

Handouts – Committee of the Whole
Tuesday, March 6, 2012

1. QBS (Qualifications Based Selection)
Presentation & Overview
2. Vacant Positions Listing by County
Administrator
3. RFP 2012-003 (prior to changes made at
Committee of the Whole Meeting)
4. Zoning Office Monthly Report – February, 2012
5. Memo from Pattsy Petrie re: Local Food Policy
Council Resolution
6. Written statements of speakers during Public
Participation

Using QBS A Qualifications-Based Selection Process

Champaign County Board Committee of the Whole – County
Facilities

March 6, 2012

A decorative graphic on the left side of the slide, consisting of several overlapping, curved blue shapes that create a sense of motion and depth. The colors range from a light sky blue to a deeper cerulean blue.

What is QBS?

- **Qualifications-Based Selection (QBS) is an objective, flexible procedure for obtaining architectural, engineering, surveying and other related professional services on public projects.**
- **QBS provides a selection process that is straight forward and easy to implement, is well documented, and open to audit.**



Federal Brooks Law

Public Law 92-582 (Brooks Bill) was passed in 1972 and establishes a Federal Policy to select architects and engineers based on competence and qualifications.



Illinois

In 1987, the Legislature enacted the Local Government Professional Services Selection Act (50 ILCS 510) establishing a local government policy to select architects, engineers and land surveying services on the basis of qualifications and to negotiate contracts that are fair and reasonable.



Illinois Local Government Professional Services

Selection Act Requirements

- Applies to all units of local government except home rule units and units with population over 3 million.
- Allows firms to annually submit statements of qualifications.
- Requires local governments to notify firms of projects by mail or by advertising in newspaper.
- Requires local governments to evaluate qualifications of firms and authorize interview or public presentations.
- Requires local governments to rank a minimum of three firms in order of preference and begin negotiations with only the top ranked firm.



Illinois Local Government Professional Services Selection Act Requirements (cont.)

- Requires the local government to prepare a written scope of work for negotiations.
- If unable to reach a contractual agreement, the top ranked firm must be dropped from consideration and negotiations should begin with the next ranked firm, and so on until a satisfactory agreement is reached.
- Except for the negotiation process, ***the requirements of this Act do not have to be met by a local government if they have a satisfactory relationship with one or more firms***, or an emergency exists and a firm must be selected in an expeditious manner, or the costs of the services are expected to be less than \$25,000.



How Does QBS Work?

1. Owner identifies general scope of work and the projected time frame is established.
2. Public notice is given to professional design firms.
3. A Selection Committee is appointed.
4. Statements of Qualifications are requested and received from interested firms.
5. After evaluation, a shortlist of firms is established.
6. A tour of the site may be arranged for short-listed firms.
7. Interviews are conducted with short-listed firms.
8. Three firms are ranked in order of qualifications.



How Does QBS Work? (cont.)

9. All firms involved receive post-selection communications.
10. Negotiations are conducted relative to actual scope, services, fee payment schedule and contract. If an agreement cannot be satisfactorily negotiated with the top-ranked firm, negotiations are terminated and the owner enters into negotiations with the second-ranked firm, and so on down the line.



1 - Developing the Scope of Work

- Owner must identify the general scope and particular needs of the project.
 - Owner
 - Project Name
 - Project Location, Contact Person
 - Identification of involvement of groups in the project (boards, committees, citizen groups)
 - Description of completed studies, surveys and/or feasibility work relevant to the project
 - Requirements for further feasibility studies before development of plans or design work
 - Project outline & general anticipated requirements (demolition, renovation, new construction, land use, etc.
 - Anticipated project time frame



2 – Public Notice

- **Public Notices of Projects in newspapers**
 - Can result in a large number of responses
 - Identify contact person to obtain information package
- **Maintain a Prequalification List of design professional firms**
 - Appropriate to maintain a list of professional firms who have indicated an interest in agency's projects
- **Professional organization directories**
 - Can assist owners in identifying firms with specific experience/expertise



3 – Appointing a Qualified Selection Committee

- Selection Committee will evaluate qualifications, interview candidates and rank firms
- Committee members may include:
 - Representative from department responsible for administration of the contract
 - Representative from the department responsible for the project's functions
 - Stakeholders in the success of the project



3 – Appointing a Qualified Selection

Committee

- Owners often do not have staff with expertise for the project – may be beneficial to enlist assistance to serve as members on the selection committee from:
 - Known experts from surrounding public owners
 - Private consultants
 - Volunteers from design professional associations



4 – What to Ask For

- **Statement of Qualifications**
 - Many public agencies request annually and maintain on file for reference when a project arises – statements of qualifications for design professional firms
 - This approach is typically done in public agencies with staff resources to develop a sophisticated pre-qualification process
 - Owner may also choose to seek Statements of Qualifications for each project
- **Letter of Interest**
 - Owner may choose to request only Letter of Interest for specific project
 - This process is useful when an owner already has on file Statements of Qualifications from numerous design professional firms



4 – What to Ask For

- Request for Technical Proposals
- Technical proposals are detailed plans on how a design professional firm will approach a project
 - Usually reserved for large projects where it is worth the extra effort for owners to formulate, and design professional firms to respond to the technical proposal.
 - The process of using technical proposals will add several weeks and commensurate cost to the preparation time for shortlisted firms.
 - The owner will need technically-experienced staff and several additional weeks to review the technical proposals.



5 – Evaluating & Short-listing Firms

- Number of firms to be included on shortlist and interviewed will vary with project – in Illinois – no less than 3 firms to be selected, usually no more than 5
- Selection Committee should evaluate all responses using an evaluation form to review and assess each firm’s qualifications
- References should be checked between receipt of proposals and time the Selection Committee will create the short list
- After Committee has developed short list – all firms who submitted proposals should be contacted – both the selected firms, and those who were not selected
- Selected firms should be sent complete information regarding interview process and requirements, including evaluation criteria to be used for interview scoring system



6 – Tour of Site

- In major or complex projects, a site tour can be beneficial
- Typically offered only to the short-listed firms
- Can be individual – with owner’s representative conducting tour
- Group tour for all firms – again with owner’s representative conducting tour
- Benefit of Tours – provides interested firms with better first-hand knowledge of the specifics of the project



7 – Interviews of Short-Listed Firms

- Schedule adequate times – 30 minutes for presentation and Q&A, followed by 15 minutes to allow private discussion by evaluating committee
- Schedule interviews on same day or consecutive days to permit the Committee to compare while information is fresh
- Provide evaluation criteria for the interview scoring system to the firms in advance of the interview
- Appropriate questions during the interview will focus on the firm's approach to the project – but should not be expected to include specific design solutions, or discussion regarding fees or cost



7 – Interviews of Short-Listed Firms

- Notify all firms of the time frame for selection – recommended that the Committee’s decision be made on the same date as the interviews
- Use an evaluation form that includes a weight and a score for each criteria/question
- Each interviewer should evaluate each firm independently during the presentation & interview
- When interviews are concluded, the selection committee’s individual score sheets should be collected and compiled
- Based upon the combined scores, it is recommended the selection committee reach consensus regarding the rankings

Evaluation Form Example

PROPOSAL RATING FORM

FIRM:

EVALUATOR:

	CRITERIA	RATING VALUE	EVALUATOR RATING	WEIGHT	SCORE
1	Related project Experience	1-5		10	
2	Firm's ability and capacity to perform the work: (a) Key personnel committed to this project; (b) Local office	1-5		10	
3	Grasp of the project requirements; (a) Studies; (b) Design; (c) Knowledge of the community; (d) Understanding of project	1-5		10	
4	Method to be used to fulfill the required services	1-5		8	
5	Management approach for technical requirements	1-5		5	
6	Use of consultants that may work on the project (a) Discuss in-house resources; (b) outside resources	1-5		6	
7	Time schedule planned for this project - availability	1-5		3	
	TOTAL		0		0

Rating Value - 1 - Does not meet expectations

3 - Meets expectations

5 - Exceeds Expectations



8 - Scoring & Ranking Firms

- Each firm should be evaluated and scored separately by each interviewer
- Chair should compile individual score sheets for the record
- It is recommended that the interview committee attempt to achieve a consensus once evaluations are tabulated of the ranking of the top 3 firms.



9 – Post Selection Communications

- After interviews and rankings are completed, a post-selection memo should be prepared and mailed to all firms that participated in the process.
- After a contract is awarded, a debriefing for each shortlisted firm may be provided upon request.



