

Lake County Illinois

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



Agenda Report - Final

Wednesday, May 4, 2016

1:00 PM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
4. Added to Agenda
5. Public Comment
6. Old Business
7. New Business

LAW & JUDICIAL

7.1 16-0431

Joint resolution authorizing amendment one to the Intergovernmental Agreement (IGA) 864-13, between the Federal Bureau of Prisons (BOP) and the Lake County Work Release Center.

- In 2013, the Federal BOP and the Lake County Sheriff's Office entered into an Intergovernmental Agreement (IGA) in order to establish responsibilities for providing secure custody, housing and safekeeping of adjudicated Board of Prison inmates.
- Most recently, the BOP requested amendments to the IGA 864-13; the amendments require that we 1) implement additional policy and operational compliance procedures regarding the use of technology (cell phones); 2) provide access to Patient Protection and Affordable Care Act information; 3) allow inmates to enroll in health insurance prior to discharge from the facility.
- The IGA requires that the inmates receive a copy of a policy regarding the use of cell phones and that each inmate is required to sign and acknowledge they have received said policy.
- The IGA requires that the Sheriff's Office track whether or not the inmates have enrolled in health insurance prior to release from the facility.

Attachments: [2010 - 2013 IGA BOP](#)

[IGA 864 Cell Guidance 03-2016](#)

[IGA 864 IL Let MOD1 03-2016](#)

[IGA 864-13Waukegan IL Mod Cell Phones ACA](#)

7.2 16-0426

Joint resolution authorizing an Air Support Mutual Aid Intergovernmental Agreement with Air-One.

- Lake County has had a partnership with Air-One for flight services for three years.
- The air support services that Air-One provides is an on-going form of mutual aid that benefits the citizens of Lake County.
- When utilized, the air support services provided by Air-One in emergencies or disaster situations are invaluable in aiding those in need.
- The County's contribution to this mutual aid air support solution is \$15,000; this is

budgeted through the Sheriff's Office, line item 101-3001110-79940.

Attachments: [Air-One Mutual Aid Agreement 05-2016.pdf](#)

HEALTH & COMMUNITY SERVICES

7.3 [16-0427](#)

Joint resolution authorizing an emergency appropriation in the amount of \$5,037,061 and a line item transfer for Winchester House, in the amount of \$6,584,184.84.

- As Lake County appropriates and budgets through the use of multiple funds, and thus, funds need to be moved from fund balance to the Winchester House fund due to a combination of uncollectable revenue, budgetary performance and the structure of the new management contract.
- Within the 2015 budget, \$1,514,125.40 is already available and appropriated in the general fund; the remaining dollars are available within the County's general fund balance.
- This resolution authorizes an emergency appropriation in the amount of \$5,037,061 from fund balance to the General Fund and then transfers \$6,584,184.84 from the General Fund to the Winchester House Fund in the 2015 fiscal year. Without a transfer, the Winchester House fund would end the year with a negative fund balance.

7.4 [16-0244](#)

Joint resolution approving a Memorandum of Understanding (MOU) between Lake County and the Lake County Coalition for the Homeless (LCCH) to provide services under Lake County's Continuum of Care and for the purposes of serving as Collaborative Applicant.

- The U.S. Department of Housing and Urban Development (HUD) provides nearly \$3,000,000 of annual Continuum of Care funding to LCCH members, including Lake County as Collaborative Applicant and Homeless Management Information System (HMIS) ServicePoint lead.
- Lake County Community Development staff have informally filled the staffing capacity needs of the LCCH, a community-based membership organization comprised of agencies serving the needs of people who are homeless.
- HUD makes funding available via the LCCH to Lake County as Collaborative Applicant. This MOU defines the roles and responsibilities that accompany that funding. In the event that future HUD funding is insufficient for Lake County to provide these services, the MOU could be terminated or not renewed.
- If funded, this MOU would be renewed annually on October 1, concurrent with the renewal of HUD funding for this purpose.

