2019

Livingston County

112 West Madison Street

Pontiac, IL 61764





Livingston County, Illinois

Budget Appropriations & Tax Levies

Year Ending November 30, 2019

LIVINGSTON COUNTY FY2019 BUDGET

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Livingston County Board

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September 29, 2018

County Board Members Citizens of Livingston County

SUBJECT: Livingston County 2019 Budget

Dear Livingston County Board Members and Citizens:

We are pleased to submit the Livingston County Fiscal Year 2019 Budget for your review and public inspection. The Budget has been prepared in compliance with state statute, generally accepted budgeting principles, funding agency requirements, and the budget guidelines and direction given by both the Finance Committee and the Livingston County Board.

This is the first year Livingston County will present its budget utilizing the Recommended Budget Practices adopted by the National Advisory Council on State and Local Budgeting. These practices advocate a goal-driven approach to budgeting that spans the planning, development, adoption, and execution phases of the budget. Recommended budget practices encourage governments to consider the longer-term consequences of such actions to ensure that the impact of their budget decisions are understood, linking both long- and short-term planning with the budget process.

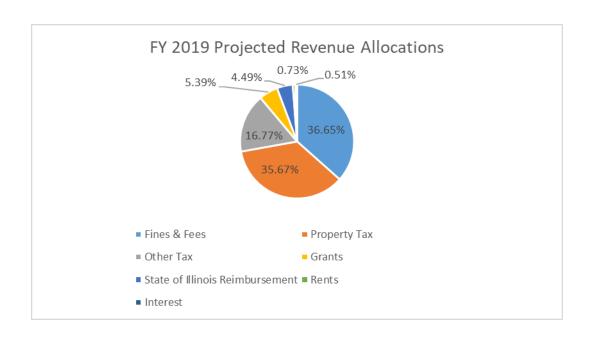
The County Board, in conjunction with both Elected Officials and Department Officials, completed the annual Strategic Planning Sessions, and adopted the 2018 Strategic Plan, including both long- and short-term goals, at their March 15, 2018 meeting. This year's planning session focused on the Fiscal Responsibility Report Card issued by the State of Illinois, and how Livingston County compared to counties of similar population, within similar geographic regions of the State. A copy of the 2018 Strategic Plan is included within as Attachment A.

FY 2019 Budget Highlights - Goals

There were two primary goals adopted by the County Board, as part of the Strategic Plan that affected the FY 2019 budget: reduce the General Fund Functional Deficit by \$800,000 over a three year period, and maintain or reduce the current county tax rate. This is the second year of the three year goal, meaning the General Fund functional deficit should not exceed \$1,466,000. We were able to slightly exceed that goal, coming in with a General Fund functional deficit of \$1,390,002. In regards to the tax rate, we estimate a rate of 1.17732, compared to 1.19665 in the prior year, again exceeding the established goal.

FY 2019 Budget Highlights – Revenues

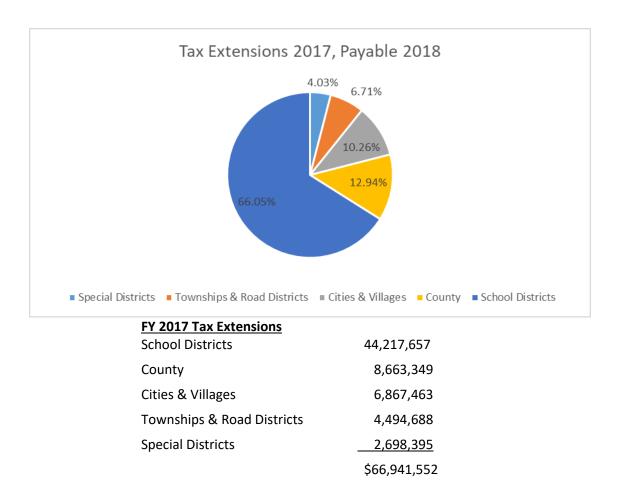
The FY 2019 budget projects total revenues of \$24,369,181 (not including transfers) across all funds. This represents an increase of 4.1% over FY 2018. Property tax has always been a major funding source for the County. However, for FY 2019, revenues for Fees and Fines (charges for services), are projected to exceed the amount of property tax levied.



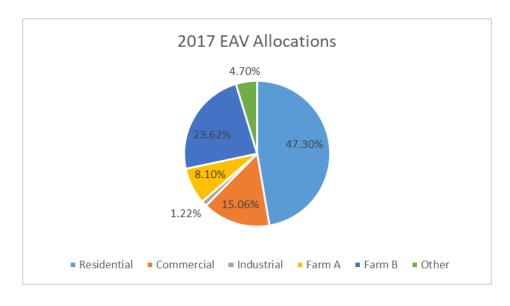
Fines & Fees	8,913,011
Property Tax	8,674,140
Other Tax	4,078,000
Grants	1,311,776
State of Illinois Reimbursement	1,090,730
Rents	178,140
Interest	123,384
	24,369,181

The property tax levies represent a 3.4% increase over FY 2018, however, the county tax rate should decrease (as stated above) based on the Equalized Assessed Value (EAV) projections submitted by the Supervisor of Assessments. The county's portion of the overall tax rate has declined slightly over the years, however, there are many factors that play into the overall rate.

There are a total of 202 taxing bodies within the county, which fall into five different categories: County, Township & Road Districts, Cities, Villages & Incorporated Towns, Schools, and Special Districts. In assessment year 2017, (payable in tax year 2018) there was \$66,941,551.87 levied and extended amongst all the taxing districts within the county. Livingston County accounted for just under 13% of the overall tax levy. School districts accounted for 66% of the overall tax levy, while City and Village Municipalities accounted for just over 10%. The remaining 11% is spread among Townships, Road Districts and other Special Districts as reflected in the chart below.



These taxes were extended among all the parcels within the county, which had a total Equalized Assessed Value (EAV) of \$794,212,776, prior to any exemptions being applied. There are six different property classifications used within Livingston County: Residential, Commercial, Industrial, Farm A, Farm B and Other. Residential property values have been declining over recent years. This year is the first year we have seen an increase in residential property values in quite some time. Farmland (Farm B) has seen the most significant increase over recent years due to legislative changes implemented in the Farmland Assessment Act. In 2011 Farmland accounted for 15.13% of the overall EAV within the county; Farmland now accounts for 23.62%.



The increases in EAV's within the county have been minimal and certainly have not kept up with the overall extensions resulting in increases to the overall tax rate to the taxpayers of the county. So while the County's tax rate has declined, the overall combined tax rate has increased in most areas of the county. Since the County accounts for such a small portion of the overall tax rate, minimal decreases will likely have little impact on the overall rate. However, County Board members should continue to keep these issues in mind, as they plan for the future.

Additional information on the shift in Equalized Assessed Values compared to the tax extensions was presented during the annual Strategic Planning Session. Copies can be obtained by request from the County Board Office.

FY 2019 Budget Highlights - Expenses

The FY 2019 Budget appropriates \$32,754,221 in projected expenses (not including transfers) across all accounts. This represents a budget deficit of \$8,385,040. The deficit can be attributed to four major areas which include: \$5 million for the construction of the new Health & Education Building (should the Board decide to proceed with construction), approximately \$1.3 million in carryover expenses (expenses that were budgeted for 2018, but not yet expended), approximately \$1.5 across all the County Highway accounts, and approximately \$1.1 million previously committed and dedicated to the Greater Livingston County Economic Development Council (GLCEDC) to support economic development endeavors within the county.

Personnel costs account for approximately 41.1% of all County expenses, and 70.8% of the General Fund expenses. Since personnel costs account for such a large portion of the budget, we would be remiss in not presenting a separate analysis on these costs; please see Attachment B. Non-Personnel costs totaled \$19,283,872 (58.9%) of the total County expenses, of which \$6,855,208 (20.9%) are one-time capital expenses. Overall, Livingston County's fund balances continue to remain strong with an anticipated end-of-year fund balance of \$28,260,070 across all accounts.

We would like to commend both the Elected and Department Officials for their extra effort in developing this budget, as well as assisting the County in meeting their overall budgetary goals. We would also like to thank the Finance Committee and the County Board for establishing clear direction and support in the development of this budget document.

Respectfully Submitted,

Hortee

Alina Hartley Executive Director Diane Schwahn Finance Director Ginger Harris

Human Resources Director

Livingston County



2018 Strategic Plan

"....serving the people of Livingston County"

Mission

To provide an efficient, effective, responsive government that successfully fulfills not only its statutory duties, but also promotes Livingston County as an attractive location in which to live and work.

Vision

To be financially self-sufficient, focusing on the health and well-being of its citizens, and a high quality business climate, pro-actively promoting an area where life and family go hand in hand, making Livingston County an outstanding place to live and work in the State of Illinois.

Core Values:

- Ethical We conduct ourselves and our affairs in accordance with the highest ethical standards, and in compliance with all applicable laws, striving always to be respectful and respected. In our dealings with one another and members of our community, the decisions we make and the actions we carry out are governed by a deeply-rooted sense of integrity and desire to be honest and up front.
- Professional We set a high standard of professionalism, which begins with dedication to friendly service through the empowerment of competent, welltrained employees.
- Stewardship We act as good stewards of the resources and information entrusted to our care. If we do not or cannot provide the service requested, we will do our absolute best to make appropriate referrals. We provide tangible, cost effective results from our work; decisions are clear, evidence-based and fair.
- Approachable By maintaining and projecting an approachable, open-minded attitude and respecting appropriate confidentiality, we ensure open, two-way communication.
- Collaboration Dedicated to building partnerships and sharing knowledge and resources

Long Term Goals / Objectives

- Achieve a Financially Sustainable County Government
- Offer Quality Services Delivered in a Professional Manner
- Operate as a Cohesive Team to Achieve Collective Results
- Promote High Quality well Planned Economic Growth
- Partner for Success with our Citizens, Businesses, Community Organizations and other Governments

Short Term / SMART Goals

Facilities

- Resolve ADA Issues within the Law & Justice Center (Property)
- Review Process and Budget for a Needs Assessment for the H&E Building (Property)
- Develop a plan for needed improvements for the Highway and Maintenance departments (Property & Highway)
- Collaborate with IHR on the future of the Health & Education Building (Property & Administrative)

Personnel

- Encourage participation in leadership and management training programs (Administrative & Personnel)
- o Investigate efficiencies and staffing levels within departments (Personnel)
- Work with Department Heads and Elected Officials on succession planning –
 Cross Training Sharing Services & Personnel where Feasible (Personnel)
- Encourage Continuing Education for Employees (Personnel)
- Develop an Employee Incentive Program by Department with HR; Consider Generational Differences in Doing So – (Personnel & Finance)
- Review & Update the Employee Salary Schedule (Personnel & Finance)
- Conduct ongoing Emergency Preparedness Training (Personnel & Sheriff, Jail & License)

Finances

- Maintain or Reduce the Current County Tax Rate (Finance)
- Develop a contingency plan to identify what immediate reductions would need to be made should there be reductions or the elimination of external revenue sources. Jail Housing, Landfill, State Reimbursements, Reductions in EAV, Etc.. (Finance)
- Reduce General Fund functional deficit by \$800,000 over the next three years (beginning with FY 2018 budget) (Finance)
- Identify and evaluate discretionary programs (Administrative)
- Develop a multi-year plan for the budget (Finance)
- Develop a plan for the evaluation of assessments in regards to commercial and industrial properties (In addition, evaluate whether it is most cost effective to outsource or train someone internally)(Finance)
- Recognize & Communicate the Taxing Bodies Portion of Taxes to the Public (Finance)

Economic Development

 Define Economic Development - the role, the goal, the funding mechanism and the return on investment. (Finance & Administrative)

General (Department Heads, Elected Officials, Employees & County Board)

- o Communicate & Interact with each other
- o Build Trust & Positive Working Relationships
- o Engage in Healthy Conflict Resolution
- o Commit to the Operations of Departments & Achievement of Goals
- o Demonstrate Personal Accountability with Words & Behaviors
- Be Respectful

Livingston County Personnel Costs

The County Board in conjunction with the Department Officials developed the goals for FY 2018. One of the FY 2018 goals is to conduct a review of the Employee Salary Schedule. As of January 1, 2018, the Salary Schedule in place was implemented in 2011. The Employee Salary Schedule is a guide for establishing starting salaries for non-union positions. A Department Official has the latitude of beginning an employee between the starting salary and the midpoint salary of the classification range. The Department Official must present documentation to the Personnel Committee and the Finance Committee if they wish to begin an employee at a rate higher than mid-point of the classification range.

Any new positions must be presented to the Personnel Committee and the Finance Committee prior to implementation of the position. All costs associated with the new position must be either already in the Department Budget or obtained from other sources.

Most of the positions within the county work on a 75-hour pay period. The Sheriff's Department works on an 84-hour pay period. The Highway Department and the Maintenance Department both work an 80-hour pay period. Unless indicated in a union contract, overtime is not paid until the employee exceeds 40 hours worked in the work week.

In the table below, the wages consist of wages, stipends, and per diems for 2019. The County contributions for Social Security, Illinois Municipal Retirement Fund (IMRF), Health Insurance, Life Insurance, and Unemployment Insurance are for all funds and all departments within the General Fund. For Fiscal Year 2019, the total personnel costs represent 41.1% of the total budget.

Wages	\$10,086,840
Social Security	796,220
Illinois Municipal Retirement Fund	1,219,686
Insurance (Health, Dental, Vision, & Life)	1,332,603
Unemployment Insurance	35,000

The Illinois Municipal Retirement Fund (IMRF) is a multiple employer plan that all employees who work more than 1000 hours in a calendar year must participate in accordance with The Illinois State Pension Code. Each employee contributes 4.5% of their IMRF basis earnings on an annual basis. The County's portion is an adjusted rate each year. For FY 2018, the County's rate was 8.11% for IMRF and 22.02% for SLEP (Sheriff's Law Enforcement Personnel). For FY 2019, the County's rate will decrease to 4.88% for IMRF and 19.70% for SLEP. IMRF also offers to the employees the option to contribute up to an additional 10% above the mandatory 4.5% through Voluntary Additional Contribution.

There are 5 labor contracts representing certain groups of employees within the County. These groups are illustrated in the table below. Please visit the County Website (livingstoncountyil.gov) to view the various union contracts.

Fiscal Year 2019 Personnel Wages Adjustments

Labor Unit	Labor Category	Rate	Step Table	Contract Expiration
		Adjustment		Date
FOP	Sheriff Deputies	1.00%	Yes	11/30/2019
FOP	Correctional Officers	2.00%	Yes	11/30/2019
FOP	Probation Officers	2.00%	No	11/30/2019
ICOPS	Maintenance Dept.	1.00%	No	11/30/2019
Local 150	Highway Maintenance	2.00%	No	11/30/2019
N/A	Non-Union Employees	2.00%	No	
N/A	County Board Members	0.00%	No	

FOP = Fraternal Order of Police ICOPS = Illinois Council of Police Local 150 = International Union of Operating Engineers The following tables and graphs represent the percentage of employees in each salary schedule range (Table 1), the average age of the County's workforce (Table 2), and the employees by years of service (Table 3).

Table 1

Class	Type of Class	Salary Range	# of Employees
M-1	Management	45,747 – 75,738	7
M-2	Management	49,901 – 89,388	6
M-3	Management	59,085 – 104,969	4
P-1	Professional	26,169 – 40,190	1
P-2	Professional	34,886 – 53,352	12
P-3	Professional	38,240 - 58,383	5
P-4	Professional	49,901 – 122,831	9
PS-1	Professional Support	19,695 – 35,841	21
PS-2	Professional Support	25,480 – 41,315	23
PS-3	Professional Support	31,278 – 49,745	12
SM-1	Service/Maintenance	19,695 – 35,841	6
SM-2	Service/Maintenance	25,480 – 41,315	1
SM-3	Service/Maintenance	31,278 – 49,745	2

Table 2

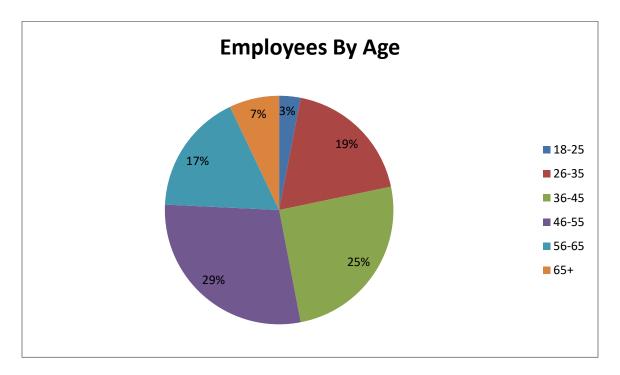
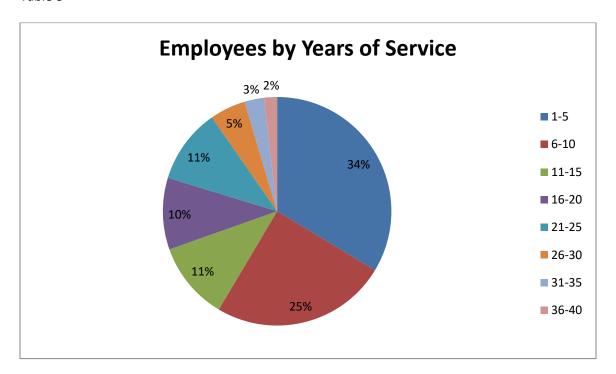


Table 3



Budget FY19												
Department	Full Time	FY 15 Part Time	As Needed	Full Time	FY 16 Part Time	As Needed	Full Time	FY 17 Part Time	As Needed	Full Time	FY 18 Part Time	As Needed
County Board Office	1	0	0	1	0	0	1	0	0	1	0	0
Human Resources	1	0	0	1	0	0	1	0	0	1	0	0
Information Technology	1	1	1	1	1	1	1	1	1	1	1	1
County Clerk	8	0	1	8	0	1	8	0	1	8	0	1
Finance	1	1	0	1	1	0	1	1	0	1	1	0
Treasurer	3	0	1	3	0	1	3	0	1	4	0	0
Assessor	5	0	0	5	0	0	5	0	0	5	0	0
Regional Planning/Zoning	2	1	0	2	1	0	2	1	0	1	2	0
Maintenance	12	2	0	7	5	0	6	3	0	7	2	0
Sheriff	33	1	1	32	1	0	32	1	0	31	1	0
Corrections	32	1	0	32	1	0	31	1	0	33	5	0
Coroner	2	1	6	2	1	6	2	1	6	2	1	6
Circuit Clerk	11	1	0	12	1	0	11	2	0	12	1	0
States Attorney	9	0	0	9	1	0	9	1	0	9	0	0
Public Defender	2	1	1	2	1	1	2	1	1	2	1	0
Judicial	3	0	8	3	0	7	3	0	4	3	0	7
Jury Commission	1	0	0	0	1	0	0	1	0	0	1	0
Probation Court Services	13	1	1	13	0	1	13	0	1	13	0	0
General Fund Totals	140	11	20	134	15	18	131	14	15	134	16	15

		FY 15			FY 16		Ī	FY 17			FY 18	Ī
	Full Time	Part Time	As Needed	Full Time	Part Time	As Needed	Full Time	Part Time	As Needed	Full Time	Part Time	As Needed
Highway	14	0	10	13	0	10	13	0	10	13	0	9
Public Health	32	1	7	29	1	5	29	0	4	29	0	4
Mental Health	6	0	0	6	0	0	6	0	0	6	0	0
Veterans	1	2	5	1	2	4	1	2	4	1	2	4
Grand Total	193	14	42	183	18	37	180	16	33	183	18	32

Policies and Procedures for Employment Opportunities

It is the policy and practice of the County to afford equal opportunity in all personnel practices to all employees and applicants for employment regardless of race, color, religion, sex, sexual orientation, gender identity, age, national origin, citizenship status, physical or mental disability, ancestry, marital status, and protected military or veteran status, in accordance with applicable law. The County's Equal Employment Opportunity policy covers all employment practices, including hiring, benefits, promotions, discipline, training, and termination.

Job Opportunities

When a job opening is created by either a resignation or creation of a new position, the Department Official along with Human Resources reviews the current Job Description or creates a Job Description to ensure the job functions are defined. As part of the preliminary process, the Department Official along with Human Resources also reviews the salary schedule classification for the position. The salary schedule is based on various elements of duties and responsibilities each position requires. This criterion is then ranked and a range of pay is applied to each classification. The County Board in 2018 approved the current Salary Schedule. When establishing a proposed starting salary, a Department Official cannot exceed the mid-point of any salary range without presenting documentation to the Personnel and Finance Committee for the additional wage. Once the Job Description and Salary is established, a Job Posting is created for publication.

If a job opening is created by the implementation of a new position, the Department Official will complete a Personnel Request Form with the assistance of Human Resources. The Department Official will present their request to the Personnel and Finance Committees for approval. Once the position is approved, the starting wage will be assigned based on the current Salary Schedule and the job description created.

Job Postings

The County provides employees an opportunity to express their interest in open positions and transfer positions within the County according to their skills and experience. In general, notices of job openings are posted on the employee bulletin board and normally remain open internally for five (5) days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, and qualifications (required skills and abilities). Employees should only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees must submit an application to the Human Resources Department listing job-related education, skills, and accomplishments. The application should also describe how their current experience with the County and prior work experience and/or education qualify them for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to Human Resources. Other recruiting sources are also used to fill

open positions such as advertising in the local newspapers and posting the job on the county website. The website is www.livingstoncounty-il.gov. To access the employment opportunities on the website, interested applicants can use the drop down menu under About Livingston and choose employment.

Job Offers

All Job Offers are contingent upon the successful completion of a background check and drug test. After an employee and/or applicant accept the terms of the job posting and salary range, a background check and a drug test are administered. The background checks are conducted through Livingston County's Sheriff's Office. The drug test is administered through the Occupational Health Department at OSF St. James – Albrecht Medical Center. Upon successful completion of the background check and the drug test, an employee is hired. An employee who is transferring from one department to another who has already successfully completed the background check and drug test will not be subject to another test.

Introductory Period

Each Employee hired, transferred, or promoted to fill a position must successfully complete an introductory period of twelve (12) months. The Officer or designee will generally conduct several informal meetings to orient the new Employee to the position. Upon successful completion of the introductory period, the Employee will be considered a regular employee, although this designation is solely for administrative purposes and does not affect the nature of the at-will relationship. An Officer may extend the introductory period up to an additional six months, if the Employee's performance is not satisfactory at the end of the initial introductory period. Further, any significant absence may extend the Introductory Period by the length of the absence.

Completion of the introductory period does not entitle the employee to remain employed by the County for any definite period. Employment with Livingston County is at-will and the employee or the County may end the employment relationship at any time during or after the introductory period, with or without cause or advance notice.

Employees serving an introductory period may receive a written evaluation quarterly during the twelve (12) month period. The Officer or designee may discuss the evaluation and progress toward satisfactory performance with the Employee. Additional performance evaluations may take place as deemed necessary by the Officer or designee.

LIVINGSTON COUNTY, ILLINOIS FISCAL YEAR 2019 BUDGET



READER'S GUIDE TO FISCAL YEAR 2019 BUDGET DOCUMENT

This budget document has been prepared with two goals in mind. One is to present a document that is easy to read and understand. The second is to present a document that the County Board can best use to meet their goals and objectives of providing quality service levels at the lowest cost to citizens.

Livingston County's fiscal year 2019 budget has been designed to be consistent with Government Finance Officers Association (GFOA) guidelines. According to GFOA standards, the budget document should encompass the following:

- Table of Contents for ease of locating information
- Highlights of Priorities/Issues and Overview of Significant Budgetary Items & Tools
- Organizational Chart and List of Position Counts
- Financial Policies
- Budget Process
- Financial Schedules
- Summary of Fund Balances
- Major Revenue Sources
- Capital Overview
- Activities, Services, Functions and Budgets of County Departments

POLICY DOCUMENT

As a policy, each service or function is presented individually with emphasis on the function's purpose, programs, organization structure, accomplishments and goals for the next year.

OPERATIONS GUIDE

As an operations guide, each department is presented in department number order. Listed are the 2016 and 2017 actual results, the FY2018 budget, the FY2018 estimated actual results, and the FY2019 approved budget by the following major categories:

- Personnel Services
- Contractual Services
- Commodities or Operational Expenses
- Capital Outlay

Special Revenue Funds are with the department that oversees that particular fund. (See Major Fund Types section)

A supplement to this budget, showing detailed budget lines for each department/division, is available in the county board office or the finance department and will be published on the county website.

COMMUNICATION DEVICE

The budget document is an excellent way to communicate to the general public, the goals and objectives of the County Board and all departments/divisions. The FY2018 and previous budgets are in electronic format on the Livingston County website under County Services-Finance.

LIVINGSTON COUNTY, ILLINOIS FISCAL YEAR 2019 BUDGET



STRUCTURE AND HIERARCHY OF LIVINGSTON COUNTY

The Illinois General Assembly, by statute, provides for three kinds of counties: counties under township organization, counties under commission form, and counties under an executive form of government.

Livingston County is one of 85 counties (of 102 counties) in Illinois operating under the township form of government. The county operates with standing committees who study particular problems that arise within their areas of responsibility and submit recommendation to the full board for action.

There are 20 departments within the County's structure that provide either direct services to the general public or administrative support to the operations of the organization. Of these departments, seven (7) are under the oversight of Elected Officials elected at large by the voting citizens of the County, 13 report to the County Board or to other Boards created by the County Board.

CONTACT INFORMATION

Assessor

112 West Madison Street Pontiac, IL 61764 (815) 844-7214

Circuit Court

110 North Main Street Pontiac, IL 61764 (815) 844-5171

Coroner

110 West Water Street Pontiac, IL 61764 (815) 844-6367

Human Resources

112 West Madison Street Pontiac, IL 61764 (815) 842-9350

Mental Health

310 East Torrance Avenue Pontiac, IL 61764 (815) 844-7708

Sheriff

844 West Lincoln Street Pontiac, IL 61764 (815) 844-2774

Veterans Assistance

110 West Water Street Pontiac, IL 61764 (815) 844-7378

Bookkeeping

112 West Madison Street Pontiac, IL 61764 (815) 844-6705

County Clerk

112 West Madison Street Pontiac, IL 61764 (815) 844-2006

Court Services/Probation

110 North Main Street Pontiac, IL 61764 (815) 844-5177

Information Technology

112 West Madison Street Pontiac, IL 61764 (815) 842-9355

Public Defender

110 North Main Street Pontiac, IL 61764 (815) 842-1310

State's Attorney

110 North Main Street Pontiac, IL 61764 (815) 844-5169

Zoning

112 West Madison Street Pontiac, IL 61764 (815) 844-7741

Circuit Clerk

110 North Main Street Pontiac, IL 61764 (815) 844-2602

County Board Office

112 West Madison Street Pontiac, IL 61764 (815) 844-6378

Highway

1705 South Manlove Street Pontiac, IL 61764 (815) 842-1184

Facilities Services

112 West Madison Street Pontiac, IL 61764 (815) 842-9358

Public Health

310 East Torrance Avenue Pontiac, IL 61764 (815) 844-2306

Treasurer

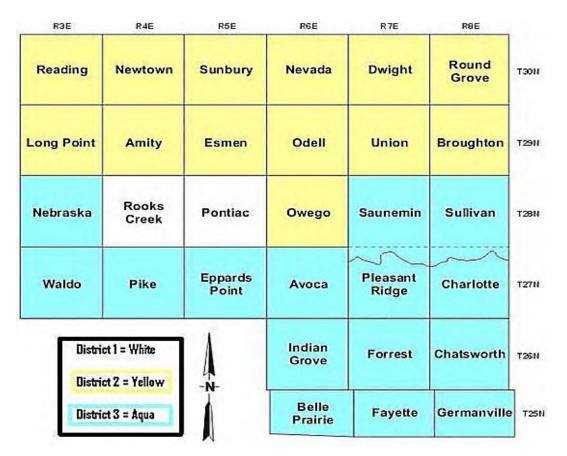
112 West Madison Street Pontiac, IL 61764 (815) 844-2306

Livingston County List of Officers

COUNTY BOARD MEMBERS

Livingston County Board Chairperson – Robert Young Livingston County Board Vice Chairperson – Tim Shafer

District 1	Term Expires	District 2	Term Expires
Kathy Arbogast	December 2018	Jason Bunting	December 2020
James Carley	December 2018	David Heath	December 2018
Marty Fannin	December 2018	Daryl Holt	December 2018
Carolyn Gerwin	December 2020	Ronald Kestner	December 2020
G Michael Ingles	December 2020	Steven Lovell	December 2018
Patrick Killian	December 2018	Joe Steichen	December 2020
William Mays	December 2018	Robert Weller	December 2018
Jack Vietti	December 2020	Robert Young	December 2020
District 3	Term Expires		
Vicki Allen	December 2020		
Linda Ambrose	December 2018		
Paul Ritter	December 2020		
Mark Runyon	December 2018		
Tim Shafer	December 2020		
John Slagel	December 2020		
Stan Weber	December 2018		
John Yoder	December 2018		



ELECTED OFFICIALS Term Expires Circuit Clerk LeAnn Dixon December 2020 County Clerk & Recorder Kristy Masching December 2018 County Coroner Danny Watson December 2020 County Sheriff Tony Childress December 2018 County Treasurer Barbara Sear December 2018 Resident Circuit Judge Jennifer Bauknecht December 2020 December 2020 State's Attorney Randy Yedinak

DEPARTMENT OFFICIALS

Executive Director: Alina Hartley

Human Resources Director: Ginger Harris

Network & Computer Systems Administrator: Jon Sear

Finance Director: Diane Schwahn

Supervisor of Assessments: Shelly Renken

Zoning/Regional Planning Director: Charles Schopp

Solid Waste Manager: Charles Schopp

ESDA Director: Charles Schopp

Facilities Services Manager: Don Verdun

Sheriff's Chief Deputy: Earl Dutko Sheriff's Captain: Mike Glowacki

Jail & Court Security Administrator: William Cox

Federal Jail Superintendent: Stu Inman

Public Defender: Scott Ripley

Director of Probation/Court Services: Ron Baker

County Engineer: Clay Metcalf

Executive Director, Mental Health: Christine Myers Public Health Administrator: MaLinda Hillman

Veterans Assistance Commission Superintendent: Tom Bailey

LIVINGSTON COUNTY, ILLINOIS FISCAL YEAR 2019 BUDGET



BASIS OF ACCOUNTING/BUDGETING

Livingston County's government-wide financial statements (Statement of Net Position and Statement of Activities) are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied for budgetary purposes. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The County's governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The County adopts an annual budget and appropriation ordinance in accordance with *Chapter 55 of the Illinois Compiled Statutes*. The budget covers the fiscal year ending November 30, 2019 and is available for public inspection at least 15 days prior to final adoption. All appropriations cease with the close of the fiscal year. The budget document is prepared for all appropriated funds on the modified accrual basis.

KEY OPERATING BUDGET ELEMENTS

Amending the Budget

Any budget increases by means of an emergency or supplemental appropriation require approval by two-thirds of the County Board members (55 ILCS 5/6)

<u>Appropriation</u>

All County funds are appropriated in the "Official Budget". Appropriations will be considered the maximum authorization to incur obligations and not a mandate to spend.

Balanced Budget

The budget must balance expenditures against available revenues relative to all funds.

Budget Control

The budget is adopted and ultimately controlled at the Fund level.

Fund Structure

Livingston County's budgetary policies are in accordance with generally accepted accounting principles (GAAP). The County's financial structure begins with the funds. A fund is a self-balancing accounting entity with assets, liabilities, fund equity, revenues and expenditures which are segregated for the purpose of carrying out specific programs in accordance with County policies and certain applicable Federal and State laws.

Fund Types

All County Funds are included in the Annual Budget Document except for the fiduciary and agency funds held in a custodial capacity for external individuals, organizations and governments, as provided by statute.

REVENUE POLICIES

Sources of Revenue

Livingston County tries to maintain a diversified and stable revenue system to shelter it from unforeseeable short-run fluctuations in any one revenue source.

Revenues are projected using conservative estimates based on historical information and current levels of collection. Each existing and potential revenue source is re-examined annually and monitored throughout the year to analyze and address any shortfall occurring.

Property Tax

The property tax rates for each levy shall be calculated in accordance with the Property Tax Extension Limitation Law (PTELL), 35/LCS200/18-185.

User Fees

The County charges user fees for items and services which benefit a specific user more than the general public. State statutes or an indirect cost study determine user fees. Fee studies based on costs are conducted as needed to determine the level of fees needed to equal the total cost of providing the service.

FISCAL YEAR

The County's fiscal year is December 1, 2018 to November 30, 2019.

INVESTMENTS

The County Treasurer is responsible for investing all Livingston County funds.

PURCHASING POLICY

Purchases exceeding \$2,500 and up to \$30,000 require a purchase requisition with 3 written quotes which is to be submitted to the County Board office. Purchases of over \$30,000 must be let for bid or procured through a competitive selection process (Request for Proposals-RFP or Request for Qualifications-RFQ). Any final award of contract or approval of purchase obtained through formal bids or requests for proposals/requests for qualifications must be approved by the Livingston County Board. Livingston County is subject to the Illinois Prevailing Wage Act, as approved and adopted by the County Board annually in the Prevailing Wage Ordinance.

SALARY ADMINISTRATION

Human Resources is responsible for computing salaries and fringe benefit costs for all departments across all funds. Increases for non-bargaining employees, as defined in the Personnel Policy, will be established by Human Resources and the Finance Committee at the beginning of the budget cycle and forwarded to the County Board for inclusion in the annual budget.

LIVINGSTON COUNTY, ILLINOIS FISCAL YEAR 2019 BUDGET



FY2019 BUDGET GUIDELINES

ALLOCATION – The Finance Committee shall approve the FY2019 Calendar and Guidelines at their June meeting. Guidelines and approved budget allocation will then be submitted to each department.

FINANCE DEPARTMENT – Department officials shall submit their FY2019 proposed budget to the Finance Department no later than July 2, 2018.

COMMITTEES – Department officials will present their requested budgets to their respective Committees in July. Once approved, each Committee will forward a recommendation to the Finance Committee. Departments who exceed their approved allocation may be required to present their budget request to the Finance Committee as well.

STAFFING – Departmental staffing shall be identified in the proposed FY2019 budget request and shall be at or below the 2018 staffing levels. Any requests for additional staffing shall be presented to both the Personnel and Finance Committees. Salary increases based on approved contracts for union personnel have been included within departmental allocations and are the equivalent of 1-2% for the period FY2017-2019. Non-union employee salary allocations were also increased by 2%.

GRANTS – No grant program will be considered in FY2019 that establishes ongoing County funding obligations after the grant ceases.

CAPITAL REQUESTS – During the budget process, funds are set aside to cover the costs of one-time expenses such as computer technology, furniture, building upgrades, building repairs and equipment. Capital requests shall be submitted during the budget process by the requesting department or departments and should be goal driven to increase efficiency and/or provide for cost reduction. The Finance Committee shall be responsible for prioritizing capital requests based on need and the ability to reduce long term costs. Capital funds are derived from the Pontiac Host Fund, which shall not exceed a cap of \$1,466,000 in total annual expenses not including any expenses previously allocated and carried over from the prior year.

OTHER REVENUE FUNDS – Every effort shall be made to keep the year-end unencumbered fund balance at a minimum level taking into account the need for working cash. Other revenue funds shall be included in each department's budget submission, and shall include the anticipated revenues, expenditures and any amounts to be transferred. Transfer amounts that are made to offset expenses and are paid from other accounts throughout the fiscal year, shall be documented in the budget submission.

BALANCING – By County Board policy, every effort shall be made to balance expenditures against revenue relative to all funds. For departments receiving property tax revenue, ending fund balances should be the equivalent of six months of operating expenses.

TIMELINESS – All County departments shall prepare and submit their FY2019 Budget in accordance with the FY2019 Budget Calendar.

FY2019 BUDGET CALENDAR

Finance Meeting	June 6, 2018	Discuss and approve departmental allocations, guidelines, and calendar for FY2019. Determine procedure for levy; per fund requests or levy amounts set by the board. Determine goal for host fund transfer if not previously decided at work sessions.
	Prior to July	Receive the EAV from the Assessor's office and calculations for the maximum levy and alternates.
Dept Officials	July 2, 2018	Budget requests for non-personnel expenditures, capital requests and special projects are due to Finance Director for compilation.
Committees	July Meetings	Department officials submit draft budgets for discussion/approval to their respective committees.
Finance Meeting	During July 2018	Draft budgets are presented to Finance Committee.
Finance Committee	July – August	Meetings as needed to review levy and budget requests.
Dept Officials	Prior to Aug 16, 2018	Final review of proposed budget and line items for respective departments.
Finance Meeting	September 5, 2018	Review and make final changes to the draft budget and levies. (These should be relatively complete at this time.)
Finance Meeting	October 3, 2018	Approve compiled budget and levies and forward to the County Board.
County Board	October 11, 2018	Make final changes to budget and levies and approve the FY2019 Budget and Appropriations. Post proposed budget for public inspection at least 15 days prior to the November board meeting.
Finance Meeting	November 7, 2018	Public Hearing for proposed FY2019 Budget Appropriations and Levies if needed.
County Board	November 15, 2018	Adopt Budget and Levies for FY2019.

