

## CHAMPAIGN COUNTY BOARD

### COMMITTEE OF THE WHOLE

#### Finance/ Policy, Personnel, & Appointments/Justice & Social Services Agenda

County of Champaign, Urbana, Illinois

Tuesday, October 9, 2018 – 6:30 p.m.

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

#### Agenda Items

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- I. Call To Order**
- II. Roll Call**
- III. Approval of Agenda/Addenda**
- IV. Approval of Minutes**
- A. Legislative Budget Hearing-August 27, 2018 1-4
  - B. Legislative Budget Hearing-August 28, 2018 5-8
  - C. Committee of the Whole-September 11, 2018 9-15
- V. Public Participation**
- VI. Communications**
- VII. Justice & Social Services**
- A. Monthly Reports – All reports are available on each department’s webpage through the department reports page at: <http://www.co.champaign.il.us/CountyBoard/Reports.php>
    - 1. Animal Control – August 2018
    - 2. Emergency Management Agency – August 2018
    - 3. Head Start – August 2018
    - 4. Public Defender – August 2018
    - 5. Probation & Court Services – August 2018
    - 6. Veterans’ Assistance Commission – August 2018
  - B. Court Services/Probation
    - 1. FY2019 Annual Probation Plan – Available on department webpage here: <http://www.co.champaign.il.us/probation/annualplans.php>
  - C. Sheriff
    - 1. Request Approval of An Intergovernmental Agreement with the City of Champaign, the City of Urbana, & Champaign County for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program 16-18
  - D. Other Business
  - E. Chair’s Report
  - F. Designation of Items to be Placed on the Consent Agenda
- VIII. Policy, Personnel, & Appointments**
- A. Appointments/Reappointments
    - 1. Rural Transit Advisory Group – 1 Unexpired Term Ending 12/31/2019 19-21  
Applicant:
      - Kyle Shartzter
    - 2. Lincoln Legacy Committee – 1 Unexpired Term Ending 2/28/2019 22-23  
Applicant:
      - Breaden Belcher

*Committee of the Whole Agenda*  
*Finance; Policy, Personnel, & Appointments; Justice & Social Services*  
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B. County Clerk	
1. September 2018 Report	24
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1. Administrative Services Monthly Report – September 2018	25-27
2. Job Content Evaluation Committee Recommendation for Planner Position for Planning & Zoning Department	28-32
3. Job Content Evaluation Committee Recommendation for Office Manager/Accountant Position for Highway Department	33-38
4. Recommendation for Amendment to Travel Policy – Fly Local	39-50
5. Update on Employee Recognition Event (information only)	51-52
D. Other Business	
1. Approval of County Board Rules	53-72
2. Membership in Statewide County Organizations (discussion only-information to be distributed)	
E. Chair’s Report	
1. County Board Appointments Expiring November 30, 2018: (information only)	
• Public Aid Appeals Committee	
• Senior Services Advisory Committee	
• Zoning Board of Appeals	
F. Designation of Items to be Placed on the Consent Agenda	

**IX. Finance**

A. Budget Amendments/Transfers	
1. Budget Transfer 18-00005	73
Fund 080 General Corporate / Dept. 141 State’s Attorney Support Enforcement	
Total Amount: \$3,000	
Reason: to Pay for a Temporary Contractor Via Spherion Staffing	
2. Budget Amendment 18-00056	74
Fund 619 Tax Sale Automation / Dept. 026 County Treasurer	
Increased Appropriations: \$2,338	
Increased Revenue: None: from Fund Balance	
Reason: to Cover Salary of Temporary Help During Tax Collection	
B. Treasurer	
1. Monthly Report – September 2018 – Reports are available on the Treasurer’s Webpage at: <a href="http://www.co.champaign.il.us/treasurer/Reports.php">http://www.co.champaign.il.us/treasurer/Reports.php</a>	
2. General Corporate Fund Cash Flow Report Presentation	
3. Resolution Authorizing Disbursement of Funds on Defaulted Contract for Mobile Home Tax Sale, Permanent Parcel 30-064-0115	75
C. Auditor	
1. Monthly Report – September 2018 – Reports are available on the Auditor’s Webpage at: <a href="http://www.co.champaign.il.us/Auditor/countyboardreports.php">http://www.co.champaign.il.us/Auditor/countyboardreports.php</a>	
D. County Clerk	
1. Request Approval of Illinois State Board of Elections Cyber Navigator Program Certification of Participation	76-77
2. Request Approval of Help America Vote Act (HAVA) Election Security Grant Acceptance Agreement	78-82

*Committee of the Whole Agenda*  
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- E. County Administrator
  - 1. FY2018 General Corporate Fund Budget Projection & Budget Change Reports (to be distributed)
  - 2. Recommendation to County Board to Receive & Place on File the FY2019 Tentative Budget 83-98
  - 3. Job Content Evaluation Committee Recommendation for Planner Position for Planning & Zoning Department 28-32
  - 4. Job Content Evaluation Committee Recommendation for Office Manager/Accountant Position for Highway Department 33-38
  - 5. Recommendation of Contract for Nursing Home Post-Closing Accounting Services 99-118
    - a. Budget Amendment 18-00058 119
      - Fund 080 General Corporate / Dept. 075 General County
      - Increased Appropriations: \$89,950
      - Increased Revenue: None: from Fund Balance
      - Reason: to Pay Outstanding Obligation of Accounting Services Owed by the Nursing Home to RSM. Payment to be Made on Date of Closing of the Sale of the Nursing Home.

F. Other Business

G. Chair's Report

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

**X. Other Business**

**XI. Adjournment**

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

1 CHAMPAIGN COUNTY BOARD  
2 **BUDGET HEARING MINUTES**  
3

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4  
5 **LEGISLATIVE BUDGET HEARINGS**

6 **Monday, August 27, 2018**

7 **Brookens Administrative Center, Lyle Shields Meeting Room**

8 **1776 E. Washington St., Urbana**  
9

10 **MEMBERS PRESENT:** Jack Anderson, Bradley Clemmons, John Clifford, Tracy Douglas, Jodi  
11 Eisenmann, Aaron Esry, Stephanie Fortado, Jim Goss, Stan Harper, Jim  
12 McGuire, Max Mitchell, Kyle Patterson, Patti Petrie, Giraldo Rosales,  
13 Chris Stohr, Steve Summers, Pranjali Vachaspati, C. Pius Weibel  
14

15 **MEMBERS ABSENT:** Lorraine Cowart, Jon Rector, James Quisenberry, James Tinsley  
16

17 **OTHERS PRESENT:** Jeff Blue (County Engineer), Leanne Brehob-Riley (GIS Director),  
18 (Deb Busey (Interim County Administrator), Lynn Canfield  
19 (MHB/DDB Director), Gordy Hulten (County Clerk), Stephanie Joos  
20 (Animal Control Director), Kari May (Executive Director of Children's  
21 Advocacy Center), (Tami Ogden (Deputy Administrator/Finance), Dr.  
22 John Peterson (Board of Health), Kay Rhodes (Administrative Assis-  
23 tant), Dalitso Sulamoyo (CEO-RPC), Chris Ward (Fiscal Manager-  
24 RPC)

25 **CALL TO ORDER**

26  
27 County Board Chair Weibel called the hearing to order at 6:02 p.m.  
28

29 **ROLL CALL**

30  
31 Rhodes called the roll. Anderson, Clemmons, Clifford, Douglas, Eisenmann, Esry, Fortado, Goss,  
32 Harper, Petrie, Rosales, Stohr, Summers, Vachaspati and Weibel were present at the time of roll call  
33 establishing a quorum. The following County Board members entered the hearing after the roll call:  
34 Mitchell at 6:05 p.m., McGuire at 6:07 p.m. and Patterson at 6:09 p.m.  
35

36 **APPROVAL OF AGENDA/ADDENDUM**

37  
38 **MOTION** by Esry to approve the agenda; seconded by Goss. **Motion carried with unanimous**  
39 **support.**  
40

41 **BUDGET PRESENTATIONS**

42  
43 Deputy County Administrator of Finance, Tami Ogden presented the budget highlights for each de-  
44 partment or fund and department heads were available for any specific questions. The department  
45 budgets and other funds covered via slide show presentation were: County Highway, Animal Control,  
46 Children's Advocacy Center, County Board of Health, GIS Consortium, GIS Fund, Mental Health

47 Board, Developmental Disabilities Board, Regional Planning Commission, Solid Waste Management,  
48 Courts Construction, Courthouse Museum, Public Safety Sales Tax, Capital Asset Replacement,  
49 IMRF, Social Security, Tort Immunity, and Self-funded Insurance.

50  
51 Ogden began with a brief overview of the County's preparation of the levy in order to capture new  
52 growth revenue in the event that there is a favorable ruling in the hospital property tax case. If there is  
53 a favorable ruling, then the hospital properties will be added back to the tax rolls. If this happens before  
54 the Board of Review closes its books for revenue year 2018, under Property Tax Extension Limitation  
55 Law (PTELL), the County can treat this equalized assessed value (EAV) as new growth. The EAV  
56 associated with the hospital properties is approximately \$120 million and would result in approxi-  
57 mately \$1 million in recurring revenue for the County. The new growth can only be captured in the  
58 year that the properties are added back to the tax rolls, which is why the budget has been prepared in  
59 this manner, in order to capture the possible additional revenue.

60  
61 In the event of an unfavorable ruling, the County's liability exposure is approximately \$2.6 million. A  
62 reserve of approximately \$946,000 has been set aside by the Auditor's office to offset the County's  
63 potential liability.

64  
65 County Highway

66  
67 Goss asked about the condition of the current front-end loader, which is scheduled for replacement in  
68 FY2019. Blue stated that the loader is a 2002 John Deere, which is used to load salt and rocks into the  
69 trucks and the main reason for replacement is the resulting corrosion from the salt.

70  
71 Anderson asked if there were any specific facility needs to be addressed in FY2019 for the County  
72 Building Capital Fund. Blue explained that this was based on the County's Facility Study on deferred  
73 maintenance. There are no specific plans, but funds are being set aside for future highway building  
74 maintenance needs.

75  
76 Petrie asked Blue to investigate whether or not Motor Fuel Tax Funds could be utilized for highway  
77 building maintenance. Later in the meeting, Petrie indicated that Blue notified her that it was possible  
78 to utilize Motor Fuel Tax Funds for highway building maintenance.

79  
80 Animal Control

81  
82 Petrie asked if Champaign and Urbana had both the Animal Control Services Agreement and the An-  
83 imal Impound Services Agreement with the County. Joos indicated that the City of Urbana only had  
84 an agreement for impound services.

85  
86 Stohr questioned why the Villages of Mahomet and St. Joseph had opted not to renew their animal  
87 impound agreements. Joos explained that charges for animal impound services had previously been  
88 based on per animal/per day charges. In 2016, a new formula was implemented for the cost of im-  
89 poundment services. The formula for the charges is now based on population and this significantly  
90 increased the impoundment charges for some villages. Villages without an impoundment services  
91 agreement handle their own impoundment.

92 Fortado asked why there was not any projected revenue for the Village of Fisher. Joos explained that  
93 it may have been added with other revenue under Local Government Reimbursement. Ogden and Joos  
94 would double-check.

95

96 Children's Advocacy Center

97

98 Vachaspati inquired about the demand for translation services. May indicated that translation services  
99 are covered by the VOCA grant. May added that the Children's Advocacy Center also works with the  
100 Refugee Center, which provides translation services at no charge.

101

102 Board of Health

103

104 Fortado pointed out that although the Board of Health's fund balance goal had been set at 25% of the  
105 expenditure budget, it appeared that it was actually at 42% and she requested further explanation.  
106 Peterson explained that the Board of Health's levy increased at a greater rate than budgeted prior to  
107 FY2017.

108

109 Goss asked for further clarification regarding budgeted amount for County services listed in CUPHD  
110 budget and the Board of Health budget. He stated that CUPHD listed County services at approximately  
111 \$734,000 and the Board of Health listed services at \$933,000. Ogden would investigate the differences  
112 between the budgets regarding services provided to the County.

113

114 Discussion followed regarding the necessity of additional services and programs.

115

116 GIS Consortium

117

118 Anderson questioned why the County's member contribution was so much higher than the other local  
119 government contributions. Brehob-Riley explained that the bulk of the funding per state statute is due  
120 to the Recorder's fee. She explained that when the consortium was set-up, the other local governments  
121 agreed to a base-cost and a per capita fee.

122

123 Goss asked why the GIS Fund was budgeted at 100% of the expenses. Ogden explained that the doc-  
124 umentation states that the fund balance goal is the equivalent of one year of revenue, to offset years in  
125 which there may be major capital purchases or years in which the revenue is substantially diminished.  
126 Brehob-Riley added that the fund balance varied from year to year based on the number of property  
127 recordings.

128

129 Mental Health Board & Developmental Disabilities Board

130

131 Goss questioned the high fund balance reserve on each of the MHB, DDB and CILA budgets. Ogden  
132 explained that the funding cycle for many grants is July 1-June 30. This creates a large fund balance  
133 towards the end of the year, which will diminish until the County begins to receive property tax reve-  
134 nues in May of each year.

135

136 Canfield added that most of the payments to agency providers are divided into monthly installments  
137 and the MHB usually does not make payments in May and will wait until June, sending a double  
138 payment.  
139

140 Petrie appreciated that the salary for the Executive Director was listed separately in the budget docu-  
141 ment from other personnel costs and the breakdown of MHB programs for July 1, 2018-June 30, 2019.  
142 She encouraged closer examination of each program for any overlap of services and opportunities for  
143 collaboration between agencies.  
144

145 Eisenmann asked about the selection process for the CILA homes. Canfield explained that the State  
146 of Illinois maintains a Waiting List/Prioritization of Urgency of Need for Services (PUNS) database.  
147

148 Vachaspati asked if there any financial limitations on the grant funding to each agency. Canfield stated  
149 that the grant application process was open-ended. She added that the audit policies are under review.  
150

151 Fortado asked for further explanation on why grant funding would be returned to the MHB. Canfield  
152 stated that sometimes an agency will go out of business or they may have staffing issues. It was diffi-  
153 cult to redirect this funding mid-year.  
154

155 The hearing recessed for a break at 7:41 p.m. and resumed at 7:51 p.m.  
156

#### 157 Regional Planning Commission 158

159 Anderson asked for more detail on the Energy Efficiency Database Development. Sulamoyo explained  
160 that Ameren has set aside funding for community-based energy efficiency programs and the Regional  
161 Planning Commission will develop a database and website portal to track and report metrics related to  
162 the energy efficiency initiatives. The database is up and running yet because many of the programs  
163 are not fully developed, but the goal is to be fully operational in FY2019.  
164

165 Petrie expressed concerns over grant funding for community services and agency overlap of these  
166 services. Sulamoyo stated that under the Housing Authority's new leadership, discussions have begun  
167 regarding establishment of a Youth Build Program in the community and collaboration on the Work-  
168 force Development Program.  
169

#### 170 Capital Asset Replacement 171

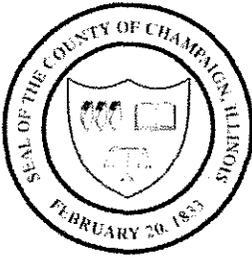
172 Discussion focused on the purchase of software for Real Estate Tax Cycle, Jail Management, and  
173 Enterprise Resource Planning (ERP) to replace the financial and human resources systems.  
174

175 The hearing adjourned at 8:52 p.m.  
176

177 Respectfully submitted,  
178

179 Kay Rhodes, Administrative Assistant  
180

181 *Assistant's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*



**Champaign County Board  
Legislative Budget Hearing  
County of Champaign, Urbana, Illinois**

*MINUTES – SUBJECT TO REVIEW AND APPROVAL*

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**DATE:** Tuesday, August 28, 2018  
**TIME:** 6:00 p.m.  
**PLACE:** Lyle Shields Meeting Room  
Brookens Administrative Center  
1776 E Washington, Urbana, IL 61802

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**Committee Members**

**Present:** Anderson, Clemmons, Clifford, Douglas, Esry, Fortado, Goss, Harper, McGuire, Mitchell, Patterson, Petrie, Rosales, Stohr, Summers, Vachaspati, Weibel

**Absent:** Cowart, Eisenmann, Quisenberry, Rector, Tinsley

**County Staff:** Deb Busey (Interim County Administrator), Tami Ogden (Deputy County Administrator of Finance), Tammy Asplund (Recording secretary), Jane Quinlan (Regional Office of Education), Ginger Boas (Extension Education), Brad Gould (Veterans Assistance Commission), Duane Northrup (Coroner), Janie Miller-Jones (Public Defender), Tom Difanis and Lori Hansen (Circuit Court), Dan Walsh and Allen Jones (Sheriff), Julia Rietz (State's Attorney), Mike Williams (Probation and Court Services), Katie Blakeman and Brian Kelly (Circuit Clerk), Diane Michaels (Auditor), Zebo Zebe (Board of Review), Paula Bates (Supervisor of Assessment), Gordy Hulten and Matt Grandone (County Clerk), John Farney (Treasurer), Mark Sheldon (Recorder), John Hall (Planning and Zoning), Andy Rhodes (IT), Dana Brenner (Physical Plant)

**Others Present:**

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**MINUTES**

**I. Call to Order**

County Board Chair Pius Weibel called the meeting to order at 6:00 p.m.

**II. Roll Call**

A verbal roll call was taken and a quorum was declared present.

**III. Approval of Agenda**

**MOTION** by Mr. Goss to approve the agenda; seconded by Ms. Petrie. Upon vote, the **MOTION CARRIED** unanimously.

Mr. McGuire entered the meeting at 6:04 p.m.

Mr. Mitchell entered the meeting at 6:05 p.m.

**IV. Budget Presentation**

Mr. Weibel stated there are fifty-five funds to review and asked all to keep questions succinct.

Ms. Ogden prefaced her presentation with information provided by the Circuit Clerk. On August 20, 2018, the Governor signed House Bill 4594 – Criminal and Traffic Assessment Act. This Act is designed to streamline, standardize and reduce court fees and fines in Illinois. Ms. Ogden stated the budgets prepared and presented tonight do not reflect the impact of this recently enacted legislation.

Ms. Ogden presented a power point presentation covering the following funds: Regional Office of Education, Extension Education, Veterans Assistance Commission, Coroner, Public Defender, Circuit Court, Sheriff, State's Attorney, Court Services/Probation, Circuit Clerk, Auditor, Board of Review, Supervisor of Assessments, County Clerk, Treasurer, Recorder, Planning & Zoning, Information Technology, Physical Plant, Administrative Services, County Board, General County, ADA Compliance, and General Corporate Fund Debt Service. The presentation is available in .pdf format on the County's website. There were no questions or comments for the following budgets: Regional Office of Education, Veterans Assistance Commission, Auditor, Supervisor of Assessments, Physical Plant, Administrative Services, ADA Compliance, or General Corporate Fund Debt Service.

#### Extension Education

Ms. Petrie asked if Extension Education is working with other agencies on the ground water monitoring and noxious weed programs. Ms. Boas responded that yes, she is working with Soil and Water Districts, natural resource groups, Farm Bureau, and University research groups. Ms. Petrie suggested the budget contain additional detail regarding use of public funds. Ms. Ogden provided handouts related to the Extension Education budget.

#### Coroner

Mr. McGuire questioned whether the County is reimbursed by the State for indigent burials. According to Mr. Northrup, the State does not reimburse the County for these individuals. He noted the County has about four of these cases annually.

#### Public Defender

Ms. Fortado asked whether the budget for interpreters is sufficient for the year. Ms. Miller-Jones stated she believes it will be. According to Ms. Miller-Jones, the court provides interpreters for court dates. In response to a question by Ms. Petrie, Ms. Miller-Jones said she would like to hire a full time social worker, which would cost an additional \$50,000 in salary alone.

#### Circuit Court

Ms. Douglas asked for clarification on the Foreclosure Mediation program. Ms. Ogden explained the consideration is to increase the filing fee from \$75 to \$100. Ms. Petrie asked Ms. Hansen to estimate the cost of an additional staff member for the law library. Ms. Hansen stated the employee might be split between Foreclosure Mediation and the Law Library; and no additional funds would be necessary. In response to a question from Mr. Stohr, Ms. Hansen commented that training is not addressed in this budget due to lack of funds.

Mr. Vachaspati entered the meeting at 6:19 p.m.

#### Sheriff

Mr. Stohr asked if the quarter-time employee for the Drug Court Program could be increased to a full-time employee. Mr. Jones responded that if funds were available, he would be happy to increase the position to full-time. Mr. Stohr responded by asking why funds could not be allocated from other areas with fund balances. Mr. Jones replied that is not possible because those other areas are restricted-use funds. Mr. Summers asked whether the record management system fee will remain flat after 2019. Mr.

Jones responded there will be a minimal increase each year; as the program fees are based on a formula related to number of users. In response to a question from Ms. Petrie, Sheriff Walsh stated the cost to provide 24/7 medical and mental health coverage is an additional \$600,000. Ms. Fortado commended the work completed by Mr. Jones and Ms. Ogden to address the funds for recommendations made by the Racial Justice Task Force.

#### State's Attorney

Ms. Rietz informed the board there is a Notice of Funding Opportunity (NOFO) for a domestic violence/victim advocacy grant. Ms. Rietz explained the grant is a multi-jurisdictional type of grant that requires a significant amount of work to apply to. Ms. Rietz stated there are several additional support positions that could be utilized by multiple departments within the courthouse - including grant writer, publicist, and data analyst. Mr. Goss asked whether the State's Attorney's office is keeping track of the expenditures related to the Carle case. Ms. Rietz replied that the case has been going on for many years and records have not been kept for the entire case. Ms. Ogden noted the case translates to approximately one million dollars annually in revenue to the County. In response to a question from Mr. Summers, Ms. Rietz commented she is unsure what the salary for a grant writer is. She noted the grant she mentioned earlier is worth \$600,000.

#### Court Services/Probation

Mr. Goss asked why the probation services fund balance is not being expended. Mr. Williams explained the probation services fee fund can only be spent at the direction of the Chief Judge. According to Mr. Williams, projecting the fund balance out five years, given the reductions by AOIC and flat revenue, the fund balance would be depleted by 2023. In response to a question from Ms. Petrie, Mr. Williams confirmed that the Parenting with Love and Limits program is funded by the Mental Health Board budget.

#### Circuit Clerk

Ms. Petrie asked what the financial impact of House Bill 4594 will have on the County. Ms. Blakeman responded that at this time the budget is based on the assumption there will be no change. She explained the bill does not take effect until July 2019. The Circuit Clerk's office will monitor the changes and respond accordingly. Mr. Stohr expressed surprise at the amount of paper files generated and stored at the Jail and Courthouse and asked whether there is a plan to move to electronic documents. Ms. Blakeman replied the State mandates civil cases be filed electronically. She stated she does not believe the IT infrastructure is in place to make all document generation and storage electronic. Ms. Blakeman noted the State mandates that some documents are microfilmed.

#### Board of Review

Ms. Petrie asked whether the Board of Review is keeping data relating to the neighborhood equalizers that were sent out, to determine whether they were the trigger mechanism for the appeal. Mr. Zebe responded that data has not been kept.

#### County Clerk

In response to a question from Mr. Vachaspati, Mr. Hulten explained the voter registration system was programmed in-house and saved the County money annually. The Clerk uses this program to process all voter registration information. He confirmed this is not a voter-facing program.

### Treasurer

Ms. Fortado requested an explanation of the Treasurer Working Cash Fund. Mr. Farney commented this can only be used in very specific conditions. The limitations within the statute of the Working Cash Fund includes language stating the Treasurer would forfeit his office if this fund is not paid back. Mr. Farney described it as a "savings account we can't touch". In response to a question from Mr. Stohr, Mr. Farney replied the County collected approximately 362 million dollars in tax revenue. He noted Champaign County is one of the largest downstate collectors.

### Recorder

Mr. Stohr asked for an explanation of the automation fund balance. Mr. Sheldon explained the intent is to cover digitization projects in the future.

### Planning & Zoning

Ms. Petrie stated she believes the office to be understaffed and sees the need for the addition of another full-time employee.

### Information Technology

Ms. Petrie asked for an estimate for total expenditures in the next five years. Mr. Rhodes listed several programs and items including property tax system, replacing the ERP (accounting) system, jail management, support while the AS400 ages out, courts technology software, and replacement of the phone system. Mr. Rhodes estimates seven to ten million over ten years. Mr. Vachaspati asked for an explanation of the information security operations center. Mr. Rhodes commented Homeland Security recommended an Albert sensor. According to Mr. Rhodes, the need for 24/7 monitoring requires a better system. He noted some vendors offer a concierge service with a dedicated engineer to monitor and even block potential sites around the clock.

### County Board

Ms. Petrie stated she is happy to see training and conferences in some budgets where it is not mandated. Mr. Stohr asked why the Mental Health Board is paying half of the NACO dues. Mr. Weibel responded it is because Ms. Canfield is active in NACO.

### General County

Ms. Fortado asked if the budget for employee health care premiums is based on the assumption there will be waivers in the following year; similarly to what the County saw in 2018. Ms. Ogden responded saying that was not taken into consideration for the FY2019 budget.

## **V. Adjournment**

Mr. Weibel adjourned the meeting at 8:31 p.m.

1  
2  
3  
**CHAMPAIGN COUNTY BOARD**  
**COMMITTEE OF THE WHOLE MINUTES**

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4 **Finance; Policy, Personnel, & Appointments; Justice & Social Services**  
5 **Tuesday, September 11, 2018**  
6 **Lyle Shields Meeting Room**

7 **MEMBERS PRESENT:** Jack Anderson, Brad Clemmons, John Clifford, Lorraine Cowart,  
8 Tracy Douglas, Jodi Eisenmann, Aaron Esry, Stephanie Fortado,  
9 Jim Goss, Jim McGuire, Max Mitchell, Kyle Patterson, Pattsy  
10 Petrie, Jon Rector, Giraldo Rosales, Stephen Summers

11  
12 **MEMBERS ABSENT:** Stan Harper, James Quisenberry, Chris Stohr, James Tinsley,  
13 C. Pius Weibel

14  
15  
16 **OTHERS PRESENT:** Deb Busey (Interim County Administrator), John Farney  
17 (Treasurer), John Hall (Planning & Zoning Director), Debbie Heiser  
18 (Insurance Specialist), Gordy Hulten (County Clerk), Tami Ogden  
19 (Deputy Administrator/Finance), Andy Rhodes (IT Director), Kay  
20 Rhodes (Administrative Assistant)

21  
22 **CALL TO ORDER**

23  
24 Vice Chair Rosales called the meeting to order at 6:35 p.m.

25  
26 **ROLL CALL**

27  
28 Rhodes called the roll. Anderson, Clemmons, Clifford, Cowart, Douglas, Eisenmann,  
29 Esry, Fortado, Goss, McGuire, Petrie, Rector, Rosales, Summers, and Vachaspati were present at  
30 the time of roll call, establishing the presence of a quorum. Mitchell and Patterson entered the  
31 meeting after roll call.

32  
33 **APPROVAL OF AGENDA/ADDENDA**

34  
35 **MOTION** by Esry to approve the Agenda/Addenda; seconded by Mitchell. **Motion**  
36 **carried with unanimous support.**

37  
38 **APPROVAL OF MINUTES**

39  
40 **MOTION** by Rector to approve the minutes of the August 14, 2018 Committee of the  
41 Whole meeting; seconded by Clifford. **Motion carried with unanimous support.**

42  
43 **PUBLIC PARTICIPATION**

44  
45 There was no public participation.  
46  
47

48 **COMMUNICATIONS**

49  
50 Petrie noted the 17<sup>th</sup> anniversary of 9/11/2001. Esry reminded motorists to take caution  
51 while driving in rural areas because it is harvest time and slow-moving farm equipment on the  
52 roadways should be anticipated.

53  
54 **JUSTICE & SOCIAL SERVICES**

55 **Monthly Reports**

56  
57 The monthly reports were received and placed on file.

58  
59 **Other Business**

60 Semi-Annual Review of Closed Session Minutes

61  
62 **MOTION** by Anderson to place the Closed Session minutes dated 5/13/2005; 5/26/2005;  
63 6/6/2005; and 6/8/2005 for the Justice & Social Services Committee of the Whole into the open  
64 minutes pursuant to the parameters set forth in Resolution No. 7969, Establishing Procedures for  
65 Semi-Annual Review of Closed Session Minutes by the Champaign County Board. He further  
66 moved that all other Closed Session minutes of the Justice & Social Services Committee of the  
67 Whole shall remain closed pursuant to Resolution No. 7969, a Resolution Establishing Procedures  
68 for Semi-Annual Review of Closed Session Minutes by the Champaign County Board; seconded  
69 by Rector. **Motion carried with unanimous support.**

70  
71 **Chair's Report**

72  
73 There was no Chair's report.

74  
75 **POLICY, PERSONNEL, & APPOINTMENTS**

76 **County Board of Health**

77 Public Health Services Agreement

78  
79 **MOTION** by Anderson to recommend County Board approval of a resolution  
80 authorizing an Agreement between CUPHD, the County of Champaign, and the Champaign  
81 County Health Department for Provision of Public Health Services by CUPHD to the Champaign  
82 County Health Department; seconded by Clemmons.

