

Lake County Illinois

*Lake County Courthouse and Administrative Complex
18 N. County Street
Waukegan, IL 60085-4351*



Agenda Report - Final

Thursday, April 4, 2024

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at:
<https://bit.ly/49ZzWNi>

Financial & Administrative Committee

PUBLIC ATTENDANCE: The public can attend Lake County Committee and Board meetings in one of two ways:

- (1) In-person attendance is on the 10th Floor of the County Administrative Tower, 18 N. County Street, Waukegan, Illinois.
- (2) Remote attendance through an electronic conferencing application (register via the link on the front page of the agenda).

RECORDING: Meetings, to include Public Comment, will be recorded.

PUBLIC COMMENT:

Time is reserved near the beginning of the meeting for all Public Comment. At the Chair's discretion, Public Comment for an item(s) on the agenda may be presented during consideration of that specific item. Public Comment will proceed in the following order: (1) Public Comment by individuals in attendance and then (2) Public Comment by individuals attending remotely through an electronic conferencing application. Individuals may provide written Public Comment that must be received by 3:00 p.m. the day prior to the meeting (emailed to PublicComment@Lakecountyil.gov or delivered to the County Board Office, 18. N. County Street, Waukegan, Illinois, (10th floor)). Written comments will be circulated to the Members, but not read aloud.

Individuals providing Public Comment will provide the following information:

Meeting: Financial and Administrative Committee (Subject line for written Public Comment)

Topic or Agenda Item #: (REQUIRED)

Name: (REQUIRED)

Organization/Entity Represented: (REQUIRED) ("Self" if representing self)

Street Address, City, State: (Optional)

Phone Number: (Optional)

Email: May be REQUIRED for remote attendance Lake County

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Members
4. Addenda to the Agenda
5. Public Comment
6. Chair's Remarks
7. Unfinished Business
8. New Business

CONSENT AGENDA (Items 8.1 - 8.15)

MINUTES

8.1 **24-0379**

Committee action approving the Financial and Administrative Committee minutes from February 29, 2024.

Attachments: [F&A 2.29.24 Final Minutes](#)

8.2 **24-0380**

Committee action approving the Financial and Administrative Committee minutes from March 7, 2024.

Attachments: [F&A 3.7.24 Final Minutes](#)

REPORTS

8.3 **24-0366**

Cash & Investment Report from Holly Kim, Treasurer, for the month of February, 2024.

Attachments: [FSG 2.29.24](#)

[Lake County February 2024 Investment Summary](#)

[2023 Feb Cash and Investment](#)

8.4 **24-0410**

Finance Monthly Report - February 2024.

Attachments: [Monthly Financial Report February 2024.pdf](#)

HEALTH & COMMUNITY SERVICES

8.5 [24-0412](#)

Joint resolution authorizing an agreement with Nicasa located in Round Lake, IL for the treatment of gambling disorders in the amount of \$100,000 of Video Gaming Revenue (VGR) Funds.

- The Lake County Video Gaming Revenue (VGR) Policy states that the County will allocate \$100,000 of VGR to support the treatment of gambling disorders.
- Nicasa is the only accredited, state-certified agency to provide clinical gambling intervention services to adolescents and adults.
- Pursuant to Chapter 33.066 Bid Exemption of the Lake County Purchasing Ordinance, the Purchasing Agent engaged an ad hoc committee to review the request and determined that there is only one source for the required goods, service, or construction item.

Attachments: [24256 - Gambling Addiction Services Vendor Disclosure \(signed\)](#)
[PY24 VGR Proposal - Gambling Treatment](#)
[Sole Source Memo - NICASA Treatment 3.20.24](#)

8.6 [24-0413](#)

Joint resolution authorizing an agreement with Nicasa located in Round Lake, IL to support community awareness and education of problem gambling in the amount of \$100,000 of Video Gaming Revenue (VGR) Funds.

- The Lake County Video Gaming Revenue (VGR) Policy states that the County will allocate \$100,000 of VGR to support community awareness and education of problem gambling.
- Nicasa is the sole entity in Lake County that has state-certification and expertise to conduct assessment, education, and outreach services to increase awareness of problem gambling.
- Nicasa and Lake County have partnered since 2017 to utilize VGR funds for the provision of gambling outreach, education, and assessment services.
- Pursuant to Chapter 33.066 Bid Exemption of the Lake County Purchasing Ordinance, the Purchasing Agent engaged an ad hoc committee to review the request and determined that there is only one source for the required goods, service, or construction item.

