

Lake County Illinois

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



Agenda Report - Final

Wednesday, March 7, 2018

1:00 PM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes

3.1 [18-0288](#)

Minutes from February 7, 2018.

Attachments: [F&A 2.7.18 Minutes - Final](#)

3.2 [18-0289](#)

Executive Session minutes from February 7, 2018.

4. Addenda to the Agenda
5. Public Comment
6. Chairman's Remarks
7. Old Business
8. New Business

CONSENT AGENDA

HEALTH & COMMUNITY SERVICES

8.1 [18-0262](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$9,539 for the Cities Readiness Initiative grant .

- The \$9,539 Illinois Department of Public Health grant will be used to purchase open and closed Points of Dispensing (POD) supplies and Medical Reserve Corps (MRC) reserve support supplies.
- The \$9,539 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) 2018 budget.
- The grant award will be for the period July 1, 2017 through June 30, 2018.

Attachments: [Prev EA's Feb-18 \(CRI\)](#)

8.2 [18-0263](#)

Joint resolution accepting the Susan G. Komen Foundation grant and authorizing an emergency appropriation in the amount of \$4,998 for the Illinois Breast and Cervical Cancer program.

- The \$4,998 Susan G. Komen grant will be used to provide screening mammograms to uninsured women.
- The \$4,998 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) 2018 budget.

- The grant award will be for the period January 1, 2018 through December 31, 2018.

Attachments: [4K Komen](#)

8.3 [18-0265](#)

Joint resolution accepting the Northwestern Memorial Healthcare award and authorizing an emergency appropriation in the amount of \$19,500 to complete a community health needs assessment.

- The \$19,500 Northwestern Memorial Healthcare award will be used for supplies and contractual services to complete a community health needs assessment.
- The \$19,500 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) 2018 budget.
- The grant award will be for the period December 1, 2017 through November 30, 2018.

Attachments: [EA Feb-18 \(CHNA\)](#)

8.4 [18-0266](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$30,248 for the Public Health Emergency Preparedness grant.

- The \$30,248 Illinois Department of Public Health grant will be used to support the purchase of closed Points of Disbursement (POD) supplies, training and volunteer management supplies, and maintain Emergency Management equipment for the Lake County Health Department (LCHD)/ Emergency Management Agency (EMA).
- The \$30,248 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) 2018 budget.
- The grant award will be for the period July 1, 2017 through June 30, 2018.

Attachments: [Prev EA's Feb-18 \(PHEP\)](#)

PUBLIC WORKS AND TRANSPORTATION

8.5 [18-0259](#)

Joint resolution appropriating \$15,000 of ¼% Sales Tax for Transportation funds for the acquisition of necessary right-of-way, by agreement or condemnation, associated with the non-motorized travel improvement along the north side of Rollins Road at Cedar Lake Road and the west side of Cedar Lake Road at Rollins Road, and designated as Section 15-00999-20-SW.

- The 2010 Non-Motorized Travel Study identified a gap in the sidewalk system along the north side of Rollins Road at Cedar Lake Road and the west side of Cedar Lake Road at Rollins Road.
- Preliminary plans and specifications for this improvement have been prepared.
- Before right-of-way acquisition is obtained, an appropriation and condemnation authority are necessary.

8.6 [18-0219](#)

Joint resolution appropriating \$65,000 of County Bridge Tax funds for televising, inspecting, and cleaning storm sewers along various County highways, and designated as Section 18-00000-07-GM.

- The County maintains over 213 miles of storm sewers along the County highway system.
- Maintenance of these storm sewers requires televising and inspecting to identify necessary repairs or replacements.
- This service will be provided by Lake County Public Works.
- Televising, inspecting, and cleaning storm sewers is included in the 2018 Capital Improvement Program.
- An appropriation of \$65,000 of County Bridge Tax funds is necessary.

