

County Board

October 23, 2014 Handouts

1. Item IX B-1
 - Revised Resolution No. 9007
 - Sheriff's Operations Master Planning Project Update
 - Memorandum Re: Resolution No. 9007 Decision

2. Item XII A-3
 - Memorandum Regarding Adoption of CASA Fees
 - CASA Director Memorandum Regarding Budget

RESOLUTION NO. 9007

RESOLUTION AUTHORIZING DIRECTION TO GORSKI REIFSTECK ARCHITECTS
PURSUANT TO A CONTRACT WITH GORSKI REIFSTECK ARCHITECTS, INC. FOR
THE SHERIFF'S OPERATIONS MASTER PLANNING FOR CHAMPAIGN COUNTY

WHEREAS, the Champaign County Board conducted RFQ 2014-005 for the Sheriff's Operations Master Planning for the County of Champaign and Gorski Reifsteck Architects, Inc. with Kimme & Associates, GHR Engineering, Resource Associates, and Allied Correctional Services (hereinafter "Gorski Reifsteck") were selected; and

WHEREAS, Gorski Reifsteck and the County of Champaign have entered into an Agreement pursuant to the terms of RFQ 2014-005 on July 24, 2014; and

WHEREAS, pursuant to the terms of the Agreement, upon the completion of Activities A through C, the County Board has the option to reduce the contract costs if the number of facility options is less than three for Activities D and F of the Agreement; and

WHEREAS, upon the presentation of a Progress Update documenting the completion of Tasks A through C by Gorski Reifsteck for the Agreement for Sheriff's Operations Master Planning, the County Facilities Committee has recommended to the County Board that the facility options for proceeding with Activities D and F of the Agreement be reduced from three options originally outlined in the Agreement, with the elimination of consideration of the Downtown Jail and Sheriff's facility from further consideration, said elimination thus reducing the \$82,120 fee for Activities D and F by \$17,600 to \$64,520;

NOW, THEREFORE BE IT RESOLVED by the County Board of Champaign County, Illinois, that upon the presentation of a Progress Update documenting the completion of Tasks A through C by Gorski Reifsteck for the Agreement for Sheriff's Operations Master Planning, the County Board has determined that the facility options for proceeding with Activities D and F of the Agreement be reduced from three options originally outlined in the Contract, with the elimination of consideration of the Downtown Jail and Sheriff's facility from further consideration, said elimination thus reducing the \$82,120 fee for Activities D and F by \$17,600 to a fee for those activities of \$64,520.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 23rd day of October, 2014.

Alan Kurtz, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

CHAMPAIGN COUNTY, IL

Sheriff's Operations Master Planning

Mid-Point Project Update – 10/23/14



Gorski Reifsteck Architects, Champaign
Kimme & Associates, Champaign
GHR Engineers, Champaign
Allied Correctional Services, Lakewood, CO
Engineering Resource Associates, Champaign



Mid-Point Progress Update

- Completed Tasks **A-C** of 6-step workplan:
 - A.) project kick-off,
 - B.) data analysis,
 - C.) facilities evaluation.
- Next: Task **D**, options and cost estimates.
- To be answered tonight:
 - *Should the downtown facility be removed as an option for the jail and law enforcement operations master planning?*
 - *Affects extent of current contract (work and cost).*



TASK A-C OVERVIEW



Qualitative Benefits of Combined Jail Facility

1. All special needs inmates in one location.
2. Consolidation of services & programs.
3. Simplicity for public & outside service providers.
4. More flexibility in staff use.
5. More efficient management & staff training.
6. Elimination of inmate and food transports between jails.
7. Simplified facility maintenance.
8. Better, more efficient replacement housing.



Downtown Facility Evaluation – Staff Efficiency of Combined Jail

5

- Combined jail would save an estimated 5.3 to 10.6 FTE staff (5.3 = 1, 24/7/365 post).
 - Task D will provide more accuracy.
 - *Some savings should be used to make up for staff shortages that exist.*
- At 2.5% annual inflation, 20 year life cycle savings on staffing salaries & fringes =
 - **\$7.25 million to \$14.5 million.**
 - \$8.4 million to \$16.8 million at 4.0% inflation

5

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Qualitative Benefits of Combined Law Enforcement/Jail Facility

6

- More efficient management & staff training.
- Jail emergencies backup.
- Potential economy of scale for building systems.
- Simplified facility maintenance.
- Better, more efficient replacement offices, housing and support.

6

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Requirements to Continue Using the Downtown for Jail & Sheriff's Office Operations

7

- Must be closed for one year.
- Downtown inmates must be housed elsewhere.
 - Kankakee Co. has enough beds at \$70/day.
- If 45 ADP must be sent out (4 year average):
 - \$1.15 million in per diems, excluding trans costs.
 - Challenges for courts, service providers, families, attys.
- 16,000 sf in rental space needed for Sheriff.
 - \$160,000/year at \$10/sf/year (example).
 - Plus costs of two moves.
- Estimated total: \$1.3 million +

7

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8

FINDINGS BEHIND THE OVERVIEW

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Downtown: Mech./Elect./Plumbing Observations

9

- HVAC needs replacement; meet energy code.
- Obsolete or failing systems/equipment:
 - Electrical system/lighting, temperature control.
 - Emergency power generation.
 - Security systems & hardware.
- Other deficiencies:
 - Portions of facility not sprinklered.
 - Security-type plumbing fixtures obsolete.
 - Lacks environmentally-controlled evidence storage.
 - Some replacement parts no longer available.

9

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Downtown Architectural Observations

10

- Building Envelope:
 - Roofing replacement.
 - Masonry wall repair.
 - Window/door replacement.
- Interior:
 - Sprinklers needed.
 - New ceilings required for HVAC upgrade.
 - Replacement of Finishes.
 - Door hardware upgrade (ADA).
 - Across the board ADA compliance retrofits.

10

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Downtown Facility Evaluation – Jail Function & Operation

- Concur with major findings of NIC and ILPP
 - Especially mental/medical health; critical problem.
 - Health, safety and welfare of inmates, staff and service providers are at stake.
 - If jail remains as is, it should be abandoned ASAP.
 - County is right to seek timely long-term solutions.
- *Are fixes possible? Yes..*
 - ..but they are not as effective or staff efficient as new replacement facilities at the Satellite.

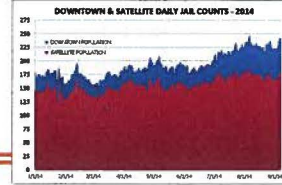


Downtown Facility Evaluation – Jail Staff Efficiency

- If Downtown Jail stays *as is*, it's *too inefficient to keep*, safety/security too hard to insure.
- If renovated, staff efficiency/surveillance 'OK'.
 - However, *extra staff* still needed to move inmates to exercise and supervise them.
 - Modern designs integrate exercise and other functions into housing pod to reduce extra staff.
- Need to reach about 90 modern, compliant beds for minimum staff efficiency threshold.
 - New pods attain more efficient inmate-to-staff ratios.



Downtown Jail Role



13

- Past Data suggests has been overflow facility.
 - Classification system has changed that some.
- ADP averaged only 27.5 from Jan-April 2014.
 - Highly staff inefficient then.
 - 2-pod existing design not even efficient at 65 ADP.



13

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Downtown Facility Evaluation – **Sheriff's** Function & Operation

14

- Evidence and records are in multiple locations and are short of needed space.
 - Security of evidence a major concern.
- Training, locker and patrol space needed.
- If jail re-designed *might* be enough space in jail to re-assign to meet long-term needs.
 - Task D to determine.
 - However, *no expansion* after that.