Attachments: [24255 - Gambling Outreach and Education Vendor Disclosure \(signed\)](#)
[PY24 VGR Proposal - Gambling Outreach](#)
[Sole Source Memo - NICASA Outreach 3.20.24](#)

8.7 [24-0414](#)

Joint resolution authorizing an agreement with United Way Lake County located in Gurnee, IL for 211 information and referral services in the amount of \$125,000 of Video Gaming Revenue (VGR) Funds

- The Lake County Video Gaming Revenue (VGR) Policy states that the County will annually support 211 information and referral services with a \$125,000 award.
- 211 has provided information and referral services to Lake County Residents since 2019.
- United Way Lake County is the sole provider of 211 information and referral services.
- Pursuant to Chapter 33.066 Bid Exemption of the Lake County Purchasing Ordinance, the Purchasing Agent engaged an ad hoc committee to review the request and determined that there is only one source for the required goods, service, or construction item.

Attachments: [24257 - 211 Information and Referral Vendor Disclosure SIGNED](#)
[PY24 VGR Proposal - 211](#)
[Sole Source Memo - UWLC 211 3.20.24](#)

8.8 **24-0386**

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$25,000 for the HIV Quality of Life grant.

- The \$25,000 Illinois Department of Public Health grant will be used to offset existing staff salary and fringe benefits.
- The \$25,000 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year (FY) 2024 budget.
- The grant award will be for the period July 1, 2023, through June 30, 2024.
- If grant funding for the positions and services end, and new funding is not secured, the positions and services will be eliminated.

Attachments: [HIV Grant Increase \\$25K](#)

8.9 **24-0387**

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$7,830 for the Supervised Residential grant.

- The \$7,830 Illinois Department of Human Services grant will be used to offset existing staff salary and fringe benefits.
- The \$7,830 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2024 budget.
- The grant award will be for the period July 1, 2023, through June 30, 2024.
- If grant funding for the positions and services end, and new funding is not secured, the positions and services will be eliminated.

Attachments: [Supervised Residential Grant Increase \\$7830](#)

LAW & JUDICIAL

8.10 [24-0351](#)

Joint resolution authorizing the application, acceptance, and emergency appropriation of a State Fiscal Year (SFY) 2024 Capital Bill Grant from the Build Illinois Bond Fund in the amount of \$150,000 for general capital improvements to the Lake County Children's Advocacy Center (LCCAC).

- Established in 1987, the LCCAC is where children are brought for a forensic interview when there has been an allegation of sexual abuse, severe physical abuse, or a child has been a witness to a major crime. The LCCAC is a child-focused center, and a committed multidisciplinary team (MDT) is the foundation of the work.
- This is an application for the SFY 2024 Capital Bill Grant from the Build Illinois Bond Fund through the State of Illinois Department of Commerce and Economic Opportunity.
- The LCCAC will use the \$150,000 towards general capital improvements including the renovation to support an upgraded front vestibule reception area.
- The source of program funding is 100 percent state funding; no match is required.

Attachments: [SFY24 Capital Bill Grant SB0250 - LCCAC](#)
[CAC State Capital Grant Detail 3.27.24](#)

PUBLIC WORKS & TRANSPORTATION

8.11 [24-0398](#)

Joint resolution authorizing a contract with SKC Construction, Inc., West Dundee, Illinois, in the amount of \$155,088 to provide for crack sealing of hot-mix asphalt and concrete pavement, where necessary, on various County highways and appropriating \$186,000 of Matching Tax funds.

- Lake County's Crack Sealing Program is an annual preventative maintenance program consisting of applying crack sealing at various locations to prevent the intrusion of water and incompressible material into the cracks and to reinforce the adjacent pavement.
- There was a public call for bids, and a total of three bids were received, ranging from \$155,088 to \$204,568.92, and the lowest responsible bidder is SKC Construction, Inc., West Dundee, Illinois, in the amount of \$155,088.
- This project is included in the Transportation Improvement Program with construction in 2024, and designated as Section 24-00000-04-GM.

Attachments: [24-0398 Bid Tabulation, Crack Sealing 2024](#)
[24-0398 Vendor Disclosure, SKC Construction](#)
[24-0398 Location Map, Crack Sealing 2024](#)

8.12 [24-0399](#)

Joint resolution authorizing a contract with Schroeder Asphalt Services, Inc., Huntley, Illinois, in the amount of \$743,986.79 for annual hot-mix asphalt maintenance of various roads on the County highway system and appropriating \$893,000 of Matching Tax funds.

