

**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

Finance/ Policy, Personnel, & Appointments/Justice & Social Services Agenda
County of Champaign, Urbana, Illinois
Tuesday, September 10, 2019 – 6:30 p.m.

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

Agenda Items

Page #

- I. **Call To Order**
- II. **Roll Call**
- III. **Approval of Agenda/Addenda**
- IV. **Approval of Minutes** 1-5
A. August 13, 2019
- V. **Public Participation**
- VI. **Communications**
- VII. **Policy, Personnel, & Appointments**
- A. Appointments/Reappointments (*italicized name indicates incumbent*)
1. **County Executive's Appointments** (persons to be appointed distributed at the meeting) 6-18
Applicants:
- a. Drainage District Commissions – 1 Term Each, 9/1/2019-8/31/2022
- Pesotum Consolidated – *Lucas Meharry*
 - Silver Creek – *Steve Moser*
 - Sangamon & Drummer – *Dwaine Horsch*
 - Pesotum Slough Special – *Dennis Butler*
 - #1 Philo & Crittenden – *Jerry Thinner*
 - #2 St. Joseph & Ogden – *William Wilson*
 - Beaver Lake – *Joe Irle*
 - Upper Embarras River Basin – *Steven Westfall*
- b. Zoning Board of Appeals – 1 Position, Term 12/1/2019-11/30/2024
Applicant:
- A. Lee Roberts, Jr.
- c. Rural Transit Advisory Group – 1 Position, Term 9/20/2019-9/19/2021
Applicant:
- Rachel Voss
- d. Sadorus Fire Protection – 1 Position, Term Current date – 4/30/2021
Applicant:
- Marc Eckerty
2. **County Board Chair Appointments**
- a. Ad Hoc 6 Year IT Plan Committee
- B. Proposal to Champaign County Board to recommend to review and update the language of our *County Board Rules and Procedures* (Discussion Only) 19-20

C. Proposal to Champaign County Board to recommend to review and update travel policy, then addendum to our *County Board Rules and Procedures* (Discussion Only) 21-37

D. Other Business

E. Chair's Report

1. County Executive Appointments Expiring August 31, 2019 (Information Only)

Drainage District Commissioners – Vacancies (1 each)

- Lower Big Slough
- Nelson-Moore-Fairfield
- Raup
- Somer #1
- St. Joseph #6
- Union #1-Philo & Urbana
- West Branch
- #2 Town of Scott
- Salt Fork
- Willow Branch
- Union Stanton & Ogden

Other Vacancies

- Champaign-Urbana Mass Transit District – 1 Vacancy - Unexpired term 12/31/2019
- Community Action Board – 1 Position, Term Present Date 12/31/2022
- Pesotum Fire Protection District – 1 Vacancy – Expired April 2019
- Clements Cemetery Board 2 Vacancies – Expired June 2015
- Locust Grove Cemetery Association – 1 Vacancy Expired June 2015
- Stearns Cemetery Board 1 Vacancy – Expired June 2019
- Bailey Cemetery Board – 1 Vacancy – Current Term ending 2020
- Board of Review – 1 Vacancy – Expiring 2021
- Dewey Community Public Water District – 1 Vacancy Expiring May 2021

F. Designation of Items to be Placed on the Consent Agenda

VIII. Justice & Social Services

A. Lincoln Legacy Committee - 2019 Annual Report (Information Only) 38

B. July 2019 Rosecrance Re-Entry Financial Report (Information Only) 39

C. Other Business

D. Chair's Report

IX. Finance

A. Budget Amendments /Transfers

1. Budget Transfer 19-00008 40

Fund 619 Tax Sale Automation Fund / Dept. 026 County Treasurer

Total amount: \$6,000

Reason: Board approved transfer from professional services line to cover increased temp salaries and wages.

B. Treasurer

1. Monthly Report - April, May, June & July 2019 Reports are available on the Treasurer's Webpage at:
<http://www.co.champaign.il.us/treasurer/Reports.php>

2. Resolution to execute a written assignment of Champaign County, Illinois tax sale certificate of Purchase No. 113 as to Champaign County, Illinois, tax sale certificate of purchase No. 113, permanent parcel No. 14-03-32-400-015 41

3. Resolution authorizing the cancellation of the appropriate certificate of purchase on real property, permanent parcel No. 14-03-35-429-008 42
4. Resolution authorizing the cancellation of the appropriate certificate of purchase on real property, permanent parcel No. 20-03-34-428-002 43
5. Resolution authorizing the cancellation of the appropriate certificate of purchase on real property, permanent parcel No. 20-03-34-428-004 44
6. Resolution authorizing the cancellation of the appropriate certificate of purchase on real property, permanent parcel No. 20-09-02-178-022 45
7. Resolution authorizing the cancellation of the appropriate certificate of purchase on real property, permanent parcel No. 20-09-28-305-004 46
8. Resolution authorizing the cancellation of the appropriate certificate of purchase on mobile home, permanent parcel No. 20-900-0028 47

C. Auditor

1. Monthly Report - August 2019 Reports are available on the Auditor's Webpage at:
http://www.co.champaign.il.us/Auditor_countyboardreports.php

D. County Clerk

1. August 2019 Monthly Report 48
2. Issuance of the RFP 2019-005 for Champaign County Clerk voter registration and pollbook software and vendor support 49-57
3. Illinois state board of elections voter registration state grant 2020 acceptance agreement 58-59

E. County Executive

1. Labor/Management Health Insurance Committee recommendation for employee health insurance & related benefits for FY2020 60-64
2. Recommendation for salaries for the County Board Chair, Circuit Clerk, Auditor, Coroner, and Recorder for terms beginning in December 2020 65-67
3. Ordinance establishing a county cannabis retailers' occupation tax (model ordinance attached) 68-70
4. Commercial PACE Funding Program (Discussion Only) 71-82
5. Douglas County Enterprise Zone Proposal (Discussion Only) 83-86
6. Board Member Young budget request proposal (Information Only) 87-88
7. Correction to two August 13, 2019 Consent Agenda Items: Resolution 2019-187 and Resolution 2019-268 (Information Only) 89-91

F. Other Business

G. Chair's Report

H. Designation of Items to be Placed on the Consent Agenda

X. Other Business

XI. Adjournment

All meetings are at Brookens Administrative Center – 1776 E Washington Street in Urbana – unless otherwise noted. To enter Brookens after 4:30 p.m., enter at the north (rear) entrance located off Lierman Avenue. Champaign County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities. Please contact the Office of the County Executive, 217-384-3776, as soon as possible but no later than 48 hours before the scheduled meeting.

1 **CHAMPAIGN COUNTY BOARD**
2 **COMMITTEE OF THE WHOLE MINUTES**
3

4 **Finance; Policy, Personnel, & Appointments; Justice & Social Services**
5 **Tuesday, August 13, 2019**
6 **Lyle Shields Meeting Room**

7 **MEMBERS PRESENT:** Lorraine Cowart, Jodi Eisenmann, Aaron Esry, Stephanie
8 Fortado, Jim Goss, Stanley Harper, Mike Ingram, Jim McGuire,
9 Kyle Patterson, Jon Rector, Chris Stohr, Steve Summers, Leah
10 Taylor, James Tinsley, Pranjal Vachaspati, Jodi Wolken, Bradley
11 Clemmons, John Clifford, Giraldo Rosales
12

13 **MEMBERS ABSENT:** Tanisha King-Taylor, Eric Thorsland, Charles Young
14

15 **OTHERS PRESENT:** Darlene Kloeppe (County Executive), Isak Griffiths (Deputy
16 Director of Administration), Tami Ogden (Deputy Director of
17 Finance) Rita Kincheloe (Executive Administrative Assistant)
18 Natasha Rouse (Administrative Assistant)
19

20 **CALL TO ORDER**

21 Chair Rosales called the meeting to order at 6:32 p.m.
22

23 **ROLL CALL**

24 Ms. Rouse called the roll. Cowart, Eisenmann, Esry, Fortado, Goss, Harper, Ingram,
25 King-Taylor, McGuire, Patterson, Rector Stohr, Summers, Taylor, Thorsland, Tinsley,
26 Vachaspati, Wolken, Young, Clemmons, Clifford and Rosales, establishing the presence of a
27 quorum.
28

29 **APPROVAL OF AGENDA (Approved as Amended)**

30 **MOTION** by Mr. Goss to approve Agenda; seconded by Mr. Esry. **Motion carried with**
31 **unanimous support.**
32

33 **APPROVAL OF MINUTES**

34 **MOTION** by Mr. Esry to approve the minutes of June 11, 2019; seconded by Mr.
35 Vachaspati; **Motion carried with unanimous support.**
36

37 **PUBLIC PARTICIPATION**

38 Victor White (Superintendent, Prairieview-Ogden District #197), Andrew Larson
39 (Superintendent, CUSD 7 in Tolono), Lindsey Hall (Superintendent, Mahomet-Seymour
40 Community Schools), Brian Brooks (Principal, St. Joseph-Ogden High School District), Tom
41 Davis (Superintendent, Heritage School District), Bonnie McArthur (Superintendent,
42 Thomasboro Grade School), Jay Smith (Superintendent, Gifford Grade School), Todd Pence
43 (Superintendent, St. Joseph CCSD #169)
44

45 Discussed this year's late tax collection process and the negative impact to their budget
46 process.
47

Committee of the Whole

Finance; Policy, Personnel, & Appointments; Justice & Social Services

Tuesday, August 13, 2019

Page 2

48

49

50 COMMUNICATIONS

51 Mr. Rector stated, that in the future, he would update COW on the Ending Veterans
52 Homelessness effort. Mr. Ingram gave information regarding the CU Girls Guide 2 being at
53 Lincoln Square Mall on August 14, 2019 from 12-5pm. Mr. Vachaspati provided an update of
54 the rules surrounding immigrants on a work Visa regarding the public aid they receive and
55 asked that information is distributed to county employees who may be affected by this. Mr.
56 Rosales stated that Mr. Ralph Langenheim passed away peacefully with his family present and
57 that he will be missed.

58

59 JUSTICE AND SOCIAL SERVICES

60 New Business

61 Gift of Hope award presentation to Julia Rietz.

62

63 Monthly Reports

64 The monthly reports were received and placed on file.

65

66 Other Business

67 None

68

69 Chair Report

70 None

71

72 POLICY, PERSONNEL, & APPOINTMENTS

73 Appointments/Reappointments

74

75 **MOTION** by Mr. Esry to recommend to the full County Board meeting, items 1. a.
76 (Champaign County Drainage Districts) seconded by Mr. Harper. **Motion passes with**
77 **unanimous support.**

78

79 **MOTION** by Vachaspati to recommend to the full County Board meeting, item 1. b.
80 (Sangamon Valley Public Water District) seconded by Mr. Ingram. **Motion passes with**
81 **unanimous support.**

82

83 **MOTION** by Mr. Stohr to move without recommendation to the full County Board
84 meeting, item 1. c. (Community Action Board) seconded by Mr. McGuire. **Motion passes with**
85 **unanimous support.**

86

87 **MOTION** by Mr. Ingram to move without recommendation to the full County Board
88 Meeting, item 1. d. (Sadorus Fire Protection District) seconded by Mr. Clemmons. **Motion**
89 **passes with unanimous support.**

90

91 **MOTION** by Mr. McGuire to move without recommendation to the full County Board
92 Meeting, item 1. e. (Champaign County Forest Preserve) seconded by Mr. Summers. **Motion**
93 **passes with unanimous support.**

94

Committee of the Whole

Finance; Policy, Personnel, & Appointments; Justice & Social Services

Tuesday, August 13, 2019

Page 3

95

96 County Clerk

97 **MOTION** by Ms. Cowart to recommend County Board approval for authorization to
98 send the County Clerk’s request to upgrade one Sr. Election Specialist position to Supervisor of
99 Elections to the Job Evaluation Committee for Re-evaluating and Review; seconded by Mr.
100 Ingram. **Motion Carried.**

101

102 County Executive

103 Monthly HR report for July 2019 has been accepted and placed on file

104

105 **MOTION** by Mr. Vachaspati to authorize to send the Systems Administrator Job
106 Description to the Job Evaluation Committee for Re-evaluation and Review; seconded by Mr.
107 Stohr. Discussion followed. **Motion Carried.**

108

109 **MOTION** by Mr. Esry to approve the Creation of a new Document Clerk position to be
110 added to the AFSCME General Bargaining Unit Grade Range C, and with the creation of the new
111 position that one Clerk position be eliminated from the AFSCME General Bargaining Unit;
112 seconded by Mr. McGuire. **Motion Passed.**

113

114 **MOTION** by Mr. Paterson to Request approval of the creation of a new position titled
115 Data Analyst and recommends the new Data Analyst position to be classified in Grade Range F;
116 seconded by Mr. Harper. Discussion followed. **Motion Carried.**

117

118 Designation of Items to be Placed on the Consent Agenda

119 VIII A. 1. – a, b, c, d, e; 3. c, d

120

121 Other Business

122 None

123

124 Chair’s report

125 A current list of County Executive Appointments that expire August 31, 2019

126

127 **Drainage District Commissioners** (1 ea. – Vacancies): Beaver Lake, Lower Big
128 Slough, Nelson-Moore-Fairfield, Pesotum Slough Special, Raup, Sangamon &
129 Drummer, Silver Creek, Somer #1, St. Joseph #6, Union #1-Philo & Crittenden,
130 Union #2 St. Joseph & Ogden, Upper Embarrass, River Basin, Union #1-Philo &
131 Urbana, West Branch, #2 Town of Scott, Pesotum Consolidated, Willow Branch

132

133 **Other Vacancies:** Champaign-Urbana Mass Transit District (1 Vacancy –
134 Expires December 2021), Pesotum Fire Protection District (1 Vacancy – Expired
135 April 2019), Clements Cemetery Board (2 Vacancies – Expired June 2015),
136 Locust Grove Cemetery Association (1 Vacancy – Expired June 2015), Stearns
137 Cemetery Board (2 Vacancies – Expired June 2019), Bailey Cemetery Board (1
138 Vacancy – Current Term ending 2020), Senior Services Advisory Board
139 (Multiple Vacancies – Expired 2018)

140

141

Committee of the Whole

Finance; Policy, Personnel, & Appointments; Justice & Social Services

Tuesday, August 13, 2019

Page 4

142 FINANCE

143 Budget Amendment/Transfers

144 MOTION by Ms. Eisenmann to recommend County Board approval of a resolution
145 authorizing **Budget Amendment 19-00038** for Fund 089 County Public Health / Dept. 049
146 Board of Health; seconded by Mr. Clemmons. Discussion followed. **Motion passes.**

147
148 MOTION by Mr. Clifford to recommend County Board approval of a resolution
149 authorizing **Budget Amendment 19-00039** for Fund 476 Self-Funded Insurance / Dept. 118
150 Property Liability Insurance; seconded by Mr. Vachaspati. **Motion passes.**

151
152 MOTION by Mr. Esry to recommend County Board approval of a resolution
153 authorizing **Budget Amendment 19-00042** Fund 080 General Corporate / Dept. 077 Zoning
154 and Enforcement; seconded by Ms. Fortado. **Motion passes.**

155
156 MOTION by Mr. Vachaspati to recommend County Board approval of a resolution
157 authorizing **Budget Transfer 19-00005** for Fund 080 General Corporate / Dept. 020 Auditor;
158 seconded by Mr. Summers. **Motion Passes.**

159
160 MOTION by Mr. Patterson to recommend County Board approval of a resolution
161 authorizing **Budget Amendment 19-00040** for Fund 628 Election Assist. Accessibility / Dept.
162 022 County Clerk; seconded by Ms. Wolken. **Motion passes.**

163 164 Treasurer

165 Monthly Report has not been received and has not been placed on file

166
167 MOTION by Mr. Clemmons to recommend County Board approval of a resolution
168 authorizing Cancellation of Appropriate Certificate of Purchase on Mobile Home, Permanent
169 Parcel No. **02-001-0030; 30-054-0054; 30-054-0036; 30-059-0049**; seconded by Mr. Harper
170 **Motion passes.**

171
172 MOTION by Ms. Eisenmann to recommend County Board approval of a resolution
173 authorizing Cancellation of Appropriate Certificate of Purchase on Real Property, Permanent
174 Parcel No. **30-055-0323; 02-01-17-408-012; 30-059-0020; 02-01-17-408-010; 02-01-36-477-**
175 **006; 46-21-07-181-010; 28-22-14-152-015**; seconded by Ms. Cowart. **Motion passes.**

176
177 MOTION by Ms. Fortado to recommend County Board approval of a resolution
178 authorizing the County Board Chair to Assign Mobile Home Tax Sale Certificate of Purchase,
179 Permanent Parcel No. **30-061-0023**; seconded by Mr. Clifford. **Motion passes.**

180 181 Auditor

182 Reports received and placed on file

183 184 County Clerk

185 June & July 2019 reports received and placed on file

186 June Semi-Annual report received and placed on file

187
188

Committee of the Whole

Finance; Policy, Personnel, & Appointments; Justice & Social Services

Tuesday, August 13, 2019

Page 5

189 County Executive

190 **MOTION** by Mr. Ingram to recommend County Board approval of resolution
191 authorizing the County Executive to enter into a Tornado Siren Intergovernmental Agreement;
192 seconded by Ms. Taylor. **Motion forwarded to County Board without recommendation.**

193

194 **MOTION** by Ms. Fortado to recommend County Board approval of resolution
195 authorizing Budget Amendment 19-00041 Fund 080 General Corporate / Dept. 012 Tornado
196 Sirens; seconded by Mr. Summers. **Motion forwarded to County Board without**
197 **recommendation.**

198

199 **Motion** by Mr. Esry to request approval of Job Evaluation Committee recommendation
200 for creation of a new Document Clerk position to be added to the AFSCME General Bargaining
201 Unit Grade Range C, and with the creation of the New Position that one Clerk position be
202 eliminated from the AFSCME General Bargaining Unit; seconded by Ms. Fortado. **Motion**
203 **passes.**

204

205 **MOTION** by Ms. Fortado to recommend County Board approval of recommendation
206 for FY2020 Salary Administration and Benefits Contribution Plan for Non-Bargaining
207 employees; seconded by Mr. Summers. **Approved by roll call vote 15-2. Motion passes for**
208 **option #2.**

209

210 **MOTION** by Mr. Patterson to recommend County Board approval for the creation of a
211 new position titled Data Analyst and recommends the new Data Analyst position to be classified
212 in Grade Range F; seconded by Mr. Ingram. Discussion followed. **Motion passes.**

213

214 Other Business

215 Mr. Esry explained concerns that he has regarding the Treasurer's office.

216

217 Chair's Report

218

None

219

220 Designation of Items to be Placed on the Consent Agenda

221 XII. A.1. a, b, c, d, e, XII 2. b, c, d, e, f, g, h, i, j, k, l, m; 7 d, e

222

223 Other Business

224

None

225

226 Adjournment

227

8:02 p.m.

