



COUNTY BOARD AGENDA

County of Champaign, Urbana, Illinois
Thursday, October 20, 2016 – 6:30 p.m.

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

Agenda Items

Page #

I. Call To Order

II. *Roll Call

III. Prayer & Pledge of Allegiance

IV. Read Notice of Meeting

V. Approval of Agenda/Addenda

VI. Date/Time of Next Regular Meetings

Standing Committees:

- A. County Facilities Committee Meeting – Tuesday, November 1, 2016 @ 6:30 p.m.
*Lyle Shields Meeting Room, Brookens Administrative Center
1776 E. Washington Street, Urbana*
- B. Environment & Land Use Committee Meeting – Thursday, November 3, 2016 @ 6:30 p.m.
*Lyle Shields Meeting Room, Brookens Administrative Center
1776 E. Washington Street, Urbana*
- C. Highway & Transportation Committee Meeting – Friday, November 4, 2016 @ 9:00 a.m.
Fleet Maintenance Facility, 1605 E. Main Street, Urbana

Committee of the Whole:

Thursday, November 10, 2016 @ 6:30 p.m.
(Finance; Policy, Personnel, & Appointments; Justice & Social Services)
*Lyle Shields Meeting Room, Brookens Administrative Center
1776 E. Washington Street, Urbana*

County Board:

Thursday, November 17, 2016 @ 6:30 p.m.
*Lyle Shields Meeting Room, Brookens Administrative Center
1776 E. Washington Street, Urbana*

VII. Public Participation

VIII. *Consent Agenda

1-24

IX. Communications

X. Visit Champaign County Presentation

XI. Veterans Assistance Commission Annual Report

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XII. Monthly Nursing Home Financial Report

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1. Adoption of Resolution No. 9752 Approving a Countywide Facilities Action Plan	36-70
B. <u>Environment & Land Use</u>	
<i>Summary of Action Taken at October 6, 2016 Meeting</i>	71
XIV. <u>Areas of Responsibility:</u>	
<i>Summary of Action Taken at October 13, 2016 Committee of the Whole Meeting (Justice & Social Services; Finance; Policy, Personnel, & Appointments)</i>	72-74
A. <u>Finance</u>	
1. Adoption of Resolution No. 9753 Authorizing Payment of Claims	75
2. Adoption of Resolution No. 9754 Authorizing Purchases Not Following Purchasing Policy	76-77
XV. <u>New Business</u>	
A. <u>Highway & Transportation</u>	
1. Adoption of Resolution No. 9755 Authorizing Execution & Amendment of Downstate Operating Assistance Grant Agreement – Agreement No. 4745	78-86
XVI. <u>Other Business</u>	
A. <u>Semi- Annual Review of Closed Session Minutes</u>	87-88
B. <u>*Closed Session pursuant to 5ILCS 120/2 (c) 11to consider litigation which is probable or imminent against or on behalf of Champaign County</u>	
XVII. <u>Recess</u>	

*Roll Call
**Roll call and 15 votes
***Roll call and 17 votes
****Roll call and 12 votes
Except as otherwise stated, approval requires the vote of a majority of those County Board members present.

All meetings are at Brookens Administrative Center – 1776 E Washington Street in Urbana – unless otherwise noted. To enter Brookens after 4:30 p.m., enter at the north (rear) entrance located off Lierman Avenue. Champaign County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities. Please contact Administrative Services, 217-384-3776, as soon as possible but no later than 48 hours before the scheduled meeting.



COUNTY BOARD CONSENT AGENDA

County of Champaign, Urbana, Illinois

Thursday, October 20, 2016 - 6:30 p.m.

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

<u>Consent Agenda Item</u>	Page #
A. <u>County Facilities</u>	
1. Adoption of Resolution No. 9748 Approving Contract with Felmley-Dickerson Co. for Interior ADA Compliance Work	1-8
B. <u>Environment & Land Use</u>	
1. Adoption of Ordinance No. 984 Amending the Public Nuisance Ordinance of Champaign County	9-17
C. <u>Finance</u>	
1. **Adoption of Resolution No. 9756 Authorizing Budget Transfer 16-00010 Fund/Depts. 080 General Corporate/075 General County, 023 Recorder, 026 Treasurer, 140 Correctional Center, 042 Coroner, 031 Circuit Court Total Transferred: \$32,404 Reason: Move Money to Correct Budgets to Pay for Increase in Salaries Due to Settlement of AFSCME Contracts	18
2. **Adoption of Resolution No. 9757 Authorizing Budget Amendment 16-00044 Fund/Dept. 679 Children's Advocacy Center/179 Children's Advocacy Center Increased Appropriations: \$6,750 Increased Revenue: \$6,750 Reason: DCFS Granted Extra Dollars Beginning this Grant Year Which Started July 1, 2016	19
3. **Adoption of Resolution No. 9758 Authorizing Budget Amendment 16-00046 Fund/Dept. 630 Circuit Clerk Operation & Administration; 671 Court Document Storage/ 030 Circuit Clerk Increased Appropriations: \$71,000 Increased Revenue: None: from Fund Balance Reason: to cover Additional Expenses for the Redesign of the Circuit Clerk Website and Addition of New Updated Public Access Program from JANO and for New Scanners, New Microfilm Machine and Blueprinting Costs in Document Storage	20
4. **Adoption of Resolution No. 9759 Authorizing Budget Amendment 16-00047 Fund/Dept. 080 General Corporate/127 Veterans' Assistance Commission Increased Appropriations: \$3,000 Increased Revenue: \$4,237 Reason: Donation Received June 2016. Restricted to Repairs of Veterans' Memorial in Front of Courthouse	21
5. Adoption of Resolution No. 9760 to Receive & Place on File the FY2017 Tentative Budget	22
D. <u>Policy, Personnel, & Appointments</u>	
1. Adoption of Resolution No. 9761 Approving Property, Liability, and Worker's Compensation Insurance Policies	23-24

RESOLUTION NO. 9748

**RESOLUTION APPROVING CONTRACT WITH FELMLEY-DICKERSON CO. FOR
INTERIOR ADA COMPLIANCE WORK**

WHEREAS, The Champaign County Facilities Committee authorized the issuance of Invitation to Bid (ITB) 2016-009 Champaign County Interior ADA Improvements for the County of Champaign on September 6, 2016; and

WHEREAS, pursuant to the parameters and guidelines established by ITB 2016-009, the Facilities Committee recommends award of a contract to Felmley-Dickerson Co. in the amount of \$143,000.00; and

NOW, THEREFORE, BE IT RESOLVED that the Champaign County Board approves the Contract for the Interior ADA Compliance Work in the amount of \$143,000.00, and authorizes the County Board Chair to execute that Agreement on behalf of the County Board.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 20th day of October A.D. 2016.

Pattsi Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

**BID TABULATION
CHAMPAIGN COUNTY INTERIOR ADA COMPLIANCE**

2:00pm September 29, 2016

CONTRACTOR	Addendum		Bid Bond	Base Bid	Alternate #1				
	1	2							
Commercial Builders, Inc.	X		X	\$142,900.00	\$14,200.00				
Felmley-Dickerson Co	X		X	\$134,000.00	\$9,000.00				
Grunloh Construction, Inc.	X		X	\$144,000.00	\$13,000.00				
Schomburg and Schomburg	X		X	\$140,651.98	\$19,623.28				



t 217.363.3375
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1103 South Mattis Ave
 Champaign, IL
 61821-4829

October 3, 2016

Mr. Dana Brenner
 Facilities Director
 Champaign County Administrative Services, Physical Plant Division
 1776 East Washington Street
 Urbana, Illinois 61802-4581

Re: Champaign County Interior ADA Compliance
 Architect Recommendation of Award of Bids

Dear Mr. Brenner:

The following is Bailey Edward's bid analysis and recommendation for ITB # 2016-009 Champaign County Interior ADA Compliance bid. This scope is for select modification at Brookens Center and the Courthouse. This work was bid as one (1) General Work bid.

Pre-Bid Effort

The Project Team targeted qualified contractors to solicit interest and bids. Bailey Edward followed up with the Contractors to clarify the scope of the project, provide information, and confirm overall Prime Contractor commitment to providing bids in efforts to receive competitive bids. The plans were posted in a plan room and printed copies were made available at our offices.

Opinion of Probable Costs (OPCC) Amount:

Estimated Value of 100% CDs	\$170,000.00
Champaign County's Funds Available for Construction (FAC)	\$175,000.00

Bid Results

Four (4) bids were received and opened on Thursday, September 29, 2016 at 2:00 pm in the Lyle Shields Meeting Room at Brookens. The Bid Tabulation Summary is attached to this letter for reference. The lowest base bid received was Felmley-Dickerson at \$134,000.00. The highest bid received was Grunloh Construction at \$144,000.00. The average of the bids is \$140,388.00.

Comparison Analysis based on Bid and Scope Review

The Bailey Edward team always strives to do our best to provide the most current estimated construction costs for our clients, including contacting suppliers during design to include accurate opinions of cost. The difference between the high and low bid is \$10,000. This indicates the bidders interpreted the plans approximately the same.

We spoke with Felmley-Dickerson and they have a good understanding of the scope of work indicated in the documents. This company has performed good work in the past and we have found no reason for disqualifying this bidder provided the bidder is currently in good standing with Champaign County, has current pre-qualification requirements fulfilled and good faith effort (GFE) submitted if applicable.

responsive a/e/c

bailey edward



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61821-4829

Schedule Improvement Opportunities

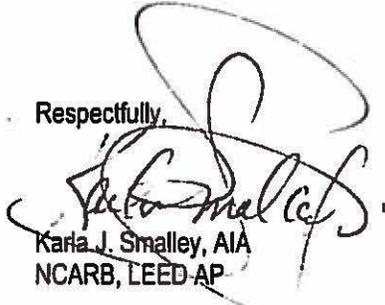
No schedule improvements were offered by any of the bidders. Objections were made to the proposed schedule included within the Project Documents at the Pre-Bid Conference. A revised Substantial Completion date was then issued as part of the Addendum No. 1.

Bailey Edward's Recommendation

Based upon the bid results and scope review meeting, Bailey Edward recommends awarding the Base Bid and Alternate No. 1 to Felmley-Dickerson Co., who was the low bidder with a total bid of \$143,000. (Base Bid of \$134,000 and Alternate No1 Bid of \$9,000). This amount is \$27,000 under the original Funds Available for Construction (FAC).

Should you have any questions or require additional information, please do not hesitate to contact our office at your convenience.

Respectfully,



Karla J. Smalley, AIA
NCARB, LEED AP

CHAMPAIGN COUNTY PHYSICAL PLANT
1776 EAST WASHINGTON STREET, URBANA, ILLINOIS 61802-4581

FACILITIES & GROUNDS MANAGEMENT SERVICES

DANA BRENNER, FACILITIES DIRECTOR



Memorandum

To: Chair Gary Maxwell and Members of the County Facilities Committee
CC: Rick Snider, County Administrator
Tami Ogden, Deputy County Administrator of Finance
Date: 10/03/2016
RE: ITB 2016-009 Champaign County Facilities Interior ADA Compliance Projects

Project

The project consists of all labor, materials, equipment and incidentals to reconstruct two County Courthouse - Court rooms (to be designated by Court Services) so that they each comply with ADA code; and, to update six restrooms at the Brookens Administrative Center so that they each comply with ADA code. The project costs (project cost plus architectural/ engineering fees) shall be charged to the Capital ADA Fund. This project was part of the FY2016 Capital ADA Projects discussed at the September 6, 2016 Facilities Committee meeting. Bailey Edward/Berns Clancy estimated the work to cost approximately \$175,000.00.

Bailey Edward Architecture and Berns, Clancy & Associates Engineering

Bailey Edward Architecture was retained by the Physical Plant to provide professional services for CC Facilities Exterior Concrete & Asphalt Work projects. Their fees are set at \$30,400.00 plus reimbursable expenses for construction observation.

Invitation-To-Bid

During the September 6, 2016 Champaign County Board Facility Committee unanimously approved authorization to proceed with posting and advertising bid ITB#2016-009 CC ADA Compliance Interiors Work. The bid documents will be posted onto the County's web-site on Wednesday, September 7, 2016 and advertised in the News Gazette beginning Saturday, September 10, 2016.

Bailey Edward Architecture contacted local firms who have the expertise and proven experience to perform all facets of the proposed work. Bid opening will occur on Thursday, September 29, 2016 at 2:00pm in the Lyle Shields Meeting room at Brookens. Bid results will be brought before the CC Facility Committee at their next meeting on October, 4, 2016 meeting.

Pre-Bid Meeting

On Thursday, September 22, 2016, a pre-bid meeting was held to provide potential respondents with an overview of the projects. Bailey Edward Architecture presented the project to four contractors who attended the meeting. Attendees were given an opportunity to ask questions of Bailey Edward and County Administration. A tour was taken after the meeting of the six impacted restrooms at Brookens and early the next morning a tour was provided at the Courthouse.

Addenda

Any bid addenda shall become part of the bidding and contract documents and modifies the original bidding document, dated August 31, 2016. Bidders shall acknowledge receipt of any addendum in the space provided on the bid form. Failure to do so may subject the bidder to disqualification.

Addendum #1

Addendum #1 was issued on September 27, 2016, posted on the County's website that same day and the four contractors, who attended the Pre-Bid Meeting, were made aware.

Addendum #1 added the following specifications:

Section 01 56 00 – Barriers – Moveable barricades and caution tape are acceptable.

Section 01 74 23 – Final Cleaning – Contractor may preemptively protect spaces from dust or other contaminants by closing doors, installing plastic around opening or other means deemed acceptable and approved by the Owner and Architect. Contractor shall clean any dust created by construction.

Drawing Sheet C-A 100

Contractor shall be responsible for detaching and moving furniture and bench seating at court rooms to allow carpet removal and installation. When installation of carpet is complete, contractor will be responsible for reinstalling bench seating and furniture at original locations.

Figure carpet removal and replacement for two separate vestibules. Existing carpet at court rooms is carpet tile.

All existing wood base shall remain.

Approximate height of walls/ceiling in court room is 12'. Do not paint wood paneling at walls. FRP and wall covering at low wall between attorney benches and observers will not be modified.

Changes to Specifications:

Section 00 41 13 Bid Form, Change

Use attached corrected bid form attached. This bid form includes a line for Alternate #1.

Alternate Bid #1: All labor and material to provide and install complete toilet partition replacement at Brookens Center toilet rooms in POD #100, #200 and #400. This will include removal of existing partitions and installation of new toilet partitions in same configuration as existing. New toilet partitions included on the plans are part of Base Bid and will be provided and installed if this alternate is not accepted.

Section 22 42 00 Commercial Plumbing Fixtures, CHANGE

2.01.D.1 WC-1 shall be a floor mounted fixture. Revise fixture number to Toto CT705ELN. Fixture to be ADA compliant.

Changes to Drawings:

Sheet B-A 100 and B-P100, CHANGE

- New toilets shall be floor mounted toilets.
- Carriers in wall will need to be adjusted/supplied for urinals at new locations.

Sheet C-A100, CHANGE

Detail 4, Desk Section – Areas noted at Plastic Laminate and 3/4" Plywood on detail shall be changed to 1x solid wood. Species (figure Red Oak) and stain color shall match existing.

Bid Opening

At 2:00 p.m. on Thursday, September 29, 2016, the County Facilities Director and Bailey Edward Architecture met in the Lyle Shields Meeting Room at the Brookens Administrative Center to open, read, and record the four (4) bid proposals that had been received. Representatives from all four (4) companies were present. The bid summary is as follows:

<u>Contractor</u>	<u>Add #1</u>	<u>Bid Bond</u>	<u>Base Bid</u>	<u>Alternate #1</u>	<u>Total Bid</u>
Commercial Builders, Inc.	Yes	Yes	\$142,900.00	\$14,200.00	\$157,100.00
Felmley-Dickerson Co.	Yes	Yes	\$134,000.00	\$9,000.00	\$143,000.00
Grunloh Construction Inc.	Yes	Yes	\$144,000.00	\$13,000.00	\$157,000.00
Schomburg and Schomburg	Yes	Yes	\$140,651.98	\$19,623.28	\$160,275.26

It was determined after opening the bids that four (4) bids were viable and all had attached required information and documentation. Further, Bailey Edward Architecture reviewed the low bidder's (Felmley-Dickerson) submissions via phone to determine if their submission of

materials and pricing was valid and acceptable. Accordingly, the low bidder had an excellent understanding of the scope or work indicated in the documents.

Recommendation

Based on the review of the submitted bids in response to ITB #2016-009, and the recommendation of Bailey Edward Architecture, it is recommended that the County Facilities Committee recommend to the County Board the awarding of ITB #2016-009 to Felmley-Dickerson Inc., for the Champaign County Facilities ADA Compliance Interior Compliance Projects.

**ORDINANCE NO. 984
ORDINANCE AMENDING THE
PUBLIC NUISANCE ORDINANCE OF CHAMPAIGN COUNTY**

WHEREAS, the Champaign County Board adopted Ordinance No. 468 on May 24, 1994, that repealed and replaced the existing Public Nuisance Ordinance and established the Champaign County Public Nuisance Ordinance;

WHEREAS, over the past several years citizens of densely populated areas adjacent to the corporate limits of the City of Champaign and the City of Urbana who are adversely impacted by or concerned about adverse health impacts of smoke from seasonal landscape waste burning along with the accompanying medical and associated costs due to exposure to the smoke, have complained and requested that the County implement a leaf burning ordinance to prohibit the burning of leaves;

WHEREAS, the Environment and Land Use Committee has recommended adoption of the ordinance proposed herein;

WHEREAS, the Champaign County Board believes it is for the best interests of the County and for the public good and welfare to concur in the Committee's recommendation in a manner hereinafter provided;

NOW, THEREFORE, BE IT ORDAINED, by the Champaign County Board, Champaign County, Illinois, that Ordinance No. 468, the Public Nuisance Ordinance of Champaign County, as amended, be amended in the form attached hereto.

PRESENTED, PASSED, APPROVED AND RECORDED this 20th day of October, A.D. 2016.

SIGNED:

ATTEST:

Pattsi Petrie, Chair
Champaign County Board

Gordy Hulten, County Clerk &
ex officio Clerk of the County Board

1. Add the following new definitions to Subsection 2.2 Terms Defined:

AGRICULTURAL WASTE: Any refuse that is generated on a farm or ranch by crop or livestock production practices including such items as bags, cartons, dry bedding, structural materials, and crop residues but excluding **LANDSCAPE WASTE**, offal, dead animals, and **MANURE**. Refuse generated by a farm family as a result of domiciliary activities is domicile waste.

FOOD AND FOOD PRODUCT GARBAGE: Non-paper refuse resulting from the handling, processing, preparation, cooking, and consumption of food or food products.

IEPA: The Illinois Environmental Protection Agency.

