

Lake County Illinois

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



Agenda Report - Final

Thursday, September 26, 2024

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at:

<https://bit.ly/3B5hVRd>

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
8. New Business

CONSENT AGENDA (Items 8.1 - 8.15)

MINUTES

8.1 [24-1252](#)

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

Attachments: [F&A 8.29.4 Final Minutes](#)

8.2 [24-1253](#)

Committee action approving the Financial and Administrative Committee meeting minutes from September 5, 2024.

Attachments: [F&A 9.5.24 Final Minutes](#)

REPORTS

8.3 [24-1278](#)

Report from Anthony Vega, County Clerk, for the month of August, 2024.

Attachments: [County Clerk Monthly Finance Report for August 2024](#)

8.4 [24-1244](#)

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

Attachments: [FSG Aug 2024](#)

[Lake County Summary Report - August 2024](#)

[August 23 Cash & Investment Report](#)

HEALTH & COMMUNITY SERVICES

8.5 [24-1202](#)

Joint resolution authorizing the submission of a Healthy Houses Program Application to the Illinois Department of Commerce and Economic Opportunity (DCEO).

- The Illinois DCEO made over \$21,000,000 available to support for installation and/or replacement of entire Heating, Ventilation and Air Conditioning (HVAC) Systems in multi-family, low to moderate income rentals. The funding opportunity does not require local match.
- Lake County Community Development is proposing an application requesting the maximum of \$2,000,000.
- If selected, the funds would be pass through to eligible landlords/property owners with low-to-moderate (LMI) income qualified rental units located in Lake County.

Attachments: [Healthy Homes NOFO](#)

[Healthy Homes Application - Project Information](#)

[CTC_7697339_Affidavit](#)

8.6 [24-1191](#)

Joint resolution approving the second amendment to the Program Year (PY) 2024 United States Department of Housing & Urban Development (HUD) Annual Action Plan (AAP).

- HUD requires the submission of an AAP and associated amendments to govern expenditure of federal housing and community development funding for each program.
- The second amendment to the PY 2024 AAP makes the following changes:
 - Allocation of \$213,991 of HOME funds to the City of Waukegan for Owner-Occupied Rehabilitation.

Attachments: [PY24 AAP_2ND AMENDMENT](#)

8.7 [24-1192](#)

Joint resolution approving the tenth amendment to the Program Year (PY) 2019 United States Department of Housing & Urban Development (HUD) Annual Action Plan (AAP).

- HUD requires the submission of an AAP and associated amendments to govern expenditure of federal housing and community development funding for each program.
- Community Development Block Grant Coronavirus relief funds (CDBG-CV) reporting elements are included in the PY 2019 AAP regardless of the program year the activities are initiated.
- The tenth amendment to the PY 2019 AAP makes the following changes:
 - Reduction in funding in the amount of \$17,591 for foreclosure counseling (Community Partners for Affordable Housing).

- Reduction in funding in the amount of \$22,591 for Rental Assistance - Project Delivery (Catholic Charities).
- Allocation of \$40,182 of CDBG-CV funds to PADS Lake County for shelter operations.

Attachments: [2019 AAP 10th Amendment](#)

8.8 [24-1236](#)

Joint resolution accepting the Supporting Municipalities for Asylum Seeker Services (SMASS) funds from the Metropolitan Mayors Caucus (MMC) and authorizing an emergency appropriation in the amount of \$1,130,238 for grant administration and implementation.

- In August the County Board approved a grant submission seeking funding through MMC's SMASS program, funded through the Illinois Department of Human Services.
- Lake County was awarded \$1,130,238 in pass-through funding for the State's fiscal year 2025 (from July 1, 2024, to June 30, 2025).
- The funding will be distributed to key community providers to supplement their existing services to asylum seekers in Lake County, as follows: \$924,298 to Mano a Mano Family Resource Center and \$184,404 to North Suburban Legal Aid.
- Lake County will receive \$21,536 to administer the program.

Attachments: [Emergency Appropriation 2024-10 SMASS](#)
[SMASS III - Award Letter - Lake County](#)

PUBLIC WORKS & TRANSPORTATION

8.9 [24-1227](#)

Joint resolution adopting the proposed 2025-2029 Capital Improvement Program for the Lake County Department of Public Works.

