

Committee of the Whole

April 10, 2012
Handouts

1. Item VII –D1-2 FY2012 General Corporate Fund Projection Report & Budget Change Report
2. Item IX- B3 Amendments to Purchasing Policy

FY2012 General Corporate Fund Revenue Projection Report

4/10/2012 REVENUE LINE ITEMS/CATEGORIES	FY2011 YTD 3/31/2011	FY2011 ACTUAL Received	FY2012 BUDGET 12/1/2011	FY2012 Actual 3/31/2012	Projected % to be Received	Projected \$\$ to be Received	\$ Difference to Original Budget
PROPERTY TAXES (CURRENT)	\$0	\$8,069,033	\$8,285,724	\$0	100%	\$8,285,724	\$0
PROPERTY TAXES (ESCROW)	\$0	\$0	\$0	\$0	0%	\$0	\$0
PROPERTY TAXES (BACK)	\$0	\$3,010	\$5,200	\$0	100%	\$5,200	\$0
MOBILE HOME TAXES	\$25	\$8,814	\$8,500	\$0	100%	\$8,500	\$0
PAYMENT IN LIEU OF TAXES	\$0	\$4,929	\$4,500	\$0	100%	\$4,500	\$0
COUNTY HOTEL/MOTEL TAX	\$3,709	\$22,232	\$25,000	\$3,977	84%	\$20,988	-\$4,012
COUNTY AUTO RENTAL TAX	\$1,690	\$19,140	\$15,000	\$9,027	273%	\$40,963	\$25,963
PENALTIES ON TAXES	\$5,194	\$678,071	\$674,000	\$10,989	101%	\$683,166	\$9,166
BUSINESS LICENSES & PERMITS	\$1,132	\$40,495	\$33,500	\$1,170	121%	\$40,495	\$6,995
NON-BUSINESS LIC. & PERMITS	\$184,842	\$821,218	\$876,500	\$265,433	130%	\$1,136,009	\$259,509
FEDERAL GRANTS	\$215,810	\$594,999	\$444,826	\$100,606	100%	\$444,826	\$0
STATE GRANTS	\$51,770	\$218,090	\$209,911	\$76,755	100%	\$209,911	\$0
STATE SHARED REVENUE							
CORP. PERS. PROP. REPL. TAX	\$20,769	\$736,887	\$832,000	\$40,156	91%	\$761,242	-\$70,758
1% SALES TAX (UNINCORPOR.)	\$283,206	\$1,102,692	\$1,138,484	\$300,647	102%	\$1,166,938	\$28,454
1/4% SALES TAX (ALL COUNTY)	\$1,346,719	\$5,009,241	\$5,145,952	\$1,367,046	101%	\$5,191,340	\$45,388
USE TAX	\$141,141	\$478,219	\$509,294	\$134,999	91%	\$461,829	-\$47,465
INHERITANCE TAX	\$0	\$32,698	\$165,709	\$114,648	199%	\$330,252	\$164,543
STATE REIMBURSEMENT	\$391,333	\$1,860,082	\$1,296,033	\$2,687	59%	\$761,033	-\$535,000
SALARY REIMBURSEMENT	\$57,070	\$228,813	\$293,360	\$150,727	148%	\$433,219	\$139,859
STATE REV./SALARY STIPENDS	\$11,849	\$38,900	\$32,400	\$12,128	100%	\$32,400	\$0
INCOME TAX	\$926,133	\$2,713,396	\$2,639,433	\$584,818	86%	\$2,270,071	-\$369,362
OFF-TRACK BETTING	\$3,041	\$41,142	\$55,000	\$13,983	0%	\$67,500	\$12,500
POLICE TRAINING REIMBURSEMENT		\$41,142	\$17,000	\$11,490	100%	\$17,000	\$0
LOCAL GOVERNMENT REVENUE	\$178,663	\$592,188	\$521,281	\$185,541	105%	\$548,816	\$27,535
LOCAL GOVERNMENT REIMBURSE.	\$76,203	\$525,618	\$486,600	\$123,906	120%	\$582,466	\$95,866
GENERAL GOVERNMENT	\$1,113,930	\$4,048,232	\$4,133,500	\$1,057,725	102%	\$4,202,930	\$69,430
FINES	\$261,135	\$906,733	\$1,065,000	\$238,992	88%	\$933,534	-\$131,466
FORFEITURES	\$400	\$53,034	\$25,000	\$6,613	244%	\$61,050	\$36,050
INTEREST EARNINGS	\$2,594	\$21,194	\$19,500	\$2,735	86%	\$16,748	-\$2,752
RENTS & ROYALTIES	\$563,891	\$1,007,936	\$631,623	\$142,914	100%	\$631,623	\$0
GIFTS & DONATIONS	\$4,350	\$21,444	\$7,500	\$9,819	131%	\$9,819	\$2,319
OTHR FIN. SOURCES-FIX. ASSETS	\$45	\$15,922	\$8,000	\$12,190	246%	\$19,690	\$11,690
OTHR. MISC. REVENUE	\$24,134	\$79,011	\$67,508	\$22,952	109%	\$73,308	\$5,800
INTERFUND TRANSFERS	\$359,731	\$1,433,309	\$1,460,523	\$442,541	100%	\$1,460,523	\$0
INTERFUND REIMBURSEMENTS	\$8,638	\$456,061	\$418,331	\$3,447	100%	\$418,331	\$0
OTHER FINANCING SOURCES							
TOTALS	\$6,239,148	\$31,923,925	\$31,551,692	\$5,450,661	99%	\$31,331,945	-\$219,747

