



McLean County

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

1. Roll Call
2. Approval of Minutes: April 1, 2008
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 of the Purchase of a Storage Area Network (SAN) Device 4-7
 - 2) Items to be Presented for Information:
 - a) General Report 8-9
 - b) Other
 - C. Jennifer Ho, Risk Management
 - 1) Items to be Presented for Action:
 - a) Request approval of Endorsement to Property Coverage – Licensed Road Vehicles 10-12
 - 2) Items to be Presented for Information:
 - a) First Quarter Risk Management Fund Report FY 2008 13-15
 - b) General Report
 - c) Other
 - D. Peggy Ann Milton, County Clerk
 - 1) Items to be Presented for Information:
 - a) Public Act 095-0711 – Marriage License fee increase of \$5.00 16-28
 - b) Monthly Activity Report
 - c) General Report 29
 - c) Other

- E. Becky McNeil, County Treasurer
 - 1) Items to be Presented for Information:
 - a) Accept and place on file County Treasurer's Monthly Financial Reports as of April 30, 2008
 - b) General Report
 - c) Other

- F. Jackie Dozier, County Auditor
 - 1) Items to be Presented for Information:
 - a) McLean County Petty Cash Funds Report 30
 - b) General Report
 - c) Other

- G. John Zeunik, County Administrator
 - 1) Items to be Presented for Action:
 - a) Request Approval of the Resolution Establishing the Budget Policy for Fiscal Year 2009 – County Administrator's Office 31-41
 - b) Request Approval of Resolution to authorize the IMRF Early Retirement Incentive Program 42-51
 - c) EXECUTIVE SESSION: Personnel Matters
 - 2) Items to be Presented for Information:
 - a) Report on Disposition of Non-Perishable Items – More for Less Grocery Store 52-53
 - b) General Report
 - c) 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: April 25, 2008

	2008 BUDGET	2008 MONTHLY ALLOC	MAR,2008 ACCRUED EXPENSE	YTD ALLOC	ADJUSTED YTD EXPENSE	REMAINING BUDGET	YTD VARIANCE AMOUNT	PER CENT OF BUDGET SPENT	PROJECTED EXPENSE 12/31/08
SALARIES	3,690,035	313,057	328,575	918,908	962,129	2,727,906	43,221	26.07%	3,859,088
IMRF	288,930	24,539	25,727	72,035	75,335	213,595	3,300	26.07%	302,167
MED/LIFE	438,940	14,178	37,280	109,434	109,434	329,506	0	24.93%	438,940
SOC/SEC	282,288	23,975	25,136	70,379	73,603	208,685	3,224	26.07%	295,220
VAC LIAB	30,000	2,548	2,548	7,479	7,479	22,521	0	24.93%	30,000
SELLBACK	0	0	0	0	0	0	0	0.00%	#DIV/0!
PERSONNEL	4,730,192	378,297	419,267	1,178,235	1,227,980	3,502,212	49,746	25.96%	4,925,415
COMMODITIES	841,321	71,455	68,329	209,754	218,748	622,573	8,994	26.00%	877,394
CONTRACTUAL	4,295,650	363,579	278,898	1,070,970	788,696	3,506,954	(282,274)	18.36%	3,163,453
CAPITAL	772,120	65,577	3,200	192,501	3,200	768,920	(189,301)	0.41%	12,835
GRAND TOTAL	10,639,283	878,908	769,693	2,651,460	2,238,624	8,400,659	(412,836)	21.04%	8,979,097

McLEAN COUNTY NURSING HOME

ACCRUED REVENUE

Prt Date: April 25, 2008

	2008 BUDGET	2008 MONTHLY ALLOC	MAR,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	65,100	42,217	191,100	164,690	601,810	(26,410)	21.49%	660,569
IDPA REVENUE	3,153,600	267,840	552,681	786,240	1,657,238	1,496,362	870,998	52.55%	6,647,164
SCHOOLING REIMB	0	0	0	0	219	(219)	219	#DIV/0!	879
JDC LAUNDRY	8,439	717	772	2,104	1,636	6,803	(468)	19.38%	6,562
JDC FOOD	35,000	2,973	3,061	8,726	6,178	28,822	(2,548)	17.65%	24,778
MEALS	600	51	52	150	178	422	28	29.67%	714
PVT PAY REVENUE	2,151,675	182,745	136,138	536,445	411,352	1,740,323	(125,093)	19.12%	1,649,928
UNCLASS	12,000	1,019	182	2,992	304	11,696	(2,687)	2.54%	1,221
INTEREST EARNED	97,990	8,322	27,179	24,430	18,003	79,987	(6,428)	18.37%	72,208
SALE OF ASSETS	0	0	850	0	850	(850)	850	#DIV/0!	3,409
TRANSFER IN	579,004	49,176	62,652	144,354	183,636	395,368	39,281	31.72%	736,561
TELEPHONE REIMB	0	0	960	0	2,940	(2,940)	2,940	#DIV/0!	11,792
TOTAL ACC REVENUE	6,804,808	577,943	826,744	1,696,541	2,447,223	4,357,585	750,682	35.96%	9,815,786
TOTAL ACC REVENUE	6,804,808	577,943	826,744	1,696,541	2,447,223	4,357,585	750,682	35.96%	9,815,786
LESS ACCRUED EXPENS	(10,639,283)	(878,908)	(769,693)	(2,651,460)	(2,238,624)	(8,400,659)	412,836	21.04%	(8,979,097)
ACC REV - (ACC EXP)	(3,834,475)	(300,966)	57,051	(954,919)	208,599	(4,043,075)	1,163,518		836,689
PLUS CAP EXP	0	65,577	3,200	192,501	3,200	768,920	(189,301)		12,835
ACC BALANCE	(3,834,475)	(235,388)	60,251	(762,418)	211,799	(3,274,155)	974,217		849,524

McLEAN COUNTY NURSING HOME

MARCH 31 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 MARCH 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	4	4	4	4	4	4	3	3	3	3	3	4	4	4	4	4	4	6	5	5	5	4	4	5	5	5	6	7	6	6	6	138	
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	0
PA INT	5	6	6	6	5	6	6	6	6	6	6	5	5	5	5	5	5	5	5	5	5	4	4	4	4	4	4	4	4	4	4	153	
PP SKILL	1	1	1	1	1	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	5	
PP INT	4	4	4	4	4	3	3	3	3	3	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	57	
SUB-TOTAL	14	14	15	15	15	12	12	12	12	12	11	11	10	10	10	10	10	12	11	11	11	9	9	9	10	10	11	11	11	11	11	353	

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	AVG
PA SKILL	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	62	
PA INT	88	87	87	87	87	87	88	88	88	87	86	87	87	87	86	87	86	86	86	86	86	86	84	86	85	85	85	85	84	85	85	2674	
PP SKILL	1	1	1	1	1	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	5	
PP INT	30	30	30	30	30	32	32	32	32	32	32	33	32	32	32	32	31	31	31	30	31	31	29	29	32	32	32	32	33	33	33	973	
SUB-TOTAL	121	121	120	120	121	122	122	122	122	121	120	122	121	121	121	120	120	119	119	118	119	119	115	117	119	119	119	119	119	120	120	3714	

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	AVG
MEDICARE	4	4	4	4	4	4	3	3	3	3	3	4	4	4	4	4	4	6	5	5	5	4	4	5	5	5	6	7	6	6	6	138	
PA SKILL	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	62	
PA INT	93	93	93	93	93	92	94	94	94	93	92	93	92	92	91	92	91	91	91	91	91	90	88	90	89	89	89	88	89	89	89	2827	
PP SKILL	2	2	2	2	2	2	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	10	
PP INT	34	34	34	34	34	35	35	35	35	35	34	34	33	33	33	33	32	32	31	32	32	30	30	33	33	33	33	34	34	34	1030		
TOT IN HOUSE	135	135	135	135	135	133	134	134	134	133	131	133	131	130	130	130	131	130	129	130	128	124	126	129	129	129	130	131	130	131	4087		
PP BED HOLD	1	1	0	0	0	0	0	0	0	0	1	1	2	2	2	3	1	1	1	2	1	1	4	3	0	0	0	0	0	0	0	26	
PA BED HOLD	1	1	0	0	0	1	0	0	0	0	1	0	0	1	1	0	1	1	1	1	2	3	2	3	1	1	0	0	1	0	0	22	
TOTAL CENSUS	137	137	135	135	135	134	134	134	134	133	133	134	133	133	133	133	133	132	132	132	131	131	131	132	130	130	130	131	131	131	4115		
VACANCIES	13	13	15	15	15	16	16	16	16	16	17	17	17	17	17	17	17	17	18	18	18	19	19	19	18	20	20	19	19	19	19	19	19

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	35.81	99.06	141.97	0.68	142.65	7.35
FEBRUARY	5.41	37.31	97.10	139.83	1.38	141.21	8.79
MARCH	4.45	33.55	93.19	131.19	1.55	132.74	17.26
APRIL							
MAY							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							

YTD AVERAGE 5.65 35.56 96.45 137.66 1.20 138.86 11.14
 % OF CAPACITY 3.77% 23.70% 64.30% 91.78% 0.80% 92.58% 7.42%



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

May 7, 2008

To: McLean County Board Finance Committee

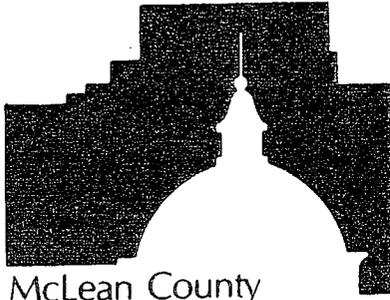
From: Lee Newcom, Recorder

Re: Purchase of Storage Area Network

This is to request appropriation of \$41,700, from the Recorder's Document Storage Fund budget line 0137-0006-0008-0833-0002, for purchase of an Equallogic PS400E Storage Array.

This expense was anticipated and budgeted for in our 2008 budget on recommendation of Craig Nelson of the Information Technology department. His original estimate was a cost of \$65,000, our budget line amount.

