

DATE: July 7, 2014

**FINANCE, SALARIES, POLICY & PURCHASING,
(LAW ENFORCEMENT/SHERIFF/MERIT BOARD/
COURTS) AND (LABOR NEGOTIATIONS)**

**DECEMBER, 2013 THRU NOVEMBER, 2014
FIRST AND THIRD MONDAYS OF THE MONTH
COUNTY BOARD ROOM AT THE COURTHOUSE AT 4:00 P.M.**

COMMITTEEMAN;

- (+) Jim McPhail - Chair
- (+) Kenny Hungate
- (+) Steve Leek
- () Danny Melvin
- (+) Christy Powers
- (+) Alan Price
- (+) David Rea
- (+) Tom Vaughn
- (+) Randall Crocker - County Board Chair

MINUTES: The meeting was called to order at 4:00 p.m. by chair, Jim McPhail. Not present was Danny Melvin, in attendance were, Franklin County Sheriff, Don Jones, Franklin County Clerk, David Dobill, Franklin County Treasurer, John Gulley, Franklin County Circuit Clerk, Nancy Hobbs, Franklin-Williamson Regional Superintendent of Schools, Matt Donkin, Franklin County Supervisor of Assessments, Cindy Humm, Franklin County Animal Control Supervisor, Thad Snell, Franklin County Board Administrative Assistant, Gayla Sink, Franklin County Recycling Coordinator, Keith Ward and other interested parties.

Jim McPhail submitted the County claims, which were approved and signed by all members present.

Kenny Hungate submitted a rental proposal for County elections, discussion followed, the board will meet in two weeks to finalize, a copy of said proposal is hereby attached as a part of these minutes.

Jim McPhail opened bids for painting at the Campbell building and the Park Street building, they are as follows. Park Street Building; Orlandini - Labor - \$460.00,
Williams - Labor - \$1,833.67
Norman - Labor - \$685.00
Campbell Building; - Labor - \$1,200.00

Discussion followed a decision will be made later.

Franklin County Treasurer, John Gulley reported on the County Finances and the possible need for a temporary employee.

Randall Crocker submitted a Franklin County Hiring Policy Draft and explained same, discussion followed, a copy of said draft is hereby attached as a part of these minutes.

Discussion was held on placing video cameras in offices handling cash transactions.

The meeting adjourned at 4:50 p.m.

Minutes submitted 7/8/14

Jim McPhail
Chair, Finance Committee



414 W. Hudelson Street P.O. Box 48
Benton, Illinois 62812
618.435.5700

Board Chairman Rick Knight
rknight@bentonciviccenter.com
General Manager Bill King
bking@bentonciviccenter.com
Website www.bentonciviccenter.com

To: Randall Crocker, Franklin County Board Chairman
From: Bill King - Benton Civic Center
Re: Rental proposal for County Elections

FILED
JUL 03 2014
FRANKLIN CO. CLERK

Randall,

Here is the proposal I've worked up explaining what the County currently does with the Civic Center, and what we would like to propose for the Franklin County to consider. As you will see on the financial addendum The County currently rents the Kiwanis Hall for 2 days per year for judges school and 2 days per year for a polling station in any given election. Of course every other year there is a primary so the needs double. The rates shown represent the current cost to the County over a ten year period. That amount is \$7,500.00.

In addressing your idea of consolidating all the Benton polling stations to the Benton Civic Center you will see that under the same ten year analysis the current cost to the County would be \$12,750.00.

The Benton Civic Center is offering to Franklin County a flat ten year rate of \$8,500.00 based on your projected needs for the next ten years. This represents a thirty-three percent savings to the County over that ten years. However, in order to achieve that savings the Civic Center would require the \$8,500.00 amount be paid in full at the start of the agreement between the Civic Center and the County.

This proposal will entitle agreed upon access to the Benton Civic Center for all election cycles from 2014 thru 2024. At the end of this ten year agreement the County Board and the Benton Civic Center would enter into a new agreement. This current proposal would, of course, be subject to both boards agreeing to the terms indicated in this memo. In this time of fiscal austerity I would hope you would consider this offer a fair and balanced proposal mutually beneficial to both parties.