PROHIBITED BURN AREA: The unincorporated area extending 1,000 feet beyond the boundaries of the City of Champaign and City of Urbana including the entirety of any residential subdivision and/or residential subdivision phase that intersects the 1,000-foot distance and all areas completely surrounded by the City of Champaign and/ or City of Urbana and/or all areas completely surrounded by the 1,000 feet **PROHIBITED BURN AREA** around the City of Champaign and/ or City of Urbana. See the map of the Prohibited Burn Area in Appendix D.

LANDSCAPE WASTE: Any vegetable or plant refuse except **FOOD AND FOOD PRODUCT GARBAGE** and **AGRICULTURAL WASTE**. The term includes trees, tree trimmings, branches, stumps, brush, weeds, leaves, grass, shrubbery trimmings, and yard trimmings.

LANDSCAPE WASTE, WOODY: **LANDSCAPE WASTE** that is limited to trees, tree trimmings, branches, stumps, and shrubbery branches and stems. **WOODY LANDSCAPE WASTE** shall not include any leaves.

LANDSCAPE WASTE COLLECTION ALTERNATIVE: Any alternative for the removal of **LANDSCAPE WASTE** from properties within a **PROHIBITED BURN AREA** other than that of an individual owner paying a fee to drop off **LANDSCAPE WASTE** at the Landscape Recycling Center located at 1210 East University Avenue, Urbana, or paying a service provider or contractor to collect the **LANDSCAPE WASTE** from the property on which the **LANDSCAPE WASTE** was generated. The service provider must submit a written letter to the Chair of the Environment and Land Use

Committee stating that such a LANDSCAPE WASTE COLLECTION ALTERNATIVE is available.

MANURE: The fecal and urinary defecations of livestock and poultry. Manure often contains some spilled feed, bedding, or litter but is predominately manure.

OPEN BURNING: The combustion of any matter in such a way that the products of the combustion are emitted to the open air without originating in or passing through equipment for which a permit could be issued by the Illinois Environmental Protection Agency.

2. Add the following to subsection 3.2 Activities and Conditions Constituting Public Nuisances:

N. OPEN BURNING as follows:

- (1) OPEN BURNING of LANDSCAPE WASTE that is not in conformance with all of the conditions and requirements of paragraph 3.3 F. or 3.3 G.
- (2) OPEN BURNING of MANURE.
- (3) OPEN BURNING of LANDSCAPE WASTE when the Chair of the Champaign County Board has prohibited all open burning of LANDSCAPE WASTE in the event of emergencies which require shifting of staff priorities or conditions that may represent significant potential for fire safety issues as authorized in paragraph 4.1 D.

3. Add the following to Subsection 3.3 Activities and Conditions Not Constituting Public Nuisances:

F. OPEN BURNING of LANDSCAPE WASTE in areas located outside of the PROHIBITED BURN AREA that complies with the following:

- (1) the requirements of the relevant Fire Protection District, including the setting of fires to combat or limit existing fires, when reasonably necessary in the judgment of the relevant Fire Protection District; and

- (2) at a burn sites provided and supervised by any unit of local government, including any such site located within the PROHIBITED BURN AREA; or
- (3) the burning of AGRICULTURAL WASTE that conforms to the requirements of the Illinois Pollution Control Board and the IEPA as established in Title 35 Illinois Administrative Code, Part 237; or
- (4) for burning specifically permitted by the IEPA, the Illinois Pollution Control Board and IEPA rules regarding OPEN BURNING as established in Title 35 Illinois Administrative Code, Part 237 and in conformance with any special conditions imposed by the IEPA, and provided that a copy of said permit and any special conditions has been provided to the ZONING ADMINISTRATOR; or
- (5) all other OPEN BURNING of LANDSCAPE WASTE shall comply with the following:
 - a. The burning shall occur on the same premises on which the LANDSCAPE WASTE is generated; and
 - b. The burning shall not occur on public or private roads or rights of way, alleys, or sidewalks without the specific approval of the relevant highway authority; and
 - c. The burning shall not create a visibility hazard on roadways, railroad tracks, or airfields subject to a determination by the relevant Fire Protection District and/ or Champaign County Sheriff; and
 - d. The burning shall not create a hazard to safety for people or property as a result of sustained wind speed being greater than 10 miles per hour and/or there being unusually dry weather conditions, subject to a determination by the relevant Fire Protection District.

G. OPEN BURNING of LANDSCAPE WASTE within the PROHIBITED BURN AREA that complies with the following:

- (1) subsections 3.3 F. (1) through (4); or

- (2) if no LANDSCAPE WASTE COLLECTION ALTERNATIVE is available, OPEN BURNING of WOODY LANDSCAPE WASTE may occur provided the OPEN BURNING complies with subsections 3.3 F. (1) and (5) and the following:
- a. The burning shall be supervised by a responsible adult that shall be present and shall have a method of extinguishing the fire such as a shovel and a connected water hose or a fire extinguisher;
 - b. The burning shall only occur when atmospheric conditions will readily dissipate contaminants including the following minimum conditions:
 - (a) LANDSCAPE WASTE shall only be burned when there is a wind speed of at least 5 miles per hour to facilitate removal of any smoke, but for safety reasons LANDSCAPE WASTE shall not be burned when the sustained wind speed is greater than 10 miles per hour (or greater as established by the relevant Fire Protection District).
 - (b) LANDSCAPE WASTE shall only be burned between the hours of 9 a.m. and 6 p.m. so as to get the best natural smoke dispersion conditions.
 - c. The burning shall not create an excessive amount of particulate matter (smoke) and shall comply with the following:
 - (a) The LANDSCAPE WASTE must be dry enough to burn with no more than minimal smoke. Green or freshly cut LANDSCAPE WASTE shall not be burned. LANDSCAPE WASTE shall not be burned soon after a rainfall unless the LANDSCAPE WASTE has since become dry.
 - (b) No materials shall be used to promote combustion other than that required for ignition, such as a match or a propane torch or a commercial lighter, and sufficient tinder or kindling for ignition. No petroleum products or other accelerants may be used.

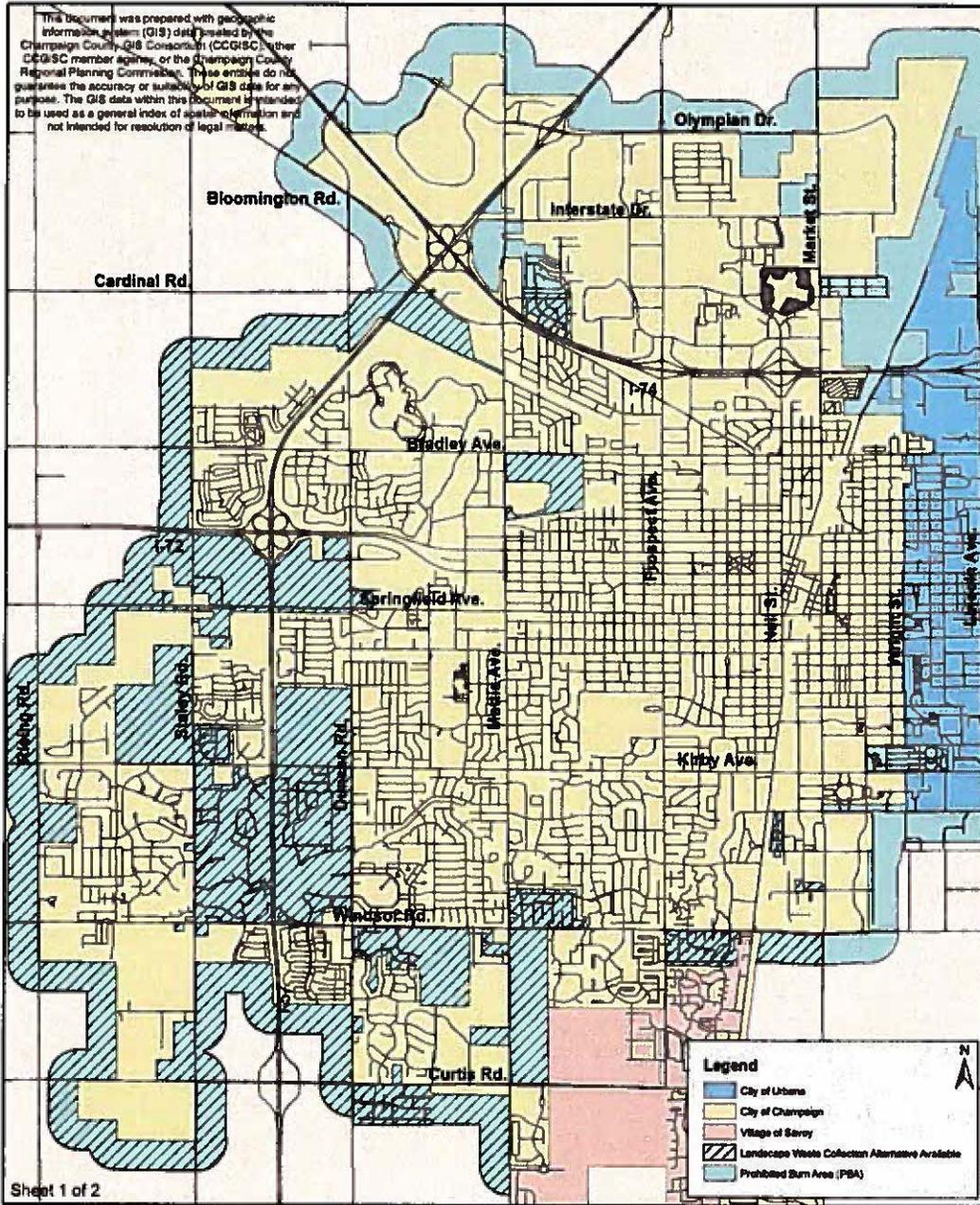
- (c) **LANDSCAPE WASTE** that is to be burned shall be small enough to completely burn within the hours of 9 a.m. and 6 p.m. and if not burned completely by 6 p.m. the burning **LANDSCAPE WASTE** shall be completely extinguished at 6 p.m..
 - (d) The pile of **LANDSCAPE WASTE** to be burned shall be as small and compact as possible to facilitate complete combustion and to minimize smoke. The pile should not be so large as to result in smoldering nor so large as to create undue safety hazards. The maximum area of a burn pile shall be 5 feet by 5 feet or less if required by the relevant Fire Protection District.
 - (e) Poison ivy and poison oak shall not be burned.
 - (f) Burning of **LANDSCAPE WASTE** shall not result in odor other than wood smoke. The burning shall be extinguished if an odor other than wood smoke is generated or if excessive amounts of wood smoke are generated.
 - (g) Burning **LANDSCAPE WASTE** shall not be allowed to smolder or to produce excessive smoke and the burning must produce a visible flame at all times. Any smoldering **LANDSCAPE WASTE** must be completely extinguished and allowed to dry adequately before attempting to burn the **LANDSCAPE WASTE** again.
- d. The burning shall be separated from an adjacent dwelling on other property and from adjacent farm fields or pastures by an amount equal to one-half the average width of the property doing the burning but does not have to exceed 100 feet;
 - e. The burning may be for legitimate campfire, recreational, and cooking purposes or in domestic fireplaces provided that no **GARBAGE** shall be burned.

4. Add the following to subsection 4.1 County Officials- Powers and Duties:

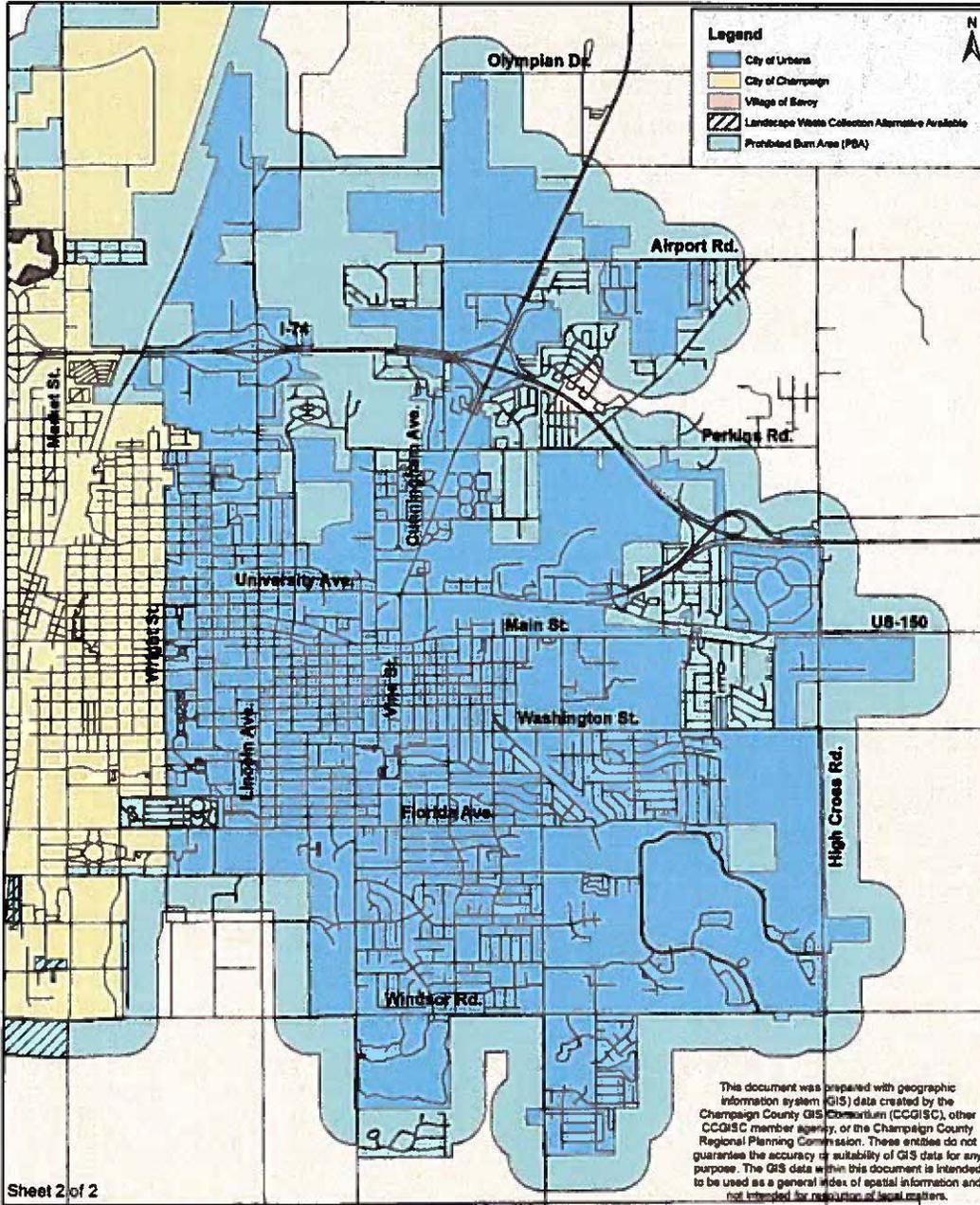
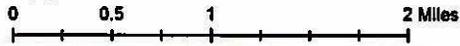
- D. The Chair of the Champaign County Board shall have the authority to prohibit all open burning of LANDSCAPE WASTE in the event of emergencies which require shifting of staff priorities or conditions that may represent significant potential for fire safety issues.

5. Add the following pages as Attachment D. Map of Prohibited Burn Area (see the following two attached pages).

Appendix D: Prohibited Burn Area



Appendix D: Prohibited Burn Area



RESOLUTION NO. 9756

TRANSFER OF FUNDS

October 2016

FY 2016

WHEREAS, Sufficient amounts have been appropriated to support such transfers;

NOW, THEREFORE, BE IT RESOLVED That the Champaign County Board approves the following transfers within to the FY2016 budget; and

BE IT FURTHER RESOLVED That the County Auditor be authorized and is hereby requested to make the following transfers in the FY2016 budget.

Budget Transfer #16-00010

Fund 080 General Corporate
Dept. 075 General County, 023 Recorder, 026 County
Treasurer, 140 Correctional Center, 042 Coroner, 031
Circuit Court

<u>TRANSFER TO ACCOUNT</u>	<u>AMOUNT</u>	<u>TRANSFER FROM ACCOUNT</u>
023-511.03 Regular Full-time Employees	\$784	075-533.99 Contingent Expense
026-511.03 Regular Full-time Employees	\$2,841	075-533.99 Contingent Expense
140-511.03 Regular Full-time Employees	\$17,430	075-533.99 Contingent Expense
042-511.03 Regular Full-time Employees	\$3,733	075-533.99 Contingent Expense
031-511.03 Regular Full-time Employees	\$2,831	075-533.99 Contingent Expense
030-511.03 Regular Full-time Employees	\$4,785	075-533.99 Contingent Expense

REASON: Move Money to Correct Budgets to Pay for Increase in Salaries Due to Settlement of AFSCME Contracts

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 20th day of October, A.D. 2016.

Pattsi Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 9757

BUDGET AMENDMENT

October 2016

FY 2016

WHEREAS, The County Board has approved the following amendment to the FY2016 budget;

NOW, THEREFORE, BE IT RESOLVED That the Champaign County Board approves the following amendment to the FY2016 budget; and

BE IT FURTHER RESOLVED That the County Auditor be authorized and is hereby requested to make the following amendment to the FY2016 budget.

Budget Amendment #16-00044

Fund: 679 Children's Advocacy Center
Dept. 179 Children's Advocacy Center

<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
Increased Appropriations:	
511.05 Temporary Salaries & Wages	\$5,850
513.01 Social Security-Employer	\$448
513.04 Worker's Compensation Insurance	\$33
513.05 Unemployment Insurance	\$185
533.12 Job-Required Travel	<u>\$234</u>
Total	\$6,750
Increased Revenue:	
334.73 DCFS-Child-Advocacy Center Grant	<u>\$6,750</u>
Total	\$6,750

REASON: DCFS Granted Extra Dollars Beginning this Grant Year Which Started July 1, 2016

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 20th day of October A.D. 2016.

Pattsi Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 9758
BUDGET AMENDMENT

October 2016
FY 2016

WHEREAS, The County Board has approved the following amendment to the FY2016 budget;

NOW, THEREFORE, BE IT RESOLVED That the Champaign County Board approves the following amendment to the FY2016 budget; and

BE IT FURTHER RESOLVED That the County Auditor be authorized and is hereby requested to make the following amendment to the FY2016 budget.

Budget Amendment #16-00046

Fund: 630 Operations & Administration and 671 Court Document Storage
Dept. 030 Circuit Clerk

<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
Increased Appropriations:	
533.29 Computer/Information Technology Services	\$20,000
522.44 Equipment Less Than \$5,000	\$30,000
544.33 Office Equipment & Furnishings	\$20,000
533.71 Blueprint, Film Processing	<u>\$1,000</u>
Total	\$71,000
Increased Revenue:	
None: from Fund Balance	<u>\$0</u>
Total	\$0

REASON: to Cover Additional Expenses for the Redesign of the Circuit Clerk Website and Addition of New Updated Public Access Program from JANO and for New Scanners, New Microfilm Machine and Blueprinting Costs in Document Storage

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 20th day of October A.D. 2016.

