



LAKE COUNTY CRIMINAL BRANCH COURTS STUDY

September 2020



TABLE OF CONTENTS

ACKNOWLEDGEMENTS	3-4
EXECUTIVE SUMMARY	5-7
INTRODUCTION	8
APPROACH	8
BACKGROUND OF LAKE COUNTY BRANCH COURTS	9-11
LEGAL CONSIDERATIONS	11
FISCAL RESPONSIBILITY	11
LOCATIONS	11
BRANCH COURT USERS	12
BRANCH COURT ASSIGNED CASE SCHEDULES	12-14
BRANCH COURT CASE FILINGS	14-16
PUBLIC ACCESS FOR COURT CASE PAYMENTS	17-18
BRANCH COURT STAFFING	18-21
BRANCH COURT FACILITIES COST ESTIMATES	22
POST-PANDEMIC FUTURE CONSIDERATIONS	23
KEY FINDINGS	23-24
RECOMMENDATION FOR NEXT STEPS	25
ATTACHMENT A: Third Court Room at Park City Branch Court	26



ATTACHMENT B: Multipurpose Rooms at Park City and Round Lake Beach 27

ATTACHMENT C: Legal Considerations 28-30

ATTACHMENT D: 19th Judicial Circuit Court Branch Court – Jurisdictional Breakdown 31-36

ATTACHMENT E: Adult Probation Schedules 37

ATTACHMENT F: Court Security Officer Salary and Benefits Analysis 38

ATTACHMENT G: Branch Court Facility Estimated Costs 39-40

ATTACHMENT H: Maintenance of 3 Branch Courts over 5 years with 2.5% Inflation 41-47

ATTACHMENT I: Circuit Court Clerk’s Branch Court Needs 48-52

ATTACHMENT J: Required Steps/Tasks to Close and Relocate a Branch Court 53

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EXECUTIVE SUMMARY

Courthouse facilities and operations change over time. While honoring legal requirements, such as separation of powers, the three branches of government have a long history of collaboration in planning, design, and implementing courthouse facility and operational modifications. This study is limited to three branch courts housing four courtrooms, referred to by their locations, Mundelein, Park City, and Round Lake Beach. The study purpose is to document past, current, and future branch court facilities and operations. Its primary users (19th Judicial Circuit Court, Circuit Clerk, Sheriff's Office, Adult Probation, and Facilities) provided data and information. Finance and Administrative Services assisted with salary analysis.

The cost of operating the three branch courts (salaries, fringe benefits, and maintenance) range from \$452,522 to \$611,741 dollars per year. See Table 1.

To understand the usage of the three branch courts, this study considered the number and frequency of municipal/state jurisdictions scheduled in branch courts, case types, number of case filings, scheduled case appearances, clerk staffing, security staffing, and maintenance cost estimates of the three branch courts. Also, non-county funded case activities such as Bankruptcy was included.

All three facilities are open during normal business hours five days/week (during Covid-19) to provide public access to Circuit Clerk's Office and Probation operations. None of the three branch courts in the past or currently (during Covid-19) scheduled court cases five days per week. Mundelein and Park City Branch Courts operate 3-4 days/week, or approximately 168 days/year. Round Lake Beach Branch Court operates 3 days per/week or approximately 144 days/year.

The total annual facility costs for the 3 branch courts is estimated at \$380,938 (2015) based on 0.5% annual increase for general inflation from 2015 to 2020 the estimated cost at full operation is \$390,250, and the current reduced (Covid-19) operating costs are \$212,194.

Park City Branch Court has two courtrooms (A & B), however since 2019 only one courtroom is used for 19th Judicial Circuit Court Cases. The Courts and Circuit Clerk propose expansion of the branch court use as pandemic health safety permits.

All branch court case types filings and reinstatements have declined since 2005 with the greatest decline (-13%) in 2011. All three branch courts experienced a reduction in number of cases scheduled from 2017 through 2019 (pre-Covid-19) with the greatest at Round Lake Beach (-8%).

The Clerk's Office did not reduce branch court staff during the pandemic. The staff are assigned to specific branch courts with supervisors stationed at the main courthouse. In comparing 2015 to 2019 branch court staffing levels, the number of positions decreased by 7 and the total salaries decreased by \$1,118,727 (46%).

In 2020, due to Covid-19, the Sheriff's Office reduced its Court Security staffing at the three Branch Courts by 50%, saving \$237,966/year. In addition, the Sheriff's Office contractual services pre-Covid-19 costs were \$253,000 (for 11 months averaging \$23,273 per month). Due to Covid-19 operational changes, the vendor, Monterrey Services invoiced the Sheriff's Office \$80,206.66 from January 1, 2020 through July 31, 2020, with an average of \$22,548/month.

In 2019, it was proposed that "consolidating the Court operations from the Park City Branch Court would potentially save between \$195,000 and \$425,000 per year. The big swing is the \$240,000 cost of the deputies performing court security. The remainder of cost savings come from \$150,000 in contract security cost, \$25,000 in facility maintenance and \$10,000 from utilities." Rodney Worden, 2019.

Based on estimated facility maintenance costs, closing Mundelein Branch Court provides the largest savings \$447,447 (5-yr Capital Forecast) and lowest unoccupied maintenance operational costs of \$13,255/year. However, the cost of operating the three branch courts (salaries, fringe benefits, and maintenance) range from \$647,724 to \$899,969 dollars when including anticipated 5-year capital maintenance. The closing of a branch court savings from salaries and one annual maintenance cost ranges from \$452,522 to \$611,741. See Table 1

The valuation of the buildings and land is not a part of this study nor is the costs of relocating personnel, telephones, computers, files, and office equipment currently in use in the branch courts.

Table 1

Summary of Branch Court Facility Costs				
Annual	Mundelein	Park City	Round Lake Beach	Total
# of Municipalities	28	14	24	66
Days/Month	14	14	11	N/A
Days/Year	168	168	144	N/A
2018/2019 Change in Number Cases Scheduled	-1%	-5%	-8%	N/A
Clerk Staffing	7	8	7	22
Clerk Salaries (2019)	\$258,200	\$383,078	\$319,722	\$961,000
Clerk Covid-19 Reductions	0	0	0	0
Court Security Staffing Salaries (2019)	\$84,732	\$84,299	\$84,242	\$253,273
Court Security Staff Reductions (2020)	\$79,322	\$79,322	\$79,322	\$237,966
Contractual Court Security 11 months in 2019 (Monterrey)				\$253,273
Facility Maintenance	\$109,590	\$144,364	\$136,296	\$390,250
Reduced (Covid-19) Facility Maintenance	\$53,255	\$77,850	81,089	\$212,194
5-Year Capital Maintenance Forecast	\$447,447	\$237,072	\$107,464	\$791,983
Maintenance cost with no court/clerk operations	\$13,255	\$26,231	\$27,162	N/A
Total operating costs in 2019 Clerk, Court Security Salaries & Facility Maintenance	\$452,522	\$611,741	\$540,260	N/A
Total savings if Branch Court closed *	\$973,881	\$923,158	\$722,126	N/A
* Savings from Branch Court closure, operations absorbed, adding no additional operations, and costs based on reduction of 2019 Circuit Clerk Salaries, Court Security Officer Salaries, Facility Maintenance, and forecasted 5-yr Maintenance.				

INTRODUCTION

The study was prepared in August 2020 during the unprecedented Covid-19 pandemic. The first six months of the pandemic resulted in thousands of positive cases and too many deaths. JB Pritzker, Governor of the State of Illinois, in the interest of aiding the people of Illinois and the local governments responsible for ensuring public health and safety issued a Gubernatorial Disaster Proclamation and numerous executive orders in response to the ongoing Coronavirus (COVID-19) situation. During the pandemic, Lake County estimated a \$5 million dollar revenue deficit in FY20 adjusted after receiving federal CARES Act, Coronavirus Relief Funds. The FY21 potential deficit was unknown. The pandemic's impact on all aspects of Lake County's organization prompted exploration of ways to address the financial and operational strain by considering ways to improve efficiency and/or reduce costs. This branch court study is one of many innovative suggestions.

The following study responds to a County Administrator's Office' request to compile available high-level information related to past, current, and potential future branch court facilities' operations and cost estimates. This study includes contributions from the branch court users and those responsible for the facilities' maintenance. Data was requested on normal operations (pre-Covid-19) and current reduced operations (usage since Covid-19 health precautions implemented).

Detailed supporting materials on operations, staffing, and future maintenance cost estimates are provided in the Attachments.

APPROACH

Operational and financial data was collected from the primary users of the three branch courts with an opportunity to provide recommendations and suggested next steps. This study will serve as a repository of available information, baseline data, and can assist decision-makers in future next steps.

This study is limited to three facilities, commonly referred to as branch courts located in Mundelein, Park City, and Round Lake Beach. The valuation of the buildings and land is not a part of this study nor is the costs of relocating personnel, telephones, computers, files, and office equipment currently in use in the branch courts. Legal requirement interpretations related to the branch courts is excluded from the scope of work in this study.

BACKGROUND OF LAKE COUNTY COURTHOUSESⁱ

Lake County is the third largest county in Illinois, by population, located in the northeast corner of the state between Chicago and Wisconsin. The county encompasses 470.5 square miles with a population over 703,000 (2010 U.S. Census).

An essential component often overlooked in the criminal justice system is the public - in many ways the most important component of the system. Because the ultimate purposes of the criminal justice system are to ensure public safety and protect the rule of law, the public is the primary beneficiary of the criminal justice system. And, just as importantly, it is the taxpaying public that funds the system. Every stakeholder in the criminal justice system – law enforcement, courts, prosecution, defense, and corrections – has an obligation to promote the public's interest in an effective and efficient justice system, protecting public access as well as promoting its constitutional and statutory obligations.ⁱⁱ

History of Lake County's Courthouses

The first session of the Circuit Court of the Seventh Circuit held in Lake County was convened in the Libertyville schoolhouse, in April 1840. The cases assigned were mainly conflicts on claims to government lands, such as forcible entry and detainer. The county building consisted of the upper story fitted as a court room with offices and the lower floor was for a store dwelling.ⁱⁱⁱ A Legislative Act on February 10, 1841, reorganized the judiciary of the State, the office of Circuit Judge was discontinued, the number of judges of the Supreme Court increased from four to nine, and they were assigned to the circuits. The Seventh Circuit, by an Act of February 23, 1841, consisted of the counties of Lake, McHenry, DuPage, Cook, Grundy, Will and Iroquois. In 1841, when the county seat was moved from Libertyville to Little Fort (Waukegan), court was held in the Kingston Building, located on a bluff. The first term of the Circuit Court held at Little Fort, opened October 20, 1841.

In 1843, the County constructed a new courthouse, 40 feet by 60 feet, cost \$3,800. The courthouse was completed in 1845. In 1853, a small brick building was erected near the courthouse to hold the clerk's records and files. This later proved to have been providential, because on October 21, 1875 the courthouse caught fire. A new courthouse was built in 1878 on County Street in Waukegan on the site where the courtyard of the present courthouse is located. The cost of the building, which had one courtroom, was about \$40,000.

