



CUNNINGHAM TOWNSHIP DRAFT BUDGET

Fiscal Year 2023 - 2024
July 1, 2023 - June 30, 2024

Cunningham Township
205 West Green Street
Urbana, Illinois 61801

FILED
MAY 09 2023

City Clerk

CUNNINGHAM TOWNSHIP DRAFT BUDGET

**Fiscal Year 2023 - 2024
July 01, 2023 - June 30, 2024**

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

Elected Officials

Supervisor	Danielle Chynoweth
Assessor	Ivana Owana
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 1, 2023

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.

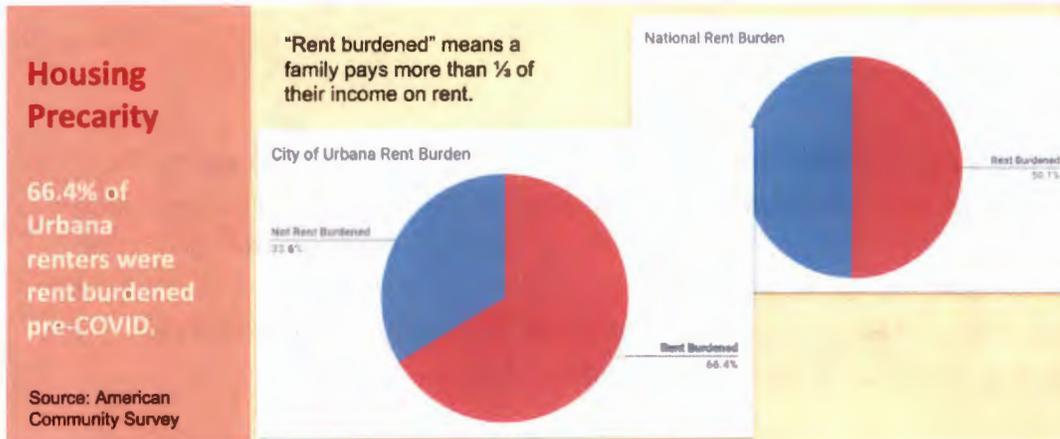
Cunningham Township Supervisor's Office (CTSO) is an agile, local office, focused on filling gaps in services. CTSO landscapes needs, collaborates with other agencies, provides grants to partners to fill gaps. When no partners exist to fill a gap, CTSO may help create a new program in the community, or provide that program within CTSO. CTSO provides General Assistance (including Disability Assistance and Workforce Development), Housing & Homeless Assistance (Rent Assistance, Street & School Outreach, Emergency Housing, Rapid Rehousing, Housing Stabilization and Supportive Services), Food Assistance, Utility Assistance. In addition we convene Solidarity Gardens, operate a Digital Inclusion Campaign, host an event series, and engage in Social Service partnerships to augment the expertise of staff.

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 local challenges:

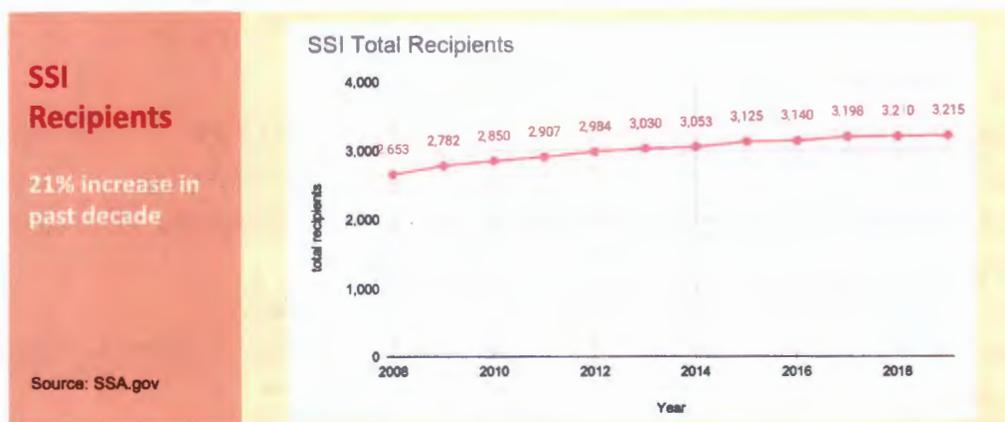
Income has not kept up with rents, leading to rent burden and risk of homelessness.

