



McLean County

FINANCE COMMITTEE AGENDA
Room 400, Government Center
Wednesday, August 6, 2008
7:30 a.m.

1. Roll Call
2. Approval of Minutes: July 2, 2008
June 17, 2008 Stand-up Committee meeting
3. Departmental Matters
 - A. Don Lee, Director, Nursing Home
 - 1) Items to be Presented for Information:
 - a) Monthly Reports 1-3
 - b) General Report
 - c) Other
 - B. Lee Newcom, County Recorder
 - 1) Items to be Presented for Action:
 - a) Request Approval to Award Contract for Indexing of Documents and Redaction of Social Security Numbers – see enclosed Request for Proposal 4-23
 - 2) Items to be Presented for Information:
 - a) General Report 24-25
 - b) Other
 - C. Jackie Dozier, County Auditor
 - 1) Items to be Presented for Information:
 - a) Auditor's Quarterly Report, 2nd Quarter 26-33
 - b) ICJIA – Juvenile Reporting Center – Equipment Audit 34
 - c) IEMA – Radio Audit 35
 - d) General Report
 - e) Other
 - D. Lori McCormick, Director, Court Services
 - 1) Items to be Presented for Action:
 - a) EXECUTIVE SESSION: Personnel Matter
 - b) Request Approval of the McLean County Board Authorizing the Director of Court Services to offer a Salary above the Starting Maximum Salary 36

- 2) Items to be Presented for Information:
 - a) General Report
 - b) Other

- E. Peggy Ann Milton, County Clerk
 - 1) Items to be Presented for Information:
 - a) Monthly Activity Report, June 2008 37
 - b) General Report
 - c) Other

- F. Becky McNeil, County Treasurer
 - 1) Items to be Presented for Action:
 - a) Request Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2008 Combined Annual Appropriation and Budget Ordinance Collector's Automation Fund 0168, County Treasurer 0004, Financial Management 0004 38-39
 - 2) Items to be Presented for Information:
 - a) Accept and place on file County Treasurer's Monthly Financial Reports as of July 31, 2008
 - b) General Report
 - c) Other

- G. Robert Kahman, Supervisor of Assessments
 - 1) Items to be Presented for Information:
 - a) Assessment Status Report 40
 - b) General Report
 - c) Other

- H. Jennifer Ho, Risk Management
 - 1) Items to be Presented for Information:
 - a) Second Quarter Risk Management Fund Report FY'2008 41-42
 - b) General Report
 - c) Other

- I. County Administrator's Office
 - 1) Items to be Presented for Information:
 - a) General Report
 - b) Other

- 4. Recommend Payment of Bills and Transfers, if any, to County Board
- 5. Other Business and Communication
- 6. Adjournment

McLEAN COUNTY NURSING HOME
ACCRUED EXPENDITURE

Prt Date: July 25, 2008

	2008 BUDGET	2008 MONTHLY ALLOC	JUNE, 2008 ACCRUED EXPENSE	YTD ALLOC	ADJUSTED YTD EXPENSE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET SPENT	PROJECTED EXPENSE 12/31/08
SALARIES	3,695,035	303,369	317,983	1,840,302	1,921,864	1,773,171	81,563	52.01%	3,854,288
IMRF	289,321	23,780	24,898	144,264	150,482	138,839	6,218	52.01%	301,791
MED/LIFE	438,940	13,721	36,077	218,869	218,869	220,071	0	49.86%	438,940
SOC/SEC	282,670	23,233	24,326	140,948	147,023	135,648	6,075	52.01%	294,853
VAC LIAB	30,000	2,466	2,466	14,959	14,959	15,041	0	49.86%	30,000
SELLBACK	0	0	0	0	0	0	0	0.00%	#DIV/0!
PERSONNEL	4,735,966	366,569	405,750	2,359,341	2,453,196	2,282,770	93,855	51.80%	4,919,872
COMMODITIES	841,321	69,150	67,710	419,508	382,262	459,059	(37,246)	45.44%	766,624
CONTRACTUAL	4,295,650	351,851	291,085	2,141,941	1,610,950	2,684,700	(530,991)	37.50%	3,230,751
CAPITAL	772,120	63,462	7,008	385,002	64,320	707,800	(320,682)	8.33%	128,993
GRAND TOTAL	10,645,057	851,031	771,552	5,305,792	4,510,728	6,134,329	(795,064)	42.37%	9,046,241

McLEAN COUNTY NURSING HOME
ACCRUED REVENUE

Prt Date: July 25, 2008

	2008 BUDGET	2008 MONTHLY ALLOC	JUNE, 2008 ACCRUED REVENUE	YTD ALLOC	ADJUSTED YTD REVENUE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET	PROJECTED REVENUE 12/31/08
MEDICARE REVENUE	766,500	63,000	72,094	382,200	363,360	403,140	(18,840)	47.41%	728,717
IDPA REVENUE	3,153,600	259,200	536,234	1,572,480	3,144,242	9,358	1,571,762	99.70%	6,305,761
SCHOOLING REIMB	0	0	0	0	219	(219)	219	#DIV/0!	440
JDC LAUNDRY	8,439	694	811	4,208	6,354	2,085	2,146	75.30%	12,743
JDC FOOD	35,000	2,877	2,997	17,452	11,901	23,099	(5,551)	34.00%	23,868
MEALS	600	49	63	299	424	176	125	70.67%	850
PVT PAY REVENUE	2,151,675	176,850	105,082	1,072,890	835,089	1,316,586	(237,801)	38.81%	1,674,767
UNCLASS	12,000	986	10	5,984	1,459	10,541	(4,525)	12.16%	2,925
INTEREST EARNED	97,990	8,054	9,212	48,861	44,864	53,126	(3,997)	45.78%	89,974
SALE OF ASSETS	0	0	0	0	850	(850)	850	#DIV/0!	1,705
TRANSFER IN	579,004	47,589	60,632	288,709	366,994	212,010	78,285	63.38%	736,004
TELEPHONE REIMB	0	0	930	0	5,730	(5,730)	5,730	#DIV/0!	11,491
TOTAL ACC REVENUE	6,804,808	559,299	788,065	3,393,082	4,781,487	2,023,321	1,388,404	70.27%	9,589,246
TOTAL ACC REVENUE	6,804,808	559,299	788,065	3,393,082	4,781,487	2,023,321	1,388,404	70.27%	9,589,246
LESS ACCRUED EXPENS	(10,645,057)	(851,031)	(771,552)	(5,305,792)	(4,510,728)	(6,134,329)	795,064	42.37%	(9,046,241)
ACC REV - (ACC EXP)	(3,840,249)	(291,732)	16,513	(1,912,710)	270,758	(4,111,008)	2,183,468		543,005
PLUS CAP EXP	0	63,462	7,008	385,002	64,320	707,800	(320,682)		128,993
ACC BALANCE	(3,840,249)	(228,270)	23,521	(1,527,708)	335,078	(3,403,208)	1,862,786		671,998

McLEAN COUNTY NURSING HOME

JUNE 30 DAYS

2008

DAILY CENSUS

DAY OF MONTH 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 TOT AVG

CERT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOT	AVG
MEDICARE	6	6	6	7	7	8	8	8	8	8	7	7	7	7	7	8	8	8	8	8	7	7	7	6	7	7	6	6	6	7	0	212	
PA SKILL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
PA INT	9	9	9	9	9	8	8	8	8	7	8	7	7	7	7	6	6	5	6	6	5	4	5	5	6	6	5	6	5	0	205		
PP SKILL	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18		
PP INT	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12		
SUB TOTAL	16	16	17	17	17	17	17	17	17	16	16	15	15	15	15	16	15	15	14	13	14	14	14	12	12	13	12	13	13	0	447		

NON-CERT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOT
PA SKILL	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	30
PA INT	83	83	82	82	83	83	83	83	83	84	83	84	83	82	84	84	85	85	84	84	84	84	84	84	84	85	84	82	82	83	0	2502
PP SKILL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12
PP INT	30	30	30	31	31	31	31	31	31	31	30	30	30	30	30	30	29	30	30	29	29	30	30	30	30	30	30	30	30	30	0	904
SUB TOTAL	114	114	113	114	115	115	115	115	115	116	114	115	114	113	115	115	115	116	117	115	115	116	116	116	117	116	114	114	115	0	3448	

TOTAL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOT
MEDICARE	6	6	6	7	7	8	8	8	8	8	7	7	7	7	7	8	8	8	8	8	7	7	7	6	7	7	6	6	6	7	0	212
PA SKILL	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	30
PA INT	92	92	91	91	91	91	91	91	91	91	91	92	90	89	91	91	91	91	91	89	90	90	90	89	89	89	87	88	88	88	0	2707
PP SKILL	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	30
PP INT	30	30	31	31	31	31	31	31	31	31	30	30	30	30	30	30	29	30	30	30	30	31	31	31	31	31	31	31	31	0	916	
SUB TOTAL	130	130	130	131	132	132	132	132	132	132	130	129	128	128	130	131	130	131	131	128	129	130	130	128	129	129	126	127	127	128	0	3895
TOT IN HOUSE	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	9
PP BED HOLD	2	2	1	2	2	2	2	1	1	1	2	0	1	2	0	0	0	0	0	1	3	2	2	3	2	3	5	4	4	4	0	56
PA BED HOLD	133	133	134	134	134	134	134	133	133	133	132	131	130	130	130	131	131	131	132	132	132	132	132	131	131	132	131	131	132	0	3960	
TOTAL CENSUS	17	17	16	16	16	16	16	16	16	17	17	17	17	18	19	20	20	19	19	18	18	18	18	19	19	18	19	19	18	150		
VACANCIES	17	17	16	16	16	16	16	16	16	17	17	17	17	18	19	20	20	19	19	18	18	18	18	19	19	18	19	19	18	150		

McLEAN COUNTY NURSING HOME

CENSUS Report - 2008

MONTH	AVG MEDICARE	AVG PVT PAY	AVG IDPA	AVG IN HOUSE	AVG BED HOLD	AVG CENSUS	AVG VACANT
JANUARY	7.10	34.81	100.06	141.97	0.68	142.65	7.35
FEBRUARY	5.41	36.31	98.10	139.83	1.38	141.21	8.79
MARCH	4.45	32.55	94.19	131.19	1.55	132.74	17.26
APRIL	6.30	32.47	92.13	130.90	0.77	131.67	18.33
MAY	6.39	31.90	93.81	132.10	2.03	134.13	15.87
JUNE	7.07	31.53	91.23	129.83	2.17	132.00	18.00
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							

YTD AVERAGE 6.12 33.26 94.92 134.30 1.43 135.73 14.27
 % OF CAPACITY 4.08% 22.17% 63.28% 89.54% 0.95% 90.49% 9.51%



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August 6, 2008

To: Honorable members of the Finance Committee

From: Lee Newcom, County Recorder

RE: Attached Request For Proposal

Attached for your information is the already issued RFP for the indexing of documents and redaction of social security numbers in our office. The deadline for submission of proposals will be on August 4th.