228

229 *Please note the minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Lucas Maharry

ADDRESS: 221 CR 900 E Pesotum IL 61863
Street City State Zip Code

EMAIL: lucasm@fertilizerdealer.com PHONE: 217-802-9829

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Pesotum Consolidated Drainage District

BEGINNING DATE OF TERM: Sept 1st, 2019 ENDING DATE: 7/31/22

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION. Please note that an Oath & Bond are required per statute, before each commissioner enters upon his or her duties. Please contact the attorney for the drainage district for further information regarding the Oath & Bond.

1. Do you own land within the drainage district? Yes No

2. What experience and background do you have which you believe qualifies you for this appointment?

I grew up on my family farm and am still actively involved with it as well as farming 870 acres of my own. I am currently on the Drainage District for Pesotum and have been learning from the two other long time members.

3. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?

Very little at this point, I am learning where all the District files are and how the process works.

4. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.

Currently Serving on Pesotum Consolidated Drainage District

Lucas M Maharry
Signature

Date: 7-12-19

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Steve Mosen

ADDRESS: 1860 C.R. 1400W Urbana IL 61802
Street City State Zip Code

EMAIL: _____ PHONE: 217-369-7565

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Silver Creek Drainage Dist.

BEGINNING DATE OF TERM: 2009 ENDING DATE: 2020

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION. Please note that an Oath & Bond are required per statute, before each commissioner enters upon his or her duties. Please contact the attorney for the drainage district for further information regarding the Oath & Bond.

1. Do you own land within the drainage district? Yes No

2. What experience and background do you have which you believe qualifies you for this appointment?

I have been a comm. for last six years. I own 280 acres of land in district and no the district well and the land owners that we serve

3. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?

I know the dist. bounds, lines and finances.

4. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.

Champ. Co. Board + Farm Land No. committee

Steve Mosen
Signature

Date: May 21, 2019

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Dwaine H Horsch

ADDRESS: 194 N State Rte 47 Gibson City IL 60936
Street City State Zip Code

EMAIL: Dwainehorsch40@gmail.com PHONE: (217) 781-8146

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Saugamon and Drummer Drainage District Board

BEGINNING DATE OF TERM: Continued Bill signed Term ENDING DATE: August 31 - 2029

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION. Please note that an Oath & Bond are required per statute, before each commissioner enters upon his or her duties. Please contact the attorney for the drainage district for further information regarding the Oath & Bond.

1. Do you own land within the drainage district? Yes No
2. What experience and background do you have which you believe qualifies you for this appointment?

I have been commissioner for approximately 1 1/2 years

3. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?

I have worked with 2 other commissioners for 1 1/2 - 2 years

4. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.

Just this one.

Dwaine H. Horsch
Signature

Date: 8-12-19

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Dennis M. Butler

ADDRESS: 481 CR - 1000 East Tolono IL 61880
Street City State Zip Code

EMAIL: dbutler@unitedprairie.com PHONE: 217 841 5338

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Resotum Slough Special Drainage Dst.

BEGINNING DATE OF TERM: Sept. 1, 2019 ENDING DATE: 8/31/22

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION. Please note that an Oath & Bond are required per statute, before each commissioner enters upon his or her duties. Please contact the attorney for the drainage district for further information regarding the Oath & Bond.

1. Do you own land within the drainage district? (Yes) No

2. What experience and background do you have which you believe qualifies you for this appointment?

Currently serving on Drainage District
work closely with the residents of Resotum to
ensure drainage projects are warranted and
useful

3. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?

currently on the District board and attend annual
meetings

4. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.

Resotum Fire Protection District Trustee
Resotum Slough Special Drainage District
Resotum Twp. Trustee

Dennis M. Butler
Signature

Date: 8/1/2019

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME:

Jerry Thines

ADDRESS:

510 E. Benham Tolo IL 61880
Street City State Zip Code

EMAIL:

Jerrythines57@gmail.com

PHONE:

217 485 2054

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD:

Union drainage District DP #1 Crittenden and Philo

BEGINNING DATE OF TERM:

Aug 2009

ENDING DATE:

Aug 31 2019

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION. Please note that an Oath & Bond are required per statute, before each commissioner enters upon his or her duties. Please contact the attorney for the drainage district for further information regarding the Oath & Bond.

1. Do you own land within the drainage district? Yes No
2. What experience and background do you have which you believe qualifies you for this appointment?

Born & raised on family farm within 1000' of drainage ditch. Still farm the same land

3. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?

Have been drainage commissioner for the past 10 years & have knowledge of the district

4. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.

drainage district DP #1 Crittenden & Philo

Signature

Date:

Jerry Thines

5-15-19

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: WILLIAM A WILSON

ADDRESS: 2467 CO Rd 1600N IL 61873
Street City State Zip Code

EMAIL: NONE PHONE: 2175822670

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Union #2 St. Joseph Ogden Drainage District

BEGINNING DATE OF TERM: Sept 1, 2019 ENDING DATE: Aug 31, 2022

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION. Please note that an Oath & Bond are required per statute, before each commissioner enters upon his or her duties. Please contact the attorney for the drainage district for further information regarding the Oath & Bond.

1. Do you own land within the drainage district? Yes No
2. What experience and background do you have which you believe qualifies you for this appointment?

BORN A COMMISSIONER FOR 15 yrs

3. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?

~~PA~~ PAYING Bills, WORKING WITH CONTRACTORS

4. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.

NONE

William A Wilson
Signature

Date: 7/2/19

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Joe Tote

ADDRESS: 1373 CR 2500 N Thomasboro IL 61878
Street City State Zip Code

EMAIL: jrfrm@aol.com PHONE: 643-7904

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Beaver Lake Drainage District

BEGINNING DATE OF TERM: August 31 ENDING DATE: _____

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION. Please note that an Oath & Bond are required per statute, before each commissioner enters upon his or her duties. Please contact the attorney for the drainage district for further information regarding the Oath & Bond.

1. Do you own land within the drainage district? Yes No
2. What experience and background do you have which you believe qualifies you for this appointment?

Have been a drainage district commissioner since 2007

3. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?

I've become familiar with all aspects over the four terms that I've served

4. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.

Signature Joe Tote
Date: 5-14-19

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Drainage District Commissioner

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Steven Westfall

ADDRESS: 1061 CR 1350 E Tolono 12 61880
Street City State Zip Code

EMAIL: swyn98@yahoo.com PHONE: _____

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Upper Embarras River Basin Drainage Dist.

BEGINNING DATE OF TERM: Sept 1 2019 ENDING DATE: _____

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION. Please note that an Oath & Bond are required per statute, before each commissioner enters upon his or her duties. Please contact the attorney for the drainage district for further information regarding the Oath & Bond.

1. Do you own land within the drainage district? (Yes) No
2. What experience and background do you have which you believe qualifies you for this appointment?

Current Member

3. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?

Current member

4. Please list any boards, commissions, or public positions to which you have been appointed or elected and are currently serving.

Prairieview Cemetery Board

Steven W. Westfall
Signature

Date: 6-15-19

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: A. LEE ROBERTS JR

ADDRESS: 1369 COUNTRY RD 2700 N, RANTOUL IL 61866
Street City State Zip Code

EMAIL: rustynail37@hotmail.com PHONE: 217-898-6137 ^{Rantoul Township}

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: CHAMPAIGN CO. ZONING BOARD OF APPEAL

BEGINNING DATE OF TERM: _____ ENDING DATE: _____

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

I'M A LIFE LONG RESIDENT OF CHAMPAIGN CO, BORN IN NEWCOMB TOWNSHIP. I RETIRED FROM TEACHING INDUSTRIAL ARTS/TECHNOLOGY IN CHAMPAIGN UNITS SCHOOLS, 1968-2001. DURING THAT TIME I ALSO OWNED A CONSTRUCTION CO & BUILT HOUSES & DID REMODELING. I AM A VETERAN WITH A BS ED FROM EIU & A MASTERS DEGREE IN VOCATIONAL & TECHNICAL ED FROM THE U OF I URBANA.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

TO WATCH & CONSIDER RELEVANT INFORMATION TO DECIDE IF A WAIVER IS APPROPRIATE.

3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?

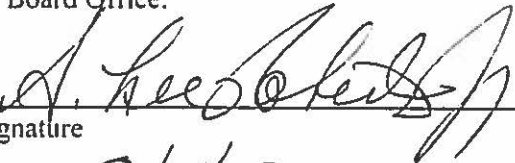
I HAVE ATTENDED A MEETING TO UNDERSTAND THE PROCEDURE & MET SEVERAL STAFF & CURRENT BOARD MEMBERS.

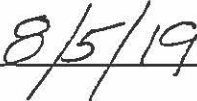
4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.) Yes No If yes, please explain:

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.


Signature


Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Rachel Voss

ADDRESS: 1401 E MUMFORD #A Urbana IL 61801
Street City State Zip Code

EMAIL: rachel.voss@champaignparks.com PHONE: 618-514-1136

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: RTAG

BEGINNING DATE OF TERM: _____ ENDING DATE: _____

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, A CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

1. What experience and background do you have which you believe qualifies you for this appointment/reappointment?

As a person with a physical disability, I understand the importance of accessible transportation. Individuals in rural communities w/disabilities have less opportunities for reliable transportation. I also work for Champaign-Urbana Special Recreation as the Adult events Coordinator.

2. What do you believe is the role of a trustee/commissioner/board member and how do you envision carrying out the responsibilities of that role?

The role of a trustee/commissioner/board member is to be a voice for the people or community one serves. By compiling research, surveys, and personal trial-and-error, I will be able to effectively carry out the responsibilities of this role.

3. What is your knowledge of the appointed body's operations, specifically property holdings and management, staff, taxes, fees?

I have some knowledge of the C-CART program but not of specific financial details. However, I do have experience of working with state-funded budgets and coordinating fees through CUR.

4. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.) Yes No If yes, please explain:

~~At present~~ It is a simple fix. I recently moved to Urbana from Monticello, IL. I am one proof-of-residency away from changing my address and will be complete by August Meeting.

5. Would you be available to regularly attend the scheduled meeting of the appointed body?

Yes No If no, please explain:

The facts set forth in my application for appointment are true and complete. I understand this application is a document of public record that will be on file in the County Board Office.

Rachel Less

Signature

1/3/19

Date

CHAMPAIGN COUNTY APPOINTMENT REQUEST FORM
Fire, Cemetery, Water, & Farmland Assessment

PLEASE TYPE OR PRINT IN BLACK INK

NAME: Marc William Eckert

ADDRESS: 101 E Second PO Box 31 Sadorus Ill 61872
Street City State Zip Code

EMAIL: meckerty@yahoo.com PHONE: 1-217-898-6674

Check Box to Have Email Address Redacted on Public Documents

NAME OF APPOINTMENT BODY OR BOARD: Sadorus Fire Protection District

BEGINNING DATE OF TERM: ? ENDING DATE: ?

The Champaign County Board appreciates your interest in serving your community. A clear understanding of your background and philosophies will assist the County Board in establishing your qualifications. Please complete the following questions by typing or legibly printing your response. IN ORDER TO BE CONSIDERED FOR APPOINTMENT, OR REAPPOINTMENT, CANDIDATE MUST COMPLETE AND SIGN THIS APPLICATION.

1. What experience and background do you have which you believe qualifies you for this appointment?

was Fire Chief for 11 years. Sat at many Board Meetings

2. What is your knowledge of the appointed body's operations, property holdings, staff, taxes, and fees?

Regulate the yearly budget for The Fire District. District
owns 3 Trucks. making payments on Tender and new
building.

3. Can you think of any relationship or other reason that might possibly constitute a conflict of interest if you are selected to serve on the appointed body for which you are applying? (This question is not meant to disqualify you; it is only intended to provide information.) Yes No If yes, please explain:

Marc William Eckert
Signature

8-29-2019
Date

PROPOSAL to Champaign County Board

TO: County Executive, Darlene Kloeppel
County Chair, Giraldo Rosales
County Vice-Chair, Lorraine Cowart
Policy, Personnel & Appointment Vice-Chair.
Jon Rector

FROM: Policy, Personnel & Appointment Chair
Dr. Charles Young

DATE: August 12, 2019

RE: Recommend to review & update the language of our County Board rules and procedures

I am recommending that the Rules and Procedures of the Champaign County Board in the County of Champaign, Illinois be reviewed, then presented, adopted and approved by vote to revise the language in the section of **C. Policy, Personnel, & Appointments** page 18.

In order to make the appointment process more informational, transparent and inclusive, I am suggesting one additional responsibility be included in the list of the original six descriptions of the Policy, Personnel, & Appointment for the Chair and Vice-Chair of the committee. For example, the new language will read according to #2 italicize below:

C. Policy, Personnel, & Appointments

1. Reviews and acts upon all appointments recommended by the County Executive.
2. *Shall be invited to attend all appointment interviews.*
3. Develops, maintains, and recommends County policies, in compliance with federal and state regulation.
4. Accepts and reviews reports for County Executive, County Board Chair, and County Clerk.
5. Serves as final step for hearing process in grievance procedures, as provided in Champaign County Personnel Policy.
6. Responsible for reviewing and recommending positions on state and federal legislation impacting the County.
7. Receives, reviews, and considers requests from department heads and recommendations from County Executive/Champaign County Salary Administrator regarding position classification and evaluation, and forwards recommendations to Finance Committee of the Whole, and/or County Board, pursuant to the terms of the Champaign County Personnel Policy.

Reference source(s), Google: "Best Practices"- *Academic Scholarly articles for using panel interviews* (and/or government appointments), prove several reasons why panel interviews are better than the one-on-ones.

I am hoping this proposal can get on either our September COW or regular County Board meeting agenda for a discussion and to vote on.

Thanks!

Respectfully submitted,
Charles Young, Ph.D.



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppel, County Executive

MEMORANDUM

TO: COUNTY BOARD MEMBERS

FROM: Darlene Kloeppel, County Executive

DATE: June 11, 2019

RE: COUNTY EXECUTIVE APPOINTMENT PROCESS

The County Executive form of government provides for checks and balances in the IL Counties Code for decisions regarding appointments needed for other boards, commissions and committees providing services in the county:

(55 ILCS 5/2-5010) (from Ch. 34, par. 2-5009)

Sec. 2-5009. Duties and powers of county executive. Any county executive elected under this Division shall:

....

(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;

(e) appoint, with the advice and consent of the board, persons to serve on various special districts within the county except where appointment to serve on such districts is otherwise provided by law.

In order to be as transparent as possible regarding the responsibilities of the Executive's Office and provide clarity about the appointment process, this memo outlines the process used for making appointments. This process follows precedent of past County Board Chairs in making appointments.

County Board Member Appointments

By statute or by-laws, certain boards and commissions in the county require a County Board Member to serve as a voting member. Some of them specify further that the appointed positions be held by the County Board Chair or by a Board Member from each political party. At the organizational meeting at the beginning of each Board Session, for vacancies requiring Executive appointment, each partisan caucus is requested to provide names of interested volunteers and active recruiting takes place to fill all vacancies. Final Executive recommendations are forwarded to the Board for approval.

PROPOSAL to Champaign County Board

TO: County Executive, Darlene Kloeppe
County Chair, Giraldo Rosales
County Vice-Chair, Lorraine Cowart
Policy, Personnel & Appointment Vice-Chair,
Jon Rector

FROM: Policy, Personnel & Appointment Chair
Dr. Charles Young

DATE: August 12, 2019

RE: Recommend to review & update travel policy, then addendum to our County Board rules and procedures

I am recommending that the Rules and Procedures of the Champaign County Board in the County of Champaign, Illinois be reviewed, then presented, adopted and approved by vote to update Ordinance No. 2018-5: An Ordinance Establishing Travel Regulations Policy For Champaign County, Illinois and Rescinding Ordinance No. 946 to better clarify section XVI that talks about Per Diem.