In 1969, the current main courthouse was built. It is located on County Street in Waukegan. The Lake County Courthouse Complex contained a 4-story courthouse, a 10-story county administrative building and a 4-story jail. In 1986, a new Lake County Jail/Courts Building opened south of the main courthouse at 20 South County Street. This new building included 3 criminal courtrooms, judges' chambers, jury rooms, a secretary's office, court reporter offices, and a small law library.



Recent Renovations

In 1996, the structure that had been the old jail was completely rehabilitated and reconfigured. 6 new courtrooms with jury deliberating rooms, chambers and anterooms, multiple conference rooms, Jury Assembly room with a lounge and restrooms were built. The Circuit Clerk's Offices, staff, and file storage were relocated in the lower level of the facility.

In September 1998, the main courthouse complex was reconfigured. Courtrooms and support facilities were upgraded. Two new courtrooms and several meeting rooms were added to the 1st floor. The Law Library was expanded and relocated adjacent to the rotunda at the central core of the building. Kid's Korner, the children's waiting room, was expanded and relocated off the first-floor courthouse corridor.

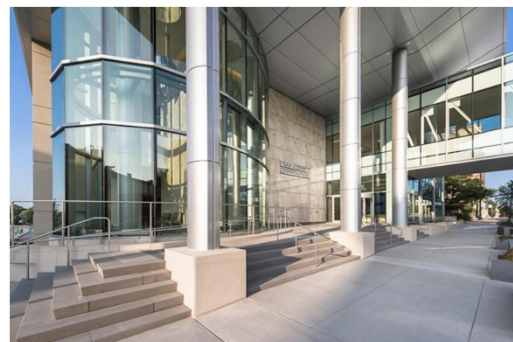
Throughout the last 20 years, Lake County's approach toward investments in the facilities used to deliver justice to the residents of Lake County was a long term capital planning process with a proactive and fiscally responsible manner, through an annual Corporate Capital Improvements Program (CCIP) by using master planning studies designed to anticipate justice facilities building expansion.

From the late 1990s through 2002, Branch Courts were held in county leased space in Grayslake and at Lakehurst Mall, Waukegan until 2002.

Mundelein (2003), Round Lake Beach (2005), and Park City (2008) Branch Courts were built adding four courtrooms, judicial chambers, Circuit Court Clerk Office space with a total of 31,350 square feet costing \$12,550,000. All three branch courts have expansion capabilities. See ATTACHMENT A.

The Round Lake Beach Branch Court includes a Probation Department Satellite Office and the Park City Branch Court has two courtrooms and a Probation Multi-Purpose Room.^{iv} See ATTACHMENT B.

In 2017, the 215,000 square-foot Courthouse Tower, located at 301 Washington Street, Waukegan was constructed adding 12 additional courtrooms, adjacent judicial chambers, jury deliberation rooms, and future expansion shelled space for 6 courtrooms. Below the Court Tower features a basement level for restricted parking and a sub-basement central mechanical plant and connecting tunnel level.



Below Washington Street, a tunnel connects the county jail to the courthouse tower and the existing courthouse facility. The tunnel provides a secure and

efficient path for in-custody transfers and safe access for staff between the two court facilities. The existing bridge, previously clad in brick masonry, created a visual barrier above Washington Street. The new bridge has a glass curtainwall, parapets and LED lighting design.

Identified Future Renovation Projects

During the master planning of the Courthouse Tower, additional renovation projects were identified including comprehensive remodeling of all five levels of the Court Annex Building, four levels of the Main Courthouse, add courtrooms in the shelled 3rd floor of the Robert W. Depke Juvenile Complex Center, and renovate the Juvenile Probation Office space and detention building in Vernon Hills. In addition, the Adult Probation building on County Street may require capital roof maintenance and renovation in the future.

LEGAL CONSIDERATIONS

The Illinois Constitution mandated separation of powers with the three branches of government: legislative, executive and judicial. Each branch of government has specific powers, authority, and duties, some of which are highlighted in ATTACHMENT C. Interpretation of existing legal considerations is beyond the scope of this study.

FISCAL RESPONSIBILITY

The Lake County Strategic Plan adopted in July 2019 embraces the values of leadership, fiscal responsibility, exceptional service, operational excellence, and environmental stewardship. Its *Improve Infrastructure* strategic goal strives to provide County facilities to adequately meet long-term needs. ^v

LOCATIONS

The three branch courts are commonly referred to by their locations, Mundelein, Park City, and (North) Round Lake Beach.

BRANCH COURT USERS

- 19th Judicial Circuit Court Judges
- Circuit Court Clerk Staff
- Court Security
- Adult Probation Staff
- Prosecutors
- Defense Attorneys
- Defendants
- Probationers
- Public
- Federal Bankruptcy participants



South Branch Court in Mundelein
105 E State Route 83, (Highways 83/60 and Diamond Lake Road) in Mundelein, IL. Photo circa 2003.



North Branch Court in Round Lake Beach
1792 Nicole Lane, Round Lake Beach, IL. Photo circa 2005.



Park City Branch Court
301 S Greenleaf Avenue, Park City, IL. Photo circa 2008.

BRANCH COURT ASSIGNED CASE SCHEDULES

The 19th Judicial Circuit Court continues to examine and modify its operations during Covid-19. They are evaluating reassigning Park City B for civil jury trials due to its larger room. In addition, the branch court assigned case schedules are modified periodically.

Prior to the pandemic, the 19th Judicial Circuit Court scheduled conservation (CV), ordinance (OV), and non-DUI traffic (TR) violations at the three branch courts. However, no branch courtroom operated five days per week with court cases. Mundelein and Park City operate 3-4 days/week, or approximately 168 days/year. Round Lake Beach operates 3 days per/week or approximately 144 days/year.



Table 3

Branch Courts Assigned Case Schedules				
	Mundelein	Park City - A	Park City - B	Round Lake Beach
Municipal/State Jurisdictions	28	14	0	24
July 2020 Days/Month	14	14	0	11
Schedules included in ATTACHMENT D				

Mundelein and Round Lake Beach branch courts each have one courtroom and Park City has two courtrooms, designated Courtroom A and Courtroom B. Courtroom B previously held Probate proceedings, however none were scheduled since the end of 2017.

Non-County Cases

For a period, non-court paternity testing was offered in branch courts. In addition, Building and Zoning cases are heard at Branch Courts.

In 2018, Courtroom B was loaned to the State of Illinois for Workers Compensation cases and the federal government for bankruptcy cases 1-2 days per month. In the first six months of 2020, federal bankruptcy cases were scheduled 1-2 days per month in Park City Courtroom B. Round Lake Beach Branch Court conducts federal bankruptcy cases 1-2 days per month. Also, Bankruptcy Class is provided. See ATTACHMENT D.

Multi-Purpose Rooms Usage

In 2017, Adult Probation Group Reporting was offered on Saturdays at Round Lake Beach branch court. In 2019, Group Reporting occurred one day per month at Park City and Round Lake Beach Branch Courts Adult Probation’s Group Reporting Program expanded to include groups on Saturday mornings at North Branch Court in Round Lake Beach, Il. ^{vi} A Cognitive Outreach Group (COG) was conducted at Round Lake Beach Branch Court once a week for 20 weeks, with 10 clients participating per week. Overall, it was estimated that 17 Adult Probation Officers each averaged a total of 2.2 days /month (total 34.5) at Round Lake Beach Branch Court to meet a total of 306 clients.

Adult Probation advised that Round Lake Beach Branch Court is the most valuable location to their services because of location in the western part of the county. Park City is valuable to Adult Probation because of the space it provides for clients reporting in groups. Plus, its best practices to keep the low risk people apart from the high risk people as much as possible. See ATTACHMENTS B & E for additional operational details.



Access to Circuit Court Clerk's Office

Most recently due to the Covid-19 pandemic, courtroom operations were severely limited at the three branch courts and cases were administratively continued or heard virtually, however the facilities remained open to the public during weekdays to access the Circuit Clerk's Office. The public and attorneys can file their motions and retrieve information at the branch courts instead of driving to Waukegan. At this time, due to the pandemic it is unclear when court operations will resume to pre-Covid-19 usage.

BRANCH COURT CASE FILINGS

To help understand usage of branch courts, the number of case filings that are assigned to the branch courts was considered. Most conservation violations (CV), ordinance violations (OV), civil law (CL), and non-DUI traffic cases (TR) are heard at the branch courts.

All branch court case types filings and reinstatements have declined since 2005 with the greatest decline from previous year (-13%) in 2011.

The data reports used for this study were based on mandated reports to the Administration Office of the Illinois Courts (AOIC) and provide the closest measure of number of cases heard in each Branch Court understanding that some of the cases may be heard at the Main Courthouse or Court Tower based on court policies. Ex. When there is a higher offense level companion case.

During previous case filing studies, it was proposed the cause of traffic case filing declines were a result of an increase in municipal police ordinance violations, red-light camera violations which are not filed with the Circuit Court Clerk, and/or overall reduction in charging traffic cases.



Table 4

Branch Court Traffic Case Filings and Reinstatements						
	Conservation Violation (CV)	Ordinance Violation (OV)	Traffic (Non-DUI)	Civil Law (CL)	Total	Difference from Previous Year
2002	2,423	10,983	192,320	-	205,726	
2003	1,874	10,556	196,862	-	209,292	2%
2004	2,113	10,293	208,919	-	221,325	6%
2005	2,544	9,728	210,731	-	223,003	1%
2006	2,263	11,205	203,037	-	216,505	-3%
2007	2,333	10,366	192,558	-	205,257	-5%
2008	2,009	10,169	186,676	-	198,854	-3%
2009	2,034	9,241	174,941	-	186,216	-6%
2010	2,050	9,038	170,911	-	181,999	-2%
2011	1,298	8,052	149,459	-	158,809	-13%
2012	1,269	7,468	138,989	-	147,726	-7%
2013	1,120	6,464	137,614	-	145,198	-2%
2014	1,189	5,254	126,598	-	133,041	-8%
2015	758	4,774	112,405	-	117,937	-11%
2016	858	4,108	99,353	200	104,519	-11%
2017	433	3,689	99,961	482	104,565	0%
2018	339	3,359	94,911	327	98,936	-5%
2019	347	2,890	91,816	188	95,241	-4%
2020*	99	780	26,391	22	27,292	
*Through June 30						
Blue highlights largest decline from previous year						
2002/2019 Case Filings and Reinstatement Reduction						-54%

Another way to consider the usage of branch courts is estimating the number of court case appearances per year. All three branch courts experienced a reduction in number of cases scheduled from 2017 through 2019 (pre-Covid-19) with the greatest at Round Lake Beach (-8%).

