

**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE**

**Finance/Justice & Social Services/Policy, Personnel, & Appointments Agenda
County of Champaign, Urbana, Illinois
Tuesday, April 10, 2012 – 6:00 p.m.**

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

VII. Finance:

A. Budget Amendments & Transfers

1. Budget Amendment #12-00014 11-12
Fund/Dept: 080 General Corporate-042 Coroner
Increased Appropriations: \$450
Increased Revenue: \$450
Reason: Funds from Sale of Coroner's 1998 Ford Windstar Van to Bill Smith Auto Parts.
Monies to be Used to Purchase Additional Supplies for Autopsy Suite.

2. Budget Amendment #12-00015 13
Fund/Dept: 080 General Corporate-043 Emergency Management Agency
Increased Appropriations: \$6,800
Increased Revenue: \$6,800
Reason: New Grant – Local Emergency Planning Committee

3. Budget Amendment #12-00016 14
Fund/Dept: 080 General Corporate-020 Auditor
Increased Appropriations: \$28
Increased Revenue: \$28
Reason: Governmental Accounting Standards Require Salary Stipends Paid by the State to County Officials to be Recorded by the County as Revenues with Offsetting Expenditures. The Salary Stipend Received by the County Auditor This Year is More Than What was Budgeted.

4. Budget Amendment #12-00017 15
Fund/Dept: 080 General Corporate-025 Supervisor of Assessment
Increased Appropriations: \$1,800
Increased Revenue: \$1,800
Reason: Annual Stipend Paid by State is Greater Than Budgeted in FY2012

B. Sheriff

1. Request Approval to Amend the Aramark Inmate Commissary Services Agreement 16-18

C. State's Attorney

1. Request Approval of State of Illinois Renewal & Amendment of Intergovernmental Agreement Between Department of Healthcare & Family Services and Champaign County State's Attorney for Support Enforcement – July 1, 2012-June 30, 2013 19-21

D. County Administrator

1. General Corporate Fund FY2012 Budget Projection Report (*to be distributed*)
2. General Corporate Fund Budget Change Report (*to be distributed*)
3. Recommendation of Update to County Grant Application/Acceptance Procedures 22-27

- 4. Report & Review of County Fees (*Provided for Information Only*) 28-41

- E. Auditor
 - 1. Monthly Report – March 2012 42-49

- F. Treasurer
 - 1. Monthly Report –March 2012- Reports are available on the Treasurer’s webpage at <http://www.co.champaign.il.us/TREAS/reports.htm>

- G. Other Business

- H. Chair’s Report

- I. Designation of Items to be Placed on County Board Consent Agenda

FUND 080 GENERAL CORPORATE

DEPARTMENT 042 CORONER

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-042-522.93 OPERATIONAL SUPPLIES	2,000	6,225	6,675	450
TOTALS	2,000	6,225	6,675	450

INCREASED REVENUE BUDGET:

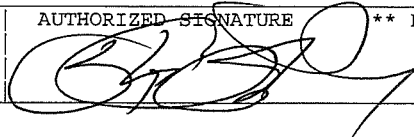
ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-042-341.42 REIMB OF CORONER COSTS	1,500	1,500	1,950	450
TOTALS	1,500	1,500	1,950	450

EXPLANATION: FUNDS FROM SALE OF CORONER'S 1998 FORD WINDSTAR VAN TO BILL SMITH AUTO PARTS. MONIES TO BE USED TO PURCHASE ADDITIONAL SUPPLIES FOR AUTOPSY SUITE.

DATE SUBMITTED:

3/15/2012

AUTHORIZED SIGNATURE



** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

C H A M P A I G N C O U N T Y
C O R O N E R

202 ART BARTELL RD., URBANA, IL 61802
(217) 384-3888

DATE: 3/07/2012 RECPT#: 005635

PAYOR: BILL SMITH AUTO PARTS

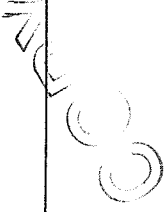
PAY TYPE/#: CK/20448

<u>QTY</u>	<u>ACCOUNT</u>	<u>REFER</u>	<u>AMOUNT</u>
1	OTHER	SALE '98 WINDSTAR	450.00

CLERK: RMO

DEP#: 4 *** RECEIPT TOTAL *** 450.00

CUSTOMER COPY



Bill Smith Auto Parts

Champaign County Coroner

#173898 '98 Windstar

3/7/2012

20448

450.00

FUND 080 GENERAL CORPORATE

DEPARTMENT 043 EMERGENCY MANAGEMENT AGCY

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-043-533.95 CONFERENCES & TRAINING	800	800	7,600	6,800
TOTALS	800	800	7,600	6,800

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-043-331.91 HOM SEC-EMRGNCY MGMT PERF	52,000	52,000	58,800	6,800
TOTALS	52,000	52,000	58,800	6,800

EXPLANATION: NEW GRANT - LEPC

DATE SUBMITTED: 4/2/12 AUTHORIZED SIGNATURE *John Carlson* ** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

FUND 080 GENERAL CORPORATE

DEPARTMENT 020 AUDITOR

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-020-511.40 STATE-PAID SALARY STIPEND	2,600	2,600	2,628	28
TOTALS	2,600	2,600	2,628	28

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-020-335.71 STATE REV-SALARY STIPENDS	2,600	2,600	2,628	28
TOTALS	2,600	2,600	2,628	28

EXPLANATION: GOVERNMENTAL ACCOUNTING STANDARDS REQUIRE SALARY STIPENDS PAID BY THE STATE TO COUNTY OFFICIALS TO BE RECORDED BY THE COUNTY AS REVENUES WITH OFFSETTING EXPENDITURES. THE SALARY STIPEND RECEIVED BY THE COUNTY AUDITOR THIS YEAR IS MORE THAN WHAT WAS BUDGETED.

DATE SUBMITTED:

4-4-12

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

Carol Halliday

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 080 GENERAL CORPORATE

DEPARTMENT 025 SUPERVISOR OF ASSESSMENT

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-025-511.40 STATE-PAID SALARY STIPEND	1,200	1,200	3,000	1,800
TOTALS	1,200	1,200	3,000	1,800

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-025-335.71 STATE REV-SALARY STIPENDS	1,200	1,200	3,000	1,800
TOTALS	1,200	1,200	3,000	1,800

EXPLANATION: ANNUAL STIPEND PAID BY STATE IS GREATER THAN BUDGETED IN FY2012

DATE SUBMITTED:

4-05-12

AUTHORIZED SIGNATURE



** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

TO: Brendan McGinty
Deputy Chair of Finance

FROM: Sheriff Dan Walsh

DATE: April 3, 2012

SUBJ: Inmate Commissary Services Agreement
Amendment # 1

We presently have a contract with Aramark, our jail food service vendor, to also provide inmate commissary services.

When first negotiated the prior Jail Superintendent wanted the inmate commissary items to be stored off- site. The present Superintendent believes they should be stored on-site and not off.

I believe by allowing this change Aramark will be able to better serve the needs of the inmate and this will also allow more efficient operation for the Correctional Officers.

Thank you.

Amendment No. 1 to the Inmate Commissary Services Agreement

THIS AMENDMENT NO. 1 entered into this ____ day of _____, 2012 by and between the **County of Champaign, Illinois ("County")** and **ARAMARK Correctional Services, LLC**, a Delaware limited liability company with offices at ARAMARK Tower, 1101 Market Street, Philadelphia PA, 19107 ("ARAMARK").

WITNESSETH:

WHEREAS, entered into an Inmate Commissary Services Agreement effective October 1, 2011 for the provision of commissary goods and services at the Champaign County Jail (the "Agreement"); and

WHEREAS, the parties desire to amend the Agreement as hereinafter set forth, effective as of January 4, 2012.

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as set forth below. Capitalized terms used but not defined in this Amendment have the meanings ascribed to such terms in the Agreement:

1. **COMMISSION:** ARAMARK and the County agree to delete Paragraph 3, Commissions, in its entirety and replace it with the following:

"3. COMMISSION: Contractor shall pay a commission to the Inmate Trust (Commissary) Fund in the amount of Thirty percent (30%) of net sales of all products, except indigent kits, postage, stamps, pre-stamped envelopes, or any other item sold at cost, all of which will have no commission."

2. **FACILITIES AND EQUIPMENT:** ARAMARK and the County agree to delete Paragraph 15.E, Facilities and Equipment, in its entirety and replace it with the following:

"E. Facilities and Equipment: County will supply on-site warehousing, office space and a delivery staging area at the facility."

