

Committee of the Whole

November 8, 2011 Handouts

1. Item VIII, D1-3 County Administrator Reports
2. Items VIII, F1 Auditor Report
3. Auditor-Purchases not following the purchasing
4. Item VIII G1 – Treasurer’s Report
5. Item VIII H1 – Addendum B-County Administrator Employment Agreement
6. Item IX. B5 – Clarification of Amendments to Purchasing Policy
Recommendation
7. Item IX D1 Procedural Recommendation for Semi-Annual Review of Closed
Session Minutes
8. Memo Regarding County Board Committee Structure (Removed from Agenda)

FY2011 General Corporate Fund Revenue Projection Report

November 8, 2011

SIGNIFICANT REVENUE LINE ITEMS/CATEGORIES	FY2010 YTD 10/31/2010	FY2010 ACTUAL 12/31/2010	FY2011 BUDGET 12/1/2010	FY2011 YTD 10/31/2011	Projected % to be Received	Projected \$\$ to be Received	\$ Difference to Original Budget
PROPERTY TAXES (CURRENT)	\$7,744,694	\$8,043,992	\$8,104,010	\$7,780,748	100%	\$8,104,010	\$0
PROPERTY TAXES (ESCROW)	\$0	\$0	\$0	\$0	0%	\$0	\$0
PROPERTY TAXES (BACK)	\$10,914	\$14,560	\$5,200	\$0	100%	\$5,200	\$0
MOBILE HOME TAXES	\$0	\$8,996	\$10,000	\$25	100%	\$10,000	\$0
PAYMENT IN LIEU OF TAXES	\$5,100	\$7,501	\$4,500	\$1,287	100%	\$4,500	\$0
COUNTY HOTEL/MOTEL TAX	\$21,945	\$27,580	\$31,000	\$17,698	70%	\$21,617	-\$9,383
COUNTY AUTO RENTAL TAX	\$12,783	\$14,552	\$15,000	\$15,034	124%	\$18,539	\$3,539
PENALTIES ON TAXES	\$312,042	\$640,898	\$724,000	\$296,105	77%	\$556,618	-\$167,382
BUSINESS LICENSES & PERMITS	\$30,671	\$32,164	\$41,750	\$39,927	96%	\$40,152	-\$1,598
NON-BUSINESS LIC. & PERMITS	\$753,510	\$816,498	\$724,500	\$753,639	113%	\$818,340	\$93,840
FEDERAL GRANTS	\$397,459	\$514,188	\$500,679	\$514,948	100%	\$500,679	\$0
STATE GRANTS	\$158,140	\$201,248	\$255,264	\$195,242	100%	\$255,264	\$0
STATE SHARED REVENUE							
CORP. PERS. PROP. REPL. TAX	\$671,058	\$852,937	\$866,754	\$706,781	98%	\$851,937	-\$14,817
1% SALES TAX (UNINCORPOR.)	\$872,696	\$1,063,758	\$1,071,574	\$916,749	104%	\$1,116,650	\$45,076
1/4% SALES TAX (ALL COUNTY)	\$4,014,486	\$4,857,463	\$4,936,129	\$4,121,613	102%	\$5,013,188	\$77,059
USE TAX	\$329,693	\$399,249	\$415,000	\$408,021	117%	\$487,276	\$72,276
INHERITANCE TAX	\$325,965	\$334,125	\$165,709	\$0	0%	\$0	-\$165,709
STATE REIMBURSEMENT	\$1,169,477	\$1,271,402	\$1,274,665	\$1,321,292	104%	\$1,321,292	\$46,627
SALARY REIMBURSEMENT	\$247,777	\$371,302	\$212,075	\$212,512	100%	\$212,512	\$437
STATE REV./SALARY STIPENDS	\$38,159	\$38,159	\$38,900	\$38,900	100%	\$38,900	\$0
INCOME TAX	\$1,927,158	\$2,167,472	\$2,509,827	\$2,292,368	108%	\$2,713,396	\$203,569
CHARITABLE GAMES LIC/TAX	\$0	\$1,098	\$0	\$0	0%	\$0	\$0
OFF-TRACK BETTING	\$40,951	\$58,112	\$65,000	\$34,402	62%	\$40,198	-\$24,802
LOCAL GOVERNMENT REVENUE	\$696,238	\$728,644	\$530,276	\$528,245	105%	\$554,245	\$23,969
LOCAL GOVERNMENT REIMBURSE.	\$421,859	\$494,694	\$484,848	\$436,402	110%	\$532,226	\$47,378
GENERAL GOVERNMENT	\$3,486,698	\$4,151,842	\$4,284,988	\$3,367,704	94%	\$4,032,654	-\$252,334
FINES	\$867,707	\$1,051,402	\$1,067,500	\$773,315	88%	\$941,174	-\$126,326
FORFEITURES	\$8,441	\$18,706	\$15,000	\$18,599	158%	\$23,741	\$8,741
INTEREST EARNINGS	\$43,923	\$49,718	\$23,500	\$14,757	91%	\$21,449	-\$2,051
RENTS & ROYALTIES	\$502,497	\$587,699	\$618,754	\$914,877	165%	\$1,023,273	\$404,519
GIFTS & DONATIONS	\$14,591	\$23,002	\$22,504	\$11,444	59%	\$13,338	-\$9,166
OTHR FIN. SOURCES--FIX. ASSETS	\$15,692	\$15,692	\$6,500	\$15,318	236%	\$15,318	\$8,818
OTHR. MISC. REVENUE	\$74,312	\$82,117	\$77,505	\$66,864	95%	\$73,296	-\$4,209
INTERFUND TRANSFERS	\$1,335,845	\$1,876,282	\$1,707,699	\$958,775	100%	\$1,707,699	\$0
INTERFUND REIMBURSEMENTS	\$131,460	\$404,054	\$438,849	\$130,944	100%	\$438,849	\$0
OTHER FINANCING SOURCES							
TOTALS	\$26,683,941	\$31,221,106	\$31,249,459	\$26,904,536	101%	\$31,507,531	\$258,072

FY2011 General Corporate Fund Expenditure Projection Report

SIGNIFICANT EXPENDITURE LINE ITEMS/CATEGORIES	FY2010 ACTUAL 10/31/2010	FY2010 ACTUAL 12/31/2010	FY2011 BUDGET 12/1/2010	FY2011 YTD 10/31/2011	PROJECTED % TO BE SPENT	PROJECTED \$ TO BE SPENT	\$ Difference to Original BUDGET (+/-)
PERSONNEL							
Regular Salaries & Wages	\$10,945,665	\$12,393,248	\$12,716,949	\$10,926,074	98.35%	\$12,507,479	-\$209,470
SLEP Salaries	\$6,064,362	\$6,887,878	\$6,861,945	\$5,889,725	98.25%	\$6,742,185	-\$119,760
SLEP Overtime	\$228,439	\$303,605	\$431,676	\$309,554	82.09%	\$354,358	-\$77,318
Fringe Benefits	\$2,259,611	\$2,460,951	\$2,750,052	\$2,393,592	94.95%	\$2,611,191	-\$138,861
COMMODITIES							
Postage	\$161,217	\$168,377	\$241,613	\$228,223	97.00%	\$234,372	-\$7,241
Purchase Document Stamps	\$445,800	\$495,800	\$500,925	\$500,925	108.18%	\$541,903	\$40,978
Gasoline & Oil	\$142,102	\$166,864	\$249,141	\$191,242	91.79%	\$228,695	-\$20,446
All Other Commodities	\$402,722	\$497,956	\$640,746	\$426,209	91.66%	\$587,334	-\$53,412
SERVICES							
Gas Service	\$340,296	\$400,422	\$399,850	\$295,394	87.91%	\$351,513	-\$48,337
Electric Service	\$763,573	\$898,374	\$900,000	\$727,198	96.80%	\$871,231	-\$28,769
Medical/Professional Services	\$948,647	\$1,147,926	\$1,044,173	\$928,447	101.49%	\$1,059,736	\$15,563
All Other Services	\$2,895,769	\$3,490,196	\$3,695,631	\$3,177,725	102.95%	\$3,804,476	\$108,845
CAPITAL							
Vehicles	\$19,140	\$19,140	\$117,771	\$64,957	100.00%	\$117,771	\$0
All Other Capital	\$55,625	\$173,007	\$116,420	\$68,280	100.00%	\$116,420	\$0
TRANSFERS							
To Capital Improvement Fund	\$0	\$137,020	\$126,261	\$123,028	100.00%	\$126,261	\$0
All Other Transfers	\$57,463	\$172,845	\$185,433	\$48,267	100.00%	\$185,433	\$0
DEBT REPAYMENT							
	\$357,366	\$361,741	\$395,979	\$388,675	100.00%	\$395,979	\$0
TOTAL	\$26,087,798	\$30,175,350	\$31,374,565	\$26,687,515	98.28%	\$30,836,338	-\$538,227

FY2011 General Corporate Fund Projection Summary Report

SUMMARY

FUND BALANCE 11/30/10	Actual	Unreserved Fund Balance
BEGINNING FUND BALANCE % OF BUDGET -	\$2,899,655 9.24%	\$2,566,528 8.18%
ADD FY2011 REVENUE	Budgeted	Projected
LESS FY2011 EXPENDITURE	\$31,249,459	\$31,507,531
	\$31,374,565	\$30,836,338
<i>Revenue to Expenditure Difference</i>	-\$125,106	\$671,193
FUND BALANCE PROJECTION - 11/30/11	\$2,774,549	\$3,570,848
% OF 2011 Budget	8.84%	11.58%
Outstanding Loan to Nursing Home	-\$333,127	-\$333,127
Unreserved Fund Balance Projection - 11/30/11	\$2,441,422	\$3,237,721
% of FY2011 Budget	7.78%	10.32%

GENERAL CORPORATE FUND - FY2011 BUDGET CHANGE REPORT

General Corporate Fund Original Budget As Of: 12/1/2010

Expenditure	\$30,920,984
Revenue	\$30,920,984
Revenue/Expenditure Difference	\$0

General Corporate Fund Budget As Of: 11/8/2011

Expenditure	\$31,374,565	% Inc/Dec	1.47%	Revenue/Exp. (\$125,106)
Revenue	\$31,249,459	% Inc/Dec	1.06%	

