



FINANCE COMMITTEE AGENDA
Room 700, Law and Justice Center
Tuesday, November 5, 2002
5:30 p.m.

1. Roll Call
2. Approval of Minutes – October 15, 2002
3. Departmental Matters:
 - A. John M. Zeunik, County Administrator
 - 1) Items to be presented for Action:
 - a) Review of Fiscal Year 2003 Departmental Budgets:
 - 1) Cooperative Extension 0088 1 - 2
 - 2) Veterans Assistance Commission 0065 3 - 4
 - B. James Boylan, County Treasurer
 - 1) Items to be presented for Action:
 - a) Accept and place on file County Treasurer's Report as of September 30, 2002
 - b) Accept and place on file County Treasurer's Investment Report as of September 30, 2002
 - 2) Items to be presented for Information:
 - a) General Report
 - b) Other
 - C. Judge Elizabeth A. Robb, Circuit Judge
 - 1) Items to be presented for Action:
 - a) Request approval to fill a Pending Vacancy of a Circuit Court Secretary position within the Associate Criminal Division in the Circuit Court 6

- D. Peggy Ann Milton, County Clerk
- 1) Items to be presented for Action:
 - a) Request approval to fill the Vacant Position of the Election Administrator in the County Clerk's Office 7
 - b) Request to approve addition of a new Deputy County Clerk position to the Fiscal Year 2003 Budget in the County Clerk's Office 8 - 18
- E. Sammy Ferrara, Veterans Services
- 1) Items to be presented for Action:
 - a) Request approval of an Emergency Appropriation Ordinance amending the Mclean County Fiscal Year 2002 Combined Annual Appropriation and Budget Ordinance – Veterans Assistance Fund 0136, Veterans Assistance Office 0065 19 - 20
- F. Bob Keller, Director, Health Department
- 1) Items to be presented for Action:
 - a) Request approval of Proposed Amendment to the Food Ordinance – Health Department 21 - 23
 - b) Request approval of Proposed Amendment to the Health and Sanitation Ordinance – Health Department 24 - 25
 - c) Request approval of Propsoed Amendment to the Animal Ordinance – Health Department 26 - 27
- G. Don Lee, Nursing Home Administrator
- 1) Items to be presented for Information:
 - a) Monthly Report 28 - 30
 - b) General Report
 - c) Other
- H. Craig Nelson, Information Services
- 1) Items to be presented for Action:
 - a) Request for approval of Contract with Cirone Computer Consulting, Inc. to Purchase Software Upgrade 31 - 41
- I. Robert Kahman, Supervisor of Assessment
- 1) Items to be presented for Information:
 - a) Assessment Status Report 42 - 44
 - b) General Report
 - c) Other

- J. Jackie Dozier, County Auditor
 - 1) Items to be presented for Information:
 - a) Progress Report on External Auditor's Management Letter 45 - 46
 - b) Other

- K. Jennifer Ho, Risk Manager
 - 1) Items to be presented for Information:
 - a) Third Quarter Risk Management Fund Report 47 - 48
 - b) General Report
 - c) Other

- L. John M. Zeunik, County Administrator
 - 1) Items to be presented for Action:
 - a) Request approval of a Resolution Evidencing Intention to issue Single Family Mortgage Revenue Bonds (ASSIST 2003) 49 - 57
 - b) Request approval to fill the Vacant Position of the County Administrator's Assistant in the County Administrator's Office 58 - 59
 - c) Request Approval of Pay Plan for Fiscal Year 2003 60 - 74
 - d) Request Approval of Position Classification and Pay Range Schedule for Fiscal Year 2003 75 - 82
 - 2) Items to be presented for Information:
 - a) General Report
 - b) Other

- 4. Recommend payment of bills and transfers, if any, to County Board
- 5. Adjournment

McLEAN COUNTY

Fiscal Year 2003 Recommended Budget

Fund: Cooperative Extension 0133 Department: Cooperative Extension 0088 Pages: 227 -- 228

CATEGORY	FY 2001 BUDGET	FY 2002 BUDGET	RECOMMENDED FY 2003 BUDGET	AMOUNT OF INCREASE	% INCREASE OVER FY 2002
Revenue	\$ -	\$ 395,000	\$ 414,000	\$ 19,000	4.81%
Salaries	\$ -	\$ -	\$ -	\$ -	
Fringe Benefits	\$ -	\$ -	\$ -	\$ -	
Materials & Supplies	\$ -	\$ -	\$ -	\$ -	
Contractual	\$ -	\$ 395,000	\$ 414,000	\$ 19,000	4.81%
Capital Outlay	\$ -	\$ -	\$ -	\$ -	
Other	\$ -	\$ -	\$ -	\$ -	
TOTAL:	\$ -	\$ 395,000	\$ 414,000	\$ 19,000	4.81%

Please see attached highlights of the Recommended Budget.

McLean County
Fiscal Year 2003 Recommended Budget

Fund: Cooperative Extension 0133

Department: Cooperative Extension Service

Pursuant to the referendum approved by the voters in McLean County, the County Board is permitted to levy a property tax in an amount not greater than \$0.05 per \$100 of equalized assessed valuation. To account for the receipt and distribution of the property tax funds for Cooperative Extension, a new Special Revenue Fund 0133 has been established in the FY'2002 Recommended Budget. Under Illinois law, the County Board is required to approve the proposed tax levy for the Cooperative Extension Service.

REVENUE:

401.0001 General Property Tax: Pursuant to the referendum approved by the voters in McLean County, the County Board is permitted to levy a property tax in an amount not greater than \$0.05 per \$100 of equalized assessed valuation. The Cooperative Extension Service has submitted a request for a property tax levy in the amount of \$414,000.00. Based on the Supervisor of Assessments' estimate of the County equalized assessed valuation, the proposed tax levy would result in a tax rate of \$0.01610 per \$100 of equalized assessed value.

EXPENDITURES:

Contractual Services

761.0001 Cooperative Extension: This line item account has increased from \$395,000 in the FY'2002 Adopted Budget to \$414,000 in the FY'2003 Recommended Budget. This line item accounts for the distribution and payment to the Cooperative Extension Service of the property tax funds levied for Property Tax Assessment Year 2002 and collected in FY'2003.

McLEAN COUNTY

Fiscal Year 2003 Recommended Budget

CATEGORY	Fund:	Department:	Veterans Assistance Commission 0065		AMOUNT OF INCREASE	% INCREASE OVER FY 2002
	Veterans Assistance Commission 0136	FY 2002 BUDGET	RECOMMENDED BUDGET	FY 2003 BUDGET		
Revenue	\$ 138,911	\$ 144,697	\$ 148,120	\$ 3,423	2.37%	
Salaries	\$ 62,198	\$ 64,018	\$ 58,062	\$ (5,956)	N/A	
Fringe Benefits	\$ 12,088	\$ 12,187	\$ 12,173	\$ (14)	N/A	
Materials & Supplies	\$ 2,730	\$ 2,855	\$ 2,670	\$ (185)	-6.48%	
Contractual	\$ 61,395	\$ 65,087	\$ 75,215	\$ 10,128	15.56%	
Capital Outlay	\$ 500	\$ 550	\$ -	\$ (550)	-100.00%	
Other	\$ -	\$ -	\$ -	\$ -	N/A	
TOTAL:	\$ 138,911	\$ 144,697	\$ 148,120	\$ 3,423	2.37%	

Please see attached highlights of the Recommended Budget.

McLean County
Fiscal Year 2003 Recommended Budget

Fund: Veterans Assistance Commission Fund 0136 Department: Veterans Assistance 0065

Highlights of the Recommended Budget:

REVENUE:

401.0001 General Property Tax: This revenue line item account has been increased from \$144,697 in the FY'2002 Adopted Budget to \$148,120 in the FY'2003 Recommended Budget. Pursuant to Chapter 55, Illinois Compiled Statutes (1994), 5/5-2006, the County Board is permitted to levy a property tax in an amount not to exceed \$0.03 per \$100 of equalized assessed valuation in counties where a Veterans Assistance Commission has been established.

EXPENDITURES:

Personnel:

There is no change in the staffing level in the FY'2003 Recommended Budget.

Materials and Supplies:

621.0001 Operational Supplies: This line item account has been increased from \$525 in the FY'2002 Adopted Budget to \$750 in the FY'2003 Recommended Budget. This increase is for the purchase of an additional office chair.

628.0001 Copy/Microfilm Expenses: This line item account has been increased from \$300 in the FY'2002 Adopted Budget to \$400 in the FY'2003 Recommended Budget. This increase is based on a review of last year's actual expenses.

Contractual:

706.0001 Contract Services: This line item account has been added in the FY'2003 Recommended Budget. The recommended appropriation covers the balance of the consulting services to be provided by Mr. Sammy Ferrara to the new Veterans Assistance Commission Officer during FY'2003.

715.0001 Dues and Memberships: This line item account has been increased from \$225 in the FY'2002 Adopted Budget to \$250 in the FY'2003 Recommended Budget. This increase is based on the annual cost of dues and memberships for the Veterans Assistance Commission Officer.

718.0001 Schooling & Conferences: This line item account has been increased from \$250 in the FY'2002 Adopted Budget to \$500 in the FY'2003 Recommended Budget. This increase is based on the costs of regional and State meetings that the new Veterans Assistance Commission Officer will need to attend.

750.0001 Equipment Maintenance Contract: This line item account has been increased from \$600 in the FY'2002 Adopted Budget to \$675 in the FY'2003 Recommended Budget. This increase is based on an increase in the maintenance charges for office equipment in the Veterans Assistance Commission office.

790.0003 Office Rental: This line-item account has been increased from \$3,680 in the FY'2002 Adopted Budget to \$3,864 in the FY'2003 Recommended Budget. This increase is based on a review of the annual maintenance and operations costs for the McBarnes Building. The Veterans Assistance Commission pays only rent for the office space in the McBarnes Building.

793.0001 Travel Expense: This line-item account has been increased from \$300 in the FY'2002 Adopted Budget to \$500 in the FY'2003 Recommended Budget. This increase is based on a review of the year to date expenses, as of the date the Recommended Budget was prepared.

Circuit Court of Illinois

Eleventh Judicial Circuit

McLean County



CHAMBERS OF
ELIZABETH A. ROBB
CIRCUIT JUDGE
LAW & JUSTICE CENTER
ROOM 511
BLOOMINGTON, IL 61701
(309) 888-5254

COUNTIES
FORD
LIVINGSTON
LOGAN
McLEAN
WOODFORD

October 29, 2002

TO: Honorable Matt Sorensen and Members of the Finance Committee
FROM: Judge Elizabeth A. Robb *EAR*
RE: Circuit Court Secretary Position

The Circuit Court respectfully requests approval of the McLean County Finance Committee to fill the pending vacancy of a Circuit Court Secretary position within the Associate Criminal Division. This senior secretary position is currently classified within Pay Grade 6 with a salary range of \$12.3236 to \$17.8741 per hour. The incumbent, Stephanie Woolridge, is resigning from the position effective November 15, 2002.

The Associate Criminal Division has the highest volume of cases within the Circuit Court. In 2001, over 39,000 cases were filed within this division. The Circuit Court fully expects the number of cases filed in 2002 to exceed 41,000 cases.

The four secretaries within the Associate Criminal Division jointly coordinate the calendars of four judges – arraignments, pre-trials, bench trials and jury trials. These positions work closely with the Circuit Clerk's Office in entering data into the EJS system. This Circuit Court Secretary position also coordinates with the State's Attorney's Office and the Victim/Witness Program the scheduling for Civil Order for Protection hearings. Chief Judge John Freese and I will be present at the November 5, 2002 Finance Committee meeting to discuss this issue.

Thank you for your consideration in this matter.

cc: Chief Judge John Freese
John Zeunik, County Administrator



**PEGGY ANN MILTON
COUNTY CLERK**

(309) 888-5190

Fax (309) 888-5932

Tax Extension (309) 888-5187


Voter's Registration (309) 888-5186

104 W. Front Room 704 Bloomington, IL 61701

E-mail: peggyann@mclean.gov Website: www.mclean.gov

DATE: October 30, 2002

TO: Honorable Chairman Matt Sorensen
Honorable Members of the Finance Committee

FROM: Peggy Ann Milton 

RE: Replacement of Election Administrator and
Additional Deputy Clerk

Thank you for your verbal approval to proceed with the hiring of our Elections Administrator.

I respectfully request formal permission to hire a replacement for our Elections Administrator's position. As I shared with you on October 22, 2002, our current Administrator has given notice of her resignation.

Also, we would like your Committee to consider approval of an additional Deputy Clerk in elections. We realize that we have added two additional full-time employees since 1999 but these positions were primarily for the additional workload in vital records and taxes. Please see the enclosed.

We have attempted to remedy the staffing situation ourselves with the use of volunteers from the genealogical society, volunteer assistance through Marc, and by contacting Careerlink for added voluntary assistance but these are only temporary fixes to a permanent problem.

Thank you for your attention to this matter.

Enclosures

cc: John Zeunik
Terry Lindberg



McLean County

OFFICE OF THE ADMINISTRATOR

(309) 888-5110 FAX (309) 888-5111

104 W. Front, Room 701

P.O. Box 2400

Bloomington, Illinois 61702-2400

To: Chairman and Members, Finance Committee
From: Terry Lindberg, Assistant County Administrator
Date: November 5, 2002
Re: County Clerk Staffing Request

The cost to add an additional Deputy Clerk to this office in 2003 would be:

Salary Step 1 (\$10.8239)	\$21,107
FICA	1,615
IMRF	984
Medical	<u>2,550</u>
Total	\$26,256

If the position were to be filled at step 10, the total cost would be \$27,206.

County	How many registered Voters?	How many Precincts?	How many employees for elections?	Starting salary for the Elections Administrator?	Is the Administrator Exempt?	Starting salary for support staff?
Ford	9,000	22	2 FT	n/a	yes	n/a
DeWitt	12,700	23	1	n/a	no	\$13,650.00
Logan	22,000	44	2 FT + 1 PT	n/a	yes	\$17,000.00
Livingston	24,739	52	1	n/a	no	n/a
Peoria	49,650	53	4	\$40,000.00	yes	\$24,000.00
McLean	49,989	63	2 FT + Seasonal	\$28,000.00	no*	\$19,900.00
Champaign	99,000	117	6	\$40,000.00	yes	\$18,000.00
Tazewell	90,507	130	4 FT + 4 Seasonal	\$28,400.00	yes	\$16,500.00

*We would like to make this position exempt prior to hiring the new administrator. Also, as is indicated above most of the counties we called, their administrator is exempt. After completing a questionnaire and doing research (attached) we believe this would be warranted.

Tasks Added Since Taking Office

- Our requests (receipts) have almost doubled.
 - In 1998, we processed 6,722 receipts. This year will process approximately 13,000 receipts. This is a 93.39% increase.
- Funeral Home Directors, Title Companies, and Attorneys are not permitted access to our records. All requests for vital records must be filled by members of our staff. (410 ILCS 535/24)
- Record “deceased” on birth records of deceased persons as mandated by 410 ILCS 535/25.1.
 - Caught up many years of backlog and maintain.
- According to the Vital Records Act, we must keep all applications for copies of vital records for three years. A filing system and index for these was created and is maintained.
- Index Assumed Names in a computerized index. (Maintaining an index is mandated by 805 ILCS 405/3.)
 - This was previously done by hand-typing index cards, which are very easily misplaced or misfiled by the public.
 - Maintaining current and working on years of backlog.
- At the Request of Information Services, we now print our own precinct lists. These are very large lists (several thousand pages) and take many hours to print. We are mandated to provide these lists for the Party Chairmen and any voter who requests such by 10 ILCS 5/4-11.
- Purge entire voter roll every two years as mandated by 10 ILCS 5/5-25
 - Ongoing process.
- Due to changes in legislation, (10 ILCS 5/13-4) we are able to use High School students as election judges. This increases the amount of training we must conduct and involves coordination with school principals.
- Maintain an index of birth records requested, by name and number requested, as directed by the State Department of Vital Statistics.
- Add birth certificate numbers to all birth records received as directed by the State Department of Vital Statistics – birth records which do not contain these numbers are not considered complete, certified copies by most agencies.
 - Caught up several year backlog and maintain.

- We have updated our voter system to digitized signatures. This update expedites the accuracy and efficiency at the polls, yet it has increased office workload.
 - We now must scan the signature of every new registered voter.
- We requested a website to better serve which has increased the public's awareness of services offered by our office. We are pleased the County is supportive of the website.
 - Maintaining and updating information on website takes additional staff time.
 - Answering the additional calls and e-mails takes additional staff time as well.
- Due to increased Internet access, genealogical requests have almost doubled. We are required by 410 ILCS 535/25 to fill these requests.
 - We have a volunteer to help fill these requests.
- We have been diligently working on documenting procedures for all tasks performed by our office. This is a never-ending process due to the many law changes and our continual pursuit of more efficient ways to accomplish tasks. In the past if the person responsible for a specific area was not in the office, the customer requesting assistance was asked to leave and return at a later date.