8.7 [18-0234](#)

Joint resolution appropriating \$140,000 of ¼% Sales Tax for Transportation funds for the Joint Utility Locating Information for Excavators, Inc. (JULIE) ticket screening and locating of Lake County Division of Transportation (LCDOT) storm sewers for excavator dig requests for various County highways, and designated as Section 18-00000-09-GM.

- Pursuant to Illinois law, JULIE serves as a message handling notification service for underground facility owners regarding planned excavations.
- The County's existing storm sewer locating contract with Utility Resource Group, LLC of Sterling Heights, Michigan, began on March 1, 2016, and allows a total of four, one-year contract extensions.
- This will be the second one-year contract extension and will cover the period of March 1, 2018, to February 28, 2019.

8.8 [18-0255](#)

Joint resolution authorizing a contract with H & H Electric Company, Franklin Park, Illinois, in the amount of \$409,254.36 for the purchase and installation of Intelligent Transportation System (ITS) PASSAGE Field Elements, along various routes in Lake County, and designated as Section 17-00268-16-TL.

- The ITS PASSAGE Field Elements include installation of communication infrastructure (fiber and conduit or wireless equipment), and pan-tilt-zoom cameras at various locations and is included in the highway improvement program.
- The added alternative bidding process was used for this letting.
- A total of three bids were received, ranging from \$409,254.36 to \$594,156.04, and the lowest responsible bidder is H & H Electric Company, Franklin Park, Illinois, with a contract amount of \$409,254.36.

Attachments: [18-0255 Bid Tab, ITS PASSAGE Field Elements Contract Award.pdf](#)

8.9 [18-0238](#)

Joint resolution authorizing an agreement with Hampton, Lenzini, and Renwick, Inc., Elgin, Illinois, for Phase II supplemental design engineering services to complete a topographic survey, wetland delineation and clean construction or demolition debris (CCDD) investigation for the Saint Mary's Road resurfacing, restoration, & rehabilitation (3R) project, from Illinois Route 60 to Illinois Route 176, at a maximum cost of \$66,600,

appropriating \$70,000 of Matching Tax funds, and designated as Section 17-00102-24-RS.

- Saint Mary's Road will be resurfaced with the addition of bike friendly shoulders.
- In-house engineers are completing the Phase II engineering design for the planned improvements, and a consulting engineering firm will be employed for the Phase II supplemental engineering services, including a topographic survey, wetland delineation and CCDD investigation.
- In accordance with the Local Government Professional Services Selection Act, the recommended firm is Hampton, Lenzini, and Renwick, Inc., Elgin, Illinois.
- This project is included in the Highway Improvement Program.

Attachments: [18-0238 St. Mary's Road Consultant Agreement Draft.pdf](#)

[18-0238 St. Mary's Road Consultant Agreement Draft 1.pdf](#)

8.10 [18-0229](#)

Joint resolution authorizing separate agreements with Antioch, Avon, Fremont, Grant, Lake Villa and Wauconda Townships providing the terms and conditions for the receipt of Township funds for the Ride Lake County West and Ride Lake County Central services, and designated as Sections 09-00280-01-ES and 16-00280-04-ES.

- The Townships of Antioch, Avon, Fremont, Grant, Lake Villa, and Wauconda desire to provide additional local funding toward the Ride Lake County West service (previously Lake County Northwest Demonstration Project) to extend the use of the project's awarded federal funding from January 1, 2018, to December 31, 2018.
- The Townships of Antioch, Avon, Grant, and Lake Villa have agreed to contribute \$8,000 each for the Ride Lake County West service.
- The Townships of Fremont and Wauconda have agreed to contribute \$4,000 each for the Ride Lake County West service.
- Avon Township has also agreed to reimburse fares of specified riders for the Ride Lake County West service for trips the township desires to subsidize.
- Fremont Township desires to provide the \$150 local match to the Pace funding for the existing Fremont Township dial-a-ride service that has been folded into the Ride Lake County Central service.
- All six townships presented the agreements to their boards and all agreements were approved by the six townships in January and February 2018.

