

Lake County Illinois

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



Agenda Report - Final

Wednesday, November 4, 2015

1:00 PM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. Call to Order

2. Pledge of Allegiance

3. Approval of Minutes

3.1 [15-1168](#)

Minutes from September 2, 2015.

Attachments: [F&A 9.2.15 Final.pdf](#)

3.2 [15-1169](#)

Minutes from September 30, 2015.

Attachments: [F&A 9.30.15 Final.pdf](#)

3.3 [15-1172](#)

Executive Session minutes from September 30, 2015.

4. Added to Agenda

5. Public Comment

6. Old Business

7. New Business

PLANNING, BUILDING & ZONING

7.1 [15-1157](#)

Joint resolution approving an Intergovernmental Agreement with the Village of Lake Zurich for the Lake County Department of Planning, Building and Development to provide plan review and inspection services for the Village.

- The Village of Lake Zurich approached the Lake County Planning, Building and Development Department with a request for the County to provide plan reviews and inspection services in building, and safety codes for the Village.
- Due to increased efficiencies in the Department's field operations and the Village's convenient geographical location, the Department currently has the capacity to utilize existing staff to assist the Village while maintaining the current level of service with the Department's other clients.
- A draft agreement was prepared, which covers all departmental costs associated with such services to the Village and is for a period of two years.

Attachments: [LC and LZ IGA -FINAL 102715.pdf](#)

LAW & JUDICIAL

7.2 [15-1150](#)

Joint resolution increasing the Law Library fee from \$13 to \$20, to be collected by the Clerk of the Circuit Court from litigants in civil cases, effective January 1, 2016.

- Lake County currently assesses a Law Library fee of \$13 to litigants in all civil cases, and the maximum fee allowed by Public Act 96-0227 is \$21.
- The Law Library's Self Representation Center facilitates access to justice and effective court operations by providing services and resources for those who represent themselves in court.
- Center staff is often expert in finding the law, accustomed to making community service referrals, assist litigants in using tools and understanding the law.
- The Circuit Judges desire to expand services and resources available in the Center and to initiate programs that are responsive to the needs of self-represented litigants.
- The fee increase will generate approximately \$165,000 per year in new revenue, and would help support additional services and resources.

7.3 [15-1152](#)

Joint resolution increasing the Children's Waiting Room Fee from \$7 to \$9, to be collected by the Clerk of the Circuit Court from litigants in civil cases effective, January 1, 2016.

- Lake County operates a children's waiting room at the Waukegan Courthouse, known as Kids' Korner, which is funded by a Children's Waiting Room Fee collected from litigants in civil cases.
- Public Act 95-0980 set the upper limit of the Children's Waiting Room Fee at \$10.
- The Lake County Board, along with the justice partners, are currently planning a new juvenile courthouse; plans identify program space for a fully functional annex to the current Kids Korner location in Waukegan.
- This will provide a safe and fun waiting area for children who are in the juvenile courthouse to testify in court or whose parents or guardians are conducting court business and reduce disruption to the judicial system.
- The fee has been at its current level of \$7 since December 1, 2008.
- An increase of \$2 will help offset the cost of Kids' Korner sites at the current location and the future Juvenile facility.

7.4 [15-1188](#)

Joint resolution authorizing a contract with DLR Group of Chicago, Illinois, for architectural, engineering and consulting services for the Phase II Renovation of the Robert W. Depke Juvenile Justice Center in the amount of \$309,092.

- In 2002 the Lake County Juvenile Justice Center Master Plan was completed and revalidated in 2012 with the Justice Partners, including a review by the Judicial Facilities Review Committee.
- The Master Plan outlined a sequenced plan for phased implementation of all the recommended improvements to the Robert W. Depke Juvenile Justice Center.
- The County Board approved the award of Phase I design services to DLR Group of Chicago, Illinois, at their meeting on January 14, 2014.
- DLR Group of Chicago, Illinois, has completed Phase I design services in addition to preliminary programming and schematic design studies for Phase II of the renovation plan.
- Phase II will comprehensively remodel the existing courtrooms and office areas to accommodate adapted office space for the various justice agencies including Probation, Juvenile Administration, Detention and Facility Operations.
- There is a need to complete design services for Phase II including design development and cost estimating services necessary to develop a realistic project budget to be applied towards a future capital funding request.

