



# COUNTY BOARD ADDENDUM

County of Champaign, Urbana, Illinois

Thursday, April 23, 2020 – 6:30 p.m.

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Lyle Shields Meeting Room, Brookens Administrative Services  
1776 East Washington Street, Urbana, Illinois

## Agenda Items

## Page #

### B. Finance

#### 3. Budget Amendments/Transfers

- g. \*\*Adoption of Resolution No. 2020-110 authorizing budget amendment 20-00017 1-6  
Fund 075 Regional Planning Comm / Dept 887 CSBG Cares  
Increased appropriations: \$510,000  
Increased revenue: \$510,000  
Reason: See Attached

#### 5. Treasurer

- a. Monthly Report 7-9

#### 6. County Executive

- b. \*\*Adoption of Resolution No. 2020-111 authorizing budget amendment 20-00018 10-12  
Fund 475 RPC Econ Developmnt Loans / Dept 888 CDBG Downstate Small Bus  
Increased appropriations: \$375,000  
Increased revenue: \$375,000  
Reason: See Attached
- c. Adoption of Resolution No. 2020-109 authorizing administration of the community 13  
development block grant small business stabilization program

RESOLUTION NO. 2020-110

BUDGET AMENDMENT

April 2020

FY 2020

WHEREAS, The County Board has approved the following amendment to the FY2020 budget;

NOW, THEREFORE, BE IT RESOLVED That the Champaign County Board approves the following amendment to the FY2020 budget; and

BE IT FURTHER RESOLVED That the County Auditor be authorized and is hereby requested to make the following amendment to the FY2020 budget.

Budget Amendment #20-00017

Fund: 075 Regional Planning Comm  
Dept. 887 CSBG Cares

<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
Increased Appropriations:	
511.03 Reg. Full-Time Employees	104,000
522.02 Office Supplies	3,500
522.06 Postage, UPS, Fed Express	1,000
522.10 Food	105,000
522.15 Gasoline & Oil	1,000
522.44 Equipment Less than \$5000	7,500
533.07 Professional Services	10,000
533.12 Job-Required Travel Exp	1,000
533.29 Computer/Inf Tch Services	7,500
533.33 Telephone Service	5,000
533.40 Automobile Maintenance	1,500
533.42 Equipment Maintenance	1,500
533.52 Other Service by Contract	5,000
533.70 Legal Notices, Advertising	1,000
533.84 Business Meals/Expenses	500
533.85 Photocopy Services	1,500
533.92 Contributions & Grants	7,500
533.93 Dues & Licenses	5,000
533.95 Conferences & Training	5,000
534.38 Emrgncy Shelter/Utilities	225,000
534.44 Stipend	1,000
544.33 Office Equipment & Furnis	<u>10,000</u>
Total	510,000
Increased Revenue:	
331.30 HHS-Comm Serv Block Grant	<u>510,000</u>
Total	510,000

REASON: See Attached

PRESENTED, ADOPTED, APPROVED by the County Board this 23<sup>rd</sup> day of April A.D. 2020.

\_\_\_\_\_  
Giraldo Rosales, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Darlene A. Kloeppel, County Executive  
Date: \_\_\_\_\_

**Reason for Amendment**

The recently enacted Coronavirus Aid, Relief and Economic Security (CARES) Act included \$1B in Community Service Block Grant funding to states and local governmental units to provide community support as part of a national effort to address the public health and economic impacts of the coronavirus disease. As the designated Community Action Agency, we have a working knowledge and existing service relationships with low-income populations including those in areas of concentrated poverty. The receipt of stimulus funding requires rapid adaptation of service delivery approaches in close partnership with public health and emergency management personnel within Champaign County. Because the public health response to COVID-19 requires physical and social distancing, an effective immediate response requires new ways of organizing and delivering services while maintaining capacity to help our community in longer-term recovery efforts. Immediate priorities include protecting the health and well-being of our staff through telework arrangements and supporting a robust and flexible community response to urgent needs. Our mission is to meet the needs of all low-income individuals and families, including those with disabilities, seniors, low-income families (including those with a recent loss of income), those without access to fresh food, those with housing or shelter insecurity, or other immediate family needs. The needs within our community are likely to change on daily basis throughout the COVID-19 response. It is our expectation that we can play a critical role in supporting low-income people (at or below 200% poverty level) in our community, not only during the immediate efforts to prevent or slow transmission of COVID-19 when individuals and families may not have access to critical resources, but also in the recovery efforts to address the economic and community consequences of the outbreak.

