

Lake County Illinois

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



Agenda Report - Final

Thursday, August 29, 2024

8:30 AM

Assembly Room, 10th Floor or register for remote attendance at:
<https://bit.ly/4dL5kk7>

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 (8.1 - 8.20)

MINUTES

8.1 [24-1107](#)

Committee action approving the Financial and Administrative Committee meetings from August 1, 2024.

Attachments: [F&A 8.1.24 Final Minutes](#)

8.2 [24-1108](#)

Committee action approving the Financial and Administrative Committee meetings from August 8, 2024.

Attachments: [F&A 8.8.24 Final Minutes](#)

8.3 [24-1103](#)

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

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

8.4 [24-1104](#)

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

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

HEALTH & COMMUNITY SERVICES

8.5 [24-0952](#)

Joint resolution approving the first 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.

- This first amendment to the Program Year 2024 (PY24) Annual Action Plan (AAP) reallocates \$20,000 of CDBG and \$30,000 of ESG funds previously awarded to Catholic Charities for homelessness prevention and rapid rehousing services.
- The first amendment to the PY 2024 AAP makes the following changes:
 - Allocation of \$20,000 of Community Development Block Grant (CDBG) funds to YouthBuild Lake County for youth vocational training.
 - Allocation of \$10,000 of Emergency Solutions Grant (ESG) funds to PADS Lake County for shelter.
 - Allocation of \$17,500 of ESG funds to Kids Above All for rapid rehousing.
 - Allocation of \$2,500 of ESG funds to Lake County for Homeless Management Information Services (HMIS).

Attachments: [PY24 AAP FIRST AMENDMENT](#)

8.6 [24-1121](#)

Joint resolution approving a Sub Award Agreement with the College of Lake County for Workforce Development to provide services under the Climate Equity Jobs Act (CEJA) Workforce Hub Project and authorizing an emergency appropriation in the amount not to exceed \$2,052,138 for the Workforce Development Department and increasing the headcount of Workforce Development by five full-time employees.

- College of Lake County is the grant recipient of the Illinois Clean Jobs Workforce Network Program Grant through the Illinois Department of Commerce and Economic Opportunity and in collaboration with Workforce Development will provide comprehensive training and support services to prepare individuals for careers in clean energy and related industries.
- Workforce Development will conduct community outreach, provide transition services including career counseling, supportive services and barrier reduction services, participant stipends, case management, essential workplace basic training and employment related services.
- The services will focus efforts within the identified communities of the Restore, Reinvest and Renew (R3) Zones including North Chicago, Waukegan and Zion and the Equity Investment Eligible communities of North Chicago, Waukegan, Zion, Gurnee, Highland Park, Highwood, Mundelein and Buffalo Grove.
- Workforce Development will add five positions to be hired throughout the life of the agreement based on the participants being served; these positions include an instructor, 2 transition service coordinators, an employer coordinator, and a wrap-around service coordinator.
- The Subaward will reimburse for program staff, participant stipends, and work-based learning wages, financial supportive services, and barrier reduction services including but not limited to transportation, childcare, and examination fees.
- If grant funding for the positions and services end, and new funding is not secured, the positions and services will be eliminated.

- The Subaward term is July 1, 2024, through June 30, 2025, and will be appropriated in the County Fiscal Year 2024 Budget.

Attachments: [CEJA Subaward CLC LCWD - DRAFT](#)

[WDD Climate Equitable Jobs Act Grant Presentation 8 2024](#)

[Resolution CEJA Budget Load](#)

PUBLIC WORKS & TRANSPORTATION

8.7 [24-1046](#)

Joint resolution authorizing a contract with Muscat Co., Dundee, Illinois, in the amount of \$94,878 for preparation and application of industrial coating to the exterior of the Lake County Public Works Mill Creek Water Reclamation Facility Dewatering Building.

- Lake County Public Works has a need to repaint the steel siding to protect the structure of the Mill Creek Dewatering Building that houses the digestors, blowers, belt filter presses and other equipment supporting the sludge process.
- In accordance with the Lake County Purchasing Ordinance, bids were called for by publication of the Mill Creek Dewatering Building #70 Painting Project and four sealed bids were received ranging from \$82,999 to 180,000.
- The award of this contract is recommended to the lowest responsive and responsible bidder, Muscat Co. in the amount of \$94,878.
- Funds included in the County's Adopted FY24 Budget will be utilized for this Project.
- This resolution authorizes and directs the County Purchasing Agent to execute a contract with Muscat Co. of Dundee, Illinois in the amount of \$94,878.