14

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Cons if Downtown Abandoned

- Need to do something with facility & site.
 - Sell?
 - Re-use for county space?
- Lose law enforcement site near courthouse.
- Possibly lose some value in having separate low security downtown jail facility as reward for good behavior.



Pros if Downtown Abandoned

- Simpler, faster, less costly one-step project;
 - no rentals, moves or phased construction.
- Jail staffing savings (\$7.25 - \$14.5M over 20 yrs).
- Operational savings/efficiency:
 - Food service, laundry, intake and release, programs, support.
- Public and service provider convenience (esp. medical and mental health) – only one facility to go to.
- Ongoing facility maintenance savings with a single facility.
- Sale of the building could help fund replacement facility.

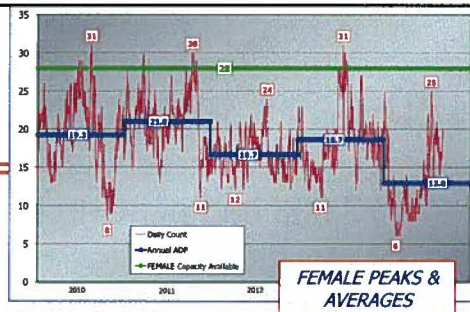


BACKGROUND INFO FOR HOUSING PLANNING



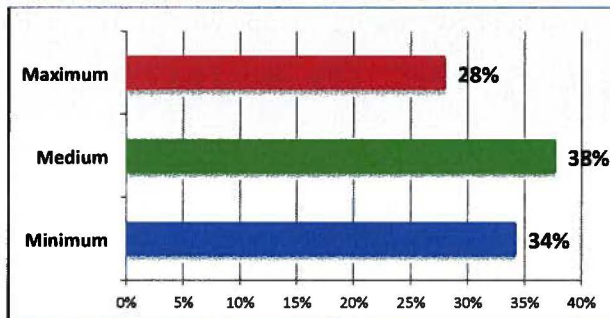
Jail Population

- Averaged **193** in January, **246** in July.
- The jail population varies widely:
 - In 2013, **221** average, peak of **267** (+21%)
 - Females as low as **11**, high as **31** (see chart).
 - Males as low as **146**, high as **241**.
- Housing plans requested in RFP must accommodate these variations within context of new inmate classification system.



20-day Classification Data Snapshot ¹⁹ from April-June 2014

- 28% Maximum custody by charge.
 - 1st degree or Class X felony.
 - Carry sentence of 20 years or more.

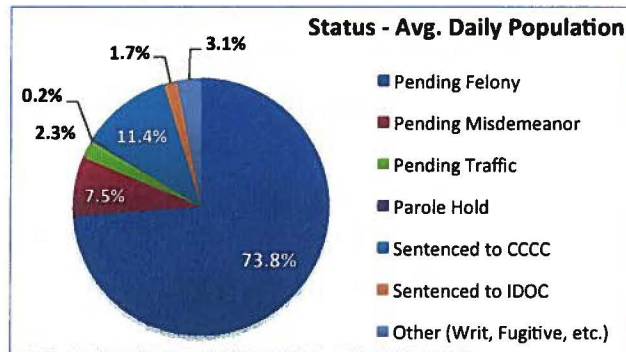


37% in ILPP study were designated maximum (page App 59)



20-day Classification Data Snapshot ²⁰

- 73.8% had pending Felony charge.
 - Another 1.7% were convicted of felonies, awaiting transfer to IL. Dept. of Corrections.



20-day Classification Data Snapshot

- 2.3% Pending Traffic.
- 11% sentenced to Jail.
- 83.6 % pre-sentenced, 16.4% sentenced/other.
- 9% assigned special housing status.
 - Medical/mental health status.
 - Also, admin. seg. & protective custody.
- Average number of prior arrests per inmate = 11.1

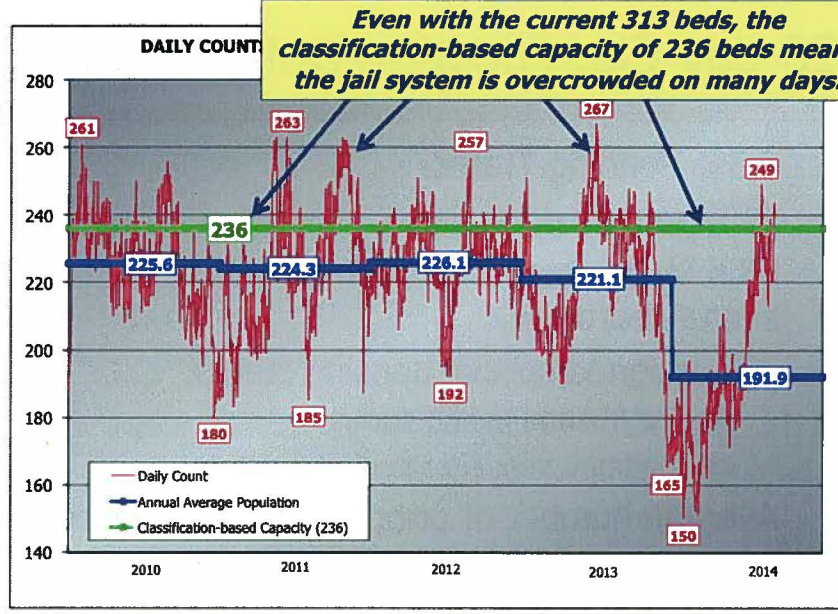


Housing Capabilities and Beds



- Many classifications need single occupancy.
 - Ex: medical/mental, disciplinary, protective custody.
 - Some need single level housing as well.
- *But...* our Jails are almost all double occupancy or dorm, & all double-tier (*see pic above*).
- *Plus, no existing cellblock is convertible to satisfy special needs. New needed.*
- Per classification system bed capability is **236**.
 - Otherwise, capacity considered to be **313** beds.





Mid-Point Progress Update: Decision (Resolution 9007)

- To be answered tonight:
 - *Should the downtown facility be removed as an option in the jail and law enforcement operations master planning?*
 - 'AYE' is a vote to remove downtown from further consideration.
 - 'NO' is a vote to keep downtown options under consideration.
 - *Affects extent of current contract, i.e., reduce it or keep it the same.*

CHAMPAIGN COUNTY, IL
Sheriff's Operations Master Planning
Mid-Point Project Update – 10/23/14



QUESTIONS?





CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

**ADMINISTRATIVE, BUDGETING, PURCHASING & HUMAN RESOURCE
MANAGEMENT SERVICES**

Debra Busey, County Administrator

To: Chair Alan Kurtz and the Members of the County Board

From: Van A. Anderson, Deputy County Administrator of Finance *V.A.A.*

Subject: Sheriff's Operations Master Planning Decision Point – Resolution No. 9007

Date: October 20, 2014

The Sheriff's Operations Master Planning contract with Gorski Reifsteck Architects was written to allow a review of the scope of work by the County Board once the technical assessment and functional adequacy of the downtown Sheriff's office and jail and the Satellite Jail facilities were completed. If the downtown facility was found to be sufficiently inadequate at this point and/or the anticipated costs of rehabilitating and/or renovating the facility were perceived to likely be prohibitive (though no option costs have yet been developed), the County Board could choose to remove the downtown facility from further consideration and renegotiate (i.e., reduce) the fees associated with creating facility options and establishing feasibility. This approach was taken due to the issues identified by the National Institute of Corrections (NIC) and the Institute for Law and Policy Planning (ILPP) as reported in the ILPP *Champaign County Criminal Justice System Assessment: Final Report* and follow-up letter to that report by Dr. Alan Kalmanoff. Those issues were summarized in a memo to the County Facilities Committee on June 27, 2014 (attached), which also contains the Gorski Reifsteck Architects' team's (Gorski Reifsteck Architects, with Kimme & Associates, GHR Engineering, Resource Associates, and Allied Correctional Services) project work plan.