Background

As has been discussed on several occasions in Finance Committee, the Recorder's office suffers from many years of neglect regarding its public records. To meet this challenge, over the past three years the Recorder's office has been on a successful program of improving the access, reliability and completeness of the records of this office. This effort comes at a time when the private land records business in McLean County is following the national trend of closing facilities and increasingly relying on the Recorder's office records. Although we cannot address every problem, a goal of mine has been to, as completely as possible, improve our records from 1971 to current, which covers the time-line of our computer index system and also covers the typical 35 year window of a title search for a home mortgage or sale.

We have also been addressing the growing threats of identity and property theft crime by increasing security over our records for the public.

The attached RFP is to continue these two major projects:

- 1. Indexing of documents.** In 2007 a major project was completed, whereby all of our microfilm from 1971 to 1993 was digitized and the images imported into our land records system. This made it possible to conduct a land title search without having to pull and view microfilm and enabled remote searching by internet. At the end of this importation we expected to have an inventory of "orphan" documents, which had been stamped by the recorder's office and microfilmed, but no record made of their existence. We now know that that number of orphan documents is approximately 92,000, covering that 20 year period. They exist, but would never be able to be found as no record of their existence exists in our index of documents. This would be similar to a large university library where, over-the-years, 92,000 books had been received and placed on the shelves with no record ever made that they exist.

The first part of the attached Request for Proposal is for the indexing of the key data from these documents so that they can be found. The selected vendor will view each document image on the computer screen and enter the fields of information. The resulting files will

[Type text]

Finance Committee of the McLean County Board
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be married with the document images and imported into our land records system. Those instruments will then be live and searchable.

Attempting to index the amount of information we typically do in today's recording would be financially prohibitive. Therefore, we will index the key fields of document date, type (mortgage, deed, assignment, etc.), and names of the parties in the document. This will enable title searchers to find the documents and view them, which is essentially what is available in the early years of our database from 1971 to 1996. Only in the past 10 years did this office index many fields of information. This project is being contracted out because it will be far more financially advantageous to the County than the hiring of multiple temporary employees over a lengthy period of time.

2. **Redacting Social Security Numbers.** Privacy of Social Security Numbers is a public concern because of the threat of Identity Theft. Our office has already begun aggressively addressing this vital privacy issue. On taking office, in December of 2004, I instructed the staff to "redact," that is to block from view, the social security numbers on any new documents. Therefore, Social Security Numbers have not been visible on documents filed in our office since early 2005. In 2007 we also locked down our website so that access is now controlled by user name and password. As has been discussed in Finance Committee the past year, I have been developing plans to complete a redaction of Social Security Numbers from documents previously filed with the office.

In July, the State Legislature passed HB 5586 (at this writing not signed by the Governor), which requires County Recorder's offices to submit a plan, within 12 months, to the County Board, General Assembly and Attorney General, that will detail a time-line for the redaction of all social security numbers visible on the internet. As we were already on track to accomplish this task, we will be meeting the ultimate goal of this legislation.

In this project the selected vendor will review each of the over 3 million pages of information we have and, using automated identification checked by human eyes, to mask social security numbers from visibility.



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July 16, 2008

REQUEST FOR PROPOSALS

Index Digital Document Images & Redact Social Security Numbers on Images

Purpose and Scope of Project

The Recorder of McLean County, Illinois, is soliciting proposals to accomplish two tasks with our electronic database of document indexes and images.

- Index specific fields of information from approximately 75,087 digital instruments.
- Redact Social Security Numbers from approximately 3,902,000 digital images.

The selected vendor will determine the order of execution and delivery of the two tasks.

I. Index Images Statement of Work (TASK 1)

The Recorder's office land records system holds a computer database index of all documents recorded from 1971 to current. Until 2007, matching TIFF images of the original documents were linked on records from 1993 to current. In 2007 the recorder's office completed a conversion of the microfilm images of documents from 1971 to 1993 and imported those images into the land records system. From this creating of digital images for the import, approximately 75,087 instruments were discovered, of varying document types and number of pages, which had not been indexed into the land records system at the original time of recording. The Recorder's Office desires to index those instruments into our land records system.

The selected vendor for this project will index fields of information from those document images and return the images and index to McLean County and our land records system vendor, Cott Systems, for importation into the system.

The images are black and white, TIFF format and are of excellent quality and readability. The documents are those typically received by a county recorder's office. In the majority they are mortgages and deeds, with some commercial financing statements (UCCs), powers-of-attorney; military discharges (DD-214), and small amounts of miscellaneous documents including out-of-county birth and marriage records. The document images will be delivered to the selected vendor on an external hard drive. The drive, images and resulting index data, will be and remain the property of McLean County.

The following information will be indexed from the document images:

- **Index Type.** This will be assigned from a list of 4: Official Records, comprising almost all documents, with a few in the types Military Discharge, Birth/Marriage, and Corporate.
- **Kind Group.** This is the kind of instrument, assigned from a list of approximately 7 categories.
- **Kind Code.** This is assigned from a list of approximately 70 Kind Codes, which breaks the document kind to a more specific designation. The majority of documents will fall within 8 kind codes of the 70.
- **Document number.** This will be in the recorders stamp, usually in the margin of page one of the document. In that era, the stamp can also appear on the second or third page and can be sideways as you view the document, although this is a minority of documents. Addendum A shows several samples of the appearance of the recorder's stamp. The format will be YYYY-12345678, which represents the year and document number.
- **Date of recording.** This date is in the recorders stamp. Format MM-DD-YYYY.
- **Document Date.** This is the date the document was generated, usually found in the document on the signature page, determined by written date or the dated Notary Stamp.
- **First party name or names.** Usually referred to as 'grantor,' names are indexed in separate fields for first, middle and last name. There will often be 2 names to index, usually the two parties on a mortgage or deed and on rare occasions more than 2 names.
- **Second party name or names.** Usually referred to as 'grantee,' indexed like first party.
- **Title.** Of either of the above parties, i.e. Sr., III, Trustee, Executor, etc.
- **Original File Number** within a mortgage release. This number will be contained in the text of the document as a reference number of the document being released.
- **Legal Description will NOT be required for this project.**

Index Data to Conform to Cott Systems

After the contract is awarded, the successful bidder will index 30 documents and forward that data to Cott Systems for testing, to ensure compatibility for importing into the Cott System. Cott will notify the vendor and the McLean County Recorder that the data is acceptable or provide instructions and specifications for changing the data to make it acceptable. After submitting this test data, the selected indexing vendor will not proceed with the project until the McLean County Recorder and Cott Systems have approved the formatting and content. Deadlines are contained in the specifications.

Expected Accuracy Level

99%

Indexing Practices

1. The indexer should review the instrument to determine parties and enter all variations of party names. This provides that the document would be reviewed at the caption, introductory statements and signatures and that each variation of any party name at those locations be entered (exceptions are noted in the indexing practices). If differences appear between a typed or printed party name and the name as legibly signed, each should be entered separately. Every variation of a party name should be entered when shown by:

- A. printed or typed party name in the caption of the instrument;
- B. printed or typed party name in the introductory statements defining parties;
- C. printed or typed party name appearing above or below a signature;

Examples of Instruments:

Instrument type:	Parties:
Mortgage	Grantors-Borrowers Grantee- Lender
Release or Certificate of Release Mortgage-Electronic Registration Systems releases original loan from Bank of Illinois, to John and Sally Jones.	Release is REL document type Certificate of Release is CERTREL document type Grantor- Index both lenders MORTGAGE ELECTRONIC REGISTRATION SYSTEMS BANK OF ILLINOIS Grantee- Borrowers JONES/JOHN JONES/SALLY
Warranty deed	Grantor- Sellers Grantee- Buyers
Tax Lien (Federal, State and Local)	Grantor- Debtor Grantee- US agency
Quit Claim Deed	Grantors- Sellers Grantee- Buyers
Assignment Bank of Illinois assigning John and Sally Jones loan to Mortgage Electronic Registration Systems	Grantors- Lessee, Owner, Bank etc. and borrower name BANK OF ILLINOIS JONES/SALLY JONES/JOHN Grantee- Assignee MORTGAGE ELECTROINIC REGISTRATION SYSTEMS
Power of Attorney	Grantor- Appointer Grantee- Attorney in fact
Mechanics Lien	Grantor- Property owner Grantee- Mechanic, Subcontractor or Claimant
Subordination Agreement	Handle like an Assignment above. Grantor- Existing Lender & Borrower name Grantee- New Lender
Judgment	Grantor- Defendant Grantee- Plaintiff
Lis Penderis	Grantor- Defendant(s) Grantee- Plaintiff(s)
Easement,	Grantor- Property owner Grantee- Recipient

2. Indexed Name – KEYED IN ALL CAPITAL LETTERS. Do not type punctuation. Samples:

Name as it appears on the document:	Standard indexing practice, suggested by Cott:
	Surnames/Given names are designated by a slash(/).
Van Meter	VAN METER Type as it appears, leaving space in.
Jane Harrington-Smith	SMITH/JANE (Fname) HARRINGTON (Mname) HARRINGTON SMITH/JANE Compound surnames should be indexed both ways. Do not use hyphen.
SMITH WM	SMITH/WM. If the given name is abbreviated on the document, type as is.
Jim O'Sullivan	OSULLIVAN/JIM Drop the apostrophe and close up.
Anna St James	ST JAMES/ANNA Should be spaced.
The Taste of the South Cafe	TASTE OF THE SOUTH CAFE Drop leading "THE."
AT&T OR A T & T	FOLLOW COPY If the initials are closed up on the document, leave them closed. If the initials are spaced on the document, type the spaces. Use the & when it appears.
A. B. C. Corp	A B C CORP. If it is spaced on the document, leave it spaced but drop punctuation,
A-B-C School Supply	A B C SCHOOL SUPPLY Drop punctuation, leave a space
DI.Tech.com	DI TECH COM Drop punctuation, leave a space
SVGS BANK OF GEORGIA	SVGS BANK OF GEORGIA, Do not abbreviate the first two words of a firm name except when they are abbreviated on the document.
NATIONAL BANK & TRUST CO	NATIONAL BANK & TRUST CO If an ampersand appears in the name, follow the document, use the & where it appears.
TOWN OF ANYTOWN	ANYTOWN TOWN OF Index the name of the town as the first word.
STATE OF ANYSTATE	ANYSTATE STATE OF Index the name of the state first word.
CITY OF ANYCITY	ANYCITY CITY OF
COUNTY OF ANYCOUNTY	ANYCOUNTY COUNTY OF
BANK ONE AKA CHASE BANK	BANK ONE CHASE BANK When firm names include AKA or DBA index ALL names. Do not use the AKA or DBA in the name.
BANK ONE NKA CHASE BANK	CHASE BANK FKA, NKA ONLY index the current name
SMITH JOHN, ETAL DBA CORNWOOD INC	SMITH/JOHN CORNWOOD INC When Individuals using FKA, NKA, DBA, each name should be indexed separately. Do not index Et Al, NKA, FKA, DBA
John Smith, Trustee for William Edwards	SMITH/JOHN/TRUSTEE EDWARDS/WILLIAM Index both names. "TRUSTEE, GUARDIAN, EXECUTOR, ESTATE OF, OR DECEASED" in the TITLE field. If a JR, SR, III etc part of name appears, this overrides and replaces the above titles, which will not be indexed.
Smith Family Trust	SMITH FAMILY TRUST If no given names are mention, index as a firm.
Alfred C Jones and Amanda Jones Trust	ALFRED C JONES AND AMANDA JONES TRUST JONES/ALFRED C JONES/AMANDA Index the name of trust as it appears. Index the given names mentioned separately.
McLean County Land Trust #H-342	MCLEAN COUNTY LAND TRUST #H 342 Index as it appears, using the # symbol, but use a space for all hyphens.
McLean County Land Trust No H342	MCLEAN COUNTY LAND TRUST NO H342 Index as it appears.

