

Lake County Illinois

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



Agenda Report - Final

Thursday, April 27, 2023

8:30 AM

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

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 by registering using the link on the front page of this agenda.

RECORDING: Meetings, to include Public Comment, will be recorded.

PUBLIC COMMENT: Live public comment will be available for those attending in-person and through an electronic conferencing application (register via the link on the front page of the agenda). In general, Public Comment on items not on the agenda will be presented near the beginning of the meeting. Public Comment on agenda items may be presented during consideration of that item. Public Comment may 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 (Items Not on the Agenda)
6. Chair's Remarks
7. Unfinished Business
8. New Business

CONSENT AGENDA (Items 8.1 - 8.15)

MINUTES

8.1 [23-0616](#)

Committee action approving the Financial and Administrative Committee minutes from April 6, 2023.

Attachments: [F&A 4.6.23 Final Minutes](#)

REPORTS

8.2 [23-0607](#)

Report from Anthony Vega, Lake County Clerk Recording Division, for the month of March 2023.

Attachments: [March 2023](#)

8.3 [23-0649](#)

Treasurer Holly Kim's Cash & Investment Report January 2023.

Attachments: [Treasurer Holly Kim's Cash & Investment Report January 2023](#)

[Treasurer Holly Kim's Cash & Investment Report January 2022](#)

HEALTH & COMMUNITY SERVICES

8.4 [23-0570](#)

Joint resolution accepting the Emergency Food and Shelter Program (EFSP) grant from the Federal Emergency Management Agency (FEMA) and authorizing an emergency appropriation in the amount of \$6,907 for grant and program administration.

- The \$6,907 grant funds will be used to administer the EFSP Phase 40.
- Phase 40 applies to the period November 1, 2021, through December 31, 2023.

- The \$6,907 in grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year (FY) 2023 budget.

Attachments: [Emergency Appropriation 2022-05 - EFSP](#)

8.5 [23-0632](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$75,000 for the HIV Self-Testing grant.

- The \$75,000 Illinois Department of Public Health grant will fund supplies, advertising, temporary contractual staff, indirect expenses, and offset existing staff salaries and fringe benefits.
- The \$75,000 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year (FY) 2023 budget.
- The grant award will be for the period January 1, 2023, through June 30, 2023.
- If grant funding for the position or services end, and new funding is not secured, the position or services will be eliminated.

Attachments: [HIV Self-Testing](#)

8.6 [23-0633](#)

Joint resolution accepting the National Association of County and City Health Officials grant and authorizing an emergency appropriation in the amount of \$87,750 for the Reducing Overdose through Community Approaches Mentee Program grant.

- The \$87,750 National Association of County and City Health Officials grant will fund printing and mailing of program material, temporary contractual staff, and offset existing staff salaries and fringe benefits.
- The \$87,750 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year (FY) 2023 budget.
- The grant award will be for the period March 1, 2023, through July 31, 2023.
- If grant funding for the position or services end, and new funding is not secured, the position or services will be eliminated.

Attachments: [NACCHO ROCA](#)

8.7 [23-0634](#)

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$95,644 for the Regional Substance Use Prevention Integration Center grant.

- The \$95,644 Illinois Department of Human Services grant will fund supplies, computers, four new staff positions, and offset existing staff salaries and fringe benefits.

- The \$95,644 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year (FY) 2023 budget.
- The grant award will be for the period April 1, 2023, through June 30, 2023.
- If grant funding for the position or services end, and new funding is not secured, the position or services will be eliminated.

Attachments: [IDHS Regional Substance Use Prevention Integration Center](#)

8.8 [23-0566](#)

Joint resolution approving Lake County to serve as the Responsible Entity (RE) and complete 24 CFR Part 58 Environmental Review Records (ERRs) for recipients of Congressional Directed Funds.

- The U.S. Congress has appropriated funds directly to recipients for projects located in Lake County, Illinois in Federal Fiscal Years (FY) 2022 and 2023.
- An Environmental Review Record (ERR) must be completed by a Responsible Entity for the appropriated funds when the funds are administered by the U.S. Department of Housing and Urban Development.
- The attached agreement defines the terms and conditions for Lake County to serve and the RE and complete ERRs for recipients, at their request.