- The five-year Capital Improvement Program is a planning document that serves as a guide for Lake County Department of Public Works future capital improvements.
- In addition, it provides a strategic approach as to how the department will address the list of capital projects and manage the associated challenges.
- The Department of Public Works staff presented the Proposed 2025-2029 Capital Improvement Program to the Public Works and Transportation Committee on August 28, 2024.

Attachments: [24-1227 2025-2029 LCPW CIP Presentation](#)

8.10 [24-1228](#)

Joint resolution appropriating \$20,000 of Matching Tax funds for cellular service to communicate with various Lake County Division of Transportation field assets, including traffic signals, cameras, various field elements, and integrate with Lake County PASSAGE.

- The Lake County Division of Transportation and the Lake County PASSAGE Intelligent Transportation System gather data from traffic signals, cameras, and various field elements to manage traffic operations, snow and ice maintenance operations, and provide the public with accurate and real-time information to make informed travel decisions.
- This project is included in the Transportation Improvement Program and designated as Section 25-00000-18-GM.

8.11 [24-1230](#)

Joint resolution authorizing a contract with Meade Inc., Willowbrook, Illinois, in the amount of \$499,997 for the installation of accessible pedestrian signals and appropriating \$600,000 of ¼% Sales Tax for Transportation funds.

- Work includes the removal of existing traffic signal equipment, installation of accessible pedestrian signals, maintenance of existing traffic signal installation, and other related work.
- There was a public call for bids, and a total of two bids were received, ranging from \$499,997 to \$630,317.87, and the lowest responsible bidder is Meade Inc., Willowbrook, Illinois, in the amount of \$499,997.
- This project is included in the Transportation Improvement Program with construction to begin in 2024 and designated as Section 24-00999-04-TL.

Attachments: [24-1230 Bid Tabulation, ADA Pedestrian Signals 2024 Contract Award :](#)

[24-1230 Vendor Disclosure, Meade](#)

[24-1230 Location Map, ADA Pedestrian Signals - Northeast](#)

[24-1230 Location Map, ADA Pedestrian Signals - Southeast](#)

[24-1230 Location Map, ADA Pedestrian Signals - Southwest](#)

[24-1230 Location Map, ADA Pedestrian Signals - Northwest](#)

8.12 [24-1231](#)

Joint resolution authorizing a contract with Meade Inc., Willowbrook, Illinois, in the amount of \$138,107 for the provision of remote-controlled video system upgrades to the Intelligent Transportation System (ITS) PASSAGE Field Elements along various routes in Lake County and appropriating \$166,000 of ¼% Sales Tax for Transportation funds.

- Remote controlled video system upgrades to the ITS PASSAGE Field Elements are needed for 17 Remote Controlled Video Systems, 2,850 feet of Outdoor Rated Network Cable, and other related work along various routes of the Lake County PASSAGE network.
- There was a public call for bids, and a total of two bids were received, ranging from \$138,107 to \$164,614.54, and the lowest responsible bidder is Meade Inc., Willowbrook, Illinois, with a contract amount of \$138,107.
- This project is included in the Transportation Improvement Program with construction planned to begin in 2024 and designated as Section 24-00268-30-TL.

Attachments: [24-1231 Bid Tabulation, ITS PASSAGE Network Upgrades Contract Aw](#)
[24-1231 Vendor Disclosure, Meade](#)
[24-1231 Location Map, ITS PASSAGE CCTV Upgrades](#)

8.13 [24-1232](#)

Joint resolution authorizing an agreement with HDR Engineering, Inc., Rosemont, Illinois, for Phase II design engineering services for the replacement of a culvert under Fairfield Road at the Round Lake Drain, at a maximum cost of \$521,011, and appropriating \$625,000 of County Bridge Tax funds.

- HDR Engineering, Inc., Rosemont, Illinois, will be utilized to perform the Phase II design engineering services for the replacement of a culvert under Fairfield Road at the Round Lake Drain.
- 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 planned to begin as early as 2026 and designated as Section 20-00104-10-DR.

Attachments: [24-1232 Consultant Agreement, Fairfield Road Culvert Replacement Ph](#)
[24-1232 Vendor Disclosure, HDR Engineering Inc.](#)
[24-1232 Location Map, Fairfield Road Culvert Replacement Phase II](#)

8.14 [24-1233](#)

Joint resolution authorizing an agreement with HR Green, Inc., McHenry, Illinois, to provide Phase II design engineering services for a proposed shared-use path along Illinois Route 137 (Patriot Path), at a maximum cost of \$1,768,704, and appropriating \$2,123,000 of ¼% Sales Tax for Transportation funds.