- More comprehensive design services including: construction documentation, bid and permitting, and construction administration services have been pre-negotiated and included within DLR Group's proposal should this future request be approved by the Lake County Board.
- In accordance with the Local Government Professional Services Selection Act, the selected and recommended firm is DLR Group of Chicago, Illinois.
- This resolution authorizes the execution of the agreement with DLR Group of Chicago, Illinois, in the amount of \$309,092.

PUBLIC WORKS & TRANSPORTATION

7.5 [15-1193](#)

Joint committee action authorizing deletion of uncollectable accounts receivable from Public Works accounting records.

- Deletion of uncollectable accounts must be reviewed and approved by the Public Works and Transportation and the Financial and Administrative Committees.
- There are 44 accounts, totaling \$31,204.66, which are deemed uncollectable: 14 accounts, totaling \$9,357.33, were unsuccessfully collected by the State's Attorney's Office during bankruptcy proceedings; the properties of 28 accounts, totaling \$20,852.55, were sold by the Sheriff's Office through a tax sale due to foreclosure; and two accounts, totaling \$994.78, have been unsuccessfully processed through a collection agency.
- Joint committee authorization is needed to delete these accounts from the accounts receivable records.

Attachments: [15-1193 PW FY15 Uncollected Accounts](#)

7.6 [15-1177](#)

Joint resolution appropriating \$30,000 of County Bridge Tax funds and \$65,000 of Matching Tax funds to provide for fiscal year (FY) 2016 acquisition of materials and services needed to maintain drainage and bridge facilities, pavements, shoulders, guardrails, fencing, and right of way, and designated as Section 16-00000-03-GM.

- [FY 2016 Miscellaneous Maintenance Materials and Services, County Bridge Tax and Matching Tax: Appropriation.](#)
- Before materials can be ordered, or work can be done using the County Bridge Tax fund or the Matching Tax fund, a project appropriation is needed.
- This resolution appropriates \$30,000 of County Bridge Tax funds and \$65,000 of Matching Tax funds for miscellaneous maintenance work in FY 2016.

7.7 [15-1175](#)

Joint resolution appropriating \$185,000 of Matching Tax funds for the Joint Utility Locating Information for Excavators, Inc. (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 16-00000-09-GM.

- [FY2016 Storm Sewer Locating Services: Appropriation.](#)
- Pursuant to Illinois law, JULIE serves as a message handling notification service for underground facility owners regarding planned excavations.
- Storm sewers are included in the law and the LCDOT must mark the location of storm sewers at excavation sites.

- Before a project letting can be held, an appropriation of \$185,000 of Matching Tax funds is necessary to provide for JULIE ticket screening and locating of LCDOT storm sewers in FY2016.

7.8 [15-1176](#)

Joint resolution appropriating \$65,000 of County Bridge Tax funds for televising, inspecting and cleaning storm sewers along various County highways, and designated as Section 16-00000-05-GM.

- [2016 Televising and Clean Storm Sewers: Appropriation.](#)
- The County maintains over 213 miles of storm sewers along the County highway system.
- Maintenance of these storm sewers require televising and inspecting to make necessary repairs or replacements.
- Before a project letting can be held, an appropriation \$65,000 of County Bridge Tax funds for televising, inspecting and cleaning storm sewers along various County highways is necessary.

7.9 [15-1185](#)

Joint resolution appropriating \$80,900 of County Bridge Tax funds, \$134,400 of Matching Tax funds, and \$117,200 of ¼% Sales Tax for Transportation funds for fiscal year (FY) 2016 miscellaneous services needed to address items such as soil, environmental, drainage, bridge, wetland and right of way purchases, and designated as Section 16-00000-02-EG.

