

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

FINANCE COMMITTEE

Thursday, May 10, 2007

**Lyle Shields Meeting Room, Brookens Administrative Center
1776 E. Washington St., Urbana**

7:00 p.m.

MEMBERS PRESENT: Doenitz, Gross, Jones, McGinty (Chair), O'Connor, Richards, Tapley, Weibel Wysocki

MEMBERS ABSENT: None

OTHERS PRESENT: Kat Bork (Recording Secretary), Deb Busey (County Administrator of Finance & HR Management), John Dimit (RPC Executive Director), Frank DiNovo (RPC), Tony Fabri (Auditor), John Hall (Planning & Zoning Director), Denny Inman (County Administrator of Facilities & Procurement), Susan McGrath (Senior Assistant State's Attorney), Susan Monte (Planning & Zoning), Dan Walsh (Sheriff), Dan Welch (Treasurer)

CALL TO ORDER

McGinty called the meeting to order at 7:00 p.m.

ROLL CALL

The Recording Secretary called the roll. Doenitz, Gross, Jones, McGinty, Richards, Tapley, and Wysocki were present at the time of roll call. McGinty declared a quorum and proceeded with the meeting.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Jones to approve the agenda and addendum; seconded by Doenitz. **Motion carried.**

APPROVAL OF MINUTES

MOTION by Wysocki to approve the regular session Finance Committee minutes of April 5, 2007; seconded by Jones. **Motion carried.**

PUBLIC PARTICIPATION

There was no public participation.

O'Connor entered the meeting at 7:01 p.m.

BUDGET AMENDMENTS/TRANSFERS

Budget Amendments #07-00045, #07-00046, #07-00047, #07-00048, #07-00049, and #07-00050

MOTION by Tapley for an omnibus motion to recommend to the County Board approval of:

Budget Amendment #07-00045 from Fund 075 Regional Planning Commission – Department 700 Home Energy Assistance – HHS – Even Years for increased appropriations of \$250,500 for the Regular Full-Time Employees line, \$1,000 for the Stationary & Printing line, \$4,000 for the Office Supplies line, \$1,000 for the Copier Supplies line, \$2,000 for the Postage, UPS, Federal Express line, \$1,000 for the Gasoline & Oil line, \$3,000 for the Equipment Less Than \$1,000 line, \$5,000 for the Job-Required Travel Expenses line, \$5,000 for the Computer Services line, \$2,000 for the Telephone Service line, \$5,000 for the Facility/Office Rentals line, \$1,000 for the Legal Notices, Advertising line, \$7,500 for Photocopy Services line, \$2,000 for the Conferences & Training line, \$1,700,000 for the Energy Assistance line, and \$10,000 for the Furnishings, Office Equipment line with increased revenue of \$2,000,000 from the HHS-Home Energy Assistance Program line;

Budget Amendment #07-00046 from Fund 075 Regional Planning Commission – Department 704 Home Energy Assistance – Supplemental – Even Years for increased appropriations of \$175,000 for the Regular Full-Time Employees line, \$1,000 for the Stationary & Printing line, \$4,000 for the Office Supplies line, \$1,000 for the Copier Supplies line, \$2,000 for the Postage, UPS, Federal Express line, \$1,000 for the Gasoline & Oil line, \$3,000 for the Equipment Less Than \$1,000 line, \$2,500 for the Job-Required Travel Expenses line, \$2,500 for the Computer Services line, \$1,000 for the Telephone Service line, \$3,000 for the Facility/Office Rentals line, \$1,000 for the Legal Notices, Advertising line, \$5,000 for Photocopy Services line, \$2,000 for the Conferences & Training line, \$1,291,000 for the Energy Assistance line, and \$5,000 for the Furnishings, Office Equipment line with increased revenue of \$1,500,000 from the IDHFS-Weatherization Program line;

Budget Amendment #07-00047 from Fund 075 Regional Planning Commission – Department 699 Home Energy Assistance – Supplemental – Odd Years for increased appropriations of \$175,000 for the Regular Full-Time Employees line, \$1,000 for the Stationary & Printing line, \$4,000 for the Office Supplies line, \$1,000 for the Copier Supplies line, \$2,000 for the Postage, UPS, Federal Express line, \$1,000 for the Gasoline & Oil line, \$3,000 for the Equipment Less Than \$1,000 line, \$2,500 for the Job-Required Travel Expenses line, \$2,500 for the Computer Services line, \$1,000 for the Telephone Service line, \$3,000 for the Facility/Office Rentals line, \$1,000 for the Legal Notices, Advertising line, \$5,000 for Photocopy Services line, \$2,000 for the Conferences & Training line, \$1,291,000 for the Energy Assistance line, and \$5,000 for the Furnishings, Office Equipment line with increased revenue of \$1,500,000 from the IDHFS-Weatherization Program line;

Budget Amendment #07-00048 from Fund 075 Regional Planning Commission – Department 701 Weatherization – HHS – Even Years for increased appropriations of \$40,000 for the Regular Full-Time Employees line, \$500 for the Stationary & Printing line, \$500 for the Office Supplies line, \$500 for the Copier Supplies line, \$250 for the Postage, UPS, Federal Express line, \$250 for the Gasoline & Oil line, \$500 for the Job-Required Travel Expenses line, \$500 for the Computer Services line, \$500 for the Telephone Service line, \$250 for the Legal Notices, Advertising line, \$250 for Photocopy Services line, \$500 for the Conferences & Training line, \$376,020 for the Weatherization line, and \$2,000 for the Furnishings, Office Equipment line with increased revenue of \$422,520 from the HHS-Home Energy Assistance Program line;

