

# **FINANCE COMMITTEE AGENDA**

**Called by:** John Butitta, Chairman  
**Members:** Jean Crosby, Joe Hoffman, Keith McDonald, Jaime Salgado, John F. Sweeney, Michael Thompson

**DATE:** THURSDAY, JANUARY 5, 2023  
**TIME:** IMMEDIATELY FOLLOWING  
OPERATIONS & ADMINISTRATIVE  
COMMITTEE  
**LOCATION:** ROOM 303  
COUNTY ADMINISTRATION BLDG  
404 ELM STREET  
ROCKFORD, IL 61101

## **AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of September 22 and October 6, 2022 Minutes
- D. Public Comment – This is the time we invite the public to address the Finance Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- E. Discussion Item Production of a Financial Dashboard for Winnebago County by John Butitta
- F. Discussion Item Video Taping of Finance Committee Meeting by John Butitta
- G. Discussion Item ARPA Phase 4 by Dave Rickert (with attachment)
- H. Discussion Item Capital Improvement Projects for Fiscal Year 2023 by Dave Rickert (with attachments)
- I. Resolution Amending the Fiscal Year 2023 Budget Policy
- J. Resolution to establish Public Safety Sales Tax Policy
- K. Resolution Awarding ARP Funded HVAC CPU Replacements
- L. Resolution for the Purchase of a Truck for Facilities Department
- M. Resolution Awarding Bid for Animal Services Addition and Renovations with ARPA Funds
- N. Ordinance for a Budget Amendment for State's Attorney State Forfeiture Funds

- O. Ordinance for Approval of Budget Amendment for Distribution of Opioid Lawsuit Settlement Funds
- P. Ordinance for Approval of Budget Amendment for Year End Adjustments
- Q. Closed Session to Discuss Pending Litigation
- R. Resolution Authorizing Settlement of a Claim against the County of Winnebago entitled Howard Cowan versus Winnebago County
- S. Resolution Authorizing Settlement of a Claim against the County of Winnebago entitled Shelly Turner versus Winnebago County
- T. Other Matters
- U. Adjournment

**Winnebago County Board  
Finance Committee Meeting**  
County Administration Building  
404 Elm Street, Room 303  
Rockford, IL 61101

Thursday, September 22, 2022  
Immediately following Operations and Administrative Committee

**Present:**

Steve Schultz, Vice Chairperson  
Paul Arena  
Joe Hoffman  
Jean Crosby  
Keith McDonald

**Absent:**

Jaime Salgado, Chairperson  
John Butitta

**Others Present:**

Patrick Thompson, County Administrator  
David Rickert, Chief Financial Officer  
Lafakeria Vaughn, State's Attorney's Office  
Rick Ciganek, Sheriff's Office  
Angie Goral, County Board Member  
Mark Lofgren, River Bluff Nursing Home  
Pat McDiarmid, River Bluff Nursing Home  
Dorothy Redd, County Board Member  
Steve Schultz, County Board Member

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes – None
- D. Public Comment – This is the time we invite the public to address the Finance Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- E. Resolution Awarding Outside Auditor Services
- F. Discussion Item Fiscal Year 2023 Budget Amendments
- G. Discussion Item ARP Phase 4
- H. Future Agenda Items
- I. Adjournment

Vice Chairperson Schultz called the meeting to order at 6:00 pm.

Roll Call: Vice Chairperson Schultz yes, Mr. Arena yes, Mr. Hoffman yes, Ms. Crosby yes, Mr. McDonald yes.

**Approval of Minutes - None**

**Public Comment**

Vice Chairperson Schultz omitted reading the Public Comment Section of the Agenda due to no one present to speak.

**Resolution Awarding Outside Auditor Services**

Moved: Mr. Hoffman. Seconded by: Mr. Arena.

- Dave Rickert reviewed outside auditor services with board members.
- A discussion followed.

Motion passed by unanimous voice vote.

**Discussion Item Fiscal Year 2023 Budget Amendments**

- A discussion followed.
  - Item 1: Electrical Costs
  - Item 2: Highway Department
  - Item 3: River Bluff Nursing Home
  - Item 4: IT and Employee Support
  - Item 5: Jail Management System

**Discussion Item ARP Phase 4**

Mr. Rickert reviewed ARP Phase 4 projects.

- A discussion followed.
- Remove Food Service Permit Revenue Replacement and Permit and Health Department Web Design and Development.

**Other Matters**

- Vice Chairperson Schultz cited examples of funds that have had significant changes. The recommendation is that there be an explanation of what the intentions as it relates to funds that are growing significantly or declining. Discussion followed.
- Mr. Lofgren gave a brief overview of a Medicaid budget issue at River Bluff Nursing Home. Ms. Vaughn discussed the legal component of the Medicaid issue.

**Future Agenda Items**

- ERAP Program - Mr. Rickert discussed the ERAP program and decision not to request additional funding for the program and to close out the program. Committee members were in agreement with the recommendation.

**Motion to adjourn.** Moved: Mr. McDonald, Seconded: Ms. Crosby.

Motion passed by unanimous voice vote.

Respectfully submitted,

Nancy Bleile  
Administrative Assistant



**Winnebago County Board  
Finance Committee Meeting**  
County Administration Building  
404 Elm Street, Room 303  
Rockford, IL 61101

Thursday, October 6, 2022  
5:30 PM

**Present:**

Jaime Salgado, **Chairman**  
Steve Schultz  
John Butitta  
Paul Arena  
Joe Hoffman  
Keith McDonald

**Absent**

Jean Crosby

**Others Present:**

Joe Chiarelli, County Board Chairman  
Pat Thompson, County Administrator  
Dave Rickert, Chief Financial Officer  
Lafakeria Vaughn, State's Attorney's Office  
Ann Johns, Purchasing Director  
Shawn Franks, Facilities  
Dan Magers, IT Department  
Carol Hartline, Attorney  
Jerry Wolf, MGT

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of July 7, 2022 Minutes
- D. Public Comment – This is the time we invite the public to address the Finance Committee with issues and concerns. We ask you to limit your comments to three minutes. Personal attacks or inappropriate language of any sort will not be tolerated. We will allow a maximum of five speakers on a first come basis with sign up at the meeting. Speakers may not address zoning matters which are pending before the ZBA, the Zoning Committee or the County Board. Personnel matters or pending or threatened litigation may not be addressed in open session. An individual may speak a maximum of three times per calendar year on the same topic. This prohibition shall include the repetition of the same topic in a statement on what is purported to be a different topic. After acknowledgement by the chair, please stand and state your name. Thank you.
- E. Discussion Item Cost Fee Study (Jerry Wolf from MGT)
- F. Discussion Item ARP Phase 4 (David J. Rickert)
- G. An Ordinance providing for the issuance of approximately \$12,500,000 of General Obligation Refunding Bonds (Alternate Revenue Source), providing for the pledge of certain revenues to the payment of principal and interest on the Bonds and the levy of a direct annual tax sufficient to pay such principal and interest if the pledged revenues are insufficient to make such payment, and providing for the sale of the Bonds to the purchaser thereof
- H. Ordinance to Amend the Budget for ARP Phase 3 Part B
- I. Ordinance to Amend the Budget for River Bluff Nursing Medicaid Audit Transfer
- J. Resolution Approving Nurse Call System for River Bluff Nursing Home
- K. Resolution Awarding HPE Aruba Wireless Access Points and Brackets (Bid 22B-2254)
- L. Resolution Awarding Replacement HPE Servers (Bid 22B-2255)
- M. Ordinance to Amend the Budget for ETSB Salary Requirements
- N. Other Matters

## O. Adjournment

Chairman Salgado called the meeting to order at 5:30 PM.

### **Motion to approve the minutes of July 7, 2022**

Motion: Mr. Hoffman, Seconded: Mr. Schultz.

Motion passed by unanimous voice vote.

### **Public Comment**

Chairman Salgado omitted reading the Public Comment Section of the Agenda due to no one present to speak.

### **Discussion Item Cost Fee Study (Jerry Wolf from MGT)**

The Finance Committee directed Dave Rickert, CFO to do a study to look at the countywide structure for fees, which is a revenue source for Winnebago County. Under Dave Rickert's and Ann John's leadership, Jerry Wolf, and his firm, MGT conducted this study. Pat Thompson welcomed Jerry Wolf to the meeting. Jerry Wolf reviewed the study that was prepared with committee members.

- A discussion followed. Mr. Schultz made the suggestion to do an annual review of fees and apply the spreadsheet technique of the actual expense or use a measure of inflation on the baseline fees after the changes to the fees and apply an inflation rate to those fees that the inflation rate can be applied to. Mr. McDonald advised the need to increase fees to recover the cost of the study.

### **Discussion Item ARP Phase 4 (David Rickert)**

Mr. Rickert gave an update on the ARP Phase 4 changes. All programs rated high or medium by the committee were reviewed by Baker Tilly. The only one rejected was because there wasn't a strong tie to Covid or associated with the American Recovery Plan Act was the 911 Emergency Memorial. Everything else was approved and ready for the next step. The bond issue is underway and the Chairman's initiative projects in Finance waiting check approval. Mr. Rickert advised attention can be focused on the high and medium programs and whether the committee would like them brought forward for a vote, with the exception of the TIFF District Water Project with the recommendation of the committee requesting additional information. Chairman Salgado called for questions.

- A discussion followed. It was recommended to move forward in resolution form for all but the American Legion and the TIFF District Water Project. Agreement reached to move forward in creating resolutions for those that are ready including Water Resources, Habitat for Humanity Housing Plan, Northern Illinois Food Bank and Child Advocacy Center.
- A discussion followed.

Mr. McDonald reported receiving a call from the President of the Winnebago County Fire Chief Association on the progress of the MABAS (Mutual Aid Box Alarm System) incentive project. Mr. McDonald was asked to provide Mr. Rickert with the information to be considered by the Finance committee for ARP Phase 4. A narrative will be written to send to Baker Tilly along with the application.

- A discussion followed.

**An Ordinance providing for the issuance of approximately \$12,500,000 of General Obligation Refunding Bonds (Alternate Revenue Source), providing for the pledge of**

**certain revenues to the payment of principal and interest on the Bonds and the levy of a direct annual tax sufficient to pay such principal and interest if the pledged revenues are insufficient to make such payment, and providing for the sale of the Bonds to the purchaser thereof**

Motion: Mr. Schultz, Seconded: Mr. McDonald.

Mr. Rickert discussed the steps to complete the Bond closure. Chairman Salgado called for questions on the Ordinance.

- A discussion followed. Mr. Rickert will provide additional information from Speer Financial, Inc. to the committee.

Motion passed by unanimous voice vote.

### **Ordinance to Amend the Budget for ARP Phase 3 Part B**

#### **Resolution Awarding HPE Aruba Wireless Access Points and Brackets (Bid 22B-2254)**

#### **Resolution Awarding Replacement HPE Servers (Bid 22B-2255)**

Motion: Mr. Schultz, Seconded: Mr. Hoffman.

- A discussion followed on Item H, the Ordinance to amend the budget for ARP Phase 3 Part B, the bids to install infrastructure and new wireless access points.
- A discussion followed.

Item K and L are the bids for the Ordinance amending the budget to be included with the Ordinance.

Motion: Mr. Rickert, Seconded: Mr. Hoffman.

- Item K is a Resolution to execute the purchase order awarding Heartland Business Systems, LLC's bid for HPE Aruba Wireless Access Points and Brackets (Bid 22B-2254). Item L is a Resolution to execute the purchase order awarding CDS Office Technologies bid for replacement HPE Servers (Bid 22B-2255).
- A discussion followed.

Motion to approve H, K and L passed by unanimous voice vote.

### **Ordinance to Amend the Budget for River Bluff Nursing Medicaid Audit Transfer**

Motion by Mr. Schultz and Seconded by Mr. Hoffman.

Mr. Rickert gave a brief update on the Ordinance to amend the budget for River Bluff Nursing Medicaid Audit Transfer.

- A discussion followed. The recommendation is to follow up in evaluating the audit and make the recommendations to the Finance Committee.

Motion passed by unanimous voice vote.

### **Resolution Approving Nurse Call System for River Bluff Nursing Home**

Motion: Mr. Schultz, Seconded: Mr. Hoffman.

Mr. Rickert and Mr. Thompson gave an overview of the Resolution approving the Nurse Call System for River Bluff Nursing Home.

- A discussion followed.

Motion passed by unanimous voice vote.

### **Ordinance to Amend the Budget for ETSB Salary Requirements**

Motion: Mr. McDonald. Seconded: Mr. Schultz.

Mr. Rickert discussed the Ordinance to amend the Budget for the ETSB salary requirements.

- A discussion followed.

Motion passed by unanimous voice vote.

### **Closed Session to Discuss Pending Litigation and Personnel Matters**

Motion: Mr. Schultz, Second: Mr. Hoffman.

Roll call: Mr. Salgado yes, Mr. Schultz yes, Mr. Butitta yes, Mr. Arena yes, Mr. Hoffman yes, and Mr. McDonald yes.

Mr. Salgado – No action taken in closed session.

**Other Matters**

None.

**Adjournment**

Moved: Mr. Schultz, Seconded: Mr. Butitta.

Motion passed by unanimous voice vote.

Respectfully submitted,

Nancy Bleile  
Administrative Assistant

# ARP Phase 4 Request List

Request	Submitter	Baker Tilly		Rating
		Approved	Amount	
JDC Body Scanner	Debbie Jarvis	Yes	\$ 93,500	1
Winnebago County Employee Hazard Pay	David Rickert	Yes	\$ 2,000,000	2
Economic Development AARC at Booker	Dorothy Redd	Yes	\$ 134,080	3
Tommy Meeks Juneteenth Event	Tommy Meeks	Yes	\$ 5,000	4
Youth Suicide Prevention Program	Marlana Dokken	Yes	\$ 288,000	5
Habitat for Humanity Housing Plan	Dorothy Redd	Yes	\$ 250,000	6
American Legion Post 1207	Burt Gerl	Yes	\$ 176,450	7
Northern Illinois Food Bank - Support Request	Jeannine Kanneg	Yes	\$ 50,000	8
Childrens Advocacy Center	Cathy Pomahac	Yes	\$ 72,000	9
Water Resources Strategic Plan	Joe Chiarelli	Yes	\$ 212,673	10
TIF District Water Project 50% Funding	Carlos Molina	Yes	\$ 2,000,000	Medium
Rockford Area Arts Council Support Request	Mary McNamara		\$ 150,000	Medium
Anderson Japanese Gardens Parking Lot			\$ 50,000	Low
Salon Loyalty ARP Request	Dorothy Redd		\$ 170,012	Low
Rockford University Sewer Project	Jean Crosby		\$ 350,000	Low
Shopstead Storefront for the People	Glenn Greenberg	Revenue Loss	\$ 105,000	Low
Zion West After School Program	Marvin Hightower		\$ 80,000	Low
Zion West After School Program (2)	Marvin Hightower		\$ 272,934	Low
Cosmetology Beauty Institution	Tyceria Posley		\$ 500,000	Low
Times Theater Project	Vince Chiarelli		\$ 500,000	Low
RAEDC Operational Funding	Einar Forsman	Yes	\$ 50,000	Low
Inner City Recon Group (New Carpet)	Tommy Meeks		\$ 6,220	Not Rated
WFCA-Blackhawk Fire Protection District	Jonathan Trail	Pending	\$ 790,300	Not Rated
WFCA-Cherry Valley Fire Protection District	Joe Corl	Pending	\$ 2,153,310	Not Rated
WFCA-Harlem Roscoe Fire Protection District	Don Shovelin	Pending	\$ 665,269	Not Rated
WFCA-New Milford Fire Protection District	Jonathan Trail	Pending	\$ 735,300	Not Rated
WFCA-North Park Fire Department	Joel Hallstrom	Pending	\$ 1,057,700	Not Rated
WFCA-Northwest Fire Protection District	Jerry Caskey	Pending	\$ 3,800,000	Not Rated
WFCA-Pecatonica Fire Protection District	Steve Van Vleck	Pending	\$ 2,530,000	Not Rated
WFCA-Rockton Fire Protection District	Kirk Wilson	Pending	\$ 760,000	Not Rated
WFCA-Winnebago County Fire Protection District	Kurt Ditzler	Pending	\$ 866,614	Not Rated
WFCA-West Suburban Fire Department	Lisa Ditzler	Pending	\$ 879,922	Not Rated
WFCA-Win-Bur-Sew FPD	Dave Loria	Pending	\$ 1,267,356	Not Rated
	Total Requests		\$ 23,021,640	
Budget	\$ 4,300,000	Spent:	\$ 3,281,703	
Available after spent	\$ 1,018,297	High:	\$ -	
Available after high	1,018,297	Medium:	\$ 2,150,000	
Available after Medium	(1,131,703)	Low	\$ 2,227,946	
Request List as of 2022-12-28.xlsx		Total:	\$ 7,659,649	

## Notes:

Submitted WFCA requests to Baker Tilly

## General Fund

2022 Year End Fund Balance		\$ 55,899,000	Excess Reserve	Fully Funding Capital	Remaining Excess
				Requests	Reserve
Reserve	25%	\$ 15,919,000	\$ 39,980,000	\$ 3,439,000	\$ 36,541,000
Reserve	30%	\$ 19,102,800	\$ 36,796,200	\$ 3,439,000	\$ 33,357,200
Reserve	35%	\$ 22,286,600	\$ 33,612,400	\$ 3,439,000	\$ 30,173,400
Reserve	40%	\$ 25,470,400	\$ 30,428,600	\$ 3,439,000	\$ 26,989,600

## Public Safety Sales Tax

2022 Year End Fund Balance		\$ 13,380,000	Excess Reserve	Fully Funding Capital	Remaining Excess
				Requests less amount already budgeted	Reserve
Reserve	25%	\$ 9,309,750	\$ 4,070,250	\$ 3,138,654	\$ 931,596
Reserve	30%	\$ 11,171,700	\$ 2,208,300	\$ 3,138,654	\$ (930,354)
Reserve	35%	\$ 13,033,650	\$ 346,350	\$ 3,138,654	\$ (2,792,304)
Reserve	40%	\$ 14,895,600	\$ (1,515,600)	\$ 3,138,654	\$ (4,654,254)

### Adjustments to Public Safety Sales Tax:

- 1) \$4,000,000 payment to reduce bond debt deducted to fund balance
- 2) \$5,567,000 debt service added to expenditures
- 3) \$2,100,000 is already budgeted from PSST for capital expenditures

General Fund Capital Budget Request 2023					Is this request for Capital Infrastructure?
Fund	ORG	Item Requested	Cost	Purpose	
0001	Admin	Replace HVAC CPU's are no longer supported (Obsolete)	50,000	The CPU's are 21 years old. There are multiple in the Administration Building that need to be replaced	Yes
0001	Admin	Replace Carpet	60,000	The Administration Buildings carpet is 19 years old	Yes
0001	Admin	New Truck	55,000	Need to move people and goods to County Buildings.	No
0001	Admin	Replace Fire Panel may have to replace devices	30,000	Administration Building Fire Panel is 20 years old. It is an addressable fire panel that is no longer supported for repairs and upgrades.	Yes
0001	Admin	New Truck and Plow	56,000	Replace truck and Plow	No
0001	Health Dept	Replace HVAC CPU's are no longer supported (Obsolete)	50,000		Yes
0001	Health Dept	Replace Fire Panel	60,000		Yes
0001	Highway Department	New Garage	2,500,000	Build a garage to house trucks and road equipment	Yes
0001	River Bluff	Replace Heating Coils	45,000		Yes
0001	River Bluff	Replace Cooling Coils	45,000		Yes
0001	River Bluff	Add HVAC Control to Air handlers	85,000		Yes
0001	River Bluff	Replace 1998 John Deere Tractor with attachments mower deck/ bucket/ hood guard/ canopie/ turf tires	52,000	Mowing and Snow Removal	No
0001	River Bluff	Replace pnumatic room thermostats with electronic	75,000		Yes
0001	River Bluff	Replace Steam Kettles	90,000		Yes
0001	River Bluff	Replace humidifiers	35,000		Yes
0001	River Bluff	Replace Sheet Pans on Air Handlers	75,000		Yes
0001	River Bluff	Repair Underground Collapsed Ducts E 1hall 402 to 407	40,000	Abate Asbestos Tile and Mastic. Cut into Floors, Replace Collapsed Duct Work	Yes
0001	River Bluff	Reroof Paito A/B gazebo	30,000		Yes
0001	Supervisor of Assessments	ADA Compliant Automatic Door Opener	3,000	Employee and Taxpayer accessibility	Yes
0001	Supervisor of Assessments	Security Badge Access employee entrance doors x 2	3,000	Improve Office security and ease of employee access	No

Total Request from General Fund      \$    3,439,000

Public Safety Sales Tax Capital Budget Request 2023					Is this request for Capital Infrastructure?	Rank
Fund	ORG	Item Requested	Cost	Purpose		
0101	Circuit Court	Jury box construction	60,000	Increase courtroom functionality Pretrial Fairness Act Operational Changes	Yes	
0101	CJC	Replace HVAC CPU's are no longer supported (Obsolete)	80,000	The CJC CPU's are the same era as the rest of the County Buildings. There are multiple located through out the CJC and the jail that need to be replaced	Yes	
0101	CJC	Chiller Rebuild	95,000	CJC chillers located in the power plant are 15 years old.	Yes	
0101	CJC	Replace Carpet and Flooring	55,000	The carpet is just worn from all the traffic	Yes	
0101	CJC	Energy Recovery Wheel Retro-Fit	300,000	The CJC energy recovery wheels located in AHU J3.1 and J3.3 need the medium replaced for heat and cold transfer between duct work	Yes	
0101	CJC	Obsolete Elevator Brakes	60,000	Elevator 1 will need to budget the rest one or two each year	Yes	
0101	Coroner	Coroner Vehicles X 3	200,000	Selling current vehicles and moving around other vehicles to add one to the fleet for deputies	No	1
0101	Coroner	Office Furniture	15,000	Previous furniture was owned by former employee and taken when they left	No	3
0101	Coroner	Office Equipment	100,000	Electric power cot, Surface Pro tablets, tactical bag, crime scene barriers, safety, flashlights, fire protection gear	No	2
0101	Courthouse	Replace HVAC CPU's	50,000	The CPU's are 21 years old. There are multiple located through out the Courthouse that need to be replaced	Yes	
0101	Courthouse	Replace Carpet	90,000	Some of the carpet in the Courthouse is 21 years old. Other carpet is just worn from all the traffic	Yes	
0101	Courthouse	Elevator Controllers are no longer supported (Obsolete)	850,000	All 3 Courthouse Elevator controls will need to be replaced. Parts or computer boards are no longer available. Will become a safety issue soon.	Yes	
0101	Courthouse	Replace Fire Panel may have to replace devices	50,000	The Courthouse Fire Panel is 20 years old. It is an addressable fire panel that is no longer supported for repairs and upgrades.	Yes	
0101	JJC	Replace HVAC CPU's are no longer supported (Obsolete)	50,000		Yes	
0101	JJC	Repave North Lot	150,000		Yes	
0101	JJC	Repave South Lot	150,000		Yes	
0101	JJC	Replace Roof	100,000		Yes	
0101	JJC	Replace Cooling Tower	150,000		Yes	
0101	Juvenile Det	Replace HVAC CPU's are no longer supported (Obsolete)	50,000		Yes	
0101	Juvenile Det	Repave Parking Lot	250,000		Yes	
0101	Old Courthouse	Elevator Controllers are no longer supported (Obsolete)	550,000	All 3 Old Courthouse Elevator controls will need to be replaced. Parts or computer boards are no longer available. Will become a safety issue soon.	Yes	
0101	Old Courthouse	Replace Fire Panel may have to replace devices	25,000	The Old Courthouse Fire Panel is 20 years old. It is an addressable fire panel. It is no longer supported for repairs and upgrades.	Yes	