- Lake County's Hot-Mix Asphalt Patching Program is an annual preventative maintenance program that preserves the surface quality and extends the life of County highways.
- There was a public call for bids, and a total of four bids were received, ranging from \$743,986.79 to \$980,145.09, and the lowest responsible bidder is Schroeder Asphalt Services, Inc., Huntley, Illinois, in the amount of \$743,986.79.
- This project is included in the Transportation Improvement Program with construction in 2024, and designated as Section 24-00000-13-GM.

Attachments: [24-0399 Bid Tabulation, HMA Patching 2024](#)
[24-0399 Vendor Disclosure, Schroeder Asphalt](#)

8.13 [24-0400](#)

Joint resolution authorizing a contract with Corrective Asphalt Materials, LLC, South Roxana, Illinois, in the amount of \$341,344.05 for the application of a pavement rejuvenator on various County highways and appropriating \$410,000 of Matching Tax funds.

- Lake County's Pavement Rejuvenator Program is an annual preventative maintenance program consisting of applying a pavement rejuvenator, a maltene based spray, on all new hot-mix asphalt roadway surfaces completed in the prior year's reconstruction and resurfacing projects.
- The pavement rejuvenator has been found to add about five years of life to the pavement.
- There was a public call for bids, and a total of one bid was received in the amount of \$341,344.05, and the responsible bidder is Corrective Asphalt Materials, LLC, South Roxana, Illinois, in the amount of \$341,344.05.
- This project is included in the Transportation Improvement Program with construction in 2024, and designated as Section 24-00000-16-PP.

Attachments: [24-0400 Bid Tabulation, Pavement Rejuvenator 2024](#)
[24-0400 Vendor Disclosure, Corrective Asphalt](#)
[24-0400 Location Map, 2024 Pavement Rejuvenator](#)

8.14 [24-0402](#)

Joint resolution authorizing a contract with Peter Baker & Son Company, Lake Bluff, Illinois, in the amount of \$61,927.36 for the resurfacing of North Thompson Street and North Hauge Street in Avon Township Road District, which will be improved under the Illinois Highway Code for a total of 0.28 miles.

- There was a public call for bids, and a total of six bids were received, ranging from \$61,927.36 to \$90,014.08 and the lowest responsible bidder is Peter Baker & Son Company, Lake Bluff, Illinois, in the amount of \$61,927.36.
- This improvement is designated as Section 24-02002-02-GM.
- No County funds are being used on this project.

Attachments: [24-0402 Bid Tabulation, Avon Township Road District \(MFT\)](#)
[24-0402 Vendor Disclosure, Peter Baker](#)
[24-0402 Location Map, Avon Township Road District \(\(MFT\)](#)

8.15 [24-0407](#)

Joint resolution appropriating \$100,000 of ¼% Sales Tax for Transportation funds for the acquisition of necessary right-of-way, by agreement or condemnation, and other right-of-way costs associated with the improvements along Russell Road, from Kenosha Road to Lewis Avenue.

- Russell Road, from Kenosha Road to Lewis Avenue, will be improved with the installation of roundabouts, resurfacing, and non-motorized improvements.
- Preliminary engineering plans and right-of-way plats identifying the right-of-way needs for the improvement have been prepared, and property values and associated right-of-way costs have been estimated.
- This project is included in the Transportation Improvement Program with target construction currently planned to begin in 2025, and designated as Section 18-00999-57-EG.

Attachments: [24-0407 Location Map, Russell Road \(Kenosha Road to Lewis Avenue\)](#)

REGULAR AGENDA

HEALTH & COMMUNITY SERVICES

8.16 [24-0344](#)

Joint resolution approving the Program Year (PY) 2024 Video Gaming Revenue grant funding recommendations in the amount of \$755,000.

- The Lake County Board annually acts on the Video Gaming Revenue (VGR) award recommendations that are developed based on the VGR policy. The policy outlines procedures for: capturing video gaming administrative, legal, and enforcement costs; and evaluating and possibly funding social programs, projects (excluding capital improvements), and/or services that benefit Lake County residents.
- In December 2023, Community Development received application requests for VGR funds totaling \$829,100.
- On March 13, 2024, the Housing and Community Development Commission (HCDC) approved VGR funding recommendations detailed in the attached table, totaling \$755,000 for the following: 211 information and referral services \$125,000; gambling education and outreach \$100,000; gambling addiction services \$100,000; financial literacy services \$14,000; and behavioral health

services \$416,000.

Attachments: [PY24 VGR Funding Recs](#)

LAW & JUDICIAL

8.17 [24-0419](#)

Joint resolution authorizing an agreement with Mission Critical Partners, LLC, of Port Matilda, Pennsylvania for Staff Augmentation Services for the Lake County Justice Agencies in the initial annual amount not to exceed \$350,000 and authorizing an emergency appropriation in the amount of \$100,000 in the Court Automation Fund.