- [FY 2016 Miscellaneous Services: County Bridge Tax, Matching Tax and ¼% Sales Tax for Transportation Funds: Appropriation.](#)
- Before miscellaneous services for construction projects can be done utilizing County Bridge Tax, Matching Tax and ¼% Sales Tax for Transportation funds, an appropriation is needed.
- This resolution appropriates \$80,900 of County Bridge Tax funds, \$134,400 of Matching Tax funds, and \$117,200 of ¼% Sales Tax for Transportation funds to provide for miscellaneous services in FY 2016.

7.10 [15-1178](#)

Joint resolution appropriating \$210,000 of ¼% Sales Tax for Transportation funds and authorizing an agreement with the State of Illinois, by and through the Illinois Department of Transportation (IDOT), for the utilization of \$752,135 in federal highway funds for the modernization and interconnection of the traffic signals along Illinois Route 43, from Northpoint Boulevard to Illinois Route 137, and along Greenleaf Street, from Washington Street to Northpoint Boulevard, Phase III construction engineering services, and designated as Section 12-00999-28-TL and State Job Number C-91-411-15.

- [Illinois Route 43 and Greenleaf Street, Traffic Signal Interconnect: IDOT Agreement and Appropriation.](#)
- The traffic signals along Illinois Route 43, from Northpoint Boulevard to Illinois Route 137, and the traffic signals along Greenleaf Street, from Washington Street to Northpoint Boulevard, will be modernized and connected to Lake County PASSAGE.
- Lake County has received \$752,135 in federal Congestion Mitigation and Air Quality (CMAQ) funding, administered through IDOT, for 80 percent of the cost of this improvement, including construction engineering.

- This resolution authorizes the execution of an agreement with the State of Illinois for the utilization of these federal highway funds.
- This resolution appropriates \$210,000 of ¼% Sales Tax for Transportation funds for the County's share of this project.

Attachments: [15-1178 IL Rte 43 Interconnect IDOT Agreement Draft.pdf](#)

7.11 [15-1198](#)

Joint resolution authorizing an agreement for consulting engineering services between Lake County and Christopher B. Burke Engineering, Ltd., Rosemont, Illinois, for a maximum cost of \$824,761.74 for Phase II design engineering services for the reconstruction and widening of Aptakisic Road, from Illinois Route 83 to Buffalo Grove Road, appropriating \$990,000 of ¼% Sales Tax for Transportation funds, and designated as Section 09-00088-18-WR.

- Aptakisic Road, from Illinois Route 83 to Buffalo Grove Road; Phase II: Consultant Agreement and Appropriation.
- Aptakisic Road, from Illinois Route 83 to Buffalo Grove Road, needs to be reconstructed and widened.
- A consulting engineering firm will be utilized to provide Phase II design engineering services for this improvement.
- In accordance with the Local Government Professional Services Selection Act, the selected and recommended consultant is Christopher B. Burke Engineering, Ltd., Rosemont, Illinois, at a maximum cost of services of \$824,761.74.
- The resolution also appropriates \$990,000 of ¼% Sales Tax for Transportation funds for these engineering services.

Attachments: [15-1198 Aptakisic Road Phase II Consultant Agreement Draft.pdf](#)

7.12 [15-1194](#)

Joint resolution authorizing an agreement for consulting engineering services with Civiltech Engineering, Inc., Itasca, Illinois, for a maximum cost of \$1,399,565 for Phase II design engineering services for the reconstruction and widening of the intersection of Gilmer Road at Midlothian Road, appropriating \$1,680,000 of ¼% Sales Tax for Transportation funds, and designated as Section 10-00079-16-CH.

