

# **Committee of the Whole**

---

*August 14, 2018*

## ***Agenda Items- Distributed***

### **VIII. Policy, Personnel, & Appointments**

#### **D. Other Business**

1. New County Board Rules (Draft)

### **IX. Finance**

#### **D. County Administrator**

1. FY2018 General Corporate Fund Budget Projection & Budget Change Reports

**Julia R. Rietz**  
State's Attorney

**Barbara Mann**  
Chief of the Civil Division  
email: [bmanna@co.champaign.il.us](mailto:bmanna@co.champaign.il.us)

**Donna M. Davis**  
Assistant State's Attorney  
email: [ddavis@co.champaign.il.us](mailto:ddavis@co.champaign.il.us)



Courthouse  
101 East Main Street  
P. O. Box 785  
Urbana, Illinois 61801  
Phone (217) 384-3733  
Fax (217) 384-3816

**Office of  
State's Attorney  
Champaign County, Illinois**

August 14, 2018  
[Via Email Only]

County Board Chair Pius Weibel  
Interim County Administrator Deb Busey  
Members of the Champaign County Board

**Re: County Executive Transition Committee – DRAFT Board Rules**

Dear Chair Weibel and Members of the Board:

The Office of the State's Attorney has met with Board Chair Weibel throughout the duration of the County Executive Transition Committee's work in preparing a DRAFT of the new County Board Rules to go into effect with the implementation of the County Executive Form of Government in December of 2018. The Committee has reviewed each portion of the Board's prior rules and the laws and statutes regarding the duties of the county executive in order to work to establish a legally compliant governance structure.

Because only one other county in Illinois has adopted this form of government, there are numerous areas of the county executive laws which have not been clearly defined by case law or otherwise through practice and legal opinions. Our office strives to maintain an objective view regarding these potentially unclear areas of the law, and for that reason, would like to explain to the Board several areas which may have more relevance or import to the Board's immediate work. Please find a brief analysis on these areas below. If the Board wishes to discuss these areas or any of the other proposed changes, it may wish to speak with the members of the Transition Committee, including Board Chair Weibel, who will relay areas requiring further legal analysis to our office.

**I. Budget Process**

The Counties Code requires that the County Executive "prepare and submit to the board for its approval the annual budget for the county required by Division 6-1 of this Code." 55 ILCS 5/2-5009(c).

Currently, Section VI.C of the DRAFT Board Rules states that “The County Executive shall prepare and submit to the Board for its approval the annual budget for the county in September, in accordance with the Board’s annual budget resolution.”

The law clearly allows the Board to establish a September deadline for the presentation of the budget by the County Executive to the County Board. The Board may also wish to establish further involvement with the budget process through the budget resolution prior to the September deadline, perhaps considering how the Board’s Finance Committee may wish to be involved throughout the process of the County Executive and other county administration meeting with the various departments to establish budget goals and priorities.

Language that might better set forth an expectation that the Board and County Executive will work together throughout the course of the budget process and that such a process will be set forth in the annual budget resolution which is passed every spring might provide: “The County Executive shall prepare and submit to the Board for its approval the annual budget for the county ~~in September~~, in accordance with the Board’s annual budget resolution.”

## **II. Appointment Authority**

The Counties Code grants to the County Executive a seemingly broad appointment authority in 55 ILCS 5/2-5009(d), “appoint, with the advice and consent of the board, persons to serve on the various boards and commissions to which appointments are provided by law to be made by the board;” and in 55 ILCS 5/2-5009(g) “shall appoint, with the advice and consent of the board, such subordinate deputies, employees and appointees for the general administration of county affairs as considered necessary, except those deputies, employees and appointees in the office of an elected county officers.”

While this appointment authority seems broad, there is a lack of clarity for certain areas. For example, in Champaign County department heads have always answered to the Board through the County Administrator. This relationship is not clearly set forth in the Counties Code. The authority over department heads must have been an issue in Will County, as special legislation was used to grant appointment power of department heads to the County Executive in that county alone. *See* 55 ILCS 5/2-5009(f-5).

Further, while the authority of the Board over elected county officials has been the subject of numerous cases and Illinois Attorney General Opinions, there is less guidance on authority over department heads and some of the appointed positions, and no guidance on the County Executive’s authority over department heads or appointed positions. There are numerous other appointments that may be considered, such as board appointments for the Supervisor of Assessment, the Board of Review, Animal Control, the Board of Health, the GIS Consortium, the Highway Department, the Mental Health Board & Developmental Disability Board; Planning & Zoning; RPC, and the Veteran’s Assistance Commission. [Apologies in advance for any inadvertent omissions.]

The Transition Committee initially proposed language that limits some of the County Executive's power over appointed positions. Board Chair Weibel has requested that this language currently be displayed with a ~~strike through~~, so that board members can see the areas where our office believes that the appointment authority or ancillary authority may be unclear and the Board may wish to further consider how it may appropriately govern appointment authority.

### **III. Board Chair Non-Board-Rule Roles & Appointments**

Through various statutes and by-laws of local organization(s), governing bodies, or entities, the County Board Chair has been named as a member. For example, the County Board Chair is designated as a governing member of the Champaign-Urbana Public Health District, the Regional Planning Commission, and the Illinois workNet CEO Policy Committee, among other roles.

To the extent these roles involve crafting policy, the County Board may wish to continue the practice of having the Board Chair serves in these roles. If it is desirable instead that the County Executive serve or that both the Board Chair and the County Executive serve in these roles, it may be necessary for the relevant by-laws to be amended. The Board may wish to consider these roles and how it wishes to approach these entities, either prior to or after initial implementation of the County Executive form of government, to establish its relationship with these entities.

