

Approved November 13, 2012

**CHAMPAIGN COUNTY BOARD**  
**Legislative Budget Hearings**  
**Tuesday, August 28, 2012**

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Lyle Shields Meeting Room  
1776 E. Washington St., Urbana, IL

**MEMBERS PRESENT:** Alix, Anderson, Berkson, Betz, Carter, Cowart, Esry, Holderfield, James, Jay, Kibler, Kurtz, Langenheim, Maxwell, McGinty, Michaels, Mitchell, O'Connor, Petrie, Quisenberry, Richards, Rosales, Weibel

**MEMBERS ABSENT:** Ammons, Bensyl, Moser, Schroeder

**OTHERS PRESENT:** Barb Frasca (Recorder), Andy Rhodes (IT Director), Julia Reitz (State's Attorney), Duane Northrup (Coroner), John Carleson (EMA Director), Alan Reinhart (Facilities Director), John Hall (Zoning Director), Gordy Hulten (County Clerk), Deb Busey (County Administrator)

**CALL TO ORDER**

Chair Weibel called the meeting to order at 6:03pm.

**ROLL CALL**

The secretary called the roll and the following were shown to be present: Alix, Anderson, Berkson, Betz, Carter, Cowart, Esry, Holderfield, James, Jay, Kibler, Kurtz, Langenheim, Maxwell, McGinty, Michaels, Mitchell, O'Connor, Petrie, Quisenberry, Richard, Rosales and Weibel.

**APPROVAL OF AGENDA/ADDENDUM**

**Motion** by Betz to approve the agenda for the meeting; seconded by Kibler. **Motion carried unanimously.**

Deb Busey reminded the Board of the budget process resolution approving the budget process. She said the Board provided direction that if a department had an increase in a line, a line item justification form should be completed. If any new requests for funding were made, there was a form to be completed for that as well. She said that general corporate departments are presenting their budgets at this evening's meeting.

**BUDGET PRESENTATIONS**

**Auditor**

Busey presented the auditor budget. The largest revenue source for the Auditor is charging funds outside the general corporate funds for accounting services. Much of that comes from RPC, some from the Nursing Home and the balance is from the special funds. They have no changes to their line item requests. Their staff remains as it has for the past five years. He is requesting that one part-time position be increased to full-time. The 2013 budget includes the salary line for the chief deputy auditor as it was when she left. Only the Auditor can hire the Chief Deputy or outside firm, but that hasn't been done yet. Busey suggested leaving that salary at a proactive level. Petrie asked about the

salary stipend. Busey said certain elected officials receive a stipend from the state. Kibler asked if there is there a need to replace this auditing system and tie it with IT.

### **Board of Review**

Ms. Busey also presented the Board of Review's budget. She said it is pretty straight forward and 93% of their budget is staff salary. Quisenberry asked about a previous discussion regarding support staff. Busey said the Supervisor of Assessments provides staff support to the BOR. They do not track the time spend on BOR, because it is all general corp funding. It is also the official duty of the Supervisor of Assessments to provide support for the BOR.

### **Recorder**

Barb Frasca said a special automation budget was set up by the state legislature in 1993. Her general corp budget is much the same as last year, but is getting tighter. She said her office is difficult to plan for because it is very much based on the economy. The housing slump caused nearly half of their revenue to be cut. Frasca explained the revenue fees. She stated she has a position that remains vacant. She said as the housing situation improves she will look at the need to fill that vacant position. Langenheim asked how historical integrity is achieved. Frasca said that historical books are maintained, but now records are stored electronically. There are three backup record systems and the large books haven't been used since 1975.

### **Supervisor of Assessments**

Ms. Busey gave a brief description of the S of A's revenue. She pointed out that legal notices and advertising are a big expenditure for their office. She said the good news is that they will no longer have large spikes in that line item every four years because they have divided the County into four sections for their notices. Petrie asked about the conference and training line item. Busey responded there are some continuing education requirements for the S of A.

### **Treasurer**

Busey said the Treasurer's budget generates a little more than the others presented thus far. The majority of the revenue is from delinquent tax fees. The working cash fund is not changing much. She said the tax sale automation fund is for the automation and operation of the tax sales. The Property tax Interest Fee Fund is funded by the tax sale and maintains a balance of \$100,000 and anything over that amount is transferred to the General Corp fund.

### **Information Technology**

Andy Rhodes explained that the biggest change is this budget is an increase in revenue by billing back departments outside of General Corp for IT services, mainly for staff services. Expenditures haven't really changed and this is only the second year for an IT budget. He said there is a program change request requesting the addition of an AS400 Programmer position. He said the one AS400 programmer employee will need a large amount of time to train someone new to take over programming. He also said the outside auditor mentioned the accounting system is in need of some updating. James asked how computers and other IT equipment are inventoried. Rhodes said computers are no longer tagged, so there is no formal inventory. He said there is an active directory

maintained, so they pretty much know how many are out there. Quisenberry asked how the service invoices would be determined. Rhodes said that some will be billed by the service and others may be billed on an hourly basis. Discussion continued.

### **Circuit Clerk**

Busey said the Circuit Clerk has authority over the highest number of special revenue funds. Circuit Clerk fees do generate a significant amount of revenue, however that amount is down somewhat this year. She pointed out a new line item for fee revenue that was established in 2010. She said the Support Enforcement Fund is specifically for child support and is a result of an intergovernmental agreement with DCFS. This fund pays for one full-time person who works with child support. The Automation Fund funds the Courts Technology position. It also covers purchasing all hardware and maintenance fees for the Courts and Clerk's operations. This fund has reached a point where the all revenue is being spent. The Child Support Service Fund is from fees paid by those who pay child support. The Court Document Storage Fund is generated through a court case filing fee and its balance is diminishing. Brief discussion continued.

