

CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE
Finance/ Policy, Personnel, & Appointments/Justice & Social Services Agenda
County of Champaign, Urbana, Illinois
Tuesday, January 15, 2019 – 6:30 p.m.

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

Agenda Items

Page

- I. Call To Order**
- II. Roll Call**
- III. Approval of Agenda/Addenda**
- IV. Approval of Minutes**
A. Committee of the Whole – November 13, 2018 1-8
- V. Public Participation**
- VI. Communications**
- VII. Justice & Social Services**
A. New Business:
1. Drug Court Presentation (Information Only)
2. Monthly Reports – All reports are available on each department’s webpage through the department reports page at: <http://www.co.champaign.il.us/CountyBoard/Reports.php>
 - Animal Control – October & November 2018
 - Emergency Management Agency – November 2018
 - Head Start – October thru December 2018
 - Public Defender – November 2018
 - Probation & Court Services – October & November 2018
 - Veterans’ Assistance Commission – October & November 2018
- B. Other Business
- C. Chair’s Report
- VIII. Policy, Personnel, & Appointments**
A. New Business
1. Appointments/Reappointments (*italicized name indicates incumbent*)
a. List of Appointments Expiring in 2019 (information only) 9-10
Sheriff’s Appointment:
b. Sheriff’s Merit Commission – Term 12/1/2018-11/30/2024 11-15
 - Cynthia E. Cunningham (D)County Executive’s Appointments: 16
c. Zoning Board of Appeals Chair – Term 1/1/2019-12/31/2019 17-19
 - Ryan Elwell (Current ZBA Member)d. Rural Transit Advisory Group – Term 1/1/2019-12/31/2020 20-22
 - Lori Larsone. Eastern Illinois Economic Development Authority Board – Term 1/21/2019-1/19/2025 23-26
 - Mitchel Swim

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Finance; Policy, Personnel, & Appointments; Justice & Social Services
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2. County Clerk
 - a. December 2018 & Semi-Annual Reports 27-28
3. County Executive
 - a. Monthly HR Report – November & December 2018 29-34
 - b. Job Content Evaluation Committee Recommendation for Circuit Clerk Positions: 35-44
 - Financial Manager
 - Account Clerk

B. Other Business

C. Chair's Report

1. County Executive Appointment Expiring February 28, 2019: (Information Only)
 - Lincoln Legacy Committee – 1 Vacancy, Term 3/1/2019-2/28/2022

D. Designation of Items to be Placed on the Consent Agenda

IX. Finance

A. New Business

1. Budget Amendments/Transfers
 - a. Budget Amendment 18-00076 45
Fund 080 General Corporate / Dept. 042 Coroner
Increased Appropriations: \$16,375
Increased Revenue: \$7,478
Reason: to Cover End of Year Former Employee Benefit Payout and Part-time Staff Additional Coverage. Reimburse Autopsy Line Item for Fees Collected for Lab Expenses of Other Counties and Additional Champaign County Autopsy Expenses through End of December
 - b. Budget Amendment 18-00077 46
Fund 685 Specialty Courts / Dept. 031 Circuit Court
Increased Appropriations: \$2,000
Increased Revenue: \$2,000
Reason: Increased Revenue was Received and will be Used to Cover Increased Drug Court Expenditures
 - c. Budget Amendment 18-00081 47-48
Fund 621 State's Attorney Drug Forfeitures / Dept. 041 State's Attorney
Increased Appropriations: \$10,000
Increased Revenue: None: from Fund Balance
Reason: An Increase in Appropriations for End of Year Expenses. Increase will come from Fund Balance
 - d. Budget Amendment 18-00082 49
Fund 080 General Corporate / Dept. 041 State's Attorney
Increased Appropriations: \$1,831
Increased Revenue: \$1,831
Reason: Increase in Appropriations to Match State Approved and Funded Increase to State's Attorney Salary
 - e. Budget Transfer 18-00008 50
Fund 080 General Corporate / Dept. 041 State's Attorney
Total Amount: \$23,918
Reason: Transfer of Personnel Appropriations to Pay for Personnel Expenses in Fund 675 Due to Loss of Grant Funding

Committee of the Whole Agenda
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- f. Budget Amendment 18-00086 51
Fund 610 Working Cash / Dept. 026 County Treasurer
Increased Appropriations: \$3,787
Increased Revenue: \$3,787
Reason: Earned More Interest Than Anticipated

- g. Budget Amendment 19-00005 52-53
Fund 075 Regional Planning Commission / Dept. 870 Weatherization – NICOR
Increased Appropriations: \$85,000
Increased Revenue: \$85,000
Reason: to Accommodate a New Contract with NICOR that Supplements the Illinois Home Weatherization Assistance Program. This Contract will Provide Enhanced Weatherization Services in Northern Champaign County, Including Insulation, Air Sealing, and Health & Safety Measures for an Additional 10 Income-Eligible Households.

- h. Budget Amendment 19-00006 54
Fund 075 Regional Planning Commission / Dept. 847 Permanent Supportive Housing-Physical Disabilities-Even
Increased Appropriations: \$26,000
Increased Revenue: \$26,000
Reason: to Accommodate Alternating Program Years to Provide Subsidized Rental Assistance for Low-Income Disabled Adults

- i. Budget Amendment 19-00007 55-57
Fund 075 Regional Planning Commission / Dept. 848 Champaign County Safety Forecasting Tool
Increased Appropriations: \$184,200
Increased Revenue: \$184,200
Reason: Provides for the Development of a Safety Forecasting Tool for Estimating Future Crashes and Projections of Average Daily Traffic Using the Travel Demand Model. This Tool will Provide a Platform to Select and Prioritize Projects on Safety, Guide Corridor and Intersection Safety Enhancements, and Support Cost-Benefit Analyses of Future Projects. It will be a Data-Driven Tool Which will Require Geometric Information of Intersections and Corridor Segments.

- j. Budget Amendment 19-00008 58-59
Fund 850 Geographic Information System Joint Venture / Dept. 111 Operations & Administration
Increased Appropriations: \$42,000
Increased Revenue: \$27,000
Reason: for Acquisition of LIDAR through USGS 3D Elevation Program. The Majority of the Expenditure to be Paid with Pass through Funds from the Member Agencies as Reflected in the Requested Revenue Increases. Funds from the CCGISC Fund Balance will be Used for the Remainder of the Expenditure

- 2. Treasurer
 - a. Monthly Reports – November-December 2018 – Reports are available on the Treasurer’s Webpage at: <http://www.co.champaign.il.us/treasurer/Reports.php>

- 3. Auditor
 - a. Monthly Report – November - December 2018 – Reports are available on the Auditor’s Webpage at: <http://www.co.champaign.il.us/Auditor/countyboardreports.php>

- 4. Animal Control
 - a. Request Approval of Shelter Medicine Agreement Between the Board of Trustees of the University of Illinois and Champaign County Animal Control 60-64

- 5. Sheriff
 - a. Request Approval of an Intergovernmental Agreement for Cost Sharing of Extended Warranty for National Ballistic Information Network Equipment, Technical Support, and Training 65-69

- 6. County Executive
 - a. FY2018 General Corporate Fund Budget Projection & Budget Change Reports 70-73
 - b. Job Content Evaluation Committee Recommendation for Reclassification of Circuit Clerk Financial Manager Position 35-44

B. Other Business

C. Chair's Report

D. Designation of Items to be Placed on the Consent Agenda

X. Other Business

- A. Approval of Closed Session Minutes-November 13, 2018

XI. Adjournment

All meetings are at Brookens Administrative Center – 1776 E Washington Street in Urbana – unless otherwise noted. To enter Brookens after 4:30 p.m., enter at the north (rear) entrance located off Lierman Avenue. Champaign County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities.

Please contact the Office of the County Executive, 217-384-3776, as soon as possible but no later than 48 hours before the scheduled meeting.

1 **CHAMPAIGN COUNTY BOARD**
2 **COMMITTEE OF THE WHOLE MINUTES**
3

4 **Finance; Policy, Personnel, & Appointments; Justice & Social Services**
5 **Tuesday, November 13, 2018**
6 **Lyle Shields Meeting Room**

7 **MEMBERS PRESENT:** Jack Anderson, Brad Clemmons, John Clifford, Lorraine Cowart,
8 Jodi Eisenmann, Aaron Esry, Stephanie Fortado, Jim Goss, Stan
9 Harper, Jim McGuire, Max Mitchell, Kyle Patterson, Patsi Petrie,
10 James Quisenberry, Jon Rector, Giraldo Rosales, Chris Stohr,
11 Stephen Summers, James Tinsley, Pranjali Vachaspati, C. Pius
12 Weibel
13

14 **MEMBERS ABSENT:** Tracy Douglas
15

16
17 **OTHERS PRESENT:** Deb Busey (Interim County Administrator), Stephanie Joos (Animal
18 Control Director), Diane Michaels (Auditor), Tami Ogden (Deputy
19 Administrator of Finance), Andy Rhodes (IT Director), Kay Rhodes
20 (Administrative Assistant)
21

22 **CALL TO ORDER**
23

24 Chair Weibel called the meeting to order at 6:32 p.m.
25

26 **ROLL CALL**
27

28 Rhodes called the roll. Anderson, Clemmons, Clifford, Cowart, Eisenmann, Esry,
29 Fortado, Goss, Harper, McGuire, Mitchell, Patterson, Petrie, Rector, Rosales, Stohr, Summers,
30 Tinsley, Vachaspati, and Weibel were present at the time of roll call, establishing the presence of
31 a quorum.
32

33 **APPROVAL OF AGENDA/ADDENDA**
34

35 **MOTION** by Rosales to approve the Agenda/Addenda; seconded by Goss. **Motion**
36 **carried with unanimous support.**
37

38 **APPROVAL OF MINUTES**
39

40 **MOTION** by Vachaspati to approve the October 9, 2018 Committee of the Whole
41 minutes; seconded by Patterson. **Motion carried with unanimous support.**
42

43 **MOTION** by Patterson to approve the November 1, 2018 County Executive Transition
44 Committee minutes; seconded by Vachaspati. **Motion carried with unanimous support.**
45

46 **PUBLIC PARTICIPATION**
47

48 Cheri Hayes spoke regarding death certificate procedures at the Champaign County
49 Coroner's office.

50
51 **COMMUNICATIONS**

52
53 Stohr announced an anti-stigma event held on November 14, 2018 at the First United
54 Methodist Church in Rantoul from 1:00 p.m. to 3:00 p.m.

55
56 **JUSTICE & SOCIAL SERVICES**

57 **Monthly Reports**

58
59 The monthly reports were received and placed on file.

60
61 **Emergency Management Agency**
62 **IEMA Performance Grant**

63
64 **MOTION** by Rosales to recommend County Board approval of a resolution authorizing
65 the application for, and if awarded acceptance of the Illinois Emergency Management Agency
66 Performance Grant; seconded by Cowart. **Motion carried with unanimous support.**

67
68 **Other Business**

69
70 There was no other business.

71
72 **Chair's Report**

73
74 There was no Chair's report.

75
76 **Designation of Items to be Placed on the Consent Agenda**

77
78 Item B1 was designated for the Consent Agenda.

79
80 **POLICY, PERSONNEL, & APPOINTMENTS**

81 **Presentation on Illinois State Association of Counties**

82
83 Dave Zimmerman, Tazewell County Board Chair, discussed the formation of the Illinois
84 State Association of Counties (ISACo) and possible membership of Champaign County. He stated
85 that the dues were approximately \$8,500/yr. The ISACo hopes to be the voice of all 102 Counties
86 in Illinois. Approximately twelve counties had joined the organization to date.