Since the County Board is apparently acting, practicing, interpreting and basing its 2019 knowledge off this 2018 travel policy ordinance, however our rules seem to be limited in explanation, making it unclear to many board members the full regulations on our travel and per diem policies. Therefore, this additional ordinance documents, that is 10 pages long, should be part of our Rules and Procedures by indicating on the front cover title page (Appendix) and considered as an addendum.

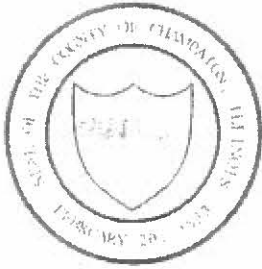
Here is the original 2018 Travel Policy Ordinance link:

<https://champaigncountyclerk.com/countyboard/ordinances/2018/o2018-5.pdf>

I am hoping this proposal can get on either our September COW or regular County Board meeting agenda for a discussion and to vote on.

Thanks!

Respectfully submitted,
Charles Young, Ph.D.



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppel, County Executive

MEMORANDUM

TO: County Board Members
FROM: Darlene Kloeppel, County Executive
George Danos, County Auditor
DATE: September 5, 2019
RE: Recommended County Travel Policy Changes

The Travel Policy is found in the County Executive's personnel policies and is currently applicable to County Board Member travel by previous action of the Board under Ordinance No. 2018-5 and because of state legal requirements for the Board to approve any Board Member travel expenses. Periodically, county policies are reviewed and updated in order to remain current with laws and best practices that may have changed since the last update. Several months ago, we brought to the Board a draft updated Travel Policy, but pulled it from the agenda because it was included in a packet of 3 policies (IT, Drug Use, Travel) that needed further review by the State's Attorney due to some recent changes in state laws for the other two policies.

Because County Board Member Young is asking for discussion of possible inclusion of the County's Travel Policy into the County Board Rules, we are bringing the recently updated version of the Travel Policy back to the Board as part of the discussion at this time. A clean copy of the updated version is attached for your review, followed by the red-line version of suggested changes that were made to the current policy's language as follows:

- eliminates duplicative language within the document
- eliminates several examples and procedures that instead will appear in the County Auditor's annual procedural memo regarding changes to the per diem rates or where to charge certain items in the accounting system
- increases the amount from \$20 to \$40 for receipts needed for allowable expenses such as taxis, parking, etc.

Should you decide to incorporate the Travel Policy into the Board Rules, we are recommending the updated version be the policy language to be incorporated.

TRAVEL POLICY CHAMPAIGN COUNTY, ILLINOIS

ARTICLE I. APPLICABILITY AND POLICY

The purpose of the Travel Policy is to ensure that the County's elected and appointed officials and County employees who travel on official business will be treated fairly and reimbursed at rates which are reasonable, consistent with actual, necessary costs, and which will ensure the promotion of economy in County government. The purpose is to prevent the creation of any additional source of income beyond the official's or employee's compensation. Reimbursement from County funds for entertainment expenses is not allowed for any elected or appointed officials, or for any employees of the County.

EFFECTIVE DATE: These Regulations are to be effective May 23, 2019.

ARTICLE II. AUTHORITY TO TRAVEL

- A. The County Board, through the County budget, shall be responsible for maintaining control of travel for officials and employees which will provide for the efficient and economical conduct of the County's business, both within and outside the County.
- B. Appropriation for trips planned during the budget year shall be obtained as part of the approved budget for each department. Additional appropriations may be added by budget amendment or transfer, subject to County Board approval. Transfers within the same category are allowed.
- C. All travel shall be approved by either appointed or elected officials, as department heads, prior to the beginning of travel

ARTICLE III. ALLOWABLE TRANSPORTATION EXPENSES

- A. All travel shall be by the most economical mode of transportation available, considering travel, time, costs, and work requirements.
- B. County-owned vehicles shall be used whenever possible.
- C. The full cost of public transportation is recoverable.
- D. Use of Personal Vehicle
 - 1. When a privately owned vehicle is necessary or desirable in consideration of the County's travel policy and expenditures, it may be used at the

reimbursement rate given in the IRS reimbursement rate for the current year.

2. Mileage will be payable to only one of two or more individuals traveling in the same vehicle. The names of all travelers and their employing department shall be listed on the travel voucher, along with a travel log that indicates date, purpose of trip, and total mileage.
3. No mileage payments are allowed for elected or appointed Department Heads or employees to attend committee meetings, subcommittee meetings and County Board meetings.

E. Fly Local Policy

1. When making air travel decisions for Champaign County, consideration will always be first given to flying in and out of Willard Airport (CMI).
2. In determination of the overall expense of air travel on behalf of the County, the following will all be considered in making air travel decisions for the County:
 - i. Costs of employee time spent in travel;
 - ii. Travel reimbursement to another airport;
 - iii. Parking fees;
 - iv. Time savings of getting through security at CMI versus other airports.

ARTICLE IV. ALLOWABLE EXPENSES

A. Meal Expense

1. When traveling outside Champaign County, per diem reimbursement for meals and tips shall be allowed, in accordance with Internal Revenue Service meal allowances as published annually for all cities within the continental United States. In January, the Auditor's Office will provide departments with a chart of meals and incidentals expense reimbursement allowed within each per diem category for the calendar year.
2. Receipts for individual meals need not be submitted (unless charged to a county credit card), but a travel log must be submitted in accordance with IRS regulations, which substantiates the business purpose (meeting type, seminar or conference title), the travel dates, the applicable meals to be reimbursed for each day, and the place (city).

3. Meals and tips will not be reimbursed, if the cost of meals for seminars or official meetings is included in the registration fee. A copy of the meeting brochure should be submitted with the travel log at the time of request for reimbursement.
4. Within Champaign County, meals and tips may be reimbursed for officials and employees attending meetings, conferences and seminars, if the attendance at the meeting, conference or seminar is required by the Department Head and if the meeting, conference or seminar, includes a meal for which the employee is expected to pay. The same limits apply as noted in Article IV. Section A, Items 1 and 2.
5. Business breakfasts, lunches and dinners, for both County employee and appropriate guest (i.e., architect), which are involved in the course of conducting County business shall be termed a legitimate expenditure for County officials, employees and appropriate County guests. The cost of the employee's lunch is subject to meal allowance limitations; the cost of the guest's meal is not.
6. Alcoholic beverages are excluded from reimbursement.

B. Lodging

1. Actual lodging expense will be reimbursed, with the understanding that:
 - a. The person traveling will always seek, and use, when available, the "government economy" room rate offered by the hotel.
 - b. When the "government economy" rate is not available, and a convention is the reason for the trip, the person will be reimbursed only in terms of the lowest two levels of convention lodging rates, unless such accommodations are not available to the person making the trip.
2. Receipts are required to be submitted with travel vouchers to support accommodation expenses claimed.

ARTICLE V. ALLOWABLE MISCELLANEOUS EXPENSES

- A. The following are items that may be reimbursed by the County under miscellaneous expenses, if authorized by the elected official/department head:
 1. Taxicab fares (where a hotel shuttle is available, it is to be used).

ARTICLE VII. ADVISORY BOARDS AND COMMITTEES

- A. Boards and committees having a budget included as part of the County operating expense, are entitled to include a travel item in their budgets, subject to County revenue limitations. Members of such boards and committees shall be reimbursed for approved travel expenses in accordance with the provisions contained in these policies.

ARTICLE VIII. PROSPECT AND APPOINTEE TRAVEL

- A. Upon the request of the County, a prospect for a position in County government may be reimbursed for reasonable travel expenses incurred in coming to County office buildings for interviews. Job applicants should be advised in advance that the Internal Revenue Service requires that we have documentation for reimbursed expenses. The Search Committee may invite County employees, County Board members, and other public local officials to eat meals with, or attend receptions for, job applicants, subject to the total search expense limitation. Specific meal allowances per person will not apply to such meals.
- B. Upon request of the County to travel to the County to conduct official business prior to employment, an individual appointed by the County to an authorized position may be reimbursed for travel expenses, within the reimbursement guidelines of this policy.

ARTICLE IX. PREPARATION OF A TRAVEL VOUCHER

- A. All claims for the reimbursement of traveling expenditures shall be submitted within sixty (60) days of the last date of travel on a County voucher and shall be itemized in accordance with the regulations. If an employee is unable to meet the specified deadline of within sixty days of the last date of travel, the employee will not receive reimbursement.
- B. In all instances, travel vouchers shall be supported by receipts for public transportation, lodging, and all other miscellaneous items in excess, individually, of \$40.00.
- C. Individuals submitting travel vouchers are personally responsible for the accuracy and propriety of said vouchers. Any misrepresentation shall be grounds for disciplinary or legal action.
- D. In order to avoid unnecessary paperwork, cash advances are to be issued for travel only when the trip is outside Champaign County and involves an overnight stay, otherwise reimbursements for travel shall be made through the accounts payable system and not by issuing advances.

**TRAVEL POLICY
CHAMPAIGN COUNTY, ILLINOIS
ESTABLISHED PURSUANT TO
CHAMPAIGN COUNTY ORDINANCE NO.**

ARTICLE I. APPLICABILITY AND POLICY

~~APPLICABILITY: These Travel Regulations apply to all Elected Officials, Appointed Officials and Employees of the County of Champaign, regardless of source of funds. Mental Health is specifically excluded from this policy. These regulations do not apply to members of advisory boards or committees or other persons who are not employed financially by the County, except as provided in Article X, A and B. Appropriations for travel must be in appropriate County budgets prior to travel.~~

~~POLICY: The purpose of the Regulations-Travel Policy is to ensure that the County's eElected and aAppointed oOfficials and County eEmployees who travel on official business will be treated fairly and reimbursed at rates which are reasonable, consistent with actual, necessary costs, and which will insure the promotion of economy in County government. The purpose is not to create to prevent the creation of any additional source of income beyond the oOfficial's or eEmployee's compensation. Reimbursement from County funds efor entertainment expenses is not allowed for any eElected or aAppointed oOfficials, or for any eEmployees of the County.~~

EFFECTIVE DATE: These Regulations are to be effective May 23, 2019.

Formatted: Indent: First line: 0"

ARTICLE II. AUTHORITY TO TRAVEL

- A. ~~The County Board, through its the County budget system, shall be responsible for maintaining a system for control of travel for officials and employees which will provide for the efficient and economical conduct of the County's business, both within and outside the County.~~
- B. ~~Prior authorization for all Appropriation for trips planned during the budget year shall be obtained as part of the approved budget for each department. If appropriations are depleted from all travel line items during the budget year, an aAdditional appropriations sum may be added by budget amendment or transfer for unanticipated trips, subject to County Board approval. Transfers within the same category are allowed.~~
- C. ~~All travel shall be approved by either aAppointed or eElected oOfficials, as department heads, prior to the beginning of travel. Said approval may be oral, but where requested, same can be in writing.~~

[Type here]

[Type here]

[Type here]

~~E. As a courtesy, summary reports of travel for Conferences and Instruction and Schooling may be reported to the relevant Department Head, or in the case of travel of a Department Head to the County Board. Such summary reports are not a requirement for reimbursement of expenses.~~

Formatted: No bullets or numbering

ARTICLE III. ALLOWABLE TRANSPORTATION EXPENSES

A. Governing Regulations

~~3. All travel shall be by the most direct route.~~

~~5.A. All travel shall be by the most economical mode of transportation available, considering travel, time, costs, and work requirements.~~

Formatted

~~6.B. County-owned vehicles shall be used whenever possible.~~

Formatted

A. Use of Public Transportation

~~9.C. The full cost of public transportation is recoverable if it is the chosen mode of transportation in view of Article III: A, 1 and 2.~~

Formatted

B.D. Use of Personal Vehicle

~~1. When the use of a privately owned vehicle is necessary or desirable in consideration of the County's travel policy and expenditures, it may be used at the reimbursement rate given in the current year IRS provision reimbursement rate for the current year for determination of mileage for business expenses.~~

~~2. When the use of public transportation is a reasonable alternative to the use of a personal vehicle, the mileage payment shall not exceed the cost of travel by public transportation.~~

~~3. Mileage will be payable to only one of two or more individuals traveling in the same vehicle. The names of all travelers and their employing department shall be listed on the travel voucher, along with a travel log that indicates date, purpose of trip, and total mileage.~~

~~2.~~

~~4. No mileage payments are allowed for elected or appointed Department Heads or employees to attend committee meetings, subcommittee meetings and County Board meetings. The County Board Chair and County Board members are allowed mileage payments to attend committee meetings, subcommittee meetings, any other meetings they~~

Formatted: Normal, Numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

[Type here]

[Type here]

[Type here]

~~attend in fulfilling their duties as County Board Members, and County Board meetings.~~

3.

~~C.E.~~ Fly Local Policy

1. When making air travel decisions for Champaign County ~~and its employees~~, consideration will always be first given to flying in and out of Willard Airport (CMI).
2. In determination of the overall expense of air travel on behalf of the County, the following will all be considered in making air travel decisions for the County:
 - i. Costs of employee time spent in travel;
 - ii. Travel reimbursement to another airport;
 - iii. Parking fees;
 - iv. Time savings of getting through security at CMI versus other airports.

Formatted: Normal, Numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

Formatted: Normal

ARTICLE IV. ALLOWABLE LIVING EXPENSES

A. Meal Expense

1. When traveling outside Champaign County, per diem reimbursement for meals and tips shall be allowed, in accordance with Internal Revenue Service ~~per diem~~ meal allowances as published annually for all cities within the continental United States. In January, the Auditor's Office will provide departments with a chart of the breakfast, lunch, and dinner reimbursement allowed within each per diem category for the calendar year.
2. Receipts for individual meals need not be submitted (unless charged to a county credit card), but a travel log must be submitted in accordance with IRS regulations, which substantiates the business purpose (meeting type, seminar or conference title), the travel dates, the applicable meals to be reimbursed for each day, and the place (city).
- ~~2.3~~ Meals and tips will not be reimbursed, if the cost of meals for seminars or official meetings is included in the registration fee. A copy of the meeting brochure should be submitted with the travel log at the time of request for reimbursement.
4. Within Champaign County, meals and tips may be reimbursed for ~~o~~fficials and ~~e~~mployees attending meetings, conferences and seminars, if the attendance at the meeting, conference or seminar is required by the

Formatted: Numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Tab after: 1" + Indent at: 1"

[Type here]

[Type here]

[Type here]

Department Head and if the meeting, conference or seminar, includes a meal for which the employee is expected to pay. The same limits apply as noted in Article IV. Section A, Items 1 and 2.

Formatted: List Paragraph, No bullets or numbering

~~3.5. Business breakfasts, lunches and dinners, for both County employee and appropriate guest (i.e., architect), which are involved in the course of conducting County business shall be termed a legitimate expenditure for County officials, employees and appropriate County guests. The cost of the employee's lunch is subject to meal allowance limitations; the cost of the guest's meal is not.~~

~~4.6. Alcoholic beverages are excluded from reimbursement.~~

~~5. Any exceptions to the above shall be presented in a letter to the Policy, Personnel and Appointments Committee for approval.~~

B. Lodging

1. Actual lodging expense will be reimbursed, with the understanding that:

- a. The person traveling will always seek, and use, when available, the "government economy" room rate offered by the hotel.
- b. When the "government economy" rate is not available, and a convention is the reason for the trip, the person will be reimbursed only in terms of the lowest two levels of convention lodging rates, unless such accommodations are not available to the person making the trip.

2. Receipts are required to be submitted with travel vouchers to support accommodation expenses claimed.

ARTICLE V. ALLOWABLE MISCELLANEOUS EXPENSES

A. The following are items that may be reimbursed by the County under miscellaneous expenses, if authorized by the affected elected official/department head:

1. Taxicab fares (where a hotel ~~limousine shuttle~~ is available, it is to be used).
2. Limousine fares, i.e. hotel limousine.
3. City transit (if used instead of taxicab or limousine).

[Type here]

[Type here]

[Type here]

4. Parking fees.
5. Bridge, road and tunnel tolls.
6. Registration fees.
7. Storage of baggage.
8. Hire of room for official business (when appropriate).
9. Car rentals (when appropriate).
10. Tips for parking attendants and baggage handling.

B. Any miscellaneous expense OVER ~~\$20,00~~ \$40,00 shall be accompanied by a receipt.

~~ARTICLE VI. EXCEPTIONS TO TRAVEL REGULATIONS~~

~~A. Any Exceptions~~

~~1. Any exception to the above regulations; whether it is an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred; shall be presented in a letter submitted to the Policy, Personnel and Appointments Committee for approval and recommendation for approval by the County Board which must be documented with a roll-call vote.~~

Formatted: No bullets or numbering

ARTICLE VII. APPROVAL OF TRAVEL EXPENSES FOR MEMBERS OF THE COUNTY BOARD

- A. Approval of expenses. Expenses for travel, meals, and lodging of any member of the County Board may only be approved by roll call vote at an open meeting of the County Board.
- B. Documentation of expenses. Before an expense for travel, meals, or lodging may be approved for any member of the County Board, the following minimum documentation must first be submitted, in writing, to the County Board:
 - a. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
 - b. The name of the individual who received or is requesting the travel, meal, or lodging expense;

[Type here]

[Type here]

[Type here]

- c. The job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- d. The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

C. All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

ARTICLE VII. ADVISORY BOARDS AND COMMITTEES

A. Boards and committees having a budget included as part of the County operating expense, are entitled to include a travel item in their budgets, subject to County revenue limitations. Members of such boards and committees shall be reimbursed for approved travel expenses in accordance with the provisions contained in these policies.