LIVINGSTON COUNTY, ILLINOIS FISCAL YEAR 2019 BUDGET



ORDINANCE

2018-11-	65	
2010 11	00	

ANNUAL BUDGET AND APPROPRIATIONS ORDINANCE FOR LIVINGSTON COUNTY, ILLINOIS FOR THE FISCAL YEAR DECEMBER 1, 2018 THROUGH NOVEMBER 30, 2019

WHEREAS, Illinois law require that Livingston County adopt an annual budget and appropriation for the succeeding fiscal year (55 ILCS 5/6-1001 through 5/6-1008); and

WHEREAS, Livingston County's Executive Director and Finance Director, in cooperation with the elected and appointed officials of Livingston County Government and the relevant Standing Committees of the County Board, have compiled the following schedules of expenditures and revenues and do hereby recommend said schedules to this County Board as the Annual Budget and Appropriation Ordinance for Fiscal Year 2019.

NOW, THEREFORE BE IT ORDAINED, by this County Board of Livingston County, Illinois that the schedule of expenditures totaling \$32,754,221 and the schedule of revenues totaling \$24,369,181 hereinafter specified as the Annual Budget and Appropriation Ordinance for Fiscal Year 2019, be and is hereby appropriated for the purposes detailed in the Livingston County Annual Budget for Fiscal Year 2019 and summarized herein for the fiscal period December 1, 2018 through November 30, 2019, said schedules attached herewith and made a part hereof; and

BE IT FURTHER ORDAINED, that the appropriations listed and referenced herein are intended to cover all expenditures to be made by Livingston County for all of the purposes cited herein for said fiscal period; and

BE IT FURTHER ORDAINED, that all expenditures made during the fiscal period December 1, 2018 through November 30, 2019 are limited to the amounts specified in the schedules cited herein and all expenditures, payments and appropriations for all county purposes are to be limited by the items of said schedules. The County Clerk, County Treasurer and Finance Director shall be governed by the items in this Ordinance in the audit and payment of the bills; and

BE IT FURTHER ORDAINED, that the schedules contained within this Ordinance have been placed on file in the Office of the County Clerk upon its introduction to the County Board on October 11, 2018 for a period of 34 days for the public inspection thereof.

DATED at Pontiac, Illinois this 15th day of November, 2018.

Robert Young, Chairman

Livingston County Board

ATTEST:

Tim Shafer, Chairman

Livingston County Finance Committee

LIVINGSTON COUNTY, ILLINOIS FISCAL YEAR 2019 BUDGET



ORDINANCE

AN ORDINANCE PROVIDING FOR THE LEVY OF TAXES FOR LIVINGSTON COUNTY, ILLINOIS FOR THE FISCAL YEAR DECEMBER 1, 2018 THROUGH NOVEMBER 30, 2019

BE IT ORDAINED, by this County Board of Livingston County, Illinois as follows:

SECTION 1. That the Annual Appropriation Ordinance of Livingston County, Illinois for the fiscal year December 1, 2018 through November 30, 2019, has been approved and adopted in accordance with Illinois law and, by reference, is made a part hereof.

SECTION 2. That \$8,674,140 is the total amount of money heretofore legally appropriated for all county purposes, with \$2,875,000 for general county purposes, and \$5,799,140 for other purposes, as required by law, be and the same are hereby levied on all property subject to taxation within Livingston County, Illinois, as the same is assessed and equalized for tax purposes.

SECTION 3. That the purposes for which said amount of \$8,674,140 is hereby levied shall be as follows:

We have apportioned the estimated other income and use of cash reserves to various items of the budget and would therefore, recommend that the sum of \$2,875,000 be levied for the General Fund; and

We further recommend that there be levied the sum of \$1,000,000 to the ILLINOIS MUNICIPAL RETIREMENT FUND; and

We further recommend that there be levied the sum of \$718,836 for the COUNTY HIGHWAY FUND; and

We further recommend that there be levied the sum of \$359,441 for the COUNTY AID TO BRIDGES FUND; and

We further recommend that there be levied the sum of \$359,441 for the FEDERAL AID MATCHING TAX FUND; and

We further recommend that there be levied the sum of \$27,000 for the TUBERCULOSIS CLINIC; and

We further recommend that there be levied the sum of $\$383,\!800$ for the PUBLIC HEALTH FUND; and

We further recommend that there be levied the sum of \$600,000 for the TORT JUDGMENT & LIABILITY INSURANCE FUND; and

We further recommend that there be levied the sum of \$705,100 for the SOCIAL SECURITY FUND; and

We further recommend that there be levied the sum of \$149,217 for the COUNTY EXTENSION EDUCATION FUND; and

We further recommend that there be levied the sum of \$140,000 for the VETERAN'S ASSISTANCE COMMISSION FUND; and

We further recommend that there be levied the sum of \$30,000 for the UNEMPLOYMENT INSURANCE FUND; and

We further recommend that there be levied the sum of \$909,065 for the MENTAL HEALTH $FUND-708\ BOARD$; and

We further recommend that there be levied the sum of \$417,240 for the MENTAL HEALTH FUND – 377 BOARD.

SECTION 4. That aggregate sum of said taxes to be levied is, and shall be in conformance with, all relevant provisions of the Property Tax Extension Limitation Act as validated by the County Clerk.

DATED at Pontiac, Illinois, this 15th day of November, 2018.

Robert Young, Chairman

Livingston County Board

Kristy A. Masching, County Clerk

Tim Shafer, Chairman

Livingston County Finance Committee

ATTEST:

ORDINANCE

#2018-11-67

AN ORDINANCE PROVIDING FOR THE LEVY OF TAXES FOR SOUTHEAST LIVINGSTON COUNTY AMBULANCE SERVICE (SELCAS) FOR FISCAL YEAR 2019

WHEREAS South East Livingston County Ambulance Service (SELCAS) is a Special Service Area in Livingston County and as such, requires that their tax levy be approved by the governing municipality; and

WHEREAS the total amount of property taxes to be levied was approved by public hearing in the five individual districts.

NOW, THEREFORE, BE IT ORDAINED, by this County Board of Livingston County, Illinois, a property tax levy in the sum of \$308,046 for SELCAS as follows:

\$14,750 property tax levy for Chatsworth;

\$163,758 property tax levy for Fairbury;

\$38,168 property tax levy for Forrest;

\$2,145 property tax levy for Strawn;

\$89,225 property tax levy for Rural Districts

DATED at Pontiac, Illinois this 15th day of November, 2018.

Robert Young, Chairman

Livingston County Board

Tim Shafer, Chairman

Livingston County Finance Committee

ATTEST:

Kristy A. Masching, County Clerk

LIVINGSTON COUNTY, ILLINOIS FISCAL YEAR 2019 BUDGET



Funds Appropriated in Fiscal Year 2019 by Fund Type and Department

The Livingston County fiscal year 2019 budget is appropriated over 44 different funds and 33 unique departments.

The following list is a view of the funds classified by fund type and the departments that utilize funding from the fund. Each fund has a brief description, but a detailed description of each fund and the purpose for its use can be found under the departmental budget section of this document.

GENERAL FUND

Fund 100

General Fund – Operating Fund of the County, used to account for and report all financial resources not accounted for and reported in another fund.

Dept 000 – General

Dept 100 – County Board

Dept 110 – County Board Office

Dept 115 – Human Resources
Dept 119 – Information Technology

Dept 120 – County Clerk

Dept 125 – Elections

Dept 130 – County Treasurer

Dept 135 – Finance Dept 140 – Assessor

Dept 141 – Board of Review

Dept 142 - Regional Planning/Zoning

- Regional Flamming/2011

Dept 143 — Board of Appeals

Dept 150 - Maintenance - General

Dept 160 - Maintenance - Courthouse

Dept 165 – Maintenance – Law & Justice Center

Dept 168 - Maintenance - Public Safety Complex

Dept 175 - Maintenance - Water St

Dept 185 - Facilities Systems

Dept 200 - County Sheriff

Dept 201 - Jail

Dept 210 - County Coroner

Dept 220 — Solid Waste Management

Dept 230 - ESDA

Dept 235 — Animal Control

Dept 300 – Circuit Clerk

Dept 310 - State's Attorney

Dept 320 - Public Defender

Dept 330 – Circuit Court

Dept 340 – Jury Commission

Dept 350 - Court Services

Dept 800 - Employee Benefits

Dept 900 - County Miscellaneous & Legislative Support

OTHER COUNTY LEVIES

Fund 101 Tort Judgment & Liability Insurance Fund – Accounts for professional & liability insurance programs of the County. Fund 102 **Unemployment Insurance Fund –** Accounts for all unemployment claims and benefits. Fund 200 **IMRF Fund** – Accounts for the liability and funding of the employee pension program. Fund 201 Social Security Fund – Mandated by law, accounts for the employer contribution of Social Security and Medicare. Fund 202 **Veteran's Assistance Fund** – Created to provide and coordinate services and assistance to help eligible veterans and/or their families overcome obstacles and become independent. **County Extension Education Fund –** Accounts for the tax distribution to County Extension Education Services. Fund 220 County Highway Fund – Fund for the purpose of improving, maintaining, repairing, constructing and reconstructing the County Highways, and for the payment of land, quarries, pits, or other deposits of road material, and for acquiring and maintaining machinery and equipment, and maintaining, operating or constructing buildings for housing highway offices. Highway Department Fund 222 County Aid to Bridges Fund - Fund to be utilized to meet one-half of the cost of bridge, culvert and drainage structure projects with a road district furnishing the remaining on-half, or other joint bridge projects with any other highway authorities through mutual agreements. Highway Department Fund 223 County Federal Aid Matching Fund – Provides funds to pay the County's portion of construction or maintenance of highways on the Federal-Aid-Highway network. Restricted for types of use. Highway Department Fund 230 Public Health & TB Fund - Provides core public health programs and programs identified by a County Health Assessment/Plan to address the needs of the county's population. Fund 240 Mental Health Fund – 708 Board – Fund to be utilized to establish and maintain community mental health facilities and services. Mental Health Fund - 377 Board - Fund to be utilized for services for persons with Fund 241 developmental disabilities.

SPECIAL REVENUE FUNDS

- Fund 204 Animal Control Low Cost Spay/Neuter Fund – Fund to reimburse veterinary professionals for Low Cost Spay/Neuter with fees collected. Dept 200 - County Sheriff Fund 207 Recreation Committee Fund – Formed to provide recreational activity for citizens of Livingston County. Vehicle Fund – Fund is utilized for the purchase of new vehicles and the maintenance of Fund 209 all General Fund vehicles (see department list). Fund 210 Pontiac Host Agreement Fund – Provides funds to pay for capital projects & supplement the General Fund. Fund 211 Streator Host Agreement Fund – Fund is utilized to cover Waste Management Expenses. Fund 212 Construction & Building Renovation Fund – Fund is to be used for new construction and to supplement other funds. Solar Farm Application Fess Fund – Fund is to be used to collect fees and pay expenses Fund 214 related to Solar Farm Applications. Fund 215 Windfarm Application Fees Fund – Fund was created to collect fees and pay expenses that were related to Windfarm Applications. Fund 216 Enterprise Zone Fund – Fund is used for Economic Development (which includes grants and Economic Development Council membership). Fund 221 County Motor Fuel Tax Fund – Created by State Statute, the County receives Motor Fuel Tax Revenue which is derived from the allotment of State Motor Fuel Tax funds and is distributed to the County on the basis of vehicles registered within the County. **Highway Department** Fund 225 Road Use Agreement Fund – This fund was created to collect all moneys generated from the Road Use Agreement Terms between the County and Private/Public Organizations. Highway Department Fund 250 **Indemnity Fund –** Created by State Statute to assess a fee from purchases at the annual tax sale. Dept 130 - County Treasurer Fund 251 Treasurer's Automation Fund – Created per State Statute of the Property Tax Code to
 - Dept 130 County Treasurer

collection records.

assess a fee from the purchaser of delinquent taxes for automating property tax collections and defraying the cost of providing electronic access to property tax

- **Fund 260 Law Library Fund –** Funded by fees as prescribed and set by Senate Bill 0103. Provides access to necessary legal information to attorneys and self-represented litigants.
 - Dept 330 Circuit Court
- **Fund 261** Court Systems Fund Funded by fees collected in court cases and then resulting in the transfer to the General Fund to defray costs of the Circuit Court.
 - Dept 300 Circuit Clerk
- **Fund 262** Court Automation Fund Created to establish and maintain an automated records keeping system in the office of the circuit clerk. Funded by fees collected on all court cases.
 - Dept 300 Circuit Clerk
- **Fund 263** Court Security Fund Funded by fees collected in court cases and then resulting in the transfer to the General Fund to defray costs of Court Security.
 - Dept 200 County Sheriff
- **Fund 264 Probation Service Fee Fund –** Created for the purpose of collecting fees on persons sentenced to probation as ordered by the court in order to provide and/or support programs for the offenders under the supervision of Court Services and Probation.
 - Dept 350 Probation and Court Services
- **Fund 265** Victim Coordinator Fund Funded by a grant from the State of IL to defray the personnel costs associated with the Victim Coordinator position.
 - Dept 310 State's Attorney

Maintenance & Child Support Fund – Accounts for fees collected and expended for maintaining child support records and recording payments collected by the State Disbursement Unit.

- Dept 300 Circuit Clerk
- **Fund 270** State's Attorney Drug Traffic Prevention Fund Funded by a percentage of the proceeds of all property seized and forfeited under the Controlled Substances Act and the Cannabis Control Act.
 - Dept 310 State's Attorney
- **Fund 271** State's Attorney's Automation Fund Created for the purpose of offsetting the expenses of record keeping. Funded through fees paid by the defendant on a judgment of quilty.
 - Dept 310 State's Attorney
- **Fund 280** Sheriff Drug Traffic Prevention Funded by fees collected by the Livingston County Circuit Clerk.
 - Dept 200 County Sheriff

- **Fund 281** Arrestees Medical Costs Fund Fees collected in court cases and then transferred to the General Fund to defray the cost of inmate medical expenses.
 - Dept 200 County Sheriff
- **Fund 285** Coroner's Fees Fund Accounts for all fees collected in the normal operating duties of the Coroner to be used solely for the purchase of electronic and forensic identification equipment or other related supplies and the operating expenses of the Coroner's office.
 - Dept 210 County Coroner
- **Fund 290 Document Storage Fees Fund** Funded by fees collected on all court cases for the purpose of establishing and maintaining a document storage system and to convert the records of the circuit clerk to electronic storage.
 - Dept 300 Circuit Clerk
- **Fund 291** Special Recording Fees Fund Fund created by Illinois State Statute for the purpose of automating the duties of the Recorder's office and providing electronic access to recorded documents. Funded by fees on recordings.
 - Dept 120 County Clerk
- **Fund 292 Vital Records Fees Fund** Funded by fees charged for certified copies of vital records for the sole purpose of defraying the cost of automating a document storage system.
 - Dept 120 County Clerk
- **GIS Automation Fees Fund** Fund is used to help with costs associated with maintaining technologies and resources required for GIS development and maintenance.
 - Dept 140 Assessor
- **Fund 800 Working Cash Fund -** To act as an emergency source of funding in the event the general fund should have insufficient funds to meet its obligations
 - Dept 130 County Treasurer

Circuit Clerk Operations & Administration – To account for fees collected by the Clerk of the Circuit Court from any defendants found guilty of a violation of the Illinois Vehicle Code.

- Dept 300 Circuit Clerk
- **Tax Division** Tax Sale in Error Fund Used to account for the collection of fees to reimburse the County for costs associated with refunding monies related to tax sales in error.
 - Dept 130 County Treasurer

LIVINGSTON COUNTY, ILLINOIS FISCAL YEAR 2019 BUDGET



REVENUES ALL FUNDS - FY2019 Budge	et .								
	Total			ST of IL				Other Rev	
	Revenues	Prop Tax	Other Tax	<u>Reimb</u>	<u>Interest</u>	Rents	<u>Grants</u>	Fees Fines	Transfers In
General Fund	11,935,208	2,875,000	3,351,000	375,448	2,000	178,140	256,536	3,796,962	1,100,122
Tort Judgment & Liability	600,300	600,000			300				
Unemployment Insurance	30,200	30,000			200				
IMRF	1,021,250	1,000,000			1,250				20,000
Social Security	727,100	705,100			2,000				20,000
Veterans Assistance	140,150	140,000			150				
County Extension Education	149,217	149,217							
County Highway	949,561	718,836			1,725			229,000	
County Aid to Bridges	361,041	359,441			1,600				
County Federal Aid Matching	359,761	359,441			320				
Public Health & TB	2,601,972	410,800		697,232	2,000		1,027,840	464,100	
Mental Health 708	1,264,518	909,065		17,500	700		,	337,253	
Mental Health 377	417,515	417,240		, -	275			, -	
Animal Control	12,800	,			300			12,500	
Recreation Committee	500				500			,	
Vehicle Fund	415,200				100				415,100
Pontiac Host Agreement	3,529,000				29,000			3,500,000	120,200
Streator Host Agreement	9,000				9,000			2,000,000	
Construction & Bldg Renovation	60,000				60,000				
Solar Farm Application Fees	50,002				2			50,000	
Windfarm Application Fees	112				112			30,000	
Enterprise Zone	755,000				5,000				750,000
County Motor Fuel Tax	790,150		727,000		1,050			62,100	730,000
Road Use Agreement	620		727,000		620			02,100	
Indemnity	9,000				1,000			8,000	
Treasurer's Automation	6,545				45			6,500	
Law Library	17,505				5			17,500	
Court Systems	26,006				6			26,000	
Court Automation	68,375				375			68,000	
Court Security	50,011				11			50,000	
Probation Services Fees	91,600				400			91,200	
Victim Coordinator	21,060				160		20,900	31,200	
Maintenance & Child Support	3,506				6		20,300	3,500	
State's Atty Drug Traffic Prevention	6,010				10			6,000	
State's Atty Brug Traine Prevention	4,005				5			4,000	
Sheriff Drug Traffic Prevention	1,005				5			1,000	
Arrestees Medical Costs	7,003				3			7,000	
Sheriff E-Citation	600				4			596	
Coroner's Fees	16,770			550	20		5,000	11,200	
Document Storage Fees	48,005			330	5		3,000	48,000	
Special Recording Fees	28,350				350			28,000	
Vital Records Fees	5,605				550		1,500	4,100	
GIS Automation Fees	65,550				50 50		1,500	65,500	
	8,015								
Circuit Clerk Operations & Admin					15			8,000	
Tax Sale in Error	7,200				200			7,000	
Working Cash	2,500				2,500				
Total Revenues	26,674,403	8,674,140	4,078,000	1,090,730	123,384	178,140	1,311,776	8,913,011	2,305,222

EXPENDITURES ALL FUNDS - FY2019 Bud		_			
	<u>Total</u>	Personnel	Non		_
	<u>Expenses</u>	Costs	Personnel	Carryover	Transfers Out
General Fund	11,935,208	8,378,577	3,460,631		96,000
Tort Judgment & Liability	586,100	0	561,100		25,000
Unemployment Insurance	35,000	35,000			
IMRF	1,200,000	1,200,000			
Social Security	762,000	762,000			
Veterans Assistance	143,423	86,773	56,650		
County Extension Education	149,217		149,217		
County Highway	1,110,500	620,300	487,200		3,000
County Aid to Bridges	490,000		490,000		
County Federal Aid Matching	675,000		675,000		
Public Health & TB	2,629,411	1,592,411	1,034,000		3,000
Mental Health 708	1,267,786	376,807	887,979		3,000
Mental Health 377	449,394	64,281	385,113		
Animal Control	12,000		12,000		
Recreation Committee	0				
Vehicle Fund	554,600		554,600		
Pontiac Host Agreement	3,818,466		782,292	1,375,690	1,660,484
Streator Host Agreement	79,088		,	, ,	79,088
Construction & Bldg Renovation	5,000,000		5,000,000		10,000
Solar Farm Application Fees	9,450		9,450		
Windfarm Application Fees	0		3,130		
Enterprise Zone	1,891,950		1,741,950		150,000
County Motor Fuel Tax	1,475,200	354,200	1,121,000		130,000
Road Use Agreement	250,000	334,200	250,000		
Treasurer's Automation	7,500		7,500		
Indemnity	0		7,500		
Law Library	20,150		18,000		2,150
Court Systems	25,000		10,000		25,000
Court Automation	53,000		38,000		15,000
Court Security	50,000		38,000		50,000
Probation Services Fees	110,000		30,000		80,000
Victim Coordinator			30,000		
	18,000				18,000 3,000
Maintenance & Child Support	3,000		10.000		3,000
State's Attarney Automation	10,000		10,000		
State's Attorney Automation	1,000		1,000		
Sheriff Drug Traffic Prevention	2,500		2,500		7.000
Arrestees Medical Costs	7,000				7,000
Sheriff E-Citation	0				15.000
Coroner's Fees	15,000				15,000
Document Storage Fees	27,000		12,000		15,000
Special Recording Fees	80,000		80,000		
Vital Records Fees	10,500		10,000		500
GIS Automation Fees	85,000		30,000		55,000
Circuit Clerk Operations & Admin	6,000		6,000		
Tax Sale in Error	5,000		5,000		
Working Cash	0				
Total Expenditures	35,059,443	13,470,349	17,908,182	1,375,690	2,305,222

End of Fiscal Year Fund Balances	2014	2015	2016	2017	Budget 2018	Estimated 2018	Budget 2019
Major Governmental Funds							
General Fund	2 002 414	2 456 000	2 751 704	4 250 777	4 202 777	4 716 271	4 716 271
General Fund Tort Judgement & Liability	3,883,414 841,586	3,456,090 802,118	3,751,704 638,731	4,258,777 456,731	4,203,777 533,031	4,716,271 558,693	4,716,271 572,893
Unemployment Insurance	116,236	106,517	79,023	63,885	59,135	86,085	81,285
Recreation Committee	110,230	100,517	64,541	129,285	100,353	162,097	162,597
Vehicle Replacement and Maint. Fund	0	0	04,541	212,588	267,788	300,138	160,738
Pontiac Host Agreement	6,744,575	6,976,865	8,449,845	9,372,011	11,240,126	11,506,471	11,217,005
Streator Host Agreement	1,502,882	1,439,771	1,377,186	1,324,863	1,254,449	1,256,751	1,186,663
Construction & Bldg Renovation	9,393,476	9,201,823	9,051,908	7,150,053	6,591,929	6,722,174	1,782,174
Windfarm Application Fees	284,609	187,758	187,871	187,984	188,096	188,208	188,320
Enterprise Zone Fund	4,008,712	3,518,865	1,323,091	1,911,904	1,904	1,182,398	45,448
Working Cash	555,820	556,065	556,472	558,793	559,543	561,793	564,293
IMRF	964,461	1,083,665	1,265,015	1,552,917	1,439,712	1,575,991	1,397,241
Public Health	1,162,731	1,184,670	1,281,859	1,315,744	1,312,744	1,312,744	1,285,305
Mental Health 708	1,193,471	1,239,098	1,300,225	1,387,178	1,369,410	1,381,467	1,378,199
Non-Major Governmental Funds	_,, .,	_,,	_,000,==0	_,007,_70	_,000,0	_,00_, .07	_,0,0,0,00
Social Security	679,299	674,018	742,147	794,820	862,617	842,561	807,661
Veterans Assistance	117,468	148,135	185,008	191,727	122,673	149,886	146,613
Animal Control Fund	0	74,484	85,515	93,410	96,460	90,098	90,898
Solar Farm Application Fees	0	0	0	0	0	40,552	81,104
County Highway	678,507	876,753	1,091,592	1,071,669	760,811	855,811	694,872
County Motor Fuel Tax	724,254	486,167	654,062	726,796	144,246	739,707	54,657
County Aid to Bridges	225,465	267,895	313,597	282,454	133,403	133,403	4,444
County Federal Matching	-184,057	7,550	12,604	257,316	109,171	355,171	39,932
Road Use Agreement Fund	111,620	112,233	112,853	288,475	175,475	289,095	39,715
Mental Health 377	449,020	451,645	453,875	449,995	427,360	440,896	409,017
Indemnity	281,623	292,746	302,068	312,047	319,567	322,127	331,127
Treasurer's Automation	14,482	17,507	16,479	18,680	18,200	18,724	17,769
Law Library	11,636	5,999	9,782	9,005	6,360	3,080	435
Court Systems	6,573	5,439	4,670	4,825	4,835	5,487	6,493
Court Automation	86,091	86,904	77,478	112,745	113,470	133,574	148,949
Court Security	7,844	7,602	11,113	8,790	8,810	8,318	8,329
Probation Services Fees	193,575	212,601	198,020	168,742	125,994	154,320	135,920
Victim Coordinator	7,391	11,605	14,555	19,365	22,365	22,468	25,528
Maintenance & Child Support	1,120	762	1,595	726	476	1,502	2,008
States Attorney Drug Traffic Prevention	29,488	51,474	16,922	13,708	9,718	14,430	10,440
States Attorney Automation	5,584	5,417	7,648	9,260	12,265	12,165	15,170
Sheriff Drug Traffic Prevention	1,306	5,926	6,699	11,889	12,692	14,534	13,039
Arrestees Medical Costs	3,846	3,123	3,771	1,877	1,880	2,831	2,834
Sheriff E Citation Fund	3,643	4,861	5,818	6,692	7,392	7,192	7,792
Coroner's Fees	8,988	15,789	20,707	27,173	35,198	29,219	30,989
Document Storage Fees	114,103	109,205	101,877	126,977	138,777	150,579	171,584
Special Recording Fees	153,491	106,195	116,057	110,513	85,863	109,011	57,361
Vital Records	7,345	7,707	9,954	14,431	14,036	15,869	10,974
GIS Automation	48,390	76,391	74,094	68,128	64,819	56,973	37,523
Circuit Clerk Ops & Admin	27,350	33,499	25,607	31,037	38,052	38,552	40,567
Tax Sale in Error	59,489	74,244	78,251	72,769	78,969	75,694	77,894
	34,526,907	33,987,181	34,081,889	35,188,754	33,073,951	36,645,110	28,260,070

FISCAL YEAR 2019 TRANSFERS

<u>Transfer From</u>	Amount	<u>Transfer To</u>
General Fund	20,000	IMRF Fund
General Fund	20,000	Social Security Fund
General Fund	56,000	Vehicle Fund
Tort Judgment & Liability Fund	25,000	General Fund
Pontiac Host Agreement Fund	551,384	General Fund
Pontiac Host Agreement Fund	359,100	Vehicle Fund
Pontiac Host Agreement Fund	750,000	Enterprise Zone Fund
Streator Host Agreement Fund	79,088	General Fund
Enterprise Zone Fund	150,000	General Fund
County Highway Fund	3,000	General Fund
Public Health Fund	3,000	General Fund
Mental Health Fund	3,000	General Fund
Law Library Fund	2,150	General Fund
Court Systems Fund	25,000	General Fund
Court Automation Fund	15,000	General Fund
Court Security Fund	50,000	General Fund
Probation Services Fee Fund	80,000	General Fund
Victim Coordinator Fund	18,000	General Fund
Maintenance & Child Support Fees Fund	3,000	General Fund
Arrestee's Medical Costs Fund	7,000	General Fund
Coroner's Fees Fund	15,000	General Fund
Document Storage Fund	15,000	General Fund
Vital Records Fund	500	General Fund
GIS Automation Fund	55,000	General Fund
Total Transfers FY2019	\$2,305,222	<u>-</u>

GENERAL FUND FUND BALANCE, REVENUES, EXPENDITURES, and TRANSFERS

	2016	2017	2018	2018	2019
	Accrual	Accrual	Cash	Accrual	Cash
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	Estimated	<u>Budget</u>
Beginning Fund Balance	3,456,090	3,751,704	4,258,777	4,258,777	4,716,271
Revenues	9,099,255	9,572,708	9,919,697	10,321,592	10,835,086
Transfers In - Pontiac Host	1,789,931	1,370,019	693,785	693,785	551,384
Transfers In - Charge for Services	504,048	524,140	625,837	547,064	548,738
Total Revenues and Transfers In	11,393,234	11,466,867	11,239,319	11,562,441	11,935,208
Expenditures	11,057,620	10,919,794	11,199,319	11,028,037	11,839,208
Transfers Out	40,000	40,000	95,000	76,910	96,000
Total Expenditures and Transfers Out	11,097,620	10,959,794	11,294,319	11,104,947	11,935,208
Excess (Deficit) of Revenues over (under) Expenditures	295,614	507,073	(55,000)	457,494	0
Ending Fund Balance	3,751,704	4,258,777	4,203,777	4,716,271	4,716,271

On the budget sheets, "Actual" indicates accrued balances.

Cash balances are those shown as of the end of the year on our monthly financials.

Beginning Fund Balance for 2019 is the estimated balance as of November 30, 2018.

GENERAL I	FUND REVENUES					
BY DEPART		2016	2017	2018	2018	2019
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>
Dept 000 -	General					
	Property Taxes	2,329,451	2,456,832	2,631,285	2,624,247	2,875,000
	Personal Property Replacement Tax	387,460	409,174	450,000	490,000	450,000
	County Sales Tax	1,344,839	1,384,669	1,597,463	1,694,730	1,650,000
	Video Gaming Tax	12,780	7,255	6,000		6,000
	State Income Taxes	1,481,597	1,433,202	1,234,000	1,263,576	1,245,000
	VVRECJA Reimb for County Svcs		36,303	50,000	44,012	44,012
	Interest on Investments	3,433	10,519	2,000	8,000	2,000
	Farm Rent	0	0	30,000	30,000	64,463
	Futures Unlimited Rent	0	750	750	750	750
	Prairie Horizons Rent	0	6,669	6,669	6,669	6,669
	County Extension Rent	0	500	500	500	500
	Water Street Rent	0	0	14,958	9,972	14,958
	Veterans Rent	0	4,800	4,800	4,800	4,800
	Public Health Rent	0	54,500	54,500	54,500	54,500
	Mental Health Rent	0	6,500	6,500	6,500	6,500
	IHR Rent	158,582	24,995	25,000	25,000	25,000
	Workman's Comp Benefits	0	8,450	0	336	C
	Other/Miscellaneous	22,515	5,644	0	5,000	5,000
	Miscellaneous Grants	15,321	0	0	0	0
Dept 120 -	County Clerk					
-	County Clerk's Fees and Interest	230,222	234,782	401,000	241,447	250,000
Dept 125 -	Elections		-			
	Election Grants - State and Federal	22,869	8,325	11,000	7,650	11,000
Dept 130 -	Treasurer		·	·		•
-	Penalties and Costs - Collector	116,470	112,008	100,000	101,348	100,000
Dept 140 -	Assessor		·	•	,	•
	Supervisor of Assessments - Salary Reimb	26,294	27,604	33,300	30,325	33,300
	Assessor's Fees	30,719	31,734	32,400	33,000	32,400
Dept 142 -	Regional Planning/Zoning		·	•	,	·
	Planning & Zoning Fees	5,969	4,969	6,000	4,000	6,000
Dept 200 -		ŕ	,	,	,	,
•	Sheriff's Town Contracts	116,042	20,375	40,000	30,000	30,000
	Inmate Revenue	1,410,559	1,758,579	1,645,000	2,165,395	2,434,050
	Police Training Reimbursements	0	20,039	0	0	C
	Justice Benefits	2,800	3,200	4,000	3,200	4,000
	Sheriff's Fees, Services & Fines	71,284	56,025	68,000	54,000	68,000
	School Resource Officer Program	0	0	0	0	100,000
Dept 230 -					0	200,000
	ESDA (State)	9,589	3,544	6,000	6,000	6,000
Dept 235 -	Animal Control	7,000	-,	5,000	5,555	2,222
- ср. 100	Animal Control Fees	62,050	60,828	58,000	56,000	58,000
Dept 300 -	Circuit Clerk	02,000	00,020	33,000	30,000	20,000
Deption	Circuit Clerk's Fees & Fines	653,237	672,177	665,000	588,700	590,000
	Court Appointed Attorney	39,490	40,511	44,000	19,842	44,000
	State's Attorney's Fees	27,455	32,845	34,000	31,400	34,000
Dent 310 -	State's Attorney	27,433	32,043	34,000	31,400	34,000
Dept 310 -	State's Attorney Salary Reimb	144,677	144,677	144,677	145,898	148,340
	Asst State's Attorneys' Salary Reimb	48,500	4,500	48,500	89,000	48,500
Dont 220	Public Defender	46,300	4,300	48,300	89,000	46,300
Dept 320 -		00.005	00.005	00.805	00.005	102 100
D+ 220	Public Defender Salary Reimb	99,895	99,895	99,895	99,895	102,108
рерт 330 -	Circuit Court			-	4.000	
D 250	Reimb for Interpreter Fees	0	0	0	1,800	(
рерt 350 -	Probation Court Services			22		•
	Probation Officer Salary Reimb	36,000	66,000	38,000	39,000	33,200
	Probation Grants In Aid	185,841	318,504	325,000		245,536
	Probation/Court Services Fees	3,315	825	1,500	1,500	1,500
	Operational Subtotal	9,099,255	9,572,708	9,919,697	10,321,592	10,835,086

GENER	AL FUND REVENUES					
	TRANSFERS & OTHER FINANCING	2016	2017	2018	2018	2019
	SOURCES	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	Estimated	<u>Budget</u>
Transfe	Transfers In					
101	Tort Judgment & Liability Insurance Fund	25,000	25,000	25,000	25,000	25,000
210	Pontiac Host Agreement Fund - Gen Fund	1,789,931	1,370,019	693,785	693,785	551,384
211	Streator Host Agreement Fund	75,476	64,438	77,414	77,414	79,088
216	Enterprise Zone	150,000	150,000	150,000	150,000	150,000
220	Highway (Fundware Maint)	3,000	3,000	3,000	3,000	3,000
230	Public Health (Fundware Maint)	3,000	3,000	3,000	3,000	3,000
240	Mental Health (Fundware Maint)	3,000	3,000	3,000	3,000	3,000
260	Law Library Fund	2,099	1,917	2,150	2,150	2,150
261	Court Systems Fund	25,000	25,000	30,000	25,000	25,000
262	Circuit Clerk Court Automation Fund	5,000	5,000	15,000	15,000	15,000
263	Court Security Fund	55,000	55,000	60,000	50,000	50,000
264	Probation Services Fee Fund	48,146	80,785	141,773	80,000	80,000
265	Victim Coordinator	18,000	18,000	18,000	18,000	18,000
	Maintenance & Child Support Fee Fund	5,500	5,000	5,000	3,000	3,000
281	Arrestee's Medical	5,000	7,000	7,000	7,000	7,000
285	Coroners Fees Fund	15,000	15,000	15,000	15,000	15,000
290	Circuit Clerk Document Storage Fund	10,000	7,500	15,000	15,000	15,000
292	County Clerk Vital Records Fund	500	500	500	500	500
293	GIS Automation Fund	55,000	55,000	55,000	55,000	55,000
	Total transfers In	2,293,652	1,894,159	1,319,622	1,240,849	1,100,122
Other	Financing Sources					
100	Proceeds from insurance settlement	19	0	0	0	0
100	Proceeds from disposal of capital assets	308	0	0	0	0
	Total Other Financing Sources	327	0	0	0	0
	Total transfers in & Other Financing Sources	2,293,979	1,894,159	1,319,622	1,240,849	1,100,122
	-					
	Total Revenues (Operating & Transfer)	11,393,234	11,466,867	11,239,319	11,562,441	11,935,208

General Fund Expenditures by Department

						Approved
	2016	2017	2018	2018	2018	2019
<u>Department</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Adjusted</u>	<u>Estimate</u>	<u>Budget</u>
Operating Disbursements						
100 - County Board	154,803	160,616	166,600	166,600	151,399	166,600
110 - County Board Office	71,958	71,686	75,100	75,100	73,300	76,425
115 - Human Resources	61,878	79,514	70,100	70,100	65,106	70,970
119 - Information Technology	326,418	329,579	338,414	338,414	333,569	340,363
120 - County Clerk/Recorder	261,768	277,852	271,380	271,380	264,050	271,515
125 - Elections	245,502	195,067	266,020	266,020	246,291	244,925
130 - County Treasurer	167,669	168,543	179,000	179,000	182,377	171,928
135 - Finance	73,642	77,144	77,770	77,770	74,729	71,151
140 - Supervisor of Assessments	285,499	253,290	281,510	281,510	252,950	301,842
141 - Board of Review	15,014	14,301	15,770	15,770	14,750	16,060
142 - Regional Planning/Zoning	57,338	40,847	55,901	55,901	43,700	56,283
143 - Board of Appeals	3,773	5,909	4,610	4,610	6,200	4,610
150 - Maintenance-General	366,926	191,834	185,038	145,038	134,617	367,430
160 - Maintenance-Courthouse	82,623	95,196	33,000	33,000	26,400	33,000
165 - Maintenance-L&JC	199,432	174,760	183,304	183,304	172,489	76,850
168 - Maintenance-Public Safety Complex	287,390	187,951	174,807	174,807	158,020	90,470
175 - Maintenance-Water St. Building	23,821	32,864	13,000	13,000	7,779	13,000
185 - Maintenance-Facilities Systems	0	336,836	470,000	470,000	413,600	470,000
490 - Maintenance-Health & Education Bldg	81,385	83,049	26,704	26,704	22,367	26,704
200 - Sheriff	2,294,621	2,041,260	1,938,928	1,938,928	1,917,376	2,131,955
201 - Jail	2,163,918	2,314,320	2,267,918	2,608,034	2,632,850	2,709,926
235 - Animal Control	77,873	84,825	91,106	91,106	84,170	91,984
210 - Coroner	243,723	175,608	187,020	204,020	200,262	191,374
220 - Solid Waste Management	77,359	65,656	78,400	78,400	77,084	79,088
230 - ESDA	16,709	15,821	20,485	20,485	16,394	20,755
300 - Circuit Clerk	416,493	377,724	357,634	357,634	346,560	387,801
310 - State's Attorney	595,460	596,293	592,207	592,207	591,182	618,480
320 - Public Defender	278,920	295,890	281,929	281,929	297,149	286,606
330 - Circuit Court	300,489	229,056	279,300	279,300	241,400	282,459
340 - Jury Commission	17,169	14,940	19,765	19,765	17,200	21,562
350 - Court Services	777,492	707,546	747,596	747,596	725,622	764,279
800 - Employee Benefits	974,440	959,590	1,013,011	863,011	827,500	1,012,811
900 - County Miscellaneous & Legislative Sup	56,115	264,427	435,992	268,876	226,409	370,002
Total Operating Disbursements	11,057,620	10,919,794	11,199,319	11,199,319	10,844,851	11,839,208
Non-Operating Disbursements						
Transfer to IMRF	20,000	20,000	20,000	20,000	20,000	20,000
Transfer to Soc Security	20,000	20,000	20,000	20,000	20,000	20,000
Transfer to Vehicle Fund	0	0	55,000	55,000	36,910	56,000
Total Non-Operating Disbursements	40,000	40,000	95,000	95,000	76,910	96,000
TOTAL GENERAL FUND	, ,	,	,	, -	,	,
DISBURSEMENTS	11,097,620	10,959,794	11,294,319	11,294,319	10,921,761	11,935,208

LIVINGSTON COUNTY TAX LEVIES - 2018-19

					700,770,885		678,811,338		672,226,209	
			Proposed	Proposed	Actual	Actual	Actual	Actual	Actual	Actual
	Est	Max	18-19	18-19	17-18	17-18	16-17	16-17	15-16	15-16
COUNTY LEVIES	EAV	Rate	Rate	Levy	Rate	Levy	Rate	Levy	Rate	Levy
General (Corporate)	736,770,503	None	0.39022	2,875,000	0.37448	2,624,247	0.36253	2,460,895	0.34698	2,332,491
IMRF/SLEP	736,770,503	None	0.13573	1,000,000	0.14875	1,042,397	0.18265	1,239,849	0.18816	1,264,861
County Highway	736,770,503	0.20000	0.09757	718,836	0.09774	684,933	0.09805	665,575	0.09941	668,260
County Aid to Bridges	736,770,503	0.25000	0.04879	359,441	0.04927	345,270	0.04963	336,894	0.04918	330,601
Tuberculosis Clinic	736,770,503	0.15000	0.00366	27,000	0.00385	26,980	0.00397	26,949	0.00402	27,023
Federal Aid Highway Matching	736,770,503	0.05000	0.04879	359,441	0.04943	346,391	0.04980	338,048	0.05000	336,113
County Health	736,770,503	0.10000	0.05209	383,800	0.05339	374,142	0.05502	373,482	0.05579	375,035
Tort Judg & Liability Insurance	736,770,503	None	0.08144	600,000	0.09324	653,399	0.05575	378,437	0.05652	379,942
Social Security	736,770,503	None	0.09570	705,100	0.10037	703,364	0.10343	702,095	0.10487	704,964
County Extension Education	736,770,503	0.05000	0.02025	149,217	0.02125	148,914	0.02190	148,660	0.02220	149,234
Veterans' Assistance	736,770,503	0.04000	0.01900	140,000	0.01133	79,397	0.02267	153,887	0.02299	154,545
Unemployment Insurance	736,770,503	None	0.00407	30,000	0.00428	29,993	0.00441	29,936	0.00149	10,016
			0.99730	7,347,835	1.00738	7,059,427	1.00981	6,854,707	1.00161	6,733,085
MENTAL HEALTH LEVIES										
Mental Health Board 708	736,770,503	0.15000	0.12339	909,065	0.12973	909,110	0.13392	909,064	0.13309	894,666
Mental Health Board 377	736,770,503	0.10000	0.05663	417,240	0.05954	417,239	0.06146	417,197	0.06108	410,596
		0.25000	0.18002	1,326,305	0.18927	1,326,349	0.19538	1,326,261	0.19417	1,305,262
TOTAL LEVIES			1.1773	8,674,140	1.1967	8,385,776	1.2052	8,180,968	1.1958	8,038,347

PTELL is applied to County's 12 Levies as one aggregate and to the (2) Mental Health Levies independently Truth in taxation (105% of previous year's extension) is calculated using Mental Health.