Sincerely,

A handwritten signature in cursive script that reads "Donna M. Davis".

Donna M. Davis

**RULES AND PROCEDURES  
OF THE CHAMPAIGN COUNTY BOARD  
IN THE COUNTY OF CHAMPAIGN, ILLINOIS**



**ADOPTED:**

**EFFECTIVE:**

## TABLE OF CONTENTS

<b>I.</b>	<b>COUNTY BOARD.....</b>	<b>4</b>
<b>II.</b>	<b>BIENNIAL ORGANIZATIONAL MEETING .....</b>	<b>4</b>
<b>III.</b>	<b>BOARD CHAIR .....</b>	<b>5</b>
<b>IV.</b>	<b>VICE-CHAIR.....</b>	<b>5</b>
<b>V.</b>	<b>DUTIES OF THE BOARD CHAIR .....</b>	<b>6</b>
<b>VI.</b>	<b>DUTIES OF THE COUNTY EXECUTIVE .....</b>	<b>7</b>
<b>VII.</b>	<b>RULES.....</b>	<b>11</b>
<b>VIII.</b>	<b>PARLIAMENTARIAN .....</b>	<b>11</b>
<b>IX.</b>	<b>QUORUM.....</b>	<b>12</b>
<b>X.</b>	<b>BOARD MEETINGS .....</b>	<b>12</b>
<b>XI.</b>	<b>ORDER OF BUSINESS. (TBD at 2018 Biennial Org. Meeting) .....</b>	<b>14</b>
<b>XII.</b>	<b>RECOGNITION OF MEMBERS OF THE BOARD, COMMITTEES, AND OTHERS.....</b>	<b>14</b>
<b>XIII.</b>	<b>MOTIONS, RESOLUTIONS, ORDINANCES, VOTING AND ROLL CALL.....</b>	<b>15</b>
<b>XIV.</b>	<b>AREAS OF COUNTY BOARD RESPONSIBILITIES ASSIGNED TO THE COMMITTEE OF THE WHOLE. (TBD at 2018 Biennial Org. Meeting) .....</b>	<b>16</b>
<b>XV.</b>	<b>STANDING COMMITTEES. (TBD at 2018 Biennial Org. Meeting).....</b>	<b>16</b>
<b>XVI.</b>	<b>PER DIEM.....</b>	<b>16</b>
<b>XVII.</b>	<b>EFFECTIVE DATE. ....</b>	<b>17</b>

DRAFT

RESOLUTION NO. \_\_\_\_

**A RESOLUTION THAT SUPERSEDES RESOLUTION NO. 9162 ON  
ESTABLISHMENT OF ORGANIZATION, DUTIES, RULES, POLICIES, AND  
PROCEDURES OF THE CHAMPAIGN COUNTY BOARD ON THE EFFECTIVE  
DATE OF DECEMBER 3, 2018**

**WHEREAS**, the Champaign County Board by Resolution No. 9162, established the organization, duties, rules, policies, and procedures of the Champaign County Board; and

**WHEREAS**, the Champaign County Board by Ordinance No. 837, established the single administrator system and prescribed the duties, powers and responsibilities of the County Administrator; and

**WHEREAS**, the Champaign County Board by Ordinance No. 742, Section 4, set forth that the Chairman of the County Board of Champaign County shall be the Local Liquor Commissioner; and

**WHEREAS**, the citizens of Champaign County did by referendum in November 2016 vote to adopt the county executive form of government; and

**WHEREAS**, the Champaign County Board has determined that Resolution 9162 requires revision, Ordinance No. 837 requires revision, and Ordinance 742, Section 4 requires revision; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Champaign County Board that the following rules shall govern the organization, duties, rules, policies, and procedures of the Champaign County Board and the Champaign County Executive, except as otherwise required by law, and shall supersede all previous resolutions, ordinances, or specifically referenced portions of ordinances concerning the same matters adopted by the Champaign County Board.

- I. **COUNTY BOARD.** The governing body of Champaign County, Illinois, as legally constituted, shall be known as the Champaign County Board (hereinafter "Board"). Until the County is again reapportioned as required by statute, the Board shall be comprised of 22 members with 2 Board members to be elected from each of 11 Board districts.
- II. **BIENNIAL ORGANIZATIONAL MEETING.** The Board shall hold a Biennial Organizational Meeting on the first Monday in December of each even numbered year, being the first meeting in the month following the month in which Board members are elected. The Biennial Organizational Meeting will be conducted as follows:



A. The meeting will be presided by the County Executive. If the County Executive is absent, a temporary presiding officer will be selected by the majority of Board members present. The presider shall accept nominations from the floor for the position of Board Chair. Any member may nominate any member who is not currently a nominee, including herself or himself. A member may decline nomination. When all members who wish to have offered nominations have done so, the presiding officer shall declare the nominations closed.

B. The presiding officer shall give each nominee an opportunity to speak, once, in order of their nomination. The nominee shall speak on her/his behalf only.

C. A nominee may choose to withdraw from consideration at any time prior to the start of the Roll Call vote.

D. After all nominees have one opportunity to speak, the presiding officer shall call for a Roll Call vote. Each member present shall vote by stating the name of their preferred nominee. A member may not abstain. A member may vote for any nominee.