Budget Amendment #07-00049 from Fund 075 Regional Planning Commission – Department 702 Weatherization – DOE – Even Years for increased appropriations of \$85,000 for the Regular Full-Time Employees line, \$1,000 for the Stationary & Printing line, \$2,000 for the Office Supplies line, \$500 for the Copier Supplies line, \$1,000 for the Postage, UPS, Federal Express line, \$1,000 for the Gasoline & Oil line, \$5,000 for the Job-Required Travel Expenses line, \$3,000 for the Computer Services line, \$2,000 for the Telephone Service line, \$1,000 for the Legal Notices, Advertising line, \$2,000 for Photocopy Services line, \$1,000 for the Conferences & Training line, \$275,500 for the Weatherization line, and \$5,000 for the Furnishings, Office Equipment line with increased revenue of \$385,000 from the Department of Energy-Weatherization line;

Budget Amendment #07-00050 from Fund 075 Regional Planning Commission – Department 703 Weatherization – Supplemental – Even Years for increased appropriations of \$20,000 for the Regular Full-Time

Employees line, \$100 for the Office Supplies line, \$100 for the Copier Supplies line, \$100 for the Postage, UPS, Federal Express line, \$100 for the Gasoline & Oil line, \$176 for the Job-Required Travel Expenses line, \$200 for the Computer Services line, \$100 for the Telephone Service line, \$100 for Photocopy Services line, \$143,024 for the Weatherization line, and \$1,000 for the Furnishings, Office Equipment line with increased revenue of \$165,000 from the IDHFS-Weatherization Program line. The motion was seconded by Doenitz.

Weibel entered the meeting at 7:02 p.m.

Gross inquired about the number of people served by the energy assistance program. Dimit explained RPC has been very busy with the administration of the LIHEAP program, though he did not have the exact figure of people who have received assistance. Gross asked about the racial and ethnic background of those who receive assistance and if it had changed since RPC began administering this program. Dimit said it has not changed at all. He was aware that the money would be fully spent this grant year even though RPC only had six months to do so. People are lined up at RPC's door almost constantly during the workday requesting assistance. RPC is short one staff person before next fall, but Dimit noted three staff members are working on LIHEAP full-time. The Weatherization program has been slower in starting up because RPC staff had to undergo mandatory training first. RPC is spending most of its efforts working cooperatively with the State to bring in new contractors who are returning to houses that were weatherized in the past, but where the work failed to meet state standards. New Weatherization projects will be put out shortly. Gross asked how many Urban League staff members RPC was able to employ. Dimit said he hired one person who was previously with the Urban League. RPC was instructed by the State of Illinois not to hire anyone else from the Urban League. Dimit explained the budget amendments are reestablishing the budget for the second half of the State fiscal year because the State and County fiscal years are different.

Motion carried.

Budget Amendment #07-00051

MOTION by Doenitz to recommend to the County Board approval of Budget Amendment #07-00051 from Fund 080 General Corporate – Department 042 Coroner for increased appropriations of \$366 for the Indigent Burial line with increased revenue of \$366 from the Court Costs, Fees, Charges line; seconded by Wysocki. **Motion carried with one no vote from Gross.**

Budget Amendment #07-00052

MOTION by Tapley to recommend to the County Board approval of Budget Amendment #07-00052 from Fund 850 Geographic Information System Joint Venture – Department 623 Information System – Odd Years for increased appropriations of \$40,000 for the Regular Full-Time Employees line, \$10,000 for the Temporary Salaries & Wages line, and \$10,000 for the Indirect Costs-Overhead with no increased revenue; seconded by Weibel.

Tapley asked Dimit why the money was spent in this fiscal year instead of the next fiscal year. Dimit explained the revenue has been received; it is a matter of the pace of expenditures. The expenditures are occurring more rapidly than originally anticipated because RPC has been properly staffed and able to get the work done faster.

Motion carried.

Budget Amendment #07-00053

MOTION by Tapley to recommend to the County Board approval of Budget Amendment #07-00053 from Fund 080 General Corporate – Department 141 State’s Attorney Support Enforcement for increased appropriations of \$6,500 for the Furnishings, Office Equipment line with no increased revenue; seconded by O’Connor.

Tapley asked why this was not originally budgeted. Busey explained the State of Illinois has changed the rules on this program. Previously, the revenue from this program could be charged against indirect administrative costs, such as a certain percentage of the State’s Attorney’s salary and some of the administrative salary for managing the program. The State does not allow this anymore. The State’s Attorney’s Office has to increase the budget line to purchase equipment in order to spend the revenue budgeted.

Motion carried.

Budget Amendment #07-00054

MOTION by Wysocki to recommend to the County Board approval of Budget Amendment #07-00054 from Fund 106 Public Safety Sales Tax Fund – Department 230 Justice System Technology Project for increased appropriations of \$288,870 for the Professional Services line with no increased revenue; seconded by Tapley.