3. All other fields:

- A. Do not type periods, commas, apostrophes, slashes, or parentheses.
- B. File Number appears as 1991-00012345 (8 digit field, type leading zeros)
- C. Date: Date must be keyed as a 2 digit month/2 digit day/4 digit year. No alpha characters.
- D. List of standard kind codes to be provided by county.

Document Kind	Kind Code
Birth Certificate	BIRTH
Corporation Filing	CORP
Deeds	DEED
Liens	LIEN
Military Discharges	MIL
Miscellaneous	MISC
Mortgages	MTG
Uniform Commercial Code Filing	UCC
Releases	REL

File Layout Requirements

Party Data Text File Format (unlimited number of names per Instrument)

Field Name*	Contents
UNIQUE IDENTIFICATION NUMBER	Used to link Party Data to Instrument Data. Can be generated by the vendor, but must be a unique number per each instrument.
PC	Party Code = 1 for a GRANTOR index, Party Code = 2 for a GRANTEE index.
FIRM/SURNAME	Corporation Name or Human Surname
GIVENNAME1	Human Given Name
MIDDLENAME1	Human Middle Name or Initial
NAMETITLE1	Human Name Title (JR, SR, ET AL, ETC.)

Instrument Data Text File Format

UNIQUE IDENTIFICATION NUMBER	Used to link Party Data to Instrument Data
FILENUMBER	File Number (Record Number)
ORIGFILENUMBER	Reference to a related File Number (potential for multiple numbers)
INSTRUMENTDATE	Format: mm/dd/yyyy
FILEDATE	File Date (MM/DD/YYYY) – When Recorded
KIND	Nature of Instrument (Kind of Document) List of standard kind codes to be provided.

PROJECT SCHEDULE

July

16		RFP Issued
28	2 PM CST	Mandatory Pre-Bid meeting by phone

August

4	3:00 PM	Deadline to receive Proposals
4	3:30 PM	Public Opening of Proposals in Recorder's office
6	8:00 AM	Bids presented to County Board Finance Committee
6-10		Potential Contract review and signing (but within 60 days)
19		Potential Contract approval by the McLean County Board

December 31, 2008. Deadline for work to be completed if contract was approved on August 19, 2008. If contract approved after that date, or if recorder's office delivers the data to start project after immediate approval, final due date will advance the equal number of days.

Begin Keying Test Data:	As soon as Contract executed
End Keying Test Data:	Within 15 business days of Contract being executed
Project Start Date:	Upon authorization to proceed

TASKS AND DELIVERABLES

- The data will be keyed into a database by the vendor and delivered into two separate text files- one for the instrument data and one for the party data. The text files will contain unique identifying numbers that will be used to link the two files together once received by County.
- Vendor will deliver a set of two text files as described above for each 30 test instrument
- Text files will be named to correspond to input folder names
- An accurate accounting of actual number of instruments must be provided before invoice will be paid.
- All work will be performed by contractor irrespective of estimated volume and date ranges provided by County.
- The quality of the digital image (converted from microfilm) may have an impact on the ability of the indexer to read the document. In the event that the image is NOT readable, the instrument should be flagged for review and contact with County made.
- Instruments identified by County as incomplete or inaccurate will be submitted to the Contractor. The Contractor will resubmit instruments at no additional charge to County.

Destruction of all files associated with this project should occur 6 months after delivery and after receiving confirmation from County.

II. Social Security Number Redaction Statement of Work (TASK 2)

The Recorder's office has an existing image database of approximately 3,710,000 document images in TIFF format. These are in the existing Resolution index program by Cott Systems. The purpose of this portion of the project is to redact Social Security Numbers from all images.

- Images will be provided on an external hard drive to the winning vendor. The hard drive and all data on it remain the property of McLean County.
- Images provided to the winning Vendor will have a folder structure that is native to Cott Systems Resolution program and must not be changed. The Vendor must deliver the redacted images back to the Recorder in the same folder structure they were received.
- Social Security information on the image is to be masked, not permanently redacted.

Terms and Conditions

Bid Documents

Additional copies of these Bid Documents may be obtained by e-mailing McLean County Recorder Lee Newcom at lee.newcom@mcleancountyil.gov. Bid documents will also be available by download from the McLean County Recorder's website from July 16, 2008, through the deadline for the pre-bid conference, at www.mcleancountyil.gov/recorder.

Bid Review

By submission of a bid, the interested firm hereby declares that they have completely reviewed this bid packet and further declares that all questions regarding this project and the bid process have been answered to the complete satisfaction of the interested firm.

No Recorder's Office Staff Contact

No bidder shall make any contact with the staff of the McLean County Recorder's office, regarding this request for proposal, during the period covering the release of this RFP until after the deadline for submission of proposals, unless within the pre-bid conference. An opportunity for all interested bidders to ask questions or clarify issues will be made available as outlined in this RFP. **Failure to follow this provision will result in disqualification of the vendor.**

Pre-Bid Conference

A mandatory pre-bid conference has been scheduled for **Monday, July 28, 2008 at 2 P.M.** (prevailing Central time), to be held by conference telephone call, at which time all interested bidders will attend to ask questions regarding the project or bidding procedures as outlined in this bid packet. The meeting will begin promptly at 2 P.M. CST on the aforementioned date and conclude as soon as all bidder's questions regarding this project have been answered. Potential bidders will not be admitted to the conference telephone call after 2 P.M. CST. Participation in this meeting is mandatory to submit a proposal. The recorder may answer questions posed at the pre-bid conference by written answer to be delivered to all participants by noon, August 1, 2008.

To participate in the pre-bid telephone conference, interested bidders should send an e-mail notification to McLean County Recorder Lee Newcom by **10 AM, Monday, July 28, 2008.** The conference call-in phone number and PIN will be provided by return e-mail. Email address is: lee.newcom@mcleancountyil.gov

Deadline for the Receipt of Bids

Bid proposals MUST BE RECEIVED in the McLean County Recorder's office by 4:00 p.m. (CST), Monday, August 4, 2008 at which time they will be opened and publicly read. Only those bids received prior to that time will be opened. Write in large legible letters on the outside of the envelope, "**IMAGE PROPOSAL.**" The submitter takes all responsibility for the delivery of the proposal to the Recorder's office by the deadline. Bidder should confirm by email that a bid has been sent. This email is for confirmation purposes only and does not constitute meeting the deadline for physical delivery of the proposal. Email to:

lee.newcom@mcleancountyil.gov

A copy of all bid proposals will be available for public inspection at the time they are opened. Bids must be valid for a minimum of sixty (60) days from the stated deadline for the receipt of bids. The McLean County Recorder will make a decision on the awarding of the contract within 60 days.

Non-Affiliation Clause

No member of the McLean County Board or any other McLean County official shall have an interest in any contract let by the McLean County Board either as a contractor or subcontractor pursuant to Illinois Compiled Statutes, 50 ILCS 105/3, et. seq.

References

A minimum of three (3) professional references and three (3) credit references shall be furnished with the bid. All interested bidders hereby grant permission to the McLean County Recorder to make a personal contact with the submitted references as a part of the qualifications review process, after submission of a bid.

Do No Damage

All interested bidders hereby agree that they shall safeguard and do no damage to any McLean County property and further agree to pay McLean County for repair or replacement as calculated by McLean County (including parts and labor) for any damage.

Hold Harmless Provision

The awarded bidder agrees to save and hold harmless McLean County (including it's officials, agents, and employees) free and harmless from all liability, public or private, penalties, contractual or otherwise, losses, damages, costs, attorney's fees, court costs, expenses, causes of action, claims or judgments, resulting from claimed natural persons and any other legal entity, or property of any kind (including, but not limited to chooses in action) arising out of or in any other way connected with this undertaking, and shall indemnify McLean County for any costs, expenses, judgments, and attorney's fees paid or incurred by or on behalf of McLean County and/or its agents and employees.

Insurance Provisions

In accordance with McLean County insurance requirements, all bidders (as they could become the awarded firm) hereby agree to provide the following insurance:

- a. Comprehensive General Liability Insurance for contractors to Contractual Liability, with aggregate limits of no less than \$1,000,000.00.
- b. Automobile Liability Insurance covering all owned, leased, hired, and non-owned vehicles, with no less than \$1,000,000.00 aggregate limits.
- c. Statutory Worker's Compensation Insurance according to Illinois law.
- d. Employer's Liability with limits of no less than \$500,000.00 per occurrence.

- e. Such insurance should be executed by insurance companies admitted in the State of Illinois and should be in a form acceptable to COUNTY.
- f. McLean County shall be named as an "ADDITIONAL INSURED" on the required insurance. A Certificate of Insurance evidencing such insurance shall also be provided for McLean County.

Tax Exempt Status

McLean County is a tax exempt governmental organization. A copy of our Illinois Department of Revenue tax exempt status certificate is on file. McLean County, as a local government entity, is also eligible for government pricing which may be available.

Acceptance of Bid

In accordance with Illinois law governing the award of bids, McLean County reserves the right to accept or reject any of all bids for any reason and to award this project to a single firm as deemed most beneficial to the interests of McLean County after completion of the qualifications review process.

Selection Criteria for Vendor

The bid shall be awarded to the lowest responsible bidder based upon the criteria set forth in Section 5-1022 of the Counties Code (55 ILCS 5/5-1022). The resulting contract shall only be valid when agreed to by the successful bidder, the McLean County Recorder, H. Lee Newcom, and is approved by the McLean County Board.

Best Estimate

The specifications in this bid packet, including numbers of documents, are the best estimate of the McLean County Recorder and may vary to a minor degree in the actual delivered project.

PROPOSAL FORMAT

Vendors must respond in the format outlined below. Vendor may use either the exact form provided in this Request for Proposal or may submit the same data in the same order and general format of their own original document construction. If any part of the tasks are to be performed by a subcontractor, all provisions below will apply to the subcontractor.

