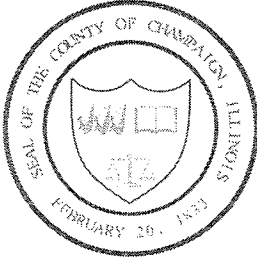


# Committee of the Whole

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February 10, 2015  
Handouts

1. Item IX D1-Administrative Services Monthly HR Report
2. Item X G1-2: General Corporate Fund FY2014 Budget Projection & Budget Changes Reports



# CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE  
MANAGEMENT SERVICES

Deb Busey, County Administrator

## ADMINISTRATIVE SERVICES – MONTHLY HR REPORT JANUARY 2015

### VACANT POSITIONS LISTING

FUND	DEPT	POSITION TITLE	HOURLY RATE	REG HRS	REGULAR SALARY	FY 2015 HRS	FY 2014 SALARY
80	22	Deputy County Clerk	\$12.04	1950	\$23,478.00	1957.5	\$23,568.30
80	40	Deputy Sheriff	\$22.20	2080	\$46,176.00	2080	\$46,176.00
80	40	Deputy Sheriff	\$22.20	2080	\$46,176.00	2080	\$46,176.00
80	41	Assistant State's Atty	\$24.81	1950	\$48,379.50	1957.5	\$48,565.58
80	71	Maintenance Worker	\$14.17	2080	\$29,473.60	2080	\$29,473.60
80	71	PT Custodian	\$10.63	1040	\$11,055.20	1044	\$11,097.72
80	140	Correctional Officer	\$18.85	2080	\$39,208.00	2080	\$39,208.00
80	140	Correctional Officer	\$18.85	2080	\$39,208.00	2080	\$39,208.00
80	140	Lieutenant	\$38.57	2080	\$80,225.60	2080	\$80,225.60
80	140	PT Master Control Officer	\$12.04	1040	\$12,521.60	1044	\$12,569.76
80	140	PT Master Control Officer	\$12.04	1040	\$12,521.60	1044	\$12,569.76
80	140	PT Master Control Officer	\$12.04	1040	\$12,521.60	1044	\$12,569.76
83	60	Senior Engineer	\$24.82	2080	\$51,625.60	2080	\$51,625.60
-- TOTAL --						\$452,570.30	\$453,033.68

### UNEMPLOYMENT REPORT

#### Notice of Claims received – 4 total

2 – Nursing Home  
1 – Sheriff's Office  
1 – Work Initiative

#### Employer Protests Filed – 4 total

2 – Nursing Home  
1 - Sheriff  
1 – Work Initiative

#### Benefit Determinations - 3

1 – Nursing Home denied  
2 – Nursing Home allowed

### PAYROLL REPORT

#### JANUARY PAYROLL INFORMATION

1/9/2015

1/23/2015

<u>Pay Group</u>	<u>EE's</u>		<u>Total Payroll</u>	
	<u>Paid</u>	<u>Total Payroll \$\$</u>	<u>Paid</u>	<u>\$\$</u>
General Corp	474	\$957,716.90	509	\$926,793.90
Nursing Home	208	\$251,996.58	218	\$242,261.19
RPC/Head Start	216	\$270,318.94	215	\$271,504.03
<b>Total</b>	<b>898</b>	<b>\$1,480,032.42</b>	<b>942</b>	<b>\$1,440,559.12</b>

**HEALTH INSURANCE/BENEFITS REPORT**

**January, 2015**

Total Number of Employees Enrolled: 728

General County Union:

Single 206; EE+spouse 27; EE+child(ren) 68; Family 32; waived 45

Nursing Home Union:

Single 71; EE+spouse 7; EE+child(ren) 4; Family 1; waived 10

Non-bargaining employees:

Single 121; EE+spouse 36; EE+child(ren) 36; Family 18; waived 46

Life Insurance Premium paid by County: \$2,154.15

Health Insurance Premium paid by County: \$368,281.68

Health Reimbursement Account contribution paid by County: \$23,443.60

**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

January 2015 : 9.64% average over the last 12 months

January 2015: 4 out of 593 Employees left Champaign County- all were voluntary resignations.

