

Lake County Illinois

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



Meeting Minutes - Final

Thursday, October 22, 2020

8:30 AM

JOINT BUDGET HEARINGS (If necessary)

Live-streamed at: <http://lakecounty.tv/> , Comcast Ch. 18 or 30,
AT&T U-Verse Ch. 99, & 18 N County St, Waukegan (10th Floor)

Financial & Administrative Committee

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the September 18, 2020, Gubernatorial Disaster Proclamation, and the attached Written Determination of the Lake County Board Chair, this meeting will be held via audio and video conference.

PUBLIC VIEWING: This meeting will be live-streamed at <http://lakecounty.tv/> and on Comcast's network, Channel 18 or 30 and AT&T Channel 99. Per the Governor's Disaster Proclamation, in accordance with section 120/7(e)(4) of the OMA, in-person attendance by members of the public will be available in the Assembly Room on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois and is limited to the number of persons practicable in keeping with social distancing requirements.

PUBLIC COMMENT: Public Comments are welcomed and encouraged. Comments received by 7:00 a.m. for items not on the agenda will be read at the beginning of the meeting in the order they are received or during consideration of an agenda item if it is related to a specific item. Comments received after 7:00 a.m. but before consideration of the final agenda item under Regular Agenda, may be taken at the end of the meeting. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment pursuant to the County Board Rules of Order and Operational Procedures. All emailed Comments received but not read during the meeting will be included in the Committee's meeting minutes.

Email Public Comments to CountyBoard@lakecountyil.gov with the following:

- * Subject Title: Financial and Administrative Committee Public Comment
- * Name
- * Street Address (Optional)
- * City, State (Optional)
- * Phone (Optional)
- * Organization/agency/etc. represented. (If representing yourself, put "Self")
- * Topic or Agenda Item Number followed by Public Comment.

Public in attendance on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois may provide Public Comment. Public may also leave a message with the County Board Office at 847-377-2300.

0.0 [20-0824](#)

Determination of need for meetings of the Lake County Board and Committees to be held by audio or video conference.

Attachments: [Determination - Chair Hart - Rev 081320.pdf](#)

1. **Call to Order**

Chair Frank called the Financial and Administrative Committee Meeting to order at 8:30 a.m., Tuesday, October 20, 2020.

Present 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

Others present:

Marah Altenberg, County Board

Dick Barr, County Board

Lynn Buccieri, County Board Office

Anthony Cooling, Finance and Administrative Services

Mary Ross-Cunningham, County Board

Gary Gibson, County Administrator's Office

Sandy Hart, County Board

Jim Hawkins, County Administrator's Office

Carl Kirar, Facilities and Construction Services

Angelo Kyle, County Board

John Light, Human Resources

Judy Martini, COunty BOard

Matt Meyers, County Administrator's Office

Emily Mitchell, Finance and Administrative Services

Mike Rummel, County Board

Abby Scalf, County Board Office

Julie Simpson, County Board

Patrice Sutton, Finance and Administrative Services

Cassandra Torstenson, County Administrator's Office

Blanca Vela-Schneider, County Administrator's Office

Mike Wheeler, Finance and Administrative Services

2. **Pledge of Allegiance**

Member Carlson led the Pledge of Allegiance.

3. **Addenda to the Agenda**

There were no additions or amendments to the agenda.

4. **Public Comment**

There were no comments from the public on Thursday, October 22, 2020.

5. Chair's Remarks

Chair Frank had no remarks.

6. Old Business

There was no old business to discuss.

7. New Business

REGULAR AGENDA

7.1 [20-1466](#)

Presentation and consideration of proposed Fiscal Year 2021 Budget (see complete recommended budget attached).

Attachments: [2021 Recommended Budget.pdf](#)

FINANCIAL & ADMINISTRATIVE

Items under Financial and Administrative header were heard on Wednesday, October 21, 2020 and Thursday, October 21, 2020.

Items under the Financial and Administrative header will be considered between joint committee hearings throughout the multi-day budget scheduled, as time permits, with the exception of certain departmental budgets (*) which will be considered on Wednesday, October 21, 2020 beginning at approximately 10:30 a.m.

7.2* [20-1438](#)

Committee action approving the recommended Fiscal Year 2021 budget for the County Clerk.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Anthony Cooling, Finance and Administrative Services (FAS), presented the proposed budget for County Clerk's Office. Expenses are expected to decrease next year as it is not a general election year. Revenue is expected to slightly increase.

