

**ORDINANCE T-2021-05-001**

**AN ORDINANCE APPROVING THE ANNUAL BUDGET AND APPROPRIATION ORDINANCE  
(FISCAL YEAR 2021-2022)**

**WHEREAS** all legal requirements have been complied with: Now therefore be it ordained by the Township Board of the Town of Cunningham, County of Champaign, State of Illinois, in meeting assembled as follows:

That the fiscal year of this Town is hereby fixed and declared to be from July 01, 2021 - June 30, 2022;

That the following budget, incorporated herein, containing an estimate of receipt of the Town and General Assistance funds, is hereby adopted as the budget of this Town and General Assistance funds, and shall be in full force and effect from and after this date;

That there is an estimate of the beginning balance of July 01, 2021 in the amount of

Town Fund	\$614,894
General Assistance Fund	\$1,223,164
Total All Funds	\$2,330,450

That the estimate of cash to be received during the Fiscal year, from all sources is

Town Fund	\$827,379
General Assistance Fund	\$399,960
Total All Funds	\$1,227,339


That the estimate of expenses for each of the aforementioned funds is

Town Fund	\$928,046
General Assistance Fund	\$1,123,591
Total All Funds	\$2,051,637

That the ending balance at the end of the Fiscal Year, June 30, 2022 is estimated to be

Town Fund	\$539,987
General Assistance Fund	\$574,758
Total All Funds	\$1,114,745

That the following budget is the Annual Appropriation Ordinance of this Town, passed by the Township Board of the Town of Cunningham as required by law, and shall be in full force and effect from and after this date. Adopted on June 14, 2021 by the Township Board of the Town of Cunningham in the County of Champaign, State of Illinois, in meeting assembled.

  
Phyllis Clark, Township Clerk

  
Diane Marlin, Township Chair

ORDINANCE T-2021-06-001

AN ORDINANCE APPROVING THE ANNUAL BUDGET AND APPROPRIATION ORDINANCE  
(FISCAL YEAR 2021-2022)

WHEREAS all legal requirements have been complied with: Now therefore be it ordained by the Township Board of the Town of Cunningham, County of Champaign, State of Illinois, in meeting assembled as follows:

That the fiscal year of this Town is hereby fixed and declared to be from July 1, 2021 - June 30, 2022;  
That the following budget, incorporated herein, containing an estimate of receipt of the Town and General Assistance funds, is hereby adopted as the budget of this Town and General Assistance funds, and shall be in full force and effect from and after this date;

That there is an estimate of the beginning balance of July 1, 2021 in the amount of

Town Fund	\$544,148
General Assistance Fund	\$650,758
Total All Funds	\$1,194,906

That the estimate of cash to be received during the Fiscal year, from all sources is

Town Fund	\$1,386,677
General Assistance Fund	\$1,608,336
Total All Funds	\$2,995,013

That the estimate of expenses for each of the aforementioned funds is

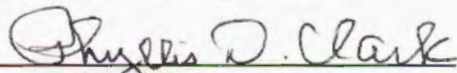
Town Fund	\$881,515
General Assistance Fund	\$1,394,100
Total All Funds	\$2,275,615

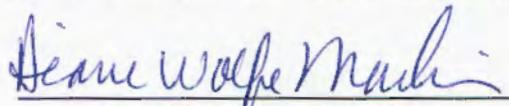
That the ending balance at the end of the Fiscal Year, June 30, 2022 is estimated to be

Town Fund	\$1,049,310
General Assistance Fund	\$864,994
Total All Funds	\$1,914,304

That the following budget is the Annual Appropriation Ordinance of this Town, passed by the Township Board of the Town of Cunningham as required by law, and shall be in full force and effect from and after this date.

Adopted on June 21, 2021 by the Township Board of the Town of Cunningham in the County of Champaign, State of Illinois, in meeting assembled.

  
Phyllis Clark, Township Clerk

  
Diane Marlin, Township Chair





# **CUNNINGHAM TOWNSHIP DRAFT BUDGET**

**Fiscal Year 2021- 2022  
July 1, 2021 - June 30, 2022**

**Cunningham Township  
205 West Green Street  
Urbana, Illinois 61801**

# **CUNNINGHAM TOWNSHIP DRAFT BUDGET**

**Fiscal Year 2021 - 2022  
July 01, 2021 - June 30, 2022**

Cunningham Township  
205 West Green Street  
Urbana, Illinois 61801  
(217) 384-4144  
Supervisor@cunninghamtownship.org

## **Elected Officials**

Supervisor	Danielle Chynoweth
Assessor	Wayne T. Williams Jr.
Town Clerk	Phyllis Clark

## **Township Board**

Diane Marlin, Chair  
Maryalice Wu, Ward 1  
Christopher Evans, Ward 2  
Shirese Hursey, Ward 3  
Jaya Kolisetty, Ward 4  
Chaundra Bishop, Ward 5  
Grace Wilken, Ward 6  
James Quisenberry, Ward 7

## Budget Memo from the Township Supervisor

May 10, 2020

Dear Cunningham Township Board,

Created in 1928, the Cunningham Township is a local taxing body focused on equity. The Assessor, Supervisor, Clerk, and Town Board are elected by and accountable to the people of Urbana. Our Assessor division provides independent assessments of properties so that all property owners pay their fair share. Our Supervisor oversees programs to support the lowest income households in Urbana – providing a non-duplicated safety net for Urbana households dealing with the devastation of homelessness, joblessness, or disability. Cunningham Township Supervisor’s Office (CTSO) is an agile, local office, focused on filling gaps in services. CTSO landscapes needs, collaborates with other agencies, provides grants to partners to fill gaps. When no partners exist to fill a gap, CTSO may help create a new program in the community, or provide that program within CTSO. CTSO served over 4000 residents in 2020 with General Assistance, Rent Assistance, Emergency Housing, Rapid Rehousing, Housing Advocacy, Disability Advocacy, and Food Delivery, in addition to hundreds served through Social Service grants.

