

Lake County Illinois

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



Agenda Report - Final

Thursday, February 8, 2024

8:30 AM

**Assembly Room, 10th Floor or register for remote attendance at
<https://bit.ly/3vUTKIU>**

Financial & Administrative Committee

PUBLIC ATTENDANCE: The public can attend Lake County Committee and Board meetings (two options):

- (1) In-person attendance is on the 10th Floor of the County Administrative Tower (9th Floor, if necessary), 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

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 - 8.6)

MINUTES

8.1 **24-0131**

Committee action approving the Financial and Administrative Committee minutes from January 11, 2024.

Attachments: [F&A 1.11.24 Final Minutes](#)

REPORTS

8.2 **24-0083**

Report from Anthony Vega, County Clerk, for the month of November, 2023.

Attachments: [LCC Report for Nov 2023](#)

8.3 **24-0126**

Cash & Investment Report from Holly Kim, Treasurer, for the month of December 2023.

Attachments: [FSG Report Dec 2023.pdf](#)
[2022-12_Cash&Investment.pdf](#)

PUBLIC WORKS & TRANSPORTATION

8.4 **24-0142**

Joint resolution appropriating \$154,500 of ¼% Sales Tax for Transportation funds for the Joint Utility Locating Information for Excavators, Inc. (JULIE) ticket screening and locating of Lake County Division of Transportation (LCDOT) storm sewers for excavator dig requests along various County highways.

- Pursuant to Illinois law, JULIE serves as a message handling notification service for underground facility owners regarding planned excavations.

- LCDOT processes over 10,000 storm sewer ticket screenings and locate requests from JULIE annually to comply with the Illinois Underground Utility Facilities Damage Prevention Act.
- LCDOT's existing storm sewer locating contract with USIC Locating Services, LLC of Lombard, Illinois, began on March 1, 2021, for a period of two years, and allows a total of three one-year contract extensions. This will be the second one-year contract extension and will cover the period of March 1, 2024 to February 28, 2025.
- The appropriation includes the annual message handling service fee of \$25,000 paid to JULIE.
- This project is included in the Transportation Improvement Program, and designated as Section 24-00000-09-GM.

Attachments: [24-0142 Vendor Disclosure, USIC](#)

8.5 **24-0143**

Joint resolution authorizing an agreement with Standard Equipment Company, Elmhurst, Illinois, for a one-year contract with an option to renew for four additional one-year periods to service and repair the two sewer vacuum trucks and ratifying an expense from Fiscal Year 2023 in the amount of \$46,875.88.

- Lake County owns and operates two sewer vacuum trucks.
- Standard Equipment is the dealer for the Northern Illinois territory for servicing Vactor brand sewer vacuum trucks.
- Standard is approximately 37 miles from Libertyville in Elmhurst, Illinois, while the next closest service dealer is located in Menomonee Falls, Wisconsin, about 67 miles from Libertyville.
- Pursuant to Chapter 33.066 Bid Exemption of the Lake County Purchasing Ordinance, the Purchasing Agent has made a determination that there is only one single source approved as an authorized dealer for the region.
- This agreement provides for the annual maintenance and repair of this critical equipment.
- Due to unanticipated repairs, expenditures exceeded the public procurement threshold in Fiscal Year 2023, therefore Lake County developed a term contract for future contract purchases.

Attachments: [01-0143 Contract, Standard Equipment Repair](#)
[24-0143 Vendor Disclosure, Standard](#)

8.6 **24-0119**

Joint resolution authorizing an agreement with Christopher B. Burke Engineering, LTD, Rosemont, Illinois, in the amount of \$63,458 for design engineering services associated with the Lake County Public Works (LCPW) Deerfield Road Gravity Sewer Replacement Project.

- LCPW owns and operates a gravity sewer main along Deerfield Road, which serves portions of the Villages of Riverwoods, Deerfield, Lincolnshire, and

Bannockburn.

- This sewer pipe is located within the project boundary of the Deerfield Road Reconstruction project managed by the Lake County Division of Transportation (LCDOT), necessitating replacement of the sewer pipe.
- LCDOT secured engineering services through full and open competition, and Christopher B. Burke Engineering, LTD is performing Phase II Design Engineering Services for the LCDOT project, Deerfield Road Reconstruction in accordance with the Lake County Purchasing Ordinance and Local Government Professional Services Selection Act, 50 ILCS 510/1 et. seq.
- Due to the need for coordination, it is most advantageous and efficient to secure sewer design services from Christopher B. Burke Engineering, LTD and for the design to be performed in conjunction with the LCDOT project.
- This resolution authorizes and directs the County Purchasing Agent to execute an Agreement for Professional Services with Christopher B. Burke Engineering, LTD. of Rosemont, Illinois, in the amount of \$63,458 for this work.