FY2012 General Corporate Fund Expenditure Projection Report

SIGNIFICANT EXPENDITURE LINE ITEMS/CATEGORIES	FY2011 YTD 3/31/2011	FY2011 ACTUAL 12/31/2011	FY2012 BUDGET 12/1/2011	FY2012 YTD 3/31/2012	PROJECTED % TO BE SPENT	Projected \$ to be SPENT	\$ Difference to Original BUDGET (+/-)
PERSONNEL							
Regular Salaries & Wages	\$3,673,138	\$12,478,798	\$12,915,636	\$3,715,369	97.88%	\$12,641,904	-\$273,732
SLEP Salaries	\$1,977,541	\$6,771,176	\$6,918,892	\$2,047,621	100.70%	\$6,967,231	\$48,339
SLEP Overtime	\$87,755	\$391,223	\$416,676	\$88,082	71.93%	\$299,709	-\$116,967
Fringe Benefits	\$855,668	\$2,623,967	\$2,652,089	\$902,945	102.14%	\$2,708,834	\$56,745
COMMODITIES							
Postage	\$67,522	\$230,619	\$241,278	\$142,480	110.90%	\$267,580	\$26,302
Purchase Document Stamps	\$140,925	\$500,925	\$448,800	\$240,000	119.21%	\$535,000	\$86,200
Gasoline & Oil	\$49,570	\$225,469	\$248,234	\$54,186	106.01%	\$263,152	\$14,918
All Other Commodities	\$151,581	\$613,044	\$581,270	\$155,031	110.14%	\$640,188	\$58,918
SERVICES							
Gas Service	\$156,101	\$355,604	\$396,500	\$108,393	64.48%	\$255,644	-\$140,856
Electric Service	\$165,625	\$863,826	\$896,500	\$163,039	97.36%	\$872,802	-\$23,698
Medical/Professional Services	\$365,338	\$1,029,512	\$1,036,702	\$363,084	107.18%	\$1,111,087	\$74,385
All Other Services	\$946,622	\$3,565,621	\$4,031,330	\$997,248	98.82%	\$3,983,893	-\$47,437
CAPITAL							
Vehicles	\$0	\$182,942	\$80,000	\$0	100.00%	\$80,000	\$0
All Other Capital	\$13,679	\$121,920	\$7,050	\$0	100.00%	\$7,050	\$0
TRANSFERS							
To Capital Improvement Fund	\$0	\$123,028	\$86,884	\$0	100.00%	\$86,884	\$0
All Other Transfers	\$0	\$175,133	\$170,096	\$0	100.00%	\$170,096	\$0
DEBT REPAYMENT	\$252,754	\$393,050	\$549,246	\$408,294	100.00%	\$549,246	\$0
TOTAL	\$8,903,819	\$30,645,858	\$31,677,183	\$9,385,773	99.25%	\$31,440,300	-\$236,883