87
88 **Appointments/Reappointments**

89
90 **MOTION** by Weibel to recommend County Board approval of a resolution appointing
91 Sami Anderson to the Deputy Sheriff's Merit Commission as recommended by the Sheriff Walsh,
92 term 12/1/2018-11/30/2024; seconded by Rector. **Motion carried with unanimous support.**

Committee of the Whole

Finance; Policy, Personnel, & Appointments; Justice & Social Services

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93 **MOTION** by Weibel to recommend County Board approval of a resolution appointing
94 Stephanie Joos as the Animal Control Administrator, term 12/1/2018-11/30/2020; seconded by
95 Esry. **Motion carried with unanimous support.**
96

97 **MOTION** by Weibel to recommend County Board approval of a resolution appointing
98 James Rusk to the Public Aid Appeals Committee, term 12/1/2018-11/30/2020; seconded by
99 Anderson. Patterson recused himself from the vote due to a possible conflict of interest, as he is
100 employed by the Cunningham Township Supervisor. **Motion carried.**
101

102 **OMNIBUS MOTION** by Weibel to recommend County Board approval of resolutions
103 appointing the following persons to their respective terms on the Senior Services Advisory
104 Committee: Sonja Vickers-unexpired term ending 11/30/2020; Cynthia Bell-unexpired term
105 ending 11/30/2019; Jimmey Kaiser-unexpired term ending 11/30/2019; Linda Hascall-12/1/2018-
106 11/30/2021; and Tami Fruhling-Voges-12/1/2018-11/30/2021; seconded by Harper. **Motion**
107 **carried with unanimous support.**
108

109 **MOTION** by Weibel to recommend County Board approval of a resolution appointing
110 Marilyn Lee to the Zoning Board of Appeals, term 12/1/2018-11/30/2023. **Motion carried with**
111 **unanimous support.**
112

113 **MOTION** by Weibel to recommend County Board approval of a resolution appointing
114 Lawrence Wood to the Zoning Board of Appeals, term 12/1/2018-11/30/2023; seconded by Esry.
115 **Motion carried with unanimous support.**
116

117 Weibel did not appoint a third person to the Zoning Board of Appeals. The County Board
118 office would continue to accept applications for this vacancy.
119

120 Sheriff

121 Crime Analyst Position
122

123 **MOTION** to approve evaluation of Crime Analyst position by the Job Content Evaluation
124 Committee; seconded by Summers. Patterson noted that this is part of the recommendations
125 brought forth from the Racial Justice Task Force and funding had been ear-marked in the FY2019
126 budget for this position. **Motion carried with unanimous support.**
127

128 County Board of Health
129

130 **MOTION** by Vachaspati to recommend County Board approval of revised Appendix A
131 to Agreement Between CUPHD and the County of Champaign and Champaign County Health
132 Department for Provision of Public Health Services by CUPHD to the Champaign County Health
133 Department; seconded by Patterson. **Motion carried.**
134

135 Quisenberry entered the meeting at 7:04 p.m.
136

137 **MOTION** by Anderson to recommend County Board approval of an ordinance amending
138 Chapter 5 of the Health Ordinance of Champaign County for Retail Food Program; seconded by
139 Clifford. **Motion carried with unanimous support.**

140 **MOTION** by Anderson to recommend County Board approval of the Champaign County
141 Health Department Retail Food Program Enforcement Policy; seconded by Summers. **Motion**
142 **carried with unanimous support.**

143
144 County Clerk
145 Report

146
147 The October 2018 report was received and placed on file.

148
149 County Administrator
150 Report

151
152 The October 2018 HR Report was received and placed on file.

153
154 Other Business
155 Realignment of Region 2 Economic Development Region
156 & LWIA 17

157
158 **MOTION** by Anderson to recommend County Board approval of a resolution supporting
159 the realignment of Region 2 (East Central) Economic Development Region and the Addition of
160 Douglas County into Local Workforce Investment Area (LWIA) 17 realignment of Local
161 Workforce Innovation Area (LWIA) 17; seconded by Stohr. **Motion carried with unanimous**
162 **support.**

163
164 Chair's Report

165
166 Rosales noted the County Executive appointments expiring December 31, 2018 were for
167 the Champaign-Urbana Mass Transit District Board and the Mental Health Board.

168
169 Designation of Items to be Placed on the Consent Agenda

170
171 Items B1-2; B4-5; D2-3; G1 were designated for the Consent Agenda.

172
173 FINANCE

174 Budget Amendments/Transfers

175
176 **MOTION** by Patterson to recommend County Board approval of a resolution authorizing
177 **Budget Amendment 18-00057** for Fund 091 Animal Control / Dept. 248 Animal Impound
178 Services with increased appropriations of \$8,700 and increased revenue of \$4,500 for fee
179 reimbursement which was under budgeted; seconded by Goss. **Motion carried with unanimous**
180 **support.**

181
182 **MOTION** by Cowart to recommend County Board approval of a resolution authorizing
183 **Budget Amendment 18-00060** for Fund 075 Regional Planning Commission / Dept. 886 Garden
184 Hills Energy Efficiency Initiative with increased appropriations of \$210,000 and matching
185 revenue of \$210,000 for door-to-door canvassing; energy efficiency workshop and kit

186 distribution; Home Efficiency Program and LED front-yard lighting; seconded by Tinsley.
187 **Motion carried with unanimous support.**
188

189 **MOTION** by Patterson to recommend County Board approval of a resolution authorizing
190 **Budget Amendment 18-00062** for 080 General Corporate Fund / Dept. 036 Public Defender with
191 increased appropriations of \$1,692 and increased revenue of \$1,692 to document sale of assets
192 for purchase of other equipment; seconded by Tinsley. **Motion carried with unanimous**
193 **support.**
194

195 **MOTION** by Rosales to recommend County Board approval of a resolution authorizing
196 **Budget Amendment 18-00063** for Fund 476 Self-funded Insurance / Dept. 118
197 Property/Liability Insurance with increased appropriations of \$381,000 and no matching revenue,
198 from Fund Balance for payment of claims settlements and December premium; seconded by
199 Anderson. **Motion carried with unanimous support.**
200

201 **MOTION** by Clifford to recommend County Board approval of a resolution authorizing
202 **Budget Amendment 18-00064** for Fund 476 Self-funded Insurance / Dept. 119 Worker's
203 Compensation Insurance with increased appropriations of \$125,000 and no increased revenue,
204 from Fund Balance for payment of claims for remainder of FY2018; seconded by Petrie. **Motion**
205 **carried with unanimous support.**
206

207 **MOTION** by Patterson to recommend County Board approval of a resolution authorizing
208 **Budget Amendment 18-00065** for Fund 080 General Corporate / Dept. 041 State's Attorney with
209 increased appropriations of \$65,000 and no increased revenue, from Fund Balance for litigation
210 efforts in the Carle Property Tax case; seconded by Rosales. **Motion carried.**
211

212 **MOTION** by Anderson to recommend County Board approval of a resolution authorizing
213 **Budget Amendment 18-00066** for Fund 076 Tort Immunity Tax / Dept. 075 General County
214 with increased appropriations of \$42,000 and no increased revenue, from Fund Balance for
215 increases in Workers' Compensation rates paid from the Tort Immunity Fund; seconded by
216 Cowart. **Motion carried with unanimous support.**
217

218 **MOTION** by Esry to recommend County Board approval of a resolution authorizing
219 **Budget Amendment 18-00067** for Fund 080 General Corporate / Dept. 040 Sheriff with
220 increased appropriations of \$11,024 and increased revenue of \$21,611 related to additional hours
221 to provide security for Luke Bryan Farm Tour Event; seconded by Patterson. **Motion carried**
222 **with unanimous support.**
223

224 **MOTION** by Summers to recommend County Board approval of a resolution authorizing
225 **Budget Amendment 18-00068** for Fund 080 General Corporate / Dept. 040 Sheriff with
226 increased appropriations of \$58,083 and no increased revenue, from Fund Balance to cover wage
227 shortages due to benefit payout to thirteen exiting employees; seconded by Vachaspati. **Motion**
228 **carried with unanimous support.**
229

230 Treasurer
231 Monthly Report
232

233 The Treasurer's October 2018 monthly report was received and placed on file. The
234 General Corporate Fund Cash Flow Projection Report was not available.

235
236 Auditor
237 Monthly Report

238
239 The Auditor's October 2018 report was received and placed on file.

240
241 Circuit Clerk
242 E-Citation Program Agreement

243
244 **MOTION** by Anderson to recommend County Board approval of a resolution authorizing
245 an Intergovernmental Agreement Between Champaign County, Illinois, the Champaign County
246 Circuit Clerk, the Village of Mahomet, Illinois, and the Mahomet Police Department for
247 Electronic Citation Program Fees; seconded by Goss. **Motion carried with unanimous support.**

248
249 State's Attorney
250 Appellate Prosecutor Program

251
252 **MOTION** by Anderson to recommend County Board approval of a resolution authorizing
253 the renewal of the State's Attorney's Appellate Prosecutor Program for FY2019; seconded by
254 Esry. **Motion carried with unanimous support.**

255
256 Information Technology
257 Award of Contract to DEVNET, Inc.

258
259 **MOTION** by Goss to recommend County Board approval of resolution awarding contract
260 to DEVNET, Inc., pursuant to RFP 2018-003 for Integrated Property Tax Assessment, Extension
261 and Collection System; seconded by Summers. **Motion carried with unanimous support.**

262
263 County Administrator
264 FY2018 General Corporate Fund Projection and Budget Change Reports

265
266 Ogden advised that real estate market transactions have resulted in increased Revenue
267 Stamp revenue and there would be corresponding increases in the Purchase Document Stamps
268 expenditure. Fees and Fines revenues continue to reflect improvement over prior fiscal year-to-
269 date revenues. Ogden noted the expenditure report reflected budget variances attributed to
270 Document Stamp Purchases; an anticipated payment to RSM for amounts owed by the Nursing
271 Home upon closing; and the Nursing Home loan forgiveness. The Fund Balance projection for
272 the end of the year is \$4.9 million or 13.4%.

273
274 Annual Budget & Appropriation Ordinance

275
276 **MOTION** by Goss to recommend County Board approval of the annual budget and
277 appropriation ordinance for FY2019; seconded by Rosales. **Motion carried with unanimous**
278 **support.**

279

280 Annual Tax Levy Ordinance

281

282 **MOTION** by Harper to recommend County Board approval of annual tax levy ordinance
283 for FY2019; seconded by Anderson. **Motion carried with unanimous support.**

284

285 CCNH Loan Forgiveness

286

287 **MOTION** by Rosales to recommend County Board approval of a resolution forgiving
288 loans from the General Corporate Fund to the Nursing Home Fund authorized by Resolutions
289 #9892 and #10097, renewed by Resolution #10188; seconded by Summers. **Motion carried with**
290 **unanimous support.**

291

292 **MOTION** by Vachaspati to recommend County Board approval of a resolution
293 authorizing **Budget Amendment 18-00061** for Fund 080 General Corporate / Dept. 075 General
294 County with increased appropriations of \$500,000 and no increased revenue, from Fund Balance
295 to recognize bad debt pursuant to a resolution forgiving the loans to the Champaign county
296 Nursing Home, granted for the purpose of fulfilling employee payroll and vendor obligations in
297 2017 by Resolutions #9892 and #10097, renewed by Resolution #10188; seconded by Summers.
298 **Motion carried with unanimous support.**

299

300 Other Business

301

302 There was no other business.

303

304 Chair's Report

305

306 There was no Chair's report.

307

308 Designation of Items for the Consent Agenda

309

310 Items A1-5; A7-9; D1; E1; F1; G2-4; G4a; were designated for the Consent Agenda.

311

312 **OTHER BUSINESS**

313

314 **MOTION** by Goss to have the Champaign County Board Chair inform the United
315 Counties Council of Illinois (UCCI) of its interest in accepting, if offered, the proposal by UCCI
316 to pay for Champaign County's Annual National Association of Counties (NACo) fees; seconded
317 by Stohr. **Motion carried with unanimous support.**

318

319 **MOTION** by Patterson to enter Closed Session pursuant to 5 ILCS 120/2 (c) 11 to
320 consider litigation which is probable or imminent, or pending against Champaign County. He
321 further moved that the following individuals remain present: County's legal counsel, Deputy
322 County Administrator of Finance, Interim County Administrator and the recording secretary;
323 seconded by Rosales. **Motion carried with a roll call vote of 21 - 0.**

324

325 Anderson, Clemmons, Clifford, Cowart, Eisenmann, Esry, Fortado, Goss, Harper,
326 McGuire, Mitchell, Patterson, Petrie, Quisenberry, Rector, Rosales, Stohr, Summers, Tinsley,

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327 Vachaspati, and Weibel voted in favor of the motion. The Committee of Whole entered Closed
328 Session at 8:15 p.m. The committee resumed open session at 8:33 p.m.

