

Lake County Illinois

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



Agenda Report - Final

Thursday, May 4, 2023

8:30 AM

**Assembly Room, 10th Floor or register for remote attendance at
<https://bit.ly/3Lq7RVo>**

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

REGULAR AGENDA

FINANCIAL & ADMINISTRATIVE

Chief County Assessment Office

8.1 [23-0683](#)

Chief County Assessment Office Annual Update.

Attachments: [8.1 Chief County Assessor Presentation 2023](#)

Enterprise Information Technology

8.2 [23-0097](#)

Director's Report - Enterprise Information Technology.

Human Resources

8.3 [23-0685](#)

Resolution authorizing an emergency appropriation in Fund 206 Liability Insurance and Risk Fund to fund settlement agreements and claim expenses in the amount of \$1,650,000 from Fund 206 balance.

- Lake County has authorized settlements and expenses that require payment or possible payments in the amount of \$1,650,000 in Fiscal Year (FY) 2023.
- Funds will be used for settlement of multiple claims reviewed/approved by the Finance & Administrative Committee and expenses related to the December 25, 2022 water damage to the Waukegan Administration and Courts complex.

8.4 [23-0096](#)

Director's Report - Human Resources.

Facilities and Construction Services

8.5 [23-0699](#)

Resolution authorizing the acceptance of a grant from the Illinois Clean Energy Community Foundation (ICECF) awarded to Lake County for the Regional Operations and Communications Facility (ROC), including an emergency appropriation in the amount of \$2,000,000.

- The ROC Facility is a purpose built Consolidated 911 and Emergency Operations Center to support 911 Dispatch Center, Emergency Management Agency (EMA), and Emergency Telephone Systems Board (ETSB).
- Multiple funding options and ICECF grant funding for the ROC facility were presented and discussed on September 1, 2022.
- The ROC Facility was selected as a sponsored project by ICECF on January 24, 2023.
- Lake County has been awarded an ICECF Net Zero Energy Building Program grant in the amount of \$2,000,000 for the ROC Facility.
- The grant term is February 1, 2023, through June 30, 2024, and is a reimbursable grant, with 60 percent received upon building completion and occupancy, and 40 percent received upon 12 consecutive months of successful operation as a site net zero energy building.
- Lake County will use the funds to equip and/or construct the ROC Facility.
- The ROC Facility is funded primarily by general obligation bonds issued in 2022 and ARPA federal funding, with various other funding sources, including this private grant, rounding out the necessary funding.

Attachments: [ICECF Lake County Government Grant Agreement.pdf](#)

8.6 [23-0660](#)

Resolution authorizing execution of a contract with Allstate Tower, Inc. of Henderson, Kentucky, in the amount of \$291,188 for the Regional Operations and Communications (ROC) Facility, Radio Tower Construction.

- As part of the Modified Fiscal Year (FY) 2021 Budget and in alignment with the Facilities Capital Improvement Plan, design of a new Consolidated 911, Emergency Management Agency (EMA), and Emergency Telephone Systems Board (ETSB) Facility was authorized.
- In March of 2022 ARPA funds were appropriated for this initiative.
- In October of 2022 bond funds were appropriated for this initiative.
- In January of 2023 radio tower construction drawings were solicited.
- The County received one bid for the project in the amount of \$291,188, from Allstate Tower, Inc. of Henderson, Kentucky, which included an exception request to the Responsible Bidder's Ordinance.
- Staff has evaluated the single bid received and has recommended award of the contract with the acceptance of the exception to the Responsible Bidder's Ordinance based on the comprehensive training and safety documentation

provided.

- This resolution authorizes and directs the county purchasing agent to execute a contract with Allstate Tower, Inc. of Henderson, Kentucky, in the amount of \$291,188.

Attachments: [23033 Bid Tab](#)

[23033 Final 2.10.23](#)

[23033 RBO Exception Memo](#)

[Lake County RBA](#)

[Memo from Allstate Tower](#)

[Vendor Disclosure Form](#)

8.7 [23-0679](#)

Director's Report - Facilities and Construction Services.

Finance

8.8 [23-0684](#)

Finance Annual Update.

