

Lake County Illinois

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



Agenda Report - Final

Wednesday, January 8, 2014

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 **[13-1390](#)**
Minutes from October 16, 2013.

Attachments: [PWT & FA 10.16.13 Final.pdf](#)
 - 3.2 **[13-1481](#)**
Minutes from October 16, 2013.

Attachments: [F&A 10.16.13 Final.pdf](#)
 - 3.3 **[13-1482](#)**
Minutes from October 30, 2013.

Attachments: [F&A 10.30.13 Final.pdf](#)
 - 3.4 **[13-1483](#)**
Executive session minutes from October 30, 2013.
 - 3.5 **[13-1484](#)**
Minutes from November 6, 2013.

Attachments: [F&A 11.6.13 Final.pdf](#)
 - 3.6 **[13-1485](#)**
Executive session minutes for November 6, 2013.
 - 3.7 **[13-1486](#)**
Minutes from December 4, 2013.

Attachments: [F&A 12.4.13 Final.pdf](#)
 - 3.8 **[13-1487](#)**
Executive session minutes from December 4, 2013.
 - 3.9 **[13-1488](#)**
Executive session minutes from December 4, 2013.
4. **Added to Agenda**
5. **Public Comment**
6. **Old Business**

7. **New Business**

LAW & JUDICIAL

7.1 [13-1454](#)

Joint resolution to execute an intergovernmental agreement with the Villages of Lake Barrington and North Barrington for continuation of police services to the said Villages.

- The Villages of Lake Barrington and North Barrington have agreed to continue the police services contract for a period of three years.
- Based on population served, the Village of Lake Barrington pays 57.5 percent of the total monthly cost and the Village of North Barrington pays 42.5 percent of the total monthly cost.
- The contract continues the 24 hour one car per shift services provided by the Sheriff's Office.
- The hourly rate is consistent with other county police contracts. The annual increase of four percent is sufficient to cover all costs associated with this contract.

Attachments: [LB and NB patrol contract 2014-2016](#)

7.2 [13-1455](#)

Joint resolution authorizing the execution of an intergovernmental agreement with the Special Education District of Lake County for the purpose of police services.

- The Sheriff's Office has provided police services to the Special Education District for more than ten years.
- The District has agreed to continue the eight hour police services contract for a period of three more years.
- The Sheriff's Office has been working with the District to develop a plan to increase the amount of the contract over time to bring them in line with the actual cost of providing services.
- Working towards full payment, the total cost of this service will be reimbursed at a rate of 80 percent the first year, 85 percent the second year, and 90 percent the third year.

Attachments: [SEDOL Contract renewal 2014](#)

7.3 [13-1456](#)

Joint resolution authorizing an intergovernmental agreement with the Village of Beach Park for the purpose of continuing to provide police services to the Village.

- The Village of Beach Park has agreed to continue the police services contract for a period of three years.
- The contract continues 17 hour service with the Sheriff's Office, providing one officer on the day shift and one officer on the afternoon shift.
- All costs are included in the contract rate including the vehicle expense. The Village has also agreed to an increase of four percent for 2014 to align the hourly rate with other County police contracts.
- Each of the two additional years has an annual increase of four percent. This is sufficient to cover all costs associated with this contract.

Attachments: [Beach Park IGA 2014](#)

7.4 [13-1450](#)

Joint resolution authorizing an emergency appropriation in the FY13 Law Library Fund in the amount of \$15,000.

- The Law Library provides legal references, resources and services in support of Lake County's legal community and citizens.
- One of the Law Library's major expenses is books; many of which are purchased from Westlaw.
- Westlaw's contract was renewed mid-year and insufficient funds were budgeted to accommodate the increase.

7.5 [13-1438](#)

Joint resolution authorizing a contract with the DLR Group of Illinois, Chicago, Illinois for Architectural, Engineering and Consulting services for the Phase 1 Expansion of the Robert W. Depke Juvenile Justice Complex in the amount of \$1,022,452 and approves a line item transfer in the amount of \$540,000.

