

Lake County Illinois

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



Agenda Report - Final

Thursday, November 7, 2024

8:30 AM

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

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:

An opportunity for Public Comment will be provided during the meeting in accordance with the Lake County Board Rules of Order and Operational Procedures. At the time of Public Comment, it 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.

PLEASE NOTE: An individual is allowed 3 minutes total for one or more public comments.

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**

7.1 [24-1510](#)

Ordinance recommending the Fiscal Year (FY) 2025 Annual Budget and Appropriation Ordinance for Lake County, Illinois; said budget having been made conveniently available for public inspection for at least 15 days by posting in the Office of the County Clerk and on the County website.

- Through cooperation with all departments and agencies as well as the Standing Committees and Financial and Administrative Committee, the FY 2025 Budget is presented for approval.
- The operating funds that provide the funding for most governmental operations are balanced.
- This budget reflects all budget actions as approved by Standing Committees and the Financial and Administrative Committee.
- The entire budget is available on the County's website at www.lakecountyiil.gov.

Attachments: [List of FY25 Budget Amendments 10.23.24](#)
[OverallBudgetSummary 10.23.24](#)

8. **New Business**

CONSENT AGENDA (Items 8.1 - 8.9)

PUBLIC WORKS & TRANSPORTATION

8.1 [24-1511](#)

Joint resolution appropriating \$165,000 of ¼% Sales Tax for Transportation for software services for the Lake County Division of Transportation's ProjectTracker system.

- Lake County issued a Request for Proposal (RFP) in 2021 to contract for an integrated capital program management system and visualization solution to track projects, schedule appropriations, manage program fiscal constraint, both by fund source and fiscal year, develop the Lake County Division of Transportation's (LCDOT) capital budget, track planned project performance metrics, and link project location data to Geographic Information System (GIS).
- The contract included the software license as well as development, implementation,

training, and annual maintenance services.

- LCDOT's existing contract with EcoInteractive, LLC, San Francisco, California, began on December 17, 2021, for a period of one year, and allows a total of four one-year contract extensions. This will be the third one-year contract extension and will cover the period of December 17, 2024, to December 16, 2025.
- The Purchasing Agent has the authority to sign the attached agreement each year without further County Board approval.
- This project is included in the Transportation Improvement Program, and designated as Section 22-00000-21-AM.

Attachments: [24-1511 Agreement ProjectTracker](#)

[24-1511 Vendor Disclosure, EcoInteractive](#)

8.2 [24-1512](#)

Joint resolution authorizing an agreement with ExeVision, Inc., South Jordan, Utah, for construction and materials management software and equipment for the Lake County Division of Transportation, at a maximum cost of \$145,391.98 and appropriating \$175,000 of ¼% Sales Tax for Transportation funds.

- ExeVision, Inc. South Jordan, Utah, is being utilized to provide a construction and materials management software as a service to replace an Illinois Department of Transportation (IDOT) provided software that has been phased out.
- The original contract was procured in 2022 in accordance with Lake County's Purchasing Ordinance and can be extended annually for up to five years. This will be the third one-year contract extension and will cover the period of December 1, 2024, to November 30, 2025.
- This contract amount is estimated based on the Lake County Division of Transportation's anticipated 2025 construction program.
- This project is included in the Transportation Improvement Program and designated as Section 25-00000-22-AM.

Attachments: [24-1512 Agreement, ExeVision Lake County FY25](#)

[24-1512 Vendor Disclosure, ExeVision](#)

8.3 [24-1513](#)

Joint resolution authorizing an agreement with Parsons Transportation Group, Inc., Chicago, Illinois, for Phase II design engineering services for the repair of the Dilley's Road bridge over Mill Creek, at a maximum cost of \$453,365 and appropriating \$545,000 of County Bridge Tax funds.

- Parsons Transportation Group, Inc., Chicago, Illinois, will be utilized to complete these Phase II design engineering services for the repair of the Dilley's Road Bridge over Mill Creek.
- Lake County selects professional engineering firms in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 et. seq.
- The Lake County Division of Transportation's Consultant Selection Process has

been approved by the Federal Highway Administration and the Illinois Department of Transportation, and the firm selected for this project was selected in accordance with this approved process.

- The selected firm has a satisfactory past relationship with the Lake County Division of Transportation.
- This project is included in the Transportation Improvement Program with construction targeted in 2026, and designated as Section 23-00128-09-BR.