Attached is the supporting documentation.



INFORMATION SERVICES

(309) 888-5100 FAX (309) 888-5124

115 E. Washington, Room 202 P.O. Box 2400

Bloomington, Illinois 61702-2400

Memo

To: McLean County Finance Committee and McLean County Board

From: Craig Nelson, Director of Information Technologies 

Date: March 17, 2008

Re: Storage Area Network Proposal

I am writing in support of the Recorder's proposal to purchase a Storage Area Network (SAN) device.

The SAN is an Equallogic PS400E which provides 10.5 TB (Terabytes) of storage by using up to 14 disk drives of 750 GB (Gigabytes) each. The SAN has built-in redundancy with 2 disks controllers and 3 network interfaces. Equallogic is an industry-standard brand and was acquired by Dell computers in November of 2007.

The SAN is listed on GSA Contract GS-35F-4342D at \$62,700. The contract holder is willing to provide an instant rebate of \$27,745 in order to clear inventory for newer offerings. Combined with 3 years of support, the final figure is \$41,700, an outstanding savings.

Recently the offices of the Circuit Clerk and the office of the Recorder have each undertaken large-scale imaging projects that require significant storage.

This purchase, combined with an identical purchase by the McLean County Circuit Clerk, will allow Information Technologies to place one device in the Law and Justice Center and another in the Government Center. By allocating ½ of each device to the other's department, the data can be in a constant state of mirroring. This alleviates the need for a tape backup of the images.

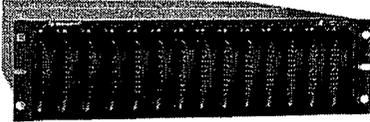
In the event that one of the devices would become unavailable, the other device can be brought online in a matter of minutes, restoring the availability of the images.

This is clearly a strong opportunity to improve the storage capacity for both the offices of the Circuit Clerk and the office of the Recorder at a substantial savings.

Both offices have indicated their willingness to allocate their equipment as described above. This will significantly decrease their level of risk in the event of a business continuity situation.

I will be happy to answer any questions the committee may have.

Thank you



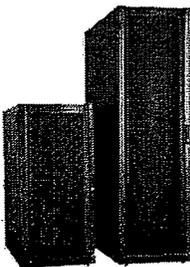
PS400E STORAGE ARRAY

With 10.5 TB of capacity within a 3U enclosure, the PS400E is an enterprise SAN delivering best-in-class performance while providing both primary and secondary storage for database, e-mail, print, file, and web service applications.

DATA SERVICES INCLUDE:

- Auto-Replication
- Automatic Load Balancing
- Auto-Snapshot Manager¹
- Auto-Stat Disk Monitoring System
- Volume Consistency Sets
- Multi-Path I/O²
- PS Group Manager
- Pooled and Tiered Storage
- RAID Load Balancing
- Snapshot and Auto-Replication Scheduler
- E-mail Home
- Storage Virtualization
- Volume Cloning
- Volume Management
- Volume Snapshot

PS STORAGE STACK



PS Series storage arrays are stackable as multi-array system configurations for customized performance and capacity

TECHNICAL HIGHLIGHTS

Volumes	Up to 1,024
Snapshots	512 per volume / up to 10,000 total
Hosts accessing group	Up to 512
Host interface	Any standards-compliant iSCSI initiator
Controllers	2
Disk capacity	750 GB*, 7,200 RPM SATA II
System capacity	10.5 TB**
Number of drives	14
I/Os per second	60,000
Memory (battery-backed)	2 GB
Gb network interfaces	3
	Copper (standard)
	Optical (SFP purchased separately)
Sustained system bandwidth	300 MBps
Operating systems supported	Windows [®] 2000, Windows Server 2003, Windows XP, NetWare [®] , Linux, Solaris [™] , AIX [®] , HP-UX, Mac OS [®] X, VMware [®] ESX
Expansion option	Can be combined with other PS systems in a PS Storage Stack

RAID SUPPORT

Automatic RAID 5, RAID 10 and RAID 50 configuration

RELIABILITY

Redundant, hot-swappable controllers, power supplies/cooling fans, and disks
Mirrored write-back cache with 72-hour battery backup
Individual disk drive slot power control

ENCLOSURE MONITORING SYSTEM

Automatic spare configuration and utilization

SMART

Automatic bad block replacement
Auto-Stat Disk Monitoring System (ADMS) to monitor health of data on disk drives

MANAGEMENT INTERFACES

SNMP, telnet, SSH, HTTP, Web (SSL), host scripting
Serial console
Multi-administrator support

SECURITY

CHAP authentication
Access control for iSCSI and management interfaces

NOTIFICATION METHODS

SNMP traps, e-mail, syslog

POWER

Input voltage/power	100-240 VAC (auto-sensing) / 450 VA
Input current	4.0 A (maximum) @ 115 V
Input frequency	50-60 Hz
Power supplies	Dual 400 W
Power consumption	450 W

ENVIRONMENTAL

Temperature range	5 to 40 °C / 41 to 104 °F
Storage temperature	-30 to 60 °C / -22 to 140 °F
Altitude	-70 to 3,048 m operational / -305 to 12,192 m non-operational
Relative humidity	20 to 80% non-condensing operational / 5 to 95% non-condensing non-operational
Thermal output	1,500 BTU per hour, 450 W (maximum configuration)
Shock	30 G for 2 ms operational / 30 g for 10 ms 1/2 sin non-operational
Vibration	.1 G @ 10 to 100 Hz operational / Random 1.04 grms 2-200 Hz non-operational
Acoustics	Sound Power Operating: <5.8 db LpA @ 20 °C

PHYSICAL

Height	13.33 cm / 5.25 in / 3 EIA units
Width	44.77 cm / 17.625 in / 1EC Rack Compliant
Depth	63.5 cm / 25 in
Weight	36.74 kg / 81 lb (maximum configuration)

AGENCY APPROVALS

Safety standards	UL 60950, CSA 60950, S Mark EN 60950 (Europe), CB Scheme
Electromagnetic Compatibility (EMC)	EN 55022 Class A, CE Mark, EN 55024 Immunity, ITE, FCC Class A, VCCI Class A (Japan) AN/NZS 3548 Class A (Australia/New Zealand)
C-Tick Compliance	 N 4292

LIMITED WARRANTY

2 years telephone support: business hours 5x9
1 year software maintenance and updates
2 years hardware (return to factory, first 90 days advance replacement, 1 year battery, 3 years on disks)

SUPPORT PROGRAMS

Complete Care	24-hour priority online/telephone access, software maintenance and updates, next business day advance hardware replacement
Complete Care Plus	24-hour priority online/telephone access, software maintenance and updates, four hour onsite advance hardware replacement

*1 GB = 1,000,000,000 bytes, useable space may be less
*Qualified for Microsoft Windows Server 2003

**1 TB = 1,000,000,000,000 bytes, useable space may be less
**Qualified for Microsoft Windows Server 2000 and 2003, Linux and Sun Solaris Operating Systems

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(309) 888-5170
(309) 888-5927 Fax

May 07, 2008

To: Honorable Members of the Finance Committee

From: Don Everhart, Chief Deputy Recorder

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

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

Final For 03/2008

Year-to-date Totals through March, 2008

Month-to-date Totals

Account #	Account Description	Cash/Check/ Change	Charge	Charges Paid	Other Pay Method	Total	Cash/Check/ Change	Charge	Charges Paid	Other Pay Method	Total
01-0-0-201-070-034	Due Idor-Rental Hsg Prog	\$27,216.00	\$0.00	\$0.00	\$0.00	\$27,216.00	\$70,389.00	\$0.00	\$0.00	\$0.00	\$70,389.00
01-6-8-410-008-034	Copy Fees	\$958.50	\$4.50	\$0.00	\$0.00	\$963.00	\$3,100.00	\$8.75	\$0.00	\$0.00	\$3,108.75
01-6-8-410-029-035	Recording Fees	\$50,816.00	\$542.00	\$333.00	\$0.00	\$51,025.00	\$133,551.00	\$1,578.00	\$1,330.00	\$0.00	\$133,799.00
01-6-8-410-032-036	County Revenue Stamps	\$26,360.75	\$0.00	\$0.00	\$0.00	\$26,360.75	\$73,923.75	\$0.00	\$0.00	\$0.00	\$73,923.75
01-6-8-410-111-111	Payment On Account	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00
01-6-8-410-132-100	Data Sales	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$540.00	\$0.00	\$0.00	\$0.00	\$540.00
01-6-8-410-195-035	Rental Hsg Support Progrm	\$3,024.00	\$0.00	\$0.00	\$0.00	\$3,024.00	\$7,821.00	\$0.00	\$0.00	\$0.00	\$7,821.00
16-8-4-102-222-222	Balance Brought Forward	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00
37-6-8-410-089-284	Document Storage	\$9,945.00	\$261.00	\$174.00	\$0.00	\$10,032.00	\$26,085.00	\$753.00	\$666.00	\$0.00	\$26,172.00
37-6-8-410-181-100	Gis Document Storage	\$3,315.00	\$87.00	\$58.00	\$0.00	\$3,344.00	\$8,695.00	\$251.00	\$222.00	\$0.00	\$8,724.00
51-0-0-126-001-903	State Revenue Stamps	\$52,721.50	\$0.00	\$0.00	\$0.00	\$52,721.50	\$147,947.50	\$0.00	\$0.00	\$0.00	\$147,947.50
67-6-8-410-181-100	Gis Fund	\$16,398.00	\$174.00	\$116.00	\$0.00	\$16,456.00	\$42,824.00	\$523.00	\$462.00	\$0.00	\$42,885.00
Final Total:		\$190,954.75	\$1,068.50	\$681.00	\$0.00	\$191,342.25	\$514,776.25	\$3,113.75	\$2,680.00	\$0.00	\$515,210.00

9



RISK MANAGEMENT OFFICE

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

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

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

Memo To: David Selzer, Chairman
Members, Finance Committee

From: Jen Ho, Risk Manager

Date: March 26, 2008

Subject: Endorsement to Property Coverage - Licensed Road Vehicles

I am submitting a proposal to endorse coverage for licensed County vehicles while these are not in use and are stored or parked at any location for a cost of \$ 13,890 in premiums and \$ 50,000 deductible for 125 licensed vehicles with a total replacement values of \$ 4,340,767, as shown in Attachment A. Included in the consideration are squad cars, dump trucks, pickup trucks, transportation vans, and passenger vehicles. Furthermore, the addition of this coverage to our property insurance policy will be within the budgeted cost of the County's insurance program for PY 2008 as indicated in Attachment B.

