



**CHAMPAIGN COUNTY BOARD  
COMMITTEE OF THE WHOLE – Finance/Policy/Justice Addendum**  
*County of Champaign, Urbana, Illinois*  
*Tuesday, June 15, 2010 – 6:00 p.m.*

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

**Page Number**

**X. Finance:**

**E. County Administrator**

6a. Closed Session Pursuant to 5 ILCS 120/2(c)1 to Consider the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of Champaign County

**H. Other Business**

1. Resolution Increasing Circuit Clerk Fees \*1-2
2. Request Approval of Planning & Zoning Department Energy Efficiency & Conservation Block Grant \*3-6

**L. Closed Session Pursuant to 5 ILCS 120/2(c)2 to Consider Collective Negotiating Matters Between Champaign County and its Employees or their Representatives**

# Linda S. Frank



Circuit Clerk

To: Brendan McGinty, Chair, Finance Committee and Committee Members

From: Linda Frank, Clerk of the Circuit Court

Date: June 9, 2010

Re: Potential Fee Increase

We all know the budget crisis the County is facing. We have, in the past, been charging less than what we could when my office is required to mail court documents via certified mail. The Clerk of the Court Act that controls fees charged by my office sets minimums and maximums for various services. If the County Board does nothing, I am required to charge the minimum. The Board can authorize by resolution any amount through the maximum.

In 2003, the County Board set maximum levels for the vast majority of Clerk fees with Resolution # 4725, but did not address certified mail. The law allows that I charge a minimum of \$2 plus the cost of mailing through a maximum of \$10 plus the cost of mailing. I believe that if we set the fee at \$10, we can increase revenues by approximately \$2,500 per month or \$30,000 per year.

The most common reason why we send certified mail is when a person petitions to expunge a court record (have a court record removed) and people who petition for tax deeds (attempts by parties to buy property that has a delinquent tax bill). Judges are always authorized to waive fees in the case of the indigent.

Please give consideration to recommending the passage of the attached resolution. Thank you for your time.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION INCREASING CIRCUIT CLERK FEES FOR CHAMPAIGN COUNTY, ILLINOIS**

**WHEREAS**, Pursuant to 705 ILCS 105/27.1(a), minimum and maximum fees are defined to be charged by the Clerks of the Circuit Court, whereby the Clerk of the Circuit Court must charge the minimum fee listed and may charge up to the maximum fee if the County Board has by resolution increased the fee; and

**WHEREAS**, Pursuant to the adoption of HB269, 705 ILCS 105/27.1 has been amended to increase the maximum fees which may be charged for Clerk of the Circuit Court fees, effective July 1, 2003; and

**WHEREAS**, Pursuant to 705 ILCS 105/27.1(a), the minimum fee allowed for certified mail sent by the Clerk of the Circuit Court is \$2 plus the cost of mailing and the maximum is \$10 plus the cost of mailing; and

**WHEREAS**, To offset the cost of operation of the justice system in Champaign County, Illinois;

**NOW, THEREFORE, BE IT RESOLVED** that pursuant to 705 ILCS 105/27.1(a) the Champaign County Board increases the fee to be charged by the Clerk of the Circuit Court of Champaign County as follows:

When the Clerk of the Circuit Court is required to send documents by certified mail, the fee charged shall be \$10 plus the cost of mailing.

**PRESENTED, ADOPTED, APPROVED, AND RECORDED** this 24th day of June, A.D. 2010.

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

ATTEST: \_\_\_\_\_  
Mark Shelden, County Clerk  
and ex-officio Clerk of the  
Champaign County Board

Date:	June 11, 2010
To:	Committee of the Whole Members
From:	John Hall, Director, Champaign County Department of Planning and Zoning and Susan Monte, CCRCP Planner
Regarding:	<b>Proposal to Submit Grant Energy Efficiency and Conservation Block Grant (EECBG) Application</b>
Action Requested:	<b>Approval to Submit Grant Application</b>

Champaign County is eligible to respond to the request for applications for eligible projects to be 75% funded through the US Department of Energy, via the Illinois Department of Commerce and Economic Opportunity. The Champaign County Regional Planning Commission is responsible for the application process, including dissemination, review, reporting and monitoring of projects. In the east-central Illinois CCRPC jurisdiction comprising eight counties, approximately \$944,000 will be awarded.

The Champaign County Department of Planning and Zoning submitted an application for EECBG funding of an eligible activity, as described in Attachment A. The due date for applications to be submitted is June 11, 2010.

As described in Attachment A, the estimated total project cost is \$11,100, with the County share being \$2,775. The amount \$2,775 would represent an estimated 4% of the total FY 2011 Planning & Technical Services Contract with Champaign County Regional Planning Commission, based on a contract amount reduced by 10% for FY2011.

Attachment A: EECBG Application Summary

**APPLICATION COVER PAGE****Applicant Information:**

<u>Champaign County Department of Planning and Zoning</u>	<u>E9998-5942-05</u>
Applicant	FEIN

<u>1776 E. Washington Street, Urbana, IL 61802-7692</u>	<u>Champaign</u>
Applicant Address (include 9 digit zip code):	County

<u>(217) 384-3708</u>	<u>(217) 819-4021</u>
Telephone Number	Fax Number

**Project Information:**

Champaign County Building Code with Energy Efficient Building Design Standards:  
Implementation Strategy and Feasibility Study  
 Project Name

<u>Champaign County Department of Planning and Zoning</u>	
<u>1776 E. Washington Street, Urbana IL 61802-7692</u>	<u>Champaign</u>
Project Address	County

<u>John Hall, Director</u>	<u>(217) 384-3708</u>
Project Contact	Phone

jhall@co.champaign.il.us  
 Project Contact E-mail address

Brief Project Description: Prepare a report that includes an implementation strategy and feasibility study with a cost-benefit analysis regarding Champaign County implementation and enforcement of a Building Code with energy efficient building design standards. This report will be prepared for County Board Committee of the Whole consideration.

