

# Lake County Illinois

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



## **Agenda Report - Final**

**Wednesday, May 8, 2013**

**11:00 AM**

**Conference Room C, 10th Floor**

**Revenue, Records and Legislation Committee**

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

3.1 [13-0429](#)

Minutes from April 3, 2013.

**Attachments:** [Minutes from April 3, 2013.](#)

4. Added to Agenda
5. Public Comment
6. Old Business
7. New Business

**COUNTY CLERK**

7.1 [13-0437](#)

Report from Willard R. Helander, County Clerk, for the month of March, 2013.

**Attachments:** [cco rep mar13](#)

**RECORDER OF DEEDS**

7.2 [13-0442](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of March, 2013.

**Attachments:** [March 2013 Legistar.pdf](#)

7.3 [13-0502](#)

Joint committee action item authorizing a contract extension with Cott Systems, Inc., Worthington, OH, for the Records Management Services contract for the Office of the Recorder of Deeds in the estimated annual amount of \$220,000.

- On April 11, 2006 the County Board approved a competitively solicited contract with Cott Systems, Inc., Worthington, OH, to provide a turn-key records management service to support the Office of the Recorder of Deeds, which includes hardware, software, and annual maintenance required to operate the program.
- Cott Systems, Inc. is the sole proprietor and, as the only source that can provide the services, was approved for bid exemption by the Purchasing Agent in 2009.
- The contract extension provides for installation of two new web servers, two database servers, one SAN, two network switches and one data backup solutions.
- The cost per unit for indexing and imaging/scanning records has increased from \$1.46 to \$1.53.
- The Recorder of Deeds has maintained a long-standing, successful relationship with Cott Systems, Inc. and wishes to extend this contract.
- This is a budgeted item and will cost an estimated annual amount of \$220,000.

**TREASURER**

**7.4**     [13-0457](#)

Report from Robert Skidmore, Treasurer, for the month of March 2013.

**Attachments:**   [Cash\\_Investments March, 2013.pdf](#)  
                          [Cash Investment March 2012.pdf](#)

**7.5**     [13-0503](#)

Joint resolution authorizing a contract with LRDS Systems and Forms, Woodstock, Illinois to provide scanning and indexing of tax parcel data for the Treasurer in the amount of \$51,003.54.

- LRDS Systems and Forms has provided technical assistance in scanning and indexing tax parcel data for the Treasurer's Office for the past sixteen years.
- The Treasurer's Office has identified 1,030 rolls of 35mm film of tax bill data from 1901 to 1975 that need to be scanned and indexed.
- LRDS Systems and Forms is uniquely qualified to provide the necessary technical skills to ensure critical tax parcel information is indexed in the proper format.
- Pursuant to the Purchasing Ordinance, the Purchasing Agent convened an ad hoc review group that approved a bid exemption on the basis of an existing long standing successful relationship that adds value integral to the services provided.
- This is a budgeted project.

**8.       Executive Session**

**9.       County Administrator's Report**

**9.1**     [13-0382](#)

State Legislative Update.

**10.     Adjournment**