Attachments: [24-1513 Consultant Agreement, Dilleys Road Bridge over Mill Creek Ph](#)
[24-1513 Vendor Disclosure, Parsons](#)
[24-1513 Location Map, Dilleys Road Bridge Repair](#)

8.4 [24-1514](#)

Joint resolution authorizing an agreement with Baxter & Woodman, Inc., Chicago, Illinois, for Phase I professional engineering services for improvements along Lewis Avenue, from Sunset Avenue to Illinois Route 173, at a maximum cost of \$3,883,832 and appropriating \$4,660,000 of ¼% Sales Tax for Transportation funds.

- Baxter & Woodman, Inc., Chicago, Illinois, will be utilized to complete a Phase I study of potential improvements along Lewis Avenue, from Sunset Avenue to Illinois Route 173.
- Lake County selects professional engineering firms in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 et. seq.
- The Lake County Division of Transportation's (LCDOT) Consultant Selection Process has been approved by the Federal Highway Administration and the Illinois Department of Transportation, and the firm selected for this project was selected in accordance with this approved process.
- LCDOT received and evaluated Statements of Interest and Qualifications from 13 professional firms, of which three were short-listed and presented to a consultant selection committee.
- This project is included in the Transportation Improvement Program and designated as Section 24-00999-03-ES.

Attachments: [24-1514 Consultant Agreement, Lewis Ave Improvements Phase I](#)
[24-1514 Vendor Disclosure, Baxter and Woodman](#)
[24-1514 Location Map, Lewis Avenue Improvements](#)

8.5 [24-1515](#)

Joint resolution appropriating a supplemental amount of \$570,000 of Motor Fuel Tax funds and approving Change Order Number Two with Christopher B. Burke Engineering, Ltd. in the amount of \$1,026,121 for additions to the Phase II engineering services contract for improvements along Deerfield Road, from Illinois Route 21 to Saunders Road.

- Change Order Number Two includes additional engineering evaluation and

redesign due to unforeseen changes along the corridor. These include redesign of the drainage system to provide for new increased rainfall data (Bulletin 75), modifications to the Des Plaines River bridge to accommodate the Lake County Public Works sanitary sewer force main, ongoing development of the Federal Life and new Thorton's Gas Station properties, and Illinois Department of Transportation design and documentation requests.

- This will result in a net savings to the project by minimizing improvements to the Des Plaines River bridge and lowering land acquisition costs.
- The County Board, at its May 12, 2020, meeting, approved an appropriation of \$3,165,000 of Motor Fuel Tax funds and a professional engineering services agreement with Christopher B. Burke Engineering, Ltd., Rosemont, Illinois, at a maximum cost of \$2,634,307.26, for improvements along Deerfield Road.
- The sum of all contract change orders to date is \$1,046,778, which represents a 40 percent increase over the original awarded contract.
- This project is included in the Transportation Improvement Program and designated as Section 15-00038-07-WR.

Attachments: [24-1515 Change Order Number Two, Deerfield Road Phase II](#)

[24-1515 Vendor Disclosure, Burke](#)

[24-1515 Location Map, Deerfield Road Phase II Supplement](#)

8.6 [24-1516](#)

Joint resolution authorizing an agreement with Alfred Benesch & Company, Chicago, Illinois, for Phase II professional engineering services for the intersection improvements of Hunt Club Road and Stearns School Road, at a maximum cost of \$2,097,498 and appropriating \$2,517,000 of ¼% Sales Tax for Transportation funds.

- Alfred Benesch & Company, Chicago, Illinois, will be utilized to perform the Phase II professional engineering services for the intersection improvements of Hunt Club Road and Stearns School Road.
- Lake County selects professional engineering firms in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 et. seq.
- The Lake County Division of Transportation's (LCDOT) Consultant Selection Process has been approved by the Federal Highway Administration and the Illinois Department of Transportation, and the firm selected for this project was selected in accordance with this approved process.
- LCDOT received and evaluated Statements of Interest and Qualifications for this project from 20 professional firms, of which three were short-listed and presented to a consultant selection committee.
- This project is included in the Transportation Improvement Program and designated as Section 22-00095-20-CH.

Attachments: [24-1516 Consultant Agreement, Hunt Club at Stearns School Phase II](#)

[24-1516 Vendor Disclosure, Benesch](#)

[24-1516 Location Map, Hunt Club at Stearns School](#)

8.7 [24-1517](#)

Joint resolution authorizing an agreement with Pace Suburban Bus Division of the Regional Transportation Authority (Pace) providing terms and conditions for the operation of the Ride Lake County paratransit service as a borderless, countywide service for 2025 and appropriating \$1,000,000 of ¼% Sales Tax for Transportation Funds.

