

## CHAMPAIGN COUNTY BOARD

### COMMITTEE OF THE WHOLE

#### *Finance/ Policy, Personnel, & Appointments/Justice & Social Services Agenda*

County of Champaign, Urbana, Illinois

Tuesday, November 9, 2021 at 6:30 p.m.

Shields-Carter 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. August 30, 2021 – Finance Study Session (*to be distributed*)
  - B. August 31, 2021 – Finance Study Session (*to be distributed*)
  - C. October 12, 2021 – Regular Meeting 1-6
- V. **Public Participation**
- VI. **Communications**
- VII. **Policy, Personnel, & Appointments**
  - A. County Executive
    1. Monthly HR Report – October 2021 7-9
    2. Appointments/Reappointments
      - a. Resolution appointing Kelly Dillman to the Sadorus Fire Protection District, unexpired term ending 4/30/2024 10-11
      - b. Resolution appointing James Randol to the Zoning Board of Appeals, term 12/1/2021-11/30/2026 12-13
      - c. Resolution appointing Andy Quarnstrom (D) to the Public Aid Appeals Committee, term 12/1/2021-11/30/2023 14-15
      - d. Resolution appointing Danielle Chynoweth (D) to the Public Aid Appeals Committee, term 12/1/2021-11/30/2023 16-17
      - e. Resolution appointing Norman Davis (R) to the Public Aid Appeals Committee, term 12/1/2021-11/30/2023 (*to be distributed*)
      - f. Resolution appointing Heather Soder as the Animal Control Administrator, term 1/1/2022-12/31/2023 18
      - g. Currently vacant appointments – full list and information is available on the County’s website at:  
<http://www.co.champaign.il.us/CountyExecutive/appointments/CurrentVacantOpenings.pdf> (information only)
      - h. Applications for open appointments (information only) 19-32

- B. County Clerk
  - 1. Monthly Report – October 2021 33
- C. County Executive
  - 1. Request approval of the 2022 Holiday Calendar 34
  - 2. Request approval of the 2022 County Board Calendar of Meetings 35-37
- D. Other Business
- E. Chair’s Report
- F. Designation of Items to be Placed on the Consent Agenda

**VIII. Finance**

- A. Budget Amendments/Transfers
  - 1. Budget Amendment 21-00058 38-40
    - Fund 676 Solid Waste Management / Dept 011 Solid Waste Management
    - Increased Appropriations: \$3,609
    - Increased Revenue: \$3,609
    - Reason: See attached letter of explanation
  - 2. Budget Amendment 21-00059 41-42
    - Fund 080 General Corporate / Dept 023 Recorder
    - Increased Appropriations: \$548,567
    - Increased Revenue: \$791,000
    - Reason: Breaking even last year’s best-ever year, we find ourselves needing, even earlier, to increase the pass-through amounts to the state, which will also boost the County’s revenue via the share we keep.
- B. Treasurer
  - 1. Monthly Report – August & September 2021 - Reports are available on the Treasurer’s webpage at: <http://www.co.champaign.il.us/treasurer/reports.php>
  - 2. Resolution authorizing the County Executive to assign mobile home tax sale certificate of purchase, permanent parcel number 09-011-0001 43
  - 3. Resolution authorizing the County Executive to assign mobile home tax sale certificate of purchase, permanent parcel number 20-032-0008 44
- C. Auditor
  - 1. Monthly Report – October 2021 - Reports are available on the Auditor’s webpage at: <http://www.co.champaign.il.us/auditor/countyboardreports.php>
- D. County Executive
  - 1. FY2021 General Corporate Fund Budget Projection (presentation)
  - 2. Annual Tax Levy Ordinance 45-47
  - 3. Annual Budget and Appropriation Ordinance 48-56
- E. Other Business

F. Chair's Report

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

**IX. Justice and Social Services**

A. 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>

- Probation & Court Services – September 2021
- Public Defender – September & October 2021

B. Rosecrance Re-Entry Financial Report – September 2021 (information only)

57

C. State's Attorney

1. Request approval for release of RFP 2021-011 for Digital Evidence Management System

58-76

D. Other Business

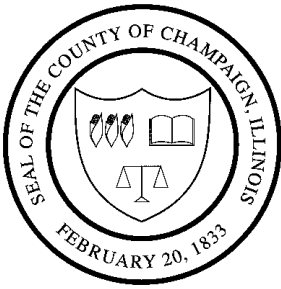
E. Chair's Report

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

**X. Other Business**

**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.



**CHAMPAIGN COUNTY BOARD**  
**COMMITTEE OF THE WHOLE**  
*Finance/ Policy, Personnel, & Appointments/Justice & Social Services*  
County of Champaign, Urbana, Illinois  
Tuesday, October 12, 2021 at 6:30 p.m.

---

Shields-Carter Meeting Room/Zoom  
Brookens Administrative Center  
1776 East Washington Street, Urbana, Illinois

10  
11 **MINUTES – Subject Approval**

---

12 **Members Present:** Samantha Carter, Lorraine Cowart, Stephanie Fortado, Jim Goss, Stan Harper,  
13 Mary King, Jenny Lokshin, Jim McGuire, Diane Michaels, Brad Passalacqua,  
14 Jacob Paul, Emily Rodriguez, Chris Stohr, Jennifer Straub, Steve Summers, Leah  
15 Taylor, Eric Thorsland, Bethany Vanichtheeranont, Kyle Patterson

16  
17 **Members Absent:** Aaron Esry, Jodi Wolken

18  
19 **Others Present:** Darlene Kloepfel (County Executive), Tami Ogden (Director of Finance), Dustin  
20 Heurman (Sheriff), Aaron Ammons (County Clerk), Angela Patton (Chief Deputy  
21 County Clerk), Kathy Larson (ARPA Project Manager), Susan McGrath (Circuit  
22 Clerk), Cassandra Johnson (Treasurer), George Danos (Auditor), Megan Robison  
23 (Recording Secretary)

---

24  
25 **Agenda Items**

26  
27 **I. Call to Order**

28  
29 Chair Patterson called the meeting to order at 6:30 p.m.

30  
31 **II. Roll Call**

32  
33 A verbal roll call was taken, and a quorum was declared present.

34  
35 **III. Approval of Agenda/Addenda**

36  
37 **MOTION** by Ms. Cowart to approve the agenda; seconded by Ms. Straub. Upon roll call vote, the **MOTION**  
38 **CARRIED** unanimously.

39  
40 **IV. Approval of Minutes**

- 41 A. August 23, 2021 – Legislative Budget Hearing  
42 B. August 24, 2021 – Legislative Budget Hearing  
43 C. September 14, 2021 – Regular Meeting

44  
45 **OMNIBUS MOTION** by Mr. Harper to approve the minutes of August 23, 2021, August 24, 2021 and  
46 September 14, 2021; seconded by Ms. Michaels. Upon roll call vote, the **MOTION CARRIED** unanimously.

47  
48 **V. Public Participation**

49  
50 None

51  
52 **VI. Communications**

- 53 A. Cover Crop Initiative – Champaign County Farm Bureau  
54 B. Northward Expansion Project Summary – Sangamon Valley Public Water District  
55 C. Draft use of ARPA funds – Champaign County Chamber of Commerce



56 Mr. Stohr spoke about the request from the Sangamon Valley Public Water District. He believes there are  
57 some state funds available for this project, but they have not been released. Mr. Thorsland said State  
58 Representative Rose needs to write a letter for the state funds to be released but doesn't believe he has done  
59 this. Mr. Goss stated knows State Representatives Rose and Caulkins have sent the letter. Ms. Fortado  
60 mentioned the \$2,000,000 allocated in the budget for water projects, which would cover items A & B, and  
61 there is also \$1,000,000 for small business support, which would help with some of the ideas from the  
62 Chamber of Commerce.

63  
64 Mr. Goss informed the Board of the passing of Ms. Wolken's father in case anyone would like to extend their  
65 sympathy.  
66

67 **VII. Finance**

68 A. Budget Amendments/Transfers

69 1. Budget Amendment 21-00053

70 Fund 080 General Corporate / Dept 036 Public Defender

71 Increased Appropriations: \$4,275

72 Increased Revenue: \$0

73 Reason: Based on current spending (Jan-Sept, 2021) additional/approximate funds will be needed for  
74 Oct/Nov/Dec, 2021 in the following: Office Supplies: \$525/month daily operation. Court Reporting:  
75 \$100/month professional services: \$800/mo to cover cost of interpreter services for attorney/client  
76 appointments  
77

78 **MOTION** by Ms. Taylor to recommend County Board approval of a resolution approving budget amendment  
79 21-00053; seconded by Ms. King. Upon roll call vote, **MOTION CARRIED** unanimously.  
80

81 2. Budget Amendment 21-00054

82 Fund 075 Regional Planning Comm / Dept Urbana ARPA Management

83 Increased Appropriations: \$71,335

84 Increased Revenue: \$71,335

85 Reason: see attached  
86

87 **MOTION** by Ms. Carter to recommend County Board approval of a resolution approving budget amendment  
88 21-00054; seconded by Mr. McGuire. Upon roll call vote, the **MOTION CARRIED** unanimously.  
89

90 3. Budget Amendment 21-00057

91 Fund 080 General Corporate / Dept 127 Veterans Assistance Commission

92 Increased Appropriations: \$7,305

93 Increased Revenue: \$7,305

94 Reason: Donations received in FY2021 and request for appropriation to extend benefits to veterans.  
95 See attached memo for more details.  
96

97 **MOTION** by Ms. Michaels to recommend County Board approval of a resolution approving budget  
98 amendment 21-00057; seconded by Mr. Thorsland. Mr. McGuire read the names of all donators. Upon roll  
99 call vote, the **MOTION CARRIED** unanimously.  
100

101 4. Budget Transfer 21-00003

102 Fund 080 General Corporate / Dept 030

103 Circuit Clerk Amount: \$56,700

104 Reason: This is a requested transfer from full time personnel to pay for replacement of office chairs,  
105 and for new headsets and microphones. Originally this was an ARPA request which I withdrew to  
106 make this purchase from our budget. See attached information from the original ARPA request.  
107  
108

109 **MOTION** by Ms. Lokshin to recommend County Board approval of a resolution approving budget transfer  
110 21-00003; seconded by Ms. Straub. Mr. McGuire recused himself from this vote due to a conflict of interest.  
111 Upon roll call vote, the **MOTION CARRIED** unanimously.

- 112  
113 B. County Clerk
- 114 1. Resolution authorizing an acceptance agreement between Champaign County and the Illinois State
  - 115 Board of Elections for the 2022 Voter Registration State Grant
  - 116 2. Resolution authorizing an acceptance agreement between Champaign County and the Illinois State
  - 117 Board of Elections for the 2022 Help America Vote Act (HAVA) Federal Grant
- 118

119 **OMNIBUS MOTION** by Mr. Thorsland to recommend County Board approval of resolutions to authorize an  
120 acceptance agreement between Champaign County and the Illinois State Board of Elections for the 2022  
121 Voter Registration State Grant and the 2022 Help America Vote Act (HAVA) Federal Grant; seconded by  
122 Ms. Straub. Upon roll call vote, the **MOTION CARRIED** unanimously.

- 123  
124 C. Treasurer
- 125 1. Monthly Report – June and July 2021 - Reports are available on the Treasurer’s webpage
- 126

127 Received and placed on file – Mr. Harper asked the Treasurer about the published list of tax delinquents that  
128 were errors. Ms. Johnson explained some of the reasons why there were errors and that her office is working  
129 diligently to get all of them corrected. Ms. Michaels asked if another notice will be sent to the delinquents and  
130 Ms. Johnson explained that they have already sent out two reminders to everyone and does not anticipate  
131 another reminder being sent. Mr. Goss requested an update on the 2020 bank reconciliations. Ms. Johnson  
132 reminded everyone that she requested some extra time to complete the 2020 collector bank reconciliations and  
133 the reason why it is taking so long to complete.

- 134  
135 D. Auditor
- 136 1. Monthly Report – September 2021 - Reports are available on the Auditor’s webpage
- 137

138 Received and placed on file

139 Mr. McGuire lost his connection

- 140  
141  
142 E. Sheriff
- 143 1. Intergovernmental Agreement – JAG Program
- 144

145 **MOTION** by Ms. Lokshin to recommend County Board approval of a resolution authorizing an  
146 Intergovernmental Agreement with the City of Champaign and Champaign County for the Edward Byrne  
147 Memorial Justice Assistance Grant (JAG) Program; seconded by Mr. Summers. Upon roll call vote, the  
148 **MOTION CARRIED** unanimously.

- 149  
150 F. County Executive
- 151 1. Recommendation to the County Board to receive and place on file the FY2022 Tentative Budget
- 152

153 **MOTION** by Ms. Taylor to recommend County Board approval of a resolution to receive and place on file  
154 the FY2022 Tentative Budget; seconded by Ms. Vanichtheeranont. Upon roll call vote, the **MOTION**  
155 **CARRIED** unanimously. The Committee decided they would prefer to leave this off the Consent Agenda.

- 156  
157 G. Other Business
- 158 1. Semi-Annual Closed Session Minute Review
- 159  
160  
161

162 **MOTION** by Mr. Patterson to open the closed session minutes of 2/7/2008 (8:16pm) and 6/15/2010 (2) and  
163 for all other closed session minutes to remain closed; seconded by Ms. Michaels. Upon roll call vote, the  
164 **MOTION CARRIED** unanimously.

165  
166 Mr. McGuire joined the meeting after losing his connection. Ms. Fortado allowed Mr. McGuire to  
167 speak about items that were passed while he was trying to regain access to the meeting. He asked why  
168 the budget was approved before the number of sheriff deputies is approved. It was decided they  
169 would continue this conversation when they get to the Sheriff's resolution for deputies on the agenda.

170  
171 H. Chair's Report

172  
173 None

174  
175 I. Designation of Items to be Placed on the Consent Agenda

176  
177 VII. A. 1-4, B. 1-2, E. 1

178  
179 **VIII. Justice and Social Services**

180 A. Monthly Reports – All reports are available on each department's webpage through the department  
181 reports page  
182 • Probation & Court Services – August 2021  
183 • Emergency Management Agency – July-September 2021

184  
185 Received and placed on file

186  
187 B. Rosecrance Re-Entry Financial Report – August 2021

188  
189 Information only

190  
191 C. Other Business

192 1. Semi-Annual Closed Session Minute Review

193  
194 **MOTION** by Mr. Patterson to open the closed session minutes of 11/25/1991, 8/19/1994, 9/6/1994 and  
195 5/5/2005 and for all other closed session minutes to remain closed; seconded by Ms. Carter. Upon roll call  
196 vote, the **MOTION CARRIED** unanimously.