### BACKGROUND

Our community is one of contrasts – with a large and largely invisible impoverished constituency living alongside a flourishing and vibrant academic community. Consider the following:

- **Champaign-Urbana is facing a housing crisis for low-income residents, as wages do not keep up with rent and cost of living.** Champaign County residents are the most rent burdened in the state – with roughly a third of residents severely rent burdened.
- In 2019 in Champaign County, a person had to work 73 hours a week at minimum wage to afford the average two-bedroom apartment and the cost of utilities. (United Way of Champaign)
- Income has not kept up with rents. Prior to COVID-19, 66% of Urbana renters are paying more than one third of their income on rent. (American Community Survey)
- 1350 Champaign County households had evictions filed against them in 2017, or about 5 per workday. In Urbana the number was 367. (Champaign Circuit Clerk)
- The number of homeless children in the county is rising from 583 in FY18 to 637 in FY20. 188 homeless children attend Urbana Schools in this fiscal year. (Regional Office of Education)
- Federal SSI payments to the disabled are a maximum of \$783 per month, which means they are rent burdened if they pay more than \$258 in rent. The lowest available rents in the city are at least double this amount.
- Vacant rental stock in Champaign-Urbana has increased 50% from 2000, to almost 3000 empty units in 2019. This amount would house the number of known homeless residents in the county several times over. (American Community Survey)
- The Housing Authority of Champaign County serves a fraction of demand. An estimated 80% of local households in need of rental subsidies are not served.(Champaign Urbana Tenant Union).
- 5200+ households signed up in a 3-week open application period in June 2019 for Housing Choice Vouchers, which are used to move those in need into private rentals. Only 1500 of these applicants were added to the waitlist. Prior to this waitlist opening, about 1500 Champaign

County households had HCVs. Applicants typically wait 2-4 years to receive a voucher. The oldest application in the waitlist is 3.5 years. (Housing Authority of Champaign County)

### **GENERAL ASSISTANCE PROGRAM**

General Assistance (GA) is a state-mandated program townships must provide to very low-income or no-income residents who meet program criteria. Township Supervisors set the rules as to who is eligible for General Assistance, and these rules must be applied fairly. Many townships use the Township Officials of Illinois (TOI) GA rules, customizing it to meet their needs. Cunningham Township uses a modified version of the TOI rules.

General Assistance is meant to be gap funding and ends when participants receive other cash assistance or sufficient income. GA participants fall into three scenarios:

1. Waiting on a disability determination from the Social Security Administration for SSI/SSDI.
2. Temporarily out of work due to a medical issue, family emergency, jailing, or layoff.
3. Out of work long-term due to homelessness, mental health issues, criminal justice background, lack of education, domestic violence, or trauma.

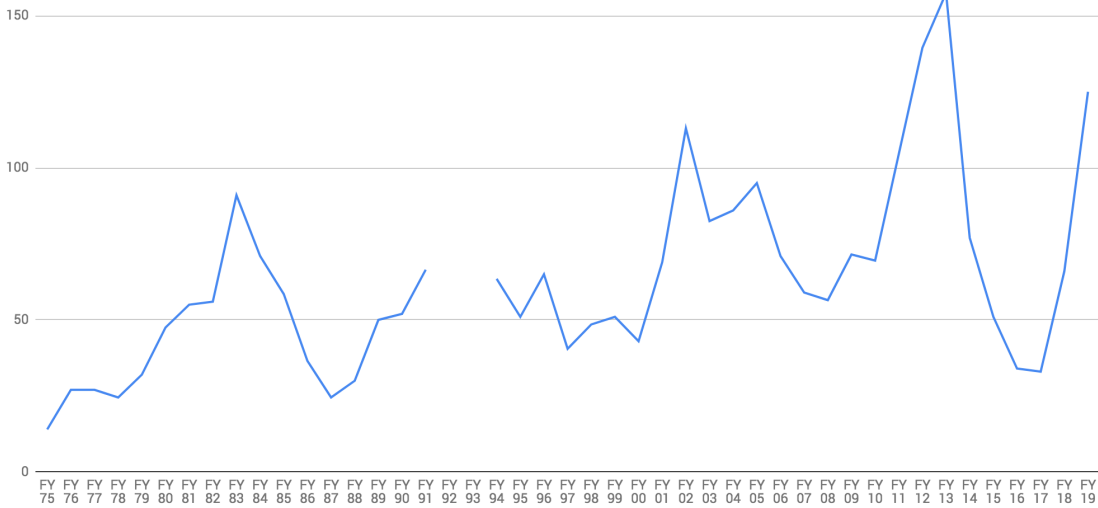
43 current GA participants have disabilities, with most awaiting federal disability determinations. In almost every case, these participants are denied by SSA and have to appeal and reapply multiple times before being approved - a process that seems to take 1-8 years. When they receive SSI, the Social Security Administration reimburses Cunningham Township for the General Assistance provided during the timeframe SSA determines the resident was eligible for payments.

52 current GA participants are considered able to work but unemployed. Except during COVID-19, these residents participate in Community Workfare and/or educational opportunities. They receive support in seeking employment through our relationships with Salt and Light, WorkNet, First Followers, and Regional Planning Commission. Parents of children are eligible to receive GA for up to 3 months as long as they have a pending application for TANF. If they have reached their 5 year TANF limit (a Clinton era retooling of the program), they may receive GA.

