

# **Lake County Illinois**

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



## **Agenda Report - Final**

**Wednesday, February 3, 2016**

**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 [16-0139](#)

Minutes from December 2, 2015.

**Attachments:** [F&A 12.2.15 Minutes Final.pdf](#)

3.2 [16-0141](#)

Minutes from January 6, 2016.

**Attachments:** [F&A 1.6.16 Minutes Final.pdf](#)

3.3 [16-0142](#)

Executive Session minutes from December 2, 2015.

4. Added to Agenda
5. Public Comment
6. Old Business
7. New Business

**PLANNING, BUILDING & ZONING**

7.1 [16-0082](#)

Joint resolution authorizing an emergency appropriation for SMC in the amount of \$395,564 for services performed for ILEPA Grant 3191506.

- SMC has entered into an agreement with Illinois Environmental Protection Agency (IL EPA) for a grant from the USEPA Clean Water Section 319 Nonpoint Source Pollution Reduction Program for watershed planning and water quality project implementation in the upper Des Plaines River Watershed.
- The total project costs are \$1,155,724, which utilizes local match direct payments, and funds not included in the current year budget; except for reimbursement for \$25,641 in revenue for additional interns which has already been added to the 2016 operating budget.
- SMC will provide administration and professional services for: the Watershed-Based plan; the Des Plaines River Watershed Workgroup; small watershed pilot studies; and in the ground projects with the College of Lake County, Lake County Forest Preserve and Mundelein Park District with all the local partners providing cost-share match.

**LAW & JUDICIAL**

7.2 [16-0069](#)

Joint resolution approving the Memorandum of Understanding (MOU) between the Lake County Sheriff's Office and Fox Lake Police; for establishing goals and working

arrangements related to the Lake County Gang Task Force.

- The Sheriff's Office has been working with the Fox Lake Police to establish and implement a gang task force.
- The main objective of the task force is to prevent, and combat criminal gang activity in Lake County.
- This MOU establishes the commitment of all participants to support the goals of the task force and to maintain and sustain managerial, financial and administrative functions related to the operation of the task force.
- Participating in the task force requires a two year commitment which will expire in 2018.
- Participating staff members appointed by outside agencies will be approved by the Lake County Sheriff's Office.

**Attachments:** [MOU Between Lake County Sheriff's Office and Fox Lake Police](#)

**7.3**     **16-0097**

Joint resolution authorizing a continued participation fee of \$42,000 for the State's Attorney's Appellate Prosecutor Program for fiscal year (FY) 2016.

- This is a renewal for the continued operation of the State's Attorney's Appellate Prosecutor Program.
- Through this program the State's Attorney's 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 Attorney's Appellate Prosecutor has voted to keep the Lake County State's Attorney's Office contribution for FY2016 the same as FY2015 or \$42,000.
- The approved State's Attorney's budget for FY2016 includes the \$42,000 fee.

**Attachments:** [FY2016 SAAP Program Letter & Invoice.pdf](#)

**7.4**     **16-0110**

Joint resolution accepting the 2016 National Crime Victims' Rights Week (NCVRW) Community Awareness Project sub-grant and authorizing an emergency appropriation in the amount of \$5,000.

- Since 1981, NCVRW has annually been observed in April and seeks to increase public awareness and knowledge about the wide range of rights and services available to people who have been victimized by crime.
- A \$5,000 sub-grant was awarded to the State's Attorney's Office by the National Association of Victims of Crime Act (VOCA) Assistance Administrators (NAVAA) under a VOCA grant from the Office for Victims of Crime, within the Office of Justice Programs, U.S. Department of Justice.
- The 2016 NCVRW theme is "Serving Victims, Building Trust, Restoring Hope."
- The program funds will be used during the 2016 NCVRW to promote community awareness of crime victims' rights and services and will support the purchase of NCVRW promotional giveaways, event supplies, speaker fee and accommodations, announcements, and recognition awards.
- The source of program funding is 100 percent federal VOCA; no match is required.

**Attachments:** [NCVRW 2016 Award Letter.pdf](#)

7.5 [16-0116](#)

Joint resolution authorizing a case manager position funded by the Behavioral Health Treatment Court Collaborative (BHTCC) grant.

- The Nineteenth Judicial Circuit operates various specialty courts and the BHTCC grant is intended to enhance these courts.
- The Court has determined that hiring a Case Manager to provide assessments to prospective clients in the Lake County Jail and coordinate the various services provided by the grant would be beneficial to the clients served.
- There are sufficient funds in the grant to cover the salary and wages of the position for the remainder of the grant period.
- This action requires an increase of one full-time equivalent in the Circuit Courts 2016 budget and line item transfers totaling \$40,300 to wages and benefits.
- This position will be eliminated upon expiration of the grant.