197  
198 D. Chair's Report

199  
200 None

201  
202 E. Designation of Items to be Placed on the Consent Agenda

203  
204 None

205  
206 **IX. Policy, Personnel, & Appointments**

207 A. County Executive

208 1. Monthly HR Report – September 2021

209  
210 Received and placed on file

211  
212 2. Appointments/Reappointments

213 a. Resolution appointing Bill Routh to the Mount Olive Cemetery Association, unexpired term  
214 ending 6/30/2026

- 215           b. Resolution appointing Julie Smith to the Clements Cemetery Association, unexpired term ending  
216           6/30/2027  
217           c. Resolution appointing Joe Burke to the Lower Big Slough Drainage District, unexpired term  
218           ending 8/31/2024  
219

220           **OMNIBUS MOTION** by Mr. Passalacqua to recommend County Board approval resolutions appointing Bill  
221 Routh, Julie Smith and Joe Burke to their respective boards; seconded by Ms. Michaels. Upon roll call vote,  
222 the **MOTION CARRIED** unanimously.  
223

224 Mr. McGuire was unavailable during this vote.

- 225           d. Currently vacant appointments – full list and information is available on the County’s website  
226

227 Information only  
228

- 229           e. Applications for open appointments  
230

231 Information only  
232

233  
234 **B. Sheriff**

- 235           1. Resolution amending the number of authorized deputy sheriff positions for the Champaign County  
236           Sheriff  
237

238           **MOTION** by Ms. Straub to recommend County Board approval of a resolution amending the number of  
239 authorized deputy sheriff positions for the Champaign County Sheriff; seconded by Mr. McGuire. Discussion  
240 followed about amending the resolution to add four deputies instead of two, the cost for this amendment, how  
241 this change would fit into the budget and revisiting this topic in the future. Several Board members also listed  
242 all of the items they have financially supported for the Sheriff in the upcoming fiscal year.  
243

244           **MOTION** by Mr. Harper to amend the resolution from two deputies to four deputies; seconded by Mr.  
245 Passalacqua. Upon roll call vote,

246           Yea: 5 – Goss, Harper, McGuire, Michaels, Passalacqua

247           Nay: 14 – Vanichtheeranont, Carter, Cowart, Fortado, King, Lokshin, Paul, Rodriguez, Stohr, Straub,  
248 Summers, Taylor, Thorsland, Patterson

249           the **MOTION TO AMEND FAILED**  
250

251           Upon roll call vote, the original **MOTION CARRIED** unanimously.  
252

253           Ms. Taylor was unavailable during this vote.  
254

255 **C. County Clerk**

- 256           1. Monthly Report – September 2021  
257

258           Received and placed on file  
259

- 260           2. Request for Job Evaluation Content Committee to review the new Election Specialist position  
261

262           **MOTION** by Ms. Fortado to forward the Election Specialist position to the Job Evaluation Content  
263 Committee; seconded by Mr. Thorsland. Upon roll call vote,

264           Yea: 15 – Vanichtheeranont, Carter, Cowart, Fortado, Goss, King, Lokshin, Michaels, Rodriguez, Stohr,  
265 Straub, Summers, Taylor, Thorsland, Patterson

266           Nay: 4 – Harper, McGuire, Passalacqua, Paul

267           the **MOTION CARRIED**

- 268 D. County Board  
269 1. Proposed maps for 2021 Reapportionment Plan  
270  
271 Ms. Fortado asked when they would officially vote for the new map and Mr. Patterson explained that it would  
272 take place at the October County Board meeting. Mr. Goss expressed his support for Equity map 3 and listed  
273 several reasons why Equity Map 4 is not equitable. Mr. Thorsland mentioned that Equity Map 4 has the best  
274 population variance with a difference of only four people between districts. Mr. McGuire, Mr. Harper and Mr.  
275 Passalacqua spoke about the inability to represent the rural areas properly in such a large territory.  
276  
277 E. Other Business  
278 1. Semi-Annual Closed Session Minute Review  
279  
280 **MOTION** by Mr. Patterson to open the closed session minutes of 7/14/1998, 10/5/2005 and 5/8/2012 (2) and  
281 for all other closed session minutes to remain closed; seconded by Ms. Michaels. Upon roll call vote, the  
282 **MOTION CARRIED** unanimously.  
283  
284 F. Chair's Report  
285  
286 None  
287  
288 G. Designation of Items to be Placed on the Consent Agenda  
289  
290 IX. A. 2. a-c, B. 1  
291  
292 **X. Other Business**  
293  
294 Mr. Harper asked about returning to in-person meetings. Mr. Patterson stated that he believes it is Ms.  
295 Kloepfel's intention to go back to in-person meetings but reminded everyone that masks must be  
296 worn at all times.  
297  
298 **XI. Adjournment**  
299  
300 Chair Patterson adjourned the meeting at 8:15 p.m.



# OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

**Darlene A. Kloeppe, County Executive**

## MONTHLY HR REPORT OCTOBER 2021

### VACANT POSITIONS LISTING

#### VACANT POSITIONS AS OF COB 10/31/2021

\*\*\* Highlighted vacancies were reported this month

FUND	DEPT	EMPLOYEE NAME	JOB TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2021 HRS	FY 2021 SALARY
80	20	vacant 8/19/21 (Brock)	Accountant - Auditor	22.42	1950	43,719.00	1,957.5	43,887.15
80	28	vacant 9/23/21 (New Position)	Application Support Specialist	18.48	1950	36,036.00	1,957.5	36,174.60
80	30	vacant 12/23/20 (Belcher)	Executive Assistant	18.59	1950	36,250.50	1,957.5	36,389.93
80	30	vacant 4/30/21 (Blazaitis)	Financial Manager	39.02	1950	76,089.00	1,957.5	76,381.65
80	30	vacant 8/30/21 (Waldner)	Legal Clerk	15.50	1950	30,225.00	1,957.5	30,341.25
80	30	vacant 9/8/21 (Wilmore)	Legal Clerk	16.54	1950	32,253.00	1,957.5	32,377.05
80	30	vacant 8/31/21 (Cunningham)	Director of Operations	36.06	1950	70,317.00	1,957.5	70,587.45
80	30	vacant 10/11/21 (Brooks)	Account Clerk	18.19	1950	35,470.50	1,957.5	35,606.93
80	40	vacant 10/17/21 (Beasley)	Deputy Sheriff - K9 Unit	37.97	2080	78,977.60	2,088.0	79,281.36
80	41	vacant 7/23/21 (Clifton)	Victim Advocate	21.84	1950	42,588.00	1,957.5	42,751.80
80	41	vacant 9/24/21 (Bills)	Administrative Legal Secretary	17.99	1950	35,080.50	1,957.5	35,215.43
80	51	vacant 6/28/21 (Cruz)	Court Services Officer	22.96	1950	44,772.00	1,957.5	44,944.20
80	51	vacant 7/21/21 (Adams)	Court Services Officer	21.29	1950	41,515.50	1,957.5	41,675.18
80	51	vacant 10/17/21 (Wazny)	Court Services Officer	20.88	1950	40,716.00	1,957.5	40,872.60
80	52	vacant 2/8/21 (Hewkin)	Court Services Officer	28.65	1950	55,867.50	1,957.5	56,082.38
80	77	vacant 9/4/20 (Heffernan)	Associate Planner	22.00	1950	42,900.00	1,957.5	43,065.00
80	140	vacant 10/31/16 (Syme)	Clerk - Corrections	14.53	1950	28,333.50	1,957.5	28,442.48
80	140	vacant 7/11/21 (Winters)	Sergeant - Corrections	39.82	2080	82,825.60	2,088.0	83,144.16
80	140	vacant 8/7/21 (Evans)	Correctional Officer	22.06	2080	45,884.80	2,088.0	46,061.28
80	140	vacant 8/14/21 (Brandt)	Correctional Officer	25.23	2080	52,478.40	2,088.0	52,680.24
80	140	vacant 8/21/21 (Broton)	Correctional Officer	24.37	2080	50,689.60	2,088.0	50,884.56
80	140	vacant 9/10/21 (Banton)	Correctional Officer	22.06	2080	45,884.80	2,088.0	46,061.28
80	140	vacant 7/30/21 (Barth)	Part Time Master Control Officer	17.07	1040	17,752.80	1,044.0	17,821.08
80	140	vacant 8/29/21 (Skinner)	Part Time Master Control Officer	17.07	1040	17,752.80	1,044.0	17,821.08
83	60	vacant 10/7/21 (Farrell)	Hywy Motor Fuel Tax Accountant	21.33	2080	44,366.40	2,088.0	44,537.04
91	47	vacant 8/13/21 (Joos)	Animal Control Director	39.60	2080	82,368.00	2,088.0	82,684.80
91	247	vacant 10/12/21 (Richardson)	Animal Control Warden	17.01	2080	35,380.80	2,088.0	35,516.88
91	248	vacant 9/20/21 (Vilven)	Kennel Worker	15.01	2080	31,220.80	2,088.0	31,340.88
671	30	vacant 8/6/21 (Cook)	Legal Clerk	15.50	1950	30,225.00	2,088.0	32,364.00
-- TOTAL --						1,307,940.40		1,314,993.69

### UNEMPLOYMENT REPORT

Notice of Claims Received – 1

RPC – 1

Determinations Received – 2

RPC – 1

WOIA - 1

**PAYROLL REPORT**

OCTOBER PAYROLL  
INFORMATION

D?                                      785      \$1,465,064.94                                      794      \$1,498,302.42

10/8/2021

10/22/2021

<u>Pay Group</u>	<u>EE's Paid</u>	<u>Total Payroll \$\$</u>	<u>EE's Paid</u>	<u>Total Payroll \$\$</u>
General Corp	488	\$1,011,544.88	493	\$1,047,797.24
RPC/Head Start	297	\$453,520.06	301	\$450,505.18

**HEALTH INSURANCE/BENEFITS REPORT**

Total Number of Employees Eligible: 649  
General County Union (includes AFSCME & FOP):  
 176 Single; 33 EE+spouse; 64 EE+child(ren); 14 Family; 78 waived  
Non-bargaining employees:  
 124 Single; 33 EE+spouse; 47 EE+child(ren); 14 Family; 65 waived  
 Life Insurance Premium paid by County: \$1,659.45  
 Health Insurance Premium paid by County: \$406,737.65

**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  
 October 2021: 1.04 % average over the last 12 months  
 October 2021: 7 out of 670 Employees left Champaign County: 6 resignations, 1 retirement

**WORKERS' COMPENSATION REPORT**

<u>Entire County Report</u>	<u>October 2020</u>	<u>October 2021</u>
New Claims	5	7
Closed	3	5
Open Claims	26	35
Year To Date Total (On-going # of claims filed)	30	62

**EEO REPORT**

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

Oct 2021 Monthly EEO Report General County Only	ads closing this month:											ads with no end date:					86
	Deputy County Clerk - Elections - County Clerk	Administrative Legal Secretary - State's Attorney	Kennel Worker - Animal Control	Hwy Projects / MFT Accountant Highway	Executive Assistant - Circuit Clerk	Animal Control Warden - Animal Control	Court Services Officer - Adult Probation/Court Services	Legal Clerk - Circuit Clerk	Administrative Assistant - Administrative Services	Director - Animal Control	Planning Internship - Planning and Zoning	Deputy Coroner/Autopsy Tech (PT) - Coroner	Application Support Specialist - Info Technology	Court Services Officer - IDC	Kennel Worker - Animal Control		
<b>Total Applicants</b>	11	13	4	2	17	1	9	8	2	2	0	4	6	3	4	86	
<b>Male</b>	3	1	1	0	1	0	2	0	1	1	0	0	3	0	1	14	
<b>Female</b>	8	12	3	2	16	1	7	8	1	1	0	3	3	3	3	71	
<b>NonBinary</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Undisclosed</b>	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	
<b>Hispanic or Latino</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	
<b>White</b>	7	8	4	1	12	1	4	3	1	2	0	3	4	0	3	53	
<b>Black or African-American</b>	2	2	0	0	4	0	3	4	0	0	0	1	1	2	1	20	
<b>Native Hawaiian or Other Pacific Islander</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Asian</b>	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	2	
<b>American Indian or Alaska Native</b>	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	2	
<b>Two or more races</b>	1	3	0	0	1	0	2	0	0	0	0	0	1	0	0	8	
<b>Undisclosed</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Veteran Status</b>	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	

**ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT**

Agendas Posted	15	Meetings Staffed	6	Minutes Posted	7
Appointments Posted	2	Notification of Appointment	3	Contracts Posted	3
Calendars Posted	6	Resolutions Prepared	18	Ordinances Prepared	1



**CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM**  
**Fire Protection District**

**NAME:** Kelly Sue Dillman

**ADDRESS:** 307 N. West St. Sadorus IL 61872  
Street City State Zip Code

**EMAIL:** cedksd98@gmail.com **PHONE:** 217-979-2326

Check Box to Have Email Address Redacted on Public Documents

**FIRE PROTECTION DISTRICT:** Trustee for Sadorus Fire Dept

**BEGINNING DATE OF TERM:** 10/1/21 **ENDING DATE:** \_\_\_\_\_

The Champaign County Executive appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Executive 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, CANDIDATE MUST COMPLETE THIS APPLICATION AND AN INTERVIEW WITH THE COUNTY EXECUTIVE.**

1. Are you a resident of Champaign County?  Yes  No

2. Do you live within the fire protection district?  Yes  No

3. What experience and background do you have which you believe qualifies you for this appointment?

I have limited experience living within this community, I'm eager to learn ~~the~~ the needs & out, & to see where our district is going, & how they are helping our community.

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

Again not a whole lot of knowledge, but eager to learn, to give back to my community, & to see how the board works & grows

5. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.

- None -

6. 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:

---

---

---

7. 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 Office of the County Executive.

Kelly Sue Bellman  
Signature

Date: 9/29/21

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: JAMES W. RANDOL

ADDRESS: 114 E. CENTER BX123 SEYMOUR IL 61875  
Street City State Zip Code

EMAIL: JIMRANDOL114@AOL.COM PHONE: 217-369-6827

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: ZONE BOARD OF APPEALS

BEGINNING DATE OF TERM: 2012 ENDING DATE: 11-30-21

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 ON THE ZBA FOR ABOUT NINE (9)  
YEARS. I FELT THAT I HAVE A GOOD  
UNDERSTANDING OF POLICY AND PROCEDURE  
OF THE BOARD POSITION,

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 FEEL THE ROLE OF A BOARD MEMBER IS TO  
EVALUATE EACH CASE THAT COMES BEFORE THE  
BOARD. IN DOING SO ONE MUST READ AND UNDER  
STAND WHAT IS PRESENTED TO THE BOARD BY  
THE PETITIONER AND DETERMINE THE MERITS OF  
EACH CASE. AS EACH CASE CAN ASK FOR THE SAME →

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

AFTER 9 YEARS I FEE I HAVE A GOOD UNDER-  
STANDING OF HOW THE ZBA OPERATES WITH THE  
GIVEN GUIDELINES, EVERY CASE IS DIFFERENT.  
I FEEL I HAVE A GOOD WORKING RELATIONSHIP  
WITH THE STAFF AND OTHER BOARD MEMBERS,

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

9-27-21  
Date



**CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM**  
**PLEASE TYPE OR PRINT IN BLACK INK**

NAME: Andy Quarnstrom  
1310 Broadmoor Champaign IL 61821

ADDRESS: 1310 Broadmoor Champaign IL 61821  
andy.cctownship@champaignil.gov 217-403-6121

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 Check Box to Have Email Address Redacted on Public Documents

PARTY AFFILIATION: (Please check one)  Democrat  Republican  Other, please explain:

NAME OF APPOINTMENT BODY OR BOARD: Public Aid Appeals

BEGINNING DATE OF TERM: 12/01/2021 ENDING DATE: \_\_\_\_\_

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've been the Township Supervisor in the largest township in the county for over eight years. I've presided over about 10 appeals hearings in that time frame. I have vast knowledge of the general assistance program rules and am able to interpret them fairly.

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 sole purpose of a public aid appeals committee member is to ensure that the process of providing assistance is done fairly and by the law.



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

I'm well versed in the public aid appeals committee and it's operations.

---

---

---

---

---

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?

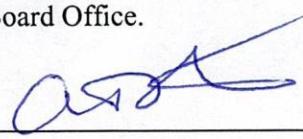
Yes  No  If no, please explain:

---

---

---

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

08/31/2021

Date

# Chynoweth Public Aid Appeals Committee Renewal App

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
PLEASE TYPE OR PRINT IN BLACK INK



NAME: DANIELLE CHYNOWETH

ADDRESS: ~~#12 W. ILLINOIS ST. URBANA IL 61801~~  
Street 205 W. Green St., City Urbana, State IL Zip Code 61801

EMAIL: Supervisor@cunninghamtownship.org PHONE: (217) 384-4144

Check Box to Have Email Address Redacted on Public Documents

PARTY AFFILIATION: (Please check one)  Democrat  Republican  Other, please explain:

NAME OF APPOINTMENT BODY OR BOARD: Public Aid Appeals Committee

BEGINNING DATE OF TERM: Dec 1, 2021 ENDING DATE: Nov 30, 2023

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 currently serve as the Supervisor of Cunningham Township, administering General Assistance, Rental Assistance, & other programs.

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 a ~~com~~ Board Member is to fairly & comprehensively determine whether a public aid office (such as a township) has complied with its own rules and to vote in favor or <sup>in</sup> opposition to a resident's appeal.

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

I have in depth knowledge of state public aid rules, the Township officials of Illinois guidances for both General Assistance & Emergency Assistance. I also have 30 years experience in business/non profit/public administration

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:

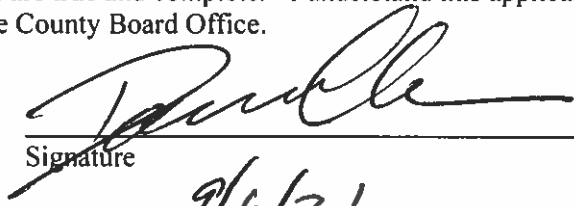
If a client of Cunningham Township appeals one of my decisions to the PAAC, I would recuse myself from the committee.

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  
9/6/21  
\_\_\_\_\_  
Date





## **OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE**

1776 East Washington Street, Urbana, Illinois 61802-4581

---

**Darlene A. Kloeppe, County Executive**

---

### **MEMORANDUM**

**TO:** County Board Members  
**FROM:** Darlene Kloeppe, County Executive  
**DATE:** November 9, 2021  
**RE:** Recommended Appointments

Pursuant to the Executive's authority to make county appointments to governmental and community boards and committees with County Board approval, and following an interview with all applicants received for open positions, I am recommending appointment of the following persons to fill vacancies of these positions, boards and committees (*incumbents noted in italics*).

