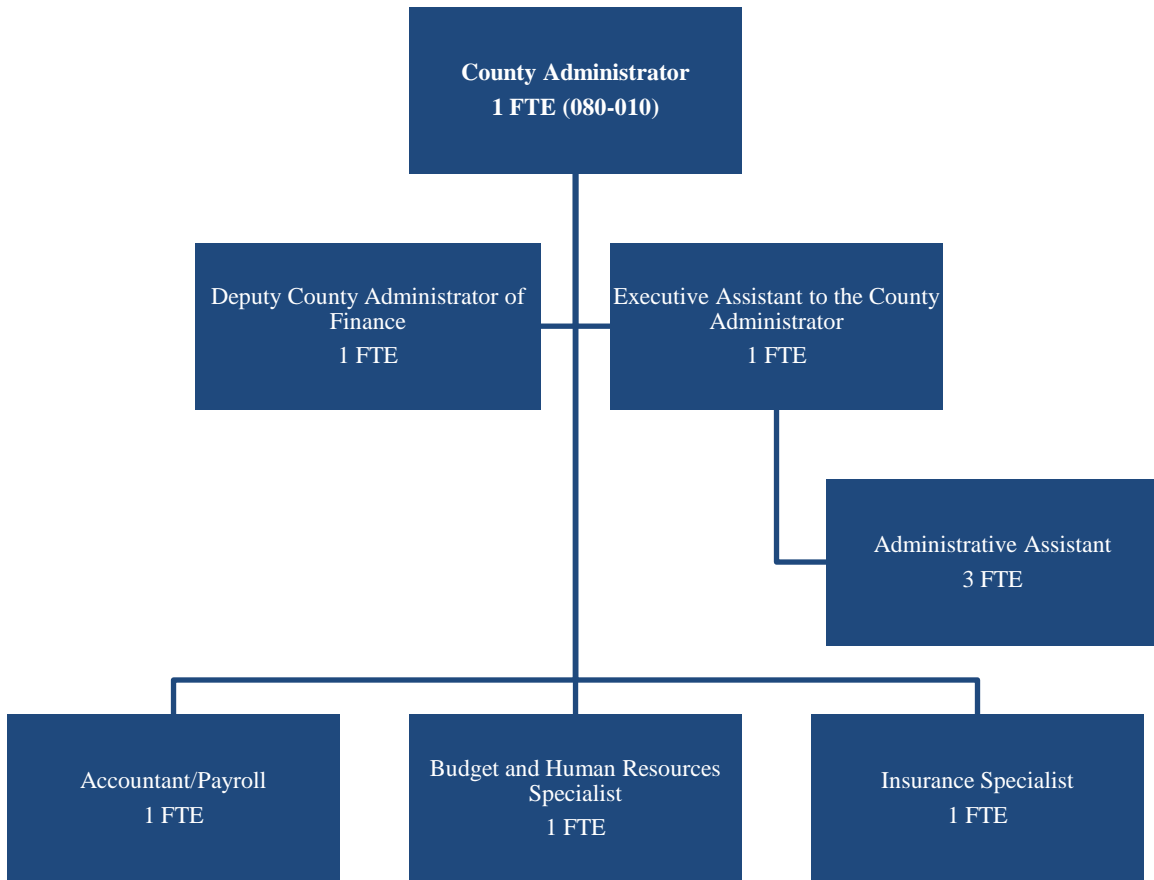


ADMINISTRATIVE SERVICES
General Fund 080-016



Administrative Services positions: 8 FTE

The Administrative Services Department coordinates and implements actions approved by the County Board. The Department serves under the direction of the County Administrator appointed by the County Board. Responsibilities managed by the Department include Financial Management and Budgeting Services, Human Resources Services, Risk Management, Purchasing Services, and Administrative Support Services to the Champaign County Board, IT Department, Physical Plant Department, GIS Consortium, and Veterans’ Assistance Commission.

MISSION STATEMENT

It is the mission of Administrative Services to provide professional management and administrative support to the Champaign County Board and all Champaign County Offices to ensure the implementation of Champaign County Board policies and procedures.

BUDGET HIGHLIGHTS

Two vacancies occurred in FY2017 and the department functioned with one administrative assistant for the majority of the fiscal year while the County Administrator planned for the reorganization of the department.

A transfer from the Health Insurance Fund to reimburse a portion of the Insurance Specialist's salary and benefits is reduced in FY2018 due to a change in the way this reimbursement is calculated and billed to departments.