Pattsi Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 9759

BUDGET AMENDMENT

October 2016

FY 2016

WHEREAS, The County Board has approved the following amendment to the FY2016 budget;

NOW, THEREFORE, BE IT RESOLVED That the Champaign County Board approves the following amendment to the FY2016 budget; and

BE IT FURTHER RESOLVED That the County Auditor be authorized and is hereby requested to make the following amendment to the FY2016 budget.

Budget Amendment #16-00047

Fund: 080 General Corporate
Dept. 127 Veterans' Assistance Commission

ACCOUNT DESCRIPTION

AMOUNT

Increased Appropriations:
533.56 VA Monument Update

\$3,000
Total \$3,000

Increased Revenue:
363.50 Restricted Donations

\$4,237
Total \$4,237

REASON: Received Donation in June 2016. Donation is Restricted to the Repairs of the Veterans' Memorial Located in Front of the Courthouse

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 20th day of October A.D. 2016.

Patti Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 9760

**RESOLUTION TO RECEIVE AND PLACE ON FILE
THE FY2017 CHAMPAIGN COUNTY BUDGET**

WHEREAS, The Champaign County Board annually adopts a budget for the succeeding fiscal year; and

WHEREAS, Pursuant to 55 ILCS 5/6-1001, the County Board has designated the County Administrator as the person to prepare the annual budget; and

WHEREAS, Pursuant to 55 ILCS 5/6-1001, the budget shall be made conveniently available to public inspection for at least fifteen days prior to final action thereon; and

WHEREAS, The County Administrator has presented the FY2017 Champaign County Budget to the County Board, to be received and placed on file at its October 2016 meeting, prior to a final vote on said budget on November 17th 2016;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED By the County Board of Champaign County, Illinois that the FY2017 Champaign County Budget is received and placed on file on this date, prior to final vote on said budget on November 17th 2016, and can be accessed by the public at: <http://www.co.champaign.il.us/CountyBoard/Budget.php>

PRESENTED, ADOPTED, APPROVED, AND RECORDED This 20th day of October 2016.

Pattsi Petrie, Chair
Champaign County Board

ATTEST:

Gordy Hulten, County Clerk and
Ex-Officio Clerk of the County Board

RESOLUTION NO. 9761

**RESOLUTION APPROVING PROPERTY, LIABILITY,
AND WORKER'S COMPENSATION INSURANCE POLICIES**

WHEREAS, The Champaign County Board annually approves insurance policies for the County's various property, liability, and worker's compensation insurance needs for the ensuing fiscal year; and

WHEREAS, the Champaign County Administrative Services Department has, with the assistance of Dimond Brothers Insurance Agency, the County's insurance broker, solicited quotations from the market and negotiated with current providers, and as a result provides the following recommendation for the County's insurance policies for the period from December 1, 2016 to November 30, 2017:

- Property/inland marine/boiler and machinery coverage provided by Cincinnati Insurance company in the amount of \$195,182;
- Liability coverage for Champaign County provided by ICRMT in the amount of \$507,272;
- Pollution Legal Liability coverage for the Champaign County Nursing Home provided by Rock Hill in the amount of \$16,592;
- Student Accidental Death & Dismemberment coverage for the Champaign County Head Start program provided by Capitol Indemnity in the amount of \$893;
- Worker's Compensation coverage for Champaign County provided ICRMT in the amount of \$242,907;
- Flood Insurance coverage for Champaign County provided by NFIP/Selective Flood in the amount of \$13,287;

NOW, THEREFORE, BE IT RESOLVED by the County Board of Champaign County, Illinois that the following insurance proposals are accepted and approved as the policies to cover Champaign County's property, liability, and worker's compensation insurance needs for the period from December 1, 2016 to November 30, 2017:

- Property/inland marine/boiler and machinery coverage provided by Cincinnati Insurance company in the amount of \$195,182;
- Liability coverage for Champaign County provided by ICRMT in the amount of \$507,272;
- Pollution Legal Liability coverage for the Champaign County Nursing Home provided by Rock Hill in the amount of \$16,592;
- Student Accidental Death & Dismemberment coverage for the Champaign County Head Start program provided by Capitol Indemnity in the amount of \$893;
- Worker's Compensation coverage for Champaign County provided ICRMT in the amount of \$242,907;

Resolution No. 9761

- **Flood Insurance coverage for Champaign County provided by NFIP/Selective Flood in the amount of \$13,287;**

PRESENTED, ADOPTED, APPROVED and RECORDED this 20th day of October, 2016.

**Patti Petrie, Chair
Champaign County Board**

Attest:

**Gordy Hulten, County Clerk and *Ex-Officio*
Clerk of the Champaign County Board**

VAC Annual Report 2016

	Phone Calls	Office Visits	Funds Assist	Veterans Assist	VA Claims	VA Apply	Burial Claims	DD214 Assist	Medical Records	General Assist	Info	Denials
Jan	69	90	\$ 7,126.71	23	3	2	1	7	2	48	49	2
Feb	87	99	\$ 6,689.77	34	4	3	0	15	1	48	49	7
Mar	143	101	\$ 6,828.53	32	6	4	0	18	2	49	47	18
Apr	169	121	\$ 7,325.00	40	10	4	4	16	0	51	49	16
May	133	124	\$ 6,475.00	36	8	3	2	10	0	45	47	14
Jun	96	112	\$ 6,443.00	39	4	4	1	8	1	42	43	15
Jul	137	114	\$ 6,243.73	34	5	4	1	9	13	44	42	6
Aug	115	124	\$ 7,184.18	41	7	3	1	17	10	45	40	2
Sep	130	123	\$ 7,086.90	40	9	3	0	15	5	42	39	5
Oct												
Nov												
Dec												

2016 Totals	1079	1008	\$ 61,402.82	319	56	30	10	115	34	414	405	85
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2015	874	1143	\$ 81,821.97	332	89	52	13	123	27	580	389	86
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2016 Expense Breakdown				
Rent	Mortgage	Utilities	Food	Total
\$ 40,059.00	\$ 4,200.00	\$ 16,393.82	\$ 750.00	\$ 61,402.82
65%	7%	27%	1%	

Budget Breakdown			
Budget	Gifts	Expense	%
\$ 80,000.00	\$ 1,800.00	\$ 61,402.82	75.06%

VAC Annual Breakout 2016

	Rent	Mortgage	Utilities	Food	Total
Jan	\$ 7,027.00	\$ -	\$ 99.71	\$ -	\$ 7,126.71
Feb	\$ 4,758.00	\$ 200.00	\$ 1,731.77	\$ -	\$ 6,689.77
Mar	\$ 4,000.00	\$ 600.00	\$ 1,978.53	\$ 250.00	\$ 6,828.53
Apr	\$ 4,200.00	\$ 800.00	\$ 2,200.00	\$ 125.00	\$ 7,325.00
May	\$ 3,014.00	\$ 800.00	\$ 2,636.00	\$ 25.00	\$ 6,475.00
Jun	\$ 4,318.00	\$ 400.00	\$ 1,675.00	\$ 50.00	\$ 6,443.00
July	\$ 4,364.00	\$ 200.00	\$ 1,629.73	\$ 50.00	\$ 6,243.73
Aug	\$ 3,914.00	\$ 600.00	\$ 2,570.18	\$ 100.00	\$ 7,184.18
Sep	\$ 4,464.00	\$ 600.00	\$ 1,872.90	\$ 150.00	\$ 7,086.90
Oct	\$ -	\$ -	\$ -	\$ -	\$ -
Nov	\$ -	\$ -	\$ -	\$ -	\$ -
Dec	\$ -	\$ -	\$ -	\$ -	\$ -

Totals	\$ 40,059.00	\$ 4,200.00	\$ 16,393.82	\$ 750.00	\$ 61,402.82
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%	65%	7%	27%	1%	100%
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To: Nursing Home Board of Directors
Champaign County Nursing Home

From: Scott Gima
Manager

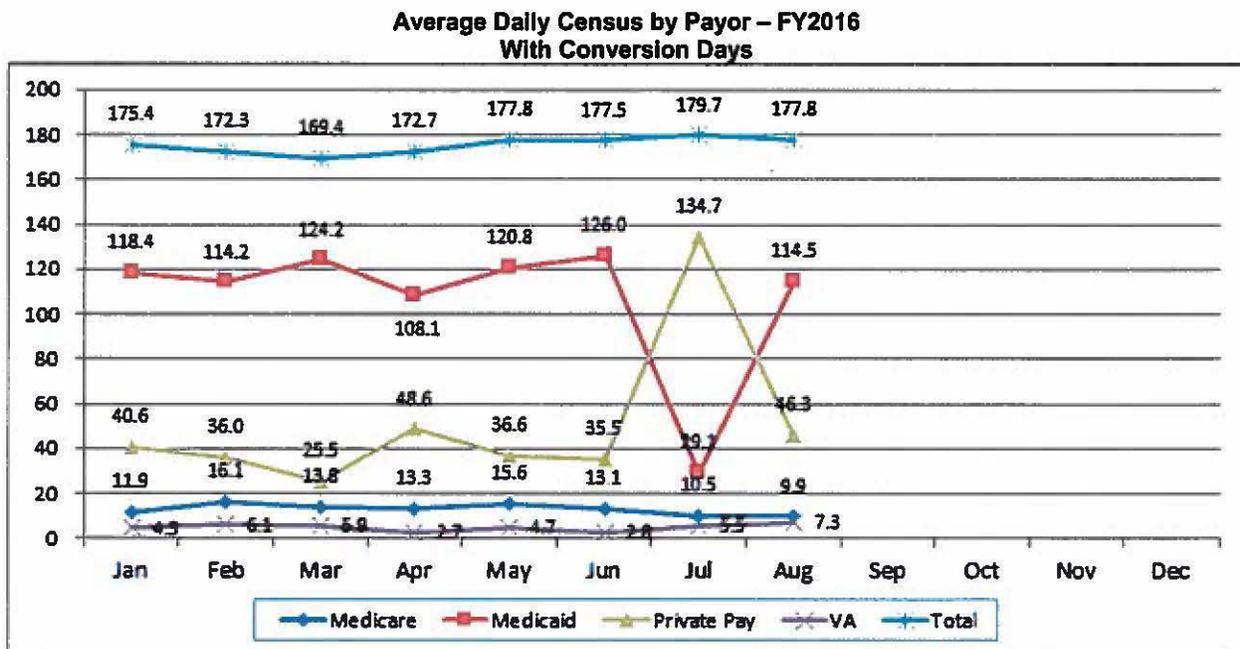
Date: October 12, 2016

Re: August 2016 Financial Management Report

The August financials are summarized below.

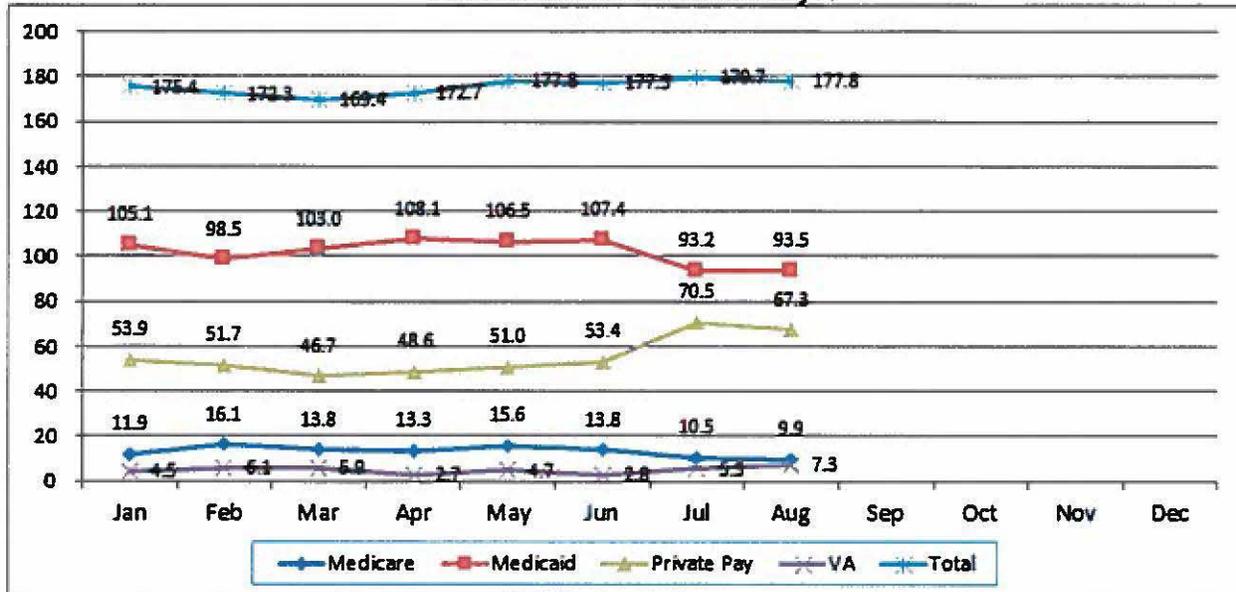
Statistics

The average census for August was 177.8 with an average Medicare census of 9.9. VA census increased from 5.5 in July to 7.3 in August. There were 656 conversion days for the month.



The table below summarizes the census without Medicaid conversion days and provides a clearer picture of the mix of residents actually in the facility each month.

**Average Daily Census by Payor – FY2016
Without Medicaid Conversion Days**



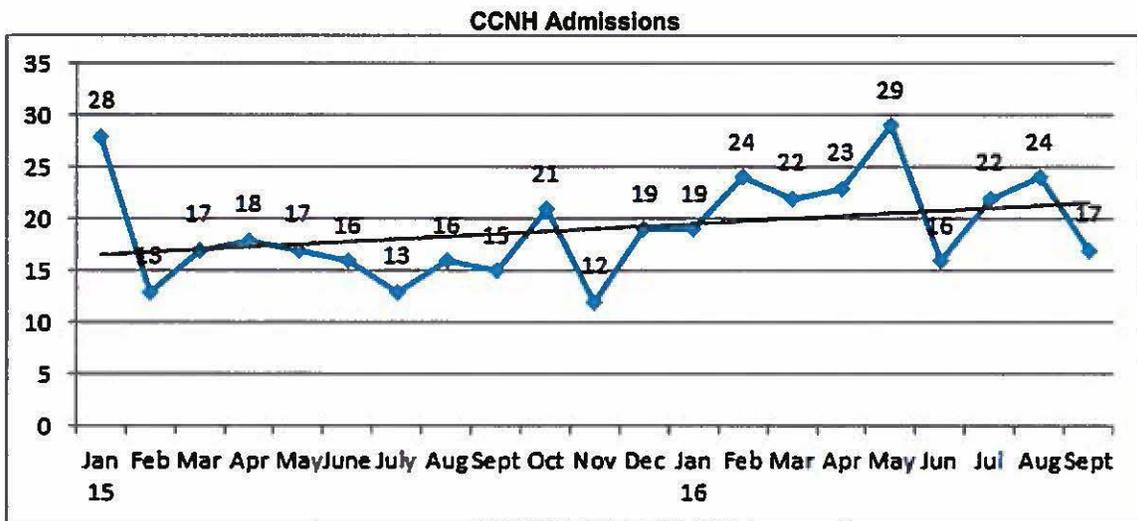
The preliminary census for September is 181.3 with 11.1 Medicare. VA census in September was 7.9. The higher VA census offsets the lower Medicare census. In general, two VA residents replace a single Medicare.

Admissions fell from 24 in August to 17 in September. Medicare admission were down significantly with a total of five in September. Separations totaled 19, which is up by two from August, but separations less than 20 is a moral victory.

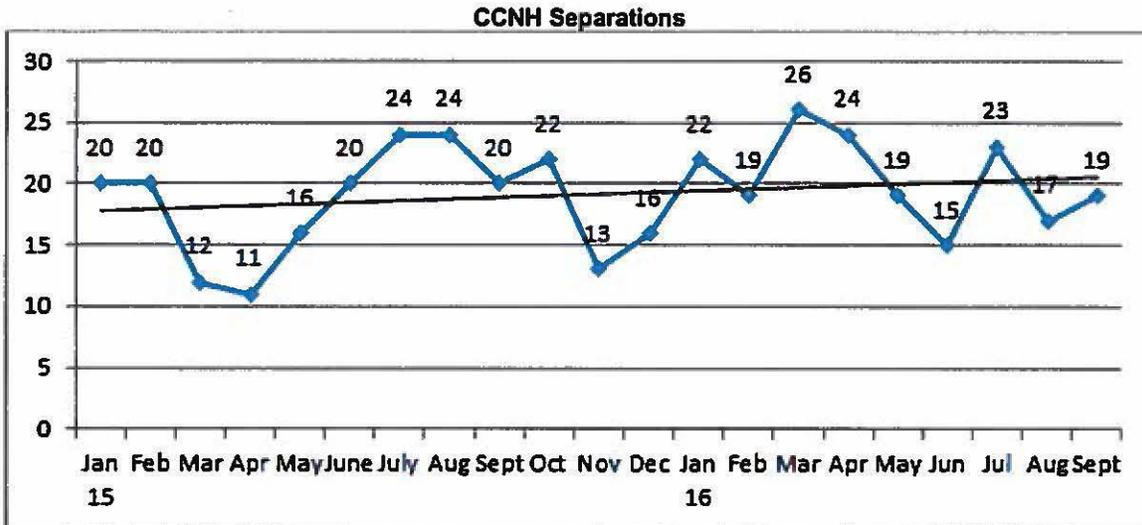
**Admissions and Discharges
January 2015 to September 2016**

	Medicare Admits	Non-Medicare Admits	Total Admits	Discharges	Expirations	Total Discharges/Expirations
Jan	11	17	28	11	9	20
Feb	7	6	13	14	6	20
Mar	10	7	17	8	4	12
Apr	8	10	18	9	2	11
May	8	9	17	10	6	16
June	7	9	16	13	7	20
July	9	4	13	14	10	24
Aug	7	9	16	17	7	24
Sept	8	7	15	11	9	20
Oct	13	8	21	12	10	22
Nov	6	6	12	10	3	13
Dec	11	8	19	10	6	16
Jan 16	12	7	19	15	7	22
Feb	18	6	24	13	6	19
Mar	10	12	22	18	8	26
Apr	12	11	23	20	4	24
May	19	10	29	11	8	19
June	8	8	16	15	5	20
July	7	15	22	17	6	23
Aug	13	11	24	10	7	17
Sept	5	12	17	12	7	19

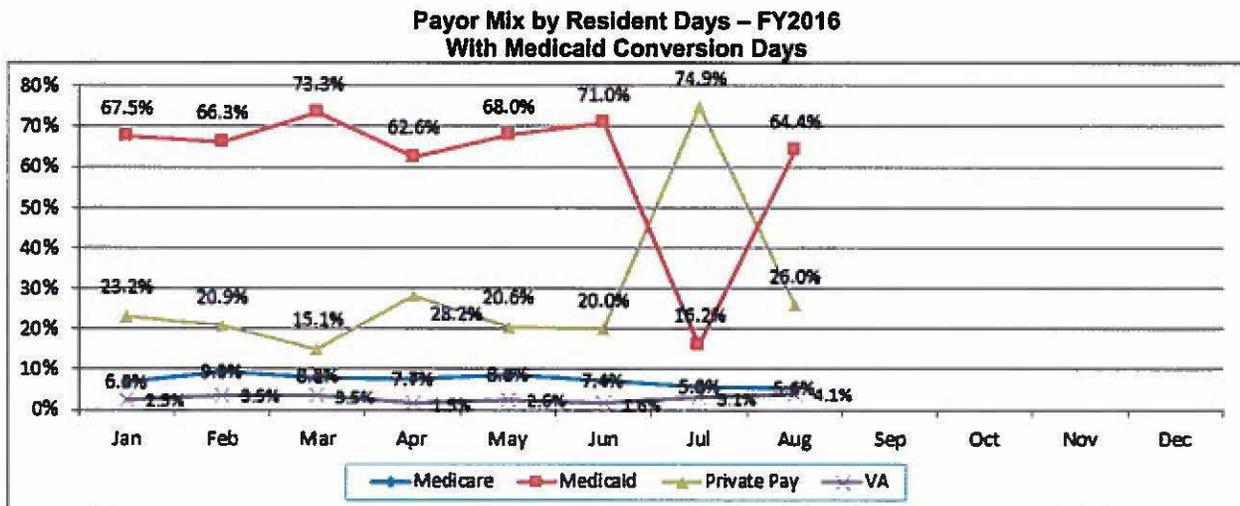
The chart below summarizes the monthly admissions. Admissions so far in 2016 show improvement from 2015 monthly admissions. In FY2012, monthly admissions averaged 22.2 per month. FY2013 admissions averaged 25.5. The monthly average for 2014 was 22.9. The 2015 average is 16.4. Through September, the 2016 average is 21.8, which continues to be ahead of the 2015 average.