ARTICLE VIII. PROSPECT AND APPOINTEE TRAVEL

A. Upon the request of the County, a prospect for a position in County government may be reimbursed for reasonable travel expenses incurred in coming to County office buildings for interviews. Job applicants should be advised in advance that the Internal Revenue Service requires that we have documentation for reimbursed expenses. The Search Committee may invite County employees, County Board members, and other public local officials to eat meals with, or attend receptions for, job applicants, subject to the total search expense limitation. Specific meal allowances per person will not apply to such meals.

B. Upon request of the County to travel to the County to conduct official business prior to employment, an individual appointed by the County to an authorized position may be reimbursed for travel expenses, within the reimbursement guidelines of this policy.

ARTICLE ~~VIII~~IX. PREPARATION OF A TRAVEL VOUCHER

A. All claims for the reimbursement of traveling expenditures shall be submitted within sixty (60) days of the last date of travel on a County voucher and shall be itemized in accordance with the regulations. If an employee is unable to meet the specified deadline of within sixty days of the last date of travel, the employee will not receive reimbursement.

~~B. Each year, there shall be an exception period to the sixty day requirement for submission of travel receipts with regard to travel occurring up to December 31st, the last day of the fiscal year. All requests for reimbursement of travel expenses incurred in the month of December of each year should be submitted to the Auditor's Office by the deadline established by the Auditor for submission of payments to allow payment out of the appropriate fiscal year expenditure budget.~~

[Type here]

[Type here]

[Type here]

If the payment is not submitted in that time frame, the Auditor's Office will not pay the reimbursement.

~~C.B.~~ In all instances, travel vouchers shall be supported by receipts for public transportation, lodging, and all other miscellaneous items in excess, individually, of \$420.00.

~~D.C.~~ Individuals submitting travel vouchers are personally responsible for the accuracy and propriety of said vouchers. Any misrepresentation shall be grounds for disciplinary or legal action.

~~E.D.~~ In order to avoid unnecessary paperwork, cash advances are to be issued for travel only when the trip is outside Champaign County and involves an overnight stay, otherwise reimbursements for travel shall be made through the accounts payable system and not by issuing advances.

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Formatted: No bullets or numbering

Formatted: Indent: Left: 0.5"

~~ARTICLE IX. OTHER EXPENSE GUIDELINES~~

~~Items Billed Directly:~~

~~D.E.~~ No requests for reimbursement shall be made for items of expenditure, in connection with travel, that are billed directly to the County. Travel expense items billed to a credit card should accompany an appropriately signed and completed County voucher for reimbursement.

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Indent: Left: 0.25", No bullets or numbering

~~E.~~ ~~Business Meals & Expenses.~~ Business breakfasts, lunches and dinners, for both County employee and appropriate guest, which are involved in the course of conducting County business shall be termed a legitimate expenditure for County Officials, Employees and appropriate County guests.

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Formatted: Indent: Left: 0", First line: 0"

~~Example:~~ A County employee pays for his own lunch and that of an architect working on space needs for the county. BOTH lunches would be charged to 533.84. (The cost of the employee's lunch is subject to meal allowance limitations; the cost of the guest's meal is not.)

Formatted: Indent: Left: 0", First line: 0", Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

~~Business breakfasts, lunches and dinners shall:~~

~~1.~~ Be in accord with IRS per diem meal allowances as published annually, for county employees.

~~2.~~ Have documentation of the nature of the business and expenses incurred, attached to the reimbursement voucher submitted.

~~F.~~ All reimbursement is subject to budget limitations.

[Type here]

[Type here]

[Type here]

~~D. Reimbursement will be made for travel expenses of job applicants while in Champaign County for interviewing purposes. This can include transportation, hotel, meals and other allowable expenses. Total expenses are set by the Policy Personnel and Appointments Committee for each job search, but other County limitations will not apply. Job applicants should be advised in advance that the Internal Revenue Service requires that we have documentation for reimbursed expenses.~~

Formatted: Indent: Left: 0.25", First line: 0"

~~The Search Committee may invite County employees, County Board members, and other public local officials to eat meals with, or attend receptions for, job applicants, subject to the total search expense limitation. Specific meal allowances per person will not apply to such meals.~~

Formatted: Indent: Left: 0.5"

ARTICLE X. PROSPECT AND APPOINTEE TRAVEL

~~A. Upon the request of the County, a prospect for a position in County government may be reimbursed for reasonable travel expenses incurred in coming to County office buildings for interviews.~~

~~B. Upon request of the County to travel to the County to conduct official business prior to employment, an individual appointed by the County to an authorized position may be reimbursed for travel expenses, within the reimbursement guidelines of this policy.~~

ARTICLE XI. CREDIT CARDS

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

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

~~ELIGIBILITY Champaign County business credit cards may be issued to department heads, for allowable use by that department.~~

~~A. 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.~~

~~A. PROCEDURES~~

~~1.B. 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.~~

Formatted: No underline

Formatted

[Type here]

[Type here]

[Type here]

~~3.C. ^ATax 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.

Formatted: No underline
Formatted: Indent: Left: 0.5", No bullets or numbering
Formatted

~~4.D. ^AReceipts~~—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.

Formatted: No underline
Formatted: Indent: Left: 0.5", No bullets or numbering
Formatted

- ~~5. ^AExamples of Allowable Use~~—Champaign County business credit cards may be used for, but not limited to the following:
- ~~i. ^AHotel expenses~~
 - ~~ii. ^AConference Registration~~
 - ~~iii. ^ABusiness meals~~
 - ~~iv. ^ACar rentals and fuel~~
 - ~~v. ^ASupplies and equipment which can be more conveniently purchased through a credit card and whereby tax exempt purchases can be accomplished.~~

~~ARTICLE XII. ADVISORY BOARDS AND COMMITTEES~~

~~A. ^ABoards and committees having a budget included as part of the County operating expense, are entitled to include a travel item in their budgets, subject to County revenue limitations. Members of such boards and committees shall be reimbursed for approved travel expenses in accordance with the provisions contained in these regulations.~~

~~B. ^AMembers of advisory boards, committees, or other groups of private citizens which have no board, committee, or group budget subject to County support, are not covered by these regulations and shall not be reimbursed for travel expenses by the County unless specifically authorized by the County Board, by the recommendation of the Policy, Personnel and Appointments Committee.~~

[Type here]

[Type here]

[Type here]

ARTICLE XIII. FOR COUNTY BOARD MEMBERS ONLY

- A. ~~County Board members shall be paid one per diem daily for meetings attended, whether local or outside Urbana, in accordance with County Board regulations and except where such per diem payment is expressly forbidden by state law. The per diem shall be in addition to approved travel allowance for transportation, meals, and other miscellaneous accompanying expenses.~~
- B. ~~The County Board Chair and County Board members are allowed mileage payments to attend committee meetings, subcommittee meetings, any other meetings they attend in fulfilling their duties as County Board Members, and County Board meetings.~~

ARTICLE XIV. APPROPRIATE BUDGET LINE ITEMS FOR TRAVEL EXPENSES

~~The following line items are to be used for the charging of travel expenses. The proper account should be used for travel-related expenses, based on the descriptions below:~~

~~**533.12 JOB-REQUIRED TRAVEL** — Reimbursement will be made for travel expenses as a result of performing mandatory, job-required duties. Mileage will be paid for the use of personal vehicles for business trips inside the County when such trips are a normal part of getting the job done.~~

- ~~Examples: Viewing property — Assessor's Office~~
- ~~Inspecting county roads — Highway Department~~
- ~~Delivering reports, etc. — Coroner~~

~~Reimbursement may be made for trips outside the County which are required by the individual's job. This can include mileage, public transportation, meals, hotel, registration and other expenses as allowed by the travel policy.~~

- ~~Examples: Transporting prisoners — Correctional Center~~
- ~~Meeting with IDOT officials in Paris, IL — Highway~~
- ~~Attendance at UCCI Meetings — County Board~~

~~**533.95 CONFERENCE & SCHOOLING** — Reimbursement may be made for travel expenses related to attending a conference, seminar, or workshop which employees have the option to attend. This can include mileage, public transportation, meals, hotel, registration and other expenses as allowed by the travel policy.~~

- ~~Examples: National Association of County Officials Annual Conference~~
- ~~American Payroll Association Annual IRS-Up-Date~~

[Type here]

[Type here]

[Type here]

~~County Clerk/Recorder Zone meetings~~
~~Total Quality Management Two-Day Seminar~~
(If the zone meeting is in Champaign County, the meal will not be reimbursed, unless part of the meeting fee. If the TQM seminar is in Champaign/Urbana, tuition and books will be reimbursed, but meals and mileage will not be.)

~~Reimbursement may be made for expenses (registration/tuition, books) incurred by an employee while attending educational courses for the improvement of their job performance. If the approved course is out of the County, other allowable expenses may be reimbursed; transportation, hotel, and meals. All such expenses should be charged to 533.95.~~

~~Examples: IN-COUNTY: Parkland College business writing class;
University of Illinois accounting class~~

~~OUT OF COUNTY: Danville Community College workshop on
Microsoft Windows~~

~~Some employees are required to attend classes or workshops in order to maintain their job status. Employees generally have the option to attend courses from a list of several. This is properly considered schooling and should NOT be charged to 533.12 Job Required Travel.~~

~~Examples: Property Assessment Institute classes, for Board of Review members
or Supervisor of Assessment employees, to maintain CIAO
designation.
Coroner's classes to satisfy 24-hr annual schooling requirement.~~

~~NOTE: Restrictions set forth in the Travel Policy apply.~~

ARTICLE XIV. MISUSE OF CHAMPAIGN COUNTY TRAVEL POLICY

Any misrepresentation or misuse of this policy shall be grounds for disciplinary and/or criminal or civil liability.

[Type here]

[Type here]

[Type here]

Annual Report
Lincoln Legacy Committee
August, 2019

The Lincoln Legacy Committee (LLC) – the citizens group that oversees the Lincoln Exhibit at the Champaign County Courthouse– consists of representatives of the local historical organizations – the Museum of the Grand Prairie, the Champaign County Historical Archives at the Urbana Free Library, the Champaign County History Museum, and the Homer Historical Society – all agencies that promote and encourage local history in Champaign County. Two members are retired teachers who volunteer as docents escorting classes around the courthouse, pointing out architectural features of the building and answering questions.

2019 was a year of celebration and change for those of us involved with student courthouse tours! It marked the 10th year of student courthouse visits that includes the Lincoln Exhibit. Secondly, 2019 was a year of change and transitions as some courthouse personnel retired and others were assigned to the program offered to local schools.

Tour arrangements are made by contacting the Champaign County Sheriff's Office. This school year (2018-2019) brought in over 200 3rd grade students to the courthouse to visit a courtroom where they learn about the business of the courthouse and how a courtroom functions. Adoptions, weddings, record keeping, and probating wills are all part of the daily business of a courthouse. They also meet security staff and elected officials who are eager to describe what they do and what career opportunities the students might consider for themselves. Lastly, students heard about Lincoln's time as a circuit-riding lawyer and his time in Urbana prior to his national election as president.

Recently, the Illinois General Assembly passed a law mandating public middle schools to include some form of civic instruction and Illinois history in the curriculum. LLC looks forward to working with more local middle schools to incorporate a courthouse tour as part of their curricular offering.

LLC meetings are held bimonthly at the Urbana Free Library on the last Wednesday; they are open to the public, and provide opportunities for members to share news of upcoming events, support each other's efforts, and represent Champaign County to the larger Lincoln community. Individual members and member organizations are active in extending Lincoln through their own individual efforts, for example:

For the past eleven years, **The Museum of the Grand Prairie** has hosted an annual Lincoln Lecture Series each fall featuring talks and exhibits centered around our 16th president.

Kent Tucker – an LLC member, serving as secretary – is a avid collector of Lincoln items and a frequent speaker in the Lincoln Lecture Series and other local programs.

Barbara Wysocki, who serves as LLC Chair --- is also a board member of the Abraham Lincoln Association and is serving on their subcommittee to restore New Salem Village.

The Champaign County Historical Archives hosts an annual Bazaar in October to promote its activities and provides an opportunity for LLC to advertise the Lincoln Exhibit housed at the courthouse.

Rosecrance, Inc (Formerly Community Elements)
 Champaign Co Re-Entry Grant
 For the Month Ending July 31, 2019

	July	August	Sept	Oct	Nov	Dec	Total YTD
1. Personnel Costs	\$21,071						\$21,071
2. Payroll Taxes/Benefits	\$7,305						\$7,305
Computer Hardware & Software	\$0						\$0
Total Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Property Insurance	\$91						\$91
Building & Grounds Maintenance	\$44						\$44
Utilities	\$156						\$156
Janitorial Service	\$271						\$271
Equip Maintenance Agreements	\$14						\$14
Depreciation	\$853						\$853
Total Occupancy	\$1,429	\$0	\$0	\$0	\$0	\$0	\$1,429
Office Supplies	\$392						\$392
Contractual / Professional Fees	\$1,228						\$1,228
Travel / Training	\$173						\$173
Client Assistance	\$0						\$0
Other Rent	\$0						\$0
Telephone / Cell Phone	\$149						\$149
Liability / Malpractice Insurance	\$218						\$218
Moving & Recruiting	\$0						\$0
Total Program Expenses	\$31,965	\$0	\$0	\$0	\$0	\$0	\$31,965
ALLOCATED M&G	\$6,901						\$6,901
TOTAL EXPENSE	\$38,866	\$0	\$0	\$0	\$0	\$0	\$38,866
Re-Entry Indirect - 11.9% Max							
Max M&G Allowed	\$4,318	\$0	\$0	\$0	\$0	\$0	\$4,318
Champaign County Total	\$36,283	\$0	\$0	\$0	\$0	\$0	\$36,283
Champaign County Paid	\$8,333						\$8,333

REQUEST FOR BUDGET TRANSFER
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 19-00008

FUND 619 TAX SALE AUTOMATION FUND DEPARTMENT 026 COUNTY TREASURER

TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
619-026-511.05 TEMP. SALARIES & WAGES	6,000.	619-026-533.07 PROFESSIONAL SERVICES

EXPLANATION: BOARD APPROVED TRANSFER FROM PROFESSIONAL SERVICES LINE TO
COVER INCREASED TEMP SALARIES AND WAGES.

DATE SUBMITTED: 9/4/19

AUTHORIZED SIGNATURE

APPROVED BY PARENT COMMITTEE:

DATE: _____

* PLEASE SIGN IN BLUE INK *

APPROVED BY BUDGET AND FINANCE COMMITTEE:

DATE: _____

RESOLUTION

113

WHEREAS, the County of Champaign has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35 ILCS 200/21-90, and

WHEREAS, through the operation of the said program, the County of Champaign, As Trustee (For Taxing Districts) has acquired 2017 Tax Sale Certificate of Purchase No.113 as to the following described real estate situated within Champaign County, Illinois:

PERMANENT PARCEL NUMBER:14-03-32-400-015

WHEREAS, Philip Fiscella Roth IRA has deposited with the Agent for the County, the total sum of \$2,077.05 and has requested an assignment of the County's aforesaid Tax Sale Certificate of Purchase; and such request for assignment has been presented to the Budget & Finance Committee; and it having been determined by the Budget & Finance Committee and the Agent for the County that the amount deposited as aforesaid is equal to the amount required to redeem the tax sale evidenced by the said Tax Sale Certificate of Purchase plus an assignment fee of \$25.00 to cover the administrative costs of the requested assignment; and that from the said deposit the County Treasurer shall receive \$1,492.99 in satisfaction of the delinquent taxes, publication costs and interest thereon for which the said Parcel was sold, and the Trustee Revolving Account shall receive \$20.00 to reimburse such account for the charges advanced therefrom with respect to the said Tax Sale Certificate of Purchase, and the remainder is the amount due the Agent under his contract for services rendered; and

WHEREAS, it appears to the Budget & Finance Committee that it would be in the best interest of the County to assign its said Tax Sale Certificate of Purchase in accordance with the request so presented;

NOW THEREFORE, your Budget & Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THIS COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the County Board of Champaign County, Illinois, be authorized to execute a written assignment of Champaign County, Illinois, Tax Sale Certificate of Purchase No. 113 as to Champaign County, Illinois, Parcel No. 14-03-32-400-015 to Philip Fiscella Roth IRA for the total sum of \$2,077.05 of which the sum of \$1,492.99 shall be paid to the County Treasurer and distributed according to law. This resolution shall be effective for (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____, 2019

ATTEST:

County Clerk

County Board Chairman

CERTIFICATE ASSIGNMENT



WHEREAS, The County of Champaign, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

~~WHEREAS, Pursuant to this program, the County of Champaign, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:~~

LUDLOW TOWNSHIP

PERMANENT PARCEL NUMBER: 14-03-35-429-008

As described in certificate(s) : 176 sold October 2016

RECEIVED
AUG 30 2019
C. C. TREAS. OFF.

and it appearing to the Budget & Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, Latif Khan, Riffat Khan, Muhammad Khan, Habiba Khan, has bid \$3,786.00 for the County's interest, such bid having been presented to the Budget & Finance Committee at the same time it having been determined by the Budget & Finance Committee and the Agent for the County, that the County shall receive from such bid \$2,801.25 as a return for its certificate(s) of purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive \$0.00 for his services and the Recorder of Deeds shall receive \$51.00 for recording. The Agent under his contract for services shall receive \$933.75. The total paid by purchaser is \$3,786.00.

