

*Note: These minutes are not official until approved by the Finance & Administration Committee at a subsequent Meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.*

DeKalb County Government  
Sycamore, Illinois

**Finance & Administration Committee Minutes  
January 4, 2023**

The Finance & Administration Committee of the DeKalb County Board met in Sycamore, Illinois on Wednesday, January 4, 2023. Chair Scott Campbell called the meeting to order at 6:30pm. Those Members present were Mr. Tim Bagby, Ms. Rukisha Crawford, Mr. John Frieders, Mr. Jerry Osland, Mr. Christopher Porterfield, and Mr. Ellingsworth Webb. All Members were Present.

Others present included Brian Gregory, Liam Sullivan and Dr. Suzanne Willis.

**APPROVAL OF THE AGENDA**

**Mr. Porterfield moved to approve the agenda as presented. Ms. Crawford seconded the motion and it was carried unanimously.**

**APPROVAL OF THE MINUTES**

**It was moved by Mr. Bagby, seconded by Ms. Crawford and it was carried unanimously to approve the minutes of the November 2, 2022, Finance Committee Meeting.**

**PUBLIC COMMENTS**

There were no public comments.

**ANNUAL ABATEMENT RESOLUTIONS**

Mr. Gregory presented to the Committee four draft County Abatement Resolutions. The first three are annual Resolutions for debt services as follows:

- R2023-04 A Resolution Abating the Entire Property Tax Levy for the 2022 (payable in 2023) Tax year for the 2017 Jail Expansion Bond Issue in the amount of \$1,618,606.
- R2023-05 A Resolution Abating the Entire Property Tax Levy for the 2022 (payable in 2023) Tax Year for the 2020 Nursing Home Expansion Bond Issue in the amount of \$676,763.
- R2023-06 A Resolution Abating the Entire Property Tax Levy for the 2022 (payable in 2023) Tax Year for the 2020A Refunding Bond Issue in the amount of \$1,197,000.

Mr. Gregory explained that when the County issues bonds, it uses the ability to levy a tax as collateral. In the instance that the County is unable to afford the annual debt service payment with other revenue sources, a property tax levy would be issued. Mr. Gregory stressed the importance of finding the balance between working within the County's means while still providing a high level of service and that the County is able to abate the levies for 2022.

R2023-07 relates to an Illinois law (35ILCS 200/18-233) under Property Tax Code that was signed by the governor in August, 2021. The law pertains to adjustments for certificates of error, Property Tax Appeal

Board final administrative decisions and qualified court orders. These funds would be “made up” on the tax cap and apply to all property tax payers. DeKalb County’s share of this “recapture revenue” would be \$67,610 if that additional amount is levied under this new law. Consistent with the levy the Board adopted, staff is recommending forwarding the proposed abatement Resolution for this “recapture revenue” as it is more of an additional means to tax under PTELL than it is to “recapture”.

**It was moved by Mr. Porterfield, seconded by Mr. Frieders and was approved unanimously to forward all four Abatement Resolutions to the full County Board recommending their approval.**

**R2023-08 A RESOLUTION PROVIDING FOR DEFEASANCE OF COUNTY BONDS AND AUTHORIZING AN ESCROW DEPOSIT AGREEMENT**

Mr. Gregory shared that the County will need to place into escrow, the full amount remaining on the debt service for the 2020 Nursing Home Expansion Bond Issue upon the time of sale until the call date for the bonds. An outside firm has calculated that the County will need to place all of the \$8,300,100 Sale Price, and up to \$5,500,000 of additional funds. Mr. Gregory elaborated that Staff initially anticipated the required amount to be lower but the Bonds were sold at a premium, meaning that the actual interest rate is close to four percent.

Mr. Gregory went on to explain that had the funds from the premium been used to pay down the debt service on the bonds, the interest rate would have been closer to the two and three-tenths percent rate that was on record. Instead, the funds from the bond premiums were used to cover operating expenditures, making it evident that the DCRNC was operating at a loss when the bonds were issued.

Mr. Frieders inquired as to whether or not it is legal to utilize funds from capital debt service to fund operating expenditures. Mr. Gregory explained that unrestricted funds from the Nursing Home were previously used to fund the project prior to the issuance of the bonds. The restricted debt service funds were used to repay the DCRNC, making the funds unrestricted again.