329

330 **ADJOURNMENT**

331

332 Chair Weibel adjourned the meeting at 8:33 p.m.

333

334 Respectfully submitted,

335

336

337 Kay Rhodes,

338 Administrative Assistant

339 *Please note the minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*

Annual Listing of Expiring Appointments

<p>Follow Link Below for Individual Appointment Requirements & Additional Information</p> <p style="text-align: center;">http://www.co.champaign.il.us/AdministrativeServices/Appointments.php</p>	
<p><u>Appointed Body</u></p>	<p><u># Terms</u></p>
<p>Appointments Expiring January 2019: Eastern Illinois Economic Development Authority Board</p> <p>Rural Transit Advisory Group</p>	<p style="text-align: center;">1</p> <p style="text-align: center;">5</p>
<p>Appointments Expiring February 2019: Lincoln Legacy Committee</p>	<p style="text-align: center;">1</p>
<p>Appointments Expiring April 2019: Fire Protection District</p> <ul style="list-style-type: none"> • Broadlands-Longview • Eastern Prairie • Edge-Scott • Ivesdale • Ludlow • Ogden-Royal • Pesotum • Philo • St. Joseph-Stanton • Sangamon Valley • Thomasboro • Windsor Park • Scott • Sadorus • Tolono 	<p style="text-align: center;">1 Each</p>
<p>Appointments Expiring May 2019: Board of Review</p> <p>Farmland Assessment Review Committee</p> <p>Sangamon Valley Water District Penfield Water District Dewey Community Public Water District</p> <p>Urbana-Champaign Sanitary District</p>	<p style="text-align: center;">1 (D)</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">2</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1(D)</p>
<p>Appointments Expiring June 2019: Stearns Cemetery Board</p> <p>Forest Preserve District Board of Commissioners</p> <p>County Board of Health</p> <p>Developmental Disabilities Board</p>	<p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">2</p> <p style="text-align: center;">2</p>

Annual Listing of Expiring Appointments

<p>Appointments Expiring August 2019: Drainage District Commissioners</p> <ul style="list-style-type: none"> • Beaver Lake • Blackford Slough • Conrad & Fisher • Fountain Head • Harwood & Kerr • Kankakee • Kerr & Compromise • Lower Big Slough • South Fork • Nelson-Moore-Fairfield • #10 Town of Ogden • Okaw • Owl Creek • Pesotum Slough Special • Prairie Creek • Raup • Salt Fork • Sangamon & Drummer • Silver Creek • St. Joseph #3 • Somer #1 • St. Joseph #6 • Two Mile Slough • Union-Stanton & Ogden Twp • St. Joseph #4 • Triple Fork • Union #1-Philo & Crittenden • Union #2-St. Joseph & Ogden • Union #3-S. Homer & Sidney • Upper Embarrass River Basin • Union #1-Philo & Urbana • West Branch • Wrisk • #2 Town of Scott • Pesotum Consolidated • Longbranch Mutual 	<p>1 Each</p>
<p>Appointments Expiring November 2019: Public Aid Appeals Committee</p> <p>Zoning Board of Appeals</p>	<p>1(R) & 2 (D)</p> <p>1</p>
<p>Appointments Expiring December 2019: Champaign-Urbana Mass Transit District Board</p> <p>Community Action Board</p> <p>Mental Health Board</p>	<p>1 (D)</p> <p>2</p> <p>2</p>



**SHERIFF DUSTIN D. HEUERMAN
CHAMPAIGN COUNTY SHERIFF'S OFFICE**

204 E. Main Street
Urbana, Illinois 61801-2702
(217) 384-1204

Dustin D. Heuerman

Sheriff
ph (217) 384-1205
fax (217) 384-3023

Chief Deputy
Shannon Barrett
ph (217) 384-1222
fax (217) 384-1219

Captain
Law Enforcement
Shane Cook
ph (217) 384-1207
fax (217) 384-1219

Captain/Jail Supt
Corrections
Karee Voges
ph (217) 819-3534
fax (217) 384-1272

Jail Information
ph (217) 384-1243
fax (217) 384-1272

Investigations
ph (217) 384-1213
fax (217) 384-1219

Civil Process
ph (217) 384-1204
fax (217) 384-1219

Records/Warrants
ph (217) 384-1233

TO: Chair Charles Young
Members of the Policy, Personnel & Appointments Committee of the Whole

FROM: Sheriff Dustin Heuerman 

DATE: January 2, 2018

SUBJ: Merit Commission Appointment

I would like to appoint Cynthia E. Cunningham to the Deputy Sheriff Merit Commission to replace Sami Anderson.

Ms. Cunningham has dedicated her professional and personal life to public service and currently serves as a healthcare practitioner and consultant. She has previously served as a volunteer fire fighter and emergency medical technician. Her husband is a retired police lieutenant.

Ms. Cunningham will add a needed perspective on the Merit Commission as we progress forward in Champaign County.

I have attached her resume for your review.

Thank you.

DDH:tss

Atch.

Kay Rhodes

From: Darlene A. Kloeppel
Sent: Monday, January 07, 2019 10:24 AM
To: Kay Rhodes
Subject: FW: sheriff's merit commission appointment

Please add this info for the policy committee...

From: Dustin D. Heuerman
Sent: Monday, January 07, 2019 10:22 AM
To: Darlene A. Kloeppel <dkloeppel@co.champaign.il.us>
Subject: RE: sheriff's merit commission appointment

Yes –

Kirby – Republican
Clark – Democrat
Cunningham - Democrat

Sheriff Heuerman

From: Darlene A. Kloeppel
Sent: Monday, January 07, 2019 10:07 AM
To: Dustin D. Heuerman <dheuerman@co.champaign.il.us>
Subject: sheriff's merit commission appointment

Hi, Dustin,

We received your recommendation for Cindy for the Merit Commission for the policy committee. It appears that you have a 3-person commission, and no more than 2 people can be from one political party. The board will need this information for existing members and applicants to determine the balance - see

https://www.champaigncountyclerk.com/countyboard/resolutions/r03001_04000/r03438.pdf

Regards,
Darlene

Darlene A. Kloeppel, MSW, MS, MCP
Champaign County Executive
217.384.3776
1776 E. Washington St., Urbana, IL 61802-4581

2641 CR 2050N
St. Joseph, IL 61873

Telephone: 217-202-5450
Fax: 217-583-3207
Email:
cemcunningham@gmail.com

Cynthia E. Cunningham

Experience

2004 to Present self-employed St. Joseph, IL

Consultant—Cobalt Creek Consulting & Management Services, Inc.

Providing services in management, business development, government relations, grant writing, therapeutic recreation, and home and community based care. Roles include:

- Executive Director, Illinois Coalition on Aging
- President and Advocacy Chair, Illinois Adult Day Services Association
- Legislative Chair, Illinois Association of Community Care Program Home Care Providers
- Consultant, New Age Elder Care
- Consultant, Active Day/Elder Day
- Consultant, Forever Young
- Consultant, Addus Adult Day Services
- Consultant, Galena-Stauss Adult Day Services
- Consultant, Goldstar Adult Day Services
- Consultant, University of Illinois, College of Nursing, Geriatric Education Program
- Appointed Member, Illinois Older Adult Services Advisory Committee
- Member, Illinois Alliance for Home and Community Based Care
- Speaker, Governor's Conference on Aging, 2001, 2005, 2009
- Speaker, National Adult Day Services Association conference 2016
- Speaker, Leading Age Illinois conference, 2016, 2017

2006-2007 University of Illinois College of Nursing Urbana, IL

Project Coordinator

As part of a HRSA funded grant, coordinated research sites investigating the impact of staff education on client and patient wellness.

Development of research based educational programming for direct care staff on a variety of topics. Researched and published information on best practices in early stage dementia care.

1998-2004 Champaign County Nursing Home Urbana, IL

Director of Adult Day Services

Using a team centered, biopsychosocial approach, the adult day center provides care to frail, vulnerable adults living in the community. The director is responsible for supervision of an eight person staff, a community based

Alzheimer's support group, grant writing, contract writing, compliance with Department on Aging and Veteran's Administration regulations, marketing of the Adult Day Services program, and representation of adult day centers at the state level. Significant accomplishments include:

- Awarded a grant for a wheelchair accessible paratransit van
- Awarded contracts for the provision of ORS service and CACFP reimbursement for nutrition program
- Exemplary surveys of the program by the VA and Department on Aging
- Spoke at the 2001 Governor's Conference on Aging, Alzheimer's support groups, local conferences on self help, crime prevention and senior safety, and legislation affecting seniors
- Administered Alzheimer's Family support group

1995-1998 The Carle Arbours Savoy, IL

Admissions Coordinator/Subacute Program Coordinator

Responsible for marketing the facility to physicians, care managers, insurance companies, other health care providers, and consumers. Assessed potential patients/residents for appropriateness for care in this facility and for bed placement. Negotiated "spot deals" with insurance companies for the care of their subscribers. Coordinated community events to promote the variety of programs offered. Created and maintained a database to demonstrate the effectiveness of the subacute program for regulators, consumers, and insurance companies.

1991-1995 The Carle Arbours Savoy, IL

Assistant Activity Director

Supervised daily activities in an eight person department. Tracked and monitored documentation for activities and reimbursement programs. Assisted the director in planning monthly programs, newsletter, and staff schedules. Monitored charting for quality assurance. Developed a documentation manual for training new activity assistants. Computerized documentation tracking. Created a database for the activity/volunteer programs.

1988-1991 Champaign County Nursing Home Urbana, IL

Adult Day Care Assistant

Planned and led therapeutic recreation programs. Assisted clients with transportation and activities of daily living.

Education

University of Illinois Urbana-Champaign, IL

- B.S., Leisure Studies/Therapeutic Recreation
- James Scholar
- Sigma Sigma Sigma social sorority
- University of Illinois Forensics Society

Publications

"Consensus Report Review of Scientific Evidence Addressing Prevalence, Documented Needs, and Interdisciplinary Research: Persons in Early Stage Alzheimer's Dementia", submitted to National Alzheimer's Association, Chicago, Illinois, by Elizabeth Beattie, Ann Bossen, Kathleen Buckwalter, Linda Buettner, Sandy Burgener, Donna Fick, Suzanne Fitzsimmons, Ann Kolanowski, Sharon McKenzie, Nancy

Richeson, Karen Rose, Janet Specht, Fang Yu, Cynthia Cunningham, Sarah Boyne, Rosemary Mathy, and Leah McDowell, January 30, 2007.

“Cognitive Training for Early Stage Alzheimer’s Disease and Dementia,” by Yu, F., Rose, K.M., Burgener, S.C., Cunningham, C., Buettnr,L.L., Beattie, E., et al. (2009). *Journal of Gerontological Nursing*, 35(3), 23-29.

**Professional and
Volunteer
Organizations**

Ogden-Royal Fire Protection District, EMT-B and firefighter, 2007-2010
Illinois Adult Day Services Association, President, 2015 to present,
Advocacy Committee Chair, 2009-present
Illinois Adult Day Services Association, Advocacy committee, 1999-
present
Illinois Association of Community Care Program Home Care Providers,
Legislative Chair, 2015 to present
Girl Scouts of Central Illinois, Girl Scout leader, 2008- 2010
Champaign County Committee on Aging, treasurer, 1998-2003
Champaign County Committee on Aging, Mayfest entertainment
committee chair, 1995-1996
Champaign County Council for Seniors at Risk, treasurer, 1998-2003
Champaign County TRIAD/SALT Council, secretary, 1998-2001
Champaign County Senior Advocacy group, 2002-2004
Illinois Activity Professionals Association, government relations
committee, 1995-1998
Professional Activity Coordinators Association, education committee,
1995-1998
St. John Lutheran Church, Sunday School teacher, 2008 to present,
church council, 2014 to present

References

references/letters of recommendation available upon request



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloepfel, County Executive

MEMORANDUM

TO: County Board Members
FROM: Darlene Kloepfel, County Executive
DATE: January 7, 2019
RE: Recommended Board/Committee Appointments

Pursuant to the Executive's authority to make county appointments to governmental and community boards and committees with County Board approval, I am recommending appointment of the following persons to fill vacancies on these board and committees:

Zoning Board of Appeals

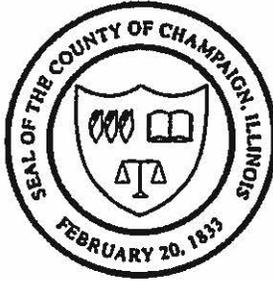
After review of all applications received and input from the Zoning Board of Appeals and Planning and Zoning Department Director, I recommend appointment of **Ryan Elwell** as the Zoning Board Chair.

Rural Transit Advisory Group

After review of all applications received, interviews with applicants and input from staff of the RTAG, I recommend appointment of **Lori Larson** to the RTAG.

Eastern Illinois Economic Development Authority Board

After review of all applications received, interviews with applicants and input from the Director of the EIEDA, I recommend appointment of **Mitchel Swim** to the EIEDA Board.



Brookens Administrative Center
1776 East Washington Street
Urbana, Illinois 61802
Phone (217) 384-3708
Fax (217) 819-4021

**Champaign County Zoning Board of Appeals
Champaign County, Illinois**

**TO: Champaign County Executive Darlene Kloeppe
Champaign County Board**

FROM: Champaign County Zoning Board of Appeals (ZBA)

DATE: January 4, 2019

RE: ZBA Recommendation for Appointment of ZBA Chairperson

As allowed by Section 4.2 of the ZBA Bylaws, the Zoning Board of Appeals voted at a Special Meeting on January 3, 2019, to recommend an appointment for Chairperson of the Zoning Board of Appeals. All five sitting Board members were present, and the Board vote was as follows:

Ryan Elwell- 3 votes

Jim Randol- 2 votes

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Ryan Elwell
ADDRESS: 2205 Brookshire E Champaign IL 61821
Street City State Zip Code
EMAIL: rjelwell1s@yahoo.com PHONE: 573.683.0091

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Champaign County Zoning Board of Appeals Chair

BEGINNING DATE OF TERM: 01/01/2019 ENDING DATE: 12/31/2019

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

I consider myself a fair person and setting expectations in an important way to maintain that everyone is respected and treated the same. This will be able to insure that all parties have a fair and equal opportunity to have their voices and concerns heard. I would consider myself an open minded individual, being able to look at all sides of the issue without letting bias interfere with my actions. I believe that I have a good rapport with all of the board members as well as the County Staff and will work very diligently if there is something that I can contribute to matter at hand.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

I would like to be able to lead the Champaign County Board of Appeals as Chair for this Coming year and as long as the County Board would deem me worthy. I look forward to being an advocate for property rights by applying the zoning ordinances with public concerns in the forefront. I appreciate that I am in a position that I can make my decision based on the merits of the case and not based on politics/personal agenda/feelings that may come with the elected position of County Board. I envision carrying out the responsibilities by coordinating with John Hall and the County Staffing on a regular basis.