The next chart summarizes separations. In FY2012, the average separations per month was 23.5. The monthly average for FY2013 was 28.1. For 2014, the monthly average was 23.4. The 2015 average is 17.6. For 2016, the YTD average is 20.4, which shows an average monthly figure that is higher than what was seen in 2015 by an average of 3 per month.

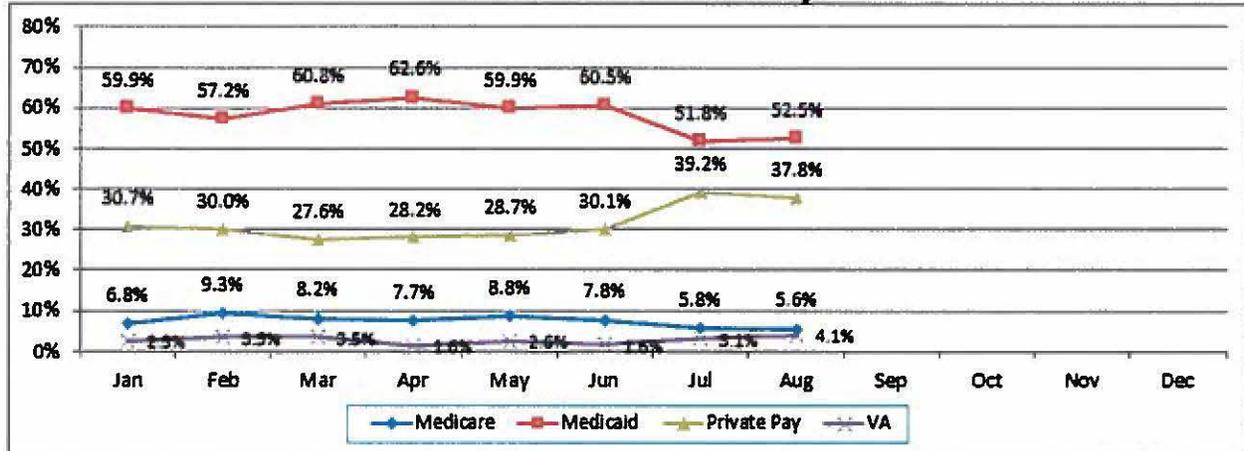


The FY2013 payor mix was Medicare – 8.7%, Medicaid – 56.3% and Private pay 35.0%. The 2014 payor mix for the year was Medicare – 7.5%, Medicaid – 58.3%, Private pay – 32.8%, and VA – 1.3%. For 2015, the 12 month payor mix is Medicare – 6.1%, Medicaid – 70.1%, Private pay – 22.8%, and VA – 1.0%.



The 2015 payor mix without conversion days is Medicare – 6.1%, Medicaid – 57.2%, Private pay – 35.8% and VA – 1.0%. In July, the payor mix is Medicare – 5.6 %, Medicaid – 52.5%, Private pay – 37.8% and VA – 4.1%.

**Payor Mix by Resident Days – FY2016
Without Medicaid Conversion Days**



Net Income/(Loss) & Cash from Operations

The income statement for August reports a net loss of -\$49,329.51 and a \$13,483 cash gain from operations. The YTD net loss is -\$235,533. Adding back depreciation shows a positive cash from operations of \$264,137.

Revenues

- Operating revenues totaled \$1.121 million in August, down from \$1.297 million in July. Medicare revenue fell from \$186,949 in July to \$167,070. VA revenue was \$59,097 in August, the highest monthly revenue since February.

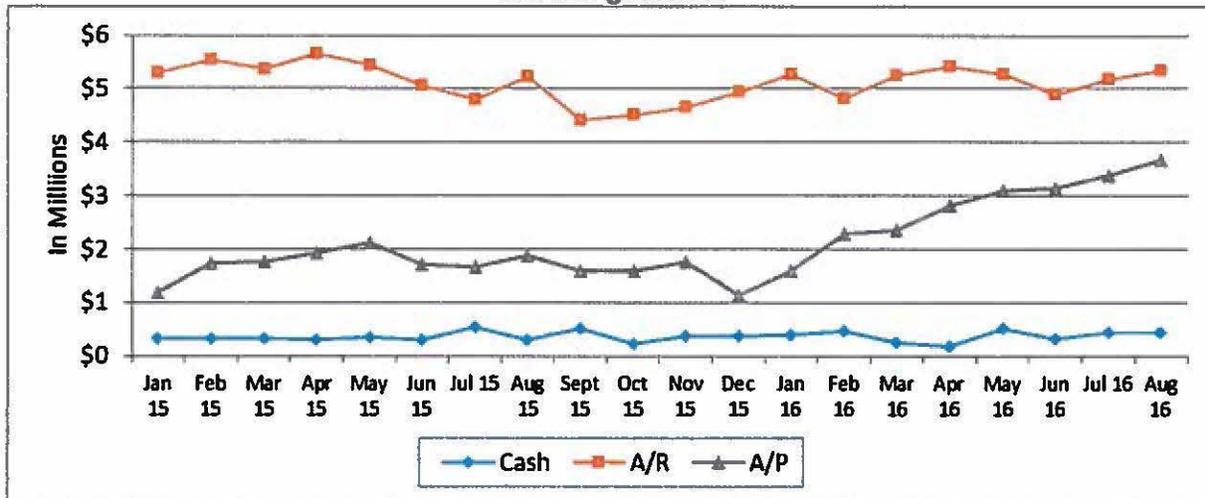
Expenses

- Expenses totaled \$1.269 million, down slightly from \$1.279 million in July.
- Wages totaled \$578,444 in August, down from \$601,785 in July. Wages per day fell from \$108.00 to \$104.92 between July and August.
- Non-labor expenses fell from \$602,995 in July to \$517,416 in August. Non-labor costs per day fell from \$108.22 to \$93.85 during the same time period.

Cash Position

The ending cash balance for August was \$450,685. Accounts receivable increased from \$5,179,041 to \$5,338,917. Accounts payable increased from \$3,374,584 to \$3,678,232

**Cash, Accounts Receivable & Accounts Payable
As of August 2016**



The following is a cash summary July and August plus projected cash summaries for the months of September and October.

The following are approximate or average figures: payroll - \$260,000 per payroll; benefits/taxes - \$87,000 per month; payables - \$555,000 per month. As more cash comes in, the more can be used to pay vendors. However, the monthly cash used for vendor payments changes based on payroll and other needs.

In July, payments to vendors decreased from \$548,422 in June to \$461,236 to build up enough cash for the three payroll payments in August.

July

Beginning Cash			\$329,287
July	Cash In		\$1,130,280
	Cash Out		
	Payroll	\$561,137	
	Accounts payable	\$461,236	
			(\$1,022,373)
Ending Cash		c	\$437,194

August

Beginning Cash			\$437,194
August	Cash In		\$1,045,304
	Cash Out		
	Payroll	\$776,020	
	Accounts payable	\$523,371	
			(\$1,299,391)
Ending Cash		c	(\$254,087)
			\$183,107

In August, \$776,020 was used to cover the three payrolls with the third payroll actually paid out on September 2nd but the cash was transferred to the county at the end of August. Cash in for August includes an \$117,000 IGT payment.

September (projected)

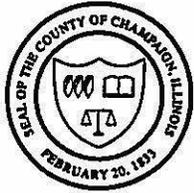
Beginning Cash				\$183,107
September	Cash In (Includes Boiler Loan)		\$1,271,404	
	Cash Out			
	Payroll	\$502,894		
	Accounts payable	\$558,842		
			(\$1,061,736)	\$209,668
Ending Cash				\$392,775

September's cash in includes the \$282,802 loan from the County for the Home's Boiler replacements. These monies are specifically earmarked for the boiler project only.

Projected cash receipts do not include any assumptions for any increases due to approval of Medicaid application. In other words, the Medicaid receipts estimate is based on current payments only. I discuss the current status of Medicaid applications in the following management update.

October (Projected)

Beginning Cash				\$392,775
October	Cash In		\$1,380,162	
	Cash Out			
	Payroll	\$520,000		
	Accounts payable	\$514,814		
			(\$1,034,814)	\$345,348
Ending Cash				\$738,123



**CHAMPAIGN COUNTY BOARD
FACILITIES COMMITTEE**
Summary of Action Taken at the October 4, 2016 Meeting

MEMBERS PRESENT: Gary Maxwell (Chair), Jack Anderson, Josh Hartke, Jon Rector, Giraldo Rosales, Rachel Schwartz
MEMBERS ABSENT: James Quisenberry

<u>Agenda Item</u>	<u>Action Taken</u>
I. Call to Order	6:30 p.m.
II. Roll Call	5 committee members present, 1 member absent, 1 member entered after roll call
III. Approval of Agenda	Approved
IV. Approval of Minutes – September 6, 2016	Approved
V. Public Participation	None
VI. Communications	None
VII. Motion to Adopt the County Facilities Action Plan	RECOMMEND TO THE COUNTY BOARD Adoption of the County Facilities Action Plan
VIII. Request Approval of Contract for ITB#2016-009 Champaign County Interior ADA Improvements	<i>*RECOMMEND TO THE COUNTY BOARD APPROVAL of Contract for ITB#2016-009 Champaign County Interior ADA Improvements.</i>
A. ITB#2016-009 Bid Opening Composite	
B. Bailey Edward Architecture Recommendation Letter	
C. Facilities Director Memorandum Recommendation	
IX. Facilities Director’s Report	
A. Update on County Highway painting	Information Only
B. Update on CCNH RTU-1 Replacement	Information Only
C. Update on CCNH Boiler Replacement Project	Information Only
D. Update on Brookens Boiler Replacement Project	Information Only
E. Update on Exterior ADA Compliance Projects	Information Only
X. Other Business	Mr. Brenner let the committee know that Kirk Kirkland has resigned his position
XI. Chair’s Report	
A. Future Meeting – Tuesday, November 1, 2016	Information Only
B. Tour of Sheriff’s Office Garage, County Highway Garage, EMA Garage and ILEAS Garages. Tour will begin at 5:15 p.m.	Information Only
XII. Designation of Items to be placed on the Consent Agenda	VIII
XIII. Adjournment	6:58 p.m.

*Denotes Inclusion on the Consent Agenda

RESOLUTION No. 9752

RESOLUTION APPROVING A COUNTYWIDE FACILITIES ACTION PLAN

WHEREAS, the Champaign County Board has studied extensively the condition of its facilities and technology infrastructure over the past four years; and

WHEREAS, in 2015 the County commissioned an independent consultant to inspect facilities, document deficiencies in the physical plant, and establish a detailed list of repair and maintenance projects and estimated costs; and

WHEREAS, the combined impacts of unfunded state and federal mandates, voter-imposed limitations on property tax revenue growth, and costs increases exceeding the rate of inflation have been detrimental to County finances and have resulted in the deferral of needed facility maintenance projects; and

WHEREAS, Champaign County has repeatedly experienced situations requiring immediate, unplanned facility repairs as well as replacement of critical equipment to protect the safety and welfare of residents and to limit County liability; and

WHEREAS, responsible management of County finances and the County's investments of over \$160 million in facilities assets demands prudent long-term planning for the upkeep of its buildings; and

WHEREAS, a plan of action for the repair, maintenance, consolidation, and financing of County facilities and technology infrastructure entitled "County Facilities Action Plan Draft C" dated September 27, 2016 has been adopted and approved by the County Facilities Committee with the recommendation that it be adopted and approved by the Champaign County Board;

NOW, THEREFORE BE IT RESOLVED by the Champaign County Board that the County Facilities Action Plan Draft "C" dated September 27, 2016 as recommended by the County Facilities Committee is hereby adopted and approved.

PRESENTED, ADOPTED, APPROVED and RECORDED this 20th day of October, 2016.

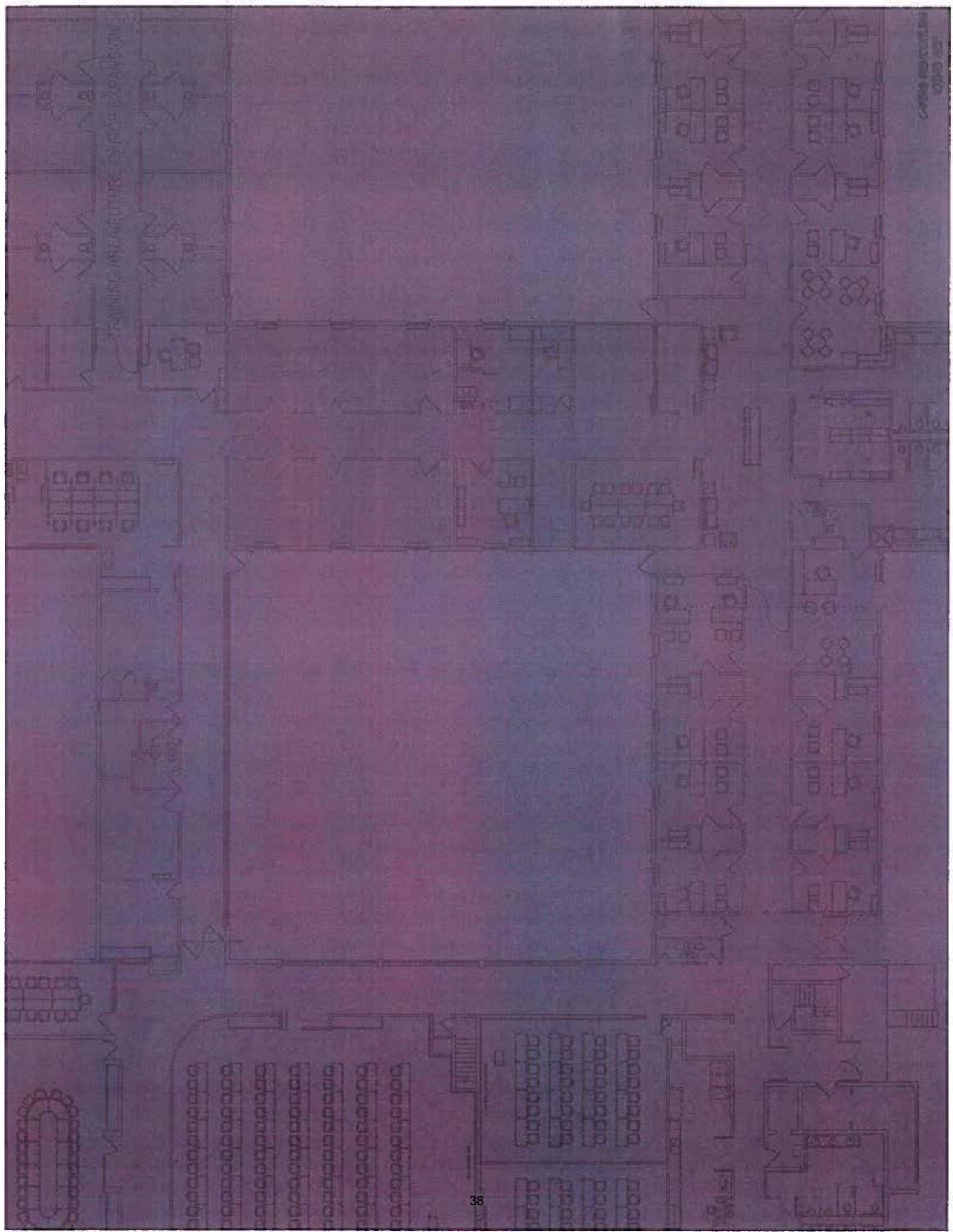
Patti Petrie, Chair
Champaign County Board

Attest:

Gordy Hulten, County Clerk and *Ex-Officio*
Clerk of the Champaign County Board

Champaign County Facilities Action Plan

Draft C
September 27, 2016



CHAMPAIGN COUNTY GOVERNMENT is tasked with the execution of many critical public responsibilities such as election operations, record keeping, judicial and law enforcement services, regional coordination, tax collection and disbursement, grant administration, and social services including public health and care for children and the elderly. Performance of these administrative, intergovernmental, and social service functions requires utilization of both human and capital resources. The county must invest heavily in both brick and mortar facilities and information systems technology in order to achieve its policy objectives and comply with statutory obligations. County investment in its portfolio of courthouses, office buildings, jails, records storage, and nursing homes exceeds \$160 million. In order to fulfill its mission, Champaign County relies on these facilities as the tools essential for effective delivery of public services.

This report will examine the infrastructure of Champaign County Government through a study of its facilities and current and expected capital requirements. A look at past history indicates that these needs have not received sufficient allocations of resources to properly maintain the infrastructure. The intent of this document is to provide guidance on the prioritization and timeline of necessary projects and

the anticipated financial commitments to remedy deficiencies in these critical facilities.

Facilities Plan

Champaign County is facing serious difficulties in the ongoing maintenance of its facilities. Since the 1990s, building maintenance needs have not been properly funded, resulting in a long list of deferred maintenance projects. Reduced revenue due to economic challenges as well as property tax caps, and the failure to adhere to preventive maintenance practices together have had a detrimental impact on facility conditions. Furthermore, a number of buildings, structures and technology infrastructure have either deteriorated to a level where their longevity has greatly decreased or have become functionally obsolete, and will require replacement.

In response to these needs, the county has developed an action plan based on the documented facility problems to establish a strategy to address and fund needs, with an approximate timeline for completing demolition, maintenance, repair, replacement, and construction projects.