**It was moved by Mr. Webb, seconded by Mr. Porterfield and was approved unanimously to forward all the Resolution to the full County Board recommending their approval.**

**R2023-09 A RESOLUTION AWARDDING A CONTRACT FOR AUDITING SERVICES**

The County is required to have an audit conducted annually by an outside firm. The County has recently adopted an Audit Rotation policy, which lead to a Request For Proposals to be issued for Auditing Services, which is consistent with the County’s Procurement Policy. Two Proposals were received. The first proposal was from Sikich of Naperville, IL, who has provided auditing services for the County since the contract was last put out to bid in 1997. The second proposal received was from Baker Tilly Us, LLP of Oak Brook, IL. The cost proposals were as follows:

<u>Audit Firm</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Baker Tilly	\$137,500	144,390	151,630	159,220	167,180
Sikich	\$98,250	103,165	108,325	113,740	119,420

Mr. Gregory noted that Sikich’s proposal came in at around \$20,000 less than what the County paid them for auditing services for the previous fiscal year. Additionally, it was noted that this is a prime example of the advantage presented by bidding out contracts. Mr. Campbell and Mr. Frieders expressed that in spite of

the higher price, it is in the best interest to award the contract to Baker Tilly because Sikich failed to alert County Staff to the financial issues at the nursing home. The other Committee members expressed agreement the sentiment that switching companies would be beneficial

**It was moved by Mr. Frieders, seconded by Ms. Crawford and was approved unanimously to forward all the Resolution to the full County Board recommending that Baker Tilly be awarded the contract for auditing services.**

**R2023-10 A RESOLUTION AWARDING A CONTRACT TO GRANICUS FOR FOIA ADMINISTRATION SOFTWARE.**

Mr. Sullivan provided an overview of the Granicus Freedom of Information Act Platform Software, which would allow the County to streamline FOIA responses, which would save a considerable amount of staff time, as well as increase organizational transparency.

**It was moved by Mr. Webb, seconded by Mr. Frieders and was approved unanimously to forward all the Resolution to the full County Board recommending their approval.**

**R2023-11 A RESOLUTION EXTENDING THE RETENTION BONUS PROGRAMS FOR EMPLOYEES AT THE DEKALB COUNTY REHAB & NURSING CENTER**

Mr. Gregory explained that there are two components to this Resolution, the first is an extension of the two dollar per hour worked “Stay Bonus” for staff at the DCRNC. The second component is the increased Night Shift differential that is paid to RNs as an incentive for RNs to work the Night Shift at the DCRNC. The Board had previously approved these two bonus programs with an end date of December 31, 2022 or date of sale, whichever came first, under the assumption that the sale of the DCRNC would have been finalized by that time. Staff recommended that the bonus programs be extended to help retain and show appreciation to the staff at the DCRNC.

**It was moved by Ms. Crawford, seconded by Mr. Webb and was approved unanimously to forward all the Resolution to the full County Board recommending their approval.**

**R2023-12 A RESOLUTION AMENDING THE FY2022 BUDGET**

Mr. Gregory explained that the FY2022 Budget was previously amended by R2022-218 to reflect the sale of the DCRNC with the assumption that the sale would occur prior to December 31, 2022. R2023-12 amends the FY2022 Budget to reflect the sale of the DCRNC not taking place.

**It was moved by Mr. Webb, seconded by Mr. Porterfield and was approved unanimously to forward all the Resolution to the full County Board recommending their approval.**

**R2023-13 A RESOLUTION AMENDING THE FY2023 BUDGET**

This Resolution amends the FY2023 Budget to reflect the planned sale of the DCRNC occurring during the first quarter of FY2023.

**It was moved by Mr. Webb, seconded by Mr. Porterfield and was approved unanimously to forward all the Resolution to the full County Board recommending their approval.**

**ADJOURNMENT**

**Mr. Porterfield moved to adjourn the meeting. Ms. Crawford seconded the motion and it was carried unanimously.**

---

Chair Scott Campbell

---

Liam Sullivan, Recording Secretary

**RESOLUTION  
R2023-018**

**A RESOLUTION AUTHORIZING JOB RECLASSIFICATIONS FOR  
CERTAIN AFSCME POSITIONS IN THE COUNTY CLERK &  
RECORDER'S OFFICE**

Be it resolved by the County Board of the County of DeKalb, Illinois as follows:

WHEREAS, The Collective Bargaining Agreement between DeKalb County Elected Officials and AFSCME Council 31, Local 3537 established a job audit committee to review certain job classifications; and

WHEREAS, the committee consisting of two AFSCME representatives, the County Clerk & Recorder and the County Administrator met and recommended re-classification as follows:

- Elections Office Assistant B: Reclassified from Office Assistant B to Administrative Clerk C.
- Recorder Office Assistant B: Reclassified from Office Assistant B to Administrative Clerk C.
- Vital Records Office Assistant B: Reclassified from Office Assistant B to Administrative Clerk A.
- Recorder Office Assistant A: Reclassified from Office Assistant A to Administrative Clerk B.
- Elections Office Assistant A: Reclassified from Office Assistant A to Administrative Clerk A.
- Elections Office Assistant A: Reclassified from Office Assistant A to Administrative Clerk B.
- Recorder Administrative Clerk C: Reclassified from Administrative Clerk C to Administrative Clerk A.
- Vital Records Administrative Clerk B: Reclassified from Administrative Clerk B to Office Coordinator.