Public Safety Sales Tax Capital Budget Request 2023					Is this request for Capital Infrastructure?	Rank
Fund	ORG	Item Requested	Cost	Purpose		
0101	Old Courthouse	Replace HVAC CPU's	30,000	The CPU's are 21 years old. There are multiple located through out the Old Courthouse that need to be replaced	Yes	
0101	Public Defender	Interior Door in Room 244 in th Courthouse	3,000	Allow the PD's Office to Convert unused room 233 into a larger break/ lunch room and conver old break room to office space	Yes	
0101	Sheriff	Replace four (4) detective squad cars (unmarked)	157,680	Replace and outfit 4 Detective unmarked Vehicles.	No	
0101	Sheriff	Patrol Boat	60,000	New Boat is needed for the River Patrol. This is needed as a back-up for the current boat (2013 Well Craft). This boat will be used to patrol and conduct river rescues in shallow water ways, which we are unable to do with the current boat.	No	
0101	Sheriff	X-Ray System for Bomb Squad	60,000	Purchase a complete portable x-ray system including all the necessary accessories plus a two year warranty. Our Bomb Squad cover approximately a 10 County area and has 6 Bomb Technicians. This machines would add to the capabilities the current machines does not have.	No	
0101	Sheriff	Axon Cameras/Recording System	194,512	Need to update the eight (8) Interview Rooms and two (2) Holding Cells with Axon Cameras and Recording System. The current system is outdated. This amount can be paid over a five (5) year period.	Yes	
0101	Sheriff	Axon Body Camera for Detective Bureau	106,586	Effective January 1, 2023 the new state law requires all employees in the Detective Bureau to wear Body Cameras (24 Cameras)	No	
0101	Sheriff	New/Used Bomb Vehicle	80,000	In need of a new/used bomb squad vehicle. The current vehicle is from 2002 and out of date.	No	
0101	Sheriff	6 New Patrol vehicles (\$60,000.00 per unit which includes equipment)	360,000	Replace 6 vehicles each year to replace aging vehicles. Instead of replacing the whole patrol fleet at one time.	No	
0101	Sheriff	Aruba Wireless Access Points	26,375	PER COUNTY IT: Replace Legacy WAPs in DB, Admin, 911, EOC, etc.	Yes	
0101	Sheriff	RMS/CAD	190,501	PER COUNTY IT: Inform RMS/CAD/Mobile Project Manager	No	
0101	Ware Building	Replace HVAC CPU's are no longer supported (Obsolete)	50,000		Yes	
0101	Ware Building	Replace Fire Panel will have to replace devices	95,000		Yes	
0101	Ware Building	Replace RTU	100,000		Yes	
0101	Ware Building	Replace Carpet and Flooring	45,000		Yes	
0101	Ware Building	Replace Roof Add More Roof Drains	200,000		Yes	

Total Request from Public  
Safety Sales Tax                      \$    5,238,654



## Resolution Executive Summary

**Prepared By:** Marlana Dokken  
**Committee:** Finance Committee  
**Committee Date:** January 5, 2023  
**Resolution Title:** Resolution Amending the Fiscal Year 2023 Budget Policy  
**County Code:** N\A  
**Board Meeting Date:** January 12, 2023

**Budget Information:**

<b>Was item budgeted?</b> N\A	<b>Appropriation Amount:</b> N\A
<b>If not, explain funding source:</b> N\A	
<b>ORG/OBJ/Project Code:</b> N\A	<b>Budget Impact:</b> N\A

**Background Information:** The County's budget process is governed by Illinois Compiled Statutes (55 ILCS 5/6-1001 et seq.) and Winnebago County Board Policies. In addressing concerns for maintaining financial strength while protecting the interest of the taxpayer, the County Board is implementing the following directives for the development of the fiscal year 2023 budget. The County Administration desires to amend the provisions within the policy regarding grants.

**Recommendation:** Administration supports this resolution.

**Contract/Agreement:** N/A

**Legal Review:** N/A

**Follow-Up:** N/A

**RESOLUTION  
of the  
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

Sponsored by: John Butitta, Committee Chairman

Submitted by: Finance Committee

2023 CR

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**RESOLUTION AMENDING THE FISCAL YEAR 2023 BUDGET POLICY**

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**WHEREAS**, on July 14, 2022, the Winnebago County Board adopted a Resolution amending Winnebago County's Fiscal Year 2023 Budget Policy; and

**WHEREAS**, the County Administration has created a process based on sound financial principals for use in the 2023 fiscal year and desires to amend the provisions within the policy regarding grants; and

**WHEREAS**, the Finance Committee has reviewed the proposed amended Fiscal Year 2023 Budget Policy and recommends its approval.

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that it adopts the amended Winnebago County's Fiscal Year 2023 Budget Policy presented by the County Administration, a copy of which policy is attached to this Resolution as Exhibit A. The accompanying Grant Award Summary template is attached as Exhibit B.

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effect immediately upon its adoption.

**BE IT FURTHER RESOLVED**, that the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the County Board Chairman and all County department heads.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**(AGREE)**

**(DISAGREE)**

\_\_\_\_\_  
JOHN BUTITTA,  
FINANCE CHAIRMAN

\_\_\_\_\_  
JOHN BUTITTA,  
FINANCE CHAIRMAN

\_\_\_\_\_  
JEAN CROSBY

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JOE HOFFMAN

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JAIME SALGADO

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JOHN F. SWEENEY

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JOHN F. SWEENEY

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MICHAEL THOMPSON

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MICHAEL THOMPSON

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
JOSEPH V. CHIARELLI  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

ATTESTED BY:

\_\_\_\_\_  
LORI GUMMOW  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS



# WINNEBAGO COUNTY

Fiscal Year 2023

Budget Policy

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## INTRODUCTION

Winnebago County Government operates on policies designed to protect the County's assets and taxpayers' interests, provide guidance to employees, and serve the public efficiently. It is the intent that the policy statements be used to avoid conflicting goals or activities, which may have a negative impact on the overall financial position of the County. The County's system of internal accounting controls is designed to provide reasonable assurance that the financial records are reliable for preparing financial statements and maintaining accountability for assets and obligations.

The County's budget process is governed by Illinois Compiled Statutes (55 ILCS 5/6) and Winnebago County Board Policies. In addressing concerns for maintaining financial strength while protecting the interest of the taxpayer, the County Board is implementing the following directives for the development of the fiscal year 2023 budget:

## FINANCIAL STRENGTH

The County has been significantly impacted financially by the COVID-19 crisis. Revenues have been impacted by business closings, unemployment and other factors. The balances in the General Fund are above the 90 day reserve amount in fiscal year 2022.

## BUDGET SUBMITTAL

Elected Officials and Department Heads shall be provided budget worksheets with existing levels of funding. Based on revenue estimates for the current and next fiscal year, funding levels may be reduced from the current year's appropriations. Elected Officials and Department Heads are encouraged to analyze all services and programs for the cost of the programs, citizen demand, and mandated by Federal, State or County law. Elected Officials and Department Heads must provide position descriptions and corresponding wages to support the salary line items included in the budget worksheet. There is no guarantee staffing will remain at current levels.

## SUPPLEMENTAL REQUESTS

Due to anticipated revenue shortfalls in the 2023 budget year no additional funding will be provided during the budget preparation process. Exceptions may be considered by the County Administrator on a case by case basis. Departments with contractual agreements may be required to make budget adjustments in order to meet contractual obligations.

## FEDERAL AND STATE FUNDED PROGRAMS

In the event of loss of Federal or State funding and/or reimbursement for specific services, it is understood that Department/Elected Official will be expected to either reduce funded services or identify other reductions/revenue increases to offset the losses. Exceptions will be addressed on a case by case basis.

## USER FEES AND CHARGES

All user fees and charges should be reviewed by County Administration, Elected Officials and Appointed Department Heads on an annual basis to ensure the fee collected is covering the cost of service provided (subject to State Statutes).

The County charges user fees for items and services which benefit a specific user more than the general public. State statutes or an indirect cost study determines user fees. Fee studies based on costs are conducted as needed to determine the level of fees needed to equal the total cost of providing the service.

## REVENUE ESTIMATIONS

The County will project annual revenues on a conservative analytical basis to protect it from short-run fluctuations in any one revenue source. In instances where the County is providing non-mandated services and the revenue stream(s) is/are not covering the costs of said services, direction will be requested by County Administration from the reporting Liaison Committee (and if necessary the full County Board) on whether said service should be allowed to continue and supplemented with County funds.

Nonrecurring (one-time) revenue sources will be used for operations unless directed for a specific use by the County Board.

## CONSUMER PRICE INDEX

Winnebago County is mandated to follow the Illinois Property Tax Extension Limitation Law (PTELL) by the State of Illinois. PTELL allows governing bodies the ability to cover the costs of inflationary increases incurred in their day to day operations by increasing their previous year's extension by the CPI or 5%, whichever is smallest. For fiscal year 2023 the CPI is 5.0%. During the budget process, County Administration will present the increases available if the County Board chooses to capture new growth and/or to utilize the CPI increase authorized under PTELL in the calculation of property tax revenues when developing the fiscal year 2023 budget. The Finance Committee will inform the Chief Financial Officer of the amount of the levy to include in the budget document.

## FUND RESERVES

It shall be the intent of the County Board to maintain an unrestricted (total of unassigned) fund balance equal to three months of budgeted operating expenditures.

Given the impact of the COVID-19 in fiscal year 2021 and 2022 fund balances have dropped below the 90 day (3 month) reserve level in the Public Safety Sales Tax Fund. It should be the objective of the 2023 Budget Policy to increase the fund balance back to the 90 day reserve level.

## ALTERNATIVE SERVICE DELIVERY & OUTSOURCING

Many forms of government are looking at new methodologies in providing needed services while controlling costs. The County Board is requesting all Department Heads and Elected Officials to review the cost of service delivery within their departments and to consider other cost saving options. Below is a brief narrative of methods being considered:

- Outsourcing - The organization utilizes an outside contractor to provide the service. Costs still exist for the organization, but if done correctly should be lower than providing the service with in-house employees.
- Privatization - The organization sells the operation's assets and walks away from the service responsibility. Eliminates all future cost to the organization.

## WAGE ADJUSTMENTS

The Finance Committee will provide the County Administrator the non-union employee wage increase rate to include in the budget document. The Finance Committee will make a recommendation no later than the 1st Finance Committee meeting in June.

## PRIORITIES

Direction is hereby given to the County Administrator to create the fiscal year 2023 budget with the following priorities:



1. Debt service payments required
2. Contractual payments based on lease agreements, software agreements and other contractual agreements
3. Mandated services at affordable funding levels
4. All operating necessities (Utilities, IMRF, Health Insurance, Liability Insurance)
5. General operating costs to provide services
6. Non-Union employee compensation
7. Capital needs of the organization
8. Meeting the 25% unrestricted reserve requirement of the General Fund and PSST Fund
9. Outside agency funding to include non-obligated Host Fee Grants and local matching grants

The pages that follow provide further definitions and guidelines for the development of the fiscal year 2023 budget, and should be considered as directives from the County Board.

#### ACCOUNTING/ AUDITING

State statutes require an annual audit by independent certified public accountants (55 ILCS 5/6-31003). A Comprehensive Annual Financial Report shall be prepared according to the criteria set by the Government Finance Officers Association (GFOA). The County follows Generally Accepted Accounting Principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB).

#### ACCOUNTING AND FINANCIAL REPORTING POLICIES

The accounting policies of the County of Winnebago, Illinois will conform to generally accepted accounting principles as applicable to governmental units. The accepted standard- setting body for establishing governmental accounting and financial reporting principles is the Governmental Accounting Standards Board (GASB). It shall be the intent of the County to maintain a self-balancing set of accounts on an on- going basis to be closed quarterly. The general ledger will be closed by the Finance department no later than 45 days after month end. The books shall remain open 90 days after the fiscal year end.

It shall be the intent of the County to maintain a program of internal controls to safeguard all assets and ensure effective and efficient use of all assets. It shall be the responsibility of the Finance Director to establish a formal set of "best practice" internal controls. In addition, the County Auditor shall ensure that all departments comply with those controls.

It shall also be the intent for the independent auditor to review the system of internal controls and report any weaknesses detected to the Board as part of the annual audit.

It shall be the intent of the County to utilize fund accounting principles and generally accepted accounting practices in the recording of all financial transactions. The general ledger shall be maintained on a cash basis,

with the intent to move to an accrual basis on a quarterly basis. The Finance Committee will be provided with budget versus actual revenue and expenditure reports on a quarterly basis.

It shall be the intent of the County to prepare annually a Comprehensive Annual Financial Report to be presented to the Board no later than 180 days after year-end. The Comprehensive Annual Financial Report should be audited by an independent CPA firm experienced in governmental auditing. It shall be the further intent of the County to present its Comprehensive Annual Financial Report to the Government Finance Officers Association to receive the Certificate of Excellence award in financial reporting. If at any time the County will not receive an unqualified opinion from the CPA firm, the CPA firm and the Finance Director will notify the Board prior to the issuance of the report.

It shall be the intent of the County to maintain a capital asset ledger of all permanent assets acquired. The Finance department will maintain these asset records on an on-going basis to ensure proper controls and report annually regarding these records to the Board. No asset will be considered fixed unless its value or component value exceeds \$12,000 dollars or in the case of infrastructure assets purchased or acquired with an original cost of \$50,000 or more.

Depreciation will be charged on all capital assets. This policy is consistent with the requirements of GASB Statement No. 34. Depreciation will be recorded on a straight-line basis over the normal useful life of the asset.

It shall be the intent of the County to manage all accounts receivable. Accounts receivable are created by operations in certain departments and offices. In general, they arise at the renewal of a permit or license from departments such as Health, River Bluff Nursing Home or Transportation. The department or office that is responsible for the billing is responsible for collections and managing receivables. Consistent with good financial management, each department and office will age their receivables. Departments and Offices shall continue collection efforts.

It is the intent of the County to comply with the modified accrual basis of accounting, in which revenues are recorded when they are both measurable and available. The County considers revenue to be available if they are collected within 60 days of the end of the current fiscal period for property taxes, 180 days of the end of the current fiscal period for certain health department and County reimbursable grants, and 90 days of the end of the current fiscal period for all other amounts.

#### APPROPRIATION

All operating funds are appropriated in the "Official Budget". Appropriations will be considered the maximum authorization to incur obligations and not a mandate to spend.

#### BALANCED BUDGET BY FUND

The intent of the Finance Committee is the budget must balance expenditures against available revenues and fund balance by fund.

#### BUDGET PRESENTATION

When an Elected Official/Department Head has completed the required budget forms, a meeting will be scheduled (if necessary) with the County Administrator and Chief Financial Officer to review and ensure budget policy compliance. Concerns and or issues should be addressed by the Department Head/Elected Official at this time. Upon review by County Administrator and Chief Financial Officer, the budget will be scheduled for presentation to the Finance Committee. Meetings will be scheduled with the Finance Committee (if necessary)

for individual departments/Elected Official to address the Finance Committee regarding their individual budget requests.

Once the Finance Committee has reviewed departmental budgets, and the recommended supplemental requests have been approved, the budget is moved to the whole board to be placed on public display for a minimum of fifteen (15) days prior to final approval.

#### CAPITAL BUDGET - LONG TERM

Each Department Head/Elected Official will submit a list of capital needs for the next three years. Funding for a capital plan will be reviewed in conjunction with the annual budget. Submittal of capital needs does not guarantee funding.

#### FISCAL YEAR

The County's fiscal year is October 1st through September 30th. (Set by County Board per 55 ILCS 5/6-1-001).

#### GRANTS

The importance of preparing and implementing a proper grant budget cannot be overstated. To inform the County Board of the value of a new grant program, the Board must have full knowledge of the total cost of the program and its funding sources. Too often, grant programs contain hidden costs. Additionally, an award may contain conflicting special conditions.

The term "grant" includes any form of funding or reimbursement for County Services from the State, Federal or third party agencies.

The County Board's definition of a new grant is:

- A grant awarded after October 1, 2022, but not a continuation of a grant that was awarded or grant funded program that existed prior to October 1, 2022.

The County Board's definition of a conflicting special condition is:

- Any special condition of funding (outside of standard state/federal conditions) that may prohibit another department's ability to apply for funding.

- ☒ Upon notification of a grant award, departments will submit an Executive Summary and Resolution, as well as the Grant Award Summary, award, and any relevant attachments to the respective Committee.
- ☒ Upon Committee approval, departments will submit a budget amendment to the Chief Financial Officer to amend the respective budget.
- ☒ A 2/3rd vote of all members constituting the County Board is required to amend department budgets to reflect grant revenues and expenses (55 ILCS 5/6-1003).
- ☒ Departments who apply for grants that require a local match must find the local match within their budgets.
- ☒ If Indirect Costs are allowable, all new grant application budgets should include the County's 10% de minimis indirect cost rate. If not included, the explanation shall be included in the Grant Award Summary.

- ☑ Departments who apply for new grants must understand the special conditions associated with their funding and inform the County Board of the conditions in the Resolution, prior to approval. Upon Board acceptance and approval, the Department Head will log each special condition into the Special Conditions System of Register.
- ☑ Grants will be controlled at the operating budget level based on the County's fiscal year.
- ☑ The grant "operating-budget" will be periodically reviewed by the County Administrator and Finance Director to assure that the revenues and expenditures are consistent with the grant award.
- ☑ Revenue grants will be reviewed during the budget process.
- ☑ To manage County administrative costs, it shall be County best-practices to create sub-award agreements in amounts that are no lower than \$25,000 per award. Due to the lack of an administrative line item in the Public Safety Sales Tax fund, this amount is no lower than \$50,000 per award.
- ☑ Grants will be reviewed semi-annually by the County Administrator or Finance of Director with the Department Head/Elected Official.

#### INVESTMENT POLICY

The County Treasurer is responsible for the investing of all Winnebago County funds (55 ILCS 5/3-11006). It is always prudent for any public unit to have an Investment Policy in place for the purpose of safeguarding funds, equitably distributing the investments, and maximizing income of the governmental unit. The following policy is adopted for the Winnebago County Treasurer's Office.

#### SCOPE OF INVESTMENT POLICY

This Investment Policy applies to the investment activities of all funds under the jurisdiction of the Winnebago County Treasurer. This Investment Policy will also apply to any new funds or temporary funds placed under the jurisdiction of the Winnebago County Treasurer. The Illinois Compiled Statutes will take precedence except where this policy is more restrictive, wherein this policy will take precedence.

#### OBJECTIVES

The purpose of this Investment Policy of the Winnebago County Treasurer is to establish cash management and investment guidelines for the stewardship of public funds under the jurisdiction of the Winnebago County Treasurer. The specific objectives of this investment policy will be as follows:

1. Safety of Principal.
2. Diversity of investment to avoid unreasonable risks.
3. The portfolio shall remain sufficiently liquid to meet all operating costs, which may be reasonably anticipated.
4. The highest interest rate available will always be the objective of this policy, combined with safety of principal. The Winnebago County Treasurer will require full collateralization of any deposits.
5. In maintaining its investment portfolio, the Winnebago County Treasurer shall avoid any transaction that might impair public confidence in the Winnebago County Treasurer's Office.

6. The Winnebago County Treasurer will give consideration to the financial institutions positive community involvement when consideration is given to the financial institution to be used as a depository.
7. All funds will be invested for a period of one day or longer, depending on the requirement for the disbursement of funds.
8. All funds shall be deposited within two working days at prevailing rates or better, in accordance with Illinois Compiled Statutes.

#### RESPONSIBILITY

All investment of funds under the control of the Winnebago County Treasurer is the direct responsibility of the Winnebago County Treasurer. The Winnebago County Treasurer shall be responsible for all transactions and shall establish a system of controls of the activities of all subordinates who are directly involved in the assistance of such investment activities.

#### PRUDENCE

The standard of prudence to be used by investment officials shall be the "prudent person," and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for any individual securities credit risk or market price changes, provided that deviations from expectation are reported in a timely fashion, and appropriate action is taken to control adverse developments.

#### ACCOUNTING

All investment transactions shall be recorded by the Winnebago County Treasurer or the Winnebago County Treasurer's staff. A report will be generated, at least monthly, listing all active investments, including information regarding securities in portfolio by class or type, book value, interest earned and market value as of report date. This report will be made available to the Winnebago County Board and Winnebago County Treasurer.

#### FINANCIAL INSTITUTIONS

The Winnebago County Treasurer will have the sole responsibility to select which financial institutions will be depositories for Winnebago County Treasurer funds. The Winnebago County Treasurer will take into consideration security, size, location, condition, service, fees and the community relations involvement of the financial institution when choosing a financial institution.

At no time will the Winnebago County Treasurer investments exceed 65% of the financial institution's capital and surplus.

All financial institutions having any type of financial relationships: deposit investments, loans, etc., are required to provide a complete and current "Call Report," required by their appropriate regulatory authority each calendar quarter within 30 days of the "Call" request date.

#### INVESTMENT VEHICLES

The Winnebago County Treasurer will use investments approved for governmental units as set forth in the most current issue of the Illinois Compiled Statutes.

## COLLATERAL

In order to protect the funds of Winnebago County, it will be a standard practice of the Winnebago County Treasurer to require that all deposits in financial institutions be collateralized. Collateral shall be held under the name of Winnebago County. During the term of the deposit, at least 102% collateralization will be required whenever deposits exceed the insured limits of FDIC. The Winnebago County Treasurer will require a signed

Pledge Agreement between Winnebago County, the Financial Institution, and the Holding Company to be on file at all times.

102% of collateralization of the deposit will be required. Only the following collateral will be accepted:

- U.S. Government direct securities
- Obligations of Federal Instrumentalities
- Obligations of the State of Illinois
- Obligations of the County of Winnebago
- Obligations of municipalities located within the County of Winnebago, subject to acceptance by the Winnebago County Treasurer
- Acceptable Collateral as identified in the Illinois Compiled Statutes for use by the Treasurer of the State of Illinois

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.

The above standard is established as the standard for professional responsibility and shall be applied in the context of managing the Winnebago County Treasurer's portfolio, pursuant to the Public Funds Investment Act at 30 Illinois Compiled Statutes 235/2.5 and other provisions included in that Act, along with all other Statutes and Constitutional provisions regarding conflicts of interest and ethical considerations.

## SECURITY CONTROLS

Only the Winnebago County Treasurer is authorized to establish financial accounts for the office of Winnebago County Treasurer. At all times either the Winnebago County Treasurer, singly or signatories as designated by the Winnebago County Treasurer, should be authorized to sign on financial accounts of the office of the Winnebago County Treasurer.

## ADOPTION

This investment policy or similar policy has been in effect since January 1, 2022. Last revision March 12, 2022.

## RISK MANAGEMENT

The County has an established program for unemployment, liability and workers compensation. To forecast expenditures, the County considers claims, retention levels, fixed costs, and fund reserves.