Franklin County Proposal Addendum

Current	Kiwanis Hall Rental	Rental Days	Purpose	Cost
		2	Judges School	\$250.00
		2	Polling Station	\$250.00
		5 per 10 year cycle		\$2,500.00
			Subject to cost increases	
		4	Judges School	\$500.00
		4	Polling Station	\$500.00
		5 per 10 year cycle		\$5,000.00
		Total Cost to County over 10 years		\$7,500.00
			Subject to cost increases	

	Rental Days			
Needs based on 10 year plan	2	Judges School at Kiwanis Hall	\$250.00	
	2	BCC General Election	\$600.00	
	5 per 10 year cycle		\$4,250.00	
	4	Judges School	\$500.00	
	2	BCC Primary	\$600.00	
	2	BCC General Election	\$600.00	
	5 per 10 year cycle		\$8,500.00	
	Total Cost to County over 10 years		\$12,750.00	Subject to cost increases

Civic Center Offer	Use of Kiwanis Hall and Civic Center over next 10 years	\$8,500.00
Savings over 10 year agreement		\$4,250.00
		33% savings to County over 10 years Fixed Cost to County

Franklin County Hiring Policy Draft

The county believes that hiring qualified individuals is an overall obligation to the taxpayers and citizens of Franklin County. The county will check an applicant's background, including and pertinent criminal record as a part of the hiring process. The search may include any appropriate, reliable criminal offender record information. In seeking any necessary information (through the use of fingerprints or any other method), the following practice and procedures should be followed:

1. A criminal history verification will be conducted by the county on the recommended candidate for hire prior to making a final offer of employment.
2. The candidate will be provided a copy of the criminal history report, informed of any findings of concern, and given the opportunity to verify and respond to them.
3. The criminal record checks will be conducted in accordance with applicable law, and would require to complete a Disclosure Authorization form.
4. All fingerprinting will be accomplished through the office of the Franklin County Sheriff.
5. Only criminal convictions will be considered when making employment decisions. Criminal conviction does not necessarily preclude employment with the county. When evaluating this information, the following will be considered:
 - The nature and gravity of the offense
 - The amount of time that has passed since the conviction and/or completion of the sentence
 - Evidence of rehabilitation
 - The nature of the job in question
6. Reasonable caution will be exercised when interpreting evaluative information to insure that discrimination ^{Not} does occur.

This policy does not replace any specific background verification process already in place by the county. The county office that receives the background and criminal history information shall keep such information confidential and it will be provided on a strict need-to-know basis. Any discussions must be pertinent to a hiring process.

If the record contains convictions, the _____ office will evaluate the record on the basis of this policy. The candidate will be contacted, given the opportunity to meet personally with the officeholder, or _____, respond to the criminal history report, and provided with a copy of the criminal history report.

DATE: July 21, 2014

**FINANCE, SALARIES, POLICY & PURCHASING,
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COURTS) AND (LABOR NEGOTIATIONS)**

**DECEMBER, 2013 THRU NOVEMBER, 2014
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- (~~l~~) Christy Powers
- (~~l~~) Alan Price
- (~~l~~) David Rea
- (~~l~~) Tom Vaughn
- (~~l~~) Randall Crocker - County Board Chair

MINUTES: The meeting was called to order at 4:00 p.m. by chair, Jim McPhail. Not present was Danny Melvin, in attendance were, Franklin County States Attorney, Evan Owens, Franklin County Clerk, David Dobill, Franklin County Treasurer, John Gulley, Franklin County Circuit Clerk, Nancy Hobbs, Franklin County Engineer, Mike Rolla, Franklin County Supervisor of Assessments, Cindy Humm, Franklin County Emergency Management Director, Ryan Buckingham, Franklin County Animal Control Supervisor, Thad Snell, Franklin County Recycling Coordinator, Keith Ward and other interested parties.