- Champaign County is a community of contrasts, with a professional class supported by a service class facing poverty wages and two lay off periods per year during University breaks. (FRED Unemployment)
- A full time worker must make >\$16.69/hour to avoid housing burden.
- To afford \$686 rent, a person must work 60 hrs/wk at minimum wage. (National Low Income Housing Coalition)
- Exacerbating this is the seasonal nature of work in Champaign-Urbana, a college town which experiences contractions in its employment market every summer and winter, increasing the chances of working families getting behind in rent.
- 66% of Urbana renters and 63% of Champaign renters were paying more than one third of their income on rent in 2019 (pre-COVID). (American Community Survey)
- ~40% of calls to 211 are for housing support. (United Way)



Residents with disabilities can't afford housing.

- ~3200 people in Champaign County live off Social Security Supplemental Income (SSI) which is a maximum of \$941/mo, well below the poverty level of \$1215/mo.
- To avoid rent burden, a resident living on SSI needs to pay no more than \$313 in rent. The lowest available rents in the county are 2-3 times this amount.
- SSI participants in the county increased by 21.2% between 2008 and 2018. (SSA.gov)
- Cunningham Township serves about 50 disabled Urbana residents awaiting disability determinations, a process that takes 2-4 years and at least one appeal. During this time, their source of income is only \$3900 per year from CTSO.
- Families with a disabled head of household have the fewest options, as most subsidized housing for people with disabilities is coupled with senior housing, and children are not allowed.



Supply of affordable & subsidized housing does not meet the demand

- Vacant rental stock has almost doubled from 6,634 units in 2005 to 12,936 in 2019 (8.2% to 13.7% vacancy rate), yet low income families can't locate housing. (American Community Survey)
- Voucher holders still face discrimination, despite a new state law, along with local laws in Champaign Urbana, making it illegal to deny a tenant due to source of income.

- In April, 2023, HACC had 243 unused tenant based vouchers (out of 1173) – many of these are households looking for a place to live. (Housing Authority of Champaign County)
- The need for rental subsidies greatly outstrips availability. In a mere 3 week application period, 5200+ households signed up in June 2019 for Housing Choice Vouchers. A random 1500 of these applicants were added to the waitlist. (HACC)

Homelessness Women, Children, and LGBTQ+ residents face significant violence.

- Among industrial nations, the US has the largest number of homeless women and the highest number on record since the Great Depression. (The National Center on Family Homelessness).
- Intimate partner violence is the leading cause of women’s homelessness.
- 92% of homeless women experience severe physical and/or sexual violence in their lifetimes.
- Transgendered homeless residents experience sexual and physical assault more often than women.
- 35% to 50% of all homeless youth identify as LGBTQ – they are 7x more likely to be victims of a crime than heterosexual homeless youth.
- An alarming number of women Township serves report a time when they had to resort to “survival sex” to secure housing – either from tenants or landlords.

CTSO study of 62 homeless mothers found:

- 42% of mothers conceived a child as a teenager (19 and under)
- 11% conceived a child under the age of 17 (age of consent).
- 10% conceived a child while they were 15 years old or younger.
- 1 conceived her first child when she was 12 years old.
- County rate of conception under age of consent is <.01%

Below is a graphic that shows an overview of CTSO’s impacts in the calendar year 2022.

**Cunningham
Township
Danielle Chynoweth,
Supervisor
2022 Impacts**



Direct Assistance	Households Served
General Assistance \$247,097	108
Rental Assistance \$288,973	222
Street Outreach \$2,530	73
Emergency Housing \$73,770	52 <small>INCLUDING 57 CHILDREN</small>
Subsidized Housing \$17,925	35
Disability (SSI) Support	11
Food Support 3,000 <small>POUNDS OF PRODUCE THROUGH SOLIDARITY GARDENS</small>	765 1157 ADULTS 768 CHILDREN
Transportation Support \$3,176	53
Grants to Social Service Partners \$64,404	CU TRAUMA & RESILIENCY HEALTH CARE CONSUMERS SOLA GRATIA FARMS CHANNING MURRAY FOUNDATION CU AT HOME WINTER SHELTER
Utility Support \$32,458	65
Digital Inclusion	292
Angel Donors \$64,562	130

www.cunninghamtownship.org
217-384-4144 • info@cunninghamtownship.org

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 8, 2023 meeting and have the final vote June 12, 2023. The Budget and Appropriation Ordinance must be adopted within the first three months of the fiscal year or no later than September 30, 2023.