### **Circuit Court**

Busey said the Circuit Court is very much status quo. They do not have revenue. One of the changes the Court is requesting is Attorney Legal Services. They are expecting a large spike in 2012 as result of appointing attorneys in special cases. They feel they get more coverage by adding a contract attorney. The Law Library Fund is also under control of the Presiding Judge. It remains stable.

### **Public Defender**

Busey stated the revenue in this budget comes primarily from the reimbursement of salary. They do have a program change request for the addition of a Part-time Investigator for 2013; the addition of one Part-time Social Worker by 2015; and the reinstatement of a Secretary position in 2014.

### **Sheriff**

Busey said the Sheriff's revenue remains fairly stable. With regard to expenditures, there are four increases, the most significant being with METCAD services that are provided for the Sheriff. That fee increase is nearly 18%. The Sheriff makes a contribution to the Metro SWAT Team. The Sheriff is in need of replacing more vehicles this year. With regard to the Correctional Center budget, the revenue will be a bit higher than in 2011 due to more individuals on home electronic supervision. She said the Sheriff works very hard at managing Corrections overtime. But it does need to be increased and Busey said it seemed like a reasonable increase. She said the Drug Forfeiture Fund is projected to receive a bit higher revenue. The Jail Commissary Fund does have a balance that has built up over the years and the Sheriff has in mind a program that has the ability for inmates' families outside to access the commissary on-line. The Jail Medical Cost Fund revenue is transferred to the Corrections budget to offset medical expenditures for inmates.

### **State's Attorney**

Julia Reitz said a new fund, the State's Attorney Automation Fund, was created and fees are collected from defendants on judgment. She said it just beginning to generate a balance and she will work with

the IT department and determine the best way to use those funds. She briefly described the Victim Advocacy Fund and the Support Enforcement funds. She stated her only increase in expenditures is in personnel salaries. Brief discussion continued with regard to victim witness services.

### **Coroner**

Duane Northrup said his staffing remains consistent. He mentioned the new facility is working great and has helped out with operations and staffing issues. He said he had completed the line item justification form for several items. He continued answering some procedural questions about autopsies and families. Kibler asked Northrup of the two requests on the Program Change Request form which would he prefer, if he were granted only one. Northrup said his x-ray machine is older, still uses chemicals and is broken at this time, for which parts can no longer be ordered. He said they have to have an x-ray machine. He said the price on the form is for a used machine.

### **Emergency Management Agency**

John Carlson said there are not a lot of changes from last year. He said there are a couple of significant points being early this year some monies were received from the State of Illinois for Emergency Preparedness grant. He said there are some modest increases in office and operational supplies, mainly for literature. Fuel has increased due to increase in gas prices. Their office has been called out a little more and is also building stronger relationships with public services. They have also placed themselves on social media, but that is handled by a volunteer. Jay noted that he was please in Carlson's performance since he has taken his position overseeing the department. Alix also stated that he appreciated Carlson's effort to profile that office in the community.

### **Probation/Court Services**

Busey talked first about the Juvenile Detention Center budge and it is basically the same as the previous year. She said the Probation Office is similar. She said their revenue is made up from fees paid by people on probation. This office also supports public service work projects. There is also a contribution to the County Drug Court fund. The Juvenile Intervention Services Fund is there to provide for appropriate training for juvenile service officers. The Juvenile Information Sharing Grant is received and used for additional services for juveniles in the system. Brief discussion followed.

### **Physical Plant**

Alan Reinhart reviewed the line item justification form that showed increases to the water service, storm water utility fee, sanitary service fees and building & repair maintenance line items. He stated he had to estimate the amount for the storm water utility fee because the City of Urbana hasn't yet completed their ordinance outlining the fees. He said the requests for increases to the building repair & maintenance lines are due to market increases for annual service agreements for elevators and generators and other components of the buildings. He also mentioned that he has taken a vacant Grounds Maintenance Worker position and created Temporary Seasonal Grounds worker positions.

**Planning & Zoning**

Ms. Busey said the most notable item is the big jump in revenue in 2012 that will drop again in 2013 and this was due to the wind farm application. Petrie asked how those fees were used. Busey said that revenue went into the General Corp Fund. Brief discussion followed.

**County Clerk**

Gordy Hulten said his office has four funds. The County Clerk Surcharge Fund which is a pass through fund to the State of Illinois and is generated from death certificate fees. The County Clerk Grant Fund expects a voter registration grant sometime in FY2013, but the grant has fluctuated through the years. He continued with a brief description of the Automation Fund which is funded by collecting a fee through document transactions. It was nearly exhausted last year, but he anticipates being able to slowly build that balance up to take care of any equipment needs. He said his General Corp budget has been somewhat decreased in FY2013 because there is not a major election. He does see a potential for a larger primary in February because of elections in the City of Urbana. He said many licenses can now be issued on-line decreasing the amount of in office staff time. Quisenberry asked to revisit the issue of consolidating his technology staff with the County IT staff. Hulten said much of his office's operations have been integrated with the County's IT department over the last twelve to eighteen months. Brief discussion continued.

**Regional Office of Education**

Ms. Busey said the ROE followed the guidelines given by the County Board. The single increase in their budget is for personnel increases. Alix asked what other funding sources are for the ROE. Ms. Quinlan stated there are additional state and federal grants, possibly up to ten sources. The budget being presented to this County is strictly Champaign County's share.

Ms. Busey said there are still a significant number of budgets to present tonight and due to the late hour she will present them at the following night's meeting.

**Motion** by Jay to receive and place on file the budget presentation reports; seconded by Quisenberry. **Motion carried unanimously.**

Chair Weibel declared the meeting adjourned at 9:30pm.

Respectfully submitted,

Ranae Wolken  
Recording Secretary