

Documents Distributed to the County Board at the Meeting

Committee of the Whole August 9, 2011

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MANAGEMENT LETTER

Champaign County Board,
Finance Committee, and Management
Champaign County, Illinois
Champaign, Illinois

We have completed our audit of the Champaign County, Illinois (County) financial statements as of and for the year ended November 30, 2010, and have issued our report dated July 12, 2011. In connection with our audit engagement, we noted the following matters which we would like to bring to your attention.

Information Technology

We noted the following conditions related to the financial systems:

- Financial system user access controls (controls that limit access to different components of the system) are not implemented in the current system.
- The financial software has very limited support internally. There are insufficient IT personnel to properly segregate and document system development functions in the support of the financial system applications.
- Management has not documented a disaster recovery plan.
- AS/400 password parameters do not meet currently accepted standards.
- AS/400 operating system auditing functions (tracking of changes) are not enabled on the system supporting the financial applications.

Inadequate financial system development and security controls over the programming functions in the financial system can lead to processing errors. Lack of a documented disaster recovery plan for the financial systems could lead to the unanticipated loss of customized financial system applications and financial data.

Recommendation

The County should consider updating its financial system and reviewing all related security settings at the system and financial application levels. Financial system user access authorities should be reviewed and approved by appropriate management personnel annually. Formalized system development review processes should be developed and enforced for all financial application system changes. A documented and tested disaster recovery plan should be developed to help management mitigate the effects of a natural or technology-related disaster affecting the financial systems, hardware, and data.

Loan Reserve

Generally accepted accounting principles require an estimation of uncollectible loans and receivables at the end of each fiscal year, and if significant, a reserve should be recorded, reducing the asset to the estimated net realizable amount. With the difficult economic times, the potential for a significant reserve has increased.

Recommendation

In fiscal year 2011 we recommend the Regional Planning Commission department review past collections, timeliness of collections, and expectations for future collections on all loans receivable, and estimate a loan reserve at year-end, considering if it is significant enough to record on the general ledger.

Delays in Submission of Invoices

We noted instances in which invoices were not submitted to the Auditor's office for payment on a timely basis. This can result in errors to the year-end financial statements.

Recommendation

Departments need to inform the Auditor's office of all expenditures incurred through year-end, even if they should not be paid immediately, so they can be recorded as a liability at year-end.

Lack of Segregation of Duties – Court Services

Due to the limited number of personnel in the Court Services office, many of the accounting functions are performed by one person.

Recommendation

When personnel are limited in a department, as a means to mitigate the risk of errors and irregularities, we recommend close review of accounting information, including bank reconciliations, by a department head.

This communication is intended solely for the information and use of the Champaign County Board, Finance Committee, management and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

Clifton Henderson LLP

Champaign, Illinois
July 12, 2011

**AUDIT
COMMITTEE
LETTER**

August 9, 2011

Finance Committee
Champaign County, Illinois

This letter is to provide you with information about significant matters related to our audit of the financial statements of Champaign County, Illinois for the year ended November 30, 2010. It is intended solely for the Finance Committee and should not be used by anyone other than this specified party.

Significant deficiencies concerning internal controls that we noted during our audit of the County's financial statements for the year ended November 30, 2010 are reported in the Schedule of Findings and Questioned Costs which is included in the Comprehensive Annual Financial Report (CAFR). We have also provided a separate letter, dated July 12, 2011, concerning other internal control matters that we noted during our audit.

The following are our observations arising from the audit that are relevant to your responsibilities in overseeing the financial reporting process.

Auditor's Responsibilities Under Generally Accepted Auditing Standards. Our audit was performed for the purpose of forming and expressing an opinion about whether the financial statements, that have been prepared by management with your oversight, are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit does not relieve you or management of your responsibilities.

Other Information in Documents Containing Audited Financial Statements. In connection with the County's CAFR, we did not perform any procedures or corroborate other information included in the annual report. However, we read management's discussion and analysis of financial conditions and results of operations and considered whether the information or the manner in which it was presented was materially inconsistent with information or the manner of presentation of the financial statements. Based on our reading, we concluded that the information did not require revision.

Significant Issues Discussed With Management Prior to Retention. We discuss various matters with management prior to retention as the County's auditor. These discussions occur in the normal course of a professional relationship. There were no significant issues, including the application of accounting principles and auditing standards, which were discussed with management prior to our retention as auditors.

Consultations With Other Accountants. We were informed by management that they made no consultations with other accountants on the application of generally accepted accounting principles and generally accepted auditing standards.

Qualitative Aspects of Accounting Practices.

Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Champaign County, Illinois are described in Note 1 to the financial statements. There were no significant accounting policies or their application which were either initially selected or changed during the year.

We noted no transactions in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

There were no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The County had no significant accounting estimates at November 30, 2010 which would be particularly sensitive and require substantial judgments by management.

Financial Statement Disclosures

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. There were no particularly sensitive financial statement disclosures.

Difficulties Encountered in Performing the Audit. We encountered no significant difficulties in dealing with management related to the performance of our audit.

Corrected Misstatements. There were no misstatements detected as a result of audit procedures and corrected by management that were material, either individually or in the aggregate, to the financial statements taken as a whole.

Representations from Management. We have requested the representations from management that are shown in the attached Exhibit A.

Disagreements With Management. There were no disagreements with management on financial accounting and reporting matters, auditing procedures, or other matters which would be significant to the County's financial statements or our report on those financial statements.

Please contact Hope Wheeler, Partner, if you have any questions regarding the matters included in this letter.

Clifton Henderson LLP

July 12, 2011

Clifton Gunderson LLP
2511 Galen Drive
Champaign, IL 61821

We are providing this letter in connection with your audit of the basic financial statements of Champaign County, Illinois as of November 30, 2010 and for the year then ended for the purpose of expressing an opinion as to whether the basic financial statements present fairly the financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information and the respective changes in financial position and cash flows, where applicable, of Champaign County, Illinois in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the fair presentation in the financial statements of financial position and results of operations of Champaign County, Illinois and the cash flows of its proprietary fund types of Champaign County, Illinois in conformity with accounting principles generally accepted in the United States of America. Although Clifton Gunderson may have made suggestions as to the form and content of the financial statements or even prepared them in whole or in part, we acknowledge our responsibility for the review and approval of the financial statement amounts and disclosures, and understand the financial statements remain the representations of our management.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of July 12, 2011 the following representations made to you during your audit.

1. The basic financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America.
2. We have made available to you all:
 - a. Financial records and related data.
 - b. Minutes of meetings of the governing board and committees of board members or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - c. All communications from grantors, lenders, other funding sources or regulatory agencies concerning noncompliance with:
 - (1) Statutory, regulatory or contractual provisions or requirements.
 - (2) Financial reporting practices that could have a material effect on the financial statements.

3. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices that could have a material effect on the financial statements.
4. We have followed applicable laws and regulations in adopting, approving and amending budgets.
5. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
6. With respect to the financial statements we acknowledge the following:
 - a. The financial statements properly classify all funds and activities.
 - b. The funds that meet the quantitative criteria in GASB Statement No. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
 - c. Net asset components (invested in capital assets, net of related debt; restricted; and unrestricted) and fund balance reserves and designations are properly classified and, if applicable, approved.
 - d. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
 - e. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
 - f. Interfund, internal, and intra-activity and balances have been appropriately classified and reported.
 - g. Capital assets, including infrastructure assets, are properly capitalized, reported, and, if applicable, depreciated.
 - h. The management's discussion and analysis and pension information, which is required supplementary information (RSI), is measured and presented within prescribed guidelines.
7. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.
8. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.

9. We have no knowledge of any fraud or suspected fraud affecting the County involving:
 - a. Management.
 - b. Employees who have significant roles in internal control.
 - c. Others where the fraud could have a material effect on the financial statements.
10. We have no knowledge of any allegations of fraud or suspected fraud affecting the County received in communications from employees, former employees, analysts, regulators, or others.
11. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or fund balances.
12. The following have been properly recorded or disclosed in the financial statements:
 - a. Related party transactions and related amounts receivable or payable, including revenues, expenditures, loans, transfers, leasing arrangements, and guarantees.
 - b. Arrangements with financial institutions involving compensating balances or other arrangements involving restrictions on cash balances, line of credit, or similar arrangements.
 - c. Guarantees, whether written or oral, under which the County is contingently liable.
 - d. Agreements to repurchase assets previously sold.
 - e. Estimates that might be subject to material change within one year from the date of the financial statements. We have identified all accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates, and we believe the estimates are reasonable in the circumstances.
13. There are no:
 - a. Violations or possible violations of budget ordinances, or laws or regulations (including those pertaining to adopting or amending budgets, tax or debt limits, and federal, state or local environmental laws and regulations) whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
 - b. Other material liabilities or gain or loss contingencies that are required to be accrued or disclosed by Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 450, *Contingencies*.

