



April 4, 2023

RFP 23-6116 Addendum 1 Zone Administration Services

Electronic Proposals due May 3, 2023, no later than 9:00 a.m. (CST)

- Question 1: What is the current status of the Woodstock/Harvard EZ regarding Marengo's formal inclusion & approval? And when approved, will the expansion change the way the zone must operate?
Response: The amendment to add Marengo to the Harvard/Woodstock Enterprise Zone, now McHenry County Enterprise Zone (Zone), has been approved. The Zone now has a seven member board of directors, instead of a five member board of directors with two representatives from each participating municipality and one representative for the County.
- Question 2: Any specific requirements around data/information storage?
Response: Data and information/records are backed up with the McHenry County Economic Development Corporation as shared. The Zone does have a hard drive for information storage.
- Question 3: Can we receive a copy of the 2023 full year budget and a 2023 YTD Budget update?
Response: Yes, the information for the full year budget is attached. A 2023 YTD Budget update will be forthcoming. It is not available with posting of this Addendum.
- Question 4: Are there any budget constraints or specific requirements? If so, what are they?
Response: None at this time.
- Question 5: Other than what is stated in the IL State EZ requirements for reporting and documentation, does McHenry County or Partner Municipalities have any additional requirements/documentation demands?
Response: The Administrator is required to provide regular reports to the board of directors. By practice, this has occurred every quarterly meeting of the board of directors.
- Question 6: How would you describe the existing relationships between the EZ and non-government actors (businesses & community organizations)?
Response: There does not appear to be much awareness of the Zone within the business and community organizations.
- Question 7: Are there any relationships that require immediate attention/focus? In what ways could they be stronger?
Response: The Zone does need a stronger relationship with the business community within the zone as many are unaware of the Zone's existence or the benefits it provides.

- Question 8: What metrics does McHenry County deploy to evaluate the success of the EZ? Does McHenry County set metrics & targets, or are they to be developed by the EZ Administrator?
Response: None.
- Question 9: Does the EZ have a prescriptive operating procedure for engaging with local businesses and community members to ensure local input is captured when making decisions regarding the EZ?
Response: None.

Handout
Charles
Fidredge

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<u>Harvard/Woodstock EZ</u>	2021 Budget	2022 Budget	2023 Budget	<u>2024</u>
Income:				
Partner Contributions	\$ 40,000	\$ 40,000	\$ 56,000	\$ 70,000 -
Project Fees	\$ 25,000	\$ 25,000	\$ 35,000	\$ 35,000
Grants	\$ 5,000	\$ 5,000	\$ 7,500	\$ 7,500
Total Income	\$ 70,000	\$ 70,000	\$ 98,500	\$112,500
Expense:				
Wages	\$ 34,000	\$ 36,000	\$ 42,000	\$ 46,000 -
Part Time Wages	\$ 2,000	\$ 2,000	\$ 2,700	\$ 5,000 -
Employer FICA	\$ 2,700	\$ 2,900	\$ 3,200	\$ 4,000 -
SUTA	\$ 1,750	\$ 1,000	\$ 1,000	\$ 1,000
FUTA	\$ 200	\$ 100	\$ 100	\$ 100
Accounting	\$ 13,500	\$ 3,000	\$ 4,500	\$ 13,500
Dues and Subscriptions	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Seminars & Conferences	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Advertising & Promotion	\$ 15,000	\$ 3,500	\$ 10,000	\$ 10,000
Insurance Expense	\$ 2,250	\$ 1,000	\$ 1,000	\$ 1,000
Printing	\$ 750	\$ 200	\$ 300	\$ 300
Internet	\$ 750	\$ 800	\$ 850	\$ 850 -
Telephone Expense	\$ 400	\$ 500	\$ 600	\$ 600
Software & Support	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Contingency	\$ -	\$ -		
Bank Service Charge	\$ 50	\$ 50	\$ 50	\$ 50
Office Supplies	\$ 375	\$ 500	\$ 750	\$ 750
Office Equipment	\$ -	\$ -	\$ -	\$ -
Postage & Shipping	\$ 100	\$ 100	\$ 100	\$ 100
Mileage Reimbursement	\$ 6,000	\$ 6,000	\$ 7,000	\$ 7,000
Meeting Expense:				
Lodging	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Meals	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Travel-Airline	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Travel-Taxi/Uber	\$ 600	\$ 600	\$ 700	\$ 700
Parking/Tolls	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Other Meeting Expense	\$ -			
Computer Equipment	\$ -			
In Zone Events	\$ 500	\$ 500	\$ 500	\$ 500
Total Expense	\$ 102,625	\$ 80,450	\$ 97,050	\$113,150
Net Income (Loss)	\$ (32,625)	\$ (10,450)	\$ 1,450	\$ (650)
Fund Balance Utilization	\$ 32,625	\$ 10,450	\$ (1,450)	\$ (1,450)