Wysocki inquired about the status of the Jano Justice System Project. Busey said the current deadline is that the Jano System should go-live in 60 days. This expenditure was not appropriated in the FY2007 Budget because the go-live date was November 15, 2006 and would have been paid out of last year’s budget. Jano is currently working with the Circuit Clerk and the Circuit Court in the final stages. Tapley asked if this was one of FY2006’s one-time expenditures. Busey said this expense has been in the Public Safety Sales Tax Fund earmarked for this purpose for the last three years.

Motion carried.

Budget Transfers #07-00009, #07-00010, #07-00011, and #07-00012

MOTION by Tapley for an omnibus motion to recommend to the County Board approval of:

Budget Transfer #07-00009 for a transfer of \$1,810 to Fund 080 General Corporate – Department 016 Administrative Services for the Regular Full-Time Employees line, \$243 to Fund 080 General Corporate – 016 Administrative Services for the Temporary Salaries & Wages line, \$523 to Fund 080 General Corporate – Department 020 Auditor for the Regular Full-Time Employees line, \$5,393 to Fund 080 General Corporate – Department 022 County Clerk for the Regular Full-Time Employees line, \$854 to Fund 080 General Corporate – Department 023 Recorder for the Regular Full-Time Employees line, \$2,231 to Fund 080 General Corporate – Department 025 Supervisor of Assessments for the Regular Full-Time Employees line, \$1,556 to Fund 080 General Corporate – Department 026 County Treasurer for the Regular Full-Time Employees line, and \$12,011 to Fund 080 General Corporate – Department 030 Circuit Clerk for the Regular Full-Time Employees line from Fund 080 General Corporate – Department 075 General County, Salary Increase Limit line;

Budget Transfer #07-00010 for a transfer of \$190 to Fund 080 General Corporate – Department 030 Circuit Clerk for the Regular Part-Time Employees line, \$6,528 to Fund 080 General Corporate – Department 031 Circuit Court for the Regular Full-Time Employees line, \$564 to Fund 080 General Corporate – Department 032 Jury Commission for the Regular Part-Time Employees line, \$1,173 to Fund 080 General Corporate – Department 036 Public Defender for the Regular Full-Time Employees line, \$3,251 to Fund 080 General

Corporate – Department 040 Sheriff for the Regular Full-Time Employees line, \$5,444 to Fund 080 General Corporate – Department 041 State’s Attorney for the Regular Full-Time Employees line, \$1,715 to Fund 080 General Corporate – Department 042 Coroner for the Regular Full-Time Employees line, and \$727 to Fund 080 General Corporate – Department 043 Emergency Management Agency for the Regular Full-Time Employees line from Fund 080 General Corporate – Department 075 General County, Salary Increase Limit line;

Budget Transfer #07-00011 for a transfer of \$55 to Fund 080 General Corporate – Department 043 Emergency Management Agency for the Temporary Salaries & Wages line, \$383 to Fund 080 General Corporate – Department 051 Juvenile Detention Center for the Regular Full-Time Employees line, \$956 to Fund 080 General Corporate – Department 052 Court Services/Probation for the Regular Full-Time Employees line, \$9,811 to Fund 080 General Corporate – Department 071 Public Properties for the Regular Full-Time Employees line, \$707 to Fund 080 General Corporate – Department 071 Public Properties for the Regular Part-Time Employees line, \$428 to Fund 080 General Corporate – Department 071 Public Properties for the No-Benefit Part-Time Employees line, \$497 to Fund 080 General Corporate – Department 130 Circuit Clerk Support Enforcement for the Regular Full-Time Employees line, and \$5,789 to Fund 080 General Corporate – Department 140 Correctional Center for the Regular Full-Time Employees line from Fund 080 General Corporate – Department 075 General County, Salary Increase Limit line; and

Budget Transfer #07-00012 for a transfer of \$1,333 to Fund 080 General Corporate – Department 140 Correctional Center for the Regular Part-Time Employees line and \$1,989 to Fund 080 General Corporate – Department 141 State’s Attorney Support Enforcement for the Regular Full-Time Employees line from Fund 080 General Corporate – Department 075 General County, Salary Increase Limit line.

The motion was seconded by Wysocki. **Motion carried.**

Budget Amendment #07-00055

MOTION by Tapley to recommend to the County Board approval of Budget Amendment #07-00055 from Fund 080 General Corporate – Department 075 General County for increased appropriations of \$10,195 for the Consulting Fees line with no increased revenue; seconded by Weibel.

Tapley asked if the expense was still within the original \$45,000 budget. Busey said yes. Tapley asked if the entire \$45,000 will be spent. Inman does not believe the full amount will be spent. Information on the reuse of the old Nursing Home will be provided at next week’s County Facilities Committee meeting.

Motion carried.

Budget Amendment #07-00056

MOTION by Tapley to recommend to the County Board approval of Budget Amendment #07-00056 from Fund 476 Self-Funded Insurance – Department 118 Property/Liability Insurance for increased appropriations of \$1,535 for the Property Loss/Damage Claims line with increased revenue of \$1,535 from the Other Miscellaneous Revenue; seconded by Wysocki. **Motion carried.**

Budget Amendment #07-00057

MOTION by Wysocki to recommend to the County Board approval of Budget Amendment #07-00057 from Fund 475 RPC Economic Development Loans – Department 759 CSBG New Economic Development Awards for increased appropriations of \$250,000 for the Regional Planning Commission Fund 075 line with no increased revenue; seconded by Richards.