1. Deliver the proposal by e-mail in a pdf format document, as previously indicated in this RFP.
2. Qualifications of the Vendor
 - A. Provide a description and history of the vendor, focusing on previous similar experience. Preference will be given to similar services provided to governmental agencies.
 - B. List at least three (3) references for which the vendor has performed indexing and three references for which the vendor has provided redaction work, similar in nature and volume, within the past 12 months, including the contact name, address, telephone number, and date of the contract.
3. Qualifications of Staff
 - A. Include a listing and brief resumes of key staff to be assigned to provide the required services, describing experience and training in the required services.
 - B. Identify staff experience working with governmental entities, if any, and list those projects.
 - C. Identify the project manager who will be in charge of the project for the vendor from commencement until completion.
 - D. Identify any subcontractors to be used in the performance of the tasks and the subcontractor's qualifications as outlined in 2 A and 3 A, B and C above. Identify similar projects completed by the subcontractor for the bidder.
4. Technical Approach
 - A. Provide a detailed description of the vendor's approach to the project, including equipment to be used, obtaining source information testing, quality control, and your schedule for completion of services.
 - B. Confirm the vendor's agreement to meet the minimum requirements of this Request for Proposal.
 - C. Describe the vendor's choice for receipt and return of the portable hard drives containing the images.

- D. Describe how the vendor will ensure the security of the information on the hard drives from the time of receipt from the McLean County Recorder through processing and return to the County Recorder. The vendor shall not keep a copy of the images. All copyright and ownership of the work and images remains with McLean County.
- E. Vendors may offer alternative solutions/options to achieve successful completion of the Scope of Work outlined.

5. Fee Schedule

- A. Each vendor must complete and submit the Fee Schedule with the information included herein as **Attachment B**. The completed attachment must include ALL costs associated with performance of the contract including delivery, travel (if any), and out-of-pocket expenses.
- B. Additional information may be attached to the Fee Schedule in order to clarify further the detailed cost proposal(s), reflecting various components of the proposal.
- C. All prices must reflect services delivered and ready for use to the McLean County Recorder and it's land records system vendor, Cott Systems, Inc.

Attachment A - Sample Document Images

Most document images will contain the date of recording and document number as in the examples below. All examples are actual documents included in this project. Most documents are clear and readable as seen below.

93 230

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES. THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS WILL RENDER FORM VOID.

DD FORM 1 JUL 79 214 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE. WITH WHEELS CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, first, middle) RAINS, ZANE BRUCE		2. DEPARTMENT, COMPONENT AND BRANCH NAVY-USNR		3. SOCIAL SECURITY NO. 506 194 6852	
4a. GRADE, RATE OR RANK OUI2	4b. PAY GRADE E5	5. DATE OF BIRTH 53JAN06	6. PLACE OF ENTRY INTO ACTIVE DUTY CHICAGO, IL		
7. LAST DUTY ASSIGNMENT AND MAJORS COMMAND			8. CLASSIFICATION GRADE		

73 10763

Illinois Department of Public Aid

NOTICE AND CLAIM OF LIEN

Check One
 Initial Lien
 Renewal of Lien
 (if renewal show filing date of initial lien 1-30-54)

Notice is hereby given that I, Roger E. Zimmerman, acting in my official capacity as County Superintendent of Public Aid for the County of McLean, State of Illinois, and my successors in office, hereby claim and intend to hold a lien on the following described real estate, to-wit:

"Lot 5 except the east 100 feet thereof in Powers Sub-division of lots 17 and 18 in Worrell and King Addition to City of Bloomington, County of McLean, State of Illinois."

A legal or equitable interest in said described real estate is owned by Wallace J. Campbell Name AARD (D) 72-496 Category and Case Number

1501 North Morris Avenue Address Bloomington City Illinois State

DOCUMENT NO. 73 10763
OCT 26 1973

73 10764

CLAIM DEED - Statutory Form - Joint Tenancy

Document No. _____

Recorded in Deed Record No. _____ At Page _____

Filed and Recorded OCT 26 1973 at 2:37 o'clock P. M.

McLean County, Illinois _____ Recorder

Document No. 73 10767 filed for Record in Recorder's office of McLean County, Illinois
 on OCT 26 1973 at 3:44 o'clock P.M. MAE DEANE Recorder of Deeds.
MORTGAGE DEED

This Indenture Witnesseth:

(1) That Jimmy D. Payne and Shirley A. Payne, husband and wife, individually, and as spouse of each other

Box <u>73 10769</u>	MORTGAGE	Delmer R. Schleuter	Yvonne Schleuter	TO FOREST BUILDING AND LOAN ASSOCIATION	Loan No. 13612900000000 Mae Deane, Recorder of Deeds County of Illinois } 69 County of McLean } FILED FOR RECORD OCT 26 1973 M. MAE DEANE RECORDED AS RECORDER Forest Building & Loan Assoc Recorder
---------------------	-----------------	---------------------	------------------	---	--

File#: 197300010769

Doc. No. 73 10769 filed for Record in Recorder's office of McLean County, Ill. at 3:44 o'clock P.M. MAE DEANE Recorder of Deeds.

76 126
 STATE OF ILLINOIS
 Office Of
 THE SECRETARY OF STATE
 D 5002-695-7
 File Number

CERTIFICATE OF DISSOLUTION OF DOMESTIC CORPORATION

WHEREAS it appears that

WEST SIDE LIQUORS, INC.
 c/o EDWARD F CLOTHIER
 214 HECHERLE DRIVE
 BLOOMINGTON, ILLINOIS 61701

being a corporation organized under the laws of the State of Illinois relating to Domestic Corporations, has failed to FILE AN ANNUAL REPORT AND PAY AN ANNUAL FRANCHISE TAX as required by the provisions of "The Business Corporation Act" of the State of Illinois, in force July 13, A.D. 1933, and all acts amendatory thereof; AND WHEREAS, said acts provided that upon failure to, FILE AN ANNUAL REPORT AND PAY AN ANNUAL FRANCHISE TAX

THIS INSTRUMENT HAS BEEN APPROVED BY THE DEWITT COUNTY BAR ASSOCIATION FOR USE BY ATTORNEYS ONLY. THE SELECTION OF A FORM OF INSTRUMENT, FILLING IN BLANK SPACES, STRIKING OUT PROVISIONS, AND INSERTION OF SPECIAL CLAUSES, CONSTITUTES THE PRACTICE OF LAW AND MAY BE DONE ONLY BY AN ATTORNEY. People v. Schafer, 404 Ill. 45 (1949).

Document No. 76 135 State of Illinois, County of MCLEAN At: SS. This instrument was filed for record at 12:35 o'clock P. M., JAN 6 1976 A. D. 1976, and was recorded in Volume _____ of Deeds, Page _____, MAE DEANE, Recorder

WARRANTY DEED

THE GRANTOR Mary F. Boman, a widow not having remarried since the death of her late husband, Ted R. Boman,

Doc. No. 76 557 filed for Record in Recorder's office of McLean County, Ill.
JAN 19 1976 at 10:55 o'clock A. M. MAE DEANE Recorder of Deeds.

UNDERGROUND COAL LEASE IL-4158-1

THIS LEASE made this 3rd day of November 1975 by and between Roy G. Burden and Mabel L. Burden, husband and wife of McLean, Illinois 61754 (Rec. Sec. book No. 748-72-5474) herein, whether one or more, called "Lessor", and Shell Oil Company, a Delaware corporation authorized to do business in the State of Illinois

89 5907
 No. RELEASE
 OF
 MORTGAGE

Champion Federal Savings
 and Loan Association

TO

County of McLean }
 State of Illinois } SR
 This instrument was filed for record in the recorder's office of McLean County on the 30 day of April, A.D. 1975 at 5:12 o'clock P. M., and recorded in Book _____ of Deeds on Page _____ as Document # 76-5907

By Mae Deane Recorder
 Deputy

Made for C.F.

88 3906

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES
 THEY IS AN IMPORTANT RECORD: CERTIFIED SAFEGUARD IT
 ANY ALTERATIONS IN SHADED AREAS REMOVE FORM VOID

DD FORM 214
 1 JUL 79

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, first, middle) GROSS, JOSEPH CLARK		2. DEPARTMENT, COMPONENT AND BRANCH ARMY/RA		3. SOCIAL SECURITY NO. 340 166 2564																																									
4. GRADE, RATE OR RANK SP4		4A. PAY GRADE E4		5. DATE OF BIRTH 65/07/19																																									
6. PLACE OF ENTRY INTO ACTIVE DUTY CHICAGO, IL		8. STATION WHEN SEPARATED PORT PIX, NEW JERSEY 08640-7250																																											
7. COMMAND TO WHICH TRANSFERRED HHC 498TH SPT BN 2D AD (FWD) USAREUR EP		9. SCG COVERAGE AMOUNT \$ <u>50</u> <input type="checkbox"/> DOD <input type="checkbox"/> NONE																																											
10. COMMAND TO WHICH TRANSFERRED OSAE CTRL GP (REINF) ARPNRCEH, 9700 PAGE BLVD, ST LOUIS, MO 63132		11. RECORD OF SERVICE																																											
11. PRIMARY SPECIALTY NUMBER, TITLE AND YEARS AND MONTHS IN SPECIALTY (Additional specialty numbers and dates including periods of over or more years) 76C100000 2 YEARS 11 MONTHS EQUIP REC & PVS SP 000000000 0 YEARS 0 MONTHS NONE /NOTHING FOLLOWS//		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>YEAR (Y)</th> <th>MON (M)</th> <th>DAY (D)</th> </tr> </thead> <tbody> <tr> <td>a. Date Entered AD This Period</td> <td>85</td> <td>07</td> <td>20</td> </tr> <tr> <td>b. Separation Date This Period</td> <td>88</td> <td>03</td> <td>05</td> </tr> <tr> <td>c. Net Active Service This Period</td> <td>2</td> <td>11</td> <td>17</td> </tr> <tr> <td>d. Total Prior Active Service</td> <td>0</td> <td>5</td> <td>17</td> </tr> <tr> <td>e. Total Prior Inactive Service</td> <td>1</td> <td>7</td> <td>21</td> </tr> <tr> <td>f. Foreign Service</td> <td>1</td> <td>11</td> <td>12</td> </tr> <tr> <td>g. Sea Service</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>h. Effective Date of Pay Grade</td> <td>85</td> <td>10</td> <td>30</td> </tr> <tr> <td>i. Reserve Oblig Term Date</td> <td>89</td> <td>02</td> <td>11</td> </tr> </tbody> </table>					YEAR (Y)	MON (M)	DAY (D)	a. Date Entered AD This Period	85	07	20	b. Separation Date This Period	88	03	05	c. Net Active Service This Period	2	11	17	d. Total Prior Active Service	0	5	17	e. Total Prior Inactive Service	1	7	21	f. Foreign Service	1	11	12	g. Sea Service	0	0	0	h. Effective Date of Pay Grade	85	10	30	i. Reserve Oblig Term Date	89	02	11
	YEAR (Y)	MON (M)	DAY (D)																																										
a. Date Entered AD This Period	85	07	20																																										
b. Separation Date This Period	88	03	05																																										
c. Net Active Service This Period	2	11	17																																										
d. Total Prior Active Service	0	5	17																																										
e. Total Prior Inactive Service	1	7	21																																										
f. Foreign Service	1	11	12																																										
g. Sea Service	0	0	0																																										
h. Effective Date of Pay Grade	85	10	30																																										
i. Reserve Oblig Term Date	89	02	11																																										
12. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) ARMY ACHIEVEMENT MEDAL/ARMY SERVICE RIBBON/ARMY LAPEL BUTTON/OVERSEAS SERVICE RIBBON/ GOOD CONDUCT MEDAL/HARKSMAN MARKSMANSHIP BADGE RIFLE, M-16/SHARPSHOOTER MARKSMANSHIP BADGE GRENADE// NOTHING FOLLOWS //																																													
13. MILITARY EDUCATION (Course Title, number weeks, and month and year completed) GERMAN HEADSTART 01 WEEKS (8603)/PLL/TAMMS LOC 74 02 WEEKS (8702)// NOTHING FOLLOWS //																																													
14. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		15. HIGH SCHOOL GRADUATE OR EQUIVALENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		16. DAYS ACCRUED LEAVE (PAID) 21 DAYS																																									
17. REMARKS																																													