Sincerely,



Danielle Chynoweth

Cunningham Township Supervisor

Budget Memo from the Township Assessor

May 8, 2023

Fiscal year 2024 will be notable for the Cunningham Township Assessor's Office in that it falls during a quadrennial reassessment year. The quadrennial reassessment year (also referred to as the 'quad year'), occurs every four years, and requires that all properties within our township be reassessed during that tax year. Given that the quadrennial year impels a substantial workload, I stress the importance of ensuring we have all of the necessary resources to reassess the township in the most fair, effective, and equitable ways we can.

In addition to the reassessment year approaching, our office has also needed to manage a change in assessorship that has subsequently prompted the need to re-evaluate the roles and responsibilities of everyone currently employed. I have conducted salary studies, and implemented a new salary scale that increases the overall salaries budget by 19% to remain competitive in this tight job market. The special skills and education each employee brings to the office, as well as the roles they will have during FY24 has been accounted for in the proposed salary budget increase.

It is often easy to fill entry-level positions at an assessor's office, but occupying more advanced roles requires having extensive academic instruction in the field of property tax, practical background knowledge, and certifications. It can be extremely difficult to outsource experienced employees to small/medium jurisdictions like ours, so it is integral that we remain competitive in our salary offerings to ensure our staff is adequately compensated for their contributions to our township.

The health insurance budget will necessitate an increase given that four people will be receiving health insurance through our office in FY24, whereas in FY23, there were only two.

Some increases in the budget were included to remedy mistakes of the previous year; the FICA budget was mistakenly put in the IMRF paydown line, so the 565.53% increase in the FICA budget line is to correct that error. Additionally in FY23, the unemployment budget was mistakenly put in the FICA line. So, in correcting these errors in the FY24 budget, there are no effective increases from either the IMRF line, or the FICA line, to the total value of the budget.

Our computer services/software budget will primarily remain the same for the upcoming fiscal year, with a small increase of about 11% in this line to accommodate for the multi-year Costar contract signed during FY23. I also slightly increased the rent budget, as we need to determine with the Supervisor's office how long we will remain in Lincoln Square Mall before we can determine the price per month on a new lease for our unit. The remaining budget increase stems from the lines: appraisals, printing, and miscellaneous expenses. As previously mentioned, our quadrennial reassessment year

is in 2024, and there are inevitable added expenses in the way of appraisals and printing during this time.

I have reason to believe that we will need to conduct appraisals for several commercial properties who have the financial ability to contest us if there is disagreement with their values. Having this substantial budget will give us recourse in validating our opinions of value with the strong evidence appraisals provide. There is also a need for an increase in the printing budget, as we will have to mail at least one document to each parcel number in the township, totalling just above 11,000 parcels.

Between the increase from the appraisals budget (\$11,000 increase from FY23), the printing budget (\$8,000 increase from FY23), and the miscellaneous expenses budget (\$1,000 increase from FY23)- this totals a \$20,000 increase. This \$20,000 increase is temporary (only for FY24), and is specifically to account for the imminent projected expenses from the quadrennial reassessment year. This \$20,000 will be removed from all three affected lines in FY25, as this is a one-time budget increase that is only necessary to complete our duties during this upcoming year.

Overall, our budget has increased by about 5.25%- however, the predominant cause of this increase is from the temporary quadrennial year expenses, which account for approximately 80% of the increase. If we are to extract the temporary \$20,000 increase from our total increase in requested value for FY24, we are left with just over \$6,200- which translates to an effective increase of 1.24%. This percentage increase can be used as a rough estimate for how the FY25 budget may look, which is a considerable decrease overall to the assessor budget over the last few years.

Thank you all for the opportunity to propose this budget for FY24.