WHEREAS, a contingency for addressing certain positions was allocated in the FY2023 budget and contemplated in the Collective Bargaining Agreement; and

NOW, THEREFORE, BE IT RESOLVED the DeKalb County Board hereby authorizes and approves the reclassification as recommended by the job audit committee for these position within the County Clerk & Recorder's Office that is outlined in this resolution, effective February 26, 2023.

PASSED THIS 15<sup>th</sup> DAY OF FEBRUARY 2023 AT SYCAMORE, ILLINOIS

ATTEST:

SIGNED:

\_\_\_\_\_  
Tasha Sims  
DeKalb County Clerk

\_\_\_\_\_  
Suzanne Willis, Chair  
DeKalb County Board

Job Reclassification Proposal  
DeKalb County Clerk & Recorder  
January 2023

The Job Audit Committee comprised of County Administrator Brian Gregory, County Clerk & Recorder Tasha Sims, and AFSCME Local 3537 representatives Michele Christensen and Chris Klein, recommends the following job reclassifications within the County Clerk & Recorder's department:

**Summary** – There are three divisions within the County Clerk & Recorder's department: Elections, Recorder, and Vital Records. The positions within these divisions that are proposed for reclassification have current job descriptions that are either nonexistent or significantly outdated and insufficient in describing roles and responsibilities. The committee has drafted new job descriptions and is also proposing a more logical naming convention for positions across all divisions. (Attachment 1 charts the responsibilities under each of the three proposed Administrative Clerk positions.)

**Office Assistant B** – This position has an hourly salary range (Attachment 2) of \$13.00 - \$13.03. The County Clerk & Recorder has three Office Assistant B positions and the position in the Vital Records division varies significantly in scope of responsibility from the other two positions in the Elections and Recorder divisions. Within the Elections division, the role includes registering voters, updating electronic data contained in the elections system and compiling data for various mailings and reports. In the Recorder division, the role includes recording documents using an automated recording system and entering data from several sources into county systems for internal and external distribution. The roles in these divisions are part-time and entry-level in scope. The third Office Assistant B position in the Vital Records division includes the processing of passport applications and maintaining passport agent certification with the U.S. Department of State, which requires annual training. The Job Audit Committee is recommending that the **two entry-level roles be re-classed to an Administrative Clerk C** (Attachment 3) with an hourly salary range of \$13.70 - \$15.07. (The two individuals currently in the entry-level Office Assistant B roles have served in this capacity for three years and five years and would move from an hourly rate of \$13.00 to \$14.52 and from \$13.04 to \$15.07.) The committee is recommending that the **Office Assistant B role in the Vital Records division be re-classed to an Administrative Clerk A** (Attachment 4) with a salary range of \$16.33 - \$17.97. (The individual currently in this role in Vital Records has served in this capacity for 26 years and would move from an hourly rate of \$16.15 to \$17.97.)

**Office Assistant A** – The department has three Office Assistant A positions that vary significantly in scope of responsibility. The Office Assistant A position has an hourly salary range of \$13.00 - \$13.91. The position in the Recorder division includes recording documents using an automated recording system, providing requested records to the public, and entering data from several sources into county systems for internal and external distribution. There are two Office Assistant A positions in the Elections division. One of the positions includes maintaining election judge and deputy registrar training curriculum and materials as well as scheduling and conducting election judge and deputy registrar training. The other position in the Elections division includes registering voters and updating electronic data contained in the elections system as well as assisting in the preparation of county communications. The Job Audit Committee is recommending that the **Office Assistant A role in the Recorder division be re-classed to an Administrative Clerk B** (Attachment 5) with an hourly salary range of \$14.88 - \$16.37.

(The individual currently in the Office Assistant A role in the Recorder division has served in this capacity for less than a year and would move from an hourly rate of \$13.92 to \$14.88.) The committee is recommending that the **Office Assistant A training role in the Elections division be re-classed to an Administrative Clerk A** (Attachment 4) with an hourly salary range of \$16.33 - \$17.97. (The individual currently in this role has served in this capacity for less than a year and would move from an hourly rate of \$13.92 to \$16.33.) The committee is recommending that the **Office Assistant A Role in the Elections division that includes voter registration and county communications be re-classed to an Administrative Clerk B** (Attachment 5) with an hourly salary range of \$14.88 - \$16.37. (The individual that served in this role resigned and the office is currently looking to fill this position.)

**Administrative Clerk C** – The Administrative Clerk C position functions within the Recorder division and has an hourly salary range of \$13.70 - \$15.07. The individual in this role records documents using an automated recording system, provides requested records to the public, interprets legal descriptions and record data, and enters data from several sources into county systems for internal and external distribution. The Job Audit Committee is recommending that this role be re-classed **to an Administrative Clerk A** (Attachment 4) with an hourly salary range of \$16.33 - \$17.97. (The individual currently in this role has served in this capacity for one year and would move from an hourly rate of \$15.07 to \$16.65.)

