

Lake County Illinois

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



Agenda Report - Final

Thursday, March 7, 2019

8:30 AM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. Call to Order
2. Pledge of Allegiance
3. Addenda to the Agenda
4. Public Comment
5. Chair's Remarks
6. Old Business
7. New Business

CONSENT AGENDA (Items 7.1 - 7.10)

Approval of Minutes

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.1 [19-0388](#)

Joint resolution appropriating \$10,000 of County Bridge Tax funds for the acquisition of necessary right-of-way, by agreement or condemnation, and other right-of-way costs associated with the improvement on Fairfield Road from Illinois Route 120 to Illinois Route 134.

- Fairfield Road, from Illinois Route 120 to Illinois Route 134, needs improvement.
- Preliminary plans and specifications for this improvement have been prepared.
- Before right-of-way acquisitions can proceed, authority for appropriation and condemnation is necessary.
- This improvement is included in the Highway Improvement Program.

7.2 [19-0396](#)

Joint resolution approving the sole source procurement with JWC Environmental in the amount of \$87,503.14 for repairs to the grinder pump at the Northeast Central (NEC) pump station and securing a new unit for the Des Plaines River Water Reclamation Facility (WRF).

- Public Works owns and operates the County's Des Plaines River WRF and the NEC Pumping Station.
- Collectively there are five Grinder pump at various Public Works facilities and JWC Environmental is the sole manufacturer.
- The grinder pumps are used on a daily basis for the grinding/breaking down of large objects that enters the treatment facility.
- The removal of the large objects from the waste stream is critical because this prevents damage to the pumps in operation. In addition, the life of the pump is extended, and this process helps to treat wastewater.

Attachments: [19-0396 SE JWC Bid Package.PDF](#)

[19-0396 JWC Dept. Bid Exemption Request.pdf](#)

[19-0396 SE JWC Purchasing Award Information.pdf](#)

7.3 [19-0397](#)

Joint resolution ratifying an emergency procurement with Joel Kennedy Construction of Chicago, Illinois, in the amount of \$98,900 for sewer pipe repair on Route 45 in the New Century Town sanitary sewer system.

- The County owns and operates the New Century Town Water Reclamation Facility and the adjoining pipes in the sanitary system.
- The sanitary pipes convey sewer from residential and commercial users to the treatment facility
- Although the County has an active rehab program in place, we still occasionally encounter pipe failures in the sanitary system
- A segment of the pipe on Route 45 was damaged and in need of immediate repair.
- The County received quotes from three contractors. Joel Kennedy had the lowest submittal.
- Pursuant to the Lake County Purchasing Ordinance, emergency procurements are made when there exists a threat to public health, welfare, or safety, or to prevent or minimize serious disruption of governmental services.
- Pursuant to Article 6, Section 103, the Director of Public Works has submitted a written determination of the basis for the emergency and the certification that the procurement of this equipment was appropriate.

Attachments: [19-0397 Joel Kennedy Emergency Procurement Bid - Rt. 45.pdf](#)

7.4 [19-0379](#)

Joint resolution authorizing an agreement with the Antioch Township Road District for the replacement of two existing metal culverts damaged by the major flood event in July 2017, which carry the Dutch Gap Canal under Edwards Road.

- Edwards Road, between US Route 45 and US Route 41, is located within Antioch Township.
- Two existing metal culverts, carrying the Dutch Gap Canal under Edwards Road, were damaged by the major flood event in July 2017 and need replacement.
- The improvements will include the removal of two steel arch culverts and replacement with three reinforced concrete pipes.
- In accordance with the Agreement of Understanding between the State of Illinois and Lake County, Lake County is also responsible for the administration, contract letting and award of Road District projects using state funds administered under Motor Fuel Tax policies and procedures, including Township Bridge Program funds.
- The total construction costs are estimated to be \$850,000.
- Lake County is not a cost participant in this project.

Attachments: [19-0379 Antioch Township - Edwards Road Agreement draft](#)

7.5 [19-0386](#)

Joint resolution approving Change Order Number One consisting of an increase of \$99,787.75, and appropriating a supplemental amount of \$110,000 of ¼% Sales Tax for Transportation funds for the Butterfield Road Adaptive Traffic Signal Control Study and Design.

- The County Board, at its meeting of February 14, 2017, approved an appropriation of

\$180,000 of ¼% Sales Tax for Transportation funds and a consultant agreement with AECOM Technical Services, Inc., Chicago, Illinois, at a maximum cost of \$148,475.25 for the Butterfield Road Adaptive Traffic Signal Control Study and Design.