**Attachments:** [BHTCC Grant LIT](#)

**PUBLIC WORKS & TRANSPORTATION**

7.6 [16-0022](#)

Joint resolution authorizing a technical services agreement with the Regional Transportation Authority (RTA) providing the terms and conditions for the receipt of federal "Section 5310" funds, appropriating \$350,000 of ¼% Sales Tax for Transportation funds, and designated as Section 16-00280-04-ES.

- RTA: "Ride Lake County" Central Lake Partners Coordinated Transportation Service for the Townships of Fremont, Libertyville and Shields, and the Villages of Libertyville and Mundelein.
- The Lake County Board, at its meeting on June 10, 2014, authorized the County to apply for a Section 5310 grant from the Regional Transportation Authority (RTA) on behalf of the Lake County Coordinated Transportation Services Committee (LCCTSC), to provide the "Ride Lake County" Central Lake Partners Coordination Transportation Service paratransit program.
- These funds will be used to expand paratransit service in Lake County to meet the needs of the mobility challenged constituent population in the Townships of Fremont, Libertyville and Shields, and the Villages of Libertyville and Mundelein; this program is to be known as the "Ride Lake County" Central Lake Partners Coordinated Transportation Service.
- The RTA will reimburse the County 50 percent, or \$163,975, of the federal "Section 5310" grant funds and the County will provide the 50 percent local share match.
- Pace will provide the paratransit bus service.
- This resolution authorizes the execution of an agreement for these grant funds and appropriates \$350,000 of the ¼% Sales Tax for Transportation funds for this project.

**Attachments:** [16-0022 Lake County Technical Service Agreement Draft2.pdf](#)

7.7 [16-0023](#)

Joint resolution authorizing two agreements with Pace Suburban Bus Division of the Regional Transportation Authority (RTA) providing terms and conditions for the year of

2016, by which Pace will coordinate operations of, and partially fund, the "Ride Lake County" West Lake Service, and coordinate operations of the "Ride Lake County" Central Lake Partners Coordinated Transportation Service for the expansion of paratransit services to meet the needs of the mobility challenged constituent populations in the Townships of Antioch, Avon, Fremont, Grant, Lake Villa, Libertyville, Shields and Wauconda, also the Villages of Libertyville and Mundelein, and designated as Sections 09-00280-01-ES and 16-00280-04-ES.

- "Ride Lake County" West Lake Service and Central Lake Partners Coordinated Transportation Service in the Townships of Antioch, Avon, Fremont, Grant, Lake Villa, Libertyville, Shields and Wauconda, also the Villages of Libertyville and Mundelein: Pace Suburban Bus Service 2016 Intergovernmental and Subsidy Agreements.
- Beginning in 2009, Lake County has entered into yearly agreements with Pace for paratransit services, in support of the Lake County Coordinated Transportation Services Committee (LCCTSC).
- The County has two agreements with Pace: a subsidy agreement that expired December 31, 2015, and an amended existing intergovernmental agreement that expires on February 29, 2016.
- The two new agreements are for Pace to operate paratransit services for the "Ride Lake County" West Lake Service (previously Lake County Northwest Demonstration Project) and the "Ride Lake County" Central Lake Partners Coordinated Transportation Service and for Pace to reimburse the County a portion of the grant's local match for the "Ride Lake County" West Service in 2016.
- This resolution authorizes the two new agreements and has a termination date of December 31, 2016.

**Attachments:** [16-0023 Lake County 2016 Subsidy Agreement Draft.pdf](#)

[16-0023 Lake County DOT Coordination Projects DRAFT.pdf](#)

## 7.8 **16-0024**

Joint resolution authorizing separate agreements with Antioch, Avon, Fremont, Grant, Lake Villa and Wauconda Townships providing the terms and conditions for the receipt of Township funds for the "Ride Lake County" West Lake Service, and designated as Section 09-00280-01-ES.

- Regional Transportation Authority (RTA): Antioch, Avon, Fremont, Grant, Lake Villa and Wauconda Townships: Paratransit Contribution Agreements.
- The Townships of Antioch, Avon, Fremont, Grant, Lake Villa, and Wauconda desire to provide additional local funding toward the "Ride Lake County" West Lake Service (previously Lake County Northwest Demonstration Project) to extend the use of the project's awarded federal funding from January 1, 2016, to December 31, 2016.
- The Townships of Antioch, Avon, Grant and Lake Villa have agreed to contribute \$8,000 each for the "Ride Lake County" West Lake Service.
- The Townships of Fremont and Wauconda have agreed to contribute \$4,000 each for the "Ride Lake County" West Lake Service.
- Four of the Townships presented the agreements to their boards that were approved in January 2016; the remaining two townships will present the agreements to their boards in February 2016 for approval.
- This resolution authorizes the execution of separate agreements with Antioch, Avon, Fremont, Grant, Lake Villa and Wauconda Townships providing the terms and

conditions for the receipt of township funds for the "Ride Lake County" West Lake Service.