Attachments: [Agreement for CPF ERRs_TEMPLATE_Fees](#)

LAW & JUDICIAL

8.9 [23-0601](#)

Joint resolution accepting the State Criminal Alien Assistance Program (SCAAP) grant from the U.S. Department of Justice, Office of Justice Programs and authorizing an emergency appropriation in the amount of \$136,870.

- In April 2022, the Sheriff's Office applied for a SCAAP Grant with the U.S. Department of Justice, Office of Justice Programs. The grant allowed payment to be made to units of local government that have incurred certain types of cost due to undocumented aliens that have been convicted of at least one felony or two misdemeanors and who were incarcerated for at least four days between the reporting period of July 1, 2019, and June 30, 2020.
- The Sheriff's Office received notification on November 2, 2022, that it had been awarded \$136,870 and that the Sheriff can inform the Office of Justice Programs where the grant funds will be spent. Grant funds can be used to defray the cost of construction, training/education, training for corrections officers, consultants, medical services, mental health services, vehicles, pre-release/re-entry programs, technology, workforce recruitment and retention of the jail workforce and disaster preparedness.
- The Sheriff's Office would like to use the grant funds for medical and mental health services for inmates in the Lake County Jail.

Attachments: [15PBJA-21-RR-04913-SCAA AWARD DOC](#)

8.10 [23-0602](#)

Joint resolution accepting the High Intensity Drug Trafficking Area (HIDTA) grant from the Office of Nation Drug Control Policy (ONDCP) and authorizing an emergency appropriation in the amount of \$294,000.

- In March 2023, the Sheriff's Office applied for renewal funding of the High Intensity Drug Trafficking Area HIDTA grant from the ONDCP.
- The Sheriff's Office received notification on March 27, 2023, that it had been awarded an additional \$294,000. Grant funds will be primarily used to defray the cost of overtime specifically for HIDTA related investigations and for investigative supplies necessary for HIDTA investigations.
- The mission of the HIDTA Program is to enhance and coordinate America's drug-control efforts among local, state, and federal law enforcement agencies in order to eliminate or reduce drug trafficking and its harmful consequences in critical regions of the United States.
- The mission includes coordination efforts to reduce the production, manufacturing, distribution, transportation, and chronic use of illegal drugs, as well as the attendant money laundering of drug proceeds.

Attachments: [HIDTA G23CH00004A Agreement 2023-2024](#)

PUBLIC WORKS & TRANSPORTATION

8.11 [23-0595](#)

Joint resolution authorizing a contract with Schroeder Asphalt Services, Inc., Huntley, Illinois, in the amount of \$139,616.90 for the resurfacing of West Townline Road, West Wilson Boulevard, and West Clinton Avenue in the Avon Township Road District, which will be improved under the Illinois Highway Code for a total of 0.46 miles.

- There was a public call for bids, and a total of six bids were received, ranging from \$139,616.90 to \$171,171, and the lowest responsible bidder is Schroeder Asphalt Services, Inc., Huntley, Illinois, in the amount of \$139,616.90.
- This improvement is designated as Section 23-02000-01-GM.
- No County funds are being used on this project.

Attachments: [23-0595 Bid Tabulation - 2023 Avon Road District](#)

[23-0595 Avon Township Road District](#)

[23-0595 Vendor Disclosure - Avon Rd](#)

8.12 [23-0588](#)

Joint resolution authorizing a contract with Schroeder Asphalt Services, Inc., Huntley, Illinois, in the amount of \$124,515.57 for the resurfacing of Adelpia Avenue and Birch Avenue in the Shields Township Road District, which will be improved under the Illinois Highway Code for a total of 0.44 miles.

- There was a public call for bids, and a total of five bids were received, ranging

from \$124,515.57 to \$145,490.57, and the lowest responsible bidder is Schroeder Asphalt Services, Inc., Huntley, Illinois, in the amount of \$124,515.57.

- This improvement is designated as Section 23-12001-01-GM.
- No County funds are being used on this project.

