

**CHAMPAIGN COUNTY BOARD  
COMMITTEE OF THE WHOLE – Finance/Policy/Justice Agenda**  
*County of Champaign, Urbana, Illinois*  
*Tuesday, September 14, 2010 – 7:00 p.m.*

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*Lyle Shields Meeting Room, Brookens Administrative Center  
1776 East Washington Street, Urbana, Illinois*

	<u>Page Number</u>
<b>I. <u>Call To Order</u></b>	
<b>II. <u>Roll Call</u></b>	
<b>III. <u>Approval of County Board Resolution to Meet as Committee of the Whole</u></b>	
<b>IV. <u>Approval of Minutes</u></b>	
A. Committee of the Whole Minutes – August 10, 2010	*1-13
B. Administrative Structure Special Committee – April 15, 2009 & April 22, 2009	*14-23
<b>V. <u>Approval of Agenda/Addenda</u></b>	
<b>VI. <u>Public Participation</u></b>	
<b>VII. <u>Communications</u></b>	
<b>VIII. <u>Environment &amp; Land Use:</u></b>	
A. <u>RPC FY2011 County Planning Contract Work Plan</u>	*24-36
<b>IX. <u>Justice &amp; Social Services:</u></b>	
A. <u>Monthly Reports</u> - Reports are available on each department's webpage at: <a href="http://www.co.champaign.il.us/COUNTYBD/deptrpts.htm">http://www.co.champaign.il.us/COUNTYBD/deptrpts.htm</a>	
1. Animal Control – July 2010	
2. Head Start – July 2010	
3. Probation & Court Services – July 2010	
4. Public Defender – June 2010	
B. <u>Animal Control</u>	
1. Approval of Revised Animal Control Ordinance	*37-59
2. Approval of Intergovernmental Agreement for Animal Impound Services with the City of Champaign	*60-65
3. Animal Control Annual Report 2009 ( <i>Separate Attachment</i> )	
C. <u>Other Business</u>	
D. <u>Chair's Report</u>	
E. <u>Designation of Items to be Placed on County Board Consent Agenda</u>	

**X. Policy, Personnel, & Appointments:**

**A. Appointments/Reappointments**

1. Approval of RFP 2010-005 Selection Committee

- Steve Beckett
- Deb Busey
- Riley Glerum
- Duane Northrup
- Alan Nudo
- Alan Reinhart
- Mark Shelden
- C. Pius Weibel

2. Approval of Olympian Drive Special Committee

**B. Administrator's Report**

1. Vacant Positions Listing (*Provided for Information Only*) \*66
2. Request Approval of Job Content Evaluation Committee Recommendation for Mental Health Board Staffing Request \*67-71
3. Request Approval of Award of Contract for Financial Auditing Services for Champaign County (*To Be Distributed*)
4. Request for Release of Bid for Emergency Operation Center Technology Upgrade \*72-73

**C. County Clerk**

1. Monthly Fees Report – July 2010 \*74
2. Approval to Accept Illinois State Board of Elections Phase III Grant Award \*75-77

**D. Recommendations for Changes to County Board Rules (*Separate Attachment*)**

**E. Other Business**

1. Resolution Placing the Question of Elimination of the Elected Office of County Auditor in Champaign County on the April 2011 Election Ballot \*78

**F. Chair's Report**

**G. Designation of Items to be Placed on County Board Consent Agenda**

**XI. Finance:**

**A. Budget Amendments & Transfers**

1. Budget Amendment #10-00076 \*79

Fund/Dept: 075 Regional Planning Commission – 865 LIHEAP-Percentage  
Income Payment Plan

Increased Appropriations: \$175,000

Increased Revenue: \$175,000

Reason: Receipt of a new grant from Illinois Department of Commerce and  
Economic Opportunity for Percentage of Income Payment Program. This  
program provides assistance to low income utility customers who meet the  
requirements for a percentage of income payment toward utility bills.

2. Budget Amendment #10-00077 \*80

Fund/Dept: 075 Regional Planning Commission – 866 Weatherization-  
NICOR/IACAA

Increased Appropriations: \$70,000

Increased Revenue: \$70,000

Reason: To accommodate new contract with Illinois Association of Community  
Action Agencies to weatherize ten homes in the NICOR Utility services area.  
The Weatherization Program provides weatherization services to low income  
residents which helps them save fuel and money while increasing the comfort  
of their homes.

**B. Regional Planning Commission**

1. Approval of Champaign County Participation in USDA Intermediary \*81  
Re-Lending Program (*To Be Distributed*)

**C. County Clerk**

1. Request Approval of Resolution Authority the Acceptance of a Grant to \*82  
Purchase Voting Equipment

2. Budget Amendment #10-00079 \*83

Fund/Dept: 628 Election Assistance/Accessibility – 022 County Clerk

Increased Appropriations: \$72,000

Increased Revenue: \$72,000

Reason: To cover expenses for the early voting station on campus.

**D. Court Services/Probation**

1. Request Approval of Application and, if Awarded, Acceptance of Information \*84-87  
& Record Sharing Program/Enhanced Formal Station Adjustment Program  
Grant

**E. County Administrator**

1. General Corporate Fund FY2010 Revenue/Expenditure Projection Report  
(*To Be Distributed*)

2. General Corporate Fund Budget Change Report (*To Be Distributed*)

3. Harris & Harris Monthly Collections Report (*To Be Distributed*)

4. Request Approval of Mental Health Board Staffing Request \*88-89

5. Request Approval of IT Staffing Change \*90-91

- 6. Request Approval to Release RFP for Underwriting/Financial Advisor Services for \$2.2 Million Bond Issue \*92-94
- 7. Discussion & Direction Regarding FY2011 Budget
  
- F. Treasurer
  - 1. Monthly Report – August 2010 \*95-102
  
- G. Auditor
  - 1. Purchases Not Following Purchasing Policy (*Provided For Information Only – To Be Distributed*)
  - 2. Monthly Reports – July 2010 & August 2010 \*103-118
  
- H. Other Business
  
- I. Chair’s Report
  
- J. Designation of Items to be Placed on County Board Consent Agenda
  
- XII. Other Business**
  - A. Semi-Annual Review of Closed Session Minutes \*119-130
  
  - B. Closed Session Pursuant to 5 ILCS 120/2(c)6 to Discuss the Setting of Price for Sale or Lease of Property Owned by Champaign County
  
  - C. Closed Session Pursuant to 5 ILCS 120/2 (c) 1 to Consider the Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of Champaign County
  
- XIII. Recess**

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# CHAMPAIGN COUNTY BOARD COMMITTEE OF THE WHOLE MINUTES

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**Finance/Policy, Personnel, & Appointments/Justice & Social Services**  
**Tuesday, August 10, 2010**  
**Lyle Shields Meeting Room, Brookens Administrative Center**  
**1776 E. Washington St., Urbana, Illinois**

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**MEMBERS PRESENT:** Steve Beckett, Ron Bensyl, Thomas Betz, Lorraine Cowart, Chris Doenitz, Matthew Gladney, Stan James, John Jay, Brad Jones, Greg Knott, Alan Kurtz, Ralph Langenheim, Brendan McGinty, Steve Moser, Alan Nudo, Steve O'Connor, Michael Richards, Giraldo Rosales, Larry Sapp, Jonathan Schroeder, C. Pius Weibel, Barbara Wysocki

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**MEMBERS ABSENT:** Carol Ammons, Jan Anderson, Lloyd Carter, Diane Michaels, Samuel Smucker

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**OTHERS PRESENT:** Kat Bork (Administrative Assistant), Deb Busey (County Administrator), Thomas Difanis (Presiding Judge of the Circuit Court), Tony Fabri (Auditor), Roger Holland (Court Administrator), Cameron Moore (RPC Executive Director)

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**CALL TO ORDER**

40  
41  
42

Betz called the Committee of the Whole meeting to order at 6:03 p.m.

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47

**ROLL CALL**

Bork called the roll. Beckett, Bensyl, Betz, Cowart, Doenitz, Gladney, James, Jay, Jones, Knott, Langenheim, Moser, Nudo, O'Connor, Richards, Rosales, Sapp, Schroeder, Weibel, and Wysocki were present at the time of roll call, establishing the presence of a quorum. Weibel announced Ammons, Carter, and Michaels notified him of their impending absences prior to the meeting and were excused.

**APPROVAL OF COUNTY BOARD RESOLUTION TO MEET AS COMMITTEE OF THE WHOLE**

**MOTION** by Beckett to approve the County Board Resolution to meet as a Committee of the Whole; seconded by Cowart. **Motion carried with unanimous support.**

**APPROVAL OF MINUTES**

**MOTION** by Wysocki to approve the Committee of the Whole minutes of June 15, 2010; seconded by Moser. **Motion carried with unanimous support.**

48 **APPROVAL OF AGENDA/ADDENDA**

49  
50 Betz asked for a motion to approve the agenda with the change that the Justice items be  
51 addressed first.

52  
53 **MOTION** by Kurtz to approve the agenda as amended and the addendum; seconded by  
54 Langenheim. **Motion carried with unanimous support.**

55  
56 **PUBLIC PARTICIPATION**

57  
58 There was no public participation.

59  
60 **COMMUNICATIONS**

61  
62 Kurtz distributed a petition to stop human trafficking.

63  
64 **FINANCE**

65 **Budget Amendments & Transfers**

66 **Budget Amendment #10-00066**

67  
68 **MOTION** by Kurtz to recommend to the County Board approval of Budget Amendment  
69 #10-00066 from Fund 075 Regional Planning Commission – Department 700 Home Energy  
70 Assistance-HHS-Even Year for increased appropriations of \$50,000 for the Regular Full-Time  
71 Employees line and \$900,000 for the Energy Assistance line with increased revenue of \$950,000  
72 from the HHS-Home Energy Assistance Program line; seconded by Rosales.

73  
74 Sapp asked if the \$50,000 being appropriated for the Regular Full-Time Employees line will  
75 pay for newly hired employees. Moore said the additional money will allow RPC to keep some  
76 temporary employees and have part-time employees work more hours.

77  
78 **Motion carried with one abstention by Nudo.**

79  
80 **Budget Amendment #10-00067 and Budget Amendment #10-00068**

81  
82 **MOTION** by Kurtz to recommend to the County Board approval of Budget Amendment  
83 #10-00067 from Fund 075 Regional Planning Commission – Department 818 Homeless  
84 Prevention/Rapid Re-Housing for increased appropriations of \$90,000 for the Emergency  
85 Shelter/Utilities line with increased revenue of \$90,000 from the HUD-Homeless Prevention/Rapid  
86 Re-Housing line and Budget Amendment #10-00068 from Fund 075 Regional Planning  
87 Commission – Department 862 Weatherization-Recovery and Reinvestment Act for increased  
88 appropriations of \$100,000 for the Regular Full-Time Employees line, \$200,000 for the  
89 Weatherization Labor line, and \$200,000 for the Weatherization Materials line with increased  
90 revenue of \$500,000 from the Department of Energy-Weatherization; seconded by Rosales.

91  
92 Sapp asked for an explanation of the employees' roles on behalf of the Weatherization  
93 Program grant. Moore said they are administrative employees. RPC staff performs outreach,

94 assessment of properties, and final inspections once the work is completed by a third party for the  
95 Weatherization Program. The work to improve the energy efficiency of low income homes is done  
96 by local contractors, not RPC staff. Sapp noted Budget Amendment #10-00068 has \$100,000 being  
97 spent on full-time employees. Moore confirmed the funding did not pay for any new hires. Sapp  
98 inquired about the \$200,000 appropriation for the Remit Marriage Surcharge line in Budget  
99 Amendment #10-00068. Moore replied the line was a mistake and the entry was correctly listed as  
100 being spent on weatherization materials in the budget amendment distributed for the members'  
101 signatures.

102  
103 **Motion carried with unanimous support.**

104  
105 Budget Amendment #10-00064

106  
107 **MOTION** by James to recommend to the County Board approval of Budget Amendment  
108 #10-00064 from Fund 105 Capital Asset Replacement Fund – Department 059 Facilities Planning  
109 for increased appropriations of \$264,000 for the 1701 Main Building Construction/Improvement  
110 line with no increased revenue; seconded by Rosales. **Motion carried with unanimous support.**

111  
112 Budget Amendment #10-00065

113  
114 **MOTION** by Rosales to recommend to the County Board approval of Budget Amendment  
115 #10-00065 from Fund 071 1995 Jail Bond Debt Service – Department 010 County Board for  
116 increased appropriations of \$7,500 for the To Public Safety Sales Tax Fund line with no increased  
117 revenue; seconded by Beckett. **Motion carried with unanimous support.**

118  
119 Budget Amendment #10-00070

120  
121 **MOTION** by Moser to recommend to the County Board approval of Budget Amendment  
122 #10-00070 from Fund 630 Circuit Clerk Operations and Administration – Department 030 Circuit  
123 Clerk for increased appropriations of \$50,000 for the Stationery and Printing line with increased  
124 revenue of \$75,000 from the Court Fees and Charges line; seconded by Rosales.

125  
126 Kurtz asked where the \$25,000 revenue in excess of appropriation would go. Busey stated  
127 the Circuit Clerk has no plans to spend the excess revenue, so will remain in Circuit Clerk's fund.

128  
129 **Motion carried with unanimous support.**

130  
131 Budget Amendment #10-00071

132  
133 **MOTION** by James to recommend to the County Board approval of Budget Amendment  
134 #10-00071 from Fund 617 Child Support Service Fund – Department 030 Circuit Clerk for  
135 increased appropriations of \$13,000 for the Regular Full-Time Employees line, \$800 for the Social  
136 Security-Employer line, \$600 for the IMRF-Employer Cost line, \$100 for the Workers'  
137 Compensation Insurance line, and \$400 for the Unemployment Insurance line with no increased  
138 revenue; seconded by Wysocki. **Motion carried with unanimous support.**

140 Budget Amendment #10-00072

141  
142 **MOTION** by Richards to recommend to the County Board approval of Budget Amendment  
143 #10-00072 from Fund 613 Court's Automation Fund – Department 030 Circuit Clerk for increased  
144 appropriations of \$30,000 for the Furnishings, Office Equipment line with no increased revenue;  
145 seconded by Jones.

146  
147 Jones asked for an explanation of the budget amendment. Busey described that the Circuit  
148 Clerk was asking to have the \$30,000 appropriated because it was not budgeted in FY2010.

149  
150 **Motion carried with unanimous support.**

151  
152 Budget Amendment #10-00073

153  
154 **MOTION** by Cowart to recommend to the County Board approval of Budget Amendment  
155 #10-00073 from Fund 104 Early Childhood Fund – Department 610 Early Head Start Expansion-  
156 ARRA-Odd Year for increased appropriations of \$68,000 for the Regular Full-Time Employees  
157 line, \$15,000 for the Part-Time Employees line, \$7,000 for the Social Security- Employer line,  
158 \$12,000 for the IMRF-Employer line, \$950 for the Workers' Compensation Insurance line, \$950 for  
159 the Unemployment Insurance line, \$19,500 for the Employee Health/Life Insurance line, \$100 for  
160 the Stationary and Printing line, \$1,200 for the Office Supplies line, \$50 for the Books, Periodicals  
161 and Manuals line, \$50 for the Postage, UPS, Federal Express line, \$25 for the Photography Supplies  
162 line, \$25 for the Food line, \$100 for the Medical Supplies line, \$1,200 for the Custodial Supplies  
163 line, \$100 for the Gasoline and Oil line, \$25 for the Dietary Non-Food Supplies line, \$75 for the  
164 Laundry Supplies line, \$500 for the Equipment Less Than \$1,000 line, \$100 for the Linen and  
165 Bedding line, \$450 for the Operational Supplies line, \$1,500 for the School Supplies line, \$1,100  
166 for the Audit and Accounting Fees line, \$50 for the Architect Fees line, \$100 for the  
167 Medical/Dental/Mental Health line, \$25 for the Professional Services line, \$500 for the Job-  
168 Required Travel Expense line, \$15 for the Field Trips/Activities line, \$10 for the Insurance line,  
169 \$450 for the Computer Services line, \$3,000 for the Gas Service line, \$2,750 for the Electric  
170 Service line, \$150 for the Water Service line, \$3,000 for the Telephone Service line, \$50 for the  
171 Pest Control Service line, \$400 for the Waste Disposal & Recycling line with increased revenue of  
172 \$179,000 from the HHS-Head Start-American Recovery and Reinvestment Act line; seconded by  
173 Weibel.

174  
175 Sapp asked why expansion of Early Head Start services involved appropriations for  
176 facilities, office rentals, and janitors. Moore answered some of the money listed pays for  
177 remodeling facilities to accommodate increased enrollment. The transportation costs reflect Head  
178 Start staff visiting families' homes to deliver services. Head Start also provides transportation to  
179 children and their family members to medical and dental appointments supplied by the program.  
180 Sapp saw a tremendous amount of money going to administration and questioned how much the  
181 program itself was increased. Moore replied RPC is allowed to keep up to 15% of grant funds for  
182 administrative costs.

183  
184 **Motion carried with unanimous support.**

185

186 Budget Amendment #10-00074

187  
188 **MOTION** by Weibel to recommend to the County Board approval of Budget Amendment  
189 #10-00074 from Fund 104 Early Childhood Fund – Department 610 Early Head Start Expansion-  
190 ARRA-Odd Year for increased appropriations of \$25 for the Automobile Maintenance line, \$25 for  
191 the Equipment Maintenance line, \$300 for the Non-County Building Repair/Maintenance line,  
192 \$10,000 for the Facility/Office Rentals line, \$175 for the Equipment Rentals line, \$150 for the  
193 Other Service by Contract line, \$100 for the Legal Notice, Advertising line, \$15 for the Business  
194 Meals/Expenses line, \$500 for the Photocopy Services line, \$1,300 for the Indirect Costs/Overhead  
195 line, \$100 for the Laundry and Cleaning line, \$50 for the Contributions and Grants line, \$50 for the  
196 Dues and Licenses line, \$7,000 for the Conference and Training line, \$50 for the Food Service line,  
197 \$100 for the Sewer Service and Tax line, \$25 for the Landscaping Service/Maintenance line,  
198 \$8,000 for the Janitorial Services line, \$500 for the Policy Council Activities line, \$500 for the  
199 Parent Activities/Travel line, \$100 for the Parking Lot/Sidewalk Maintenance line, \$5,000 for the  
200 Automobiles, Vehicles line, \$1,000 for the Other Equipment line, \$3,000 for the Furnishings, Office  
201 Equipment line, and \$300 for the To General Corporate Fund 080 line with no increased revenue;  
202 seconded by Beckett. **Motion carried with unanimous support.**

203  
204 County Administrator

205 General Corporate Fund FY2010 Revenue/Expenditure Projection Report

206  
207 Busey's reports were distributed and she stated the revenue projection was holding steady  
208 with previous months. Income tax has been tracking to be down over \$800,000. The County  
209 received two months' payment in July. The State of Illinois is currently 4 months behind in these  
210 payments. The Treasurer has been in touch with the Comptroller's Office, who indicated the  
211 County should receive a payment every 30 days. This reflects that the County should receive 4  
212 more payments this year. Busey remained skeptical regarding state payments. The State did send  
213 substantial payments for the State Reimbursement line in July. The GCF should receive \$1 million  
214 less in revenue than the current revenue budget. On the expenditure side, the GCF looks to spend  
215 99.7% of the budget after making \$1 million in cuts a couple months ago. If those two projections  
216 become reality, the GCF will end the fiscal year with a \$23,000 deficit.

217  
218 Schroeder remarked a July 3<sup>rd</sup> *New York Times* article quoted the Illinois Comptroller as  
219 saying the State of Illinois's finances were obscene.

220  
221 General Corporate Fund Budget Change Report

222  
223 The budget change report was provided.

224  
225 Harris & Harris Monthly Collections Report

226  
227 The Harris & Harris Collections Report was included in the agenda packet. Jones inquired  
228 about the incoming revenue versus what the County budgeted to receive in FY2010. Busey said the  
229 GCF revenue from this source was budgeted at \$225,000. Harris & Harris started late and the  
230 revenue is lagging a little behind. This is partially due to an operational issue wherein the Circuit  
231 Clerk delayed sending information to Harris & Harris because she wanted to ensure the right

232 information was being sent on the right types of cases. There have been a couple of lags, but  
233 revenue is close to projections. The rest of the fees revenue is down.

234  
235 **MOTION** by Jones to receive and place on file the General Corporate Fund FY2010  
236 Revenue/Expenditure Projection Report, General Corporate Fund Budget Change Report, the Harris  
237 & Harris Monthly Collections Report; seconded by Kurtz. **Motion carried with unanimous**  
238 **support.**

239  
240 **Treasurer**  
241 **Monthly Report**

242  
243 The Treasurer's report was distributed at the Board members' desks.

244  
245 **MOTION** by Wysocki to receive and place on file the Treasurer's June 2010 report;  
246 seconded by James. **Motion carried with unanimous support.**

247  
248 **Auditor**  
249 **Purchases Not Following Purchasing Policy**

250  
251 The purchases not following Purchasing Policy list was distributed for information.

252  
253 **Other Business**

254  
255 McGinty noted two letters from Bray, Drake, Liles & Richardson regarding the outside audit  
256 had been placed at the Board's desks. Jones asked whether the elected Auditor's lateness in  
257 delivering documentation to the outside audit firm impacted the award the office has received in the  
258 past. Busey thought the Auditor's Office received a second extension from GFOA and the audit  
259 was submitted in accordance with the extension.

260  
261 **Chair's Report**

262  
263 There was no Chair's report.

264  
265 **Designation of Items to be Placed on County Board Consent Agenda**

266  
267 Agenda items 8.A. 2-10 were designated for the consent agenda.

268  
269 **POLICY, PERSONNEL, & APPOINTMENTS**

270 **Appointments/Reappointments**  
271 **Drainage Districts**

272  
273 **MOTION** by Weibel for an omnibus motion to appoint Joseph L. Irlle to the Beaver Lake  
274 Drainage District, Valerie Rogers to the Blackford Slough Drainage District, Richard Rayburn to  
275 the Conrad & Fisher Drainage District, Leon Bluhm to the Drainage District #10 Town of Ogden,  
276 Marc Shaw to the Fountain Head Drainage District, James Boland to the Kankakee Drainage  
277 District, John Park to the Kerr & Compromise Drainage District, Dave Mennenga to the

278 Longbranch Mutual Drainage District, Frank Ehler to the Lower Big Slough Drainage District,  
279 David Bright to the Nelson-Moore-Fairfield Drainage District, Steve Stierwalt to the Okaw  
280 Drainage District, John Nelson to the Owl Creek Drainage District, Dennis Butler to the Pesotum  
281 Slough Special Drainage District, Arlen Buhr to the Prairie Creek Drainage District, Ray Ideus to  
282 the Raup Drainage District, James Kirk to the Salt Fork Drainage District, William Siegfried to the  
283 Sangamon & Drummer Drainage District, Brian Buss to the Somer #1 Drainage District, Ken  
284 Decker to the South Fork Drainage District, Michael Hastings to the St. Joseph #3 Drainage  
285 District, Francis Osterbur to the St. Joseph #4 Drainage District, Garry Gannon to the St. Joseph #5  
286 & St. Joseph #6 Drainage Districts, Cody Cundiff to the Triple Fork Drainage District, Jerry Heinz  
287 to the Two Mile Slough Drainage District, Ray Aden to the Union Drainage District of Stanton &  
288 Ogden Townships, Jerry Thinnis to the Union Drainage District #1 of Philo & Crittenden, Donald  
289 Rice to the Union Drainage District #1 of Philo & Urbana, William Wilson to the Union Drainage  
290 District #2 of St. Joseph & Ogden, H. Paul Dohme to the Union Drainage District #3 of South  
291 Homer & Sidney, and Dudley Carroll to the Upper Embarras River Basin Drainage District for  
292 terms from September 1, 2010 to August 31, 2013; seconded by Moser. **Motion carried with**  
293 **unanimous support.**  
294

295 **MOTION** by Weibel to appoint Marion Wagner to the Willow Branch Drainage District for  
296 a term from September 1, 2010 to August 31, 2013; seconded by Bensyl. **Motion carried with**  
297 **unanimous support.**  
298

299 **Administrator's Report**  
300 **Vacant Positions Listing**

301  
302 The vacant positions listing was provided for information only.  
303

304 **County Clerk Monthly Fees Report – June 2010**  
305

306 **MOTION** by Jones to receive and place on file the County Clerk monthly fees report for  
307 June 2010; seconded by Beckett. **Motion carried with unanimous support.**  
308

309 **Other Business**

310 **Letter of Support for RPC's Sustainable Communities Regional Planning Grant Application**  
311

312 **MOTION** by Kurtz to approve the County Board Chair submitting the requested letter of  
313 support for RPC's Sustainable Communities Regional Planning Grant application; seconded by  
314 Wysocki. **Motion carried with unanimous support.**  
315

316 **Revision of MLK Celebration Awards Process**  
317

318 Weibel presented a memo describing how the combined MLK Committee has seen an  
319 overlap of nominees amongst the different awards presented by the two Cities and the County. The  
320 committee decided to combine the awards process to be more streamlined and less confusing for the  
321 public. There will be three awards presented each year and each award can be given to an  
322 individual or a group/organization. There is an existing intergovernmental agreement about the  
323 MLK Celebration, but it does not cover the awards.

324 **MOTION** by Weibel to approve the revisions to the MLK Celebration awards process as  
325 described in the Chair's memo; seconded by Beckett. **Motion carried with unanimous support.**  
326

327 Auditor's Request for Exception to the Travel Policy  
328

329 **MOTION** by Weibel to grant the exception to the Travel Policy as requested by the  
330 Auditor's Office for an RPC employee; seconded by Rosales.  
331

332 James asked if anything in the Travel Policy addressed this situation. Busey explained an  
333 RPC employee attended a conference, which included meals. When meals are included in the  
334 conference fee paid by the employer, an employee does not receive a meal per diem reimbursement.  
335 The conference refused to accommodate the individual's diabetic diet. James said a simple phrase  
336 could be included in the policy to accommodate a disability or special needs at a conference. He  
337 hated making exceptions to the policy. Busey thought it was unusual that a conference would not  
338 accommodate a diabetic diet. Betz thought there could be a violation of the Americans with  
339 Disabilities Act if the County Board did not make an exception when the employee is attending a  
340 conference as a condition of employment.  
341

342 Wysocki asked if the County lodged a complaint with conference and/or the hotel about  
343 their failure to provide a diabetic meal. Fabri said no official complaint was filed. His staff said  
344 this issue has not come up once in 13 years. He noted the same employee is attending another  
345 conference in the next few months and another exception could be requested.  
346

347 Schroeder inquired if the conference fees could be reduced when meals are included in the  
348 costs, but an employee cannot eat the meals. Fabri said that option was not offered for this  
349 conference. James asked if the conference involved mandatory training since the County is looking  
350 at budget cuts. Busey explained it was a Head Start employee going to a Head Start conference.  
351 Most Head Start conferences and training are required. She pointed out that no one in GCF is going  
352 to conferences right now.  
353

354 **Motion carried.**  
355

356 Mental Health Board Executive Director's Request to Submit New Position to Job Content  
357 Evaluation Committee for Review & Recommendation of Classification, Description, & Salary  
358 Range Assignment  
359

360 Busey presented a request from the Mental Health Board Executive Director to submit a  
361 proposed new position to the Job Content Evaluation Committee for review and classification. The  
362 Mental Health Board has the same 5 staff members and has absorbed the Developmental  
363 Disabilities Board operations and added the Access Initiative Grant Project administration. The  
364 Director feels an additional position is needed. The Board is being asked to send the request to the  
365 committee for evaluation. It will return to the Board when the committee has developed a  
366 recommendation.  
367

368 **MOTION** by Beckett to submit the Developmental Disabilities Contract Coordinator  
369 position to the Job Content Evaluation Committee; seconded by O'Connor. **Motion carried.**

370 **Chair's Report**

371 **Committee of the Whole Structure**

372  
373 **MOTION** by Beckett to adopt continuation of the Committee of the Whole structure;  
374 seconded by Knott.

375  
376 Weibel shared a United Counties Council Illinois (UCCI) communication regarding the  
377 Open Meetings Act. It states Board members who are not members of a committee should act only  
378 as citizens at committee meetings. The non-committee members should not be allowed to take part  
379 in the discussion and should only ask questions during public participation. Beckett stated the  
380 UCCI communication does not apply to what the County Board is doing. At committee meetings,  
381 the Chair recognizes committee members first, and then non-committee members are invited to  
382 make comments. Non-committee members were not allowed to vote at committee meetings.  
383 Weibel said he was not advocating the UCCI approach, he was just providing the opinion.

384  
385 Nudo indicated Wysocki's suggested changes to County Board Rules regarding the  
386 Committee of the Whole structure and the previous committee structure were appropriate.

387  
388 Sapp exited the meeting at 7:25 p.m.

389  
390 Knott thought the Committee of the Whole structure has worked well to enable the entire  
391 Board to hear all the information at the same time. He supported dropping the other committee  
392 names from the Board Rules in favor of Committee of the Whole, as recommended by Wysocki.  
393 Knott further suggested only voting on some items at a Committee of the Whole meeting (and not  
394 forwarding them to the later County Board meeting for final approval) for a more streamlined  
395 process. Busey has informed him that a final vote at one meeting is administratively difficult  
396 because she does not know the will of the Board before the meeting. He also suggested pairing  
397 agenda items with corresponding budget items on the agenda.

398  
399 Moser wanted to see the policy and finance items separated into different meetings so they  
400 are not handled on the same night. He realized this was likely at impossibility.

401  
402 Langenheim said having 6 committees with smaller memberships generated discussions  
403 amongst members who selected themselves as committee members because they were interested in  
404 certain topics. He stated none of the Board members are equally interested in all aspects of the  
405 County's business and it was a nuance to attend committee meetings that are of no interest to the  
406 individual, which it what occurs with the Committee of the Whole structure. A smaller committee  
407 of interested people leads to more intense and open discussions. Wysocki took exception to  
408 Langenheim's comments because all Board members should be interested in all of the agenda items  
409 and should not look upon any items as nuances. All the areas dealt with by the County Board from  
410 land use to finance comprise the core of County government. Disinterest from Board members  
411 about County issues does a disservice to voters. McGinty concurred with Wysocki's comments.  
412 He reminded the Board about the complaints about the lack of information before the Committee of  
413 the While structure was implemented. The Board might lose some of the more detailed discussions  
414 that occurred at committee meetings, but every member has the ability and opportunity to speak up

415 in meetings to initiate discussion. He felt the Committee of the Whole structure was working very  
416 well to represent all of the County's business, but it could stand to have a few tweaks.

417  
418 Sapp returned to the meeting at 7:30 p.m.

419  
420 James suggested a single person run the entire meeting instead of switching between  
421 Committee Chairs. Some of the discussions wander off base and comments become repetitive, so a  
422 strong Chair is needed to move along the discussion. He wanted all the County Board members to  
423 sign the approved budget amendments, not merely the Finance Committee members. Nudo  
424 reiterated that the rules changes proposed by Wysocki that will be considered next month would  
425 improve the organizational dynamics by removing the pre-existing committee structure.

426  
427 Gladney commented that moving to a Committee of the Whole structure has resulted in  
428 gains and losses, with the gains outweighing the losses. He felt the Committee of the Whole  
429 structure was working well.

430  
431 Wysocki expressed that having a Board Chair and other individual members responsible for  
432 various areas of County government sends the message that all the power is not lodged with one  
433 Chair, but amongst several individuals. It should be a reassurance to the public and other Board  
434 members that one person does not handle everything. Schroeder agreed it was beneficial for  
435 department heads to work with Board members other than just the County Board Chair. The Board  
436 discussed the benefits of the Committee of the Whole structure.

437  
438 Weibel exited the meeting at 7:40 p.m.

439  
440 The Board discussed how the Committee of the Whole structure has impacted discussion  
441 about issues with more Board members being present.

442  
443 Weibel returned to the meeting at 7:43 p.m.

444  
445 **Motion carried with one vote against by Langenheim, who requested his vote be**  
446 **reported in the minutes.**

447  
448 Recommendation for County Board Rules

449  
450 **MOTION** by Weibel to adopt the changes to the County Board Rules presented in the  
451 memo of July 22, 2010; seconded by Rosales.

452  
453 The Board discussed how the changes would allow items to be deferred without suspending  
454 the rules.

455  
456 **Motion carried with unanimous support.**

457  
458 Betz said the other proposed County Board Rules changes could be voted on next month.  
459 Wysocki described the changes she proposed as modifying the rules to reflect how the Committee  
460 of the Whole actually functions. The changes remove references to committees and identified areas

461 of responsibility (formerly committees). Instead of Committee Chairs, there will be Deputy Chairs  
462 who will be the point people to work with staff. Wsocki asked for her proposed changes to be  
463 included on the next agenda for action.  
464

465 **Designation of Items to be Placed on County Board Consent Agenda**

466  
467       Agenda items 9.A.1-31 & D.2 were designated for the consent agenda.  
468

469 **JUSTICE & SOCIAL SERVICES**

470 **Monthly Reports**

471  
472       **MOTION** by Rosales to receive and place on file the Animal Control – May 2010 & June  
473 2010, Emergency Management Agency – June-July 2010, Head Start – June 2010, Probation &  
474 Court Services – May 2010 & June 2010, and Public Defender – May 2010 monthly reports;  
475 seconded by Richards. **Motion carried with unanimous support.**  
476

477 **Other Business**

478  
479       There was no other business.  
480

481 **Chair's Report**

482 **Report Out on the Citizens Advisory Committee on Jury Selection**

483  
484       Gladney explained the Citizens Advisory Committee on Jury Selection (CACJS) has existed  
485 since April 2009. It was formed to increase minority participation in the jury pool and the  
486 committee members wanted to report to the County Board.  
487

488       Jennifer Putman, CACJS member, spoke about the CACJS minutes posted online, the  
489 activities with the Peer Ambassadors, and the public service announcement written by Patrick  
490 Thompson. She was grateful to Beckett for the source materials regarding other counties that have  
491 fined people for nonparticipation in jury service. The Sheriff and Chief Judge agree Champaign  
492 County has other uses for their resources than tracking down and fining nonparticipants. She was  
493 very satisfied with revisions to the questionnaire sent to potential jurors, including a section where  
494 potential jurors can self-report their race. She also liked Judge Difanis's thank you letter sent to  
495 potential jurors with the questionnaire.  
496

497       Beckett asked if the demographic information collected with the new questionnaire would  
498 be tracked, statistically accumulated, and publically published. He commented that the Kankakee  
499 Judge who held people in contempt for not participating in jury service involved some people who  
500 did not understand the jury process and increased the minority participation in the jury process over  
501 the years in direct proportion to Kankakee County's increasing population. He agreed it may be an  
502 approach Champaign County may not wish to undertake, but it shows a different idea. Roger  
503 Holland answered they can and will track the data and produce reports on the self-reported race of  
504 jurors.  
505  
506

507 Putman said the committee has discussed making a promotion video to talk about the jury  
508 system for citizens. This would replace the video currently shown to potential jurors at the  
509 Courthouse with Judge Ladd explaining the process. Putman suggested Patricia Avery or Patrick  
510 Thompson could address the jurors in the video instead of a court official. The CACJS has a  
511 Legislative Affairs Subcommittee. Now is not the time to ask the state legislature for funds to  
512 increase the juror stipend, but they will continue lobbying. She suggested perhaps using the drug  
513 seizure and forfeiture money. The subcommittee was also interested in adding to the lists used to  
514 select potential jurors.

515  
516 Patrick Thompson, CACJS member, recorded a public service announcement that has aired  
517 on a few local radio stations talking about his experiences in the legal system as an African-  
518 American male in his 40's. He read his public service announcement to the Board and spoke about  
519 the importance of jury service from minorities. Thompson talked about communicating the  
520 expectations and standards of being on a jury to young adults to get them more involved in jury  
521 service.

522  
523 Rosales questioned how they could reach diversity in jury pools if the selection is random.  
524 Thompson said he knows minorities who have never been called for service, so it will be about  
525 targeting minorities for the questionnaire. Gladney remarked it is sometimes a question of  
526 minorities not responding to the juror questionnaire mailed to them. There are various reasons why  
527 people do not return questionnaires, so the committee was looking at ways to increase participation  
528 and have people take jury service seriously. Rosales wondered what types of efforts have been  
529 undertaken in similar communities. Jury service is basic citizenship and is typically taught through  
530 organizations like schools and boys & girls clubs, not through public service announcements.  
531 Rosales talked about having two pools for juror selection to have one pool only for minority jurors.  
532 Beckett stated that proposition was against the law. Kurtz asked if a pool of volunteers for jury  
533 service could be developed. Beckett confirmed that suggestion was also against the law.

534  
535 Patricia Avery, CACJS member, stated some minorities want to serve, but some people are  
536 never sent a juror questionnaire and others are called more than once in their lifetimes. They were  
537 considering a way to remove those who had been called from the juror pool for a year. Avery asked  
538 Beckett if that approach was illegal. Beckett pointed out the place on the juror questionnaire that  
539 states a person is removed from the juror pool for a year after serving. Doing anything more would  
540 remove the random element from the process. The committee is trying to get information to the  
541 public to counteract the effect of randomness. Avery confirmed the committee is looking at  
542 changing the legislation.

543  
544 Nudo encouraged working with school civics classes to install pride in civic duty and jury  
545 service. He suggested classes watch the film "12 Angry Men" as inspiration. Avery spoke about  
546 the Peer Courts used in schools and the Regional Planning Commission.

547  
548 Langenheim said one of problems is the economic consequences of juror duty with less than  
549 sympathetic employers. Weibel noted it is already illegal to fire someone for attending jury duty.

550  
551 Betz inquired whether there had been any examination of juror age and promoting jury  
552 service to college students. Avery thought Mr. Brown did a study on demographics and found the

553 students are a challenge because they are a transient population. Betz suggested using the  
554 University of Illinois and Parkland College registrations as other sources to collect potential jurors'  
555 names.  
556

557 Cowart wanted copies of the new juror questionnaire to distribute at the Champaign-Urbana  
558 Days. Avery did not think that was how the questionnaires are distributed to potential jurors. The  
559 questionnaire is mailed by the court. Beckett suggested printing the word "SAMPLE" across the  
560 questionnaire, so Cowart can distribute copies for information. Avery agreed to work on making a  
561 sample questionnaire available for general distribution.  
562

563 Claire Cape, a member of the public, read a poem she wrote that will be considered for use  
564 in a future public service announcement and another poem from Aaron Ammons. Gladney thanked  
565 the County Board for their indulgence and announced the next CACJS meeting will be August 20<sup>th</sup>  
566 at 5:30 p.m.  
567

#### 568 **Designation of Items to be Placed on County Board Consent Agenda**

569  
570 There were no items for the consent agenda.  
571

#### 572 **Approval of Closed Session Minutes**

573  
574 **MOTION** by Beckett to approve the June 15, 2010 – 8:35 p.m. and June 15, 2010 – 8:55  
575 p.m. closed session minutes; seconded by Kurtz. **Motion carried with unanimous support.**  
576

#### 577 **ADJOURNMENT**

578  
579 Betz adjourned the meeting at 7:54 p.m.  
580

581 Respectfully submitted,  
582

583 Kat Bork  
584 Administrative Assistant  
585

586 *Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*

1 CHAMPAIGN COUNTY BOARD  
2 **COMMITTEE MINUTES**  
3

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4  
5 **ADMINISTRATIVE STRUCTURE SPECIAL COMMITTEE**

6 **Wednesday, April 15, 2009**

7 **Lyle Shields Meeting Room, Brookens Administrative Center**

8 **1776 E. Washington St., Urbana**  
9

10 5:00 p.m.

11  
12 **MEMBERS PRESENT:** Tom Betz, Brendan McGinty, Steve Moser

13  
14 **MEMBERS ABSENT:** None

15  
16 **OTHERS PRESENT:** Carol Ammons (County Board Member), Steve Beckett (County Board  
17 Member), Deb Busey (County Administrator of Finance & HR  
18 Management), Lloyd Carter (County Board Member), Matthew Gladney  
19 (County Board Member), Alan Nudo (County Board Member), Amanda  
20 Tucker (HR Generalist), C. Pius Weibel (County Board Chair), Barbara  
21 Wysocki (County Board Member)  
22

23 **CALL TO ORDER**

24  
25 McGinty called the meeting to order at 5:00 p.m.  
26

27 **ROLL CALL**

28  
29 Betz, McGinty, and Moser were present, establishing the presence of a quorum.  
30

31 **APPROVAL OF AGENDA/ADDENDUM**

32  
33 **MOTION** by Moser to approve the agenda; seconded by Betz. **Motion carried with all ayes.**  
34

35 **APPROVAL OF MINUTES**

36  
37 **MOTION** by Betz to approve the February 17, 2009 open session minutes; seconded by  
38 Moser. **Motion carried with all ayes.**  
39

40 **MOTION** by Betz to approve the February 17, 2009 closed session minutes; seconded by  
41 Moser. **Motion carried with all ayes.**  
42

43 **MOTION** by Betz to approve the April 1, 2009 minutes; seconded by Moser. **Motion carried**  
44 **with all ayes.**  
45  
46  
47

48 **PUBLIC PARTICIPATION**

49  
50 There was no public participation.