# FISCAL YEAR 2023 BUDGET CALENDAR

Budget Task	Date
Chief Financial Officer and Finance Department to review budget process, refine budget requirements, determine budget calendar and prepare preliminary budget guidelines	Feb 1 <sup>st</sup> to March 10 <sup>th</sup>
Finance Committee to review Budget Calendar	March 17 <sup>th</sup>
Finance Committee to approve 2023 Budget Policy & Guidelines	April 7 <sup>th</sup>
County Board to approve 2023 Budget Policy & Guidelines	April 14 <sup>th</sup>
Budget preparation materials are distributed to departments	May 2 <sup>nd</sup>
Initial forecast of Fiscal Years 2022 and 2023 with tax levy options to be presented to the Finance Committee	June 16 <sup>th</sup>
Departments to submit all budget documents to the Chief Financial Officer	June 17 <sup>th</sup>
Departments to submit Budget & Outcome Goals to the Chief Financial Officer	June 20 <sup>th</sup>
Chief Financial Officer and Administrator to review all preliminary budgets with Departments	June 22 <sup>nd</sup> – 30 <sup>th</sup>
Recommended budgets are provided to Department Heads/Elected Officials	July 6 <sup>th</sup>
Finance Committee will review department budget presentations (1-2)	July 7 <sup>th</sup>
Finance Committee will review department budget presentations (2-2) (if necessary)	July 21 <sup>st</sup>
Budget to be reviewed by Chairman, Administrator and Chief Financial Officer	July 25 <sup>th</sup>
County Administrator to present recommended budget to the Committee of the Whole	Aug 4 <sup>th</sup>
Committee of the Whole immediately following the County Board Meeting to address budget issues (if necessary)	Aug 11 <sup>th</sup>
Finance Committee to make recommended budget changes (if necessary)	Aug 18 <sup>th</sup>
Truth in Taxation Hearing (if needed)	Aug 18 <sup>th</sup>
County Board to place balanced Proposed Budget on public display	Sept 8 <sup>th</sup>
County Board to adopt the appropriation and tax levy ordinance/budget	Sept 29 <sup>th</sup>

Prior to adoption but after the County Board places the budget draft on public display, the draft budget may be amended in the following way:

It is recommended that all requests for amendment to the draft budget be submitted to the Chief Financial Officer, in writing, no less than ten (10) days prior to the County Board meeting scheduled to adopt the budget. The Chief Financial Officer will review the amendment to the draft budget to ensure it is presented in a clear and appropriate manner. The amendment to the draft budget will be provided to the Finance Committee for their recommendation. The Finance Committee recommendations will be presented to the County Board prior to the adoption of the budget.

#### BUDGET AMENDMENT PROCESS (AFTER ADOPTION BY THE BOARD):

All requests for budget amendments must start with a completed Budget Amendment Form (accessed on the Finance Department page of the County website) submitted to the Chief Financial Officer, who upon review will work with the requesting department head in preparing an ordinance (if required) in the County Board approved format for committee and board presentation.

- The County Board must approve all transfers of budgets between departments or funds by a 2/3<sup>rd</sup> majority vote (14) of the County Board. (Transfers may not be made from certain special purpose funds to other funds).
- Additional (emergency) appropriations must also be approved by a 2/3<sup>rd</sup> majority vote (14) of the County Board.
- Line item transfers between object-class-level, which is the budgetary level of control over expenditures, may be approved by the Chief Financial Officer, provided the total amount appropriated by the County Board for the respective department (org code) is not exceeded.
- The Chief Financial Officer and the County Administrator during the normal course of the budget preparation process may make budget revisions prior to the final board approval of the budget. It should be noted that budget revisions made after the first reading but before final passage shall be posted both in the County Clerks and on the county's website. These revisions shall also include a version number and date of revision.





## GRANT / OTHER FUNDING AGREEMENT SUMMARY WORKSHEET

<b>Prepared By:</b>	
<b>Committee:</b>	
<b>Committee Date:</b>	
<b>Resolution Title:</b>	
<b>Board Meeting Date:</b>	

All grant awards must be approved through their respective Committees prior to presenting for Board approval. Those requiring a budget modification must also be approved by the Finance Committee. To provide the County Board with the information needed for compliance requirements, please provide a complete Committee and Board packet that includes this form, the Executive Summary, Resolution, and Award.

### Funding Information:

Is match required?	<input type="checkbox"/> yes <input type="checkbox"/> no
- If yes, did you work with Accounting to determine match allocation?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are Indirect Costs Allowable under the award?	<input type="checkbox"/> yes <input type="checkbox"/> no
- If yes, is the 10% de minimus Indirect Cost rate included in the budget?	<input type="checkbox"/> yes <input type="checkbox"/> no
<i>Indirect Cost Base includes: salaries, fringe benefits, travel, supplies, training, and up to the first \$25,000 of each subaward.</i>	
- If no, please explain:	
Does funding agreement contain Special Conditions that may prohibit another department's ability to apply for funding?	
<input type="checkbox"/> yes <input type="checkbox"/> no	
- If yes, please explain:	
How many sub-awards are included in this award?	
- Do subawards/contracts contain Indirect Costs?	<input type="checkbox"/> yes <input type="checkbox"/> no
- If yes, please provide Indirect Cost rates and total Indirect applied to each subaward or contract:	



# Resolution Executive Summary

**Prepared By:** Marlana Dokken  
**Committee:** Finance Committee  
**Committee Date:** January 5, 2023  
**Resolution Title:** Resolution to establish Public Safety Sales Tax Policy  
**County Code:** N\A  
**Board Meeting Date:** January 12, 2023

**Budget Information:**

<b>Was item budgeted?</b> N\A	<b>Appropriation Amount:</b> N\A
<b>If not, explain funding source:</b> N\A	
<b>ORG/OBJ/Project Code:</b> N\A	<b>Budget Impact:</b> N\A

**Background Information:** The County's budget process is governed by Illinois Compiled Statutes (55 ILCS 5/6-1001 et seq.) and Winnebago County Board Policies. To maintain the financial strength of the Public Safety Sales Tax revenue, and in keeping promises to, and protecting the interest of the taxpayers, the County Board is implementing the following directives regarding Public Safety Sales Tax usage.

**Recommendation:** Administration supports this resolution.

**Contract/Agreement:** N/A

**Legal Review:** The State's Attorney's Office has reviewed.

**Follow-Up:** N/A

**RESOLUTION**  
**of the**  
**COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

Sponsored by: John Butitta, Committee Chairman

Submitted by: Finance Committee

2023 CR

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**RESOLUTION TO ESTABLISH PUBLIC SAFETY SALES TAX POLICY**

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**WHEREAS**, on August 22, 2002 the County Board for the County of Winnebago, Illinois adopted a Resolution initiating a referendum authorizing the imposition of a Special County Retailer's Occupation Tax for Public Safety at a rate of one percent; and

**WHEREAS**, on November 5, 2002, the electors of the County of Winnebago, Illinois approved the referendum and the results of that election were certified by the County Clerk; and

**WHEREAS**, to maintain its financial strength, and keep promises to the taxpayers of Winnebago County, Winnebago County Administration is proposing a Public Safety Sales Tax Policy; and

**WHEREAS**, the Finance Committee has reviewed the Public Safety Sales Tax Policy and recommends its approval.

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that it adopts the Public Safety Sales Tax Policy presented by the County Administration, a copy of which policy is attached to this Resolution as Attachment A.

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effect immediately upon its adoption.

**BE IT FURTHER RESOLVED**, that the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the County Board Chairman and all County department heads.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**(AGREE)**

**(DISAGREE)**

\_\_\_\_\_  
JOHN BUTITTA,  
FINANCE CHAIRMAN

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JOHN BUTITTA,  
FINANCE CHAIRMAN

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JEAN CROSBY

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JOHN F. SWEENEY

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JOHN F. SWEENEY

\_\_\_\_\_  
MICHAEL THOMPSON

\_\_\_\_\_  
MICHAEL THOMPSON

The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
JOSEPH V. CHIARELLI  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

ATTESTED BY:

\_\_\_\_\_  
LORI GUMMOW  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

## ATTACHMENT A

### PUBLIC SAFETY SALES TAX POLICY

#### Background

The original Winnebago County Board Resolution, 2002 CR 206, initiating a referendum cited the basis for the 1% tax as being to raise sufficient revenue to fund the recommendations of a 15-action step plan. The 15 steps included:

1. Build a 1200- bed jail facility. Unoccupied beds may be used by the U.S. Marshall or for other jurisdictional inmates at a per diem cost. (completed)
2. Include new central receiving and diagnostic center (booking) in new facility (completed)
3. Locate four (4) jury courtrooms in the new facility. New courtroom initially to be used for status/arraignment and high security needs, with expansion for other uses. (This does not eliminate the need for criminal courtrooms in the courthouse.) (completed)
4. Develop connection capabilities between the new jail and the existing courthouse and/or be as close to the existing courthouse as possible. (completed)
5. Limit, to the extent possible, transportation of inmates from the new facility to the courthouse. Chief Judge will staff courtrooms in the new facility while working with staff on prisoner transportation issues for morning and afternoon calls. In addition, the Chief Judge will work with other Judges on video appearances for various status issues to eliminate the need for transport. Specific use of courtrooms to be recommended. (completed)
6. Move Sheriff's Dept. offices from PSB to new facility to be located in close proximity to jail. Sheriff to talk to Chief Nielsen about possibility of potential Rockford Police Department expansion in vacated PSB space. (completed)
7. Work to determine feasibility of adult mental health assessment room in new facility. (completed)
8. Develop North Church Street facility into a Community Corrections Center (now known as RIC). (completed)
9. Recognize that alternative programs are the key element to control the jail population and insure that adequate dollars will be included in the budget to fund those programs. (completed)
10. Endorse Jail Population Control Board (completed)
11. Determine general philosophy regarding the use of the current PSB jail for specialized classification of inmates, such as guilty awaiting sentencing, sentenced awaiting DOC transport, etc. (completed)
12. Work with architect to develop a feasibility design plan for the new facility. (completed)
13. Develop multiple locations for Homeland Security issues in coordination with the new facility. (completed)
14. Implement a "Failure to Appear" program for missed court dates.
15. Budget adequate dollars within the entire criminal justice system to finance staffing needs for the State's Attorney, Public Defender, Corrections personnel and other court staff offices. (completed)

In further communication, "The Solutions" were described to the community as a 3-part plan, with the following definitions:

**1. *The Jail, defined as:***

- Facility
- Operations

**2. *Criminal Justice System, defined as:***

- Staffing for two new judges
- Additional Assistant States Attorneys
- Assistant Public Defenders
- Deputy Circuit Clerks
- Court Reporters

- Probation Officers
- ...all of those functions which keep a court system operating efficiently

**3. *Alternatives to Incarceration and Rehabilitation Programs\**, defined as:**

- To expand staff of pre-trial services
- Double # of drug court probation officers for both adult and juvenile drug court
- Extensively expand resources available for the community corrections center (now known as RIC) which may include programs such as:
  - Work Release
  - Graduated Sentencing
  - Sex offender and DV Programs
  - Day Reporting
  - Life Skills
  - GED programs
  - Employment Readiness
  - Parenting Skills

While not mentioned in the 3-part plan, this communication also indicated “an additional sum of money would also be used to support community-based programs intended to address root causes of the expanding crime problem in our community.” Further, Resolution 2003 CR 106 recognized public safety sales tax dollars alone would not be enough address our criminal justice system needs, and there was a need for an effort to identify, seek out grants and other revenue for public safety.

*\* To further clarify, Alternatives to Incarceration is an option for those convicted of a crime to serve their sentence outside of prison. It also applies to defendants who are awaiting trial in jail or on pre-trial release. Rehabilitation is inclusive of Alternatives to Incarceration.*

## **Policy**

In keeping our commitment to the Winnebago County residents, the Public Safety Sales Tax policy shall continue to support the systems developed through initial 15-step action plan and the Solutions identified and defined in the 3-step plan. Priority of revenue is given to the functions to keep our criminal justice system operating effectively; specifically, Parts 1 and 2 of the 3-part Plan.

In keeping our commitment to support community-based programs; community based programs shall be defined as non-governmental, non-taxing bodies.

Further, should the County Board make funding available, to make the strongest impact priority will be given to those community-based programs that partner directly with, and in collaboration with, any of the County Branches or Departments identified in the 3-step plan.

The Public Safety Sales Tax policy shall be inclusive of the debt service payment requirement, and 25% unrestricted reserve requirements already in place through the annual Budget Policy.



## Resolution Executive Summary

**Prepared By:** Purchasing Department for Facilities Department  
**Committee:** Finance Committee  
**Committee Date:** January 5, 2023  
**Resolution Title:** Resolution Awarding ARP Funded HVAC CPU Replacements  
**County Code:** Winnebago County Purchasing Ordinance  
**Board Meeting Date:** January 12, 2023  
**Budget Information:**

<b>Was item budgeted?</b> Yes, it was in ARPA	<b>Appropriation Amount:</b> \$181,987.00
<b>If not, explain funding source:</b>	
<b>ORG/OBJ/Project Code:</b> 61300-43710-RP038	<b>Budget Impact:</b> N/A

### Background Information:

In ARP Phase 1, the County Board approved a budget for HVAC CPU replacements for the Administration building, both the old and new Courthouses, Juvenile Detention Center, Health Department, and Juvenile Justice Center. The replacement HVAC CPUs were approved by Baker Tilly, due to the fact that the current CPUs are obsolete and can no longer be supported by our existing HVAC system.

Facilities received proposals from Alpha Controls, as a Sole Source vendor, to support our current system that is also provided by Alpha Controls.

### Recommendation:

The Facilities Engineer, Shawn Franks, recommends awarding the replacement HVAC CPUs to Alpha Controls.

### Baker Tilly Review:

Project was approved in Baker Tilly's ARP compliance review.

**Follow Up:** The Purchasing Department will issue Purchase Orders to Alpha Controls.

**RESOLUTION**  
**of the**  
**COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

Sponsored by: John Butitta, Committee Chairman  
Submitted by: Finance Committee

2023 CR

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**RESOLUTION AWARDING ARPA FUNDED HVAC CPU REPLACEMENTS**

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**WHEREAS**, the Winnebago County Facilities Department is required to maintain the upkeep of all County buildings; and,

**WHEREAS**, several County buildings are in need of replacing HVAC CPUs because they are obsolete and can no longer be supported on our existing system; and,

**WHEREAS**, the purchase of replacement HVAC CPUs was a Baker Tilly approved, ARPA funded expense; and,

**WHEREAS**, the Finance Committee has reviewed the proposals (Resolution Exhibit A) for the aforementioned sole source service (Resolution Exhibit B) and awards as follows:

**ALPHA CONTROLS & SERVICES**  
**4104 CHARLES STREET**  
**ROCKFORD, ILLINOIS 61108**

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that the County is authorized to execute, on behalf of the County of Winnebago Purchase Orders with ALPHA CONTROLS & SERVICES, 4104 CHARLES STREET, ROCKFORD, ILLINOIS, 61108 in the amount of ONE HUNDRED EIGHTY-ONE THOUSAND, NINE HUNDRED AND EIGHTY-SEVENTY DOLLARS (\$181,987.00).

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Facilities Engineer, Director of Purchasing, Finance Director, County Board Office, and County Auditor.



Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
JOHN BUTITTA, CHAIRMAN

\_\_\_\_\_  
JOHN BUTITTA, CHAIRMAN

\_\_\_\_\_  
JAIME SALGADO, VICE CHAIRMAN

\_\_\_\_\_  
JAIME SALGADO, VICE CHAIRMAN

\_\_\_\_\_  
JEAN CROSBY

\_\_\_\_\_  
JEAN CROSBY

\_\_\_\_\_  
KEITH McDONALD

\_\_\_\_\_  
KEITH McDONALD

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
JOHN F. SWEENEY

\_\_\_\_\_  
JOHN F. SWEENEY

\_\_\_\_\_  
MICHAEL THOMPSON

\_\_\_\_\_  
MICHAEL THOMPSON

The above and foregoing Resolution was adopted by the County Board of the County of  
Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

ATTESTED BY:

\_\_\_\_\_  
**JOSEPH CHIARELLI**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

# PROPOSAL



Proposed By  
Jeff Francis

Account Executive  
M: 815.520.4237  
E: jefff@alphaacs.com

Proposal for Temperature Controls  
Winnebago County Admin Building

Proposal #: ACS21-2250A  
Proposal Date: August 18, 2022

Addendums Acknowledged:

## Summary

The intent of this project is to upgrade the existing Schneider Electric Niagara Framework controllers Network Controllers. We are pleased to introduce you to the Schneider Electric EcoStruxure solution known as EcoStruxure Building Operation (EBO). EcoStruxure Building Operation is an open and secure building management platform that integrates multiple systems for centralized, real-time control and management across one to many enterprise buildings. The platform natively supports standard open protocols out-of-the-box. The new EBO allows for IT compliance, an improved desktop environment (tiles), enhanced reports and report generating, industry leading cyber security, elimination of dependence on Java and overall improved operation efficiencies. A foremost benefit of EBO is its "Backward Compatibility" with your installed BMS infrastructure; allowing us to not only use your installed investment but enhance its performance for improved operational and energy efficiency.

The Enterprise Server and Automation Servers are preconfigured in our office to allow for a smooth transition of your facility with minimal disruption to the operation and to your occupants. The Automation Servers will provide you with a new and improved Browser interface that is backwards compatible with our legacy systems while providing a cost-effective migration path forward.

### Automation Server Features:

- Risk Management Framework (RMF), UFC 4-010-06.
- BACnet/IP, BACnet/MSTP and BACnet/Ethernet communications support.
- LonWorks IP and LonWorks FTTP10 communications support.
- MODBUS communications support.
- Cost effectiveness for any size commercial, institutional, industrial building applications.
- Provides alarming, logging, scheduling, control, and custom HVAC applications.

## GENERAL SCOPE

- Engineered control drawings.
- Startup, checkout, Owner training, commissioning, and 1-year warranty.
- Provide graphics, trends, and alarms for a browser-based control system that provides remote access to the building system including the following:
  - Text alarms, historical trend data and click and drag scheduling of equipment for week days, holidays, and special events.
  - NOTE: Owner to maintain IT system to support browser based graphics.

**Corporate HQ:**  
4104 Charles Street  
Rockford, IL 61108

**Springfield Office:**  
2867 Via Verde  
Springfield, IL 62703

**Champaign Office:**  
2110 Clearlake Boulevard Suite #101  
Champaign, IL 61822

**Wisconsin Office:**  
8845 S. Greenview Drive #2  
Middleton, WI 53562

# PROPOSAL



## EXCLUSIONS

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- Fire and/or fire/smoke dampers, life safety products and/or electrical or sheet metal installation labor
- Access doors, patching and/or painting
- Overtime and/or Shift/Premium Time
- Bonding and Permits
- Federal, State and Local Taxes
- Smoke detectors and/or modifications to fire alarm system
- Emergency Power
- All existing field devices and control wiring to remain for reuse. Any deficient control devices will not be replaced under this proposal and will not be covered under warranty.
- Repairs to existing BMS other than included in scope of work.

## Clarifications

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- Owner's IT staff will be required to provide Ethernet connectivity and IP addressing or advise Alpha to reuse the existing IP addressing.
- Automation Servers will be installed in new enclosures and will reuse the existing Ethernet network drops.
- The Automation Servers will host a web based graphical interface that is accessible from any connected web browser and will report to the new EcoStruxure Enterprise Network Server software. The new EcoStruxure Enterprise Server software will be installed in owner supplied virtual environment.
- Electrical metallic tubing (EMT) shall be used in mechanical rooms & inaccessible areas. Flex not to exceed 3 LF.

**TOTAL BASE PRICE:**                      **\$25,223**      (Sales tax not included.)

The standard terms and conditions of sale are attached and are a part hereof:

### Proposed By

Name Jeff Francis

Title Account Executive

Company Alpha Controls & Services, LLC.

Date 8/18/2022

### Accepted By

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

NOTWITHSTANDING ANY INCONSISTENT OR ADDITIONAL TERMS THAT MAY BE EMBODIED IN YOUR PURCHASE ORDER, SELLER WILL ACCEPT YOUR ORDER SUBJECT ONLY TO THE TERMS OF THE WRITTEN CONTRACT BETWEEN US UNDER WHICH YOUR ORDER IS PLACED. IF NO SUCH CONTRACT EXISTS SELLER WILL ACCEPT YOUR ORDER ONLY ON THE EXPRESS CONDITION THAT YOU ASSENT TO THE TERMS AND CONDITIONS CONTAINED ABOVE AND ON THE REVERS SIDE HEREOF; AND YOUR ACCEPTANCE AND RECEIPT OF THE GOODS SHIPPED HEREUNDER SHALL CONSTITUTE ASSENT TO SUCH TERMS AND CONDITIONS

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# PROPOSAL



All goods, services, and Firmware furnished by Alpha Controls & Services ("Supplier") are governed by these standard terms and conditions, and every agreement or other undertaking by Supplier is expressly conditioned on assent hereto by the buyer, and any end user with whom Supplier undertakes to deal, of Supplier's goods, services, and Firmware ("Customer"). These standard terms and conditions supersede all inconsistent printed terms submitted by Customer prior to Supplier's order acknowledgment. They may be varied only by a typed or legibly handwritten notation on the face of Supplier's quotation or order acknowledgment, Customer's purchase order form, or similar documents. Product and sales policy sheets and the like published from time to time by Supplier shall supplement but not supersede these standard terms and conditions. SUPPLIER IS NOT BOUND TO FURNISH ITS GOODS, SERVICES OR FIRMWARE EXCEPT IN ACCORDANCE WITH THE TERMS OF ITS ORDER ACKNOWLEDGMENT, FIRM QUOTATION, OR OTHER SIMILAR DOCUMENT ISSUED OVER THE SIGNATURE OF AN AUTHORIZED EMPLOYEE OF SUPPLIER. SUPPLIER'S REPRESENTATIVES, DISTRIBUTORS, DEALERS AND OTHER NON-EMPLOYEES HAVE NO AUTHORITY TO BIND SUPPLIER.

1. **Firmware.** The terms "goods" as used herein shall include Firmware which shall mean the set of instructions, consisting of symbolic language, processes, logic, routines, and programmed information in the form of firm or soft media relating to any of the goods and all revisions and modifications thereof.

2. **Price/Delivery Terms.** Unless otherwise provided on Supplier's order acknowledgment, price and delivery terms are FOB Supplier's plant and do not include sales, use, or other taxes. Supplier may, at its option, make partial shipments and invoice for same.

3. **Payment/Credit/Security.** Payment terms for buyers with a credit standing deemed adequate by Supplier are net 30 days from date of invoice. Supplier shall be entitled to charge interest thereafter at a rate permitted by law, but in no event to exceed 1½% per month. Whenever Supplier in good faith deems itself insecure, Supplier may cancel any outstanding contracts with Customer, revoke its extension of credit to Customer, reduce any unpaid debt by enforcing its security interest, created hereby, in all goods (and proceeds therefrom) furnished by Supplier to Customer, and take any other steps necessary or desirable to secure Supplier with respect to Customer's payment for goods and services furnished or to be furnished by Supplier.

In the event Customer for any reason withholds payment of any amount due Supplier, Supplier may declare itself insecure and suspend further shipment to Customer until Customer places the withheld amount in escrow and gives adequate security for further shipment or until Customer satisfies Supplier that Customer was entitled to withhold such amount. Supplier shall be entitled to recover from Customer all costs, including reasonable attorney's fees, incurred by Supplier in connection with the collection of any amount due Supplier.

4. **Cancellation by Customer.**

(a). Except as provided in sub-paragraph (b) below, Customer's wrongful non-acceptance or repudiation of a contract to purchase Supplier's goods or services shall entitle Supplier to recover the price or, where an action for the price is not permitted by law, damages, as provided by law, including Supplier's lost profits. In this connection all goods purchased and all services furnished by Supplier in complete or partial fulfillment of a special order from Customer shall be deemed identified to the contract between Supplier and Customer.

(b). Customer's wrongful non-acceptance or repudiation of a contract to purchase from Supplier goods which Supplier generally carries in inventory as stock items (or which are otherwise readily resalable by Supplier at a reasonable price) shall entitle Supplier to recover damages, as provided by law, including Supplier's lost profits.