3. **iCARE AND FRESH FAVORITES:** ARAMARK and the County agree to delete Paragraph 15.F, iCare and Fresh Favorites, in its entirety and replace it with the following:


"F. iCare and Fresh Favorites: ARAMARK may implement its iCare and Fresh Favorites programs at the Facility. ARAMARK shall determine the prices at which iCare and Fresh Favorites items shall be sold. If ARAMARK sustains increases in its costs, including but not limited to, increases in its product, labor or equipment costs, ARAMARK may increase its iCare and Fresh Favorites prices to recover such increased costs. No returns shall be accepted unless the inmate, who ordered a product, is released prior to such delivery. All sales shall be deemed made when an iCare item purchased is delivered to the inmate. The County shall earn a commission in an amount equal to Thirty Percent (30%) of Net Sales of all iCare and Fresh Favorites packages. Within fifteen (15) days after the end of each month, ARAMARK shall deliver to the County a check covering commissions on Net Sales made during the prior month. For purposes of this Paragraph "Net Sales" means total Fresh Favorite and iCare sales, less sales or use taxes and authorized returns."

4. Except as specifically set forth herein, all other terms and provisions of the Agreement shall remain unaffected by this Amendment and continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 1 to be signed by their duly authorized representatives the day and year first written above.

ARAMARK Correctional Services, LLC

**County of Champaign
State of Illinois**

By: 
David Kimmel
Vice President, Finance

By: _____
Name:
Title:

STATE OF ILLINOIS

RENEWAL & AMENDMENT OF INTERGOVERNMENT AGREEMENT

between

DEPARTMENT OF HEALTHCARE AND FAMILY SERVICES

and

CHAMPAIGN COUNTY STATE'S ATTORNEY

Agreement No. 2011-55-013-K3A

WHEREAS, the parties to Intergovernmental Agreement 2011-55-013, acting by and through the Illinois Department of Healthcare and Family Services ("Department") located at 201 South Grand Avenue East, Springfield, Illinois 62703 and the Champaign County State's Attorney, ("Contractor") located at 101 E. Main Street, Urbana, Illinois 61801, desire to renew and amend this Agreement, and

WHEREAS, pursuant to Article 2.2 (Renewals), the Agreement may be renewed for additional periods by each party furnishing written notification of such intent; and

WHEREAS, pursuant to Article 7.1 (Amendments), the Agreement may be amended or modified by the mutual consent of the parties at any time during its term;

NOW THEREFORE, the Intergovernmental Agreement is renewed for the period July 1, 2012 through June 30, 2013 and is amended by replacing Appendix A, Part 1 of 2 and Part 2 of 2 with the attached Amended Appendix A, Part 1 of 2 and Part 2 of 2.

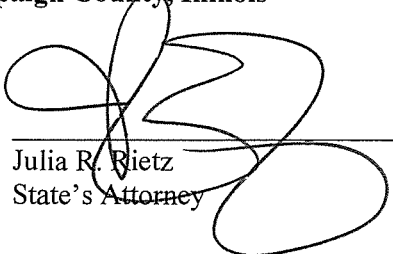
All other terms and conditions shall remain in effect.

In Witness Whereof, the parties have hereunto caused this Renewal and Amendment to be executed by their duly authorized representatives.

Illinois Department of Healthcare
And Family Services

Champaign County, Illinois

By: _____
Julie Hamos
Director

By: _____

Julia R. Rietz
State's Attorney

Date: _____

Date: _____

APPROVED:

By: _____
Lisa Madigan
Illinois Attorney General

By: _____
C. Pius Weibel
Chairman, Champaign County Board

Date: _____

Date: _____

AMENDED APPENDIX A Part 1 of 2
CHAMPAIGN COUNTY STATE'S ATTORNEY BUDGET
JULY 1, 2012 THROUGH JUNE 30, 2013
Individual Line Item Amounts Are Estimated

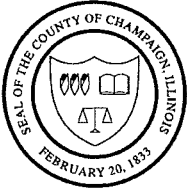
DIRECT COSTS	SFY13 Budget
Personnel Services	
Salaries	\$224,459
<i>(See list of positions-Part 2 of 2)</i>	
Fringe Benefits	\$73,959
SUBTOTAL	\$298,418
 Non Personnel Services	
Advertising, Legal Notices	\$0
Audit & Accounting Fees	\$0
Books & Periodicals	\$1,090
Computer Equipment	\$500
Computer Equipment Maintenance	\$0
Computer Software	\$0
Computer Software Maintenance	\$0
Copying Supplies	\$2,500
Court Related	\$0
Dues & Licenses	\$600
Education, Conference Fees	\$1,200
Misc. Administrative Expenses	\$0
Office Equipment	\$0
Office Equipment Maintenance	\$310
Office Supplies	\$3,400
Postage	\$2,350
Printing	\$0
Rent	\$0
Service of Process Fees	\$0
Subcontracts, Special ASA, Investigators	\$0
Telephone Service	\$500
Travel	\$600
Utilities	\$0
SUBTOTAL	\$13,050
 TOTAL	 \$311,468

AMENDED APPENDIX A *Part 2 of 2*
AUTHORIZED POSITIONS – SFY13
CHAMPAIGN COUNTY STATE’S ATTORNEY

POSITION TITLES	IV-D%	Number of Positions
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Full Time Positions:

Assistant State’s Attorney	100%	2
Paralegal	67%	1
Legal Secretary	100%	2
Receptionist/Legal Secretary	80%	1



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON
URBANA, IL 61802
(217) 384-3776
(217) 384-3765 – PHYSICAL PLANT
(217) 384-3896 – FAX
(217) 384-3864 – TDD
Website: www.co.champaign.il.us

ADMINISTRATIVE SUPPORT
DATA PROCESSING
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION

MEMORANDUM

TO: Brendan McGinty, Deputy Chair-Finance & MEMBERS OF THE CHAMPAIGN COUNTY BOARD COMMITTEE of the WHOLE

FROM: Deb Busey, County Administrator *DB*

DATE: April 4, 2012

RE: RECOMMENDATION of UPDATE to COUNTY GRANT APPLICATION/ACCEPTANCE PROCEDURES

ISSUE

The Champaign County Financial Policies, as documented in County Board Resolution 7761, establish policy parameters for grant applications and awards. The Financial Policies were last updated in June 2011. Ordinance No. 635 – An Ordinance Establishing Procedures for Grant Application, Consideration, Acceptance and Renewal/Extension was adopted by the County Board in October 2001. While the policy directives regarding grants outlined in Ordinance No. 635 are consistent with the documented financial policy regarding grants documented in Resolution 7761, the procedural guidelines in Ordinance No. 635 are now outdated as a result in changes to the County Board's Rules, committee structure and actual practice.

REPORT

At the time Ordinance No. 635 was adopted, the County Board Rules established the assignment of every county department/office to a committee of the County Board, which stood as the "parent committee" for that particular department/office. Since 2001, the County Board has transitioned from a committee structure of 8 committees to 6 areas of responsibility, and the assignment of "parent committees" was not maintained in the County Board Rules. To address this issue, and to avoid confusion among departments as to the appropriate committee to whom Grant requests should be directed, I recommend amendment to Ordinance No. 635 original language by replacing reference to "parent committee" with "Finance Committee". All grants have a direct impact on the budget and operation of the respective county offices and departments, and it seems the best

approach for County Board consideration and deliberation of grants is to place the responsibility with the Finance Committee.

The procedural guidelines outlined in steps 5 and 6 of Ordinance No. 635 anticipate that there are times when the County Board approves a grant, and the formal notice of award will not yet have been received by the County from the granting agency. The current procedures require that the County Board Chair convene the Grant Executive Committee upon notice of award of grant, to formally then accept the grant. In practice, if the grant is for the same terms as documented to the County Board when the County Board approved the grant, the Board Chair does not convene the Grant Executive Committee, but signs off on the Grant pursuant to the County Board's approval. The recommendation for amendment to Ordinance No. 635 would change the requirement for convening the Grant Executive Committee to occur *only* when the terms of the final grant award are different than the terms of the grant at the time it was presented to the County Board and approved. It would then be up to the Grant Executive Committee to accept the grant in its final terms, or determine if it should be referred back to the County Board for final approval.

The other recommendation for change to steps 5 and 6 is to re-define the make-up of the Grant Executive Committee, which has also been rendered no longer relevant by changes to the County Board's Rules. The recommendation is to change the Grant Executive Committee from: "*the County Board Chair, the Parent Committee Chair, and a designated representative of the minority party who sits on the Budget Committee*" to "**the County Board Chair, the Deputy Chair of Finance, and the County Board Minority Party Caucus Chair**".

RECOMMENDED ACTION:

The Finance Committee recommends to the County Board the adoption of An Ordinance Amending Ordinance No. 635 – An Ordinance Establishing Procedures for Grant Application, Consideration, Acceptance and Renewal/Extension as documented in the Attachment to this Memorandum.

Thank you for your consideration of this recommendation. Please feel free to contact me if you have additional questions or concerns.

Attachments

ORDINANCE NO.