(410 ILCS 535/24)

Sec. 24. (1) To protect the integrity of vital records, to insure their proper use, and to insure the efficient and proper administration of the vital records system, access to vital records, and indexes thereof, including vital records in the custody of local registrars and county clerks originating prior to January 1, 1916, is limited to the custodian and his employees, and then only for administrative purposes, except that the indexes of those records in the custody of local registrars and county clerks, originating prior to January 1, 1916, shall be made available to persons for the purpose of genealogical research. Original, photographic or microphotographic reproductions of original records of births 100 years old and older and deaths 50 years old and older, and marriage records 75 years old and older on file in the State Office of Vital Records and in the custody of the county clerks may be made available for inspection in the Illinois State Archives reference area, Illinois Regional Archives Depositories, and other libraries approved by the Illinois State Registrar and the Director of the Illinois State Archives, provided that the photographic or microphotographic copies are made at no cost to the county or to the State of Illinois. It is unlawful for any custodian to permit inspection of, or to disclose information contained in, vital records, or to copy or permit to be copied, all or part of any such record except as authorized by this Act or regulations adopted pursuant thereto. (2) The State Registrar of Vital Records, or his agent, and any municipal, county, multi-county, public health district, or regional health officer recognized by the Department may examine vital records for the purpose only of carrying out the public health programs and responsibilities under his jurisdiction

(410 ILCS 535/25.1)

Sec. 25.1. (a) When the State Registrar of Vital Records receives or prepares a death certificate the Registrar shall make an appropriate notation in the birth certificate record of that person that the person is deceased. The Registrar shall also notify the appropriate municipal or county custodian of such birth record that the person is deceased, and such custodian shall likewise make an appropriate notation in its records. (b) In response to any inquiry, the Registrar or a custodian shall not provide a copy of a birth certificate or information concerning the birth record of any deceased person except as provided in this subsection (b) or as otherwise provided in this Act or as approved by the Department. When a copy of the birth certificate of a deceased person is requested, the Registrar or custodian shall require the person making the request to complete an information form, which shall be developed and furnished by the Department and shall include, at a minimum, the name, address, telephone number, social security number and driver's license number of the person making the request. Before furnishing the copy, the custodian shall prominently stamp on the copy the word "DECEASED" and write or stamp on the copy the date of death of the deceased person. The custodian shall retain the information form completed by the person making the request, and note on the birth certificate record that such a request was made. The custodian shall make the information form available to the Department of State Police or any local law enforcement agency upon request. A city or county custodian shall promptly submit copies of all completed forms to the Registrar. (c) The Registrar shall furnish, no later than 60 days after receipt of a form used to request a birth certificate record of a deceased person, a copy of the form and a copy of the corresponding birth certificate record to the Illinois Department of

Public Aid and the Department of Human Services. The Illinois Department of Public Aid and the Department of Human Services shall, upon receipt of such information, check their records to ensure that no claim for public assistance under the Illinois Public Aid Code is being made either by a person purporting to be the deceased person or by any person on behalf of the deceased person. (Source: P.A. 89-507, eff. 7-1-97.)

(805 ILCS 405/3)

Sec. 3. The several County Clerks of this State shall keep an alphabetical index of all persons filing certificates pursuant to Sections 1 and 2, and for the indexing and filing of such certificate shall receive a fee of \$5.00. A copy of such certificate and receipt for proof of publication, duly certified to by the County Clerk in whose office the certificate is filed, shall be presumptive evidence in all courts of law in this State of the facts therein contained. (Source: P.A. 85-186.)

(10 ILCS 5/4-11)

Sec. 4-11. At least 2 weeks prior to the general November election in each even numbered year and the consolidated election in each odd-numbered year the county clerk shall cause a list to be made for each precinct of all names upon the registration record cards not marked or erased, in alphabetical order, with the address, provided, that such list may be arranged geographically, by street and number, in numerical order, with respect to all precincts in which all, or substantially all residences of voters therein shall be located upon and numbered along streets, avenues, courts, or other highways which are either named or numbered, upon direction either of the county board or of the circuit court. On the list, the county clerk shall indicate, by italics, asterisk, or other means, the names of all persons who have registered since the last regularly scheduled election in the consolidated schedule of elections established in Section 2A-1.1 of this Act. The county clerk shall cause such precinct lists to be printed or typed in sufficient numbers to meet all reasonable demands, and upon application a copy of the same shall be given to any person applying therefor. By such time, the county clerk shall give the precinct lists to the chairman of a county central committee of an established political party, as such party is defined in Section 10-2 of this Act, or to the chairman's duly authorized representative. Within 30 days of the effective date of this Amendatory Act of 1983, the county clerk shall give the precinct lists compiled prior to the general November election of 1982 to the chairman of county central committee of an established political party or to the chairman's duly authorized representative. Prior to the opening of the polls for other elections, the county clerk shall transmit or deliver to the judges of election of each polling place a corrected list of registered voters in the precinct, or the names of persons added to and erased or withdrawn from the list for such precinct. At other times such list, currently corrected, shall be kept available for public inspection in the office of the county clerk. Within 60 days after each general election the county clerk shall indicate by italics, asterisk, or other means, on the list of registered voters in each precinct, each registrant who voted at that general election, and shall provide a copy of such list to the chairman of the county central committee of each established political party or to the chairman's duly authorized representative. Within 60 days after the effective date of this amendatory Act of 1983, the county clerk shall indicate by italics, asterisk, or other means, on the list of registered voters in each precinct, each registrant who voted at the

general election of 1982, and shall provide a copy of such coded list to the chairman of the county central committee of each established political party or to the chairman's duly authorized representative. The county clerk may charge a fee to reimburse the actual cost of duplicating each copy of a list provided under either of the 2 preceding paragraphs. (Source: P.A. 90-358, eff. 1-1-98.)

(10 ILCS 5/5-25)

Sec. 5-25. The county clerk on his own initiative or upon order of the board of county commissioners shall at all times have authority to conduct investigation and to make canvasses of the registered voters in any precinct canvass or at other times and by other methods than those so prescribed. However, the county clerk shall conduct a verification of voter registrations at least once in every 2 years, and shall cause the cancellation of registration of persons who have ceased to be qualified voters. Such verification shall be accomplished by one of the following methods: (1) precinct canvass conducted by 2 qualified persons of opposite party affiliation appointed by the county clerk or (2) written request for verification sent to each registered voter by first class mail, not forwardable or (3) an alternative method of verification submitted in writing to and approved by the State Board of Elections at a public meeting not less than 60 days prior to the date which the county clerk has fixed for implementation of that method of verification; provided, that the county clerk shall submit to the State Board of Elections a written statement of the results obtained by use of such alternative method within 30 days of completion of the verification. In each precinct one canvasser may be appointed from outside such precinct if not enough other qualified persons who reside within the precinct can be found to serve as canvasser in such precinct. The one canvasser so appointed to serve in any precinct in which he is not entitled to vote prior to the election must be entitled to vote elsewhere within the ward or township which includes within its boundaries the precinct in which such canvasser is appointed and such canvasser must be otherwise qualified. If upon the basis of investigation or canvasses, the county clerk shall be of the opinion that any person registered under this Article 5 is not a qualified voter or has ceased to be a qualified voter, he shall send a notice through the United States mail to such person, requiring him to appear before the county clerk for a hearing within ten days after the date of mailing such notice and show cause why his registration shall not be cancelled. If such person fails to appear within such time as provided, his registration shall be cancelled. If such a person does appear, he shall make an affidavit similar in every respect to the affidavit required of applicants under Section 5-16 of this Article 5. (Source: P.A. 81-1535.)

(10 ILCS 5/13-4) Sec. 13-4. Qualifications. (a) All persons elected or chosen judge of election must: (1) be citizens of the United States and entitled to vote at the next election, except as provided in subsection (b); (2) be of good repute and character; (3) be able to speak, read and write the English language; (4) be skilled in the four fundamental rules of arithmetic; (5) be of good understanding and capable; (6) not be candidates for any office at the election and not be elected committeemen; and (7) reside in the precinct in which they are selected to act, except that in each precinct, not more than one judge of each party may be appointed from outside such precinct. Any judge selected to serve in any

precinct in which he is not entitled to vote must reside within and be entitled to vote elsewhere within the county which encompasses the precinct in which such judge is appointed. Such judge must meet the other qualifications of this Section. (b) An election authority may establish a program to permit a person who is not entitled to vote to be appointed as an election judge if, as of the date of the election at which the person serves as a judge, he or she: (1) is a U.S. citizen; (2) is a senior in good standing enrolled in a public or private secondary school; (3) has a cumulative grade point average equivalent to at least 3.0 on a 4.0 scale; (4) has the written approval of the principal of the secondary school he or she attends at the time of appointment; (5) has the written approval of his or her parent or legal guardian; (6) has satisfactorily completed the training course for judges of election described in Sections 13-2.1 and 13-2.2; and (7) meets all other qualifications for appointment and service as an election judge. No more than one election judge qualifying under this subsection may serve per political party per precinct. Prior to appointment, a judge qualifying under this subsection must certify in writing to the election authority the political party the judge chooses to affiliate with. Students appointed as election judges under this subsection shall not be counted as absent from school on the day they serve as judges. (Source: P.A. 91-352, eff. 1-1-00.)

(410 ILCS 535/25)

Sec. 25. In accordance with Section 24 of this Act, and the regulations adopted pursuant thereto:

...(4) Certification or a certified copy of a certificate shall be issued: (a) Upon the order of a court of competent jurisdiction; or (b) In case of a birth certificate, upon the specific written request for a certification or certified copy by the person, if of legal age, by a parent or other legal representative of the person to whom the record of birth relates, or by a person having a genealogical interest; or ...

FY 2003
McLEAN COUNTY PERSONNEL REQUEST
NEW POSITION REQUEST

PLEASE NOTE: All Personnel Request Forms are to be submitted to the County Administrator's Office by 4:30 p.m. on July 19, 2002.

Department Name: McLean County Clerk's Office Date Submitted: 10/31/02

1. Fund: # 0001 Department: # 0005
Program(s)/Percentage: #0006 100 % # _____ % # _____ %

2. Please state desired start date:
 2003 Budget Year Mid-Year; Other: _____, 2003
(January 1, 2003) (July 1, 2003)

3. Position Classification Number and Name: 0023 Deputy Clerk

Pay Grade: IV (proposed, if not an existing classification)

Status: Permanent Full-Time Permanent Part-Time _____
Temporary Full-Time _____ Temporary Part-Time _____

ANNUAL HOURS: 1950

NOTE: If not an existing classification, attach a proposed job description (generic to the classification, rather than specific to the department, if possible).

4. Reason for Request:
a) Additional Workload New Service/Program Other: _____
b) Mandated by: _____ Not Mandated

5. **Costs:** Estimate the total costs for next year for all Non-Wage Items. The County Administrator's Office will calculate the Personnel costs (Salary and Fringe Benefits, including FICA and I.M.R.F.)

(a) Commodities: State nature and costs, include line-item account numbers.
NOTE: Materials and Supplies "600" series line-item accounts.)
N/A

b) Capital Outlay: State nature and costs; include line item numbers.
Include all capital outlay expenditures required, e.g. office furniture, vehicle equipment.
(NOTE: Capital Outlay "800" series line-item accounts).
N/A

c) Other Expenditures:
State nature and costs; include line item number.

N/A

6. Revenue: State the source(s) and projected amount of any revenue that will directly result from this personnel request. Include the revenue line item number.

N/A

7. Duties: Fully explain the duties and responsibilities of this position, including the percentage of time estimated for each duty or type of work. (If additional office space is needed, please attach a separate sheet.)


Enter new voters, register people to vote, securing and training of election judges, create reports such as walk lists for candidates, answer questions via e-mail, telephone, or over the counter, assist with requests for vital records through the mail or over the counter, assist with absentee voting

8. Justification: Fully explain the need for this new position. Please quantify if based on workload and include historical workload data for past 3 years. (If additional office space is needed, please attach a separate sheet.)

PRIOR YEARS	WORKLOAD INCREASE INDICATOR	WORKLOAD	STAFFING
FY2000			
FY2001			
FY2002			
FY2003(Projected)			

This position would alleviate some of the overtime worked by the Chief Deputy, County Clerk, and Elections Administrator. Because our workload has increased greatly since 1998, as indicated on the attached, we are trying to implement a plan to effectively serve the diverse duties of this office and hopefully decrease the employee turnover in this area.

9. Departmental Contact for this request: Maria Loughrige-Pascua
(Print Name)

10. Departmental Approval of Request 
Department Head Date

**Exhibit 2.1
Checklist for Identifying Exempt Workers**

Answering "yes" to all questions in any one category indicates that the employee meets the legal requirements to be considered exempt from overtime within that category.

Executive

Yes No

Is the employee's primary duty the supervision of a customarily recognized department, area, or subdivision? Elections

Does the employee regularly direct the work of two or more employees? Five Deputy Clerks, 300 Election Judges, Deputy Registrars, and interns

Do this employee's recommendations regarding hiring and termination of other employees carry weight? Support and seasonal staff

Does the work regularly and customarily require the use of discretion?

Does the employee spend no more than 20 percent of his or her time on nonexempt work each workweek? Training, research, organization, planning, co-ordinating, interviewing, ballot preparation and approval, creation of publications and press releases

Is the employee regularly paid a weekly rate of at least \$155?

Professional

Yes No

Does the employee's primary duty require one of the following: advanced knowledge in a field of science or learning; originality and creativity in a recognized field of artistic endeavor; or teaching, tutoring, or instructing?

Is the employee's work primarily intellectual and nonstandard in character?

Are discretion and independent judgment used?

Does the employee spend no more than 20 percent of his or her time on nonexempt work each workweek?

Is the employee regularly paid a weekly rate of at least \$170?

**An EMERGENCY APPROPRIATION Ordinance
Amending the McLean County Fiscal Year 2002
Combined Annual Appropriation and Budget Ordinance
County Veterans' Assistance Fund 0136, Veterans' Assistance Office 0065**

WHEREAS, the McLean County Board, on November 20, 2001, 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 2002 Fiscal Year beginning January 1, 2002 and ending December 31, 2002; and,

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the Veterans' Assistance Office; and,

WHEREAS, the County Board, at its regular meeting on September 16, 2002, approved a contractual services agreement between the Veterans' Assistance Commission and Mr. Sam Ferrara; and,

WHEREAS, the Finance Committee, at its regular meeting on November 5, 2002, approved certain appropriation transfers within the existing Veterans' Assistance budget totaling \$4,000.00 to cover part of the costs of said contract for the balance of Fiscal Year 2002; and,

WHEREAS, the audited unappropriated fund balance in the Veterans' Assistance Fund was \$77,596.25 as of December 31, 2001; and,

WHEREAS, the Finance Committee, at its regular meeting on November 5, 2002, approved and recommended to the County Board an Emergency Appropriation Ordinance in the amount of \$4,000.00 to cover the remaining costs of said contract for the balance of Fiscal Year 2002; now, therefore

BE IT ORDAINED by the McLean County Board as follows:

1. That the County Treasurer is directed to make an Emergency Appropriation from the unappropriated fund balance of the Veterans' Assistance Fund 0136 in the amount of **\$4,000.00**

	<u>ADOPTED</u>	<u>AMENDED</u>
0136-0065-0074-0400.0000		
Unappropriated Fund Balance	\$ 0.00	\$ 4,000.00

(2)

2. That the County Auditor is directed to amend the fiscal year 2002 Combined Annual Appropriation and Budget Ordinance by increasing the following line-item appropriations:

0136-0065-0074-0706.0001		
Contractual Services	\$ 00.00	\$ 4,000.00

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

ADOPTED by the McLean County Board this 19th day of November, 2002.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the
County Board of McLean County, Illinois

Michael F. Sweeney, Chairman
McLean County Board



Health Department

200 W. Front St. Room 304 Bloomington, Illinois 61701 (309)888-5450

TO: Finance Committee

FROM: John M. Hirsch

DATE: September 6, 2002

RE: Proposed amendments to McLean County Revised Code, Chapter 26, Food Service, and Chapter 28, Health and Sanitation.

Attached are the proposed amendments to the above referenced County Code chapters regarding the regulation of food service establishments and private sewage disposal systems. The proposed amendments were reviewed and approved by the Board of health at their meeting on September 4, 2002. The proposed changes consist of the following:

1. A 3% increase for all food permit fees included in Chapter 26 of the McLean County Revised Code with the exception of the Temporary Food Ordinance permits.

In addition, we are proposing to add amendments requiring the use of mechanical refrigeration for temporary food events lasting 2 days or longer, and handwashing equipment requirements for temporary food events.

2. A 3% increase for all permit fees in Chapter 28 of the McLean County Revised Code covering private sewage disposal systems and installer and pumper license fees.

In addition, we propose to amend one provision in the Ordinance to provide an increased setback distance between sewage disposal systems and horizontal geothermal exchange systems.

**AMENDING CHAPTER 26 OF THE MCLEAN COUNTY CODE
FOOD SERVICE**

WHEREAS, the McLean County Board has certain ordinances which promulgate certain rules and regulations pertaining to the regulation of food service establishments, retail food stores, and bed and breakfast establishments for the promotion and protection of health and the control of disease; and

WHEREAS, the McLean County Board of Health has recommended on September 5, 2002, that permit fees be increased, and clarifications be made to the ordinance, and

WHEREAS, the Finance Committee at their November 5, 2002, meeting has concurred with such recommendation, now, therefore,

BE IT ORDAINED by the County Board of McLean County, now in regular session, that the aforesaid Chapter 26 be and hereby is amended to read as follows:

26.08-6 Food Service Establishment Permit Fees. The annual fees for these food permits shall be:

CLASS A Permit	-	\$347.00	\$357.00
CLASS B Permit	-	\$261.00	\$269.00
CLASS C Permit	-	\$175.00	\$180.00
CLASS D Permit	-	Reserved for future use	
CLASS E Permit	-	Reserved for future use	
CLASS F Permit	-	No Fee	

26.26-6 Retail Food Store Permit Fees. The annual fees for these food permits shall be:

CLASS A Permit	-	\$347.00	\$357.00
CLASS B Permit	-	\$261.00	\$269.00
CLASS C Permit	-	\$175.00	\$180.00
CLASS D Permit	-	\$175.00	\$180.00
CLASS E Permit	-	\$ 85.00	\$ 88.00
CLASS F Permit	-	No Fee	

26.58-1 Bed and Breakfast Permit Fees. The annual fees for these permits shall be:

CLASS H Permit	-	\$261.00	\$269.00
CLASS I Permit	-	\$175.00	\$180.00

26.91 EQUIPMENT STANDARDS

All new and replacement equipment shall meet or be equivalent to applicable National Sanitation Foundation (NSF) standards or be approved by the Board of Health. In addition, adequate cold holding equipment must be provided to maintain potentially hazardous cold foods at 41°F or

below. Mechanical refrigeration must be provided for temporary food events lasting 2 days or longer. Mechanical refrigeration is strongly recommended for all temporary food events.

Handwashing facilities must be provided including a hands-free flowing type container with a spout, warm water, liquid soap, single use/disposable paper towels, and a container for catching waste water. Avoid direct hand contact with ready-to-eat foods by providing gloves, tongs, deli tissue, etc.

This amendment shall become effective and in full force on January 1, 2003. Adopted by the County Board of McLean County, Illinois, this 1st day of November 2002.