#### **Animal Control Administrator**

The position of Animal Control Director is unusual in that it concurrently has filled the Animal Control Administrator appointment for the county. Following our posting and recruitment process, I have filled our vacancy for an Animal Control Director and am now seeking her appointment as Animal Control Administrator. Ms. Soder has over 10 years' experience as a pet groomer and a Veterinary Technician and Clinical Instructor at the University of Illinois Veterinary Teaching Hospital with work in shelters, animal surgery, and mobile spay/neuter clinic coordination. I am recommending her appointment to fill the current vacancy for Animal Control Administrator.

- Heather Soder, who is appointed to a term of January 1, 2022 – December 31, 2023



## **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:** November 2, 2021  
**RE:** Recommended Board/Committee Appointments

Executive appointments for expiring terms of other community boards and committees are staggered throughout the year. In advance of term expirations, the Executive's Office advertises upcoming vacancies to notify interested applicants and to offer the Board the opportunity to recruit applicants or provide input to the Executive regarding any concerns or recommendations. Methods used to publicize upcoming vacancies include:

- Post on the county's website on the County Executive's page
- Post on the "vacancies" bulletin board located in Administrative Services
- E-mail notice to County Board Members and the news media
- Notice in the County Board's Committee of the Whole agenda under the Policy, Personnel and Appointments area of responsibility
- Word-of-mouth and inquiries from interested members of the public
- Announcements at public speaking events

Applications are reviewed and applicants interviewed. Considerations for making appointments include:

- Qualifications required by the board/commission statute or by-laws, including residence in the district, specific professional representation, required partisan balance, certifications and bonding requirements
- Constituent representation for demographic characteristics, including gender, race, age
- Constituent representation for geography of the district, including rural/urban or areas of the county
- Representation of consumers of the board's activities
- Difficulties or gaps in skills the board is experiencing
- Balance of experienced and newer members
- Balance of resources, interests and skills appointees can contribute to the board
- Input from County Board members; County officials; board members; staff and partners of the board with the vacancy, and interested members of the public

Prior to appointments being named, Board Members have an opportunity to see all applications (*italics indicates incumbent*) received in the November Committee of the Whole agenda packet. I have attached here the applications for appointments and will forward my recommendations to fill these vacancies at the December Committee of the Whole meeting.

#### **#10 Town of Ogden Drainage District – 1 position – unexpired term ending 8/31/2023**

- *John Ehmen*

#### **Salt Fork Drainage District – 1 position – unexpired term ending 8/31/2022**

- *Darren Johnson*

**Silver Creek Drainage District – 1 position – unexpired term ending 8/31/2024**

- Mark Douglas

**Nelson-Moore-Fairfield Drainage District – 2 positions – unexpired terms ending 8/31/2022 & 2023**

- *David Bright*
- Lucas Rogers

**Champaign Mass Transit District Board – 1 Republican position – term 1/1/2022-12/31/2025**

- *Philip Fiscella*

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

NAME: John K Ehmen

ADDRESS: 2646 CO RD 1900 N Ogden IL 61859  
Street City State Zip Code

EMAIL: Johnehmen@gmail.com PHONE: 217-202-8597

Check Box to Have Email Address Redacted on Public Documents

NAME OF DRAINAGE DISTRICT: Ogden # 10

BEGINNING DATE OF TERM: 2020 ENDING DATE: 2024

The Champaign County Executive appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Executive 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, CANDIDATE MUST COMPLETE THIS APPLICATION AND AN INTERVIEW WITH THE COUNTY EXECUTIVE.**

1. Are you a resident of the State of Illinois?  Yes  No
2. Do you own land within the drainage district?  Yes  No
3. What experience and background do you have which you believe qualifies you for this appointment?

I Have Been on the Drainage District already for many years. Been farming family ground in the District for 34 years

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

I've been appointed to this District for many years already. My term is up and I'm wanting to renew my term from 2020-2024

5. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.

~

6. 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:

---

---

---

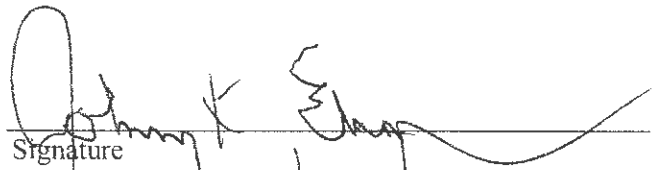
7. Would you be available to regularly attend the scheduled meeting of the appointed body?  Yes  No If no, please explain:

---

---

---

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 Office of the County Executive.

  
Signature \_\_\_\_\_  
Date: 10/27/21

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

NAME: Darren Johnson

ADDRESS: 2101 E 1400 E Rantoul IL 61814  
Street City State Zip Code

EMAIL: DDJ517@gmail.com PHONE: 217 202 4858

Check Box to Have Email Address Redacted on Public Documents

NAME OF DRAINAGE DISTRICT: SALT FORK

BEGINNING DATE OF TERM: 9-01-2017 ENDING DATE: \_\_\_\_\_

The Champaign County Executive appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Executive 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, CANDIDATE MUST COMPLETE THIS APPLICATION AND AN INTERVIEW WITH THE COUNTY EXECUTIVE.**

1. Are you a resident of the State of Illinois?  Yes  No
2. Do you own land within the drainage district?  Yes  No
3. What experience and background do you have which you believe qualifies you for this appointment?

I have farmed for 32 years, and done several tile repair jobs, and waterway work I have good knowledge how water should be handled

4. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?  
all three of us commissioners once a month and look at ditches that need attention we meet with the attorney to go over the bills, taxes, fees when needed

5. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.  
\_\_\_\_\_  
\_\_\_\_\_

6. 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:

---

---

---

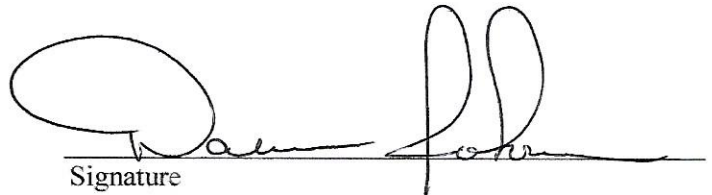
7. Would you be available to regularly attend the scheduled meeting of the appointed body?  Yes  No If no, please explain:

---

---

---

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 Office of the County Executive.



Signature

Date: 10-26-21

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

NAME: Mark Douglas

ADDRESS: 4612 S. Philo Rd Urbana IL 61802  
Street City State Zip Code

EMAIL: Mark.douglas7@yahoo.com PHONE: 217-841-0785

Check Box to Have Email Address Redacted on Public Documents

NAME OF DRAINAGE DISTRICT: SILVER CREEK

BEGINNING DATE OF TERM: 8/31/2021 ENDING DATE: 8/31/2024

The Champaign County Executive appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Executive 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, CANDIDATE MUST COMPLETE THIS APPLICATION AND AN INTERVIEW WITH THE COUNTY EXECUTIVE.**

1. Are you a resident of the State of Illinois?  Yes  No

2. Do you own land within the drainage district?  Yes  No

3. What experience and background do you have which you believe qualifies you for this appointment?

Have been on the farm full time since 2009. My father has been a Commissioner for several years on a different district.

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

I have farmed ground in the district for quite some time, am familiar with the other staff, and understand what taxes are paid.

5. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.

Am an elected township trustee of Urbana Township.



6. 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:

---

---

---


7. 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 Office of the County Executive.

  
\_\_\_\_\_  
Signature  
Date: 10.15.21

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

NAME: David Bright

ADDRESS: 230 Cty Rd 3400N Foosland IL 61845  
Street City State Zip Code

EMAIL: dbright1955@yahoo.com PHONE: 217-369-3263  
 Check Box to Have Email Address Redacted on Public Documents

NAME OF DRAINAGE DISTRICT: Nelson, Moore, Fairfield

BEGINNING DATE OF TERM: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_

The Champaign County Executive appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Executive 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, CANDIDATE MUST COMPLETE THIS APPLICATION AND AN INTERVIEW WITH THE COUNTY EXECUTIVE.**

1. Are you a resident of the State of Illinois?  Yes  No
2. Do you own land within the drainage district?  Yes  No Farm land
3. What experience and background do you have which you believe qualifies you for this appointment?

Have been on board for over 30 yrs.

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

Commissioner on this drainage board

5. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.

Trustee for Brown Township

6. 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:

---

---

---

7. 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 Office of the County Executive.

David Bright

Signature

Date: 10-28-21

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM  
Drainage District Commissioner

NAME: Lucas C Rogers

ADDRESS: 1216 County Road 3300 north Rantoul IL 61846  
Street City State Zip Code

EMAIL: LUKEB678@AOL.com PHONE: 217 841 0842

Check Box to Have Email Address Redacted on Public Documents

NAME OF DRAINAGE DISTRICT: Nelson-Moore-Fairfield DD

BEGINNING DATE OF TERM: 11 1 2021 ENDING DATE: unknown

The Champaign County Executive appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Executive 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, CANDIDATE MUST COMPLETE THIS APPLICATION AND AN INTERVIEW WITH THE COUNTY EXECUTIVE.**

1. Are you a resident of the State of Illinois?  Yes  No
2. Do you own land within the drainage district?  Yes  No
3. What experience and background do you have which you believe qualifies you for this appointment?

I have been a farmer for 20 years and been farming in this area since 2008. I have been a part of several tile projects and worked with many Ditch commissioners over the years.

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

As stated I have worked with several Ditch commissioners with tile projects Trimming trees etc. I'm also a Ludlow Twp Trustee so I know how the tax and property holding works

5. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.

Ludlow Twp Trustee Ludlow Fire protection District Firefighter 20yr and Asst Chief for 16 yr (Retired)

6. 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:

---

---

---

7. 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 Office of the County Executive.

*Lucas C Rogers*

Signature

Date: 11-1-21



**CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM**  
**PLEASE TYPE OR PRINT IN BLACK INK**

**NAME:** Philip A Fiscella Jr.  
**ADDRESS:** 1402 Raintree Woods Drive Urbana Twsp. ILL 61802  
Street City State Zip Code  
**EMAIL:** Fiscella@Gmail.Com **PHONE:** 217-840-9978  
 Check Box to Have Email Address Redacted on Public Documents

**PARTY AFFILIATION:** (Please check one)  Democrat  Republican  Other, please explain:

**NAME OF APPOINTMENT BODY OR BOARD:** Champaign-Urbana Mass Transit District Board

**BEGINNING DATE OF TERM:** ~~12/01/2021~~ 12-31-21 **ENDING DATE:** ~~12/01/2026~~ 12-31-26

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?  
As a sitting Trustee on the CU-MTD Board, I have a good understanding of the District and of my own role. Over the past two years, my business background has been helpful. Many of the problems that the CU-MTD has encountered during the pandemic have been mirrored in my own businesses. We've been battling a difficult labor market, a public body struggling with mental health crises, and supply chain problems for a year and a half now. I think that I've been a more empathetic and creative Trustee because of these experiences.

We've also been working through several real estate transactions, and I believe that my background in Facilities Services and Brokerage has been useful here as well.

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?  
My role as a Trustee has been somewhat different than I had anticipated it would be. I feel that my duty on the Board is to represent our riders, C-U residents, the CU-MTD Staff, and taxpayers in the major decisions made by the District. As such, I generally try to seek out the feelings of all parties, to understand what the effects of our decisions will be on all parties, and to advise the staff of any concerns which are passed along to me.

I also try to always bring at least possible solutions with any problems that are brought to my attention.



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

As a sitting Trustee, I have extensive knowledge of the MTD's operations, and I know most of our department heads and many of the staff personally. The finances are complex, but I have a rough understanding of our sources of revenue, our reserves, and our budget.

On a more general level, I am heavily involved in real estate tax law through my tax lien and real estate investment businesses. I understand the tax caps statutes, as well as the levy and tax extension processes well. I am also familiar with the annexation processes, statutes, and case law from my work as a firefighter for the Carroll Fire Protection District.

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 have had one vote for which I have had to recuse myself over the past two years. A consulting client was a potential vendor for a project. My recused vote would not have affected the otherwise unanimous decision. I have very deep roots in the Champaign-Urbana community, and relationships with thousands of people here. I have no doubt that a few minor conflicts will arise, but I believe that I can handle them carefully and with integrity.

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

Date





**Aaron Ammons**  
**Champaign County Clerk**  
Champaign County, Illinois

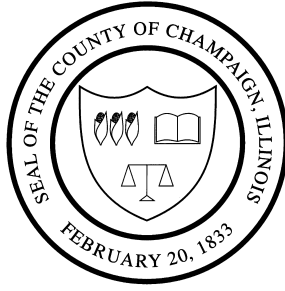
1776 East Washington Street  
Urbana, IL 61802  
Email: [vitals@co.champaign.il.us](mailto:vitals@co.champaign.il.us)  
Website: [www.champaigncountyclerk.com](http://www.champaigncountyclerk.com)

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

**COUNTY CLERK**  
**MONTHLY REPORT**  
**OCTOBER**  
**2021**

Liquor Licenses & Permits	25.00
Civil Union Licenses	0.00
Marriage License	7,210.00
Interests	7.90
State Reimbursements	-
Vital Clerk Fees	24,499.00
Tax Clerk Fees	2,025.10
Refunds of Overpayments	-
<b>TOTAL</b>	<b>33,767.00</b>
Additional Clerk Fees	1,378.00





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

## 2022 HOLIDAY CALENDAR

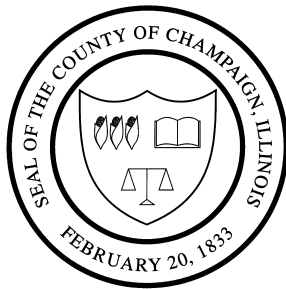
---

New Year's Day (Observed)	Friday, December 31, 2021
Martin Luther King Day	Monday, January 17, 2022
President's Day	Monday, February 21, 2022
Spring Day (Good Friday)	Friday, April 15, 2022
Memorial Day	Monday, May 30, 2022
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Columbus Day	Monday, October 10, 2022
Veterans' Day	Friday, November 11, 2022
Thanksgiving and Day After Thanksgiving Day	Thursday, November 24, 2022 & Friday, November 25, 2022
Christmas Eve Day (Observed)	Friday, December 23, 2022
Christmas Day (Observed)	Monday, December 26, 2022

**Kyle Patterson**  
Chair

kylepatterson@co.champaign.il.us

**Steve Summers**  
Vice-Chair



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

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

**CHAMPAIGN COUNTY BOARD**  
2022 Calendar of Meetings

---

ALL MEETINGS HELD IN THE SHIELDS-CARTER MEETING ROOM,  
Brookens Administrative Center, 1776 East Washington, Urbana, Illinois  
Unless Otherwise Noted

**January**

County Facilities Committee	Tuesday, January 4, 2022 @ 6:30 p.m.
Environment & Land Use Committee	Thursday, January 6, 2022 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	Friday, January 7, 2022 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	Tuesday, January 11, 2022 @ 6:30 p.m.
<b>COUNTY BOARD</b>	Thursday, January 20, 2022 @ 6:30 p.m.
<i>County Board Study Session (Only if Required)</i>	<i>Tuesday, January 25, 2022 @ 6:00p.m.</i>

**February**

Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana <i>*Changed due to internal conflict</i>	<i>*Friday, February 4, 2022 @ 9:00 a.m.</i>
County Facilities Committee	Tuesday, February 8, 2022 @ 6:30 p.m.
Environment & Land Use Committee	Thursday, February 10, 2022 @ 6:30 p.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	Tuesday, February 15, 2022 @ 6:30 p.m.
<b>COUNTY BOARD</b>	Thursday, February 24, 2022 @ 6:30 p.m.

**March**

County Facilities Committee	Tuesday, March 8, 2022 @ 6:30 p.m.
Environment & Land Use Committee	Thursday, March 10, 2022 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	Friday, March 11, 2022 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	Tuesday, March 15, 2022 @ 6:30 p.m.
<b>COUNTY BOARD</b>	Thursday, March 24, 2022 @ 6:30 p.m.
<i>County Board Study Session (Only if Required)</i>	<i>Tuesday, March 29, 2022 @ 6:00p.m.</i>

**April**

County Facilities Committee	Tuesday, April 5, 2022 @ 6:30 p.m.
Environment & Land Use Committee	Thursday, April 7, 2022 @ 6:30 p.m.

Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	Friday, April 8, 2022 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	Tuesday, April 12, 2022 @ 6:30 p.m.
<b>COUNTY BOARD</b>	Thursday, April 21, 2022 @ 6:30 p.m.
<i>County Board Study Session (Only if Required)</i>	<i>Tuesday, April 26, 2022 @ 6:00p.m.</i>

**May**

County Facilities Committee	Tuesday, May 3, 2022 @ 6:30 p.m.
Environment & Land Use Committee	Thursday, May 5, 2022 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	Friday, May 6, 2022 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	Tuesday, May 10, 2022 @ 6:30 p.m.
<b>COUNTY BOARD</b>	Thursday, May 19, 2022 @ 6:30 p.m.
<i>County Board Study Session (Only if Required)</i>	<i>Tuesday, May 24, 2022 @ 6:00p.m.</i>

**June**

County Facilities Committee	Tuesday, June 7, 2022 @ 6:30 p.m.
Environment & Land Use Committee	Thursday, June 9, 2022 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	Friday, June 10, 2022 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	Tuesday, June 14, 2022 @ 6:30 p.m.
<b>COUNTY BOARD</b>	Thursday, June 23, 2022 @ 6:30 p.m.
<i>County Board Study Session (Only if Required)</i>	<i>Tuesday, June 28, 2022 @ 6:00p.m.</i>

**July**

County Facilities Committee	No Committee Meeting for July 2022
Environment & Land Use Committee	No Committee Meeting for July 2022
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	No Committee Meeting for July 2022
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	No Committee Meeting for July 2022
<b>COUNTY BOARD</b>	Thursday, July 21, 2022 @ 6:30 p.m.

**August**

County Facilities Committee	Tuesday, August 2, 2022 @ 6:30 p.m.
Environment & Land Use Committee	Thursday, August 4, 2022 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	Friday, August 5, 2022 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	Tuesday, August 9, 2022 @ 6:30 p.m.
<b>COUNTY BOARD</b>	Thursday, August 18, 2022 @ 6:30 p.m.
Legislative Budget Hearings – FY2022	Monday, August 29, 2022 @ 6:00 p.m. & Tuesday, August 30, 2022 @ 6:00 p.m.

**September**

County Facilities Committee	Tuesday, September 6, 2022 @ 6:30 p.m.
Environment & Land Use Committee	Thursday, September 8, 2022 @ 6:30 p.m.

Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	Friday, September 9, 2022 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	Tuesday, September 13, 2022 @ 6:30 p.m.
COUNTY BOARD	Thursday, September 22, 2022 @ 6:30 p.m.
<i>County Board Study Session (Only if Required)</i>	<i>Tuesday, September 27, 2022 @ 6:00p.m.</i>
Special Finance Committee of the Whole – FY2022 Budget	Thursday, September 29, 2022 @ 6:30 p.m.

**October**

County Facilities Committee	Tuesday, October 4, 2022 @ 6:30 p.m.
Environment & Land Use Committee	Thursday, October 6, 2022 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	Friday, October 7, 2022 @ 9:00 a.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts)	Tuesday, October 11, 2022 @ 6:30 p.m.
COUNTY BOARD	Thursday, October 20, 2022 @ 6:30 p.m.
<i>County Board Study Session (Only if Required)</i>	<i>Tuesday, October 25, 2022 @ 6:00p.m.</i>

**November**

County Facilities Committee	Tuesday, November 1, 2022 @ 6:30 p.m.
Environment & Land Use Committee	Thursday, November 3, 2022 @ 6:30 p.m.
Highway & Transportation Committee – County Highway Building, 1605 E. Main, Urbana	Friday, November 4, 2022 @ 6:30 p.m.
Committee of the Whole (Justice & Social Services; Finance; Policy, Personnel, & Appts) <i>*Changed due to General Election</i>	*Wednesday, November 9, 2022 @ 6:30 p.m.
COUNTY BOARD	Thursday, November 17, 2022 @ 6:30 p.m.
<i>County Board Study Session (Only if Required)</i>	<i>Tuesday, November 22, 2022 @ 6:00p.m.</i>

**December**

Biennial Organizational Meeting	Monday, December 5, 2022 @ 6:00 p.m.
COUNTY BOARD <i>*Changed due to Christmas holiday</i>	Thursday, December 15, 2022 @ 6:30 p.m.

Champaign County  
Department of

**PLANNING &  
ZONING**

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

(217) 384-3708  
[zoningdept@co.champaign.il.us](mailto:zoningdept@co.champaign.il.us)  
[www.co.champaign.il.us/zoning](http://www.co.champaign.il.us/zoning)

TO: Committee of the Whole

FROM: John Hall, Director of Planning & Zoning  
Susan Monte, Planner and Recycling Coordinator

DATE: October 25, 2021

RE: Request approval of Budget Amendment #21-00058 to increase appropriations to the Solid Waste Management Fund by \$3,609 and to increase expenditures from the Solid Waste Management Fund by \$3,609

---

#### BACKGROUND

Remaining expenditures in 2021 from the Solid Waste Management (SWM) Fund are expected to exceed the 2021 appropriation by \$1,127. At the same time, in 2021, increased revenue to the SWM Fund totals \$3,609.

This budget amendment request is to increase appropriations to the SWM Fund based on the additional revenue received, \$3,609, and to increase expenditures from the SWM Fund by the same amount.

Attachment A provides details about the basis of the increased revenue to the SWM Fund in 2021, and the increased expenditures from the SWM Fund in 2021.

#### ATTACHMENTS

- A 2021 Solid Waste Management Fund Increased Revenue and Expenditures
- B Budget Amendment Request

## 2021 Solid Waste Management Fund Increased Revenue and Expenditures

### ***Increased Costs and Revenues: Residential Electronics Collection (REC) on May 22, 2021***

On Parkland College premises, COVID-19 restrictions impacted the REC event as follows:

- No community service workers were recruited to unload residents' vehicles. Typically, Probation & Court Services staff recruits 80-100 community service workers to work at each REC. The County e-waste Collector increased their staffing level at the REC to unload an estimated 1,600 vehicles. The added cost was \$4,750.
- The added cost to provide onsite porta potties and hand wash station was \$330.
- The added cost for golf carts for onsite use at the REC was \$150.

These additional costs, totaling \$5,230, had not been included in the 2021 Solid Waste Management (SWM) Fund.

Based on the 2021 Intergovernmental Agreement to share costs between Champaign County, City of Urbana, City of Champaign, and Village of Savoy, \$3,608.70 of this amount was recovered as revenue.

The increased expenditure from the SWM fund for the County's portion of costs was \$1,622.

### ***Increased Costs: IEPA-Sponsored One-Day Household Hazardous Waste Collection on April 10, 2021***

The amount of \$540 was spent from the SWM Fund to lease and install a sturdy tent to withstand winds and rain occurring at the Market Place Shopping Center parking lot on the day of the event. This cost had not been included in the 2021 SWM Fund, or in the 2021 intergovernmental Agreement to share costs between Champaign County, City of Champaign, City of Urbana, and Village of Savoy.

The increased expenditure from the SWM for the County's portion of the costs was \$540.

REQUEST FOR BUDGET AMENDMENT

BA NO. 21-00058

**FUND 676 SOLID WASTE MANAGEMENT**

**DEPARTMENT 011 SOLID WASTE MANAGEMENT**

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
676-011-522.01 STATIONERY & PRINTING	1,000	463	1,213	750
676-011-533.92 CONTRIBUTIONS & GRANTS	3,000	1,500	3,000	1,500
676-011-533.50 FACILITY/OFFICE RENTALS	1,250	1,000	1,750	750
676-011-533.95 CONFERENCES & TRAINING	500	570	1,179	609
TOTALS	5,750	3,533	7,142	3,609

**INCREASED REVENUE BUDGET:**

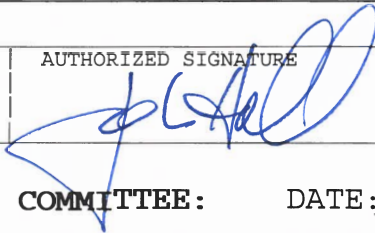
ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
676-011-336.01 CHAMPAIGN CITY	15,209	15,209	17,458	2,249
676-011-336.14 VILLAGE OF SAVOY	1,817	1,817	2,026	209
676-011-336.02 URBANA CITY	6,135	6,135	7,286	1,151
TOTALS	23,161	23,161	26,770	3,609

**EXPLANATION:** SEE ATTACHED LETTER OF EXPLANATION

DATE SUBMITTED:

10/27/21

AUTHORIZED SIGNATURE



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

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:




# Mike Ingram

Recorder of Deeds  
Champaign County, Illinois

BROOKENS CENTER  
1776 E. WASHINGTON ST.  
URBANA, ILLINOIS 61802-4581

PHONE: (217) 384-3774  
EMAIL: [mingram@co.champaign.il.us](mailto:mingram@co.champaign.il.us)  
[www.champaigncountyrecorder.us](http://www.champaigncountyrecorder.us)

## re: Board Budget Amendment 21-00059

To the Champaign County Board:

I'm very pleased to offer BA 21-00059, as the need for it stems directly from the record-breaking year that the Recorder's office has had. This outpaces 2020, when a BA was required in December for the same reason. Data also appears to indicate that this will be the biggest recording year ever.

Largely this is due to the housing market, which we've all seen (and some have probably personally experienced) explode in 2021. Continued low interest rates drove a steady stream of refinances on top of the home sales spike.

As such, we need to up our appropriation for money that we collect and pass through to the state. And to quell any kneejerk feelings about upping money we're sending to the state: Any increase in money having to go to the state also means an increase in money that the county is capturing.

For **Document Stamps** that we purchase, that represents a 2/1 split with the state. (Us being the 1.)

For **RHSP Fee** collections, that is a 9/1 split with the state.

Similar to last year, I'd like to shout out the staff in the Recorder's office, who do the work that drives our fee collection. They've done amazingly and deserve all of the recognition.

Thank you to:

Chief Deputy Recorder Toni Ceaser;

Senior Clerk Barb McClain;

Clerks Sherry Janeski & Christopher Jellen,

and newest staff addition,

Clerk Muriel "Mimi" Mampouya, who started in March and has excelled mightily in the position.

Sincerely,  
Mike Ingram  
Champaign County Recorder of Deeds



REQUEST FOR BUDGET AMENDMENT

BA NO. 21-00059

FUND 080 GENERAL CORPORATE

DEPARTMENT 023 RECORDER

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-023-522.50 PURCHASE DOCUMENT STAMPS	1,000,000	1,000,000	1,466,667	466,667
080-023-534.85 RENTAL HSG FEE REMITTANCE	175,500	175,500	257,400	81,900
<b>TOTALS</b>	1,175,500	1,175,500	1,724,067	548,567

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-023-322.20 REVENUE STAMPS	1,500,000	1,500,000	2,200,000	700,000
080-023-341.53 RENTAL HOUSNG SUPPORT FEE	195,000	195,000	286,000	91,000
<b>TOTALS</b>	1,695,000	1,695,000	2,486,000	791,000

EXPLANATION: BREAKING EVEN LAST YEAR'S BEST-EVER YEAR, WE FIND OURSELVES NEEDING, EVEN EARLIER, TO INCREASE THE PASS-THROUGH AMOUNTS TO THE STATE, WHICH WILL ALSO BOOST THE COUNTY'S REVENUES VIA THE SHARE WE KEEP.

DATE SUBMITTED:

10/26/2021

AUTHORIZED SIGNATURE

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

M. L. D.

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:


**RESOLUTION**



**RESOLUTION AUTHORIZING THE COUNTY BOARD CHAIR TO ASSIGN  
MOBILE HOME TAX SALE CERTIFICATE OF PURCHASE**

WHEREAS, pursuant to the authority of 35 ILCS 516/35 the County of Champaign, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent mobile home taxes;

AND WHEREAS, pursuant to this program the County of Champaign, as Trustee for the Taxing Districts, has obtained a Tax Sale Certificate of Purchase as to the following described mobile home:

2410 E MAIN ST #1

PERMANENT PARCEL NUMBER: 09-011-0001

As described in certificates(s) : 34 sold October 2018

AND WHEREAS, pursuant to public auction sale, Kimyata Gray, Purchaser(s), has/have deposited the total sum of \$900.00 for the purchase of the said Certificate of Purchase and has/have requested that the County of Champaign assign to said Purchaser(s) the said Certificate of Purchase and all of the rights of Champaign County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive \$300.00 as a return for its certificates(s) of Purchase. The County Clerk shall receive \$0.00 for cancellation of certificate(s) and to reimburse for the charges advanced therefrom; the Auctioneer shall receive \$0.00 for services rendered; the Illinois Secretary of State shall receive the sum of \$150.00 for issuance of the Tax Certificate Title to said Purchaser(s); The Agent under his contract for services shall receive \$450.00;

AND WHEREAS, it appears to the Budget & Finance Committee that Champaign County and its taxing districts will be best served by assigning its said Tax Sale Certificate of Purchase to said Purchaser(s) in exchange for the aforesaid payment;

NOW THEREFORE BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the County Board Chair is authorized to assign the abovesaid Tax Sale Certificate of Purchase as to the above described mobile home in exchange for payment to the Treasurer of Champaign County, Illinois, of the sum of \$300.00, which shall be disbursed according to law. This resolution shall be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY EXECUTIVE

**RESOLUTION**



**RESOLUTION AUTHORIZING THE COUNTY BOARD CHAIR TO ASSIGN  
MOBILE HOME TAX SALE CERTIFICATE OF PURCHASE**

WHEREAS, pursuant to the authority of 35 ILCS 516/35 the County of Champaign, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent mobile home taxes;

AND WHEREAS, pursuant to this program the County of Champaign, as Trustee for the Taxing Districts, has obtained a Tax Sale Certificate of Purchase as to the following described mobile home:

1217 CYPRESS LN

PERMANENT PARCEL NUMBER: 20-032-0008

As described in certificates(s) : 86 sold October 2018

AND WHEREAS, pursuant to public auction sale, FCP MHC IL Sales, Purchaser(s), has/have deposited the total sum of \$900.00 for the purchase of the said Certificate of Purchase and has/have requested that the County of Champaign assign to said Purchaser(s) the said Certificate of Purchase and all of the rights of Champaign County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive \$300.00 as a return for its certificates(s) of Purchase. The County Clerk shall receive \$0.00 for cancellation of certificate(s) and to reimburse for the charges advanced therefrom; the Auctioneer shall receive \$0.00 for services rendered; the Illinois Secretary of State shall receive the sum of \$150.00 for issuance of the Tax Certificate Title to said Purchaser(s); The Agent under his contract for services shall receive \$450.00;

AND WHEREAS, it appears to the Budget & Finance Committee that Champaign County and its taxing districts will be best served by assigning its said Tax Sale Certificate of Purchase to said Purchaser(s) in exchange for the aforesaid payment;

NOW THEREFORE BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the County Board Chair is authorized to assign the abovesaid Tax Sale Certificate of Purchase as to the above described mobile home in exchange for payment to the Treasurer of Champaign County, Illinois, of the sum of \$300.00, which shall be disbursed according to law. This resolution shall be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this \_\_\_\_\_ day of \_\_\_\_\_,

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY EXECUTIVE

SALE TO NEW OWNER

10-21-002

**ORDINANCE NO.**

**FY2022 ANNUAL TAX LEVY ORDINANCE CHAMPAIGN COUNTY, ILLINOIS**

**WHEREAS** we the County Board of Champaign County, Illinois, have determined that for County purposes, it will be necessary to levy a tax in the total amount of \$38,094,416 on the real property and railroad property, in Champaign County, Illinois, for raising of monies for the several objects and purposes specified in the FY2022 Annual Budget and Appropriation Ordinance,

**NOW, THEREFORE, BE IT ORDAINED** that there is hereby levied a tax in the amount of \$13,324,312 for the County General Corporate purposes;

**BE IT FURTHER ORDAINED** that there is hereby levied a tax in the amount of \$3,641,809 for the purpose of acquiring insurance against any loss or liability which may be imposed upon the County, in accordance with 745 ILCS 10/9-107, said \$3,641,809 is exclusive of and in addition to those sums heretofore levied; and

**BE IT FURTHER ORDAINED** that there is hereby levied a tax, in the amount of \$2,941,601 as the County Highway Tax, as provided in the Illinois Highway Code, being for the purpose of improving, repairing, maintaining, constructing, and reconstructing highways in this county required to be repaired, maintained, and constructed by the County in accordance with 605 ILCS 5/5-601, said sum raised to be placed in a separate fund known as the County Highway Fund, which \$2,941,601 is exclusive of and in addition to those sums heretofore levied; and