Attachments: [MOU LCCH and LC PBD 05.10.16](#)

7.5 [16-0340](#)

Resolution authorizing the Lake County Department of Planning, Building and Development (PBD), to apply for ServicePoint grant funding.

- Twice annually, the HealthCare Foundation of Northern Lake County invites applicants to request grants for its new "systems capacity building" strategic priority. Lake County has the opportunity to apply for this potential grant funding to help expand the use of ServicePoint as a referral network between agencies in Lake County.
- This work aligns with the Lake County Board's Strategic Plan action steps to: 1)

“Continue to develop and promote ServicePoint, www.FindHelpLakeCounty.org and other communication tools that provide information & referral services to government and non-profit partners”; and 2) “Empower case managers to use ServicePoint and other available referral tools to direct clients to most appropriate services.”

- If awarded, the grant would support staff and consultants costs necessary to build usage by key service providers, of ServicePoint as a referral tool, including the Lake County Health Department

7.6 **16-0425**

Joint resolution approving the Summer Youth Employment Worksite Agreement.

- As part of the Lake County Summer Youth Employment Program, annually the County approves a Summer Youth Employment Worksite Agreement with various organizations and businesses that will serve as worksites and provide summer youth work experience.
- The Worksite Agreement outlines the responsibilities of both the participating summer worksites and Lake County.
- This agreement will be entered into with 30 to 35 organizations and businesses that meet the requirements of this program and have the need as well as the capacity to support Summer Youth Workers.
- The joint resolution authorizes the County Board Chairman or their designee to sign the agreements.

Attachments: [Worksite Agreement 2016.pdf](#)

PUBLIC WORKS & TRANSPORTATION

7.7 **16-0432**

Joint resolution authorizing a contract with Chicagoland Paving Contractors, Inc. of Lake Zurich, Illinois, for the asphalt patching and seal coating shared services project, in the amount of \$176,000.

- Lake County Public Works (Public Works) owns and operates water and sewer main systems throughout portions of Lake County and, from time to time, those utilities require repairs.
- Pavement access to Public Works facilities also requires maintenance and repair.
- As part of the County’s shared services initiative, Public Works has been working closely with the County Administrator’s Office to identify shared service opportunities.
- Public Works volunteered to lead a joint bid for the Municipal Partnering Initiative (MPI) entities’ group for asphalt patching and seal coating.
- Public Works solicited bids which included joint bidding language to allow other municipalities the opportunity to utilize the County’s contract price.
- Three sealed bids were received and publicly opened and Chicagoland Paving Contractors, Inc., Lake Zurich, Illinois was determined to be the lowest responsive and responsible bidder.

Attachments: [16-0432 Asphalt Patching and Seal Coating Bid Tab.pdf](#)

7.8 [16-0433](#)

Joint resolution authorizing a professional services agreement with Greengard, Inc., Lincolnshire, Illinois, in the amount of \$153,500 for engineering services for the Fox Lake Hills Water System Improvement Project.

- The Fox Lake Hills Water System provides water service to citizens of unincorporated Lake Villa.
- This project includes the following engineering services: 1) modelling the water system under a single versus dual pressure zone system; 2) design of an elevated water tower or a ground storage reservoir capable of storing 250,000 gallons of water; 3) design of a booster station; 4) modifications to the existing Lincoln Well House to receive Lake Michigan Water from Central Lake County Joint Action Water Agency (CLJAWA); 5) and all associated permits, easements, and surveying work.
- In accordance with the Local Government Professional Services Selection Act, the recommended firm is Greengard, Inc., Lincolnshire, Illinois.

Attachments: [16-0433 Fox Lake Hills Improvements Greengard Contract.pdf](#)

7.9 [16-0429](#)

Joint resolution appropriating \$120,000 of ¼% Sales Tax for Transportation funds for the installation of emergency vehicle preemption (EVP) equipment at various traffic signal locations on the County highway system, and designated as Section 16-00999-23-TL.