- Gilmer Road at Midlothian Road; Phase II: Consultant Agreement and Appropriation.
- The intersection of Gilmer Road, at Midlothian, needs to be reconstructed and widened.
- A consulting engineering firm will be utilized to provide Phase II design engineering services for this improvement.
- In accordance with the Local Government Professional Services Selection Act, the selected and recommended consultant is Civiltech Engineering, Inc., Itasca, Illinois, at a maximum cost of services of \$1,399,565.
- The resolution also appropriates \$1,680,000 of ¼% Sales Tax for Transportation funds for these engineering services.

Attachments: [15-1194 Gilmer Road at Midlothian Road Phase II Consultant Agreement](#)

7.13 [15-1195](#)

Joint resolution authorizing an agreement for consulting engineering services with Patrick Engineering, Inc., Lisle, Illinois, for a maximum cost of \$319,389.96 for Phase II design engineering services for the reconstruction and widening of Illinois Route 120, from Knight Avenue to Illinois Route 131, appropriating \$385,000 of ¼% Sales Tax for Transportation funds, and designated as Section 12-00999-31-WR.

- Illinois Route 120, from Knight Avenue to Illinois Route 131; Phase II: Consultant Agreement and Appropriation.
- Illinois Route 120, from Knight Avenue to Illinois Route 131, needs to be reconstructed and widened with a center turn lane and sidewalk.
- A consulting engineering firm will be utilized to provide Phase II design engineering services for this improvement.
- In accordance with the Local Government Professional Services Selection Act, the selected and recommended consultant is Patrick Engineering, Inc., Lisle, Illinois, at a maximum cost of services of \$319,389.96.
- The resolution also appropriates \$385,000 of ¼% Sales Tax for Transportation funds for these engineering services.

Attachments: [15-1195 Illinois Route 120 Consultant Agreement Draft.pdf](#)

7.14 [15-1189](#)

Joint resolution authorizing a contract with Precision Midwest, Warrenville, Illinois, in the amount of \$63,984.50 for the purchase of global positioning system (GPS) receivers with data collector tablets for the Lake County Division of Transportation (LCDOT).

- LCDOT has utilized Trimble products for its survey needs for over 20 years.
- LCDOT has a long standing successful relationship with Precision Midwest, Warrenville, Illinois, as the appointed vendor for sales of Trimble total stations in this area.
- Lake County's Division of Transportation requested the purchase of 2 GPS receivers and data collector tablets.
- Pursuant to Article 6, Section 102 of the Lake County Purchasing Ordinance, the Purchasing Agent consulted with an ad hoc review group that approved a bid exemption on the basis of an existing long standing, successful relationship and appointed vendor for procuring Trimble equipment.
- This project is funded by the IT Innovation Fund.
- This contract authorizes a purchase of 2 GPS Receivers and Data Collector Tablets in the amount of \$63,984.50.

7.15 [15-1199](#)

Joint resolution adopting an amendment to the permit fee schedule associated with the Lake County Code of Ordinances, Title IX, Chapter 91: Highway Temporary Closure; Utility Facility Placement.

- Lake County Highway Temporary Closure and Utility and Facility Placement Permit Fee Schedule: Revisions.
- Permit fees are reviewed on an annual basis; the fees associated with the Highway Temporary Closure and Utility Facility Placement ordinance were last updated in 2011.
- This amendment adjusts the temporary closure/utility/facility fee schedule to eliminate

the pavement open cut charge to municipalities/local agencies performing maintenance work on their facilities and determine a maximum amount for the pavement open cut charge, and it also simplifies the fee structure for utility and facility work within the right-of-way.

- The reference to franchise agreements has been removed and all utility companies will be charged fees in accordance with the fee schedule.
- The amendment also allows the County to collect fees during the application review process, rather than at permit issuance.

Attachments: [15-1199 Utility Facility Fee Schedule Draft.pdf](#)

[15-1199 Utility Facility Fee Schedule Redmark.pdf](#)

7.16 [15-1197](#)

Joint resolution adopting an amendment to the permit fee schedule associated with the Lake County Code of Ordinances, Title IX, Chapter 90: Highway Access Regulation.