**AN ORDINANCE AMENDING ORDINANCE NUMBER 635 –
AN ORDINANCE ESTABLISHING PROCEDURES for GRANT APPLICATION,
CONSIDERATION, ACCEPTANCE and RENEWAL/EXTENSION**

WHEREAS, the County Board adopted Ordinance No. 635 on October 16, 2001 – an Ordinance Establishing Procedures for Grant Application, Consideration, Acceptance and Renewal/Extension; and

WHEREAS, changes to the County Board’s Rules and Procedures since 2001 necessitate amendment to Ordinance No. 635 to ensure the Procedures for Grant Application, Consideration, Acceptance and Renewal/Extension are consistent with current County Board Rules; and

WHEREAS, to ensure consistency with current County Board rules and procedures, the Finance Committee of the Whole recommends all reference to “*parent committee*” in Ordinance No. 635 be changed to “**Finance Committee**”; and

WHEREAS, to ensure consistency with current County Board rules and procedures, the Finance Committee of the Whole recommends a change in the designation of the Grant Executive Committee in Ordinance No. 635 be amended from: “*the County Board Chair, the Parent Committee Chair, and a designated representative of the minority party who sits on the Budget Committee*” to “**the County Board Chair, the Deputy Chair of Finance, and the County Board Minority Caucus Chair**”;

WHEREAS, to ensure consistency with current County Board rules and procedures, the Finance Committee of the Whole recommends amendments to steps 5 and 6 of the grant application/award procedures identified in Ordinance No. 635 as follows:

5. If the County Board accepts the ~~parent committee~~ ***Finance Committee*** recommendation to accept the grant, the Board shall on that date approve the acceptance of the grant, ***whether or not the granting agency has formally notified the County of the grant award.*** ~~If the County Board approves acceptance of the grant prior to the date of actual notice of award, the County Board shall authorize the Grant Executive Committee to provide final approval upon notice of award. The Grant Executive Committee shall be comprised of the County Board chair, the Parent Committee Chair, and a designated representative of the minority party who sits on the Budget committee.~~

6. Upon final notification of award of the grant, the applying department/office shall notify the Board Chair ***to obtain the Board Chair’s signature on the final grant document(s)*** ~~who shall convene the Grant Executive committee to approve final acceptance of the award. If the terms of the final notice of award impose substantial additional obligations on the County or other departments/offices than the terms previously are different than the terms of the grant at the time it was approved by the County Board, the County Board Chair shall, before signing the grant documents, convene the Grant Executive Committee~~ ***who will review the changes in grant terms,***

and determine whether to accept the grant award or determine that final acceptance is directly referred back to the County Board for approval. The Grant Executive Committee shall be comprised of the County Board Chair, the Deputy Chair of Finance, and the County Board Minority Caucus Chair.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED by the County Board of Champaign County, Illinois, that all reference to “*parent committee*” in Ordinance No. 635 be changed to “**Finance Committee**”; and

BE IT FURTHER ORDAINED by the County Board of Champaign County, Illinois that steps 5 and 6 of the grant application/award procedures identified in Ordinance No. 635 be amended as follows:

5. If the County Board accepts the ~~parent committee~~ *Finance Committee* recommendation to accept the grant, the Board shall on that date approve the acceptance of the grant, *whether or not the granting agency has formally notified the County of the grant award.* ~~If the County Board approves acceptance of the grant prior to the date of actual notice of award, the County Board shall authorize the Grant Executive Committee to provide final approval upon notice of award. The Grant Executive Committee shall be comprised of the County Board chair, the Parent Committee Chair, and a designated representative of the minority party who sits on the Budget committee.~~

6. Upon final notification of award of the grant, the applying department/office shall notify the Board Chair *to obtain the Board Chair’s signature on the final grant document(s)* ~~who shall convene the Grant Executive committee to approve final acceptance of the award. If the terms of the final notice of award impose substantial additional obligations on the County or other departments/offices than the terms previously are different than the terms of the grant at the time it was approved by the County Board, the County Board Chair shall, before signing the grant documents, convene the Grant Executive Committee who will review the changes in grant terms, and determine whether to accept the grant award or determine that final acceptance is directly referred back to the County Board for approval. The Grant Executive Committee shall be comprised of the County Board Chair, the Deputy Chair of Finance, and the County Board Minority Caucus Chair.~~

PRESENTED, PASSED, APPROVED and RECORDED this 19th day of April, A.D. 2012.

ATTEST:

C. Pius Weibel, Chair
Champaign County Board

Gordy Hulten, Champaign County Clerk and
Ex-Officio Clerk of the County Board

ORDINANCE No. 635

AN ORDINANCE ESTABLISHING PROCEDURES FOR GRANT APPLICATION,
CONSIDERATION, ACCEPTANCE and RENEWAL/EXTENSION

WHEREAS, the Champaign County Board supports efforts to pursue grant revenues to provide or enhance County mandated and non-mandated services and capital needs; and

WHEREAS, the Champaign County Board has determined that it is necessary to develop procedural guidelines for County departments engaged in the pursuit and maintenance of grant funding.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED by the County Board of Champaign County, Illinois that the procedures for grant application, consideration, acceptance and renewal/extension for Champaign County departments are as follows:

Grant revenues shall be pursued to provide or enhance County mandated and non-mandated services and capital needs.

Activities which are, or will be, recurring shall be initiated with grant funds only if one of the following conditions are met:

- The activity or service can be terminated in the event the grant revenues are discontinued.
- The activity should, or could be, assumed by County (or specific fund) general and recurring operating funds. Departments are encouraged to seek additional sources of revenue to support the services prior to expiration of grant funding.

All staff positions supported by grant funds will exist only for the term award of grant, unless specific action is taken by the County Board to extend the position.

Any County department considering application for grant funds or renewal/extension of existing grant funds should comply with the following:

1. Upon the identification of a grant to be pursued, the department will provide a copy of the grant application, Financial Impact Statement, and other relevant information to its parent committee at the next meeting of that committee. The County Board recognizes that because of grant application deadlines, there will be instances where a department will submit a grant application to the grantor before the parent committee is notified.
2. Upon receiving notice of a grant application, the parent committee will review and determine whether input from other county departments is appropriate in making a determination as to the County Board's interest and willingness to accept the grant, if awarded. If the parent committee


determines additional input from other departments or sources should be obtained, it will direct the County Administrator to obtain that information and report back at the next regularly scheduled parent committee meeting.

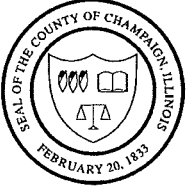
3. When the parent committee has received all requested information regarding the grant application, it shall make a recommendation to be forwarded to the County Board as to whether the County will accept the grant, if awarded.
4. If the County Board accepts a parent committee recommendation to *not* accept the grant, the department/office applying for funds shall be directed to notify the grantor that the County Board withdraws its application for said funds.
5. If the County Board accepts the parent committee recommendation to accept the grant, the Board shall on that date approve the acceptance of the grant. If the County Board approves acceptance of the grant prior to the date of actual notice of award, the County Board shall authorize the Grant Executive Committee to provide final approval upon notice of award. The Grant Executive Committee shall be comprised of the County Board Chair, the Parent Committee Chair, and a designated representative of the minority party who sits on the Budget Committee.
6. Upon final notification of award of the grant, the applying department/office shall notify the Board Chair who shall convene the Grant Executive Committee to approve final acceptance of the award. If the terms of the final notice of award impose substantial additional obligations on the County or other departments/offices than the terms previously approved by the County Board, the Grant Executive Committee may determine that final acceptance is directly referred back to the County Board.

PRESENTED, PASSED, APPROVED and RECORDED this 16th day of October, A.D. 2001.


Patricia A. Avery, Chair
Champaign County Board

ATTEST:


Mark Sheldon, County Clerk and
Ex-officio Clerk of the County Board



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON
URBANA, IL 61802
(217) 384-3776
(217) 384-3765 – PHYSICAL PLANT
(217) 384-3896 – FAX
(217) 384-3864 – TDD
Website: www.co.champaign.il.us

ADMINISTRATIVE SUPPORT
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PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION

MEMORANDUM

TO: Brendan McGinty, Deputy Chair-Finance & MEMBERS OF THE CHAMPAIGN COUNTY BOARD COMMITTEE of the WHOLE

FROM: Deb Busey, County Administrator *Deb*

DATE: April 4, 2012

RE: REPORT and REVIEW of COUNTY FEES

ISSUE

The Champaign County Financial Policies, as documented in County Board Resolution 7761, require the County Board to review all fees in the annual budget preparation process to determine appropriate level of fees for services have been established. As the County Board will adopt the FY2013 Budget Process Resolution in May, it seemed appropriate to provide the County Board with the current fees structure information before the Board adopts the parameters and guidelines for the preparation of the FY2013 budget.

REPORT

Fees and fines revenues constitute 22% of the County's total revenue. The total fees and fines revenues are projected to be \$24,568,660 for FY2012. The County Board authorized fee increases in three areas which will be implemented in FY2012 – an increase in the Marriage License and Civil Union License fees from \$20 to \$30 each; a 5% increase to the private pay rates for residents at the Champaign County Nursing Home; and an increase in the fees for registration of dogs and cats. The total budget for fees in FY2012 is down 1.3% over the original budget projection for FY2011 which is a direct result of a decline in the fees collected by the criminal justice system offices.