**WORKERS' COMPENSATION REPORT**

<u>Entire County Report</u>	<u>January 2015</u>	<u>January 2014</u>
New Claims 1/1 – 1/31	6	0
Closed Claims 1/1 – 1/31	7	7
Open Claims	31	11
(Ongoing #, total number of open claims as of 1/31)		

Year to Date Total (Ongoing #, total number of open claims)

January 2015	7
January 2014	5

Year to Date Total (Ongoing #, total number of open claims)

**EEO REPORT**

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

January 2015 Monthly EEO Report General County Only	Juvenile Detention Ctr Probation Court Services Officer	Deputy County Clerk	TOTALS
<b>Total Applicants</b>	92	201	<b>293</b>
<b>Male</b>	39	45	<b>84</b>
<b>Female</b>	51	155	<b>206</b>
<b>Undisclosed</b>	2	1	<b>3</b>
<b>Caucasian</b>	42	121	<b>163</b>
<b>African-American</b>	42	58	<b>100</b>
<b>Asian or Pacific Islander</b>	2	8	<b>10</b>
<b>Hispanic</b>	1	5	<b>6</b>
<b>Native American or Alaskan Native</b>	1	0	<b>1</b>
<b>Two or more races</b>	2	6	<b>8</b>
<b>Undisclosed</b>	2	3	<b>5</b>
<b>Veteran Status</b>	7	12	<b>19</b>
<b>Disability</b>	1	6	<b>7</b>

**ADMINISTRATIVE SUPPORT to COUNTY BOARD REPORT**

Agendas Posted	14	Meetings Staffed	6	Minutes Posted	5
Appointments Posted	16	Notification of Appointment	4	Contracts Posted	2
Calendars Posted	6	Resolutions Prepared	32	Ordinances Prepared	0

**General Corporate Fund FY2014 Revenue Projection Report**

<b>December</b>	<b>12/31/2013</b>	<b>FY2013 Total - (Adjusted for 13 Month Comparison)</b>	<b>FY2014 - YTD 12/31/2014 (as of 1/31/2015)</b>	<b>FY2014 Budget</b>	<b>Projected % to be Received</b>	<b>Projected \$\$ to be Received</b>	<b>\$ Difference to Original Budget</b>
Property Taxes	\$8,481,519	\$8,481,519	\$8,969,425	\$8,998,641	99.68%	\$8,969,425	-\$29,216
Back Taxes	\$4,554	\$4,554	\$3,628	\$8,184	44.33%	\$3,628	-\$4,556
Mobile Home Tax	\$9,135	\$9,135	\$8,697	\$9,386	92.66%	\$8,697	-\$689
Payment in Lieu of Tax	\$9,811	\$9,811	\$6,415	\$4,674	137.24%	\$6,415	\$1,741
Hotel Motel Tax	\$28,419	\$30,207	\$33,742	\$28,500	127.50%	\$36,337.58	\$7,838
Auto Rental Tax	\$32,356	\$32,356	\$33,031	\$32,000	103.22%	\$33,031	\$1,031
Penalties on Taxes	\$593,225	\$593,465	\$572,583	\$693,200	82.63%	\$572,815	-\$120,385
Business Licenses & Permits	\$36,097	\$36,372	\$41,699	\$36,500	114.24%	\$41,699	\$5,199
Non-Business Licenses & Permits	\$1,301,544	\$1,404,433	\$1,434,482	\$1,728,378	89.56%	\$1,547,880	-\$180,498
Federal Grants	\$468,030	\$468,030	\$341,190	\$348,876	100.00%	\$348,876	\$0
State Grants	\$230,858	\$230,858	\$176,319	\$150,334	117.29%	\$176,319	\$25,985
Corporate Personal Property Replacement Tax	\$1,048,878	\$1,048,878	\$860,306	\$981,966	104.13%	\$1,022,508	\$40,542
1% Sales Tax	\$1,338,466	\$1,338,466	\$1,346,769	\$1,322,645	109.29%	\$1,445,534	\$122,889
1/4% Sales Tax	\$5,763,397	\$5,763,397	\$5,451,049	\$5,818,083	101.66%	\$5,914,534	\$96,451
Use Tax	\$584,769	\$584,769	\$610,558	\$576,540	115.94%	\$668,426	\$91,886
State Reimbursement	\$1,953,368	\$1,953,368	\$1,590,857	\$1,689,417	100.00%	\$1,689,417	\$0
ILETSB Police Training Reimbursement	\$9,821	\$9,821	\$6,091	\$0	100.00%	\$6,091	\$6,091
State Salary Reimbursement	\$323,727	\$338,117	\$325,273	\$328,468	100.00%	\$328,468	\$0
State Revenue Salary Stipends	\$45,500	\$45,500	\$45,500	\$49,042	92.78%	\$45,500	-\$3,542
Income Tax	\$3,544,086	\$3,544,086	\$3,088,217	\$3,394,981	98.70%	\$3,350,968	-\$44,013
Charitable Games License/Tax	\$45,209	\$48,840	\$55,277	\$51,500	107.33%	\$55,277	\$3,777
Off-Track Betting	\$42,952	\$45,554	\$36,228	\$48,000	80.05%	\$38,422.12	-\$9,578
Local Government Revenue	\$578,980	\$578,980	\$607,165	\$641,215	94.69%	\$607,165	-\$34,050
Local Government Reimbursement	\$604,865	\$628,150	\$601,063	\$633,000	100.00%	\$633,000	\$0
General Government - Fees	\$3,947,615	\$4,211,053	\$4,104,859	\$5,271,449	85.60%	\$4,512,132	-\$759,317
Fines	\$905,679	\$999,170	\$1,079,320	\$1,098,500	108.40%	\$1,190,735.45	\$92,235
Forfeitures	\$19,352	\$17,837	\$23,140	\$17,000	136.12%	\$23,140	\$6,140
Interest Earnings	\$4,273	\$5,659	\$8,140	\$11,400	94.58%	\$10,782	-\$618
Rents & Royalties	\$590,710	\$1,149,340	\$1,161,508	\$1,046,722	110.97%	\$1,161,508	\$114,786
Gifts & Donations	\$12,379	\$13,604	\$34,164	\$32,000	106.76%	\$34,164	\$2,164
Sale of Fixed Assets	\$21,822	\$21,822	\$8,535	\$20,000	42.68%	\$8,535	-\$11,465
Miscellaneous Revenue	\$221,745	\$228,692	\$323,511	\$126,283	256.18%	\$323,511.44	\$197,228
Interfund Transfers	\$1,036,953	\$1,036,953	\$788,573	\$1,074,830	82.67%	\$888,573	-\$186,257
Interfund Reimbursements	\$406,337	\$406,337	\$347,416	\$653,234	53.18%	\$347,416	-\$305,818
<b>TOTAL</b>	<b>\$34,246,429</b>	<b>\$35,328,951</b>	<b>\$34,124,730</b>	<b>\$36,924,948</b>	<b>97.63%</b>	<b>\$36,050,929</b>	<b>-\$874,019</b>