Goals and Strategy

The county delivers services to residents and visitors primarily through use of its

Property tax caps (PTELL) have had a detrimental impact on county finances, particularly in the area of maintenance.

The plan will reduce managed space by about 250,000 square feet, or 27% of total building floor space.

Champaign County would be debt-free by the end of 2028.

twenty-two facilities and its technology infrastructure. County assets include the Courthouse, Brookens Administrative Center, Champaign County Nursing Home, and the Sheriff's Office. Altogether, county facilities and infrastructure represent an investment of over \$160 million and includes 840,000 square feet of space under management. Our plan seeks to achieve the following goals:

- Address critical infrastructure problems
- Restore buildings to maintainable condition
- Fulfill unmet human service needs
- Reduce maintained space by 27% (about 250,000 square feet)
- County debt-free by 2028

The facility needs identified in the assessment cannot be addressed exclusively through the commitment of currently available revenues. Presently, the county is only able to allocate between \$500,000 to \$600,000 annually for maintenance, which is woefully inadequate; using the standard formula discussed in the assessment, the current replacement value of county facilities dictates an average expenditure level closer to \$3 million annually for this work. Clearly, some additional funding source will be required to fully implement recommended

maintenance and replacement projects.

Furthermore, existing county debt service is projected to decline beginning in 2025, and all extant bonds should be retired by the end of 2028. At that time, the county would be debt-free and revenues previously dedicated to satisfying debt service would become available for possible reallocation to programs or to reduce property tax levies. Additional facility needs that were previously unforeseen could also be funded through the released revenue streams.

This implies that we should pursue a medium-term plan for facilities provisioning that establishes a bridge to the future and avoids excessively large investments that may not provide value in the future. Changing demographics suggest that capital expenditures in facilities should be made with a conservative philosophy. Where possible, flexibility should be sought to accommodate evolving needs that may not be readily apparent at the present time. Therefore, the best course may be to prioritize those projects offering the greatest return on investment over the next 12 years.

In order to maximize available funding, the following principles should guide selection and prioritization of facilities projects:

- Reduce space utilization by consolidation or elimination of

- inefficient or underutilized offices;
- Construct, renovate, or remodel facilities only to the extent that is absolutely necessary to serve current requirements; and
- Address deferred maintenance issues in existing facilities to prevent further deterioration of physical plant.

Facilities Assessment

In 2015, Champaign County undertook a comprehensive assessment of current facility conditions. The study conducted by the architectural firm Bailey Edward targeted the following objectives:

- Perform a full assessment of the current condition of county buildings;
- Provide an inventory database of current and short term maintenance, repair, and replacement needs;
- Identify deferred maintenance needs;
- Determine a Facilities Condition Index (FCI) to establish the relative condition of each building as compared to a national benchmark;
- Provide a basis for decision making regarding maintenance, renewal, and functional improvements on existing facilities;

- Determine the overall estimated annual cost needed to keep buildings maintained.

For the purposes of evaluating building conditions, the consultants used the following scale:

- FCI is less than 5%: Building is in "GOOD" condition and typically represents a newer building requiring little more than routine maintenance;
- FCI is between 5 and 10%: Building is in "FAIR" condition, representing a slightly older building and requiring more substantial maintenance;
- FCI is greater than 10%: Building is in "POOR" condition with significant deficiencies requiring major repairs or replacements.

The consulting team made on-site surveys of facilities, and reviewed building drawings and maintenance records. This information was organized and categorized using nationally accepted practices as recommended by the Association of Physical Plant Administrators (APPA). The resulting 300-page report offers an excellent resource for understanding current conditions and offers a roadmap to remediating the deferred maintenance issues.

County needs about \$3 million annually for maintenance, but only has about \$500,000 available.



Flashing repairs needed around courthouse windows.

Key Findings and Data

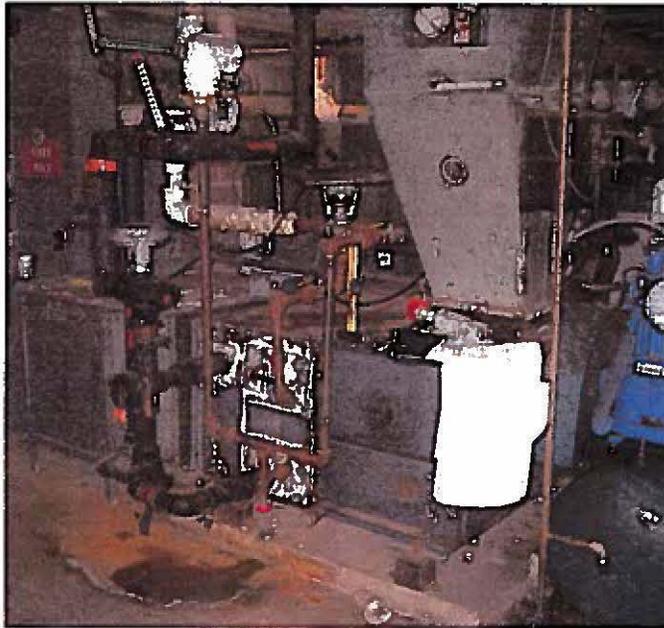
- Overall countywide current replacement value (CRV), or the estimated cost to replace existing facilities, is \$150,864,177. This amount excludes the original portion of the ILEAS Building (expected to be demolished in the future), ILEAS Boiler House (unused), and the downtown Sheriff's Office/ Correctional Center.
- The CRV for county-wide facilities implies that annual maintenance investments should average about \$3 million. Currently, the county allocates \$532,000 annually or less than 18% of the expected cost for maintenance.
- The average Facilities Condition Index of the facility portfolio is 6.3% (Fair). However, several facilities have significant deferred maintenance backlogs that will require funding well above routine expenditures.
- The projected annual cost to keep the FCI at the current level is \$4,525,895, which is 3% of the CRV. We note that this dollar figure is simply a guideline and is not necessarily indicative of the actual required investment.

Proposed Projects

Deferred Maintenance Backlog

The county has an extensive backlog of deferred maintenance projects as mentioned earlier. Using the data from the facilities assessment, our staff has assembled a ten-year plan to bring all facilities to a level where they can be maintained with routine expenditures. The ten-year cost of these projects is estimated at \$22 million not including remedial work for the downtown law enforcement building. It also excludes deferred maintenance at the Brookens Administrative Center, which could be eliminated if the county relocates out of the building. A substantial portion of these costs could be avoided depending upon implementation of the foregoing recommended projects.

Nursing Home. Constructed in the mid-2000s, the Champaign County Nursing Home has been plagued by a number of poor design and construction decisions, which resulted in litigation against the architectural and engineering firm and arbitration with the contractor who were both responsible for the building. One of the decisions still impacting operations is the placement of the boiler plant in an



Nursing home return air handlers require replacement.

inaccessible location, making service and replacement very difficult. Furthermore, the placement of the boiler air intakes adjacent to the laundry dryer vents has resulted in ingestion of lint, dramatically shortening the life of the boiler systems. The county has corrected the cause of this problem but unfortunately, the boilers will require early replacement. The \$380,000 cost is included

Deferred maintenance bill exceeds \$22 million.

The Brookens Administrative Center is very large relative to the number of employees housed there. Downsizing would reduce operating expenses and eliminate nearly \$5 million in deferred maintenance projects over the next 10 years.

in the overall estimate of nearly \$2 million for maintenance and repair projects. Other projects include the replacement of fire and door alarms (\$183,000); rainwater mitigation and drainage (\$135,000); water heaters (\$105,000); chiller and air handling unit repairs (\$77,000); call button replacement (\$82,200); and replacement of the surveillance video monitoring system (\$90,000).

Satellite Corrections. The county built this facility in 1996 to provide expanded housing for corrections services and the flexibility to accommodate future expansion if needed. This 57,000 square foot building contains the county's booking desk and houses up to 182 inmates. There is an extensive list of maintenance needs totaling \$3,645,000. This list includes replacement of the 20-year old ballasted roof (\$800,000); replacement of the door security system including voice/data/video technology (\$500,000); digital control installation (\$300,000); replacement of four air handling units (\$450,000); and generator replacement (\$250,000).

Brookens Administrative Center. Formerly a middle school, the county acquired and remodeled this 93,000 square foot building in 1999. It houses the offices of the County Clerk, Treasurer, Auditor, Recorder, Supervisor of Assessments, Board of Review, and the Administrative Services



Damage in lightwell at Satellite Corrections facility.

Department. In addition, space is leased to the Regional Planning Commission, the Mental Health Board, the Attorney General, and the Urbana Park District. This 46-year old building has not been well maintained and its construction grade is sub-par relative to other county buildings of a similar age. The deferred maintenance list totals \$4.95 million and includes extensive roof replacement and building envelope repairs (\$2.1 million); digital control installation and replacement of air handling units (\$500,000); and parking lot replacements (\$780,000).

ILEAS Building. This large building is comprised of two sections: the original 105,000 square foot county nursing home, and the 1971 annex that added 95,000 SF. The building is currently leased by the

Illinois Law Enforcement Alarm System, a training and education organization serving the needs of police agencies in Illinois and the Midwest. The annex was partially renovated in 2008 for ILEAS. Maintenance projects include replacement of 40-year old boilers (\$250,000); repointing of exterior masonry and replacement of all sealants (\$950,000); roof replacement (\$1,200,000); replacement of three air handling units (\$350,000). Total estimated cost is \$3,210,000.

The original 1916 portion of the ILEAS building is used solely for the conduct of tactical training exercises and is not otherwise occupied. Its poor condition and extensive rehabilitation requirements render this portion of the building as unsuitable for renovation and should be demolished.

County Courthouse and Annex. The original courthouse was constructed in 1901 and features the soaring bell towers that are iconic of our county government. In 2002, this building received extensive renovation in conjunction with the erection of the modern courthouse annex. This complex of over 146,000 square feet serves as the judicial administration center, with courtrooms and office space for judges, Circuit Clerk, State's Attorney, Public Defender, and Court Services and Probation. Projects include roof



Standing water, moss, and plants growing in Courthouse Annex roof.

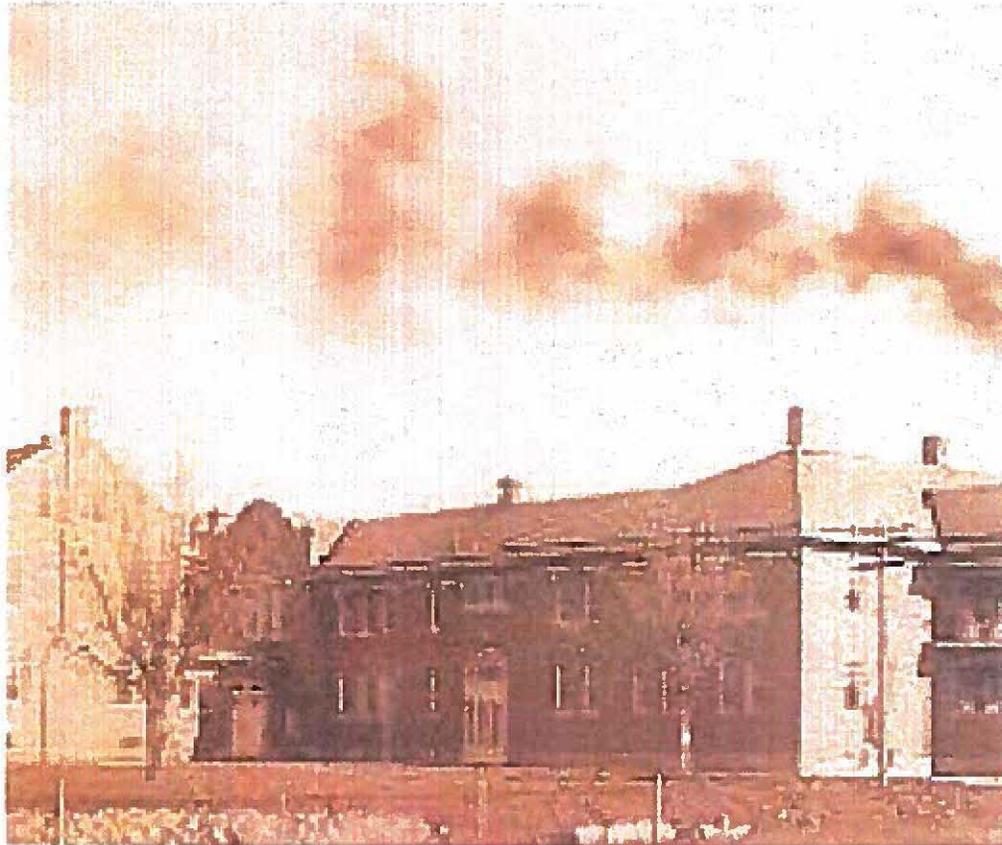
replacement on the historic courthouse (\$750,000) and annex (\$1,500,000); updated building control systems (\$800,000); chiller replacement and relocation (\$500,000); replacement of worn finishes and obsolete lighting (\$900,000) as well as worn floor coverings in courtrooms.

Juvenile Detention Center (JDC). Built in 2000, this 31,000 square foot building houses detention and care facilities for juvenile offenders in county custody. A number of major renovation projects will be required, including replacement of

the roof in 2020 (\$500,000); replacement of seven rooftop units (RTUs) at \$410,000; repairs to the foundation and building envelope (\$350,000); generator replacement (\$250,000). Total estimated repairs are \$1,980,000.

METCAD. The facility houses the county's 9-1-1 dispatch operation as well as the Emergency Management Agency. This 1960 building is older but well constructed

Original Champaign County Nursing Home building.



and is expected to be serviceable for the foreseeable future. It was renovated in 2008. Upcoming major maintenance projects include roof replacement (\$300,000) and generator set replacement (\$250,000).

Animal Control. This building was previously used for physical plant operations and was remodeled as an animal control facility. Animal kennels, treatment, storage, and administration offices are located in this building. The estimated cost of maintenance is \$460,000. There are significant design deficiencies in this building as well. For example, there is no air conditioning in the animal kennel area.

This building is adjacent to the Coroner's office and has shared assets with it, including the parking lot area. Deferred maintenance projects (including a backup generator for the Coroner) on shared facilities is estimated at \$505,000. Due to the high ratio of maintenance to replacement value, it may be beneficial to the county to consider a complete replacement of the Animal Control facility. This project is included in the development list below.

Garages. The East Campus houses several garage facilities for various county departments, including the Sheriff's Office and Emergency Management Agency.

Total deferred maintenance is estimated at \$575,000 through 2020.

Physical Plant/Election Storage. The building is maintainable without large additional investments. A small paving project to replace the building's parking spaces will be required in 2022 (\$20,000).

Salt Dome. This structure is fairly new and is in excellent condition. The surrounding pads will require replacement with either asphalt or concrete within the next ten years (\$210,000).

Highway. This 2007 building is in excellent shape and has had few problems since its construction. Revenues that have been pledged for retirement of the construction bond will become available in 2017 and these funds will be dedicated for future maintenance projects. This includes the anticipated replacement of the roof in 2026 (\$800,000) when it will have reached the end of its expected life. This will relieve this burden from General Fund and/or the proposed facilities sales tax revenue.

Demolition of Original Nursing Home Building. The original portion of what is now the ILEAS Building has not been occupied in many years and has since experienced water intrusion due to major failures of the roofing system. Coupled with the age and condition of the building, the cost estimate for restoring this building



to a useable condition exceeds \$10 million. The recommendation is to raze this building; the estimated cost of demolition including abatement of lead and asbestos is approximately \$750,000. The removal of this building would permit the construction of a new tactical training center to support ILEAS and other agencies. Funding for this proposal has not been identified although the county may wish to consider forming a partnership with ILEAS.

The failure of the roof system at the original Nursing Home building has resulted in extensive damage from water intrusion. The building also contains significant quantities of lead and asbestos that will require abatement.

Budget Summary

Deferred Maintenance

Facility	Start	End	Estimated Cost
Animal Control	2019	2023	\$460,000
Animal Control / Coroner	2019	2022	\$505,000
Art Bartell Road	2023	2023	\$555,000
Brookens Administrative Center	2017	2026	\$4,354,000
Courthouse	2019	2025	\$2,735,000
Courthouse Annex	2020	2026	\$2,795,000
Courthouse Complex	2021	2023	\$450,000
Garage Maintenance	2020	2020	\$575,000
Highway	2017	2026	\$1,000,000
ILEAS	2019	2026	\$3,210,000
JDC	2019	2026	\$1,980,000
METCAD	2019	2025	\$810,000
Physical Plant / Election Storage	2022	2022	\$20,000
Salt Dome	2026	2026	\$230,000
Satellite Corrections	2017	2018	\$3,645,000
Enterprise Resource Planning System	2017	2020	\$1,800,000
Nursing Home	2017	2027	\$1,869,750
Demolition of Original Nursing Home	2019	2019	\$750,000
All Projects	TOTAL		\$27,743,750
Recommended Projects	TOTAL		\$22,354,750

Development Projects

Enterprise Resource Planning (ERP) System Replacement. Champaign County Government is reliant on an antiquated technology platform that is now forty years old and in desperate need of replacement. The mainframe-based software suite developed in-house supports financial services (budgeting, payroll, accounts payable/receivable), human resources, and tax administration functions among others. The software code base is written in a language that is neither taught nor well supported today and, due to the age of the language, is subject to a rapidly declining pool of software developers as professionals retire and depart the workforce. Within three to five years, it will be impossible to continue operating and maintaining the software. The county must migrate to a modern governmental ERP system that takes advantage of current technologies such that it can be maintained in the future. The estimated cost for acquiring and migrating to a new ERP platform is approximately \$1.2 million to \$2 million.

The County's enterprise software operates on a mainframe similar to the IBM AS/400 system shown here. It will soon be infeasible to maintain this software and therefore it must be replaced with a modern system.



Sheriff's Office and Corrections Consolidation cost is 40% less than original 2015 Master Plan.

Replacement of Downtown Sheriff's Office and Jail. Focusing on the essential needs for inmate care, corrections operations, and Sheriff's administration allows us to consider the development of a plan that is reduced in scope from previous concepts. This approach has created a new proposal that reduces the cost of the entire project by 40% over the master plan proposed in 2015.

Practices implemented by the Sheriff's Office, State's Attorney, and the presiding judge have produced significant reductions in the corrections population.

Family contact visitation.



Consequently, we have been able to reduce the footprint of the expansion with a smaller capacity than the combined 313 beds in the downtown and satellite facilities. The revised floor plan of the jail would add about 40,000 SF with 252 beds and the 30-bed medical unit. Using a construction cost factor of \$250-325/square foot implies a construction cost range of about \$10-13 million.