In consideration of this coverage, departments have responded to a survey on where their vehicles were stored when not in use, the conclusion of which justified the purchase of this endorsement. While the County is self-insured for auto physical loss, coverage will mitigate the severe hardship from a catastrophic chain-reaction event such as a fire that engulfs a garage where dump trucks are parked or when a combustion impacts a row of squad cars. Such events will quickly eclipse the \$ 50,000 deductible, which is the equivalent cost of 2.5 squad cars, or 1 highway dump truck. Coverage is secured on the County's property insurance policy.

The Chubb Insurance Company has also included higher deductible options for the County's Machinery/equipment as well, which would include mostly highway equipment, such as road graders. These are already currently insured under our property insurance with a deductible of \$3,500 and therefore, not considered. It should be note that in conjunction with this endorsement is the broadening of coverage to these highway equipment while these are on worksites and travelling on roads.

Please contact me at 309/888-5940 if I can be of assistance to you on this matter prior to our May 7 meeting. JH

Attachment A

McLean County Auto & Machinery / Equipment Coverage

Line of Coverage	Total Replacement Cost Values	Total ACV Values	Current Premium	Current Deductible	Replacement Cost / ACV		Replacement Cost / ACV
					\$50,000 Deductible Premium Option	\$100,000 Deductible Premium Option	
Machinery / Equipment Not Licensed for Road Vehicles	\$2,957,311	n/a	\$11,289 (.40 rate)	\$3,500	\$9,463 / n/a (.32 rate per 100)	\$8,280 / n/a (.28 rate per 100)	
Auto Physical Damage Licensed for Road Vehicles	\$4,340,767	\$1,942,790	n/a	n/a	\$13,890 / 6,217 (.32 rate per 100)	\$11,720 / 5,456 (.27 rate per 100)	

- Machinery / Equipment written on Replacement Cost Basis.
- Auto Physical Damage can be written on ACV or Replacement Cost Basis.
- Coverage not limited to specific locations.

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ATTACHMENT A

Risk Management Program PY 2008

A. Coverages	DESCRIPTION	Budget FY 2008	Proposed PY 2008	PY 2007	Change 08-07
1. Property Insurance/Inland Marine* Chubb Insurance Co.	\$ 75.11 Million Blkt limits;Ded-\$ 10,000 Flood/Quake - \$25 M; Ded - \$ 100,000	50,000	51,955	46,114	13%
2. Boiler & Machinery:	Coverage Consolidated In Property Cov		Included	Included	N/A
3. Excess Liability : STATES SELF-INSURED RRG	Limits: \$15 million excess of SIR \$250,000; Occurrence Form	206,000	191,859	198,802	-3%
4. Nursing Home Liability Insurance** Health Cap	Limits: \$ 2 M occ/\$4 M agg;	143,895	142,419	128,963	10%
5. Excess Workers Comp. Ins***: Safety National Casualty Corp.	Statutory ;SIR: \$ 425,000/475,000 EL Limits: \$ 1 Million;	30,000	27,519	26,332	5%
6. Theft/Bond Insurance: Zurich Insurance Company	Limits:\$ 500,000; ; Ded: \$ 5,000	5,000	3,570	3,570	-
B. Brokerage Fees:	Wells Fargo Ins Servs (WFIS)/Acordia	30,000	24,896	25,393	-2%
C. Claims Administration****: CANNON-COCHRAN MSI Danville, IL	Administration of Workers' Compensation claims.	21,000	19,287	18,725	3%
D. Outside Counsel: COSTIGAN & WOLLRAB, P.C. Bloomington, IL	Partner: \$ 175/ \$ 135hr				
HEYL, ROYSTER, VOELKER & ALLEN Peoria, IL	Partner: \$ 125/hr (WC)				
Total:		\$ 485,895	\$ 461,505	\$ 447,899	3%
	Budget - Proposed	\$ 37,996			

Notes:

* Property Insurance: Values increased to reflect inflation and Terrorism coverage; also includes coverage for ETSB/Metcom Building; PBC properties included at pro-rated premium basis.

** Nursing Home Liability coverage restructured to provide \$ 2 m/\$ 4m without excess layer overlay.

*** Excess Workers Compensation: SIR increased from to \$400,000 to \$ 475,000 for law enforcement/public safety class, 425,000 all other classes

**** Continuation of 2nd Year of 3 year contract.



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: April 22, 2008

Subject: First Quarter Risk Management Fund Report FY 2008

The Cumulative Claims report as of March 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 loss that may be of financial consequence to the County.

A significant development for the first quarter in FY 2008 is the continued reduction in workers compensation claims, with the lowest reported of 8 claims within the five-year period. Overall claims is the second lowest within the same period, both in terms of claims and incurred dollars. This bodes well for the projected claims experience for FY 2008.

I will be available for questions. Thank you.

**McLEAN COUNTY RISK MANAGEMENT FUND
AS OF March 31, 2007**

Table I: Cumulative Claims Summary - All Years

CLAIMS TYPE	ALL	OPN	PD LOSSES	RESERVES	RECOVRS	INCD LOSSES
A. Auto Physical Damage						
PY 2002	8	0	52,866	0	32,046	20,820
PY 2003	11	0	33,596	0	700	32,896
PY 2004	13	0	31,720	0	3,489.58	28,230
PY 2005	15	3	43,370	0	9,653	33,717
PY 2006	4	0	1,462	0	582	880
PY 2007	0	0	0	0	0	0
B. Auto Liability						
PY 2002	3	0	2,474	0		2,474
PY 2003	5	0	22,476	0		22,476
PY 2004	2	0	15,415	0	200	15,215
PY 2005	3	0	10,064	0		10,064
PY 2006	1	0	0	-	-	-
PY 2007	1	0	1,790.17	-	-	1,790.17
C. General Liability						
PY 2000-2001	19	2	72,468	1,721	0	\$74,189
PY 2002	7	0	3,304		0	\$3,304
PY 2003	15	3	37,799	12,748	0	\$50,546
PY 2004	8	3	83,607	10,866	0	\$94,473
PY 2005	11	1	26,840	0	0	\$26,840
PY 2006	1	0	2,240	0	0	2,240
PY 2007	3	0	881.01	0	0	881.01
D. Workers Compensation						
PY 1992-99*	704	4	4,861,307.00	67,175	2,003,999.00	2,924,483.00
PY 2000	64	2	266,612	92,978	0	\$359,590
PY 2001	71	1	278,183	1	8,500	\$269,684
PY 2002	76	1	349,668	110,715	0	\$460,383
PY 2003	65	4	119,644	184,160	659	\$303,145
PY 2004	68	5	164,532	245,829	1216	\$409,145
PY 2005	65	5	273,080	127,776	358	\$400,498
PY 2006	70	16	292,991	431,349	854	\$723,486
PY 2007	13	7	1,225	9,534	-	10,759

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

Table 2: Historical Fourth Quarter experience FY 2002-FY 007

COVERAGES:	FY 2003		FY 2004		FY 2005		FY 2006		FY 2007	
	#	INCRD\$	#	INCRD\$	#	INCRD \$	#	INCRD \$	#	INCRD \$
Auto Physical	3	2,479	2	12,244	2	5,387	3	3,090	0	-
Auto Liability	1	1,973	1	8,300	1	1,954	1	15,000	1	1,790
General Liability				-	1	1,000	1	2,240	4	881
Worker's Compensation	0	29,808	14	15,957	13	114,083	13	26,887	13	10,759
Total:		34,260		36,501	17	122,424	18	47,217	13	13,430

McLEAN COUNTY RISK MANAGEMENT FUND
AS OF March 31, 2008

Table I: Cumulative Claims Summary

CLAIMS TYPE	ALL	OPN	PD LOSSES	RESERVES	RECOVRS	INCRD LOSSES
A. AUTO PHYSICAL DAMAGE						
PY 2003	11	0	33,596	-	700	32,896
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	2	0	4,106	-	-	4,106
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	1	0	384	-	-	384
C. GENERAL LIABILITY						
PY 2003	15	0	47,457	-	-	47,457
PY 2004	9	2	87,411	10,311	-	97,722
PY 2005	11	0	6,840	-	-	26,840
PY 2006	19	3	8,604	9,539	-	28,144
PY 2007	10	2	5,237	26,763	-	32,000
PY 2008	3	2	4,296	13,664	0	17,960
D. WORKERS COMPENSATION						
PY 1992-99*	704	5	4,875,348	49,345	2,003,999	2,920,694
PY 2000	64	2	88,314	71,276	-	359,590
PY 2001	71	1	314,380	1	8,500	305,881
PY 2002	76	1	58,930	149,953	-	508,883
PY 2003	65	3	132,288	294,970	659	426,599
PY 2004	68	4	173,930	230,814	1,216	403,528
PY 2005	65	2	332,175	73,539	358	405,356
PY 2006	71	12	487,724	422,592	1,282	909,034
PY 2007	57	11	112,404	141,162	-	253,566
PY 2008	8	6	9,338	8,876	-	18,214

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

Table 2: First Quarter experience FY 2004 – FY 2008

COVERAGES:	FY 2004		FY 2005		FY2006		FY2007		FY 2008	
	#	INCRD\$	#	INCRD\$	#	INCRD\$	#	INCRD\$	#	INCRD \$
Auto Physical Damage	2	12,244	2	5,387	3	3,090	0	-	2	4,106
Auto Liability	1	8,300	1	1,954	1	15,000	1	1,790	1	383
General Liability	-	-	1	1,000	1	2,240	4	881	3	17,960
Worker's Compensation	14	15,957	13	114,083	13	26,887	13	10,759	8	18,214
TOTAL:	17	36,501	17	122,424	18	47,217	13	13,430	14	40,663



PeggyAnn Milton
McLean County Clerk
(309) 888-5190
Fax (309) 888-5932
115 E Washington Street, Room 102
PO Box 2400
Bloomington, IL 61702-2400
Website: www.mcleancountyil.gov/countyclerk

DATE: April 25, 2008
TO: David Selzer
Honorable Members of the Finance Committee
FROM: Megan Nelson *Megan Nelson*
Tax Administrator
RE: County Clerk Monthly Activity Report
Request Approval of Public Act 095-0711

For your information and review please find enclosed a Monthly Activity Report of the McLean County Clerk's Office for the first quarter of 2008.