- This agreement establishes terms and conditions for Pace to operate the Ride Lake County service for 2025.
- Ride Lake County will be funded through a combination of County, Pace, and federal funding.
- Pace will fund 50 percent of the operating deficit up to \$1,057,954 and 80 percent of the Call Center Services up to \$195,973 for the Ride Lake County service from January 1, 2025, through December 31, 2025.
- Lake County will provide the balance of the operating funding, less any federal grant awards, up to \$1 million. The actual annual costs are based on the number of trips Pace provides, which are billed on a monthly basis to Lake County.
- This project is included in the Transportation Improvement Program and designated as Section 25-00280-10-ES.

Attachments: [24-1517 Operating Agreement, 2025 Ride Lake County](#)

[24-1517 Location Map, Ride Lake County](#)

8.8 [24-1518](#)

Joint committee action item approving Change Order Number 13 with Semper Fi Land Services, Inc., Aurora, Illinois, consisting of an increase of \$185,450 for additions to the Buffalo Creek Wetland Bank construction contract.

- Change Orders need to be approved by the standing committees for cumulative net increases over 10 percent.
- The Buffalo Creek Wetland Bank project is under contract with Semper Fi Land Services, Inc. in the amount of \$1,559,726.97 and designated as Section 01-00000-00-ES.
- The sum of all contract change orders to date is \$490,748.50, which represents a 39.1 percent increase over the original contract amount.
- Refer to attached Summary of Contract Change Orders for a description of all change orders.

Attachments: [24-1518 Summary, Buffalo Creek Wetland Bank Construction Change C](#)

[24-1518 Change Order, Buffalo Creek Wetland Bank Construction Num](#)

[24-1518 Vendor Disclosure, Semper Fi](#)

[24-1518 Location Map, Buffalo Creek Wetland Bank](#)

8.9 [24-1519](#)

Joint committee action item approving Change Order Number Two with Hey & Associates, Inc., Volo, Illinois, consisting of an increase of \$17,500 for additions to the Buffalo Creek Wetland Bank Phase III professional engineering services contract.

- Change Orders need to be approved by the standing committees for cumulative net increases over 10 percent.
- The Buffalo Creek Wetland Bank project is under contract with Hey & Associates, Inc. in the amount of \$231,500 and designated as Section 01-00000-00-ES.
- The sum of all contract change orders to date is \$35,500, which represents a 16.6 percent increase over the original contract amount.
- Refer to attached Summary of Contract Change Orders for a description of all change orders.

Attachments: [24-1519 Summary, Buffalo Creek Wetland Bank Phase III Change Order](#)
[24-1519 Change Order, Buffalo Creek Wetland Bank Phase III Number](#)
[24-1519 Vendor Disclosure, Hey](#)
[24-1519 Location Map, Buffalo Creek Wetland Bank](#)

REGULAR AGENDA

FINANCIAL & ADMINISTRATIVE

County Clerk

8.10 [24-1475](#)

Resolution accepting the Illinois State Board of Elections Polling Place Accessibility Grant and authorizing an emergency appropriation in the amount of \$92,850 for the specific purpose of addressing areas of inaccessibility in Illinois' polling places.

- The purpose of this grant is to make improvements to Illinois polling places for voters with disabilities, pursuant to Section 101 of the Help America Vote Act of 2002, ("HAVA") (52 USC 20901) (CFDA 90.404). Funding is prioritized to correct barriers to accessing polling places.
- The County Clerk's Office proposed improvements to the polling site located at the Fox Lake Volunteer Fire Department for the purposes of addressing areas of inaccessibility, working toward the goal that all Lake County voters can exercise their right to vote privately and independently.
- The Fox Lake Volunteer Fire Department will utilize these funds to remove and replace the parking lot into a smooth and flat surface.
- The parking lot is approximately 1,420 square feet and currently sits on a cracked and uneven surface, creating a hazardous situation for people with disabilities and those with limited mobility.
- The project will also stripe the parking lot which will allow voters with disabilities to

have ADA compliant spots with access aisles that are van accessible, creating a safer environment.

- The Illinois State Board of Elections approved this project and funds will be dedicated solely for this purpose
- The \$92,850 in grant funding was not previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year (FY) 2024 budget.
- This is a reimbursement grant, whereby purchases are made by the County Clerk, and upon presentation of invoices and proof of payment, and approval by the Grants Program Manager, the County is reimbursed for qualified expenses.
- The grant award is for the period July 1, 2024, through June 30, 2025.