WHEREAS, your Budget & Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$2,801.25 to be paid to the Treasurer of Champaign County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____, _____

ATTEST:

CLERK

COUNTY EXECUTIVE

SALE TO NEW OWNER

09-19-001



WHEREAS, The County of Champaign, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

~~WHEREAS, Pursuant to this program, the County of Champaign, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:~~

RANTOUL TOWNSHIP

PERMANENT PARCEL NUMBER: 20-03-34-428-002

As described in certificate(s) : 276 sold October 2016

RECEIVED
AUG 30 2019
C. C. TREAS. OFF.

and it appearing to the Budget & Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, Latif Khan, Riffat Khan, Muhammad Khan, Habiba Khan, has bid \$3,786.00 for the County's interest, such bid having been presented to the Budget & Finance Committee at the same time it having been determined by the Budget & Finance Committee and the Agent for the County, that the County shall receive from such bid \$2,801.25 as a return for its certificate(s) of purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive \$0.00 for his services and the Recorder of Deeds shall receive \$51.00 for recording. The Agent under his contract for services shall receive \$933.75. The total paid by purchaser is \$3,786.00.

WHEREAS, your Budget & Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$2,801.25 to be paid to the Treasurer of Champaign County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____,

ATTEST:

CLERK

COUNTY EXECUTIVE



WHEREAS, The County of Champaign, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/24-90, and

~~WHEREAS, Pursuant to this program, the County of Champaign, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:~~

RANTOUL TOWNSHIP

PERMANENT PARCEL NUMBER: 20-03-34-428-004

As described in certificate(s) : 277 sold October 2016

RECEIVED
AUG 30 2019
C. C. TREAS. OFF.

and it appearing to the Budget & Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, Latif Khan, Riffat Khan, Muhammad Khan, Habiba Khan, has bid \$8,786.00 for the County's interest, such bid having been presented to the Budget & Finance Committee at the same time it having been determined by the Budget & Finance Committee and the Agent for the County, that the County shall receive from such bid \$6,551.25 as a return for its certificate(s) of purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive \$0.00 for his services and the Recorder of Deeds shall receive \$51.00 for recording. The Agent under his contract for services shall receive \$2,183.75. The total paid by purchaser is \$8,786.00.

WHEREAS, your Budget & Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$6,551.25 to be paid to the Treasurer of Champaign County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____,

ATTEST:

CLERK

COUNTY EXECUTIVE



WHEREAS, The County of Champaign, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

~~WHEREAS, Pursuant to this program, the County of Champaign, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:~~

RANTOUL TOWNSHIP

PERMANENT PARCEL NUMBER: 20-09-02-178-022

As described in certificate(s) : 337 sold October 2016

RECEIVED
AUG 30 2019
C. C. TREAS. OFF.

and it appearing to the Budget & Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, Latif Khan, Riffat Khan, Muhammad Khan, Habiba Khan, has bid \$7,786.00 for the County's interest, such bid having been presented to the Budget & Finance Committee at the same time it having been determined by the Budget & Finance Committee and the Agent for the County, that the County shall receive from such bid \$5,801.25 as a return for its certificate(s) of purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive \$0.00 for his services and the Recorder of Deeds shall receive \$51.00 for recording. The Agent under his contract for services shall receive \$1,933.75. The total paid by purchaser is \$7,786.00.

WHEREAS, your Budget & Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$5,801.25 to be paid to the Treasurer of Champaign County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____.

ATTEST:

CLERK

COUNTY EXECUTIVE

SALE TO NEW OWNER

09-19-004



WHEREAS, The County of Champaign, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

~~WHEREAS, Pursuant to this program, the County of Champaign, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:~~

RANTOUL TOWNSHIP

PERMANENT PARCEL NUMBER: 20-09-28-305-004

As described in certificates(s) : 392 sold October 2016

and it appearing to the Budget & Finance Committee that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, Latif Khan, Riffat Khan, Muhammad Khan, Habiba Khan, has bid \$1,786.00 for the County's interest, such bid having been presented to the Budget & Finance Committee at the same time it having been determined by the Budget & Finance Committee and the Agent for the County, that the County shall receive from such bid \$1,301.25 as a return for its certificate(s) of purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive \$0.00 for his services and the Recorder of Deeds shall receive \$51.00 for recording. The Agent under his contract for services shall receive \$433.75. The total paid by purchaser is \$1,786.00.

WHEREAS, your Budget & Finance Committee recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the Chairman of the Board of Champaign County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$1,301.25 to be paid to the Treasurer of Champaign County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____, _____

ATTEST:

CLERK

COUNTY EXECUTIVE

SALE TO NEW OWNER

09-19-005

RECEIVED
AUG 30 2019
C. C. TREAS. OFF.

RESOLUTION



RESOLUTION AUTHORIZING THE COUNTY BOARD CHAIR TO ASSIGN MOBILE HOME TAX SALE CERTIFICATE OF PURCHASE

WHEREAS, pursuant to the authority of 35 ILCS 516/35 the County of Champaign, as Trustee for the Taxing Districts, has undertaken a program to collect delinquent mobile home taxes;

AND WHEREAS, pursuant to this program the County of Champaign, as Trustee for the Taxing Districts, has obtained a Tax Sale Certificate of Purchase as to the following described mobile home:

603 MORRIS ST #26

PERMANENT PARCEL NUMBER: 20-900-0028

As described in certificates(s) : 96 sold October 2011

RECEIVED
AUG 30 2019
C. C. TREAS. OFF

AND WHEREAS, pursuant to public auction sale, Latif Khan, Purchaser(s), has/have deposited the total sum of \$750.00 for the purchase of the said Certificate of Purchase and has/have requested that the County of Champaign assign to said Purchaser(s) the said Certificate of Purchase and all of the rights of Champaign County to obtain a Tax Certificate of Title as to the said mobile home and further, from said payment the County shall receive \$250.00 as a return for its certificates(s) of Purchase. The County Clerk shall receive \$0.00 for cancellation of certificate(s) and to reimburse for the charges advanced therefrom; the Auctioneer shall receive \$0.00 for services rendered; the Illinois Secretary of State shall receive the sum of \$95.00 for issuance of the Tax Certificate Title to said Purchaser(s); The Agent under his contract for services shall receive \$350.00;

AND WHEREAS, it appears to the Budget & Finance Committee that Champaign County and its taxing districts will be best served by assigning its said Tax Sale Certificate of Purchase to said Purchaser(s) in exchange for the aforesaid payment;

NOW THEREFORE BE IT RESOLVED BY THE COUNTY BOARD OF CHAMPAIGN COUNTY, ILLINOIS, that the County Board Chair is authorized to assign the abovesaid Tax Sale Certificate of Purchase as to the above described mobile home in exchange for payment to the Treasurer of Champaign County, Illinois, of the sum of \$250.00, which shall be disbursed according to law. This resolution shall be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

PRESENTED, ADOPTED, APPROVED and RECORDED this _____ day of _____,

ATTEST:

CLERK

COUNTY EXECUTIVE



Aaron Ammons
Champaign County Clerk
Champaign County, Illinois

1776 East Washington Street
Urbana, IL 61802
Email: mail@champaigncountyclerk.com
Website: www.champaigncountyclerk.com

Vital Records: (217)384-3720
Elections: (217)384-3724
Fax: (217)384-1241
TTY: (217)384-8601

COUNTY CLERK
MONTHLY REPORT
AUGUST
2019

Liquor Licenses & Permits	20.00
Civil Union Licenses	70.00
Marriage License	8,120.00
Interests	59.37
State Reimbursements	-
Vital Clerk Fees	32,314.00
Tax Clerk Fees	2,476.05
Refunds of Overpayments	-
TOTAL	43,059.42
Additional Clerk Fees	1,968.00

Request for Proposal

Champaign County Clerk Voter Registration
and Pollbook Software and Vendor Support

RFP 2019-005



Issue Date: September 16, 2019

REQUEST FOR PROPOSAL (RFP 2019-005)
Champaign County Clerk Voter Registration and Pollbook Software and
Vendor Support

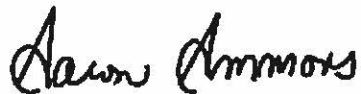
September 16, 2019

The County of Champaign invites you to submit proposals in accordance with the requirements documented within this Request for Proposal ("RFP"). You must carefully read the attached documents and follow the procedures as outlined to be considered for evaluation and selection. Please refer to section II for complete instructions for submissions.

The proposal shall include the entire response to this Request for Proposal document and any amendments which may subsequently be issued. Proposals received after the deadline stated in this RFP will be considered a late and will be disqualified from further consideration.

Thank you for your interest in this Request for Proposal.

Sincerely,

A handwritten signature in black ink that reads "Aaron Ammons". The signature is written in a cursive style with a large initial "A".

Aaron Ammons

Champaign County Clerk

I. INTRODUCTION AND GENERAL INFORMATION

Champaign County, Illinois (the "County") is requesting proposals for Voter Registration and Pollbook Software and Vendor Support.

The County has a population of 201,082 according to the 2010 U.S. Census. Urbana is the county seat. In the last presidential election 92,482 people votes, on average there are 130,000 registered voters in Champaign County, and 95 polling locations.

II. INSTRUCTIONS TO PROPOSERS

1. All proposals will be submitted in hard copy and .pdf format to:

Michelle Jett
Director of Training, Champaign County Clerk's Office
1776 East Washington
Urbana, IL 61802
mjett@co.champaign.il.us

2. Six hard copy responses to this RFP must be delivered in a sealed envelope clearly labeled "RFP 2019-005 – Voter Registration and Pollbook Software and Vendor Support." In addition, one digital/electronic copy of your response to this RFP must be submitted to the email listed in paragraph 1. All proposals must be received by 2:00 pm Central time on Tuesday, October 21, 2019. Proposals arriving after the deadline will not be accepted.

3. Proposals should provide a concise and accurate description of Proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

4. An authorized representative of the Proposer must complete and sign the proposal.

5. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

6. In submitting information, it is understood by the undersigned that the right is reserved by the County to accept any submissions, to reject any and all submissions, and to waive any irregularities or informalities which are in the best interest of the County.

7. Addendum to the RFP and any additional information will be posted at <http://www.co.champaign.il.us/bids>

III. GENERAL REQUIREMENTS AND SCOPE OF SERVICES

Insurance

(1) GENERAL The successful bidder shall maintain for the duration of the contract and any extensions thereof, at bidder's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that are acceptable to the County, which generally requires that the company(ies) be assigned a Best's Rating of A or higher with a Best's financial size category of Class A-/VII or higher, in the following types and amounts:

(a) Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent contractors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than: \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and inclusion of a waiver of subrogation in favor of Champaign County;

(b) Business Auto Liability to include, but not be limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than: \$1,000,000 per occurrence, combined single limit for: Bodily Injury Liability and Property Damage Liability;

(c) Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$500,000 for each incident, \$500,000 for each disease and \$500,000 aggregate, and a waiver of subrogation in favor of Champaign County.

(2) EVIDENCE OF INSURANCE The successful bidder agrees that with respect to the above required insurance that:

(a) The County of Champaign shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;

(b) The contractual liability arising out of the contract shall be acknowledged on the Certificate of Insurance by the insurance company;

(c) The County of Champaign shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change and said notification requirement shall be stated on the Certificate of Insurance;

(d) Subcontractors, if any, shall execute the Subcontractor Agreement provided by Champaign County, and comply with the same insurance requirements as contractors.

(e) In addition to being named as an additional insured on the Certificate of Insurance, each liability policy shall contain an endorsement naming the County of Champaign as an additional insured. A copy of the endorsement shall be provided to Champaign County along with the Certificate of Insurance; and,

(f) Champaign County must be named as an additional insured, on a primary and noncontributory basis, and the address for certificate holder must read exactly as: County of Champaign, a body politic 1776 East Washington Street, Urbana, IL 61802

(g) Insurance Notices and Certificates of Insurance shall be provided to: Champaign County, Insurance Specialist, Administrative Services Department, 1776 East Washington Street, Urbana, IL 61802

Requirements

In a separate document identify the status of your product on each of these points. If your program has them provide a brief description and if not, what state of development is the item for your program.

System Features and Functionality

- Conform to the State of Illinois implementation and integration of the Illinois Voter Registration System (IVRS), Automatic Voter Registration requirements, the Help America Vote Act of 2002(HAVA), the National Voter Registration Act of 1993 (NVRA) and all current Voter Registration mandates of the State of Illinois.
- Provide procedures for standard, mail, online, and paperless voter registration application processing, record maintenance for active and inactive voters, identify duplicate records, print voter registration cards, post voter history and provide an audit trail of all changes.
- Provide functionality or supporting module to allow for processing vote by mail and early voting ballots, poll worker scheduling and payroll tracking, polling place management, reporting and street address validation.
- Provide listing of units of government and elected officials tied to voter record including ballot style definition.
- Provide detection of duplicate voter entry using data fields required under IVRS, HAVA, NVRA, ERIC and Illinois State mandates, including user alerts for cancelled, inactive, and suspect registrations.
- Provide capabilities to handle ALL vote by mail elections and in-person voting and tracking.
- Provide capabilities for web interface for voters to track their ballot by mail.
- Provide capabilities to accept and track all candidate filings, offices, objections and electoral board hearings.
- Provide capabilities to capture voter records, candidate and referenda data as it relates to current and past elections.
- Provide secure method for search of voter records by public for objection filing.
- Provide data field verification including, suffix, gender, date of birth (must be 18 by the next general election), citizenship code and township number. The legal address must be verified as being in Champaign County as linked to PIN and USPS proper addressing.
- Provide for bar coding of all forms, mailings and correspondence.
- Provide smart search capabilities.
- Provide the capability to create reports and correspondence on an ad hoc basis.
- Provide for statistical reports and demographics of precinct, townships, and all municipalities.
- Provide a method to report daily transaction statistics by operator.
- Provide details and procedures for high volume printing such as voter applications, vote by mail applications and envelopes, and voter registration ID cards.
- Provide methods to execute queries on the databases including creating various reports of voting rolls by data elements.
- Maintain Deputy Registrar information including affiliate organization, location, hours of operation and commission date.
- Provide access to various query methods for record location, verification and retrieval.
- Provide procedures for standard imaging, indexing and retrieval of all voter registration documents. Software should allow for multiple documents to be attached, updated and viewed from a voter record.
- Provide procedures for interface with ePollbook upload of voter records, voter history, and statistical data.

- Provide an intuitive, user friendly, interface that is [can be] customized to meet the specific needs of the Champaign County Clerk's Office.
- Provide a scalable and modular architecture to allow the Champaign County Clerk's office to implement specific functionality, but also enhance and build on the system for future Election Administration needs.
- Software should handle vote-by-mail "programs" to allow for date-limited enrollment and unlimited enrollment, including intelligent barcode tracking of mailed ballots.
- Provide for archive of imaged documents including backup procedures and hardware.
- Include the hardware necessary to support the operation of the system to include the file server, scanner(s), and any upgrade to the workstations that may be necessary. Include specifications for database server and file server hardware components, as well as database software that is specific to the solution.
- Provide for software maintenance, training, installation, and configuration of solution.
- Provide various levels of security allowing for limited access by assigned staff and unlimited access for supervisors.
- Platform must exist on open architecture database format.
- Provide the capability to utilize electronic data transfer and to receive data electronically.
- Provide the conversion of data in the existing system to the proposed system. Provide the associated costs for the conversion of approximately 250,000 records.
- Provide the policy and plan associated with the conversion of the data for Champaign County's existing data that requires conversion to the proposed software application.
- Comply with all State of Illinois and Federal regulations. The proposer's ability to constantly be aware of, and the software being modified in a timely manner, as required to comply with all State and Federal regulations as they occur.
- Provide a written manual and written updates to the manual as changes are made to the program.

CYBERSERURITY REQUIREMENTS

- System Features and Functionality
- Disclose all countries in which your organization operates.
- Describe the corporate structure and ownership (e.g., publicly traded corporation, privately held partnership, nonprofit). Disclose all board members or any entity with more than 10% ownership in the organization.
- Also, disclose any ownership in your company by non-U.S. persons or entities, regardless of ownership percentage.
- Describe your processes for identifying specific cybersecurity risks and mitigating them in the election environment and how the implementation of the mitigation processes will increase the likelihood of success on the current proposal. Be specific and provide specific examples of how this process has been successful in both confirming proper implementation and identifying needed changes. Include lab testing and third-party testing you regularly employ.
- Describe how you monitor ongoing security threat changes and respond to evolving threats, including monitoring common vulnerabilities and exposures (CVEs) and any ability to receive and share real-time threat information.