At the October 7, 2014, County Facilities Committee meeting, the Gorski Reifsteck Architects' team presented a progress report detailing their technical assessment and functional adequacy assessment of the downtown Sheriff's office and jail and the Satellite Jail facilities. Based on the report and the resulting discussion and vote by the County Facilities Committee, Resolution No. 9007 is before the County Board this Thursday, October 23, 2014, for action. The outcome of the County Board vote on Resolution No. 9007 will provide direction to the Gorski Reifsteck Architects' team regarding the scope of work they are to complete. The Gorski Reifsteck Architects' team will attend the meeting and present their report with up-to-date information.

An "aye" vote on Resolution No. 9007 is a vote to remove the downtown facility from further consideration by the Gorski Reifsteck Architects' team. This would mean that:

- the original three options for the jail (i.e., renovated downtown jail, expanded/renovated satellite, expanded satellite/closed downtown) would be reduced to one option: expanding the satellite jail and closing the downtown jail;

Chair Alan Kurtz and the Members of the County Board

October 20, 2014

Page 2

- the original three options for the Sheriff's operations (i.e., renovated downtown facility, addition at the satellite jail, independent new facility) would be reduced to two options: addition to the satellite jail or an independent new facility; and
- the Gorski Reifsteck contract for Activities D (Create Facility Options, Establish Feasibility) and F (Final Report) would be reduced by \$17,600 from a fee of \$82,120 to a fee of \$64,520.

A "no" vote on Resolution No. 9007 is a vote to retain the downtown facility for further consideration by Gorski Reifsteck Architects' team as they develop facility options and establish the feasibility of those options (Activity D) and prepare the final report (Activity F). This would mean that:

- the original three options for the jail (i.e., renovated downtown jail, expanded/renovated satellite, expanded satellite/closed downtown) and the Sheriff's operations (i.e., renovated downtown facility, addition at the satellite jail, independent new facility) would be developed and their feasibility established; and
- the Gorski Reifsteck contract fee for Activities D (Create Facility Options, Establish Feasibility) and F (Final Report) would remain at \$82,120.

The work to be completed for Activities D and F is provided below for your reference. As stated above, an "aye" vote on Resolution No. 9007 eliminates the downtown facility from these activities while a "no" vote supports retaining the downtown facility in these activities.

Although Activity D only indicates that the ILPP data will be reviewed, please note that the ILPP report includes information from the NIC and the Community Justice Task Force (CJTF) reports. In addition, the Gorski Reifsteck Architects' team has been provided the entire reports from NIC and CJTF. The facilities issues identified in those reports have been reviewed and discussed and they will be addressed in the master plan recommendations.

Activity D, Create Facility Options, Establish Feasibility

D1 Jail operational and space planning

- Review ILPP data for utility to this study.
- Determine numbers of beds needed per inmate classification based upon average, high, and low inmate counts with special focus on special needs inmates and flexibility of use; create a comprehensive housing plan.
- Determine key housing characteristics per classification: occupancy, supervision, density, etc.
- Estimate space needs per jail component (booking, visiting, programs, mental health, alternative support, et al).

D2 Sheriff's Operational and Space Planning

- Review ILPP data for utility to this study.
- Establish existing and potential functions & proper organizational structure (for space organization).
- Estimate space needs per sheriff's component (evidence, investigations, patrol, et al).

V.a.a.

D3 Develop Options for Review and Analysis

- Rough sketch initial concepts for up to three jail options (example possibilities: renovated downtown jail, expanded/renovated satellite, expanded satellite/closed downtown).
- Rough sketch initial concepts for up to three sheriff options (example possibilities: renovated downtown facility, addition at the satellite, independent new facility).
- Identify differences in jail transport issues and staffing per option.
- Estimate overall jail staff needs for each option (by position and shift).
- Identify functional/security/environmental pros and cons for each option.
- Develop construction/project cost estimates for each option.

D4 Technical Analysis of Each Option

- Based upon options considered, provide input on changes to existing facilities for the following:
 - building systems and components for all design options,
 - statement of probable costs,
 - statement on utility cost projections, and
 - incorporate information into design narratives.

D5 Real Estate Analysis of Downtown Jail's Market Value

- *If desired, provided by outside sub-contractor as a reimbursable.*

D6 Analyze Options with Staff, and Select an Option

- Identify functional/security/environmental pros and cons for each option and discuss with staff.
- Develop comparative operational and facility cost analysis.
- Meet and discuss options with county teams; modify as needed, and make a recommendation as to the best long-term option.
- Hosted Tour to explain analysis and basis for option selection to Board members & other officials.
- Final modifications in selected option.
- *Progress presentation to Committee.*
- *Progress presentation to Board (or as directed).*
- Finalize the selection of an option.

Activity F, Final Reporting

- Draft Final Report.
- Modifications due to client input.
- Final report preparation.
- Prepare and make final presentation.

Please let me know if you have any questions concerning the provided information.

Van A. Anderson

Attachment

**AN AGREEMENT FOR THE PROVISION
OF ARCHITECTURAL PROFESSIONAL SERVICES**

Date: 26JUN14

Architect:

Gorski Reifsteck Architects, Inc.
909 Arrow Road
Champaign, IL 61821
PH 217-351-4100

Client:

County of Champaign
1776 E Washington Street
Urbana IL 61802-4581

Project Description/Location:

RFQ 2014-005: Sheriff's Office Master Planning, Urbana IL

Project: 201423

1. Basic Professional Services to be performed:

Services as described on the attached letter and work plan dated 26JUN14.

2. Basis of Compensation:

- 2.1 For basic services as described in paragraph 1, basic services shall be computed as follows: As outlined in the attached letter dated 26JUN14.
- 2.2 For project representation beyond basic services as outlined in paragraph 1, compensation shall be computed as follows: To be negotiated.

3. Terms and Conditions:

3.1 The terms and conditions on the reverse of this form are a part of this Agreement.

3.2 DESIGN WITHOUT CONSTRUCTION PHASE SERVICES:

It is understood and agreed that the Design Professional's Basic Services under this Agreement do not include project observation or review of the Contractors' performance or any other construction phase services, and that such services will be provided by the Client. The Client assumes responsibility for interpretation of the Contract Documents and for construction observation and supervision and waives any claims against the Design Professional that may be in any way connected thereto. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold the Design Professional harmless from any loss, claim or cost, including reasonable attorneys' fees and costs of defense, arising or resulting from performance by such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of the Design Professional. If the Client requests in writing that the Design Professional provide any specific construction phase services and if the Design Professional agrees in writing to provide such services, then they shall be compensated for as Additional Services as provided in section 2.2.

Offered by:



(Signature)

Charles R Reifsteck, president

(Printed name and title)

Gorski Reifsteck Architects, Inc.

Accepted by: *

(Signature)

(Printed name and title)

*The undersigned hereby states that they are the Client or duly authorized agent of the Client of the above described property and that the terms and conditions stated above are understood by them and herewith agreed to and accepted. You are hereby authorized and directed to proceed with the work outlined above.

