



# DU PAGE COUNTY

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
www.dupagecounty.gov

## Finance Committee

### Summary

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**Tuesday, May 23, 2023**

**8:00 AM**

**County Board Room**

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**1. CALL TO ORDER**

8:00 AM meeting was called to order by Chair Chaplin at 8:00 AM.

**2. ROLL CALL**

<b>PRESENT</b>	Chaplin, Childress, Covert, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Gustin, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Tornatore, Yoo, and Zay
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**3. PUBLIC COMMENT**

No public comments were offered.

**4. CHAIRWOMAN'S REMARKS - CHAIR CHAPLIN**

Chair Chaplin said that she hoped everyone had a chance to review the 2024 Budget Calendar, the 2024 Budget Letter and Instructions, and the Financial and Budget Policies. The budget policy changes reflect a recent opinion from the Office of the Attorney General, which was requested from the County's State's Attorney's Office on behalf of the County Clerk's Office. Jeff Martynowicz and Assistant State's Attorney Lisa Smith discussed more on this topic in the discussion portion of the meeting. Chair Chaplin also mentioned that Committee members should have received an email regarding volunteer opportunities from the DuPage Senior Citizens Council ("DSCC"). The DSCC holds a drive-thru event twice per month on the County's campus, which provides boxed meals for elderly residents.

**5. DISCUSSION**

**5.A. FY2024 Budget Kick-off and Financial Policies Discussion**

Jeff Martynowicz, Chief Financial Officer, provided a review of the various FY2024 budget items on today's agenda. Pending the approval of items, an email will be sent out to the Committee members with additional information. A few of the important dates to note include: (i) Friday, June 30th - Elected Officials and Department Heads must have their budgets and supporting materials submitted to the Finance Department by this day; (ii) Tuesday, July 25th - the Pre-Budget Workshop will take place at a Finance Committee Special Call meeting; (iii) Tuesday, September 26th - the County Board Chair will present the FY2024 budget to the County Board; and (iv) Tuesday, November 28th - the County Board will vote to approve the annual budget.

Lisa Smith, Assistant State's Attorney, reviewed with the Committee updates to the budget transfer policy. The Illinois Attorney General's opinion was taken into consideration when revising the policy. Revisions to the policy, per Resolution FI-R-0136-23, include: (i) All budget transfers must be in writing on the approved County Budget Transfer form, available on Inside DuPage under Finance/Forms & Instructions; (ii) Budget transfers affecting personnel or capital accounts may not be made without first obtaining the parent committee's approval and then the County Board's approval by a two-thirds majority vote. The Finance Committee's agenda will list all budget transfers for departments and elected officials whose parent committee is the Finance Committee; (iii) Budget transfers between commodities and contractual services accounts will be processed by the Finance Department provided that the total amount appropriated is not affected; and (iv) Budget transfers to or from a segregated fund are prohibited. The budget transfer policy applies to all Elected Officials and Departments under County Board jurisdiction. A request will be made to the County Clerk to attend the June 13th Finance Committee meeting to address additional questions from Committee members.

**6. APPROVAL OF MINUTES**

**6.A. [23-1813](#)**

Finance Committee - Regular Meeting - Tuesday, May 9, 2023

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Michael Childress

**7. BUDGET TRANSFERS**

7.A. [23-1900](#)

Transfer of funds from account nos. 5000-4250-53800 (printing), 5000-4250-53804 (postage & postal charges), and 5000-4250-53807 (software maint agreements) to account nos. 5000-4250-52000 (furn/mach/equip small value), 5000-4250-52100 (I.T. equipment-small value), 5000-4250-53260 (wireless communication svc), and 5000-4250-54100 (IT equipment) in the amount of \$339,784 to cover costs associated with the Illinois Voter Registration System. Grant-funded. (County Clerk - Election Division)

Ayes (9): Chaplin, Childress, Covert, DeSart, Evans, Garcia, Rutledge, Schwarze, Yoo  
Nays (8): Cahill, Eckhoff, Galassi, Gustin, Krajewski, Ozog, Tornatore, Zay  
Absent (1): LaPlante

<b>RESULT:</b>	DEFEATED
<b>MOVER:</b>	Jim Zay
<b>SECONDER:</b>	Kari Galassi

7.B. [FI-R-0137-23](#)

Budget Transfers 05-23-2023 - Various Companies and Accounting Units

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Patty Gustin
<b>SECONDER:</b>	Paula Garcia

**8. PROCUREMENT REQUISITIONS**

**A. Finance - Chaplin**

8.A.1. [23-1819](#)