**General Corporate Fund FY2014 Expenditure Projection Report**

<b>December</b>	<b>FY2013 YTD 12/31/13</b>	<b>FY2013 Total - (Adjusted for 13 Month Comparison)</b>	<b>FY2014 - YTD 12/31/14 (as of 1/31/15)</b>	<b>FY2014 Budget</b>	<b>Projected % to be Received</b>	<b>Projected \$\$ to be Spent</b>	<b>\$ Difference to Original Budget</b>
<b>PERSONNEL</b>							
Regular Salaries & Wages	\$12,933,276	\$12,943,166	\$15,167,038	\$15,531,579	97.65%	\$15,167,038	-\$364,541
SLEP Salaries	\$7,277,507	\$7,795,384	\$7,145,960	\$7,299,339	97.90%	\$7,145,960	-\$153,379
SLEP Overtime	\$476,440	\$505,658	\$571,914	\$581,717	98.31%	\$571,914	-\$9,803
Fringe Benefits	\$2,641,803	\$2,695,564	\$3,042,708	\$3,044,752	99.93%	\$3,042,708	-\$2,044
<b>COMMODITIES</b>							
Postage	\$208,439	\$209,968	\$241,504	\$242,496	99.59%	\$241,504	-\$992
Purchase Document Stamps	\$756,100	\$916,100	\$920,000	\$975,000	94.36%	\$920,000	-\$55,000
Gasoline & Oil	\$239,189	\$257,983	\$246,215	\$253,736	97.04%	\$246,215	-\$7,521
All Other Commodities	\$619,670	\$681,456	\$778,190	\$840,337	97.13%	\$816,189.80	-\$24,147
<b>SERVICES</b>							
Gas Service	\$336,016	\$377,498	\$469,287	\$469,287	100.00%	\$469,286.54	\$0
Electric Service	\$833,197	\$876,812	\$784,702	\$803,370	100.00%	\$803,370	\$0
Medical Services	\$804,089	\$1,003,365	\$842,020	\$849,826	100.00%	\$849,826.00	\$0
All Other Services	\$3,856,223	\$4,380,609	\$4,448,483	\$4,898,536	98.38%	\$4,819,190	-\$79,346
<b>CAPITAL</b>							
Vehicles	\$191,880	\$191,880	\$248,960	\$248,960	100.00%	\$248,960	\$0
All Other Capital	\$185,151	\$236,530	\$24,903	\$24,936	99.87%	\$24,903	-\$33
<b>TRANSFERS</b>							
To Capital Improvement Fund	\$123,278	\$123,278	\$0	\$778,662	100.00%	\$778,662	\$0
To All Other Funds	\$515,550	\$515,550	\$191,356	\$241,537	100.00%	\$241,537	\$0
<b>DEBT REPAYMENT</b>							
	\$545,346	\$549,721	\$961,245	\$965,350	100.00%	\$965,350	\$0
<b>TOTAL</b>	<b>\$32,543,155</b>	<b>\$34,260,521</b>	<b>\$36,084,483</b>	<b>\$38,049,420</b>	<b>98.17%</b>	<b>\$37,352,612</b>	<b>-\$696,808</b>