LIVINGSTON COUNTY TAX LEVIES - 2018-19

			Proposed	Proposed	Actual	Actual	Actual	Actual	Actual	Actual
	Est	Max	18-19	18-19	17-18	17-18	16-17	16-17	15-16	15-16
SELCAS LEVIES	EAV	Rate	Rate	Levy	Rate	Levy	Rate	Levy	Rate	Levy
Chatsworth	5,418,001	0.3000	0.27224	14,750	0.29890	15,000	0.30000	15,405	0.24685	15,500
Strawn	578,521	0.3000	0.37077	2,145	0.26391	1,920	0.26110	1,915	0.23790	1,825
Forrest	13,604,035	0.3000	0.28056	38,168	0.26941	34,170	0.26581	32,546	0.24053	31,000
Fairbury	53,719,668	0.3000	0.30484	163,758	0.26790	146,605	0.25504	139,639	0.25188	133,003
Rural	98,322,812	0.3000	0.09075	89,225	0.08719	79,879	0.08762	76,080	0.08764	72,460

171,643,037

308,046

265,585

253,788

SELCAS is a Special Service Area - falling under 35 ILCS 200/27-5-50 and became a Special Service Area in 1990

SELCAS is not included in the County's Rate or Extension

SELCAS is not subject to **PTELL**

Truth in taxation (105% of previous year's extension) is calculated independently for Special Service Areas including SELCAS.

LIVINGSTON COUNTY, ILLINOIS FISCAL YEAR 2019 BUDGET



COUNTY BOARD (DEPARTMENT 100)

Mission Statement: To provide an efficient, effective, responsive government that successfully fulfills not only its statutory duties, but also promotes Livingston County as an attractive location in which to live and work.

Department Created By: Illinois Compiled Statutes (55 ILCS 5/2) Counties Code.

Classification: General Government

Background: The County Board is comprised of 24 board members, representing three districts, who are elected to four-year terms, with half running every two years, and all 24 running the second year after each election. Board members are paid for only one meeting on any given day, regardless of the number of meetings the member attends.

The County Board Chairman and Vice Chairman are elected by the Board members at an organizational meeting in December of even numbered years. The terms are two years, and the Board's Standing Rules allow an individual to serve as Chairman for two consecutive terms. The Board's responsibility is to oversee the distribution of county funds in an efficient manner, while complying with statutory requirements, and maintaining as many services as possible for the benefit of all county citizens.

The County Board's business is conducted through a committee structure, as outlined within the Standing Rules, in which committees discuss issues to recommend for full Board approval. The committees meet the first full week of each month and the County Board meets monthly on the second Thursday after the first Monday.

Functions: MANDATED BY STATE STATUTE

- **Budget** It is the responsibility of the County Board to adopt an annual budget for the succeeding fiscal year. Such budget shall be prepared by some person or persons designated by the County Board and be made conveniently available to public inspection at least fifteen days prior to final action thereon. After adoption, any adjustments to the budget requires a 2/3 vote of all members constituting such board for approval.
- County Business/Operations The day to day operations of the County are guided by policies and procedures developed and set in motion by Resolutions (a formal statement of a decision or expression of opinion put before or adopted) or Proclamations (an act that formally declares to the general public that the government has acted in a particular way) as approved by simple majority of the County Board.
- Public Safety and Welfare The County Board has the authority to develop and implement ordinances (a law passed by a municipality/county government) designed to protect the citizens of Livingston County in regards to zoning issues, development, construction, public health, transportation, law & justice, mental health/social services, and natural resources.
- Financial Stewardship The County Board is accountable for how all revenues generated and received into the County (property taxes, sales tax, fees for services, fines and penalties, etc.) are utilized. It is their statutory responsibility to acquire the services of an outside auditing firm to conduct an annual audit on the official financial book of record of the County and give an opinion on the financial reporting, its strength and weaknesses, and the internal controls put in place to safeguard the assets. Additionally, it is the County Board's responsibility to decide

what services the county should be providing; what services are competing with private business and if duplicate services should be eliminated; how the cost of long term capital projects will be funded; and the planning for capital replacement or repair to the buildings and properties owned by the county.

2018 Highlights:

- ✓ Conducted space needs assessment for the Health & Education Building
- ✓ Conducted annual planning and goal setting in cooperation with Department Heads and Elected Officials
- ✓ Supported the GLCEDC and local school districts in the implementation of STEAM programs
- ✓ Completed the revision of the Wind Energy Conversion Systems ordinance
- ✓ Reduced General Fund functional deficit
- ✓ Reduced Pontiac Host Fund expenses
- ✓ Improved communication on the distribution of taxes within the County

2019 Goals and Objectives:

- Resolve ADA Issues within the Law & Justice Center
- Develop a plan for needed improvements for the Highway & Maintenance Departments
- Maintain or reduce the current County tax rate
- Support the evaluation of assessments of commercial and industrial properties
- Reduce the General Fund functional deficit by \$800,000 over a 3 year period (2018, 2019 and 2020 budget years)
- Collaborate with IHR on the future of the Health & Education Building

COUNTY BOARD FISCAL YEAR 2019 BOARD APPROVED BUDGET

Performance Indicators: The County Board is elected to serve in the capacity of policy makers and guardians of the assets and funds of the citizens of Livingston County. The budget is representative of the overall financial health of the County, which is a direct reflection on the performance of the County Board.

COUNTY BOARD DEPT 100

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	54,000	52,960	63,000	51 , 150	59,000
Contractual Svcs	82,729	87,164	81,000	80,149	85,000
Commodities	18,074	20,492	22,600	20,100	22,600
Total Dept	154,803	160,616	166,600	151,399	166,600

Department Organization:

County Board Chairman: Robert Young

County Board Vice-Chairman: Tim Shafer

Ag & Zoning Committee Chair: Daryl Holt

Elections Committee Chair: Marty Fannin

Finance Committee Chair: Tim Shafer

Highway Committee Chair: Jason Bunting

Information & Technology Committee Chair: Vicki Allen

Personnel Committee Chair: Kathy Arbogast

Public Property Committee Chair: Mike Ingles

Sheriff Jail & License Committee Chair: Ron Kestner

Veterans Assistance Committee Chair: Joe Steichen

County Board Members

Vicki Allen	Linda Ambrose	Kathy Arbogast
Jason Bunting	James Carley	Marty Fannin
Carolyn Gerwin	David Heath	Daryl Holt
G Michael Ingles	Ronald Kestner	Patrick Killian
Steven Lovell	William Mays	Paul Ritter
Mark Runyon	Tim Shafer	John Slagel
Joe Steichen	Stan Weber	Robert Weller
Jack Vietti	John Yoder	Robert Young

COUNTY MISCELLANEOUS & LEGISLATIVE SUPPORT (DEPARTMENT 900)

Department Created By: County Board

Classification: General Government

Background: This department falls under the umbrella of the County Board. It was originally used for property tax expense, Regional Office of Education and contingency. Since then, there have been other expenses that did not fall to any specific department – or were for more than one department, and they were allocated to Department 900.

COUNTY MISC & LEGISLATIVE SUPPORT FISCAL YEAR 2019 BOARD APPROVED BUDGET

COUNTY MISCELLANEOUS DEPT 900

COUNTY IMISCELLY IN LOOP DE L' 1 900	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures			J		
Personnel Svcs	0	193,672	178,701	136,436	112,711
Contractual Svcs	48,600	62,978	51,800	51,750	57,820
Property Taxes	7,5 1 5	7,777	8,375	8,223	8,800
Misc & Contingency	0	0	197,116	197,116	190,671
Total Dept	56,115	264,427	435,992	393,525	370,002

2019 Expenditure Budget Analysis:

Personnel Services include departmental salaries for positions that have been slated for attrition. Beginning in 2017 there were five full time positions designated for reduction by attrition. In FY 2019 there are two positions remaining.

Contractual Services includes professional leadership development and Livingston County's commitment to the Regional Office of Education. Livingston County is part of Regional Office of Education #17, along with McLean, Logan and DeWitt Counties. ROE #17 serves four counties, 30 public districts and 20 private schools. As an intermediate agency between the Illinois State Board of Education and local school districts, the office of the Regional Superintendent performs regulatory functions as directed by the Illinois School Code.

The County pays property tax on any owned parcel that generates income, which includes the Water St. property, and the county farm ground, both of which are leased.

Overall, the County Miscellaneous and Legislative Support budget represents a decrease in excess of 15% compared to 2018.

COUNTY BOARD OFFICE (DEPARTMENT 110)

Mission Statement: To provide an efficient, effective, responsive government that successfully fulfills not only its statutory duties, but also promotes Livingston County as an attractive location in which to live and work.

Department Created By: Livingston County Board

Classification: General Government

Background: Under the supervision of the County Board Chair and Administrative Committee, the County Executive Director is charged with administering and carrying out or cause to be carried out the directives and policies of the Livingston County Board. The Executive Director shall enforce all orders, resolutions, ordinances, and regulations relating to the internal operations of county government as adopted by the Livingston County Board.

Functions: ESTABLISHED BY COUNTY BOARD

- County Board Support The Executive Director prepares and/or distributes all agendas,
 minutes, and supporting documents for the meetings of standing committees and the County
 Board in compliance with the open meetings act. The Executive Director is charged with
 providing any analytical data that may be needed to assist board members in the decision
 making process as requested.
- **Communication** The Executive Director often serves as a communication link between and among the County Board and department officials, agencies and members of the public.
- Planning The Executive Director coordinates the annual Strategic Planning and/or Goal
 Setting Work Session. The Executive Director presents information regarding goals, priorities,
 financial status and trends in order to stimulate strategic thinking amongst the County Board
 and Department Officials. The Executive Director assists the County Board in the development
 and implementation of both short term and long term goals.
- Risk Management The Executive Director is responsible for maintaining proper insurance coverage to protect the County's assets and operations. Responsibilities include coordination of claim losses; legal counsel; safety compliance; self-insured casualty, property, professional liability, employee theft. The Executive Director serves as the county's representative on the CIRMA (Counties of Illinois Risk Management Association) Board.
- Legislation In conjunction with the Elections Committee, the Executive Director reviews
 current legislation pertinent to Livingston County's interest and objectives. The Executive
 Director regularly attends meetings of the United Counties Counsel of Illinois as a
 representative of Livingston County.
- Budget The Executive Director and Finance Director assist the Finance Committee in the
 establishment of annual budget policies and guidelines to be followed by all county
 departments, offices and agencies in connection with the preparation and adoption of the
 annual budget. In accordance with the budget policies and guidelines approved by the Finance
 Committee, the Executive Director assists the Finance Director in the development and

- presentation of the annual budget, and may make recommendations as needed, in an effort to ensure the annual budget goals are met.
- **Contracts** The Executive Director in conjunction with Department Officials, as may be appropriate, shall oversee all rental and lease agreements, intergovernmental agreements and contracts on behalf of the County.
- **Purchasing Agent** The Executive Director serves as the Livingston County Purchasing Agent and shall ensure compliance with the Livingston County Purchasing Policy.
- ADA Coordinator The Executive Director serves as the ADA Coordinator for Livingston County. As ADA Coordinator, the Executive Director is responsible for coordinating the efforts of Livingston County in compliance with Title II of the Americans with Disabilities Act, and investigating any complaints of violation.
- Freedom of Information Act Officer The Executive Director serves as the Freedom of
 Information Officer on behalf of the County Board and the County Board Office. The Executive
 Director provides guidance to other department officials in regards to the Freedom of
 Information Act as may be needed, and refers any matters of question to the States Attorney
 for review.

2018 Highlights:

- ✓ Coordinated the 2018 Strategic Planning Session in conjunction with both County Board Members and Department Officials
- ✓ Provided detailed analysis in regards to the Illinois Fiscal Responsibility Report Card, comparing Livingston County with similarly situated counties and the services that are provided, the number employed, the dollars expended, and the taxes levied.
- ✓ Worked with Farnsworth Group, Public Health Administrator MaLinda Hillman and Mental Health Director Christine Myers on the development of a Needs Assessment for the Health & Education Building
- ✓ Worked with Senator Jason Barickman, the Department of Corrections and the Illinois Federation for Outdoor Resources on a possible agreement for the public utilization of state recreational grounds.
- ✓ Completed the Leadership Series presented by Learning Alliances
- ✓ Implemented monthly department official meetings in an effort to improve communication and collaboration amongst departments
- ✓ Assisted the Human Resources Director in the updating of the Employee Salary Schedule
- ✓ Assisted the Summerill Group in the development of financial information utilized in the negotiation of a federal housing and transportation contract.
- ✓ In conjunction with the Finance Director assisted the Finance Committee in meeting their budgetary goals by reducing the general fund functional deficit and lowering the overall county tax rate.
- ✓ In conjunction with the Finance Director assisted the Finance Committee in the redevelopment of the annual budget in an effort to improve communication to the public on the overall status of the county's finances and tax structure.

2019 Goals and Objectives:

- Coordinate the 2019 Strategic Planning Session in conjunction with the County Board Members and Department Officials.
- Work with counsel on the resolution of ADA issues within the Law & Justice Center
- Coordinate the administrative functions on behalf of the County in regards to the Architectural and Construction Development of the new Health & Education Building
- Work with the Finance Director on the development of a multi-year plan for the budget
- Work with the Finance Director and other Department Officials, as needed, on a contingency plan to identify what immediate reductions would be needed should there be a significant elimination of external revenue sources.
- Work with the Human Resources Director on the development of an employee incentive program.

COUNTY BOARD OFFICE FISCAL YEAR 2019 BOARD APPROVED BUDGET

COUNTY BOARD OFFICE DEPT 110

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	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	64,312	65,451	66,700	66,400	68,025
Contractual Svcs	4,992	3,352	4,500	3,000	4,500
Commodities	2,654	2,883	3,900	3,900	3,900
Total Dept	71,958	71,686	75,100	73,300	76,425

2019 Expenditure Budget Analysis: The only increase in expenses was for the 2% cost of living increase approved by the County Board for FY2019.

Performance Indicators: The Executive Director serves as a liaison between the policy makers on the County Board and Department Officials that provide County services. In this "coordination" role, there are few performance indicators. Instead performance can be measured on the financial stability of the organization and the progress made towards the development and implementation of the organization's strategic plan.

Full Time Equivalents History:

FY 2015	FY 2016	FY 2017	FY 2018	FY2019
1.0	1.0	1.0	1.0	1.0

Department Organization Chart:

Department Official: Alina Hartley

Executive Director

HUMAN RESOURCES (DEPARTMENT 115)

Mission Statement: "To develop and support the employees of Livingston County so they achieve their fullest potential."

Department Created By: Livingston County Board to provide a resource to department officials for employment law and compliance.

Classification: General Government

Background: The Human Resources Department provides services to the Department Officials and employees in regard to employment, benefits, and policies of Livingston County. The Human Resources Department also serves as guidance to the County Board Members with regards to Employment Law. The department is responsible for benefit records and enrollments, employee relations, recruitment and selection of applicants, compliance with Federal, State, and County employment regulations and compensation. The Human Resource Director is the County's representative for all labor contract negotiations and hearings.

Functions: ESTABLISHED BY COUNTY BOARD

- Labor Relations: The County has 5 bargaining units. The Human Resources Director is the representative for Livingston County.
- Recruitment and Placement: In conjunction with the Department Officials, the Human Resources Department defines job descriptions, job postings, and employment advertisements. The department also reviews and forwards applications, schedules employment testing, and interviews. The Human Resources Department also is responsible for the onboarding processes.
- Training & Development: The HR Department researches and executes various management training and companywide employee training. Continual training opportunities are reviewed for the benefit of employees at Livingston County.
- Benefit Administration: Administers the Employee Benefit Package including: Health Insurance, Dental Insurance, Vision Insurance, Company paid Life Insurance, Voluntary Contributed Life Insurance, Voluntary Accident Insurance, Critical Illness Insurance, Two Tax Deferred 457 Plans, IMRF Retirement, Additional Contributions to IMRF, as well as Family Medical Leave, Military Leave, and Personal Leave of Absence.
- Administration: Maintains and reviews the Personnel Policy manual; Provides a resource for legal compliance with federal and state labor laws for the Board; Maintains the employee records in the Payroll and HR software system; Provides salary analysis for negotiations.

2018 Highlights:

- Conducted a Sexual Harassment Training for department officials, employees, and board members.
- Conducted an extensive review of the Employee Personnel Manual and implemented the necessary changes to the policies.
- Conducted a Compensation study of our current salary schedule which was implemented in 2011. The classifications were reviewed and the job positions were studied to ensure each job was classified properly.

2019 Goals and Objectives:

- Continue to update and format existing Job Descriptions for all departments.
- In conjunction with the Public Health Department, plan and execute an annual benefits fair for employees focusing on holistic employee health.
- Negotiate 3 FOP contracts, 1 ICOPS contract, and 1 Local 150 contract aligning the bargaining units with the Strategic Plan of the Board and of the individual departments.
- Continue to develop an incentive program to reward employees who display excellent service to the citizens of Livingston County.

HUMAN RESOURCES FISCAL YEAR 2019 BOARD APPROVED BUDGET

HUMAN RESOURCES DEPARTMENT 115

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	52,391	65,226	50,000	50,000	52,020
Contractual Svcs	8,615	12,806	18,400	13,856	17,250
Commodities	872	1,482	1,700	1,250	1,700
Total Dept	61,878	79,514	70,100	65,106	70,970

2019 Expenditure Budget Analysis:

The Human Resources department consists of the Human Resources Director position. The department services 5 entities within Livingston County consisting of The General Division, The Highway Department, The Public Health Department, The Mental Health Department, and The Veterans Commission. The Human Resources Department also services Vermilion Valley Regional Emergency Communications Joint Authority.

Performance Indicators:	<u> 2017</u>	2018 Est
New Hires Processed	31	35
Health Insurance Coverage Updates Processed	224	225
FMLA Requests Processed	9	18
Workman's Compensation Claims Processed	10	6
Union Contracts Settled	5	-
Participants in 457	34	37
Employees participating in IMRF Additional Voluntary Contributions	10	12

Full Time Equivalents History:

FY 2015	FY 2016	FY 2017	FY 2018	FY2019
1.0	1.0	1.0	1.0	1.0

Department Organization:

Department Official: Ginger Harris

Human Resources Director

EMPLOYEE BENEFITS (DEPARTMENT 800)

Department Created By: Livingston County Board to provide benefits to the employees of Livingston County.

Classification: General Government

Background: As part of the Human Resources Department, Employee Benefits Department is an internal account to provide Health, Dental, Vision, and Life insurance benefits to the employees of Livingston County. Also, as part of the employee benefits is the Wellness Program. The Human Resources Department organizes the enrollments for each of the insurance benefits on an annual basis.

Functions: ESTABLISHED BY COUNTY BOARD

- Health Insurance: The Human Resources Department is responsible for enrollment, updates, cancellations, and billing of the employee health insurance. The County currently offers two plans through Blue Cross Blue Shield of Illinois; a \$1,000 deductible plan and a \$3,500 deductible plan. Employees may choose to enroll themselves, their spouses, and/or their children. For 2018, the County pays 80% of the employee's premium. The costs of their dependents are solely at the expense of the employee.
- Dental Insurance: The County offers Delta Dental for their dental insurance. The employee may choose the Low Dental Plan or the High Dental Plan. Employees may choose to enroll themselves, their spouses, and/or their children. The County pays 80% of the employee's dental premium and the costs of the dependents are solely the employee's expense.
- Vision Insurance: The County offers VSP for their vision insurance. There is one plan for vision and the county pays 80% of the employee's premium. The employee may enroll themselves, their spouses, and/or their children. The costs of the dependents are solely at the employee's expense.
- Life Insurance: The County offers a \$10,000 life insurance policy at no cost to the employee through Mutual of Omaha. The employee can purchase additional life insurance at their expense through Mutual of Omaha.

2018 Highlights:

• The insurance premiums from 2017 to 2018 had a slight decrease for health insurance renewals. The dental insurance premiums from 2017 to 2018 stayed the same and the vision premiums had a slight increase. The employee's premiums overall decreased by 0.03%. Beginning in 2018, the County Board made the decision to reduce the County's portion of the insurance premiums from 90% of the total single coverage premium to 80%.

2019 Goals and Objectives:

• In conjunction with the Public Health Department, plan and execute an annual benefits fair for employees focusing on holistic employee health.

EMPLOYEE BENEFITS FISCAL YEAR 2019 BOARD APPROVED BUDGET

EMPLOYEE BENEFITS DEPARTMENT 800

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	974,440	959,590	1,013,011	827,500	1,012,811
Total Dept	974,440	959,590	1,013,011	827,500	1,012,811

2019 Expenditure Budget Analysis:

In 2018, the Board made the decision to reduce the percentage of employer contribution of health, dental, and vision insurance from 90% to 80%, to respond to cost increases previously received. The annual insurance renewal reflected a 2.7% decrease from the 2018 rate. Adjustments have not been made within the budgeted amounts as greater increases were anticipated and may come to fuition.

Performance Indicators:	2017	2018
Annual Premium paid by the County per employee	\$8,384.04	\$7 , 433.76
Employees on Health, Dental, Vision Insurance	175	179

INFORMATION TECHNOLOGY (DEPARTMENT 119)

Department Created By: Livingston County Board

Classification: General Government

Background: Prior to 2009 the majority of the IT services were contracted to outside vendors. The County Board formed the IT department to support the majority of the computer and telephone systems.

Functions: ESTABLISHED BY COUNTY BOARD

- Technology Infrastructure: Manages and maintains the technology infrastructure, Including but not limited to: the secured environmentally controlled Server Room; 2 Network Attached Storage, 11 Technology Closets, Microwave connectivity between the Law & Justice Center (LJC) and Public Safety Complex (PSC), Fiber Cabling, Wireless connectivity and service in Historic Courthouse (HC), PSC and LJC, firewalls and security, Antivirus, internet access, Daily System and Data File Backups ensuring that restoration of data can be accomplished from the backup tools, jail door management control system, S2 Door management system for LJC, HC and PSC.
- Service Delivery: Responsible for all Hardware/Software installation and support, including: 23 Network Servers, 300 workstations/laptops and approx. 80 printers. Providing help desk services and 24 hour technical support for the jail, sheriff's dept. and 911.
- **County Web Page:** Manages the development of the County's Web Page, providing oversight on the layout design, coordinating the content, graphics, and ease of use for the general public.
- **Telecommunications:** Maintains the phone system for all County Facilities 244 of extensions, Approx. 30 lines and 2 PRI circuits.
- **Audio-Visual Support:** Provides audio-visual setup and support for conferences, meetings, web meetings, etc.
- Technology Long Term Capital Planning: Develops long term capital plan for the replacement of technology equipment/software for all departments, enlightening the County Board, Administration and Department Heads of new methodologies for data collection and storage while minimizing the cost to the organization.

2018 Highlights:

- ✓ Upgraded the phone systems for the downtown complex and the safety complex. In turn this will reduce costs by a planned minimum of \$6000 to \$10000 per year.
- Replaced/upgraded the 12 year old network at the PSC as part of the phone system upgrade.
- ✓ Upgraded/replaced approximately 25 workstations on our 5 year plan.
- ✓ Virtualized the sheriff server for redundancy and capacity growth.
- ✓ Virtualized the downtown HVAC server.

2019 Goals and Objectives:

- Continue replacement of desktops on our 5 year plan.
- Enhance the county website for ease of use and security.
- Upgrade the camera system for the jail and safety complex.

INFORMATION TECHNOLOGY FISCAL YEAR 2019 BOARD APPROVED BUDGET

INFORMATION TECHNOLOGY DEPT 119

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	108,491	110,214	116,664	115,249	118,613
Contractual Svcs	54,701	63,511	66,700	64,400	66,700
Commodities	163,226	155,854	155,050	153,920	155,050
Total Dept	326,418	329,579	338,414	333,569	340,363

2019 Expenditure Budget Analysis: The only increase in the FY2019 budget is a result of the 2% cost of living increase.

Performance Indicators: N/A

Full Time Equivalents History:

FY 2015	FY 2016	FY 2017	FY 2018	FY2019
1.5	1.5	1.5	1.5	1.5

Department Organization:

Department Official: Jon Sear

Network & Computer Systems Administrator

IT Support Tech (1 Part-time)

IT Support Tech (Seasonal)

COUNTY CLERK AND RECORDER (DEPARTMENT 120)

Mission Statement: To record, certify, maintain and retrieve all information that is mandated by the State of Illinois to be filed and held by the County Clerk and Recorder's Office in a manner that accounts for accuracy and efficiency and in a friendly, courteous manner to all members of the public requesting information.

Department Created By: Illinois Compiled Statutes (55 ILCS 5/Div. 3-2 and 3-5) Counties Code.

Classification - General Government

Background: By Illinois State Statutes, the County Clerk is an elected position within the County and is charged with providing custodial care of all the records, books and papers appertaining to and filed or deposited within the County Clerk's Office, and the same, except as otherwise provided in the Vital Records Act, shall be open to the inspection of all persons without reward.

Functions: MANDATED BY STATE STATUTE

- **County Board** As the Clerk to the County Board, keeps an accurate record of the proceedings of the board, files and preserves all reports, resolutions, ordinances and other business acted upon by the board.
- Vital Records Maintains the certified Birth, Marriage and Death Certificates on citizens born, married or expired while in Livingston County. Per State Statute, the County Clerk is responsible for providing requested copies of said certificates, charging a fee to cover the cost of issuing the copy.
- County Records Responsible for maintaining alphabetical indexes for all records and papers
 in the office, including all board approved contracts with the County, claims filed against the
 County for payment, statutory reports filed with the Clerk by other offices of the county,
 minutes of county board meetings, and other records as required by law. Additionally, the
 County Clerk is responsible for assuring all resolutions and ordinances are submitted for
 inclusion into the Livingston County Code of Ordinances.
- Tax Extender The County Clerk is the official extender of taxes on real estate for all taxing authorities in Livingston County, in compliance with all special taxing districts, exemptions and property tax cap laws (PTELL).
- Tax Redemption In concert with the County Treasurer, maintains a complete file of all property taxes sold at the County's annual tax sale. Calculates and collects all penalties and interest at the time of redemption of (sold) taxes by the property owner.
- Recording Upon receipt of various official documents including deeds, mortgages, affidavits, plats of survey, mechanic liens, land surveys and military discharges in Livingston County, it is the responsibility of the County Recorder to accurately record, index, image, archive and retrieve said documents. These files are retained for all time, and are used for the transfer of title to property in Livingston County. In Livingston County, the office maintains the land records of approximately 24,000 parcels of land. In 2017, about 5,400 documents were recorded.
- Bookkeeping In Livingston County, the County Clerk's office works closely with the Finance
 Department on accounts payable (issued over 4,000 checks in 2017) and performs payroll
 functions for 294 employees.

- Security of Citizen Information The County Recorder has implemented security measures to protect citizens against the possibility of fraudulent activity with their recorded information. The security measures include: the redaction of social security numbers on the office's computer system and on the web to help eliminate the possibility of inappropriate use (the original documents are not altered in any way); a free subscription service (www.Property Fraud Alert.com) offering personal notification to the subscriber via email, or telephone call if a document is recorded in their name; and the requirement of a completed application and photo identification to obtain information or copies of original military records.
- Data Access The County Recorder maintains and offers the following services for searching records on line, (1) Laredo, a subscription based service for searching land records and (2) Tapestry, a pay as you go search service for land records.

2018 Highlights: Implemented the following on-line services: Official Records Online which allows for the purchase of certified copies of vital and land records via credit cards; Laredo, a subscription based service for searching land records; Tapestry, a pay as you go search service for land records; and Property Fraud Alert, an outreach service that alerts subscribers against the possibilities of fraudulent activity being committed against their personal mortgage or property.

2019 Goals and Objectives:

- Update the purchasing and loading of tax transfer stamps from a manual process of driving to Springfield to have the current machine loaded, to a new process (MyDec) of electronically recording and applying the stamps, saving time and expenses from the drive.
- Maintain the County Clerk's website with appropriate information and forms.
- Initiate process to start the conversion of historical data (ie: microfilm cards and paper copies/books) to digital images which can be securely searched and printed both in-house and online within seconds.
- To continue to provide quality service to the public in a welcoming and courteous environment.

COUNTY CLERK FISCAL YEAR 2019 BOARD APPROVED BUDGET

COUNTY CLERK DEPT 120

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Fees & Charges for Svcs	230,222	234,782	401,000	241,447	250,000
Total Dept	230,222	234,782	401,000	241,447	250,000

COUNTY CLERK DEPT 120

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	234,192	253,825	241,100	236,600	241,235
Contractual Svcs	9,841	10,760	12,630	11,250	12,630
Commodities	17,735	13,267	17,650	16,200	17,650
Total Dept	261,768	277,852	271,380	264,050	271,515

2019 Revenue Budget Analysis: Revenues generated by the County Clerk are from fees for issuing marriage/civil union licenses, requests for certified copies of marriage, death, and birth certificates, and tax redemptions. With the implementation of a new fee structure at the beginning of FY2019, we expect to see an increase in the revenue stream. It has been fifteen years since the last fee cost study was performed.

2019 Expenditure Budget Analysis: The County Clerk's Office employs a staff of 8 full time equivalents, including the County Clerk. Personnel costs are 89% of this department's fiscal year 2019 operating budget and reflect the 2% cost of living increase approved by the County Board effective 01-01-19. Since 2003, full time staff has been reduced by two with another position being reduced from 37.5 hours to 30 hours a week.

Performance Indicators: N/A

Full Time Equivalents History:

FY 2015	FY 2016	FY 2017	FY 2018	FY2019
8	8	8	8	8

Department Organization:

Department Head: Kristy Masching

Livingston County Clerk & Recorder

Chief Deputy/Recording (1 Full-time)

Redemptions/ Recording (1 Full-time)

Tax Manager (1 Full-time)

Vital Records (1 Full-time)

Elections (1 Full-time)

Bookkeeping (2 Full-time)

ELECTIONS (DEPARTMENT 125)

Mission Statement: To conduct all elections in a fair, accurate, impartial and efficient manner. The County Clerk's Office will preserve all election results and make said files accessible to all people. Said office will accurately maintain all filings and records as mandated by law.

Department Created By: Illinois Compiled Statutes (10 ILCS 5) Election Code.

Classification – General Government

Background: The election process for Livingston County is controlled by the Illinois State Board of Elections which is an independent state agency that was provided for by the 1970 Illinois Constitution to supervise the registration of voters and the administration of elections throughout the state. The Livingston County Clerk is the official election authority for the County (unincorporated and incorporated), and is responsible for local voter registration programs, training of election judges, securing polling places, printing of the ballots, oversight of election day activities, and supervising the vote count at the local level.

Function: MANDATED BY STATE STATUTE

- **Election Law** The County Clerk is the Election Authority for Livingston County. It is the responsibility of the Election Authority for the County to monitor and implement the changes in election law as approved by both the Federal and State Governments to assure compliance by the County in the election process. The election process (registration, voting and reporting) is in a constant status of change.
- Recruitment and Training The Election Authority for the County is responsible for recruitment of enough volunteers in each precinct to work the polling places; that volunteers (elections judges, election techs, election runners) are trained in election law, the election process and procedures; and on the equipment used to obtain and safeguard the voted ballot.
- **Precincts** The Election Authority is responsible for the maintenance and updating of the boundary lines to reflect population changes within the precincts of Livingston County, and determine if additional precincts within a boundary line is necessary to facilitate the election process. Inspections of all polling facilities for adherence to the Americans with Disabilities Act are completed prior to each election.
- Registration Files The Voter Registration information is maintained in the County Clerk's
 Office and is updated throughout the year to account for new registrations, address changes,
 registrants that have moved or expired and duplicate registrants.
- Election Administration The County Clerk is responsible for updating and maintaining the website with the appropriate forms and election information as required by Federal Law. Election records on all elected officials for all units of governments within the County, including dates elected, vacancies, vacancies filled and the expiration of terms of office are maintained and archived as part of the history of Livingston County.

2018 Highlights: With the help of the GIS Specialist in the Assessor's Office, created precinct maps which showed all 46 precinct boundaries, pinpointed their polling sites, included their 911 addresses and included them on our website.

2019 Goals and Objectives:

- Maintain and update election files as it pertains to the election setup and process (polling place setup, judges, delivery, etc).
- Implement updates to the voter registration system to allow for communication with the State Board of Elections to allow for detection of duplicate registrations and inactive voters.
- Recruit and retain qualified election judges to assist citizens in the voting process (approx. 230)
- To continue working with the high schools within the county to utilize the eligible Junior and Senior students as election judges in the High School Election Judge program.
- Update/maintain the County Clerk's website with the appropriate forms and election information as required by Federal law.
- To update the antiquated election equipment which has been in use since 2004.
- To engage in the State Board of Elections Cybersecurity initiatives in order to maintain a secure election system.