You will also find enclosed a copy of Public Act 095-0711 affecting 30 ILCS 105 State Finance Act. The act becomes effective June 1, 2008, requiring first and second class County Clerks to collect an additional fee of \$5.00 for all marriage licenses issued. The fee will be remitted to the State Treasurer for the Married Families Domestic Violence Fund using the enclosed sample form. We respectfully request your approval of these fees.

I will be available at the upcoming Finance meeting to answer any questions you may have regarding the issue.

Thank you.

Enclosures

cc: John Zeunik

AN ACT concerning fees.

**Be it enacted by the People of the State of Illinois,
represented in the General Assembly:**

Section 5. The State Finance Act is amended by adding Sections 5.675 and 6z-69 as follows:

(30 ILCS 105/5.675 new)

Sec. 5.675. The Married Families Domestic Violence Fund.

(30 ILCS 105/6z-69 new)

Sec. 6z-69. Married Families Domestic Violence Fund. The Married Families Domestic Violence Fund is created as a special fund in the State treasury. Subject to appropriation and subject to approval by the Attorney General, the moneys in the Fund shall be paid as grants to public or private nonprofit agencies solely for the purposes of facilitating or providing free domestic violence legal advocacy, assistance, or services to married or formerly married victims of domestic violence related to order of protection proceedings, dissolution of marriage proceedings, declaration of invalidity of marriage proceedings, legal separation proceedings, child custody proceedings, visitation proceedings, or other proceedings for civil remedies for domestic violence. The Attorney General shall adopt rules concerning application for and disbursement

of the moneys in the Fund.

Section 10. The Counties Code is amended by changing Sections 4-4001 and 4-12003 as follows:

(55 ILCS 5/4-4001) (from Ch. 34, par. 4-4001)

Sec. 4-4001. County Clerks; counties of first and second class. The fees of the county clerk in counties of the first and second class, except when increased by county ordinance pursuant to the provisions of this Section, shall be:

For each official copy of any process, file, record or other instrument of and pertaining to his office, 50¢ for each 100 words, and \$1 additional for certifying and sealing the same.

For filing any paper not herein otherwise provided for, \$1, except that no fee shall be charged for filing a Statement of economic interest pursuant to the Illinois Governmental Ethics Act or reports made pursuant to Article 9 of The Election Code.

For issuance of fireworks permits, \$2.

For issuance of liquor licenses, \$5.

For filing and recording of the appointment and oath of each public official, \$3.

For officially certifying and sealing each copy of any process, file, record or other instrument of and pertaining to his office, \$1.

For swearing any person to an affidavit, \$1.

For issuing each license in all matters except where the fee for the issuance thereof is otherwise fixed, \$4.

For issuing each marriage license, the certificate thereof, and for recording the same, including the recording of the parent's or guardian's consent where indicated, \$20 ~~\$15~~. \$5 from all marriage license fees shall be remitted by the clerk to the State Treasurer for deposit into the Married Families Domestic Violence Fund.

For taking and certifying acknowledgments to any instrument, except where herein otherwise provided for, \$1.

For issuing each certificate of appointment or commission, the fee for which is not otherwise fixed by law, \$1.

For cancelling tax sale and issuing and sealing certificates of redemption, \$3.

For issuing order to county treasurer for redemption of forfeited tax, \$2.

For trying and sealing weights and measures by county standard, together with all actual expenses in connection therewith, \$1.

For services in case of estrays, \$2.

The following fees shall be allowed for services attending the sale of land for taxes, and shall be charged as costs against the delinquent property and be collected with the taxes thereon:

For services in attending the tax sale and issuing certificate of sale and sealing the same, for each tract or

town lot sold, \$4.

For making list of delinquent lands and town lots sold, to be filed with the Comptroller, for each tract or town lot sold, 10¢.

The foregoing fees allowed by this Section are the maximum fees that may be collected from any officer, agency, department or other instrumentality of the State. The county board may, however, by ordinance, increase the fees allowed by this Section and collect such increased fees from all persons and entities other than officers, agencies, departments and other instrumentalities of the State if the increase is justified by an acceptable cost study showing that the fees allowed by this Section are not sufficient to cover the cost of providing the service.

A Statement of the costs of providing each service, program and activity shall be prepared by the county board. All supporting documents shall be public record and subject to public examination and audit. All direct and indirect costs, as defined in the United States Office of Management and Budget Circular A-87, may be included in the determination of the costs of each service, program and activity.

The county clerk in all cases may demand and receive the payment of all fees for services in advance so far as the same can be ascertained.

The county board of any county of the first or second class may by ordinance authorize the county clerk to impose an

additional \$2 charge for certified copies of vital records as defined in Section 1 of the Vital Records Act, for the sole purpose of defraying the cost of converting the county clerk's document storage system for vital records as defined in Section 1 of the Vital Records Act to computers or micrographics, and for maintaining such system.

The county board of any county of the first or second class may by ordinance authorize the county treasurer to establish a special fund for deposit of the additional charge. Moneys in the special fund shall be used solely to provide the equipment, material and necessary expenses incurred to help defray the cost of implementing and maintaining such document storage system.

(Source: P.A. 86-962.)

(55 ILCS 5/4-12003) (from Ch. 34, par. 4-12003)

Sec. 4-12003. Fees of county clerk in third class counties. The fees of the county clerk in counties of the third class are:

For issuing each marriage license, sealing, filing and recording the same and the certificate thereto (one charge), \$35 ~~\$30~~. \$5 from all marriage license fees shall be remitted by the clerk to the State Treasurer for deposit into the Married Families Domestic Violence Fund.

For taking, certifying to and sealing the acknowledgment of a deed, power of attorney, or other writing, \$1.

For filing and entering certificates in case of estrays, and furnishing notices for publication thereof (one charge), \$1.50.

For recording all papers and documents required by law to be recorded in the office of the county clerk, \$2 plus 30¢ for every 100 words in excess of 600 words.

For certificate and seal, not in a case in a court whereof he is clerk, \$1.

For making and certifying a copy of any record or paper in his office, \$2 for every page.

For filing papers in his office, 50¢ for each paper filed, except that no fee shall be charged for filing a Statement of economic interest pursuant to the Illinois Governmental Ethics Act or reports made pursuant to Article 9 of The Election Code.

For making transcript of taxable property for the assessors, 8¢ for each tract of land or town lot. For extending other than State and county taxes, 8¢ for each tax on each tract or lot, and 8¢ for each person's personal tax, to be paid by the authority for whose benefit the transcript is made and the taxes extended. The county clerk shall certify to the county collector the amount due from each authority for such services and the collector in his settlement with such authority shall reserve such amount from the amount payable by him to such authority.

For adding and bringing forward with current tax warrants amounts due for forfeited or withdrawn special assessments, 8¢

for each lot or tract of land described and transcribed.

For computing and extending each assessment or installment thereof and interest, 8¢ on each description; and for computing and extending each penalty, 8¢ on each description. These fees shall be paid by the city, village, or taxing body for whose benefit the transcript is made and the assessment and penalties are extended. The county clerk shall certify to the county collector the amount due from each city, village or taxing body, for such services, and the collector in his settlement with such taxing body shall reserve such amount from the amount payable by him to such city, village or other taxing body.

For cancelling certificates of sale, \$4 for each tract or lot.

For making search and report of general taxes and special assessments for use in the preparation of estimate of cost of redemption from sales or forfeitures or withdrawals or for use in the preparation of estimate of cost of purchase of forfeited property, or for use in preparation of order on the county collector for searches requested by buyers at annual tax sale, for each lot or tract, \$4 for the first year searched, and \$2 for each additional year or fraction thereof.

For preparing from tax search report estimate of cost of redemption concerning property sold, forfeited or withdrawn for non-payment of general taxes and special assessments, if any, \$1 for each lot or tract.

For certificate of deposit for redemption, \$4.

For preparing from tax search report estimate of and order to county collector to receive amount necessary to redeem or purchase lands or lots forfeited for non-payment of general taxes, \$3 for each lot or tract.

For preparing from tax search report estimate of and order to county collector to receive amount necessary to redeem or purchase lands or lots forfeited for non-payment of special assessments, \$4 for each lot or tract.

For issuing certificate of sale of forfeited property, \$10.

For noting on collector's warrants tax sales subject to redemption, 20¢ for each tract or lot of land, to be paid by either the person making the redemption from tax sale, the person surrendering the certificate of sale for cancellation, or the person taking out tax deed.

For noting on collector's warrant special assessments withdrawn from collection 20¢ for each tract or lot of land, to be charged against the lot assessed in the withdrawn special assessment when brought forward with current tax or when redeemed by the county clerk. The county clerk shall certify to the county collector the amount due from each city, village or taxing body for such fees, each year, and the county collector in his settlement with such taxing body shall reserve such amount from the amount payable by him to such taxing body.

For taking and approving official bond of a town assessor, filing and recording same, and issuing certificate of election or qualification to such official or to the Secretary of State,

\$10, to be paid by the officer-elect.

For certified copies of plats, 20¢ for each lot shown in copy, but no charge less than \$4.