Table 5

Branch Court Comparison of Annual Scheduled Cases				
Branch Court	2017	2018	2019	Change Since 2017
Mundelein	44,949	43,222	44,567	-1%
Park City	54,928	50,813	52,008	-5%
Round Lake	43,868	41,487	40,545	-8%
Operations:				
Mundelein and Park City operates 3-4 days/week or approximately 168 days				
Round Lake operates 3 days/week or approximately 144 days				
Each Branch Court averages between 265-282 cases per day				
Assuming 2 cases per person, each Branch Court averages approximately 135 persons/day				
Public Attend				
Municipal Police Officers as witnesses				
Residents file court documents, resolve cases and pay court obligations in person				
Probation uses satellite offices to supervise local probationers				

PUBLIC ACCESS FOR COURT CASE PAYMENTS

A function of the Circuit Court Clerk's Office is receiver of funds that are applied to court case financial obligations. The net cash received (2016-2019) from the three branch courts ranged from \$15,369,728-\$21,602,854 and totaled \$54,350,620. Below is the amount of funds paid at each branch court (processed by branch court employees) each year and the amount of bond money applied at each branch court (processed by branch court employees) each year paid toward fines costs and fees. Not yet determined is the amount of restitution paid at each branch court.

Table 6

Branch Court Collected Fines, Fees, and Costs			
Branch	Fiscal Year	Net Cash Received & Applied to Fines	Net Bond Applied to Fines Costs Fees
Mundelein	2016	\$5,780,393	\$140,411
Mundelein	2017	\$5,630,339	\$106,249
Mundelein	2018	\$5,019,815	\$71,997
Mundelein	2019	\$5,172,306	\$49,379
Total		\$21,602,854	\$368,035
Park City	2016	\$4,936,964	\$42,452
Park City	2017	\$4,530,850	\$358,880
Park City	2018	\$4,173,457	\$39,874
Park City	2019	\$3,736,769	\$45,307
Total		\$17,378,039	\$486,513
Round Lake Beach	2016	\$4,160,322	\$31,628
Round Lake Beach	2017	\$3,884,078	\$51,852
Round Lake Beach	2018	\$3,668,912	\$35,615
Round Lake Beach	2019	\$3,656,416	\$11,196
Total		\$15,369,728	\$130,291
Total 3 Branch Courts		\$54,350,621	\$984,838

The public can pay outstanding court fines, fees, and costs in-person at branch courts, by phone, by mail, and online.

Online Fee Payments

In recent years, the Circuit Court Clerk’s Office implemented an online payment system, which includes branch court cases.

Table 7

Circuit Court Clerk’s Office Receipt of Online and Call-In Court Case Payments		
	Online	Call-In
4 th Quarter 2017	\$179,021.76	\$60,719.72
2018	\$1,763,469.50	\$546,057.93
2019	\$2,288,869.18	\$623,558.78
2020*	\$1,274,798.64	\$336,563.71
* Through June 30		

BRANCH COURT STAFFING

Circuit Court Clerk’s Office

The Clerk of the Circuit Court (Clerk’s Office) is, by law, the official keeper of records for all judicial matters brought into the Circuit Court County. The Clerk’s Office serves approximately 703,000 in population, 40 judges, and maintains offices in Waukegan, Mundelein, Round Lake Beach, Vernon Hills, and Park City. To handle day-to-day responsibilities, the Clerk’s Office has a workforce of approximately 138 employees.

Table 8

Circuit Court Clerk Staffing				
	2015		2019	
	Number	Total Salaries	Number	Total Salaries
Mundelein	6	\$403,117	7	\$258,199.50
Park City	15	\$976,419	8	\$383,077.50
Round Lake Beach	8	\$700,190	7	\$319,722
Total	29	\$2,079,726	22	\$960,999.00
Notes: Includes Salary, FICA, IMRF, and Retirement				
One employee at Park City was not employed by this office as of 11.14.19, so the FY20 wages for the person is listed in that position instead.				
Positions without health or dental insurance costs usually indicate the Opt Out cost should be applied, where the County pays the employee \$1,500-\$1,800 per year.				

During Covid-19

The Clerk’s Office did not reduce staff during the pandemic. They implemented social distancing and mask requirements to maintain operations. The three branch courts staffing is comprised of 25 circuit clerks. There are 5 open desks in Waukegan currently, however, the open desks are strategically placed to provide social distancing. They will be utilized when new staff is hired. The Clerk’s Office reported that they are currently short 9.5 staff members.

The Clerk’s Office advised that there is limited space available in Waukegan for relocating branch court staff and they cannot service the public and maintain social distancing.

Lake County Sheriff’s Office

The Lake County Sheriff’s Office provides court security for the courthouse by contracted vendor and for the three judges by court security officers. In 2017, the Sheriff’s Office employed part-time court security officers at each branch court. In 2018, the staffing increased to two full-time court security officers at each branch court. During Covid-19, the Sheriff’s Office reduced their staffing to one full-time court security officer at each branch court. Cost estimates provided by the Sheriff’s Office assumes 20 working weekdays per month, and no holiday or weekends.

In 2020, the Sheriff’s Office reduced its Court Security staffing at the three branch courts by 50% during Covid-19, saving \$237,966/year. Detailed analysis of Court Security Officer staffing costs is in ATTACHMENT F.



Table 9

Lake County Sheriff's Office Court Security Staffing Cost Savings from Closed Courthouse				
2019	Mundelein	Park City	Round Lake Beach	Total
per month	\$ 12,794	\$ 12,794	\$ 12,794	\$ 38,382
per year	\$ 158,644	\$ 158,644	\$ 158,644	\$ 475,932
2 Officers @ 8 hrs w/1 hr Overtime each				
Lake County Sheriff's Office Court Security Staffing Cost Reductions During COVID-19				
2020	Mundelein	Park City	Round Lake Beach	Total
per month	\$ 6,397	\$ 6,397	\$ 6,397	\$ 19,191
per year	\$ 79,322	\$ 79,322	\$ 79,322	\$ 237,966
1 Officer @ 8 hrs w/1 hr Overtime				
Note: For additional details see ATTACHMENT F				

The Sheriff's Office contractual court security staffing services pre-Covid-19 costs were \$253,000 for 11 months based on the monthly average of \$23,273. Due to Covid-19 operational changes, the vendor, Monterrey Services invoiced the Sheriff's Office a total of \$80,206.66 from January 1, 2020 through July 31, 2020 which is an average of \$22,548 per month.

Table 10

Lake County Sheriff's Office Contractual Court Security Services				
Month/Year of Service	Mundelein Branch Court	Park City Branch Court	Round Lake Branch Court	Total
Jan-20	\$ 7,821.03	\$ 7,680.16	\$ 7,888.86	\$ 23,390.05
Feb-20	\$ 7,008.12	\$ 6,991.90	\$ 6,975.68	\$ 20,975.70
Mar-20	\$ 4,282.74	\$ 3,996.14	\$ 4,282.74	\$ 12,561.62
Apr-20	\$ -	\$ -	\$ -	\$ -
May-20	\$ -	\$ -	\$ -	\$ -
Jun-20	\$ -	\$ -	\$ -	\$ -
Jul-20	\$ 7,721.91	\$ 7,770.58	\$ 7,786.80	\$ 23,279.29
Branch Totals	\$ 26,833.80	\$ 26,438.78	\$ 26,934.08	\$ 80,206.66
3 month avg =				\$ 22,548.35
11 month total based on 3 month average =				\$ 248,031.81
Month/Year of Service	Mundelein Branch Court	Park City Branch Court	Round Lake Branch Court	Total
Jan-19	Previous Vendor - no cost provided			
Feb-19	\$ 6,761.88	\$ 6,756.66	\$ 6,741.01	\$ 20,259.55
Mar-19	\$ 7,867.99	\$ 7,831.47	\$ 7,857.56	\$ 23,557.02
Apr-19	\$ 7,836.69	\$ 7,800.16	\$ 7,883.64	\$ 23,520.49
May-19	\$ 8,243.65	\$ 8,201.91	\$ 8,264.52	\$ 24,710.08
Jun-19	\$ 7,497.55	\$ 7,387.98	\$ 7,320.15	\$ 22,205.68
Jul-19	\$ 8,212.35	\$ 8,201.91	\$ 8,066.26	\$ 24,480.52
Aug-19	\$ 8,248.87	\$ 8,217.56	\$ 8,259.30	\$ 24,725.73
Sep-19	\$ 7,487.11	\$ 7,507.98	\$ 7,507.98	\$ 22,503.07
Oct-19	\$ 8,259.30	\$ 8,222.78	\$ 8,076.69	\$ 24,558.77
Nov-19	\$ 6,746.23	\$ 6,699.27	\$ 6,756.66	\$ 20,202.16
Dec-19	\$ 7,570.59	\$ 7,471.46	\$ 7,507.98	\$ 22,550.03
Branch Totals	\$ 84,732.21	\$ 84,299.14	\$ 84,241.75	\$ 253,273.10
11 month avg =				\$ 23,024.83
12 month total based on 11 month average =				\$ 276,297.93

BRANCH COURT FACILITIES COST ESTIMATES

In May 2019, Director of Public Works, Rodney Worden reviewed the operating costs of the three branch courts and projected that consolidating the Court operations from the Park City Branch Court would potentially save between \$195,000 and \$425,000 per year. Most of the cost savings was the estimated \$240,000 cost of the deputies performing court security. The remainder of cost savings come from \$150,000 in contractual court security costs, \$25,000 in facility maintenance, and \$10,000 from utilities.

In 2020, Facilities and Construction provided branch court facility estimated costs comparisons from 2015, escalated to today's costs, current reduced operations, and if operations ceased.

The total facility costs for the 3 branch courts is estimated at \$380,938 (2015) based on 0.5% annual increase for general inflation from 2015 to 2020 the estimated cost at full operation is \$390,250, and the current reduced operating costs are \$212,194.

If a branch court were to close and cease operations, minimal facility costs are estimated at \$26,231 (Park City), \$13,255 (Mundelein), and \$27,162 (Round Lake Beach). See ATTACHMENT G for detailed costs.

All facilities have on-going maintenance costs. Future maintenance estimate costs for all three branch courts is estimated at \$791,983. See ATTACHMENT H for detailed costs.

Table 11

Annual Branch Courts Costs			
Park City			
2015 Cost	2020 Escalated Costs	No Operations	Reduced Ops (current)
\$ 140,808	\$ 144,364	\$ 26,231	\$ 77,850
Mundelein			
2015 Cost	2020 Escalated Costs	No Operations	Reduced Ops (current)
\$ 106,891	\$ 109,590	\$ 13,255	\$ 53,255
Round Lake Beach			
2015 Costs	2020 Escalated Costs	No Operations	Reduced Ops (current)
\$ 133,239	\$ 136,296	\$ 27,162	\$ 81,089
Total			
2015 Costs	2020 Escalated Costs	No Operations	Reduced Ops (current)
\$ 380,938	\$ 390,250		\$ 212,194

Table 12

5 -Year Capital Renewal Forecast by VFA			
Mundelein 7,852 sq. ft.	Park City 14,175 sq. ft.	Round Lake Beach 7,890 sq. ft.	Total
\$447,447	\$237,072	\$107,464	\$791,983
Based on 2.5% inflation			



POST-PANDEMIC FUTURE CONSIDERATIONS

The 19th Judicial Circuit Court continues to examine and modify its operations during Covid-19 and for post-pandemic planning.

The Clerk's Office recalled a dramatic increase in evictions and foreclosures in 2008 requiring assigning these case types to branch courts. Once pandemic financial safety nets expire, they anticipate a similar increase in evictions and foreclosure hearings that could be scheduled in Park City B.