Attachments: [24-0119 Deerfield Rd Sewer Replacement Map](#)
[24-0119 Final Agreement Deerfield Rd Sewer Replacement CBBEL](#)
[24-0119 Vendor Disclosure Deerfield Rd Sewer Replacement CBBEL](#)

REGULAR AGENDA

LAKE COUNTY PARTNERS

8.7 [24-0132](#)

Lake County Partners Update.

Attachments: [LCP - F&A Update 2-8-24](#)

DIVERSITY, EQUITY & INCLUSION

8.8 [24-0134](#)

Joint resolution approving the Lake County Board and Committee Meeting Caption and Subtitle Policy.

- On October 31, 2023, the Diversity, Equity and Inclusion (DEI) Committee provided direction to County Administration and the Communications Division to draft a policy that establishes minimum requirements for providing English captions and Spanish subtitles for Lake County Committee and Board meetings.
- The intent of this policy is by Fiscal Year 2025 to provide viewers at least one option to enable English captions and Spanish subtitles on either a live or recorded Lake County Board Committee and Board Meeting that is available for viewing online.
- Use of automated captions and subtitles generated by artificial intelligence was authorized and preferred by the DEI Committee.
- Automated captions and subtitles are not to be considered official transcription or translation of the meeting. Caption and subtitle errors are to be expected.

Attachments: [Caption and Subtitle Policy PROPOSED 1-30-2024](#)

PUBLIC WORKS & TRANSPORTATION

8.9 [24-0144](#)

Joint resolution appropriating \$300,000 of County Option Motor Fuel Tax funds for the acquisition of necessary right-of-way, by agreement or condemnation, and other right-of-way costs associated with this Washington Street non-motorized improvement project.

- Non-motorized improvements will be constructed on Washington Street, between Sextant Drive and Almond Road for approximately 1.6 miles. These improvements are identified on the County's Non-Motorized Plan and are a priority gap in the bike path network.
- Preliminary engineering plans and right-of-way plats identifying the right-of-way needs for the improvement have been prepared.
- This project is included in the Transportation Improvement Program with target construction in 2025, and designated as Section 21-00110-15-BT.

Attachments: [24-0144 Location Map, Washington Street Bike Path \(Regional\)](#)

[24-0144 2040 Non-Motorized Plan](#)

8.10 [24-0118](#)

Joint resolution authorizing execution of a contract with Joseph J. Henderson & Son, Inc., Gurnee, Illinois, in the amount of \$1,201,846 for the Lake County Public Works (LCPW) Mill Creek Water Reclamation Facility UV Project.

- LCPW operates the Mill Creek Water Reclamation Facility (WRF) that serves residents in unincorporated Lake County, the Village of Antioch, Village of Gurnee, and Village of Old Mill Creek.
- The Mill Creek WRF requires an updated UV disinfection system to continue to provide economical and reliable sanitary sewer service.
- The County received bids from three contractors for this work ranging from \$1,201,846 to \$1,337,144.
- The award of this contract is recommended to the lowest responsive and responsible bidder, Joseph J. Henderson & Son, Inc.
- \$1 million of ARPA funds and additional funds included in the Public Works Adopted Fiscal Year (FY) 2024 Budget will be utilized for this Project.
- This resolution authorizes and directs the County's Purchasing Agent to execute a contract with Joseph J. Henderson & Son, Inc., in the amount of \$1,201,846.

Attachments: [24-0118 Bid Tab Mill Creek WRF UV Disinfection Replacement JJ Hende](#)

[24-0118 Front End Bid Docs Mill Creek WRF UV Disinfection Replaceme](#)

[24-0118 Map Mill Creek WRF UV Disinfection Replacement JJ Henderso](#)

[24-0118 Vendor Disclosure Mill Creek WRF UV Disinfection Replacemen](#)

8.11 [24-0145](#)

Joint resolution authorizing execution of a contract with FGM Architects, Inc., Chicago, Illinois, in the amount of \$246,500 for the Lake County Public Works (LCPW) Administrative Building Addition.