TERMS AND CONDITIONS

To assure an understanding of matters related to our mutual responsibilities these terms and conditions for professional architectural services are made a part of this agreement:

REIMBURSABLE EXPENSES:

The actual expenses incurred directly or indirectly in connection with the work including but not limited to the following: Transportation and subsistence, toll telephone calls, telegrams, and reproduction or printing. Reimbursable expenses shall be invoiced as the amount billed the architect, without mark-up. Mileage will be invoiced at \$0.55/mile. In office copies will be invoiced at \$0.10 each (b/w) and \$0.50 each (color). In office printing of drawings will be invoiced at \$0.20/sf b/w and \$1.00/SF color.

JOBSITE SAFETY:

Neither the professional activities of the Architect, nor the presence of the Architect or its employees and sub-consultants at a construction/project site, shall impose any duty on the Architect, nor relieve the General Contractor of its obligations, duties and responsibilities including but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. The Architect and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health and safety programs or procedures. The Client agrees that the General Contractor shall be solely responsible for jobsite and worker safety and warrants that this intent shall be carried out in the Client's Contract with the General Contractor. The Client also agrees that the General Contractor shall defend and indemnify the Client, the Architect and the Architect's sub-consultants. The Client also agrees that the Client, the Architect and the Architect's Consultant's sub-consultants shall be made additional insureds under the General Contractor's policies of general liability.

TIME OF PAYMENT:

The Architect may submit monthly statements for services and expenses based upon the proportion of the actual work completed at the time of billing. Unless provided for otherwise, payments for architectural services will be due and payable thirty (30) calendar days from the issuance of the Architect's statement. If the Client fails to make any payment due the Architect for services and expenses within the time period specified, a service charge of 1 % per month will be added to the Client's account. This is an annual rate of 12%.

AUTHORITY AND RESPONSIBILITY:

The Architect shall not guarantee the work of any Contractor or Subcontractor. The architect shall not supervise nor have control over or charge of, nor be responsible for, the construction means, methods, procedures, techniques, sequences procedures, or for safety precautions and programs in connection with the Work since these are solely the responsibility of the Contractor. The Client acknowledges that the architect's presence at the site does not constitute supervision of the construction project. The Architect has no stop work authority.

TERMINATION:

This agreement may be terminated by either party upon written notice. Any termination shall only be for good cause such as for legal, unavailability of adequate financing or major changes in the work. In the event of any termination, the Architect will be paid for all services and expenses rendered to the date of termination plus reimbursable expenses.

REUSE OF DOCUMENTS:

All documents including drawings and specifications furnished by Architect pursuant to this Agreement are instruments of his services in respect of the work. They are not intended or represented to be suitable for reuse by Client or others on extensions of this work, or on any other work. Any reuse without specific written verification or adaptation will be at Client's sole risk, and without liability of Architect, and Client shall indemnify and hold harmless architect and his consultants from all claims, damages, losses and expenses including attorneys fees arising out of or resulting therefrom. Any such verification or adaptation will entitle architect to further compensation at rates to be agreed upon by Client and Architect.

ESTIMATES OF COST:

Since the Architect has no control over the cost of labor, materials or equipment or over a Contractor(s) method of determining prices, or over competitive bidding or market conditions, his opinions of probable Project Cost or Construction Cost that may be provided for herein are to be made on the basis of his experience and qualifications and represent his best judgment as a design professional familiar with the construction industry, but Architect cannot and does not guarantee that proposals, bids or the construction cost will not vary from opinions of probable cost prepared by him if the Client wishes greater assurance as to the Construction Cost, he shall employ an independent cost estimator.

MEDIATION AND LITIGATION:

Should any claim arise between the Owner and Architect, the parties agree to submit such claims to mediation, as a condition precedent to litigation. Mediation shall be conducted by and under the rules of the Construction Industry Mediation Rules of the American Arbitration Association, unless the parties agree otherwise. Should the parties fail to resolve the claim through mediation, the claim may then be litigated. Nothing contained in the Agreement shall prevent the Architect from filing any lien arising out of the Architect's services to comply with notice and filing deadlines prior to resolution of the claim by mediation or litigation. The parties agree to be subject to the jurisdiction of Champaign County of the State of Illinois. All mediation and litigation shall be filed and take place in said jurisdiction, regardless of where the project is built.

CLIENT PROVIDED INFORMATION: The Architect shall be entitled to rely on the accuracy and completeness of any information provided to the Architect by the Client or the Client's consultant. The Architect shall not review said information for accuracies.

ENTIRETY OF AGREEMENT:

This agreement represents the entire and integrated agreement between the Client and Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may be amended only by written instrument signed by both Client and Architect.

APPLICABLE LAWS:

Unless otherwise specified, this agreement shall be governed by the laws of the State of Illinois.



GORSKI REIFSTECK

ARCHITECTURE - CONSTRUCTION MANAGEMENT - INTERIORS

Mr Van A Anderson, PhD, MBA
Deputy County Administrator of Finance
Champaign County Administrative Services
1776 E Washington Street
Urbana IL 61802-4581

Dear Mr Anderson,

The Gorski Reifsteck/Kimme & Associates team is pleased to provide this proposal to evaluate Sheriff's Operations and develop a Master Plan for facility improvements. Our goal through this process is to provide Champaign County with detailed information that allows the County to make confident, definitive and defensible decisions regarding the long-term development of its jail and Sheriff's facilities, associated costs, and a phasing plan for those improvements.

Our proposed team includes Gorski Reifsteck Architects, Kimme & Associates, Allied Correctional Services, GHR Engineers, Engineering Resource Associates, and Berns Clancy Engineers.

Per our discussions we attach a project work plan outlining the activities we propose to reach the goal of a feasible master plan. To summarize, we list groups of activities designated as A-F.

- Activity A simply sets the expectations, process, contacts, and milestones.
- Activity B reviews and evaluates data for application to jail planning and housing development.
- Activity C evaluates jail and sheriff's facilities for functional adequacy and a technical assessment of the existing downtown jail/sheriff's office facility and the satellite jail facility. As discussed, during the process we may find the need to evaluate other county facilities, such as the Juvenile Detention Center and/or the old County Nursing Home. These evaluations will be considered an additional service to our agreement.
- Activity D creates up to three conceptual facility options for discussion and review. The options will be based upon housing needs and characteristics in the jail, desired sheriff's operations, and technical upgrades to existing facilities. Presentations and meetings will occur with staff and the County Board with the goal of selection of an option for further development. An additional expense, outlined in D5, would engage a licensed commercial real estate appraiser if an option includes possible sale of the downtown property.
- Activity E develops the selected option in more detail. Costs and services in this phase, negotiated at a later date, may include a detailed space program and a schematic design.
- Activity F includes preparation of a draft report, modification of the report addressing client feedback, and final report and presentation.

We propose fees for work as outlined in the attached work plan as follows:

- Activities A-C: We propose a fixed fee of \$61,880. The following items are not included in that fixed fee:
 - Evaluations of other county facilities – to be negotiated at a later date if required.
 - Commercial Real Estate Appraisal – proposed as a reimbursable expense
- Activities D & F. We propose a fixed fee of \$82,120. The Scope of Work and Fee may be renegotiated for these services pending the results of work completed in Activities A-C. That is, fees may be reduced if the number of facility options is less than three as currently outlined.
- Activity E: Scope of work and fee proposal to be negotiated at a later date when scope of improvements is established.
 - For example, detailed programming of the selected option may range from a small addition or renovation at the existing facilities to programming a new jail addition at the satellite plus a complete new sheriff's facility. As such we could envision fees ranging from \$5,000 - \$40,000, or so.
 - Development of complete schematic design plans (if desired) for the selected option is generally 15% of the full architectural-engineering effort. The schematic design fee, like

the programming fee above, is dependent upon the selected option.