APPROVED:

Michael F. Sweeney, Chairman
McLean County Board

ATTEST:

Peggy Ann Milton, Clerk of the McLean County
Board of McLean County

**AMENDING CHAPTER 28 OF THE MCLEAN COUNTY CODE
HEALTH AND SANITATION**

WHEREAS, the McLean County Board has certain ordinances which promulgate certain rules and regulations pertaining to the regulation of sewage for the promotion and protection of health and the control of disease; and

WHEREAS, the McLean County Board of Health has recommended on September 5, 2002, that permit and license fees be increased, and clarifications be made to the Ordinance, and

WHEREAS, the Finance Committee, at their November 5, 2002 meeting, has concurred with such recommendations, now, therefore

BE IT ORDAINED by the County Board of McLean County, now in regular session, that the aforesaid Chapter 28 is and hereby is amended to read as follows:

28.55 Horizontal Geothermal Exchange System Setback

In order to protect the sewage disposal system and the horizontal geothermal exchange system, there shall be a minimum of ~~ten~~ fifteen feet between the systems.

28.57 Permit Fees. The annual fees for these private sewage disposal system permits shall be:

(A) Septic tank or Imhoff tank	\$66.00	<i>\$68.00</i>
(B) 1. Subsurface seepage field	\$97.00	<i>\$100.00</i>
2. Seepage bed	\$97.00	<i>\$100.00</i>
3. Sand filter (buried or recirculating)	\$97.00	<i>\$100.00</i>
4. Waste stabilization pond	\$97.00	<i>\$100.00</i>
5. 8" or 10" gravel-less seepage field	\$97.00	<i>\$100.00</i>
6. Chamber systems	\$97.00	<i>\$100.00</i>
(C) Aerobic treatment plant discharging to supplementary treatment or to the surface	\$129.00	<i>\$133.00</i>
(D) Treatment unit(s) and waste stabilization pond	\$129.00	<i>\$133.00</i>
(E) Privies, chemical toilet, recirculating toilet, incinerator toilet, compost toilet	\$129.00	<i>\$133.00</i>
(F) Private sewage mound (77 Ill. Adm Code 906)	\$129.00	<i>\$133.00</i>
(G) Holding tank(s)	\$129.00	<i>\$133.00</i>

(H) Dump station	\$129.00	\$133.00
(I) Any other system for which a variance in accordance with Section 28.60 of this Ordinance, has been issued.	\$129.00	\$133.00

28.57-1 License Fees The non-refundable fees for the following licenses are:

(A) Installer license	\$184.00	\$190.00
(B) Pumper license	\$184.00	\$190.00

This amendment shall become effective and in full force on January 1, 2003. Adopted by the County Board of McLean County, Illinois, this 19th day of November 2002.

APPROVED:

Michael Sweeney, Chairman
of the McLean County Board

ATTEST:

Peggy Ann Milton, Clerk
of the McLean Board

1901-SDP

AMENDING CHAPTER 21 OF THE McLEAN COUNTY CODE
ANIMALS

WHEREAS, the McLean County Board has certain ordinances which promulgate certain rules and regulations pertaining to the supervision of Animal Control; and

WHEREAS, the McLean County Board of Health has recommended on January 01, 2003, that registration fees be increased and clarifications be made to the Ordinance, and

WHEREAS, the Finance Committee, at their October 22, 2002 meeting, has concurred with such recommendations, now, therefore,

BE IT ORDAINED by the County Board of McLean County, now in regular session, that the aforesaid Chapter 21 by and hereby is amended to read as follows:

21.22-2 The registration fee shall be based on the following schedule:

- (A) The annual registration fee for a dog shall be ~~eight dollars (\$8.00)~~ nine dollars (\$9.00).

21.53 RECLAMATION FEES. The following fees for reclamation of an animal shall be paid before an animal is released:

\$30.00 For owner reclamation of the animal; and

\$ 5.00 Additional boarding charge for each day or part of a day the animal is impounded; and,

\$8.00 Additionally, for a rabies vaccination deposit if an impounded dog has not been currently vaccinated; and,

~~\$8.00~~ \$9.00 Additionally, if a dog is not currently registered in McLean County; and,

\$15.00 Additionally, per occurrence, for each prior incident of impoundment of any animal owned by a person owning, or having owned, any animals impounded two (2) or more times during a calendar year.

21.55 ADOPTION FEES. The following fees for an animal shall be paid before the animal is released:

	Dogs	Dogs	Cats
Boarding	\$ 10.00	\$ 10.00	\$10.00
Registration	\$ 8.00	\$ 9.00	-----
Vaccination Deposit	\$35.00	\$35.00	\$35.00
Total Fee	\$61.00	\$62.00	\$53.00

This amendment shall become effective and in full force on January 1, 2003. Adopted by the County Board of the County of McLean, Illinois, this 19th day of November, 2002.

APPROVED

Michael Sweeney, Chairman
of the McLean County Board

ATTEST

Peggy Ann Milton, Clerk
of the McLean County Board

McLEAN COUNTY NURSING HOME

ACCRUED EXPENDITURE	2002 BUDGET	2002 MONTHLY ALLOC	SEPT, 2002 ACCRUED EXPENSE	YTD ALLOC	ADJUSTED YTD EXPENSE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET SPENT	PROJECTED EXPENSE 12/31/02	PROJECTED VARIANCE 12/31/02
SALARIES	2,937,984	241,478	247,720	2,197,451	2,271,172	666,812	73,721	77%	3,036,549	98,565
IMRF	123,395	10,142	10,404	92,293	95,389	28,006	3,096	77%	127,535	4,140
MED/LIFE	292,445	8,913	24,037	218,733	218,733	73,712	0	75%	292,445	0
SOC/SEC	224,756	18,473	18,951	168,105	173,745	51,011	5,640	77%	232,296	7,540
VAC LIAB	25,000	2,055	2,055	18,699	18,699	6,301	0	75%	25,000	0
SELLBACK	40,000	3,288	3,288	29,918	29,918	10,082	0	75%	40,000	0
PERSONNEL	3,643,580	284,349	306,454	2,725,198	2,807,655	835,925	82,457	77%	3,753,825	110,245
COMMODITIES	537,825	44,205	53,594	402,264	413,347	124,478	11,083	77%	552,644	14,819
CONTRACTUAL	1,163,276	95,612	76,656	870,067	705,860	457,417	(164,207)	61%	943,732	(219,545)
CAPITAL	172,350	14,166	5,129	128,908	52,362	119,988	(76,546)	30%	70,008	(102,342)
GRAND TOTAL	5,517,031	438,331	441,832	4,126,437	3,979,224	1,537,807	(147,213)	72%	5,320,208	(196,823)

McLEAN COUNTY NURSING HOME

ACCRUED REVENUE	2,002 BUDGET	2,002 MONTHLY ALLOC	SEPT, 2002 ACCRUED REVENUE	YTD ALLOC	ADJUSTED YTD REVENUE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET	PROJECTED REVENUE 12/31/02	PROJECTED VARIANCE 12/31/02
MEDICARE REIMBURSEMENT	545,304	44,820	63,087	407,858	562,474	(17,170)	154,616	103%	752,026	206,722
IDPA REIMBURSEMENT	2,646,673	217,535	176,178	1,979,566	1,618,865	1,027,808	(360,702)	61%	2,164,416	(482,257)
SCHOOLING REIMB (MARC)	1,000	82	0	748	0	1,000	(748)	0%	0	(1,000)
JDC LAUNDRY	6,000	493	594	4,488	5,161	839	673	86%	6,900	900
JDC FOOD	25,000	2,055	2,774	18,699	23,054	1,946	4,355	92%	30,823	5,823
MEALS	500	41	30	374	191	309	(183)	38%	255	(245)
PVT PAY REVENUE	1,547,600	127,200	136,444	1,157,520	1,273,032	274,568	115,512	82%	1,702,039	154,439
UNCLASS	6,000	493	52	4,488	37,670	(31,670)	33,183	628%	50,365	44,365
INTEREST EARNED	140,000	11,507	5,891	104,712	39,307	100,693	(65,406)	28%	52,553	(87,447)
SALE OF ASSETS	0	0	0	0	0	0	0	#DIV/0!	0	0
TRANSFER IN	358,042	29,428	29,983	267,796	274,347	83,695	6,551	77%	366,801	8,759
TELEPHONE REIMB	0	0	720	0	5,880	(5,880)	5,880	#DIV/0!	7,862	7,862
TOTAL ACC REVENUE	5,276,119	433,654	415,753	3,946,248	3,839,980	1,436,139	(106,268)	73%	5,134,039	(142,080)

TOTAL ACC REVENUE	5,276,119	433,654	415,753	3,946,248	3,839,980	1,436,139	(106,268)	73%	5,134,039	(142,080)
LESS ACCRUED EXPENSE	(5,517,031)	(438,331)	(441,832)	(4,126,437)	(3,979,224)	(1,537,807)	147,213	72%	(5,320,208)	(196,823)

ACC REV - (ACC EXP)	(240,912)	(4,678)	(26,080)	(180,189)	(139,244)	(101,668)	40,945		(186,169)	
PLUS CAP EXP	0	14,166	5,129	128,908	52,362	119,988	(76,546)		70,008	

ACC BALANCE	(240,912)	9,488	(20,951)	(51,281)	(86,882)	18,319	(35,601)		(116,160)	
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McLEAN COUNTY NURSING HOME

CENSUS Report - 2002

MONTH	AVG MEDICARE	AVG PVT PAY	AVG IDPA	AVG BED HOLD	AVG CENSUS	AVG VACANT
JANUARY	8.65	39.29	79.03	2.97	129.94	20.06
FEBRUARY	4.79	43.07	77.14	3.61	128.61	21.39
MARCH	7.55	45.00	72.26	2.52	127.33	22.67
APRIL	3.50	46.53	73.77	2.23	126.03	23.97
MAY	4.48	45.16	76.39	0.77	126.80	23.20
JUNE	7.00	44.17	82.07	1.00	134.23	15.77
JULY	9.42	45.13	78.52	1.26	134.32	15.68
AUGUST	6.87	43.90	76.97	1.65	129.39	20.61
SEPTEMBER	6.60	42.50	80.10	1.67	130.87	19.13
OCTOBER						
NOVEMBER						
DECEMBER						

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YTD AVERAGE	6.54	43.86	77.36	1.96	129.72	20.28
% OF CAPACITY	4.36%	29.24%	51.57%	1.31%	86.48%	13.52%

**Request for Approval
Of Contract with Cirone Computer Consulting Inc.
to Purchase Software Upgrade**

To the Honorable Members of the McLean County Board and the McLean County Finance Committee:

Information Services and the office of the Supervisor of Assessments are requesting approval of the attached contract to purchase a software upgrade module from Cirone Computer Consulting Inc. Sufficient funds exist within the office of the Supervisor of Assessments for this purchase.

The software to be developed will allow figures from local assessor's offices to be loaded electronically into the PAMS database of the Supervisor of Assessment's office. In turn, equalized assessment values will be able to be delivered back to the local assessors.

The contract attached has been negotiated by Information Services with the assistance of the Civil State's Attorney.

I'll be happy to answer any questions you may have.

Respectfully submitted,



Craig Nelson
Director, Information Services.

MASTER SOFTWARE LICENSE AGREEMENT
Agreement #IS02001

This is a License Agreement (the "Agreement") between **Cirone Computer Consulting Inc.** ("LICENSOR"), a company having a place of business at 40 Dupage Court, Suite 500, Elgin, Illinois 60120 and the **County of McLean, Illinois** (the "COUNTY"), having its administrative office at 104 West Front Street, 7th Floor, Bloomington, Illinois 61701.

RECITALS

WHEREAS, LICENSOR is the owner of certain software products (hereafter referred to as the "Software") which are more fully described in supplements attached hereto; and

WHEREAS, the parties agree that they shall execute a supplement (the "Supplement") in a form substantially the same as the form attached hereto as Exhibit A, and by this reference incorporated herein, for each such Software product to be licensed by COUNTY. Each Supplement will be governed by the terms of this Agreement. The Supplement(s) shall set forth, among other things, a description of the Software, the location(s) and or data processing systems for which the Software is licensed and the pricing;

Accordingly, the parties agree as follows:

1. LICENSE. LICENSOR grants to COUNTY, and COUNTY accepts from LICENSOR, an irrevocable, non-exclusive and non-transferable license to use the Software (the "License."); COUNTY is prohibited from licensing, sublicensing or transferring the Software to a third party (except to a related party).

Unless otherwise provided in the Supplement, the Software may be used on any CPU of COUNTY located at any of COUNTY's premises in the United States. Use of the Software may be subsequently transferred to other data processing systems maintained by COUNTY provided the total number of data processing systems on which the Software is used by COUNTY does not exceed the total number of copies of the Software COUNTY has purchased. A License may be temporarily transferred to back-up equipment if the particular scheduled equipment is inoperative.

The parties agree that COUNTY shall purchase the number of copies of the specific Software, as set forth in the relevant Supplement. The total purchase price for the copies shall be set forth in the relevant Supplement. If LICENSOR's price for the Software decreases before delivery of the Software to COUNTY, COUNTY shall receive the lower price.

The parties also agree that COUNTY shall hereafter purchase from LICENSOR as many additional copies of the Software as COUNTY determines it may need. The price for any additional copies purchased hereafter shall not exceed the lesser of the price set forth in the relevant Supplement or LICENSOR's then-current price, whichever is less. For purposes of this Agreement any reference to the Software shall also include any copies of the Software purchased by COUNTY now or hereafter. Use of copies purchased now or hereafter shall be governed by the terms and conditions of this Agreement.

2. DOCUMENTATION. LICENSOR agrees it shall provide COUNTY with all user documentation, including but not limited to all operator and user manuals, training materials, guides, listings, specifications, and other materials for use in conjunction with the Software. LICENSOR shall deliver to COUNTY one complete copy of the documentation, and COUNTY shall have the right to make additional copies of the documentation and may internally distribute paraphrases or limited excerpts from the documentation provided they maintain LICENSOR's copyright notice on such copies.

3. TITLE TO SOFTWARE SYSTEMS. The Software and all documentation hereunder and all copies thereof are proprietary to LICENSOR and title thereto remains in LICENSOR. COUNTY shall not sell, transfer, publish, disclose, display or otherwise make available the Software or copies thereof to any party other than for maintenance purposes.

4. DELIVERY, ACCEPTANCE, PRICE AND PAYMENT. LICENSOR agrees that:

- a. LICENSOR shall bear all freight, shipping and handling costs for the delivery of the Software and all risk of loss including any insurance costs. Any lost or damaged Software shall be replaced by LICENSOR without charge.
- b. The Software shall be deemed accepted by COUNTY when installed on the data processing system and operating as set forth in the documentation.
- c. COUNTY shall make payment to LICENSOR for the Software License pursuant to the fees and payment terms set forth in the relevant Supplement within thirty (30) days of COUNTY's acceptance of the Software or receipt of an accurate invoice, whichever occurs later.

5. TAXES. COUNTY shall, in addition to the other amounts payable under this Agreement, pay sales and use taxes which it customarily pays in transactions of this nature. COUNTY shall not be responsible for (i) any taxes on LICENSOR's income or net worth; or (ii) any fines, penalties or interest or charges of any kind owed due to LICENSOR's failure to timely pay any taxes.

6. LICENSOR's WARRANTIES. LICENSOR hereby warrants and represents to COUNTY the following:

a. LICENSOR is the owner of the Software or otherwise has the legal right to grant to COUNTY the License granted in this Agreement without violating any rights of any third party, and there is currently no actual or threatened suit by any such third party based on an alleged violation by LICENSOR of such right.

b. For a warranty period of six (6) months from the date of COUNTY's acceptance of the Software, as specified above, the Software in its delivered form shall not contain any defects and shall function properly and in conformity with the description, specifications and documentation set forth in the relevant Supplement and during the warranty period LICENSOR shall provide to COUNTY, without additional charge, all reasonably necessary consultation requested by COUNTY in connection with its use and operation of the Software or any problems therewith.

c. LICENSOR shall promptly correct any defects or malfunctions in the **Software or documentation** as delivered to COUNTY discovered during such warranty period and shall provide COUNTY with corrected copies of same without additional charge. LICENSOR's obligation hereunder shall not affect any other liability which it may have to COUNTY.

d. LICENSOR shall provide to COUNTY, without additional charge, copies of the Software and documentation revised to reflect any enhancements to the Software made by LICENSOR during the warranty period. Such enhancements shall include, but are not limited to, all modifications to the Software which increase the speed, efficiency or ease of operation of the Software or add additional capabilities to or otherwise improve the functions of the Software. If it is determined at any time that the Software as delivered to COUNTY does not operate in accordance with the published documentation, LICENSOR shall use its best efforts to cure the defect. Should LICENSOR be unable to cure any material defect within a sixty (60) day period of receipt of all reasonably necessary documentation of said defect from COUNTY, COUNTY, at its sole option, may elect to terminate the License for the defective Software, and receive a refund of the License fee prorated based on a five-year useful life of the Software or the term of the License, whichever is less and a prorated refund of the current year's maintenance and/or any unused prepaid maintenance fees. Such refund shall be remitted to COUNTY within thirty (30) days from the date of termination. Service charges, subject to applicable law, not exceeding one and one-half percent (1½%) per month, may be made on refunds that are past due beginning the thirty-first (31 st) day after the date of termination. Notwithstanding LICENSOR's obligations in this Section 7, LICENSOR shall not be responsible to cure any defect that occurs as a result of the revision or alteration of the Source Code by COUNTY.

7. COPIES. The Licenses) granted herein includes) the right to copy the Software in nonprinted, machine readable form in whole or in part as necessary for COUNTY'S own back-up or archival use. Such copies may exist beyond the termination of this Agreement in a non-production status as part of COUNTY's archives. COUNTY may create or copy screen prints from the materials provided under this Agreement. For the term of the Agreement, LICENSOR grants to COUNTY the right to use the Software on one (1) additional CPU for evaluation or testing purposes only ("Test Copy"). There shall be no charge for COUNTY's use of the Test Copy as herein defined

8. TERMINATION. LICENSOR or COUNTY may terminate this Agreement or a particular Supplement upon a breach by the other party of any one or more of the material terms and conditions of the Agreement or a particular Supplement. The party in breach shall receive written notification from the other party of the breach and, unless within fourteen (14) days of receipt of said written notification either the breach is cured or a satisfactory resolution has been agreed upon in writing, the party giving such notice may terminate the Agreement. If this Agreement or a particular Supplement is terminated by COUNTY based on LICENSOR's breach, COUNTY shall receive a refund of the License fee prorated based on a five-year useful life of the Software or the term of the License, whichever is less, and a prorated refund of the current year's maintenance and/or any unused prepaid maintenance fees. Such refund shall be due to COUNTY within thirty (30) days from the date of termination. Service charges, subject to applicable law, not exceeding one and one-half percent (1 1/2%) per month, may be applied to refunds that are past due more than thirty (30) days. Upon termination of this Agreement and subject to the provisions of Section 8 above, COUNTY will use reasonable efforts to destroy or return to LICENSOR all production copies of the Software.