Sincerely,

Ivana Owona
Cunningham Township Assessor

Ordinance No. T-2023-05-001: An Ordinance Approving the Annual Budget and Appropriation Ordinance (Fiscal year 2023-2024)

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, 2023 - June 30, 2024;
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, 2023 in the amount of

Town Fund	\$2,500,000
General Assistance Fund	\$1,700,000
Total All Funds	\$4,200,000

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

Town Fund	\$938,644
General Assistance Fund	\$2,574,540
Total All Funds	\$3,513,184

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

Town Fund	\$904,931
General Assistance Fund	\$2,290,404
Total All Funds	\$3,195,335

That the ending balance at the end of the Fiscal Year, June 30, 2024 is estimated to be

Town Fund	\$2,533,713
General Assistance Fund	\$1,984,136
Total All Funds	\$4,517,849

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 12, 2023 by the Township Board of the Town of Cunningham in the County of Champaign, State of Illinois, in meeting assembled.

Phyllis Clark, Township Clerk	Date	Diane Marlin, Township Chair	Da
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	Supervisor FY 23	Supervisor FY 24	Assessor FY 23	Assessor FY 24	Town Fund FY 23	Town Fund FY 24	TOTAL GA FY 23	TOTAL GA FY24	TWP TOT FY23	TWP TOTAL FY 24
INCOME										
4009 · TAXES										
4010 · Property Tax	\$782,325	\$878,144			\$782,325	\$878,144	\$1,100,124	\$1,212,675	\$1,882,449	\$2,090,819
4012 · PPRT - Personal Property Tax	\$24,000	\$34,000			\$24,000	\$34,000	\$24,000	\$34,000	\$48,000	\$68,000
Total 4009 · TAXES	\$806,325	\$912,144			\$806,325	\$912,144	\$1,124,124	\$1,246,675	\$1,930,449	\$2,158,819
4020 · GRANTS										
							\$245,689	\$1,245,865	\$245,689	\$1,245,865
4025 · PROGRAM FEES										
								\$11,000	\$0	\$11,000
4030 · SSI REIMBURSEMENTS										
							\$20,000	\$12,000	\$20,000	\$12,000
4035 · DONATIONS AND GIFTS										
										\$0
4036 · Solidarity Gardens CU							\$5,000	\$3,000	\$5,000	\$3,000
4037 · UU Utility Fund							\$25,000		\$25,000	\$0
4038 · Angel Donor - Paypal							\$25,000	\$20,000	\$25,000	\$20,000
4039 · Angel Donor - Cash and Checks							\$25,000	\$20,000	\$25,000	\$20,000
Total 4035 · DONATIONS AND GIFTS							\$80,000	\$43,000	\$80,000	\$43,000
4050 · OTHER INCOME										
								\$0		\$0
4040 · Misc Income	\$1,500	\$1,500			\$1,500	\$1,500	\$1,500	\$1,000	\$3,000	\$2,500
4041 · Interest Income	\$600	\$25,000			\$600	\$25,000	\$20	\$15,000	\$620	\$40,000
Total 4050 · OTHER INCOME	\$2,100	\$26,500			\$2,100	\$26,500	\$1,520	\$16,000	\$3,620	\$42,500
TOTAL INCOME	\$808,425	\$938,644			\$808,425	\$938,644	\$1,471,333	\$2,574,540	\$2,279,758	\$3,513,184
EXPENSES										
6000 · SALARIES										
6010 · SUPERVISOR'S SALARY	\$69,550	\$70,590			\$69,550	\$70,590			\$69,550	\$70,590
6011 · ASSESSOR'S SALARY			\$69,550	\$70,590	\$69,550	\$70,590			\$69,550	\$70,590
6012 · CLERK'S SALARY	\$3,756	\$3,756			\$3,756	\$3,756			\$3,756	\$3,756
6013 · SALARIES - OTHERS	\$52,000	\$54,600	\$160,000	\$190,400	\$212,000	\$245,000	\$370,000	\$455,968	\$582,000	\$700,968
6014 · PERSONNEL- OTHER			\$20,000		\$20,000				\$20,000	\$0
6020 · BOARD'S SALARY	\$4,900	\$4,900			\$4,900	\$4,900			\$4,900	\$4,900
Total 6000 · SALARIES	\$130,206	\$133,846	\$249,550	\$260,990	\$379,756	\$394,836	\$370,000	\$455,968	\$748,758	\$850,804
6030 · PERSONNEL OTHER EXPENSES										
					\$0	\$0				
6009 · PAYROLL EXPENSES	\$220	\$220	\$416	\$416	\$636	\$636	\$600	\$700	\$1,236	\$1,336
6040 · HEALTH INSURANCE	\$28,800	\$31,680	\$52,000	\$45,000	\$80,800	\$76,680	\$78,120	\$133,800	\$158,920	\$210,480
6050 · IMRF	\$5,470	\$2,504	\$10,330	\$5,220	\$15,800	\$7,724	\$13,000	\$9,119	\$28,800	\$16,843
6060 · FICA	\$9,961	\$10,239	\$19,091	\$19,966	\$29,052	\$30,205	\$28,000	\$34,882	\$57,052	\$65,087
6070 · UNEMPLOYMENT COMP INS	\$800	\$200	\$3,000	\$800	\$3,800	\$1,000	\$4,800	\$3,000	\$8,600	\$4,000
6080 · EMPLOYEE WELLNESS FUND		\$300				\$300		\$3,575		\$3,875