51  
52 **CHAMPAIGN COUNTY ADMINISTRATIVE STRUCTURE DEVELOPMENT**

53 **Structure of Committees**

54  
55 The revised version of Steve Beckett's proposal regarding the structure of committees was  
56 distributed.

57  
58 **MOTION** by Betz to forward the proposal to change the County Board Rules to a committee  
59 structure of four standing committees with thirteen members on two committees and fourteen members  
60 on two committees; seconded by Moser.

61  
62 Betz spoke about the proposal before the committee. Though it was stated the financial aspects  
63 are not significant in terms of per diem savings, it is thought there might be some administrative  
64 savings. The proposal moves the County Board in a direction where Board members will have to  
65 focus more on the committee work. While Betz has advocated on the side of having a large County  
66 Board and diversity it provides, in viewing the Board meetings on television he has seen the  
67 disengagement of some Board members. This committee restructuring may be a way to focus Board  
68 members on their committees and may be a precursor to meeting as a committee of the whole, which  
69 Betz supports. He indicated it is worth giving the proposal a shot and if it does not work out then the  
70 Board can always change to a different committee system. He wanted vigorous debate amongst the  
71 County Board on this issue.

72  
73 Moser reported that the Republican Caucus met this morning and 80% of the caucus was in  
74 favor. The proposed committee restructuring could be helpful with important ELUC issues that many  
75 people have difficulty understanding. One question he has heard was why the Justice, Policy, &  
76 Appointments Committee and the Finance Committee will be the 14-member committees instead of  
77 one of others.

78  
79 Beckett gave an overview of his revised proposal. He incorporated changes based on the  
80 feedback and concerns raised by Board members concerning his first proposal. Increasing the number  
81 of Board members on each committee would address concerns that the committee size was too small.  
82 The structure of having 4 committees with 13 or 14 members each would enable a Board member to be  
83 knowledgeable about 50% of business when it comes to the full County Board meetings. Because a  
84 27-member County Board could not be divided into 4 committees of 13 members each, Beckett  
85 suggested assigning the County Board Chair to the Justice, Policy, & Appointments Committee and the  
86 Finance Committee as those are the two primary standing committees in terms of priorities. This  
87 brings the membership of 2 committees to 14 members. There could be tie votes with even-numbered  
88 committees; therefore, he proposed a rules change that votes ending on a tie at the committee level  
89 would be reported to the County Board for action, but with no recommendation from the committee.  
90 This approach would ensure a tie vote would not kill an item from going to the full County Board. In  
91 response to the notion that his first proposal was trying to eliminate the Justice & Social Services  
92 Committee, Beckett changed the committee's name and language to reflect that the Justice and Policy  
93 Committees were being consolidated, which his intention was all along. He wanted to make it clear

94 that he never intended to suggest eliminating the Justice Committee. Otherwise the duties of  
95 committees were not much changed. Due to the statements made that scheduling the Highway &  
96 Transportation Committee or the potential County Transportation & Facilities Committee meetings at  
97 9:00 a.m. on a Friday was not friendly to the media or Board members, Beckett conferred with County  
98 Engineer Jeff Blue about changing the meeting time. Blue was agreeable to scheduling the meeting at  
99 8:00 a.m. on a Friday. This change would enable Board members to attend the committee meeting  
100 before the typical workday, thereby being friendlier to Board members. Beckett altered the pertinent  
101 language under 2G at Blue's request. Blue informed Beckett that the Highway Committee never  
102 approves plans. The plans are approved by Blue as the County Engineer, sent out, and then bids are  
103 received. The committee approves the bids. Beckett confirmed there would be no per diem savings  
104 under this structure. Busey has indicated holding all four committee meetings during a single week  
105 would result in savings of \$35,000. Beckett stated Busey would have to provide an explanation about  
106 the \$35,000 savings calculation because she arrived at this number.  
107

108 Carter stated the County Board had the same thing on the 2001 ballot and it was voted down.  
109 He said it was getting personal from his point of view. Regarding Beckett's suggestions about the  
110 meeting time of the Highway Committee, Carter stated Blue works for the County Board and it was  
111 not right for Blue to tell the committee how to structure the meetings. Carter was bothered by what he  
112 saw as a little group drawing up this stuff without input from anyone else and expecting the Board to  
113 take it. McGinty expressed the purpose of this meeting was to gather input from Board members. He  
114 pointed out the original proposal had been amended to incorporate suggestions from various Board  
115 members and the issue had not been forwarded to the Policy, Personnel, & Appointments Committee.  
116 Carter claimed it was trying to get rid of the County Board. McGinty explained the proposal has  
117 changed since it was presented to the caucuses and the changes reflect the major concerns about issues  
118 like oversight.  
119

120 Betz noted the Administrative Structure Special Committee has held a number of meetings over  
121 the past couple years and solicited all sorts of ideas, beginning with McGinty and Knott's ten point  
122 plan. The ten point plan was distributed to all the Board members and others to solicit even more  
123 proposals and advice. There has been an ongoing open door to submit ideas to the special committee,  
124 an avenue that has been used by Board members to suggest ideas. Betz stated Beckett made a  
125 proposal, which is what any Board member has the absolute right to do. Beckett's proposal was  
126 considered by the Policy Committee and referred to the Administrative Structure Special Committee.  
127 There has been extensive discussion about the proposal, which is reflected in the meeting's minutes.  
128 As result of the comments from the meeting, Beckett drafted a second proposal to increase the size of  
129 the committees and consolidate a couple of committees. Each Board member would serve on two  
130 committees. He clarified that Beckett's proposal had nothing to do with the 2001 ballot issue that  
131 Carter mentioned. In 2001, there was a proposition about single member districts on the ballot and that  
132 that is not currently before this committee. Betz pointed out the proposal increases the committees'  
133 size; it does not impact the size of the County Board. He continued to speak about how only the  
134 County Board can structure the County Board. The public can only advise and has no binding  
135 authority regarding the structure of the County Board. He thought the Board structure and related  
136 issues should be discussed every 10 years. The County Board has voted to move from a dual  
137 Administrator to a single County Administrator system and is in an ongoing process of  
138 restructuring/reforming the County Board, elected offices, appointed offices, etc. In Betz's opinion,  
139 this is what the Policy, Personnel, & Appointments Committee and Administrative Structure Special

140 Committee were appointed to do, so they are simply fulfilling their functions. He encouraged open  
141 discussion and not remaining frozen in place without any consideration of change.  
142

143 Ammons stated she would not support the proposed change to Rule 6 about allowing issues that  
144 end in a tie vote moving to the County Board with no recommendation. She saw the purpose of  
145 committees as reviewing issues and voting as to whether items should go to the County Board. She  
146 stated this would lead to political maneuvering and using one person to break a tie was not democratic.  
147 She did not understand the correction of the form under 12.F.3.b. Busey explained the language in  
148 item 3.b under Rule 12 this language currently in the County Board Rules. There is no proposed  
149 change to this language. Ammons asked for an explanation of this language. Beckett said if the  
150 wording of a resolution was ambiguous or technically incorrect, then somebody needs to call it to the  
151 Board's attention and it has to go through a process to achieve the correct result. The per diem  
152 resolution was a good example.  
153

154 Betz spoke about the possibility of tie votes at the 14-person committees. The proposed change  
155 would send such matters to the County Board without recommendation instead of simply killing the  
156 issue. The County Board is not compelled to take action on any issue. He would love to see a rules  
157 change that would prevent a defeated issue from being placed on an agenda for 6 months unless a  
158 certain number of members request it. He may propose this change in the future. Beckett explained  
159 his concern was an important issue could be killed in committee due to a particular committee's  
160 makeup. It does not make sense to have a tie vote result in the Board being prohibited from taking any  
161 action. An even number of committee members increases the probability of tie votes and his proposal  
162 would enable the County Board to have the final say on the issue. He noted the County Board acts as  
163 27 separate voting members of a body politic. Nudo supported that issues ending in tie votes be  
164 forwarded to the Board as a way to offset to the fact that 2 committees would have an 8-6 political  
165 balance. Weibel pointed out that items have advanced to the County Board without going through a  
166 committee first because of deadlines and, as County Board Chair; he has made use of placing items  
167 directly on the Board agenda. Regarding the idea of committee meetings being media friendly, Weibel  
168 pointed out the media can listen to the audio recording of the meetings on the County's website. From  
169 quotes in recent newspaper articles Weibel has surmised the media is listening to the audio recordings  
170 instead of attending the meetings.  
171

172 Gladney indicated he was pleasantly surprised with the amended proposal. He appreciated that  
173 Board members would serve on 2 committees and saw where Justice Committee matters were included  
174 in the consolidation. He supported the proposal moving forward to the Policy Committee.  
175

176 Carter opposed the proposal because he thought it would mean Board members being kicked  
177 off the County Board. Betz and McGinty pointed out the proposal concerned the size of committees  
178 and no change to the size of the County Board was being proposed. Carter said the proposal was only  
179 being made in the interest of an elite few. Moser stated the size of the County Board would be up to  
180 the County Board in place after the 2010 election. Whichever party controlled the Board following the  
181 election will draw the map and make the decision about how large the Board will be. Carter thought  
182 the proposal would lump all the committees together and direct everything to the full Board without  
183 any issue going through committees first. Carter claimed sending issues to the full Board would cut  
184 out the input from anyone but a few elite people. Moser said he thought the proposed structure would  
185 generate more input because each committee would have 13 or 14 members instead of 9 members.

186 Moser sees larger committees as advantageous with ELUC issues because he has seen many County  
187 Board meetings where most Board members are ignorant about the ELUC issues they are voting on.  
188 The County Board will be facing major ELUC issues concerning wind farms and land use in the  
189 coming months. The restructuring proposal would result in at least 13 knowledgeable members about  
190 ELUC projects at each County Board meeting. This would benefit the County Board when it is voting  
191 on ELUC issues. The larger committees will be a good way to educate half of the Board at each  
192 committee meeting, so Board members are well-informed on issues prior to the Board meetings were  
193 they are voting on said issues. He described the waste of resources that has occurred when a zoning  
194 ordinance was voted down based the majority of the Board was uninformed. Moser stated all 27 Board  
195 members needed to be cognizant of how their actions affect all areas of the large and diverse county.  
196

197 Discussion continued over the proposal to restructure the committees. Betz would like to see  
198 every County Board member invested on every issue and supported the County Board operating every  
199 meeting as a committee of the whole. He thought the proposal would have a positive outcome and the  
200 system could always be changed if it did not. McGinty thought the greatest benefits of the  
201 restructuring would be greater involvement, focus, and oversight of issues at the committee level.  
202 Bigger committees could lead to better, more efficient full County Board meetings. Having more  
203 members understand what is being presented to the Board is beneficial to all. The challenges with the  
204 committees meetings would be to drive business and stay focused. Nudo suggested that longer  
205 discussions at the committee level could lead to shorter discussions at the County Board because the  
206 members would be better educated. As seen by the participation of non-committee members at this  
207 meeting, larger committees can lead to more discussion on issues and more Board members being  
208 involved. Betz asked for a roll call vote.  
209

210 A person from the public interrupted the discussion to ask to make some comments to the  
211 committee. McGinty stated public participation was held earlier in the meeting and inquired if any  
212 member wanted to make a motion to suspend the rules. There was no motion made by a member.  
213

214 **Motion carried with a vote of 3 to 0.** Betz, McGinty, and Moser voted in favor of the motion.  
215

## 216 **OTHER BUSINESS**

217  
218 McGinty suggested having another Administrative Structure Special Committee meeting to  
219 work through fleshing out the ten point plan and any other items on the table related to the reform of  
220 government. Betz wanted a consolidated list at the May 6<sup>th</sup> Policy Committee meeting to plan the  
221 agenda issues for the next 6 months. The committee agreed to schedule a meeting Wednesday, April  
222 22nd at 5:00 p.m.  
223

224 Nudo encouraged the County Board members to keep reminding themselves of the County's  
225 financial situation and develop ideas to streamline and make the County government more productive.  
226 He suggested the Board restrict itself to focusing on 4 selected issues in the 6-month time period for  
227 better planning. The issues could be any 4 chosen by the members. The Board could then focus on  
228 another set of issues in the following 6 months.  
229

230 Ammons asked what the process would be for determining the top 4 issues. She was concerned  
231 about the low participation of minority contractors and wanted to know how to get this issue addressed

232 in real terms by the County Board even if it is not important to the majority of the Board. Betz said he  
233 would honor any requests by members to place items on the Policy Committee agenda if they are made  
234 to him.

235

236 **ADJOURNMENT**

237

238 Meeting adjourned at 5:57 p.m.

239

240 Respectfully submitted,

241

242 Kat Bork

243 Administrative Secretary

244

245

*Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*

1 CHAMPAIGN COUNTY BOARD  
2 **COMMITTEE MINUTES**  
3

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4  
5 **ADMINISTRATIVE STRUCTURE SPECIAL COMMITTEE**

6 **Wednesday, April 22, 2009**

7 **Lyle Shields Meeting Room, Brookens Administrative Center**

8 **1776 E. Washington St., Urbana**  
9

10 5:00 p.m.

11  
12 **MEMBERS PRESENT:** Tom Betz, Brendan McGinty, Steve Moser

13  
14 **MEMBERS ABSENT:** None

15  
16 **OTHERS PRESENT:** Steve Beckett (County Board Member), Deb Busey (County  
17 Administrator of Finance & HR Management), Greg Knott (County  
18 Board Member), Alan Nudo (County Board Member)  
19

20 **CALL TO ORDER**

21  
22 McGinty called the meeting to order at 5:00 p.m.  
23

24 **ROLL CALL**

25  
26 Betz, McGinty, and Moser were present, establishing the presence of a quorum.  
27

28 **APPROVAL OF AGENDA/ADDENDUM**

29  
30 **MOTION** by Betz to approve the agenda; seconded by Moser. **Motion carried with all ayes.**  
31

32 **PUBLIC PARTICIPATION**

33  
34 There was no public participation.  
35

36 **CHAMPAIGN COUNTY ADMINISTRATIVE STRUCTURE DEVELOPMENT**

37 **County Government Reform Issues**  
38

39 McGinty explained that Busey put the government reform issues at the top of the document  
40 attached to the agenda. The goal was to discuss what the County should be pursuing and what should  
41 be forwarded to the Policy, Personnel, & Appointments Committee. The committee reviewed the list  
42 of issues initially suggested when the ten point plan was introduced. Betz asked to withdraw the  
43 notion about electing a Supervisor of Assessments from the list altogether because the concerns with  
44 that office had been resolved with the appointment of a new Supervisor of Assessments. Moser agreed  
45 that electing a Supervisor of Assessments was not a good idea. Betz wanted to withdraw the idea  
46 about electing the Board of Review. McGinty wanted to make an archive of the fact that these issues  
47 were discussed and decisions were made regarding the items on the list. Busey noted those decisions

48 would be in the minutes and she would update the list to indicate the issues were removed by the  
49 Administrative Structure Special Committee. Betz wanted to remove the idea about merging CUPHD  
50 and the County Board of Health. He thought it was a great idea, but current state legislation makes a  
51 merger very difficult. He did not think any action was possible until state laws were changed. Moser  
52 noted the merger issue could be very partisan because the tax rates were hugely different between the  
53 two public health districts. Moser said a tax increase to farmland would not go down well with his  
54 constituents. Knott said the committee should focus on matters to address in the current County Board  
55 term and any public health merger would take longer. The committee agreed to remove those issues  
56 from the list. Betz noted the single member districts, size of the Board, and a referendum question  
57 about the number of districts were essentially the same concept. He thought the committee would be  
58 irresponsible if they failed to combine such overlapping issues. The three issues could be combined  
59 into one issue about the County Board size/structure. Betz wanted the County Board size/structure  
60 issue to go to the Policy Committee for a significant discussion. The committee discussed holding  
61 public hearings about county government reform. Betz felt the issue of whether the Auditor, Coroner,  
62 and Recorder offices should be elected or appointed was already before the Policy Committee. Knott  
63 asked to have the election commission issue tabled until later. The committee agreed to remove the  
64 election commission from the discussion about the other 3 county offices. McGinty thought  
65 consideration of an Executive Committee had a great deal to do with the size of the Board and should  
66 be included in that discussion. Moser said there was a County Board Executive Committee 18 years  
67 ago. Betz and Moser agreed an Executive Committee was a legitimate part of the conversation about  
68 Board size.  
69

70 McGinty asked if the role of the County Board Chair should also be included in the discussion.  
71 Moser concurred with including the Board Chair position in the discussion, but he did not want to  
72 debate the County Executive position. He asked how many Illinois counties had a County Board Chair  
73 elected by the public. Busey thought 3 of the top 18 counties had countywide elected Board Chairs,  
74 but these Chairs were not executives. She believed only Rock Island had a full-time County Board  
75 Chair position and no County Administrator. Betz thought the discussion about defining the role of the  
76 County Board Chair was very necessary. He viewed the County Executive and County Board Chair as  
77 very different positions. He felt the single County Administrator should be in place for a few years  
78 before they discuss whether to add a County Executive position. Beckett saw the role of the County  
79 Board Chair as selected by the Board is limited by statute. Moser said there was no reason the County  
80 Board Chair could not be a full-time position. Beckett questioned what a full-time Chair would do.  
81 Nudo saw a full-time Board Chair as someone to work with the County Administrator to set the agenda  
82 and develop planning for capital expenditures and streamlining government. It is advantageous when  
83 the Board Chair is willing to work with both parties. Knott said the Board's expectations and the  
84 involvement of committee chairs drive issues. Knott and Nudo agreed the Board Chair is not a full-  
85 time job. Nudo viewed the Chair position as being somewhat above partisan politics. Betz spoke  
86 about partisan politics that exist whenever a position is elected. He did not favor electing a countywide  
87 Chair because a responsible County Board could eliminate an ineffective Chair. He thought it was a  
88 legitimate topic for discussion at the Policy Committee. Moser spoke about his experience as Board  
89 Chair and how he tried to stay out of the office as much as possible. The committee agreed to discuss  
90 the Board Chair issue at the Policy Committee.  
91

92 In terms of a meeting schedule, Betz said his dream was to have no committee system, instead  
93 for the Board to meet as a committee of the whole. The Board could have two study sessions and then

94 a meeting where action was taken each month. He thought meeting as a committee of the whole and  
95 addressing the different subjects of County business would be cumbersome and difficult, but not  
96 impossible. It might actually force some Board members to start being prepared for meetings. The  
97 current system allows members to duck responsibility. This could also be a topic for discussion when  
98 considering County Board size.

99  
100 The committee discussed taking three issues to the Policy Committee: 1. the Board size and  
101 structure issue, 2. the role of the Board Chair issue, and 3. the roles of Auditor, Coroner, and Recorder.  
102 Busey suggested the Board might want to formulate a recommendation about home rule. Betz said  
103 that item was voted on the Policy Committee agenda and this special committee has the authority to  
104 remove it. He thought someone would ask for it to be removed from the Policy agenda. He would like  
105 to see a page written to educate the Board about the positives and negatives of home rule. The  
106 committee discussed zoning and home building concerns within the County's jurisdiction. The  
107 committee's discussion covered the other items on the list of recommendations and what standing  
108 committees could address those issues. Conversation turned to the subject of redistricting and moving  
109 issues to the standing committees.

110  
111 Betz noted Denny Inman had prepared a list of minority contractors who worked with the  
112 County and that list should be included in information distributed regarding disparity. Beckett had  
113 asked Inman if there was a way to develop statistics regarding the percentage of minority and female-  
114 owned business working on construction projects in order to demonstrate the County's improvement.  
115 Beckett felt the availability study was more important than the disparity study to determine the  
116 investment that was needed. Busey inquired if it she could discuss the items with each of the  
117 Committee Chairs to determine what issues are appropriate to place on a standing committee agenda at  
118 this point in time. A report could be provided explaining the outcome. Many of the issues listed have  
119 huge cost implications and it may not be reasonable to move forward at this time. The committee  
120 discussed how some issues would require staff input and development before being brought to a  
121 standing committee. Moser talked about zoning changes to force owners to clean up their property.  
122 Betz wanted a memo or legal opinion on the separation of powers issue and the County Board's  
123 potential authority regarding the Police Civilian Review Board for the Sheriff's Office. He did not  
124 want to bring this item to a committee because he was not convinced the County Board had the  
125 authority to create such a board. Betz spoke about other issues that relate to elected officials. McGinty  
126 said the pacing of the remaining items should be determined by the Chair and the County  
127 Administrator. The committee concurred with this approach.

128  
129 Recommendation to Policy, Personnel, & Appointments Committee of County Government Reform  
130 Issues for Consideration

131  
132 The committee agreed the issues of 1. Board size and structure 2. the role of the Board Chair,  
133 3. the roles of Auditor, Coroner, and Recorder, and 4. redistricting will be moved to the Policy  
134 Committee.

135  
136 **OTHER BUSINESS**

137  
138 Moser stated he would be unavailable in the committee met in May.  
139

140 **ADJOURNMENT**

141

142 Meeting adjourned at 5:58 p.m.

143

144 Respectfully submitted,

145

146 Kat Bork

147 Administrative Secretary

148

149 *Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*



Date: September 8, 2010

To: Committee of the Whole Members

From: Susan Chavarria, Regional Planning Manager

Regarding: Proposed FY11 County Planning Contract Work Plan - **AMENDED**

Action Requested: Approval

**From the June 2010 Committee of the Whole meeting packet:**

Champaign County has an annually renewed contract with Champaign County Regional Planning Commission for planning and technical services. The contract amount since 2008 has remained steady at \$76,169.

From FY 2008 through FY2010, this contract was used primarily for creating the Land Resource Management Plan and for coordinating countywide recycling activities. Starting in FY11, the focus moves toward implementing the LRMP and other tasks such as sustainability, continued recycling coordination, grant writing and research, and miscellaneous requests. Attachment A to this memo contains the proposed FY11 work plan.

Attachment B contains the proposed work plan specific to LRMP implementation for FY11. The proposed work plan was completed in coordination with John Hall, Zoning Director. As per the request of County Board members, cost and time estimates are provided for each proposed task. For FY11, there are over 20 activities that we propose to undertake.

CCRPC staff would appreciate your input and finalization of the county planning contract work plan, including the LRMP implementation work tasks that will take us through November 2011.

**Amendments to the June memo:**

The FY11 CCRPC Planning Contract work plan was deferred by the Committee of the Whole in June. A couple of changes to the documents provided at that meeting are necessary based on decisions made since that meeting; please note such changes are underlined in the following pages.

Change 1: The County requested that the FY11 planning contract be reduced by 10% like other County programs; the proposed FY 11 contract will thus be for \$68,552. This will necessitate removal of one or more items from the work plan at the discretion of the board. Staff has underlined their recommendation for which items to reduce in the work plan for your consideration.

Change 2: The County was awarded \$8,325 from the Energy Efficiency and Conservation Block Grant (EECBG) program to create a Building Code with Energy Efficient Building Design Standards. A 25% local match equivalent to \$2,775 is required of the grant program; this local match will come from the county planning contract. This will necessitate transferring 55 hours from an item in the work plan to be used on this grant project. Staff has underlined their recommendation for which item to reduce in the work plan for your consideration.

In Attachment A Amended, staff recommends reducing LRMP Implementation by 75 hours to 800 hours; reducing the County Sustainability Initiative from 200 to 125 hours, reducing General Planning Support from 150 to 70 hours, and adding the EECBG project with 217 hours.

In Attachment B Amended, staff recommends postponing items 19, 20, 22 and 23 due to these changes.



## COUNTY PLANNING CONTRACT FOR FY11 - AMENDED

December 1, 2010 through November 30, 2011

	Hours	Cost	
<b>LRMP Implementation</b> Working with ELUC and county staff, priority implementation items will be identified that CCRPC planners can implement given time and resources. <i>Typical activities: See Attachment B</i>	<u>800</u>	<u>\$40,000</u>	Reduced from 875/\$43,750 for 10% reduction
<b>County Sustainability Initiative</b> County staff members have expressed interest in making our facilities more sustainable. CCRPC's sustainability coordinator can help implement the County's sustainability plan. <i>Typical activities: monitoring sustainability efforts and helping county departments achieve their sustainability goals as established in the County Sustainability Plan that is currently in progress</i>	<u>125</u>	<u>\$6,250</u>	Reduced from 200/\$9,000 for 10% reduction
<b>General Planning Support</b> CCRPC staff members provide general planning support for tasks identified by County committees or County Departments that CCRPC planners can research or implement. <i>Typical activities: annual update of the County's Multi-jurisdictional Natural Hazard Mitigation Plan, research on topics of importance to the County Board and/or Departments, Solid Waste Plan</i>	<u>70</u>	<u>\$3,500</u>	Reduced from 150/\$7,500 for 10% reduction; reduced by another 55 hours for EECBG grant
<b>Recycling Events Coordination</b> Countywide recycling collection initiatives with growing support of municipalities and partnerships with local entities have been spearheaded through the County contract for the last couple of years. Current challenges include seeking means to accommodate the ongoing need for household hazardous waste collections. <i>Typical activities: In 2010, quarterly recycling events coordination and working with other municipalities</i>	<u>150</u>	<u>\$7,500</u>	
<b>Funding Sources Research</b> County Board and/or County departments may solicit research for funding sources. CCRPC staff can research and in many cases write grant applications to remove some burden from County staff. <i>Typical activities: 2007 Hazard Mitigation Plan grant application, searching for county facilities improvement funding</i>	<u>100</u>	<u>\$5,000</u>	
<b>EECBG Grant: Building Code with Sustainability Design Standards</b> <u>This will fund an Implementation Strategy and Feasibility Study for creating a Building Code for the County that includes energy efficient building design standards.</u>	<u>217</u>	<u>\$11,100</u>	Includes 55 hours removed from General Planning Support above and the EECBG grant of \$8,325
<b>Administration (budgeting, work plan)</b>	<u>25</u>	<u>\$1,552</u>	
<b>Non-staff expenses (Supplies, Services, Capital Outlay)</b> <i>Typical expenses: printing finished documents such as the LRMP, purchasing research materials, office supplies, yearly subscriptions/memberships, etc.</i>		<u>\$2,000</u>	
<b>TOTAL</b>	<b><u>1488</u></b>	<b><u>\$76,877</u></b>	Reduced from 1500/\$76,169 for 10% reduction, then increased to 1488/\$76,877 due to receipt of EECBG funding

Under the proposed work plan, the county would not be limited to working with one planner; rather, it will have the varied experience of several RPC planners to complete tasks. For FY11, the work plan proposes providing approximately 1,325 hours in planning services for the County. This assumes a 10% decrease in the contract from last year. Estimated costs include fringe and indirect expenses. County Board members may direct staff toward other tasks by reducing hours or removing tasks from above at the time of approval, or by adding tasks during the year under the "Miscellaneous County Requests" item to which 150 hours are proposed. Other tasks which Board members may like to consider, but are not limited to, include:

- Formulating a scope of services for a countywide transportation plan (40 hours, \$2,366)
- Completing research on topics of interest to the County Board and/or County departments (\$50/hour)

## Recommended priorities from LRMP for FY11 - AMENDED

**Yearly reports/updates** – *These are items which will be included in all future work plans for implementing LRMP.*

1. Update Champaign County webpage to achieve provisions of Objective 9.4: *Champaign County will promote efficient resource use and re-use and recycling of potentially recyclable materials.*

Estimated planner hours to implement: **5**  
 Estimated cost to implement: **\$250 plus \$250 for IT Department work = \$500**  
 Resources needed to implement:  
**County planner will update content about recycling events and new relevant information; IT department will update pages and finalize content with planner and County administration**

Estimated hours to administer once implemented: **5 per year plus 5 County IT hours**  
 Estimated cost to administer: **\$250 plus \$250 = \$500**  
 Resources needed to administer:  
**Changes will be made as new information becomes available. This is a permanent item in the County planner work plan as long as the County prioritizes recycling events.**

2. Develop information package for public dissemination regarding Objective 9.4 – *“Champaign County will promote efficient resource use and re-use and recycling of potentially recyclable materials”.*

Estimated planner hours to implement: **45**  
 Estimated cost to implement: **\$2,250 plus printing and postage**  
 Resources needed to implement: **printing costs, postage costs (if on paper media)**

Estimated hours to administer once implemented: **none**  
 Estimated cost to administer: **none**  
 Resources needed to administer: **none**

3. Monitor and pursue potential funding opportunities to achieve provisions of GOPs.

Estimated planner hours to implement: **75**  
 Estimated cost to implement: **\$3,750**  
 Resources needed to implement:  
**Cost assumes researching funding sources and responding to one average grant opportunity. If more funding applications become available, each is unique and will consume a unique amount of time by the county planner; grant applications will require approval of County Committee of the Whole and full County Board.**

Estimated hours to administer once implemented: **If a grant is received, assume 30 hours to administer grant**  
 Estimated cost to administer: **\$1,500**  
 Resources needed to administer:  
**Potential budget amendment and setting up account. This is a permanent item in the County Planner work plan.**

4. Priority Item 7.2.4b - Participate in the Greenways and Trails Committees that are coordinated by CCRPC.

Estimated planner hours to implement: **15**  
 Estimated cost to implement: **\$750**  
 Resources needed to implement: **Cost assumes quarterly meetings.**

Estimated hours to administer once implemented: **none**  
 Estimated cost to administer: **none**  
 Resources needed to administer: **none**

5. Priority Item 8.4.1b - Maintain an inventory of local and regional watershed plans to provide to the CCDPZ for review of applicable recommendations of local and regional watershed plans in *discretionary review* of new development.

Estimated planner hours to implement: **5**  
 Estimated cost to implement: **\$250**  
 Resources needed to implement: **none**

Estimated hours to administer once implemented: **none**  
 Estimated cost to administer: **none**  
 Resources needed to administer: **This is a permanent item in the County Planner work plan.**

6. Priority Item 1.2.1 - Prepare a report that informs County Board members of trends or new development with regard to land resource management conditions within the County each year.
7. Priority Item 1.3.1 - Based on the annually prepared report of trends and new developments (refer to Priority Item 1.2.1), provide a recommendation to ELUC regarding minor LRMP map changes each year. Provide public notice of LRMP changes and invite public input regarding proposed changes.
8. Priority Item 2.1.1 - Review municipal limits and contiguous urban growth area boundaries with municipal representatives on a regular basis in order to update LRMP Future Land Use Map and Land Management Area Map boundaries. Complete review and revisions to LRMP maps in time for preparation of the annual report to be provided to the County Board each January.

**Items 6, 7 and 8 can be grouped as permanent annual updates to the LRMP.**

Estimated planner hours to implement: **40 + 30 + 30 = 100**  
 Estimated cost to implement: **\$2,000 + \$1,500 + \$1,500 = \$5,000**  
 Resources needed to implement: **none**

Estimated hours to administer once implemented: **none**  
 Estimated cost to administer: **none**  
 Resources needed to administer: **none**

**New tasks for County Planner** – *These are items that have not been a part of the County Planner's work to date but are now recommended as part of the LRMP implementation.*

9. Priority Item 4.5b - Prepare changes to the Site Assessment portion of LESA and submit changes for public review and approval by ELUC and County Board.

<p>Estimated planner hours to implement: <b>220</b>  Estimated cost to implement: <b>\$11,000</b>  Resources needed to implement: <b>none</b></p> <p>Estimated hours to administer once implemented: <b>none</b>  Estimated cost to administer: <b>none</b>  Resources needed to administer: <b>This is a permanent item in the County Planner work plan.</b></p>
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10. Priority Item 5.1.8 - Monitor and bring to the attention of ELUC relevant legislation for any necessary action by the County regarding Policy 5.1.8, which states "*The County will support legislative initiatives or intergovernmental agreements which specify that property subject to annexation agreements will continue to be under the ordinances, control, and jurisdiction of the County until such time that the property is actually annexed, except that within 1-1/2 miles of the corporate limit of a municipality with an adopted comprehensive land use plan, the subdivision ordinance of the municipality shall apply.*"

<p>Estimated planner hours to implement: <b>5</b>  Estimated cost to implement: <b>\$250</b>  Resources needed to implement: <b>none</b></p> <p>Estimated hours to administer once implemented: <b>none</b>  Estimated cost to administer: <b>none</b>  Resources needed to administer: <b>This is a permanent item in the County Planner work plan.</b></p>
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11. Priority Item 5.1.8b - Assess and report to ELUC the feasibility of developing an intergovernmental agreement with each municipality that has adopted a municipal comprehensive land use plan that includes Policy 5.1.8: *The County will support legislative initiatives or intergovernmental agreements which specify that property subject to annexation agreements will continue to be under the ordinances, control, and jurisdiction of the County until such time that the property is actually annexed, except that within 1-1/2 miles of the corporate limit of a municipality with an adopted comprehensive land use plan, the subdivision ordinance of the municipality shall apply.*

<p>Estimated planner hours to implement: <b>40</b>  Estimated cost to implement: <b>\$2,000</b>  Resources needed to implement: <b>Meetings with each municipality with a comprehensive plan will require travel expenses in some cases.</b></p> <p>Estimated hours to administer once implemented: <b>none</b>  Estimated cost to administer: <b>none</b>  Resources needed to administer: <b>none</b></p>
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12. Amend *Champaign County Zoning Ordinance* to include provisions of Policy 4.1.1 – *Commercial agriculture is the highest and best use of land in the areas of Champaign*

*County that are by virtue of topography, soil and drainage, suited to its pursuit. The County will not accommodate other land uses except under very restricted conditions or in areas of less productive soils.*

13. Amend Champaign County Zoning Ordinance to include provisions of Policy 4.2.1 - *The County may authorize a proposed business or other non-residential discretionary review development in a rural area if the proposed development supports agriculture or involves a product or service that is provided better in a rural area than in an urban area.*
14. Amend Champaign County Zoning Ordinance to include provisions of Policy 4.2.2 - *The County may authorize discretionary review development in a rural area if the proposed development:*
  - a. *is a type that does not negatively affect agricultural activities; or*
  - b. *is located and designed to minimize exposure to any negative affect caused by agricultural activities; and*
  - c. *will not interfere with agricultural activities or damage or negatively affect the operation of agricultural drainage systems, rural roads, or other agriculture-related infrastructure.*
15. Amend Champaign County Zoning Ordinance to include provisions of Policy 4.2.3 - *The County will require that each proposed discretionary development explicitly recognize and provide for the right of agricultural activities to continue on adjacent land.*
16. Amend Champaign County Zoning Ordinance to include provisions of Policy 4.2.4 - *To reduce the occurrence of agricultural land use and non-agricultural land use nuisance conflicts, the County will require that all discretionary review consider whether a buffer between existing agricultural operations and the proposed development is necessary.*
17. Amend Champaign County Zoning Ordinance to include provisions of Policy 4.3.5 - *On best prime farmland, the County will authorize a business or other non-residential use only if:*
  - a. *it also serves surrounding agricultural uses or an important public need; and cannot be located in an urban area or on a less productive site; or*
  - b. *the use is otherwise appropriate in a rural area and the site is very well suited to it.*

**Items 12-17 can be combined into one comprehensive change process.**

Estimated planner hours to implement: 120

Estimated cost to implement: **\$6,000**

Resources needed to implement: **All zoning ordinance amendments must go through Committee of the Whole, full County Board, and Zoning Board of Appeals. This particular proposed amendment is anticipated to be controversial, so proposed costs are higher than an average zoning ordinance amendment.**

**The County Zoning Department will direct this proposed task. Administrative Assistant time will be necessary for meetings, publicizing advertisements, and mailings.**

Estimated hours to administer once implemented: **More in-depth consideration by Zoning staff of some discretionary development reviews will be necessary.**

Estimated cost to administer: **none**

Resources needed to administer: **none**

18. Amend *Champaign County Zoning Ordinance* to include provisions of Policy 6.2.1 - *The County will require public assembly, dependent population, and multifamily premises built, significantly renovated, or established after 2010 to comply with the Office of State Fire Marshal life safety regulations or equivalent.*

Estimated planner hours to implement: **80**  
 Estimated cost to implement: **\$4,000**  
 Resources needed to implement: **All zoning ordinance amendments must go through Committee of the Whole, full County Board, and Zoning Board of Appeals. This particular proposed amendment is not anticipated to be controversial, so proposed costs are for an average zoning ordinance amendment.**

**The County Zoning Department will direct this proposed task. Administrative Assistant time will be necessary for meetings, publicizing advertisements, and mailings.**

Estimated hours to administer once implemented: **none**  
 Estimated cost to administer: **none**  
 Resources needed to administer: **none**

19. Amend *Champaign County Zoning Ordinance* to include provisions of GOPs for Policy 8.6.3 and 8.6.4. **RECOMMEND POSTPONING DUE TO 10% BUDGET REDUCTION**

- Policy 8.6.3 - *For discretionary development, the County will use the Illinois Natural Areas Inventory and other scientific sources of information to identify priority areas for protection or which offer the potential for restoration, preservation, or enhancement.*
- Policy 8.6.4 - *The County will require implementation of IDNR recommendations for discretionary development sites that contain endangered or threatened species, and will seek to ensure that recommended management practices are maintained on such sites.*

Estimated planner hours to implement: **80**  
 Estimated cost to implement: **\$4,000**  
 Resources needed to implement: **All zoning ordinance amendments must go through Committee of the Whole, full County Board, and Zoning Board of Appeals. This particular proposed amendment is not anticipated to be controversial, so proposed costs are for an average zoning ordinance amendment.**

**The County Zoning Department will direct this proposed task. Administrative Assistant time will be necessary for meetings, publicizing advertisements, and mailings.**

Estimated hours to administer once implemented: **none**  
 Estimated cost to administer: **none**  
 Resources needed to administer: **none**

**New Items to Monitor** – *These are items for staff to monitor and implement if the County Board prioritizes them; measures will become perpetual annual work plan items once they begin.*

20. **Priority Item 4.6.2 - Monitor and bring to the attention of ELUC and County Board any relevant legislation for any necessary action by the County regarding Policy 4.6.2: The County will support legislation that promotes the conservation of agricultural land and**

related natural resources in Champaign County provided that legislation proposed is consistent with County policies and Ordinance, including those with regard to landowners' interests. **RECOMMEND POSTPONING TO PRIORITIZE EECBG GRANT PROJECT**

Estimated planner hours to implement: **5**  
 Estimated cost to implement: **\$250**  
 Resources needed to implement: **none**

Estimated hours to administer once implemented: **none**  
 Estimated cost to administer: **none**  
 Resources needed to administer: **This will become a permanent work plan item.**

21. Priority Item 7.2.2a - Establish and maintain contact with railroad systems with lines and services in Champaign County. Request to be notified regarding proposed grade crossing improvements at locations throughout Champaign County. Notify ELUC regarding proposed grade crossing improvements. Request County Board written support in the form of a letter be provided on a timely basis.