Attachments: [23-0588 Bid Tabulation - 2023 Shields Road District](#)

[23-0588 Shields Township Road District](#)

[23-0588 Vendor Disclosure - Shields Rd](#)

8.13 [23-0586](#)

Joint resolution authorizing a contract with Alliance Contractors, Inc., Woodstock, Illinois, in the amount of \$113,246.64 for concrete patching on various County highways and appropriating \$136,000 of Matching Tax funds.

- Each year the County undertakes patching of its concrete pavements to preserve pavement life and surface quality, including repairing damaged sidewalks, curbs, and gutters.
- This patching and repairing is done on isolated sections of pavements and is included in the Transportation Improvement Program, but is not listed individually.
- There was a public call for bids, and a total of two bids were received, ranging from \$113,246.64 to \$124,832.68, and the lowest responsible bidder is Alliance Contractors, Inc., Woodstock, Illinois, in the amount of \$113,246.64.
- This improvement is designated as Section 23-00000-10-GM.

Attachments: [23-0586 Bid Tabulation - Concrete Patching 2023](#)

[23-0586 Bid Justification Letter - Concrete Patching 2023](#)

[23-0586 2023 Concrete Patching](#)

[23-0586 Vendor Disclosure - Alliance - Concrete Patch](#)

8.14 [23-0446](#)

Joint resolution authorizing emergency appropriations for Fiscal Year (FY) 2023 for the Lake County Division of Transportation (LCDOT) capital funds for projects previously approved, for additional revenue that has been received for the previous fiscal year, and for project related reimbursement revenue from outside agencies and the related expenses.

- These projects and revenue were not included in the FY 2023 budget because the funds were allocated or made available in previous fiscal years.
- Without this action, these projects and revenue will not have the budget authority required.
- Due to the nature of transportation project work occurring over multiple years, this is a routine annual appropriation request to carry forward previously appropriated funds into the current fiscal year.

Attachments: [23-0446 May-23 DOT Capital Carryover](#)

8.15 [23-0590](#)

Joint resolution authorizing an agreement with Civiltech Engineering, Inc., Itasca, Illinois, to provide Phase II professional engineering services for resurfacing and non-motorized improvements along Prairie Road, from Aptakistic Road to Illinois Route 22, and for non-motorized improvements along Aptakistic Road, between Buffalo Grove Road and Prairie Road, at a maximum cost of \$746,584.76 and appropriating \$896,000 of ¼% Sales Tax for Transportation Funds.

- 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 and is designated as Section 23-00999-98-CH.

Attachments: [23-0590 Prairie Road Ph II Consultant Agreement Draft](#)

[23-0590 Prairie Road and Aptakistic Road Improvements](#)

[23-0590 Vendor Disclosure -Civiltech - Prairie](#)

REGULAR AGENDA

HEALTH & COMMUNITY SERVICES

8.16 [23-0496](#)

Joint resolution accepting an amendment to the lease with the College of Lake County (CLC) for 9,665 square feet of office space for Lake County Workforce Development and 25 parking spaces located in the parking garage of the College of Lake County Waukegan campus.

- Lake County Workforce Development has leased 9,665 square feet of office space from the CLC at their Waukegan campus since 2004 and currently operates on a month-to-month basis with an annual Consumer Price Index (CPI) increase occurring on July 1, 2023.
- Since 2016, the Workforce Development has incurred the additional cost to lease 33 parking spaces located in the parking garage of the CLC Waukegan campus.
- The parties have negotiated an amendment to the existing lease agreement that holds the monthly payment fixed at the July 2022 rate of \$15,108.44 per month, removes the additional cost for the use of parking at 30 N. Sheridan Road, and reduces the number of assigned parking spaces from 33 to 25.
- This amendment reduces the overall cost of the remaining term of the lease by

\$34,650.

- This resolution authorizes the Lake County Board Chair to countersign the Addendum to Memorandum of Understanding between Community College District No. 532 and Lake County.

Attachments: [Addendum to MOU CLC Lake County 1NG Feb 2023](#)

[VII.B. Lease Agreement Modification Lake County WDB CLC 20230221](#)

[Vendor Disclosure Stmt Lake County 3 13 2023](#)

8.17 [23-0565](#)

Joint resolution approving the Program Year (PY) 2023 United States Department of Housing & Urban Development (HUD) Annual Action Plan (AAP).