	Supervisor FY 23	Supervisor FY 24	Assessor FY 23	Assessor FY 24	Town Fund FY 23	Town Fund FY 24	TOTAL GA FY 23	TOTAL GA FY24	TWP TOT FY23	TWP TOTAL FY 24
Total 6030 · PERSONNEL OTHER EXPENSES	\$45,261	\$45,143	\$84,837	\$71,402	\$130,088	\$116,545	\$124,520	\$185,076	\$254,608	\$301,821
6100 · ADMINISTRATION										
6110 · Training	\$1,000	\$1,000	\$19,500	\$19,500	\$20,500	\$20,500	\$6,000	\$6,500	\$26,500	\$27,000
6120 · Travel	\$250	\$100	\$500	\$500	\$750	\$800	\$4,000	\$3,000	\$4,750	\$3,600
6210 · Legal	\$13,000	\$10,000	\$20,000	\$20,000	\$33,000	\$30,000	\$13,000	\$10,000	\$46,000	\$40,000
6215 · Admin Services	\$41,000	\$38,000	\$23,000	\$23,000	\$64,000	\$61,000	\$8,000	\$11,295	\$72,000	\$72,295
6220 · Audit Services	\$9,000	\$9,600	\$0	\$0	\$9,000	\$9,600			\$9,000	\$9,600
6230 · Dues and Subscriptions	\$2,000	\$2,000	\$6,000	\$6,000	\$8,000	\$8,000	\$1,000	\$600	\$9,000	\$8,600
6240 · Computer Service/Software	\$6,000	\$6,000	\$24,300	\$27,000	\$30,300	\$33,000	\$12,000	\$13,000	\$42,300	\$46,000
6250 · Build Urbana Tax Refund	\$3,000	\$4,000	\$0	\$0	\$3,000	\$4,000	\$3,000	\$4,000	\$6,000	\$8,000
6260 · General Insurance	\$7,500	\$8,000	\$0	\$0	\$7,500		\$5,000	\$7,000	\$12,500	\$7,000
6270 · Appraisals			\$34,000	\$45,000	\$34,000	\$45,000	\$0	\$0	\$34,000	\$45,000
6283 · Janitorial	\$3,000	\$3,950	\$5,400	\$3,000	\$8,400	\$6,950	\$8,000	\$3,950	\$16,400	\$10,900
6310 · Supplies	\$3,000	\$3,000	\$2,000	\$1,500	\$5,000	\$4,500	\$4,000	\$8,000	\$9,000	\$12,500
6340 · Postage	\$750	\$750	\$4,000	\$4,000	\$4,750	\$4,750	\$3,000	\$3,000	\$7,750	\$7,750
6350 · Printing/Publishing	\$2,900	\$2,000	\$3,000	\$11,000	\$5,900	\$13,000	\$8,000	\$15,000	\$13,900	\$28,000
6411 · Equipment Purchase	\$2,000	\$2,000	\$5,000	\$5,000	\$7,000	\$7,000	\$30,000	\$74,000	\$37,000	\$81,000
6421 · Bldg Repairs/Maintenance	\$20,000	\$20,000	\$0	\$0	\$20,000	\$20,000	\$45,000	\$32,040	\$65,000	\$52,040
6422 · Bldg Repairs Reimbursements								\$101,040		\$101,040
6429 · Property Acquisition/Rent		\$30,000	\$10,800	\$12,500	\$10,800	\$42,500	\$20,000	\$470,000	\$30,800	\$512,500
6430 · Utilities (Includes phone/Internet)	\$7,500	\$15,000	\$3,750	\$5,650	\$11,250	\$20,650	\$34,100	\$7,500	\$45,350	\$28,150
6520 · Vehicle Maintenance		\$5,000		\$0	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$10,000
6522 · Misc Expenses	\$2,500	\$2,500	\$4,000	\$5,000	\$6,500	\$7,500	\$1,000	\$2,000	\$7,500	\$9,500
Total 6100 · ADMINISTRATION	\$124,400	\$162,900	\$4,000	\$188,650	\$128,400	\$351,550	\$210,100	\$745,885	\$499,750	\$1,097,435
6700 · PROGRAMS										\$0
6720 · General Assistance										\$0
6725 · (GA) Checks Disability							\$312,000	\$408,000	\$312,000	\$408,000
6726 · Housing Allow. (GA) Vendor Pay							\$10,200	\$15,000	\$10,200	\$15,000
6727 · GA Employment / Education							\$11,000	\$25,000	\$11,000	\$25,000
Total 6720 · General Assistance							\$333,200	\$448,000	\$333,200	\$448,000
6730 · Housing Assistance										\$0
6739 · Program Utilities								\$30,000		\$30,000
6732 · Rental Assistance (RA) Homeless Prevention							\$125,000	\$87,000	\$125,000	\$87,000
6733 · Move-in Assistance								\$76,000		\$76,000
6734 · Rapid Rehousing Tenant Based Housing Assist							\$36,000	\$23,910	\$36,000	\$23,910