EXPENDITURE CHANGES

Department	Description	Expenditure Change	Revenue Change	Difference
Physical Plant	Brookens Lighting Grant	\$60,924	\$60,924	\$0
County Board	MLK Event Accounting	\$7,500	\$7,500	\$0
EMA	EOC Grant	\$19,548	\$19,548	\$0
Planning & Zoning	Grant for Building Code Feasibility Study	\$8,045	\$8,325	\$280
Coroner	Indigent Cremation	\$302	\$302	\$0
State's Attorney	FY2011 Wage Changes	\$33,759	\$90,000	\$56,241
Coroner	Sale of Van	\$500	\$500	\$0
Public Properties	Debt Service for 202 Art Bartell	\$34,000	\$0	(\$34,000)
Various Departments	AFSCME 2011 Wage Increase	\$111,774	\$0	(\$111,774)
County Clerk	Benefits Payout for Retiring Employee	\$26,282	\$0	(\$26,282)
Public Properties	Energy Efficiency Lighting Grant	\$39,502	\$39,502	\$0
Coroner	Additional Autopsies	\$39,570	\$23,612	(\$15,958)
Recorder	Increase in real estate transactions	\$54,000	\$60,000	\$6,000
Auditor	Salary Stipend	\$3,900	\$3,900	\$0
Coroner	Salary Stipend	\$3,900	\$3,900	\$0
Recorder	Overtime Increase	\$1,000	\$1,000	\$0
County Clerk	Early Voting Assistance State Reimbursement for April 2011	\$9,075	\$9,462	\$387
TOTAL		\$453,581	\$328,475	(\$125,106)

Changes Attributable to Recurring Costs **\$291,780** **\$114,414** **(\$177,366)**

Changes Attributable to 1-Time Expenses **\$161,801** **\$214,061** **\$52,260**

Harris Harris - October 2011 Collection Report

FY 2011 - YTD Collections Account Summary					
Account Description	Total: YTD	County: YTD	State: YTD	Agency: YTD	Other: YTD
% Breakdown-County	\$37,662.14	\$37,033.47			
% Breakdown-State	\$16,150.19		\$16,173.50		
Arrestee's Medical	\$3,086.79	\$3,089.85			
Automation	\$13,547.88	\$13,443.98			
Bond Fees	\$1,985.00	\$2,090.00			
Bond Forfeitures	\$2,330.00	\$3,689.00			
Circuit Clerk Filing Fees	\$31,909.62	\$31,673.70			
Clerk Operation/Administration	\$255.00	\$249.50			
Collection Fees	\$167,187.78				\$165,485.16
Construction Safety	\$1,076.98		\$1,125.00		
County Ordinance	\$4,680.89	\$4,781.14			
Court Finance Fees	\$2,458.81	\$2,259.78			
Court Security	\$20,644.92	\$20,739.10			
Crime Laboratory Fees	\$851.52	\$85.12	\$766.35		
Crime Stoppers	\$538.23			\$533.88	
Criminal Surcharge	\$9,880.37	\$187.02	\$9,168.51		
Document Storage	\$10,592.58	\$10,487.21			
Domestic Battery	\$25.00	\$2.49	\$22.49		
Domestic Violence	\$475.87		\$475.87		
Domestic Violence Surveillance	\$200.00	\$20.00	\$180.00		
Driver's Education	\$18,933.04		\$19,122.35		
Drug Court Program	\$1,801.75	\$1,810.03			
Drug Fund - Local	\$512.69			\$383.66	
Drug Fund Assessment	\$3,436.31		\$3,467.35		
DUI - 80% Illinois	\$8,203.43		\$8,836.70		
DUI Crime Laboratory Fees	\$180.00	\$12.00	\$167.98		
DUI Fine	\$2,207.57		\$2,045.11	\$511.27	
Fines	\$214,108.83	\$4,776.51		\$208,457.14	
Fire Prevention Fund	\$300.00		\$292.50		
Fire Truck Revolving Fund	\$294.76		\$287.26		
Foreign Service Fees	\$36.00			\$36.00	
Late Fees	\$70,337.83	\$70,337.83			
LEADS Maintenance Fund	\$1,906.38		\$1,804.38		
Mandatory Assessment	\$300.00		\$300.00		
Miscellaneous Fees	\$3.00	\$3.00			
Motion to Vacate	\$504.68	\$504.68			
Notices Mailed First Class	\$2,705.58	\$2,679.58			
Prison Review Board	\$30.00	\$31.50	\$3.50		
Probation Monitoring Fees	\$16,144.69	\$15,252.36			
Public Defender Fees	\$4,743.34	\$4,449.08			
Regular Drug Fines	\$443.49	\$52.60	\$37.61	\$37.61	
Restitution	\$4,732.03				\$4,692.03
School District Fine	\$158.85			\$158.85	
Serious Traffic Violations	\$295.67	\$73.91	\$221.75		
Sheriff's Fees	\$2,459.24	\$2,127.73			
Spinal Cord	\$135.00	\$3.12	\$126.62		
State Offender DNA	\$3,696.95	\$155.90	\$2,964.41		
State Police Service	\$190.00		\$180.00		
States Attorney Appellate	\$50.00	\$50.00			
States Attorney Fees	\$9,383.98	\$9,279.49			
Street Value Drug Fine	\$1,440.94	\$242.15	\$195.45	\$195.45	
TR/CR Conviction Pen	\$392.00		\$364.00		
Traffic/Criminal Surcharge	\$29,658.82	\$624.27	\$30,612.15		
Trauma Fund	\$3,645.35	\$99.46	\$3,920.25		
Unsatisfied Judgment	\$5,868.88	\$5,477.76			
Vehicle Fund	\$380.00			\$380.00	
Victim's Fund	\$912.10		\$938.62		
Victims Fund Fine	\$12,910.07		\$12,688.98		
Work Release Fees	\$0.00				
Totals:	\$748,982.82	\$247,874.32	\$116,488.69	\$210,693.86	\$170,177.19

AUDITOR'S REPORT TO COUNTY BOARD
PERIOD ENDING 10/31/11

FUND	NAME	F Y 2 0 1 0			F Y 2 0 1 1			YTD %	YTD %
		FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	BUDGET CURRENT (AS OF 10/31/11)	CHANGE	ACTUALS YEAR-TO DATE		
074	2003 NURS HM BOND DET SRV REVENUE EXPENDITURE	1,613,047	334	1,602,386	1,609,484	4,623,253	99	104	99
		1,580,884	0	1,579,884	1,577,515	4,623,253	100	0	98
075	REGIONAL PLANNING COMM REVENUE EXPENDITURE	20,883,514	1,367,902	11,072,193	13,758,053	1,529,251	53	618,383	59
		21,466,718	1,400,534	11,287,334	14,697,853	1,529,251	53	783,972	53
076	TORT IMMUNITY TAX FUND REVENUE EXPENDITURE	1,080,548	0	1,075,408	1,118,682	0	100	0	96
		1,399,500	520,916	1,375,950	1,337,000	165,000	98	69,066	86

AUDITOR'S REPORT TO COUNTY BOARD
PERIOD ENDING 10/31/11

FUND	NAME	F Y 2 0 1 0			F Y 2 0 1 1			YTD %	YTD DATE	YTD %
		FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	BEGINNING (12/01/10)	BUDGET CURRENT (AS OF 10/31/11)	CHANGE			
080	GENERAL CORPORATE									
010	COUNTY BOARD									
	REVENUE	329,468	3,858	313,714	329,468	336,968	7,500	65	245,058	73
	EXPENDITURE	250,178	20,858	246,181	256,165	263,764	7,599	17,675	241,200	91
013	DEBT SERVICE									
	REVENUE	714,050	33,790	405,824	710,688	710,688	0	38,352	336,021	47
	EXPENDITURE	405,674	0	404,208	403,796	403,261	535-	0	354,367	88
016	ADMINISTRATIVE SERVICES									
	REVENUE	143,132	6,851	141,141	144,426	144,426	0	9,377	52,987	37
	EXPENDITURE	1,407,267	66,949	1,333,048	1,377,515	1,033,132	344,383-	91,914	923,193	89
017	COOPERATIVE EXTENSION SRV									
	REVENUE	416,962	0	417,065	399,056	399,056	0	0	383,962	96
	EXPENDITURE	417,415	0	417,413	399,056	399,056	0	0	383,962	96
020	AUDITOR									
	REVENUE	109,200	0	118,676	107,604	111,504	3,900	0	37,213	33
	EXPENDITURE	304,309	23,298	303,259	312,694	321,188	8,494	24,492	288,111	90
021	BOARD OF REVIEW									
	REVENUE	0	0	0	0	0	0	0	0	0
	EXPENDITURE	108,555	8,048	107,713	114,736	116,490	1,754	8,525	101,923	87
022	COUNTY CLERK									
	REVENUE	319,598	18,997	326,013	266,000	275,462	9,462	17,849	290,415	105
	EXPENDITURE	877,791	71,441	844,194	799,562	847,550	47,988	48,230	704,069	83
023	RECORDER									
	REVENUE	1,718,268	127,640	1,609,412	1,423,928	1,484,928	61,000	138,258	1,304,378	88
	EXPENDITURE	993,268	71,538	941,892	857,669	916,331	58,662	33,627	845,286	92
025	SUPERVISOR OF ASSESSMENT									
	REVENUE	61,308	3	55,383	42,675	42,675	0	4,538	26,274	62
	EXPENDITURE	322,642	21,974	306,426	404,873	411,093	6,220	24,578	337,185	82
026	COUNTY TREASURER									
	REVENUE	646,515	154,783	700,139	764,950	764,950	0	141,565	299,649	39
	EXPENDITURE	255,297	19,128	244,197	249,686	253,367	3,681	18,891	221,820	88
028	INFORMATION TECHNOLOGY									
	REVENUE	0	0	0	0	0	0	207	8,729	N.A.
	EXPENDITURE	0	0	0	0	381,195	381,195	46,722	267,989	70
030	CIRCUIT CLERK									
	REVENUE	2,347,650	159,543	1,957,632	2,112,645	2,112,645	0	156,754	1,596,447	76
	EXPENDITURE	1,048,408	76,073	1,046,179	1,091,160	1,114,804	23,644	76,254	917,820	82
031	CIRCUIT COURT									
	REVENUE	20,000	122	730	1,000	1,000	0	178	328	33
	EXPENDITURE	1,041,357	76,349	1,028,774	1,012,227	1,030,427	18,200	72,732	897,021	87

AUDITOR'S REPORT TO COUNTY BOARD
PERIOD ENDING 10/31/11

FUND	NAME	FY 2010			FY 2011			YTD %	YTD DATE	YTD %
		BUDGET-FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	BEGINNING (12/01/10)	BUDGET CURRENT (AS OF 10/31/11)	CHANGE			
080	GENERAL CORPORATE									
	130 CIRC CLK SUPPORT ENFORCE									
	REVENUE	61,515	0	64,080	57,883	57,883	0	0	40,558	70
	EXPENDITURE	47,570	3,488	45,306	48,784	50,077	1,293	3,407	41,608	83
	140 CORRECTIONAL CENTER									
	REVENUE	884,634	72,929	824,730	865,216	865,216	0	69,371	646,843	75
	EXPENDITURE	5,723,357	395,913	5,581,041	5,651,518	5,726,658	75,140	436,979	4,861,468	85
	141 STS ATTY SUPPORT ENFORCE									
	REVENUE	390,446	21,700	326,124	371,261	371,261	0	21,326	288,876	78
	EXPENDITURE	376,948	24,852	354,775	373,158	379,084	5,926	24,828	307,557	81
TOTAL	GENERAL CORPORATE									
	REVENUE	32,013,267	21,700	31,221,112	30,920,984	31,249,459	328,475	1,962,320	26,904,543	86
	EXPENDITURE	31,101,398	24,852	30,175,363	30,920,984	31,374,565	453,581	2,257,475	26,687,513	85