- Lake County is the recipient of the HUD Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) entitlement funding.
- As a condition of entitlement funds, HUD requires the development and submission of a Housing and Community Development AAP.
- The PY 2023 AAP includes annual funding recommendations totaling \$2,880,838 CDBG, \$2,356,220 HOME, and \$220,057 ESG.
- The PY 2023 AAP was approved by the Lake County Housing and Community Development Commission (HCDC) on April 13, 2023.
- A total of \$1,000 of LCAHP, \$12,150.77 of CDBG and \$26,723.33 of HOME program income has been generated and has not been previously appropriated.
- The program income received was the result of loan payments in the amount of \$3,499.66, mortgage payoffs in the amount of \$35,165.67, and \$1,208.77 home sales proceeds.

Attachments: [PY23 AAP DRAFT.v2](#)

[Emergency Appropriation 2023-05 PY2023](#)

LAW & JUDICIAL

8.18 [23-0603](#)

Joint resolution ratifying an emergency procurement authorized by the Lake County Sheriff's Office (LCSO) with McCracken Automotive, LLC. of Unadilla, GA, in the amount of \$858,900 for 21 Ford UTL vehicles.

- The LCSO was approved to purchase 44 replacement vehicles in Fiscal Year (FY) 2023. The replacement vehicle schedule for FY 2023 includes vehicles from FY 2022 that were not available due to supply chain issues and lack of publicly sourced contracts.
- Continuing supply chain issues have resulted in a significant delay in publicly sourced contracts in the State of Illinois available for the County to purchase replacement vehicles from.
- The LCSO, working with the Lake County Division of Transportation (LCDT), identified 21 vehicles on the replacement schedule as the most critical

- replacements due to their age, mileage and overall condition that needed immediate replacement to minimize serious disruption of government services.
- The LCSO identified a Ford dealer in Georgia that had pursuit ready vehicles on their lot that met the specifications for replacement.
 - The purchasing agent issued an emergency purchase order to McCracken Automotive, LLC. for the purchase of 21 Ford UTL police pursuit vehicles.
 - The cost of the procurement was \$858,900 and this resolution seeks ratification of the emergency procurement.

Attachments: [Emergency Procurement Vehicles Purchasing Letter](#)
[Vendor Disclosure Form McCracken Automotive](#)

PUBLIC WORKS & TRANSPORTATION

8.19 [23-0609](#)

Discussion and Committee Direction on the Public Works water, sewer, and connection fees rate study.

- Staff has worked with a professional consultant, Burns and McDonnell, to determine appropriate rates and connection fees.
- The study was updated to reflect the changes to CPI and ARPA funding to the department.
- Analysis indicates that in order to sustain operations and improve the County's systems across its service areas, it is necessary to maintain a moderate increase to water and sewer fees.
- Staff is requesting approval of the proposed increases for the fiscal years included in the study.
- Based on direction from the PWT and F&A Committees, staff will provide a new Rate Ordinance (Chapter 51) establishing all water and sewer user rates and connection fees for the County's water and sewer systems for approval by the July 2023 County Board meeting.

Attachments: [23-0609 Final Rate and Connection Fee Presentation for April 26 PWT2](#)

8.20 [23-0587](#)

Joint resolution authorizing a contract with Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$5,344,030.77 for the resurfacing of Winchester Road, from Illinois Route 83 to Illinois Route 21, which will be improved under the Illinois Highway Code for a total of 3.18 miles and appropriating \$6,413,000 of Motor Fuel Tax funds.

- There was a public call for bids, and a total of one bid was received for \$5,344,030.77, and the lowest responsible bidder is Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$5,344,030.77.
- The improvement will include the construction of a multi-use path from Lake County Public Works east to Illinois Route 21, the removal of the existing pipe arch culvert carrying Bull Creek under Winchester Road and the construction of a concrete box culvert, the reconstruction of existing paved shoulder, roadway

- patching, spot curb and gutter replacement, pedestrian signal improvements, ADA improvements, and other related items.
- This project is included in the Transportation Improvement Program with construction in 2023 and is designated as Section 20-00999-80-RS.

