

Lake County Illinois

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



Agenda Report - Final

Thursday, July 30, 2020

8:30 AM

Live-streamed at: <http://lakecounty.tv/>, Comcast Ch. 18 or 30,
AT&T U-Verse Ch. 99, & 18 N County St, Waukegan (10th Floor)

Financial & Administrative Committee

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the June 26, 2020, Gubernatorial Disaster Proclamation, and the attached Written Determination of the Lake County Board Chair, this meeting will be held via audio and video conference and not in the Assembly Room on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois.

PUBLIC VIEWING: This meeting will be live-streamed at <http://lakecounty.tv/> and on Comcast's network, Channel 18 or 30 and AT&T Channel 99. Per the Governor's Disaster Proclamation, in accordance with section 120/7(e)(4) of the OMA, in-person attendance by members of the public will be available in the Assembly Room on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois and is limited to the number of persons practicable in keeping with social distancing requirements.

PUBLIC COMMENT: Public Comments are welcomed and encouraged. Emailed Public Comments received by 8:30 a.m., Thursday, July 30, 2020 for items not on the agenda will be read at the beginning of the meeting under Public Comment in the order they are received. Comments on agenda items will be read during consideration of that item. Comments received during the meeting will be held until the end of the meeting. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment pursuant to the County Board Rules of Order and Operational Procedures. All emailed Comments received will be included in the Committee's meeting minutes.

Email Public Comments to CountyBoard@lakecountyil.gov with the following:

- * Subject Title: Financial and Administrative Committee Public Comment
- * Name
- * Street Address (Optional)
- * City, State (Optional)
- * Phone (Optional)
- * Organization/agency/etc. represented. (If representing yourself, put "Self")
- * Topic or Agenda Item Number followed by Public Comment.

Public in attendance on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois may provide Public Comment. Public may also leave a message with the County Board Office at 847-377-2300.

0.0 [20-0824](#)

Determination of need for meetings of the Lake County Board and Committees to be held by audio or video conference.

Attachments: [Letter Determination Chair Hart\(07-02-20\).pdf](#)

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 - 7.7)

HEALTH & COMMUNITY SERVICES

7.1 [20-0988](#)

Joint resolution accepting the Delta Dental of Illinois Foundation grant and authorizing an emergency appropriation in the amount of \$50,000 for the Coronavirus (COVID-19) grant.

- The \$50,000 Delta Dental of Illinois Foundation grant will be used to purchase high-volume equipment, portable High Efficiency Particulate Air (HEPA) filters, dental and Personal Protective Equipment (PPE) supplies.
- The \$50,000 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year (FY) 2020 budget.
- The grant award will be for the period June 24, 2020 through December 31, 2020.

Attachments: [Delta Dental 50K](#)

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.2 [20-0970](#)

Joint resolution appropriating \$29,100 (\$9,700 annually) of Matching Tax funds for three years of maintenance service for the Lake County Division of Transportation Sign Inventory System.

- The Lake County Division of Transportation (LCDOT) maintains over 27,400 signs and uses an electronic and mobile inventory system.
- LCDOT purchased a new Sign Inventory System from 3M Company, St. Paul, Minnesota, in 2016.
- The agreement with 3M Company provides for annual maintenance.
- Annual maintenance service for the years 2021 to 2023 will be invoiced separately.
- This maintenance cost is included in the highway improvement program, and designated as Section 21-00000-20-GM.

Attachments: [20-0970 Sign Inventory System Purchase Order with Additional Tablet](#)

[20-0970 Sign Inventory System Agreement](#)

FINANCIAL & ADMINISTRATIVE

7.3 [20-0932](#)

Report from Robin M. O'Connor, County Clerk, for the month of April 2020.

Attachments: [LCC Report for April 2020](#)

7.4 [20-0933](#)

Report from Robin M. O'Connor, County Clerk, for the month of June 2020.

Attachments: [LCC Report for June 2020](#)

7.5 [20-0997](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of June 2020.

Attachments: [June 2020](#)

7.6 [20-0983](#)

Report from Holly Kim, Treasurer for the month of January 2020.

Attachments: [Cash & Investment Jan 2019.pdf](#)
 [Cash & Investment Jan 2020.pdf](#)

7.7 [20-0984](#)

Report from Holly Kim, Treasurer, for the month of February 2020.