Filed for Record in Recorder's Office of McLean County, Ill.
 APR 2 10 00 AM '08
 3:57

McLean County Recorder: Back-File Microfilm Conversion Project

ATTACHMENT B: Bid Document

McLean County Recorder
115 E. Washington Street, Room M-104
Bloomington, IL 61701

Vendor's Name: _____

Address: _____ City/State/Zip Code: _____

Contact Person _____ Telephone _____

E-mail address: _____ Fax _____

Task 1: Price per instrument for indexing service _____

Task 2: Price per image for redaction service _____

Price for any additional services or deliverables: _____

Details of additional services or deliverables:

REFERENCES

Organization, Organization Address, Contact Person, Telephone Number, Email (if any)	Work Done for Reference Organization and When
1.	
2.	
3.	

McLean County Recorder: Index Image Project

ATTACHMENT C: BIDDER'S FORM

To: H. Lee Newcom
McLean County Recorder
115 East Washington Street, Room M-104
Bloomington, IL 61701

Bidder's Name: _____ Contact person: _____

Bidder's Address: _____ City/State/Zip Code: _____

Telephone: _____ E-mail Contact: _____

To Whom it May Concern:

I have received and reviewed the documents entitled "REQUEST FOR PROPOSALS – **Index Digital Document Images & Redact Social Security Numbers on Images.**" **I have examined all documents and the referenced specifications on the bid documents and have familiarized myself with the conditions affecting the scope of this project and do herewith submit the following bid.**

In submitting this bid, I agree:

1. To hold my bid valid for a minimum of sixty (60) days from the stated expiration date of the receipt of all bids.
2. To enter into and accept a contract from McLean County if awarded on the basis of my bid.
3. To furnish Certificates of Insurance in accordance with the instructions contained in the bid packet.
4. To perform in accordance with the bid specifications.
5. To ensure that my performance complies with all federal, state, and local codes, laws, ordinances, regulations, policies, and provisions governing same.
6. Please see attached documents which constitute our bid for this project.
7. That I am authorized by my firm to sign bids.

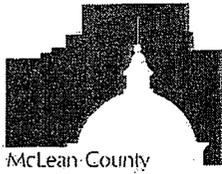
Bidder's Printed Name

Title of Bidder

For (Name of Company)

Bidder's Signature

Date Submitted



H. Lee Newcom
McLean County Recorder
115 E. Washington Street, Room M-104
Post Office Box 2400
Bloomington, IL 61702-2400
(309) 888-5170
(309) 888-5927 Fax

August 06, 2008

To: Honorable Members of the Finance Committee

From: Don Everhart, Chief Deputy Recorder

Please be advised for the month of June 2008 that revenue, state stamp inventory and receipts, and receivables reconcile with the general ledger.

A copy of June 2008's "Monthly Account Balances" is attached.



Account #	Account Description	Month-to-date Totals			Year-to-date Totals through June, 2008			Total
		Cash/Check/ Change	Charges Paid	Other Pay Method	Cash/Check/ Change	Charges Paid	Other Pay Method	
01-0-0-201-070-034	Due Idor-Rental Hsg Prog	\$24,588.00	\$0.00	\$243.00	\$146,331.00	\$0.00	\$369.00	\$146,700.00
01-6-8-410-008-034	Copy Fees	\$845.80	\$0.00	\$0.00	\$6,388.20	\$9.75	\$0.00	\$6,388.20
01-6-8-410-029-035	Recording Fees	\$45,798.00	\$192.00	\$460.00	\$275,487.00	\$2,958.00	\$690.00	\$276,345.00
01-6-8-410-032-036	County Revenue Stamps	\$36,519.00	\$0.00	\$0.00	\$171,230.00	\$0.00	\$0.00	\$171,230.00
01-6-8-410-111-111	Payment On Account	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-6-8-410-128-100	Microfilm Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01-6-8-410-132-100	Data Sales	\$180.00	\$0.00	\$0.00	\$980.00	\$0.00	\$0.00	\$980.00
01-6-8-410-195-035	Rental Hsg Support Program	\$2,732.00	\$0.00	\$27.00	\$16,259.00	\$0.00	\$41.00	\$16,300.00
16-8-4-102-222-222	Balance Brought Forward	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16-8-4-102-222-222	Balance Brought Forward/Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
37-6-8-410-089-284	Document Storage	\$9,057.00	\$87.00	\$81.00	\$54,513.00	\$1,476.00	\$123.00	\$54,708.00
37-6-8-410-181-100	Gis Document Storage	\$3,019.00	\$29.00	\$27.00	\$18,171.00	\$492.00	\$41.00	\$18,236.00
51-0-0-126-001-903	State Revenue Stamps	\$73,014.00	\$0.00	\$0.00	\$342,436.00	\$0.00	\$0.00	\$342,436.00
67-6-8-410-181-100	Gis Fund	\$14,999.00	\$58.00	\$135.00	\$89,457.00	\$1,008.00	\$205.00	\$89,713.00
Final Total:		\$210,751.80	\$946.00	\$973.00	\$1,121,252.20	\$5,943.75	\$1,469.00	\$1,123,036.20

McLEAN COUNTY, ILLINOIS
AUDITOR'S QUARTERLY REPORT
ALL FUNDS

Combined Statement of Revenues, Expenditures, and
Changes in Fund Balances - Budget and Actual
For the Six Months Ended June 30, 2008

	General Funds		Special Revenue Funds		Nursing Home		Combined Funds	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Revenues:								
Property taxes	\$ 9,946,634	\$ 2,342,565	\$ 19,321,849	\$ 4,551,387	\$ -	\$ -	\$ 29,268,483	\$ 6,893,952
Other	23,755,233	12,335,551	12,665,918	6,285,098	9,405,887	3,702,677	45,827,038	22,323,326
Total revenues	\$ 33,701,867	\$ 14,678,116	\$ 31,987,767	\$ 10,836,485	\$ 9,405,887	\$ 3,702,677	\$ 75,095,521	\$ 29,217,278
Expenditures:								
Personnel	\$ 22,981,330	\$ 10,688,269	\$ 13,415,724	\$ 6,850,217	\$ 4,694,416	\$ 1,926,966	\$ 41,091,470	\$ 19,465,452
Commodities	1,860,113	1,000,142	1,023,626	473,127	841,320	336,662	3,725,059	1,809,931
Contractual	7,645,674	4,301,198	10,890,305	4,800,096	3,935,652	1,028,709	22,471,631	10,130,003
Capital outlay	3,113,021	1,213,019	7,805,361	2,434,294	772,120	64,320	11,690,502	3,711,633
Employee benefits	-	2,128,056	-	-	-	-	-	2,128,056
Other	-	10	319,370	2,223,415	-	-	319,370	2,223,425
Total expenditures	\$ 35,600,138	\$ 19,330,694	\$ 33,454,386	\$ 16,781,149	\$ 10,243,508	\$ 3,356,657	\$ 79,298,032	\$ 39,468,500
Excess (deficiency) of revenues over expenditures	(1,898,271)	(4,652,578)	(1,466,619)	(5,944,664)	(837,621)	346,020	(4,202,511)	(10,251,222)
Other financing sources (uses) and adjustments:								
Transfers in	528,380	-	-	479,404	588,854	-	1,117,234	479,404
Proceeds from capital lease	-	-	-	-	-	-	-	-
Proceeds from disposition of capital assets	-	-	-	-	-	850	-	850
Transfers out	(708,862)	(291,681)	(978,436)	(187,723)	-	-	(1,687,298)	(479,404)
Total other financing sources	(180,482)	(291,681)	(978,436)	291,681	588,854	850	(570,064)	850
Net change in fund balance	(2,078,753)	(4,944,259)	(2,445,055)	(5,652,983)	(248,767)	346,870	(4,772,575)	(10,250,372)
Fund balance, beginning of year*		12,830,944		13,725,278		8,450,157		35,006,379
Fund balance, end of period		7,886,685		8,072,295		8,797,027		24,756,007
Accounts payable at June 30,		(287,154)		(2,200,241)		(24,626)		(2,512,021)
Encumbrances at June 30,		(255,918)		(719,317)		-		(975,235)
Uncommitted cash balances at June 30,		7,343,613		5,152,737		8,772,401		21,268,751

*Fund Balance was restated during the year ended 12/31/2007. The number presented is the restated amount. For additional information, please see the 12/31/2007 CAFR.

NOTE: Due to the Property Tax due date being later than usual in June this year, the usual June distribution checks were split between June and July.