AUDITOR'S REPORT TO COUNTY BOARD
PERIOD ENDING 10/31/11

FUND	NAME	FY 2010			FY 2011			FY 2011		
		BUDGET-FINAL	CURRENT MONTH	ACTUALS YEAR-TO-DATE %	BEGINNING (12/01/10)	BUDGET CURRENT (AS OF 10/31/11)	CHANGE	CURRENT MONTH	ACTUALS YEAR-TO-DATE %	
081	NURSING HOME REVENUE EXPENDITURE	16,911,132	3,640,585	14,512,516 86	15,296,331	15,296,331	0	1,047,307	11,964,033 78	
		16,905,875	1,331,962	14,840,629 88	15,796,464	15,796,464	0	936,680	10,377,219 66	
083	COUNTY HIGHWAY REVENUE EXPENDITURE	2,815,371	4,468	2,743,552 97	2,448,713	2,771,924	323,211	38,884	2,259,421 82	
		2,764,482	227,236	2,638,186 95	2,452,131	2,891,102	438,971	304,435	2,401,106 83	
084	COUNTY BRIDGE REVENUE EXPENDITURE	1,034,533	24,525	1,061,741 103	1,058,646	1,058,646	0	83	1,095,075 103	
		1,021,000	11,190	703,103 69	1,031,000	1,031,000	0	77,581	380,434 37	
085	COUNTY MOTOR FUEL TAX REVENUE EXPENDITURE	3,599,143	939,644	3,305,767 92	2,721,643	2,721,643	0	216,795	2,089,822 77	
		7,054,240	924,602	6,954,922 99	3,775,404	3,775,404	0	221,591	2,724,241 72	
088	ILL. MUNICIPAL RETIREMENT REVENUE EXPENDITURE	4,010,261	172,548	4,072,605 102	4,883,414	4,883,414	0	36,215	4,075,363 83	
		4,356,701	616,303	4,393,970 101	4,884,984	4,884,984	0	319,136	3,773,589 77	
089	COUNTY PUBLIC HEALTH FUND REVENUE EXPENDITURE	1,416,409	9,752	1,414,810 100	1,304,310	1,304,310	0	15,630	1,234,435 95	
		1,490,352	242,467	1,387,537 93	1,304,310	1,304,310	0	55,914	1,217,558 93	
090	MENTAL HEALTH REVENUE EXPENDITURE	3,882,334	47,994	3,886,519 100	4,000,037	4,079,037	79,000	29,858	3,948,780 97	
		3,882,334	225,781	3,759,847 97	4,000,037	4,079,037	79,000	338,320	3,594,825 88	
091	ANIMAL CONTROL REVENUE EXPENDITURE	487,149	30,027	422,350 87	483,149	483,649	500	52,711	523,059 108	
		557,172	41,300	525,309 94	524,007	530,109	6,102	34,604	425,517 80	
092	LAW LIBRARY REVENUE EXPENDITURE	111,257	5,937	68,295 61	68,225	68,225	0	5,557	55,488 81	
		114,257	4,781	103,634 91	81,190	81,640	450	5,341	59,645 73	
103	HWY FED AID MATCHING FUND REVENUE EXPENDITURE	12,145	46	8,356 69	8,323	8,323	0	2	8,139 98	
		0	0	0	0	0	0	0	0	
104	EARLY CHILDHOOD FUND REVENUE EXPENDITURE	10,805,850	852,970	6,850,889 63	7,279,475	7,279,475	0	591,777	6,006,392 83	
		10,820,621	703,890	6,355,249 59	7,275,125	7,275,125	0	549,365	5,580,461 77	
105	CAPITAL ASSET REPLCMT FND REVENUE EXPENDITURE	695,292	388	925,507 133	273,511	273,511	0	34	201,876 74	
		1,128,035	34,477	612,239 54	868,872	956,983	88,111	0	304,584 32	
106	PUBL SAFETY SALES TAX FND REVENUE EXPENDITURE	4,351,686	346,537	4,318,507 99	4,384,903	4,512,403	127,500	348,880	3,655,804 81	
		5,198,129	83,324	4,921,846 95	4,083,632	4,211,132	127,500	184,270	3,705,236 88	
107	GEOGRAPHIC INF SYSTM FUND REVENUE EXPENDITURE	296,250	31,478	276,405 93	282,100	282,100	0	19,946	203,257 72	
		311,836	25,632	309,667 99	316,162	316,162	0	19,925	250,341 79	

AUDITOR'S REPORT TO COUNTY BOARD
PERIOD ENDING 10/31/11

FUND	NAME	FY 2010			FY 2011			FY 2011		
		FINAL	CURRENT MONTH	ACTUALS YEAR-TO-DATE	BUDGET	CURRENT MONTH	ACTUALS YEAR-TO-DATE	BUDGET	CURRENT MONTH	ACTUALS YEAR-TO-DATE
				DATE	(12/01/10)	(AS OF 10/31/11)				YTD %
108	DEVLPMNTL DISABILITY FUND									
	REVENUE	3,463,084	377	3,456,030	3,585,739	3,585,739	0	100	3,442,361	96
	EXPENDITURE	3,499,084	40,640	3,495,499	3,585,739	3,588,739	3,000	297,582	3,248,896	91
109	DELINQ PREVENTN GRNT FUND									
	REVENUE	216,734	88	216,761	203,116	203,116	0	14	203,192	100
	EXPENDITURE	224,895	0	224,895	203,116	203,116	0	17,608	176,185	87
188	SOCIAL SECURITY FUND									
	REVENUE	2,564,667	81,845	2,579,423	2,770,393	2,770,393	0	26,868	2,208,848	80
	EXPENDITURE	2,559,417	195,678	2,547,136	2,766,542	2,766,542	0	200,409	2,264,325	82
303	COURT COMPLEX CONSTR FUND									
	REVENUE	192,000	153	111,028	1,200	1,200	0	38	522	44
	EXPENDITURE	558,631	0	533,489	0	0	0	0	0	0
304	HIGHWAY FACILITY CONST FND									
	REVENUE	0	20	276	0	0	0	6	74	74
	EXPENDITURE	0	0	0	0	0	0	0	0	0
305	202 ART BARTELL BLDG CNST									
	REVENUE	0	0	0	2,200,200	2,200,200	0	19	2,004,833	91
	EXPENDITURE	0	0	0	2,200,000	2,200,000	0	1,441	1,520,733	69
350	HWY FACIL BOND DEBT SERV									
	REVENUE	201,289	36	202,072	199,663	199,663	0	6	99,746	50
	EXPENDITURE	200,869	0	199,364	199,600	199,600	0	0	197,600	99
474	RPC USDA REVOLVING LOANS									
	REVENUE	772,000	19	250,142	551,750	551,750	0	19	188	188
	EXPENDITURE	280,000	0	0	115,000	115,000	0	58	333	333
475	RPC ECON DEVELOPMNT LOANS									
	REVENUE	1,052,250	13,277	668,812	521,700	521,700	0	19,752	306,524	59
	EXPENDITURE	725,000	10,850	416,968	525,000	525,000	0	12,503	124,429	24
476	SELF-FUNDED INSURANCE									
	REVENUE	1,624,096	843,504	2,102,269	1,913,500	1,946,290	32,790	191,176	1,783,253	92
	EXPENDITURE	2,136,032	47,553	1,438,326	1,848,889	1,881,679	32,790	38,857	1,304,094	69
610	WORKING CASH FUND									
	REVENUE	4,500	182	2,062	1,700	1,700	0	30	313	18
	EXPENDITURE	4,500	0	2,975	1,700	1,700	0	0	0	0
611	COUNTY CLK SURCHARGE FUND									
	REVENUE	12,000	732	8,169	12,000	12,000	0	938	8,191	68
	EXPENDITURE	12,000	732	8,169	12,000	12,000	0	0	7,253	60
612	SHERIFF DRUG FORFEITURES									
	REVENUE	31,700	33,610	44,052	20,375	20,375	0	1,646	1,705	8
	EXPENDITURE	33,335	4,134	23,422	28,333	28,333	0	1,872	5,823	21
613	COURT'S AUTOMATION FUND									
	REVENUE	324,200	22,904	281,064	286,800	289,399	2,599	20,747	216,404	75
	EXPENDITURE	268,289	7,956	265,078	384,742	387,495	2,753	8,236	231,368	60

FOR COUNTY BOARD APPROVAL
11/17/11

PURCHASES NOT FOLLOWING THE PURCHASING POLICY, AND EMERGENCY PURCHASES

DEPARTMENT	APPROPRIATION #	VR#PO#	VR/PO DATE	DESCRIPTION	VENDOR	AMOUNT
NO PURCHASE ORDER ISSUED						
Self Funded Insurance	476-118-533.26	VR#118-080	10/25/11	Re-attach courthouse spire	Advanced Wayne-Cain & Sons	\$ 9,083.09
PURCHASE ORDER WITH NO GSA CONTRACT & NOT LET FOR BID						
** County Clerk	080-022-544.30	VR#022-208 PO 3412	10/24/11	2011 Ford Van	Ford City	\$ 22,345.00
FY12 EXPENSES CHARGED ON CREDIT CARD BEFORE LEGALLY APPROPRIATED						
** Regional Planning	075-862-533.95	VR#029-2293	10/28/11	Registrations for Dec conf	Visa Cardmember Service	\$ 1,580.00
CREDIT CARD CHARGES WITH TAX						
** Head Start	104-836-533.95	VR#104-2442	11/02/11	Training food 10/19	Visa Cardmember Service	\$ 20.49
CREDIT CARD BILL PAID WITHOUT RECEIPTS						
** Access initiative Grant	641-053-533.84	VR#641-264	10/21/11	Meeting food 9/15 Art Mart	Visa Cardmember Service	\$ 29.24
** Correctional Center	080-140-533.95	VR#140-537	10/05/11	Meal 9/14 Popeye's	Visa Cardmember Service	\$ 8.64
FY2010 EXPENDITURES PAID IN FY2011						
** Correctional Center	080-140-533.06	VR#140-525	10/04/11	Medical service 6/8-11/2/10	Carle Physician Group	\$ 191.34
** Circuit Clerk	080-030-533.07	VR#030-094	10/04/11	Out of state service 8/26/10	Pottawattamie County Sheriff	\$ 39.00

*****According to Illinois Attorney General and Champaign County State's Attorney,
the Purchasing Policy does not apply to the office of elected officials.*****