Attachments: [24-1046 Bid Document Mill Creek Dewatering Building](#)

[24-1046 Mill Creek Dewatering Building Bid Tab](#)

[24-1046 Muscat Co. Vendor Disclosure Statement](#)

8.8 [24-1132](#)

Joint resolution authorizing a contract with Landscape Concepts Management, Grayslake, Illinois, for Lawncare and Landscape Services for Lake County Public Works in the estimated annual amount of \$218,996.

- The current contract for Lawncare and Landscape Services has expired with no options for renewal.
- The County received four bids for Lake County Public Works in the amounts of \$218,996 through \$265,993.
- Landscape Concepts Management, Grayslake, Illinois, is the lowest responsive and responsive bidder in the estimated annual amount of \$218,996.
- This resolution authorizes a two-year contract with Landscape Concepts Management, Grayslake, Illinois, with three one-year renewals for an estimated annual amount of \$218,996.

Attachments: [24-1132 Landscape Concepts Vendor Disclosure Form](#)

[24-1132 Landscaping Bid Doc Final](#)

[24-1132 Landscaping Bid Tab](#)

8.9 [24-1047](#)

Joint committee action Authorizing Contract Modification Number One to Agreement #21103 with Advanced Utility Systems, Inc., Toronto, ON, in the amount of \$62,000 for software services plus \$35,000 in annual Maintenance and Support. The software will provide integrated “Single Sign-on” services for customers to access their billing and meter data as well as system information.

- The Utility Billing system for Lake County Public Works (LCPW) Department was upgraded in 2022 with Advanced Utility System’s - CIS Infinity, Version 4.
- The final phase of this installation will provide improved functionality for customers to access billing and meter information and improve customer service. This modification will integrate the “MyMeter” portal solution with CIS Infinity and the Advanced Metering Infrastructure technology used by the Department to provide full access of usage data and bill information to the customer.
- Advanced Utility Systems has a business relationship with Accelerated Innovations which provides the “MyMeter” service as outlined in the Statement of Work.
- Contract Modification Number One increases the amount of the Professional Services Agreement by \$62,000 for software services plus \$35,000 in annual Maintenance and Support.
- In accordance with Section 33.082 of the Lake County Purchasing Ordinance it is hereby requested that the Purchasing Agent be authorized to enter into Contract Modification Number One.

Attachments: [24-1047 AUS Contract Modification Utility Billing Maintenance](#)

[24-1047 AUS Statement of Work](#)

[24-1047 AUS Vendor Disclosure Statement](#)

8.10 [24-1046](#)

Joint resolution authorizing a contract with Muscat Co., Dundee, Illinois, in the amount of \$94,878 for preparation and application of industrial coating to the exterior of the Lake County Public Works Mill Creek Water Reclamation Facility Dewatering Building.

- Lake County Public Works has a need to repaint the steel siding to protect the structure of the Mill Creek Dewatering Building that houses the digestors, blowers, belt filter presses and other equipment supporting the sludge process.
- In accordance with the Lake County Purchasing Ordinance, bids were called for by publication of the Mill Creek Dewatering Building #70 Painting Project and four sealed bids were received ranging from \$82,999 to 180,000.
- The award of this contract is recommended to the lowest responsive and responsible bidder, Muscat Co. in the amount of \$94,878.

- Funds included in the County's Adopted FY24 Budget will be utilized for this Project.
- This resolution authorizes and directs the County Purchasing Agent to execute a contract with Muscat Co. of Dundee, Illinois in the amount of \$94,878.

Attachments: [24-1046 Bid Document Mill Creek Dewatering Building](#)
[24-1046 Mill Creek Dewatering Building Bid Tab](#)
[24-1046 Muscat Co. Vendor Disclosure Statement](#)

8.11 [24-1091](#)

Joint resolution appropriating \$1,580,000 of Motor Fuel Tax funds for the maintenance and electrical service of traffic control signals, streetlights, and Lake County PASSAGE field elements, under the applicable Illinois Highway Code, from December 1, 2024, to November 30, 2025, and authorizing the one-year renewal clause with Meade, Inc., Willowbrook, Illinois, in the amount of \$1,247,132.20.