For tax search and issuing Statement regarding same on new plats to be recorded, \$10.

For furnishing written description in conformity with permanent real estate index number, \$2 for each written description.

The following fees shall be allowed for services in matters of taxes and assessments, and shall be charged as costs against the delinquent property, and collected with the taxes thereon:

For entering judgment, 8¢ for each tract or lot.

For services in attending the tax sale and issuing certificates of sale and sealing the same, \$10 for each tract or lot.

For making list of delinquent lands and town lots sold, to be filed with the State Comptroller, 10¢ for each tract or lot sold.

The following fees shall be audited and allowed by the board of county commissioners and paid from the county treasury.

For computing State or county taxes, on each description of real estate and each person's, firm's or corporation's personal property tax, for each extension of each tax, 4¢, which shall include the transcribing of the collector's books.

For computing, extending and bringing forward, and adding

to the current tax, the amount due for general taxes on lands and lots previously forfeited to the State, for each extension of each tax, 4¢ for the first year, and for computing and extending the tax and penalty for each additional year, 6¢.

For making duplicate or triplicate sets of books, containing transcripts of taxable property, for the board of assessors and board of review, 3¢ for each description entered in each book.

For filing, indexing and recording or binding each birth, death or stillbirth certificate or report, 15¢, which fee shall be in full for all services in connection therewith, including the keeping of accounts with district registrars.

For posting new subdivisions or plats in official atlases, 25¢ for each lot.

For compiling new sheets for atlases, 20¢ for each lot.

For compiling new atlases, including necessary record searches, 25¢ for each lot.

For investigating and reporting on each new plat, referred to county clerk, \$2.

For attending sessions of the board of county commissioners thereof, \$5 per day, for each clerk in attendance.

For recording proceedings of the board of county commissioners, 15¢ per 100 words.

For filing papers which must be kept in office of comptroller of Cook County, 10¢ for each paper filed.

For filing and indexing contracts, bonds, communications,

and other such papers which must be kept in office of comptroller of Cook County, 15¢ for each document.

For swearing any person to necessary affidavits relating to the correctness of claims against the county, 25¢.

For issuing warrants in payment of salaries, supplies and other accounts, and all necessary auditing and bookkeeping work in connection therewith, 10¢ each.

The fee requirements of this Section do not apply to units of local government or school districts.

(Source: P.A. 86-962; 87-669.)



COUNTY CLERK REMITTANCE FORM
OFFICE OF THE STATE TREASURER
ALEXI GIANNOULIAS

Mail Form and Check To: *Office of the Illinois State Treasurer*
Accounting Division
300 West Jefferson
Springfield, IL 62702

Make Checks Payable To: *Treasurer of the State of Illinois*

_____ County Clerk Name _____ County Name

_____ Contact Name _____ Contact Phone Number _____ Today's Date

<u>Name of Fund</u>	<u>Check Number</u>	<u>Check Amount</u>
Married Families Domestic Violence Fund	_____	_____

Contact Sandy Huffman at 217-524-1769 or shuffman@treasurer.state.il.us with any questions.

Form Dated 04/02/08

PeggyAnn Milton
McLean County Clerk
2008 Monthly Activity Report
(For Period Ending March 31, 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	Number Processed Dollar Amount Generated	Number Processed Dollar Amount Generated													
Assumed Names	26 \$77.00	28 \$84.00	26 \$78.00										286 \$868.50	80 \$239.00		23.90%
Birth Record Requests	866 \$7,126.00	783 \$6,510.00	753 \$6,280.00										9,746 \$82,016.00	2,402 \$19,916.00		30.64%
Death Record Requests	63 \$354.00	69 \$422.00	59 \$328.00										839 \$5,092.00	191 \$1,104.00		27.60%
Liquor Licenses	0 \$0.00	0 \$0.00	0 \$0.00										22 \$17,038.00	0 \$0.00		0.00%
Marriage License Applications	43 \$946.00	42 \$924.00	59 \$1,298.00										920 \$20,228.00	144 \$3,168.00		14.40%
Marriage Record Requests	185 \$1,394.00	141 \$1,092.00	186 \$1,332.00										2,981 \$21,376.00	512 \$3,818.00		19.09%
Notary Public Commissions	48 \$285.00	44 \$265.00	56 \$280.00										567 \$3,345.00	148 \$830.00		27.67%
Take Notices	0 \$0.00	10 \$6,084.00	233 \$3,543.93										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										770 \$53,900.00	211 \$14,770.00		24.62%
Taxes Redeemed	\$197,128.04	\$201,503.02	\$139,310.93										\$3,374,273.95	\$537,941.99		N/A
Voter Registrations/ Address Changes/ Cancellations	2,041	750	1,017										27,029	3,808		N/A

MCLEAN COUNTY PETTY CASH FUNDS

TABLE OF FINDINGS

AUDIT DATE	CASH FUND	FUND AUTHORIZED	AUDITED AMOUNT	NOTE	OVER (SHORT)
03/14/08	Building & Zoning	\$ 25.00	\$ 25.00		0.00
03/14/08	Auditor's Office	\$ 200.00	\$ 200.00	Finding 1	0.00
03/14/08	Sheriff's Department	\$ 100.00	\$ 100.00	Finding 1	0.00
04/17/08	Circuit Clerk's Office	\$ 2,310.00	\$ 2,310.00		0.00
03/26/08	County Recorder's Office	\$ 50.00	\$ 50.00		0.00
03/26/08	Juvenile Detention	\$ 100.00	\$ 100.00		0.00
04/23/08	Court Services	\$ 50.00	\$ 50.00		0.00
03/27/08	Emergency Management Agency	\$ 125.00	\$ 125.00		0.00
04/18/08	Treasurer's Office	\$ 600.00	\$ 600.00		0.00
04/17/08	Parks & Recreation Department	\$ 900.00	\$ 900.00		0.00
04/22/08	County Clerk's Office	\$ 100.00	\$ 100.00		0.00
03/26/08	Highway Department	\$ 200.00	\$ 200.00		0.00
03/26/08	Nursing Home	\$ 250.00	\$ 250.00	Finding 2	0.00
04/21/08	Health Department	\$ 325.00	\$ 325.25		0.25
04/14/08	Animal Control	\$ 145.00	\$ 145.00		0.00
03/26/08	Metcomm	\$ 300.00	\$ 300.09		0.09

Finding #1 Reimbursement made for sales tax paid.

Finding #2 Receiver and authorizer were same individual.

MCLEAN COUNTY REVISED CODE BUDGET POLICY RESOLUTION

CHAPTER 12 - BUDGET

**RESOLUTION ESTABLISHING THE BUDGET POLICY
FOR FISCAL YEAR 2009**

WHEREAS, the *Rules of the County Board* provide that the Finance Committee exercise continuous review of revenues and expenditures and identify new or alternative revenue sources for the County; and

WHEREAS, the *Rules of the County Board* provide that the Executive Committee recommend each year to the County Board a Budget Policy for the preparation of the annual budget; and

WHEREAS, the Executive Committee has determined that the annual budget be considered as a policy document, an operations guide, the County financial plan, and an avenue of communications; and

WHEREAS, the Executive Committee has determined that, in order to achieve this end in all County programs, a three year budget be developed beyond the next subsequent Budget; and,

WHEREAS, based on the receipt of revenues anticipated for the next fiscal year and the need for careful study of both revenues and expenditures for the period 2010-2012, the Executive Committee recommended certain budget policies be adopted for Fiscal Year 2009; now, therefore,

BE IT RESOLVED by the County Board of McLean County, Illinois, that the following policies are hereby adopted and applied to all McLean County offices and departments for the submission, review and preparation of the Fiscal Year 2009 Budget and the proposed Three Year Budget.

12.21 COUNTY SERVICES

12.21-1 New Services shall be considered in the following order of priority:

- (A) State or federal law specifically mandates such action and imposes penalties on County government for failure to provide such services; or
- (B) The Oversight Committee and the Executive Committee recommend and the County Board approves the proposed new services and/or implementation of certain changes based upon analysis of existing programs, processes, and procedures.

12.22 REVENUE

12.22-1 Property Tax and Other Revenue

- (A) Real property taxes and all other 2009 revenues shall be sufficient to meet required expenditures for Fiscal Year 2009, with the following recommendation:

When preparing the Recommended Budget for Fiscal Year 2009, the County Administrator shall make every effort to hold the 2008 County overall property tax rate as close to the 2007 County overall property tax rate as possible.

12.22-2 User Fees and Charges

- (A) Every effort shall be made to identify and/or establish appropriate user fees for charges, as authorized by State law, for appropriate public services as recommended in the Fiscal Year 2009 Budget.

12.22-3 Intergovernmental Revenue

- (A) There shall be no new categorical grant programs considered in Fiscal Year 2009 that establish ongoing County funding obligations.
- (B) Each categorical grant which decreases in Fiscal Year 2009, thereby possibly increasing County funding obligations, shall be clearly identified so that the Oversight Committee and the Executive Committee may evaluate whether the present expenditure level should be maintained and/or increased.
- (C) Recognizing the unpredictability of future estimates of both revenues and expenditures, it is acknowledged that the proposed budget for Fiscal Year 2010, Fiscal Year 2011, and Fiscal Year 2012 may not reflect a balanced budget. Adjustments will be made to all projected future budgets, as any such estimated year becomes the next subsequent year for budgeting purposes.

12.22-4 Enterprise Fund - Nursing Home

- (A) Pursuant to the Resolution adopted by the McLean County Board on April 18, 1995, the private pay rate for the McLean County Nursing Home shall be calculated by dividing the annual operating budget by the number of patient days.