We propose an estimated limit of reimbursable expenses of \$10,000. Reimbursable expenses include scanning existing documents, printing review documents, draft and final reports and drawings, transportation costs, and the services of a Real Estate Appraiser.

Thank you for this opportunity. We look forward to beginning our services to the County.

Best wishes,

A handwritten signature in black ink that reads "C Reifsteck". The signature is written in a cursive style with a horizontal line extending to the right.

Charles R Reifsteck, President
Gorski Reifsteck Architects

26JUN14

**CHAMPAIGN COUNTY, IL
SHERIFF'S OPERATIONS MASTER PLANNING
GORSKI REIFSTECK ARCHITECTS
PROJECT WORK PLAN & FEE PROPOSAL**

26-Jun-14

Services & Tasks

A KICK-OFF MEETING(S)

- Finalize Tasks.
- Establish study goals and key expectations, and path to successful implementation of recommendations.
- Finalize Schedule milestones.
- Establish communication protocols.
- Establish/confirm contacts and working groups (executive, sheriff's).

B JAIL POPULATION DATA ANALYSIS

- Review and integrate ILPP data for useful to this study.
- Review, confirm and/or modify inmate classification system.
- Gather and analyze daily count and annual average data by inmate classification for housing impacts, (particularly for mental & medical health detainees).
- Project classification group and booking counts as necessary.
- Gather and analyze booking flow data.
- Gather and evaluate inmate transport data.
- * Progress presentation to Board or Committee (or as directed).

C EVALUATE EXISTING JAIL & SHERIFF'S FACILITIES

C1 FUNCTION/SECURITY/SPACE ADEQUACY ASSESSMENT

- Review and integrate ILPP data for useful to this study.
- Review/modify jail's operational mission and evaluate facilities consistent with that mission.
- Execute problem identification exercise with staff.
- Walk-through and functional/security/environmental evaluation of existing facilities.
- Evaluate staffing at both facilities for adequacy and coverage per safety/security/service objectives.
- Evaluate ability of facilities to be renovated, particularly housing.
- * Progress presentation to Board or Committee (or as directed).

C2 TECHNICAL ASSESSMENT

- Review and integrate ILPP data for useful to this study.
- Evaluate Existing Jail & Sheriff's Operations - Building Audit.
- Review original and/or as-built drawings of facilities (electronic & hard copy as available).
- Comprehensive walkthrough with attention to:
 - Mechanical, electrical, plumbing components,
 - Building envelope, roofs, windows, walls,
 - Site features; paved areas, landscape,
 - Building finishes; ceilings, paint, walls, flooring,
 - Doors, frames, hardware,
- Focused review of security systems (Bob and GHR).
- Review utility records.
- Review compliance with building codes.
- Written narratives of systems and their conditions.
- * Progress presentation to Board or Committee (or as directed).

Services & Tasks

D1 CREATE FACILITY OPTIONS, ESTABLISH FEASIBILITY

D1 JAIL OPERATIONAL AND SPACE PLANNING:

- Review ILPP data for utility to this study.
- Determine numbers of beds needed per inmate classification based upon average, high and low inmate counts with special focus on special needs inmates and flexibility of use; create a comprehensive housing plan.
- Determine key housing characteristics per classification: occupancy, supervision, density, etc.
- Estimate space needs per jail component (booking, visiting, programs, mental health, alternative support, et al).

D2 SHERIFF'S OPERATIONAL AND SPACE PLANNING:

- Review ILPP data for utility to this study.
- Establish existing and potential functions & proper organizational structure (for space organization).
- Estimate space needs per sheriff's component (evidence, investigations, patrol, et al).

D3 DEVELOP OPTIONS FOR REVIEW AND ANALYSIS

- Rough sketch initial concepts for up to three jail options (example possibilities: renovated downtown jail, expanded/renovated satellite, expanded satellite/closed downtown).
- Rough sketch initial concepts for up to three sheriff options (example possibilities: renovated downtown facility, addition at the satellite, independent new facility).
- Identify differences in jail transport issues and staffing per option.
- Estimate overall jail staff needs for each option (by position and shift).
- Identify functional/security/environmental pros and cons for each option.
- Develop construction/project cost estimates for each option.

D4 TECHNICAL ANALYSIS OF OPTIONS:

- Based upon options considered, provide input on changes to existing facilities for the following:
 - building systems and components for all design options,
 - statement of probable costs,
 - statement on utility cost projections, and
 - incorporate information into design narratives.

D5 REAL ESTATE ANALYSIS OF DOWNTOWN JAILS' MARKET VALUE

- *if desired, provided by outside sub-contractor as a reimbursable.*

D6 ANALYZE OPTIONS WITH STAFF, AND SELECT AN OPTION

- Identify functional/security/environmental pros and cons for each option and discuss with staff.
- Develop comparative operational and facility cost analysis.
- Meet and discuss options with county teams; modify as needed, and make a recommendation as to the best long-term option.
- Hosted Tour to explain analysis and basis for option selection to Board members & other officials.
- Final modifications in selected option.
- * *Progress presentation to Committee.*
- * *Progress presentation to Board (or as directed).*
- Finalize the selection of an option.

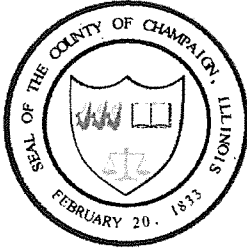
E DEVELOP THE SELECTED OPTION

- Develop a detailed Space Program for the selected option.
- Update operational and project cost estimates.
- * *Progress presentation to Committee.*
- * *Progress presentation to Board (or as directed).*
- Develop complete schematic design plans of the selected option.
- Update project cost estimates at conclusion of schematic design.
- * *Progress presentation to Committee.*
- * *Progress presentation to Board (or as directed).*

Services & Tasks

F FINAL REPORTING

- Draft Final Report.
- Modifications due to Client input.
- Final report preparation.
- Prepare and make final presentation.



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES*

Debra Busey, County Administrator

To: Chair Stan James and the Members of the County Facilities Committee

From: Van A. Anderson, Deputy County Administrator of Finance on behalf of the RFQ 2014-005 Contract Negotiating Team – Stan James, James Quisenberry, Debra Busey, Van Anderson, Sheriff Dan Walsh, Chief Deputy Allen Jones, Dana Brenner, and Barbara Mann *V.A.A.*

Subject: RFQ 2014-005 Sheriff's Operations Master Planning – Report of the Contract Negotiations Team

Date: June 27, 2014

On Wednesday, April 16, 2014, the County Facilities Committee approved the release of the Request for Qualifications (RFQ) for Sheriff's Office Master Planning for the County of Champaign, RFQ 2014-005. The RFQ was designed and conducted in compliance with the requirements of the Local Government Professional Services Selection Act (Chapter 50, Act 510 of the Illinois Compiled Statutes (50 ILCS 510/)). The outcome of the RFQ process and contract negotiations is the attached Gorski Reifsteck/Kimme & Associates contract to evaluate the Sheriff's operations and jails and develop a Sheriff's facilities master plan.