COUNTY CLERK - ELECTIONS FISCALYEAR 2019 BOARD APPROVED BUDGET

ELECTIONS DEPT 125

J	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Grants (State & Federal)	22,869	8,325	11,000	7,650	11,000
Total	22,869	8,325	11,000	7,650	11,000

ELECTIONS DEPT 125

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	109,416	66,162	118,220	105,230	38,225
Election Personnel	72,834	34,939	76 , 600	71,530	60,570
Contractual Svcs	8,050	4,473	11,300	13,237	7,300
Commodities	128,036	124,432	136,500	127,824	138,830
Total Dept	318,336	230,006	342,620	317,821	244,925

2019 Revenue Budget Analysis: The only "revenue source" for elections would be from any supplemental reimbursements received from the State of Illinois for costs related to Election Judges (\$45/per judge per election). The State, at this time allocates grants to be used towards the maintenance and upkeep of the voter registration system (IVRS), with Livingston County receiving an average of \$18,000-\$25,000 annually.

2019 Expenditure Budget Analysis: The Elections budget is dependent on the type of elections to be held, and therefore can fluctuate every two years. The Personnel Services includes a 2% cost of living increase effective January 1, 2019. The figure also includes an increase in the judges pay. The increase in commodities is due to the odd year voter registration purge. New cards are issued to all registered voters every odd year.

SPECIAL RECORDING FEES - FUND 291

Fund Created By: Illinois Compiled Statutes (35 ILCS200/) Property Tax Code

Classification - General Government

Background: The Special Recording Fees Fund was created for automating the duties of the Recorder's Office and providing electronic access to recorded documents. Fees are established by State Statutes and the County Board on the recording of documents to assist in defraying the costs of automation.

Function:

• Automation of Recorder Processes – The Special Recording Fees Fund is a Special Revenue Fund created by Illinois State Statute that gives County Boards the authority to/or not to establish a fee for documents recorded within their respective Counties.

COUNTY CLERK – SPECIAL RECORDING FEES FUND 291 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$109,011 SPECIAL RECORDING FEES FUND 291

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Fees	28,890	28,089	25,000	28,118	28,000
Interest	363	387	350	380	350
Total	29,253	28,476	25,350	28,498	28,350

SPECIAL RECORDING FEES FUND 291

Expenditures	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Contractual Svcs	19,391	34,020	50,000	30,000	80,000
Total	19,391	34,020	50,000	30,000	80,000

Estimated Ending Fund Balance: \$57,361

2019 Revenue Budget Analysis: Fees remain steady at this time. We are anticipating an increase in revenue with the implementation of a new fee scale.

2019 Expenditure Budget Analysis: In the fall of 2015 we upgraded our recording software to the Fidlar Land Recording System. The fees generated go towards our annual maintenance, upgrades to the system, information replication, microfilming and all supplies. The increased expenses this year are necessary as we are working to implement a long term scanning project of our historical records thus helping to preserve our books and offer alternate search options to the public.

VITAL RECORDS FEES - FUND 292

Fund Created By: Illinois Compiled Statutes (55 ILCS 5/4-4) Counties Code.

Classification – General Government

Background: State Statute 55 ILCS 5/4-4 allows the County Clerk to impose an additional \$2.00 charge for certified copies of vital records as defined in Section 1 of the Vital Records Act, for the sole purpose of defraying the cost of converting the county clerk's document storage system for vital records as defined in Section 1 of the Vital Records Act. Moneys in the special fund shall be used solely to provide the equipment, material and necessary expenses incurred to help defray the cost of implementing and maintaining a document storage system.

Function:

• The additional fee collected for certified copies of vital records must be used by the County Clerk to automate his or her office.

COUNTY CLERK – VITAL RECORDS FEES FUND 292 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$15,869

VITAL RECORDS FUND 292

Revenues	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Fees & Reimbursements	6,141	7,731	5,600	6,129	5,600
Interest	5	8	5	9	5
Total	6,146	7,739	5,605	6,138	5,605

VITAL RECORDS FUND 292

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
State DPH Grant Exp	0	О	1,500	0	0
Misc Supplies	3,399	2,762	4,000	4,200	10,000
Transfer to General Fund	500	500	500	500	500
Total	3,899	3,262	6,000	4,700	10,500

Estimated Ending Fund Balance: \$10,974

2019 Revenue Budget Analysis: This fund is a restricted fund with guidelines established by the Illinois state Compiled Statutes on how the revenue is derived. The revenue stream for this fund remains steady over the past few years. Revenue also comes from a portion of the monies collected and sent to the state for fees collected for the Death Certificate Surcharge Fund.

2019 Expenditure Budget Analysis: Expenditures allowed from this fund include maintaining equipment, security paper for certified copies and miscellaneous supplies needed for the IVRS (Illinois Vital Records System) and our Liberty Systems Online Marriage Application program.

COUNTY TREASURER (DEPARTMENT 130)

Department Created By: Illinois Compiled Statutes (55 ILCS 5/Div. 3-10) Counties Code.

Classification - General Government

Functions: MANDATED BY STATE STATUTE

- County Funds The County Treasurer is responsible for the receiving of County funds, and maintaining a just and true account of all monies, revenues and funds received by him/her. Currently the Treasurer's Office is responsible for 105 bank accounts (not including certificates of deposit) with banks disbursed throughout the County for funds established by the County Board or elected officials. In order to safeguard the public funds, the County Treasurer requires proper collateralization on all accounts held by banks.
- Investment Portfolio The County Treasurer per Illinois State Statute (30 ILCS 235/2.5) is accountable for the Investment Portfolio of most County funds.
- Administrative Duties Other duties handled by the office include reconciliation of all bank statements to funds, reporting all cash in transactions monthly by fund, maintaining records of and reporting abandoned funds to the State, and updating all banking transactions. The Treasurer also prepares an annual financial report of all funds to be approved by the County Board.
- County Collector As the County Collector, the powers and duties include: preparing tax bills (as described and mandated by 35 ILCS 200/20-15) showing each installment of property taxes assessed; the mailing of said bills 30 days prior to the first installment due date; the collection of any tax on property; recording and updating payments against the tax record; distributing the tax revenue to all taxing districts within the county based on their tax extensions; and the collection of delinquent taxes. The office is also responsible for maintaining records of all Mobile Homes in the County and preparing and mailing tax bills for said mobile homes. Taxes are collected and distributed in a manner similar to property taxes.

2018 Highlights: Following the purchase in 2017 of a new folder/inserter machine for preparing and mailing tax bills, the time required for such tasks has been reduced. The Supervisor of Assessments office also made use of the machine for mailing Assessment Notices.

COUNTY TREASURER FISCAL YEAR 2019 BOARD APPROVED BUDGET

COUNTY TREASURER DEPT 130

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Penalties & Costs - Collector	116,470	112,008	100,000	101,348	100,000
Total Dept	116,470	112,008	100,000	101,348	100,000

COUNTY TREASURER DEPT 130

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	129,389	131,389	135,800	143,882	127,428
Contractual Svcs	14,230	15,382	16,200	16,063	17,000
Commodities	24,050	21,772	27,000	22,432	27,500
Total Dept	167,669	168,543	179,000	182,377	171,928

2019 Revenue Budget Analysis: Fees collected by the Treasurer's office are based, in large part, on the number of delinquent parcels, both real estate and mobile home. Collections have improved in the past 10 years resulting in fewer delinquent parcels. For example, in 2008 there were 419 parcels of real estate with delinquent taxes that were sold at the annual tax sale. By comparison in 2017 there were only 229 parcels with delinquent taxes sold at the tax sale. As a result, fees collected for the General Fund, Treasurer Automation, Indemnity and Tax Sale in Error have declined.

2019 Expenditure Budget Analysis: The FY2019 Budget for the Treasurer's office will be lower than recent years due to changes in staff and corresponding salaries.

Full Time Equivalents History:

FY 2015	FY 2016	FY 2017	FY 2018	FY2019
3	3	3	4	3

Department Organization:

Elected Official: Barbara Sear

Livingston County Treasurer

Chief Deputy Clerk (1 Full-time)

Deputy Clerk (1 Full-time and 1 Part-time Seasonal)

INDEMNITY - FUND 250

Fund Created By: Illinois Compiled Statute 35ILCS 200/21-295

Classification: General Government

Function: MANDATED BY STATE STATUTE

• Each person purchasing a Certificate of Purchase at the annual tax sale shall pay to the County Collector a fee of \$20 for each item purchased. A like sum shall be paid for each year that all or a portion of subsequent taxes are paid by the tax purchaser. The Indemnity Fund shall be held to satisfy judgments obtained against the County Treasurer as trustee of the fund. Any owner of property sold under any provision of this Code who sustains loss or damage by reason of the issuance of a tax deed shall have the right to indemnity for the loss or damage sustained. No payment shall be made from the fund, except upon a judgment of the court which ordered the issuance of a tax deed.

INDEMNITY FUND 250 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$322,127

INDEMNITY FUND 250

_	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Fees	8,620	8,780	7,500	8,780	8,000
Interest	702	1,199	20	1,300	1,000
Total	9,322	9,979	7,520	10,080	9,000

Estimated Ending Fund Balance: \$331,127

2019 Revenue Budget Analysis: The revenues for this fund are the fees collected from purchases at the annual tax sale and interest.

2019 Expenditure Budget Analysis: No expenditures budgeted.

TREASURER AUTOMATION - FUND 251

Fund Created By: Illinois Compiled Statutes (35 ILCS 200/21-245) Property Tax Code.

Classification – General Government

Background: The County Collector in all counties may assess to the purchaser of delinquent taxes a fee of not more than \$10 per parcel. Said fee shall be deposited into a fund designated as the Tax Sale Automation Fund. Expenditures are limited to costs related to the automation of property tax collection, delinquent tax sales and to defray the cost of providing electronic access to collection records. In addition, any person wishing to bid at the annual sale of delinquent taxes must register with the County Collector and submit a registration fee of \$250 (35 ILCS 200/21-220). The registration fee is applied to the amount due on the delinquent taxes. If the tax buyer does not attend the sale, the fee is forfeited to the Tax Sale Automation Fund.

Function: To help defray the costs of automating the tax collection process.

TREASURER AUTOMATION FUND 251 FISCALYEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$18,724 TREASURER AUTOMATION FUND 251

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Fees	8,348	8,472	7,500	7,500	6,500
Interest	34	42	20	44	45
Total	8,382	8,514	7,520	7,544	6,545

TREASURER AUTOMATION FUND 251

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Contractual Svcs	9,410	6,313	8,000	7,500	7,500
Total	9,410	6,313	8,000	7,500	7,500

Estimated Ending Fund Balance: \$17,769

2019 Revenue Budget Analysis: With declining numbers of parcels sold at the annual tax sale of delinquent taxes, the Treasurer Automation Fund fees have also declined.

2019 Expenditure Budget Analysis: Expenses consist of a quarterly payment of the annual maintenance cost for the real estate tax collection software and cost to the vendor to conduct the automated tax sale. There are no increases expected in either expenditure.

WORKING CASH - FUND 800

Fund Created By: Illinois Compiled Statute 55 ILCS 5/Div. 6-29001

Classification – General Government

Background: In each county of this State having a population of less the 1,000,000 inhabitants a working cash fund may be created, set apart, maintained and administered, in the manner prescribed in this Division, to enable the county to have in its treasury at all-times sufficient money to meet the demands for ordinary and necessary expenditures for general corporate purposes. Such funds may not be regarded as current assets available for appropriation.

Function:

• To act as an emergency source of funding in the event the general fund should have insufficient funds to meet its obligations. Must be repaid upon the first collections of property taxes.

COUNTY TREASURER – WORKING CASH FUND 800 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$561,793

WORKING CASH FUND 800

	FY2016 Actual	FY2017 Actual		FY2018 Estimated	FY2019 Approved
Revenues					
Interest	407	2,321	750	3,000	2,500
Total	407	2,321	750	3,000	2,500

Estimated Ending Fund Balance: \$564,293

2019 Revenue Budget Analysis: Interest Earnings Only

2019 Expenditure Budget Analysis: None anticipated. If funds are disbursed to another fund, it is treated as a "loan" (creating a liability) and is paid back within the same fiscal year.

TAX SALE IN ERROR FUND

Fund Created By: Illinois Compiled Statute (35 ILCS 200/21-330

Funded By: The County Board may impose a fee, at a rate determined by resolution, which shall be paid to the County Collector by each person purchasing property at the annual delinquent tax sale. Said fee has been determined to be \$30 per certificate.

Function: The fund shall be held to pay interest and costs by the County Treasurer as trustee of the fund. No payment shall be made from the fund except by order of the court declaring a sale in error under Section 21-310, 22-35 or 22-50. The fund shall be the sole source for payment and satisfaction of orders for interest or costs.

TAX SALE IN ERROR FUND FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$75,694

TAX SALE IN ERROR FUND

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Fees	6,480	7,350	8,000	7,350	7,000
Interest	252	225	200	175	200
Total	6,732	7,575	8,200	7,525	7,200

TAX SALE IN ERROR FUND

TO SALE IN EMICON ON D	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Court Ordered	2,725	13,057	2,000	4,600	5,000
Total	2,725	13,057	2,000	4,600	5,000

Estimated Ending Fund Balance: \$77,894

FY2019 Revenue Budget Analysis: With declining numbers of parcels sold at the annual tax sale of delinquent taxes, the Tax Sale in Error Fund fees have also declined.

FY2019 Expenditure Budget Analysis: Court ordered expenditures vary each year from \$0 to a high of \$13,000. An average of 6 years' expenses has been used for budget purposes.

FINANCE (DEPARTMENT 135)

Department Created By: Livingston County Board

Classification: General Government

Background: The Finance Department was created in FY15 because of a need for segregation of duties over accounting transactions. The Finance Department is responsible for accounting services, which include vendor invoice processing, budget preparation, annual audit, and financial analysis reporting.

Functions: ESTABLISHED BY COUNTY BOARD

- Assist County departments with their accounting and reporting questions and resolve issues as presented.
- Administration and maintenance of the financial software system, including yearly updates which are necessary for the 1099 processing.
- Provide financial data and assist County officials as needed regarding improving operations and financial position of the County which involves reporting any unexpected expenditures and/or over expenditures to County officials and Finance Committee.
- Prepare and maintain the annual operating budget, including preparation and approval of budget sheets for department officials.
- Preparation for and coordination of the annual audit.

2018 Highlights:

- Worked closely with software implementation vendor to set up chart of accounts and other General Ledger and Accounts Payable design in order to implement new financial system for all divisions (General, Veterans, Highway, Public Health and Mental Health).
- The FY2017 External Audit was completed and issued with a "clean" opinion on the fair presentation of its financial statements. However, there were 2 findings reported and recommendations were provided.
- Began work on developing and documenting procedures for end of month, end of quarter and end of year and communicated who should be responsible for these functions.

2019 Goals and Objectives:

- Continue to work on internal controls and implement new procedures if necessary.
- Review existing financial policies and procedures for updating and/or amendments. This is in part due to the implementation of the new financial system, but will also ensure that any other necessary financial policies and procedures are created to strengthen internal controls.
- Completion of the FY2018 Audit with a "clean" opinion and no material weaknesses or significant deficiencies.

FINANCE DEPARTMENT FISCAL YEAR 2019 BOARD APPROVED BUDGET

FINANCE DEP 135

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	72,770	75,641	75,220	73,129	68,901
Contractual Svcs	76	432	350	600	900
Commodities	796	1,071	2,200	1,000	1,350
Total Dept	73,642	77,144	77,770	74,729	71,151

2019 Expenditure Budget Analysis:

The Finance Department employs a staff of 1.5 full time equivalents, this includes the Finance Director and the Finance Assistant. These two salaries make up the personnel services portion of the budget. The contractual services budget accounts for association dues, meetings, training & travel. The commodities budget covers the costs of office supplies and paper & forms.

Performance Indicators:

Invoices Audited – more than 4,000 invoices have been audited in FY18 for correct budget line and department head approval before payment processing.

1099's Issued – the 1099's are issued for 3 entities through the Finance Department – Livingston County (this includes the General Division, Highway Department and Public Health), Livingston County Veteran's Assistance and Vermilion Valley Regional Emergency Communications Joint Authority (formerly Livingston County ETSB). The total number of 1099's issued was 75.

Full Time Equivalents History:

FY 2015	FY 2016	FY 2017	FY 2018	FY2019
1.5	1.5	1.5	1.5	1.5

Department Organization:

Department Official: Diane Schwahn

Finance Director

Finance Assistant (1 Part-time)

SUPERVISOR OF ASSESSMENTS (DEPARTMENT 140)

Mission Statement: Administer an accurate, fair, uniform, and timely assessment of all real property within Livingston County in accordance with and as mandated by the State of Illinois Property Tax Code.

Department Created By: Illinois Compiled Statutes (35 ILCS200/) Property Tax Code

Classification - General Government

Background: It is the function of the County Supervisor of Assessment to monitor and direct the countywide valuation of real property for the purpose of real estate taxation. This is accomplished through providing information, guidance and support to the ten (10) township assessors and the Board of Review.

Functions: MANDATED BY STATE STATUTE

- **Mapping Division:** The Mapping Division is responsible for the verification and updating of all county parcel information and maintains the accuracy of the county's cadastral map system through the use of recorded documents (deeds, subdivision plats, surveys, etc.).
- Supervisor of Assessments Division: This Division handles the sales ratio study, reviews and if necessary, edits the records submitted by the township assessors, maintains all ownership and address records for the county, administers all homestead and non-homestead exemptions, equalizes and sends out the valuation notices to property owners prior to certification, and maintains the tax rolls for the 33 drainage districts located in the county.

Functions: ESTABLISHED BY COUNTY BOARD

• **Board of Review:** The Board of Review members are appointed by the County Board (see Department 141)

2018 Highlights: In 2018 we have continued to work through the Change Detection project in conjunction with the township assessors. It is our goal to have all 1900+ parcels reviewed by the end of 2018. As of mid-year, we are approximately 45% complete. The result of this project has been significant. We have already found over 1.9 million dollars in new EAV that was not previously on the tax rolls!

2019 Goals and Objectives: 2019 is a Quadrennial Reassessment Year. Every four (4) years the value of each parcel in the county is to be reviewed. As the county office, it is our responsibility to aid the township assessors in this overwhelming project. We then must analyze that data to make sure the new values fall within the required 33.33% of market guidelines and equalize those numbers if necessary.

The County has signed a contract with Vanguard Appraisals, Inc. to reassess all of the grain elevators in the county for 2019. This particular group of properties has not had a complete review since the 1990s. Since this is such a unique type of property, an experienced and qualified company was sought out to do the job. This will begin in February and will be completed by the end of the Board of Review session for 2019.

SUPERVISOR OF ASSESSMENTS FISCAL YEAR 2019 BOARD APPROVED BUDGET

ASSESSOR DEPT 140

Revenues	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Supervisor of Assessments Salary Reimb	26,294	27,604	33,300	30,325	33,300
Assessor's Fees	30,719	3 ¹ ,734	32,400	33,000	32,400
Total Dept	57,013	59,338	65,700	63,325	65,700

ASSESSOR DEPT 140

Expenditures	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Personnel Svcs	220,528	192,334	203,410	191,150	203,142
Contractual Svcs	57,193	55,040	70,100	56,700	90,100
Commodities	7,778	5,916	8,000	5,100	8,600
Total Dept	285,499	253,290	281,510	252,950	301,842

2019 Revenue Budget Analysis: In 2016, our office entered into an Inter-Governmental Agreement with Nebraska Township to take over the unfilled position of Township Assessor. Per that contract, Nebraska reimburses the County \$12,757.50 per year plus mileage. This contract is a four year agreement that will expire and be renegotiated at the end of 2019. We also bring in approximately \$10,000 per year from our website subscriptions and \$3,200 each year from selling our data files to outside sources.

2019 Expenditure Budget Analysis: Since 2019 is a Quadrennial Reassessment Year, the costs associated with that are obviously more than a normal year. The line items that fall under contractual services has been increased for this year to accommodate the extra costs associated with this, including mailing and publication.

The Supervisor of Assessments Office employs 5 full time employees, including the Supervisor of Assessments and a Chief Deputy. The increase in personnel expenses for 2019 is a result of the 2% cost of living increase.

Performance Indicators:

	2016	2017	2018	2019
			(Projected)	(Projected)
Number of Parcels	26,355	26,396	26,436	26,476
Parcel Combination/Splits	243	252	240	240
Real Estate Transactions Processed	1,514	1,572	1,619	1,668
Real Estate Declarations Processed	848	950	1,000	1,050
Assessment Appeals (complaints)	61	66	70	400
General Homestead Exemptions	10,021	10,043	10,065	10,085
Senior Homestead Exemptions	3,162	3,183	3,200	3,220
Senior Asmt Freeze Exemptions	1,261	1,259	1,260	1,260
Home Improvement Exemptions	286	266	270	270
Disabled Persons Exemptions	240	208	215	215
Disabled Veterans Exemptions	133	134	134	134
Non-Homestead Exemptions	753	756	760	765
Total Exemptions	15,856	15,849	15,904	15,949

Full Time Equivalents History:

FY 2015	FY 2016	FY 2017	FY 2018	FY2019
5	5	5	5	5

Department Organization:

Appointed Official: Shelly Renken

Supervisor of Assessments

GIS Mapping Specialist (1 Full-time)

Chief Deputy (1 Full-time)

Deputy Clerks (2 Full-time)

BOARD OF REVIEW (DEPARTMENT 141)

Department Created By: Illinois Compiled Statutes (35 ILCS200/) Property Tax Code

Classification – General Government

Background: After the assessment process is completed, the chief county assessment officer forwards all books, paper and information that the Board of Review requests so that it can complete its duties.

Functions: MANDATED BY STATE STATUTE

• The Board has a membership of three (3) which are appointed by the County Board. Each board member must have prior real estate appraisal and/or assessment experience along with passage of a state administered exam prior to appointment. The responsibilities of this board are to accept and hold hearings on assessment complaints, research values on each complaint filed, and issue a written decision to the complainant. Other responsibilities include representing the County in all State Property Tax Appeal Board proceedings, adding omitted property to tax rolls, holding non-homestead exemption hearings and delivering one set of assessment books to the County Clerk, who then certifies the abstract to the Department of Revenue.

2018 Highlights: The Board of Review convened in July of 2018 to review their Rules and make any necessary adjustments. They also approved pending exemptions at that time. Thirty (30) days after Notices are mailed; the Board will come into session to begin reviewing complaints that have been filed. Appeal numbers have been down the last couple years. I see no reason why we would see a significant increase from the past for 2018.

2019 Goals and Objectives: With 2019 being a Quadrennial Reassessment year and Notices being mailed to all taxpayers, the number of appeals is always higher. It is not unusual for the Board to hear between 400 and 500 appeals on a Quad Year. This obviously takes longer to get through than a normal year of less than 100. However, it is the goal of the Board to keep the tax cycle moving along in a timely manner and to be closed by January to hand values off to the County Clerk's Office.

BOARD OF REVIEW FISCAL YEAR 2019 BOARD APPROVED BUDGET

BOARD OF REVIEW DEPT 141

·	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	13,806	14,058	14,500	14,100	14,790
Contractual Svcs	0	0	270	0	270
Commodities	1,208	243	1,000	650	1,000
Total	15,014	14,301	15,770	14,750	16,060

2019 Expenditure Budget Analysis: The Board of Review has very little by way of expenses. Salaries have been increased 2% for the cost of living increase. Education/Training has remained the same, as well as mileage. It would be prudent to consider adding a line item for appraisals. There are situations that arise where the taxpayer has acquired an independent appraisal on their property. If they take that to the Property Tax Appeal Board as their evidence and the Board of Review does not have their own independent appraisal done, the taxpayer will most likely win. This is most evident in large commercial properties.

Department Organization:

Appointed Official: Shelly Renken

Supervisor of Assessments – Board of Review Clerk

Board of Review (Committee of 3)

GIS AUTOMATION FEES - FUND 293

Fund Created By: Public Act 91-0791 amending *Illinois Compiled Statute (55 ILCS 5/3-5018) Counties Code.*

Classification – General Government

Background: In 1999 Livingston County had the foresight to understand the importance of a Geographical Information System for the County and partnered with The Sidwell Company to create an in house GIS system. Prior to this, Livingston County contracted with Sidwell to do all of our mapping work. With the creation of our own system, all work is now done by our staff, saving both critical time and money. GIS takes statistical information and applies it to a map to identify how the information is affecting specific areas of the County. The demand for and reliance on the accuracy of GIS data that is being provided by the Department continues to be vital information for public safety officers (Police Departments, Fire & Rescue Departments, Emergency Management, and Emergency Telephone Systems Boards), local government agencies (Schools, Townships, Municipalities, and Villages), political parties, non-profit organizations and private businesses, as well as the general public.

The GIS Fee is a flat fee per recorded document. It is a statutorily authorized fee which must be recorded in a separate fund. This fund is used to help with costs associated with maintaining technologies and resources required for GIS development and maintenance. Currently Livingston County collects \$16 for each document recorded. Of that recording fee, \$14 is applied to the GIS Automation Fund. The remaining \$2 is applied to the Recorder Automation Fund.

Functions:

- Core GIS Databases: Develop and maintain the geographic information system for Livingston County, including administering and developing the parcel base data, tax district data, critical facility data, topography data, contracting for County-wide Digital Aerial Photography to enhance base maps, the development and governing of a logical enterprise based GIS interactive web application to allow public and organizational access to the GIS information.
- Coordination of GIS Activity: Manage and assist in the coordination of GIS activity across
 other County Departments and the public utilizing the County's GIS information. Review and
 enhance regional GIS coordination and data sharing with other governmental agencies for
 emergency response initiatives, comprehensive analysis, data driven decision support, and
 collaboration.
- **GIS Services:** Provide critical mapping support during emergencies, create maps for court cases, and produce required cadastral maps used by County Assessors, Realtors, Title Companies, and the general public. Conduce dataset creation in enterprise GIS for other governmental agencies, fire districts, and the general public. Develop and maintain interactive maps to provide transparency and ease of access to public information.

2018 Highlights:

Collaborated with the Assessment Office to complete the Change Detection Project;
 identifying land use changes as well as omitted structures throughout the County.

- Worked with Assessment Office to ensure all updates were completed prior to rolling to the next tax year.
- Continued to work in conjunction with the Cities and Villages to maintain their Map Viewers on site to ensure accurate, up-to-date data.

2019 Goals and Objectives:

- Work with the United States Census Bureau to conduct the 2020 Census Local Update of Census Address (LUCA) project.
- Complete all parcel updates successfully for deeds recorded in 2019 within 45 days of receiving documents from the Assessment Office.
- Assist departments with additional GIS integration, analysis, map production, and creation of
 interactive maps to improve efficiency, reduce cost, and provide additional information to the
 public.
- Review the cost study currently being conducted by the County Clerk's office to ascertain if an
 increase in the GIS recording fee is necessary to ensure the future development of the GIS
 system.
- Future goals include flying the County again in 2020 with EagleView to ensure current and accurate aerial photography base maps.

GIS AUTOMATION FEES FUND 293 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$56,973

GIS AUTOMATION FUND 293

Rev	enues	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Fees	and Charges for Services	80,512	79,634	80,895	72,976	65,500
Inte	rest	58	54	55	128	50
Tota	al	80,570	79,688	80,950	73,104	65,550

GIS AUTOMATION FUND 293

Expenditures	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Contractual Svcs	27,867	30,654	29,259	29,259	30,000
Transfer to General Fund	55,000	55,000	55,000	55,000	55,000
Total	82,867	85,654	84,259	84,259	85,000

Estimated Ending Fund Balance: \$37,523

2019 Revenue Budget Analysis: The fees for mapping have remained fairly consistent over the past few years, and since we have not yet determined if an increase in the recording fee is necessary, we don't anticipate those fees to increase for FY2019. Our charges for services has gone down a bit, as FY2017 was the last year of a 3-year contract with the townships. This will go back up when we fly the county again in FY2020 if those areas agree to contract with us again.

2019 Expenditure Budget Analysis: The Inter-Fund expenditure is the amount that is transferred to the General Fund every year, to defer the salary costs of the GIS Mapping Specialist in the Assessor's office and the costs of certain GIS Mapping expenses. The GIS Expenditures in FY2016 to FY2018 were for flight expenses (which are for a flight in FY2016 and paid over 3 years). Expenditures in 2019 are for an ESRI Parcel Fabric Conversion.

REGIONAL PLANNING & ZONING (DEPARTMENT 142)

Department Created By:

Classification: General Government

Background: The control of land use in the unincorporated areas of the county is administered through the Livingston County Regional Planning Commission Office. The Regional Planning Commission consists of member who are appointed by the County Board for a four year term. Meetings of the Commission are open to the public and are held in the evening on the first Monday of each month, at the Livingston County Courthouse.

Functions: ESTABLISHED BY COUNTY BOARD

- The office administers the traditional major land use controls through zoning and subdivision regulations. Zoning is a term applied to regulations that prescribe the manner in which land within the jurisdictional limits of the government body may be used or developed.
 Comprehensive land use plans, along with zoning and subdivision regulations, define permitted uses of land and buildings as well as the intensity of which land may be developed.
- Ongoing communication between the zoning administrator and the property developer, beginning when there is a proposed development. As well as providing information that property owners or developers may request, the Planning Commission office maintains the communications process by listening to proposals in an effort to make the land use regulation process as easy as possible.

2018 Highlights: Completed the most recent changes to the wind energy zoning regulations text amendments. This department worked on administrating multiple solar farm special use applications.

2019 Goals and Objectives: Continue work on administrating multiple solar farm special use applications. Work on increasing the efficiency of the office. Review the need to update any land use documents.

REGIONAL PLANNING & ZONING FISCAL YEAR 2019 BOARD APPROVED BUDGET

REGIONAL PLANNING DEPT 142

·	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Planning & Zoning Fees	5,969	4,969	6,000	4,000	6,000
Total Dept	5,969	4,969	6,000	4,000	6,000

REGIONAL PLANNING DEPT 142

	FY20:	•	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	47,0	28 30,778	41,951	33,800	42,333
Contractual Svcs	2,3	21 1,412	3,200	1,700	3,200
Commodities	7,9	89 8,657	10,750	8,200	10,750
Total Dept	57,3	38 40,847	55,901	43,700	56,283

2019 Revenue Budget Analysis: Difficult to determine, as revenue is dependent on property improvement activity. Anticipate property improvement similar as to the last year.

2019 Expenditure Budget Analysis: Plan to stay within budget guidelines.

Performance Indicators: Administration of the office as efficiently as reasonable.

Full Time Equivalents History:

FY 2015	FY 2016	FY 2017	FY 2018	FY2019
2.5	2.5	2.5	2	2

Department Organization:

Appointed Official: Charles Schopp

Zoning Commissioner

Zoning Assistant (1 Part-time)

Office Admin (1 Part-time)

ZONING BOARD OF APPEALS (DEPARTMENT 143)

Department Created By: State Statute for counties with zoning regulations and appointed by County Board.

Classification: General Government

Background: This is a statutory required board of appeals, pertaining to county zoning. This board of appeals is required to hold public hearings regarding variance, special use, zoning map amendment and zoning text amendment zoning cases.

ZONING BOARD OF APPEALS FISCAL YEAR 2019 BOARD APPROVED BUDGET

BOARD OF APPEALS DEPT 143

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	2,520	3,930	3,360	4,000	3,360
Contractual Svcs	0	0	0	0	0
Commodities	1,253	1,979	1,250	2,200	1,250
Total Dept	3,773	5,909	4,610	6,200	4,610

2019 Expenditure Budget Analysis: The budget is assumed on monthly meetings of the zoning board of appeals. So this budget is dependent on the number of meetings that are actually conducted by the zoning board of appeals.

MAINTENANCE - MULTIPLE DEPARTMENTS

Department Created By: Livingston County Board

Classification: General Government

Background: The Maintenance Department is responsible for the maintenance, repair, construction, cleanliness, and public safety of/in all buildings owned and operated by Livingston County. The Maintenance Department consists of 7 "departments" – a general maintenance department, a department for each of the 5 buildings, and a department for utilities. Each of these departments has its own budget.

Functions: ESTABLISHED BY COUNTY BOARD

- Building and Grounds The Maintenance Department is responsible for the repair and maintenance performed on County owned facilities including: housekeeping/custodial functions; repairs to roofs, windows, floors, plumbing, electrical, mechanical systems, and fire life safety. The department's responsibilities extend to grounds maintenance, which includes snow and ice removal from sidewalks and parking areas.
- **Equipment Maintenance** Responsible for making sure that all mechanical equipment is scheduled for and has preventative maintenance performed throughout the year.
- Conference Rooms Maintenance is responsible for the setup of conference rooms for meetings scheduled by departments. Set up includes making sure the required number of tables and chairs are available, set up and arranged in the format requested by the meeting sponsor.
- **Requests from Departments** All maintenance personnel are responsible for checking the maintenance e-mail account and setting up and prioritizing repairs and/or maintenance checks.

2018 Highlights

- Consolidated maintenance departments into 1; combining personnel and cross training employees for all buildings.
- ✓ Upgrade of Johnson Controls computerized program which manages the efficiency of HVAC program for the Law & Justice Center and the Historic Courthouse

2019 Goals and Objectives

- Get department back to fully staffed
- Continue cross training
- Change over to all LED light bulbs
- Train mechanics/laborers on HVAC system
- Train mechanics/laborers on the plumbing system at the Public Safety Complex
- Keep maintenance mechanics and laborers informed as new construction projects are happening

Performance Indicators:

Full Time Equivalents History:

FY 2015	FY 2016	FY 2017	FY 2018	FY2019
13	9.5	7.5	8	9

Department Organization Chart:

Department Official: Don Verdun

Facility Services Manager

Maintenance Mechanic (2 Full-time)

Maintenance Laborer (2 Full-time)

Custodians (3 Full-time, 2 Part-time)

MAINTENANCE – GENERAL FISCAL YEAR 2019 BOARD APPROVED BUDGET

MAINT-GENERAL DEPT 150

J	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	352,096	126,618	131,742	79 , 100	311,134
Contractual Svcs	11,873	6o , 848	48 , 796	52,450	51,796
Commodities	2 , 957	4 , 368	4,500	2,167	4,500
Total Dept	366,926	191,834	185,038	133,717	367,430

2019 Expenditure Budget Analysis: All Personnel Services were moved to the General Department (150) for FY2019. These were previously spread over 3 of the departments – General, Law & Justice Center, and Public Safety Complex (Jail). Other increases in personnel expenses stem from the merit increase and overtime. The only other increase in this budget was for training expense, which falls under Contractual Services.

MAINTENANCE – COURTHOUSE FISCAL YEAR 2019 BOARD APPROVED BUDGET

MAINT - COURTHOUSE DEPT 160

MAINT - COOKTHOOSE DELT 1 100					
	FY2016	FY2017	FY2018	FY2018	FY2019
	Actual	Actual	Budgeted	Estimated	Approved
Expenditures					
Personnel Svcs	0	0	0	0	0
Contractual Svcs	76 , 178	87,510	28,500	19,900	28,500
Commodities	6,445	7 , 686	4,500	6,500	4,500
Total Dept	82,623	95,196	33,000	26,400	33,000

2019 Expenditure Budget Analysis: Beginning in FY2018 the utilities expense was moved to the Facilities Systems department (185). There have been no other significant changes in these expenses over the last few years.

MAINTENANCE – LAW & JUSTICE CENTER FISCAL YEAR 2019 BOARD APPROVED BUDGET

MAINT-LAW & JUSTICE CENTER DEPT 165

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	0	104,466	106,454	109,554	0
Contractual Svcs	193,177	63,906	67,350	55,741	67,350
Commodities	6,255	6,388	9,500	7,194	9,500
Total Dept	199,432	174,760	183,304	172,489	76,850

2019 Expenditure Budget Analysis: (see previous analysis)

MAINTENANCE – PUBLIC SAFETY COMPLEX FISCAL YEAR 2019 BOARD APPROVED BUDGET

MAINT-PUBLIC SAFETY COMPLEX DEPT 168

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	0	84,724	84,337	88,552	0
Contractual Svcs	284,486	101,602	83,420	66,468	83,420
Commodities	2,904	1,625	7,050	3,000	7,050
Total Dept	287,390	187,951	174,807	158,020	90,470

2019 Expenditure Budget Analysis: (see previous analysis)

MAINTENANCE – WATER STREET FISCAL YEAR 2019 BOARD APPROVED BUDGET

MAINT-WATER STREET DEPT 175

,-	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	0	0	0	0	0
Contractual Svcs	16,508	32,070	12,000	6,800	12,000
Commodities	7,3 1 3	794	1,000	979	1,000
Total Dept	23,821	32,864	13,000	7,779	13,000

2019 Expenditure Budget Analysis: (see previous analysis)

MAINTENANCE – HEALTH & EDUCATION BUILDING FISCAL YEAR 2019 BOARD APPROVED BUDGET

MAINT-HLTH & EDU BLDG DEPT 490

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	0	0	0	0	0
Contractual Svcs	73 , 385	78,747	22,204	18,500	22,204
Commodities	8,000	4,302	4,500	3,867	4,500
Total Dept	81,385	83,049	26,704	22,367	26,704

2019 Expenditure Budget Analysis: (see previous analysis)

MAINTENANCE – FACILITIES SYSTEMS FISCAL YEAR 2019 BOARD APPROVED BUDGET

MAINT-FACILITIES SYSTEMS DEPT 185

	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Requested
Expenditures				
Electricity	225,515	272,000	256,000	272,000
Gas	52,083	136,000	93,600	136,000
Water & Sewer	59,238	62,000	64,000	62,000
Total Dept	336,836	470,000	413,600	470,000

2019 Expenditure Budget Analysis: The expenses for two of the buildings (Law & Justice Center and Safety Complex) were moved in FY2017. The remaining buildings' utilities were moved to this department beginning in FY2018.