** Paid- For Information Only

**Champaign County Treasurer
Monthly Financial Report
October 2011**

**Champaign County Committee of the Whole
November 8, 2011**

Champaign County Treasurer's Fund Balance Report:

Daniel J. Welch, Champaign County Treasurer October 31, 2011	Fund	Certificate of	Cash	Page 1 Illinois Funds (Incl. in Cash)
Fund Name	Balance	Deposit		
074-Nursing Home Bond Debt Service	\$1,681,910.94	\$0.00	\$1,681,910.94	Combined Trust & Agency
075 - Regional Planning Commission	\$710,816.49	\$0.00	\$710,816.49	Combined RPC
076 - Tort Immunity	(\$822,929.09)	\$0.00	(\$822,929.09)	Combined Trust & Agency
080 - General Corporate	\$3,716,071.80	\$0.00	\$3,716,071.80	Combined Gen Corp
081 - Nursing Home (Enterprise)	\$281,831.72	\$0.00	\$281,831.72	\$732.65
083 - County Highway	\$277,203.35	\$0.00	\$277,203.35	Combined Highway
084 - County Bridge	\$2,193,158.34	\$0.00	\$2,193,158.34	Combined Highway
085 - County Motor Fuel	\$4,479,700.20	\$0.00	\$4,479,700.20	Combined Highway
086 - Township Motor Fuel	\$923,290.96	\$500,000.00	\$423,290.96	Combined Highway
087 - Township Bridge	\$485,322.22	\$0.00	\$485,322.22	Combined Highway
088 - I.M.R.F.	\$1,249,510.21	\$0.00	\$1,249,510.21	Combined Trust & Agency
089 - Public Health	\$302,774.29	\$0.00	\$302,774.29	Combined Trust & Agency
090 - Mental Health	\$2,201,496.80	\$0.00	\$2,201,496.80	Combined Trust & Agency
091 - Animal Control	\$73,319.06	\$0.00	\$73,319.06	Combined Trust & Agency
092 - Law Library	\$88,067.20	\$0.00	\$88,067.20	Combined Trust & Agency
094 - Payroll	\$14.16	\$0.00	\$14.16	N/A
095 - Inheritance	\$542,300.20	\$0.00	\$542,300.20	Combined Trust & Agency
097 - Estate	\$30,586.36	\$0.00	\$30,586.36	Combined Trust & Agency
098 - Accounts Payable	\$0.00	\$0.00	\$0.00	N/A
103 - Highway Federal Matching	\$350,925.15	\$300,000.00	\$50,925.15	Combined Highway
104 - Head Start	\$1,454,431.74	\$0.00	\$1,454,431.74	Combined RPC
105 - Capital Equipment Replacement	\$1,081,903.20	\$0.00	\$1,081,903.20	Combined Gen Corp
106 - Public Safety Sales Tax	\$2,490,516.77	\$0.00	\$2,490,516.77	Combined Trust & Agency
107 - Geographic Information System	\$272,513.40	\$0.00	\$272,513.40	Combined Trust & Agency
108 Developmental Disability	\$1,698,775.72	\$0.00	\$1,698,775.72	Combined Trust & Agency

Champaign County Treasurer's Fund Balance Report:

Daniel J. Welch, Champaign County Treasurer				Page 2
October 31, 2011	Fund	Certificate of	Cash	Illinois Funds
Fund Name	Balance	Deposit		(Incl. in Cash)
109 Delinquency Prevention Grant	\$151,513.26	\$0.00	\$151,513.26	Combined Trust & Agency
188 - Social Security	\$393,190.17	\$0.00	\$393,190.17	Combined Trust & Agency
303 - Court Complex Construction	\$999,117.53	\$0.00	\$999,117.53	Combined Construction
304 - Highway Facility Construction	\$155,132.23	\$0.00	\$155,132.23	Combined Construction
305 - Art Bartell Construction	\$484,098.05	\$0.00	\$484,098.05	Combined Trust & Agency
350 - Highway Bond Debt Service	\$78,044.93	\$0.00	\$78,044.93	N/A
474 - RPC / USDA Loan	\$249,996.98	\$0.00	\$249,996.98	Combined RPC
475 - R.P.C. Economic Development Loans	\$1,403,201.17	\$0.00	\$1,403,201.17	Combined Trust & Agency
476 - Self-Funded Insurance	\$2,523,744.12	\$0.00	\$2,523,744.12	Combined Trust & Agency
610 - Working Cash	\$378,027.47	\$0.00	\$378,027.47	Combined Trust & Agency
611 - Co. Clerk Death Certificate Surcharge	\$938.00	\$0.00	\$938.00	Combined Trust & Agency
612 - Sheriff Drug Forfeitures	\$74,240.57	\$0.00	\$74,240.57	Combined Trust & Agency
613 - Court's Automation	\$274,856.10	\$0.00	\$274,856.10	Combined Trust & Agency
614 - Recorder's Automation	\$626,792.05	\$0.00	\$626,792.05	Combined Trust & Agency
617 - Child Support Service	\$544,892.07	\$0.00	\$544,892.07	Combined Trust & Agency
618 - Probation Services	\$641,535.13	\$0.00	\$641,535.13	Combined Trust & Agency
619 - Tax Sale Automation	\$59,293.74	\$0.00	\$59,293.74	Combined Trust & Agency
620 - Health-Hospital Insurance	\$150,420.19	\$0.00	\$150,420.19	Combined Trust & Agency
621 - State Attorney Drug Forfeiture	\$71,010.33	\$0.00	\$71,010.33	Combined Trust & Agency
627 - Property Tax Interest Fee	\$171,391.96	\$0.00	\$171,391.96	Combined Trust & Agency
628 - Election Assistance / Accessibility	\$5,174.85	\$0.00	\$5,174.85	Combined Trust & Agency
629 - Courthouse Museum	\$1,291.96	\$0.00	\$1,291.96	Combined Trust & Agency
630 - Circuit Clerk Administration	\$160,091.67	\$0.00	\$160,091.67	Combined Trust & Agency
631 Shf Fed Assesst Forfeitures	\$0.00	\$0.00	\$0.00	Combined Trust & Agency
632 Cir Clk electronic Citations	\$10,115.72	\$0.00	\$10,115.72	Combined Trust & Agency
641 - Access Initiative Grant	\$462,317.69	\$0.00	\$462,317.69	Combined Trust & Agency
658 - Jail Commissary	\$310,891.55	\$0.00	\$310,891.55	Combined Trust & Agency

Monthly Portfolio Management Summary

October 2011

Daniel J. Welch-Champaign County Treasurer

Investment Type	# Accounts	Amount	% of Portfolio
Certificates of Deposit	2	\$800,000.00	2.17%
Bank Accounts	9	\$10,737,003.64	29.10%
Illinois Funds Investment Pool	6	\$25,356,416.34	68.73%

Totals		\$36,893,419.98	100.00%
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Certificates of Deposit:	# CD's	Avg. Rate	Amount	Avg. Term
Current Month Purchases	2	0.100%	\$800,000.00	98
Portfolio	2	0.100%	\$800,000.00	98

Investment Aging Report - Days	# CD's	Amount	% of Portfolio
1 - 30	0	\$0.00	0.00%
31 - 60	0	\$0.00	0.00%
61 - 90	0	\$0.00	0.00%
91 - 180	2	\$800,000.00	100.00%
181+	0	\$0.00	0.00%
Totals	2	\$800,000.00	100.00%

Illinois Funds Average Daily Yield:

	October 2011	October 2010
Money Market Fund	0.050%	0.159%

Champaign County Treasurer Outstanding Investments - October 2011

Daniel J. Welch-Champaign County Treasurer

#	Dept.	Purchased	Bank	Account Number	Due	Rate	Amount	10/31/2011 Term	Of Interest Earnings
1	086	09/30/2011	FreeStar	CD# 31468	01/06/2012	0.100%	\$500,000.00	98	\$134.25
2	103	09/30/2011	FreeStar	CD# 31469	01/06/2012	0.100%	\$300,000.00	98	\$80.55
3									\$0.00
4									\$0.00
5									\$0.00
6									\$0.00
7									\$0.00
8									\$0.00
9									\$0.00
10									\$0.00
11									\$0.00
12									\$0.00
13									\$0.00
14									\$0.00
15									\$0.00
16									\$0.00
17									\$0.00
18									\$0.00
19									\$0.00
20									\$0.00
							\$800,000.00	98	\$214.79

Revenue Report for General Corporate Fund

2011

October

Daniel J. Walsh - Hampton County Treasurer

Collection Period	One Cent Sales Tax	Quarter Cent Sales Tax	Income Tax	Personal Prop. Replace Tax	Local Use Tax	OTB	County Auto Rental Tax	Totals
Jan. 2011	\$98,236.22	\$418,063.46	\$222,830.02	\$93,207.42	\$36,558.80	\$3,041.07	\$613.37	\$872,550.36
% Change	18.98%	8.44%	-6.99%	-17.75%	38.31%	-16.97%	-58.16%	2.35%
Feb. 2011	\$84,535.27	\$419,125.34	\$275,368.22	\$0.00	\$57,553.23	\$3,150.65	\$518.42	\$840,251.13
% Change	-4.27%	2.85%	8.45%	N/A	26.66%	-30.22%	-48.21%	4.94%
Mar. 2011	\$100,434.51	\$509,529.83	\$137,342.98	\$51,561.45	\$35,198.47	\$3,263.67	\$558.61	\$837,889.52
% Change	14.64%	5.32%	-12.58%	16.68%	30.18%	-34.15%	-52.62%	3.97%
Apr. 2011	\$72,219.97	\$340,198.89	\$236,275.64	\$187,070.67	\$37,839.79	\$4,200.26	\$461.55	\$878,266.77
% Change	7.98%	1.39%	-3.60%	13.76%	75.96%	-18.80%	-59.01%	4.59%
May. 2011	\$71,450.97	\$369,617.72	\$301,875.00	\$134,502.63	\$41,638.95	\$4,151.98	\$438.06	\$923,675.31
% Change	-6.25%	-2.03%	-5.87%	16.73%	-2.97%	-11.24%	-56.13%	-1.53%
Jun. 2011	\$85,833.16	\$424,652.52	\$192,543.01	\$0.00	\$38,902.19	\$6,365.86	\$799.98	\$749,006.72
% Change	5.69%	4.06%	12.60%	N/A	19.11%	7.02%	-37.33%	6.99%
Jul. 2011	\$95,834.09	\$405,439.23	\$124,790.97	\$124,790.97	\$37,902.37	\$3,509.38	\$5,493.30	\$672,969.34
% Change	-4.02%	1.91%	-100.00%	6.63%	22.43%	1.15%	330.52%	-24.45%
Aug. 2011	\$120,129.93	\$411,269.57	\$100.00%	\$31,235.85	\$41,879.57	\$3,479.38	\$1,305.41	\$609,299.71
% Change	23.53%	3.03%	-100.00%	103.24%	4.84%	-18.21%	-8.31%	-14.78%
Sep. 2011	\$98,285.18	\$424,189.49	\$100.00%	\$0.00	\$33,519.05	\$3,243.05	\$2,386.61	\$561,623.38
% Change	1.44%	2.31%	-100.00%	N/A	0.94%	58.71%	\$0.05%	-20.89%
Oct. 2011	\$89,789.44	\$399,526.48	\$100.00%	\$208,411.53	\$100.00%	\$100.00%	\$2,549.00	\$700,276.45
% Change	-6.38%	-1.37%	-100.00%	-7.57%	-100.00%	-100.00%	60.39%	-30.14%
Nov. 2011	\$100.00%	\$100.00%	\$100.00%	\$0.00	\$100.00%	\$100.00%	\$100.00%	\$0.00
% Change	-100.00%	-100.00%	-100.00%	N/A	-100.00%	-100.00%	-100.00%	\$0.00
Dec. 2011	\$100.00%	\$100.00%	\$100.00%	\$100.00%	\$100.00%	\$100.00%	\$100.00%	\$100.00%
% Change	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Totals:	\$916,748.74	\$4,121,612.53	\$1,366,234.87	\$830,780.52	\$360,992.42	\$34,405.30	\$15,034.31	\$7,645,808.69

