



FINANCE COMMITTEE AGENDA

Room 700, Law and Justice Center

Tuesday, September 3, 2002

5:30 p.m.

1. Roll Call
2. Approval of Minutes – August 6, 2002 and August 20, 2002
3. Departmental Matters:
 - A. Jackie Dozier, County Auditor
 - 1) Items to be Presented for Action:
 - a) Request for Approval of a Contract for Lease/Purchase of an Ikon copier 4-8
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other
 - B. Don Lee, Nursing Home Administrator
 - 1) Items to be Presented for Information:
 - a) Monthly Report 9-11
 - b) General Report
 - c) Other
 - C. James Boylan, County Treasurer
 - 1) Items to be Presented for Action: (Treasurer's monthly reports to be considered for approval and to be placed on file at a Stand-Up Meeting prior to the County Board meeting on September 17, 2002.)
 - a) Accept and place on file County Treasurer's Report as of August 30, 2002
 - b) Accept and place on file County Treasurer's Investment Report as of August 30, 2002
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other

sufficient accounts to finish out 2002 and carry us through 2003 and divide the payment between the two fiscal year budgets. This option would allow us to reduce both our FY02 line and our FY03 requested line amounts. I would be interested in your feedback as to which is the most fiscally responsible option for the County at this time.

The State's Attorney's Office FY02 personnel budget was projected by the County Administrator's Office in an amount which, as it turns out, was considerably less than would have been necessary to fund our personnel needs had we not experienced significant professional staff and other turnover. During our budget meeting with Mr. Zeunik and Mr. Lindberg during the summer of 2001, the comment was made that our department salary projection for FY02 looked about 2.5% lower than usual. Per the FY01 Adopted Budget, our personnel costs were \$1,537,278. Our FY02 personnel costs were figured at \$1,576,071, a 2.52% increase over FY01.

When we recently looked to our personnel budget to recover the requested FY02 cuts, we discovered the results of this "under-funding", which has caused us to be unable to fully comply with the County Board's request. Per the latest Budget Performance Report, dated August 22, 2002, with 58% of the fiscal year completed, we have expended 59% of our adopted personnel budget.

Thank you for your consideration of this response to your request for information regarding General Fund budget reduction for the State's Attorney's Office.

- D. Roxanne Castleman, Director, Court Services
- 1) Items to be Presented for Action:
 - a) Request Approval for Court Services Department to fill any open departmental positions that receive 100% funding through the AOIC 12-13
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other
- E. Jack Mitchell, County Engineer
- 1) Items to be Presented for Action:
 - a) Request Approval of Reclassification of Civil Engineer I to Civil Engineer II 14-16
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other
- F. Ruth Weber, County Recorder
- 1) Items to be Presented for Information:
 - a) Response to the Outside Auditor's Management Letter of Advisory Comments 17
 - b) Recorder's Office Activity Report - first eight months of FY 2002 (Documents to be distributed at the meeting)
 - c) Report comparing Recorder's Office Activity between FY 2001 and FY 2002 (Documents to be distributed at the meeting)
 - d) General Report
 - e) Other
- G. John M. Zeunik, County Administrator
- 1) Items to be Presented for Information:
 - a) Status Report regarding reductions in Fiscal Year 2002 General Fund Adopted Budget - per action of the Finance Committee:
 - (1) Merit Commission 18
 - (2) County Clerk's Office 19-20
 - (3) Coroner's Office 21-24
 - (4) Public Defender's Office 25
 - (5) Sheriff's Office 26
 - (6) State's Attorney's Office 27-28
 - b) General Report
 - c) Other

**McLean County
State's Attorney's Office
104 W. Front St., Room 605
Bloomington, IL 61701
Telephone: 309 - 888 - 5400
FAX: 309 - 888 - 5429**

Memo

To: McLean County Finance Committee

From: Charles G. Reynard

Cindy Outlaw

Date: August 29, 2002

Re: FY02 General Fund Budget

In an attempt to explain why our department is unable to meet or exceed the FY02 budget reduction amount by making further reductions to the FY02 departmental budget, please consider the following:

When the FY02 department head requested budget was prepared, our department had a very modest increase (1.84%) over FY01. In late August 2001, we were asked to take another look and trim our requests where possible. At that time we cut \$11,700 from our requested expense budget. The FY02 Adopted Budget for our department expense lines then totaled \$253,517. In July 2002, the Board requested that our department trim an additional \$43,770 from our FY02 Adopted Budget. We took a realistic look at our remaining FY02 budget and made cuts totaling \$31,978 from our expense and overtime lines. From our original FY02 "department head request" expense budget, we cut a total of \$43,678, making our FY02 expense budget \$31,693 less than our FY01 amended expense budget. There does not appear to be any additional "fat" to trim from our expense budget lines.