Robin O'Connor, County Clerk, and Todd Govain, County Clerk's Office, reported on the significant impact that Governor Pritzker's executive order had on vote-by-mail in this year's election cycle. At this time, it is unclear whether the executive order will extend into next year's voting cycle and impact the County Clerk's budget. Discussion ensued regarding election preparation and costs involved in adequately staffing precincts.

Financial and Administrative Committee

A motion was made by Member Clark, seconded by Member Vealitzek, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 6 - Member Carlson, Member Clark, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

Not Present: 1 - Chair Frank

7.3* [20-1441](#)

Committee action approving the recommended Fiscal Year 2021 budget for Vital Records Automation.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Anthony Cooling, Finance and Administrative Services (FAS), reported that based on Fiscal Year's 2020 budget, there is an anticipated increase of \$9,000 in the Vital Records Fund.

Financial and Administrative Committee

A motion was made by Member Clark, seconded by Member Wasik, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

7.4* [20-1444](#)

Committee action approving the recommended Fiscal Year 2021 budget for the Recorder of Deeds.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Discussion of the Recorder of Deeds (file 20-1444), the Recorder Automation Fee (file 20-1446), and the Geographic Information System (GIS) Automation Fee (file 20-1449) occurred under Recorder of Deeds.

Anthony Cooling, Finance and Administrative Services (FAS), presented the proposed budgets for the Recorder of Deeds, Recorder Automation Fee, and GIS Automation Fee.

During Fiscal Year (FY) 2020 there was a need to reduce costs in light of the pandemic and the Deputy Recorder of Deeds' salary and benefits was shifted from the Recorder of Deeds Fund to the Recorder Automation Special Revenue Fund. This has been carried into FY 2021's budget.

Document Recording revenue is trending higher in FY 2020 and is expected to be greater than revenue received in FYs 2018 and 2019. Projected revenue for FY 2021 is conservatively budgeted at \$85,000.

Cynthia Pruim, Deputy Recorder of Deeds, remarked that document filings are trending

upward. While the number of new property recordings has not increased, there has been a marked increase in the number of refinanced mortgages. As of today, the Recorder of Deeds' office has recorded more than 94,000 documents. In order to minimize exposure to the coronavirus, staff is working alternate hours, but due to the nature of the Office's work, staff must come in more often than other departments.

Financial and Administrative Committee

A motion was made by Member Carlson, seconded by Member Vealitzek, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

7.5* [20-1446](#)

Committee action approving the recommended Fiscal Year 2021 budget for the Recorder Automation Fee.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Discussion of the Recorder of Deeds (file 20-1444), the Recorder Automation Fee (file 20-1446), and the Geographic Information System (GIS) Automation Fee (file 20-1449) occurred under Recorder of Deeds.

Financial and Administrative Committee

A motion was made by Member Vealitzek, seconded by Member Wasik, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

7.6* [20-1449](#)

Committee action approving the recommended Fiscal Year 2021 budget for the GIS Automation Fee.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Discussion of the Recorder of Deeds (file 20-1444), the Recorder Automation Fee (file 20-1446), and the Geographic Information System (GIS) Automation Fee (file 20-1449) occurred under Recorder of Deeds.

Financial and Administrative Committee

A motion was made by Member Clark, seconded by Member Carlson, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

7.7* [20-1451](#)

Committee action approving the recommended Fiscal Year 2021 budget for the Chief County Assessment Office.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Discussion of the Chief County Assessment Office (CCAO) budget (file 20-1451) and the BOR budget (file 20-1454) were discussed under CCAO budget.

Emily Mitchell, Finance and Administrative Services (FAS), reported that the BOR's budget is embedded in the CCAO budget. The CCAO budget has increased in Fiscal Year (FY) 2021 due to a shift of three Geographic Information System (GIS) positions that were moved into the CCAO budget in FY 2020. Aside from the GIS positions, the CCAO and BOR's proposed budgets meet FY 2019 actuals. She noted an increase of \$20,000 in trips and training due to the elimination of remote hearings of property assessment appeals based on an unfunded mandate by the State of Illinois.

Bob Glueckert, Chief County Assessor, noted that the CCAO no longer has any vehicles. Unfunded positions have been eliminated and per the County's request to reduce costs in light of the pandemic, the budget meets FY 2019 actuals.

Discussion ensued regarding the property tax appeal process.