83  
84 Petrie discussed the need for a County Health District. Summers pointed out that although  
85 the term of the agreement was ten years, the agreement contained language allowing a 12-month  
86 notice to terminate. Clemmons explained that the term of the agreement was changed from 5 years  
87 to ten years due to timing issues.

88  
89 **Motion to Amend** by McGuire changing the term of the agreement to five years instead  
90 of ten years; seconded by Mitchell. Discussion followed regarding the merit of a ten-year term  
91 agreement and the repercussions if the agreement is not approved. **Motion to Amend failed.**

92  
93 **Original motion carried.**

95 County Clerk  
96 Report

97  
98 The August 2018 report was received and placed on file.  
99

100 County Administrator  
101 Report

102  
103 The August 2018 HR Report was received and placed on file.  
104

105 Other Business  
106 Reschedule November 2018 County Board Meeting

107  
108 **MOTION** by Goss to recommend County Board approval of a resolution amending the  
109 2018 County Board Calendar of Meetings by rescheduling the County Board meeting of  
110 November 20, 2018 to November 27, 2018; seconded by Rosales. **Motion carried with**  
111 **unanimous support.**

112  
113 Semi-Annual Review of Closed Session Minutes

114  
115 **MOTION** by Petrie that the Closed Session minutes of the Policy, Personnel, &  
116 Appointments Committee of the Whole shall remain closed pursuant to Resolution No. 7969, a  
117 Resolution Establishing Procedures for Semi-Annual Review of Closed Session Minutes by the  
118 Champaign County Board; seconded by Esry. **Motion carried with unanimous support.**

119  
120 Highway Department Position Evaluation Request

121  
122 **MOTION** by Clifford to send the Highway Department Position of Accountant to the Job  
123 Content Evaluation Committee for review and evaluation; seconded by Summers. **Motion**  
124 **carried with unanimous support.**

125  
126 Planning & Zoning Department Position Evaluation Request

127  
128 **MOTION** by Petrie to send the Planning and Zoning Department proposed Planner  
129 position to the Job Content Evaluation Committee for review and evaluation; seconded by  
130 Anderson. **Motion carried with unanimous support.**

131  
132 Chair's Report

133  
134 Rector noted that there were no County Board appointments expiring in October 2018.  
135

136 Designation of Items to be Placed on the Consent Agenda

137  
138 Item D1 was designated for the Consent Agenda.  
139

140  
141

142 **FINANCE**

143 **Treasurer**

144 **Monthly Report**

145

146           The Treasurer's August 2018 monthly report was received and placed on file.

147

148 **General Corporate Fund Cash Flow Projection Presentation**

149

150           Farney stated that the end of the year projection for the General Corporate Fund Balance  
151 is \$5.6 million. Real estate tax collections are at 95.8% collected. The Nursing Home Tax  
152 Anticipation Warrants will be repaid in September and any remaining funds from the nursing  
153 home levy will be deposited into the Nursing Home Fund Balance. He explained that each year  
154 the nursing home may borrow up to 85% (approximately \$1.2 million) of their tax levy through  
155 Tax Anticipation Warrants and this year the nursing home borrowed over \$1 million.

156

157           **MOTION** by Goss to recommend County Board approval of a resolution authorizing the  
158 execution of a Deed of Conveyance of the County's interest of appropriate Certificate of Purchase  
159 on real estate, permanent parcel 24-28-09-458-019; seconded by Summers. **Motion carried with**  
160 **unanimous support.**

161

162           **MOTION** by Clifford to recommend County Board approval of a resolution authorizing  
163 the County Board Chair to assign a mobile home tax sale Certificate of Purchase, permanent  
164 parcel 14-023-0072; seconded by Rosales. **Motion carried with unanimous support.**

165

166 **Auditor**

167 **Monthly Report**

168

169           The Auditor's August 2018 report was received and placed on file.

170

171 **County Administrator**

172 **FY2019 Employee Health Insurance & Related Benefits**

173

174           **MOTION** by Clifford to recommend County Board approval of a resolution authorizing  
175 the FY2019 employee health insurance and related benefits; seconded by Goss. **Motion carried**  
176 **with unanimous support.**

177

178 **RFP 2018-003 for Integrated Property Tax Assessment System**

179

180           **MOTION** by Patterson to approve the release of RFP 2018-003 for Champaign County  
181 Integrated Property Tax Assessment Extension and Collection System; seconded by Douglas.  
182 **Motion carried with unanimous support.**

183

184 **FY2018 General Corporate Fund Projection and Budget Change Reports**

185

186           Ogden noted that real estate market transactions have resulted in increased Revenue  
187 Stamp revenue. The Illinois Department of Revenue Federal Tax Law changes caused FY2018  
188 Personal Property Replacement Tax (PPRT) revenues to be higher than anticipated. This month,

189 the City of Champaign notified the County of an unplanned TIF Surplus distribution for the  
190 expired downtown TIF. Additionally, the Village of Mahomet has indicated that the TIF Surplus  
191 would be approximately \$20,000 more than budgeted. Ogden noted some contributing factors  
192 regarding the increase in Fees and Fines revenues: Circuit Clerk increase in electronic filing of  
193 civil cases, Planning and Zoning Department receipt of applications for proposed solar farms, and  
194 the Sheriff's office increased use of home detention devices.  
195

196 Ogden noted that the projected Fund Balance is at 14.9%. She explained that if  
197 outstanding loans to the nursing home totaling \$726,802, then the projected Fund Balance would  
198 be 12.7%. This percentage meets the County's minimum Fund Balance requirement of 12.5%.  
199

200 Vachaspati requested a breakdown of all County fees and fines. Ogden indicated that this  
201 information is available on the Auditor's webpage reports and she would provide a link.  
202

203 Cable Television Franchise Agreement  
204

205 **MOTION** by Summers to recommend County Board approval of a resolution authorizing  
206 a Cable Television Franchise Agreement with Comcast of Illinois/Indiana/Ohio, LLC; seconded  
207 by Rosales. **Motion carried with unanimous support.**  
208

209 Defeasance Bonds Related to CCNH  
210

211 **OMNIBUS MOTION** by Goss to recommend County Board approval of resolutions  
212 authorizing an engagement letters with Chapman and Cutler, LLP and Raymond James, Inc.;  
213 seconded by Anderson. **Motion carried with unanimous support.**  
214

215 Forgiveness of Loan to CCNH & Budget Amendment  
216

217 **MOTION** by Esry to recommend County Board approval of a resolution forgiving a loan  
218 to the Champaign County Nursing Home Fund authorized by Resolution No. 9732 and loan  
219 renewal Resolution No. 10032; seconded by Clifford. **Motion carried with unanimous support.**  
220

221 **MOTION** by Cowart to recommend County Board approval of a resolution authorizing  
222 **Budget Amendment 18-00052** for Fund 080 General Corporate / Dept. 075 General County with  
223 increased appropriations of \$226,802 and no matching revenue to recognize bad debt for loan  
224 granted to Champaign County Nursing Home for an emergency boiler system replacement in  
225 FY2016, which was renewed in FY2017; seconded by Patterson. **Motion carried with**  
226 **unanimous support.**  
227

228 General Corporate Fund Consolidated FY2019 Budget  
229

230 Ogden discussed the FY2019 funding for facility projects as part of the County's 10-year  
231 Capital Plan. The projects are Real Estate Tax Cycle Software, Sheriff's Civil Process/Business  
232 Office Software, Jail Management Software, 24/7 Information Security Operations Center,  
233 Unified messaging solution, and expanded utilization of cloud services, totaling \$1.12 million.  
234 There is also reserve funding for future items scheduled for replacement in the Capital Asset

235 Replacement Fund. The FY2019 Budget also allocates \$50,000 for recommendations outlined in  
236 the Racial Justice Task Force Final Report.

237  
238 The FY2019 General Fund Total Revenue is budgeted at \$39,510,715; Total Expenditure:  
239 \$38,629,730; the difference is \$880,985. However, \$488,364 is associated with the hospital  
240 property tax case and it is unlikely that the County will receive this revenue unless there is a  
241 favorable ruling during FY2019. One-time revenues amounting to \$375,252 are also included in  
242 the FY2019 budget. These revenues represent funds that the Nursing Homes owes to General  
243 Fund departments. This leaves an actual budget surplus of \$17,369.

244  
245 Cancellation of Special Finance Committee of the Whole Meeting

246  
247 **MOTION** by McGuire to recommend cancellation of Special Finance Committee of the  
248 Whole meeting, scheduled for September 27, 2018; seconded by Rosales. **Motion carried with**  
249 **unanimous support.**

250  
251 Other Business

252 Semi-Annual Review of Closed Session Minutes

253  
254 **MOTION** by Vachaspati that the Closed Session minutes of the Finance Committee of  
255 the Whole shall remain closed pursuant to Resolution No. 7969, a Resolution Establishing  
256 Procedures for Semi-Annual Review of Closed Session Minutes by the Champaign County  
257 Board; seconded by Goss. **Motion carried with unanimous support.**

258  
259 Budget Amendments

260  
261 **MOTION** by Patterson to recommend County Board approval of a resolution authorizing  
262 **Budget Amendment 18-00053** for Fund 632 Circuit Clerk Electronic Citations / Dept. 030  
263 Circuit Clerk with increased appropriations of \$50,000 and no matching revenue to cover cost of  
264 integration for Champaign County Sheriff's office to utilize the new E-Citation Program and  
265 additional funds in anticipation of participation of other agencies; seconded by Summers. **Motion**  
266 **carried with unanimous support.**

267  
268 **MOTION** by Patterson to recommend County Board approval of a resolution authorizing  
269 **Budget Amendment 18-00054** for Fund 621 State's Attorney Drug Forfeitures / Dept. 041  
270 State's Attorney with increased appropriations of \$10,000 and no matching revenue for  
271 educational and training expenses; seconded by Goss. **Motion carried with unanimous support.**

272  
273 Chair's Report

274  
275 There was no Chair's report.

276  
277 Designation of Items for the Consent Agenda

278  
279 Items A3-4; C1; C4; C5a-b; C6: C6a; and D2-3 were designated for the Consent Agenda.

280  
281

282 **OTHER BUSINESS**

283

284           There was no other business.

285

286 **ADJOURNMENT**

287

288           Vice Chair Rosales adjourned the meeting at 7:41 p.m.

289

290   Respectfully submitted,

291

292

293   Kay Rhodes,

294   Administrative Assistant

295

*Please note the minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*

**INTERGOVERNMENTAL AGREEMENT  
JAG PROGRAM**

**(City of Champaign, City of Urbana, and Champaign County)**

THIS AGREEMENT is made and entered by and among the City of Champaign, an Illinois Municipal Corporation ("Champaign"), City of Urbana, an Illinois Municipal Corporation ("Urbana"), and Champaign County, an Illinois Unit of Local Government ("County"), - (herein after collectively referred to as "the parties"), effective on the last date signed by a party hereto.

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. enables the parties to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, The Edward Byrne Memorial Justice Assistance Grant Program (JAG) is a partnership among federal, state, and local governments to create safer communities by improving the functioning of the criminal justice system; and

WHEREAS, the City of Champaign and Champaign County desire to apply for JAG funds to fund individual projects in the City of Champaign and Champaign County, and the City of Urbana declines to participate in the JAG program this year.

NOW, THEREFORE, the parties agree as follows:

**Section 1. The Funds.** The parties acknowledge, as of the date of this Agreement, the total anticipated grant available to all parties is SIXTY-TWO THOUSAND THREE HUNDRED SIXTY-ONE DOLLARS (\$62,361.00). Urbana declined participation in this year's JAG process and has agreed to divide their allocation evenly among Champaign and Champaign County.

**Section 2. Grant Disposition.** Proceeds from the grant shall be distributed by Champaign to Champaign County for funding individual local projects fitting into the JAG guidelines, in the amounts set forth in Exhibit A. Champaign County shall notify Champaign prior to expenditure of any funds indicating the purpose of the expenditure. If Champaign determines the purpose is not, or may not be, within the JAG program guidelines, the parties shall discuss the purchase and no purchase shall be made until the parties have resolved the issue.

**Section 3. Lead Agency.** The City of Champaign is hereby designated the Lead Agency for this Agreement. Responsibilities shall include leading the application process for the JAG funds, accepting any and all funds awarded through the JAG program, establishing a trust fund in which to deposit the funds received through the JAG program, distributing funds to Champaign County, and preparing required reports.

**Section 4. Representative; Information Requirements.** Each participant shall designate one representative to fulfill the requirements of this Agreement. The representative shall exercise due diligence in providing any and all information necessary or convenient for the performance of the duties required by Champaign in Section 3 above, including submitting the JAG application and preparation of performance measures and program assessment data.

**Section 5. Fund Restriction.** The parties agree that no funds will be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety, and that the funds will not supplant existing budgeted funds.

**Section 6. Liability.** Nothing in the performance of this Agreement shall impose any liability for claims against any party other than claims for which liability may be imposed by the Illinois Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.* Each party to this Agreement shall be responsible for its own actions in providing services under this Agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party. The parties to this Agreement do not intend for any third party to obtain any rights by virtue of this Agreement.

**Section 7. Amendments.** Amendments to this Agreement shall be made in writing and signed by all parties. In the event the amount of funds received is different from the amount set forth in Section 1, the parties shall exercise principles of good faith and fair dealing to amend Exhibit A in a manner consistent with the principles of this Agreement and in accordance with all JAG program requirements. Such amendments may be entered into by the chief administrative officers of Champaign, Urbana, and County.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date and year indicated herein.

CITY OF CHAMPAIGN

CHAMPAIGN COUNTY

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

ATTEST: \_\_\_\_\_

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney      CB 2018-\_\_\_\_\_

\_\_\_\_\_  
State's Attorney

CITY OF URBANA

By: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney      CB 2018-\_\_\_\_\_

**EXHIBIT A**  
**(City of Champaign, City of Urbana, and Champaign County)**

**JAG AWARD DISPOSITION**

The 2018 JAG funds will be distributed to the Champaign Police Department and the Champaign County Sheriff's Office to fund individual projects meeting the guidelines of the JAG grant.

Champaign Police Department	\$53,651.74
Champaign County Sheriff's Office	\$ 8,709.26
Urbana Police Department	\$ 0.00
<b>TOTAL</b>	<b>\$62,361.00</b>

## Memorandum

**To:** Champaign County Committee of the Whole, Policy, Personnel & Appointments

**From:** Kristen Gisondi, CCRPC / Champaign County Program Compliance Oversight Monitor (PCOM)

**Date:** August 30, 2018

**Re:** Recommendation to Appoint Kyle Shartzter to the Rural Transit Advisory Group (RTAG)

**Background:** The Champaign County Rural Transit Advisory Group (RTAG), a subcommittee of the County Board, is responsible for oversight of the Champaign County Area Rural Transit System (C-CARTS). In addition to one member being a County Board liaison, the RTAG strives to have at least one member representing each of the following areas: older adults, individuals with disabilities, persons with low income, medical, education, and employment. Currently, all of these positions are filled, except the recently vacated education representative and persons with disabilities seat.

Caitlin Hitzeman, CUSR Program Manager, left Champaign Urbana Special Recreation for another opportunity. We received notification of her vacancy on June 22<sup>nd</sup>. Her most recent term spanned from 01/1/2018 to 12/31/2019. Mr. Shartzter would serve the remainder of Hitzeman's term as persons with disabilities representative, as dictated by the RTAG bylaws.

Kyle Shartzter has worked with Champaign-Urbana Special Recreation for a year now. Mr. Shartzter plans and implements special recreation programming for local participants. Mr. Shartzter knows how CUSR participants transport themselves around the community. Mr. Shartzter recognizes transportation is important for people with disabilities, and his knowledge on current transportation barriers would be meaningful insight for the Rural Transit Advisory Group. This will be his first term serving the Rural Transit Advisory Group.

**Staff Recommendation:** Approve appointment of Kyle Shartzter to the RTAG for the remainder of Caitlin Hitzeman's term.



4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)  Yes  No If yes, please explain:

---

---

---

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes  No  If no, please explain:

---

---

---

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

  
\_\_\_\_\_  
Signature

8/30/2018

\_\_\_\_\_  
Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Breaden Belcher

ADDRESS: 407 W. Green St. Apt. 6 Urbana IL 61801  
Street City State Zip Code

EMAIL: \_\_\_\_\_ PHONE: 8106232248

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Lincoln Legacy Committee

BEGINNING DATE OF TERM: Unexpired term ENDING DATE: 2/28/19

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

~~I currently serve as the Associate Director of the Champaign County History Museum. I have a Bachelor of Arts in History, and a Master of Arts in History with a concentration in Public History. In the local community, I have been involved with the Champaign County Historical Archives, the Champaign County Museums Network, and I am the founder and co-chair of Champaign-Urbana Emerging Museum Professionals. Because of my background in history, and my current involvement in local history organizations, I believe I am uniquely qualified to serve on the Lincoln Legacy Committee.~~

\_\_\_\_\_  
\_\_\_\_\_

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

~~I believe the role of members of the Lincoln Legacy Committee is to advocate for the study, preservation, and dissemination of local history, specifically regarding Abraham Lincoln. In my role as a member of this body, and as the Associate Director of the Champaign County History Museum, I will carry out this mission by regularly partnering with other local historical institutions, and actively working to promote history education programs in the community. I strongly believe in the mission of the Lincoln Legacy committee, and will advocate their goals and objectives to the best of my abilities.~~

\_\_\_\_\_  
\_\_\_\_\_

3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?

~~The Lincoln Legacy committee is a collaborative body that was established to promote the bicentennial of Abraham Lincoln's birth through the creation of exhibits at the Champaign County Courthouse and the Museum of the Grand Prairie. To my knowledge, these efforts were funded by national grants. Today, the LLC leads tours of the courthouse exhibit, and continues to advocate for local history through Lincoln-related projects.~~

\_\_\_\_\_  
\_\_\_\_\_

4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.)  Yes  No If yes, please explain:

---

---

---

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes  No  If no, please explain:

---

---

---

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

*Breaden J. Belster*

Signature

09/24/2018

Date



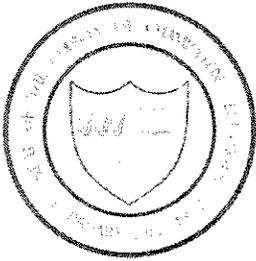
**Gordy Hulten**  
**Champaign County Clerk**  
Champaign County, Illinois

1776 East Washington Street  
Urbana, IL 61802  
Email: [mail@champaigncountyclerk.com](mailto:mail@champaigncountyclerk.com)  
Website: [www.champaigncountyclerk.com](http://www.champaigncountyclerk.com)

Vital Records: (217)384-3720  
Elections: (217)384-3724  
Fax: (217)384-1241  
TTY: (217)384-8601

**COUNTY CLERK**  
**MONTHLY REPORT**  
**SEPTEMBER**  
**2018**

Liquor Licenses & Permits	-
Marriage License	5,950.00
Civil Union Licenses	140.00
Interests	6.56
State Reimbursements	-
Vital Clerk Fees	22,291.50
Tax Clerk Fees	2,750.56
Refunds of Overpayments	-
<b>TOTAL</b>	<b>31,138.62</b>
Additional Clerk Fees	1,332.00



## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING & HUMAN RESOURCE  
MANAGEMENT SERVICES*

Debra Busey, County Administrator

### MONTHLY HR REPORT SEPTEMBER 2018

#### VACANT POSITIONS LISTING

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2018 HRS	FY 2018 SALARY
80	16	Admin Assistant	\$15.57	1950	\$30,361.50	1957.5	\$30,478.28
80	20	Admin Secretary	\$15.57	1950	\$30,361.50	1957.5	\$30,478.28
80	25	Asst Dep/Appraiser	\$22.05	1950	\$42,997.50	1957.5	\$43,162.88
80	25	Tax Map Technician	\$15.57	1950	\$30,361.50	1957.5	\$30,478.28
80	28	PC Appl Programmer	\$25.19	1950	\$49,120.50	1957.5	\$49,309.43
80	30	Executive Assistant	\$17.16	1950	\$33,462.00	1957.5	\$33,590.70
80	30	Sr Legal Clerk	\$14.52	1950	\$28,314.00	1957.5	\$28,422.90
80	30	Sr Legal Clerk	\$14.52	1950	\$28,314.00	1957.5	\$28,422.90
80	36	Asst Public Defender	\$25.18	1950	\$49,101.00	1957.5	\$49,289.85
80	40	Deputy Sheriff	\$23.79	2080	\$49,483.20	2088	\$49,673.52
80	40	Deputy Sheriff	\$23.79	2080	\$49,483.20	2088	\$49,673.52
80	51	Court Services Officer	\$19.86	1950	\$38,727.00	1957.5	\$38,875.95
80	140	Clerk	\$13.70	1950	\$26,715.00	1957.5	\$26,817.75
80	140	Correctional Officer	\$19.81	2080	\$41,204.80	2088	\$41,363.28
80	140	Correctional Officer	\$19.81	2080	\$41,204.80	2088	\$41,363.28
80	140	Correctional Officer	\$19.81	2080	\$41,204.80	2088	\$41,363.28
80	140	Correctional Officer	\$19.81	2080	\$41,204.80	2088	\$41,363.28
80	140	PT Master Cntrl Ofcr	\$15.57	1040	\$16,192.80	1044	\$16,255.08
80	140	PT Master Cntrl Ofcr	\$15.57	1040	\$16,192.80	1044	\$16,255.08
83	60	Highway Maint Wkr	\$25.97	2080	\$54,017.60	2088	\$54,225.36
630	30	Financial Manager	\$22.05	1950	\$42,997.50	1957.5	\$43,162.88
-- TOTAL --						\$781,021.80	\$784,025.73

#### UNEMPLOYMENT REPORT

Notice of Claim Received - 3

Nursing Home - 3

**PAYROLL REPORT**

SEPTEMBER PAYROLL INFORMATION

Pay Group	9/14/2018		9/28/2018	
	EE's Paid	Total Payroll \$\$	EE's Paid	Total Payroll \$\$
General Corp	502	\$981,946.79	501	\$958,988.09
Nursing Home	189	\$241,350.67	192	\$244,620.55
RPC/Head Start	231	\$343,417.86	237	\$324,125.77
Total	922	\$1,566,715.32	930	\$1,527,734.41

**HEALTH INSURANCE/BENEFITS REPORT**

Total Number of Employees Enrolled: 720

General County Union (includes AFSCME & FOP):

Single 199; EE+spouse 31; EE+child(ren) 66; Family 26; waived 60

Nursing Home Union:

Single 42; EE+spouse 6; EE+child(ren) 8; Family 2; waived 21

Non-bargaining employees:

Single 112; EE+spouse 35; EE+child(ren) 42; Family 12; waived 58

Life Insurance Premium paid by County: \$1,816.10

Health Insurance Premium paid by County: \$402,270.13

**TURNOVER REPORT**

Turnover is the rate at which an employer gains and loses employees. To get the best picture for turnover the calculations are based on rolling year averages.

General County

September 2018: 1.39% average over the last 12 months

September 2018: 8 out of 576 Employees left Champaign County: 6 resignations, 2 retirements

**WORKERS' COMPENSATION REPORT**

Entire County Report	September 2018	September 2017
New Claims	9	10
Closed	10	15
Open Claims	36	33
Year To Date Total (On-going # of claims filed)	72	71

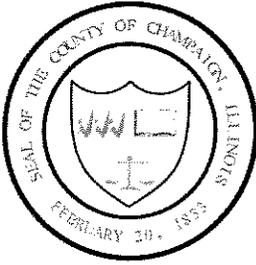
**EEO REPORT**

Information provided based on EEO Tracking forms submitted by Applicant. Figures are for General County only.

Sep 2018 Monthly EEO Report General County Only	Court Services Officer_JDC	Assistant Deputy Appraiser Analyst_S of A	
<b>Total Applicants</b>	23	5	5
<b>Male</b>	7	3	3
<b>Female</b>	15	2	2
<b>Undisclosed</b>	1	0	0
<b>Hispanic or Latino</b>	0	0	0
<b>White</b>	9	3	3
<b>Black or African-American</b>	14	1	1
<b>Native Hawaiian or Other Pacific Islander</b>	0	0	0
<b>Asian</b>	0	0	0
<b>American Indian or Alaska Native</b>	0	0	0
<b>Two or more races</b>	0	0	0
<b>Undisclosed</b>	0	1	1
<b>Veteran Status</b>	1	0	0

**ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT**

Agendas Posted	6	Meetings Staffed	4	Minutes Posted	4
Appointments Posted	1	Notification of Appointment	0	Contracts Posted	8
Calendars Posted	5	Resolutions Prepared	21	Ordinances Prepared	0



## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

**ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE  
MANAGEMENT SERVICES**

**Deb Busey, Interim County Administrator**

### MEMORANDUM

**TO: Giraldo Rosales, Deputy Chair of Policy, Personnel & Appointments;  
Stephanie Fortado, Deputy Chair of Finance;  
And MEMBERS of the CHAMPAIGN COUNTY BOARD**

**FROM: Deb Busey, Interim County Administrator, and Job Content  
Evaluation Committee**

**DATE: October 1, 2018**

**RE: REVIEW and RECOMMENDATION for PLANNER POSITION**

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on September 11, 2018, the Job Content Evaluation Committee has met to review the request of the Director of Planning and Zoning to create the position of Planner.

#### **REPORT:**

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by John Hall. The Committee was also provided with the proposed job description for the new Planner position. Mr. Hall met with the Committee and explained the parameters and scope of responsibility for the new position in terms of the work assignments which include responsibilities the County had previously contracted with the Champaign County Regional Planning Commission to provide. These responsibilities include responsibility for the County's Land Resource Management Plan, Solid Waste Plan, Hazard Mitigation Plan, and the annual MS4 Survey. This position will also be responsible for major ordinance updates and drafting new ordinances as requested by ELUC, and working with enforcement cases involving violations of the County's Zoning and Nuisance Ordinances. Based on the Committee's evaluation and review, the organizational structure of the Planning and Zoning Department will be impacted by placing the new position in a salary grade two grades above the Associate Planner position, and one grade below the Senior Planner position. Pursuant to this review and evaluation, the Committee recommends the classification of the Planning and Zoning Planner position in Salary Grade Range J, with duties and responsibilities as documented in the Job Description attached to this Memo. This is documented as a non-bargaining, FLSA Exempt position within the Champaign County Staffing Plan.

**REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:**

***The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of classification of the Planning and Zoning Planner position to Grade Range J.***

**REQUESTED ACTION for FINANCE:**

***The Finance Committee recommends to the County Board approval of the addition of one Planner position in Grade Range J to the Planning and Zoning staffing budget, effective on January 1, 2019.***

Thank you for your consideration of this recommendation

cc: John Hall, Director – Planning and Zoning

*attachments*

CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM  
JOB EVALUATION COMMITTEE REPORT

Date of Request:

September 11, 2018

EVALUATION OF NEW POSITION

Department Requesting: Planning and Zoning  
Recommended Position Title: Planner  
Job Points: 743  
FLSA Status: Exempt  
Recommended Salary Range: Grade Range J  
Bargaining Unit Status: Non-Bargaining

FY2019 Salary Range - Grade J

	<u>Hourly</u>	<u>Annual</u>
Minimum	\$25.82	\$50,348.51
Mid-Point	\$32.28	\$62,940.64
Maximum	\$38.73	\$75,532.76

Date of Job Evaluation Committee Recommendation:

October 1, 2018

## **Champaign County Job Description**

**Job Title:** Planner  
**Department:** Planning & Zoning  
**Reports To:** Director of Planning & Zoning  
**FLSA Status:** Exempt  
**Grade/Range:** J  
**Prepared Date:** September, 2018

**SUMMARY** At the direction of the Zoning Administrator (Director) the Planner is responsible for the day-to-day coordination and management of matters related to the Champaign County Land Resource Management Plan and the Champaign County Solid Waste Plan (including coordinating recycling events) and is responsible for coordinating and facilitating the five-year update to the Hazard Mitigation Plan and major ordinance amendments.

**ESSENTIAL DUTIES and RESPONSIBILITIES** include the following. Other duties may be assigned.

Responsible for the annual updates and minor amendments to the Land Resource Management Plan and is responsible for coordinating comprehensive updates to the Land Resource Management Plan.

Responsible for maintaining the Solid Waste Plan (including coordinating recycling events) and is responsible for coordinating and facilitating the five-year update to the Hazard Mitigation Plan.

Responsible for major ordinance updates and drafting new ordinances requested by ELUC.

Responsible for the annual MS4 Survey.

Responsible for initiating enforcement cases involving violations of the Zoning Ordinance and the Nuisance Ordinance and seeing to it that enforcement cases are resolved.

Reports to ELUC and to the County Board on matters relating to the Land Resource Management Plan and the Solid Waste Plan and major ordinance amendments.

Assists other staff with permit intake and review including Floodplain Development applications.

**SUPERVISORY RESPONSIBILITIES** Directs the work of other staff as delegated in the absence of the Director.

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

**EDUCATION and/or EXPERIENCE** Bachelor's Degree in Urban Planning, Architecture, Engineering or closely related field plus three to five years of experience, or equivalent combination

of experience and education.

