

Lake County Illinois

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



Agenda Report - Final

Thursday, March 5, 2020

8:30 AM

**Assembly Room, 10th Floor - Courthouse and Administrative
Complex, 18 N County Street, Waukegan**

Financial & 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 - 7.5)

APPROVAL OF MINUTES

7.1 **[20-0389](#)**

Minutes from February 6, 2020.

Attachments: [F&A 2.6.20 Minutes - Final.pdf](#)

7.2 **[20-0391](#)**

Executive Session minutes from February 6, 2020.

7.3 **[20-0392](#)**

Executive Session minutes from February 6, 2020.

FINANCIAL & ADMINISTRATIVE

7.4 **[20-0386](#)**

Resolution authorizing a contract with Altorfer Power Systems of Elmhurst, Illinois, to provide maintenance and service to Caterpillar generators in an estimated annual amount of \$40,000.

- Lake County owns and operates five Caterpillar emergency back-up power generators located at the Depke Juvenile Justice Center, Central Permit Facility, Administrative Tower and parking garage, and jail basement.
- The generators ensure sustained county business operations and life/safety equipment operations at Lake County facilities and require annual inspections and preventative maintenance to keep in proper operating condition.
- Facilities has maintained a service agreement with Altorfer Power Systems, formerly Patten Power Systems, since 2012 and they are the only authorized source for sales, service and parts for Caterpillar equipment in the Chicago area.
- Pursuant to Article 6, Section 102, the Purchasing Agent convened an ad hoc review group that approved bid exemption on the basis that there exists a long standing, successful relationship for professional services, and the knowledge gained through this relationship adds value integral to the services provided.
- Additional emergent repairs as a result of inspections and preventative

maintenance are based on prevailing wages and materials.

Attachments: [Sole Source Memo](#)

[Lake County Vendor Disclosure 2020](#)

[Lake County Government 2018-2021 PM Quote](#)

[Lake County Government Quote cat 2020-1](#)

[Lake County Government Quote cat 2020](#)

7.5 [20-0400](#)

Finance Monthly Report.

Attachments: [Finance March 2020 Report.pdf](#)

REGULAR AGENDA

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.6 [20-0374](#)

Joint resolution authorizing a contract with Lake County Grading Company, LLC, Libertyville, Illinois, in the amount of \$15,965,965.15 for the widening and reconstruction of Buffalo Grove Road, between Deerfield Parkway and Illinois Route 22, including improvements to the intersection of Aptakisic Road and Buffalo Grove Road.

- Buffalo Grove Road, between Deerfield Parkway and Illinois Route 22, including the intersection of Aptakisic Road, will be widened and reconstructed.
- The improvements will include widening Buffalo Grove Road from two to five lanes, adding turn lanes at the intersections, non-motorized travel accommodations, stormwater detention, and decorative landscaping.
- There was a public call for bids and a total of five bids were received, ranging from \$15,965,965.15 to \$18,557,785.93, and the lowest responsible bidder is Lake County Grading Company, LLC in the amount of \$15,965,965.15.
- This project is included in the highway improvement program, and designated as Section 11-00249-03-WR with construction beginning in 2020.

Attachments: [20-0374 Bid Tab, Buffalo Grove Road Improvements](#)

[20-0374 Lake County Grading, Vendor Disclosure](#)

7.7 [20-0376](#)

Joint resolution authorizing an agreement with Stanley Consultants, Chicago, Illinois, to provide combined Phase I and Phase II engineering services for improvements along 21st Street, from Delany Road to Illinois Route 173, at a maximum cost of \$1,249,427 and appropriating \$1,500,000 of ¼% Sales Tax for Transportation funds.

- Lake County will improve 21st Street, from Delany Road to Illinois Route 173, including the intersection of 21st Street at Kenosha Road.

- The improvement will also include resurfacing, rehabilitation of an existing culvert, and non-motorized improvements.
- A consulting firm will be utilized to perform these engineering services.
- 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's (LCDOT) 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.
- LCDOT received and evaluated Statements of Interest and Qualifications from 11 professional firms, of which three were short-listed and presented to a consultant selection committee.
- The selected and recommended firm is Stanley Consultants, with a maximum cost of \$1,249,427.
- This project is included in the highway improvement program, and designated as section number 19-00125-07-CH.