- Change Order Number One is needed for additional engineering services to redesign the traffic signals to incorporate Flashing Yellow Arrow signal heads that were not part of the original scope of work.
- The project will bring Flashing Yellow Arrow technology to Lake County for the first time with the goal of reducing traffic delays and driver frustration while improving intersection safety.
- Flashing Yellow Arrow has become a standard operation across the country, including neighboring counties, other areas of Illinois, and nearby states.
- The Lake County Division of Transportation has received a \$2.1 million federal grant to cover up to 80 percent of the project construction cost.

Attachments: [19-0386 Butterfield Road Adaptive Traffic Signal Change Order Number](#)

7.6 **19-0315**

Joint resolution authorizing a contract with Berger Excavating Contractors, Wauconda, Illinois, in the amount of \$736,224.89 for the intersection improvement of Old McHenry Road, at US Route 12, appropriating \$885,000 of ¼% Sales Tax for Transportation funds.

- Old McHenry Road, at US Route 12, will be improved with dual right turn lanes from Old McHenry Road and dual left turn lanes from US Route 12.
- A public bidding process was conducted, and a total of four bids were received, ranging from \$736,224.89 to \$924,738.61. The lowest responsible bidder is Berger Excavating Contractors, Wauconda, Illinois, with a contract amount of \$736,224.89.
- This improvement is included in the highway improvement program with construction planned in 2019.

Attachments: [19-0315 Bid Tab, Old McHenry Road at US Route 12](#)

7.7 **19-0361**

Joint resolution authorizing emergency appropriations in Fiscal Year (FY) 2019 for the Lake County Division of Transportation (LCDOT) capital and bond funds, for projects previously approved and for additional revenue.

- Due to the nature of transportation project work occurring over multiple years, this is a routine annual appropriation request to carry forward previously appropriated funds into the current fiscal year.
- This resolution authorizes emergency appropriations in the FY 2019 LCDOT capital funds budget for previously approved projects and for additional revenue.
- These projects and revenues were not included in the FY 2019 budget.
- this action provides the budget authority necessary for the respective projects and revenues.

Attachments: [19-0361 DOT Carryovers March 2019 Board](#)

7.8 [19-0373](#)

Joint resolution authorizing a Technical Services agreement with the Regional Transportation Authority (RTA) for federal funding for the Ride Lake County Central program and appropriating \$330,000 of ¼% Sales Tax for Transportation funds.

- RTA: Ride Lake County Central Project is for the Townships of Fremont, Libertyville and Shields, and the Village of Libertyville and Mundelein.
- Section 5310 grants are federal funds administered by the RTA which help fund the Ride Lake County paratransit service in Lake County.
- These funds will be used to provide the Ride Lake County Central paratransit service in the Townships of Fremont, Libertyville and Shields, and the Villages of Libertyville and Mundelein.
- The RTA will reimburse the County 50 percent of the transportation service cost, up to \$137,602, with federal Section 5310 grant funds, and the County will provide the 50 percent local share match of \$137,602 under the grant agreement.
- Pace will provide the paratransit bus service.
- This agreement has been reviewed by the Lake County State's Attorney's Office.

Attachments: [19-0373 RTA Ride Lake County Central TSA Agreement Draft](#)

7.9 [19-0387](#)

Joint resolution authorizing an agreement with Engineering Resource Associates, Warrenville, Illinois, at a cost of \$224,995.20, for Phase I and II design engineering services to replace an existing triple cell culvert with a single span bridge structure on Hart Road at Flint Creek, appropriating \$270,000 of County Bridge Tax funds.

- Lake County selects professional engineering firms in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 et. seq.
- The Lake County Division of Transportation Consultant Selection Process has been approved by the Federal Highway Administration and the Illinois Department of Transportation, and the firm selected for this project was selected in accordance with this approved process.
- Public notices were published on October 31 and November 7, 2018, and 20 firms submitted Statements of Interest and Statements of Qualifications. Three firms were shortlisted and interviewed on December 19, 2018.
- As a result of the interviews, the selected, and recommended, firm is Engineering Resource Associates, Warrenville, Illinois, at a maximum cost of \$224,995.20.
- This improvement is included in the Highway Improvement Program with a 2023 target letting date.

Attachments: [19-0387 Hart Road at Flint Creek Consultant Agreement Draft](#)

FINANCIAL AND ADMINISTRATIVE COMMITTEE

7.10 [19-0292](#)

Resolution authorizing approval of the mandated 2018 revision of the Lake County Emergency Operations Plan (EOP).

- As a mandated Emergency Management Agency (EMA) by regulation of the Illinois Emergency Management Agency (IEMA) Act (20 ILCS 3305).