- The Lake County Justice Agencies (LCJA) comprised of the Circuit Clerk, 19th Judicial Circuit Court, Public Defender and State's Attorney have a need for IT staff augmentation as it relates to the newly implemented and highly configurable Integrated Case Management System (ICMS) from Journal Technologies, Inc. (JTI).
- Mission Critical Partners (MCP) served as the project manager for the implementation of the ICMS and has knowledge integral to the functionality and structure of the system. In addition, MCP has a level of expertise in working with JTI for the Lake County implementation of its ICMS system as well as other justice agencies across the United States in implementing JTI systems.
- This agreement is a term contract with an initial term of one-year with the option for four one-year renewals. It is structured as a time and material contract using agreed upon rates for various staffing positions that JTI may assign to tasks.
- The initial year of the agreement will focus on the transition from implementation to maintenance of operations and is in an amount not to exceed \$350,000. Each subsequent renewal year will be based on task orders with work performed based upon the fee schedule in the agreement.
- Pursuant to Chapter 33.066 Bid Exemption of the Lake County Purchasing Ordinance, the Purchasing Agent engaged an ad hoc committee that approved the bid exemption on the basis of an existing long standing successful relationship, and the knowledge gained through this relationship adds value integral to the services provided.
- These services were not specifically anticipated in the preparation of the Fiscal Year (FY) 2024 budget; however, the majority of the expenses can be absorbed, primarily in the Court Automation Fund, which is a special revenue fund that allows for these types of automation projects. The approximate 37.5 percent of the cost for the State's Attorney's Office and the Public Defender's Office is being made available from County-wide funds that were budgeted for various departmental studies/consulting services, that can be reprogrammed.
- An emergency appropriation in the amount of \$100,000 is being requested from the Court Automation Fund to ensure that the previously budgeted funds are available for other initiatives or projects that may arise with the continued implementation of this important project. The fund balance in the Court Automation Fund can absorb this emergency appropriation.

Attachments: [Vendor Disclosure Statement](#)
[Agreement Draft](#)
[SAO Bid Exemption Request for MCP](#)

8.18 [24-0371](#)

Joint resolution approving an intergovernmental agreement (IGA) for renewed contractual police services between the Lake County Sheriff's Office (LCSO) and the Village of Long Grove (Long Grove) from May 1, 2024, to April 30, 2027, in the amount of \$2,288,407.04.

- The LCSO has provided police services to Long Grove for 19 years.
- Long Grove and the LCSO have agreed on terms to continue the police services contract for an additional three-year period from May 1, 2024, through April 30, 2027.
- The contract includes a continuation of current services for two eight and a half hour shifts per day, for a total of 17 hours per day, every day of the year.
- The Lake County State's Attorney's Office reviewed this renewal contract. The Finance Department reviewed the costing model for accuracy of the inputs and calculations. The Risk Department reviewed the insurance requirements.
- Long Grove will reimburse the cost of the two contracted deputy positions for all three years.

Attachments: [2024-2026 IGA Village of Long Grove Contract Rate Calculations](#)
[IGA Long Grove Renewal Contract 2024-2026](#)

PUBLIC WORKS & TRANSPORTATION

8.19 [24-0365](#)

Joint resolution authorizing execution of a contract with Joseph J. Henderson & Son, Inc., Gurnee, Illinois, in the amount of \$12,614,625 for the Lake County Public Works (LCPW) Water Reclamation Facility (WRF) Improvement Projects, Combined Bid.

- LCPW owns and operates three Wastewater Reclamation Facilities (WRF) that serves residents in unincorporated Lake County and numerous Villages.
- Improvements are needed at each facility (disc filter, high efficiency blower, and UV installation at Des Plaines River, clarifier cover installation at all three WRF's) to continue to provide economical and reliable sanitary sewer service.
- The County received bids from five contractors for a total construction cost for the four projects ranging from \$12,714,625 to \$16,181,750, individual bids. The County also received Combined bids from three contractors ranging from \$12,614,625 to \$15,230,000.
- The award of this contract is recommended to the lowest responsive and responsible Combined Bid bidder, Joseph J. Henderson & Son, Inc. The award to the combined bidder provides an overall cost savings across the four contracts.

- This resolution authorizes and directs the County Administrator to execute a contract with Joseph J. Henderson & Son, Inc., in the amount of \$12,614,625 as a Combined Bid.
- \$12,200,000 of American Rescue Plan Act (ARPA) funds and additional funds included in the County's Adopted Fiscal Year 2024 Budget will be utilized for this Project. Sufficient funds in the Public Works' reserves exist to accommodate this action.