E. If a nominee receives the votes of a majority of the members present during the Roll Call vote, the nominee is elected. If no nominee receives the votes of a majority of the members present, the presiding officer shall call for a ten-minute recess for individual or caucus discussion (subject to the provisions of the Illinois Open Meetings Act). Upon return from the recess, the process shall start over with II.A, except that all current nominees remain nominated, and members who previously declined nomination or withdrew from consideration may be nominated again. The process continues until a nominee has been successfully elected.

III. **BOARD CHAIR.** The Board Chair serves for a term of two years. The term of the Chair shall commence upon selection by the Board and extend so long as the Board Chair remains a member of the Board or until a successor is selected by the Board at the next Biennial Organizational Meeting. In the event of the death, resignation, or extended disability of the Board Chair, the Board shall elect a successor as soon as practical following the same process as in the Biennial Organizational Meeting.

IV. **VICE-CHAIR.** The Vice-Chair serves for a term of two years, and shall assume the duties of the Board Chair in the event of the absence of the Chair. In the event of the death, resignation, or extended disability of the Chair, the Vice-Chair shall serve as Board Chair until the election of a new Board Chair by the Board. In the event of the death,

resignation, or extended disability of the Vice-Chair, the Board shall elect a successor as soon as practical following the same process as in the Biennial Organizational Meeting.

**V. DUTIES OF THE BOARD CHAIR.**

**A.** The Board Chair shall preside at meetings of Committee of the Whole.

**B.** The Board Chair shall appoint the deputy and assistant deputies for each area of Board responsibility assigned to the Committee of the Whole, and the Chair, Vice Chair, and members of each standing committee, subject to the advice and consent of the Board, and after receiving the advice of the respective party caucuses. To the greatest extent possible, appointments made by the Board Chair shall reflect the expressed will of the party caucuses.

**C.** Subject to the advice and consent of the Board, and after receiving the advice of the respective party caucuses, the Board Chair may establish special committees and appoint their members, Chair and Vice-Chair and fix the duration of their existence. To the greatest extent possible, such appointments by the Board Chair shall reflect the expressed will of the party caucuses. Such special committees shall be dissolved upon the completion of the assigned task(s) or completion of a session of the Board.

**D.** All Standing committees, special committees, and subcommittees shall be composed of members of each of the political parties represented on the Board, in approximate proportion to those parties' representation on the Board. Each member of the Board shall be appointed to at least one standing committee.

**E.** Unless assigned to the relevant committee, the Board Chair is a non-voting ex-officio member of all standing committees, special committees, and subcommittees.

**F.** The Board Chair shall be the Board liaison with the office of the County Executive.

**G.** The Board Chair shall timely perform all duties set forth herein or otherwise imposed by action of the Board or by law.

**H.** The Board Chair, in accordance with statute, shall, whenever a Board vacancy occurs, give notice of the vacancy to the County Central Committee of each political party within the County within three (3) days of the occurrence of the vacancy. Within 60

days, the Board Chair, with the advice of the respective party's Central Committee, shall appoint a successor to that office who shall be of the same political party as that to which the holder of that office belonged when elected. Such appointments shall be subject to the approval of the Board.

I. The Board Chair, in cooperation with appropriate Department Heads, the Deputy Chairs for areas of responsibility assigned to the Committee of the Whole, the Chairs of the standing committees, the County Executive, and the Administrative Services Department, shall be responsible for developing the agenda for each meeting.

J. The Board Chair shall request legal opinions, on behalf of the Board, from the State's Attorney Office on an as needed basis.

**VI. DUTIES OF THE COUNTY EXECUTIVE. (pursuant to 55 ILCS 5/2-5009)**

A. The County Executive shall see that all of the orders, resolutions and regulations of the Board are faithfully executed; shall require reports and examine accounts, records and operations of all county administrative units, with the exception of units of elected and appointed officials; shall supervise the care and custody of all county property including institutions and agencies; shall perform such other duties as shall be required of her/him by the Board; and shall provide staff support for the Board as set forth below:

1. The County Executive shall assist the Board Chair in preparation and distribution of the agenda and supporting documents for all meetings of the Board.
2. The County Executive shall assist the chairs of the Board's committees and subcommittees, in the preparation and distribution of the agenda, minutes and supporting documents for meetings of committees and subcommittees of the Board.
3. The County Executive shall attend Board committee and subcommittee meetings when requested by chairs and deputy chairs of the committees or subcommittees, and may participate in discussions, and recommend measures for adoption when appropriate or requested.
4. The County Executive shall provide the Board, or its committees or subcommittees, upon request, with data or information concerning the County and provide advice and recommendations on County government operations.

B. The County Executive shall coordinate and direct by executive order or otherwise all administrative and management functions of the county government, except the offices of elected and appointed county officers.

**C.** The County Executive shall prepare and submit to the Board for its approval the annual budget for the county in September, in accordance with the Board's annual budget resolution.

**D.** The County Executive shall make an annual report to the Board on the affairs of the county within the month of either April or May, and keep the Board fully advised as to the financial condition of the county and its future financial needs.

**E.** The County Executive shall appoint, with the advice and consent of the Board, persons to serve on the various boards and commissions to which appointments are provided by law to be made by the Board, and the various special districts within the county except where appointment to serve on such districts is otherwise provided by law.

**F.** The County Executive shall appoint, with the advice and consent of the Board, such subordinate deputies, employees and appointees for the general administration of county affairs as considered necessary, except those deputies, employees and appointees in the office of an elected ~~and appointed~~ county officer.