- [Lake County Highway Access Regulation Permit Fee Schedule: Revisions.](#)
- The Permit Fees are reviewed on an annual basis; the fees associated with the Highway Access Regulation ordinance were last updated in 2010.
- This amendment allows the County to collect fees during the application review process, rather than at permit issuance and the amount of the fee does not change.

Attachments: [15-1197 Access Fee Schedule Draft.pdf](#)

[15-1197 Access Fee Schedule Redmark.pdf](#)

7.17 [15-1205](#)

Ordinance requesting the conveyance of parcels of land for public road purposes from the Lake County Forest Preserve District (LCFPD) to Lake County, effectuating an agreement relating to the construction of a multiuse trail from I-94 to Van Patten Woods (VPW)/Des Plaines River (DPR) Trail, and designated as Section 15-00078-15-LA.

- [Russell Road Multi-Use Trail: Right-of-Way Acquisition, LCFPD Agreement.](#)
- The Lake County 2040 Non Motorized plan identifies a planned bikeway along Russell Road.
- The LCFPD is desirous of constructing a multiuse trail within the Russell Road right of way connecting to VPW/DPR Trail as a joint project with Lake County.
- This improvement requires the conveyance of a 10 foot strip of land at this time, and the possibility of an additional 10 foot strip in the future, across four parcels, from the LCFPD to Lake County.
- This improvement also requires acquisition, by Lake County, of two additional parcels along Russell Road for road purposes.
- An ordinance is required to authorize conveyance of parcels from the LCFPD to Lake County.
- This ordinance authorizes an agreement with the LCFPD relating to the construction of a multiuse trail within the Russell Road right of way.

Attachments: [15-1205 Russell Road Multi Use Trail LCFPD Agreement Draft.pdf](#)

REVENUE, RECORDS & LEGISLATION

7.18 [15-1191](#)

Joint resolution authorizing a contract in the amount of \$1,450,663.84 with Election Systems & Software, LLC (ES&S) of Omaha, Nebraska, to provide equipment, software and services for the Lake County voting systems and election management system.

- The Lake County Board, at its July 14, 2015 meeting, approved the purchase of election management system hardware and software from ES&S of Omaha, Nebraska, to comply with Public Act 98-1171 mandating that any voter in Lake County be able to vote at any early voting location.
- The Lake County Clerk has been advised that the new ES&S election management system hardware and software are incompatible with the Lake County Clerk's current hardware and software elections infrastructure.
- As discussed with the Revenue, Records and Legislation and Financial and Administrative Committees on October 7, 2015, the Lake County Clerk has been advised that the new ES&S election management system hardware and software are incompatible with the Lake County Clerk's current hardware and software elections infrastructure.
- ES&S has the capacity and inventory to provide updated and compatible hardware and software to replace the Lake County Clerk's outdated infrastructure software and hardware.
- Pursuant to the Counties Code Chapter 55 of the Illinois Compiled Statutes (55ILCS 5/3-2003.2), the County Clerk has the authority to control the internal operations of his or her office; to procure necessary equipment, materials and services to perform the duties of the Office.
- This resolution authorizes the County Clerk to enter into an agreement with ES&S of Omaha, Nebraska, to provide equipment, software and services for the Lake County voting systems and election management system in the amount of \$1,450,663.84, with ongoing maintenance fees for years two through five estimated in the annual amount of \$170,000.

FINANCIAL & ADMINISTRATIVE

7.19 [15-1154](#)

Ordinance recommending the fiscal year (FY) 2016 Annual Budget and Appropriation Ordinance for Lake County, Illinois; said Budget having been made conveniently available for public inspection for at least 15 days by posting in the Office of the County Clerk and on the County website.

- This budget reflects all budget actions as approved by Standing Committees and the Financial and Administrative Committee.