- c. Transfers, reservations or designations of fund equity or interfund borrowings that were not properly authorized and approved, or uncollectible interfund loans that have not been properly reflected in the financial statements or disclosed to you.
14. There are no unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with FASB ASC 450.
15. The County has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets, nor has any asset been pledged, except as has been disclosed.
16. Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the balance-sheet date and have been appropriately reduced to their estimated net realizable value, when materially different.
17. We are responsible for our depreciation schedules used for long-lived assets and have determined the methods and rates of depreciation used in the calculations.
18. With respect to federal award programs:
 - a. We are responsible for complying, and have complied, with the requirements of Circular A-133.
 - b. We have prepared the schedule of expenditures of federal awards in accordance with Circular A-133 and have included all expenditures made during the period being audited for all awards provided by federal agencies in the form of grants, federal cost-reimbursement contracts, loans, loan guarantees, property including donated surplus property, cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.
 - c. We are responsible for complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal programs.
 - d. We are responsible for establishing and maintaining effective internal control over compliance for federal programs that provides reasonable assurance that we are managing federal awards in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on our federal programs.
 - e. We have identified and disclosed to you the requirements of laws, regulations and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each federal program.
 - f. We have made available all contracts and grant agreements related to federal programs (including amendments, if any) and any related correspondence that has taken place with federal agencies or pass-through entities.
 - g. We have complied, in all material respects, with the compliance requirements in connection with federal awards except as we have disclosed to you.

- h. We have identified and disclosed to you all amounts questioned and any known noncompliance with the requirements of federal awards, including the results of other audits or program reviews.
- i. Our interpretations of any compliance requirements that have varying interpretations have been provided to you.
- j. We have made available all documentation related to the compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- k. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared, and are prepared on a basis consistent with that presented in the schedule of expenditures of federal awards.
- l. The copies of federal program financial reports provided to you are true copies of the reports submitted, or electronically transmitted, to the federal agency or pass-through entity, as applicable.
- m. We have monitored subrecipients to determine that they have expended pass-through assistance in accordance with applicable laws and regulations and have met the requirements of Circular A-133.
- n. We have taken appropriate action, including issuing management decisions on a timely basis after the receipt of subrecipients' auditor's reports that identified noncompliance with laws, regulations, or the provisions of contracts or grant agreements, and have ensured that subrecipients have taken the appropriate and timely corrective action on findings.
- o. We have considered the results of subrecipient audits and have made any necessary adjustments to our own books and records.
- p. We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by Circular A-133.
- q. We have made available to you all audit or monitoring reports, if any, received from funding sources.
- r. We have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- s. We are responsible for taking corrective action on audit findings of the compliance audit.
- t. We have accurately completed the appropriate sections of the data collection form and we are responsible for preparing and implementing a corrective action plan for each audit finding.
- u. We have disclosed all contracts or other agreements with the service organizations.

- v. We have disclosed all communications from the service organization relating to noncompliance at the service organization.
 - w. We have disclosed any known noncompliance occurring subsequent to the period for which compliance is audited.
 - x. We have disclosed whether any changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action taken by management with regard to significant deficiencies and/or material weaknesses, have occurred subsequent to the date as of which compliance is audited.
19. We are responsible for establishing and maintaining effective internal control over financial reporting.
20. We are responsible for Champaign County, Illinois compliance with grant provisions, laws and regulations applicable to it; and we have identified, and disclosed to you, all grant provisions, laws and regulations that have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds. We have complied with all aspects of grant provisions, laws, regulations, and contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
21. No events have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to, or disclosure in, the financial statements, other than the issuance of debt subsequent to year end which has been disclosed.

C. Pius Weibel, Champaign County Board Chair

Debra Busey, County Administrator

Tony Fabri, County Auditor

Carol Wadleigh, Chief Deputy Auditor

FY2011 General Corporate Fund Revenue Projection Report

August 8, 2011

SIGNIFICANT REVENUE LINE ITEMS/CATEGORIES	FY2010 YTD 7/31/2010	FY2010 ACTUAL 12/31/2010	FY2011 BUDGET 12/1/2010	FY2011 YTD 7/31/2011	Projected % to be Received	Projected \$\$ to be Received	\$ Difference to Original Budget
PROPERTY TAXES (CURRENT)	\$4,233,884	\$8,043,992	\$8,104,010	\$4,330,876	100%	\$8,104,010	\$0
PROPERTY TAXES (ESCROW)	\$0	\$0	\$0	\$0	0%	\$0	\$0
PROPERTY TAXES (BACK)	\$10,914	\$14,560	\$5,200	\$0	100%	\$5,200	\$0
MOBILE HOME TAXES	\$0	\$8,996	\$10,000	\$25	100%	\$10,000	\$0
PAYMENT IN LIEU OF TAXES	\$5,100	\$7,501	\$4,500	\$0	100%	\$4,500	\$0
COUNTY HOTEL/MOTEL TAX	\$15,074	\$27,580	\$31,000	\$12,486	73%	\$22,685	-\$8,315
COUNTY AUTO RENTAL TAX	\$8,180	\$14,552	\$15,000	\$8,793	113%	\$17,023	\$2,023
PENALTIES ON TAXES	\$74,920	\$640,898	\$724,000	\$77,872	90%	\$650,000	-\$74,000
BUSINESS LICENSES & PERMITS	\$22,781	\$32,164	\$41,750	\$39,757	95%	\$39,578	-\$2,172
NON-BUSINESS LIC. & PERMITS	\$557,253	\$816,498	\$724,500	\$490,063	103%	\$746,203	\$21,703
FEDERAL GRANTS	\$274,528	\$514,188	\$500,679	\$378,514	100%	\$500,679	\$0
STATE GRANTS	\$122,598	\$201,248	\$215,762	\$153,059	100%	\$215,762	\$0
STATE SHARED REVENUE							
CORP. PERS. PROP. REPL. TAX	\$430,214	\$852,937	\$866,754	\$467,133	84%	\$724,404	-\$142,350
1% SALES TAX (UNINCORPOR.)	\$582,647	\$1,063,758	\$1,071,574	\$608,544	104%	\$1,116,803	\$45,229
1/4% SALES TAX (ALL COUNTY)	\$2,795,601	\$4,857,463	\$4,936,129	\$2,886,627	102%	\$5,046,930	\$110,801
USE TAX	\$225,583	\$399,249	\$415,000	\$294,720	119%	\$495,116	\$80,116
INHERITANCE TAX	\$306,350	\$334,125	\$165,709	\$0	0%	\$0	-\$165,709
STATE REIMBURSEMENT	\$994,188	\$1,271,402	\$1,265,203	\$893,091	100%	\$1,265,203	\$0
SALARY REIMBURSEMENT	\$246,867	\$371,302	\$212,075	\$120,961	100%	\$212,075	\$0
STATE REV./SALARY STIPENDS	\$18,659	\$38,159	\$31,100	\$31,100	100%	\$31,100	\$0
INCOME TAX	\$1,190,380	\$2,167,472	\$2,509,827	\$1,797,950	105%	\$2,639,433	\$129,606
CHARITABLE GAMES LIC/TAX	\$0	\$1,098	\$0	\$0	0%	\$0	\$0
OFF-TRACK BETTING	\$33,227	\$58,112	\$65,000	\$24,170	56%	\$36,664	-\$28,336
LOCAL GOVERNMENT REVENUE							
LOCAL GOVERNMENT REVENUE	\$445,104	\$728,644	\$530,276	\$415,019	138%	\$733,687	\$203,411
LOCAL GOVERNMENT REIMBURSE.	\$257,366	\$494,694	\$484,848	\$275,057	105%	\$508,137	\$23,289
GENERAL GOVERNMENT	\$2,415,314	\$4,151,842	\$4,201,376	\$2,421,951	99%	\$4,142,282	-\$59,094
FINES	\$620,981	\$1,051,402	\$1,067,500	\$563,867	91%	\$966,622	-\$100,878
FORFEITURES	\$8,421	\$18,706	\$15,000	\$18,533	941%	\$141,133	\$126,133
INTEREST EARNINGS	\$18,176	\$49,718	\$23,500	\$7,588	92%	\$21,712	-\$1,788
RENTS & ROYALTIES	\$345,887	\$587,699	\$618,754	\$754,949	165%	\$1,018,754	\$400,000
GIFTS & DONATIONS	\$7,895	\$23,002	\$22,504	\$6,444	41%	\$9,260	-\$13,244
OTHR FIN. SOURCES--FIX. ASSETS	\$15,033	\$15,692	\$6,500	\$13,429	207%	\$13,429	\$6,929
OTHR. MISC. REVENUE	\$58,254	\$82,117	\$77,505	\$48,075	119%	\$91,982	\$14,477
INTERFUND TRANSFERS	\$1,167,025	\$1,876,282	\$1,706,699	\$644,960	100%	\$1,706,699	\$0
INTERFUND REIMBURSEMENTS	\$94,812	\$404,054	\$438,849	\$91,287	100%	\$438,849	\$0
OTHER FINANCING SOURCES							
TOTALS	\$17,603,214	\$31,221,106	\$31,108,083	\$17,876,900	102%	\$31,675,912	\$567,829