**G.** The County Executive shall designate appointees to public boards, commissions, and committees as required by statute or by action of the Board, subject to review and recommendation of the Policy, Personnel, and Appointments Committee of the Whole, and further subject to the advice and consent of the Board.

1. On or before February 1 of each year, the County Executive shall direct the preparation and distribution of a list of appointments expiring during the next twelve (12) months. This list shall be distributed to all Board members, all affected public boards, commissions, and committees, and any news media, which has filed an annual request to receive public notices under the Illinois Open Meetings Act. This list shall be made available for public inspection and copying.
2. All persons desiring to be considered for appointment to any such appointive office shall make written application to the County Executive. Forms for those applications shall be approved by the County Executive who shall direct that they be made available at a place of County business reasonably convenient to the public and available for download from the County website.
3. All Board members, public officials, and members of the public are encouraged to make recommendations for appointive offices by encouraging the timely submission of the necessary application to the County Executive.
4. The County Executive shall direct that a press release be issued as to any appointive position(s) to be filled, which shall state where application forms may be obtained and delivered when complete, the deadline by which applications

must be received, and any special qualifications required of persons appointed to that office. The press release also shall be posted on the County website.

5. To the extent practicable, the County Executive shall personally interview all applicants for such offices.

**H.** The County Executive may remove or suspend in her/his discretion, after due notice and hearing, anyone whom she/he has the power to appoint.

**I.** The County Executive may call a special meeting of the Board, by a written executive order signed by her/him and upon 24 hours-notice by delivery of a copy of such order to the residence of each Board member, or by delivery via email.

**J.** The County Executive shall preside over regular and special Board meetings; however, the County Executive is not entitled to vote except to break a tie vote. If the County Executive is temporarily not available to preside over a Board meeting, the Board Chair shall preside over the Board meeting.

**K.** The County Executive shall approve or veto ordinances or resolutions (Section 2-5010).

**L.** The County Executive, with the advice and consent of the Board, shall enter into intergovernmental agreements with other governmental units.

**M.** The County Executive, with the advice and consent of the Board, shall negotiate on behalf of the county with governmental units and the private sector for the purpose of promoting economic growth and development.

**N.** The County Executive, at her/his discretion, may appoint a person to serve as legal counsel at an annual salary established by the Board at an amount no greater than the annual salary of the state's attorney of the county.

**O.** The County Executive shall direct that a weekly calendar be prepared indicating the date and place of all meetings of the Board and special committees. This calendar shall be distributed weekly, in advance, to all Board members, all news media which have filed an annual request under the Illinois Open Meetings Act, and to any citizen of the County who provides a written request. This calendar shall also be posted, in advance, in the lobby of the Brookens Administrative Center. The calendar shall also be posted on the County website.

**P.** The County Executive shall assist the Policy, Personnel and Appointments Committee in the development and implementation of the policies and guidelines for the selection, employment, supervision, suspension, discharge or removal of all personnel, positions, or employment under the jurisdiction of the Board, except non-elected persons appointed by the Board as required by State law. The County Executive shall assist the Policy, Personnel and Appointments Committee and the Finance Committee in the development and implementation of policies and guidelines for salary administration, including classifying, compensating, and evaluating all positions. The Champaign County Affirmative Action Program shall be administered by the County Executive, under the direction of the Policy, Personnel and Appointments Committee. [from Ord. 837]

**Q.** The County Executive shall assist all Board committees in evaluation of job performance of appointed department heads and report finding to appropriate Board committees; screen applicants and recommend candidates to be interviewed following Board policy, unless otherwise provided by State statute. [from Ord. 837]

**R.** The County Executive shall assist the County Facilities Committee in the development and implementation of policies and guidelines to provide for appropriate protection of the County and its property from loss, damage, liability, and other risks. [from Ord. 837]

**S.** The County Executive shall maintain and supervise systems of communication and information technology, including but not limited to information technology and data processing, telephone, micrographics, copier services and printing services, and mail services. The County Executive shall assist the Board and its committees and subcommittees, in coordination with the various county departments, offices and agencies, in the development and implementation of policies and guidelines to provide for systems of communication and information technology to allow computerized electronic access by County employees, members of the public, and other interested persons or entities to records and information that is lawfully available to the public and which is kept in the various departments, offices and agencies of Champaign County government. [from Ord. 837]

**T.** The County Executive shall monitor and recommend to the Board the structure of County departments and agencies, and their functions, including reporting relationships, physical facilities and location. The County Executive may recommend changes to the County government organization structure. The County Executive may direct non-elected department heads to undertake tasks for other departments on a temporary basis if the County Executive deems it necessary for the proper and efficient administration of the County government to do so, subject to review by the Board. [from Ord. 837]

U. The County Executive shall be the Local Liquor Commissioner [COMMISSIONER] and shall be charged with the administration of the Champaign County Ordinance Establishing the Rules and Regulations Governing the Sale and Consumption of Alcoholic Liquor in Champaign County, Illinois [Ord. 742 and any and all amendments thereof] and shall have all of the powers, duties and functions as provided by the laws of the State of Illinois. 235 ILCS 5/4-2, 4-4, 4-5, and 7-5.

## VII. RULES.

A. The business of the Board, Committee of the Whole, standing committees, and special committees or subcommittees shall be conducted in conformity with these Rules.

B. Except otherwise required by these Rules or by statute, the conduct of all meetings of the Board, Committee of the Whole, and special committees or subcommittees shall be governed by *Roberts Rules of Order Newly Revised*.