However, with respect to our Program 20 Contract Services line item, we are looking into various options with reference to the County's contract with Transworld Systems, Inc. One option would be to discontinue their services, but the County would then lose that revenue source. Should we decide to continue using them for collection of delinquent fines and court costs, which I assume would be the case, one payment option would involve depleting our FY02 funds and approximately one-half of our FY03 requested funds in this line item. The other option would allow us to purchase

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

5. Adjournment

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McLEAN COUNTY SHERIFF'S DEPARTMENT
DAVID OWENS, SHERIFF
"Peace Through Integrity"
Administration Office
(309) 888-5034
104 W. Front Law & Justice Center Room 105
P.O. Box 2400 Bloomington, Illinois 61702-2400

Detective Commander (309) 888-5051
Patrol Commander (309) 888-5166
Patrol Duty Sergeant (309) 888-5019
Jail Division (309) 888-5065
Process Division (309) 888-5040
Records Division (309) 888-5055
Domestic Crimes Division (309) 888-5860
FAX (309) 888-5072

August 28, 2002

TO: John Zeunik, County Administrator
FROM: Sheriff David Owens
SUBJ: FINANCE COMMITTEE REQUEST

Due to budgetary constraints, the McLean County Sheriff's Office was asked to cut their FY/2002 budget by \$184,059.

Chief Deputy Love and I have reviewed our operational budget line item by line item and have made as many cuts to our existing budget as we believe we can. We did not make paper cuts. We made cuts we felt we could live with and still continue to provide the services that we are mandated to provide to the community.

We have agreed not to fill one law enforcement FTE from a retirement in July and one correctional officer position, which is open from a resignation. We have also agreed to reductions in our part time employee line to help to comply with your requests. We have frozen all spending except for essential items in hopes of returning additional money to the general fund at year's end. Any further cuts would directly impact our ability to provide public safety services to the community.

In 2001, during the budget process for FY/2002 budget, we cut \$90,327 from our original budget request from our operational budget and now have cut an additional \$109,873 from our existing FY/2002 budget. That totals up to \$200,200 in cuts from the FY/2002 budget that we originally requested.

I believe we have provided you with all of the budget reductions we can at the present time. We will continue to diligently review our remaining budget to identify any additional cost savings we can make.

Unfortunately, I will not be able to attend the September Finance Committee meeting, as I will be out of state on that date. If you have any questions, please contact me.

Dave Owens
Sheriff



JACKIE DOZIER
COUNTY AUDITOR

(309) 888-5151

104 W. Front • Room 602 • P.O. Box 2400 • Bloomington, Illinois 61702-2400

August 22, 2002

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

From: Jackie Dozier, Auditor

Re: Contract Approval for Ikon Copier

I am asking that the Finance Committee (and County Board) formally approve a copier contract that was signed by my office in an emergency situation prior to County Board approval.

Our existing copier has been needing repairs much more frequently than we like and are comfortable with. Therefore, I approached Administration and received the okey to go ahead with the Lease/Purchase of an Ikon copier. The contract used was one previously approved by the County Board when presented to them by Terry Lindberg. We used the same terms and content.

Our costs for the year 2002 will be \$695 for four months of lease payments and approximately \$120 for maintenance. We will be getting \$385.00 back on the old copier maintenance agreement.

Thank you.

Jackie Dozier



OFFICE OF THE PUBLIC DEFENDER
(309) 888-5235 Fax (309) 888-5765
Law & Justice Center
104 W. Front Room 603 Bloomington, Illinois 61701

To: John Zeunik, County Administrator
Terry Lindberg, Assistant County Administrator
McLean County Board Finance Committee

From: Amy Davis, Public Defender

Date: 08/27/02

Re: 2002 Budget Reduction

I. Per the Finance Committee's request, we have reviewed our FY 2002 budget for further reduction. At this time, we are able to reduce our budget by an additional \$3,798.00. The reduction is from the 0001-0021-0057-0516-0001 line item for seasonal employees. This position, which originated from the Drug and Violent crime grant, was categorized as a paralegal position. In the Spring of 2001 the County Board adopted the grant positions as County positions and the salary for the paralegal position was placed in the seasonal employee line item at Terry Lindberg's suggestion. For the purpose of payroll this position was then categorized as a "file clerk" position.

We have reviewed the budget performance report and totaled the amounts which were expended for the file clerk position. As of August 27, 2002, we have \$3,798.00 unexpended in this line item.