3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?

I understand that the county government has a limited amount of resources and that the Zoning Board of Appeals is an important function of the government. It is a priority for me to be a good steward of the resources that we are given and I intend on leading with this principle in mind. Efficiency is a key concept that the staff has perfected and I would intend on doing the same during the meetings. I am knowledgeable in the proceedings of the Champaign County Board of Appeals and I have witnessed an excellent Chair guiding the Board over the past year.

4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.) Yes No If yes, please explain:

I cannot think of a conflict of interest.

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

It will be a priority for me to be present at the meetings.

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.



Signature

12/21/2018

Date

Memorandum

To: Champaign County Committee of the Whole, Policy, Personnel & Appointments

From: Kristen Gisondi, CCRPC / Champaign County Program Compliance Oversight Monitor (PCOM)

Date: January 2, 2019

Re: Recommendation to Appoint Lori Larson to the Rural Transit Advisory Group (RTAG)

Background: The Champaign County Rural Transit Advisory Group (RTAG), a subcommittee of the County Board, is responsible for oversight of the Champaign County Area Rural Transit System (C-CARTS). In addition to one member being a County Board liaison, the RTAG strives to have at least one member representing each of the following areas: older adults, individuals with disabilities, persons with low income, medical, education, and employment. Currently, all of these positions are filled, except the education representative seat that was vacated in August 2018.

Regina Crider, Director of Youth & Family Peer Support Alliance in Rantoul, vacated her position on the Rural Transit Advisory Group on August 13th, 2018. Her most recent term spanned from 01/1/2018 to 12/31/2018. Mrs. Larson would replace Ms. Crider as the education representative from 1/1/2019 to 12/31/2020.

Lori Larson has a Master's degree in Social Work, and served as a school social worker in the Mahomet-Seymour Schools for 10 years. Ms. Larson has also worked as adjunct faculty at the University of Illinois in the Social Work Department, and she is a rental property owner in Mahomet. She is a member of the Mahomet School Board and knows how students of all ages transport themselves around Champaign County. Ms. Larson recognizes transportation is important for education. This will be her first term serving the Rural Transit Advisory Group.

Staff Recommendation: Approve appointment of Lori Larson to the RTAG for a two-year term.

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Lon Larson
ADDRESS: 1601 Forestview Dr. Maohomet IL 61853
Street City State Zip Code
EMAIL: lalarsonlel@hotmail.com PHONE: (217) 898-1304

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: RTAG
BEGINNING DATE OF TERM: 1/1/19 ENDING DATE: 12/31/20

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

1. What experience and background do you have which you believe qualifies you for this appointment/
reappointment?

I have lived in the County for over 40+ years. I'm aware of the needs from rural to villages, towns to cities.

I have served on a variety of boards and have been a chair and an officer. I'm also a social worker so I'm used to looking @ micro/macro level issues

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

To look out for what's in the best interest of the county - financially, for service, and to make those decisions informed and with integrity.

3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?

I have reviewed some past minutes. I understand management staff taxes and fees as a rental property owner. I pay attention to county government as I am an elected official on the local school board.

4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.) Yes No If yes, please explain:

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

Lori A. Larson

Signature

10/10/2018

Date



Eastern Illinois Economic Development Authority

1817 South Neil Street • Champaign • IL 61820 • Toll Free: 866-325-7525 • Email: andrewjhamilton@eieda.com

December 3, 2018

The Honorable Pius Weibel
Chairman, Champaign County Board
1776 East Washington Street
Urbana, IL 61802-4581

c/o krhodes@co.champaign.il.us

Dear Chairman Weibel:

I am contacting you to request the reappointment of Mitch Swim from Champaign, IL as the Champaign County appointee to the Board of Directors for the Eastern Illinois Economic Development Authority (EIEDA). Mr. Swim's has been an excellent board member and also serves as our Chairman. Under his leadership the Authority has grown from inactive to facilitating the financing of over \$119 million in capital that has created over 280 jobs in the region. His appointment will expire on the third Monday of January 2019. It is crucial for bonding authority and for quorum purposes that EIEDA maintains a current and complete Board of Directors.

For your convenience, I have attached a form of Certificate of Appointment. If you have any questions, please call me at 866-325-7525. Your prompt attention to this matter would be most appreciated. Thank you.

Respectfully yours,

/ss
Andrew Hamilton
Executive Director

cc: Mitch Swim

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Mitchel Swim

ADDRESS: 1204 Vista View Court Mahomet IL 61853
Street City State Zip Code

EMAIL: PHONE: (217) 398-0067

[X] Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Eastern Illinois Economic Development Authority

BEGINNING DATE OF TERM: 04/19/2019 1/21/19 ENDING DATE: 01/19/2025

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

1. What experience and background do you have which you believe qualifies you for this appointment/ reappointment?

I have served as the Champaign County Representative Board Member and Chairman of the Eastern Illinois Economic Development Authority since its inception in 2006. Since that time we have facilitated several millions of dollars in financial capital in the member 10 county region. In addition to experience on the Board, I have been employed in commercial banking for 28 years and have earned a Masters of Business Administration and a B.S. in Business (Finance).

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

The role of an EIEDA Board Member is to represent Champaign County in supporting the economic development activities in the 10 member counties of the EIEDA. The EIEDA issues tax exempt financing to facilitate lower-cost funding for projects the federal and state government have deemed beneficial to our communities. Board members are expected to attend meetings, act upon applications to the authority for tax-exempt financing, and provide oversight to the organization.

3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?

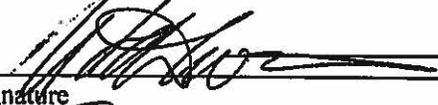
The Board members serve as volunteers. The Authority has no taxing power and operates on fees it earns by providing tax exempt financing. The Borrowers' savings from the tax exempt financing exceed the fee the Authority earns from issuing the financing. The Authority has modest assets. The Borrower and often a third party financing partner of the Borrower, provide assurance of repayment to the Bond purchaser. The Executive Director manages the operations, is employed on a contract basis, and oversees other third party service providers as needed. The Authority has no employees.

4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.) Yes No If yes, please explain:

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.



Signature

January 3, 2019

Date



Aaron Ammons
Champaign County Clerk
Champaign County, Illinois

1776 East Washington Street
Urbana, IL 61802
Email: mail@champaigncountyclerk.com
Website: www.champaigncountyclerk.com

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

COUNTY CLERK
MONTHLY REPORT
DECEMBER
2018

Liquor Licenses & Permits	\$	-
Civil Union Licenses	\$	70.00
Marriage License	\$	5,040.00
Interests	\$	10.76
State Reimbursements	\$	-
Vital Clerk Fees	\$	16,457.50
Tax Clerk Fees	\$	7,612.55
Refunds of Overpayments	\$	<u>95.40</u>
TOTAL	\$	29,286.21
Additional Clerk Fees	\$	924.00



Aaron Ammons
Champaign County Clerk
 Champaign County, Illinois

1776 East Washington Street
 Urbana, IL 61802
 Email: mail@champaigncountyclerk.com
 Website: www.champaigncountyclerk.com

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 Fax: (217)384-1241
 TTY: (217)384-8601

SEMI-ANNUAL REPORT
July - December 2018

Liquor Licenses & Permits	\$	440.00
Civil Union Licenses	\$	560.00
Marriage License	\$	36,680.00
Interests	\$	44.80
State Reimbursements	\$	-
Vital Clerk Fees	\$	132,230.00
Tax Clerk Fees	\$	29,379.14
Refunds of Overpayments	\$	<u>253.15</u>
TOTAL	\$	199,587.09
 Additional Clerk Fees	 \$	 7,644.00

State of Illinois)
) SS
 Champaign County)

I, Aaron Ammons, do solemnly swear that the foregoing account is in all respects true, according to the best of my knowledge and belief; and that I have neither received nor directly or indirectly agreed to receive, or be paid for my own or another's benefit, any other money, article or consideration than therein stated, nor am I entitled to any fee or emolument for the period therein mentioned, other than those therein specified.

Signed this 2nd day
 of January, A.D. 2019



 Aaron Ammons
 Champaign County Clerk



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING &
HUMAN RESOURCE MANAGEMENT SERVICES

Darlene A. Kloeppel, County Executive

MONTHLY HR REPORT NOVEMBER 2018

VACANT POSITIONS LISTING

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2018 HRS	FY 2018 SALARY
80	16	Admin Assistant	\$15.57	1950	\$30,361.50	1957.5	\$30,478.28
80	22	Deputy County Clerk	\$13.70	1950	\$26,715.00	1957.5	\$26,817.75
80	22	Director of Training	\$22.05	1950	\$42,997.50	1957.5	\$43,162.88
80	22	Lead Tax Ext Spec	\$22.05	1950	\$42,997.50	1957.5	\$43,162.88
80	28	PC Appl Programmer	\$25.19	1950	\$49,120.50	1957.5	\$49,309.43
80	30	Legal Clerk	\$13.70	1950	\$26,715.00	1957.5	\$26,817.75
80	30	Sr Legal Clerk	\$14.52	1950	\$28,314.00	1957.5	\$28,422.90
80	30	Trainer/App Asst	\$17.16	1950	\$33,462.00	1957.5	\$33,590.70
80	40	Deputy Sheriff	\$23.79	2080	\$49,483.20	2088	\$49,673.52
80	40	Deputy Sheriff	\$23.79	2080	\$49,483.20	2088	\$49,673.52
80	41	Asst State's Attorney	\$25.18	1950	\$49,101.00	1957.5	\$49,289.85
80	51	Court Services Officer	\$19.86	1950	\$38,727.00	1957.5	\$38,875.95
80	52	Court Services Officer	\$17.77	1950	\$34,651.50	1957.5	\$34,784.78
80	140	Clerk	\$13.70	1950	\$26,715.00	1957.5	\$26,817.75
80	140	Correctional Officer	\$19.81	2080	\$41,204.80	2088	\$41,363.28
80	140	Correctional Officer	\$19.81	2080	\$41,204.80	2088	\$41,363.28
80	140	Master Control Officer	\$15.57	2080	\$32,385.60	2088	\$32,510.16
80	140	PT Master Cntrl Ofcr	\$15.57	1040	\$16,192.80	1044	\$16,255.08
80	140	PT Master Cntrl Ofcr	\$15.57	1040	\$16,192.80	1044	\$16,255.08
80	140	Sgt-Court Security	\$31.72	2080	\$65,977.60	2088	\$66,231.36
83	60	Highway Maint Wkr	\$25.97	2080	\$54,017.60	2088	\$54,225.36
83	60	Highway Maint Supv	\$25.19	2080	\$52,395.20	2088	\$52,596.72
630	30	Financial Manager	\$22.05	1950	\$42,997.50	1957.5	\$43,162.88
-- TOTAL --						\$891,412.60	\$894,841.11

UNEMPLOYMENT REPORT

Notice of Claim Received - 1

Nursing Home

PAYROLL REPORT

NOVEMBER PAYROLL INFORMATION

Pay Group	11/9/2018		11/21/2018	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	512	\$961,573.65	537	\$998,409.10
Nursing Home	182	\$232,521.28	185	\$251,466.18
RPC/Head Start	252	\$340,408.01	263	\$342,051.78
Total	946	\$1,534,502.94	985	\$1,591,927.06

HEALTH INSURANCE/BENEFITS REPORT

Total Number of Employees Enrolled: 728

General County Union (includes AFSCME & FOP):

Single 195; EE+spouse 32; EE+child(ren) 67; Family 27; waived 62

Nursing Home Union:

Single 41; EE+spouse 5; EE+child(ren) 8; Family 1; waived 20

Non-bargaining employees:

Single 121; EE+spouse 35; EE+child(ren) 41; Family 11; waived 62

Life Insurance Premium paid by County: \$1,839.50

Health Insurance Premium paid by County: \$403,784.09

TURNOVER REPORT

Turnover is the rate at which an employer gains and loses employees. To get the best picture for turnover the calculations are based on rolling year averages.

General County

November 2018: 3.95% average over the last 12 months

November 2018: 23 out of 582 Employees left Champaign County: 5 resignations, 3 retirements, 4 dismissals, 11 EO terms ended

WORKERS' COMPENSATION REPORT

Entire County Report	November 2018	November 2017
New Claims	5	4
Closed	11	11
Open Claims	33	26
Year To Date Total (On-going # of claims filed)	89	79

EEO REPORT

Information provided based on EEO Tracking forms submitted by Applicant. Figures are for General County only.