Attachments: [24-0365 WRF Improvements JJ Henderson Bid Tab](#)
[24-0365 WRF Improvements JJ Henderson Front End Bid Docs](#)
[24-0365 WRF Improvements JJ Henderson Map](#)
[24-0365 WRF Improvements JJ Henderson Vendor Disclosure](#)

8.20 **24-0406**

Joint resolution appropriating \$2,950,000 of ¼% Sales Tax for Transportation funds for the acquisition of necessary right-of-way, by agreement or condemnation, and other right-of-way costs associated with the improvements to Hainesville Road from Washington Street to Rollins Road.

- Hainesville Road from Washington Street to Rollins Road needs to be improved, inclusive of a center turn lane and non-motorized facilities.
- Preliminary engineering plans and right-of-way plats identifying the right-of-way needs for the improvement have been prepared, and property values and associated right-of-way costs have been estimated.
- This project is included in the Transportation Improvement Program with construction currently scheduled to begin in 2026 and designated as Section 19-00072-14-WR.

Attachments: [24-0406 Location Map, Hainesville Road \(Washington Street to Rollins Road\)](#)

8.21 **24-0401**

Joint resolution authorizing emergency appropriations for Fiscal Year (FY) 2024 for the Lake County Division of Transportation (LCDOT) capital funds for projects previously approved, for additional revenue that has been received for the previous fiscal year, and for project related reimbursement revenue from outside agencies and the related expense.

- These projects and revenue were not included in the FY 2024 budget because the funds were allocated or made available in previous fiscal years.
- Without this action, these projects and revenue will not have the budget authority required.
- Due to the nature of transportation project work occurring over multiple years, this is a routine annual appropriation request to carry forward previously appropriated funds into the current fiscal year.

Attachments: [24-0401 DOT Capital Carryovers Apr24](#)

FINANCIAL & ADMINISTRATIVE

Facilities and Construction Services

8.22 [24-0408](#)

Committee action approving Job Order Contracting (JOC) for radio system infrastructure design and installation in support of the Regional Operations and Communication (ROC) Facility for a not to exceed amount of \$1,000,000.

- Lake County established a JOC Policy in December 2023 that identified a threshold of \$350,000, at which the Finance and Administrative Committee should be notified and then approve projects anticipated to exceed the threshold.
- As part of the Fiscal Year (FY) 2023 Budget and in alignment with the Facilities Capital Improvement Plan, the ROC Facility construction was authorized.
- In collaboration with project stakeholders, staff oversaw the design of radio system infrastructure to allow the migration of critical communication resources that support Lake County Emergency Management Agency (EMA) and LakeComm at the ROC Facility.
- In collaboration with EMA, staff developed a plan to outfit areas within the ROC for Lake County Auxiliary Communications (AuxCom) and migrate them to the new facility.
- This project will perform radio frequency modulation test studies, radio tower structural analysis, and procurement and installation of new radio antennas, wiring, base stations, equipment and consoles at the ROC 911 Monopole, ROC AuxCom Tower, Libertyville Campus West Radio Tower, and ROC AuxCom Radio Room.
- Relocation of these functions is required to provide complete operational support for emergency dispatch and emergency management capabilities. Cost is not to exceed the amount of \$1,000,000.
- Execution of this project using the JOC contract is in the best interest of Lake County.

8.23 [24-0378](#)

Resolution approving an agreement with Safeware Inc. of Sandston, Virginia for procurement of security and surveillance equipment for the Regional Operations and Communications (ROC) Facility in the estimated amount of \$123,134.68.

- As part of the Fiscal Year 2023 Budget and in alignment with the Facilities Capital Improvement Plan, the ROC Facility construction was authorized.
- In collaboration with project stakeholders, Lake County designed a security and surveillance system for the ROC.
- This resolution procures security system head-end equipment such as servers, switches, programming, and licenses for integration and operation with hardware included within the general contractor's scope of work.
- Pursuant to Chapter 33.115 Cooperative Joint Purchasing Authorized, the County may either participate in, sponsor, conduct or administer a cooperative purchasing agreement for the procurement of goods, services, constructions, or

professional services with one or more public procurement units in accordance with an agreement between those units to do so.

- A cooperative purchasing contract with Safeware, Inc. has been identified through the Omnia Contract #4400008468 to procure needed goods, services, or professional services that have been competitively solicited and awarded.

Attachments: [Safeware Quote.pdf](#)
[Safeware VDS.pdf](#)

8.24 [24-0135](#)

Lake County Facilities Strategic Plan.