FINANCIAL

Fund 080 Dept 016			2016	2017	2017	2018
			Actual	Original	Projected	Budget
337	26	LOC GVT RMB-POSTAGE	\$7,721	\$6,500	\$7,000	\$7,000
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$7,721	\$6,500	\$7,000	\$7,000
369	12	VENDING MACHINES	\$5,881	\$6,000	\$5,500	\$5,500
369	90	OTHER MISC. REVENUE	\$477	\$50	\$0	\$0
		MISCELLANEOUS	\$6,358	\$6,050	\$5,500	\$5,500
371	11	FROM GIS CONSORTIUM 850	\$3,581	\$4,300	\$3,000	\$3,000
371	20	FROM HLTH INSUR FUND 620	\$29,636	\$30,113	\$30,113	\$23,000
381	12	INTERFUND POSTAGE REIMB	\$13,675	\$15,000	\$13,500	\$13,500
381	73	REIMB FRM SELF-INS FND476	\$18,700	\$19,244	\$19,244	\$19,632
		INTERFUND REVENUE	\$65,592	\$68,657	\$65,857	\$59,132
REVENUE TOTALS			\$79,671	\$81,207	\$78,357	\$71,632
511	3	REG. FULL-TIME EMPLOYEES	\$429,078	\$442,085	\$442,085	\$451,948
511	5	TEMP. SALARIES & WAGES	\$9,476	\$9,424	\$9,424	\$9,424
		PERSONNEL	\$438,554	\$451,509	\$451,509	\$461,372
522	1	STATIONERY & PRINTING	\$698	\$500	\$500	\$500
522	2	OFFICE SUPPLIES	\$2,123	\$2,450	\$2,450	\$2,450
522	3	BOOKS, PERIODICALS & MAN.	\$657	\$1,000	\$1,000	\$1,000
522	6	POSTAGE, UPS, FED EXPRESS	\$204,864	\$234,500	\$234,500	\$234,500
522	15	GASOLINE & OIL	\$459	\$750	\$500	\$750
522	44	EQUIPMENT LESS THAN \$5000	\$1,242	\$1,300	\$1,300	\$1,300
522	93	OPERATIONAL SUPPLIES	\$1,749	\$1,350	\$1,350	\$1,350
		COMMODITIES	\$211,792	\$241,850	\$241,600	\$241,850
533	7	PROFESSIONAL SERVICES	\$9,601	\$12,641	\$11,000	\$12,000
533	33	TELEPHONE SERVICE	\$195	\$200	\$200	\$200
533	40	AUTOMOBILE MAINTENANCE	\$78	\$500	\$500	\$500
533	42	EQUIPMENT MAINTENANCE	\$3,181	\$6,500	\$6,500	\$6,500
533	51	EQUIPMENT RENTALS	\$600	\$1,200	\$1,000	\$1,000
533	70	LEGAL NOTICES,ADVERTISING	\$0	\$1,800	\$1,800	\$1,800
533	84	BUSINESS MEALS/EXPENSES	\$27	\$0	\$0	\$0
533	93	DUES AND LICENSES	\$2,998	\$3,383	\$4,000	\$4,224
533	95	CONFERENCES & TRAINING	\$1,865	\$3,500	\$3,500	\$3,500
		SERVICES	\$18,545	\$29,724	\$28,500	\$29,724

EXPENDITURE TOTALS

\$668,891

\$723,083

\$721,609

\$732,946

EXPENSE PER CAPITA and FULL TIME EMPLOYEE HISTORY information is included in the General Corporate Fund Budget Summary.

ALIGNMENT to STRATEGIC PLAN

County Board Goal 1 – Champaign County is committed to being a high performing, open and transparent local government organization

- Annually prepare and monitor the County’s budget to ensure overall compliance with the County Board’s mandate for a balanced budget operation.
- Evaluate service demand on current staffing, to adopt staffing efficiencies when possible and ensure department functions are successfully completed within the approved budget.
- Administration of the Department of Justice Settlement Agreement under the Americans with Disabilities Act.
- Provide opportunities for inter-active engagement with employees in benefits management, especially with respect to health insurance, deferred compensation, and worker’s compensation.
- Share in goal setting and provide clear expectations of performance to ensure success in employee performance.

County Board Goal 2 – Champaign County maintains high quality public facilities and highways and provides a safe rural transportation system and infrastructure

- Work with the Physical Plant Director in the documentation and fiscal management plan of a comprehensive Capital Improvement Plan for all county-owned facilities.

County Board Goal 4 – Champaign County is a county that supports balanced, planned growth to balance economic growth with preservation of our natural resources

- Support the County Board in planning activities to document planned management of growth in county government – particularly as it is affected by changing demographics within the community.