Nov 2018 Monthly EEO Report General County Only	Assistant State's Attorney	Court Services Officer_Prob & Court Serv	
Total Applicants	4	17	4
Male	1	4	1
Female	3	13	3
Undisclosed	0	0	0
Hispanic or Latino	1	2	1
White	1	6	1
Black or African-American	1	6	1
Native Hawaiian or Other Pacific Islander	0	0	0
Asian	1	0	1
American Indian or Alaska Native	0	0	0
Two or more races	0	3	0
Undisclosed	0	0	0
Veteran Status	1	0	1

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	8	Meetings Staffed	4	Minutes Posted	4
Appointments Posted	2	Notification of Appointment	10	Contracts Posted	6
Calendars Posted	5	Resolutions Prepared	54	Ordinances Prepared	6



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING &
HUMAN RESOURCE MANAGEMENT SERVICES

Darlene A. Kloeppel, County Executive

MONTHLY HR REPORT DECEMBER 2018

VACANT POSITIONS LISTING

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2018 HRS	FY 2018 SALARY
80	16	Admin Assistant	\$15.57	1950	\$30,361.50	1957.5	\$30,478.28
80	22	Chief Deputy County Clerk	\$42.31	1950	\$82,504.50	1957.5	\$82,821.83
80	22	Director of Training	\$22.05	1950	\$42,997.50	1957.5	\$43,162.88
80	22	Lead Tax Ext Spec	\$22.05	1950	\$42,997.50	1957.5	\$43,162.88
80	28	PC Appl Programmer	\$25.19	1950	\$49,120.50	1957.5	\$49,309.43
80	28	Mainframe Programmer	\$25.19	1950	\$49,120.50	1957.5	\$49,309.43
80	30	Legal Clerk	\$13.70	1950	\$26,715.00	1957.5	\$26,817.75
80	30	Sr Legal Clerk	\$14.52	1950	\$28,314.00	1957.5	\$28,422.90
80	30	Trainer/App Asst	\$17.16	1950	\$33,462.00	1957.5	\$33,590.70
80	40	Deputy Sheriff	\$23.79	2080	\$49,483.20	2088	\$49,673.52
80	40	Deputy Sheriff	\$23.79	2080	\$49,483.20	2088	\$49,673.52
80	51	Court Services Officer	\$19.86	1950	\$38,727.00	1957.5	\$38,875.95
80	52	Court Services Officer	\$17.77	1950	\$34,651.50	1957.5	\$34,784.78
80	140	Clerk	\$13.70	1950	\$26,715.00	1957.5	\$26,817.75
80	140	Master Control Officer	\$15.57	2080	\$32,385.60	2088	\$32,510.16
80	140	Correctional Officer	\$19.81	2080	\$41,204.80	2088	\$41,363.28
80	140	PT Master Cntrl Ofcr	\$15.57	1040	\$16,192.80	1044	\$16,255.08
80	140	PT Master Cntrl Ofcr	\$15.57	1040	\$16,192.80	1044	\$16,255.08
80	140	Sgt-Court Security	\$31.72	2080	\$65,977.60	2088	\$66,231.36
83	60	Highway Maint Wkr	\$25.97	2080	\$54,017.60	2088	\$54,225.36
83	60	Highway Maint Supv	\$25.19	2080	\$52,395.20	2088	\$52,596.72
630	30	Financial Manager	\$22.05	1950	\$42,997.50	1957.5	\$43,162.88
-- TOTAL --						\$906,016.80	\$909,501.48

UNEMPLOYMENT REPORT

None to Report

PAYROLL REPORT

DECEMBER PAYROLL INFORMATION

Pay Group	12/7/2018		12/21/2018	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	504	\$1,065,600.34	492	\$961,386.25

Nursing Home	179	\$244,728.51	181	\$285,043.16
RPC/Head Start	262	\$415,306.98	263	\$353,611.56
Total	945	\$1,725,635.83	936	\$1,600,040.97

HEALTH INSURANCE/BENEFITS REPORT

Total Number of Employees Enrolled: 732

General County Union (includes AFSCME & FOP):

Single 197; EE+spouse 3112; EE+child(ren) 65; Family 27; waived 66

Nursing Home Union:

Single 40; EE+spouse 5; EE+child(ren) 7; Family 1; waived 20

Non-bargaining employees:

Single 125; EE+spouse 34; EE+child(ren) 41; Family 11; waived 62

Life Insurance Premium paid by County: \$1,822.21

Health Insurance Premium paid by County: \$395,222.07

TURNOVER REPORT

Turnover is the rate at which an employer gains and loses employees. To get the best picture for turnover the calculations are based on rolling year averages.

General County

December 2018: .69% average over the last 12 months

December 2018: 4 out of 578 Employees left Champaign County: 1 resignation, 3 retirements

WORKERS' COMPENSATION REPORT

<u>Entire County Report</u>	<u>December 2018</u>	<u>December 2017</u>
New Claims	4	7
Closed	3	2
Open Claims	35	31
Year To Date Total (On-going # of claims filed)	93	86

EEO REPORT

Information provided based on EEO Tracking forms submitted by Applicant. Figures are for General County only.

Dec 2018 Monthly EEO Report General County Only	Programmer_IT	Lead Tax Ext Specialist_County Clerk	Deputy County Clerk	
Total Applicants	8	11	130	149
Male	7	3	29	39
Female	1	7	99	107
Undisclosed	0	1	2	3
Hispanic or Latino	1	0	2	3
White	7	7	79	93
Black or African-American	0	4	41	45
Native Hawaiian or Other Pacific Islander	0	0	0	0
Asian	0	0	0	0
American Indian or Alaska Native	0	0	0	0
Two or more races	0	0	7	7
Undisclosed	0	0	1	1
Veteran Status	2	1	6	9

ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT

Agendas Posted	2	Meetings Staffed	0	Minutes Posted	0
Appointments Posted	3	Notification of Appointment	4	Contracts Posted	3
Calendars Posted	5	Resolutions Prepared	27	Ordinances Prepared	0



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppel, County Executive

MEMORANDUM

**TO: Charles Young, Chair of Policy, Personnel & Appointments;
Jim Goss, Chair of Finance;
And MEMBERS of the CHAMPAIGN COUNTY BOARD**

**FROM: Deb Busey, Transition Administrator, and Job Content Evaluation
Committee**

DATE: January 3, 2019

**RE: REVIEW and RECOMMENDATION for CIRCUIT CLERK FINANCIAL
MANAGER and ACCOUNT CLERK POSITIONS**

Pursuant to direction from the County Board on December 18, 2018, the Job Content Evaluation Committee has met to review the Circuit Clerk's request to review and re-evaluate the positions of Financial Manager and Account Clerk.

REPORT:

FINANCIAL MANAGER: The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by Circuit Clerk Katie Blakeman. The Committee was also provided with the proposed job description to include revisions to the responsibilities for the position. Ms. Blakeman met with the Committee and explained a number of areas where this position had been assigned expanded responsibility since it was last reviewed. This position is responsible for and maintains the integrity of the Circuit Clerk's accounting system. The position also provides direct supervision to the two Account Clerk positions, as well as indirect supervision to other Circuit Clerk staff in the administration of office accounting functions. The changes in the scope of responsibility for this position have resulted in a recommendation by the Job Content Evaluation Committee that the position be upgraded from Grade Range I to Grade Range K. The resulting updated job description is attached for your information. This is documented as a non-bargaining, FLSA Exempt position within the Champaign County Staffing Plan.

ACCOUNT CLERK: The Job Content Evaluation Committee also reviewed the submitted position analysis questionnaire for this position. Circuit Clerk Katie Blakeman met with the Committee and explained the current operational functioning of the Account Clerk positions within her office. Based on the information submitted, the Job Content Evaluation Committee concluded that the classification of the Account Clerk does not change and remains in Grade Range E. The updated job description is attached for your information. This position is documented as an AFSCME bargaining unit, FLSA Non-Exempt position within the Champaign

County Staffing Plan. No further action is required by the County Board with regard to this position.

REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:

The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of re-classification of the Circuit Clerk Financial Manager position assigned to Grade Range I to Grade Range K.

REQUESTED ACTION for FINANCE:

The Finance Committee recommends to the County Board approval of the re-classification of the Circuit Clerk Financial Manager position assigned to Grade Range I to Grade Range K.

Thank you for your consideration of this recommendation

cc: Katie Blakeman, Circuit Clerk

attachments

Champaign County Job Description

Job Title: Financial Manager
Department: Circuit Clerk
FLSA Status: Exempt
Grade Range: K
Prepared Date: December 2018

SUMMARY Serves as Chief Financial Officer for the Office of the Circuit Clerk.

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

Responsible for and maintains the integrity of the Circuit Clerk's accounting system. Assists in the training of staff to use the accounting system and on the calculation of court costs, fines and fees per court order; responsible for the collection and disbursement of approximately \$9-\$11 million in receipts to numerous entities and individuals. Ensures the accuracy of data and adherence to generally accepted accounting principles, including GASB (Governmental Accounting Standards Board).

Disburses money collected from fines and fees to outside agencies.

Prepares monthly and annual financial statements for the County Board regarding Circuit Clerk operations. Prepares annual report and transfers funds of unclaimed property to the State. Prepares estimates of future revenue to be collected for budgeting.

Prepares annual publication of abandoned bonds and transfers funds to the County Treasurer.

Analyzes cash flow and recommends cash levels available for investment to Circuit Clerk. Calls area banks to secure bids and confirms that all funds are collateralized.

Reconciles bank accounts and journal entries monthly and distributes interest to the divisions.

Reconciles funds held in trust monthly.

Prepares annual financial reports for AOIC.

Coordinates with the County's independent outside auditor for testing of the Circuit Clerk's annual audit. Coordinates with the County's independent outside auditor for the compliance testing of the court files and calculation of court costs as required by State statute.

Responds to questions from victims on restitution and bond refund questions.

Prepares monthly and quarterly reports on the Support Enforcement contract to IDPA.

Fill out W-9's for employers who withhold child support payments. Completes IRS Form 8300 concerning \$10,000 or greater cash posted as bond in drug and money laundering cases per RICO statute.

Interfaces with employees of other County offices.

Writes office financial procedure manual.

SUPERVISORY RESPONSIBILITIES Supervises two Account Clerks. Carries out supervisory responsibilities in accordance with the Circuit Clerk's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; recommending for hire, rewarding and disciplining employees; addressing complaints and resolving problems. Responsible for training entire Circuit Clerk department on proper receipting, payment processing, and balancing procedures.

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

EDUCATION and/or EXPERIENCE CPA with 3 years CPA experience or Bachelor's Degree in a related field with more than 3 years experience.

LANGUAGE SKILLS Ability to read and interpret documents such as governmental regulations, financial quotations and rules and procedure manuals. Ability to write reports, correspondence and departmental procedures. Ability to speak effectively to individuals and groups of customers or employees.

MATHEMATICAL SKILLS Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS Certified Public Accountant certification is preferred.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 35 pounds. 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.

**CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB CONTENT EVALUATION COMMITTEE REPORT**

Date of Request: December 18, 2018

RE-EVALUATION OF EXISTING POSITION

Department Requesting:	Circuit Clerk	
Position Title:	Financial Manager	
Current Job Points:	691	
FLSA Status:	Exempt	
Current Salary Range:	Grade Range I	
FY2019 Salary Range	Minimum:	\$22.60
	Mid-Point:	\$28.25
	Maximum:	\$33.90

Job Evaluation Committee Recommendation: Re-Classification

Re-Evaluated Job Points:	839	
Recommended Title:	Financial Manager	
FLSA Status:	Exempt	
Recommended Salary Range:	Grade Range K	
FY2019 Salary Range	Minimum:	\$29.03
	Mid-Point:	\$36.29
	Maximum:	\$43.55

Date of Job Evaluation Committee Recommendation: December 21, 2018

Champaign County Job Description

Job Title: Account Clerk
Department: Circuit Clerk
Reports To: Financial Manager
FLSA Status: Non-Exempt
Employment Status: Bargaining Unit – AFSCME Circuit Clerk
Prepared Date: December 2018

SUMMARY Performs responsible accounting and clerical duties and routine administrative functions for an Elected Office holder, the head of a department or a high level administrator.

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

Accurate data entry into the court case management system and official court record

Answers customer questions regarding court fines and fees, bond refunds, and child support payments.

Writes correspondence to defendants in court cases, attorneys, and state agencies.

Audits court files for accurate court ordered assessments. Sends cases to collection agency and/or state comptroller for late payments.

Prepares unclaimed property lists and submits to the State and County Treasurers.

Balances cash drawer and prepares daily bank deposits.

Balances and reconciles bank statements.

Maintains statistical records and prepares periodic reports.

May train other Circuit Clerk staff on proper receipting and balancing procedures.

Distributes funds to the IL State Treasurer, municipalities, state agencies and other units of government.

Prepares and distributes checks for bond refunds, bond assignments, and court ordered maintenance.

Maintains general and subsidiary ledgers and journals; posts debits and credits; records daily receipts and balances with the computer reports; examines and records financial transactions.