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

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

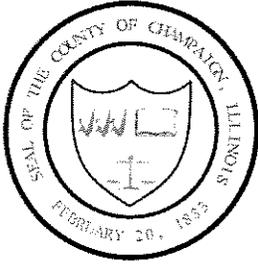
**REASONING ABILITY** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

**DESIGN and PLANNING SKILLS** Ability to apply County land use regulations, County land use policies, and best practice standards in the evaluation of a proposed land use or site plan and ability to formulate alternative plans or alternative developments that more closely comply with the regulations or more closely conform to the policies.

**CERTIFICATES, LICENSES, REGISTRATIONS** as required.

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

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



## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE  
MANAGEMENT SERVICES*

**Deb Busey, Interim County Administrator**

### MEMORANDUM

**TO: Giraldo Rosales, Deputy Chair of Policy, Personnel & Appointments;  
Stephanie Fortado, Deputy Chair of Finance;  
And MEMBERS of the CHAMPAIGN COUNTY BOARD**

**FROM: Deb Busey, Interim County Administrator, and Job Content  
Evaluation Committee**

**DATE: October 1, 2018**

**RE: REVIEW and RECOMMENDATION for HIGHWAY  
ACCOUNTANT**

Pursuant to direction from the Policy, Personnel & Appointments Committee of the Whole on September 11, 2018, the Job Content Evaluation Committee has met to review the County Engineer's request to review and re-evaluate the position of Accountant.

#### ***REPORT:***

The Job Content Evaluation Committee reviewed the submitted position analysis questionnaire that had been completed and approved by County Engineer Jeff Blue. The Committee was also provided with the proposed job description for the revised position with recommended title change to Office Manager/Accountant. Mr. Blue met with the Committee and explained a number of areas where this position had been assigned expanded responsibility since it was last reviewed. This position now assumes office management duties and responsibilities when the County Engineer and Senior Engineer are out in the field or otherwise unavailable. This position has also assumed a project management role for the Highway Department and is responsible for creating and maintaining electronic file systems and a centralized database for highway project files. These changes in the scope of responsibility and educational requirements for this position have resulted in a recommendation by the Job Content Evaluation Committee that the position be upgraded from Grade Range H to Grade Range I, and that the title for the position be changed from Accountant to Office Manager/Accountant as requested by the County Engineer. The resulting updated job description is attached for your information. This is documented as a non-bargaining, FLSA Exempt position within the Champaign County Staffing Plan.

Pursuant to the County's Personnel Policy, the salary range upgrade for this position will constitute a promotion for the current incumbent, and under the Personnel Policy, the

County Engineer will have the flexibility to increase the incumbent's salary up to 10% as long as it does not exceed the new salary range mid-point, which it will not.

**REQUESTED ACTION for POLICY, PERSONNEL & APPOINTMENTS:**

*The Policy, Personnel & Appointments Committee recommends to the Finance Committee approval of the title change and re-classification of the Highway Accountant position assigned to Grade Range H to Office Manager/Accountant assigned to Grade Range I.*

**REQUESTED ACTION for FINANCE:**

*The Finance Committee recommends to the County Board approval of the title change and re-classification of the Highway Accountant position assigned to Grade Range H to Office Manager/Accountant assigned to Grade Range I.*

Thank you for your consideration of this recommendation

cc: Jeff Blue, County Engineer

*attachments*

**CHAMPAIGN COUNTY SALARY ADMINISTRATION PROGRAM  
JOB CONTENT EVALUATION COMMITTEE REPORT**

Date of Request:

September 11, 2018

**RE-EVALUATION OF EXISTING POSITION**

Department Requesting:	Highway	
Position Title:	Accountant	
Current Job Points:	648	
FLSA Status:	Exempt	
Current Salary Range:	Grade Range H	
*Ranges effective for FY2013	Minimum:	\$18.93
	Mid-Point:	\$23.66
	Maximum:	\$28.40

Job Evaluation Committee Recommendation:      **Re-Classification**

Re-Evaluated Job Points:	673	
Recommended Title:	Office Manager/Accountant	
FLSA Status:	Exempt	
Recommended Salary Range:	Grade Range I	
*Ranges effective for FY2013	Minimum:	\$22.05
	Mid-Point:	\$27.56
	Maximum:	\$33.08

Date of Job Evaluation Committee Recommendation:

October 1, 2018

## Champaign County Job Description

**Job Title:** Office Manager/Accountant  
**Department:** Highway  
**Reports To:** County Engineer  
**FLSA Status:** Exempt  
**Grade/Range:** I  
**Prepared Date:** September, 2018

**SUMMARY** Performs administrative and professional accounting functions contributing to the successful operation of the County Highway Department.

**ESSENTIAL DUTIES and RESPONSIBILITIES** include the following. Other duties may be assigned.

Audits and submits payroll records, in accordance with the personnel policy and two AFSCME contracts. Maintains confidential personnel records including attendance, FMLA, work comp, and department drug and alcohol testing. Computes payroll invoices for direct billings to other entities.

Performs department bookkeeping and compiles accurate financial records including accounts receivables, accounts payables, and all financial reports needed to assist the County Engineer with planning and implementing four separate department budgets as well as highway construction and maintenance projects.

Verifies that adequate budgeted funds are available for payments and prepares vouchers, budget transfers and amendments.

Responsible for department revenue and verifies the funds are applied to the appropriate accounts.

Reviews and develops modifications to the Highway Department daily operations in order to improve accuracy and efficiency within the department.

Calculates and prepares monthly invoices to other County Departments for vehicle maintenance performed by highway mechanics.

Reviews the work of other staff to assure accuracy and conformity to policy and procedures.

Submits applications to vendors for new accounts.

Completes daily tasks including, ordering and maintaining office supplies, scheduling the conference room, contacting JULIE for department projects, working with other County departments, engineering firms, contractors, Township Road Commissioners, and the Illinois Department of Transportation as needed.

Works independently on continuing assignments or projects that require the application of professional accounting.

Manages the department in the absence of the County Engineer and Assistant County Engineer including signing requisitions and budget transfers.

Works with the County Engineer to prepare and post the Highway Committee Agenda. Maintains ADA accessibility for posting on the County website. Prepares and distributes the Full Agenda Packet to the County Board. Forwards all documentation for the meeting including the Agenda and Full Agenda Packet to IT for the required posting on the County website. Documents the Highway Committee meetings; including attendance, taking minutes, audio recording, and the record of motions & votes. Prepares the Action Agenda and submits to Administrative Services for the Full County Board meeting. Submits Action Agenda, Audio of the meeting and the ADA accessible approved minutes to IT for posting. Records and submits Per Diem form. Successfully completes the annual Open Meetings Act electronic training.

Creates and maintains bridge files linked to CCGISC Interactive Web Map. Regularly scans and updates bridge information ensuring current and future projects are accessible. Keeps neat and well-organized archives for easy access.

Implements and maintains a centralized database for highway project files. Accurately scans and classifies project data into appropriate files. Helps locate and research missing project files and data.

Prepares legal ads for contract project lettings. Calculates bid tabs and ensures contract documentation requirements are fulfilled. Compiles contracts including contract bonds, certificates of compliance and county, contractor and IDOT approvals. Verifies and computes pay estimates through project completion for up-to-date itemization. Submits vouchers for approved payment to contractors. Sends required forms and documentation to IDOT for final payment. Prepares annual Final Bridge Report outlining the cost for each improvement.

**SUPERVISORY RESPONSIBILITIES** May provide work direction to other employees in the department.

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

**EDUCATION and EXPERIENCE** Bachelor's Degree in the field of Economics or Accounting preferred. Three to five years experience in responsible clerical activities; knowledge of modern accounting and bookkeeping principles and procedures; or equivalent combination of education and experience. Two years' computer experience, including all aspects of performing Microsoft Word, Excel and Quickbooks functions and operations.

**LANGUAGE SKILLS** Ability to read and interpret documents such as IDOT regulations, construction contract instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees and representatives of companies. Ability to speak respectfully and diplomatically to the public.

**MATHEMATICAL SKILLS** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Driver's License, Notary Public and any others that are required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; climb stairs; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

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



## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

**ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE  
MANAGEMENT SERVICES**

**Debra Busey, Interim County Administrator**

### **MEMORANDUM**

**TO: Giraldo Rosales, Deputy Chair Policy, Policy, Personnel & Appointments  
Committee of the Whole, and Members of the County Board**

**FROM: Deb Busey, Interim County Administrator**

**DATE: October 4, 2018**

**RE: Recommendation for Travel Policy Update**

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#### **ISSUE**

As a member of the Airport Advisory Committee, Chair Weibel brought to the County a request being made to all local businesses and public entities to make a commitment to fly local – utilizing CMI Willard Airport – when deemed economically feasible and appropriate. The parameters for making that determination were recommended by the Advisory Committee as documented in the enclosed Fly Local Commitment document.

Statutory changes enacted by Public Act 099-0604 that became effective on January 1, 2017, had not been updated to the County's Travel Policy.

#### **REPORT**

At Chair Weibel's request, the recommendations to make "fly local" a priority for Champaign County have been drafted and included in the Travel Policy Update Article III-D, highlighted in yellow in the attachment to this Memorandum. The recommendation was also presented and reviewed with the County's elected officials and department heads at the September Department Heads Meeting and received full support for recommendation of approval by the County Board.

The changes required to the travel policy enacted by Public Act 099-0604 focus primarily on the process for approval of travel for members of the County Board, and for any exceptions to the travel policy required to be approved for employees of the County. Those recommended changes are documented and highlighted in yellow in Article VI and new Article VII of the Travel Policy Update attached to this Memorandum.

#### **RECOMMENDATION**

***The Policy, Personnel and Appointments Committee recommends to the County Board approval of the updates to the Champaign County Travel Policy as documented in Articles III, VI and newly proposed Article VII.***

*attachments*



## **FLY LOCAL TRAVEL POLICY**

We recognize the University of Illinois-Willard Airport is an essential strategic economic engine for Champaign-Urbana and Central Illinois. Air service is an essential asset in the economic development of our communities. We can achieve success through focused efforts and a willingness of area businesses and community leaders to invest in Willard Airport. This investment is best demonstrated by supporting the use of Willard Airport.

\_\_\_\_\_, enthusiastically pledges our support for the Willard Airport "Fly Local Travel Policy."

As a Champaign-Urbana employer we pledge that:

- When making air travel decisions for our company and its employees, we will always consider flying in and out of CMI first.
- We will always consider the overall expense of business travel, which includes the costs of employee time and dollars when making air travel decisions for our organization.
  - Such costs include employee travel time, automobile reimbursement, parking fees, and time savings that it frequently takes to get through security at CMI versus other airport.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

*Pleasure return a signed copy of the policy to Ashley Hipsher, Assistant Director of Marketing and Communications, Willard Airport, 11 Airport Road, Savoy, IL 61874 or by email at [ahipsher@illinois.edu](mailto:ahipsher@illinois.edu).*

**TRAVEL REGULATIONS  
CHAMPAIGN COUNTY, ILLINOIS  
ESTABLISHED PURSUANT TO  
CHAMPAIGN COUNTY ORDINANCE NO. 946**

**ARTICLE I. APPLICABILITY AND POLICY**

**APPLICABILITY:** These Travel Regulations apply to all Elected Officials, Appointed Officials and Employees of the County of Champaign, regardless of source of funds. Mental Health is specifically excluded from this policy. These regulations do not apply to members of advisory boards or committees or other persons who are not employed financially by the County, except as provided in Article IX, A and B. Appropriations for travel must be in appropriate County budgets prior to travel.

**POLICY:** The purpose of the Regulations is to insure that Elected and Appointed Officials and Employees who travel on official business will be treated fairly and reimbursed at rates which are reasonable, consistent with actual, necessary costs, and which will insure the promotion of economy in County government. The purpose is not to create any additional source of income beyond the Official's or Employee's compensation.

**EFFECTIVE DATE:** These Regulations are to be effective May 18, 2006.

**ARTICLE II. AUTHORITY TO TRAVEL**

- A. The County Board, through its budget system, shall be responsible for maintaining a system for control of travel for officials and employees which will provide for the efficient and economical conduct of the County's business, both within and outside the County.
- B. Prior authorization for all trips planned during the budget year shall be obtained as part of the approved budget for each department. If appropriations are depleted from all travel line items during the budget year, an additional appropriate sum may be added by budget amendment or transfer for unanticipated trips, subject to County Board approval. Transfers within the same category are allowed.
- C. All travel shall be approved by either Appointed or Elected Officials, as department heads, prior to the beginning of travel. Said approval may be oral, but where requested, same can be in writing.
- D. As a courtesy, summary reports of travel for Conferences and Instruction and Schooling may be reported to the relevant Department Head, or in the case of travel of a Department Head to the County Board. Such summary reports are not a requirement for reimbursement of expenses.

## **ARTICLE III. ALLOWABLE TRANSPORTATION EXPENSES**

### **A. Governing Regulations**

1. All travel shall be by the most direct route.
2. All travel shall be by the most economical mode of transportation available, considering travel, time, costs, and work requirements.
3. County owned vehicles shall be used whenever possible.

### **B. Use of Public Transportation**

1. The full cost of public transportation is recoverable if it is the chosen mode of transportation in view of Article III; A, 1 and 2.

### **C. Use of Personal Vehicle**

1. When the use of a privately owned vehicle is necessary or desirable in consideration of the County's travel policy and expenditures, it may be used at the reimbursement rate given in the current year IRS provision for determination of mileage for business expenses.
2. When the use of public transportation is a reasonable alternative to the use of a personal vehicle, the mileage payment shall not exceed the cost of travel by public transportation.
3. Mileage will be payable to only one of two or more individuals traveling in the same vehicle. The names of all travelers and their employing department shall be listed on the travel voucher, along with a travel log that indicates date, purpose of trip, and total mileage.
4. No mileage payments are allowed for Elected or Appointed departments to attend committee meetings, subcommittee meetings and County Board meetings. The County Board Chair and County Board members are allowed mileage payments to attend committee meetings, subcommittee meetings, any other meetings they attend in fulfilling their duties as County Board Members, and County Board meetings.

### **D. Fly Local Policy**

1. When making air travel decisions for Champaign County and its employees, consideration will always be first given to flying in and out of CMI.

2. In determination of the overall expense of air travel on behalf of the County, the following will all be considered in making air travel decisions for the County:
  - i. Costs of employee time spent in travel;
  - ii. Automobile reimbursement;
  - iii. Parking fees;
  - iv. Time savings of getting through security at CMI versus other airports.

## **ARTICLE IV. ALLOWABLE LIVING EXPENSES**

### **A. Meal Expense**

1. When traveling outside Champaign County, reimbursement for meals and tips shall be allowed, in accordance with Internal Revenue Service per diem meal allowances as published annually for all cities within the continental United States. In January, the Auditor's Office will provide departments with a chart of the breakfast, lunch, and dinner reimbursement allowed within each per diem category for the calendar year.

Receipts for individual meals need not be submitted, but a travel log must be submitted in accordance with IRS regulations, which substantiates the business purpose (meeting type, seminar or conference title), the travel dates, the applicable meals to be reimbursed for each day, and the place (city).

2. Meals and tips will not be reimbursed, if the cost of meals for seminars or official meetings is included in the registration fee. A copy of the meeting brochure should be submitted with the travel log at the time of request for reimbursement.
3. Within Champaign County, meals and tips may be reimbursed for Officials and Employees attending meetings, conferences and seminars, if the attendance at the meeting, conference or seminar is required by the Department Head and if the meeting, conference or seminar, includes a meal for which the employee is expected to pay. The same limits apply as noted in Article IV. Section A, Items 1 and 2.
4. Alcoholic beverages are excluded from reimbursement.
5. Any exceptions to the above shall be presented in a letter to the Policy, Personnel and Appointments Committee for approval.

### **B. Lodging**

1. Actual lodging expense will be reimbursed, with the understanding that:
  - a. The person traveling will always seek, and use, when available, the “government economy” room rate offered by the hotel.
  - b. When the “government economy” rate is not available, and a convention is the reason for the trip, the person will be reimbursed only in terms of the lowest two levels of convention lodging rates, unless such accommodations are not available to the person making the trip.
2. Receipts are required to be submitted with travel vouchers to support accommodation expenses claimed.

#### **ARTICLE V. ALLOWANCE MISCELLANEOUS EXPENSES**

- A. The following are items that may be reimbursed by the County under Miscellaneous Expenses, if authorized by the affected elected official/department head:
  1. Taxicab fares (where a hotel limousine is available, it is to be used).
  2. Limousine fares, i.e. hotel limousine.
  3. City transit (if used instead of taxicab or limousine).
  4. Parking fees.
  5. Bridge, road and tunnel tolls.
  6. Registration fees.
  7. Storage of baggage.
  8. Hire of room for official business (when appropriate).
  9. Car rentals (when appropriate).
  10. Tips for parking attendants and baggage handling.
- B. Any miscellaneous expense OVER \$20.00 shall be accompanied by a receipt.

## **ARTICLE VI. EXCEPTIONS TO TRAVEL REGULATIONS**

### **A. Any Exceptions**

1. The Policy, Personnel and Appointments Committee may direct the Auditor to grant any exceptions to the above regulations, when necessary to meet special circumstances in the best interests of the County. Any exception to the above regulations shall be presented in a letter submitted to the Policy, Personnel and Appointments Committee for approval and recommendation for approval by the County Board which must be documented with a roll call vote.

## **ARTICLE VII. APPROVAL OF TRAVEL EXPENSES FOR MEMBERS OF THE COUNTY BOARD**

- A. Approval of expenses. Expenses for travel, meals, and lodging of any member of the County Board may only be approved by roll call vote at an open meeting of the County Board.
- B. Documentation of expenses. Before an expense for travel, meals, or lodging may be approved for any member of the County Board, the following minimum documentation must first be submitted, in writing, to the County Board:
  - a. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
  - b. The name of the individual who received or is requesting the travel, meal, or lodging expense;
  - c. The job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
  - d. The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.
- C. All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

## **ARTICLE VIII. PREPARATION OF A TRAVEL VOUCHER**

- A. All claims for the reimbursement of traveling expenditures shall be submitted within sixty (60) days of the last date of travel on a County voucher and shall be itemized in accordance with the regulations. If an employee is unable to meet the specified deadline of within sixty days of the last date of travel, the employee will not receive reimbursement.
- B. Each year, there shall be an exception period to the sixty day requirement for submission of travel receipts with regard to travel occurring up to December 31<sup>st</sup>, the last day of the fiscal year. All requests for reimbursement of travel expenses

incurred in the month of December of each year should be submitted to the Auditor's Office by the deadline established by the Auditor for submission of payments to allow payment out of the appropriate fiscal year expenditure budget. If the payment is not submitted in that time frame, the Auditor's Office will not pay the reimbursement.

- C. In all instances, travel vouchers shall be supported by receipts for public transportation, lodging, and all other miscellaneous items in excess, individually, of \$20.00.
- D. Individuals submitting travel vouchers are personally responsible for the accuracy and propriety of said vouchers. Any misrepresentation shall be grounds for disciplinary or legal action.
- E. In order to avoid unnecessary paperwork, cash advances are to be issued for travel only when the trip is outside Champaign County and involves an overnight stay, otherwise reimbursements for travel shall be made through the accounts payable system and not by issuing advances.

#### **ARTICLE IX. OTHER EXPENSE GUIDELINES**

- A. **Items Billed Directly.** No requests for reimbursement shall be made for items of expenditure, in connection with travel, that are billed directly to the County. Travel expense items billed to a credit card should accompany an appropriately signed and completed County voucher for reimbursement.
- B. **Business Meals & Expenses.** Business breakfasts, lunches and dinners, for both County employee and appropriate guest, which are involved in the course of conducting County business shall be termed a legitimate expenditure for County Officials, Employees and appropriate County guests.

**Example:** A County employee pays for his own lunch and that of an architect working on space needs for the county. BOTH lunches would be charged to 533.84. (The cost of the employee's lunch is subject to meal allowance limitations; the cost of the guest's meal is not.)

**Business breakfasts, lunches and dinners shall:**

1. Be in accord with IRS per diem meal allowances as published annually, for county employees.
  2. Have documentation of the nature of the business and expenses incurred, attached to the reimbursement voucher submitted.
- C. All reimbursement is subject to budget limitations.

- D. Reimbursement will be made for travel expenses of job applicants while in Champaign County for interviewing purposes. This can include transportation, hotel, meals and other allowable expenses. Total expenses are set by the Policy Personnel and Appointments Committee for each job search, but other County limitations will not apply. Job applicants should be advised in advance that the Internal Revenue Service requires that we have documentation for reimbursed expenses.

The Search Committee may invite County employees, County Board members, and other public local officials to eat meals with, or attend receptions for, job applicants, subject to the total search expense limitation. Specific meal allowances per person will not apply to such meals.

#### **ARTICLE X. PROSPECT AND APPOINTEE TRAVEL**

- A. Upon the request of the County, a prospect for a position in County government may be reimbursed for reasonable travel expenses incurred in coming to County office buildings for interviews.
- B. Upon request of the County to travel to the County to conduct official business prior to employment, an individual appointed by the County to an authorized position may be reimbursed for travel expenses, within the reimbursement guidelines of this policy.

#### **ARTICLE XI. CREDIT CARDS**

A credit card may be obtained by a County department for the efficient operation of the department in regard to charging and payment of business expenses including air fares, lodging, car rental, hotels, other ground transportation, meals, and other miscellaneous expenses that cannot be conveniently paid for by other means.

- A. **ELIGIBILITY** – Champaign County business credit cards may be issued to department heads, for allowable use by that department.
- B. **POLICY** – Champaign County credit cards are issued for the convenience of department heads and their designees. Champaign County credit cards are for business related purchases only.
- C. **PROCEDURES** –
  - 1. **Purchasing Limits** – All Champaign County departments issued credit cards, are authorized to utilize Champaign County business credit cards for purchases of up to \$5,000 for travel arrangements in compliance with the Champaign County Travel Policy. Purchases of all other goods and/or services, up to \$5,000, that can be made more conveniently through the use of the credit card are also authorized if made in compliance with the Champaign County Purchasing Policy.

2. **Tax Exempt Status** – Champaign County Department Heads are also required to ensure that vendors are made aware of and provided with Champaign County tax exemption information whenever applicable.
3. **Receipts** - Receipts for all purchases made on Champaign County business credit cards are to be submitted to the Department Head or his/her designee as soon as practicable after the charge is made; and receipts for all purchases made on Champaign County business credit cards are to be submitted to the Auditor’s Office with the monthly payment requisition for reconciliation with account statements.
4. **Examples of Allowable Use** – Champaign County business credit cards may be used for, but not limited to the following:
  - i. Hotel expenses
  - ii. Conference Registration
  - iii. Business meals
  - iv. Car rentals and fuel
  - v. Supplies and equipment which can be more conveniently purchased through a credit card and whereby tax exempt purchases can be accomplished.

## **ARTICLE XII. ADVISORY BOARDS AND COMMITTEES**

- A. Boards and committees having a budget included as part of the County operating expense, are entitled to include a travel item in their budgets, subject to County revenue limitations. Members of such boards and committees shall be reimbursed for approved travel expenses in accordance with the provisions contained in these regulations.
- B. Members of advisory boards, committees, or other groups of private citizens which have no board, committee, or group-budget subject to County support, are not covered by these regulations and shall not be reimbursed for travel expenses by the County unless specifically authorized by the County Board, by the recommendation of the Policy, Personnel and Appointments Committee.

### **ARTICLE XIII. FOR COUNTY BOARD MEMBERS ONLY**

- A. County Board members shall be paid one per diem daily for meetings attended, whether local or outside Urbana, in accordance with County Board regulations and except where such per diem payment is expressly forbidden by state law. The per diem shall be in addition to approved travel allowance for transportation, meals, and other miscellaneous accompanying expenses.
- B. The County Board Chair and County Board members are allowed mileage payments to attend committee meetings, subcommittee meetings, any other meetings they attend in fulfilling their duties as County Board Members, and County Board meetings.

### **ARTICLE XIV. APPROPRIATE BUDGET LINE ITEMS FOR TRAVEL EXPENSES**

The following line items are to be used for the charging of travel expenses. The proper account should be used for travel-related expenses, based on the descriptions below:

**533.12 JOB-REQUIRED TRAVEL** – Reimbursement will be made for travel expenses as a result of performing mandatory, job-required duties. Mileage will be paid for the use of personal vehicles for business trips inside the County when such trips are a normal part of getting the job done.

Examples: - Viewing property – Assessor’s Office  
- Inspecting county roads – Highway Department  
- Delivering reports, etc. – Coroner

Reimbursement may be made for trips outside the County which are required by the individual’s job. This can include mileage, public transportation, meals, hotel, registration and other expenses as allowed by the travel policy.

Examples: - Transporting prisoners – Correctional Center  
- Meeting with IDOT officials in Paris, IL – Highway  
- Attendance at UCCI Meetings – County Board

**533.95 CONFERENCE & SCHOOLING** – Reimbursement may be made for travel expenses related to attending a conference, seminar, or workshop which employees have the option to attend. This can include mileage, public transportation, meals, hotel, registration and other expenses as allowed by the travel policy.

Examples: – National Association of County Officials Annual Conference  
- American Payroll Association Annual IRS Up-Date

- County Clerk/Recorder Zone meetings
- Total Quality Management Two-Day Seminar  
 (If the zone meeting is in Champaign County, the meal will not be reimbursed, unless part of the meeting fee. If the TQM seminar is in Champaign/Urbana, tuition and books will be reimbursed, but meals and mileage will not be.)

Reimbursement may be made for expenses (registration/tuition, books) incurred by an employee while attending educational courses for the improvement of their job performance. If the approved course is out of the County, other allowable expenses may be reimbursed; transportation, hotel, and meals. All such expenses should be charged to 533.95.

Examples: - IN-COUNTY: Parkland College business writing class,  
 University of Illinois accounting class

- OUT-OF-COUNTY: Danville Community College workshop on  
 Microsoft Windows

Some employees are required to attend classes or workshops in order to maintain their job status. Employees generally have the option to attend courses from a list of several. This is properly considered schooling and should NOT be charged to 533.12 Job Required Travel.

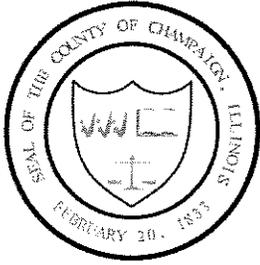
Examples – Property Assessment Institute classes, for Board of Review members or Supervisor of Assessment employees, to maintain CIAO designation.

- Coroner’s classes to satisfy 24-hr annual schooling requirement.

NOTE: Restrictions set forth in the Travel Policy apply.

## **ARTICLE XV. MISUSE OF CHAMPAIGN COUNTY TRAVEL POLICY**

Any misrepresentation or misuse of this policy shall be grounds for disciplinary and/or criminal or civil liability.



## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE  
MANAGEMENT SERVICES*

**Debra Busey, Interim County Administrator**

### **MEMORANDUM**

**TO: Giraldo Rosales, Deputy Chair Policy, Personnel & Appointments, and  
Members of the County Board**

**FROM: Deb Busey, Interim County Administrator**

**DATE: October 1, 2018**

**RE: Update on 2018 Employee Recognition Event**

As most of you are aware, every year in December Administrative Services, on behalf of the County Board, coordinates an Employee Recognition Event to recognize county employees who have achieved a 5-year milestone in their employment with the County within the year, and those who have retired. Based on feedback from department heads and employees, we have determined that it is time for a change from the lunch time event to which only those who were being recognized and their department heads were invited.

The recommendation for 2018, which has been developed in consultation with the County's elected officials and department heads, is that we do more to engage all employees, and improve the quality of the gift of remembrance our employees receive marking the 5-year milestone and/or retirement. To accomplish this, the following parameters have been established for this year's event which will include all offices and departments of county government except for the Regional Planning Commission and Nursing Home.

1. Thursday, December 13, 2018 will be designated as "Employee Appreciation and Recognition" day for Champaign County employees.
2. Every department will be provided with treats to serve to all their employees (donuts, cookies or cupcakes depending on the time of day served) to celebrate the day.
3. At the department celebration, employees who have achieved a 5-year milestone in 2018 will receive a gift catalog with options of gifts they can personally select with an order form that has been pre-paid for them to send in. The value of the gifts will increase based on the years of service achieved – anticipated values to be from \$20 - \$80 per employee (from 5-40 years).
4. County Board Members will be invited to select a department they might want to join for the Employee Appreciation Celebration at that department on December 13<sup>th</sup>.
5. Employees who are being recognized for service milestones and retirement will be invited and encouraged to attend the December County Board Meeting. As the County Board reads the Resolution Honoring Employees at each 5-year milestone, the employees

who are being recognized for that milestone will be encouraged to stand up to be recognized as their names are called.

6. Beginning in January 2019, department heads and elected officials will be provided gifts at the beginning of each month (e.g. – totebag with Champaign County name and seal) to provide to new employees on their first anniversary of employment with the County.
7. Beginning in January 2019, Administrative Services will coordinate the placement of county employee retirement announcements in the Sunday Business section of the News Gazette.

With these changes, our goals are to accomplish a greater level of inclusion of all employees on this “Employee Appreciation and Recognition Day”, and a more personal experience and higher degree of value for the actual celebration of our employees as they are being recognized.

Finally, just a reminder that the funds to pay for the County’s Annual Employee Recognition event come from the proceeds of vending machine sales of the County’s various vending machines.