Estimated planner hours to implement: **30**  
 Estimated cost to implement: **\$1,500**  
 Resources needed to implement: **none**

Estimated hours to administer once implemented: **none**  
 Estimated cost to administer: **none**  
 Resources needed to administer: **This will become a permanent work plan item.**

22. Priority Item 7.2.2b - Monitor Transportation Service Board petitions for abandonments, mergers throughout Champaign County. Notify ELUC regarding such petitions. Request that County Board written comment in the form of a letter or resolution be provided on a timely basis. **RECOMMEND POSTPONING TO PRIORITIZE EECBG GRANT PROJECT**

Estimated planner hours to implement: **10**  
 Estimated cost to implement: **\$500**  
 Resources needed to implement: **none**

Estimated hours to administer once implemented: **none**  
 Estimated cost to administer: **none**  
 Resources needed to administer: **This will become a permanent work plan item.**

23. Priority Item 8.1.9 - Monitor IEPA annual reports and available data from IEPA and the MAC to identify contaminated land or groundwater areas requiring remediation in Champaign County. Submit proposal regarding Champaign County action or response for ELUC review and County Board adoption. **RECOMMEND POSTPONING TO PRIORITIZE EECBG GRANT PROJECT**

Estimated planner hours to implement: **40**  
 Estimated cost to implement: **\$2,000**  
 Resources needed to implement: **none**

Estimated hours to administer once implemented: **none**  
 Estimated cost to administer: **none**  
 Resources needed to administer: **This will become a permanent work plan item.**

**FY 2011 SUMMARY**

<u>Item</u>	<u>Estimated Hours</u>	<u>Estimated Up-Front Cost</u>
1	5	\$500
2	45	\$2,250
3	75	\$3,750
4	15	\$750
5	5	\$250
6	40	\$2,000
7	30	\$1,500
8	30	\$1,500
9	220	\$11,000
10	5	\$250
11	40	\$2,000
12-17	120	\$6,000
18	80	\$4,000
19	80	\$4,000
20	5	\$250
21	30	\$1,500
22	10	\$500
23	40	\$2,000
Total	875	\$44,000

**The following are the remainder of items that staff recommends implementing within the first three years or as funding and staff resources allow. If the County Board desires, items from above can be replaced with items in this list or from longer-term Priority Items listed in the LRMP.**

- Priority Item 6.2.2 - Amend County Liquor Ordinance to reflect Policy 6.2.2: *The County will require CC Liquor Licensee premises to comply with the Office of State Fire Marshal life safety regulations or equivalent by 2015.*
- Priority Item 6.2.3 - Amend County Recreation and Entertainment Ordinance to reflect Policy 6.2.3: *The County will require Champaign County Recreation and Entertainment Licensee premises to comply with the Office of State Fire Marshal life safety regulations or equivalent by 2015.*
- Priority Item 8.1.2a - Submit proposal CCRPC Commissioners to review CCRPC capability of providing funds or other support to MAC as it seeks to implement a regional water supply plan.
- Priority Item 8.1.2b - Submit proposal to ELUC, Champaign County Finance Committee and County Board to review Champaign County capability to contribute funds to MAC to implement a regional water supply plan.
- Priority Item 8.1.3 - As they become available, review MAC recommendations regarding measures to ensure that withdrawals from the Mahomet Aquifer and other aquifers in Champaign County do not exceed the long-term sustainable yield, as described in Policy 8.1.3. Amend relevant Champaign County ordinances (e.g., Zoning, Subdivision, etc.).
- Priority Item 8.1.4 - Monitor progress toward identification and mapping of distinct recharge areas in and adjacent to Champaign County. In the event that such areas are identified, amend relevant Champaign County ordinances (e.g., Zoning, Subdivision, etc.).
- Priority Item 8.7.4 - As a cooperative and adjunct effort to any similar action of the Champaign County Forest Preserve District or the Champaign County Soil and Water Conservation District, develop an information package regarding voluntary establishment of public-private partnerships to conserve woodlands and other significant areas of natural environmental quality in Champaign County.
- Priority Item 8.4.5a - Complete required revisions to Phase II National Pollutant Discharge Elimination System (NPDES) Storm Water Management Program.
- Priority Item 8.7.6 - As a cooperative and adjunct effort to any similar action of the Champaign County Forest Preserve District or the Champaign County Soil and Water Conservation District, develop an information package regarding site-specific natural resource management guidelines that landowners in CC may voluntarily adopt.
- Priority Item 9.1.1b - Develop proposal to identify historic structures, places and landscapes in the County. Submit proposal to ELUC, County Facilities Committee and County Board for review and approval.

- Develop information package for public dissemination regarding Policy 9.1.2 – *The County will promote energy efficient building design standards.*
- Multiple Priority Items – Amend *Champaign County Zoning Ordinance* to include provisions of GOPs.
  - Objective 1.1 - *Champaign County will consult the LRMP that formally establishes County land resource management policies and serves as an important source of guidance for the making of County land resource management decisions.*
  - Policy 5.1.1 - *The County will encourage new urban development to occur within the boundaries of incorporated municipalities.*
  - Policy 5.1.2 –
    - a. *The County will encourage that only compact and contiguous discretionary development occur within or adjacent to existing villages that have not yet adopted a municipal comprehensive land use plan.*
    - b. *The County will require that only compact and contiguous discretionary development occur within or adjacent to existing unincorporated settlements.*
  - Policy 5.1.3 - *The County will consider municipal extra-territorial jurisdiction areas that are currently served by or that are planned to be served by an available public sanitary sewer service plan as contiguous urban growth areas which should develop in conformance with the relevant municipal comprehensive plans. Such areas are identified on the 2030 Future Land Use Map.*
  - Policy 5.1.4 - *The County may approve discretionary development outside contiguous urban growth areas, but within municipal extra-territorial jurisdiction areas only if:*
    - a. *the development is consistent with the municipal comprehensive plan and relevant municipal requirements;*
    - b. *the site is determined to be well-suited overall for the development if on best prime farmland or the site is suited overall, otherwise; and*
    - c. *the development is generally consistent with all relevant LRMP objectives and policies.*
  - Policy 5.1.5 - *The County will encourage urban development to explicitly recognize and provide for the right of agricultural activities to continue on adjacent land.*
  - Policy 5.1.6 - *To reduce the occurrence of agricultural land use and non-agricultural land use nuisance conflicts, the County will encourage and, when deemed necessary, will require discretionary development to create a sufficient buffer between existing agricultural operations and the proposed urban development.*
  - Policy 5.1.7 - *The County will oppose new urban development or development authorized pursuant to a municipal annexation agreement that is located more than one and one half miles from a municipality's corporate limit unless the Champaign County Board determines that the development is otherwise consistent with the LRMP, and that such extraordinary exercise of extra-territorial jurisdiction is in the interest of the County as a whole.*
  - Policy 5.2.1 - *The County will encourage the reuse and redevelopment of older and vacant properties within urban land when feasible.*

- Policy 5.2.2 – *The County will:*
  - a. *ensure that urban development proposed on best prime farmland is efficiently designed in order to avoid unnecessary conversion of such farmland; and*
  - b. *encourage, when possible, other jurisdictions to ensure that urban development proposed on best prime farmland is efficiently designed in order to avoid unnecessary conversion of such farmland.*
- Policy 5.2.3 - *The County will:*
  - a. *require that proposed new urban development results in no more than minimal disturbance to areas with significant natural environmental quality; and*
  - b. *encourage, when possible, other jurisdictions to require that proposed new urban development results in no more than minimal disturbance to areas with significant natural environmental quality.*
- Policy 5.3.1 - *The County will:*
  - a. *require that proposed new urban development in unincorporated areas is sufficiently served by available public services and without undue public expense; and*
  - b. *encourage, when possible, other jurisdictions to require that proposed new urban development is sufficiently served by available public services and without undue public expense.*
- Policy 5.3.2 - *The County will:*
  - a. *require that proposed new urban development, with proposed improvements, will be adequately served by public infrastructure, and that related needed improvements to public infrastructure are made without undue public expense; and*
  - b. *encourage, when possible, other jurisdictions to require that proposed new urban development, with proposed improvements, will be adequately served by public infrastructure, and that related needed improvements to public infrastructure are made without undue public expense.*
- Policy 6.1.1 – *The County will establish minimum lot location and dimension requirements for all new rural residential development that provide ample and appropriate areas for onsite wastewater and septic systems. (Note: The priority item C for this policy seeks to amend the Champaign County Zoning Ordinance to reflect the requirements of the Champaign County Health Ordinance, and vice versa.)*
- Policy 6.1.3 - *The County will seek to prevent nuisances created by light and glare and will endeavor to limit excessive night lighting, and to preserve clear views of the night sky throughout as much of the County as possible.*
- Policy 8.1.1 - *The County will not approve discretionary development using on-site water wells unless it can be reasonably assured that an adequate supply of water for the proposed use is available without impairing the supply to any existing well user.*
- Policy 8.3.1 - *The County will allow expansion or establishment of underground mineral and energy resource extraction operations only if:*
  - a) *the operation poses no significant adverse impact to existing land uses;*

- b) the operation creates no significant adverse impact to surface water quality or other natural resources; and*
  - c) provisions are made to fully reclaim the site for a beneficial use.*
- *Policy 8.4.2 - The County will require stormwater management designs and practices that provide effective site drainage, protect downstream drainage patterns, minimize impacts on adjacent properties and provide for stream flows that support healthy aquatic ecosystems.*
- *Policy 8.4.3 - The County will encourage the implementation of agricultural practices and land management that promotes good drainage while maximizing stormwater infiltration and aquifer recharge.*
- *Policy 8.5.1 - For discretionary development, the County will require land use patterns, site design standards and land management practices that, wherever possible, preserve existing habitat, enhance degraded habitat and restore habitat.*
- *Policy 8.5.2 - The County will require in its discretionary review that new development cause no more than minimal disturbance to the stream corridor environment.*
- *Policy 8.6.2 –*
  - a. For new development, the County will require land use patterns, site design standards and land management practices to minimize the disturbance of existing areas that provide habitat for native and game species, or to mitigate the impacts of unavoidable disturbance to such areas.*
  - b. With regard to by-right development on good zoning lots, or the expansion thereof, the County will not require new zoning regulations to preserve or maintain existing onsite areas that provide habitat for native and game species, or new zoning regulations that require mitigation of impacts of disturbance to such onsite areas.*
- *Policy 8.7.1 - The County will require that the location, site design and land management of discretionary development minimize disturbance of the natural quality, habitat value and aesthetic character of existing public and private parks and preserves.*
- *Policy 8.7.3 - The County will require that discretionary development provide a reasonable contribution to support development of parks and preserves.*
- *Policy 8.7.5 - The County will implement, where possible, incentives to encourage land development and management practices that preserve, enhance natural areas, wildlife habitat and/or opportunities for hunting and other recreational uses on private land.*
- *Policy 8.8.1 - The County will require compliance with all applicable Illinois Environmental Protection Agency and Illinois Pollution Control Board standards for air quality when relevant in discretionary review development.*
- *Policy 9.1.1 - The County will promote land use patterns, site design standards and land management practices that minimize the discharge of greenhouse gases.*
- *Policy 9.2.1 - The County will enforce the Illinois Energy Efficient Commercial Building Act (20 ILCS 3125/1).*
- *Objective 9.3 - Champaign County will encourage land use and transportation planning policies that maximize energy conservation and efficiency.*

Synopsis of the proposed ordinance changes made for Committee of the Whole meeting September 14, 2010.

**Definitions:**

Addition of: Department Investigator-Approved Humane Investigator

Changes to the definitions of Humane euthanized and Tag

**Section 4: Dogs running at large**

Addition of language to clarify language about the spay/neuter requirement for second time offenders.

**Section 5: Cats running at large formerly Section 15**

Section 5 language was changed to mirror Section 4 Dogs Running at Large. The language is the same as Section 4.

**Section 7: Registration fees**

A proposed change to the registration fee. The cost of the rabies inoculation tag fee would increase for an altered pet by two dollars for the first year starting 2012. The fee would increase by three dollars for unaltered pets the first year starting 2012. Fees would increase by three dollars for altered and unaltered pets starting January 1, 2014. These increases would make a five dollar increase over a two year period.

The following table shows the rabies registration tag fees for four other Illinois counties of similar size.

	1 year altered	3 year altered	1 year unaltered	3 year unaltered
Peoria County	\$18.00	\$54.00	\$36.00	\$108.00
McLean County	\$9.00	\$25.00	\$20.00	\$60.00
Sangamon County	\$8.00	\$35.00	\$24.00	\$105.00
Rock Island County	\$10.00		\$50.00	

This section also includes subsection c. This subsection adds a five dollar late fee to any rabies inoculation registration fee paid more than twenty days past the vaccination date. This fee has been in the ordinance since 2006 but this language is clearer.

**Section 8: Impoundment and fees**

There are several proposed changes to this section. The first being a five dollar a day increase for the boarding of each animal. This increase will bring the \$10 a day fee to \$15. We need to increase the boarding fee to start a fund for replacement of kennels and cages and equipment or future purchases of these items. Listed below are the fees of four Illinois counties of similar size:

	Daily Board Fee	Impoundment Fee	Impoundment no tag	Rabies vaccination
Peoria County	\$10.00	\$50.00	\$100.00	\$50.00
McLean County	\$10.00	\$30.00		\$8.00
Sangamon County	\$20.00	\$50/\$150/\$500		\$18.00
Rock Island County	\$10.00	\$25.00	\$50.00	\$15.00

We are also proposing an increase to the impoundment fee for animal impounded into the facility. There would be a differential for animals not wearing identification or animals without microchips. The fee would increase with each offense within a twelve month period.

	1 <sup>st</sup> impoundment	2 <sup>nd</sup> impoundment	3 <sup>rd</sup> impoundment
Animals with tag or chip	\$35.00	\$50.00	\$75.00
Animals without tag or chip	\$50.00	\$75.00	\$100.00

**Section 21 Inoculation of dogs and cats**

Addition of subsection d: If a licensed veterinarian determines an animal is not healthy enough for a vaccination the animal is exempt from the vaccination but not from the registration requirement.

**Section 22 Inoculation tags**

The change to this section is the separation the offenses of failure to register and failure of the owner to put the rabies inoculation tag on the collar of the dog or cat. The fine for failure to register is \$100 and the fine for failure to put the tag on the animal is \$50.00.

**Article 4**

**Section 41: Humane Care for Animals**

The addition of this article to the ordinance allows the animal control warden to enforce the humane care of animals in Champaign County. This article is for the most part taken directly

from the state law. I have made the following changes: It more clearly defines what shelter is and added regular and sufficient veterinary care to maintain health.

**Section 44: Notification to violator-impoundment upon refusal or failure to take corrective action.**

Under this section animal control warden must give the violator if know notice of the infractions and how to correct them. However if the violator refuses to correct the problem or fails to correct the problem, the warden has the authority to impound the animal. Owners of impounded animals have a right to appeal the impoundment with the county animal control administrator within 5 days of impoundment. If the owner fails to appeal the animals become the property of the county. Owners wanting to appeal the decision of the administrator must do so in the circuit court within 30 days after giving written notice to the administrator. The cost of the housing, fees and medical care shall be at the cost of the owner.

Ordinance No. \_\_\_\_\_  
Champaign County Animal Control Ordinance

Section 1. Definitions

As used in this article, the following terms shall mean as indicated below:

**Act:** The Animal Control Act, 510 ILCS 5/1 through 5/27, as amended

**Administrator:** “Administrator” means a veterinarian licensed by the State of Illinois and appointed pursuant to this Ordinance or in the event a veterinarian cannot be found and appointed pursuant to this Ordinance, a non-veterinarian may serve as Administrator under this Ordinance. In the event the Administrator is not a veterinarian, the Administrator shall defer to the Deputy Administrator regarding all medical decisions. 510 ILCS 5/2.01.

**Animal:** “Animal” means every living creature, other than a human, which may be affected by rabies. 510 ILCS 5/2.02.

**Animal control warden:** “Animal Control Warden” means any person appointed by the Administrator to perform the duties set forth in this Ordinance. 510 ILCS 5/2.03.

**At large:** Any dog shall be deemed to be at large when it is off the premises of its owner’s real property and not restrained by a competent person.

**Business day:** “Business day” means any day including holidays that the animal control facility is open to the public for animal reclaims. 510 ILCS 5/2.03a.

**Cat:** “Cat” means all members of the family Felidae. 510 ILCS 5/2.04a.

**Companion animal:** An animal that is commonly considered to be, or is considered by the owner to be a pet. “Companion animal” includes, but is not limited to, canines, felines, and equines. 510 ILCS 70/2.01a.

**Companion animal hoarder:** “Companion animal hoarder” means a person who (i) possesses a large number of companion animals; (ii) fails to or is unable to provide what her or she is required to provide under Section 44 of this Ordinance; (iii) keeps the companion animals in a severely overcrowded environment; and (iv) displays an inability to recognize or understand the nature of or has a reckless disregard for the conditions under which the companion animals are living and the deleterious impact they have on the companion animals' and owners' health and well being. 510 ILCS 70/2.10

**Competent person:** A human being over the age of eighteen years that is capable of controlling and governing the dog in question, and to whose command the dog is obedient.

**Confined:** “Confined” means restrictions of an animal at all times by the owner, or his agent, to an escape-proof building, house, or other enclosure away from other animals and the public. 510 ILCS 5/2.05.

**Dangerous Dog:** (i) Any individual dog anywhere other than upon the property of the owner or custodian of the dog and unmuzzled, unleashed, or unattended by its owner, or custodian that behaves in a manner that a reasonable person would believe poses a serious and unjustified imminent threat of serious physical injury or death to a person or a companion animal or

(ii) A dog that without justification bites a person and does not cause serious physical injury. Id. 510 ILCS 5/2.05a.

**Department:** “Department” means The Department of Agriculture of the State of Illinois. 510 ILCS 5/2.06.

*Department Investigator-Approved Humane Investigator* “Department investigator” or “approved humane investigator” means a person employed by or approved by the Department to determine whether there has been a violation of the Illinois Humane Care for Animals Act or an animal control warden or animal control administrator appointed under the Animal Control Act. 510 ILCS 70/2.03

**Deputy Administrator:** “Deputy Administrator” means a veterinarian licensed by the State of Illinois, appointed by the Administrator. 510 ILCS 5/2.07.

**Director:** “Director” means The Director of the Department of Agriculture of the State of Illinois, or his duly appointed representative. 510 ILCS 5/2.08.

**Dog:** All members of the family Canidae. 510 ILCS 5/2.11.

**Enclosure:** “Enclosure” means a fence or structure of at least 6 feet in height, forming or causing an enclosure suitable to prevent the entry of young children, and suitable to confine a vicious dog in conjunction with other measures that may be taken by the owner or keeper, such as tethering of the vicious dog within the enclosure. The enclosure shall be securely enclosed and locked and designed with secure sides, top and bottom and shall be designed to prevent the animal from escaping from the enclosure. If the enclosure is a room within a residence, it cannot have direct ingress from or egress to the outdoors unless it leads directly to an enclosed pen and the door must be locked. A vicious dog may be allowed to move about freely within the entire residence if it is muzzled at all times. 510 ILCS 5/2.11a.

**Feral cat:** “Feral cat” means a cat that (i) is born in the wild or is offspring of an owned or feral cat and is not socialized, or (ii) is a formerly owned cat that has been abandoned and is no longer socialized or a cat not socialized living on a farm. 510 ILCS 5/2.11b.

**Has been bitten:** Has been seized with the teeth or jaws so that the person or animal seized has been nipped, gripped, wounded or pierced; the phrase further includes contact of saliva with any break or abrasion of the skin. 510 ILCS 5/2.12.

**Humanely euthanized:** ~~Shall mean the painless administration of a lethal dose of an agent or method of euthanasia, that causes the painless death of an animal.~~ “Humanely euthanized” means the painless administration of a lethal dose of an agent or method of euthanasia as prescribed in the Report of the American Veterinary Medical Association Panel on Euthanasia published in the Journal of the American Veterinary Medical Association, March 1, 2001 (or any successor version of that Report) that causes the painless death of an animal. 510 ILCS 70/2.09.

**Impounded:** “Impounded” means taken into custody of the public animal control facility in the city, town, or county where the animal is found. 510 ILCS 5/2.12a.

**Inoculated against rabies:** The injection of an antirabies vaccine approved by the department. 510 ILCS 5/2.13.

**Leash:** A cord, rope, strap or chain which shall be securely fastened to the collar or harness of a dog or other animal and shall be of sufficient strength to keep such dog or other animal under control. 510 ILCS 5/2.14.

**Licensed veterinarian:** A veterinarian licensed by the State in which he engages in the practice of veterinary medicine. 510 ILCS 5/2.15.

**Owner:** Owner means any person having a right of property in an animal, or who keeps or harbors an animal, or who has it in his care, or acts as its custodian, or who knowingly permits a dog to remain on any premises occupied by him or her. “Owner” does not include a feral cat caretaker participating in a trap, spay/neuter, return or release program. 510 ILCS 5/2.16

**Person:** “Person” means any individual, firm, corporation, partnership, society, association, or other legal entity, any public or private institution, the State of Illinois, municipal corporation or political subdivision of the State, or any other business unit. 510 ILCS 5/2.17.

**Peace Officer:** “Peace officer” has the meaning ascribed to it in Section 2-13 of the Criminal Code of 1961. 510 ILCS 5/2.17a.

**Physical injury:** “Physical injury” means The impairment of physical condition. 510ILCS 5/2.18a.

**Police animal:** “Police animal” means an animal owned or used by law enforcement department or agency in the course of the department or agency’s work. 510 ILCS 5/2.17b.

**Pound or animal control facility:** “Pound or animal control facility” may be used interchangeably and mean any facility approved by the Administrator for the purpose of enforcing this Ordinance and used as a shelter for seized, stray, homeless, abandoned, or unwanted dogs or other animals. 510 ILCS 5/2.18.

**Puppy:** all members of the canine family, whether male or female, under four months of age.

**Rabies certificate:** A printed form prescribed by the department for the purpose of recording pertinent information as required by the department under the act. 510 ILCS 5/2.19.

**Restraint:** A dog, off premises of its real property, is under restraint within the meaning of this chapter:

- (1) If it is controlled by a line or leash not more than six feet in length when said line or leash is held by a competent person;
- (2) When at heel of a competent person;
- (3) When within a vehicle being driven, parked or stopped; or
- (4) When utilized in the sport of hunting.

**Rural:** The unincorporated area of the county which has not been subdivided for residential purposes.

**Service animal:** “Service animal” means an animal trained in obedience and task skills to meet the needs of a disabled person. 510 ILCS 70/2.01c

**Serious physical injury:** “Serious physical injury” means a physical injury that creates a substantial risk of death or that causes death, serious disfigurement, protracted impairment of health, impairment of health, impairment of the function of any bodily organ, or plastic surgery. 510 ILCS 5/2.19a.

**Rabies inoculation tag Tag:** A serially numbered medallion approved by the department to be issued, as evidence of inoculation against rabies.

**Vicious dog:** “Vicious dog” means a dog that, without justification attacks a person and causes serious physical injury or death or any individual dog that has been found to be a “dangerous dog” upon three separate occasions. 510 ILCS 5/2.19b.

## Article 1 - Animal Control

### Section 2. Administrator

The County Board shall appoint a licensed veterinarian as administrator or in the event that a veterinarian cannot be found and appointed pursuant to this ordinance, a non-veterinarian may serve as Administrator under this ordinance. In the event the Administrator is not a veterinarian, the Administrator shall defer to the Deputy Administrator regarding all

medical decisions. The Administrator shall appoint as many Deputy Administrators and animal control wardens to aid him or her as may be authorized and appointed by the board. 510 ILCS 5/2.01.

### Section 3. Enforcement

It is the duty of the Administrator, subject to the general supervision and regulations of the department, to enforce the provisions of this article and to inoculate dogs or have the work done by his deputies. Animal control wardens are, in accordance with the Ordinance and for the purpose of enforcing it, clothed with the power of police officers in the county and within such county are peace officers in the enforcement of the provisions of this Ordinance, including issuance and service of citations and orders, and as peace officers have the power to make arrests on view or on warrants for violation of the Ordinance and to execute and serve all warrants and processes issued by any circuit court. However, such peace officers are prohibited from carrying concealed weapons. The Sheriff and his or her deputies and municipal police officers shall cooperate with the Administrator in carrying out the provisions of the Ordinance. The Administrator and animal control wardens shall aid in the enforcement of the Humane Care for Animals Act and have the ability to impound animals and petition the Court to apply for security posting for any violation of that Act. 510 ILCS 5/5.

### Section 4. Dogs running at large.

- a) Every owner of a dog shall prevent said dog from running at large in any unincorporated areas of the County. Any dog found to be running at large in such an area shall be deemed a nuisance and impounded.
- b) This provision does not apply to:
  1. Dogs being used in hunting or field trials.
  2. Dogs participating in dog shows while on public lands set aside for those purposes.
  3. Dogs on private property with the actual, implied, customary, or constructive consent of the owner of such private property.
  4. Dogs owned by any police force or other law enforcement agency while those dogs are being used to conduct official business or being used for official purposes.
- c) Any person found to be in violation of this Section shall be fined \$50.00 for the first offense and \$100 for the second offense and \$200 for each subsequent offense. If an owner owns more than one dog found to be in violation of this Section, it shall constitute as a separate offense. On the second offense the owner shall be required to pay the fine and also pay to Animal Control the cost of the spay or neuter surgery *if the animal is not already spayed or neutered or pay the veterinarian of the owner's choice and the animal shall be delivered to the veterinarian's office by the animal control department.* The owner of said animal shall return on the scheduled date for the spay or neuter surgery. If the owner fails to comply with the requirements of this section, said animal will be impounded. All costs incurred as a result of this violation shall be the owner's responsibility. 510 ILCS 5/5.

**Section 15 Section 5. Cats running at large**

a) Owners of cats shall prohibit such animal from running at large within a subdivided section of the county. Any cat found to be running at large in such an area shall be deemed a nuisance and impounded. 510 ILCS 5/5.

~~b) Any owner of a cat found in violation of this Section shall be fined \$50.00 for the first offense, and each subsequent offense. On the third offense, the owner shall pay the fine, and at the time of claiming the cat shall pay the cost of the spay or neuter surgery and microchipping to Animal Control. The owner shall return on the scheduled date of the spay neuter surgery. If the owner fails to comply with the requirements of this section, said cat will be impounded. All costs incurred as a result of this violation shall be the owner's responsibility. 510 ILCS 5/10; 510 ILCS 5/5.~~

*b) Any person found to be in violation of this Section shall be fined \$50.00 for the first offense and \$100 for the second offense and \$200 for each subsequent offense. If an owner owns more than one cat found to be in violation of this Section, it shall constitute as a separate offense. On the second offense the owner shall be required to pay the fine and also pay to Animal Control the cost of the spay or neuter surgery if the animal is not already spayed or neutered or pay the veterinarian of the owner's choice and the animal shall be delivered to the veterinarian's office by the animal control department. The owner of said animal shall return on the scheduled date for the spay or neuter surgery. If the owner fails to comply with the requirements of this section, said animal will be impounded. All costs incurred as a result of this violation shall be the owner's responsibility. 510 ILCS 5/5.*

**Section 5 6. Female dogs and cats in heat**

Every owner of a female cat or dog shall cause such animal to be securely confined in an area that is inaccessible to other cats or dogs while in heat. Violation of this Section two times in a twelve month period shall result in a fine and a requirement that the dog or cat be spayed. 510 ILCS 5/5.

**Section 6 7. Impoundment and redemption**

When dogs or cats are apprehended and impounded by the Administrator or Animal Control Warden, they must be scanned for the presence of a microchip. The Administrator or Animal Control Warden shall make every reasonable attempt to contact the owner as soon as possible. The Administrator or Animal Control Warden shall give notice of not less than 7 business days to the owner prior to the disposal of the animal. Such notice shall be mailed or *delivered* to the last known address of the owner. Testimony of the Administrator, or his or her authorized agent, who mails such notice shall be evidence of the receipt of such notice by the owner of the animal. In case the owner of any impounded dog or

cat desires to make redemption thereof, he or she may do so on the following conditions:

1. Present proof of current rabies inoculation, and registration if applicable, or
2. Pay for the rabies inoculation of the dog or cat, and registration, if applicable, and
3. Pay the animal services facility for the board of the animal for the period it was impounded,
4. Pay into the Animal Control Fund an additional impoundment fee. ~~of thirty-five dollars for each~~
5. Pay for microchipping and registration if not already done.  
510 ILCS 5/10.

**Section 29-Section 8. Impoundment and Fees**

Any owner of an animal impounded in the Champaign County Animal Services Facility for violation of this Ordinance shall be subject to a ~~\$10.00~~-\$15.00 per day or any part of a day boarding fee. All boarding costs incurred must be paid in full upon the redemption of said animal.

*Dogs and cats impounded by an animal control officer or brought to the Animal Services Facility by a citizen of Champaign County with a current rabies registration tag attached to the collar of the animal and/or a microchip shall have an impoundment fee of \$35.00 for the first offense, \$50.00 for the second offense and \$75.00 for each subsequent offense within a twelve month period.*

*Dogs and cats impounded by an animal control officer or brought to the Animal Services Facility by a citizen of Champaign County without a current rabies registration tag attached to the collar of the animal or microchip shall have an impoundment fee of \$50.00 for the first offense, \$75.00 for the second offense and \$100.00 for each subsequent offense within a twelve month period.*

Any owner of an animal impounded into the Champaign County Animal Services Facility for the purposes of bite quarantine must pay a quarantine observation fee of \$125.00 and any additional medical costs *or fees* incurred during the rabies quarantine period.

**Section 7-Section 9. Right of entry; inspections; refusal to deliver dog or other animal**

For the purpose of making inspections hereunder, the Administrator, or his or her authorized representative, or any law enforcement officer may enter upon private premises, provided that the entry shall not be made into any building that is a person's residence, to apprehend a straying dog or other animal, a dangerous or vicious dog or other animal, or an animal thought to be infected with rabies. If,

after request therefore, the owner of the dog or other animal shall refuse to deliver the dog or other animal to the officer, the owner shall be in violation of this Ordinance. 510 ILCS 5/17.

**Section 8 Section 10. Abandonment of animals**

The owner of any animal subject to rabies is prohibited from abandoning such animal in the county. 510 ILCS 5/5.

**Section 9 Section 11. Diseased or injured animals.**

Any animal which does not exhibit a valid vaccination or registration tag and which reveals the symptoms of an injury or disease, clearly not those of rabies, as determined by administrator or his or her designated agent, may be subjected to disposal as provided in Section 6 of this Ordinance at the earliest possible time by the animal control facility or pound employee.

**Section 10 Section 12. Enforcement officers not responsible for accident or disease.**

The administrator, manager, deputy administrators, animal control wardens or anyone enforcing the provisions of this article shall not be held responsible for any accident or disease that may happen to any animal.

**Section 11 Section 13. Annual report**

The County Board shall make an annual report to the department showing the number of dogs inoculated, fees and penalties collected and the number of cases of rabies occurring in the county.

**Section 12 Section 14. Violations and penalties**

Any person violating or aiding the violation of this Article, except Section 4, or counterfeiting or forging any certificate, permit or tag, or making any misrepresentation in regard to any matter prescribed by the Ordinance, or refusing to produce for inoculation any dog in his possession, or who removes a tag from a dog for the purposes of destroying or concealing its identity, shall pay a penalty of \$100.00 dollars for each offense. 510 ILCS 5/26; 55 ILCS 5/5-1113.

**Section 13 Section 15. Collection of monies.**

The manager of the animal control facility or pound shall have and perform the following duties enumerated in this section, in cases involving violations of the sections of this article:

1. Accept payment of designated fines, penalties and fees and issue receipts for the said payments.
2. Maintain records of all violations of the provisions of this chapter of which each person has been guilty during the preceding twenty four months whether such guilt was established in court or by payment of a fine into the Animal Control Fund.

Whenever any person charged with an offense which is payable at the animal control facility or pound shall fail to appear and pay his fine in the time prescribed, the administrator or manager may cause a complaint to be filed against such person for such violation.

**Section 14 Section 16. Fines and fees paid into Animal Control Fund**

All fines, forfeitures, penalties and fees collected as result of the enforcement of this Ordinance shall be paid into the Animal Control Fund.

**Section 26 Section 17. Reimbursement schedule**

The following is the schedule of damages to be paid to owners of animals which are destroyed or injured by dogs within the county:

1. For goats killed or injured, \$30.00 per head.
2. For cattle killed or injured, \$300.00 per head.
3. For horses or mules, killed or injured, \$200.00 per head.
4. For swine killed or injured, \$50.00 per head.
5. For turkeys killed or injured, \$5.00 per head.
6. For sheep killed or injured, \$30.00 per head.
7. For all poultry, other than turkey, \$1.00 per head.

**Section 28 Section 18. Dangerous animals**

Any dog running at large within the county whose capture endangers or threatens the safety of an animal control officer, police officer, sheriff or deputy sheriff, or endangers the safety of any person within the county, may be destroyed by an animal control officer, police officer, sheriff, or deputy sheriff.

**Article 2 - Rabies Control**

**Section 21. Inoculation of dogs and cats**

Every owner of a dog or cat four or more months of age shall cause such dog or cat to be inoculated against rabies by a licensed veterinarian annually or at such intervals as hereafter may be promulgated by the department and register said dog or cat with the County Animal Control Department. Evidence of such inoculation shall be entered upon a certificate, the form of which shall be approved by the County Board, and the certificate shall be signed by the licensed veterinarian administering the vaccine. Veterinarians who inoculate a dog or cat shall procure from the County Animal Control serially numbered tags, one to be issued with each inoculation certificate. One dog or cat shall be included on each certificate. The veterinarian immunizing or microchipping an animal shall provide the Administrator with a certificate of immunization and microchip number. The Board shall cause the veterinarian issuing the tag to be paid 50 cents for each tag issued, to be paid semi-annually. The Board shall cause a rabies

inoculation tag to be issued, at a fee established by the Board for each dog or cat inoculated against rabies.

- a. The veterinarian administering the vaccine shall cause the certificate of inoculation to be distributed as follows:
  - i. One copy shall be given to the owner at the time of the inoculation;
  - ii. One copy shall be filed with the office of the administrator, or such place as the County Board shall designate within 20 days after the date of the inoculation;
  - iii. One copy shall be retained by the veterinarian administering the inoculation for a period as set by the department or the County Board.
- b. The type and brand of rabies vaccine used shall be licensed by the U.S. Department of Agriculture and approved by the department.
- c. This Section shall not apply to cats defined as feral in definition 510 ILCS 5/2.11b.
- d. *If a licensed veterinarian determines in writing that a rabies inoculation would compromise an animal's health, then the animal shall be exempt from the rabies shot requirement, but the owner must still be responsible for purchasing the rabies inoculation tag from the county.*
- e. Every owner shall comply with the provisions of Section 21 of this Article. Any person who violates these sections shall pay a penalty of \$100.00 for each violation. The owner of the dog or cat shall have 3 business days from the notice of violation to vaccinate and register the dog or cat. If the owner has complied within 3 business days the penalty shall be \$35.00. If an animal is not inoculated and registered after its owner has been found to be in violation of this section, ~~three~~ two times within a twelve month period, said animal shall be impounded by the animal control warden and may be redeemed or disposed of in accordance with the provisions of this Ordinance. 510 ILCS 5/8.

## Section 22. Inoculation tags

~~All dogs and cats residing within the County shall wear at all times the inoculation tag procured from the County. The tag shall be securely attached to the collar or harness of that dog or cat for which the tag was obtained. Any person in violation of this Section shall be fined \$50.00. A warning shall may be issued on the first offense if the following criteria are met: the dog or cat is spayed or neutered, the dog or cat is microchipped, and the dog or cat is currently vaccinated and registered. Any owner of a newly obtained cat or dog shall have 20 days to transfer the registration to their name. 510 ILCS 5/5; 8 Il.Admin.Code CODE § 30.10.~~

- (a) *All owners of dogs and cats residing within Champaign County shall purchase a rabies inoculation registration tag from the county. Any person failing to purchase the inoculation registration tag within 20 days of the vaccination shall be subject to a fine of \$100.*
- (b) *All dogs and cats residing within Champaign County shall wear upon a collar at all times a current inoculation registration tag. Failure to comply*

*with this subsection shall result in a fine \$50.00 510ILCS 5/5;8 IL. Admin. Code § 30.10*

**Section 27-Section 23. Registration fees**

- a) The registration fee shall be set by the County Board.
- b) The fee charged to owners of dogs and cats registered within 20 days of the vaccination shall be \$10.00 for a one-year registration, for a spayed or neutered dog or cat; \$20.00 for a one-year registration, for an unspayed or unneutered dog or cat; \$18.00 for a three-year registration, for a spayed or neutered dog or cat; \$30.00 for a three-year registration, for an unspayed or unneutered dog or cat. The registration fee for dogs and cats under the age of six months shall be \$10.00 whether altered or unaltered through December 31, 2011. *Starting January 1, 2012 the rabies inoculation tag fee will be as follows:*

	<i>1 year-altered</i>	<i>3year-altered</i>	<i>1 year-unaltered</i>	<i>3 year-unaltered</i>
<i>1/1/12-12/31/13</i>	12.00	20.00	23.00	33.00
<i>1/1/14</i>	15.00	23.00	26.00	36.00

- ~~c) The fee charged to owners of dogs and cats registered after twenty days and before 30 days from the date of the vaccination shall be \$15.00 for a one-year registration, for a spayed or neutered dog or cat; \$25.00 for a one-year registration for an unspayed or unneutered dog or cat; \$23.00 for a three-year registration for a spayed or neutered dog or cat; \$35.00 for a three-year registration for an unspayed or unneutered dog or cat. A five dollar late fee shall be added to the rabies inoculation tag fee when a registration is presented more that twenty days past the date of the vaccination.~~
- ~~d) Owners not registering their dog or cat within 30 days shall be issued a citation via mail for violation of Section 21 of this ordinance.~~
- e) The annual registration fee for up to two dogs *or cats* that are spayed or neutered *and* owned by an owner 65 years of age or older is waived, upon proof of identification presented to the Animal Control Department.
- f) The annual registration fee for service animals is waived.  
510 ILCS 5/8; 510 ILCS 5/5.

**Section 23 Animals exhibiting signs of rabies-Notice to Administrator-Confinement of dog-Animals exposed-Confinement**

The owner of any animal which exhibits clinical signs of rabies, whether or not the animal has been inoculated against rabies, shall immediately notify the Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator, and shall promptly confine the animal, or have it confined, under suitable observation, for a period of at least 10 days, unless officially authorized by the Administrator, or if the Administrator is not a veterinarian, the Deputy Administrator, in writing, to release it sooner. Any animal that has had direct contact with the animal and that has not been inoculated against rabies shall be confined as recommended by the Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator. 510 ILCS 5/12.

**Section 24 Dog or other animal bites; observation**

- (a) Except as otherwise provided in subsection (c) of this Section, when the Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator receives information that any person has been bitten by an animal, the Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator, or his or her authorized representative, shall have such dog or other animal confined under the observation of a licensed veterinarian for a period of 10 days. The Department may permit such confinement to be reduced to period of less than 10 days. A veterinarian shall report the clinical condition of the animal immediately, with confirmation in writing to the Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator within 24 hours after the animal is presented for examination, giving the owner's name, address, the date of confinement, the breed, description, age, and sex of the animal, and whether the animal has been spayed or neutered, on appropriate forms approved by the Department. The Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator shall notify the attending physician or responsible health agency. At the end of the confinement period, the veterinarian shall submit a written report to the Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator advising him or her of the final disposition of the animal on appropriate forms approved by the Department. When evidence is present that the animal was inoculated against rabies within the time prescribed by law, it shall be confined in a house, or in a manner which will prohibit it from biting any person for a period of 10 days, if the Administrator, or if the Administrator is not a veterinarian, the Deputy Administrator, adjudges such confinement satisfactory. The Department may permit such confinement to be reduced to a period of less than 10 days. At the end of the confinement period, the animal shall be examined by a licensed veterinarian.
- (b) Any person having knowledge that any person has been bitten by an animal shall notify the Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator promptly. It is unlawful for the owner of the animal to euthanize, sell, give away, or otherwise dispose of any animal known to have bitten a person, until it is released by the Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator, or his or her authorized representative. It is unlawful for the owner of the animal to

refuse or fail to comply with the reasonable written or printed instructions made by the Administrator or, if the Administrator is not a veterinarian, the Deputy Administrator, or his or her authorized representative. If such instructions cannot be delivered in person, they shall be mailed to the owner of the animal by the U.S. Postal Service. Any expense incurred in the handling of the animal under this Section and Section 23 shall be borne by the owner.

- (c) A police dog that has bitten any person may continue to perform its official duties but shall remain under the strict supervision of its police handler for a period of observation, during which period it shall be securely confined to a kennel when not performing work for a peace officer or law enforcement agency. 510 ILCS 5/13.

**Section 25. Reimbursement to animal victims**

The County is not obligated to pay to any person or resident of the county from the Animal Control Fund any amount for the purchase of human rabies antiserum, the purchase of human vaccine, any costs for the administration of the serum or vaccine or any amount for medical care which may have been provided to human bite victims.

**Article 3 - Vicious and Dangerous Dogs**

**Section 36. Deeming dogs vicious**

(a) In order to have a dog deemed "vicious", the Administrator, Deputy Administrator, animal control warden, or law enforcement officer must give notice of the infraction that is the basis of the investigation to the owner, conduct a thorough investigation, interview any witnesses, including the owner, gather any existing medical records, veterinary medical records or behavioral evidence, and make a detailed report recommending a finding that the dog is a vicious dog and give the report to the State's Attorney's office and the owner. The Administrator, State's Attorney, Director or any citizen of the county in which the dog exists may file a complaint in the Circuit Court in the name of the People of the State of Illinois to deem a dog a vicious dog. Testimony of a certified applied behaviorist or another recognized expert may be relevant to the court's determination of whether the dog's behavior was justified. The petitioner must prove the dog is a vicious dog by clear and convincing evidence. The Administrator shall determine where the animal shall be confined during the pendency of the case.

A dog shall not be declared vicious if the court determines the conduct of the dog was justified because:

1. The threat, injury, or death was sustained by a person who at the time was committing a crime or offense upon the owner or custodian of the dog, or upon the property of the owner or custodian of the dog;

2. the injured, threatened, or killed person was tormenting, abusing, assaulting, or physically threatening the dog or its offspring, or has in the past tormented, abused, assaulted, or physically threatened the dog or its offspring; or
3. The dog was responding to pain or injury, or was protecting itself, its owner, custodian, or member of its household, kennel, or offspring.