Attachments: [Lake County Facilities Strategic Plan](#)
[Facilities Strategic Plan Presentation](#)

8.25 [24-0282](#)

Director's Report - Facilities and Construction Services.

- Job Order Contract (JOC) Report, 1st Quarter Fiscal Year 2024.

Attachments: [JOC 1st Quarter Summary Report](#)
[FY2024 Q1 JOC Report](#)

Human Resources

8.26 [24-0415](#)

Resolution authorizing a Collective Bargaining Agreement (CBA) between the Lake County Board, Lake County Sheriff's Office, and the Fraternal Order of Police Labor Council Sworn Deputy Unit.

- This is a three-year agreement retroactive to December 1, 2023 through November 30, 2026 and covers 141 positions in the Sheriff's Sworn Deputy Unit, which includes dispatch and utility worker staff.
- Memorandum of Understanding establishing a temporary new hire bonus structure totaling \$10,000, paid in two parts, for new hires dated between December 1, 2023 and December 31, 2024.
- Establishment of a longevity bonus structure paying from \$1,000 to \$2,500 at 5-year milestones up to 30 years of service.
- Wage Settlement of:
 - Effective December 1, 2023, 6%
 - Effective December 1, 2024, 4%
 - Effective December 1, 2025, 3%
- Annual Detective stipend of \$2,000 paid quarterly beginning June 2024.

Attachments: [Sheriff's Office Sworn Deputy Unit \(Fraternal Order of Police\) 2023-2026](#)
[Sheriff's Office Sworn Deputy Unit \(Fraternal Order of Police\) 2023-2026](#)

8.27 [24-0014](#)

Director's Report - Human Resources.

Finance

8.28 [24-0409](#)

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2024 in various funds for certain projects, items, and activities budgeted in the prior year and not completed.

- Since all unused appropriations lapse at the end of each fiscal year, it is necessary to “carry over” unspent budget authority from one fiscal year to the next under certain conditions as defined in the County's Budget Policies.
- These carryover requests include contracts which were unable to be completed in FY 2023 and uncompleted or ongoing projects that will not be complete until FY 2024.
- These items must be authorized through what is termed an “emergency appropriation” in order to transfer the budget authority that was previously granted in FY 2023 to FY 2024. The detailed accounts are included in the attachment.

Attachments: [Carryovers - April 2024 - FY23 to FY24](#)

8.29 [24-0423](#)

Resolution ratifying an existing contract for professional services and approval of a new contract with Comprehensive TTP LLC, Antioch, Illinois, in an amount not to exceed \$175,070 for Professional Accounting Services for Lake County Finance and authorizing a line-item transfer within the Finance Department.

- On January 3, 2024, the County Administrator entered into a departmental agreement with Comprehensive TTP LLC of Antioch, Illinois in an amount not to exceed \$50,000 for professional services of the Interim Deputy Finance Director in which services are expected to end by mid-April 2024.
- Subsequently Lake County sought proposals from qualified firms for professional accounting service for Lake County Finance.
- The services to be completed consists of the following: supervises the annual audit, supervise and work directly with finance staff assigned to accounts payables, accounts receivable, centralized financial services and the general accounting function to ensure accuracy of data and timely completion of operational work.
- A Request for Proposal (RFP) was developed and reviewed by the Finance Department.
- The RFP was sent to ten vendors and proposals were received from one vendor.
- Based on the criteria set forth in the RFP, the proposal submitted by Comprehensive TTP LLC is the most qualified and most favorable for Lake County in the amount not to exceed \$125,070.

- Per the 3.6 Budget Execution Policy, under the Chief Financial Officer authority, a budget transfer was completed transferring \$50,000 from Salaries & Wages (101-1200010-51110) to Consultants (101-1200010-71150) in the Finance Department.
- Based on expected savings in the Personnel line items a budget transfer has been prepared for approval which transfers \$125,070 from Salaries & Wages (101-1200010-51110) to Consultants (101-1200010-71150) in the Finance Department.

Attachments: [RFP Document](#)

[Vendor Disclosure Form](#)

[LIT Transfer - Finance Accounting Services](#)

[3.28.24 - 24271 Agreement - Final](#)

8.30 **24-0248**

Resolution authorizing the reallocation of capital for the one-time use of various capital projects as well as to fund reserves for long-term capital needs through an emergency appropriation and authorization of transfer of fund balance from the General Fund (Fund 101) to the General Fund Capital Improvement Program Fund (Fund 106).