- Lake County must maintain a comprehensive EOP, which must be updated and reviewed by IEMA against state standards every two years.
- Lake County, through its EMA, recently completed technical updates to the Lake County Emergency Operations Plan.
- The County Board Chair is designated by IEMA as the official signatory of the County's EOP.

REGULAR AGENDA

FINANCIAL & ADMINISTRATIVE

7.11 [19-0336](#)

Presentation on Property Tax Public Access.

7.12 [19-0359](#)

Resolution authorizing an agreement with FGM Architects, Oak Brook, Illinois, (FGM Architects) for comprehensive design services for a new Consolidated Public Safety Facility.

- The Lake County Sheriff's Office (LCSO) Master Plan Study (Master Plan) was commissioned in 2016 to evaluate documented space needs, facility constraints and opportunities, and develop various design solutions to accommodate current and future operations.
- The Master Plan - completed in 2018 - recommended advancing a new Consolidated Public Safety facility into the next step of the planning and design process (Phase 2) to house all the policing divisions of the Lake County Sheriff's Office.
- Lake County issued Statement of Interest Number 18188 that included the County's desire to contract with an architecture and engineering firm to provide comprehensive design services for a new Consolidated Public Safety Facility.
- Notices were sent to 58 firms; responses were received from 10 firms.
- In accordance with the Local Government Professional Services Selection Act, a selection Committee evaluated all firms, then selected and interviewed four firms.
- FGM Architects 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 FGM Architects in the amount of \$522,813.
- The scope of services include architectural, engineering and consulting services required for completion of the Phase Two Design including: program validation, design development, cost estimation, and all other ancillary design services as required.
- This project was included and budgeted as part of the Fiscal Year 2019 Capital Improvement Program.

Attachments: [18188 Award Information](#)

[18188 Scoring Matrix Summary](#)

[18188 SOI Public Safety Building](#)

[18188 DRAFT AGREEMENT CONSOLIDATED PUBLIC SAFETY FACIL](#)

[Lake County Vendor Disclosure Form FGM](#)

[Public Safety Presentation](#)

7.13 [19-0392](#)

Resolution authorizing an agreement with FGM Architects, Oak Brook, Illinois, (FGM Architects) for Phase One planning services for a replacement Emergency Operations Center (EOC), 9-1-1, and Emergency Telephone System Board Facility (ETSB).

- Lake County has identified the need to explore the potential of building a replacement Emergency Operations Center (EOC), 9-1-1, and ETSB Facility on the County's Libertyville Campus.
- Phase One planning services will provide limited planning and conceptual design services, consisting of building program development, preliminary site and building plans, cost estimating, and a summary report.
- Since the proposed facility is anticipated to be located on the same site as the proposed Consolidated Public Safety Facility, this study will be performed simultaneously with the design development of the Consolidated Public Safety Facility - providing an opportunity to evaluate synergies and opportunities to coordinate the overall design between the two facilities.
- FGM Architects has been identified as the most qualified to complete the Phase One Design as it was the selected architectural firm determined to be the most qualified to complete the architectural, engineering and consulting services for the Phase Two Design of the new Consolidated Public Safety Facility through a Statement of Interest.
- In accordance with the Local Government Professional Services Selection Act, a firm may be selected directly by the County if the cost of architectural and engineering services for the project is expected to be less than \$40,000.
- The contract for Phase One Design is estimated at \$30,640, with \$500 in reimbursables and was included and budgeted as part of the Fiscal Year 2019 Capital Improvement Program.

Attachments: [Lake County Vendor Disclosure Form FGM](#)

[Lake County 911 EOC Fee Proposal 2019-02-12](#)

[19054 Draft Agreement](#)

[19054 Award Information](#)

[Public Safety Presentation](#)

7.14 [19-0371](#)

Committee action approving Contract Modification Number One for Agreement Number 16112 with Stanley Consultants of Chicago, Illinois, (Stanley) for design of mechanical and electrical services for elevator modernization at the adult detention center in Waukegan, electrical switchboard replacement at the Belvidere Medical Building (BMB) and generator sizing study for Robert W. Depke Juvenile Justice Center (Depke) Expansion Project.

- The Lake County Board authorized a contract with Stanley in April 2016 for architectural and engineering services for elevator modernization at the adult detention center in Waukegan, electrical switchboard replacement at the BMB and generator sizing study for Depke Expansion Project in the amount of \$82,400.
- This contract modification will provide additional construction administration for the elevator modernization at the adult detention center in Waukegan and switchboard replacement at the BMB and design and bid assistance for the Depke backup generator.