SUPERVISORY RESPONSIBILITIES May exercise supervision over one or several clerks responsible for routine clerical functions. This job has 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.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) with courses in bookkeeping and two years of responsible office experience; or equivalent combination of education and experience. Should have knowledge of the basic principles of bookkeeping and routine accounting procedures. Requires knowledge of modern office practices, principles of modern record keeping, set up and maintaining filing systems and of legal phrases and terminology. Skill to make and verify computations with accuracy, to compile statistical data and prepare routine reports. Skill in the operation of an online personal computer and terminal as well as computer spreadsheet software (basic proficiency in MS Word and Excel).

LANGUAGE SKILLS Ability to read and interpret documents such as spread and balance sheets, invoices, correspondence. Ability to write routine reports and correspondence. Ability to speak before the general public and employees of the organization.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to organize and prioritize work and to coordinate a number of activities simultaneously.

CERTIFICATES, LICENSES, AND 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 sit; and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office working conditions. The noise level in the work environment is usually quiet.

NOTE: This document contains wording of a description of a general class of positions with the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position with this job class. "Essential functions" are to be determined at the position or job level within each department.

**CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB CONTENT EVALUATION COMMITTEE REPORT**

Date of Request:

December 18, 2018

RE-EVALUATION OF POSITION

Department Requesting:	Circuit Clerk
Position Title:	Account Clerk
Current Job Points:	326
Current Classification Range:	E
FY2018 Current Range Minimum:	\$14.52
Bargaining Unit:	AFSCME - Circuit Clerk Unit
FLSA Status:	Non-Exempt

Job Evaluation Committee Recommendation: **No Change**

Recommended Title:	Account Clerk
Re-Evaluated Job Points:	333
Recommended Classification Range:	E
FY2018 Current Range Minimum:	\$14.52
Bargaining Unit:	AFSCME - Circuit Clerk Unit
FLSA Status:	Non-Exempt

Date of Job Evaluation Committee Recommendation:

December 21, 2018

REQUEST FOR BUDGET AMENDMENT

BA NO. 18-00076

FUND 080 GENERAL CORPORATE

DEPARTMENT 042 CORONER

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-042-511.03 REG. FULL-TIME EMPLOYEES	214,223	214,223	217,941	3,718
080-042-511.05 TEMP. SALARIES & WAGES	33,963	30,021	31,324	1,303
080-042-533.06 MEDICAL/DENTAL/MENTL HLTH	123,200	118,367	129,721	11,354
TOTALS	371,386	362,611	378,986	16,375

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-042-341.42 REIMB OF CORONER COSTS	55,000	55,000	62,478	7,478
TOTALS	55,000	55,000	62,478	7,478

EXPLANATION: TO COVER END OF YEAR FORMER EMPLOYEE BENEFIT PAYOUT & PART-TIME STAFF ADDITIONAL COVERAGE. REIMBURSE AUTOPSY LINE ITEM FOR FEES COLLECTED FOR LAB EXPENSES OF OTHER COUNTIES AND ADDITIONAL CHAMPAIGN COUNTY AUTOPSY EXPENSES THROUGH END OF DECEMBER.

DATE SUBMITTED: <i>12/26/18</i>	AUTHORIZED SIGNATURE <i>Duane E. Northrup</i>	** PLEASE SIGN IN BLUE INK **
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APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

FUND 685 SPECIALTY COURTS FUND

DEPARTMENT 031 CIRCUIT COURT

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
685-031-533.53 SPECIALTY COURTS EXPENSES	15,000	12,573	14,573	2,000
TOTALS	15,000	12,573	14,573	2,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
685-031-361.10 INVESTMENT INTEREST	25	25	1,255	1,230
685-031-369.90 OTHER MISC. REVENUE	0	0	588	588
685-031-363.10 GIFTS AND DONATIONS	100	100	282	182
TOTALS	125	125	2,125	2,000

EXPLANATION: INCREASED REVENUE WAS RECEIVED AND WILL BE USED TO COVER INCREASED DRUG COURT EXPENDITURES.

DATE SUBMITTED:

12/27/2018

AUTHORIZED SIGNATURE



** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

Julia R. Rietz
State's Attorney



Courthouse
101 East Main Street
P. O. Box 785
Urbana, Illinois 61801
Phone (217) 384-3733
Fax (217) 384-3816
email: statesatty@co.champaign.il.us

**Office of
State's Attorney
Champaign County, Illinois**

MEMO

DATE: January 4, 2019

TO: Jim Goss, Chair, Finance Committee, Champaign County Board
Stephanie Fortado, Vice Chair, Finance Committee, Champaign County Board

FROM: Julia Rietz, State's Attorney

RE: Budget Amendment 18-81, Amendment 18-82, and Budget Transfer 18-8

This memo is in reference to Budget Amendment 18-81, Amendment 18-82, and Budget Transfer 18-8. A brief description of each item follows:

Amendment 18-81

This amendment is an increase in appropriations in Fund 621, from the fund balance, for end-of-year expenses.

Amendment 18-82

This amendment is an increase in appropriations to match State-approved and -funded increase in the salary for all State's Attorneys in Illinois.

Transfer 18-8

This transfer is to move personnel appropriations to the 080-041-571.25 transfer line item, to pay for personnel expenses in Fund 675, due to the loss of grant funding. In FY2019, the SAO intends to apply for grants from State agencies, such as the Illinois Criminal Justice Information, if and when it becomes available; in the interim, we have increased the transfer to Fund 675 to support the vital, necessary work of our Victim Advocates.

On behalf of the Champaign County State's Attorney's Office, I respectfully request that the Committee approve these amendments and forward the recommendation to the County Board.

Julia Rietz, State's Attorney

A handwritten signature in blue ink, appearing to be "Julia Rietz", written over the typed name.

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
621-041-522.03 BOOKS, PERIODICALS & MAN.	4,000	11,434	16,434	5,000
621-041-533.95 CONFERENCES & TRAINING	3,000	10,116	15,116	5,000
TOTALS	7,000	21,550	31,550	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 END OF YEAR EXPENSES.

INCREASE WILL COME FROM FUND BALANCE

DATE SUBMITTED: <u>1.4.19</u>	AUTHORIZED SIGNATURE 	** PLEASE SIGN IN BLUE INK **
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APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

FUND 080 GENERAL CORPORATE

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
080-041-511.01 ELECTED OFFICIAL SALARY	166,508	166,508	168,339	1,831
TOTALS	166,508	166,508	168,339	1,831

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-041-335.70 STATE SALARY REIMBURSEMENT	171,061	171,061	172,892	1,831
TOTALS	171,061	171,061	172,892	1,831

EXPLANATION: INCREASE IN APPROPRIATIONS TO MATCH STATE APPROVED AND FUNDED INCREASE TO STATE'S ATTORNEY SALARY.

DATE SUBMITTED: 1.4.19 AUTHORIZED SIGNATURE  ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

REQUEST FOR BUDGET TRANSFER
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 18-00008

FUND 080 GENERAL CORPORATE

DEPARTMENT 041 STATES ATTORNEY

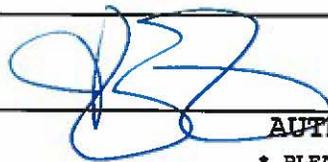
TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
080-041-571.25 TO VCTM ADVOC GRNT FND675	23,918.	080-041-511.03 REG. FULL-TIME EMPLOYEES

EXPLANATION: TRANSFER OF PERSONNEL APPROPRIATIONS TO TRANSFER LINE,
TO PAY FOR PERSONNEL EXPENSES IN FUND 675 DUE TO LOSS OF GRANT FUNDING

DATE SUBMITTED: 1.4.19



AUTHORIZED SIGNATURE

APPROVED BY PARENT COMMITTEE:

DATE: _____

* PLEASE SIGN IN BLUE INK *

APPROVED BY BUDGET AND FINANCE COMMITTEE:

DATE: _____

FUND 610 WORKING CASH FUND

DEPARTMENT 026 COUNTY TREASURER

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
610-026-571.80 TO GENERAL CORP FUND 080	1,900	1,900	5,687	3,787
TOTALS	1,900	1,900	5,687	3,787

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
610-026-361.10 INVESTMENT INTEREST	1,900	1,900	5,687	3,787
TOTALS	1,900	1,900	5,687	3,787

EXPLANATION: EARNED MORE INTEREST THAN ANTICIPATED

DATE SUBMITTED: <u>1/7/19</u>	AUTHORIZED SIGNATURE <u><i>Laurel P. ...</i></u> ** PLEASE SIGN IN BLUE INK **
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APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 870 WEATHERIZATION-NICOR

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	85,000	85,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	85,000	85,000

EXPLANATION: TO ACCOMMODATE A NEW CONTRACT WITH NICOR THAT SUPPLEMENTS THE ILLINOIS HOME WEATHERIZATION ASSISTANCE PROGRAM. THIS CONTRACT WILL PROVIDE ENHANCED WEATHERIZATION SERVICES IN NORTHERN CHAMPAIGN COUNTY, INCLUDING INSULATION, AIR SEALING, AND HEALTH & SAFETY MEASURES FOR AN ADDITIONAL 10 INCOME-ELIGIBLE HOUSEHOLDS.

DATE SUBMITTED: 1/31/19 AUTHORIZED SIGNATURE  **** PLEASE SIGN IN BLUE INK ****

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

REQUEST FOR BUDGET AMENDMENT

BA NO. 19-00006

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 847 PERM SUPP HSG-PHY DIS-EVN

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-847-511.03 REG. FULL-TIME EMPLOYEES	0	0	4,000	4,000
075-847-534.38 EMRGNCY SHELTER/UTILITIES	0	0	22,000	22,000
TOTALS	0	0	26,000	26,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
075-847-331.88 HUD RAPID REHOUS/CC PROG	0	0	26,000	26,000
TOTALS	0	0	26,000	26,000

EXPLANATION: TO ACCOMMODATE ALTERNATING PROGRAM YEARS TO PROVIDE SUBSIDIZED RENTAL ASSISTANCE FOR LOW-INCOME DISABLED ADULTS.

DATE SUBMITTED: 1/31/19 AUTHORIZED SIGNATURE: *Chris Ward* ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 848 CCNTY SAFETY FRCSTNG TOOL

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	184,200	184,200

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	184,200	184,200

EXPLANATION: PLEASE SEE ATTACHED SHEET FOR PROGRAM DESCRIPTION. THANK YOU.

DATE SUBMITTED:

1/3/19

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

848 Champaign County Forecasting Tool

Provides for the development of a safety forecasting tool for estimating future crashes and projections of average daily traffic using the travel demand model. This tool will provide a platform to select and prioritize projects on safety, guide corridor and intersection safety enhancements, and support cost-benefit analyses of future projects. It will be a data-driven tool which will require geometric information of intersections and corridor segments.

FUND 850 GEOG INF SYS JOINT VENTUR DEPARTMENT 111 OPERATIONS & ADMINISTRTRN

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	2,000	2,000	44,000	42,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	472,909	472,909	499,909	27,000

EXPLANATION: AMENDMENT NEEDED FOR ACQUISITION OF LIDAR THROUGH THE USGS 3D ELEVATION PROGRAM. THE MAJORITY OF THE EXPENDITURE TO BE PAID WITH PASS THROUGH FUNDS FROM THE MEMBER AGENCIES AS REFLECTED IN REQUESTED REVENUE INCREASES. FUNDS FROM THE CCGISC FUND BALANCE WILL BE USED FOR THE REMAINDER OF THE EXPENDITURE.

DATE SUBMITTED:	AUTHORIZED SIGNATURE	** PLEASE SIGN IN BLUE INK **
1-4-2019		

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

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**Shelter Medicine Agreement between
The Board of Trustees of the University of Illinois and
Champaign County Animal Control**

This Shelter Medicine Agreement ("Agreement") is between the Board of Trustees of the University of Illinois ("Illinois"), a body corporate and politic of the State of Illinois, on behalf of its College of Veterinary Medicine ("College") at the University of Illinois at Urbana-Champaign, and Champaign County Animal Control ("Site").

Background

1. The mission of the College's Shelter Medicine Program is to reduce animal overpopulation and to improve the health and well-being of animals in need through the advancement of the discipline of shelter medicine among veterinarians and veterinary students.
2. The Shelter Medicine Program at Illinois engages students during all four years of the veterinary degree program with students performing physical examinations, diagnostic testing, treatments, and surgeries under the supervision of College faculty veterinarians and veterinary residents.
3. Site desires to engage the expertise of Illinois to perform certain services, and Illinois has determined that performing the services will promote one or more of the University's missions of public service, research, teaching and economic development.

