

**CHAMPAIGN COUNTY BOARD
COMMITTEE AGENDA**

POLICY, PERSONNEL & APPOINTMENTS COMMITTEE

Special Meeting

Thursday October 20, 2005 – 6:00 p.m.

Meeting Room 2

Brookens Administrative Center

CHAIR: *Tom Betz*

MEMBERS: *Betz, Beckett, Busboom, Fabri, Feinen, Knott, Moser, Putman, Wysocki*

AGENDA ITEM

Page No.

I. CALL TO ORDER

II. APPROVAL OF AGENDA/ADDENDUM

III. APPROVAL OF MINUTES

IV. PUBLIC PARTICIPATION

V. INTERCOMMITTEE MEMO FROM ELUC

**Recommend approval of the classification recommendations for
the Zoning and Enforcement Department positions**

1-18

VI. OTHER BUSINESS

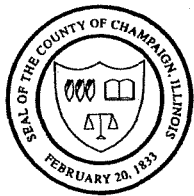
**Recommend approval of Resolution Designating Trick-or-Treat Hours,
Rules and Guidelines for the Annual Observance of Halloween in
Champaign County**

19

VII. ADJOURNMENT

*Champaign County
Administrative Services
1776 East Washington
(217) 384-3772*

*Barbara Wysocki
County Board Chair
Deb Busey, Denny Inman
County Administrators*



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON
URBANA, IL 61802
(217) 384-3776
(217) 384-3765 – PHYSICAL PLANT
(217) 384-3896 – FAX
(217) 384-3864 – TDD
Website: www.co.champaign.il.us

ADMINISTRATIVE SUPPORT
DATA PROCESSING
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION

MEMORANDUM

TO: Ralph Langenheim, Chair and Members of the
ENVIRONMENT and LAND USE COMMITTEE

FROM: JOB CONTENT EVALUATION COMMITTEE and *DB*
Deb Busey, County Administrator of Finance and HR Management

DATE: October 7, 2005

RE: RESPONSE TO REQUEST FOR EVALUATION OF POSITIONS in ZONING AND
ENFORCEMENT DEPARTMENT

Pursuant to your request of September 12, 2005, the Job Content Evaluation Committee has met and reviewed the positions assigned to the Zoning and Enforcement Department effective December 1, 2005. Those positions include: Director, Associate Planner, Zoning Officer, Zoning Technician and Administrative secretary.

The Job Evaluation Committee reviewed the position analysis questionnaires and job descriptions for the above-stated positions. Mr. John Hall also presented information regarding the evaluations. Based upon the information received, the Job Content Evaluation Committee recommends these positions be classified as follows:

<u>POSITION TITLE</u>	<u>FLSA STATUS</u>	<u>GRADE/RANGE</u>
Director	Exempt	K
Associate Planner	Exempt	J
Zoning Officer	Non-Exempt	H
Zoning Technician	Non-Exempt	G
Administrative Secretary	Non-Exempt	F

Attached to this Memorandum is a Report form for each of these positions and a copy of the updated position description for each position.

RECOMMENDED ACTION:

The Environment and Land Use Committee recommends to the Policy, Personnel and Appointments Committee approval of the classification of the Zoning and Enforcement Department positions as follows: Director as an FLSA Exempt position assigned to Salary Grade Range K, Associate Planner as an FLSA Exempt position assigned to Salary Grade Range J, Zoning Officer as an FLSA Non-Exempt position assigned to Salary Grade Range H, Zoning Technician as an FLSA Non-Exempt position assigned to Salary Grade Range J, and Administrative Secretary as an FLSA Non-Exempt position assigned to Grade Range F, said classifications to become effective on December 1, 2005.

Thank you for your consideration of this information. If you have any questions or concerns, please feel free to contact me.