II. Further reductions in the Public Defender budget are impossible without eliminating staff.

Amy Davis



The Way Business Gets Communicated™

Maintenance Services / Professional Services Agreement

IKON Marketplace Name: Central
Address: Phone # (309) 663-4330
Fax # (309) 663-4135

Order # B60480
Date: 08/01/2002
Sales Rep # B55028
Sales Rep Name: Tadd Gerst

SHIP TO

Account # _____

Company: McLean County Auditor
Contact: Jackie Dozier
Title: _____

Address: 104 W. Front
Address: Room 602
City: Bloomington
State: IL Zip+4: 61701-0000
Phone # (309) 888-5150

Company: McLean County Administration
Contact: Terry Lindberg
Title: _____

Address: 104 W. Front
Address: Room 701
City: Bloomington
State: IL Zip+4: 61701-0000
Phone # (309) 888-5110

Account # _____
e-mail: _____
Suite/Floor: _____
County: _____
State: IL Zip+4: 61701-0000
Fax # _____
P.O. Required for Future Orders? Y N

Service Description: MAINTENANCE SERVICES (Break-fix/Repairs) PROFESSIONAL SERVICES (Connection/Enabler/Application/Assessment)*
* Statement of Work Required

Qty	Model	Description	Serial #	Equip ID #	Base Rate	Block of Hours	Cost of Block of Hours	Meter Read	Meter Type	Scan/Copy Allowance	Overage Rate	Key Operator	Key Operator e-mail
1	Aficio 1035	Ricoh Aficio 1035 Copier			- 011								

Third Party Authorization (no signature necessary)
 IOSC Ricoh ITT IMS ICIT Other

Customer Authorization (signature required):
 Decline IKON Maintenance Accept IKON Maintenance

Customer Signature: Jackie Dozier Date: 8/21/02
 Name (please print): JACKIE DOZIER Title: AUDITOR

IKON Sales Signature: _____ Date: _____
 Name (please print): _____
 Service Approval Signature: _____ Date: _____
 Name (please print): _____ Title: _____

EQUIPMENT

Block of Hours	Cost of Block of Hours	Meter Read	Meter Type	Scan/Copy Allowance	Overage Rate	Key Operator	Key Operator e-mail

BILLING (Tax Exempt? Yes No)

Maintenance Service Term
 Start Date: _____ Length: _____ months
 End Date: _____

Payment Details
 Amt. Paid: _____
 Check #: _____

Maintenance Service Offering
 Annual Non-Metered
 Block of Hours
 Base + Overage
 Base + Usage
 Usage

Maintenance Service Inclusions
 Metered Equipment
 Parts, Labor, Drums
 Supplies (excludes staples & paper)
 Connectivity/Software
 After-Hours Service
 Coin Operated
 Other (Special Instructions)

Options
 Non-Metered Equipment
 Parts and Labor
 Connectivity/Software
 After-Hours Service
 Other (Special Instructions)

SPECIAL INSTRUCTIONS

Customer agrees to purchase and IKON Office Solutions, Inc. ("IKON") agrees to provide the professional and/or maintenance services identified above for the equipment identified above, in accordance with the terms and conditions of this Agreement (including all terms and conditions attached hereto as Exhibit A, all of which are incorporated herein by reference).

- The largest percentage of my proposed reductions includes a \$2,500 cut in part-time salaries. Because I cannot ask my employees to work more hours for less money, I will be exploring temporary scheduling options that do not violate the Fair Labor Standards Act for the 24-hour staffing of this office.
- My largest concern is that the reductions to which I have agreed – reductions that my department cannot afford – will be the new starting point for discussions involving the 2003 budget. My Chief Deputy has been assured by the County Administrator's Office this will not be the case, and I will accept that assurance.

As always, please do not hesitate to contact me directly if you have any questions.

Thank you.

Lease Agreement

Number: _____

IOS CapitalSM

Thank you for choosing IKON! This lease agreement ("Lease") has been written in clear, easy to understand language. Please take time to review the terms. When we use "you" or "your", we are referring to you, our Customer. When we use "IKON", we are referring to IKON Office Solutions, Inc., which is the equipment supplier and one of the largest distributors of office solutions in the world. When we use "we", "us", "our" or "IOS Capital", we are referring to IOS Capital, Inc. the wholly-owned captive finance subsidiary of IKON. Our principal corporate office is located at 1738 Bass Road, Macon, GA 31210.

CUSTOMER INFORMATION

County of McLean
Full Legal Name 104 W. Front Room 701

Customer Location Address Bloomington McLean IL 61701

City County State Zip

Customer Billing Contact: Jerry Lindberg

Phone (309) 888-5110 (ext) Fax

Customer Billing Address (if different)

City County State Zip

EQUIPMENT DESCRIPTION

Quantity	Description, Make, Model & Serial Number	Quantity	Description, Make, Model & Serial Number
1	AGIO 1035	1	BRIDGE Unit
1	PF 70	1	Cabinet
1	SR 720		