Attachments: [18-0229 Antioch Township Paratransit Agreement Draft.pdf](#)

[18-0229 Avon Township Paratransit Agreement Draft.pdf](#)

[18-0229 Fremont Township Paratransit Draft.pdf](#)

[18-0229 Grant Township Paratransit Agreement Draft.pdf](#)

[18-0229 Lake Villa Township Paratransit Agreement Draft.pdf](#)

[18-0229 Wauconda Township Paratransit Agreement Draft.pdf](#)

FINANCIAL & ADMINISTRATIVE

8.11 [18-0250](#)

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2018 in various funds for certain projects, items, and activities budgeted in the prior year and not completed.

- This resolution authorizes the carryover, or reauthorization, of certain FY 2017 activities.
- These activities were not included in the FY 2018 budget; to have included them would have hindered the proper scrutiny of the new FY 2018 budget.
- Without this action, these projects and/or items will not have the budget authority required.

Attachments: [FY18 Carryovers - Mar 2018 FINAL](#)

8.12 [18-0286](#)

Committee action approving Change Order Number One for digital orthoimagery for Lake County (County) with Ayres Associates, Inc., Madison, Wisconsin, (Ayres Associates) in an amount not to exceed \$73,318.35.

- At its February 2017 meeting, the Lake County Board (Board) authorized a one-year contract, with renewal options with Ayres Associates for digital orthoimagery.
- Ayres Associates requested a 50 percent price increase from its original contract amount for year two. Purchasing worked with the Information Technology Department to complete a market analysis to verify that this price increase was in the best interest of the County.
- Change Order Number One with Ayres Associates will increase the estimated annual amount by \$24,702.35 to \$73,318.35.
- In accordance with Article 8, Section 101 (1) of the County's Purchasing Ordinance, price adjustments on contracts approved by resolution of the Board that exceed 10 percent of the original contract amount require approval by the Financial and Administrative Committee.

Attachments: [Lake County 2018 Price Justification](#)

REGULAR AGENDA

HEALTH & COMMUNITY SERVICES

8.13 [18-0264](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$74,833 for the Local Health Protection grant .

- The \$74,833 Illinois Department of Public Health grant will be used to offset existing staff salaries.
- The \$74,833 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) 2018 budget.
- The grant award will be for the period July 1, 2017 through June 30, 2018.

Attachments: [Prev EA's Feb-18 \(LHPG\)](#)

8.14 [18-0194](#)

Joint resolution to approve amendments to the 2015, 2016, and 2017 Annual Action Plans for the United States Department of Housing and Urban Development (HUD).

- HUD requires the submission of an Annual Action Plan and associated amendments to govern expenditure of federal housing and community development funding each year.
- The Lake County HOME Investment Partnership (HOME) Consortium is comprised of Lake County and the Cities of Waukegan and North Chicago; all three jurisdictions receive Community Development Block Grant (CDBG) and HOME funding.
- The Housing and Community Development Commission (HCDC) has recommended for Lake County Board approval the Fifth Amendment to the 2015 Annual Action Plan; Third Amendment to the 2016 Annual Action Plan; and First Amendment to the 2017 Annual Action Plan.

Attachments: [2015 AAP 5th Amendment HCDC.pdf](#)

[2016 AAP 3rd Amendment_HCDC.pdf](#)

[1st Amendment 2017 Lake County action plan_HCDC.pdf](#)

PUBLIC WORKS & TRANSPORTATION

8.15 [18-0261](#)

Joint resolution authorizing a contract with A Lamp Concrete Contractors, Inc., Schaumburg, Illinois, in the amount of \$3,829,836.68 for the reconstruction of Old McHenry Road, from Illinois Route 53 to Cuba Road, which will be improved under the Illinois Highway Code for a total of 0.82 miles, and designated as Section 11-00083-09-RS.