Approval of an extension to Purchase Order 4305-0001 SERV, issued to Baker Tilly US, LLP, for an extension through September 30, 2023. No change to the contract total dollar amount.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Brian Krajewski
<b>SECONDER:</b>	Sadia Covert

**B. ETSB - Schwarze**

8.B.1. [ETS-R-0028-23](#)

Resolution approving the sale of surplus items from the County of DuPage on behalf of the Emergency Telephone System Board of DuPage County to the Wyoming Community Fire Protection District.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Greg Schwarze
<b>SECONDER:</b>	Dawn DeSart

**C. Human Services - Schwarze**8.C.1. [HS-CO-0009-23](#)

Amendment issued to Lifescan Laboratories of Illinois for patient phlebotomy and lab services, for the DuPage Care Center, for the period September 20, 2022 through September 19, 2023, to increase encumbrance in the amount of \$15,000, a 75.00% increase. (6005-0001 SERV) (ARPA ITEM)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Greg Schwarze
<b>SECONDER:</b>	Dawn DeSart

8.C.2. [HS-CO-0010-23](#)

Amendment issued to KCI USA, Inc., for rental of wound vac therapy and medical supplies for wound and skin care, for the DuPage Care Center, for the period January 26, 2023 through January 25, 2024, to increase encumbrance in the amount of \$45,500, a 304.35% increase. (6266-0001 SERV)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Greg Schwarze
<b>SECONDER:</b>	Dawn DeSart

**D. Judicial and Public Safety - Evans**

8.D.1. [JPS-P-0053-23](#)

Recommendation for the approval of a contract to Nestor A. Evaristo, as a Veteran Mentor Coordinator to develop a veteran peer mentor program, for the period May 30, 2023 through May 29, 2024, for a contract total amount not to exceed \$37,500. Other professional services not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-353(1)(b). (Probation and Court Services - Grant Funded).

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Lucy Evans
<b>SECONDER:</b>	Patty Gustin

8.D.2. [JPS-R-0060-23](#)

Recommendation for the approval of an addendum to resolution JPS-R-0002-23, Intergovernmental Agreement between the County of DuPage and the County of Kane for Housing and Detention services for minors, to modify the insurance coverage to reflect excess coverage in the amount of \$20 million with a \$1 million self-insurance retention. (Probation & Court Services)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Lucy Evans
<b>SECONDER:</b>	Yeena Yoo

**E. Public Works - Garcia**

8.E.1. [FM-P-0066-23](#)

Recommendation for the approval of a contract to AMS Mechanical Systems, Inc., to furnish and install natural gas piping replacements and upgrades to the gas main and meter, at the Power Plant, for Facilities Management, for the period of May 23, 2023 through May 22, 2024, for a total contract amount not to exceed \$125,837; per lowest responsible bid 23-061-FM.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Dawn DeSart

8.E.2. [FM-P-0067-23](#)

Recommendation for the approval of a contract to Earthwerks Land Improvement and Development Corporation, for construction of stormwater detention and Best Management Practices (BMP’s) projects at the east campus detention basin, for Facilities Management, for numerous building construction projects, for the period May 23, 2023, through December 15, 2025 for a total lump sum amount of \$2,793,517 which includes \$364,371 (15%) owner contingency, per lowest responsible bid 22-102-SWM. (PARTIAL ARPA ITEM)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Michael Childress

8.E.3. [FM-P-0068-23](#)

Recommendation for the approval of an Agreement between the County of DuPage, Illinois, and V3 Companies, Ltd., to provide Phase III Professional Stormwater Engineering Services and engineering design for campus projects, for Facilities Management, for the period May 23, 2023 through December 15, 2025, for a total contract amount not to exceed \$241,095. Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/ et seq.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Yeena Yoo

8.E.4. [PW-P-0035-23](#)

Recommendation for the approval of a contract to RapidView, LLC, for parts and labor to repair the IBAK sewer televising camera, for Public Works, for the period of May 23, 2023 to May 31, 2027, for a contract total amount not to exceed \$60,000; per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids - Sole Source.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Yeena Yoo

**F. Technology - Yoo**

8.F.1. [TE-P-0054-23](#)