5. **Warranty.** Supplier warrants that all new and unused goods furnished by Supplier are free from defect in workmanship and material as of the time and place of delivery by Supplier. Except for goods and services furnished by Supplier through its employees arising out of orders solicited by Supplier's Representatives and duly accepted by Supplier, Supplier does not warrant, and shall not be liable for, the quality of any goods or services furnished or to be furnished by representatives, distributors, dealers or other non-employees of Supplier.

As a matter of general warranty policy, Supplier honors an original buyer's warranty claim in the event of failure, within 12 months from the day of delivery by Supplier to the site for Alpha Controls & Services equipment and for Building Management Systems goods, which have been installed and operated under normal conditions and in accordance with generally accepted industry practices. This general warranty policy may be expanded or limited for particular categories of products or customers by information sheets published by Supplier from time to time:

The express warranties provided above are in lieu of all other warranties, express or implied. IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSES ARE EXCLUDED WITH RESPECT TO ANY AND ALL GOODS AND SERVICES FURNISHED BY SUPPLIER.

In case of Supplier's breach of warranty or any other duty with respect to the quality of any goods, the sole and exclusive remedies therefore shall be, at Supplier's option, (1) repair, (2) replacement, or (3) payment of or credit for the purchase price (less reasonable depreciation based upon actual use) upon return of the non-conforming goods or parts.

Return authorization must be obtained from Supplier prior to the return of any defective material. All unauthorized returns will be sent back, freight collect, to the Customer. All returns must be made with transportation prepaid by the Customer. Supplier's examination of the units must disclose to its satisfaction that defects exist and have not been caused by misuse, neglect, improper installation, repair, alteration or accident before replacement is made or credit issued.

6. **Force Majeure.** Supplier and Customer assume the non-occurrence of the following contingencies which, without limitation, might render performance by Supplier impractical: strike, riots, fires, war, late or non-delivery by suppliers to Supplier, and all other contingencies beyond the reasonable control of supplier.

7. **No Consequential Damages.** Under no circumstances shall Supplier be liable to any person (including distributor) for loss of use, income, or profit or for incidental, special or consequential or other similar damages, arising, directly or indirectly out of or occasioned by the sale, operation, use, installation, repair or replacement of the goods or services, whether such damages are based on a claim of breach of express or implied warranties (including merchantability or fitness for a particular purpose), tortious conduit (including negligence and strict liability) or any other cause of action, except only in the case of personal injury where applicable law requires such liability.

8. **Governing Law.** The law of the State of Illinois shall govern all transactions to which these standard terms and conditions apply.

9. **Prices** in this quotation remain in effect for 45 days from date of issue.

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Middleton, WI 53562

# PROPOSAL



Proposed By  
Jeff Francis

Account Executive  
M: 815.520.4237  
E: jefff@alphaacs.com

Proposal for Temperature Controls  
Winnebago County Courthouse Building

Proposal #: ACS21-2250B  
Proposal Date: August 19, 2022

Addendums Acknowledged:

## Summary

The intent of this project is to upgrade the existing Schneider Electric Niagara Framework controllers Network Controllers. We are pleased to introduce you to the Schneider Electric EcoStruxure solution known as EcoStruxure Building Operation (EBO). EcoStruxure Building Operation is an open and secure building management platform that integrates multiple systems for centralized, real-time control and management across one to many enterprise buildings. The platform natively supports standard open protocols out-of-the-box. The new EBO allows for IT compliance, an improved desktop environment (tiles), enhanced reports and report generating, industry leading cyber security, elimination of dependence on Java and overall improved operation efficiencies. A foremost benefit of EBO is its "Backward Compatibility" with your installed BMS infrastructure; allowing us to not only use your installed investment but enhance its performance for improved operational and energy efficiency.

The Enterprise Server and Automation Servers are preconfigured in our office to allow for a smooth transition of your facility with minimal disruption to the operation and to your occupants. The Automation Servers will provide you with a new and improved Browser interface that is backwards compatible with our legacy systems while providing a cost-effective migration path forward.

### Automation Server Features:

- Risk Management Framework (RMF), UFC 4-010-06.
- BACnet/IP, BACnet/MSTP and BACnet/Ethernet communications support.
- LonWorks IP and LonWorks FTTP10 communications support.
- MODBUS communications support.
- Cost effectiveness for any size commercial, institutional, industrial building applications.
- Provides alarming, logging, scheduling, control, and custom HVAC applications.

## GENERAL SCOPE

- Engineered control drawings.
- Startup, checkout, Owner training, commissioning, and 1-year warranty.
- Provide graphics, trends, and alarms for a browser-based control system that provides remote access to the building system including the following:
  - Text alarms, historical trend data and click and drag scheduling of equipment for week days, holidays, and special events.
  - NOTE: Owner to maintain IT system to support browser based graphics.

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# PROPOSAL



## EXCLUSIONS

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- Fire and/or fire/smoke dampers, life safety products and/or electrical or sheet metal installation labor
- Access doors, patching and/or painting
- Overtime and/or Shift/Premium Time
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- Smoke detectors and/or modifications to fire alarm system
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- All existing field devices and control wiring to remain for reuse. Any deficient control devices will not be replaced under this proposal and will not be covered under warranty.
- Repairs to existing BMS other than included in scope of work.

## Clarifications

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- Owner's IT staff will be required to provide Ethernet connectivity and IP addressing or advise Alpha to reuse the existing IP addressing.
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- The Automation Servers will host a web based graphical interface that is accessible from any connected web browser and will report to the new EcoStruxure Enterprise Network Server software. The new EcoStruxure Enterprise Server software will be installed in owner supplied virtual environment.
- Electrical metallic tubing (EMT) shall be used in mechanical rooms & inaccessible areas. Flex not to exceed 3 LF.

**TOTAL BASE PRICE:**                      **\$26,664**      (Sales tax not included.)

The standard terms and conditions of sale are attached and are a part hereof:

### Proposed By

Name Jeff Francis

Title Account Executive

Company Alpha Controls & Services, LLC.

Date 8/19/2022

### Accepted By

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

NOTWITHSTANDING ANY INCONSISTENT OR ADDITIONAL TERMS THAT MAY BE EMBODIED IN YOUR PURCHASE ORDER, SELLER WILL ACCEPT YOUR ORDER SUBJECT ONLY TO THE TERMS OF THE WRITTEN CONTRACT BETWEEN US UNDER WHICH YOUR ORDER IS PLACED. IF NO SUCH CONTRACT EXISTS SELLER WILL ACCEPT YOUR ORDER ONLY ON THE EXPRESS CONDITION THAT YOU ASSENT TO THE TERMS AND CONDITIONS CONTAINED ABOVE AND ON THE REVERS SIDE HEREOF; AND YOUR ACCEPTANCE AND RECEIPT OF THE GOODS SHIPPED HEREUNDER SHALL CONSTITUTE ASSENT TO SUCH TERMS AND CONDITIONS

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# PROPOSAL



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3. **Payment/Credit/Security.** Payment terms for buyers with a credit standing deemed adequate by Supplier are net 30 days from date of invoice. Supplier shall be entitled to charge interest thereafter at a rate permitted by law, but in no event to exceed 1½% per month. Whenever Supplier in good faith deems itself insecure, Supplier may cancel any outstanding contracts with Customer, revoke its extension of credit to Customer, reduce any unpaid debt by enforcing its security interest, created hereby, in all goods (and proceeds therefrom) furnished by Supplier to Customer, and take any other steps necessary or desirable to secure Supplier with respect to Customer's payment for goods and services furnished or to be furnished by Supplier.

In the event Customer for any reason withholds payment of any amount due Supplier, Supplier may declare itself insecure and suspend further shipment to Customer until Customer places the withheld amount in escrow and gives adequate security for further shipment or until Customer satisfies Supplier that Customer was entitled to withhold such amount. Supplier shall be entitled to recover from Customer all costs, including reasonable attorney's fees, incurred by Supplier in connection with the collection of any amount due Supplier.

4. **Cancellation by Customer.**

(a). Except as provided in sub-paragraph (b) below, Customer's wrongful non-acceptance or repudiation of a contract to purchase Supplier's goods or services shall entitle Supplier to recover the price or, where an action for the price is not permitted by law, damages, as provided by law, including Supplier's lost profits. In this connection all goods purchased and all services furnished by Supplier in complete or partial fulfillment of a special order from Customer shall be deemed identified to the contract between Supplier and Customer.

(b). Customer's wrongful non-acceptance or repudiation of a contract to purchase from Supplier goods which Supplier generally carries in inventory as stock items (or which are otherwise readily resalable by Supplier at a reasonable price) shall entitle Supplier to recover damages, as provided by law, including Supplier's lost profits.

5. **Warranty.** Supplier warrants that all new and unused goods furnished by Supplier are free from defect in workmanship and material as of the time and place of delivery by Supplier. Except for goods and services furnished by Supplier through its employees arising out of orders solicited by Supplier's Representatives and duly accepted by Supplier, Supplier does not warrant, and shall not be liable for, the quality of any goods or services furnished or to be furnished by representatives, distributors, dealers or other non-employees of Supplier.

As a matter of general warranty policy, Supplier honors an original buyer's warranty claim in the event of failure, within 12 months from the day of delivery by Supplier to the site for Alpha Controls & Services equipment and for Building Management Systems goods, which have been installed and operated under normal conditions and in accordance with generally accepted industry practices. This general warranty policy may be expanded or limited for particular categories of products or customers by information sheets published by Supplier from time to time:

The express warranties provided above are in lieu of all other warranties, express or implied. IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSES ARE EXCLUDED WITH RESPECT TO ANY AND ALL GOODS AND SERVICES FURNISHED BY SUPPLIER.

In case of Supplier's breach of warranty or any other duty with respect to the quality of any goods, the sole and exclusive remedies therefore shall be, at Supplier's option, (1) repair, (2) replacement, or (3) payment of or credit for the purchase price (less reasonable depreciation based upon actual use) upon return of the non-conforming goods or parts.

Return authorization must be obtained from Supplier prior to the return of any defective material. All unauthorized returns will be sent back, freight collect, to the Customer. All returns must be made with transportation prepaid by the Customer. Supplier's examination of the units must disclose to its satisfaction that defects exist and have not been caused by misuse, neglect, improper installation, repair, alteration or accident before replacement is made or credit issued.

6. **Force Majeure.** Supplier and Customer assume the non-occurrence of the following contingencies which, without limitation, might render performance by Supplier impractical: strike, riots, fires, war, late or non-delivery by suppliers to Supplier, and all other contingencies beyond the reasonable control of supplier.

7. **No Consequential Damages.** Under no circumstances shall Supplier be liable to any person (including distributor) for loss of use, income, or profit or for incidental, special or consequential or other similar damages, arising, directly or indirectly out of or occasioned by the sale, operation, use, installation, repair or replacement of the goods or services, whether such damages are based on a claim of breach of express or implied warranties (including merchantability or fitness for a particular purpose), tortious conduct (including negligence and strict liability) or any other cause of action, except only in the case of personal injury where applicable law requires such liability.

8. **Governing Law.** The law of the State of Illinois shall govern all transactions to which these standard terms and conditions apply.

9. **Prices** in this quotation remain in effect for 45 days from date of issue.

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**Corporate HQ:**  
4104 Charles Street  
Rockford, IL 61108

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2867 Via Verde  
Springfield, IL 62703

**Champaign Office:**  
2110 Clearlake Boulevard Suite #101  
Champaign, IL 61822

**Wisconsin Office:**  
8845 S. Greenvue Drive #2  
Middleton, WI 53562

# PROPOSAL



Proposed By  
**Jeff Francis**

Account Executive  
M: 815-520-4237  
E: jefff@alphaacs.com

Proposal for Temperature Controls  
ACS21-2571 Winnebago County Juvenile Detention Center

Proposal Date: August 18, 2022

Addendums Acknowledged: none

## Summary

The intent of this project is to upgrade the existing Schneider LON Network Controllers. We are pleased to introduce you to the Schneider Electric EcoStruxure solution known as EcoStruxure Building Operation (EBO). EcoStruxure Building Operation is an open and secure building management platform that integrates multiple systems for centralized, real-time control and management across one to many enterprise buildings. The platform natively supports standard open protocols out-of-the-box. The new EBO allows for IT compliance, an improved desktop environment (tiles), enhanced reports and report generating, industry leading cyber security, elimination of dependence on Java and overall improved operation efficiencies. A foremost benefit of EBO is its "Backward Compatibility" with your installed BMS infrastructure; allowing us to not only use your installed investment but enhance its performance for improved operational and energy efficiency.

The Enterprise Server and Automation Servers are preconfigured in our office to allow for a smooth transition of your facility with minimal disruption to the operation and to your occupants. The Automation Servers will provide you with a new and improved Browser interface that is backwards compatible with our legacy systems while providing a cost-effective migration path forward.

### Automation Server Features:

- Risk Management Framework (RMF), UFC 4-010-06.
- BACnet/IP, BACnet/MSTP and BACnet/Ethernet communications support.
- LonWorks IP and LonWorks FTT10 communications support.
- MODBUS communications support.
- Cost effectiveness for any size commercial, institutional, industrial building applications.
- Provides alarming, logging, scheduling, control, and custom HVAC applications.

## GENERAL SCOPE

- Engineered control drawings.
- Startup, checkout, Owner training, commissioning, and 1-year warranty.
- Provide graphics, trends, and alarms for a browser-based control system that provides remote access to the building system including the following:
  - Text alarms, historical trend data and click and drag scheduling of equipment for week days, holidays, and special events.
  - NOTE: Owner to maintain IT system to support browser based graphics.

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8845 S. Greenview Drive #2  
Middleton, WI 53562



# PROPOSAL



## EXCLUSIONS

---

- Fire and/or fire/smoke dampers, life safety products and/or electrical or sheet metal installation labor
- Access doors, patching and/or painting
- Overtime and/or Shift/Premium Time
- Bonding and Permits
- Federal, State and Local Taxes
- Smoke detectors and/or modifications to fire alarm system
- Emergency Power
- All existing field devices and control wiring to remain for reuse. Any deficient control devices will not be replaced under this proposal and will not be covered under warranty.
- Repairs to existing BMS other than included in scope of work.

## Clarifications

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- Owner's IT staff will be required to provide Ethernet connectivity and IP addressing or advise Alpha to reuse the existing IP addressing.
- Automation Servers will be installed in new enclosures and will reuse the existing Ethernet network drops.
- The Automation Servers will host a web based graphical interface that is accessible from any connected web browser and will report to the new EcoStruxure Enterprise Network Server software. The new EcoStruxure Enterprise Server software will be installed in owner supplied virtual environment.
- Electrical metallic tubing (EMT) shall be used in mechanical rooms & inaccessible areas. Flex not to exceed 3 LF.
- Existing field controller programs are to remain as-is

**TOTAL BASE PRICE:**                      \$    23,936.00 (Sales tax not included.)

The standard terms and conditions of sale are attached and are a part hereof:

### Proposed By

Name Jeff Francis

Title Account Executive

Company Alpha Controls & Services, LLC.

Date 8/18/2022

### Accepted By

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

NOTWITHSTANDING ANY INCONSISTENT OR ADDITIONAL TERMS THAT MAY BE EMBODIED IN YOUR PURCHASE ORDER, SELLER WILL ACCEPT YOUR ORDER SUBJECT ONLY TO THE TERMS OF THE WRITTEN CONTRACT BETWEEN US UNDER WHICH YOUR ORDER IS PLACED. IF NO SUCH CONTRACT EXISTS SELLER WILL ACCEPT YOUR ORDER ONLY ON THE EXPRESS CONDITION THAT YOU ASSENT TO THE TERMS AND CONDITIONS CONTAINED ABOVE AND ON THE REVERS SIDE HEREOF; AND YOUR ACCEPTANCE AND RECEIPT OF THE GOODS SHIPPED HEREUNDER SHALL CONSTITUTE ASSENT TO SUCH TERMS AND CONDITIONS

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# PROPOSAL



All goods, services, and Firmware furnished by Alpha Controls & Services ("Supplier") are governed by these standard terms and conditions, and every agreement or other undertaking by Supplier is expressly conditioned on assent hereto by the buyer, and any end user with whom Supplier undertakes to deal, of Supplier's goods, services, and Firmware ("Customer"). These standard terms and conditions supersede all inconsistent printed terms submitted by Customer prior to Supplier's order acknowledgment. They may be varied only by a typed or legibly handwritten notation on the face of Supplier's quotation or order acknowledgment, Customer's purchase order form, or similar documents. Product and sales policy sheets and the like published from time to time by Supplier shall supplement but not supersede these standard terms and conditions. SUPPLIER IS NOT BOUND TO FURNISH ITS GOODS, SERVICES OR FIRMWARE EXCEPT IN ACCORDANCE WITH THE TERMS OF ITS ORDER ACKNOWLEDGMENT, FIRM QUOTATION, OR OTHER SIMILAR DOCUMENT ISSUED OVER THE SIGNATURE OF AN AUTHORIZED EMPLOYEE OF SUPPLIER. SUPPLIER'S REPRESENTATIVES, DISTRIBUTORS, DEALERS AND OTHER NON-EMPLOYEES HAVE NO AUTHORITY TO BIND SUPPLIER.

**1. Firmware.** The terms "goods" as used herein shall include Firmware which shall mean the set of instructions, consisting of symbolic language, processes, logic, routines, and programmed information in the form of firm or soft media relating to any of the goods and all revisions and modifications thereof.

**2. Price/Delivery Terms.** Unless otherwise provided on Supplier's order acknowledgment, price and delivery terms are FOB Supplier's plant and do not include sales, use, or other taxes. Supplier may, at its option, make partial shipments and invoice for same.

**3. Payment/Credit/Security.** Payment terms for buyers with a credit standing deemed adequate by Supplier are net 30 days from date of invoice. Supplier shall be entitled to charge interest thereafter at a rate permitted by law, but in no event to exceed 1½% per month. Whenever Supplier in good faith deems itself insecure, Supplier may cancel any outstanding contracts with Customer, revoke its extension of credit to Customer, reduce any unpaid debt by enforcing its security interest, created hereby, in all goods (and proceeds therefrom) furnished by Supplier to Customer, and take any other steps necessary or desirable to secure Supplier with respect to Customer's payment for goods and services furnished or to be furnished by Supplier.

In the event Customer for any reason withholds payment of any amount due Supplier, Supplier may declare itself insecure and suspend further shipment to Customer until Customer places the withheld amount in escrow and gives adequate security for further shipment or until Customer satisfies Supplier that Customer was entitled to withhold such amount. Supplier shall be entitled to recover from Customer all costs, including reasonable attorney's fees, incurred by Supplier in connection with the collection of any amount due Supplier.

**4. Cancellation by Customer.**

(a). Except as provided in sub-paragraph (b) below, Customer's wrongful non-acceptance or repudiation of a contract to purchase Supplier's goods or services shall entitle Supplier to recover the price or, where an action for the price is not permitted by law, damages, as provided by law, including Supplier's lost profits. In this connection all goods purchased and all services furnished by Supplier in complete or partial fulfillment of a special order from Customer shall be deemed identified to the contract between Supplier and Customer.

(b). Customer's wrongful non-acceptance or repudiation of a contract to purchase from Supplier goods which Supplier generally carries in inventory as stock items (or which are otherwise readily resalable by Supplier at a reasonable price) shall entitle Supplier to recover damages, as provided by law, including Supplier's lost profits.

**5. Warranty.** Supplier warrants that all new and unused goods furnished by Supplier are free from defect in workmanship and material as of the time and place of delivery by Supplier. Except for goods and services furnished by Supplier through its employees arising out of orders solicited by Supplier's Representatives and duly accepted by Supplier, Supplier does not warrant, and shall not be liable for, the quality of any goods or services furnished or to be furnished by representatives, distributors, dealers or other non-employees of Supplier.

As a matter of general warranty policy, Supplier honors an original buyer's warranty claim in the event of failure, within 12 months from the day of delivery by Supplier to the site for Alpha Controls & Services equipment and for Building Management Systems goods, which have been installed and operated under normal conditions and in accordance with generally accepted industry practices. This general warranty policy may be expanded or limited for particular categories of products or customers by information sheets published by Supplier from time to time:

The express warranties provided above are in lieu of all other warranties, express or implied. IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSES ARE EXCLUDED WITH RESPECT TO ANY AND ALL GOODS AND SERVICES FURNISHED BY SUPPLIER.

In case of Supplier's breach of warranty or any other duty with respect to the quality of any goods, the sole and exclusive remedies therefore shall be, at Supplier's option, (1) repair, (2) replacement, or (3) payment of or credit for the purchase price (less reasonable depreciation based upon actual use) upon return of the non-conforming goods or parts.

Return authorization must be obtained from Supplier prior to the return of any defective material. All unauthorized returns will be sent back, freight collect, to the Customer. All returns must be made with transportation prepaid by the Customer. Supplier's examination of the units must disclose to its satisfaction that defects exist and have not been caused by misuse, neglect, improper installation, repair, alteration or accident before replacement is made or credit issued.

**6. Force Majeure.** Supplier and Customer assume the non-occurrence of the following contingencies which, without limitation, might render performance by Supplier impractical: strike, riots, fires, war, late or non-delivery by suppliers to Supplier, and all other contingencies beyond the reasonable control of supplier.

**7. No Consequential Damages.** Under no circumstances shall Supplier be liable to any person (including distributor) for loss of use, income, or profit or for incidental, special or consequential or other similar damages, arising, directly or indirectly out of or occasioned by the sale, operation, use, installation, repair or replacement of the goods or services, whether such damages are based on a claim of breach of express or implied warranties (including merchantability or fitness for a particular purpose), tortious conduit (including negligence and strict liability) or any other cause of action, except only in the case of personal injury where applicable law requires such liability.

**8. Governing Law.** The law of the State of Illinois shall govern all transactions to which these standard terms and conditions apply.

**9. Prices** in this quotation remain in effect for 45 days from date of issue.

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**Wisconsin Office:**  
8845 S. Greenview Drive #2  
Middleton, WI 53562

# PROPOSAL



Proposed By  
**Jeff Franics**

Account Executive  
M: 815-520-4237  
E: jefff@alphaacs.com

Proposal for Temperature Controls  
ACs21-2572 Winnebago County Health Department AS Upgrade

Proposal Date: August 18, 2022

Addendums Acknowledged: none

## Summary

The intent of this project is to upgrade the existing Schneider Electric LON Network Controllers. We are pleased to introduce you to the Schneider Electric EcoStruxure solution known as EcoStruxure Building Operation (EBO). EcoStruxure Building Operation is an open and secure building management platform that integrates multiple systems for centralized, real-time control and management across one to many enterprise buildings. The platform natively supports standard open protocols out-of-the-box. The new EBO allows for IT compliance, an improved desktop environment (tiles), enhanced reports and report generating, industry leading cyber security, elimination of dependence on Java and overall improved operation efficiencies. A foremost benefit of EBO is its "Backward Compatibility" with your installed BMS infrastructure; allowing us to not only use your installed investment but enhance its performance for improved operational and energy efficiency.

The Enterprise Server and Automation Servers are preconfigured in our office to allow for a smooth transition of your facility with minimal disruption to the operation and to your occupants. The Automation Servers will provide you with a new and improved Browser interface that is backwards compatible with our legacy systems while providing a cost-effective migration path forward.

### Automation Server Features:

- Risk Management Framework (RMF), UFC 4-010-06.
- BACnet/IP, BACnet/MSTP and BACnet/Ethernet communications support.
- LonWorks IP and LonWorks FTTP10 communications support.
- MODBUS communications support.
- Cost effectiveness for any size commercial, institutional, industrial building applications.
- Provides alarming, logging, scheduling, control, and custom HVAC applications.