- Lake County established a separate General Fund Capital Improvement Program Fund to better isolate the capital operations of the County from General Fund operations several years ago.
- At the completion of the annual audit, the County Board determines the use of any surplus funds. These must be one-time uses for capital improvements or other one-time uses, in accordance with Finance Policy.
- During a discussion of the Finance & Administrative Committee on October 18, 2023, it was determined that the amount available at the end of Fiscal Year (FY) 2022 would be used in part to fund the FY 2024 Capital Improvement Plan, including major and routine capital projects in Enterprise Information Technology as well as Facilities and Construction, along with portable radio replacements for several different County departments and agencies, with the remaining amount going into reserves for future capital projects.
- This action is needed to declare the amount as surplus and to move the funds from General Fund Operations (Fund 101) into General Fund Capital Improvement Program (Fund 106) in the amount of \$21,086,613 for Long Term Capital Reserves.

Attachments: [Reallocation to Capital LIT 3.20.24](#)

8.31 **24-0364**

Discussion regarding the Fiscal Year (FY) 2025 Budget Planning Guidance.

- Each year, the County Board provides guidance for development of the annual budget. Guidance that is updated annually is found in Policy 3.5FYxx which is intended to provide parameters or guidelines for a specific fiscal year.

- Policies 3.5 Budget Development Policy and 3.6 Budget Execution Policy provide fundamental policy that is reviewed annually but only updated as necessary.
- The guidance provided through this process includes property tax levy, employee salary increases, new program requests, contributions to capital, environmentally sustainable alternatives, net zero planning, and any specific clarifications.
- Policy 3.5 Budget Development, Policy 3.5FY24 FY 2024 Budget Planning Guidance, and Policy 3.6 Budget Execution are attached for reference and to initiate discussion. The FY 2025 Budget Planning Guidance will be prepared according to your feedback and presented for discussion and approval on April 4 and May 2 for County Board approval on May 14 to ensure Finance staff has ample time to initiate the FY 2025 budget preparation process with departments in mid-May.

Attachments: [3.5 Budget Development Policy](#)
[3.5.FY24 Budget Planning Guidance](#)
[3.6 Budget Execution Policy](#)
[3.5.FY25 Budget Planning Guidance Policy Draft 4.4.2024](#)

8.32 **24-0424**

Resolution authorizing a line-item transfer between General Operating Expense (GOE) and the State's Attorney's Office (SAO) budget in fund 101 for the purpose of transferring the funding for the Gun Violence Prevention Specialist position to the State's Attorney's Office in fiscal year (FY) 2024.

- Line-item transfers in various funds between line-items in FY 2024 budget are needed to align the budget with correct expense accounts.
- The Gun Violence Specialist position was a New Program Request that was approved for the FY 2024 budget.
- The funding for this position was budgeted in GOE and should be transferred to the SAO so that the State's Attorney may manage its duties and funding.
- The County Board must approve line-item transfers under certain conditions.
- This action does not increase budget authority; it simply transfers previously approved budget authority.

Attachments: [SAO GVPI LIT 3.25.24](#)

8.33 **24-0429**

Finance Department Annual Update.

Attachments: [4.4.2024 Finance Update to FA Committee](#)

8.34 **24-0016**

Director's Report - Finance.

- Chief Financial Officer Approved Line Item Transfers.

Attachments: [CFO Approved Line Item Transfers Close Out of FY2023](#)

County Administration

8.35 [24-0228](#)

Resolution authorizing the purchase, delivery, installation, and training for a driving simulator through Safeware, Inc, Sandston, Virginia, for the training and education of all drivers in all departments of Lake County, in the amount of \$171,220.

- The Sheriff's Office submitted a Fiscal Year 2024 New Program Request for a driving simulator because Sheriff's Office personnel are required to follow the Illinois Vehicle Code as well as Sheriff's Office policies and County policies created to provide for the safe operation of the vehicle they are operating.
- The New Program Request was approved and funded due to its proactive nature for training of new and existing personnel as well as the ability to use the simulator to address driving deficiencies identified through accidents or incidents.
- The L3 simulator offers a variety of driving scenarios, road conditions and weather conditions in which the operator will operate through real life-based scenarios along with refresher training.
- Pursuant to Section 33.115 of the Lake County Purchasing Ordinance, Cooperative Joint Purchasing Authorized, Lake County may participate in a cooperative purchasing agreement for the procurement of goods with one or more public procurement units in accordance with an agreement entered into between the participants.
- The Lake County Sheriff's Office identified a joint purchasing contract with Safeware through OMNIA Partners Cooperative Contract #4400008468 to procure the L3 simulator that was competitively solicited and awarded.