Tapley asked if this was a loan or an inter-departmental transfer. Dimit stated it is a relocation of administrative dollars. The reasons for the amendment are to more accurately reflect the administrative funds on-hand, help Fund 075, and to provide funds for Budget Amendment #07-00058 because a portion will be used to remodel the RPC space. Tapley asked if Fund 475 the same fund where the loans originate. Dimit said yes, this is administrative money that has been earned off the loan portfolio over many, many years. Tapley supported separating the money.

Motion carried.

Budget Amendment #07-00058

MOTION by Tapley to recommend to the County Board approval of Budget Amendment #07-00058 from Fund 075 Regional Planning Commission – Department 733 Administration for increased appropriations of \$10,000 for the Architect Fees line, \$150,000 for the Brookens Building Construction Improvement line, \$50,000 for the Furnishings, Office Equipment line with increased revenue of \$15,000 from the Administrative Costs Reimbursement by Departments line; seconded by Wysocki.

Tapley asked where the \$15,000 came from. Dimit said the \$15,000 is from the State of Illinois and is part of the start-up budgets for the LIHEAP and Weatherization programs. A portion of the remodeling will be to make the space currently occupied by the Planning & Zoning Department better designed to talk to the LIHEAP clients. At present staff is in open cubicles and the remodeling will create more privacy for the interviews. It will also create a secondary lobby for RPC that is more properly equipped for the large volume of people coming to the office for the LIHEAP and Weatherization programs. Wysocki asked about the money coming from Budget Amendment #07-00057. Dimit explained he had a meeting with Busey and the Auditor's Office about the remodeling. Eleven years ago, RPC made a loan to the County, which is being paid back through RPC's rent. This process has become fairly convoluted and they are trying to make it more straightforward. RPC will be capitalizing the remodeling expense and depreciating it over 5 to 7 years. RPC still needs to consult with the outside auditor to determine a depreciation schedule. The other space includes a large conference room that could be used by everyone, which is why it is being put through the indirect cost allocation plan, so all RPC programs pay their fair share.

Motion carried.

Budget Amendment #07-00059

MOTION by Wysocki to recommend to the County Board approval of Budget Amendment #07-00059 from Fund 676 Solid Waste Management – Department 011 Solid Waste Management for increased appropriations of \$1,700 for the Contributions & Grants line with increased revenue of \$300 from the Champaign City line, \$650 from the Urbana City line, and \$200 from the Village of Savoy line; seconded by Tapley.

Wysocki asked Monte for a summary of the community's participation in the electronic/computer recycling event. Monte explained this year was the fourth year of the event. This year's event was coordinated by Monte as the County's Recycling Coordinator. This year's even was the most successful to date with nearly double the amount of electronic materials collected. Over 850 cars dropped off electronics and computer-related recycling on April 21, 2007. Monte hopes to lobby for more participation and financial support from the villages and townships in future years. Wysocki felt this event would be a very worthwhile project for all of the communities in the County to participate in at some level. She thought the publicity on this year's event was better than previous years and congratulated Monte on her work.

Motion carried.

SHERIFF

Request for Six Deputy Sheriff/Trainee Positions

Sheriff Walsh explained that state statute requires that the County Board set the number of authorized deputies that his office can have, even if he has the budget for more deputies. It takes 7 to 8 months to train a Law Enforcement Deputy if a current deputy retires. The Court Security and Corrections officers only take about 3 months to train. The Sheriff requested the authority to hire trainees as he learns that deputies will retire or leave, if he has enough money in his budget to begin the training. One of his Law Enforcement Deputies will be leaving in July and another will be leaving in September. The Sheriff asked for the authority to hire 2 trainees for each of the 3 sworn divisions. He does not have enough money to fund 6 positions and he is not asking for additional money. The Sheriff simply wished to have the authority if he has the money and sees the need for training positions.

MOTION by Tapley to approve the addition of six Deputy Sheriff/Trainee positions to allow early hiring for training purposes in anticipation of the retirement/exit of existing Deputy Sheriffs as long as the Sheriff has sufficient funds within his budget; seconded by Doenitz.

Gross asked if these are permanent positions. The Sheriff explained the trainee position is temporary while the person is being trained until the current deputy leaves. Then the trainee would take the permanent position vacated by the deputy. Sheriff Walsh explained the trainee would begin training while the existing deputy was still employed, as long as he had the money available in his budget. The trainee would not be hired as a deputy until a current deputy retired. Walsh answered Gross's further questions about the request.

Motion carried.

TREASURER

Monthly Report

Welch distributed his monthly report and commented that the General Corporate Fund is in a positive position, though it has not paid back the \$650,000 it was loaned this year. The positive position was due to the General Corporate Fund receiving state revenue. Tax bills were mailed on May 1, 2007. The first distribution of money to the taxing districts should occur at the end of May. The Treasurer's Office mailed 70,093 tax bills and anticipates collecting almost \$238 million. There have been only a few glitches. Some tax bills had to be recreated because of some school district bond issues. Welch reported that everything seemed to be going very well.

MOTION by Doenitz to receive and place on file the Treasurer's April 2007 monthly report; seconded by Tapley. **Motion carried.**

Welch stated that Forrest Clark has come before this committee to speak about his filing a senior citizen's tax freeze with the Supervisor of Assessments' Office. Clark said he filed the paperwork for the exemption, but did not receive it because the Supervisor of Assessments' Office lost his paperwork. Welch informed the committee that a refund check of over \$2,000 was written to Clark today at the direction of the County Board Chair. Welch agreed with the resolution of this matter and felt it speaks well for the system.