McLEAN COUNTY, ILLINOIS
AUDITOR'S QUARTERLY REPORT

Special Revenue Funds
Combined Statement of Revenues, Expenditures, and
Changes in Fund Cash Balances - Actual

For the Six Months Ended June 30, 2008

	Working Cash	Parks and Recreation Special Activities	Dental Sealant Grant	Women's, Infants, and Children	Preventive Block Grant	Family Case Management	AIDS Counseling and Testing Grant	Persons With Developmental Disabilities
REVENUES								
General property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145,462
Other	-	2,935	144,200	129,151	68,176	506,006	60,236	-
Total revenues	-	2,935	144,200	129,151	68,176	506,006	60,236	145,462
EXPENDITURES								
Personnel	-	-	33,731	144,276	45,488	358,204	67,861	-
Commodities	-	1,400	12,495	10,775	6,058	23,091	18,515	-
Contractual	-	-	85,944	23,910	25,727	66,288	19,915	303,200
Capital outlay	-	2,189	25,419	5,103	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total expenditures	-	3,589	157,589	184,064	77,273	447,583	106,291	303,200
Excess (deficiency) of revenues over expenditures	-	(654)	(13,389)	(54,913)	(9,097)	58,423	(46,055)	(157,738)
OTHER FINANCING SOURCES (USES)								
Transfers in	-	-	-	-	-	-	-	-
Proceeds from capital lease	-	-	-	-	-	-	-	-
Proceeds from disposition of capital assets	-	-	-	-	-	-	-	-
Transfers out	-	-	(1,500)	-	-	(15,000)	-	-
Total other financing sources (uses)	-	-	(1,500)	-	-	(15,000)	-	-
Net change in fund balances	-	(654)	(14,889)	(54,913)	(9,097)	43,423	(46,055)	(157,738)
FUND BALANCES (DEFICIT)								
Beginning of year	742,423	35,821	186,510	152,344	44,104	463,569	55,500	47,833
End of period	\$ 742,423	\$ 35,167	\$ 171,621	\$ 97,431	\$ 35,007	\$ 506,992	\$ 9,445	\$ (109,905)

**MCLEAN COUNTY, ILLINOIS
AUDITOR'S QUARTERLY REPORT**

**Special Revenue Funds
Combined Statement of Revenues, Expenditures, and
Changes in Fund Cash Balances - Actual**

For the Six Months Ended June 30, 2008

	Tuberculosis Care and Treatment	County Health	County Highway	County Bridge	County Matching Tax	County Motor Fuel Tax	Children's Advocacy Center	Social Security	Illinois Municipal Retirement	Co-operative Extension	Historical Museum
REVENUES											
General property taxes	\$ 73,076	\$ 687,327	\$ 559,789	\$ 372,273	\$ 277,137	\$ -	\$ 29,644	\$ 474,304	\$ 579,092	\$ 114,440	\$ 15,167
Miscellaneous	225	661,732	6,411	65,840	-	1,194,446	161,169	-	60,705	-	-
Total revenues	<u>73,301</u>	<u>1,349,059</u>	<u>566,200</u>	<u>438,113</u>	<u>277,137</u>	<u>1,194,446</u>	<u>190,813</u>	<u>474,304</u>	<u>639,797</u>	<u>114,440</u>	<u>15,167</u>
EXPENDITURES											
Personnel	75,397	1,090,467	500,221	111,616	-	418,828	178,704	1,066,948	1,286,770	-	-
Commodities	4,972	40,650	275,142	(7,202)	-	-	619	-	-	-	-
Contractual	31,619	677,099	377,003	77,558	-	796,262	33,558	-	-	194,680	25,523
Capital outlay	-	11,170	839,332	379,038	623,840	394,832	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-
Total expenditures	<u>111,988</u>	<u>1,819,386</u>	<u>1,991,698</u>	<u>561,010</u>	<u>623,840</u>	<u>1,609,922</u>	<u>212,881</u>	<u>1,066,948</u>	<u>1,286,770</u>	<u>194,680</u>	<u>25,523</u>
Excess (deficiency) of revenues over expenditures	<u>(38,687)</u>	<u>(470,327)</u>	<u>(1,425,498)</u>	<u>(122,897)</u>	<u>(346,703)</u>	<u>(415,476)</u>	<u>(22,068)</u>	<u>(592,644)</u>	<u>(646,973)</u>	<u>(80,240)</u>	<u>(10,356)</u>
OTHER FINANCING SOURCES (USES)											
Transfers in	-	20,250	-	162,049	-	5,424	-	-	-	-	-
Proceeds from capital lease	-	-	-	-	-	-	-	-	-	-	-
Proceeds from disposition of capital assets	-	-	-	-	-	-	-	-	-	-	-
Transfers out	<u>(3,750)</u>	<u>-</u>	<u>(5,424)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total other financing sources (uses)	<u>(3,750)</u>	<u>20,250</u>	<u>(5,424)</u>	<u>162,049</u>	<u>-</u>	<u>5,424</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	<u>(42,437)</u>	<u>(450,077)</u>	<u>(1,430,922)</u>	<u>39,152</u>	<u>(346,703)</u>	<u>(410,052)</u>	<u>(22,068)</u>	<u>(592,644)</u>	<u>(646,973)</u>	<u>(80,240)</u>	<u>(10,356)</u>
FUND BALANCES (DEFICIT)											
Beginning of year	202,350	1,245,164	2,144,410	1,230,116	281,430	1,548,999	19,387	347,987	(422,219)	-	-
End of period	<u>\$ 159,913</u>	<u>\$ 795,087</u>	<u>\$ 713,488</u>	<u>\$ 1,269,268</u>	<u>\$ (65,273)</u>	<u>\$ 1,138,947</u>	<u>\$ (2,681)</u>	<u>\$ (244,657)</u>	<u>\$ (1,069,192)</u>	<u>\$ (80,240)</u>	<u>\$ (10,356)</u>

McLEAN COUNTY, ILLINOIS
AUDITOR'S QUARTERLY REPORT
Special Revenue Funds
Combined Statement of Revenues, Expenditures, and
Changes in Fund Cash Balances - Actual

For the Six Months Ended June 30, 2008

	Veterans' Assistance Commission	Recorder Document Storage	Circuit Clerk Oper & Admin	Circuit Clerk Automation	Court Security	Court Document Storage	Maintenance and Child Support Collection	Probation Services	Evergreen Lake Lease	Asset Forfeiture Program	D.A.R.E.
REVENUES											
General property taxes	\$ 37,227	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	-	71,684	8,612	85,198	177,578	83,867	46,516	73,059	3,000	23,493	1,102
Total revenues	<u>37,227</u>	<u>71,684</u>	<u>8,612</u>	<u>85,198</u>	<u>177,578</u>	<u>83,867</u>	<u>46,516</u>	<u>73,059</u>	<u>3,000</u>	<u>23,493</u>	<u>1,102</u>
EXPENDITURES											
Personnel	36,964	49,498	-	-	208,999	39,970	17,338	-	5,713	-	-
Commodities	1,231	3,538	-	-	947	20,109	1,019	18,157	3,234	1,212	889
Contractual	32,627	67,411	-	6,664	1,656	39,008	12,290	22,675	162	3,342	150
Capital outlay	-	47,574	-	19,900	-	41,868	-	-	-	10,689	-
Other	-	-	-	-	-	-	-	-	-	-	-
Total expenditures	<u>70,822</u>	<u>168,021</u>	<u>-</u>	<u>26,564</u>	<u>211,602</u>	<u>140,955</u>	<u>30,647</u>	<u>40,832</u>	<u>9,109</u>	<u>15,243</u>	<u>1,039</u>
Excess (deficiency) of revenues over expenditures	<u>(33,595)</u>	<u>(96,337)</u>	<u>8,612</u>	<u>58,634</u>	<u>(34,024)</u>	<u>(57,088)</u>	<u>15,869</u>	<u>32,227</u>	<u>(6,109)</u>	<u>8,250</u>	<u>63</u>
OTHER FINANCING SOURCES (USES)											
Transfers in	-	-	-	-	-	-	-	-	-	-	-
Proceeds from capital lease	-	-	-	-	-	-	-	-	-	-	-
Proceeds from disposition of capital assets	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balances	<u>(33,595)</u>	<u>(96,337)</u>	<u>8,612</u>	<u>58,634</u>	<u>(34,024)</u>	<u>(57,088)</u>	<u>15,869</u>	<u>32,227</u>	<u>(6,109)</u>	<u>8,250</u>	<u>63</u>
FUND BALANCES (DEFICIT)											
Beginning of year	90,272	491,464	15,635	137,828	121,164	423,695	359,478	190,924	37,303	5,621	675
End of period	<u>\$ 56,677</u>	<u>\$ 395,127</u>	<u>\$ 24,247</u>	<u>\$ 196,462</u>	<u>\$ 87,140</u>	<u>\$ 366,607</u>	<u>\$ 375,347</u>	<u>\$ 223,151</u>	<u>\$ 31,194</u>	<u>\$ 13,871</u>	<u>\$ 738</u>

McLEAN COUNTY, ILLINOIS
AUDITOR'S QUARTERLY REPORT
 Special Revenue Funds
 Combined Statement of Revenues, Expenditures, and
 Changes in Fund Cash Balances - Actual
 For the Six Months Ended June 30, 2008

	Sheriff Donation Trust	IDPA IV-D Project	Waste Management	Multi- disciplinary Domestic Violence Grant	Public Building Commission Lease	Public Building Commission Operations and Maintenance	County Clerk Document Storage	Jail Prisoners' Commissary	GIS Fees	Collector Automation
REVENUES										
General property taxes	\$ -	\$ -	\$ -	\$ -	\$ 521,183	\$ 665,266	\$ -	\$ -	\$ -	\$ -
Miscellaneous	-	167,289	69,276	62,894	-	-	11,480	-	88,150	-
Total revenues	-	167,289	69,276	62,894	521,183	665,266	11,480	-	88,150	-
EXPENDITURES										
Personnel	-	133,770	-	67,626	-	-	14,975	-	-	-
Commodities	-	7,008	-	-	-	-	-	-	-	-
Contractual	-	30,812	63,523	35,342	-	1,411,497	-	-	-	-
Capital outlay	-	584	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	87,145	-
Total expenditures	-	172,174	63,523	102,968	-	1,411,497	14,975	-	87,145	-
Excess (deficiency) of revenues over expenditures	-	(4,885)	5,753	(40,074)	521,183	(746,231)	(3,495)	-	1,005	-

OTHER FINANCING SOURCES (USES)

Transfers in	-	-	-	-	-	-	-	-	-	-
Proceeds from capital lease	-	-	-	-	-	-	-	-	-	-
Proceeds from disposition of capital assets	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-	-	-	-	-

Net change in fund balances

	-	(4,885)	5,753	(40,074)	521,183	(746,231)	(3,495)	-	1,005	-
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FUND BALANCES (DEFICIT)

Beginning of year	3,011	73,394	221,618	(2,669)	75,461	(260,890)	42,730	42,120	27,144	41,889
End of period	\$ 3,011	\$ 68,509	\$ 227,371	\$ (42,743)	\$ 596,644	\$ (1,007,121)	\$ 39,235	\$ 42,120	\$ 28,149	\$ 41,889

McLEAN COUNTY, ILLINOIS
AUDITOR'S QUARTERLY REPORT

Special Revenue Funds
Combined Statement of Revenues, Expenditures, and
Changes in Fund Cash Balances - Actual
For the Six Months Ended June 30, 2008

