

Lake County Illinois

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



Agenda Report - Final

Wednesday, January 7, 2009

1:00 PM

Conference Room C

Financial and Administrative Committee

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes - Regular & 3 Executive Session Minutes from November 12, 2008; Joint L&J Budget Minutes from October 28, 2008; Joint PWT Budget Minutes from October 29, 2008.
 - 3.1 [09-1081](#) Minutes from November 12, 2008.
Attachments [F&A 11-12-08](#)
 - 3.2 [08-0877](#) Law and Judicial & Financial and Administrative Committee Joint Budget Minutes from October 28, 2008.
Attachments [L&J & F&A Budget 10.28.08](#)
 - 3.3 [09-1082](#) Joint PWT Budget Minutes from October 29, 2008.
Attachments [PWT& F&A Budget 10.29.08](#)
4. Added to Agenda Items
5. Public Comment
6. Old Business
7. New Business
7. Law & Judicial
 - 7.1 [09-1059](#) Joint Resolution authorizing an emergency appropriation in the amount of \$4,415 from the Illinois Department of Public Health Death Certificate Surcharge Fund for receipt of an annual grant.
 - The Lake County Coroner's Office receives an annual grant from the Death Certificate Surcharge Fund provided by the Illinois Department of Public Health for the purposes of training personnel, purchasing equipment and the implementation of an electronic database for death certificates.
 - The funds for this grant are provided by local registrars, who, by law, must deposit a fee of \$2.00 for each certified copy of a death certificate and fetal death certificate.
 - The Lake County Coroner's Office wishes to deposit the amount of this Grant, \$4,415 in account number 101-3500010-45333-000-000-3526N.
 - The Lake County Coroner's Offices requests an emergency appropriation in the amount of \$4,415 in account number 101-3500010-

71500-000-000-000-3526N.

- 7.2 [09-1028](#) Joint Resolution ratifying an Emergency Procurement authorized by the Facilities Manager and Purchasing Agent with Diemer Plumbing and Excavating LTD of Antioch, IL.
- The toilets in the Administrative Segregation Unit (ASU) of the Babcox Justice Center are equipped with shut off units that are designed to automatically shut off the water to the toilet to prevent inmates from flooding their cells.
 - A total of 47 of these Flood Buster units have failed.
 - The Facilities Manager has certified an emergency condition exists and immediate action was necessary to prevent a safety and security threat.
 - This is to ratify an Emergency Procurement authorized by the facilities manager with Diemer Plumbing and Excavating LTD of Antioch, IL in the amount of \$74,119.

- 7.3 [08-1000](#) Joint Resolution authorizing the Chair of the Board and the Sheriff to execute an intergovernmental agreement with the Village of Volo for the purpose of providing police services.
- The Village has agreed to continue the police services contract for a period of 3 more years.
 - The contract continues the 17 hour service provided by the Sheriff's Office.
 - The annual increase of 4% is sufficient to cover all costs associated with this contract.
 - The vehicle fee for any additional contractual hours added to this intergovernmental agreement was increased from \$25,000 to \$46,403 to cover all costs associated with the vehicle.

Attachments [IGA Village of Volo and Lake County Sheriff](#)

- 7.4 [09-1046](#) Joint Resolution authorizing the continuation of the State's Attorney's Appellate Prosecutor Program for the 2009 fiscal year.
- This is a renewal for the continued operation of the State's Attorney's Appellate Prosecutor Program.
 - Through this program the State's Attorney's Appellate Prosecutor handles Lake County criminal appeals, provides investigative and prosecutorial support in criminal cases, provides comprehensive training programs for prosecutors, and provides monthly case law newsletters, legislative updates, and Uniform Complaint Book supplements.
 - The Board of Governors of the State's Attorney's Appellate Prosecutor has voted not to increase the Lake County State's Attorney's Office contribution for FY2009. The contribution for FY2009 participation is the same as FY2008, which is \$35,000.
 - The State's Attorney's approved FY2009 budget includes the \$35,000 fee.