If you have questions or concerns with regard to this information, please feel free to contact me.

**Julia R. Rietz**  
State's Attorney

**Barbara Mann**  
Chief of the Civil Division  
email: [bmenn@co.champaign.il.us](mailto:bmenn@co.champaign.il.us)

**Donna M. Davis**  
Assistant State's Attorney  
email: [ddavis@co.champaign.il.us](mailto:ddavis@co.champaign.il.us)



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

August 14, 2018  
[Via Email Only]

County Board Chair Pius Weibel  
Interim County Administrator Deb Busey  
Members of the Champaign County Board

**Re: County Executive Transition Committee – DRAFT Board Rules**

Dear Chair Weibel and Members of the Board:

The Office of the State's Attorney has met with Board Chair Weibel throughout the duration of the County Executive Transition Committee's work in preparing a DRAFT of the new County Board Rules to go into effect with the implementation of the County Executive Form of Government in December of 2018. The Committee has reviewed each portion of the Board's prior rules and the laws and statutes regarding the duties of the county executive in order to work to establish a legally compliant governance structure.

Because only one other county in Illinois has adopted this form of government, there are numerous areas of the county executive laws which have not been clearly defined by case law or otherwise through practice and legal opinions. Our office strives to maintain an objective view regarding these potentially unclear areas of the law, and for that reason, would like to explain to the Board several areas which may have more relevance or import to the Board's immediate work. Please find a brief analysis on these areas below. If the Board wishes to discuss these areas or any of the other proposed changes, it may wish to speak with the members of the Transition Committee, including Board Chair Weibel, who will relay areas requiring further legal analysis to our office.

**I. Budget Process**

The Counties Code requires that the County Executive "prepare and submit to the board for its approval the annual budget for the county required by Division 6-1 of this Code." 55 ILCS 5/2-5009(c).

Currently, Section VI.C of the DRAFT Board Rules states that “The County Executive shall prepare and submit to the Board for its approval the annual budget for the county in September, in accordance with the Board’s annual budget resolution.”

The law clearly allows the Board to establish a September deadline for the presentation of the budget by the County Executive to the County Board. The Board may also wish to establish further involvement with the budget process through the budget resolution prior to the September deadline, perhaps considering how the Board’s Finance Committee may wish to be involved throughout the process of the County Executive and other county administration meeting with the various departments to establish budget goals and priorities.

Language that might better set forth an expectation that the Board and County Executive will work together throughout the course of the budget process and that such a process will be set forth in the annual budget resolution which is passed every spring might provide: “The County Executive shall prepare and submit to the Board for its approval the annual budget for the county ~~in September~~, in accordance with the Board’s annual budget resolution.”

## **II. Appointment Authority**

The Counties Code grants to the County Executive a seemingly broad appointment authority in 55 ILCS 5/2-5009(d), “appoint, with the advice and consent of the board, persons to serve on the various boards and commissions to which appointments are provided by law to be made by the board;” and in 55 ILCS 5/2-5009(g) “shall appoint, with the advice and consent of the board, such subordinate deputies, employees and appointees for the general administration of county affairs as considered necessary, except those deputies, employees and appointees in the office of an elected county officers.”

While this appointment authority seems broad, there is a lack of clarity for certain areas. For example, in Champaign County department heads have always answered to the Board through the County Administrator. This relationship is not clearly set forth in the Counties Code. The authority over department heads must have been an issue in Will County, as special legislation was used to grant appointment power of department heads to the County Executive in that county alone. *See* 55 ILCS 5/2-5009(f-5).

Further, while the authority of the Board over elected county officials has been the subject of numerous cases and Illinois Attorney General Opinions, there is less guidance on authority over department heads and some of the appointed positions, and no guidance on the County Executive’s authority over department heads or appointed positions. There are numerous other appointments that may be considered, such as board appointments for the Supervisor of Assessment, the Board of Review, Animal Control, the Board of Health, the GIS Consortium, the Highway Department, the Mental Health Board & Developmental Disability Board; Planning & Zoning; RPC, and the Veteran’s Assistance Commission. [Apologies in advance for any inadvertent omissions.]

The Transition Committee initially proposed language that limits some of the County Executive's power over appointed positions. Board Chair Weibel has requested that this language currently be displayed with a ~~strikethrough~~, so that board members can see the areas where our office believes that the appointment authority or ancillary authority may be unclear and the Board may wish to further consider how it may appropriately govern appointment authority.

### **III. Board Chair Non-Board-Rule Roles & Appointments**

Through various statutes and by-laws of local organization(s), governing bodies, or entities, the County Board Chair has been named as a member. For example, the County Board Chair is designated as a governing member of the Champaign-Urbana Public Health District, the Regional Planning Commission, and the Illinois workNet CEO Policy Committee, among other roles.

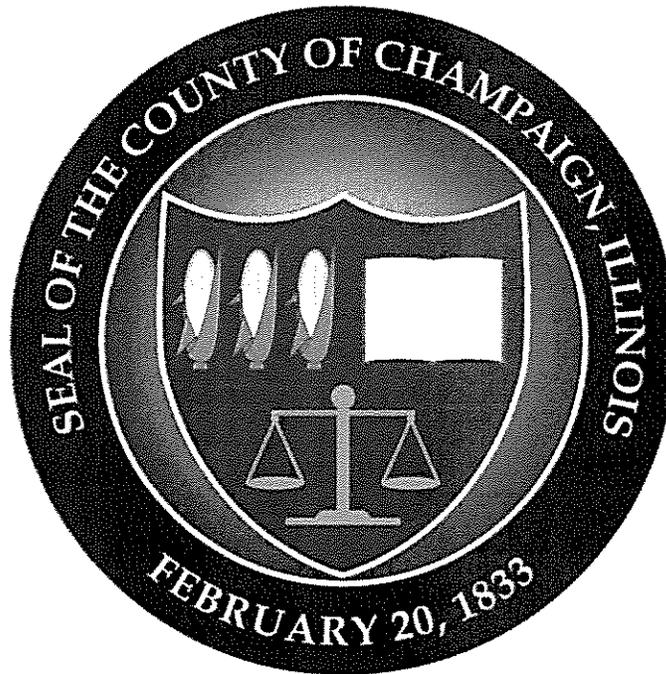
To the extent these roles involve crafting policy, the County Board may wish to continue the practice of having the Board Chair serves in these roles. If it is desirable instead that the County Executive serve or that both the Board Chair and the County Executive serve in these roles, it may be necessary for the relevant by-laws to be amended. The Board may wish to consider these roles and how it wishes to approach these entities, either prior to or after initial implementation of the County Executive form of government, to establish its relationship with these entities.

Sincerely,

A handwritten signature in cursive script that reads "Donna M. Davis".

Donna M. Davis

**RULES AND PROCEDURES  
OF THE CHAMPAIGN COUNTY BOARD  
IN THE COUNTY OF CHAMPAIGN, ILLINOIS**



**ADOPTED:**

**EFFECTIVE:**

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DRIVE

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION THAT SUPERSEDES RESOLUTION NO. 9162 ON  
ESTABLISHMENT OF ORGANIZATION, DUTIES, RULES, POLICIES, AND  
PROCEDURES OF THE CHAMPAIGN COUNTY BOARD ON THE EFFECTIVE  
DATE OF DECEMBER 3, 2018**

**WHEREAS**, the Champaign County Board by Resolution No. 9162, established the organization, duties, rules, policies, and procedures of the Champaign County Board; and

**WHEREAS**, the Champaign County Board by Ordinance No. 837, established the single administrator system and prescribed the duties, powers and responsibilities of the County Administrator; and

**WHEREAS**, the Champaign County Board by Ordinance No. 742, Section 4, set forth that the Chairman of the County Board of Champaign County shall be the Local Liquor Commissioner; and

**WHEREAS**, the citizens of Champaign County did by referendum in November 2016 vote to adopt the county executive form of government; and

**WHEREAS**, the Champaign County Board has determined that Resolution 9162 requires revision, Ordinance No. 837 requires revision, and Ordinance 742, Section 4 requires revision; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Champaign County Board that the following rules shall govern the organization, duties, rules, policies, and procedures of the Champaign County Board and the Champaign County Executive, except as otherwise required by law, and shall supersede all previous resolutions, ordinances, or specifically referenced portions of ordinances concerning the same matters adopted by the Champaign County Board.

- I. COUNTY BOARD.** The governing body of Champaign County, Illinois, as legally constituted, shall be known as the Champaign County Board (hereinafter "Board"). Until the County is again reapportioned as required by statute, the Board shall be comprised of 22 members with 2 Board members to be elected from each of 11 Board districts.
  
- II. BIENNIAL ORGANIZATIONAL MEETING.** The Board shall hold a Biennial Organizational Meeting on the first Monday in December of each even numbered year, being the first meeting in the month following the month in which Board members are elected. The Biennial Organizational Meeting will be conducted as follows:

A. The meeting will be presided by the County Executive. If the County Executive is absent, a temporary presiding officer will be selected by the majority of Board members present. The presider shall accept nominations from the floor for the position of Board Chair. Any member may nominate any member who is not currently a nominee, including herself or himself. A member may decline nomination. When all members who wish to have offered nominations have done so, the presiding officer shall declare the nominations closed.

B. The presiding officer shall give each nominee an opportunity to speak, once, in order of their nomination. The nominee shall speak on her/his behalf only.

C. A nominee may choose to withdraw from consideration at any time prior to the start of the Roll Call vote.

D. After all nominees have one opportunity to speak, the presiding officer shall call for a Roll Call vote. Each member present shall vote by stating the name of their preferred nominee. A member may not abstain. A member may vote for any nominee.

E. If a nominee receives the votes of a majority of the members present during the Roll Call vote, the nominee is elected. If no nominee receives the votes of a majority of the members present, the presiding officer shall call for a ten-minute recess for individual or caucus discussion (subject to the provisions of the Illinois Open Meetings Act). Upon return from the recess, the process shall start over with II.A, except that all current nominees remain nominated, and members who previously declined nomination or withdrew from consideration may be nominated again. The process continues until a nominee has been successfully elected.

III. **BOARD CHAIR.** The Board Chair serves for a term of two years. The term of the Chair shall commence upon selection by the Board and extend so long as the Board Chair remains a member of the Board or until a successor is selected by the Board at the next Biennial Organizational Meeting. In the event of the death, resignation, or extended disability of the Board Chair, the Board shall elect a successor as soon as practical following the same process as in the Biennial Organizational Meeting.

IV. **VICE-CHAIR.** The Vice-Chair serves for a term of two years, and shall assume the duties of the Board Chair in the event of the absence of the Chair. In the event of the death, resignation, or extended disability of the Chair, the Vice-Chair shall serve as Board Chair until the election of a new Board Chair by the Board. In the event of the death,

resignation, or extended disability of the Vice-Chair, the Board shall elect a successor as soon as practical following the same process as in the Biennial Organizational Meeting.

**V. DUTIES OF THE BOARD CHAIR.**

- A.** The Board Chair shall preside at meetings of Committee of the Whole.
- B.** The Board Chair shall appoint the deputy and assistant deputies for each area of Board responsibility assigned to the Committee of the Whole, and the Chair, Vice Chair, and members of each standing committee, subject to the advice and consent of the Board, and after receiving the advice of the respective party caucuses. To the greatest extent possible, appointments made by the Board Chair shall reflect the expressed will of the party caucuses.
- C.** Subject to the advice and consent of the Board, and after receiving the advice of the respective party caucuses, the Board Chair may establish special committees and appoint their members, Chair and Vice-Chair and fix the duration of their existence. To the greatest extent possible, such appointments by the Board Chair shall reflect the expressed will of the party caucuses. Such special committees shall be dissolved upon the completion of the assigned task(s) or completion of a session of the Board.
- D.** All Standing committees, special committees, and subcommittees shall be composed of members of each of the political parties represented on the Board, in approximate proportion to those parties' representation on the Board. Each member of the Board shall be appointed to at least one standing committee.
- E.** Unless assigned to the relevant committee, the Board Chair is a non-voting ex-officio member of all standing committees, special committees, and subcommittees.
- F.** The Board Chair shall be the Board liaison with the office of the County Executive.
- G.** The Board Chair shall timely perform all duties set forth herein or otherwise imposed by action of the Board or by law.
- H.** The Board Chair, in accordance with statute, shall, whenever a Board vacancy occurs, give notice of the vacancy to the County Central Committee of each political party within the County within three (3) days of the occurrence of the vacancy. Within 60

days, the Board Chair, with the advice of the respective party's Central Committee, shall appoint a successor to that office who shall be of the same political party as that to which the holder of that office belonged when elected. Such appointments shall be subject to the approval of the Board.

**I.** The Board Chair, in cooperation with appropriate Department Heads, the Deputy Chairs for areas of responsibility assigned to the Committee of the Whole, the Chairs of the standing committees, the County Executive, and the Administrative Services Department, shall be responsible for developing the agenda for each meeting.

**J.** The Board Chair shall request legal opinions, on behalf of the Board, from the State's Attorney Office on an as needed basis.

**VI. DUTIES OF THE COUNTY EXECUTIVE. (pursuant to 55 ILCS 5/2-5009)**

**A.** The County Executive shall see that all of the orders, resolutions and regulations of the Board are faithfully executed; shall require reports and examine accounts, records and operations of all county administrative units, with the exception of units of elected and appointed officials; shall supervise the care and custody of all county property including institutions and agencies; shall perform such other duties as shall be required of her/him by the Board; and shall provide staff support for the Board as set forth below:

1. The County Executive shall assist the Board Chair in preparation and distribution of the agenda and supporting documents for all meetings of the Board.
2. The County Executive shall assist the chairs of the Board's committees and subcommittees, in the preparation and distribution of the agenda, minutes and supporting documents for meetings of committees and subcommittees of the Board.
3. The County Executive shall attend Board committee and subcommittee meetings when requested by chairs and deputy chairs of the committees or subcommittees, and may participate in discussions, and recommend measures for adoption when appropriate or requested.
4. The County Executive shall provide the Board, or its committees or subcommittees, upon request, with data or information concerning the County and provide advice and recommendations on County government operations.

**B.** The County Executive shall coordinate and direct by executive order or otherwise all administrative and management functions of the county government, except the offices of elected and appointed county officers.

C. The County Executive shall prepare and submit to the Board for its approval the annual budget for the county in September, in accordance with the Board's annual budget resolution.

D. The County Executive shall make an annual report to the Board on the affairs of the county within the month of either April or May, and keep the Board fully advised as to the financial condition of the county and its future financial needs.

E. The County Executive shall appoint, with the advice and consent of the Board, persons to serve on the various boards and commissions to which appointments are provided by law to be made by the Board, and the various special districts within the county except where appointment to serve on such districts is otherwise provided by law.

F. The County Executive shall appoint, with the advice and consent of the Board, such subordinate deputies, employees and appointees for the general administration of county affairs as considered necessary, except those deputies, employees and appointees in the office of an elected and appointed county officer.

G. The County Executive shall designate appointees to public boards, commissions, and committees as required by statute or by action of the Board, subject to review and recommendation of the Policy, Personnel, and Appointments Committee of the Whole, and further subject to the advice and consent of the Board.

1. On or before February 1 of each year, the County Executive shall direct the preparation and distribution of a list of appointments expiring during the next twelve (12) months. This list shall be distributed to all Board members, all affected public boards, commissions, and committees, and any news media, which has filed an annual request to receive public notices under the Illinois Open Meetings Act. This list shall be made available for public inspection and copying.
2. All persons desiring to be considered for appointment to any such appointive office shall make written application to the County Executive. Forms for those applications shall be approved by the County Executive who shall direct that they be made available at a place of County business reasonably convenient to the public and available for download from the County website.
3. All Board members, public officials, and members of the public are encouraged to make recommendations for appointive offices by encouraging the timely submission of the necessary application to the County Executive.
4. The County Executive shall direct that a press release be issued as to any appointive position(s) to be filled, which shall state where application forms may be obtained and delivered when complete, the deadline by which applications

must be received, and any special qualifications required of persons appointed to that office. The press release also shall be posted on the County website.

5. To the extent practicable, the County Executive shall personally interview all applicants for such offices.

**H.** The County Executive may remove or suspend in her/his discretion, after due notice and hearing, anyone whom she/he has the power to appoint.

**I.** The County Executive may call a special meeting of the Board, by a written executive order signed by her/him and upon 24 hours-notice by delivery of a copy of such order to the residence of each Board member, or by delivery via email.

**J.** The County Executive shall preside over regular and special Board meetings; however, the County Executive is not entitled to vote except to break a tie vote. If the County Executive is temporarily not available to preside over a Board meeting, the Board Chair shall preside over the Board meeting.

**K.** The County Executive shall approve or veto ordinances or resolutions (Section 2-5010).

**L.** The County Executive, with the advice and consent of the Board, shall enter into intergovernmental agreements with other governmental units.

**M.** The County Executive, with the advice and consent of the Board, shall negotiate on behalf of the county with governmental units and the private sector for the purpose of promoting economic growth and development.

**N.** The County Executive, at her/his discretion, may appoint a person to serve as legal counsel at an annual salary established by the Board at an amount no greater than the annual salary of the state's attorney of the county.

**O.** The County Executive shall direct that a weekly calendar be prepared indicating the date and place of all meetings of the Board and special committees. This calendar shall be distributed weekly, in advance, to all Board members, all news media which have filed an annual request under the Illinois Open Meetings Act, and to any citizen of the County who provides a written request. This calendar shall also be posted, in advance, in the lobby of the Brookens Administrative Center. The calendar shall also be posted on the County website.

**P.** The County Executive shall assist the Policy, Personnel and Appointments Committee in the development and implementation of the policies and guidelines for the selection, employment, supervision, suspension, discharge or removal of all personnel, positions, or employment under the jurisdiction of the Board, except non-elected persons appointed by the Board as required by State law. The County Executive shall assist the Policy, Personnel and Appointments Committee and the Finance Committee in the development and implementation of policies and guidelines for salary administration, including classifying, compensating, and evaluating all positions. The Champaign County Affirmative Action Program shall be administered by the County Executive, under the direction of the Policy, Personnel and Appointments Committee. [from Ord. 837]

**Q.** The County Executive shall assist all Board committees in evaluation of job performance of appointed department heads and report finding to appropriate Board committees; screen applicants and recommend candidates to be interviewed following Board policy, unless otherwise provided by State statute. [from Ord. 837]

**R.** The County Executive shall assist the County Facilities Committee in the development and implementation of policies and guidelines to provide for appropriate protection of the County and its property from loss, damage, liability, and other risks. [from Ord. 837]

**S.** The County Executive shall maintain and supervise systems of communication and information technology, including but not limited to information technology and data processing, telephone, micrographics, copier services and printing services, and mail services. The County Executive shall assist the Board and its committees and subcommittees, in coordination with the various county departments, offices and agencies, in the development and implementation of policies and guidelines to provide for systems of communication and information technology to allow computerized electronic access by County employees, members of the public, and other interested persons or entities to records and information that is lawfully available to the public and which is kept in the various departments, offices and agencies of Champaign County government. [from Ord. 837]

**T.** The County Executive shall monitor and recommend to the Board the structure of County departments and agencies, and their functions, including reporting relationships, physical facilities and location. The County Executive may recommend changes to the County government organization structure. The County Executive may direct non-elected department heads to undertake tasks for other departments on a temporary basis if the County Executive deems it necessary for the proper and efficient administration of the County government to do so, subject to review by the Board. [from Ord. 837]

U. The County Executive shall be the Local Liquor Commissioner [COMMISSIONER] and shall be charged with the administration of the Champaign County Ordinance Establishing the Rules and Regulations Governing the Sale and Consumption of Alcoholic Liquor in Champaign County, Illinois [Ord. 742 and any and all amendments thereof] and shall have all of the powers, duties and functions as provided by the laws of the State of Illinois. 235 ILCS 5/4-2, 4-4, 4-5, and 7-5.

**VII. RULES.**

A. The business of the Board, Committee of the Whole, standing committees, and special committees or subcommittees shall be conducted in conformity with these Rules.

B. Except otherwise required by these Rules or by statute, the conduct of all meetings of the Board, Committee of the Whole, and special committees or subcommittees shall be governed by *Roberts Rules of Order Newly Revised*.

C. Every item listed on a Board, Committee of the Whole, standing committee, or special or subcommittee agenda is considered to be an item subject to action unless it is listed as DISCUSSION ONLY or INFORMATION ONLY on the agenda.

D. Whenever there is a tie vote on a main motion in standing committee, special committee, subcommittee or Committee of the Whole, the matter is reported to the Board for action as "without recommendation" out of special committee, subcommittee or Committee of the Whole. The Chair, Deputy Chair, or upon a motion approved by the body, may request a straw poll (conducted by a show of hands) on an issue, without a binding vote, which will also be reported to the Board for action "without recommendation" from the standing committee, special committee, subcommittee or Committee of the Whole.

E. Written notice of any proposed change(s) to these Rules is to be presented to the Policy, Personnel, and Appointments Committee of the Whole at least fourteen (14) days prior to any consideration of such changes.

F. Any Rule, except Rule VI.E (Rule changes), may be suspended for a specific question by a two-thirds vote of the Board or Committee of the Whole members present, except as otherwise required by law.

**VIII. PARLIAMENTARIAN.**

A. The Board Chair and the County Executive may designate a Parliamentarian.

**B.** The Parliamentarian shall advise the County Executive, Board Chair, or any presiding officer on any Rule when called upon to do so by the presiding officer.

**IX. QUORUM.**

**A.** A majority of the members of the Board shall constitute a quorum for the purpose of the transaction of business by the Board or Committee of the Whole.

**B.** A majority of the number of the members appointed to a standing committee, special committee, or subcommittee shall constitute a quorum of that committee.

**C.** No business shall be conducted in the absence of a quorum.

**D.** If, at any time during any meeting of the Board, Committee of the Whole, or any standing committee, special committee or subcommittee, the number of members of the Board Committee of the Whole, or standing or special or subcommittee present falls below that constituting a quorum, that meeting shall cease and no further business be conducted until such time as a quorum is present.

**E.** Any member of the Board, Committee, or subcommittee may suggest that the presider determine the presence or absence of a quorum.

**X. BOARD MEETINGS.**

**A.** As required by statute, the Board shall meet during the months of June and September of each year as well as the Biennial Organizational Meeting in December of each even numbered year.

**B.** Regular meetings of the Board shall be scheduled in compliance with the Annual Calendar of Meetings approved by the Board each year pursuant to the Illinois Open Meetings Act.

**C.** A special meeting of the Board may be called, in accordance with 55 ILCS 5/2-1002, by written request of 1/3 of the membership of the Board, addressed to the Clerk of the Board (County Clerk) and specifying the time and place of the meeting. Upon receipt of such request, the Clerk shall immediately transmit written notice to the County Executive and to each member of the Board, and shall publish notice as required by law.

**D.** Emergency meetings of the Board may be held only in accordance with Section 2.02 of the Illinois Open Meetings Act (5 ILCS 120/1).

**E.** Time for public participation shall be provided on the agenda for members of the public to be heard, on both the regular meeting of the Board and Committee of the Whole meetings of the Board, and meetings of standing committees, as follows:

1. Any person wishing to address the Board shall be allotted not more than five (5) minutes to do so.
2. The total time allotted for public participation shall not exceed sixty (60) minutes.
3. Members of the public wishing to speak at other times on the agenda may do so only if recognized by the presider or by majority vote of the Board or committee members present.
4. No Board member shall be permitted to address the Board during the time reserved for public participation.
5. Board members shall not engage in dialogue with members of the public during public participation.

**F.** The following requirements shall apply to items to be considered for placement on the Agenda:

1. Any resolution or ordinance submitted shall be accompanied by a summary of its contents, unless it is so brief in nature that a summary is unnecessary.
2. Only items first presented to Committee of the Whole or a standing committee or a special committee of the Board shall be placed on the agenda of the Board for action with the exception of:
  - a) Matters relating to pending litigation;
  - b) Correction of the form of matters previously presented to the Board;
  - c) Matters which the Board has, as a body, directed to be returned directly to the Board at a previous meeting;
  - d) Matters presented to the Board at its Biennial Organizational Meeting;
  - e) Collective bargaining and employment matters;
  - f) Purely procedural matters, such as scheduling meetings;
  - g) Announcements, and matters for consideration and not formal action;
  - h) Emergency budget amendments; and
  - i) Items that must be acted on to meet an external deadline;
  - j) All items as listed above in 2a – 2i shall be listed on the agenda as “New Business”.

G. The Board Chair shall designate a portion of the regular monthly Board Meeting agenda as the Consent Agenda. Items included in the Consent Agenda shall be items that were unanimously adopted out of committee. Any item on the Consent Agenda may be pulled off for discussion by a Board member prior to a vote on the Consent Agenda.

H. To the extent possible, seating of Board members shall be by district.

**XI. ORDER OF BUSINESS.** (TBD at 2018 Biennial Org. Meeting)

A.

**XII. RECOGNITION OF MEMBERS OF THE BOARD, COMMITTEES, AND OTHERS.**

A. Each member of the Board shall have the privilege of the floor upon seeking and obtaining recognition by the presiding officer. In meetings of the Committee of the Whole, the County Board Chair shall designate who shall preside over all sections of the Agenda except for the specified areas of Deputy Chair responsibilities, where the relevant Deputy Chair shall preside.

B. No member of the Board, Committee of the Whole, standing committee, special committee, or subcommittee may speak twice on the same question until all members wishing to be heard have spoken unless otherwise recognized by the presiding officer.

C. The presiding officer shall determine the order in which members shall be recognized; however, special and subcommittee chairs or designees of the special or subcommittee reporting to the Board on behalf of their committee shall be heard first on those matters.

D. No member who has the floor shall be interrupted except for the following:

1. By a call to order by the presiding officer;
2. By an objection to the introduction of the question;
3. By a call for a point of order;
4. A Question of Privilege;
5. A Parliamentary inquiry.

E. The appearance of elected and appointed officials of Champaign County Government and other persons requested to appear before the Board, Committee of the Whole, standing committee, special committee or subcommittee shall not be subject to

the limitations regarding public participation and shall be recognized at the discretion of the presiding officer.

**XIII. MOTIONS, RESOLUTIONS, ORDINANCES, VOTING AND ROLL CALL.**

- A. Motions shall be stated by the mover. No motion shall be debated before it has received a second.
- B. Except as herein specified or as required by Statute, all motions may be adopted by majority vote of the members present.
- C. Every member of the Board present shall be given the opportunity to vote on all questions. There shall be no "absentee" or "proxy" voting on any question.
- D. In a case where a member abstains, the member shall state the reason and the facts shall be noted in the minutes of the Board.
- E. The vote on all propositions to appropriate money, approve the annual budget and tax levy, issue bonds and fix salaries, shall be by roll call.
- F. Transfers from one appropriation of any one fund to another of the same fund not affecting the total amount appropriated, and appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the Board by a two-thirds (2/3) vote of all the members constituting such Board; the vote shall be by roll call.
- G. A roll call vote shall be called on any question upon the demand of any two members. The Roll Call shall be in alphabetical order and shall be advanced one name each meeting, with the County Board Chair always voting last at County Board meetings and the presiding officer always voting last at other meetings. This shall be recorded in the minutes.
- H. A motion before the Board may be withdrawn by the proposer with the consent of the second at any time prior to the adoption of an amendment to the motion or vote of the Board on the motion.
- I. Any Board member may request assistance in drafting resolutions and may receive assistance in preparation through county administration.
- J. Prior to approval of the Consent Agenda and upon the request of any County Board member, any item(s) in the Consent Agenda shall be removed and returned to the appropriate Area of Responsibility. Such a request does not require a reason, a second, or a vote. Items may not be added to the Consent Agenda during the meeting.

K. The Consent Agenda shall be approved by roll call vote without debate or discussion.

L. Procedure for Approval/Veto of Ordinances. Any ordinance passed, adopted, or otherwise enacted by the Board shall before it becomes effective be presented to the County Executive. If the County Executive approves such ordinance, resolution or motion, she/he shall sign it; if not, she/he shall return it to the Board with her/his objections, which shall be entered and spread upon the journal, and the Board shall proceed to reconsider the matter. If after such reconsideration 3/5 of the members of the Board pass such ordinance, it shall become effective on the date prescribed, but not earlier than the date of passage following reconsideration. In all such cases the votes of the members of the Board shall be determined by roll call and the names of the members voting for or against such ordinance objected to by the County Executive shall be entered in the minutes. If any ordinance is not returned by the County Executive to the Board at its first meeting occurring not less than 6 days, Sundays excepted, after it has been presented to her/him, it shall become effective unless the Board has recessed or adjourned for a period in excess of 60 days, in which case it shall not become effective without her/his approval. Items of appropriation may be approved or vetoed by the County Executive. Any item approved by the County Executive and all items not vetoed shall become law, and any item vetoed shall be returned to and reconsidered by the Board in the same manner as provided in this Section for other ordinances returned to the Board without approval. (Sec. 2-5010)

XIV. AREAS OF COUNTY BOARD RESPONSIBILITIES ASSIGNED TO THE COMMITTEE OF THE WHOLE. (TBD at 2018 Biennial Org. Meeting)

A.

XV. STANDING COMMITTEES. (TBD at 2018 Biennial Org. Meeting)

A.