SHERIFF (DEPARTMENT 200)

Mission Statement: The Livingston County Sheriff's Office Mission is to conduct business in the highest degree of effective and efficient practices to achieve its purpose of excellence in service to the residents of Livingston County Illinois. The foundation of this office is defined by its employee's honesty, moral standards, compassion, sincerity, and thoughtfulness. We will treat all citizens and fellow employees in a fair and equitable manner without regard to race, gender, religion, origin, physical or mental disability.

Department Created By: *Illinois Compiled Statutes* (55 ILCS 5/Div. 3-6) *Sheriff.*

Classification – Public Safety

Background: Per Illinois State Statute, each Sheriff shall be conservator of the peace in his/her county, and shall prevent crime and maintain the safety and order of the citizens of that county; and may arrest offenders on view, and cause them to be brought before the proper court for trial or examination. Additionally, the Sheriff shall have the custody and care of the courthouse and jail of his or her county.

Functions: MANDATED BY STATE STATUTE

- Administration: Is responsible for the management oversight of the Sheriff's office, and provides the leadership and administrative decisions for day to day operations. The following divisions of the Sheriff's department fall under the purview of administration: Records, Civil Process, Investigations, Proactive Drug/Gang unit, and Patrol.
- Corrections: (A) The Corrections Division is responsible for the detaining of individuals arrested and awaiting court proceedings: incarcerated individuals serving a sentence: and (B) Fulfilling contractual intergovernmental agreements with the United States Marshals Service and Cook County Sheriff's Office on housing Federal and Cook County detainees within our Corrections Facility for a fee.
- **Court Security:** Responsible for ensuring the safety of employees, the Law and Justice Center, and the general public transacting business within the Livingston County Law and Justice Center, including the Judicial Courts.

Functions: OPTIONAL SERVICES PROVIDED BY DEPARTMENT

- Community Service: The Sheriff's Department continually seeks opportunities to be involved with our community including, ALICE active threat training in schools, Touch a Truck program at schools, K-9 Demonstrations, Informational booths at Fairs, Classroom visits in schools and DUI demonstrations for Drivers Education.
- Animal Control: Enforcement of County and State Laws pertaining to animals within Livingston County. Collection of County fee's relating to Registration and Vaccinations. The Animal Control Division consists of two Deputies that perform Animal Control duties in

conjunction with their regular Patrol Functions. A Secretary dedicated to Animal Control Operations and one civilian part time Animal Control Officer.

2018 Highlights:

- Safer Schools Initiative completed which allows Law Enforcement to be able to view real time video at all of the Schools in Livingston County if a crisis situation would ever occur.
- Expanded on the P2D2 program which allowed our office to have a mobile collection box for County Residents to drop off their unused prescription medications.
- Created Transport Officer positions to alleviate some of the workload and overtime incurred transporting Federal Inmates to Court Proceedings and Hospital details.
- Successfully negotiated an increase in the per diem rates for federal inmates from \$55 a day to \$71 dollars a day.
- Began negotiations with the Federal Marshall's Service for the building of a Livingston County medical unit. This would increase revenue as well as alleviate the need to transport local inmates for medical treatment.

2019 Goals and Objectives:

- Continue to expand on the Sheriff's safer schools initiative with more training for officers and provide police presence in the schools that the Sheriff's office is responsible for.
- Finalize agreement with the Federal Marshall's service and the County board.

SHERIFF JAIL FISCAL YEAR 2019 BOARD APPROVED BUDGET

SHERIFF - DEPARTMENT 200

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Fees & Charges for Svcs	187,326	76,400	108,000	84,000	98,000
Intergovernmental	1,410,559	1,778,618	1,645,000	2,165,395	2,434,050
School Resource Officer Program	0	0	0	0	100,000
Other	2,800	3,200	4,000	3,200	4,000
Total Dept	1,600,685	1,858,218	1,757,000	2,252,595	2,636,050

SHERIFF - DEPARTMENT 200

- 10	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	1,906,670	1,899,899	1,797,928	1,780,176	1,985,255
Contractual Svcs	160,162	55,259	56,250	54,700	58,250
Commodities	227,789	86,102	84,750	82,500	88,450
Total Dept	2,294,621	2,041,260	1,938,928	1,917,376	2,131,955

JAIL DEPARTMENT 201

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	1,596,871	1,666,858	1,598,973	1,852,820	1,825,981
Contractual Svcs	441,529	504,675	498,945	652,000	713 , 945
Commodities	125,518	142,787	170,000	145,000	170,000
Total Dept	2,163,918	2,314,320	2,267,918	2,649,820	2,709,926

2019 Revenue Budget Analysis: Revenues for FY2019 are expected to remain similar to FY2018 in all of the above areas with the exception of the Out of County housing revenue. With the increase in the daily rates, that income is expected to increase approximately \$490,000. There is also added revenue for FY2019 from the School Resource Officer Program. A reimbursement from the schools will help to defray the costs of 2 new officers.

2019 Expenditure Budget Analysis: Personnel increases are from contractual increases between the Union and the County board as well as non-union standard increases. In addition, the Sheriff's Department budget has an increase in personnel due to the addition of two new officers for the School Resource Program. A part of this cost is being defrayed by the additional revenue. In the Jail's budget, a large portion of the personnel costs is overtime for Correctional and Patrol Officers that has resulted from Federal Inmate transports. Full-time and part-time positions for the Federal Inmate Transport team have been created to alleviate some of this overtime and also reduce the workload for the staff, however at this time we currently have only two part time employees for this position. Contractual services for inmate healthcare will increase due to wage negotiation agreements by \$239,548.41 and food service remains high, however the reward for this is far greater than the Expenditure.

ANIMAL CONTROL (DEPARTMENT 235)

Classification – Public Safety

Background: It is the mission of Livingston County Animal Control to provide professional, comprehensive, and effective enforcement of all pertinent State, County, and local citations of authority pertaining to animal control and care in partnership with those who live and work in Livingston County. Livingston County Animal Control has a vital impact on the quality of life as it pertains to all animals and pets.

Department Created By: Illinois Compiled Statues (510 ILCS 5/3) Animal Control Act

Function: MANDATED BY STATE STATUTE

 Provides rabies control through rabies registration. Enforces state and local laws regarding rabies vaccination and registration of dogs. Provides temporary shelter for stray, abandoned and unwanted animals.

ANIMAL CONTROL FISCALYEAR 2019 BOARD APPROVED BUDGET

ANIMAL CONTROL DEPARTMENT 235

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Requested
Revenues					
Animal Control Fees	62,050	60,828	58,000	56,000	58,000
Total Dept	62,050	60,828	58,000	56,000	58,000

ANIMAL CONTROL DEPARTMENT 235

ANTIMAL CONTINOL DEL ANTIMENT 235					
	FY2016	FY2017	FY2018	FY2018	FY2019
	Actual	Actual	Budgeted	Estimated	Requested
Expenditures					
Personnel Svcs	28,859	32,422	33,606	33,870	34,484
Contractual Svcs	44 , 675	45,415	52,000	43,000	52,000
Commodities	4,339	6,988	5,500	7,300	5,500
Total Dept	77,873	84,825	91,106	84,170	91,984

2019 Revenue Budget Analysis: Expected revenues for 2019 are similar to the 2018 revenues.

2019 Expenditure Budget Analysis: Expenditures for 2019 are expected to remain close to the same as 2018. The only exception would be purchasing supplies and equipment for the Emergency Animal Disaster Preparedness. These supplies would be stored for emergency purposes in case of a natural disaster that may displace companion animals for a short period of time, requiring a temporary shelter.

Full Time Equivalents History (Sheriff, Jail & Animal Control):

FY 2015	FY 2016	FY 2017	FY 2018	FY2019	
66	65	64	63	71	

Department Organization:

Elected Official: Tony Childress

Livingston County Sheriff

Chief Deputy: Earl Dutko

Captain: Michael Glowacki

Jail & Court Security Administrator: William Cox

Federal Jail Superintendent: Stu Inman

Patrol Lieutenants (2 Full-time)

Patrol Sergeants (4 Full-time)

Correctional/Court Security Sergeants (5 Full-time)

Sheriff's Deputies (16 Full-time)

Animal Control Deputies (2 Full-time)

Correctional Officers/Court Security (29 Full-time and 1 Part-time)

Federal InmateTransport Officers (2 Full-time, 4 Part-time)

Sheriff's Secretaries (3 Full-time)

Animal Control Secretary (1 Full-time)

ANIMAL CONTROL - LOW COST SPAY/NEUTER FEES - FUND 204

Fund Created By: Illinois Compiled Statute (510 ILCS 92).

Funded by: Animal Control Fees

Background: In 2005 the General Assembly passed the Illinois Public Health and Safety Animal Population Control Act [510 ILCS 92], also known as "Anna's Law", to create the Illinois Public Health and Safety Animal Population Control Program. Local veterinarians are encouraged to participate in this program and then they are reimbursed for their services.

Function: To work with local veterinarians to offer low cost spay/neuter for Livingston County residents who meet the eligibility requirements.

ANIMAL CONTROL LOW COST SPAY/NEUTER – FUND 204 FISCALYEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$90,098

ANIMAL CONTROL LOW COST SPAY/NEUTER FUND 204

		- '			
	FY2016	FY2017	FY2018	FY2018	FY2019
	Actual	Actual	Budgeted	Estimated	Approved
Revenues					
Fees	13,565	12,543	12,750	10,396	12,500
Interest	116	277	300	316	300
Total	13,681	12,820	13,050	10,712	12,800

ANIMAL CONTROL LOW COST SPAY/NEUTER FUND 204

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Contractual Svcs	2,650	4,925	10,000	14,024	12,000
Total	2,650	4,925	10,000	14,024	12,000

Estimated Ending Fund Balance: \$90,898

2019 Revenue Budget Analysis: Expected revenues for 2019 are similar to the 2018 revenues.

2019 Expenditure Budget Analysis: Through June of FY2018 we have seen about a 25% increase over FY2017, this is due to expansion of the program through a new ordinance. In FY2019 we expect to see an increase over FY2018, as more people become aware of the expanded program. The program is now broader including cats and shots/vaccinations for companion animals being spayed or neutered.

COURT SECURITY - FUND 263

Fund Created By: Illinois Compiled Statute 5/5-1103

Background: A county board may enact by ordinance or resolution for a court services fee dedicated to defraying court security expenses incurred by the sheriff in providing court services or for any other court services deemed necessary by the sheriff to provide for court security.

Classification: Special Revenue Fund

COURT SECURITY FUND 263 FISCALYEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$8,318

COURT SECURITY FUND 263

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Fees	58,490	52,655	60,000	49,517	50,000
Interest	21	22	20	11	11
Total	58,511	52,677	60,020	49,528	50,011

COURT SECURITY FUND 263

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Misc Expenses	0	0	0	0	0
Transfer to General Fund	55,000	55,000	60,000	50,000	50,000
Total	55,000	55,000	60,000	50,000	50,000

Estimated Ending Fund Balance: \$8,329

2019 Revenue Budget Analysis: The fees have remained fairly steady and no changes are expected for FY2019.

2019 Expenditure Budget Analysis: The only expense is a transfer to the general fund which varies slightly depending on the amount of revenue collected through the year.

SHERIFF DRUG TRAFFIC PREVENTION - FUND 280

Classification: Special Revenue Fund

Function: This fund is to collect fines (a percentage of the street value) in drug related cases. These funds are used for the purchase of drug prevention related materials such as anti-drug informational material and additional approved misc. expenses.

SHERIFF DRUG TRAFFIC PREVENTION FUND 280 FISCALYEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$14,534

SHERIFF DRUG TRAFFIC PREVENTION FUND 280

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Fees	718	5,186	800	5,037	1,000
Misc Revenue	50	0	0	0	0
Interest	5	4	3	7	5
Total	773	5,190	803	5,044	1,005

SHERIFF DRUG TRAFFIC PREVENTION FUND 280

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures			_		
Misc					
Expenses	0	0	0	2 , 399	2,500
Total	0	0	0	2,399	2,500

Estimated Ending Fund Balance: \$13,039

2019 Revenue Budget Analysis: The fines revenue has remained steady, however, in FY2017 there was a much larger fine than normal.

2019 Expenditure Budget Analysis: The expenditures will be used for printed anti- drug material, and equipment to be used for the prevention of drug violence and crimes.

ARRESTEES MEDICAL COSTS - FUND 281

Background: This fund is supported by a \$10 fine per criminal case which is ordered by the Judge.

Classification: Special Revenue Fund

ARRESTEES MEDICAL COSTS FUND 281 FISCALYEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$2,831
ARRESTEES MEDICAL COSTS FUND 281

Revenues	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Fees	5,643	5,103	7,000	5,952	7,000
Interest	5	3	3	2	3
Total	5,648	5,106	7,003	5,954	7,003

ARRESTEES MEDICAL COSTS FUND 281

ANNESTEES MEDICAE COSTS TOTAL 201	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures			J		
Transfer to General Fund	5,000	7,000	7,000	5,000	7,000
Total	5,000	7,000	7,000	5,000	7,000

Estimated Ending Fund Balance: \$2,834

2019 Revenue Budget Analysis: The fees have remained fairly steady and no changes are expected for FY2019.

2019 Expenditure Budget Analysis: The only expense is a transfer to the general fund which varies slightly depending on the amount of revenue collected through the year.

COUNTY CORONER (DEPARTMENT 210)

Mission Statement:

Department Created By: Illinois Compiled Statutes (55 ILCS 5/Div. 3-3) Coroner.

Classification - Public Safety

Functions: MANDATED BY STATE STATUTE

- Unexplained Deaths Every Coroner, whenever, as soon as he/she knows or is informed that the dead body of any person is found, or lying within his/her county, whose death is suspected of being: A sudden or violent death; A maternal or fetal death due to abortion or any death due to a sex crime or a crime against nature; A death where the circumstances are suspicious, obscure, mysterious or otherwise unexplained; A death where addiction to alcohol or to any drug that may have been a contributory cause; or A death where the decedent was not attended by a licensed physician; shall go to the place where the dead body is, and take charge of the same and shall make a preliminary investigation into the circumstances of the death.
- Motor Vehicle Deaths In cases of accidental death involving a motor vehicle in which the decedent was (1) the operator or a suspected operator of a motor vehicle, or (2) a pedestrian 16 years of age or older, the coroner shall require that a blood specimen of at least 30cc and if medically possible a urine specimen of at least 30 cc or as much as possible up to 30cc be withdrawn from the body of the decedent in a timely fashion after the accident causing the death to be tested for drugs and alcohol.
- All Other Deaths In all other cases coming within the jurisdiction of the coroner, blood and whenever possible, urine samples shall be analyzed for the presence of alcohol and other drugs. When the coroner suspects that drugs may have been involved in the death, a toxicological examination shall be performed which may include analyses of blood, urine, bile, gastric contents and other tissues.
- Autopsies A complete autopsy must be performed on all children under the age of two who die, and on anyone regardless of age, who dies while in police custody.
- Inquest In cases where the circumstances of death are unclear, an inquest may be held to

•	mine the manner of death	
2018 Highligl	nts:	
2019 Goals a	nd Objectives:	

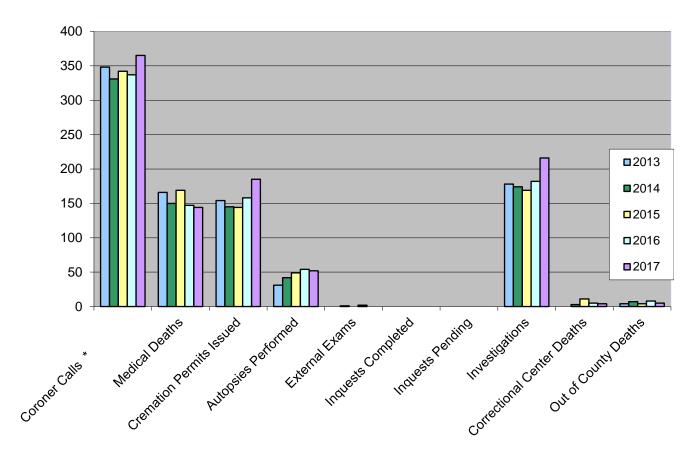
COUNTY CORONER FISCAL YEAR 2019 BOARD APPROVED BUDGET

COUNTY CORONER DEPT 210

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	117,024	79,166	97,000	103,362	104,374
Contractual Svcs	112,936	86,645	74 , 820	87,800	74,800
Commodities	13,763	9,797	15,200	9,100	12,200
Total Dept	243,723	175,608	187,020	200,262	191,374

2019 Expenditure Budget Analysis: Expenses have remained relatively unchanged, except for personnel costs. The increase reflects the 2% cost of living increase approved by the county board and also an increase in the Chief Deputy Coroner pay. The contractual services category includes all autopsy and coroner call expenses and also the expenses for training.

Performance Indicators:



CORONER CONTACTS

	INVEST	INQUESTS	MEDICALS	CREMATIONS	OUT OF COUNTY DEATHS	AUTOPSIES *	CORR CENTER DEATHS	TOTALS
2013	178	0	166	154	4	31	0	348
2014	174	0	150	145	7	42	3	331
2015	169	0	169	144	4	49	11	342
2016	182	0	147	158	8	54	5	337
2017	216	0	144	185	5	52	4	365
2018	149	1	84	110	0	26	1	233

^{*} Autopsies does not include External Exams

AUTOPSY EXPENSE

EXPENSE	2013-2014	2014-2015	2015-2016	2016- 2017
Removal (add charge for size and wait time)	\$220.00	\$220.00	\$220.00	\$235.00
	\$850.00	\$850.00	\$875.00	\$875.00
Pathologist Morgue Fee (add charge for Xrays, Xray Tech,Storage, Histology	\$235.00	\$235.00	\$235.00	\$235.00
Toxicology (Basic testing - added charges for further testing)	\$185.00	\$185.00	\$195.00	\$199.00
Pathologist Assistant	\$150.00	\$150.00	\$150.00	\$160.00
Transcriptionist	\$45.00	\$45.00	\$45.00	\$50.00

Removal - \$35.00 for large body; \$35.00/hr. for wait time.

Morgue Fee - \$10.00 per Xray; \$75.00 for Xray Tech; \$20.00 per day storage; Histology

varies

Toxicology - anything over Basic Testing is an added charge depending on the test.

^{**} Totals includes Investigations, Medicals and Out of County Deaths

Full Time Equivalents History:

FY 2015	FY 2016	FY 2017	FY 2018	FY2019
4	4	4	4	4

Department Organization:

Elected Official: Danny Watson

Livingston County Coroner

Chief Deputy Coroner: Julie Runyon

Chief Deputy Coroner: Jolaine Watson

Office Admin (1 Full-time)

Deputy Coroners (6 Part-time)

CORONER'S FEES - FUND 285

Department Created By: Illinois Compiled Statutes (55 ILCS 5 /Div. 4-7) Coroner.

Classification - Public Safety

Background: In 2010, the State of Illinois implemented Public Act 96-1161 which not only increased the coroner fees, but placed all fees collected in the normal operating duties of the Coroner into a special account to be used solely for the purchase of electronic and forensic identification equipment or other related supplies and the operating expenses of the coroner's office.

Function:

• Funds the purchase of electronic and forensic identification equipment and other equipment, supplies and expenses needed in the daily operations of the Coroner's Office.

CORONER'S FEES FUND 285 FISCALYEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$29,219

CORONER'S FEES FUND 285

20112112112121					
	FY2016	FY2017	FY2018	FY2018	FY2019
	Actual	Actual	Budgeted	Estimated	Approved
Revenues			-		
State Grant	5,350	4,499	5,000	4,477	5,000
Fees	8,070	16,402	17,355	12,050	11,100
Misc Revenue	6,487	548	650	500	650
Interest	11	17	20	19	20
Total	19,918	21,466	23,025	17,046	16,770

CORONER'S FEES FUND 285

Expenditures	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Transfer to General Fund	15,000	15,000	15,000	15,000	15,000
Total	15,000	15,000	15,000	15,000	15,000

Estimated Ending Fund Balance: \$30,989

2019 Revenue Budget Analysis: Fees include Autopsy Reports, Cremation Permits and Coroner's Fees due from the State of Illinois. This amount has been fluctuating over the last several years.

2019 Expenditure Budget Analysis: The only expense is a transfer to the General Fund to defray the expenses in the Coroner's department.

SOLID WASTE MANAGEMENT (DEPARTMENT 220)

Department Created By: County Board

Classification: Public Safety

Background: The Livingston County Solid Waste Management Plan was developed and approved by the Livingston County Board in 1994. The Solid Waste Management Plan references the host agreements Livingston County has negotiated with the Streator Area Landfill and the Livingston Landfill near Pontiac. The host agreements provide for long term disposal of waste generated within Livingston County, which is a valuable asset for the citizens of the county.

Functions: ESTABLISHED BY COUNTY BOARD

- Analyze and recommend long term waste management systems in Livingston County by addressing issues involving management of household wastes, waste reduction, recycling, reuse, landscape waste management, incineration, transfer stations, and the landfilling of waste.
- Evaluate the need for and type of programs available and feasible, both technically and economically, for recycling or reducing the amount of waste generated in the county.
- Assist in evaluating and administering the Ordinance. This Ordinance applies to the siting of landfills or landfill expansions, and other means of waste management. The Ordinance explains the manner in which Livingston County will evaluate new landfill are proposals.

2018 Highlights: Worked on extending the County Host Agreement with Republic Services. This office will continue the monitoring of landfill reporting documents. This department will work to administrate involvement in the new state electronic recycling clearinghouse program.

2019 Goals and Objectives: Continue monitoring landfill activities and reporting documents. Begin participating in the new state electronic recycling clearinghouse program.

SOLID WASTE MANAGEMENT FISCAL YEAR 2019 BOARD APPROVED BUDGET

SOLID WASTE MANAGEMENT DEPT 220

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	45,770	33,007	33,700	33,484	34,388
Contractual Svcs	30,914	32,379	43,700	43,300	43,700
Commodities	675	270	1,000	300	1,000
Total Dept	77,359	65,656	78,400	77,084	79,088

2019 Expenditure Budget Analysis: Plan to stay within the budgeted amounts.

Performance Indicators: Staying within the budget. Department engagement with partners. Department engagement in programs.

Full Time Equivalents History:

FY 2015	FY 2016	FY 2017	FY 2018	FY2019
1	1	1	1	1

Department Organization:

Appointed Official: Charles Schopp

Solid Waste Manager

EMERGENCY SERVICES & DISASTER AGENCY - ESDA (DEPARTMENT 230)

Mission Statement: To assist in coordination of functions as may be necessary to prevent, minimize, repair and alleviate injury and damage resulting from a natural or technological disaster.

Department Created By: Illinois Compiled Statutes (20 ILCS 3305/10) IL Emergency Management

Agency Act

Classification: Public Safety

Background: Per Illinois State Statute, each County shall maintain an Emergency Services and Disaster Agency that has jurisdiction over and serves the entire county, except as otherwise provided under the Illinois Emergency Management Agency Act.

Functions: MANDATED BY STATE STATUTE

Emergency Operation Planning – Each Emergency Services and Disaster Agency shall prepare
emergency operation plans for its geographic boundaries that comply with planning, review,
and approval standards promulgated by the Illinois Emergency Management Agency, Federal
Emergency Management Agency, Illinois and Federal Environmental Protection Agency, and
Emergency Management Professional Standards.

Functions: ESTABLISHED BY COUNTY BOARD

- Liaison Work as a liaison between Illinois Emergency Management Agency and local emergency management organizations in coordinating a disaster response and recovery operation.
- **Mitigation** One of the primary mitigation activities in Livingston County is controlled development of the unincorporated areas that are flood prone to help alleviate damage to property when a flood disaster occurs.
- Preparedness Programs or systems in existence prior to an emergency that can enhance response to an emergency. It is important to know what to do before, during and after a disaster to reduce fear, anxiety, damage, injury and death. Livingston County ESDA has information available to assist in preparing for fires, floods, tornados and winter storms.

2018 Highlights: Worked on meeting the State of Illinois (IEMA) requirements for emergency service programs.

2019 Goals and Objectives: Continue working to meet State of Illinois (IEMA) requirements, and work with partners to enhance the preparedness, response, recovery and mitigation programs for the county.

ESDA
FISCAL YEAR 2019 BOARD APPROVED BUDGET

ESDA DEPT 230

J	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
ESDA Salary Reimbursement	9,589	3,544	6,000	6,000	6,000
Total Dept	9,589	3,544	6,000	6,000	6,000

ESDA DEPT 230

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	12,999	13,203	13,485	13,394	13,755
Contractual Svcs	0	0	0	0	0
Commodities	3,710	2,618	7,000	3,000	7,000
Total Dept	16,709	15,821	20,485	16,394	20,755

2019 Revenue Budget Analysis: The revenue represents a portion of the ESDA Director's salary that is reimbursed by the State of Illinois.

2019 Expenditure Budget Analysis: The only increase in expenses is due to the approved 2% cost of living increase.

Performance Indicators: Being engaged with all local state and federal partners.

Full Time Equivalents History:

FY 2015	FY 2016	FY 2017	FY 2018	FY2019
1	1	1	1	1

Department Organization:

Appointed Official: Charles Schopp ESDA Director

CIRCUIT CLERK (DEPARTMENT 300)

Mission Statement: The mission of the Livingston County Circuit Clerk's Office is to serve the citizens of Livingston County and all participants of the judicial system with courtesy, efficiency, impartiality and in a timely, cost effective manner.

Department Created By: Illinois Compiled Statute (705 ILCS 105/) Clerks of Courts Act.

Classification – Judicial

Background: The Circuit Clerk is the administrative and clerical arm of the Circuit Court. The duties include maintaining official court records, recording documents for filing and appeals, serving as a source of data and information for various government agencies and the general public. The Circuit Clerk is responsible for collecting all fines, fees, costs and penalties assessed pursuant to state statutes and County Board resolutions, and distributing those monies on a monthly basis to the county, state, municipalities and townships.

Functions: MANDATED BY STATE STATUTE

- Court Documentation: The clerks shall attend the sessions of their respective courts, preserve all the files and papers thereof, except in cases otherwise provided by law, and perform all other duties pertaining to their offices, as may be required by law or the rules and orders of their courts respectively.
- Records: The clerks shall enter of record all judgments and orders of their respective courts, as soon after the rendition or making thereof as practicable. Unless otherwise provided by rule or administrative order of the Supreme Court, the respective Circuit Clerk shall keep in their offices the following books: (1) A general docket, upon which shall be entered all suits, in the order in which they are commenced; (2) Two well-bound books, to be denominated "Plaintiff's Index to Court Records", and "Defendant's Index to Court Records" to be ruled and printed substantially in a prescribed format; (3) Proper books of record, with indices, showing the names of all parties to any action or judgment therein recorded, with a reference to the page where it is recorded; (4) A judgment docket, in which all final judgments (except child support orders) shall be minuted at the time they are entered, or within 60 days thereafter in alphabetical order, by the name of every person against whom the judgment is entered; (5) A fee book, in which shall be distinctly set down, in items, the proper title of the cause and heads, the cost of each action, including clerk's, sheriff's, and witness' fees; (6) Such other books of record and entry as are provided by law, or may be required in the proper performance of their duties.

Functions: ESTABLISHED BY COUNTY BOARD

The fees of the Clerks of the Circuit Court in all counties having a population of not more than 50,000 inhabitants shall be provided by State Statute. In those instances where a minimum and a maximum fee is stated, the Clerk of the Circuit Court must charge the minimum fee listed and may charge up to the maximum fee if the County Board has by resolution increased the fee.

2018 Highlights: Per Supreme Court Order, electronic filing of civil cases was implemented January 1, 2018. Two public access computers are available in the office to assist the public with electronic filing. reSearchIL was implemented in the repository/unintegrated mode as of July 1, 2018. Once our case management system is certified we will progress to full integration.

2019 Goals and Objectives:

- Expand the Circuit Clerk's web page with helpful court information
- Work with the judges towards implementing Electronic Records in all civil cases
- Prepare for electronic filing of criminal cases
- Cross training of civil and criminal divisions

CIRCUIT CLERK FISCAL YEAR 2019 BOARD APPROVED BUDGET

CIRCUIT CLERK DEPT 300

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Circuit Clerk's Fees & Fines	653,237	672 , 177	665,000	588,700	590,000
Court Appointed Attorney	39,490	40,511	44,000	19,842	44,000
State's Attorney's Fees	27,455	32,845	34,000	31,400	34,000
Total Dept	720,182	745,533	743,000	639,942	668,000

CIRCUIT CLERK DEPT 300

CINCOTT CLERK DEI 1 300					
	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	396,306	358,547	331,684	327,800	361,851
Contractual Svcs	1,189	1,567	2,750	1,760	2,750
Commodities	18,998	17,610	23,200	17,000	23,200
Total Dept	416,493	377,724	357,634	346,560	387,801

2019 Revenue Budget Analysis: The Criminal and Traffic Assessment Act (PA 100-0987) will likely have an effect on revenue received from fines, fees and costs. The Bail Reform Act will continue to have an effect on revenue.

2019 Expenditure Budget Analysis: A decrease in expenditures related to the paper records should be expected once electronic files are implemented. A 2% cost of living increase in salaries is expected..

Performance Indicators: Annual case filings remain consistent.

Full Time Equivalents History:

FY 2015	FY 2016	FY 2017	FY 2018	FY2019
11.5	12.5	12	11	11

Department Organization:

Elected Official: LeAnn Dixon

Livingston County Circuit Clerk

Traffic/Criminal Division (Chief Deputy + 4 Full-time)

Archiving/Genealogy/Microfilm (1 Full-time)

Civil Division (2 Full-time)

Small Claims/Law/LM Division (1 Full-time)

Juvenile/Probate/Chancery Division (1 Full-time)

COURT SYSTEMS - FUND 261

Fund Created By: Illinois Compiled Statutes (55 ILCS 5/5-1101)

Classification - Judicial

Background: The Livingston County Board enacted a resolution to collect the following fees: for a Felony, \$50; for a Class A Misdemeanor, \$25; for a Class B or Class C Misdemeanor, \$15; for a Petty Offense or Business Offense, \$10. Also, a \$100 fee for the second and subsequent violations of Section 11-501 of the Illinois Vehicle Code (driving under the influence). Fees are to be paid by the defendant on a judgment of guilty or a grant of supervision.

Function: Additional fees to finance the court system.

CIRCUIT CLERK COURT SYSTEMS FUND 261 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$5,487

COURT SYSTEMS FUND 261

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Fees	24,220	25,145	30,000	25 , 656	26,000
Interest	11	10	10	6	6
Total	24,231	25,155	30,010	25,662	26,006

COURT SYSTEMS FUND 261

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Misc Expenses	0	0	0	0	0
Transfer to General Fund	25,000	25,000	30,000	25,000	25,000
Total	25,000	25,000	30,000	25,000	25,000

Estimated Ending Fund Balance: \$6,493

2019 Revenue & Expenditure analysis: The proceeds of all fees enacted under this statute (except for the \$100 fee for subsequent DUI violations) must be placed in the county General Fund and used to finance the court system in the county.

COURT AUTOMATION - FUND 262

Fund Created By: Illinois Compiled Statutes (705 ILCS 105/27) Circuit Clerk Automation Fund.

Classification - Judicial

Background: It is the function of the Court Automation Fund to establish and maintain an automated record keeping system in the Office of the Circuit Clerk. State statute allows for a court automation fee of no less than \$1 and not more the \$25 to be charged and collected on all cases. Currently \$20 is charged on all cases. These fees are to be used for any cost related to the automation of court records, including hardware, software, research and development, and personnel. Expenditures from this fund must be approved by the Circuit Clerk and the Chief Judge.

Function: Funds are to be used to establish and maintain an automated record keeping system in the Office of the Circuit Clerk. Covered costs include hardware, software, research and development, and personnel.

CIRCUIT CLERK COURT AUTOMATION FUND 262 FISCALYEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$133,574

COURT AUTOMATION FUND 262

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Fees	32,583	71,730	55,500	68,791	68,000
Interest	271	217	225	373	375
Total	32,854	71,947	55,725	69,164	68,375

COURT AUTOMATION FUND 262

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Misc Expenses	37,280	31,680	40,000	33,335	38,000
Transfer to General Fund	5,000	5,000	15,000	15,000	15,000
Total	42,280	36,680	55,000	48,335	53,000

Estimated Ending Fund Balance: \$148,949

2019 Revenue Budget Analysis: The fee to be paid to Court Automation was raised from \$5 to \$20, so revenues are significantly higher than 2016.

2019 Expenditure Budget Analysis: The increase in expenditures to cover additional costs for maintenance and license for computer programming necessary for electronic records and filing.

MAINTENANCE & CHILD SUPPORT

Fund Created By: Illinois Compiled Statutes (705 ILCS 105/27.1a) Fees for costs incurred to maintain child support orders for official record of the Court, supported by Livingston County Ordinance passed in 2003.

Classification - Judicial

Background: In child support and maintenance cases, the clerk, if authorized by an ordinance of the County Board, may collect an annual fee (up to \$36) from the person making payment for maintaining child support records and the processing of support orders to the State of Illinois KIDS system and the recording of payments issued by the State Disbursement Unit for the official records of the Court. This fee shall be in addition to and separate from amounts ordered to be paid as maintenance or child support and shall be deposited into a Separate Maintenance and Child Support Collection Fund, of which the clerk shall be the custodian, ex-officio, to be used by the clerk to maintain child support order and record all payments issued by the State Disbursement Unit for the official record of the Court.

Function: Individuals making child support or maintenance payments are required to pay an annual statutory fee to the Circuit Clerk. The amount of the annual fee in Livingston County is \$24 or \$2 a month.

CIRCUIT CLERK MAINTENANCE & CHILD SUPPORT FUND FISCALYEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$1,502 CIRCUIT CLERK MAINT & CHILD SUPPORT FUND

	FY2016 Actual	•	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Fees	6,334	4,125	4,750	3,770	3,500
Interest	6	6	0	6	6
Total	6,340	4,131	4,750	3,776	3,506

CIRCUIT CLERK MAINT & CHILD SUPPORT FUND

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures			J		
Misc Expenses	7	0	0	0	0
Transfer to General Fund	5,500	5,000	5,000	3,000	3,000
Total	5,507	5,000	5,000	3,000	3,000

Estimated Ending Fund Balance: \$2,008

2019 Revenue Budget Analysis: Revenues have been decreasing as payments are not being made and there has not been a formal process to enforce payment.

2019 Expenditure Budget Analysis: The only "expense" in this fund is a transfer to the General Fund to defray some of the Circuit Clerk's departmental expenses. The amount of the transfer is dependent on the amount of revenue that has been collected, so that amount has been decreasing as well.

E-CITATION FUND 283

Fund Created By: Illinois Compiled Statutes (705 ILCS 105/27.3e) Electronic Citation Fee.

Background: "Electronic Citation" means the process of transmitting traffic, misdemeanor, municipal ordinance, conservation, or other citations and law enforcement data via electronic means to a Circuit Clerk. The statute allows the Circuit Clerk to charge an electronic citation fee of \$5 to be paid by the defendant in any traffic, misdemeanor, municipal ordinance, or conservation case upon a judgment of guilty or grant of supervision. The Circuit Clerk is the custodian of this fund and will use the fund to perform the duties required by the office for establishing and maintaining electronic citations.

Function: The fee collected is used to defray the cost of establishing and maintaining electronic citations.

E-CITATION FUND 283 FISCALYEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$7,192

E-CITATION FUND 283

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Fees	954	870	696	496	596
Interest	3	4	4	4	4
Total	957	874	700	500	600

E-CITATION FUND 283

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Misc Expenses	0	0	0	0	0
Transfer to General Fund	5,500	5,000	5,000	3,000	3,000
Total	5,500	5,000	5,000	3,000	3,000

Estimated Ending Fund Balance: \$7,792

2019 Revenue Budget Analysis: The only revenue is the fee that is charged in the above mentioned cases. This has been dropping slightly over the last few years.

2019 Expenditure Budget Analysis: There are no expenses budgeted at this time.

DOCUMENT STORAGE FEES - FUND 290

Fund Created By: Illinois Compiled Statutes (705 ILCS 105/27.3c) Document Storage System.

Classification - Judicial

Background: It is the function of the Document Storage Fund to establish and maintain a document storage system and to convert the records of the circuit clerk to electronic storage. State statute allows for a court document fee of no less than \$1 and not more than \$25 to be charged and collected on all cases. Currently \$20 is charged on all cases. These fees are to be used for any cost related to the storage of court records, including hardware, software, research and development, and personnel.

Function: Funds are to be used for any cost related to the storage of court records, including hardware, software, research & development, and personnel.

CIRCUIT CLERK DOCUMENT STORAGE FEES FUND 290 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$150,579 DOCUMENT STORAGE FEES FUND 290

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Fees	16,448	46,357	35,000	49,887	48,000
Interest	368	361	300	5	5
Total	16,816	46,718	35,300	49,892	48,005

DOCUMENT STORAGE FEES FUND 290

J	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Misc Expenses	14,144	14,118	8,500	11,290	12,000
Transfer to General Fund	10,000	7,500	15,000	15,000	15,000
Total	24,144	21,618	23,500	26,290	27,000

Estimated Ending Fund Balance: \$171,584

2019 Revenue Budget Analysis: The fee to be paid to Document Storage was raised from \$3 to \$15, so revenues are significantly higher than in FY2016 and prior.

