

Lake County Illinois

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



Agenda Report - Final

Thursday, October 31, 2019

8:30 AM

Assembly Room, 10th Floor

Financial & Administrative Committee

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Addenda to the Agenda**
4. **Public Comment**
5. **Chair's Remarks**
6. **Old Business**

6.1 [19-1371](#)

Resolution authorizing an agreement with ICMA-RC for deferred compensation record-keeping and plan administration services.

- Lake County extended Requests for Proposals (RFPs) to 26 potential vendors for deferred compensation record-keeping and plan administration services; nine responses were received.
- The Lake County 457 Retirement Plan Committee, in consultation with retirement plan consultants Gallagher Consultants, reviewed and scored the RFP responses and three finalists were invited to provide presentations. The 457 Retirement Plan Committee members scored the finalists following their presentations.
- At the August 29, 2019 Financial and Administrative (F&A) Committee meeting, the resolution was introduced, and ICMA-RC was recommended as the firm that would best meet the needs of the County's employees.
- Human Resources has begun active communication with all employees.
- The resolution, unanimously recommended for approval by the F&A Committee on September 26, 2019, was referred back to the F&A Committee by the County Board at its October 9, 2019 Board meeting to respond to additional questions.

Attachments: [Overall Scoresheet for County Board.pdf](#)

[Vendor Disclosure.pdf](#)

[ICMA-RC Administrative Services Agreement Sample.pdf](#)

[19047 Award Recommendation.pdf](#)

[457\(b\) Point Paper - Final.pdf](#)

6.2 [19-1372](#)

Resolution authorizing the appointment of Christine Kopka, Assistant Director of Human Resources and Risk Manager, as the Lake County Deferred Compensation 457(b) Plan's Authorized Agent.

- Christine Kopka is currently appointed as the Lake County's Nationwide Authorized Agent and will remain until the termination of the Nationwide contract.
- Human Resources desires that Christine Kopka, Assistant Director of Human Resources and Risk Manager, be appointed as Lake County's authorized agent for its deferred compensation plan under Internal Revenue Code 457(b) for services

with ICMA-RC.

7. New Business

CONSENT AGENDA (Items 7.1 - 7.6)

APPROVAL OF MINUTES

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.1 19-1724

Joint resolution appropriating \$87,600 of County Bridge Tax funds, \$145,500 of Matching Tax funds and \$145,500 of ¼% Sales Tax for Transportation funds for Fiscal Year 2020 general engineering and support services needed to address items such as soil, environmental, drainage, bridge, wetland, easement and right-of-way purchases.

- General engineering and support services are needed to supplement in-house design services and improve the County highway system.
- The acquisition of these services is included in the highway improvement program and designated as Section 20-00000-02-EG.

7.2 19-1725

Joint resolution appropriating \$32,000 of County Bridge Tax funds and \$209,000 of Matching Tax funds to provide for Fiscal Year 2020 acquisition of materials and services needed to maintain such items as drainage and bridge facilities, pavements, shoulders, guardrails, fencing, signage, and right-of-way.

- Miscellaneous maintenance materials and services are needed to maintain the County highways.
- Before materials can be ordered, or work can be done using the County Bridge Tax fund or the Matching Tax fund, an appropriation is needed.
- The acquisition of these materials and services is included in the highway improvement program, and designated as Section 20-00000-03-GM.

7.3 19-1737

Joint resolution appropriating \$40,000 of ¼% Sales Tax for Transportation funds for cellular service, landline phone service, and electrical service to communicate with various Lake County Division of Transportation (LCDOT) field assets, including traffic signals, cameras, pavement sensors, and snow and ice equipment and integration with Lake County PASSAGE.

- LCDOT and Lake County's PASSAGE System gathers data from traffic signals, counters, pavement sensors, cameras, and snowplows to manage traffic and provide the public with this information through various means to make an informed decision when traveling.
- This project is included in the highway improvement program, and designated as Section 20-00000-18-GM.

FINANCIAL & ADMINISTRATIVE

7.4 [19-1628](#)

Report from Robin M. O'Connor, County Clerk, for the month of September 2019.

Attachments: [LCC Report for September 2019](#)

7.5 [19-1709](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of September 2019.

Attachments: [September 2019](#)

7.6 [19-1750](#)

Report from Holly Kim, Treasurer, for the month of April 2019.