Attachments: [Cash & Investment Feb 2019.pdf](#)
 [Cash & Investment Feb 2020.pdf](#)

REGULAR AGENDA

LAW & JUDICIAL

7.8 [20-0999](#)

Joint resolution ratifying an emergency procurement with Lodox North America LLC, Painesville, Ohio in an amount of \$518,900 for Forensic specific eXero-dr Critical Imaging System, A full body X-Ray System for rapid assessment forensic pathology.

- Lake County received funding from the United States Government pursuant to the Coronavirus Aid, Relief and Economic Security Act (CARES Act) in the amount of approximately \$122,000,000.
- Lake County Coroner Office is requesting an emergency procurement of the Lodox eXero-dr for the health and safety of the employees.
- This forensic equipment is specialized and there are no other specific options

available.

- This equipment will give the Coroner's Office images that their pathologists can use for evaluation, without the COVID-19 exposure.
- The total cost for the equipment and installation is \$518,900.
- The Coroner's Office will budget an estimated amount of \$15,500 annually for ongoing service and maintenance beginning in Fiscal Year 2021.
- Pursuant to the Lake County Purchasing Ordinance Article 6, Section 103, emergency procurements are made when there exists a threat to public health, welfare, or safety, or to prevent or minimize serious disruption of governmental services.

Attachments: [Lodox Vendor Disclosure Statement.pdf](#)
[Lodox Sole Source Letter Lake County IL.pdf](#)
[Explanation Letter from Dr. Howard Cooper.pdf](#)
[Lodox Quotes.pdf](#)

HEALTH & COMMUNITY SERVICES

7.9 [20-0986](#)

Joint resolution accepting the Illinois Department of Public Health (IDPH) grant and authorizing an emergency appropriation in the amount of \$4,905,757.98 for the COVID-19 Contact Tracing grant.

- The \$4,905,757.98 IDPH grant will be used to support a contractual agreement for temporary contact tracing staff, office supplies, laptops, and cellular data plans.
- The \$4,905,757.98 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year (FY) 2020 budget.
- The grant award will be for the period June 1, 2020 through May 31, 2021.

Attachments: [IDPH COVID-19 Contact Tracing](#)

7.10 [20-0987](#)

Joint resolution accepting the Health Resources and Services Administration grant and authorizing an emergency appropriation in the amount of \$680,674 for the Expanding Capacity for Coronavirus (COVID-19) Testing grant.

- The \$680,674 Health Resources and Services Administration grant will be used to purchase supplies and contractual services to expand capacity for testing to monitor and suppress COVID-19.
- The \$680,674 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year (FY) 2020 budget.
- The grant award will be for the period May 1, 2020 through April 30, 2021.

Attachments: [HRSA ECT \\$680K](#)

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.11 [20-0973](#)

Joint resolution appropriating \$782,900 of Motor Fuel Tax funds for maintaining streets and highways, including utility services, under the applicable Illinois Highway Code, from December 1, 2020, to November 30, 2021, and \$200,000 of Matching Tax funds for de-icing materials.

- In order to perform routine and necessary highway maintenance, the Lake County Division of Transportation (LCDOT) must purchase Patrol One general maintenance materials and services.
- Patrol One general maintenance materials and services may include, but not be limited to, supplies such as paint, sign posts, shoulder aggregate, and de-icing materials, as well as utility services and repairs.
- This project is included in the highway improvement program, and designated as Section 21-00000-00-GM.

7.12 [20-0971](#)

Joint resolution authorizing an agreement with Gewalt Hamilton Associates, Inc., Vernon Hills, Illinois, for Phase II design engineering services for the resurfacing of Washington Street, from Lake Street to US Route 45, at a maximum cost of \$182,205, and appropriating \$220,000 of Motor Fuel Tax funds.

- These resurfacing improvements have been identified within the County's pavement management system and are included in the highway improvement program.
- A consulting firm will be utilized to complete 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 selected firm has a successful past relationship with the Lake County Division of Transportation.
- The selected, and recommended firm is Gewalt Hamilton Associates, Inc., at a maximum cost of \$182,205.
- This project is targeted for construction in 2021, and designated as Section 19-00135-15-RS.