The focus of this report is on fees that are collected by General Corporate Fund Departments, and by Special Revenue Funds. The Nursing Home and Regional Planning Commission Fees are not included in this report. The current Fees Schedule is attached to this Memorandum.

Fees generally fall into one of the following categories:

- A. Fees set and collected pursuant to requirements of the Illinois Compiled Statutes;
- B. Fees set by statute and collected within the county only when the County Board adopts an Ordinance/Resolution Establishing the Fee to be collected in that County – in an amount up to the statutory maximum (e.g. – Automation Fund Fees, Marriage License Fees, Court Security Fees, etc.);
- C. Fees set by statute for services provided by the County Clerk, Sheriff and Recorder – where the County Board can adopt a Resolution to set the fee at a higher dollar value than the statutory maximum, if the County Board has conducted a cost study documenting the true cost of providing the service;
- D. Fees set by the County Board pursuant to statutory authority to establish reasonable fees for specific services (e.g. – Zoning Ordinance Fees);
- E. Fees set by statute and assessed at the discretion of the judiciary.

County Board review of fees would naturally focus on fees falling under categories B, C and D above, as the County Board exercises greater discretion over the process and establishment of those fees.

Of the fees that fall under Category B above, the County Board has established the following fees at a level under the statutory maximum. The following table illustrates the current Champaign County fee, the statutory maximum for the fee, and the annual revenue that would result if the County Board set the fee at the statutory maximum:

	Projected Cases/Units	Current		Maximum		Annual Difference
		Fee	Annual Revenue	Fee	Annual Revenue	
Court Automation	30,593	\$10	\$305,930	\$15	\$458,895	\$152,965
Court Document Storage	30,604	\$5	\$153,020	\$15	\$459,060	\$306,040
Law Library Fee	7,869	\$10	\$78,690	\$21	\$165,249	\$86,559
Marriage License & Civil Union License	1,200	\$25	\$30,000	\$70	\$84,000	\$54,000
TOTAL			\$537,640		\$1,083,204	\$545,564

Of the fees listed above, only the Marriage License & Civil Union License Fees impact the General Corporate Fund. The other fees are in stand-alone special revenue funds for uses specific to the fee.

Of the fees that fall under Category C above, the County Board did contract with Maximus, a professional government services consulting firm, to conduct a cost analysis study relative to the Sheriff's Fees and County Clerk Fees in 2003. The results of that study did enable the County Board to adopt fees in excess of the statutory maximums for certain services provided by the Sheriff, based on the actual cost of providing those services. The County Board paid Maximus

\$25,000 to conduct the Study. The increase in Sheriff's Office fees pursuant to the changes adopted by the County Board resulted in an average annual increase to the Sheriff's fees revenue of \$15,000. The fees changes approved by the County Board pursuant to the 2003 Maximus Study are reflected in Ordinance No. 693.

RECOMMENDED ACTION:

There is no action recommendation relevant to this issue at this time. This report is provided as information to the County Board as it embarks upon the annual budget preparation process.

If you have any additional questions or information requests with regard to this issue, please feel free to contact me.

Attachment

CHAMPAIGN COUNTY FEES TABLE

Animal Control	
Description	Fee
Spayed/Neutered Animal Registration Fees	\$12 – 1 Year \$20 – 3 Years \$5 Late Fee
Unspayed/Unneutered Animal Registration Fees	\$23 – 1 Year \$33 – 3 Years \$5 Late Fee
Microchip	\$17
Rabies Vaccination	\$8
Pick Up Fees	\$35 – First Offense with ID \$50 – Second Offense with ID \$100 – Third Offense & More \$50 – First Offense No ID
Spay/Neuter Services	\$65 – Under 50 lbs. \$95 – Over 50 lbs. \$160 – Over 100 lbs
Owner Requested Euthanasia	\$25 – 20 lbs. & Under \$50 – 20 to 50 lbs. \$75 – 50 to 100 lbs.

Circuit Clerk		
Civil Fees – Charged to Open a Case (Except Adoption Cases)		
Automation Fee	\$10	
Document Storage Fee	\$5	
Court Finance Fee	\$5	
Library Fee	\$10	
Court Security Fee	\$25	
Circuit Clerk Fee	Varies From \$10 To \$160 Depending on the Type of Case	
Case Type	Filing Fee	Answer Fee
Adoption	\$65	\$115
Chancery	\$215	\$115
Real Estate Mortgage Foreclosure	\$265	\$115
Divorce	\$215	\$115
Eminent Domain	\$205	\$115
Family – Petition for Marriage License	\$65	N/A
Family – Putative Father	\$65	\$115
Family – All Others	\$95	\$115
Law Damages \$10,000.01-\$15,000	\$130	\$115
Law Damages \$15,000.01-\$50,000	\$215	\$115
Law Damages Over \$50,000	\$215	\$115
FED Possession Only	\$105	\$105
FED Under \$15,000	\$105	\$115
FED Above \$15,000	\$215	\$115
Municipal Corporation	N/C	\$115

CHAMPAIGN COUNTY FEES TABLE

Mental Health	\$105	\$115
Miscellaneous Remedies – Administrative Review	\$200	\$100
Miscellaneous Remedies – Relief By Habeas Corpus	\$155	
Miscellaneous Remedies – All Others	\$215	\$115
Order of Protection	N/C	\$115
Probate – Administration of the Estate of a Decedent	\$205	N/A
Probate – Small Estate (Under \$15,000)	\$95	N/A
Probate – Heirship, Will to probate Without Administration, or Letters of Office for a Particular Purpose Without Administration of the Estate	\$95	N/A
Probate – Administration of the Estate of a Ward	\$130	\$85
Probate – Ward’s Estate Under \$15,000	\$95	\$85
Probate – Collection of Judgment; Settlement of Wrongful Death When There is No Other Administration of the Estate	\$105	\$85
Small Claims \$0 - > \$250	\$65	\$85
Small Claims \$250.01 - > \$500	\$75	\$85
Small Claims \$500.01 - > \$1,500	\$95	\$85
Small Claims \$1,500.01 - > \$2,500	\$95	\$115
Small Claims \$2,500.01 - > \$10,000	\$130	\$115
Tax, If Filed By Municipal Corporation	N/C	\$105
Petition for Tax Deed (One Parcel)	\$255	N/A
Petition for Tax Deed For Each Additional Parcel	\$60	N/A
Confession of Judgment: Where Judgment Does Not Exceed \$1,500	\$105	N/A
Confession of Judgment: Where Judgment is \$1,500.01 to \$15,000	\$170	N/A
Confession of Judgment: Where Judgment Exceeds \$15,000.01	\$255	N/A
Counterclaim or Joining Third Party Defendant Are Charged as a New Filing Fee Based on the Action They Are Filing	\$255	N/A
Registration of a Foreign Judgment	Same as Original Filing Fee	N/A
Jury Demands – 12-Member Jury	\$212.50	N/A
Jury Demands – Probate/OV Cases	\$137.50	N/A
Jury Demands – Small Claims 12-Member	\$25	N/A
Jury Demands – Small Claims 6-Member	\$12.50	N/A
Jury Demands – LM 6-Member Jury	\$106.25	N/A
Auxiliary Proceedings:		
Garnishments, Wage Deductions, Citations:		N/A
Amount Claimed \$0 - \$1,000	\$15	N/A
Amount Claimed \$1,000.01 - \$5,000	\$30	N/A
Amount Claimed Over \$5,000	\$50	N/A
Cost of Mailing Garnishments By Certified Mail	\$7.54	N/A
Issuing Alias Summons or Alias Citation	\$5	N/A
Issuing Alias Summons or Alias Citation Certified Mail	\$20	
Mailing a Petition for Rule	\$2	N/A
Mailing Notices By First-Class Mail	\$2	Plus Costs
All Processes or Notices Required To Be Mailed By Certified	\$15	N/A

CHAMPAIGN COUNTY FEES TABLE

Mail		
Restricted Delivery	\$4.55	
Wage Restricted Delivery	\$12.48	
Each Certification or Authentication	\$2	N/A
Miscellaneous Fees:		
Reproduction of Each Page of Automated Medium (No Charge for Reprinting a Computer Receipt)	\$6	
Record Search (Per Name Per Year Searched)	\$6	
Annual Child Support Processing Fee (<i>currently not being collected</i>)	\$36	
Reproduction, photo copies, microfilm:		
1) First Page	\$1	
2) Next 19 Pages, Per Page	\$0.50	
3) All Remaining Pages, Per Page	\$0.25	
Support Ledger Printout	\$6	
Certification to Secretary of State Per Family Financial Responsibility Law	\$5	
Filing a Deed of Voluntary Assignment	\$20	
Recording a Deed of Voluntary Assignment (For Each 100 Words)	\$0.50	
Correction of Case Number or Case Title	\$25	
NSF, Account Closed, or Stop Payment Fees (Child Support is Exempt)	\$25	
Expungements	\$214	
Tele-check Process Fee (Courthouse)	\$1.25	
Tele-check Process Fee (Jail)	\$5.00	
Credit Card Fees – base rate of 5% on \$150 and under, 3% over \$150 – different rates apply to e-pay which JANO receives as a service fee		
Late Fees of 15% on all cases sent to collections		
Petitions/Motions:		
1) To Vacate or Modify Any Final Judgment or Order if Filed Within 30 Days of That Judgment or Order (Except FED's and Small Claims)	\$50	
2) To Vacate or Modify Any Final Judgment or Order if Filed Later Than 30 Days of the Judgment or Order	\$75	
3) To Vacate a Bond Forfeiture Order	\$40	
4) To Vacate Ex-Parte Judgments	\$40	
5) To Vacate or Amend Final Orders (Criminal/Traffic)	\$40	
6) Vacate "Failure to Appear" / "Failure to Comply" Notices Sent to SOS	\$40	
7) To Vacate Judgment on Forfeitures	\$40	
8) Commitment Under the Mental Health & Developmental Disabilities Code & For Filing a Transcript of the Commitment Proceedings Held in Another County	\$50	
9) Motion to Dismiss	\$115	