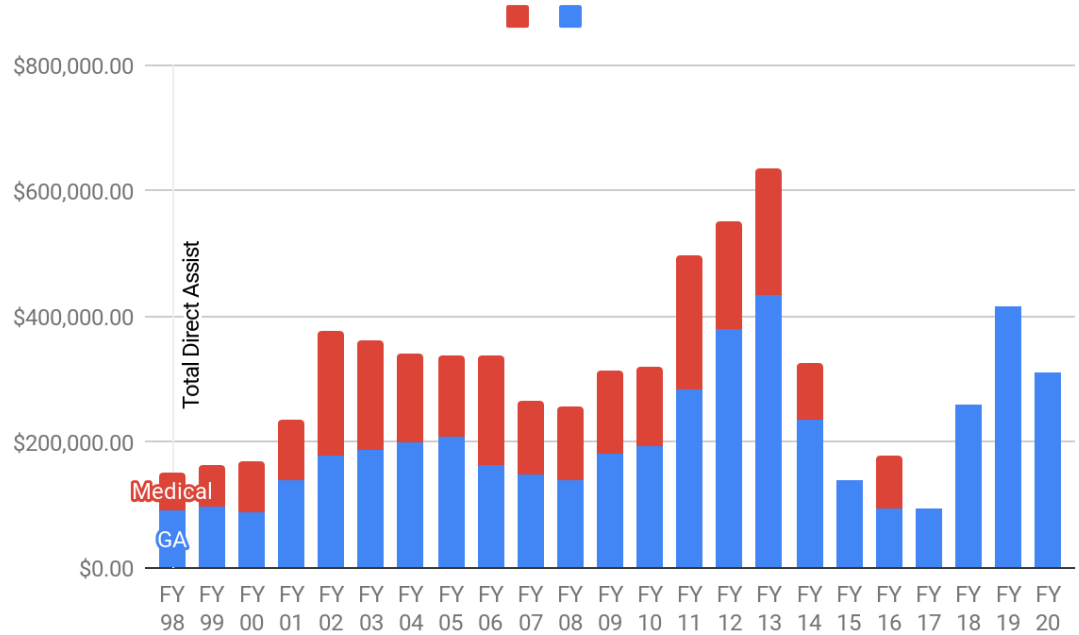
Historically the number of Urbana residents requiring General Assistance fluctuates based on the following:

1. The health of the economy.
2. Federal and state policies and practices regarding medical and disability payments.
3. The accessibility of the program itself.

Below is a chart of the median number of households in a given year receiving General Assistance from 1975 to present. Note there is a wide variety from 20-176 cases, with an average of 62 cases in this time span, and with missing data from 1992 to 1994.



This second graph shows the amount of payments in dollars for general assistance and medical assistance since 1998. Note that the expansion of Medicaid by the Affordable Care Act 2014 generally coincides with a reduction in medical payments. In 1982 General Assistance was \$130 per month, 20 years later in 2002, payments were \$204 per month, in 2012 they were \$223, through 2019 they were \$265. GA payments are now \$300 per month. City of Champaign Township GA payments are currently \$304.



**RENTAL ASSISTANCE**

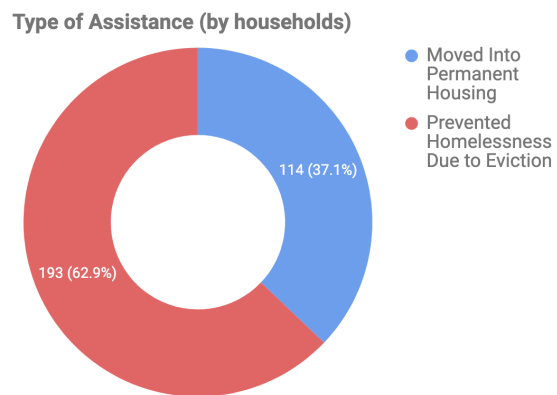
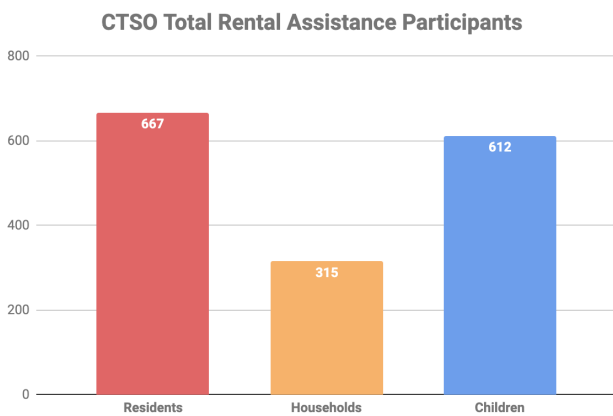
Townships may, at their option, provide Emergency Assistance, which can help with one-time payments of rent, utilities, etc. They may also operate or provide grants to social service agencies for services including: senior support, youth programs, food pantries, or homeless shelters.

In response to the crisis in affordable housing and homelessness in Urbana, the Cunningham Township Supervisor launched a **Rental Assistance Program** in December of 2017, which supports Urbana residents who are homeless or at risk of homelessness due to a threat of eviction. The City of Champaign Township followed suit and the two Townships joined forces with Champaign County Regional Planning Commission to launch the Champaign County Rental Assistance Program, greatly expanding the program. This model program of collaboration involved regular collaboration meetings, a shared application, no wrong door, and a shared consent form.

The CTSO Rental Assistance Program provides Urbana residents one time support in a two-year period to prevent eviction or to help homeless residents to move into housing. In FY 2019-2020 the assistance amount was \$600, which was nearly always sufficient. In the past year during COVID-19, rental arrears increased dramatically, and CTSO increased its assistance to up to 3 months of rent. For homeless residents moving into their own apartment, assistance was increased to cover the deposit and first month’s rent. During COVID-19 with the release of new housing vouchers for homeless residents staying in shelter, demand for move-in support increased.