1. Scope of Services

1.1 Services to be performed by Illinois. Illinois shall perform the following veterinary services ("Services") for Site:

- 1.1.1 Provide sterilization services for shelter animals (e.g., cats, dogs, and occasionally rabbits, and animals from low-income households, as determined by Site). Once sterilization surgery has begun, it cannot be stopped.
- 1.1.2 Address any complications that occur during sterilization surgery or the immediate post-operative period.
- 1.1.3 Provide direction to Site regarding aftercare of sterilized animals.
- 1.1.4 Provide physical examinations, diagnostics, and treatments to shelter animals and animals from low-income households.
- 1.1.5 If Illinois has received a grant to provide services beyond spay/neuter surgeries to low-income families (as determined by Site) as part of a "Community Medicine Days" event, Illinois also may provide x-ray, ultrasound, cytology, or other services as Illinois deems appropriate in consultation with Site.
- 1.1.6 Assist with other shelter medicine related matters, as Illinois deems appropriate.

1.2 Responsibilities and activities of Site. Site shall complete the following responsibilities:

- 1.2.1** Provide a location to park mobile trailer unit.
- 1.2.2** If the mobile trailer unit visits site more than once monthly, provide Illinois with access to a 220V, 50A shore power connection.
- 1.2.3** Schedule shelter animals and those animals from low-income households for examinations or sterilization according to the point system described in Attachment A after the monthly schedule has been release from the Shelter Medicine Service within the Veterinary Teaching Hospital.
- 1.2.4** Ensure low-income animal owners have signed the necessary consent forms.
- 1.2.5** Provide Elizabethan collars for animals that received surgery.
- 1.2.6** If Community Medicine Days are scheduled at Site in conjunction with surgeries, Site shall provide an examination room where Services can be rendered.
- 1.2.7** Collect fees from owners of animals from low-income households.
- 1.2.8** Instruct its staff and volunteers to conduct themselves at all times in a kind and professional manner toward Illinois employees and students.

2. Term and Termination

- 2.1** **Term.** The term of this Agreement shall be from January 1, 2019] or from the date last signed below through December 31, 2019. The parties may renew this Agreement by written amendment. The term, including all renewals, shall not exceed five years.
- 2.2** **Termination.** Either party may terminate this Agreement for convenience upon 30 days' prior written notice to the other party. In case of default, the aggrieved party shall give the defaulting party written notice describing the default and may terminate the Agreement if the defaulting party fails to cure within 10 days after receipt of notice, or some other agreed period.
- 2.3** **Effect of Early Termination.** In the event of early termination of this Agreement, Site shall pay Illinois for Services performed to the date of termination and shall reimburse Illinois for the cost of all non-cancellable obligations made on Site's behalf.

3. Compensation

Site shall pay Illinois \$26 per sterilization. Payment shall be made no later than 30 days after receipt of invoice.

4. Limitation of Liability

Illinois shall not be liable to Site for any indirect, special, exemplary, consequential, or incidental damages or lost profits arising out of, or relating to, this Agreement, even if Illinois had been advised of the possibility of such damages. Illinois' liability to Site for breach of contract damages shall not exceed the amount of compensation actually paid by Site for Services performed.

5. Insurance

During all times relevant to this Agreement, each party shall maintain professional (if applicable) and general liability insurance, whether through a commercial policy or through a program of self-insurance, with minimum limits of \$1 million per claim and \$3 million aggregate, and shall furnish the other party with evidence of such insurance upon request.

6. General Provisions

- 6.1 Force Majeure.** A party is excused from performing its obligations under this Agreement when conditions beyond its control and unforeseen by the parties make its performance commercially impractical, illegal, or impossible. Conditions of excuse include, but are not limited to: natural disasters, strikes, fires, war, terrorism and threats of terrorism, government actions, and acts or omissions of third parties. So long as the conditions continue, the party whose performance is affected shall keep the other party fully informed about the conditions and the prospects of their ending.
- 6.2 Independent Contractor.** The parties are independent contractors with respect to each other. Nothing in this Agreement is intended to create any association, partnership, joint venture or agency relation between them.
- 6.3 Use of Name.** No party may use the other party's name or protected marks for any promotional purpose without the other party's advance written consent.
- 6.4 Headings.** Headings in this Agreement are intended only to assist with readability and are not substantive.
- 6.5 Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be unenforceable, the provision shall be severed from this Agreement so long as severance does not affect the enforceability or essential purpose of the remainder of the Agreement.
- 6.6 Assignment.** Neither party may assign its obligations under this Agreement without prior written consent of the other party.
- 6.7 Amendments.** No modification of this Agreement shall be effective unless made by a written amendment signed by each party's authorized signatory.
- 6.8 Compliance with Laws.** Each party shall perform its obligations in compliance with all relevant laws governing its performance. Breach of this provision is a material breach of this Agreement.
- 6.9 Waiver.** The failure of either party to enforce any provision of this Agreement shall not waive the party's right to later enforce the provision or the Agreement.
- 6.10 Non-Exclusivity.** This Agreement is non-exclusive.
- 6.11 Counterparts/Facsimile Signatures.** This Agreement may be signed in counterparts. Facsimile signatures constitute original signatures for all purposes.
- 6.12 Notices.** To be effective, all notices required by this Agreement must be sent either by: prepaid registered or certified mail with return-receipt requested; hand-delivery; or prepaid commercial courier. Notices are effective upon receipt if sent as required to the following representatives:

University Representative
Cynthia Dillman
2001 South Lincoln Ave
Urbana, IL 61802
217-333-0353

Client Representative
Stephanie Joos
Champaign County Animal Control
210 S Art Bartell Rd
Urbana, IL 61802
Phone 217-384-3798

- 6.13 Choice of Law.** This Agreement shall be interpreted by application of Illinois law without regard to its conflict of law provisions.
- 6.14 Integration.** This Agreement with its attachments, amendments and incorporated references constitutes the parties' entire agreement regarding the subject matter.
- 6.15 Ambiguities.** Any rule of construction that would resolve ambiguities against the drafting party shall not apply in interpreting this Agreement.
- 6.16 Authorized Signatories.** The individuals signing this Agreement on a party's behalf represent that they have the requisite authority and intent to bind that party to this Agreement.

**BOARD OF TRUSTEES OF THE
UNIVERSITY OF ILLINOIS**

Champaign County Animal Control:

By: _____
Avijit Ghosh, Comptroller Date

By: _____
Date

Printed Name: _____

Title: _____

Approved as to Legal Form by Office of University Counsel [LMP/11-21-2018]
Changes to template require University Counsel and OSFS approval

ATTACHMENT A
SCHEDULING OF SERVICES

Site will schedule Services according to the specifications below:

- **Animals presented for surgery must be 70lbs or less due to the size of the tables in the mobile unit.**
- **Each surgery visit can be scheduled according to a point schedule of 30–40 points per visit. With permission of the faculty member in charge, the shelter can schedule up to 50 points.**
 - **Female dogs – 5 points**
 - **Male dogs – 3 points**
 - **Female cats – 3 points**
 - **Male cats – 1 point**
 - **Conditions such as cryptorchidism, pregnancy, pyometra, or umbilical hernia add 3 points to each individual case**
- **Up to six medical cases can be scheduled on Community Medicine Days**



**SHERIFF DUSTIN D. HEUERMAN
CHAMPAIGN COUNTY SHERIFF'S OFFICE**

204 E. Main Street
Urbana, Illinois 61801-2702
(217) 384-1204

Dustin D. Heuerman

Sheriff
ph (217) 384-1205
fax (217) 384-3023

Chief Deputy
Shannon Barrett
ph (217) 384-1222
fax (217) 384-1219

Captain
Law Enforcement
Shane Cook
ph (217) 384-1207
fax (217) 384-1219

Captain/Jail Supt
Corrections
Karee Voges
ph (217) 819-3534
fax (217) 384-1272

Jail Information
ph (217) 384-1243
fax (217) 384-1272

Investigations
ph (217) 384-1213
fax (217) 384-1219

Civil Process
ph (217) 384-1204
fax (217) 384-1219

Records/Warrants
ph (217) 384-1233

TO: Chair Jim Goss
Members of the Finance Committee of the Whole

FROM: Sheriff Dustin Heuerman *DH*

DATE: January 3, 2018

**SUBJ: Intergovernmental Agreement for National Integrated
Ballistics Information Network (NIBIN)**

Please find attached an Intergovernmental Agreement for cost sharing of an extended warranty for the National Integrated Ballistics Information Network (NIBIN) with the City of Champaign, City of Urbana, the County of Champaign and the University of Illinois.

This shared resource will allow the Champaign County Sheriff's Office to more easily link evidence retrieved from crime scenes where a shooting has occurred to a national database, resulting in a more efficient and effective investigation and apprehension of violent criminals. While the Champaign Police Department will be the lead agency for this technology and equipment, the Champaign County Sheriff's Office will have continuous access to it and will have investigators who are trained in its use.

In order to continue making strides to curb gun violence in our county, as well as continue the strong collaboration that we have built between agencies, I respectfully request the Champaign County Board approve this Intergovernmental Agreement.

Thank you.

DDH:tss

Atch.

EXHIBIT A

INTERGOVERNMENTAL AGREEMENT FOR COST SHARING OF EXTENDED WARRANTY FOR NATIONAL BALLISTIC INFORMATION NETWORK EQUIPMENT, TECHNICAL SUPPORT, AND TRAINING

THIS AGREEMENT entered into by and between the law enforcement agencies in Champaign County, which includes the City of Champaign Police Department ("Champaign"), the City of Urbana Police Department ("Urbana"), the Champaign County Sheriff's Office ("CCSO"), and the University of Illinois Police Department ("University")(collectively referred to herein as the "Parties").

WHEREAS, since 2013, Champaign County has experienced a significant increase in firearms-related violence.

WHEREAS, the National Integrated Ballistics Information Network (NIBIN) has technology and equipment, which allows law enforcement agencies to quickly link suspect ballistics to a national database of ballistics imaging terminals.

WHEREAS, Champaign will be entering into an agreement with the Illinois Criminal Justice Information Authority (ICJIA), to receive grant funding from the Justice Assistance Grant (JACG) Program in an amount not to exceed \$208,200 to purchase essential equipment to use and implement NIBIN technology.

WHEREAS, Champaign will use the equipment to, among other things, establish a regional NIBIN center for Champaign County.

WHEREAS, there are recurring costs related to the NIBIN equipment, including an extended warranty, technical support, and training support.

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, provide for and promote joint cooperation among units of local government for public purposes.

NOW THEREFORE, the Parties agree as follows:

1. **Lead Agency.** Champaign shall be the lead agency for purposes of implementing the NIBIN equipment and coordinating technical support and training within Champaign County.
2. **Liability.** Nothing in this Agreement shall impose any liability for claims against any party other than claims for which liability may be imposed by the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.* Each party to this Agreement shall be responsible for its own actions under this Agreement and shall not be liable for any civil liability that may arise from this Agreement. The Parties do not intend for any third party to obtain any rights by virtue of this Agreement.

3. **Extended Warranty & Protection Plan.** Champaign shall enter into an agreement with a consultant to provide the extended warranty, technical support, and training support to be attached hereto.
4. **Costs & Term.** Over the term of four (4) years, the total costs for the Extended Warranty & Protection Plan is \$65,358.00. The Parties have agreed to share the costs as follows:

SafeGuard Extended Warranty & Protection Plan (1st year included, this is for years 2, 3, & 4)	3 Year Package - Annual Price (USD)	3 Year Package - Total 3 Year Price (USD)
City of Champaign Police Department	\$7,407	\$22,222
City of Urbana Police Department	\$4,793	\$14,379
Champaign County Sheriff's Office	\$4,793	\$14,379
University of Illinois Police Department	\$4,793	\$14,379
Total (USD)	\$21,786	\$65,358

NOTE: City of Champaign calculated at 34% of overall cost, all other agencies at 22%. Numbers rounded to the nearest dollar.

5. **Reimbursement Payment.** Champaign shall purchase the Extended Warranty and Protection Plan from the consultant as described in Sections 1 and 2 herein. Champaign shall submit a statement to the other Parties to confirm such payment. Urbana, CCSO and the University shall reimburse Champaign its share of costs as described in Section 2 herein within forty-five (45) days after receiving a statement.
6. **Access to NIBIN Equipment.** Personnel of the Parties who are certified users of the NIBIN equipment shall be permitted to access and utilize the NIBIN equipment on a 24 hour/7 day a week basis.
7. **Initial Data Entry & Analysis.** Parties that do not have personnel who are certified users of the NIBIN equipment shall make arrangements for certification. For the initial 6-month period, certified users of the Parties shall facilitate data entry and analysis for Parties who do not yet have certified users.
8. **Notices.** Any notices required under this Agreement shall be served via U.S. Mail to the addresses set forth below.

City of Champaign
City Manager
102 N. Neil St.
Champaign, IL 61820

City of Urbana
Mayor
400 S. Vine St.
Urbana, IL 61801

**Champaign County
Champaign County Sheriff's Office
204 E. Main St.
Urbana, IL 61801**

**University of Illinois
University of Illinois Police Dept.
1110 W. Springfield
Urbana, IL 61801**

- 9. Counterparts.** This Agreement may be executed in counterparts, each which shall be deemed an original. All counterparts will constitute but one and the same instrument and will be evidenced by any one counterpart. Photocopy or facsimile copy of a party's original signature shall be deemed as effective as an original.
- 10. Entire Agreement.** This Agreement constitutes the entire and final intent of the Parties and supersedes all previous agreements and understandings of the Parties, either oral or written. This Agreement may be amended only by written agreement signed by the Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on the date indicated below.