C. Every item listed on a Board, Committee of the Whole, standing committee, or special or subcommittee agenda is considered to be an item subject to action unless it is listed as DISCUSSION ONLY or INFORMATION ONLY on the agenda.

D. Whenever there is a tie vote on a main motion in standing committee, special committee, subcommittee or Committee of the Whole, the matter is reported to the Board for action as "without recommendation" out of special committee, subcommittee or Committee of the Whole. The Chair, Deputy Chair, or upon a motion approved by the body, may request a straw poll (conducted by a show of hands) on an issue, without a binding vote, which will also be reported to the Board for action "without recommendation" from the standing committee, special committee, subcommittee or Committee of the Whole.

E. Written notice of any proposed change(s) to these Rules is to be presented to the Policy, Personnel, and Appointments Committee of the Whole at least fourteen (14) days prior to any consideration of such changes.

F. Any Rule, except Rule VI.E (Rule changes), may be suspended for a specific question by a two-thirds vote of the Board or Committee of the Whole members present, except as otherwise required by law.

## VIII. PARLIAMENTARIAN.

A. The Board Chair and the County Executive may designate a Parliamentarian.

**B.** The Parliamentarian shall advise the County Executive, Board Chair, or any presiding officer on any Rule when called upon to do so by the presiding officer.

**IX. QUORUM.**

**A.** A majority of the members of the Board shall constitute a quorum for the purpose of the transaction of business by the Board or Committee of the Whole.

**B.** A majority of the number of the members appointed to a standing committee, special committee, or subcommittee shall constitute a quorum of that committee.

**C.** No business shall be conducted in the absence of a quorum.

**D.** If, at any time during any meeting of the Board, Committee of the Whole, or any standing committee, special committee or subcommittee, the number of members of the Board Committee of the Whole, or standing or special or subcommittee present falls below that constituting a quorum, that meeting shall cease and no further business be conducted until such time as a quorum is present.

**E.** Any member of the Board, Committee, or subcommittee may suggest that the presider determine the presence or absence of a quorum.

**X. BOARD MEETINGS.**

**A.** As required by statute, the Board shall meet during the months of June and September of each year as well as the Biennial Organizational Meeting in December of each even numbered year.

**B.** Regular meetings of the Board shall be scheduled in compliance with the Annual Calendar of Meetings approved by the Board each year pursuant to the Illinois Open Meetings Act.

**C.** A special meeting of the Board may be called, in accordance with 55 ILCS 5/2-1002, by written request of 1/3 of the membership of the Board, addressed to the Clerk of the Board (County Clerk) and specifying the time and place of the meeting. Upon receipt of such request, the Clerk shall immediately transmit written notice to the County Executive and to each member of the Board, and shall publish notice as required by law.



**D.** Emergency meetings of the Board may be held only in accordance with Section 2.02 of the Illinois Open Meetings Act (5 ILCS 120/1).

**E.** Time for public participation shall be provided on the agenda for members of the public to be heard, on both the regular meeting of the Board and Committee of the Whole meetings of the Board, and meetings of standing committees, as follows:

1. Any person wishing to address the Board shall be allotted not more than five (5) minutes to do so.
2. The total time allotted for public participation shall not exceed sixty (60) minutes.
3. Members of the public wishing to speak at other times on the agenda may do so only if recognized by the presider or by majority vote of the Board or committee members present.
4. No Board member shall be permitted to address the Board during the time reserved for public participation.
5. Board members shall not engage in dialogue with members of the public during public participation.

**F.** The following requirements shall apply to items to be considered for placement on the Agenda:

1. Any resolution or ordinance submitted shall be accompanied by a summary of its contents, unless it is so brief in nature that a summary is unnecessary.
2. Only items first presented to Committee of the Whole or a standing committee or a special committee of the Board shall be placed on the agenda of the Board for action with the exception of:
  - a) Matters relating to pending litigation;
  - b) Correction of the form of matters previously presented to the Board;
  - c) Matters which the Board has, as a body, directed to be returned directly to the Board at a previous meeting;
  - d) Matters presented to the Board at its Biennial Organizational Meeting;
  - e) Collective bargaining and employment matters;
  - f) Purely procedural matters, such as scheduling meetings;
  - g) Announcements, and matters for consideration and not formal action;
  - h) Emergency budget amendments; and
  - i) Items that must be acted on to meet an external deadline;
  - j) All items as listed above in 2a – 2i shall be listed on the agenda as “New Business”.

G. The Board Chair shall designate a portion of the regular monthly Board Meeting agenda as the Consent Agenda. Items included in the Consent Agenda shall be items that were unanimously adopted out of committee. Any item on the Consent Agenda may be pulled off for discussion by a Board member prior to a vote on the Consent Agenda.

H. To the extent possible, seating of Board members shall be by district.

XI. **ORDER OF BUSINESS**, (TBD at 2018 Biennial Org. Meeting)

A.

XII. **RECOGNITION OF MEMBERS OF THE BOARD, COMMITTEES, AND OTHERS**.

A. Each member of the Board shall have the privilege of the floor upon seeking and obtaining recognition by the presiding officer. In meetings of the Committee of the Whole, the County Board Chair shall designate who shall preside over all sections of the Agenda except for the specified areas of Deputy Chair responsibilities, where the relevant Deputy Chair shall preside.

B. No member of the Board, Committee of the Whole, standing committee, special committee, or subcommittee may speak twice on the same question until all members wishing to be heard have spoken unless otherwise recognized by the presiding officer.