No dog shall be deemed "vicious" if it is a professionally trained dog for law enforcement or guard duties. Vicious dogs shall not be classified in a manner that is specific to breed. If the burden of proof has been met, the court shall deem the dog to be a vicious dog. If a dog is found to be a vicious dog, the dog shall be spayed or neutered within 10 days of the finding at the expense of its owner and microchipped, if not already, and is subject to enclosure *and pay into the animal control fund \$500 plus impoundment fees. The judge has the discretion to order a vicious dog euthanized.* A dog found to be a vicious dog shall not be released to the owner until the Administrator, an Animal Control warden, or the Director approves the enclosure. No owner or keeper of a vicious dog shall sell or give away the dog without Court approval. Whenever an owner of a vicious dog relocates, he or she shall notify both the Administrator of the County Animal Control where he or she has relocated and the Administrator of the county Animal Control where he or she formerly resided.

(b) It shall be unlawful for any person to keep or maintain any dog which has been found to be a vicious dog unless the dog is kept in an enclosure. The only times that a vicious dog may be allowed out of the enclosure are (1) if it is necessary for the owner or keeper to obtain veterinary care for the dog, (2) in the case of an emergency or natural disaster where the dog's life is threatened, or (3) to comply with the order of a court of competent jurisdiction, provided that the dog is securely muzzled and restrained with a leash not exceeding 6 feet in length and is under the direct control and supervision of the owner or keeper of the dog or is muzzled in its residence.

Any dog which has been found to be a vicious dog and which is not confined to an enclosure shall be impounded by the Administrator, an Animal Control Warden or law enforcement authority having jurisdiction in such area.

If the owner of the dog has not appealed the impoundment order to the circuit court in the county in which the animal was impounded within 15 business days, the dog may be euthanized.

Upon filing a notice of appeal, the order of euthanasia shall be automatically stayed pending the outcome of the appeal. The owner shall bear the burden of timely notification to animal control in writing.

Guide dogs for the blind or hearing impaired; support dogs for the physically handicapped; and sentry, guard, or police-owned dogs are exempt from this Section, provided, an attack or injury to a person occurs while the dog is performing duties as expected. To qualify for exemption under this Section, each such dog shall be currently inoculated against rabies in accordance with Section 8 of this Ordinance. It shall be the duty of the owner of such exempted

dog to notify the Administrator of changes of address. In the case of a sentry dog or guard dog, the owner shall keep the Administrator advised of the location where such dog will be stationed. The Administrator shall provide police and fire departments with a categorized list of such exempted dogs, and shall promptly notify such departments of any address changes reported to him.

- (c) *If the animal control agency has custody of the dog, the agency may file a petition with the court requesting that the owner be ordered to post security. The security must be in an amount sufficient to secure payment of all reasonable expenses expected to be incurred by the animal control agency or animal shelter in caring for and providing for the dog pending the determination. Reasonable expenses include, but are not limited to, estimated medical care and boarding of the animal for 30 days. If security has been posted in accordance with this section, the animal control agency may draw from the security the actual costs incurred by the agency in caring for the dog. 510 ILCS 5/15.*

### **Section 37. Dangerous dog determination**

- a) After a thorough investigation including: sending, within 3 days of the Administrator or Director becoming aware of the alleged infraction, notifications to the owner of the alleged infractions, the fact of the initiation of an investigation, and affording the owner an opportunity to meet with the Administrator or Director prior to the making of a determination; gathering of any medical or veterinary evidence; interviewing witnesses; and making a detailed written report, an animal control warden, deputy administrator, or law enforcement agent may ask the Administrator, or his designee, or the Director, to deem a dog "dangerous." No dog shall be deemed a "dangerous dog" without clear and convincing evidence. The owner shall be sent immediate notification of the determination by registered or certified mail that includes a complete description of appeal process.
- b) A dog shall not be declared dangerous if the Administrator, or his designee, or the Director determines the conduct of the dog was justified because:
1. The threat was sustained by a person who at the time was committing a crime or offense upon the owner or custodian of the dog;
  2. The threatened person was tormenting, abusing, assaulting, or physically threatening the dog or its offspring;
  3. The injured, threatened, or killed companion animal was attacking or threatening to attack the dog or its offspring;
  4. The dog was responding to pain or injury or was protecting itself, its owner, custodian, or member of its household, kennel, or offspring.
- c) Testimony of a certified applied behaviorist, a board certified veterinary behaviorist, or another recognized expert may be relevant to the determination of whether the dog's behavior was justified pursuant to the provisions of this Section.
- d) If deemed dangerous, the Administrator, or his or her designee, or the Director shall order the dog to be spayed or neutered within 14 days at the owner's expense and microchipped, if not already, and one or more of the following as deemed appropriate under the circumstances and necessary for the protection of the public:

1. The dog's owner to pay a \$50 public safety fine to be deposited into the Pet Population Control Fund
  2. Evaluation of the dog by a certified applied behaviorist, a board certified veterinary behaviorist, or another recognized expert in the field and completion of training or other treatment as deemed appropriate by the expert. The owner of the dog shall be responsible for all costs associated with evaluations and training ordered under this subsection; or
  3. Direct supervision by an adult 18 years of age or older whenever the animal is on public premises.
- e) The Administrator may order a dangerous dog to be muzzled whenever it is on public premises in a manner that will prevent it from biting any person or animal, but that shall not injure the dog or interfere with its vision or respiration.
- f) any dog deemed dangerous shall not be given away, sold, or traded without permission of the Administrator.
- g) Guide dogs for the blind or hearing impaired, support dogs for the physically handicapped, and sentry, guard, or police-owned dogs are exempt from this Section; provided, an attack or injury to a person occurs while the dog is performing duties as expected. To qualify for exemption under this Section, each dog shall be currently inoculated against rabies in accordance with Section 21 of this Ordinance and performing duties as expected. It shall be the duty of the owner of the exempted dog to notify the Administrator of changes of address. In case of a sentry or guard dog, the owner shall keep the Administrator advised of the location where such dog will be stationed. The Administrator shall provide police and fire departments of any address changes reported to him or her.
- h) an animal control agency has the right to impound a dangerous dog if the owner fails to comply with the requirements of this Act. 510 ILCS 5/15.1.

**Section 38. Violations; penalties**

Any person found guilty of a violation of Article 3 of this Ordinance shall be ordered to pay a fine of \$50.00 per offense and each subsequent offense. Every day of non-compliance shall be a separate offense. 55 ILCS 5/5-1071.1; 55 ILCS 5/5-1113.

**Section 39. Dangerous dogs; leash**

It is unlawful for any person to knowingly or recklessly permit any dangerous dog to leave the premises of its owner when not under the control by leash or other recognized control methods. 510 ILCS 5/15.2

**Section 40. Dangerous dog; appeal.**

- (a) The owner of a dog found to be a dangerous dog pursuant to this Ordinance by an Administrator may file a complaint against the Administrator in the circuit court within 35 days of receipt of notification, for *de novo* hearing on the determination. The proceedings shall be conducted as a civil hearing pursuant to the Illinois Rules of Evidence and the Code of Civil Procedure, including the discovery provisions. After hearing both parties' evidence, the court may make a determination of dangerous dog if the Administrator meets his or her burden of proof of clear and convincing evidence. The final order of

the circuit court may be appealed pursuant to the civil appeals provisions of the Illinois Supreme Court Rules.

- (b) The owner of a dog found to be a dangerous dog pursuant to this Ordinance by the Director may, within 14 days of receipt of notification of the determination, request an administrative hearing to appeal the determination. The administrative hearing shall be conducted pursuant to the Department of Agriculture's rules applicable to formal administrative proceedings, 8 Ill. Admin.Code Part 1, SubParts A and B. An owner desiring a hearing shall make his or her request for a hearing to the Illinois Department of Agriculture. The final administrative decision of the Department may be reviewed judicially by the Circuit Court of the County wherein the person resides or in the case of a corporation, the County where its registered office is located. If the plaintiff in a review proceeding is not a resident of Illinois, the venue shall be in Sangamon County. The Administrative Review Law and all amendments and modifications thereof, and the rules adopted thereto, apply to govern all proceedings for the judicial review of final administrative decisions of the Department hereunder.
- (c) Until the order has been reviewed and at all times during the appeal process, the owner shall comply with the requirements set forth by the Administrator, the Court, or the Director.
- (d) At any time after the final order has been entered, the owner may petition the Circuit Court to reverse the designation of dangerous dog. 510 ILCS 5/15.3.

#### **Article 4 Humane Care of Animals**

##### **Section 41. Humane Care for Animals**

*Owner's duties. Each owner shall provide for each of his animals:*

- (a) sufficient quantity of good quality, wholesome food and clean fresh water*
  - (b) a shelter which has four sides, a roof, floor and bedding. The shelter shall be of sufficient size to permit such animal to stand up and turn around inside when fully grown and allow retention of body heat. The shelter shall be placed to provide shade from the sun and protection from the weather.*
  - (c) regular and sufficient veterinary care to prevent suffering and maintain health.*
  - (d) humane care and treatment*
- 510ILCS 70/3

##### **Section 42 Cruel Treatment**

- (a) No person or owner may beat, cruelly treat, torment, starve, overwork or otherwise abuse an animal.*
- (b) No owner may abandon any animal where it may become a public charge or may suffer injury, hunger or exposure. 510ILCS 70/3.01*

**Section 43 Confinement in a Motor Vehicle**

*No owner or person shall confine any animal in a motor vehicle in such a manner that places it in a life or health threatening situation by exposure to a prolonged period of extreme heat or cold, without proper ventilation or other protection from such heat or cold. In order to protect the health and safety of an animal, an animal control officer, law enforcement officer or Department investigator who has probable cause to believe that this Section is being violated shall have authority to enter such vehicle by reasonable means under the circumstances after making a reasonable effort to locate the owner or person responsible. 510ILCS 70/7.1*

**Section 44 Notification to Violator-Impoundment upon refusal or failure to take corrective action**

- (a) If an investigation discloses a violation of this Article has been committed, the animal control warden or, law enforcement officer shall furnish the violator, if known, with notice of violation, and state what action is necessary to come into compliance with this article and that a maximum of 48 hours may be granted in which to take corrective action.*
- (b) If the violator fails or refuses to take corrective action necessary for compliance or if the violator is still unknown after an attempt to identify ownership, the animal control warden or law enforcement officer shall have the authority to impound all animals involved in the complaint or issue a citation for each offense.*
- (c) When an animal control warden, law enforcement officer or humane investigator finds a violation of this Article has rendered an animal in such condition that no remedy or corrective action by the owner is possible, the animal control warden, law enforcement officer or humane investigator must impound or order the impoundment of the animal. If the violator fails or refuses to take corrective action necessary for compliance, the animal shall be impounded. If the animal is impounded for violation of this Article, it shall be taken to a facility where the elements of good care as set forth in Section 41 of this Article can be provided, and where such animals shall be examined and treated by a licensed veterinarian or, if the animal is severely injured, diseased, or suffering, humanely euthanized. Any expense incurred in the impoundment shall become a lien on the animals.*
- (d) Emergency impoundment may be exercised in a life threatening situation and the subject animals shall be conveyed directly to a licensed veterinarian for medical services necessary to sustain life or to be humanely euthanized as determined by a licensed veterinarian.*
- (e) A notice of impoundment shall be given to the violator if the violator is known in person or sent by certified or registered mail. The impoundment notice shall include the following:
  - a. A listing of deficiencies noted*
  - b. An accurate description of the animal or animals involved.**

- c. *Date on which the animal or animals were impounded.*
- d. *Signature of the animal control warden.*
- e. *A statement that: "The violator may request an appeal of the impoundment with the Administrator within 5 business days of impoundment."*
- f. *When the impoundment is not appealed, the animal or animals are forfeited and the animal control or animal shelter in charge of the animal or animals may lawfully and without liability provide for adoption of the animals or animals by a person other than the person who forfeited the animal or animals, or any person or persons dwelling in the same household as the person who forfeited the animal or animals, or it may humanely euthanize the animal or animals.*
- g. *If the Administrator denies the appeal of impoundment, the owner has the right to file a complaint with the circuit court within 30 days. Notice of intent to appeal must be presented to the animal control administrator within 5 business days of the appeal hearing. All costs associated with the housing, fees and medical costs of the impounded animals shall be the responsibility of the owner of the said animals. 510ILCS 70/12*

**ARTICLE IV Article 5. MISCELLANEOUS**

**Section 41 Section 50:** This Ordinance shall go into full force and effect upon its passage and approval.

**Section 42 Section 51:** In the event that any provision of this Ordinance or any part or application thereof to any person or circumstance, is for any reason held to be unconstitutional or otherwise invalid or ineffective by any court of competent jurisdiction on its face or as applied, such holding shall not affect the validity or effectiveness of any of the remaining provisions of this Ordinance or any part or application thereof to any person or circumstance of said provision as applied to any other person or circumstance. It is hereby declared to be the legislative intent of the County Board that this Ordinance would have been adopted had such unconstitutional, invalid, or ineffective provisions not been included herein.

**Section 43 Section 52:** All previous Resolutions, Ordinances, or parts thereof in conflict with this Ordinance are hereby repealed upon the effective date of this Ordinance.

PRESENTED, ADOPTED, APPROVED, and RECORDED this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

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C. Pius Weibel, Chair  
Champaign County Board

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and *Ex-Officio* Clerk of the  
Champaign County Board

**AN INTERGOVERNMENTAL AGREEMENT  
FOR ANIMAL IMPOUND SERVICES**  
(City of Champaign – County of Champaign)

THIS AGREEMENT is made and entered by and between the City of Champaign, an Illinois Municipal Corporation, (hereinafter referred to as “City”) and the County of Champaign, (hereinafter referred to as “County”) effective on the last date signed by a party hereto.

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. enables the parties to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, the County proposes to provide an Animal Service Facility primarily for the impounding of animals for the use of local law enforcement agencies; and

WHEREAS, this Agreement is in the best interest of the City and the County.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **County to Provide Facilities and Services.** The County shall maintain and operate an animal services facility for the impoundment of animals that are seized by the City pursuant to the provisions of Chapter 7 of the Municipal Code of Champaign, 1985, as amended, entitled “Animals” (“Chapter 7”). The County shall provide all services necessary for the impound, care, transfer, and euthanasia of all animals delivered by the City. The County will be solely responsible for the hiring of facility personnel and veterinarian services. For the purposes of this agreement, “Veterinarian services” shall include rabies vaccinations, health evaluations, treatment of minor curable diseases, spaying/neutering, pain reduction services and euthanasia. In no event will the County be required to perform major surgery or treat terminal illnesses.
2. **Compliance With Laws; Inspections.** The County shall operate the facility in a

humane and sanitary manner and in compliance with all applicable state and local laws, ordinances and regulations, including Chapter 7. The Chief of Police or his designee shall be entitled to inspect and examine the premises and to examine the records kept of impounded animals received from the City to ensure compliance with this Agreement during normal business hours. Nothing contained herein shall make the City responsible for the manner of operation or maintenance of the facilities.

3. **Hours of Operation; Access.** The facility shall be open to the public no less than 8 hours per day, Monday through Friday, and no less than 3 hours per day Saturday and Sunday, excluding County holidays. The County has sole discretion to establish the specific hours of operation per day. City personnel shall have access to the facilities for the purpose of delivering impounded animals at all times. The County shall provide necessary keys, access cards and/or codes to the City for such purposes. The City shall be responsible for securing animals delivered and securing the facilities upon departure in the event no County staff is available.

4. **Equipment.** The County shall provide adequate facilities to house all animals delivered in a safe and sanitary manner. The County shall endeavor to maintain a minimum of one run or cage for the proper housing and exercise of animals. The County shall maintain separate cages for animals of different species. The County will notify the City as soon as possible in the event it does not have the capacity to house and maintain animals pursuant to this Agreement. The City shall provide advance notice, to the extent practical, to the County, in the event any extraordinary event would result in a large influx of animals. The County shall have an affirmative duty to have in place, a stand-by contract with a facility licensed and approved by the State of Illinois to provide necessary facilities in the event the subject premises are at capacity.

5. **Notice of Delivery and Special Directions.** The City shall notify the County as soon

as practical of its intent to deliver animals to the facility for impound. The City shall provide information concerning the nature of the impound and indicate any special directions it believes may be necessary for the proper handling, care and treatment of the animals. The County shall keep animals impounded for bite quarantine or that are infected with a contagious disease in isolation from all other animals as required by law or in the exercise of sound veterinary practices.

6. **Hold Orders; Orders of Destruction.** In the event a hold order is issued by the City or a court of competent jurisdiction, the County shall hold the animal and shall not make it available for redemption, adoption or euthanasia without written consent of the City or Court issuing the hold order. In the event an Order of Destruction is issued, the County shall humanely euthanize the subject animal(s) pursuant to the Order.

7. **Transfer of Ownership.** Animals delivered to the facility shall become the property of the County after one of the following events occurs: after the expiration of any applicable redemption period; upon execution of an owner-relinquishment form of the animal(s) owner(s); after issuance of an order or other release authorizing the County to take ownership of the animal. The County is thereafter authorized to sell, adopt out, convey, euthanize or otherwise dispose of the animal in whatever manner it deems appropriate. The County accepts sole responsibility for its discretionary decision.

8. **Fees.** The County is authorized to collect fees and fines for violations of Chapter 7 on behalf of the City, as set forth in the Champaign Municipal Code, 1985, as amended. The County is authorized to impose such additional fees and costs as authorized by the Champaign County Board. All fines and fees collected on behalf of the City shall be remitted monthly, to be received no later than the 15<sup>th</sup> day of each month. If an animal must be held beyond five (5) days because of court proceedings, the City will remit to the County any

impound fees for said animal. After holding an animal for five (5) days, any boarding fees received shall be paid to the County. It will be in the County's discretion to hold an animal beyond five (5) days for any reason other than court proceedings.

9. **Payment.** The City shall pay the sum of \$50,881.64 annually, payable in monthly installments of \$4240.13; and \$52, 536 annually, payable in monthly installments of \$4,378.00. In March of each year that this agreement is in effect, the County shall provide an itemized statement of costs to the City and submit its proposed annual charge for the impound services provided for herein. The parties shall negotiate in good faith to issue any necessary amendments to this Agreement to facilitate the uninterrupted provision of services provided for herein on a fair and just basis.

10. **Records.** The County shall keep and maintain all required records in compliance with the Ordinances of the City and the Statutes of the State of Illinois, which shall include but not be limited to complete financial records covering fees, fines and other charges as well as records of the type and number of animals impounded. The County shall provide a monthly report of the number of animals received and the final dispositions of the animals. The City shall provide information concerning the status of pending cases upon request.

11. **Computer Records.** The parties shall endeavor to design/evaluate, procure, implement and maintain a computer records management program. Necessary data shall include: the number of animals housed and/or received on behalf of the City of Champaign, boarding dates, date of final disposition, type of disposition and any fees associated therewith. Such pertinent data shall be made part of the basis in determining costs associated with the impoundment services provided by the County.

12. **Duration.** The initial term of this agreement shall be from the date last signed by the parties until June 30, 2011 unless earlier terminated by either party. The Agreement shall automatically renew annually commencing on the 1<sup>st</sup> day of July of the applicable year and terminating on June 30 of the following year. All terms and conditions will remain in full force and effect unless otherwise amended as set forth herein.

13. **Termination.** Either party may terminate this contract with or without cause by providing ninety (90) days written notice to the other party.

14. The written notice shall be sent first class mail, return receipt requested to:

City Manager  
City of Champaign  
102 N. Neil Street  
Champaign, Illinois 61820

Champaign County Board  
Chair  
1776 East Washington Street  
Urbana, Illinois 61801

And

Champaign Chief of Police  
82 E. University Avenue  
Champaign, Illinois 61820

15. **Amendments.** This Agreement may be amended only by writing signed by both parties.

16. **Survival of Provisions.** Any terms of this Agreement that by their nature extend after the end of the Agreement, whether by way of expiration or termination, will remain in effect until fulfilled.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date and year indicated herein.

CITY OF CHAMPAIGN  
An Illinois Municipal Corporation

CHAMPAIGN COUNTY

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

ATTEST: \_\_\_\_\_

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
State's Attorney's Office

CB 2009- \_\_\_\_\_

**VACANT POSITIONS LISTED ON DATA BASE  
SEPTEMBER 14, 2010**

FUND	DEPT.	POSITION TITLE	HOURLY RATE	REGULAR ANNUAL HOURS	REGULAR ANNUAL SALARY	FY2010 ANNUAL HOURS	FY2010 ANNUAL SALARY
80	36	ASSISTANT PUBLIC DEFENDER	\$23.50	1950	\$45,825.00	1957.5	\$46,001.25
80	40	DEPUTY SHERIFF--PATROL	\$20.82	2080	\$43,305.60	2088	\$43,472.16
80	40	DEPUTY SHERIFF--PATROL	\$20.82	2080	\$43,305.60	2088	\$43,472.16
80	40	DEPUTY SHERIFF--PATROL	\$20.82	2080	\$43,305.60	2088	\$43,472.16
80	40	DEPUTY SHERIFF--STREET CRIME	\$20.82	2080	\$43,305.60	2088	\$43,472.16
80	51	COURT SERVICES OFFICER	\$19.14	1950	\$37,323.00	1957.5	\$37,466.55
80	51	COURT SERVICES OFFICER	\$19.14	1950	\$37,323.00	1957.5	\$37,466.55
80	52	COURT SERVICES OFFICER	\$17.12	1950	\$33,384.00	1957.5	\$33,512.40
80	52	SENIOR COURT SERVICES OFFICER	\$19.17	1950	\$37,381.50	1957.5	\$37,525.28
80	71	PART-TIME CUSTODIAN	\$10.16	1040	\$10,566.40	1044	\$10,607.04
80	140	CLERK	\$11.51	1950	\$22,444.50	1957.5	\$22,530.83
80	140	DEPUTY SHERIFF--CORRECTIONS	\$18.30	2080	\$38,064.00	2088	\$38,210.40
80	140	DEPUTY SHERIFF--CORRECTIONS	\$18.30	2080	\$38,064.00	2088	\$38,210.40
80	140	LIEUTENANT - CORRECTIONS	\$35.13	2080	\$73,070.40	2088	\$73,351.44
80	140	MASTER CONTROL OFFICER	\$11.51	2080	\$23,940.80	2088	\$24,032.88
670	22	DEPUTY COUNTY CLERK	\$11.51	1040	\$11,970.40	1044	\$12,016.44
-- TOTAL --			\$297.77		\$582,579.40		\$584,820.09



## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON  
URBANA, IL 61802  
(217) 384-3776  
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ADMINISTRATIVE SUPPORT  
DATA PROCESSING  
MICROGRAPHICS  
PURCHASING  
PHYSICAL PLANT  
SALARY ADMINISTRATION

### MEMORANDUM

**TO:** Peter Tracy, Executive Director-Mental Health Board  
Tom Betz, Chair-Policy, Personnel & Appointments and COUNTY BOARD MEMBERS

**FROM:** JOB CONTENT EVALUATION COMMITTEE and *Deb*  
Deb Busey, County Administrator

**DATE:** September 7, 2010

**RE:** RESPONSE TO REQUEST FOR EVALUATION OF NEW POSITION

Pursuant to your request of August 10, 2010, the Job Content Evaluation Committee has met and reviewed the proposed new position of Developmental Disabilities Contract Coordinator.

The Job Evaluation Committee reviewed the position analysis questionnaire and job description information for the proposed position. The Committee was also in receipt of an opinion from the State's Attorney indicating that this position should be classified as non-exempt under FLSA. Mr. Tracy presented information regarding the position and its evaluation, including information regarding the responsibilities assigned to this position and essential training and skills required for an individual to be considered qualified for this position. Based upon the information received, the Job Content Evaluation Committee has evaluated the position and recommends the position be assigned to Salary Grade Range F. The resulting job description for the position is included with this Memorandum for your information.

#### **RECOMMENDED ACTION:**

***The Policy, Personnel and Appointments Committee approves the Job Content Evaluation Committee recommendation for the Developmental Disabilities Contract Coordinator position assigned to Grade Range F of the County's salary schedule, and forwards the request for the establishment of this position in the Office of the Mental Health Board to the Finance Committee.***

Thank you for your consideration of this information. If you have any questions or concerns, please feel free to contact me.

attachment

## **Champaign County Job Description**

**Job Title:** Developmental Disabilities Contract Coordinator  
**Department:** Mental Health Board/Developmental Disabilities Board  
**Reports To:** Executive Director; Associate Director for DD  
**FLSA Status:** Non-Exempt

**Prepared Date:** August, 2010

**SUMMARY** This position is responsible for providing assistance and administrative support for the Executive Director, and under the supervision of and in consultation with the Associate Director for Developmental Disabilities, the position assists with management of developmental disability operations including planning, funding, contracting, monitoring and evaluation activities. In addition, conducts Level Two contract compliance management activities for mental health, substance abuse and developmental disabilities operation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

This position may on occasion deal with client files and other client specific information of a confidential nature, and shall comply with State and Federal confidentiality statutes. All client information shall be protected from unauthorized disclosure as defined by law and administrative rule.

Under the direction of the Associate Director for Developmental Disabilities, manages Level Two compliance monitoring for Mental Health Board and Developmental Disability Board provider contracts. Participates with the Associate Director in site visits and other Level Two monitoring activities for selected programs/contracts as necessary.

Collaborates on all needs assessment projects for mental health, substance abuse and developmental disabilities with primary focus on the organization of the developmental disabilities components.

Participates in the development of annual allocation criteria and funding priorities and development of application packets. Develops application packets and instructions for the annual allocation cycle with primary responsibility for developmental disabilities. Provides technical assistance to applicant organizations as required.

Assists with evaluation of applications for funding for developmental disabilities, mental health, and substance abuse services and programs; and development of funding recommendations for the consideration of the Mental Health Board and the Developmental Disabilities Board.

Participates in contract negotiations with special responsibility for developmental disabilities. Develops contracts to implement the recommendations of the Mental Health

Board and the Developmental Disabilities Board. Initiates contract amendments consistent with requirements and specifications delineated in the appropriate funding guidelines.

Evaluates provider contract compliance, key performance indicators based on outcome measures defined in the contract program plans. Defines corrective action as necessary and monitors improvement. Primary area of emphasis: developmental disabilities.

Responsible for Freedom of Information Act (FOIA) inquiries and Open Meetings Act requirements.

Assists with annual reports and strategic plans for the Mental Health Board and the Developmental Disabilities Board as required by statutes.

Responds to inquiries (verbal and written) pertaining to developmental disabilities, mental health, and substance abuse services.

Participates in the organization and preparation for meetings of the Developmental Disabilities Board and the Mental Health Board. Attends all board meetings and study sessions and prepares minutes of proceedings.

Acts as assistant to the Executive Director and prepares a wide variety of correspondence, memoranda, lists, forms, and reports requiring the use of word processing and spreadsheet software. Screens telephone calls, takes messages, greets and directs visitors, maintains appointment calendars for the office and performs general clerical functions including developing and maintaining office files, photocopying reports and other materials, securing meeting rooms for staff, making travel arrangements, and maintaining office equipment. Processes outgoing mail and distributes incoming mail.

Responsible for organization and maintenance of contract files for the Mental Health Board and the Developmental Disabilities Board. Files shall include executed contracts, contract amendments, quarterly reports, audits, proof of liability insurance, correspondence, and other information pertaining to contract performance and compliance.

Participates and represents the Mental Health Board and Developmental Disabilities Board in professional networks, councils, and other collaborative bodies related to the local system of care for mental health, substance abuse and developmental disabilities services and programs as assigned.

Other duties as assigned by the Executive Director.

**CONTEXT** The Mental Health Board and the Developmental Disabilities Board have statutory responsibilities to plan, fund, monitor and evaluate the local system of care for mental health, substance abuse and developmental disabilities services and program in Champaign County. A key component of this position is to assure there is fully integrated planning between the two boards and that overlapping populations are addressed in all processes.

**SUPERVISORY RESPONSIBILITIES** None. May direct the work of student interns and consultants for certain projects.

**DIMENSIONS** Matrix Management - Operations Team Member.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Solid knowledge of the English language including grammar, punctuation and composing skills; knowledge of basic principles of filing systems; basic knowledge of contract document management including amendments and updates. Solid knowledge in the operation of word processing equipment and software; spreadsheet skills; ability to operate recording equipment; skill in the application of modern office methods, solutions to practical problems and good relationship skills. Ability to take and transcribe meeting minutes; to understand and follow instructions; and to deal with the public in a helpful empathetic manner.

**EDUCATION AND EXPERIENCE** Bachelors degree or equivalent relevant experience. Five years experience with a community behavioral health authority, non-for-profit agency or equivalent combination of education and on the job training. Knowledge, skill and mental development including word processing, business, and basic office training and experience. Two years of computer based word processing and general clerical experience. Significant experience writing minutes for public meetings. Knowledge of the Open Meetings Act and Freedom of Information Act.

**LANGUAGE SKILLS** Ability to read, analyze and interpret contract proposals, professional journals, technical procedures or government regulations including administrative rules and policy documents. Ability to write reports, business correspondence, memoranda, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, direct service staff, and the general public.

**MATHEMATICAL SKILLS** Ability to calculate figures and amounts such as statistical measures, proportions and percentages.

**REASONING ABILITY** Ability to define problems, collect data, establish facts, and draft valid conclusions. Ability to interpret an extensive variety of technical instructions in written and diagrammatic form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS** As required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is also required to stand occasionally. The employee must occasionally lift and/or move up

to 10 pounds. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus. The employee is required to perform off site duties through the use of a personal vehicle.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet.



## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

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ADMINISTRATIVE SUPPORT  
DATA PROCESSING  
MICROGRAPHICS  
PURCHASING  
PHYSICAL PLANT  
SALARY ADMINISTRATION

### MEMORANDUM

**TO: Tom Betz, Chair-Policy, Personnel & Appointments and COUNTY BOARD MEMBERS**

**FROM: Deb Busey, County Administrator** *Deb*

**DATE: September 7, 2010**

**RE: REQUEST TO RELEASE BID**

I am writing on behalf of the County's Emergency Management Agency, and pursuant to V.E.3 of the County's Purchasing Policy to request approval to release a bid for the purchase and installation of equipment for the Emergency Operations Center. The County Board has previously approved the receipt of the Emergency Operations Center Technology Grant with Resolution No. 7384 documenting the budget amendment for receipting and spending this grant revenue. The total amount of the grant is \$140,148.12.

The equipment to be purchased includes the following:

- 4 – 50" 720p Plasma displays
- 1 – 85" 1080p Plasma display
- 1 – 6500 lumen SGA video projector
- Open frame equipment rack for all switchgear and system control
- 12 – Data workstation connection ports in new consoles
- 2 – CATV connections located in the equipment rack
- Videoconferencing system connection using existing Poly com equipment
- Mobile equipment cart with built-in desktop and laptop computer connections, DVD/VCR and document camera
- Wall and tabletop touch-panel controls for ease of operation
- Audiovisual matrix switcher to allow any input transmitter to be displayed on any or all of the 5 monitors
- Audio selection from any of the displayed video sources
- 4 – Remote data terminals located in specified rooms throughout the building.

The bid will also cover the required installation and maintenance for all of the equipment to be purchased. The proposed equipment has been pre-approved by the granting agency as appropriate for the EOC Operations equipment upgrade.

**RECOMMENDED ACTION:**

***The Policy, Personnel and Appointments Committee approves release of Bid 2010-006 for the Champaign County Emergency Operations Center Technology Upgrade.***

Thank you for your consideration of this information. If you have any questions or concerns, please feel free to contact me.

attachment



**Mark Shelden**  
**Champaign County Clerk**  
Champaign County, Illinois

1776 East Washington Street  
Urbana, IL 61802  
Email: [mail@champaigncountyclerk.com](mailto:mail@champaigncountyclerk.com)  
Website: [www.champaigncountyclerk.com](http://www.champaigncountyclerk.com)

Vital Records: (217)384-3720  
Elections: (217)384-3724  
Fax: (217)384-1241  
TTY: (217)384-8601

**COUNTY CLERK**  
**MONTHLY REPORT**  
**JULY**  
**2010**

Liquor Licenses & Permits	55.00
Marriage License	2,025.00
Interests	42.34
State Reimbursements	-
Vital Clerk Fees	14,813.90
Tax Clerk Fees	1,948.18
Refunds of Overpayments	-
<b>TOTAL</b>	<b>18,884.42</b>
Additional Clerk Fees	2,280.00

**RECEIVED**

**AUG 09 2010**

**CHAMPAIGN COUNTY**  
**ADMINISTRATIVE SERVICES**



**Illinois State Board of Elections**  
**Acceptance Agreement**  
**Requirements Monies – Phase III**  
**August 2010**



You are receiving a grant from the Illinois State Board of Elections' pursuant to federal monies received under Title II, Section 251 of the Help America Vote Act of 2002, 42 U.S.C. §§ 15301-15545 ("HAVA") (CFDA # 90.401). Generally stated, the purpose of this grant is to improve the administration of federal elections in Illinois under the requirements of Title III of the Help America Vote Act of 2002. Your election jurisdiction, Champaign County ("Election Authority"), will receive the amount of \$233,170.00 (*two hundred thirty-three thousand, one hundred seventy dollars and 00/100 cents*), which will be distributed in a lump sum payment unless you submit an addendum to request in smaller portions. We calculated this amount based on the proportion of your jurisdiction's voting age population to that of the entire State.

Specifically, this grant is to be used to carry out one or more of the following activities:

1. Educate citizens concerning voting procedures, voting rights, and voting systems;
2. Train election officials, poll workers, and election volunteers;
3. Improve, acquire, lease, modify, or replace voting systems and technology and methods for casting and counting votes to comply with the requirements of Section 301(a)(3) (accessibility); preventative maintenance or annual maintenance on voting equipment;
4. Provide polling place accessibility;
5. Improve the administration of elections for Federal office, including but not limited to, increasing voter participation by facilitating absentee voting procedures for military and overseas voters, and facilitating and making more accessible the general voter registration process for Illinois citizens.

The State Board of Elections and you, the Election authority, have responsibilities under HAVA as to proper procurement, spending, and tracking of grant expenditures in accordance with all applicable State and Federal regulations. These regulations include, but are not limited to, Federal regulations A-87, A-102 and A-133. By accepting this grant, you agree to document all expenditures for audit purposes in accordance with generally accepted auditing standards, Federal Single Audit requirements, and any specific additional provisions contained in HAVA (42 U.S.C. § 15542). You must keep all expenditure documentation and receipts in your records until you are notified by the State Board of Elections or an authorized representative to either supply them to us or dispose of them. Furthermore, you agree to provide all Election Authority documentation applicable to activity under this grant program to the State Board of Elections or its authorized representative upon request.

Under no circumstances is this grant money to be supplanted into the county's election budget by the County Board or the Board of Election Commissioners. These grant funds must be kept separate and segregated. If using these funds for polling place accessibility, the funds may not be used in any way in a private residence. For example, they may not be used to make permanent improvements to the building(s) or property of a private residence. These grant funds may be used only to make improvements to publicly owned buildings and/or property. Furthermore, purchases made with this grant shall become the responsibility and property of the Election Authority, not the State Board of Elections. All property control and custody responsibilities will be assumed by the Election Authority. The Election Authority must follow the federal equipment management requirements included in 41 CFR 105-71.132 and maintain adequate records of equipment purchased with HAVA funds. Likewise, the Election Authority agrees that all future costs related to maintenance, repairs, and upgrades to equipment or property purchased with these grant funds shall be the sole responsibility of the Election Authority, not the State Board of Elections.

There are certain federal financial controls applicable to this grant. According to the regulations of the U.S. Treasury, recipients of Federal monies (State governments) that pass the funds on to sub-recipients in advance (Local governments) must ensure that only those monies determined necessary for immediate cash needs are advanced

(34 CFR 80.20). The State Auditor General has interpreted 'immediate cash needs' as receiving advance funds **30 days or less from the expected date of paying the sub-recipient's vendors**. Please submit **only when you are ready to pay your vendors for qualifying expenses under this Program within the timelines given above**. Therefore, the grant may be applied toward any purchase or lease meeting the above criteria made **between July 1, 2009 and November 6, 2012**. The Election Authority agrees to indemnify and hold the State Board of Elections harmless against any claims brought against it by the Comptroller General or other agency of the federal government, for reimbursement of the grant funds in the event that the Election Authority is found liable for misapplication, misuse, or misappropriation of funds.

The Election Authority agrees that it will not purchase goods/services with HAVA funds with any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. These can be found on the Excluded Parties List System located at [www.gsa.gov](http://www.gsa.gov) ([http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_BASIC&contentId=19944&noc=T](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=19944&noc=T))

The Election Authority will follow the Lobbying certification as required by Section 1352, Title 31 of the U.S. Code. The recipient certifies that: (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement; and (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure of Lobbying Activities."

**THIS GRANT IS SUBJECT TO THE ILLINOIS GRANT FUNDS RECOVERY ACT (30 ILCS 705/1, et seq.). THEREFORE, ANY UNSPENT PORTION OF THE GRANT THAT REMAINS AFTER 30 DAYS MUST BE RETURNED WITH INTEREST TO THE STATE BOARD OF ELECTIONS IMMEDIATELY. ANY MISSPENT OR IMPROPERLY HELD GRANT FUNDS ARE SUBJECT TO RECOVERY BY THE STATE BOARD OF ELECTIONS.**

**Election authorities that fail to pay their vendors for qualifying expenses within the 30-day time period as specified by the terms of this Agreement and underlying federal rule shall become liable to the State Board of Elections for interest penalties for failing to meet the 30-day interval (unless the applicable grant amount, or any unused portion thereof, is returned to the State before the 30-day period has elapsed). An election authority failing to meet this 30-day requirement will be liable for interest at the rate applicable to the State's payments to its vendors under the terms of the State Prompt Payment Act (30ILCS 540). The interest calculation for this mandatory reimbursement is based on the historical interest rates earned by the State HAVA fund and paid by the State Treasurer during the specific time periods the money was improperly held by the local jurisdiction. The election authority assessed this interest penalty must remit the penalty amount to the State Board of Elections within 30 days of receipt of notice from SBE. Such interest payment shall be identified separately from any grant returns or other refunds.**

By signing this document, you certify that you agree to use the grant funds provided for the purposes articulated above and certify that you understand and agree to the record keeping and documentation requirements set forth above. **Further, you certify that you will return to the SBE any of the unspent funds remaining within thirty days after receipt of such funds as noted above.** For purposes of this paragraph, the unspent funds shall be considered timely returned if it is actually received in either of the SBE offices (Chicago or Springfield) within 30

days of receipt or, if received beyond such 30-day period, the envelope containing the unspent funds is postmarked within such 30-day period. If the postmark on the envelope containing the unspent funds is missing or illegible, the return of the unspent funds will be considered timely if such envelope is received by the SBE no later than 5 business days following the end of such 30-day period.

In addition, you understand and accept that no additional HAVA related funds will be forthcoming, or in the alternative, that additional grant funds may be reduced by the amount of any outstanding funds owed to the State Board of Elections, until the terms of those agreements are satisfied and any unspent or unaccounted for funds are returned with interest as indicated above.

Any violations of this agreement may be reported to appropriate legal authorities for review and appropriate action.

**Chairman of County Board or Board of Election  
Commissioners Authorized Agent**

**Election Authority Authorized Agent**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name C. Pius Weibel

Printed Name Mark Shelden

Date \_\_\_\_\_

Date \_\_\_\_\_

**Illinois State Board of Elections**

Signature \_\_\_\_\_

Printed Name Daniel W. White, Executive Director

Date \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

RESOLUTION PLACING THE QUESTION OF ELIMINATION OF THE ELECTED OFFICE OF COUNTY AUDITOR IN CHAMPAIGN COUNTY ON THE APRIL 2011 ELECTION BALLOT

WHEREAS, The Illinois Constitution, Article VII, Section 4, states that the office of auditor may be elected or appointed, and that the office of auditor may be eliminated and the terms of office and manner of selection changed by law;

WHEREAS, Pursuant to 10 ILCS 5/28-7 any question regarding the elimination of the office of Auditor may be initiated by the Champaign County Board by resolution requesting the proposal for such action to the voters of the governmental unit at a regular election; and

WHEREAS, The Champaign County Board recognizes the office of an elected auditor exists only in a minority of Illinois Counties, primarily in 17 of the 19 largest counties in the state; and

WHEREAS, The Champaign County Board deems the question of whether the county auditor functions shall be performed by an elected official is a question best answered through public deliberation and the ultimate determination of the electors of Champaign County;

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County that the following question be placed on the April 5, 2011 Consolidated Election ballot:

<i>Shall the elected Office of the Champaign County Auditor be eliminated, effective December 1, 2012, and the duties of said office transferred to an appointed officer?</i>	<i>Yes</i>	
	<i>No</i>	

PRESENTED, PASSED, APPROVED and RECORDED this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010

\_\_\_\_\_  
C. Pius Weibel, Chair  
Champaign County Board

ATTEST:

\_\_\_\_\_  
Mark Shelden, County Clerk and  
Ex-officio Clerk of the County Board

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 865 LIHEAP-PERCNT INC PMT PLN

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-865-511.03 REG. FULL-TIME EMPLOYEES	0	0	8,000	8,000
075-865-534.31 ENERGY ASSISTANCE	0	0	167,000	167,000
TOTALS	0	0	175,000	175,000

**INCREASED REVENUE BUDGET:**

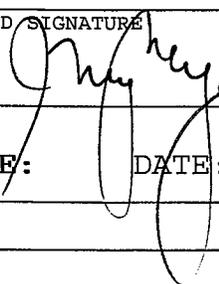
ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-865-334.86 IL DCEO-LIHEAP/WEATHERZTN	0	0	175,000	175,000
TOTALS	0	0	175,000	175,000

**EXPLANATION:** RECEIPT OF A NEW GRANT FROM ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY FOR PERCENTAGE OF INCOME PAYMENT PROGRAM. THIS PROGRAM PROVIDES ASSISTANCE TO LOW INCOME UTILITY CUSTOMERS WHO MEET THE REQUIREMENTS FOR A PERCENTAGE OF INCOME PAYMENT TOWARD UTILITY BILLS.