10 - Negotiating a Detailed Scope of Work with Selected Firm

- Normally not difficult to reach an agreement since QBS process facilitates an early understanding of the project scope and requirements
- The work plan should list responsibilities of firm and owner and any third party involvement such as sub-consultants
- Once scope of work agreement is obtained, the firm should submit its proposal for compensation to initiate and complete fee negotiations
- A written contract should be used. Standard form documents are available from the Engineers Joint Contract Documents and the American Institute of Architects.
- Advise all firms of the final selection



QBS PROCESS

Questions & Answers

Prepared By: E. Boatz

**VACANT POSITIONS LISTED ON DATA BASE
MARCH 13, 2012**

FUND	DEPT.	POSITION TITLE	HOURLY RATE	REGULAR ANNUAL HOURS	REGULAR ANNUAL SALARY	FY2012 ANNUAL HOURS	FY2012 ANNUAL SALARY
80	40	CLERK	\$11.51	1950	\$22,444.50	1965	\$22,617.15
80	71	MAINTENANCE WORKER	\$13.55	2080	\$28,184.00	2096	\$28,400.80
80	140	DEPUTY SHERIFF--CORRECTIONS	\$18.30	2080	\$38,064.00	2096	\$38,356.80
80	140	DEPUTY SHERIFF--CORRECTIONS	\$18.30	2080	\$38,064.00	2096	\$38,356.80
671	30	LEGAL CLERK	\$11.51	1950	\$22,444.50	1965	\$22,617.15
-- TOTAL --			\$73.17		\$149,201.00		\$150,348.70

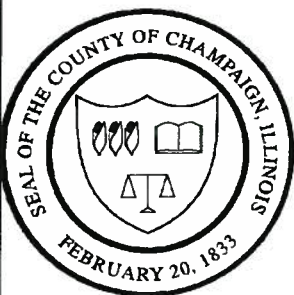
CHAMPAIGN COUNTY SHERIFF'S OFFICE



REQUEST FOR PROPOSALS (RFP): 2012 – 003

NEEDS ASSESSMENT STUDY FOR CHAMPAIGN COUNTY CORRECTIONS

Sealed Proposal Due Date: 4:00 pm May 11, 2012



Needs Assessment Study for Champaign County Corrections

REQUEST FOR PROPOSALS: 2012 - 003

NEEDS ASSESSMENT STUDY FOR CHAMPAIGN COUNTY CORRECTIONS

March 9, 2012

On behalf of the County Board, I invite you to furnish a proposal in accordance with the General Requirements and Proposal Format requirements as documented herein. Carefully read the attached documents and follow the procedures as outlined in order to be considered for selection for this project.

Sealed Proposals: All proposals are to be submitted as outlined. To be considered for the award of contract, vendors will deliver one (1) original and eight (8) hard copies, and one electronic copy (Microsoft Office or PDF format) on CD, to the following address:

Attn.: Sheriff Dan Walsh

Champaign County Sheriff's Office

204 E Main Street

Urbana, Illinois 61801

By 4:00 pm May 11, 2012

**All proposals shall be delivered in a sealed envelope clearly marked "SEALED PROPOSAL –
"RFP – 2012-003 – Needs Assessment Study for Champaign County Jail".**

**The proposal shall include the entire response to this Request for Proposal document and
any amendments which may subsequently be issued.**

Proposals received after the above stated time will be considered a late quote and will not be accepted.

Please direct questions regarding the proposal package to Sheriff Dan Walsh, 217-384-1205 or email dwalsh@co.champaign.il.us

Cordially yours,

Sheriff Dan Walsh

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Needs Assessment Study for Champaign County Corrections

I. INTRODUCTION

The County of Champaign is seeking proposals from qualified criminal justice consulting firms who possess knowledge, skills, and experience in pre-architectural jail planning to conduct a comprehensive jail needs assessment study. The purpose of this study is to develop a plan that will establish current and future adult capacity requirements and costs associated with either the remodeling of our current Downtown facility or the construction of an addition to our Satellite Jail, identify ways of reducing the demand for bed space, while maintaining public safety, and provide an initial estimate of the cost of construction.

While not intended to limit the scope of this project, the County has identified three possible solutions believed to be worth review in this project. Remodel and update the current Downtown Jail, close the Downtown Jail and build an addition onto the Satellite Jail relocating the bed space lost downtown, or do nothing (maintenance only).

The County will evaluate firms from material submitted in response to this RFP. All interested firms must complete a full proposal based on the scope of services specified in Section VII. Based on a review of submitted proposals, the County may interview selected firms prior to making a final decision. The County reserves the right to modify the selection process based on information provided in the RFP submittals.

II. RFP PROCESS TIMELINE

RFP Issued	Friday, March 9, 2012
Responses DUE:	Wednesday, May 11, 2012 at 4:00pm.
Jail Planning Project Team Notification of Selection of Short-Listed Firms:	Wednesday, May 22, 2012
Short-Listed Firm Interviews with County Board	Tuesday, June 5, 2012 – 6:00pm
Top-Ranked Firm Selection	Wednesday, June 6, 2012
Contract Negotiation	Thursday, June 6 – Thursday, June 14, 2012
County Board Award of Contract	Thursday, June 21, 2012 – 7:00pm

III. INSTRUCTIONS TO PROPOSERS

All proposals must be submitted to:

**Sheriff Dan Walsh
Champaign County Sheriff's Office
204 E Main Street
Urbana, IL 61801**

All questions regarding the proposal shall be directed in writing to (FAX or e-mail accepted):

**Sheriff Dan Walsh
Champaign County Sheriff's Office
204 E Main Street
Urbana, IL 61801
FAX: 217-384-1219
e-mail: dwalsh@co.champaign.il.us**

1. Eight bound copies of the main proposal and one unbound, one-sided, copy suitable for duplication, along with one electronic copy should be submitted. The cover should include the title "Jail Planning Proposal," date of submission, name of the firm, and the firm's contact person with phone number and address. The contact person should be an authorized representative of the firm.
2. Eight copies of the budget proposal should be placed in a sealed envelope and marked with the firm's name and the notation: "SEALED BUDGET PROPOSAL."
3. A transmittal letter, signed by the contact person, should accompany the proposal.
4. Both parts of the proposal and transmittal letter should be sealed in an envelope or carton and marked on the outside with the words "JAIL PLANNING PROPOSAL." The envelope or carton should be mailed to:

**Sheriff Dan Walsh
Champaign County Sheriff's Office
204 E Main Street
Urbana, IL 61801**

5. Proposals are due by **4:00 p.m. on May 11, 2012**. Any proposal received after that time will be marked "Received Late" and returned unopened to the offerer.
6. Any questions concerning this RFP should be directed to Sheriff Dan Walsh, 217-384-1205.
7. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

Needs Assessment Study for Champaign County Corrections

8. An authorized representative of the firm must complete and sign the proposal.
9. The Sheriff or his representative will notify appropriate Agents if the County wishes to interview them and will establish the timeline for those interviews.
10. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.
11. In submitting qualifications, it is understood by the undersigned that the right is reserved by the County of Champaign to accept any qualifications, to reject any and all qualifications, and to waive any irregularities or informalities which are in the best interest of the County of Champaign.

IV. TERMS and CONDITIONS

1. The County reserves the right, at its sole discretion, to terminate this process at any time, or reject any and all proposals without penalty, prior to the execution of a contract acceptable to the County. Final selection will be based on the proposal which best meets the requirements set forth in the RFP and are in the best interest of Champaign County.
2. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
3. Any proposal may be withdrawn up until the date and time set above for the opening of proposals. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide the County the services set forth in the attached specifications, or until one or more of the proposals have been approved by the County, whichever occurs first.
4. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied or approved by the County and shall contain, as a minimum, all applicable provisions of the RFP. The County reserves the right to reject any agreement that does not conform to the RFP and any County requirements for agreements and contracts.
5. The County shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the request for qualifications.
6. The successful Proposer may further be required to provide certification of compliance with applicable statutory employment mandates, including but not limited to Illinois and US labor and non-discrimination laws.

Needs Assessment Study for Champaign County Corrections

V. SELECTION PROCESS

The members of the Jail Project Planning Team will review the proposals and submit recommendations to the County Board. Depending on the response to the RFP, the Jail Project Planning Team may elect to short-list two or three firms that best meet the selection criteria and schedule those firms for interviews with the County Board on Tuesday, June 5, 2012 beginning at 6:00pm.