AUDITOR

Purchases Not Following Purchasing Policy

The Purchases Not Following Purchasing Policy list was provided for information only. Fabri stated that the list is comprised of items from FY2006 paid in FY2007. Fabri met with Busey and Weibel after some questions at a Board meeting. Fabri plans to produce a memorandum or talking points to explain the list for the

County Board. Weibel noted this month was a rare occasion when the list did not consist of any department that had broken the rules and he hoped it would remain that way by the County Board meeting. Tapley asked if Weibel would bring cake and ice cream to the full Board meeting if there are only FY2006 expenses paid in FY2007 on the Purchases Not Following Purchasing Policy list. Weibel inquired about Tapley's flavor preference. Tapley replied that anything would be fine.

Monthly Reports of March 2007 and April 2007

MOTION by Wysocki to receive and place on file the Auditor's March 2007 and April 2007 monthly reports; seconded by Richards. **Motion carried.**

INTER-COMMTEE COMMUNICATION FROM ELUC

Request Approval of Financial Recommendation for the Preparation of a Champaign County Land Resource Management Plan

Wysocki, ELUC Chair, refreshed the committee's memory that one of the items on the list of priority items for the County Board to consider concerned a land use plan. Since early in the current County Board term, Wysocki took this matter before ELUC, which has discussed it on several occasions. ELUC worked off a proposal from Susan Monte and John Hall to determine the individuals that might be working on a land use plan and what it would accomplish for the County. At the April meeting, Monte and Hall presented a budget to ELUC that would extend over 3 years. It would be a project that could take from 12 to 18 months to complete and build upon some of the information accumulated through the big.small.all project. ELUC wanted the Finance Committee to review the proposal for financial consideration before ELUC moved forward with a plan.

Monte directed the committee's attention to the pie charts in the materials about the Land Resource Management Plan. Monte stated the total budget over a period of 2½ years is approximately \$255,000. For the remainder of FY2007, the only appropriation necessary would be a transfer from the GIS Fund of \$2,221. The other costs are managed with the County's existing Planning Contract and the GIS Fund budget. This would achieve the first stages of data collection and mapping in FY2007. The new appropriations in upcoming years would be \$26,390 in FY2008 and \$23,596 in FY2009. The majority of the expense of developing a land resource management plan would be covered by the existing County Planning Contract.

McGinty asked if this would mean a shift is in the funds dedicated to GIS and Planning. Wysocki said yes. DiNovo said it has been anticipated from the beginning of the discussion about a county-wide land resource management plan in January that the existing County Planning Contract would carry a large part of cost of developing the plan. In discussions about how to ease the fiscal burden of the plan, it was determined that the GIS Fund could be legitimately used for purposes closely related to GIS purposes, such as gathering map-related data.

Gross asked what the County will get out of this plan and what the County intends to do with it. Monte stated that the Champaign County Land Resource Management Plan would constitute a formal County policy and would be an important source of guidance to be regularly consulted when making land use related decisions. DiNovo said the plan would establish a base of data and a foundation for relevant information. DiNovo stated this is being done under the authority of the Illinois Local Land Resource Management Planning Act, which allows the County Board to adopt a plan on its own and to construct a plan entirely under its own authority and supervision. The alternative approach would be to do a plan under the Regional Planning Act, but then the responsibility for that work would have to be delegated to RPC and be under the authority of the RPC Board of Commissioners. If the County Board wants a plan for the Board's purpose and use that reflects the Board's concerns and values, this is the mechanism available to do so. The Champaign County Land Resource Management Plan would be used in evaluating zoning cases, deciding what kind of zoning amendments to make, making decisions about economic development programs, expanding the enterprise zone, and settling

questions regarding how the County works with other units of governments, and deciding how the County makes decisions on transportation improvement projects. McGinty said he felt that without a comprehensive plan, the County cannot handle what happens at ELUC regarding zoning issues. The first logical step towards a comprehensive plan is developing a land use plan. DiNovo concurred and stated the land resource management plan would be related to the authority of the County Board, such as land use regulation. The plan would allow the County Board to have its own statement of policy and principles so that the County Board will be on a level playing field during discussions with other units of government, especially municipalities. For some time, municipalities have tended to discount positions the County Board has taken because the County lacks a plan.

Gross asked if the completed land resource management plan would be submitted to the County Board for approval and what authority it would have. DiNovo said the plan would be advisory by nature. While the future circumstances cannot be perfectly predicted, possessing a land resource management plan would shift the burden of argument whenever someone proposes an action or a policy change that deviates from the plan. It should be understood that the burden for justifying the deviation falls on the person who is proposing the deviation to explain why it is necessary. The plan would provide a point of reference so when choices are made, it is understood how they are integrate into the plan or deviate from it. At periodic intervals, the County Board or ELUC can look back at those decisions and decide whether the plan is being implemented properly or whether the plan should make adjustments. DiNovo expressed that without a plan as a point of reference, it cannot be known whether the County is being true to its statement of principles. Weibel and McGrath agreed that a land resource management plan would only require a simple majority to pass at a full Board meeting.