DESCRIPTION – COUNTY BOARD SUPPORT SERVICES

Administrative Services provides the planning, monitoring, projecting, and production of the annual budget; attendance at all County Board Committee meetings, except Highway; preparation and distribution of agendas; preparation of minutes; and maintenance of all county contracts.

OBJECTIVES

1. Receive the GFOA Distinguished Budget Presentation Award.
2. Move toward the Fund Balance Target and maintain the Fund Balance Goal for the General Corporate Fund, 16.7% and 12.5% of operating expenditures respectively.
3. Present a budget in compliance with state statute and County Board guidelines and parameters.
4. Prepare the calendar and notices for all County Board Committees and County Board Meetings.
5. Prepare and distribute County Board Agendas and attachments in compliance with the Open Meetings Act.

6. Attend all committee meetings (except Highway) and prepare and distribute minutes for review at the next regularly scheduled meeting.
7. File and maintain all contracts approved by the County Board.
8. Maintain appointments database and procedural implementation of the appointments process.

PERFORMANCE INDICATORS

Indicator	FY2016 Actual	FY2017 Projected	FY2018 Budgeted
GFOA Distinguished Budget Presentation Award Received	Yes	Yes	Yes
FY Ending General Corporate Fund Balance (as a % of expenditure)	12.9%	11.7%	*12.9%
Meeting Agendas Prepared	162	180	170
Meeting Agendas Posted in Compliance with the Open Meetings Act	100%	100%	100%
Committee Meetings Staffed	92	86	89
Sets of Minutes Posted	119	108	113
Contracts Prepared & Recorded	37	40	38
Appointments Advertised & Filled	74	69	71
Resolutions Prepared	323	294	308

In FY2016 and FY2017, the Champaign County Nursing Home was unable to reimburse the General Fund for the general obligation bond debt service. It is also not anticipated that there will be reimbursement for the debt service in FY2018. Similarly, the County has not been paid for many of the services it provides the Nursing Home, nor expenditures that the County pays and requests reimbursement for such as postage and the outside audit. This has had a significant impact on the General Fund’s fund balance. By the end of FY2017 the projected fund balance as a percentage of the expenditure budget falls below the County’s Financial Policy guideline of 12.5%.

*The FY2018 budget includes additional property revenue related to a potential ruling in the hospital property tax exemption case. The County is uncertain if it will receive the additional \$474,119 in revenue. If it is determined that the County will not receive the revenue, the budget will be amended. The FY2018 fund balance without the additional property tax revenue is projected at 11.6%

DESCRIPTION – HUMAN RESOURCE & RISK MANAGEMENT SUPPORT SERVICES

The following services are provided by the staff of Administrative Services for all county funds, departments, and employees: payroll management; benefits management of employee benefits; unemployment and worker’s compensation management; EEO tracking and job posting management and assistance; and salary administration program services.

OBJECTIVES

1. Provide annual training and information about employee benefit programs to ensure employees are well-informed about their benefits and benefit options.

2. Provide direct assistance to employees in navigating systems and obtaining service from appropriate providers in claims management and resolution of problem claims.
3. Maximize the value of benefits services for dollars spent.
4. Manage issuance of bi-weekly payroll for the entire organization accurately and timely.
5. Meet monthly, quarterly, and annual federal and state payroll reporting requirements.
6. Provide direct assistance to employees regarding payroll-related issues and information.
7. Continue development and enhancement of payroll and insurance benefit services through programming and technology systems solutions.
8. Provide recommendations and information for creating a safe work environment for all county offices and departments.
9. Ensure proper investigation of all work-related injuries.
10. Minimize county's exposure and liability with regard to work-related injuries, liability claims, property, and automobile losses.
11. Serve as a resource to County department heads regarding the County Salary Administration Program.

PERFORMANCE INDICATORS

Indicator	FY2016 Actual	FY2017 Projected	FY2018 Budgeted
Open Enrollment Employee Meetings/Open Enrollment Packets Distributed during Benefits Orientation	12/157	12/138	12/130
Employees Provided Assistance with Claims Management	25	25	25
% Increase in Annual Health Insurance Benefit Cost	2.32%	11.6%	9%
Average # of Employees Receiving Bi-Weekly Paychecks	969	950	950
Annual Payroll Errors Requiring Issuance of Special Check	7	6	4
Contacts with Employees Relating to Payroll	360	330	350
HR Related Training Opportunities Offered to Departments	12	12	12
Work-Related Injuries	103	80	75
Auto/Property/Liability claims	13/9/5	15/15/5	15/15/5
Personnel Change Transactions Managed *	228	200	200

**Excludes Nursing Home & RPC Personnel Transactions*