The location of the branch courts reduces the capacity impact to Waukegan courthouses and provides a local customer service location to residents. Examples include E-Filing for public and easier access for people who live west of Waukegan.

The 19th Judicial Circuit Court indicated its desire to resume normal operations at all branch courts after the pandemic ends. In addition, it was proposed that services could be expanded at branch courts by providing passports once per week. Also, as e-filing expands, the branch courts provide an additional point of access.

The Circuit Court Clerk anticipates a change in space needs to add additional scanners for e-citation and reduce the paper file storage when the 19th Judicial Circuit Court's case management system (CRIMS) is replaced in FY 22-23.

The Circuit Clerk's Office kindly provided additional branch court needs and is included in ATTACHMENT I.

In addition, the branch court users proposed required steps/tasks necessary to close and relocate a branch court operation. See ATTACHMENT J.

KEY FINDINGS

- Lake County's approach toward investments in the facilities that are used to deliver justice to the residents of Lake County is a long-term capital planning process and includes the annual Corporate Capital Improvements Program (CCIP).
- The Illinois Constitution mandated separation of powers with the three branches of government: legislative, executive and, judicial.
- The cost of operating the three branch courts (Sheriff and Circuit Court Clerk salaries, fringe benefits, and maintenance) range from \$647,724 to \$899,969 dollars when including anticipated 5-year capital maintenance.
- The closing of a branch court savings from salaries and one annual maintenance cost ranges from \$452,522 to \$611,741.

- All three facilities are open five days/week to provide public access to Circuit Clerk's Office and Probation operations.
- Mundelein and Park City Branch Courts operate 3-4 days/week, or approximately 168 days/year. Round Lake Beach Branch Court operates 3 days per/week or approximately 144 days/year.
- All branch court case types filings and reinstatements have declined since 2005 with the greatest annual decline (-13%) in 2011.
- All three branch courts experienced a reduction in number of cases annual appearances from 2017 through 2019 (pre-Covid-19) with the greatest at Round Lake Beach (-8%).
- The Clerk's Office did not reduce staff during the pandemic.
- The Clerk's Office position inventory in branch court from 2015 to 2019 reduced by 7 and the total salaries decreased by \$1,118,727 (46%).
- The net cash received (2016-2019) on court case financial obligations, from the three branch courts ranged from \$15,369,728 - \$21,602,854 and totaled \$54,350,620.
- The Clerk's Office advised that there is limited space available in Waukegan for relocating branch court staff and they cannot service the public and maintain social distancing.
- In 2020, due to Covid-19, the Sheriff's Office reduced its Court Security staffing at the three Branch Courts by 50%, saving \$237,966/year.
- The Sheriff's Office contractual services pre-Covid-19 costs were \$253,000. Due to Covid-19 operational changes, the vendor, Monterrey Services invoiced the Sheriff's Office \$80,206.66 from January 1, 2020 through July 31, 2020.
- "Consolidating the Court operations from the Park City Branch would potentially save between \$195,000 and \$425,000 per year. The big swing is the \$240,000 cost of the Deputies performing court security. The remainder of cost savings come from \$150,000 in contract security cost, \$25,000 in facility maintenance and \$10,000 from utilities." Rodney Worden, 2019.
- The total facility costs for the 3 branch courts is estimated at \$380,938 (2015) based on 0.5% annual increase for general inflation from 2015 to 2020 the estimated cost at full operation is \$390,250, and the current reduced operating costs are \$212,194.
- If a branch court were to close and cease operations, minimal facility costs are estimated at \$26,231 (Park City), \$13,255 (Mundelein), and \$27,162 (Round Lake Beach).
- All facilities have on-going maintenance costs. Future maintenance estimate costs for all three branch courts is estimated at \$791,983.
- Once pandemic financial safety nets expire, it is anticipated there will be an increase in evictions and foreclosure hearings which could be assigned to the branch courts.

RECOMMENDATIONS FOR NEXT STEPS

- Adopt a 2030 Space Program for current Courts Renovation Projects and future identified projects.
- A responsibility and current activity of the Circuit Court is to perform analysis on current branch court schedules, amount of assigned case types (activity) at each location, schedules of municipalities and prosecutors assigned to determine the space allocation needs to efficiently re-distribute/relocate activities to new locations from closing a branch court.
- Developing a work group with other branch court users to collaborate with the Circuit Court and share data and information consistent with and also beyond the scope of this study to continue to inform the decision-makers on branch court criminal justice system dependencies, improvements, efficiencies, and cost reductions. A starting point could be the Circuit Court Clerk's Branch Courts' needs. See Attachment I.

ATTACHMENT A

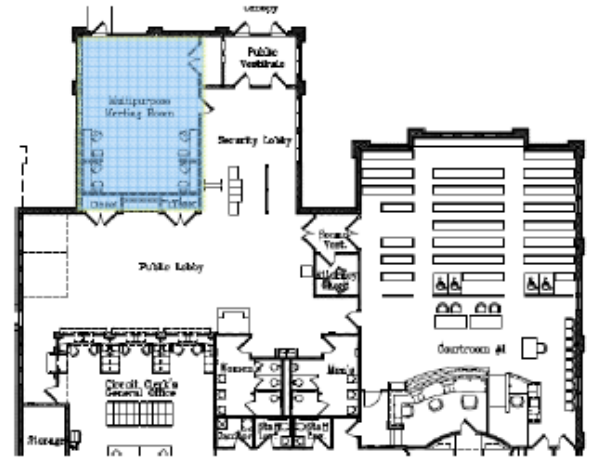
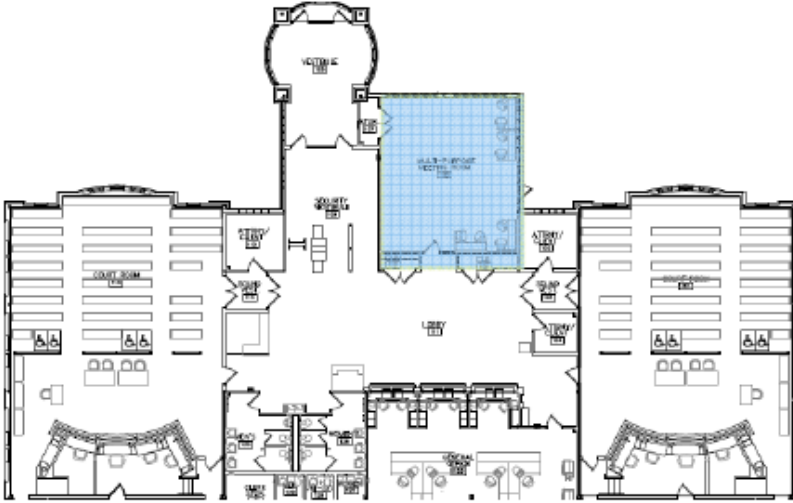
Third Court Room at Park City Branch Court

While all three branch courts have expansion capabilities, Park City, due to its proximity to downtown Waukegan had a 2011 cost estimate of \$2 million for one additional courtroom. The Judicial Facilities Review Committee noted that operational challenges and inefficiencies would be experienced through further decentralization of court functions.



ATTACHMENT B

Multipurpose Rooms at Park City and Round Lake Beach



ATTACHMENT C

Legal Considerations

Separation of Powers

- Article II of the Illinois Constitution mandates “the legislative, executive and judicial branches are separate. No branch shall exercise powers properly belonging to another.”
- Subject to the authority of the Illinois Supreme Court, the Chief Judge shall have general administrative authority over his court, including authority to provide for divisions, general or specialized, and for appropriate times and places of holding court. Ill. Const. art. VI, § 7 (c).
- Courts have inherent powers to protect themselves and the public they serve against default of their constitutional obligations. *Bier v. Scholz*, 77 Ill. 2d 12, 19-20 (1979). These powers are to enable them to perform their judicial functions with efficiency, independence and dignity.” Further, the court's administrative authority over the judicial branch carries with it the corresponding authority to require production of the facilities, personnel and resources necessary to enable the judicial branch to perform its constitutional responsibilities. This includes payment of the judicial salaries provided by law. There is no question that such authority must be invoked sparingly. The courts will normally defer to the other governmental branches having initial responsibility for providing the necessary funding. When those branches have failed to furnish resources essential to the court's operations, however, the judiciary may compel them to act through appropriate order. See *Knuepfer v. Fawell*, (the public interest requires that the three branches in our system of government work cooperatively and in harmony. Consistent with this principle we reemphasize the necessity to exercise sparingly the inherent powers of the judiciary, and that deference should normally be accorded the governmental branch having initial responsibility. Under our statute the responsibility to provide judicial facilities rests on the county board.) 96 Ill. 2d 284, 293-94 (1983); *Jorgensen v. Blagojevich*, (cannot reduce judicial salary COLA) 211 Ill. 2d 286, 312 (2004).

Illinois Supreme Court Minimum Courtroom Standards

- The Chief Judge considers the public’s safety and access to justice issues in considering whether a venue is appropriate for court proceedings. The Illinois Supreme Court adopted pursuant to Section 5-1106 of the Counties Code, as amended (55 ILCS 5/5-1106), minimum standards for the construction, design and renovation of Illinois trial courtrooms and ancillary facilities. Minimum Courtroom Standards in the State of Illinois.^{vii} The Standards mandate “All newly constructed and substantially altered courtrooms and attendant facilities shall be fully accessible pursuant to Title II the

Americans with Disabilities Act 42 U.S.C. §§ 12131–12165 (ADA); the ADA Standards for Accessible Design, 28 C.F.R. Pt. 35 (ADA Standards); the Illinois Environmental Barriers Act 410 ILCS 25 (EBA); and the Illinois Accessibility Code, formerly the 71 Ill. Adm. Code 400 (IAC)”.

- Section 15.2 of the Minimum Courtroom Standards mandate “all offices of the circuit clerk shall be located, whenever feasible, on a single floor of the courthouse and should be adjacent to the highest-volume courtrooms.” IAC 400.310(a)(1), ADA Standard 206.

Waiver of Illinois Supreme Court Minimum Courtroom Standards

- Section 17.1 and 17.2 of the Minimum Courtroom Standards permits deviation when the “chief circuit judge of a circuit designates a courtroom or courtrooms as a temporary emergency courtroom and notifies the Illinois “Supreme Court of the reason for such designation, the facility's address, and length of time the emergency courtroom is expected to be operable.”
- The Illinois Supreme Court may temporarily and/or conditionally waive a provision of the Minimum Courtroom Standards upon written request and a showing of good cause by the chief circuit judge of the circuit setting forth the nature and reason for the requested waiver. The accessibility requirements in these Standards cannot be waived. Standards, Section 18.1 (2018)

Alternative Court Space

- Alternative court space is permitted “if there is no court house in any county, or if from any cause the court house is unfit for the holding of court therein, the proper authorities of the county may temporarily provide another place at the county seat for the holding of court, or the court, by order entered upon its records, may adjourn to a suitable place at such county seat, and the place so provided, or to which such adjournment is made, shall, during the time the court is so held thereat, be held to be the court house of such county for all judicial purposes connected with such court.” 705 ILCS 35/33
- Leasing space in court houses is permitted” whenever there is space in the county court house not needed for county purposes, the county board may lease such space to the state or any court thereof, to any city, village, town, sanitary district or other municipal corporation for such period of time and upon such terms as may seem just and equitable to the board.” 55 ILCS 5/5-17001. Source: P.A. 86-962.