**Administrative Clerk B** – This position has an hourly salary range of \$14.88 - \$16.37. The individual in this role provides direction to the Vital Records staff regarding procedures and process flow and ensures compliance with federal, state and local laws and guidelines. The role also plays point in systems operation and with liquor, raffle and marriage licensing as well as record management. The individual in this role serves as the supervisor for the Vital Records division. The Job Audit Committee is recommending that this role be formalized and re-classed **to an Office Coordinator** (Attachment 6) with an hourly salary range of \$18.03 - \$19.84. (The individual currently in this role has served in this capacity for 7 years and would move from an hourly rate of \$16.37 to \$19.84.)

Attachment 1

<b>Administrative Clerk Responsibilities</b>	<b>Clerk A</b>	<b>Clerk B</b>	<b>Clerk C</b>
	<b>Full-Time</b>	<b>Full-Time</b>	<b>Part-Time</b>
Employment status			
Subject-matter expert	X		
<b>ELECTIONS</b>			
Maintain training curriculum	X		
Schedule and conduct training	X		
Assign work schedules/payroll	X		
Register voters and update system	X	X	X
Compile data for reports	X	X	X
Communications / Social media	X	X	
<b>RECORDER</b>			
Record documents	X	X	X
Provide records	X	X	
Interpret records / data	X		
Data entry	X	X	X
<b>VITAL RECORDS</b>			
Passport agent	X	N/A	
Raffle, marriage and CU licenses	X	N/A	<i>Note</i>
Assumed Bus. Name registrations	X	N/A	<i>Note</i>
Property tax redemptions	X	N/A	<i>Note</i>
Receive and file SEI	X	N/A	
<b>KNOWLEDGE/SKILL</b>			
H.S. Degree	X	X	X
2-4 years experience/college	X	X	
PC ability	X	X	X
Communication skills	X	X	X
Advanced analytical skills	X		
Multiple assignments/deadlines	X	X	

*Note: Administrative Clerk C in Elections will move to Vitals following April election*

January 1, 2023 (2.25%)	Beginning of Range	Step 1	Step 2	Step 3	Step 4	Maximum Hiring
Accounting Clerk A	17.05	17.38	17.72	18.06	18.41	18.76
Accounting Clerk B	13.70	13.97	14.24	14.52	14.80	15.07
Administrative Assistant	17.05	17.38	17.72	18.06	18.41	18.76
Administrative Clerk A	16.33	16.65	16.97	17.30	17.64	17.97
Administrative Clerk B	14.88	15.17	15.47	15.77	16.07	16.37
Administrative Clerk C	13.70	13.97	14.24	14.52	14.80	15.07
Administrative Secretary	16.33	16.65	16.97	17.30	17.64	17.97
Assistant Planner	21.66	22.08	22.51	22.95	23.39	23.83
Cartographer	19.03	19.40	19.78	20.16	20.55	20.94
Chief Deputy of Assessments	21.66	22.08	22.51	22.95	23.39	23.83
Chief Deputy of Elections	19.03	19.40	19.78	20.16	20.55	20.94
Chief Deputy Recorder	21.66	22.08	22.51	22.95	23.39	23.83
Chief Deputy Treasurer	21.66	22.08	22.51	22.95	23.39	23.83
Clerk/Typist	13.00	13.00	13.00	13.00	13.00	13.00
Code Enforcement Tech.	19.03	19.40	19.78	20.16	20.55	20.94
Engineering Tech II	17.42	17.76	18.10	18.45	18.81	19.16
Engineering Technician III	21.10	21.51	21.93	22.35	22.78	23.21
General Maintenance	15.61	15.92	16.22	16.54	16.86	17.18
GIS Technician	19.03	19.40	19.78	20.16	20.55	20.94
Housekeeper/Custodian II	13.00	13.00	13.00	13.00	13.00	13.00
Legal Secretary A	19.03	19.40	19.78	20.16	20.55	20.94
Legal Secretary B	14.88	15.17	15.47	15.77	16.07	16.37
Litigation Coordinator	19.37	19.74	20.13	20.52	20.91	21.31
Maintenance II	17.42	17.76	18.10	18.45	18.81	19.16
Maintenance III	19.37	19.74	20.13	20.52	20.91	21.31
Maintenance Supervisor	21.29	21.70	22.12	22.55	22.99	23.41
Mapper - Appraiser I	16.93	17.26	17.59	17.93	18.28	18.62
Mapper - Appraiser II	19.03	19.40	19.78	20.16	20.55	20.94
Office Assistant A	13.00	13.00	13.15	13.40	13.66	13.91
Office Assistant B	13.00	13.00	13.00	13.00	13.00	13.03
Office Coordinator	18.03	18.38	18.74	19.10	19.47	19.84
Offset Printer	13.00	13.00	13.00	13.00	13.17	13.41
Permit / Inventory Tech III	21.10	21.51	21.93	22.35	22.78	23.21
Secretary B	13.70	13.97	14.24	14.52	14.80	15.07
Tax Extension Clerk	19.03	19.40	19.78	20.16	20.55	20.94
Victim/Witness Assistant	16.93	17.26	17.59	17.93	18.28	18.62