Out of six (6) teams submitting qualifications, the RFQ Selection Committee determined four (4) firms to be most qualified to provide the requested master planning services. On May 27, 2014, those firms presented their qualifications for the project and were interviewed and ranked by the members of the Champaign County Board, the County Facilities Committee, and the RFQ 2014-005 Selection Committee. The top-ranked team was led by Gorski Reifsteck Architects Inc. and Kimme & Associates Inc. (Gorski Reifsteck/Kimme).

Contract negotiations were conducted per Section 7 of the Local Government Professional Services Selection Act. The negotiating teams were as follows:

County of Champaign: Stan James, James Quisenberry, Debra Busey, Van Anderson, Sheriff Dan Walsh, Chief Deputy Allen Jones, Dana Brenner, and Barbara Mann

Gorski Reifsteck Architects with Kimme & Associates, Allied Correctional Services, GHR Engineering & Associates, Inc., and Engineering Resources Associates: Charles Reifsteck, Dennis Kimme, Robert Deichman, and James Gleason

Per Section 7 of the Local Government Professional Services Selection Act, a written scope of services, published in the RFQ, was used as the basis for negotiations. The agenda for the first negotiation session is attached. The agenda articulates the negotiations process, the scope of services, and reference materials identified as guidance for the development of the master plan.

The reference materials identify specific issues pertaining to Sheriff's facilities. Some of those issues were highlighted by the RFQ process and/or during the negotiations. The proposed contract will result in a master plan that addresses those facilities issues, answers the relevant questions pertaining to those issues, and provides a roadmap that can guide decision-making on the future of the Sheriff's facilities. Examples of the issues to be considered include, but are not limited to:

- ILPP Report
 - "In May of 2011, the National Institute of Corrections (NIC) conducted an assessment of the county jail facilities. The NIC report declared the Downtown Jail facility to be in a "deplorable" state, representing risks of significant legal liability such as the many deteriorating structures requiring urgent attention, the infestation of vermin, and the lack of regular maintenance. These problems warrant the closure of the Jail and its facilities."
 - "Champaign is strongly advised to pursue a facilities master plan for both county buildings and jail, to plan for the building, renovation, expected maintenance costs of criminal justice and other functions."
 - Downtown Jail issues: The master plan will develop data on the facility issues identified in the ILPP report and factor it into the options that will be developed. Examples of the types of facility issues are:
 - "Major deficiencies include poor sight lines, antiquated locking and video systems, deterioration of critical building elements, and inefficient staffing. Collectively, these result in a facility that needs to be replaced or undergo major costly renovations that exceed its anticipated utility."
 - "Antiquated systems (major HVAC and security systems) lack available parts for repair or replacement creating major deficiencies. Some equipment, like the video surveillance system, is in such poor condition that they do not adequately serve their function resulting in significant security problems and safety issues."
 - "Ventilation is very poor in spite of numerous attempts to rectify deficiencies. Staff report excess heat during summer months and excessive cold during winter months including frost covered perimeter walls."
 - "The current Downtown Jail design and supervision style limits the ability of staff to effectively manage the inmate population."
 - "The Downtown Jail layout prevents staff from observing the interior of living units. The hallway vision panels are inadequate for inmate supervision. Adequate supervision in this environment is conceptually possible, but requires increasing staff and modifying practices to require that staff circulate frequently throughout the living units. The cost is impractical."
 - Administrative space issues
 - "A lack of office space limits the department's ability to expand investigations, hold conferences with over 16 people, provide training classes, and interview suspects or witnesses in an adequate setting."

V.R.A.

- “The evidence storage room is too small for the Sheriff’s current needs. The law requires the Sheriff to hold all sexual assault evidence for 20 years and all homicide evidence for life. As a result, four other rooms have been repurposed in order to provide the necessary evidence storage space. These four rooms are scattered throughout the facility and are not designed to secure evidence (which often includes drugs), do not have proper ventilation (either negative air flow or specific filtering) for drug storage, and do not have secure “drying rooms.””
- Satellite Jail issues
 - “The Satellite Jail does not currently have sufficient capacity to house all County inmates, but the facility design and large site can allow it to be expanded to meet new needs. Although the Satellite Jail has higher security housing for the segregation of special needs and maximum-security inmates, its design is not conducive to holding the full range of County jail inmates.”
 - “Storage at the facility is extremely limited and accommodated through the unsafe practice of storing things where prisoners are moved and staff circulates. These hallways are evacuation routes in case of a severe emergency requiring immediate and timely evacuation of inmates and staff.”
 - “Inmate property storage is inadequate for the current jail population, and could not sustain an increased population requiring some form of external storage or creation of new storage for inmate property.”
 - “ILPP found that the holding cell spaces in the booking area are in a legally indefensible condition. This “booking area” is primarily for segregated housing (suicidal, special watch, medical, and administrative segregation) rather than for the standard intake process. Policy requires that all booking area inmates be observed every 15 minutes, and all cells are monitored by video. “Recreation” occurs for an hour a day and permits inmates to leave their cells individually to watch television. Recreation is limited and disrupts the booking and intake process.”
 - “The intake area is being used to compensate for an ill designed living space. The facility is not designed to appropriately accommodate the mentally ill, the medically infirm, and those needing special segregation living arrangements. Currently, the intake area is being used to house special needs populations, and this severely impacts the operational function of intake and booking processes. The radical crowding of the intake area hinders management efforts and reduces the effectiveness of the intake process.”
 - “Crowding special needs inmates into cells designed for short-term holding results in inadequate care and custody of the special needs population and is disruptive to the intake process. Both special needs and intake populations are poorly served by the practice. The intake area, processing, and segregation of various classifications, are significantly

V.R.R.

- problematic. New arrestees are often held in crowded cells where inmates sleep on the floor for days.”
- “The intake area is undersized for the existing population and anticipated demand. Crowding and lack of segregation options creates an unsafe environment that cannot accommodate inmate needs. Much of the equipment is simply old and past its useful life; much of it needs updating, better installation or simply improved organization. It must be noted that the Sheriff’s Office staff make the best of limited resources, and work around facility, equipment, and other limitations to deliver commendable services and care to inmates.”
 - Alan Kalmanoff follow-up letter dated February 11, 2014, to Sheriff Walsh and provided to the Champaign County Board
 - “(T)he downtown jail is substandard and **requires immediate closing**. You and your staff, the National Institute of Corrections Report and our review of the facility identified “deplorable conditions” and the need to accelerate the closing of the facility. **The continued use of the downtown jail should be considered only as a last resort under very special circumstances.**” (*Emphasis added.*)
 - “In addition to reducing the population numbers is the critical need to provide difficult segregation of various inmates types with the most demanding need for mental health, and those designated as dangerous requiring high security separations. Existing facilities lack the necessary segregation opportunities. Merely reducing population to below capacity does not satisfy the segregation issues. **So important are these segregation requirements that new construction is probably necessary in the immediate future.**” (*Emphasis added.*)
 - “One option we considered to decrease the number of inmates was the possibility of using the downtown jail for very low security inmates, only while programs and diversion options were implemented. Although we discussed this option, it became clear that this alternative would continue the current burden on short staff coverage and unnecessarily maintain work force to two facilities instead of one.”
 - “Additional housing modules are necessary to realize a satisfactory distribution of housing components (fulfilling the number of segregation separations needed for safe operation).”
 - “Without a significant decrease in the jail’s population, it is imperative that the County expedites planning efforts to increase the jail holding capacity by the addition of more living units at the satellite jail including segregation units to satisfy classification needs.”
 - “In closing, ILPP urges the immediate selection and retention of architectural planning resources to further develop the building options we presented in our report and plan.”
 - Champaign County Community Justice Task Force (CJTF) recommendations:
 - “(C)onsider gender implications regarding decisions made, since there is currently a disparity between facility conditions for women and men in the county jail.”
 - “Increase access to mental health services within the jail for all populations through screening assessment and treatment.”