**Attachments:** [16-0024 Antioch Twnshp Agreement2 NW DEMONSTRATION 121415.](#)  
[16-0024 Avon Twnshp Agreement2 NW DEMONSTRATION 121415.pdf](#)  
[16-0024 Fremont Twnshp Agreement2 NW DEMONSTRATION 12716.](#)  
[16-0024 Grant Twnshp Agreement2 NW DEMONSTRATION 12716.pdf](#)  
[16-0024 Lake Villa Twnshp Agreement2 NW DEMONSTRATION 12716](#)  
[16-0024 Wauconda Twnshp Agreement2 NW DEMONSTRATION 1214](#)

**7.9 [16-0126](#)**

Joint resolution appropriating \$840,000 of Matching Tax funds for annual bituminous maintenance of various roads and bike paths on the County highway system, and designated as Section 16-00000-13-GM.

- 2016 Bituminous Maintenance: Appropriation.
- Each year, the County undertakes maintenance of its bituminous highway pavements, shoulders, and bike path pavements to preserve the surface quality.
- Before a project letting can be held, an appropriation of \$840,000 of Matching Tax funds is necessary.

**7.10 [16-0127](#)**

Joint resolution appropriating \$120,000 of Matching Tax funds to provide for crack sealing of bituminous and concrete pavement, where necessary, on various County highways, and designated as Section 16-00000-04-GM.

- 2016 Crack Sealing: Appropriation.
- Each year, crack sealing is done to County highways to prevent the intrusion of water and incompressible material into the cracks and to reinforce the adjacent pavement.
- Before a project letting can be held, an appropriation of \$120,000 of Matching Tax funds is necessary.

**7.11 [16-0128](#)**

Joint resolution authorizing an agreement for professional engineering services with Alfred Benesch & Company, Naperville, Illinois, at a maximum cost of services described as \$277,062, for Phase I preliminary engineering services for the proposed Fairfield Road at Monaville Road intersection improvement, appropriating \$335,000 of ¼% Sales Tax for Transportation funds for these engineering services, and designated as Section 15-00120-06-CH.

- Fairfield Road at Monaville Road Intersection Improvement: Consultant Agreement and Appropriation.
- Consulting engineering services will be utilized for the preliminary engineering services for the Fairfield Road at Monaville Road Intersection Improvement.
- This project will consist of an engineering study to determine the preferred alternative to replace the current four-way stop controlled intersection at Fairfield Road and Monaville Road.
- Using the Local Government Professional Services Selection Act, the selected and recommended consultant is Alfred Benesch & Company, Naperville, Illinois, at a

maximum cost of services of \$277,062.

- This resolution appropriates \$335,000 of ¼% Sales Tax for Transportation funds for these engineering services.

**Attachments:** [16-0128 Fairfield Road at Monaville Road Agreement Draft.pdf](#)

**7.12 [16-0129](#)**

Joint resolution authorizing an agreement for professional engineering services with Stanley Consultants, Chicago, Illinois, at a maximum cost of services described as \$370,173.60, for Phase I preliminary engineering services for the proposed Hunt Club Road at Illinois Route 132 intersection improvement, appropriating \$445,000 of ¼% Sales Tax for Transportation funds for these engineering services, and designated as Section 14-00095-17-CH.

- Hunt Club Road at Illinois Route 132 Intersection Improvement: Consultant Agreement and Appropriation.
- Consulting engineering services will be utilized for the preliminary engineering services for the Hunt Club Road at Illinois Route 132 intersection improvement.
- This project will consist of an engineering study to identify improvements to enhance safety at Hunt Club Road at Illinois Route 132.
- Using the Local Government Professional Services Selection Act, the selected and recommended consultant is Stanley Consultants, Chicago, Illinois, at a maximum cost of services of \$370,173.60.
- This resolution appropriates \$445,000 of ¼% Sales Tax for Transportation funds for these engineering services.

**Attachments:** [16-0129 Hunt Club Road at Illinois Route 132 Agreement Draft.pdf](#)

**7.13 [16-0130](#)**

Joint committee action item approving an application to the Chicago Metropolitan Agency for Planning (CMAP) for a Unified Work Program (UWP) grant for transportation planning for countywide paratransit options related to the Transit component of the Lake County 2040 Transportation Plan, subject to further County Board approval if the County funds are required.