FY2011 General Corporate Fund Expenditure Projection Report

SIGNIFICANT EXPENDITURE LINE ITEMS/CATEGORIES	FY2010 ACTUAL 7/31/2010	FY2010 ACTUAL 12/31/2010	FY2011 BUDGET 12/1/2010	FY2011 YTD 7/31/2011	PROJECTED % TO BE SPENT	PROJECTED \$ TO BE SPENT	\$ Difference to Original BUDGET (+/-)
PERSONNEL							
Regular Salaries & Wages	\$8,124,471	\$12,393,248	\$12,680,667	\$8,081,074	99.01%	\$12,554,525	-\$126,142
SLEP Salaries	\$4,513,920	\$6,887,878	\$6,876,945	\$4,355,765	98.40%	\$6,766,992	-\$109,953
SLEP Overtime	\$152,955	\$303,605	\$416,676	\$202,046	75.33%	\$313,894	-\$102,782
Fringe Benefits	\$1,648,449	\$2,460,951	\$2,748,552	\$1,751,180	95.57%	\$2,626,771	-\$121,781
COMMODITIES							
Postage	\$159,190	\$168,377	\$240,674	\$159,985	86.98%	\$209,327	-\$31,347
Purchase Document Stamps	\$360,000	\$495,800	\$448,750	\$380,925	104.39%	\$468,457	\$19,707
Gasoline & Oil	\$101,056	\$166,864	\$247,414	\$130,590	96.55%	\$238,873	-\$8,541
All Other Commodities	\$301,363	\$497,956	\$626,210	\$307,248	96.39%	\$603,599	-\$22,611
SERVICES							
Gas Service	\$296,500	\$400,422	\$400,000	\$261,296	91.30%	\$365,200	-\$34,800
Electric Service	\$479,951	\$898,374	\$900,000	\$437,302	93.95%	\$845,571	-\$54,429
Medical/Professional Services	\$719,820	\$1,147,926	\$1,035,959	\$694,435	110.45%	\$1,144,211	\$108,252
All Other Services	\$2,138,280	\$3,490,196	\$3,696,253	\$2,250,977	103.88%	\$3,839,780	\$143,527
CAPITAL							
Vehicles	\$0	\$19,140	\$80,000	\$64,957	100.00%	\$80,000	\$0
All Other Capital	\$36,697	\$173,007	\$100,638	\$54,090	100.00%	\$100,638	\$0
TRANSFERS							
To Capital Improvement Fund	\$0	\$137,020	\$123,028	\$0	100.00%	\$123,028	\$0
All Other Transfers	\$47,484	\$172,845	\$179,591	\$48,035	100.00%	\$179,591	\$0
DEBT REPAYMENT							
	\$343,706	\$361,741	\$395,979	\$375,015	100.00%	\$395,979	\$0
TOTAL	\$19,423,842	\$30,175,350	\$31,197,336	\$19,554,922	98.91%	\$30,856,435	-\$340,901

FY2011 General Corporate Fund Projection Summary Report

		<i>Fund Balance Less Loan</i>
FUND BALANCE 11/30/10 (<i>unaudited</i>)	\$2,899,655	\$2,566,528
BEGINNING FUND BALANCE % OF BUDGET -	9.29%	8.23%
	<i>Budgeted</i>	<i>Projected</i>
ADD FY2011 REVENUE	\$31,108,083	\$31,675,912
LESS FY2011 EXPENDITURE	\$31,197,336	\$30,856,435
Revenue to Expenditure Difference	-\$89,253	\$819,477
FUND BALANCE PROJECTION - 11/30/11	\$2,810,402	\$3,719,132
% OF 2011 Expenditure Budget	9.01%	11.92%
Outstanding Loan to Nursing Home	-\$333,127	-\$333,127
Unreserved Fund Balance Projection - 11/30/11	\$2,477,275	\$3,386,005
% of FY2011 Budget	7.94%	10.85%

GENERAL CORPORATE FUND - FY2011 BUDGET CHANGE REPORT

General Corporate Fund Original Budget As Of: 12/1/2010

Expenditure	\$30,920,984
Revenue	\$30,920,984
Revenue/Expenditure Difference	\$0

General Corporate Fund Budget As Of: 8/9/2011

Expenditure	\$31,197,336	% Inc/Dec	0.89%	<i>Revenue/Exp.</i> (\$89,253)
Revenue	\$31,108,083	% Inc/Dec	0.61%	

EXPENDITURE CHANGES

Department	Description	Expenditure Change	Revenue Change	Difference
Physical Plant	Brookens Lighting Grant	\$60,924	\$60,924	\$0
County Board	MLK Event Accounting	\$7,500	\$7,500	\$0
EMA	EOC Grant	\$19,548	\$19,548	\$0
Planning & Zoning	Grant for Building Code Feasibility Study	\$8,045	\$8,325	\$280
Coroner	Indigent Cremation	\$302	\$302	\$0
State's Attorney	FY2011 Wage Changes	\$33,759	\$90,000	\$56,241
Coroner	Sale of Van	\$500	\$500	\$0
Public Properties	Debt Service for 202 Art Bartell	\$34,000	\$0	(\$34,000)
Various Departments	AFSCME 2011 Wage Increase	\$111,774	\$0	(\$111,774)
TOTAL		\$276,352	\$187,099	(\$89,253)

Changes Attributable to Recurring Costs \$180,335 \$90,802 (\$89,533)

Changes Attributable to 1-Time Expenses \$96,017 \$96,297 \$280

Services & Solutions Order

under Services Contract # 7107056-001

Customer: CHAMPAIGN, COUNTY OF
Bill To: COUNTY OF CHAMPAIGN
 C/OXBS
 1776 E Washington St
 Urbana, IL 61802-7692



Services Provided	
Service	Description
Tailored Offering	DocuCare/Breakfix SOW - 52520

Order Summary		
Agreement	Pricing	Payment
Term 10/1/2011 - 9/30/2016 (60 Months) Issued per Services and Solutions Agreement # 7107056 Attachments to this Order <ul style="list-style-type: none"> • Pool Plan Document • DocuCare Breakfix SOW - 52520 	Total for this Order Net Monthly Minimum Charge \$24,049.72 Additional Impression Charges See Meter Pricing Plan (additional to Monthly Minimum Charge)	Taxing Information Tax ID # 702205584
<ul style="list-style-type: none"> • Invoice Presentment SOW - 52546 		

Authorized Signature	
<p>Your signature indicates your agreement to the items and pricing in this Order.</p> <p>Signer: Deb Busey Phone: 217-384-3776</p> <p>Customer Authorized Signature: _____ Date: _____</p>	<p>Thank You for your business! This agreement is proudly presented by Xerox and Susan Denby 217-547-4253 For information on your Xerox Account, Please see your Sales Representative</p>

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Xerox Equipment & Software Added		Meter Pricing Plan						
Item	Description	Meter	Monthly Impressions In Plan	Pool Identifier	Additional Impression Charge	Plan Features	Modification to Prior Pricing	Owner
1.	4112CP (4112 COPIER/PRINTER) - Analyst Services	1: Total	Per Pool Plan	54464	Per Pool Plan	-Annual Meter Reconciliation -Fixed Price -Consumable Supplies Included	N	XRX
2.	5790PT (WC5790 PRINTER/4TRAY) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	-Annual Meter Reconciliation -Fixed Price -Consumable Supplies Included	N	XRX
3.	5790PT (WC5790 PRINTER/4TRAY) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	-Annual Meter Reconciliation -Fixed Price -Consumable Supplies Included	N	XRX
4.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	-Annual Meter Reconciliation -Fixed Price -Consumable Supplies Included	N	XRX
5.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	-Annual Meter Reconciliation -Fixed Price -Consumable Supplies Included	N	XRX
6.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	-Annual Meter Reconciliation -Fixed Price -Consumable Supplies Included	N	XRX
7.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	-Annual Meter Reconciliation -Fixed Price -Consumable Supplies Included	N	XRX