Attachments

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB EVALUATION COMMITTEE REPORT

Parent Committee Requesting Evaluation:
Date of Request:

Environment & Land Use
September 12, 2005

EVALUATION OF NEW POSITION

Department Requesting: Zoning and Enforcement Department
Recommended Position Title: Director
Job Points 880
FLSA Status: Exempt
Recommended Salary Range: Grade Range K

FY2006 Salary Range

	<u>Hourly</u>	<u>Annual</u>
Minimum:	\$24.78	\$48,324.51
Mid-Point:	\$30.98	\$60,415.68
Maximum:	\$37.17	\$72,486.77

Date of Job Evaluation Committee Recommendation:

September 29, 2005

Champaign County Job Description

Job Title: Director of Zoning & Enforcement
Department: Zoning & Enforcement
Reports To: Environment & Land Use Committee of the County Board
FLSA Status: Exempt
Prepared Date: December, 2005

SUMMARY Responsible for the administration of all County land use regulations including the Zoning Ordinance, the Subdivision Regulations, the Special Flood Hazard Area Ordinance and the Nuisance Ordinance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Serves as the County Zoning Administrator and Subdivision Officer.

Responsible for maintaining compliance with the Federal Flood Insurance Program.

Supervises the Department's Zoning & Enforcement staff in the day-to-day administration and enforcement of County land use regulations.

Responsible for the implementation and administration of the County's Personnel Policy including hiring, firing and performance evaluations of employees.

Responsible for preparation and administration of the department budget, including salary recommendations.

Ensures that departmental operations occur within the budget constraints and are in conformance with County purchasing policies and procedures.

Interprets regulatory requirements and advises the County Board regarding changes to any regulations.

Coordinates activity with the Regional Planning Commission to achieve the land use planning and regulatory needs of the Champaign County Board.

Interprets and enforces the Zoning Ordinance of Champaign County.

Investigates or initiates investigation of alleged violations of the Zoning Ordinance.

Administers Federal Floodplain Regulations, County Subdivision Regulations and County Land Nuisance Ordinance.

Issues or supervises the issuance of Zoning Use and Zoning Use Compliance Permits.

May perform other related duties as assigned by the County Board.

SUPERVISORY RESPONSIBILITIES Directly supervises employees in the department. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

EDUCATION and/or EXPERIENCE Bachelor's Degree in Public Administration or related field plus a minimum of five (5) years experience in zoning enforcement or building construction field.

LANGUAGE SKILLS Ability to read, analyze, and interpret specific real estate data such as property and building sizes and use, professional journals, technical procedures, legislative information or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, employees and the general public.

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

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

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

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB EVALUATION COMMITTEE REPORT

Parent Committee Requesting Evaluation:
Date of Request:

Environment & Land Use
September 12, 2005

EVALUATION OF NEW POSITION

Department Requesting: Zoning and Enforcement Department
Recommended Position Title: Associate Planner
Job Points: 739
FLSA Status: Exempt
Recommended Salary Range: Grade Range J

FY2006 Salary Range

	<u>Hourly</u>	<u>Annual</u>
Minimum:	\$21.61	\$42,138.33
Mid-Point:	\$27.01	\$52,662.87
Maximum:	\$32.40	\$63,187.41

Date of Job Evaluation Committee Recommendation:

September 29, 2005

Champaign County Job Description

Job Title: Associate Planner
Department: Zoning & Enforcement
Reports To: Director of Zoning & Enforcement
FLSA Status: Exempt
Prepared Date: December, 2005

SUMMARY Responsible for the day-to-day management and production of all zoning cases including flood hazard variances and subdivision cases. Serves as secretary to the Zoning Board of Appeals and is primary staff position for subdivision matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Responsible for coordinating the approval process and general oversight of public improvements required for any subdivision.

Assists Zoning Officer with review of Floodplain Development Permit Applications and review of commercial and industrial permits including the initial determination regarding stormwater management requirements.

Coordinates stormwater reviews with the County's Consulting Engineer.

Attends all Zoning Board of Appeals meetings and is responsible for the ZBA calendars, agendas, correspondence, records and by-laws.

