

Lake County Illinois

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



Agenda Report - Final

Wednesday, January 11, 2012

1:00 PM

Conference Room C

Financial and Administrative Committee

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - 3.1 [12-0013](#)
Minutes from December 7, 2011.

Attachments: [F&A 12.7.11 no attachments](#)
 - 3.2 [12-0004](#)
Joint PB&Z and F&A budget minutes from October 18, 2011.

Attachments: [PBZ FA 10 18 11.pdf](#)
[FA PBZ Budget Meeting Minutes 10.18.11.pdf](#)
 - 3.3 [11-1381](#)
Joint L&J and F&A budget minutes from October 18, 2011.

Attachments: [L&J & F&A 10.18.11](#)
 - 3.4 [11-1380](#)
Joint HCS and F&A budget minutes from October 18, 2011.

Attachments: [HCS & F&A 10.18.11](#)
 - 3.5 [12-0010](#)
Joint RRL and F&A budget minutes for October 19, 2011.

Attachments: [RRL & F&A 10.19.11.pdf](#)
 - 3.6 [12-0012](#)
Joint PWT and F&A budget minutes from October 19, 2011.

Attachments: [PWT & F&A 10.19.11.pdf](#)
 - 3.7 [12-0016](#)
F&A Budget minutes from October 19, 2011.

Attachments: [F&A Budget Mtg 10.19.11.](#)
4. Added to Agenda
5. Public Comment
6. Old Business

7. **New Business**

Law & Judicial

7.1 **11-1325**

Joint resolution authorizing the continuation of the State's Attorneys Appellate Prosecutor Program for Fiscal year 2012 which includes the \$35,000 fee.

- This is a renewal for the continued operation of the State's Attorneys Appellate Prosecutor Program.
- Through this program the State's Attorneys Appellate Prosecutor handles Lake County criminal appeals, provides investigative and prosecutorial support in criminal cases, provides comprehensive training programs for prosecutors, and provides monthly case law newsletters, legislative updates, and Uniform Complaint Book supplements.
- The Board of Governors of the State's Attorneys Appellate Prosecutor has voted not to increase the Lake County State's Attorney's Office contribution for FY2012. The contribution for FY2012 participation is the same as FY2011, which is \$35,000.
- The State's Attorney's approved FY2012 budget includes the \$35,000 fee.

Health & Community Services

7.2 **11-1329**

Joint resolution accepting a grant from the Healthcare Foundation of Northern Lake County to provide dental service assistance to veterans of Lake County and authorizing an emergency appropriation in the amount of \$50,000.

- The Healthcare Foundation of Northern Lake County awarded a grant of \$50,000 to provide dental services to veterans of Lake County.
- Dental assistance is already provided by the Veterans Assistance Commission; however, the additional grant revenue will allow more veterans to benefit from this service.
- The grant will expire November 20, 2012.

7.3 **11-1346**

Joint resolution ratifying an emergency procurement with Leaderstat to provide a temporary Director of Nursing (DON) in the amount of \$85,497.

- In mid-November of 2011 the interim DON provided by another vendor was replaced by a DON provided by Leaderstat.
- The position of DON is a requirement for a nursing home.
- In accordance with Article 6-103 of the Lake County Purchasing Ordinance, the Winchester House Administrator certified an emergency condition.
- The Purchasing Agent executed an interim staffing agreement.
- This is to ratify an emergency procurement authorized by the Winchester House Administrator with Leaderstat in the amount of \$85,497 (\$13,497 for FY2011 through March 31, 2012 and an estimated FY 2012 expense of \$72,000).

7.4 **11-1340**

Joint resolution ratifying an emergency procurement with Pathway Health Services Inc. for interim staffing services at Winchester House in the amount of \$312,484.

- In August 2011, the County Board authorized an emergency procurement with Pathway Health Services, Inc. for key positions at Winchester House, including MDS

Coordinator, Director of Nursing and Clinical Coordinator.