Notification of the selection of short-listed firms shall be provided to all offerers by Friday, June 1, 2012.

Firms scheduled for interviews will be able to discuss their credentials, special skills, and particular approaches to various elements of the study. The selection criteria will be weighted with 45 percent for methodology, 40 percent for qualifications, and 15 percent for costs.

VI. BACKGROUND INFORMATION

COUNTY BACKGROUND

Champaign County, Illinois is located in the heart of East Central Illinois. US Interstates 57, 72 & 74 intersect in the county which puts Champaign County approximately 2 hours south of Chicago, Illinois, 3 hours north-northeast of St. Louis, Missouri and 2 hours west of Indianapolis, Indiana.

Champaign County was incorporated on February 20, 1833. Township form of government was adopted in 1859. The County Board currently has 9 Districts, with three members representing each District for a total of 27 Board members. The County Board Chair is elected from the Board members. The County currently has an Administrator hired by the County Board to oversee the day-to-day operations of the County.

Home to the University of Illinois, Parkland College, and two major regional hospitals (Carle Foundation Hospital and Provena Covenant Hospital), Champaign County is a leader in education, health care, government, high technology, light industry and agriculture. Champaign County comprises 1008 square miles, the majority of which are involved in agriculture.

The 2010 US Census estimate lists Champaign County as the 10th largest County in the State of Illinois with a population of 201,081. The largest urban areas in the County are the City of Champaign (81,055), the City of Urbana (41,250), and the Village of Rantoul (13,674).

Needs Assessment Study for Champaign County Corrections

THE COUNTY JAIL

The Corrections Division of the Champaign County Sheriff's Office operates two separate facilities, the Downtown Jail & the Satellite Jail, with a combined bed capacity of 313 divided between the two. The average daily population of our facilities combined for calendar year 2011 was 223, which was the lowest yearly ADP in a decade.

The Downtown Jail occupies the lower half of the Sheriff's Office building located in downtown Urbana, directly across the street from the courthouse and the capacity of the Downtown Jail, built in 1980 is 131. The Downtown Jail is linear in design and limits the ability of staff to effectively manage the inmate population. Many serious physical plant deficiencies have been identified in the Downtown Jail, such as "the deplorable conditions within the facility", "the limited artificial and natural light and dingy colors found within the jail..." and "the amount of problems with debilitated plumbing, electrical, HVAC, and security systems." Since our Satellite Jail cannot provide sight and sound separation for the housing of males and females, the Downtown Jail houses all general population female inmates.

The Satellite Jail began housing inmates in 1996 with a bedded capacity of 182 inmates and serves as the primary intake unit for all arrests in Champaign County. All inmate meals and commissary items are produced out of the kitchen located at the Satellite Jail. The administrative offices of Jail Command, Mental Health, Medical and Programs staff are housed at the Satellite Jail, while the offices of the Sheriff, Chief Deputy and Law Enforcement Command are located in the downtown facility. The Satellite Jail was originally designed and built with the expectation of expanding the facility by adding housing "pods" when appropriate.

The Champaign County Corrections Division, operating both facilities, was found in full compliance of Illinois County Jail Standards in August 2011 by the State of Illinois Department of Corrections Office of Jail and Detention Standards.

The Sheriff's Office has attended the Planning of New Institutions program conducted by the National Institute of Corrections.

On May 1, 2011 the County received Technical Assistance, via Technical Assistance No. 11J1054, from the National Institute of Corrections (NIC). The purpose of the Report was to provide short-term technical assistance services for the Champaign County Sheriff's Office in conjunction with the review of the utilization of the jail in supporting the criminal justice system within Champaign County. A copy of the technical assistance report is available upon request by contacting Teresa Schlein, secretary to the Sheriff, at 217-384-1205.

THE CRIMINAL JUSTICE SYSTEM

The Illinois Crime Index Offense Rate, expressed in total number of index crimes per 100,000 inhabitants, has steadily declined since 1994 and Champaign County is no different. Based upon the 2009 Illinois UCR the decreases realized in Champaign County in regards to Total Crime Index (-16.9%), Total Crime Index Arrests (-9.9%) and Drug Crime Arrests (-15.7%) were at least twice as much as the rate that was realized in the State of Illinois (Crime Index -7.5%, Crime Index Arrests -4%, and Drug Crime Arrests -3.5%).

The Champaign County Circuit Court has eleven judges and is part of the Sixth Judicial Circuit which consists of the Counties of Champaign, DeWitt, Douglas, Macon, Moultrie and Piatt. The Sixth Judicial Circuit is part of the Fourth

Needs Assessment Study for Champaign County Corrections

Appellate District. Although all of the judges have been assigned to hear criminal matters during their time on the bench, currently six judges handle criminal matters. In cooperation with the Sheriff, the State's Attorney, the Public Defender and the Director of Court Services, the Presiding Judge has developed protocols and issued administrative orders to reduce a significant backlog of pending criminal cases. Despite the efforts of all justice-related departments, the volume of criminal matters, the mandates of the General Assembly and the condition of the jail facilities necessitate steps be taken to insure that sufficient space is available for those incarcerated.

The Office of the States Attorney's Office is staffed with 17 full-time attorneys in the Criminal and Traffic Divisions. The office commences and prosecutes all criminal and traffic cases in the Circuit Court. During 2011, the Office of the States Attorney had 2,131 felony filings, 1,392 misdemeanor filings, 718 DUI's and 23,726 traffic citations. The Office of the States Attorney reviewed approximately 8,400 police reports submitted by area police agencies. The average annual felony caseload per attorney was approximately 350 cases.

The Champaign County Public Defender's Office has a staff of 14 full-time attorneys and three support staff (2 secretaries and one office manager). The Office is appointed to represent individuals who are indigent; that is, they cannot afford an attorney of their own. Most of these cases involve criminal matters in which people are charged with felony, misdemeanor, traffic and juvenile delinquency matters. Public Defender Attorneys are regularly appointed to represent parents in abuse and neglect matters and are occasionally appointed in mental health commitment, contempt and other matters.

The Champaign County Probation and Court Services Department Adult Division/Standard Probation Services Unit consist of 9 line officers. Each officer supervises a caseload of approximately 160 adult offenders. Officers refer offenders for alcohol/substance abuse treatment, or to the various other social service programs that may assist the offender in meeting the conditions of probation. The officer assigned to supervise sex offenders currently monitors 60 offenders convicted of sex offenses. Drug Court started in March of 1999 and each defendant sentenced to Drug Court is required to appear in court each week to assess progress in meeting goals. All Drug Court clients are randomly tested for illicit drugs and alcohol.

The Public Service Work (PSW) Coordinator, assigned to the Specialized Services Unit, serves the entire department. The PSW coordinator works with community leaders to provide labor for special events, on-going projects and general clean up details. At any one time, our coordinator supervises approximately 1200 adults and juveniles ordered to complete community service work.

Community agencies capable of providing services to adult offenders sentenced to probation consist primarily of the mental health unit outpatient service of the local hospital, the County Mental Health Center, Alcoholics Anonymous, and Narcotics Anonymous.

The Sheriff's Office consists of three Divisions, Law Enforcement, Corrections and Court Security. The Corrections Division has 60 sworn officers assigned and had 7,719 intakes in 2011.

In 2003 the jail population grew to above 300, nearing actual capacity, and numerous meetings were held by the various principals in the local Criminal Justice System to reduce the jail population. Presiding Judge Tom Difanis, States Attorney Julia Rietz, Public Defender Randy Rosenbaum, Court Services Director Joe Gordon, and Sheriff Dan Walsh all worked together to reduce the jail population. Case backlog has been substantially reduced through orders to move cases more

Needs Assessment Study for Champaign County Corrections

expeditiously through the system. Judges have been encouraged to consider jail resources when setting bonds and sentences. Assistant Public Defenders and Assistant States Attorneys have been directed by their bosses to move cases quickly, working with both the judges and the Sheriff's Office to do so. The Sheriff also used Electronic Home Detention (E.H.D.) on a regular basis to reduce housed inmate populations. These sustained and combined efforts have led to a perceived reduction in jail population that has averaged 31 inmates (ADP) over the past seven years.