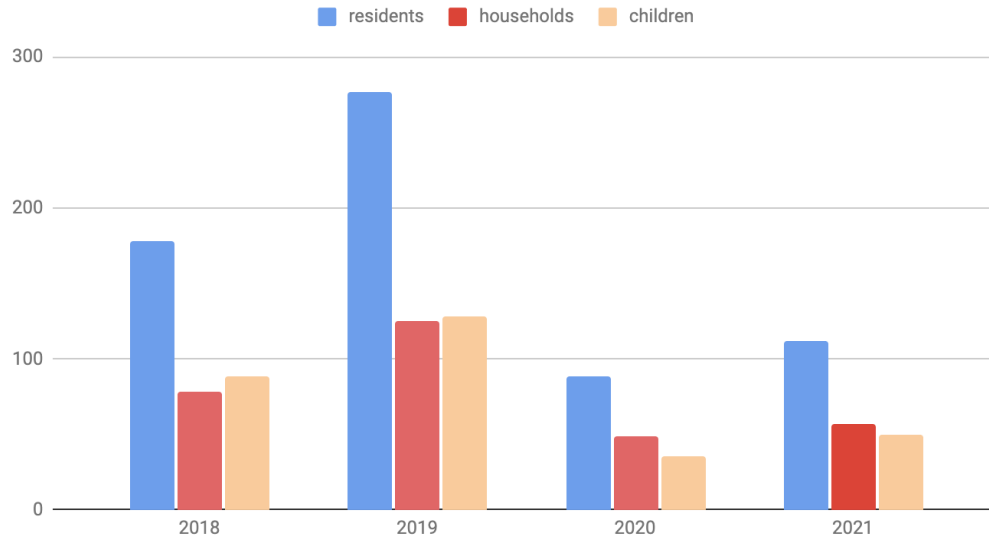
In past years, to qualify for RA, residents’ rent must not exceed 50% of their income unless they are on a fixed income such as SSI, in which case their rent can not exceed 70% of income (about \$550 for someone on SSI). This limit was to improve the chances that a one-time payment could stabilize their situation. Those who were under income were referred to other programs. During COVID-19 with local unemployment rates rocketing from 3% to 11%, CTSO augmented its regular RA with a COVID-RA program, thanks to monetary support from the United Way, CU Public Health, and private donors to our Angel Donor Fund. Between referrals to partner agencies such as Regional Planning Commission which administered millions in rental assistance, and CTSO’s own program, nearly all complete applications were awarded assistance.

The following charts show total assistance since is December 2017 start and break down by type:





## CTSO Rental Assistance Participants by Year



In the above chart, 2021 numbers only reflect the four months of January through April. Calendar year 2020 had a lower number of assistance cases as most COVID-impacted applications were referred to the multi-million dollar COVID relief programs. That said, CTSO pay-outs per household increased dramatically.

### EMERGENCY HOUSING

Since the Regional Office of Education closed its hotel voucher program in May of 2019, there has been no immediate emergency shelter option for families with children unless the adult is actively fleeing domestic violence. Emergency Family Shelter has 8 units for the entire county and it takes between 5-150 days (average of 30 days) to enter the program. This has resulted in Urbana families with children having no immediate options. CTSO launched a pilot program for emergency housing for families in 2018, but had to close due to the high expense of hotel stays and lack of sufficient case management. CTSO has attempted to find a partner to operate same day shelter or work to expand existing options. In 2020, with families actively unsheltered during the pandemic, CTSO opened COVID Emergency Housing for families and disabled residents using vacant hotels during the pandemic. With effective case management, close coordination with partners, a focus on rapid rehousing, 90% of those served have transitioned to more stable housing with an average stay of 31 days

### OTHER ASSISTANCE

#### ANGEL DONOR FUND

The Township's Angel Donor Fund was launched in late 2018 to provide life-saving support for township program participants who have one-time needs that fall outside our programs. Donations are tax-deductible. 100% of all donated funds go directly to secure food, clothing, housing, power, transportation or other tangible needs on behalf of residents. This fund was created in response to multiple requests from the public for a process to donate to support Cunningham Township participants. The response, especially in light of COVID-19, has been amazing. We budgeted for \$25,000 in income this year and raised over \$67,300 so far.

## **BUCKET BRIGADE**

CTSO strengthened its food advocacy programs with the beginning of the COVID-19 pandemic in March 2020 launching the Bucket Brigade as a collaboration with the Channing Murray Foundation. The objective of Bucket Brigade is to promote food justice by delivering hot meals, packaged food, fresh produce, masks, cleaning supplies, diapers, winter needs, COVID-19 resource guides in English and Spanish, and other critical resources to households throughout Urbana-Champaign. As of March 1, 2021, 1126 households including 3345 adults and 1345 children have been served.

## **SOLIDARITY GARDENS CU**

Launched by Cunningham Township, Solidarity Gardens CU is a community-wide collaboration - with Sola Gratia Farm, Channing Murray Foundation, Urbana Free Library, Urbana Park District, and other community partners - empowering local residents and organizations to grow fresh vegetables to feed and nourish neighbors and residents in need. Solidarity Gardens CU offers free seeds, seedlings, tools, soil, containers, supplies, gardening expertise, and educational resources to any residents and organizations in the Champaign-Urbana area. We then collect, process, and redistribute donated produce to community members who are facing economic and food access challenges through the Solidarity Gardens CU Distribution Network. In the first season, we were able to: put approximately 1,000 square feet of community garden space under production; distribute over 1,200 starts and packets of seeds to gardeners in order to grow food for neighbors in need; and grow hundreds of pounds of produce. In 2021, leased property on Wood Street from the City of Urbana and intend to work with the local neighbors and businesses to design a Solidarity Garden for 2022.

## **SOCIAL SERVICE FUNDING**

The Cunningham Township has had a partnership with the City of Urbana to distribute grants to social service agencies through the Consolidate Social Service Funding Program (CSSF) with the aim of supporting low-income Urbana residents. Organizations have received \$500 - \$50,000. After much consideration, I am restructuring the program for FY2022.

To strengths of the CSSF program have been:

- The CSSF can support services not provided by township or other agencies, and in areas of expertise not held by township -- such as multi-lingual support, legal aid, and complicated health insurance navigation, volunteer coordination -- and more.
- The CSSF fosters new organizations, allowing social service agencies to grow their capacity, foster new relationships with other local funding entities, and leverage with state and national funds.
- The CSSF has been able to support organizations struggling with funding or payment gaps, keeping these organizations viable.
- The CSSF allows the city to township to coordinate closely in funding gaps in the community.