- As part of the Fiscal Year 2024 Lake County Public Works Budget, funding was approved for the construction of additional office space for staff at the Administrative Building, 650 Winchester Rd, Libertyville.
- A professional services firm will be utilized to prepare the necessary design documents and to provide contract administration support and closeout services.
- In accordance with the Local Government Professional Services Selection Act, a firm may be selected directly by the County based on a prior satisfactory working relationship and the recommended consultant is FGM Architects, Inc.
- This resolution authorizes and directs the County's Purchasing Agent to execute a contract with FGM Architects, Inc., in the amount of \$246,500.

Attachments: [24-0145 Architectural Fee Proposal, Bldg 650 Addition](#)

[24-0145 Vendor Disclosure, FGM](#)

[24-0145 Location Map Public Works Bldg 650](#)

FINANCIAL & ADMINISTRATIVE

Facilities and Construction Services

8.12 [24-0157](#)

Facilities and Construction Services Annual Update.

Attachments: [FCS Departmental Presentation to Committee](#)

8.13 [24-0013](#)

Director's Report - Facilities and Construction Services.

Human Resources

8.14 [24-0168](#)

Resolution to enter into a contract for consulting services with Baker Tilly LLP, Chicago, Illinois, in an estimated amount of \$281,400 to complete a compensation study for Lake County.

- Lake County sought proposals from qualified firms to conduct a review of the compensation structure and system presently in place for non-union employees.
- The study will focus on appropriately pricing positions in the current market, assessing and recommending a method that recognizes growth and competency levels of employees and keeps them paid at market levels and ensures the system is in compliance with applicable wage and hour laws.
- A Request for Proposal (RFP) was developed and reviewed by an interdepartmental committee comprised of representatives from Human

Resources, Finance, County Administrator's Office, and the Health Department.

- The RFP was sent to 24 vendors and proposals were received from six vendors.
- Based on the criteria set forth in the RFP, the proposal submitted by Baker Tilly LLP is the most qualified and most favorable for Lake County.

Attachments: [2.5.2024 Compensation Study](#)

[Baker Tilly Vendor Disclosure](#)

[Post - Score Matrix Summary Board](#)

8.15 [24-0185](#)

Resolution authorizing a Collective Bargaining Agreement (CBA) between the Lake County Board, Lake County Sheriff's Office, and the Teamsters Local 700 Court Security Division.

- This is a four-year agreement retroactive to December 1, 2022 through November 30, 2026 and covers 40 positions in the Sheriff's Court Security Unit.
- Wage settlement of:
 - Effective December 1, 2022, a new step table will be created where initial placement will provide an increase of at least 4%
 - Effective December 1, 2023, same as Non-Union employees
 - Effective December 1, 2024, same as Non-Union employees
 - Effective December 1, 2025, same as Non-Union employees
- Increase compensatory time limit to 80 maximum hours.

Attachments: [LCSO.Court Security Contract 12012022-11302026 FINAL](#)

[LCSO.Court Security Contract 12012022-11302026 REDLINE](#)

8.16 [24-0014](#)

Director's Report - Human Resources.

Enterprise Information Technology

8.17 [24-0128](#)

Resolution approving a contract with Gartner, Inc., Stamford, Connecticut, for a one-year contract for professional services and licensing in the amount of \$148,486.

- Gartner, Inc. is a leading technology research and consulting company that provides expert guidance and object insight to support mission-critical strategy.
- Enterprise IT utilizes Gartner, Inc. for unbiased third-party validation of strategic direction, standard practices, tool selection and contract terms among other things.
- Pursuant to Chapter 33.115 of the County's Purchasing Ordinance, Cooperative joint Purchasing Authorized, the County may participate in a cooperative Purchasing Agreement for the procurement of goods, services, construction, or professional services with one or more public procurement units in accordance with an agreement entered into between the participants.

- A cooperative purchasing contract with Gartner, Inc. has been identified through the State of Michigan Central Procurement Services (230000000093) to procure needed goods, services, construction, or professional services that were competitively solicited and awarded.

Attachments: [FY24 Gartner Renewal - QUO](#)
[FY24 Gartner Renewal - VDS](#)

8.18 [24-0015](#)

Director's Report - Enterprise Information Technology.

Finance

8.19 [24-0159](#)

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: [Feb-24 Carryovers - Final](#)

8.20 [24-0153](#)

Tax Abatement Ordinance for the Series 2019 General Obligation Refunding Bonds.

- The County issued these bonds as alternative revenue bonds, meaning the taxes are paid from revenue other than property taxes.
- If the County has insufficient alternative revenue, it must pay for the debt service with tax levy funds. For that reason, there is a tax levy in the County Clerk's records for payment of principal and interest on these bonds.
- Each year, the County must determine that it has sufficient funds to pay for the debt service and file an ordinance with the County Clerk for tax abatement stating that there is no need of a tax levy to pay debt service.