This proposal has two major components:

CORRECTIONS CONSOLIDATION AND ENHANCED INMATE CARE. The county corrections facilities are split between the downtown Urbana facility and the satellite facility located at the county's east campus. A thoughtful and modest expansion of the satellite facility would support a number of unmet needs and would address concerns of both the corrections staff and community advocates. This includes:

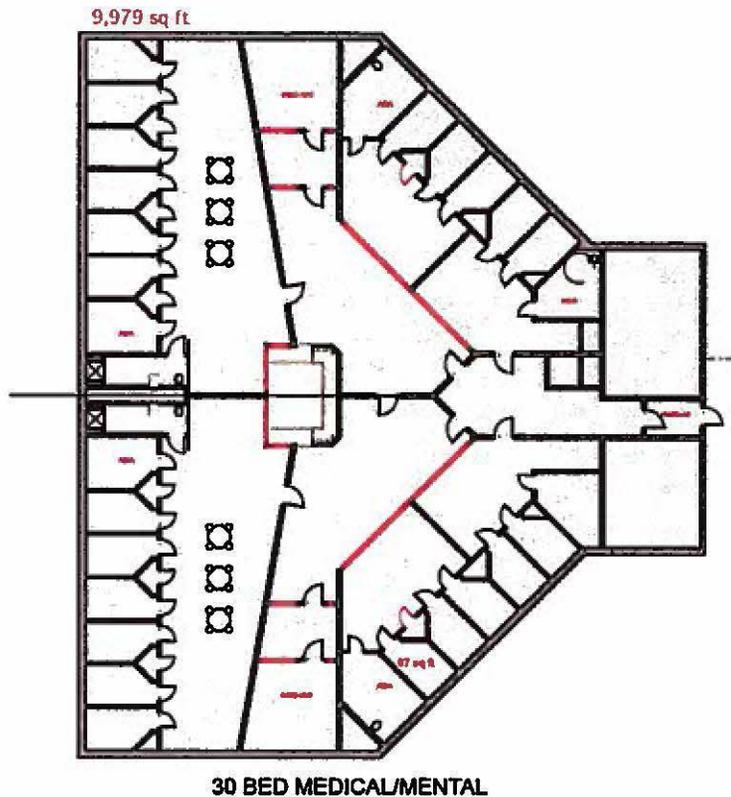
- Establishment of a new open booking area that incorporates humane design features allowing non-violent, cooperative detainees to remain unconfined within the booking area until release;
- Family contact visitation areas that eliminate the barriers currently in place in the jail visitation spaces. The importance of maintaining family relationships and the ability to have skin contact with family members cannot be

overstated.

- Creation of a new 30-bed medical and behavioral health pod to support delivery of improved healthcare for inmates;
- Creation of a 70-bed flexible pod to accommodate separation requirements for women inmates, maximum security inmates, and housing of incompatible prisoners. Housing inmates within county facilities is preferable to out-of-county locations for a number of reasons. For the families and legal counsel of a detainee, an out-of-county location is very difficult to visit. Many families rely on public transportation and there simply are no options for inter-county routes. Furthermore, the cost and inconvenience of transporting detainees is quite high.
- Additional space for exercise and education programs, storage of inmate property, and corrections administrative offices.

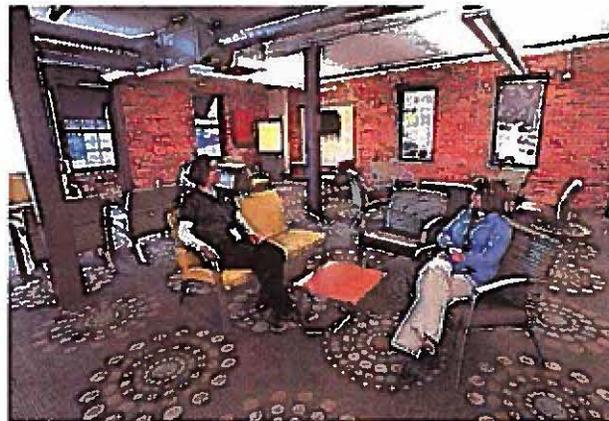
SHERIFF'S OFFICE REPLACEMENT. We can establish a new location for the Sheriff's Office by repurposing existing building space at ILEAS. Though it is an older facility, the ILEAS Building is well constructed and has sufficient unused floor space that could be remodeled for a relocation of the Sheriff's Office. Required

changes include the construction of a new public entrance and a secure entrance for law enforcement personnel; office and conference space, records and evidence storage; and changing areas for law enforcement personnel. A new parking lot would be constructed to accommodate visitors and staff. The estimated cost of \$3 million is significantly less than prior proposals for construction of a new facility in the \$7-8 million range.



The lack of detoxification and mental health assessment facilities represents a serious gap in community services.

Community Behavioral Health Services. Champaign County lacks adequate mental health assessment programs and does not have a detoxification facility. With a population of over 200,000 residents, these represent serious gaps in treatment services. The county alone does not have the resources to operate this center. However, it could partner with entities such as the Mental Health Board, other local government entities, hospitals, and local service providers to staff and fund facilities needs, operations and necessary related services that are not eligible for Medicaid funding. The cost to create a 12-16 bed behavioral health services facility would fall in the \$3-5 million range, but a detailed design has not been completed to develop the final cost.



County Government Relocation to Downtown. A recent census of staff indicates there are 72 employees (General Fund and GIS) housed at the Brookens Administrative Center. Maintaining a 93,000 SF building to house this staff and lease the remaining space to other organizations does not make financial sense. The building itself is not well suited to its function as a county facility due to its inefficient use of space, a result of its heritage as a school. This employee group should be able to fit within about 20,000 square feet including space for county board/group meetings and breakout rooms. If the building could be sold or transferred and removed from the county portfolio, it would enable the relocation of the county staff back to downtown Urbana and a location near the Courthouse and Annex.

In the near future, there will be a number of opportunities to lease space at a cost that would offer a net financial benefit; the county would avoid deferred maintenance expenditures of nearly \$5 million anticipated for Brookens over the next ten years.

A large portion of the county staff is housed at the Courthouse complex. Bringing the other major departments in close proximity would likely result in many organizational synergies enabling better collaboration and reduced time wasted in traveling between

East Campus and downtown.

Several of the candidate facilities in downtown Urbana feature expanded parking facilities over that offered on East Campus. Coupled with excellent public transportation options available downtown, this would facilitate access to the offices of the Clerk, Treasurer, Recorder and other departments that have frequent interaction with the public. The East Campus lacks amenities such as restaurants, stores, fitness centers, and other desirable services. Access to downtown businesses would improve the county's ability to recruit and retain an able workforce. Furthermore, the addition of the county workforce and the foot traffic generated by visitors would likely result in increased economic activity for downtown merchants. The cost of relocation and preparing office space could be offset potentially by any revenues attained through the sale or transfer of Brookens.

Garage Consolidation. The Salt Dome garage, Sheriff's garage, and EMA garage have very high repair and maintenance costs relative to their current replacement value. Consolidating these facilities into one building would reduce overhead associated with constructing and maintaining these. These garages could be separated into individual units for security purposes without great expense. The

facility could also be used potentially as a temporary tactical training center during the razing of the old nursing home and construction of a new building.

Animal Control Facility. The ten-year deferred maintenance backlog for the Animal Control facility exceeds 50% of its current replacement value. Developing a replacement facility for the long-term may be a wiser course than investing more funds into the current structure. Estimated cost of replacement would be in the \$500,000 to \$800,000 range.

Relocating county government from East Campus to downtown Urbana brings the entire organization together in one place. It also improves citizen access with increased parking and public transportation and could potentially spur economic development.

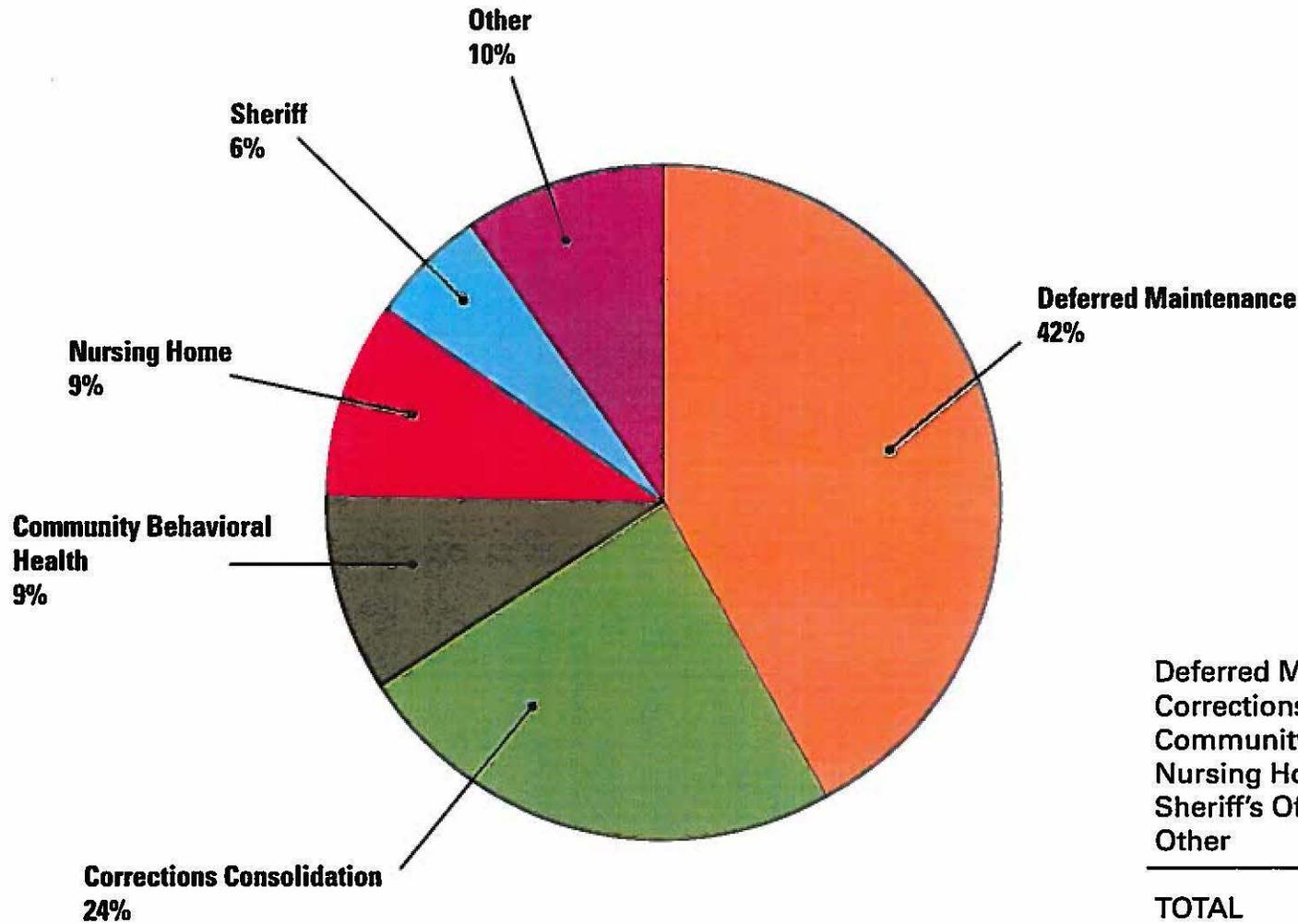


Budget Summary

Development Projects

Facility	Start	End	Estimated Cost
Animal Control	2019	2020	\$800,000
Garage Consolidation	2020	2020	\$1,500,000
Community Behavioral Health	2019	2019	\$5,000,000
Nursing Home Debt/Strategic Capex	2017	2027	\$5,000,000
Downtown Urbana Relocation	2018	2019	\$1,000,000
Relocate Sheriff's Office to ILEAS	2018	2018	\$3,000,000
Satellite Consolidation and Enhancements	2019	2020	\$12,795,000
Relocation Soft Costs	2017	2020	\$1,800,000
	TOTAL		\$30,895,000

Expenditure Summary



Deferred Maintenance	\$22,354,750
Corrections Consolidation	\$12,795,000
Community Behavioral Health	\$5,000,000
Nursing Home	\$5,000,000
Sheriff's Office	\$3,000,000
Other	\$5,100,000
<hr/>	
TOTAL	\$53,249,750

Costs and Financing

We have considered several means to finance the costs of proposed projects.

Internal financing. The county has not exhausted its bonding capacity. However, it has very little revenue available to be pledged to servicing debt. The next opportunity to bond would arrive in January 2018 after the retirement of one of the Public Safety Sales Tax bonds. Combining the total available revenue released from bond repayment along with existing budgeted revenue for maintenance would yield about \$13 million on a 10-year bond, or \$19 million for a 20-year bond. The advantage to this method is that no additional taxation would be required. Unfortunately, the projected proceeds would be significantly short of fulfilling the bulk of identified needs. It also would leave no flexibility in county finances for any program needs beyond facilities maintenance.

Property tax levies. In 1996, Champaign County voters approved adoption of the provisions of the Property Tax Extension Limitation Law (PTELL). This law limits increases in property tax extensions for non-home rule taxing bodies based upon the national Consumer Price Index (CPI) or five percent, whichever is less. Champaign County is non-home rule. Revenue growth limitations are compounded by

the extensive inventory of tax-exempt properties in the cities of Champaign and Urbana.

Unfortunately, many expense lines in the annual budget have grown in excess of CPI, particularly in the area of healthcare premiums. This along with a continuing stream of unfunded mandates from the state and federal governments have crippled county finances. For example, only a tiny fraction (\$240,000 or 0.7%) of the General Fund expenditures in FY 2016 will go to any programs considered discretionary; all other services are provided in compliance with statutes.

The county already has property levies in place to support the county nursing home operations as well as debt service for the home construction. The current levy for nursing home operations is \$0.03 and is generating \$1.17 million in RY 2016. The levy has a statutory maximum rate of \$0.10. Principal and interest payments for the current bond issues total about \$8.9 million inclusive of FY 2016 through FY 2021.

If approved by voters, some of the projects might be eligible for property tax funding. A disadvantage of this approach is that a large share of the projects within the facilities program would not require bond financing and could be completed if a stream of recurring revenues could be identified; the use of bonds and

Internal financing alone cannot pay for the deferred maintenance bill, and does not begin to address other needs.

Since 1996, property tax caps have limited revenue growth while expenses, including unfunded mandates, continue to grow faster than the rate of inflation.

A facilities sales tax distributes costs to all service consumers, not just property owners and renters.

The median income household in Champaign County would pay about \$20 per year in additional taxes.

Facilities sales tax would not be imposed on food, medicine, or vehicles such as cars or boats.

corresponding interest costs would reduce the total funds available. Moreover, the disproportionate share of costs borne by property owners and renters rather than all users of county services would shift the burden of facilities costs onto this smaller group. Given this and the general mood concerning property taxes generally makes this option unlikely to be successful.

Facilities sales tax (55 ILCS 5/5-1006.5). One option available to the county would be a voter authorized facilities sales tax. Illinois permits imposition of a sales tax to finance public facilities (eligible expenditures are listed below). The taxes can be imposed in 0.25% increments with the minimum rate being 0.25%. Using recent tax data, the estimated revenue generated from the imposition of such a tax is about \$4.5 million annually, which would be adequate to fully implement the facilities plan.

There are a number of advantages to a sales tax over other funding sources. Champaign County sustains a large, visiting population that creates service demands on the government. The sales tax levy helps relieve costs borne by permanent resident taxpayers by creating a more equitable method for all service users to share in those expenses. Furthermore, the tax would not apply to necessities such as food and medicine, and would not apply to titled vehicles (automobiles, boats, etc.)

The estimated impact on consumers is about \$20 annually per capita, or about \$20 annually per median income household based on typical spending patterns on necessities and common items (food, medicine, gasoline, restaurant meals, clothing, household maintenance).

Concerns about raising additional sales tax levies might be mitigated by including a sunset provision in the ballot question. Doing so would assure voters that revenues would be raised only for the proposed projects and only for the time period necessary to implement them. It would prevent any change to the sunset date by a future county board, requiring voter approval for any extension. The intent of the proposed facilities program is that the improvements in facilities conditions and reductions in the size of the building portfolio would allow future maintenance to be completed without extraordinary expenditures. Inclusion of a sunset provision would allow the county board to discontinue the tax at an earlier date if the revenue is no longer needed.

In addition to sunset provisions, an attractive feature of the facilities sales tax is the possibility of abating tax levies used to retire qualifying facilities-related bonds. A substantial portion of the remaining nursing home bonds could qualify for abatement and provide some relief on

property tax levies and in the case of one of the bonds, eliminate the burden on the nursing home to reimburse the General Fund for debt service.

governmental services to its citizens, including but not limited to museums and nursing homes.

Notes on the Proposed Ballot Question

The proposed ballot question for voters might take the following form:

“To pay for public facilities purposes, shall the County of Champaign be authorized to impose an increase on its share of local sales taxes by 0.25% for a period not to exceed 12 years?”

“This would mean that a consumer would pay an additional 25 cents in sales tax for every \$100 of tangible personal property bought at retail. If imposed, the additional tax would cease being collected at the end of 12 years, if not terminated earlier by a vote of the county board.”

Under Illinois statutes, “public facilities purposes” means the acquisition, development, construction, reconstruction, rehabilitation, improvement, financing, architectural planning, and installation of capital facilities consisting of buildings, structures, and durable equipment and for the acquisition and improvement of real property and interest in real property required, or expected to be required, in connection with the public facilities, for use by the county for the furnishing of

The ballot question imposes a 12 year sunset date on the tax, which by law cannot be changed by a future county board.

Closing Thoughts

The time is now for Champaign County to move forward and embark on the necessary and long overdue repairs and replacements of its facility infrastructure. The alternative is to allow facilities to continue to degrade and to increase the ultimate cost of remedying the problems that are known to exist as well as new problems that are likely to arise through further deferrals of maintenance. Given the extent of the maintenance backlog, the problems cannot be solved without a source of new revenue.

The county has been surviving through a difficult economic climate by deferring action on its facility maintenance needs. This has resulted in a deteriorating physical plant that is impacting the ability of the county to deliver services to its residents. When any major building system such as the roof or mechanicals is not properly maintained, it greatly shortens the life asset and wastes the original investment made in it.

Furthermore, allowing systems to decline increases the risk of an unplanned demand on capital resources that may not be easily accommodated in a timely manner. The county does not have the ability to draw on a credit line as would a private business; it can only raise revenues through the means provided by state statute. A system failure

could create a significant interruption in services until funding could be sought to effect repairs or replacement.

In the case of the county's correctional facilities, events outside of the county's control might force the county to close the downtown facility without having any ability to house those inmates locally. When the county cannot provide space for persons in its corrections facilities, it must utilize available space in neighboring counties at considerable cost and inconvenience. The sudden loss of the downtown facility's capacity could easily impact the county's finances to the tune of hundreds of thousands of dollars annually in boarding and transportation expenses based upon the current jail population. This expense would not ensure that inmates would receive the improved care that would be made possible by a county investment in its own facilities.

Seeking voter approval for a quarter-cent facilities sales tax is the best available means to properly addressing the facilities challenges. Revenues generated through this tax would be dedicated to facilities-related projects and would not be available for allocation to other activities. A sunset provision should reassure voters that the tax would not be imposed any longer than is necessary or authorized by the public.