- In 2002 the Lake County Juvenile Justice Center Master Plan was completed and validated again in 2012 with the Justice Partners when it was reviewed by the Judicial Facilities Review Committee.
- The Judicial Facilities Review Committee recommended to implement and proceed with Phase 1 of the Master Plan, which is a proposed addition to the Robert W. Depke Juvenile Justice Complex. In November of 2012, the Lake County Board approved this recommendation.
- Lake County issued Statement of Interest #13268 that included the County's desire to establish a relationship with an Architectural, Engineering and Consulting team for comprehensive design services for the Phase 1 expansion of the Robert W. Depke Juvenile Justice Complex.
- Notices were sent to 70 firms; responses were received from 10 firms.
- In accordance with Section 5-101 (3) of the Lake County Purchasing Ordinance and the Local Government Professional Services Selection Act, a Selection Committee evaluated all firms, then selected and interviewed three firms.
- DLR Group, Chicago, IL, was determined to be the most qualified and negotiations were conducted. It is in the best interest of the County to enter into a contract with DLR Group in the amount of \$1,022,452.
- The scope of services include Architectural, Engineering and Consulting services required for completion of the Phase 1 expansion of the Robert W. Depke Juvenile Justice Complex, which includes program validation, design development, preparation of contract documents, bidding, construction administration, and all other ancillary design services as required.
- A line item transfer in the amount of \$540,000 is required to realign the Depke project budget now that actual costs have been received.

7.6 [13-1465](#)

Joint resolution authorizing a contract with Stuckey Construction Company, Inc., Waukegan, IL for the Courts Complex Underground Ventilation and High Speed Garage Door in the amount of \$1,023,200.

- To provide increased security and improve operations, a new high speed door with security and controls for the garage located below Lincoln Plaza is being installed that requires modification to the existing ventilation and exhaust system to meet current

building and health codes.

- The ventilation system will be designed to integrate with the County's building automation system to allow for a single point of control for the back-up generator, ventilation fans, and underground fuel storage monitoring system.
- The project incorporates multi-trade work to replace the existing chain-link garage door with a high speed solid door that includes: concrete driveway repairs, generator stack relocation, structural steel and fire proofing, and installation of new ventilation fans and exhaust openings with enclosures at the building plaza level.
- Funding for this project was approved as part of the CCIP Facility Assessment and Downtown Campus Improvement.
- An invitation to bid for the Courts Complex Underground and High Speed Garage Door was issued and invitations were extended to 35 vendors.
- Sealed bids were received from three local vendors and one non-local vendor, the four responsive and responsible bids ranged from \$1,023,200 to \$1,302,219.71.
- Stuckey Construction Company, Inc., Waukegan, IL is the lowest responsive and responsible bidder who best meets the needs of the County for a cost of \$1,023,200.

HEALTH & COMMUNITY SERVICES

7.7 [13-1440](#)

Joint resolution authorizing an emergency appropriation in the Special Service Area (SSA) #8 Loon Lake Fund 272.

- SSA #8 utilizes property taxes received annually to fund restoration and maintenance projects for Loon Lake.
- During FY13, expenses exceeded the authorized budget for this fund by the amount of \$217.67.
- The balance of this fund at the end of FY12 was \$25,489 and is expected to decrease slightly based on FY13 activity.

PUBLIC WORKS & TRANSPORTATION

7.8 [13-1471](#)

Joint resolution authorizing an emergency appropriation to the Fiscal Year 2014 budget in the amount of \$7,004,045 in the Special Service Area (SSA) Number 16 Bond fund.