Tapley asked how the land resource management plan is different from process or product that accumulated with the Zoning Ordinance that was rejected by the County Board and how the County Board's values would be incorporated into the plan. Tapley wanted to make it clear that he was not casting any blame on anyone concerning the failure of the Zoning Ordinance, but he was curious how to embark on developing a land use plan with confidence that it will not end with a repeat situation. DiNovo said there are several important differences from the Zoning Ordinance, including: a plan is an advisory document so it does not immediately and of itself change anyone's property values and since the process of developing the plan follows big.small.all and the Zoning Ordinance experience, people are more willing to participate. DiNovo spoke about communicating with other local officials about issues in early stages of the process and holding a major public workshop about a third of the way through the process that will ask people to consider issues. Information gathered this way will be used directly to develop the plan. DiNovo directed the committee's attention to the flowchart showing a proposed schedule for the plan's development. It was felt that ELUC would not have the time to directly construct the plan itself, so a separate Steering Committee will be created. DiNovo emphasized the importance in getting the composition of the Steering Committee right. Because the rural areas of the County will be most directly affected by the plan, it has been discussed that the Steering Committee should be constructed to be more heavily weighted towards rural representation. DiNovo noted this was a reason that using the RPC Board of Commissioners to develop a plan would be problematic because its membership tends to be more over-weighted towards urban areas. Regarding the Zoning Ordinance, DiNovo recalled that when that process began a series of 6 town hall meetings were held, but were poorly attended. The public did not seem to grasp the significance of the activity and the Zoning Ordinance has made them aware.

Tapley asked how the rural representatives could get comfortable that their input is taken seriously. He was concerned that obtaining the rural input would only be for appearance's sake and the end result would not reflect rural concerns. Wysocki stated one of the input processes for the plan is that the work of the Steering Committee, which is scheduled to be reviewed periodically by the County Board. The County Board can use these opportunities to weigh in on what is being accomplished. Wysocki hopes that the County Board members who represent rural areas would speak up on issues near and dear to their constituents. Wysocki felt the land resource management plan development process takes the information in more manageable sections so the Board can reflect and respond in a more knowledgeable fashion, unlike the Zoning Ordinance which came to the Board in one large document. Wysocki stated that she hears the concerns about public input being ignored

when the final document is being written. She pledged her word that if she has a role to play in this process as ELUC Chair, she will make sure the process is honest and accountable to the input that is received. Wysocki was willing to stake her reputation on it at this point and she will hold Monte, Hall, and anyone else who will work on the plan accountable to that same standard. Tapley said he was appreciated Wysocki's statements and values her input because he has faith in her integrity. Tapley had a lingering concern because he thought big.small.all was not a true picture of what the County's collective mind would have produced.

Jones asked if the Project Manager would be hired as a temporary employee contracted for 3 years. DiNovo explained the Project Manager would be a regular RPC employee tasked to work on the plan. It would either be the person hired to be the Community Development Manager or DiNovo himself. It depends on the qualifications of the individual hired for the Community Development Manager position. Doenitz asked how close RPC is to hiring someone. DiNovo felt it was difficult to say at this time. There was disappointment with the initial response because 4 out of the 6 applicants did not meet the minimum requirements for the position. They want to look at the recruitment process and salary. They will be looking for more candidates. Doenitz asked if the work on the plan would not get underway until a Community Development Manager is hired. DiNovo stated there is no funding for the position in FY2007 in the plan budget, but the position will be filled regardless if the person will be the Project Manager. Wysocki added that the bulk of the work that is planned in FY2007 is data collection and can be done without a Project Manager. The committee discussed the position further.

Weibel noted the Steering Committee will be nominated by the County Board Chair with the advice of the ELUC Chair and Vice-Chair and then approved by the Policy, Personnel, & Appointments Committee, so the Board will have input.

Doenitz said he was concerned about the price tag of the land resource management plan. He thinks something needs to be done regarding a land use plan, but felt it was a lot of money. McGinty spoke about the plan and concerns. The new appropriations of around \$50,000 spread over three years is manageable for a long-range planning initiative that will help the County to be more effective down the road. He has confidence that Wysocki will hold people accountable with her experience as a former County Board Chair, Finance Committee Chair, and current ELUC Chair. Doenitz said he does not want to see what happened with CZOR happen to a land resource management plan, namely that a product be presented to the Board that does not reflect the wishes of the majority of the public who testified at the hearings. Wysocki said she hears Doenitz's concerns and spoke about the lessons learned with the Zoning Ordinance and the true costs involved in such a project. The County Board might have made a different decision about undertaking CZOR if they had been aware of the price tag and staff time it would take compared to what might come out of the process, but it is water over the dam. She wanted everyone to know the real dollars and cents of this commitment up front. Doenitz stated that some of the ELUC members questioned the CZOR costs and the person who was ELUC Chair at that time swept it under the rug. Doenitz does not think Wysocki will do that, but he hopes there will be accountability. Wysocki said there will be accountability and she expects Doenitz to keep her feet to the fire.