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 887 CSBG CARES

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	510,000	510,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	510,000	510,000

EXPLANATION: SEE ATTACHED

DATE SUBMITTED:

AUTHORIZED SIGNATURE

\*\* PLEASE SIGN IN BLUE INK \*\*

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:





## STATEMENT TO THE BOARD

### Informational items; no action requested:

#### Recent activities:

1. I have been your Champaign County Treasurer for a little more than one month. After addressing immediate personnel issues, I reviewed the county's banking relationships, established my signature authority and, among other challenges, identified dormant accounts. I have also been occupied with learning the County's AS400 accounting system which is limited and does not provide the facilities so that one can work quickly and efficiently in bank reconciliations. I have been working with the people in charge of managing the system, requiring special reports to restructure our processes. My staff and I are presently working on the bank reconciliations for March 2020. I am reviewing our operations to determine if there is a way to be more productive, especially due to the fact there have been no reconciliations performed since January 2019 in the majority of the bank accounts. Furthermore, the reconciliations prepared for January 2019 through December 2019 by an outside auditor (Clifton Larson Allen) need to be redone in order to ensure accuracy. We have made a priority the RPC bank reconciliations since the grantors are asking to know how the money was managed.

My responsibility as the County Treasurer/Tax Collector is to verify that the taxpayers seeking some form of tax relief meet the requirement of State Statute 35 ILCS 200/21-40 (c)(1)(A)(B)

c) (1) The governing authority of any county that has been designated, in whole or in part, as a disaster area by the President of the United States or the Governor of the State of Illinois may adopt an ordinance or resolution modifying the provisions of this Act relating to any specified installment or installments of real property tax or special assessment on real property that is situated within the designated disaster area and that is determined, in the manner provided in the ordinance or resolution, to be substantially damaged or adversely affected as a result of that disaster.

The ordinance or resolution may:

(A) postpone the date on which any specified installment or installments of tax due on that real property in the current year becomes or became delinquent under Section 21-15, 21-20, or 21-25;

(B) exempt any specified installment or installments of tax due on that real property from the interest penalty provided under Section 21-15, 21-20, or 21-25 until the postponed delinquency date established by the ordinance or resolution;



and 35 ILCS 515/9.3.

Sec. 9.3. Ordinances for delay of penalties and sale following disaster.

(a) Beginning in tax year 2011, the county board of a county that has been designated in whole or in part as a disaster area by the President of the United States or the Governor of the State may adopt an ordinance or resolution providing that penalties to be assessed under Section 9 against a Taxpayer either in the calendar year of the disaster or the preceding year shall not accrue until a court enters the order for sale of the property, provided that the Taxpayer's mobile home was substantially damaged or adversely affected by the disaster and located in one or more townships (or congressional townships if the assessor's books are organized by congressional townships) deemed by the Board to have been affected by the disaster. The ordinance or resolution shall provide that a person may pay delinquent taxes on an affected mobile home without penalty being assessed until the last working day before the court enters the order for sale of the property.

In parallel to this verification process, I can report that my office is preparing to send the first installment by end of April, since we have already collected \$6.2 million of advance real estate taxes.

The Finance Committee considered discussing tax relief for this tax cycle, and they decided not to discuss this matter at the April 23<sup>rd</sup> Board meeting.

However, I propose the following to the Board based on the statutes cited above:

- Keep the 1<sup>st</sup> installment due date of June 1
- Postpone the 2<sup>nd</sup> installment due date of September 1 for 60 days, so that it is changed to November 1<sup>st</sup>.

We will NOT be changing any language on the tax bills scheduled to be mailed at the end of April. I do want the Board to have on record my proposal, however.

This proposal is based on the statutes 35 ILCS 200/21-40 and 35 ILCS 515/9.3. The statutes allow the Treasurer and the Board Members to create a resolution to provide taxpayers experiencing hardship following natural disaster in several ways. Postponing installment due dates in the current year in which taxpayers become or became delinquent is one example. And, keeping the 1<sup>st</sup> installment due date of June 1 allows for a continuation of cash flow for the County. Postponing the second installment until November 1 reduces the number of delinquent taxpayers for the county.

**My actions requested:**

I would like the Board to share my proposal (item above) with the public at the April 23 meeting and add my proposal to the May Board meeting agenda.

Respectfully submitted.

Marisol Hughes Champaign County Treasurer  
April 23, 2020

RESOLUTION NO. 2020-111

BUDGET AMENDMENT

April 2020

FY 2020

WHEREAS, The County Board has approved the following amendment to the FY2020 budget;

NOW, THEREFORE, BE IT RESOLVED That the Champaign County Board approves the following amendment to the FY2020 budget; and

BE IT FURTHER RESOLVED That the County Auditor be authorized and is hereby requested to make the following amendment to the FY2020 budget.