Attachments: [Contract L3T-TNTF-1385 - Safeware - Lake County Sheriff's Office - Patr](#)
[Safeware Inc Driving Simulator Quote #10083506](#)
[Safeware Inc's VENDOR DISCLOSURE STATEMENT](#)

9. County Administrator's Report

10. Executive Session

10.1 [24-0455](#)

Executive session pursuant to 5 ILCS 120/2(c)(8) to discuss security procedures and the use of personnel and equipment to respond to an actual, threatened, or a reasonably potential danger to the safety of employees, staff, the public, or public property.

10.1A [24-0384](#)

Resolution authorizing a contract with CDW-G, Vernon Hills, Illinois, in the amount of \$239,055 for data classification software.

- Data classification software is utilized to identify and manage where and how sensitive data is stored to ensure regulatory compliance with Health Insurance Portability and Accountability Act (HIPPA) and Criminal Justice Information Services (CJIS).
- This project is included in the 2024 Capital Improvement Program as part of the Technology Improvement Plan - Security Initiatives.
- This contract authorizes an agreement with CDW-G for the duration of one-year with options of extending up to two additional one-year periods, for an initial term cost of \$239,055 that includes \$21,655 of professional services and \$217,400 of licensing and support. Subsequent annual renewals of licensing and support are estimated to increase ten percent with each one-year renewal for a total not to exceed cost in the final term of \$263,054.
- In accordance with Section 33.115 of the Lake County Purchasing Ordinance, a cooperative purchasing contract with CDW-G has been identified through Omnia Partners (2018011-01) to procure needed goods, services, construction, or professional services that have been competitively solicited and awarded.

Attachments: [Vendor Disclosure Varonis](#)

10.1B [24-0416](#)

Resolution authorizing a contract with SHI of Somerset, New Jersey, in the amount of \$146,077 to upgrade the County's website certificate environment.

- Website certificates are digital IDs that confirm a website's identity and encrypt data to protect privacy. They are used to establish trust between users and websites to create a safe online environment.
- This project is included in the 2024 Capital Improvement Program as part of the Technology Improvement Plan - Security Initiatives.
- This contract authorizes an agreement with SHI for the duration of one-year with options of extending up to two additional one-year periods, for an initial term cost of \$146,077 that includes \$45,316 of professional services and \$100,761 of licensing and support. Subsequent annual renewals of licensing and support are estimated to increase ten percent with each one-year renewal for a total not to exceed cost in the final term of \$121,921.
- In accordance with Section 33.115 of the Lake County Purchasing Ordinance, a cooperative purchasing contract with SHI has been identified through Omnia Partners (2018011-01) to procure needed goods, services, construction, or professional services that have been competitively solicited and awarded.

Attachments: [FY24 SHI Certificate Upgrade Project VDS](#)

10.1C [24-0418](#)

Resolution authorizing a contract with Logicalis, Inc. of Downers Grove, Illinois,

in the amount of \$231,946 for network segmentation.

- Network segmentation divides a computer network into smaller parts. It improves network performance and cybersecurity by limiting how far attacks can spread, and reduces the costs associated with regulatory compliance.
- This project is included in the 2024 Capital Improvement Program as part of the Technology Improvement Plan - Security Initiatives.
- This contract authorizes an agreement with Logicalis, Inc. for the duration of one year with options of extending up to two additional one-year periods, for an initial term cost of \$231,946 that includes \$114,240 of professional services and \$117,706 of licensing and support. Subsequent annual renewals of licensing and support are estimated to increase ten percent with each one-year renewal for a total not to exceed cost in the final term of \$120,062.
- In accordance with Section 33.115 of the Lake County Purchasing Ordinance, a cooperative purchasing contract with Logicalis, Inc. has been identified through 1Government Procurement Alliance (22-02PV-12) to procure needed goods, services, construction, or professional services that have been competitively solicited and awarded.

Attachments: [FY24 Logicalis Cisco ISE project VDS](#)

10.1D [24-0462](#)

Committee action approving the resolutions in 10.1A, 10.1B, and 10.1C.

10.2 [24-0009](#)

Executive session to discuss a personnel matter pursuant to 5 ILCS 120/2 (c)(1).

10.2A [24-0434](#)

Committee action approving an increase in the annual salary for position 34009 in the Planning, Building & Development Department from \$69,888 to \$85,000.

10.3 [24-0012](#)

Executive Session to review closed session minutes pursuant to 5 ILCS 120/2 (c) (21).

10.3A [24-0242](#)

Committee action approving the Financial and Administrative Executive Session minutes from February 8, 2024.

11. Member Remarks and Requests

12. Adjournment

Next Meeting: May 2, 2024