XVI. PER DIEM.

A. Per Diem payments shall be established by the County Board for each term of office and shall prevail throughout that term of office including any replacement Board members.

B. Per Diem shall be determined by the County Board biennially in advance of the election of new Board members.

C. No more than one Per Diem shall apply on any given calendar day.

D. Board members shall be reimbursed for mileage for attendance at meetings and events approved based on the rate established by the County Board. Mileage for a second meeting on any one day shall be chargeable. In the absence of a quorum at a duly called meeting, those members attending the called meeting shall be entitled to Per Diem and mileage.

**XVII. EFFECTIVE DATE.**

This Resolution shall become effective on December 3, 2018.

**PRESENTED, ADOPTED, APPROVED, AND RECORDED** this \_\_\_\_ day of \_\_\_\_\_,  
A.D. 2018.

\_\_\_\_\_  
C. Pius Weibel, Chair  
Champaign County Board

**ATTEST:**

\_\_\_\_\_  
Gordy Hulten, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

REQUEST FOR BUDGET TRANSFER  
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 18-00005

FUND 080 GENERAL CORPORATE

DEPARTMENT 141 STS ATTY SUPPORT ENFORCE

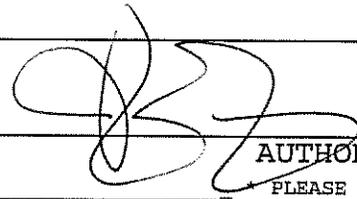
TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
080-141-533.07 PROFESSIONAL SERVICES	3,000.	080-141-511.04 REG. PART-TIME EMPLOYEES

EXPLANATION: TRANSFER OF FUNDS FROM TEMPORARY EMPLOYEE SALARY LINE ITEM  
TO 533.07, PROFESSIONAL SERVICES, TO PAY FOR A TEMPORARY CONTRACTOR  
VIA SPHERION STAFFING

DATE SUBMITTED: 10.1.18



AUTHORIZED SIGNATURE  
\* PLEASE SIGN IN BLUE INK \*

APPROVED BY PARENT COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY BUDGET AND FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_

FUND 619 TAX SALE AUTOMATION FUND DEPARTMENT 026 COUNTY TREASURER

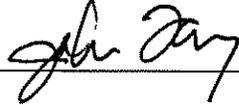
**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
619-026-511.05 TEMP. SALARIES & WAGES	5,500	5,500	7,763	2,263
619-026-513.01 SOCIAL SECURITY-EMPLOYER	421	470	535	65
619-026-513.04 WORKERS' COMPENSATION INS	31	31	41	10
TOTALS	5,952	6,001	8,339	2,338

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

**EXPLANATION:** FROM FUND BALANCE. THIS AMENDMENT COVERS SALARY OF TEMPORARY HELP DURING TAX COLLECTION.

DATE SUBMITTED: 10/3/18 AUTHORIZED SIGNATURE  \*\* PLEASE SIGN IN BLUE INK \*\*

APPROVED BY BUDGET & FINANCE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_


RESOLUTION



WHEREAS, pursuant to the authority of 35 ILCS 516/35 the County of Champaign, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent mobile home taxes;

AND WHEREAS, Pursuant to this program, the County of Champaign, as Trustee for the Taxing Districts therein, has acquired an interest in the following described mobile home:

MH PARK: WOODLAND ACRES  
VIN: 11220573  
YR/SQ FT: 1980 / 924

PERMANENT PARCEL NUMBER: 30-064-0115 sold on October 24, 2014

RECEIVED  
OCT 01 2018  
C. C. TREAS. OFF.

Commonly known as: 12 TONI LANE  
and it appearing to the Budget & Finance Committee that the redemption/reconveyance party, PAULA REGALADO, FOR MATHEW WARNER, has defaulted a time payment contract.

Of the total amount due of \$1,428.13, the redemption/reconveyance party has only paid \$557.00. After several attempts to collect the balance, the Budget & Finance Committee feels that the above mentioned party has defaulted on the contract and the funds collected should be disbursed.

WHEREAS, your Budget & Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the sum paid under this defaulted contract for redemption/reconveyance be disbursed as follows:

\$0.00 to be paid to the County Clerk to reimburse the revolving account for the charges advanced from this account, \$345.82 is to be paid to the Agent for his services under his contract and the balance, \$211.18, shall be paid to the Treasurer of Champaign County, Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
COUNTY BOARD CHAIRMAN



## Illinois State Board of Elections Cyber Navigator Program Certification of Participation

We, the undersigned, affirm that \_\_\_\_\_ will  
(Jurisdiction)  
participate in the State of Illinois Cyber Security Navigator Program (the Program).

By signing this Certification of Participation, we agree to participate in the Program and further agree to comply with the requirements as outlined in items 1-3 below in order to be eligible for the 2018 HAVA Election Security Grant funding. In addition, we understand and accept that if we opt not to participate in the Program, or fail to comply with the requirements set forth below after having committed to participate in the Program, our jurisdiction is ineligible to receive any of said funding.

1. Utilize the Illinois Century Network for connectivity to State Board of Elections systems or have entered into an agreement to do so as soon as practical
2. Participate in the Cybersecurity Information Sharing Program by:
  - a. Registering with the Elections Infrastructure Information Sharing & Analysis Center (EI-ISAC)
  - b. Work with a Cyber Information Sharing Program Manager (CISPM) to establish two-way data sharing
  - c. Have at least one representative from the election authority complete security awareness training as offered by the CISPM
3. Allow Cyber Navigators to complete an on-site risk assessment

Once executed, any non-compliance with the terms of this agreement shall result in the forfeiture of any future 2018 HAVA Election Security Grant funds and the repayment, with interest, of any grant funding received prior to the non-compliance, if applicable.

**Chairman of County Board or Board of Election Authority Authorized Agent  
Election  
Commissioners Authorized Agent**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Illinois State Board of Elections**

Signature \_\_\_\_\_

Printed Name Steven S. Sandvoss, Executive  
Director

Date \_\_\_\_\_



# Illinois State Board of Elections HAVA Grant Application 2018 Election Security Grant

## **Overview**

Governor Rauner signed into law Public Act 100-0587 effective June 4, 2018 which requires the SBE to implement a Cyber Navigator Program for local election authorities.

### **Public Act 100-0587 (10 ILCS 5/1A-55 new)**

Sec. 1A-55. Cyber security efforts. The State Board of Elections shall provide by rule, after at least t 2 public hearings of the Board and in consultation with the election authorities, a Cyber Navigator Program to support the efforts of election authorities to defend against cyber breaches and detect and recover from cyber-attacks. The rules shall include the Board's plan to allocate any resources received in accordance with the Help America Vote Act and provide that no less than half of any such funds received shall be allocated to the Cyber Navigator Program. The Cyber Navigator Program should be designed to provide equal support to all election authorities, with allowable modifications based on need. The remaining half of the Help America Vote Act funds shall be distributed as the State Board of Elections may determine, but no grants may be made to election authorities that do not participate in the Cyber Navigator Program.

## **Available Funds**

In total, \$2.9 million is available to jurisdictions for grants to improve cyber security posture for the 2018 and 2020 election cycle. Only jurisdictions that participate in the Cyber Navigator Program are eligible to apply for grant funds. The formula used to calculate allocation is based on a minimum of \$10,000 for all participating jurisdictions and the additional allocation is based on voting age population from the 2010 US Census Data.

## **Requirements of the Cyber Navigator Program**

1. Utilize the Illinois Century Network for connectivity to State Board of Elections systems or have entered into an agreement to do so as soon as practical
2. Participate in the Cybersecurity Information Sharing Program by:
  - a. Registering with the Elections Infrastructure Information Sharing & Analysis Center (EI-ISAC)
  - b. Work with the Cyber Security Information Sharing Program Manager to establish two-way data sharing
  - c. Have at least one representative from the election authority complete security awareness training as offered by the Cyber Security Information Sharing Program Manager
3. Allow Cyber Navigators to complete an on-site risk assessment

## **Application Process and Deadline**

Applications for grants must be submitted with the required documents to the HAVA Coordinator during the grant period of **July 1, 2018-June 30, 2020**. The SBE will review applications and have final approval of grant fund requests.

**Please thoroughly complete the applicable pages and the expenditure list along with the signed certification statement. Copies of vendor invoices for all expenses listed must be submitted with your completed expenditure sheets and certification statement. Copies of checks paid to vendors will be due within ten days of spending any funds.**



**ILLINOIS STATE BOARD OF ELECTIONS**  
**ELECTION SECURITY GRANT**  
**Expenditure List**  
**CERTIFICATION STATEMENT**

I, \_\_\_\_\_, \_\_\_\_\_, of \_\_\_\_\_  
(Print Name of Election Authority) (Title) (Jurisdiction)

certify that the Election Security grant funds this election authority receives will only be used as authorized by the terms of the Illinois State Board of Elections and/or other grantor. Such terms may be found in, but are not limited to, the Election Security Grant Acceptance Agreement this election authority enters into with the State Board of Elections. I agree to provide, upon the request of the Illinois State Board of Elections and/or other grantor, any and all receipts and records of expenditures for the Election Security grant funds.

\_\_\_\_\_  
Signature of Election Authority

\_\_\_\_\_  
Date



**Illinois State Board of Elections  
Acceptance Agreement**



**HAVA Election Security Grant**

You are receiving this Election Security Grant pursuant to Section 101 of the Help America Vote Act of 2002, ("HAVA") (P.L. 107-252). Generally stated, the purpose of this grant is to upgrade election-related computer systems to address cyber vulnerabilities identified through scans or assessments of existing election systems and implementing established cybersecurity best practices for election systems and other activities that will improve the security of elections for federal office. Your election jurisdiction, **Champaign County** ("Election Authority"), will receive the amount of **\$40,392.00**, which will be distributed in a lump sum payment unless you request to receive funds in smaller portions. This funding and any additional funding received from the 2018 HAVA Election Security Grant funds is contingent upon meeting all requirements as set forth by the Cyber Navigator Program outlined in the Certification of Participation.

Specifically, this grant is to be used to:

1. Upgrade election related computer systems to address cyber vulnerabilities identified through scans or assessments of existing election systems
2. Implement cyber security best practices for election systems and other activities that will improve the security of elections for federal office

The State Board of Elections and you, the Election Authority, have responsibilities under HAVA both as to spending the grant for its intended purposes and tracking grant expenditures in accordance with applicable State and Federal laws and regulations. By accepting this grant, you agree to document all expenditures for audit purposes in accordance with generally accepted auditing standards, Federal Single Audit requirements, and any specific additional provisions contained in HAVA (42 U.S.C. § 15542). You must keep all expenditure documentation and receipts in your records until you are notified by the State Board of Elections to dispose of them. Furthermore, you agree to provide all documentation (i.e., receipts, invoices, copies of checks) applicable to activity under this grant program to the State Board of Elections or other auditing entity upon request.

Under no circumstances is this grant money to be supplanted into the county's election budget by the County Board or the Board of Election Commissioners. These grant funds must be kept separate and segregated. These funds may not be used in any way in a private residence. For example, they may not be used to make permanent improvements to the building(s) or property of a private residence. These grant funds may be used only to make improvements to publicly owned buildings and/or property. Furthermore, purchases made with this grant shall become the responsibility and property of the Election Authority, or to whom the assignment of any permanent property is made by the Election Authority, not the State Board of Elections. All property control and custody responsibilities will be assumed by the Election Authority. The Election Authority must follow the federal equipment management requirements included in 41 CFR 105-71.132 and maintain adequate records of equipment purchased with HAVA funds. Likewise, the Election Authority agrees that all future costs related to maintenance, repairs, and upgrades to equipment or property purchased with these grant funds shall be the sole responsibility of the Election Authority, not the State Board of Elections.

As a condition of receipt of this grant, the Election Authority agrees to comply with the provisions of the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/) and the equal employment practices of the Illinois Human Rights Act (775 ILCS 5/2-105). There are certain

federal financial controls applicable to this grant. According to the regulations of the U.S. Treasury, recipients of Federal monies (State governments) that pass the funds on to sub-recipients in advance (Local governments) must ensure that only those monies determined necessary for immediate cash needs are advanced (34 CFR 80.20). The State Auditor General has interpreted 'immediate cash needs' as receiving advance funds **30 days or less from the expected date of paying the sub-recipient's vendors. Please submit only when you are ready to pay your vendors for qualifying expenses under this Program within the timelines given above.** Therefore, the grant may be applied toward any purchase or lease meeting the above criteria made between July 1, 2018-June 30, 2020. The Election Authority agrees to indemnify and hold the State Board of Elections harmless against any claims brought against it by the Comptroller General or other agency of the federal government, for reimbursement of the grant funds in the event that the Election Authority is found liable for misapplication, misuse, or misappropriation of funds.

The Election Authority agrees that it will not purchase goods/services with HAVA funds with any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. These can be found on the Excluded Parties List System located at [www.gsa.gov](http://www.gsa.gov) ([http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_BASIC&contentId=19944&noc=T](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=19944&noc=T))

The Election Authority will follow the Lobbying certification as required by Section 1352, Title 31 of the U.S. Code. The recipient certifies that: (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement; and (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure of Lobbying Activities."

**THIS GRANT IS SUBJECT TO THE ILLINOIS GRANT FUNDS RECOVERY ACT (30 ILCS 705/1, et seq.). THEREFORE, ANY UNSPENT PORTION OF THE GRANT THAT REMAINS AFTER 30 DAYS MUST BE RETURNED WITH INTEREST TO THE STATE BOARD OF ELECTIONS IMMEDIATELY. ANY MISSPENT OR IMPROPERLY HELD GRANT FUNDS ARE SUBJECT TO RECOVERY BY THE STATE BOARD OF ELECTIONS.**

**Election authorities that fail to pay their vendors for qualifying expenses within the 30-day time period as specified by the terms of this Agreement and underlying federal rule shall become liable to the State Board of Elections for interest penalties for failing to meet the 30-day interval (unless the applicable grant amount, or any unused portion thereof, is returned to the State before the 30-day period has elapsed). An election authority failing to meet this 30-day requirement will be liable for interest at the rate applicable to the State's payments to its vendors under the terms of the State Prompt Payment Act (30ILCS 540). The interest calculation for this mandatory reimbursement is based on the historical interest rates earned by the State HAVA fund and paid by the State Treasurer during the specific time periods the money was improperly held by the local jurisdiction. The election authority assessed this interest penalty must remit the penalty amount to the State**

**Board of Elections within 30 days of receipt of notice from SBE. Such interest payment shall be identified separately from any grant returns or other refunds.**

By signing this document, you certify that you agree to use the grant funds provided for the purposes articulated above and certify that you understand and agree to the record keeping and documentation requirements set forth above. **Further, you certify that you will return to the SBE any of the unspent funds remaining within thirty days after receipt of such funds as noted above.** For purposes of this paragraph, the unspent funds shall be considered timely returned if it is actually received in either of the SBE offices (Chicago or Springfield) within 30 days of receipt or, if received beyond such 30-day period, the envelope containing the unspent funds is postmarked within such 30-day period. If the postmark on the envelope containing the unspent funds is missing or illegible, the return of the unspent funds will be considered timely if such envelope is received by the SBE no later than 5 business days following the end of such 30-day period.

In addition, you understand and accept that no additional HAVA related funds will be forthcoming, or in the alternative, that additional grant funds may be reduced by the amount of any outstanding funds owed to the State Board of Elections, until the terms of those agreements are satisfied and any unspent or unaccounted for funds are returned with interest as indicated above.

Any violations of this agreement may be reported to appropriate legal authorities for review and appropriate action.

***Chairman of County Board or Board of Election Authority Authorized Agent  
Election  
Commissioners Authorized Agent***

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

***Illinois State Board of Elections***

Signature \_\_\_\_\_

Printed Name Steven S. Sandvoss, Executive Director

Date \_\_\_\_\_

# CHAMPAIGN COUNTY FY2019 SUMMARY OF REVENUE, EXPENDITURE AND FUND BALANCES

	Fund Balance 12/31/17	FY18 Projected Revenues	FY18 Projected Expenses	Projected Fund Balance 12/31/18	% Change (FY17 to FY18)	FY19 Budgeted Revenues	FY19 Budgeted Expenses	Projected Fund Balance 12/31/19	% Change (FY18 to FY19)
<b>080 General Corporate Fund</b>	<b>4,558,983</b>	<b>36,818,455</b>	<b>36,452,780</b>	<b>4,924,658</b>	<b>8%</b>	<b>39,510,715</b>	<b>38,629,730</b>	<b>5,805,643</b>	<b>18%</b>
<b>Special Revenue</b>									
075 Regional Planning Commission	695,687	11,302,070	11,305,803	691,954	-1%	14,239,305	14,165,240	766,019	11%
076 Tort Immunity	-1,394,694	1,625,365	1,472,150	-1,241,479	11%	2,494,546	2,260,610	-1,007,543	19%
083 County Highway	2,773,975	3,517,070	4,531,322	1,759,723	-37%	3,321,869	3,232,869	1,848,723	5%
084 County Bridge	2,582,144	1,250,793	2,135,000	1,697,937	-34%	1,360,069	1,360,000	1,698,006	0%
085 County Motor Fuel Tax	3,155,463	2,511,820	1,549,191	4,118,092	31%	2,503,660	4,729,872	1,891,880	-54%
088 Illinois Municipal Retirement (IMRF)	1,087,437	3,919,802	4,351,986	655,253	-40%	3,799,026	3,351,454	1,102,825	68%
089 County Public Health	491,047	1,576,489	1,545,198	522,338	6%	1,674,871	1,689,638	507,571	-3%
090 Mental Health	2,971,227	5,059,680	5,014,180	3,016,727	2%	5,404,493	5,404,493	3,016,727	0%
091 Animal Control	245,603	586,104	558,796	272,911	11%	601,792	640,656	234,047	-14%
092 Law Library	97,644	91,450	80,000	109,094	12%	91,450	90,540	110,004	1%
093 Foreclosure Mediation	46,096	16,850	13,005	49,941	8%	16,000	24,815	41,126	-18%
101 MHB/DDB CILA Facilities	182,073	123,200	123,200	182,073	0%	123,300	123,300	182,073	0%
103 Highway Federal Aid Match	341,593	101,812	350,000	93,405	-73%	109,193	0	202,598	117%
104 Head Start	1,971,366	9,692,076	9,647,642	2,015,800	2%	9,054,356	9,033,809	2,036,347	1%
106 Public Safety Sales Tax	2,275,436	4,870,000	4,758,065	2,387,371	5%	4,942,750	4,900,115	2,430,006	2%
107 Geographic Information System (GIS)	298,163	332,500	299,328	331,335	11%	332,500	329,861	333,974	4%
108 Developmental Disability	1,900,998	3,908,536	3,908,536	1,900,998	0%	4,197,033	4,197,033	1,900,998	0%
110 WIA Fund	-171,528	3,097,625	2,921,125	4,972	-103%	3,879,125	3,865,475	18,622	275%
188 Social Security	689,757	2,526,132	2,961,657	254,232	-63%	3,128,706	2,693,181	689,757	171%
474 USDA Revolving Loan	935,744	12,000	49,500	898,244	-4%	210,000	55,000	1,053,244	17%
475 Economic Development Loan	7,533,080	102,000	191,500	7,443,580	-1%	114,000	261,000	7,296,580	-2%
610 Working Cash	377,714	4,199	4,199	377,714	0%	5,000	5,000	377,714	0%
611 County Clerk Death Cert. Surcharge	0	12,000	12,000	0		12,000	12,000	0	
612 Sheriff Forfeitures	110,669	24,314	5,217	129,766	17%	15,701	26,000	119,467	-8%
613 Court Automation	97,771	244,161	241,850	100,082	2%	265,500	263,633	101,949	2%
614 Recorder's Automation	550,437	182,000	246,035	486,402	-12%	181,000	248,318	419,084	-14%
617 Child Support Service	156,969	6,500	65,311	98,158	-37%	16,500	49,157	65,501	-33%
618 Probation Services	1,500,334	458,750	486,973	1,472,111	-2%	452,000	790,500	1,133,611	-23%
619 Tax Sale Automation	40,508	25,335	31,058	34,785	-14%	26,500	41,413	19,872	-43%

	Fund Balance 12/31/17	FY18 Projected Revenues	FY18 Projected Expenses	Projected Fund Balance 12/31/18	% Change (FY17 to FY18)	FY19 Budgeted Revenues	FY19 Budgeted Expenses	Projected Fund Balance 12/31/19	% Change (FY18 to FY19)
621 State's Attorney Drug Forfeitures	32,963	24,300	28,694	28,569	-13%	24,275	24,275	28,569	0%
627 Property Tax Interest Fee	100,044	64,050	64,094	100,000	0%	66,200	66,200	100,000	0%
628 Election Assistance/Access. Grant	5,241	15,709	15,709	5,241	0%	125,000	124,552	5,689	9%
629 County Historical	8,601	60	0	8,661	1%	60	0	8,721	1%
630 Circuit Clerk Operations & Admin.	99,765	235,650	282,524	52,891	-47%	247,250	245,756	54,385	3%
632 Circuit Clerk e-Ticketing	90,212	20,000	20,000	90,212	0%	20,000	50,000	60,212	-33%
633 State's Attorney Automation Fund	10,890	6,055	12,378	4,567	-58%	6,050	5,000	5,617	23%
658 Jail Commissary	389,780	46,400	46,022	390,158	0%	52,400	300,000	142,558	-63%
659 County Jail Medical Costs	3,258	21,713	23,020	1,951	-40%	24,100	24,100	1,951	0%
670 County Clerk Automation	134,333	29,452	14,918	148,867	11%	30,000	155,000	23,867	-84%
671 Court Document Storage	149,328	241,675	303,713	87,290	-42%	246,500	255,039	78,751	-10%
675 Victim Advocacy Grant	426	43,193	43,000	619	45%	40,000	38,583	2,036	229%
676 Solid Waste Management	44,659	36,685	38,123	43,221	-3%	27,769	43,543	27,447	-36%
679 Child Advocacy Center	41,033	304,302	304,298	41,037	0%	313,617	313,083	41,571	1%
685 Drug Courts Program	130,908	81,528	80,039	132,397	1%	80,081	79,379	133,099	1%
<b>Total Special Revenue</b>	<b>32,784,154</b>	<b>58,351,405</b>	<b>60,136,359</b>	<b>30,999,200</b>	<b>-5%</b>	<b>63,875,547</b>	<b>65,569,492</b>	<b>29,305,255</b>	<b>-5%</b>
<b>Debt Service</b>									
074 2003 Nursing Home Debt Service	436,654	6,095,591	6,090,463	441,782	1%	1,537,200	1,537,200	441,782	0%
350 2007B Highway Fac. Debt Service	0	0	0	0		0	0	0	
<b>Joint Venture</b>									
850 GIS Consortium	336,109	656,409	652,184	340,334	1%	645,859	663,406	322,787	-5%
<b>Capital Projects</b>									
105 Capital Equipment Replacement	1,239,908	1,834,360	1,572,295	1,501,973	21%	2,594,992	3,261,048	835,917	-44%
303 Court Complex Construction	287,866	2,000	35,000	254,866	-11%	2,000	220,000	36,866	-86%
<b>Proprietary/Enterprise</b>									
081 Nursing Home	498,226	22,924,073	22,924,073	498,226	0%	2,542,320	3,040,546	0	-100%
<b>Proprietary/Internal Services</b>									
476 Self-Funded Insurance	4,805,406	2,191,904	2,601,490	4,395,820	-9%	3,099,654	3,123,011	4,372,463	-1%
620 Health Insurance	427,850	6,899,602	6,799,572	527,880	23%	6,967,380	6,961,880	533,380	1%
<b>Revenue, Expenditure, &amp; Fund Balance Summary</b>	<b>45,375,156</b>	<b>135,773,799</b>	<b>137,264,216</b>	<b>43,884,739</b>		<b>120,775,667</b>	<b>123,006,313</b>	<b>41,654,093</b>	<b>-5%</b>

# CHAMPAIGN COUNTY FY2019 CONSOLIDATED BUDGET REPORT

## FINANCIAL

County Consolidated			2017	2018	2018	2019
			Actual	Original	Projected	Budget
311	10	CURR PROP TX-GENERAL CORP	\$10,332,923	\$11,549,743	\$11,063,313	\$12,415,810
311	16	CURR PROP TX-LIABILTY INS	\$1,539,357	\$1,670,884	\$1,620,765	\$2,494,546
311	19	CURR PROP TX-DISABILTY BD	\$3,684,009	\$4,000,110	\$3,879,628	\$4,167,033
311	22	CURR PROP TX-CNTY HIGHWAY	\$2,366,752	\$2,568,058	\$2,493,593	\$2,675,869
311	23	CURR PROP TX-CNTY BRIDGE	\$1,186,590	\$1,288,145	\$1,250,793	\$1,340,069
311	24	CURR PROP TX-MENTAL HLTH	\$4,415,651	\$4,794,340	\$4,649,965	\$4,994,438
311	25	CURR PROP TX-IMRF	\$2,668,231	\$2,714,385	\$2,713,193	\$2,621,369
311	27	CURR PROP TX-FED AID MTCH	\$96,193	\$102,887	\$99,312	\$106,693
311	28	CURR PROP TX-SOCIAL SECUR	\$1,641,978	\$1,664,166	\$1,660,490	\$2,168,302
311	29	CURR PROP TX-COOP EXTENSN	\$420,125	\$422,498	\$421,081	\$439,412
311	30	CURR PROP TX-PUB HTH/CNTY	\$500,131	\$562,762	\$521,343	\$575,554
311	31	CURR PROP TX-PUB HLTH/C-U	\$625,529	\$659,535	\$662,451	\$696,231
311	32	CURR PROP TX-NURS HM OPER	\$1,202,615	\$1,304,606	\$1,266,777	\$0
311	33	CURR PROP TX-NURS HM BOND	\$1,437,484	\$1,440,463	\$1,440,891	\$1,537,200
313	10	RE BACKTAX-GENERAL CORP	\$6,422	\$5,500	\$5,500	\$6,000
313	16	RE BACKTAX-LIABILITY INS	\$957	\$0	\$800	\$0
313	19	RE BACKTAX-DISABILITY BD	\$2,278	\$500	\$500	\$2,000
313	22	RE BACKTAX-COUNTY HIGHWAY	\$1,471	\$0	\$0	\$0
313	23	RE BACKTAX-COUNTY BRIDGE	\$737	\$0	\$0	\$0
313	24	RE BACKTAX-MENTAL HEALTH	\$2,731	\$500	\$500	\$1,000
313	25	RE BACKTAX-IMRF	\$1,658	\$0	\$1,600	\$0
313	27	RE BACKTAX-FED AID MATCH	\$60	\$0	\$0	\$0
313	28	RE BACKTAX-SOCIAL SECUR	\$1,021	\$0	\$0	\$0
313	29	RE BACKTAX-COOP EXTENSION	\$261	\$0	\$235	\$0
313	30	RE BACKTAX-PUB HLTH/CNTY	\$311	\$0	\$300	\$0
313	31	RE BACKTAX-PUB HLTH/C-U	\$389	\$0	\$350	\$0
313	32	RE BACKTAX-NURS HOME OPER	\$747	\$0	\$644	\$0
313	33	RE BACKTAX-NURS HOME BOND	\$889	\$0	\$0	\$0
314	10	MOBILE HOME TAX	\$26,547	\$13,700	\$19,202	\$16,000
314	30	MOB HOM TAX-PUB HLTH/CNTY	\$429	\$0	\$450	\$0
314	31	MOB HOM TAX-PUB HLTH/C-U	\$536	\$0	\$550	\$0
315	10	PAYMENT IN LIEU OF TAXES	\$22,546	\$8,200	\$13,420	\$12,000
315	30	PMT IN LIEU-PUB HLTH/CNTY	\$364	\$0	\$350	\$0
315	31	PMT IN LIEU-PUB HLTH/C-U	\$456	\$0	\$450	\$0
318	9	PUB SAFETY 1/4% SALES TAX	\$4,733,219	\$4,672,140	\$4,850,000	\$4,922,750
318	12	COUNTY HOTEL/MOTEL TAX	\$21,090	\$21,500	\$21,000	\$21,000
318	13	COUNTY AUTO RENTAL TAX	\$31,570	\$32,000	\$32,000	\$32,000
319	10	INTEREST-DELINQUENT TAXES	\$587,259	\$615,000	\$600,000	\$615,000
319	11	COSTS - DELINQUENT TAXES	\$21,076	\$24,000	\$23,375	\$24,000
		PROPERTY TAXES	\$37,582,592	\$40,135,622	\$39,314,821	\$41,884,276
321	10	LIQUOR/ENTERTNMNT LICENSE	\$26,705	\$29,500	\$28,500	\$28,500
321	15	FOOD PROTECTION PERMITS	\$108,785	\$95,866	\$108,785	\$124,783