	Metro										Total	
	Children's Waiting Room	Fairview Building Fund	Nursing Home Employee Vending	McLean County Centralized Communications Center	Township Motor Fuel Tax	Township Bridge Program	Law Library	Collector Tax Indemnity	Capital Improvement Fund	Nonmajor Governmental Funds		
REVENUES												
General property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,551,387
Miscellaneous	15,220	28,208	-	828,947	1,079,734	261,206	37,353	-	-	-	-	6,285,098
Total revenues	15,220	28,208	-	828,947	1,079,734	261,206	37,353	-	-	-	-	10,836,485
EXPENDITURES												
Personnel	-	7,091	-	885,854	-	-	3,908	-	-	-	-	6,850,217
Commodities	-	1,530	-	4,139	-	-	23,599	-	-	-	-	473,127
Contractual	16,500	22,229	-	295,371	-	-	551	-	-	-	-	4,800,096
Capital outlay	-	-	-	32,756	-	-	-	-	-	-	-	2,434,294
Other	-	-	-	-	1,988,806	147,464	-	-	-	-	-	2,223,415
Total expenditures	16,500	30,850	-	1,218,120	1,988,806	147,464	28,058	-	-	-	-	16,781,149
Excess (deficiency) of revenues over expenditures	(1,280)	(2,642)	-	(389,173)	(909,072)	113,742	9,295	-	-	-	-	(5,944,664)
OTHER FINANCING SOURCES (USES)												
Transfers in	-	-	-	291,681	-	-	-	-	-	-	-	479,404
Proceeds from capital lease	-	-	-	-	-	-	-	-	-	-	-	-
Proceeds from disposition of capital assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers out	-	-	-	-	-	(162,049)	-	-	-	-	-	(187,723)
Total other financing sources (uses)	-	-	-	291,681	-	(162,049)	-	-	-	-	-	291,681
Net change in fund balances	(1,280)	(2,642)	-	(97,492)	(909,072)	(48,307)	9,295	-	-	-	-	(5,652,983)
FUND BALANCES (DEFICIT)												
Beginning of year	46,086	4,944	5,602	306,359	2,459,630	158,547	16,929	263,100	486	-	-	13,725,278
End of period	\$ 44,806	\$ 2,302	\$ 5,602	\$ 208,867	\$ 1,550,558	\$ 110,240	\$ 26,224	\$ 263,100	\$ 486	\$ -	\$ -	\$ 8,072,295

McLEAN COUNTY, ILLINOIS
AUDITOR'S QUARTERLY REPORT
ALL FUNDS

Combined Statement of Revenues, Expenditures, and
Changes in Fund Balances
For the Six Months Ended June 30, 2007 and 2008

	General Funds		Special Revenue Funds		Nursing Home		Combined Funds	
	2008	2007	2008	2007	2008	2007	2008	2007
Revenues:								
Property taxes	\$ 2,342,565	\$ 4,608,468	\$ 4,551,387	\$ 9,331,241	\$ -	\$ -	\$ 6,893,952	\$ 13,939,709
Other	12,335,551	12,710,675	6,285,098	6,565,571	3,702,677	4,571,916	22,323,326	23,948,162
Total revenues	\$ 14,678,116	\$ 17,319,143	\$ 10,836,485	\$ 15,896,812	\$ 3,702,677	\$ 4,571,916	\$ 29,217,278	\$ 37,787,871
Expenditures:								
Personnel	\$ 10,688,269	\$ 10,065,793	\$ 6,850,217	\$ 6,523,521	\$ 1,926,966	\$ 1,846,227	\$ 19,465,452	\$ 18,435,541
Commodities	1,000,142	907,921	473,127	424,598	336,662	325,813	1,809,931	1,658,332
Contractual	4,301,198	4,174,172	4,800,096	4,186,613	1,028,709	1,443,169	10,130,003	9,803,954
Capital outlay	1,213,019	676,361	2,434,294	1,744,038	64,320	30,850	3,711,633	707,211
Employee benefits	2,128,056	2,075,199	-	-	-	-	2,128,056	2,075,199
Other	10	325	2,223,415	1,046,519	-	-	2,223,425	1,046,844
Total expenditures	\$ 19,330,694	\$ 17,899,771	\$ 16,781,149	\$ 13,925,289	\$ 3,356,657	\$ 3,646,059	\$ 39,468,500	\$ 33,727,081
Excess (deficiency) of revenues over expenditures	(4,652,578)	(580,628)	(5,944,664)	1,971,523	346,020	925,857	(10,251,222)	4,060,790
Other financing sources (uses) and adjustments:								
Transfers in	-	-	479,404	479,404	-	-	479,404	479,404
Proceeds from capital lease	-	-	-	-	-	-	-	-
Proceeds from disposition of capital assets	-	-	-	-	850	-	850	-
Transfers out	(291,681)	-	(187,723)	(47,564)	-	-	(479,404)	(47,564)
Total other financing sources	(291,681)	-	291,681	431,840	850	-	850	431,840
Net change in fund balance	\$ (4,944,259)	\$ (580,628)	\$ (5,652,983)	\$ 2,403,363	\$ 346,870	\$ 925,857	\$ (10,250,372)	\$ 4,492,630
Fund balance, beginning of year*	12,830,944	12,036,748	13,725,278	15,912,315	8,450,157	7,062,212	35,006,379	35,011,275
Fund balance, end of period	7,886,685	11,456,120	8,072,295	18,315,678	8,797,027	7,988,069	24,756,007	39,503,905
Accounts payable at June 30,	(287,154)	(228,374)	(2,200,241)	(1,345,922)	(24,626)	(20,134)	(2,512,021)	(1,594,430)
Encumbrances at June 30,	(255,918)	(339,707)	(719,317)	(508,660)	-	-	(975,235)	(848,367)
Uncommitted cash balances at June 30,	7,343,613	10,888,039	5,152,737	16,461,096	8,772,401	7,967,935	21,268,751	37,061,108

*Fund Balance was restated during the year ended 12/31/2007. The number presented is the restated amount. For additional information, please see the 12/31/2007 CAFR.

NOTE: Due to the Property Tax due date being later than usual in June this year, the usual June distribution checks were split between June and July.

McLEAN COUNTY, ILLINOIS
AUDITOR'S QUARTERLY REPORT
GENERAL FUND EXPENDITURES BY DEPARTMENT

For the Six Months Ended June 30, 2008

	CURRENT QUARTER	YTD	ANNUAL	ENCUMBRANCES	YTD EXP & ENCUMB	PERCENT USED
	EXPENDITURES	EXPENDITURES	APPROPRIATION	YTD EXP & ENCUMB	PERCENT USED	
County Board	\$ 568,483	\$ 970,151	\$ 1,558,680	\$ 49,579	\$ 538,950	65%
County Administrator	121,276	269,776	529,247	-	259,471	51%
County Auditor	83,981	171,646	357,921	-	186,275	48%
County Treasurer	98,556	165,370	350,083	-	184,713	47%
County Clerk	224,208	502,013	934,502	-	432,489	54%
Recorder of Deeds	49,044	100,098	250,535	-	150,437	40%
Merit Board	1,221	1,577	15,400	-	13,823	10%
Circuit Clerk	477,971	973,629	2,144,166	-	1,170,537	45%
Circuit Court	235,461	438,450	878,349	-	439,899	50%
Jury Commission	22,597	49,410	109,811	-	60,401	45%
State's Attorney	606,395	1,172,129	2,549,724	-	1,377,595	46%
Public Defender	373,020	754,775	1,589,127	-	834,352	47%
Court Services	900,336	1,803,255	3,973,167	10,311	2,159,601	46%
County Sheriff	2,040,190	4,085,369	8,006,536	25,714	3,895,453	51%
Coroner	152,275	270,164	515,310	-	245,146	52%
Department of Building and Zoning	62,884	141,744	320,734	7,496	171,494	47%
Department of Parks and Recreation	169,873	272,371	714,062	83,804	357,887	50%
Facilities Management	1,345,097	2,602,002	5,842,249	35,051	3,205,196	45%
Information Services Department	533,210	882,055	1,895,125	43,963	969,107	49%
Emergency Management Agency	43,884	84,978	174,507	-	89,529	49%
City of Bloomington - Election	231,953	255,836	517,205	-	261,369	49%
Assessment Office	113,685	245,199	689,510	-	444,311	36%
GENERAL FUND TOTAL	\$ 8,455,600	\$ 16,211,997	\$ 33,915,950	\$ 255,918	\$ 17,448,035	49%
Tort Judgment	521,586	1,282,323	2,393,049	-	1,110,726	54%
Employee Benefits Fund	766,745	2,128,056	-	-	(2,128,056)	
GRAND TOTAL	\$ 9,743,931	\$ 19,622,376	\$ 36,308,999	\$ 255,918	\$ 16,430,705	55%

Management Interview Date: 07/10/2008

Findings:

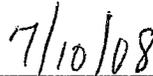
- The grant agreement was between the Illinois Criminal Justice Information Authority and the McLean County Court Services Department. The grant was used to purchase ten computers for use in the Extended Day Program of Juvenile Probation.
- A site inspection was done on July 10, 2008 to verify that the assets were housed in a secure location and in good working condition. McLean County Court Services Deputy Director, Randy Macak was interviewed. All ten assets were found to be properly tagged and in good working order.

Recommendations:

- None.



Carol A. Ash



Date

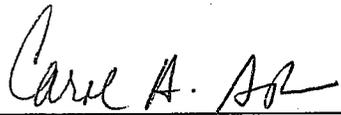
Management Interview Date: 07/16/08

Findings:

- The grant agreement was between the IEMA and the McLean County Emergency Management Department. The grant was to utilize funds from the Department of Homeland Security and allocated by the Illinois Terrorism Task Force.
- The grant funds were used to purchase radio equipment that would support enhanced communication capabilities of local emergency operations centers during a homeland security emergency or major event.
- A site inspection was done on July 16, 2008 to verify that the asset was housed in a secure location and in good working condition.
- McLean County EMA Director, Curt Hawk, was interviewed and stated that the radio was being used as intended and was in good working order.
- The asset also had the appropriate asset identification tag.

Recommendations:

- None.



Carol A. Ash



Date

RESOLUTION OF THE McLEAN COUNTY BOARD
AUTHORIZING THE DIRECTOR OF COURT SERVICES
TO OFFER A SALARY ABOVE THE STARTING MAXIMUM SALARY

WHEREAS, the Director of Court Services has hired an individual with skills, knowledge and experience above the minimum required for the position of Assistant Superintendent - Juvenile Detention Center; and,

WHEREAS, the Director of Court Services has requested authorization from the Finance Committee to offer a salary above the starting maximum salary in order to adequately and competitively compensate the person who has been chosen for this position; and,

WHEREAS, the Finance Committee, at a meeting on Tuesday, August 6, 2008, approved the request of the Director of Court Services to offer a salary above the starting maximum salary in order to adequately compensate the person hired for the Assistant Superintendent - Juvenile Detention Center position; now, therefore,

BE IT RESOLVED by the McLean County Board, now in regular session, as follows:

- (1) That the Director of Court Services is hereby authorized to offer a starting salary at Step 33 of Grade 11 in order to compensate the person the Director has hired for the position of Assistant Superintendent - Juvenile Detention Center.
- (2) That the Director of Court Services is directed to work with the County Administrator's Office in preparing the supporting documents to implement the authorized salary above the starting maximum salary.
- (3) That the County Clerk is hereby directed to provide a certified copy of this Resolution to the Director of Court Services, the County Treasurer, and the County Administrator.