8.21 [24-0154](#)

Tax Abatement Ordinance for the Series 2013 General Obligation Road Bonds.

- The County issued these bonds as sales tax alternate source revenue bonds, meaning the taxes are paid from revenue other than property taxes.

- If the County has insufficient alternative revenue, it must pay for the debt service with tax levy funds. For that reason, there is a tax levy in the County Clerk's records for payment of principal and interest on these bonds.
- Each year, the County must determine that it has sufficient funds to pay for the debt service and file an ordinance with the County Clerk for tax abatement stating that there is no need for a tax levy to pay debt service.

8.22 [24-0155](#)

Tax Abatement Ordinance for the Series 2015A General Obligation Bonds.

- The County issued these bonds as sales tax alternate source revenue bonds, meaning the taxes are paid from revenue other than property taxes.
- If the County has insufficient alternative revenue, it must pay for the debt service with tax levy funds. For that reason, there is a tax levy in the County Clerk's records for payment of principal and interest on these bonds.
- Each year, the County must determine that it has sufficient funds to pay for the debt service and file an ordinance with the County Clerk for tax abatement stating that there is no need for a tax levy to pay debt service.

8.23 [24-0156](#)

Tax Abatement Ordinance for the Series 2018 General Obligation Refunding Bonds.

- The County issued these bonds as alternative revenue bonds, meaning the taxes are paid from revenue other than property taxes.
- If the County has insufficient alternative revenue, it must pay for the debt service with tax levy funds. For that reason, there is a tax levy in the County Clerk's records for payment of principal and interest on these bonds.
- Each year, the County must determine that it has sufficient funds to pay for the debt service and file an ordinance with the County Clerk for tax abatement stating that there is no need of a tax levy to pay debt service.

8.24 [24-0166](#)

Tax Abatement Ordinance for the Series 2022 General Obligation Refunding Bonds.

- The County issued these bonds as alternative revenue bonds, meaning the taxes are paid from revenue other than property taxes.
- If the County has insufficient alternative revenue, it must pay for the debt service with tax levy funds. For that reason, there is a tax levy in the County Clerk's records for payment of principal and interest on these bonds.
- Each year, the County must determine that it has sufficient funds to pay for the debt service and file an ordinance with the County Clerk for tax abatement stating that there is no need of a tax levy to pay debt service.

8.25 [24-0167](#)

Tax Abatement Ordinance for Special Service Area Number (SSA #) 16 tax levy.

- SSAs are created to allow improvements to be made and debt to be issued to pay for these improvements. The debt service is then paid for by a special tax

levy.

- Each year, a separate tax is levied on the properties within the designated area to pay the debt service issued to pay for the improvements.
- This SSA provides funds for the repayment of bonds issued for construction of water supply improvements and extensions to provide access to Lake Michigan Water through the existing system of the Central Lake County Joint Action Water Agency (CLCJAWA).
- In FY 2023, the Lake County Board approved the early redemption of the \$7,000,000 Special Service Area Number #16 bonds, fifteen years ahead of schedule, resulting in approximately \$3,565,500 in interest savings to property taxpayers within this Special Service Area. The three members of the Northern Lake County Special Service Area Planning Group (Lake County, Lake Villa and Lindenhurst) recommend to the Lake County Board to reduce the tax levy for this SSA to the amount of the remaining, annual debt service (IEPA loans).

8.26 [24-0150](#)

Finance Monthly Report - December 2023.

Attachments: [Monthly Financial Report December 2023](#)

8.27 [24-0016](#)

Director's Report - Finance.

9. County Administrator's Report

10. Executive Session

10.1 [24-0008](#)

Executive Session to discuss pending litigation pursuant to 5 ILCS 120/2 (c)(11).

10.2 [24-0010](#)

Executive Session to discuss collective bargaining pursuant to 5 ILCS 120/2 (c)(2).

10.3 [24-0011](#)

Executive Session to discuss claims, loss or risk management information, records, data, advice, or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool pursuant to 5 ILCS 120/2 (c)(12).

10.3A [24-0170](#)

Committee action approving settlement authority.

10.4 [24-0012](#)

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

10.4A [23-1755](#)

Committee action approving the Financial and Administrative Executive Session minutes from November 2, 2023.

10.4B [23-1756](#)

Committee action approving the Financial and Administrative Executive Session minutes from November 9, 2023.

11. **Member Remarks and Requests**

12. **Adjournment**

Next Meeting: February 29, 2024