Tapley asked how disruptive a land resource management plan would be to Planning & Zoning's and RPC's normal workload. Hall answered that no other project would be any more disruptive as this would be. Hall has to be as involved in this project as he can. He will do his best to make sure Monte and DiNovo have what they need to meet the very optimistic timeline. Hall warned the committee that some of Planning & Zoning's perennial problems are going to stay pretty much the way they are because this plan has to be a top priority. He will not have much time to add to enforcement and it will be a challenge to keep up with current planning, though the new person is gaining experience. Tapley asked how reasonable it is to expect this work to be done with the only \$50,000 of new resources spread over 3 years in an office that has well-documented issues, such as being understaffed. Hall said the only way this project will affect his office is by taking his time away from helping out on enforcement. His staff should not be interrupted by this project and will focus on their current duties. Hall said the only way his office will improve their enforcement is if he is able to spend as

much time on enforcement as the old Zoning Administrator. He has not been able to do so because the past few years have been rough. Wysocki stated the State's Attorney's Office has been able to devote more time to zoning enforcement cases, which has made a significant difference. Some of the cases, due to their legal aspects, are more dependent on the court calendar regarding how they proceed. McGrath stated she and Christina Papavasiliou have been helping Hall with enforcement issues and settling the more complex zoning cases. They will continue to do so to provide the equivalent of a full-time staff person on enforcement between the two of them. She expressed that without a plan, it is difficult to provide better enforcement and to defend the County in court cases from a legal perspectives.

MOTION by Weibel to approve the financial recommendation for the preparation of a Champaign County Land Resource Management Plan; seconded by Doenitz.

The committee continued to discuss the specifics of the schedule of work and expenditures for the plan.

Motion carried with one no vote from O'Connor.

Wysocki stated this issue will return to ELUC at the Monday meeting. ELUC wished to obtain the Finance Committee's approval before proceeding. Jones, Doenitz and Wysocki are ELUC members and they will convey this discussion to the committee. Wysocki stated the appointment of a Steering Committee will hopefully be put before the Policy, Personnel, & Appointments Committee in June.

COUNTY ADMINISTRATOR

General Corporate Fund FY2007 Revenue/Expenditure Projection Report

Busey distributed her reports to the committee. Busey reported the revenue continues to look fairly stable. Sales Tax revenue was down in January and February. General Government Fees & Fines revenue was up, so the lines tend to balance each other. Busey indicated the Quarter Cent Sales Tax revenue will rebound, but the One Cent Sales Tax is in a diminishing position. Revenue is projected to come in at 101% of budget revenue. On the expenditure side, Personnel expenses should be expended at 98%. It is likely Postage will be overspent and a budget amendment will be required later in the year because the postage rate will increase. The Gasoline line was under-spent as of April, but gas prices have increased since then. Most of the Services line items will be under-spent. Expenditures are projected to come in at 98% of budget expenditures. The projected fund balance would be 12.5% at the end of the fiscal year. According to the current budget, the General Corporate Fund would end FY2007 with about a \$154,000 deficit.

General Corporate Fund Budget Change Report

This report documented changes to the FY2007 budget.

Nursing Home Report

Busey reported there has been some improvement in the Nursing Home's finances. However, she cautioned that the March and April figures include the \$300,000 that the General Corporate Fund loaned the Nursing Home. Busey felt Buffenbarger has achieved some success with implementing some of the operational audit initiatives. The settlement of the labor contract will be a big component to the Nursing Home's financial picture.

General Corporate Fund FY2008 Preliminary Budget Overview

Busey provided the 5-year projection report to the committee. It was primarily reviewed during the closed session. Busey explained that the Champaign County FY2007 Budget was reviewed by 3 professional

budget reviewers with the Government Finance Officers Association. Busey received about 8 pages of recommendations for the budget. The recommendations are really for the County Board because the department heads and staff cannot implement them without the Board. It goes along with the issue of planning, which the Board has been discussing since January. The GFOA budget reviewers' comments focused on that fact that the County does not provide a County Board mission statement, a statement about what the County hopes to accomplish in 10-20 years for the public, or objectives and goals tied to specific vision and mission in the budget document. Busey urged the committee and the County Board to read the comments and keep them in mind. The action taken regarding the land resource management plan tonight is a good step. Planning should dictate what the County does with its budget. County government has often disassociated dollars from issues and they need to be tied together. Busey is hopeful progress will be made with the FY2008 Budget and more can be included in the budget document about the County's mission.

Closed Session Pursuant to 5 ILCS 120/2(c)2 for Deliberation Concerning Salary Schedules for One or More Classes of Employees

MOTION by Tapley to enter into closed session pursuant to 5 ILCS 120/2(c)2 for deliberation concerning salary schedules for one or more classes of employees. He further moved the following individuals remain present: the Recording Secretary, elected officials, County Administrators, and the County's legal counsel. The motion was seconded by Wysocki. Roll was called. **Motion carried with a vote of 8 to 1.** Doenitz, Gross, Jones, Richards, Tapley, Weibel, Wysocki, and McGinty voted in favor of the motion. O'Connor voted against the motion. The committee entered closed session at 8:29 p.m.

The committee resumed open session at 8:51 p.m.

FY2008 Salary Administration Recommendation for Non-Bargaining Employees

MOTION by O'Connor to approve the salary range adjustments as documented in the FY2008 Salary Schedule and that each non-bargaining employee receive a 3% increase as a market or COLA adjustment to their FY2008 salary rate, the non-bargaining employees receiving their full compa-ratio adjustment as defined in Section 9-4.3 of the County Personnel Policy, and that a 1% allowance be provided for merit to be calculated on the FY2007 salary rates for those non-bargaining employee who will not receive a compa-ratio adjustment of at least 4% in FY2008; seconded by Tapley. **Motion carried.**

McGinty stated that he liked the idea of providing merit incentives of one-time payments to employees rather than salary increases. Tapley said he would consider it a friendly amendment to the motion. McGrath stated it was out of order to try to apply a friendly amendment to the motion because the committee had already voted on the original motion.