**BE IT FURTHER ORDAINED** that there is hereby levied a tax, in the amount of \$1,477,663 as provided in the Illinois Highway Code, for the County Bridge Fund for expenditures payable from the County Bridge Fund and for the purpose of constructing and repairing bridges, culverts, drainage structures or grade separations, including approaches thereto, on public roads in the County, required to be so constructed and repaired by the County under the Illinois Highway Code, in accordance with 605 ILCS 5/5-602, said sum of \$1,477,663 being exclusive of and in addition to those sums heretofore levied; and

**BE IT FURTHER ORDAINED** that there is hereby levied a tax, in the amount of \$5,498,918 for the purpose of providing community mental health facilities and services in Champaign County, pursuant to an election held November 7, 1972, authorizing a levy of a tax not to exceed 10 percent of the full assessed valuation, and amendments to the Community Mental Health Act, 405 ILCS 20/4, authorizing an increase to the maximum levy of tax not to exceed .15 percent of the full assessed valuation, said sum shall be placed into a special fund in the Champaign County Treasury to be designated as the "Community Mental Health Fund" and shall be used only for the purpose specified in the Illinois Compiled Statutes; said sum of \$5,498,918 is exclusive of and in addition to those sums heretofore levied; and

**BE IT FURTHER ORDAINED** that there is hereby levied a tax, in the amount of \$2,872,498 in accordance with an act entitled Illinois Municipal Retirement Fund Act, as amended, 40 ILCS 5/7-171, and being for the purpose of making county contributions to said Illinois Municipal Retirement Fund as required by law, said \$2,872,498 being exclusive of and in addition to those sums heretofore levied; and

**BE IT FURTHER ORDAINED** that there is hereby levied a tax, in the amount of \$1,866,521 for the purpose of participation in the Federal Social Security Insurance Program and Federal Medicare Program, in accordance with 40 ILCS 5/21-110 to 5/21-110.1, said \$1,866,521 is exclusive of and in addition to those sums heretofore levied; and

**BE IT FURTHER ORDAINED** that there is hereby levied a tax, in the amount of \$118,945 for the purpose of providing funds to pay expenses in the construction and maintenance of highways in the federal aid network or

County highway network in accordance with 605 ILCS 5/5-603, and said sum of \$118,945 shall be placed in a separate fund known as the Matching Fund and is exclusive of and in addition to those sums heretofore levied; and

**BE IT FURTHER ORDAINED** that there is hereby levied a tax, in the amount of \$441,499 for the purpose of the County’s share of the Cooperative Extension service programs, in accordance with 505 ILCS 45/8, said \$441,499 is exclusive of and in addition to those sums heretofore levied; and

**BE IT FURTHER ORDAINED** that there is hereby levied a tax, in the amount of \$1,395,316 for the purpose of the County Health Fund in accordance with 70 ILCS 905/15 and 55 ILCS 5/5-25010 to 5-25011, said \$1,395,316 shall be held in a separate fund known as the County Health Fund and is exclusive of and in addition to those sums heretofore levied; and

**BE IT FURTHER ORDAINED** that there is hereby levied a tax, in the amount of \$4,515,334 for the purpose of providing facilities or services for the benefit of residents in Champaign County who are cognitively challenged or under a developmental disability and who are not eligible to participate in any such program conducted under Article 14 of the School Code, pursuant to an election held November 2, 2004, authorizing a levy of a tax not to exceed .10 percent of the full assessed valuation, said sum shall be placed into a special fund in the Champaign County Treasury to be designated as the “Fund for Persons With a Developmental Disability” and shall be used only for the purpose specified in 55 ILCS 105; said sum of \$4,515,334 is exclusive of and in addition to those sums heretofore levied; and

**BE IT FURTHER ORDAINED** that the sums heretofore levied in the total amount of \$38,094,416 be raised by taxation upon property in this County and the County Clerk of Champaign County is hereby ordered to compute and extend upon the proper books of the County Collector for the said year, the sums heretofore levied for so much thereof as will not in the aggregate exceed the limit established by law on the assessed valuation as equalized for the year 2021.

**PRESENTED** in accordance with 35 ILCS 200/18-10 at the September 2021 session.

**PRESENTED, PASSED, APPROVED and RECORDED** by the County Board of Champaign County, Illinois, this 18<sup>th</sup> day of November, A.D. 2021.

\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

\_\_\_ **AYE** \_\_\_ **NAY** \_\_\_ **ABSENT**

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
And ex-officio Clerk of the Champaign  
County Board  
Date: \_\_\_\_\_

Approved:  
\_\_\_\_\_  
Darlene A. Kloeppel, County Executive  
Date: \_\_\_\_\_

**TRUTH IN TAXATION  
CERTIFICATE OF COMPLIANCE**

I, the undersigned, hereby certify that I am the presiding officer of Champaign County, Illinois, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18-60 through 18-85 of the "Truth in Taxation" law.

Check One of the Choices Below

1) The taxing district published a notice in the newspaper and conducted a hearing meeting the requirements of the Truth in Taxation Law.

2) The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a notice and a hearing were not necessary.

3) The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.

4) The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

This certificate applies to the RY2021 levy.

Date \_\_\_\_\_

Presiding Officer \_\_\_\_\_  
Darlene A. Kloeppe  
County Executive

## **ORDINANCE NO.**

### **FY2022 ANNUAL BUDGET AND APPROPRIATION ORDINANCE**

**WHEREAS**, the Finance Committee of the Whole of the County Board of Champaign County, Illinois, has considered and determined the amounts of monies estimated and deemed necessary expenses to be incurred by and against the County of Champaign, State of Illinois, within and for the fiscal year beginning January 1, 2022 and ending December 31, 2022, and has further proposed County expenditures in the attached recommended Budget; and

**WHEREAS**, pursuant to 55 ILCS 5/6-1002, the recommended Budget includes the following:

- a. A statement of the receipts and payments and a statement of the revenues and expenditures of the fiscal year last ended.
- b. A statement of all monies in the county treasury or in any funds thereof, unexpended at the termination of the fiscal year last ended, of all amounts due or accruing to such county, and of all outstanding obligations or liabilities of the county incurred in any preceding fiscal year.
- c. Estimates of all probable income for the current fiscal year and for the ensuing fiscal year covered by the budget, specifying separately for each of said years the estimated income from taxes, from fees, and from all other sources. The estimated income from fees shall indicate both the estimated total receipts from fees by county fee officers and the estimated net receipts from fees to be paid into the county treasury.
- d. A detailed statement showing estimates of expenditures for the current fiscal year, revised to the date of such estimate, and, separately, the proposed expenditures for the ensuing fiscal year for which the budget is prepared. Said revised estimates and proposed expenditures shall show the amounts for current expenses and capital outlay, shall specify the several objects and purposes of each item of current expenses, and shall include for each of said years all floating indebtedness as of the beginning of the year, the amount of funded debt maturing during the year, the interest accruing on both floating and funded debt, and all charges fixed or imposed upon counties by law.
- e. A schedule of proposed appropriations itemized as provided for proposed expenditures included in the schedule prepared in accordance with the provisions of paragraph (d) hereof, as approved by the county board.

**WHEREAS**, the level of appropriation for each fund and department is defined by the amount as listed with the following exceptions: the legal level of control in all departments (except the Regional Planning Commission) is by category, Personnel and Non-Personnel, for each department or group of departments within the same fund and headed by the same administrator. Transfers between any line items in the Personnel category and transfers between any line items in the Non-Personnel category, in the same department or group of departments headed by the same administrator within the same fund, may be made with the approval of the signing authority for the fund/department. Transfers between the Personnel and Non-Personnel categories, as well as transfers between different departments headed by different administrators may be made only with the approval of a 2/3 vote of the full County Board; and

**WHEREAS**, the Regional Planning Commission's legal level of budgetary control is by fund. Transfers between any line items in the same department or group of departments within the same fund may be made with the approval of the signing authority for the fund/department;



**NOW, THEREFORE, BE IT ORDAINED** by the Champaign County Board that the attached recommended Budget is hereby adopted as the Annual Budget and Appropriation Ordinance of Champaign County for the fiscal year beginning January 1, 2022 and ending December 31, 2022. The full budget is available on the County website at the following link <http://www.co.champaign.il.us/CountyBoard/Budget.php>.

**PRESENTED** by the County Board of Champaign County, Illinois, at the recessed October, A.D. 2021 session.

**PRESENTED, PASSED, APPROVED, AND RECORDED** by the County Board of Champaign County, Illinois, this 18<sup>th</sup> day of November, A.D. 2021.

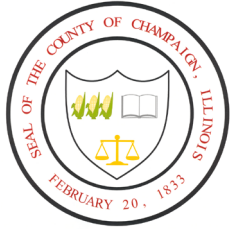
\_\_\_\_\_  
Kyle Patterson, Chair  
Champaign County Board

**AYE** \_\_\_\_ **NAY** \_\_\_\_ **ABSENT** \_\_\_\_

Recorded  
& Attest: \_\_\_\_\_

Aaron Ammons, County Clerk  
And ex-officio Clerk of the Champaign  
County Board  
Date: \_\_\_\_\_

Approved:  
\_\_\_\_\_  
Darlene A. Kloepfel, County Executive  
Date: \_\_\_\_\_



## **OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE**

1776 East Washington Street, Urbana, Illinois 61802-4581

---

**Darlene A. Kloeppe, County Executive**

To: Honorable Members of the Champaign County Board

Fr: Darlene Kloeppe, County Executive; and  
Tami Ogden, Director of Finance

RE: Letter of Transmittal – FY2022 Budget

The Fiscal Year (FY) 2022 Annual Budget, for the period beginning January 1, 2022 and ending December 31, 2022, is presented for your consideration and approval. The budget was developed pursuant to Illinois Statutes 55 ILCS 5/2-5009 and 55 ILCS 5/6-1001. The consolidated budget is submitted with revenue of **\$176,043,712** and expenditure of **\$179,767,329** and complies with relevant [Champaign County Financial Policies](#).

The budget was developed over a seven-month period starting with the [Long-Range Financial Plan](#) in April, [Legislative Budget Hearings](#) in August, American Rescue Plan Act [ARPA Study Sessions](#) held April through September, and a [Special Finance Committee](#) meeting in September. The Champaign County Board placed the FY2022 Budget on file in October, with anticipated passage at its November 18, 2021 meeting. Some parts of the budget are guided by established plans previously implemented by the County Board including the [Facilities Plan](#) and [Technology Plan](#), and plans established by relevant committees such as Highway's Pavement Management Program.

For its Legislative Budget Hearings, Administration prepared PowerPoint presentations ([Night 1](#) [Night 2](#)) making the information easier for the public to follow and comprehend. The [Champaign County Facebook](#) and [County Executive's Facebook](#) pages provide updates on the budget process and notice opportunities for public involvement. In FY2022, the public was very active and engaged through the ARPA Study Sessions referenced previously. Public comment on the proposed FY2022 Budget was sought at the Special Finance Committee meeting on September 30, 2021.

This transmittal letter is intended to provide an executive summary and overview of the budget document. Additional budget details are included in the *Budget Summary All Funds*.

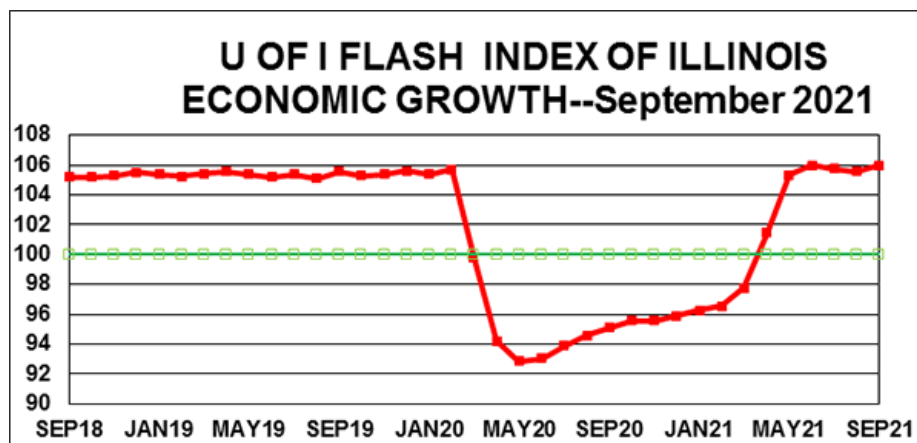
### **Budget Document**

Champaign County strives to publish its budget in a format that is accessible to screen readers. The budget provides extensive financial information for every component of Champaign County government and is divided into nine sections further explained in *How to Use This Document*, which is part of the Introduction section of the budget. The FY2022 Budget includes fifty-six funds, with each fund containing at least one department budget. The *Department/Fund Relationship* matrix, also in the Introduction section, illustrates the relationship between the County's financial structure and its organizational structure.

## Economic Environment

Economic uncertainty because of the ongoing COVID-19 pandemic and spread of the Delta variant caused consecutive drops in consumer confidence in July, August, and September 2021, and according to Conference Board Senior Director of Economic Indicators Lynn Franco, “These back-to-back declines suggest consumers have grown more cautious and are likely to curtail spending going forward.”<sup>1</sup>

In September the University of Illinois Flash Index, designed to give a quick reading of the state economy, was 106.0 up from 95.1 compared to the year-ago submission of the FY2021 budget.<sup>2</sup> In an October 1 report, University of Illinois economist J. Fred Giertz asserts the state’s economy has surprisingly not been impacted as a result of the resurgence of the Delta variant.<sup>3</sup> The index shows thirteen months below the 100-dividing line between growth and decline, with April 2021 breaking the line.



The August 2021 unemployment rate for Champaign County was 5.7% and reflects a decrease in the local rate compared to the year-ago period of 7.2%. The Illinois’ and national unemployment rates for August compare at 6.8%, and 5.3% respectively.<sup>4</sup>

Due to economic uncertainty, Champaign County was very conservative in its state-shared revenue projections in the FY2021 Budget; however, the negative financial impact of the pandemic coupled with revenue growth linked to the Level the Playing Field legislation resulted in actual revenues performing better than budget. This legislation, effective January 1, 2021, imposed both state and local sales tax where a product is delivered, and with the volume of internet sales, resulted in recurring increased revenue beginning in FY2021.

While there are fluctuations to some state-shared revenues in FY2022, the budget was prepared expecting the ongoing effects of the pandemic will not significantly impact 2022 sales tax revenues. The following chart shows total sales and use tax revenues for fiscal years 2018 through the 2022 Budget.

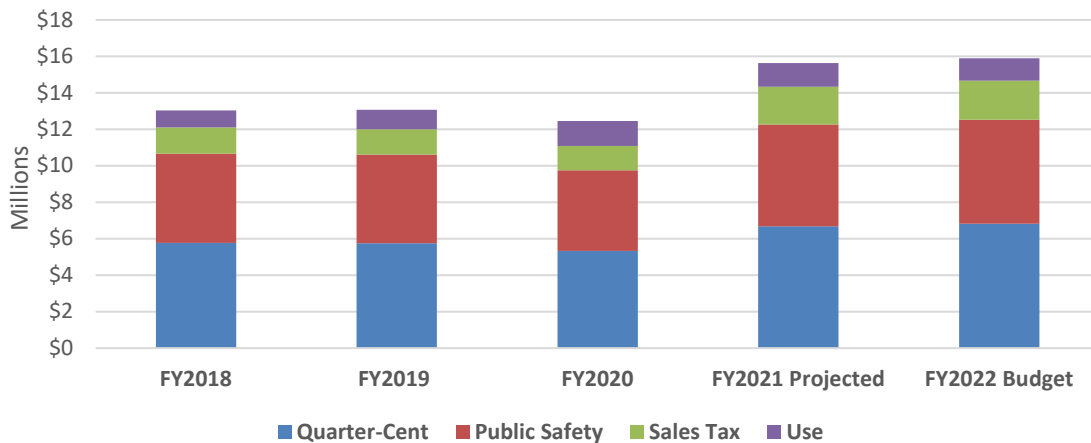
<sup>1</sup> <https://www.conference-board.org/data/consumerconfidence.cfm>

<sup>2</sup> <https://igpa.uillinois.edu/page/flash-index-archive>

<sup>3</sup> <https://igpa.uillinois.edu/report/flash-index-sept2021>

<sup>4</sup> <https://ides.illinois.gov/resources/labor-market-information/laus/current-monthly-unemployment-rates.html>

## Sales and Use Tax



According to the Champaign County Association of Realtors, year-to-date home sales are up 10 percent compared to 2020 with the median sale price in Champaign County at \$185,000 in August compared to \$169,900 for the year ago period.<sup>5</sup> Growth in this sector is important for the county as property taxes represent a major segment of its revenue sources. Equalized Assessed Valuation (EAV) for tax year 2020 exceeded \$4.4 billion, and reflects a 2.7 percent increase over tax year 2019, with growth in EAV from new construction at \$99 million. The County’s total EAV, tax rate, and property tax extension comparison for tax levy years 2011 through 2020 are shown in the following table.