DATE SUBMITTED:

8/26/10

AUTHORIZED SIGNATURE



\*\* PLEASE SIGN IN BLUE INK \*\*

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 866 WEATHERZATION-NICOR/IACAA

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-866-511.03 REG. FULL-TIME EMPLOYEES	0	0	7,000	7,000
075-866-534.30 WEATHERIZATION LABOR	0	0	31,500	31,500
075-866-534.94 WEATHERIZATION MATERIALS	0	0	31,500	31,500
TOTALS	0	0	70,000	70,000

**INCREASED REVENUE BUDGET:**

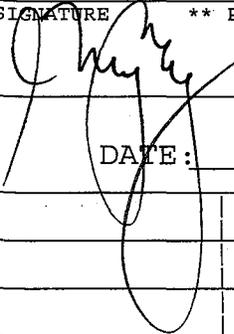
ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-866-341.40 TECHNICAL SERVICE CONT.	0	0	70,000	70,000
TOTALS	0	0	70,000	70,000

**EXPLANATION:** TO ACCOMMODATE NEW CONTRACT WITH ILLINOIS ASSOCIATION OF COMMUNITY ACTION AGENCIES TO WEATHERIZE TEN HOMES IN THE NICOR UTILITY SERVICES AREA. THE WEATHERIZATION PROGRAM PROVIDES WEATHERIZATION SERVICES TO LOW-INCOME RESIDENTS WHICH HELPS THEM SAVE FUEL AND MONEY WHILE INCREASING THE COMFORT OF THEIR HOMES.

DATE SUBMITTED:

*8/26/10*

AUTHORIZED SIGNATURE



\*\* PLEASE SIGN IN BLUE INK \*\*

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:



**ADMINISTRATIVE OFFICES**

1776 East Washington Street  
Urbana, IL 61802

Phone 217.328.3313

Fax 217.328.2426

[www.ccrpc.org](http://www.ccrpc.org)

TO: Brendan McGinty, Finance Committee Chair  
FROM: Cameron Moore, Chief Executive Officer  
DATE: September 9, 2010  
RE: USDA Intermediary Relending Program

CM

The Champaign County Regional Planning Commission (RPC) is requesting Finance Committee and County Board authorization to participate in the United States Department of Agriculture Intermediary Relending Program (IRP). RPC seeks to add the IRP program to our family of loan programs to support the growth of existing and new businesses in our region.

The IRP program differs from our existing loan programs in that it is specifically targeted to rural communities and businesses in the six county region served by the East Central Illinois Economic Development, which is also administered by RPC. The IRP program will enable us to make loans of between \$15,000 and \$250,000 to businesses located in rural areas and communities of less than 25,000, as well as to communities of less than 25,000, in the counties of Champaign, Douglas, Ford, Iroquois, Piatt and Vermillion.

USDA capitalizes this program differently than other state and federal agencies. They loan funds to an intermediary – in this case Champaign County RPC – at very favorable terms. The intermediary then loans the money to eligible applicants at a higher interest rate than they are charged and the interest and principal payments received cover repayment of the loan from USDA and the cost to administer the IRP program.

Champaign County RPC has been approved by USDA for a \$750,000 loan for 30 years at 1% interest. RPC intend to “match” this amount with \$250,000 from an existing loan program to create a total rural loan pool of \$1 million. We have three years to build a loan portfolio before payments to USDA begin.

We recommend that authorization be given to execute the loan agreement with USDA and all other relevant documents necessary to establish IRP program at RPC to serve the rural areas of our region.

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF  
A GRANT TO PURCHASE VOTING EQUIPMENT

WHEREAS, Public Act 96-1008 requires the establishment of an early voting center on the campus of the University of Illinois; and

WHEREAS, an early voting center in Champaign County requires 12 ballot tabulators and ballot boxes; and

WHEREAS, the Illinois State Board of Elections has made available to Champaign County up to \$72,000 in grant funds to purchase needed equipment;

NOW THEREFORE BE IT RESOLVED by the Champaign County Board that the Champaign County Clerk be authorized to purchase with available grant funds ballot tabulators and ballot boxes for use at the early voting center on campus.

PRESENTED, ADOPTED, APPROVED and RECORDED this 23rd day of September, 2010.

\_\_\_\_\_  
C. Pius Weibel  
Champaign County Board

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

FUND 628 ELECTN ASSIST/ACCESSIBLTY DEPARTMENT 022 COUNTY CLERK

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
628-022-544.38 ELECTION/VOTER REG EQUIP	0	0	72,000	72,000
TOTALS	0	0	72,000	72,000

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
628-022-331.11 ELEC CMSN-HELP AMER VOTE	25,000	25,000	97,000	72,000
TOTALS	25,000	25,000	97,000	72,000

**EXPLANATION:** TO COVER EXPENSES FOR THE EARLY VOTING STATION ON CAMPUS

DATE SUBMITTED: <i>9/9/10</i>	AUTHORIZED SIGNATURE <i>Mal Shell</i>	** PLEASE SIGN IN BLUE INK **
----------------------------------	------------------------------------------	-------------------------------

APPROVED BY BUDGET & FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_


# CHAMPAIGN COUNTY PROBATION AND COURT SERVICES

Joseph J. Gordon  
Director

Probation Services  
Courthouse  
101 E. Main  
Urbana, IL 61801  
Phone: (217) 384-3753  
Fax: (217) 384-1264

Detention Services  
400 S. Art Bartell Rd.  
Urbana, IL 61802  
Phone: (217) 384-3780  
Fax: (217) 384-8617

Date: September 3, 2010  
TO: Mr. Brendan McGinty, Chair  
Members of the Finance Committee  
FR: Joseph J. Gordon   
RE: Request for grant approval

We have had a grant from the Illinois Criminal Justice Information Authority for over ten years. Fund 681 (Juvenile Information Sharing Grant) was established at that time to account for these grant funds. This grant has funded juvenile issues such as equipment for obtaining and reporting juvenile criminal information, training for officers and members of the criminal justice system, and equipment, etc. The Notice of Intent to Apply for these continuing funds was submitted to the Illinois Criminal Justice Information Authority and signed by the County Board Chairman on January 14, 2008 although this grant period did not actually start for this 2010. This particular grant did not start for this department until May 1, 2010.

The next period of funding allocates \$10,125.00 with a \$1,125.00 match under the number of #507005. All funds under this grant must be spent no later than April 30, 2011 and, as in the past, grant funds are limited to matters specifically relating to juvenile and/or detention matters.

We are planning on using the funds to support referrals made by the departmental Juvenile Court Initiative Alternatives program to the Parenting with Live and Limits Program offered through the Mental Health Board. We will be able to support 40 juvenile referrals to this program throughout the grant period. This program is being used throughout the juvenile justice system and has met with great success.

No general funds are used for this grant; all match requirements (10%) are provided from the Probation Services Fund (Fund 618).

This grant has been approved by the Illinois Criminal Justice Information Authority and signed by all necessary parties and we are bringing this to you for final approval. Should this grant extension not meet with your approval, we will notify the Illinois Criminal Justice Information Authority and return the funds.

I have attached the completed County Grant Application Form and the County Financial Impact Statement.

We would ask that you approve our participation with the Authority for the implementation of this grant. It was an oversight that this grant material was not submitted earlier in the funding cycle.

Thank you.

**COUNTY OF CHAMPAIGN**

**FINANCIAL IMPACT STATEMENT**

**Resolution/Ordinance** \_\_\_\_\_  
*(circle one)*

**Current Year Annual Expenditure Estimate:**

Number of Positions \_\_\_\_\_ Personnel \$ \_\_\_\_\_

Commodities: \$ 2,234.50 \_\_\_\_\_

Contractual: \$ 9,000 \_\_\_\_\_

Capital: \$ \_\_\_\_\_

**Long Term Expenditure Estimate: None**

**Current Year Annual Revenue Estimate: No revenue other than grant income.**

**Long Term Revenue Estimate: None**

Parent Committee Approval/Recommendation to County Board

\_\_\_\_\_  
*Name of Parent Committee*

\_\_\_\_\_  
*Date*

**CHAMPAIGN COUNTY**  
**APPLICATION FORM FOR**  
**GRANT CONSIDERATION, ACCEPTANCE, RENEWAL/EXTENSION**

Department: Court Services Department

Grant Funding Agency: Illinois Criminal Justice Information Authority

Amount of Grant: \$10,125

Begin/End Dates for Grant Period: 05/01/10 to 04/30/11

Additional Staffing to be Provided by Grant: None

Application Deadline: Grant approved

Parent Committee Approval of Application: \_\_\_\_\_

Is this a new grant, or renewal or extension of an existing grant? Continuation

If renewal of existing grant, date grant was first obtained: 2000

Will the implementation of this grant have an effect of increased work loads for other departments? (i.e. increased caseloads, filings, etc.) \_\_\_\_\_ yes  no

If yes, please summarize the anticipated impact: Impact on Auditor's office – paying approximately 2 dozen requisitions and including grant in final county audit

Does the implementation of this grant require additional office space for your department that is not provided by the grant? \_\_\_\_\_ yes  no

If yes, please summarize the anticipated space need: \_\_\_\_\_

Please check the following condition which applies to this grant application:

The activity or service provided can be terminated in the event the grant revenues are discontinued.

\_\_\_\_\_ The activity should, or could be, assumed by County (or specific fund) general and recurring operating funds. Departments are encouraged to seek additional sources or revenue to support the services prior to expiration of grant funding.

This Grant Application Form must be accompanied by a Financial Impact Statement. (See back of form)

All staff positions supported by these grant funds will exist only for the term award of grant, unless specific action is taken by the County Board to extend the position.

DATE: 09/03/10

SIGNED:   
Department Head

\*\*\*\*\*

**Notice of Award of Grant Received on**  
Approved by Parent Committee: \_\_\_\_\_  
Approved by County Board: \_\_\_\_\_  
Approved by Grant Executive Committee: \_\_\_\_\_

**PROGRAM TITLE:** Information and Record Sharing Program/Enhanced Formal Station Adjustment Program

**AGREEMENT NUMBER:** 507005

**PREVIOUS AGREEMENT NUMBER(S):** 506005, 505005, 504005, 503005, 502005, 501005, 500005, 500205, 58013, 59005

**ESTIMATED START DATE:** 05/01/10

SOURCES OF PROGRAM FUNDING:	AWARDED	BUDGETED
JABG FFY 2007 Funds: FFY 07	\$ 10,125	\$10,109.50
Matching Funds:	\$ 1,125	\$1,125.00
Over-Matching Funds:	\$	
<b>Total:</b>	<b>\$ 11,250</b>	<b>\$11,234.50</b>

**IMPLEMENTING AGENCY:** Champaign County on behalf of Champaign County Court Services

**ADDRESS:** Brookens Administration Center  
1776 E. Washington  
Urbana, IL 61802

**FEDERAL EMPLOYER IDENTIFICATION NUMBER:** 37-6006910

**DATA UNIVERSAL NUMBERING SYSTEM NUMBER:** 097322861

**CCR EXPIRATION DATE:** 6/9/2010

**CAGE CODE:** 4VB73

**AUTHORIZED OFFICIAL:** C. Pius Weibel  
**TITLE:** Champaign County Board Chair  
**TELEPHONE:** 217-384-3776  
**FAX:**  
**E-MAIL:**

**PROGRAM FINANCIAL OFFICER:** Daniel Welch  
**TITLE:** Champaign County Treasurer  
**TELEPHONE:** 217-384-3743  
**FAX:**  
**E-MAIL:**

**PROGRAM AGENCY:** Champaign County Probation and Court Services

**ADDRESS:** Courthouse, 101 E. Main, Urbana, IL 61801

**DATA UNIVERSAL NUMBERING SYSTEM NUMBER:** 830987231

**CCR EXPIRATION DATE:** 7/16/2010

**CAGE CODE:** 5KX17

**PROGRAM DIRECTOR:** Joseph J. Gordon  
**TITLE:** Director  
**TELEPHONE:** 217-384-3753  
**FAX:** 217-384-1264  
**E-MAIL:** jgordon@co.champaign.il.us

**FISCAL CONTACT PERSON:** Daniel Welch  
**AGENCY:** Champaign County  
**TITLE:** Champaign County Treasurer  
**TELEPHONE:** 217-384-3743  
**FAX:**  
**E-MAIL:**

**PROGRAM CONTACT PERSON:** Jacque Chase  
**TITLE:** Chief Administrative Probation Officer  
**TELEPHONE:** 217-384-3753  
**FAX:** 217-384-1264  
**E-MAIL:** jchase@co.champaign.il.us

**APPROVED GRANT**



## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON  
URBANA, IL 61802  
(217) 384-3776  
(217) 384-3765 – PHYSICAL PLANT  
(217) 384-3896 – FAX  
(217) 384-3864 – TDD  
Website: www.co.champaign.il.us

ADMINISTRATIVE SUPPORT  
DATA PROCESSING  
MICROGRAPHICS  
PURCHASING  
PHYSICAL PLANT  
SALARY ADMINISTRATION

### MEMORANDUM

**TO:** Brendan McGinty – Chair of Finance and COUNTY BOARD MEMBERS

**FROM:** Deb Busey, County Administrator *Deb*

**DATE:** September 7, 2010

**RE:** MENTAL HEALTH BOARD STAFFING REQUEST

This memo is precipitated upon the assumption that the Policy, Personnel & Appointments Committee will approve the description and classification of a new position requested by the Mental Health Board – the position of Developmental Disabilities Contract Coordinator - with their agenda on September 14, 2010.

Attached to this Memorandum is the initial memo from Peter Tracy regarding the need for this additional staffing position with the Mental Health Board. The request to you is for approval of adding the position of Developmental Disabilities Contract Coordinator assigned to Grade Range F to the staffing for the Mental Health Board.

**RECOMMENDED ACTION:**

*The Finance Committee recommends to the County Board approval of the addition of the Developmental Disabilities Contract Coordinator position assigned to Grade Range F of the County's Salary Schedule to the staffing for the Mental Health Board.*

Thank you for your consideration of this request. If you have any questions or concerns, please feel free to contact me.

attachment



## CHAMPAIGN COUNTY MENTAL HEALTH BOARD

### CHAMPAIGN COUNTY BOARD FOR CARE AND TREATMENT OF PERSONS WITH A DEVELOPMENTAL DISABILITY

## MEMORANDUM

Date: August 26, 2010  
Memo To: Job Content Evaluation Committee  
From: Peter Tracy  
Subject: Establishing a New Position: Developmental Disabilities Contract Coordinator

The purpose of this memorandum is to seek your assistance and guidance in the creation of a new position titled **Developmental Disabilities Contract Coordinator**. The need for this position is driven by our increasing emphasis and focus developmental disabilities and the programs and services funded by the Champaign County Mental Health Board (CCMHB) and the Champaign County Developmental Disabilities Board (CCDDB). The following is my rationale and justification for establishing this position:

1. The majority of combined funding from the CCMHB and CCDDB is allocated and assigned to programs and services for people with developmental disabilities.
2. The current funding environment and cash flow issues stemming from State of Illinois revenue problems has made our contracting process more complicated. It has been necessary to redirect CCMHB/CCDDB funding to address critical deficiencies and this process requires additional administrative oversight to assure adequate accountability.
3. Because of changes in the State of Illinois audit requirements, it has been necessary to establish a new audit protocol which requires additional monitoring of quarterly financial reports.
4. Major community anti-stigma events (e.g., the Disabilities Expo, the Roger Ebert Film Festival) have grown and require significantly more staff time than in previous years.
5. Contracts with consultants which provided support during the application and allocation processes have been eliminated.
6. Overall, the office has assumed a significant increase in responsibility for a variety of programs (e.g., the SAMHSA Children's Initiative, Drug Court, Mental Health Court, and Quarter Cent for Public Safety).

All of the factors listed above have contributed to the need for this position. Your assistance in making recommendations concerning classification, description and salary range assignment will be greatly appreciated. If additional information is needed, please feel free to contact me at your convenience.



## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON  
URBANA, IL 61802  
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(217) 384-3765 – PHYSICAL PLANT  
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ADMINISTRATIVE SUPPORT  
DATA PROCESSING  
MICROGRAPHICS  
PURCHASING  
PHYSICAL PLANT  
SALARY ADMINISTRATION

### MEMORANDUM

**TO:** Brendan McGinty – Chair of Finance and COUNTY BOARD MEMBERS

**FROM:** Deb Busey, County Administrator *DB*  
Andy Rhodes, IT Director

**DATE:** September 7, 2010

**RE:** IT DIVISION STAFFING CHANGE

As an outcome of the requirement to cut 4% from the Administrative Services budget for FY2011, and as an outcome of operational needs changes, we request a staffing change to the designation of positions for the County IT Division.

We recommend the elimination of the Security Analyst position, and the creation of an additional Desktop Support Technician position.

Historically, the Security Analyst has been primarily responsible for managing SPAM and monitoring and reviewing logs of employee internet activity. Recent enhancements in SPAM screening software, and the County's recent move to a new platform for the management of this priority has enabled network management where there is no longer a requirement to dedicate a full-time position to these activities.

At the same time, our current staffing includes only one Desktop Support Technician. The demand from over 600 users for requests that should be addressed by this position exceeds the capability of one position to provide timely responses. Lag time in responding to user requests for assistance ultimately compromises the operational efficiency of all county offices.

To address the shift in service demand of the IT Division, we would like to recommend the elimination of the Security Analyst position, classified in Grade Range J, and the addition of a Desktop Support Technician position, classified in Grade Range G. The number of employees in the IT Division will remain the same – at 8 FTEs. The salary savings from the change in positions is estimated to be in a range from \$18,472 to \$26,272 annually. We would request the change to be effective on December 1, 2010, and that the Hiring Freeze Waiver would not apply to filling the Desktop Support Technician position effective on that date.

**RECOMMENDED ACTION:**

***The Finance Committee recommends to the County Board the elimination of the Security Analyst position and the creation of an additional Desktop Support Technician position to be effective on December 1, 2010. The Finance Committee further recommends that the Desktop Support Technician position is authorized to be filled on December 1, 2010.***

Thank you for your consideration of this request. If you have any questions or concerns, please feel free to contact us.



## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON  
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ADMINISTRATIVE SUPPORT  
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SALARY ADMINISTRATION

### CHAMPAIGN COUNTY REQUEST FOR PROPOSAL – 2010-007

### BOND UNDERWRITER/FINANCIAL ADVISOR SERVICES

**RESPONSES must be received by:**

**Debra Busey**  
**County Administrator**  
**Brookens Administrative Center**  
**1776 East Washington**  
**Urbana, IL 61802**  
**PH: 217-384-3776**  
**FAX: 217-384-3896**  
**e-mail: [dbusey@co.champaign.il.us](mailto:dbusey@co.champaign.il.us)**

**No later than Noon, on Monday, October 4, 2010.**

**Responses will be evaluated on the following: a) responsiveness to the Request for Proposal; b) experience of the firm; and c) experience and qualifications of the assigned individuals.**

### INTRODUCTION

The County of Champaign is seeking proposals to provide underwriting and/or financial advisor services to assist in the development and determination of the appropriate financing alternatives for the following project:

The County of Champaign will issue \$2,200,000 in debt to be repaid over a 20-year amortization period. If the issuance of general obligation alternate bonds represents the best option, the County of Champaign identifies its ¼ Cent Sales Tax as the source for repayment of the bond issue. The funding is for a project to build a 25,000 square foot office/storage facility on the County's East Urbana Campus. The County of Champaign identifies its ¼ Cent Public Safety Sales Tax as the source for repayment of this bond issue.

## **INFORMATION TO BE PROVIDED**

### **1. SCOPE OF SERVICES**

The County seeks to utilize the best combination of options available to adequately address the \$2,200,000 issuance for the East Campus Office/Storage Facility construction project. The County understands there are at least four possible approaches to this debt issuance:

1. Issuance of 10, 15 or 20 year alternate revenue bonds
2. Issuance of 10, 15 or 20 year debt certificates
  - a. Fixed rate; or
  - b. Variable rate demand
3. Issuance under the County's \$2,349,000 in Recovery Zone Economic Development Bonding Authority available through December 2010.

Information requested at this time is an analysis and report on the advantages and disadvantages of the financing options available to the County for the issuance of this debt.

Please ensure the following information is included in your analysis:

1. Recommended structure and estimated total interest cost of each option;
2. Total fees estimate associated with each option, including as to underwriter's counsel, demand purchaser fees, demand purchaser counsel fees, trustee's fees, OS printing, etc.

The County's bond counsel for this bond issue is Kurt Froehlich of the law firm Evans, Froehlich, Beth & Chamley, 44 E. Main, Champaign, Illinois. Supplemental questions may also be directed to him at (217) 359-6494.

### **2. QUALIFICATIONS**

The response should emphasize services or comparative transactions that will be relevant to the County of Champaign. The underwriter/financial advisor shall provide a clear, concise Response that will address the underwriter's ability and experience in complying with the scope of services requirements set forth above.

- a. Give a brief description of the firm.
- b. List by name and title the senior finance person, the person from, as applicable, trading/underwriting/financial advising, and also the principal associates who would work with the county. Identify the contact person who will have primary account responsibility. Provide qualifications, experience, and office location and phone number for each.
- c. Describe your firm's particular expertise in structuring and underwriting and/or providing financial advising for bonds of the types referenced in this Request for Proposal. Give examples of how this expertise has been utilized to the advantage of issuers and how it may relate to the County.

- d. Briefly describe any attributes that distinguish your firm from others offering similar services that would prove helpful to the County in our selection process.
- e. Describe the level and types of insurance carried, including the deductible amount, to cover errors and omissions, improper judgments, or negligence.
- f. Describe any pending investigation of the firm or enforcement or disciplinary actions taken within the past three years by the SEC or other regulatory bodies.
- g. Provide a list of five local government references, including name, address, telephone number, and type of financing completed for these clients during the past three years.

**SUBMITTAL OF RESPONSE**

Responses to this Request for Proposal must be received by Noon on Monday, October 4, 2010. The response should be in a stapled letter format. Six hard copies of your Response are to be submitted to:

Debra Busey, County Administrator of Finance & HR Management  
Brookens Administrative Center  
1776 East Washington  
Urbana, IL 61802  
PH: 217-384-3776  
FAX: 217-384-3896  
E-mail: [dbusey@co.champaign.il.us](mailto:dbusey@co.champaign.il.us)

Covers, bindings, color plates, glossy brochures, etc. are not requested nor recommended. Facsimile or e-mail copies will not be accepted. A late submittal will not be considered.

This Request for Proposal does not commit The County of Champaign to award any contract, to pay costs incurred in the preparation of any proposal nor to procure or pay for any services. The County, at its sole discretion, reserves the right to accept or reject any or all Responses received as a result of this request, to excuse informalities and irregularities and to request clarification from any firm without notice thereof to other firms, to negotiate with any qualified source, or to cancel in part or in its entirety this request.

The County will not disclose to any firm the basis upon which it makes its decision or any information regarding the content of a submittal of any other firm.

Questions may be addressed to Debra Busey at the above address or phone number.

Thank you for your time and assistance with regard to this matter.

**Champaign County Treasurer  
Monthly Financial Report  
August 2010**

**Champaign County Committee of the Whole  
September 14, 2010**



Revenue Report for General Corporate Fund			2010		August		Daniel J. Welch - Champaign County Treasurer		
Collection Period	One Cent Sales Tax	Quarter Cent Sales Tax	Income Tax	Personal Prop. Replace Tax	Local Use Tax	OTB	County Auto Rental Tax	Totals	
Jan.2010	\$82,567.87	\$385,539.15	\$239,570.01	\$113,315.41	\$26,432.83	\$3,662.56	\$1,466.08	\$852,553.91	
% Change	-36.78%	-3.07%	-0.38%	4.78%	-25.48%	-41.98%	-9.55%	-7.37%	
Feb.2010	\$88,309.43	\$407,499.45	\$253,903.68	\$0.00	\$45,437.73	\$4,515.30	\$1,001.05	\$800,666.64	
% Change	1.81%	0.10%	-16.03%	N/A	-10.95%	-39.60%	-15.58%	-6.45%	
Mar.2010	\$87,610.64	\$483,807.25	\$157,107.27	\$44,190.35	\$27,038.89	\$4,956.00	\$1,179.11	\$805,889.51	
% Change	-16.37%	-0.18%	-4.13%	10.83%	-16.76%	-38.27%	15.11%	-3.46%	
Apr.2010	\$66,882.88	\$335,524.32	\$245,101.40	\$164,446.01	\$21,504.46	\$5,172.95	\$1,126.14	\$839,758.16	
% Change	-2.50%	-4.24%	-3.12%	-14.44%	-25.66%	-19.85%	89.02%	-6.71%	
May.2010	\$76,215.76	\$377,276.47		\$115,225.22	\$42,915.52	\$4,677.64	\$998.62	\$617,309.23	
% Change	51.19%	9.75%	-100.00%	-38.53%	23.65%	-25.15%	-29.09%	-39.43%	
Jun.2010	\$81,212.60	\$408,098.15		\$0.00	\$32,660.27	\$5,948.14	\$1,132.90	\$529,052.06	
% Change	-3.59%	7.57%	-100.00%	N/A	-7.83%	-40.22%	-10.31%	-26.65%	
Jul.2010	\$99,848.03	\$397,856.44		\$117,036.52	\$30,959.31	\$3,469.65	\$1,275.96	\$650,445.91	
% Change	28.46%	6.20%	-100.00%	-22.40%	3.29%	-41.66%	22.06%	-25.23%	
Aug.2010	\$97,250.96	\$399,184.82		\$15,369.11			\$1,423.77	\$513,228.66	
% Change	7.80%	-0.98%	-100.00%	-0.80%	-100.00%	-100.00%	9.57%	-27.96%	
Sep.2010				\$0.00				\$0.00	
% Change	-100.00%	-100.00%	-100.00%	N/A	-100.00%	-100.00%	-100.00%	-100.00%	
Oct.2010								\$0.00	
% Change	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	
Nov.2010				\$0.00				\$0.00	
% Change	-100.00%	-100.00%	-100.00%	N/A	-100.00%	-100.00%	-100.00%	-100.00%	
Dec.2010								\$0.00	
% Change	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	
Totals:	\$679,898.17	\$3,194,786.05	\$895,682.36	\$569,582.62	\$226,949.01	\$32,402.24	\$9,603.63	\$5,608,904.08	
% Change	-34.51%	-32.74%	-66.09%	-37.14%	-44.37%	-58.05%	-35.79%	-42.97%	

<b>Champaign County Public Safety Sales Tax - Monthly Report</b>			
Daniel J. Welch, County Treasurer			August
January 1, 2010 to December 31, 2010			
<b>Year 12</b>		Total to Date:	\$43,162,328.19
<b>Month/Year</b>		<b>13th Payment</b>	<b>Totals</b>
-----			
Jan.09	\$351,768.22		\$351,768.22
% Change	-3.80%		
Feb.09	\$368,786.69		\$368,786.69
% Change	0.41%		
Mar.09	\$439,563.49		\$439,563.49
% Change	-4.86%		
Apr.09	\$301,469.62		\$301,469.62
% Change	-5.12%		
May.09	\$323,428.72		\$323,428.72
% Change	6.18%		
Jun.09	\$362,818.25		\$362,818.25
% Change	8.03%		
Jul.09	\$355,555.08		\$355,555.08
% Change	8.18%		
Aug.09	\$351,913.44		\$351,913.44
% Change	-0.95%		
Sep.09			\$0.00
% Change	-100.00%		
Oct.09			\$0.00
% Change	-100.00%		
Nov.09			\$0.00
% Change	-100.00%		
Dec.09			\$0.00
% Change	-100.00%		
=====			
Totals	\$2,855,303.51	\$0.00	\$2,855,303.51

## Champaign County Hotel / Motel Tax Collections

Daniel J. Welch-Champaign County Treasurer

August 2010

2010 Collection Period	Motel 6	Sweet Dreams Bed & Breakfast	Totals
Jan. 2010	\$1,468.49	\$5.75	\$1,474.24
Feb. 2010	\$1,599.92	\$0.00	\$1,599.92
Mar. 2010	\$2,222.67	\$11.50	\$2,234.17
Apr. 2010	\$1,835.64	\$0.00	\$1,835.64
May. 2010	\$2,361.82	\$10.25	\$2,372.07
Jun. 2010	\$3,290.11	\$42.50	\$3,332.61
Jul. 2010	\$2,225.48	\$0.00	\$2,225.48
Aug. 2010	\$2,241.97	\$0.00	\$2,241.97
Sep. 2010			\$0.00
Oct. 2010			\$0.00
Nov. 2010			\$0.00
Dec. 2010			\$0.00
<b>Totals:</b>	<b>\$17,246.10</b>	<b>\$70.00</b>	<b>\$17,316.10</b>

**Outstanding Inter-Fund Loans**

**August 2010**

**Daniel J. Welch, Champaign County Treasurer**

Date	FROM: Fund Number	Fund Name	Amount	TO: Fund Number	Fund Name
11/19/2009	080	General Corporate	\$333,142.00	081	Nursing Home
11/19/2009	106	Public Safety Sales Tax	\$1,590,317.00	080	General Corporate
02/26/2010	614	Recorder Automation	\$300,000.00	080	General Corporate
02/26/2010	618	Probation Services	\$200,000.00	080	General Corporate

=====  
\$2,423,459.00

**Outstanding Loan Amounts By Fund:**

August 2010

Fund Number	Fund Name	Amount
081	Nursing Home	\$333,142.00
080	General Corporate	\$2,090,317.00
Total Outstanding		===== \$2,423,459.00

County Collector Fund Balances as of the end of				Aug 2010
Daniel J. Welch County Treasurer				
Accounts	Balance as of July 2010	Receipts	Distribution	Current Balance
Real Estate	\$146,873,178.97	\$67,114,449.69	\$36,050.41	\$213,951,578.25
Mobile Home	\$237,533.07	\$3,999.28	\$71.40	\$241,460.95
Back Taxes	\$2,574.12	\$0.00	\$0.00	\$2,574.12
Interest/Penalty	\$48,101.13	\$34,387.15	\$48,201.13	\$34,287.15
Advance Payments	\$775,813.77	\$0.00	\$16,047.57	\$759,766.20
Transfer	\$0.00	\$25,390,112.42	\$25,390,112.42	\$0.00
Collector Interest	\$19,989.44	\$512.44	\$19,988.59	\$513.29
Special Taxes	\$0.00	\$0.00	\$0.00	\$0.00
Due to Taxing District	\$123,152.93	\$4,320.42	\$0.00	\$127,473.35
Pollution Control	\$415.26	\$145.92	\$0.00	\$561.18
Railroads	\$491,628.42	\$491,629.48	\$0.00	\$983,257.90
Cost	\$0.00	\$0.00	\$0.00	\$0.00
Over/Short	\$11,132.73	\$1,132.39	\$1,132.40	\$11,132.72
Duplicate Payments	\$8,762.81	\$0.00	\$0.00	\$8,762.81
Due from Taxing District	( \$56,650.42)	\$2,174.26	\$4,354.08	( \$58,830.24)
Partial Payments	\$18,804.24	\$1,038.56	\$2,824.24	\$17,018.56
Pilot	\$0.00	\$0.00	\$0.00	\$0.00
R.E. Distribution	( \$143,271,389.04)	\$0.00	\$28,426,981.35	( \$171,698,370.39)
R.E./Drainage Distribution	( \$686,605.85)	\$0.00	\$0.00	( \$686,605.85)
Delinquent Tax Trustee	\$7,701.70	\$0.00	\$0.00	\$7,701.70
Unclaimed Property	\$6,143.72	\$0.00	\$77.58	\$6,066.14
City of Champaign Streetscape	\$0.00	\$967.12	\$0.00	\$967.12
Credit Card Returns	\$0.00	\$0.00	\$0.00	\$0.00
Tax Sale Registration Fee	\$0.00	\$0.00	\$0.00	\$0.00
=====	=====	=====	=====	=====
Totals	\$4,610,287.00	\$93,044,869.13	\$53,945,841.17	\$43,709,314.96
Balance to:				\$43,709,314.96
				\$0.00



AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 7/31/10

FUND	NAME	F Y 2 0 0 9				F Y 2 0 1 0					
		-BUDGET-	ACTUALS			BEGINNING (12/01/09)	-BUDGET-		ACTUALS		
		FINAL	CURRENT MONTH	YEAR-TO DATE	YTD %		CURRENT	CHANGE	CURRENT	YEAR-TO	YTD
						(AS OF 7/31/10)		MONTH	DATE	%	
070	NURSING HOME CONSTR FUND										
	REVENUE	12,565	35	225,811	1797	0	174,056	174,056	0	174,046	100
	EXPENDITURE	416,483	19,944	409,337	98	0	223,556	223,556	0	223,454	100
071	1995 JAIL BOND DEBT SERV										
	REVENUE	1,015,825	1	1,015,912	100	864,188	864,188	0	4	861,947	100
	EXPENDITURE	1,016,110	11,688	1,016,110	100	863,688	863,688	0	0	861,688	100
074	2003 NURS HM BOND DBT SRV										
	REVENUE	1,639,722	27,236	1,607,491	98	1,613,047	1,613,047	0	23,777	842,295	52
	EXPENDITURE	1,579,940	188,081	1,579,940	100	1,580,884	1,580,884	0	188,081	1,438,942	91
075	REGIONAL PLANNING COMM										
	REVENUE	18,852,243	573,529	10,020,661	53	18,164,014	19,017,514	853,500	813,178	6,382,496	34
	EXPENDITURE	19,712,935	717,934	9,909,657	50	18,597,718	19,452,718	855,000	677,295	6,613,583	34
076	TORT IMMUNITY TAX FUND										
	REVENUE	1,055,711	18,104	1,050,120	99	1,080,548	1,080,548	0	15,930	564,962	52
	EXPENDITURE	1,270,224	78,199	1,202,267	95	1,280,500	1,280,500	0	91,010	556,661	43

AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 7/31/10

FUND	NAME	FY 2009				FY 2010							
		-BUDGET-	ACTUALS			-BUDGET-	ACTUALS			CHANGE	CURRENT MONTH	YEAR-TO DATE	YTD %
		FINAL	CURRENT MONTH	YEAR-TO DATE	YTD %	BEGINNING (12/01/09)	CURRENT (AS OF 7/31/10)	CURRENT MONTH	YEAR-TO DATE				
080	GENERAL CORPORATE												
010	COUNTY BOARD												
	REVENUE	308,468	12,341	332,537	108	329,468	329,468	0	6,628	155,809	47		
	EXPENDITURE	367,867	34,058	356,172	97	267,169	250,631	16,538-	20,854	166,901	67		
013	DEBT SERVICE												
	REVENUE	710,740	33,952	407,792	57	714,050	714,050	0	33,790	311,781	44		
	EXPENDITURE	400,945	78,451	400,945	100	405,674	405,674	0	75,254	356,190	88		
016	ADMINISTRATIVE SERVICES												
	REVENUE	147,532	9,675	139,329	94	143,132	143,132	0	7,347	29,349	21		
	EXPENDITURE	1,567,157	145,474	1,525,499	97	1,434,636	1,407,267	27,369-	117,379	914,107	65		
017	COOPERATIVE EXTENSION SRV												
	REVENUE	458,320	7,606	440,891	96	415,683	415,683	0	6,173	219,243	53		
	EXPENDITURE	458,320	0	456,647	100	415,683	415,683	0	6,236	219,591	53		
020	AUDITOR												
	REVENUE	96,000	0	85,139	89	105,004	109,200	4,196	5,883	33,132	30		
	EXPENDITURE	301,634	35,653	300,280	100	302,576	304,309	1,733	34,003	199,740	66		
021	BOARD OF REVIEW												
	REVENUE	0	0	0		0	0	0	0	0			
	EXPENDITURE	116,910	12,830	113,658	97	109,415	104,257	5,158-	12,168	71,006	68		
022	COUNTY CLERK												
	REVENUE	268,475	16,943	315,625	118	252,730	262,730	10,000	19,000	160,525	61		
	EXPENDITURE	872,306	89,585	794,830	91	845,887	820,923	24,964-	59,256	523,103	64		
023	RECORDER												
	REVENUE	2,002,888	213,320	1,670,167	83	1,552,297	1,559,768	7,471	163,286	992,930	64		
	EXPENDITURE	1,069,134	167,242	908,762	85	878,268	878,268	0	44,250	616,744	70		
025	SUPERVISOR OF ASSESSMENT												
	REVENUE	65,558	41	50,246	77	61,308	61,308	0	0	23,943	39		
	EXPENDITURE	342,103	33,965	331,921	97	334,167	322,642	11,525-	35,794	201,306	62		
026	COUNTY TREASURER												
	REVENUE	644,800	47,969	833,671	129	646,515	646,515	0	49,567	101,962	16		
	EXPENDITURE	261,336	27,164	260,203	100	264,152	255,297	8,855-	25,672	160,921	63		
030	CIRCUIT CLERK												
	REVENUE	1,979,500	170,027	2,105,437	106	2,347,650	2,347,650	0	174,113	1,155,361	49		
	EXPENDITURE	1,172,088	124,853	1,150,290	98	1,134,811	1,048,408	86,403-	115,319	669,284	64		
031	CIRCUIT COURT												
	REVENUE	69,217	374	79,839	115	20,000	20,000	0	0	85			
	EXPENDITURE	1,173,666	128,028	1,145,334	98	1,074,354	1,041,627	32,727-	89,205	672,973	65		
032	JURY COMMISSION												
	REVENUE	0	0	0		0	0	0	0	0			
	EXPENDITURE	39,094	4,634	28,676	73	39,094	39,094	0	2,825	14,131	36		

AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 7/31/10

FUND	NAME	FY 2009				FY 2010					
		BUDGET-FINAL	CURRENT MONTH	ACTUALS YEAR-TO-DATE	YTD %	BEGINNING (12/01/09)	BUDGET-CURRENT (AS OF 7/31/10)	CHANGE	CURRENT MONTH	ACTUALS YEAR-TO-DATE	YTD %
080	GENERAL CORPORATE	(CONTINUED)									
036	PUBLIC DEFENDER										
	REVENUE	122,295	19,707	116,107	95	141,295	141,295	0	15,646	129,700	92
	EXPENDITURE	1,069,023	113,076	1,062,474	99	1,011,523	972,083	39,440-	109,429	646,339	66
040	SHERIFF										
	REVENUE	1,129,198	78,719	1,229,738	109	996,473	996,473	0	98,299	620,264	62
	EXPENDITURE	4,526,204	521,210	4,378,168	97	4,457,254	4,319,663	137,591-	494,374	2,729,065	63
041	STATES ATTORNEY										
	REVENUE	1,377,776	103,582	1,363,168	99	1,441,765	1,444,765	3,000	104,231	910,331	63
	EXPENDITURE	2,295,535	249,407	2,266,263	99	2,095,395	2,016,972	78,423-	208,252	1,330,759	66
042	CORONER										
	REVENUE	27,613	1,013	27,886	101	25,000	25,000	0	942	11,122	44
	EXPENDITURE	479,061	44,320	468,940	98	463,660	451,216	12,444-	44,956	260,063	58
043	EMERGENCY MANAGEMENT AGCY										
	REVENUE	107,293	0	33,454	31	32,000	226,149	194,149	25,677	48,630	22
	EXPENDITURE	187,440	12,884	124,326	66	117,780	306,881	189,101	11,684	71,133	23
051	JUVENILE DETENTION CENTER										
	REVENUE	1,174,333	4,116	1,150,221	98	866,303	886,803	20,500	119,100	742,777	84
	EXPENDITURE	1,819,566	207,447	1,783,075	98	1,577,323	1,563,642	13,681-	165,705	1,021,846	65
052	COURT SERVICES -PROBATION										
	REVENUE	675,528	291	566,011	84	452,305	527,305	75,000	55,200	480,812	91
	EXPENDITURE	1,397,775	158,063	1,384,253	99	1,439,997	1,425,839	14,158-	162,790	923,558	65
057	DEPUTY SHERIFF MERIT COMM										
	REVENUE	0	0	0		0	0	0	0	0	
	EXPENDITURE	24,208	7,732	23,045	95	20,859	20,859	0	260	6,987	33
071	PUBLIC PROPERTIES										
	REVENUE	1,486,551	288,619	1,761,362	118	1,446,382	1,452,181	5,799	188,245	796,381	55
	EXPENDITURE	3,268,669	261,201	2,978,472	91	2,961,211	2,982,602	21,391	232,544	1,723,316	58
075	GENERAL COUNTY										
	REVENUE	19,612,442	1,397,634	18,115,147	92	18,062,638	18,062,638	0	1,301,172	9,954,203	55
	EXPENDITURE	3,783,394	201,231	3,747,913	99	2,937,520	2,843,112	94,408-	197,175	1,747,944	61
077	ZONING AND ENFORCEMENT										
	REVENUE	168,496	105	68,919	41	87,912	87,912	0	2,919	18,401	21
	EXPENDITURE	435,063	39,166	378,653	87	350,103	357,927	7,824	39,837	226,908	63
124	REGIONAL OFFICE EDUCATION										
	REVENUE	0	0	0		0	0	0	0	0	
	EXPENDITURE	231,672	0	220,538	95	217,772	217,772	0	0	69,191	32
130	CIRC CLK SUPPORT ENFORCE										
	REVENUE	61,515	6,118	66,655	108	61,515	61,515	0	6,279	36,931	60
	EXPENDITURE	50,494	4,906	44,017	87	47,570	47,570	0	4,664	28,887	61

AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 7/31/10

FUND	NAME	F Y 2 0 0 9				F Y 2 0 1 0					
		-BUDGET- FINAL	ACTUALS CURRENT MONTH	ACTUALS YEAR-TO-DATE	ACTUALS YTD %	BEGINNING (12/01/09)	BUDGET (AS OF 7/31/10)	CHANGE	ACTUALS CURRENT MONTH	ACTUALS YEAR-TO-DATE	ACTUALS YTD %
080	GENERAL CORPORATE	(CONTINUED)									
140	CORRECTIONAL CENTER										
	REVENUE	841,634	64,152	901,098	107	867,800	884,634	16,834	60,703	466,940	53
	EXPENDITURE	6,036,125	589,683	5,774,054	96	5,874,498	5,723,087	151,411-	522,362	3,613,596	63
141	STS ATTY SUPPORT ENFORCE										
	REVENUE	382,157	80,335	350,568	92	385,386	390,446	5,060	83,421	202,606	52
	EXPENDITURE	383,523	46,412	347,462	91	375,588	380,648	5,060	41,740	238,263	63
TOTAL	GENERAL CORPORATE										
	REVENUE	33,918,329	80,335	32,211,007	95	31,454,611	31,796,620	342,009	2,527,621	17,603,218	55
	EXPENDITURE	34,130,312	46,412	32,754,870	96	31,453,939	30,923,953	529,986-	2,873,987	19,423,852	63

AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 7/31/10

FUND	NAME	FY 2009				FY 2010					
		-BUDGET- FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %	BEGINNING (12/01/09)	BUDGET CURRENT (AS OF 7/31/10)	CHANGE	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %
081	NURSING HOME										
	REVENUE	16,773,212	1,173,096	17,124,263	102	16,911,132	16,911,132	0	6,636,364	8,216,654	49
	EXPENDITURE	16,415,201	1,401,531	15,674,328	95	16,905,875	16,905,875	0	1,443,964	8,178,293	48
083	COUNTY HIGHWAY										
	REVENUE	2,567,879	50,043	2,348,643	91	2,403,525	2,675,371	271,846	111,140	1,407,260	53
	EXPENDITURE	2,548,832	208,194	2,422,355	95	2,360,908	2,632,754	271,846	217,542	1,723,079	65
084	COUNTY BRIDGE										
	REVENUE	1,019,779	17,782	1,000,484	98	1,034,533	1,034,533	0	14,418	550,865	53
	EXPENDITURE	1,003,300	102,981	999,168	100	1,021,000	1,021,000	0	82,468	425,743	42
085	COUNTY MOTOR FUEL TAX										
	REVENUE	3,107,882	127,302	2,752,118	89	3,599,143	3,599,143	0	153,304	1,297,428	36
	EXPENDITURE	4,236,705	87,648	1,884,659	44	7,054,136	7,054,240	104	852,875	3,194,983	45
088	ILL.MUNICIPAL RETIREMENT										
	REVENUE	3,595,326	139,155	3,588,609	100	3,886,339	3,886,339	0	71,690	1,821,780	47
	EXPENDITURE	3,590,074	282,560	3,534,666	98	3,980,000	3,980,000	0	37,928	2,299,904	58
089	COUNTY PUBLIC HEALTH FUND										
	REVENUE	1,451,550	24,166	1,320,557	91	1,416,409	1,416,409	0	27,786	911,140	64
	EXPENDITURE	1,503,507	24,699	1,500,962	100	1,490,352	1,490,352	0	80,254	797,692	54
090	MENTAL HEALTH										
	REVENUE	3,796,052	85,136	3,814,984	100	3,882,334	3,882,334	0	81,113	2,089,015	54
	EXPENDITURE	3,803,490	388,842	3,623,190	95	3,882,334	3,882,334	0	351,608	2,450,092	63
091	ANIMAL CONTROL										
	REVENUE	503,156	30,501	474,336	94	487,149	487,149	0	29,958	306,958	63
	EXPENDITURE	571,963	48,971	471,379	82	543,650	543,650	0	49,848	330,683	61
092	LAW LIBRARY										
	REVENUE	92,150	5,852	71,128	77	111,257	111,257	0	7,291	39,969	36
	EXPENDITURE	98,217	9,140	87,817	89	111,257	114,257	3,000	2,834	48,642	43
103	HWY FED AID MATCHING FUND										
	REVENUE	22,040	192	9,643	44	12,145	12,145	0	161	4,366	36
	EXPENDITURE	0	0	0		0	0	0	0	0	
104	EARLY CHILDHOOD FUND										
	REVENUE	8,009,250	429,172	5,066,989	63	8,837,100	10,626,850	1,789,750	493,043	3,708,597	35
	EXPENDITURE	7,985,035	440,333	5,058,401	63	8,855,200	10,641,756	1,786,556	410,379	3,662,717	34
105	CAPITAL ASSET REPLCMT FND										
	REVENUE	138,943	554	121,976	88	495,292	695,292	200,000	311	447,957	64
	EXPENDITURE	139,205	6,496	114,793	82	566,654	849,885	283,231	39,421	374,358	44
106	PUBL SAFETY SALES TAX FND										
	REVENUE	4,839,471	328,779	4,343,938	90	4,351,686	4,351,686	0	356,245	2,506,497	58
	EXPENDITURE	5,353,741	977,653	5,327,807	100	4,998,129	5,198,129	200,000	846,636	4,154,062	80
107	GEOGRAPHIC INF SYSTM FUND										
	REVENUE	301,650	40,274	320,852	106	296,250	296,250	0	23,488	140,190	47
	EXPENDITURE	352,641	20,586	349,831	99	311,836	311,836	0	3,464	165,218	53

AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 7/31/10

FUND	NAME	FY 2009				FY 2010						
		-BUDGET-	ACTUALS			-BUDGET-			ACTUALS			
		FINAL	CURRENT MONTH	YEAR-TO DATE	YTD %	BEGINNING (12/01/09)	CURRENT (AS OF 7/31/10)	CHANGE	CURRENT MONTH	YEAR-TO DATE	YTD %	
108	DEVLPMNTL DISABILITY FUND											
	REVENUE	3,399,515	57,439	3,410,224	100	3,463,084	3,463,084	0	50,793	1,815,691	52	
	EXPENDITURE	3,399,515	297,895	3,386,071	100	3,463,084	3,463,084	0	289,649	2,336,903	67	
109	DELINQ PREVENTIN GRNT FUND											
	REVENUE	222,768	26	225,991	101	216,084	216,084	0	90	216,393	100	
	EXPENDITURE	222,768	19,047	221,378	99	216,084	216,084	0	23,445	154,463	71	
188	SOCIAL SECURITY FUND											
	REVENUE	2,509,175	76,468	2,501,460	100	2,564,667	2,564,667	0	114,958	1,360,704	53	
	EXPENDITURE	2,549,675	189,614	2,547,669	100	2,559,417	2,559,417	0	187,971	1,555,344	61	
303	COURT COMPLEX CONSTR FUND											
	REVENUE	125,000	798	189,943	152	192,000	192,000	0	182	110,209	57	
	EXPENDITURE	4,659,995	446,919	3,132,034	67	392,000	392,000	0	115,346	255,432	65	
304	HIGHWAY FACILTY CONST FND											
	REVENUE	300	48	417,764	9255	0	0	0	20	167		
	EXPENDITURE	250,000	0	219,664	88	0	0	0	0	0		
350	HWY FACIL BOND DEBT SERV											
	REVENUE	202,406	9	202,051	100	201,289	201,289	0	55	100,519	50	
	EXPENDITURE	201,925	28,475	200,420	99	200,869	200,869	0	25,394	198,869	99	
474	RPC USDA REVOLVING LOANS											
	REVENUE	761,000	0	0		772,000	772,000	0	20	250,048	32	
	EXPENDITURE	21,000	0	0		280,000	280,000	0	0	0		
475	RPC ECON DEVELOPMNT LOANS											
	REVENUE	1,716,500	23,303	479,614	28	1,052,250	1,052,250	0	68,700	428,219	41	
	EXPENDITURE	990,500	6,258	107,447	11	725,000	725,000	0	9,920	369,387	51	
476	SELF-FUNDED INSURANCE											
	REVENUE	1,516,702	90,446	1,784,184	118	1,484,500	1,611,470	126,970	173,031	783,925	49	
	EXPENDITURE	1,862,533	32,798	1,269,868	68	1,996,436	2,123,406	126,970	156,758	1,177,425	55	
610	WORKING CASH FUND											
	REVENUE	11,000	57	913	8	4,500	4,500	0	227	1,265	28	
	EXPENDITURE	11,000	0	0		4,500	4,500	0	0	913	20	
611	COUNTY CLK SURCHARGE FUND											
	REVENUE	10,000	1,066	8,488	85	12,000	12,000	0	1,027	4,528	38	
	EXPENDITURE	10,000	1,066	9,009	90	12,000	12,000	0	1,027	4,528	38	
612	SHERIFF DRUG FORFEITURES											
	REVENUE	31,700	10	24,106	76	31,700	31,700	0	35	9,203	29	
	EXPENDITURE	33,621	2,482	23,791	71	33,335	33,335	0	2,003	12,387	37	
613	COURT'S AUTOMATION FUND											
	REVENUE	180,000	14,492	162,451	90	324,200	324,200	0	28,541	168,385	52	
	EXPENDITURE	209,153	7,416	198,129	95	238,289	238,289	0	16,593	188,983	79	
614	RECORDER'S AUTOMATION FND											
	REVENUE	215,000	24,989	239,143	111	195,000	195,000	0	19,810	116,304	60	
	EXPENDITURE	328,784	16,307	215,228	65	269,030	293,918	24,888	4,881	127,721	43	

AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 7/31/10

FUND	NAME	FY 2 0 0 9				FY 2 0 1 0					
		-BUDGET- FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %	BEGINNING (12/01/09)	BUDGET- CURRENT (AS OF 7/31/10)	CHANGE	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %
617	CHILD SUPPORT SERV FUND										
	REVENUE	70,000	4,538	62,014	89	58,000	58,000	0	5,237	33,547	58
	EXPENDITURE	61,348	3,247	28,495	46	113,388	113,388	0	7,272	25,666	23
618	PROBATION SERVICES FUND										
	REVENUE	284,000	20,409	290,093	102	265,200	265,200	0	32,087	259,223	98
	EXPENDITURE	456,717	16,338	433,818	95	663,143	663,143	0	12,240	426,875	64
619	TAX SALE AUTOMATION FUND										
	REVENUE	25,000	1,209	36,286	145	27,850	27,850	0	640	9,949	36
	EXPENDITURE	51,571	4,231	41,117	80	47,064	47,064	0	2,030	25,829	55
620	HEALTH-HOSP. INSURANCE										
	REVENUE	4,970,000	386,573	4,824,400	97	5,372,972	5,372,972	0	389,964	3,223,040	60
	EXPENDITURE	4,970,000	396,716	4,825,652	97	5,393,885	5,393,885	0	392,994	3,232,266	60
621	STS ATTY DRUG FORFEITURES										
	REVENUE	25,000	3	25,074	100	27,000	27,000	0	17	12,948	48
	EXPENDITURE	25,000	143	23,829	95	27,000	27,000	0	52	1,107	4
627	PROPERTY TAX INT FEE FUND										
	REVENUE	49,000	0	68,734	140	49,100	49,100	0	68	1,958	4
	EXPENDITURE	61,000	0	0		49,100	49,100	0	0	49,100	100
628	ELECTN ASSIST/ACCESSIBLTY										
	REVENUE	100,000	8	51,951	52	45,130	45,130	0	3	17,798	39
	EXPENDITURE	100,000	0	59,527	60	53,000	53,000	0	0	17,775	34
629	COUNTY HISTORICAL FUND										
	REVENUE	50	0	3	6	25	25	0	1	4	16
	EXPENDITURE	0	0	0		0	0	0	0	0	
630	CIR CLK OPERATION & ADMIN										
	REVENUE	0	915	10,227		0	0	0	7,547	55,647	
	EXPENDITURE	0	0	0		0	0	0	0	0	
641	ACCESS INITIATIVE GRANT										
	REVENUE	0	0	0		0	679,596	679,596	276	510,606	75
	EXPENDITURE	0	0	0		0	679,597	679,597	71,257	151,366	22
658	JAIL COMMISSARY										
	REVENUE	31,000	2,972	25,587	83	26,000	26,000	0	2,589	19,339	74
	EXPENDITURE	24,950	1,101	13,450	54	24,950	24,950	0	916	9,351	37
659	COUNTY JAIL MEDICAL COSTS										
	REVENUE	32,000	3,498	36,684	115	32,000	32,000	0	2,653	22,179	69
	EXPENDITURE	122,000	0	100,000	82	22,000	22,000	0	0	0	
670	COUNTY CLK AUTOMATION FND										
	REVENUE	81,757	3,032	73,163	89	29,000	40,250	11,250	2,612	29,452	73
	EXPENDITURE	106,990	5,870	63,205	59	60,540	77,540	17,000	5,540	48,646	63
671	COURT DOCUMENT STORAGE FD										
	REVENUE	185,000	14,336	164,688	89	179,000	179,000	0	15,223	95,661	53
	EXPENDITURE	356,333	34,253	299,128	84	320,146	320,146	0	31,735	113,879	36

AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 7/31/10

FUND	NAME	F Y 2 0 0 9				F Y 2 0 1 0					
		-BUDGET- FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %	BEGINNING (12/01/09)	BUDGET CURRENT (AS OF 7/31/10)	CHANGE	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %
675	VICTIM ADVOCACY GRT-ICJIA										
	REVENUE	44,133	0	44,535	101	43,914	43,914	0	1	30,416	69
	EXPENDITURE	43,830	5,013	43,613	100	43,614	43,614	0	4,010	26,937	62
676	SOLID WASTE MANAGEMENT										
	REVENUE	4,900	2	2,489	51	7,125	7,125	0	40	876	12
	EXPENDITURE	5,675	2,000	4,679	82	8,379	8,379	0	0	1,473	18
677	JUV INTERVENTION SERVICES										
	REVENUE	500	2	42	8	50	50	0	7	42	84
	EXPENDITURE	15,000	0	6,024	40	10,000	10,000	0	0	0	
679	CHILD ADVOCACY CENTER										
	REVENUE	215,852	8,338	193,446	90	217,035	217,035	0	4,900	110,768	51
	EXPENDITURE	217,294	23,587	202,223	93	211,751	211,751	0	15,643	97,079	46
681	JUV INF SHARING SYS GRANT										
	REVENUE	11,872	1	5,109	43	11,250	11,250	0	2,002	2,124	19
	EXPENDITURE	11,872	0	0		11,250	11,250	0	0	4,111	37
685	DRUG COURTS PROGRAM										
	REVENUE	31,500	1,910	25,025	79	21,500	21,500	0	1,994	15,249	71
	EXPENDITURE	31,500	0	7,875	25	21,500	21,500	0	0	0	
850	GEOG INF SYS JOINT VENTUR										
	REVENUE	579,692	37,387	389,023	67	487,117	487,117	0	44,437	220,683	45
	EXPENDITURE	552,775	35,452	360,108	65	505,547	505,547	0	26,681	261,881	52
TOTAL ALL FUNDS	REVENUE	20,355,057	4,885,602	112,307,003	552	18,313,244	22,762,221	4,448,977	12,356,609	59,914,709	263
	EXPENDITURE	27,692,239	7,222,346	108,242,095	391	23,834,361	27,776,123	3,941,762	9,652,951	67,799,342	244

AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 8/31/10

FUND	NAME	F Y 2 0 0 9				F Y 2 0 1 0					
		-BUDGET-		ACTUALS		BEGINNING (12/01/09)	-BUDGET-		ACTUALS		YTD %
		FINAL	CURRENT MONTH	YEAR-TO DATE	YTD %		CURRENT MONTH	YEAR-TO DATE	CHANGE	YTD %	
070	NURSING HOME CONSTR FUND										
	REVENUE	12,565	225,024	225,811	1797	0	174,056	174,056	0	174,046	100
	EXPENDITURE	416,483	189,779	409,337	98	0	223,556	223,556	0	223,454	100
071	1995 JAIL BOND DEBT SERV										
	REVENUE	1,015,825	1	1,015,912	100	864,188	864,188	0	4	861,951	100
	EXPENDITURE	1,016,110	0	1,016,110	100	863,688	871,188	7,500	7,353	869,041	100
074	2003 NURS HM BOND DBT SRV										
	REVENUE	1,639,722	177,979	1,607,491	98	1,613,047	1,613,047	0	167,374	1,009,669	63
	EXPENDITURE	1,579,940	0	1,579,940	100	1,580,884	1,580,884	0	0	1,438,942	91
075	REGIONAL PLANNING COMM										
	REVENUE	18,852,243	924,913	10,020,661	53	18,164,014	20,557,514	2,393,500	667,404	7,049,897	34
	EXPENDITURE	19,712,935	711,085	9,909,657	50	18,597,718	20,992,718	2,395,000	553,941	7,167,520	34
076	TORT IMMUNITY TAX FUND										
	REVENUE	1,055,711	116,630	1,050,120	99	1,080,548	1,080,548	0	113,063	678,025	63
	EXPENDITURE	1,270,224	524,789	1,202,267	95	1,280,500	1,280,500	0	87,550	644,211	50

AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 8/31/10

FUND	NAME	FY 2009				FY 2010					
		-BUDGET- FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %	BEGINNING (12/01/09)	BUDGET CURRENT (AS OF 8/31/10)	CHANGE	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %
080	GENERAL CORPORATE										
010	COUNTY BOARD										
	REVENUE	308,468	69,390	332,537	108	329,468	329,468	0	65,547	221,357	67
	EXPENDITURE	367,867	22,668	356,172	97	267,169	250,631	16,538-	18,865	185,765	74
013	DEBT SERVICE										
	REVENUE	710,740	33,952	407,792	57	714,050	714,050	0	33,790	345,571	48
	EXPENDITURE	400,945	0	400,945	100	405,674	405,674	0	0	356,190	88
016	ADMINISTRATIVE SERVICES										
	REVENUE	147,532	7,285	139,329	94	143,132	143,132	0	11,978	41,327	29
	EXPENDITURE	1,567,157	85,617	1,525,499	97	1,434,636	1,407,267	27,369-	89,325	1,003,434	71
017	COOPERATIVE EXTENSION SRV										
	REVENUE	458,320	49,002	440,891	96	415,683	415,683	0	43,889	263,132	63
	EXPENDITURE	458,320	0	456,647	100	415,683	415,683	0	0	219,591	53
020	AUDITOR										
	REVENUE	96,000	0	85,139	89	105,004	109,200	4,196	0	33,132	30
	EXPENDITURE	301,634	23,165	300,280	100	302,576	304,309	1,733	24,273	224,013	74
021	BOARD OF REVIEW										
	REVENUE	0	0	0		0	0	0	0	0	
	EXPENDITURE	116,910	8,064	113,658	97	109,415	104,257	5,158-	8,031	79,036	76
022	COUNTY CLERK										
	REVENUE	268,475	17,113	315,625	118	252,730	262,730	10,000	25,384	185,909	71
	EXPENDITURE	872,306	45,299	794,830	91	845,887	820,923	24,964-	46,227	569,327	69
023	RECORDER										
	REVENUE	2,002,888	162,772	1,670,167	83	1,552,297	1,559,768	7,471	131,139	1,124,069	72
	EXPENDITURE	1,069,134	41,967	908,762	85	878,268	878,268	0	41,628	658,373	75
025	SUPERVISOR OF ASSESSMENT										
	REVENUE	65,558	63	50,246	77	61,308	61,308	0	8	23,950	39
	EXPENDITURE	342,103	38,383	331,921	97	334,167	322,642	11,525-	25,053	226,359	70
026	COUNTY TREASURER										
	REVENUE	644,800	63,972	833,671	129	646,515	646,515	0	50,498	152,460	24
	EXPENDITURE	261,336	18,125	260,203	100	264,152	255,297	8,855-	17,768	178,689	70
030	CIRCUIT CLERK										
	REVENUE	1,979,500	201,421	2,105,437	106	2,347,650	2,347,650	0	161,854	1,317,215	56
	EXPENDITURE	1,172,088	85,739	1,150,290	98	1,134,811	1,048,408	86,403-	84,327	753,609	72
031	CIRCUIT COURT										
	REVENUE	69,217	14,316	79,839	115	20,000	20,000	0	0	85	
	EXPENDITURE	1,173,666	96,947	1,145,334	98	1,074,354	1,041,627	32,727-	99,860	772,833	74
032	JURY COMMISSION										
	REVENUE	0	0	0		0	0	0	0	0	
	EXPENDITURE	39,094	2,601	28,676	73	39,094	39,094	0	2,670	16,800	43

AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 8/31/10

FUND	NAME	FY 2009				FY 2010					
		-BUDGET-	ACTUALS			BEGINNING (12/01/09)	-BUDGET-	CHANGE	ACTUALS		
		FINAL	CURRENT MONTH	YEAR-TO DATE	YTD %		CURRENT MONTH		YEAR-TO DATE	YTD %	
080	GENERAL CORPORATE	(CONTINUED)									
036	PUBLIC DEFENDER										
	REVENUE	122,295	2,625	116,107	95	141,295	141,295	0	8,332	138,032	98
	EXPENDITURE	1,069,023	76,077	1,062,474	99	1,011,523	972,083	39,440-	71,959	718,300	74
040	SHERIFF										
	REVENUE	1,129,198	43,965	1,229,738	109	996,473	996,473	0	78,228	698,491	70
	EXPENDITURE	4,526,204	308,554	4,378,168	97	4,457,254	4,319,663	137,591-	292,257	3,021,318	70
041	STATES ATTORNEY										
	REVENUE	1,377,776	81,896	1,363,168	99	1,441,765	1,444,765	3,000	79,478	989,808	69
	EXPENDITURE	2,295,535	173,133	2,266,263	99	2,095,395	2,016,972	78,423-	140,904	1,471,664	73
042	CORONER										
	REVENUE	27,613	2,343	27,886	101	25,000	25,000	0	545	11,667	47
	EXPENDITURE	479,061	29,808	468,940	98	463,660	451,216	12,444-	42,484	302,546	67
043	EMERGENCY MANAGEMENT AGCY										
	REVENUE	107,293	7,277	33,454	31	32,000	226,149	194,149	32,686	81,316	36
	EXPENDITURE	187,440	9,844	124,326	66	117,780	306,881	189,101	37,163	108,294	35
051	JUVENILE DETENTION CENTER										
	REVENUE	1,174,333	4,868	1,150,221	98	866,303	886,803	20,500	122,200	864,977	98
	EXPENDITURE	1,819,566	130,144	1,783,075	98	1,577,323	1,565,342	11,981-	118,961	1,140,806	73
052	COURT SERVICES -PROBATION										
	REVENUE	675,528	0	566,011	84	452,305	527,305	75,000	55,746	536,558	102
	EXPENDITURE	1,397,775	105,123	1,384,253	99	1,439,997	1,424,139	15,858-	107,075	1,030,633	72
057	DEPUTY SHERIFF MERIT COMM										
	REVENUE	0	0	0		0	0	0	0	0	
	EXPENDITURE	24,208	168	23,045	95	20,859	20,859	0	903	7,890	38
071	PUBLIC PROPERTIES										
	REVENUE	1,486,551	27,346	1,761,362	118	1,446,382	1,452,181	5,799	95,089	891,469	61
	EXPENDITURE	3,268,669	229,278	2,978,472	91	2,961,211	2,982,602	21,391	212,696	1,936,013	65
075	GENERAL COUNTY										
	REVENUE	19,612,442	2,386,624	18,115,147	92	18,062,638	18,062,638	0	1,568,082	11,522,285	64
	EXPENDITURE	3,783,394	206,297	3,747,913	99	2,937,520	2,843,112	94,408-	220,203	1,968,146	69
077	ZONING AND ENFORCEMENT										
	REVENUE	168,496	5,998	68,919	41	87,912	87,912	0	3,281	21,682	25
	EXPENDITURE	435,063	32,999	378,653	87	350,103	357,927	7,824	30,531	257,439	72
124	REGIONAL OFFICE EDUCATION										
	REVENUE	0	0	0		0	0	0	0	0	
	EXPENDITURE	231,672	73,513	220,538	95	217,772	217,772	0	34,595	103,786	48
130	CIRC CLK SUPPORT ENFORCE										
	REVENUE	61,515	5,133	66,655	108	61,515	61,515	0	11,636	48,567	79
	EXPENDITURE	50,494	3,393	44,017	87	47,570	47,570	0	3,660	32,545	68

AUDITOR'S REPORT TO COUNTY BOARD  
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FUND	NAME	FY 2009				FY 2010					
		-BUDGET- FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %	BEGINNING (12/01/09)	-BUDGET- CURRENT (AS OF 8/31/10)	CHANGE	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %
080	GENERAL CORPORATE	(CONTINUED)									
140	CORRECTIONAL CENTER										
	REVENUE	841,634	61,179	901,098	107	867,800	884,634	16,834	68,549	535,492	61
	EXPENDITURE	6,036,125	423,698	5,774,054	96	5,874,498	5,723,087	151,411-	378,667	3,992,265	70
141	STS ATTY SUPPORT ENFORCE										
	REVENUE	382,157	51,300	350,568	92	385,386	390,446	5,060	51,076	253,681	65
	EXPENDITURE	383,523	25,545	347,462	91	375,588	380,648	5,060	25,922	264,186	69
TOTAL	GENERAL CORPORATE										
	REVENUE	33,918,329	51,300	32,211,007	95	31,454,611	31,796,620	342,009	2,699,015	20,302,232	64
	EXPENDITURE	34,130,312	25,545	32,754,870	96	31,453,939	30,923,953	529,986-	2,176,007	21,599,850	70

AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 8/31/10

FUND	NAME	FY 2009				FY 2010					
		-BUDGET-		ACTUALS		BEGINNING	BUDGET	CHANGE	CURRENT	ACTUALS	
		FINAL	CURRENT MONTH	YEAR-TO DATE	YTD %	(12/01/09)	(AS OF 8/31/10)		MONTH	YEAR-TO DATE	YTD %
081	NURSING HOME										
	REVENUE	16,773,212	107,532	17,124,263	102	16,911,132	16,911,132	0	102,458	8,319,111	49
	EXPENDITURE	16,415,201	1,492,561	15,674,328	95	16,905,875	16,905,875	0	1,220,455	9,398,737	56
083	COUNTY HIGHWAY										
	REVENUE	2,567,879	218,711	2,348,643	91	2,403,525	2,675,371	271,846	324,283	1,731,543	65
	EXPENDITURE	2,548,832	200,956	2,422,355	95	2,360,908	2,632,754	271,846	153,225	1,876,306	71
084	COUNTY BRIDGE										
	REVENUE	1,019,779	105,745	1,000,484	98	1,034,533	1,034,533	0	130,127	680,991	66
	EXPENDITURE	1,003,300	204,866	999,168	100	1,021,000	1,021,000	0	37,346	463,088	45
085	COUNTY MOTOR FUEL TAX										
	REVENUE	3,107,882	207,985	2,752,118	89	3,599,143	3,599,143	0	534,439	1,831,868	51
	EXPENDITURE	4,236,705	40,443	1,884,659	44	7,054,136	7,054,240	104	341,128	3,536,110	50
088	ILL.MUNICIPAL RETIREMENT										
	REVENUE	3,595,326	301,189	3,588,609	100	3,886,339	3,886,339	0	390,019	2,211,799	57
	EXPENDITURE	3,590,074	350,289	3,534,666	98	3,980,000	3,980,000	0	399,172	2,699,075	68
089	COUNTY PUBLIC HEALTH FUND										
	REVENUE	1,451,550	116,807	1,320,557	91	1,416,409	1,416,409	0	125,876	1,037,016	73
	EXPENDITURE	1,503,507	120,625	1,500,962	100	1,490,352	1,490,352	0	618	798,309	54
090	MENTAL HEALTH										
	REVENUE	3,796,052	412,204	3,814,984	100	3,882,334	3,882,334	0	395,306	2,484,321	64
	EXPENDITURE	3,803,490	307,878	3,623,190	95	3,882,334	3,882,334	0	374,687	2,824,776	73
091	ANIMAL CONTROL										
	REVENUE	503,156	54,193	474,336	94	487,149	487,149	0	27,843	334,800	69
	EXPENDITURE	571,963	39,051	471,379	82	543,650	543,650	0	40,561	371,243	68
092	LAW LIBRARY										
	REVENUE	92,150	6,644	71,128	77	111,257	111,257	0	5,866	45,835	41
	EXPENDITURE	98,217	3,221	87,817	89	111,257	114,257	3,000	9,634	58,276	51
103	HWY FED AID MATCHING FUND										
	REVENUE	22,040	877	9,643	44	12,145	12,145	0	880	5,246	43
	EXPENDITURE	0	0	0		0	0	0	0	0	
104	EARLY CHILDHOOD FUND										
	REVENUE	8,009,250	255,145	5,066,989	63	8,837,100	10,805,850	1,968,750	568,442	4,277,039	40
	EXPENDITURE	7,985,035	308,994	5,058,401	63	8,855,200	10,820,621	1,965,421	411,712	4,074,416	38
105	CAPITAL ASSET REPLCMT FND										
	REVENUE	138,943	583	121,976	88	495,292	695,292	200,000	261	448,218	64
	EXPENDITURE	139,205	63,880	114,793	82	566,654	1,113,885	547,231	1,594	375,952	34
106	PUBL SAFETY SALES TAX FND										
	REVENUE	4,839,471	355,317	4,343,938	90	4,351,686	4,351,686	0	359,578	2,866,073	66
	EXPENDITURE	5,353,741	0	5,327,807	100	4,998,129	5,198,129	200,000	81,087	4,235,148	81
107	GEOGRAPHIC INF SYSTM FUND										
	REVENUE	301,650	32,736	320,852	106	296,250	296,250	0	24,821	165,011	56
	EXPENDITURE	352,641	35,708	349,831	99	311,836	311,836	0	42,038	207,256	66

AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 8/31/10

FUND	NAME	FY 2009				FY 2010					
		-BUDGET-	ACTUALS	ACTUALS	ACTUALS	BEGINNING	-BUDGET-	CHANGE	ACTUALS	ACTUALS	ACTUALS
		FINAL	CURRENT MONTH	YEAR-TO DATE	YTD %	(12/01/09)	CURRENT (AS OF 8/31/10)		CURRENT MONTH	YEAR-TO DATE	YTD %
108	DEVLPMNTL DISABILITY FUND										
	REVENUE	3,399,515	375,554	3,410,224	100	3,463,084	3,463,084	0	361,613	2,177,303	63
	EXPENDITURE	3,399,515	291,660	3,386,071	100	3,463,084	3,463,084	0	537,700	2,874,603	83
109	DELINQ PREVENTIN GRNT FUND										
	REVENUE	222,768	30	225,991	101	216,084	216,084	0	105	216,498	100
	EXPENDITURE	222,768	19,551	221,378	99	216,084	216,084	0	17,608	172,071	80
188	SOCIAL SECURITY FUND										
	REVENUE	2,509,175	206,103	2,501,460	100	2,564,667	2,564,667	0	310,545	1,671,248	65
	EXPENDITURE	2,549,675	192,140	2,547,669	100	2,559,417	2,559,417	0	287,682	1,843,025	72
303	COURT COMPLEX CONSTR FUND										
	REVENUE	125,000	105,352	189,943	152	192,000	192,000	0	194	110,403	58
	EXPENDITURE	4,659,995	378,272	3,132,034	67	392,000	558,631	166,631	235,676	491,109	88
304	HIGHWAY FACILTY CONST FND										
	REVENUE	300	38	417,764	9255	0	0	0	23	190	
	EXPENDITURE	250,000	41,345	219,664	88	0	0	0	0	0	
350	HWY FACIL BOND DEBT SERV										
	REVENUE	202,406	10	202,051	100	201,289	201,289	0	38	100,557	50
	EXPENDITURE	201,925	0	200,420	99	200,869	200,869	0	0	198,869	99
474	RPC USDA REVOLVING LOANS										
	REVENUE	761,000	0	0		772,000	772,000	0	19	250,067	32
	EXPENDITURE	21,000	0	0		280,000	280,000	0	0	0	
475	RPC ECON DEVELOPMNT LOANS										
	REVENUE	1,716,500	19,927	479,614	28	1,052,250	1,052,250	0	168,850	597,070	57
	EXPENDITURE	990,500	10,802	107,447	11	725,000	725,000	0	10,985	380,372	52
476	SELF-FUNDED INSURANCE										
	REVENUE	1,516,702	812,363	1,784,184	118	1,484,500	1,611,470	126,970	135,060	918,985	57
	EXPENDITURE	1,862,533	76,085	1,269,868	68	1,996,436	2,123,406	126,970	63,864	1,241,287	58
610	WORKING CASH FUND										
	REVENUE	11,000	34	913	8	4,500	4,500	0	195	1,460	32
	EXPENDITURE	11,000	0	0		4,500	4,500	0	0	913	20
611	COUNTY CLK SURCHARGE FUND										
	REVENUE	10,000	924	8,488	85	12,000	12,000	0	889	5,417	45
	EXPENDITURE	10,000	0	9,009	90	12,000	12,000	0	889	5,417	45
612	SHERIFF DRUG FORFEITURES										
	REVENUE	31,700	1,297	24,106	76	31,700	31,700	0	28	9,232	29
	EXPENDITURE	33,621	1,354	23,791	71	33,335	33,335	0	1,162	13,549	41
613	COURT'S AUTOMATION FUND										
	REVENUE	180,000	13,377	162,451	90	324,200	324,200	0	24,041	192,427	59
	EXPENDITURE	209,153	19,044	198,129	95	238,289	268,289	30,000	9,363	198,345	74
614	RECORDER'S AUTOMATION FND										
	REVENUE	215,000	24,693	239,143	111	195,000	195,000	0	18,902	135,205	69
	EXPENDITURE	328,784	22,100	215,228	65	269,030	293,918	24,888	4,157	131,878	45

AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 8/31/10

FUND	NAME	FY 2 0 0 9				FY 2 0 1 0					
		-BUDGET- FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %	BEGINNING (12/01/09)	BUDGET CURRENT (AS OF 8/31/10)	CHANGE	CURRENT MONTH	ACTUALS YEAR-TO DATE	YTD %
617	CHILD SUPPORT SERV FUND										
	REVENUE	70,000	5,364	62,014	89	58,000	58,000	0	4,093	37,640	65
	EXPENDITURE	61,348	2,271	28,495	46	113,388	128,288	14,900	4,952	30,619	24
618	PROBATION SERVICES FUND										
	REVENUE	284,000	21,740	290,093	102	265,200	265,200	0	32,314	291,537	110
	EXPENDITURE	456,717	17,576	433,818	95	663,143	663,143	0	22,107	448,980	68
619	TAX SALE AUTOMATION FUND										
	REVENUE	25,000	1,067	36,286	145	27,850	27,850	0	525	10,475	38
	EXPENDITURE	51,571	1,305	41,117	80	47,064	47,064	0	2,538	28,369	60
620	HEALTH-HOSP. INSURANCE										
	REVENUE	4,970,000	388,396	4,824,400	97	5,372,972	5,372,972	0	398,654	3,621,694	67
	EXPENDITURE	4,970,000	390,743	4,825,652	97	5,393,885	5,393,885	0	396,099	3,628,365	67
621	STS ATTY DRUG FORFEITURES										
	REVENUE	25,000	3	25,074	100	27,000	27,000	0	759	13,708	51
	EXPENDITURE	25,000	48	23,829	95	27,000	27,000	0	170	1,277	5
627	PROPERTY TAX INT FEE FUND										
	REVENUE	49,000	0	68,734	140	49,100	49,100	0	59	2,017	4
	EXPENDITURE	61,000	0	0		49,100	49,100	0	0	49,100	100
628	ELECTN ASSIST/ACCESSIBLTY										
	REVENUE	100,000	7	51,951	52	45,130	45,130	0	3	17,800	39
	EXPENDITURE	100,000	0	59,527	60	53,000	53,000	0	0	17,775	34
629	COUNTY HISTORICAL FUND										
	REVENUE	50	0	3	6	25	25	0	1	5	20
	EXPENDITURE	0	0	0		0	0	0	0	0	
630	CIR CLK OPERATION & ADMIN										
	REVENUE	0	1,041	10,227		0	75,000	75,000	5,483	61,130	82
	EXPENDITURE	0	0	0		0	50,000	50,000	0	0	
641	ACCESS INITIATIVE GRANT										
	REVENUE	0	0	0		0	679,596	679,596	170,089	680,695	100
	EXPENDITURE	0	0	0		0	679,597	679,597	70,696	222,064	33
658	JAIL COMMISSARY										
	REVENUE	31,000	1,900	25,587	83	26,000	26,000	0	2,230	21,568	83
	EXPENDITURE	24,950	623	13,450	54	24,950	24,950	0	877	10,227	41
659	COUNTY JAIL MEDICAL COSTS										
	REVENUE	32,000	3,211	36,684	115	32,000	32,000	0	2,545	24,724	77
	EXPENDITURE	122,000	0	100,000	82	22,000	22,000	0	0	0	
670	COUNTY CLK AUTOMATION FND										
	REVENUE	81,757	3,190	73,163	89	29,000	40,250	11,250	3,026	32,478	81
	EXPENDITURE	106,990	10,174	63,205	59	60,540	77,540	17,000	6,902	55,549	72
671	COURT DOCUMENT STORAGE FD										
	REVENUE	185,000	13,458	164,688	89	179,000	179,000	0	12,780	108,442	61
	EXPENDITURE	356,333	8,964	299,128	84	320,146	320,146	0	7,940	121,820	38

AUDITOR'S REPORT TO COUNTY BOARD  
PERIOD ENDING 8/31/10

FUND	NAME	F Y 2 0 0 9				F Y 2 0 1 0					
		-BUDGET-		ACTUALS		BEGINNING	-BUDGET-	CHANGE	ACTUALS		
		FINAL	CURRENT MONTH	YEAR-TO DATE	YTD %	(12/01/09)	CURRENT (AS OF 8/31/10)		CURRENT MONTH	YEAR-TO DATE	YTD %
675	VICTIM ADVOCACY GRT-ICJIA										
	REVENUE	44,133	0	44,535	101	43,914	43,914	0	0	30,416	69
	EXPENDITURE	43,830	3,342	43,613	100	43,614	43,614	0	2,674	29,610	68
676	SOLID WASTE MANAGEMENT										
	REVENUE	4,900	1	2,489	51	7,125	7,125	0	34	910	13
	EXPENDITURE	5,675	0	4,679	82	8,379	8,379	0	0	1,473	18
677	JUV INTERVENTION SERVICES										
	REVENUE	500	2	42	8	50	50	0	6	48	96
	EXPENDITURE	15,000	1,344	6,024	40	10,000	10,000	0	0	0	
679	CHILLD ADVOCACY CENTER										
	REVENUE	215,852	11,706	193,446	90	217,035	217,035	0	3,102	113,870	52
	EXPENDITURE	217,294	16,989	202,223	93	211,751	211,751	0	14,367	111,446	53
681	JUV INF SHARING SYS GRANT										
	REVENUE	11,872	1	5,109	43	11,250	11,250	0	2	2,126	19
	EXPENDITURE	11,872	0	0		11,250	11,250	0	0	4,111	37
685	DRUG COURTS PROGRAM										
	REVENUE	31,500	2,027	25,025	79	21,500	21,500	0	1,862	17,111	80
	EXPENDITURE	31,500	0	7,875	25	21,500	21,500	0	0	0	
850	GEOG INF SYS JOINT VENTUR										
	REVENUE	579,692	67,997	389,023	67	487,117	487,117	0	91,093	311,776	64
	EXPENDITURE	552,775	30,509	360,108	65	505,547	505,547	0	37,604	299,485	59
TOTAL ALL FUNDS	REVENUE	20,355,057	6,014,987	112,307,003	552	18,313,244	24,556,221	6,242,977	8,386,221	68,300,923	278
	EXPENDITURE	27,692,239	6,357,203	108,242,095	391	23,834,361	30,028,019	6,193,658	7,674,120	75,473,418	251

**Closed Meeting Minutes Review – Committee of the Whole  
Finance/Policy, Personnel, & Appointments/Justice & Social Services  
Also includes the Labor Committee  
September 2010**

**Is it necessary to protect the public interest or privacy of an individual?**

Date of Minutes	Yes, Keep Confidential	No, Place in Open Files
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**Finance Committee**

June 28, 1990 <i>Performance Appraisal Subcommittee</i>		
December 12, 1990		
May 8, 1991		
December 18, 1991 <i>Performance Appraisal Subcommittee</i>		
November 16, 1992		
November 19, 1992 <i>Performance Appraisal Subcommittee</i>		
April 11, 1994 <i>Performance Appraisal Subcommittee</i>		
May 10, 1995		
May 18, 1995 <i>Performance Appraisal Subcommittee</i>		
December 13, 1995		
March 12, 1997		
May 22, 1997 <i>Performance Appraisal Subcommittee</i>		
June 11, 1997 – 7:04 p.m.		
June 11, 1997 – 7:44 p.m.		
July 13, 1999		
October 12, 1999 <i>Performance Appraisal Subcommittee</i>		
March 14, 2000		
May 9, 2000 – 7:54 p.m.		