9. HOLD HARMLESS. LICENSOR expressly agrees to hold COUNTY fully harmless and to indemnify COUNTY from any and all claims, costs, expenses, damages, losses, or fees, including costs and reasonable attorneys' fees, incurred as a result of or arising out of any negligent acts or negligent failure to act by LICENSOR, its employees or agents resulting in injury, illness or death to any person or property of any person, while on COUNTY's premises.

10. CONFIDENTIALITY.

a. All software products and documentation provided by LICENSOR to COUNTY for use with the Software Products and marked as "Confidential" are to be treated as confidential. COUNTY agrees to exercise the same degree of care in maintaining and protecting the confidentiality of such software products and documentation as it exercises in maintaining and protecting the confidentiality of its own like confidential materials.

b. The parties expressly acknowledge that in the course of LICENSOR's performance hereunder, LICENSOR may learn certain confidential, patent, copyright, business, trade secret, proprietary or other like information of COUNTY. Anything in the Agreement to the contrary notwithstanding, LICENSOR expressly agrees that it will keep strictly confidential any such information of COUNTY, or of any of its vendors, suppliers, or citizens, which LICENSOR learns. LICENSOR expressly further agrees that it shall return to COUNTY upon COUNTY'S request any such information and copies thereof. The terms of this Section 13 shall survive the termination of this Agreement.

c. The provisions of this Section 13 shall not apply to information which: (i) is in the public domain or in the possession of the LICENSOR without restriction at the time of receipt under this Agreement; (ii) is used or disclosed with the prior written approval of COUNTY; (iii) is independently developed by LICENSOR; (iv) is or becomes known to the LICENSOR from a source other than COUNTY without breach of this Agreement by the LICENSOR; or (v) is ordered to be released by a court of competent jurisdiction or appropriate regulatory authority, but in such case LICENSOR agrees to notify COUNTY immediately and cooperate with COUNTY in asserting a confidential or protected status for the information.

11. LICENSOR'S PROPRIETARY NOTICES. COUNTY agrees that any copies of the Software which it makes pursuant to this Agreement shall bear all copyright, trademark and other proprietary notices included therein by LICENSOR and, except as expressly authorized herein, COUNTY shall not distribute same to any third party.

12. NOTICE. All notices required or permitted to be given by one party to the other under this Agreement shall be sufficient if sent by certified mail, return receipt requested, to the respective addresses set forth below or to such other address as the party to receive the notice has designated by notice to the other party.

13. ANTI-VIRUS/LOCKOUT WARRANTY. LICENSOR expressly warrants that any Software covered by this Agreement does not or shall not contain any lock, clock, timer, counter, copy protection feature, lockout device, dissolve feature, replication device or defect ("virus" or "worm" as such terms are commonly used in the computer industry), CPU serial number reference, code, error message, or any other device which (i) might lock, disable or erase the Software; (ii) might prevent COUNTY from fully using the Software; (iii) might require action or intervention by LICENSOR or any other person or entity to allow COUNTY to use the Software; or (iv) might affect the functionality of the Software in any way.

LICENSOR warrants that it has specifically and individually informed COUNTY in writing of the nature of any such devices and the circumstances and conditions which cause such devices to operate, and LICENSOR shall (a) prior to delivery of the Software adjust or disable such devices so as to make them inoperable, and (b) advise COUNTY of the adjustments so made. UNDER NO CIRCUMSTANCES WHATSOEVER SHALL LICENSOR INSERT, ACTIVATE OR OPERATE ANY DEVICE DESCRIBED IN THIS SECTION, NOR SHALL IT DEACTIVATE OR REPOSSESS THE SOFTWARE BY ELECTRONIC MEANS OR OTHERWISE. IF, IN VIOLATION OF THIS SECTION, A DEVICE DESCRIBED IN THIS SECTION IS SO INSTALLED OR ACTIVATED, NOTWITHSTANDING ANY LIMITATION OF LIABILITY IN THIS AGREEMENT, COUNTY SHALL BE ENTITLED TO ALL DIRECT AND CONSEQUENTIAL DAMAGES RESULTING THEREFROM.

14. GENERAL.

a. Each party acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms, and further agrees that this Agreement, Exhibits A and B, the Supplements attached hereto represent the complete and exclusive statement of the agreement between the parties, which supersede and merge all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this Agreement. This Agreement may not be modified or altered except by written instrument duly executed by authorized representatives of both parties.

b. ANYTHING IN THE AGREEMENT TO THE CONTRARY NOTWITHSTANDING, UNDER NO CIRCUMSTANCES WHATSOEVER SHALL COUNTY BE LIABLE TO LICENSOR FOR ANY SPECIAL, CONSEQUENTIAL, INCIDENTAL, OR INDIRECT DAMAGES OF ANY KIND WHATSOEVER. IN NO EVENT WHATSOEVER SHALL COUNTY'S LIABILITY TO LICENSOR FOR ANY REASON WHATSOEVER EXCEED IN THE AGGREGATE THE MUTUALLY AGREED TO COMPENSATION FOR PRODUCTS OR SERVICES PROVIDED UNDER THE AGREEMENT.

c. This Agreement and performance hereunder shall be governed by the laws of the State of Illinois without regard to its choice of law principles.

d. If any provision of this Agreement is held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired thereby.

e. Anything in the Agreement to the contrary notwithstanding, LICENSOR may not assign its duties under the Agreement to any other entity, including an entity which affiliates or merges with or acquires LICENSOR, except when such assignment is approved in advance by COUNTY in writing, which approval COUNTY may in its sole discretion grant or deny.

f. The failure of either party to exercise any right provided for herein shall not be deemed a waiver of any right hereunder.

g. Headings are for the convenience of the parties and shall not be used to construe the terms and conditions of this Agreement.

Cirone Computer Consulting Inc.
40 Dupage Court, Suite 500
Elgin, IL 60120

County of McLean, Illinois
104 W Front St, 7th Floor
Bloomington, IL 61701

Signature

Signature

Printed or Typed Name

Printed or Typed Name

Title

Title

Date

Date

ATTEST:

Peggy Ann Milton, County Clerk

Exhibit A

Supplement #02001-01

This is a Supplement to Master Software License Agreement #02001, and the Master Software Maintenance Agreement between County of McLean, Illinois (hereinafter called "COUNTY" and Cirone Computer Consulting Inc. (hereinafter called "LICENSOR"

1. Licensed Product Description.

PAMS PRO Upgrade- Phase 1. Upgrade shall provide the following function(s):

This is phase one of a three-phase plan that the Supervisor of Assessments has designed to integrate key Township and County property/assessment information to streamline the McLean County tax cycle.

In phase one, there will be a series of three software programs integrated into the Visual PAMSPRO Application to facilitate the migration of information from Visual PAMSPRO based townships and non- Visual PAMSPRO townships (City of Bloomington) to the master Visual PAMSPRO database at McLean County.

Program #1 – A program to be held by assessors which allows data to be output from their local installations of Visual PAMSPRO for migration and communication to the master Visual PAMSPRO database at the COUNTY. The data elements to be extracted are detailed in Supplement #1, Exhibit B of Agreement IS02001.

Program #2 – A program to be held by the Supervisor of Assessments office of the COUNTY. The program will receive data extracted from the aforementioned Program #1 and migrate it into the Visual PAMSPRO database supporting the Supervisor of Assessors office. Program #2 will correctly receive the data elements outlined in Supplement #1, Exhibit B of Agreement IS02001.

Program #3 – A program to be held by the Supervisor of Assessments office of the COUNTY. The program will receive data ascii delimited data from assessors not using Visual PAMSPRO and migrate it into the VisualPAMSPRO database supporting the Supervisor of Assessors office. Program #3 will correctly receive and apply the data elements outlined in Supplement #1, Exhibit B of Agreement IS02001.

2. Licensed Locations(s) and/or Data Processing Systems(s)

The Licensed location for Program #1 shall be any office or location of assessment within the geographical borders of the COUNTY which in an official capacity submits information for use by the office of the Supervisor of Assessments.

The Licensed location for Programs #2 and Program #3 shall be the primary administrative office for the Supervisor of Assessments for the COUNTY in Bloomington, IL. In the event of a disaster or other occurrence which prevents COUNTY from using the Software at the designated site, COUNTY may, upon advising LICENSOR in writing, temporarily transfer the Software for use at another COUNTY site for a period of up to one hundred eighty (180) days.

All Software shall be compatible with the County Information Network as follows:

Function upon both a Windows NT 4.0 and/or Windows 2000 Network Operating System

Run upon both a Windows NT 4.0 and/or Windows 2000 Server.

Run upon the following workstations: Windows XP, Windows NT 4.0 Workstation, Windows 2000 Workstation
Network Interface Card - Ethernet 10BT/100BT

Failure of compatibility with the foregoing specifications shall entitle COUNTY to a refund of all amounts paid to LICENSOR and the recovery of any and all out-of-pocket costs paid by COUNTY directly or indirectly related to the implementation of the software.

3. Central Location for Communication and/or Delivery of Enhancements

Craig Nelson
Information Services
County of McLean
104 W Front St
Bloomington IL 61701

4. Pricing

Time and materials for all three aforementioned Programs not to exceed \$4800.00

5. Term for Which this Supplement Shall Be Effective

Deliverables shall be received by COUNTY within 45 days of the execution of this instrument.

In the event of any conflicts between this Supplement and the Agreement, the terms of this Supplement shall, for the purposes of this Supplement only, prevail. This Supplement shall become effective on the date the second of the two parties to sign executes this Supplement below.

Cirone Computer Consulting Inc.
40 Dupage Court, Suite 500
Elgin, IL 60120

County of McLean, Illinois
104 W Front St, 7th Floor
Bloomington, IL 61701

Signature

Signature

Printed or Typed Name

Printed or Typed Name

Title

Title

Date

Date

ATTEST:

Peggy Ann Milton, County Clerk

Exhibit B
Supplement #02001-01

The Supervisor of Assessments has identified the following information for inclusion in the interface project:

- 1) **Property Table**
 - a) Paddress1
 - b) Parcelstat
 - c) Parcelstat date
 - d) Pcity
 - e) PIN
 - f) Powner
 - g) Propclass

- 2) **Assess Table**
 - a) Aproprclass
 - b) Assesstype
 - c) Assessyear
 - d) Bfcash
 - e) Brprorate
 - f) Comments
 - g) Ifcash
 - h) Ifprorate
 - i) Lypropclass
 - j) Obfcash
 - k) Partialper
 - l) Prodate
 - m) Tfcash
 - n) Tprate
 - o) Ufcash

- 3) **Rchange Table**
 - a) Adjtype
 - b) Amount
 - c) Code
 - d) Rchange comments
 - e) Rchange date
 - f) Type
 - g) Valapplied

- 4) **Exempt Table**
 - a) Enddate
 - b) Examount
 - c) Exname
 - d) Exstatus
 - e) Oarcekstat
 - f) Pin
 - g) Startamt
 - h) Startdate

The Supervisor of Assessments office will be heavily involved in the initial design and final testing of this interface.

Assessment Status Report

Township	Book to		To		Publisher	Newspaper	Date of		Final	2001		2002		Complaints		B/Rs		Books	
	S/A	Printer	Publsher	To			Publication	Filing Date		Factor	Factor	Filed	Filed	Filed	Filed	Closed	Closed		
Allin	08/08/02	09/25/02	09/25/02	09/25/02	Pantagraph	09/29/02	10/29/02	1.0629	1.0561	8	4								
Anchor					Ridgeview Review			1.0586											
Arrowsmith	09/13/02	09/26/02	09/26/02	09/26/02	Pantagraph	10/02/02	11/01/02	1.0335	1.0000										
Bellflower					LeRoy Journal			1.0278											
Bloomington					Pantagraph			1.0228											
Blue Mound	10/02/02	10/05/02	10/07/02	10/07/02	Ridgeview Review	10/10/02	11/12/02	1.0208	1.0419	2									
Cheney's Grove	10/29/02				Ridgeview Review			1.0154											
Chenoe	09/27/02	09/28/02	09/30/02	09/30/02	Chenoe Town Crier	10/03/02	11/04/02	1.0638	1.0177	5	4								
City					Pantagraph			1.0461											
Cropsey					Ridgeview Review			1.0568											
Dale					Pantagraph			1.0201											
Danvers					Quill			1.0385			1								
Dawson	10/21/02	10/21/02	10/21/02	10/21/02	Pantagraph	10/25/02	11/25/02	1.0406	1.0000										
Downs	10/11/02	10/14/02	10/14/02	10/14/02	Pantagraph	10/18/02	11/18/02	1.0098	1.1121	1	7								
Dry Grove					Quill			1.0165											
Empire					LeRoy Journal			1.0258											
Funk's Grove					Heyworth Star			1.0644											
Gridley	10/08/02	10/09/02	10/14/02	10/14/02	Gridley Village Times	10/17/02	11/18/02	1.0488	1.0122	4	1								
Hudson	10/09/02	10/11/02	10/14/02	10/14/02	Quill	10/17/02	11/18/02	1.0204	1.0702	3	2								
Lawndale					Ridgeview Review			1.0377											
Lexington					Lexingtonian			1.0979											
Martin	10/02/02	10/05/02	10/07/02	10/07/02	Ridgeview Review	10/10/02	11/12/02	1.0609	1.0476	5									
Money Creek					Lexingtonian			1.0178											
Mount Hope					Heyworth Star			1.0625											
Normal					Normalite			1.0403											
Old Town					Pantagraph			1.0352											
Randolph	10/02/02	10/04/02	10/04/02	10/04/02	Heyworth Star	10/10/02	11/12/02	1.0111	1.0350	1	8								
Towanda					Pantagraph			1.0370											
West	10/29/02				LeRoy Journal			1.1085											
White Oak	07/08/02	09/23/02	09/23/02	09/23/02	Quill	09/26/02	10/28/02	1.0000	1.0000	1									
Yates					Chenoe Town Crier			1.0858											
													30	27					

McLean County
2001 Publication Status

October 30, 2002				
	Totals		# Published	% Published
Parcels	63,468		11,301	18%
Townships	31		11	35%
Township	Parcels	% OF Total	% Published	# Published
Allin	787	1.24%	1.24%	787
Anchor	393	0.62%	0.00%	0
Arrowsmith	536	0.84%	0.84%	536
Bellflower	648	1.02%	0.00%	0
Bloomington	3,071	4.84%	0.00%	0
Blue Mound	568	0.89%	0.89%	568
Cheney's Grove	941	1.48%	0.00%	0
Chenoa	1,356	2.14%	2.14%	1,356
City	18,795	29.61%	0.00%	0
Cropsey	293	0.46%	0.00%	0
Dale	1,144	1.80%	0.00%	0
Danvers	1,309	2.06%	0.00%	0
Dawson	614	0.97%	0.97%	614
Downs	931	1.47%	1.47%	931
Dry Grove	1,057	1.67%	0.00%	0
Empire	2,251	3.55%	0.00%	0
Funk's Grove	434	0.68%	0.00%	0
Gridley	1,479	2.33%	2.33%	1,479
Hudson	1,462	2.30%	2.30%	1,462
Lawndale	373	0.59%	0.00%	0
Lexington	1,471	2.32%	0.00%	0
Martin	927	1.46%	1.46%	927
Money Creek	864	1.36%	0.00%	0
Mount Hope	904	1.42%	0.00%	0
Normal	12,461	19.63%	0.00%	0
Old Town	1,749	2.76%	0.00%	0
Randolph	2,095	3.30%	3.30%	2,095
Towanda	2,445	3.85%	0.00%	0
West	452	0.71%	0.00%	0
White Oak	546	0.86%	0.86%	546
Yates	448	0.71%	0.00%	0

Note: Total parcels will change with each report until all Townships have been published.