- This improvement has been identified within the County's pavement management system and is included in the highway improvement program.
- The work will include the intersection improvement of Robert Parker Coffin Road from a four-way stop to a controlled traffic signal, pavement reconstruction and resurfacing, drainage improvements, pedestrian accommodations (sidewalk and bike path), street lighting, pavement markings, landscape restoration, and other associated improvements.
- A total of four bids were received, ranging from \$3,829,836.68 to \$4,990,420 and the lowest responsible bidder is A Lamp Concrete Contractors, Inc., Schaumburg, Illinois, in the amount of \$3,829,836.68

Attachments: [18-0261 Bid Tab, Old McHenry Road Contract Award.pdf](#)

8.16 [18-0252](#)

Joint resolution authorizing a contract with Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$276,685.75 for the resurfacing of Gelden Road, from Deep Lake Road to Grass Lake Road, which will be improved under the Illinois Highway Code for a total of 1.29 miles, and designated as Section 17-00147-02-RS.

- Gelden Road needs resurfacing from Deep Lake Road to Grass Lake Road.
- This resurfacing improvement has been identified within the County's pavement management system, and is included in the highway improvement program.
- A total of four bids were received, ranging from \$276,685.75 to \$316,649.11 and the

lowest responsible bidder is Peter Baker and Son Company, Lake Bluff, Illinois, in the amount of \$276,685.75.

Attachments: [18-0252 Bid Tab, Gelden Road Resurfacing Contract Award.pdf](#)

8.17 [18-0254](#)

Joint resolution authorizing a contract with Alliance Contractors, Inc., Woodstock, Illinois, in the amount of \$1,180,202.50 for the repair and stabilization of an existing sheet piling wall adjacent to the multi-use path on the north side of Grass Lake Road, appropriating a supplemental amount of \$85,000 of Matching Tax funds, and designated as Section 16-00059-11-BR.

- This project includes stabilizing an existing sheet piling wall adjacent to the multi-use path on the north side of Grass Lake Road and is included in the highway improvement program.
- A total of three bids were received, ranging from \$1,180,202.50 to \$1,536,199.50, and the lowest responsible bidder is Alliance Contractors, Inc., Woodstock, Illinois, in the amount of \$1,180,202.50.

Attachments: [18-0254 Bid Tab, Retaining Wall Maintenance Contract Award.pdf](#)

[18-0254 Justification of Bid, Retaining Wall Maintenance.pdf](#)

8.18 [18-0236](#)

Joint resolution authorizing an agreement with Baxter & Woodman, Inc., Crystal Lake, Illinois, for Phase II design engineering services for the resurfacing of Stearns School Road, from Hutchins Road to U.S. Route 41, in an amount of \$99,781.50 appropriating \$120,000 of Motor Fuel Tax funds, and designated as Section 18-00999-52-RS.

- This project involves Phase II design engineering for the resurfacing of Stearns School Road, from Hutchins Road to U.S. Route 41.
- A consultant will be utilized to undertake Phase II design engineering services.
- In accordance with the Local Government Professional Services Selection Act, the recommended firm is Baxter & Woodman, Inc., Crystal Lake, Illinois, in the amount of \$99,781.50.
- This project is included in the highway improvement program.

Attachments: [18-0236 Stearn School Road Consultant Agreement Draft.pdf](#)

8.19 [18-0237](#)

Joint resolution authorizing an agreement with the Village of Round Lake Beach to clarify the right-of-way, property ownership, and easement rights near the Rollins Road and Hook Drive intersection.

- The County made previous improvements along Rollins Road and realigned Hook Drive.
- A no-cost clarification is needed on the ownership of property at Rollins Road and Hook Drive.
- The County will dedicate to the Village of Round Lake Beach, for public road purposes, a piece of real property to construct a multi-use path along Hook Drive.
- The County will transfer a piece of excess property, via a Quit Claim Deed, to the Village of Round Lake Beach for greenspace, detention, or other public use purposes.