Recommendation for the approval of a contract purchase order to Physicians' Record Company, to furnish and deliver printed carbonless (NCR) forms for various County offices/departments, including the Supervisor of Assessments, Coroner, Sheriff, Regional Office of Education, Public Defender, Clerk of the Circuit Court, Transportation, and Probation. This contract covers the period of June 1, 2023 to May 31, 2024, for a contract total amount of \$42,000. This is the second of three (3) optional twelve month renewals, per lowest responsible bid #21-038-IT.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Yeena Yoo
<b>SECONDER:</b>	Dawn DeSart

**G. Transportation - Ozog**

8.G.1. [23-1691](#)

DT-R-0211A-22 - Amendment to DT-R-0211-22, issued to Utility Dynamics Corporation, for the Street Lighting Improvements along Fabyan Parkway, section 22-00210-05-TL, to increase the funding in the amount of \$625.72, resulting in an amended contract total of \$105,240.42, an increase of 0.60%.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Yeena Yoo

8.G.2. [23-1709](#)

DT-R-0382A-22 – Amendment to Resolution DT-R-0382-22 between the County of DuPage and R. W. Dunteman for the Milton Township Lambert Road improvements; (Correction of Project Section Number).

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Paula Garcia

8.G.3. [DT-O-0051-23](#)

Recommendation to Repeal DTo-16-88-The DuPage County Fair Share Transportation Impact Fee Ordinance and Adopt the DuPage County Fair Share Transportation Impact Fee Administration Ordinance.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Dawn DeSart

8.G.4. [DT-P-0071-23](#)

Recommendation for the approval of a contract to Complete Fleet Services, Inc., for on-call repair service and repair parts for diesel trucks and plows, as needed for the Division of Transportation, for the period June 1, 2023 through May 31, 2024, for a contract total not to exceed \$30,000; per bid 22-097-DOT, first of three renewals.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Dawn DeSart

8.G.5. [DT-P-0072-23](#)

Recommendation for the approval of a contract to Kevin’s Auto & Diesel Repair, for on-call repair service and repair parts for trucks and plows, as needed for the Division of Transportation, for the period June 1, 2023 through May 31, 2024, for a contract total not to exceed \$30,000; per bid 22-097-DOT, the first of three (3) renewals.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Dawn DeSart

8.G.6. [DT-P-0073-23](#)

Recommendation for the approval of a contract to PreCise MRM, LLC, for Fleet Tracking Equipment and Service Agreement, for the Division of Transportation, for the period of June 1, 2023 through May 31, 2024, for a contract total not to exceed \$34,000; per 55 ILCS 5/5-1022(c) “not suitable to competitive bids” (Sole Source-Software manufacturer and sole maintenance/update provider).

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Yeena Yoo



8.G.7. [DT-P-0074-23](#)

Recommendation for the approval of a contract to Compass Minerals America, Inc., to furnish and deliver bulk rock salt, as needed for the Division of Transportation, for the period June 1, 2023 through May 31, 2024, for a contract total amount of \$1,331,270; per lowest responsible bid 23-057-DOT, subject to three (3) one-year renewals.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Yeena Yoo

8.G.8. [DT-P-0075-23](#)

Recommendation for the approval of a contract to Gonzalez Companies, LLC., to provide professional construction engineering services, upon request of the Division of Transportation, for the period of May 23, 2023 through November 30, 2025, for a contract total not to exceed \$500,000; professional services (Architects, Engineers & Land Surveyors) vetted through a qualification-based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/1 et seq.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Dawn DeSart

8.G.9. [DT-P-0076-23](#)

Recommendation for the approval of a contract to Tecma Associates, Inc., for professional construction engineering services for various improvements, Section 23-CENGR-12-EG, for the period of May 23, 2023 through November 30, 2025, for a contract total not to exceed \$500,000; professional services (Architects, Engineers & Land Surveyors) vetted through a qualification-based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/et.seq.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Mary Ozog
<b>SECONDER:</b>	Dawn DeSart
<b>AYES:</b>	Chaplin, Childress, Covert, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Gustin, LaPlante, Ozog, Rutledge, Schwarze, Tornatore, Yoo, and Zay
<b>RECUSED:</b>	Krajewski

**9. FINANCE RESOLUTIONS**9.A. [23-1824](#)

Supervisor of Assessments staff to attend State of Illinois Property Tax Appeal Board hearings in Springfield, Illinois from June 12, 2023 to June 14, 2023. Expenses to include transportation, lodging, miscellaneous expenses (parking, mileage, etc.) and per diems for an approximate total County cost not to exceed \$700.