- Indicate participation in information sharing networks, including the Sector Coordinating Council of the Election Infrastructure Subsector (EIS-SCC), the Information Technology Information Sharing & Analysis Center (IT-ISAC), the Election Infrastructure ISAC (EI-ISAC), and others.
- Describe the specific security controls that you will implement. These may be international information security standards such as ISO 27000 or common sets of controls specific to elections, such as the CIS Elections Best Practices.
- Define specific levels of service for key work activities including performance standards for each service. These should include, but not be limited to:
 - Expected outcomes for normal security activities and, separately, around the time of elections.
 - Include your policies for response time, types of support (e.g., in-person, phone) provided.
 - Approach to ensuring continuity of mission critical services (e.g., failure restoral, patching and updates, and other relevant service component failures).
- Clearly describe trigger points for deploying updates and the approvals needed on both the vendor and government sides. This response should address vulnerability detection and remediation, patching speeds, and incident response and escalation procedures.
- For those products that cannot be readily updated, describe controls and monitoring that will be used to identify suspicious access or activity
- Detail your approach to supply chain management, including the selection process for suppliers. Provide specific information including, but not limited to:
 - How do you handle content originating from non-U.S. sources?
 - How do you review suppliers and their products to ensure that they do not contain security vulnerabilities or malicious content and are free from unexpected or unwanted procedures?
 - Which processes are used to monitor compliance of suppliers to requirements of the contract?
 - Describe any process for auditing suppliers' ability to maintain security in their development process.

IV. EVALUATION PROCEDURE

The Champaign County Clerk's Office shall review the proposals submitted. After each proposal has been evaluated on the basis of the Vendor's approach to meeting Champaign County needs, the field of candidates will be narrowed to the two or more best qualified firms. Champaign County expects to ask for references related to quality of service and ability to deliver, after choosing the top contenders. Each of these firms may then be invited to an interview at which time each firm will be given an opportunity to answer questions of the evaluation committee.

1. All proposals must include at least five (5) references, complete with contact name, address, telephone number, e-mail address and connection to the Proposer. The County reserves the right to contact additional individuals associated with the Proposer.
2. All Proposers should demonstrate to the County that the Proposer has the capability, experience and resources to perform the requirements of this request, and that it has the integrity, experience and reliability to ensure good faith performance in meeting the expectations of this request for proposal, should the Proposer's offer be accepted.

3. All proposals should include an implementation plan including system design and hardware specifications.
4. The County reserves the right, at its sole discretion, to terminate this process at any time, or reject any and all proposals without penalty. Priority for the final selection will be given to those proposals that best meet the requirements set forth in the RFP and are in the best interest of the County.
5. All proposals must include all-inclusive costs including software licensing, annual support, third party software licensing that may apply, implementation and training.
6. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
7. The County shall not be responsible for any costs incurred by the Proposer in preparing, submitting, or presenting its response to the request for qualifications.
8. All proposals submitted to the County are subject to the Illinois Compiled Statutes Chapter 5, Section 140 (5 ILCS 140/Freedom of Information Act). Any information submitted in a proposal which the Respondent considers to be proprietary or otherwise exempt from disclosure, the Respondent must invoke, in writing, the exemption(s) to disclosure provided by 5 ILCS 140/Freedom of Information Act in its proposal by providing the specific statutory authority for claimed exemptions, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary. Furthermore, to designate portions of the bid as confidential, the Respondent must:

Mark the cover page as follows: "This proposal includes trade secrets or other proprietary data."

Mark each sheet or data to be restricted with the following legend: "Confidential: Use of disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."

Provide an electronic, redacted copy of the entire bid or submission in .pdf format for posting on the County's website for public inspection. Respondent is responsible for properly and adequately redacting any proprietary information or data which Respondent desires remain confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide an electronic version of a redacted copy may result in the posting of an un-redacted copy.

Indiscriminate labeling of material as "Confidential" may be grounds for deeming a bid as non-responsive.

Champaign County will make the final determination as to whether information, even if marked "confidential," will be disclosed pursuant to a request under the Freedom of Information Act or valid subpoena. Respondent agrees not to pursue any cause of action against Champaign County or its agents for its determination in this regard and disclosure of information. At some point after proposal opening, all opened proposals will be made available for public inspection consistent with 5 ILCS 140/Freedom of Information Act. If a contract is awarded through this RFP, the awarded contract will also become a public record consistent with 5 ILCS 140/Freedom of Information Act. The County has the right to use any or all information/material submitted. Champaign County reserves the right to make an award to the Respondent offering a proposal in the best interests of the County and meeting all the requirements of this RFP.

IV. PROPOSAL FORMAT

The proposal must be presented in the order as requested. To be considered substantive, the proposal must respond to all requirements of this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

V. TIMELINE

Publication of RFP in local newspaper	September 30, October 7 & 14, 2019
Questions Due	October 16, 2019
Addendum or Addenda Issued	October 18, 2019
Proposals Due – Bid Deadline	October 21, 2019
Interviews and Demos (if necessary)	October 22-23
Select Qualified Respondent and make recommendation to County Board	October 24, 2019
County Board Approval	October 24, 2019



**Illinois State Board of Elections
Voter Registration State Grant 2020
Acceptance Agreement**



You are receiving a grant from the Illinois State Board of Elections. Generally stated, the purpose of this grant is to assist in the maintenance and other costs associated with your voter registration system in order for it to communicate with the Centralized Statewide Voter Registration System as required by Title III Section 303 of the Help America Vote Act of 2002. Your election jurisdiction received previous information regarding the amount your jurisdiction is entitled to, which will be distributed in a lump sum payment after the Illinois State Board of Elections has received copies of all current documented expenditures. It is important to note that only documented expenditures and/or obligations to expend are eligible for reimbursement. Your election jurisdiction, Champaign County, is eligible to receive an amount of **\$100,000.00**, which will be distributed in a lump sum payment. If your expenses exceed this amount and funding is available, you may be able to take advantage of a second reimbursement which may be sent in a second payment.

The State Board of Elections and you, the Election Authority, have responsibilities both as to spending the monies for the intended purposes and tracking expenditures not previously covered or reimbursed by the HAVA funded VR Grant or other grant monies. By accepting this money, you agree to send copies of all future documented expenditures and/or obligations to expend for audit purposes in accordance with generally accepted auditing standards.

Purchases made from this fund shall become the responsibility and property of the Election Authority, not the State Board of Elections. All property control and custody responsibilities will be assumed by the Election Authority. Likewise, the Election Authority agrees that all future costs related to maintenance, repairs, and upgrades to equipment or property purchased with these grant funds shall be the sole responsibility of the Election Authority, not the State Board of Elections. While future maintenance funds have been requested by the State Board of Elections for this purpose, there are no guarantees as to the availability of said funding.

As a condition of receipt of this grant, the Election Authority agrees to comply with the provisions of the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/) and the equal employment practices of the Illinois Human Rights Act (775 ILCS 5/2-105).

THIS GRANT IS SUBJECT TO THE ILLINOIS GRANT FUNDS RECOVERY ACT (30 ILCS 705/1, et seq.). THEREFORE, ANY UNSPENT PORTION OF THE GRANT THAT REMAINS AFTER 30 DAYS MUST BE RETURNED WITH INTEREST TO THE STATE BOARD OF ELECTIONS IMMEDIATELY. ANY MISSPENT OR IMPROPERLY HELD GRANT FUNDS ARE SUBJECT TO RECOVERY BY THE STATE BOARD OF ELECTIONS.

Election authorities that fail to pay their vendors for qualifying expenses within the 30-day time period as specified by the terms of this Agreement and underlying federal rule shall become liable to the State Board of Elections for interest penalties for failing to meet the 30-day interval (unless the applicable grant amount, or any unused portion thereof, is returned to the State before the 30-day period has elapsed). An election authority failing to meet this 30-day requirement will be liable for interest at the rate applicable to the State's payments to its vendors under the terms of the State Prompt Payment Act (30ILCS 540). The interest calculation for this mandatory reimbursement is based on the historical interest rates earned by the State HAVA fund and paid by the State Treasurer during the specific time periods the money was improperly held by the local jurisdiction. The election authority assessed this interest penalty must remit the penalty amount to the State Board of Elections within 30 days of receipt of notice from SBE. Such interest payment shall be identified separately from any grant returns or other refunds.

By signing this document, you certify that you agree to use the grant funds provided for the purposes articulated above and certify that you understand and agree to the record keeping and documentation requirements set forth above. **Further, you certify that you will return to the SBE any of the unspent funds remaining within thirty days after receipt of such funds as noted above.** For purposes of this paragraph, the unspent funds shall be considered timely returned if it is actually received in either of the SBE offices (Chicago or Springfield) within 30 days of receipt or, if received beyond such 30-day period, the envelope containing the unspent funds is postmarked within such 30-day period. If the postmark on the envelope containing the unspent funds is missing or illegible, the return of the unspent

Voter Registration State Grant 2020
Acceptance Agreement

funds will be considered timely if such envelope is received by the SBE no later than 5 business days following the end of such 30-day period.

Any violations of this agreement may be reported to appropriate legal authorities for review and appropriate action.

**Chairman of County Board or Board of Election
Commissioners Authorized Agent**

Election Authority Authorized Agent

Signature _____

Signature _____

Printed Name _____

Printed Name _____

Date _____

Date _____

Illinois State Board of Elections

Signature _____

Printed Name Steven S. Sandvoss, Executive Director

Date _____



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloeppel, County Executive

MEMORANDUM

To : Jim Goss, Chair of Finance; and
Stephanie Fortado, Deputy Chair of Finance; and
Honorable Members of the Finance Committee of the Whole

From: Angela Lusk, Co-Chair, and Barb Mann, Co-Chair, and Members of the Labor Management Health Insurance Committee

Date: September 3, 2019

Subject: Employee Health Insurance and Related Benefit Plans for FY2020

The Champaign County Labor Management Health Insurance Committee submits the following recommendations for employee health insurance and Flex Spending Account Plan Administration for FY2020:

Health Insurance Recommendation BlueCross BlueShield of Illinois PPO

This plan covers January 1 through December 31, 2020, with a premium rate increase of 4.5%. The rate increase constitutes a 2.4% increase in the healthcare premium, and 2.1% increase for Affordable Care Act (ACA) Health Insurer Fees and Taxes. Should the moratorium on collection of the ACA fee be continued, that portion of the premium will not be passed on to the County.

The four plan tiers to be offered at the current FY2019 rate, and the proposed FY2020 rate (including ACA fees) are reflected below:

Tier	FY2019 Monthly Premium	FY2020 Monthly Premium (4.5% increase including ACA fees)	FY2020 Monthly Increase
Employee Only	\$804	\$840	\$36
Employee + Spouse	\$1,064	\$1,112	\$48
Employee + Children	\$1,005	\$1,050	\$45
Family	\$1,737	\$1,815	\$78

A Benefit Plan Summary is attached to this Memorandum, and remains unchanged from the current plan. Employee premium contributions are based on the terms of their employment and/or their respective collective bargaining agreement.

Flex Spending Account Plan Administration Recommendation
Benefit Planning Consultants (BPC)

For FY2020, there is a rate change from \$3.90 to \$4.00 per employee/per month, with a 2-year rate lock. This is a county-paid administrative fee for employees enrolled in the County's Flexible Spending Account Plan, and is the first rate increase the County has experienced since 2015.

Other Benefit Plans

The Delta Dental voluntary plan (employee paid) is in its second year of a 2-year rate lock, and there is a 0% rate increase in FY2020.

The Eye Med Vision voluntary plan (employee paid) is in its fourth year of a 4-year rate lock, and there is a 0% increase in FY2020.

A Renewal Rate Summary for all coverage effective January 1, 2020, is attached to this Memorandum for your review.

REQUESTED ACTION

The Finance Committee of the Whole recommends to the Champaign County Board approval of offering the BlueCross Blue Shield of Illinois PPO Plan for FY2020, and approval of Benefit Planning Consultants (BPC) as the administrator of the County's Flexible Spending Account Plan for FY2020.

Champaign County PPO Plan

\$2,000 Deductible, \$2,000 OPX \$25 OV

Effective January 1, 2019



BlueCross BlueShield of Illinois

BENEFIT HIGHLIGHTS

This provides only highlights of the benefit plan. After enrollment, members will receive a Certificate that more fully describes the terms of coverage.

PPO Network

Program Basics

PPO
(In-Network)

Non-PPO
(Out-of-Network)

Lifetime Benefit Maximum

Per individual

Unlimited

Individual Coverage Deductible

Per calendar year.

\$2,000

\$4,000

Family Coverage Deductible

Per calendar year.

\$4,000

\$8,000

Individual Coverage Out-of-Pocket Expense (OPX) Limit

The amount of money that any individual will have to pay toward covered health care expenses during any one calendar year, including the deductible and Rx. The following items will not be applied to the out-of-pocket expense limit:

\$2,000

\$4,000

- Claims for uncovered services
- Preauthorization Penalties
- Charges that exceed the eligible charge

Family Coverage Out-of-Pocket Expense (OPX) Limit

\$4,000

\$8,000

Physician Services

Physician Office Visits

One copayment per day when you receive services from a Family Practice, Internal Medicine, OB/GYN, or Pediatrician. Surgeries, therapies and certain diagnostic procedures performed in a physician's office may be subject to the deductible and/or coinsurance, including mental health and substance abuse services.

\$25 Copay

80% after deductible

Specialist Office Visits

One copayment per day when you receive services from a specialist. Surgeries, therapies and certain diagnostic procedures performed in a physician's office may be subject to the deductible and/or coinsurance.

\$50 Copay

80% after deductible

Vision Exams

Vision screenings and examinations for determining the refractive state of the eyes are covered. No materials are covered under this benefit.

\$40 Copay

not covered

Preventive Care

Services that have a rating of "A" or "B" in the current recommendations of the United States Preventive Services Task Force ("USPSTF"). Includes benefits for routine physical examinations, well child care and routine diagnostic tests including, but not limited to: PSA, Pap Smear, Bone Density, and Colonoscopy. Health Education and Counseling services including, but not limited to: Smoking Cessation and Obesity.

100%

80% after deductible

Maternity Services

Copayment applies to first prenatal visit (per pregnancy). All other maternity physician covered services are paid the same as Medical / Surgical Services.

\$25 Copay

80% after deductible

Medical / Surgical Services

Coverage for surgical procedures, inpatient visits therapies, allergy injections or treatments, and certain diagnostic procedures as well as other physician services

100% after deductible

80% after deductible

Hospital Services

Inpatient Hospital Services

Coverage includes services received in a hospital, skilled nursing facility, coordinated home care and hospice, including mental health and substance abuse services. Room allowances based on the hospital's most common semi-private room rates.

100% after deductible

80% after deductible

Outpatient Hospital Services

Coverage for services includes, but is not limited to outpatient or ambulatory surgical procedures, x-ray, lab tests, chemotherapy, radiation therapy, renal dialysis, and mammograms performed in a hospital or ambulatory surgical center, including mental health and substance abuse services. Routine mammograms performed in an in-network outpatient hospital setting are payable at 100%, no deductible will apply.

100% after deductible

80% after deductible

Outpatient Emergency Care (Accident or Illness)

Emergency Medical and Emergency Accident. Applies to both in- and out-of-network emergency room visits. The per-occurrence is waived if the member is admitted to the hospital.

\$200 Copay, then 100% Ambulance Transportation \$100 per transport

Champaign County PPO Plan

\$2,000 Deductible, \$2,000 OPX \$25 OV

Effective January 1, 2019



BENEFIT HIGHLIGHT

PPO Network

Additional Services

Muscle Manipulation Services

Coverage for spinal and muscle manipulation services provided by a physician or chiropractor. Related office visits are paid the same as other Physician Office Visits.

- Maximum of 30 visits per calendar year

PPO
(In-Network)

Non-PPO
(Out-of-Network)

100% after deductible

80% after deductible

Therapy Services – Speech, Occupational and Physical

Coverage for services provided by a physician or therapist.

100% after deductible

80% after deductible

Temporomandibular Joint (TMJ) Dysfunction and Related Disorders

100% after deductible

80% after deductible

Other Covered Services

- Private duty nursing (Please refer to Certificate for details)
- Artificial limbs and other prosthetic devices
- Blood and blood components
- Skilled Nursing
- Ambulance services
- Orthotic appliances
- Prosthetic appliances
- Medical supplies

100% after deductible

80% after deductible

Prescription Drug Card

Prescription Drug benefit paid at 100% after co-payment at participating pharmacy. CVS (including CVS inside a Target Store) and Doc's Drugs are not covered pharmacies under this BCBS Plan.

Benefits at a non-contracting pharmacy are covered at 75% of the amount that would have been paid at a contracting pharmacy minus the appropriate copayment amount.

Mail Order Prescription Drug Program – provides up to a 90-day supply of maintenance drugs used on a continuous basis for treatment of chronic health conditions.

- * \$7 copay for generic drugs
- * \$25 copay for preferred brand drugs
- * \$50 copay for non-preferred brand drugs
- * \$100 copay for specialty drugs

Mail Order: 2X retail copay, 90-day supply maintenance drugs (specialty drugs not available thru mail order)

To Locate a Participating Provider: Visit our Web site at www.bcbsil.com/providers and use our Provider Finder® tool. Search the network named Participating Provider Option (PPO).