Serves as primary author of staff memoranda and coordinates all outside technical reviews.

Assists other staff with permit intake and review as required including implementing any new regulatory requirements.

Responds to inquiries referred by the Zoning Officer or Zoning Technician.

May assist with other special projects as required.

May perform other related duties as assigned.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities although may direct the work of other staff as delegated in absence of Director.

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

EDUCATION and/or EXPERIENCE Bachelor's Degree in Architecture, Engineering, Planning or closely related field plus three or more years of experience in the field.

LANGUAGE SKILLS Ability to read, analyze, and interpret, grant and contract requests for proposals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, employees and the general public.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as statistical measures, (i.e. mean, median and mode standard deviations), discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions with frequent interactions with others. The noise level in the work environment is moderate.

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB EVALUATION COMMITTEE REPORT

Parent Committee Requesting Evaluation:
Date of Request:

Environment & Land Use
September 12, 2005

EVALUATION OF NEW POSITION

Department Requesting: Zoning and Enforcement Department
Recommended Position Title: Zoning Officer
Job Points: 447
FLSA Status: Non-Exempt
Recommended Salary Range: Grade Range H

FY2006 Salary Range

	<u>Hourly</u>	<u>Annual</u>
Minimum:	\$16.23	\$31,653.96
Mid-Point:	\$20.29	\$39,567.45
Maximum:	\$24.35	\$47,480.94

Date of Job Evaluation Committee Recommendation:

September 29, 2005

Champaign County Job Description

Job Title: Zoning Officer
Department: Zoning & Enforcement
Reports To: Director of Zoning & Enforcement
FLSA Status: Non-Exempt
Prepared Date: December, 2005

SUMMARY Responsible for ensuring that new development and on-going land occupancy conforms to applicable County regulations regarding land use and zoning, drainage and stormwater management, special flood hazard areas and nuisance abatement.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Reviews and supervises the Planning and Zoning Technician review of residential Zoning Use Permit Applications for conformance to applicable County regulations; and when applicable, obtains approval from municipalities for projects within their extraterritorial jurisdiction.

Reviews and approves all Special Flood Hazard Area Development Permits for compliance with Champaign County Special Flood Hazard Area Ordinance and Champaign County Zoning Ordinance, and includes obtaining required approvals from other governmental agencies.

Reviews and approves or disapproves all Zoning Use Permits issued by the Zoning & Enforcement Department.

Reviews and approves all Zoning Use Permit Applications and building plans for commercial projects for conformance to the Illinois Accessibility Code, as well as Champaign County Zoning Ordinance, Champaign County Stormwater Management Policy and Champaign County Special Flood Hazard Area Ordinance.

Responsible for receiving and acting on zoning and nuisance complaints including any required investigations, a written notice and for maintaining a log with status of each complaint.

Makes interpretations of ordinance provisions under general supervision of Director.

Responsible for permit application intake procedures; supervises permit intake by the Zoning Technician and/or Department Secretary.

Performs field inspections with occasional assistance from the Zoning Technician for issuance of Compliance Certificates and as otherwise required.

Works with other governmental agencies to aid citizens in obtaining permit approvals from these agencies in conjunction with Zoning & Enforcement Department permitting. (Examples: Municipal Governments, Illinois Department of Natural Resources/Office of Water Resources, Illinois Capital Development Board, Federal Emergency Management Agency, Illinois Environmental Protection Agency, Champaign County Health Department.)

Responsible for the coordination of permitting and certain land use cases with other staff, departments and technical consultants.

Responds to citizen complaints and undertakes enforcement actions in consultation with Senior Assistant State's Attorney.

Responsible to provide assistance to the Senior Assistant State's Attorney in whatever way necessary to prosecute an enforcement action, including but not limited to: field inspections, research, providing witness testimony in Champaign County Circuit Court cases, working with County Administrator and State's Attorney to prepare Requests for Proposals for demolition projects, and working with demolition contractors to get dangerous buildings demolished.