Attachments [Appellate Prosecutor Services Letter 2009](#)
[Appellate Prosecutor invoice FY09](#)

- 7.5 [09-1047](#) Joint Resolution authorizing an emergency appropriation in the amount of \$11,197 to support the continuation of a part-time investigator in the Drug Division of the State's Attorney's Office for FY2009, offset in full by a transfer in funds from the State's Attorney's Asset Forfeiture Fund.
- The State's Attorney's Office has identified a need for a part-time investigator to assist with the increasing complexity and volume of drug crimes.
 - The principal investigator will assist the Drug Prosecutions Division with complicated investigations involving complex drug crimes and sophisticated drug conspiracies.
 - The principal investigator will work with other law enforcement agencies at the local, state and federal levels.
 - The principal investigator has extensive law enforcement background including experience in drug crimes investigation.
 - Offsetting revenue is available from the State's Attorney's Asset Forfeiture Fund to support the emergency appropriation of \$11,197 to provide funding for this position for FY09.

- 7.6 [09-1048](#) Joint Resolution authorizing an emergency appropriation in the amount of \$35,000 to fund the continuation of a part-time investigator in the Cyber Crimes Division for FY2009, offset in full by a transfer of funds from the State's Attorney's Computer Fraud Forfeiture Fund.
- The State's Attorney's Office has identified a need for a part-time investigator to assist with the increasing complexity and volume of computer crimes.
 - The principal investigator/forensic specialist will train and assist the Cyber Crimes Division with complicated investigations involving economic crime, identify theft, trading and selling child pornography, child abuse, and sophisticated drug conspiracies.
 - The principal investigator/forensic specialist has extensive law enforcement background including numerous certifications in computer crimes investigation, computer forensics, forensic recovery software and forensic methodology.
 - Offsetting revenue is available from the State's Attorney's Computer Forfeiture Fund to support the emergency appropriation of \$35,000 to provide funding for this position for FY09.

7. Health & Community Services

- 7.7 [09-1032](#) Committee Action approving Change Order #1 for Contract 28028 for the Out of School Youth Programs in the amount of \$88,142.63 for the period of February 1, 2009 through January 31, 2010.
- In June 2008, Lake County entered into agreements for In-School and Out of School Youth Programs with local schools and other educational

providers.

- Each agreement was to service a specific number of youths for one-year with the option to renew for an additional one-year period.
- There are now funds available to award an additional contract for Out-of-School Certified Nursing Assistance training (CNA) to service 12 youth.
- North Chicago Community H.S. Dist. #187 is the current provider for one of the In-School Programs, and Workforce Development staff recommended an additional award for the Out-of School Program to North Chicago Community H.S.
- This recommendation has been approved by the Workforce Board Executive Committee.
- This change was not reasonably foreseeable at the time the contract as signed, and it is in the best interests of the County and authorized by law.
- In accordance with Article 8, section 101(1) of the Lake County Purchasing Ordinance, it is hereby requested that the Purchasing Agent be authorized to enter into a Contract Modification Change Order #1 to provide the (CNA) training to serve 12 youth in the Out-of-School program in the amount of \$88,142.63 charging the costs thereof to account # 750-4042021-79940-000-000-000-00000.

7. Revenue, Records & Legislation

- 7.8 [09-1075](#) Joint Resolution designating the herein named banks and other financial institutions as depositories in which the funds and monies in the custody of Robert Skidmore, as County Treasurer and as Ex-Officio County Collector, may be deposited.
- No new banks or name changes have been added.

7. Public Works & Transportation

- 7.9 [09-1066](#) Joint Resolution authorizing the execution of an agreement between Lake County and Civiltech Engineering Inc., Chicago, Illinois for the provision of Phase I engineering services (*Preliminary Engineering*) for the widening of Quentin Road from North of US Rt. 12 to South of IL Rt. 22. This resolution also appropriates \$750,000 of Matching Tax funds for these engineering services designated as Section 08-00090-12-ES.
- Quentin Road (US Rte 12 to IL Rte 22) Add-lanes; Phase I: Consultant Agreement
 - This improvement will provide increased traffic capabilities by roadway widening to five-lanes.
 - The consultant will be utilized to undertake Phase I preliminary engineering services to determine the final recommended improvement.
 - The selected and recommended firm is Civiltech Engineering Inc., Chicago, Illinois with a maximum cost for services described is \$683,383.

- This resolution appropriates \$750,000 of Matching Tax funds.