Attachments: [PPA Grant 2024 - VL](#)

Finance

8.11 [24-1549](#)

Ordinance recommending a Real Property Tax Levy, attached hereto, and made part of this Ordinance, providing for the apportionment of taxes across the various items of the Fiscal Year (FY) 2025 Appropriation Ordinance as adopted by the County Board of Lake County, Illinois.

- This ordinance identifies the determined amount of tax dollars allocated to each of the countywide property tax funds for Tax Year 2024, collected during calendar year 2025.
- The tax levy will be filed with the County Clerk once adopted.

8.12 [24-1550](#)

Ordinance providing for the levy of a direct annual tax sufficient to produce \$50,000 for Special Service Area (SSA) Number Eight.

- The levy ordinance for this SSA (Loon Lake) is required to be adopted annually.
- This special service area was established by the County Board at the request of the residents and the tax levy is assessed to only the homeowners within that area.

8.13 [24-1551](#)

Ordinance appropriating funds and providing for the levy of a direct tax sufficient to produce \$164,892.32 for the Northeast Lake Facilities Planning Area Special Service Area (SSA) Number Nine.

- In 1994, the County Board established the Northeast SSA Number Nine.
- The SSA was established to assist in the financing of the Northeast sewer system.
- A special tax roll was created that sets forth the amount to be levied each year against all parcels in the SSA.
- This ordinance lists the amounts to be levied for the tax year 2024 to be collected during calendar 2025.

- This special service area was established by the County Board at the request of the residents and the tax levy is assessed to only the homeowners within that area.

8.14 [24-1552](#)

Ordinance providing for the levy of a direct annual tax sufficient to produce \$34,400 for Special Service Area (SSA) Number 12.

- In 2004, the County Board established the Woods of Ivanhoe SSA with renewal in 2019.
- This SSA provides funds to maintain private roads in Ivanhoe Subdivision.
- The levy amount was determined by the Homeowners' Association.
- This special service area was requested by the homeowners' association of the impacted area and the levy is applied only to the homeowners in that area.

8.15 [24-1553](#)

Ordinance providing for the levy of a direct annual tax sufficient to produce \$226,058 for Special Service Area (SSA) Number 13.

- The levy ordinance for this SSA (Spencer Highlands) is required to be adopted annually.
- This special service area was established by the County Board at the request of the residents and the tax levy is assessed to only the homeowners within that area.

8.16 [24-1554](#)

Ordinance providing for the levy of a direct annual tax sufficient to produce \$13,925 for Special Service Area (SSA) Number 14.

- The levy ordinance for this SSA (Oak Pond Lane) is required to be adopted annually.
- This special service area was established by the County Board at the request of the residents and the tax levy is assessed to only the homeowners within that area.

8.17 [24-1555](#)

Ordinance providing for the levy of a direct annual tax sufficient to produce \$14,160 for Special Service Area (SSA) Number 17.

- In 2016 the County Board established the Ivanhoe Estates SSA.
- This SSA provides funds to maintain private roads in the Ivanhoe Estates residential community.
- The Homeowners' Association determines the amount of the levy.
- This special service area was requested by the homeowners' association of the impacted area and the levy is applied only to the homeowners in that area.

8.18 [24-1561](#)

Resolution authorizing an emergency appropriation from fund balance in the Special Service Area #17 - Ivanhoe Estates Fund in the amount of \$5,412 modifying the Fiscal Year (FY) 2024 budget for expenses incurred which were not included in the FY 2024 budget.

- In 2016, the County Board established Special Service Area #17 - Ivanhoe Estates Fund to fund the repair, reconstruction, and maintenance of private streets within

the Ivanhoe Estates residential community.

- Each year's budget for Special Service Area #17 - Ivanhoe Estates Fund is prepared with a levy and expenses determined by the Homeowners' Association.
- This resolution appropriates \$5,412 from fund balance in the Special Service Area #17 - Ivanhoe Estates Fund to expenses in the FY 2024 Budget.

Attachments: [EA - SSA 17 Ivanhoe Estates 11.12.2024](#)

8.19 [24-1480](#)

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2025 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 2024 and uncompleted or ongoing projects that will not be complete until FY 2025.
- 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 2024 to FY 2025. The detailed accounts are included in the attachment.

Attachments: [24-1480 Carryovers for 11.7.24](#)

8.20 [24-1533](#)

Director's Report - Finance.

- Chief Financial Officer Approved Line Item Transfers.

Attachments: [CFO Approved Line Item Transfers FY2024 11.7.2024 FA](#)

Human Resources

8.21 [24-1539](#)

Resolution authorizing a Collective Bargaining Agreement (CBA) between the Lake County Board, Lake County Sheriff's Office, and the Metropolitan Alliance of Police Chapter 481, Law Enforcement Division- Sergeants Unit.