Days of Week of County Offices' Operations

- The county authority includes the power to close “on Saturday mornings of all offices of all county officers at the county seat of each county, and to otherwise regulate and fix the days and the hours of opening and closing of such offices, except when the days and the hours of opening and closing of the office of any county officer are otherwise fixed by law; but the power herein conferred shall not apply to the office of State's Attorney and the offices of judges and clerks of courts and, in counties of 500,000 or more population, the offices of county clerk.” 55 ILCS 5/5-1005

County Board Mandate to Provide Courthouse

- County Board duties include to erect or otherwise provide when necessary, and the finances of the county will justify it, and keep in repair, a suitable court house, jail and other necessary county buildings, and to provide proper rooms, offices, and furniture for the accommodation of the county board, State's attorney, county clerk, county treasurer, recorder and sheriff.

Public Lactation Room Requirement

- On or before June 1, 2019, every facility that houses a circuit court room shall include at least one lactation room or area for members of the public to express breast milk in private that is located outside the confines of a restroom and includes, at minimum, a chair, a table, and an electrical outlet, as well as a sink with running water where possible. The court rooms and furnishings thereof shall meet with reasonable minimum standards prescribed by the Supreme Court of Illinois. Such standards shall be substantially the same as those generally accepted in court rooms as to general furnishings, arrangement of bench, tables and chairs, cleanliness, convenience to litigants, decorations, lighting and other such matters relating to the physical appearance of the court room. The lactation rooms and areas shall also meet with reasonable minimum standards prescribed by the Supreme Court, which the Supreme Court is respectfully requested to create, including requirements for posting of notice to the public regarding location and access to lactation rooms and areas, as well as requirements for the addition of a sink with running water in the event of renovation to such facilities. The Supreme Court is also respectfully requested to create minimum standards for training of courthouse staff and personnel regarding location and access to lactation rooms and areas for all people present in the courthouse who need to use lactation rooms and areas. 55 ILCS 5/5-1106, P.A. 100-947, eff. 1-1-19.

ATTACHMENT D

19th Judicial Circuit Court Branch Court – Jurisdictional Breakdown

19th Judicial Circuit Branch Court - Jurisdictional Breakdown		
(Listed by highest to lowest usage)		
Mundelein Branch Court (28 jurisdictions)	Park City Branch Court (14 jurisdictions)	Round Lake Branch Court (24 jurisdictions)
Mundelein	Waukegan	Sheriff
ISP -District 15	Gurnee	Round Lake Beach
Buffalo Grove	Zion	Lake Villa
Libertyville	North Chicago	Fox Lake
Lincolnshire	Park City	Round Lake
Vernon Hills	Deerfield	Round Lake Park
Lake Zurich	Highland Park	Lakemoor
Hawthorn Woods	Lake Forest	Antioch
Wauconda	Winthrop Harbor	Lindenhurst
Riverwoods	Lake Bluff	Grayslake
ISP - District 2	Bannockburn	Beach Park
Deer Park	Highwood	Round Lake Heights
Long Grove	Great Lakes	Wadsworth
Kildeer	Old Mill Creek	CLC
Tower Lakes		Forest Preserve
DNR 2		Mettawa
LC Building and Zoning		Hainsville
Secretary of State		Fox Waterway
Island Lake		ICC
Canadian Pacific		LC Water Patrol
DNR 4		LCSD T.E.U
Fox River Grove		Rabies Control
IDRV		Round Lake Area Park Dist
Indian Creek		VA Hospital
LC MEG		
Metra		
Port Barrington		
Union Pacific		

MUNDELEIN BRANCH COURT

July 2020

Jul 2020	Aug 2020
S M T W T F S	S M T W T F S
1 2 3 4 5 6	1
7 8 9 10 11 12 13	2 3 4 5 6 7 8
14 15 16 17 18 19 20	9 10 11 12 13 14 15
21 22 23 24 25 26 27	16 17 18 19 20 21 22
28 29 30	23 24 25 26 27 28 29 30 31

Monday	Tuesday	Wednesday	Thursday	Friday
		1 9:00 AM Riverwoods 10:30 AM Riverwoods 1:30 PM Long Grove 3:00 PM Long Grove	2 9:00 AM Indian Creek - Mundelein 10:30 AM Mundelein - Mundelein Pk Dist - Mundelein Bldg Code 1:30 PM Mundelein 3:00 PM Mundelein - Mundelein Pk Dist - Mundelein Bldg Code	3 Holiday No Court
6 Note Changes!! 9:00 AM Lake Zurich 10:30 AM Lake Zurich 1:30 PM Lake Zurich 3:00 PM Lake Zurich	7 9:00 AM District 15 - District 2 10:30 AM District 15 - District 2 1:30 PM District 15 - District 2 3:00 PM District 15 - District 2	8 9:00 AM Libertyville 10:30 AM Libertyville 1:30 PM Lincolnshire 3:00 PM Lincolnshire	9 9:00 AM Vernon Hills 10:30 AM Vernon Hills 1:30 PM Vernon Hills 3:00 PM Vernon Hills	10 9:00 AM Buffalo Grove 10:30 AM Buffalo Grove 1:30 PM Buffalo Grove 3:00 PM Buffalo Grove
13	14 9:00 AM District 15 - District 2 10:30 AM District 15 - District 2 1:30 PM District 15 - District 2 - DNR Dist 4 3:00 PM District 15 - District 2	15 9:00 AM Lincolnshire 10:30 AM Lincolnshire 1:30 PM Libertyville 3:00 PM Libertyville	16 9:00 AM Mundelein 10:30 AM Mundelein 1:30 PM Mundelein 3:00 PM Mundelein	17 9:00 AM Buffalo Grove 10:30 AM Buffalo Grove 1:30 PM Buffalo Grove 3:00 PM Buffalo Grove
20	21 9:00 AM District 15 - District 2 - DR 10:30 AM District 15 - District 2 - DR 1:30 PM Barrington - Oak Dist 2 - LC Bldg/Drug - Port Barrington - Fox River Grove - Deer Lakes 3:00 PM Canadian Pacific / District 2 / LC Bldg/Drug / Metro / Sec of State / Deer Lakes / Union Pacific	22 Assigned to Main Courthouse	23 9:00 AM Kildeer - Hawthorn Woods 10:30 AM Kildeer - Hawthorn Woods 1:30 PM Mundelein 3:00 PM Mundelein	24 9:00 AM Island Lake - Deer Park - Wauconda - LC MEG 10:30 AM Island Lake - Deer Park - Wauconda 1:30 PM Wauconda 3:00 PM Wauconda
27	28 Assigned to Main Courthouse	29 Assigned to Main Courthouse	30 Assigned to Main Courthouse	31 Assigned to Main Courthouse



NORTH BRANCH COURT

July 2020

Jul 2020	Aug 2020
S M T W T F S	S M T W T F S
1 2 3 4 5 6	1
7 8 9 10 11 12 13	2 3 4 5 6 7 8
14 15 16 17 18 19 20	9 10 11 12 13 14 15
21 22 23 24 25 26 27	16 17 18 19 20 21 22
28 29 30	23 24 25 26 27 28 29
	30 31

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3 Holiday No Court
6	7	8	9	10
<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Sheriff</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Sheriff</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Sheriff - CLC - ICC - Rabies Control - VA Hospital</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Sheriff</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Round Lake Beach - Round Lake Area Park Dist</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Round Lake Beach</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Round Lake Beach</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Round Lake Beach</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Lake Villa</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Lake Villa</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Lake Villa - Mettawa</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Lake Villa</div>		
13	14	15	16	17
<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Sheriff - Forest Preserve</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Sheriff</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Sheriff</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Sheriff</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Round Lake Park - Round Lake Heights</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Round Lake Park - Round Lake Heights</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Round Lake Park</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Round Lake Park</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM mtich - Grayslake - Grayslake CV - Mattesonville</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Antioch - Grayslake - Mattesonville</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Antioch - Grayslake - Mattesonville</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Antioch - Grayslake - Mattesonville</div>		
20	21	22	23	24
<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Sheriff</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Sheriff - Fox Waterway - LCSD Water Patrol</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Sheriff</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Sheriff</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Round Lake Beach - Lakemoor</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Round Lake Beach - Lakemoor</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Round Lake</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Round Lake</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Lindenhurst</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Lindenhurst</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Lindenhurst</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Lindenhurst</div>		
27	28	29	30	31
<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Sheriff</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Sheriff</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Sheriff</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Sheriff</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Lakemoor</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Lakemoor</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Round Lake</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Round Lake</div>	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;">Assigned to Main Courthouse</div>		



PARK CITY BRANCH COURT

Courtroom A

July 2020

Jan 2020	Aug 2020
S M T W T F S	S M T W T F S
1 2 3 4 5 6	1
7 8 9 10 11 12 13	2 3 4 5 6 7 8
14 15 16 17 18 19 20	9 10 11 12 13 14 15
21 22 23 24 25 26 27	16 17 18 19 20 21 22
28 29 30	23 24 25 26 27 28 29
	30 31

Monday	Tuesday	Wednesday	Thursday	Friday
		<i>1</i>	<i>2</i>	<i>3</i>
			<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM North Chicago - Great Lakes</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM North Chicago - Great Lakes</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM North Chicago - Great Lakes</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM North Chicago - Great Lakes</div>	Holiday No Court
<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>
<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Waukegan - Waukegan Harbor Patrol</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Waukegan</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Waukegan</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Waukegan</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Highwood</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Bannockburn - Lake Bluff</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Deerfield - Lake Forest</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Deerfield - Lake Forest</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Highland Park - Winthrop Harbor - Old Mill Creek</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Highland Park - Winthrop Harbor - Old Mill Creek</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Waukegan</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Waukegan</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Gurnee</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Gurnee</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Gurnee</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Gurnee</div>	
<i>13</i>	<i>14</i>	<i>15</i>	<i>16</i>	<i>17</i>
<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Waukegan</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Waukegan</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Waukegan</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Waukegan</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Zion</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Zion</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Zion - Zion Park District</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Zion</div>		<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM North Chicago - Great Lakes - Park City</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM North Chicago - Great Lakes - Park City</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM North Chicago - Great Lakes - Park City</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM North Chicago - Great Lakes - Park City</div>	
<i>20</i>	<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i>
<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Waukegan</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Waukegan</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Waukegan</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Waukegan</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Highwood</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Bannockburn - Lake Bluff</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Deerfield - Lake Forest</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Deerfield - Lake Forest</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Waukegan</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Waukegan</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Highland Park - Winthrop Harbor - Old Mill Creek</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Highland Park - Winthrop Harbor - Old Mill Creek</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Gurnee</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Gurnee</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Gurnee</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Gurnee</div>	
<i>27</i>	<i>28</i>	<i>29</i>	<i>30</i>	<i>31</i>
<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Waukegan</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Waukegan</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Waukegan</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Waukegan</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">9:00 AM Zion</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">10:30 AM Zion</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">1:30 PM Zion</div> <div style="border: 1px solid black; padding: 2px;">3:00 PM Zion</div>	Assigned to Main Courthouse	Assigned to Main Courthouse	

**UNITED STATES TRUSTEES
LAKE COUNTY, ILLINOIS
2020**

CHAPTER 7											
Days:		Thursdays & Fridays									
Starting Time:		10:30 A.M.									
Location:		Park City Branch Court – Courtroom B 301 Greenleaf St. Park City, IL 60085 (DO NOT SEND ANY CORRESPONDENCE FOR CHAPTER 7 TRUSTEES TO THE ABOVE ADDRESS)									
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

CHAPTER 13											
Days:		Mondays									
Starting Time:		10:00 A.M.									
Location:		Park City Branch Court – Courtroom B 301 Greenleaf St. Park City, IL 60085 (DO NOT SEND ANY CORRESPONDENCE FOR CHAPTER 13 TRUSTEES TO THE ABOVE ADDRESS)									
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
13	3	16	6	11	1						
	24		20		15						



**UNITED STATES BANKRUPTCY COURT
HONORABLE A. BENJAMIN GOLDGAR, PRESIDING
Lake County, Illinois**

THE FOLLOWING ARE THE FEDERAL BANKRUPTCY COURT DATES FOR
2020 IN LAKE COUNTY.