The concerns I have about the CSSF program are:

- The CSSF grants program has had more of a scattershot approach, funding a variety of incumbent programs, without a clear vision or clear connection to township's mission and focus. In the past few years, the CSSF program has attempted to create an annual plan and priorities to correct this.
- CSSF funds are a small drop in a large bucket for some fundees, yet they represent a large piece of the township budget. In some cases, township regularly funded with large, guaranteed funding from the state where it was unclear what gap township funds were filling.
- CSSF grants fund programs that serve the entire community with tax dollars from Urbana. It is often difficult to target Urbana residents or show clear benefit to them.
- With limited staff, Township has not been able to provide adequate oversight to ensure accountability. Although many of the funded programs have operated with great efficiency, Township has funded several programs which were non-responsive when attempting to refer participants, closed mid-year, served a small number of Urbana residents, excluded service delivery to very low-income residents (such as not taking Medicaid), or represented services that are not used by township participants.
- The CSSF fund duplicates the work of United Way, the Mental Health and Disabilities Boards, and the Community Foundation which have reported a lack of competitiveness amongst grant applications in past years. These funders are better positioned than township to run effective, accountable grants programs for the whole community.

Over the years, the funding allocation has shifted, as the Township has shown a surplus and the City has faced budget cuts. For example, in 2014 the overall CSSF budget was \$300,000 -- \$200,000 from the city and \$100,000 from the Township. In FY20, the program granted \$215,500 total to 21 non-profit organizations in grants ranging from \$3,500 to \$21,000, with the City of Urbana contributing \$75,000 and Cunningham Township managing the remaining \$140,500. Last year, facing a half million dollar anticipated revenue shortfall, the Township reduced its contribution to \$100,000.

**In this proposed budget, I am suggesting the same allocation as last year - \$100,000 - with a different program design, based on tight collaboration, clear interagency agreements, and a fee for service model when applicable.** These same dollars will have much stronger impact when part of a clear strategy to target the needs of very low income residents, and used in collaboration with township as a key social service provider. This model is already in place with a number of organizations who are also core collaborators who provide essential support to Township participants. To name a few examples:

- Township directs nearly every participant in need of Medicaid, SNAP or other DHS support to grantee Champaign County Health Care Consumers.
- Township refers every applicant who indicates that a criminal justice background is a barrier to finding housing or employment to First Followers.
- Sola Gratia is resourced by township to coordinate the Solidarity Garden initiative, provide seedlings and garden support to the Township garden, and fresh produce to Township participants through the Bucket Brigade.
- Channing Murray Foundation delivers food and safety supplies to township participants and is paid on a per delivery basis.

- About 40% of township participants use CU at Home and their shelter and homeless services in a given year. CTSO coordinates weekly with CU at Home to support residents moving to permanent housing, distribute township mail, and reach hard to reach participants.

**INTERNSHIP PROGRAM**

Cunningham Township also offers a structured internship program with the following purposes, to: (1) provide formal and informal field experience to students and members of the community, (2) provide a conduit for local residents to collaborate with the Township on projects that are aligned with their interests or passions, and (3) to support Cunningham Township with its needs.

We have three, four month long intern semesters each year: with Spring, Summer and Fall cohorts of up to 8 people. Interested Interns submit a cover letter and resume, go through an interview process, and if accepted receive a biweekly stipend of \$125 for part time interns and \$250 for full time interns (6 shifts or more). As a University of Illinois School of Social Work Field Instructor, I am able to oversee the work of full time Social Work students. We have mentored 6 social work students since January 2020.

**LEVY**

In 2014 the Town Board voted to decrease the tax levy for General Assistance in 2015. This was done upon the recommendation of the prior Supervisor, after she had reduced client numbers to historic lows. When I assumed the position of Supervisor in May of 2017, I found only 26 clients in the General Assistance rolls, a level that had not been seen since 1987. I discovered the prior Supervisor employed aggressive tactics to dissuade residents from applying for GA; and once they were clients, enacted a zero tolerance policy for tardy and missed appointments and Community Work. Beginning in 2016, the GA fund collections were reduced by Town Board vote, by about \$200,000 per year. (See chart below.)

	2015	2016	2017
<b>General Town Fund</b>	\$706,492	\$782,948	\$783,318
<b>General Assistance Fund</b>	\$542,866	\$343,447	\$343,447
<b>Total Taxes Levied</b>	\$1,303,358	\$1,126,395	\$1,126,765

The participant rolls have since returned to anticipated levels of between 90 and 120, and increased to over 150 during COVID-19. As a result, the personal allowance budget has exceeded the overall General Assistance Levy for several years. The difference has been made up through spending from the township surplus saved during record low GA rolls. Facing drastic budget cuts, the Town Board unanimously voted to place a referendum on the ballot to increase the General Assistance fund. This passed by 62% of the voters and has brought in about \$600,000 in extra annual revenues to support assistance, with the first tax disbursement expected May 2021.

## FY22 PROPOSED BUDGET

General Town Fund includes two divisions: Supervisor, Assessor (please note that Town Fund-Other has been combined into Supervisor for simplicity). The General Assistance Fund has one division - General Assistance (GA). The Township Supervisor maintains sole jurisdiction over the General Assistance office. The budget is provided here as reference.

**We have a balanced budget.** Across both funds we anticipate modest surpluses, after four years of deficit spending. This is due to the referendum that allowed for an increase in our tax base. The Supervisor projects a slight overall increase (10K) in budget from the previous year as the items from Town-Fund Other are moved here. The Assessor projects an overall slight decrease (-8K) from last year. The GA fund projects an increase (by 266K).

### Income Highlights:

- Overall, Township income is estimated at **\$2,186,237 million dollars**.
- We expect **\$986,140 in General Assistance tax levy**, a jump of almost \$600,000 as a result of the referendum. We have applied 100% of that increase to this assistance fund.
- Cunningham Township was one of five communities nationwide to receive a technical assistance grant to implement SOAR - a process that doubles the chances of a successful application for federal disability payments in half the time. **We increased SSI recovery payments last year** - nearly doubling the anticipated budget. We expect to capture \$60,000 next year which more than pays for the SOAR advocate part time position.
- Cunningham Township launched an **Angel donor fund** for individual donors to give to the general assistance fund and received donations from a number of organizations, churches and individuals. We budgeted \$50,000 in income this year anticipating a modest decrease in donations after the pandemic is over.
- Cunningham Township convened community partners to launch **Solidarity Gardens CU** on June 3rd as a community-wide initiative at a time of worsening food insecurity to empower people to grow food for themselves and community members in need. We anticipate \$15,000 in income and expenses for this program.