Jim McPhail submitted the County claims, which were approved and signed by all members present. Mr McPhail led discussion concerning property taxes and stated budget hearings would begin soon. Mr McPhail reported on the SIH Park Street property and led discussion concerning building permits.

Kenny Hungate reported on available grants and applying for same.

Franklin County Circuit Clerk, Nancy Hobbs submitted a report on the collection of delinquent fees, discussion followed, a copy of said report is hereby attached as a part of these minutes.

Franklin County Treasurer, John Gulley submitted a County financial report and explained same, discussion followed, a copy of said report is hereby attached as a part of these minutes.

Steve Leek suggested each office holder do a study and report to the board why revenues in their department were below last year.

The meeting adjourned at 4:30 p.m.
Minutes submitted 7/22/14

Jim McPhail
Chair, Finance Committee



John Gulley, Franklin County Treasurer
PO Box 967
100 Public Square
Benton, IL 62812

Pamela J. Smith - Chief Deputy • Glenda Doyle, Teri Conaway, Amy Sileven - Deputies

FRANKLIN COUNTY FINANCIAL REPORT (CASH BASIS)
June 2014

I. GENERAL COUNTY REVENUE

The end of June marks the completion of 58.3% of the fiscal year. Many of our major revenue items continue to lag behind. You will continue to notice significant discrepancies in where we are now versus where we were this time last year. I suggest that the county board consider amending the budget to reflect lower revenue estimates. This will require the board to make adjustments in expenditures as well. In my opinion, this will be necessary to prevent deficit spending for 2014.

Major revenue items (\$100,000 in budgeted revenue or greater)

Items of concern in bold

Item	YTD Rec'd	2013 YTD	Budgeted Amount	% Received
Real Estate Taxes	\$ 152,881.63	\$ 175,978.84	\$ 1,076,400.00	14.20%
Sales Tax	\$ 115,702.12	\$ 115,346.89	\$ 242,000.00	47.81%
Supplemental Sales Tax	\$ 419,287.15	\$ 427,764.61	\$ 770,000.00	54.45%
Federal Prisoners	\$ 40,200.00	\$ 73,120.00	\$ 146,000.00	27.53%
State Income Tax	\$ 708,885.37	\$ 739,021.12	\$ 1,300,000.00	54.53%
Personal Property Repl Tax	\$ 156,310.00	\$ 149,625.57	\$ 245,000.00	63.80%
State's Attorney Salary Reimb	\$ 86,753.19	\$ 96,451.36	\$ 144,000.00	60.25%
TVA Payment in Lieu of Tax	\$ 68,505.60	\$ 82,376.28	\$ 148,000.00	46.29%
Coal Mine Payment in Lieu of Tax	\$ -	\$ 201,425.00	\$ 201,000.00	0.00%
Use Tax	\$ 136,251.23	\$ 123,421.12	\$ 212,000.00	64.27%
911 Salary Reimbursement	\$ 107,169.43	\$ 105,932.97	\$ 154,000.00	69.59%
Dispatcher - City of Benton	\$ 65,000.01	\$ 79,583.86	\$ 110,000.00	59.09%
County Clerk Fees	\$ 170,835.49	\$ 209,449.00	\$ 380,000.00	44.96%
Circuit Clerk Fees	\$ 186,065.98	\$ 204,095.41	\$ 338,000.00	55.05%
Sheriff Fees	\$ 103,950.82	\$ 119,643.60	\$ 203,000.00	51.21%
Circuit Court Fines	\$ 285,702.00	\$ 356,168.92	\$ 569,000.00	50.21%
Miscellaneous	\$ 4,695.87	\$ 47,270.06	\$ 460,000.00	1.02%
TOTAL (major items only)	\$ 2,808,195.89	\$ 3,306,674.61	\$ 6,698,400.00	41.92%

The information in this report is subject to change until the final, reconciled budget report is printed and the month is closed-out.