Attachments: [20-0376 21st Street Consultant Agreement Final Draft](#)

[20-0376 Stanley Consultants, Inc., Vendor Disclosure Statement](#)

7.8 [20-0377](#)

Joint resolution authorizing the first amendment to the agreement between the City of Waukegan and Lake County for the reconstruction of 14th Street, from Illinois Route 131/Green Bay Road to Sheridan Road.

- Lake County will reconstruct and improve 14th Street will be reconstructed and improved, from Illinois Route 131/Green Bay Road to Sheridan Road.
- The Lake County Board, at its meeting on November 13, 2018 approved an agreement with the City of Waukegan stating the terms and conditions for these improvements.
- The construction contract for these improvements has been awarded and construction is underway and designated as Section 99-00260-01-WR.
- During construction, the location and condition of the City of Waukegan's existing watermain was found to be different from what was believed during design and needs to be replaced.
- The City of Waukegan and City of North Chicago have also requested a watermain interconnect be added to the scope of the improvements.
- The City of Waukegan's share of construction cost is now estimated to be \$2,204,205.
- The City of Waukegan has agreed to reimburse Lake County over a five-year period beginning in May 2020.

Attachments: [20-0377 14th Street Waukegan Amendment.Final Draft 02.21.20](#)

7.9 [20-0378](#)

Joint resolution authorizing the first amendment to the agreement between the City of North Chicago and Lake County for the reconstruction of 14th Street, from Illinois Route 131/Green Bay Road to Sheridan Road.

- Lake County will reconstruct and improve 14th Street from Illinois Route 131/Green Bay Road to Sheridan Road.
- The Lake County Board, at its meeting on November 13, 2018 approved an agreement with the City of North Chicago stating the terms and conditions for these improvements.
- The construction contract for these improvements has been awarded and construction is underway and designated as Section 99-00260-01-WR.
- During construction, the location and condition of the City of North Chicago's existing watermain was found to be different from what was believed during design and needs to be replaced.
- The City of North Chicago and City of Waukegan have also requested a watermain interconnect be added to the scope of the improvements.
- The City of North Chicago's share of construction cost is now estimated to be \$1,147,983.
- The City of North Chicago has agreed to reimburse Lake County over a five-year period beginning in May 2020.

Attachments: [20-0378 14th Street North Chicago Amendment.Final Draft 02.21.20](#)

7.10 [20-0379](#)

Joint resolution authorizing an agreement with HR Green, McHenry, Illinois, for combined Phase I and Phase II engineering services for improvements along Deep Lake Road, from Illinois Route 173 to the Illinois/Wisconsin state line, at a maximum cost of \$1,094,523, and appropriating \$1,315,000 of Motor Fuel Tax funds.

- Deep Lake Road, from Illinois Route 173 to the Illinois/Wisconsin state line, will be improved including the intersections of North Avenue and Depot Street and non-motorized improvements.
- A consulting firm will be utilized to perform these engineering services.
- 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's (LCDOT) 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.
- LCDOT received and evaluated Statements of Interest and Qualifications from 12 professional firms, of which three were short-listed and presented to a consultant selection committee.
- The selected and recommended firm is HR Green, with a maximum cost of \$1,094,523.
- This project is included in the highway improvement program, and designated as

Section 19-00132-05-CH.

Attachments: [20-0379 Deep Lake Road Consultant Agreement Final Draft](#)
[20-0379 HR Green, Vendor Disclosure Statement](#)

7.11 [20-0380](#)

Joint resolution authorizing an agreement with the Illinois Department of Transportation (IDOT), for the highway safety improvements to install snow proof visors on all Lake County Division of Transportation (LCDOT) owned traffic signals throughout Lake County, appropriating \$500,000 of ¼% Sales Tax for Transportation funds.

- Highway safety improvement project to install snow proof visors on all 175 LCDOT owned traffic signals.
- Highway Safety Improvement Program (HSIP) grant funding of \$616,275 from IDOT will cover approximately 60 to 70 percent of the project costs.
- This appropriation will cover LCDOT's 30 to 40 percent local share of the project costs.
- This project is included in the highway improvement program and designated as Section 19-00999-69-TL and State Job Number C-91-149-20 with work beginning in 2020.

Attachments: [20-0380 Snow Proof Visor IDOT Agreement2](#)

7.12 [20-0382](#)

Joint resolution authorizing an agreement with the Newport Township Road District relating to the intersection improvements at Wadsworth Road and Dilley's Road.