EAV Change 2001 vs 2002

2002SAEQ will change by Board of Review Actions

Township	2001 FINAL	2002SAEQ	\$ change	% change
Allin	\$18,575,417	\$18,612,188	\$36,771	0.2%
Anchor	\$10,667,604	\$0	\$0	0.0%
Arrowsmith	\$12,302,521	\$11,717,690	(\$584,831)	-4.8%
Bellflower	\$14,610,041	\$0	\$0	0.0%
Bloomington	\$207,941,697	\$0	\$0	0.0%
Blue Mound	\$13,281,576	\$12,834,388	(\$447,188)	-3.4%
Cheney's Grove	\$15,508,876	\$0	\$0	0.0%
Chenoa	\$29,588,256	\$30,022,727	\$434,471	1.5%
City	\$931,952,258	\$0	\$0	0.0%
Cropsey	\$5,427,919	\$0	\$0	0.0%
Dale	\$47,216,000	\$0	\$0	0.0%
Danvers	\$31,517,158	\$0	\$0	0.0%
Dawson	\$15,369,882	\$14,961,786	(\$408,096)	-2.7%
Downs	\$24,693,559	\$26,789,494	\$2,095,935	8.5%
Dry Grove	\$59,160,862	\$0	\$0	0.0%
Empire	\$60,176,272	\$0	\$0	0.0%
Funk's Grove	\$14,810,878	\$0	\$0	0.0%
Gridley	\$37,974,243	\$37,729,866	(\$244,377)	-0.6%
Hudson	\$44,316,066	\$47,545,304	\$3,229,238	7.3%
Lawndale	\$8,941,431	\$0	\$0	0.0%
Lexington	\$41,084,636	\$0	\$0	0.0%
Martin	\$20,937,292	\$21,012,234	\$74,942	0.4%
Money Creek	\$37,408,365	\$0	\$0	0.0%
Mount Hope	\$25,164,808	\$0	\$0	0.0%
Normal	\$588,680,332	\$0	\$0	0.0%
Old Town	\$76,367,529	\$0	\$0	0.0%
Randolph	\$60,469,986	\$63,589,173	\$3,119,187	5.2%
Towanda	\$137,665,638	\$0	\$0	0.0%
West	\$13,129,550	\$0	\$0	0.0%
White Oak	\$13,966,547	\$13,909,872	(\$56,675)	-0.4%
Yates	\$8,967,220	\$0	\$0	0.0%

To: The Honorable Members of the Finance Committee, McLean County Board
John Zeunik, McLean County Administrator

Via: Jackie Dozier, McLean County Auditor
Ruth Weber, McLean County Recorder

From: Walter Hunt, McLean County Internal Auditor

Subj: Progress Report on External Auditor's Management Letter

Date: October 30, 2002

FINDINGS:

1. The External Auditor indicated three areas of concern that pertained to the Recorder's office in their 2001 Management Letter. Remedial action is complete in two of these areas but still lacking in the final one. Additionally, there is a finding that pertains to pre-2001 audits that needs to be addressed.
2. The bank account at Commerce Bank was closed out in June 2002. This means that there is no longer any need to conduct monthly reconciliations between the bank account and the General Ledger. Action complete.
3. Computer controls that preclude misappropriation through subsequent editing of cash transactions are being used. A Voided Fees Report is run at the end of the day to indicate if any transactions were voided subsequent to their initial entry. It is reviewed but not kept on file with the rest of the end of day report. Action complete.
4. The Revenue Stamp Inventory has not been reconciled to the General Ledger to date. This item has been the subject of numerous write-ups in previous years' audits. Action pending.
5. Due to the increased number of transactions conducted in the Recorder's office there is a lack of segregation of duties. The person running the Voided Fees Report is also involved in receiving and controlling funds (both cash and checks) received throughout the day. This was not cited in the Management Letter for the Audit conducted in 2001, but had been cited the previous year. Action pending

RECOMMENDATIONS:

1. Keep a copy of the Voided Fees Report with the rest of the end of day reports. All staff in the Recorder's office have been assigned a user ID number. This identifies which staff member has made a particular entry into the system and when it was done. Additionally, each workstation is identified in the report. The end of day report includes a Voided Fees Report that indicates if any transaction was subsequently voided. Only Sharon and Shirley have the authority and ability to enter the system to void a transaction. Currently, Sharon Dunham runs the report and Shirley Deerwester serves as a backup.
2. A template has been provided to the Recorder's office to assist in doing reconciliations. The External Auditor has been very clear in mandating the need to accomplish this on at least a monthly basis.
3. In order to keep the duties segregated, the person running the report and reviewing it at day end should not be involved in the transactions of that day. The high level of activity in the office makes it difficult to accommodate this segregation of duties. One possible solution would require the Recorder to be the one to shoulder this responsibility. Another possibility is to try and organize the duties in the office in a manner different than the current operations. That way the employee who has responsibility to run and review the Voided Fees Report is limited to working in an area that does not involve financial transactions during the course of that day.



RISK MANAGEMENT OFFICE

TEL: (309) 888-5940
104 West Front Street

FAX: (309) 888-5949
P. O. Box 2400

E-MAIL: riskmgt@mclean.gov
Bloomington, IL 61702-2400

Memo To: Mr. Matt Sorensen, Chairman
Members of the Finance Committee
CC: John Zeunik, County Administrator

From: Jennifer Ho, Risk Manager *Jin Ho*

Date: October 30, 2002

Subject: Risk Management Fund Report - Third Quarter 2002

The cumulative claims experience as of the third quarter is reflected in Table 1 attached. Table 1 shows the total incurred losses for each year for each line of coverage. Incurred losses include outstanding reserves for indemnity and expenses as well as paid losses for each reported claim.

Reserves are established to reflect the total expected value of the claim at closure and may change according to further development in the claim. I am reporting that reserves for open claims for prior years are remaining constant at this juncture, an indication that the overall projected claims outlook has not adversely changed. Furthermore, the County has not settled any tort action this year in excess of \$ 10,000.

New claims reported during the three months since my last report include the total loss of 2 County vehicle, a squad that was involved in a one-car rollover accident while the deputy was engaged in the act of searching for a crime suspect and an Animal Control vehicle that was struck from behind during a stop sign. Both vehicles were deemed constructive total losses because the resulting damages compromised the integrity of the vehicle. Full recovery was received for the loss of the animal control truck. Both vehicles are in the process of being salvaged. Both employees involved suffered bruises and muscle strains, have recovered and are back to full-time duty. In the area of workers compensation claims, there were 19 new claims filed for the new quarter, one of which was a lost-time claim. Historically, Departments reporting the majority of claims activity remain the nursing home and the Sheriff departments. At this reporting, we have received 3 new covered liability suits from prior years, none of which appear to be materially significant.

I am available to answer any questions that you may have with respect to this report. Thank you.

W/attachment.

McLEAN COUNTY RISK MANAGEMENT FUND
AS OF September 30, 2002

TABLE 1: CUMULATIVE CLAIMS SUMMARY BY LINE

CLAIM TYPE	ALL #	OPN #	(1) PD. LOSSES	(2) RESERVES	(3) RECOVERS	(1)+(2)-(3) INCRD LOSSES
A. AUTO PHYSICAL DAMAGE:						
PY 1992 - 1995	60	0	55,149	0	453	54,696
PY 1996	17	0	37,934	0	11,156	26,778
PY 1997	4	0	20,796	0	0	20,796
PY 1998	3	0	13,785	0	2,225	11,560
PY 1999	13	0	17,746	0	0	17,746
PY 2000	12	0	14,110	0	3,055	11,055
PY 2001	6	0	8,915	0	846	8,069
PY 2002	5	0	24,772	0	6,222	18,550
B. AUTO LIABILITY:						
PY 1992 - 1995	21	0	22,599	0	8,887	31,486
PY 1996	4	0	3,855	0	0	3,855
PY 1997	2	0	3,741	0	0	3,741
PY 1998	6	0	\$10,431	\$0	\$2,500	7,931
PY 1999	5	0	44,748	0	0	44,748
PY 2000	3	0	7,019	0	0	7,019
PY 2001	4	0	3,301	1,336	0	4,637
PY 2002	1	0	724	0	0	724
C. GENERAL LIABILITY:						
PY 1992 - 1995	34	0	121,324	0	42,298	75,026
PY 1996	9	0	4,094	0	0	4,094
PY 1997	10	1	78,382	33,079	0	111,461
PY 1998	6	0	\$3,141	\$0	\$0	\$3,141
PY 1999	9	0	14,263	0	0	14,263
PY 2000	11	1	7,487	7,013	0	14,500
PY 2001	9	2	12,513	12,959	0	25,472
PY 2002	1	0	489	0	0	488
D. WORKER'S COMPENSATION:						
PY 1992 - 1995*	103	1	2,663,482	431,648	1,735,371	1,360,486
PY 1996	81	2	191,084	32,492	0	223,576
PY 1997**	76	2	206,256	94,151	10,520	289,887
PY 1998	105	5	\$310,583	\$22,548	\$0	333,131
PY 1999	73	2	338,502	251,107	0	589,609
PY 2000	64	4	216,394	94,585	0	310,979
PY 2001	70	10	139,161	119,367	0	258,528
PY 2002	62	20	30,418	136,159	0	166,577

* Includes catastrophic incident of 2/16/93 ** Includes Fatality of 8/15/97

Table 2: Comparative First 9 Months of Accident Year Experience 1998-2002

COVERAGES:	PY 1998		PY 1999		PY 2000		PY 2001		PY 2002	
	#	INCRD \$	#	INCRD \$	#	INCRD \$	#	INCRD \$	#	INCRD \$
Auto Physical Damage	3	11,560	8	12,165	11	9,131	3	8,004	5	18,550
Auto Liability	3	5,870	2	77,000	2	5,902	4	1,788	1	724
General Liability	5	7,665	8	2,036	9	6,788	4	1,499	1	489
Worker's Compensation	74	89,225	49	285,227	42	100,495	48	105,225	62	166,577
TOTAL:	85	114,320	67	376,428	64	122,316	59	116,516	69	186,340

RESOLUTION NO. _____

RESOLUTION evidencing the intention of The County of McLean, Illinois, to issue Single Family Mortgage Revenue Bonds and related matters.

WHEREAS, The County of McLean, Illinois (the "Issuer") is a political subdivision duly organized and validly existing under the Constitution and the laws of the State of Illinois; and

WHEREAS, the availability of decent, safe and sanitary housing that most people can afford is essential to retain and increase industrial and commercial activities and relieve conditions of unemployment in The County of McLean, Illinois; and

WHEREAS, the shortage of decent, safe and sanitary housing that most people can afford is not transitory and self-curing; the cost of financing such housing is a major and substantial factor affecting the supply and cost of decent, safe and sanitary housing built by private enterprise; and the revenue bonds provided for in this resolution will substantially lower the cost of such financing; and

WHEREAS, pursuant to the Constitution and the laws of the State of Illinois, and particularly the Local Government Housing Finance Law, 50 *Illinois Compiled Statutes 2000*, 456/1 *et seq.*, as supplemented and amended (the "Act"), the County Board of the Issuer has the power to issue its revenue bonds to aid in financing the cost of mortgage loans for one to four family residences in The County of McLean, Illinois; and

WHEREAS, it is now considered to be necessary and desirable and in the public interest of the residents of The County of McLean, Illinois, for the Issuer to issue its revenue bonds in an amount not to exceed \$300,000,000, for the purpose of financing mortgage loans to low and moderate income persons for one to four family residences in The County of McLean, Illinois; and

WHEREAS, pursuant to the Constitution and the laws of the State of Illinois, and particularly Section 10 of Article VII of the 1970 Constitution of the State of Illinois and 5 *Illinois Compiled Statutes 2000*, 220/1 *et seq.*, as supplemented and amended (the "Intergovernmental Cooperation Act"), units of government may exercise jointly any power which they could individually exercise;

NOW, THEREFORE, Be It Resolved by the County Board of The County of McLean, Illinois, as follows:

SECTION 1. That, in order to provide decent, safe and sanitary housing that persons of low and moderate income in The County of McLean, Illinois, can afford, with the resulting public benefits expected to flow therefrom, it is deemed necessary and desirable for the Issuer to issue its revenue bonds in an aggregate principal amount not to exceed \$300,000,000 (the

"Bonds"), for the purpose of financing mortgage loans to persons of low and moderate income for one to four family residences located in The County of McLean, Illinois.

SECTION 2. That the Issuer will issue the Bonds in an aggregate principal amount not to exceed \$300,000,000 for the aforesaid purposes; that such Bonds shall not constitute an indebtedness, liability, general or moral obligation or a loan of credit of the Issuer, within the meaning of any constitutional or statutory provisions, but will be payable solely from the repayment of the mortgage loans; that neither the faith and credit nor the taxing power of the Issuer will be pledged to the payment of the principal of or interest on the Bonds; and that the Issuer will not have the right or authority to levy taxes to pay the principal of or interest on the Bonds.

SECTION 3. That, pursuant to the Intergovernmental Cooperation Act, the Issuer may choose to issue the Bonds jointly with or on behalf of one or more municipalities if the Issuer so determines, or to have the Bonds issued by another municipality on behalf of the Issuer if the Issuer so determines, such determinations to be made in the best judgment of the County Board Chairman of the Issuer that such a cooperative effort is in the best interests of the Issuer.

SECTION 4. That the Issuer is hereby authorized to apply for a volume cap allocation for calendar year 2003 for the issuance of the Bonds, which volume cap, if granted, will be allocated to the issuance of the Bonds upon the adoption of an ordinance authorizing the issuance of the Bonds.

SECTION 5. That the Issuer hereby agrees to work with Stern Brothers & Co. to underwrite the Bonds and with Chapman and Cutler, as Bond Counsel, in connection with the issuance of the Bonds during calendar year 2003.

SECTION 6. That the County Board Chairman, the County Clerk and all other proper officers, officials, agents and employees of the Issuer are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents and certificates as may be necessary to further the purposes and intent of this resolution, including without limitation to obtain an allocation of unified volume cap.

SECTION 7. That the provisions of this resolution are hereby declared to be separable, and if any section, phrase or provision of this resolution shall for any reason be declared to be invalid, such declaration shall not affect the remainder of the sections, phrases and provisions of this resolution.

SECTION 8. That all ordinances, resolutions or orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded; and that this resolution shall be in full force and effect upon its adoption and approval.

Presented, passed, approved and recorded this ____ day of _____, 2002.

County Board Chairman

[SEAL]

ATTEST:

County Clerk

Ayes:

Nays:

Absent or Not Voting:

SternBrothers&Co.

Investment Banking Since 1917

220 West Huron Street
Suite 500 East
Chicago, Illinois 60610
Tel: 312.664.5656
Fax: 312.664.5650

October 10, 2002

Mr. John Zuenik
Administrator
County of McLean
104 West Front Street
Room 701
Bloomington, Illinois 61701

Re: **Assist 2003** First-Time Home Buyer Down Payment Assistance Program

Dear Mr. Zuenik:

The 2002 Assist program is well underway in McLean County. **After five months of the 2002 program being available in the County, 32 families were able to purchase homes through Assist in McLean County totaling more than \$2.8 million.** We should expect to exceed \$5 million of originations prior to year-end. Several maps plotting the home sales and lists of addresses are enclosed as well as program outlines for the upcoming program.

In anticipation of the 2003 program, enclosed is our standard form of inducement resolution for the 2003 program. Like last year, after the resolution is acted on we will take the resolution and a request for volume cap to the Governor's Office in Springfield. We would plan on issuing the 2003 bonds sometime in early April. And as with prior years, the city of Aurora will serve as issuer for the group of communities.

Thank you for your continued support of Assist in McLean County, John, and we look forward to working with you and the County in the year to come.

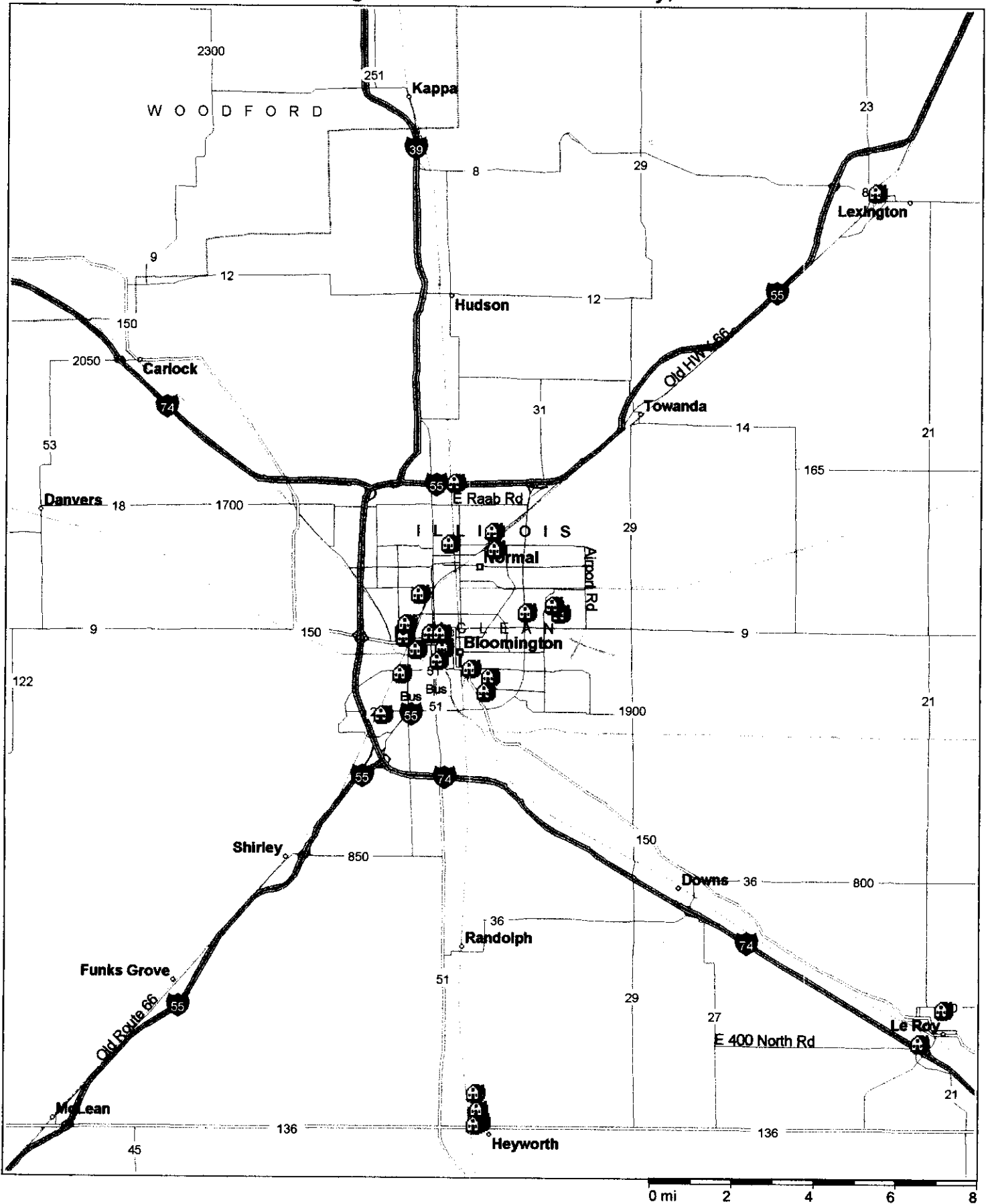
Best Regards,



David S. Rasch
Managing Director

enclosures

Assist Originations in McLean County, Illinois



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MCLEAN COUNTY, ILLINOIS
Collateralized Single Family Mortgage Revenue Bonds
Series 2002

Assist First-Time Home Buyer Down Payment Assistance Program Loan Origination

	ADDRESS	CITY	STATE	ZIP	LOAN AMOUNT
1 .	8 RYAN DRIVE	BLOOMINGTON	IL	61701	\$81,700.00
2 .	2010 JUNIPER LANE	BLOOMINGTON	IL	61701	\$99,114.00
3 .	1009 N PRAIRIE STREET	BLOOMINGTON	IL	61701	\$71,362.00
4 .	1305 W CHESTNUT STREET	BLOOMINGTON	IL	61701	\$73,333.00
5 .	806 S LIVINGSTON STREET	BLOOMINGTON	IL	61701	\$75,313.00
6 .	2747 ARROWHEAD DRIVE	BLOOMINGTON	IL	61701	\$108,630.00
7 .	109 1/2 MAGOUN STREET	BLOOMINGTON	IL	61701	\$68,360.00
8 .	1310 W EMPIRE STREET	BLOOMINGTON	IL	61701	\$62,930.00
9 .	1212 E OAKLAND AVENUE	BLOOMINGTON	IL	61701	\$87,132.00
10 .	808 W MONROE STREET	BLOOMINGTON	IL	61701	\$64,401.00
11 .	112 MEADOWBROOK DRIVE	BLOOMINGTON	IL	61701	\$94,648.00
12 .	1305 PINEHURST DRIVE	BLOOMINGTON	IL	61704	\$96,019.00
13 .	1308 W WALNUT STREET	BLOOMINGTON	IL	61701	\$54,505.00
14 .	905 N MADISON STREET	BLOOMINGTON	IL	61701	\$76,175.00
15 .	1407 DALLAS STREET	BLOOMINGTON	IL	61701	\$110,990.00
16 .	407 N GRIDLEY STREET APT B	BLOOMINGTON	IL	61701	\$58,100.00
17 .	204 N JOSELYN	HEYWORTH	IL	61745	\$77,038.00
18 .	107 W MAIN STREET	HEYWORTH	IL	61745	\$69,375.00
19 .	607 TOMAHAWK	HEYWORTH	IL	61745	\$96,140.00
20 .	406 E COLE STREET	HEYWORTH	IL	61745	\$69,375.00
21 .	908 N MILL	LEROY	IL	61752	\$89,320.00
22 .	508 SUNNYSIDE COURT	LEROY	IL	61752	\$96,594.00
23 .	207 N MORGAN STREET	LEXINGTON	IL	61753	\$99,114.00
24 .	1002 PERRY	NORMAL	IL	61761	\$103,279.00
25 .	1326 BEACON HILL COURT	NORMAL	IL	61761	\$107,996.00
26 .	915 BULL STREET	NORMAL	IL	61761	\$138,040.00
27 .	909 BULL STREET	NORMAL	IL	61761	\$128,042.00
28 .	1002 BULL STREET	NORMAL	IL	61761	\$112,098.00
29 .	1813 SALTONSTALL	NORMAL	IL	61761	\$143,774.00
30 .	300 BONAIR STREET	NORMAL	IL	61761	\$107,031.00
31 .	1109 KERN STREET	NORMAL	IL	61761	\$74,335.00
32 .	4 NORWOOD DRIVE	NORMAL	IL	61761	\$74,805.00
TOTAL:					\$2,869,068.00
AVERAGE:					\$89,658.38

Assist 2003 – Home Buyer Assistance

Affordable home ownership for families

Program Outline

An innovative program sponsored by communities throughout the state that offers families the opportunity to buy their own home. The home buyer assistance feature of the **Assist** program provides families with funds to pay all or most of their closing costs and down payment, enabling families with good credit but little extra capital to buy their first home.