JANUARY 10, 2020
JANUARY 31, 2020
FEBRUARY 21, 2020
MARCH 13, 2020
MARCH 27, 2020
APRIL 17, 2020
MAY 1, 2020
MAY 22, 2020
JUNE 12, 2020
JUNE 26, 2020
JULY 17, 2020

TIME: 9:30 A.M.

****LOCATION:** **Park City Branch Court – Courtroom B**
301 Greenleaf Street
Park City, IL 60085
**(DO NOT SEND ANY CORRESPONDENCE FOR
FEDERAL BANKRUPTCY TO THIS ADDRESS)**

For general information call: 312-435-5694 or visit the website at
www.ilnb.uscourts.gov

ATTACHMENT E

Adult Probation Schedules

Adult Probation used the Branch Court in Round Lake Beach pre-Covid-19, five days per week to see Moderate to High Risk clients. They also used Park City to see higher risk clients as well, but not at the same volume as Round Lake Beach.

During Covid-19, operations were reintiated the last week of August 2020 and they expect return full usage incrementally as Covid-19 subsides. Ultimately, using the conference room space 5 days of the week. Post-Covid-19, only Group Reporting will use Park City, higher risk clients will no longer report there. Some Group Reporting will continue at the Round Lake Beach facility, but all higher risk clients will be reporting there exclusively.

The main purpose of utilizing branch court is for Probationer Responsivity. Lake County has 444 square miles of land surface, and their main probation office building is on the eastern edge of the county. Having a place to report in the central/western region of the county makes it is less of a burden for defendants living out that way to report to their Probation Officer. They have also used the facility to run Cognitive Outreach Groups (COG) for High Risk probationers at Round Lake Beach Branch Court for the same reason. COG operates for 20 weeks, usually with at least 10 clients attending.

The Round Lake Beach Branch Court is the most valuable to Adult Probation because of location in the western part of the county. Park City is valuable to Probation more for the space it provides for clients reporting in groups. Plus, it is best practices to keep the low risk people apart from the high-risk people as much as possible.

Juvenile Probation also used the facility to see their clients, but do not plan to resume this activity in the immediate future.

LAKE COUNTY PROBATION GROUP REPORTING PROGRAM						
2019 CALENDAR						
	Round Lake Branch Court	College of Lake County Vernon Hills	College of Lake County Grayslake Building E	Park City Branch Court	Round Lake Branch Court	College of Lake County Waukegan
	1st Wed 8:00am - 12:00pm	1st Wed 3pm - 6pm	2nd Wed 3pm - 6pm	3rd Wed 1pm - 7pm	4th Wed 3pm - 7pm	Last Monday of the month 8am - 12pm
January	2nd	2nd	9th	16th	23rd	28th
February	6th	6th	13th	20th	27th	25th
March <i>Min Reporting Group</i>	6th	6th	13th	20th	27th	25th
April	3rd	3rd	10th	17th	24th	29th
May	1st	1st	8th	15th	22nd	28th ← Tuesday
June <i>Min Reporting Group</i>	5th	5th	12th	19th	26th	24th
July	3rd	3rd	10th	17th	24th	29th
August	7th	7th	14th	21st	28th	26th
September <i>Min Reporting Group</i>	4th	4th	11th	18th	25th	30th
October	2nd	2nd	9th	16th	23rd	28th
November	6th	6th	13th	20th	27th	25th
December <i>Min Reporting Group</i>	4th	4th	11th	18th	16th	16th

JOSH HETLAND, Probation Officer - (847) 377-3879 jhetland@lakecountyil.gov
BRET WEBSTER, Probation Officer - (847) 377-3661 rwebster@lakecountyil.gov
ANDRES ARIAS, Probation Officer - (847) 377-3639 Aarias@lakecountyil.gov

* You must report one time per month at any of the sites above.
 ** Any time between the available time.
 *** Bring verification of address, employment and progress documentation of all court ordered conditions. **EVERY MONTH**

*** College of Lake County - Grayslake, 19351 W Washington St, Grayslake, IL 60030 - Building E

*** College of Lake County -Vernon Hills, 1120 South Milwaukee, Vernon Hills, IL 60061, Rm #R-004

*** Park City Branch Court, 301 S. Greenleaf , Park City, IL 60085

*** Round Lake Branch Court, 1792 Nicole Lane , Round Lake, IL 60073

*** College of Lake County - Waukegan, 1 North Genessee St., Waukegan, IL 60085, Rm #008



ATTACHMENT G

Branch Court Facility Estimated Costs

Comparisons from 2015, escalated to today's costs, current reduced operations, and if costs if operations ceased.

Annual Costs Commodity	Mundelein Branch Court			
	2015 Cost	Escalated Costs	No Ops	Reduced Ops (current)
Water	\$ 3,314	\$ 3,398	\$ 339.77	\$ 1,698.84
Gas	\$ 5,548	\$ 5,688	\$ 1,706.43	\$ 568.81
Electric	\$ 11,547	\$ 11,839	\$ 3,551.57	\$ 2,367.72
Misc Contractual Services	\$ 6,000	\$ 6,152	\$ -	\$ 1,537.88
Operations Supplies	\$ 309	\$ 317	\$ 316.80	\$ 316.80
Bldg, Grounds Maint	\$ -	\$ -	\$ -	\$ -
Pest Control	\$ 540	\$ 554	\$ 276.82	\$ 276.82
Elevator Maint	\$ -	\$ -	\$ -	\$ -
Bldg Grounds and Maint (Snow removal)	\$ 8,328	\$ 8,538	\$ 4,269.15	\$ 8,538.29
Equip Maint	\$ 2,551	\$ 2,615	\$ 2,615.42	\$ 2,615.42
Equip Rental	\$ -	\$ -	\$ -	\$ -
Security Services	\$ 68,579	\$ 70,311	\$ -	\$ 35,155.35
Permits and Licenses	\$ 175	\$ 179	\$ 179.42	\$ 179.42
TOTAL	\$ 106,891	\$ 109,590	\$ 13,255	\$ 53,255

Annual Costs Commodity	Round Lake Beach Branch Court			
	2015 Costs	Escalated Costs	No Ops	Reduced Ops (current)
Water	\$ 523	\$ 536	\$ 53.62	\$ 268.10
Gas	\$ 4,620	\$ 4,737	\$ 1,421.00	\$ 473.67
Electric	\$ 12,111	\$ 12,417	\$ 3,725.05	\$ 2,483.36
Misc Contractual Services	\$ 6,600	\$ 6,767	\$ -	\$ 1,691.66
Operations Supplies	\$ 695	\$ 713	\$ 712.55	\$ 712.55
Bldg, Grounds Maint	\$ -	\$ -	\$ -	\$ -
Pest Control	\$ 585	\$ 292.50	\$ 292.50	\$ 292.50
Elevator Maint	\$ -	\$ -	\$ -	\$ -
Bldg Grounds and Maint (\$ 35,431	\$ 36,326	\$ 18,162.84	\$ 36,325.68
Equip Maint	\$ 2,551	\$ 2,615	\$ 2,615.42	\$ 2,615.42
Equip Rental	\$ 369	\$ 378	\$ -	\$ 378.32
Security Services	\$ 69,579	\$ 71,336	\$ -	\$ 35,667.98
Permits and Licenses	\$ 175	\$ 179	\$ 179.42	\$ 179.42
TOTAL	\$ 133,239	\$ 136,296	\$ 27,162	\$ 81,089



Annual Costs	Park City Branch Court			
	2015 Cost	Escalated Costs	No Ops	Reduced Ops (current)
Water	\$ 2,009	\$ 2,060	\$ 205.97	\$ 1,029.86
Gas	\$ 3,875	\$ 3,973	\$ 1,191.85	\$ 397.28
Electric	\$ 20,738	\$ 21,262	\$ 6,378.50	\$ 4,252.33
Misc Contractual Services	\$ 11,400	\$ 11,688	\$ -	\$ 2,921.97
Operations Supplies	\$ 39	\$ 40	\$ 39.98	\$ 39.98
Bldg, Grounds Maint	\$ 275	\$ 282	\$ 140.97	\$ 70.49
Pest Control	\$ 495	\$ 507	\$ 253.75	\$ 253.75
Elevator Maint	\$ 800	\$ 820	\$ 820.20	\$ 820.20
Bldg Grounds and Maint (Snow removal)	\$ 28,674	\$ 29,398	\$ 14,699.03	\$ 29,398.05
Equip Maint	\$ 2,264	\$ 2,321	\$ 2,321.17	\$ 2,321.17
Equip Rental	\$ 485	\$ 497	\$ -	\$ 497.25
Security Services	\$ 69,579	\$ 71,336	\$ -	\$ 35,667.98
Permits and Licenses	\$ 175	\$ 179	\$ 179.42	\$ 179.42
TOTAL	\$ 140,808	\$ 144,364	\$ 26,231	\$ 77,850

Notes: Assumptions on the adjusted values on the “no operations” and “reduced operations.”