- Patrol one maintenance activities are paid out of the Motor Fuel Tax fund, including the maintenance, electrical service, and Joint Utility Locating Information for Excavators (JULIE) locations for the County traffic control signals, streetlights, other field equipment, and field elements of Lake County PASSAGE.
- Traffic signal maintenance is currently under contract with Meade Electric, Inc. with two one-year renewal clauses. This is the second renewal.
- Before a contract renewal can be signed, an appropriation from Motor Fuel Tax funds of \$1,497,000 is needed for Fiscal Year 2025 contract maintenance services and \$83,000 for electrical service.
- This is a shared service item, with existing agreements with Barrington, Buffalo Grove, Deerfield, Deer Park, Gurnee, Highland Park, Highwood, Lindenhurst, and the Illinois Department of Transportation for the inclusion of certain traffic control devices within their jurisdiction in the County's traffic signal maintenance contract for reimbursement to the County for their share.
- This project is included in the transportation improvement program and designated as Section 25-00000-01-GM.

Attachments: [24-1091 Vendor Disclosure, Meade](#)

8.12 [24-1092](#)

Joint resolution authorizing a three-year agreement with Miovision Technologies Inc. (formerly Traffop Corp.), Detroit, Michigan, for the Automated Traffic Signal Performance Measure (ATSPM) solution used by the Lake County Division of Transportation (LCDOT) in the amount of \$248,247 and appropriating \$298,000 of ¼% Sales Tax for Transportation funds.

- LCDOT is a licensed user of the cloud-based ATSPM solution.
- ATSPM is an analysis tool that uses traffic and signal data to optimize traffic signal performance.
- ATSPM is used by LCDOT staff and other Lake County municipalities.

- The existing agreement with Miovision will expire on September 30, 2024.
- This project is included in the Transportation Improvement Program and designated as Section 24-00999-05-TL.

Attachments: [24-1092 Contract, ATSPM](#)

[24-1092 Vendor Disclosure, Miovision Technologies, Inc.](#)

8.13 [24-1093](#)

Joint resolution authorizing a contract with Superior Road Striping Inc., Bartlett, Illinois, in the amount of \$292,832.25 for center line rumble strip installation with pavement markings on various County highways and appropriating \$352,000 of ¼% Sales Tax for Transportation funds.

- This work consists of adding 26.5 miles of center line rumble strips with pavement markings on various County highways.
- There was a public call for bids, and a total of one bid was received, and the lowest responsible bidder is Superior Road Striping Inc., Bartlett, Illinois, in the amount of \$292,832.25.
- This project is included in the Transportation Improvement Program with construction in 2024 and is designated as Section 24-00000-12-GM.

Attachments: [24-1093 Bid Tabulation, 2024 Center Line Rumble Strip](#)

[24-1093 Vendor Disclosure, Superior](#)

[24-1093 Location Map, Rumble Strips 2024](#)

8.14 [24-1094](#)

Joint resolution appropriating \$100,000 of Motor Fuel Tax funds for the acquisition of necessary right-of-way, by agreement or condemnation, and other right-of-way costs associated with the reconstruction of the intersection of Deep Lake Road at Depot Street.

- Deep Lake Road at Depot Street will be improved with a roundabout and non-motorized improvements.
- Preliminary engineering plans and right-of-way plats identifying the right-of-way needs for the improvement have been prepared, and property values and associated right-of-way costs have been estimated.
- This project is included in the Transportation Improvement Program with construction scheduled to begin in 2025 and designated as Section 19-00132-05-CH.

Attachments: [24-1094 Location Map, Deep Lake Road at Depot Street](#)

8.15 [24-1095](#)

Joint resolution appropriating \$1,200,000 of Motor Fuel Tax funds for the acquisition of necessary right-of-way, by agreement or condemnation, and other right-of-way costs associated with the improvements along Rollins Road, from Fairfield Road to

Civic Center Way.

- Rollins Road will be improved with resurfacing and non-motorized travel improvements.
- Preliminary engineering plans and right-of-way plats identifying the right-of-way needs for the improvement have been prepared, and property values and associated right-of-way costs have been estimated.
- This project is included in the Transportation Improvement Program with construction anticipated to begin in 2025 and designated as Section 21-00999-82-RS.