County Consolidated			2017	2018	2018	2019
			Actual	Original	Projected	Budget
321	25	WASTE HAULER LICENSE	\$1,750	\$1,700	\$1,700	\$1,700
322	10	MARRIAGE LICENSES	\$77,000	\$80,000	\$80,000	\$80,000
322	15	CIVIL UNION LICENSES	\$790	\$0	\$140	\$140
322	20	REVENUE STAMPS	\$1,423,759	\$1,400,000	\$1,500,000	\$1,500,000
322	30	ANIMAL LICENSES	\$272,015	\$270,000	\$265,000	\$270,000
322	40	ZONING USE PERMITS	\$45,422	\$46,262	\$40,860	\$67,445
322	50	PRIVATE SEWAGE PERMITS	\$18,200	\$13,432	\$18,200	\$13,432
322	51	WELL WATER PERMITS	\$8,900	\$6,000	\$8,000	\$7,149
		LICENSES AND PERMITS	\$1,983,326	\$1,942,760	\$2,051,185	\$2,093,149
331	13	USDA INTMD RELENDING PROG	\$0	\$195,000	\$0	\$195,000
331	14	HUD-SHELTER PLUS CARE	\$240,703	\$345,000	\$276,586	\$350,172
331	15	EMPLYMNT & TRAINING ADMIN	\$0	\$0	\$200,000	\$600,000
331	16	HUD-H.O.M.E. INV PRTNRSH	\$128,608	\$92,000	\$150,000	\$150,000
331	17	DOT-FHWA-HIGHWAY PLANNING	\$506,396	\$460,000	\$286,692	\$497,686
331	18	DOT-FTA-METROPOL PLANNING	\$83,489	\$145,523	\$121,947	\$190,533
331	21	DOT-FTA-FRMLA GRT NON-URB	\$173,584	\$269,000	\$244,600	\$267,500
331	22	DOT-FTA-NEW FREEDOM PROG	\$54,682	\$24,000	\$0	\$0
331	25	HHS-CHLD SUP ENF TTL IV-D	\$212,391	\$224,147	\$214,247	\$212,423
331	26	USDPH-SUMMER FOOD INSPECT	\$200	\$0	\$0	\$3,540
331	27	HHS-HEALTHY MARRIAGE GRNT	\$22,918	\$30,000	\$25,000	\$25,000
331	29	HUD-COMM DEV BLOCK GRANT	\$49,383	\$63,000	\$44,304	\$51,000
331	30	HHS-COMM SERV BLOCK GRANT	\$701,935	\$787,459	\$680,415	\$680,415
331	36	HUD-EMERGNCY SHELTER GRNT	\$13,305	\$94,135	\$87,500	\$70,000
331	37	HOM SEC-EMRG FOOD/SHELTER	\$36,449	\$45,000	\$42,500	\$43,000
331	38	JUST-JUS/MNT HTH CBTN PRG	\$56,629	\$0	\$0	\$0
331	40	JUSTC-BYRNE FORMULA GRANT	\$21,150	\$33,723	\$33,723	\$33,723
331	44	USDA-CHILD/ADLT CARE FOOD	\$326,828	\$322,500	\$322,500	\$329,500
331	48	HHS-HEAD START PROGRAM	\$5,222,894	\$5,823,000	\$5,182,740	\$5,863,500
331	54	JUSTC-CRIME VICTIM ASSIST	\$139,734	\$166,835	\$133,785	\$135,261
331	55	JUST-INVSTGNT/CHILD ABUSE	\$5,746	\$0	\$0	\$0
331	58	EPA-PUB WATER SYS SUPRVSN	\$1,175	\$2,250	\$2,000	\$2,000
331	62	HHS-SNAP TO SUCCESS E&T	\$0	\$0	\$56,000	\$56,000
331	69	JUST-ST CRIM ALIEN ASSIST	\$0	\$14,500	\$11,300	\$11,500
331	71	HUD-SUPPORTIVE HOUSING	\$29,241	\$34,000	\$20,500	\$33,080
331	73	USDA-NAT SCHL LUNCH/SNACK	\$16,591	\$18,000	\$22,000	\$20,000
331	74	USDA-NAT SCHOOL BREAKFAST	\$9,250	\$10,000	\$12,000	\$11,000
331	80	JUST-JUSTICE ASSISTNC GRT	\$4,138	\$4,000	\$3,760	\$4,000
331	81	DPT ENERGY-WEATHERIZATION	\$187,919	\$300,000	\$288,000	\$305,000
331	82	HHS-HM ENERGY ASSIST PROG	\$2,765,811	\$3,325,900	\$1,798,864	\$4,183,602
331	86	USDA-RURAL COMM DEV INIT	\$4,920	\$1,000	\$0	\$0
331	88	HUD RAPID REHOUS/CC PROG	\$84,822	\$123,904	\$141,308	\$206,308
331	91	HOM SEC-EMERGNCY MGMT PERF	\$24,489	\$52,000	\$53,597	\$52,000
331	93	HHS-PUB HTH EMERG PREPARE	\$72,629	\$63,808	\$63,808	\$63,808
331	99	DOT-HAZRD MATLS TRNG/PLAN	\$13,759	\$11,000	\$11,000	\$11,000
332	22	LABOR-WIA YOUTH ACTIVITIES	\$665,567	\$892,000	\$792,000	\$962,000

County Consolidated			2017	2018	2018	2019
			Actual	Original	Projected	Budget
332	23	LABOR-WIA ADULT PROGRAM	\$624,232	\$1,042,000	\$937,000	\$953,000
332	24	LABOR-WIA DISLOCATD WORKR	\$758,445	\$987,000	\$874,500	\$1,010,000
332	25	LABOR-TRADE ADJSTMT ASSIS	\$86,919	\$68,125	\$73,125	\$133,125
334	21	ILETSB-POLICE TRAINING	\$362,000	\$320,000	\$313,275	\$313,275
334	25	IL ATTY GEN-VICTIM ASSIST	\$31,000	\$28,100	\$31,000	\$31,000
334	29	IL ATTY GEN - CHILD ADVOC	\$20,500	\$20,500	\$20,500	\$20,500
334	30	IL DPT MENT HLTH DD GRANT	\$647,060	\$630,000	\$648,772	\$654,378
334	32	IL DCFS-CHILD CARE	\$15,858	\$25,000	\$25,000	\$25,000
334	34	IDHS-HOMELESS PREVENTION	\$48,151	\$50,000	\$54,000	\$54,000
334	37	IL DPT HUM SRV-CHILD CARE	\$872,571	\$930,000	\$930,000	\$950,000
334	41	IL DPT HLTHCARE & FAM SRV	\$109,413	\$115,395	\$110,295	\$112,119
334	42	IL DP PUB HLTH-GEN RV GRT	\$4,454	\$4,800	\$4,477	\$4,800
334	43	IDPH-HLTH PROTECTION GRNT	\$125,403	\$125,403	\$131,858	\$131,858
334	44	IDPH-VECTOR CONTROL GRANT	\$24,031	\$16,596	\$16,596	\$17,912
334	45	IDPH-INDOOR TANNING GRANT	\$300	\$0	\$0	\$2,463
334	46	IDPH-TOBACCO FREE COMMNTY	\$118,719	\$105,730	\$31,476	\$25,500
334	48	IDOT STATE CAPITAL GRANT	\$0	\$10,000	\$10,000	\$130,000
334	49	IDOT-COMP REG PLAN-RURAL	\$5,118	\$37,000	\$22,000	\$58,974
334	52	IDOT-ST PLANNING & RESRCH	\$113,537	\$776,100	\$299,129	\$124,721
334	56	IL ST METRO PLANNING FUND	\$16,850	\$8,500	\$0	\$0
334	60	IL DPT PUB AID-MEDICAID	\$0	\$9,033	\$0	\$2,221
334	62	ISBE-IL SCHL BRKFST/LUNCH	\$417	\$300	\$300	\$400
334	64	IL STBD ED/PRESCH FOR ALL	\$1,543,706	\$1,545,000	\$3,011,411	\$1,600,000
334	69	DCFS-YTH HOUSING ADVOCACY	\$5,446	\$20,000	\$12,500	\$15,000
334	70	DCFS-HOUSNG ADVOCACY GRNT	\$73,831	\$66,500	\$61,500	\$70,000
334	72	DCFS-PARENTAL RIGHTS ATTY	\$36,000	\$36,000	\$18,000	\$0
334	73	DCFS-CHILD ADVOC CTR GRNT	\$100,170	\$81,240	\$81,240	\$81,240
334	81	IL ST BD ELECTIONS GRANT	\$0	\$20,000	\$15,671	\$100,000
334	85	DEPT COMMRC ECON OPPORTUN	\$18,550	\$0	\$0	\$0
334	86	IL DCEO-LIHEAP/WEATHERZTN	\$1,293,714	\$2,227,000	\$2,166,477	\$1,684,500
335	30	CORP PERSNL PROP REPL TAX	\$982,166	\$802,424	\$841,395	\$819,943
335	40	1% SALES TAX (UNINCORP.)	\$1,350,385	\$1,333,337	\$1,427,000	\$1,470,000
335	41	1/4% SALES TAX (ALL CNTY)	\$5,563,617	\$5,638,133	\$5,750,000	\$5,865,000
335	43	USE TAX	\$833,298	\$816,052	\$876,000	\$919,800
335	50	MOTOR FUEL TAXES	\$2,394,066	\$2,413,000	\$2,413,000	\$2,413,000
335	54	IDOT-PUBLIC TRANSIT	\$271,895	\$770,000	\$770,000	\$780,000
335	60	STATE REIMBURSEMENT	\$2,651,987	\$2,184,598	\$2,328,132	\$1,635,422
335	61	ILETSB-POLICE TRNING RMB	\$15,709	\$17,325	\$17,325	\$17,325
335	70	STATE SALARY REIMBURSMENT	\$381,369	\$382,920	\$384,432	\$393,106
335	71	STATE REV-SALARY STIPENDS	\$48,500	\$48,500	\$45,500	\$48,500
335	80	INCOME TAX	\$3,207,705	\$3,207,336	\$2,975,000	\$3,140,000
335	91	CHARITABLE GAMES LIC/TAX	\$68,235	\$60,000	\$70,000	\$70,000
336	1	CHAMPAIGN CITY	\$517,315	\$429,396	\$437,646	\$398,320
336	2	URBANA CITY	\$173,559	\$193,370	\$185,499	\$147,218
336	3	VILLAGE OF RANTOUL	\$51,851	\$50,832	\$57,363	\$46,854
336	6	UNIVERSITY OF ILLINOIS	\$64,879	\$60,714	\$60,714	\$68,429

County Consolidated			2017	2018	2018	2019
			Actual	Original	Projected	Budget
336	7	CITY OF DANVILLE	\$13,152	\$13,810	\$13,810	\$13,810
336	8	VERMILLION COUNTY	\$18,353	\$19,271	\$19,271	\$19,271
336	9	CHAMPAIGN COUNTY	\$628,869	\$610,207	\$614,207	\$606,940
336	10	PIATT COUNTY	\$34,696	\$3,881	\$3,881	\$3,881
336	11	CITY OF MONTICELLO	\$1,693	\$1,778	\$1,778	\$1,778
336	12	PARKLAND COLLEGE	\$1,388	\$1,457	\$1,457	\$1,457
336	13	CHAMP COUNTY MENT HLTH BD	\$175,269	\$144,808	\$294,935	\$355,247
336	14	VILLAGE OF SAVOY	\$509,383	\$524,135	\$523,835	\$538,540
336	15	C-U MASS TRANSIT DISTRICT	\$2	\$0	\$0	\$0
336	16	VILLAGE OF MAHOMET	\$183,990	\$182,201	\$202,201	\$222,990
336	17	FARMER CITY	\$735	\$772	\$772	\$772
336	18	VILLAGE OF ST JOSEPH	\$3,753	\$3,754	\$3,753	\$3,753
336	23	CHAMP COUNTY DEV DISAB BD	\$355,237	\$482,190	\$440,560	\$456,184
336	24	VILLAGE OF FISHER	\$1,709	\$0	\$1,745	\$1,782
336	26	VILLAGE OF TOLONO	\$3,132	\$3,132	\$3,132	\$3,197
336	29	CITY OF PAXTON	\$1,456	\$1,529	\$1,529	\$1,529
336	30	GIBSON CITY	\$1,041	\$1,093	\$1,093	\$1,093
337	20	TOWNSHIP REIMBURSEMENT	\$9,108	\$30,000	\$0	\$10,000
337	21	LOCAL GOVT REIMBURSEMENT	\$512,995	\$429,205	\$434,112	\$431,702
337	23	LOC GVT RMB-EVNT SECURITY	\$96,361	\$79,926	\$77,626	\$80,300
337	26	LOC GVT RMB-POSTAGE	\$8,188	\$7,000	\$8,800	\$8,800
337	27	LOC GVT RMB-UTILITIES	\$3,793	\$4,800	\$4,800	\$4,800
337	28	JAIL BOOKING-IN FEES	\$61,253	\$64,000	\$64,000	\$64,000
337	29	SCHOOL RESOURCE OFFCR RMB	\$107,740	\$110,000	\$110,000	\$114,302
		FEDERAL, STATE & LOCAL SHARED REVENUE	\$40,243,562	\$44,404,892	\$42,689,081	\$45,104,582
341	8	PROPERTY/LIAB INS BILLING	\$1,062,635	\$1,478,080	\$1,105,080	\$1,298,074
341	9	WORKERS COMP INS BILLINGS	\$748,716	\$1,048,810	\$771,000	\$1,096,295
341	10	COURT FEES AND CHARGES	\$780,026	\$897,336	\$897,611	\$938,500
341	11	COURT FEES-MEDICAL COSTS	\$18,407	\$23,000	\$21,596	\$24,000
341	14	ELECTRNC HOME DETENTN PRG	\$86,797	\$75,000	\$75,000	\$75,000
341	17	CHILD SUPPORT FEE	\$1,332	\$20,000	\$5,000	\$15,000
341	18	PROBATION SERVICES FEE	\$374,274	\$425,000	\$400,000	\$400,000
341	19	COURT SECURITY FEE	\$232,065	\$250,000	\$250,000	\$250,000
341	22	TRAINING FEES	\$1,900	\$7,000	\$5,900	\$7,000
341	27	OUT OF COUNTY DETAINEES	\$4,575	\$0	\$0	\$0
341	28	WORK RELEASE FEES	\$1,125	\$1,800	\$1,800	\$1,800
341	29	BOND FEES	\$101,376	\$100,000	\$75,000	\$100,000
341	30	ZONING & SUBDIVISION FEE	\$6,137	\$9,389	\$37,698	\$9,281
341	31	ACCOUNTING FEES	\$85,153	\$110,000	\$86,000	\$152,931
341	32	COUNTY CLERK FEES	\$345,841	\$370,000	\$370,000	\$370,000
341	33	RECORDING FEES	\$1,282,199	\$1,220,000	\$1,250,000	\$1,250,000
341	34	TAX SEARCH & TAX LISTS	\$1,250	\$1,200	\$1,200	\$1,200
341	35	INFO TECH/HUM RSOURC FEES	\$44,422	\$87,000	\$47,000	\$203,810
341	36	CIRCUIT CLERK FEES	\$1,359,761	\$1,450,000	\$1,500,000	\$1,500,000
341	37	SHERIFF FEES	\$189,137	\$210,000	\$185,000	\$185,000

County Consolidated			2017	2018	2018	2019
			Actual	Original	Projected	Budget
341	38	LIBRARY FEES	\$93,875	\$91,000	\$91,000	\$91,000
341	39	MAINTENANCE/CUSTODIAL FEE	\$51,556	\$70,000	\$38,000	\$139,109
341	40	TECHNICAL SERVICE CONT.	\$390,267	\$696,610	\$917,074	\$1,186,000
341	41	CORONER STATUTORY FEES	\$56,785	\$51,000	\$49,000	\$49,000
341	42	REIMB OF CORONER COSTS	\$54,906	\$55,000	\$50,000	\$50,000
341	45	ADMINISTRATIVE FEES	\$645,069	\$981,700	\$655,700	\$981,700
341	49	DEATH CERTIF SURCHARGE	\$5,484	\$6,000	\$6,000	\$6,000
341	52	TAX SALE FEE	\$96,961	\$114,640	\$112,500	\$114,500
341	53	RENTAL HOUSNG SUPPORT FEE	\$203,133	\$200,000	\$200,000	\$200,000
341	54	COURT FEES-SHF VEHICL MNT	\$1,894	\$2,200	\$2,200	\$2,200
341	55	MARRIAGE LICNSE SURCHARGE	\$5,535	\$6,000	\$6,000	\$6,000
341	57	PAST-DUE COURT FEES	\$33,870	\$0	\$40,000	\$50,000
341	60	SHF FAIL-TO-APPEAR WARRNT	\$11,840	\$10,000	\$10,000	\$10,000
341	61	ELECTRONIC CITATIONS FEE	\$15,125	\$19,200	\$19,200	\$19,000
341	63	MTGE FORECLSR MEDIATN FEE	\$13,875	\$16,000	\$16,500	\$16,000
343	70	MATERIAL & EQUIPMENT USE	\$60,721	\$60,000	\$60,000	\$60,000
343	71	MATERIAL & EQP USE-CO MFT	\$224,988	\$225,000	\$225,000	\$225,000
343	80	ENGINEERING FEE-TWP,VILL	\$13,379	\$12,000	\$20,000	\$20,000
343	82	ENGINEERING FEE-CO MFT	\$45,024	\$50,000	\$50,000	\$50,000
343	83	ENGINEERING FEE-TWP MFT	\$82,969	\$95,000	\$95,000	\$95,000
344	1	ANIM IMPOUND FEES-COUNTY	\$2,690	\$2,000	\$2,000	\$2,000
344	2	ANIM IMPOUND FEES-URBANA	\$4,660	\$3,000	\$3,000	\$5,000
344	3	ANIM IMPOUND FEES-CHAMPGN	\$9,725	\$6,000	\$6,000	\$11,000
344	4	ANIM SERVICES COST REIMB	\$15,008	\$13,000	\$14,000	\$13,000
344	5	ANIM IMPOUND FEES-MAHOMET	\$331	\$0	\$244	\$0
344	6	ANIM IMPOUND FEE-VILLAGES	\$3,973	\$4,500	\$4,500	\$4,500
344	7	ANIM IMPOUND FEE-ST JOSPH	\$45	\$0	\$115	\$0
344	8	ANIM IMPOUND FEES-SAVOY	\$214	\$500	\$500	\$500
344	9	ANIM IMPOUND FEES-TOLONO	\$384	\$500	\$500	\$500
345	17	NH CARE-VET ADM PATIENTS	\$570,870	\$250,177	\$428,875	\$101,752
345	18	ADLT DAYCARE-VA CLIENTS	\$54,341	\$28,000	\$48,000	\$0
345	19	NH CARE-HOSPICE PATIENTS	\$519,041	\$218,425	\$374,442	\$55,794
345	20	ADLT DAYCARE-PRIV CLIENTS	\$42,608	\$21,000	\$36,000	\$0
345	21	ADLT DAYCARE-IDOA CLIENTS	\$96,934	\$56,000	\$96,000	\$0
345	22	NH CARE-PRIV PAY PATIENTS	\$2,706,047	\$1,471,037	\$2,521,777	\$1,218,837
345	23	NH CARE-MEDICAID PATIENTS	\$5,087,244	\$3,211,194	\$5,504,905	\$465,894
345	26	NH CARE-MEDICARE/A PATNTS	\$1,148,776	\$749,990	\$1,285,697	\$70,178
345	27	NH CARE-MEDICARE/B PATNTS	\$165,530	\$129,500	\$222,000	\$41,377
345	28	CHILD DAY CARE CHARGES	\$95,818	\$75,000	\$75,000	\$55,000
345	29	NH CARE-PRIV INSUR PATNTS	\$682,461	\$284,563	\$487,823	\$588,488
345	33	NURS HOME BEAUTY SHOP REV	\$22,945	\$15,400	\$26,400	\$0
345	34	MEDICAL SUPPLIES REVENUE	\$25,863	\$12,600	\$21,600	\$0
345	35	PATIENT TRANSPORTATN CHGS	\$16,482	\$4,550	\$7,800	\$0
351	10	FINES & BOND FORFEITURES	\$562,152	\$600,000	\$575,000	\$575,000
351	11	DUI FINES-FOR DUI ENF EQP	\$28,067	\$25,000	\$25,000	\$30,000
351	12	SMOKE FREE IL ACT FINES	\$875	\$0	\$0	\$0

County Consolidated			2017	2018	2018	2019
			Actual	Original	Projected	Budget
351	15	FEES ON TRAFFIC FINES	\$20,118	\$23,000	\$20,000	\$20,000
351	20	PENALTIES	\$10,240	\$7,000	\$9,500	\$9,500
352	10	EVIDENCE FORFEITURES	\$59,887	\$40,000	\$53,940	\$40,000
352	11	FEDERAL FORFEITURES	\$2,883	\$0	\$0	\$0
352	15	ABANDONED BAIL BONDS FEES AND FINES	\$30,846 \$20,821,442	\$20,000 \$17,816,901	\$12,000 \$21,610,677	\$12,000 \$14,568,720
361	10	INVESTMENT INTEREST	\$318,821	\$76,232	\$281,885	\$272,035
361	20	INTEREST ON LOANS	\$124,402	\$110,000	\$96,500	\$110,000
362	10	CABLE TV FRANCHISE	\$302,571	\$310,000	\$310,000	\$310,000
362	11	MEA CIVIC CONTRIBUTION	\$0	\$93,000	\$66,000	\$83,000
362	15	RENT	\$718,436	\$730,086	\$717,118	\$821,431
362	16	TENANT REIMB BLDG IMPRVMT	\$9,309	\$0	\$0	\$0
363	10	GIFTS AND DONATIONS	\$103,734	\$142,307	\$163,260	\$140,612
363	30	M.L.KING EVENT CONTRIBS	\$5,490	\$11,000	\$11,000	\$11,000
363	50	RESTRICTED DONATIONS	\$1,784	\$0	\$484	\$0
363	60	PRIVATE GRANTS	\$2,000	\$0	\$0	\$13,000
364	10	SALE OF FIXED ASSETS	\$107,500	\$10,395,000	\$10,397,000	\$30,000
369	11	JAIL COMMISSARY	\$54,690	\$52,000	\$42,000	\$52,000
369	12	VENDING MACHINES	\$8,948	\$7,240	\$8,980	\$5,500
369	13	ELECTRONIC PYTS REBATE	\$16,291	\$18,000	\$16,000	\$18,000
369	15	PARKING FEES	\$25,890	\$26,000	\$24,000	\$26,000
369	16	UTILITY CONSTRUCTION FEE	\$1,041,427	\$0	\$0	\$0
369	20	NURS HOME MEAL TICKETS	\$850	\$0	\$500	\$0
369	41	TELEPHONE TOLL REIMB	\$51	\$15	\$0	\$0
369	42	WORKER'S COMP. REIMB.	\$11,553	\$2,500	\$8,223	\$2,500
369	46	EMPLOYEE CONTRIBUTIONS	\$1,567,014	\$1,786,980	\$1,836,980	\$1,969,116
369	50	MUNICIPALITY CONTRIB.	\$5,021,169	\$5,452,740	\$4,557,592	\$4,993,264
369	71	SOCIAL SECURITY INCENTIVE	\$23,200	\$24,000	\$24,000	\$24,000
369	80	INSURANCE CLAIMS REIMB	\$2,313	\$0	\$0	\$0
369	85	SALE OF MAPS, DATA	\$10,169	\$13,500	\$13,000	\$13,500
369	90	OTHER MISC. REVENUE MISCELLANEOUS	\$339,694 \$9,817,306	\$463,776 \$19,714,376	\$138,936 \$18,713,458	\$83,871 \$8,978,829
371	4	FROM HEAD START FUND 104	\$1,400,000	\$0	\$0	\$0
371	6	FROM PUB SAF SALES TAX FD	\$702,164	\$1,996,105	\$1,995,085	\$2,204,053
371	11	FROM GIS CONSORTIUM 850	\$1,394	\$3,000	\$0	\$0
371	12	FROM COURT DOC STR FND671	\$17,877	\$18,078	\$0	\$0
371	13	FROM COURT AUTOMTN FND613	\$0	\$0	\$0	\$36,783
371	17	FROM CHILD SUPPORT FND617	\$14,462	\$29,462	\$0	\$0
371	18	FROM PROB SERV FUND 618	\$142,106	\$207,962	\$193,500	\$333,500
371	20	FROM HLTH INSUR FUND 620	\$30,114	\$23,000	\$19,400	\$0
371	27	FROM PROP TAX FEE FND 627	\$49,384	\$64,050	\$64,050	\$66,200
371	30	FROM CIR CLK OPER/ADM 630	\$2,985	\$18,078	\$0	\$0
371	36	FROM HWY DEBT SERV FND350	\$869	\$0	\$0	\$0
371	47	FROM RPC USDA LOAN FND474	\$3,326	\$3,500	\$4,000	\$5,000

County Consolidated			2017	2018	2018	2019
			Actual	Original	Projected	Budget
371	54	FROM DEV DIS BOARD 108	\$50,000	\$50,000	\$50,000	\$50,000
371	59	FROM JAIL MED COSTS FD659	\$18,503	\$23,020	\$23,020	\$24,100
371	61	FROM WORKING CASH FND 610	\$4,909	\$1,900	\$4,199	\$5,000
371	76	FROM TORT IMMUNITY FND076	\$0	\$0	\$0	\$439,285
371	77	FROM ELECTION GRNT FND628	\$0	\$20,000	\$15,671	\$0
371	80	FROM GENERAL CORP FND 080	\$879,840	\$833,985	\$1,051,657	\$1,987,948
371	81	FROM NURSING HOME FND 081	\$0	\$0	\$4,650,000	\$0
371	90	FROM MENTAL HEALTH FND090	\$57,288	\$58,000	\$58,000	\$58,000
371	92	FROM LAW LIBRARY FUND 092	\$0	\$15,000	\$15,000	\$15,000
381	12	INTERFUND POSTAGE REIMB	\$10,238	\$13,500	\$11,000	\$11,000
381	13	AUDIT FEE REIMBURSEMENT	\$20,312	\$21,000	\$21,000	\$72,402
381	15	WORKER'S COMP REIMB	\$432	\$0	\$500	\$0
381	16	HEALTH/LIFE INSUR REIMB	\$8,709	\$10,000	\$10,000	\$10,000
381	17	UNEMPLOYMENT INS REIMB	\$248,475	\$0	\$251,000	\$236,000
381	19	IMRF/SS REIMBURSEMENT	\$2,481,003	\$3,331,079	\$1,930,063	\$2,003,261
381	22	INFO TECHNOLOGY EXP REIMB	\$0	\$0	\$0	\$19,000
381	62	REIM FRM DRUG FORF FND621	\$9,000	\$9,000	\$9,000	\$9,000
381	73	REIMB FRM SELF-INS FND476	\$19,246	\$19,632	\$19,632	\$20,403
381	75	REIMB FRM RPC LOAN FND475	\$121,177	\$122,000	\$50,000	\$86,000
381	81	REIMB FROM NURSING HOME	\$0	\$0	\$500,000	\$0
385	10	FROM CUUATS DEPT 730	\$107,657	\$90,000	\$88,380	\$94,542
385	11	FROM CSBG DEPT	\$195,358	\$192,646	\$94,634	\$115,634
385	15	FROM POLICE TRAINING RESV	\$62,385	\$70,000	\$66,286	\$70,000
385	17	FROM TRANSP LOCAL CNT 761	\$0	\$0	\$15,000	\$9,000
385	18	FRM WIA FRMLA GRT 763/764	\$11,518	\$0	\$0	\$0
385	19	FROM GEO INFO SYS 111/112	\$58,000	\$84,500	\$84,500	\$61,000
385	30	FROM SENIOR SVCES 872/892	\$684	\$500	\$0	\$0
385	32	FROM HIGHWAY DEPTS 60/62	\$0	\$100,000	\$100,000	\$104,000
385	35	JMHC GRNT SAL REIM FR 075	\$774	\$0	\$0	\$0
		INTERFUND REVENUE	\$6,730,189	\$7,428,997	\$11,394,577	\$8,146,111
		<b>REVENUE TOTALS</b>	<b>\$117,178,417</b>	<b>\$131,443,548</b>	<b>\$135,773,799</b>	<b>\$120,775,667</b>
511	1	ELECTED OFFICIAL SALARY	\$741,824	\$759,581	\$759,581	\$855,548
511	2	APPOINTED OFFICIAL SALARY	\$1,095,017	\$1,158,555	\$1,184,555	\$1,193,506
511	3	REG. FULL-TIME EMPLOYEES	\$25,158,977	\$26,778,454	\$27,606,162	\$25,610,563
511	4	REG. PART-TIME EMPLOYEES	\$1,413,892	\$1,657,273	\$1,832,023	\$1,515,026
511	5	TEMP. SALARIES & WAGES	\$967,089	\$737,043	\$822,247	\$761,489
511	6	PER DIEM	\$59,775	\$67,050	\$63,005	\$65,550
511	9	OVERTIME	\$965,005	\$315,609	\$368,625	\$258,091
511	10	JUDGES' SALARY INCREASE	\$6,582	\$6,622	\$6,622	\$6,622
511	40	STATE-PAID SALARY STIPEND	\$42,000	\$42,000	\$32,500	\$42,000
511	42	TAXABLE AUTO ALLOWANCE	\$10,952	\$10,952	\$10,952	\$10,952
511	43	NO-BENEFIT FULL-TIME EMPL	\$1,201,513	\$589,954	\$1,095,628	\$0
511	44	NO-BENEFIT PART-TIME EMPL	\$307,514	\$29,274	\$29,274	\$29,274