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Xerox Equipment & Software Added		Meter Pricing Plan						
Item	Description	Meter	Monthly Impressions In Plan	Pool Identifier	Additional Impression Charge	Plan Features	Modification to Prior Pricing	Owner
8.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
9.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
10.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
11.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
12.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
13.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
14.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX

Xerox Equipment & Software Added		Meter Pricing Plan						
Item	Description	Meter	Monthly Impressions In Plan	Pool Identifier	Additional Impression Charge	Plan Features	Modification to Prior Pricing	Owner
15.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
16.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
17.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
18.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
19.	5765PT (WC5765 PRINTER/4TRAY) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
20.	5765PT (WC5765 PRINTER/4TRAY) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
21.	5765PT (WC5765 PRINTER/4TRAY) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX

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Xerox Equipment & Software Added		Meter Pricing Plan						
Item	Description	Meter	Monthly Impressions In Plan	Pool Identifier	Additional Impression Charge	Plan Features	Modification to Prior Pricing	Owner
22.	5765PT (WC5765 PRINTER/4TRAY) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
23.	5765PT (WC5765 PRINTER/4TRAY) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
24.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
25.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
26.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
27.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
28.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX

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Xerox Equipment & Software Added		Meter Pricing Plan						
Item	Description	Meter	Monthly Impressions In Plan	Pool Identifier	Additional Impression Charge	Plan Features	Modification to Prior Pricing	Owner
29.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
30.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
31.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
32.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
33.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
34.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
35.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX

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Xerox Equipment & Software Added		Meter Pricing Plan						
Item	Description	Meter	Monthly Impressions In Plan	Pool Identifier	Additional Impression Charge	Plan Features	Modification to Prior Pricing	Owner
36.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
37.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
38.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
39.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
40.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
41.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
42.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX

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Xerox Equipment & Software Added		Meter Pricing Plan						
Item	Description	Meter	Monthly Impressions In Plan	Pool Identifier	Additional Impression Charge	Plan Features	Modification to Prior Pricing	Owner
43.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
44.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
45.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
46.	W7545P (WC7545P PRINTER) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
		2: Meter 2	Per Pool Plan	54465	Per Pool Plan			
47.	W7545P (WC7545P PRINTER) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
		2: Meter 2	Per Pool Plan	54465	Per Pool Plan			
48.	W7545P (WC7545P PRINTER) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
		2: Meter 2	Per Pool Plan	54465	Per Pool Plan			
49.	W7545P (WC7545P PRINTER) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
		2: Meter 2	Per Pool Plan	54465	Per Pool Plan			

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Xerox Equipment & Software Added		Meter Pricing Plan						
Item	Description	Meter	Monthly Impressions In Plan	Pool Identifier	Additional Impression Charge	Plan Features	Modification to Prior Pricing	Owner
50.	W7545P (WC7545P PRINTER) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
		2: Meter 2	Per Pool Plan	54465	Per Pool Plan			
51.	W7545P (WC7545P PRINTER) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
		2: Meter 2	Per Pool Plan	54465	Per Pool Plan			
52.	W7545P (WC7545P PRINTER) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
		2: Meter 2	Per Pool Plan	54465	Per Pool Plan			
53.	W7545P (WC7545P PRINTER) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
		2: Meter 2	Per Pool Plan	54465	Per Pool Plan			
54.	W7545P (WC7545P PRINTER) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
		2: Meter 2	Per Pool Plan	54465	Per Pool Plan			
55.	W7545P (WC7545P PRINTER) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
		2: Meter 2	Per Pool Plan	54465	Per Pool Plan			
56.	W7545P (WC7545P PRINTER) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
		2: Meter 2	Per Pool Plan	54465	Per Pool Plan			

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Xerox Equipment & Software Added		Meter Pricing Plan						
Item	Description	Meter	Monthly Impressions In Plan	Pool Identifier	Additional Impression Charge	Plan Features	Modification to Prior Pricing	Owner
57. W7545P (WC7545P PRINTER) - Analyst Services		1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
		2: Meter 2	Per Pool Plan	54465	Per Pool Plan			
58. WC7775P (WORKCENTRE 7775 MFD) - Analyst Services		1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
		2: Meter 2	Per Pool Plan	54465	Per Pool Plan			
59. WC7775P (WORKCENTRE 7775 MFD) - Analyst Services		1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
		2: Meter 2	Per Pool Plan	54465	Per Pool Plan			
60. W7545P (WC7545P PRINTER) - Analyst Services		1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
		2: Meter 2	Per Pool Plan	54465	Per Pool Plan			
61. 4127CP (4127 COPIER/PRINTER) - Customer Ed - Analyst Services		1: Total	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX
62. EFICNTRL (EFI 4112-4127 CP SVR) - Customer Ed - Analyst Services		N/A	N/A	N/A	N/A	- Fixed Price	N	XRX
63. W5150PT (W5150 PRINTER W/HCTT) - Analyst Services		1: Meter 1	Per Pool Plan	54464	Per Pool Plan	- Annual Meter Reconciliation - Fixed Price - Consumable Supplies Included	N	XRX

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Xerox Equipment & Software Added		Meter Pricing Plan						
Item	Description	Meter	Monthly Impressions In Plan	Pool Identifier	Additional Impression Charge	Plan Features	Modification to Prior Pricing	Owner
64.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	-Annual Meter Reconciliation -Fixed Price -Consumable Supplies Included	N	XRX
65.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	-Annual Meter Reconciliation -Fixed Price -Consumable Supplies Included	N	XRX
66.	W5150PT (W5150 PRINTER W/HCTT) - Analyst Services	1: Meter 1	Per Pool Plan	54464	Per Pool Plan	-Annual Meter Reconciliation -Fixed Price -Consumable Supplies Included	N	XRX

Staffing & Management Services Added	
Description	Plan Features
Support for Services Provided	- Fixed Price

Additional Value-Added Products or Services				
Item	Description	Type	Plan Features	Modification to Prior Pricing
1.	PC	Hardware	- Fixed Price	N
2.	Phone- 100 Milage 150	Hardware	- Fixed Price	N

**Services Contract
Terms & Conditions**

The following terms and conditions, under Services Contract 7107056-001 ("Contract"), are in addition to those in the Agreement identified herein. In the event of a conflict, this Contract shall control. The Services and Deliverables identified herein are subject solely to: (1) the identified Agreement, (2) this Contract, and (3) any addenda, exhibits or Statement(s) of Work attached hereto.

ANNUAL METER RECONCILIATION: Each month Customer will be billed for the then-current Monthly Minimum Charge(s) under an Order. The number of "Monthly Impressions In Plan" will count towards an Annual Minimum Volume (calculated as twelve (12) times the Monthly Impressions In Plan) for the Equipment installed under an SSO. At the end of each "Annual Period", (defined as the twelve (12) consecutive months beginning in January), Xerox will bill Customer for impressions produced in excess of the Annual Minimum Volume, at the Additional Impression Charge set forth in an Order. In the event that the total number of impressions produced in an Annual Period is less than the Annual Minimum Volume, Customer agrees to pay the Annual Minimum Volume. Xerox will bill Customer for partial months or Annual Periods on a pro rata basis.

FREEFLOW LICENSE. The following terms apply to Xerox FreeFlow Print Server/DocuSP software included in Base Software ("FreeFlow Base Software") and/or Application Software identified as Xerox FreeFlow software (including, but not limited to, FreeFlow Makeready, FreeFlow Process Manager, FreeFlow Output Manager, FreeFlow Web Services, and FreeFlow Print Manager Advanced Print Path ("FreeFlow Application Software") and will be additive to and supplement those found elsewhere in this Agreement. FreeFlow Base Software and FreeFlow Application Software are collectively referred to as "FreeFlow Software."

