

Lake County Illinois

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



Agenda Report - Final

Thursday, January 11, 2024

8:30 AM

**Assembly Room, 10th Floor or register for remote attendance at
<https://bit.ly/4aAGD9j>**

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 - 8.12)

MINUTES

8.1 **24-0051**

Committee action approving the Financial and Administrative Committee Budget Hearing minutes from October 17, 2023.

Attachments: [F&A Budget Hearing 10.17.23 Final Minutes](#)

8.2 **24-0052**

Committee action approving the Financial and Administrative Committee Budget Hearing minutes from October 18, 2023.

Attachments: [F&A Budget Hearing 10.18.23 Final Minutes](#)

8.3 **24-0049**

Committee action approving the Financial and Administrative Committee minutes from November 30, 2023.

Attachments: [F&A 11.30.23 Final Minutes](#)

8.4 **24-0050**

Committee action approving the Financial and Administrative Committee minutes from December 7, 2023.

Attachments: [F&A 12.7.23 Final Minutes](#)

REPORTS

8.5 **23-1821**

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

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

8.6 [24-0019](#)

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

Attachments: [November 2023](#)

8.7 [24-0061](#)

Lake County Treasurer Holly Kim's Cash and Investment Report - November 2023.

Attachments: [Treasurer Report Nov 2023.pdf](#)
[2022-NOV-Cash&Investment.pdf](#)

LAW & JUDICIAL

8.8 [23-1761](#)

Joint resolution authorizing the acceptance and execution of a Victim of Crime Act (VOCA) grant which will provide funding for our Highland Park victim assistance program, including an emergency appropriation of \$79,241 in grant funds.

- The Lake County State's Attorney's Office (LCSAO) has been awarded \$79,241 as interim funding until the Antiterrorism and Emergency Assistance Program grant is awarded in early 2024.
- The grant term is November 1, 2023 through April 30, 2024.
- LCSAO will use funds in the amount of \$79,241 to cover the contractual costs of both a Victim Specialist, and part-time Bilingual Therapist, laptops, interpretation system, and victim information items.
- If grant funding for the positions and services end, and new funding is not secured, the positions and services will be eliminated.

Attachments: [Grant Accounting Spreadsheet to FAS - Highland Park Interim Funding](#)

8.9 [24-0022](#)

Joint resolution authorizing the State's Attorney's Appellate Prosecutor Program for Fiscal Year (FY) 2024 for a continued participation fee of \$49,000.

- This is a renewal for the continued operation of the State's Attorney's Appellate Prosecutor Program.
- Through this program the State's Attorney's Appellate Prosecutor handles Lake County criminal appeals, provides investigative and prosecutorial support in criminal cases, provides comprehensive training programs for prosecutors, and provides monthly case law newsletters, legislative updates, and Uniform Complaint Book supplements.
- The Board of Governors of the State's Attorney's Appellate Prosecutor has voted to keep the contribution amount for FY 2024 the same as for FY 2023, \$49,000.
- The State's Attorney's approved FY 2024 budget includes the \$49,000 expense.

Attachments: [FY24 Appellate Invoice \\$49k](#)

PUBLIC WORKS & TRANSPORTATION

8.10 [24-0039](#)

Joint resolution authorizing a contract with Granite Telecommunications, LLC, Quincy, Massachusetts in the amount of \$49,752 for phone line replacements and service at 83 locations in the Lake County Public Works (LCPW) service areas.

- The Plain Old Telephone Service (POTS) lines are used to provide alarm notification at some of our facilities. There is a need to replace these outdated copper phone lines since AT&T no longer provides servicing.
- Public Works identified a cooperative purchasing contract with Granite Telecommunications to procure a solution for the outdated POTS connections supporting Supervisory Control and Data Acquisition (SCADA) data and alarm transmission.
- The new solution provides connections throughout the Lake County Public Works (LCPW) water/wastewater systems at a savings of \$332,265.32, or 87 percent of existing budgeted cost.
- Pursuant to Article 33.115 Cooperative Joint Purchasing of the Lake County Purchasing Ordinance, Lake County may participate in a cooperative purchasing agreement with Granite Telecommunications, LLC.
- This resolution authorizes and directs the County Purchasing agent to execute a contract with Granite Telecommunications, LLC, Quincy, Massachusetts in the amount of \$49,752 for the POTS line replacement and support services.

Attachments: [24-0039 Granite Epik POTS Line Replacement Agreement](#)

[24-0039 Granite Vendor Disclosure](#)

[24-0039 Granite Price List](#)

8.11 [24-0020](#)

Joint resolution appropriating a supplemental amount of \$120,000 of ¼% Sales Tax for Transportation funds for right-of-way costs associated with improvements to the intersection of Winchester Road at Illinois Route 83.