Proposed Start Date: January 3, 2011

Planned Completion Date: June 30, 2011

Illinois Legislative District (s) the Project is located in:

House 103

Senate 52

**ACTIVITY APPLIED FOR**#5 - Building Code Development and Enforcement

## 1. Description of Project

Develop this report for consideration of the Champaign County Committee of the Whole:

Champaign County Building Code with Energy Efficient Building Design Standards:  
Implementation Strategy and Feasibility Study

### *Background*

On April 22, 2010, the Champaign County Board adopted the Champaign County Land Resource Management Plan, with the intent of encouraging the protection of land, air, water, natural resources and environment of the County and encouraging the use of such resources in a manner which is socially and economically desirable. The plan includes goals, objectives and policies to achieve this purpose. 'Energy Conservation' is one of 10 goals of the plan, and directly relevant to the proposed project:

Objective 9.1 Champaign County will seek to reduce the discharge of greenhouse gases.  
Policy 9.1.2 The County will promote energy efficient building design standards.

Objective 9.2 Champaign County will encourage energy efficient building design standards.  
Policy 9.2.1 The County will enforce the Illinois Energy Efficient Commercial Building Act.

One other plan goal directly relevant to the proposed project is 'Public Health and Safety', with the following objectives and policies:

Objective 6.2 Champaign County will seek to ensure that public assembly, dependent population, and multifamily land uses provide safe and secure environments for their occupants.

Policy 6.2.1 The County will require public assembly, dependent population, and multifamily premises built, significantly renovated, or established after 2010 to comply with the Office of State Fire Marshal life safety regulations or equivalent.

Policy 6.2.2 The County will require CC Liquor Licensee premises to comply with the Office of State Fire Marshal life safety regulations or equivalent by 2015.

Policy 6.2.3 The County will require Champaign County Recreation and Entertainment Licensee premises to comply with the Office of State Fire Marshal life safety regulations or equivalent by 2015.

Objective 6.3 Champaign County will seek to ensure that all new non-agricultural construction in the unincorporated area will comply with a building code by 2015.

The proposed report will provide critical preliminary information to the County Board for review, so that Board members may understand the financial implications and other identifiable cost-benefit implications of the County implementation and enforcement of a building code with energy efficient building design standards. Following County Board review of the proposed report, and at the direction of the Committee of the Whole at such time, an opportunity for additional public input regarding County Board implementation and enforcement of a building code with energy efficient building design standards would be sought.

## 2. Measurable Goals and Objectives of Project

Provides needed information to County Board members for its consideration of implementation and enforcement of a building code with energy efficient building design standards. Report to include:

- Review of relevant case studies of counties which have adopted a building code with energy efficient building design standards and best management practices in administration of such a building code;

## 2. Measurable Goals and Objectives of Project (continued)

- Cost-benefit study of Champaign County implementation and enforcement of a building code with energy efficient building design standards; and
- Recommendations regarding Champaign County implementation and enforcement of a building code with energy efficient building design standards.

## 3. Statement of Work

The report will be developed by the planning staff of the Champaign County Regional Planning Commission, in consultation with John Hall, Champaign County Department of Planning and Zoning, and with review or input from Champaign County Administrator Deb Busey. The project will start in Fiscal Year 2011, beginning January, 2011 through June, 2011, anticipated completion time of six months.

### Work Plan Tasks

- 1) Report on relevant case studies and best management practices of counties which have adopted a building code with energy efficient building design standards.
- 2) Identify building code implementation and enforcement strategy options specific to Champaign County. (Includes consultation with Champaign County Department of Planning and Zoning Director.)
- 3) Conduct a cost-benefit study specific to Champaign County identified for implementation and enforcement of a building code with energy efficient building design standards. (Includes consultation with Champaign County Department of Planning and Zoning Director and Champaign County Administrator.)
- 4) Develop recommendations to Committee of the Whole Committee based on the above three feasibility study components. (Includes consultation with Champaign County Department of Planning and Zoning Director and Champaign County Administrator.)
- 5) Provide a review copy of the Feasibility Study report to the Champaign County Committee of the Whole. Present major findings of the report and recommendations to the Committee.

The end product of all project tasks will be a report entitled: Champaign County Building Code with Energy Efficient Building Design Standards: Implementation Strategy and Feasibility Study

The report will contain recommendations for County Board consideration with regard to Champaign County implementation and enforcement of a building plan with energy efficient building design standards, and will be provided to the County Board for their consideration.

### Budget Estimate Summary:

Total estimated CCRPC Planner hours: 217

Total estimated material costs: copies/supplies: \$250

Estimated Total Cost: \$11,100

Applicant (County) share: 25% of total: \$2,775 (The amount \$2,775 represents an estimated 4% of the total FY 2011 Planning & Technical Services Contract with Champaign County Regional Planning Commission, based on a contract amount reduced by 10% for FY2011).