

Lake County Illinois

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



Agenda Report - Final

Thursday, December 7, 2023

8:30 AM

**Assembly Room, 10th Floor or register for remote attendance at:
<https://bit.ly/3T2lwpY>**

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 - 8.9)

MINUTES

8.1 [23-1751](#)

Committee action approving the Financial and Administrative Committee minutes from November 9, 2023

Attachments: [F&A 11.9.23 Final Minutes](#)

HEALTH & COMMUNITY SERVICES

8.2 [23-1772](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$162,406.38 for the Comprehensive Health Protection grant.

- The \$162,406.38 Illinois Department of Public Health grant will be used for supplies, contractual services, and to offset existing staff salaries and fringe benefits.
- The \$162,406.38 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the FY24 budget.
- The grant award will be for the period July 1, 2023, through June 30, 2024.
- If grant funding for the positions and services end, and new funding is not secured, the positions and services will be eliminated.

Attachments: [CHP Grant \\$162,406.38](#)

8.3 [23-1773](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$94,246.12 for the Comprehensive Health Protection grant.

- The \$94,246.12 Illinois Department of Public Health grant will be used to offset

existing staff salaries and fringe benefits.

- The \$94,246.12 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the FY23 budget.
- The grant award will be for the period July 1, 2023, through June 30, 2024.
- If grant funding for the positions and services end, and new funding is not secured, the positions and services will be eliminated.

Attachments: [CHP Grant \\$94,246.12](#)

8.4 [23-1774](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$2,406 for the Comprehensive Health Protection grant.

- The \$2,406 Illinois Department of Public Health grant will fund supplies and be used to offset one existing staff salary and fringe benefits.
- The \$2,406 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2024 budget.
- The grant award will be for the period July 1, 2023, through June 30, 2024.
- If grant funding for the position and services end, and new funding is not secured, the position and services will be eliminated.

Attachments: [CHP Grant \\$2,406](#)

8.5 [23-1775](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$1,719 for the Comprehensive Health Protection grant.

- The \$1,719 Illinois Department of Public Health grant will be used to offset one existing staff salary and fringe benefits.
- The \$1,719 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2023 budget.
- The grant award will be for the period July 1, 2023, through June 30, 2024.
- If grant funding for the position and services end, and new funding is not secured, the position and services will be eliminated.

Attachments: [CHP Grant \\$1,719](#)

8.6 [23-1776](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$8,434 for the Cities Readiness Initiative grant.

- The \$8,434 Illinois Department of Public Health grant will fund program supplies

and contractual service items.

- The \$8,434 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2023 budget.
- The grant award will be for the period July 1, 2023, through June 30, 2024.
- If grant funding for the positions and services end, and new funding is not secured, the positions and services will be eliminated.

Attachments: [CRI Grant \\$8,434](#)

PUBLIC WORKS & TRANSPORTATION

8.7 [23-1780](#)

Joint resolution authorizing a contract with Conference Technologies, Inc., Itasca, Illinois, for the replacement and four years of additional service support of the Traffic Management Center (TMC) PASSAGE video wall and TMC conference room upgrades at a cost of \$127,166.48 and appropriating \$156,200 of ¼% Sales Tax for Transportation funds.

- The TMC PASSAGE video wall display is 10 years old and has reached its end of life without manufacturer support.
- The contract with Conference Technologies, Inc., Itasca, Illinois, includes the purchase and installation of the video wall and conference room equipment at a contract amount of \$108,842.10 and four years of additional service support at a contract amount of \$18,324.38.
- Lake County Division of Transportation (DOT) identified a cooperative purchasing contract with Conference Technologies, Inc, through TIPs to procure the required AV equipment that was competitively solicited and awarded.
- Pursuant to Chapter 33.115 of the Lake County Purchasing Ordinance, Cooperative Joint Purchasing, Lake County may participate in a cooperative purchasing agreement for the procurement of goods with one or more public procurement units in accordance with an agreement entered between the participants.
- The contract and associated appropriation include funds for materials for the interior wall modifications to be completed by DOT staff and is included in the Transportation Improvement Program, and designated as Section 23-00268-26 -TL.