- The intersection of Winchester Road at Illinois Route 83 will be realigned with the installation of a traffic signal.
- The County Board, at its May 10, 2022 meeting, appropriated \$60,000 of ¼% Sales Tax for Transportation funds for right-of-way acquisition.
- A supplemental appropriation is needed to acquire the necessary right-of-way to construct the improvements.
- This project is included in the Transportation Improvement Program with construction in 2024, and designated as Section 16-00170-13-CH.

Attachments: [24-0020 Location Map Winchester Road at IL 83 ROW Appropriation](#)

FINANCIAL & ADMINISTRATIVE

8.12 [24-0031](#)

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

REGULAR AGENDA

HEALTH & COMMUNITY SERVICES

8.13 [24-0030](#)

Joint resolution reallocating \$1,201,771 of U.S. Treasury Emergency Rental Assistance (ERA2) funds to support the development of affordable rental housing projects.

- The American Rescue Plan Act of 2021 appropriated \$16,336,816.90 of Emergency Rental Assistance (ERA2) funds to Lake County.
- A combination of ERA1 and ERA2 funds provided assistance to over 4,000 households through the Lake County Federal Emergency Rental Assistance (FERA) Program.
- The FERA program closed on June 30, 2022 with a balance of \$1,201,771 of ERA2 funds.
- The ERA2 enabling statute allows eligible grantees to allocate unobligated ERA2 funds to support the development of affordable rental housing.
- Staff recommends allocating \$1,201,771 of ERA2 funds to support the development of two affordable rental projects with existing Lake County Board approved funding commitments:
 - Housing Opportunity Development Corp - Midlothian Manor Apartments (\$801,771).
 - Lincoln Avenue Capital - Starling Senior Apartments, (\$400,000).

Attachments: [Memo ERA2 Reallocation](#)
 [HCS ERA2 Reallocation PPT](#)

LAW & JUDICIAL

8.14 [24-0064](#)

Joint resolution approving Amendment Number 1 of the Intergovernmental Agreement (IGA) Regarding Development of the Plan and Agreement to Consolidate Participating Lake County Public Safety Answering Points (PSAPs).

- In 2022, as the next phase in 9-1-1 and emergency dispatch consolidation, nine governmental entities partnered through an IGA ("Planning IGA") to, "develop an Implementing Intergovernmental Agreement ("Implementing IGA") that establishes a NEW CONSOLIDATED PSAP in Lake County, Illinois to replace and consolidate the PSAPs operated by the Parties to this Agreement."
- The original IGA established a governance structure in the PSAP Consolidation Committee and other procedures that its signatories have followed since that IGA's inception.
- Amendment Number 1 to the IGA extends the term of the original agreement from 18 months to 30 months (with the effective date of September 1, 2022) and establishes the County of Lake as a full Party to the Agreement.
- Parties to Amendment Number 1 to the IGA are the County of Lake, CenCom E911, Fox Lake, Gurnee, Lake Zurich, Mundelein, Vernon Hills, and Waukegan.

Attachments: [IGA1 Amendment #1 12.08.23](#)

[PSAP Consolidation IGA1-Fully Executed](#)

PUBLIC WORKS & TRANSPORTATION

8.15 [24-0021](#)

Joint resolution appropriating a supplemental amount of \$265,000 of ¼% Sales Tax for Transportation funds and approving Change Order Number Two consisting of an increase of \$262,483 for additional professional engineering services for improvements along 21st Street from Delany Road to Illinois Route 173.

- 21st Street, from Delany Road to Illinois Route 173, is being improved including pavement resurfacing, replacement of a culvert, and improvements to the intersection of 21st Street at Kenosha Road.
- The County Board, at its March 10, 2020 meeting, approved an appropriation of \$1,500,000 of ¼% Sales Tax for Transportation funds and a consultant engineering agreement with Stanley Consultants, Chicago, Illinois, at a cost of \$1,249,427.
- Change Order Number Two includes additional drainage studies with hydraulic modeling, engineering design to avoid impacts to environmental resources, contract delays due to the pandemic, and additional public and stakeholder outreach.
- The sum of all contract change orders to date is \$347,203, which represents a 27.8 percent increase over the original awarded contract amount.
- The project is included in the Transportation Improvement Program and designated as section number 19-00125-07-CH.