Champaign County also is home to one of the courthouses (in Urbana) for the U.S. District Court for the Central District of Illinois. Since the Courthouse was built, Federal prisoners have been housed in the Champaign County Jail only on an occasional basis. Over the last 11 years (2000-2011), the Federal inmate population for the Urbana Court has averaged 59.5 inmates/year (range is 32 to 88). Currently these inmates are celled in the Ford County Jail in Paxton, DeWitt County Jail in Clinton, Macon County Jail in Decatur, and the Moultrie County Jail in Sullivan. In addition to paying for the housing of the inmates, the Court is paying substantial costs of transporting the inmates, about \$15-18/hour plus mileage. There is a desire to alleviate/reduce the burden (financial and inefficiency) of housing inmates in cells that are up to 64 miles away from the Federal Courthouse.

PROJECT PLANNING GROUPS

Two resource groups have been established to work on issues related to this RFP. The first is the Jail Project Planning Team consisting of the Sheriff, Jail Superintendant, Presiding Judge, States Attorney, County Administrator, Facilities Director, County Board Facilities Committee Deputy Chair and Assistant Deputy Chair. In addition, a nine member Champaign County Community Justice Task Force is being developed. The purpose of the Task Force is to gather information on current programs and costs to prevent incarceration, recidivism, and promote rehabilitation of prisoners; to look for additional programs (and potential costs) that the County does not utilize that may bolster current programs; to provide a report including suggestions and information to the County Board in October 2012.

VII. SCOPE of SERVICES DESIRED

The scope of work for the Needs Assessment Study will include but not be limited to, the following items:

1. The consultant should examine the various factors contributing to the current correctional center population. This study should examine county population growth trends, crime trends, changes in laws, practices within the criminal justice system, and other factors that have **or will affect** the number of pretrial defendants and sentenced offenders who are detained in the correctional center and the lengths of their stays.
2. The consultant should perform a study of the inmate population in order to describe the correctional center population and provide information useful for the planning of programs in our correctional center, for identifying the proportion of the inmate population that might be eligible for various alternatives to incarceration, and for developing design specifications about the types and number of spaces that will be needed to accommodate inmates in the County Correctional Facility.
3. The consultant should include detailed analysis, consideration and discussion of special need inmates---mostly medical and mental health (or both). **Specify** design and adjacency needs to allow appropriate monitoring and

Needs Assessment Study for Champaign County Corrections

care of these types of inmates, while at the same time considering the appropriate staffing needs of such units to make these as staff efficient as possible.

4. The consultant should include detailed analysis, consideration and discussion of the booking environment. Specify design and adjacency needs to allow for appropriate monitoring and care of the newly received inmates while at the same time considering the appropriate safety and security of these individuals. Consideration must be given to appropriate staffing needs of such area to make booking/intake as efficient as possible.
5. The consultant will examine the availability of alternatives to incarceration for both pretrial defendants and sentenced offenders. Gaps in services and enhancements and/or expansion of existing services should be considered. Also, criminal justice system operations should be reviewed to determine if efficiencies can be obtained that will reduce the length of stay of pretrial defendants. This study will require interviewing staff in various criminal justice agencies and examination of appropriate data on supervision and treatment programs and case processing of offenders. Based on this information, the consultant will identify ways to expand the existing alternatives to incarceration or to add appropriate, new alternatives. Also, the consultant should identify if refinements in case processing might be possible that would reduce the length of stay of pretrial defendants. Each of the recommendations should contain a description of the problem or issue addressed by the recommendation, estimate of the impact on the jail population, estimated cost of implementing the recommendation, steps required to implement the change, and timetable for implementation. This is to include consideration and discussion of housing units other than maximum security, such as dormitory and single/double cells with non-security fixtures and doors.
6. The consultant will forecast facility capacity requirements in five-year increments. The forecast will be broken out to show the space allocation requirements for each type of area that accommodates inmates, such as intake, infirmary, housing areas (maximum, medium, and minimum housing for males and females). Options for reducing and/or managing growth of the jail population should also be considered in the forecast. If major changes are imminent, such as new laws or addition of new industries, they should be acknowledged for their potential impact on the forecast. The description of the forecast should be written so that members of the public can understand its relation to historical trends, growth of the county, changes in crime, options for controlling jail growth, and the recommended strategy for designing the facility to accommodate future expansion needs.
7. The consultant should evaluate the existing Downtown Jail structure as to its suitability for other uses, including the possible remodeling of the facility to update it for continued use as a correctional center and sheriff's office. This evaluation will consider the structural integrity of the facility, maintenance requirements, adaptability for other uses, and general cost estimates for each option. If the consultant has the experience and expertise to make suggestions in regards to repurposing options for the facility, recommendations should be included.
8. The consultant will provide an estimate of construction costs and include fixtures and equipment for each option suggested. This estimate does not need to include other considerations, such as site development, professional fees, and contingency expenses. This cost estimate should be coordinated with the forecast to show costs at various periods of time, if phased construction of space is recommended. In that instance, an adjustment for inflation should be included in phased construction. This cost estimate should include the

Needs Assessment Study for Champaign County Corrections

identification of some operational costs, like temporarily relocating inmates, and/or the costs associated with operating two facilities versus a single facility.

9. The consultant should develop a forecast of sheriff's office space needs including specific secure areas designed for various types of evidence storage operations. The planner should interview the sheriff and staff, determine the types of functions and offices that must be accommodated in a new building, and create a forecast for space that will meet future needs. This forecast should identify the space needs in the same incremental time frames as that used in the jail forecast. Also, the rationale underlying the forecast should be described. (Cost estimates for sheriff's offices should be included in the estimate of jail development costs.)

Needs Assessment Study for Champaign County Corrections

VIII. COMMUNICATION, REPORTS AND PRESENTATIONS

The consultant should describe in the proposal how he or she will communicate with the County and/or the public about the jail planning study. This description should indicate the approximate times of the meetings and their purpose. The consultant should also seek the preferences of the County, during an initial meeting, about how to structure public communication and obtain input of the stakeholders to help develop the specifics about contents of the communication.

The consultant should describe in the proposal the sections of the final report that might be anticipated at this time. Also, the proposal should indicate how the recommendations will be structured and what will be included. The final report should include an executive summary that is suitable for public distribution.

A rough draft of the final report should be submitted for review by the Jail Project Planning Team. After the comments have been returned by the County, the report should be finalized and one bound copy and one camera-ready copy suitable for photocopying along with one electronic copy should be submitted.

After submission of the final report, the County Board will contact the consultant to establish a time when a summary presentation will be made to the board in open session.

IX. PROJECT SCHEDULE AND STARTING DATE

The jail planner should provide a timetable for the study, which will show the approximate times when key activities will occur and their general sequence. The timetable should encompass the project activities up to the time of the submission of the rough draft of the final report to the County for review and critique.

A Gantt chart or other appropriate schedule chart should be used to display the information. Explanations should be provided when the reasons for various time lines are not immediately apparent.

X. QUALIFICATIONS OF THE FIRM, PROJECT STAFFING AND REFERENCES

The response should emphasize project experience that will be relevant to the County of Champaign. The consulting firm shall provide a clear, concise Response that will address the firm's ability and experience in complying with the scope of services requirements set forth in this RFP.

1. Give a brief description of the firm, including a description of the firm's experience in performing jail planning studies.
2. List by name and title the consulting firm team members to be assigned to the project for Champaign County. Identify the contact person who will have primary account responsibility. Provide qualifications, experience, and office location and phone number for each of the identified team members.
3. Describe your firm's particular expertise for conducting jail planning and comprehensive jail needs assessment studies. Give examples of how this expertise has been utilized to the advantage of clients and how it may relate to the County.

Needs Assessment Study for Champaign County Corrections

4. **Briefly describe any attributes that distinguish your firm from others offering similar services that would prove helpful to the County in our selection process.**
5. **Describe any pending litigation of the firm.**
6. **Provide references from your last five local government projects, including name, address, telephone number, and type of consulting services/planning completed for these clients.**
7. **Provide a copy of the last Jail Needs Assessment Study your firm completed.**

Needs Assessment Study for Champaign County Corrections

XI. PROJECT WORK PLAN

The project work plan should be constructed to show the estimated number of hours each person will work per task. This should include the hours team members will perform on-site work and project time by support staff. The decision about the names of the various tasks in the table will be left to the discretion of the proposal writer, with the exception of the task of making presentations on the final report.

Sample Table 1. Allocated Number of Hours for Project Staff on Various Tasks

TASKS	Smith (Team Leader)	Jones	Research Assistant	Clerical	Total Hours
1. Meeting with Jail Committee					
2. Interviewing					
3. Collecting jail data					
4. Collecting other data					
5. Analyzing data					
6. Developing forecast					
7. Evaluating jail sites					
8. Writing review-draft of final report					
9. Revising final report					
10. Making presentations on final report					
11. Total number of hours					

As shown in the sample table above, the project team leader should be listed first. The narrative in this subsection should briefly explain any new items (those not discussed in a previous section) if they are not immediately obvious in meaning.