Attachments: [23-1780 SOW, TMC Video Wall Replacement](#)

[23-1780 Vendor Disclosure, CTI](#)

8.8 [23-1781](#)

Joint resolution appropriating a supplemental amount of \$318,000 of Motor Fuel Tax funds and approving Change Order Number One in the amount of \$317,911 for additional professional engineering services for improvements along Deep Lake Road, from Illinois Route 173 to the Illinois/Wisconsin state line.

- The County Board, at its March 10, 2020, meeting, approved an appropriation of \$1,315,000 of Motor Fuel Tax funds and a professional engineering services agreement with HR Green, McHenry, Illinois, at a maximum cost of \$1,094,522.95, for improvements along Deep Lake Road.
- Change Order Number One includes additional services needed for increased public outreach and property owner coordination, additional multi-use path evaluation, including retaining walls to minimize impacts to adjacent properties, and to include pavement resurfacing of the southern project limits.
- Change orders need to be approved by standing committees for cumulative net increases over 10 percent.
- The sum of all contract change orders to date is \$317,911, which represents a 29.1 percent increase over the original awarded contract.
- This project is included in the Transportation Improvement Program, and designated as Section 19-00132-05-CH.

Attachments: [23-1781 Change Order, Deep Lake Road CO1 Contract](#)

[23-1781 Vendor Disclosure, HR Green, Inc.](#)

[23-1781 Location Map, Deep Lake Road \(Intersection Improvements & I](#)

FINANCIAL & ADMINISTRATIVE

8.9 [23-1787](#)

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: [Dec-23 Carryovers - Final](#)

REGULAR AGENDA

HEALTH & COMMUNITY SERVICES

8.10 [23-1771](#)

Joint resolution accepting the Managed Care Organizations payment and authorizing an emergency appropriation in the amount of \$819,605 for the Directed Payments.

- The \$819,605 Managed Care Organizations payment will pay for renovations for

- two Behavioral Health facilities.
- The \$819,605 in additional payment has not been previously appropriated because the resources were secured after the County's adoption of the Fiscal Year 2023 budget.
- The one-time payment will be for the period December 1, 2022, through November 30, 2023.

Attachments: [MCO Payments \\$819,605](#)

PUBLIC WORKS & TRANSPORTATION

8.11 [23-1778](#)

Joint resolution authorizing an agreement with Peralte-Clark, LLC, Arlington Heights, Illinois, for Phase I professional engineering services for improvements to Riverwoods Road, from Deerfield Road to Illinois Route 22, and to Duffy Lane, from Riverwoods Road to the I-94 Bridge at a maximum cost of \$1,173,752 and appropriating \$1,410,000 of County Option Motor Fuel Tax funds.

- This study will evaluate improvements under the Illinois Department of Transportation 3R design criteria which include roadside safety and drainage enhancements. The study will also consider upgrading the existing non-motorized facilities on Riverwoods Road and filling a bike path gap along Duffy Lane.
- 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 18 professional engineering firms.
- This project is included in the Transportation Improvement Program, and designated as Section 22-00106-09-RS.

Attachments: [23-1778 Agreement, Riverwoods and Duffy Phase I FINAL](#)

[23-1778 Vendor Disclosure, Peralte-Clark, LLC](#)

[23-1778 Location Map, Riverwoods Road and Duffy Lane 3R](#)

8.12 [23-1779](#)

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 2024 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 2024.

- 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 \$957,713 and 80 percent of the Call Center Services up to \$123,469 for the Ride Lake County service from January 1, 2024, through December 31, 2024.
- This project is included in the Transportation Improvement Program and designated as Section 22-00280-09-ES.