2019 Expenditure Budget Analysis: Increase in expenditures to cover costs for equipment necessary for electronic records and filing.

CIRCUIT CLERK OPERATIONS & ADMINISTRATION

Fund Created By: Illinois Compiled Statutes (705 ILCS 105/27.3d) Circuit Clerk Operation and Administrative Fund.

Classification - Agency

Background: Each Circuit Court Clerk shall create a Circuit Court Clerk Operation and Administrative Fund, to be used to offset the costs incurred by the circuit Court Clerk in performing the additional duties required to collect and disburse funds to entities of State and local government as provided by law. The Circuit Court Clerk shall be the custodian, ex officio, of this Fund and shall use the Fund to perform the duties required by the office.

CIRCUIT CLERK OPERATIONS & ADMINISTRATION FUND FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$38,552 CIRCUIT CLK OPERATIONS & ADMIN FUND

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Fees	7,540	8,846	8,000	9,000	8,000
Interest	17	16	15	15	15
Total	7,557	8,862	8,015	9,015	8,015

CIRCUIT CLK OPERATIONS & ADMIN FUND

Evmonditures	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures Misc Expenses	15,449	3,43 ²	1,000	1,500	6,000
Total	15,449	3,432	1,000	1,500	6,000

Estimated Ending Fund Balance: \$40,567

2019 Revenue Budget Analysis: The revenue comes from fines ordered by the Judge and fees taken. A percentage of these is to go to the Circuit Clerk Operations and Admin Fund.

2019 Expenditure Budget Analysis: Funds are to be used for items necessary to perform the duties required by the office.

STATE'S ATTORNEY (DEPARTMENT 310)

Mission Statement: Representing the People of the State of Illinois, the Livingston County State's Attorney's Office is charged with the duty to prosecute all crimes and represent the County in litigation, act as legal counsel to the County Board, Elected and Appointed Officials and all County Departments.

Department Created By: Illinois State Statute (55 ILCS 5/) Counties Code.

Classification - Judicial

Background: The Livingston County State's Attorney's Office is dedicated to protecting the rights and ensuring the safety of the citizens of Livingston County and supporting the functions of county government. To that end, the State's Attorney's office serves as prosecutor of any person or persons charged with violating the criminal statutes, traffic laws, or conservation laws of the State of Illinois. We support the building of partnerships with law enforcement and the community in an effort to achieve justice, protect crime victims, hold the guilty accountable and deter crime.

Functions: MANDATED BY STATE STATUTE

- **Prosecution:** To commence and prosecute all actions, suits, indictments and prosecutions, civil and criminal, in the circuit court for his/her county, in which the people of the State or county may be concerned.
- **Recovery of Debt:** To prosecute all forfeited bonds and all actions and proceedings for the recovery of debts, revenues, moneys, fines, penalties and forfeitures accruing to the State or the county, or to any school district or road district in this county.
- **County Department Representation:** To commence and prosecute all actions and proceedings brought by any county officer in his/her official capacity.
- **County Defense:** To defend all actions and proceedings brought against the county, or against any county or State Officer, in his/her official capacity, within this county.
- **Victim Witness:** Provides guidance and support to victims and victim's families during the prosecution of crime that was committed.

2018 Highlights:

- Started the transition of all County related legal issues in-house at the State's Attorney's Office thereby reducing the expenditures to outside legal counsel.
- Created a newly enhanced in-house continuing legal education program which will reduce the number of costly conferences and outside training for Assistant State's Attorneys.
- Re-established and improved upon relationships with County offices.
- Initiated and implemented the County's first Drug Court.
- Started a newly enhanced law enforcement training that provides free legal updates to County law enforcement thereby cutting costs for all law enforcement within the County and ensuring quality, localized training.
- Partnered with various schools within the County to provide school presentations to students on various topics (e.g. Bullying, Drugs, Alcohol, and Social Media Awareness).

- Partnered with the Dwight Police Department in the obtaining and implementation of a new police K-9.
- Partnered with the Fairbury Police Department in the obtaining and implementation of a new police K-9.
- Started a truancy diversion program to reduce the number of truancy cases that are filed in the Circuit Court of Livingston County.
- Revitalized and re-vamped the County's Criminal Forfeiture Program

2019 Goals and Objectives:

- Implement the County's first Misdemeanor Diversion Program.
- Provide training specific to the County's various K-9 handlers to allow those personnel to accomplish thorough and effective investigations for matters that the State's Attorney's Office ultimately prosecutes.
- Shift toward electronic case management as well as conduct statistical analysis of criminal dispositions and filings to better identify areas of focused prosecution.
- Increase in-house relevant legal education
- Build upon our professional reputation by being actively involved in continuing legal education efforts; including speaking at conferences and various seminars.
- Partner with inter-county agencies to share resources and reduce the redundancy of efforts.

STATE'S ATTORNEY FISCAL YEAR 2019 BOARD APPROVED BUDGET

STATE'S ATTORNEY DEPT 310

Revenues	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
State's Attorney Salary Reimb	144,677	144,677	144,677	145,898	148,340
Asst State's Attorneys Salary Reimb Total Dept	48,500 193,177	4,500 149,177	48,500 193,177	89,000 234,898	48,500 196,840

STATE'S ATTORNEY DEPT 310

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	494,278	544,199	530,207	545,582	556,480
Contractual Svcs	77,334	25,337	36,500	24 , 600	36,500
Commodities	23,848	26,757	25,500	21,000	25,500
Total Dept	595,460	596,293	592,207	591,182	618,480

2019 Revenue Budget Analysis: The State of Illinois reimburses the salary of the State's Attorney and a portion of the salaries of the Assistant State's Attorneys. The State's Attorney's salary was increased as of July 1st, 2018, so there is an increase in the amount that we are reimbursed. The increase in FY2018 for the Assistant's salaries is catching up on reimbursements that were missed in FY2017.

2019 Expenditure Budget Analysis: Personnel expenses make up 90% of the State's Attorney's budget. The increase reflects the 2% cost of living increase which was approved by the County Board and also a 2.2% increase in the State's Attorney's Salary which was given by the State of Illinois beginning July 2018. Contractual services consist of outsourced legal services, trial expenditures and appellate services and have been declining over the last two years.

Performance Indicators:	2017	2018 (Mid-Way)	2019 (Projected)
Traffic Cases Filed	4738	2565	4800
Criminal Misdemeanor Filed	359	144	360
Driving Under the Influence Filed	104	69	115
Criminal Felony Filed	372	190	365
Juvenile Abuse & Neglect Filed	17	18	25
Juvenile Delinquency Filed	39	19	35
Jury Trials Conducted	31	19	35

Full Time Equivalents History:

FY 2015	FY 2016	FY 2017	FY 2018	FY2019
9	9.5	9.5	9	9

Department Organization:

Elected Official: Randy Yedinak

Livingston County State's Attorney

1* Assistant State's Attorney - 1 Full-time

Assistant State's Attorney - 2 Full-time

Legal Secretaries (4 Full-time)

Victim/Witness Coordinator (1 Full-time)

VICTIM COORDINATOR - FUND 265

Classification - Judicial

Background: This fund is used solely for the purpose of offsetting a portion of the Victim/Witness Coordinator's salary. A grant is received from the State which is applied for every State fiscal year. The grant is then transferred out of this fund to the General Fund at the end of our fiscal year.

VICTIM COORDINATOR FUND 265 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$22,468

VICTIM COORDINATOR FUND 265

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
State Grant	20,900	22,642	20,900	20,926	20,900
Interest	50	168	100	177	160
Total	20,950	22,810	21,000	21,103	21,060

VICTIM COORDINATOR FUND 265

J	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Transfer to General Fund	18,000	18,000	18,000	18,000	18,000
Total	18,000	18,000	18,000	18,000	18,000

Estimated Ending Fund Balance: \$25,528

The only revenues to this fund are the State of Illinois grant and interest.

The only expenditure to this fund is a fund transfer at the end of the year.

STATE'S ATTORNEY DRUG TRAFFIC PREVENTION - FUND 270

Fund Created By: Public Act 86-1382 of the State of Illinois

Classification – Judicial

Background: On September 10, 1990, Public Act 86-1382 of the State of Illinois created the Illinois Drug Asset Forfeiture Procedure Act in conjunction with the Illinois Controlled Substances Act and Illinois Cannabis Control Act. Pursuant to these statutes, property may be seized by law enforcement when said property is connected to or used to facilitate a felony violation of the Controlled Substances Act or Cannabis Control Act. 12.5% of all monies and the sale of proceeds of all other property seized and forfeited under this Act shall be distributed to the Office the State's Attorney.

Functions: Proceeds received are to be used solely in the enforcement of laws governing cannabis and controlled substances, for public education in the community or schools in the prevention or detection of the abuse of drugs or alcohol; or at the discretion of the State's Attorney, in addition to other authorized purposes, to make grants to local substance abuse treatment facilities and half-way houses. Said proceeds are not intended to be an alternative means of funding the administration of criminal justice.

2018 Highlights:

- Funded the purchase of electronic tablets for attorneys within the office to aid in the research of statutes and case law relating to drug enforcement, drafting of criminal search warrants and charges relating to drug enforcement.
- Funded the purchase of 2018 Criminal Law and Procedure and 2018 Illinois Vehicle Code books for attorneys to aid in the prosecution of drug related crimes
- Funds donated to the Fairbury Police Department and the Dwight Police Department for purchase of and use of drug detecting K-9 officers

2019 Goals and Objectives: As of July 1, 2018, the Drug Asset Forfeiture Act underwent significant amendments. With those amendments will come new rules and regulations promulgated by the Director of the Illinois State Police. It is unclear at this point whether further restrictions will be placed on the use of these funds. Funds will be continued to be used to aid in the prosecution of drug related crimes unless otherwise directed.

STATE'S ATTORNEY DRUG TRAFFIC PREVENTION FUND 270 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$14,430

STATE'S ATTY DRUG TRAFFIC PREVENTION FUND 270

	FY2016 Actual	•	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Fees & Forfeited Funds	2,571	5,006	6,000	9,676	6,000
Interest	139	8	10	9	10
Total	2,710	5,014	6,010	9,685	6,010

STATE'S ATTY DRUG TRAFFIC PREVENTION FUND 270

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Services & Supplies	37,262	8,228	10,000	8,963	10,000
Total	37,262	8,228	10,000	8,963	10,000

Estimated Ending Fund Balance: \$10,440

2019 Revenue Budget Analysis: The revenue in FY2018 is higher than what is normally seen as there was a large forfeiture. This makes the revenue hard to predict but over the last several years, the total revenues have fallen around \$5,000.

2019 Expenditure Budget Analysis: There are a couple expenses that are paid from this fund regularly (cel phone expense for a county Pro-active Unit and data expense for tablets). Any other expenditures are for services or supplies that will aid in the prosecution of drug related crimes.

STATE'S ATTORNEY AUTOMATION - FUND 271

Fund Created By: Public Act 97-673 of the State of Illinois

Classification – Judicial

Background: On June 1, 2012, Public Act 97-673 of the State of Illinois created a State's Attorney Records Automation Fund for the purpose of offsetting the expenses of record keeping. A \$2 fee is to be paid by the defendant on a judgment of guilty or a grant of supervision for a violation of any provision of the Illinois Vehicle Code or any felony, misdemeanor, or petty offense and deposited into this fund.

Functions: Fees collected are to be utilized to offset the expenses of record keeping in the State's Attorney Office.

2018 Highlights:

- Funded the entirety of the State's Attorney's Office need for case file folders (approximately 2,000).
- Funded purchases of record keeping equipment.
- Implemented a new system in which all discovery tendered to the Livingston County Public Defender's Office is done so electronically

2019 Goals and Objectives:

With the shift towards electronic case management, funds will be used towards the cost of electronic systems used for viewing case files, exchanging discovery and filing documents electronically.

STATE'S ATTORNEY AUTOMATION FUND 271 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$12,165 STATE'S ATTY AUTOMATION FUND 271

Revenues	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Fees & Forfeited Funds	3,377	3,933	4,000	3,900	4,000
Interest	4	5	5	5	5
Total	3,381	3,938	4,005	3,905	4,005

STATE'S ATTY AUTOMATION FUND 271

Expenditures	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Services & Supplies	1,150	2,326	1,000	1,000	1,000
Total	1,150	2,326	1,000	1,000	1,000

Estimated Ending Fund Balance: \$15,170

2019 Revenue Budget Analysis: Fees have stayed consistent over the last several years and that is not expected to change at this time.

2019 Expenditure Budget Analysis: Funds will continue to be used to help with the shift towards electronic case management.

PUBLIC DEFENDER (DEPARTMENT 320)

Department Created By: Illinois State Statute (55 ILCS 5/3 – 4000) Counties Code.

Classification - Judicial

Background: The office of the Public Defender was created by State legislature based on the right to counsel and to due process guaranteed by the Constitution of the United States and the State of Illinois. Public Defenders are licensed attorneys appointed by the court to represent indigent defendants in criminal cases.

Functions: MANDATED BY STATE STATUTE

- Legal Defense: The Public Defender provides legal defense representation for felony, misdemeanor, traffic and juvenile delinquency cases. The General Assembly recognizes that quality legal representation in criminal and related proceedings is a fundamental right of the people of the State of Illinois and that there should be no distinction in the availability of quality legal representation based upon a person's inability to pay. Therefore, it is the intent of the General Assembly to provide for effective county public defender systems throughout the State and encourage the active and substantial participation of the private bar in representation of indigent defendants.
- **Juvenile Court:** The Public Defender provides legal counsel at the juvenile court for children and parents in abuse, dependency and neglect petitions.
- **Representation:** The Public Defender is also appointed to represent people subject to involuntary commitment, contempt and extradition proceedings.

2018 Highlights:

At the half year point of the 2018 budgetary year the Livingston County Public Defender's Office has seen an 23.8% increase in appoints of felony cases from 2017. Misdemeanor, traffic and juvenile appoints have stayed relatively normal to 2017 levels. In an effort to streamline the discovery process we have worked with the States Attorney's office to move to digital discovery in misdemeanor and traffic cases to speed the process up and reduce paper and copying expenses. In a cooperative effort with courts we have developed a plan that individuals appointed a public defender in traffic and misdemeanor cases receive an appointment with their attorney on the day the public defender is appointed.

2019 Goals and Objectives:

We will continue to seek out ways to move cases in an orderly and efficient manner. We are investigating expanding our available resources with the PC JIMS system with the Livingston County Circuit Clerks office. It is hoped that this would allow us greater and quicker access to filed documents. It would also make e-filing easier. Livingston County and the State of Illinois as a whole are requiring more and more types of pleadings to be done online.

PUBLIC DEFENDER FISCAL YEAR 2019 BOARD APPROVED BUDGET

PUBLIC DEFENDER DEPT 320

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Public Defender Salary Reimb	99,895	99,895	99,895	99,895	102,108
Total Dept	99,895	99,895	99,895	99,895	102,108

PUBLIC DEFENDER DEPT 320

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	216,142	233,044	218,504	235,114	223,181
Contractual Svcs	58,495	58,800	58,650	58,635	58,650
Commodities	4,283	4,046	4,775	3,400	4,775
Total Dept	278,920	295,890	281,929	297,149	286,606

2019 Revenue Budget Analysis: The County follows Illinois State Statute 55ILCS 5/3-4007 in meeting the requirements to receive the 66 and 2/3% reimbursement of the Public Defender's salary. This amount had remained the same for several years, however beginning in July 2018, there was an approved salary increase for the State's Attorney, which changes the Public Defender's salary as well as our reimbursement.

2019 Expenditure Budget Analysis: The increase to budgeted expenses is due to the approved 2% cost of living increase. All other expenses remained constant.

Full Time Equivalents History:

FY 2015	FY 2016	FY 2017	FY 2018	FY2019
2.5	2.5	2.5	2.5	2.5

Department Organization Chart:

Appointed Official: Scott Ripley

Livingston County Public Defender

Assistant Public Defender: Paul Mason

Legal Secretary (1 Full-time)

CIRCUIT COURT (DEPARTMENT 330)

Mission Statement: The Illinois Supreme Court is in the process of finalizing our mission statement. I do not expect it to be adopted until later next year.

Department Created By: Illinois Compiled Statute (705 ILCS 35/) Circuit Courts Act.

Classification - Judicial

Functions: MANDATED BY STATE STATUTE

- **Jury Commission:** The Jury Commission has a budget separate from the Court, but falls under the discretion of the Chief Judge. (See Jury Commission (Department 340)
- **Please see Exhibit 1:** The Circuit Court budget consists primarily of statutorily mandated expenses. These expenses depend in large part on factors outside the Circuit Court's control.

2018 Highlights:

- The number of jury trials has doubled since 2014. This is based upon a number of factors including the change in our State's Attorney. We anticipate that it will now level off in the area we have typically seen.
- We continue to see an increase in interpreter needs and fitness issues and believe the recommended budget adequately accounts for those trends.
- We expect the Pre-sentence Evaluation Fees line item to continue to increase to meet statutorily required evaluations for both pre-sentence reports, and now also pre-trial risk assessments which are needed for certain offenses when setting bond including primarily domestic violence related matters.
- Although our overall case filings have been trending downward, those numbers do not account
 for "closed" civil files that remain pending and take considerable judicial time (i.e. postdissolution child support and custody matters) and post-conviction matters in criminal cases.
 Also, the number of felony cases which are the most serious criminal cases is increasing.

2019 Goals and Objectives: Every effort is made to operate the judicial branch of government as fiscally conservatively and responsibly as possible for the taxpayers of Livingston County while at the same time ensuring the timely and effective administration of justice. Toward that end, we strive to submit budgets that are both reasonable and realistic and then work within those budgets. These recommendations represent our best estimate as to what is reasonably necessary to maintain the effective administration of justice for the people of Livingston County.

CIRCUIT COURT FISCAL YEAR 2019 BOARD APPROVED BUDGET

CIRCUIT COURT DEPT 330

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Reimb for Interpreter Fees	0	0	0	1,800	0
Total Dept	O	0	0	1,800	o

CIRCUIT COURT DEPT 330

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	118,248	107,021	111,500	112,500	114,659
Contractual Svcs	157,005	102,864	145,800	110,400	145,800
Commodities	25,236	19,171	22,000	18,500	22,000
Total Dept	300,489	229,056	279,300	241,400	282,459

2019 Revenue Budget Analysis: Reimbursement from the State of Illinois. We are uncertain how long we will be receiving this reimbursement and as such, we did not budget an amount for FY2019.

2019 Expenditure Budget Analysis: (See Exhibit 1)

Full Time Equivalents History:

_	FY 2015	FY 2016	FY 2017	FY 2018	FY2019
	4.25	4.25	3.5	4.25	4.25

Department Organization:

Elected Official: Jennifer H. Bauknecht

Resident Circuit Judge

Appointed Official: Robert M. Travers

Associate Circuit Judge

Elected Official: Mark A. Fellheimer

Circuit Judge at Large

Judicial Secretaries (3 Full-time)

Bailiffs & Matrons (7 Part-time)

- The Livingston County Circuit Court is one of 5 counties within the Eleventh Judicial Circuit. The Chief Judge of the Circuit oversees the operations of all counties within the Circuit. Each county or division therein has a presiding judge. Judges are assigned to the county by the Supreme Court and pursuant to census data. Judicial salaries are paid by the State with a nominal contribution from the county. Currently, we have 3 judges assigned to regularly hear cases in Livingston County.
- The Circuit Court Department has 3 full-time judicial secretaries who report to their respective judges. No overtime is expected.
- The Circuit Court Department also has several part-time jury bailiffs & matrons. We estimate approximately 1000 jury bailiff hours each year, but that number varies greatly depending on the number and length of jury trials. Bailiffs and Matrons are paid hourly with no benefits. No overtime is expected.

EXHIBIT 1

Spec. Pros. Fees:

55 ILCS 5/3-9008(a): "Whenever the State's attorney is sick or absent, or unable to attend, or is interested in any cause or proceeding, civil or criminal,...the court...may appoint some competent attorney to prosecute or defend such cause...

(c) ... Prior to the signing of an order requiring a county to pay for attorney's fees or litigation expenses, the county shall be provided with a detailed statement of the invoice describing the fees.."

Jurors Fees:

55 ILCS 5/4-11001: "Each county shall pay to grand and petit jurors for their service in attending courts the sum of...". The circuit judges in each circuit shall prescribe by rule the times of calling grand and petit juries in each of the counties of the circuit and the periods for which the jurors shall serve. (705 ILCS 35/4).

PSI Eval Fees:

730 ILCS 5/5-3-1: "A defendant shall not be sentenced for a felony before a written presentence report of investigation is presented to and considered by the court...[can be waived EXCEPT in felony sex offense cases]...

...5/5-3-2(b): "The investigation shall include a physical and mental examination of the defendant when so ordered by the court...The cost of such examination shall be paid by the county in which the trial is held...In cases involving felony sex offenses in which the offender is being considered for probation...the [presentence] investigation shall include a sex offender evaluation by an evaluator approved by the Board."

Transcript Fees/ **Reporter Supplies** & Equip.:

705 ILCS 75/6: "The reasonable fees of a court reporter incurred in preparing the transcript of proceedings for purposes of appeal in cases in which a minor had been found to be abused, neglected or dependent shall be fixed by the court...Any portion of such fees which the person is unable to pay shall be paid from the general fund of the county."

Court Appt. Counsel: 725 ILCS 5/113-3: (a) "Every person charged with an offense shall be allowed counsel...In all cases, except where the penalty is a fine only, if the court determines that the defendant is indigent and desires counsel, the Public Defender shall be appointed as counsel. (b)If ... the court finds that the rights of the defendant will be prejudiced by the appointment of the Public Defender, the court shall appoint as counsel a licensed attorney at law of this State...(c) Upon the filing with the court of a verified statement of services rendered the court shall order the county treasurer of the county of trial to pay counsel other than the Public Defender a reasonable fee."

Court Appt Phys:

725 5/104-11(b): "Upon request of the defendant that a qualified expert be appointed to examine him or her to determine prior to trial if a bona fide doubt as to his or her fitness to stand trial may be raised, the court, in its discretion, may order an appropriate examination...the **court shall enter an order on the county board to pay such expert a reasonable fee** stated in the order".

725 ILCS 5/104-13(e): "Upon request by the defense and if the defendant is indigent, the court may appoint, in addition to the expert or experts chosen pursuant to subsection (a) of the Section, a qualified expert selected by the defendant to examine him and to make a report...upon the filing with the court of a verified statement of services rendered, the court shall enter an order on the county board to pay such expert a reasonable fee stated in the order."

Interpreter Fees:

CRIMINAL CASES: 725 ILCS 140/1: "...If the court finds the accused incapable of so understanding or so expressing himself, the court shall appoint an interpreter for the accused..." 140/3: "The courts shall determine a reasonable fee for all such interpreter services which shall be paid out of the general county funds."

CIVIL CASES: 735 ILCS 5/8-1403: "Whenever any person is a party or witness in a civil action in this State, the court shall, upon its own motion or that of a party, determine whether the person is capable of understanding the English language and is capable of expressing himself or herself in the English language so as to be understood directly by counsel, court, or jury. If the court finds the person incapable of so understanding or so expressing himself or herself, the court shall appoint an interpreter for the person whom he or she can understand and who can understand him or her. All appointments for court interpreters in civil matters shall be pursuant to the Illinois Supreme Court Language Access Policy..."

Illinois Supreme Court Language Access Policy, Section 9: "No fee shall be charged to any Limited English Proficient Person for the appointment of an interpreter...The cost of providing interpreter services shall be the responsibility of the county or court that has jurisdiction over the judicial proceeding for which the interpreter was appointed. In determining the amount of compensation to be paid to the interpreter, the presiding judicial officer shall follow the fee schedule for interpreters established by the chief circuit judge. (Note- we can and do apply for reimbursement through the Supreme Court whenever possible).

JURY COMMISSION (DEPARTMENT 340)

Department Created By: (See Circuit Court)

Classification - Judicial

Function:

• A list of all Illinois driver's license, Illinois Identification Card, and Illinois Person with a Disability Identification Card holders, all claimants for unemployment insurance, and all registered voters of the county is prepared for use in selecting eligible citizens for their civic duty of serving as a juror. The Jury Commission is responsible for notifying all selected jurors, and maintaining record of the time spent as a juror, and the mileage traveled in order to reimburse the juror.

JURY COMMISSION FISCALYEAR 2019 BOARD APPROVED BUDGET

JURY COMMISSION DEPT 340

30K1 COMMISSION DEL 1 340					
	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	10,386	8,787	13,365	10,600	14,562
Contractual Svcs	0	0	0	0	0
Commodities	6,783	6,153	6,400	6,600	7,000
Total Dept	17,169	14,940	19,765	17,200	21,562

2019 Expenditure Budget Analysis: The increase in budgeted expenses is due to the additional 2% in Personnel Expenses. There was also an increase to the commodities line item for FY2019. This is due to an increase in the cost of mailings to potential jurors.

Full Time Equivalents History:

FY 2015	FY 2016	FY 2017	FY 2018	FY2019
1.0	.5	.5	.5	.5

Department Organization:

Elected Official: Jennifer H. Bauknecht

Resident Circuit Judge

Jury Clerk (1 Part-time)

Jury Commission (3 Members – per diem)

LAW LIBRARY - FUND 260

Fund Created By: per State Statute 55 ILCS 5/5-39001.

Classification - Judicial

Background: The Law Library is funded by fees as prescribed and set by Senate Bill 0103.

Function: Provides access to necessary legal information to attorneys and self-represented litigants.

CIRCUIT COURT LAW LIBRARY FUND 260 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$3,080

LAW LIBRARY FUND 260

Revenues	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Fees	19,275	18,418	17,500	15,155	17,500
Interest	3	7	5	5	5
Total	19,278	18,425	17,505	15,160	17,505

LAW LIBRARY FUND 260

Expenditures	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Misc Expenses	13,396	17,285	18,000	19,000	18,000
Transfer to General Fund	2,099	1,917	2,150	2,085	2,150
Total	15,495	19,202	20,150	21,085	20,150

Estimated Ending Fund Balance: \$435

2019 Revenue Budget Analysis: The revenue consists of fees that are collected in court cases.

2019 Expenditure Budget Analysis: The expenses are for the on-line information services and/or books. There is also a transfer to cover personnel/administrative expenses.

COURT SERVICES (DEPARTMENT 350)

Mission Statement: The primary mission of the Livingston County Probation Department is to enhance community safety by holding offenders accountable while guiding them with the use of rehabilitative tools, resources and services to improved decision making with the goal of a safe, productive and law-abiding future.

Department Created By: Illinois Compiled Statutes (730ILCS 110 (Adult) and 705 ILJCA (Juvenile))

Classification: Judicial

Background: Court Services provides probation supervision and other services for adult and juvenile offenders as required by statute and determined by the local Circuit Court and the Chief Judge of the 11th Judicial Circuit.

Functions: MANDATED BY STATE STATUTE

- Probation Services: Court Services primary responsibilities are to serve the courts, to take
 charge of and watch over persons sentenced to probation and to preserve complete and
 accurate records of all cases served. The Probation Department recognizes that crime is an
 injury which harms the victim, community and offender and that recognition drives our mission
 and work. Additional duties specifically required by state statute include:
- **Pre-Trial and Pre-Sentence Investigations:** Investigations of the background of a person as ordered by the Court specifically including a history of criminal involvement and other life aspects to aid the Court in judicial decision making.
- **Community Service Program:** A program of reasonable public or community service for those offenders ordered to complete public service work by the Court
- Administrative Sanction Program: A program of swift, certain, consistent and graduated sanctions used to address lesser and technical violations by supervised offenders that considers the risk to the community and the needs of offender in imposing correctional interventions with a goal of increasing positive behavior and compliance with court orders, and preserving valuable Court time and attention for serious violations and those offenders unwilling to work with Court Services.
- Recovery Court Programs: Programs that provide a team-oriented supervision and court
 experience for specialized populations (Veteran's, Drug, and Mental Health) that involve
 intense and comprehensive supervision and treatment with incentives for positive behavior and
 immediate and graduated sanctions for non-compliance. These programs generally show a higher
 percentage of treatment success than standard supervision and use fewer resources that
 incarceration.
- Probation Service Fee Fund: Court Services is responsible for special fees collected by persons sentenced to probation as ordered by the Court. These fees may be spent upon approval of the Chief Judge of the Judicial Circuit. Funds may supplement but not supplant the expenditure of county general funds and should primarily be used to provide services to or support programs that benefit offenders.

Functions: MANDATED BY THE COURT

- Electronic Monitoring Drug Testing: Programs which utilize technology and in-person intervention to monitor for alcohol and drug use (thus presumably deterring use). Current programs utilize electronic, urinalysis and breath monitoring for alcohol use and urinalysis, dermal and hair monitoring for drug use. All offenders on probation (as well as select offenders released on bond, Court Supervision and Conditional Discharge) are subject to monitoring.
- **Victim Impact Panel:** An educational program conducted by victims of impaired driving and professionals in related fields of social work with the goal of educating and intervening to prevent future incidents of Driving Under the Influence of alcohol or drugs.
- Juvenile Intake Screening (Preliminary Conferences): A program that involves investigation by a Probation Officer of the background and circumstances of all juveniles accused of committing a crime with the goal of determining if diversion from the formal court system is appropriate. All information collected is shared with the State's Attorney, who retains the authority to make prosecution, and must concur in the diversion. Diversion also preserves valuable Court time for situations requiring Court intervention.
- Juvenile Pre-Trial Supervision: A voluntary program available to juveniles for whom it has been deemed appropriate by Probation and the State's Attorney including written apologies, restitution, community service, any needed counseling or services and a period of supervision by a Probation Officer. If completed successfully the program provides the minor the opportunity of diversion from the formal court system, and the acquiring of a record of involvement in that system.

2018 Highlights:

Several goals have been achieved thus far during FY18 including:

- 1. The Livingston County Drug Court achieved certification by the Administrative Office of the Illinois Courts. Certification is required for ongoing operation and our program was the first in the 11th Judicial Circuit to be certified, which serves to ensure that the program is evidence-based with quantifiable results and utilizes consistent and professional policies and procedures.
- 2. The Department Supervisor position has been filled for the first time in 3 years returning the Department to leadership by a management team, which enables continual management by an officer outside the collective bargaining unit and allows for cross training and transition planning in the event of a planned or unplanned leadership change.
- 3. Continual progress was made in the transition of our local bond procedure to one that is primarily evidence-based and takes into consideration risk for re-arrest at the time bond is set. Traditionally the Department has been ordered to occasionally prepare bond investigations detailing the background of an individual charged with a crime for the purposes of that information being utilized by the Court to determine an appropriate amount of cash bond. Recently the number of investigations ordered has increased from an average of one every other month to two per month.

Several years ago legislation required that in some instances those bond investigations include the use of an evidence-based assessment to provide the Court with an actual calculated level of risk for re-arrest in addition to the historical information. This year a partnership was developed with the Institute for Human Resources to complete the assessment portion of the investigation. Court Services still completes the criminal history portion. All of the collected information is provided to the Court for consideration at the bond hearing.

Procedures were also streamlined to allow for an anticipated continued increase in the number of investigations ordered.

2019 Goals and Objectives:

- 1. The development of a Livingston County Veteran's Court. Legislation requires that all jurisdictions have a Veteran's Court, a specific type of recovery court that serves veterans of the Armed Forces. Currently Livingston County is a partner in the circuit-wide program that serves the 11th Judicial Circuit and is housed in McLean County. Becoming involved in that program allowed the county to meet the legislature-mandated deadline for involvement of 01-01-18. However, as the weekly court hearings and meetings are held in McLean County, local resources are strained to ensure attendance of all involved parties (defendant, probation, prosecutor, public defender, treatment providers, etc.). Since the Livingston County Drug Court is in place and is built on a similar model it is believed we can develop a local Veteran's program as an option of that program, which is held locally, and would conserve resources and make program usage much more efficient and manageable for all parties involved.
- 2. Consideration for expansion of the community service program. Some time ago the role of Court Services in the completion of court-ordered community service was reduced to one of verification of hours completed and being a resource to offenders unable to locate a work site on their own. Historically the Department was more involved with offenders as they located a work site, arranged a work schedule and completed their work. The Department also operated its own work site which cleaned areas of the downtown, completed work for the county maintenance department and was able to complete special projects for local activities and organizations. We will evaluate the possibility of a return to our historical role which will allow us to offset an ongoing loss of worksites, address an increase in the number of hours ordered to be completed by elderly and disabled individuals, again serve as a resource to the county maintenance department and assist with a growing number of local activities and events.
- 3. The development of a local Victim Impact Panel. Several years ago Court Services partnered with a not-for-profit organization from Springfield to bring a panel to Pontiac, allowing local offenders who are required to complete a program to do so without traveling (the majority do not have valid driver's licenses). Court Services plans a partnership with the Institute for Human Resources to develop a local panel which would involve a larger number of victims and updated educational information, as well as allow local victims to invest in change and play a role in hopefully preventing future occurrences of Driving under the Influence in Livingston County.

COURT SERVICES FISCAL YEAR 2019 BOARD APPROVED BUDGET

PROBATION & COURT SERVICES DEPT 350

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Probation Officer Salary					
Reimb	36,000	66,000	38,000	39,000	33,200
Probation Grants in Aid	185,841	318,504	325,000	298,000	245,536
Probation/Court Services Fees	3,315	825	1,500	1,500	1,500
Total Dept	225,156	385,329	364,500	338,500	280,236

PROBATION & COURT SERVICES DEPT 350

	FY2016 FY201 Actual Actua		FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Svcs	649,482	610,182	618,046	609,522	635,879
Contractual Svcs	92,933	67 , 167	103,550	82,960	94,400
Commodities	35,077	30,197	26,000	33,140	34,000
Total Dept	777,492	707,546	747,596	725,622	764,279

2019 Revenue Budget Analysis:

Revenue collected by Court Services consists of Probation Fees and monies received from the State of Illinois as statutorily-required reimbursement of county costs to operate the Court Services Department. For detailed information regarding probation fees see the section relative that Fund.

In the instance of state reimbursement, notification has been received which suggests a reimbursement level of \$278,736 for SFY 2019. While this represents a reduction of 15% from last year's reimbursement level, it represents an amount similar to the amounts received in fiscal years 2014 and 2016.

2019 Expenditure Budget Analysis:

FY 2018 spending is on track with our submitted budget, with end of June spending reflecting 54.5% of the budget expended with 58% of the year complete. Final expenditures are anticipated to be less than the amount budgeted.

Court Services has submitted a FY 2019 budget with expenditures of \$764,279, representing a 2% cost of living increase from the FY 2018 budget, driven solely by anticipated wage increases. Certain other line items were increased or decreased based upon trends in that particular expenditure. Overall, although a slight increase from last year, the FY 2019 budget request remains lower than most recent requests and represents an amount consistent with pre-2011 Department spending.

No capital purchases are anticipated in FY 2019.

Performance Indicators:

	2016	2017	2018
<u>Item</u>	<u>Actual</u>	<u>Actual</u>	<u>Proj.</u>
Court Investigations	143	114	124
Diversion Investigations	267	208	308
Impact Panel Attendance	58	58	84
Actively Supervised	590	872	1030
Public Service Ordered	34,471	41,812	36,412

^{*}Information is only reflected from 2016 forward to ensure continuity and consistency of data as the Department procured new data management software in late 2015.

Full Time Equivalents History:

FY 2015	FY 2016	FY 2017	FY 2018	FY2019
13.5	13	13	13	13.25

Department Organization:

Appointed Official: Ron Baker

Director/Chief Probation Officer

Supervisor: Erick Mund

Senior Probation Officers (2 Full-time)

Probation Officers (7 Full-time)

Office Admins (2 Full-time, 1 Part-time)

PROBATION SERVICES FEES - FUND 264

Fund Created By: Illinois State Statute 730/ILCS 110/15.1

Classification - Judicial

Background: The Probation Services Fees Fund contains monies collected from persons supervised by Court Services. Fees may only be spent upon approval of the Chief Judge. Funds may supplement but not supplant county general funds.

Function:

• Funds are to be used to provide services to and/or support programs for offenders under the supervision of Probation and Court Services Department.

PROBATION SERVICES FEES FUND 264 FISCALYEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$154,320 PROBATION SERVICES FEES FUND 264

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Fees	122,196	89,809	118,500	94,417	91,200
Interest	665	525	525	471	400
Misc Revenue	0	1,701	0	0	0
Total	122,861	92,035	119,025	94,888	91,600

PROBATION SERVICES FEES FUND 264

I KODATION SERVICES I EEST OND 204					
	FY2016	FY2017	FY2018	FY2018	FY2019
	Actual	Actual	Budgeted	Estimated	Approved
Expenditures					
Professional Svcs	30,124	18,743	20,000	15,000	25,000
Capital & Equipment	59,172	11,359	0	9,000	0
Misc Expenses	0	10,426	0	5,310	5,000
Transfer to General Fund	48,146	80,785	141,773	80,000	80,000
Total	137,442	121,313	161,773	109,310	110,000

Estimated Ending Fund Balance: \$135,920

2019 Revenue Budget Analysis:

Probation Fees are authorized by statute and collected from offenders (two types of fees are assessed – a one-time \$10 per case fee assessed on all criminal cases and a \$25 per month fee assessed of all offenders actively supervised).