Added 0.5% annual increase for general inflation from 2015 to 2020
Water: no ops would be 90% reduction and reduced ops would be 50%
Gas: no ops would be 70% reduction and reduced ops would be 10% (still need to heat building)
Electricity: no ops would be 70% reduction and reduced ops would be 20%
Misc contractual services (custodial services): no ops is 0% and reduced ops would be 75% (how many days they’re cutting back)
Bldg, Grounds Maint: no change
Pest Control: no difference on either, still need to control the bugs
Elevator maint: no difference
Bldg grounds and maintenance, snow removal: no ops would still need driveways cleared (50%), reduced ops would be no change
Equip maint: no difference
Equip rental: 0% for no ops (if we close it) and no difference for reduced ops
Security: entirely dependent on amount open; 0% for no ops and 50% for reduced ops (assume half of pay period occupancy)
Permits and licenses: no change

ATTACHMENT H

Maintenance of 3 Branch Courts over 5 years with 2.5% Inflation



Requirement Forecast Report *By Name*

Department: LC Facilities Operations

Location: Outpost

Asset: 19th Judicial Mundelein Branch Courthouse, 19th Judicial Park City Branch Courthouse, 19th Judicial Round Lake Beach Branch Courthouse

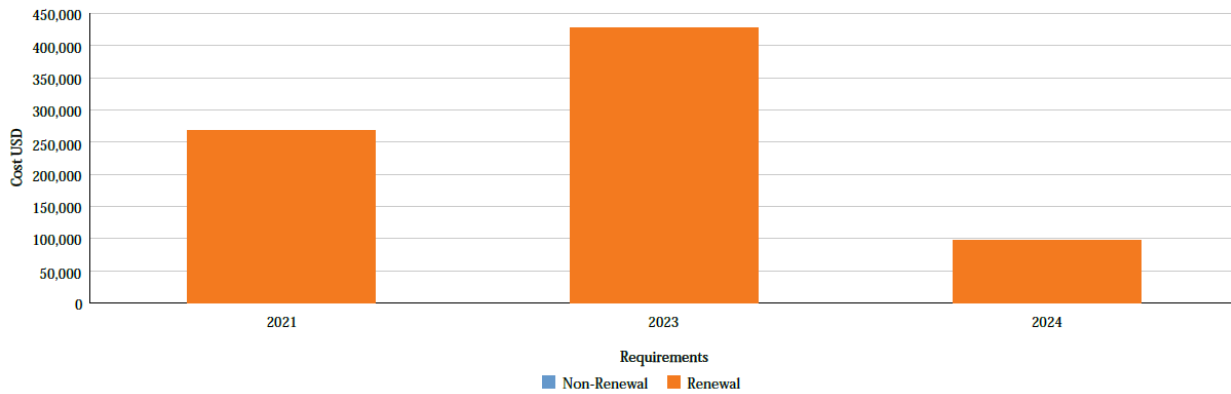
Currency: USD

Period: 5 years

Inflation: 2.5%

The current year is always the Period start date. If "Include past due Action Dates/Renewals" is selected, the cost of those past due Requirements is included in the current year cost.

Summary of Funding Needed by Requirement Type and Year



Mundelein Branch Court



Requirement Forecast Report By Name

Department: IC Facilities Operations

Asset: 19th Judicial Mundelein Branch
Courthouse

Location: Outpost

Asset Number: MBC

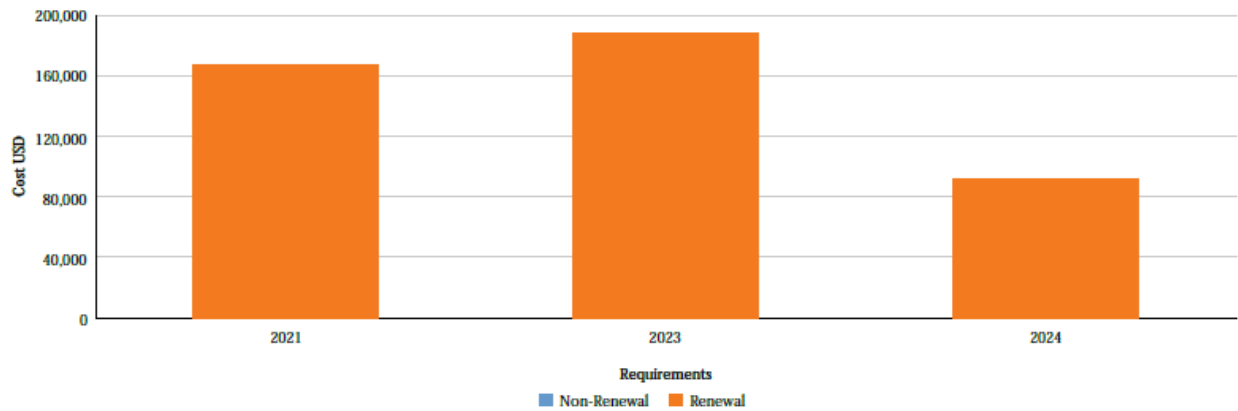
Report is grouped by Year

Currency: USD

Address 1	105 E Route 83	Address 2	-
City	Mundelein	State/Province/Region	Illinois
Country	UNITED STATES OF AMERICA	ZIP	-

Current Replacement Value 2,366,765 Size 7,852 SF

Summary of Funding Needed by Requirement Type and Year



Year	Renewal Requirements	Non-Renewal Requirements	Total
2021	167,290	0	167,290
2023	188,300	0	188,300
2024	91,857	0	91,857
Total	447,447	0	447,447



Detail of Funding Needed by Year

Year	System	Requirement Name	Renewal	Non-Renewal	Total
2021	E - Equipment and Furnishings	Casework Renewal	102,888	0	102,888
	C3020 - Floor Finishes	Carpeting - Broadloom Renewal	33,960	0	33,960
	C3010 - Wall Finishes	Painted Finish - Average (1 Coat Prime - 2 Coats Finish) Renewal	30,442	0	30,442
	Subtotal for 2021			167,290	0
2023	D5092 - Emergency Light and Power Systems	Emergency Battery Pack Lights Renewal	10,000	0	10,000
	C3020 - Floor Finishes	VCT Renewal	16,616	0	16,616
	C3030 - Ceiling Finishes	ACT System - Standard Renewal	64,298	0	64,298
	D2020 - Domestic Water Distribution	Water Heater - Electric - 50 GAL. Renewal	6,340	0	6,340
	D5038 - Security and Detection Systems	Security System Renewal	12,914	0	12,914
Year	System	Requirement Name	Renewal	Non-Renewal	Total
2023	D5031 - Public Address and Music Systems	Public Address System Renewal	20,056	0	20,056
	C1035 - Identifying Devices	Fittings - Signage (Room Numbering and Identification) Renewal	1,287	0	1,287
	D5037 - Fire Alarm Systems	Fire Alarm System Renewal	45,981	0	45,981
	D5092 - Emergency Light and Power Systems	Exit Signs Renewal	8,079	0	8,079
	D3051 - Terminal Self-Contained Units	Unit Heaters - Electric Renewal	2,730	0	2,730
Subtotal for 2023			188,300	0	188,300
2024	D5038 - Security and Detection Systems	Security System - CCTV Renewal	6,468	0	6,468
	D5022 - Lighting Equipment	Lighting Fixtures Renewal	78,294	0	78,294
	D2010 - Plumbing Fixtures	Water Coolers - Wall Mount Renewal	4,376	0	4,376
	D5038 - Security and Detection Systems	Security System - Card Access System Renewal	2,720	0	2,720
Subtotal for 2024			91,857	0	91,857
Total			447,447	0	447,447

Park City Branch Court



Requirement Forecast Report *By Name*

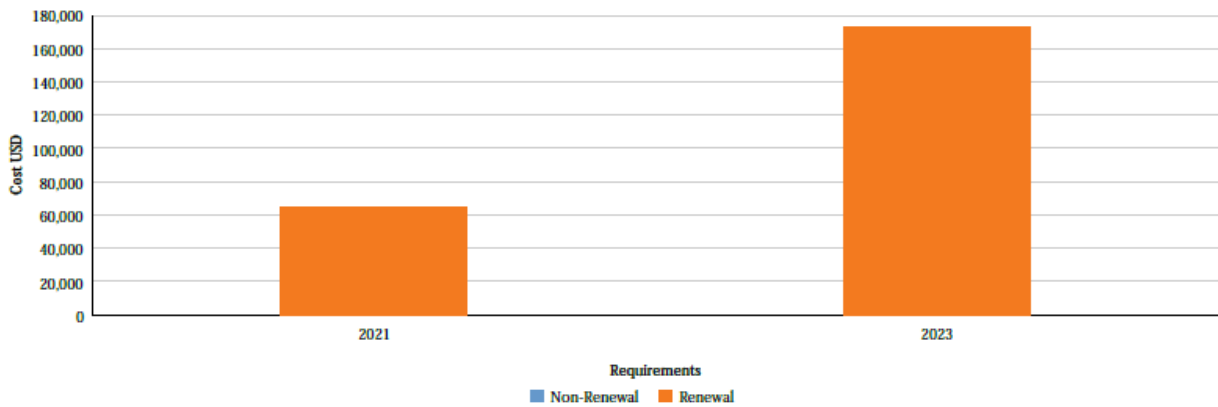
Department: IC Facilities Operations Asset: 19th Judicial Park City Branch
 Location: Outpost Courthouse
 Asset Number: JPCBC

 Report is grouped by Year Currency: USD

Address 1	301 Greanleaf Ave	Address 2	-
City	Park City	State/Province/Region	Illinois
Country	UNITED STATES OF AMERICA	ZIP	-

Current Replacement Value 3,767,885 Size 14,175 SF

Summary of Funding Needed by Requirement Type and Year



Year	Renewal Requirements	Non-Renewal Requirements	Total
2021	64,146	0	64,146
2023	172,926	0	172,926
Total	237,072	0	237,072



Year	System	Requirement Name	Renewal	Non-Renewal	Total
2021	C3020 - Floor Finishes	Carpeting - Broadloom Renewal	64,146	0	64,146
		Subtotal for 2021	64,146	0	64,146
2023	D3051 - Terminal Self-Contained Units	Unit Heaters - Electric Renewal	1,638	0	1,638
	D5092 - Emergency Light and Power Systems	Exit Signs Renewal	14,584	0	14,584
	D5039 - Local Area Networks	LAN System w/VOIP Renewal	50,170	0	50,170
	D5031 - Public Address and Music Systems	Public Address System Renewal	20,056	0	20,056
	D5038 - Security and Detection Systems	Security System Renewal	23,313	0	23,313
	D2020 - Domestic Water Distribution	Water Heater - Elec - Point-of-Use Renewal	1,723	0	1,723
	D5038 - Security and Detection Systems	Security System - Card Access System Renewal	13,266	0	13,266
	C3020 - Floor Finishes	VCT Renewal	33,232	0	33,232

Year	System	Requirement Name	Renewal	Non-Renewal	Total
2023	C1035 - Identifying Devices	Fittings - Signage (Room Numbering and Identification) Renewal	2,323	0	2,323
	D5038 - Security and Detection Systems	Security System - CCTV Renewal	12,620	0	12,620
		Subtotal for 2023	172,926	0	172,926
		Total	237,072	0	237,072