Overview

- Communities join together and issue tax-exempt single family bonds
- Home rule communities contributes private activity bond volume cap
- Non-home rule communities apply for volume cap from the State
- No financial contribution or commitment required from any participant
- Any Illinois municipality can participate

Description of Bond Issue

- Tax-exempt bonds are issued using the combined volume cap of the communities
- The bonds are sold at a premium, a price greater than their face amount
- Proceeds of the bonds are used to make the home loans and the assistance
- The bond premium supplies the extra funds to provide home buyer assistance
- The bonds are not a debt of the municipalities or paid from any participating communities funds
- The City of Aurora acts as issuer on behalf of all the communities
- The bonds are secured by loans on homes purchased with **Assist**

Loan Description

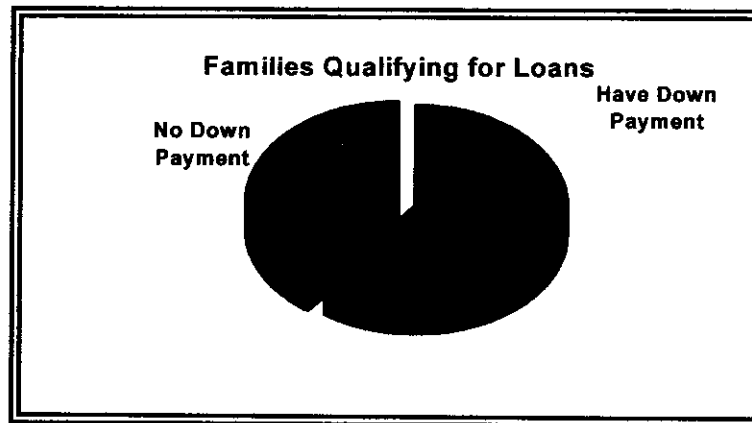
- 30 year fixed rate loans
- FHA, VA and conventional loans available
- **Assist** pays 4.25% cash assistance to qualifying home buyers
 - 1.00% to lender as origination fee
 - 0.25% to lender as discount fee
 - 3.00% net to home buyer for closing
- Loans are funded with proceeds of the bonds
- Loan interest rate determined at bond closing
- Loan interest rate below conventional loan rates as of bond closing

Qualifying Homebuyers

- First time home buyers (not owned residence in three years)
- Will occupy the home as their residence
- Meet income guidelines
- Meet purchase price guidelines

Advantages

- Provides additional home ownership opportunities in each Community
- Home ownership provides added stability in a community
- Serves the 40% of potential home buyers who qualify for loans but lack funds
- Strategic alliance with lenders throughout the state
- Customized marketing in each municipality
- No out-of-pocket expense to any community to participate



Program Details

Total Home Buyer Assistance:	4.25%
Closing Costs and Down Payment:	3.00%
Origination Fee:	1.25%

Anticipated Mortgage Rate:	5.99% FHA/VA & conventional
Lending Period:	April 1, 2003 through March 31, 2005
Master Servicer:	National City Mortgage Service Co.
Bond Counsel:	Chapman & Cutler

**STATE OF ILLINOIS
PURCHASE PRICE AND INCOME LIMITS
Single Family Programs**

COUNTY NAME	INCOME LIMITS		PURCHASE PRICE LIMITS		
	NON-TARGETED AREAS	1 or 2 People	3 or More People	New Homes	Existing Homes
BOONE		\$66,500	\$76,475	\$164,610	\$99,480
BUREAU		\$66,500	\$76,475	\$138,020	\$80,620
CHAMPAIGN		\$66,500	\$76,475	\$193,810	\$99,380
COLES		\$66,500	\$76,475	\$138,020	\$80,620
COOK		\$75,400	\$86,710	\$203,050	\$199,230
DEKALB		\$67,900	\$78,085	\$203,050	\$199,230
DUPAGE		\$75,400	\$86,710	\$203,050	\$199,230
GRUNDY		\$69,500	\$79,925	\$203,050	\$199,230
JACKSON		\$66,500	\$76,475	\$138,020	\$80,620
KANE		\$75,400	\$86,710	\$203,050	\$199,230
KANKAKEE		\$66,500	\$76,475	\$138,020	\$87,490
KENDALL		\$88,900	\$102,235	\$203,050	\$199,230
LAKE		\$75,400	\$86,710	\$203,050	\$199,230
LASALLE		\$66,500	\$76,475	\$138,020	\$80,620
MACON		\$66,500	\$76,475	\$138,020	\$80,620
MADISON		\$66,500	\$76,475	\$138,020	\$100,810
McLEAN		\$69,300	\$79,695	\$165,190	\$125,240
OGLE		\$66,500	\$76,475	\$164,610	\$99,480
PEORIA		\$66,500	\$76,475	\$103,780	\$97,250
ROCK ISLAND		\$66,500	\$76,475	\$138,020	\$101,770
SANGAMON		\$66,500	\$76,475	\$138,020	\$95,780
St. CLAIR		\$66,500	\$76,475	\$138,020	\$100,810
STEPHENSON		\$66,500	\$76,475	\$138,020	\$80,620
TAZEWELL		\$66,500	\$76,475	\$103,780	\$97,250
VERMILION		\$66,500	\$76,475	\$138,020	\$80,620
WILL		\$74,500	\$86,710	\$203,050	\$199,230
WINNEBAGO		\$66,500	\$76,475	\$164,610	\$99,480
TARGETED AREAS	1 or 2 People	3 or More People	New Homes	Existing Homes	
BOONE	NA	NA	NA	NA	
BUREAU	NA	NA	NA	NA	
CHAMPAIGN	\$79,800	\$93,100	\$236,880	\$121,460	
COLES	\$79,800	\$93,100	\$168,690	\$98,530	
COOK	\$90,480	\$105,560	\$248,180	\$243,500	
DEKALB	NA	NA	NA	NA	
DUPAGE	NA	NA	NA	NA	
GRUNDY	NA	NA	NA	NA	
JACKSON	\$79,800	\$93,100	\$168,690	\$98,530	
KANE	\$90,480	\$105,560	\$248,180	\$243,500	
KANKAKEE	\$79,800	\$93,100	\$168,690	\$106,930	
KENDALL	NA	NA	NA	NA	
LAKE	\$90,480	\$105,560	\$248,180	\$243,500	
LASALLE	\$79,800	\$93,100	\$168,690	\$98,530	
MACON	\$79,800	\$93,100	\$168,690	\$98,530	
MADISON	\$79,800	\$93,100	\$168,690	\$123,210	
McLEAN	\$83,160	\$97,020	\$201,900	\$153,070	
OGLE	NA	NA	NA	NA	
PEORIA	\$79,800	\$93,100	\$126,840	\$118,860	
ROCK ISLAND	\$79,800	\$93,100	\$168,690	\$124,390	
SANGAMON	\$79,800	\$93,100	\$168,690	\$117,070	
St. CLAIR	\$79,800	\$93,100	\$168,690	\$123,210	
STEPHENSON	NA	NA	NA	NA	
TAZEWELL	\$79,800	\$93,100	\$126,840	\$118,860	
VERMILION	\$79,800	\$93,100	\$168,690	\$98,530	
WILL	\$90,480	\$105,560	\$248,180	\$243,500	
WINNEBAGO	\$79,800	\$93,100	\$201,190	\$121,590	



OFFICE OF THE ADMINISTRATOR

(309) 888-5110 FAX (309) 888-5111


104 W. Front, Room 701

P.O. Box 2400

Bloomington, Illinois 61702-2400

October 23, 2002

Memo to: The Honorable Chairman and Members of the Finance Committee

From: John M. Zeunik 

Re: Request to Fill Vacant Position in County Administrator's Office

On October 15, 2002, Ms. Martha Ross left the County Administrator's Office to accept a position with the Corporate Law Department at State Farm. In accordance with the Resolution approved by the County Board on July 23, 2002, I am hereby requesting approval to begin the recruitment process to fill the vacant position of County Administrator Assistant.

The position of County Administrator Assistant serves both the County Board and the County Administrator's Office. On a daily basis, this position handles the correspondence and phone calls concerning the monthly appointments to the various local governing bodies in the County. The County Administrator Assistant is responsible for maintaining the calendar for all appointments and reappointments that are presented to the County Board each month. This responsibility requires a high degree of coordination with the local governing bodies and their corporate counsel and the Chairman of the County Board. In addition, this position is responsible for coordinating and managing the flow of departmental requests for items to be included on the various Board Oversight Committee agendas. The County Administrator Assistant prepares the monthly Agenda packet for four of the Oversight Committees and for the County Board meeting. After each month's Board meeting, this position prepares the documents for signature by the Chairman and County Clerk and sees that the executed documents are properly distributed. This position is also responsible for attending three Oversight Committee meetings each month and preparing Minutes of each meeting. This position also handles any individual request from a Board member, for example, travel arrangements to and from a Conference, Board stationary or business cards.

Within the Administrator's Office, this position provides executive secretarial support to both the County Administrator and Assistant County Administrator. This position manages the many telephone and written requests received for information about County

The Honorable Chairman and Members of the Finance Committee

October 23, 2002

Page Two

government. The position maintains and updates the information on Oversight Committee meetings, agendas, and minutes, which is posted to the County web site. On a daily basis, the County Administrator Assistant represents the County Board and County government in the many contacts and dealings with members of the public, other governmental entities, and County elected officials and department heads.

Recognizing the many responsibilities and critical tasks that this position performs for the County Board and County Administrator's Office, I am respectfully requesting approval to fill the vacant position of County Administrator Assistant. Should you have any questions about this request, please call me at 888-5110.

Thank you for your kind consideration.



OFFICE OF THE ADMINISTRATOR

(309) 888-5110 FAX (309) 888-5111

104 W. Front, Room 701

P.O. Box 2400

Bloomington, Illinois 61702-2400

To: Chairman and Members, Finance Committee

From: Terry Lindberg, Assistant County Administrator

Date: November 5, 2002

Re: Fiscal Year 2003 Pay Plan and Pay Ranges

We respectfully request your approval of the enclosed Compensation Plan and schedule of Position Classifications and Pay Ranges for Fiscal Year 2003.

The only change to the Compensation Plan is in the tables following Section VI. Paragraph C., which reduce the number of merit steps an employee can earn from a maximum of 8 to a maximum of 6.

Appendix A of the pay plan lists the PAM scores (Position Appraisal Method) for all non-union and non-elected positions.

The Pay Range schedule increases all pay ranges by 1.5% to reflect the budgeted across-the-board pay adjustment.

One new job title was created. This will not result in an addition to staff, as an incumbent from an existing position will move to the new title. One current job title was eliminated. No existing job titles were reassigned to higher pay grades.

**MCLEAN COUNTY
GENERAL COMPENSATION PLAN
FOR NON-UNION EMPLOYEES**

January 1, 2003

SECTION I: Definitions

- A. Oversight Committee. The County Board committee assigned the responsibility of reviewing personnel salaries.
- B. AOIC. The Administrative Office of the Illinois Courts - Probation Division. Provisions which reference the AOIC only apply when the personnel involved are professional employees in the Court Services Department.
- C. General Employees. All professional, technical, administrative and support employees of McLean County whose annual salaries are determined in accordance with the McLean County General Compensation Schedule.
- D. Permanent Employees. Employees whose positions are recognized in the annual McLean County Budget as full-time (0503.xxxx account number) or part-time (0515.xxxx account number) and who have every expectation that their employment in that classification will continue from year to year without interruption.
- E. Promotion. A change in an employee's position classification to a position classification which has a higher pay range.
- F. Transfer. A change in an employee's position classification to a position classification which has the same or a lower pay range, or a change in the department in which the employee works.
- G. Demotion. An involuntary change in an employee's position classification to a position classification which has a lower pay range.
- H. Merit Anniversary Date. The date on which an employee is eligible for consideration for a salary increase based on performance.
- J. Position Appraisal Method (PAM). A system for evaluating and maintaining internal job relationships within the McLean County personnel system, implemented July 1, 2000.

SECTION II: Annual Salary Adjustments

All employees included in the General Compensation Schedule shall receive any across-the-board salary adjustment which is applied to their respective salary schedules.

SECTION III: Philosophy Related to Step Progression

All pay grades on the General Compensation Schedules contain a range of salary rates, which allow employees in the same pay grade of the compensation system to receive different rates of pay.

- A. **Pay Progression.** McLean County expects its employees to progress along a salary range on some basis other than, and in addition to, any cost of living pay increases. This may take the form of a longevity system which is based on one's length of service, or a performance based system which provides merit.
- B. **Merit Increases.** McLean County believes that performance measurements and achievement provide the best methodology for determining pay progression. This allows an employee's rate of pay to be determined by the employee's own performance and value to the organization. It provides the department with an incentive tool to achieve departmental and organizational goals and encourages all employees to reach their maximum potential. Such increases also allow the department to differentiate among employees in order to recognize individuals whose performance is superior, as well as those who need to improve. We also recognize that the "average" or "satisfactory" employee should progress on the salary range in that their additional year of service has benefited the County. However, this component of pay progression is a minor portion of an employee's merit increase.
- C. **Competency.** The salary ranges adopted by McLean County are structured so that the midpoint of each such range represents "competency." Such competency is not just an indication that the employee has the necessary knowledge, skills, and abilities to perform the duties and responsibilities of the position, but also that the employee knows and understands the environment, including, as appropriate to the position, the political structure, other employees, outside contacts, etc.
- D. **Beyond Competency.** Progression along those wage steps which are above the midpoint of the salary range are reserved for employees whose performance consistently goes beyond competency. Advancement along these steps requires that the employee adds value to the position and the organization through their achievements on behalf of the organization.
- E. **Maximum Limits.** The salary range recognizes that there is a limit to the amount of achievement and value which an individual, by nature of the specific position classification which the employee occupies, can bring to the organization. Once an employee reaches the maximum salary rate for the position classification, the employee's annual compensation rate, albeit no longer progressing, rewards continual efforts and achievements.

SECTION IV: Evaluations and Merit Increases

- A. All merit increases require that a performance evaluation form, satisfactory to the County Administrator's Office and, as applicable, to the AOIC, be submitted to the County Administrator's Office along with the merit increase request, i.e. a completed Payroll Change Form. Whether or not the employee receives a merit increase, the evaluation form shall be sent to the County Administrator's Office no later than the Merit Anniversary Date. Said form shall be returned by that office to the Department Head within two weeks.
- B. All merit increases require an average evaluation score consistent with the merit step chart detailed in Section VI. Beyond the level of competency, i.e. the midpoint of the salary range, progression should become more difficult as the overall performance of the employee must be above that level required by the position. Thus, the amount of progression is less when the employee approaches midpoint and is further reduced as the employee progresses toward the maximum of the range.
- C. The County Administrator's Office may reject a merit increase, pending a review and decision by the Oversight Committee and, as applicable, the AOIC. Such action shall be based on the belief that merit increase(s) within a department are not consistent with merit principles or with the provisions of this compensation plan.
- D. The County Administrator's Office shall reject any request for a merit increase which does not conform to the provisions of this compensation plan or to the requirements of the performance evaluation instrument and instructions.

SECTION V: Establishing Salaries

- A. New Hires. In order to recognize the value of long-term employees and to avoid wage compression within a pay grade, new hires should be employed at the minimum rate of their respective pay grades. If any position classification on the General Compensation Schedule includes employees scheduled for both a 37.5 hour workweek and a 40-hour workweek, the minimum and maximum hourly rate for that position classification shall be the minimum and maximum hourly rate for those on the 40-hour workweek schedule.

Each department head is authorized to offer a starting rate above the minimum, if necessary to employ a qualified candidate, subject to the following:

1. Department Head Discretion. The department head may offer a starting rate up to a maximum of 10 steps above the minimum rate to a candidate for any position classification.