12.23 FUND BALANCES

12.23-1 Fund Balances

- (A) Recognizing the need for the County to maintain a sufficient unencumbered fund balance to meet necessary operating expenditures during the first five months of the fiscal year and to maintain fiscal stability, the County Board shall make every effort to maintain in the Corporate General Fund an unencumbered fund balance equal to 10% of the County's total Combined Annual Budget and Appropriation Ordinance.
- (B) Upon approval by the County Board, the aggregate amount of the unencumbered fund balance in the Corporate General Fund and the Working Cash Fund shall be available for transfer to other Special Revenue Funds, Fiduciary Funds and the Enterprise Fund in order to meet necessary operating expenditures during the first five months of the fiscal year and to maintain the fiscal stability of the Special Revenue Funds, Fiduciary Funds and Enterprise Fund.
- (C) If the unencumbered fund balance in the Corporate General Fund exceeds the recommended minimum level of not less than 10% of the County's total Combined Annual Budget and Appropriation Ordinance, after review of the audited accrued fund balance as reported in the Outside Auditor's Comprehensive Annual Financial Report for the prior fiscal year, and upon approval of the County Board at the regular meeting in June and/or July, these excess funds may be appropriated for specific capital improvement projects, including necessary repairs and improvements to County buildings and the Old Courthouse that houses the McLean County Museum of History, and for the annual debt service payment due to the Public Building Commission.
- (D) In the Special Revenue Funds, every effort shall be made to keep the year-end unencumbered fund balance at a minimum level taking into account the need for Working Cash.
- (E) In accordance with the provisions of the Downstate Working Cash Fund Act (55 ILCS 5/6-29001 - 29007), a Working Cash Fund line-item account may be established in the General Fund and the Special Revenue Funds where needed. Monies appropriated in this line-item account shall be transferred to the Working Cash Fund by action of the County Board.

(4)

- (F) In order to protect the long term viability of the Employee (Health) Benefit Fund, rate schedules for employees and the per capita cost assessed to each department shall provide sufficient funding to pay 100% of the expected claims' cost and/or the premium cost for the County's Employee Health Benefit Plan.

12.24 CONTINGENCY

12.24-1 Contingency

- (A) Upon the recommendation of the County Administrator, a contingency line-item account, not to exceed five percent (5%) of the total appropriations in each fund, may be established in each fund in the Fiscal Year 2009 Budget to cover emergencies and unanticipated expenditures.
- (B) The Executive Committee shall make recommendations for approval by the County Board on all transfers from the Contingency line-item account. The Contingency line-item account in each fund shall only be used as a transfer account.

12.25 CAPITAL IMPROVEMENTS AND CAPITAL EQUIPMENT PURCHASES

12.25-1 Capital Improvements

- (A) Recognizing the need for the County to plan for future capital improvement projects and the replacement of depreciated capital fixed assets, there shall be established as a part of the Fiscal Year 2009 Budget a Five-Year Capital Improvement Budget.
- (B) The County Administrator shall prepare the recommended Five-Year Capital Improvement Budget for review and approval by the Oversight Committees and County Board.
- (C) To establish and fund the Capital Improvement Budget, the County Board shall appropriate monies from the unencumbered fund balance of the Corporate General Fund and such other Special Revenue Funds as appropriate.

12.25-2 Capital Equipment Purchases

- (A) Recognizing the need for the County to purchase capital equipment in a cost effective and efficient manner, the purchase of the following capital

(5)

equipment items shall be consolidated in a single Countywide bid document:

- (1) Purchase of Furnishings/Office Equipment;
 - (2) Lease/Purchase of Office Equipment;
 - (3) Purchase of Computer Equipment;
 - (4) Lease/Purchase of Computer Equipment;
 - (5) Purchase of Computer Software;
- (B) Within the General Corporate Fund, the annual appropriation for the Purchase of Vehicles shall be consolidated in one line-item account in a Fleet/Vehicle Program in the departmental budget of the County Board. All County offices and departments within the General Corporate Fund shall be required to submit budget requests for the Purchase of Vehicles to the County Board.

Upon the approval and adoption of the Annual Budget, the County Board shall prepare one consolidated Bid Document for the purchase of all vehicles in the General Corporate Fund.

12.26 ADMINISTRATIVE FEES FOR SPECIAL REVENUE FUNDS

12.26-1 Administrative Fees for Special Revenue Funds

- (A) Administrative service fees or surcharges for central services (e.g. data processing, payroll, accounting, personnel, budgeting, records management) which are provided by County Offices/Departments in the General Fund shall be assessed to the Special Revenue funds.

12.27 PERSONNEL

12.27-1 Staffing Levels

- (A) Departmental staffing shall be identified in the proposed Fiscal Year 2009 Budget and shall be approved by each Oversight Committee and the Executive Committee, prior to final action by the County Board.

To prepare for a potential reduction in the overall growth of County revenues as a result of the national economic slowdown and recognizing the need to manage staffing levels, the County Administrator is hereby directed to evaluate all current full-time equivalent staffing levels in every County Office/Department and recommend adjustments in full-time equivalent levels.

(6)

The County Administrator shall review employee compensation and the associated costs of employee healthcare benefits and employee pension costs, specifically Social Security (F.I.C.A.) and Illinois Municipal Retirement Fund (I.M.R.F.).

Every County Office/Department should review its Fiscal Year 2008 Full-Time Equivalent Staffing levels with a goal of justifying every full-time equivalent position and identifying opportunities for savings in all personnel-related expenses.

12.27-2 Employee Compensation

- (A) The needs of the County to attract and retain qualified employees require that employee salaries be budgeted in accordance with the County's Personnel Policies and Procedures Ordinance.
- (B) Principles of equity vis-a-vis the approved contract increases for bargaining units in Fiscal Year 2009, the general impact of inflation and employee morale shall be considered in determining any increases in compensation.
- (C) The County's General Compensation Plan for Non-Union Employees, adopted by the County Board on May 16, 2000 and last amended on December 18, 2007, shall govern the preparation of the Fiscal Year 2009 Budget.
- (D) Employees who are not regularly scheduled may receive an increase if the department so requests, in accordance with Schedule A, the Calendar for Preparation of the Fiscal Year 2009 Budget, and the County Administrator's Office agrees with this request. Such requests shall be subject to the review and approval of the Finance Committee.
- (E) Employees who occupy exempt positions, as identified in the document entitled Position Classification and Pay Ranges for Fiscal Year 2008, adopted by the County Board on December 18, 2007, are considered salaried employees and thereby not entitled to additional compensation. The Treasurer shall deny any request for additional pay for an exempt employee without the specific approval of the Finance Committee.
- (F) The Oversight Committee for all personnel actions which impact on the County's Position Classification Schedules and Compensation System policies, such as reclassifications, salary re-grades, and the creation of new position classifications, shall be the Finance Committee. During the review and consideration of the Fiscal Year 2009 Budget, the Oversight Committee for all other personnel actions, such as the number of employees budgeted

(7)

within an existing position classification, shall be that department's regular Oversight Committee.

- (G) All requests for new positions shall be submitted in writing, using the New Position Request Form, to the Office of the County Administrator for evaluation and review. The Office of the County Administrator shall be responsible for reviewing and analyzing the request and the rationale of the department head, and recommending to the appropriate Oversight Committee and then to the Executive Committee that:
 - (1) the request be approved and the reasons/justification for approval; or
 - (2) the request be denied and the reasons/justifications for denial at this time.

- (H) Requests for reclassifications of current positions shall be submitted in writing, using the Position Reclassification Form, to the Office of the County Administrator for evaluation and review. The Office of the County Administrator shall be responsible for reviewing and analyzing the request and the rationale of the department head, and recommending to the appropriate Oversight Committee and then to the Executive Committee that:
 - (1) the request be approved and the reasons/justification for approval; or
 - (2) the request be denied and the reasons/justifications for denial at this time.

- (I) All requests for reclassification of current positions and/or salary regrade(s) shall be reviewed using the Position Appraisal Method (PAM) factors and methodology employed by Public Administration Service, Inc. (PAS) during their comprehensive study of the County's position classification system.

- (J) Any position which has been reclassified or has received a salary regrade during the Fiscal Year 2008 budget preparation cycle shall not be considered for reclassification or salary regrade during the Fiscal Year 2009 budget preparation cycle.

- (K) This policy shall also apply to any requests for new positions submitted at any time during the fiscal year. All such requests shall be reviewed by the Finance Committee prior to being recommended to the Executive Committee and the County Board.

12.28 COMPLIANCE WITH BUDGET PROCEDURES

- (A) All County offices and departments shall prepare and submit their Fiscal Year 2009 Budget requests in accordance with the Fiscal Year 2009 Budget Calendar (see Schedule A attached).
- (B) At any identified deadline, failure to provide the required data will result in a computer generated budget for that incomplete section(s), which will represent Fiscal Year 2008 budgeted expenditures/revenues less any known non-recurring expenditures.

12.29 FISCAL YEAR 2009 BUDGET ADOPTION

- (A) Pursuant to the *Rules of the McLean County Board*, the Executive Committee shall submit the Fiscal Year 2009 Budget to the County Board for adoption in accordance with the budget calendar.
- (B) In order to facilitate Committee deliberations, each Oversight Committee shall receive the complete proposed budget, including all departments and all funds, and any additional fiscal information deemed necessary and appropriate for budget review.

12.30 EFFECTIVE DATE AND REPEAL

- (A) This resolution shall supersede the Fiscal Year 2008 Budget Policy Resolution.

ADOPTED by the County Board of McLean County, Illinois, this 20th day of May, 2008.

ATTEST:

APPROVED:

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

Matt Sorensen, Chairman
McLean County Board

SCHEDULE A

CALENDAR FOR PREPARATION OF THE
FISCAL YEAR 2009 BUDGET,
FIVE YEAR CAPITAL IMPROVEMENT BUDGET,
AND RECOMMENDED THREE YEAR BUDGET

<u>MONTH/DATE</u>	<u>ACTIVITY TO BE COMPLETED</u>
May 20, 2008	County Board approves and adopts the Resolution Establishing the Budget Policy for Fiscal Year 2009
May 30, 2008	Department Head Meeting with Administrator - Distribution of Fiscal Year 2009 Budget Manual of Instructions
June 4-6, 2008	Training Meetings scheduled with Information Services staff for departmental personnel who will be entering budget requests into the computer. Departments should review the Fiscal Year 2009 Budget Manual of Instructions and bring questions along with departmental budget worksheets to the training meetings. PLEASE NOTE: Information Services will schedule individual department training sessions. Please call Information Services at ext. 5109 to schedule an appointment or use the departmental sign-up sheet.
June 9, 2008	Departments begin entering and revising Fiscal Year 2009 budget data, Five-Year Capital Improvement Budget, and the Recommended Three-Year Budget.
June 30, 2008	New Position(s) Requests and Justification for New Position(s) completed and submitted to the Administrator's Office. PLEASE NOTE: Department personnel will NOT enter Personnel expenses (500 series line-item accounts) into the computer. The Assistant County Administrator will enter all Personnel expenses (500 series line-item accounts). Departments must submit Personnel budget requests to the Administrator's Office by June 30, 2008 .