Financial and Administrative Committee

A motion was made by Member Wasik, seconded by Member Clark, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

7.8* [20-1454](#)

Committee action approving the recommended Fiscal Year 2021 budget for the Board of Review.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Discussion of the Chief County Assessment Office (CCAO) budget (file 20-1451) and the Board of Review (BOR) budget (file 20-1454) were discussed under CCAO budget.

Financial and Administrative Committee

A motion was made by Member Wilke, seconded by Member Wasik, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

7.9* [20-1456](#)

Committee action approving the recommended Fiscal Year 2021 budget for the Treasurer.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Anthony Cooling, Finance and Administrative Services (FAS), presented the Treasurer's budget. There has been a decrease in revenue due to lower interest rates. There is an increase in transfer revenue because the Treasurer is now paying for a larger portion of an employee's salary and benefits through the Tax Sale Automation fund to account for the work completed on behalf of the tax sale. There is one unfunded and a vacant part time position being requested by the Treasurer's Office.

Holly Kim, Treasurer, reported that the Treasurer reduced its budget as much as it could. The office worked to manage a four-payment property tax process this year to assist tax payers as a result of the pandemic. She noted that investments over performed this but is expected to be much lower next year.

Discussion ensued regarding the factors the Treasurer's Office is considering to enhance the County's investment returns next year. Treasurer Kim noted that recent amendments to the Illinois Investment Policy has provided more flexibility to counties in the investments chosen.

Financial and Administrative Committee

A motion was made by Member Clark, seconded by Member Vealitzek, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 6 - Member Carlson, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

Not Present: 1 - Member Clark

7.10 [20-1458](#)

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Committee action approving the recommended Fiscal Year 2021 budget for Tax Sale Automation.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Anthony Cooling, Finance and Administrative Services (FAS), reported that the Tax Sale Automation is status quo with the exception of a greater portion of a staff's salary and benefits will be paid through this fund to account for the time that is spent working on the tax sale.

Financial and Administrative Committee

A motion was made by Member Vealitzek, seconded by Member Wilke, that this

committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

7.11 [20-1460](#)

Committee action approving the recommended Fiscal Year 2021 budget for Information Technology.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Mike Wheeler, Finance and Administrative Services (FAS), presented the proposed budget for Information Technology (IT). Revenues have decreased due to a decrease in open tax file revenue which is a result of new software that allows taxing bodies to access information without the County's assistance. Personnel and benefits have decreased due to moving three Geographic Information Systems (GIS) positions into the Chief County Assessment Office's (CCAO) budget and eliminating a vacant GIS position. Other reductions in IT's budget include consultants, trips and training, and other capital expenditures.

Chris Blanding, Enterprise IT Director, highlighted accomplishments in 2020 which include Information Technology's ability to meet the demands that resulted in remote work due to the pandemic, improve security, and increase the County's bandwidth. Discussion ensued regarding the methodology in moving the GIS into the CCAO.

Financial and Administrative Committee

A motion was made by Member Wasik, seconded by Member Carlson, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

7.12 [20-1461](#)

Committee action approving the recommended Fiscal Year 2021 budget for Human Resources.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Anthony Cooling, Finance and Administrative Services (FAS), reported that a recent reorganization in the Human Resources (HR) Department is reflected in the budget. Two full-time positions were moved into the HR budget: one from the Risk and Liability Fund, the other from the Merit Commission Fund. An unfunded and vacant position is being requested by HR. Consultant expenses decreases but increases were seen in labor relations counsel and employee relations.

John Light, HR Director, reported that HR will refocus its efforts on prioritizing the

department's roles and responsibilities regarding contract negotiations, employee policy updates, reducing benefit costs, and improving loss control and prevention. The department will also look at improving its diversity and inclusion efforts. Discussion ensued regarding recruitment efforts.

Financial and Administrative Committee

A motion was made by Member Wilke, seconded by Member Pedersen, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

7.13 [20-1462](#)

Committee action approving the recommended Fiscal Year 2021 budget for the Liability Insurance Fund.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Anthony Cooling, Finance and Administrative Services, reported that a position was moved from Risk to the Human Resources (HR) budget. Insurance claims for Fiscal Year (FY) 2021 are being reduced to \$3,200,000. It was noted that actual costs vary greatly each year may be needed. Expenses in Auditing and Accounting and the Consultants Accounts have increased but the expenses for Programs and Services and Third-Party Administrator Costs have decreased. Risk Mitigation and Biohazard Waste have also decreased. John Light, HR Director, reported staff has closed out historical claims and is focusing on liability prevention.