## DEKALB COUNTY GOVERNMENT JOB DESCRIPTION

Job Title: *Administrative Clerk C*

Department: *County Clerk & Recorder*

### GENERAL SUMMARY

Under the direction of the Chief of Elections, Chief Recorder, or Office Coordinator the Administrative Clerk C performs part-time administrative functions related to department objectives within the Elections, Recorder and/or Vital Records division.

### PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Adhere to procedures and process flow requirements within the divisions of Elections and Recorder
2. Assist the general public in person, by phone or via email/online requests
3. Assist with general administrative tasks as requested including utilization of office equipment, photocopying, data entry, faxing, word processing and the processing of incoming/outgoing mail

Assigned responsibilities will vary and will include the following, depending on division work assignment:

#### Elections - *Position reports to the Chief of Elections*

- Register voters and update electronic data contained in the elections system
- Compile data for various mailings and reports

#### Recorder – *Position reports to the Chief Recorder*

- Record documents using an automated recording system
- Enter data from several sources into county systems for internal and external distribution

#### Vital Records – *Position reports to the Office Coordinator*

- Review applications and issue licenses for raffles, marriages and civil unions
- Process requests for birth, death and marriage records
- Process Assumed Business Name registrations
- Process property tax redemptions

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Knowledge, skills, and abilities acquired through completion of at least a high school degree
2. Ability to utilize a personal computer with Word, Excel, and/or other software programs
3. Possess effective written and oral communication skills and the ability to service the public effectively and work within a team atmosphere

### PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS

The ability to speak, hear (ability to communicate orally), see (near vision in distinguishing objects clearly at 20”), walk, sit, stand, ascend/descend from a chair, reach below waist and overhead, lift and carry objects less than 10 pounds, and typing are all required 75% or more of the work day. The ability to lift, push/pull objects up to 30 pounds, bend and twist are required about 25% of the time.

## DEKALB COUNTY GOVERNMENT JOB DESCRIPTION

Job Title: *Administrative Clerk A*

Department: *County Clerk & Recorder*

### GENERAL SUMMARY

Under the direction of the Chief of Elections, Chief Recorder or Office Coordinator (Vital Records), the Administrative Clerk A serves as a subject-matter expert in assisting the department in achieving its goals and objectives. The Administrative Clerk A assists in ensuring the department's adherence to federal and state law as well as to individual division policies and procedures.

### PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Adhere to federal and state law as well as to the policies and procedures within the divisions of Elections, Recorder, and/or Vital Records
2. Train, guide, certify and license the general public via the various services offered by the department
3. Screen documents to ensure compliance with federal/state law and county ordinances
4. Assist the general public in person, by phone and via email or online requests
5. Assist with projects as assigned

Assigned responsibilities will vary and will include the following, depending on division work assignment:

#### Elections - *Position reports to the Chief of Elections*

- Maintain election judge and deputy registrar training curriculum and materials
- Schedule and conduct election judge and deputy registrar training
- Assign election judge and deputy registrar work schedules and submit payroll data to Finance
- Assist in the preparation of county communications including website and social media posts

#### Recorder – *Position reports to the Chief Recorder*

- Record documents using an automated recording system and provide requested records to the public
- Interpret legal descriptions and record data
- Enter data from several sources into county systems for internal and external distribution

#### Vital Records – *Position reports to the Office Coordinator*

- Process passport applications and maintain agent certification with U.S. Department of State
- Review applications and issue licenses for raffles, marriages and civil unions
- Process requests for birth, death and marriage records
- Process Assumed Business Name registrations
- Process property tax redemptions
- Receive and file Statements of Economic Interests

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Knowledge, skills, and abilities acquired through completion of at least a high school degree and 2-4 years of relevant work experience or advanced education
2. Ability to utilize a personal computer with Word, Excel, and/or other software programs
3. Possess effective written and oral communication skills and the analytical ability necessary to service customers effectively and work within a team atmosphere
4. Exhibit flexibility in handling multiple assignments and deadlines

### PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS

The ability to speak, hear (ability to communicate orally), see (near vision in distinguishing objects clearly at 20"), walk, sit, stand, ascend/descend from a chair, reach below waist and overhead, lift and carry objects less than 10 pounds, and typing are all required 75% or more of the work day. The ability to lift, push/pull objects up to 30 pounds, bend and twist are required about 25% of the time.

