

# FINANCE COMMITTEE AGENDA

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

**DATE:** THURSDAY, JUNE 6, 2024  
**TIME:** IMMEDIATELY FOLLOWING THE OPERATIONS AND ADMINISTRATIVE COMMITTEE MEETING AT 5:30 PM  
**LOCATION:** ROOM 303  
COUNTY ADMINISTRATION BLDG  
404 ELM STREET  
ROCKFORD, IL 61101

## **AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of May 2, 2024 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.
- E. Ordinance for a Budget Amendment for State’s Attorney VOCA Grant Renewal
- F. Ordinance for a Budget Amendment for Bond Paying Agent Fees
- G. Closed Session to Discuss Pending Litigation
- H. Other Matters
- I. Adjournment

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

Thursday, May 2, 2024  
5:30 PM

**Present:**

John Butitta, **Chairperson**  
Jaime Salgado, **Vice Chairperson**  
Jean Crosby  
Joe Hoffman  
Michael Thompson

**Others Present:**

Patrick Thompson, County Administrator  
Steve Schultz, Chief Financial Officer  
Lafakeria Vaughn, State's Attorney's Office

**Absent:**

Keith McDonald  
John F. Sweeney

**AGENDA:**

- A. Call to Order
- B. Roll Call
- C. Approval of April 18, 2024 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 Chairman, please stand and state your name. Thank you.
- E. Resolution Authorizing a Cost-of-Living Adjustment (COLA) to the Salary for the Winnebago County Supervisor of Assessments
- F. Ordinance for a Budget Amendment for Winnebago County Health Department
- G. Mid-Year FY24 Financial Report
- H. Other Matters
- I. Adjournment

**Call to Order**

Chairperson Butitta called the meeting to order at 5:30 PM.

**Roll Call**

Chairperson Butitta yes, Ms. Crosby yes, Mr. Hoffman yes, Mr. Salgado yes, Mr. Thompson yes.

**Approval of April 18, 2024 Minutes**

Chairperson Butitta called for a motion to approve the April 18, 2024 Minutes.

Motion: Chairperson Butitta. Second: Mr. Hoffman.  
Motion passed by unanimous voice vote.

**Public Comment**

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

**Resolution Authorizing a Cost-of-Living Adjustment (COLA) to the Salary for the Winnebago County Supervisor of Assessments**

Motion: Chairperson Butitta. Second: Mr. Thompson.

- Discussion followed.

Motion passed by unanimous voice vote.

**Ordinance for a Budget Amendment for Winnebago County Health Department**

Motion: Chairperson Butitta. Second: Mr. Thompson.

- Discussion followed.

Motion passed by unanimous voice vote.

**Mid-Year FY24 Financial Report**

The Mid-Year FY24 Financial Report was reviewed with the Finance committee members.

- Discussion followed.

**Other Matters**

- None reported.

**Adjournment**

Chairperson Butitta called for a motion to adjourn.

Motion: Mr. Thompson. Second: Mr. Hoffman.

Motion to adjourn passed by unanimous voice vote.

Respectfully submitted,

Nancy Bleile  
Administrative Assistant



# Ordinance Executive Summary

**Prepared By:** Steve Schultz  
**Committee:** Finance Committee  
**Committee Date:** June 6, 2024  
**Ordinance Title:** Ordinance for a Budget Amendment for State's Attorney VOCA Grant Renewal  
**Board Meeting Date:** June 13, 2024

## Budget Information:

Was item budgeted? Yes, through 12/31/23	Appropriation Amount: \$30,087
If not, explain funding source: Federal Grant Funding	
ORG/OBJ/Project Code: 60300 (State's Atty Grants)/various/02120 (VOCA)	
FY2024 Budget Impact: \$119,547	

**Background Information:** The State's Attorney office has historically received federal funding through the Illinois Criminal Justice Info Authority to provide services to the underserved population of victims of crime. This grant is awarded on a calendar year basis. The State's Attorney Office received renewal funding for 2024 that has not been reflected in the current budget.