- The County Board approved the issuance of \$7,000,000 of SSA bonds at the board meeting of December 10, 2013 for the purpose of funding the construction of improvements and extensions to the delivery system of the CLCJAWA to provide Lake Michigan water to the SSA area.
- The County has issued the bonds to pay for the improvements and extensions to the CLCJAWA system.
- It is now necessary to appropriate the budget funds for the expenditures and also to budget for the revenues generated by the receipt of the bond proceeds.
- This resolution authorizes an emergency appropriation as modifications to the Fiscal Year 2014 budget in the amount of \$7,004,045 for improvements and extensions to the delivery system of the CLCJAWA to provide Lake Michigan water to SSA Number 16.

Attachments: [13-1471 Attachment A - Fund 454.pdf](#)

[13-1471 Attachment B - Fund 354.pdf](#)

7.9 [13-1441](#)

Joint resolution appropriating \$105,000 of County Bridge Tax funds for the repair of drain tile on the south side of Washington Street, east of Illinois Route 83, and designated as Section 13-00135-12-DR.

- [Washington Street Drain Tile Repairs: Appropriation.](#)
- This improvement is included in the 2014 Highway Improvement Program.
- Before a project letting can be held, an appropriation of funds is necessary.
- This resolution appropriates \$105,000 of County Bridge Tax funds.

7.10 [13-1442](#)

Joint resolution appropriating \$60,000 of Motor Fuel Tax funds for the 2014 repair and replacement of various guardrail and fence installations, and designated as Section 14-00000-06-GM.

- [Guardrail and Fence Maintenance 2014: Appropriation.](#)
- The County owns miles of guardrails and fences along the highway system, and annual repairs and replacements must be made to various installations.
- Before a material purchase or a contract service can be procured, an appropriation of \$60,000 of Motor Fuel Tax funds is required.

7.11 [13-1443](#)

Joint resolution appropriating \$1,400,000 of Matching Tax funds for the resurfacing of Washington Street, from the Union Pacific Railroad Bridge to Illinois Route 131, and designated as Section 13-00220-07-RS.

- [Washington Street Resurfacing: Appropriation.](#)
- Washington Street, from the Union Pacific Railroad Bridge to Illinois Route 131, is in need of resurfacing.
- This resurfacing improvement has been identified within the County's pavement management system, and is included in the 2014 Highway Improvement Program.
- Before a project letting can be held, an appropriation of \$1,400,000 of Matching Tax funds is necessary.

7.12 [13-1449](#)

Joint resolution authorizing an agreement for professional engineering services with Christopher B. Burke Engineering Ltd., Rosemont, Illinois, for Phase II design engineering services for the proposed construction of the Deerfield Road bike path, from Illinois Route 21/45 to the Des Plaines River Trail, at a maximum cost of services described as \$185,044.40, appropriating \$225,000 of Matching Tax funds for these engineering services, and designated as Section 10-00038-05-BT.

- [Deerfield Road Bike Path, from Illinois Route 21/45 to the Des Plaines River Trail: Consultant Agreement and Appropriation.](#)
- Phase II consulting engineering services will be utilized to prepare plans, specifications, and estimates of costs for this bike path improvement.
- The project will consist of constructing a bike path on the south side of Deerfield Road, to connect to the existing path at the southwest corner of Illinois Route 21/45 to the existing path west of the Des Plaines River.
- Using the Local Government Professional Services Selection Act, the selected and recommended consultant is Christopher B. Burke Engineering Ltd. Rosemont, Illinois, at a maximum cost of services of \$185,044.40.

- This resolution appropriates \$225,000 of Matching Tax funds for professional engineering services.

Attachments: [13-1449 Deerfield Road Bike Path Phase II Consultant Agreement Draft](#)

7.13 [13-1448](#)

Joint resolution authorizing a contract with TranSystems Corporation, Schaumburg, Illinois, for professional services for the provision of Phase II design engineering services for the intersection improvement of Wilson Road at Nippersink Road, at a maximum cost of services described as \$782,372.98, appropriating \$940,000 of Matching Tax funds for this improvement, and designated as Section 03-00070-06-CH.