Needs Assessment Study for Champaign County Corrections

XII. PROJECT BUDGET

The budget proposal should be submitted in a separate, sealed envelope, which will be opened after the top two firms have been identified. The budget should be presented in a breakout table according to the following format. Extra lines should be added to the table as needed, such as to list the various consultants.

CATEGORY	Hourly Rate	No. of Hours	Subtotal	Total
PERSONNEL				
Consultants (listed separately)	\$	##	\$xxxx	
Support staff (listed by position)	\$	##	\$xxxx	
Subtotal personnel				\$xxxx
TRAVEL	Rate	Number	Subtotal	
Airfare, auto, etc.	\$xxx	##	\$xxxx	
Lodging	\$xx	##	\$xxxx	
Meals	\$xx	##	\$xxx	
Other (list the major items)	\$x	##	\$xxx	
Subtotal travel				\$xxxx
SUPPLIES AND OTHER				
Office supplies (per month)	\$xx	x	\$xxx	
Telephone (per month)	\$xx	x	\$xxx	
Reproduction (collectively)	\$xxx	NA	\$xxx	
Postage and express (collectively)	\$xxx	NA	\$xxx	
Subtotal supplies and other				\$xxxx
TOTAL BUDGET				\$xxx

Relevant narrative should provide explanation for those items which are not immediately apparent in the budget table. If the consultant has suggestions or options for obtaining cost-savings in conducting this project, the information can be presented in a separate subsection of the budget either in the narrative or as a separate table.

XIII. PROPOSAL FORMAT

The main proposal may contain a brief introduction of no more than one page. Following the introduction, the proposal should specifically address the consultants approach as defined by Sections 7 through 12 of the RFP and in the order in which they appear in the RFP.

Part A. Main Proposal

- Introduction
- Scope of Services Desired (each item addressed independently)
- Communication, Reports, and Presentations
- Project Schedule and Starting Date
- Qualifications of the Firm, Project Staffing, and References
- Appendix A: Literature on the Firm
- Appendix B: Other Information

Part B. Sealed Budget Proposal

A Sealed Budget Proposal is also required.

MONTHLY REPORT for FEBRUARY 2012¹

Champaign
County
Department of

**PLANNING &
ZONING**

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

(217) 384-3708

Zoning Cases

The distribution of cases filed, completed, and pending is detailed in Table 1. Three zoning cases were filed in February and no cases were filed in February 2011. The average number of cases filed in February in the preceding five years is 1.4.

Two ZBA meetings were held in February and no cases were finalized. One ZBA meeting was held in February 2011 and two cases were completed. The average number of cases finalized in February in the preceding five years is 2.4.

By the end of February there were 15 cases pending. By the end of February 2011 there were 7 cases pending.

Table 1. Zoning Case Activity in February 2012 & February 2011

Type of Case	February 2012 2 ZBA meetings		February 2011 1 ZBA meeting	
	Cases Filed	Cases Completed	Cases Filed	Cases Completed
Variance	1	0	0	1
SFHA Variance	0	0	0	0
Special Use	2	0	0	0
Map Amendment	0	0	0	0
Text Amendment	0	0	0	1
Change of Non-conforming Use	0	0	0	0
Administrative Variance	0	0	0	0
Interpretation / Appeal	0	0	0	0
TOTALS	3	0	0	2
Total cases filed (fiscal year to date)	6 cases		2 cases	
Total cases completed (fiscal year to date)	3 cases		4 cases	
Case pending*	15 cases		7 cases	
* Cases pending includes all cases continued and new cases filed <u>but not decided</u>				

¹ Note that approved absences and sick days resulted in an average staffing level of 86% or the equivalent of about 4.3 staff members (of the 5 authorized) present for each of the 20 work days in February.

Subdivisions

There was no County subdivision application, review, or recording in February and no municipal subdivision was reviewed for compliance with County zoning.

Zoning Use Permits

A detailed breakdown of permitting activity appears in Table 2. A list of all Zoning Use Permits issued for the month is at Appendix A. Permitting activity in February can be summarized as follows:

- 5 permits (including 4 permits for structures) were received in February compared to 9 permits (including 6 permits for structures) in February 2011. The five-year average for permits in February in the preceding five years is 7.2.
- Six months in the last 17 months (including January 2012, December 2011, August 2011, February 2011, January 2011, September 2010) have met or exceeded the five-year average for number of permits.
- The average turnaround (review) time for complete initial residential permit applications in February was 4.0 days.
- \$541,000 was the reported value for construction authorized in February compared to \$576,007 in February 2011. The five-year average reported value for authorized construction in February is \$471,638.
- February was the 10th month in the last 37 months (including January 2012, December 2011, November 2011, August 2011, June 2011, February 2011, August and May 2010 and March 2009) to have equaled or exceeded the five-year average for reported value of construction.
- The County collected \$1,418 in fees for February compared to \$706 in February 2011. The five-year average for fees collected in February is \$897.
- February was the 7th month in the last 33 months (including January 2012, December 2011, June 2011, August 2010, and December and March 2009) in which fees equaled or exceeded the five-year average for collected permit fees.
- There were also 7 lot split inquiries and more than 205 other zoning inquiries in February.

Zoning Compliance Inspections

- 4 compliance inspections were made in February for a total of 84 inspections so far in FY2012.
- 4 compliance certificates were issued in February for an average of about 1.0 per week. So far in FY2012 there have been 71 compliance certificates or about 5.5 per week. The FY2012 budget anticipates a total of 512 compliance inspections for an average of 9.8 inspections per week.

TABLE 2. PERMIT ACTIVITY FEBRUARY, 2012

PERMITS	CURRENT MONTH			FISCAL YEAR TO DATE		
	#	Total Fee	\$ Value	#	Total Fee	\$ Value
AGRICULTURAL: Residential	1	N.A.	94,000	1	N.A.	94,000
Other		N.A.		1	N.A.	130,000
SINGLE FAMILY Residential:						
New - Site Built	2	1,098	350,000	5	2,817	990,000
Manufactured				1	393	130,000
Additions	1	320	97,000	8	1,094	323,150
Accessory to Residential				4	778	64,841
TWO-FAMILY Residential						
Average turn-around time for permit approval			4 days			
MULTI - FAMILY Residential						
HOME OCCUPATION:						
Rural				1	33	0
Neighborhood	1	N.A.	0	5	N.A.	0
COMMERCIAL:						
New				1	849	50,000
Other				1	0	1,113,500
INDUSTRIAL:						
New						
Other						
OTHER USES:						
New						
Other						
SIGNS						
TOWERS (Includes Acc. Bldg.)				1	553	64,416
OTHER PERMITS						
TOTAL	5/4	\$1,418	\$541,000	29/23	\$6,517	\$2,068,907

*5 permits were issued for 4 structures during February, 2012

◇29 permits have been issued for 23 structures since December, 2011 (FY 12/2011 - 11/2012)

NOTE: Home occupations and other permits (change of use, temporary use) total 6 since December, 2011, (this number is not included in the total # of structures).

Zoning and Nuisance Enforcement

Table 3 contains the detailed breakdown of enforcement activity for February 2012 that can be summarized as follows:

- 7 new complaints were received in February compared to 3 in February 2011. Two complaints were referred to another agency in February and none were referred in February 2011.
- 37 enforcement inspections were conducted in February compared to 23 in February 2011.
- 3 contacts were made prior to written notification in February and one was made in February 2011.
- 40 initial investigation inquiries were made in February for an average of 10.0 per week in February and 10.0 per week for the fiscal year. The FY2012 budget had anticipated an average of 7.7 initial investigation inquiries per week.
- 3 First Notices and no Final Notice were issued in February compared to 3 First Notices and one Final Notices in February 2011. The FY2012 budget anticipates a total of 45 First Notices.
- No cases were referred to the State's Attorney in February and none were referred in February 2011.
- 5 cases were resolved in February and 10 cases were resolved in February 2011.
- 425 cases remain open at the end of February compared to 553 open cases at the end of February 2011. The number of open enforcement cases at the end of September 2006 was 419.