CHAMPAIGN COUNTY FEES TABLE

Change of venue:		
a) For filing into this jurisdiction on a change of venue: same filing fee as if it were the commencement of a new suit		
b) For preparation and certification of a record on a change of venue to another jurisdiction	\$40	
Auxiliary Probate proceedings:		
If a small estate case is filed, at any time during the administration of the estate, the Court can examine the record of the estate and the personal representative to determine the total value of the real and personal property of the estate. If such value exceeds \$5,000 the Court shall order the payment of a additional fee in the amount of	\$40	
Issuing letters for reasons other than the administration of an estate, including but not limited to the release of mortgage, letters of guardianship to obtain consent to marry, proof of heirship without administration, or for probating a will when the estate is to be settled without administration	\$20	
a) Claims Against an Estate: \$0 – > \$149.99	N/C	
\$150 – > \$499.99	\$25	
\$500 – > \$9,999.99	\$40	
\$10,000 or More	\$60	
b) Petition to Sell Real Estate	\$50	
c) For Each Account Filed Other Than the Final Account	\$25	
d) Actions Seeking Equitable Relief Including Contest of Will and Proceedings Involving Testamentary Trusts	\$60	
e) Certified Copies of Letters of Office or Letters of Guardianship If document is greater than 3 pages additional fee of	\$2 \$1/Page	
f) Inheritance Tax Proceedings	\$15	
g) Separate Complaint Other Than a Claim is Filed in an Estate	\$45	
h) Petition to Reopen an Estate	\$20	
Appeals:		
99 Pages or Less, Plus Delivery and Costs	\$60	
100 But Less Than 200, Plus Delivery and Costs	\$150	
Additional Fee, Per Page Over 200	\$0.25	
Exceptions that are not charged are: Petitions to Modify, Terminate, or Enforce a Judgment or Order for Child or Spousal Support; or to Modify, Suspend, or Terminate an Order/Notice for Withholding.		
Criminal Convictions & Supervisions		
Conviction	Minimum Court Costs	
Felony	\$305	
Misdemeanor (Class A)	\$215	
Misdemeanor (Class B)	\$200	
Ordinance Violation	\$110	
Conservation (Must Appear)	\$75	
Conservation (May Appear)	\$120	
Traffic Convictions & Supervisions		

CHAMPAIGN COUNTY FEES TABLE

Conviction	Minimum Court Costs
"May Appear" Violation	\$65
"Must Appear" Violation	\$70
DUI	\$295
Expungement Petition	
The actual fees may vary depending on whether an arrest is made and how many police agencies were involved, but the typical Petition to Expunge requires a fee to accompany the petition as follows:	
Filing Fee	\$70
Certified Copy (\$4 Per Copy, 4 Copies Required)	\$16
Certified Mailing (\$15 Per Mailing, 4 Required)	\$60
Regular Mail (\$2 Per Copy, 4 Required)	\$8
State Police (If Required)	\$60

Circuit Court	
Description	Fee
Marriages & Civil Unions	\$10

Coroner	
Copy of Inquest Transcript	\$5.00/page
Copy of Coroner's Jury Verdict	\$5.00
Copy of Autopsy Report	\$50.00
Copy of Toxicology Report	\$25.00
Copy of Miscellaneous Report	\$25.00
Copy of Photographs (restricted)	\$3.00/each
Cremation Authorization Permit	\$50.00/each
Fee Charged to Other counties for Use of Autopsy Facility	\$235.00/autopsy

County Clerk	
Description	Fee
Elections (All costs doubled during 6 weeks prior to an election.)	
Certified Copy of Voter Card	\$5
Non-Certified Copy of Voter Card	\$1
Copies of Voter Lists	\$0.10/page
Copies of Other Documents Less Than 18 Months Old	\$1 – First Page \$0.10 – Each Additional Page
Copies of Other Documents More Than 18 Months Old	\$1 – First Page \$0.25 – Each Additional Page
Voter Labels	\$0.01/Label
Voter File Disk or CD-ROM of Entire County	\$40
Voter File Disk of School, City, Village,	\$25.00

CHAMPAIGN COUNTY FEES TABLE

Park, County Board District	
Voter File Disk of Precinct	\$10
Color Map of Cities or Outlying Precincts	\$3 each
Individual Precinct Maps	\$0.50 Each
Vital Records	
Certified Copies/Search of Birth Certificates	\$11 – First Copy \$3 – Each Additional Copy
Certified Copies/Search of Death Certificates	\$13 – First Copy \$5 – Each Additional Copy
Certified Copies/Search of Marriage/Civil Union Certificates	\$11 – First Copy \$3 – Each Additional Copy
Marriage License	\$30
Civil Union License	\$30
Non-Certified Death Records to Title Companies with an MOU	\$2/Document
Copies/Search of Naturalizations	\$10
Certified Copies/Search of Any Other Document	\$5
Certified Assumed Name Business Registration or Replacement	\$5
Business Registration Address Change or Additional Name	\$2.50 Each
Business Withdrawal of Name	\$1.50
Certificate of Authority	\$2 Each
Notary Certificate in Person	\$5
Notary Certificate Returned to Counter by Second Party	\$10
Notary Certificate Mail In	\$10
Estray	Reimburse Office for Publication Costs
Oath Copy	\$1 Each
Certificate Not Found	Same Charge as Documents Searched For
Copies of Non-Certified Documents	\$1 – First Page \$0.25 – Each Additional Page
Fireworks Permit	\$25
Fireworks Filing	\$20
Liquor License	\$2,365 – Class A \$1,400 – Class B \$1,865 – Class C \$1,200 – Class D \$930 – Class D1 \$465 – Class F Caterer \$1,400 – Class G Club \$2,130 – Class H Hotel/Motel
Recreation/Entertainment License – Annual	\$100
Recreation/Entertainment License – Single Event	\$10/Day
Recreation/Entertainment License Filing	\$4

CHAMPAIGN COUNTY FEES TABLE

Fee	
Hotel/Motel License	\$25 + \$3 Per Room/Year (Maximum \$200)
Hotel/Motel License Filing Fee	\$4
Amusement License – Display	\$50/Year
Amusement License – Distribution	\$200-Year
Amusement License Violations & Penalties	\$500
Massage License	\$200/Year
Raceway License	\$100/Day
Camp Ground License	\$25/Year (\$50/Day Penalty)
Detective License	Has not been done.
Raffle License Value Over \$5,000	\$100
Raffle License Value Under \$5,000	\$10
Raffle License Filing Fee	\$5
CD-ROM of Minutes, Resolutions, or Ordinances	\$5 (No Fee for Government Bodies/Officials)
Certified Copies of Minutes, Resolutions, or Ordinances	\$5/Document
CD of Other Documents	\$1 – First Document \$0.25 – Each Additional Document
Audiotape of County Board Meetings	\$2/Tape
DVD of County Board Meeting	\$2
Notarize Non-County Business Documents	\$1/Document
Returned Checks NSF	\$25
Tax Department	
Copies for Taxing Bodies of Tax Documents < 18 Months	No Fee
Copies for Taxing Bodies of Tax Documents > 18 Months	\$0.20/Page
Copies for General Public of Tax Documents < 18 Months	\$1 – First Page \$0.25 – Each Additional Page
Copies for General Public of Tax Documents > 18 Months	\$1 – First Page \$0.50 – Each Additional Page
Certified Taxes Paid (Clerk’s Certificate)	\$5/Parcel Number
Tax Redemption	\$35
Tax Rate Book	\$10
Forfeiture &/or Bankruptcy Certification	\$35
Valuation Certificate	\$5
Surrendered Certificate	\$35

Highway	
Description	Fee
Township Bridge Engineering	2.5% of Total Cost & Construction
Township General Maintenance & Construction Engineering	4% of Total Cost
Plans & Proposals	\$15 – In-house \$25 – Engineering Firms