## GENERAL SCOPE

- Engineered control drawings.
- Startup, checkout, Owner training, commissioning, and 1-year warranty.
- Provide graphics, trends, and alarms for a browser-based control system that provides remote access to the building system including the following:
  - Text alarms, historical trend data and click and drag scheduling of equipment for week days, holidays, and special events.
  - NOTE: Owner to maintain IT system to support browser based graphics.

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# PROPOSAL



## EXCLUSIONS

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- Fire and/or fire/smoke dampers, life safety products and/or electrical or sheet metal installation labor
- Access doors, patching and/or painting
- Overtime and/or Shift/Premium Time
- Bonding and Permits
- Federal, State and Local Taxes
- Smoke detectors and/or modifications to fire alarm system
- Emergency Power
- All existing field devices and control wiring to remain for reuse. Any deficient control devices will not be replaced under this proposal and will not be covered under warranty.
- Repairs to existing BMS other than included in scope of work.

## Clarifications

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- Owner's IT staff will be required to provide Ethernet connectivity and IP addressing or advise Alpha to reuse the existing IP addressing.
- Automation Servers will be installed in new enclosures and will reuse the existing Ethernet network drops.
- The Automation Servers will host a web based graphical interface that is accessible from any connected web browser and will report to the new EcoStruxure Enterprise Network Server software. The new EcoStruxure Enterprise Server software will be installed in owner supplied virtual environment.
- Electrical metallic tubing (EMT) shall be used in mechanical rooms & inaccessible areas. Flex not to exceed 3 LF.
- Existing field controller programs are to remain as-is

**TOTAL BASE PRICE:**                      \$ 47,078.00(Sales tax not included.)

The standard terms and conditions of sale are attached and are a part hereof:

### Proposed By

Name Jeff Francis

Title Account Executive

Company Alpha Controls & Services, LLC.

Date 8/18/2022

### Accepted By

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

NOTWITHSTANDING ANY INCONSISTENT OR ADDITIONAL TERMS THAT MAY BE EMBODIED IN YOUR PURCHASE ORDER, SELLER WILL ACCEPT YOUR ORDER SUBJECT ONLY TO THE TERMS OF THE WRITTEN CONTRACT BETWEEN US UNDER WHICH YOUR ORDER IS PLACED. IF NO SUCH CONTRACT EXISTS SELLER WILL ACCEPT YOUR ORDER ONLY ON THE EXPRESS CONDITION THAT YOU ASSENT TO THE TERMS AND CONDITIONS CONTAINED ABOVE AND ON THE REVERS SIDE HEREOF; AND YOUR ACCEPTANCE AND RECEIPT OF THE GOODS SHIPPED HEREUNDER SHALL CONSTITUTE ASSENT TO SUCH TERMS AND CONDITIONS

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# PROPOSAL



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2. **Price/Delivery Terms.** Unless otherwise provided on Supplier's order acknowledgment, price and delivery terms are FOB Supplier's plant and do not include sales, use, or other taxes. Supplier may, at its option, make partial shipments and invoice for same.

3. **Payment/Credit/Security.** Payment terms for buyers with a credit standing deemed adequate by Supplier are net 30 days from date of invoice. Supplier shall be entitled to charge interest thereafter at a rate permitted by law, but in no event to exceed 1½% per month. Whenever Supplier in good faith deems itself insecure, Supplier may cancel any outstanding contracts with Customer, revoke its extension of credit to Customer, reduce any unpaid debt by enforcing its security interest, created hereby, in all goods (and proceeds therefrom) furnished by Supplier to Customer, and take any other steps necessary or desirable to secure Supplier with respect to Customer's payment for goods and services furnished or to be furnished by Supplier.

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4. **Cancellation by Customer.**

(a). Except as provided in sub-paragraph (b) below, Customer's wrongful non-acceptance or repudiation of a contract to purchase Supplier's goods or services shall entitle Supplier to recover the price or, where an action for the price is not permitted by law, damages, as provided by law, including Supplier's lost profits. In this connection all goods purchased and all services furnished by Supplier in complete or partial fulfillment of a special order from Customer shall be deemed identified to the contract between Supplier and Customer.

(b). Customer's wrongful non-acceptance or repudiation of a contract to purchase from Supplier goods which Supplier generally carries in inventory as stock items (or which are otherwise readily resalable by Supplier at a reasonable price) shall entitle Supplier to recover damages, as provided by law, including Supplier's lost profits.

5. **Warranty.** Supplier warrants that all new and unused goods furnished by Supplier are free from defect in workmanship and material as of the time and place of delivery by Supplier. Except for goods and services furnished by Supplier through its employees arising out of orders solicited by Supplier's Representatives and duly accepted by Supplier, Supplier does not warrant, and shall not be liable for, the quality of any goods or services furnished or to be furnished by representatives, distributors, dealers or other non-employees of Supplier.

As a matter of general warranty policy, Supplier honors an original buyer's warranty claim in the event of failure, within 12 months from the day of delivery by Supplier to the site for Alpha Controls & Services equipment and for Building Management Systems goods, which have been installed and operated under normal conditions and in accordance with generally accepted industry practices. This general warranty policy may be expanded or limited for particular categories of products or customers by information sheets published by Supplier from time to time:

The express warranties provided above are in lieu of all other warranties, express or implied. IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSES ARE EXCLUDED WITH RESPECT TO ANY AND ALL GOODS AND SERVICES FURNISHED BY SUPPLIER.

In case of Supplier's breach of warranty or any other duty with respect to the quality of any goods, the sole and exclusive remedies therefore shall be, at Supplier's option, (1) repair, (2) replacement, or (3) payment of or credit for the purchase price (less reasonable depreciation based upon actual use) upon return of the non-conforming goods or parts.

Return authorization must be obtained from Supplier prior to the return of any defective material. All unauthorized returns will be sent back, freight collect, to the Customer. All returns must be made with transportation prepaid by the Customer. Supplier's examination of the units must disclose to its satisfaction that defects exist and have not been caused by misuse, neglect, improper installation, repair, alteration or accident before replacement is made or credit issued.

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8. **Governing Law.** The law of the State of Illinois shall govern all transactions to which these standard terms and conditions apply.

9. **Prices** in this quotation remain in effect for 45 days from date of issue.

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**Wisconsin Office:**  
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Middleton, WI 53562

# PROPOSAL



Proposed By  
**Jeff Francis**

Account Executive  
M: 815-520-4237  
E: jefff@alphaacs.com

Proposal for Temperature Controls  
ACs21-2574 Winnebago County Old Courthouse AS upgrade

Proposal Date: August 18, 2022

Addendums Acknowledged:none

## Summary

The intent of this project is to upgrade the existing Schneider Electric LON Network Controllers. We are pleased to introduce you to the Schneider Electric EcoStruxure solution known as EcoStruxure Building Operation (EBO). EcoStruxure Building Operation is an open and secure building management platform that integrates multiple systems for centralized, real-time control and management across one to many enterprise buildings. The platform natively supports standard open protocols out-of-the-box. The new EBO allows for IT compliance, an improved desktop environment (tiles), enhanced reports and report generating, industry leading cyber security, elimination of dependence on Java and overall improved operation efficiencies. A foremost benefit of EBO is its "Backward Compatibility" with your installed BMS infrastructure; allowing us to not only use your installed investment but enhance its performance for improved operational and energy efficiency.

The Enterprise Server and Automation Servers are preconfigured in our office to allow for a smooth transition of your facility with minimal disruption to the operation and to your occupants. The Automation Servers will provide you with a new and improved Browser interface that is backwards compatible with our legacy systems while providing a cost-effective migration path forward.

### Automation Server Features:

- Risk Management Framework (RMF), UFC 4-010-06.
- BACnet/IP, BACnet/MSTP and BACnet/Ethernet communications support.
- LonWorks IP and LonWorks FTTP10 communications support.
- MODBUS communications support.
- Cost effectiveness for any size commercial, institutional, industrial building applications.
- Provides alarming, logging, scheduling, control, and custom HVAC applications.

## GENERAL SCOPE

- Engineered control drawings.
- Startup, checkout, Owner training, commissioning, and 1-year warranty.
- Provide graphics, trends, and alarms for a browser-based control system that provides remote access to the building system including the following:
  - Text alarms, historical trend data and click and drag scheduling of equipment for week days, holidays, and special events.
  - NOTE: Owner to maintain IT system to support browser based graphics.

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# PROPOSAL



## EXCLUSIONS

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- Fire and/or fire/smoke dampers, life safety products and/or electrical or sheet metal installation labor
- Access doors, patching and/or painting
- Overtime and/or Shift/Premium Time
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- Smoke detectors and/or modifications to fire alarm system
- Emergency Power
- All existing field devices and control wiring to remain for reuse. Any deficient control devices will not be replaced under this proposal and will not be covered under warranty.
- Repairs to existing BMS other than included in scope of work.

## Clarifications

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- The Automation Servers will host a web based graphical interface that is accessible from any connected web browser and will report to the new EcoStruxure Enterprise Network Server software. The new EcoStruxure Enterprise Server software will be installed in owner supplied virtual environment.
- Electrical metallic tubing (EMT) shall be used in mechanical rooms & inaccessible areas. Flex not to exceed 3 LF.
- Existing field controller programs are to remain as-is

**TOTAL BASE PRICE:**                      \$ 23,936.00 (Sales tax not included.)

The standard terms and conditions of sale are attached and are a part hereof:

### Proposed By

Name Jeff Francis

Title Account Executive

Company Alpha Controls & Services, LLC.

Date 8/18/2022

### Accepted By

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

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# PROPOSAL



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**1. Firmware.** The terms "goods" as used herein shall include Firmware which shall mean the set of instructions, consisting of symbolic language, processes, logic, routines, and programmed information in the form of firm or soft media relating to any of the goods and all revisions and modifications thereof.

**2. Price/Delivery Terms.** Unless otherwise provided on Supplier's order acknowledgment, price and delivery terms are FOB Supplier's plant and do not include sales, use, or other taxes. Supplier may, at its option, make partial shipments and invoice for same.

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In the event Customer for any reason withholds payment of any amount due Supplier, Supplier may declare itself insecure and suspend further shipment to Customer until Customer places the withheld amount in escrow and gives adequate security for further shipment or until Customer satisfies Supplier that Customer was entitled to withhold such amount. Supplier shall be entitled to recover from Customer all costs, including reasonable attorney's fees, incurred by Supplier in connection with the collection of any amount due Supplier.

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(b). Customer's wrongful non-acceptance or repudiation of a contract to purchase from Supplier goods which Supplier generally carries in inventory as stock items (or which are otherwise readily resalable by Supplier at a reasonable price) shall entitle Supplier to recover damages, as provided by law, including Supplier's lost profits.

**5. Warranty.** Supplier warrants that all new and unused goods furnished by Supplier are free from defect in workmanship and material as of the time and place of delivery by Supplier. Except for goods and services furnished by Supplier through its employees arising out of orders solicited by Supplier's Representatives and duly accepted by Supplier, Supplier does not warrant, and shall not be liable for, the quality of any goods or services furnished or to be furnished by representatives, distributors, dealers or other non-employees of Supplier.

As a matter of general warranty policy, Supplier honors an original buyer's warranty claim in the event of failure, within 12 months from the day of delivery by Supplier to the site for Alpha Controls & Services equipment and for Building Management Systems goods, which have been installed and operated under normal conditions and in accordance with generally accepted industry practices. This general warranty policy may be expanded or limited for particular categories of products or customers by information sheets published by Supplier from time to time:

The express warranties provided above are in lieu of all other warranties, express or implied. IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSES ARE EXCLUDED WITH RESPECT TO ANY AND ALL GOODS AND SERVICES FURNISHED BY SUPPLIER.

In case of Supplier's breach of warranty or any other duty with respect to the quality of any goods, the sole and exclusive remedies therefore shall be, at Supplier's option, (1) repair, (2) replacement, or (3) payment of or credit for the purchase price (less reasonable depreciation based upon actual use) upon return of the non-conforming goods or parts.

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**7. No Consequential Damages.** Under no circumstances shall Supplier be liable to any person (including distributor) for loss of use, income, or profit or for incidental, special or consequential or other similar damages, arising, directly or indirectly out of or occasioned by the sale, operation, use, installation, repair or replacement of the goods or services, whether such damages are based on a claim of breach of express or implied warranties (including merchantability or fitness for a particular purpose), tortious conduit (including negligence and strict liability) or any other cause of action, except only in the case of personal injury where applicable law requires such liability.

**8. Governing Law.** The law of the State of Illinois shall govern all transactions to which these standard terms and conditions apply.

**9. Prices** in this quotation remain in effect for 45 days from date of issue.

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**Champaign Office:**  
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Champaign, IL 61822

**Wisconsin Office:**  
8845 S. Greenview Drive #2  
Middleton, WI 53562



# PROPOSAL



Proposed By  
**Jeff Francis**

Account Executive  
M: 815-520-4237  
E: jefff@alphaacs.com

Proposal for Temperature Controls  
ACS21-2576 Winnebago County Juvenile Justice Center

Proposal Date: August 19, 2022

Addendums Acknowledged: none

## Summary

The intent of this project is to upgrade the existing Schneider Electric LON Network Controllers. We are pleased to introduce you to the Schneider Electric EcoStruxure solution known as EcoStruxure Building Operation (EBO). EcoStruxure Building Operation is an open and secure building management platform that integrates multiple systems for centralized, real-time control and management across one to many enterprise buildings. The platform natively supports standard open protocols out-of-the-box. The new EBO allows for IT compliance, an improved desktop environment (tiles), enhanced reports and report generating, industry leading cyber security, elimination of dependence on Java and overall improved operation efficiencies. A foremost benefit of EBO is its "Backward Compatibility" with your installed BMS infrastructure; allowing us to not only use your installed investment but enhance its performance for improved operational and energy efficiency.

The Enterprise Server and Automation Servers are preconfigured in our office to allow for a smooth transition of your facility with minimal disruption to the operation and to your occupants. The Automation Servers will provide you with a new and improved Browser interface that is backwards compatible with our legacy systems while providing a cost-effective migration path forward.

### Automation Server Features:

- Risk Management Framework (RMF), UFC 4-010-06.
- BACnet/IP, BACnet/MSTP and BACnet/Ethernet communications support.
- LonWorks IP and LonWorks FTTP10 communications support.
- MODBUS communications support.
- Cost effectiveness for any size commercial, institutional, industrial building applications.
- Provides alarming, logging, scheduling, control, and custom HVAC applications.

## GENERAL SCOPE

- Engineered control drawings.
- Startup, checkout, Owner training, commissioning, and 1-year warranty.
- Provide graphics, trends, and alarms for a browser-based control system that provides remote access to the building system including the following:
  - Text alarms, historical trend data and click and drag scheduling of equipment for week days, holidays, and special events.
  - NOTE: Owner to maintain IT system to support browser based graphics.

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# PROPOSAL



## EXCLUSIONS

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- Fire and/or fire/smoke dampers, life safety products and/or electrical or sheet metal installation labor
- Access doors, patching and/or painting
- Overtime and/or Shift/Premium Time
- Bonding and Permits
- Federal, State and Local Taxes
- Smoke detectors and/or modifications to fire alarm system
- Emergency Power
- All existing field devices and control wiring to remain for reuse. Any deficient control devices will not be replaced under this proposal and will not be covered under warranty.
- Repairs to existing BMS other than included in scope of work.

## Clarifications

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- Owner's IT staff will be required to provide Ethernet connectivity and IP addressing or advise Alpha to reuse the existing IP addressing.
- Automation Servers will be installed in new enclosures and will reuse the existing Ethernet network drops.
- The Automation Servers will host a web based graphical interface that is accessible from any connected web browser and will report to the new EcoStruxure Enterprise Network Server software. The new EcoStruxure Enterprise Server software will be installed in owner supplied virtual environment.
- Electrical metallic tubing (EMT) shall be used in mechanical rooms & inaccessible areas. Flex not to exceed 3 LF.
- Existing field controller programs are to remain as-is

**TOTAL BASE PRICE:**                      \$    18,700.00 (Sales tax not included.)

The standard terms and conditions of sale are attached and are a part hereof:

### Proposed By

Name Jeff Francis  
Title Account Executive  
Company Alpha Controls & Services, LLC.  
Date 8/19/2022

### Accepted By

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Company \_\_\_\_\_  
Date \_\_\_\_\_

NOTWITHSTANDING ANY INCONSISTENT OR ADDITIONAL TERMS THAT MAY BE EMBODIED IN YOUR PURCHASE ORDER, SELLER WILL ACCEPT YOUR ORDER SUBJECT ONLY TO THE TERMS OF THE WRITTEN CONTRACT BETWEEN US UNDER WHICH YOUR ORDER IS PLACED. IF NO SUCH CONTRACT EXISTS SELLER WILL ACCEPT YOUR ORDER ONLY ON THE EXPRESS CONDITION THAT YOU ASSENT TO THE TERMS AND CONDITIONS CONTAINED ABOVE AND ON THE REVERS SIDE HEREOF; AND YOUR ACCEPTANCE AND RECEIPT OF THE GOODS SHIPPED HEREUNDER SHALL CONSTITUTE ASSENT TO SUCH TERMS AND CONDITIONS

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As a matter of general warranty policy, Supplier honors an original buyer's warranty claim in the event of failure, within 12 months from the day of delivery by Supplier to the site for Alpha Controls & Services equipment and for Building Management Systems goods, which have been installed and operated under normal conditions and in accordance with generally accepted industry practices. This general warranty policy may be expanded or limited for particular categories of products or customers by information sheets published by Supplier from time to time:

The express warranties provided above are in lieu of all other warranties, express or implied. IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSES ARE EXCLUDED WITH RESPECT TO ANY AND ALL GOODS AND SERVICES FURNISHED BY SUPPLIER.

In case of Supplier's breach of warranty or any other duty with respect to the quality of any goods, the sole and exclusive remedies therefore shall be, at Supplier's option, (1) repair, (2) replacement, or (3) payment of or credit for the purchase price (less reasonable depreciation based upon actual use) upon return of the non-conforming goods or parts.

Return authorization must be obtained from Supplier prior to the return of any defective material. All unauthorized returns will be sent back, freight collect, to the Customer. All returns must be made with transportation prepaid by the Customer. Supplier's examination of the units must disclose to its satisfaction that defects exist and have not been caused by misuse, neglect, improper installation, repair, alteration or accident before replacement is made or credit issued.

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**7. No Consequential Damages.** Under no circumstances shall Supplier be liable to any person (including distributor) for loss of use, income, or profit or for incidental, special or consequential or other similar damages, arising, directly or indirectly out of or occasioned by the sale, operation, use, installation, repair or replacement of the goods or services, whether such damages are based on a claim of breach of express or implied warranties (including merchantability or fitness for a particular purpose), tortious conduit (including negligence and strict liability) or any other cause of action, except only in the case of personal injury where applicable law requires such liability.

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# PROPOSAL



Proposed By

Mike Williams

Manager – Mechanical Services

M: 815-520-4067

E: mikew@alphaacs.com

Proposal for

Aaon RTU Controls Retrofit

Proposal #: ACS21-2248

Proposal Date: August 3, 2022

## Base Bid – Per RTU

- Provide labor to disconnect and remove existing RTU Tridium JACE.
- Provide and Install all needed cable to connect unit control devices to existing MNL-800.
  - MNL-800 will be relocated to RTU electrical cabinet.
  - New LON Cable will be installed to connect to controller to existing LON Bus.
- Provide and Install (3) new probe type temperature sensors.
- Provide labor to program existing MNL-800 with same WPT file as RTU-01.
- Start up and verify operation.

## Exclusions

- Fire and/or fire/smoke dampers, life safety products and/or electrical or sheet metal installation labor
- Access doors, patching and/or painting
- Overtime and/or Shift/Premium Time
- Bonding and Permits
- Federal, State and Local Taxes
- Smoke detectors and/or modifications to fire alarm system
- Providing and/or installation of gauges, thermometers, thermo-wells, balancing valves, thermowells, pressure taps & hand valves
- VFD's, starters, and power wiring by others
- Installation of control valves
- Draining, cleaning, and/or flushing piping systems.
- Emergency Power
- BIM modeling

Total Proposal for (1) Aaon RTU: \$6,360.00

Total Proposal for (2) Aaon RTU's: \$11,340.00

Total Proposal for (3) Aaon RTU's: \$16,450.00

The standard terms and conditions of sale are attached and are a part hereof:

### Proposed By

Name Mike Williams

Title Manager – Mechanical Services

Company Alpha Controls & Services, LLC.

Date 8/3/2022

### Accepted By

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

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# SOLE SOURCE JUSTIFICATION FORM

(PLEASE COMPLETE AND ATTACH TO MUNIS REQUISITION)

ORG/OBJ/PROJECT	ARP 61300-42117-RP033	REQUESTING DEPARTMENT	FACILITIES
MANUFACTURER	SCHNEIDER ELECTRIC	PRODUCT	X SERVICE X

DESCRIBE ITEM OR SERVICE BEING JUSTIFIED AND ITS FUNCTION:

FOR: ACS21-2250A ADMIN BUILDING - Energy engineers required to backward compatible design County building legacy system. Develop a cost-effective migration plan. They both designed the system but are also authorized national dealer (local).

THIS IS A SOLE SOURCE PURCHASE BECAUSE VENDOR IS:

- ☐ Sole provider of a licensed or patented good or service
- ☒ Sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
- ☐ Sole provider of factory-authorized warranty service
- ☐ Sole authorized distributor – manufacturer has established territories (e.g. Caterpillar parts)
- ☐ The manufacturer (detail below or use attachment regarding why only this manufacturer's product can be used)
- ☐ The software manufacturer (and sole maintenance/update provider)
- ☐ Other – used equipment, distance for repair, trial test, over the counter resale (detail below or include an attachment)

Proposal #ACS21-2250A

REQUESTED SOURCE	Alpha Controls	CONTACT	Jeff Francis
EMAIL or PHONE	815-520-4237	WEBSITE	alphaacs.com

WHAT NECESSARY AND UNIQUE FEATURES DOES THIS PRODUCT OR SERVICE PROVIDE WHICH ARE NOT OFFERED FROM OTHER VENDORS? (Please be specific)

Alpha is authorized dealer and installer of Schneider Electric LON Network Controllers.

WHAT STEPS WERE TAKEN TO VERIFY THESE UNIQUE FEATURES ARE NOT AVAILABLE ELSEWHERE? WERE OTHER BRANDS and/or MANUFACTURERS EXAMINED or CONSIDERED? (Please list below)

Confirmed they are best option at this time.

DEPARTMENT APPROVAL *[Signature]* 8-23-22 DATE

PURCHASING REVIEWED *[Signature]* 8-22-22 DATE

COU ADMR OR CFO REVIEWED *[Signature]* 8/22/2022 DATE

DEPARTMENT APPROVAL





# SOLE SOURCE JUSTIFICATION FORM

(PLEASE COMPLETE AND ATTACH TO MUNIS REQUISITION)

ORG/OBJ/PROJECT	ARP 61300-42117-RP038 <sup>43710 DS</sup>	REQUESTING DEPARTMENT	FACILITIES
MANUFACTURER	SCHNEIDER ELECTRIC	PRODUCT	X SERVICE X

DESCRIBE ITEM OR SERVICE BEING JUSTIFIED AND ITS FUNCTION:

FOR: ACS21-2250B COURTHOUSE BUILDING - Energy engineers required to backward compatible design County building legacy system. Develop a cost-effective migration plan. They both designed the system but are also authorized national dealer (local).