May 9, 2000 – 8:12 p.m.		
June 13, 2000		
October 17, 2000		
December 12, 2000		
April 17, 2001		
November 13, 2001		
April 9, 2002		
February 19, 2003		
April 23, 2003		
May 21, 2003		
October 8, 2003 – 7:51 p.m.		
October 8, 2003 – 8:09 p.m.		
October 15, 2003		
October 28, 2003		
January 21, 2004		
February 18, 2004		
April 21, 2004 – 7:55 p.m.		
April 21, 2004 – 8:12 p.m.		
May 19, 2004		
August 27, 2004 <i>Performance Appraisal Subcommittee</i>		
September 14, 2004 <i>Performance Appraisal Subcommittee</i>		
September 22, 2004		
October 20, 2004		

June 9, 2005 – 7:46 p.m.		
June 9, 2005 – 7:59 p.m.		
August 24, 2005 <i>Performance Appraisal Subcommittee</i>		
August 26, 2005 <i>Performance Appraisal Subcommittee</i>		
August 31, 2005 11:34 a.m. <i>Performance Appraisal Subcommittee</i>		
August 31, 2005 12:02 p.m. <i>Performance Appraisal Subcommittee</i>		
October 6, 2005		
October 26, 2005		
January 23, 2006 <i>Performance Appraisal Subcommittee</i>		
February 3, 2006 <i>Performance Appraisal Subcommittee</i>		
February 6, 2006 <i>Performance Appraisal Subcommittee</i>		
May 4, 2006 – 7:51 p.m.		
May 4, 2006 – 8:29 p.m.		
June 8, 2006		
August 24, 2006 <i>Performance Appraisal Subcommittee</i>		
September 1, 2006 <i>Performance Appraisal Subcommittee</i>		
September 14, 2006 <i>Performance Appraisal Subcommittee-Supervisor of Assessments</i>		
September 14, 2006 <i>Performance Appraisal Subcommittee-County Administrator of Finance &amp; HR Management</i>		
September 14, 2006		
October 5, 2006		
May 10, 2007		
August 16, 2007 <i>Performance Appraisal Subcommittee</i>		

September 12, 2007 <i>Performance Appraisal Subcommittee</i>		
December 6, 2007 – 7:22 p.m.		
December 6, 2007 – 7:44 p.m.		
February 7, 2008 – 7:57 p.m.		
February 7, 2008 – 8:16 p.m.		
May 8, 2008		
August 26, 2008 <i>Performance Appraisal Subcommittee-County Administrator of Finance &amp; HR Management</i>		
August 26, 2008 <i>Performance Appraisal Subcommittee-Supervisor of Assessments</i>		
September 12, 2008 <i>Performance Appraisal Subcommittee-County Administrator of Finance &amp; HR Management</i>		
September 12, 2008 <i>Performance Appraisal Subcommittee-Supervisor of Assessments</i>		
October 9, 2008		
August 6, 2009		
September 10, 2009		

**Policy, Personnel, & Appointments Committee**

June 4, 1990 <i>Performance Appraisal Subcommittee</i>		
February 8, 1991 <i>Performance Appraisal Subcommittee</i>		
March 7, 1991 <i>Performance Appraisal Subcommittee</i>		
February 20, 1992 <i>Performance Appraisal Subcommittee</i>		
February 24, 1992 <i>Performance Appraisal Subcommittee</i>		
February 26, 1992 <i>Performance Appraisal Subcommittee</i>		
March 10, 1992 <i>Performance Appraisal Subcommittee</i>		

April 14, 1992 <i>Performance Appraisal Subcommittee</i>		
May 12, 1992 <i>Performance Appraisal Subcommittee</i>		
December 9, 1992		
May 4, 1993 <i>Search Subcommittee</i>		
May 14, 1993 <i>Search Subcommittee</i>		
May 21, 1993 <i>Search Subcommittee</i>		
June 24, 1993 <i>Search Subcommittee</i>		
January 7, 1994 <i>Performance Appraisal Subcommittee</i>		
February 17, 1995 <i>Performance Appraisal Subcommittee</i>		
August 7, 1996 <i>Performance Appraisal Subcommittee</i>		
June 10, 1997		
July 14, 1998		
<b>*March 22, 1999</b>		
November 8, 1999 <i>Performance Appraisal Subcommittee</i>		
January 13, 2000		
February 16, 2000 <i>Performance Appraisal Subcommittee</i>		
June 12, 2000		
August 21, 2000		
May 9, 2002		
September 16, 2003		
March 30, 2004		
April 27, 2004		
May 18, 2004		

September 21, 2004		
June 8, 2005 – 8:28 p.m.		
June 8, 2005 – 8:40 p.m.		
October 5, 2005		
April 5, 2006		
August 24, 2006		
September 6, 2006		
June 6, 2007		
August 8, 2007		
January 9, 2008		
February 6, 2008		
March 4, 2009		
April 8, 2009		

**Justice & Social Services**

January 2, 1990 <i>Performance Appraisal Subcommittee</i>		
January 5, 1990 <i>Performance Appraisal Subcommittee</i>		
February 9, 1990 <i>Performance Appraisal Subcommittee</i>		
September 17, 1990		
December 5, 1990		
January 29, 1991 <i>Performance Appraisal Subcommittee</i>		
January 30, 1991 <i>Performance Appraisal Subcommittee</i>		
February 20, 1991 <i>Performance Appraisal Subcommittee</i>		
May 1, 1991		

October 30, 1991 <i>Performance Appraisal Subcommittee</i>		
November 20, 1991 <i>Performance Appraisal Subcommittee</i>		
November 25, 1991 <i>Deputy Sheriff Merit Commission</i>		
December 3, 1991 <i>Performance Appraisal Subcommittee</i>		
October 1, 1992 <i>Performance Appraisal Subcommittee</i>		
October 9, 1992 <i>Performance Appraisal Subcommittee</i>		
October 29, 1992 <i>Performance Appraisal Subcommittee</i>		
November 17, 1992		
November 17, 1993 <i>Search Subcommittee for CCNH Administrator</i>		
December 13, 1993 <i>Search Subcommittee for CCNH Administrator</i>		
January 28, 1994 <i>Performance Appraisal Subcommittee</i>		
August 19, 1994 <i>Search Subcommittee for ESDA Coord.</i>		
September 6, 1994 <i>Search Subcommittee for ESDA Coord.</i>		
September 8, 1994 <i>Performance Appraisal Subcommittee</i>		
September 16, 1994 <i>Performance Appraisal Subcommittee</i>		
May 3, 1995 <i>Performance Appraisal Subcommittee</i>		
July 27, 1995 <i>Performance Appraisal Subcommittee</i>		
February 7, 1996		
February 29, 1996 – 10:11 a.m. <i>Performance Appraisal Subcommittee</i>		
February 29, 1996 – 3:01 p.m. <i>Performance Appraisal Subcommittee</i>		
December 19, 1996 <i>Performance Appraisal Subcommittee</i>		
April 7, 1997 <i>Performance Appraisal Subcommittee</i>		
May 21, 1997 <i>Performance Appraisal Subcommittee</i>		
April 28, 1999/May 3, 1999 <i>Performance Appraisal Subcommittee</i>		

June 9, 1999		
July 7, 1999 – #1		
July 7, 1999 – #2		
July 5, 2000 <i>Performance Appraisal Subcommittee</i>		
July 12, 2000 <i>Performance Appraisal Subcommittee</i>		
July 21, 2000 <i>Performance Appraisal Subcommittee</i>		
September 14, 2000		
April 17, 2001		
October 3, 2001		
November 7, 2001		
June 5, 2002		
July 9, 2003		
August 25, 2004 <i>Performance Appraisal Subcommittee</i>		
August 26, 2004 <i>Performance Appraisal Subcommittee</i>		
September 23, 2004 <i>Performance Appraisal Subcommittee</i>		
September 28, 2004 <i>Performance Appraisal Subcommittee</i>		
October 6, 2004 – #1		
October 6, 2004 – #2		
November 3, 2004		
February 7, 2005		
May 5, 2005 <i>Nursing Home Administrator Search Subcommittee</i>		
May 13, 2005 <i>Nursing Home Administrator Search Subcommittee</i>		

May 26, 2005 <i>Nursing Home Administrator Search Subcommittee</i>		
June 6, 2005 <i>Nursing Home Administrator Search Subcommittee</i>		
June 8, 2005 <i>Nursing Home Administrator Search Subcommittee</i>		
August 24, 2005 <i>Performance Appraisal Subcommittee</i>		
August 31, 2005 <i>Performance Appraisal Subcommittee</i>		
October 3, 2005		
August 24, 2006 <i>Performance Appraisal Subcommittee-Nursing Home Administrator</i>		
August 24, 2006 <i>Performance Appraisal Subcommittee EMA Director</i>		
September 14, 2006 <i>Performance Appraisal Subcommittee-Nursing Home Administrator</i>		
September 14, 2006 <i>Performance Appraisal Subcommittee-EMA Director</i>		
October 2, 2006		
August 17, 2007 <i>Performance Appraisal Subcommittee-Nursing Home Administrator</i>		
August 17, 2007 <i>Performance Appraisal Subcommittee-EMA Director</i>		
September 17, 2007 <i>Performance Appraisal Subcommittee-Nursing Home Administrator</i>		
September 17, 2007 <i>Performance Appraisal Subcommittee-EMA Director</i>		
October 1, 2007		
August 26, 2008 <i>Performance Appraisal Subcommittee</i>		
September 12, 2008 <i>Performance Appraisal Subcommittee</i>		
October 6, 2008		

**Labor Committee**

October 29, 1993		
November 12, 1993		
November 22, 1993		
January 5, 1994		
<b>* February 8, 2001</b>		
<b>* February 20, 2001</b>		
<b>* February 26, 2001</b>		
<b>* April 12, 2001</b>		
<b>* May 3, 2001</b>		
<b>* May 16, 2001</b>		
<b>* August 23, 2001</b>		
<b>* August 30, 2001</b>		
<b>* September 17, 2001</b>		
<b>* December 6, 2001</b>		
<b>* December 13, 2001</b>		
<b>* January 9, 2002</b>		
<b>* January 17, 2002</b>		
<b>* August 13, 2002</b>		
<b>* September 6, 2002</b>		
<b>* January 15, 2003</b>		
<b>* February 5, 2003</b>		
<b>* March 3, 2003</b>		

<b>*March 13, 2003</b>		
<b>*April 3, 2003</b>		
<b>*April 14, 2003</b>		
<b>*April 16, 2003</b>		
<b>*August 4, 2003 – 4:05 p.m.</b>		
<b>*August 4, 2003 – 4:24 p.m.</b>		
<b>*August 25, 2003</b>		
<b>* September 29, 2003</b>		
<b>* October 5, 2003</b>		
<b>*December 10, 2003</b>		
<b>*December 15, 2003</b>		
<b>*March 2, 2004</b>		
<b>*April 23, 2004</b>		
August 17, 2004		
January 12, 2005		
February 10, 2005		
March 17, 2005		
June 9, 2005		
January 24, 2006		
April 3, 2006		
June 21, 2006		
July 5, 2006		
July 12, 2006		

August 2, 2006		
September 5, 2006		
November 9, 2006		
January 30, 2007		
February 21, 2007		
February 6, 2008		
April 9, 2008		
October 1, 2008		
February 10, 2009		
<b>*August 17, 2009</b>		
<b>*September 24, 2009</b>		
<b>*May 7, 2010</b>		
<b>*May 19, 2010</b>		

**Committee of the Whole**

<b>*April 13, 2010</b>		
<b>*May 11, 2010</b>		
<b>*June 15, 2010 – 8:35 p.m.</b>		
<b>*June 15, 2010 – 8:55 p.m.</b>		

**\*Minutes not previously approved in semi-annual review.**

# **Proposed Changes to County Board Rules**

Committee of the Whole  
September 14, 2010  
Agenda Item X.D

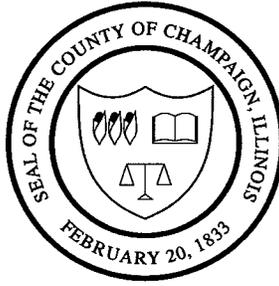
1. Barbara Wysocki's Recommended Rules Changes  
Dated August 27, 2010  
Pages 1-16
  
2. Pius Weibel's Recommended Rules Changes  
Dated August 27, 2010  
Page 17
  
3. Pius Weibel's Recommended Rules Changes  
Dated August 30, 2010  
Page 18-19

*All proposed changes were previously mailed to the County Board in accordance with the County Board Rules.*

**C. Pius Weibel**  
Chair

**Thomas E. Betz**  
Vice-Chair

**Barb Wysocki**  
Chair  
Environment & Land Use  
Committee



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**Office of  
County Board  
Champaign County, Illinois**

**MEMORANDUM**

**TO: COUNTY BOARD MEMBERS**

**FROM: Barbara Wysocki, District 9**

**DATE: August 27, 2010**

**RE: RECOMMENDED RULES CHANGES**

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Please find enclosed recommendations for changes to the County Board Rules. These changes are intended to fully document and reflect the change in structure to Committee of the Whole from Standing Committees.

I am submitting these changes in accordance with Rule 8 – to be provided to all Board Members at least 14 days in advance of consideration at the Policy, Personnel & Appointments Agenda on September 14, 2010.

Please feel free to contact me if you have questions or concerns with regard to the enclosed.

Encl.

**RESOLUTION NO. 7143**

**A RESOLUTION THAT SUPERSEDES RESOLUTION NO. 4070  
ON ESTABLISHMENT OF ORGANIZATION, DUTIES, RULES, POLICIES, AND  
PROCEDURES OF THE CHAMPAIGN COUNTY BOARD**

Adopted by the Champaign County Board on October 20, 2009  
Revised March 18, 2010  
Revised August 19, 2010

**WHEREAS**, The Champaign County Board by Resolution No. 4070, which superseded Resolution Numbers 743, 993, 1107, 3416, 3864 established the organization, duties, rules, policies and procedures of the Champaign County Board; and

**WHEREAS**, The Champaign County Board has determined that Resolution 4070 requires revision;

**NOW, THEREFORE, BE IT RESOLVED** by the Champaign County Board that the following rules shall govern the organization, duties, rules, policies and procedures of the Champaign County Board, except as otherwise required by law, and shall supersede all previous resolutions concerning the same matters adopted by the Champaign County Board.

**Organization and Duties of the County Board**

**1. County Board**

The governing body of Champaign County, Illinois, as legally constituted, shall be known as the Champaign County Board (hereinafter "Board"). The number of members of the Board, number of County Board Districts and number of members representing each district shall be determined by the Board, effective on or before July 1, 2001 and every ten years thereafter, as required by statute. *Every member of the County Board shall be a member of the Committee of the Whole.*

**2. Biennial Organizational Meeting**

Unless otherwise required by law, the Board shall hold an organizational meeting on the first Monday in December of each even numbered year, being the first meeting in the month following the month in which Board members are elected. Said meeting shall be chaired by the Board Chair, if still a member of the Board, otherwise by the Board Vice-Chair, if still a member of the Board. If neither the Board Chair nor Vice-Chair are then members of the Board, the meeting shall be chaired by a temporary Board Chair, selected by majority vote of the members present. At that meeting, the Board, by majority vote of the members present, shall first select from among its members a Board Chair, who shall preside over the remainder of the meeting. The Board shall next select from among its members a Vice Chair, by majority vote of the members present. *The Board Chair shall then appoint, subject to the advice and consent of majority of the members present, Deputy and Assistant Chairs for each Area of Responsibility.* ~~The Board Chair shall then appoint,~~

~~subject to the advice and consent of a majority of the members present, the Chairs, Vice Chairs, and members of the Standing Committees, which shall be composed of members of each of the political parties represented on the Board, in approximate proportion to those political parties' representation on the Board.~~

3. **Chair**

The Board shall be presided over by a Chair who shall be selected by the Board from among its members at the Organizational Meeting, for a term of two years. The term of the Chair shall commence upon selection by the Board and extend so long as the Chair remains a member of the Board or until a successor is selected by the Board at the next Organizational Meeting. In the event of the death, resignation, or extended disability of the Chair, the Board shall elect a successor as soon as practicable at a lawfully noticed and constituted meeting by a majority vote of the members present.

4. **Vice-Chair**

A Vice Chair, who shall be selected by the Board from amongst its membership at the Organizational Meeting, for a term of two years, shall assume the duties of the Board Chair in the event of the absence of the Chair. In the event of the death, resignation, or extended disability of the Chair, the Vice Chair shall serve as Chair until the election of a new Chair by the Board. In the event of the death, resignation or extended disability of the Vice Chair, the Board shall elect a successor as soon as practicable at a lawfully noticed and constituted meeting by a majority vote of the members present.

5. **Duties of County Board Chair**

- A. The County Board Chair shall preside at all meetings of the Board and meetings of Committee of the Whole.
- B. The County Board Chair shall appoint the *deputy and assistant deputies for each area of County Board responsibility* Chair, Vice Chair, and members of all Standing Committees, subject to the advice and consent of the Board, and after receiving the advice of the respective party caucuses. To the greatest extent possible, appointments made by the County Board Chair shall reflect the expressed will of the party caucuses.
- C. Subject to the advice and consent of the Board, and after receiving the advice of the respective party caucuses, the County Board Chair may establish special committees and appoint their members, Chair and Vice Chair and fix the duration of their existence. To the greatest extent possible, such appointments by the County Board Chair shall reflect the expressed will of the party caucuses. Such special committees shall be dissolved upon the completion of a session of the Board, unless reappointed by the Chair with the advice and consent of the Board.
- D. All ~~regular~~ and special committees *and sub-committees* shall be composed of members of each of the political parties represented on the Board, in approximate proportion to those parties' representation on the Board.

- E. The County Board Chair is an ex-officio member of all ~~Standing Committees, special committees and subcommittees, in addition to those to which he is an appointed and voting member.~~
- F. ~~The County Board Chair, at the request of Standing Committee Chairs, shall call for Standing Committee meetings, as needed.~~
- G. The County Board Chair shall be responsible for the proper and timely implementation of the resolutions, ordinances, and policies of the Board, and shall act in concert with the County Administrators to enforce the ordinances, orders, resolutions, and policies of the Board relevant to the operations of the Champaign County government.
- H. The County Board Chair shall be the Board liaison with the County Administrators.
- I. The County Board Chair shall timely perform all duties set forth herein or otherwise imposed by action of the Board or by law.
- J. The County Board Chair, in accordance with statute, shall, whenever a vacancy occurs, give notice of the vacancy to the County Central Committee of each political party within the County within three (3) days of the occurrence of the vacancy, and appoint a successor to that office who shall be of the same political party as that to which the holder of that office belonged when elected. Such appointments shall be subject to the approval of the Board. To the extent practical, such appointments shall be made within sixty (60) calendar days, unless otherwise required by law.
- K. The County Board Chair shall direct that a weekly calendar be prepared indicating the date and place of all meetings of the Board and *special* committees. This calendar shall be distributed weekly, in advance, to all Board members, all news media which have filed an annual request under the Illinois Open Meetings Act, and to any citizen of the County who provides a written request. This calendar shall also be posted, in advance, in the lobbies of the Champaign County Courthouse and the Brookens Administrative Center.
- L. The County Board Chair, in cooperation with ~~Deputy Chairs Committee Chairs~~, the County Administrators, and the Administrative Services Department, shall be responsible for developing the agenda for each meeting. The County Board Chair shall designate a portion of the *regular monthly County Board Meeting* agenda as the Consent Agenda. Items included in the Consent Agenda shall be items that the County Board Chair believes will be unanimously adopted without discussion. Motions to go into closed session may not be included in the Consent Agenda.

## 6. Rules

- A. The business of the Board, *Committee of the Whole, and special committees or sub-committees* ~~and its committees~~ shall be conducted in conformity with these Rules.
- B. Except otherwise required by these Rules or by statute, the conduct of all meetings of the Board, *Committee of the Whole*, and its special committees *or sub-committees* shall be governed by *Roberts Rules of Order Newly Revised*.
- C. For the purpose of these Rules, a Session of the Board shall be for the two year period commencing with the biennial organizational meeting.
- D. Every item listed on a ~~committee or~~ County Board, *Committee of the Whole, or special or sub-committee* agenda is considered to be an item subject to action unless it is listed as DISCUSSION or INFORMATION ONLY on the agenda.

- E. Whenever there is a tie vote on a main motion in *special* committee, *sub-committee* or Committee of the Whole, the matter is reported to the County Board for action as “without recommendation” out of *special* committee, *sub-committee* or Committee of the Whole. The ~~Committee~~ Chair, *Deputy Chair*, or upon *a* motion approved by *the body* ~~committee~~, may request a straw poll on an issue, without a binding vote, which will also be reported to the County Board for action “without recommendation” from the *special* committee or Committee of the Whole.
- F. All meetings of the Board and *special* committees, *and sub-committees* shall be held in compliance with the terms of the Illinois Open Meetings Act.

7. **Parliamentarian**

- A. The County Board Chair may designate a Parliamentarian, who may be a member of the Board, or may rely on the advice of the State’s Attorney’s Office.
- B. The Parliamentarian, if any, shall advise the County Board Chair, or *Deputy Chair* ~~Committee Chair in the case of a committee meeting~~, on any Rule when called upon to do so by the Chair.

8. **Rule Changes**

Written notice of any proposed change(s) to these Rules *is* to be presented to the ~~Policy, Procedures & Appointments Committee~~ *of the Whole* shall be presented to all Board members at least fourteen (14) days prior to any consideration of such changes.

9. **Suspension of Rules**

Any Rule, except Rule 8 (Rule Changes), this Rule 9, ~~and Rule 15.L~~, herein, may be suspended for a specific question by a majority vote of the Board or ~~committee~~ *Committee of the Whole* members present, except as otherwise required by law.

10. **Quorum**

- A. A majority of the members of the Board, i.e. fourteen (14), shall constitute a quorum for the purpose of the transaction of business by the Board, or Committee of the Whole.
- B. ~~A majority of the members of each committee shall constitute a quorum for the transaction of business by the committee.~~ *A majority of the number of the members appointed to a special committee or sub-committee shall constitute a quorum of that committee.*
- C. No business shall be conducted in the absence of a quorum.
- D. If, at any time during any meeting of the Board, Committee of the Whole, or any *single special committee or sub-committee*, the number of members of the Board or *special or sub-committee* present falls below that constituting a quorum, that meeting shall cease and no further business be conducted until such time as a quorum is present. ~~If there is not a quorum present of a Standing Committee during a Committee of the Whole Meeting, those Standing Committee agenda items may still be considered, as long as there is a quorum of the Committee of the Whole.~~

- E. Any member of the Board or *special or sub*-committee then meeting may, at any time, suggest the Chair shall immediately order a roll call to determine the presence or absence of a quorum, unless it is obvious to the Chair that a quorum is present.

#### 11. Appointive Position – Procedures

- A. The Board Chair shall designate appointees to public boards, commissions and committees as required by statute or by action of the Board, subject to review and recommendation of the ~~Policy, Personnel, & Appointments~~ *Committee of the Whole*, and further subject to the advice and consent of the Board.
- B. On or before February 1 of each year, the Chair shall direct the preparation and distribution of a list of appointments expiring during the next twelve (12) months. This list shall be distributed to all Board members, all affected public boards, commissions, and committees, and any news media which has filed an annual request to receive public notices under the Illinois Open Meetings Act. That list shall be made available for public inspection and copying.
- C. All persons desiring to be considered for appointment to any such appointive office shall make written application to the Board Chair. Forms for those applications shall be approved by the Board Chair, who shall direct that they be made available at a place of County business reasonably convenient to the public.
- D. All Board members, public officials, and members of the public are encouraged to make recommendations for appointive offices by encouraging the timely submission of the necessary application to the Board Chair.
- E. The Board Chair shall direct that a press release be issued as to any appointive position(s) to be filled, which shall state where application forms may be obtained and delivered when complete, the deadline by which applications must be received, and any special qualifications required of persons appointed to that office.
- F. To the extent practicable, the Board Chair shall personally interview all applicants for such offices.

#### **AMENDMENT TO RULE 12 (E) EFFECTIVE MARCH 18, 2010 (RESOLUTION NO. 7305).**

#### 12. County Board Meetings

- A. As required by statute, the Board shall meet during the months of June and September of each year. The Biennial Organizational Meeting shall take place on the first Monday of December of each even numbered year. Unless otherwise scheduled in accordance with these Rules, the Board shall hold regular meetings on the Thursday following the third Monday of each month, (which shall include the required June and September meetings).
- B. Regular meetings of the Board shall begin at 7:00 p.m. unless otherwise scheduled in accordance with these Rules. Committee of the Whole meetings of the Board shall begin at 6:00 p.m., unless otherwise scheduled in accordance with these Rules.
- C. A special meeting of the Board may be called, in accordance with 55 ILCS 5/2-1002, by written request of 1/3 of the membership of the Board, addressed to the Clerk of the

- Board (County Clerk) and specifying the time and place of the meeting. Upon receipt of such request, the Clerk shall immediately transmit written notice to each member of the Board and publish notice as required by law.
- D. Emergency meetings of the Board may be held only in accordance with Section 2.02 of the Illinois Open Meetings Act.
- E. Time for public participation shall be provided on the agenda for members of the public to be heard, on both the regular meeting of the County Board and Committee of the Whole meetings of the Board, as follows:
1. Any person wishing to address the Board shall be allotted not more than five (5) minutes to do so.
  2. Unless waived by majority vote of the Board members present, the total time allotted for public participation shall not exceed sixty (60) minutes.
  3. Members of the public wishing to speak at other times on the agenda may do so only if recognized by the Chair or by majority vote of the Board members present.
  4. No Board member shall be permitted to address the Board during the time reserved for public participation.
  5. ***Board members shall not engage in dialogue with members of the public during public participation.***
- F. The Board Chair shall prepare an agenda for each meeting of the Board, which shall be sufficiently itemized to inform the Board and the public of the business to be considered by the Board. The following requirements shall apply to items to be considered by the Chair for placement on the Agenda:
1. Items proposed for consideration by the Board shall be submitted to Administrative Services on or before Noon on the Tuesday preceding the Board meeting.
  2. Any resolution or ordinance submitted shall be accompanied by a summary of its contents, unless it is so brief in nature that a summary is unnecessary.
  3. Only items first presented to Committee of the Whole or a ***special*** committee of the Board shall be placed on the agenda of the Board for action with the exception of:
    - a) Matters relating to pending litigation;
    - b) Correction of the form of matters previously presented to the Board;
    - c) Matters which the Board has, as a body, directed to be returned directly to the Board at a previous meeting;
    - d) Matters presented to the Board at its Biennial Organizational Meeting;
    - e) Collective bargaining and employment matters;
    - f) Purely procedural matters, such as scheduling meetings;
    - g) Announcements, and matters for consideration and not formal action; and
    - h) Emergency budget amendments.
- G. All meetings of the Board, Committee of the Whole, ~~Board~~ ***special*** committees, subcommittees, and informal or incidental meetings of these bodies (including those

which may occur during party caucuses) shall be held in compliance with the Illinois Open Meetings Act. All meetings of the Board that are subject to the Open Meetings Act (including those meetings which may occur during party caucuses), shall be preserved by a tape recording, which at the close of the meeting shall be placed in the custody of the County Clerk for the possibility of Further review, as may be required by law. ***County Board and Committee of the Whole meeting minutes and proceedings will also be posted on the County's website.***

H. To the extent possible, seating of Board members shall be by district.

**13. Order of Business – County Board, Committee of the Whole, & Special Committee Meetings**

- A. The Chair shall call the meeting to order at the time scheduled for the meeting or as soon thereafter as it shall appear that a quorum is present.
- B. Prior to the conduct of any other business, the Chair shall direct that the roll be called if a quorum is present and, if so, the meeting shall immediately proceed according to the designated order of business.
- C. The Order of Business for each regular meeting of the Board shall be as follows:

- Call to Order
- Roll Call
- Prayer and Pledge of Allegiance
- Read Notice of Meeting
- Approval of Agenda and Addendum
- Approval of the Consent Agenda
- Public Participation
- Communications
- Approval of Minutes of Previous Meeting(s) (if not approved as part of the Consent Agenda)
- ~~Standing Committee Reports~~ ***Areas of Responsibility Reports***
- Other Business
- New Business
- Adjournment

- D. The order of business for meetings of Committee of the Whole shall include the following:

- Call to Order
- Roll Call
- ~~Approval of County Board Resolution to Meet as Committee of the Whole~~
- Approval of Minutes of Previous Meeting(s)
- Approval of Agenda/Addenda
- Public Participation
- Communications
- ~~Standing Committee~~ ***Areas of Responsibility*** Items:
  - New Business

Other Business  
Chair's Reports  
Adjournment

- E. The order of business for meetings of *special* committees *and sub-committees* shall include the following:

Call to Order  
Roll Call  
Approval of Minutes of Previous Meeting(s)  
Approval of Addendum  
Public Participation  
Communications  
Other Business  
New Business  
Adjournment

- F. All questions regarding the priority of business shall be decided by the Chair, subject to appeal to the Board or *special* committee *or sub-committee*.  
G. The Chair shall decide all questions of order and procedure, subject to appeal to the Board.  
H. Breaks or recesses shall be taken at the discretion and by declaration of the Chair.

**14. Recognition of Members of the Board, Committee of the Whole, or Committees and Others**

- A. Each member of the Board, ~~Committee of the Whole, or committee then meeting~~ shall have the privilege of the floor upon seeking and obtaining recognition by the Chair. In meetings of the Committee of the Whole, the County Board Chair shall preside over all sections of the Agenda except for the *specified areas of Deputy Chair responsibilities Standing Committee Sections*, where the relevant ~~Committee Chair~~ *Deputy Chair* shall preside.  
B. No member of the Board, Committee of the Whole, ~~or~~ *special* committee *or sub-committee* may speak twice on the same question until all members wishing to be heard have spoken, unless otherwise recognized by the Chair.  
C. The Chair shall determine the order in which members shall be recognized, however, *special and sub-committee* chairs or designees of the *special or sub-committee* reporting to the Board on behalf of their committee shall be heard first on those matters.  
D. No member who has the floor shall be interrupted except for the following:  
  1. By a call to order by the Chair;
  2. By an objection to the introduction of the question;
  3. By a call for a point of order;
  4. A Question of Privilege;
  5. A Parliamentary inquiry.

- E. The appearance of elected and appointed officials of Champaign County and other persons requested to appear before the Board, Committee of the Whole, ~~or~~ *special committee or sub-committee* shall not be subject to the limitations regarding public participation and shall be recognized at the discretion of the Chair.

**15. Motions, Resolutions, Ordinances, Voting and Roll Call – County Board Meetings**

- A. Motions shall be stated by the mover. No motion shall be debated before it has received a second, except motions placed before the Board by vote or consensus of a committee.
- B. Except as herein specified or as required by Statute, all motions may be adopted by majority vote of the members present.
- C. Every member of the Board present shall be given the opportunity to vote on all questions. There shall be no “absentee” or “proxy” voting on any question.
- D. In a case where a member, except the County Board Chair, abstains, the member shall state the reason and the facts shall be noted in the minutes of the Board.
- E. The vote on all propositions to appropriate money, approve the annual budget and tax levy, issue bonds and fix salaries, shall be by roll call vote which shall be recorded in the minutes of the meeting.
- F. Transfers from one appropriation of any one fund to another of the same fund not affecting the total amount appropriated, and appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the Board by a two-thirds (2/3) vote of ALL the members constituting such Board (i.e. 18); the vote to be taken by ayes and nays and entered on the record of the meeting, as required by 55 ILCS 5/6-1003.
- G. A roll call vote shall be called on any question upon the demand of any three members. The Roll Call shall be in alphabetical order and shall be advanced one name each meeting, with the County Board Chair always voting last. This shall be recorded in the minutes.
- H. A motion before the Board may be withdrawn by the proposer with the consent of the second at any time prior to the adoption of an amendment to the motion or vote of the Board on the motion.
- I. Any Board member may request assistance from the State’s Attorney’s Office in drafting resolutions and may receive typing assistance or photocopying service through the Administrative Services Department.
- J. Prior to approval of the Consent Agenda and upon the request of any County Board member, any item(s) in the Consent Agenda shall be removed and returned to the appropriate *Area of Responsibility*. ~~Standing Committee Report~~. Such a request does not require a reason, a second, or a vote. Items may not be added to the Consent Agenda during the meeting.
- K. The Consent Agenda shall be approved by roll call vote without debate or discussion.

**16. ~~Standing Committees~~ Areas of County Board Responsibilities**

**A. ~~STRUCTURE OF COMMITTEES~~ AREAS OF RESPONSIBILITY**

1. The following shall be the ~~Standing Committees~~ *Areas of Responsibility* of the Champaign County Board:

~~Finance Committee~~  
~~County Facilities Committee~~  
~~Policy, Personnel, & Appointments Committee~~  
~~Environment & Land Use Committee~~  
~~Highway & Transportation Committee~~  
~~Justice & Social Services Committee~~

2. ~~Each Standing Committee of the Champaign County Board shall be composed of nine (9) members. Standing Committees shall be composed of members of each of the political parties represented on the Board, in approximate proportion to those parties' representation on the Board.~~

## **B. MEETINGS OF COMMITTEE OF THE WHOLE**

1. ~~Regular, scheduled monthly meetings of the Standing Committees shall be held in Committee of the Whole meetings, wherein the actionable and reporting item for three Standing Committees are combined in one Committee of the Whole Meeting.~~ The schedule for regular monthly Committee of the Whole meetings during a two-year County Board session shall be approved by the County Board at its first meeting in December of each even-numbered year. Notices of all meetings shall be placed on the calendar of the Champaign County Board. Any changes of meeting dates and times must be submitted to the County Administrator in time to be placed on the weekly County Calendar, in strict compliance with the notice requirements of the Illinois Open Meetings Act.
2. All members present at a Committee of the Whole Meeting shall vote on all ~~committee~~-action items presented on that agenda.
3. The Committee of the Whole shall be scheduled as follows:
  - a) ~~The first Committee of the Whole Meeting of each month shall be held on the Tuesday following the first Monday of the month and shall take up matters pertaining to County Facilities, Highway & Transportation, and Environment and Land Use. The chair of this meeting shall be determined by the County Board Chair, but shall be one of the Deputy Chairs with business before the Committee of the Whole that evening. The other Deputy Chairs will report out the business of their Area of Responsibility.~~  
~~, chaired by the Environment and Land Use Committee Chair for all portions of the agenda except the Standing Committee agenda items for the County Facilities Committee and Highway & Transportation Committee, and include agenda items for the following three Standing Committees:~~
    - i. ~~Environment and Land Use Committee~~
    - ii. ~~County Facilities Committee~~
    - iii. ~~Highway & Transportation Committee~~
  - b) The second Committee of the Whole Meeting of each month shall be held on the Tuesday following the second Monday of the month *and shall take up matters pertaining to Finance, Policy, Personnel, & Appointments,*

*Justice & Social Services. The chair of this meeting shall be determined by the County Board Chair, but shall be one of the Deputy Chairs with business before the Committee of the Whole that evening. The other Deputy Chairs will report out the business of their Area of Responsibility.*

~~, chaired by the Policy, Personnel, & Appointments Committee Chair for all portions of the agenda except the Standing Committee agenda items for the Justice & Social Services Committee and Finance Committee, and include agenda items for the following three Standing Committees:~~

- ~~i. Justice & Social Services Committee~~
- ~~ii. Policy, Personnel, & Appointments Committee~~
- ~~iii. Finance Committee~~

4. Items acted on at the Committee of the Whole Meetings shall then be forwarded to the regularly scheduled monthly County Board Meeting, held on the Thursday following the third Monday of the month, for final County Board approval.
5. ~~Additional meetings of Standing Committees will be scheduled as needed and called by the County Board Chair.~~

#### **~~C. DUTIES OF COMMITTEES~~**

~~The following Rules shall apply to all Standing Committees, unless specifically noted to the contrary under a given committee's duties.~~

1. ~~Committee meetings may be canceled, or additional meetings scheduled:~~
  - a) ~~By order of the Committee Chair; or~~
  - b) ~~By written request of a majority of a quorum of the members of the committee, which request shall be delivered to the Committee Chair.~~
2. ~~For an individual Standing Committee meeting, a majority of committee members shall constitute a quorum.~~
3. ~~A majority of County Board Members shall constitute a quorum for the meetings of the Committee of the Whole.~~
4. ~~The committee assignment of any member shall be revoked by the County Board Chair due to the member's failure or refusal to attend four consecutive committee meetings, unless said absences are excused by the Committee Chair for good cause shown, and said member shall be replaced on the Committee by another member of the same political party.~~
5. ~~Minutes shall be kept of all Committee of the Whole and committee meetings with copies sent to the Administrative Services Department for distribution to committee members. A file of minutes for each committee shall be kept in the Administrative Services Department to be used by Board members and the public.~~
6. ~~Committees shall hold regular meetings on policy issues under their jurisdiction. A written report shall be submitted to the Board. A minority report may also be distributed.~~

7. ~~Time for public participation shall be provided on the agenda for members of the public to be heard as follows:
 
  - a) ~~Any person wishing to address the committee on any questions shall be allotted not more than five (5) minutes.~~
  - b) ~~Members of the public wishing to speak at other times on the agenda may do so by majority vote of the committee members present, or by consent of the Chair.~~~~
8. ~~The appearance of Board members (who are not members of the committee) and other public officials, or persons who were requested by the committee to appear, shall not be governed by Rule 16.C.7, above. Such persons shall be recognized at the discretion of the Committee Chair.~~
9. ~~Committees shall prepare and submit to the County Board resolutions, ordinances or motions that are necessary to carry out the recommendations of the committee.~~

#### **D. DUTIES OF COMMITTEE DEPUTY CHAIR**

1. The *Deputy* Chair may vote on all motions before the *Committee of the Whole* committee.
2. The *Deputy* Chair, in cooperation with the County Board Chair, the County Administrators, and the *appropriate department head* Administrative Services Department, shall be responsible for developing the agenda for each meeting.
3. The ~~Committee~~ *Deputy* Chair shall notify the Administrative Services Department of *any changes in* the time and date of all committee meetings.
4. The *Deputy* Chair ~~of each committee~~ shall notify the Administrative Services Department, in a timely manner, of any recommendations or ~~committee~~ actions requiring County Board action.
5. The *Deputy* Chair ~~of any committee~~, with the approval of the majority of the *Board* members, ~~of said committee, and subject to approval of the County Board,~~ may designate a subcommittee of one or more members and a Subcommittee Chair to conduct specific duties ~~for the committee.~~
6. In the absence of a *Deputy* Chair, the *Assistant Deputy* Chair ~~of the committee~~ shall serve in the *Deputy* Chair's stead.

#### **E. AREAS OF RESPONSIBILITY: DUTIES AND ROLES OF STANDING COMMITTEES**

1. Finance
  - a) Establishes process with County Administrator for annual budget preparation.
  - b) Plans overall county long-range needs, including consideration of the County's information technology systems and infrastructure.
  - c) Plans overall budget, in view of department proposal and County needs.
  - d) Convenes a public hearing on the preliminary budget in compliance with legal requirements.
  - e) Reviews departments' budgets and reports to the Board any recommendations necessary for the reasonable adherence to the budget.
  - f) Prepares and submits final budget to the Board.