Attachments: [24-1095 Location Map, Rollins Road Resurfacing and Non-Motorized Tr](#)

8.16 [24-1096](#)

Joint resolution authorizing a contract with Omega III, LLC, Elgin, Illinois, in the amount of \$39,950 for the demolition of a pedestrian bridge over Lewis Avenue at Salem Boulevard and appropriating \$48,000 of County Bridge Tax funds.

- The pedestrian bridge over Lewis Avenue at Salem Boulevard has been in place for approximately 50 years and has reached the end of its useful life.
- The work consists of the removal of a steel pedestrian bridge structure along with associated concrete foundations.
- There was a public call for bids, and a total of six bids were received, ranging from \$39,950 to \$195,010, and the lowest responsible bidder is Omega III, LLC, Elgin, Illinois, in the amount of \$39,950.
- This project is included in the Transportation Improvement Program with construction to begin in 2024 and designated as Section 24-00089-09-BR.

Attachments: [24-1096 Bid Tabulation, Lewis Avenue Pedestrian Bridge Demolition](#)
[24-1096 Vendor Disclosure, Omega](#)
[24-1096 Location Map, Lewis Avenue Pedestrian Bridge Demolition](#)

8.17 [24-1097](#)

Ordinance requesting the conveyance of parcels of land for right-of-way and easements and authorizing an agreement with the Village of Riverwoods for land acquisition and detention pond improvements for the Deerfield Road improvement project, from Illinois Route 21/United States Route 45 to Saunders Road and appropriating \$1,500,000 of ¼% Sales Tax for Transportation funds.

- The County is planning an improvement to Deerfield Road from Illinois Route 21/United States Route 45 to Saunders Road inclusive of roadway, intersection, and non-motorized improvements that requires the installation of detention facilities.
- The Village is purchasing a property adjacent to Deerfield Road, a portion of which will be used for stormwater detention for the Deerfield Road project.
- The Village will purchase and improve the property with reimbursement from the County for the County's share of the land acquisition and construction of the

detention basin.

- The project is included in the Transportation Improvement Program with construction planned to begin in 2026 and designated as Section 15-00038-07-WR.

Attachments: [24-1097 Agreement, Deerfield Road Improvements Village](#)

[24-1097 Location Map, Deerfield Road Improvements Village of Riverw](#)

8.18 [24-1098](#)

Joint committee action item approving Change Order Number Three consisting of an increase of \$551,206 for additions to the Old McHenry Road / Quentin Road Phase I professional engineering services contract.

- Change Orders need to be approved by the standing committees for cumulative net increases over 10 percent.
- The Old McHenry Road / Quentin Road project is under contract with TranSystems Corporation, Schaumburg, Illinois, in the amount of \$6,177,075 as approved by the County Board on April 13, 2021, and designated as Section 19-00999-65-ES.
- The sum of all contract change orders to date is \$1,145,937, which represents an 18.6% increase over the original awarded contract amount.

Attachments: [24-1098 Summary, Old McHenry Crossings Phase I Change Order Nur](#)

[24-1098 TranSystems Supplement, Old McHenry Crossings Phase I Ch](#)

[24-1098 Vendor Disclosure, TranSystems](#)

[24-1098 Location Map, Old McHenry Crossings Phase I](#)

8.19 [24-1099](#)

Joint resolution authorizing an agreement with TranSystems Corporation of Schaumburg, Illinois, for Phase II professional engineering services, for improvements to Old McHenry Road, from Fairfield Road to Bonnie Lane, inclusive of a grade separation at the Canadian National railroad, at a maximum cost of \$8,011,948 and appropriating \$9,614,000 of ¼% Sales Tax for Transportation funds.

- TranSystems Corporation of Schaumburg, Illinois, will be utilized to perform the Phase II professional engineering services for improvements to Old McHenry Road, from Fairfield Road to Bonnie Lane, including a grade separation, intersection improvements, and non-motorized improvements.
- 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.
- Lake County Division of Transportation received and evaluated Statements of Interest and Qualifications from eight 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 19-00999-65-ES.