Check if Additional Equipment Schedule attached

PAYMENT SCHEDULE

Minimum Lease Term: <u>60</u> (months)	Payment Due: (check one) <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other <input type="checkbox"/> Step (see attached)	Payment Without Sales, Use, and Property Tax \$ <u>129.00</u>	Advance Payment: \$ _____ (Tax Incl'd) by Check # _____ <input type="checkbox"/> Apply to 1st Payment <input type="checkbox"/> Other _____
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ADDITIONAL PROVISIONS (if any) are: \$1 Buyout Lease

Sales Tax Exempt YES (Attach Exemption Certificate) Customer Billing Reference Number (P.O. #, etc.) _____

Addendum(s) attached: YES (check if yes and indicate total number of pages) _____

TERMS AND CONDITIONS:

1. Lease Agreement: You agree to lease from us the equipment ("Equipment") listed above. **THIS LEASE IS UNCONDITIONAL AND NON-CANCELABLE.** Effective as of delivery of the Equipment, you agree to all of the terms and conditions contained in this Lease. You agree this Lease is for the entire lease term indicated above. **You also agree that the Equipment will be used solely for business purposes and not for personal, family or household purposes and the "Customer Location" is a business address.** Our acceptance of this Agreement, when given, is indicated by our signature.
2. Location of Equipment: You will keep the Equipment at the customer location specified above. You must obtain our written permission, which will not be unreasonably withheld, to move the Equipment. With reasonable notice, you will allow us or our designee to inspect the Equipment. (The terms and conditions set forth on the reverse side of this page are hereby incorporated herein by reference.)

AUTHORIZED SIGNER THE PERSON SIGNING THIS LEASE ON BEHALF OF THE CUSTOMER REPRESENTS HE/SHE HAS THE AUTHORITY TO DO SO

x Jackie Dozier Date: 8/21/02 JACKIE DOZIER AUDITOR
 (Authorized Signer Signature) (Authorized Signer's Printed Name) (Authorized Signer's Title)

PERSONAL GUARANTY In consideration of IOS Capital's entering into the above Agreement, I unconditionally guarantee that the Customer will make all payments and pay all other charges required under such Agreement when they are due, and that the Customer will perform all other obligations under the Agreement fully and promptly. I also agree that IOS Capital may modify the Agreement or make other arrangements with the Customer and I will still be responsible for those payments and other obligations under the Agreement. I agree that IOS Capital need not notify me of any default under the Agreement and may proceed directly against me without first proceeding against the Customer or the Equipment, in which event, I will pay all amounts due under the terms of the Agreement. In addition, I will reimburse IOS Capital for any costs or reasonable attorney fees incurred in enforcing its rights. This continuing guaranty is a guaranty of payment and not of collection. I CONSENT TO THE VENUE AND NON-EXCLUSIVE JURISDICTION OF ANY COURT LOCATED IN EACH OF THE STATE OF GEORGIA AND THE STATE WHERE MY PRINCIPAL PLACE OF BUSINESS OR RESIDENCE IS LOCATED TO RESOLVE ANY CONFLICT UNDER THIS GUARANTY.

X _____ Date: _____ Home Address _____
 Guarantor Signature
 _____ City _____ State _____ Zip _____
 _____ Home Phone () _____ SSN - -
 (Printed Name of Guarantor, Do Not Include Title)

[Tear on perforation]

DELIVERY AND ACCEPTANCE With respect to Lease Agreement No. _____ ("Lease") between IOS Capital, Inc. and _____, as customer ("you"), you hereby certify that each item of equipment described on such Lease Agreement has been delivered, installed and accepted and you agree that each such equipment is in good condition and satisfactory for all purposes of the Lease Agreement.

X _____ Date: _____
 Signature _____ 6 _____ Printed Name _____ Title _____

COPY

INTERDEPARTMENTAL MEMO

To: John Zeunik
County Administrator

From: Beth Kimmerling
County Coroner

cc: Joseph Sommer
Justice Committee Chairman

Date: July 30, 2002

Re: Proposed 2002 Reductions to address the 2002 Budget Crisis

Attached is the 2002 budget listing for the Coroner's Office with my reductions proposed in ten line items equaling \$8,255 being returned to the county. I am aware that this figure is \$1,776 short of the requested \$10,031, however the Coroner's Office budget is one of the leanest budgets within the county, and I simply do not have more areas from which to cut without affecting provided services.

Please note that I submit these reductions with the following issues/concerns in mind:

- Remember that I already made a significant budget reduction for fiscal year 2002. During the early stages of budget preparation for 2002, I proposed a 9 percent reduction in payroll in order to streamline operations within the office and improve the fiscal position of the county.
- If 2002 death investigations continue at their current level, year-end autopsy and toxicology line items will be over-budget – anywhere from \$20,000 to \$25,000. As you are aware, last year (2001) was the busiest year for Coroner's Office death investigations. This year the trend continues as we have experienced a 14 percent increase in death investigations, fueled by suicides (11), motor vehicle crashes (10) and drug overdoses (7).