- Since that time, Health Dimensions Group has begun managing the operations and began recruiting for these positions, but there is still a need for temporary staffing for these positions.
- In accordance with Article 6-103 of the Lake County Purchasing Ordinance, the Winchester House Administrator certified an emergency condition and the Purchasing Agent executed an interim staffing agreement.
- Positions are paid only for hours worked.
- Ratification of the emergency purchase is required for interim staffing from October 1, 2011 (FY2011 total expense of 127,484) through March 31, 2012 (estimated FY2012 expense of \$185,000).

7.5 [11-1333](#)

Joint resolution authorizing acceptance of the 2011 Department of Housing and Urban Development's (HUD) Continuum of Care Homeless Assistance grant awards.

- On October 11, 2011, the County Board authorized application for HUD's Continuum of Care Homeless Assistance competitive grant program.
- Lake County received notice that it has been awarded \$1,912,968 from this grant program.
- Community Development will administer \$803,190 of the award (9 projects), the Health Department will administer \$365,736 (2 projects), and the remaining amount of \$744,042 (7 projects) will be administered directly by authorized agencies (see provided attachment).
- This resolution authorizes: 1) acceptance of the homeless assistance grant award; and 2) execution of the necessary subrecipient agreements.

Attachments: [2011 CoC Projects](#)

7.6 [11-1334](#)

Joint resolution authorizing an emergency appropriation in the amount of \$1,617,856.63 in the Community Development Neighborhood Stabilization Program budget as a result of unanticipated revenue from the sale of homes purchased under the program.

- The Neighborhood Stabilization Program (NSP) has been operating successfully and has resulted in the sale of previously foreclosed homes to income qualified persons.
- These homes were originally purchased and rehabilitated using NSP funds.
- Proceeds from the sale of these homes will be used to purchase and rehabilitate more homes pursuant to the program design and requirements.
- An emergency appropriation is necessary to budget the amount received from the sale of homes.

7.7 [11-1373](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Workforce Investment Act reallocation grant and authorizing an emergency appropriation of \$367,676.

- DCEO has provided reallocated funds under the Workforce Investment Act to the Lake County Workforce Development Department in the amount of \$367,676.
- The grant is for the term of July 1, 2011 to June 30, 2013, and is to be used for training adults and dislocated workers.

- An emergency appropriation of \$367,676 for County fiscal year 2012 is requested to allocate these funds into the Workforce Department's budget and authorize acceptance of this grant.

Attachments: [Spreadsheet PY11 reallocation 2.xlsx](#)

7.8 [11-1374](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Trade Globalization Adjustment and Assistance Act grant modification and authorizing an emergency appropriation in the amount of \$12,972.

- DCEO has provided a modification to the Trade Globalization Adjustment and Assistance Act grant to the Lake County Workforce Development Department in the amount of \$12,972.
- The grant is for the term of October 1, 2011 to September 30, 2012, which includes funding for individuals certified as eligible under the Act.
- This funding is expected to cover training services for workers affected by fifteen plant closings or lay-offs.
- An emergency appropriation of \$12,972 is requested to be approved to allocate these funds into the Workforce Department's county fiscal year 2012 budget and authorize acceptance of this modification.

Attachments: [TGAAA 11 mod Spreadsheet.xlsx](#)

7.9 [11-1375](#)

Joint resolution accepting a new Illinois Department of Commerce and Economic Opportunity (DCEO) 1E Case Management grant ("CM grant"), a modification to the existing CM grant and authorizing an emergency appropriation in the amount of \$96,098.

- DCEO has provided a new grant and a modification to the existing CM grant to the Lake County Workforce Development Department in the amount of \$96,098.
- The modification to the existing grant in the amount of \$53,672 is for the fiscal year October 1, 2011 to September 30, 2012.
- The new grant in the amount of \$42,426 is for the fiscal year November 1, 2011 to September 30, 2013.
- This funding is expected to cover case management services for workers certified as eligible under the Act and affected by fifteen plant closings or lay-offs.
- An emergency appropriation of \$96,098 is requested to be approved to allocate these funds into the Workforce Department's county fiscal year 2012 budget and authorize acceptance of this modification.