(2)

MONTH/DATE

ACTIVITY TO BE COMPLETED

Personnel expenses (500 series line-item accounts) will be entered into the computer by July 18, 2008 and transmitted to the departments during the week of July 21, 2008.

July 11, 2008 Department Narrative Description, Program Objectives completed.

Revenue (400 series line-item accounts) completed and entered into computer.

Materials and Supplies (600 series line-item accounts) completed and entered into computer.

Contractual Expenses (700 series line-item accounts) completed and entered into computer.

Capital Outlay (800 series line-item accounts) completed and entered into computer.

Recommended Three Year Budget for Fiscal Year 2010, Fiscal Year 2011, and Fiscal Year 2012 completed and entered into computer.

Five Year Capital Improvement Budget completed and submitted to the Administrator's Office.

July 11, 2008 Budget Data Entry System locked by Information Services. All Fiscal Year 2009 Budget data and Recommended Three Year Budget data should be completed and entered.

July 28, 2008
through
August 22, 2008 County Administrator reviews the departmental budget requests and meets with department heads to discuss their budget requests.

September 8, 2008 County Administrator advises departments of revenue/expenditure status.

(3)

MONTH/DATE

ACTIVITY TO BE COMPLETED

September 16, 2008

Recommended Fiscal Year 2009 Budget presented to the County Board.

September 17, 2008
through
November 7, 2008

Oversight Committees and Executive Committee review the Recommended Budget.

November 11, 2008

Review of Fiscal Year 2009 Recommended Budget, including all Oversight Committee recommendations, by the Executive Committee.

November 18, 2008

County Board approves and adopts Fiscal Year 2009 Combined Annual Budget and Appropriation Ordinance, 2008 Property Tax Levy Ordinance, and Amendment to the Full-Time Equivalent Positions Resolution for Fiscal Year 2009.

December 31, 2008

Fiscal Year 2009 Adopted Budget entered to create the Auditor's and Treasurer's record for the new fiscal year.



OFFICE OF THE ADMINISTRATOR

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

115 E. Washington, Room 401 P.O. Box 2400 Bloomington, Illinois 61702-2400

May 1, 2008

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

From: John M. Zeunik 

Re: I.M.R.F. Early Retirement Incentive Program

In 1998, the McLean County Board authorized offering the I.M.R.F. Early Retirement Incentive Program (the "ERI") to County employees. Of the eligible employees in 1998, 23 employees took advantage of this program. At that time, the Finance Committee discussed offering ERI every 3-4 years as another way to retain employees. After offering ERI in 1998, the Finance Committee learned that the expense of ERI could not be fully recovered in 3-4 years and decided not to offer the program. Since then, County employees have asked the Administrator's Office if ERI would ever be offered again. In response to requests from employees to offer ERI again and as a part of the preparation for the fiscal year 2009 budget, the Administrator's Office has prepared an analysis of employee interest in an ERI program and the projected costs and benefits of offering an ERI program.

Section 7-41.1 of the Illinois Pension Code provides that the County Board may elect to adopt an early retirement incentive program offered by the Illinois Municipal Retirement Fund. To be eligible to retire under the ERI Program, the following conditions must be met:

- (1) The County Board must adopt the program.
- (2) An eligible employee must be participating in I.M.R.F. on the effective date of the ERI program.
- (3) An eligible employee must be at least 50 years old and have at least 20 years of service credit by the date of retirement.
- (4) Under I.M.R.F. rules, the employer must offer employees a window of 12 months for ERI, for example, a twelve month period beginning on May 31, 2008 and ending on May 31, 2009. An eligible employee's date of retirement must be no later than 12 months from the County's ERI program effective date.
- (5) An eligible employee cannot have previously received a pension using I.M.R.F. service credits.

The Honorable Chairman and Members of the Finance Committee
May 1, 2008
Page Two

According to the County's personnel records and I.M.R.F. eligibility list, there are 81 employees who would be eligible for ERI beginning on May 31, 2008 and ending on May 31, 2009. The County Administrator's Office sent a survey along with an ERI information packet to the 81 eligible employees. Of those eligible, 80 returned the survey and 41 employees indicated that, if the County offered ERI again, they would ABSOLUTELY or VERY LIKELY take advantage of this program. For each year of service credit an eligible employee decides to purchase under ERI, the employee will pay 4.5% (7.5% for Sheriff's Law Enforcement Personnel - SLEP) of the employee's highest 12 consecutive months of salary within the final rate of earnings period.

Using the County's eligibility list, I.M.R.F. prepared a cost estimate of the employer's cost if all of the eligible employees took advantage of the ERI. The I.M.R.F. analysis shows a total cost of \$8,731,058.00 if all eligible employees took advantage of ERI during the 12 month window. I.M.R.F. also estimated the employer's cost if the County elected to amortize the ERI cost over a period from 5 years up to 10 years. (See attached cost estimate and amortization schedules prepared by I.M.R.F.)

Using I.M.R.F.'s cost data, the Administrator's Office prepared an analysis of the ERI cost if the 41 employees who responded ABSOLUTELY or VERY LIKELY opted to retire under ERI. For the 41 employees who responded ABSOLUTELY or VERY LIKELY, the County's ERI Cost would be \$4,904,973.00. This ERI cost is the sum total of the actual cost for each employee as calculated by I.M.R.F. As noted in the I.M.R.F. actuarial analysis, this cost can be amortized over a period of time up to 10 years. In addition, I.M.R.F. actuarial analysis of the County's pension liability calculates that the County pension obligation to I.M.R.F. is funded at 106% of the actual liability. Under I.M.R.F. guidelines, the County can apply a portion of the excess funding to pay for the County's cost of offering ERI.

If all 41 employees take advantage of the ERI program, the additional I.M.R.F. expense that the County would be required to pay would be recovered within 6 years. The County recovers the ERI expense from salary savings that result when employees near the top of the salary range retire and are replaced with employees at a lower salary. Depending on the number of County employees who decide to take advantage of ERI, the program cost may be recovered sooner than 6 years or it may take longer to recover this expense. In addition to the projected salary savings, the County would also see a decrease in the annual F.I.C.A./Social Security expense as a result of the reduction in salary cost.

For budget purposes, offering an ERI program beginning on May 31, 2008 and ending on May 31, 2009 would result in salary savings in the current fiscal year and in fiscal year 2009 and in future fiscal years. As eligible employees take advantage of the ERI program, the County Board and the Administrator's Office can look for opportunities to

The Honorable Chairman and Members of the Finance Committee
May 1, 2008
Page Three

save additional salary expense by carefully considering each request to replace a retiring employee and by reviewing the salary of each employee hired or promoted to replace a retiring employee. Based on the number of eligible employees who take advantage of the ERI program during the 12 month window, the County's final ERI cost would be calculated as a part of the fiscal year 2010 I.M.R.F. rate for the regular and the SLEP employees.

For your information, in the past four years, the I.M.R.F. ERI program has been approved and offered in the following neighboring Counties: Champaign County, Peoria County and Tazewell County. Earlier this month, the City of Bloomington Council approved offering the ERI program to City employees who participate in I.M.R.F.

If you have any questions about the ERI program or the enclosed analysis, please do not hesitate to contact me by phone or E-Mail.

Thank you.

County Office/Department	Eligible Employees
County Board 0001	1
County Administrator 0002	1
County Auditor 0003	0
County Treasurer 0004	0
County Clerk 0005	0
County Recorder 0006	0
Merit Commission 0008	0
Circuit Clerk 0015	5
Circuit Court 0016	3
Jury Commission 0018	1
State's Attorney 0020	10
Public Defender 0021	0
Court Services 0022	10
Sheriff's Department 0029	13
Coroner's Office 0031	0
Building and Zoning 0038	1
Parks and Recreation 0040	0
Facilities Management 0041	4
Information Services 0043	3
Emergency Management 0047	1
Supervisor of Assessments 0049	3
MetCom	4
Health Department	10
Highway Department	7
Nursing Home	4
	81

**Actuarial Analysis of
The Potential Effect of
IMRF's Early Retirement Incentive Program
For
03041 - MCLEAN COUNTY
(Regular Members)**

**1 Year Window Beginning
05/31/2008**

IMRF Retirement Incentive 5-Year Window Program
Actuarial Analysis for
03041 - MCLEAN COUNTY
(Regular Members)
Summary of Valuation Data and Input Variables
Window Period: 05/31/2008 Through 05/31/2009

<u>EMPLOYEES AFFECTED BY WINDOW *</u>	
1. Presently eligible to retire with full or reduced benefits	
a. Number	39
b. Annual payroll	\$2,238,828
2. Number newly eligible to retire	
a. Number	39
b. Annual payroll	\$1,999,688
<u>INPUT VARIABLES</u>	
3. Employees presently eligible to retire, who:	
a. Would have retired without this window	0
b. Are induced to retire during this window **	39
4. Employees newly eligible to retire who are induced to retire during window period **	39
5. Total number assumed to retire during window period: (3a) + (3b) + (4)	78
6. Total across-the-board pay increase since 12/31/06	4.00 %

* Persons covered by Elected County Official benefit provisions with this employer were not included in this study.