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Brian Krajewski
<b>SECONDER:</b>	Patty Gustin

9.B. [FI-R-0136-23](#)

DuPage County Budget and Budget Transfer Policy

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Brian Krajewski
<b>SECONDER:</b>	Paula Garcia

9.C. [FI-R-0138-23](#)

Approval of bank depositories. (Treasurer's Office)

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Brian Krajewski
<b>SECONDER:</b>	Patty Gustin

**10. BUDGET**10.A. [23-1825](#)

Budget Preparations/Instructions - FY2024 Budget Letter and Instructions

<b>RESULT:</b>	ANNOUNCED
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10.B. [FI-R-0139-23](#)

Approval of the FY2024 Budget Calendar

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Brian Krajewski
<b>SECONDER:</b>	Paula Garcia

10.C. [FI-R-0140-23](#)

Acceptance and Approval of the FY2024 DuPage County Financial and Budget Policies

<b>RESULT:</b>	APPROVED
<b>MOVER:</b>	Brian Krajewski
<b>SECONDER:</b>	Patty Gustin

**11. INFORMATIONAL**

A motion was made by Member Krajewski and seconded by Member Garcia to receive and place on file: Payment of Claims, Wire Transfers, Appointments and Grant Proposal Notifications. Upon a voice vote, the motion passed.

**A. Payment of Claims**11.A.1. [23-1780](#)

05-05-2023 Paylist

11.A.2. [23-1811](#)

05-09-2023 Paylist

11.A.3. [23-1880](#)

05-12-2023 Paylist

11.A.4. [23-1890](#)

05-16-2023 Paylist

**B. Wire Transfers**11.B.1. [23-1774](#)

05-04-2023 Corvel Wire Transfer

11.B.2. [23-1832](#)

05-11-2023 IDOR Wire Transfer

**C. Appointments**11.C.1. [CB-R-0076-23](#)

Appointment of Sarah Czaplicki to the Wheaton Sanitary District.

11.C.2. [CB-R-0077-23](#)

Appointment of Wilfred Perreault to the Glenbard Fire Protection District.

11.C.3. [CB-R-0078-23](#)

Appointment of Timothy Capua to the Lisle-Woodridge Fire Protection District.

11.C.4. [CB-R-0079-23](#)

Appointment of Joan Costin to the Lisle-Woodridge Fire Protection District.

11.C.5. [CB-R-0080-23](#)

Appointment of Ann Marie Testa to the Salt Creek Sanitary District.

11.C.6. [CB-R-0081-23](#)

Expanded Board of Review Appointment of 11 Members - List Attached.

**D. Grant Proposal Notifications**11.D.1. [23-1853](#)

GPN 024-23: FY24 Tobacco Grant - Illinois Department of Human Services - U.S. Department of Health Services - \$6,993. (Sheriff's Office)

11.D.2. [23-1854](#)

GPN 025-23: State Criminal Alien Assistance Program (SCAAP) FY23 - U.S. Department of Justice - Bureau of Justice Assistance - \$488,323.88. (Sheriff's Office)

11.D.3. [23-1855](#)

GPN 026-23: Victims of Crime Act PY24 - Illinois Criminal Justice Information Authority (through CACI) - U.S. Department of Justice - \$80,504. (State's Attorney Office/Children's Center)

11.D.4. [23-1856](#)

GPN 029-23: DuPage County Adult Redeploy Illinois Programs SFY24 - Illinois Criminal Justice Information Authority - \$450,514.85. (Probation and Court Services)

<b>RESULT:</b>	APPROVED THE CONSENT AGENDA
<b>MOVER:</b>	Brian Krajewski
<b>SECONDER:</b>	Paula Garcia
<b>AYES:</b>	Chaplin, Childress, Covert, Cronin Cahill, DeSart, Eckhoff, Evans, Galassi, Garcia, Gustin, Krajewski, LaPlante, Ozog, Rutledge, Schwarze, Tornatore, Yoo, and Zay

**12. ARPA REQUEST**12.A. [23-1896](#)

Naperville Convention & Visitors Bureau - ARPA Request

The Committee voiced their approval to move forward with the request for ARPA funding. Christine Jeffries, President of the Naperville Development Partnership, thanked the Committee and stated that she is grateful for the support. An agreement between the County and the Naperville Development Partnership will be brought before the Committee at the next Finance Committee meeting for a vote.

**13. OLD BUSINESS**

Member Rutledge thanked her fellow Committee members for today's robust discussion.

**14. NEW BUSINESS**

No new business was discussed.

**15. ADJOURNMENT**

A motion was made by Member Tornatore and seconded by Member Zay to adjourn at 9:55 AM. Upon a voice vote, the motion passed.