	Supervisor FY 23	Supervisor FY 24	Assessor FY 23	Assessor FY 24	Town Fund FY 23	Town Fund FY 24	TOTAL GA FY 23	TOTAL GA FY24	TWP TOT FY23	TWP TOTAL FY 24
6735 · Emergency Housing Hotels							\$56,675	\$52,365	\$56,675	\$52,365
6736 · Street Outreach ESG / Supplies							\$19,250	\$8,000	\$19,250	\$8,000
Total 6730 · Housing Assistance							\$236,925	\$277,275	\$236,925	\$277,275
6728 · Outside Services								\$20,000		\$20,000
6737 · Program Supplies - Other								\$26,500		\$26,500
6738 · Food Assistance								\$12,200		\$12,200
6729 · Transportation Assistance							\$13,500	\$12,000	\$13,500	\$12,000
6779 · Utility Assistance							\$35,000	\$19,500	\$35,000	\$19,500
6770 · Angel Donor Expenses							\$50,000	\$40,000	\$50,000	\$40,000
6778 · Solidarity Gardens							\$5,000	\$3,000	\$5,000	\$3,000
6795 · Intern/Volunteer Program							\$15,000	\$20,000	\$15,000	\$20,000
6797 · Event Expenses	\$2,000	\$2,000			\$2,000	\$2,000	\$6,500	\$5,000	\$8,500	\$7,000
6798 · Other Grants	\$77,000	\$40,000			\$77,000	\$40,000		\$20,000	\$77,000	\$60,000
TOTAL OTHER PROGRAMS					\$79,000	\$42,000	\$125,000	\$178,200	\$204,000	\$220,200
Total 6700 · PROGRAMS	\$79,000	\$42,000			\$79,000	\$42,000	\$695,125	\$903,475	\$774,125	\$945,475
TOTAL EXPENSE	\$378,857	\$383,889	\$338,387	\$521,042	\$717,244	\$804,931	\$1,399,745	\$2,290,404	\$2,278,241	\$3,195,335
NET INCOME							\$33,713	\$284,136	\$1,517	\$317,849
FUND BALANCE						\$2,500,000		\$1,700,000		\$4,200,000
INCOME						\$938,644		\$2,574,540		\$3,513,184
EXPENSES						\$904,931		\$2,290,404		\$3,195,335
EOY BALANCE						\$2,533,713		\$1,984,136		\$4,517,849