- [2016 Traffic Signal - Emergency Vehicle Preemption Installation: Appropriation.](#)
- The installation of EVP equipment, at six traffic signal locations, will complete the work on the County highway system.
- “End-of-Life” EVP equipment will also be replaced at nine locations on the County Highway System.
- Before a project letting can be held, an appropriation of \$120,000 of ¼% Sales Tax for Transportation funds is necessary.

7.10 [16-0430](#)

Joint resolution authorizing an agreement with the Village of Beach Park to provide routine maintenance for the roadway improvement of Wadsworth Road, west of Sheridan Road, and designated as Section 15-00999-18-RS.

- [Wadsworth Road: Village of Beach Park Agreement.](#)
- Kenosha Road and 21st Street will be improved by resurfacing, along with landscape enhancements to the existing median on Wadsworth Road, west of Sheridan Road.
- The Village of Beach Park will provide routine maintenance of the landscape enhancement of the median on Wadsworth Road, west of Sheridan Road.

Attachments: [16-0430 Wadsworth Road, Village of Beach Park Agreement Draft.pdf](#)

7.11 [16-0387](#)

Joint resolution authorizing a contract with Peter Baker & Son Company, Lake Bluff, Illinois, in the amount of \$1,701,701, for the resurfacing of Kenosha Road from 21st Street to Illinois Route 131, the resurfacing of 21st Street from Illinois Route 131 to Kenosha Road, and for enhancing the median on Wadsworth Road at Sheridan Road, and designated as Section 15-00999-18-RS.

- Kenosha Road and 21st Street Resurfacing: Contract Award.
- Kenosha Road, from 21st Street to Illinois Route 131, and 21st Street, from Illinois Route 131 to Kenosha Road, are in need of resurfacing.
- The median on Wadsworth Road at Sheridan Road will be enhanced by modifying the landscaping.
- The Public Works and Transportation Committee approved the acceptance of a \$359,382.81 developer donation for the addition of both left and right turn lanes for the Shepherd's Point Subdivision's new access location which is to be constructed as part of this project.
- A total of two bids were received, ranging from \$1,701,701 to \$1,737,429.98 and the lowest responsible bidder is Peter Baker & Son Company, Lake Bluff, Illinois, in the amount of \$1,701,701.

Attachments: [16-0387 Bid Tab Kenosha Rd and 21st St..pdf](#)

FINANCIAL & ADMINISTRATIVE

7.12 [16-0439](#)

Resolution setting forth the budget policies for compilation of the fiscal year (FY) 2017 Lake County Budget.

- The County Board adopts budget policies annually for the upcoming budget cycle.
- As in the past, all policies were developed to maintain prudent financial management practices for the short and long term.
- The updates to the FY 2017 policy include clarification regarding the definition of New Program Requests, limited conditions under which New Program Requests will be accepted in 2017, and direction that video gaming revenue shall be expended in accordance with the Lake County Board Video Gaming Policy.

Attachments: [FY17 Budget Policy draft red lined FINAL](#)

[FY2017 BUDGET AND FINANCE POLICIES clean FINAL](#)

[FY17 Budget Calendar Cmte Draft](#)

7.13 [16-0417](#)

Committee action authorizing a pilot project that allows Human Resources to process pay requests for donated sick time, in compliance with guidelines, for employees of the 19th Judicial Circuit.

- The 19th Judicial Circuit Court recognizes that eligible employees, or their family members, with legitimate medical conditions, may deplete their paid time off accrual banks.
- The Courts established a sick leave donation policy that allows employees to donate vacation time to a bank for affected employees' use.
- In order to use the bank, an employee must exhaust personal paid time off banks, have a serious medical condition, and have donated vacation time.
- A sick leave committee will be established to review and consider the circumstance of any employee who has submitted an application seeking donated time.

Attachments: [19th Judicial Court Sick Leave Pool Final](#)

7.14 [16-0413](#)

Resolution amending the Lake County Employee Policies and Procedures section 4.2, Vacation Time.