1. FreeFlow Software may contain Java technology licensed from Oracle Corporation ("Oracle"). You may not create additional classes to, or modifications of, the Java technology, except under compatibility requirements through a separate agreement available at www.java.net. Oracle supports and thanks the global community of open source developers for its important contributions. Oracle benefits from this community through the open standards-based technology from which many of Oracle's products were developed. Please note that portions of FreeFlow Software may be provided with notices and licenses from open source developers and other third parties that govern the use of those portions. Any licenses granted hereunder do not alter any rights and obligations you may have under such open source licenses, however, the disclaimer of warranty and limitation of liability provisions in this Agreement will apply to all FreeFlow Software.

2. FreeFlow Base Software may contain Intellifont Software licensed from Monotype Imaging, Inc. ("Monotype"). You acknowledge that title to the Intellifont Software remains at all times with Monotype and agree not to disclose the Intellifont Software to any third party without the prior written consent of Monotype and Xerox.

3. FreeFlow Software may include and/or incorporate certain software provided by Adobe Systems Incorporated, 345 Park Avenue, San Jose, CA 95110 ("Adobe").

a. Adobe, Adobe Configurable PostScript Interpreter, Adobe Normalizer, Adobe Postscript® and Adobe PDF Library (individually and collectively "Adobe Software") are either registered trademarks or trademarks of Adobe in the United States and/or other countries. Any use by you of trademarks permitted hereunder will be in accordance with accepted trademark practice, including identification of the trademark owner's name.

- b. Adobe is a third party beneficiary of this Agreement to the extent that this Agreement contains provisions which relate to your use of Adobe Software. Such provisions are made expressly for the benefit of Adobe and are enforceable by Adobe in addition to Xerox.
 - c. You are granted the right to use (a) the digitally-encoded machine-readable outline data ("Font Programs") encoded in the special format and in the encrypted form ("Coded Font Programs") to produce weights, styles, and versions of letters, numerals, characters and symbols ("Typefaces") on the unit(s) of Equipment with which the Coded Font Programs were provided by Xerox, or if you install FreeFlow Application Software on a computer that you supply, then only on such computer; and (b) the trademarks used by Xerox to identify the Coded Font Programs and Typefaces only to identify printed output produced by the Coded Font Programs.
 - d. You may embed copies of the Font Programs into your electronic documents for the purpose of printing and viewing the document. You are responsible for ensuring that you have the right and are authorized by any necessary third parties to embed any Font Programs in electronic documents created with the FreeFlow Application Software. If the Font Programs are identified as "licensed for editable embedding" at www.adobe.com/type/browser/legal/embeddingeula.html, you may also embed copies of that Font Programs for the additional purpose of editing your electronic documents. No other embedding rights are implied or permitted under this license.
 - e. If you license FreeFlow Process Manager without also licensing the 100-User PDF Conversion or the Maximum-User PDF Conversion option, you may use high resolution Adobe PDF files resulting from the automated conversion of documents only for your subsequent printing purposes. If you have also licensed the 100-User PDF Conversion option, you may use FreeFlow Process Manager to convert files into the Adobe PDF format for a maximum of one hundred (100) users.
 - f. If you license FreeFlow Web Services, you may use high resolution Adobe PDF files resulting from the automated conversion of documents only for your subsequent printing purposes.
 - g. Adobe disclaims, to the extent permitted under applicable laws, any warranty obligations or other liabilities on the part of Adobe or its suppliers.
4. You will not, without the prior written consent of Xerox and its licensors:
- a. Alter the digital configuration of the FreeFlow Software, or solicit others to cause the same, so as to change the visual appearance of any of the FreeFlow Software output.
 - b. Use the FreeFlow Software in any way that is not authorized by this Agreement.
 - c. Use the embedded code within the FreeFlow Software outside of the equipment on which it was installed in a stand-alone, time-share or service bureau model.
 - d. Disclose the results of any performance or benchmark tests of the FreeFlow Software.
 - e. Use the FreeFlow Software for any purpose other than to carry out the purposes of this Agreement.
 - f. Disclose or otherwise permit any other person or entity access to the object code of the FreeFlow Software.



Services Contract
Terms & Conditions

5. Upon not less than forty-five (45) days prior written notice, Xerox and/or its licensors may, at their expense, directly or through an independent auditor, audit your use of FreeFlow Process Manager and all relevant records not more than once annually. Any such audit will be conducted at a mutually agreed location and will not unreasonably interfere with your business activities. You agree to cooperate with the audit and provide reasonable assistance and access to information including, but not limited to, relevant records, agreements, workstations, servers, and technical personnel. If an audit reveals that you have underpaid fees in excess of five percent (5%), then you will pay Xerox's and/or its licensors' reasonable costs of conducting the audit.

6. In the event FreeFlow Process Manager is subject to a lending or leasing arrangement entered into with a party other than Xerox ("Financing Arrangement"), then, for the shorter of ten (10) years from the date of such Financing Arrangement or the specified term thereof, the party that provides the Financing Arrangement will not be prevented from enforcing a valid security interest by the nontransferable nature of the license granted to you hereunder, provided that the rights acquired by such party will otherwise be restricted in accordance with the terms set forth in this Agreement governing Application Software.

7. If you license FreeFlow Makeready Copyright Management ("FFCM"), the following terms apply:

- a. You will not disclose the results of any benchmark test of Microsoft SQL Server to any third party without Microsoft's prior written approval.
- b. If you use the Copyright Clearance Center, Inc. ("CCC") copyright licensing services feature of FFCM ("CCC Service"), you will comply with any applicable terms and conditions contained on the CCC website, www.copyright.com, and any other rightsholder terms governing use of materials, which are accessible in FFCM.
- c. If CCC terminates Xerox's right to offer access to the CCC Service through FFCM, Xerox may, upon written notice and without any liability to you, terminate your right to access the CCC Service through FFCM.
- d. THE CCC SERVICE IS PROVIDED "AS IS", WITHOUT ANY WARRANTIES, WHETHER EXPRESS OR IMPLIED. XEROX DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF NONINFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- e. You will defend and indemnify Xerox from any and all losses, claims, damages, fines, penalties, interest, costs and expenses, including reasonable attorney fees, arising from or relating to your use of the CCC Service.

8. If you install FreeFlow Application Software on a computer that you supply, the following terms apply:

- a. You may only install and use FreeFlow Process Manager on a computer having the ability to run a maximum of four processors.
- b. Xerox will only be obligated to support FreeFlow Application Software if it is installed on hardware and software meeting Xerox's published specifications (collectively "Workstation").
- c. IF YOU USE FREEFLOW APPLICATION SOFTWARE WITH ANY HARDWARE OR SOFTWARE OTHER THAN A Workstation, ALL REPRESENTATIONS AND WARRANTIES ACCOMPANYING SUCH FREEFLOW APPLICATION SOFTWARE WILL BE VOID AND ANY SUPPORT/MAINTENANCE YOU CONTRACT FOR IN CONNECTION WITH SUCH FREEFLOW APPLICATION SOFTWARE WILL BE VOIDABLE AND/OR SUBJECT TO ADDITIONAL CHARGES.

- d. You are solely responsible for: (a) the acquisition and support, including any and all associated costs, charges and other fees, of any Workstation you supply; (b) compliance with all terms governing such Workstation acquisition and support, including terms applicable to any non-Xerox software associated with such Workstation; and (c) ensuring that such Workstation meets Xerox's published specifications. Xerox reserves the right to charge a fee at its then-current time-and-materials rate for any time spent supporting a Workstation that does not meet Xerox's published specifications.

FreeFlow Process Manager contains either Oracle Database Standard Edition ("Database Standard Edition") or Oracle Database Express Edition ("Database Express Edition") database software and documentation (collectively, "Oracle Software") licensed from Oracle.

1. If FreeFlow Process Manager contains Database Standard Edition, the following additional terms apply:

- a. You will not assign or transfer Database Standard Edition or any interest therein to any third party (in the event you grant a security interest in Database Standard Edition, the secured party has no right to use or transfer Database Standard Edition).
- b. You will not make Database Standard Edition available to any third party for any purpose. Third party technology that may be appropriate or necessary for use with Database Standard Edition is specified in the FreeFlow Process Manager documentation or as otherwise notified by Xerox and such third party technology is licensed to you only for use with FreeFlow Process Manager under the terms of the third party license agreement specified in the FreeFlow Process Manager documentation or as otherwise notified by Xerox and not under the terms of this Agreement.
- c. You will discontinue use of Database Standard Edition upon termination of this Agreement.
- d. You will not publish the results of any benchmark tests of Database Standard Edition contained in FreeFlow Process Manager.
- e. You will comply with all applicable laws regarding export and import of Database Standard Edition.
- f. Oracle is a third party beneficiary of this Agreement to the extent this Agreement contains provisions which relate to your use of Database Standard Edition, including the limitation of liability and software license provisions therein.
- g. The Uniform Computer Information Transactions Act does not apply to the license of Database Standard Edition.