THIS IS A SOLE SOURCE PURCHASE BECAUSE VENDOR IS:

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- ☐ Sole provider of factory-authorized warranty service
- ☐ Sole authorized distributor – manufacturer has established territories (e.g. Caterpillar parts)
- ☐ The manufacturer (detail below or use attachment regarding why only this manufacturer's product can be used)
- ☐ The software manufacturer (and sole maintenance/update provider)
- ☐ Other – used equipment, distance for repair, trial test, over the counter resale (detail below or include an attachment)

Proposal #ACS21-2250B

REQUESTED SOURCE	Alpha Controls	CONTACT	Jeff Francis
EMAIL or PHONE	815-520-4237	WEBSITE	alphaacs.com

WHAT NECESSARY AND UNIQUE FEATURES DOES THIS PRODUCT OR SERVICE PROVIDE WHICH ARE NOT OFFERED FROM OTHER VENDORS? (Please be specific)

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COU ADMR OR CFO REVIEWED *[Signature]* 8/22/2022 DATE  
DEPARTMENT APPROVAL (DS)



# SOLE SOURCE JUSTIFICATION FORM

(PLEASE COMPLETE AND ATTACH TO MUNIS REQUISITION)

ORG/OBJ/PROJECT	ARP 61300-42117-RP038	REQUESTING DEPARTMENT FACILITIES			
MANUFACTURER	SCHNEIDER ELECTRIC	PRODUCT	X	SERVICE	X

DESCRIBE ITEM OR SERVICE BEING JUSTIFIED AND ITS FUNCTION:

FOR: ACS21-2571 JUVENILE DETENTION CENTER - Energy engineers required to backward compatible design County building legacy system. Develop a cost-effective migration plan. They both designed the system but are also authorized national dealer (local).

THIS IS A SOLE SOURCE PURCHASE BECAUSE VENDOR IS:

- ☐ Sole provider of a licensed or patented good or service  
☒ Sole provider of items that are compatible with existing equipment, inventory, systems, programs or services  
☐ Sole provider of factory-authorized warranty service  
☐ Sole authorized distributor – manufacturer has established territories (e.g. Caterpillar parts)  
☐ The manufacturer (detail below or use attachment regarding why only this manufacturer's product can be used)  
☐ The software manufacturer (and sole maintenance/update provider)  
☐ Other – used equipment, distance for repair, trial test, over the counter resale (detail below or include an attachment)

Proposal #ACS21-2571-JDC

REQUESTED SOURCE	Alpha Controls	CONTACT	Jeff Francis
EMAIL or PHONE	815-520-4237	WEBSITE	alphaacs.com

WHAT NECESSARY AND UNIQUE FEATURES DOES THIS PRODUCT OR SERVICE PROVIDE WHICH ARE NOT OFFERED FROM OTHER VENDORS? (Please be specific)

Alpha is authorized dealer and installer of Schneider Electric LON Network Controllers.

WHAT STEPS WERE TAKEN TO VERIFY THESE UNIQUE FEATURES ARE NOT AVAILABLE ELSEWHERE? WERE OTHER BRANDS and/or MANUFACTURERS EXAMINED or CONSIDERED? (Please list below)

Confirmed they are best option at this time.

DEPARTMENT APPROVAL (DS) 8-23-2022 DATE

PURCHASING REVIEWED 8-22-22 DATE

COO/ADM or CFO REVIEWED 8/22/2022 DATE  
 DEPARTMENT APPROVAL (DS)





# SOLE SOURCE JUSTIFICATION FORM

(PLEASE COMPLETE AND ATTACH TO MUNIS REQUISITION)

ORG/OBJ/PROJECT	ARP 61300-42117-RP038	REQUESTING DEPARTMENT	FACILITIES
MANUFACTURER	SCHNEIDER ELECTRIC	PRODUCT	X SERVICE X

DESCRIBE ITEM OR SERVICE BEING JUSTIFIED AND ITS FUNCTION:

FOR: ACS21-2576 JUVENILE JUSTICE CENTER - Energy engineers required to backward compatible design County building legacy system. Develop a cost-effective migration plan. They both designed the system but are also authorized national dealer (local).

THIS IS A SOLE SOURCE PURCHASE BECAUSE VENDOR IS:

- ☐ Sole provider of a licensed or patented good or service  
☒ Sole provider of items that are compatible with existing equipment, inventory, systems, programs or services  
☐ Sole provider of factory-authorized warranty service  
☐ Sole authorized distributor – manufacturer has established territories (e.g. Caterpillar parts)  
☐ The manufacturer (detail below or use attachment regarding why only this manufacturer's product can be used)  
☐ The software manufacturer (and sole maintenance/update provider)  
☐ Other – used equipment, distance for repair, trial test, over the counter resale (detail below or include an attachment)

Proposal #ACS21-2576-JJC

REQUESTED SOURCE	Alpha Controls	CONTACT	Jeff Francis
EMAIL or PHONE	815-520-4237	WEBSITE	alphaacs.com

WHAT NECESSARY AND UNIQUE FEATURES DOES THIS PRODUCT OR SERVICE PROVIDE WHICH ARE NOT OFFERED FROM OTHER VENDORS? (Please be specific)

Alpha is authorized dealer and installer of Schneider Electric LON Network Controllers.

WHAT STEPS WERE TAKEN TO VERIFY THESE UNIQUE FEATURES ARE NOT AVAILABLE ELSEWHERE? WERE OTHER BRANDS and/or MANUFACTURERS EXAMINED or CONSIDERED? (Please list below)

Confirmed they are best option at this time.

DEPARTMENT APPROVAL CFO (CS) 8-23-2022 DATE  
  
 COU ADMR OR CFO REVIEWED 8/22/2022 DATE  
 DEPARTMENT APPROVAL (CS)

PURCHASING REVIEWED 8-22-22 DATE



# SOLE SOURCE JUSTIFICATION FORM

(PLEASE COMPLETE AND ATTACH TO MUNIS REQUISITION)

ORG/OBJ/PROJECT	ARP 61300-42117-RP03 <i>13110 DS</i>	REQUESTING DEPARTMENT FACILITIES			
MANUFACTURER	SCHNEIDER ELECTRIC	PRODUCT	<input checked="" type="checkbox"/>	SERVICE	<input checked="" type="checkbox"/>

DESCRIBE ITEM OR SERVICE BEING JUSTIFIED AND ITS FUNCTION:

FOR: ACS21-2274 OLD COURTHOUSE AS UPGRADE - Energy engineers required to backward compatible design County building legacy system. Develop a cost-effective migration plan. They both designed the system but are also authorized national dealer (local).

THIS IS A SOLE SOURCE PURCHASE BECAUSE VENDOR IS:

- ☐ Sole provider of a licensed or patented good or service  
☒ Sole provider of items that are compatible with existing equipment, inventory, systems, programs or services  
☐ Sole provider of factory-authorized warranty service  
☐ Sole authorized distributor – manufacturer has established territories (e.g. Caterpillar parts)  
☐ The manufacturer (detail below or use attachment regarding why only this manufacturer's product can be used)  
☐ The software manufacturer (and sole maintenance/update provider)  
☐ Other – used equipment, distance for repair, trial test, over the counter resale (detail below or include an attachment)

Proposal #ACS21-2274 OLD COURTHOUSE AS UPGRADE

REQUESTED SOURCE	Alpha Controls	CONTACT	Jeff Francis
EMAIL or PHONE	815-520-4237	WEBSITE	alphaacs.com

WHAT NECESSARY AND UNIQUE FEATURES DOES THIS PRODUCT OR SERVICE PROVIDE WHICH ARE NOT OFFERED FROM OTHER VENDORS? (Please be specific)

Alpha is authorized dealer and installer of Schneider Electric LON Network Controllers.

WHAT STEPS WERE TAKEN TO VERIFY THESE UNIQUE FEATURES ARE NOT AVAILABLE ELSEWHERE? WERE OTHER BRANDS and/or MANUFACTURERS EXAMINED or CONSIDERED? (Please list below)

Confirmed they are best option at this time.

DEPARTMENT APPROVAL CFO (DS) *8-23-22* DATE  
  
 GOU ADMR OR CFO REVIEWED *8/22/2022* DATE  
 DEPARTMENT APPROVAL (DS)

PURCHASING REVIEWED *8-22-22* DATE



# SOLE SOURCE JUSTIFICATION FORM

(PLEASE COMPLETE AND ATTACH TO MUNIS REQUISITION)

ORG / OBJ CODE	61300-43710-RP038	DEPARTMENT FACILITIES	
MANUFACTURER	Alpha Controls	PRODUCT	SERVICE
DEPARTMENT CONTACT	Shawn Franks	EMAIL/PHONE	Ex.4670 sfranks@fm.wincoil.gov

## DESCRIBE ITEM OR SERVICE BEING JUSTIFIED AND ITS FUNCTION:

Upgrading controls that are obsolete on three Roof Top Units of the Administration Building.

## THIS IS A SOLE SOURCE BECAUSE VENDOR IS:

- ☐ sole provider of a licensed or patented good or service
- ☒ sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
- ☐ sole provider of factory-authorized warranty service
- ☐ sole authorized distributor – manufacturer has established territories (e.g. Caterpillar parts)
- ☐ the manufacturer (detail below or use attachment regarding why only this manufacturer's product can be used)
- ☐ the software manufacturer (and sole maintenance/update provider)
- ☐ other – used equipment, distance for repair, trial test, over the counter resale (detail below or include an attachment)

Alpha Controls is the existing Company for our BMS software

REQUESTED SOURCE		CONTACT	
EMAIL or PHONE		WEBSITE	

## WHAT NECESSARY AND UNIQUE FEATURES DOES THIS PRODUCT OR SERVICE PROVIDE WHICH ARE NOT OFFERED FROM OTHER VENDORS? (Please be specific)

Alpha Controls is the existing Company for our BMS (Building Management System). We currently have these controls in thirteen (13) buildings. We would need to go out for Bids to replace the entire BMS.

## WHAT STEPS WERE TAKEN TO VERIFY THESE UNIQUE FEATURES ARE NOT AVAILABLE ELSEWHERE? WERE OTHER BRANDS and/or MANUFACTURERS EXAMINED or CONSIDERED? (Please list below)

--

REQUESTING DEPT

8/9/2022

DATE REQUESTED

PURCHASING DEPT

REVIEW DATE



# SOLE SOURCE JUSTIFICATION FORM

(PLEASE COMPLETE AND ATTACH TO MUNIS REQUISITION)

ORG/OBJ/PROJECT	ARP 61300-41117-RP038	REQUESTING DEPARTMENT FACILITIES			
MANUFACTURER	SCHNEIDER ELECTRIC	PRODUCT	X	SERVICE	X

DESCRIBE ITEM OR SERVICE BEING JUSTIFIED AND ITS FUNCTION:

FOR: ACS21-2272 HEALTH DEPARTMENT AS UPGRADE - Energy engineers required to backward compatible design County building legacy system. Develop a cost-effective migration plan. They both designed the system but are also authorized national dealer (local).

THIS IS A SOLE SOURCE PURCHASE BECAUSE VENDOR IS:

- ☐ Sole provider of a licensed or patented good or service
- ☒ Sole provider of items that are compatible with existing equipment, inventory, systems, programs or services
- ☐ Sole provider of factory-authorized warranty service
- ☐ Sole authorized distributor – manufacturer has established territories (e.g. Caterpillar parts)
- ☐ The manufacturer (detail below or use attachment regarding why only this manufacturer's product can be used)
- ☐ The software manufacturer (and sole maintenance/update provider)
- ☐ Other – used equipment, distance for repair, trial test, over the counter resale (detail below or include an attachment)

Proposal #ACS21-2272 HEALTH DEPARTMENT AS UPGRADE

REQUESTED SOURCE	Alpha Controls	CONTACT	Jeff Francis
EMAIL or PHONE	815-520-4237	WEBSITE	alphaacs.com

WHAT NECESSARY AND UNIQUE FEATURES DOES THIS PRODUCT OR SERVICE PROVIDE WHICH ARE NOT OFFERED FROM OTHER VENDORS? (Please be specific)

Alpha is authorized dealer and installer of Schneider Electric LON Network Controllers.

WHAT STEPS WERE TAKEN TO VERIFY THESE UNIQUE FEATURES ARE NOT AVAILABLE ELSEWHERE? WERE OTHER BRANDS and/or MANUFACTURERS EXAMINED or CONSIDERED? (Please list below)

Confirmed they are best option at this time.

DEPARTMENT APPROVAL

CFO  
(DS)

DATE

PURCHASING REVIEWED

DATE

COU ADMR OR CFO REVIEWED

DEPARTMENT APPROVAL  
(DS)

DATE



## Resolution Executive Summary

**Prepared By:** Purchasing Department for the Facilities Department  
**Committee:** Finance Committee  
**Committee Date:** January 5, 2023  
**Resolution Title:** Resolution for the Purchase of a Truck for Facilities Department  
**County Code:** Winnebago County Purchasing Ordinance  
**Board Meeting Date:** January 12, 2023

**Budget Information:**

<b>Was item budgeted?</b> Yes - CIP Funded	<b>Appropriation Amount:</b> \$59,000.00 - Truck
<b>If not, explain funding source:</b>	
<b>ORG/OBJ/Project Code:</b> 82200-46410-C2105	<b>Budget Impact:</b> N/A

**Background Information:**

The Facilities Department has been in need of replacing one of their older plow trucks. The truck is a 2002 GMC with over 173,000 miles.

In September 2021, the Finance Committee and County Board approved a new truck and snowplow using 2021 CIP funds. POs were issued for each purchase. The snowplow PO was completed, however, the PO for the Ford F250 was not. Due to lack of inventory, government funded orders were not being filled in FY2021 and 2022.

The County now has an opportunity, to purchase a 2023 Ford F250, before the Ford ordering window on 2023 models expires in the very near future.

**Recommendation:**

Shawn Franks recommends the approval of a new 2023 Ford F250 truck purchase from Rock River Block, Rockford, Illinois.

**Follow-Up:**

Purchasing Department will issue a County Purchase Order to Rock River Block for FIFTY-NINE THOUSAND DOLLARS (\$59,000.00) to complete the ordering process for a 2023 truck.

County Board: January 12, 2023

**RESOLUTION  
of the  
COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

Sponsored by: John Butitta, Committee Chairman

Submitted by: Finance Committee

2023 CR

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**RESOLUTION FOR THE PURCHASE OF A TRUCK FOR FACILITIES DEPARTMENT**

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**WHEREAS**, the County of Winnebago's Facilities Department is in need of replacing an older pick-up truck with high mileage; and,

**WHEREAS**, the Finance Committee of the County Board for the County of Winnebago, Illinois, has reviewed the quote for the aforementioned item (Resolution Exhibit A) and recommends issuing a County Purchase Order; and,

**WHEREAS**, the Finance Committee has determined that the Capital Improvement Funding for the aforementioned purchase shall be paid as follows:

**82200-46410-C2105**

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that the County is authorized to execute, on behalf of the County of Winnebago, a Purchase Order with ROCK RIVER BLOCK, 224 NORTH ALPINE ROAD, ROCKFORD, ILLINOIS 61107, in the dollar amount of FIFTY-NINE THOUSAND DOLLARS (\$59,000.00).

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Facilities Engineer, Director of Purchasing, Finance Director, County Board Office, and County Auditor.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
JOHN BUTITTA, CHAIRMAN

\_\_\_\_\_  
JOHN BUTITTA, CHAIRMAN

\_\_\_\_\_  
JAIME SALGADO, VICE CHAIRMAN

\_\_\_\_\_  
JAIME SALGADO, VICE CHAIRMAN

\_\_\_\_\_  
JEAN CROSBY

\_\_\_\_\_  
JEAN CROSBY

\_\_\_\_\_  
KEITH McDONALD

\_\_\_\_\_  
KEITH McDONALD

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
JOHN F. SWEENEY

\_\_\_\_\_  
JOHN F. SWEENEY

\_\_\_\_\_  
MICHAEL THOMPSON

\_\_\_\_\_  
MICHAEL THOMPSON

The above and foregoing Resolution was adopted by the County Board of the County of

Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

ATTESTED BY:

\_\_\_\_\_  
**LORI GUMMOW**

CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
**JOSEPH CHIARELLI**

CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS





Preview Order W002 - F2B 4x4 Reg Cab SRW: Order Summary Time of Preview: 12/15/2022 08:40:52 Receipt: 12/15/2022

Dealership Name: Anderson's Rock River Ford

Sales Code : F41495

Dealer Rep.	MITCH EDLER	Type	Retail	Vehicle Line	Superduty	Order Code	W002
Customer Name	W COUNTY	Priority Code	19	Model Year	2023	Price Level	315

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F250 4X4 STYLESIDE PICKUP/142	\$46760	FRONT LICENSE PLATE BRACKET	\$0
142 INCH WHEELBASE	\$0	PLATFORM RUNNING BOARDS	\$320
OXFORD WHITE	\$0	10000# GVWR PACKAGE	\$0
VINYL 40/20/40 SEATS	\$0	50 STATE EMISSIONS	\$0
MEDIUM DARK SLATE	\$0	SNOW PLOW PREP PACKAGE	\$250
PREFERRED EQUIPMENT PKG.600A	\$0	JACK	\$0
.XL TRIM	\$0	UPFITTER SWITCHES	\$165
.AIR CONDITIONING -- CFC FREE	\$0	410 AMP ALTERNATOR	\$115
.AM/FM STEREO MP3/CLK	\$0	REMOTE START SYSTEM	\$250
.6.8L DEVCT NA PFI V8 ENGINE	\$0	TOUGH BED SPRAY IN BEDLINER	\$595
10-SPEED AUTO TORQSHIFT-G	\$0	DUAL BATTERY	\$210
.LT245/75R17E BSW ALL-SEASON	\$0	FUEL CHARGE	\$0
3.73 ELECTRONIC-LOCKING AXLE	\$430	PRICED DORA	\$0
JOB #1 ORDER	\$0	ADVERTISING ASSESSMENT	\$0
CV LOT MANAGEMENT	\$0	DESTINATION & DELIVERY	\$1795
TOTAL BASE AND OPTIONS		MSRP	\$50890
DISCOUNTS		NA	
TOTAL			\$50890
SHIP TO : F41495			
224 N. Alpine Road, Rockford, IL, 61107-4904			

Customer Name:  
Customer Address:

Customer Email:  
  
Customer Phone:

Customer Signature

Date

*This order has not been submitted to the order bank.*

*This is not an invoice.*





Date: 12/19/2022  
Salesperson: \_\_\_\_\_  
Manager: Mitch Edler

FOR INTERNAL USE ONLY

BUSINESS NAME WINNEBAGO COUNTY Home Phone: \_\_\_\_\_  
CONTACT ANN JOHNS

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

VEHICLE

Stock # \_\_\_\_\_ New / Used New VIN: \_\_\_\_\_ Mileage: \_\_\_\_\_

Vehicle 2023 FORD F-250 REG. CAB 4X4 Color: OXFORD WHITE

Type: \_\_\_\_\_

Market Value Selling Price	58,523.00
Discount	47.24
Adjusted Price	58,475.76
Taxable Fees (Estimated)	35.00
Doc Fee	324.24
Non Tax Fees	165.00
Cash Deposit	.00
Balance	59,000.00

Customer Approval \_\_\_\_\_ Management Approval: \_\_\_\_\_  
By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval For Information Only. This is not an offer or contract for sale.



## Resolution Executive Summary

**Prepared By:** Purchasing Department  
**Committee:** Finance Committee  
**Committee Date:** January 5, 2023  
**Resolution Title:** Resolution Awarding Bid for Animal Services Addition and Renovations with ARPA  
**Board Meeting Date:** January 12, 2023

<b>Was item budgeted?</b>	Yes - ARPA Funded	<b>Appropriation Amount:</b>	N/A
<b>ORG/OBJ/Project Code:</b>	61300-46320-RP011	<b>Budget Impact:</b>	N/A

### Background Information:

In July 2021, the County Board approved the use of ARPA funds to address building needs at the animal services facility. In October 2021, this project was reviewed and approved as an ARPA eligible project by Baker Tilly.

On March 17, 2022, the Finance Committee approved limited funds to hire an A&E firm to design the renovations and addition plans so it could be “bid out” to determine a total project cost before allocating additional funds. In March, Animal Service Administrator, Brett Frazier, chose Richard L. Johnson Associates, a local architecture firm, to develop a floor plan that will meet the project objectives with the limited funds.

This project objectives include replacing and upgrading part of the HVAC system, addressing safety and functionality concerns of the animal intake and treatment area (exam room), modernizing and addressing safety/welfare issues in animal housing, creating dedicated spaces for sanitation of animal supplies, adding x-ray capabilities and addressing overall building flow and efficiency.

In August 2022, the Purchasing Dept, used the developed construction documents, to conduct a public bidding process. A total of seven bids were received (See Resolution Exhibit A - Bid Tab). Scandrolis was the lowest responsible bidder, including the Bid Alternatives line items. With Bid Alternatives, the total construction bid totals \$2,088,388.

During the months of November and December, the newly contracted, Huffman Facility Development’s Manager, Jeff Duesterbeck worked with County staff, the project architect, an outside HVAC engineer, City Building Department staff, several Board members and others in review of the project.

Huffman will be retained for Third Party Project Cost Management Services, in an amount not to exceed \$43,200. Richard L Johnson Associates design and construction management fees will total \$183,227 for all project phases. A five percent contingency has been added to the overall project budget and will only be used if approved in advanced and in writing by PO Change Order.

See the Master Project Budget (Executive Summary Attachment A) for more project details on all current line items verses the original bid.

**Follow-Up:** A&E firm will finalize all necessary construction documents and a Notice to Proceed will be issued to Scandrolis Construction after Board approval.

**RESOLUTION**  
**of the**  
**COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

Sponsored by: John Butitta, Committee Chairman

Submitted by: Finance Committee

2023 CR

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**RESOLUTION AWARDING BID FOR ANIMAL SERVICES ADDITION AND  
RENOVATIONS WITH ARPA FUNDS**

---

**WHEREAS**, the Winnebago County Animal Services building is in need of renovations and an addition; and,

**WHEREAS**, the Code of Ordinances for the County of Winnebago, Illinois, provides as in Section 2-357 (b) (1), Conditions for use. All procurements whose value equals or exceeds the competitive bidding threshold of \$25,000.00 shall be awarded by competitive sealed bidding in accordance with this section; and,

**WHEREAS**, competitive bids were received for solicitation #22B-2240 on September 13, 2022 for the following;

**ADDITION & RENOVATIONS WORK AT COUNTY ANIMAL SERVICES**

**WHEREAS**, Winnebago County Animal Services is in need of building renovations and the remodeling project has been approved by Baker Tilly for the use of American Rescue Plan (ARPA) funds; and,

**WHEREAS**, the Finance Committee has reviewed the bids for the aforementioned service and recommends awarding the bid with all bid alternates included, as follows:

**SCANDROLI CONSTRUCTION CO.**

**855 NORTH MADISON STREET**

**ROCKFORD, ILLINOIS 61107**

**(See RESOLUTION EXHIBIT A – Bid Tab)**

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that the County Board Chairman is authorized to execute, on behalf of the County of Winnebago a contract agreement and County Purchase Orders with SCANDROLI CONSTRUCTION CO., RICHARD L. JOHNSON ASSOCIATES and HUFFMAN FACILITY DEVELOPMENT, INC. for a total ARPA project amount not to exceed \$2,798,691.

