



**CHAMPAIGN COUNTY BOARD  
COMMITTEE OF THE WHOLE ADDENDUM  
Finance/Justice & Social Services/Policy, Personnel, & Appointments  
County of Champaign, Urbana, Illinois  
Tuesday, September 11, 2018 – 6:30 p.m.**

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Lyle Shields Meeting Room-Brookens Administrative Center  
1776 E. Washington, Urbana, Illinois

**VIII. Policy, Personnel, & Appointments**

**D. Other Business**

3. Highway Department – Request to Send County Highway Accountant Position to the Job Content Evaluation Committee for Review and Evaluation
4. Planning & Zoning Department – Request to Send New Planning & Zoning Planner Position to the Job Content Evaluation Committee for Review & Evaluation

**IX. Finance**

**D. Other Business**

2. Budget Amendment 18-00053  
Fund 632 Circuit Clerk Electronic Citations / Dept. 030 Circuit Clerk  
Increased Appropriations: \$50,000  
Increased Revenue: None: from Fund Balance  
Reason: to Cover Cost of Integration for Champaign County Sheriff's Office to Use New E-Citation Program and Additional Funds in Anticipation of Additional Agencies Signing Up.
3. Budget Amendment 18-00054  
Fund 621 State's Attorney Drug Forfeitures / Dept. 041 State's Attorney  
Increased Appropriations: \$10,000  
Increased Revenue: None: from Fund Balance  
Reason: for Educational and Training Expenses

# CHAMPAIGN COUNTY HIGHWAY DEPARTMENT

JEFF BLUE  
COUNTY ENGINEER

1605 E. MAIN STREET

(217) 384-3800  
FAX (217) 328-5148

URBANA, ILLINOIS 61802

To: Giraldo Rosales, Chair of Policy, Personnel & Appointments Committee

## Memo Requesting Re-evaluation of Accountant Position

The County Highway Department's Accountant was hired in 2015 and since that time the job responsibilities of the position have changed to the point where I believe it warrants a re-evaluation. I am therefore requesting a job content evaluation be performed for this position to determine the correct grade range for the current responsibilities of the position.



Jeff Blue  
County Engineer

Champaign County  
Department of

**PLANNING &  
ZONING**

Brookens Administrative  
Center  
1776 E. Washington Street  
Urbana, Illinois 61802

(217) 384-3708  
zoningdept@co.champaign.il.us  
www.co.champaign.il.us/zoning

**TO: Giraldo Rosales, Deputy Chair of Policy, Personnel & Appointments  
Committee of the Whole**

**FROM: John Hall, Director of Planning & Zoning**

**DATE: September 7, 2018**

**RE: Establishment of new job description for "Planner" in the Department  
of Planning and Zoning**

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***REQUEST***

**This memorandum requests the establishment of a new staff position of  
"Planner" in the Department of Planning and Zoning.**

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The Regional Planning Commission has withdrawn an earlier proposed Planning Contract with Champaign County for FY2019 but the work that was to be done under that Contract will still need to be done. When the RPC withdrew the proposed FY2019 Planning Contract, the FY2019 Budget for the Department of Planning and Zoning transferred the amount previously allocated for that contract to pay for one new FTE to do the work that was previously proposed under the Contract. The FTE position should be intermediate between the Associate Planner and the Senior Planner and is proposed to simply be "Planner". In order to establish the new position classification and description, I am requesting your authority to send this request to the Job Content Evaluation Committee, pursuant to the terms of the County Personnel Policy, for recommendation and establishment of this position.

Thank you for your consideration of this request.

FUND 632 CIR CLK ELCTRNC CITATIONS DEPARTMENT 030 CIRCUIT CLERK

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
632-030-533.29 COMPUTER/INF TCH SERVICES	0	5,000	55,000	50,000
TOTALS	0	5,000	55,000	50,000

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

**EXPLANATION:** TRANSFER IS TO COVER COST OF INTEGRATION FOR CHAMPAIGN COUNTY SHERIFF'S OFFICE TO USE NEW E-CITATION PROGRAM AND ADDITIONAL FUNDS IN ANTICIPATION OF ADDITIONAL AGENCIES SIGNING UP

DATE SUBMITTED: <i>September 5, 2018</i>	AUTHORIZED SIGNATURE <i>Brian D Kelly</i>	** PLEASE SIGN IN BLUE INK **
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APPROVED BY BUDGET & FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_


**Katie M. Blakeman**  
Clerk of the Circuit Court



**Champaign County Courthouse**  
101 East Main Street  
Urbana, Illinois 61801  
Phone (217) 384-3725  
Fax (217) 384-3879

**CHAMPAIGN COUNTY**  
**OFFICE OF THE CIRCUIT CLERK**

**MEMORANDUM**

**TO: Finance Chairperson and Members of the Champaign County Board  
Committee of the Whole**

**FROM: Katie Blakeman, Circuit Clerk of Champaign County**

**DATE: September 11, 2018**

**RE: REQUEST FOR BUDGET AMENDMENT**

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The Office of the Circuit Clerk is requesting a Budget Amendment of \$50,000 to 632-030-533.29. The amendment will allow the Circuit Clerk to remit payment to Quicket Solutions for the Champaign County Sheriff's total E-Citation Fee collected since 2011.

Since 2011, the Circuit Clerk has collected the E-Citation Fee for all county municipalities and law enforcement agencies and deposited the fees in the E-Citation Fund (632-030). Over the past two years, the Circuit Clerk and county police departments have been working with Quicket Solutions on providing an E-Citations program. The Circuit Clerk is providing the full amount collected on the departments behalf since 2011 to help offset the startup costs.

This Budget Amendment will help cover the total for the Sheriff's office and additional departments that may reach out to us before the end of 2018.

Thank you,

Katie M. Blakeman  
Clerk of the Circuit Court  
Champaign County

REQUEST FOR BUDGET AMENDMENT

BA NO. 18-00054

FUND 621 STS ATTY DRUG FORFEITURES DEPARTMENT 041 STATES ATTORNEY

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
621-041-533.95 CONFERENCES & TRAINING	3,000	5,373	10,373	5,000
621-041-522.03 BOOKS, PERIODICALS & MAN.	4,000	7,475	12,475	5,000
TOTALS	7,000	12,848	22,848	10,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

EXPLANATION: AN INCREASE IN APPROPRIATIONS FOR EDUCATIONAL AND TRAINING EXPENSES. INCREASE TO COME FROM FUND BALANCE

DATE SUBMITTED: 9.6.18 AUTHORIZED SIGNATURE  \*\* PLEASE SIGN IN BLUE INK \*\*

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