- This is a three-year agreement beginning on December 1, 2024 through November 30, 2027 and covers 17 Sergeants positions in the Sheriff's Law Enforcement Division.
- Establishment of a longevity bonus structure paying from \$1,000 to \$2,500 at 5 -year milestones up to 30 years.
- Wage settlement of includes an increase in the differential between the top Deputy rate and the promotional Sergeant rate. The differential was previously 10.25% and has been increased to 10.5%.

Attachments: [LE Sergeants MAP Final Redline 2024-2027](#)
[LE Sergeants MAP Final Agreement 2024-2027](#)

County Administration

8.22 [24-1562](#)

Resolution authorizing the County Administrator to reallocate American Rescue Plan Act (ARPA) funding dollars from completed, cancelled, or revised ARPA projects and initiatives to underfunded ARPA projects and initiatives, or other new County-related projects.

- The ARPA was signed into law on March 11, 2021, and Lake County received \$135,293,758 from the US Treasury.
- The funds can be used for needs associated with public health, to counteract negative economic impacts, provide services to disproportionately impacted communities, for infrastructure, to provide premium pay, to replace lost revenue, and for administrative purposes during a period from March 3, 2021, to December 31, 2026. The US Treasury requires that all funds be obligated to projects by December 31, 2024.
- Previously, authority was provided to the County Administrator to execute all agreements with partners related to allocations and distributions of these funds. The County Administrator was also provided the authority to transfer funds from completed, cancelled, or revised projects to other, underfunded ARPA projects.
- Based on the limited time remaining to ensure all funds are obligated, and the fluidity of project funding needs leading up to the December 31, 2024 deadline, the County Administrator requires the greatest flexibility regarding the reallocation of unobligated ARPA funds to ensure all funds are obligated to US Treasury allowed uses and spent in Lake County with no funds going back to the US Treasury.
- The County Administrator will be required to report any reallocations of funds to the Board and will provide a summary of all reallocations during the January 2025 Committee cycle.

8.23 [24-1540](#)

Resolution authorizing an agreement with the Village of Round Lake Beach to donate a temporary construction easement to conduct work related to the extension of Hook Drive to Nicole Lane.

- The Village of Round Lake Beach is undertaking a construction project to extend Hook Drive to Nicole Lane.
- The 19th Judicial Circuit Court has its North Branch Court which is adjacent to the project.
- The temporary construction easement will be for five years or until construction is completed.

Attachments: [24-1540 County - RLB agreement on TE for North Branch Court 4886-47](#)
[24-1540 Ex A - Legal Parcel 0003TE \(002\)](#)

[24-1540 Ex B - Temporary Easement Form 4879-5687-9092](#)

[24-1540 Ex C - Letter to PO \(10-11-2024\) \(002\)](#)

8.24 [24-1537](#)

Resolution authorizing the County Administrator to implement the recommendations of the 2024 Compensation Study, as reviewed and accepted by the County Administrator's Office and Lake County's Human Resources Department.

- In February 2024, Lake County acquired Baker Tilly, LLP to conduct a comprehensive compensation study on all of the County's non-represented employees.
- The consultant analyzed the County's non-represented positions through a comprehensive job analysis and market assessment and in August 2024 County staff and Baker Tilly, LLP presented the findings of the compensation study to the Financial and Administrative Committee with recommendations.
- Based on the recommendations from Baker Tilly and Committee feedback, the County Administrator is implementing the Compensation Study by providing a 2% increase to all non-represented employees' base salaries or bringing employees' base salaries to the minimum of newly established salary grades, with some exceptions.
- Some of the increases recommended, and accepted by the County Administrator and Lake County Human Resources exceed 10%. This resolution authorizes the County Administrator to implement the Compensation Study and provide increases as necessary in alignment with the Compensation Study.

Attachments: [Comp Study Summary 110424](#)

[Summary of Compensation Study Increases over 10 Percent](#)

9. County Administrator's Report

10. Executive Session

10.1 [24-0009](#)

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

10.1A [24-1585](#)

Committee action to authorize pay over the 75th percentile of the grade for a vacant position.

10.2 [24-0012](#)

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

10.2A [24-1586](#)

Committee action approving the Financial and Administrative Executive Minutes from September 28, 2024.

10.2B [24-1587](#)

Committee action approving the Financial and Administrative Executive Minutes from October 31, 2024.

11. **Member Remarks and Requests**

12. **Adjournment**

Next Meeting: TBD