Questions and Answers

Q. Why are county facilities important to me?

A. Champaign County Government provides most of the statutory duties of government. Administration of justice, providing law enforcement and corrections services, supervising elections, collecting and distributing tax revenues to local governments, maintaining highways, recording deeds for home sales, providing social services to children and the elderly are all critical services that are delivered through county government and its facilities.

Q. Why do we need this facilities work?

A. Facility maintenance investments have been insufficient to maintain the buildings to prevent a decline in building conditions.

Q. What work will be completed with this program?

A. In 2015, the county commissioned a study with the architecture firm Bailey Edward. The study identified countywide deficiencies in building envelopes (roofs, masonry), mechanical systems (heating, ventilation, air conditioning),

plumbing and electrical systems, control systems, and parking lots and sidewalks. The deficiencies list forms the basis of our action plan and totals about \$22 million in deferred maintenance repairs and replacements.

Q. How much money is needed?

A. Champaign County has a portfolio of buildings with a replacement value exceeding \$160 million. The national standard for building maintenance recommends an estimated expenditure of 2% per year of the current replacement value. That means the county should be investing about \$3 million annually on average. The FY 2016 budget has only about \$532,000 for maintenance, or about 18% of the actual need.

Q. Why didn't the county better maintain its buildings?

A. Over the past two decades, property tax caps (PTELL) and an extended period of challenging economic conditions have constrained revenues while costs such as unfunded mandates and employee health care have continued to grow at a rate well above inflation. The county has cut its workforce and reduced expenses

wherever possible. As a result, building maintenance has suffered.

Q. Can't the county fund repairs through existing revenues?

A. No. If every available dollar is committed to bonds, it yields only \$13 million over 10 years, or \$19 million over 20 years. The deferred maintenance bill alone is \$28 million.

Q. Why is a sales tax the best choice?

A. Significant restrictions have been enacted on property tax increases through legislation such as PTELL. The county also has a large population of visitors that don't own property. The sales tax ensures that costs are distributed among all service users, not just property owners and renters.

Q. Isn't a sales tax regressive?

A. The quarter cent facilities sales tax does not apply to food or medicine. These necessities are excluded from taxation.

Q. How much will the sales tax cost me?

A. There is no tax on food or medicine. You will pay an additional 25 cents when you buy \$100 of taxable merchandise.

Q. Won't this tax just continue forever?

A. State law now allows ballot questions

on facilities sales taxes to include a sunset provision. Our proposal includes a sunset in 12 years. The tax will be discontinued at that time unless voters approve an extension.

Q. Why would you end the tax in 12 years?

A. We are 12 years away from 2028. By implementing this mid-term plan now, we can "get over the hump" of facility needs, address deferred maintenance, fix critical issues, and leave the county debt-free in 2028 when all current bonds will be retired.

Q. Why can't the county just downsize its facilities?

A. This plan includes a significant reduction of about 250,000 square feet, from 840,000 down to just under 600,000 square feet under management. The elimination of old buildings helps reduce ongoing expenses as well.

Q. Why can't we just continue deferring expenses?

A. The longer the maintenance is deferred, the greater the cost will be to repair or replace systems. Failures in roofs for example lead to extensive damage in buildings that would far exceed the cost of just fixing the roof in the first place.

Q. Will this tax help the Champaign County Nursing Home?

A. Yes. The revenue can be used to offset about \$500,000 in annual facilities expenses and bond repayments currently shouldered by the nursing home. The home has about \$2 million in deferred maintenance needs over the next 10 years.

Q. Why can't we fix the downtown jail?

A. Continued operation of the downtown corrections facility is not a tenable option for the county. In 2011, the National Institute of Corrections called conditions there "deplorable" and subsequent studies such as the one conducted by the Institute for Law and Public Policy have repeated the call for a new facility.

Q. What are the planned changes to the Adult Detention Center (Satellite)?

A. Our plan is a reduction of the prior master plan for the detention center and sheriff's office. It incorporates space for a more humane experience in the booking area. Non-violent and compliant detainees will be kept in a lounge instead of cells, until they can be released. The plan provides a new medical and mental health services area that offers modern facilities for treatment. It also provides greater

storage space, staff offices, expanded and improved visitation facilities for families seeing loved ones. Finally, the new space allows separation of inmates according to classification. Women can be properly housed in accordance with correctional facility standards. Incompatible inmates can be separated into flexible spaces.

Q. How does the jail reduction affect size and cost?

A. We have eliminated an entire pod which produces significant savings. We are also renovating existing space at the ILEAS building to avoid construction of a new sheriff's office. The estimated total cost for both projects is being reduced from about \$30 million to just \$18 million, or 40%.

Budget Summary

Deferred Maintenance Details

Building	Year	Estimated Cost	Project
Animal Control	2019	\$200,000	Revise Electrical Main Distribution (remove crazy leg 270)
Animal Control	2021	\$100,000	Add air conditioning
Animal Control	2023	\$65,000	Roof Replacement
Animal Control	2023	\$95,000	Replace existing metal siding with new siding, check and replace insulation
Animal Control / Coroner	2021	\$300,000	Floor finish replacement
Animal Control / Coroner	2019	\$165,000	Provide / install generator
Animal Control / Coroner	2022	\$40,000	Parking lot replacement
Art Bartell Road	2023	\$555,000	Replace asphalt
Brookens	2017	\$250,000	Replace Roof POD 100
Brookens	2017	\$200,000	AHU replacement POD 100; replace 13 current units with two multi-zone units with digital controls
Brookens	2018	\$500,000	Replace remaining AHUs and digital controls where not already installed (200-2 multizone units; 300-2multizone units and 1 unit for meeting room; 400-2 multizone units and 2 smaller units
Brookens	2019	\$250,000	Install digital controls at remaining units in POD 100 and 400
Brookens	2020	\$974,000	Replace soffit and exterior wall panels under mansard roofs, install insulation at exterior wall
Brookens	2023	\$780,000	Parking Lot Replacement
Brookens	2023	\$100,000	Replace T12/T8 light fixtures with new LED fixtures
Brookens	2024	\$800,000	Repoint exterior masonry/replace all sealants; full replacement
Brookens	2024	\$75,000	Paint entire metal panels

Building	Year	Estimated Cost	Project
Brookens	2025	\$330,000	Replace carpet (90,000SF)
Brookens	2025	\$95,000	Repaint
Champaign County	2020	\$1,800,000	ERP Replacement
Champaign County	2018	\$750,000	Demolish original nursing home
Courthouse	2019	\$200,000	Replace boilers (2)
Courthouse	2020	\$700,000	Roof Replacement
Courthouse	2020	\$150,000	Repair stair at roof access
Courthouse	2022	\$800,000	Update all controls with digital controls - current controls are 20 years old
Courthouse	2025	\$500,000	Chiller replacement and relocation (recommended)
Courthouse	2025	\$285,000	Parking lot replacement
Courthouse	2026	\$100,000	Replace sealants
Courthouse Annex	2020	\$1,500,000	Roof Replacement
Courthouse Annex	2020	\$50,000	Paint steel roof structure
Courthouse Annex	2020	\$45,000	Replace sealant at windows
Courthouse Annex	2021	\$900,000	Update finishes in courtrooms (wood, lighting)
Courthouse Annex	2026	\$300,000	Select repointing at masonry and replace sealants
Courthouse Complex	2021	\$250,000	Paint all areas
Courthouse Complex	2023	\$200,000	Replace T12/T8 light fixtures with new LED fixtures
Garages	2020	\$400,000	Roof Replacement (Metal Roof, 5 garages)
Garages	2020	\$100,000	Install oil interceptors (5 garages)
Garages	2020	\$75,000	Install exhaust fans (5 garages)
Highway	2025	\$150,000	Floor covering replacement
Highway	2025	\$50,000	Floor finish replacement
Highway	2026	\$800,000	Roof replacement
ILEAS	2019	\$350,000	Replace 3 AHU's
ILEAS	2023	\$360,000	Parking Lot Replacement
ILEAS	2023	\$100,000	Replace T12/T8 light fixtures with new LED fixtures

Building	Year	Estimated Cost	Project
ILEAS	2024	\$950,000	Repoint exterior masonry/ replace all sealants; full replacement
ILEAS	2025	\$250,000	Replace boilers (4)
ILEAS	2026	\$1,200,000	Roof replacement if needed (otherwise patch)
JDC	2019	\$500,000	Roof Replacement, and replace or coat existing natural gas line on roof- Existing ballasted roof installed 1999
JDC	2019	\$250,000	Foundation joint repair; drainage tile
JDC	2019	\$50,000	Replace overhead doors (2)
JDC	2020	\$20,000	Water Heater (2)
JDC	2022	\$10,000	Replace and upgrade existing exterior lighting systems
JDC	2022	\$150,000	Sealant replacement, paint exterior windows
JDC	2022	\$50,000	Install 10' security chain link/razor wire fence at perimeter of cell area away from windows
JDC	2023	\$100,000	Replace T12/T8 light fixtures with new LED fixtures
JDC	2023	\$100,000	Parking Lot replacement (1 lot and drive); remove damages sidewalks and install new
JDC	2024	\$250,000	Replace Generator
JDC	2025	\$90,000	Carpet replacement (3,000SF)
JDC	2026	\$410,000	Replace 7 Aon (RTU) units
METCAD	2019	\$250,000	Provide / install generator
METCAD	2019	\$80,000	Replace AHU at basement; install digital controls
METCAD	2021	\$300,000	Roof Replacement
METCAD	2023	\$50,000	Replace T12/T8 light fixtures with new LED fixtures
METCAD	2024	\$50,000	Repoint exterior masonry/ replace all sealants
METCAD	2025	\$80,000	Parking lot replacement (2 lots and drives); removed damaged curb and install new
Physical Plant/Election	2022	\$20,000	Parking Lot replacement

Building	Year	Estimated Cost	Project
Salt Dome	2026	\$210,000	Replace existing asphalt around Salt Dome with new asphalt or concrete
Salt Dome	2026	\$20,000	Repair exterior wood and metal corners
Satellite Corrections	2026	\$30,000	Replace existing shingle roof with new shingle roof, replace 4' x 8' panels as needed and fascia
Satellite Corrections	2019	\$800,000	Roof Replacement-Existing ballasted roof installed 1996
Satellite Corrections	2019	\$250,000	Foundation joint repair; drainage tile
Satellite Corrections	2019	\$500,000	Replace voice/door/data video security system with updated system
Satellite Corrections	2019	\$75,000	Replace overhead doors (2)
Satellite Corrections	2019	\$275,000	Replace 4 condensing units with chillers; replace coils at 4 AHUs
Satellite Corrections	2020	\$10,000	Water Heater (south)
Satellite Corrections	2020	\$300,000	Install digital controls
Satellite Corrections	2022	\$100,000	Return and supply grill replacement
Satellite Corrections	2022	\$70,000	Replace existing boiler
Satellite Corrections	2022	\$30,000	Replace existing water heaters (north, 2)
Satellite Corrections	2022	\$75,000	Replace existing booking desk and area with new millwork; raise desk and area behind desk
Satellite Corrections	2022	\$100,000	Interior flooring - clean, repair and seal/recoat concrete. Replace carpeted areas
Satellite Corrections	2022	\$250,000	Replace generator
Satellite Corrections	2022	\$450,000	Replace 4 AHU's
Satellite Corrections	2023	\$100,000	Replace T12/T8 light fixtures with new LED fixtures
Satellite Corrections	2023	\$230,000	Parking Lot replacement (2 lots and drive)
Nursing Home	2017	\$9,000	Boilers - Hot Water Reset
Nursing Home	2017	\$380,000	Boilers - Replace four units
Nursing Home	2017	\$24,250	Thermostatic Mixing Valves
Nursing Home	2018	\$3,800	Hydro Therapy Tubs

Building	Year	Estimated Cost	Project
Nursing Home	2018	\$1,000	Sewage Ejector
Nursing Home	2018	\$1,000	Sump Pump
Nursing Home	2018	\$8,500	Storm Water Drainage
Nursing Home	2018	\$127,600	Rain Gutters
Nursing Home	2018	\$9,000	Drain Waste and Vent Piping
Nursing Home	2018	\$4,100	Basket Strainers
Nursing Home	2018	\$2,800	Boilers - Carbon Monoxide Sensors
Nursing Home	2018	\$53,000	Chiller - Replace Compressor
Nursing Home	2018	\$21,000	Chiller - Flush water and add glycol
Nursing Home	2018	\$3,000	AHU-3 - Repair
Nursing Home	2018	\$60,000	Generator Tripping - ATS
Nursing Home	2018	\$5,400	Life Safety Ground
Nursing Home	2019	\$10,000	Smoke and Fire Dampers
Nursing Home	2019	\$6,000	Water Piping Corrosion
Nursing Home	2019	\$14,400	Chemical Treatment of Hot & Cold Water
Nursing Home	2019	\$21,000	VAV/RH
Nursing Home	2019	\$12,000	Residence Room Reheat Coils
Nursing Home	2019	\$7,000	Address two rooms w/ proper temps
Nursing Home	2019	\$6,500	Kitchen RTU-1
Nursing Home	2019	\$26,000	IT Network
Nursing Home	2020	\$9,000	Lightning Damage
Nursing Home	2021	\$9,000	Water Softener
Nursing Home	2021	\$2,700	Oil/Water Separator
Nursing Home	2021	\$82,200	Call Buttons
Nursing Home	2022	\$35,300	Sprinklers
Nursing Home	2022	\$90,000	CCTV Surveillance System
Nursing Home	2023	\$123,000	Fire Alarm
Nursing Home	2023	\$60,000	Door Alarm
Nursing Home	2023	\$10,000	CATV

Building	Year	Estimated Cost	Project
Nursing Home	2024	\$21,000	MEP Training and Operation Manuals
Nursing Home	2025	\$2,200	Room Number Project
Nursing Home	2025	\$45,000	Tuck Pointing
Nursing Home	2026	\$22,000	Chillers - Clean Coils Annually
Nursing Home	2026	\$11,000	Kitchen Heating-only MUAU - quarterly filter change
Nursing Home	2026	\$11,000	Annual Maintenance Program
Nursing Home	2021	\$360,000	Magic Air Handling Units - 14 units
Nursing Home	2019	\$160,000	Parking Lots
		\$27,743,750	TOTAL

**Champaign County, Illinois
Office of the County Administrator
1776 East Washington Street
Urbana, IL 61802
(217) 384-3776**



**CHAMPAIGN COUNTY BOARD ENVIRONMENT and LAND USE COMMITTEE
(ELUC) ACTION REPORT**

Summary of Actions Taken at the October 6, 2016 Meeting

Committee members present: Esry, Hiser, Berkson, Petrie, Schroeder,
Committee members absent: Harper, Weibel

	<u>Actions Taken</u>
I. Call to Order	6:34 p.m.
II. Roll Call	5 committee members present
III. Approval of Agenda/Addenda	Approved as distributed
IV. Approval of Minutes	
A. ELUC Committee meeting – September 8, 2016	Approved as amended
V. Public Participation	Keith Padgett, Steve Platt, Jean Fisher, Mark Fisher, Larry Hall, Gina Pagliuso, Joshua Johnson, Kylene Gilbert
VI. Communications	None
VII. <u>Items to be Recommended to the County Board</u>	
A. Proposed Landscape Waste Burning Ordinance	*RECOMMEND COUNTY BOARD APPROVAL of Proposed Landscape Waste Burning Ordinance Amended Option B with Amended Attachment C
B. Proposed Adjustment to Financial Assurance for the California Ridge Wind Farm (Special Use Permit Case 696-S-11)	*RECOMMEND COUNTY BOARD APPROVAL of Special Use Permit Case 696-S-11
VIII. Monthly Reports	
A. August 2016	Received and placed on file
IX. Other Business	None
X. Chair's Report	None
XI. Designation of Items to be Placed on Consent Agenda	VII. A. and VII. B.
XII. Adjournment	8:26 p.m.

Champaign County strives to provide an environment welcoming to all persons regardless of disabilities, race, gender, or religion. Please call 217-384-3776 to request special accommodations at least 2 business days in advance.

COMMITTEE OF THE WHOLE
Finance/ Policy, Personnel, & Appointments/Justice & Social Services
Summary of Action Taken Thursday, October 13, 2016 – 6:30 p.m.

<u>Agenda Items</u>	<u>Action</u>
I. <u>Call To Order</u>	6:30 p.m.
II. <u>Roll Call</u>	16 members present
III. <u>Approval of Agenda/Addenda</u>	Approved as Amended
IV. <u>Approval of Minutes</u>	All minutes approved
A. Committee of the Whole - September 13, 2016	
B. Special Finance - September 29, 2016	
C. Legislative Budget Hearings:	
1. August 22, 2016	
2. August 23, 2016	
3. August 24, 2016	
V. <u>Public Participation</u>	Amy Foster
VI. <u>Communications</u>	
VII. <u>Justice & Social Services</u>	
A. <u>Monthly Reports – All reports are available on each department’s webpage through the department reports page at: http://www.co.champaign.il.us/CountyBoard/Reports.php</u>	All reports received and placed on file
1. Animal Control – August 2016	
2. Emergency Management Agency – August 2016	
3. Head Start – May thru September 2016	
4. Probation & Court Services – August 2016	
5. Public Defender – August 2016	
6. Veterans’ Assistance Commission – August 2016	
B. <u>Other Business</u>	None
C. <u>Chair’s Report</u>	None
VIII. <u>Finance</u>	
A. <u>Treasurer</u>	
1. Monthly Report – September 2016	Received and placed on file
B. <u>Auditor</u>	
1. Monthly Report – September 2016	Received and placed on file
C. <u>Nursing Home Monthly Report</u>	Report not available
D. <u>Budget Amendments/Transfers</u>	
1. Budget Transfer 16-00010 Fund/Depts. 080 General Corporate/075 General County, 023 Recorder, 026 Treasurer, 140 Correctional Center, 042 Coroner, 031 Circuit Court Total Transferred: \$32,404 Reason: Move Money to Correct Budgets to Pay for Increase in Salaries Due to Settlement of AFSCME Contracts	*RECOMMEND COUNTY BOARD APPROVAL of Resolutions Authorizing Budget Transfer 16-00010; and Budget Amendments 16-00044, 16-00046, 16-00047
2. Budget Amendment 16-00044 Fund/Dept. 679 Children’s Advocacy Center/179 Children’s Advocacy Center Increased Appropriations: \$6,750	

*Committee of the Whole
Finance; Policy, Personnel, & Appointments; Justice & Social Services
Summary of Action Taken October 13, 2016
Page 2*

Agenda Items

Action

Increased Revenue: \$6,750
Reason: DCFS Granted Extra Dollars Beginning this Grant Year Which Started July 1, 2016

3. Budget Amendment 16-00046
Fund/Dept. 630 Circuit Clerk Operation & Administration; 671 Court Document Storage/030 Circuit Clerk
Increased Appropriations: \$71,000
Increased Revenue: None: from Fund Balance
Reason: to Cover Additional Expenses for the Redesign of the Circuit Clerk Website and Addition of New Updated Public Access Program from JANO and for New Scanners, New Microfilm Machine and Blueprinting Costs in Document Storage
4. Budget Amendment 16-00047
Fund/Dept. 080 General Corporate/127 Veterans' Assistance Commission
Increased Appropriations: \$3,000
Increased Revenue: \$4,237
Reason: Donation Received June 2016. Restricted to Repairs of Veterans' Memorial in Front of the Courthouse

E. County Administrator

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. FY2016 General Corporate Fund Projection Report 2. FY2016 General Corporate Fund Budget Change Report 3. Recommendation for Employee Health Insurance & Related Benefit Plans 3. Recommendation for Non-Bargaining Employee Health Insurance Contributions 4. Recommendation to County Board to Receive & Place on File the FY2017 Tentative Budget | <p>Reports received and placed on file</p> <p>Removed from Agenda – no action</p> <p>Removed from Agenda – no action</p> <p>*RECOMMEND COUNTY BOARD APPROVAL of a Resolution to receive and place on file the FY2017 Tentative Budget</p> |
|--|--|

F. Other Business

None

G. Chair's Report

None

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

D1-4; E4

IX. Policy, Personnel, & Appointments

A. Supervisor of Assessments

- | | |
|---|-----------------|
| <ol style="list-style-type: none"> 1. Request to Send Sales Analyst/Office Manager and Appraiser/Analyst Positions to Job Content Evaluation Committee for Review and Evaluation | <p>Approved</p> |
|---|-----------------|

B. County Clerk

- | | |
|--|------------------------------------|
| <ol style="list-style-type: none"> 1. September 2016 Report | <p>Received and placed on file</p> |
|--|------------------------------------|

C. County Administrator

- | | |
|--|------------------------------------|
| <ol style="list-style-type: none"> 1. Administrative Services Monthly Report – September 2016 | <p>Received and placed on file</p> |
|--|------------------------------------|

*Committee of the Whole
Finance; Policy, Personnel, & Appointments; Justice & Social Services
Summary of Action Taken October 13, 2016
Page 3*

<u>Agenda Items</u>	<u>Action</u>
2. Recommendation for County Property, Liability, and Worker's Compensation Insurance Policies	*RECOMMEND COUNTY BOARD APPROVAL of a Resolution Authorizing the County Property, Liability, and Worker's Compensation Insurance Policies
D. <u>Other Business</u>	None
E. <u>Chair's Report</u>	November Resolution – Economic Development Corporation County Board Representative
F. <u>Designation of Items to be Placed on the Consent Agenda</u>	C2
X. <u>Other Business</u>	None
XI. <u>Adjournment</u>	7:20 p.m.