- The intersection of Wadsworth Road at Dilley's Road will be improved with a roundabout.
- To ensure proper operations of the roundabout, the County desires to perform routine and capital maintenance of the roundabout, street lighting, and signage, including that section of Dilley's Road, from Wadsworth Road north to Plaza Lane, which is under the jurisdiction of the Newport Township Road District (Road District).
- The Road District has requested that the County include resurfacing and culvert improvements to Dilley's Road, from the roundabout north to Plaza Lane.
- The Road District will reimburse the County for the costs associated with this work, estimated to be \$109,150.
- The agreement was approved by the Road District on February 19, 2020.
- This project is included in the highway improvement program with construction planned to begin in 2020, and designated as Section 17-00076-19-CH.

Attachments: [20-0382 Wadsworth Road at Dilleys Newport Road District Agreement](#)

7.13 [20-0383](#)

Joint resolution authorizing an agreement with the Newport Township Fire Protection District to provide temporary emergency fire protection services for the intersection improvements of Wadsworth Road at Dilley's Road and appropriating \$300,000 of ¼% Sales Tax for Transportation funds.

- The intersection of Wadsworth Road at Dilley's Road will be improved with a roundabout.
- The project will require the intersection be closed for a period of 90 to 120 days to construct the roundabout.
- The Newport Township Fire Protection District provides fire protection services for the area surrounding the project and uses Wadsworth Road as a primary means of crossing I-94.
- The Newport Township Fire Protection District desires additional temporary staff at its Fire Station Number Two in order to reduce response times during the road closure.
- The County will reimburse the District for the costs associated with the temporary staffing, estimated to be \$214,546 for a 90-day closure.
- The agreement was approved by the Newport Township Fire Protection District on February 12, 2020.
- This project is included in the highway improvements program with construction planned to begin in 2020, and designated as Section 17-00076-19-CH.

Attachments: [20-0383 Wadsworth Road at Dilleys Newport Fire District Agreement](#)

7.14 [20-0384](#)

Joint committee action item approving Change Order Number Five consisting of an increase of \$6,412.44 for additions to the Rollins Road drainage construction contract.

- Change Orders need to be approved by the standing committees for cumulative net increases over 10 percent.
- Rollins Road drainage project is under contract with Copenhaver Construction Inc., Gilberts, Illinois, in the amount of \$297,159.36 as approved by the County Board on August 8, 2017, and designated as Section 15-00080-60-DR.
- The contract included storm and sanitary removal and replacement; sodding (complete); erosion control; storm and sanitary structure removal, adjustment, and installation; trench backfill; hot-mix asphalt surface course; class D patches; and other related items.
- Change Order Number Five consists of balancing earthwork and other minor items to final measured quantity.
- Change Order Number Four was for additional work to fit to field conditions including a driveway replacement not originally anticipated, landscaping and sanitary manhole adjustment.
- Change Order Number Three was for balancing quantities to field measurements and adding items for a sanitary manhole rebuild that was not anticipated, a boulder

obstruction and repairing unmarked sanitary facilities that belong to the Lakes Regional Sanitary District.

- Change Order Number Two was for underground traffic interconnect conduit relocation that was in conflict and some other minor field adjustments.
- Change Order Number One was for adjustments to interconnect wire, additional tree removal that was not anticipated and other minor field adjustments.
- Lakes Regional Sanitary District has already reimbursed per agreement for their facilities \$51,612.21.

Attachments: [20-0384 Copenhagen Vendor Disclosure](#)

7.15 [20-0394](#)

Joint resolution authorizing emergency appropriations in Fiscal Year (FY) 2020 for the Lake County Division of Transportation (LCDOT) capital funds budget for project related reimbursement revenue from outside agencies and the related expense.

- The revenue and related expense associated with these projects were not included in the FY 2020 budget.
- Without this action, the revenue and related expense will not have the budget authority required.

Attachments: [20-0394 DOT Emergency Appropriation - Additional Revenue & Expenses](#)

FINANCIAL & ADMINISTRATIVE

7.16 [20-0431](#)

Resolution authorizing a contract for management consulting and iasWorld system support services from HTNguyen Consulting, LLC, Highland Park, Illinois, in an amount not to exceed \$122,400.