General Corporate Fund FY2014 Summary Projection Report

FUND BALANCE 11/30/13	\$6,040,570	
BEGINNING FUND BALANCE % OF BUDGET -	15.88%	
	<i>Budgeted</i>	<i>Projected</i>
ADD FY2014 REVENUE	\$36,924,948	\$36,050,929
LESS FY2014 EXPENDITURE	\$38,049,420	\$37,352,612
<b>Revenue to Expenditure Difference</b>	<b>-\$1,124,472</b>	<b>-\$1,301,683</b>
<b>FUND BALANCE PROJECTION - End FY2014</b>	<b>\$4,916,098</b>	<b>\$4,738,887</b>
<b>% OF 2014 Expenditure Budget</b>	<b>12.92%</b>	<b>12.69%</b>

## GENERAL CORPORATE FUND - FY2014 BUDGET CHANGE REPORT

<b>General Corporate Fund Original Budget As Of:</b>	<b>12/1/2013</b>
<b>Expenditure</b>	<b>\$37,838,231</b>
<b>Revenue</b>	<b>\$36,874,235</b>
<b>Revenue/Expenditure Difference</b>	<b>(\$963,996)</b>

<b>General Corporate Fund Budget As Of:</b>		<b>2/10/2015</b>	
<b>Expenditure</b>	<b>\$38,049,420</b>	<b>% Inc/Dec</b>	<b>0.56%</b>
<b>Revenue</b>	<b>\$36,924,948</b>	<b>% Inc/Dec</b>	<b>0.14%</b>
			<b>Revenue/Exp.</b> <b>(\$1,124,472)</b>

### EXPENDITURE CHANGES

Department	Description	Expenditure Change	Revenue Change	Difference
Physical Plant	Re-Encumber Funds for ILEAS Elevator Upgrade	\$1,983	\$0	(\$1,983)
VAC	Funds donated in 2013 to be spent in FY2014	\$1,500	\$0	(\$1,500)
IT	3-Month Over-Hire to Replace Key Position	\$12,429	\$0	(\$12,429)
County Board	2014 MLK Event Revenue & Expense re-encumbered from 2013 to 2014	\$2,450	\$2,450	\$0
IT	Courthouse UPS System	\$9,850	\$0	(\$9,850)
Planning & Zoning	Wilber Heights PER	\$20,600	\$3,000	(\$17,600)
County Board	Clinton Landfill Legal Challenge - Re-encumbered from 2013 to 2014	\$12,917	\$0	(\$12,917)
VAC	Receipt of Gift for Food Vouchers for Veterans	\$500	\$500	\$0
EMA	Volunteer Tracking System	\$19,547	\$19,550	\$3
EMA	State Reimbursement & Expenses for Gifford	\$22,996	\$22,996	\$0
VAC	VFW Donation to be used for Food Vouchers	\$1,000	\$1,000	\$0
State's Attorney	Translator Services	\$5,000	\$0	-\$5,000
Administrative Services	Postage	\$6,015	\$0	-\$6,015
VAC	Donation from Ladies' Auxiliary VFW 630	\$500	\$500	\$0
Physical Plant	Unforeseen facility expenses during FY2014	\$37,000	\$0	-\$37,000
County Clerk	Staffing Costs for November General Election	\$14,193	\$0	-\$14,193
Cooperative Extension	Increased Tax Receipts & Distributions	\$533	\$533	\$0
Coroner	Toxicology & Autopsy Expenses	\$22,950	\$0	-\$22,950
Physical Plant	Storm Water Utility Fee	\$14,251	\$0	-\$14,251
State's Attorney	General Office Expenses	\$2,934	\$0	-\$2,934
Recorder	Benefits Payout for Terminating Employee	\$1,857	\$0	-\$1,857
Cooperative Extension	Receipt & Distribution of Additional Tax Proceeds	\$184	\$184	\$0
<b>TOTAL</b>		<b>\$211,189</b>	<b>\$50,713</b>	<b>(\$160,476)</b>

**Changes Attributable to Recurring Costs** \$25,884 \$0 (\$25,884)

**Changes Attributable to 1-Time Expenses** \$185,305 \$50,713 (\$118,484)