Financial and Administrative Committee

A motion was made by Member Wilke, seconded by Member Wasik, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

7.14 [20-1463](#)

Committee action approving the recommended Fiscal Year 2021 budget for Health-Life-Dental (HLD) Insurance Fund.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Anthony Cooling, Finance and Administrative Services (FAS), reported that the proposed budget reflects a 6.6 percent increase above Fiscal Year (FY) 2020 actuals. The cost is jointly shared between the employer and employees.

Financial and Administrative Committee

A motion was made by Member Wilke, seconded by Member Clark, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

7.15 [20-1464](#)

Committee action approving the recommended Fiscal Year 2021 budget for Finance and Administrative Services.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Mike Wheeler, Finance and Administrative Services (FAS), reported revenues are based on current receipts. In order to meet the demand to reduce costs in Fiscal Year (FY) 2020 due to the pandemic, three part time positions were eliminated, two full time vacant positions were unfunded, and expenses were reduced in Operational Supplies, Trips and Training, and Maintenance.

Patrice Sutton, FAS Director/Chief Financial Officer, reported that the duties of the three eliminated part-time positions has required the remaining support services staff to assume additional responsibilities. Director Sutton reported that recruitment efforts for a controller and internal manager have ceased to in order to meet expense reductions as a result of the pandemic. She noted that these positions would have been beneficial in the distribution and management of CARES Act funding but noted that Workforce Development did send the department an accountant to help provide assistance.

Discussion ensued regarding all the efforts that FAS has made in coordinating CARES Act funding disbursements.

Financial and Administrative Committee

A motion was made by Member Vealitzek, seconded by Member Carlson, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

7.16 [20-1468](#)

Committee action approving the recommended Fiscal Year 2021 budget for FICA.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Anthony Cooling, Finance and Administrative Services (FAS), reported that FICA has decreased due to decline in employment.

Financial and Administrative Committee

A motion was made by Member Pedersen, seconded by Member Vealitzek, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

7.17 [20-1470](#)

Committee action approving the recommended Fiscal Year 2021 budget for IMRF.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Anthony Cooling, Finance and Administrative Services (FAS), reported that pay and expenses have declined and there will be a decline in employer contributions, from 9.75 percent to 9.5 percent, in Fiscal Year (FY) 2021. The Sheriff's Law Enforcement Personnel (SLEP) rate will increase from 20.06 percent to 27.22 percent, but because there is fewer SLEP employees, the County will actually see a cost savings.

Financial and Administrative Committee

A motion was made by Member Wilke, seconded by Member Carlson, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

Recess

Chair Frank called for a recess at 12:48 p.m. on Wednesday, October 21, 2020.

Recommencement

Chair Frank resumed the Financial and Administrative Committee at 1:00 p.m. on Wednesday, October 21, 2020.

7.18 [20-1473](#)

Committee action approving the recommended Fiscal Year 2021 budget for Facilities and Construction.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Anthony Cooling, Finance and Administrative Services (FAS), presented the Facilities and Construction Services (FCS) proposed budget. He reported that revenue expenses are expected to decrease for the Parking Garage Fee due to an anticipated lower usage rate. Expenses are expected to increase in payroll, maintenance of the court tower, and elevator maintenance and repairs. FCS continues to identify ways to improve efficiency at the County.

Carl Kirar, FCS Director, reviewed the department's accomplishments in Fiscal Year (FY) 2020 and identified goals for the upcoming year. Discussion ensued.

Financial and Administrative Committee

A motion was made by Member Vealitzek, seconded by Member Carlson, that this

committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

7.19 [20-1475](#)

Committee action approving the recommended Fiscal Year 2021 budget for County Board.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Emily Mitchell, Finance and Administrative Services (FAS), reported that County Board budget will reflect a slight decrease in Personnel expenses. Sales Tax revenue is expected to decrease by \$2,000,000 and Intergovernmental Waste Disposal revenue is expected to decrease by \$400,000 in Fiscal Year (FY) 2021. There is also an expected decrease in \$1,700,000 in Miscellaneous revenue.

Jim Hawkins, Deputy County Administrator, reported the budget reflects historical averages and not all items were fully funded. Discussion ensued regarding the decline in Intergovernmental Waste Disposal revenue.