Attachments: [24-1099 Presentation, Old McHenry Crossings Phase II](#)

[24-1099 Consultant Agreement, Old McHenry Crossings Phase II](#)

[24-1099 Vendor Disclosure, TranSystems](#)

[24-1099 Location Map, Old McHenry Crossings Phase II](#)

8.20 [24-1127](#)

Joint resolution authorizing a contract with Accent Landscape Design, Inc., Ingleside, Illinois, for lawn care and landscape services for the Lake County Division of Transportation in the estimated annual amount of \$14,315, with renewal options.

- The current contract for lawn care and landscape services has expired with no options for renewal.
- The County received six bids for the Lake County Division of Transportation in the amounts of \$5,215 through \$27,594, one non-responsive bid was received.
- Accent Landscape Design, Inc., Ingleside, Illinois, is the lowest responsible and responsive bidder in the estimated annual amount of \$14,315.
- This resolution authorizes a two-year contract with Accent Landscape Design, Inc., Ingleside, Illinois, with three one-year renewals for an estimated annual amount of \$14,315.

Attachments: [24-1127 24262 Bid Tab](#)

[24-1127 24262 Bid Document](#)

[24-1127 Vendor Disclosure, Accent Landscape Design](#)

REGULAR AGENDA

FINANCIAL & ADMINISTRATIVE

CHIEF COUNTY ASSESSMENT OFFICE

8.21 [24-1128](#)

Chief County Assessment Office's Update.

Attachments: [CCAO report 2023-24-Final](#)

Finance

8.22 [24-1126](#)

Resolution accepting and placing on file an estimate of the annual aggregate tax levy and providing for the apportionment of estimated taxes across the various items for the Fiscal Year (FY) 2025 Appropriation Ordinance as will be adopted by the County Board.

- State Statute requires an estimate of the property tax levy to be determined in September of each year for the following tax year.
- This resolution establishes the total estimated tax levy and identifies the estimated amount of tax dollars allocated to each of the County-wide property tax funds. However, the FY 2025 Budget is still being developed and the amounts in each type of levy category will change as necessary to meet both County policy and balancing needs in each fund.
- This action sets an estimated amount. The final levy will be prepared and submitted for County Board approval at the same time as the FY 2025 Budget at the November 12, 2024, Board meeting. The levy approved in November can be higher or lower than this estimate.
- The FY25 Budget Planning Guidance Policy passed by the County Board on May 14, 2024, provides a recommended budget that is balanced with a tax levy that includes growth from new property and one-half of the full allowable CPI (1.7%) to balance the recommended budget to that level of funding; and one additional flexible scenario which includes growth from new property and the full allowable CPI growth (3.4%). This estimate is being prepared with the full allowable CPI growth (3.4%) so that the highest possible tax levy is presented.
- The estimated Tax Year 2024 (FY 2025) tax levy is \$184,907,390, which is \$6,114,763 higher than the Tax Year 2023 (FY 2024) extension.

Enterprise Information Technology

8.23 [24-1068](#)

Resolution authorizing a contract renewal with SHI, of Somerset, New Jersey, in the amount of \$229,482 for security patching and provisioning software.

- This is a licensing and support contract renewal of the security patching software utilized County-wide to ensure efficient timely patching and provisioning of PCs and servers to mitigate vulnerabilities and risk of security threats.
- This contract authorizes a one-year agreement with SHI for \$229,482 with options of extending up to three additional one-year periods. Subsequent annual renewals of service are estimated to increase 10 percent with each one-year renewal for a total not to exceed cost in the final term of \$305,441.
- In accordance with Section 33.115 of the Lake County Purchasing Ordinance, a cooperative purchasing contract with SHI has been identified through Sourcewell (121923-SHI) to procure needed goods, services, construction, or professional services that have been competitively solicited and awarded.
- Sourcewell competitively procured the services for technology products and services through a Request for Proposal (RFP) that allowed multiple awards to qualified vendors. Sourcewell received 65 proposals and identified eleven qualified vendors, of which SHI was awarded a contract.

Attachments: [24-1068 QUO.pdf](#)
[24-1068 VDS.pdf](#)

9. County Administrator's Report

10. Executive Session

10.1 [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).

10.2 [24-0012](#)

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

10.2A [24-1125](#)

Committee action approving the Financial and Administrative Committee Executive Session minutes from August 1, 2024.

10.2B [24-1114](#)

Committee action approving the Financial and Administrative Committee Executive Session minutes from August 8, 2024.

11. Member Remarks and Requests

12. Adjournment

Next Meeting: September 5, 2024.