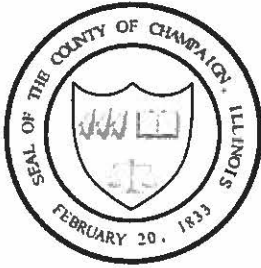
****This is a general summary of your benefits.** Please refer to your Summary of Benefits and Coverage (SBC), or you may request a copy of the policy or plan document by calling Customer Service, for additional details and a description of the plan requirements and benefit design. This plan does not cover all health care expenses. Please carefully review the plan's limitations and exclusions.

Out of network benefits are subject to maximum allowable charge limitations which will limit the amount of charges that will be allowed or considered to be eligible to be paid. This means that generally less than the full amount of the charge will count toward the out of network deductible and less than the full amount of the charge will be covered at the out of network coinsurance limit. Members will be responsible for the differences between the allowed amount and the amount (if any) that the insurance plan will pay.

Champaign County

Renewal Rate Summary for January 1, 2020

Coverage	Vendor	Rate Action
Medical	BCBSIL	4.5% (2.4% + 2.1% ACA)
Dental PPO Plan	Delta Dental	0% (2nd Year of 2 year rate)
Dental Network	Delta Dental	0% (2nd Year of 2 year rate)
Life (Basic)	RSLI	0% Rate lock 2 Years
Life (Voluntary)	RSLI	0% Rate lock 2 Years
Vision (Voluntary)	Eye Med	0% (4th year of 4 year rate)
Cancer	Allstate	No rate change
Accident	Allstate	No rate change
Flex Plan	BPC	Rate change from \$3.90 to \$4.00 PEPM first rate change since 2015 Rate locked for 2 Years



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloepfel, County Executive

MEMORANDUM

To: Jim Goss, Chair of Finance; and
Stephanie Fortado, Deputy Chair of Finance; and
Honorable Members of the Finance Committee of the Whole

From: Darlene Kloepfel, County Executive

Date: September 4, 2019

Subject: Elected Officials Salaries

Issue

Illinois Statute requires compensation for elected officials be set at least 180 days prior to the beginning of the term of office for elected officials. Therefore, compensation for the offices of the Auditor, Coroner, Recorder and Circuit Clerk must be set no later than May 2020. Prior to 2018, this recommendation was generally forwarded in January. However, in 2018 it was determined that in order to incorporate the increases in the budget, consideration of salaries should be made prior to approval of the budget.

Background

Beginning in 2004, Champaign County classified the six elected positions (excluding the Sheriff, Board Chair, and recently added County Executive) into two groups. The first group included the County Clerk, Treasurer and Circuit Clerk, and the second group included the Auditor, Coroner and Recorder. The positions in the first group are considered to have greater responsibilities assigned to the office. As such, the classification plan placed the compensation of the positions in the second group at 96% of the compensation for the positions in the first group.

In 2016, there was a miscalculation in increases that resulted in the compensation of the Auditor, Coroner and Recorder positions being set at 97.7%, rather than 96%, and the Circuit Clerk's position being compensated slightly less than its comparable positions.

The County Board chair position salary remained flat at \$29,274 for several years until December 2018, when the salary was reduced to \$12,000 with the implementation of the Elected County Executive position. The December 2019 compensation remains at \$12,000.

Recommendation for 2020 and 2021

In December 2020, realign the compensation for the Auditor, Coroner and Recorder positions at 96% per the original classification instituted in 2004, and the Circuit Clerk position to its comparable positions. In December 2020, increase compensation 2.0% in order to retain internal equity with other elected officials whose increases have been set. The total cost of this recommendation is \$10,022.

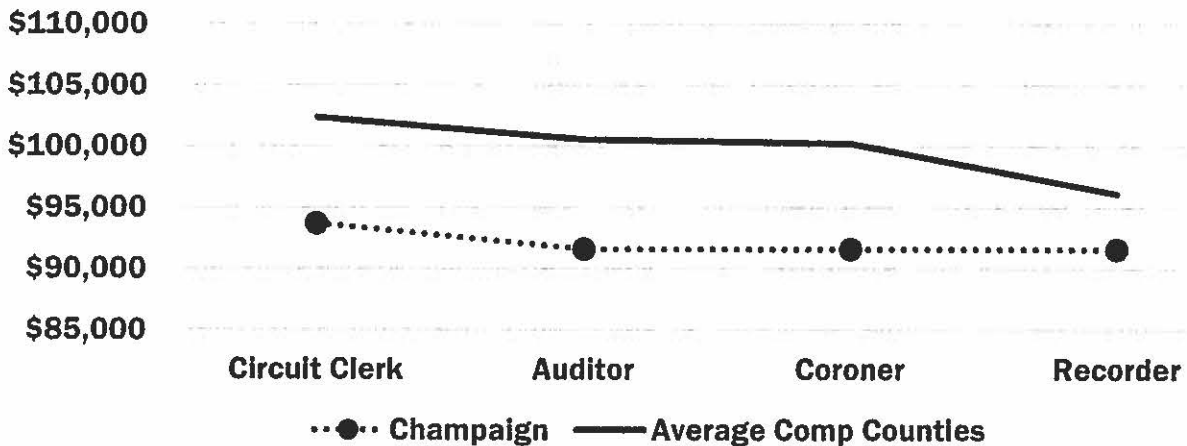
Retain the County Board Chair compensation at \$12,000 for each of the fiscal years.

Position	Dec. 2019 Salary	Dec. 2020 Realignment	Increase	Dec. 2021	Increase
Board Chair	\$12,000	\$12,000	0.0%	\$12,000	0.0%
Auditor	\$91,612	\$91,830	0.24%	\$93,666	2.0%
Coroner	\$91,612	\$91,830	0.24%	\$93,666	2.0%
Recorder	\$91,612	\$91,830	0.24%	\$93,666	2.0%
Circuit Clerk	\$93,709	\$95,656	2.08%	\$97,569	2.0%
County Clerk	\$93,781	(set) \$95,656	2.0%	(set) \$97,569	2.0%
Treasurer	\$93,781	(set) \$95,656	2.0%	(set) \$97,569	2.0%
Sheriff	\$117,269	(set) \$119,614	2.0%	(set) \$122,006	2.0%
County Executive	\$117,269	(set) \$119,614	2.0%	(set) \$122,006	2.0%

Comparison with other counties

Champaign County utilizes comparisons with five similarly-sized Illinois Counties – Sangamon, Peoria, McLean, Rock Island and Madison. The following chart shows the average compensation for those counties compared to Champaign County official’s compensation effective December 2019. Champaign County compensation for the positions of Auditor, Coroner and Recorder are the lowest of all six counties (Peoria and McLean Counties do not have a Recorder position, and the Madison County Recorder position ends December 2020 and is not included in the comparison). Champaign County compensation for the Circuit Clerk is the second lowest amongst comparable counties.

Market Comparison of Elected Officials Salaries FY2019



Option 1 for 2022 and 2023

Implement a modest increase for December 2022 and 2023. The average increase for both groups of elected officials since 2012 has been 1.1% (excluding the miscalculation in 2016). The total cost of this option is \$7,610.

The County Board Chair compensation for 2022 and 2023 will be set prior to the beginning of that two-year term.

Position	Dec. 2021	Dec. 2022	Increase	Dec. 2023	Increase
Board Chair	\$12,000				
Auditor	\$93,666	\$94,603	1%	\$95,549	1%
Coroner	\$93,666	\$94,603	1%	\$95,549	1%
Recorder	\$93,666	\$94,603	1%	\$95,549	1%
Circuit Clerk	\$97,569	\$98,545	1%	\$99,530	1%
County Clerk	(set) \$97,569				
Treasurer	(set) \$97,569				
Sheriff	(set) \$122,006				
County Executive	(set) \$122,006				

Option 2 for 2022 and 2023

Hold compensation flat for December 2022 and 2023.

COUNTY EXECUTIVE'S RECOMMENDATION

FOR 2020-2021: Hold the County Board Chair compensation flat for the two-year term beginning in December 2020, and realign compensation for the Auditor, Coroner, Recorder and Circuit Clerk in December 2020 based on the classification structure previously implemented by the County Board. For December 2021, approve a 2% increase for the previously stated positions in order to maintain the current compensation structure and internal equity with elected offices where compensation has already been established by the Board.

FOR 2022-2023: Choose either Option 1 or Option 2 for increases for December 2022 and 2023.

MODEL ORDINANCE

COUNTY CANNABIS RETAILERS' OCCUPATION TAX

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING A COUNTY CANNABIS RETAILERS' OCCUPATION TAX IN THE COUNTY OF _____, ILLINOIS

WHEREAS, the County of _____, a body politic and corporate of the state of Illinois ("_____ County") is a non-home rule unit of local government pursuant to Article VII, § 8 of the 1970 Illinois Constitution; and

WHEREAS, Public Act 101-0027, which is a comprehensive revision of State statutes regulating the adult use of cannabis in Illinois, was signed into law on June 25, 2019 with many of its provisions effective January 1, 2020; and

WHEREAS, Public Act 101-0363 was subsequently signed into law increasing the rate of tax that may be imposed by counties upon persons engaged in the business of selling cannabis in a municipality located in that county; and

WHEREAS, the County has the authority to adopt ordinances and to promulgate rules and regulations that protect the public health, safety and welfare of its citizens; and

WHEREAS, this Ordinance is adopted pursuant to the provisions of the Illinois County Cannabis Retailers' Occupation Tax Law (55 ILCS 5/5-1006.8) (the "Act"); and

WHEREAS, this Ordinance is intended to impose the tax authorized by the Act providing for a county cannabis retailers' occupation tax which will be collected by the Illinois Department of Revenue;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY BOARD OF THE COUNTY OF _____, ILLINOIS, THAT THIS ORDINANCE ESTABLISHING A COUNTY CANNABIS RETAILERS' OCCUPATION TAX BE AND HEREBY IS ADOPTED AS FOLLOWS:

SECTION I: Recitals.

The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance

SECTION II: Tax imposed; Rate.

(a) A tax is hereby imposed upon all persons engaged in the business of selling cannabis, other than cannabis purchased under the Compassionate Use of Medical Cannabis Pilot Program Act, at retail locations in the County on the gross receipts from these sales at the following rates:

- (i) [up to 3.75% in .25% increments] of the gross receipts from these sales made in the course of that business in unincorporated areas of _____ County; and
- (ii) [up to 3.00% in .25% increments] of the gross receipts of sales made in a municipality located in _____ county; and

(b) The imposition of this tax is in accordance with the provisions of the County Cannabis Retailers' Occupation Tax Law (55 ILCS 5/5-1006.8).

SECTION III: Collection of tax by retailers.

(a) The tax imposed by this Ordinance shall be remitted by such retailer to the Illinois Department of Revenue (the "Department"). Any tax required to be collected pursuant to or as authorized by this Ordinance and any such tax collected by such retailer and required to be remitted to the Department shall constitute a debt owed by the retailer to the State. Retailers may reimburse themselves for their seller's tax liability hereunder by separately stating that tax as an additional charge, which charge may be stated in combination, in a single amount, with any State tax that sellers are required to collect.

(b) The taxes hereby imposed, and all civil penalties that may be assessed as an incident thereto, shall be collected and enforced by the Department. The Department shall have full power to administer and enforce the provisions of this article.

SECTION IX: Severability. The provisions and sections of this Ordinance shall be deemed separable and the invalidity of any portion of this Ordinance shall not affect the validity of the remainder.

SECTION V: Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law, provided, however, that the tax provided for herein shall take effect for all sales on or after the first day of January, 2020. Copies of this Ordinance shall be certified and sent to the Illinois Department of Revenue prior to September 30, 2019.

Passed by the County Board this _____ day of _____, 20____.

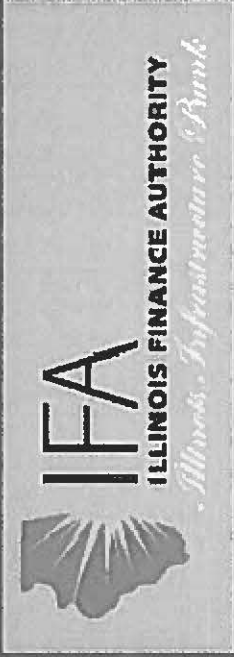
AYES: _____
NAYS: _____
PRESENT: _____
ABSTAIN/ABSENT: _____

Approved this _____ day of _____, 20__.

CHAIRPERSON, _____ COUNTY

ATTEST:

COUNTY CLERK



Make Way for C-PACE Funding

in Illinois:

Strategic State Support Provided

by

Illinois Finance Authority

Brad R. Fletcher
www.il-fa.com



What is C-PACE?

In Illinois, counties, cities, and villages establish Commercial Property Assessed Clean Energy programs so commercial property owners in their communities can avail themselves to the taxable municipal bond market to economically finance or refinance up to 100% of their energy efficiency, renewable energy, and water conservation projects on a long-term basis with a Capital Provider (i.e., Bondholder).



Note: In Illinois, residential PACE is not enabled by law.

Brad R. Fletcher
www.il-fa.com





How C-PACE Works

- ❖ Commercial property owner voluntarily executes a C-PACE assessment contract with local unit of government to finance an energy project. Proceeds of a bond issue by a unit of local government that has established itself as a “PACE Area” fund the energy project.

- ❖ C-PACE lien is recorded and attached to the commercial property owner's property tax bill. Like any other property tax, a C-PACE lien is senior to a commercial mortgage.
 - Mortgage holder consent required
 - C-PACE repayment obligation transfers to a new property owner upon the sale of the improved commercial property (along with the ongoing energy savings)
 - Bondholder(s) entitled to same rights and remedies that a local unit of government has regarding delinquent property taxes
 - Allows C-PACE financing to exceed standard commercial lending terms that are otherwise typically only 5-7 years

- ❖ C-PACE financing term = useful life of energy project (~20 years)





Statutory Qualifications

- ❖ Required: an assessment of the existing water or energy use and a modeling of expected monetary savings have been conducted for any proposed C-PACE project.
- ❖ C-PACE assessment contracts cannot exceed 25% of the greater of (i) the assessed value of the property or (ii) the appraised value of the property, as determined by a licensed appraiser.
 - Appraisal must not be older than 12 months
- ❖ No delinquent: (i) taxes, (ii) special assessments (including any existing assessments under a C-PACE program), or (iii) water or sewer charges on the commercial property
- ❖ No involuntary liens on the commercial property, including, but not limited to, construction or mechanics liens; no environmental or eminent domain proceedings; and commercial property must not be an asset to a current bankruptcy
- ❖ No pending real estate legal actions against record owner of commercial property. Record owner must also be current on all mortgage debt on the commercial property and not have filed for bankruptcy in the last 2 years.



C-PACE History in IL

- ❖ August 11, 2017: Illinois Property Assessed Clean Energy Act becomes law.
 - Public Act 100-0077 (HB2831)

- ❖ February 15, 2018: IFA Board of Directors adopts a Resolution to assist local units of government with C-PACE financing due to 6 months of failed C-PACE implementation.

- ❖ April 17, 2018: IFA introduces PACE Act trailer bill (SB2773).
 - Passed Senate May 2, 2018
 - Passed House May 30, 2018

- ❖ August 19, 2018: PACE Act trailer bill (SB2773) becomes law.
 - Public Act 100-0980 (SB2773)
 - Effective January 1, 2019



Springfield, IL



Implementation

- ❖ As recommended by the U.S. Department of Energy's "*Lessons in Commercial PACE Leadership: The Path from Legislation to Launch*" dated February 2018, a strategic state support model is beneficial as the state develops standard materials, protocols and offerings; localities use these as they see fit.



- ❖ PACE Act trailer bill (SB2773) provides path for successful C-PACE implementation in Illinois by utilizing a strategic state support model to be provided by IFA.





About IFA

- ❖ IFA is a body politic and corporate governed by a 15-person Board of Directors appointed by the Governor and confirmed by the Senate.
- ❖ IFA receives no taxpayer support or state appropriation for operating expenses.
 - Revenue generated from fee income and investment earnings
 - Approximately 12 full-time staff; annual budget of ~\$5.0 million
- ❖ Principal IFA office location is in downtown Chicago.
 - Satellite offices in Springfield and Mt. Vernon
- ❖ As of June 30, 2017, IFA's bonds issued on behalf of for-profit, non-profit, and local government borrowers totaled more than \$25.33 billion in outstanding principal.
 - In Fiscal Year 2017 alone, IFA successfully closed and funded over 58 bond transactions totaling more than \$4.14 billion



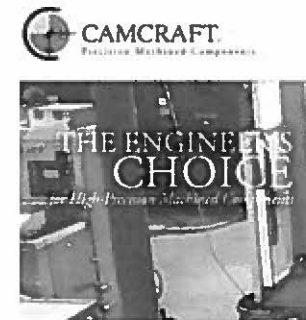
State Support Model

- ❖ **Counties, cities, and villages can assign assessment contracts to IFA to finance C-PACE projects on their behalf, which offers the following benefits:**
 - **C-PACE bonds issued by an experienced, existing statewide conduit bond issuer**
 - More efficient bond financing through IFA vs. bond financing by local units of government
 - Local unit of government still earns a fee while retaining accountability with its procured C-PACE Program Administrator(s)
 - **Monthly meetings of the IFA Board of Directors held at the principal office approve C-PACE financings from a variety of local jurisdictions across the state**
 - Diminishes Program Administrator operating costs
 - **C-PACE bond documents drafted by IFA drive standardization of Illinois market**
 - Reduces legal fees and improves capital flow across the state
 - **IFA open market model allows transaction participants to engage their own financing team, including Bond Counsel and Capital Providers**
 - No procurement issues



Conduit Bond Issuance

- ❖ Historically, IFA has served as the primary statewide conduit bond issuer for the public financing of projects voluntarily undertaken by private borrowers (healthcare systems, educational institutions, small manufacturers, etc.).
 - State statutory general bond debt limit of \$28.15 billion



- ❖ Public Act 100-0919 (SB0043) clarified IFA has an additional \$2.0 billion of state statutory bonding authorization for C-PACE projects, separate and apart from \$28.15 billion general bond debt limit noted above.
 - Judicial validation of C-PACE Bonds issued by IFA not required
 - C-PACE Bonds issued by IFA are taxable municipal bonds



Warehouse Fund

- ❖ Counties, cities, and villages that assign assessment contracts to IFA to finance C-PACE projects on their behalf will additionally benefit from IFA's C-PACE Warehouse Fund.
 - Certain balance sheet assets of IFA are dedicated as a warehouse fund for interim funding of smaller C-PACE projects that are otherwise uneconomical for purposes of long-term bond financing
 - Upon multiple interim loans reaching economies of scale for bond financing, assessment contracts will be pooled together and IFA will issue taxable municipal bonds
 - Smaller borrowers now only pay a reduced, pro-rated costs of issuance
 - Ensures C-PACE available for every small business in established PACE Areas

- ❖ IFA Warehouse Fund Tentative Rate (i.e. cost of capital to local units of government (or their procured Program Administrator(s)):
 - Federal Reserve Bank of New York's Daily Secured Overnight Financing Rate + 45 basis points (reset monthly)





C-PACE Launch!