- A consulting firm will be utilized to complete these Phase II design engineering services for the remaining two path segments, including segment two, from Sage Court on the north to Illinois Route 43, and segment three, from Illinois Route 43 to US Route 41.
- 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 14 professional firms, of which four were short-listed and presented to a consultant selection committee.
- This project is included in the Transportation Improvement Program and designated as Section 24-00289-03-BT.

Attachments: [24-1233 Consultant Agreement, Patriot Path Phase II](#)

[24-1233 Vendor Disclosure, HR Green](#)

[24-1233 Location Map, Patriot Path \(Segments 2 and 3\) Phase II](#)

PLANNING, BUILDING, ZONING & ENVIRONMENT

8.15 [24-1248](#)

Joint resolution authorizing a professional services agreement with Davey Resource Group, Inc., Kent, Ohio, to prepare a Lake County Urban and Community Forestry Plan in an amount not to exceed \$144,395.

- The 2023 Strategic Plan directs staff to implement the Lake County Regional Tree Initiative in Fiscal Year 2024 to lead in the effort to prevent further increases in global temperature, mitigate climate change effects, and protect and enhance our natural environment.
- As part of the Fiscal Year 2024 budget, funding was allocated to contract with a firm to prepare an adaptive Urban and Community Forestry Strategic Plan in alignment with the Chicago Region Trees Initiative Master Plan 2050 that directs action on making trees healthier, more abundant, more diverse, and distributed equitably throughout Lake County, and including any necessary policy recommendations and budgetary needs for the County Board regarding urban forestry.
- A Request for Proposal was extended to 14 vendors, sealed proposals were received from three vendors.
- Based on the criteria set forth in the Request for Proposals, the evaluation committee selected Davey Resource Group, Inc., Kent, Ohio, as the most qualified and favorable proposal for Lake County.

Attachments: [2024-13-9 Draft Agreement#24351 Urban and Community Forestry Plan](#)

[Final RFP 24351 Urban and Community Forestry Planning Consultation](#)

[Post Score Matrix Summary- RFP#24351](#)

[Davey Resource Group, Inc- Vendor Disclosure](#)

REGULAR AGENDA

FINANCIAL & ADMINISTRATIVE

Human Resources

8.16 24-1257

Resolution authorizing a contract with Kimley Horn, Deerfield, Illinois to manage the development and implementation of an ADA Transition plan in the amount not to exceed \$345,000.

- Title II of the Americans with Disabilities (ADA) Act requires the removal of existing barriers in public places that impact the ability for individuals with disabilities to participate in government programs, services and activities.
- As part of the Fiscal Year 2024 budget, funding was allocated to contract with a firm to develop and implement an ADA transition plan for the County's public rights-of-way and update the existing ADA transition plan for all other facilities, programs and services, in accordance with all applicable laws and guidelines.
- A Request for Proposal was extended to 28 vendors, sealed proposals were received from six vendors.
- Based on the criteria set forth in the Request for Proposals, the evaluation committee selected Kimley-Horn of Deerfield, Illinois as the most qualified and favorable proposal for Lake County.
- The Agreement for the work includes a review of the 2016 Transition Plan prepared by ACT Services; 2018 curb ramp evaluations; ADA compliance review of policies, practices, programs, and activities; pedestrian street crossings along the public rights-of-way sidewalks; on-street accessible parking; review of current facilities data; a public outreach program and culminate in the development of an ADA Transition Plan that staff will be trained to maintain and update.

Attachments: [Lake County Kimley-Horn ADA Transition Plan Full Scope 20240916](#)
[Draft Agreement- 24242 ADA Transition Plan Consultant for Lake County](#)
[Vendor Disclosure- Kimley-Horn Lake County ADA Transition Plan](#)
[Post Score Matrix- #24242 ADA Transition Plan Consultant](#)

8.17 24-1284

Presentation and discussion regarding proposed 2025 changes to employee health and dental insurance plans.

Facilities and Construction Services

8.18 [24-1254](#)

Committee action approving Contract Modification Number Two with DLR Group, Inc., Chicago, Illinois for the continued architectural and engineering services and additional scope items for the Robert W. Depke Juvenile Justice Complex Expansion - Phase 2 Bridge Projects in the amount of \$400,000.