- The additional scope of work includes additional hours needed to complete the construction administration for the elevator modernization and the switchboard replacement.
- After completion of the Phase One study for the generator sizing for Depke there is a need for additional Phase Two for design, bidding and construction administration to relocate an existing generator.
- Contract Modification Number One increases the amount of the Architectural Engineering Design services contract by \$77,500 from \$82,400 for a total of \$159,900.
- 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 Contract Modification Number One.

Attachments: [16112 Award Information](#)
[16112 Contract Modification 1](#)
[Lake County Proposal 022119](#)
[Stanley Vendor Disclosure.pdf](#)

7.15 [19-0394](#)

Resolution authorizing an agreement with STV, Chicago, Illinois, (STV) for project management services for the Facilities and Construction Services Department (FCS).

- Lake County FCS is seeking staff augmentation for project management services to assist with expediting specific facilities projects. Responsibilities include planning, executing, controlling, scheduling, communicating project details at a high level to maintain installation quality, coordination of construction activities and manage project budgets.
- An initial four projects have been identified: Babcox Internal Protocol (IP) Camera Installation, Depke Fire Alarm and Programmable Logic Controller (PLC) Security System Replacement, Administrative Tower Security Equipment Replacement and Babcox Air Handling Unit and Variable Air Volume (VAV) Box Replacement.
- The Lake County Purchasing Division received and evaluated Statements of Interests from 27 professional firms of which three were short-listed.
- In accordance with the Local Government Professional Services Selection Act, the recommended firm is STV.
- The initial contract with STV will include project management services for the four aforementioned projects based on contracted hourly rates in an estimated amount of \$226,448.
- The term of the contract will be two years with three one-year renewal options to allow for future projects. Additional projects will be mutually agreed upon through a contract modification, based on approved contracted rates and will not exceed an estimated annual spend of \$300,000.
- The term of the contract will be two years with three one-year renewal options to allow for future projects with services based on approved contract rates. The future anticipated annual spend is estimated at \$300,000 annually.
- This service was included and budgeted as part of the Fiscal Year 2019 Capital Improvement Program.

Attachments: [18089 SVT Award Information](#)

[18089-B Draft Agreement](#)

[18089 B Summary Score Sheet](#)

[18089 SOI Facility Ops Professional Engineering Service](#)

[Vendor Disclosure Statement.Executed](#)

7.16 **[19-0391](#)**

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2019 in various funds for certain projects, items, and activities budgeted in the prior year and not completed.

- Since all unused appropriations lapse at the end of each FY, it is necessary to “carry over” unspent budget authority from one FY to the next under certain conditions as defined in the County's Budget Policies.
- These carryover requests include grants whose grant period continues into the next FY; contracts which was unable to be completed in FY 2018; uncompleted capital projects; and goods that were ordered in FY 2018 with a reasonable expectation of receipt, but which were not received prior to the end of FY 2018.
- These items must be authorized through what is termed an “emergency appropriation” in order to transfer the budget authority that was previously granted in FY 2018 to FY 2019.
- This is the third of three sets of carry overs that will come before the County Board as part of the normal year end close-out process.

Attachments: [Mar 19 Carryovers - Final.pdf](#)

7.17 **[19-0424](#)**

Resolution setting forth the budget policies for compilation of the Fiscal Year (FY) 2020 Lake County Budget.

- The County Board adopts budget policies annually for the upcoming budget cycle.
- As in the past, all policies were developed to maintain prudent financial management practices for the short and long term.
- The proposed FY2020 policies include updates to capital improvement plan budgeting, fund balance reserves, the presentation of budget scenarios reflecting different property tax levy revenues, and clarification of Board Member requests.

Attachments: [DRAFT FY20 Budget and Finance Policies redline](#)
 [DRAFT FY20 Budget and Finance Policies clean](#)

7.18 **[19-0400](#)**

Committee action authorizing reclassification of the following vacant positions in the Finance and Administrative Services Department: contract administrator and administrative assistant.

8. Executive Session

8.1 [19-0402](#)

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

8.1A [19-0403](#)

Committee action authorizing reclassification of a position in the Finance and Administrative Services Department.

8.2 [19-0421](#)

Executive Session to discuss pending litigation pursuant to 5 ILCS 120/2 (c)(2).

9. **County Administrator's Report**

9.1 [19-0395](#)

Presentation of the Economic Indicator report.

Attachments: [2019 Economic Indicator Report 022719](#)

9.2 [19-0435](#)

Discussion of the Illinois Municipal Retirement Fund (IMRF) investment performance standard.

10. **Members Remarks**

11. **Adjournment**

Next Meeting: April 4, 2019