Champaign County Public Safety Sales Tax - Monthly Report

Daniel J. Welch, County Treasurer			October 2011
January 1, 2011 to December 31, 2011			
Year 12		Total to Date:	\$48,265,643.43
Month/Year		13th Payment	Totals
Jan.11	\$366,252.45		\$366,252.45
% Change	4.12%		
Feb.11	\$379,372.44		\$379,372.44
% Change	2.87%		
Mar.11	\$465,632.31		\$465,632.31
% Change	5.93%		
Apr.11	\$304,191.73		\$304,191.73
% Change	0.90%		
May.11	\$315,982.34		\$315,982.34
% Change	-2.30%		
Jun.11	\$367,907.99		\$367,907.99
% Change	1.40%		
Jul.11	\$358,597.62		\$358,597.62
% Change	0.86%		
Aug.11	\$375,761.72		\$375,761.72
% Change	6.78%		
Sep.11	\$371,275.61		\$371,275.61
% Change	6.88%		
Oct.11	\$348,705.71		\$348,705.71
% Change	0.68%		
Nov.11			\$0.00
% Change	-100.00%		
Dec.11			\$0.00
% Change	-100.00%		
Totals	\$3,653,679.92	\$0.00	\$3,653,679.92

Champaign County Hotel / Motel Tax Collections

Daniel J. Welch-Champaign County Treasurer

October 2011

2011 Collection Period	Motel 6	Sweet Dreams Bed & Breakfast	Totals
Jan. 2011	\$513.56	\$0.00	\$513.56
Feb. 2011	\$1,599.88	\$6.25	\$1,606.13
Mar. 2011	\$1,589.59	\$0.00	\$1,589.59
Apr. 2011	\$1,727.34	\$0.00	\$1,727.34
May. 2011	\$2,600.41	\$29.75	\$2,630.16
Jun. 2011	\$2,126.93	\$0.00	\$2,126.93
Jul. 2011	\$2,228.43	\$64.35	\$2,292.78
Aug. 2011	\$1,699.82	\$0.00	\$1,699.82
Sep. 2011	\$2,054.12	\$0.00	\$2,054.12
Oct. 2011	\$1,457.71	\$0.00	\$1,457.71
Nov. 2011			\$0.00
Dec. 2011			\$0.00
Totals:	\$17,597.79	\$100.35	\$17,698.14

Outstanding Inter-Fund Loans

October 2011

Daniel J. Welch, Champaign County Treasurer

Date	FROM: Fund Number	Fund Name	Amount	TO: Fund Number	Fund Name
11/18/2010	080	General Corporate	\$333,142.00	081	Nursing Home
04/19/2011	106	Public Safety	\$1,000,000.00	80	General Corporate

=====
\$1,333,142.00

Outstanding Loan Amounts By Fund:

October 2011

Fund Number	Fund Name	Amount
081	Nursing Home	\$333,142.00
80	General Corporate	\$1,000,000.00
Total Outstanding		===== \$1,333,142.00

County Collector Fund Balances as of the end of
 Daniel J. Welch County Treasurer

October 2011

Accounts	Balance as of Sept 2011	Receipts	Distribution	Current Balance
Real Estate	\$273,030,018.26	\$7,607,200.16	\$339,477.69	\$280,297,740.73
Mobile Home	\$241,486.93	\$16,637.30	\$0.00	\$258,124.23
Back Taxes	\$4,667.57	\$0.00	\$0.00	\$4,667.57
Interest/Penalty	\$141,473.84	\$352,509.28	\$141,989.61	\$351,993.51
Advance Payments	\$0.00	\$0.00	\$0.00	\$0.00
Transfer	\$0.00	\$55,275.49	\$55,275.52	(\$0.03)
Collector Interest	\$3,793.11	\$2,263.66	\$0.00	\$6,056.77
Special Taxes	\$0.00	\$3,110,545.88	\$3,079,984.50	\$30,561.38
Due to Taxing District	\$208,940.55	\$2,357.41	\$0.00	\$211,297.96
Pollution Control	\$229,116.62	\$0.00	\$0.00	\$229,116.62
Railroads	\$864,255.76	\$0.00	\$0.00	\$864,255.76
Cost	\$0.00	\$24,460.00	\$0.00	\$24,460.00
Over/Short	\$17,235.44	\$0.00	\$0.00	\$17,235.44
Duplicate Payments	\$0.00	\$0.00	\$0.00	\$0.00
Due from Taxing District	(\$404.97)	\$0.00	\$86,570.86	(\$86,975.83)
Partial Payments	\$23,263.71	\$960.44	\$0.00	\$24,224.15
Pilot	\$0.00	\$0.00	\$0.00	\$0.00
R. E. Distribution	(\$269,846,714.88)	\$0.00	\$0.00	(\$269,846,714.88)
R. E./Drainage Distribution	(\$730,798.93)	\$0.00	\$0.00	(\$730,798.93)
Delinquent Tax Trustee	\$6,391.13	\$0.00	\$0.00	\$6,391.13
Unclaimed Property	\$6,690.25	\$0.00	\$0.00	\$6,690.25
City of Champaign Streetscape	\$0.00	\$0.00	\$0.00	\$0.00
Credit Card Returns	\$1.70	\$485.89	\$487.59	\$0.00
Tax Sale Registration Fee	\$4,500.00	\$11,700.00	\$16,200.00	\$0.00
Totals	\$4,203,916.09	\$11,184,395.51	\$3,719,985.77	\$11,668,325.83
Balance to:				\$11,668,325.83
				\$0.00

County Collector Bank Balances as of the end of
 Daniel J. Welch County Treasurer

October 2011

Bank Name	Balance as of Sept 2011	Receipts	Distribution	Current Balance
Busey 2 - Collector	\$1,077,478.29	\$8,367,345.42	\$4,535,220.32	\$4,909,603.39
Bank of Rantoul	\$6,023.73	\$54.54	\$0.00	\$6,078.27
BankChamp	\$4,414.91	\$146.12	\$0.00	\$4,561.03
Commerce	\$2,824.79	\$0.00	\$0.00	\$2,824.79
Busey Tellers	\$727,385.40	\$3,215.76	\$717,540.51	\$13,060.65
CIB	\$6,517.02	\$39.46	\$0.00	\$6,556.48
Dewey	\$3,478.92	\$14.78	\$0.00	\$3,493.70
First Fed	\$8,981.38	\$23.11	\$0.00	\$9,004.49
First Mid Illinois	\$5,631.93	\$62.08	\$0.00	\$5,694.01
First Midwest	\$5,980.78	\$3.90	\$0.00	\$5,984.68
Sidell/Homer	\$4,701.03	\$1.93	\$0.00	\$4,702.96
Ivesdale	\$4,423.47	\$7.78	\$0.00	\$4,431.25
Ogden	\$7,906.68	\$24.31	\$0.00	\$7,930.99
Fisher	\$3,408.78	\$0.14	\$0.00	\$3,408.92
Gifford	\$4,390.74	\$87.25	\$0.00	\$4,477.99
Longview	\$3,691.48	\$12.62	\$0.00	\$3,704.10
Marine	\$4,574.04	\$0.00	\$0.00	\$4,574.04
First State	\$5,464.38	\$9.70	\$0.00	\$5,474.08
Freestar	\$7,264.19	\$9.49	\$0.00	\$7,273.68
Philo	\$3,240.79	\$18.62	\$0.00	\$3,259.41
Prospect	\$6,660.81	\$9.28	\$0.00	\$6,670.09
Savoy	\$4,581.37	\$13.51	\$0.00	\$4,594.88
Midland States/Strategic	\$5,993.18	\$3.02	\$0.00	\$5,996.20
U of I Credit Union	\$8,257.26	\$70.74	\$0.00	\$8,328.00
Regions	\$5,438.96	\$1.62	\$0.00	\$5,440.58
Centru	\$7,273.96	\$10.21	\$0.00	\$7,284.17
Heartland	\$6,001.76	\$14.11	\$0.00	\$6,015.87
Hickory Point	\$8,193.10	\$31.82	\$0.00	\$8,224.92
Collector CD	\$0.00	\$0.00	\$0.00	\$0.00
Credit Cards In House	\$26,728.47	\$42,755.43	\$0.00	\$69,483.90
Credit Cards Internet	\$216,572.36	\$301,598.96	\$0.00	\$518,171.32
IL Funds Money Market	\$2,010,432.13	\$4,001,584.86	\$0.00	\$6,012,016.99
Totals	\$4,203,916.09	\$12,717,170.57	\$5,252,760.83	\$11,668,325.83
Balance To:				\$11,668,325.83
				\$0.00

ADDENDUM B – COUNTY ADMINISTRATOR EMPLOYMENT AGREEMENT

WHEREAS, the Champaign County Board and County Administrator agree to amendments to the County Administrator Employment Agreement documented in this Addendum B, set forth as follows, and further acknowledge that all other terms and conditions of the Agreement entered into on June 18, 2009 and modified in Addendum A to that Agreement entered into on July 22, 2010, shall continue in full force and effect.

Section 2 – Term

1. Pursuant to the provisions of Section 2-C – the ending date for the contract term is amended from November 30, 2013 to November 30, 2015.

Section 4 – Salary

1. Pursuant to the wage reopener in 2011, as documented in Addendum A to the Agreement, the salary for the Employee is to be adjusted as follows:
 - a. Effective on December 1, 2011 for FY2012, the FY2011 base annual salary rate shall be increased by 3%;
 - b. Effective on December 1, 2012 for FY2013, the FY2012 base annual salary rate shall be increased by 3%;
 - c. Effective on December 1, 2013 for FY2014, the FY2013 base annual salary rate shall be increased by 3%, and the Employer shall make additional annual contribution of \$10,000, in equal monthly installments, to a deferred compensation plan for the County Administrator;
 - d. Effective on December 1, 2014 for FY2015, the FY2014 base annual salary rate shall be increased by 3%, and the Employer shall make additional annual contribution of \$15,000, in equal monthly installments, to a deferred compensation plan for the County Administrator.