Attachments [2008_12_12-Quentin Agreement.pdf](#)

7.10 [09-1067](#)

Joint Resolution authorizing the execution of a new master agreement between Lake County and the Village of Buffalo Grove regarding the maintenance costs, construction and installation costs, and future costs associated with current and future traffic control signals under the jurisdiction of the Lake County Division of Transportation and including provisions for emergency preemption systems.

- County Signals; New Traffic Signal Master Agreement: Village of Buffalo Grove
- Traffic signals were installed on county highways within the boundaries of the Village of Buffalo Grove including Emergency Vehicle Preemption Systems (EVPS) which are currently maintained by the Village of Buffalo Grove.
- Lake County is revising all EVPS master agreements so that the local agency will be responsible for maintenance and future cost of the emitters and LCDOT will be responsible for maintenance and future cost for preemption systems.
- Lake County is incorporating the EVPS changes into new traffic signal master agreements with the communities regarding the maintenance cost, construction and installation cost, and future costs associated with current and future County owned traffic control signals.

Attachments [BUFFALO GROVE AGRMT_20081230075211.pdf](#)

7.11 [09-1068](#)

Joint Resolution authorizing the execution of an agreement between Lake County and the Village of Buffalo Grove for the installation of traffic signals, with interconnect to Lake County PASSAGE, at the intersection of Aptakistic Road and Brandywyn Lane and designated as Section 07-00088-16-TL.

- Aptakistic Road at Brandywyn Lane, Traffic Signal Installation: Village of Buffalo Grove Agreement
- The intersection of Aptakistic Road and Brandywyn Lane will be improved by installation of traffic control signals.
- The new signals will be interconnected to the Lake County PASSAGE.
- This agreement provides for the sharing of costs for this improvement between Lake County and the Village of Buffalo Grove.

Attachments [APTAKISIC ROAD AGRMT_20081230080931.pdf](#)

7.12 [09-1070](#)

Joint Resolution appropriating of \$5,880.72 of Motor Fuel Tax funds for Lake County's prorated share for the period of July 1, 2008 through June 30, 2009, of the transportation planning undertaken by the Chicago Metropolitan Agency for Planning and designated as Section 09-00183-00-ES.

- Chicago Metropolitan Agency for Planning,(CMAP) SFY '09: Appropriation
- CMAP staff's the Chicago region's, federally required, transportation metropolitan planning organization (MPO).
- Federal funds for highway and transit projects, including the county's and the Lake County CMAP Council of Mayor's must be reviewed by the MPO.
- The county's prorated share is \$5,880.72 for SFY '09, and the appropriation is from the Motor Fuel Tax fund.

7.13 [09-1071](#)

Joint Resolution appropriating a supplemental amount of \$300,000 of County Bridge Tax funds for the construction of the Skokie Valley Bike Path from Laurel Ave in Lake Forest to the North Shore Bike Path at IL Rte 176 in Lake Bluff including an underpass beneath the Union Pacific Railroad and designated Section 94-00241-00-BT.

- Skokie Valley Bike Path (Laurel Ave to IL Rte 176); Change Order No. 5: Supplemental Appropriation
- This bike path is being built, by agreement, on ComEd and Union Pacific Railroad (UP RR) property.
- Construction costs increased due to unexpected length of time for the required Com Ed and Union Pacific Railroad review of plans and work methods.
- Alignment changes during construction were made to address the requirements of Com Ed and to address concerns raised by Lake Forest Open Lands.
- Winter installation of the tunnel crossing under UP RR tracks has increased the construction costs.
- This supplemental appropriation of \$300,000 from the County Bridge tax fund is needed to cover change order # 5 which totals \$325,321.52.
- The adjusted contract price is approximately \$2.7 million.

7.14 [09-1073](#)

Joint Committee action memo approving IDOT Change Order No. 5 in the amount of \$325,321.52 for required revisions to the contract for the Skokie Valley Bike Path from Laurel Ave in Lake Forest to the North Shore Bike Path at IL Rte 176 in Lake Bluff including an underpass beneath the Union Pacific Railroad.

- Skokie Valley Bike Path (Laurel Ave to IL Rte 176): Change Order No. 5
- This bike path is being built, by agreement, on ComEd and Union Pacific Railroad (UP RR) property.
- Change orders are needed to be approved by the standing committees for cumulative net increases over 10%.
- Construction costs increased due to unexpected length of time for the required Com Ed and Union Pacific Railroad review of plans and work methods.
- Alignment changes during construction were made to address the requirements of Com Ed and to address concerns raised by Lake Forest Open Lands.