Supervises the design and maintenance of permit records and database, and other periodic reports and handouts.

Responsible for responding to zoning inquiries by phone and in writing.

Other related duties as assigned.

SUPERVISORY RESPONSIBILITIES Minimal supervision and oversight of Zoning Technician.

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

EDUCATION and/or EXPERIENCE Associate's Degree (A.A.) or equivalent from a two-year college or technical school in building construction, architecture or related field plus a minimum of 3 years experience. Requires proficiency in drafting techniques including the use of GIS software and a working knowledge of standard surveying practice and note taking. Should have experience in field inspection of construction techniques and materials.

LANGUAGE SKILLS Ability to read, analyze, and interpret blueprints, maps, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups, contractors and employees of the organization.

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

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While

performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places, and outside weather conditions. The noise level in the work environment is usually quiet to loud.

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB EVALUATION COMMITTEE REPORT

Parent Committee Requesting Evaluation:
Date of Request:

Environment & Land Use
September 12, 2005

EVALUATION OF NEW POSITION

Department Requesting: Zoning and Enforcement Department
Recommended Position Title: Zoning Technician
Job Points 418
FLSA Status: Non-Exempt
Recommended Salary Range: Grade Range G

FY2006 Salary Range

	<u>Hourly</u>	<u>Annual</u>
Minimum:	\$14.41	\$31,653.96
Mid-Point:	\$18.00	\$39,567.45
Maximum:	\$21.61	\$47,480.94

Date of Job Evaluation Committee Recommendation:

September 29, 2005

Champaign County Job Description

Job Title: Zoning Technician
Department: Zoning & Enforcement
Reports To: Director of Zoning & Enforcement
FLSA Status: Non-Exempt
Prepared Date: December, 2005

SUMMARY Responsible as the initial contact with the general public seeking permits and for intake and preliminary review of permit applications as required by the Zoning Ordinance. Provides support to the Zoning Officer by serving as primary staff for answering all zoning inquiries and for monitoring minimum zoning requirements and flood hazard status.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Receives and performs preliminary review of initial permit submittal and related inquiries.

Compiles information for review related to Zoning in Nuisance Enforcement cases.

Prepares permit applications for final review; flags issues and questions; obtains related documents and data as required for review and determination of request.

Answers written, telephone, and in-person inquiries from the public regarding application process and procedures.

Responds to inquiries regarding Zoning & Enforcement and refers inquiries to appropriate personnel.

May assist Zoning Officer with field inspections and enforcement as required.

Assists Planner with preparation of zoning cases.

Receives and processes applications for Enterprise Zone incentives and maintains records and prepares periodic reports on Enterprise Zone activity.

Responsible for the production of monthly Census Report.

Assists the Zoning Officer with enforcement by assisting in research, preparation of case files and correspondence.

Assists the Planner with review of site plans in zoning cases and subdivision plat reviews.

Maintains the official files of all land use regulations and ordinances.

Maintains fee revenue and makes deposits on timely basis and generates related reports.

Prepares compliance certificates and maintains all permit files and records.

May perform other related duties as assigned.

SUPERVISORY RESPONSIBILITIES None

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

EDUCATION and/or EXPERIENCE Associate's Degree (A.A.) or equivalent from a two-year college or technical school in building construction, architecture or related field plus a minimum of 3 years experience. Requires proficiency in drafting techniques including the use of GIS software and a working knowledge of standard surveying practice and note taking. Should have experience in field inspection of construction techniques and materials.

LANGUAGE SKILLS Ability to read, analyze, and interpret blueprints, maps, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups, contractors and employees of the organization.

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

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places, and outside weather conditions. The noise level in the work environment is usually quiet to moderate.