APPENDICES

- A Zoning Use Permits Authorized**
- B Zoning Compliance Certificates Issued**

TABLE 3. ENFORCEMENT ACTIVITY FOR FEBRUARY, 2012

	FY 2011 Enforcement	December, 2011	January, 2012	February, 2012	TOTALS FOR FY 12
Complaints Received	100	2	5	7	14
Initial Complaints Referred to Other Agencies	16	0	0	2	2
TOTAL CASES INCLUDING PREVIOUS YEARS					
Inspections	331	43	47	37 ³	127
Phone or On-Site Contact Prior to Written Notification	22	0	1	3	4
1st Notices Issued	27	1	1	3	5
Final Notices Issued	7	1	0	0	1
Referrals to State's Attorney's Office	3	0	2	0	2
Cases Resolved ¹	224	3	10	5	18
Open Cases ²	429	428	423	425	425 ^{**}

¹Resolved cases are cases that have been inspected, notice given, and violation is gone, or inspection has occurred and no violation has been found to occur on the property.

²Open Cases are unresolved cases, and include any cases referred to the State's Attorney's Office or new complaints not yet investigated.

³7 inspections of the 37 performed were done for the 7 complaints received in February, 2012.

*Open Cases include the previous number of open cases plus the number of new complaints received in the current month less the number of cases resolved in that same month.

**The 425 open cases include 27 cases that have been referred to the State's Attorney's Office, some of which were referred as early as 2001, which brings the total of open cases to 398.

APPENDIX A. ZONING USE PERMITS AUTHORIZED DURING FEBRUARY, 2012

<u>NUMBER</u>	<u>LOCATION</u>	<u>NAME</u>	<u>DATE IN/ DATE OUT</u>	<u>PROJECT</u>
111-05-01	Pending Special Use Permit			
221-05-01 RHO	Pending resolution of violation			
345-05-01	Under review			
26-06-02	Under review			
88-06-01 RHO	More information needed			
118-06-02	Under review			
277-06-02 FP	More information needed			
82-07-01 FP	Need IDNR response			
192-07-02 FP	More information needed			
219-07-01	More information needed			
219-07-02 RHO	More information needed			
250-07-02	More information needed			
320-07-01 FP	More information needed			
18-08-01	Under review			
137-08-01	Under review			
187-08-02	Under review			
235-08-01	More information needed, possible Variance			
235-08-02	More information needed, possible Variance			
237-08-01	Under review			
266-08-01	Variance needed			
12-09-01	Under review			
147-09-01	Under review			
357-09-01 RHO	Under review			

APPENDIX A. ZONING USE PERMITS AUTHORIZED DURING FEBRUARY, 2012

41-10-01	Pending Special Use Permit			
54-10-01	Under review			
251-10-01	Variance needed			
03-11-01	Zoning Case required			
10-11-01	PERMIT CANCELED			
26-11-01	Under review			
66-11-01	More information required			
77-11-02	More information required, possible variance			
168-11-01 FP	Under review			
196-11-01	Under review			
364-11-01 RHO	Under review			
04-12-02	More information needed			
13-12-01	More information needed			
34-12-01 R-1	Lot 132, Wiltshire 8 th Subdivision, Section 13, St. Joseph Township; 1400 Nottingham Drive, St. Joseph, IL 61873	David and Lori McDermott	02/03/12 02/14/12	construct a single family home with attached garage
41-12-01 R-1	A tract of land located in the NW 1/4 of the SE 1/4 of Section 3, Urbana Township; 2802 Holcomb Drive, Urbana, Illinois PIN: 30-21-03-402-018 & 022	Keith Kelley	02/10/12 02/14/12	construct a master bedroom suite to an existing single family home
44-12-01 AG-1	A tract of land located in the North 1/2 of the SE 1/4 of Section 11, Scott Township; 1365 CR 500E, Bondville, Illinois PIN: 23-19-11-401-001	Charles and Dorothy Zahnd	02/13/12 02/23/12	construct a single family home

APPENDIX A. ZONING USE PERMITS AUTHORIZED DURING FEBRUARY, 2012

46-12-01 Under review
 52-12-01 Variance needed
 58-12-01 Under review
 59-12-01 Under review

Permit Number	Project Description	Applicant Name	Address	City	County	Project Status
46-12-01	Under review					
52-12-01	Variance needed					
58-12-01	Under review					
59-12-01	Under review					

APPENDIX B: ZONING COMPLIANCE CERTIFICATES ISSUED DURING FEBRUARY, 2012

<u>DATE</u>	<u>LOCATION</u>	<u>PROJECT</u>
02/01/12 108-02-01	Lot 101 of a Replat of Lot 3 and of Part of Lots 2 and 9 of William Hanks Subdivision, Section 33, Somerset Township; 510 E. Oaks Road, Urbana, Illinois PIN: 25-15-32-276-008, 028, 030	a detached storage building
02/02/12 232-03-01	Lot 2, Woodfield Estates Replat, Section 22, Mahomet Township; 903 Woodview Ct., Mahomet, IL PIN: 15-13-22-251-011	a room addition to an existing single family home
02/15/12 39-05-02	Part of a Subdivision of the S ½ of the SE ¼ of Section 7, St. Joseph Township; 1872 CR 1600N, Urbana, Illinois PIN: 28-22-07-451-007	a detached storage building for personal storage
02/22/12 293-09-01	Lot 18, Yankee Ridge 4 th Subdivision, Section 29, Urbana Township; 301 Pond Ridge Road, Urbana, Illinois PIN: 30-21-29-428-007	an addition to an existing single family home

7 March 2012

To: Champaign County Board Members

From: Patti Petrie

Re: Local Food Policy Council Resolution

During the COW on 14 February 2012 when the draft proposal for a Local Food Policy Council was introduced for discussion, several comments were made by fellow board members that I will address in this memo.

Two interlocking comments focused on whether there is need for another county committee and ought local foods be under the egis of extension. Steve Ayres, UIUC Extension and local foods and small farms educator, spoke in favor of the council during the 14 February meeting. After that meeting, I met with Mr. Ayers and Zachary Kennedy, UIUC Extension community development educator, to explore the concept further. Both individuals are in full support, think it is appropriate for such a council to be at the county level, and see their roles to be that as educators, not policy makers.

I also have had a conversation with Todd Rusk, Associate Director Energy and Sustainable Business Programs, UIUC, Business Innovative Services, DCEO. He is also very supportive of this format and is interested in bringing the concept to DCEO to encourage other counties to use as a model. This intertwines with the state legislation to enhance economic development through local farms. In addition, I have communicated the proposed concept to the governor and Warren Ribley, DCEO director, via Paul Faraci, DCEO East Central Region, Office of Outreach.

Cathe Capel, who spoke in favor of the council on the 14th, has presented the concept to Deborah Cavanaugh-Grant, UIUC Extension and local foods and small farms educator. Again, there is support for the concept as a means through which the extension education function can be part of the macro concept of helping local foods be an integral part of economic development.

The resolution focus is enabling local foods, small farms, economic development, and being the conduit for the various organizations focusing on thus. The council purpose is to facilitate policy support on the county level. And recognizing how fast local foods as economic development might progress there is built into the resolution a 24 month sunset to offer the opportunity to rethink and maybe restructure the council.

I have been contacted by a UIUC Urban Planning graduate student, via Steve Ayers, who is interested in following what might happen related to local foods as economic development as her masters project.

As a reminder, many individuals spoke in favor of the council during the 14 February meeting. The statements are part of the public record.

It appears, as an example, that locally grown fresh vegetables already is an expanding concept, based on a recent article in the DI. Sola Gratia Farm, a community-based sustainable farm, is a project conducted

by the St. Matthew Lutheran Church to produce organic food products. The plan is to give 10% of the produce to the Eastern Illinois Food Bank. With the council, the county will be positioned to enable more and more local food production.

The various conversations with those involved with local foods, especially UIUC extension educators, appear to support the importance of the county becoming a leader in this aspect of economic development. Extension and DCEO appear to view the council on the county level as an appropriate structure.

Good evening. My name is D. Fairchild Ruggles. I am a professor at the University of Illinois, Urbana-Champaign-- specifically, a professor of architecture and landscape architecture—but I'm not here to discuss the design of the proposed new jail, but rather the design of the committee that is charged with conducting an evaluation of that proposal, and the issues that that committee should consider.

The Board is considering spending something in the order of \$20 million of taxpayer monies on the proposed project.