CHAMPAIGN COUNTY FEES TABLE

Planning & Zoning	
Description	Fee
Zoning Use Permits	
Single & Two-Family Dwellings	\$12/100 Square Feet
All Other Buildings	\$275 + \$15/100 Square Feet
Other Principal Structures (Except Towers & Signs)	\$260/Each
Accessory Buildings	\$16/100 Square Feet
Residential Accessory Structures (Decks, Swimming Pools, Etc.)	\$33
Mobile Home Sites in Mobile Home Parks	\$33 each
All Other Accessory Structures	\$130
Towers	\$33 – Up to 50 Feet in Height \$33 + \$40/20 Feet of Height in Excess of 50 Feet
Signs	\$33 – Wall, Canopy Mounted, or Projecting \$3/Square Feet But Not Less Than \$33 – Freestanding
Alter, Extend, or Move	\$16/100 Square Feet – Buildings Fee for Structures is Same as New Structures.
Establish or Change of Use With No Construction	\$65
Temporary Use	\$65
Rural Home Occupation	\$33
Neighborhood Home Occupation	No Fee
Register Nonconforming Use	\$33
Certificate of Compliance	\$33
Maximum Fee for Any One Structure (Fee may be higher with more than one structure on a lot.)	\$1,500
Basic Stormwater Drainage Plan Review	\$500 – Initial Partial Payment Upon Application Second Fee is Amount by Which Total Costs Billed By County’s Drainage Review Consulting Engineers Exceed Partial Fee. Total Fee Shall Not Exceed \$1,500.
Unlimited Stormwater Drainage Plan Review	\$1,500 – Initial Partial Payment Upon Application Second Fee is Amount by Which Total Costs Billed By County’s Drainage Review Consulting Engineers Exceed Partial Fee.
Wind Farm Tower or Big Turbine Tower	\$4,500
Small Wind Turbine Tower <ul style="list-style-type: none"> • Not over 50 feet in Height • Greater than 50 feet in Height • Replacement of turbine or existing 	*\$100 *\$100 plus \$80/20 ft in excess of 50 ft (round to next highest 20 feet) *\$100

CHAMPAIGN COUNTY FEES TABLE

tower	
Zoning Case Filing Fees	
Variance	\$200
Administrative Variance	\$100
Special Use Permits or Zoning Map Amendments (Rezoning)	\$400 – 2 Acres or Less & Base Fee for Larger Areas \$40/Acre + Base Fee – More Than 2 Acres But No More Than 12 Acres \$10/Acre for each Acre Over 12 Acres + Above Fees – More Than 12 Acres
Appeals & Interpretations	\$200
Change of Nonconforming Use	\$100
County Board Wind Farm Special Use Permit	\$20,000 or \$440/Wind Farm – whichever is greater
Big Wind Turbine Tower Special Use Permit per Big Wind Turbine Tower	\$3,300
Subdivision Filing Fees – Final Plat	\$100
Amendment to Petitions	\$100
Subdivision Filing Fees (Preliminary Plat)	
Basic Fee	\$400 – First Lot \$100 – Each Additional Lot
Public Improvement & Engineering Review Fee	\$500 or Actual Cost Not to Exceed \$1,500
Stormwater Engineering Review Fee	Actual Cost Not to Exceed \$1,500
Stormwater Drainage Plan Review Fee	Actual Cost Not to Exceed \$1,500
Unlimited Review Fee	Actual Cost Not to Exceed \$1,500
Special Flood Hazard Area Ordinance	
Floodplain Development Permit	\$100
Variance	\$200
Floodplain Determination	\$25
Base Flood Elevation Estimate	\$25 – If Published or Previously Estimated \$250 – New Estimate
Planning & Zoning Documents	
Zoning Ordinance	\$10
Subdivision Regulations	\$4
Special Flood Hazard Ordinance	\$1.50
Interim Stormwater Management Policy	\$1
LESA Manual	\$3
Land Use Goals & Policies	No Fee
Nuisance Ordinance	\$3
Township Zoning Map	\$15
Photocopies	No Fee – 1 to 3 Copies \$0.30 – Over 3 Copies

CHAMPAIGN COUNTY FEES TABLE

Sheriff	
Description	Fee
Bond Out Fee	\$20
EHD Fee	\$12/Day
Fingerprinting LIVESCAN System	\$20/General Public; \$5 each additional card
Sex Offender Registration	\$100/Annual
Temporary Buyers Registration (metals)	\$100/Specific Period of Sale
Civil Process Service	\$30/service; \$5/return; \$1/mile – 1-way
Eviction Stand-By	\$54.90/hour
Vandalism to Property	\$5 & Up

Recorder	
Description	Fee
Documents Surcharge - All Land Records	\$12
Automation Fee – All Land Records	\$ 3
GIS Fee – All Land Records	\$10
Rental Housing Support Fee – All Land Records	\$10
All Land Records (for documents meeting state requirements)	\$0 – First 4 Pages \$1 – Each Additional Page
All Land Records (for documents not meeting state requirements)	\$2 – 4 Pages \$2 – Each Additional Page
Plats of Subdivision/Surveys Larger than 8 1/2X14 in.	\$73 – First Page \$1 – Each Additional Page
Internet Usage in Office	\$75 – 1-250 Minutes \$125 – Up to 500 Minutes \$195 – Up to 1,000 Minutes \$295 – Up to 2,000 Minutes \$400 – Unlimited Usage
Real Estate Transfer Tax	\$0.50 per \$1,000 of the Sale Price
Copy Fees	\$0.15/page – Non-Commercial Customers \$1/page – Commercial Customers \$15 – CDs for Local Clients \$30 – CDs for Non-Local Clients

Public Defender	
Description	Fee
Court-Appointed Counsel Fee (Assessed by Judge)	Misdemeanor – \$500 Maximum Felony – \$5,000 Maximum

CHAMPAIGN COUNTY FEES TABLE

Treasurer	
Description	Fee
Duplicate Bill Fee	\$5 Per Mortgage Lender (Non-Homeowner) Request
Indemnity Fee	\$20 Per Tax Sale Item
Interest Fee	\$60 Per Tax Sale Item
Tax Sale Automation Fee	\$10 Per Tax Sale Item

CHAMPAIGN COUNTY

AUDITOR'S REPORT TO COUNTY BOARD
PERIOD ENDING 3/31/12

FUND	NAME	F Y 2 0 1 1		F Y 2 0 1 2		BUDGET CURRENT (12/01/11) (AS OF 3/31/12)	CHANGE	ACTUALS	
		CURRENT MONTH	YEAR-TO DATE	CURRENT MONTH	YEAR-TO DATE			YTD %	YTD %
080	GENERAL CORPORATE								
010	COUNTY BOARD								
	REVENUE	336,968	310,456	313,750	0	313,750	256	68,812	22
	EXPENDITURE	271,833	268,806	290,151	14,000	304,151	20,456	120,394	40
013	DEPT SERVICE								
	REVENUE	710,688	403,209	708,708	0	708,708	33,586	100,759	14
	EXPENDITURE	403,261	401,526	401,437	0	401,437	0	236,954	59
016	ADMINISTRATIVE SERVICES								
	REVENUE	144,426	56,397	83,220	0	83,220	2,295	9,602	12
	EXPENDITURE	1,011,941	975,286	613,248	365-	612,883	94,711	235,226	38
017	COOPERATIVE EXTENSION SRV								
	REVENUE	399,056	398,945	408,991	0	408,991	0	0	0
	EXPENDITURE	399,056	398,766	408,991	0	408,991	0	179	0
020	AUDITOR								
	REVENUE	111,504	157,207	102,600	0	102,600	2,628	2,628	3
	EXPENDITURE	326,688	324,871	336,757	0	336,757	27,723	102,785	31
021	BOARD OF REVIEW								
	REVENUE	0	0	0	0	0	0	0	0
	EXPENDITURE	122,317	121,320	117,567	0	117,567	8,659	34,670	29
022	COUNTY CLERK								
	REVENUE	275,462	338,335	302,330	0	302,330	19,775	67,904	22
	EXPENDITURE	847,550	814,307	961,264	0	961,264	53,227	235,711	25
023	RECORDER								
	REVENUE	1,484,928	1,522,730	1,425,703	0	1,425,703	118,609	499,513	35
	EXPENDITURE	916,331	909,236	864,951	0	864,951	35,799	367,870	43
025	SUPERVISOR OF ASSESSMENT								
	REVENUE	42,675	62,112	35,293	0	35,293	5,819	11,409	32
	EXPENDITURE	411,093	378,382	353,768	0	353,768	28,407	102,060	29
026	COUNTY TREASURER								
	REVENUE	764,950	707,053	713,100	0	713,100	4,401	13,391	2
	EXPENDITURE	253,367	252,902	258,101	0	258,101	17,807	73,468	28
028	INFORMATION TECHNOLOGY								
	REVENUE	401,317	94,023	107,586	0	107,586	395	1,179	1
	EXPENDITURE	0	385,179	803,111	365	803,476	70,305	232,087	29
030	CIRCUIT CLERK								
	REVENUE	2,112,645	1,968,722	2,024,500	0	2,024,500	166,246	444,964	22
	EXPENDITURE	1,114,804	1,090,988	1,091,741	0	1,091,741	79,556	310,836	28
031	CIRCUIT COURT								
	REVENUE	1,000	328	0	0	0	0	0	0
	EXPENDITURE	1,030,427	1,026,101	1,039,084	0	1,039,084	100,574	344,126	33