2. If FreeFlow Process Manager contains Database Express Edition, the following additional terms apply:

- a. Database Express Edition includes the software product and program documentation. "License" refers to your right to use the programs under the terms of this Subsection B. The substantive and procedural laws of California govern this License and you agree to submit to the exclusive jurisdiction and venue of the courts of California in any dispute relating to this License.

Services Contract
Terms & Conditions

- b. Oracle grants you a nonexclusive, nontransferable limited license to use Database Express Edition for: (a) purposes of developing, prototyping and running your applications for your own internal data processing operations; (b) you may also distribute Database Express Edition with your applications; (c) you may use Database Express Edition to provide third party demonstrations and training; and (d) you may copy and distribute Database Express Edition to your licensees provided that each such licensee agrees to the terms of this License. You are not permitted to use Database Express Edition for any purpose other than as permitted under this License.
- c. Database Express Edition documentation is either shipped with Database Express Edition, or documentation may be accessed online at <http://www.oracle.com/technology/documentation>.
- d. Use of Database Express Edition is subject to the following limitations: (a) Database Express Edition is limited to a single instance on any server; (b) Database Express Edition may be installed on a multiple CPU server, but may only be executed on one processor in any server; (c) Database Express Edition may only be used to support up to 4GB of user data (not including Database Express Edition system data); and (d) Database Express Edition may use up to 1 GB RAM of available memory.
- e. You agree not to use Oracle trademarks (including "ORACLE") or potentially confusing variations (including "ORA") as a part of your product name(s), service name(s), company name, or domain name(s). Oracle retains all ownership and intellectual property rights in Database Express Edition and: (a) you may make a reasonable number of copies of Database Express Edition for backup purposes; and (b) you may not: (i) remove or modify any Database Express Edition markings or any notice of our proprietary rights; (ii) assign this License or give or transfer Database Express Edition to another individual or entity except as specified in this License; (iii) cause or permit reverse engineering or decompilation of Database Express Edition; or (iv) disclose results of any Database Express Edition benchmark tests without our prior consent.
- f. You agree that: (a) U.S. export control laws and other applicable export and import laws govern your use of Database Express Edition, including technical data; and (b) neither Database Express Edition nor any direct product thereof will be exported, directly, or indirectly, in violation of these laws, or will be used for any purpose prohibited by these laws including, without limitation, nuclear, chemical, or biological weapons proliferation.
- g. DATABASE EXPRESS EDITION IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND. ORACLE FURTHER DISCLAIMS ALL WARRANTIES, EXPRESS AND IMPLIED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL ORACLE BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, OR DAMAGES FOR LOSS OF PROFITS, REVENUE, DATA OR DATA USE, INCURRED BY YOU OR ANY THIRD PARTY, WHETHER IN AN ACTION IN CONTRACT OR TORT, EVEN IF ORACLE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. ORACLE'S ENTIRE LIABILITY FOR DAMAGES HEREUNDER SHALL IN NO EVENT EXCEED ONE THOUSAND DOLLARS (U.S. \$1,000).
- h. Oracle's technical support organization will not provide technical support, phone support, or updates to you for Database Express Edition
- i. You may terminate this License by destroying all copies of Database Express Edition. Oracle has the right to terminate your right to use Database Express Edition if you fail to comply with any of the terms of this License, in which case you shall destroy all copies of Database Express Edition.

- j. The relationship between you and Oracle is that of licensee/licensor and: (a) neither party will represent that it has any authority to assume or create any obligation, express or implied, on behalf of the other party, nor to represent the other party as agent, employee, franchisee, or in any other capacity; and (b) nothing in this License shall be construed to limit either party's right to independently develop or distribute software that is functionally similar to the other party's products, so long as proprietary information of the other party is not included in such software.
- k. "Open Source" software is software available without charge for use, modification and distribution that is often licensed under terms that require the user to make the user's modifications to the Open Source software or any software that the user 'combines' with the Open Source software freely available in source code form; and if you use Open Source software in conjunction with Database Express Edition, you must ensure that your use does not: (i) create, or purport to create, obligations of Oracle with respect to the Oracle programs; or (ii) grant, or purport to grant, to any third party any rights to or immunities under Oracle's intellectual property or proprietary rights in Database Express Edition. For example, you may not develop a software program using Database Express Edition and an Open Source program where such use results in a program file(s) that contains code from both Database Express Edition and the Open Source program (including without limitation libraries) if the Open Source program is licensed under a license that requires any "modifications" be made freely available. You also may not combine Database Express Edition with programs licensed under the GNU General Public License ("GPL") in any manner that could cause, or could be interpreted or asserted to cause, Database Express Edition or any modifications thereto to become subject to the terms of the GPL.

The following terms apply to FreeFlow Software licensed to U.S. government customers:

1. Java technology contained in FreeFlow Software is subject to: (i) FAR 52.227-14(g)(2) and FAR 52.227-19; and (ii) if licensed to the U.S. Department of Defense ("DOD"), DFARS 252.227-7015(b) and DFARS 227.7202-3(a).
2. Adobe Software is a "commercial item", as that term is defined at FAR 2.101, consisting of "commercial computer software" and "commercial computer software documentation" as such terms are used in FAR 12.212, and is licensed to civilian agencies consistent with the policy set forth in FAR 12.212, or to the DOD consistent with the policies set forth in DFARS 227.7202-1.
3. Oracle Software is "commercial computer software" and is subject to the restrictions as set forth in the Rights in Technical Data and Computer Software Clauses in DFARS 252.227-7015 and FAR 52.227-19 as applicable. The manufacturer is Oracle Corporation, 500 Oracle Parkway, Redwood City, CA 94065.

**Services Contract
Terms & Conditions**

EARLY TERMINATION: As per the Early Termination provision in the SSA, for every Order under this Services Contract number 7107056-001, you shall pay early termination charges as noted herein. If, prior to the end of the term of an Order hereunder, you terminate Equipment, require Equipment be removed or replaced or Xerox terminates an Order due to your default, you shall pay all amounts due Xerox as of that date, together with the Xerox-calculated monthly equipment component ("MEC"), which is available upon request and includes a disengagement charge, for all affected Equipment multiplied by the number of months remaining in said Order. In addition, you shall either make the subject Equipment (in the same condition as when delivered, reasonable wear and tear excepted) and its Software available for removal by Xerox when requested to do so or purchase the subject Equipment "AS IS, WHERE IS" and WITHOUT ANY WARRANTY AS TO CONDITION OR VALUE by paying Xerox the Fair Market Value ("FMV") of the Equipment at the conclusion of its term.

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*** The following is provided for informational purposes only ***

Xerox Equipment Removed from Previous Agreement(s):

The Equipment listed below, covered under other agreement(s) between CHAMPAIGN, COUNTY OF and Xerox Corporation, will either be physically removed from your site (removed or traded units), or transferred (retained units) to Services Contract # 7107056-001 effective 10/1/2011. The last invoice you will pay, under the Equipment's previous agreement is for the prior month's charges. As of the date above, you will be billed under Services Contract # 7107056-001 for lease buyout funds Xerox has provided to you to retire the debt for traded units, or the refinanced amount for retained units, and such billing will be in advance, rather than in arrears.