Financial and Administrative Committee

A motion was made by Member Vealitzek, seconded by Member Pedersen, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

7.20 [20-1479](#)

Committee action approving the recommended Fiscal Year 2021 budget for Video Gaming.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Emily Mitchell, Finance and Administrative Services (FAS)t, reported that Fiscal Year (FY) 2021 Video Gaming expenses will be funded with FY 2019 revenue, consistent with the County's Video Gaming Policy. All revenue will be used to fund addiction-related and behavioral health programs and administrative costs associated with grant management by Community Development.

Discussion ensued regarding capping some of the Video Gaming funds to fund internal health and human service program.

Financial and Administrative Committee

A motion was made by Member Carlson, seconded by Member Pedersen, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

7.21 [20-1481](#)

Committee action approving the recommended Fiscal Year 2021 budget for the County Administrator.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Emily Mitchell, Finance and Administrative Services (FAS)t, reported that in Fiscal Year (FY) 2020, there was a need to reduce the County's budget as a result of unforeseen expenses due to the pandemic. This required the County Administrator to eliminate a part-time receptionist position, a Communications intern position, and a full-time sustainability coordinator position. In FY 2021, the positions for a fellow, an associate communications specialist, and a communications intern have been completely unfunded, and the Illinois Emergency Management Agency director position is being left unfunded for the first six months of the fiscal year.

Gary Gibson, County Administrator, and Jim Hawkins, Deputy County Administrator, reported on the challenges in reducing the County Administrator's budget and the difficult decisions in eliminating and unfunding positions.

Discussion ensued regarding the MacArthur Grant, the department's efforts to reduce costs, trips and training of Board Members for NACo conferences, and the need for a federal lobbyist.

Financial and Administrative Committee

A motion was made by Member Clark, seconded by Member Wilke, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

7.22 [20-1478](#)

Committee action approving the recommended Fiscal Year 2021 budget for the General Operating Expense.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Mike Wheeler, Finance and Administrative Services (FAS), reported that revenues increased slightly related to transfer of benefits. Expenses increased due to capital spending for long-term capital. Matt Meyers, Assistant County Administrator, provided Public Comment from Kristen LaManna related to Miscellaneous Equipment in General Operating Expenses and from James Reaves, Douglas Williams, Simeon Viltz, Leah Roberts, and Lisa Faraci Zachwieja in support of maintaining the current funding level for

the University of Illinois Lake County Extension.

Discussion ensued regarding whether to maintain the funding for the University of Illinois Lake County Extension. Funding for this program will be discussed at a future date. Gary Gibson, County Administrator, stated that in the years 2012 to 2019, Lake County provided an annual funding amount of \$39,000 toward the University of Illinois Lake County Extension. The funding level was increased to \$99,000 in Fiscal Year 2020.

Chair Frank recognized the contributions made by Lake County Partners during the pandemic but noted that there may be a need to set performance measures to effectively evaluate funding levels in the future. Patrice Sutton, FAS Director/Chief Financial Officer, clarified funding levels for affordable housing identified in General Operating expenses.

Financial and Administrative Committee

A motion was made by Member Wasik, seconded by Member Pedersen, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

7.23 [20-1482](#)

Committee action approving the recommended Fiscal Year 2021 budget for the Solid Waste Management Tax.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Mike Wheeler, Finance and Administrative Services (FAS), reported that the Solid Waste Tax consists of surcharge fees charged to local landfill operations. Both revenue and expenses are expected to remain flat.

Financial and Administrative Committee

A motion was made by Member Wasik, seconded by Member Clark, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

7.24 [20-1485](#)

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Committee action approving the recommended Fiscal Year 2021 budget for Capital Projects - the Capital Improvement Fund.

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Mike Wheeler, Finance and Administrative Services (FAS), presented the Capital Improvement Project (CIP) budget. The proposed budget for CIP in Fiscal Year (FY) 2021 is \$5,700,000 and represents a significant decrease from FY's 2020 approved budget of

\$29,864,000. Jim Hawkins, Deputy County Administrator, provided an overview of the CIP list and determining priorities.

Patrice Sutton, FAS Director/Chief Financial Officer, discussed the need to upgrade Oracle's financial software system as part of a major CIP for FY 2021. The current program has reached the end of its useful life, has become unstable, and has created challenges to the County's budget.

Carl Kirar, Facilities and Construction Services (FCS) Director, reported that the budget reflects a proposed \$2,500,000 for the demolition of Winchester House but staff was recently informed the cost would likely be closer to \$5,000,000. He indicated that the funding can be used for preparing the demolition design and later in FY 2021, staff can reevaluate the timing of the demolition. Discussion ensued regarding the Winchester House levy, a budget error that was recently found, and how to refund/rebate the excess funds in the Winchester House account.