Tax Levy Year	EAV	% Increase/Decrease	Tax Rate/\$100 of EAV	Property Tax Extension
2011	\$3,546,623,981	-0.4%	0.7841	\$27,911,272
2012	\$3,532,086,251	-0.4%	0.8138	\$28,832,637
2013	\$3,479,591,533	-1.5%	0.8511	\$29,700,112
2014	\$3,532,923,580	1.5%	0.8255	\$30,598,651
2015	\$3,600,615,388	1.9%	0.8322	\$31,404,567
2016	\$3,806,286,018	5.7%	0.8458	\$32,245,372
2017	\$3,972,464,264	4.4%	0.8481	\$33,737,737
2018	\$4,132,219,001	4.0%	0.8157	\$33,706,510
2019	\$4,299,867,692	4.1%	0.8189	\$35,211,617
2020	\$4,414,988,843	2.7%	0.8327	\$36,763,612

### Budget Priorities

While the FY2021 Budget was largely focused on maintaining levels of service with an anticipated decline in revenues, new federal funding and increased revenues expected in FY2022 will allow the County to address some of its long-standing needs. Strategically budgeting the first tranche of American Rescue Plan Act funding was a priority of the County Board. The Finance Committee of the Whole held several study sessions to solicit input regarding its total \$40.7 million, [ARPA Study Sessions](#). There were informational

<sup>5</sup><https://www.champaigncountyassociationofrealtors.com/News/ArtMID/469/ArticleID/403/Champaign-County-Home-Sales-Increase-Slightly-in-August>

presentations, written requests and verbal comments from community members, organizations, elected officials, and department heads. During a Special Finance Committee meeting held on September 30, 2021, board member prioritization surveys were reviewed, [ARPA Funding Priorities](#), and budget direction for ARPA funds was given for FY2022.

After years of a financial inability to move forward with a jail consolidation plan, a Special Committee on Jail Facilities was formed to present plans to 1) close and develop a plan for the future of the property at the downtown jail; and 2) relocate the Sheriff's Office to new or rehabilitated space; and 3) modify the Satellite Jail with accommodations for safe separations of conflicting classifications of inmates, education and training rooms, library, expanded medical offices, recreation facilities and equipment, and low or single occupancy rooms for isolating people for both disease and other safety concerns, and 4) present proposals to finance plans 1-3. The budget includes \$3.75 million to potentially proceed with architect and engineering plans based on the recommendation of the committee.

To better position the County to recruit and retain a qualified workforce, the FY2022 Budget includes appropriation for a comprehensive workforce study to address recruiting, hiring, retention, and development of staff to include review of positions, total compensation packages, training, analysis of sexual harassment, equity, and inclusion activities.

Following the 2008 recession, multiple positions were cut from the County budget. Additionally, demands on the criminal justice system have made it challenging for some departments to meet increasing community needs with current staffing. The FY2022 Budget includes seven new General Fund positions, two each in Law Enforcement, Public Defender, and Coroner's Offices, and one in the Planning and Zoning department. Cuts implemented in FY2016 moved two positions from the General Fund to the Recorder's Automation Fund. The FY2022 Budget restored those positions to the General Fund allowing the Automation Fund to use revenues to focus on record digitization.

The County continues to strategically invest in its facilities and technology. Fully funding the Capital Facilities Plan and reserve in the Capital Asset Replacement Fund in FY2022, upgrading its aging phone system and network infrastructure, and appropriating funds to study the potential replacement of its Justice Case Management System. The County will move from an aging in-house financial system to a modern Enterprise Resource Planning (ERP) system, including a human resources platform, with Go-Live scheduled for January 2022. More information on budget priorities can be found in the *Budget Priorities* section.

### **Revenues and Expenditures**

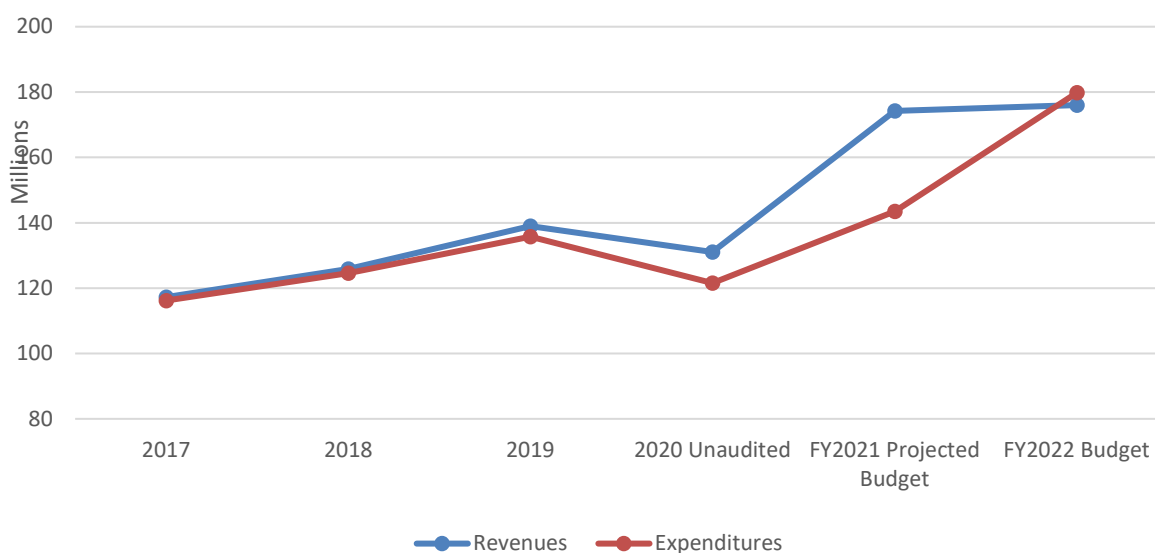
Revenue for all county funds in FY2022 is budgeted to increase \$43.4 million (+32.7%) compared to the original FY2021 budget. Growth is largely attributed to increases in federal funding for the Regional Planning Commission (RPC) energy and rental assistance programs totaling \$14.6 million, and the second tranche of ARPA funding totaling \$20.4 million.

The property tax levy was prepared with the inflationary increase allowed under the Property Tax Extension Limitation Law (PTELL) of 1.4%, and to capture \$99 million in new growth revenue from new construction and recovered Enterprise Zone EAV. The increase in the total levy over the 2019 tax year extension is 3.6%.

Expenditure for all county funds in FY2021 is budgeted to increase \$42.8 million (+31.3%) compared to the original FY2021 budget and is predominantly attributed to significant increases in services. Increased services expenditures reflect planned ARPA contributions and grants for household and small business assistance, housing support, community violence interventions, immigration support, architecture/engineering, broadband, stormwater, and drinking water initiatives. Additional services appropriation increases are largely for RPC program expansion for energy, rental, utility, and mortgage assistance.

A \$3.7 million revenue to expenditure deficit is the result of appropriating reserve balances within individual funds for planned projects and capital expenditures. The FY2022 budget is balanced per the County’s [Financial Policies](#).

Champaign County Revenue and Expenditure



In the chart above, the revenue decline in FY2020 reflects the economic impact of the pandemic on County finances, while the expenditure decline reflects conservative spending and hiring during the pandemic. An influx of federal funding in fiscal years 2021 and 2022 correlates to higher revenues in those fiscal years, with the County appropriating to spend \$19.5 million of its total \$41 million of ARPA funds in FY2022.

**Proposed Budget compared to Adopted Budget**

When the budget was originally presented by the County Executive to the County Board in September 2021, the Board was still conducting Study Sessions to determine how it would allocate its ARPA funding. Elected official wages had not been set for December 2022, and there was a budget surplus in the Public Safety Sales Tax fund. The changes between the proposed and adopted budget in the following table are largely attributed to appropriating the first tranche of ARPA funding and allocating Public Safety Sales tax funds for out of county housing.



<b>FY2022</b>	<b>Proposed Budget</b>	<b>Adopted Budget</b>	<b>Change</b>
PROPERTY TAXES	\$44,563,616	\$44,563,616	\$0
LICENSES AND PERMITS	\$2,311,006	\$2,311,006	\$0
FEDERAL, STATE & LOCAL SHARED REVENUE	\$93,935,639	\$93,942,407	\$6,768
FEES AND FINES	\$11,607,710	\$11,607,710	\$0
MISCELLANEOUS	\$9,553,580	\$9,553,580	\$0
INTERFUND REVENUE	\$13,087,960	\$14,065,393	\$977,433
<b>REVENUE TOTALS</b>	<b>\$175,059,511</b>	<b>\$176,043,712</b>	<b>\$984,201</b>
PERSONNEL	\$69,086,831	\$69,869,632	\$782,801
COMMODITIES	\$4,283,651	\$4,452,590	\$168,939
SERVICES	\$62,246,158	\$72,495,359	\$10,249,201
CAPITAL	\$9,584,763	\$17,441,257	\$7,856,494
NON-CASH EXPENSES	\$155,000	\$155,000	\$0
INTERFUND EXPENDITURE	\$10,290,500	\$12,717,933	\$2,427,433
DEBT	\$2,635,558	\$2,635,558	\$0
<b>EXPENDITURE TOTALS</b>	<b>\$158,282,461</b>	<b>\$179,767,329</b>	<b>\$21,484,868</b>

### General Fund

Revenue and expenditure are budgeted respectively at \$43,889,800 and \$47,637,639 with a \$3.75 million draw on fund balance to be transferred to the Capital Asset Replacement Fund. The FY2022 General Fund budget is balanced per the County's Financial Policies with a projected fund balance of \$9.5 million, or 19.9% of operating expenditures at the end of 2022. The General Fund balance target is 16.7%, or two months of operating expenditure.

Revenue growth measures \$2 million, or 4.8% year-over-year with the increase predominantly in the Federal, State and Local Shared Revenue category. Expenditure growth measures \$5.6 million, or 13.4% year-over-year with the greatest increase in the Interfund transfer category. Detailed information about General Fund revenue and expenditure is documented in the *General Fund Budget Summary*.

### Financial Concerns

#### Hospital Property Tax Liability

There are presently three outstanding cases against Champaign County and other taxing districts related to hospital property tax exemptions. The first, 2008-L-202, is on appeal. The County has paid its share of the liability in this matter, relating to tax years 2005 through 2011, in part, from a pre-existing TIF distribution. The appeal may result in either a refund of this payment, or additional liability (for the 2004 tax year, or if the appellate court reverses the trial court's denial of Carle Foundation's claim to prejudgment interest). There are two other outstanding cases against Champaign County related to hospital property tax exemptions, 2013-CH-170 and 2015-L-75. The County has not set aside funds specifically for this potential liability, and any ruling against the County in either of these cases would come from fund balances.

#### Continued Economic Recovery

Property tax revenues are more stable and slower to adjust to a recession than sales taxes. Commercial sector and non-residential property assessments are most at risk with business

closures and vacant leases of concern. As of October, the Board of Review had received 616 property assessment complaints including a much higher percentage of commercial complaints made up of apartment buildings appealing over-valuation, and retail, restaurants and hotels asserting the pandemic affected their income.<sup>6</sup> Forty-two percent of the commercial complaints request an assessment reduction greater than \$100,000. In addition, inflationary increases allowed under PTELL are likely to be suppressed and may result in lower levy growth in future fiscal years.

### Legislative Impacts

Elimination of cash bail in Illinois, beginning in 2023, in conjunction with new criminal justice reform mandates will have both a revenue and expenditure impact on County finances. New reporting and training requirements began in 2021, with additional compliance in 2022 and 2023. While these new requirements will increase law enforcement costs, other reforms are expected to reduce County revenues. According to a recent study conducted by The Civic Federation, 70% of bond payments are used to pay for court-ordered costs.<sup>7</sup> While the fees will still be imposed, the discontinuation of bond payments means that source will no longer be used to satisfy payment of fees and assessments. The impact to Champaign County revenues is indeterminate at this time.

### Justice Case Management System

In FY2022 the County will engage outside services to evaluate the case management system used by justice-related departments to determine if it meets the needs of the County, and to recommend an action plan. The system was purchased in 2003 and has received software upgrades; however, it does not lend itself to integration with more modern software systems. The system was scheduled for replacement in 2022 and according to the County's Technology Plan replacement costs could be as much as \$15 million.

### Acknowledgements

We wish to acknowledge the outstanding cooperation and collaboration among all county elected officials, department heads, and County Board members in the preparation of the fiscal year 2022 budget. We also extend our special thanks to staff members providing crucial assistance in the development and completion of this budget document: Bill Colbrook, Director of Administration; Bill Simmering, Business Applications Developer; M.C. Neal, Chief Information Officer; Gabe Lewis, Planner II; Megan Robison, Administrative Assistant; Mary Ward, Administrative Assistant, and Rita Kincheloe, Executive Assistant to the County Executive. On behalf of our officials and staff, we are pleased to present to you the fiscal year 2022 Champaign County Budget.

Respectfully submitted,



Darlene A. Kloeppel  
County Executive



Tami Ogden  
Director of Finance

---

<sup>6</sup> Information received from John Bergee, Board of Review Chair, on Oct. 26, 2021

<sup>7</sup> [https://www.civiced.org/sites/default/files/executive\\_summary.pdf](https://www.civiced.org/sites/default/files/executive_summary.pdf)

Rosecrance, Inc (Formerly Community Elements)  
 Champaign Co Re-Entry Grant  
 For the Month Ending September 30, 2021

	July	August	Sept	Total YTD
<b>1. Personnel Costs</b>	<b>\$23,289</b>	<b>\$22,439</b>	<b>\$22,982</b>	<b>\$68,710</b>
<b>2. Payroll Taxes/Benefits</b>	<b>\$5,710</b>	<b>\$6,058</b>	<b>\$4,963</b>	<b>\$16,731</b>
Computer Hardware & Software	\$0	\$0	\$0	\$0
<b>Total Equipment</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Property Insurance	\$25	\$25	\$25	\$75
Building & Grounds Maintenance	\$0	\$0	\$0	\$0
Utilities	\$112	\$130	\$107	\$349
Janitorial Service	\$231	\$176	\$225	\$632
Equip Maintenance Agreements	\$74	\$56	\$86	\$216
Depreciation	\$369	\$389	\$389	\$1,147
<b>Total Occupancy</b>	<b>\$811</b>	<b>\$776</b>	<b>\$832</b>	<b>\$2,419</b>
Office Supplies	\$153	\$95	\$104	\$352
Contractual / Professional Fees	\$752	\$703	\$670	\$2,125
Travel / Training	\$261	\$163	\$246	\$670
Client Assistance	\$0	\$0	\$0	\$0
Other Rent	\$0	\$0	\$0	\$0
Telephone / Cell Phone	\$363	\$369	\$379	\$1,111
Liability / Malpractice Insurance	\$301	\$287	\$287	\$875
Moving & Recruiting	\$0	\$0	\$0	\$0
<b>Total Program Expenses</b>	<b>\$31,640</b>	<b>\$30,890</b>	<b>\$30,463</b>	<b>\$92,993</b>
<b>ALLOCATED M&amp;G</b>	<b>\$6,515</b>	<b>\$7,371</b>	<b>\$6,824</b>	<b>\$20,710</b>
<b>TOTAL EXPENSE</b>	<b>\$38,155</b>	<b>\$38,261</b>	<b>\$37,287</b>	<b>\$113,703</b>
<b>Re-Entry Indirect - 11.9% Max</b>				
Max M&G Allowed	\$4,274	\$4,172	\$4,115	\$12,561
<b>Champaign County Total</b>	<b>\$35,914</b>	<b>\$35,062</b>	<b>\$34,578</b>	<b>\$105,554</b>
Champaign County Paid	\$8,333	\$8,333	\$8,333	\$25,000

**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

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

DATE: October 26, 2021  
TO: Leah Taylor, Chair, Justice & Social Services Committee of the Whole  
Jim McGuire, Vice Chair, Justice & Social Services Committee of the Whole  
FROM: Julia Rietz, State's Attorney  
RE: RFP 2021-011

---

This memo is in reference RFP 2021-011. This RFP is to solicit bids for a digital evidence management system for the State's Attorney's Office. A digital evidence management system is designed for the intake, organization, dissemination, and storage of digital evidence such as videos from body-worn cameras, squad car cameras, surveillance systems, and similar systems.