### Highlights in the Supervisor's Fund

- As the Supervisor and Assessor now have separate office locations, their office expenses are allocated under each class, rather than **Town Fund - Other**.
- The **wages** under the Supervisor's fund include: Supervisor, Administrator, Clerk and Town Board Members.
- We expect an increase in **insurance costs** with more employees and an added garden on Wood Street.
- Both the annual **audit** and **quarterly accounting** services are included.
- To ensure all Urbana households are aware of our services, we have budgeted for **direct mailing** to Urbana households about our services. We also expect to run a modest number of ads through social media, MTD and other outlets.
- Cunningham Township made contributions in FY 19 and FY 20 to lower the **IMRF liability** and saw a significant reduction in liabilities. We have budgeted at 5.25%

- Cunningham Township pays 50% of all legal fees in **defending the lawsuit filed by Carle Hospital** -- costs split with the City of Urbana. What is at stake is hundreds of millions on the line for the School District, Park District, City, County, and Township. We have, however, budgeted for a reduction in legal expenses next year and intend to better control costs.
- The budget includes several technological enhancements including a **new website** that will allow us to streamline assistance applications.
- **\$100,000 is maintained in Social Service funding** with a shift to signed agreements and a more fee for services to Urbana residents model.
- Cunningham Township paid out \$376,295 in funds to Carle hospital this year, as the result of the judge's decision on the property tax contestation lawsuit Carle filed against township. We are currently holding reserves across both the Town fund and GA fund in case further property tax refunds must go to Carle and/or Presence (now OSF) Hospitals.

#### Highlights in General Assistance Expenses:

- **\$420,000 is budgeted for personal allowances in the general assistance program.**  
This anticipates an average of 110 participants (we are at 92) and allows for an increase in rate. The personal allowance amount was raised for the first time in many years in 2020 to \$300 per month as per Supervisors of Illinois and IDHS guidelines. City of Champaign Township provides \$304 per month.
- **\$85,000 is budgeted for rental assistance including eviction prevention.**  
We expect the demand to be buffered by state and federal supports leaving CTSO with about 5-10 cases per month. We also intend to provide 2 months of rental assistance for as long as budget permits.
- **A total of \$100,000 is budgeted for the Social Service Contracts,** fee for service model to fund agencies that specifically extend the services of the Township in areas of their expertise.
- **Adding an Assistance Director,** (Licensed Clinical Social Worker preferred) is a new proposed hire to oversee assistance staff, assistance processes, and grants prospecting and management. The complexity of cases has deepened with regard to suicide, mental health, substance abuse, and more. In addition, we have grown from 4 to 12FTEs including intern support. It is imperative that we add to our leadership team of one, and bring skills to support case managers.
- **Retaining our SOAR Casemanager,** who has boosted SSI reimbursement success and is paid out of this income.
- **Retaining our Housing Casemanager** who Coordinates Emergency and Rapid Rehousing programs. She is partially paid out of state grants.
- **\$27,600 for the Internship program,** which plays a central role in supporting our staff while getting real world experience in a public aid office. We expect 8 interns each of 3 semesters.
- **Angel Donor an Solidarity Gardens CU** expenses match, and are limited by, anticipated income. We do not run deficits in these line items.
- For this draft budget, we have assigned **expenses from the two new California Avenue properties** to the General Assistance fund.
- We expect **grant funded improvements to the new buildings** and have budgeted \$42,000 for these, including making 1-2 units fully accessible with roll-in showers and installing washers and dryers in the units.

As for the process, this tentative budget must be available for inspection for at least 30 days before the Budget and Appropriation Ordinance can be adopted by the Township Board. It is requested that the board designates this document as the tentative budget at the May 10, 2021 meeting and have the final vote June 14, 2021. The Budget and Appropriation Ordinance must be adopted within the first three months of the fiscal year or no later than September 30, 2021.

Sincerely,

A handwritten signature in blue ink that reads "Danielle Chynoweth". The signature is fluid and cursive, with a large, stylized initial "D" at the end.

Danielle Chynoweth

Cunningham Township Supervisor

## Budget Memo from the Township Assessor

May 10, 2021

Fiscal year 2022 will present unique challenges as the Cunningham Township Assessor's office deals with the ramifications of the COVID-19 global pandemic. In FY 20 the Cunningham Township Assessor's office transitioned to allowing employees to work remotely when entering data and purchased technology that minimized public interaction when measuring property. Our office has utilized Eagleview's Pictometry sub 1 inch resolution technology to do initial field reviews in lieu of in person fieldwork where possible. While this will not eliminate the need to go out in person and measure property, it has vastly reduced the need. I stress there is no substitute for boots and tape on the ground when measuring property, but Eagleview's Pictometry is a great tool to add to the townships arsenal for property assessments and valuations.

The FY 22 budget offers little change from FY21. There is funding for two interns to assist with entering data into the CAMA, as we strive for data accuracy for better property valuations. Healthcare is projected to increase 8% however, this line item has decreased due to a change in employee coverage mix ie. family coverage to single. Overall personnel expenses are decreasing 6.35%. Non personnel expenditure is expected to increase by 11% due to costs associated with moving the assessor's office to Lincoln Square Mall. These expenditures result in a 1.8% decrease in the projected budget for FY 22.

The Cunningham Township Assessor's Office has moved to its new location inside of the Lincoln Square Mall. The move to a server based CAMA to a cloud based CAMA has been smooth although with a few minor hiccups. Training has resumed for staff. The Cunningham Township Assessor's Office prides itself on having knowledgeable staff capable of innovative solutions to ever changing problems in the assessment process. While we did not spend as much on appraisals as expected in FY 21, I expect there will be an increase in commercial appeals due to COVID-19 related valuation disagreements.

Unfortunately, COVID-19 forced our office to make the tough decision to close the office to the public, as many government offices did to protect the citizens and staff. We continue to increase access and transparency by putting all of our residential property record cards online. Our commercial records are available by email. Our office is currently closed for public access, however, we are available by phone or email during business hours Monday through Friday. We are going to begin to update our website with relevant assessment and business news. We plan on continuing data collection to fulfill our mission of fair and accurate assessments.