Attachments: [IE Case Mgt modification resoution spreadsheet.xlsx](#)

Public Works & Transportation

7.10 [11-1364](#)

Joint resolution authorizing Treasurer Robert Skidmore to withdraw monies from the Bond Series A of 2010 Construction Account to pay construction cost Items.

- The County issued bonds in October 2010 in the amount of \$20,000,000 to construct various water and sewer system improvements.

- Pursuant to the County Bond Ordinance, the County Board must approve disbursements of bond proceeds within the construction account.
- This withdrawal represents Payout No. 14 and pays several invoices related to various projects in the total amount of \$500,008.41.

Attachments: [11-1364 Series A 2010 Construction Payout #14.pdf](#)

7.11 [11-1376](#)

Joint resolution authorizing the execution of a professional services agreement with Crowe Horwath LLP in the amount of \$82,500 for auditing services.

- The County provides sanitary sewer service to multiple municipalities through contractual agreements.
- The municipalities pay connection and user fees to the County and must provide a complete statement of accounts and billing records.
- The accounts and billing records must be audited to assure the municipalities are paying the County accurately and are following required internal control practices.
- The proposed work consists of audit planning and fieldwork at six municipalities.
- In accordance with the quality based selection process it has been determined that Crowe Horwath LLP is the most qualified firm to provide the professional services for this project.
- This resolution authorizes the Purchasing Agent to execute the agreement with Crowe Horwath LLP in the amount of \$82,500 for related services.

7.12 [11-1347](#)

Joint resolution authorizing a contract for the reconstruction and widening of Delany Road, from York House Road to Wadsworth Road, to Curran Contracting Company, Crystal Lake, Illinois, in the amount of \$7,762,411.72 and designated as Section 00-00093-18-WR.

- Delany Road, from York House Road to Wadsworth Road; Reconstruction and Widening: Contract Award.
- This reconstruction and widening improvement is included in the 2012 program.
- A total of five bids were received and the lowest responsible bidder is Curran Contracting Company, Crystal Lake, Illinois, with a contract amount of \$7,762,411.72.

Attachments: [11-1347 Delany Road from Yorkhouse Rd to Wadsworth Rd Contract A](#)

7.13 [11-1342](#)

Joint resolution providing a supplemental appropriation of \$725,000 of Motor Fuel Tax funds for the acquisition of necessary right-of-way and other right-of-way costs associated with the reconstruction and realignment of Petite Lake Road, from Fairfield Road to Illinois Route 83, and designated as Section 00-00181-03-RS.

- Petite Lake Road, Fairfield Road to Illinois Route 83; Reconstruction and Realignment; Right-of-Way Acquisition: Supplemental Appropriation.
- Petite Lake Road is to be reconstructed and placed on a new alignment between Fairfield Road and Illinois Route 83.
- Right-of-way acquisition is in progress and prior resolutions appropriated \$2,500,000.
- A supplemental appropriation for \$725,000 of Motor Fuel Tax funds is needed.

7.14 [11-1343](#)

Joint resolution authorizing the appropriation of \$365,800 of County Bridge Tax funds, \$3,801,700 of Motor Fuel Tax funds, \$2,636,500 of ¼% Sales Tax for Transportation and Public Safety funds for the reconstruction and realignment of Petite Lake Road, from Fairfield Road to Illinois Route 83, and designated as Section 00-00181-03-RS.

- Petite Lake Road, Fairfield Road to Illinois Route 83; Reconstruction and Realignment: Construction Appropriation.
- Petite Lake Road is to be reconstructed and placed on a new alignment between Fairfield Road and Illinois Route 83.
- Before a construction letting can be held an appropriation of \$365,800 of County Bridge Tax funds, \$3,801,700 of Motor Fuel Tax funds, \$2,636,500 of ¼% Sales Tax for Transportation and Public Safety funds are required.

7.15 [11-1344](#)

Joint resolution authorizing the execution of an agreement between the Illinois Department of Transportation (IDOT) and Lake County for Phase II design engineering services for the proposed roundabout at the intersection of River Road, at Roberts Road, and designated as Section 07-00086-08-CH.