IOSCapital

An IKON Office Solutions Company

P.O. Box 9115, Macon, GA 31208-9115

\$1 Purchase Option Addendum

ADDENDUM ("Addendum"), dated as of the 20 day of August, 2002, to that certain agreement no. _____ - B60480 [Insert customer no. first, then insert agreement/schedule no.] ("Agreement") between IOS Capital, Inc. ("we" or us") and County of McLean, as customer ("Customer" or "you").

The parties, intending to be legally bound, agree that the Agreement shall be modified as follows:

1. (a) Notwithstanding anything contained in the Agreement to the contrary and provided that no event of default under the Agreement (or any occurrence that would constitute an event of default with the giving of notice or lapse of time or both) shall have occurred and be continuing, you shall have the option at the expiration of the term of the Agreement (or any renewal or extension), exercisable by giving at least thirty (30) days written prior notice to us, of your decision to purchase all (but not less than all) of the equipment ("Equipment") covered by the Agreement for a purchase price equal to one dollar (\$1.00). If such notice is given, we shall sell and you shall purchase the Equipment for such purchase price. You agree to also pay all sales tax and use taxes payable in connection with the purchase of the Equipment. If you do not elect to purchase the Equipment as provided above, the Agreement shall continue to be in full force and effect.

(b) If you exercise the above purchase option, the Equipment shall be purchased "AS IS", "WHERE IS" and we make NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE in connection with the purchase and sale of the Equipment.

2. All capitalized words used but not defined in this Addendum will have the meanings given to them in the Agreement. Except to the extent modified by this Addendum, the terms and conditions of the Agreement will remain unchanged and shall continue in full force and effect.

IN WITNESS WHEREOF, each party has caused its duly authorized officer to execute this Addendum, as of the date first written above.

CUSTOMER: McLean County Auditor

IOS CAPITAL, INC.

By: Jackie Dayer 8/21/02
Authorized Signer Date

By: _____
Authorized Signer Date

levels. However, my monthly presentations to the Justice Committee year-to-date show a 14% increase from FY 2001 to FY 2002. This year we budgeted for 70 autopsies and we have performed 69 autopsies as of this morning.

- I understand the County's financial position and am willing to work with you in order to obtain your desired goal. If I did not understand its position, then why for FY 2003 budget discussions would I choose not to make requests for an additional full-time death investigator and a new vehicle? I chose not to make these requests because I do understand the County's financial position.

In conclusion, although crime statistics may be decreasing, death investigations are increasing, and the Coroner's Office is busier than every before. If you have any questions pertaining to this memorandum or the number of active/completed death investigations in the office, please do not hesitate to call me.



The Way Business Gets Communicated™

PROFESSIONAL SERVICES DOCUMENT SERVICES BASIC CONNECT STATEMENT OF WORK (Professional Services Agreement)

Basic Connect Installation Tasks Per Unit:

- Set up base product configuration to manufacturers' specifications
- Attach system to customer's network and test connection
- Installation of print drivers on two (2) PCs
- Test with standard office applications
 - Microsoft Office Suite or Lotus 123
 - Individual Components Lotus Notes
- Training for up to two (2) end users at time of install.
- Provide training to one (1) primary and one (1) backup operator at time of install.
- Detailed product list:

- Adobe Acrobat
- Corel WordPerfect
- QuarkXPress
- Adobe PageMaker
- Other (Specified)

Services Code	Product	Number of Units	Services Code	Product	Number of Units
	Alicio 1035	1			

Basic Implementation Cost:

Additional Professional Services Cost:

- Description

Total Cost:

- Customer does not require the connectivity option for the digital device(s) detailed above. If connectivity is desired at a later time the services prescribed above in the "Installation Tasks Per Unit" section will be performed at an assigned cost for that device(s).

McLean County Auditor	104 W. Front, Bloomington, IL 61701
Account Name	Location
<i>Jackie Dozier</i>	JACKIE DOZIER, AUDITOR
Customer Acceptance Signature	Name and Title
	8/21/02
	Acceptance Date
IKON Analyst Acceptance Signature (required)	Name and Title
	Acceptance Date



BETH C. KIMMERLING

CORONER

Office (309) 888-5210


FAX (309) 888-5090

104 W. Front

P.O. Box 2400

Bloomington, Illinois 61702-2400

To: John M. ZeuniK
County Administrator

From: Beth C. Kimmerling 
County Coroner

Date: August 29, 2002

Re: FY 2002 Budget—Finance Committee Request

With respect to your August 22nd 2002 memorandum, my responses to your two questions are as follows:

- 1) No other additional budget reductions may be made in line-item account expenditures, salary savings, or reductions in staff without diminishing the services that my office provides to the public.
- 2) Please refer to the July 30th 2002 memorandum that I attached to my specified FY 2002 budget reductions. Within this memo, I explained why I was \$1,776 short of your intended goal. In case this memo has been misplaced, I have attached a copy for your review.
 - During our budget discussions for FY 2002, I brought you a proposal in which I streamlined operations within the Coroner's Office. Specifically, this proposal eliminated one payroll line item entirely, thus giving back to the County's general fund approximately \$5,000. The only way I am able to affect the amount of funds spent in salaries for the remainder of FY 2002 is to adjust scheduling within the office. My July 30th memorandum explains that I will try to explore temporary scheduling options that do not violate the Fair Labor Standards Act for the 24-hour staffing of this office.
 - As you are aware, the caseload within the Coroner's Office increased approximately 30% from FY 2000 to FY 2001. We were asked to hold budget figures for FY 2002, specifically autopsy and toxicology line items, at FY 2000

McLEAN COUNTY NURSING HOME

ACCRUED EXPENDITURE

August 27, 2002

	2002 BUDGET	2002 MONTHLY ALLOC	JULY, 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	249,527	253,345	1,706,446	1,759,022	1,178,962	52,576	60%	3,028,504	90,520
IMRF	123,395	10,480	10,640	71,671	73,879	49,516	2,208	60%	127,197	3,802
MED/LIFE	292,445	9,210	24,838	169,858	169,858	122,587	0	58%	292,445	0
SOC/SEC	224,756	19,089	19,381	130,543	134,565	90,191	4,022	60%	231,681	6,925
VAC LIAB	25,000	2,123	2,123	14,521	14,521	10,479	0	58%	25,000	0
SELLBACK	40,000	3,397	3,397	23,233	23,233	16,767	0	58%	40,000	0
PERSONNEL	3,643,580	293,827	313,724	2,116,271	2,175,078	1,468,503	58,806	60%	3,744,827	101,247
COMMODITIES	537,825	45,678	37,589	312,381	318,629	219,196	6,248	59%	548,582	10,757
CONTRACTUAL	1,163,276	98,799	80,543	675,656	556,660	606,616	(118,996)	48%	958,400	(204,876)
CAPITAL	172,350	14,638	3,124	100,105	41,654	130,696	(58,450)	24%	71,716	(100,634)
GRAND TOTAL	5,517,031	452,942	434,981	3,204,413	3,092,020	2,425,011	(112,392)	56%	5,323,526	(193,506)

McLEAN COUNTY NURSING HOME

ACCRUED REVENUE

August 27, 2002

	2,002 BUDGET	2,002 MONTHLY ALLOC	JULY, 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	46,313	60,590	316,725	410,913	134,391	94,189	75%	707,469	162,165
IDPA REIMBURSEMENT	2,646,673	224,786	188,524	1,537,246	1,265,931	1,380,742	(271,315)	48%	2,179,550	(467,123)
SCHOOLING REIMB (MARC)	1,000	85	0	581	0	1,000	(581)	0%	0	(1,000)
JDC LAUNDRY	6,000	510	617	3,485	4,078	1,922	593	68%	7,021	1,021
JDC FOOD	25,000	2,123	2,609	14,521	18,060	6,940	3,539	72%	31,093	6,093
MEALS	500	42	0	290	140	360	(150)	28%	241	(259)
PVT PAY REVENUE	1,547,600	131,440	137,201	898,880	989,505	558,095	90,625	64%	1,703,629	156,029
UNCLASS	6,000	510	14,058	3,485	37,525	(31,525)	34,040	625%	64,607	58,607
INTEREST EARNED	140,000	11,890	4,725	81,315	28,918	111,082	(52,397)	21%	49,788	(90,212)
SALE OF ASSETS	0	0	0	0	0	0	0	#DIV/0!	0	0
TRANSFER IN	358,042	30,409	30,748	207,959	212,631	145,411	4,672	59%	366,086	8,044
TELEPHONE REIMB	0	0	720	0	4,470	(4,470)	4,470	#DIV/0!	7,696	7,696
TOTAL ACC REVENUE	5,276,119	448,109	439,794	3,064,486	2,972,171	2,303,948	(92,315)	56%	5,117,181	(158,938)

TOTAL ACC REVENUE	5,276,119	448,109	439,794	3,064,486	2,972,171	2,303,948	(92,315)	56%	5,117,181	(158,938)
LESS ACCRUED EXPENSE	(5,517,031)	(452,942)	(434,981)	(3,204,413)	(3,092,020)	(2,425,011)	112,392	56%	(5,323,526)	(193,506)

ACC REV - (ACC EXP)	(240,912)	(4,834)	4,813	(139,927)	(119,850)	(121,063)	20,078		(206,345)	
PLUS CAP EXP	0	14,638	3,124	100,105	41,654	130,696	(58,450)		71,716	

ACC BALANCE	(240,912)	9,804	7,937	(39,823)	(78,195)	9,633	(38,373)		(134,629)	
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As you are aware, we were proactive in requesting a fee study be conducted in our office when we realized we were drastically undercharging for various procedures. Due to this fee study, our year-to-date revenue totals through July 31, 2002 are in excess of \$56,000 more than last year at this same time. While I'm aware revenues are not being considered, I do believe our action which generated additional unanticipated revenue, should be taken into account.