** Inducement to retire is consistent with the assumptions for the Reserve Transfer Program.

IMRF Retirement Incentive 5-Year Window Program

Actuarial Analysis for

03041 - MCLEAN COUNTY

(Regular Members)

Summary of Valuation Results

Window Period: 05/31/2008 Through 05/31/2009

<u>IMRF COSTS</u>						
	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years
1. Additional Liability Created by Window	\$8,140,218					
2. Schedule of Increase in Employer Contribution to IMRF based on indicated amortization of liability increase	Amortization Years					
	5 Years	6 Years	7 Years	8 Years	9 Years	10 Years
First Year	\$1,801,132	\$1,525,242	\$1,328,386	\$1,180,923	\$1,066,395	\$974,923
Second Year	\$1,873,197	\$1,586,234	\$1,381,513	\$1,228,163	\$1,109,056	\$1,013,925
Third Year	\$1,948,122	\$1,649,700	\$1,436,757	\$1,277,282	\$1,153,421	\$1,054,487
Fourth Year	\$2,026,046	\$1,715,686	\$1,494,243	\$1,328,358	\$1,199,550	\$1,096,669
Fifth Year	\$2,107,117	\$1,784,313	\$1,554,010	\$1,381,506	\$1,247,518	\$1,140,529
Sixth Year		\$1,855,711	\$1,616,170	\$1,436,764	\$1,297,432	\$1,186,136
Seventh Year			\$1,680,840	\$1,494,234	\$1,349,328	\$1,233,594
Eighth Year				\$1,554,025	\$1,403,300	\$1,282,936
Ninth Year					\$1,459,453	\$1,334,253
Tenth Year						\$1,387,643

**Actuarial Analysis of
The Potential Effect of
IMRF's Early Retirement Incentive Program
For
03041 - MCLEAN COUNTY
(SLEP Members)**

1 Year Window Beginning

05/31/2008

IMRF Retirement Incentive 5-Year Window Program

Actuarial Analysis for

03041 - MCLEAN COUNTY

(SLEP Members)

Summary of Valuation Data and Input Variables

Window Period: 05/31/2008 Through 05/31/2009

<u>EMPLOYEES AFFECTED BY WINDOW *</u>	
1. Presently eligible to retire with full or reduced benefits	
a. Number	4
b. Annual payroll	\$261,861
2. Number newly eligible to retire	
a. Number	0
b. Annual payroll	\$0
<u>INPUT VARIABLES</u>	
3. Employees presently eligible to retire, who:	
a. Would have retired without this window	0
b. Are induced to retire during this window **	4
4. Employees newly eligible to retire who are induced to retire during window period **	0
5. Total number assumed to retire during window period: (3a) + (3b) + (4)	4
6. Total across-the-board pay increase since 12/31/06	4.00 %

* Persons covered by Elected County Official benefit provisions with this employer were not included in this study.

** Inducement to retire is consistent with the assumptions for the Reserve Transfer Program.

IMRF Retirement Incentive 5-Year Window Program

Actuarial Analysis for

03041 - MCLEAN COUNTY

(SLEP Members)

Summary of Valuation Results

Window Period: 05/31/2008 Through 05/31/2009

IMRF COSTS							
1. Additional Liability Created by Window	\$590,840						
2. Schedule of Increase in Employer Contribution to IMRF based on indicated amortization of liability increase		Amortization Years					
		5 Years	6 Years	7 Years	8 Years	9 Years	10 Years
First Year	\$130,731	\$110,706	\$96,418	\$85,715	\$77,402	\$70,763	
Second Year	\$135,962	\$115,133	\$100,274	\$89,144	\$80,498	\$73,594	
Third Year	\$141,400	\$119,740	\$104,284	\$92,709	\$83,719	\$76,538	
Fourth Year	\$147,056	\$124,529	\$108,456	\$96,416	\$87,067	\$79,599	
Fifth Year	\$152,941	\$129,510	\$112,794	\$100,274	\$90,548	\$82,783	
Sixth Year		\$134,693	\$117,306	\$104,284	\$94,171	\$86,093	
Seventh Year			\$122,000	\$108,456	\$97,938	\$89,538	
Eighth Year				\$112,796	\$101,856	\$93,119	
Ninth Year					\$105,931	\$96,844	
Tenth Year							\$100,719



OFFICE OF THE ADMINISTRATOR

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115 E. Washington, Room 401 P.O. Box 2400 Bloomington, Illinois 61702-2400

April 30, 2008

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

From: John M. Zeunik 

Re: More for Less Grocery Store: Disposition of Non-Perishable Items

Pursuant to the CDAP Revolving Loan Fund Agreement between More for Less Grocery Store and the County, Mr. Eric Ruud was successful in obtaining a release from U.S. Bank, the principal lender to More for Less Grocery Store, of all non-perishable items remaining at the More for Less Grocery Store to the County. Working with the landlord for the building and staff from the Facilities Management Department, all of the remaining non-perishable food items were moved from the grocery store to the basement of the Government Center. An inventory of all the items was prepared and those items with expired dates were set aside for disposal. Personnel from the Sheriff's Department, Juvenile Detention Center and the Nursing Home were invited to go over the remaining inventory to see if there were any items that the kitchen staff could use.

For your information and review, attached please find a complete listing of the non-perishable items removed from the More for Less Grocery Store and the disposition of every item. Please note that the unit price was the price listed on the display shelf at the grocery store.

Per Mr. Ruud, negotiations continue with Mr. Boitnott's attorney to obtain some repayment of the outstanding balance due on the CDAP Revolving Loan.

Thank you.

INVENTORY of NON-PERISHABLE ITEMS from MORE for LESS GROCERY STORE

Item/Product	Quantity	Unit Price	Total Value	Disposition of Item/Product
Marzetti's Salad Dressing	120	\$ 0.79	\$ 94.80	Midwest Food Bank
Chi Chi's Salsa	20	\$ 2.29	\$ 45.80	JDC - 10 / Sheriff - 10
Open Pit Barbeque Sauce	106	\$ 0.99	\$ 104.94	Nursing Home - 12 / Sheriff - 94
Instant DeCaf Coffee	96	\$ 2.09	\$ 200.64	Midwest Food Bank
Strawberry Glaze	2	\$ 0.99	\$ 1.98	Nursing Home - 2
Sauerkraut	56	\$ 0.49	\$ 27.44	Sheriff - 56
Snowfloss Ketchup	41	\$ 0.79	\$ 32.39	Sheriff - 41
Our Family Baked Beans	1	\$ 1.09	\$ 1.09	Sheriff - 1
Value Choice Ketchup (Large)	8	\$ 2.38	\$ 19.04	Nursing Home - 8
Apple Cider Vinegar	2	\$ 1.99	\$ 3.98	Nursing Home - 2
Home Brand Barbeque Sauce	38	\$ 1.29	\$ 49.02	Sheriff - 38
Salad Dressing	3	\$ 0.79	\$ 2.37	Product EXPIRED
Good Seasons Italian Salad Dressing	30	\$ 2.50	\$ 75.00	Sheriff - 30
Lima Beans	5	\$ 0.75	\$ 3.75	Nursing Home - 5
Pudding Packages	13	\$ 0.50	\$ 6.50	Nursing Home - 13
Corn Meal	9	\$ 0.89	\$ 8.01	Product EXPIRED
Jiffy Pie Crust	1	\$ 0.45	\$ 0.45	Product EXPIRED
Coffee Creamer (Small)	26	\$ 1.09	\$ 28.34	Sheriff - 26
Power Drink	44	\$ 1.39	\$ 61.16	Midwest Food Bank
Seasoning Packages	56	\$ 0.50	\$ 28.00	Nursing Home - 56
Hunts Ketchup	900	\$ 1.29	\$ 1,161.00	JDC - 200 / Sheriff - 700
Bush Baked Beans	274	\$ 1.39	\$ 380.86	JDC - 100 / Sheriff - 174
Chili Dog Sauce	313	\$ 1.00	\$ 313.00	Product EXPIRED
Chili	79	\$ 1.00	\$ 79.00	Product EXPIRED
Good Start Soy	8	\$ 3.99	\$ 31.92	Product EXPIRED
Enfamil Liquid (Small)	20	\$ 3.99	\$ 79.80	Product EXPIRED
Enfamil Liquid (Large)	6	\$ 5.89	\$ 35.34	Product EXPIRED
Enfamil Powder	1	\$ 5.89	\$ 5.89	Product EXPIRED
Cat Food Package	1	\$ 4.79	\$ 4.79	Midwest Food Bank
Cat Café Food	4	\$ 0.79	\$ 3.16	Midwest Food Bank
Kozy Kitten Food	2	\$ 0.69	\$ 1.38	Midwest Food Bank
Kozy Kitten Cat Food Bags	4	\$ 1.79	\$ 7.16	Midwest Food Bank
Trail Blazer Dog Food	5	\$ 1.29	\$ 6.45	Midwest Food Bank
Sunshine Chunk Dog Food	13	\$ 1.59	\$ 20.67	Midwest Food Bank
Sunshine Bite Size Dog Food	12	\$ 1.59	\$ 19.08	Midwest Food Bank
Suppositories	12	\$ 3.45	\$ 41.40	Product EXPIRED
Assorted Magnifying Glasses/Sun Glasses	70	\$ 1.00	\$ 70.00	Nursing Home - 70
Chewing Gum	14	\$ 1.89	\$ 26.46	Midwest Food Bank
Adding Machine Tape Rolls	221	\$ 0.50	\$ 110.50	Auditor - 221
Strofoam Meat Trays	1168	\$ 0.01	\$ 11.68	JDC - 390 / Sheriff - 778
TOTAL VALUE:			\$ 3,204.24	
VALUE OF EXPIRED PRODUCTS:			\$ 597.18	
NET VALUE LESS EXPIRED PRODUCTS:			\$ 2,607.06	
JDC - Value of Products			\$ 423.80	
Nursing Home - Value of Products			\$ 145.13	
Sheriff Department - Value of Products			\$ 1,481.88	
Auditor's Office - Value of Products			\$ 110.50	
Midwest Food Bank - Value of Products			\$ 445.75	