Xerox Equipment	Previous Agreement	Transaction Type	Final Payment #
1. FKA462829: WC7345P	7037621 - 001	Trade Removal	51
2. FKA614809: WC7345P	7037621 - 001	Trade Removal	51
3. FKA614811: WC7345P	7037621 - 001	Trade Removal	51
4. FKA615080: WC7345P	7037621 - 001	Trade Removal	51
5. FKA618702: WC7345P	7037621 - 001	Trade Removal	48
6. FKA618705: WC7345P	7037621 - 001	Trade Removal	48
7. LXW320060: W7346P	7037621 - 001	Trade Removal	17
8. MTE029854: WCP90	7037621 - 001	Trade Removal	44
9. MTE030532: WCP90	7037621 - 001	Trade Removal	51
10. MTE030592: WCP90	7037621 - 001	Trade Removal	51
11. TFW028492: CC123	7037621 - 001	Trade Removal	51
12. TFW028575: CC123	7037621 - 001	Trade Removal	47
13. TFW028791: CC123	7037621 - 001	Trade Removal	51
14. TFW028867: CC123	7037621 - 001	Trade Removal	51
15. TFW029000: CC123	7037621 - 001	Trade Removal	51
16. TFW029010: CC123	7037621 - 001	Trade Removal	50
17. TFW079603: CC123	7037621 - 001	Trade Removal	51
18. TFW080381: WCP128	7037621 - 001	Trade Removal	51
19. TFW080465: CC123	7037621 - 001	Trade Removal	51
20. TFW080482: WCP128	7037621 - 001	Trade Removal	51
21. TFW080493: CC123	7037621 - 001	Trade Removal	51



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Xerox Equipment	Previous Agreement	Transaction Type	Final Payment #
22. URT822370: CC232	7037621 - 001	Trade Removal	51
23. URT823581: CC232	7037621 - 001	Trade Removal	51
24. URT823661: CC232	7037621 - 001	Trade Removal	51
25. URT824490: CC232	7037621 - 001	Trade Removal	51
26. URT824523: CC232	7037621 - 001	Trade Removal	51
27. URT824582: WCP238	7037621 - 001	Trade Removal	30
28. URT824608: CC232	7037621 - 001	Trade Removal	47
29. URT824613: CC232	7037621 - 001	Trade Removal	47
30. UTT910223: CC245	7037621 - 001	Trade Removal	48
31. UTU835319: CC265	7037621 - 001	Trade Removal	47
32. UTU835322: CC265	7037621 - 001	Trade Removal	47
33. UTU835403: CC265	7037621 - 001	Trade Removal	47
34. UTU835425: CC265	7037621 - 001	Trade Removal	47
35. UTU835644: WCP265	7037621 - 001	Trade Removal	51
36. UTU836041: CC265	7037621 - 001	Trade Removal	51
37. UTV182620: WCP245	7037621 - 001	Trade Removal	47
38. UTV182634: CC245	7037621 - 001	Trade Removal	47
39. UTV182663: CC245	7037621 - 001	Trade Removal	47
40. UTV182664: CC245	7037621 - 001	Trade Removal	51
41. UTV182684: WCP245	7037621 - 001	Trade Removal	47
42. UTV182717: CC245	7037621 - 001	Trade Removal	51

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Xerox Equipment	Previous Agreement	Transaction Type	Final Payment #
43. VDR540307: W7655P	7037621 - 001	Trade Removal	51
44. WRT036184: WC5632	7037621 - 001	Trade Removal	31
45. WRT619426: WC5632	7037621 - 001	Trade Removal	31
46. WRT620709: WC5632	7037621 - 001	Trade Removal	33
47. WTD056836: WC5645	7037621 - 001	Trade Removal	36
48. WTD057045: WC5645P	7037621 - 001	Trade Removal	36
49. WTD074477: WC5645	7037621 - 001	Trade Removal	27
50. WTD074527: WC5645	7037621 - 001	Trade Removal	27
51. WTD074543: WC5645	7037621 - 001	Trade Removal	27
52. WTD709187: WC5645	7037621 - 001	Trade Removal	46
53. WTD710384: WC5645P	7037621 - 001	Trade Removal	51
54. WTD711805: WC5645	7037621 - 001	Trade Removal	46
55. WTD713602: WC5645	7037621 - 001	Trade Removal	46
56. WTD713678: WC5645P	7037621 - 001	Trade Removal	47
57. WTD715783: WC5645	7037621 - 001	Trade Removal	46
58. WTD715843: WC5645	7037621 - 001	Trade Removal	46
59. WTD725331: WC5645	7037621 - 001	Trade Removal	38
60. WTD725340: WC5645	7037621 - 001	Trade Removal	38
61. WTD725385: WC5645	7037621 - 001	Trade Removal	38
62. WTD727079: WC5645	7037621 - 001	Trade Removal	33
63. WTD727099: WC5645	7037621 - 001	Trade Removal	33

PURCHASES NOT FOLLOWING THE PURCHASING POLICY, AND EMERGENCY PURCHASES

DEPARTMENT	APPROPRIATION #	VR#/PO#	VR/PO DATE	DESCRIPTION	VENDOR	AMOUNT
CREDIT CARD BILL PAID WITHOUT RECEIPTS						
** Sheriff	080-040-533.42	VR#040-173	07/13/11	Equipment parts	Visa Cardmember Services	\$ 15.46
** Correctional Center	080-140-533.89	VR#140-391	07/13/11	Flowers	Visa Cardmember Services	\$ 65.55
** Access initiative Grant	641-053-533.89	VR#641-176	07/19/11	Gas gift card	Visa Cardmember Services	\$ 100.00
FY2010 EXPENDITURES PAID IN FY2011						
** County Highway	083-060-533.49	VR#083-518	07/15/11	Parts for Bobcat skidder 11/4/10	Bobcat of Champaign	\$ 161.46
** County Highway	083-060-533.49	VR#083-518	07/15/11	Part return 11/4/10	Bobcat of Champaign	\$ (317.70)
** Probation Srvcs Fund	618-052-533.07	VR#618-189	07/05/11	Therapy sessions Sep 2010	Kleppin & Associates	\$ 60.00
** Nursing Home	081-430-534.83	VR#044-1692	07/13/11	Medical service 7/20/10	Carle Foundation Hospital	\$ 92.06
** Nursing Home	081-425-533.86	VR#044-171	01/07/11	Dryer repair 11/29/10	Cox Electric Motor Service	\$ 265.00
** Nursing Home	081-430-534.83	VR#044-1694	07/13/11	Medical service 7/13/10	Carle Foundation Hospital	\$ 92.06
** Nursing Home	081-430-534.83	VR#044-1702	07/13/11	Medical service 10/01-11/02/10	Christie Clinic	\$ 9.00
** Nursing Home	081-430-534.83	VR#044-1703	07/13/11	Medical service 7/20/10	Christie Clinic	\$ 4.50
** Nursing Home	081-430-534.83	VR#044-1706	07/13/11	Medical service 9/23/10	Christie Clinic	\$ 4.50
** Nursing Home	081-430-534.83	VR#044-1707	07/13/11	Medical service 8/25-9/1/10	Christie Clinic	\$ 9.00
** Nursing Home	081-430-522.var	VR#044-1736	07/13/11	Gloves & acetaminophen 11/27	Medline Industries	\$ (231.96)
** Nursing Home	081-430-534.83	VR#044-1743	07/13/11	Lab work 10/12/10	Quest Diagnostics	\$ 41.66
** Head Start	104-610-533.45	VR#104-1822	07/21/11	Install light at Rantoul site 9/14	Carter Construction Services	\$ 731.00
** Self-Funded Insurance	476-118-533.03	VR#118-053	07/26/11	Attorney service 11/8-11/30/10	Heyl, Royster, Voelker, & Allen	\$ 198.00

*****According to Illinois Attorney General and Champaign County State's Attorney,
the Purchasing Policy does not apply to the office of elected officials.*****

** Paid- For Information Only



Champaign County Republican Central Committee

Mailing Address:
P.O. Box 7975
Champaign, IL 61826

Phone: 217-355-3175
Fax: 217-355-5100
Email: info@champaigncountyrepublicans.org
Website: www.champaigncountyrepublicans.org

August 5, 2011

*Delivery via U.S. Mail
and E-mail: cweibel@co.champaign.il.us*

C. Pius Weibel
Brookens Administrative Center
1776 East Washington Street
Urbana, Illinois 61802

Dear Chairman Weibel,

The Champaign County Republican Central Committee has selected Gary Maxwell as our nominee for the vacancy in Champaign County Board District #1. We respectfully ask that you add his nomination to the August 9, 2011 Champaign County Board Policy agenda for confirmation.

Please let me know if I can provide you with additional information related to this matter.

Very truly yours,

Jason Barickman
Chairman

RECEIVED

AUG 08 2011

**CHAMPAIGN COUNTY
ADMINISTRATIVE SERVICES**




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: Carol Ammons, Deputy Chair of Policy, Personnel & Appointments;
And MEMBERS of the CHAMPAIGN COUNTY BOARD
Gordy Hulten, County Clerk

FROM: Deb Busey, County Administrator, and Job Content Evaluation Committee 

DATE: August 5, 2011

RE: REVIEW and RECOMMENDATION of PROGRAMMER/ANALYST
POSITION for COUNTY CLERK

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on July 21, 2011, the Job Content Evaluation Committee has met to review, evaluate and classify the recommendation for the creation of a new position at the request of the County Clerk – that of Programmer/Analyst.