- ❖ Given the state support model and warehouse fund offered by IFA, local units of government have begun the first steps of procuring Program Administrators to develop and establish C-PACE programs in their communities as well as adopt the C-PACE ordinance prepared by IFA.
 - July 17, 2018: DuPage County approved Illinois Energy Conservation Authority as Program Administrator
 - July 25, 2018: City of Chicago approved Loop-Counterpointe PACE LLC as Program Administrator
 - August 14, 2018: Kane County approved Illinois Energy Conservation Authority as Program Administrator



REQUEST FOR PROPOSALS (RFP) For
PACE Program Administrator
Issued by:
City of Chicago
(Department of Planning and Development)



**Kane Energy
Efficiency Program
(KEEP)**

- October 31, 2018: City of Chicago approves ordinance establishing city limits as PACE area, authorizes IFA to issue C-PACE bonds on its behalf



Questions?

bfletcher@il-fa.com  [@IFAPACE](https://twitter.com/IFAPACE)

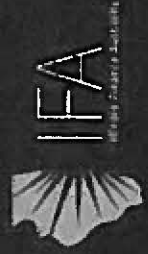
(312) 651-1329

Illinois Finance Authority

160 N. LaSalle Street, Suite S-1000

Chicago, IL 60601

Brad R. Fletcher
www.il-fa.com



MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is made and entered into this 19th day of August, 2019, by and between the DOUGLAS COUNTY, ILLINOIS ENTERPRISE ZONE, an Illinois municipal entity, ("Douglas County") and PRAIRIE SOLAR 1, LLC a Delaware limited liability company ("Prairie Solar"). Douglas County and Prairie Solar may be collectively referred to as the "Parties".

WHEREAS, Prairie Solar desires to develop a 150 megawatt solar energy project in Sidney Township, Champaign County, Illinois ("Project") on real estate further depicted on Exhibit A attached hereto and incorporated by reference herein ("Site");

WHEREAS, Prairie Solar desires Douglas County to extend the existing boundaries of the Douglas County Enterprise Zone ("Zone") to include the Site; and

WHEREAS, Douglas County intends to include the Site within the Zone.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, Douglas County and Prairie Solar do hereby agree as follows:

1. Application. Douglas County shall promptly, but in any event prior to December 31, 2019, file with the Illinois Department of Commerce and Economic Opportunity ("DCO") all requisite paperwork to amend the existing boundaries of the Zone to include the Site ("Application"). The Application shall be prepared by Prairie Solar, at Prairie Solar's sole cost and expense, and shall be subject to Douglas County's review and approval which will not be unreasonably withheld, conditioned or delayed.
2. Application Fee. Prairie Solar shall promptly, but in any event prior to December 31, 2019, pay Douglas County the sum of Five Thousand Dollars (\$5,000) ("Fee") towards any and all expense Douglas County incurs in filing the Application. The Parties acknowledge and agree the Fee is non-refundable regardless of whether the Application is approved by DCO.
3. Sales Tax Exemption. The Parties acknowledge and agree Prairie Solar desires the Site be include in the Zone so Prairie Solar may avail itself to the sales tax exemption on building materials used in the construction and development of the Project. At such time as a sales tax exemption certificate is applied for from the Illinois Department of Revenue, for the Project, Prairie Solar shall promptly pay Douglas County, in addition to the Fee, the sum of Forty Five Thousand Dollars (\$45,000).
4. Counterparts. This Memorandum of Understanding may be executed in one or more counterparts. It shall not be necessary that the signature of, or on behalf of, each party, or that the signature of all persons required to bind any party, appear

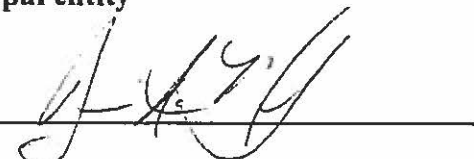
on each counterpart. All counterparts shall collectively constitute a single instrument. It shall not be necessary in making proof of this instrument to produce or account for more than a single counterpart containing the respective signatures of, or on behalf of, each of the Parties hereto. Any signature page to any counterpart may be detached from such counterpart without impairing the legal effect of the signatures thereon and thereafter attached to another counterpart identical thereto, except having attached to it additional signature pages.

5. Strict Construction. The language used in this Memorandum of Understanding shall be deemed to be the language approved by all Parties to express their mutual intent and no rule of strict construction shall be applied against any Party.
6. Contingent Binding Nature of the terms of this Memorandum of Understanding. Except for the provisions of Section 1 and Section 2, this Memorandum of Understanding shall only be binding upon the Parties in conjunction with (i) DCO approving an extension of the boundaries of the Zone to include the Site; and (ii) Prairie Solar proceeding with the Project. This Memorandum of Understanding shall otherwise be of no force or effect in any manner whatsoever.
7. Severability. In the event any one or more of the provisions contained in this Memorandum of Understanding are determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable in any respect, such provision(s) shall be deemed severed from this Memorandum of Understanding, and the validity, legality, or enforceability of the remaining provisions of this Memorandum of Understanding or any other application thereof shall not be affected or impaired thereby, and shall, remain in effect.
8. No Third Parties Beneficiaries. No person or entity other than Douglas County and Prairie Solar, and their permitted successors and assigns, if any, shall have any rights under this Memorandum of Understanding.
9. Entire Agreement and Amendment. This Memorandum of Understanding and any written addendum to it executed in writing by the Parties constitute(s) the entire agreement between Douglas County and Prairie Solar executed by Douglas County and Prairie Solar.

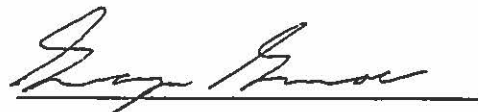
[the remainder of this page intentionally blank- signatures to follow]

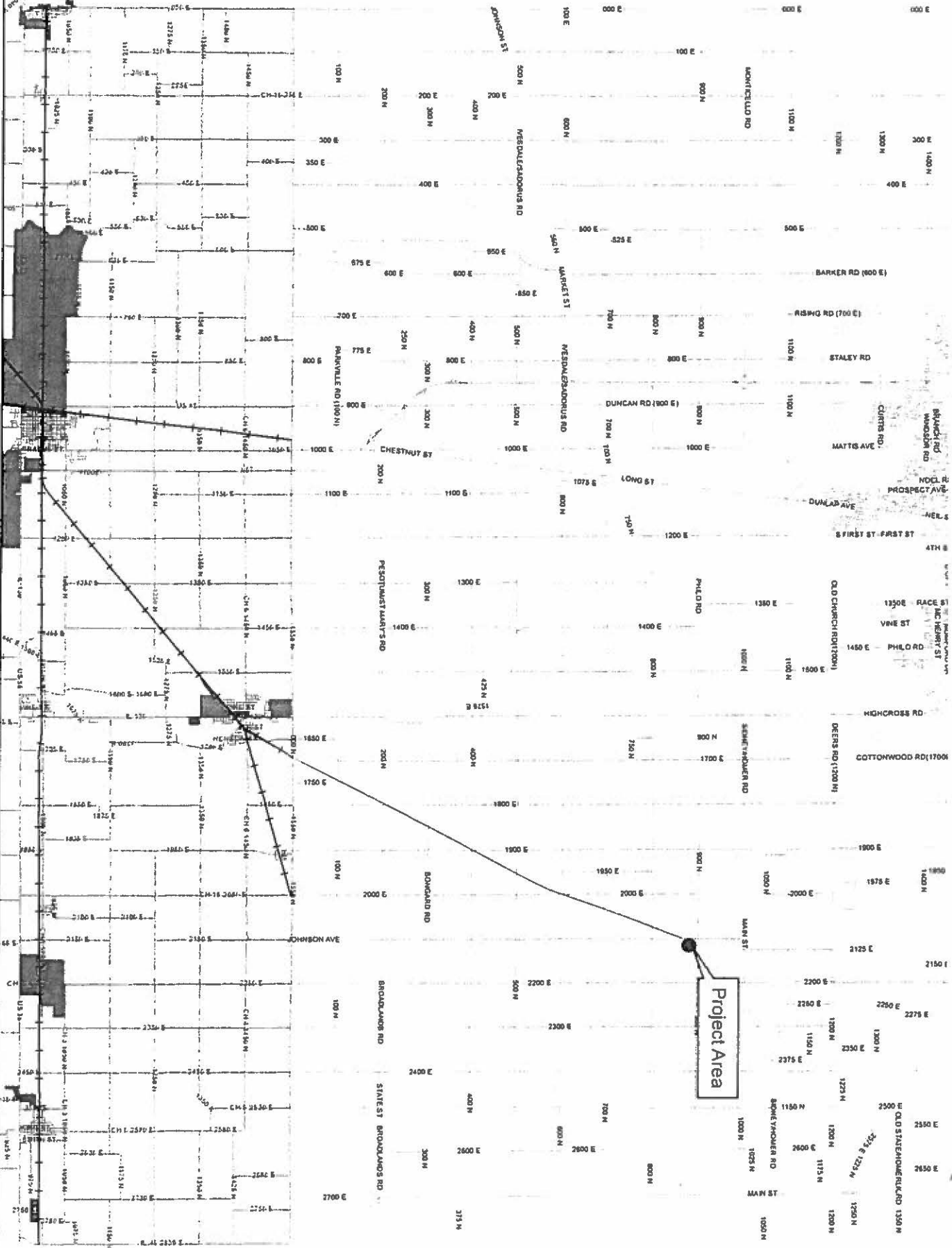
IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding on the day and year first above written.




**DOUGLAS COUNTY, ILLINOIS
ENTERPRISE ZONE, an Illinois
Municipal entity**

By: 
Brian A. Moody
Enterprise Zone Administrator

**PRAIRIE SOLAR 1, LLC, a Delaware
limited liability company**

By: 
George Gunnoe
Development Manager



 Connector Buffer - 3ft
  Railroads
  Local Roads

NOTE: Current Enterprise Zone Area = 13.64 Sq Miles
New Connector Adds .006 Sq Miles (4.12 Acres)



Enterprise Zone Map - Updated
 Zone and Connector Route
 May 16, 2019
 Douglas County, IL
 Highway Department
 GIS Division

Projection: Transverse Mercator
 State Plane Illinois East
 NAD 1983

PROPOSAL to Champaign County Board

TO: County Executive, Darlene Kloeppe
County Chair, Giraldo Rosales
County Vice-Chair, Lorraine Cowart
Policy, Personnel & Appointment Vice-Chair,
Jon Rector

FROM: Policy, Personnel & Appointment Chair
Dr. Charles Young

DATE: August 26, 2019

RE: Recommend to review & update money allotted for travel purposes

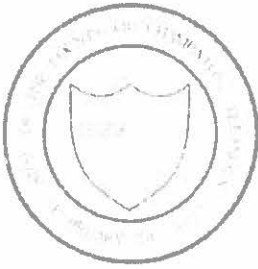
I am recommending that the board review and hopefully approve more money allotted for travel purposes for conferences and/or training events from the \$2,000 FY19 amount to \$10,000 for the FY20 amount.

By increasing this amount for travel, meals and lodging purposes significantly, would make our County government travel money allotment more comparable to other inside and outside state counties government practices, as well as to other local businesses, companies and institutions such as the University of Illinois just to name one.

I am hoping this proposal can get on either our September COW or regular County Board meeting agenda for a discussion and to vote on.

Thanks!

Respectfully submitted,
Charles Young, Ph.D.



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Darlene A. Kloepfel, County Executive

MEMORANDUM

TO: County Board Members
FROM: Darlene Kloepfel, County Executive
DATE: September 5, 2019
RE: Correction to Two August 13, 2019 Consent Agenda Items (for Information Only)

At the August 13, 2019 Committee of the Whole, two items were approved unanimously and placed on the Consent Agenda regarding the acceptance of HAVA grant funds for election equipment and the related budget amendment. These two items were not correctly carried forward on the Consent Agenda that was presented to the full Board at its August 22, 2019 meeting due to an administrative error. To assure that the Board approves the correct resolutions, these two items will be added to the Consent Agenda that will come from the September 10 COW meeting. If anyone objects, the items can be withdrawn from the Consent Agenda at the September 19, 2019 Board Meeting and voted on separately. I apologize for the error.

RESOLUTION NO. 2019-187

RESOLUTION AUTHORIZING AN ACCEPTANCE AGREEMENT BETWEEN CHAMPAIGN COUNTY
AND THE ILLINOIS STATE BOARD OF ELECTIONS FOR A HAVA GRANT APPLICATION 2018
ELECTION SECURITY GRANT 2019

WHEREAS, The Champaign County Clerk's Office is receiving a HAVA Grant Application 2018 Election Security Grant 2019 and has been notified it is eligible to receive an amount of \$40,392.00 (FORTY THOUSAND THREE HUNDRED NINETY-TWO AND 00/100 DOLLARS) to assist in the maintenance and other associated costs involved for Champaign County's voter registration system to communicate with the Centralized Statewide Voter Registration System.

WHEREAS, The Illinois State Board of Elections and Champaign County both have responsibilities under Help America Vote Act as to spending the grant for its intended purposes and tracking expenditures not previously covered or reimbursed by the Help America Vote Act grant funds; and

WHEREAS, An Acceptance Agreement outlining the responsibilities of Champaign County has been prepared;

NOW, THEREFORE, BE IT RESOLVED that the County Board of Champaign County authorizes the County Board Chair to enter into the Illinois State Board of Elections HAVA Grant Application 2018 Acceptance Agreement HAVA Election Security Grant with the Illinois State Board of Elections.

PRESENTED, ADOPTED, APPROVED, AND RECORDED this 22nd day of August A.D. 2019.

Giraldo Rosales, Chair
Champaign County Board

Recorded
& Attest: _____
Aaron Ammons, County Clerk
And ex-officio Clerk of the
Champaign County Board

Approved: _____
Darlene A. Kloeppel, County Executive

Date: _____

Date: _____

RESOLUTION NO. 2019-268

BUDGET AMENDMENT

September 2019

FY 2019

WHEREAS, The County Board has approved the following amendment to the FY2019 budget;

NOW, THEREFORE, BE IT RESOLVED That the Champaign County Board approves the following amendment to the FY2019 budget; and

BE IT FURTHER RESOLVED That the County Auditor be authorized and is hereby requested to make the following amendment to the FY2019 budget.

Budget Amendment #19-00040

Fund: 628 Election Assist/Accessibility
Dept. 022 County Clerk

<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
Increased Appropriations:	
544.38 Election/Voter Reg. Equip.	<u>21,000</u>
	Total 21,000
Increased Revenue:	
331.11 Elec Cmmsn-Help Amer Vote	<u>21,000</u>
	Total 21,000

REASON: This is to cover the cyber security software equipment covered by the HAVA Grant.

PRESENTED, ADOPTED, APPROVED by the County Board this 19th day of September A.D. 2019.

Giraldo Rosales, Chair
Champaign County Board

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

Approved: _____
Darlene A. Kloeppel, County Executive
Date: _____

FUND 628 ELECTN ASSIST/ACCESSIBLTY DEPARTMENT 022 COUNTY CLERK

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
628-022-544.38 ELECTION/VOTER REG EQUIP	0	0	21,000	21,000
TOTALS	0	0	21,000	21,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
628-022-331.11 ELEC CMMSN-HELP AMER VOTE	0	0	21,000	21,000
TOTALS	0	0	21,000	21,000

EXPLANATION: THIS IS TO COVER THE CYBER SECURITY SOFTWARE EQUIPMENT COVERED BY THE HAVA GRANT.

8/1/19
 DATE SUBMITTED: _____ AUTHORIZED SIGNATURE *Christie Patton* ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____