- River Road at Roberts Road, Intersection Roundabout Improvement; Phase II: IDOT Agreement.
- The County has been allocated federal CMAQ funds to improve this intersection and IDOT administers all federal highway funds.
- Phase I engineering has been completed.
- Phase II design engineering is required on all federally funded improvements, and this agreement allows for the County to receive 80% reimbursement for the cost of Phase II.

Attachments: [11-1344 River Rd at Roberts Rd IDOT Agreement Attachment.pdf](#)

7.16 [11-1345](#)

Joint resolution authorizing the execution of an agreement between Lake County and Bollinger, Lach & Associates, Inc., Itasca, Illinois for Phase II design engineering services for the proposed roundabout at the intersection of River Road, at Roberts Road, at a maximum cost of services described as \$589,325.87 and appropriating \$210,000 of County Bridge Tax funds and \$500,000 of Matching Tax funds for these services designated as Section 07-00086-08-CH.

- River Road at Roberts Road, Intersection Roundabout Improvements; Phase II: Consultant Agreement and Appropriation.
- A consultant will be utilized to undertake Phase II design engineering services and Illinois Department of Transportation approval is required.
- The selected and recommended firm is Bollinger, Lach & Associates, Inc., Itasca, Illinois.
- This resolution appropriates \$210,000 of County Bridge Tax funds and \$500,000 of Matching Tax funds.

Attachments: [11-1345 River Rd at Roberts Rd Consultant Agreement Attachment.pdf](#)

7.17 [11-1355](#)

Joint resolution authorizing an agreement between Lake County and the SOO Line

Railroad Company (d/b/a Canadian Pacific Railway) for the widening, reconstruction and maintenance of the roadway crossing for the Wadsworth Road improvement, from the Des Plaines River to 800 feet west of Northwoods Road, and appropriating \$420,000 of Matching Tax funds and designated as Section 01-00033-10-ES.

- Wadsworth Road in Downtown Wadsworth; Widening and Reconstruction: Canadian Pacific Railway Agreement and Appropriation.
- Wadsworth Road will be widened from the Des Plaines River eastward to east of the entrance of St. Patrick's Church.
- SOO Line Railroad is the owner of the Canadian Pacific Railway that crosses Wadsworth Road in downtown Wadsworth.
- In order to accommodate the reconstruction and maintenance of the roadway crossing at Wadsworth Road, an agreement is needed.
- This resolution authorizes the execution of an agreement with Canadian Pacific Railway and appropriates \$420,000 of Matching Tax funds for this improvement.

Attachments: [11-1355 Wadsworth Rd at Downtown Wadsworth Railroad Agreement A](#)

7.18 [11-1348](#)

Joint resolution appropriating a supplemental amount of \$75,000 of Matching Tax funds for the design engineering of the Wadsworth Road reconstruction in downtown Wadsworth and designated as Section 01-00033-10-ES.

- Wadsworth Road at Downtown Wadsworth, Design Engineering Services; Change Order No. 2: Supplemental Appropriation.
- Additional design engineering services are required to produce the final plans specifications and estimate for this proposed improvement as refined.
- The original appropriation of \$270,000 of Matching Tax funds needs to be supplemented by \$75,000 to cover Change Order No. 2.

Attachments: [11-1348 Wadsworth Road at Downtown Wadsworth Design Change Or](#)

7.19 [11-1354](#)

Joint resolution authorizing the appropriation of \$2,225,500 of Matching Tax funds and \$1,159,500 of Motor Fuel Tax funds for the Wadsworth Road improvement, from the Des Plaines River to 800' west of Northwoods Road, and designated as Section 01-00033-10-ES.

- Wadsworth Road in Downtown Wadsworth Widening and Resurfacing: Construction Appropriation.
- Wadsworth Road will be widened from the Des Plaines River eastward to east of the entrance of St. Patrick's Church.
- Before a construction letting can be held an appropriation of \$2,225,500 of Matching Tax funds and \$1,159,500 of Motor Fuel Tax Funds is required.