The Job Content Evaluation Committee reviewed the position analysis questionnaire and job description information for this position presented by the County Clerk. Gordy Hulten met with the Committee and explained the proposed requirements for the position in terms of the ongoing programming needs for elections and vital statistics. Based upon the information received, the Job Content Evaluation Committee has classified this new position in Grade Range I, with a market adjustment for compensation to Grade Range J – as is consistent with all IT positions. The Job Content Evaluation Committee Report and job description for this position are attached for your information.

REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of classification of the Programmer/Analyst in Grade Range I with market adjustment for compensation to Grade Range J.

Thank you for your consideration of this recommendation.

attachments

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB EVALUATION COMMITTEE REPORT

Date of Request:

July 21, 2011

CREATION of NEW POSITION

Department Requesting:

County Clerk

Position Title:

Programmer/Analyst

Job Evaluation Committee Recommendation:

Job Points

651

Recommended Title:

Programmer/Analyst

FLSA Status:

Exempt

Recommended Range Based on Points:

Grade Range I

Recommended Salary Range:

Grade Range J*

Minimum:

Hourly

\$23.50

Annual

\$40,131

Mid-Point:

\$29.37

\$50,154

Maximum:

\$35.25

\$60,197

IT positions receive a range upgrade for salaries, based on market comparisons for salaries for these positions.

Date of Job Evaluation Committee Recommendation:

August 5, 2011

Champaign County Job Description

Job Title: Programmer/Analyst
Department: County Clerk
Reports To: County Clerk
FLSA Status: Exempt
Approved Date: August, 2011

SUMMARY Develops and maintains software system designs, programs and documentation. Deploys developed applications and trains end users.

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

Consults with department heads and users to gather information about program needs, objectives, functions, features, and input/output requirements for new enhancements and applications.

Designs logical and physical data models to drive application architecture while considering infrastructure capability and limitations, interfaces with other systems and forms of desired results.

Recommends and implements improvements to the scalability, reliability and maintainability of existing applications.

Designs, develops and maintains C# and VB.NET components, web services, Windows services and desktop applications.

Proficient at analysis and development in .NET, PHP, Linux, SQL Server and Visual Studio. Proficiency in other languages and operating systems desirable.

Designs, develops and maintains Microsoft SQL database schemas and scripts, including views, triggers, stored procedures and functions.

Designs, develops and maintains modules that integrate the voter program with the Illinois Voter Registration System as required by the Illinois State Board of Elections and Illinois Election Code.

Deploys programs and troubleshoots related issues.

Creates and maintains technical documentations such as design and specification documents, software architecture documents and user instructions.

Trains users how to use the different programs.

SUPERVISORY RESPONSIBILITIES Rarely exercises supervision over another position and has extremely limited supervisory responsibilities.

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.

EDUCATIONS and/or EXPERIENCE Bachelor's Degree in computer science or equivalent and 3-5 years of experience in the full SDLC activities such as planning, design, developing, deploying and maintenance of high performance desktop and web applications on windows and Linux platforms. Requires an in depth knowledge and skill in C# and VB.NET, PHP and mySQL, Crystal Reports, SSIS and Microsoft SQL.

LANGUAGE SKILLS Ability to read and interpret technical documents such as use case diagrams, work flow diagrams, etc. Ability to read, write and speak English.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY Ability to solve practical problems and deal with a variety of variables in situations where interpretation is required or where limited standardization exists. Ability to interpret a variety of instructions furnished in writing or orally.

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 essential functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand. Specific vision abilities required by this job include close vision and distance vision.

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.

DRAFT RESOLUTION

WHEREAS, the Upper Midwest offers a diverse base of manufacturing, agriculture, academic and government research, and business services that are often too distant from our cities and from one another for effective business development and sharing of intellectual capital; and

WHEREAS, fast, convenient and affordable travel is needed to facilitate a strong and vibrant economy; and

WHEREAS, an integrated network of 220-mph bullet trains and 90 -110 mph regional trains linking cities and towns across the Midwest would transform the way we travel and do business by making travel more affordable and better connecting our business, manufacturing, agricultural, and research and development centers; and

WHEREAS, high-speed trains would strengthen our economy, drive productivity in the region, encourage job growth, and help foster potential for business investment, entrepreneurship, technology development and advanced manufacturing; and

WHEREAS, the construction of a high-speed network would create high-quality construction, engineering and manufacturing jobs; and

WHEREAS, Congress did not fund any part of the high speed rail program in the FY2011 Continuing Resolution; and

WHEREAS, a 220-mph high-speed rail with hourly departures each way between Champaign-Urbana and Chicago would make the 135-mile trip in 40 minutes, and between Champaign and O'Hare Airport would make the 153-mile trip in 62 minutes, and

THEREFORE BE IT RESOLVED, the Champaign County Board fully supports an integrated network of high-speed trains and expanded Amtrak service as a key to economic development, job creation and increased fuel use efficiency, and

BE IT FURTHER RESOLVED, the Champaign County Board calls on Congress to provide the pathway for funding the High Speed Rail program by facilitating and creating partnerships with private entities, and

BE IT FURTHER RESOLVED, the Champaign County Board calls on Congress to include a program to develop an integrated network of high-speed trains and expanded Amtrak service in the upcoming transportation authorization.

DRAFT RESOLUTION

WHEREAS, the Upper Midwest offers a diverse base of manufacturing, agriculture, academic and government research, and business services that are often too distant from our cities and from one another for effective business development and sharing of intellectual capital; and

WHEREAS, fast, convenient and affordable travel is needed to facilitate a strong and vibrant economy; and

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BE IT FURTHER RESOLVED, the Champaign County Board calls on Congress to include a program to develop an integrated network of high-speed trains and expanded Amtrak service in the upcoming transportation authorization.

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~~Deleted: WHEREAS, The Upper-Midwest region of the United States is one of the world's largest and most dynamic economies, but struggles to compete in the global market; and ¶~~

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~~Deleted: WHEREAS, the Upper-Midwest represents roughly one-third of the population of the United States but job growth in the region lags behind other regions of the world; and ¶~~

~~WHEREAS, our reliance on oil-fueled airplanes and automobiles for intercity travel hurts the Midwest economy, especially with the rising price of oil; and ¶~~

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~~Deleted: WHEREAS, the investment in a high-speed train network would lower our consumption of foreign oil, saving nearly 130 million gallons of gasoline a year; and ¶~~

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RESOLUTION NO.

**A RESOLUTION REGARDING THE APPROPRIATION OF FUNDS
COLLECTED UNDER THE CHAMPAIGN COUNTY TAX ON THE GROSS RENTAL
RECEIPTS FOR HOTEL ROOMS IN THE COUNTY AS AUTHORIZED BY 55 ILCS
5/5-1030**

WHEREAS, pursuant to 55 ILCS 5/5/1030, the Champaign County Board is authorized to impose by ordinance a tax not to exceed 5% of the gross hotel rental receipts from renting, leasing or letting rooms upon all persons engaged in that business within the county who are not subject to a similar tax under section under section 8-3-14 of the Illinois municipal code; and

WHEREAS, the Champaign County Board has, by Ordinance No. 834, imposed such a tax; and

WHEREAS, such a tax was originally imposed by the Champaign County Board for the purpose of paying bonds which were used to finance certain improvements at Willard Airport, those obligations now having been paid in full; and

WHEREAS, the 55 ILCS 5/5-1030 further requires that the proceeds of this tax be used to promote tourism, conventions, expositions, theatrical, sports, and cultural activities within the county or otherwise to attract nonresident overnight visitors to the county; and

WHEREAS, the Champaign County Board has determined that it is desirable to formulate guidelines for the expenditure of funds collected from this tax;

NOW THEREFORE, BE IT RESOLVED by the County Board of Champaign County that if the County's receipts from this tax are at least \$15,000 in a given fiscal year, a minimum of \$15,000 of the annual revenue collected from this tax in a given fiscal year shall be appropriated to the Champaign County Convention and Visitor's Bureau in the ensuing fiscal year budget, subject to the annual review and recommendation of the Finance Committee as to the continuation of said funding, said review to be completed by August of each year; and

BE IT FURTHER RESOLVED by the County Board of Champaign County, that if the County's receipts from this tax are less than \$15,000 in a given fiscal year, the Finance Committee shall determine a recommendation of the appropriation to be made from that year's receipts to the Champaign County Convention and Visitors' Bureau in the ensuing fiscal year.