CITY OF CHAMPAIGN

By: _____
City Manager

ATTEST:

City Clerk

Date

APPROVED AS TO FORM:

Attorney

CITY OF URBANA

By: _____
Mayor

ATTEST:

City Clerk

Date

APPROVED AS TO FORM:

Attorney

CHAMPAIGN COUNTY

By: _____
Champaign County Sheriff

ATTEST:

County Clerk

Date

UNIVERSITY OF ILLINOIS

By: _____

ATTEST:

Date

Champaign County
General Corporate Fund FY2018 Revenue Report

FY2018 - December	FY2017 YTD	FY2018 Budget	FY2018 Projected	Budget Variance	
Local Taxes					
Property Taxes	\$10,753,048	\$11,972,241	\$11,389,361	-\$582,880	-4.9% 1
Back Taxes	\$6,683	\$5,500	\$1,224	-\$4,276	-77.7%
Mobile Home Tax	\$9,242	\$8,700	\$9,700	\$1,000	11.5%
Payment in Lieu of Tax	\$7,835	\$6,500	\$7,500	\$1,000	15.4%
Hotel Motel Tax	\$20,366	\$21,500	\$25,715	\$4,215	19.6%
Auto Rental Tax	\$26,019	\$32,000	\$34,438	\$2,438	7.6%
Penalties on Taxes	\$605,917	\$639,000	\$670,126	\$31,126	4.9%
Licenses & Permits					
Business Licenses & Permits	\$26,630	\$29,500	\$26,028	-\$3,472	-11.8%
Non-Business Licenses & Permits	\$1,504,305	\$1,526,262	\$2,050,682	\$524,420	34.4% 2
Grants					
Federal Grants	\$298,564	\$367,370	\$370,379	\$3,009	0.8%
State Grants	\$177,884	\$184,595	\$167,673	-\$16,922	-9.2%
State Shared Revenue					
Corporate Personal Property Repl. Tax	\$858,166	\$678,424	\$768,900	\$90,476	13.3% 3
1% Sales Tax	\$1,094,119	\$1,333,337	\$1,437,146	\$103,809	7.8% 4
1/4% Sales Tax	\$4,616,413	\$5,638,133	\$5,763,153	\$125,020	2.2% 4
Use Tax	\$681,245	\$816,052	\$912,685	\$96,633	11.8% 4
State Reimbursement	\$1,721,016	\$1,901,923	\$1,895,279	-\$6,644	-0.3%
State Salary Reimbursement	\$283,427	\$309,301	\$309,301	\$0	0.0%
State Revenue Salary Stipends	\$48,500	\$48,500	\$45,500	-\$3,000	-6.2%
Income Tax	\$2,962,595	\$3,207,336	\$3,115,488	-\$91,848	-2.9% 5
Charitable Games License/Tax	\$63,528	\$60,000	\$71,184	\$11,184	18.6%
Local Gov. Revenue & Reimbursement					
Local Government Revenue	\$686,757	\$663,922	\$754,952	\$91,030	13.7% 6
Local Government Reimbursement	\$599,996	\$631,476	\$655,091	\$23,615	3.7%
Fees, Fines & Forfeitures					
General Government - Fees	\$3,343,443	\$3,936,729	\$3,794,299	-\$142,430	-3.6% 7
Fines (Bond Forfeitures, DUI Fines, Traffic)	\$560,023	\$648,000	\$776,570	\$128,570	19.8% 7
Forfeitures	\$30,846	\$21,000	\$21,000	\$0	0.0%
Miscellaneous Revenue					
Interest Earnings	\$34,267	\$11,650	\$84,268	\$72,618	623.3%
Rents & Royalties	\$889,416	\$1,115,086	\$1,092,086	-\$23,000	-2.1%
Gifts & Donations	\$16,732	\$11,000	\$17,361	\$6,361	57.8%
Sale of Fixed Assets	\$0	\$0	\$1,692	\$1,692	
Miscellaneous Revenue	\$134,553	\$117,895	\$146,111	\$28,216	23.9%
Interfund/Interdepartment					
Interfund Transfers	\$476,204	\$1,243,819	\$1,217,517	-\$26,302	-2.1%
Interfund Reimbursements	\$9,885	\$73,132	\$67,632	-\$5,500	-7.5%
Interdepartment Revenue	\$0	\$0	\$0	\$0	
TOTAL	\$32,547,624	\$37,259,883	\$37,700,040	\$440,157	1.2%

1 - County will not receive additional budgeted property tax revenue associated with the hospital property tax exemption case.

2 - Real Estate market transactions have resulted in increased Revenue Stamp revenue. There is a corresponding increase in Purchase Document Stamps expenditure.

3 - Per IL Dept. of Revenue Federal Tax Law changes caused FY2018 PPRT revenues to be higher than anticipated.

4 - Sales tax revenues reflect strong growth. The U of I Flash Index was 105.5 in December it's highest level since Feb 2016.

5 - The Governor's proposed extension of the 10% Income Tax cut was reduced to 5% for State FY2019. The cost of the 10% cut was \$321,817. The cost of the 5% cut (July 1, 2018-June 30, 2019) has cost the County \$58,617 thus far.

6 - In Sept. the City of Champaign notified the County of an unplanned TIF Surplus distribution for the expired Downtown TIF.

7 - Fees and Fines revenues continue to reflect improvement over prior fiscal year-to-date revenues.

Champaign County
General Corporate Fund FY2018 Expenditure Report

FY2018 - December	FY2017 YTD	FY2018 Budget	FY2018 Projected	Budget Variance	
Personnel					
Regular Salaries & Wages	\$14,600,232	\$ 15,759,165	\$15,700,271	-\$58,894	-0.4%
SLEP Salaries	\$6,104,288	\$ 6,532,156	\$6,365,431	-\$166,725	-2.6%
SLEP Overtime	\$356,609	\$ 371,779	\$399,975	\$28,196	7.6%
Fringe Benefits	\$3,065,532	\$ 3,305,280	\$2,948,431	-\$356,849	-10.8%
Total Personnel	\$24,126,662	\$ 25,968,380	\$25,414,108	-\$554,272	-2.3%
Commodities					
Postage	\$207,868	\$ 237,857	\$220,000	-\$17,857	-7.5%
Purchase Document Stamps	\$802,596	\$ 933,333	\$1,291,979	\$358,646	38.4% 1
Gasoline & Oil	\$145,393	\$ 188,885	\$175,831	-\$13,054	-6.9%
All Other Commodities	\$728,866	\$ 714,103	\$676,223	-\$37,880	-5.3%
Total Commodities	\$1,884,723	\$ 2,074,178	\$2,364,033	\$289,855	13.4%
Services					
Gas Service	\$229,216	\$ 350,000	\$285,487	-\$64,513	-18.4%
Electric Service	\$739,193	\$ 780,000	\$790,552	\$10,552	1.4%
Medical Services	\$794,030	\$ 969,615	\$985,963	\$16,348	1.7%
All Other Services	\$4,465,325	\$ 5,181,449	\$4,860,790	-\$320,659	-6.2% 2
Total Services	\$6,227,764	\$ 7,281,064	\$6,922,793	-\$358,271	-4.9%
Capital					
Vehicles	\$214,630	\$ 145,000	\$268,934	\$123,934	85.5%
All Other Capital	\$9,696	\$0	\$0	\$0	
Transfers					
To Capital Improvement Fund	\$0	\$ 775,985	\$775,985	\$0	0.0%
To Nursing Home Fund	\$0	\$ -	\$918,474	\$918,474	3
To All Other Funds	\$0	\$ 58,000	\$58,000	\$0	0.0%
Interdepartment	\$0	\$ -	\$0	\$0	
Debt Repayment	\$311,340	\$ 473,188	\$472,655	-\$533	-0.1%
TOTAL	\$32,774,814	\$36,775,795	\$37,194,981	\$419,186	1.1%

1 - Increased expenditure for Document Stamp Purchases corresponds to increased revenue for Revenue Stamps.

2 - Includes anticipated payment to RSM for amounts owed by the Nursing Home upon closing, \$89,950.

3 - Nursing Home Transfers YTD and Forgiveness of loans are reflected in this line.

**Champaign County
General Corporate Fund FY2018 Summary**

*FY2018 Budgeted Revenue includes an additional \$474,119 associated with preparing the property tax levy to capture new growth associated with a potential ruling in the hospital property tax exemption case. The County will not receive this additional revenue.

FUND BALANCE 12/31/17 (unaudited)	\$4,558,983	
Beginning Fund Balance % OF BUDGET	12.4%	
	<i>Budgeted</i>	<i>Projected</i>
FY2018 REVENUE	\$37,259,883 *	\$37,700,040
FY2018 EXPENDITURE	<u>\$36,775,795</u>	<u>\$37,194,981</u>
Revenue to Expenditure Difference	\$484,088	\$505,059
FUND BALANCE PROJECTION - 12/31/18	\$5,043,071 *	\$5,064,042
% OF 2018 Expenditure Budget	13.7%	13.6%

If Approved:

Transfer to Nursing Home for Outstanding Accounts Payable	\$ 1,980,400
FY2018 Expenditure including Transfer	\$ 39,175,381
Projected Fund Balance with Transfer	\$ 3,083,642
Ending Fund Balance as a % of FY2018 Budget with Transfer	7.9%

**GENERAL CORPORATE FUND
FY2018 BUDGET CHANGE REPORT**

FY2018 Original General Corporate Fund Budget	FY18 Budget Expend. \$ 36,775,795	FY18 Budget Revenue \$ 37,259,883	Difference \$ 484,088
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BUDGET CHANGES

Department & Description	Expenditure Changes	Revenue Changes	Difference
ADA Compliance Re-encumber ADA funds	\$ 7,700	\$ -	\$ (7,700)
Sheriff Received for totaled squad car	\$ 15,220	\$ 15,220	\$ -
Planning and Zoning Nursing Home Subdivision Application Fee	\$ 890	\$ -	\$ (890)
General County Appropriate funds to pay Nursing Home invoices	\$ 94,038	\$ -	\$ (94,038)
Planning and Zoning Re-encumber Demolition Funds for 504 S. Dodson Dr.	\$ 8,100	\$ -	\$ (8,100)
General County Remove Add. PTax Revenue	\$ -	\$ (474,119)	\$ (474,119)
IT Antivirus Software	\$ 19,893	\$ -	\$ (19,893)
Sheriff Received for totaled squad car	\$ 11,025	\$ 11,025	\$ -
EMA Donation for Radio/Comm. Equipment	\$ 1,400	\$ 1,400	\$ -
State's Attorney Hospital Property Tax Case Costs	\$ 65,000	\$ -	\$ (65,000)
Super. of Assessments Assessor Publications	\$ 5,650	\$ -	\$ (5,650)
General County Forgiveness of Nursing Home Loan for Boiler System Replacement	\$ 226,802	\$ -	\$ (226,802)
Recorder Revenue Stamps/Increase property sales	\$ 220,000	\$ 330,000	\$ 110,000
General County Pay RSM on behalf of Nursing Home on date of home closing	\$ 89,950	\$ -	\$ (89,950)
Public Defender Use revenue from sale of assets to purchase equipment	\$ 1,692	\$ 1,692	\$ -
State's Attorney Hospital Property Tax Case Costs	\$ 65,000	\$ -	\$ (65,000)
Sheriff Add. security for concert	\$ 11,024	\$ 21,611	\$ 10,587
Sheriff Increase for resignation and retirement payouts	\$ 58,083	\$ -	\$ (58,083)
General County Forgiveness of Nursing Home Loans	\$ 500,000	\$ -	\$ (500,000)
VAC Expend donations for veterans assistance	\$ 5,000	\$ 5,000	\$ -
County Clerk Grant - Voter Reg. System Support	\$ 11,709	\$ 11,711	\$ 2
County Clerk Payouts for separating employees	\$ 14,062	\$ -	\$ (14,062)
Recorder Revenue Stamps/Increase property sales	\$ 140,000	\$ 210,000	\$ 70,000
Circuit Court Special juries & ASL Interpreters	\$ 20,980	\$ -	\$ (20,980)
			\$ -
TOTAL CHANGES	\$ 1,593,218	\$ 133,540	\$ (1,459,678)
General Corporate Fund Budget as of 12/31/18	Current Budgeted Exp \$ 38,369,013	Current Budgeted Rev \$ 37,393,423	Difference \$ (975,590)
% of Increase/Decrease	4.3%	0.4%	
Changes Attributable to One-Time Factors	\$ 1,416,695	\$ 133,540	\$ (1,283,155)
Changes Attributable to Recurring Costs	\$ 176,523	\$ -	\$ (176,523)