Section 15 – Severance Pay

Step 1: From the effective date of this contract – November 30, 2011, an amount equal to four (4) months of the Employee’s annual base salary; from December 1, 2011 – November 30, 2013~~5~~, an amount equal to three (3) months of the Employee’s annual base salary.

IN WITNESS WHEREOF, the County of Champaign has caused this Addendum to Employment Agreement to be signed and executed in its behalf by its County Board Chair, and duly attested by its County Clerk, and the Employee has signed and executed this Agreement, both in duplicate.

***RULES, REGULATIONS, AND PROCEDURES OF THE CENTRALIZED
ADMINISTRATIVE SERVICES DEPARTMENT/PURCHASING DIVISION
OF CHAMPAIGN COUNTY***

I. SCOPE & PURPOSE

It is the policy of the Champaign County Board that:

- A. The Purchasing Policy shall be the sole guidelines for business transacted between vendors and Champaign County, Illinois.
- B. All departments of Champaign County shall follow the Purchasing Policy when procuring goods and services, except as stated in Section XI, Exceptions.

II. POLICY STATEMENT

It is the policy of the Champaign County Board:

- A. The County's primary objective in purchasing is acquiring the greatest value and, as such, price may be, at times, a secondary consideration.
- B. To make the most efficient use of taxpayers dollars.
- C. To allow for competitive pricing in the procurement of all goods and services.
- D. To maintain an "Open Door" policy, whereby all responsible suppliers will receive proper consideration.
- E. When the bid process is utilized, the lowest bidder conforming to bid specifications will be given the greater consideration.
- F. When comparable goods and services are available, the supplier with the lowest price will be given greater consideration.
- G. When using either the bid process or normal procurement process, and all other factors being equal; local vendors may receive preference.
- H. Gratuities or gifts, of any types, to County Offices or employees--elected, appointed, salaried or hourly--are prohibited both during the bidding process and after award of bid or contract for services.
- I. All bids and quotes are subject to the State of Illinois Freedom of Information Act; however bids/quotes/proposals shall not be used by vendors or Champaign County to gain unfair competitive advantage either prior to, during or after the competitive bidding process.

- J. In order to help provide a stable market for recycled goods, the County of Champaign will make a concerted effort to purchase and use recycled/recyclable/reclaimable goods quoted of comparable quality to County specified requirements and are quoted at a price competitive for the quality specified.

III. CENTRALIZED-PURCHASING

It is the policy of the Champaign County Board that:

~~A. The Purchasing Division shall be under the direct supervision of the Policy, Procedures, and Appointments Committee of the Champaign County Board through the Administrative Services Department.~~

~~B. The Purchasing Division is responsible for the procurement of all materials, supplies, and services for Champaign County, Illinois.~~

~~C. The purpose of the centralized Purchasing Division is to provide assistance to other County offices in procurement of goods/services in an efficient and economical way.~~

~~D.~~ A. All purchases shall be made of the highest quality, only to be restricted by budgetary concerns.

~~E.~~ B. All purchases must be for public use.

~~F. The Administrative Services/Purchasing Division is encouraged to cooperate to the greatest extent feasible with other government bodies in the joint procurement of recycled products and products designed to be recycled, and in the procurement or sale of other goods and services, upon approval of the Champaign County Board.~~

~~G.~~ C. In the event that any County employee--elected, appointed, or salaried--desires to provide materials, merchandise, property, services or labor to the County; that person may do so provided that is permissible under the provisions of Ill. Rev. Stat., Ch. 102, Sec 3 et. seq and the procedures specified in the law are followed and that the Champaign County Board has given approval.

~~H.~~ D. The centralized Purchasing activities ~~Division~~ shall be under the department level supervision of the Administrative Services Department and that the County Administrator shall serve as the County Purchasing Agent. The County Administrator, as County Purchasing Agent, and Administrative Services/Purchasing Division personnel shall be responsible for establishing administrative procedures and guidelines involved in the processing of purchase requisitions and purchase orders in regard to the purchasing function for Champaign County.

Section IV (A-2 & B-1) amended 2/22/2000 by Ordinance No. 606

Section IV (A-2 & B-1) amended 1/24/2008 by Ordinance No. 823

IV. PROCUREMENT OF GOODS/SERVICES

A. PURCHASE REQUISITION

It is the policy of the Champaign County Board:

1. That the Purchase Requisition shall be the standard document utilized for the systematic procurement of goods/services for Champaign County.
2. The Purchase Requisition, invoice and shipping notice (if applicable), shall be the sole document required for the procurement and payment of goods/services whose monetary value does not exceed \$5,000.00.
3. That the Purchase Requisition must have an authorized signature by the requesting department head, or an authorized representative, before it may be processed. The department head, or an authorized representative, on file with the **Purchasing Division and** Auditor's office, shall be the only individuals who may sign Purchase Requisitions for their department.

B. PURCHASE ORDER

It is the policy of the Champaign County Board:

1. That Purchase Orders are required when the value of the procured goods/services shall exceed \$5,000.00.
2. That Purchase Orders must have an authorized signature of **an Administrative Services/Purchasing Division Buyer, or the County Administrator or an Administrative Services Department employee designated by the County Administrator,** before being processed.
3. That goods/services may not be received prior to the encumbering of funds by the Champaign County Auditor's Office.
4. That goods/services that have been ordered and received by Purchase Requisition or Purchase Order on or before November 30th will have funds available in the current budget for payment within the first thirty (30) days of the new fiscal year. Any items received after November 30th must have a new fiscal year Purchase Requisition completed, indicating the original Purchase Order number.
5. Award of bids for goods/services which have been awarded based on a fixed purchase price with ordering and delivery scheduled throughout the fiscal year may be encumbered on blanket purchase orders issued for each fiscal year involved in the contract service period.

Section V (4-g) amended 8/21/90 by Ordinance No. 365

Section V (B-1 & 3 and C-1 & 2) amended 2/22/2000 by Ordinance No. 606

Section V (C) amended 10/24/00 by Ordinance No. 616

Section V (B – F) amended 4/21/05 by Ordinance No. 744

Section V (C – E) amended 1/24/2008 by Ordinance No. 823

Section V (C-1-b & E-3-c, g, & h) amended 2/21/2008 by Ordinance No. 825

V. TYPES OF PURCHASES

It is the policy of the Champaign County Board that all procurement of goods/services shall fall under the following classifications:

A. REQUESTS FOR STORES INVENTORY:

1. Shall be made on a Purchase Requisition, signed by an authorized individual, and submitted directly to the Purchasing Division.
2. Shall be picked up by the requesting department.

B. ~~A. CAPITAL CONSTRUCTION OR FACILITIES MAINTENANCE PURCHASES EXCEEDING \$5,000 AND LESS THAN \$20,000~~ \$30,000

1. Shall be submitted to the Purchasing Division Administrative Services Department on a Purchase Requisition, including detailed information of items to be purchased.
 - a. If the good or service is in a category covered by the Pre-qualified Vendor List maintained pursuant to Article IX, the County Administrator shall first set a reservation price less than \$20,000 \$30,000. The County Administrator shall then attempt to obtain quotes from at least three vendors from the Pre-qualified Vendor List. The County Administrator may award the contract to any of the vendors from the Pre-qualified Vendor List who provide a price less than the reservation price.
 - b. If the good or service is not in a category covered by the Pre-qualified Vendor List, or the County Administrator is unable to obtain a quote less than the reservation price from vendors on the Pre-qualified Vendor List, the department in working with the Purchasing Division Administrative Services Department, shall obtain a minimum of three written quotes from the public at large, and may use a Request for Proposal (RFP) for services, if appropriate. The Purchase Order must include documentation of the quotes obtained.
2. Purchasing Division Administrative Services personnel shall prepare a Purchase Order, after determination of source and price, and submit to the Auditor's Office in order to determine funds availability. If available, funds will then be encumbered by the Auditor's Office.

C. B. GOODS/SERVICES OTHER THAN CAPITAL CONSTRUCTION OR FACILITIES MAINTENANCE EXCEEDING \$5,000 AND LESS THEN \$20,000 \$30,000 (NOT IN GENERAL COUNTY STOCK)

1. Shall be submitted to the Administrative Services/~~Purchasing Division~~ on a Purchase Requisition, including detailed information of item to be purchased.
 - a. For purchases of \$5,000-~~\$20,000~~**\$30,000**, the department in working with the ~~Purchasing Division~~ ***Administrative Services Department***, shall obtain a minimum of three written quotes, and may use a Request for Proposal (RFP) for services, if appropriate. The Purchase Order must include documentation of the quotes obtained.
 - b. *For Capital Construction or Facilities Maintenance purchase of \$5,000 - \$30,000, and if the good or service is in a category covered by the Pre-qualified Vendor List maintained by the Facilities Director, the Facilities Director shall attempt to obtain quotes from the vendors on the Pre-qualified Vendor List who are certified to provide those services, and may award the contract to the vendor from the Pre-qualified Vendor List who provides the best price within the established budget for the project. The Facilities Director shall award the contract by preparing a Requisition for Purchase Order including detailed information of items to be purchased and copies of all quotes received from eligible pre-qualified vendors who provided quotes for the project.*
 - c. For purchases of \$5,000 - ~~\$20,000~~**\$30,000**, the requirement for three written quotes, as stated in Article V-C-1(a), is waived if the items purchased are available through competitively solicited contracts bid and negotiated by the State of Illinois, U.S. General Services Administration, or other lead public agency in accordance with public purchasing rules and regulations as allowed by Illinois state statute (5 ILCS 220/3). The Purchase Order must include documentation regarding the contract utilized for the purchase.
2. ~~Purchasing Division~~ ***Administrative Services Department*** personnel shall prepare a Purchase Order, after determination of source and price, and submit to the Auditor's Office in order to determine funds availability. If available, funds will then be encumbered by the Auditor's Office.
3. Review of the feasibility of using the bid process for items exceeding \$5,000, but anticipated not to exceed ~~\$20,000~~**\$30,000**, shall be made by the requesting department and/or the ~~Purchasing Division~~ ***Administrative Services Department*** on a case-by-case basis.