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effective immediately upon its adoption and the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the Animal Services Administrator, Facilities Engineer, Director of Purchasing, Finance Director, County Board Office, and County Auditor.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
JOHN BUTITTA, CHAIRMAN

\_\_\_\_\_  
JOHN BUTITTA, CHAIRMAN

\_\_\_\_\_  
JAIME SALGADO, VICE CHAIRMAN

\_\_\_\_\_  
JAIME SALGADO, VICE CHAIRMAN

\_\_\_\_\_  
JEAN CROSBY

\_\_\_\_\_  
JEAN CROSBY

\_\_\_\_\_  
KEITH McDONALD

\_\_\_\_\_  
KEITH McDONALD

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
JOE HOFFMAN

\_\_\_\_\_  
JOHN F. SWEENEY

\_\_\_\_\_  
JOHN F. SWEENEY

\_\_\_\_\_  
MICHAEL THOMPSON

\_\_\_\_\_  
MICHAEL THOMPSON

The above and foregoing Resolution was adopted by the County Board of the County of  
Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

ATTESTED BY:

\_\_\_\_\_  
**JOSEPH CHIARELLI**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

**MASTER PROJECT BUDGET**  
**Winnebago County-Animal Services Project**

12/29/22

Cost Codes	DESCRIPTION	CURRENT BUDGET	VENDOR	BID BUDGET
100	<b>PRE-DEVELOPMENT COSTS</b>	<b>Current Budget</b>	<b>Vendor</b>	<b>Bid Budget</b>
101	Owner Project Manager-Pre Construction Assessment (Paid/invoiced to Date)	\$ 3,105	Huffman	
149	Architectural Fees-Design Phase 1 & 2 (Paid/invoiced to Date)	\$ 132,931	RLJ	\$ 132,931
	<b>Subtotal Pre-Development Costs</b>	<b>\$ 136,036</b>		<b>\$ 132,931</b>
200	<b>PROFESSIONAL SERVICES</b>	<b>Current Budget</b>	<b>Vendor</b>	<b>Bid Budget</b>
201	Owner Project Manager-Construction Management	\$ 43,200	Huffman	
202	Plan Review	\$ 528	RLJ	
231	Architectural Fees-Phase 3 Construction Administration	\$ 43,268	RLJ	\$ 43,268
250	Added HVAC Exhaust in the Existing Cat/Dog Wards-Design	\$ 4,000	RLJ	
	<b>Subtotal Professional Services Fees</b>	<b>\$ 90,996</b>		<b>\$ 43,268</b>
300	<b>CONSTRUCTION</b>	<b>Current Budget</b>	<b>Vendor</b>	<b>Bid Budget</b>
301	Construction Costs (Includes All Add Alts)	\$ 2,088,388	Scandroli	\$ 2,088,388
302	Building Permit-(Obtained by RLJ as a Reimbursable Expense)	\$ 2,500	RLJ	
303	Construction Material Testing	\$ 7,500	Testing Serv. Corp	
304	Access Control (Card Reader System)	\$ 30,000	Winn. Co.	
305	Security (Cameras)	\$ 10,000	Scandroli	
306	AV Equipment	\$ -		
	<b>Subtotal Construction</b>	<b>\$ 2,138,388</b>		<b>\$ 2,088,388</b>
400	<b>OWNER DIRECT</b>	<b>Current Budget</b>	<b>Vendor</b>	<b>Bid Budget</b>
401	Equipment & Furniture	\$ 463,907	by Brett	
402	Misc. appliances	\$ -		
403	Signage (Interior)	\$ 15,000	TBD	
404	Technology-WAP System & Phones	\$ 10,000	TBD	
405	Chain Link Fencing (See North Elevation Details)	\$ -		
407	Builders Risk Insurance	\$ 10,000	Winn. Co.	
447	Moving & Temporary Storage Expenses	\$ 25,000	TBD	
	<b>Subtotal FF&amp;E</b>	<b>\$ 523,907</b>		<b>\$ -</b>
500	<b>OTHER EXPENSES</b>	<b>Current Budget</b>	<b>Vendor</b>	<b>Bid Budget</b>
501	Utility expenses by owner	\$ -		
502	Utility Service Upgrade Expenses	\$ 25,000	TBD	
547	Fire Separation Required by City	\$ 20,000	Scandroli	
548	Flat Roof Replacement Allowance	\$ 45,000	Scandroli	
549	Added HVAC Exhaust in the Existing Cat/Dog Wards-Construction	\$ 150,000	Scandroli	
	<b>Subtotal Other Expenses</b>	<b>\$ 240,000</b>		<b>\$ -</b>
600	<b>ADDITIONAL FUNDING SOURCES</b>	<b>Current Budget</b>	<b>Vendor</b>	<b>Bid Budget</b>
601	Animal Services FF&E Operating Funds	\$ (463,907)		
	<b>Subtotal Additional Funding</b>	<b>\$ (463,907)</b>		
	<b>PROJECT BEFORE CONTINGENCY</b>	<b>\$ 2,665,420</b>		<b>\$ 2,264,587</b>
701	<b>OWNER DESIGN/CONSTRUCTION CONTINGENCY</b>	<b>\$ 133,271</b>	<b>5%</b>	<b>\$ 113,229</b>
	<b>TOTAL COUNTY PROJECT BUDGET (Less FF&amp;E)</b>	<b>\$ 2,798,691</b>		<b>\$ 2,377,816</b>

**FF&E-Operational Equipment Costs (From Brett)**

X-Ray	\$	45,000
Freezer	\$	25,000
Freezer System Install	\$	7,500
Dog Kennels	\$	112,000
Cat Enclosures	\$	115,000
Install of Kennels (\$80/hr x 4 man crew x 4 days X 3 rooms)	\$	7,680
Fencing (Dog Yards)	\$	50,000
Dog Wash Station	\$	6,000
	\$	368,180
Escalation (20%)	\$	73,636
<hr/>		
Subtotal FF&E	\$	441,816
FF&E Contingency (5%)	\$	22,091
Total FF&E Budget	\$	463,907

<b>Vendor Breakouts</b>		
<b>Vendor</b>		<b>Amount</b>
Huffman	\$	46,305
RLJ (Architect of Record)	\$	183,227
Scandroli	\$	2,313,388
Testing Services Corp.	\$	7,500
Winn Co. (These will minor vendors selected by facilities)	\$	40,000
Operational Equipment (Brett)	\$	463,907
Deduct Operational (Brett)	\$	(463,906.80)
TBD (Vendor yet to be sourced)	\$	75,000
Contingency (5%)	\$	133,271
<b>Total</b>	<b>\$</b>	<b>2,798,691</b>

RESOLUTION EXHIBIT A

BID TAB Addition/Renovation Work  
@ Winnebago County Animal Services

Bid Date: September 13, 2022

Bid #22B-2240 RLJA #22-020

BIDDERS	BID QUAR	ADDM. RCPT.	SITE INSP.	PRE-BID MTG	CERTIFI- CATIONS	BASE BID	CALENDAR DAYS	ALT. BID NO. 1	ALT. BID NO. 2	ALT. BID NO. 3	ALT BID NO. 4	ALT. BID NO. 5
								Demo/Remodel new rooms	Replacement of site lighting	Replacement of Rooftop units	Air Filtering System	Performance & Payment Bonds
Larson & Larson Bldrs 5612 Industrial Ave. Loves Park, IL 85-633-1773	5%	3	YES	YES		\$1,932,000	240	\$89,490	\$3,320	\$69,600	\$7,640	\$16,750
Rockford Structures 10540 N 2nd St. Mach PK, IL 815-633-6161	5%	3	YES	YES		\$1,953,000	168	\$76,000	\$15,000	\$72,000	\$4,500	\$29,000
Scandroli Construction 855 N. Madison St. Rockford, IL 815-962-4037	5%	3	YES	YES		\$1,888,888	245	\$88,000	\$13,000	\$73,000	\$8,000	\$17,500
Schmeling Construction 315 Harrison Avenue Rockford, IL 815-399-7800	5%	3	YES	YES		\$1,970,000		\$73,800	\$13,600	\$70,100	\$8,500	\$19,000
Sjostrom & Sons 1129 Harrison Ave. Rockford, IL 815-226-0330	5%	3	YES	YES		\$2,115,000	275	\$90,000	\$13,750	\$103,500	\$15,850	\$21,500
Stenstrom GC 2420 20th Street Rockford, IL 815-398-2420	5%	3	YES	YES		\$1,918,000		\$117,500	\$15,200	\$95,100	\$14,100	\$14,000
Winter Construction 1840 S. Walnut Freeport, IL 815-235-1234	5%	3	YES	YES		\$2,194,000	395	\$84,000	\$14,200	\$82,300	\$8,300	\$18,400



## Resolution Executive Summary

Prepared By: J. Hanley/ Christy Skahill

Committee: Finance Committee

Committee Date: January 5, 2023

Resolution Title: Ordinance for a Budget Amendment for State's Attorney State Forfeiture Funds

County Code: Not Applicable

Board Meeting Date: January 12, 2023

### Budget Information:

Was item budgeted?	No	Appropriation Amount:	NA
If not, explain funding source: Existing balance of State's Attorney Forfeiture funds			
ORG/OBJ/Project Code: 42310-various		Budget Impact: \$100,000	

**Background Information:** Currently the State's Attorney State Forfeiture Fund has an existing balance of \$159,684. During the FY23 budget preparation, there was not a plan to expend these funds due to the restricted nature. An appropriate use of these funds has now been determined. The budget amendment is required in order to expend these funds properly.

**Recommendation:** Finance Department recommends.

**Contract/Agreement:** Not Applicable

**Legal Review:** Not Applicable

**Follow-Up:** Not Applicable



**2023 Fiscal Year**

Sponsored by:  
John Butitta, Finance Committee Chairman

Finance: January 5, 2023  
Lay Over: January 12, 2023  
**Final Vote: January 26, 2023**

**2023**

**TO: THE HONORABLE BOARD MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS**

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2023 and recommends its adoption.

**ORDINANCE**

**WHEREAS**, the Winnebago County periodically receives forfeiture funds from the State of Illinois which are restricted in nature and accounted for in a restricted County fund. The current available fund balance is \$159,684. The State's Attorney has determined an appropriate use for a portion of these funds.

**WHEREAS**, the Winnebago County Board adopted the "Annual Budget and Appropriation Ordinance" for the fiscal year ending September 30, 2023 at its September 30, 2022 meeting; and,

**WHEREAS**, 55ILCS 5/6-1003(2014), states, "After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting."

**NOW, THEREFORE, BE IT ORDAINED**, that the County Board deems that pursuant to provisions as set forth in 55ILCS 5/6-1003(2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore, the increases detailed per the attached Request for Budget Amendment are hereby authorized for Amendment **#23-006 State's Attorney Forfeiture Funds**.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**(AGREE)**

**(DISAGREE)**

\_\_\_\_\_  
JOHN BUTITTA,  
FINANCE CHAIRMAN

\_\_\_\_\_  
JOHN BUTITTA,  
FINANCE CHAIRMAN

\_\_\_\_\_  
JEAN CROSBY

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JEAN CROSBY

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JOE HOFFMAN

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KEITH McDONALD

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KEITH McDONALD

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JOHN F. SWEENEY

\_\_\_\_\_  
JOHN F. SWEENEY

\_\_\_\_\_  
MICHAEL THOMPSON

\_\_\_\_\_  
MICHAEL THOMPSON

The above and foregoing Ordinance was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2023.

ATTESTED BY:

\_\_\_\_\_  
JOSEPH CHIARELLI  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
LORI GUMMOW  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

2023  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>1/5/2023</b>		AMENDMENT NO: 2023-006	
DEPARTMENT:		State's Attorney		SUBMITTED BY: J Hanley / Christy Skahill	
FUND#:		0123		DEPT. BUDGET NO. 42310	

Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
42310	43941		Dues & Memberships	\$0	\$0	\$0	\$15,000	\$15,000
42310	43942		Instruction and Schooling	\$0	\$0	\$0	\$40,000	\$40,000
42310	42115		Office Equipment	\$0	\$0	\$0	\$40,000	\$40,000
42310	43190		Other Professional Services	\$0	\$0	\$0	\$5,000	\$5,000
<b>Revenue</b>								
<b>TOTAL ADJUSTMENT:</b>							\$100,000	
<b>Reason budget amendment is required:</b>								
Currently the State's Attorney State Forfeiture Fund has an existing balance of \$159,684. During the FY23 budget preparation, there was not a plan to expend these funds due to the restricted nature. An appropriate use of these funds has now been determined. The budget amendment is required in order to expend these funds properly.								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2023 budget: \$100,000</b>								
<b>Revenue Source: Fund 0123 Fund Balance</b>								



# Ordinance Executive Summary

Prepared By: Marlana Dokken  
Committee: Finance Committee  
Committee Date: January 5, 2023  
Resolution Title: Ordinance for Approval of Budget Amendment for Distribution of Opioid Lawsuit Settlement Funds  
County Code: Winnebago County Annual Appropriation Ordinance

Board Meeting Date: January 12, 2023

**Budget Information:**

Was item budgeted? No	Appropriation Amount: \$215,441.69
If not, explain funding source: Opioid Lawsuit Settlement	
ORG/OBJ/Project Code:	Budget Impact: None

**Background Information:** The County of Winnebago, Illinois is one of many governmental agencies that filed suit against entities for opioid-related claims and pursuant to the Illinois Opioid Allocation Agreement a settlement has been reached against the three largest pharmaceutical distributors. This specific lawsuit resulted in a settlement of \$215,441.69 for the County of Winnebago, Illinois to be distributed to the Coroner's Office. This amendment serves to make corrective accounting adjustments to maintain available program funds in separate Munis accounts.

**Recommendation:** Finance Department guidance suggests this accounting adjustment should be made to maintain separation between grant funds and operational expenses as required by Federal grant guidance.

**Contract/Agreement:** The funding award is available for review.

**Legal Review:** Not Applicable

**Follow-Up:** Update Munis Accounting records.

**2023 Fiscal Year**

Sponsored by:  
John Butitta, Finance Committee Chairman

Finance: January 5, 2023  
Lay Over: January 12, 2023  
**Final Vote: January 26, 2023**

**2023 CO**

**TO:** THE HONORABLE BOARD MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2023 and recommends its adoption.

**ORDINANCE**

**WHEREAS**, the County of Winnebago, Illinois is one of many governmental agencies that filed suit against entities for opioid-related claims and pursuant to the Illinois Opioid Allocation Agreement a settlement has been reached against the three largest pharmaceutical distributors, AmerisourceBergen, Cardinal Health, and McKesson (collectively, "Distributors") and Janssen/Johnson & Johnson ("J&J"); and

**WHEREAS**, this specific lawsuit resulted in a settlement of \$215,441.69 for the County of Winnebago, Illinois; and

**WHEREAS**, the Winnebago County Coroner's Office submitted a proposal for utilization of the funds to County Administration and was selected to be the beneficiary of the settlement funds; and

**WHEREAS**, the Winnebago County Board adopted the "Annual Budget and Appropriation Ordinance" for the fiscal year ending September 30, 2023 at its September 30, 2022 meeting; and

**WHEREAS**, 55 ILCS 5/6-1003 (2014), states, "After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting."

**NOW, THEREFORE, BE IT ORDAINED**, that the County Board deems that pursuant to provisions as set forth in 55 ILCS 5/6-1003 (2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore, the increases detailed per the attached Request for Budget Amendment are hereby authorized for Amendment **#23-007 Opioid Settlement Distribution**.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**(AGREE)**

**(DISAGREE)**

\_\_\_\_\_  
JOHN BUTITTA,  
FINANCE CHAIRMAN

\_\_\_\_\_  
JOHN BUTITTA,  
FINANCE CHAIRMAN

\_\_\_\_\_  
JEAN CROSBY

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JOHN F. SWEENEY

\_\_\_\_\_  
JOHN F. SWEENEY

\_\_\_\_\_  
MICHAEL THOMPSON

\_\_\_\_\_  
MICHAEL THOMPSON

The above and foregoing Ordinance was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2023.

ATTESTED BY:

\_\_\_\_\_  
JOSEPH V. CHIARELLI  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
LORI GUMMOW  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

2023  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED: <span style="color: red;">1/5/2023</span> AMENDMENT NO:								
DEPARTMENT: Coroner's Office / COCJI SUBMITTED BY: Jennifer Muraski								
FUND#: 0314 DEPT. BUDGET NO. 61400								
Department Org Number	Object (Account) Number	Project	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
61400	41110	02704	Community Care Coordinator Salary				\$50,000	
61400	41221	02704	Community Care Coordinator Life Ins				\$40	
61400	41231	02704	Community Care Coordinator IMRF				\$3,570	
61400	41241	02704	Community Care Coordinator FICA				\$3,825	
61400		02704	Community Care Coordinator WC				\$1,135	
61400	48211	02704	Community Care Coordinator Hlth Ins				\$22,022	
61400	43942	02704	Training				\$2,000	
61400	43310	02704	Mileage Reimbursement				\$3,048	
61400	42117	02704	Cell Phone and Laptop				\$2,600	
61400	43212	02704	Wireless Service				\$1,680	
61400	42110	02704	Supplies				\$442	
61400	42110	02704	Laptop Case				\$25	
61400	42110	02704	Wireless Mouse				\$20	
61400	42110	02704	Zoom License				\$150	
61400	42110	02704	Adobe and Microsoft				\$679	
61400	46440	02704	Case Mgmt System				\$72,933	
61400	46440	02704	Conversion				\$25,956	
61400	46440	02704	Data and Attachment Storage				\$9,783	
61400	42115	02704	85" Samsung TV's				\$4,921	
61400	42115	02704	Screen Wall Mounts				\$612	
61400	43246	02704	Misc Outreach/Event Costs				\$10,000	
<b>Revenue</b>								
61400	39990	02704	Opioid Settlement Fund	\$0	\$0	\$0	(\$215,442)	
TOTAL ADJUSTMENT:							\$0	
Reason budget amendment is required:								
This amendment establishes the budget for the distribution of funds received in the Opioid settlement litigation.								
Potential alternatives to budget amendment:								
None								
Impact to fiscal year 2023 budget:								
\$0								
Revenue Source: Opioid Settlement Fund								

## WINNEBAGO COUNTY OPIOID SETTLEMENT

### Budget Detail Worksheet and Narrative

**Personnel / Salary**— List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
TOTAL SALARY		

#### SALARY NARRATIVE:

--

**A. Fringe Benefits**—Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and for 100% time devoted to the project.

Name/Position	Computation	Cost
TOTAL FRINGE		



**FRINGE NARRATIVE:**

--

**B. Travel** -- Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
TOTAL TRAVEL				

**TRAVEL NARRATIVE:**

--

**C. Supplies**

Supply Item	Computation	Cost
TOTAL SUPPLIES		

**SUPPLY NARRATIVE:**

**D. Other Costs**

Item	Computation	Cost
TOTAL OTHER		

**OTHER COSTS NARRATIVE:**

### BUDGET SUMMARY

Budget Category	Amount
A. Personnel	
B. Fringe Benefits	
C. Travel	
D. Supplies	
E. Other Costs	
<b>TOTAL PROJECT COSTS</b>	



## Ordinance Executive Summary

Prepared By: Dave Rickert and Finance Department

Committee: Finance Committee

Committee Date: January 5, 2023

Resolution Title: Budget Amendment for Year End Adjustments

County Code: Not Applicable

Board Meeting Date: January 12, 2023

### Budget Information:

Was item budgeted?	No	Appropriation Amount:	NA
If not, explain funding source: See attached details			
ORG/OBJ/Project Code: Various		Budget Impact: Varies by fund	

**Background Information:** The Winnebago County fiscal year ended as of September 30, 2022. Accounting entries are made through the end of December for revenues and expenses that relate to activity occurring in the prior fiscal year. Upon final review of all funds, certain revenues and expenditures have exceeded budgeted amounts. Details are included in the attached documentation and vary by fund.

**Recommendation:** Finance Department recommends approval.

**Contract/Agreement:** Not Applicable

**Legal Review:** Not Applicable

**Follow-Up:** Not Applicable

**2023 Fiscal Year**

Sponsored by:  
John Butitta, Finance Committee Chairman

Finance: January 5, 2023  
Lay Over: January 12, 2023  
**Final Vote: January 26, 2023**

**2023 CO**

**TO: THE HONORABLE BOARD MEMBERS OF THE COUNTY OF WINNEBAGO, ILLINOIS**

The Winnebago County Finance Committee presents the following Ordinance amending the Annual Appropriation Ordinance for the fiscal year ending September 30, 2023 and recommends its adoption.

**ORDINANCE**

**WHEREAS**, the Winnebago County State's Attorney's Office fiscal year ended September 30, 2022 and activity related to this time period is required to be recorded in that appropriate period generally accepted accounting principles (GAAP). Certain revenues and expenses have exceeded budgeted amounts. This amendment will update the budget to coincide with actual activity and,

**WHEREAS**, the Winnebago County Board adopted the "Annual Budget and Appropriation Ordinance" for the fiscal year ending September 30, 2022 at its September 30, 2021 meeting; and

**WHEREAS**, 55 ILCS 5/6-1003 (2014), states, "After the adoption of the county budget, no further appropriations shall be made at any other time during such fiscal year, except as provided in this Act. Appropriations in excess of those authorized by the budget in order to meet an immediate emergency may be made at any meeting of the board by a two-thirds vote of all the members constituting such board, the vote to be taken by ayes and nays and entered on the record of the meeting."

**NOW, THEREFORE, BE IT ORDAINED**, that the County Board deems that pursuant to provisions as set forth in 55 ILCS 5/6-1003 (2014), certain conditions have occurred in connection with the operations of the County which are deemed to be immediate emergencies; therefore, the increases detailed per the attached Request for Budget Amendment are hereby authorized for Amendment **#22-025 Final Year End**.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**(AGREE)**

**(DISAGREE)**

\_\_\_\_\_  
JOHN BUTITTA,  
FINANCE CHAIRMAN

\_\_\_\_\_  
JOHN BUTITTA,  
FINANCE CHAIRMAN

\_\_\_\_\_  
JEAN CROSBY

\_\_\_\_\_  
JEAN CROSBY

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JOE HOFFMAN

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JOHN F. SWEENEY

\_\_\_\_\_  
JOHN F. SWEENEY

\_\_\_\_\_  
MICHAEL THOMPSON

\_\_\_\_\_  
MICHAEL THOMPSON

The above and foregoing Ordinance was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2023.