**Recommendation:** Finance Department recommends approval

**Contract/Agreement:** Not applicable

**Legal Review:** Not applicable

**Follow-Up:** Not applicable

**2024 Fiscal Year**

Sponsored by:  
John Butitta, Finance Committee Chairman

Finance: June 6, 2024

Lay Over: June 13, 2024

**Final Vote: June 27, 2024**

**2024 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, 2024 and recommends its adoption.

**Ordinance for a Budget Amendment for State’s Attorney VOCA Grant Renewal**

**WHEREAS**, the Winnebago County State’s Attorney has historically provided services to the underserved victims of crime through grant awards received from the Illinois Criminal Justice Info Authority. The grant award was renewed for the 2024 calendar year; and,

**WHEREAS**, the Winnebago County Board adopted the “Annual Budget and Appropriation Ordinance” for the fiscal year ending September 30, 2024 at its September 28, 2023 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 **#24-007 State’s Attorney VOCA Grant Renewal**.

**AGREE**

**DISAGREE**

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JOHN BUTITTA, CHAIR

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JOHN BUTITTA, CHAIR

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JAIME SALGADO, VICE CHAIR

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JAIME SALGADO, VICE CHAIR

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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

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JOHN F. SWEENEY

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MICHAEL THOMPSON

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MICHAEL THOMPSON

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

Winnebago, Illinois this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

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

2024  
**WINNEBAGO COUNTY**  
 FINANCE COMMITTEE  
 REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>5/23/2024</b>			AMENDMENT NO: 2024-007			
DEPARTMENT:		State's Attorney			SUBMITTED BY: J Hanley			
FUND#:		0303-State's Atty Grants Fund			DEPT. BUDGET NO. 60300-State's Atty Grants			
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>								
60300	41110	02120	Regular Salary	\$22,742	\$0	\$22,742	\$94,562	\$117,304
60300	41221	02120	Life Insurance	\$23	\$0	\$23	\$85	\$108
60300	48211	02120	Health Insurance	\$5,305	\$0	\$5,305	\$14,000	\$19,305
60300	48220	02120	Indirect Costs	\$0	\$0	\$0	\$10,900	\$10,900
<b>Revenue</b>								
60300	32110	02120	Federal Operating Grants	(\$30,087)	\$0	(\$30,087)	(119,547)	(\$149,634)
<b>TOTAL ADJUSTMENT:</b>							\$0	
<b>Reason budget amendment is required:</b>								
The State's Attorney office received a one-year renewal for their Victims of Crime Act grant funded through the Illinois Criminal Justice Info Authority effective 1/1/2024 - 12/31/2024. The renewal status was unknown when the FY24 budget was created.								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2024 budget: \$119,947</b>								
<b>Revenue Source: Federal grant funding</b>								



# Ordinance Executive Summary

**Prepared By:** Steve Schultz  
**Committee:** Finance Committee  
**Committee Date:** June 6, 2024  
**Ordinance Title:** Ordinance for a Budget Amendment for Bond Paying Agent Fees  
**Board Meeting Date:** June 13, 2024

## Budget Information:

Was item budgeted? No	Appropriation Amount: \$0
If not, explain funding source: Various corresponding Debt Service Revenue Sources	
ORG/OBJ/Project Code: Various Debt Service Funds	
FY2024 Budget Impact: \$2,724	

**Background Information:** BNY Mellon charges an annual paying agent fee for each of the County's bonds and debt certificates. Notice was received by the County that fees would be increased subsequent to the approval of the FY2024 budget. This amendment will properly reflect the increased fees and ensure the debt service funds are adequately funded for the increase.

**Recommendation:** Finance Department recommends approval

**Contract/Agreement:** Not applicable

**Legal Review:** Not applicable

**Follow-Up:** Not applicable



**2024 Fiscal Year**

Finance: June 6, 2024

Sponsored by:

Lay Over: June 13, 2024

John Butitta, Finance Committee Chairman

**Final Vote: June 27, 2024**

**2024 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, 2024 and recommends its adoption.

**Ordinance for a Budget Amendment for Bond Paying Agent Fees**

**WHEREAS**, Bank of New York Mellon acts as the paying agent for the County's bonds and debt certificates. The County pays an annual paying agent fee for each bond. Notice was received by the County that fees would be increased subsequent to the approval of the FY2024 budget. This amendment will properly reflect the increased fees and ensure the debt service funds are adequately funded for the increases; and,

**WHEREAS**, the Winnebago County Board adopted the "Annual Budget and Appropriation Ordinance" for the fiscal year ending September 30, 2024 at its September 28, 2023 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 **#24-006 Bond Administration Fees**.

Respectfully Submitted,  
**FINANCE COMMITTEE**

**AGREE**

**DISAGREE**

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JOHN BUTITTA, CHAIR

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JOHN BUTITTA, CHAIR

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JAIME SALGADO, VICE CHAIR

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KEITH McDONALD

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KEITH McDONALD

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JOHN F. SWEENEY

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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 \_\_\_\_\_ 2024.