- As part of the Fiscal Year 2023 Capital Budget Process and Facilities Capital Improvement Plan, Depke Phase 2 Bridge Project was authorized.
- Lake County Board authorized a contract with DLR Group, Inc. on October 12, 2021, for architecture and engineering services for the Depke Phase 2 Bridge Project services in the amount of \$694,000.
- Contract modification Number One for continued architectural and engineering services in the amount of \$446,883 was approved by the Finance and Administrative Committee on February 9, 2023.
- In accordance with Section 33.082 of the Lake County Purchasing Ordinance, this contract modification is germane to the original contract as signed and is in the best interest of Lake County, it is hereby requested that the Purchasing Agent be authorized to enter into Contract Modification Number Two.
- This Committee Action authorizes Contract Modification Number Two with DLR Group, Inc. not to exceed the amount of \$400,000 for additional design services, bid document preparation and construction administration for Depke Phase 2 Bridge Project, increasing the contract from \$1,140,833 to \$1,540,833.

Attachments: [Modification 2, Exhibit A - DLR Proposal dated 08-12-2024](#)
[2024-09-13 Contract 21164 Modification 2 DRAFT](#)
[DLR Group VENDOR DISCLOSURE STATEMENT v012319](#)

8.19 [24-0013](#)

Director's Report - Facilities and Construction Services.

Enterprise Information Technology

8.20 [24-1256](#)

Resolution authorizing a contract with CDW-G of Vernon Hills, Illinois, in the amount of \$175,749.75 for LogicMonitor implementation, licensing and support.

- LogicMonitor is a platform that will provide Enterprise IT with the ability to monitor all the County's IT infrastructure and applications through a single dashboard and use the analysis and reporting to take proactive measures to prevent downtime and operational impact.
- The LogicMonitor platform will allow Enterprise IT to retire multiple legacy monitoring systems and replace them with a single solution that covers all aspects of county IT systems. This platform will provide detailed analysis and reporting of county IT system availability, reducing downtime and operational impact with

proactive alerting and visibility across the entire IT environment.

- This contract authorizes an agreement with CDW-G for the duration of one year with options of extending up to three additional one-year periods, for an initial term cost of \$175,749.75 which includes \$20,300 for professional services to implement and \$155,449.75 for licensing and support. Subsequent annual renewals are estimated to increase five percent with each one-year renewal for a total not to exceed cost in the final term of \$179,952.52.
- 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 (23-6692-02) to procure needed goods, services, construction, or professional services that have been competitively solicited and awarded.
- Omnia partners competitively procured technology products, solutions, and related services through a Request for Proposal (RFP) that allowed multiple awards to qualified vendors. Omnia Partners received 18 proposals and identified five qualified vendors, of which CDW-G was awarded a contract.

Attachments: [24-1256 VDS.pdf](#)
[24-1256 QUO.pdf](#)
[24-1256 SOW.pdf](#)

County Administration

8.21 [24-1264](#)

Resolution Authorizing Grant Application to the National Telecommunications and Information Administration (NTIA) Digital Equity Competitive Grant Program.

- The Special Committee on Broadband and the Lake County Board adopted the Lake County Broadband and Digital Equity Action Plan in December 2023.
- A Digital Equity Coordinator and a Digital Equity Manager have been hired to implement the strategies contained in the Lake County Broadband and Digital Equity Action Plan using funds from the American Rescue Plan Act (ARPA).
- The NTIA has established the Digital Equity Competitive Grant Program to promote digital inclusion and equitable access to technology
- Staff intends to submit an application to apply for NTIA grant funds to further expand and support the goals of the Digital Growth Initiative.

8.22 [24-1277](#)

Resolution authorizing the adoption and execution of an Intergovernmental Agreement (IGA) regarding Lake County Shared Services to LakeComm for the period of LakeComm's Transition and Startup.

- Since 2018, Lake County has provided general administrative and personnel support to Regional 9-1-1 Consolidation efforts at no or minimal cost to participating agencies.
- The establishment of a Shared Services Agreement is in the best interest of Lake County taxpayers and LakeComm during its establishment and first year(s) of operations.

- The IGA includes compensation to the County.
- The LakeComm Member Board of Directors approved the IGA on September 18, 2024.

Attachments: [24-1277 Exhibit A](#)

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).

10.2 [24-0012](#)

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

10.2A [24-1263](#)

Committee action approving the Financial and Administrative Committee Executive Session minutes from August 29, 2024.

11. Member Remarks and Requests

12. Adjournment

Next Meeting: October 3, 2024