Let me know if you have further questions or comments.

Thank you.

cc: John M. Zeunik
Terry Lindberg

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						150.00
SEPTEMBER						150.00
OCTOBER						150.00
NOVEMBER						150.00
DECEMBER						150.00

YTD AVERAGE 6.48 44.05 77.02 2.05 129.61 74.39
% OF CAPACITY 4.32% 29.37% 51.35% 1.37% 86.41% 49.60%



**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: August 26, 2002

TO: Finance Committee

FROM: Peggy Ann Milton 

RE: FY 2002 General Fund Budget - Finance Committee Request

I realize our department did not meet your budget reduction amount of \$12,696. Let me assure you, we carefully reviewed our budget in an attempt to comply.

In the August 22, 2002 memo from John M. Zeunik, we were asked to answer two questions, answers follow:

- (1) During the FY 2002 original budget cycle, we drastically reduced our operating line-item account expenditures. Had it not been for a temporarily vacant position in our office, we would not have been able to contribute the \$9,470. We currently do not have any vacant positions. We are a small department that is already understaffed so further reductions in staff are not practical. Current staff has by far passed realistic production levels. We've nearly doubled our receipts since 1998, which is indicative of the increased workload in our office.
- (2) Further reductions to our FY 2002 departmental budget are not doable because most of our departmental functions are mandated by statute (elections, vitals, taxes). During the FY 2002 budget cycle, we did not account for six (6) polling place changes, which incurred additional postage expense of approximately \$1,243. We did not anticipate the electoral board meeting, which cost \$140 for transcript expense. We inaccurately budgeted for our election judge line item by an underestimate of approximately \$7,000 (we did not include election night judges, mileage, or return of supplies). Even a minor unanticipated event such as our shredder needing to be replaced caused our initial reduction figure to be overestimated.



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

Memorandum

To: John Zeunik, County Administrator
From: Terry Lindberg, Assistant County Administrator 
Date: August 29, 2002
Re: Merit Commission

The September Finance Committee packet includes responses from five of the six agencies that failed to meet the target reduction amounts for their 2002 budgets.

The remaining agency, the Sheriff's Merit Commission, recruits and hires deputies and correctional officers for the Sheriff's Department, and also conducts disciplinary and termination hearings for deputies and officers. The Commission consists of five appointed members and a part-time secretary. They have a very small budget, totaling \$14,631. The frequency of their meetings is determined by the Sheriff's staffing needs. Their job is to maintain an eligible candidate list so they can respond promptly when the Sheriff asks for applicants to fill deputy or correctional officer vacancies.

As of August 29, 2002, the Merit Commission has spent nearly 80 percent of its annual budget, due to a higher than normal number of applicant interviews applicants to develop and maintain a deputy candidate list for the Sheriff.

The target reduction figure for this agency was a modest \$521. It is likely 2002 expenditures will equal or exceed the original budget.

I respectfully recommend no reductions in the Merit Commission budget.



COURT SERVICES

104 W. Front, Box 2400 Law & Justice Center Bloomington, Illinois 61702-2400

(309) 888-5360 Adult Division
(309) 888-5370 Juvenile Division

Fax (309) 888-5434
Fax (309) 888-5831

Memo

To: Honorable Members of the Finance Committee

From: Roxanne K. Castleman *RKC*

CC: Honorable Chief Judge John P. Freese

Date: 08/29/02

Re: Hiring Freeze

As you are aware in July of 2002, the County Board voted to impose a hiring freeze for McLean County general fund employees. In order for a department to fill a position which becomes vacant, approval must be obtained from the Finance Committee.

Since the action was taken by the Board, the Court Services Department has a vacancy in the adult probation division. The position that has become vacant is a 100% AOIC funded position. If this position is not replaced, the county will not receive the revenue from the State for the position. Freezing this position, or any 100% position, in the Court Services Department will not result in substantial savings for McLean County in 2002. The county only receives the revenue when the position is filled.

Not only is this not a cost saving for the county, holding positions in the Court Services Department is a hardship for both the department and the community. Presently the department is functioning below the recommended staffing level, and not being able to replace an officer escalates this staffing shortage. Adult officers' caseloads are presently averaging over 150 per officer. If we are not allowed to fill this position, the officers' average caseload will rise to over 180 per officer. The adult offenders will not receive the supervision needed to assist them in following their court orders, and chances of an offender reoffending increase.