2. Impacted Positions List. Candidates for position classifications requested by the County Administrator and approved by the Oversight Committee as "impacted" due to the difficulty of attracting and retaining qualified employees shall be eligible for the following, in addition to A.1. above:

a) Experience Credit. The employee may receive a maximum of an additional 3 steps of the minimum starting rate for each year of experience which is directly related to his new position with the County, limited to a total additional maximum of 12 steps.

b) Education Credit. A professional employee may receive a maximum of an additional 8 steps of the minimum starting rate for an educational degree which is directly related to his new position with the County and which is above the educational requirements for his position classification.

c) The County Administrator may approve a maximum of an additional 10 steps if, in his judgment, it is in the best interests of the County and necessary to attract the qualified employee.

3. Elected officials or department heads who believe the Department Head Discretion and Impacted Position policies would result in an insufficient starting rate for a candidate or vacancy must notify the County Administrator in sufficient time prior to the meeting of the Oversight Committee that they wish to request that the Oversight Committee set a higher starting rate for a particular candidate or vacancy. The Oversight Committee shall require a report from the County Administrator as to adjustments, if any, in the PAM Factors for the subject position.

B. Promotions. A promoted employee shall generally receive a 5% increase but not less than the minimum nor more than the maximum rate of the pay range for the employee's new position classification. Also, the increase may exceed 5% if the change in the employee's merit date is disadvantageous; in which case an additional percentage shall be added by calculating the number of months of merit lost by the employee and multiplying that by the potential merit increase in the employee's previous position classification. The exact increase shall be determined by the County Administrator in consultation with the department head. Any increase exceeding 10%, unless necessary to reach the minimum of the new salary range, requires the consent of the Oversight Committee and, as applicable, the AOIC. The employee's merit anniversary date will be the date of the promotion.

C. Transfers. Transferred employees shall retain their present salary and merit anniversary date; however, they shall not be eligible for a merit increase until serving at least three months in the

new position. If an employee transfers from one department to another within four (4) months of the next Merit Anniversary Date, the department receiving the employee may request, in writing, that the other department provide a completed performance evaluation form on that employee. The department providing the employee shall honor all such reasonable requests. Such requests should be made within one month of the employee's transfer.

D. Demotions. A demoted employee shall receive the same step in the new salary range as s/he received of the previous (higher) salary range. The extent of the decrease may be lessened if, projected over the next 12 months, this would result in a loss greater than the percentage differential between the two salary ranges. Also, the decrease may be lessened if the change in the employee's merit date is disadvantageous; in which case an additional percentage shall be added by calculating the number of months of merit lost by the employee and multiplying that by the potential merit increase in the previous position classification. Also, the department head may consult with the County Administrator's Office concerning possible arrangements to withhold future increases to mitigate the extent of present salary loss to the employee. Any such arrangement requires the written consent of the employee and must be reported to the Oversight Committee and, as applicable, the AOIC. The employee's merit anniversary date will be the date of the demotion.

SECTION VI: Merit Increases

A. Eligibility. All permanent general employees shall be eligible for merit increase consideration on their merit anniversary dates. Each employee eligible for a merit increase shall be evaluated in accordance with this compensation plan and the requirements of the evaluation instrument and instructions under departmental procedures so that said evaluation is completed and discussed with the employee prior to the actual Merit Anniversary Date. In the case of part-time employees, the actual Merit Anniversary Date shall not be considered to have occurred unless the employee has at least 900 hours of actual work hours (including benefit time) since the last merit increase (or 450 hours when the first merit increase is six months from the date of hire). The merit increase shall be effective at the beginning of the payroll period:

- 1) during which the employee's Merit Anniversary Date falls, assuming that the employee is normally scheduled to work on or after that date during that payroll period, if the Evaluation Form and Payroll Change Form are received in a timely manner; or
- 2) at the beginning of the next payroll period following the receipt of the Evaluation Form and Payroll Change Form by the County Administrator's Office, if these materials are late.

B. Probation. All newly hired employees shall serve a six-month probationary period which may be extended by the department head if additional time is necessary in order to properly evaluate the employee's prospect of success in the position. All such extensions must be reported in writing to the County Administrator's Office. Employees who successfully complete

their probationary period, except as noted, shall receive an increase of a maximum of steps indicated by the charts in Subsection C of this Section, and the end of probation shall be their merit anniversary date. Those employees who start at step 11 or above of the pay grade for the position classification shall retain their employment date as their merit anniversary date, regardless of the ending date of their probation.

C. Merit Increase Ranges. General employees who qualify for merit increases shall receive salary increases in accordance with the following schedules. Each step equals 1/2% (one-half percent) of the minimum salary for the particular pay grade and salary schedule. All evaluation scores are based on a total of five (5) possible points. The step columns refer to the employees' current step (prior to receiving this merit increase). For certain employees in the Court Services Department, who are under the jurisdiction of the AOIC, it is recognized that those below the midpoint of their respective salary ranges also receive merit and longevity credit within any annual salary adjustment, as described in Section II.

**GENERAL COMPENSATION SCHEDULE EMPLOYEES
RANGE 13 AND HIGHER**

Evaluation Score	Employee's Current Step	# Steps	Employee's Current Step	# Steps
4.75 - 5.00	1-51	6	51-101	5
4.50 - 4.74	1-51	5	51-101	4
4.00 - 4.49	1-51	4	51-101	3
3.50 - 3.99	1-51	3	51-101	2
3.00 - 3.49	1-51	2	51-101	1
2.00 - 2.99	1-51	1	51-101	0

**GENERAL COMPENSATION SCHEDULE EMPLOYEES
RANGE 12 AND LOWER**

Evaluation Score	Employee's Current Step	# Steps	Employee's Current Step	# Steps
4.75 - 5.00	1-45	6	45-91	5
4.50 - 4.74	1-45	5	45-91	4
4.00 - 4.49	1-45	4	45-91	3
3.50 - 3.99	1-45	3	45-91	2
3.00 - 3.49	1-45	2	45-91	1
2.00 - 2.99	1-45	1	45-91	0

Certain employees of the Court Services Department, due to the requirements of the AOIC, shall not be eligible for any such increase unless their evaluation score is a minimum of 3.25. This compensation plan also recognizes that such employees receive credit for their longevity as well as their performance but that such credit is provided partially by any across-the-board increase, as provided in Section II of this policy.

- D. **Merit Increase Methodology.** All merit increases shall be added to the employee's present salary rate. The employee's new salary rate shall be stated in even steps with each step equaling increments of one-half of one percent (0.5%) of the minimum of the salary range for the position classification and shall not exceed the maximum of the salary range.
- E. **Merit Standards.** The merit step system is designed to permit departments to reward employees for their performance. It is understood that the indiscriminate awarding of merit acts as a disincentive for employees who typically are exceptional performers. It follows that the number of merit steps awarded to various employees within a department should differ. In order to protect the intent of this merit system, the County Administrator's Office shall be responsible for maintaining statistics necessary to determine that merit standards are met. This shall be accomplished as follows:

1. Each department, as identified within the McLean County Annual Budget, shall evaluate the employees within that department and be responsible for maintaining the merit standards.
2. Merit standards shall be considered as met by each department unless such department awards merit so that the department's ratio of steps awarded divided by the maximum steps available, exclusive of any such award for an employee who reaches the maximum step for his position classification by receiving four (4) or less steps of merit, is 1.0 or more standard deviations higher than the mean for all departments collectively.
3. Any department which exceeds this merit standard over a one calendar year period shall, for the next calendar year, be limited to the following maximum number of merit steps for each employee: 1/2 (one-half) of the number of steps indicated in Section VI.

If such department's performance evaluation scores continue to exceed the norm for all other departments, then the above restriction on merit steps shall continue during the next year.

SECTION VII: Policy Review

This General Compensation Plan shall be reviewed annually by the County Administrator, who shall make recommendations concerning this plan to the Oversight Committee, which may recommend changes to the County Board and, as applicable, to the AOIC. The annual review shall include a study of the PAM Factors (see Appendix A) for one or more positions, and recommendations for changes thereto.

<u>TITLE</u>	<u>VALUES</u>	<u>KNOWLEDGE/</u> <u>ABILITY</u>	<u>SUPERVISION/</u> <u>RESPONSIBILITY</u>	<u>SCOPE/</u> <u>EFFECT</u>	<u>PROBLEM</u> <u>SOVING</u>	<u>AUTHORITY</u>	<u>CONTACT</u>	<u>PHYSICAL</u>	<u>TOTAL</u>
		20	15	20	20	5	15	5	5
	<u>FACTOR</u>	I	II	III	IV	V	VI	VII	
County Administrator	LEVEL XXI: 795-825	9	11	7	10	7	5	2	805
	LEVEL XX: 760-790								
Health Department Administrator	LEVEL XIX: 725-755	8	10	7	9	6	5	2	745
Assistant County Administrator	LEVEL XVIII: 690-720	8	10	6	9	6	5	2	725
	LEVEL XVII: 655-685								
County Engineer	LEVEL XVI: 620-650	7	9	6	9	6	4	2	675
Nursing Home Administrator		7	9	6	9	5	4	2	670
Public Defender		7	8	6	8	6	5	2	655
Chief Deputy Sheriff		7	8	5	9	6	4	2	640
Court Services Director		7	9	6	7	6	4	2	635
Assistant State's Attorney V	LEVEL XV: 585-615	7	8	5	8	6	4	2	620
Director, Information Systems	LEVEL XIV: 550-580	6	7	6	8	5	3	2	585
Director, Nursing Services		7	8	5	6	5	3	2	560
Director, Personal Health Services		7	8	5	6	5	3	2	560
Assistant County Engineer	LEVEL XIII: 515-545	6	8	5	6	5	4	2	555
Supervisor of Assessments		6	6	6	6	5	4	2	545
Emergency Communications Director		6	6	6	6	5	4	2	545
Director, Building and Zoning		6	6	6	6	5	4	2	545
Assistant Administrator, Health Dept.		6	5	6	6	5	4	2	530
Assistant State's Attorney IV		6	7	5	6	5	3	2	525
Environmental Health Director		6	7	5	6	5	3	2	525
Superintendent of Juvenile Detention		6	6	5	6	5	4	2	525
Director, Parks and Recreation		6	5	6	6	5	3	2	515
Assistant Public Defender IV		6	6	5	6	6	3	2	515
Assistant Director, Information Services		5	7	5	7	5	3	2	525
Facilities Maintenance Director		6	6	6	5	5	4	2	525
Jail Superintendent		6	7	5	6	5	3	2	525

TITLE	VALUES	Knowledge/ Ability	Supervision/ Responsibility	Scope/ Effect	Problem Solving	Authority	Contact	Physical	TOTAL
FACTOR	480-510	20	15	20	20	5	15	5	510
LEVEL XII:	480-510	I	II	III	IV	V	VI	VII	
Director, Children's Advocacy Center		5	6	6	6	5	3	2	510
Command Lieutenant		6	6	5	5	5	3	3	495
Director, ESDA		5	5	6	6	5	3	2	495
Highway Operations Officer		5	6	5	6	5	3	3	495
Communicable Disease/Health Prog. Sup.		5	6	5	6	5	3	2	490
Community Health Services Supervisor		5	6	5	6	5	3	2	490
Assistant Public Defender III		5	6	5	6	5	3	2	490
Assistant State's Attorney III		5	6	5	6	5	3	2	490
Civil Engineer II		5	6	5	6	4	3	3	490
Risk Manager		5	5	6	6	4	3	2	490
Systems/Database Coordinator		5	6	5	6	4	3	2	485
Network Program Manager		5	6	5	6	4	3	2	485
Maternal/Child Health Services Supervisor		5	7	5	5	5	3	2	485
Environmental Health Program Supervisor		5	6	5	5	5	4	2	485
Assistant County Treasurer		5	6	5	5	4	4	2	480
LEVEL XI: 445-475									
Assistant Supt. Juvenile Detention		5	6	5	5	5	3	2	470
Deputy Director, Court Services		5	6	5	5	5	3	2	470
Detention Health Supervisor		5	6	5	5	5	3	2	470
Chief Deputy Circuit Clerk		5	6	5	5	4	3	2	465
Civil Engineer I		5	5	5	5	4	3	3	455
Asst Director-MMCCC Tech Svc		5	5	5	5	4	3	3	455
Jail Operations Supervisor		5	6	4	5	5	3	2	450
Assistant State's Attorney II		5	5	4	6	4	3	2	450
Assistant Public Defender II		5	5	4	6	4	3	2	450
Programmer		5	5	5	5	4	3	2	450
Facilities Maintenance Supervisor		4	5	5	5	4	4	3	450
LEVEL X: 410-440									
Chief Deputy County Clerk		4	5	5	5	3	4	2	440
Health Promotion Program Manager		5	6	4	5	3	3	2	440
Internal Auditor		6	3	5	5	3	3	2	435
Staff Accountant		5	4	5	5	4	3	2	435
Planner-Building and Zoning		4	4	5	5	4	4	2	430
Assistant Director of Nursing-RN		5	5	4	5	4	3	2	430

<u>TITLE</u>	<u>VALUES</u>	<u>KNOWLEDGE/ ABILITY</u>	<u>SUPERVISION/ RESPONSIBILITY</u>	<u>SCOPE/ EFFECT</u>	<u>PROBLEM SOLVING</u>	<u>AUTHORITY</u>	<u>CONTACT</u>	<u>PHYSICAL</u>	<u>TOTAL</u>
	<u>FACTOR</u>	<u>20</u>	<u>15</u>	<u>20</u>	<u>20</u>	<u>5</u>	<u>15</u>	<u>5</u>	
	<u>410-440</u>	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>	<u>VI</u>	<u>VII</u>	
LEVEL X:									
Assistant State's Attorney I		5	5	4	5	3	3	2	425
Assistant Public Defender I		5	5	4	5	3	3	2	425
DCFS Lead Agency Coordinator		4	5	5	5	3	3	2	425
Computer Services Coordinator		5	5	5	5	2	2	2	425
Birth to Three Assurance Coordinator		4	5	5	5	3	3	2	425
Asst Director-MMCCC Operations		4	6	4	5	4	3	2	425
Highway Maintenance Coordinator		4	5	4	5	5	3	3	420
Case Management Supervisor		4	6	4	5	3	3	2	420
Project Manager		4	4	5	5	4	3	3	420
Juvenile Detention Shift Supervisor		4	6	3	5	5	3	3	415
Probation Officer II		4	5	4	5	3	3	3	410
Senior Staff Sanitarian		5	3	4	5	5	3	3	410
Communicable Disease Program Coord.		4	5	4	5	3	3	3	410
WIC Nutritionist/Program Coordinator		4	5	4	5	4	3	2	410
Clinic Supervisor		4	5	4	5	3	3	3	410
Chief Deputy Coroner		5	5	4	4	3	3	3	410
Forensic Interviewer		5	4	4	5	3	3	2	410
LEVEL IX: 375-405									
Assistant Chief County Assessor		4	6	5	3	4	3	2	405
Public Health Communications Specialist		4	4	5	5	2	3	2	405
Senior Accounting Specialist		4	4	4	5	3	3	2	390
Inmate Assessment Specialist		4	4	4	5	3	3	2	390
Emergency Communications Supervisor		3	5	4	5	4	3	2	390
Assistant Director of Nursing-LPN		3	5	4	5	4	3	2	390
Detention Training Accreddtm. Specialist		4	4	3	5	5	3	3	385
Facilities Maintenance Foreman		3	4	5	5	4	2	3	385
Circuit Clerk-Division Supervisor II		4	5	4	4	3	3	2	385
Probation Officer I		4	4	3	5	4	3	3	380
Juvenile Detention Officer		4	4	3	5	4	3	3	380
Animal Control Director		3	5	4	4	5	3	3	380
Juvenile Detention Program Coordinator		4	4	3	5	4	3	3	380
Fleet Manager		4	4	3	5	3	3	4	380
Food Services Supervisor		4	5	4	4	5	2	2	380
Operations Officer, Parks and Recreation		4	4	4	5	3	2	2	375

VALUES
FACTOR

LEVEL VII: 305-335

TITLE	Knowledge/ Ability	Supervision/ Responsibility	Scope/ Effect	Problem Solving	Authority	Contact	Physical	TOTAL
Senior Field Inspector-Building & Zoning	3	3	4	3	3	3	3	320
Administrative Specialist	4	3	3	3	3	3	2	315
Chief Deputy Recorder	3	4	4	3	3	2	2	315
Deputy Coroner	3	3	3	4	2	3	3	315
Custodial Supervisor	2	5	4	3	3	2	3	315
Supervising Office Support Specialist	4	4	3	3	3	2	2	315
Park Maintenance Supervisor	3	4	4	3	2	2	3	315
Heavy Equipment Mechanic	3	3	3	4	3	2	4	310
Animal Control Manager	3	3	3	3	4	3	3	305
Building Maintenance Mechanic II	3	3	4	3	3	2	3	305
Engineering Technician I	3	3	4	3	2	2	4	305
Licensed Practical Nurse	3	3	3	4	3	2	3	305

LEVEL VI: 270-300

Circuit Court Secretary	4	3	3	3	3	2	2	300
Victim/Witness Specialist	3	3	3	3	3	3	2	295
Senior Field Inspector-Assessment	3	3	3	3	2	3	3	295
Computer Operator II	4	3	3	3	2	2	2	295
Activity Director	3	3	3	3	2	3	2	290
Fleet Mechanic	3	3	3	3	3	2	3	285
Assistant Field Inspector-Assessment	3	3	3	3	2	2	3	280
Legal Assistant I	3	3	3	3	3	2	2	280
Park Maintenance Worker II	3	3	3	3	2	2	3	280
Animal Control Warden	2	2	3	3	4	3	4	275
Office Support Specialist II	3	3	3	3	2	2	2	275

LEVEL V: 235-265

Assistant Food Services Supervisor	3	3	3	2	3	2	3	265
Computer Operator I	3	2	2	3	2	2	2	240
Vision/Hearing Technician	3	2	3	2	2	2	2	240
Building Maintenance Mechanic I	2	3	3	2	2	2	3	240
Accounting Specialist I	3	2	3	2	2	2	2	240
Park Maintenance Mechanic I	2	3	3	2	2	2	3	240
Lead Custodian	2	3	3	2	2	2	3	240