- The Village of Round Lake Beach will grant a permanent easement to the County for public roadway and detention purposes over an area of real property of the Old Rollins Road right-of-way upon which existing County drainage and a detention facility are located.

Attachments: [18-0237 Rollins Road at Hook Drive Village of Round Lake Beach Agree](#)

PLANNING, BUILDING & ZONING

8.20 [18-0247](#)

Joint resolution approving the vacation of an unimproved portion of 12th Street located south of 42144 North Fago Avenue, Zion, Illinois, and north of 11642 W. 13th Street, Winthrop Harbor, Illinois, in the Frederick H. Bartlett's North Shore Acres Third Addition Subdivision. Vacation request by Lorna Leben and John Charles Judge, record owners.

- Lorna Leben and John Charles Judge, record owners, are requesting the vacation of an unimproved section of 12th Street located west of Fago Avenue as shown on the Final Plat of Frederick H. Bartlett's North Shore Acres Third Addition Subdivision.
- The Board of Vacations held a public hearing on February 7, 2018 and recommended by unanimous vote to grant the vacation.
- Following recommendations by the Planning, Building, and Zoning and the Financial and Administrative Committees, the vacation request will proceed to the County Board for final action.

Attachments: [000314 Leben PBZ report \(FINAL\).pdf](#)

[000314-2018 Vacation Minutes 02-07-18 \(FINAL\).pdf](#)

[17-236vac.pdf](#)

[Leben PB&Z aerial.pdf](#)

8.21 [18-0249](#)

Joint resolution approving an Intergovernmental Agreement between the City of Lake Forest and the Lake County Planning, Building and Development department, to share inspection and development review services.

- The City of Lake Forest has a need for periodic "back-up" inspection and plan review staffing at foreseeable times throughout the year (i.e. during planned absences, etc.).
- The Planning, Building and Development Department has a need for inspection assistance in the southeast Lake County within small sections of isolated unincorporated territory. The County's direct inspection of these properties creates route inefficiencies given the significant distance of these properties to other larger unincorporated territories.
- Lake Forest and Lake County propose to enter an agreement to support each other's respective service needs when mutually convenient and practical.
- The cost of assistance provided to each community will be tracked and settled via payment on an annual basis.

Attachments: [Lake Forest IGA - 030718.pdf](#)

FINANCIAL & ADMINISTRATIVE

8.22 [18-0278](#)

Resolution authorizing a contract with Ultimate Software, Weston, Florida, (Ultimate Software) for Payroll and Human Resources Information System (HRIS) services for Lake County (County) in the estimated amount of \$418,150, an owner-controlled contingency in the amount of \$40,000 and an emergency appropriation of \$458,150.

- An operational assessment of the Human Resource Department completed by Matrix Consulting in 2017 identified the need for a payroll and HRIS to reduce risk, minimize costs, and improve service delivery for the County.
- A Request for Proposal (RFP), extended to 39 vendors, resulted in seven sealed proposals. Five firms were selected for a demonstration and interview with an interdepartmental review team. Three firms were identified as finalists by an interdepartmental executive team. Based on the criteria set forth in the RFP, the executive team selected Ultimate Software as the most favorable proposal for the County.
- The initial implementation of the system will include modules for HR/Payroll, Time and Attendance and Talent Acquisition. Other services include leasing and configuration of timeclocks and printing of checks and W-2 forms.
- Implementation costs are in an amount not to exceed \$418,150, with future Software as a Service (SaaS) cost for the following five years post the go-live date in the estimated amount of \$386,724.
- The contract also secures a negotiated cost for the potential future implementation of three additional modules of Talent Management, Learning Management and Compensation in the amount of \$60,750 that would increase the annual SaaS cost by \$163,620. Any future phase implementing these modules would return for County Board funding and approval.
- An additional \$40,000 of funding, recommended for an owner-controlled contingency, combined with an implementation cost of \$418,150, results in an emergency appropriation request in the amount of \$458,150 from Fund 510 for this contract.
- The implement of the HRIS project will be managed in conjunction with an effort to standardize county-wide project management for large and complex projects. This effort, modeled on project management best practices, includes a clearly identified project governance structure; defined project timelines, milestones, communication plan and escalation path; contract management and reporting requirements.