C. The presiding officer shall determine the order in which members shall be recognized; however, special and subcommittee chairs or designees of the special or subcommittee reporting to the Board on behalf of their committee shall be heard first on those matters.

D. No member who has the floor shall be interrupted except for the following:

1. By a call to order by the presiding officer;
2. By an objection to the introduction of the question;
3. By a call for a point of order;
4. A Question of Privilege;
5. A Parliamentary inquiry.

E. The appearance of elected and appointed officials of Champaign County Government and other persons requested to appear before the Board, Committee of the Whole, standing committee, special committee or subcommittee shall not be subject to

the limitations regarding public participation and shall be recognized at the discretion of the presiding officer.

**XIII. MOTIONS, RESOLUTIONS, ORDINANCES, VOTING AND ROLL CALL.**

**A.** Motions shall be stated by the mover. No motion shall be debated before it has received a second.

**B.** Except as herein specified or as required by Statute, all motions may be adopted by majority vote of the members present.

**C.** Every member of the Board present shall be given the opportunity to vote on all questions. There shall be no "absentee" or "proxy" voting on any question.

**D.** In a case where a member abstains, the member shall state the reason and the facts shall be noted in the minutes of the Board.

**E.** The vote on all propositions to appropriate money, approve the annual budget and tax levy, issue bonds and fix salaries, shall be by roll call.

**F.** Transfers from one appropriation of any one fund to another of the same fund not affecting the total amount appropriated, and appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the Board by a two-thirds (2/3) vote of all the members constituting such Board; the vote shall be by roll call.

**G.** A roll call vote shall be called on any question upon the demand of any two members. The Roll Call shall be in alphabetical order and shall be advanced one name each meeting, with the County Board Chair always voting last at County Board meetings and the presiding officer always voting last at other meetings. This shall be recorded in the minutes.

**H.** A motion before the Board may be withdrawn by the proposer with the consent of the second at any time prior to the adoption of an amendment to the motion or vote of the Board on the motion.

**I.** Any Board member may request assistance in drafting resolutions and may receive assistance in preparation through county administration.

**J.** Prior to approval of the Consent Agenda and upon the request of any County Board member, any item(s) in the Consent Agenda shall be removed and returned to the appropriate Area of Responsibility. Such a request does not require a reason, a second, or a vote. Items may not be added to the Consent Agenda during the meeting.

**K.** The Consent Agenda shall be approved by roll call vote without debate or discussion.

**L.** Procedure for Approval/Veto of Ordinances. Any ordinance passed, adopted, or otherwise enacted by the Board shall before it becomes effective be presented to the County Executive. If the County Executive approves such ordinance, resolution or motion, she/he shall sign it; if not, she/he shall return it to the Board with her/his objections, which shall be entered and spread upon the journal, and the Board shall proceed to reconsider the matter. If after such reconsideration 3/5 of the members of the Board pass such ordinance, it shall become effective on the date prescribed, but not earlier than the date of passage following reconsideration. In all such cases the votes of the members of the Board shall be determined by roll call and the names of the members voting for or against such ordinance objected to by the County Executive shall be entered in the minutes. If any ordinance is not returned by the County Executive to the Board at its first meeting occurring not less than 6 days, Sundays excepted, after it has been presented to her/him, it shall become effective unless the Board has recessed or adjourned for a period in excess of 60 days, in which case it shall not become effective without her/his approval. Items of appropriation may be approved or vetoed by the County Executive. Any item approved by the County Executive and all items not vetoed shall become law, and any item vetoed shall be returned to and reconsidered by the Board in the same manner as provided in this Section for other ordinances returned to the Board without approval. (Sec. 2-5010)

**XIV. AREAS OF COUNTY BOARD RESPONSIBILITIES ASSIGNED TO THE COMMITTEE OF THE WHOLE.** (TBD at 2018 Biennial Org. Meeting)

**A.**

**XV. STANDING COMMITTEES.** (TBD at 2018 Biennial Org. Meeting)

**A.**

**XVI. PER DIEM.**

**A.** Per Diem payments shall be established by the County Board for each term of office and shall prevail throughout that term of office including any replacement Board members.

**B.** Per Diem shall be determined by the County Board biennially in advance of the election of new Board members.

C. No more than one Per Diem shall apply on any given calendar day.

D. Board members shall be reimbursed for mileage for attendance at meetings and events approved based on the rate established by the County Board. Mileage for a second meeting on any one day shall be chargeable. In the absence of a quorum at a duly called meeting, those members attending the called meeting shall be entitled to Per Diem and mileage.

**XVII. EFFECTIVE DATE.**

This Resolution shall become effective on December 3, 2018.