Attachments: [20-0971 Washington Street Resurfacing Ph II Consultant Agreement](#)

[20-0971 Vendor Disclosure, GHA Inc.](#)

[20-0971 Location Map, Washington Street Resurfacing](#)

7.13 [20-0990](#)

Joint resolution authorizing a contract with Joel Kennedy Construction Corp., Chicago, Illinois, in the amount of \$898,250 for the Midland Force Main Replacement Phase 1A Project.

- The Midland Main Force Main is a 7,300-foot-long 10-inch diameter asbestos cement pipe originally constructed in 1973. Repeated breaks of the pipe at various

locations have driven the decision to replace the entire length of the existing pipe in phases over the next two years.

- This project will include the installation of 4,300 lineal feet of new pipe, one air release valve vault including an auger under Cedar Lake Road to extend the service life of this force main system.
- The County received bids from four contractors for this work ranging from \$923,250 to \$1,428,850. Award of this contract is recommended to the lowest responsive responsible bidder, Joel Kennedy Construction Corp., in the amount of \$898,250.
- This resolution authorizes and directs the County Purchasing Agent to execute a contract with Joel Kennedy Construction Corp., in the amount of \$898,250.

Attachments: [20-0990 Midland Force Main Phase 1A Location Map.pdf](#)

[20-0990 Midland Force Main Phase 1A Bids Tab.pdf](#)

[20-0990 Midland Force Main Phase 1A Vender Disclosure Statement.pdf](#)

[20-0990 Midland Force Main Phase 1A Final Bid Document.pdf](#)

[20-0990 Award Information.pdf](#)

FINANCIAL & ADMINISTRATIVE

7.14 [20-1011](#)

Resolution authorizing an increase in the budgeted number of full-time equivalent positions in the Chief County Assessment Office from 21 to 24 and authorizing a line item transfer transferring the budget authority from the Information Technology (IT) budget to the Chief County Assessment Office (CCAO).

- Working with the County Administrator's Office, the Chief County Assessor and the Chief Information Officer have agreed to transfer three GIS employees from the IT to the CCAO.
- As a result of this transfer, the IT budget will be reduced by three full time employees while the CCAO's budget will increase by three full time employees to 24.
- This transfer will be effective August 15, 2020, and a line item transfer is included to transfer \$116,823.13 in budgeted personnel expense from the IT budget to the CCAO budget for the remainder of Fiscal Year 2020.

Attachments: [F&A Restructure of CCAO.pdf](#)

[CCAO LIT.pdf](#)

7.15 [20-0967](#)

Resolution authorizing a contract with Vista Health Systems, Waukegan, Illinois, to complete employee vaccination, Personal Protection Equipment (PPE) fit testing for employees, and Pre-employment physicals in a per unit cost price model in an amount estimated at \$180,000.

- There is a need to contract with an Occupational Health provider to complete

employee vaccinations, pre-employment physicals, and fit testing to comply with Occupational Safety and Health Administration (OSHA) and grant regulations.

- A Request for Proposals (RFP) was issued and extended to 11 qualified vendors and sealed proposals were received from two local vendors.
- An interdepartmental evaluation committee comprised of the Human Resources, Division of Transportation, and Health Department interviewed two vendors and based on the evaluation criteria in the RFP identified Visa Health Systems to be the most qualified vendor who best meets the needs of the County.

Attachments: [20026 Draft Agreement.pdf](#)

[20026 Award Recommendation.pdf](#)

[Scoring Matrix Board Resolution.pdf](#)

[Vendor Disclosure-Vista Medical Center \(East\) Corporate Health.pdf](#)

7.16 [**20-0953**](#)

Committee action to modify the priority of construction projects for the Fiscal Year (FY) 2020 Capital Improvements Program (CIP) Facilities Assessment recommendations list of projects.

- As part of the FY 2020 CIP Facility Assessment budget process, the Facilities and Construction Services Department was budgeted \$8,770,000 for facilities and maintenance repair projects.
- Multiple projects from the FY 2020 CIP Facilities Assessment recommendations list have been identified as a lesser priority as new, urgent, and unprogrammed facilities, maintenance, and repair requirements have emerged.
- Projects that are being shifted to FY 2021 include the Babcox Justice Center 1W Renovation, the Administrative Tower lobby vestibule, and digital wayfinding signage project currently budgeted for a total of \$692,000.
- Projects escalated to a higher priority for the FY 2020 budget cycle include refinishing work in the Babcox Justice Center building for the Sheriff's Business Office, Nineteenth Judicial Circuit Courts courtroom and Adult Probation/Pre-Trial Services improvements, and States Attorney Office Felony Review office renovations. Projects will complete all ancillary work in association with Court Tower capital project and will close out remaining work in Babcox Justice Center.
- All work will be procured and executed in accordance to established Lake County Purchasing ordinances, policies, and procedures.