It is very difficult to predict the amount of Probation Fees to be collected in advance - it is dependent upon the number of cases filed, the monthly amount ordered by the Court for cases actively supervised (discretion exists to order a lesser monthly amount when an offender does not have the ability to pay) and the amount actually paid by offenders. However, it is anticipated that the amount of fees collected in FY 2019 will be reduced – both as currently legislation is in effect that would eliminate the \$10 fee per case filed on 07-01-19 – and due to the anticipated continuation of an overall downward trend.

As a representative sample, amounts collected between 2014 and 2016 varied between \$124,039 and \$122,861.

2019 Expenditure Budget Analysis:

Spending of \$143,462 is anticipated during CFY 2019. This spending consists of various direct services for clients, programming and operational costs. In all Court Services fully supports the expenditures of four line-items of our budget, and partially supports the spending in an additional four line items from the Probation Fee Fund. Excess fees collected in past years are held in a CD; those monies had grown to a level that allowed Court Services to make needed capital purchases from the Fund over the past 3 years (as opposed to obligating General Fund monies). The ability to do that in the future is likely to decline, but no significant capital purchases are anticipated for some time. It remains a goal to maintain a balance in the Fund equivalent to the spending of a typical year

Statutorily, Court Services is allowed to assist the county General Fund in coverage of salary expenditures in any year in which the Department is not "fully funded" by the State. Seldom has the Department been fully funded – and generally as a result we have funded the salary costs of one position from the Fee Fund. It is anticipated we will be able to do that for CFY 2019 as well.

Classification: General Government

TORT JUDGMENT FUND 101 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$558,693

TORT JUDGMENT FUND 101

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Property Taxes	379,445	377,739	655,000	655,000	600,000
Interest	669	531	300	300	300
Total	380,114	378,270	655,300	655,300	600,300

TORT JUDGMENT FUND 101

TORT JODGINETTI TOTAL 101					
	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures	Actour	Actour	Dougeteu	Estimated	Approved
Bonds	180	3,836	4,000	3,000	4,000
Insurance	517,821	525,934	549,500	525,338	556,600
Miscellaneous	500	5,500	500	0	500
Transfer to General Fund	25,000	25,000	25,000	25,000	25,000
Total	543,501	560,270	579,000	553,338	586,100

Estimated Ending Fund Balance: \$572,893

2019 Revenue Budget Analysis: Tort Judgment & Liability is funded by a property tax levy against the assessed valuation of properties in Livingston County.

2019 Expenditure Budget Analysis: The expenses paid from this fund include Bonds (Notary and Public Official) and Insurance (Auto and General Liability) and Workmen's Compensation. There is also a transfer back to the General Fund at the end of each fiscal year.

Classification: General Government

UNEMPLOYMENT INSURANCE FUND 102 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$86,085 UNEMPLOYMENT INSURANCE FUND 102

Revenues	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Property Taxes	10,003	29,879	30,000	30,000	30,000
Interest	334	213	250	200	200
Total	10,337	30,092	30,250	30,200	30,200

UNEMPLOYMENT INSURANCE FUND 102

	FY2016 Actual	FY2017 Actual		FY2018 Estimated	FY2019 Approved
Expenditures					
Unemployment Insurance	37,831	45,230	35,000	8,000	35,000
Total	37,831	45,230	35,000	8,000	35,000

Estimated Ending Fund Balance: \$81,285

2019 Revenue Budget Analysis: Unemployment Insurance is funded by a property tax levy against the assessed valuation of properties in Livingston County.

2019 Expenditure Budget Analysis: The only expense paid from this fund is for Unemployment Benefits.

Classification: General Government

ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF) FUND 200 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$1,575,991

IMRF FUND 200

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Property Taxes	1,263,211	1,237,570	1,045,000	1,045,000	1,000,000
Interest	2,921	3,462	1,250	1,250	1,250
Transfer from General Fund	20,000	20,000	20,000	20,000	20,000
Community Healthcare	12,958	11,733	20,545	10,000	0
Total	1,299,090	1,272,765	1,086,795	1,076,250	1,021,250

IMRF FUND 200

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
IMRF & SLEP (employer contributions)	1,117,740	984,863	1,200,000	1,053,176	1,200,000
Total	1,117,740	984,863	1,200,000	1,053,176	1,200,000

Estimated Ending Fund Balance: \$1,397,241

2019 Revenue Budget Analysis: IMRF is funded by a property tax levy against the assessed valuation of properties in Livingston County and from the Personal Property Replacement Tax allocations as required by State Statute. These funds are restricted for the employee pension and cannot be used for any other purpose.

2019 Expenditure Budget Analysis: Personnel Services represents the County's contribution toward funding their responsibility of the pension. For 2019 the County's contribution rate decreased from 8.11% to 4.88% for Regular IMRF and decreased from 20.02% to 19.70% on SSLEP IMRF (Sheriff's Law Enforcement Plan).

Classification: General Government

SOCIAL SECURITY FUND 201 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$842,561

SOCIAL SECURITY FUND 201

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Property Taxes	704,045	700,800	767,797	767,797	705,100
Interest	1,591	1,698	0	2,180	2,000
Transfer from General Fund	20,000	20,000	20,000	20,000	20,000
Community Healthcare	11,080	12,544	0	8,944	0
Total	736,716	735,042	787,797	798,921	727,100

SOCIAL SECURITY FUND 201

Even are districted	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures FICA/Medicare Expense	668,587	682,369	720,000	751,180	762,000
Total	668,587	682,369	720,000	751,180	762,000

Estimated Ending Fund Balance: \$807,661

2019 Revenue Budget Analysis: The Employer Social Security contribution is funded by a property tax levy against the assessed valuation of properties in Livingston County. These funds are restricted for the employer match of this benefit and cannot be used for any other purpose.

2019 Expenditure Budget Analysis: Personnel Services represents the County's contribution for funding their responsibility of the social security benefit.

Classification: General Government

Background: The University of Illinois Extension in Livingston-McLean-Woodford Counties offers quality educational opportunities for area residents. This extension office is funded through four primary sources: Federal government (Smith-Lever funds), State government General Revenue funds (through U of I's appropriation line), State government County Board Match funds (through the Department of Agriculture; a match of county-raised funds), and County funds (through Extension referendums and/or county/public donations). The role of Extension is integral, as many people in our county turn to them for help with a variety of issues.

COUNTY EXTENSION EDUCATION FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$0 COUNTY EXTENSION EDUCATION

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Property Taxes	149,038	148,383	149,217	149,217	149,217
Interest	22	27	0	0	0
Total	149,060	148,410	149,217	149,217	149,217

COUNTY EXTENSION EDUCATION

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Coop Extension Ed					
Svcs	149,060	148,410	149,217	149,217	149,217
Total	149,060	148,410	149,217	149,217	149,217

Estimated Ending Fund Balance: \$0

2019 Revenue Budget Analysis: Requested tax levy for FY2019 - \$149,217.

2019 Expenditure Budget Analysis: Exact amount of the requested levy - \$149,217 will be distributed.

VETERANS ASSISTANCE COMMISSION - FUND 202

Mission Statement: The Veterans Assistance Commission (VAC) is the central committee for veteran's assistance in Livingston County. The Commission is dedicated to ensuring that no Honorably Discharged living veteran or surviving spouse of a veteran suffers from undue financial hardship.

Fund Created By: Illinois Compiled Statutes (330 ILCS 45) Military Veterans Assistance Act.

Classification: Public Health and Welfare

Background: The Veterans Assistance Commission (VAC) is a local government unit funded by the citizens of Livingston County through a tax levy. The goal of the VAC of Livingston County is to work closely with clients and other agencies to provide and coordinate services and assistance to help eligible veterans and/or their families overcome obstacles and become more independent.

Functions: MANDATED BY STATE STATUTE

• **Financial Assistance:** The mandatory function of the Commission is to provide financial assistance to needy veterans, the needy surviving spouse of a veteran, and the minor children of a veteran, not in the veteran's custody.

Functions: ESTABLISHED BY COUNTY BOARD

- Provide temporary emergency assistance to qualified indigent veterans and their families.
- Assist in directing veterans and their families to agencies that they are qualified for, providing rides to VA hospitals.
- Assist in filling out forms to apply for veterans benefits including admittance to VA nursing homes, pensions, government markers, VA home loans, applying for medals, medical and service records and copies of DD-214's, upgrading and correction of discharge papers, and appeals.

2018 Highlights:

2019 Goals and Objectives:

VETERANS ASSISTANCE COMMISSION FUND 202 FISCAL YEAR 2019 APPROVED BUDGET

Estimated Beginning Fund Balance: \$149,886

VETERANS ASSISTANCE FUND - 202					
	FY2016	FY2017	FY2018	FY2018	FY2019
	Actual	Actual	Budgeted	Estimated	Approved
Revenues					
Property Taxes	154,794	153,601	79,497	79,000	140,000
Interest Income	101	117	100	150	150
Other Revenue	131	2,965	0	100	0
Total	155,026	156,683	79,597	79,250	140,150

VETERANS ASSISTANCE FUND - 202					
	FY2016	FY2017	FY2018	FY2018	FY2019
	Actual	Actual	Budgeted	Estimated	Approved
Expenditures					
Personnel Svcs	81,763	85,537	87,000	86,390	86,773
Contractual Svcs	19,196	22,540	23,800	16,900	23,800
Veterans Assistance Svcs	13,864	16 , 742	31,000	15,600	26,000
Commodities	3,330	2,772	4 , 850	2,200	4,850
Contingency	0	22,374	2,000	0	2,000
Total	118,153	149,965	148,650	121,090	143,423

Estimated Ending Fund Balance: \$146,613

2019 Revenue Budget Analysis: The Veterans Assistance Commission is a fund whose responsibilities are set by State Statute and funded mainly by a property tax levy.

2019 Expenditure Budget Analysis: The expenditures for Personnel Services has increased due to the approved 2% cost of living increase. The Contractual Services and Veterans Assistance Services account for the majority of the remaining expenses and include maintenance and upkeep on the 4 vehicles that they use for veteran transportation and financial assistance to veterans.

Department Organization:

Department Official: Tom Bailey

VAC Superintendent

Office Admins (2 Part-time)

Drivers (5 Part-time)

LIVINGSTON COUNTY HIGHWAY DEPARTMENT

Funded by: Tax Levies, Fees, and Intergovernmental Funding

Department Created By: Illinois State Statute (605 ILCS 5/5-101) Illinois Highway Code

Classification – Transportation

Background: The Livingston County Highway Department (LCHWY) has jurisdiction of 257 centerline miles within Livingston County. The LCHWY conducts maintenance, planning, engineering and construction services on these County Highways. In addition to the county highways, the LCHWY provides planning, engineering and construction engineering for the 30 townships within Livingston County. Additional statutory duties relate to the township road districts which includes supervision of the 30 township's motor fuel tax funds.

Functions: MANDATED BY STATE STATUTE

- Traffic Control Devices: The County shall place, erect and maintain on county highways all traffic control devises and signs in conformance to the State Manual and Specifications per the current Code. (605 ILCS 5/5-101.10)
- Maintain Maps: The County shall indicate the highways under the provisions of the State Statue by marking them upon a map which shows the public roads and section lines in the county and shall file such map with the county clerk. (605 ILCS 5/5-103)
- Road Project Construction Planning/Oversight: Prepare plans, specifications and estimates for all roadways, bridges and culverts to be built by the County, or by one or more road districts, and supervise the construction of all such roadways, bridges and culverts. (605 ILCS 5/5-205.1)
- **Highway Road Liaison:** Act for the County in all matters relating to the supervision of the construction or maintenance of any highway constructed or maintained in whole or in part at the expense of the County. (605 ILCS 5/5-205.2)
- Road Districts Liaison: Advise the highway commissioners of the road districts within the County, when requested in writing, and direct, the highway commissioners as to the best methods of construction, repair, or maintenance of township roads. (605 ILCS 5/5-205.3)
- Archival of Records: Maintain a record of all contracts or purchases of materials, machinery or apparatus to be used in road construction in excess of \$5,000 approved by the LCHWY in any road district. (605 ILCS 5/5-205.6)
- Road District Traffic Control: Provide written approval for traffic control devices to be placed on township roads in conformance to the State Manual and Specifications per the current Code. (605 ILCS 5/6-201.16)
- Administer Township Motor Fuel Tax: Per 35 ILCS 505/8 of the Motor Fuel Tax (MFT) Law, the township MFT allotment is disbursed to the County to be spent on township road projects in accordance with 605 ILCS 5/6-701. The moneys spent by the township must be approved by the County Engineer and Department of Transportation prior to expenditure.

 Note to Reader: These moneys are not budgeted by the County, but are approximately
 - **Note to Reader:** These moneys are not budgeted by the County, but are approximately \$2,400,000 collectively for all 30 townships each fiscal year.
- Bridge Inventory and Inspection: Maintain records for all bridges and culverts within the County over 20 feet in length from face of abutment to face of abutment. These structures require Routine Inspections at a minimum of 24 months and some 48 months. There are currently 73 bridges/culverts on the County system and 395 bridges/culverts on the township

system. This is a requirement per the Code of Federal Regulations that is passed onto the State of Illinois and delegated to the County per the Bureau of Local Roads and Streets Manual Chapter 6.

Functions: ESTABLISHED BY COUNTY BOARD

- **Permitting:** Review requests and issue permits, for County highway access to properties that serve both the public and private use; for installation of utilities and other facilities within a County Highway right-of-way; and review and approve oversize and over-weight loads traveling on the County Highway system.
- Maintenance of Equipment: Maintain and operate a fleet of 18 vehicles and equipment to provide continuous year-round maintenance on 257 centerline miles.
- **Drainage Studies:** Perform drainage studies in order to properly size new and existing cross road culverts.
- County Highway Maintenance: Provide snow and ice removal in the winter months per the LCHWY Winter Operations Policy; mow roadside ditches to improve visibility for the motoring public; spread rock chips to maintain a sturdy pavement structure in the summer months; miscellaneous pothole and pavement patching as required on the County highways.

2018 Highlights:

- ✓ Took over township bridge routine inspections for 395 structures that were previously inspected by the use of Engineering Consultant Firms.
- ✓ Completed routine bridge inspections for 199 of the 468 County and Township owned bridges.
- ✓ Revised the Preliminary and Construction Engineering fees for services performed by the LCHWY relative to road district projects (Resolution No. 2018-05-09)
- ✓ Maintenance crew successfully repaired a bridge by backfilling behind the abutment and placing riprap under the structure along the slopes of the bank.
- ✓ Continued to utilize an online oversize and over-weight permitting process to allow for permits to be issued quicker.
- ✓ Completed Phase II for a hot-mix asphalt overlay on the CH 16 (Ancona Rd) from IL 17 South to the Long Point Spur.
- ✓ Completed phase II for the Pritchard Bridge on the township line between Owego and Avoca Township on 1500N.
- ✓ Completed Phase II for the Pearson Bridge located in Esmen Township on 2200N Rd.
- ✓ Completed Phase II for the Shay Bridge located in Esmen Township on 1300E Rd.
- ✓ Complete Phase II for the Brown Bridge located in Chatsworth Township on 400N Rd.
- ✓ Completed Phase III for the Dwight Bridge located on 3100N Rd south of Dwight. Bridge was a 3 span cast-in-place concrete slab bridge.
- ✓ Completed Phase III for the single span precast prestressed deck beam bridge South of Reddick on the county line that has been closed since January of 2016.
- ✓ Updated the 4 year Township Bridge Program, Surface Transportation Program Bridge and Surface Transportation Program Rural.
- ✓ Updated the Estimate of Maintenance cost for the County as well as the 30 Townships.

2019 Goals and Objectives:

- ✓ Increase the number of bridge repair jobs performed by our maintenance crew.
- ✓ Continue to provide safe and passable roads to the motoring public within Livingston County.
- ✓ Maintain and improve on the equipment used to maintain the County highways.
- ✓ Implement an inspection program for all the structures locate in the County highways as well as township roads for bridges that are less than the 20′ in length but greater than 6′ in length.
- ✓ Complete routine bridge inspections for 178 of the 468 County and Township owned bridges.
- ✓ Complete phase II for a bridge located in Union Township on 2500N Rd.
- ✓ Complete phase II for the Durre Bridge located on the Township line between Long Point and Amity Township on 500E Rd.
- ✓ Complete phase II for a hot-mix asphalt overlay on CH 3 (Campus Rd North) from IL 17 South to Campus.
- ✓ Complete phase III of the hot-mix asphalt overlay on the CH 16 (Ancona Rd) from IL 17 South to the Long Point Spur.
- ✓ Complete phase III for the 4 bridges that had their phase II completed in 2018 (Brown, Pearson, Pritchard and Shay Bridges)
- ✓ Update the 4 year Township Bridge Program, Surface Transportation Program Bridge and Surface Transportation Program Rural.
- ✓ Update the Estimate of Maintenance cost for the County as well as the 30 Townships.

Performance Indicators:	2017	2018	2018	2019
	Actual	Estimated	Actual	Projected
Pavement Striping*	199 Miles	198 Miles	TBD	220 Miles
Sealcoat	7.75 Mi	12 Miles	12 Miles	20 Miles
Hot Mix Asphalt Overlay	10 Mi	o Miles	o Miles	3.75 Mi
Bridge Replacements / Rehabilitation	6	2	TBD	4

^{*} Miles of pavement striping represents the actual total miles of pavement markings applied, not the amount of centerline miles of roadway. This number also includes any striping done for the township or municipalities.

All 257 miles of County highways have their ditches mowed approximately 3 times a year and the shoulders disked 1 in early spring.

Department Organization:

Appointed Official, County Engineer: Clay Metcalf Assistant County Engineer: Trent Ruestman

Engineering Technicians (2 Full-time)

Administrative Assistants (2 Full-time)

Maintenance Foreman: Travis Sancken

Highway Maintenance Workers (6 Full-time)

Snow Plow Drivers (10 Part-time)

COUNTY HIGHWAY - FUND 220

Funded By: Tax Levies, Fees, and Intergovernmental Funding

Fund Created By: Illinois State Statute (605 ILCS 5/5-601) Illinois Highway Code

Background: The County Highway Fund is derived from the County Highway Tax Levy as authorized by State Statute at a rate of 0.10% out of a maximum 0.20% on assessed valuation. The use of these funds is provided for by State Statutes, which state in part: "For the purpose of improving, maintaining, repairing, constructing and reconstructing the County Highways required to be maintained, repaired and constructed by the County, and for the payment of land, quarries, pits, or other deposits of road material required by the County for such purpose, and for acquiring and maintaining machinery and equipment, or for acquiring, maintaining, operating or constructing buildings for housing highway offices, machinery, equipment and materials, used for the construction, repair and maintenance of such highways. All moneys derived from the County Highway Tax shall be placed in a separate fund to be known as the County Highway Fund and shall be used for no other purpose.

COUNTY HIGHWAY FUND 220 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$855,811

COUNTY HIGHWAY FUND 220

COOK!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!					
	FY2016	FY2017	FY2018	FY2018	FY2019
	Actual	Actual	Budgeted	Estimated	Budgeted
Revenues					
Property Taxes	667,389	664,347	687,217	687,217	718,836
Interest	1,958	1,962	1,725	1,725	1,725
Eng & Permit Fees	161,925	193,576	168,000	193,000	157,000
Other Fees	150,000	100,000	100,000	50,000	50,000
Misc Revenue	89,582	42,823	23,000	33,000	22,000
Total	1,070,854	1,002,708	979,942	964,942	949,561

COUNTY HIGHWAY FUND 220

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Budgeted
Expenses					
Personnel Svcs	597,941	640,563	632,800	612,800	620,300
Contractual Svcs	40,694	17,748	150,000	75,000	75,000
Commodities	130,666	137,001	221,000	206,000	243,200
Capital Outlay	83,714	224,319	287,000	284,000	169,000
Transfer to General Fund	3,000	3,000	0	3,000	3,000
Total	856,015	1,022,631	1,290,800	1,180,800	1,110,500

Estimated Ending Fund Balance: \$694,872

2019 Revenue Budget Analysis: The Highway fund is a property tax levy fund which accounts for 76% of the projected revenue for fiscal year 2019. The remaining 24% is derived from Engineering services provided to the townships, overweight permit fees, equipment rental paid by motor fuel tax and material sales to municipalities.

2019 Expenditure Budget Analysis: The intent of the Highway Fund per State Statute referenced above is to provide for the operations of the department including personnel, equipment, facilities, etc. Personnel Services reflect the salaries and benefits for each County Board approved position within the department. There are currently eight employees covered by a labor contract that was approved in fiscal year 2017. Contractual services includes small road or bridge repairs that require a contractor to be hired and some specialized maintenance activities. Commodities includes items such as fuel, repairs to equipment, office supplies and other material costs for road and bridge repairs/maintenance. Capital outlay consists of purchasing new equipment ranging from pickups to snow plow trucks. Fiscal year 19 has been decreased in Capital Outlay from FY 18 due to a Capital Budget Request. The request came as part of an Equipment Needs study that demonstrated a shortfall in revenues needed to keep up with an aging fleet.

COUNTY MOTOR FUEL TAX - FUND 221

Funded By: Motor Fuel Tax Allotments

Fund Created By: Illinois State Statute (35 ILCS 505/) Illinois Highway Code

Background: The Motor Fuel Tax Law was enacted by the State Legislature in 1929. The Motor Fuel Tax Revenue the County receives is derived from the allotment of State Motor Fuel Tax funds and is distributed to the County on the basis of vehicle registrations within the County. The tax collected by the State before distribution is 19 cents per gallon on all motor fuel used in motor vehicles operating on public highways and recreation type watercraft operating upon the waters of this State plus an additional 2.5 cents (21.5 cents) per gallon on all diesel fuel used in motor vehicles. This rate has been in effect since January 1, 1990. The moneys collected by the State from this tax are then distributed per State Statute 35 ILCS 505/8 to the County through monthly allotments. The use of Motor Fuel Tax funds are set by State Statute and include construction and maintenance of highways within the county and designated as County Highways. All expenditures of Motor Fuel Tax moneys are subject to the approval of the State.

COUNTY MOTOR FUEL TAX FUND 221 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$739,707 COUNTY MOTOR FUEL TAX FUND 221

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Motor Fuel Tax	763,571	684,868	680,000	727,000	727,000
Interest	1,546	4 , 987	1,050	11,550	1,050
Misc Revenue	88,021	67,268	62,100	63,100	62,100
Total	853,138	757,123	743,150	801,650	790,150

COUNTY MOTOR FUEL TAX FUND 221

Formanian	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenses					
Personnel Svcs	312,726	314,491	354,200	339,200	354,200
Contractual Svcs	135,544	132,548	631,000	249,000	840,000
Commodities	86,973	137,350	240,500	150,539	231,000
Misc Expense	150,000	100,000	100,000	50,000	50,000
Total	685,243	684,389	1,325,700	788,739	1,475,200

Estimated Ending Fund Balance: \$54,657

2019 Revenue Budget Analysis: A majority of Motor Fuel Tax (MFT) revenue comes from monthly allotments distributed by IDOT from the sale of fuel. There have been supplements to this revenue in the past through a Capital Bill and County Consolidated distributions. All Capital Bill payments expired in 2015 and County Consolidated distributions have been and continue to be in jeopardy with recent changes to IDOT's revenue for construction since it is a discretionary program. Miscellaneous Revenue

consists of salary reimbursements and material sales to municipalities. Unfortunately, MFT revenue continues to decline. We received approximately \$264,000 less in FY 2017 than in FY 2010 which is a 27.8% reduction.

2019 Expenditure Budget Analysis: Personnel services covers a portion full and part-time employee salaries with some restrictions per MFT policy strictly enforced by IDOT. Contractual services consists of the annual sealcoat program on the Count Highway system and other County/IDOT approved contracts for paving or bridge replacement projects. Commodities is made up of materials like signs, sign posts, various aggregates, paint and beads for striping and rock salt for ice control. Miscellaneous expense represents equipment rental payments to the County Highway Fund per IDOT policies.

COUNTY AID TO BRIDGES - FUND 222

Funded By: Property Tax Levy

Fund Created By: Illinois State Statute (605 ILCS 5/5-602) Illinois Highway Code

Background: Illinois State Statute provides for a County Bridge Fund derived from a County Bridge Fund tax levy with a maximum rate of 0.05% on assessed valuation. All moneys derived from this tax levy must be placed in a separate fund designated as the County Bridge Fund. This fund is to be utilized for meeting one-half the costs of bridge, culvert and drainage structure projects with a road district furnishing the remaining one-half, for other joint bridge projects with any other highway authority through mutual agreements, and for bridges, culverts and drainage structures on County Highways.

COUNTY AID TO BRIDGES FUND 222 FISCALYEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$133,403 COUNTY AID TO BRIDGES FUND 222

Revenues	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Property Taxes	330,170	336,272	349,349	349,349	359,441
Interest	1,283	804	1,600	1,600	1,600
Total	331,453	337,076	350,949	350,949	361,041

COUNTY AID TO BRIDGES FUND 222

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenses					
Contractual Svcs	120,671	99,907	150,000	150,000	150,000
Capital Outlay	165,080	268,312	350,000	350,000	340,000
Total	285,751	368,219	500,000	500,000	490,000

Estimated Ending Fund Balance: \$4,444

2019 Revenue Budget Analysis: The County Aid to Bridge (CAB) fund is a property tax levy fund with only a minor amount of interest contributing to the total. The County is currently levying at the maximum 0.05% rate which can only be increased by for a ten year period up to 0.25% by referendum.

2019 Expenditure Budget Analysis: Contractual services includes hiring engineering consultants as required for design of a bridge replacement or repair. Capital outlay is made up of payments to contractors and material suppliers for the county's share of construction expense. A major focus of the Highway Department, Townships and Highway Committee continues to be rehabilitation or replacement of timber pile bridges. Typical replacement cost for a sixty-five foot long township bridge is approximately \$325,000. Livingston County ranks # 3rd in the state of Illinois with the number of structures over 20' in length. We have a total of 468 structures combining those maintained by the County and Townships.

COUNTY FEDERAL AID MATCHING - FUND 223

Funded By: Property Tax Levy

Fund Created By: Illinois State Statute (605 ILCS 5/5-603) Illinois Highway Code

Background: The Federal Aid Matching Tax Fund is provided for by Illinois State Statue. The maximum rate of 0.05% of assessed valuation is for the purpose of providing funds to pay the County's portion of construction or maintenance of highways on the Federal-Aid Highway network. All moneys derived from the Matching Tax Levy shall be placed in a separate fund and shall be used for no other purpose.

COUNTY FEDERAL AID MATCHING FUND 223 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$355,171

FEDERAL AID MATCHING FUND 223

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Property Taxes	335,677	337,425	347,535	347,535	359,441
Interest	467	365	320	320	320
Total	336,144	337,790	347 , 855	347 , 855	359,761

FEDERAL AID MATCHING FUND 223

TEDERAL AID MATCHING TOND 223	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenses	71000.	7100001	Dougetea		, , pp. 0100
Contractual Svcs	8,349	0	50,000	50,000	75,000
Capital Outlay	322,741	93,078	446,000	200,000	600,000
Total	331,090	93,078	496,000	250,000	675,000

Estimated Ending Fund Balance: \$39,932

2019 Revenue Budget Analysis: The Matching Tax fund is a property tax levy fund with only a minor amount of interest contributing to the total. A supplement to this fund that is not given directly to the County but applied to Federal-Aid projects as they are constructed is call State Matching Assistance. In order to qualify for this supplemental funding, the County must levy at the maximum 0.05% rate. The FY19 amount for Livingston County is \$53,377.18 applied to state let contracts.

2019 Expenditure Budget Analysis: Contractual services includes hiring engineering consultants as required for design of a bridge replacement or repair. Capital outlay is made up of payments to contractors and material suppliers for the county's share of construction expense. The current Federal-Aid Network in Livingston County consists of 258 miles designated as County Highways.

Approximately half of this system is paved with Hotmix Asphalt (HMA) while the other half has oil and chip as the wearing surface. Matching Tax Funds can be used to replace structures and place overlays on the portions of HMA. They help supplement Federal-Aid allocations for the county on state let projects. This is a vital resource needed to maintain and upgrade Livingston County's transportation infrastructure.

ROAD USE AGREEMENT - FUND 225

Funded By: Road Use Agreement Terms

Fund Created By: Livingston County Highway Department

Background: The Road Use Agreement (RUA) fund was created to collect all moneys generated from the RUA Terms between the County and Private/Public Organizations. The RUA's are set up between the County and The Organization intending to utilize the County Highways for a large scale construction project, such as wind farm or gasoline pipeline, prior to construction. The moneys collected by the RUA are typically based on the damage and reduction of the life span to the County highway infrastructure during the construction of the project due to the increased construction traffic. These funds can be spent through a resolution passed by the County Board for similar purposes as the County Highway Fund.

COUNTY ROAD USE AGREEMENT FUND 225 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$289,095

ROAD USE AGREEMENT FUND 225

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Estimated
Revenues					
Interest	620	622	0	620	620
Misc Revenue	0	175,000	0	0	0
Total	620	175,622	o	620	620

ROAD USE AGREEMENT FUND 225

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Estimated
Expenses					
Contractual Svcs	0	0	50,000	0	50,000
Capital Outlay	0	0	63,000	0	200,000
Total	0	0	113,000	0	250,000

Estimated Ending Fund Balance: \$39,715

2019 Revenue Budget Analysis: Currently, there are no Road Use Agreements (RUA) in negotiation. In the past we've had RUA's with windfarm and pipeline companies.

2019 Expenditure Budget Analysis: Contractual services under this fund would pay for administrative costs and consulting fees for project design. Capital outlay consists of either facility maintenance needs, planned construction or emergency repairs within the County Highway infrastructure.

LIVINGSTON COUNTY PUBLIC HEALTH DEPARTMENT - FUND 230

Mission Statement: "Assuring conditions in which people can be healthy."

Philosophy: "Every employee will strive to serve all citizens of Livingston County to prevent disease and promote health."

Fund Created By: Illinois Compiled Statutes (55 ILCS 5/5-25011) The Livingston County Health Department was established by resolution of the Livingston County Board of Supervisors on June 29, 1966 and operated under the Board of Health Statutes 55 ILCS 5/5-25012 – 5/5 25017. In 1976, by a 3 to 1 margin, there was the successful passage of the health department referendum changing the health department to a tax supported referendum health department.

Classification - Public Health Fund

Background: The core public health services are Assessment, Policy Development and Assurance which correlate with the ten essential public health services: Monitor Health, Diagnosis & Investigate, Inform/Education/Empower, Mobilize Community Partnerships, Develop Policies, Enforce Laws, Link to – Provide Care, Assure a Competent Workforce, Evaluate and Research Innovative Solutions.

Functions: The Livingston County Health Department is a fully certified health department by the Illinois Department of Public Health providing core public health programs and programs identified by a County Health Assessment/Plan to address the needs of the county's population.

- Health Administration: Conducts all budgeting/accounting/grants for the department. Disseminates
 public information by means of written and electronic media. Coordinates staff development, training
 and certifications. Conducts a Community Health Assessment/Plan on a regular basis. Health
 Education is provided in the community/school settings. Provides a Case Coordination Unit to
 assess/facilitate services for senior citizens.
- Public Health Nursing: Provides medical and educational programs through grants, fees and local support. These include Communicable Disease Control, STI clinics, Immunizations International Travel Consultations, Home Nursing, Public Health Clinics (Women/School-Employee physicals, TB, Wellness) and EPSDT screens.
- Environmental Health: Performs mandated programs on Food, Water and Sewage along with other components such as the Liquor Establishment inspections, Food Sanitation Education Classes, Solid Waste/Nuisance Inspections, Tanning Facility Inspections, and Vector Surveillance.
- **Health Education:** Provides health education on a variety of subjects in the community/school settings. Writes for grants and assists with the Community Health Assessment/plan.

Livingston County Community Health Plan 2015 – 2020 Priorities (in no particular order)

1. Educational Awareness & Training:

Goal: Increase the quality, availability, and effectiveness of school and community-based programs designed to: prevent disease and injury; improve health; improve education outcomes; and enhance the quality of life and socio-economic status of the citizens of Livingston County.

2. Mental Health:

Goal: Improve the mental health of Livingston County adults and youth through prevention and by ensuring access to appropriate, quality mental health services.

- 3. **Obesity:** Goal: Promote health and reduce the chronic disease risk of Livingston County citizens through the consumption of healthful diets and achievement/maintenance of healthy body weights.
- 4. Substance Abuse (including illegal & prescription drugs; alcohol; and tobacco):
 Goal: Reduce substance abuse to protect the health, safety, and quality of life for all Livingston County residents and reduce the illness, disability and death related to this.

Grants are for specific programs with individualized performance indicators.

- Asthma: Provides education and support of asthmatic children in the school or home setting.
- **Breastfeeding/Peer Counseling:** To promote and encourage mothers to choose to breastfeed and to offer support and encouragement for a successful breastfeeding experience.
- Case Coordination Unit: Assists senior citizens to access services that would allow them to remain in their homes preventing nursing home placement. For low income residents, financial assistance is available to reimburse for identified services.
- Family Case Management: Provides comprehensive service coordination to improve the health, social, educational and developmental needs of pregnant women and infants from low-income families.
- **Family Planning:** Provides family planning education and medical care on a sliding fee basis allowing families to choose the contraceptive device that works best for them.
- HealthWorks: To ensure each DCFS ward is connected to a primary care provider, ensure that children
 receive preventive health care and develop health care plans for incorporation into the DCFS service
 plan.
- **Healthy Families Illinois:** Promotes positive parenting practices and assesses normal infant/child growth and development with an intensive home visiting model.
- **High Risk Infant Follow-up:** To minimize disability in high risk infants by early identification of possible conditions requiring further evaluation, diagnosis, treatment, to promote optimal growth/development, to teach family how to care for high risk infant.
- Illinois Breast & Cervical Cancer: Assists women to access gynecologic care for the early detection and timely treatment of breast and cervical cancer.
- Illinois Tobacco Free Communities: Promotes smoking cessation and provides regulatory guidance on the Smoke Free Statute.
- **School Based Health Clinic:** The purpose of the Center is to improve the overall physical and emotional health of students by promoting healthy lifestyles and by providing available and accessible preventive health care when it is needed.
- **Vision & Hearing Screening:** Provides pre-school and school screening to children to identify vision and hearing difficulties early.
- **WIC:** To improve the health and nutritional status of women, infants and children, to reduce the incidence of infant mortality, premature births and low birth weight; to aid in the development of children and to make referrals to other health care and social service providers.

LIVINGSTON COUNTY TUBERCULOSIS CARE AND TREATMENT - PART OF LIVINGSTON COUNTY PUBLIC HEALTH DEPARTMENT - FUND 230

Mission Statement: The purpose of the Livingston County TB program is to minimize or eliminate the incidence and prevalence of tuberculosis through education, surveillance, screening, treatment and management of cases in contact.

Created By: Illinois Compiled Statutes (55 ILCS 5/5-23029) The County Board shall have the power to provide for the care and treatment of the inhabitants there of who may be afflicted with tuberculosis and to levy a tax not to exceed .075% of the value as equalized or assessed by the Department of Revenue annually on all taxable property of such county, such tax to be levied and collected in like manner with general taxes of such county and to form, when collected, a fund to be known as the "Tuberculosis Care and Treatment Fund".

Classification - Public Health Fund

Background: The Livingston County Board, by resolution on October 9, 1979, established the Livingston County Department of Public Health to assume and perform duties required by the Livingston County Tuberculosis Board. The first organizational meeting of the Livingston County Tuberculosis Care & Treatment Board, which is comprised of three members, was held on April 30, 1980. Consolidation of Tuberculosis & Public Health occurred on May 1, 1980 for services.

Functions: Through an annual agreement between the Livingston County Tuberculosis Care and Treatment Board and the Livingston County Board of Health agree that the Livingston County Health Department will provide administrative support and control for the entire program including clinical care. In return, the TB Board will reimburse the Health Department for expenditures attributable to the operation of the TB clinic, including an administrative fee. The TB Board will continue to function as a separate unit.

Highlights: Livingston County has not had an active case of TB since 2012 in the county.

2019 Goals and Objectives: Staff will continue to ensure the department and the County is prepared to handle an unforeseen spread of the disease and keep current on all current recommendations for the TB program.

