

Lake County Illinois

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



Agenda Report - Final

Thursday, March 21, 2024

9:00 AM

Special Meeting

**Assembly Room, 10th Floor or register for remote attendance at
<https://bit.ly/49X1wuz>**

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:

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

REGULAR AGENDA

FINANCIAL & ADMINISTRATIVE

8.1 **24-0313**

Resolution authorizing the approval of the County Elected Official Compensation Policy.

- At the direction of the Financial and Administrative Committee, staff has drafted a policy that establishes a framework for consistent and equitable compensation levels for Lake County Elected Officials, including County-wide Elected Officials, the County Board Chair and County Board Members.
- The policy stipulates that the compensation for each elected official will be increased by the same percentage as the County Board approved percentage for non-union staff in the most recently approved fiscal year budget.
- If this results in a salary amount less than other elected officials of the same type, the salary will be increased to the same salary as the other in that type, in order to maintain parity amongst elected officials.

Attachments: [1.6 County Elected Official Compensation Policy FBA 3-12-2024](#)

8.2 **24-0363**

Discussion regarding the Fund Balance Reserve Policy.

- Attached is the current Fund Balance Reserve Policy. During FY 2024 budget discussions, staff was asked to bring forward the policy for discussion.

Attachments: [3.2 Fund Balance Reserve Policy](#)

8.3 **24-0364**

Discussion regarding the Fiscal Year (FY) 2025 Budget Planning Guidance.

- 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 property tax levy, employee salary increases, new program requests, contributions to capital, environmentally sustainable alternatives, net zero planning, and any specific clarifications.
- Policy 3.5 Budget Development, Policy 3.5FY24 FY 2024 Budget Planning Guidance, and Policy 3.6 Budget Execution are attached for reference and to initiate discussion. The FY 2025 Budget Planning Guidance will be prepared according to your feedback and presented for discussion and approval on April 4 and May 2 for County Board approval on May 14 to ensure Finance staff has ample time to initiate the FY 2025 budget preparation process with departments in mid-May.

Attachments: [3.5 Budget Development Policy](#)
[3.5.FY24 Budget Planning Guidance](#)
[3.6 Budget Execution Policy](#)

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

Next Meeting: March 28, 2024