D. C. GOODS TO BE REPLACED THROUGH THE CAPITAL ASSET REPLACEMENT FUND (CARF) FOR GENERAL CORPORATE FUND DEPARTMENTS

1. The County will maintain a Capital Asset Replacement Fund (CARF) for General Corporate Fund Departments for purchases to be made with General Corporate Fund Budgets. Purchases to be included in the CARF fall in the following categories:

- a. Vehicles. All vehicles, including trailers and mowers, purchased by General Corporate Fund Budgets.
 - b. Computers and Technology. All computers, PC's, printers and radio equipment, regardless of price, shall be replaced and purchased through the CARF. Other technology items to be replaced and purchased through the CARF are those items with individual cost in excess of \$5,000.
 - c. Furnishings and Office Equipment. All items of furnishings and office equipment with individual price in excess of \$5,000 shall be replaced and purchased through the CARF. (All items of office furnishings with individual cost of less than \$5,000 shall be purchased out of department budgets.)
 - d. Items that were scheduled for replacement in the CARF prior to December 1, 2007, will be purchased from the CARF, according to the CARF schedule for replacement, regardless of the dollar value of those items. However, if the dollar value is less than \$5,000, the item will not be scheduled for future replacement in the CARF, with the exception of items under 1(b) above.
2. Requests for purchases from the CARF shall be made by individual departments to Administrative Services.
 - a. Administrative Services shall maintain Scheduled Replacement Plans for each General Corporate Fund Department. The Scheduled Replacement Plans shall be reviewed, amended, and verified by the departments each year in the budget preparation process.
 - b. Administrative Services shall verify that each request for purchase from the CARF is a budgeted and scheduled replacement for the fiscal year in which the purchase is requested.
 3. Administrative Services personnel shall prepare all purchase requisitions and purchase orders for the purchases to be made by the CARF.
 - a. For purchases of \$5,001 - ~~\$20,000~~\$30,000, the Purchasing Division Administrative Services Department shall obtain a minimum of three written quotes, and may use an RFP, if appropriate. The Purchase Order must include documentation of the quotes obtained.
 - b. Review of the feasibility of using the bid process for items exceeding \$5,000, but anticipated not to exceed ~~\$20,000~~\$30,000, shall be made by Administrative Services on a case by case basis.
- E. **D. CAPITAL CONSTRUCTION AND FACILITIES MAINTENANCE PURCHASES AND OTHER GOODS/SERVICES FOR ~~\$20,000~~\$30,000 OR MORE**

1. Requirements for Bidding Procedure

- a. ~~Capital construction and facilities maintenance purchases of \$20,000~~\$30,000 ~~or more, and~~ All other purchases of goods or services, with the only exception being professional services, estimated to cost ~~\$20,000~~\$30,000, or more, must be let for bid.
- b. Departments may not make two separate Purchase Requisitions/Purchase Orders for the same good/service in order to circumvent the normal bidding procedure.
- c. All purchases which require the use of either formal bids or requests for proposals, must be approved by the full Champaign County Board.
- d. All meetings and discussions of the award of a bid be open to the public and welcome the public's participation.
- e. Public notification of bid shall be placed in the "Legal Notices" section of a newspaper of general circulation in the County for a minimum of one (1) day in each of three (3) successive weeks. All expenses incurred in the publication of notice of bid will be the responsibility of the requesting department.

2. Bid Types

It is the policy of the Champaign County Board to allow for competitive pricing and that the use of the bid system shall be the vehicle by which this policy shall be carried out.

- a. Formal bids shall be used when the projected monetary value of goods or services to be procured exceeds the limit set in 1.a, above.
- b. Requests for Proposals shall be used when the goods or services required, due to their nature, do not fall in a classification for which clearly established technical specifications can be provided to bidders.

3. Steps in Bidding Process

- a. Detail of specifications shall be prepared by requesting department head for goods/services to be bid. Assistance will be available to the requesting department for the preparation of specifications from ~~the~~ Administrative Services/Purchasing Division upon request; however, the quantity and final determination of quality of goods/services to be bid shall be the responsibility of the requesting department head.
- b. Availability of funds shall be verified by Administrative Services/Purchasing Division personnel and Auditor's Office.

- c. Requesting department head shall submit the bid/proposal to the Policy, Personnel, & Appointments Committee for review and approval to bid.
- d. Bid/proposal package shall be created. Bid/Proposal package shall include:
- Introductory Letter (detailing bid/proposal due date, bid opening date, and all dates of Board meetings scheduled for bid consideration and award).
 - Purchase Order Terms and Conditions
 - Bid Specifications and Requirements
 - Bid Guidelines
 - Bid/Quote Sheet
- e. Advertisement shall be placed in the "Legal Notices" section of a local newspaper of general circulation in the County for a minimum of one (1) day in each of three (3) successive weeks. All expenses incurred in the publication of notice of bid shall be the responsibility of the requesting department. Notice should include:
- Bid/Proposal Number
 - The Goods/Services to be Bid
 - The Due Date, Time, and Place of Bid Opening
 - Date, Time, and Place of All Meetings Scheduled for Bid Consideration and Final Award of Bid.

Annual bid proposal numbers for all bids/proposals shall be maintained by the Administrative Services/**Purchasing Division**; departments preparing bids/proposals shall obtain annual bid proposal numbers from the Administrative Services/**Purchasing Division**.

- f. Require a public bid opening in the Administrative Services/**Purchasing Division** Office (or as assigned, if additional space is required) of all submitted bids.
- g. Analysis of bids received will be prepared and/or reviewed by requesting department head in cooperation with Administrative Services/**Purchasing** personnel and submitted by requesting department head to Policy, Personnel, & Appointments Committee of the County Board prior to the committee's meeting. Analysis shall include a detailed bid summary and a history of prior awards and business transacted during the prior three (3) years between Champaign County and bidders.

- h. The Policy, Personnel, & Appointments Committee reviews bid analysis and forwards recommendation for award of bid to the full Champaign County Board for consideration.
- i. Full Champaign County Board awards all contracts and bids.
- j. After receipt of Purchase Requisition from requesting department, Administrative Services/~~Purchasing Division~~ shall issue a purchase order for awarded good/service, if appropriate.
- k. Administrative Services/~~Purchasing Division~~ notifies all bidders of the results of award of bid/contract.
- l. After award of contract or bid, original bids/quotes/proposals submitted by vendors will be retained by the requesting department for at least three (3) years, or as required by law.

4. Awarding Purchase Orders/Bids/Proposals/Contracts

It is the policy of the Champaign County Board:

- a. To allow for competitive pricing in securing all goods/services.
- b. To make the most efficient use of the taxpayers' dollars. When comparable goods/services are available, the supplier with the lowest price will be given greater consideration. When the bid process is utilized, the lower or lowest bidder conforming to the specifications will likewise be given greater consideration.
- c. The County's primary objective in purchasing is acquiring the greatest value and, as such, price may be, at times, a secondary consideration.
- d. In addition to price and terms of sale as conditions for award of bid, the following shall also be given great consideration: quality of goods bid, the financial condition and proven ability of the supplier, ability to provide goods/services in a timely manner, and the history of the supplier in past dealings with Champaign County.
- e. In awarding of bids, the location of the supplier will be considered only when the ability to provide local assistance is critical.
- f. To maintain an "Open Door" policy giving all viable vendors proper consideration.
- g. To help maintain stable markets for recycled and recyclable products.

5. Contracts

- a. The State's Attorney's Office may, upon request, review contracts prior to final signature by the County Board Chair.
- b. Contracts shall be signed by the County Board Chair only after all required endorsements to awarded bidders insurance and proof of coverages have been received by ~~the Administrative Services/Purchasing Division~~ and forwarded to the requesting department head for review and retention through the contract service period or until goods/services have been received (or as the law requires).
- c. Contracts for goods/services may be awarded for a one year period and may be awarded with the option for renewal or extension (dependent upon appropriations) for a total period not to exceed three (3) years from the initial date of award.
- d. All contracts for goods/services which have been approved by the Champaign County Board will be signed by the County Board Chair.

F. AUTOMATED/TELEPHONE EQUIPMENT PURCHASES/CHANGES

1. All automated equipment purchases are to be reviewed, for compliance with Champaign County's automated systems design, development, and needs; and approved by the County Administrator prior to items being purchased. Exceptions will be referred by the County Administrator to the Policy, Personnel, and Appointments Committee for review and approval.
2. All telephone equipment purchases or system alterations shall require the approval of the Policy, Personnel, and Appointments Committee. Following approval by the Policy, Personnel, and Appointments Committee, all orders for telephone equipment or system alterations will be placed to the appropriate source by Administrative Services/~~Purchasing Division~~ personnel.

VI. EMERGENCY PURCHASES

It is the policy of the Champaign County Board that:

- A. Emergency purchases shall be classified as those purchases which ensure public health and safety, protect public property, and to limit County liability.
- B. Emergency purchases are subject to the final approval of the Champaign County Board and shall be forwarded by the Auditor's Office to the Champaign County Board prior to the meeting date for final approval.

~~VII. STORES INVENTORY~~

~~It is the policy of the Champaign County Board that:~~

- ~~A. Stores Inventory shall be a division of the Administrative Services/Purchasing Division. The County Administrator shall serve as the Champaign County Purchasing Agent.~~

- B. Stores Inventory is maintained for supplying departments on a daily basis with items needed to ensure each department's operating capability.
- C. Stores Inventory will provide either a computer transmitted or printed General County Stock Index which will include the current price of items available in General County Stock.
- D. All transactions by departments with Stores Inventory shall be completed only with a Purchase Requisition signed by either the department head or an authorized representative.
- E. Local government agencies may take advantage of Champaign County's buying power and procure items from Stores Inventory upon written request and formal approval from the Policy, Procedures, and Appointments Committee. Recommendation for participation by a governmental agency shall be approved by the Champaign County Board.
- F. A mandatory physical inventory shall be completed at the end of each fiscal year.
- G. Material Safety Data Sheets, as required by State and Federal law, shall be required for all appropriate items placed in Stores Inventory.

~~VIII.~~ VII. SURPLUS/OBSOLETE/EXCESS EQUIPMENT/PROPERTY

It is the policy of the Champaign County Board that:

- A. Items no longer usable for their intended purpose, and/or having maintenance/repair cost(s) which are prohibitive, qualify as surplus equipment/property.
- B. County Departments shall notify the County Administrator when they have items no longer in use by the Department.
- C. Upon notification of excess equipment by County Departments, the County Administrator shall:
 1. Notify all County Departments of the availability of the equipment, if the piece of equipment is appropriate to meet a need within another department. If a Department requests the piece of excess equipment, Administrative Services will provide assistance in moving the equipment to the new office.
 2. If the equipment is not relocated within the County, the County Administrator shall arrange for the sale of the equipment through public auction.
- D. Any items which have an appraised value less than the cost of moving, storing, and auctioneer service shall be disposed of in the following manner:

1. Offered first to local non-sectarian: (a) educational; (b) performing arts; or (c) non-profit organizations; at no cost; or
 2. Landfill.
- E. The County Administrator shall prepare an annual report detailing the disposition of excess equipment with documented expenditures and revenues resulting from said disposition and forward said report to the Policy, Personnel & Appointments Committee at the January Meeting, documenting the previous fiscal year.
- F. The County will not sell any excess equipment/property, which is determined to be dangerous or contain toxic or hazardous components, but rather shall dispose of said equipment/property in the manner prescribed by the manufacturer.
- G. All equipment sold through the Surplus/Obsolete/Excess Equipment/Property section of the Champaign County Purchasing Policy Ordinance shall be sold in the operating condition as of the date of sale with no guarantee of future operation or warranty.
- H. No Champaign County elected official or department head shall purchase equipment sold through the Surplus/Obsolete/Excess Equipment Property section of the Champaign County Purchasing Policy Ordinance.