## DEKALB COUNTY GOVERNMENT JOB DESCRIPTION

Job Title: *Administrative Clerk B*

Department: *County Clerk & Recorder*

### GENERAL SUMMARY

Under the direction of the Chief of Elections or Chief Recorder, the Administrative Clerk B performs administrative functions related to department objectives within the Elections Division and/or Recorder Division.

### PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Adhere to procedures and process flow requirements within the divisions of Elections and Recorder
2. Assist the general public in person, by phone or via email/online requests
3. Assist with general administrative tasks as requested including utilization of office equipment, photocopying, data entry, faxing, word processing and the processing of incoming/outgoing mail

Assigned responsibilities will vary and will include the following, depending on division work assignment:

#### Elections - *Position reports to the Chief of Elections*

- Register voters and update electronic data contained in the elections system
- Compile data for various mailings and reports
- Assist in the preparation of county communications including website and social media posts

#### Recorder – *Position reports to the Chief Recorder*

- Record documents using an automated recording system
- Provide requested records to the public
- Enter data from several sources into county systems for internal and external distribution

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Knowledge, skills, and abilities acquired through completion of at least a high school degree and 2-4 years of relevant work experience or advanced education
2. Ability to utilize a personal computer with Word, Excel, and/or other software programs
3. Possess effective written and oral communication skills and the ability to service the public effectively and work within a team atmosphere
4. Exhibit flexibility in handling multiple assignments and deadlines

### PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS

The ability to speak, hear (ability to communicate orally), see (near vision in distinguishing objects clearly at 20”), walk, sit, stand, ascend/descend from a chair, reach below waist and overhead, lift and carry objects less than 10 pounds, and typing are all required 75% or more of the work day. The ability to lift, push/pull objects up to 30 pounds, bend and twist are required about 25% of the time.

## DEKALB COUNTY GOVERNMENT JOB DESCRIPTION

Job Title: *Office Coordinator*

Department: *County Clerk & Recorder*

### GENERAL SUMMARY

Under the direction of the County Clerk & Recorder, the Office Coordinator directs and supervises staff and processes within the Vital Records division of the County Clerk & Recorder Department.

### PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Provide direction to staff regarding scheduling, procedures and process flow
2. Assist County Clerk in assigning staff responsibilities
3. Assist County Clerk & Recorder in ensuring office procedures are consistent with state and federal laws and guidelines
4. Maintain systems software user credentials and updates and assist with trouble-shooting, as needed
5. Submit marriage license data to the state per statutory requirements and guidelines
6. Coordinate liquor license application process to include submission of background checks, ensuring applicant licensing qualification, submission of application packet to county commissioner, issuing license/denial to customer, and reporting to Illinois commissioner
7. Oversee raffle licensing issuance and results tracking
8. Oversee vital record electronic indexing, physical record management and destruction per statutory requirements and guidelines
9. Oversee incoming and outgoing mail
10. Maintain hard-copy and electronic index of Assumed Business Names
11. Maintain and order office supplies
12. Provide service to customers at the counter and by phone as needed
13. Assist County Clerk & Recorder with general administrative tasks and projects, as requested
14. Perform daily office closing responsibilities to include cash register reporting and deposit preparation, as needed in a back-up role

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Knowledge, skills, and abilities acquired through completion of at least a high school degree and 2-4 years of relevant work experience or advanced education
2. Ability to utilize a personal computer with Word, Excel, and/or other software programs
3. Must possess the analytical ability and interpersonal skills necessary to supervise process flow for a diverse staff
4. Effective written and oral communication skills
5. Ability to establish and maintain working relationships with divisions in the County Clerk & Recorder Department as well as with outside departments, e.g. State's Attorney's Office, Sheriff's Department, etc.

### PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS

The ability to speak, hear (ability to communicate orally), see (near vision in distinguishing objects clearly at 20"), walk, sit, stand, ascend/descend from a chair, reach below waist and overhead, lift and carry objects less than 10 pounds, and typing are required 75% or more of the work day. The ability to lift, push/pull objects up to 30 pounds, bend and twist are required about 25% of the time.