Attachments: [FY2016 Budget as Recommended](#)
[FY16 Budget Amendment](#)

7.20 [15-1161](#)

Ordinance recommending a Real Property Tax Levy, attached hereto and made part of this Ordinance, providing for the apportionment of taxes across the various items of the fiscal year (FY) 2016 Appropriation Ordinance as adopted by the County Board of Lake County, Illinois.

- Once the budget and appropriation ordinance is adopted, the levy ordinance is then adopted for filing with the County Clerk.
- This ordinance separately identifies the determined amount of tax dollars allocated to each of the countywide property tax funds.

7.21 [15-1162](#)

Ordinance providing for the levy of a direct annual tax sufficient to produce \$50,000 for Special Service Area (SSA) Number Eight.

- The levy ordinance for this SSA (Loon Lake) is required to be adopted annually.

7.22 [15-1164](#)

Ordinance providing for the levy of a direct annual tax sufficient to produce \$34,400 for Special Service Area (SSA) Number 12.

- In 2004 the County Board established the Ivanhoe SSA.
- This SSA provides funds to maintain private roads in the Ivanhoe Subdivision.

7.23 [15-1165](#)

Ordinance providing for the levy of a direct annual tax sufficient to produce \$260,000 for Special Service Area (SSA) Number 13.

- The levy ordinance for this SSA (Spencer Highlands) is required to be adopted annually.

7.24 [15-1170](#)

Ordinance providing for the levy of a direct annual tax sufficient to produce \$13,925 for Special Service Area (SSA) Number 14.

- The levy ordinance for this SSA (Oak Pond Lane) is required to be adopted annually.

7.25 [15-1173](#)

Ordinance appropriating funds and providing for the levy of a direct tax sufficient to produce \$164,919.60 for the Northeast Lake Facilities Planning Area Special Service Area (SSA) Number Nine.

- In 1994, the County Board established the Northeast SSA Number Nine.
- This SSA was established to assist in the financing the new Northeast sewer system.
- A special tax roll was created that sets forth the amount to be levied each year against all parcels in the SSA.
- This ordinance lists the amounts to be levied for the tax year 2015 to be collected during calendar 2016.

7.26 [15-1192](#)

Resolution authorizing emergency appropriations from various funds for capital projects in the fiscal year (FY) 2016 Capital Improvement Program.

- The FY 2016 Capital Improvement Program budget will be approved in November 2015 as part of the FY 2016 recommended budget.
- Various emergency appropriations are requested to appropriate the necessary funding

- to each designated capital project.
- The Department of Public Works has planned capital projects as outlined in the 2016 budget; this action appropriates the funds necessary to complete the projects.

Attachments: [FY2016 Capital Appropriation](#)

7.27 **15-1183**

Resolution authorizing an emergency appropriation in the amount of \$2,420,282 in the Series 2015A GO Bond Debt Service Fund along with line item transfers that will accommodate an interfund transfer between the General Fund and the Series 2015A GO Bond Debt Service Fund for the first debt service payment on this bond issuance.

- The Lake County Board approved the issuance of General Obligation Bonds (Sales Tax Alternate Revenue Source) Series 2015A on June 30, 2015, to be used for court facility improvements.
- The necessary debt service was set aside in the General Operating Expense (GOE) budget and must be transferred to and appropriated in the Series 2015A GO Bond Debt Service Fund to accommodate the timely payment of debt service due on November 30, 2015.
- This resolution appropriates \$1,100,000 for payment of principal in the Series 2015A GO Bond Debt Service Fund, line item 307-1103920-90010, and \$1,320,282 for payment of interest, line item 307-1103920-90020; it also appropriates \$2,420,282 in transfers from other funds, 307-1103920-49920, to receive the fund transfer.
- This resolution also allows for the line item transfer of \$2,420,282 from 101-1102050-85055 (General Operating Expense Court Facility Funding) to 101-1102050-79920 (Transfers to Other Funds) to accommodate the transfer of previously budgeted funds.

8. Executive Session

8.1 15-0977

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

9. County Administrator's Report

10. Adjournment