AUDITOR'S REPORT TO COUNTY BOARD
PERIOD ENDING 3/31/12

FUND	NAME	FY 2011			FY 2012			ACTUALS YEAR-TO-DATE	YTD %
		CURRENT MONTH	YEAR-TO-DATE	YTD %	BEGINNING (12/01/11)	CURRENT (AS OF 3/31/12)	CHANGE		
080	GENERAL CORPORATE								
	032 JURY COMMISSION								
	REVENUE	0	24,347	76	32,289	0	0	7,514	23
	EXPENDITURE	32,147	0		32,289	0	2,022	0	
	036 PUBLIC DEFENDER								
	REVENUE	127,358	215,518	169	235,289	0	34,203	59,808	25
	EXPENDITURE	997,362	988,407	99	1,045,091	0	72,941	301,771	29
	040 SHERIFF								
	REVENUE	936,465	1,005,365	107	964,300	0	130,087	352,991	37
	EXPENDITURE	4,510,219	4,376,712	97	4,449,876	2,000	311,204	1,273,591	29
	041 STATES ATTORNEY								
	REVENUE	1,469,978	1,249,391	85	1,433,808	0	169,783	425,327	30
	EXPENDITURE	2,060,516	2,041,115	99	2,085,798	3,000	156,000	636,393	30
	042 CORONER								
	REVENUE	42,726	46,354	108	51,250	0	5,142	15,009	29
	EXPENDITURE	500,197	499,190	100	460,412	0	34,869	143,773	31
	043 EMERGENCY MANAGEMENT AGCY								
	REVENUE	51,548	157,791	306	52,000	0	0	25	
	EXPENDITURE	146,650	129,123	88	123,783	0	9,406	28,403	23
	051 JUVENILE DETENTION CENTER								
	REVENUE	935,549	1,309,009	140	932,749	0	2,369	128,552	14
	EXPENDITURE	1,592,312	1,562,014	98	1,594,329	0	120,526	466,736	29
	052 COURT SERVICES - PROBATION								
	REVENUE	477,232	634,412	133	477,232	0	0	22,576	5
	EXPENDITURE	1,418,905	1,396,318	98	1,421,419	0	106,133	411,029	29
	057 DEPUTY SHERIFF MERIT COMM								
	REVENUE	0	0		0	0	0	0	
	EXPENDITURE	22,672	21,666	96	20,025	0	0	4,138	21
	071 PUBLIC PROPERTIES								
	REVENUE	1,615,593	1,769,973	110	1,315,676	0	105,155	306,270	23
	EXPENDITURE	2,897,517	2,815,823	97	2,919,840	0	196,581	864,767	30
	075 GENERAL COUNTY								
	REVENUE	17,855,635	18,244,617	102	18,438,984	0	1,063,058	2,634,613	14
	EXPENDITURE	3,052,119	2,914,420	95	3,212,767	0	258,527	963,944	30
	077 ZONING AND ENFORCEMENT								
	REVENUE	59,025	56,643	96	170,700	0	3,623	8,068	5
	EXPENDITURE	346,153	296,127	86	336,077	0	26,697	89,068	27
	124 REGIONAL OFFICE EDUCATION								
	REVENUE	0	0		0	0	0	0	
	EXPENDITURE	209,062	199,267	95	213,214	0	33,885	33,885	16

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FUND	NAME	FY 2011			FY 2012			YTD %	YTD %
		CURRENT MONTH	YEAR-TO DATE	ACTUALS	CURRENT MONTH	YEAR-TO DATE	ACTUALS		
080	GENERAL CORPORATE								
	(CONTINUED)								
130	CIRC CLK SUPPORT ENFORCE	12,338	50,962	88	57,883	57,883	21,624	37	
	REVENUE	3,752	47,509	95	50,521	50,521	3,649	28	
	EXPENDITURE								
140	CORRECTIONAL CENTER	70,923	781,916	90	825,016	825,016	61,264	20	
	REVENUE	489,735	5,634,852	99	5,785,215	5,783,215	463,885	29	
	EXPENDITURE								
141	STS ATTY SUPPORT ENFORCE	36,210	341,321	92	371,024	371,024	37,565	24	
	REVENUE	24,392	351,305	93	369,356	369,356	25,866	26	
	EXPENDITURE								
TOTAL	GENERAL CORPORATE	31,249,771	31,882,790	102	31,551,692	31,551,692	1,987,883	17	
	REVENUE	31,392,790	30,645,865	98	31,660,183	31,677,183	17,000	30	
	EXPENDITURE								

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FUND	NAME	FY 2011			FY 2012			YTD %	YTD %
		FINAL	CURRENT MONTH	ACTUALS YEAR-TO-DATE	BUDGET CURRENT (AS OF 3/31/12)	CHANGE	CURRENT MONTH		
081	NURSING HOME REVENUE EXPENDITURE	15,296,331	2,265,751	14,234,071	14,997,726	0	2,779	7,288	29
		15,796,464	1,031,697	14,219,895	14,522,511	0	1,316,715	4,144,801	
083	COUNTY HIGHWAY REVENUE EXPENDITURE	2,771,924	57,195	2,476,351	2,647,044	0	23,979	273,884	10
		2,891,102	291,062	2,818,844	2,645,862	0	156,419	604,411	23
084	COUNTY BRIDGE REVENUE EXPENDITURE	1,058,646	37,307	1,132,453	1,067,174	0	74	6,321	1
		1,031,000	23,260	458,330	1,066,000	0	0	218,365	20
085	COUNTY MOTOR FUEL TAX REVENUE EXPENDITURE	2,721,643	144,526	2,846,127	2,827,876	0	166,453	510,593	18
		3,775,404	110,713	3,466,038	2,827,205	0	163,494	426,323	15
088	ILL. MUNICIPAL RETIREMENT REVENUE EXPENDITURE	4,883,414	192,572	4,711,298	4,839,122	0	101,681	478,024	10
		4,884,984	313,022	4,646,775	4,820,774	0	316,104	1,330,645	28
089	COUNTY PUBLIC HEALTH FUND REVENUE EXPENDITURE	1,304,310	4,921	1,285,544	1,317,053	0	3,835	222,510	17
		1,304,310	63,849	1,291,485	1,379,459	62,898	59,466	193,440	14
090	MENTAL HEALTH REVENUE EXPENDITURE	4,079,037	33,258	4,116,528	4,060,124	0	26,009	106,093	3
		4,079,037	335,147	3,943,061	4,060,124	0	364,141	1,272,773	31
091	ANIMAL CONTROL REVENUE EXPENDITURE	483,649	56,110	574,015	584,765	0	47,981	162,048	28
		530,109	37,976	509,893	579,741	0	38,969	141,567	24
092	LAW LIBRARY REVENUE EXPENDITURE	68,225	5,069	65,943	68,100	0	4,968	15,004	22
		84,256	4,323	83,486	74,282	0	5,226	18,225	25
103	HWY FED AID MATCHING FUND REVENUE EXPENDITURE	8,323	25	8,453	7,303	0	4	92	1
		0	0	0	0	0	0	0	0
104	EARLY CHILDHOOD FUND REVENUE EXPENDITURE	7,279,475	737,149	6,999,175	7,859,795	0	481,296	1,935,229	25
		7,275,125	548,415	6,425,494	7,779,740	0	627,343	2,086,306	27
105	CAPITAL ASSET REPLCMT FND REVENUE EXPENDITURE	273,511	58	201,978	243,290	0	65	10,200	4
		956,983	50,512	484,666	873,230	29,483	141,617	182,505	21
106	PUBL SAFETY SALES TAX FND REVENUE EXPENDITURE	4,512,403	465,846	4,538,937	4,508,507	0	465,985	1,349,561	30
		4,211,132	140,203	3,930,362	4,428,826	230,000	89,950	2,937,458	63
107	GEOGRAPHIC INF SYSTM FUND REVENUE EXPENDITURE	282,100	39,475	252,926	252,000	0	22,514	68,189	27
		316,162	22,097	311,004	272,860	0	17,854	75,095	28