- Winter installation of the tunnel crossing under UP RR tracks has increased the construction costs.
- The total of Change Order # 5 is \$325,321.52.

Attachments [SVBP CHG ORDER #5 20081230102101.pdf](#)

7. Financial & Administrative

7.15 [09-1023](#) Resolution authorizing line-item transfers between various funds for the purpose of transferring previously approved funds.

- Line item transfers in various funds in the FY2009 budget are needed to align expenses with correct accounts.
- The County Board must approve line item transfers under certain conditions.
- A listing of the various transfers is attached to the resolution.

Attachments [Line Item Transfers Jan 09 for FY 2009 Budget](#)

7.16 [09-1024](#) Resolution authorizing emergency appropriations for FY 2009 in various funds for certain projects, items and activities, which were budgeted in the prior year and not completed.

- This resolution authorizes the 'carry-over', or re-authorization, of certain FY 2008 activities.
- These activities were not included in the FY 2009 budget while the carry-over list and associated budget amounts were determined; to include them would have hindered the proper scrutiny of the new FY 2009 budget.
- Without this action, these projects and/or items will not have the budget authority required.
- A detailed listing is attached to the resolution.

Attachments [ADI Spreadsheet Jan-09](#)

7.17 [09-1061](#) Committee Action authorizing an approval for a change in work hours for an Accounts Payable position in the Finance and Administrative Services Department from 37.5 to 40 hours per week.

- The Finance department has three (3) budgeted positions for Accounts Payable, one of which is vacant.
- It has been determined that a large portion of the work is performed Wednesday through Friday, and; if one staff member's hours are increased from 37.5 to 40 hours per week then all the work can be completed.
- It is projected that the County will realize an annual savings of approximately \$25,000 by this action.

Attachments [FA_FAS Resolution-Miller_11.3.08](#)

7.18 [09-1063](#) Committee Action authorizing an approval to create one MDS Coordinator/Supervisor position (Grade 14), two MDS Coordinator positions (Grade 12) and to convert two (2) part-time Tele/Op

Receptionist positions to one full-time position at Winchester House.

- MDS Coordinator positions are needed to maximize Medicare & Medicaid revenue.
- The positions of Manager of Rehab Services (Grade 14), Licensed Practical Nurse (Grade 10), and Registered Nurse (Grade 12) will be eliminated to create the additional MDS Coordinator positions:
- Full-time Tele/Op Receptionist offers more consistency for lobby coverage and enhances customer service. Currently one (1) part-time Tele/Op Receptionist position is vacant.
- Projected cost savings for all changes will be \$3,217.79.

Attachments [FA.WH_MDS_position_resolution_12.29.08](#)

7.19 [09-1057](#)

Resolution authorizing an Emergency Management Agency Grant Budget Amendment and Emergency Appropriation in the amount of \$14,725.74 in the FY 2009 EMA Budget.

- Lake County EMA applied for, was awarded, and the Lake County Board approved acceptance of an Emergency Operations Center (EOC) Technology reimbursement grant for \$14,725.74.
- Neither the grant revenue nor the expenses associated with the purchase of the specified equipment were included in the FY2009 EMA Budget.
- The EOC Technology grant will reimburse all costs to purchase the specified equipment.
- This budget amendment and emergency appropriation are necessary to purchase the equipment and account for the grant revenue.

7.20 [09-1083](#)

Resolution authorizing the execution of the 2016 OLYMPIC and PARALYMPIC GAMES GOVERNMENTAL COOPERATION AGREEMENT.

- Chicago is a finalist to host the 2016 Olympic and Paralympics Games.
- If selected Olympic venues will be located throughout the region.
- Lake County was selected to host the Equestrian events at Temple Farms.
- In support of their bid, the Chicago 2016 Bid Committee is requesting we execute the attached Governmental Cooperation Agreement.
- A representative of the committee will be at committee to answer any questions.

Attachments [GCA final](#)

8. Executive Session

8.1 Executive Session to discuss personnel matter in the County Administrator's Office

8.1.a [09-1062](#)

Request to approve the reclassification of one (1) position in the Communications Division of the County Administrator's Office.

- 8.2 Executive Session to discuss pending litigation**

- 9. County Administrator's Report**

- 10. Adjournment**