- g) Confers with the County Treasurer to determine the proper and legal investment and deposit of County funds.
  - h) Approves transfer of funds on line item accounts as necessary.
  - i) Evaluates distribution of funds and appropriation of expenditures within the County with the goal to achieve maximum efficiency and economy within the government structure.
  - j) Receives periodic reports on status of employees' bargaining units: reviews collective bargaining contracts prior to expiration and recommends approval of negotiated tentative agreements to full County Board.
  - k) Receives, reviews, and considers recommendation to the County Board from the ~~Policy, Personnel & Appointments Committee and/or the~~ Champaign County Salary Administrator regarding position classification, evaluation, salary administration and County staffing.
  - l) Reviews and recommends Champaign County Financial Policies annually.
2. County Facilities
- a) Reviews and approves construction and remodeling, maintenance and operation of County buildings, property and recreational land, in compliance with all federal and state requirements.
  - b) Reviews topics involving acquisition, leasing and disposition of real property for the County.
  - c) Establishes, plans, and approves long-range goals and development of plans for County facilities.
  - d) Provides overall supervision of matters relating to County facilities.
3. Environment & Land Use
- a) Works with the Regional Planning Commission and other units of government to meet the need for regional planning and zoning.
  - b) Makes recommendations for guidance and control of the future economic development of the County.
  - c) Drafts rules and regulations for subdivisions.
  - d) Acts on approval of plats.
  - e) Issues various licenses as established by the Board.
  - f) Cable television oversights.
  - g) Solid Waste oversights.
  - h) ***Reviews and recommends policies and actions regarding all zoning and enforcement issues.*** ~~Acts as the Board liaison for the Department of Planning & Zoning, Sanitary District and Drainage Districts.~~
4. Highway & Transportation
- a) Establishes and approves long range plans for County roads and highway construction.
  - b) Provides overall supervision of matters relating to County roads, bridges and rights-of-way.
  - c) Approves all highway construction plans.

- d) Considers acquisition and disposition of County Highway equipment and materials.
- e) ~~Acts as the Board liaison for the Highway Department.~~

5. Justice & Social Services

- a) Considers issues and receives reports from the Champaign County Mental Health Board, Cooperative Extension Services Board, RPC Head Start, RPC Senior Services, Regional Office of Education, Children's Advocacy Center and Community Services Board.
- b) Works with the County Sheriff on all matters pertaining to adult correctional programs and policies.
- c) Confers with Circuit Judges on operation of courts and court related offices and agencies.
- d) Considers programs and receives reports involving Courts, Circuit Clerk, State's Attorney, Public Defender, Court Services, Coroner, Animal Control and Emergency ~~Services & Disaster~~ **Management** Agency departments.

6. Policy, Personnel, & Appointments

- a) Reviews all appointments recommended by the County Board Chair and makes recommendations ~~to the full Board.~~
- b) Develops, maintains and recommends County policies, ~~to full County Board,~~ in compliance with federal and state regulation.
- c) Accepts and reviews reports for County Administrators, County Board Chair and County Clerk.
- d) Receives bids and recommends award of contract for county-wide purchasing.
- e) Receives, reviews, and makes recommendations from subcommittees.
- f) Serves as final step for hearing process in grievance procedures as provided in Champaign County Personnel Policy.
- g) Responsible for reviewing and recommending positions on state and federal legislation impacting the County.
- h) Receives, reviews, and considers requests from department heads and recommendations from Champaign County Salary Administrator regarding position classification and evaluation, and forwards ~~committee's~~ recommendations to Finance **Committee of the Whole**, ~~Committee~~ and/or County Board, **pursuant to the terms of the Champaign County Personnel Policy**.

17. Per Diem

- A. Per diem payments shall be established by the County Board for each term of office and shall prevail throughout that term of office including any replacement Board members.
- B. Per diem shall be determined by the County Board biennially in advance of the election of new Board members.
- C. No more than one per diem shall apply on any given calendar day.

- D. The Chair of a *special* committee *or subcommittee*, by affixing his or her signature on the attendance sheet, certifies that those members signing the sheet were present and participating in at least the majority of such meeting.
- E. Board members shall be reimbursed for mileage for attendance at meetings and events approved on the basis of the rate established by the County Board. Mileage for a second meeting on any one day shall be chargeable.
- ~~F. In the absence of a quorum at a duly called meeting, those members attending the called meeting shall be entitled to per diem and mileage and shall attend to such business as is possible under the circumstances.~~
- G. Champaign County Board members are to receive per diems for subcommittee *or special committee* meetings of which they are members on the same basis as they receive per diems for ~~committee~~ County Board meetings ~~of which they are members~~.

**18. Effective Date**

This Resolution shall become effective ~~on~~ *upon approval*. ~~January 1, 2010. The Committee of the Whole meeting structure shall be reviewed and evaluated by the County Board under a Policy, Personnel, & Appointments Committee Agenda no later than July 2010, to determine whether the structure shall be recommended to continue after December 1, 2010.~~

**PRESENTED, ADOPTED, APPROVED, AND RECORDED** This \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_.

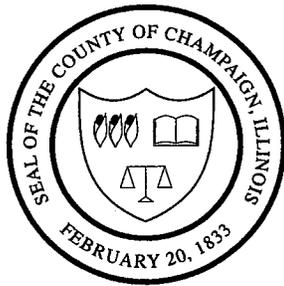
\_\_\_\_\_  
C. Pius, Weibel, Chair  
Champaign County Board

**ATTEST:**

\_\_\_\_\_  
Mark Shelden, County Clerk and  
*Ex-Officio* Clerk of the County Board

**C. Pius Weibel**  
Chair  
Email: [cweibel@co.champaign.il.us](mailto:cweibel@co.champaign.il.us)

**Thomas E. Betz**  
Vice-Chair



Brookens Administrative Center  
1776 East Washington Street  
Urbana, Illinois 61802  
Phone (217) 384-3772  
Fax (217) 384-3896

**Office of  
County Board  
Champaign County, Illinois**

**MEMORANDUM**

**TO: COUNTY BOARD MEMBERS**

**FROM: C. Pius Weibel, County Board Chair**

**DATE: August 27, 2010**

**RE: COUNTY BOARD RULES CHANGES**

---

In addition to the County Board Rules Changes that you have received from Barbara Wysocki for consideration on September 14, 2010, I am submitting one additional change as documented below:

**15. Motions, Resolutions, Ordinances, Voting and Roll Call – County Board Meetings**

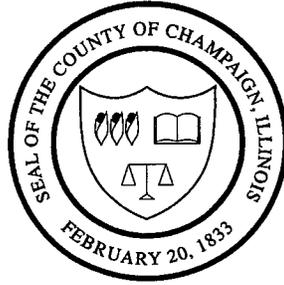
- I. Any Board member may request assistance from the State's Attorney's Office in drafting resolutions and may receive ~~typing assistance or photocopying service~~ **in preparation** through the **County Administrator or** Administrative Services Department.

The changes are noted through deleting current language with strike-through, and new language is noted with **bold, italicized and underlined**.

I am requesting these changes also be considered at the Policy, Personnel and Appointments Agenda on September 14, 2010.

**C. Pius Weibel**  
Chair  
email: [cweibel@co.champaign.il.us](mailto:cweibel@co.champaign.il.us)

**Thomas E. Betz**  
Vice-Chair



Brookens Administrative Center  
1776 East Washington Street  
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Fax (217) 384-3896

**Office of  
County Board  
Champaign County, Illinois**

**MEMORANDUM**

**TO: COUNTY BOARD MEMBERS**

**FROM: C. Pius Weibel, County Board Chair**

**DATE: August 30, 2010**

**RE: ADDITIONAL COUNTY BOARD RULES CHANGES**

---

After additional review of the County Board Rules, I am submitting to you the following additional changes to also be considered at the COW meeting on September 14<sup>th</sup>, together with changes already recommended by Barbara Wysocki and me.

**5. DUTIES OF COUNTY BOARD CHAIR**

E. The County Board Chair is an ex-officio member **(non-voting unless assigned to the relevant committee)** of all Standing Committees, special committees and subcommittees, in addition to those to which he is an appointed and voting member.

**6. RULES**

E. Whenever there is a tie vote on a main motion in ***special*** committee, ***sub-committee*** or Committee of the Whole, the matter is reported to the County Board for action as “without recommendation” out of ***special*** committee, ***sub-committee*** or Committee of the Whole. The Committee Chair, ***Deputy Chair***, or upon ***a*** motion approved by ***the body committee***, may request a straw poll **(conducted by a show of hands)** on an issue, without a binding vote, which will also be reported to the County Board for action “without recommendation” from the ***special*** committee or Committee of the Whole. **(The additional language simply defines the process for straw poll.)**

15. **MOTIONS, RESOLUTIONS, ORDINANCES, VOTING AND ROLL CALL  
– COUNTY BOARD MEETINGS**

- D. In a case where a member, except the County Board Chair, abstains, the member shall state the reason and the facts shall be noted in the minutes of the Board. ***If the County Board Chair abstains in a voice vote or in to break a tie, the Chair must state the reason for the abstention.***
- G. A roll call vote shall be called on any question upon the demand of any ~~three~~ ***two*** members. The Roll Call shall be in alphabetical order and shall be advanced one name each meeting, with the County Board Chair always voting last. This shall be recorded in the minutes.

16. **AREAS OF COUNTY BOARD RESPONSIBILITIES**

E. ***AREAS OF RESPONSIBILITY: DUTIES AND ROLES***

6. **Policy, Personnel, & Appointments**

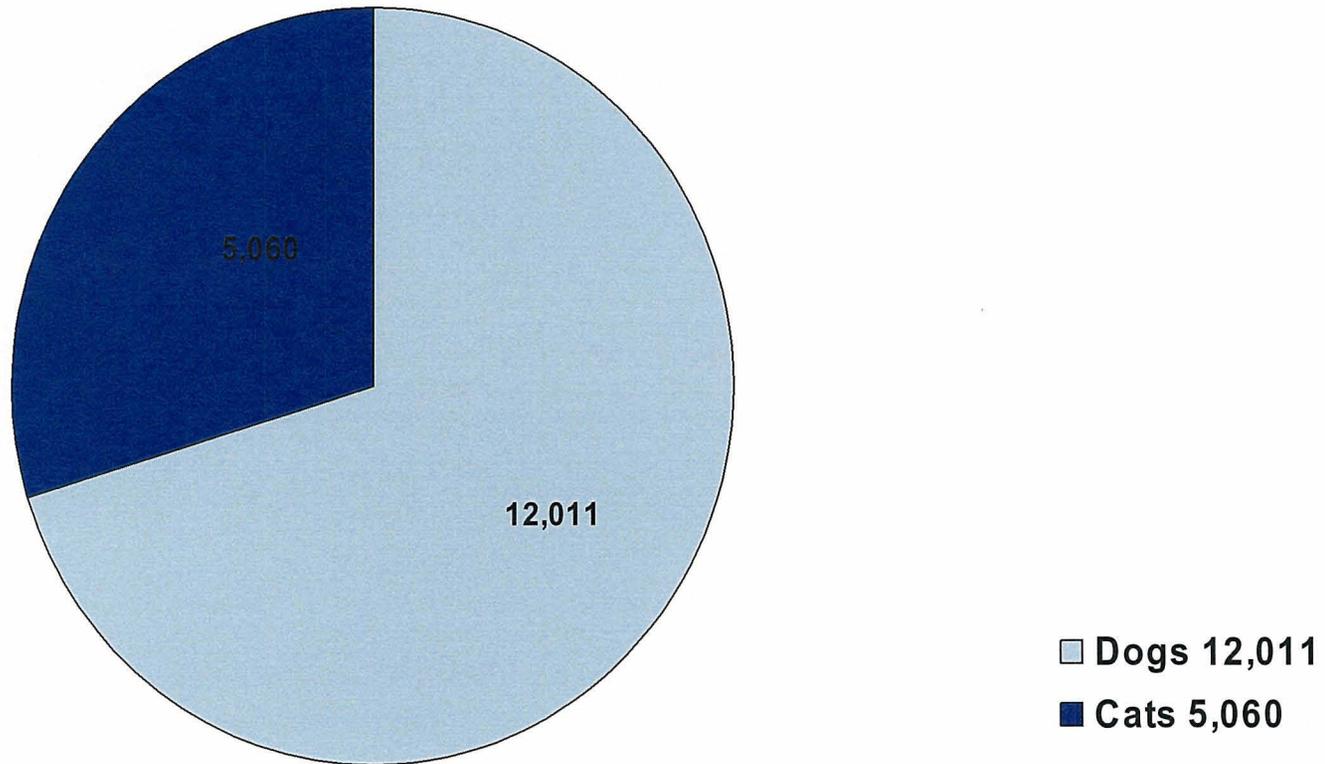
- a) Reviews ***and acts upon*** all appointments recommended by the County Board Chair ~~and makes recommendations to the full Board.~~

# 2009 Annual Report

## Champaign County Animal Control



# Number of Animals Registered in 2009



## Cat/Dog Registration Comparison

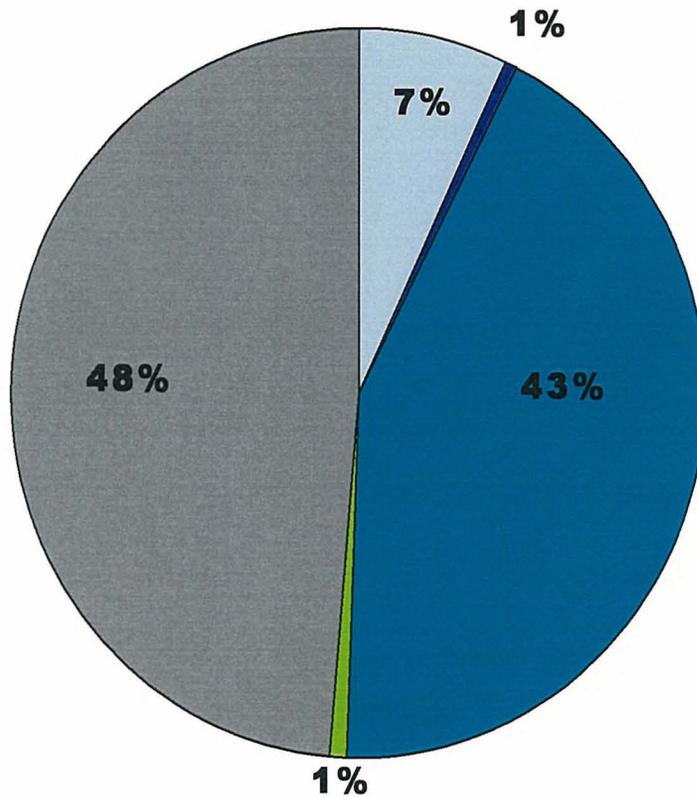
	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Dogs Registered	11,348	11,341	12,037	12,011
Cats Registered	4,536	4,389	5,047	5,060

## 2009 Number of Animals Impounded

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Number of Dogs Impounded	1,091	1,155	1,159	1,203
Number of Cats Impounded	807	790	871	870
Number of Other Animals Impounded	23	28	34	28
Number of Animals Impounded by ACO	1,210	1,313	1,414	1,479
Number of Animals Impounded OTC	710	661	650	622

# 2009 Cat Impounds

Total number of cats impounded: 870

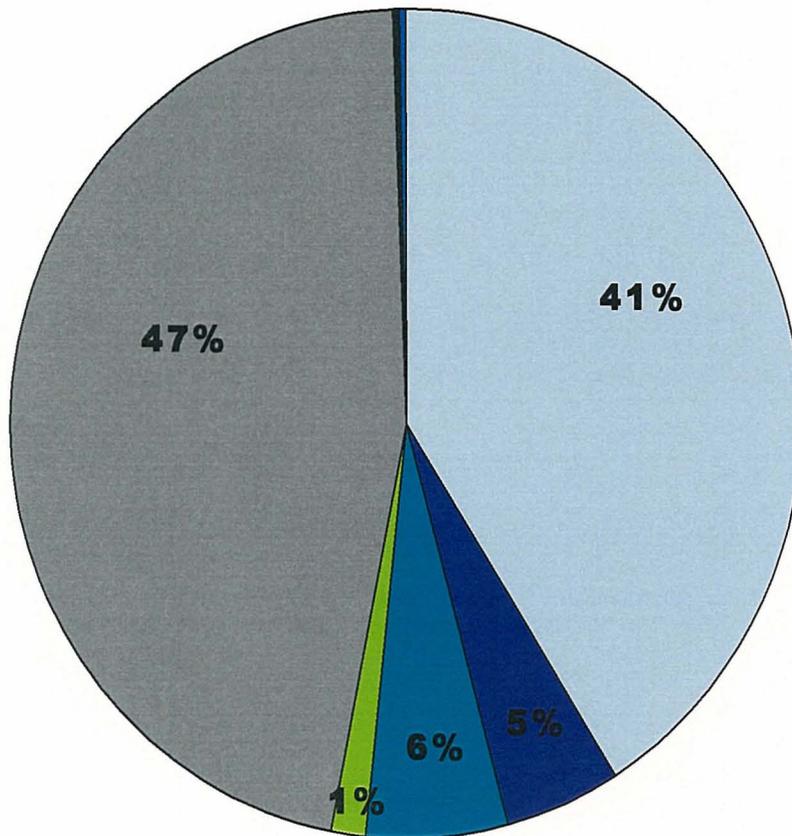


- Returned to Owner 59
- Transferred to CCHS 5
- Transferred to Cattails 369
- Transferred to CATsNAP 7
- Euthanized 417

\* 13 Cats are still being held for court at the time of this report

# 2009 Dog Impounds

Total number of dogs impounded: 1,203



- Dogs returned to owner 492
- Dogs transferred to CCHS 56
- Dogs transferred to breed recuse 70
- Dogs transferred to other 17
- Dogs Euthanized 559
- Dogs adopted 2
- Dogs DOA or died at shelter 3

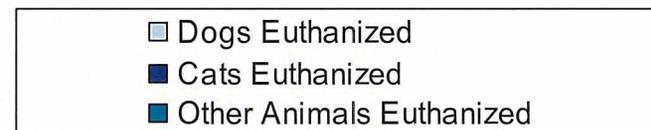
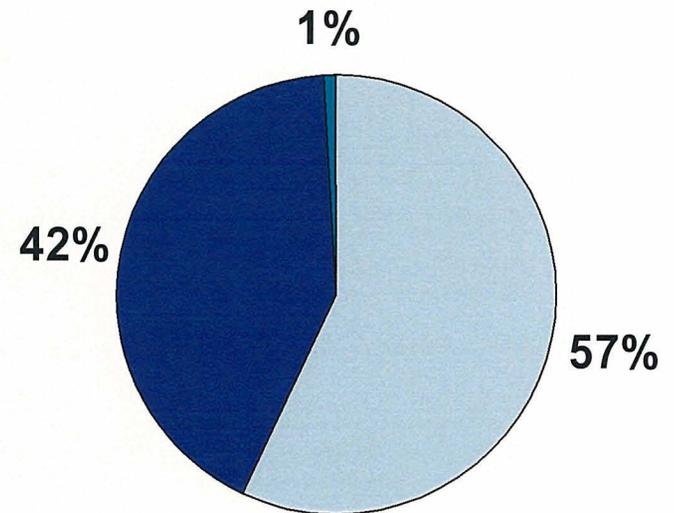
\*4 dogs are still being held for court at the time of this report

# 2009 Impounds by City/Village

	2006 Dogs	2007 Dogs	2008 Dogs	2009 Dogs	2006 Cats	2007 Cats	2008 Cats	2009 Cats
Bondville	0	0	0	1	0	0	0	0
Broadlands	6	2	0	9	1	9	0	0
City of Champaign	457	516	478	424	247	247	331	250
County	324	250	376	333	288	301	295	303
Fisher	6	8	6	4	7	1	8	5
Foosland	1	1	1	3	0	0	0	1
Gifford	2	1	8	4	8	3	2	0
Homer	3	7	6	10	13	2	2	4
Ivesdale	0	0	0	1	0	1	0	0
Longview	2	0	0	3	0	0	2	2
Ludlow	2	7	5	23	3	0	16	0
Mahomet	15	23	21	24	31	15	9	11
Ogden	4	2	0	2	5	3	2	4
Pesotum	0	5	5	2	1	0	0	0
Philo	4	5	6	8	7	3	3	3
Rantoul	2	5	2	109	2	3	3	90
Royal	1	3	0	0	0	0	0	0
Sadorus	3	0	2	0	1	1	0	3
Savoy	10	13	9	7	5	8	2	7
Sidney	2	5	3	3	1	4	3	2
St. Joseph	11	13	9	9	4	8	2	6
Thomasboro	1	8	6	9	7	5	0	4
Tolono	11	15	15	16	7	16	15	15
Urbana	224	266	201	203	169	160	176	158

# 2009 Number of Animals Euthanized

	2006	2007	2008	2009
Number of Dogs Euthanized	425	476	455	559
Number of Cats Euthanized	251	339	421	417
Number of Other Animals Euthanized	12	3	18	7



# 2009 Report of Animals Transferred

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Number of Dogs Returned to Owner	509	522	587	492
Number of Cats Returned to Owner	56	44	45	59
Number of Other Animals Returned to Owner	0	4	1	2
Number of Dogs Transferred to CCHS	100	72	35	56
Number of Cats Transferred to CCHS	55	32	13	5
Number of Other Animals Transferred to CCHS	6	12	16	2
Number of Cats Transferred to CATsNAP	92	20	15	7
Number of Cats Transferred to Cattails	353	352	349	369
Number of Dogs Transferred to Breed Rescue	39	53	82	70
Number of Other Animals Transferred to Rescue	10	11	2	16
Number of Animals Adopted from ASF	0	18	4	2

## 2009 Spay/Neuter Surgeries Performed

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Cats Spayed and Neutered	178	468	573	578
Dogs Spayed and Neutered	36	55	31	69
Pit bulls spayed and Neutered	0	0	54	100

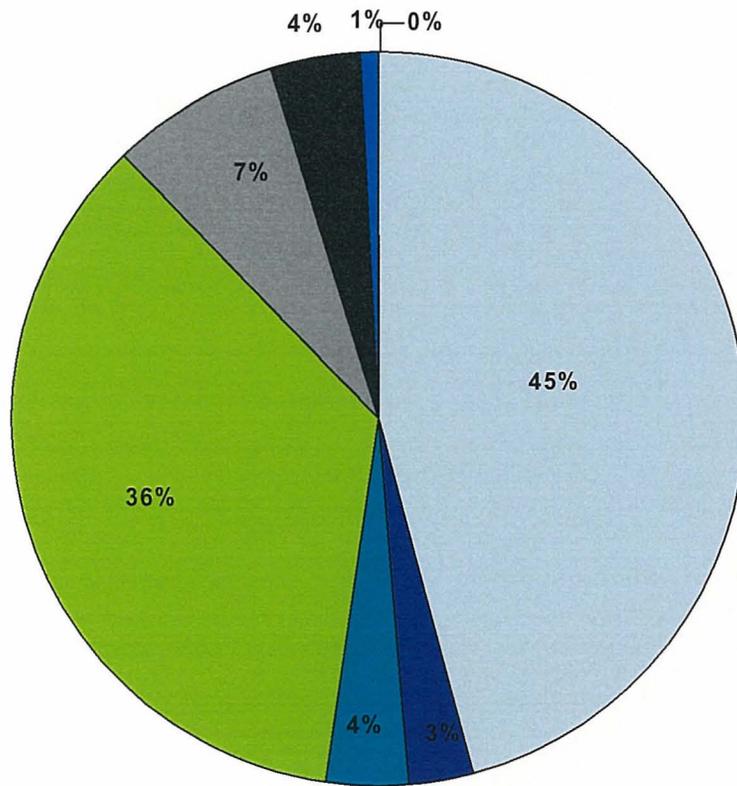
# 2009 Calls for Service by Village

City/Village	2006	2007	2008	2009
Village of Bondville	3	2	1	5
Village of Broadlands	5	3	3	4
City of Champaign	1432	1570	1452	1442
Village of Fisher	11	19	16	13
Village of Foosland	2	3	3	4
Village of Gifford	4	4	6	12
Village of Homer	4	7	6	12
Village of Ivesdale	7	5	1	6
Village of Longview	9	3	7	16
Village of Ludlow	0	7	5	6
Village of Mahomet	50	49	31	39
Village of Ogden	12	32	16	16
Village of Pesotum	1	8	10	8
Village of Philo	14	17	16	17
Village of Rantoul	1	7	10	16
Village of Royal	5	3	6	1
Village of Sadorus	9	8	9	1
Village of Savoy	23	42	34	45
Village of Sidney	10	10	14	5
Village of St. Joseph	25	24	34	27
Village of Thomasboro	4	10	12	13
Village of Tolono	21	18	22	18
City of Urbana	43	43	76	59
Unincorporated County	507	559	593	590

## 2009 Dangerous/Vicious Dogs

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Number of Dangerous Dog Investigations	6	7	6	3
Number of Dogs Declared Dangerous	4	7	4	4
Number of Vicious Dog Investigations	0	0	1	0
Number of Dogs Declared Vicious	0	0	1	0

# 2009 Breakdown of Revenue



□ Registrations	\$217,963
■ Fees & Fines	\$13,000
■ Kennel Services	\$18,119
■ City of Champaign Contract	\$169,196
■ City of Urbana Contract	\$35,660.04
■ All Village Contracts	\$18,978.43
■ Grants	\$3200
□ Donations/Gifts	\$120

## 2008/2009 Revenue Totals

	2006	2007	2008	2009
City of Champaign Contract for Service	\$145,931.28	\$149,478.33	\$169,417.34	\$169,417.34
City of Urbana Contract for Service	\$42,750.00	\$39,795.80	\$35,660.04	\$35,660.04
Village Contracts for Service	\$8,953.20	\$9,271.06	\$8,581.49	\$18,978.43
Dog/Cat Registrations	\$204,188.00	\$210,450.00	\$224,518.00	\$217,963.00
Kennel Services	\$17,456.50	\$20,363.37	\$18,101.50	\$18,119.00
Fees/Fines	\$14,852.00	\$15,768.00	\$15,893.00	\$13,000.00
Grants				\$3200.00

# 2008/2009 Revenue from Cities/Villages

City/Village	2006	2007	2008	2009
Revenue from the Village of Broadlands	\$98.60	\$76.20	\$277.20	\$299.25
Revenue from the Village of Fisher	\$507.20	\$635.80	\$951.90	\$822.20
Revenue from the Village of Foolsland	\$625.00	\$122.40	\$46.20	\$165.55
Revenue from the Village of Gifford	\$138.60	\$116.20	\$422.85	\$352.95
Revenue from the Village of Homer	\$384.80	\$96.20	\$212.40	\$858.50
Revenue from the Village of Ivesdale	\$1,250.00	\$625.00	\$0	\$229.25
Revenue from the Village of Longview	\$174.80	\$148.60	\$104.80	\$304.80
Revenue from the Village of Ludlow	\$0	\$357.20	\$244.25	\$609.25
Revenue from the Village of Mahomet	\$1,050.00	\$1,716.00	\$1,113.65	\$1157.00
Revenue from the Village of Ogden	\$625.00	\$52.40	\$207.20	\$590.35
Revenue from the Village of Pesotum	\$0	\$192.40	\$493.54	\$314.80
Revenue from the Village of Philo	\$1,250.00	\$713.60	\$491.35	\$861.45
Revenue from the Village of Rantoul	\$0.00	\$0.00	\$0	\$7,201.85
Revenue from the Village of Royal	\$72.40	\$168.60	\$72.40	\$31.85
Revenue from the Village of Sadorus	\$181.00	\$62.40	\$297.20	\$171.85
Revenue from the Village of Savoy	\$1,875.00	\$1,139.06	\$642.00	\$1,097.00
Revenue from the Village of Sidney	\$178.60	\$369.60	\$343.40	\$369.25
Revenue from the Village of St. Joseph	\$905.80	\$522.00	\$776.80	\$700.35
Revenue from the Village of Thomasboro	\$82.40	\$354.80	\$535.25	\$582.95
Revenue from the Village of Tolono	\$178.60	\$1,802.60	\$1,349.10	\$2,219.90
Revenue from the City of Champaign	\$145,931.28	\$149,478.33	\$169,417.34	\$169,196.00
Revenue from the City of Urbana	\$42,750.00	\$39,795.80	\$35,660.04	\$35,660.04

# 2008/2009 Expenditures

2006/2007	Personnel	Commodities	Services	Capital
Animal Control Services	\$136,202.75	\$17,401.89	\$16,327.02	\$12,000.00
Animal Impound Services	\$116,477.06	\$19,981.77	\$16,361.93	\$18,096.00
Animal Registrations	\$59,413.98	\$13,589.28	\$9,669.11	\$4,593.30
Administrative	\$61,265.74	\$0.00	\$1,968.21	\$341.48

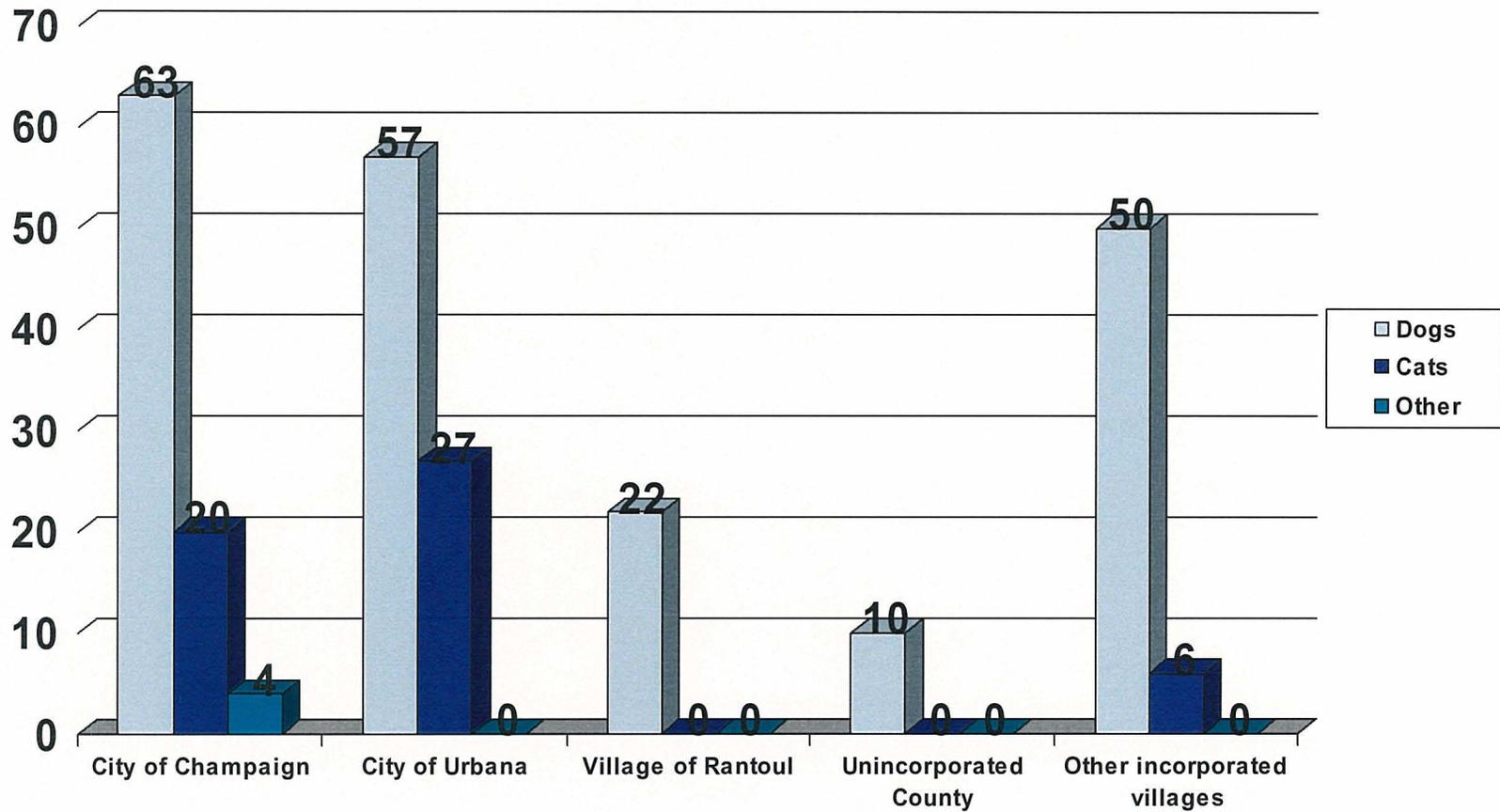
2007/2008	Personnel	Commodities	Services	Capital
Animal Control Services	\$117,477.86	\$22,425.06	\$14,270.93	\$0.00
Animal Impound Services	\$127,367.16	\$21,017.35	\$17,199.76	\$0.00
Animal Registrations	\$42,478.77	\$11,207.94	\$15,178.54	\$1,235.00
Administrative	\$67,042.75	\$0.00	\$970.60	\$0.00

2008/2009	Personnel	Commodities	Services	Capital
Animal Control Services	\$121,201.69	\$15,725.98	\$16,442.27	\$0.00
Animal Impound Services	\$129,077.43	\$29,748.54	\$12,451.44	\$22,584.00
Animal Registrations	\$36,927.08	\$9,774.35	\$12,174.60	\$0.00
Administrative	\$63,857.80	\$359.90	\$3,710.92	\$0.00

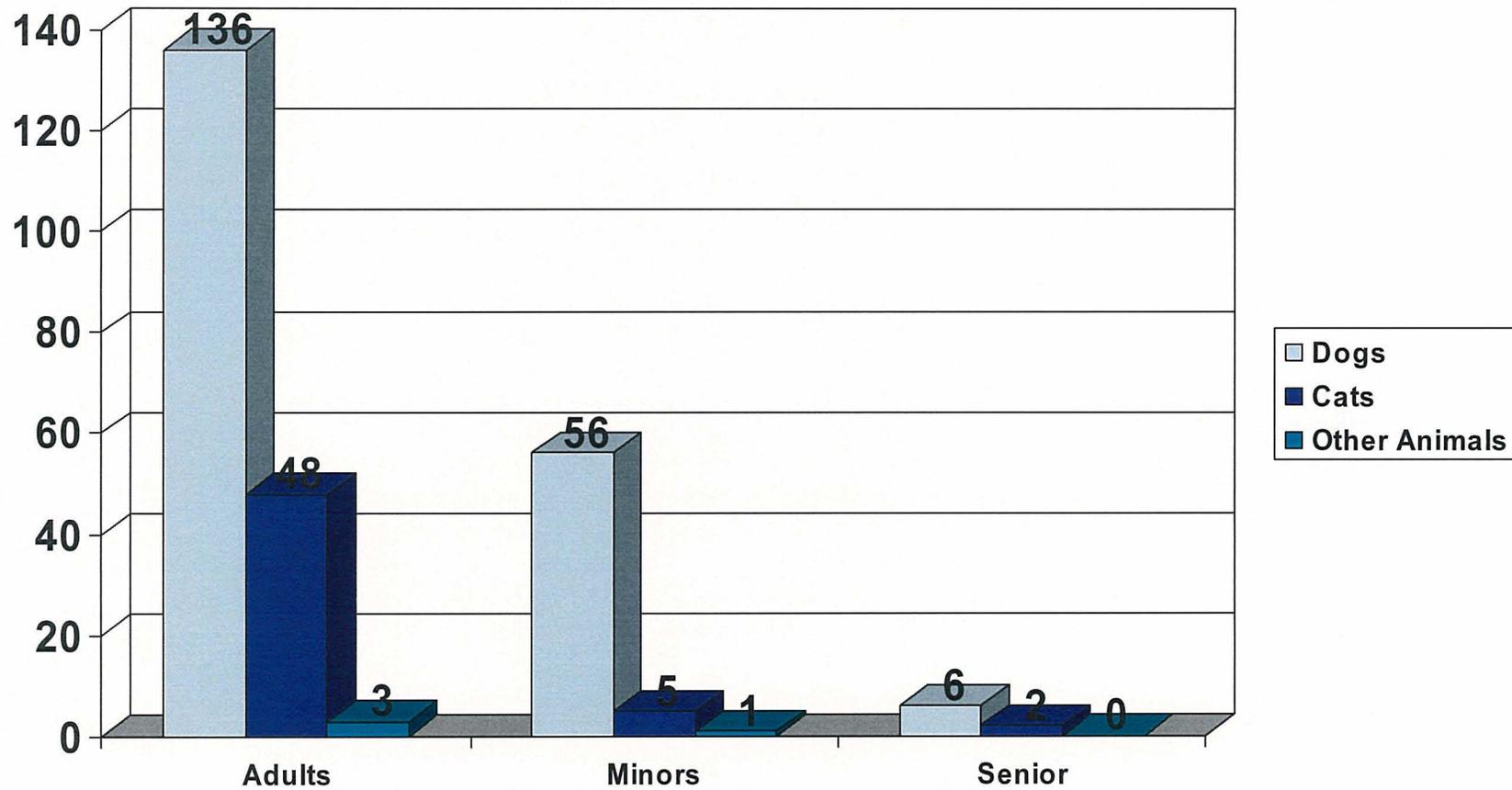
## 2009 Animal Bite Totals

	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Dog Bites	182	143	173	198
Cat Bites	42	47	45	55
Other Bites	0	5	4	4

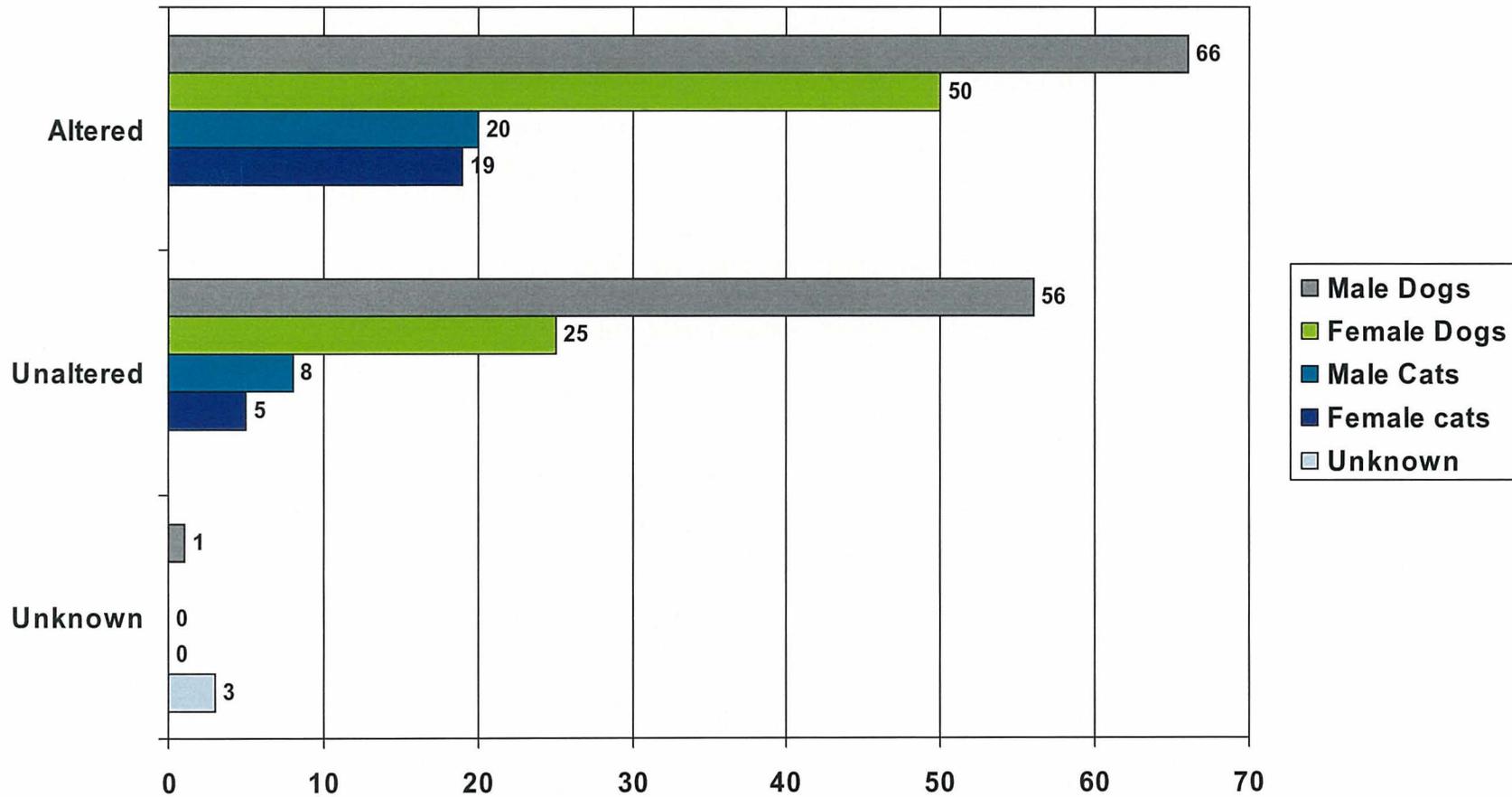
# 2009 Animal Bites Totals by City/Village



# 2009 Breakdown of Animal Bites by Age of Victims



# 2009 Breakdown of Animal Bites By Sex of Animal



# 2009 Number of Dogs/Cats Vaccinated at Time of Bite