Financial and Administrative Committee

A motion was made by Member Vealitzek, seconded by Member Wilke, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 7 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Vice Chair Vealitzek, Member Wasik and Member Wilke

7.25 [20-1504](#)

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Discussion regarding Determination of Reallocation to Capital.

Attachments: [Required Reserve Analysis 101620.pdf](#)

(Item heard on Wednesday, October 21, 2020 after the adjournment of Public Works, Planning, and Transportation Committee.)

Patrice Sutton, Finance and Administrative Services (FAS) Director/Chief Financial Officer, reviewed the required reserves in the County's budget policies. Discussion ensued regarding the budget policy and whether the excess reserves should be spent.

Financial and Administrative Committee

The Determination of REallocation to Capital was discussed.

Recess

Chair Frank recessed the Financial and Administrative Committee Meeting at 3:18 p.m. until Thursday, October 22, 2020 at 8:30 a.m.

Recommencement

Chair Frank resumed the Financial and Administrative Committee Meeting at 8:30 a.m., Thursday, October 22, 2020 at 8:30 a.m.

Chair Frank noted that Vice-Chair Vealitzek is not in attendance due to a personal matter.

7.26 [20-1506](#)

Committee action approving the recommended Fiscal Year 2021 budget for Capital Projects - 2010A Bond, Road Construction Projects.

(This item was considered on Thursday, October 22, 2020.)

Michael Wheeler, Finance and Administrative Services (FAS), presented items 20-1506, 20-1487, 20-1488, and 20-1489 and noted that these are for bond road projects that will follow the debt schedule.

Financial and Administrative Committee

A motion was made by Member Wasik, seconded by Member Clark, that this committee action item be approved. Motion carried by the following roll call vote:

Aye: 6 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Member Wasik and Member Wilke

Absent: 1 - Vice Chair Vealitzek

7.27 [20-1487](#)

Committee action approving the recommended Fiscal Year 2021 budget for Capital Projects - 2011A Tax Exempt General Operating Bonds, Road Construction Projects.

(This item was considered on Thursday, October 22, 2020.)

Michael Wheeler, Finance and Administrative Services (FAS), presented items 20-1506, 20-1487, 20-1488, and 20-1489 and noted that these are for bond road projects that will follow the debt schedule.

Financial and Administrative Committee

A motion was made by Member Wasik, seconded by Member Wilke, that this item be approved. The motion carried by the following vote:

Aye: 6 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Member Wasik and Member Wilke

Absent: 1 - Vice Chair Vealitzek

7.28 [20-1488](#)

Committee action approving the recommended Fiscal Year 2021 budget for Capital Projects - 2013 Bond, Road Construction Projects.

(This item was considered on Thursday, October 22, 2020.)

Michael Wheeler, Finance and Administrative Services (FAS), presented items 20-1506, 20-1487, 20-1488, and 20-1489 and noted that these are for bond road projects that will follow the debt schedule.

Financial and Administrative Committee

A motion was made by Member Clark, seconded by Member Pedersen, that this item be approved. The motion carried by the following vote:

Aye: 6 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Member Wasik and Member Wilke

Absent: 1 - Vice Chair Vealitzek

7.29 [20-1489](#)

Committee action approving the recommended Fiscal Year 2021 budget for Capital Projects - 2015A Capital Projects Fund.

(This item was considered on Thursday, October 22, 2020.)

Michael Wheeler, Finance and Administrative Services (FAS), presented items 20-1506, 20-1487, 20-1488, and 20-1489 and noted that these are for bond road projects that will follow the debt schedule.

Financial and Administrative Committee

A motion was made by Member Wilke, seconded by Member Carlson, that this item be approved. The motion carried by the following vote:

Aye: 6 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Member Wasik and Member Wilke

Absent: 1 - Vice Chair Vealitzek

7.30 [20-1490](#)

Committee action approving the recommended Fiscal Year 2021 budget for Capital Projects - Special Service Area Number 16 (SSA #16) Capital Projects Fund.

(This item was considered on Thursday, October 22, 2020.)

Financial and Administrative Committee

A motion was made by Member Wasik, seconded by Member Wilke, that this item be approved. The motion carried by the following vote:

Aye: 6 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Member Wasik and Member Wilke

Absent: 1 - Vice Chair Vealitzek

7.31 [20-1491](#)

Committee action approving the recommended Fiscal Year 2021 for the (2010A) Taxable General Obligation Bonds Debt Service Fund.