RESOLUTION NO. 9753

PAYMENT OF CLAIMS AUTHORIZATION

OCTOBER 2016

FY 2016

WHEREAS, The County Auditor has examined the Expenditure Approval List of Claims against the County of Champaign totaling \$5,759,187.41 including warrants 547480 through 548832; and

WHEREAS, The claims included on the list were paid in accordance with Resolution No. 1743; and

WHEREAS, Claims against the Mental Health Fund do not require County Board approval and are presented for information only; and

WHEREAS, The County Auditor has recommended the payment of all claims on the Expenditure Approval List; and

WHEREAS, The County Board finds all claims on the Expenditure Approval List to be due and payable;

NOW, THEREFORE, BE IT RESOLVED by the Champaign County Board that payment of the claims totaling \$5,759,187.41 including warrants 547480 through 548832 is approved.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 20th day of October, A.D. 2016.

Patti Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

RESOLUTION NO. 9754

PURCHASES NOT FOLLOWING PURCHASING POLICY

October 2016

FY2016

WHEREAS, Purchases by Champaign County offices and departments sometimes occur that are not in compliance with the Champaign County Purchasing Policy; and

WHEREAS, The Champaign County Auditor must present those purchases to the Champaign County Board for approval of payment;

NOW, THEREFORE, BE IT RESOLVED By the Champaign County Board that the purchases not following purchasing policy as presented by the Champaign County Auditor on October 20, 2016 are hereby approved for payment.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 20th day of October A.D. 2016.

Patti Petrie, Chair
Champaign County Board

ATTEST: _____
Gordy Hulten, County Clerk
and ex-officio Clerk of the
Champaign County Board

**FOR COUNTY BOARD APPROVAL
10/20/16**

PURCHASES NOT FOLLOWING THE PURCHASING POLICY, AND EMERGENCY PURCHASES

DEPARTMENT	APPROPRIATION #	VR#/PO#	VR/PO DATE	DESCRIPTION	VENDOR	AMOUNT
VISA PURCHASES PAID WITHOUT RECEIPT						
** Cir Clk Operation & Admin	630-030-522.02	VR#630-070	9/29/2016	Farm & Fleet supplies 8/26	Visa Cardmember Services	\$ 32.69
FY2015 PURCHASE PAID IN FY 2016						
** Circuit Court	080-031-533.07	VR#031-318	09/22/16	Translation 2/25-12/22/15	Anhha Ho	\$ 1,230.00
** Nursing Home	081-425-533.42	VR#044-228	02/18/16	Printer repair 12/17	Bennett Electronic Service Co	\$ 856.00
** Nursing Home	081-410-533.03	VR#044-421	03/08/16	Attorney service 10/8-27	Heyl, Royster, Voelker & Allen	\$ 157.50
** Nursing Home	081-410-533.03	VR#044-425	03/08/16	Attorney service 10/27-28	Heyl, Royster, Voelker & Allen	\$ 332.50
** Nursing Home	081-425-533.40	VR#044-502	03/08/16	Headlight 12/28	CCT-Highway Fund 083	\$ 14.99
** Nursing Home	081-425-533.40	VR#044-518	03/08/16	Bus repair 12/28	CCT-Highway Fund 083	\$ 216.87
** Nursing Home	081-410-533.03	VR#044-544	03/08/16	Pulmonary rehab prog 11/13-30	Polsinelli Shughart PC	\$ 3,780.00
** Nursing Home	081-430-534.83	VR#044-1229	06/16/16	Medical service 12/3/14	Christie Clinic	\$ 82.03

*****According to Illinois Attorney General and Champaign County State's Attorney,
the Purchasing Policy does not apply to the office of elected officials*****

Paid-For information only

TO: Champaign County Board
FROM: Rita Morocoima-Black, CCRPC/CUUATS Planning and Community Development Director
Zoe Keller, CCRPC/Program Compliance and Oversight Monitor (PCOM) for Champaign
County Rural Public Transportation
DATE: October 20th, 2016
RE: FY2017 Downstate Operating Assistance Program (DOAP) Grant Agreement (Grant No. OP-
17-26-IL, Contract No. 4745)

REQUESTED ACTION:

Approve attached resolution accepting the Downstate Operating Assistance Program (DOAP) Grant Agreement for Champaign County Rural Public Transportation.

BACKGROUND:

On April 21, 2016 the Champaign County Board authorized the application for Section 5311 and DOAP funding with Resolution #9562. Champaign County submitted a joint application for state and federal funding for FY2017. Due to the Grants Accountability and Transparency Act (GATA), the contracts for those funds have been separated. On September 15, 2016 CCRPC staff received from IDOT the DOAP grant agreement for Champaign County's partial execution. CCRPC staff has not yet received the contract for Section 5311 federal funds; the attached resolution pertains only to the allocation for Champaign County's state portion amounting to \$768,800.

On November 7, 2016 the Champaign County Area Rural Transit System (C-CARTS) will launch the Eagle Express, a fixed-route service, in the Village of Rantoul. This service contract will bring \$110,000 in local match annually, making it possible to draw down more of the state appropriation. The Eagle Express offers residents of Rantoul quick travel within the village, and allows more efficiency than the current demand-response model.

PART TWO ATTACHMENT 2

RESOLUTION NO. 9755

RESOLUTION AUTHORIZING EXECUTION AND AMENDMENT OF DOWNSTATE OPERATING ASSISTANCE GRANT AGREEMENT

WHEREAS, the provision of public transportation service is essential to the people of Illinois; and

WHEREAS, the Downstate Public Transportation Act (30 ILCS 740/2-1 et seq.) ("Act") authorizes the State of Illinois, acting by and through the Illinois Department of Transportation, to provide grants and make funds available to assist in the development and operation of public transportation systems; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including provision by it of the local share of funds necessary to cover costs not covered by funds provided under the Downstate Public Transportation Act.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY:

Section 1. That Champaign County enter into a Downstate Public Transportation Operating Assistance Agreement ("Agreement") with the State of Illinois and amend such Agreement, if necessary, for fiscal year 2017 in order to obtain grant assistance under the provisions of the Act.

Section 2. That the County Board Chair of Champaign County is hereby authorized and directed to execute the Agreement or its amendment(s) on behalf of Champaign County for such assistance for fiscal year 2017.

Section 3. That the County Administrator of Champaign County is hereby authorized to provide such information and file such documents as may be required to perform the Agreement and to request and receive the grant funding for fiscal year 2017.

Section 4. That while participating in said operating assistance program Champaign County shall provide all required local matching funds.

PRESENTED and ADOPTED this 20th day of October, 2016

(Signature of Authorized Official)

(Attest)

(Name and Title)

(Date)

GRANT AGREEMENT



BETWEEN

THE STATE OF ILLINOIS, DEPARTMENT OF TRANSPORTATION
AND
Champaign County

The Department of Transportation (Grantor), with its principal office at 2300 Dirksen Parkway, Springfield, Illinois 62764, and Champaign County (Grantee), with its principal office at 1776 E. Washington St. Urbana, IL 61802 and hereby enter into this Grant Agreement (Agreement). Grantor and Grantee are collectively referred to herein as "Parties" or individually as a "Party."

PART ONE – THE UNIFORM TERMS
RECITALS

WHEREAS, it is the intent of the Parties to perform consistent with all Exhibits and attachments hereto and pursuant to the duties and responsibilities imposed by Grantor under the laws of the State of Illinois and in accordance with the terms, conditions and provisions hereof.

NOW, THEREFORE, in consideration of the foregoing and the mutual agreements contained herein, and for other good and valuable consideration, the value, receipt and sufficiency of which are acknowledged, the Parties hereto agree as follows:

ARTICLE I
AWARD AND GRANTEE-SPECIFIC INFORMATION AND CERTIFICATION

1.1. DUNS Number; SAM Registration; Nature of Entity. Under penalties of perjury, Grantee certifies that 097322861 is Grantee's correct DUNS number, that 376006910 is Grantee's correct FEIN or Social Security Number, and that Grantee has an active State registration and SAM registration (if federal funds). Grantee is doing business as a (check):

- | | |
|--|---|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Nonresident Alien |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery Corp. |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Tax Exempt |
| <input type="checkbox"/> Corporation (Includes Not For Profit) | <input type="checkbox"/> Limited Liability Company (select applicable tax classification) |
| <input type="checkbox"/> Medical Corporation | <input type="checkbox"/> D = disregarded entity |
| <input checked="" type="checkbox"/> Governmental Unit | <input type="checkbox"/> C = corporation |
| <input type="checkbox"/> Estate or Trust | <input type="checkbox"/> P = partnership |
| <input type="checkbox"/> Pharmacy-Non Corporate | |

1.2. Amount of Agreement. Grant Funds (check one) shall not exceed or are estimated to be \$ 768,800, of which \$ 0 are federal funds. Grantee agrees to accept Grantor's payment as specified in the Exhibits and attachments incorporated herein as part of this Agreement.

1.3. **Identification Numbers.** If applicable, the Federal Award Identification Number (FAIN) is N/A, the Federal awarding agency is N/A, and the Federal Award date is N/A. If applicable, the Catalog of Federal Domestic Assistance (CFDA) Name is N/A and Number is N/A. The Catalog of State Financial Assistance (CSFA) Number is 494-80-1141.

1.4. **Term.** This Agreement shall be effective on July 1, 2016 and shall expire on June 30, 2017, unless terminated pursuant to this Agreement.

1.5. **Certification.** Grantee certifies under oath that (1) all representations made in this Agreement are true and correct and (2) all Grant Funds awarded pursuant to this Agreement shall be used only for the purpose(s) described herein. Grantee acknowledges that the Award is made solely upon this certification and that any false statements, misrepresentations, or material omissions shall be the basis for immediate termination of this Agreement and repayment of all Grant Funds.

1.6. **Signatures.** In witness whereof, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Illinois Department of Transportation

Champaign County

By: _____

By: _____

Signature of [Head of Grantor]

Signature of Authorized Representative

Date: _____

Date: _____

Printed Name: Randall S. Blankenhorn

Printed Name: _____

Printed Title: Secretary

Printed Title: _____

E-mail: countyboard@co.champaign.il.us

Designee

By: _____

Signature of Designee

Date: _____

Printed Name: Beth McCluskey

Printed Title: Director, Office of Intermodal

Project Implementation

PART TWO ATTACHMENT 1

OPINION OF COUNSEL

I, the undersigned, am an attorney licensed by and duly admitted to practice law in the State of Illinois and am counsel and attorney for (Champaign County) ("Grantee"). In this capacity, my opinion has been requested regarding the eligibility of the Grantee for grant assistance under the provisions of the Downstate Public Transportation Act, 30 ILCS 740/2-1 et seq. ("Act"). I have also reviewed the Downstate Operating Assistance Grant Agreement, Agreement No. (4745), Grant No. (QP- 17-26-IL) ("Agreement") tendered by the State of Illinois ("State") to the Grantee, and I hereby find the following:

1. The Grantee is an eligible "Participant" as defined in the Act.
2. There are no provisions in the Grantee's charter, by-laws, or in the laws or rules of the State of Illinois, United States of America, or any unit of local government that preclude or prohibit the Grantee from entering into such Agreement.
3. The Grantee is fully empowered and authorized to enter into the Agreement and that Agreement, when executed by both parties, will be legally binding upon the Grantee and its successors and assigns.
4. I have no knowledge of any pending or threatened litigation, in either Federal or State court, which would adversely affect the Agreement or prevent the Grantee from contracting with the State for the purpose of receiving a Downstate Operating Assistance Grant.

Based on the foregoing, I am of the opinion that the Grantee is an eligible Participant under the provisions of the Act, and that it is fully empowered and authorized to accept the grant from the State.

Signature: _____
Barbara Mann
Attorney for Champaign County

Date: _____

PART THREE ATTACHMENT 1

**CERTIFICATION BY GRANTEE NOT TO ENGAGE
IN SCHOOL BUS OPERATIONS**

Pursuant to Section 49.19(6) of the Civil Administrative Code of Illinois (20 ILCS 2705/49.19(b), as a condition of receiving grant monies from the Illinois Department of Transportation, the Grantee certifies that it is not engaged in school bus operations exclusively for the transportation of students and school bus personnel in competition with private school bus operators where such private school bus operators are available to provide adequate transportation at reasonable rates in conformance with applicable safety standards.

If the Grantee does engage in school bus operations exclusively for the transportation of students and school bus personnel as described above, then the Grantee certifies that it operates a school system in the area to be served and operates a separate and exclusive school bus program for the school system.

The Grantee further agrees and certifies that it shall immediately notify the Grantor in writing of its involvement in or its intention to become involved in any school bus operation prohibited by Section 49.19(6) of the Civil Administrative Code of Illinois after the date of this certification.

Accepted on behalf of Champaign County

Signature of Authorized
Representative

Patti Petrie, County Board Chair

Date

PART TWO ATTACHMENT 3

STATE OF ILLINOIS
DRUG FREE WORKPLACE CERTIFICATION

This certification is required by the Drug Free Workplace Act (30 ILCS 580/1 *et seq.*). The Drug Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

Grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the Grantee's workplace.
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (A) abide by the terms of the statement; and
 - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the Grantee's policy of maintaining a drug free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the grant and to post the statement in a prominent place in the workplace.

- (d) Notifying the Department within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by Section 5 of the Drug Free Workplace Act.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATION.

Accepted on behalf of Champaign County

Signature of Authorized Representative

Patti Petrie, County Board Chair

Date

CERTIFICATION	STATE OF ILLINOIS UNIFORM GRANT BUDGET TEMPLATE	AGENCY: Illinois Department of Transportation
Organization Name: Champaign County	CSFA Description: Downstate Operating Assistance Program (DOAP)	NOFO #
CSFA Number: 494-80-1141	DUNS#097322861	Fiscal Year(s): 2017

(2 CFR 200.415)

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and that any false, fictitious, or fraudulent information or the omission of any material fact, could result in the immediate termination of my grant award(s).

_____ Grantee Authorized Representative	Champaign County Institution/Organization
_____ Signature	_____ Signature
Patsi Petric Name of Official	Rick Snider Name of Official
Champaign County Board Chair Title	County Administrator Chief Financial Officer (or equivalent)
_____ Date of Execution	_____ Date of Execution

Note: The State awarding agency may change required signers based on the grantee's organizational structure. The required signers must have the authority to enter into contractual agreements on behalf of the organization.

Julia R. Rietz
State's Attorney

Barbara Mann
Chief of the Civil Division
email: bmenn@co.champaign.il.us



Courthouse
101 East Main Street
P. O. Box 785
Urbana, Illinois 61801
Phone (217) 384-3733
Fax (217) 384-3816

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

September 6, 2016

Ms. Patti Petrie
Champaign County Board Chair

Re: Closed Session Minutes Review for Champaign County Board

Dear Ms. Petrie:

Pursuant to the Open Meetings Act, a public body such as the Champaign County Board must review its closed session minutes at least semi-annually. The Board must then determine whether the need for confidentiality exists as to all or part of those minutes, or that the minutes or portions thereof no longer require confidential treatment, if so, the records would be available for public inspection. Therefore, the question is whether there is no longer a need to keep minutes closed in order to protect either the public interest or the privacy of an individual. Whichever conclusion that the Board draws must be then be reported in open session.

Please note that the Board may enter into closed session for the purpose of review of closed session minutes pursuant to 5 ILCS 120/2(c)(21): Discussion of minutes of meetings lawfully closed under the Act. Just as in open session, if the matter requires action by the Board, the matter must have been noticed on the posted agenda.

The County Board passed Resolution No. 7969, "Resolution Establishing Procedures for Semi-Annual Review of Closed Session Minutes by the Champaign County Board" on November 17th, 2011. Under the parameters set forth in Resolution 7969, the following may be opened:

1. August 22, 2000 closed session minutes concern the employment and compensation of a specific employee of the county; namely, Jeremy Maupin as director of the nursing home. Mr. Maupin left county employment on May 7, 2005. Per Resolution 7969, closed session minutes concerning the hiring of a specific employee are to be reviewed after the passage of 10 years, unless the individual still works for the county. Similarly, minutes concerning the compensation of a specific employee are to be reviewed after the passage of 10 years, unless the individual still works for the county.

2. December 19, 2002 closed session minutes concern the compensation of a specific employee of the county; namely, former County Engineer Dennis Unzicker, who left county employment on July 31, 2004. Per Resolution 7969, closed session minutes concerning the compensation of a specific employee are to be reviewed after the passage of 10 years, unless the individual still works for the county.

Sincerely,



Barbara J. Mann

CC: Sasha Green, Champaign County Clerk's Office