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

2024  
**WINNEBAGO COUNTY**  
 FINANCE COMMITTEE  
 REQUEST FOR BUDGET AMENDMENT

DATE SUBMITTED:		<b>5/23/2024</b>			AMENDMENT NO: 2024-006			
DEPARTMENT:		Debt Service Funds			SUBMITTED BY: Steve Schultz			
FUND#:		Various Debt Service Funds			DEPT. BUDGET NO. Various Debt Service Funds			
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>								
50900	45311		Bond Administration Fees	\$428	\$0	\$428	\$375	\$803
51200	45311		Bond Administration Fees	\$750	\$0	\$750	\$75	\$825
51300	45311		Bond Administration Fees	\$750	\$0	\$750	\$75	\$825
51400	45311		Bond Administration Fees	\$750	\$0	\$750	\$75	\$825
51800	45311		Bond Administration Fees	\$0	\$0	\$0	\$825	\$825
54400	45311		Bond Administration Fees	\$750	\$0	\$750	\$75	\$825
54800	45311		Bond Administration Fees	\$0	\$0	\$0	\$825	\$825
55000	45311		Bond Administration Fees	\$750	\$0	\$750	\$75	\$825
57500	45311		Bond Administration Fees	\$428	\$0	\$428	\$375	\$803
57900	45311		Bond Administration Fees	\$750	\$0	\$750	\$75	\$825
59900	45311		Bond Administration Fees	\$750	\$0	\$750	\$75	\$825
40100	49110		Transfer to Other Funds	\$7,661,800	\$0	\$7,661,800	\$1,725	\$7,663,525
41700	49110		Transfer to Other Funds	\$1,388,800	\$0	\$1,388,800	\$75	\$1,388,875
46300	49110		Transfer to Other Funds	\$200,500	\$0	\$200,500	\$38	\$200,538
46400	49110		Transfer to Other Funds	\$200,500	\$0	\$200,500	\$37	\$200,537
49300	49110		Transfer to Other Funds	\$2,213,641	\$0	\$2,213,641	\$75	\$2,213,716
49400	49110		Transfer to Other Funds	\$976,500	\$0	\$976,500	\$75	\$976,575
52500	49110		Transfer to Other Funds	\$399,950	\$0	\$399,950	\$75	\$400,025
<b>Revenue</b>								
50900	32210		State Income Tax	(\$706,953)	\$0	(\$706,953)	(375)	(\$707,328)
54400	32210		State Income Tax	(\$331,369)	\$0	(\$331,369)	(75)	(\$331,444)
57500	32210		State Income Tax	(\$273,378)	\$0	(\$273,378)	(375)	(\$273,753)
17000	32211		Income Tax Bond Transfer	\$1,660,465	\$0	\$1,660,465	824	\$1,661,289
51200	39110		Transfer from Other Funds	(\$976,500)	\$0	(\$976,500)	(75)	(\$976,575)
51300	39110		Transfer from Other Funds	(\$399,950)	\$0	(\$399,950)	(75)	(\$400,025)
51400	39110		Transfer from Other Funds	(\$401,000)	\$0	(\$401,000)	(75)	(\$401,075)
51800	39110		Transfer from Other Funds	\$0	\$0	\$0	(825)	(\$825)
54800	39110		Transfer from Other Funds	\$0	\$0	\$0	(825)	(\$825)
55000	39110		Transfer from Other Funds	(\$657,200)	\$0	(\$657,200)	(75)	(\$657,275)
57900	39110		Transfer from Other Funds	(\$158,800)	\$0	(\$158,800)	(75)	(\$158,875)
59900	39110		Transfer from Other Funds	(\$2,231,641)	\$0	(\$2,231,641)	(75)	(\$2,231,716)
<b>TOTAL ADJUSTMENT:</b>							<b>\$2,924</b>	
<b>Reason budget amendment is required:</b>								
<p>BNY Mellon charges an annual paying agent fee for each of the County's bonds and debt certificates. Notice was received by the County that fees would be increased subsequent to the approval of the FY2024 budget. This amendment will properly reflect the increased fees and ensure the debt service funds are adequately funded for the increase.</p>								
<b>Potential alternatives to budget amendment:</b>								
None								
<b>Impact to fiscal year 2024 budget: \$2,924</b>								
<b>Revenue Source: N/A</b>								