It is, and forever will be my honor to serve.

Sincerely,

Wayne T. Williams Jr.

Cunningham Township Assessor



**ORDINANCE T-2021-05-001**

**AN ORDINANCE APPROVING THE ANNUAL BUDGET AND APPROPRIATION ORDINANCE  
(FISCAL YEAR 2021-2022)**

**WHEREAS** all legal requirements have been complied with: Now therefore be it ordained by the Township Board of the Town of Cunningham, County of Champaign, State of Illinois, in meeting assembled as follows:

That the fiscal year of this Town is hereby fixed and declared to be from July 01, 2021 - June 30, 2022;  
That the following budget, incorporated herein, containing an estimate of receipt of the Town and General Assistance funds, is hereby adopted as the budget of this Town and General Assistance funds, and shall be in full force and effect from and after this date;

That there is an estimate of the beginning balance of July 01, 2021 in the amount of

Town Fund	\$544,148
General Assistance Fund	\$650,758
Total All Funds	\$1,194,906

That the estimate of cash to be received during the Fiscal year, from all sources is

Town Fund	\$879,097
General Assistance Fund	\$1,307,140
Total All Funds	\$2,186,237

That the estimate of expenses for each of the aforementioned funds is

Town Fund	\$843,845
General Assistance Fund	\$1,304,360
Total All Funds	\$2,148,205

That the ending balance at the end of the Fiscal Year, June 30, 2022 is estimated to be

Town Fund	\$579,400
General Assistance Fund	\$653,538
Total All Funds	\$1,232,938

That the following budget is the Annual Appropriation Ordinance of this Town, passed by the Township Board of the Town of Cunningham as required by law, and shall be in full force and effect from and after this date.  
Adopted on June 14, 2020 by the Township Board of the Town of Cunningham in the County of Champaign, State of Illinois, in meeting assembled.

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Phyllis Clark, Township Clerk	Date	Diane Marlin, Township Chair	Date
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**Supervisor (includes Town Fund Other)**

		<b>FY 21 Budget</b>	<b>FY 22 Proposed</b>
<b>INCOME</b>			
4010 · PROPERTY TAX - CURRENT		\$602,327.00	\$839,037
4012 · PPRT - PROPERTY REPLACEMENT TAX		\$13,000.00	\$15,000
4014 · MOBILE HOME TAXES		\$60.00	\$60
4020 · INTEREST INCOME		\$10,000.00	\$5,000
4040 · MISCELLANEOUS INCOME		\$500.00	\$20,000
<b>TOTAL INCOME</b>		<b>\$628,887</b>	<b>\$879,097</b>
<b>EXPENSES</b>			
<b>PERSONNEL</b>			
6009 · PAYROLL EXPENSES		\$150.00	\$200
6010 · SUPERVISOR'S SALARY		\$65,000.00	\$68,459
6012 · CLERK'S SALARY		\$3,700.00	\$3,756
6013 · SALARIES - OTHERS		\$62,000.00	\$34,000
6020 · BOARD'S SALARY		\$0.00	\$4,900
6040 · HEALTH INSURANCE		\$26,532.00	\$9,600
6050 · IMRF		\$7,728.00	\$5,379
6060 · FICA		\$9,999.00	\$2,601
6070 · UNEMPLOYMENT COMP INS		\$1,680.00	\$750
<b>ADMINISTRATION</b>			
6110 · TRAINING		\$2,000	\$3,000
6120 · TRAVEL		\$1,000	\$1,000
6210 · LEGAL		\$30,000	\$29,000
6215 · ADMIN SERVICES		\$10,000	\$15,000
6220 · AUDIT SERVICES		\$6,000	\$9,000
6230 · DUES & SUBS		\$1,100	\$2,000

6240 · COMPUTER SERVICE		\$3000	\$3,600
6250 · BUILD URBANA TAX REFUND		3,000.00	\$3,000
6260 · GENERAL INSURANCE		6,000.00	\$12,000
6283 · JANITORIAL		\$1,500	\$1,500
6310 · OFFICE SUPPLIES		\$1,500	\$4,000
6320 · COMPUTER SOFTWARE		\$500	
6330 · MISCELLANEOUS EXPENSES		\$500	\$2,000
6340 · POSTAGE		\$100	\$3,000
6350 · PRINTING		\$5,500	\$2,500
6360 · PUBLISHING		\$500	\$25,000
6410 · EQUIPMENT MAINTENANCE		\$600	
6411 · EQUIPMENT PURCHASE (< \$5,000)		\$5,000	\$5,000
6420 · MAINTENANCE-BUILDING & GROUNDS		\$2300	\$5,000
6421 · BLDG REPAIRS/MAINT (< \$10,000)		\$4,000	\$5,000
6429 · RENT/PROPERTY ACQUISITION		\$0	\$0
6430 · UTILITIES		\$6,000	\$6,000
6440 · TELEPHONE AND INTERNET		\$6,500	\$6,500
6520 · VEHICLE MAINTENANCE		\$2,000	\$1,500
<b>PROGRAMS</b>			
6600 · CSSF GRANTS		\$100,000	\$100,000
<b>TOTAL SUPERVISOR EXPENSE</b>		<b>\$452,389</b>	<b>\$374,245</b>