8.9 [23-0698](#)

Finance Monthly Report - March 2023.

Attachments: [Monthly Financial Report - March 2023.pdf](#)

[LITs approved under CA-CFO approval for timely closeout of FY22](#)

8.10 [23-0702](#)

Resolution approving 3.5.FY24 Fiscal Year 2024 Budget Planning Guidance which provides County Board guidance for the preparation of the Fiscal Year (FY) 2024 annual budget.

- Each year, the County Board provides guidance for development of the annual budget. Guidance that is updated annually is found in Policy 3.5FYxx which is intended to provide parameters or guidelines for a specific fiscal year.
- Policies 3.5 Budget Development Policy and 3.6 Budget Execution Policy provide fundamental policy that is reviewed annually but only updated as necessary.
- The guidance provided through this process includes direction regarding the property tax levy, employee salary increases, new program requests, contributions to capital, environmentally sustainable alternatives, and other direction.
- A draft Guidance document was presented on April 27, 2023 along with a presentation including background financial information at the Financial and Administrative Committee. The feedback received at that meeting is shown in redline form and in a clean version attached. If these guidelines are approved on May 9, the FY 2024 budget preparation process will begin with departments in

mid-May.

Attachments: [3.5.FY24 Budget Planning Guidance Policy Clean 05.01.23.pdf](#)

[3.5.FY24 Budget Planning Guidance Policy Redline 05.01.23.pdf](#)

8.11 **23-0098**

Director's Report - Finance.

County Administration

8.12 **23-0701**

Resolution authorizing emergency appropriations totaling \$34,172,971 of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) as part of the American Rescue Plan Act (ARPA) to be distributed across ARPA categories in support of Lake County residents, communities, businesses, and County-wide operations and services related to COVID-19 Public Health Emergency recovery.

- The ARPA was signed into law on March 11, 2021, and Lake County received \$135,293,758 from the US Treasury.
- The funds can be used for needs associated with public health, to counteract negative economic impacts, provide services to disproportionately impacted communities, for infrastructure, to provide premium pay, to replace lost revenue, and for administrative purposes during a period from March 3, 2021, to December 31, 2026.
- Recommendations related to current allocation amendments, external applications, and new items were reviewed on April 21 and April 28 with the F&A Special Committee on COVID-19 Pandemic Recovery and Investment to bring the appropriation forward to the County Board.
- The funding allocation will be used to fund the Public Health Projects received through our external application program, Broadband, Administrative Costs to support the program, Infrastructure projects, election equipment upgrades, a tree initiative, and Premium Pay.
- Authority to spend appropriated funds and execute any and all agreements with partners related to this allocation and distribution of Coronavirus State and Local Fiscal Recovery Funds is delegated to the County Administrator or their designee(s).

Attachments: [ARPA Appropriations 05.01.23](#)

[Summary of Appropriation Projects 050423](#)

8.13 **23-0700**

Resolution authorizing an emergency appropriation of the funds reallocated to Lake County in Emergency Rental Assistance (ERA) 2 Fund for Emergency Rental Assistance in the amount of \$108,169.66.

- Entities with successful performance in the Emergency Rental Assistance program were allowed to request additional emergency rental assistance funding that had

been reallocated from other entities.

- Lake County requested additional funding and was granted \$108,169.66.
- This resolution authorizes both the revenue and the expense appropriation amount, which will be utilized to provide additional emergency rental assistance to qualified recipients.

Attachments: [ERA 2 Reallocation Disbursement.pdf](#)

8.14 [**23-0704**](#)

Resolution approving the Lake County Flag Policy.

- This policy establishes guidelines for the display of flags, to include the United States national flag, State of Illinois flag and the Lake County, Illinois flag, in and around Lake County Government facilities.
- The policy includes the general display of flags and authorized flags for limited display (Prisoner of War / Missing in Action (POW / MIA) flag and Lesbian, Gay, Bisexual, Transgender, and Queer, Plus (LGBTQ+) Pride flag).

Attachments: [Proposed - Flag Policy 5.1.23.pdf](#)

8.15 [**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](#)

9. County Administrator's Report

10. Executive Session

11. Members' Remarks

12. Adjournment

Next Meeting: June 1, 2023