(This item was considered on Thursday, October 22, 2020.)

Financial and Administrative Committee

A motion was made by Member Wasik, seconded by Member Wilke, that this item be approved. The motion carried by the following vote:

Aye: 6 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Member Wasik and Member Wilke

Absent: 1 - Vice Chair Vealitzek

7.32 [20-1492](#)

Committee action approving the recommended Fiscal Year 2021 budget for the (2011A) Tax Exempt General Obligation Bonds Debt Service Fund.

(This item was considered on Thursday, October 22, 2020.)

Mike Wheeler, Finance and Administrative Services (FAS), presented items 20-1492, 20-1493, 20-1494, 20-1495, and 20-1496 that all relate to debt service.

Financial and Administrative Committee

A motion was made by Member Pedersen, seconded by Member Clark, that this item be approved. The motion carried by the following vote:

Aye: 6 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Member Wasik and Member Wilke

Absent: 1 - Vice Chair Vealitzek

7.33 [20-1493](#)

Committee action approving the recommended Fiscal Year 2021 budget for the 2013 General Obligation Road Bonds Debt Service Fund.

(This item was considered on Thursday, October 22, 2020.)

Mike Wheeler, Finance and Administrative Services (FAS), presented items 20-1492, 20-1493, 20-1494, 20-1495, and 20-1496 that all relate to debt service.

Financial and Administrative Committee

A motion was made by Member Pedersen, seconded by Member Clark, that this item be approved. The motion carried by the following vote:

Aye: 6 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Member Wasik and Member Wilke

Absent: 1 - Vice Chair Vealitzek

7.34 [20-1494](#)

Committee action approving the recommended Fiscal Year 2021 budget for the 2015A Debt Service Fund.

(This item was considered on Thursday, October 22, 2020.)

Mike Wheeler, Finance and Administrative Services (FAS), presented items 20-1492, 20-1493, 20-1494, 20-1495, and 20-1496 that all relate to debt service.

Financial and Administrative Committee

A motion was made by Member Carlson, seconded by Member Wasik, that this item be approved. The motion carried by the following vote:

Aye: 6 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Member Wasik and Member Wilke

Absent: 1 - Vice Chair Vealitzek

7.35 [20-1495](#)

Committee action approving the recommended Fiscal Year 2021 budget for 2018 General Obligation (GO) Bonds Debt Service Fund.

(This item was considered on Thursday, October 22, 2020.)

Mike Wheeler, Finance and Administrative Services (FAS), presented items 20-1492, 20-1493, 20-1494, 20-1495, and 20-1496 that all relate to debt service.

Financial and Administrative Committee

A motion was made by Member Wilke, seconded by Member Clark, that this item be approved. The motion carried by the following vote:

Aye: 6 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Member Wasik and Member Wilke

Absent: 1 - Vice Chair Vealitzek

7.36 [20-1496](#)

Committee action approving the recommended Fiscal Year 2021 budget for 2019 General Obligation (GO) Refunding Bonds Debt Service Fund.

(This item was considered on Thursday, October 22, 2020.)

Mike Wheeler, Finance and Administrative Services (FAS), presented items 20-1492, 20-1493, 20-1494, 20-1495, and 20-1496 that all relate to debt service.

Financial and Administrative Committee

A motion was made by Member Wilke, seconded by Member Carlson, that this item be approved. The motion carried by the following vote:

Aye: 6 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Member Wasik and Member Wilke

Absent: 1 - Vice Chair Vealitzek

7.37 [20-1497](#)

Committee action approving the recommended Fiscal Year 2021 budget for Special Service Area Number 10 (SSA #10) - North Hills.

(This item was considered on Thursday, October 22, 2020.)

Financial and Administrative Committee

A motion was made by Member Pedersen, seconded by Member Wilke, that this item be approved. The motion carried by the following vote:

Aye: 6 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Member Wasik and Member Wilke

Absent: 1 - Vice Chair Vealitzek

7.38 [20-1498](#)

Committee action approving the recommended Fiscal Year 2021 budget for Special Service Area Number 12 (SSA #12) - Woods of Ivanhoe.

(This item was considered on Thursday, October 22, 2020.)

Member Carlson moved, seconded by Member Wilke, to approve the budget as submitted.

Mike Wheeler, Finance and Administrative Services (FAS), reported that the budget numbers need to be slightly modified. Total revenue should be adjusted to \$35,174 and expenses should be \$34,400.