**Assessor**

		Budget FY 22
<b>Expense</b>		
<b>6000 · PERSONNEL</b>		
	<b>6009 · PAYROLL EXPENSES</b>	416
	<b>6010 · SUPERVISOR'S SALARY</b>	0
	<b>6011 · ASSESSOR'S SALARY</b>	68,459.00
	<b>6012 · CLERK'S SALARY</b>	
	<b>6013 · SALARIES - OTHERS</b>	146,770.00
	<b>6014 · PERSONNEL- OTHER</b>	0
	<b>6030 · SEPARATION PAY</b>	0
	<b>6040 · HEALTH INSURANCE</b>	56,400.00
	<b>6050 · IMRF</b>	11,299.52
	<b>6060 · FICA</b>	18,255.12
	<b>6070 · UNEMPLOYMENT COMP INS</b>	5,000.00
	<b>6000 · PERSONNEL - Other</b>	23,400.00
<b>Total 6000 · PERSONNEL</b>		329,999.64
	<b>6110 · TRAINING</b>	20,000.00
	<b>6120 · TRAVEL</b>	0.00
	<b>6210 · LEGAL</b>	0
	<b>6215 · ADMIN SERVICES</b>	23,000.00
	<b>6220 · AUDIT SERVICES</b>	0
	<b>6230 · DUES &amp; SUBS</b>	6,000.00
	<b>6240 · COMPUTER SERVICE</b>	5,000.00
	<b>6250 · BUILD URBANA TAX REFUND</b>	0
	<b>6260 · GENERAL INSURANCE</b>	0
	<b>6270 · APPRAISALS</b>	34,000.00
	<b>6283 · JANITORIAL</b>	5,000.00
	<b>6310 · OFFICE SUPPLIES</b>	2,000.00
	<b>6320 · COMPUTER SOFTWARE</b>	12,400.00
	<b>6330 · MISCELLANEOUS EXPENSES</b>	1,000.00
	<b>6340 · POSTAGE</b>	7,500.00
	<b>6350 · PRINTING</b>	3,000.00
	<b>6360 · PUBLISHING</b>	0
	<b>6410 · EQUIPMENT MAINTENANCE</b>	500
	<b>6411 · EQUIPMENT PURCHASE (&lt; \$5,000)</b>	5,000.00
	<b>6412 · EQUIPMENT PURCHASE (&gt; \$5,000)</b>	0.00
	<b>6420 · MAINTENANCE-BUILDING &amp; GROUNDS</b>	0

6421 · BLDG REPAIRS/MAINT (< \$10,000)	2,000.00
6422 · BLDG REPAIRS/MAINT (> \$10,000)	0
6429 · RENT	10,200.00
6430 · UTILITIES	0
6440 · TELEPHONE AND INTERNET	3000
6450 · COMPUTER SOFTWARE MAINT	0
6520 · VEHICLE MAINTENANCE	0
<b>Total Expense</b>	<b>469,599.64</b>

**General Assistance**

Income	FY 21 Budget	FY 22 Proposed
4010 · PROPERTY TAX - CURRENT	399,960.00	\$986,140
4012 · PPRT - PROPERTY REPLACEMENT TAX	12,000.00	\$15,000
4014 · MOBILE HOME TAXES	25.00	
4020 · INTEREST INCOME	15,000.00	\$5,000
4021 · STATE OF ILLINOIS GRANT INCOME	0.00	\$146,000
4030 · SSI REIMBURSEMENTS	25,000.00	\$60,000
Total 4035 · ANGEL DONATIONS	25,000.00	\$50,000
4036 · DONATIONS - SOLIDARITY GARDEN	15,000.00	\$15,000
4037 · DONATIONS - UU UTILITY FUND	0.00	\$0
4040 · MISCELLANEOUS INCOME	1,000.00	30,000.00
<b>Total Income</b>	<b>495,185.00</b>	<b>\$1,307,140</b>

Expense		
6000 · PERSONNEL	150.00	\$800
6013 · SALARIES - OTHERS	114,400.00	\$290,000
6040 · HEALTH INSURANCE	40,680.00	\$51,000
6050 · IMRF	9,209.00	\$15,225
6060 · FICA	8,752.00	\$22,185
6070 · UNEMPLOYMENT COMP INS	3,200.00	\$7,500
Total 6000 · PERSONNEL	176,391.00	\$386,710
6110 · TRAINING	3,000.00	\$9,000
6120 · TRAVEL	1,000.00	\$2,000
6210 · LEGAL	10,000.00	\$10,000
6215 · ADMIN SERVICES	2,000.00	\$3,000
6220 · AUDIT SERVICES	3,000.00	\$4,000
6230 · DUES & SUBS	100.00	\$150
6240 · COMPUTER SERVICE	100.00	\$100
6250 · BUILD URBANA TAX REFUND	3,000.00	\$3,000
6260 · GENERAL INSURANCE	3,000.00	\$2,000
6270 · APPRAISALS	0.00	
6283 · JANITORIAL	0.00	\$500
6310 · OFFICE SUPPLIES	2,000.00	\$4,000
6320 · COMPUTER SOFTWARE	5,500.00	\$8,000
6330 · MISCELLANEOUS EXPENSES	500.00	\$1,000
6340 · POSTAGE	2,000.00	\$2,500
6350 · PRINTING	2,500.00	\$5,000
6360 · PUBLISHING	2,000.00	0
6411 · EQUIPMENT PURCHASE (< \$5,000)	6,000.00	\$5,000
6420 · MAINTENANCE-BUILDING & GROUNDS	2,500.00	\$2,500
6421 · BLDG REPAIRS/MAINT (< \$10,000)	5,000.00	\$42,000

6430 · UTILITIES	2,000.00	\$19,200
6440 · TELEPHONE AND INTERNET	2,000.00	\$5,000
6702 · BRIDGE TO HOME RAPID REHOUSING	0.00	\$124,100
6710 · WORK/TRAINING/TRANSPORTATION	15,000.00	\$25,000
6730 · PERSONAL ALLOWANCES (GA)	630,000.00	\$420,000
6731 · EMERGENCY ASSISTANCE	25,000.00	\$20,000
6732 · RENTAL ASSIST/EVICTION PREVENT	100,000.00	\$85,000
6740 · CLIENT EMPLOYMENT VERIFICATION	2,000.00	\$2,000
6750 · INTERN/VOLUNTEER PROGRAM	20,000.00	\$27,600
6760 · EVENT EXPENSE	3,000.00	\$6,000
6770 · ANGEL DONOR EXPENSES	10,000.00	\$50,000
6778 · SOLIDARITY GARDENS	15,000.00	\$15,000
6700 · PROGRAMS - Other	0.00	\$15,000
<b>Total Expense</b>	<b>1,053,591</b>	<b>1,304,360</b>