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM
JOB EVALUATION COMMITTEE REPORT

Parent Committee Requesting Evaluation:
Date of Request:

Environment & Land Use
September 12, 2005

EVALUATION OF NEW POSITION

Department Requesting: Zoning and Enforcement Department
Recommended Position Title: Administratived Secretary
Job Points 364
FLSA Status: Non-Exempt
Recommended Salary Range: Grade Range F

FY2006 Salary Range

	<u>Hourly</u>	<u>Annual</u>
Minimum:	\$12.63	\$24,624.21
Mid-Point:	\$15.78	\$30,770.22
Maximum:	\$18.93	\$36,916.23

Date of Job Evaluation Committee Recommendation:

September 29, 2005

Champaign County Job Description

Job Title: Administrative Secretary
Department: Zoning & Enforcement
Reports To: Director of Zoning & Enforcement
FLSA Status: Non-Exempt
Prepared Date: December, 2005

SUMMARY Performs general secretarial duties, including typing of reports, grants, and other general coorespondence, performs general data entry utilizing a variety of computer software programs, answers phones and schedules meetings and appointments for department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

As appropaiate, answers client inquiries and requests for services and refers clients to appropriate staff.

Compiles statistical and other data and enters data into computer system utilizing a variety of software programs; does extensive photocopying of grants, reports, mailings and other correspondence.

Types, proofreads and distributes reports, grant applications, correspondence, forms, etc. of a confidential nature; may take and transcribe dictation and use word processing equipment.

Answers the telephone, takes and relays messages; screens supervisor's calls; responds to telephone inquiries whenever possible; forwards calls to appropriate party.

Makes and confirms appointments as directed. Arranges meetings as required.

Organizes and maintains files of records and correspondence of a routine nature, including special projects.

May assist with projects such as the designing and publishing of brochures, office forms and office manuals.

Performs other related duties and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES None

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

Good knowledge of modern office procedures and office equipment.

Must be detailed-oriented and exact in performing tasks.

Ability to establish and maintain good working relationships with staff and public.

Ability to make routine computations, enter data accurately, communicate messages accurately and efficiently, and to present a good public relations image to outside callers.

Must have good oral and written communication skills.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) with courses in typing, business machine operation and general office procedures, plus three years of responsible office experience; or an acceptable combination of education and experience. Good knowledge of arithmetic, spelling and the English language is required. Skill in operating a typewriter and computer terminal, plus good oral communication is also required.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and group situations to customers and other employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

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

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

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

RESOLUTION NO. _____

RESOLUTION DESIGNATING TRICK-OR-TREAT HOURS RULES AND GUIDELINES FOR THE ANNUAL OBSERVANCE OF HALLOWEEN IN CHAMPAIGN COUNTY

WHEREAS, the Champaign County Board has customarily joined with the City of Champaign and the City of Urbana in setting aside trick-or-treat hours for the annual observance of Halloween on October 31st each year; and

WHEREAS, the Champaign County Board and the City of Champaign and City of Urbana have agreed to the following schedule for the annual designation of trick-or-treat hours:

- Halloween/Trick-or-Treat will be held on October 31, regardless of what day of the week it is;
- If October 31 falls on a weekday (Monday through Friday), trick-or-treat hours will be from 6:00pm to 8:00pm.
- If October 31 falls on a weekend day (Saturday or Sunday), trick-or-treat hours will be from 5:00pm to 7:00pm.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County that the annual observance of Halloween Trick-or-Treat in Champaign County shall be as follows:

- Halloween/Trick-or-Treat will be held on October 31, regardless of what day of the week it is;
- If October 31 falls on a weekday (Monday through Friday), trick-or-treat hours will be from 6:00pm to 8:00pm.
- If October 31 falls on a weekend day (Saturday or Sunday), trick-or-treat hours will be from 5:00pm to 7:00pm.

PRESENTED, ADOPTED, APPROVED and RECORDED this 20th day of October, A.D. 2005.

Barbara Wysocki, Chair
County Board of Champaign County, Illinois

ATTEST:

Mark Shelden, County Clerk
and ex-officio Clerk of the County Board