- Wilson Road, at Nippersink Road, Intersection Improvement: Phase II Consultant Agreement and Appropriation.
- Wilson Road will be improved at the intersection of Nippersink Road.
- This project includes traffic signals, retaining walls, bike path, left turn lane on all four legs and compensatory storage for storm water.
- A consultant will be utilized to undertake Phase II design engineering services for this improvement.
- Using the Local Government Professional Services Selection Act, the selected and recommended consultant is TranSystems Corporation, Schaumburg, Illinois, at a maximum cost of services of \$782,372.98.
- This resolution authorizes a professional services agreement with TranSystems Corporation, Schaumburg, Illinois, for Phase II design engineering services and appropriates \$940,000 of Matching Tax funds.

Attachments: [13-1448 Wilson at Nippersink Phase 2 Contract Draft](#)

7.14 [13-1445](#)

Joint resolution appropriating \$175,000 of County Bridge Tax funds for the 2013 non-motorized travel improvement along Cedar Lake Road, from Washington Street to Park Road, and designated as Section 13-00103-18-SW.

- Non-Motorized Travel 2013, Cedar Lake Road Sidewalk Improvement: Construction Appropriation.
- The 2010 Non-Motorized Travel Study included a Gap Analysis that identified areas along Cedar Lake Road with gaps in non-motorized facilities.
- This project is for the construction of a municipal sidewalk on the east side of Cedar Lake Road, from Washington Street to Park Road, and the installation of ADA ramps.
- This sidewalk will be maintained by the Village of Round Lake after completion.
- Before a project letting can be held, an appropriation of \$175,000 of County Bridge Tax funds is necessary.

7.15 [13-1451](#)

Joint resolution authorizing an agreement with Christopher B. Burke Engineering Ltd., Rosemont, Illinois, for Phase I preliminary engineering for intersection improvements of Wadsworth Road at Dilleys Road, US Route 41, and Kilbourne Road, at a maximum cost of services described as \$1,472,132.74, appropriating \$1,770,000 of ¼% Sales Tax for Transportation and Public Safety funds, and designated as Section 13-00999-47-ES.

- [Wadsworth Road at Dilleys Road, US Route 41, and Kilbourne Road, Phase I: Consultant Agreement and Appropriation.](#)
- Wadsworth Road at Dilleys Road, US Route 41, and Kilbourne Road needs to be widened and reconstructed.
- Consulting engineering services will be utilized to complete the Phase I preliminary engineering.
- Using the Local Government Professional Services Selection Act, the selected and recommended consultant is Christopher B. Burke Engineering Ltd., Rosemont, Illinois, at a maximum cost of \$1,472,132.74.
- The resolution appropriates \$1,770,000 of ¼% Sales Tax for Transportation and Public Safety funds for these engineering services.

Attachments: [13-1451 Wadsworth Road Intersection Improvement Phase I Consultant](#)

7.16 [13-1444](#)

Joint resolution approving Change Order No. 3 in the amount of \$45,536, appropriating a supplemental amount of \$25,000 of Matching Tax funds for the modifications of older existing stormwater detention basins to improve functionality and water quality, and designated as Section 11-00999-24-DR.

- [2012 Stormwater Detention Basin Retrofits: Change Order No. 3 and Supplemental Appropriation.](#)
- Lake County Division of Transportation has been converting certain dry detention basins to wet detention basins to improve stormwater management and water quality treatment.
- This Lake County Board, at its meeting of July 10, 2012, appropriated \$115,000 of Matching Tax funds and \$80,000 of Motor Fuel Tax funds for the Detention Basin Retrofits.
- This Lake County Board, at its meeting of January 13, 2013, appropriated a supplemental amount of \$70,000 of Matching Tax funds for the Detention Basin Retrofits.
- The balancing of construction items is being requested, as detailed in the attached Change Order No. 3, with the major item contributing to the cost increase being earthwork, which was built to the plan dimensions but exceeds estimated quantities.
- A supplemental appropriation of \$25,000 is needed to cover Change Order No. 3.