IX. ~~VIII. MAINTENANCE OF THE PRE-QUALIFIED VENDOR LIST~~

- ~~A. The County Purchasing Agent shall make available to the public at the Administrative Services Department, and on the County's Web Site, a pre-qualified vendor application.~~
- ~~B. A vendor may apply to be added to the Pre-Qualified Vendor List at any time, but shall not be pre-qualified for thirty (30) days after their application. All pre-qualified vendor applications shall expire on January 1, and must be resubmitted each year.~~
- ~~C. The pre-qualified vendor application shall require the vendor to certify:~~
- ~~1. The goods or services the vendor has interest in providing.~~
 - ~~2. The vendor's address, and the name, address, and telephone number of at least two contact persons.~~
 - ~~3. The vendor has never been convicted of bid rigging (720 ILCS 5/33E-3) or bid rotating (720 ILCS 5/33 E-4).~~
 - ~~4. The vendor has never been convicted of providing false statements on vendor applications (720 ILCS 5/33E-14); bribery of an inspector employed by a contractor (720 ILCS 5/33E-8); provision or attempting to provide a kickback (720 ILCS 5/33E-7); or bribery (720 ILCS 5/33-1).~~

- ~~5. The vendor is not otherwise legally barred from contracting with the county.~~
 - ~~6. That the vendor maintains workers compensation insurance for its employees; and~~
 - ~~7. That the vendor complies with the Prevailing Wage Act (820 ILCS 130/1, et seq.); if applicable.~~
- ~~D. The application for the Pre-Qualified Vendor List shall have the list of those categories of goods and services the county anticipates purchasing from the Pre-Qualified Vendor List and shall also allow vendors to submit suggestions for additional categories of goods or services. Upon receipt of five (5) applications addressing the same goods or services not proposed by the County, the Purchasing Agent shall evaluate the category for addition to the Pre-Qualified Vendor List program.~~
- ~~E. A vendor may be removed from the Pre-Qualified Vendor List if the Purchasing Agent determines that the vendor has failed to comply with the terms of a formal or informal bid document, has submitted materially false or misleading information on the application or in a formal or informal bid response, has failed to update information on the pre-qualified vendor application, has conspired with other potential vendors not to bid, or to fix a bid price, or has performed unsatisfactory work.~~

~~X.~~ IX. CREDIT CARD POLICY

A credit card may be obtained by a County department for the efficient operation of the department in regard to charging and payment of business expenses including air fares, lodging, car rental, hotels, other ground transportation, meals, and other miscellaneous expenses that cannot be conveniently paid for by other means.

- A. Eligibility – Champaign County business credit cards may be issued to department heads, for allowable use by that department. Champaign County business credit cards are to be obtained by interested county departments and offices through the Office of the Champaign County Treasurer.
- B. Policy – Champaign County credit cards are issued for the convenience of department heads and their designees. Champaign County credit cards are for business related purchases only.
- C. Procedures
 - 1. Purchasing Limits – All Champaign County departments issued credit cards, are authorized to utilize Champaign County business credit cards for purchases of up to \$5,000 for travel arrangements in compliance with the Champaign County Travel Policy. Purchases of all other goods and/or services, up to \$5,000, that can be made more conveniently through the use of the credit card are also authorized if made in compliance with the Champaign County Purchasing Policy.

2. Tax Exempt Status – Champaign County Department Heads are also required to ensure that vendors are made aware of and provided with Champaign County tax exemption information whenever applicable.
3. Receipts - Receipts for all purchases made on Champaign County business credit cards are to be submitted to the Department Head or his/her designee as soon as practicable after the charge is made; and receipts for all purchases made on Champaign County business credit cards are to be submitted to the Auditor's Office with the monthly payment requisition for reconciliation with account statements.
4. Examples of Allowable Use – Champaign County business credit cards may be used for, but not limited to the following:
 - a. Hotel expenses
 - b. Conference registration
 - c. Business meals
 - d. Car rentals and fuel
 - e. Supplies and equipment which can be more conveniently purchased through a credit card and whereby tax exempt purchases can be accomplished.

XI. X. EXCEPTIONS

It is the policy of the Champaign County Board that:

- A. Although the Champaign County Purchasing Policy Ordinance is designed to be flexible enough to accommodate most specific situations, there will be occasions which require techniques or solutions outside the established guidelines. In order to ensure internal consistency, however, some control must be maintained by the Champaign County Board over exceptional situations. Purchases beyond the Champaign County Purchasing Policy guidelines, as established in this Ordinance, may be referred by the requesting department head to Policy, Personnel, & Appointments Committee of the Champaign County Board for recommendation of exception to the Purchasing Policy Ordinance to the Champaign County Board for final approval. Resolutions/Ordinances for exception to the Champaign County Purchasing Policy Ordinance shall be prepared by the Administrative Services Department after Policy, Personnel, & Appointments Committee recommendation for County Board consideration.
- B. The Champaign County Nursing Home shall have an exception which covers drugs, food, operational supplies, and items purchased through joint purchasing procedures.

- C. The Regional Planning Commission shall have an exception, in that the Parent Committee shall be considered the Regional Planning Commissioners, for matters concerning purchasing, and final approval shall be made by the Champaign County Board upon the recommendation of the Environment and Land Use Committee.
- D. The Mental Health Board shall be excluded from this policy.
- E. The Highway Department is granted an exception from this policy regarding the Administrative Policies and Standard Specifications for Road and Bridge Construction and adopted by the Illinois Department of Transportation and applicable sections of the Illinois Revised Statutes which shall prevail in the use of Motor Fuel Tax and County Bridge purchases.
- F. The formal bidding process, as prescribed in the Purchasing Policy Ordinance, shall not be required for all items purchased through competitively solicited contracts bid and negotiated by the State of Illinois, U.S. General Services Administration, or other lead public agency in accordance with public purchasing rules and regulations as allowed by Illinois state statute (5 ILCS 220/3). The requesting department shall be responsible for completing all necessary paperwork involved in utilizing any such government purchasing alliance for purchase of any item/items requested.
- G. Purchases for materials and services, routinely and repeatedly purchased through the year for Champaign County Highway Department where the amount of the purchase cannot be determined before hand, will not require a Purchase Order even though the amount may exceed \$5,000.00. (Effective immediately)
- H. Written quotations will be an accepted alternate to formal bids for fuel which is routinely and repeatedly purchased throughout the year by the Champaign County Highway Department even though the amount exceeds ~~\$20,000~~ \$30,000. (Effectively immediately)
- I. Purchases for food, routinely and repeatedly purchased through the year, by any County Department, will not require a Purchase Order even though the amount may exceed \$5,000.00. (Effective immediately)

I move the adoption of a procedural policy for the semi-annual review of closed session minutes with the procedure consisting of

1. Categorization of closed session minutes by our legal counsel into the eight areas as listed on page 144 of the agenda
2. When closed session minutes reached the end of each time period per area, the CB shall examine those notes and decide to open them or to keep them closed.
3. Closed session minutes which have not reached the end of each time period per area will not be examined and will remain closed.

DATE: November 2, 2011

To: Champaign County Board

From: Carol Ammons, chair CB Policy Committee

Re: Revisiting CB committee structure

Several months ago during a committee of the whole meeting, an attempt was made to move from the committee of the whole format either to one proposed by myself or one proposed by Mr. James. During the discussion, a major deterrent to a changed format was an increase in the number of meetings; yet, there still lingers among a growing number of CB Members dissatisfaction with the COW. So after further thought, a new proposal has evolved for the committee structure. This is a hybrid of the first two proposals.

Committees will be grouped in pairs, such as Environment and Social Justice, Economics and Transportation, and Policy and Land and Buildings (this is not set in stone, but balanced as to relationship and agenda items). Two sets of the pairs will meet on the usual COW Tuesdays. The third pair will meet on the Thursday following the first Tuesday meeting. CB members will list their priority committee interests and appointment will be made by the county board chair. CB members may attend all committee meetings, but the obligation is only for the chosen two.

The reasons for this hybrid:

1. To address the level of dissatisfaction related to the present COW structure and lack of a working environment to ask questions, bring in experts on a topic for Q & A exchanges, probe more deeply when appropriately, decide when an issue is fully studied for full board consideration. (It has been brought to my attention that some experts do not feel it is worth the time to come to any CB meeting to present during public participation because it is limited and there is no chance for Q & A.)
2. To address the expressed reluctance to attend 4 board meetings a month. This will still be the 3 meetings/month.
3. There will be no increase in cost to the county. (I am not certain if there will be some additional staff cost for the extra meeting.)
4. The meetings can be held in the Shield meeting room and therefore can be video taped for the public.
5. The scheduled study sessions are not being used. So this format might be a substitute for study sessions because there will be more opportunities for in depth study of an issue.
6. This newly formed committee structure ought to have a new set of meeting rules rather than Roberts Rules to enhance the in depth discussions.
7. A committee, in theory, could have 18 members. This addresses the concern expressed about the Open Meetings Act.

8. Having 18 committee members is a 1/3 reduction in the number of individuals potentially engaged. In turn again in theory, ought to open up the possibility of more CB members becoming knowledgeable about an issue.
9. The one con to the hybrid is that not all board members will be present at all meetings and thus be informed on all agenda issues. In theory, this is an excellent concept. In practice, this definitely is not working.

Proposed rules for the hybrid format:

1. There will be a committee chair and vice-chair who will rotate chairing the meeting.
2. There will be minutes for each meeting.
3. There will be an agenda with appropriate posting for the public.
4. Appropriate staff will be available to attend the meeting.
5. Meeting structure will accommodate inviting knowledgeable individuals to engage in Q & A on issues.
6. Public participation will occur at the top of the agenda for general comments, before each agenda item for specific comments, and written comments may be submitted at the end of the meeting for the public record to facilitate issues that might arise during the meeting.
7. If appropriate, subcommittees may be formed either by vote of the committee or at the suggestion of the chair. Appointment to subcommittees ought to rotate among committee members, as best as possible considering interest and expertise on an issue.
8. If there are no agenda items during a particular month, the committee meeting may be cancelled pending due notice to the public.
9. There may be an occasion when several committees have no agenda items. Under this circumstance, committees may rearrange the meeting schedule pending due notice to the public.
10. If over a period of time, there are numerous occasions of no agenda items or an imbalance of agenda items the committee structure ought to be adjusted.
11. The hybrid structure will be revisited by the new board after the 2012 election and reduction in the size of the board.