Financial and Administrative Committee

Member Wasik moved, seconded by Member Clark, to amend the budget as discussed. On a roll call vote, the motion to amend the language was carried by the following roll call vote:

Aye: 6 - Chair Frank, Member Carlson, Member Clark, Member Pedersen, Member Wasik, Member Wilke

Absent: 1 - Vice-Chair Vealitzek

Financial and Administrative Committee

A motion was made by Member Carlson, seconded by Member Wilke, that this item be approved as amended. The motion carried by the following vote:

Aye: 6 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Member Wasik and Member Wilke

Absent: 1 - Vice Chair Vealitzek

7.39 [20-1499](#)

Committee action approving the recommended Fiscal Year 2021 budget for Special Service Area Number 13 (SSA #13) - Tax Exempt 2007A.

(This item was considered on Thursday, October 22, 2020.)

Financial and Administrative Committee

A motion was made by Member Wasik, seconded by Member Clark, that this item be approved. The motion carried by the following vote:

Aye: 6 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Member Wasik and Member Wilke

Absent: 1 - Vice Chair Vealitzek

7.40 [20-1500](#)

Committee action approving the recommended Fiscal Year 2021 budget for Special

Service Area Number 13 (SSA #13) - Taxable 2007B.

(This item was considered on Thursday, October 22, 2020.)

Financial and Administrative Committee

A motion was made by Member Wasik, seconded by Member Clark, that this item be approved. The motion carried by the following vote:

Aye: 6 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Member Wasik and Member Wilke

Absent: 1 - Vice Chair Vealitzek

7.41 20-1501

Committee action approving the recommended Fiscal Year 2021 budget for Special Service Area Number 16 (SSA #16) - Lake Michigan Water.

(This item was considered on Thursday, October 22, 2020.)

Financial and Administrative Committee

A motion was made by Member Clark, seconded by Member Carlson, that this item be approved. The motion carried by the following vote:

Aye: 6 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Member Wasik and Member Wilke

Absent: 1 - Vice Chair Vealitzek

7.42 20-1502

Committee action approving the recommended Fiscal Year 2021 budget for Special Service Area Number 17 (SSA #17) - Ivanhoe Estates.

(This item was considered on Thursday, October 22, 2020.)

Mike Wheeler, Finance and Administrative Services budget analyst, noted that actual assessment was reduced by 50 percent at the recommendation of the Homeowner's Association.

Financial and Administrative Committee

A motion was made by Member Pedersen, seconded by Member Wilke, that this item be approved. The motion carried by the following vote:

Aye: 6 - Member Carlson, Member Clark, Chair Frank, Member Pedersen, Member Wasik and Member Wilke

Absent: 1 - Vice Chair Vealitzek

7.43 20-1503

Discussion of New Program Requests.

Gary Gibson, County Administrator, reported that there were a number of new program requests submitted by departments. The Finance and Administrative Services (FAS) Department and the County Administrator's Office (CAO) recommended certain New

Program Requests (NPRs) and has not recommended several others. Additionally, there were a couple of departmental requests that were presented during committee meetings.

Discussion ensued regarding NPR protocols, the need to be conscientious of long-term costs and project priorities.

New Program Requests were discussed.

8. Executive Session

The Committee did not enter into Executive Session.

9. Public Comment

(Wednesday, October 21, 2020)

Matt Meyers, Assistant County Administrator, provided public comment from Nancy Gronlund in support of funding the University of Illinois Lake County Extension at its current budget level.

(Thursday, October 22, 2020)

Matt Meyers, Assistant County Administrator, read public comments from Ann Borders, Don Tekampe, Moanna Mower, Daniel Guay, and Mary Sue Hoffman in support of maintaining the existing funding level of the University of Illinois - Lake County Extension budget.

11. County Administrator's Report

Gary Gibson, County Administrator, noted that there is a planned protest against Waukegan related to an officer shooting that occurred on Tuesday evening. The City of Waukegan is closed Thursday as a precaution.

12. Members Remarks

Members Clark and Wasik thanked staff and the board members for their dedication in developing a balanced budget. Member Wasik also expressed support to fund the University of Illinois Lake County Extension at its existing funding level. Chair Hart remarked on the Finance Department's efforts and hard work in bringing forward a balanced budget.

13. Adjournment

Chair Frank declared the meeting adjourned the meeting at 9:19 a.m., Thursday, October 22, 2020.

Next Meeting: October 29, 2020

Minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Financial and Administrative Committee