A digital evidence management system is a vital need for my office due to the increasing volume of digital evidence from multiple sources, as well as the need to securely store, accurately organize, and efficiently distribute digital evidence. The legal preservation requirements for digital evidence means that many videos must be stored long-term – some for years, decades, or in perpetuity. Furthermore, a comprehensive digital evidence management system is necessary for this office to meet our legal, ethical, and practical obligations to safeguard, track, and disclose evidence. Other stakeholders in the legal field – such as the Public Defender, private attorneys, and the judiciary – will be end users of the digital evidence disclosed, but will not be the custodians of said evidence. Finally, implementing this system will reduce the time currently spent by staff on the intake, storage, and dissemination of digital evidence.

In the FY22 budget, funds have been appropriated for the initial costs of a digital evidence management system. Please note, there will be recurring costs in future fiscal years. Recurring costs are dependent on the selected vendor.

On behalf of the Champaign County State's Attorney's Office, I respectfully request that the Committee approve RFP 2021-011.

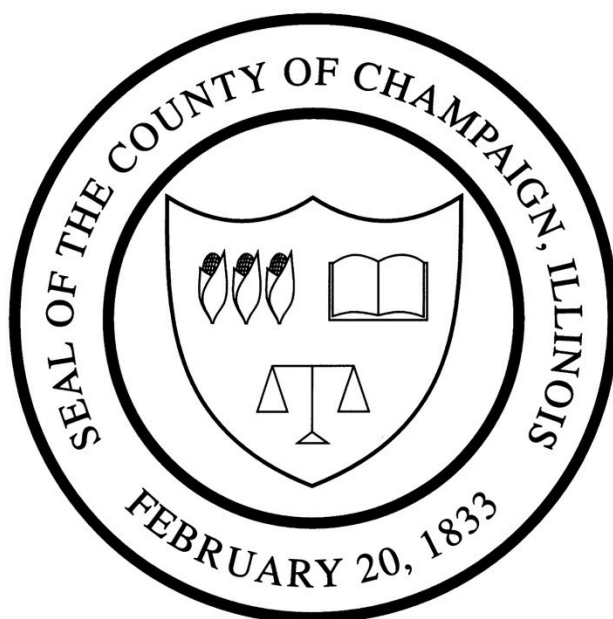
A handwritten signature in black ink, appearing to be "Julia Rietz".

Julia Rietz, State's Attorney

# Request for Proposal

Champaign County State's Attorney's Office  
Digital Evidence Management System (DEMS)

RFP # 2021-011



Issue Date: December 1, 2021

## Table of Contents

### Contents

1	Statement of Work.....	3
1.1	Purpose:.....	3
1.2	Coverage & Participation:.....	3
1.3	General Scope of Work:.....	3
2	RFP Timeline .....	4
3	Vendor Instructions .....	4
3.1	Communications:.....	4
3.2	Register for Updates on RFP:.....	5
3.3	Proposals with Multiple Vendors: .....	5
3.4	Third-Party Solutions and Sub-Contractors:.....	5
3.5	Vendor’s Understanding of the RFP: .....	5
3.6	Good Faith Statement: .....	6
3.7	Proposal Submission Requirements:.....	6
3.8	Proposal Format: .....	7
3.8.1	Executive Summary. ....	7
3.8.2	Proposed Digital Evidence Management System solution:.....	7
3.8.3	Goals and Objectives: .....	7
3.8.4	Workflows: .....	7
3.8.5	Implementation Plan & Timeline:.....	7
3.8.6	Testing Plan: .....	8
3.8.7	Training Plan: .....	8
3.8.8	Migration to DEMS Solution: .....	8
3.8.9	Integrations & Interfaces:.....	8
3.8.10	Security:.....	8
3.8.11	Change Management: .....	8
3.8.12	Communication Management:.....	9



REQUEST FOR PROPOSAL (RFP 2021-011)  
Champaign County State’s Attorney’s Office  
Digital Evidence Management System (DEMS)

---

3.8.13	Pricing: .....	9
3.8.14	Support & Services: .....	9
3.8.15	Technological requirements: .....	9
3.8.16	RFP Exceptions:.....	9
3.8.17	Vendor Background: .....	9
3.8.18	Vendor Customer References: .....	10
3.8.19	Standard Vendor Documents: .....	10
3.8.20	Contract Requirements: .....	10
4	Proposal Evaluation .....	10
4.1	Proposal Evaluation Criteria: .....	10
4.2	Selection and Notification: .....	10
5	Additional Terms & Conditions.....	12
5.1	Personnel Information:.....	12
5.2	Data Confidentiality Agreement:.....	12
5.3	Intellectual Property:.....	12
5.4	Vendor’s Responses: .....	12
5.5	Governing Law:.....	12
5.6	No Liability:.....	13
5.7	Entire RFP: .....	13
5.8	Implied and Express Warranty: .....	13
5.9	Express Warranty Remedy: .....	13
5.10	System Acceptance:.....	14
5.11	Price Protection: .....	14
5.12	Growth Restrictions:.....	14
5.13	Indemnification: .....	15
5.14	Non-Appropriation: .....	15
5.15	Insurance: .....	16

## 1 Statement of Work

### 1.1 Purpose:

The purpose of this Request for Proposal (RFP) - RFP 2021-011 - is to invite prospective solution providers (Vendors) to submit a proposal to supply a Digital Evidence Management System (DEMS) to the Champaign County State's Attorney's Office. This RFP provides Vendors with the relevant requirements.

The Vendor is encouraged to propose the solution that they think best meets the needs identified in this RFP. The Champaign County State's Attorney's Office has a stated preference for a SaaS solution.

The Champaign County State's Attorney's Office expects to use a phased approach for implementation and is looking for Vendors to provide a best of practices solution to enhance the operations and service delivery.

### 1.2 Coverage & Participation:

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of the Champaign County State's Attorney's Office.

### 1.3 General Scope of Work:

The Champaign County State's Attorney's Office does not have a Digital Evidence Management System (DEMS). Current practice is storing digital evidence via on-premises servers. This method has reached the limits of available costs, equipment, and manpower.

The Champaign County State's Attorney's Office desires a new Digital Evidence Management System (DEMS) to improve our operations, as well as storage and retention of digital evidence. With a successful implementation of a DEMS platform, the Champaign County State's Attorney's Office expects to:

- Make information easily and broadly available to internal and external consumers of digital evidence.
- Gain efficiencies across the office by implementing best practices for end-to-end processes.
- Minimize manual processes, reduce paper, and increase usage of automation wherever possible.
- Minimize the use of shadow systems and standardize processes across the office.
- Support query and reporting of data using user-friendly tools making information available to aid in review and analysis.
- Reduce the time expended for storage, organization, and retention of digital evidence.

REQUEST FOR PROPOSAL (RFP 2021-011)  
Champaign County State's Attorney's Office  
Digital Evidence Management System (DEMS)

---

The Champaign County State's Attorney's Office does not want to incur additional project costs or increase the on-going maintenance effort and expense that typically results from customizations of system software. It is the County's intent to adapt and reengineer its practices and procedures to the processes, workflows and functionality provided by the selected DEMS solution.

The Champaign County State's Attorney's Office defines customizations as any modification of the source code and or any development of reports, forms, etc. beyond the standard deliverables of the DEMS solution. The County does understand that implementation will require decisions concerning configuration settings that will determine flows and processes throughout the DEMS solution.

## 2 RFP Timeline

The following is the tentative schedule governing this Request for Proposal. Dates may change in accordance with the County's needs or unforeseen circumstances at the sole discretion of the County.

<b>RFP EVENT</b>	<b>DATE/TIME</b>
Publish Request for Proposal:	November 14, 2021
Questions Deadline:	November 30, 2021
Addenda Issued:	December 1, 2021
Proposals Due Closing Date and Time:	December 2, 2021
Open Proposals and Announce Names of Respondents:	December 3, 2021
Selection of Vendors for Demonstrations:	December 7, 2021
Software Demonstrations:	December 14, 2021
Final Review Completed:	December 17, 2021
Vendor Selected and Negotiations:	January 5, 2022
County Board Approval:	January 20, 2022
Contract Execution Date:	January 24, 2022

## 3 Vendor Instructions

### **3.1 Communications:**

All communication must be confirmed in writing by a specified official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

REQUEST FOR PROPOSAL (RFP 2021-011)  
Champaign County State's Attorney's Office  
Digital Evidence Management System (DEMS)

---

The Vendor is expected to communicate and direct all questions, marketing materials and other forms of contact to the following contact email address. Violation of this request may result in the Vendor's disqualification from the selection process.

Inquiries, questions, and requests for clarification related to this RFP shall be directed electronically via email to:

SAO\_RFP@co.champaign.il.us

The County will not respond to any questions or requests for clarification that require addenda if received by the County after [DATE TO BE DETERMINED].

Questions must reference the following in the email:

Subject: RFP # 2021-011 - DEMS – Question Re: [description of question]:  
Identify the relevant section of the RFP the question refers to.

Addenda question answers will be issued to all participating Vendors via email and posted on the County's website at: <http://www.co.champaign.il.us/bids>.

The County will make a good-faith effort to provide written responses to each question or request for clarification that requires addenda within five (5) business days. All questions, answers, and addenda will be shared with all participating Vendors.

### **3.2 Register for Updates on RFP:**

It is the responsibility of the Vendor to email our office at SAO\_RFP@co.champaign.il.us to be registered as a potential bidder to receive any subsequent amendments.

### **3.3 Proposals with Multiple Vendors:**

Multi-Vendor proposals that are partnered solutions to achieve a complete response are discouraged and will not be considered.

### **3.4 Third-Party Solutions and Sub-Contractors:**

Any use of a module, additional software or service from a third-party must be clearly disclosed. This includes, but not limited to, third-party tools for report creation, editing or manipulation of digital evidence, document storage, data conversion, data extraction or upload, or distribution to outside parties.

### **3.5 Vendor's Understanding of the RFP:**

In responding to this RFP, the Vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to the County, as necessary, to gain such understanding. The County reserves the right to determine, at its sole discretion, whether the Vendor has demonstrated such understanding. That right extends to cancellation of award if award has been

REQUEST FOR PROPOSAL (RFP 2021-011)  
Champaign County State's Attorney's Office  
Digital Evidence Management System (DEMS)

---

made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to the County.

**3.6 Good Faith Statement:**

All information provided by the County in this RFP is offered in good faith. Individual items are subject to change at any time. The County makes no certification that any item is without error. The County is not responsible or liable for any use of the information or for any claims asserted therefrom.

The County reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the coverage and participation at any time without prior notification and without any liability or obligation of any kind or amount. In the event of any material change to the requirements or details contained herein, the County will endeavor to provide enough time to participating Vendors to make the necessary adjustments to their proposals.

**3.7 Proposal Submission Requirements:**

The proposal package should be mailed, couriered, or hand delivered to the following address:

Submittal Address:  
Digital Evidence Management System (DEMS) - RFP # 2021-011  
Champaign County State's Attorney's Office  
101 E. Main Street, Urbana, IL 61801

And by email to: SAO\_RFP@co.champaign.il.us

Submit the following in a sealed package clearly labeled with the Vendor's company name, RFP name and email address for confirmation of receipt of proposal, by the Proposals Due Closing Date and Time listed in Section 2 RFP Timeline. Late submissions will not be accepted. Proposals will not be reviewed prior to the RFP deadline.

- One (1) Original PLUS Three (3) hard copies with manual signature signed by a duly authorized representative to legally bind the Vendor to the provisions as included in the document.
- One (1) electronic copy (via email) in useable Microsoft Word and/or Microsoft Excel format.
- One (1) original (hard copy) of a submittal letter, including appropriate contact information for each vendor and signed by an authorized agent of each vendor involved in the proposal. The letter should include contact information for each vendor.

Marketing and sales materials are to be submitted separately and clearly identified unless specifically referencing DEMS requirements.

Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in this RFP and all exhibits and attachments hereto.

REQUEST FOR PROPOSAL (RFP 2021-011)  
Champaign County State's Attorney's Office  
Digital Evidence Management System (DEMS)

---

Proposals received by the Proposals Due Closing Date and Time listed in Section 2 RFP Timeline will be opened and the names of the respondents will be read aloud and recorded. This schedule is listed under Open Proposals and Announce Names of Respondents: in Section 2 RFP Timeline.

### **3.8 Proposal Format:**

**Each Section should be clearly delineated in your proposal and to aid in comparability, all proposals submitted must be organized in the following order:**

#### **3.8.1 Executive Summary.**

#### **3.8.2 Proposed Digital Evidence Management System solution:**

- Describe and detail the proposed Digital Evidence Management System (DEMS) solution that will best meet the Champaign County State's Attorney's Office goals and objectives.

#### **3.8.3 Goals and Objectives:**

- Collection, intake, and organization of digital evidence.
- Integration with current (JANO, Actionstep) and future Case Management Systems is required.
- Analysis of cases and evidence (e.g., relating cases to one another).
- Data security and access controls.
- Sharing of evidence (i.e., discovery).

#### **3.8.4 Workflows:**

- Include all relevant workflows and process flows with detailed descriptions and diagrams of process (e.g., the initial request of material; intake of material; storing; sending in discovery; resolution of case; storage until safe for destruction).
- Include information on tools available for the Champaign County State's Attorney's Office to configure post implementation workflows.

#### **3.8.5 Implementation Plan & Timeline:**

- Include a copy of standard implementation methodology proposed.
- Include a high-level implementation plan with: phasing, estimated start and end dates, time and resource requirements. State all assumptions upon which the plan and timeline are based. It is assumed some tasks will overlap.
- Identify major milestones of the project.
- Detail key deliverables.
- Detail major roles and responsibilities of the Vendor and the County and expected staffing and time commitments for each.
- Describe Vendor plan and methodology to transition from test environment with converted data to fully operational production environment.
- If Vendor proposal includes third party partners, sub-contractors or includes third-party software for hosting or services, disclose their role here.
- Confirm ability to commence service within 30 days of contract award.



REQUEST FOR PROPOSAL (RFP 2021-011)  
Champaign County State's Attorney's Office  
Digital Evidence Management System (DEMS)

---

**3.8.6 Testing Plan:**

- Describe Vendor testing plan and methodology to provide an acceptable testing environment.
- Identify County staff role and responsibility in the design and execution of the testing plan.
- Identify Vendor role and responsibility in the design and execution of the testing plan.
- Provide detailed plans for testing before Go-Live events.

**3.8.7 Training Plan:**

- Provide a detailed plan for training. Materials should be County-specific and include:
  - Overview of training strategy including options for on- and off-site services, including project team, end users, and technology personnel.
  - Identify Champaign County State's Attorney's Office staff role and responsibility in the design and implementation of the training plan.
  - Identify Vendor role and responsibility in the design and implementation of the training plan.
  - Discussion of the software training environment and inclusion of converted data.
  - Describe the process and training that prepares the Champaign County State's Attorney's Office to maintain and operate the software effectively and efficiently during production.
  - Describe the process and training that prepares 3<sup>rd</sup>-party end users (e.g., law enforcement, Public Defender, private defense counsel, and judiciary)
  - All options for future training available after the system goes live.

**3.8.8 Migration to DEMS Solution:**

- For existing digital evidence that are to be migrated to DEMS solution, include:
  - Estimated hours for both Vendor and County.
  - Plan to migrate existing material to DEMS solution (our current digital evidence is approximately 30 terabytes worth of data, stored in on-premise servers)
  - Price and included or not included.

**3.8.9 Integrations & Interfaces:**

- Discuss ability to anticipate and assist with interfacing and/or integration with current or future Case Management Systems (e.g., the presently-used JANO system and any successor to JANO).

**3.8.10 Security:**

- Provide detailed explanation of security features, including data access, data dumps and any proprietary methodologies that may restrict data access. The Digital Evidence Management System (DEMS) solution must be Criminal Justice Information Services (CJIS) compliant.

**3.8.11 Change Management:**

- Discuss methodology for managing change requests that impact or alter project requirements and project timelines.

REQUEST FOR PROPOSAL (RFP 2021-011)  
Champaign County State's Attorney's Office  
Digital Evidence Management System (DEMS)

---

**3.8.12 Communication Management:**

- Discuss methodology for communicating with County personnel and other key stakeholders including, but not limited to, project needs, issues, progress and schedules.