7.20 [11-1359](#)

Joint resolution appropriating a supplemental amount of \$15,000 of Matching Tax funds for the design engineering of Quentin Road resurfacing, from Illinois Route 22 to Old McHenry Road, and designated as Section 10-00090-14-RS.

- Quentin Road Resurfacing, Design Engineering Services; Change Order No. 1: Supplemental Appropriation.

- Additional design engineering services are required to design a steel retaining wall and resurface an additional 1000 feet.
- The original appropriation of \$130,000 of Matching Tax funds needs to be supplemented by \$15,000 to cover Change Order No. 1.

Attachments: [11-1359 Quentin Road Resurfacing IL 22 to Old McHenry Rd Change O](#)

7.21 [11-1351](#)

Joint resolution appropriating \$20,000 of Motor Fuel Tax funds for the 2012 repair and replacement of various guardrail installations and designated as Section 12-00000-04-GM.

- Guardrail Maintenance 2012: Appropriation.
- The County owns miles of guardrail along the its highway system and annual repairs must be made to various installations.
- Before a materials purchase or contract letting can be held, an appropriation of funds is required for \$20,000 of Motor Fuel Tax funds.

7.22 [11-1352](#)

Joint resolution appropriating a supplemental amount of \$100,000 of Motor Fuel Tax funds for FY2012 contract maintenance services needed to maintain the traffic control signal installations with interconnect, and to install other field equipment and designated as Section 12-00000-01-GM.

- 2012 Patrol I; Traffic Signal Maintenance: Supplemental Appropriation.
- The PASSAGE wireless network in 2012 is scheduled to be expanded on several municipal water towers.
- This work is best done by the skilled trades used in the traffic signal maintenance contract.
- A supplemental appropriation is required to fund this work.
- The supplemental appropriation is \$100,000 from Motor Fuel Tax funds.

7.23 [11-1357](#)

Joint resolution appropriating \$80,000 of Matching Tax funds for JULIE ticket screening and locating of Lake County Division of Transportation (LCDOT) storm sewers for excavator dig requests for various County highways and designated as Section 12-00000-06-GM.

- FY2012 JULIE Locates Storm Sewer Services: Appropriation.
- Pursuant to Illinois law, the Joint Utility Locating Information for Excavators, Inc. (JULIE) serves as a message handling notification service for underground facility owners about planned excavations.
- Storm sewers have only recently become covered by the law and the LCDOT must mark the location of storm sewers at excavation sites.
- In 2011, the LCDOT processed over 5,000 storm sewer locate requests and over 10,000 ticket screening requests from JULIE, which is burdensome on available staff time.
- The work will be switched from LCDOT staff to a contractor, similar to what has been done for locating and marking underground traffic signal facilities.
- This resolution appropriates \$80,000 of Matching Tax funds to provide for JULIE ticket screening and locating of LCDOT storm sewers in FY2012.

7.24 [11-1341](#)

Joint resolution authorizing the execution of an agreement between Lake County and ECS Midwest, LLC, Buffalo Grove, Illinois for material inspections for the FY2012 Lake County Division of Transportation (LCDOT) highway construction program appropriating \$85,000 of Matching Tax funds and designated as Section 12-00000-05-EG.

- [FY2012 Materials Inspections: Consultant Agreement and Appropriation.](#)
- The LCDOT must provide quality assurance testing for contractor supplied construction and maintenance contract projects during the FY2012 construction season.
- The selected and recommended consultant is ECS Midwest, LLC, Buffalo Grove, Illinois, at a maximum cost for services of \$70,925.
- This resolution authorizes the execution of a professional services agreement with ECS Midwest, LLC, Buffalo Grove, Illinois, and appropriates \$85,000 of Matching Tax funds for these services.

Attachments: [11-1341 FY2012 Materials Inspections Consultant Agreement Attachme](#)

Financial & Administrative

7.25 [11-1379](#)

Committee action to modify Contract #90027 for Architectural and Engineering Services relating to the renovation and energy retrofit for four floors of the County Courthouse Administrative Tower.