<u>TITLE</u>	<u>VALUES</u>	<u>Knowledge/ Ability</u>	<u>Supervision/ Responsibility</u>	<u>Scope/ Effect</u>	<u>Problem Solving</u>	<u>Authority</u>	<u>Contact</u>	<u>Physical</u>	<u>TOTAL</u>
	<u>FACTOR</u>	<u>20</u>	<u>15</u>	<u>20</u>	<u>20</u>	<u>5</u>	<u>15</u>	<u>5</u>	
		<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>	<u>V</u>	<u>VI</u>	<u>VII</u>	
LEVEL IV: 200-230									
Emergency Com. Addressing Tech		3	2	2	2	2	2	2	220
Cook		2	3	2	2	2	2	3	220
Medical Records Clerk		2	2	3	2	2	2	2	220
Assistant Clerk, Jury Commission		2	2	2	2	2	3	2	215
Building Maintenance Worker		2	2	2	2	2	2	3	205
Park Maintenance Worker I		2	2	2	2	2	2	3	205
Commissary Clerk		2	2	2	2	2	2	3	205
Mail Processing Clerk		2	2	2	2	2	2	3	205
Courtroom Clerk		2	2	2	2	2	2	2	200
Deputy County Clerk		2	2	2	2	2	2	2	200
Office Support Specialist I		2	2	2	2	2	2	2	200
LEVEL III: 165-195									
Jury Bailiff		2	2	2	1	2	2	2	180
CNA Coordinator		2	2	2	1	2	2	2	180
Social Services Assistant		2	2	2	1	1	2	2	175
Custodian		2	2	2	1	2	1	3	170
LEVEL II: 130-160									
Receptionist		2	1	2	1	1	2	2	160
Volunteer Services Coordinator		2	2	2	1	2	1	1	160
Domestic Services Assistant		2	1	2	1	2	1	2	150
Automotive Servicer		2	1	2	1	1	1	2	145
Microphotographer		2	2	1	1	2	1	2	145
Lobby Security Screener		2	1	1	1	2	2	2	145
Food Services Assistant		2	1	2	1	1	1	2	145
LEVEL I: 95-125									
Nursing Home Assistant		1	1	1	1	1	2	2	120

Position Classifications and Pay Ranges for Fiscal Year 2003

<u>Pay Grade</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>B/W HRS</u>	<u>Title</u>	<u>Class Code</u>
M	\$4.5322	\$9.3329	75	Assistant Clerical Assistant Intern	0004 0010 0399
1	\$8.7131	\$12.6340			
2	\$9.3663	\$13.5796	80	Receptionist Lobby Security Screener Automotive Servicer Volunteer Services Coordinator	0003 3301 7301 8311
3	\$10.0685	\$14.5985	80	Custodian CNA Coordinator	7131 8004
4	\$10.8239	\$15.6994	75	Commissary Clerk Office Support Specialist I Deputy County Clerk Assistant Clerk-Jury Commission	0005 0011 0023 1202
			80	Mail Processing Clerk Emergency Communications Addressing Technician Building Maintenance Worker Building Maintenance Worker-Nursing Home Park Maintenance Worker I	0007 3107 7142 7152 7210
5	\$11.6359	\$16.8760	75	Accounting Specialist I Computer Operator Vision and Hearing Technician Dental Hygienist	0101 0201 8101 8103
			80	Lead Custodian Building Maintenance Mechanic I Building Maintenance Mechanic -Nursing Home Park Maintenance Mechanic I Assistant Food Services Supervisor	7133 7143 7153 7221 9015
6	\$12.5085	\$18.1422	75	Office Support Specialist II Safety Coordinator Computer Operator II Legal Assistant I Victims Witness Specialist Circuit Court Secretary Animal Control Warden Assistant Field Inspector Senior Field Inspector	0012 0046 0202 1101 1135 1205 2001 5001 5002
			80	Parks Maintenance Worker II Fleet Mechanic Activity Director	7211 7303 8305
7	\$13.4466	\$19.5026	75	Supervising Office Support Specialist Administrative Support Supervisor I Administrative Specialist Chief Deputy Recorder Accounting Specialist II	0013 0015 0017 0031 0102

*exempt position
above grade 10 all exempt
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10/30/02

<u>Pay</u> <u>Grade</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>B/W</u> <u>HRS</u>	<u>Title</u>	<u>Class</u> <u>Code</u>
7(cont.)	\$13.4466	\$19.5026		Legal Assistant II	1102
				Jury Coordinator	1207
				Animal Control Manager	2005
				Deputy Coroner	2103
				Assessor	5011
				Senior Field Inspector-Building and Zoning	6001
				Zoning Enforcement Officer	6003
			80	Engineering Technician I	6102
				Custodial Supervisor	7132
				Building Maintenance Mechanic II	7144
				Park Maintenance Supervisor	7222
				Heavy Equipment Mechanic	7305
				Licensed Practical Nurse-Nursing Home	8005
				Licensed Practical Nurse	8006
8	\$14.4552	\$20.9622	75	Administrative Support Supervisor II	0016
				County Administrator's Assistant	0019
				Program Administrator, County Clerk	0025
				Human Resources Assistant	0041
				Network Support Specialist	0211
				Defense Investigator	1127
				Victim Witness Program Coordinator*	1136
				Circuit Clerk-Division Supervisor I	1215
				CASA Coordinator*	2305
				Veterans Assistance Officer*	2403
				Assistant Director-ESDA	3203
				Inmate Program Supervisor	4109
				Senior Assessor	5012
				WIC Nutritionist*	8041
				Health Promotion Specialist*	8115
				Case Manager*	8123
			80	Engineering Technician II	6104
				Domestic Services Director	7125
				Assistant to the Nursing Home Administrator	8131
				Social Services Director	8325
9	\$15.5389	\$22.5354	75	Senior Accounting Specialist	0103
				Circuit Clerk-Division Supervisor II	1216
				Probation Officer I	1301
				Inmate Assessment Specialist*	4108
				Clinic Nurse*	8011
				Registered Nurse*	8013
				Registered Nurse-Nursing Home	8014
				Public Health Nurse*	8015
				School Health Nurse Consultant*	8017
				Communicable Disease Investigator*	8105
				Public Health Communications Specialist*	8113
				Quality Assurance Specialist*	8127
				Staff Sanitarian	8403
			80	Animal Control Director	2007
				Emergency Communications Supervisor*	3104
				Juvenile Detention Officer	4001
				Juvenile Detention Program Coordinator	4002
				Detention Training/Accreditation Specialist*	4011

*exempt position
above grade 10 all exempt
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<u>Pay Grade</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>B/W HRS</u>	<u>Title</u>	<u>Class Code</u>
9(cont.)	\$15,5389	\$22,5354		Facilities Maintenance Foreman	7145
				Operations Officer, Parks and Recreation	7216
				Fleet Manager	7307
				Assistant Director of Nursing-LPN	8031
				Food Services Supervisor	9017
10	\$17,8701	\$25,9128	75	Chief Deputy County Clerk*	0027
				Staff Accountant*	0105
				Internal Auditor	0106
				Computer Services Coordinator*	0213
				Assistant States Attorney I*	1105
				Assistant Public Defender I*	1112
				Probation Officer II	1302
				Chief Deputy Coroner*	2104
				Planner-Building and Zoning*	6011
				Clinic Supervisor*	8025
				WIC Nutritionist/Program Coordinator*	8043
				Communicable Disease Program Coordinator*	8107
				Health Promotion Program Manager*	8117
				DCFS Lead Agency Coordinator*	8121
				Forensic Interviewer*	8124
				Case Management Supervisor*	8125
				Birth to Three Assurance Coordinator	8141
				Senior Staff Sanitarian*	8405
			80	Assistant Director-MMCCC Operations	3105
				Juvenile Detention Shift Supervisor	4003
				Project Manager	6101
				Highway Maintenance Coordinator	7015
				Assistant Director of Nursing-RN	8030
11	\$41,816	\$60,643		Programmer	0205
				Assistant States Attorney II	1106
				Assistant Public Defender II	1113
				Chief Deputy-Circuit Clerk	1217
				Deputy Director-Court Services	1305
				Assistant Director-MMCCC Technical Services	3109
				Assistant Superintendent-JDC	4005
				Jail Operations Supervisor	4105
				Civil Engineer I	6105
				Facilities Maintenance Supervisor	7147
				Detention Health Supervisor	8129
12	\$45,998	\$66,697		Risk Manager	0047
				Assistant County Treasurer	0111
				Systems/Database Coordinator	0209
				Network Program Manager	0215
				Director-Children's Advocacy Center	0327
				Director-ESDA	0329
				Assistant States Attorney III	1107
				Assistant Public Defender III	1114
				Command Lieutenant	3006
				Civil Engineer II	6106
				Highway Operations Officer	6107
				Community Health Services Supervisor	8021

*exempt position
above grade 10 all exempt
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<u>Pay</u> <u>Grade</u> 12(cont.)	<u>MINIMUM</u> \$45,998	<u>MAXIMUM</u> \$66,697	<u>B/W</u> <u>HRS</u>	<u>Title</u>	<u>Class</u> <u>Code</u>
				Maternal-Child Health Services Supervisor	8023
				Communicable Disease/Health Program Supervisor	8109
				Environmental Health Program Supervisor	8406
13	\$50,597	\$75,904		Assistant Director, Information Services	0217
				Director-Building and Zoning	0325
				Director-Parks and Recreation	0331
				Emergency Communications Director	0335
				Supervisor of Assessments	0345
				Assistant States Attorney IV	1108
				Assistant Public Defender IV	1115
				Superintendent of JDC	4007
				Jail Superintendant	4107
				Facilities Maintenance Director	7148
				Assistant Administrator-Health Department	8133
				Environmental Health Director	8407
14	\$54,392	\$81,588		Assistant County Engineer	6109
				Director of Nursing Services	8029
				Director Personal Health Services	8135
15	\$58,471	\$87,708		Director-Information Services	0333
16	\$61,395	\$92,088		Court Services Director	0323
				Assistant States Attorney V	1109
				Chief Deputy Sheriff	3009
17	\$64,466	\$96,697		County Engineer	0315
				Nursing Home Administrator	0339
				Public Defender	0341
18	\$66,077	\$99,114			
19	\$67,728	\$101,603		Assistant County Administrator	0301
				Health Department Administrator	0337
20	\$71,115	\$106,671			
21	\$81,782	\$122,673		County Administrator	0305

*exempt position
above grade 10 all exempt
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Position Classifications and Pay Ranges for Fiscal Year 2003

<u>Pay Grade</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>B/W HRS</u>	<u>Title</u>	<u>Class Code</u>
M	\$4.5322	\$9.3329	75	Assistant Clerical Assistant Intern	0004 0010 0399
1	\$8.7131	\$12.6340			
2	\$9.3663	\$13.5796	80	Receptionist Lobby Security Screener Automotive Servicer Volunteer Services Coordinator	0003 3301 7301 8311
3	\$10.0685	\$14.5985	80	Custodian CNA Coordinator	7131 8004
4	\$10.8239	\$15.6994	75	Commissary Clerk Office Support Specialist I Deputy County Clerk Assistant Clerk-Jury Commission	0005 0011 0023 1202
			80	Mail Processing Clerk Emergency Communications Addressing Technician Building Maintenance Worker Building Maintenance Worker-Nursing Home Park Maintenance Worker I	0007 3107 7142 7152 7210
5	\$11.6359	\$16.8760	75	Accounting Specialist I Computer Operator Vision and Hearing Technician Dental Hygienist	0101 0201 8101 8103
			80	Lead Custodian Building Maintenance Mechanic I Building Maintenance Mechanic -Nursing Home Park Maintenance Mechanic I Assistant Food Services Supervisor	7133 7143 7153 7221 9015
6	\$12.5085	\$18.1422	75	Office Support Specialist II Safety Coordinator Computer Operator II Legal Assistant I Victims Witness Specialist Circuit Court Secretary Animal Control Warden Assistant Field Inspector Senior Field Inspector	0012 0046 0202 1101 1135 1205 2001 5001 5002
			80	Parks Maintenance Worker II Fleet Mechanic Activity Director	7211 7303 8305
7	\$13.4466	\$19.5026	75	Supervising Office Support Specialist Administrative Support Supervisor I Administrative Specialist Chief Deputy Recorder Accounting Specialist II	0013 0015 0017 0031 0102

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<u>Pay</u> <u>Grade</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>B/W</u> <u>HRS</u>	<u>Title</u>	<u>Class</u> <u>Code</u>
7(cont.)	\$13.4466	\$19.5026		Legal Assistant II	1102
				Jury Coordinator	1207
				Animal Control Manager	2005
				Deputy Coroner	2103
				Assessor	5011
				Senior Field Inspector-Building and Zoning	6001
				Zoning Enforcement Officer	6003
			80	Engineering Technician I	6102
				Custodial Supervisor	7132
				Building Maintenance Mechanic II	7144
				Park Maintenance Supervisor	7222
				Heavy Equipment Mechanic	7305
				Licensed Practical Nurse-Nursing Home	8005
				Licensed Practical Nurse	8006
8	\$14.4552	\$20.9622	75	Administrative Support Supervisor II	0016
				County Administrator's Assistant	0019
				Program Administrator, County Clerk	0025
				Human Resources Assistant	0041
				Network Support Specialist	0211
				Defense Investigator	1127
				Victim Witness Program Coordinator*	1136
				Circuit Clerk-Division Supervisor I	1215
				CASA Coordinator*	2305
				Veterans Assistance Officer*	2403
				Assistant Director-ESDA	3203
				Inmate Program Supervisor	4109
				Senior Assessor	5012
				WIC Nutritionist*	8041
				Health Promotion Specialist*	8115
				Case Manager*	8123
			80	Engineering Technician II	6104
				Domestic Services Director	7125
				Assistant to the Nursing Home Administrator	8131
				Social Services Director	8325
9	\$15.5389	\$22.5354	75	Assistant Chief County Assessment Officer	5015
				Senior Accounting Specialist	0103
				Circuit Clerk-Division Supervisor II	1216
				Probation Officer I	1301
				Inmate Assessment Specialist*	4108
				Clinic Nurse*	8011
				Registered Nurse*	8013
				Registered Nurse-Nursing Home	8014
				Public Health Nurse*	8015
				School Health Nurse Consultant*	8017
				Communicable Disease Investigator*	8105
				Public Health Communications Specialist*	8113
				Quality Assurance Specialist*	8127
			80	Staff Sanitarian	8403
				Animal Control Director	2007
				Emergency Communications Supervisor*	3104
				Juvenile Detention Officer	4001
				Juvenile Detention Program Coordinator	4002

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<u>Pay</u> <u>Grade</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>B/W</u> <u>HRS</u>	<u>Title</u>	<u>Class</u> <u>Code</u>
9(cont.)	\$15.5389	\$22.5354		Detention Training/Accreditation Specialist*	4011
				Facilities Maintenance Foreman	7145
				Operations Officer, Parks and Recreation	7216
				Fleet Manager	7307
				Assistant Director of Nursing-LPN	8031
				Food Services Supervisor	9017
10	\$17.8701	\$25.9128	75	Chief Deputy County Clerk*	0027
				Staff Accountant*	0105
				Internal Auditor	0106
				Computer Services Coordinator*	0213
				Assistant States Attorney I*	1105
				Assistant Public Defender I*	1112
				Probation Officer II	1302
				Chief Deputy Coroner*	2104
				Planner-Building and Zoning*	6011
				Clinic Supervisor*	8025
				WIC Nutritionist/Program Coordinator*	8043
				Communicable Disease Program Coordinator*	8107
				Health Promotion Program Manager*	8117
				DCFS Lead Agency Coordinator*	8121
				Forensic Interviewer*	8124
				Case Management Supervisor*	8125
				Birth to Three Assurance Coordinator	8141
			80	Senior Staff Sanitarian*	8405
				Assistant Director-MMCCC Operations	3105
				Juvenile Detention Shift Supervisor	4003
				Project Manager	6101
				Highway Maintenance Coordinator	7015
				Assistant Director of Nursing-RN	8030
11	\$41,816	\$60,643		Programmer	0205
				Assistant States Attorney II	1106
				Assistant Public Defender II	1113
				Chief Deputy-Circuit Clerk	1217
				Deputy Director-Court Services	1305
				Assistant Director-MMCCC Technical Services	3109
				Assistant Superintendant-JDC	4005
				Jail Operations Supervisor	4105
				Civil Engineer I	6105
				Facilities Maintenance Supervisor	7147
				Detention Health Supervisor	8129
12	\$45,998	\$66,697		Risk Manager	0047
				Assistant County Treasurer	0111
				Systems/Database Coordinator	0209
				Network Program Manager	0215
				Director-Children's Advocacy Center	0327
				Director-ESDA	0329
				Assistant States Attorney III	1107
				Assistant Public Defender III	1114
				Command Lieutenant	3006
				Civil Engineer II	6106
				Highway Operations Officer	6107

*exempt position
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10/30/02

<u>Pay Grade</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>B/W HRS</u>	<u>Title</u>	<u>Class Code</u>
12(cont.)	\$45,998	\$66,697		Community Health Services Supervisor	8021
				Maternal-Child Health Services Supervisor	8023
				Communicable Disease/Health Program Supervisor	8109
				Environmental Health Program Supervisor	8406
13	\$50,597	\$75,904		Assistant Director, Information Services	0217
				Director-Building and Zoning	0325
				Director-Parks and Recreation	0331
				Emergency Communications Director	0335
				Supervisor of Assessments	0345
				Assistant States Attorney IV	1108
				Assistant Public Defender IV	1115
				Superintendent of JDC	4007
				Jail Superintendant	4107
				Facilities Maintenance Director	7148
				Assistant Administrator-Health Department	8133
				Environmental Health Director	8407
14	\$54,392	\$81,588		Assistant County Engineer	6109
				Director of Nursing Services	8029
				Director Personal Health Services	8135
15	\$58,471	\$87,708			
16	\$61,395	\$92,088		Director-Information Services	0333
				Court Services Director	0323
				Assistant States Attorney V	1109
				Chief Deputy Sheriff	3009
17	\$64,466	\$96,697		County Engineer	0315
				Nursing Home Administrator	0339
				Public Defender	0341
18	\$66,077	\$99,114			
19	\$67,728	\$101,603		Assistant County Administrator	0301
				Health Department Administrator	0337
20	\$71,115	\$106,671			
21	\$81,782	\$122,673		County Administrator	0305

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