Attachments: [23-0587 Bid Tabulation - Winchester Road Resurfacing](#)
[23-0587 Winchester Road \(IL Route 83 to IL Route 21\)](#)
[23-0587 Vendor Disclosure - Baker - Winchester](#)

8.21 [23-0589](#)

Joint resolution authorizing a contract with Lake County Grading Company Libertyville, Illinois, in the amount of \$12,301,500.46 for the widening and reconstruction of Aptakistic Road, between Buffalo Grove Road and Illinois Route 83, and appropriating \$14,762,000 of ¼% Sales Tax for Transportation funds.

- Aptakistic Road, between Buffalo Grove Road and Illinois Route 83, will be widened from two lanes to five lanes with the installation of a new sidewalk and shared use path.
- There was a public call for bids, and a total of four bids were received, ranging from \$12,301,500.46 to \$14,329,552.92, and the lowest responsible bidder is Lake County Grading Company, Libertyville, Illinois, in the amount of \$12,301,500.46.
- This project is included in the Transportation Improvement Program with construction to begin in 2023 and is designated as Section 09-00088-18-WR.

Attachments: [23-0589 Bid Tabulation - Aptakistic Road Reconstruction](#)
[23-0589 Aptakistic Road \(Buffalo Grove Road to IL Route 83\)](#)
[23-0589 Vendor Disclosure - Lake County Grading - Aptakistic](#)

FINANCIAL & ADMINISTRATIVE

Human Resources

8.22 [23-0096](#)

Director's Report - Human Resources.

Enterprise Information Technology

8.23 [23-0097](#)

Director's Report - Enterprise Information Technology.

Facilities and Construction Services

8.24 [23-0654](#)

Facilities and Construction Services Annual Update.

Attachments: [2023_FCS_Overview_Presentation_27APR23](#)

8.25 [23-0094](#)

Director's Report - Facilities and Construction Services.

- Regional Operations and Communications Facility Update.

Attachments: [ROC Facility F A Committee Update 27APR23](#)

Finance

8.26 [23-0635](#)

Discussion of Fiscal Year (FY) 2024 Budget Planning Guidance.

- During this initial discussion, staff will present recommended guidelines for Policy 3.5FY24, Fiscal Year 2024 Budget Planning Guidance.
- It is anticipated that any revisions to this draft will be presented at the May 4, 2023 Finance and Administrative Committee for approval at the May 9, 2023 County Board meeting.
- FY 2024 budget meetings are scheduled for October 17, 18, and 19, 2023.
- Attached is the draft guidance for FY 2024, as well as the approved guidance for FY 2023 to be used for reference.

Attachments: [3.5.FY24 Budget Planning Guidance Policy Draft 4.24.23.pdf](#)
[3.5.FY23 Budget Planning Guidance \(FINAL\)](#)

8.27 [23-0098](#)

Director's Report - Finance.

County Administration

8.28 [23-0655](#)

Discussion on Video Gaming Revenue Policy.

Attachments: [3.3.1 Video Gaming Revenue Policy 11.10.2020](#)

8.29 [23-0657](#)

Discussion on Proposed Job Order Contract (JOC) Policy.

- The purpose and intent of this JOC Policy is to provide clear guidance to Staff on the execution and reporting requirements for the Job Order Contract (JOC).
- The JOC is a competitively bid, multiple source, firm fixed price / indefinite quantity construction contract procured in compliance with the Lake County Purchasing Ordinance.

Attachments: [Proposed - 3.8 Job Order Contract Policy 8.1.22](#)

8.30 [23-0636](#)

Discussion on the Centralization of the Public Works Finance Function.

8.31 [23-0665](#)

Discussion on Proposed Flag Policy.

Attachments: [Flag Policy - Draft 4.24.23](#)

9. County Administrator's Report

10. Executive Session

10.1 [23-0100](#)

Executive Session to discuss pending litigation pursuant to 5 ILCS 120/2 (c)(11).

10.1A [23-0671](#)

Committee action authorizing settlement authority.

10.2 [23-0101](#)

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

10.2A [23-0641](#)

Committee action approving the Financial and Administrative Committee Executive Session minutes from April 6, 2023.

10.2B [23-0614](#)

Committee action approving the Ethics and Oversight Committee Executive Session minutes from September 28, 2022.

11. Members' Remarks

12. Adjournment

Next Meeting: May 4, 2023.