Attachments: [Cash & Investment Apr 2018.pdf](#)

[Cash & Investment Apr 2019.pdf](#)

REGULAR AGENDA

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.7 [19-1736](#)

Joint resolution authorizing a contract with Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$572,700 for the resurfacing of Hainesville Road, from Illinois Route 120 to Washington Street, which will be improved under the Illinois Highway Code for a total of .75 miles, appropriating \$690,000 of Motor Fuel Tax funds.

- A public bid was held, and a total of three bids were received, ranging from \$572,700 to \$697,777, and the lowest responsible bidder is Peter Baker and Son Company with a contract amount of \$572,700.
- This resurfacing improvement has been identified within the County's pavement management system and is included in the highway improvement program and designated as Section 19-00072-13-RS.

Attachments: [19-1736 Bid Tab, Hainesville Road Resurfacing](#)

[19-1736 Vendor Disclosure, Peter Baker and Son Co.](#)

7.8 [19-1739](#)

Joint resolution authorizing an intergovernmental agreement with the University of Pittsburgh, Office of Sponsored Programs, at a maximum cost of \$150,000 for the research and development of an advanced traffic analysis tool for emissions-based traffic signal optimization and appropriating \$165,000 of ¼% Sales Tax for Transportation funds.

- University of Pittsburgh, Office of Sponsored Programs, has demonstrated experience in advanced traffic signal optimization modeling and the development of traffic analysis tools for Automated Traffic Signal Performance Measures (ATSPM) field operations.
- An intergovernmental agreement is necessary for the University of Pittsburgh, Office of Sponsored Programs, to research and develop a traffic analysis tool for Lake County to use for emissions-based traffic signal optimization.
- The University of Pittsburgh, Office of Sponsored Programs, has agreed to contribute an additional \$80,000 for this research project which is expected to last two years.
- Information supplied by the development of the traffic analysis tool will assist County engineers with optimizing traffic signal timing to reduce emissions.
- This project is included in the highway improvement program, and designated as Section 19-00999-67-ES.

Attachments: [19-1739 Emissions Based Traffic Signal Optimization Research Agreeer](#)

7.9 [19-1743](#)

Ordinance amending Chapter 51 of the Lake County Code of Ordinance, sewer-related rates for certain Lake County systems by making modifications to previously approved rates.

- The Rate Ordinance establishes all water and sewer user rates and connection fees for the County's water and sewer systems and is reviewed annually or as needed.
- On August 13, 2019, the County Board approved an amendment to the Rate Ordinance based on the results of a recently conducted water and sewer rate and connection fee study.
- The study applied an increase of 4.1 percent to all sewer rates for metered, unmetered and wholesale usage.
- The increase was inadvertently applied to the portion of the sewer rate that is collected by Lake County Public Works but charged by third-party treatment providers and needs to be amended.
- This Ordinance modification also makes one technical correction in the previously approved 2019 Rate Ordinance by including the initial permit fee of \$200 with an annual renewal fee of \$100 for the discharge of septage and holding tank waste in the wastewater system.
- Notice will be provided to the County's municipal partners impacted by the changes.

Attachments: [19-1743 Modified Rate Ordinance Update based on Rate Study - Highlig](#)

FINANCIAL & ADMINISTRATIVE

7.10 [19-1772](#)

Discussion regarding amending Chapter 33, Purchasing, of the Code of Ordinances

regarding establishing responsible bidder requirements on Public Works projects.

Attachments: [Responsible Bidders Ordinance.pdf](#)

7.11 [19-1769](#)

Discussion regarding Fiscal Year 2020 Budget and annual aggregate tax levy.

Attachments: [NPR List.pdf](#)

[Personnel FTE & PTE 5 Year Charts.pdf](#)

[FY2020 Annual Budget Presentation 103119.pdf](#)

[OverallBudgetSummary 102419.pdf](#)

[List of FY20 Budget Amendments.pdf](#)

8. Executive Session

8.1 [19-1767](#)

Executive Session to discuss personnel matters pursuant to 5 ILCS 120/2 (c) 1.

9. County Administrator's Report

9.1 [19-1718](#)

County Administrator issued performance increases.

10. Members Remarks

11. Adjournment

Next Meeting: November 7, 2019