Ruth Weber
County Recorder

(309) 888-5171 Fax (309) 888-5927 e-mail: ruth@mclean.gov
104 W. Front, Room 708 P.O. Box 2400 Bloomington, Illinois 61702-2400

August 29, 2002

To: Finance Committee Chairman and Committee

From: Ruth Weber, Recorder *Ruth Weber*

The question has arisen regarding the process of reconciling transactions to the County general ledger on a monthly basis. This is a matter that we have been working on with the Treasurer's office and will submit our first monthly report for the month of August. You will be given a copy of this report at the September meeting.

Also, at the September meeting, a report will also be submitted regarding the activity in the Recorder's Office for the first eight months of this year and a comparison with 2001, which had been the busiest year in the history of the office.

These numbers will be made available to you through the end of August, which we will obtain on the morning of September 3, 2002.

Due to the above issues, I would respectfully request the Finance Committee authorize McLean County Court Services filling any open positions in the department that are 100% AOIC funded.

I will be present at the Finance Committee meeting to answer any questions you may have. Thank you in advance for your consideration of this matter.

RKC:mp

**RESOLUTION AMENDING THE FUNDED
FULL-TIME EQUIVALENT POSITIONS RESOLUTION
FOR 2002**

WHEREAS, the McLean County Board adopted a Funded Full-Time Equivalent Positions Resolution on November 20, 2001 which became effective on January 1, 2002; and,

WHEREAS, the Highway Department is experiencing increasingly complex engineering design and project management demands; and,

WHEREAS, reclassification of an existing Civil Engineer I position to Civil Engineer II would assist in meeting these demands; and,

WHEREAS, the Finance Committee, at its Committee meeting on September 3, 2002, recommended the approval of a change in the Full-Time Equivalent Positions Resolution to provide for this reclassification, now, therefore,

BE IT RESOLVED, by the County Board of McLean County, Illinois, now in regular session, that the Funded Full-Time Equivalent Positions Resolution be and hereby is amended as follows:

FUND-DEPT-PROGRAM	PAY GRADE	POSITION CLASSIFICATION	FULL-TIME	
			NOW	NEW
0120-0055-0056	11	513.6105 Civil Engineer I	1.0	0.0
0120-0055-0056	12	513.6106 Civil Engineer II	1.0	2.0

This Amendment shall become effective and be in full force immediately upon adoption.

ADOPTED by the County Board of McLean County, Illinois, this 17th day of September, 2002.

ATTEST:

APPROVED:

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

Michael F. Sweeney, Chairman
McLean County Board



HIGHWAY DEPARTMENT

John E. Mitchell, County Engineer
(309) 663-9445 FAX (309) 662-8038
102 S. Towanda-Barnes Rd. Bloomington, IL 61704

MEMORANDUM

TO: Mr. Terry Lindberg
Assistant County Administrator

FROM: John E Mitchell
County Engineer

DATE: August 28, 2002

RE: Reclassification of Civil Engineer I to Civil Engineer II

In the McLean County Highway Departments' desire to maintain a professional staff performing professional work, I am requesting that the McLean County Board reclassify our Civil Engineer I position to a Civil Engineer II.

This position performs engineering design and construction work on the County and Township roads across McLean County. Traffic volumes and citizens demands for services keep increasing. This affects the roads we build and maintain. The duties of this position become more complex as time goes on. The Illinois Department of Transportation keeps changing their rules, regulations and policies, as does the Department of Natural Resources, Environmental Protection Agency, Army Corps of Engineers and other Departments that we deal with. We need to maintain a professional staff to accomplish our programs and deal with other departments, agencies and the public.

The job description for a Civil Engineer I requires a BS degree in Civil Engineering. The job description for a Civil Engineer II requires a BS degree in Civil Engineering and four years engineering experience. This experience provides us the extra knowledge to perform a better and more professional job.

I would appreciate your approval of this request and your forwarding this request to the September Finance Committee meeting and September County Board for their action.

If you have any questions please let me know.



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

Memorandum

To: Chairman and Members, Finance Committee
From: Terry Lindberg, Assistant County Administrator *TL*
Date: August 29, 2002
Re: Reclassification of Civil Engineer I to Civil Engineer II

The County Engineer and Assistant County Engineer have historically been the only people who have earned the Professional Engineer designation, which qualifies them to review, approve and officially stamp project blueprints and plans. Another department employee recently passed the required examinations and received the PE title.

We support the reclassification of one existing Civil Engineer I position to Civil Engineer II. The annualized cost of promoting the new PE to that position would be \$2,303. There are sufficient funds in the current budget to cover the costs associated with this reclassification.