UAA

- “Give high priority to appropriate space for delivery of behavioral health care in the jail.”
- “There is a desperate need for a one-stop, first-stop connecting point for those returning home, a place to communicate with people who understand their situation and are in a position to offer some assistance and a support group that will assist them to develop a life plan and carry it out. To this end, the Task Force recommends the creation of a reentry program for Champaign County.” The Champaign County Board has a one-year contract with Community Elements for a reentry program. The master plan will address the space needs of this and other programs that provide support programs to current and former jail inmates.
- Incorporating adequate facilities for support programs into the plan also would address an action item by the National Institute of Corrections (NIC) in its May 2011 report update that recommended “the Jail Superintendent with the full support of the Sheriff, seek to expand the current programs (AA, NA, GED, Bible Study, Friday Prayer, Religious Services and Library) to include Anger Management, Domestic Violence, Thinking Errors, job Search, etc., provided by community program volunteers working with inmates while they are in jail.”

During the contract negotiations, the issue of using other existing County facilities for Sheriff’s programs was discussed for incorporation into the master plan. Specifically the old nursing home and the Juvenile Detention Center (JDC), were discussed as they had been mentioned in the ILPP report as potential sites for “minimum-security to low-security facility for drunk drivers, traffic offenders, and domestic violence offenders who are low-risk, but require custody by law” and “an ideal location for a women’s jail,” respectively.

Repurposing the old nursing home at this time is not an option since the approximately 23 acres and buildings, commonly known as 1701 East Main Street, Urbana, is under lease, in its entirety, through December 31, 2016, to the Illinois Law Enforcement Alarm System (ILEAS). The contract with ILEAS has two three-year options to reopen, the first beginning on January 1, 2017. Other negative factors include the deteriorated state of the facility, both in terms of the structural integrity and the mechanical systems, four buildings with thermal problems that “are likely more significant here than at the jails” (ILPP report), and the likelihood that it would cost more to make the facility secure enough for minimum-to-low security activities than it would to build a new facility for those activities. Office operations were determined to be the only viable option for repurposing such space but the lease and the physical deterioration of the facility either prevent or greatly increase the cost of pursuing this as an option.

Repurposing the JDC also was determined not to be feasible. Since the ILPP report, the rules governing juvenile detention have changed. Effective January 1, 2014, all juveniles charged as adults must be housed in juvenile detention centers not jails. This has increased the daily census numbers at the facility. The ILPP study reported “only about 12 detainees are housed” at the JDC. But the picture is much different now. That number has risen with a daily census of twenty or more (high of 25 in May) recorded in each month of the last year with the exceptions of November (high of 19) and December (high of 18).

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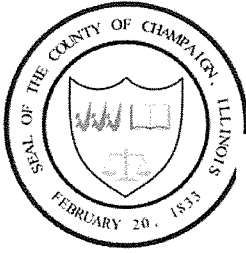
Since the review of those options by the negotiating teams indicated that it would not be feasible to repurpose the old nursing home and the Juvenile Detention Center at this time, evaluations of those facilities were not included in the proposed contract to reduce the cost of the master plan. However, the proposed contract acknowledges that those services may be requested and indicates that the evaluations would be an additional service at additional cost.

The attached proposal provides for the development of a master plan of up to three conceptual facility options for review and discussion by the Sheriff, the County Facilities Committee, and the County Board. The proposal is written to allow for a review of the scope of work following the technical assessment and functional adequacy of the current facilities. At that time, if the County determines that certain conceptual facility options should not be developed, the scope of work and fee may be renegotiated. That is, if fewer conceptual facility options are chosen to be developed, the fees may be reduced. The County negotiating team felt this flexibility was important since the National Institute of Correction consultants and the ILPP report and follow-up letter have strongly recommended closure of the downtown jail.

Therefore, the County Facilities Committee is being asked to recommend Champaign County Board approval of the Gorski Reifsteck/Kimme & Associates contract to evaluate the Sheriff's operations and develop a Sheriff's facilities master plan.



Attachments



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

Debra Busey, County Administrator

**RFQ 2014-005: Sheriff's Office Master Planning
Contract Negotiations: Development of the Scope of Services
June 2, 2014**

Contract Negotiations Teams

County of Champaign: Debra Busey, Van Anderson, Dana Brenner, Dan Walsh, Allen Jones, and Barbara Mann (Administrative Assistant: Beth Brunk)

Gorski Reifsteck Architects with KIMME & Associates, Allied Correctional Services, GHR Engineering & Associates, Inc., and Engineering Resources Associates: Charles Reifsteck, Dennis Kimme, Robert Deichman, and James Gleason

Agenda

1. Steps in the process to complete the contract
 - a. Develop a Detailed and Comprehensive Scope of Services
 - b. Project and Work Plan: Based on the agreed upon scope of services, Gorski Reifsteck/Kimme will be asked to submit a project and work plan. The plan should include a list of consultants and the roles and responsibilities of all members of the master plan team as well as the responsibilities of the County of Champaign.
 - c. Proposal for Compensation: Following agreement on the work plan, Gorski Reifsteck/Kimme will be asked to develop and submit a proposal for compensation for the project.
 - d. Agreement: Once both parties have the same expectations and understanding of the project requirements and the compensation is agreed upon, the contract will be finalized.
 - e. July 8, 2014: Review and Vote by the County Facilities Committee
 - f. July 24, 2014: County Board Vote
 - g. July 25, 2014: If contract approved by County Board, contract begins
2. Scope of Services Discussion (See Information Below)
3. Next Meeting

Scope of Services

The County of Champaign Currently operates two jails. The Sheriff's Office and operations and one jail, opened in 1980, are housed in downtown Urbana. The downtown jail can bed a maximum of 131 prisoners. The second jail, commonly known as the satellite jail, was built in 1996 and is located about a mile away on a large plot of land owned by the County and surrounded by other buildings owned by the County. This jail can currently bed 182 prisoners.

The County is interested in obtaining the services of a qualified criminal justice planning and architectural firm to assist the County and the Sheriff in determining the needs, exploring the options, and the approximate costs associated with the facilities housing the Sheriff's law enforcement and jail operations and support programs provided to inmates including, but not necessarily limited to:

- the facilities needs for prisoners
- personnel
- training space
- records and other storage
- secure evidence storage, and
- parking needs for the public, employees, and Sheriff's vehicles.

The County is specifically concerned with meeting the housing needs of prisoners with significant medical and/or mental health disorders as well as providing specific space for various programs the Sheriff and the County offer to inmates. The goal is to develop a facility master plan that will accommodate current and future operations, jail, and program needs and that will provide the estimated costs associated with the actions recommended by the master plan.