- The County recognizes the need to establish standards for the accrual of paid vacation time rules.
- It is recommended that the minimum hours a part-time employee is scheduled to work in order to accrue vacation time be increased from 12 to 20 hours per week.
- Monthly accruals for part-time employees will no longer be based on worked hours; the method will be based on scheduled hours.
- Currently, employees with a break in service of 30 months or less may return to work and have their previous vacation accrual rate restored. The amendment proposes to decrease that from 30 months to 6 months.
- The County Administrator can authorize higher accrual levels for employees hired into pay grades K/M 9 and above.

Attachments: [Section IV 2 Vacation Policy Final](#)

[Section IV 2 Vacation Policy Red Lined](#)

7.15 [16-0414](#)

Resolution amending the Lake County Employee Policies and Procedures section 4.5, Sick Leave.

- The County recognizes the need to standardize the rules for accrual of paid sick leave.
- It is recommended that the minimum hours a part-time employee is scheduled to work in order to accrue sick leave be increased from 12 to 20 hours per week.
- Monthly accruals for part-time employees will no longer be based on hours worked; the new method will be based on scheduled hours.
- It recommends that the provision allowing active employees to cash out up to 12 days of sick leave every year be eliminated.

Attachments: [Section IV .5 Sick Leave Final](#)

[Section IV .5 Sick Leave Red Lined](#)

7.16 [16-0415](#)

Resolution amending the Lake County Employee Policies and Procedures section 9.1, Vehicle Operation Policy.

- The County recognizes the need to establish work rules and procedures for employees who operate County owned or personal vehicles during the course of their employment.
- It is recommended the ordinance combine two current policies: the Vehicle Operation Policy and the Driver's Selection Courses, previously amended in 1999 and 1985, respectively.
- The demonstration of fitness to operate a motor vehicle will be determined by Risk Management, which will be prompted by a review of the employee's motor vehicle record instead of upon request of an administrator.
- The current policy provides for drivers to take a new driving test every two to three years or upon the request of an administrator. The proposed amendment adds language to allow the requirement of a driver test if, after review of the employee's

vehicle record, there is cause for concern.

Attachments: [9.1 Vehicle Operation Policy Final](#)
[9.1 Vehicle Operation Policy Red Lined](#)
[9.2 Driver Selection Courses Red Lined](#)

7.17 16-0418

Resolution amending the Lake County Employee Policies and Procedures section 9.5, Electronic Communications.

- The County recognizes the need to establish work rules and procedures outlining the acceptable use of software and automation in the course of employment and the utilization of county-owned equipment.
- It is recommended the acceptable use policy contain provisions defining appropriate use for modern software and automated features.
- The policy will expand prohibited use activities to include: 1) solicitation of selling of service or goods; 2) enabling unauthorized access; 3) not making reasonable efforts to protect passwords; 4) intentionally spreading a virus; 5) maintaining or participating in non-work-related “blogs” or other personal messaging; 6) failing to lock or log off idle computers; and 7) defeating or attempting to defeat security restrictions.
- Additionally, the recommended policy will provide guidance on the use of personal electronic devices such as smart phones and table when being used for business and non-business purposes.

Attachments: [9.5 Electronic Communications Redline](#)
[9.5 Acceptable Use Policy Final](#)

7.18 16-0412

Resolution amending the Lake County Employee Policies and Procedures section 10.8, Drug and Alcohol Free Workplace.

- The County recognizes the need to establish work rules and procedures for addressing prohibited use, possession, and distribution of intoxicating substances in the course of employment for the County or while on County premises.
- A provision is recommended to be added to the policy prohibiting employees from being impaired by controlled substances while on the premises of County property or in the course of employment, and would include substances defined by the Illinois Compassionate Use of Medical Cannabis Pilot Program.

Attachments: [10.8 Drug and Alcohol Free Workplace Final](#)
[10.8 Drug and Alcohol Free Workplace Redline](#)

8. Executive Session

9. County Administrator's Report

10. Adjournment