II. GENERAL COUNTY DISBURSEMENTS

With a few exceptions, departmental spending continues to remain largely on-track. The circuit court's expenditures are expected to be over budget by at least \$60,000 due to the hiring of court-appointed public defenders. The circuit court's budget for special public defenders is \$50,000, and over \$56,000 has been spent to date on this line item.

Additional significant expenditures in this area are still expected. Also, we will likely have to transfer \$25,000 out of our contingency fund to pay for contractual back pay for the sheriff's department. This back pay is reflected in this report for the first time.

Expenditures by department through 6/30			
Department	Expenditures	Budget	% Spent
General County	\$ 497,702.55	\$ 1,809,644.00	27.50%
County Board	\$ 62,066.96	\$ 130,120.00	47.70%
County Clerk	\$ 161,442.47	\$ 296,853.00	54.38%
Treasurer	\$ 103,842.77	\$ 201,453.00	51.55%
Circuit Clerk	\$ 131,610.96	\$ 242,453.00	54.28%
Sheriff	\$ 1,629,074.96	\$ 2,713,396.00	60.04%
Coroner	\$ 72,604.07	\$ 140,600.00	51.64%
Superintendent of Schools	\$ 41,991.30	\$ 72,785.00	57.69%
State's Attorney	\$ 314,130.90	\$ 535,090.00	58.71%
Supervisor of Assessments	\$ 99,996.13	\$ 174,843.00	57.19%
Election	\$ 153,203.65	\$ 225,568.00	67.92%
Public Defender	\$ 82,705.65	\$ 137,495.00	60.15%
Probation	\$ 60,298.77	\$ 90,000.00	67.00%
Board of Review	\$ 7,667.55	\$ 13,300.00	57.65%
Circuit Court	\$ 76,099.74	\$ 82,200.00	92.58%
Public Bldg & Grounds	\$ 257,227.67	\$ 411,450.00	62.52%
Animal Control	\$ 55,337.26	\$ 98,700.00	56.07%
Emergency Management	\$ 40,590.03	\$ 68,510.00	59.25%
Contingency	\$ 1,050.00	\$ 122,640.00	0.86%
TOTAL	\$ 3,848,643.39	\$ 7,567,100.00	50.86%

The information in this report is subject to change until the final, reconciled budget report is printed and the month is closed-out.



Circuit Clerk Monthly Summary

00516: FRANKLIN COUNTY CIRCUIT CLERK

Live Date: 2/4/2014

Report Creation Date: 7/1/2014

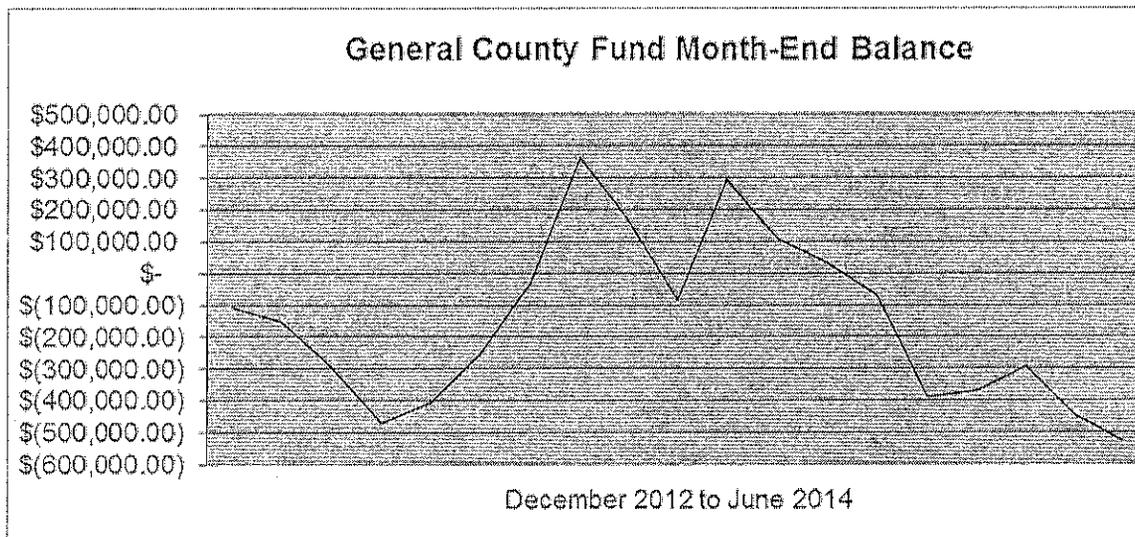
	Last Month	Year To Date	Lifetime
# of accounts listed	0	3,864	3,864
Phone Calls	903	3,347	3,347
Letters Sent	2,494	7,866	7,866
Dollars Collected	4,848	27,115	27,170