Budget Amendment #20-00018

Fund: 475 RPC Econ Developmnt Loans  
Dept. 888 CDBG Downstate Small Bus

ACCOUNT DESCRIPTION

AMOUNT

Increased Appropriations:

533.92 Contributions & Grants

375,000

Total 375,000

Increased Revenue:

331.29 Hud-Comm Dev Block Grant

375,000

Total 375,000

REASON: See Attached

PRESENTED, ADOPTED, APPROVED by the County Board this 23<sup>rd</sup> day of April A.D. 2020.

\_\_\_\_\_  
Giraldo Rosales, Chair  
Champaign County Board

Recorded  
& Attest:

\_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio Clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Darlene A. Kloeppel, County Executive  
Date: \_\_\_\_\_

**Reason for Amendment**

This amendment allows for the receipt of Community Development Block Grant funds to address specific needs in non-entitlement communities impacted by the COVID-19 outbreak. \$20M has been allocated statewide to this program to provide working capital to small businesses negatively impacted by the virus. Program funds will be utilized to provide 60 days of verifiable working capital up to a grant maximum of \$25,000 and is available to small businesses that employ 50 people or less. Applications must be developed and submitted by a unit of local government on behalf of the affected small business. We anticipate processing 15 small business applications that meet the federal and state eligibility criteria for this program. The Regional Planning Commission will be the pass-through agent for these funds and will assume administrative responsibility for exercising due diligence related to procedural requirements and development of participation agreements.

FUND 475 RPC ECON DEVELOPMNT LOANS DEPARTMENT 888 CDBG DOWNSTATE SMALL BUS

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
475-888-533.92 CONTRIBUTIONS & GRANTS	0	0	375,000	375,000
TOTALS	0	0	375,000	375,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
475-888-331.29 HUD-COMM DEV BLOCK GRANT	0	0	375,000	375,000
TOTALS	0	0	375,000	375,000

EXPLANATION: SEE ATTACHED

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DATE SUBMITTED:	AUTHORIZED SIGNATURE	** PLEASE SIGN IN BLUE INK **
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APPROVED BY BUDGET & FINANCE COMMITTEE: DATE:


**RESOLUTION NO. 2020-109**

**AUTHORIZATION FOR ADMINISTRATION OF THE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
SMALL BUSINESS STABILIZATION PROGRAM**

**WHEREAS**, the State of Illinois receives Community Development Block Grant funds from the U.S. Department of Housing and Urban Development (“HUD”) for the purpose of providing grants to local units of government; and

**WHEREAS**, the State of Illinois has repurposed a portion of its Community Development Block Grant funding into a Downstate Small Business Stabilization Program as a response and relief to small businesses impacted by the ongoing COVID-19 pandemic; and

**WHEREAS**, the Downstate Small Business Stabilization Program will allow a limited number of businesses in non-entitlement areas to receive grants of up to \$25,000 for up to 60 days of working capital assistance; and,

**WHEREAS**, in order to apply for the Downstate Small Business Stabilization Program, Champaign County, a local governmental unit, must process eligible business applications and complete a variety of procedural actions and documents; and

**WHEREAS**, potential business locations for the Downstate Small Business Stabilization Program would be non-entitlement areas in Champaign County; and

**WHEREAS**, if awarded, Champaign County will be the fiscal agent and administrator of these grant funds for disbursement to approved small businesses through formal participation agreements; and

**WHEREAS**, on behalf of Champaign County, the Champaign County Regional Planning Commission has successfully administered several federal loan programs; and

**WHEREAS**, the Champaign County Regional Planning Commission anticipates 10-15 business application submissions that meet the federal and state criteria for this program; and

**NOW THEREFORE, BE IT RESOLVED**, that the Champaign County Executive/Champaign County Board approve the Champaign County Regional Planning Commission to be the designated fiscal agent and administrator of the CDBG Downstate Small Business Stabilization Program for Champaign County; and

**BE IT FURTHER RESOLVED**, that the County Regional Planning Commission’s Chief Executive Officer is authorized to conduct necessary procedural actions and sign documents required for or related to the County’s participation in the CDBG Downstate Small Business Stabilization Program; and

**PRESENTED, ADOPTED, APPROVED and RECORDED** this 23<sup>rd</sup> day of April, A.D. 2020.

\_\_\_\_\_  
Giraldo Rosales, Chair  
Champaign County Board

Recorded  
& Attest: \_\_\_\_\_  
Aaron Ammons, County Clerk  
and ex-officio clerk of the  
Champaign County Board  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Darlene A. Kloeppel, County Executive  
Date: \_\_\_\_\_