- Countywide Paratransit Planning Project: CMAP UWP Grant Application.
- The fiscal year (FY) 2017 UWP grant cycle is underway for new planning projects.
- Lake County proposes to be the grant applicant and local match supplier for said UWP grant.
- The FY 2017 grant application will request funding to study countywide paratransit options related to the transit component of the Lake County 2040 Transportation Plan.
- The recommended study would perform a market survey to determine the countywide transportation needs for the various mobility-challenged constituencies in Lake County, develop countywide service options, perform cost benefit analyses of the service options, and prepare a final report with recommendations and implementation strategies.
- Before the application can be submitted, approval is required from the standing committees.
- Any grant contract is subject to further board approval regarding allocations of the necessary ¼% Sales Tax for Transportation funds to provide the required local match.



**FINANCIAL & ADMINISTRATIVE**

**7.14 [16-0118](#)**

Discussion of the Statements of Auditing Standards (SAS) No. 114 letter, "The Auditor's Communication with Those Charged with Governance."

**Attachments:** [SAS 114 Planning Letter - Lake County](#)

**7.15 [16-0119](#)**

Tax Abatement Ordinance for the Series 2008A General Obligation Bonds.

- The County issued these bonds as alternative revenue bonds, meaning the taxes are paid from revenue other than property taxes.
- If the County has insufficient alternative revenue, it must pay for the debt service with tax levy funds. For that reason, there is a tax levy in the County Clerk's records for payment of principal and interest on these bonds.
- Each year, the County must determine that it has sufficient funds to pay for the debt service and file an ordinance with the County Clerk for tax abatement stating that there is no need of a tax levy to pay debt service.

**7.16 [16-0120](#)**

Tax Abatement Ordinance for the Series 2010A General Obligation Bonds.

- The County issued these bonds as alternative revenue bonds, meaning the taxes are paid from revenue other than property taxes.
- If the County has insufficient alternative revenue, it must pay for the debt service with tax levy funds. For that reason, there is a tax levy in the County Clerk's records for payment of principal and interest on these bonds.
- Each year, the County must determine that it has sufficient funds to pay for the debt service and file an ordinance with the County Clerk for tax abatement, stating that there is no need for a tax levy to pay debt service.

**7.17 [16-0121](#)**

Tax Abatement Ordinance for the Series 2011A General Obligation Bonds.

- The County issued these bonds as alternative revenue bonds, meaning the taxes are paid from revenue other than property taxes.
- If the County has insufficient alternative revenue, it must pay for the debt service with tax levy funds. For that reason, there is a tax levy in the County Clerk's records for payment of principal and interest on these bonds.
- Each year, the County must determine that it has sufficient funds to pay for the debt service and file an ordinance with the County Clerk for tax abatement, stating that there is no need of a tax levy to pay debt service.

**7.18 [16-0122](#)**

Tax Abatement Ordinance for the Series 2013 General Obligation Road Bonds.

- The County issued these bonds as sales tax alternate source revenue bonds, meaning the taxes are paid from revenue other than property taxes.
- If the County has insufficient alternative revenue, it must pay for the debt service with tax levy funds. For that reason, there is a tax levy in the County Clerk's records for payment of principal and interest on these bonds.



- Each year, the County must determine that it has sufficient funds to pay for the debt service and file an ordinance with the County Clerk for tax abatement stating that there is no need for a tax levy to pay debt service.

**7.19**     [16-0123](#)

Tax Abatement Ordinance for the Series 2015A General Obligation Bonds.

- The County issued these bonds as sales tax alternate source revenue bonds, meaning the taxes are paid from revenue other than property taxes.
- If the County has insufficient alternative revenue, it must pay for the debt service with tax levy funds. For that reason, there is a tax levy in the County Clerk's records for payment of principal and interest on these bonds.
- Each year, the County must determine that it has sufficient funds to pay for the debt service and file an ordinance with the County Clerk for tax abatement stating that there is no need for a tax levy to pay debt service.

**7.20**     [16-0124](#)

Resolution authorizing emergency appropriations for fiscal year (FY) 2016 in various funds for certain projects, items and activities budgeted in the prior year and not completed.

- This resolution authorizes the carryover, or reauthorization, of certain FY 2015 activities.
- These activities were not included in the FY 2016 budget; to include them would have hindered the proper scrutiny of the new FY 2016 budget.
- Without this action, these projects and/or items will not have the budget authority required.

**7.21**     [16-0125](#)

Joint resolution authorizing line-item transfers between various funds for the purpose of transferring previously approved funds in 2016.

- Line item transfers in various funds between line items in the fiscal year (FY) 2016 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.

**Attachments:**   [FY16 LIT 020916](#)

**8.        Executive Session**

**9.        County Administrator's Report**

**10.      Adjournment**