- There is a need for ongoing management consulting and onsite hands-on support of the assessment and tax system during mission-critical business operations of the Chief County Assessor's Office, Treasurer, and County Clerk Offices.
- The contract includes training for new staff, optimizing system functionality, reengineering department business processes identified during implementation, and developing the final user guides.
- This contract authorizes management consulting and iasWorld system support services in an amount not to exceed of \$122,400 for services through November 30, 2020.
- Pursuant to the County's Code, Chapter 55 of the Illinois Compiled Statutes (55 ILCS 5/3-10005.1), the Treasurer has the authority to control the internal operations of his or her office and to procure the necessary equipment, materials and services to perform the duties of the Office.

Attachments: [HTNguyen Consulting LLC proposal](#)
[HTNguyen Consulting Vendor Disclosure](#)

7.17 [20-0395](#)

Resolution authorizing the continuation of telecommunication services through Granite, Quincy, Massachusetts, in an estimated annual amount of \$600,000.

- Enterprise Technology's (ET) existing telecommunication services with Granite began in March 2019 with the purpose of consolidating services from several providers into one.
- The County's telecommunication service agreements with Granite will expire in 2023.
- In accordance with Section 10-101 of the Lake County Purchasing Ordinance, the County Purchasing Division has identified a competitively solicited and awarded cooperative purchasing contract for telecommunication services offered by Granite through the United States General Services Administration (GSA) Contract - GS-35F-208BA.
- This GSA contract term with Granite extends through February 9, 2024 and allows for Lake County to jointly participate in the contract for either a specified time period or through the remainder of the term.
- It is recommended by ET to continue telecommunication services through Granite, for a three-year agreement per service transfer, in an annual amount not to exceed \$600,000.

Attachments: [Granite GSA Joint Purchasing Contract](#)
[Granite Vendor Disclosure.pdf](#)

7.18 [20-0365](#)

Resolution authorizing an agreement with Syska Hennessy Group for Design of Light Emitting Diode (LED) lighting for the Lake County Jail in the amount of \$129,180.

- As part of the Fiscal Year 2020 budget processes, funding was appropriated for LED lighting retrofits at the Lake County Jail.
- This project will replace aging, energy intensive, light fixtures located within the secure detention portions of floors three to six of the Lake County Jail.
- Implementation will promote energy efficiency, operational cost savings, and facility infrastructure best practices.
- In accordance with the Local Government Professional Services Selection Act, a firm may be selected directly by the County based on a prior satisfactory relationship and the recommended consultant is Syska Hennessy Group.

Attachments: [20038 Award Information](#)
[20038 Draft Agreement](#)
[Vendor Disclosure Statement](#)

7.19 [20-0362](#)

Resolution authorizing line-item transfers between various funds for the purpose of transferring previously approved funds in Fiscal Year (FY) 2020.

- Line-item transfers in various funds between line-items in FY 2020 budget are needed to align the budget with correct expense accounts.
- The County Board must approve line-item transfers under certain conditions.
- A listing of the various transfers is attached to the resolution.
- This action does not increase budget authority; it simply transfers previously approved budget authority.

Attachments: [LIT Mar-20 Final.pdf](#)

7.20 [20-0363](#)

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2020 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 contracts which were unable to be completed in FY 2019 and uncompleted or ongoing projects.
- 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 2019 to FY 2020.

Attachments: [Mar 20 Carryovers - FINAL.pdf](#)

7.21 [20-0422](#)

Discussion on the Fiscal Year (FY) 2021 Budget and Financial Policies.

- This is the second of several discussions regarding the FY 2021 Budget and Financial Policies. This discussion will focus on revenue, specifically the tax levy and restrictions on both new and existing revenue streams.

Attachments: [FY2020 Budget Policies - FINAL.pdf](#)

[DRAFT FY2021 Budget Policies.pdf](#)

[FY21 Budget Financial Policies 2 030520.pdf](#)

8. **Executive Session**

8.1 [20-0356](#)

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

8.1A [20-0169](#)

Committee action authorizing reclassification of three positions in the Public Defender's Office.

9. **Department Head Reports**

9.1 [20-0388](#)

Department head reports.

- Facilities and Construction Services.
 - Job Order Contract (JOC).
- Finance and Administrative Services.
 - Responsible Bidder Ordinance.
- Human Resources.
- Information Technology.

Attachments: [Finance - RBO Policy w attachment.pdf](#)
[Facilities - JOC over 350K Update.pdf](#)

10. **County Administrator's Report**

11. **Members Remarks**

12. **Adjournment**

Next Meeting: April 2, 2020