Attachments: [24-0021 Change Order Number Two, 21st Street Supplement](#)
[24-0021 Vendor Disclosure, Stanley Consultants](#)
[24-0021 Location Map, 21st Street](#)

PLANNING, BUILDING, ZONING & ENVIRONMENT

8.16 [24-0041](#)

Joint resolution authorizing an emergency appropriation in the amount of \$750,000 for the Lake Bluff Downtown Flooding Mitigation Project by the Stormwater Management Commission (SMC), with funding provided by the Consolidated Appropriations Act, 2023 Public Law (117-328), specifically allocated for the Economic Development Initiative (EDI) for Community Project Funding (CPF) administered by the Department of Housing and Urban Development (HUD).

- SMC has received a CPF Grant Agreement (B-23-CP-IL-0593) from HUD for \$750,000 for the Lake Bluff Downtown Flooding Mitigation Project located in the Village of Lake Bluff.
- The CPF Grant does not require a local match, however, additional funding will be provided by the project partner, the Village of Lake Bluff, to reimburse the SMC for the grant program administration.
- The project includes the engineering and design work for the storm sewer improvements at West Scranton Avenue Viaduct and along Sheridan Road that will increase storm water conveyance and reduce viaduct flooding in Lake Bluff.
- Emergency appropriations are needed for the project cost of \$750,000 which is not included in the current year budget. SMC will use funding for project expenditures which will be reimbursed by HUD.

Attachments: [Award Letter B-23-CP-IL-0593](#)
[Grant Agreement B-23-CP-IL-0593](#)
[HUD Form 1044 B-23-CP-IL-0593](#)

FINANCIAL & ADMINISTRATIVE

Facilities and Construction Services

8.17 [24-0017](#)

Resolution ratifying an Emergency Procurement authorized by the Director of Facilities and Construction in the amount of \$54,400.86.

- On August 15, 2023 during a scheduled preventative maintenance inspection, the emergency generator that supports essential activities was found to be inoperable with damage to the main logic control panel and display screen located at the Lake County Sheriff's Office 9-1-1 facility, Lake County Emergency Management Agency, and associated radio tower, located at 1303 N. Milwaukee Ave., Libertyville, IL.
- The Director of Facilities and Construction certified an emergency condition

necessitating immediate action to repair the generator.

- Failure to perform this work would present a threat to the safety and welfare of the residents of Lake County, as well as severely disrupt the governmental functions of the building.
- The Purchasing Agent issued purchase orders to Total Energy Systems, Green Bay, Wisconsin in the amount of \$40,972.86 and Homestead Electrical Contracting, LLC, Ingleside, Illinois, in the amount of \$13,428.
- The total cost for the repair was \$54,400.86.

Attachments: [Vendor Disclosure Statement.pdf](#)

[Emergency Procurement Memo](#)

8.18 [24-0029](#)

Director's Report - Facilities and Construction Services.

- Job Order Contract (JOC) Annual Report for Fiscal Year 2023.

Attachments: [JOC FY23 Summary Report_20DEC23](#)

[FY2023 End of Year JOC Report_20DEC2023](#)

Enterprise Information Technology

8.19 [24-0048](#)

Resolution authorizing a contract with Mythics, Inc., Virginia Beach, Virginia, for licensing and subscription of the Oracle Enterprise Performance Management Cloud application for a period of three years in an amount not to exceed \$139,920 annually for a total of \$419,760 with the option to renew for an additional three years.

- Oracle Enterprise Performance Management is the County-wide budgeting software and is used to manage budgets for all County departments.
- This contract provides for the licensing and subscription of the Oracle Enterprise Performance Management Cloud application for a period of three years in an amount not to exceed \$139,920 annually for a total of \$419,760 with an option to renew for an additional three years.
- 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 Mythics, Inc. for Oracle solutions has been identified through the IL Central Management Services (CMT1116440) to procure the needed goods, services, construction, or professional services that were competitively solicited and awarded.

Attachments: [FY24 Mythics LC-EPM - QUO](#)

[FY24 Mythics LC-EPM - VDS](#)

8.20 [24-0015](#)

Director's Report - Enterprise Information Technology.

Finance

8.21 [24-0070](#)

Resolution authorizing the Execution and Delivery by the County of Lake, Illinois of an Assignment and Assumption Agreement and Related Documents relating to a Declaration of Restrictive Covenants and Regulatory Agreement and a Tax Regulatory Agreement entered into by said county at the time of issuance of its Multifamily Housing Revenue Bonds (Brookstone Apartments Project) Series 2007 and Other Provisions in Connection Therewith.