ADOPTED by the McLean County Board this 19th day of August, 2008.

ATTEST:

APPROVED:

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

Matt Sorensen, Chairman
McLean County Board

e:john/cobd/res_courtservices_asstsuptjdc_Aug08

**McLean County Clerk
2008 Monthly Activity Report
(For Period Ending June 30, 2008)**

Example	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2007 YTD	2008 YTD	2008 Percent of Budget
	Number Processed Dollar Amount Generated														
Assumed Names	26 \$77.00	28 \$84.00	26 \$78.00	36 \$108.00	25 \$75.00	17 \$51.00							286 \$668.50	158 \$473.00	47.30%
Birth Record Requests	866 \$7,126.00	783 \$6,510.00	753 \$6,280.00	887 \$7,478.00	641 \$5,522.00	603 \$6,030.00							9,746 \$82,016.00	4,533 \$38,946.00	59.92%
Death Record Requests	63 \$354.00	69 \$422.00	59 \$328.00	53 \$322.00	78 \$358.00	60 \$360.00							839 \$5,092.00	382 \$2,144.00	53.60%
Liquor Licenses	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$4,125.00	0 \$9,250.00							22 \$17,038.00	0 \$13,375.00	81.06%
Marriage License Applications	43 \$946.00	42 \$924.00	59 \$1,298.00	86 \$1,892.00	121 \$2,662.00	92 \$2,024.00							920 \$20,228.00	443 \$9,746.00	44.30%
Marriage Record Requests	185 \$1,394.00	141 \$1,092.00	186 \$1,332.00	186 \$1,374.00	226 \$1,948.00	251 \$1,826.00							2,981 \$21,376.00	1,175 \$8,966.00	44.83%
Notary Public Commissions	48 \$285.00	44 \$265.00	56 \$280.00	55 \$325.00	57 \$345.00	42 \$230.00							567 \$3,345.00	302 \$1,730.00	57.67%
Take Notices	0 \$0.00	10 \$6,084.00	233 \$3,543.93	0 \$0.00	0 \$0.00	0 \$0.00							585 \$8,651.32	243 \$9,627.93	109.41%
Tax Redemption Fees	73 \$5,110.00	74 \$5,180.00	64 \$4,480.00	112 \$7,840.00	105 \$7,350.00	53 \$3,710.00							770 \$53,900.00	481 \$33,670.00	56.12%
Taxes Redeemed	\$197,128.04	\$201,503.02	\$139,310.93	\$432,055.23	\$461,209.39	\$272,277.21							\$3,374,273.95	\$1,703,483.82	N/A
Voter Registrations/ Address Changes/ Cancellations	2,041	750	1,017	946	2,017	747							27,029	7,518	N/A

**An EMERGENCY APPROPRIATION Ordinance
Amending the McLean County Fiscal Year 2008
Combined Annual Appropriation and Budget Ordinance
Collector's Automation Fund 0168, County Treasurer 0004, Financial Management 0004**

WHEREAS, the McLean County Board, on November 20, 2007, 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 2008 Fiscal Year beginning January 1, 2008 and ending December 31, 2008; and,

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the Collector's Automation Fund 0168, County Treasurer 0004, Financial Management Program 0004; and,

WHEREAS, The County Treasurer has determined that the tax collection process would be improved by acquisition of a high speed envelope opener and an automatic check endorser; and,

WHEREAS, sufficient funds exist for such a purchase in the unappropriated fund balance of the Collector's Automation Fund; and,

WHEREAS, the Finance Committee, on Wednesday, August 6, 2008, recommended approval of an Emergency Appropriation Ordinance to amend the Fiscal Year 2007 Combined Annual Appropriation and Budget Ordinance to appropriate sufficient funds to permit the County Treasurer to purchase a high speed envelope opener and an automatic check endorser; now, therefore,

BE IT ORDAINED by the McLean County Board as follows:

1. That the County Treasurer is directed to add to the appropriated budget of the Collector's Automation Fund 0168, County Treasurer 0004, Financial Management Program 0004 the following revenue:

	<u>ADOPTED</u>	<u>ADD</u>	<u>AMENDED</u>
Unappropriated Fund Balance 0168-0004-0004-0400.0000	\$ 0.00	\$ 4,250.00	\$ 4,250.00

2. That the County Auditor is directed to add to the appropriated budget of the Collector's Automation Fund 0168 County Treasurer 0004, Financial Management Program 0004 the following appropriation:

Purchase of Furn/Office Equipment 0168-0004-0004-0832.0001	\$ 0.00	\$ 4,250.00	\$ 4,250.00
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3. That the County Clerk shall provide a certified copy of this ordinance to the County Administrator, County Auditor and County Treasurer.

ADOPTED by the McLean County Board this 19th day of August, 2008.

ATTEST:

APPROVED:

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

Matt Sorensen, Chairman
McLean County Board

E:/ea_treas_auto_aug08

Assessment Status Report
 TODAY IS: 07/24/2008

Township	Preliminary Submittal	Book to S/A	Printer/Publisher	To	Newspaper	Date of Publication	Final Filing Date	2007	2008	Complaints Filed	Books Closed
								Factor	Factor		
Allin					Pantagraph			1.0442	0.0000		
Anchor					Ridgeview Review			1.0585	0.0000		
Arrowsmith					Pantagraph			1.0071	0.0000		
Bellflower					LeRoy Journal			1.0000	0.0000		
Bloomington	07/18/08				Pantagraph			1.0301	0.0000		
Blue Mound	06/24/08				Ridgeview Review			1.0000	0.0000		
Cheney's Grove					Ridgeview Review			1.0480	0.0000		
Chenoa					Chenoa Town Crier			1.0602	0.0000		
City					Pantagraph			1.0151	0.0000		
Cropsey					Ridgeview Review			1.0693	0.0000		
Dale					Pantagraph			1.0378	0.0000		
Danvers					Quill			1.0407	0.0000		
Dawson	07/22/08				Pantagraph			1.0319	0.0000		
Downs	05/05/08				Pantagraph			1.0329	0.0000		
Dry Grove					Quill			1.0000	0.0000		
Empire					LeRoy Journal			1.0465	0.0000		
Funk's Grove					Heyworth Star			1.0000	0.0000		
Gridley					Gridley Village Times			1.0158	0.0000		
Hudson					Quill			1.0000	0.0000		
Lawndale					Ridgeview Review			1.0000	0.0000		
Lexington					Lexingtonian			1.0118	0.0000		
Martin	06/24/08				Ridgeview Review			1.0848	0.0000		
Money Creek	05/05/08				Lexingtonian			1.0000	0.0000		
Mount Hope					Heyworth Star			1.0000	0.0000		
Normal					Normalite			1.0090	0.0000		
Old Town	05/05/08				Pantagraph			1.0100	0.0000		
Randolph	05/05/08				Heyworth Star			1.0174	0.0000		
Towanda					Pantagraph			1.0000	0.0000		
West					LeRoy Journal			1.0000	0.0000		
White Oak					Quill			1.0642	0.0000		
Yates					Chenoa Town Crier			1.0574	0.0000		
								Average	0.256	0.0000	0
								Median	0.158	0.0000	



RISK MANAGEMENT OFFICE

TEL: (309) 888-5940

FAX: (309) 888-5949

E-MAIL: riskmgt@mclean.gov

104 West Front Street

P. O. Box 2400

Bloomington, IL 61702-2400

Memo To: Matt Sorensen, Chairman, Finance Committee
Members, Finance Committee

From: Jennifer Ho, Risk Manager

Date: July 31, 2008

Subject: Second Quarter Risk Management Fund Report FY 2008

The Cumulative Claims report as of July 31, 2008 is presented in Table 1, while the first quarter claims experience for past five years is presented in Table 2. Since my last report to you, there have not been any significant losses that may be of financial consequence to the County.

The number of workers compensation claims continue to decline, but the average severity is significantly higher due to two cases. The auto physical damage line item recorded an unexpected transfer-in of \$ 9,295.00 in May 2008 for the purchase of a replacement vehicle that was totaled in 2007, after proceeds from the salvaged vehicle were applied. The actual auto physical claims for FY 2008 is 4 losses for a total cost of \$ 7,305.

I will be available for questions. Thank you.

McLEAN COUNTY RISK MANAGEMENT FUND
AS OF March 31, 2008

Table I: Cumulative Claims Summary

CLAIMS TYPE	AL L	OPN	PD LOSSES	RESERVES	RECOVRS	INCRD LOSSES
A. AUTO PHYSICAL DAMAGE						
PY 2004	13	0	31,720	-	3,490	28,230
PY 2005	15	0	43,370	-	9,653	33,717
PY 2006	6	0	6,828		582	6,246
PY 2007	4	0	5,390	-	-	5,390
PY 2008	5	0	16,600			16,600
B. AUTO LIABILITY						
PY 2003	5	0	22,476	-	-	22,476
PY 2004	2	0	15,415	-	200	15,215
PY 2005	3	0	10,064	-	-	10,064
PY 2006	1	0	9,084	-	-	9,084
PY 2007	2	0	4,183	-	-	4,183
PY 2008	2	0	1,107			1,107
C. GENERAL LIABILITY:						
PY 2003	15	0	47,457	-	-	47,457
PY 2004	9	2	89,814	5,449	-	95,263
PY 2005	11	0	26,840	-	-	26,840
PY 2006	19	3	24,564	8,580	-	33,144
PY 2007	10	2	5,237	26,763	-	32,000
PY 2008	6	4	7,873.7	40,328	0	48,202
D. WORKERS COMPENSATION						
PY 1992-99*	704	5	4,880,358	44,335	2,003,999	2,920,694
PY 2000	64	1	290,007	44,384	-	334,391
PY 2001	71	1	314,380	1	8,500	305,881
PY 2002	76	1	360,134	148,134	-	508,883
PY 2003	65	3	139,326	287,931	659	426,598
PY 2004	68	4	175,743	230,001	1,216	404,528
PY 2005	65	2	337,515	68,445	358	405,602
PY 2006	71	11	525,818	397,245	1,282	921,781
PY 2007	57	11	131,704	125,615	50	257,269
PY 2008	10	16	49,277	57,298	-	106,575

- Includes catastrophic incident of 2/16/93 and fatality of 8/15/97

Table 2: Historical Fourth Quarter experience FY 2004 – FY 2008

COVERAGES:	PY 2004		PY 2005		PY 2006		PY 2007		PY 2008	
	#	INCRD \$	#	INCRD \$	#	INCRD \$	#	INCRD	#	INCRD \$
Auto Physical Damage	2	12,244	2	5,387	3	3,090	4	4,993	5	16,600
Auto Liability	1	8,300	1	1,954	1	15,000	1	1,790	2	1,107
General Liability	-	-	1	1,000	1	2,240	4	881	6	48,202
Worker's Compensation	14	15,957	13	114,083	13	26,887	27	23,815	16	106,575
TOTAL:	17	36,501	17	122,424	18	47,217	36	31,479	29	172,484