Items to Note:

- Letters Sent – These numbers may seem high but consider they include continual letters on reoccurring payments arrangements required by federal law.
- Dollars Collected – Please understand that these dollars do NOT include the fees paid to or retained by CCP.

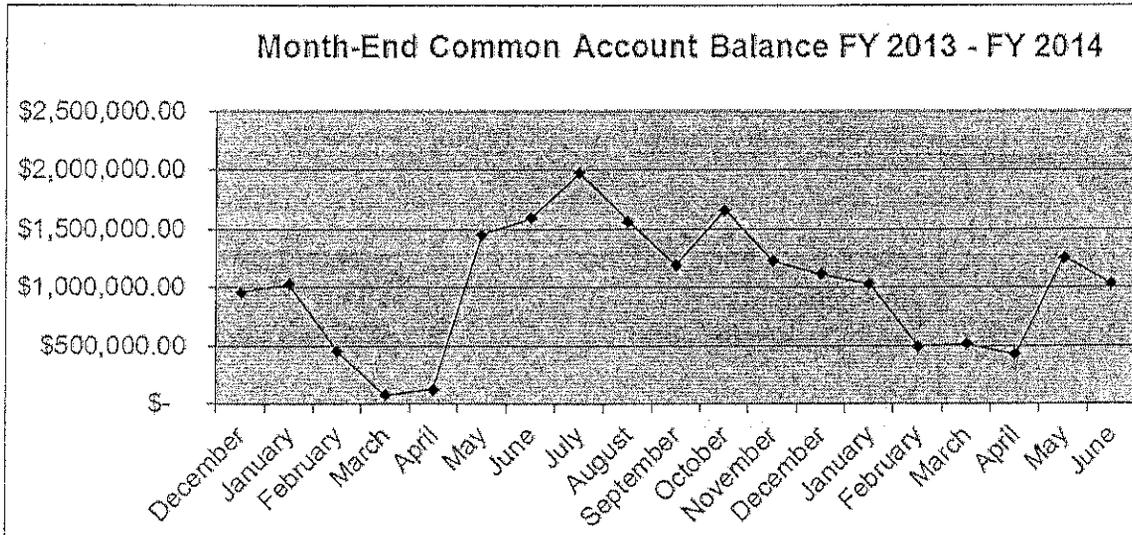
III. FUND BALANCES

General County Fund (01) Month-to-date Cash Basis	
6/1/14 Beginning Balance	\$ (444,513.53)
June Receipts	\$ 504,437.16
June Disbursements	\$ 584,140.94
6/30/14 Balance	\$ (524,217.31)



Common Account (including Gen. Co. Fund) Cash Basis	
6/1 Balance	\$ 1,254,277.43
June Receipts	\$ 867,652.76
June Disbursements	\$ 1,089,181.97
6/30 Balance	\$ 1,032,748.22

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Detention Center Fund (62)	
Cash Basis	
6/1 Balance	\$ 1,121,796.34
June Receipts	\$ 128,825.98
June Disbursements	\$ 104,385.33
6/30 Balance	\$ 1,146,236.99

Meth Program Fund (620)	
Cash Basis	
6/1 Balance	\$ (310,506.26)
June Receipts	\$ 0.00
June Disbursements	\$ 0.00
6/30 Balance	\$ (310,506.26)

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