County Consolidated			2017	2018	2018	2019
			Actual	Original	Projected	Budget
512	1	SLEP ELECTED OFFCL SALARY	\$115,146	\$117,269	\$117,269	\$117,269
512	2	SLEP APPNTD OFFCL SALARY	\$4,000	\$4,000	\$4,000	\$4,000
512	3	SLEP REG FULL-TIME EMP'EE	\$6,252,822	\$6,404,387	\$6,242,978	\$6,379,604
512	9	SLEP OVERTIME	\$382,994	\$371,779	\$371,779	\$371,779
512	40	SLEP STATE-PD SAL STIPEND	\$6,500	\$6,500	\$6,500	\$6,500
513	1	SOCIAL SECURITY-EMPLOYER	\$4,039,220	\$4,387,580	\$4,311,442	\$3,658,856
513	2	IMRF - EMPLOYER COST	\$3,938,098	\$4,530,045	\$4,397,079	\$3,000,741
513	3	IMRF -SLEP- EMPLOYER COST	\$1,418,459	\$1,387,315	\$1,387,315	\$1,138,053
513	4	WORKERS' COMPENSATION INS	\$993,368	\$1,116,246	\$1,204,710	\$1,406,215
513	5	UNEMPLOYMENT INSURANCE	\$247,927	\$366,255	\$381,361	\$313,454
513	6	EMPLOYEE HEALTH/LIFE INS	\$11,599,149	\$12,520,529	\$12,180,974	\$11,906,148
513	8	EMPLOYEE DENTAL INSURANCE	\$474	\$750	\$825	\$825
513	14	WKRS COMP SELF-FUND CLAIM	\$545,912	\$782,150	\$777,284	\$797,374
513	16	HLTH INS CLAIMS/DEDUCTBLS	\$14,113	\$0	\$0	\$0
513	20	EMPLOYEE DEVELOPMNT/RECOG	\$15,724	\$23,350	\$21,050	\$22,250
513	21	EMPLOYEE PHYSICALS/LAB	\$45,856	\$16,200	\$30,553	\$1,200
513	22	FLEX SPENDING ACCT FEES	\$5,308	\$5,500	\$5,500	\$5,500
513	23	BENEFITS MANAGEMENT FEES	\$50,000	\$55,000	\$55,000	\$55,000
513	25	HLTH CARE REFORM FEES/TAX	\$1,320	\$0	\$0	\$0
		PERSONNEL	\$61,646,530	\$64,247,222	\$65,306,793	\$59,533,389
522	1	STATIONERY & PRINTING	\$107,718	\$145,895	\$133,213	\$131,190
522	2	OFFICE SUPPLIES	\$183,859	\$202,479	\$197,758	\$206,204
522	3	BOOKS,PERIODICALS & MAN.	\$83,962	\$101,517	\$92,651	\$149,427
522	4	COPIER SUPPLIES	\$44,707	\$53,400	\$48,966	\$53,225
522	6	POSTAGE, UPS, FED EXPRESS	\$236,701	\$277,332	\$232,951	\$268,381
522	7	PHOTOGRAPHY SUPPLIES	\$0	\$150	\$0	\$0
522	10	FOOD	\$253,200	\$349,573	\$448,985	\$153,050
522	11	MEDICAL SUPPLIES	\$73,146	\$67,375	\$87,194	\$84,175
522	12	STOCKED DRUGS	\$23,565	\$52,400	\$63,600	\$30,000
522	13	CLOTHING - INMATES	\$9,177	\$13,500	\$13,500	\$13,500
522	14	CUSTODIAL SUPPLIES	\$93,912	\$103,283	\$101,736	\$105,533
522	15	GASOLINE & OIL	\$293,676	\$377,552	\$365,609	\$379,085
522	16	TOOLS	\$28,263	\$20,600	\$23,100	\$32,600
522	17	GROUNDS SUPPLIES	\$4,292	\$8,200	\$8,200	\$8,250
522	19	UNIFORMS	\$58,563	\$60,436	\$59,690	\$60,436
522	22	MAINTENANCE SUPPLIES	\$29,394	\$18,088	\$21,421	\$11,421
522	24	ENGINEERING SUPPLIES	\$2,619	\$5,000	\$3,000	\$5,000
522	25	DIETARY NON-FOOD SUPPLIES	\$51,482	\$46,310	\$46,553	\$45,400
522	28	LAUNDRY SUPPLIES	\$15,863	\$21,267	\$24,858	\$14,000
522	29	RPC STUDENT HANDOUT MATLS	\$4,880	\$11,000	\$10,563	\$12,000
522	31	PHARMACY CHRGS-PUBLIC AID	\$14,282	\$12,160	\$18,240	\$0
522	32	SUPPL FOR DISABLED PERSNS	\$2,316	\$3,950	\$2,768	\$4,500
522	33	OXYGEN	\$10,155	\$8,600	\$12,900	\$0
522	34	INCONTINENCE SUPPLIES	\$124,609	\$57,527	\$86,290	\$0
522	35	NUTRITIONAL SUPPLEMENTS	\$38,565	\$16,179	\$24,269	\$0

County Consolidated			2017	2018	2018	2019
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522	36	PHARMACY CHRGS-INSURANCE	\$65,884	\$60,280	\$90,420	\$0
522	40	OFFICE EXPENSES	\$1,881	\$10,000	\$9,672	\$5,000
522	44	EQUIPMENT LESS THAN \$5000	\$781,115	\$1,017,830	\$1,134,420	\$1,441,188
522	45	VEH EQUIP LESS THAN \$5000	\$77,635	\$16,000	\$217,876	\$18,000
522	46	BODY WORN CAMERAS	\$0	\$28,800	\$28,800	\$28,800
522	50	PURCHASE DOCUMENT STAMPS	\$874,963	\$933,333	\$1,000,000	\$1,000,000
522	60	PURCHASE RABIES TAGS	\$1,760	\$1,800	\$1,800	\$1,800
522	90	ARSENAL & POLICE SUPPLIES	\$30,745	\$27,100	\$28,593	\$26,700
522	91	LINEN & BEDDING	\$30,727	\$22,333	\$27,429	\$8,900
522	93	OPERATIONAL SUPPLIES	\$394,851	\$523,728	\$1,087,029	\$204,500
522	94	ELECTION SUPPLIES	\$9,394	\$15,000	\$15,000	\$15,000
522	96	SCHOOL SUPPLIES	\$83,588	\$123,500	\$216,826	\$159,000
522	98	PHARMACY CHARGES-MEDICARE COMMODITIES	\$55,530 \$4,196,979	\$503,443 \$5,316,920	\$55,704 \$6,041,584	\$0 \$4,676,265
533	1	AUDIT & ACCOUNTING SERVCS	\$205,293	\$275,133	\$263,091	\$232,805
533	2	ARCHITECT SERVICES	\$29,968	\$146,782	\$25,552	\$261,113
533	3	ATTORNEY/LEGAL SERVICES	\$373,657	\$368,450	\$355,165	\$274,100
533	4	ENGINEERING SERVICES	\$403,677	\$717,231	\$525,300	\$277,900
533	5	COURT REPORTING	\$18,277	\$23,700	\$23,082	\$38,900
533	6	MEDICAL/DENTAL/MENTL HLTH	\$844,592	\$1,030,315	\$1,088,406	\$1,058,334
533	7	PROFESSIONAL SERVICES	\$4,298,326	\$5,617,131	\$6,056,805	\$3,015,288
533	8	CONSULTING SERVICES	\$17,988	\$16,750	\$6,235	\$6,750
533	12	JOB-REQUIRED TRAVEL EXP	\$58,264	\$110,119	\$103,337	\$132,186
533	13	AMBULANCE/MEDIVAN SERVICE	\$0	\$2,000	\$2,000	\$2,000
533	15	ISAA-APPELLATE SERVICE	\$36,000	\$36,000	\$36,000	\$36,000
533	16	OUTSIDE PRISON BOARDING	\$15,050	\$45,000	\$35,000	\$45,000
533	17	FIELD TRIPS / ACTIVITIES	\$1,093	\$5,800	\$6,605	\$6,200
533	18	NON-EMPLOYEE TRAINING,SEM	\$7,376	\$7,250	\$6,548	\$10,000
533	19	SCHOOLNG TO OBTAIN DEGREE	\$73,518	\$61,500	\$70,977	\$73,000
533	20	INSURANCE	\$2,058,695	\$2,134,387	\$2,300,554	\$2,099,856
533	22	LABORATORY FEES	\$62,638	\$50,520	\$52,780	\$46,000
533	24	CLIENT EMPLOYABILITY EXP	\$864	\$2,500	\$2,000	\$2,500
533	26	PROPERTY LOSS/DMG CLAIMS	\$14,984	\$40,000	\$30,200	\$40,200
533	28	UTILITIES	\$33,951	\$50,250	\$47,000	\$48,750
533	29	COMPUTER/INF TCH SERVICES	\$344,490	\$404,990	\$378,426	\$1,154,886
533	30	GAS SERVICE	\$410,942	\$492,450	\$532,460	\$401,750
533	31	ELECTRIC SERVICE	\$1,284,164	\$1,088,267	\$1,177,888	\$900,000
533	32	WATER SERVICE	\$128,050	\$127,850	\$138,525	\$103,300
533	33	TELEPHONE SERVICE	\$153,399	\$187,770	\$187,074	\$179,827
533	34	PEST CONTROL SERVICE	\$20,661	\$20,665	\$21,533	\$17,315
533	35	TOWEL & UNIFORM SERVICE	\$1,157	\$1,300	\$1,500	\$1,300
533	36	WASTE DISPOSAL & RECYCLNG	\$115,669	\$108,522	\$116,242	\$93,142
533	38	STORMWATER UTILITY FEE	\$34,710	\$40,000	\$40,000	\$40,000
533	40	AUTOMOBILE MAINTENANCE	\$98,774	\$123,818	\$117,140	\$114,998
533	42	EQUIPMENT MAINTENANCE	\$717,005	\$812,605	\$829,401	\$779,426

County Consolidated		2017	2018	2018	2019	
		Actual	Original	Projected	Budget	
533	44	MAIN ST JAIL REPAIR-MAINT	\$50,017	\$47,550	\$57,906	\$47,550
533	45	NON-CNTY BLDG REPAIR-MNT	\$95,266	\$128,850	\$639,904	\$120,000
533	46	1905 E MAIN REPAIR-MAINT	\$16,078	\$95,357	\$254,571	\$15,357
533	47	JUV DET CTR REPAIR-MAINT	\$19,000	\$45,000	\$20,000	\$20,000
533	48	ROAD/BRIDGE MAINTENANCE	\$483,386	\$870,000	\$854,000	\$845,000
533	49	HEAVY EQUIP. MAINTENANCE	\$137,113	\$140,000	\$140,000	\$140,000
533	50	FACILITY/OFFICE RENTALS	\$306,110	\$345,781	\$351,285	\$393,896
533	51	EQUIPMENT RENTALS	\$320,073	\$314,243	\$360,794	\$278,739
533	52	OTHER SERVICE BY CONTRACT	\$42,282	\$59,898	\$81,748	\$133,798
533	53	SPECIALTY COURTS EXPENSES	\$12,295	\$15,000	\$16,600	\$16,000
533	54	ASSISTANCE TO VETERANS	\$84,701	\$80,000	\$80,000	\$80,000
533	55	WEATHERIZATION HLTH/SAFTY	\$58,724	\$145,000	\$101,067	\$139,800
533	58	EMPLOYEE PARKING	\$17,310	\$18,141	\$18,141	\$18,121
533	60	HWY FACILITY REPAIR-MAINT	\$9,045	\$100,000	\$45,000	\$40,000
533	61	1701 E MAIN REPAIR-MAINT	\$41,734	\$38,788	\$38,788	\$38,788
533	62	JUROR MEALS	\$4,189	\$5,500	\$5,500	\$5,500
533	63	JUROR EXPENSE	\$121,394	\$118,000	\$117,000	\$118,000
533	64	ELECTION JUDGES & WORKERS	\$104,403	\$200,000	\$200,000	\$130,000
533	65	VOTER REGISTRATION EXP.	\$4,260	\$0	\$416	\$0
533	66	REGISTRARS-BIRTH & DEATH	\$5,092	\$5,250	\$5,250	\$5,250
533	67	202 BARTELL BDG RPR-MAINT	\$2,826	\$2,673	\$7,609	\$2,673
533	68	WITNESS EXPENSE	\$3,935	\$8,168	\$9,968	\$8,168
533	70	LEGAL NOTICES,ADVERTISING	\$145,107	\$159,661	\$174,989	\$144,644
533	71	BLUEPRINT,FILM PROCESSING	\$8,811	\$33,000	\$28,567	\$38,200
533	72	DEPARTMENT OPERAT EXP	\$16,332	\$209,400	\$18,400	\$208,750
533	73	EMPLOYEE/OFFC RELOCATION	\$3,000	\$0	\$0	\$0
533	74	JURORS' PARKING	\$41,305	\$45,000	\$45,000	\$45,000
533	75	COURT-ORDERED COSTS	\$2,175	\$3,000	\$3,000	\$3,000
533	79	PUBLIC SERVICE WORKER EXP	\$1,322	\$2,750	\$1,500	\$2,750
533	81	SEIZED ASSET EXPENSE	\$272	\$500	\$500	\$500
533	83	CO. ENGINEERING FORCES	\$45,024	\$50,000	\$0	\$50,000
533	84	BUSINESS MEALS/EXPENSES	\$18,352	\$20,335	\$16,110	\$27,610
533	85	PHOTOCOPY SERVICES	\$311,925	\$343,986	\$333,692	\$341,236
533	86	NURS HOME BLDG REPAIR/MNT	\$141,544	\$66,667	\$100,000	\$0
533	87	INDIRECT COSTS / OVERHEAD	\$639,883	\$798,637	\$762,753	\$874,912
533	89	PUBLIC RELATIONS	\$34,776	\$55,700	\$54,633	\$35,050
533	90	CLOTHING ALLOWANCE	\$3,965	\$4,000	\$4,000	\$4,000
533	91	LAUNDRY & CLEANING	\$9,486	\$9,883	\$9,980	\$5,700
533	92	CONTRIBUTIONS & GRANTS	\$7,926,409	\$9,209,458	\$9,011,059	\$9,751,680
533	93	DUES AND LICENSES	\$150,489	\$163,716	\$185,636	\$170,606
533	94	INVESTIGATION EXPENSE	\$10,665	\$20,950	\$11,459	\$20,950
533	95	CONFERENCES & TRAINING	\$294,414	\$378,752	\$385,766	\$392,489
533	97	IMPOUNDMENTS	\$140	\$100	\$100	\$100
533	98	DISABILITY EXPO	\$0	\$0	\$23,333	\$60,000
533	99	CONTINGENT EXPENSE	\$0	\$190,802	\$0	\$185,000
534	3	REMIT LOAN PAYMENTS	\$43,088	\$50,000	\$45,000	\$50,000

County Consolidated			2017	2018	2018	2019
			Actual	Original	Projected	Budget
534	9	R.E. TAX / DRAINAGE ASMNT	\$31,129	\$0	\$1,350	\$500
534	11	FOOD SERVICE	\$877,677	\$797,254	\$561,518	\$578,886
534	15	METCAD	\$651,324	\$654,500	\$654,500	\$689,250
534	21	PROP CLEARANCE / CLEAN-UP	\$9,783	\$6,800	\$15,114	\$6,800
534	24	MTGE FORECLSR MEDIATN PRG	\$98	\$0	\$0	\$0
534	25	COURT FACILITY REPR-MAINT	\$63,390	\$273,775	\$88,866	\$273,775
534	27	ANIM SERV FACIL RPR-MAINT	\$12,074	\$5,091	\$5,091	\$5,091
534	29	CU URBAN AREA TRANS STUDY	\$30,427	\$33,000	\$33,000	\$35,000
534	30	WEATHERIZATION LABOR	\$169,212	\$290,000	\$235,463	\$286,213
534	31	ENERGY ASSISTANCE	\$3,183,367	\$4,165,000	\$2,806,538	\$3,538,889
534	36	CILA PROJ BLDG REPAIR-MNT	\$4,698	\$0	\$0	\$0
534	37	FINANCE CHARGES,BANK FEES	\$45,280	\$21,627	\$30,445	\$4,813
534	38	EMRGNCY SHELTER/UTILITIES	\$416,552	\$555,250	\$559,083	\$716,800
534	39	RPC SCHOLARSHIPS & AWARDS	\$9,000	\$8,750	\$11,000	\$16,000
534	40	CABLE/SATELLITE TV EXP	\$29,636	\$20,560	\$30,518	\$560
534	41	RETURN UNUSED GRANT	\$12,367	\$0	\$0	\$0
534	43	DISABILITY THERAPY,CONSLT	\$18,858	\$17,000	\$16,280	\$17,500
534	44	STIPEND	\$21,580	\$31,630	\$29,040	\$34,270
534	46	SEWER SERVICE & TAX	\$63,961	\$72,745	\$76,516	\$59,448
534	48	RPC POL TRN STAFF MILEAGE	\$1,483	\$3,000	\$1,993	\$3,000
534	49	RPC POL TRN STAFF TRAVEL	\$2,164	\$4,500	\$2,734	\$4,000
534	50	RPC POL TRN STAFF PERDIEM	\$683	\$1,050	\$946	\$1,200
534	51	RPC POL TRN INSTRCTR TRAV	\$15,823	\$20,000	\$13,500	\$17,500
534	52	RPC POL TRN INSTRCTR CONT	\$172,873	\$195,000	\$180,000	\$205,000
534	53	RPC POL TRN INSTRCTR DEV	\$2,443	\$4,000	\$2,931	\$5,000
534	54	RPC POL TRN CATERING	\$2,313	\$4,750	\$3,250	\$5,000
534	55	RPC POL TRN FACILITY RENT	\$6,150	\$10,000	\$9,750	\$10,000
534	56	RPC POL TRN RENTAL AIDS	\$0	\$750	\$500	\$1,000
534	57	RPC POL TRN REPRODUCTION	\$741	\$1,000	\$1,250	\$1,250
534	58	LANDSCAPING SERVICE/MAINT	\$56,028	\$14,428	\$43,628	\$15,128
534	59	JANITORIAL SERVICES	\$200,800	\$186,885	\$196,225	\$200,600
534	60	AREA-WIDE RECORDS MGT SYS	\$0	\$0	\$14,611	\$30,000
534	61	IPA LICENSING FEE	\$128,666	\$609,462	\$442,127	\$0
534	62	ELECTION MILEAGE,PHONE RM	\$2,043	\$7,000	\$6,695	\$5,000
534	63	INDIGENT BURIAL	\$814	\$1,500	\$2,000	\$2,000
534	64	ELECTION SERVICES	\$6,937	\$25,000	\$22,024	\$25,000
534	65	CONTRACT NURSING SERVICE	\$12,349	\$190,244	\$0	\$0
534	66	UNIV OF IL SURGICAL FEES	\$650	\$0	\$5,000	\$6,000
534	67	1701 OUTBLDGS REPAIR-MNT	\$14,378	\$2,881	\$2,881	\$12,881
534	68	POLICY COUNCIL ACTIVITIES	\$3,942	\$8,000	\$6,730	\$8,000
534	69	PARENT ACTIVITIES/TRAVEL	\$23,975	\$18,800	\$18,492	\$19,200
534	70	BROOKNS BLDG REPAIR-MAINT	\$122,947	\$51,109	\$71,501	\$51,109
534	71	COOPERATIVE EXTENSION SRV	\$421,052	\$422,498	\$421,941	\$439,412
534	72	SATELLITE JAIL REPAIR-MNT	\$62,891	\$152,404	\$42,404	\$42,404
534	73	C-U PUBLIC HEALTH DISTRCT	\$626,910	\$659,535	\$663,801	\$696,231
534	74	CONTRACT ATTORNEYS	\$191,400	\$191,400	\$191,400	\$191,400

County Consolidated			2017	2018	2018	2019
			Actual	Original	Projected	Budget
534	75	FINES AND PENALTIES	\$0	\$20,000	\$30,000	\$0
534	76	PARKING LOT/SIDEWLK MAINT	\$35,843	\$199,550	\$47,458	\$343,383
534	78	REMIT DEATH CERT SURCHARG	\$5,484	\$6,000	\$6,000	\$6,000
534	80	AUTO DAMAGE/LIAB CLAIMS	\$55,617	\$44,206	\$54,206	\$46,128
534	81	GENERAL LIABILITY CLAIMS	\$26,898	\$352,701	\$362,701	\$837,410
534	82	CHILD DENTAL ACCESS PROG	\$45,000	\$45,000	\$45,000	\$45,000
534	83	MEDICARE MEDICAL SERVICES	\$10,819	\$54,400	\$81,600	\$0
534	85	RENTAL HSG FEE REMITTANCE	\$192,447	\$180,000	\$180,000	\$180,000
534	86	URBANA ANIM IMPOUND FEES	\$4,660	\$3,000	\$5,000	\$5,000
534	87	CHAMPGN ANIM IMPOUND FEES	\$9,745	\$6,000	\$6,000	\$11,000
534	89	MAHOMET ANIM IMPOUND FEES	\$52	\$0	\$0	\$0
534	90	VILLAGES ANIM IMPOUND FEE	\$954	\$3,000	\$3,000	\$3,000
534	91	ST JOSPH ANIM IMPOUND FEE	\$45	\$0	\$0	\$0
534	92	SAVOY ANIM IMPOUND FEES	\$214	\$500	\$500	\$500
534	93	TOLONO ANIM IMPOUND FEES	\$384	\$500	\$500	\$500
534	94	WEATHERIZATION MATERIALS	\$215,620	\$320,000	\$297,000	\$332,500
534	95	REMIT MARRIAGE LIC SURCHG	\$5,535	\$6,000	\$6,000	\$6,000
534	96	RANTOUL ANIM IMPOUND FEES	\$2,860	\$1,500	\$1,500	\$1,500
534	98	M.L.KING EVENT EXPENSES	\$7,594	\$12,500	\$12,500	\$12,500
534	99	REMIT CC FINGERPRNTG FEES	\$459	\$380	\$295	\$380
535	1	YOUTH/IN-DT SUPP SERVICE	\$20,157	\$32,750	\$33,000	\$32,750
535	3	YOUTH/IN-OTHER PROG COSTS	\$100,626	\$90,146	\$110,646	\$120,646
535	4	YOUTH/OUT-DIRECT TRNG ITA	\$67,908	\$190,000	\$160,000	\$190,000
535	6	YOUTH/OUT-OTHER PRG COSTS	\$291,939	\$115,900	\$160,900	\$180,900
535	7	ADULT-DIRECT TRAINING ITA	\$375,309	\$305,000	\$215,000	\$240,000
535	9	ADULT-INCUMBANT WRKR COST	\$0	\$5,000	\$5,000	\$5,000
535	10	ADULT-OTHER PROG COSTS	\$69,012	\$136,125	\$136,125	\$136,125
535	11	DISLOC WKR-DIRCT TRAINING	\$119,159	\$161,000	\$132,500	\$145,000
535	13	DISLOC WKR-INCUMBANT WRKR	\$0	\$10,000	\$10,000	\$10,000
535	14	DISLOC WKR-OTHER PRG COST	\$60,760	\$91,127	\$79,127	\$91,127
535	15	TRADE ADJSTMNT ASSISTANCE	\$62,129	\$47,750	\$46,850	\$102,700
535	17	ADMIN-OTHER PRG COSTS	\$0	\$500	\$500	\$500
535	18	YOUTH/OUT-SUPPORTIVE SVCE	\$45,344	\$115,000	\$90,000	\$85,000
535	19	ADULT-SUPPORTIVE SERVICE	\$60,057	\$155,000	\$60,000	\$120,000
535	20	DISLOC WKR-SUPPRTIVE SVCE	\$12,116	\$77,000	\$40,000	\$65,000
535	21	YOUTH/IN-WORK TRAINING	\$2,643	\$70,000	\$66,900	\$70,000
535	22	YOUTH/OUT-WORK TRAINING	\$64,920	\$85,000	\$46,500	\$97,000
535	23	ADULT-WORK TRAINING	\$29,228	\$90,000	\$35,000	\$70,000
535	24	DISLOC WKR-WORK TRAINING	\$24,241	\$51,000	\$41,209	\$44,209
535	28	ADULT-WORK BASED-INCUMBNT	\$0	\$0	\$0	\$30,000
535	30	DSLOC WKR-WRK BASED-INCMB SERVICES	\$0	\$0	\$0	\$30,000
			\$33,407,595	\$41,570,264	\$39,329,003	\$38,459,511
544	2	RIGHT OF WAY	\$58,348	\$5,000	\$0	\$5,000
544	10	BRIDGES & CULVERTS	\$1,603,427	\$1,800,000	\$1,800,000	\$1,135,000
544	11	ROAD IMPROVEMENTS	\$4,181,362	\$1,489,465	\$1,949,000	\$3,587,648

County Consolidated			2017	2018	2018	2019
			Actual	Original	Projected	Budget
544	13	202 ART BARTELL BLDG CNST	\$83,217	\$0	\$0	\$0
544	16	COURTS FACILITY CONST/IMP	\$0	\$250,000	\$0	\$0
544	17	SATELLITE JAIL CONST/IMPR	\$0	\$67,261	\$265,342	\$75,000
544	18	BROOKNS BLDG CONST/IMPROV	\$252,638	\$0	\$0	\$175,000
544	23	JUV DET CTR CONST/IMPROVE	\$0	\$0	\$0	\$5,000
544	25	1905 E MAIN CONST/IMPROVE	\$31,634	\$0	\$0	\$565,000
544	29	NUR HM BLDG CONST/IMPROVE	\$69,049	\$0	\$15,500	\$0
544	30	AUTOMOBILES, VEHICLES	\$353,372	\$300,500	\$282,347	\$437,625
544	31	RADIO EQUIPMENT	\$0	\$443,489	\$7,715	\$0
544	32	OTHER EQUIPMENT	\$115,093	\$0	\$98,911	\$0
544	33	OFFICE EQUIPMENT & FURNIS	\$255,917	\$766,971	\$260,273	\$397,766
544	34	MAINTENANCE EQUIPMENT	\$0	\$0	\$5,500	\$20,000
544	35	HEAVY EQUIPMENT	\$0	\$350,000	\$350,000	\$400,000
544	38	ELECTION/VOTER REG EQUIP	\$0	\$0	\$0	\$59,490
544	40	LANDSCAPING, LAND IMPRVMTS	\$0	\$0	\$150,000	\$0
544	41	PARKING LOT/SIDEWLK CONST	\$57,222	\$0	\$254,000	\$300,000
544	73	MEDICAL/HEALTH EQUIPMENT	\$690	\$0	\$0	\$0
544	85	POLICE EQUIPMENT	\$22,804	\$186,000	\$0	\$0
544	87	POLICE DOGS/WORK ANIMALS	\$26,500	\$0	\$0	\$0
		CAPITAL	\$7,111,273	\$5,658,686	\$5,438,588	\$7,162,529
567	1	DEPRECIATION EXPENSE	\$0	\$37,829	\$0	\$0
567	2	BAD DEBT EXPENSE	\$269,321	\$140,000	\$140,000	\$175,000
		NON CASH EXPENSES	\$269,321	\$177,829	\$140,000	\$175,000
571	4	TO RPC ECON DEV LOANS 475	\$1,400,000	\$0	\$0	\$0
571	8	TO DEV DISABILITY FUND108	\$7,288	\$8,000	\$8,000	\$8,000
571	11	TO MHB/ddb CILA FUND 101	\$100,000	\$100,000	\$100,000	\$100,000
571	12	TO FRCLSR MEDIATN FND 093	\$34,410	\$0	\$0	\$0
571	14	TO CAPITAL IMPRV FUND 105	\$945,396	\$1,825,860	\$1,896,201	\$2,586,492
571	19	TO SELF-FUNDED INS FND476	\$0	\$0	\$656,461	\$439,285
571	20	TO HEALTH INSUR FUND 620	\$0	\$0	\$500,000	\$0
571	25	TO VCTM ADVOC GRNT FND675	\$21,250	\$17,000	\$43,000	\$40,000
571	30	TO COURT AUTOMTN FUND 613	\$50,324	\$65,216	\$15,000	\$0
571	74	TO NH BOND FUND 074	\$0	\$0	\$4,650,000	\$0
571	75	TO REG PLAN COMM FUND 075	\$106,935	\$125,500	\$56,000	\$91,000
571	77	TO ELECTION GRANT FND 628	\$0	\$0	\$0	\$25,000
571	80	TO GENERAL CORP FUND 080	\$700,438	\$3,800,255	\$3,351,367	\$4,691,160
571	81	TO NURSING HOME FUND 081	\$0	\$0	\$191,672	\$0
571	83	TO COUNTY HIGHWAY FND 083	\$82,000	\$41,000	\$41,000	\$42,000
571	87	TO DRUG COURTS FUND 685	\$59,035	\$60,881	\$60,881	\$60,881
573	11	HOUSING ADVOCACY MATCH	\$4,848	\$10,000	\$0	\$21,000
573	17	ISSA 827/828 MATCH	\$117,363	\$60,000	\$0	\$0
573	18	TO GIS DEPTS 111/112	\$58,000	\$84,500	\$84,500	\$61,000
573	24	COURT DIVRSN 641/656 MTCH	\$6,791	\$50,000	\$15,000	\$20,000
573	27	HOMLSS PREVNT 634/640 MCH	\$1,211	\$3,500	\$3,500	\$1,000

County Consolidated			2017	2018	2018	2019
			Actual	Original	Projected	Budget
573	30	TRANSPORTATION GRNT MATCH	\$107,657	\$90,000	\$83,384	\$103,542
573	31	WIOA ONE-STOP CTR 830/831	\$11,518	\$0	\$6,791	\$6,791
573	33	CSBG SPC PRJ 807/815 MTCH	\$65,146	\$65,146	\$64,891	\$60,000
573	35	HOMELESS MGT 650/664 MTCH	\$0	\$2,000	\$2,000	\$0
573	50	CUMTD DIS RMP 872/892 MCH	\$684	\$2,000	\$0	\$0
573	51	POLICE TRAINING MATCH	\$62,385	\$70,000	\$65,000	\$70,000
573	52	TO HIGHWAY DEPTS 60/62	\$0	\$100,000	\$100,000	\$104,000
573	55	JMHC GRNT SAL REIM TO 040	\$774	\$0	\$0	\$0
		INTERFUND EXPENDITURE	\$3,943,453	\$6,580,858	\$11,994,648	\$8,531,151
581	1	GEN OBLIG BOND PRINCIPAL	\$3,016,707	\$2,750,000	\$7,400,000	\$2,985,000
581	2	L/T TAX ANTIC NOTES PRINC	\$0	\$1,076,760	\$0	\$0
581	3	CAPITAL LEASE PRINC PMTS	\$34,475	\$35,140	\$35,140	\$35,822
581	5	INTGOVTL LOAN PRINC PMTS	\$0	\$726,802	\$0	\$0
581	6	DEBT CERTFCATE PRINC PMTS	\$135,000	\$140,000	\$140,000	\$145,000
581	7	MORTGAGE PRINCIPAL PMTS	\$49,750	\$49,751	\$49,751	\$49,751
582	1	INTEREST-TAX ANTIC NOTES	\$8,292	\$7,000	\$7,000	\$0
582	2	INT & FEES-GEN OBLIG BONDS	\$2,236,019	\$1,282,996	\$1,280,096	\$1,159,532
582	3	INTEREST ON CAPITAL LEASE	\$2,307	\$1,642	\$1,642	\$961
582	6	INTEREST ON DEBT CERTIFCT	\$56,390	\$50,990	\$50,990	\$45,390
582	7	INTEREST ON MORTGAGE	\$19,199	\$17,231	\$17,231	\$15,262
		DEBT	\$5,558,139	\$6,138,312	\$8,981,850	\$4,436,718
		<b>EXPENDITURE TOTALS</b>	<b>\$116,133,290</b>	<b>\$129,690,091</b>	<b>\$137,232,466</b>	<b>\$122,974,563</b>

**FY2019 Budget:**

The revenue to expenditure deficit is the result combining current fiscal year revenues with funds reserved in prior fiscal years for planned projects and replacements scheduled in FY2019. The Motor Fuel Tax Fund will utilize \$2.2 million of its fund balance for a major road reconstruction and the match for a Federal grant to upgrade the County's guardrail system. In the Capital Asset Replacement Fund, \$666,000 is appropriated from prior fiscal year reserves for items scheduled to be replaced in the current year. The FY2019 budget is a Balanced Budget per Champaign County's Financial Policies.