Attachments: [23-1779 Agreement, Ride Lake County FY24 Pace](#)

[23-1779 Location Map, Ride Lake County](#)

FINANCIAL & ADMINISTRATIVE

County Clerk

8.13 [23-1777](#)

Resolution to make changes to Early Voting Site locations for the March 19, 2024 Primary Election in Lake County.

- The Lake County Clerk has 18 established sites to serve as Early Voting locations.
- Each Early Voting site serves all voters in Lake County
- Changes in Ela Township and Fremont Township need to be made to increase accessibility.
- A change in Moraine Township needs to be made due to construction at the present site.

Attachments: [Exhibit A 031924 - EV](#)

8.14 [23-1788](#)

Ordinance amending a previous ordinance designating the voting sites assigned to 55 of the 431 precincts in Lake County Townships.

- After reviewing voting sites for the March 19, 2024 General Primary Election, voting site changes are proposed to provide better locations due to the reorganization of precinct assignments, consolidation of polling places, site accessibility, construction projects and polling site requests.
- This proposal re-assigns each precinct to a newly identified appropriate voting site which has sufficient parking and voting space as well as full accessibility for all voters.

Attachments: [Exhibit A 031924 FINAL](#)

Facilities and Construction Services

8.15 [23-0679](#)

Director's Report - Facilities and Construction Services.

Human Resources

8.16 [23-1794](#)

Resolution to implement Paid Leave for All Workers Act (PLAWA) to Policy 4.2, Vacation and Paid Leave Time, in the Employee Policies and Procedures Manual.

- On March 13, 2023, Illinois Governor J.B. Pritzker signed the Paid Leave for All Workers Act (PLAWA) into law, guaranteeing all workers in the state of Illinois up to 40 hours of paid time off each year for any reason.
- The Paid Leave for All Workers Act (PLAWA) law goes into effect on January 1, 2024.
- Staff presented revisions/implementations of the Vacation and Paid Leave Time Policy to the County Board on November 30, 2023.
- This Policy primarily affects Part-Time (under 20 hours) and Temporary/Seasonal Employees.

Attachments: [4.2 Vacation Time Policies and Procedures - Clean Version](#)
[4.2 Vacation Time Policies and Procedures - Red-line](#)

8.17 [23-0096](#)

Director's Report - Human Resources.

Enterprise Information Technology

8.18 [23-0097](#)

Director's Report - Enterprise Information Technology.

Finance

8.19 [23-1784](#)

Finance Monthly Report - October 2023.

Attachments: [Monthly Financial Report October 2023](#)

8.20 [23-0098](#)

Director's Report - Finance.

County Administration

8.21 [23-1789](#)

Joint resolution adopting the Lake County Broadband and Digital Equity Action Plan and directing staff to proceed in implementation.

- The Lake County Broadband and Digital Equity Action Plan provides strategies and initiatives to address gaps in the access, affordability, and adoption of broadband internet across Lake County.
- At the previous Special Committee meeting, the County's broadband consultant presented the draft Lake County Broadband & Digital Equity Action Plan and

requested feedback from the Committee members.

- The County's consultant will review updates made to the Plan since that time, incorporating feedback from the Committee, and will provide cost estimates for implementation.
- This resolution adopts the Broadband and Digital Equity Action Plan and directs the County Administrator to proceed with implementation.

Attachments: [Dec 1 Special Committee Presentation Final Action Plan Updated](#)
[Lake County Broadband and Digital Equity Action Plan_Final](#)
[Appendix A. Project Details](#)
[Appendix B. Funding Catalogue Content](#)
[Appendix B. Funding Catalogue](#)
[Appendix C. Current State Assessment](#)
[Appendix D. Stakeholder Engagement Report](#)
[Appendix E. Potential Fiber Expansion Models](#)

9. **County Administrator's Report**
10. **Executive Session**
11. **Member Remarks and Requests**
12. **Adjournment**

Next Meeting: January 11, 2024