**PRESENTED, ADOPTED, APPROVED, AND RECORDED** this \_\_\_\_ day of \_\_\_\_\_,  
A.D. 2018.

\_\_\_\_\_  
C. Pius Weibel, Chair  
Champaign County Board

**ATTEST:**

\_\_\_\_\_  
Gordy Hulten, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

**Champaign County**  
**General Corporate Fund FY2018 Revenue Report**

FY2018 - July	FY2017 Actual	FY2018 Budget	FY2018 Projected	Budget Variance	
<b>Local Taxes</b>					
Property Taxes	\$10,753,048	\$11,972,241	\$11,426,972	-\$545,269	-4.6% 1
Back Taxes	\$6,683	\$5,500	\$6,000	\$500	9.1%
Mobile Home Tax	\$9,242	\$8,700	\$9,000	\$300	3.4%
Payment in Lieu of Tax	\$7,835	\$6,500	\$7,835	\$1,335	20.5%
Hotel Motel Tax	\$21,090	\$21,500	\$21,000	-\$500	-2.3%
Auto Rental Tax	\$31,570	\$32,000	\$35,309	\$3,309	10.3%
Penalties on Taxes	\$608,334	\$639,000	\$608,334	-\$30,666	-4.8%
<b>Licenses &amp; Permits</b>					
Business Licenses & Permits	\$26,705	\$29,500	\$23,040	-\$6,460	-21.9%
Non-Business Licenses & Permits	\$1,546,971	\$1,526,262	\$1,720,860	\$194,598	12.7% 2
<b>Grants</b>					
Federal Grants	\$358,397	\$367,370	\$357,370	-\$10,000	-2.7%
State Grants	\$181,284	\$184,595	\$161,595	-\$23,000	-12.5%
<b>State Shared Revenue</b>					
Corporate Personal Property Repl. Tax	\$858,166	\$678,424	\$717,395	\$38,971	5.7% 3
1% Sales Tax	\$1,350,384	\$1,333,337	\$1,432,652	\$99,315	7.4% 4
1/4% Sales Tax	\$5,563,617	\$5,638,133	\$5,751,509	\$113,376	2.0%
Use Tax	\$833,298	\$816,052	\$868,616	\$52,564	6.4%
State Reimbursement	\$1,944,463	\$1,901,923	\$1,901,923	\$0	0.0%
State Salary Reimbursement	\$309,193	\$309,301	\$309,301	\$0	0.0%
State Revenue Salary Stipends	\$48,500	\$48,500	\$48,500	\$0	0.0%
Income Tax	\$3,207,705	\$3,207,336	\$3,001,181	-\$206,155	-6.4% 5
Charitable Games License/Tax	\$68,235	\$60,000	\$67,839	\$7,839	13.1%
<b>Local Gov. Revenue &amp; Reimbursement</b>					
Local Government Revenue	\$726,730	\$663,922	\$683,922	\$20,000	3.0%
Local Government Reimbursement	\$651,458	\$631,476	\$630,131	-\$1,345	-0.2%
<b>Fees, Fines &amp; Forfeitures</b>					
General Government - Fees	\$3,757,973	\$3,936,729	\$3,811,156	-\$125,573	-3.2% 6
Fines (Bond Forfeitures, DUI Fines, Traffic)	\$610,337	\$648,000	\$630,773	-\$17,227	-2.7% 6
Forfeitures	\$30,846	\$21,000	\$18,924	-\$2,076	-9.9%
<b>Miscellaneous Revenue</b>					
Interest Earnings	\$45,011	\$11,650	\$49,088	\$37,438	321.4%
Rents & Royalties	\$1,008,717	\$1,115,086	\$1,085,599	-\$29,487	-2.6%
Gifts & Donations	\$18,832	\$11,000	\$11,000	\$0	0.0%
Sale of Fixed Assets	\$0	\$0	\$0	\$0	
Miscellaneous Revenue	\$158,620	\$117,895	\$117,895	\$0	0.0%
<b>Interfund/Interdepartment</b>					
Interfund Transfers	\$672,193	\$1,243,819	\$1,228,819	-\$15,000	-1.2%
Interfund Reimbursements	\$67,504	\$73,132	\$67,504	-\$5,628	-7.7%
Interdepartment Revenue	\$774	\$0	\$0	\$0	
<b>TOTAL</b>	<b>\$35,483,717</b>	<b>\$37,259,883</b>	<b>\$36,811,042</b>	<b>-\$448,841</b>	<b>-1.2%</b>

1 - County will not receive additional budgeted property tax revenue associated with the hospital property tax exemption case.

2 - Real Estate market transactions have resulted in increased Revenue Stamp revenue. There will be a corresponding increase in Purchase Document Stamps expenditure.

3 - IDOR stated that Federal Tax Law changes caused FY2018 PPRT revenues to be higher than anticipated.

4 - In FY2017, the County's top 10 taxpayers represented 59% of the County's total one-cent sales tax revenue.

5 - The Governor's proposed extension of the 10% Income Tax cut was reduced to 5% for State FY2019. The cost of the 10% cut was \$321,817. The cost of the 5% cut is estimated to be an additional \$165,000.

6 - Fees and Fines revenues have shown significant improvement since May 2018.