MOTION by Tapley to withdraw the motion; seconded by Wysocki. **Motion carried with one no vote by O'Connor.**

MOTION by Tapley to approve the salary range adjustments as documented in the FY2008 Salary Schedule and that each non-bargaining employee receive a 3% increase as a market or COLA adjustment to their FY2008 salary rate, the non-bargaining employees receiving their full compa-ratio adjustment as defined in Section 9-4.3 of the County Personnel Policy, and that a 1% allowance be provided for merit to be calculated on the FY2007 salary rates, but used as one-time payments to employees rather than salary increases, for those non-bargaining employee who will not receive a compa-ratio adjustment of at least 4% in FY2008; seconded by Weibel.

O'Connor stated he was morally offended by bonuses given out with government funds. He said he worked for a government agency for 34 years and he cannot support it. McGinty said by providing the merit

initiative as a one-time payment instead of a salary increase, it could help the County control salary costs and afford merit increases in subsequent years. Busey said it should be referred to as a merit payment, instead of as a bonus, when it is documented that the employee has done something to earn it. Gross asked if this concept has been discussed with the various department heads. Busey said the Finance Committee is providing direction as to how this money will be spent, however, once the money is placed in the elected officials' budgets the County Board cannot control how they spend it. Wysocki, concerning O'Connor's comment, felt it is imperative to document to how the merit money is spent so they do not become rewards for friends and punishments against others. McGinty expressed that a one-time merit payment would prevent the additional permanent costs of salary increases while still providing an incentive that could increase performance. The committee would be serving as better stewards of the taxpayers' dollars with a one-time merit payment when it is applied appropriately. McGinty noted that in the private sector, bonuses are viewed as more special than a salary increase by some employees. A one-time payment could have a greater impact on performance.

Busey said the Finance Committee could approval the salary administration recommendation in this form tonight and direct her to speak with departments heads about this issue. She would then return to the committee next month to report on how the merit payment could be documented in order to develop some realistic guidelines for the department heads to use in documenting the incentive. Tapley and Weibel agreed to consider the suggestion as a friendly amendment to the motion.

Jones said the County Board needs to be careful when dictating how to apply the merit incentive when some department heads may not even want to do it. It may cause confusion amongst department heads. Wysocki encouraged dialogue with the department heads on this issue. Wysocki felt it was very important that the County Board and the department heads are operating under the same concept concerning merit pay. Busey concurred.

Motion carried with one no vote by O'Connor.

FY2008 Budget Process Resolution

MOTION by Tapley to approve the FY2008 Budget Process Resolution; seconded by Wysocki.
Motion carried.

FY2008 Budget Calendar and Legislative Hearing Schedule Recommendation

MOTION by Wysocki to approve the FY2008 Budget Calendar and Legislative Hearing Schedule Recommendation; seconded by Weibel. **Motion carried.**

Champaign County FY2007 Government Finance Officers Association Distinguished Budget Presentation Award

McGinty stated the Government Finance Officers Association Distinguished Budget Presentation Award is the highest recognition from a governmental budgeting standpoint that a county can receive. Last year only 4 Illinois counties received the award. This year Champaign County received the award largely because of Busey's work. Busey insisted the County won the award, not her. McGinty expressed the committee's appreciation for Busey hard work and continuing efforts to improve the budget document every year. Tapley noted that he has seen progress made with the budget process every year that he has been on the County Board. McGinty said that Busey deserves a great deal of credit and encouraged Board members to help make winning the award an annual event. Tapley found it interesting that the GFOA's suggestions for improvement are 100% in alignment with the outcomes-based budgeting that Busey has already started. Further improvements are a natural extension of the positive direction that Busey is already moving in with the budget. The committee loudly applauded Busey.

McGinty encouraged the Board to work with and educate department heads on long-range planning and assembling budget documents that include indicators that will determine if they are being successful in managing their departments. Wysocki asked about the comments made by the GFOA budget reviewers that were not included in the handouts provided at the meeting. Busey said she would be happy to share all the comments with any Board member who is interested. Busey provided the comments to the committee that can only be achieved by the County Board, not by the department heads or herself. Wysocki recommended each of the committee chairs reading the full report because virtually all committee chairs' actions have budgetary implications. Wysocki noted that when Champaign County did not win this award last year, Busey took GFOA's comments and has been working diligently to improve on the budget document to achieve the level of an award-winning document. She commended Busey for her persistence in achieving excellence. Busey appreciated the recognition, but stated the real goal is to create a budget document so taxpayers can really understand what is being done with their money.

CHAIR'S REPORT

Decision Regarding Cancellation of July Committee Meetings

The committee agreed to cancel its July meeting. Weibel stated the July County Board meeting has been moved to July 26, 2007, which is a week later than it was scheduled. Weibel said the primary reason for moving the Board meeting is because he will be returning from the NACo Conference and Tom Betz, the County Board Vice-Chair, will not be available to preside over the meeting.

OTHER BUSINESS

There was no other business.

DESIGNATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

McGinty designated agenda items VI A-F, VI H-S, VII A, and XI G for the consent agenda.

ADJOURNMENT

McGinty adjourned the meeting at 9:11 p.m.

Respectfully submitted,

Kat Bork
Administrative Secretary

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