**3.8.13 Pricing:**

- The Champaign County State's Attorney's Office considers this 'indicative pricing' and short-listed Vendors will be afforded the opportunity to provide refined pricing during the demonstration period.
- Pricing should be comprehensive and listed by module, technical services provided, support options available, and, listed with year by year detail for a 10-year life cycle.
- Provide a clear and concise correlation between modules proposed to services required.
- Implementation and training costs should be detailed separately. The Champaign County State's Attorney's Office seeks to minimize implementation costs, particularly travel. Indicate Vendor's methodologies to achieve effective cost control.
- Information should be sufficient to calculate full cost of ownership.
- Valid for 270 days from response submission date.
- Include all pricing indexed through year 10.
- Each module detailed by one-time costs and recurring costs.
- Optional pricing based on range of user counts and licensed/concurrent.
- If no limitations are indicated on modules proposed, the Champaign County State's Attorney's Office will consider pricing is based on full enterprise wide access.
- All third-party software must be clearly delineated as such.
- Separate responses may be sent, if necessary, to clarify options. (such as purchase vs SaaS).
- Additional pricing information may be supplied if deemed beneficial.

**3.8.14 Support & Services:**

- Include the following supporting documents:
  - Standard Service Level Agreements.
  - If proposal is a multi-Vendor solution (discouraged), define the roles of each Vendor and which Vendor is considered as the primary.

**3.8.15 Technological requirements:**

- Include all requirements for optimum performance of Vendor's solution and software.
- Note any considerations that the Vendor believes may affect future performance.

**3.8.16 RFP Exceptions:**

- Indicate any exceptions to the RFP, you as the Vendor and as representative for any Third-Party Partners, may have.

**3.8.17 Vendor Background:**

- Provide company background supporting the Vendor's ability to perform contract commitments.
- All partnerships and third parties proposed as part of the software, services or support response must be disclosed in the response.

REQUEST FOR PROPOSAL (RFP 2021-011)  
Champaign County State's Attorney's Office  
Digital Evidence Management System (DEMS)

---

**3.8.18 Vendor Customer References:**

- Provide customer references for projects similar in size, application, scope and evidence of having worked with County and/or municipal governments.
- Include two current customers using submitting Vendor's services.
- Vendors should assume that all provided references will be contacted.
- The County reserves the right to contact additional clients for references as necessary.

**3.8.19 Standard Vendor Documents:**

- Include all standard agreements utilized by the Vendor.

**3.8.20 Contract Requirements:**

- The selected Vendor is expected to execute a contract with the Champaign County State's Attorney's Office.
- The contract documents will incorporate all requirements documented in this RFP and all elements of the Vendor's proposal.
- The contract may include an invoice/payment schedule linked to project milestones depending on contract negotiations.
- The contract shall state that in the event of a conflict between the requirements of this RFP and all elements of the Vendor's proposal or the resulting contract(s), the RFP requirements and all elements of the Vendor's proposal shall govern.

## 4 Proposal Evaluation

The purpose of the RFP evaluation is to identify those Vendors that have the interest, financial and organizational capacity to supply the County with a DEMS solution as identified in the Scope of Work.

**4.1 Proposal Evaluation Criteria:**

- Clarity and completeness of proposal.
- Effectively document and describe the correlation of system modules and functions to end-to-end services.
- Anticipated total cost over expected life cycle.
- Vendor's organizational stability.
- Vendor's ability to meet contractual commitments.
- Past experience with similar organization and appropriate references.
- Implementation approach.

**4.2 Selection and Notification:**

- After initial review, Vendors determined to meet the requirements to complete the contract will be requested to participate in a demonstration presentation.
- Key services to be included in the demonstrations and proposed demonstration dates will be included with the short list notification email.

REQUEST FOR PROPOSAL (RFP 2021-011)  
Champaign County State's Attorney's Office  
Digital Evidence Management System (DEMS)

---

- The Champaign County State's Attorney's Office may further request a more specific Technical Demo on an as-needed basis from short list Vendors.
- The Champaign County State's Attorney's Office may choose to conduct site visits to any or all short-listed software references on an as-needed basis.
- Following Vendor demonstrations, selected Vendor(s) will be moved into the contract negotiation phase of this process.
- Written notification will be sent to these Vendors via email.
- Those Vendors not selected for the demonstration and/or negotiation phase will receive written notification by email.
- The Champaign County State's Attorney's Office reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Vendors.
  - The purpose of any such discussions shall be to ensure full understanding of the proposal.
  - Discussions shall be limited to specific sections of the proposal identified by the County and, if held, shall be after initial evaluation of proposals is complete.
  - If clarifications are made as a result of such discussion, the Vendor shall put such clarifications in writing.
- The Champaign County State's Attorney's Office intends to, but is not required to, select a Vendor as a preferred solution provider based on its evaluation of the proposals for the purpose of attempting to negotiate a binding contract for the supply of the required solution contemplated by this RFP.
- The selection of a preferred Vendor does not obligate the Champaign County State's Attorney's Office to enter into a contract with such preferred Vendor or any other Vendor.
- Negotiations may include negotiating changes, amendments, or revisions to the proposal of a preferred Vendor and such terms and conditions as the Champaign County State's Attorney's Office, in its sole discretion, determines are required to be included in the contract.
- If the Champaign County State's Attorney's Office determines that the parties will be unlikely to agree on terms and conditions acceptable to the Champaign County State's Attorney's Office in a timely manner, the Champaign County State's Attorney's Office may discontinue such negotiations upon written notice to the preferred Vendor without liability.
- The Champaign County State's Attorney's Office may, in its sole discretion, but is not required to, enter negotiations with any other Vendor.
- All proposals submitted in response to this RFP shall be irrevocable for a period of 9 months after the Proposal due date and may not be withdrawn by the Vendor during this period.
- After such time has elapsed, the Vendor may withdraw the proposal if it has not been selected prior to the request to withdraw.
- Such withdrawal shall be requested in writing.
- Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in this RFP and all exhibits and attachments hereto.

## 5 Additional Terms & Conditions

### 5.1 Personnel Information:

Unless specifically requested, do not submit as part of the response any information related to the qualifications or experience of persons proposed to provide services. The County shall include contract terms reserving the right to select or terminate specific personnel to provide services.

### 5.2 Data Confidentiality Agreement:

The Champaign County State's Attorney's Office reserves the right to require any Vendor to enter into a data confidentiality agreement prior to any such agreement set forth in the final contract.

### 5.3 Intellectual Property:

Vendors shall not use any intellectual property of the Champaign County State's Attorney's Office, including, but not limited to, all logos, registered trademarks, or trade names of the Champaign County State's Attorney's Office, at any time without the prior written approval of the Champaign County State's Attorney's Office, as appropriate.

### 5.4 Vendor's Responses:

- All accepted responses and subsequent submissions shall become the property of the Champaign County State's Attorney's Office and will not be returned.
- The Champaign County State's Attorney's Office further reserves the right to use materials, ideas or methodologies submitted in vendor(s) response(s) to the RFP whether amended or not.
- Selection or rejection of any proposal does not affect this right.

### 5.5 Governing Law:

- This RFP and Vendor response(s) shall be governed by the laws of the State of Illinois. All documents submitted, data collected, created, received, maintained, or disseminated for any purposes in the course of the Vendor's submission of a proposal to the Champaign County State's Attorney's Office and the Champaign County State's Attorney's Office evaluation of the same will be open to the public under the Illinois Freedom of Information Act ("FOIA") (5 ILCS 140) and other applicable laws and rules, including the Illinois Open Meetings Act ("OMA") (5 ILCS 120) unless you request in your proposal that the County treat certain information as exempt and set forth the basis for that exemption.
- A request for confidential treatment will not supersede the County's legal obligations under FOIA and OMA. The Champaign County State's Attorney's Office will not honor a request to exempt entire proposals, and it shall be the submitting Vendor's responsibility to show the specific grounds under FOIA or other rule or law that supports exempt treatment.

REQUEST FOR PROPOSAL (RFP 2021-011)  
Champaign County State's Attorney's Office  
Digital Evidence Management System (DEMS)

---

- Regardless of the application of any exemptions pursuant to FOIA or other rule or laws, the Champaign County State's Attorney's Office shall disclose the successful Vendor name(s), the gist of the proposal(s), and the price(s).
- Any Vendor requesting exempt treatment of a portion(s) of submitted proposal, that Vendor must submit an additional copy of the proposal with such exempt information deleted.
- This copy must state the general nature of the material redacted and shall retain as much the proposal as possible.
- Responding Vendors shall be responsible for any costs associated with the Champaign County State's Attorney's Office defense of Vendor's request for exempt treatment.
- Further, Vendor agrees to allow the Champaign County State's Attorney's Office to facilitate evaluation or to respond to request for public records.
- Additionally, Vendor warrants that the copy or duplication of Vendor's proposal pursuant to a request for public records will not violate the rights of any third party.
- Any restrictions on the use of information contained within the proposal shall be clearly stated as such within the proposal.
- The Champaign County State's Attorney's Office will only be able to comply with a request for confidentiality to the extent allowed by law.

**5.6 No Liability:**

The Champaign County State's Attorney's Office shall not be liable to any Vendor, person, or entity for any losses, expenses, costs, claims, or damages of any kind:

- Arising out of, by reason of, or attributable to, the Vendor responding to this RFP; OR
- As a result of the use of any information, error, or omission contained in this RFP document or provided during the RFP process.

**5.7 Entire RFP:**

This RFP, any addenda or schedules attached to it, constitute the entire RFP.

**5.8 Implied and Express Warranty:**

The Vendor will expressly warrant that the proposed and implemented system will conform in all material respects to the requirements and specifications as stated in this RFP for a period of no less than twelve (12) months from final system acceptance, as set forth in 5.10 below. These rights and remedies are in addition to and do not limit any rights afforded the County by any other clause of this proposal and any subsequent contract.

**5.9 Express Warranty Remedy:**

The County requires that the Vendor commit to repair or replace any function not working in the system during the life of the warranty. In the event a problem cannot be fixed or replaced, the Vendor will refund the full amount paid for the software, implementation and any paid hosting and/or maintenance costs.



REQUEST FOR PROPOSAL (RFP 2021-011)  
Champaign County State's Attorney's Office  
Digital Evidence Management System (DEMS)

---

### **5.10 System Acceptance:**

The Champaign County State's Attorney's Office will use a three-stage acceptance process for each phase and the project as a whole and may terminate the project as a whole at any time without prior notice until final acceptance.

- Conditional Acceptance: The County will take up to forty-five (45) days to test each process before Go-Live.
- Live Test: The Champaign County State's Attorney's Office will have ninety (90) days after Conditional Acceptance to "live test" the system. The Champaign County State's Attorney's Office will use this time to verify system compliance with functional requirements and specifications delivered by the Vendor to the Champaign County State's Attorney's Office during the project.
- Final Acceptance: If live testing performs in accordance with performance agreed upon in the contract, the Champaign County State's Attorney's Office will confirm "Final Acceptance." If issues are found during Live Test the 90-day timeframe will be extended. The Champaign County State's Attorney's Office will document problem noting date, problem details and date the fix is confirmed. Warranty will begin at the time the project, as a whole, has achieved "Final Acceptance."

### **5.11 Price Protection:**

For a minimum of two (2) years from the contract date, any additional users and modules not initially purchased shall be added at the initial cost listed in the proposal. If the Champaign County Board fails to appropriate funds to enable continued payment of this project the Champaign County State's Attorney's Office may cancel the contract during its term, without termination charges provided Contractor received at least thirty (30) days prior written notice of termination. Only under dire economic circumstances will the Champaign County State's Attorney's Office review contractor-initiated request for an escalation in the project fee structure during the initial contract period. If the Champaign County State's Attorney's Office and contractor mutually agree to extend the service contract for up to two one-year periods, the contractor shall provide a written revised fee proposal one hundred twenty (120) days prior to the end of the contract. The Champaign County State's Attorney's Office or the contractor reserves the right to reject any proposed fee increase and to terminate the contract.

### **5.12 Growth Restrictions:**

The Champaign County State's Attorney's Office requires any proposed licenses or fees to access the software allow the Champaign County State's Attorney's Office to use the system for all business purposes as listed in this RFP. Any fees related to expansion, additional users, increases in employee count, budget size, or data storage requirements, outside the price protection set forth about, must be clearly labeled in the RFP response. The Champaign County State's Attorney's Office will not be subject

REQUEST FOR PROPOSAL (RFP 2021-011)  
Champaign County State's Attorney's Office  
Digital Evidence Management System (DEMS)

---

to changes in fees based on information not included in the RFP for a period of ten (10) years. For example: rewrites, upgrades, sales, acquisitions, mergers are not expected to come with a cost. It is expected that the purchase of a service or maintenance contract provides these protections. If this is not the case, this must be clearly explained in the RFP.

**5.13 Indemnification:**

The successful Vendor(s) shall indemnify and hold harmless the County of Champaign and all County board members, officials, agents, and employees from all suits or claims of any character for any reason arising from infringement of patent trademark or copyright.

Any contract approved by the County shall include indemnification terms containing the following or similar language: Vendor agrees to accept all responsibility for loss or damage to any person or entity, including the County, and to indemnify, hold harmless, and release the County, its officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including the Vendor, that arise out of, pertain to, or related to Vendor's performance or obligations under this Agreement. Vendor agrees to provide a complete defense for any claim or action brought against the County based upon a claim relating to Vendor's performance or obligations under this agreement. Vendor's obligations under this Section apply whether or not there is concurrent negligence on the County's part, but to the extent required by law, excluding liability due to the County's conduct. The County shall have the right to select its legal counsel at Vendor's expense, subject to Vendor's approval, which shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for the Vendor or its agents under workers compensation acts, disability benefits acts, or other employee benefit acts.

**5.14 Non-Appropriation:**

NON-APPROPRIATION: The contract shall include a rider that allows cancellation of contract without penalty if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year. Any contract approved by the County shall be conditioned by a "non-appropriation" clause containing the following or similar language:

**"This contract is approved and funded contingent upon annual appropriations being established by the local governing body of Champaign County to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year commencing January 1<sup>st</sup> and terminating December 31<sup>st</sup> of each year. In order for the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract scheme. In the event that an annual appropriation is not approved, the County shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year."**

REQUEST FOR PROPOSAL (RFP 2021-011)  
Champaign County State's Attorney's Office  
Digital Evidence Management System (DEMS)

---

**5.15 Insurance:**

During the term of the contract, Vendor(s) shall provide the following types of insurance in not less than amount specified below.

- (1) GENERAL The successful bidder shall maintain for the duration of the contract and any extensions thereof, at bidder's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that are acceptable to the County, which generally requires that the company(ies) be assigned a Best's Rating of A or higher with a Best's financial size category of Class A-/VII or higher, in the following types and amounts:

- (a) Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent contractors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than: \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and inclusion of a waiver of subrogation in favor of Champaign County;
- (b) Business Auto Liability to include, but not be limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than: \$1,000,000 per occurrence, combined single limit for: Bodily Injury Liability and Property Damage Liability;
- (c) Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$500,000 for each incident, \$500,000 for each disease and \$500,000 aggregate, and a waiver of subrogation in favor of Champaign County.
- (d) Errors and Omissions/Professional Liability coverage for all work being performed for the County in the amount of \$1,000,000 per Occurrence, and \$2,000,000 Aggregate with self-insured retention noted. Additional Insured endorsement must be added to policy and sent with certificate of insurance.

- (2) EVIDENCE OF INSURANCE The successful bidder agrees that with respect to the above required insurance that:

- (a) The County of Champaign shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;
- (b) The contractual liability arising out of the contract shall be acknowledged on the Certificate of Insurance by the insurance company;
- (c) The County of Champaign shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change and said notification requirement shall be stated on the Certificate of Insurance;
- (d) Subcontractors, if any, shall execute the Subcontractor Agreement provided by Champaign County, and comply with the same insurance requirements as contractors;

REQUEST FOR PROPOSAL (RFP 2021-011)  
Champaign County State's Attorney's Office  
Digital Evidence Management System (DEMS)

---

(e) In addition to being named as an additional insured on the Certificate of Insurance, each liability policy shall contain an endorsement naming the County of Champaign as an additional insured. A copy of the endorsement shall be provided to Champaign County along with the Certificate of Insurance;

(f) Champaign County must be named as an additional insured, on a primary and noncontributory basis, and the address for certificate holder must read exactly as: County of Champaign, a body politic 1776 East Washington Street, Urbana, IL 61802; and,

(g) Insurance Notices and Certificates of Insurance shall be provided to: Champaign County, Insurance Specialist, Administrative Services Department, 1776 East Washington Street, Urbana, IL 61802