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FUND	NAME	FY 2011			FY 2012			YTD %	ACTUALS YEAR-TO DATE	YTD %
		FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	BUDGET CURRENT (12/01/11) (AS OF 3/31/12)	CHANGE	CURRENT MONTH			
108	DEVLPMNTL DISABILITY FUND	3,585,739	71	3,575,053	100	3,677,507	0	82	328	
	REVENUE	3,588,739	296,844	3,550,078	99	3,675,382	0	294,217	1,178,753	32
	EXPENDITURE									
109	DELINQ PREVENTN GRNT FUND	203,116	8	203,220	100	203,116	0	0	0	63
	REVENUE	203,116	17,608	199,626	98	203,116	0	0	128,100	
	EXPENDITURE									
188	SOCIAL SECURITY FUND	2,770,393	136,806	2,573,369	93	2,778,005	0	85,895	296,593	11
	REVENUE	2,766,542	297,529	2,596,306	94	2,774,005	0	199,126	766,106	28
	EXPENDITURE									
303	COURT COMPLEX CONSTR FUND	1,200	71	622	52	2,000	0	73	216	11
	REVENUE	0	0	0		100,000	63,200	60,719	92,361	57
	EXPENDITURE									
304	HIGHWAY FACILITY CONST FND	0	11	89		450	0	12	34	8
	REVENUE	0	0	0		0	0	0	0	
	EXPENDITURE									
305	202 ART BARTELL BLDG CNST	2,200,200	105	2,004,881	91	250	0	35	102	41
	REVENUE	2,200,000	342,392	1,541,819	70	472,816	0	17,096	22,683	5
	EXPENDITURE									
350	HWY FACIL BOND DEBT SERV	199,663	0	199,968	100	202,995	0	0	10	
	REVENUE	199,600	0	198,095	99	198,119	0	0	177,206	89
	EXPENDITURE									
474	RPC USDA REVOLVING LOANS	551,750	17	225		500,000	0	18	56	
	REVENUE	115,000	0	333		110,000	0	0	0	
	EXPENDITURE									
475	RPC ECON DEVELOPMNT LOANS	521,700	12,510	365,288	70	438,450	0	15,600	104,059	24
	REVENUE	525,000	15,474	155,984	30	438,000	0	7,873	21,832	5
	EXPENDITURE									
476	SELF-FUNDED INSURANCE	1,955,373	100,184	2,038,360	104	2,137,800	0	99,399	283,947	13
	REVENUE	1,890,762	80,260	1,429,723	76	1,912,613	0	49,059	766,930	40
	EXPENDITURE									
610	WORKING CASH FUND	1,700	36	383	23	400	0	42	123	31
	REVENUE	1,700	0	383	23	400	0	0	0	
	EXPENDITURE									
611	COUNTY CLK SURCHARGE FUND	12,000	503	9,348	78	8,500	0	623	1,871	22
	REVENUE	12,000	503	9,348	78	8,500	0	623	1,871	22
	EXPENDITURE									
612	SHERIFF DRUG FORFEITURES	20,375	8	2,034	10	20,085	0	6	797	4
	REVENUE	28,333	20	22,302	79	30,280	0	1,515	5,047	17
	EXPENDITURE									
613	COURT'S AUTOMATION FUND	289,399	21,663	256,168	89	250,250	0	22,699	60,731	24
	REVENUE	387,495	23,474	383,552	99	347,373	0	72,774	188,185	54
	EXPENDITURE									

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FUND	NAME	FY 2011			FY 2012			ACTUALS YEAR-TO-DATE	ACTUALS YEAR-TO-DATE	YTD %
		FINAL	CURRENT MONTH	ACTUALS YEAR-TO-DATE	BEGINNING (12/01/11)	BUDGET CURRENT	CHANGE			
614	RECORDER'S AUTOMATION FND	182,500	33,430	202,998	208,700	208,700	0	18,574	57,230	27
	REVENUE	260,764	5,284	241,813	265,638	265,638	0	14,119	80,458	30
	EXPENDITURE									
617	CHILD SUPPORT SERV FUND	52,500	4,849	42,246	600	600	0	57	391	65
	REVENUE	150,240	2,276	48,306	102,435	102,435	0	6,068	16,320	16
	EXPENDITURE									
618	PROBATION SERVICES FUND	363,500	45,964	424,916	401,500	414,500	13,000	57,847	148,087	36
	REVENUE	431,404	19,047	428,377	468,075	481,075	13,000	13,788	272,406	57
	EXPENDITURE									
619	TAX SALE AUTOMATION FUND	36,840	2,056	35,363	32,355	32,355	0	4,966	5,871	18
	REVENUE	40,933	310	27,606	40,899	40,899	0	180	5,469	13
	EXPENDITURE									
620	HEALTH-LIFE INSURANCE	5,640,158	438,270	5,118,854	5,128,766	5,128,766	0	446,766	1,748,921	34
	REVENUE	5,640,158	9,956	5,111,453	5,128,738	5,128,738	0	443,341	1,718,382	34
	EXPENDITURE									
621	STS ATTY DRUG FORFEITURES	55,000	7,900	59,968	27,040	27,040	0	7,438	10,078	37
	REVENUE	65,100	56	64,307	27,000	27,000	0	60	240	1
	EXPENDITURE									
627	PROPERTY TAX INT FEE FUND	61,000	130	71,278	60,120	60,120	0	120	860	1
	REVENUE	60,100	0	60,100	60,120	60,120	0	0	11,439	19
	EXPENDITURE									
628	ELECTN ASSIST/ACCESSIBILITY	100,000	2	37,972	168,339	168,339	0	1	2,372	1
	REVENUE	100,000	0	37,963	168,339	168,339	0	0	2,370	1
	EXPENDITURE									
629	COUNTY HISTORICAL FUND	25	0	1	10	10	0	0	501	5010
	REVENUE	0	0	0	0	0	0	0	0	0
	EXPENDITURE									
630	CIR CLK OPERATION & ADMIN	84,300	19,371	104,865	120,100	120,100	0	31,467	48,500	40
	REVENUE	88,145	0	80,347	120,000	120,000	0	0	0	0
	EXPENDITURE									
632	CIR CLK ELCTRCN CITATIONS	0	755	12,653	0	0	0	2,122	5,181	0
	REVENUE	0	0	0	0	0	0	0	0	0
	EXPENDITURE									
641	ACCESS INITIATIVE GRANT	1,078,424	113	904,860	1,502,531	1,569,225	66,694	28,163	317,869	20
	REVENUE	1,466,464	69,878	1,257,730	1,502,531	2,002,531	500,000	98,028	332,004	17
	EXPENDITURE									
658	JAIL COMMISSARY	26,000	29	28,516	26,000	26,000	0	2,948	11,742	45
	REVENUE	24,950	1,506	22,201	26,000	26,000	0	1,343	5,839	22
	EXPENDITURE									
659	COUNTY JAIL MEDICAL COSTS	30,500	3,286	28,232	30,500	30,500	0	3,487	7,926	26
	REVENUE	46,016	0	46,016	46,016	46,016	0	0	0	0
	EXPENDITURE									

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FUND	NAME	F Y 2 0 1 1			F Y 2 0 1 2			ACTUALS YEAR-TO DATE	YTD %	
		BUDGET- FINAL	CURRENT MONTH	ACTUALS YEAR-TO DATE	BEGINNING (12/01/11)	BUDGET CURRENT	CHANGE			CURRENT MONTH
670	COUNTY CLK AUTOMATION FND	20,100	2,246	76,983	30,000	30,000	0	2,143	6,452	22
	REVENUE	109,937	7,747	79,053	33,525	33,525	0	8,069	13,312	40
671	COURT DOCUMENT STORAGE FD	157,000	12,024	133,423	135,240	135,240	0	12,453	32,137	24
	REVENUE	278,348	9,966	167,755	220,685	220,685	0	4,455	47,657	22
675	VICTIM ADVOCACY GRT-ICJIA	38,690	0	35,634	38,690	38,690	0	0	11,012	28
	REVENUE	35,768	2,674	35,801	36,078	36,078	0	2,754	10,672	30
676	SOLID WASTE MANAGEMENT	1,700	6	1,318	1,600	1,600	0	8	1,722	108
	REVENUE	5,450	0	0	2,875	2,875	0	0	304	11
677	JUV INTERVENTION SERVICES	50	1	13	15	15	0	0	0	96
	REVENUE	10,000	0	0	10,000	13,000	3,000	0	12,506	0
679	CHILD ADVOCACY CENTER	218,621	3,092	165,659	191,903	191,903	0	22,822	42,883	22
	REVENUE	216,617	15,546	180,357	196,131	196,131	0	15,414	51,759	26
681	JUV INF SHARING SYS GRANT	11,250	0	6,985	11,812	11,812	0	0	819	7
	REVENUE	11,250	0	7,276	11,812	11,812	0	0	848	7
685	DRUG COURTS PROGRAM	21,500	2,503	21,836	21,535	121,535	100,000	7,920	18,950	16
	REVENUE	21,500	0	15,000	21,535	121,535	100,000	5,140	12,724	10
850	GEOG INF SYS JOINT VENTUR	512,942	18,545	559,168	470,297	470,297	0	19,432	74,540	16
	REVENUE	512,053	45,764	496,459	469,770	469,770	0	36,689	152,394	32
TOTAL ALL FUNDS		19,916,693	6,271,162	117,292,593	10,999,158	11,222,067	222,909	5,140,213	17,027,227	152
EXPENDITURE		23,952,214	5,384,217	112,653,889	13,312,685	14,374,481	1,061,796	7,982,818	32,935,785	229