**Champaign County**  
**General Corporate Fund FY2018 Expenditure Report**

FY2018 - July	FY2017 Actual	FY2018 Budget	FY2018 Projected	Budget Variance	
<b>Personnel</b>					
Regular Salaries & Wages	\$15,165,186	\$ 15,759,165	\$15,784,912	\$25,747	0.2%
SLEP Salaries	\$6,378,468	\$ 6,532,156	\$6,370,747	-\$161,409	-2.5%
SLEP Overtime	\$382,994	\$ 371,779	\$372,994	\$1,215	0.3%
Fringe Benefits	\$3,065,632	\$ 3,305,280	\$3,021,760	-\$283,520	-8.6%
<b>Total Personnel</b>	<b>\$24,992,280</b>	<b>\$ 25,968,380</b>	<b>\$25,550,413</b>	<b>-\$417,967</b>	<b>-3.0%</b>
<b>Commodities</b>					
Postage	\$207,889	\$ 237,857	\$207,889	-\$29,968	-12.6%
Purchase Document Stamps	\$874,963	\$ 933,333	\$1,067,200	\$133,867	14.3% <sup>1</sup>
Gasoline & Oil	\$157,924	\$ 188,885	\$178,024	-\$10,861	-5.8%
All Other Commodities	\$769,411	\$ 714,103	\$676,206	-\$37,897	-5.3%
<b>Total Commodities</b>	<b>\$2,010,186</b>	<b>\$ 2,074,178</b>	<b>\$2,129,319</b>	<b>\$55,141</b>	<b>4.9%</b>
<b>Services</b>					
Gas Service	\$272,566	\$ 350,000	\$304,847	-\$45,153	-12.9%
Electric Service	\$825,701	\$ 780,000	\$710,258	-\$69,742	-8.9%
Medical Services	\$812,872	\$ 969,615	\$987,872	\$18,257	1.9%
All Other Services	\$4,807,984	\$ 5,181,449	\$4,870,562	-\$310,887	-6.0%
<b>Total Services</b>	<b>\$6,719,123</b>	<b>\$ 7,281,064</b>	<b>\$6,873,539</b>	<b>-\$407,525</b>	<b>-5.6%</b>
<b>Capital</b>					
Vehicles	\$214,630	\$ 145,000	\$173,970	\$28,970	20.0%
All Other Capital	\$111,331	\$0	\$0	\$0	
<b>Transfers</b>					
To Capital Improvement Fund	\$742,180	\$ 775,985	\$775,985	\$0	0.0%
To Nursing Home Fund	\$0	\$ -	\$191,672	\$191,672	
To All Other Funds	\$137,660	\$ 58,000	\$58,000	\$0	0.0%
Interdepartment	\$774	\$ -	\$0	\$0	
<b>Debt Repayment</b>					
Debt Repayment	\$474,576	\$ 473,188	\$473,188	\$0	0.0%
<b>TOTAL</b>	<b>\$35,402,741</b>	<b>\$36,775,795</b>	<b>\$36,226,086</b>	<b>-\$549,709</b>	<b>-1.5%</b>

1 - Increased expenditure for Document Stamp Purchases corresponds to increased revenue for Revenue Stamps.

**Champaign County**  
**General Corporate Fund FY2017 Summary**

\*FY2018 Budgeted Revenue includes an additional \$474,119 associated with preparing the property tax levy to capture new growth associated with a potential ruling in the hospital property tax exemption case. The County will receive this additional revenue.

<b>FUND BALANCE 12/31/17 (unaudited)</b>	<b>\$4,558,983</b>	
<b>Beginning Fund Balance % OF BUDGET</b>	<b>12.4%</b>	
	<i>Budgeted</i>	<i>Projected</i>
<b>FY2018 REVENUE</b>	<b>\$37,259,883 *</b>	<b>\$36,811,042</b>
<b>FY2018 EXPENDITURE</b>	<b>\$36,775,795</b>	<b>\$36,226,086</b>
<b>Revenue to Expenditure Difference</b>	<b>\$484,088</b>	<b>\$584,956</b>
<b>FUND BALANCE PROJECTION - 12/31/18</b>	<b>\$5,043,071 *</b>	<b>\$5,143,939</b>
<b>% OF 2018 Expenditure Budget</b>	<b>13.7%</b>	<b>14.2%</b>



**GENERAL CORPORATE FUND  
FY2018 BUDGET CHANGE REPORT**

<b>FY2018 Original General Corporate Fund Budget</b>	<b>FY18 Budget Expend.</b> \$ 36,775,795	<b>FY18 Budget Revenue</b> \$ 37,259,883	<b>Difference</b> \$ 484,088
--	---	---	---------------------------------

**BUDGET CHANGES**

<b>Department &amp; Description</b>	<b>Expenditure Changes</b>	<b>Revenue Changes</b>	<b>Difference</b>
ADA Compliance Re-encumber ADA funds	\$ 7,700	\$ -	\$ (7,700)
Sheriff Received for totaled squad car	\$ 15,220	\$ 15,220	\$ -
Planning and Zoning Nursing Home Subdivision Application Fee	\$ 890	\$ -	\$ (890)
General County Appropriate funds to pay Nursing Home Invoices	\$ 94,038	\$ -	\$ (94,038)
Planning and Zoning Re-encumber Demolition Funds for 504 S. Dodson Dr.	\$ 8,100	\$ -	\$ (8,100)
General County Remove Add. PTAx Revenue	\$ -	\$ (474,119)	\$ (474,119)
IT Antivirus Software	\$ 19,893	\$ -	\$ (19,893)
Sheriff Received for totaled squad car	\$ 11,025	\$ 11,025	\$ -
EMA Donation for Radio/Comm. Equipment	\$ 1,400	\$ 1,400	\$ -
State's Attorney Carle Property Tax Case Costs	\$ 65,000	\$ -	\$ (65,000)
			\$ -
<b>TOTAL CHANGES</b>	<b>\$ 223,266</b>	<b>\$ (446,474)</b>	<b>\$ (669,740)</b>

<b>General Corporate Fund Budget as of 12/31/18</b>	<b>Current Budgeted Exp</b>	<b>Current Budgeted Rev</b>	<b>Difference</b>
	\$ 36,999,061	\$ 36,813,409	\$ (185,652)
<b>% of Increase/Decrease</b>	0.6%	-1.2%	

Changes Attributable to One-Time Factors	\$ 203,373	\$ (446,474)	\$ (649,847)
Changes Attributable to Recurring Costs	\$ 19,893	\$ -	\$ (19,893)