**RESOLUTION  
R2023-019**

**A RESOLUTION AUTHORIZING AN OPEN PURCHASING ORDER FOR  
PROCUREMENT OF HIGHWAY DEPARTMENT VEHICLES AND  
EQUIPMENT**

Be it resolved by the County Board of the County of DeKalb, Illinois as follows:

WHEREAS, Bids have been solicited by the County of DeKalb for provision of equipment as specified; and

WHEREAS, The competitive selection process yielded no bids due to market constraints; and

WHEREAS, Purchasing through traditional methods including Request for Proposals, State Purchasing Contracts and Joint Purchasing Cooperatives have been unsuccessful due to continued shortages of inventory for vehicles and equipment; and

WHEREAS, The DeKalb County Board recognizes the necessity of procuring said equipment for performing various functions within the Highway Department; and

WHEREAS, The DeKalb County Board is waiving formal bidding requirements on the vehicles and equipment outlined in this Resolution in order to allow the Highway Department the ability to capitalize on the purchase of budgeted vehicles and equipment in the event said vehicles and equipment become available; and

WHEREAS, The County Engineer is hereby granted the ability to purchase the following vehicles and equipment, provided said vehicles and equipment do not exceed 15% over the purchase price established in the State of Illinois Purchasing Program or one of the Joint Purchasing Cooperatives utilized by the County;

LIST OF THE VEHICLES AND EQUIPMENT – see attached Exhibit “A”

NOW, THEREFORE, BE IT RESOLVED the DeKalb County Board hereby waves the competitive selection process and authorizes an open purchase order for vehicles and pieces of equipment as specified in the attached Exhibit “A” or equivalent.

PASSED THIS 15TH DAY OF FEBRUARY 2023 AT SYCAMORE, ILLINOIS

ATTEST:

SIGNED:

---

Tasha Sims  
DeKalb County Clerk

---

Suzanne Willis, Chair  
DeKalb County Board

Attachment Exhibit "A"

**RESOLUTION #R2023-019**

**A RESOLUTION AUTHORIZING AN OPEN PURCHASING ORDER FOR  
PROCUREMENT OF HIGHWAY DEPARTMENT VEHICLES AND EQUIPMENT**

2023 Ford F250 Super Cab 4x4 Pickup w/6.75 ft short bed w/plow  
F250 Model XL with XL Value Package 600A

with 7.3 Liter V-8 w/385 HP  
Aux rear springs & stabilizer  
3.73 electronic locking axle  
TDM all-terrain tires  
Snowplow prep package  
Factory blank running boards  
Factory upfitter switch panel  
Factory tailgate step w/handle  
Rhino liner spray in bed liner  
Undercoat  
Western 8.5 ft MVP3 V-plow  
Extra key with remote start

**Total government pricing \$61,600.00**

**Maximum 15% over government price \$70,840**

Budget (2022) \$55,000.00

2023 Ford F250 Super Cab 4x4 Pickup w/6.75 ft short bed w/plow  
F250 Model XL with XLT Value Package 600A

with 7.3 Liter V-8 w/385 HP  
Aux rear springs & stabilizer  
3.73 electronic locking axle  
TDX all-terrain tires  
Snowplow prep package  
Factory blank running boards  
Factory upfitter switch panel  
Factory tailgate step w/handle  
Rhino liner spray in bed liner  
Undercoat  
Extra key with remote start

**Total government pricing \$56,600.00**

**Maximum 15% over government price \$65,090.00**

Budget (2023) \$60,000.00

2023 Ford F350 Super Cab 4x4 Pickup w/6.75 ft short bed w/plow  
F350 Model XL Value Package 600A  
with 6.8 Liter V-8 w/385 HP  
Aux rear springs & stabilizer  
3.73 electronic locking axle  
TBM all-terrain tires  
Snowplow prep package  
Factory blank running boards  
Factory upfitter switch panel  
Factory tailgate step w/handle  
Rhino liner spray in bed liner  
Undercoat  
Western 8.5 ft MVP3 V-plow  
Extra key with remote start  
Extended warranty

**Total government pricing \$64,100.00**

**Maximum 15% over government price \$73,715.00**

Budget (2023) \$75,000.00



# DEKALB COUNTY HIGHWAY DEPARTMENT

Office of  
*County Engineer*  
1826 Barber Greene Road  
DeKalb, Illinois 60115

NATHAN F. SCHWARTZ, P.E.  
County Engineer

Office Phone: (815) 756-9513  
Fax: (815) 756-8705

January 26, 2023

## Highway Department Memo

From: Nathan F. Schwartz, P.E., County Engineer

To: Brian Gregory, County Administrator

Re: Vehicle Purchasing

Illinois State Statutes require counties to publicly advertise and open competitive bids when making purchases over \$30,000. For the majority of Highway Department construction projects, we hold the letting process internally within our office. For federally funded construction projects, the letting process is handled through IDOT in Springfield.

Sometimes, public entities will piggyback on another entity's letting. This is done when the township road districts and municipalities piggyback on the county's lettings. For our annual bulk rock salt used in winter snow & ice removal, we piggyback on the State of Illinois' letting. For vehicle purchases, we consider three primary public lettings. The most common letting process we have used in the past is the State of Illinois' BidBuy purchasing program, also known as CMS. More recently, we have also compared prices with the nationwide Sourcewell purchasing program and the local Suburban Purchasing Cooperative of the Northwest Municipal Conference.