ATTESTED BY:

\_\_\_\_\_  
JOSEPH V. CHIARELLI  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
LORI GUMMOW  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

2022  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>1/5/2023</b>		AMENDMENT NO: 2022-025	
DEPARTMENT:		11500-City Elections		SUBMITTED BY: Finance	
FUND#:		0001		DEPT. BUDGET NO. 11500	

Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
11500	41110		Regular Salaries	\$139,038	\$0	\$139,038	\$345	\$139,383
11500	41120		Temporary Salaries	\$0	\$0	\$0	\$7,375	\$7,375
<b>Revenue</b>								
<b>TOTAL ADJUSTMENT:</b>							\$7,720	
<b>Reason budget amendment is required:</b>								
Increase personnel budget to actual								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2022 budget: \$7,720</b>								
<b>Revenue Source:</b> General Fund revenues								

2022  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED: <span style="color: red;">1/5/2023</span> AMENDMENT NO: 2022-025							
DEPARTMENT: 12000-Facilities				SUBMITTED BY: Dave Rickert			
FUND#: 0001				DEPT. BUDGET NO. 12000			
Department Org Number	Object (Account) Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>							
12000	41110	Regular Salaries	\$1,396,904	\$0	\$1,396,904	(\$226,444)	\$1,170,460
12000	41130	Overtime	\$98,000	\$0	\$98,000	(\$7,558)	\$90,442
12000	43190	Other Professional Services	\$10,000	\$0	\$10,000	\$104,841	\$114,841
12000	43620	Electricity	\$1,000,000	\$0	\$1,000,000	\$119,931	\$1,119,931
12000	43640	Waste Removal Services	\$141,997	\$0	\$141,997	\$106,401	\$248,398
12000	43730	Equipment Repairs & Maint	\$280,000	\$0	\$280,000	\$34,368	\$314,368
<b>Revenue</b>							
<b>TOTAL ADJUSTMENT:</b>						\$131,539	
<b>Reason budget amendment is required:</b>							
Reclass from personnel to supplies and services and increase various expense budgets for increased expenses.							
<b>Potential alternatives to budget amendment:</b>							
None							
<b>Impact to fiscal year 2022 budget: \$0</b>							
<b>Revenue Source:</b> General Fund revenues							



2022  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED: <span style="color: red;">1/5/2023</span>								AMENDMENT NO: 2022-025	
DEPARTMENT: 13500-County Administration								SUBMITTED BY: Dave Rickert	
FUND#: 0001 / 0101								DEPT. BUDGET NO. 13500 / 40100	
Department Org Number	Object (Account) Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment		
<b>Expenditures</b>									
13500	41211	Health Insurance - Employer	\$6,651,939	\$6,776	\$6,658,715	\$402,215	\$7,060,930		
40100	41211	Health Insurance - Employer	\$5,705,249	\$3,388	\$5,708,637	(\$402,215)	\$5,306,422		
13500	43140	Legal	\$10,000	\$0	\$10,000	\$57,511	\$67,511		
13500	43190	Other Professional Services	\$361,689	\$98,721	\$460,410	\$350,000	\$810,410		
13500	43350	Towing	\$79,000	\$0	\$79,000	\$54,805	\$133,805		
13500	43950	Tax & License Fees	\$800,000	\$0	\$800,000	\$719,675	\$1,519,675		
13500	43990	Other Unclassified Service	\$25,000	\$0	\$25,000	\$31,270	\$56,270		
<b>Revenue</b>									
13500	33280	Franchise Fee Revenue	(\$760,000)	\$0	(\$760,000)	(\$95,023)	(\$855,023)		
13500	34950	Impound Fees & Sales	(\$290,000)	\$0	(\$290,000)	(\$131,075)	(\$421,075)		
13500	39641	Video Gaming Tax	(\$300,000)	\$0	(\$300,000)	(\$278,354)	(\$578,354)		
15500	34990	Misc Charges (Rev Stamp Proceeds)	(\$1,555,983)	\$0	(\$1,555,983)	(\$708,809)	(\$2,264,792)		
TOTAL ADJUSTMENT:						\$0			
<b>Reason budget amendment is required:</b>									
Reclass from personnel to supplies and services and increase various revenue and expense budgets.									
<b>Potential alternatives to budget amendment:</b>									
None									
<b>Impact to fiscal year 2022 budget: \$0</b>									
<b>Revenue Source:</b> General Fund revenues									

2022  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>1/5/2023</b>		AMENDMENT NO: 2022-025	
DEPARTMENT:		14500 - Purchasing		SUBMITTED BY: Finance	
FUND#:		0001		DEPT. BUDGET NO. 14500	

Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
14500	41110		Regular Salaries	\$194,466	\$17,000	\$211,466	\$8,985	\$220,451
14500	43190		Other Professional Services	\$95	\$10,000	\$10,095	(\$855)	\$9,240
14500	43942		Instruction & Schooling	\$2,000	\$0	\$2,000	(\$933)	\$1,067
<b>Revenue</b>								
<b>TOTAL ADJUSTMENT:</b>							\$7,197	
<b>Reason budget amendment is required:</b>								
Increase personnel budget to actual								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2022 budget: \$7,197</b>								
<b>Revenue Source:</b> General Fund revenues								

2022  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>1/5/2023</b>		AMENDMENT NO: 2022-025	
DEPARTMENT:		27000 - PSB Costs		SUBMITTED BY: Finance	
FUND#:		0001		DEPT. BUDGET NO. 27000	

Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
27000	43730		Equipment Repairs & Maint	\$0	\$0	\$0	\$79,216	\$79,216
<b>Revenue</b>								
<b>TOTAL ADJUSTMENT:</b>							\$79,216	
<b>Reason budget amendment is required:</b>								
Increase supplies and services budget to actual								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2022 budget: \$79,216</b>								
<b>Revenue Source:</b> General Fund revenues								

2022  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>1/5/2023</b>		AMENDMENT NO: 2022-025	
DEPARTMENT:		31500 - Circuit Clerk		SUBMITTED BY: Finance	
FUND#:		0001		DEPT. BUDGET NO. 31500	

Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
31500	41110		Regular Salaries	\$3,266,408	\$0	\$3,266,408	\$177,355	\$3,443,763
31500	41115		Vacation Payouts	\$0	\$0	\$0	\$1,071	\$1,071
31500	41120		Temporary Salaries	\$32,000	\$0	\$32,000	\$3,227	\$35,227
31500	41130		Overtime	\$108,000	\$0	\$108,000	\$41,007	\$149,007
<b>Revenue</b>								
<b>TOTAL ADJUSTMENT:</b>							\$222,660	
<b>Reason budget amendment is required:</b>								
Increase personnel budget to actual								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2022 budget: \$222,660</b>								
<b>Revenue Source:</b>		General Fund revenues						

2022  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>1/5/2023</b>		AMENDMENT NO: 2022-025				
DEPARTMENT:		40800 - Court Security Fee		SUBMITTED BY: Finance				
FUND#:		0108		DEPT. BUDGET NO. 40800				
Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
40800	49110		Transfer to Other Funds	\$660,000	\$0	\$660,000	\$25,380	\$685,380
<b>Revenue</b>								
40800	34120		Document Filing Fee	(\$660,000)	\$0	(\$660,000)	(\$25,380)	(\$685,380)
TOTAL ADJUSTMENT:							\$0	
<b>Reason budget amendment is required:</b>								
Increase revenue and transfer to general fund to agree with actuals								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2022 budget: \$0</b>								
<b>Revenue Source:</b>								

DATE SUBMITTED:		1/5/2023		AMENDMENT NO: 2022-025				
DEPARTMENT:		41800 - Neutral Site Custody Exchange		SUBMITTED BY: Finance				
FUND#:		0118		DEPT. BUDGET NO. 41800				
Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
41800	43190		Other Professional Services	\$160,000	\$0	\$160,000	\$26,326	\$186,326
<b>Revenue</b>								
41800	34110		General County Services	(\$160,000)	\$0	(\$160,000)	(\$26,161)	(\$186,161)
41800	39210		Interest	\$0	\$0	\$0	(\$165)	(\$165)
TOTAL ADJUSTMENT:							\$0	
<b>Reason budget amendment is required:</b>								
Increase revenue and expense to agree with actual								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2022 budget: \$0</b>								
<b>Revenue Source:</b>								

2022  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED: <span style="color: red;">1/5/2023</span> AMENDMENT NO: 2022-025								
DEPARTMENT: 41900 - Coroner Fee Fund SUBMITTED BY: Finance								
FUND#: 0119 DEPT. BUDGET NO. 41900								
Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
41900	42265		Morgue Supplies	\$0	\$0	\$0	\$1,776	\$1,776
41900	43150		Medical & Dental Supplies	\$111,000	\$0	\$111,000	\$17,000	\$128,000
41900	43190		Other Professional Services	\$0	\$0	\$0	\$900	\$900
41900	43310		Travel	\$0	\$0	\$0	\$1,095	\$1,095
41900	46430		Machinery & Equipment	\$0	\$37,900	\$37,900	\$26,095	\$63,995
<b>Revenue</b>								
41900	32140		Local Payments	\$0	\$0	\$0	(\$29,430)	(\$29,430)
TOTAL ADJUSTMENT:							\$17,436	
<b>Reason budget amendment is required:</b>								
Increase revenue and expense to agree with actual								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2022 budget: \$0</b>								
<b>Revenue Source:</b>								

2022  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>1/5/2023</b>		AMENDMENT NO: 2022-025	
DEPARTMENT:		42100 - Hotel/Motel Tax		SUBMITTED BY: Finance	
FUND#:		0121		DEPT. BUDGET NO. 42100	

Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
42100	43190		Other Professional Services	\$900,000	\$0	\$900,000	\$175,000	\$1,075,000
<b>Revenue</b>								
42100	39990		Other Unclassified Revenue	\$900,000	\$0	\$900,000	(\$175,000)	\$725,000
<b>TOTAL ADJUSTMENT:</b>							\$0	
<b>Reason budget amendment is required:</b>								
Increase revenue and expense to agree with actual								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2022 budget: \$0</b>								
<b>Revenue Source:</b>								



2022  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>1/5/2023</b>		AMENDMENT NO: 2022-025	
DEPARTMENT:		44900 - County Automation Fund		SUBMITTED BY: Finance	
FUND#:		0129		DEPT. BUDGET NO. 44900	

Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
44900	43167		Software Subscription	\$46,000	\$0	\$46,000	\$8,535	\$54,535
<b>Revenue</b>								
44900	34125		Subscription Svc Fee	(\$319,000)	\$0	(\$319,000)	(\$8,472)	(\$327,472)
44900	39210		Interest	\$0	\$0	\$0	(\$63)	(\$63)
<b>TOTAL ADJUSTMENT:</b>							\$0	
<b>Reason budget amendment is required:</b>								
Increase revenue and expense to agree with actual								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2022 budget: \$0</b>								
<b>Revenue Source:</b>								

2022  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>1/5/2023</b>		AMENDMENT NO: 2022-025	
DEPARTMENT:		45500 - Memorial Hall		SUBMITTED BY: Finance	
FUND#:		0155		DEPT. BUDGET NO. 45500	

Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
45500	43159		Guest, Event Expenses	\$0	\$0	\$0	\$27,860	\$27,860
45500	46320		Building Improvements	\$232,000	\$0	\$232,000	\$5,800	\$237,800
<b>Revenue</b>								
45500	39310		Rent	(\$8,000)	\$0	(\$8,000)	(\$4,284)	(\$12,284)
45500	39620		Donations	(\$5,000)	\$0	(\$5,000)	(\$23,508)	(\$28,508)
<b>TOTAL ADJUSTMENT:</b>							\$5,868	
<b>Reason budget amendment is required:</b>								
Increase revenue and expense to agree with actual								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2022 budget: \$5,868</b>								
<b>Revenue Source:</b> Memorial Hall Fund balance								

2022  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>1/5/2023</b>		AMENDMENT NO: 2022-025				
DEPARTMENT:		48500 - Health Insurance Fund		SUBMITTED BY: Finance				
FUND#:		0185		DEPT. BUDGET NO. 48500				
Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
48500	43150		Medical & Dental	\$15,810,500	\$0	\$15,810,500	\$600,780	\$16,411,280
<b>Revenue</b>								
TOTAL ADJUSTMENT:							\$600,780	
<b>Reason budget amendment is required:</b>								
Health insurance claims exceeded budget								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2022 budget: \$600,780</b>								
<b>Revenue Source:</b> Health Insurance Fund balance								

2022  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>1/5/2023</b>		AMENDMENT NO: 2022-025	
DEPARTMENT:		49400 - Tort Fund		SUBMITTED BY: Finance	
FUND#:		0194		DEPT. BUDGET NO. 49400	

Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
49400	43510		Liability Insurance	\$1,150,000	\$0	\$1,150,000	\$321,400	\$1,471,400
49400	43520		Liability Claims	\$600,000	\$0	\$600,000	\$785,000	\$1,385,000
<b>Revenue</b>								
<b>TOTAL ADJUSTMENT:</b>							\$1,106,400	
<b>Reason budget amendment is required:</b>								
Liability insurance premium increase and claims increase								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2022 budget: \$1,106,400</b>								
<b>Revenue Source:</b> FY23 transfer from general fund to support negative cash balance								

2022  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>1/5/2023</b>		AMENDMENT NO: 2022-025	
DEPARTMENT:		60700 - Community Revolving Loan		SUBMITTED BY: Finance	
FUND#:		0307		DEPT. BUDGET NO. 60700	

Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
60700	43190		Other Professional Service	\$20,000	\$0	\$20,000	\$8,343	\$28,343
<b>Revenue</b>								
<b>TOTAL ADJUSTMENT:</b>							\$8,343	
<b>Reason budget amendment is required:</b>								
Administrative fees for new loans exceeded budget								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2022 budget: \$8,343</b>								
<b>Revenue Source:</b> Community revolving loan available fund balance								

2022  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED: <span style="color: red;">1/5/2023</span> AMENDMENT NO: 2022-025								
DEPARTMENT: 61000 - City Election Fund SUBMITTED BY: Finance								
FUND#: 0310 DEPT. BUDGET NO. 61000								
Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
61000	43932		Other Programs	\$907,000	\$0	\$907,000	\$6,560	\$913,560
<b>Revenue</b>								
61000	31110		Real Estate Taxes	(\$907,000)	\$0	(\$907,000)	(\$6,560)	(\$913,560)
TOTAL ADJUSTMENT:							\$0	
<b>Reason budget amendment is required:</b>								
Actual general fund tax allocation to city election fund exceeded budgeted amount								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2022 budget: \$0</b>								
<b>Revenue Source:</b>								

2022  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>1/5/2023</b>		AMENDMENT NO: 2022-025	
DEPARTMENT:		61100 - ERAP 1		SUBMITTED BY: Finance	
FUND#:		0311		DEPT. BUDGET NO. 61100	

Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
61100	43192		Rent Assistance	\$2,561,674	\$0	\$2,561,674	\$53,964	\$2,615,638
61100	48211		Health Insurance - Employer	\$0	\$0	\$0	\$20,930	\$20,930
<b>Revenue</b>								
<b>TOTAL ADJUSTMENT:</b>							\$74,894	
<b>Reason budget amendment is required:</b>								
Adjust budget to actual								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2022 budget: \$74,894</b>								
<b>Revenue Source:</b> ERAP 1 available fund balance.								

2022  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>1/5/2023</b>		AMENDMENT NO: 2022-025	
DEPARTMENT:		61200 - ERAP 2		SUBMITTED BY: Finance	
FUND#:		0312		DEPT. BUDGET NO. 61200	

Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
61200	48211		Health Insurance - Employer	\$0	\$0	\$0	\$40,807	\$40,807
<b>Revenue</b>								
TOTAL ADJUSTMENT:							\$40,807	
<b>Reason budget amendment is required:</b>								
Adjust budget to actual								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2022 budget: \$40,807</b>								
<b>Revenue Source:</b> ERAP 2 available fund balance.								



2022  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>1/5/2023</b>		AMENDMENT NO: 2022-025	
DEPARTMENT:		82200 - Capital Projects Fund		SUBMITTED BY: Finance	
FUND#:		0743 / 0401		DEPT. BUDGET NO. 82200 / 70500	

Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
82200	49110		Transfer to Other Funds	\$340,000	\$0	\$340,000	\$40,280	\$380,280
<b>Revenue</b>								
74500	39110		Transfer from Other Funds	(\$2,840,000)	(\$1,636,496)	(\$4,476,496)	(\$40,280)	(\$4,516,776)
<b>TOTAL ADJUSTMENT:</b>							\$0	
<b>Reason budget amendment is required:</b>								
Adjust transfer from Capital Projects Fund to RBNH to cover increased expenses for the sidewalk project/patio reconstruction project.								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2022 budget: \$0</b>								
<b>Revenue Source:</b> Capital project fund available fund balance								

2022  
WINNEBAGO COUNTY  
FINANCE COMMITTEE  
REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>1/5/2023</b>		AMENDMENT NO: 2022-025	
DEPARTMENT:		River Bluff Nursing Home		SUBMITTED BY: Finance	
FUND#:		0401		DEPT. BUDGET NO. various	

Department Org Number	Object (Account) Number	Project Number	Object (Account) Description	Adopted Budget	Amendments Previously Approved	Revised Approved Budget	Increase (Decrease)	Revised Budget after Approved Budget Amendment
<b>Expenditures</b>								
70500	43953		Occupied Bed Assessment	\$420,000	\$0	\$420,000	\$150,000	\$570,000
72500	41110		Regular Salaries	\$2,502,331	\$0	\$2,502,331	(\$335,447)	\$2,166,884
72500	41120		Temporary Salaries	\$150,000	\$0	\$150,000	(\$24,405)	\$125,595
72500	41130		Overtime	\$900,000	\$0	\$900,000	(\$59,462)	\$840,538
72500	43190		Other Professional Services	\$2,329,370	\$0	\$2,329,370	\$943,288	\$3,272,658
<b>Revenue</b>								
70500	34556		RBNH-Insurance/Priv Pay	(\$3,081,205)	\$0	(\$3,081,205)	(\$673,974)	(\$3,755,179)
<b>TOTAL ADJUSTMENT:</b>								
							\$0	
<b>Reason budget amendment is required:</b>								
Adjust budget to actual								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2022 budget: \$0</b>								
<b>Revenue Source:</b>								



# Resolution Executive Summary

**Prepared By:** Tanya Harris

**Committee:** Finance Committee

**Committee Date:** January 5, 2023

**Resolution Title:** Resolution authorizing settlement of a claim against the County of Winnebago entitled Howard Cowan versus Winnebago County

**Board Meeting Date:** N/A

**Budget Information:**

<b>Was item budgeted?</b> Yes	<b>Appropriation Amount:</b>
<b>If not, explain funding source:</b>	
<b>ORG/OBJ/Project Code:</b> 49400-43535	<b>Budget Impact:</b>

**Background Information:** Settlement for Howard Cowan in the amount of \$14,389.95.

**Recommendation:** The Finance Committee, chaired by John Buttita, to approve this settlement.

**Contract/Agreement:**

**Legal Review:** Carol Hartline with Williams McCarthy LLP negotiated these settlements on behalf of Winnebago County.

**Follow-Up:** N/A

**RESOLUTION**  
**of the**  
**COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

Sponsored by: John Butitta  
Submitted by: Finance Committee

2023 CR

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**RESOLUTION AUTHORIZING SETTLEMENT OF A CLAIM  
AGAINST THE COUNTY OF WINNEBAGO ENTITLED  
HOWARD COWAN VERSUS WINNEBAGO COUNTY**

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**WHEREAS**, the County of Winnebago, Illinois, is involved in having claims asserted against it by Howard Cowan for injuries allegedly sustained while in the employment of the Highway Department, and,

**WHEREAS**, the Plaintiff has offered to settle the above claims against the County of Winnebago for consideration payable in the amount of \$14,389.95 for the settlement funding for his Workers Compensation case; and,

**WHEREAS**, counsel for the County of Winnebago recommends that it is in the best interest of the County of Winnebago to settle the above referenced claims upon the terms of the proposed settlement.

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that it does hereby authorize settlement of the claim entitled Howard Cowan versus County of Winnebago for injuries allegedly sustained by Howard Cowan while in the employment of the Highway Department by payment of the amount of \$14,389.95 for the settlement for permanent disability for a Workers Compensation case.

**BE IT FURTHER RESOLVED**, that this Resolution for Howard Cowan in the amount of \$14,389.95 shall be in full force and effect immediately upon its adoption.

**BE IT FURTHER RESOLVED**, that the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the County Auditor, Director of Purchasing, Human Resources Director, and Williams & McCarthy.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

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JOHN BUTITTA, CHAIRMAN

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JOHN BUTITTA, CHAIRMAN

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JAIME SALGADO

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JAIME SALGADO

---

JEAN CROSBY

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JEAN CROSBY

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MICHAEL THOMPSON

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MICHAEL THOMPSON

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JOHN F. SWEENEY

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JOHN F. SWEENEY

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JOE HOFFMAN

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JOE HOFFMAN

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KEITH McDONALD

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KEITH MC DONALD

**The above and foregoing Resolution was adopted by the County Board of the County of Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2023.**

**ATTESTED BY:**

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**JOSEPH CHIARELLI**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

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**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS



# Resolution Executive Summary

**Prepared By:** Tanya Harris

**Committee:** Finance Committee

**Committee Date:** January 5, 2023

**Resolution Title:** Resolution authorizing settlement of a claim against the County of Winnebago entitled Shelly Turner versus Winnebago County

**Board Meeting Date:** January 12, 2023

## Budget Information:

<b>Was item budgeted?</b> Yes	<b>Appropriation Amount:</b>
<b>If not, explain funding source:</b>	
<b>ORG/OBJ/Project Code:</b> 49400-43535	<b>Budget Impact:</b>

**Background Information:** Settlement for Shelly Turner in the amount of \$40,295.73.

**Recommendation:** The Finance Committee, chaired by John Butitta, has reviewed the settlements presented to the Board. The Board is asked to approve this settlement in favor of the Committee's recommendations at its January 12, 2023 meeting.

## Contract/Agreement:

**Legal Review:** Carol Hartline with Williams McCarthy LLP negotiated these settlements on behalf of Winnebago County.

**Follow-Up:** N/A

**R E S O L U T I O N**  
**of the**

**COUNTY BOARD OF THE COUNTY OF WINNEBAGO, ILLINOIS**

Sponsored by: John Butitta

Submitted by: Finance Committee

2023 CR

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**RESOLUTION AUTHORIZING SETTLEMENT OF A CLAIM  
AGAINST THE COUNTY OF WINNEBAGO ENTITLED  
SHELLY TURNER VERSUS WINNEBAGO COUNTY**

---

**WHEREAS**, the County of Winnebago, Illinois, is involved in having claims asserted against it by Shelly Turner for injuries allegedly sustained while in the employment of the Sheriff's Department, and,

**WHEREAS**, the Plaintiff has offered to settle the above claims against the County of Winnebago for consideration payable in the amount of \$40,295.73 for the settlement funding for his Workers Compensation case; and,

**WHEREAS**, counsel for the County of Winnebago recommends that it is in the best interest of the County of Winnebago to settle the above referenced claims upon the terms of the proposed settlement.

**NOW, THEREFORE, BE IT RESOLVED**, by the County Board of the County of Winnebago, Illinois that it does hereby authorize settlement of the claim entitled Shelly Turner versus County of Winnebago for injuries allegedly sustained by Shelly Turner while in the employment of the Sheriff's Department by payment of the amount of \$40,295.73 for the settlement for permanent disability for a Workers Compensation case.

**BE IT FURTHER RESOLVED**, that this Resolution for Shelly Turner in the amount of \$40,295.73 shall be in full force and effect immediately upon its adoption.

**BE IT FURTHER RESOLVED**, that the Clerk of the County Board is hereby authorized to prepare and deliver certified copies of this Resolution to the County Auditor, Director of Purchasing, Human Resources Director, and Williams & McCarthy.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

\_\_\_\_\_  
JOHN BUTITTA, CHAIRMAN

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JOHN BUTITTA, CHAIRMAN

\_\_\_\_\_  
JAIME SALGADO

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JAIME SALGADO

\_\_\_\_\_  
JEAN CROSBY

\_\_\_\_\_  
JEAN CROSBY

\_\_\_\_\_  
MICHAEL THOMPSON

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MICHAEL THOMPSON

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JOHN F. SWEENEY

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JOHN F. SWEENEY

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JOE HOFFMAN

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JOE HOFFMAN

\_\_\_\_\_  
KEITH McDONALD

\_\_\_\_\_  
KEITH MC DONALD

The above and foregoing Resolution was adopted by the County Board of the County of  
Winnebago, Illinois this \_\_\_\_ day of \_\_\_\_\_ 2023.

ATTESTED BY:

\_\_\_\_\_  
**JOSEPH CHIARELLI**  
CHAIRMAN OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS

\_\_\_\_\_  
**LORI GUMMOW**  
CLERK OF THE COUNTY BOARD  
OF THE COUNTY OF WINNEBAGO, ILLINOIS