- In 2007, the County issued Multifamily Housing Revenue Bonds (Brookstone Apartments Project) Series 2007 in the amount of \$9,600,000 to finance the costs of the acquisition and construction of a multifamily rental housing facility, located in the City of Waukegan, and loaned the funds to Brookstone Apartments LP (who is responsible for repaying the debt).
- Brookstone Apartments LP has advised the County that it plans to sell the property to a new owner, Waukegan Brookstone Apartments, LLC.
- As part of that sale, Brookstone Apartments LP will deposit sufficient funds in escrow to allow the early payoff of the bonds (sometimes called "defeasance") on November 1, 2024 (instead of the original deadline in 2040).
- The Bonds required a Declaration of Restrictive Covenants and Regulatory Agreement against the property to assure that it will be maintained as affordable housing under the Internal Revenue Code requirements and a Tax Regulatory Agreement to ensure that excessive interest (arbitrage) is not earned by the borrower during the term of the Bonds.
- Both Agreements require that any purchaser of the property must enter into an agreement to assume those obligations. The owner and the purchaser have agreed on the terms of an agreement for the assignment and assumption of the obligations under both Agreements by the purchaser, and the County's consent to that assignment and assumption is required.
- The Resolution presented approves and authorizes execution of the Assignment and Assumption Agreement as a consenting party, which will ensure continued compliance of the property with applicable affordable housing standards.

Attachments: [Lake County-Brookstone-Assignment Assumption Agreement-For County](#)
[Lake County-Brookstone-Resolution Approving Assign-Assump Agreeeme](#)

8.22 [24-0040](#)

Finance Monthly Report - November 2023.

Attachments: [Monthly Financial Report November 2023.pdf](#)

8.23 [24-0016](#)

Director's Report - Finance.

Human Resources

8.24 [24-0067](#)

Resolution authorizing the appointment of Darcy Adcock, Interim Director of Human Resources, as Lake County's Illinois Municipal Retirement Fund (IMRF) Authorized Agent.

- Lake County recommends the appointment of the new Interim Director of Human Resources, as the County's Authorized Agent.
- Ms. Adcock's experience working with IMRF dates to 2017.
- Ms. Adcock completed her Authorized Agent Training in 2017.

8.25 [24-0014](#)

Director's Report - Human Resources.

County Administration

8.26 [23-1804](#)

Resolution accepting the annual Emergency Management Intergovernmental Grant Agreement from the Illinois Emergency Management Agency (IEMA) for federal fiscal year (FFY) 2023 Emergency Management Performance Grant (EMPG) in an amount not to exceed \$154,783.69.

- Lake County applied for and has been awarded an annual allocation from IEMA, on behalf of the Lake County Emergency Management Agency (LCEMA).
- This grant funding (a) supports Lake County in developing and maintaining an effective integrated EMA and program; (b) provides for quarterly reimbursement of allowable EMA program costs; and (c) provides for EMA program expenses between October 1, 2023 through September 30, 2024. The agreement shall be effective between October 1, 2022 and shall expire on September 30, 2025.
- The actual amount of grant funding is dependent on (a) the federal budget and FEMA grant program guidance, (b) availability of federal funds to IEMA, and (c) actual EMA expenditures.
- The maximum grant funding to Lake County is \$154,783.69.
- Revenue from this grant will offset currently budgeted expenses. No additional expenses are budgeted as a result of this grant.
- Lake County invests local funding in emergency management program activities to satisfy the grant match requirements.

Attachments: [23EMALAKE EMPG grant agreement](#)

8.27 [24-0054](#)

Resolution approving a contract with Granicus, Denver, Colorado, in the amount of \$70,200 for GovQA Public Records FOIA Software.

- In 2023, several Lake County offices and departments started using GovQA to

receive, process and respond to Freedom of Information Act (FOIA) requests.

- This contract would expand Lake County's use of GovQA by adding ADFS Single Sign-On, redaction licenses, and the functionality for the Lake County Sheriff's Office to utilize it.
- 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 Granicus has been identified through OMINA Partners to procure needed goods, services, construction, or professional services that were competitively solicited and awarded.
- This contract authorizes an agreement for GovQA for the duration of one year with options of extending up to two additional one-year periods, for an initial term not to exceed cost of \$70,200, then thereafter a seven percent increase with each one year renewal for a total not to exceed cost in the final renewal term of \$80,371.98.

Attachments: [Lake County Updated GovQA 2024 Quote](#)
[Granicus LLC Vendor Disclosure](#)

8.28 [24-0069](#)

Presentation and discussion regarding food and beverage service options for County staff and the general public at the Waukegan Administrative Complex.

- The current contract for food services in the Waukegan Administrative Complex's cafeteria is expiring on January 31, 2024.
- Staff will present service offering options and recommendations for the Committee's consideration and feedback.

9. County Administrator's Report

10. Executive Session

11. Member Remarks and Requests

12. Adjournment

Next Meeting: February 1, 2024