Over the past several weeks, you've received feedback from the public—the taxpayers—and by now, you are fully aware that the proposed new jail has met with unanimous skepticism and resistance. The criticisms that have been leveled at the project by the community are things like:

1. Whether a jail is really needed only 32 yrs after the last one was built.
2. The question of for whom this expensive new facility is intended: people committed for driving offenses, drunkenness, mental illness, illegal immigrants? Is that really a \$20-million-dollar problem?
3. Whether there are better, more humane, and less expensive ways of handling local crime... in other words, whether jails are already outmoded and are being replaced (at least elsewhere) by more enlightened forms of ensuring public safety and peace.
4. Whether the new jail is perhaps conceived with the idea of generating income: incarcerating undocumented workers is possibly a lucrative way of filling the county's coffers..... although, personally, I don't want to live in a community that uses poorly paid, undocumented worker as a revenue stream.

A new jail is a complex undertaking and if it is necessary at all, then it should be done properly. That means allowing sufficient time to ~~collect data and consult widely with the public on their attitudes toward the jail and public safety.~~ ^{before voting on the RFP} One of the things that must be addressed is the history of racial inequality—of racial targeting--in our county's justice system.

We should consider measures that would reduce rates of incarceration, and in particular the racial discrepancy in the jail population in our county. Consistently, more than 60% of those in the jail are African American, while only 12% of the general population of the county is African-American. That is an important piece of data that should be carefully examined before we even begin to talk about a new jail.

My name is Rohn Koester, and I live in an apartment at 1205 E. Florida in Urbana. I thank the Board for considering my statement this evening about the jailing function in Champaign County.

Since 2010, I have worked as a volunteer tutor in the Champaign County Satellite Jail facility. I work with students who are studying to take the GED exam. "GED" stands for "general educational development" -- it's what students earn when, for one reason or another, they are unable to graduate from high school with their peers. Currently, many more inmates at the Satellite Jail request enrollment in the GED program than space allows. Men are routinely turned away for lack of resources.

Let me share two observations about the program. First, the program allows the men to try out new decisions about their lives: to become the kind of people who take school seriously, who demonstrate discipline and concentration, who voluntarily help others, and who plan for the future. This might not fit the convict stereotype that some of us have, but then the GED classroom might be among the first places these men have ever felt cared about and respected. They respond by demonstrating who they want to be.

The second observation is about the students' concerns. At the beginning and end of class, the men have a chance to ask questions unrelated to the subject matter. Many of the questions are about the GED exam -- when they can take the test (it isn't offered in jail anymore), how much it costs (they often don't have the \$50 testing fee), and how to enroll in a mainstream education program (many have been *away* from school longer than they were ever *in* school). Other questions are unrelated to the GED -- how to apply for a job, how to refill their medication, what homeless shelters are available.

We already know from statistics that more than two-thirds of the jailed population in Champaign County are there for non-violent offenses -- no violence to people, no violence to property. This is very good news because it means we are in a position to provide help. We can help them with their substance abuse issues, their educational needs, their unemployment and housing problems, their mental illness. Within the jail system, we need to include these ways to help.

Just as important, we can create a program that supports them outside of the jail with constructive solutions -- substance abuse support groups, adult education programs, job placement, medical care, and sustainable lifestyles. This bridge between the cell block and civilian life is a crucial aspect of the jailing function. Study after study demonstrates that it is key to a long-term reduction in recidivism.

This new point of view regards the jailing function as the first step in a process of reclamation: one that makes the community safer, that saves the county money, and that promotes constructive action among those who need it. Just as the men in the Satellite Jail strive to present a best version of themselves in class, we should represent the best aspirations of the county by making the jail a site of positive change.

I know how difficult this point of view is for some of you to share with the people you represent. I grew up in Effingham, a community without much racial or ethnic diversity, and it was common to hear people repeat stereotypes and cast their fears in terms of race. These fears depicted People of Color as criminals and the jailing function as the solution. I bet many of you know people who still think this way.

Even as we reject such an opinion as naive and uninformed, often we still fall victim to the thinking behind it: the us-versus-them mentality that portrays some people as good and other people as bad. The more insecure we feel about our community, the more willing we are to use the jailing function as a means to separate a population of "bad people" from the rest of us. We need to leave behind this attitude as well.

Imagine if our resources were focused on preventing recidivism by offering the GED exam to those in jail and addressing the long-term needs of those exiting the jail. Imagine if our resources were used to identify more of the needs of our citizens *before* crimes were committed. Would we have a better jail system? I think we would. A better community, too.

Tonight, I ask you to be educators for your neighbors, not just about the complex decisions you will be making, but about what we want our county to be like for the next generation. Let's use existing resources to remake the jailing function to represent our determination to help the marginalized and the dispossessed. Not an easy lesson to teach, but I can't imagine one more important.

I thank the Board for considering my remarks this evening.

Hi, my name is Jerehme Bamberger, and I live in district 9, making my representatives on the County Board Chris Alix, Brendan McGinty and James Quizenberry. I would like to reiterate for the third meeting in a row my concern with the influence that the Jail Space Improvement Project Planning Team, constituted by this Committee a month ago today, has continued to have over the Board's decisions on how to proceed with the rectification of the conditions at the downtown jail. I would like to reiterate further that there is no provision anywhere in the County Board rules which gives a Deputy Chairperson the power to unilaterally appoint any kind of group to work on any kind of issue, and that the current Project Planning Team was not approved by a specific vote by this Board. Just for your information, the Project Planning Team is composed of Dan Walsh, County Sheriff, Alan Reinhart, County Facilities Director, Deb Busey, County Administrator, Tom Betz, Deputy Chair of the Facilities Committee, John Jay, Assistant Deputy Chair of the Facilities Committee and two as-yet anonymous designees, one from the state's attorney's office and one appointed by Judge Defanis. There is no existing public record of any meetings they have had.

The latest abuses of power that I would like to bring to your attention tonight are in the agenda packet for this meeting. In this latest RFP, the individuals I just mentioned have inserted themselves in the Board's decision making process twice: once before the proposals even reach this Board for consideration, and once after the consultant has drawn his or her conclusions. Section Five of this RFP is entitled "Selection Process," and it begins, "The members of the Jail Project Planning Team will review the proposals and submit recommendations to the County Board. Depending on the response to the RFP, the Jail Project Planning Team may elect to short-list two or three firms that best meet the selection criteria and schedule those firms for interviews with the County Board." On the first page of the RFP you can see that the proposals will be sent to the Sheriff's Office, and according to Section Five they will then be reviewed, not by the Champaign County Board, but by the Project Planning Team. According to this document, this Board will be voting on *recommendations* hand picked by the Project Planning Team, whose members have time and again made their preference for specific courses of action clear at these meetings. You will not have direct access to the full range of applicants if you approve this document

as written. This is a bold circumvention of the County Board's authority in this matter.

Similar is the intervention that the Project Planning Team has designed for itself in Section Eight, entitled Communication, Reports and Presentations. The third paragraph reads, "A rough draft of the final report should be submitted for review by the Jail Project Planning Team. After the comments have been returned by the County, the reports should be finalized..." Now, that whole section is a travesty and I hope y'all will look it over closely, but for now I'd just like to point out that the first group of people who get to see the final report is the Project Planning Team- not the County Board, not the stakeholders *outside* of those included in the Team, and certainly not the public. Just like it gave itself the power to preview and hand-pick applicants for consultant services, the Project Planning Team has given itself the role of gatekeeper, previewing information, returning its comments on behalf of the County, and only after that presenting a summary to the County Board in open session.

I'm going to say this very plainly: there needs to be a check on the power of the Project Planning Team. If you go to cucpj.org/silenced, you can read three proposals for ways to structure the Champaign County Community Justice Task Force such that it provides an authentic counterbalance to the Project Planning Team. I'd also like to point out tonight that Board members who last month expressed concern over the composition of the Facilities Team, now have a chance to make a motion to with which you could change the structure of the Project Planning Team, either by altering its membership, as Board Members Carter, Ammons, Berkson, Alix and Petrie mentioned wanting to do, or by instituting a more collaborative relationship between the Planning Team and the Task Force, which my representative Alix said was the appropriate course of action on February 14th, during discussion on the role of the Task Force. Thank you for your time.