Round Lake Beach Branch Court



Requirement Forecast Report By Name

Department: IC Facilities Operations

Asset: 19th Judicial Round Lake Beach Branch Courthouse

Location: Outpost

Asset Number: JRLBBC

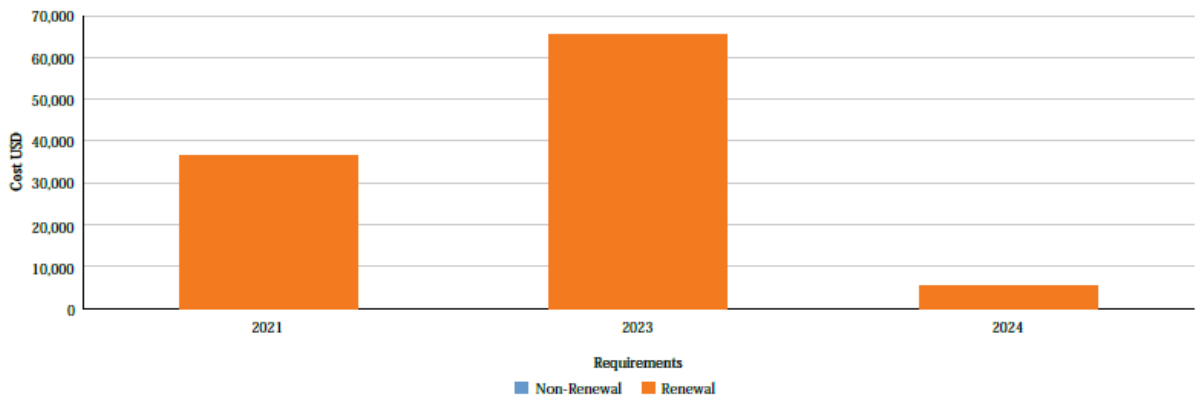
Report is grouped by Year

Currency: USD

Address 1	1792 Nicole Lane	Address 2	-
City	Round Lake Beach	State/Province/Region	Illinois
Country	UNITED STATES OF AMERICA	ZIP	-

Current Replacement Value 2,309,550 Size 7,890 SF

Summary of Funding Needed by Requirement Type and Year



Year	Renewal Requirements	Non-Renewal Requirements	Total
2021	36,516	0	36,516
2023	65,509	0	65,509
2024	5,439	0	5,439
Total	107,464	0	107,464



Detail of Funding Needed by Year

Year	System	Requirement Name	Renewal	Non-Renewal	Total
2021	C3020 - Floor Finishes	Carpeting - Tile Renewal	36,516	0	36,516
		Subtotal for 2021	36,516	0	36,516
2023	D2020 - Domestic Water Distribution	Water Heater - Elec - Point-of-Use Renewal	1,723	0	1,723
	C3020 - Floor Finishes	VCT Renewal	16,616	0	16,616
	D2020 - Domestic Water Distribution	Water Heater - Electric - 30 GAL. Renewal	5,275	0	5,275
	D5031 - Public Address and Music Systems	Public Address System Renewal	20,056	0	20,056
	D3051 - Terminal Self-Contained Units	Unit Heaters - Electric Renewal	546	0	546
	D5092 - Emergency Light and Power Systems	Emergency Battery Pack Lights Renewal	20,000	0	20,000
	C1035 - Identifying Devices	Fittings - Signage (Room Numbering and Identification) Renewal	1,293	0	1,293
		Subtotal for 2023	65,509	0	65,509
2024	D5038 - Security and Detection Systems	Security System - Card Access System Renewal	5,439	0	5,439
		Subtotal for 2024	5,439	0	5,439
		Total	107,464	0	107,464

ATTACHMENT I

Circuit Court Clerk Needs

BRANCH COURT NOTES RE: POSSIBLE CLOSURE and/or DURING COVID

1. ACCESS TO JUSTICE
 - a. As of Thursday July 30, 2020 at 9am there were cases with court dates from July 30-December 31:
 - i. 31,902 traffic cases
 - ii. 177 conservation cases
 - iii. 904 Ordinance Violations
 - b. Each Municipal Police Department is assigned to a branch court based on location.
 - i. Tickets are delivered to the branch courts, including DUI, OUI, Misdemeanors, traffic tickets, conservation violations, ordinance violations, and civil law violations. These tickets are inputted at the branch courts.
 - ii. The branch courts were established to provide easier accessibility for the police officers (who may be on duty) and the public.
 - iii. Police Officers use the branch courts to pick up and drop off notices, correspondences, forms, and tickets.
 - c. Court Payments and Filing
 - i. The public can pay for their tickets at the branch courts, approximately 15 million dollars a year. See attached spreadsheet.
 - online payment processing occurs at the branch courts
 - cash
 - credit card
 - attorney check
 - Amnesty week payments
 - ii. The public and attorneys can file their motions and retrieve information at the branch courts instead of driving to Waukegan.
 - Notice of Motions
 - Appearances
 - Motions to Vacate please, convictions and fee waivers
 - Motions for Discovery
 - School Documents
 - CLC traffic documents
 - Community Service paperwork
 - Public Service paperwork
 - compliance paperwork
 - prosecutor paperwork
 - summons
 - court diversions
 - immigration paperwork
 - military background checks
 - certifying documents for public

- process Secretary of State paperwork
- accept civil case documents for public who are exempt from e-Filing.
- Procedure for handling Mass Arrests at branch courts
- iii. Appropriate parking is available at the branch courts. Parking is not sufficient in Waukegan.
- iv. There are not enough courtrooms at the Waukegan campus to handle almost 100,000 traffic cases a year.
 - these traffic tickets usually have more than one court appearance
 - bench trials
 - hearings
- v. Branch courts, despite remote hearings, are being utilized by the public. Many litigants are using the courthouse staff to assist with zoom, and after court to finalize their case, obtaining and completing paperwork and payments at the branch court.
- vi. There is an exemption for remote court, and under certain circumstances, persons can have court in person.
- vii. Prosecutors are working in the courtrooms. They are filling out orders and other documentation for the court. This documentation is kept at the branch courts.
- d. Traffic Court, trials occur:
 - i. Round Lake 3 days a week
 - ii. Mundelein 4 days a week
 - iii. Park City 4 days a week
- e. Handle out of county warrants, out of state warrants

2. SOCIAL DISTANCING

- a. The three branch courts are comprised of 25 circuit clerk staff.
- b. There are 5 open desks in Waukegan currently, however, the open desks are strategically placed to provide social distancing. And, will be utilized when new staff is hired, we are currently short 9.5 staff members.
- c. Currently in Waukegan and the branch courts, employees are required to wear masks since we are unable to socially distance at our desks or working around the office.
- d. We do not have space in the Waukegan office for all of the office furniture, forms and tickets that would need to be moved. This information is needed in order to conduct court.
 - i. **Park City**
 - 9 3 drawer horizontal file cabinets
 - 3 8ft shelving units
 - 1 4 drawer file cabinet – supplies forms
 - 4 Printers
 - 1 heavy duty printer
 - 1 Copier

Workstations

3 counter workstations

- Each station contains-
 - Computer
 - Printer
 - Forms
 - Stamps
 - Supplies
 - chair
- 6 clerk workstations
- Each station contains-
 - 2 under desk file cabinet
 - Computers
 - Chair
- 1 supervisor workstation
- Contains-
 - 2 under desk file cabinets
 - 1 horizontal file cabinet
 - Printer
 - Computer
 - Chair
 - Safe?

Courtrooms

- 3 clerk computers
- 1 public computer
- 2 printers
- 4 built in shelving units for various forms

ii. **Mundelein**

Filing cabinets large - 7
Filing cabinets small - 3
Large 8 foot shelving units full of forms - 3
Box jackets - 8
Box envelopes with windows - 4
Boxed envelopes without windows - 1
carts with (label printing machine table included) - 3
Work stations with computers etc - 8
Safe- 1
Copier - 1

iii. **Round Lake**

one safe
one supervisor workstation
seven filing cabinets
five shelving units
four printer tables

11 folder cartons
Seven employee work stations
Two counter work stations

- e. We do not have the space in Waukegan to provide assistance for the public and attorneys. The lobby is too small, and we do not have the counter space to fit the staff necessary to service the public and attorneys.
- f. Two clerks are used in each branch court for each court call (in remote as well). We would need additional PPE and workspace in the courtrooms. Not all of the courtrooms are designed to have two clerks work in the courtroom.
- g. Increase in COVID cases in Lake County and Wisconsin is an issue and this does not consider the safety of the employees or the public

3. REVENUE

- a. fifteen million dollars annually comes through the branch courts
- b. loss of revenue for those individuals who will not drive to Waukegan
- c. impact on municipalities revenues
 - i. Overtime for police officers
 - ii. Travel time for police officers who are on duty
 - iii. Wear and Tear/gas on police vehicles traveling to Waukegan for Court or to drop off tickets
- d. Amnesty Week (\$176k average in collections) will have to be cancelled as we will be unable to handle the flow of traffic in Waukegan.
- e. sending out notices for new locations is increase in paper and postage costs.
- f. Circuit Clerk's office will have a loss of efficiency.
 - i. Less working space
 - ii. larger impact on the use of printers and supplies, slowing everything down due to wait time
 - iii. unable to provide the public assistance necessary
 - iv. not enough phones/lines to handle call volume
 - v. inability to socially distance, staff or public
- g. manage the bond money from municipalities

4. Additional Uses of the Branch Courts

- i. Bankruptcy
- ii. Bankruptcy Class
- iii. Probation meets with clients
- iv. Probation provides classes, speakers for clients
 - a. some clients do not have the ability to travel to Waukegan
- v. Building and Zoning cases
- vi. Space for Journal Technologies during implementation of the new ICMS

5. Future Use of the Space
 - i. Passports for public
 - ii. E-Filing for public, easier access for people who live west of Waukegan
 - iii. Eviction and Foreclosure courtrooms in Courtroom B
 - iv. Additional space for scanning devices for e-citation

ATTACHMENT J

Required Steps/Tasks to Close and Relocate a Branch Court:

1. Form a workgroup to review current branch court schedules, amount of activity at each location, and schedules of municipalities and prosecutors assigned so as to determine distribution/relocation of activity to new location from the closed branch court.
2. Inform the law enforcement agencies of the last date when cases will be heard that are assigned to the closing branch court, as the branch court location is printed on the citation.
3. Do not close the branch court until the all previously scheduled appearances at the court location have been heard (approx. 60 days from last issued citation).
4. Provide all the law enforcement agencies that write citations to the closing court location adequate time to have new citations printed that inform the offender the new court location. (approx. 60-90 days for printer).
5. Relocation of Circuit Clerk's Office, equipment, files, etc. to new court location.
6. Relocation of Judge Chamber's, equipment, etc. to new court location.
7. Notification to the public affected by the relocation about the new location (i.e. websites, press release, Facebook, twitter, etc.), including large signage posted on the former branch court about the relocation.

ⁱ Courthouse Background excerpted from the 19th Judicial Circuit Court
<https://www.19thcircuitcourt.state.il.us/1280/Lake-County-Courthouse> and
<https://www.clarkconstruction.com/our-work/projects/lake-county-courthouse-expansion>.

ⁱⁱ Francis Cauffman in association with Justice Served, MGT America, Justice System Operations Plan, Final Phase 1 Report, 2010.

ⁱⁱⁱ John J. Halsey, LL.D., A History of Lake County Illinois, (pages 70-78) 1912.

^{iv} Lake County Long Range Capital Planning Presentation, 2011.

^v 2019 Lake County Strategic Plan, <https://www.lakecountyil.gov/2516/Strategic-Plan>

^{vi} 19th Judicial Circuit Court of Lake County Accomplishments-2013 Strategic Plan Task Update, December 1, 2013- November 30, 2013.

^{vii} https://courts.illinois.gov/SupremeCourt/Policies/Pdf/Courtroom_Standards.pdf