7.17 [**20-0965**](#)

Resolution ratifying an emergency procurement with IVCi, LLC, Hauppauge, New York, in an amount not to exceed \$39,131 for engineering and technical installation of wireless microphone equipment.

- Lake County received funding from the United States Government pursuant to the Coronavirus Aid, Relief and Economic Security Act (CARES Act) in the amount of approximately \$121,500,000.
- Lake County Communications Department manages Lake County TV (LCTV) and

films, records and live streams all Lake County Board Meetings. LCTV has also been filming and streaming all standing committee meetings during the coronavirus (COVID-19) pandemic, in accordance with the State of Illinois Open Meetings Act (OMA).

- In order to provide a socially distanced space for board members, staff, and the public, additional wireless microphones must be purchased, installed, and integrated into the County Board Room's current sound system.
- Lake County has worked with IVCi LLC previously, as they installed the current sound system and are aware of all engineering and technical needs.
- IVCi LLC will complete all engineering and installation needs, ensuring that the new equipment is seamlessly integrated with the existing sound system.
- The total cost for the equipment and installation is \$39,131.
- Pursuant to the Lake County Purchasing Ordinance Article 6, Section 103, emergency procurements are made when there exists a threat to public health, welfare, or safety, or to prevent or minimize serious disruption of governmental services.

Attachments: [MEMORANDUM.pdf](#)

[Fully executed agreement.pdf](#)

[Executed Vendor Disclosure Form.pdf](#)

7.18 **20-0994**

Resolution authorizing an agreement with JPMorgan Chase Bank, Columbus, Ohio, for procurement card services for Lake County, Illinois, for a two-year period, with renewal options.

- Lake County's existing procurement card services contract expires on September 30, 2020.
- A multi-departmental team was established to identify, develop, solicit, and evaluate a procurement card contract.
- The Lake County Purchasing Division received and evaluated Request for Proposals from five firms and interviews were held with the top three ranked firms.
- Following a comprehensive review of the submitted proposals and the interview presentations, JPMorgan Chase Bank was identified as the most qualified and most favorable for Lake County.

Attachments: [Award information](#)

[Vendor Disclosure Form](#)

[Scoring Matrix for Board Approval](#)

[RFP 20062 Final Doc](#)

[Lake County Draft Agreement 20062.pdf](#)

7.19 [20-0985](#)

Resolution authorizing an updated investment policy.

- Lake County investments are governed by the Illinois Public Funds Investment Act. The current Lake County Investment Policy is based on a previous version of the Act, which has since been amended.
- The General Assembly has passed the Illinois Sustainable Investment Act which requires public funds to be invested with due consideration for social policy, governance, and environmental policy.
- The updated Lake County Investment Policy incorporates legislative changes to include:
 - Removal of the list of specific types of investments the Treasurer can invest in, instead referring to the instruments allowed under the Illinois Public Funds Investment Act.
 - Under the policy, the County can consider the social, environmental, and governance actions of an entity before investing in that entity.
- The changes in this policy do not affect the minimum credit ratings that the County must follow before investing.

Attachments: [2020-07-17 Investment Policy.pdf](#)

7.20 [20-1012](#)

Treasurer's Office Update by Lake County Treasurer, Holly Kim.

7.21 [20-1026](#)

Chief County Assessor's Office Update by Robert Glueckert.

Attachments: [CCAO FA Presentation July 2020.pdf](#)

7.22 [20-1025](#)

Information Technology Department Update by Chris Blanding.

Attachments: [IT Presentation 7.30.20.pdf](#)

8. Executive Session

9. Department Head Reports

9.1 [20-1010](#)

Department head reports.

- Facilities and Construction Services.
- Finance and Administrative Service.
- Human Resources.
- Information Technology.

- 10. Public Comment**
- 11. County Administrator's Report**
- 12. Members Remarks**
- 13. Adjournment**

Next Meeting: August 6, 2020