It's such a Mr. Smith Goes To Washington moment,
it bears worth repeating:
In 1998, the voters of Champaign County were presented the
following,

ORDINANCE 572, and this was APPROVED BY THE VOTERS NOV. 3, 1998:
NOW, THEREFORE, BE IT FURTHER RESOLVED, that upon
payment in full of the costs of construction of new facilities for the Champaign
County Youth Detention Center and Champaign County Courthouse and the
repayment in full of the outstanding obligations on the existing bonds issued to
fund construction of the Champaign County Jail, **this tax shall be repealed, unless**
[the tax's] continuation is approved by a majority of the voters of Champaign County in a
subsequent election.

What do those words mean? What part of "**this tax shall be repealed**" don't you understand?
What part of "**Unless the tax's continuation is approved by a majority of the voters of**
Champaign County in a subsequent election" don't you understand?

There's no legal double talk that can explain the theft this body has engaged in with the voters.

[to Al Kurtz] **If I give you a contract to sign,...**
and it says I will provide the following services for this amount of money,
and you look it over and say "okay" and sign it,
and then I take the contract and say, "thanks for the signature" and then
erase the terms of the contract you signed and change them to mean more services
more time, and more money than you originally signed for,
wouldn't you want Sheriff Walsh to not-so-politely escort me to one of them jail cells you're
fixin' to build?
And if I changed those terms on the contract to bilk you out of over 8 million dollars, so I can
pay utilities and fix the old courthouse at 6.8 million,
wouldn't I be charged with a felony?
Boy, you couldn't write this stuff,... the very thieves who've stolen over 8 million dollars from
the taxpayers
is the same body who wants to steal more tax dollars so they can build a 20 million dollar
maximum security jail expansion....will you put yourselves in it?

Where are you now Republicans? You're supposed to be the party of less taxing, less spending...
but now it's okay to trick the voters out of \$4 million taxes a year and send the grandkids into
debt until the year 2029?

An excerpt from ORDINANCE 683, APPROVED by only about 16 people in this room on
APRIL 10, 2003 said:
NOW, THEREFORE, BE IT RESOLVED that the Champaign County Board will
use any revenue generated by the Special Retailer's Occupation Tax for Public Safety as
follows:

...To pay the annual maintenance costs of the Champaign County Courts, Law Enforcement, Corrections and Detention facilities in order to relieve the County's General Corporate Fund of the burden of those expenses;

Well right it should say that, for in the state statutes,[to Langenheim] and you want to talk about mandates coming down from on high from the state, here's one to consider, in Chapter 55 of the Illinois Compiled State Statutes say

(In Chapter 55 of the Illinois Compiled Statutes in Article 5/Section 5-1106)

Under the heading: **County offices, equipment and expenditures it say:.... It shall be the duty of the county board of each county:**

First--To erect....and keep in repair, a suitable ... jail !!!

Closing urged for county's downtown jail

Tue, 06/14/2011 - 8:00am | Tom Kacich

- Rietz said the National Institute of Corrections consultants were "very concerned about someone suing the county, particularly with regard to the disparate treatment between female inmates and male inmates. That is a big concern that they addressed with us."
- Consultants from the Department of Justice's National Institute of Corrections, who assessed county jail facilities last month, even suggested closing the downtown jail as early as this year, calling conditions there "deplorable" and "depressing."
- the consultants cited **five specific "negative conditions"** in the downtown jail, including its 1)"deplorable conditions;" 2) its "debilitated" operational systems; 3) its "limited artificial and natural light and dingy colors" that make conditions "depressing for staff and inmates;" 4) the disparate gender treatment of men and women, with females and special-needs inmates held in the older jail while men are held in the newer facility; 5) and the lack of any programs for female inmates.
- The consultants recommended "that the county board join the sheriff in making a decision to close the downtown jail (as soon as possible) and move the females and others to the satellite jail," wrote Warren Cook and Mark Martin of the National Institute of Corrections. "This can be done this year, through the use of minimum or medium jail beds, through the use of dormitory-style housing units for traffic and minor offenders. This will result in freeing up more jail beds for females and special needs inmates, currently held within the downtown jail."

the county's facilities director, Alan Reinhart, said that **the old jail will require \$1.5 million to \$1.8 million in capital improvements over the next three to four years**, including a new

roofing system, restoration of its brick and mortar exterior, a replacement boiler system, a new climate control system and an emergency generation system.

BUT WAIT, WHAT'S THIS?An inspection of the Downtown Jail FILED August 16, 2011, by Criminal Justice Specialist Brad Besson on behalf of the Illinois Department of Corrections where Inspector Besson judged the downtown county jail along a checklist over 250 items and found Zero Noncompliances to Illinois County Jail Standards.

According to the Illinois Department of Corrections, there's nothing wrong with our downtown jail.

Statement to be read before (and submitted to) the Champaign County Board, March 6, 2012 by William Castro, resident at 306 E. Florida Ave. Urbana, IL 61801 [with apologies for any typos due to lack of editing time]

My name is William Castro, and I reside at 306 E. Florida Ave. in Urbana, IL. Two weeks ago, I addressed this political body in my capacity as an expert on criminal discourse to propose the creation of a county-wide government office to oversee and enforce the cultural training of all police officers in the areas of black history and philosophy, Native American systems of law, and migrant histories and sociology as a **better, more profitable** instrument than jail maintenance and/or expansion for reducing crime in our communities. [I refer you to that document, which was submitted to the County Board on that occasion, and which can be resubmitted if necessary] Today, after reading the Report to the County Board submitted by the Sheriff's office on June 14, 2011 and the follow up Report by the National Institute of Corrections in May, 2011, I am here to renew and redouble my call for such an office.

As an expert, I am here to tell you quite bluntly that after reading these Reports, I was quite appalled and dismayed by what I found in them, or rather, by what I **did not** find in them. At the end of the NIC Report, beginning on page 16, we find a set of statistics, diagrams, and charts related to criminal trends in our communities that were submitted to the NIC consultants before their visit. What was dismaying to me, as an expert on criminal discourse, was the complete **negligence**, on the part of the sheriff's office, to provide our visitors with statistics on the racial makeup of the jail population, and related statistics on the percentage that those same populations represent vis-à-vis the general population and its racial breakdown. I was even **more dismayed** at the negligence of the NIC visitors to **demand that such statistics be provided to them** before their visit so that they would be fully prepared to deal with all significant aspects of crime in our county. How, I ask you, would it be possible for the NIC "experts" (so-called) to make the proper, unbiased recommendations regarding alternatives to incarceration and jail expansion (a point that they stress repeatedly) when they lack one of the most significant and basic statistics regarding our jail population: namely, who they are or what they look like? How can their work be thorough if they lack or neglect a **basic fact**? Without these statistics, which are readily available or **should be**, how can these experts make a proper or **unbiased** determination as to what preventive measures to continued mass incarceration (such as investing in culture) might exist out there, or how would they know what programs are appropriate for our jail population as they try to help them move into productive roles in society, and thereby decrease the jail population and the stress on the sheriff's office created by work overload? Let me be clear, the problem of the **negligence** to provide and/or demand race statistics is a profound one that reflects and exemplifies an apparent unwillingness or (what may be worse) an **inability** to deal with root causes of crime. Moreover, and **most importantly**, it is a great impediment to imagining, identifying or "dreaming" (in the words of Martin Luther King, Jr.) alternative, and more satisfying (I argue, **more profitable**), solutions to the problems faced by our overall communities. Knowing this, we should not be surprised that the recommendations offered by these experts (repairing, maintaining, and expanding the satellite jail; transferring and reproducing the functions of the downtown jail to the satellite jail; and identifying a few programs that are **already** part of anti-recidivism strategy); we should not be surprised, I say, that these are the very same strategies of the tired, old, and obsolete system of "justice."

The problems to which I am alluding are compounded further when we take into account that even though the sheriff's office **does** provide some insight into problems related to the male/female gender division within the jails, the NIC experts did not bother to include a woman in their contingent. Again, these problems seem to reflect an **unwillingness, or inability**, to deal with the concreteness of

the problems created by incarceration strategies amongst our communities, and an apparent bias towards reproducing an agenda that is in fact **foreign to the interests and realities of our county**.

These problems are only two of the most significant, detrimental, and damaging to the reports presented by the sheriff's office and the NIC to the County Board, and they will not be fixed by simply including a black, latino, asian, or native American among the NIC contingent. My conclusion, as an expert on criminal discourse, therefore, is that these reports are **necessarily *misleading, unreliable, and even damaging*** to our public safety should they be used by the County Board, especially in regards to allocation of community funds for specific programs such as the renovation of the satellite; I do, however, recommend that the downtown jail be eliminated and that we work towards depopulating the satellite jail, such as it currently stands.