FY2011 General Corporate Fund Projection Summary Report

SUMMARY

		<i>Fund Balance Less Loan</i>
FUND BALANCE 11/30/11 (unaudited)	\$4,136,581	\$3,803,454
BEGINNING FUND BALANCE % OF BUDGET -	13.06%	12.01%
	<i>Budgeted</i>	<i>Projected</i>
ADD FY2012 REVENUE	\$31,551,692	\$31,331,945
LESS FY2012 EXPENDITURE	\$31,677,183	\$31,440,300
Revenue to Expenditure Difference	-\$125,491	-\$108,355
FUND BALANCE PROJECTION - 11/30/12	\$4,011,090	\$4,028,226
% OF 2012 Expenditure Budget	12.66%	12.81%
Outstanding Loan to Nursing Home	-\$333,127	-\$333,127
Unreserved Fund Balance Projection - 11/30/12	\$3,677,963	\$3,695,099
% of FY2012 Budget	11.61%	11.75%

GENERAL CORPORATE FUND - FY2012 BUDGET CHANGE REPORT

General Corporate Fund Original Budget As Of: 12/1/2011

Expenditure	\$31,660,183
Revenue	\$31,551,692
Revenue/Expenditure Difference	(\$108,491)

General Corporate Fund Budget As Of: 4/10/2012

Expenditure	\$31,677,183	% Inc/Dec	0.05%	Revenue/Exp.
Revenue	\$31,551,692	% Inc/Dec	0.00%	(\$125,491)

EXPENDITURE CHANGES

Department	Description	Expenditure Change	Revenue Change	Difference
County Board	Intergovernmental Agreement to Challenge EPA Clinton Landfill Decision	\$14,000	\$0	(\$14,000)
State's Attorney	Appellate Prosecutor Contract	\$3,000	\$0	(\$3,000)
TOTAL		\$17,000	\$0	(\$17,000)

Changes Attributable to Recurring Costs	\$3,000	\$0	(\$3,000)
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Changes Attributable to 1-Time Expenses	\$14,000	\$0	(\$14,000)
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B. PURCHASES AND OTHER GOODS/SERVICES FOR \$30,000 OR MORE

1. Requirements for Bidding/*Competitive Selection* Procedure

- a. All purchases of goods or services, with the only exception being professional services, estimated to cost \$30,000, or more, must be let for bid *or procured through a competitive selection (Request for Proposal-RFP or Request for Qualifications-RFQ) process.*
- b. Departments may not make two separate Purchase Requisitions/Purchase Orders for the same good/service in order to circumvent the normal bidding procedure.
- c. *Any final award of contract or approval of purchase obtained through formal bids or requests for proposals/requests for qualifications must be approved by the full Champaign County Board. All purchases which requires the use of either a formal bids or requests for proposals, must be approved by the full Champaign County Board.*
- d. All meetings and discussions of the award of a bid *or contract shall* be open to the public and welcome the public's participation.
- e. Public notification of bid/*RFP/RFQ* shall be placed in the "Legal Notices" section of a newspaper of general circulation in the County for a minimum of one (1) day in each of three (3) successive weeks, *and, when appropriate, provide notice in related professional publications or web sites.* All expenses incurred in the publication of notice of bid/*RFP/RFQ* will be the responsibility of the requesting department.