PUBLIC HEALTH & TB FUND 230 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$1,312,744

PUBLIC HEALTH FUND 230

· · · · · · · · · · · · · · · · · ·					
	FY2016	FY2017	FY2018	FY2018	FY2019
	Actual	Actual	Budgeted	Estimated	Approved
Revenues			-		
Property Taxes (PH)	401,539	372,871	375,000	374,988	383,800
Property Taxes (TB)	0	26,899	27,000	26 , 997	27,000
Interest Income	1,483	1,476	1,700	1,757	2,000
Fees for Svcs	313,182	364 , 875	376,064	323,003	406,100
Grants	1,063,022	1,013,007	1,248,901	1,018,709	1,230,072
Grants in Kind	283,458	222,346	500,000	0	500,000
Donations & Misc	19,697	16,680	23,800	15,561	26,000
Liv County Home Healthcare	231,352	219,992	218,124	171,513	0

Humiston Trust	21,000	21,000	21,000	21,000	21,000
Hubert Trust	5,308	5,306	4,500	5,125	6,000
Total	2,340,041	2,264,452	2,796,089	1,958,653	2,601,972
PUBLIC HEALTH FUND 220					

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	FY2016	FY2017	FY2018	FY2018	FY2019
	Actual	Actual	Budgeted	Estimated	Approved
Expenditures					
Personnel Svcs	1,486,523	1,531,547	1,686,284	1,443,353	1,592,411
Contractual Svcs	124,301	123,096	165,960	162,577	179,000
Operational Expenses	596,865	532,537	879,500	302,235	808,000
TB Expenses	0	0	21,000	21,000	21,000
Miscellaneous	8,125	16,110	22,800	10,932	26,000
Transfer to Other Funds	27,038	27,277	23,545	21,556	3,000
Total	2,242,852	2,230,567	2,799,089	1,961,653	2,629,411

Estimated Ending Fund Balance: \$1,285,305

Revenue Budget Analysis:

Revenue to operate the public health department comes from a variety of sources. Grants in 2017 provided 42% of the revenue, with fees for services providing 25%, and the tax levy providing 19%. The county has funded a Community Health Care program since 2009 which the health department implements, accounting for 10% of the revenue. Other sources of revenue come from contracts and awards from local Trusts for specific programs. State reimbursement may be slow for Medicaid and grant reimbursement, so the amount of outstanding funds on each annual report varies.

The primary source of revenue for the TB program is the tax levy.

According to the annual county audit the Rate for the Public Health levy out of a maximum of 0.10000 is listed below:

	2013	2014	2015	2016	2017.
Rate	0.05922	0.05704	0.05579	0.05502	0.05339

According to the annual county audit the Rate for the TB levy out of a maximum of 0.15000 is listed below:

	2013	2014	2015	2016	2017
Rate	0.00446	0.00426	0.00402	0.00397	0.00385

Expenditure Budget Analysis:

Expenditures are primarily for personnel to implement the programs. In 2017, personnel accounted for 67% of the expenditures and employer health insurance cost contributed another 10% of the total costs. Livingston County is the fourth largest geographical county in the state and mileage was 2% of the expenditures. The H & E building is owned by the county and the health department pays rent to occupy space accounting for 3% of the expenditures. Operational and contractual costs (software/copier/postage machine/labs) account for the rest of the expenditures (18%). Personnel at the health department are full time (37.5 hrs/wk), part time or PRN. PRN staff members only work as needed and do not receive a benefit package.

TB expenses are primarily to the Health Department to administer the program. A physician is on contract to supervise the clinical component of the program and medication, labs, and x-rays are purchased as needed.

Department Organization:

Public Health Board

<u>Appointee</u>	Term Expires
Dr. James Day, President	June 2019
Armin Groom, Secretary	June 2020
Dr. Katherine Austman	June 2021
Janine Boggs	June 2020
Jeanne Elliott	June 2021
Patricia Platz	June 2019
Dr. John M. Rinker	June 2020

Appointed Official: Malinda Hillman

Public Health Administrator

Director of Nurses: Jackie Dever

Director of Health, Education & Marketing: Erin Fogarty

Environmental Health Director: Donnie Simmons

Staff Nurse (6 Full-time, 1 Part-time, 3 On Call)

Nurse Practitioner (2 On Call)

Social Worker (4 Full-time)

Vision & Hearing (1 Full-time)

Family Support (2 Full-time)

Home Health Aide (2 Full-time, 2 On Call)

Sanitarian (1 Full-time)

Professional Support (9 Full-time)

Public Health Department Performance Indicators:

Public Health Department Performance Indic	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	FY 18 as of May 31 st
Asthma programs	2	9	8	5
CCU # of assessments/reassessments	180	157	183	118
CCU # of Choices for Care screens	267	300	342	199
Communicable Disease Cases	115	258	243	106
Communicable Disease Investigations	56	38	35	46
Family Case Management average monthly caseload	224	201	193	205
Better Birth Outcomes average monthly caseload	50	42	38	32
HealthWorks average monthly caseload	23	16	18	10
Family Planning clinic visits	871	861	771	349
Family Planning clinic encounters	2499	2749	2088	1000
Health Education programs	54	43	63	26
Healthy Families average monthly caseload	45	40	35	34
Public Health Nursing visits	883	626	597	401
Homemaking hours of service	4818	2897	2087	961
Illinois Breast & Cervical Cancer program caseload	39	40	39	21
Immunizations - Adult given	2485	2179	2158	280
Immunizations – Childhood given	1291	1219	1135	307
International Travel Consultations	68	86	140	79
Public Health clinic visits – Physicals	515	84	205	59
School Based Health Center visits/encounters	3624	4333	4649	3074
STI clinic visits	314	334	315	80
Smoking cessation –enrolled in program	44	41	40	
Number of vision & hearing screenings	351	438	3543	1009
Number of clients served in Wellness clinic	934	865	843	283
WIC average monthly caseload	511	413	317	380
Women's Clinic visits	249	169	159	90
Septic Permits issued	58	47	34	19
Water samples received (Non-Community)	31	9	16	4

Well Permits issued	31	25	13	7
Food Inspections	344	371	373	170
Temporary Food Inspections	87	67	112	11
Tanning Facility Inspections	10	8	6	1
Nuisance Inspections	20	21	19	4
WNV mosquito pools tested	223	79	46	0
Sanitary Surveys completed	11	6	9	4
Liquor Compliance Inspections	0	0	24	59

TB Program Performance Indicators:

	FY 13	FY 14	FY 15	FY 16	FY 17
T.B. skin tests done	246	188	125	159	126
X-rays completed	1	1	1	2	2
Patients placed on medications	1	0	0	1	1
Active TB cases	0	0	0	0	0

MENTAL HEALTH 708 BOARD - FUND 240

Department Funded By: Property Tax Levy, State Awards

Mission Statement: To assure that a comprehensive and coordinated community based system of effective and efficient mental health, developmental disability and substance abuse services is available and accessible to all the residents of Livingston County in need of such services.

Created By: Illinois Compiled Statutes (405 ILCS 20/Section 0.1 et.seq) IL Community Mental Health Act

Classification: Public Health and Welfare

Background: In 1968, the voters of Livingston County established a Community Mental Health Board pursuant to the Community Mental Health Act and chose to levy an annual tax for funding of community mental health facilities and services. The Act encompasses several other broad responsibilities, such as reviewing, evaluation, planning and developing community mental health services and facilities. In carrying out these activities, the Livingston County Mental Health Board (LCMHB) stands accountable to the community, and as part of a governing body, must give attention not only to those in most need of mental health and related services, but also to all residents' substance use and developmental disability service needs.

Functions:

- Reviewing, Evaluating, Planning and Developing Community Mental Health, Substance Use, and Intellectual and Developmental Disability Services: In accordance with its mission and the Community Mental Health Act, the primary functions of the Livingston County Mental Health Board include planning and development of behavioral health services for residents of Livingston County. In doing so, the Livingston County Mental Health Board participates on and supports various local committees and task forces including but not limited to: Homeless Coalition, Livingston County Commission on Children and Youth, Livingston County Children's Network, Truancy Review Board, CIA, Community Roundtable on Mental Health & Law Enforcement, Transition Planning Committee, Quality Assurance at Futures Unlimited, Behavior Management at Futures Unlimited, Behavior Management and Human Rights at Mosaic Homes, and Community Placement meetings with Fox Developmental Center. With knowledge acquired from partnering with local community consumers and service providers, the Mental Health Board is better situated to utilize resources to target Livingston County's mental illness, developmental disabilities, and substance use prevention, treatment and recover support service needs.
- Executing and Maintaining Community Mental Health, Substance Use, and Intellectual and Developmental Disability Services: The overall primary function of the Livingston County Mental Health Board is to allocate funding to develop and support the service continuum necessary to provide local residents with mental health, substance use, and developmental disability related services. The Livingston County Mental Health Board strives to model efficient stewardship by promoting best practices

and evidenced based practices which translate to increased quality of care and cost effective service delivery. The Livingston County Mental Health Board allows for allocations in the form of grants, fee for service, purchase of service and independent contractor agreements. Service delivery contracts are accompanied by work plans detailing number of people served, hours of service, and deliverables to be achieved during the funding period. Allocation decisions are made in meetings open to the public, and they are based on statutory mandates, priorities and defined criteria related to the findings of various needs assessment activities conducted in partnership with the community.

Providing and Facilitating Community Education and Training: The Livingston
County Mental Health Board invests in network training programs, workshops, and
continuing education which align with the needs of Livingston County consumers,
behavioral health needs of an increasingly diverse population, evidence-based
practices, and a rapidly changing healthcare service delivery environment. Hosting
both provider focused and community focused education opportunities enables
Livingston County's behavioral healthcare professionals to practice at the highest level
of their training and education and arm consumers with the information they may
utilize on their road to a quality life and/or recovery.

2018 Highlights:

- Provided fee-for-service funding for six Community providers of Mental Health,
 Developmental Disabilities, and Substance Use services. This funding supported over
 8,300 individuals from across our county.
- Collaboration with Pontiac Recreation Center to bring Special Recreation and Special Olympics to individuals in our county.
- Performed a monitoring/auditing session at each of the provider agencies over the year with minor to no infractions.
- With the Local Funds Initiative and through the Proviso Township Mental Health Authority, the Livingston County Mental Health Board was able to secure \$17,500 in federal match funding to put back in to our county for additional services.
- Conducted an April Child Abuse Awareness campaign across the county.
- Conducted a May Children's Mental Health Awareness campaign across the county.
- Provided monthly in-services for our DD provider agencies on relevant topics.
- Provided a scholarship to assure the presence of a Children's Mental Health First Aid Trainer in our county.
- Collaborated with OSF St. James Hospital and the Area Health Education Council (AHEC) on holding an Adult Mental Health First Aid Training with approximately 12 in attendance.
- Collaborated with the Arc of Illinois on a workshop on "Planning for the Future For Children and Adults with Intellectual and/or Developmental Disabilities" with 45 in attendance.
- Collaborated with a Prairie State Legal Services on a workshop on Guardianship for Adults with Disabilities with 12 in attendance.
- Participated in a Round Table discussion on Mental Health and Law Enforcement with community stakeholders.

- Implemented the use of Servio/Birdseye, a cloud based platform through Salesforce, for our Independent Service Coordination program.
- Participated in bi-monthly Homeless Coalition meeting.
- Participated in monthly Community Placement Meetings with Fox Developmental Center, Dept. of Human Services/Developmental Disabilities, and Equip for Equality.
- Participated in Quality Assurance and Behavior Management meetings with our DD providers.
- Coordinated six MI-LAN (Mental Illness Local Area Network) meetings.
- Created brochure for Livingston County Families Helping Families support group.
- Implemented a High Five Award for direct care staff at various funded agencies to acknowledge front line staff that have "Gone Above and Beyond" in their job duties.
- Assisted three individuals and their families in securing quardianship.
- Provided nine Children's First classes with 35 parents in attendance. The Children's First class is a mandated class for parents requesting a divorce who have children under the age of 18 years old. The class focuses on the effects of divorce on children.
- Maintained the Livingston County Mental Health Board website which outlines programs and contains monthly meeting agendas and minutes.
- Collaborated with other building occupants in the Health & Education Building on Health & Safety trainings, drills, and inspections.
- Participated in Active Shooter Training.
- Began the process to go paper-less, beginning with the Independent Service Coordination files.
- Participated in bi-monthly Transition Planning Committee meetings with stakeholders involved in youth transitioning from Special Education classrooms across the county.
- Collaborated with the Transition Planning Committee on providing a Transition Fair with 85 students/teachers in attendance.

2019 Goals and Objectives:

- Pursuant to the Community Mental Health Act, LCMHB will collaborate with OSF St.
 James John W. Albrecht Medical Center on a needs assessment determining service
 needs for persons with mental illness, substance use issues, and developmental
 disabilities in Livingston County.
- Under established policies and procedures, LCMHB will carry out the funding process to award funds supporting a continuum of prevention, treatment and recovery support services aligned with identified community needs and the changing behavioral health and human service environment.
- Allocate resources as available and support as needed to the Livingston County's Drug Court and Veteran's Court.
- Increase efforts to create awareness of LCMHB and the services it supports through updating the LCMHB website, radio spot, and publicity campaign.
- Acknowledge the 50th Anniversary of the LCMHB by hosting an Open House and media campaign.
- Collaborate on hosting at least one Adult Mental Health First Aid Training.
- Complete the process to make the LCMHB paper-less, in regards to client files and past records.

- Collaborate with the Property Committee and the Livingston County Board on any futures plans for a new Health & Education Building, particularly in regards to ADA quidelines.
- Collaborate with the LCMHB funded providers in developing program and service outcomes to assure that the people that are utilizing the services are attaining meaningful and real life outcomes through the supports that they are receiving.

MENTAL HEALTH 708 BOARD FUND 240 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$1,381,467

MENTAL HEALTH 708 BOARD

Revenues	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Property Tax	893,504	907,390	909,085	909,085	909,065
Interest	727	795	500	600	700
Medicaid Match	14,221	17,972	17,500	17,500	17,500
Grants	298,552	406,381	276,993	292,993	337,253
Misc Revenue	1,047	239	0	366	0
Total	1,208,051	1,332,777	1,204,078	1,220,544	1,264,518

MENTAL HEALTH 708 BOARD

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Expenses	353,963	362,063	367,749	367,749	376,807
Contractual Svcs	18,328	20,054	35,991	37,800	53,171
Commodities	10,669	72,415	10,225	10,225	13,225
Purchase of Services	760,964	788 , 292	804,881	807,481	821,583
Transfer to General Fund	3,000	3,000	3,000	3,000	3,000
Total	1,146,924	1,245,824	1,221,846	1,226,255	1,267,786

Estimated Ending Fund Balance: \$1,378,199

2019 Revenue Budget Analysis:

The projected property tax revenue is the requested levy amount by the Mental Health Board and has remained fairly constant over the past five years. The RFP Medicaid represents the federal Medicaid local funds initiative, which has brought \$17,500 in federal match funding back into the county. The Program Admin revenue represents reimbursement of funds utilized to run the Livingston County Commission on Children and Youth and the 377 Board programs. Case Coordination revenue budget has increased year to year to reflect the new grant based contracts. In the past, these programs were fee for service, in which the expected revenue was uncertain and based on billable hours. Under the grant based programs, a consistent amount of revenue is earned each month.

2019 Expenditure Budget Analysis:

The expenditure budget has remained constant over the last few years. The purchases of service line items for the agencies funded have an average increase of 2% year to year. The administrative expenses have not increased over last year with the exception of contractual services and staff salary and benefits. Contractual has increased due to licenses required for the Case Coordination software and cloud based services. Staff salary and benefits has the cost of living increase of 2% as well as state mandated salary increases for front line personnel. Please note, the mandated salary increases for front line personnel were funded by state grants, and no tax levy dollars went to these increases.

Performance Indicators:	2017	2018	2018	2019
	Actual	Budgeted	Projected	Budgeted
Dollars allocated to client/ community				
mental illness, developmental disability	\$788,292	\$804,881	\$807,961	\$821,583
& substance abuse				
% of tax levy dollars allocated to client /				
community mental illness, developmental	86.9%	88.5%	88.9%	90.4%
disability & substance abuse				
% increase / decrease in tax levy dollars	1.6%	0.0%	0.0%	0.0%
# of Livingston County agencies supported				
with local tax funds	3	3	3	3
# of Livingston County programs supported				
with local tax funds	11	11	11	11
# of LCMHB conducted compliance audits				
of agencies supported with local tax funds	3	3	3	3
# of LCMHB coordinated, supported, and				
hosted trainings offered to local	n/a	20	20	20
professionals and/or individuals and families.				
# Full time Equivalent salaries funded	4.3	4.6	4.6	4.8
entirely by state grants				

Full Time Equivalents History:

FY 2015	FY 2016	FY 2017	FY 2018	FY2019
1.0	1.0	1.0	1.0	1.0

Department Organization:

Mental Health 708 Board

<u>Appointee</u>	Term Expires
Jack Vietti, President	June 2019
Ed Legner, Vice-President	June 2020
Vicki Day, Secretary	June 2020
Debbie Studnicki, Treasurer	June 2022
Mark Donovan	June 2022
Rose Smith	June 2022
Steve Tock	June 2019

Appointed Official: Christine Myers

Executive Director

ISC Program Manager (1 Full-time)

Chief Financial Officer (1 Full-time)

Independent Service Coordinator (1 Full-time)

Family Support Specialist (1 Full-time)

Office Admin (1 Full-time)

MENTAL HEALTH 377 BOARD - FUND 241

Department Funded By: Property Tax Levy

Mission Statement: To assure that a comprehensive and coordinated community based system of effective and efficient mental health, developmental disability and substance abuse services is available and accessible to all the residents of Livingston County in need of such services.

Created By: *Illinois Compiled Statutes* (55 ILCS105/Section 0.01 et.seq) County Care for Persons with a Developmental Disability.

Classification: Public Health and Welfare

Background: In 1991, a resolution was passed unanimously by the Livingston County Board to "Establish a tax levy not to exceed .1% for the care and treatment of persons with a developmental disability." The 377 Board or Board for the Care and Treatment of Persons with Developmental Disabilities is established on a county-wide basis to provide services to people with developmental disabilities and their families.

2018 Highlights: The Mental Health 377 Board works in conjunction with the Mental Health 708 Board. Please review the Mental Health 708 Board Highlights for further information.

2019 Goals and Objectives: The Mental Health 377 Board works in conjunction with the Mental Health 708 Board. Please review the Mental Health 708 Board Highlights for further information.

MENTAL HEALTH 377 BOARD FUND 241 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$440,896

MENTAL HEALTH 377 BOARD

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Property Tax	410,064	416,429	417,197	417,186	417,240
Interest	254	273	250	260	275
Misc Revenue	0	0	0	2,876	0
Total	410,318	416,702	417,447	420,322	417,515

MENTAL HEALTH 377 BOARD

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Personnel Expenses	65,074	66,375	67,611	67,611	64,281
Contractual Svcs	10,565	10,302	10,302	10,302	14,892
Commodities	4,000	4,080	4,080	4,080	4,080
Purchase of Services	328,449	339,825	358,089	347,428	366,141
Total	408,088	420,582	440,082	429,421	449,394

Estimated Ending Fund Balance: \$409,017 2019 Revenue Budget Analysis:

The projected property tax revenue is the requested levy amount by the Mental Health 377 Board and has remained fairly constant over the past five years.

2019 Expenditure Budget Analysis:

The expenditure budget has remained constant over the last few years. The purchases of service line items for the agencies funded have an average increase of 2% year to year. The administrative expenses have not increased over last year with the exception of staff salary and benefits, which includes the cost of living increase of 2%.

Performance Indicators:	2017	2018	2018	2019
	Actual	Budgeted	Projected	Budgeted
Dollars allocated to client/ community				
mental illness, developmental disability	\$416,429	\$417,197	\$417,197	\$417,240
& substance abuse				
% of tax levy dollars allocated to client /				
community mental illness, developmental	81.6%	85.8%	85.8%	87.8%
disability & substance abuse				
% increase / decrease in tax levy dollars	1.6%	0.0%	0.2%	0.0%
# of Livingston County agencies supported				
with local tax funds	3	4	4	4
# of Livingston County programs supported				
with local tax funds	9	20	20	20
# of LCMHB conducted compliance audits				
of agencies supported with local tax funds	3	3	4	4

Department Organization:

Mental Health 377 Board

<u>Appointee</u>
Robert McCarty, President
Vicki Day, Vice-President
Mary Etta Mullen, Secretary

Term Expires
June 2020
June 2021
June 2019

RECREATION COMMITTEE - FUND 207

Classification: General Government

Mission: Protecting, conserving, enhancing, and promoting Livingston County's permanent natural lands and areas for the educational, recreational, and environmental benefit of present and future generations.

Background: The Recreation Committee was established by the County Board Chairman and officially appointed by the County Board in June of 2012. The Recreation Committee is charged with exploring recreational opportunities and investigating the availability of grant funds to support such endeavors.

RECREATION COMMITTEE – FUND 207 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$162,097

RECREATION COMMITTEE FUND 207

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Rent	64,463	64,463	35,453	32,231	0
Interest	78	281	50	581	500
Total	64,541	64,744	35,503	32,812	500

RECREATION COMMITTEE FUND 207

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Contractual Svcs	0	0	60,753	0	0
Property Taxes	0	0	3,700	0	0
Total	0	0	64,453	0	0

Estimated Ending Fund Balance: \$162,597

2019 Revenue Budget Analysis: The Recreation Fund was established in 2016 and is supported by a portion (approximately half) of the funds received as part of the Livingston County Farmland Lease Agreement.

2019 Expenditure Budget Analysis: The Recreation Fund is committed by the Board for expenses related to enhancement of County recreational services. There are no expenses anticipated for FY 2019.

VEHICLE REPLACEMENT & MAINTENANCE - FUND 209

Classification: General Government

Background: The Vehicle Replacement & Maintenance Fund was established by the County Board in 2016, as part of an effort to reduce costs through joint purchasing. Purchases for new vehicles are made in compliance with the Livingston County Vehicle Replacement & Purchasing Policy, as well as, the Livingston County Purchasing Policy. The Vehicle Replacement & Maintenance Fund supports the purchase, operation and maintenance of County vehicles, but does not include departments such as the Highway Department and/or Veterans Assistance.

VEHICLE REPLACEMENT & MAINTENANCE – FUND 209 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$300,138

VEHICLE FUND 209

J	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Insurance Proceeds	0	0	0	29,100	0
Interest	0	187	200	88	100
Transfers from Other Funds	0	500,000	414,100	396,010	415,100
Total	0	500,187	414,300	425,198	415,200

VEHICLE FUND 209

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Maintenance	0	70,477	74 , 600	72,000	74 , 600
Fuel	0	97,348	89,500	101,100	100,000
New Vehicles	0	119,774	195,000	164,548	380,000
Total	0	287,599	359,100	337,648	554,600

Estimated Ending Fund Balance: \$160,738

2019 Revenue Budget Analysis: The Pontiac Host Fund is the primary source of revenue to support the fund accounting for \$359,100 of the \$415,100 anticipated. There is also a transfer done annually, from the General Fund, to account for the mileage reimbursement collected in performing federal transports.

2019 Expenditure Budget Analysis: Based on the vehicle replacement schedule, there is a need to replace an average of eight vehicles per year, placing all fleet vehicles on a five year rotation. All replacements are done subject to availability of funds. The FY 2019 budget anticipates the replacement of eight fleet vehicles, which includes seven for the Sheriff's Department and one transport vehicle. Fuel expenses have also seen a significant increase, partially due to an increase in market conditions and partially due to an increase in federal transports.

STREATOR HOST AGREEMENT - FUND 211

Classification: General Government

Background: This fund was originally established by Resolution of the County Board to be used for the repair, modification and improvement of existing Livingston County structures and property, including but not limited to bringing said structures and property into compliance with the Americans with Disabilities Act, for new construction of Livingston County structures and property, for payment of the costs and expenses incurred in implementing the Graphics Information System for the Office of the Livingston County Supervisor of Assessments and for all other County improvements deemed necessary for the health, safety and general well-being of residents of Livingston County. Funds received in conjunction with the Host Benefit Fees received for the Streator Area Landfill were deposited into this account. The Streator Area Landfill has since received its' certificate of closure and no additional benefit fees are anticipated to be received. The fund now supports expenses associated with solid waste.

STREATOR HOST AGREEMENT – FUND 211 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$1,256,751

STREATOR HOST FUND 211

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues					
Interest	12,891	12,115	7,000	8,972	9,000
Total	12,891	12,115	7,000	8,972	9,000

STREATOR HOST FUND 211

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Transfer to General Fund	75,476	64,438	77,414	77,084	79,088
Total	75,476	64,438	77,414	77,084	79,088

Estimated Ending Fund Balance: \$1,186,663

2019 Revenue Budget Analysis: This fund draws interest only; no additional revenues are projected for the foreseeable future.

2019 Expenditure Budget Analysis: These funds are committed to be used for solid waste expenses. All expenses are paid from the General Fund and a transfer is made to offset those costs.

CONSTRUCTION & BUILDING RENOVATION - FUND 212

Classification: General Government

Background: The Construction & Building Renovation fund was established by the County Board in 2016 to be used for the construction of new Livingston County structures and/or the renovation of existing structures. The fund balance was originally derived through benefit fees pursuant to the Host County Agreement, however once the fund was established, benefit fees were diverted back to the Pontiac Host Agreement Fund. This fund was also once used to support the Community Healthcare Program until the County Board voted to end the program at the end of FY 2018.

CONSTRUCTION & BUILDING RENOVATION – FUND 212 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$6,722,174 CONSTR & BLDG RENOVATION FUND 212

Revenues	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Interest	68,033	63,820	60,000	63,349	60,000
Transfers from Other Funds	0	542,311	0	0	0
Total	68,033	606,131	60,000	63,349	60,000

CONSTR & BLDG RENOVATION FUND 212

	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures					
Capital Outlay	6,057	329,931	150,000	94,105	5,000,000
Transfer to Comm Healthcare	211,891	203,218	218,124	147,123	0
Transfer to Vehicle Fund	0	500,000	0	0	0
Transfer to Enterprise Fund	0	1,500,000	250,000	250,000	0
Total	217,948	2,533,149	618,124	491,228	5,000,000

Estimated Ending Fund Balance: \$1,782,174

2019 Revenue Budget Analysis: This fund draws interest only; no additional revenues are anticipated for the foreseeable future.

2019 Expenditure Budget Analysis: Disbursements within this fund are anticipated to cover the cost of construction for the new Health & Education Building. The decision to proceed with this project will need to be approved by the County Board.

SOLAR FARM APPLICATION FEES - FUND 214

Classification: General Government

Background: This fund was created in fiscal year 2018 to account for fees received in conjunction with solar farm applications. The funds will be used to pay for expenses incurred by the County that are associated with the siting of solar farms within Livingston County.

SOLAR FARM APPLICATION FEES – FUND 214 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$40,552

SOLAR FARM APP FEES FUND 214

·	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Budgeted
Revenues					
Solar Farm Application Fees	0	0	0	50,000	50,000
Interest	0	0	0	2	2
Total	o	0	0	50,002	50,002

SOLAR FARM APP FEES FUND 214

	FY2016 Actual	FY2016 Actual	FY2017 Actual	FY2017 Actual	FY2018 Budgeted
Expenditures					
Contractual Services	0	0	0	9,450	9,450
Total	0	0	0	9,450	9,450

Estimated Ending Fund Balance: \$81,104

2019 Revenue Budget Analysis: The revenue comes from the application fee that is charged to request approval to build a solar farm. The fee is \$10,000. There have been 5 applications so far in 2018 and the same amount is likely into the first couple months of FY2019, as the deadline to get the applications in is January 29, 2019.

2019 Expenditure Budget Analysis: The expenses consist of services from Livingston County Soil & Water Conservation and also the cost of legal notices. There are no other expenditures anticipated at this time.

WINDFARM APPLICATION FEES - FUND 215

Classification: General Government

Background: This fund was established to account for fees received in conjunction with windfarm applications. The funds are committed by the Board to pay for expenses incurred by the County for legal work, office supplies and other expenses associated with the siting of windfarms within Livingston County.

WINDFARM APPLICATION FEES – FUND 215 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$188,208

WINDFARM APP FEES FUND 215

Revenues	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Budgeted
Interest	113	113	112	112	112
Total	113	113	112	112	112

WINDFARM APP FEES FUND 215

	FY2016 Actual	FY2016 Actual	FY2017 Actual	FY2017 Actual	FY2018 Budgeted
Expenditures					
Total	0	o	o	0	o

Estimated Ending Fund Balance: \$188,320

2019 Revenue Budget Analysis: This fund draws interest only; no additional revenues are anticipated for the foreseeable future.

2019 Expenditure Budget Analysis: There are no expenses anticipated for FY 2019

ENTERPRISE ZONE - FUND 216

Classification: General Government

Background: This fund was established to account for revenues received as part of economic benefit agreements entered into in conjunction with Livingston County windfarm projects. These funds are committed by the Board for expenses related to County enhancement.

ENTERPRISE ZONE – FUND 216 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$1,182,398

ENTERPRISE ZONE FUND 216

Revenues	FY2016 Actual	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Interest	19,391	11,982	11,500	5,044	5,000
Insurance Proceeds	32,942				
Transfers from Other Funds	0	1,500,000	250,000	250,000	750,000
Total	5 ² ,333	1,511,982	261,500	255,044	755,000

ENTERPRISE ZONE FUND 216

	FY2016	FY2017	FY2018	FY2018	FY2019
	Actual	Actual	Budgeted	Estimated	Approved
Expenditures					
GLCEDC Membership Dues	0	80,000	80,000	80,000	80,000
Economic Development	0	233,501	1,266,500	179,550	1,086,950
GLCEDC Grants	1,803,348	459,668	575,000	575,000	575,000
Exp transferred to Host Fund	294,759	0	0	0	0
Recreational Dev	0	0	100,000	0	0
Pro-active Unit	150,000	150,000	150,000	150,000	150,000
Total	2,248,107	923,169	2,171,500	984,550	1,891,950

Estimated Ending Fund Balance: \$45,448

2019 Revenue Budget Analysis: There is a one-time transfer anticipated to cover expenses that have been dedicated without sufficient fund balance. With the exception of interest, there are no revenues anticipated to be received within this fund.

2019 Expenditure Budget Analysis: Expenses have remained steady within this fund. There is a final payment budgeted as part of the Economic Incentive Agreement previously approved by the Board. There is also a carryover of \$1,086,950, out of the original \$1,500,000 allocation given to the GLCEDC for economic development, which must receive approval of the Board prior to distribution.

LIVINGSTON COUNTY, ILLINOIS FISCAL YEAR 2019 BUDGET



CAPITAL BUDGET - FY2019

During the budget process, funds are set aside to cover the costs of one-time expenses such as computer technology, furniture, building upgrades, and building repairs and equipment. Capital requests shall be submitted during the budget process by the requesting department or departments and should be goal driven to increase efficiency and/or provide for cost reduction. The Finance Committee shall be responsible for prioritizing capital requests based on need and the ability to reduce long term costs. Capital funds are derived from the Pontiac Host Fund, which shall not exceed a cap of \$1,466,000 in total annual expenses not including any expenses previously allocated and carried over from the prior year.

CARRYOVER PROJECTS

Carryover projects are projects that were not completed in the year that the expenses were allocated or they are projects that had the expenses allocated over 2 or more years.

Highway

IT

Incomplete projects as of 9/30/18 are as follows:

Law & Justice Center ADA Compliance County Board Equipment Building/Storage Container Maintenance Generator Monitoring System Maintenance

Highway Building-Sewer Rehabilitation

Zoning & Subdivision Regulations Update Regional Planning

StarCom Radios Coroner
Fire Suppression System – Courthouse Maintenance
Kitchen & Receiving Floor Resurfacing Sheriff/Jail

Camera Replacement – Jail

Projects allocated over 2 or more years:

Grain Elevator Appraisal – Assessor – Livingston County has 33 grain elevator sites within the county, including 71 parcels. These properties have not been reviewed since the 1990's. The data on file was reviewed and found to be outdated and undervalued. This project will serve as a way to boost the Equalized Assessed Value of the County, while spreading the tax burden more equitably amongst the tax payers.

Election Equipment Replacement – County Clerk – The optical scan and Touch Screen voting units that we are currently using are 10-12 years old. Because of the age of the equipment and advancements in technology, the request was approved to replace these units with new election equipment. The expense was allocated over 3 years and new machines will be purchased in 2019.

Cell Doors-Food Slots – **Jail** – Money was allocated over 2 years to purchase and install chuck holes to cell doors in the Livingston County Jail. This would facilitate the passing of meals, mail, etc. during any lock down situation without opening the door.

HR/Payroll Software Upgrade – IT/HR – Our current software is using a local database on the server. This will be an upgrade to the software and also an upgrade to the full sql database version.

NEW CAPITAL PROJECT FY2019

Highway Maintenance Equipment: An equipment study was done in October, 2017 and an equipment replacement schedule showed that a yearly average of \$205,000 should be spent on replacing the aging fleet of highway maintenance equipment. Equipment will be purchased in FY2019.

Body Cooler: The coroner's office will be purchasing a body cooler, which will reduce the storage costs that we pay to morgues in surrounding counties. It would also allow us to hold a non-resident of Livingston County to give us time to contact out of county or out of state doctors and/or family for a medical history, which would save on autopsy costs.

StarCom Radios, Computers and Install: This is for equipment required for 2 School Resource Officers in the Sheriff's Department, who will be assigned to schools in Flanagan and Cullom.

CAPITAL PROJECTS - FY2019

Project	Department	FY2018	Carryover	FY2019
L&JC ADA Compliance	County Board	424,828	424,828	
Equipment Building/Storage	Maintenance	115,000	115,000	
Generator Monitoring System	Maintenance	7,596	7,596	
Highway Building-Sewer Rehabilitation	Highway	148,371	148,371	
Zoning & Subdivision Regulations Update	Reg Planning/Zoning	50,000	50,000	
StarCom radios - Coroner's Office	Coroner	10,000	10,000	
Courthouse - Fire Suppression System	Maintenance	18,000	18,000	
Kitchen & Receiving Floor Replacement	SJL	66,285	66,285	
Cameras - Jail	IT	150,000	150,000	
Grain Elevator Appraisal	Finance	37,500	37,500	37,500
Election Equipment Replacement	Finance	150,000	300,000	161,500
Cell Doors - Food Trays	SJL	21,000	21,000	21,000
HR/Payroll Software Upgrade	IT/HR	27,110	27,110	27,110
Highway Department Equipment Shortfall	Highway			205,000
Body Cooler	Coroner			11,408
StarCom Radios, Computers and Install for				
School Resource Officers	Sheriff			16,000
			1,375,690	479,518

^{**}Carryover amounts do not count toward the cap as they were approved in the prior year(s)

Pontiac Host Fund Cap	1,466,000
Transfer from Host Fund to General Fund Approved Capital Requests Transfer from Host Fund to Vehicle Fund	551,384 479,518 359,100
Total	1,390,002

PONTIAC HOST AGREEMENT - FUND 210

Classification: General Government

Background: The Pontiac Host Agreement Fund was created by Resolution in December, 1994. The resolution provided for a "Host Benefit Fee" for the operation of a landfill in Livingston County. The board determined that an independent "Host County Agreement Fund" be established for the income derived from existing and future "Host Benefit Fees". It was also determined in this original resolution that the "Host County Agreement Fund" be used for the repair, modification, and improvement of existing Livingston County structures and property, including but not limited to bringing said structures and property into compliance with the Americans with Disabilities Act, and new construction of Livingston County structures and property and all other County improvements deemed necessary for the health, safety and general well-being of the residents of Livingston County.

Since fiscal year 2000, the revenue generated has funded the following capital projects: Accounting Software upgrades (FY2001 and FY2017); Construction of the Public Safety Complex and the relocating of Livingston County ETSB (911) (2001-2005); Construction of the Law & Justice Center (FY2011); Remodel of Historic Courthouse (2011-2012); Purchase and renovation of the Regions Bank Building (2003-2004); Purchase of new election equipment (FY2006); New radio system for 911/Dispatch (2015-2016); and Early Retirement payouts (FY2017).

In addition to the Capital Projects, funds are and have been transferred to various other funds to supplement paying expenses.

PONTIAC HOST AGREEMENT FUND 210 FISCAL YEAR 2019 BOARD APPROVED BUDGET

Estimated Beginning Fund Balance: \$11,506,471

PONTIAC HOST FUND 210

	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Revenues				
Contract Payments	4,010,266	3,250,000	3,539,850	3,500,000
Interest	26,205	25,000	29,200	29,000
Total	4,036,471	3,275,000	3,569,050	3,529,000

PONTIAC HOST FUND 210

	FY2017 Actual	FY2018 Budgeted	FY2018 Estimated	FY2019 Approved
Expenditures		3		• •
Capital Projects	398,368	1,608,470	² 57 , 759	1,855,208
Other Expenses	1,345,919	354,000	381,705	302,774
Transfer to General Fund	1,370,019	693,785	693,785	551,384
Transfer to Vehicle Fund	0	359,100	359,100	359,100
Transfer to Enterprise Zone	0	0	0	750,000
Total	3,114,306	3,015,355	1,692,349	3,818,466

Estimated Ending Fund Balance: \$11,217,005

FY2019 Revenue Budget Analysis: The main revenue is the host benefit fee received from the Landfill as explained above. Interest is also earned on any investments.

Fy2019 Expenditure Budget Analysis: Capital projects for FY2019 are explained above and the Other Expenses category is items that were taken from the Enterprise Zone (Fund 216). These include monthly fees that we pay to Vermilion Valley Regional Emergency Communications Joint Authority for 911/Dispatch services and also an annual fee and monthly utility that we pay for the 911/Dispatch tower in Odell.

The transfer to the General Fund is the amount that is needed to balance our revenues and expenses for the fiscal year. The amount that is being transferred to the vehicle fund was previously transferred to the General Fund to cover the costs of new vehicles and vehicle maintenance. Ultimately, this amount is decreasing, which is the long term goal.

Lastly, the transfer to the Enterprise Zone is necessary to cover the costs of the Economic Development Grants that are budgeted for FY2019. (See Enterprise Zone, page 187)