As published in news articles throughout the nation, the stock of available vehicles has rapidly depleted in the past couple of years. This has primarily been due to issues such as availability of electrical switches for the manufacturing process. Throughout 2022, we tried to purchase a pickup truck but found either these groups did not have any lettings available for suitable vehicles or the awarded vendor did not have any stock remaining. During the year, we found a few vehicles being sold by dealerships on a public lot. Because the price of the vehicle was more than \$30,000, we were not able to purchase the vehicle at the time. The advertisement period, opening of bids, review by the Highway Committee, and final award by the County Board is a process which takes approximately one month. The dealers we spoke with stated they would not hold a vehicle for a month because they would be able to sell it quicker through their traditional selling processes.

In 2023, we have looked for suitable vehicles for two different pickup trucks and found the same issues as in 2022. In early January 2023, we advertised for bids to replace one of our tandem trucks used for snow plowing in the winter and material hauling the rest of the year. We received no bids for the truck.

The Highway Department considers the age, condition, number of hours/miles, maintenance costs and other factors when deciding what vehicles are scheduled for replacement each year. Currently, we are trying to replace vehicles for the Foreman, Operations Manager, and one of our Sign Technicians. Each of these pickup trucks gets an extremely high number of miles each year in all weather conditions including the salty roads of winter. The maintenance costs and reliability of these vehicles warrant replacement as soon as a suitable vehicle within budget constraints is available.

We recognize the value of competitive bidding to get the best value and save money for the public. However, due to recent and on-going circumstances, maintenance costs are exceeding the financial benefits of competitive bidding. We would like the authority from the County Board to purchase our vehicles scheduled for replacement in 2022 and 2023 without going through the competitive bid process. We would still consider financial constraints such as limiting the purchase price to 15% over the normal government prices we would see through one of the above mentioned public agency purchasing programs.

Nathan F. Schwartz, P.E.  
DeKalb County Engineer

**RESOLUTION  
R2023-020**

**A RESOLUTION AUTHORIZING AN OPEN PURCHASING ORDER FOR  
PROCUREMENT OF FACILITIES MANAGEMENT OFFICE VEHICLES  
AND EQUIPMENT**

Be it resolved by the County Board of the County of DeKalb, Illinois as follows:

WHEREAS, Bids have been solicited by the County of DeKalb for provision of equipment as specified; and

WHEREAS, The competitive selection process yielded no bids due to market constraints; and

WHEREAS, Purchasing through traditional methods including Request for Proposals, State Purchasing Contracts and Joint Purchasing Cooperatives have been unsuccessful due to continued shortages of inventory for vehicles and equipment; and

WHEREAS, The DeKalb County Board recognizes the necessity of procuring said equipment for performing various functions within the Facilities Management Office; and

WHEREAS, The DeKalb County Board is waiving formal bidding requirements on the vehicles and equipment outlined in this Resolution in order to allow various DeKalb County departments the ability to capitalize on the purchase of budgeted vehicles and equipment in the event said vehicles and equipment become available; and

WHEREAS, The appropriate department heads are hereby granted the ability to purchase the following vehicles and equipment, provided said vehicles and equipment do not exceed 15% over the purchase price established in the State of Illinois Purchasing Program or one of the Joint Purchasing Cooperatives utilized by the County;

LIST OF THE VEHICLES AND EQUIPMENT – see attached Exhibit “A”

NOW, THEREFORE, BE IT RESOLVED the DeKalb County Board hereby waves the competitive selection process and authorizes an open purchase order for vehicles and pieces of equipment as specified in the attached Exhibit “A” or equivalent.

PASSED THIS 15TH DAY OF FEBRUARY 2023 AT SYCAMORE, ILLINOIS

ATTEST:

SIGNED:

---

Tasha Sims  
DeKalb County Clerk

---

Suzanne Willis, Chair  
DeKalb County Board

Attachment Exhibit "A"

**RESOLUTION #R2023-020**

**A RESOLUTION AUTHORIZING AN OPEN PURCHASING ORDER FOR  
PROCUREMENT OF FACILITIES MANAGEMENT OFFICE VEHICLES AND  
EQUIPMENT**

Facilities Management Office

2023 Ford F450 4x4 Pickup w/11 ft stainless steel dump bed & plow

F450 Model Preferred Equipment Pkg 650A

with 7.3 Liter V-8

169" wheelbase

Airflo dump body 11 ft with 17" drop sides

4.88 electronic locking axle

Snowplow prep package

PTO hydraulic system

410 amp alternator

Factory running boards

Undercoat

Western 8.5 ft MVP3 angle plow

Back up alarm

Rear view camera

**Total government pricing \$88,900**

**Maximum 15% over government price \$102,235**

Budget: DeKalb County Asset Replacement Program