- In July, 2009, the Lake County Board authorized a contract with HDR Architectural, Inc. of Chicago, Illinois for architectural and engineering design services for energy retrofits and comprehensive renovation of the fourth and fifth floor of the administrative tower in the amount of \$279,000.
- The contract anticipated the energy retrofits and renovations of the Administrative Tower to be done in phases and contains a provision for amendment to extend the contract to include additional floors and continue the renovation project.
- Contract Modification No. 1 was approved in January of 2010 for architectural and engineering design services for energy retrofits and renovations of the second and third floors; it also funded the energy related components of all four remodeled floors through the Lake County EECBG program in the amount of \$201,000.
- Contract Modification #2 was approved in May of 2010 to perform a structural analysis for the consolidation of record storage on floors two through four in the amount of \$29,900.
- There is a need to issue Contract Modification #3 for architectural and engineering design services for energy retrofits and renovations of floors six through nine to position the County to take advantage of energy savings through the complete retrofit and renovation of the administrative tower.
- This change is germane to the original contract as signed, and is in the best interests of the County and authorized by law.
- In accordance with Article 8, Section 101 (1) of the Lake County Purchasing Ordinance, it is hereby requested that the Purchasing Agent be authorized to enter into Contract Modification #3.

Attachments: [2012 01 03 PROP_LCAadm_Floors6-9_FINAL \(2\).pdf](#)

7.26 [12-0017](#)

Committee action to ratify the implementation of the short term court facility initiative appropriated in the FY 2012 operating budget.

- In the 2012 operating budget, the Lake County Board appropriated funding for capital improvements relating to short term court facility initiative for the Waukegan Campus.
- Implementation of one of those short term initiatives is needed including one new family courtroom, relocation of Kids Korner and capital improvements to temporarily house Court Administration who will be displaced by the courtroom and Kids Korner improvements.
- Funding requirements will include \$800,000 for the build-out of one new family court and Kids Korner along with \$525,000 for improvements related to the relocation of Court Administration.
- The capital costs for relocation of Court Administration will be offset by the lease and operational cost savings no longer required under this plan.

7.27 [11-1259](#)

Resolution authorizing line-item transfers between various funds for the purpose of transferring previously approved funds.

- Line item transfers in various funds between line items in the FY2011 budget are needed to align expenses with correct accounts.
- The County Board must approve line item transfers under certain conditions.
- A listing of the various transfers is attached to the resolution.

Attachments: [Line Item Transfers Jan 17 for FY 2011.pdf](#)

7.28 [11-1321](#)

Resolution authorizing a contract with Staples Contract & Commercial, Inc. for the purchase of office supplies for various Lake County departments in the estimated annual amount of \$350,000.

- Lake County desires to enter into a contract for the purchase of office supplies for Lake County.
- Lake County extended requests to 14 vendors and six bids were received.
- Bids were evaluated on an overall percent discount for either name brand and/or equivalent private label catalog and the net cost of 50 to 100 items.
- Vendors were provided a list of 317 items to price, based on an analysis of office supply purchases for the County. Fifteen percent of the items selected were universal (i.e. generic) brands.
- Staples was the lowest most responsive and responsible bidder with 100 percent match of items evaluated and a 65 percent discount on name brand catalog and 76 percent discount for universal brand and/or equivalent.
- The contract authorizes a two year agreement with three additional one year renewal options and will cost Lake County an estimated annual spend amount of \$350,000.

7.29 [11-1362](#)

Resolution authorizing emergency appropriations for FY 2012 in various funds for certain projects, items and activities, which were budgeted in the prior year and not completed.

- This resolution authorizes the carry-over, or re-authorization, of certain FY 2011

- activities.
- These activities were not included in the FY 2012 budget while the carry-over list and associated budget amounts were determined; to include them would have hindered the proper scrutiny of the new FY 2012 budget.
 - Without this action, these projects and/or items will not have the budget authority required.

Attachments: [ADI Spreadsheet Jan-12.pdf](#)

8. Executive Session

9. County Administrator's Report

Pre-Audit Communication

10. Adjournment