Attachments: [17195 Award Recommendation](#)
[17195 scoring matrix executive team](#)

8.23 [18-0276](#)

Resolution authorizing a professional services agreement with Management Partners, Inc., Cincinnati, Ohio, (Management Partners) to provide facilitation services for the Lake County Government Reform Implementation Committee (Implementation Committee) in an amount not-to-exceed \$75,000.

- Lake County (County) executed a contract with Management Partners in May 2017 to facilitate and project manage the County Commission on Government Reform and Accountability (Government Reform and Accountability Commission). Management

Partners completed its work for this special commission in January 2018.

- There is a need to contract with Management Partners to continue to perform work through 2018 to support the Implementation Committee, formed following the completion of the Government Reform and Accountability Commission.
- Funding for this professional services agreement is provided through the General Fund, General County Contingencies for Consultants and will be managed by the County Administrator's Office.
- Pursuant to Article 6, Section 102 of the County's Purchasing Ordinance, the Purchasing Agent consulted with an ad hoc review group that approved a bid exemption on the basis of an existing long standing, successful relationship.

Attachments: [Management Partners Purchasing Award Information](#)
[Facilitation and Research Support Proposal](#)

8.24 [18-0285](#)

Resolution authorizing a professional services agreement with Lake County Partners, Inc. of Lincolnshire, Illinois, (LCP) to provide economic development products and services in Lake County (County) in an amount not to exceed \$387,000 with renewal options.

- The Lake County Board created LCP in 1998 to represent the County in matters pertaining to economic development.
- Section 55 of the Illinois Compiled Statutes (ILCS) 5/5-1005 (21), authorizes the County to appropriate and expend funds from the county treasury for economic development purposes, including the making of grants to any other governmental entity or commercial enterprise deemed necessary or desirable for the promotion of economic development in the county.
- Funding for the professional service agreement is provided in the Fiscal Year (FY) 2018 budget and is subject to annual budgetary appropriations and an evaluation of the effectiveness of LCP in achieving the County's economic development objectives.
- Pursuant to Article 6, Section 102 of the County's Purchasing Ordinance, the Purchasing Agent consulted with an ad hoc review group that approved a bid exemption on the basis of an existing long standing, successful relationship.

Attachments: [Award Information](#)

[LAKE COUNTY PARTNERS AGREEMENT](#)

8.25 [18-0284](#)

Resolution approving and executing a Real Estate Property Tax Abatement Agreement with Sheridan Crossing Development JV LLC.

- The City of North Chicago (City) has an established Tax Increment Financing (TIF) district that includes land wholly owned by the City.
- No development has occurred since the TIF was established.
- In order to foster economic development, the City desires to dissolve the existing TIF and transfer the property to a private developer.
- As part of this effort, the City is requesting all relevant taxing bodies to abate the property taxes that would otherwise continue to remain within the TIF district. This abatement would be set at 90 percent through 2031, and then phased out over five years, with the abatement ending in 2036.

- Based on financial data provided by the City, Lake County staff believe that this abatement will result in a longer term financial benefit to Lake County.
- Lake County has the authority to abate real estate property taxes pursuant to Section 200/18-170 of the Illinois Property Tax Code, as amended (35 ILCS 200/18-170).
- Lake County believes that it is in the best interest of its residents and taxpayers to approve this agreement in partnership with the City.

Attachments: [Exhibit A](#)

9. Executive Session

9.1 [18-0293](#)

Executive session to discuss collective bargaining and staff salaries pursuant to 5 ILCS 120/2 (c)(2).

10. County Administrator's Report

10.1 [18-0280](#)

Distribution of Existing Budget Policies.

11. Members Remarks

12. Adjournment

Next Meeting: March 28, 2018