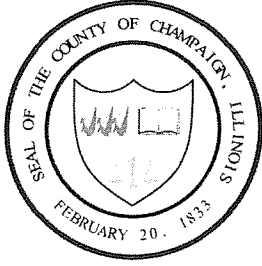
Anticipated service may include, but are not limited to:

1. Determining number of beds and optimal configuration (considering classification issues, existing structure and personnel needs) for normal housing units.
2. Determining number of beds, specific cell design and optimal configuration of housing for those with significant medical and/or mental health issues and adjacency issues with professional services needed or offered to those individuals. (Negative pressure and contagion issues need to be included in the medical needs.)
3. Determining space needs and configuration for office type functions of the Sheriff law enforcement and jail operations including personnel, training space, records and other storage, secure evidence storage, and parking needs for the public, employees and Sheriff's vehicles.
4. Determining space needs and configuration for programs offered to inmates, including office space for both professionals employed by or contracted with the Sheriff and those outside agencies that engage with the Sheriff to provide services to the inmates. (This should also include an analysis of the kitchen and laundry needs.)
5. Determining optimal design of book-in/ intake area.

6. Providing future projections as various populations and needs, if requested.
7. Provide very rough sketches and possible costs and engage in discussions as to options with the Sheriff and County to refine ideas and options so that the Sheriff and County can make informed decisions to give guidance as to what options should be included in #8 and #9 below.
8. Providing diagrams and schematic drawings (conceptual plans) and discussion as to possible design options of the facility, including recommendations and specific design options for the special needs housing. (All discussions should also include issues of necessary redundancies, serviceability, flexibility of the design to adapt to changing facility needs over time, and disaster/emergency operation & evacuation. Appropriate fencing-secure areas for evacuation should be included.)
9. Provide building cost estimates for the various design options.
10. Provide estimates as to operational costs, including personnel needs, as to the various design options.

Reference Materials

1. RFQ 2014-005 Sheriff's Operations Master Planning for the County of Champaign
 - a. Addendum 1
 - b. Addendum 2
 - i. Organizational Charts for the Sheriff's Operations
 - ii. County Jail Separation Needs: Presentation by Chief Deputy Allen Jones on Tuesday, March 4, 2014, to the County Facilities Committee
 - iii. Average Length of Stay in Jail and Yearly ADP by Gender
 - iv. Floor Plans
 - v. Mechanical and Electrical Drawings (Satellite Jail)
 - vi. Structural Evaluation for Remodeling Considerations, Champaign County Downtown Correctional Center, Urbana (October 2011)
2. Champaign County Criminal Justice System Assessment: Final Report, September 24, 2013, Institute for Law and Policy Planning (ILPP)
3. Recommendations: Champaign County Community Justice Task Force, June 21, 2013
4. Dennis A. Kimme, Gary M. Bowker, and Robert G. Deichman. *Jail Design Guide*, Third Edition. National Institute of Corrections, 2011.



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES

Debra Busey, County Administrator

ANSWERS to QUESTIONS from FINANCE COMMITTEE of the WHOLE REGARDING ADOPTION of CASA FEES

Q: Is this a fee that is subject to being waived by the Judge at sentencing?

A: No, once the County Board imposes the fee, it becomes mandatory.

Q: Can the County Board designate that the fee will only be collected on certain types of offenses (e.g., felony not misdemeanor)?

A: In a relevant case, the Court stated: **“The statute does not provide for the CAC charge to be assessed for different reasons based on a defendant’s conviction. Rather, it is a mandatory charge for a defendant found guilty of a felony or other listed offenses.”** In the State’s Attorney’s opinion, this statement suggests that the County’s option is to impose it for all the offenses listed or not impose it at all.

Q: What fees do defendants in Champaign County currently pay?

A: Following is a sampling of types of offense and the resulting fees assessed:

<u>Offense</u>	<u>Fee Assessed</u>
Driving Under Suspension, Class A Misdemeanor	\$ 341
Battery, Class A Misdemeanor	\$ 587
Violation of Order of Protection, Class A Misdemeanor	\$1,692
Retail Theft, Class 3 Felony	\$ 727
Felony DUI, Class 4 Felony	\$2,606
Possession of Controlled Substance, Class 4 Felony	\$1,427

Q: Will the implementation of this fee require the County to establish a separate fund where the fees are deposited and then paid out to CASA?

A: The statute certainly seems to say this should be a separate fund and not just a pass through account. The statute states it should be a fund **“which the county board shall make grants to support the activities and services of the Court Appointed Special Advocates within that county.”** It is the recommendation of the State’s Attorney that the Board require some form of application or accounting from CASA at least annually so that it is clear that the ordinance authorizing the fee is still appropriate and the funds are still being used as intended. The money can’t be spent on anything else, but it is also not to simply be funneled to CASA with no accountability. If the Board needs more guidance on how to establish these parameters, the State’s Attorney’s Office can provide further research on that issue.



Champaign County CASA

154C Lincoln Square • Urbana, IL 61801-3338

217-384-9065 • Fax 217-384-6450 • www.casa4kids.org

October 16, 2014

To: Members of the Champaign County Board

From: R. Rush Record, Executive Director

Thank you for the opportunity to present further information with regard to the CASA budget for your discussion. As requested, CASA presents a budget comparison of our current budget as compared to an example of what our 2015-16 budget would look like with the passage of the proposed fee.

Our budgeting process requires that we estimate the amount of revenue we generate each year as a result of our fundraising efforts. Historically, we have been conservative in that area when it comes to determining projected amounts. Individual Donations and Contributions refer to donations made directly to the program by an individual and donations made through designations to the United Way. Special Event Fundraising refers to events planned by CASA Board and Staff geared towards raising funds (ie: our annual CASAblanca gala). Fortunately, we have been successful in the past with these endeavors and have not yet needed to access our reserves.

With regard to specific expenditures for which this funding will be applied, as outlined in previous material CASA expanded our staffing by creating a ½ time Advocate Coordinator position and a Program Administrator position as a result of funding provided by sanctions imposed on Penn State University. In addition to adding staff, CASA also allocated \$10,000 of this money to pay for counseling of CASA children, should the agencies fail to provide that service. Because we are aware that this funding *will* expire, perhaps as early as next year, we are seeking implementation of this fee in order to continue these positions and the ability to set aside funding for counseling. Without the implementation of the proposed fee, CASA will need to seek additional donations and fundraising opportunities, as well as grant funding opportunities, to continue these additional services. While these options could provide the funding required, it would hamper our ability to explore additional staff expansion, which is quickly becoming a necessity in order to adequately serve the more than 400 children in the system.

Regarding personnel benefits, CASA offers our employees a monthly stipend of up to \$350 towards the purchase of an individual or family health insurance policy; we do not have a health insurance plan. In addition, after one year of employment, employees become eligible for an IRA where the organization contributes 4% monthly.

“Speaking up for the best interest of abused and neglected children in the court system”

	Current Budget	2015-16 (Estimated)
<u>Estimated Income:</u>		
Ind. Donations/Contributions:	\$150,000	\$150,000
Special Event Fundraising:	\$100,000	\$110,000
Grants/Contracts:	\$186,316	\$131,316 (Should Penn State Money be eliminated)
		\$57,000 (Estimated collectible income from \$20 fee)
Total Projected Income:	\$436,316	\$448,316
<u>Personnel Expenses (5 full time positions, 2 ½ time positions):</u>		
Salaries/Taxes/Benefits:	\$ 286,341	\$292,067 (assumes 2% increase)
Health Insurance:	\$ 23,700	\$26,070 (assumes 10% increase)
Professional Services (Contract Attorneys, Counseling):		
	\$ 75,560	\$75,560
<u>Operational Expenses (Rent, Telephone, Office Supplies etc.):</u>		
	\$ 69,775	\$70,464 (assumes 3% rent increase)
Total Expenses:	\$458,358	\$464,261

*Budget Shortfall to be satisfied by monies on hand, if needed.