Attachments: [13-1444 Detention Basin Change Order No. 3 Document](#)

[13-1444 Detention Retrofits Change Order No. 3](#)

FINANCE & ADMINISTRATIVE

7.17 [13-1437](#)

Resolution authorizing a contract with the Gordian Group, Maudlin, SC, in the estimated amount of \$200,000 for Job Order Contracting (JOC) consulting services for a two-year period plus renewals.

- JOC is a contract process that provides for competitive sealed bid pricing for general contractors based on a standard Construction Task Catalog that identifies pre-set unit prices for construction, renovation and building repair tasks specifically tailored for anticipated ongoing minor capital construction, renovation and building repair projects

at County facilities.

- The Gordian Group has served as County's JOC consultant since 2008 and has developed the County's specific Construction Task Catalog, implemented proprietary eGordian JOC information management system, and provided ongoing training to County staff.
- The contract includes continuation of existing services, a set fee for construction management services, as needed, and joint purchasing language to extend the contract pricing to all governmental units in Lake County.
- A competitive bid for JOC general contractors will be issued separately following the completion of the updated Construction Task Catalog.
- The Gordian Group will be compensated at the rate of 2.95% of construction costs, estimated at \$200,000 annually. This estimate is calculated by multiplying the Gordian fee by the projected amount of construction, renovation and building repair required; the actual expenditure may vary based on actual work contracted.
- The Purchasing Agent consulted an ad hoc review group and determined that this purchase is exempt from bidding on the basis of sole source.
- The contract authorizes a two-year agreement that will cost an estimated \$200,000 annually.

7.18 [13-1446](#)

Resolution authorizing emergency appropriations for FY 2014 in various funds for certain projects, items and activities budgeted in the prior year and not completed.

- This resolution authorizes the carry-over, or re-authorization, of certain FY 2013 activities.
- These activities were not included in the FY 2014 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 2014 budget.
- Without this action, these projects and/or items will not have the budget authority required.

Attachments: [January Carryovers for FY14](#)

7.19 [13-1470](#)

Resolution authorizing a contract for consulting services with Huron Consulting Group, Chicago, IL, in an amount not to exceed \$166,750 to conduct an Information Technology (IT) Services Assessment.

- The Lake County IT Department supports over 30 departments and divisions within the County across a wide variety of technology platforms with an annual operating budget of approximately \$10 million.
- To improve the efficiency and value of IT services, a consulting partner is needed to review the current state of offerings, compare with best practices and make recommendations to improve the return on investment in the County's technology services portfolio.
- A Request for Proposal (RFP) was developed and reviewed by an interdepartmental committee comprised of representatives from IT, County Administrator's Office, Finance, and Court Administration.
- The RFP was sent to 177 vendors and proposals were received from eight non-local vendors; no local vendors provide this service.
- Based on the criteria set forth in the RFP for IT Technology Services Assessment, the

proposal submitted by Huron Consulting Group is the most qualified and most favorable for Lake County.

- The contract includes consulting services at a contract amount of \$145,000 and travel and expenses in a not to exceed amount of \$21,750.

8. Executive Session

8.1 [13-1492](#)

Executive session to discuss personnel matters pursuant to 5 ILCS 120/2(c)(1).

8.2 [13-1476](#)

Committee action approving a reclassification in the Information Technology Department from Application Systems Analyst Staff Programmer to IT Service Availability and Delivery Manager III.

8.3 [13-1498](#)

Committee action authorizing a modification to a personnel policy.

8.4 [13-1490](#)

Executive session to discuss pending litigation pursuant to § ILCS 120/2(c)(11).

8.5 [13-1491](#)

Committee action approving settlement authority on Siwula vs. Lake County, et al.

9. County Administrator's Report

9.1 [13-1439](#)

Discussion of the Statements of Auditing Standards (SAS) No. 114 letter, "The Auditor's Communication with Those Charged with Governance".

10. Adjournment