2. Bid/*Request* Types

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

- a. Formal bids shall be used when the projected monetary value of goods or services to be procured exceeds the limit set in 1.a, above.
- b. Requests for Proposals (*RFP*) *or Requests for Qualifications (RFQ)* shall be used when the goods or services required, due to their nature, do not fall in a classification for which clearly established technical specifications can be provided to bidders.
- c. *Requests for Qualifications (RFQ) following the Quality Based Selection (QBS) requirements established in 50 ICLS 510 for selection of architects,*

engineers and land surveying services shall be followed for the procurement of those services.

3. Steps in Bidding/***Competitive Selection*** Process

- a. Detail of specifications shall be prepared by requesting department head for goods/services to be bid/***or procured through competitive selection.*** Assistance will be available to the requesting department for the preparation of specifications from Administrative Services-upon request; however, the quantity and final determination of quality of goods/services to be bid/***procured*** shall be the responsibility of the requesting department head.
- b. Availability of funds shall be verified by Administrative Services personnel and the Auditor's Office.
- c. ***Upon completion of preparation of bid/proposal as identified in Steps A and B above, the final review of bids/proposals and approval to release bids/proposals shall be approved by County Board Committee as follows:***

- ***For bids/proposals related to Facilities projects – County Facilities***
- ***For bids/proposals related to Highway projects – County Highway***
- ***For all other bids/proposals – Finance***

~~Requesting department head shall submit the bid/proposal to the Policy, Personnel, & Appointments Committee for review and approval to bid.~~

- d. Bid/proposal package shall be created. Bid/Proposal package shall include:
 - Introductory Letter (detailing bid/proposal due date, bid opening date, and all dates of Board meetings scheduled for bid consideration and award).
 - Purchase Order Terms and Conditions
 - Bid/***Proposal*** Specifications and Requirements
 - Bid/***Proposal*** Guidelines
 - Bid/***Proposal*** Quote Sheet
- e. Advertisement shall be placed in the "Legal Notices" section of a local newspaper of general circulation in the County for a minimum of one (1) day in each of three (3) successive weeks, ***and, when appropriate, provide notice in related professional publications or web sites.*** All expenses incurred in the publication of notice of bid/***proposal*** shall be the responsibility of the requesting department. Notice should include:

*Updated Version of COW Agenda Item IX-B-3 – April 10, 2012
(Any changes from version in Agenda Packet are Highlighted in Yellow)*

- Bid/Proposal Number
- The Goods/Services to be Bid/**Proposed**
- The Due Date, Time, and Place of Bid/**Proposal** Opening
- Date, Time, and Place of All Meetings Scheduled for Bid/**Proposal** Consideration and Final Award of Bid/**Contract**.

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

- f. Require a public bid/**proposal** opening in the Administrative Services Office (or as assigned, if additional space is required) of all submitted bids/**proposals**.
- g. Analysis of bids/**proposals** received will be prepared and/or reviewed by requesting department head in cooperation with Administrative Services personnel and submitted by requesting department head to **the County Board Committee responsible for the release of the bid/proposal as identified in Step C above** ~~Policy, Personnel, & Appointments Committee of the County Board~~ prior to the committee's meeting. Analysis shall include a detailed bid/**proposal** summary and a history of prior awards and business transacted during the prior three (3) years between Champaign County and bidders/**proposers**.
- h. The **County Board Committee responsible for the bid/proposal as identified in Step C above** ~~Policy, Personnel, & Appointments Committee~~ reviews bid/**proposal** analysis and forwards recommendation for award of bid/**contract** to the full Champaign County Board for consideration **and final approval**.
- i. Full Champaign County Board awards all contracts and bids.
- j. After receipt of Purchase Requisition from requesting department, Administrative Services shall issue a purchase order for awarded good/service, if appropriate.
- k. Administrative Services notifies all bidders of the results of award of bid/contract.
- l. After award of contract or bid, original bids/quotes/proposals submitted by vendors will be retained by the requesting department for at least three (3) years, or as required by law.

4. Awarding Purchase Orders/Bids/Proposals/Contracts

It is the policy of the Champaign County Board:

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

5. Contracts

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