## **CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE  
MANAGEMENT SERVICES*

**Debra Busey, Interim County Administrator**

### **MEMORANDUM**

**TO:** Stephanie Fortado, Deputy Chair Policy, Finance Committee of the Whole,  
and Members of the County Board

**FROM:** Deb Busey, Interim County Administrator

**DATE:** October 3, 2018

**RE:** Recommendation for Nursing Home Post-Closing Accounting Services

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#### **ISSUE**

With the sale and closing of the Champaign County Nursing Home, the County will require services from an outside contractor with specialty in health care accounting to manage the ongoing payment of accounts and acceptance of accounts receivable that belong to the County that accrued before the closing, but will not be received or processed until after the closing. The scope of these services is not included in the Management Services Agreement the County Board currently has with SAK Management Services, LLC.

#### **REPORT**

In consultation with Polsinelli PC, the County's law firm providing assistance with the sale of the Nursing Home, they advised there were limited firms providing this type of service because in a typical nursing home sale transaction, the seller is a nursing home corporation with the in-house expertise to manage this post-accounting requirement on its own behalf. Two companies they recommended could do the work for us were SAK and MPA – both firms with which the County has current or previous professional relationships.

In consultation with the Board Chair, Deputy Chair and Assistant Deputy Chair of Finance, we determined to seek proposals from firms with whom we are familiar and could complete the work on behalf of the County. In further research, RSM Accounting was also included in the firms to be contacted. The proposal request included the terms for these services as defined in the Asset Purchase Agreement and Operations Transfer Agreement related to the sale of the Nursing Home, and the scope of the services to be provided. We received proposals from all three firms – SAK, MPA and RSM.

RSM presented the most cost-effective proposal and a comprehensive approach to the services requested. RSM also has a local office which will be beneficial in keeping reimbursable costs at a minimum in connection with this engagement. The RSM Proposal is included with your Agenda Packet for your review and consideration.

Based upon this information, it is my recommendation that we enter into a contract with RSM for the post-closing accounting services the County will require to complete accounting transactions at the Nursing Home.

RSM has previously been engaged by MPA to assist with accounting services at the Nursing Home. Their contract was terminated by SAK after the transition in management companies from MPA to SAK. At the time the contract was terminated, the County owed \$89,949.55 to RSM. This billable remains outstanding. RSM will require payment in full of this obligation before they begin work on the contract proposed here. Because we do not know exactly when the closing of the sale of the Nursing Home will occur, I am recommending to the Finance Committee approval of a budget amendment from the General Corporate Fund of \$89,950 to pay for these accounting services to be approved at the October Meeting of the County Board if the RSM Contract for Post-Closing Accounting Services is approved at the same time. However, I have negotiated with RSM that we will not actually issue the check to them until the closing date of the sale of the Nursing Home, which will then enable them to begin the contract for post-closing accounting services immediately upon the closing.

**REQUESTED ACTION**

***The Finance Committee of the Whole recommends to the County Board approval of a Contract for Nursing Home Post-Closing Accounting Services with RSM.***

***The Finance Committee of the Whole recommends to the County Board approval of a Budget Amendment to the General Corporate Fund 080 General County Department 075 FY2018 budget in the amount of increased appropriation for accounting services of \$89,950 with payment to be made to RSM for outstanding obligations on the date of the closing of the sale of the Champaign County Nursing Home.***

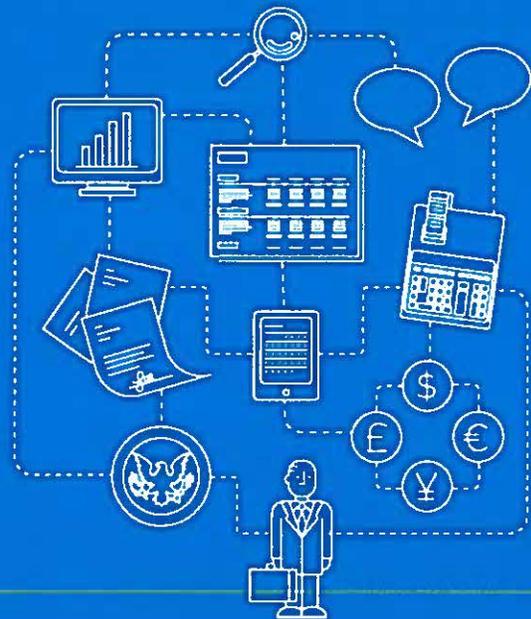
If you have questions or concerns with regard to this information, please feel free to contact me.

*attachments*



# PROPOSAL TO PROVIDE POST- CLOSING ACCOUNTING SERVICES

COUNTY OF CHAMPAIGN, ILLINOIS



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## EXECUTIVE SUMMARY

### Our understanding of your needs

It is our understanding the County is interested in assistance with post-closing accounting services upon the sale of Champaign County Nursing Home to a private operator. The County will need assistance with the ongoing collection of accounts receivable (A/R) that will be owed to the County for services provided and accounts payable (A/P) expenditures that were incurred before the date of sale. The County is also requesting two proposals for these services where the first proposal includes access to a County employee for approximately 10-12 hours per week for assistance, while the second proposal does not include any assistance from a County employee. This proposal will cover a six-month (renewable) term after the sale date.

### Project objectives

The objectives of this initiative are as follows:

- Continued billing and collections for dates of service up to the date of sale
- A/R postings of cash receipts and adjustments
- Maintenance of due to/from cash receipt log
- A/P preparation and submission of invoices for processing, post-payments to system
- Monthly financial statement preparation
- Prepare Medicare and Medicaid cost report, along with bad debt log
- Assist with insurance, reimbursement and cost report reviews, as necessary
- Review and disburse resident trust account balances

### Project scope and approach

RSM will provide billing, receivables management and collection services:

- **Billing:** Continued billing for previously unbilled receivables and claims
- **Collections:** Continued collection efforts for original billing that have been denied or partial payment of claims; this may continue for nine to 12 months after the sale of the facility
- **A/R postings of cash receipts and adjustments:** All payments will need to be posted to proper patient's account, as well as the accurate dates of services within the nursing home's accounts, to enable continued successful collection efforts
- **Bad debt log maintenance for Medicare reimbursement purposes:** The bad debt log will need to be updated monthly to be filed, along with the FY2018 Medicare cost report, to maximize the current seller's reimbursement
- **Maintenance of due to/from cash receipt log:** Weekly updates and reconciliations of payment collected by new operator on behalf of prior owner and vice versa will be required to properly and timely reimburse each party based on days of services paid and Operations Transfer Agreement specifics
- **A/P:**
  - Review outstanding invoices
  - Prepare and submit invoices for processing
  - Post payments to system

- Will require access to prior patient data, including the nursing home's A/P software to enable invoice postings and vendor queries, as well as issuance of A/P payments
- **Financial statement preparation:** Financial statements will be prepared on a monthly basis to accurately capture any revenue and expense adjustments or additions
- **Cost reporting:** Complete a long form Medicaid cost report that will be due within three months (may request a one-month extension for a due date of four months) of the change of ownership; due to the fact that this is a county-owned facility, a long form cost report will be necessary to properly account for the federal match audit; complete a Medicare cost report that will be due within five months of the change of ownership
  - Gather documentation for filing both cost reports
  - Generate the bad debt listing with the proper fields for filing purposes and submission with the Medicare cost report
  - Provide assistance in the response to any Medicare and/or Medicaid audits in relation to the cost report filings; these can occur anywhere from six to 12 months after filing
- **Audit:** Assist with the preparation and response to the following types of audits:
  - Insurance audits that are customarily three to eight months after the policy ends
  - Other reimbursement audits that can be up to three years after the sale of the facility; may include, but not be limited to, an Office of Inspector General Medicaid Post-Payment Integrity Audit
- **Resident trust:** Complete a main general review of the resident trust accounts and assist with disbursing, as needed

RSM will **NOT**:

- Represent ourselves as attorneys or a collection agency
- Accept any payments from debtor
- Negotiate any settlements or installment agreements; we will refer settlement issues to the County of Champaign, Illinois

The County of Champaign, Illinois will:

- Provide all documentation necessary to bill for services rendered to residents through the date of sale including, but not limited to, census, payers and respective contact information, levels and dates of service provided, diagnosis, nursing documentation and other data requested
- Provide all requested documentation related to payer inquiries and questions from debtors
- Provide access to your billing software and accounts receivable ledger module to our billing specialist
- Be responsible for maintaining your software for the duration of this contract (maintenance fees, etc.)
- Provide updated account balances as of the last day of operations
- Provide the name and contact information of your authorized representative to:
  - Be our contact with management
  - Negotiate settlements and approve installment payment plans
  - Receive remittance from residents
- Provide us the necessary support to enable us to perform our responsibilities related to this engagement in an efficient manner

## FIRM BACKGROUND AND QUALIFICATIONS

RSM US LLP is the leading provider of audit, tax and consulting services focused on the middle market, with nearly 10,000 people in 85 cities and one location in Canada. It is a licensed CPA firm and the U.S. member of RSM International, a global network of independent audit, tax and consulting firms with more than 43,000 people in over 120 countries. RSM uses its deep understanding of the needs and aspirations of clients to help them succeed.

Our founder Ira B. McGladrey had a vision to build a great accounting firm with a solid foundation of client service. RSM US LLP traces its history to 1926 when the I.B. McGladrey Company was established through the purchase of a seven-person office in Cedar Rapids, Iowa, and a one-man practice in Davenport, Iowa.

Over the years, McGladrey grew his firm both organically and by acquiring firms like his own—with down-to-earth attitudes and roots in the community. We continued this trend of joining forces with like-minded firms to become the fifth largest provider of audit, tax and consulting services in the U.S. and the leading firm focused on the middle market. The principles on which McGladrey founded his firm are the foundation of RSM's past success and our future strategy.

RSM is a limited liability partnership firm and thus does not have corporate bylaws but a partnership agreement. This detailed agreement provides the foundation for the firm's governance, including the requirement for a board of directors and a managing partner. The board of directors is composed of partners and principals who have been elected by written ballot. RSM is led by Managing Partner and Chief Executive Officer Joe Adams, who reports to the board of directors. Our partnership agreement is not publicly available.

### Industry knowledge and experience

We believe an industry-focused approach is essential to understanding the unique operating aspects of our clients' organizations. For this reason, we support specialization in designated industries.

In working with the County, we will provide a team that not only knows health care, but also includes members with extensive experience in the operations of government owned long-term care facilities and serving clients. Bringing this firsthand knowledge to the work we do for the County enables us to customize an approach that reflects the unique characteristics of your business environment.

### National support, strong local presence

Founded in 1926, RSM has nearly 10,000 professionals and associates in more than 90 offices nationwide. RSM combines the resources of a large, world-class firm with the personal service and attention to detail of a small firm. Our engagement teams are comprised of professionals who are optimally positioned to serve you, both geographically and in terms of relevant experience. Our professionals are in close proximity to senior living and long-term care facilities, which allows for frequent face-to-face interaction and discussions.

Nationally, we provide services to nearly 3,000 health care organizations, including over 300 senior living and long-term care facilities. As illustrated in the chart below, our firm is a leading provider of professional services to health care organizations.

Health care entities	National practice
<b>Hospitals</b>	<b>416</b>
<b>Medical groups/physician practices/other health care practitioners</b>	<b>1,992</b>
<b>Senior living and long-term care</b>	<b>343</b>
<b>FQHCs and other ambulatory service providers</b>	<b>223</b>
<b>Total</b>	<b>2,974</b>

## Health care

Health care organizations are feeling pressure to be proactive in how they manage financial, regulatory and compliance risks—and to assure internal and external stakeholders they are doing so effectively. When seeking a professional services provider, organizations like the County of Champaign, Illinois need to work with a firm that knows how to address your unique challenges.

### Focused on health care organizations

RSM provides financial and accounting services, tax reimbursement and technology solutions tailored specifically for health care organizations across the nation.

Our practitioners bring significant experience serving health care organizations and can advise on approaches designed to increase performance and help mitigate your most pressing risks.

We provide health care consulting in areas such as:

- Revenue performance improvement
- Information technology
- Operational and strategic consulting
- Third-party reimbursement and regulatory services
- Cost report preparation
- Benchmarking analysis
- Valuation services
- Merger and acquisition integration and optimization
- Risk management
- ICD-10 transition
- Clinical documentation improvement

When health care organizations need to take strategic actions, RSM is positioned to help them make the most of the opportunity and position themselves for the future.

### Our senior living practice

- Brings clinical and financial insight to offer innovative and practical solutions to help clients increase efficiency and profitability
- Combines broad business insight with industry knowledge
- Keeps clients informed through industry surveys, benchmark studies, white papers, articles and alerts
- Hosts conferences, webcasts and roundtables with your industry peers

- Is committed to helping you increase the profitability of your facility so you can focus on delivering high-quality, affordable services to your residents

### **Services geared to senior living organizations**

#### **Consulting**

- Medicaid and Medicare cost report preparation, review and analysis
- Medicaid and Medicare reimbursement services
- Clinical documentation reviews
- Clinical policies and procedures reviews
- Accounts receivable management
- Business office reviews—operational and internal control
- Third-party contracts and reimbursement
- Strategic and operational planning
- Revenue and cost analyses and benchmarking
- RUG-IV classification analysis
- Personnel management and manual development
- Business valuations
- In-service training
- Expert witness testimony
- Corporate compliance
- Due diligence and transaction support
- HIPAA compliance
- Mergers and acquisitions
- Cash flow forecasting
- Capital financing
- Billing assistance
- Budgeting
- Technology planning, implementation and support
- Cybersecurity

#### **Cost reporting services**

RSM's healthcare advisory services (HAS) practice has more than 45 years of experience with federal third-party reimbursement specializing in the preparation of cost reports for all types of health care entities, including extensive experience preparing Medicaid and Medicare cost reports for skilled nursing facilities. Because of the constant change in the regulatory environment, health care organizations face many challenges in the way they operate and manage their organization. Our HAS practice is available to help management navigate the challenges that come with these regulatory changes.

The personnel in the regulatory services team of our HAS practice who would be responsible for preparing your Medicaid and Medicare cost reports devote 100 percent of their time to addressing Medicaid and Medicare reimbursement issues, including specialists in reimbursement for skilled nursing facilities. This group has also been integrated into our audit team and has assisted the team with specific questions related to Medicaid and Medicare reimbursement.

## ABOUT YOUR ENGAGEMENT TEAM

### Engagement team members

The following professionals have the qualifications and experience to handle your needs for this engagement and are committed to exceeding your expectations. Please refer to Appendix A for detailed biographies.

Team member, engagement role	Qualifications to serve Champaign County
<p><b>Jay D. Adkisson</b> Partner jay.adkisson@rsmus.com 312 634 3310</p> <p><i>Engagement lead.</i> As your engagement lead, Jay will be responsible for your complete satisfaction with the services we provide. He will serve as your primary contact on day-to-day matters, keep you informed about our progress and promptly address your questions and concerns.</p>	<ul style="list-style-type: none"> <li>• More than 28 years of health care experience</li> <li>• Member, AICPA, Wisconsin and Illinois CPA Societies and Healthcare Financial Management Association</li> <li>• Past member of the AICPA Health Care Expert Panel</li> <li>• Member of subgroup of the AICPA Health Care Revenue Recognition Task Force</li> </ul>
<p><b>Amanda Springborn</b> Reimbursement Manager amanda.springborn@rsmus.com 314 925 3838</p> <p><i>Reimbursement manager.</i> As reimbursement manager, Amanda will make the determination of specific reimbursement needs related to cost report preparation and monitor all phases of the cost report preparation process to promote timely completion.</p>	<ul style="list-style-type: none"> <li>• Over 15 years of experience serving senior living health care organizations</li> <li>• Extensive knowledge in long-term care reimbursement and cost reporting</li> <li>• Manages skilled nursing facilities portion of firm's regulatory reporting practice</li> <li>• Member of Illinois Nursing Home Administrators Association and HFMA</li> </ul>
<p><b>Stephanie Berkey</b> Reimbursement Supervisor stephanie.berkey@rsmus.com 217 363 4531</p> <p><i>Engagement consultant.</i> As the primary consultant, Stephanie will be responsible for the day-to-day functions of the engagement.</p>	<ul style="list-style-type: none"> <li>• Over 15 years of professional experience in the long-term care industry, primarily in SNF business office operations and Medicaid regulations</li> <li>• 12 years of experience in an Illinois county-owned facility</li> <li>• Licensed Nursing Home Administrator (IL)</li> </ul>

Team member, engagement role	Qualifications to serve Champaign County
<p><b>Joan C. McCarthy</b>  Clinical Consultant  joan.mccarthy@rsmus.com  312 634 3479</p> <p><i>Clinical consultant.</i> Joan will be available to assist in any clinical needs that may arise throughout the engagement.</p>	<ul style="list-style-type: none"> <li>• More than 25 years of experience serving senior living organizations</li> <li>• Specializes in the clinical area of health care, with an emphasis on reimbursement and operations</li> <li>• RAC certified on the MDS 3.0 and has provided numerous training sessions</li> <li>• Masters of Jurisprudence in Health Law</li> </ul>

## CLIENT REFERENCES

We encourage you to contact our references to learn more about us, our team and our process, in addition to your first-hand knowledge of our proposed services to the County of Champaign, Illinois.

Name of organization	Contact information	Work performed
<b>DeKalb County Nursing Home</b>	Ms. Janet George Business Office Manager DeKalb, Illinois 815 217 0310	<ul style="list-style-type: none"> <li>• OIG Medicaid integrity audit</li> <li>• Medicaid capital rate analysis</li> <li>• Cost report preparation</li> <li>• Reimbursement</li> </ul>
<b>Hope Creek Care Center (Rock Island County)</b>	Ms. Patricia Luecke Business Office Manager East Moline, Illinois 309 796 6716	<ul style="list-style-type: none"> <li>• Audit</li> <li>• OIG Medicaid integrity audit</li> <li>• Medicaid capital rate analysis</li> <li>• Cost report preparation</li> <li>• Reimbursement</li> </ul>
<b>Sunny Hill of Will County</b>	Ms. Becky Haldorson Administrator Joliet, Illinois 815 774 4375	<ul style="list-style-type: none"> <li>• Staffing efficiency study</li> <li>• OIG Medicaid integrity audit</li> <li>• Medicaid capital rate analysis</li> <li>• Cost report preparation</li> <li>• Reimbursement</li> </ul>

## FEES

Our estimated professional fees are listed below:

	Fees	Hours
<b>Scenario 1 (10-12 hours/week assistance from a County employee)</b>		
Services outlined in this agreement (based on \$150/hour)	\$30,000 - \$45,000	200 - 300
Preparation of Medicaid cost report	\$5,500	36
Preparation of Medicare cost report	\$5,500	36
<b>Scenario 2 (no assistance from a County employee)</b>		
Services outlined in this agreement (based on \$150/hour)	\$52,500 - \$67,500	350 - 450
Preparation of Medicaid cost report	\$5,500	36
Preparation of Medicare cost report	\$5,500	36

These fees do not include out-of-pocket expenses (travel, meals, lodging, etc.), report processing and administrative expenses. Out-of-pocket expenses will be billed at actual cost incurred.

Fees for health care consulting services of this type are always difficult to estimate. If circumstances are encountered that affect our ability to proceed according to the plan outlined above, such as requested scope changes, loss of key County personnel, or additional information coming to our attention not determined or available during our scoping efforts, we will inform you promptly and seek your approval for any changes in scope, timing or fees that may result from such circumstances.

Our policy is to bill monthly as services are performed. In addition, engagement-related out-of-pocket expenses will be billed to you at our cost. Those fees and expenses do not include taxes. You will be responsible for and pay all applicable sales, use, excise, value-added and other taxes associated with the provision or receipt of the services and deliverables, excluding taxes on our income, generally. Our invoices are payable upon presentation and amounts remaining overdue for more than thirty (30) days will be subject to an interest charge of 1.5 percent per month from the date of invoice. If you object to any portion of an invoice, you will notify us of your objection within ten (10) days of the date of the invoice, and the parties will promptly make a good faith effort to settle the disputed portion of the invoice. No interest will accrue on such disputed portion of the invoice until the dispute is resolved. You will in any event pay the portion of the invoice that is not in dispute within such thirty (30)-day period. We reserve the right to suspend or terminate services if our invoices are not timely paid, in which event we will not be liable for any resulting loss, damage or expense connected with such suspension or termination. If invoices are not paid within 30 days of being billed, work related to these services will cease until payment is received.

**The start of this engagement is contingent on the payment of any outstanding fees previously billed for services provided to Champaign County Nursing Home.**

## APPENDICES

## Appendix A—Engagement team biographies



### **Jay D. Adkisson**

Partner, Audit Services  
RSM US LLP  
Chicago, Illinois  
jay.adkisson@rsmus.com  
312 634 3310

### **Summary of experience**

Jay has more than 26 years of experience providing services to a variety of health care entities, including hospitals and health systems, multi-specialty physician practices, life plan communities, home health agencies, FQHCs and other specialty providers.

By focusing on the health care industry, Jay is able to assist clients in understanding how the constantly changing health care environment will impact their financial statements. In his current role, he leads engagement teams in providing audit services, including compliance audits. He assists clients with financings, acquisition-related due diligence and other related services.

Jay has frequently provided training internally and externally on audit and accounting topics, including presenting at the AICPA National Health Care Conference.

Jay spent the first nine years of his career at RSM, recently returning to the firm after serving health care clients as a senior manager at a global accounting firm and as an audit partner at a large regional accounting firm.

### **Professional affiliations and credentials**

- Certified public accountant
- American Institute of Certified Public Accountants
- Wisconsin Institute of Certified Public Accountants
- Illinois CPA Society
- Healthcare Financial Management Association
- Past member, AICPA Health Care Revenue Recognition Task Force
- AICPA CCRC Revenue Recognition sub committee
- Past member, AICPA Health Care Expert Panel

### **Education**

- Bachelor of Business, accounting, Western Illinois University



## **Amanda Springborn**

Manager, Health Care Advisory Services  
RSM US LLP  
Saint Louis, Missouri  
amanda.springborn@rsmus.com  
314 925 3838

### **Summary of experience**

Amanda has over 12 years of experience specializing in the health care industry, including services to skilled nursing facilities, life plan communities, home health agencies, rural health clinics, large teaching hospitals, midsize tertiary care hospitals and critical access hospitals. She has extensive knowledge in multi-state long-term care Medicaid reimbursement and reporting. Amanda now manages the skilled nursing facility portion of our regulatory reporting practice.

Prior to joining RSM, Amanda spent over four years at a fiscal intermediary.

### **Professional affiliations**

- Healthcare Financial Management Association
- Illinois Nursing Home Administrators Association
- Active member of RSM's Young Women Leadership Team

### **Education**

- Bachelor of Science, accounting, Eastern Illinois University



## **Stephanie Berkey**

Senior Associate, Healthcare Advisory Services  
RSM US LLP  
Champaign, Illinois  
stephanie.berkey@rsmus.com  
+1 217 363 4531



### **Summary of Experience**

Stephanie has more than 15 years of experience in the long-term care field. Her experience includes Medicaid reimbursement consultation, including capital projection filing and Medicaid OIG post-payment receivables audits. Stephanie's expertise also includes business office operations and billing assistance.

Prior to joining RSM, Stephanie spent 12 years at a long-term care facility.

### **Service specialization**

- Medicare and Medicaid cost reports
- Long-term care facilities, including county facilities
- Accounts receivable billing and collections
- Business office training and internal controls

### **Professional affiliations and credentials**

- Licensed Nursing Home Administrator in the state of Illinois
- Illinois Nursing Home Administrator's Association
- LeadingAge Illinois
- Illinois Nursing Home Association

### **Education**

- Bachelor of Science, accounting and business administration, Eureka College



## **Joan C. McCarthy, MJ, LNHA, RAC-CT**

Health Care Consultant  
RSM US LLP  
joan.mccarthy@rsmus.com  
+1 312 634 3479

### **Summary of experience**

Joan is a health care consultant for RSM and an operations and reimbursement specialist at ProviNET Solutions. She specializes in the clinical areas of health care, with an emphasis on reimbursement and operations. Joan has more than 25 years of experience in the industry and assists health care entities in meeting federal and state regulations. She is RAC certified in the MDS 3.0 and has provided numerous training sessions to skilled nursing facilities. Joan's expertise includes analysis of operational and clinical systems for efficient and accurate management of services. She has experience in billing for Medicare and Medicaid services and provides consulting services in the form of facility staff training, documentation reviews, operating systems management and outcomes analysis. As a member of the ProviNET Software Support team, Joan assisted with the implementation of the electronic medical record for multiple clients using various software vendors.

Joan has a clinical background in physical therapy and has experience in both the acute and post-acute care arenas. She has developed specialized units, including a head injury unit and an Alzheimer's unit within long-term care facilities. Joan managed therapy and nursing teams prior to joining ProviNET. She holds a Nursing Home Administrator License in Illinois and has provided specialized training to nursing home administrators throughout the country. Additionally, Joan assists providers in managing contracts with various insurers and developing and implementing compliance plans for health care providers.

### **Education**

- Masters of Jurisprudence, health law, Loyola University Law School



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FUND 080 GENERAL CORPORATE

DEPARTMENT 075 GENERAL COUNTY

**INCREASED APPROPRIATIONS:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-075-533.01 AUDIT & ACCOUNTING SERVC	73,000	73,000	162,950	89,950
TOTALS	73,000	73,000	162,950	89,950

**INCREASED REVENUE BUDGET:**

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

**EXPLANATION:** TO PAY OUTSTANDING OBLIGATION OF ACCOUNTING SERVICES OWED BY THE NURSING HOME TO RSM. PAYMENT TO BE MADE ON DATE OF CLOSING OF THE SALE OF THE NURSING HOME.

DATE SUBMITTED:

10-4-2018

AUTHORIZED SIGNATURE

\*\* PLEASE SIGN IN BLUE INK \*\*

*Debra L. Busing*

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE: