

Lake County Illinois

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



Agenda Report - Final

Tuesday, October 3, 2017

9:00 AM

Assembly Room, 10th Floor

Law and Judicial Committee

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes

3.1 [17-1004](#)

Minutes from August 1, 2017.

Attachments: [L&J 8.1.17 Minutes Final](#)

3.2 [17-1005](#)

Minutes from August 29, 2017.

Attachments: [L&J 8.29.17 Minutes Final](#)

4. Addenda to the Agenda
5. Public Comment
6. Chairman's Remarks
7. Old Business
8. New Business

PUBLIC DEFENDER

8.1 [17-1006](#)

Report from Joy Gossman, Public Defender, for the month of August 2017.

Attachments: [08-17 Main](#)
[08-17 Main PTR](#)
[08-17 JUV Main](#)
[08-17 JUV PTR](#)

CIRCUIT COURT CLERK

8.2 [17-1007](#)

Report from Erin Cartwright Weinstein, Clerk of the Circuit Court, for the month of August 2017.

Attachments: [County Board Report August 2017](#)

STATE'S ATTORNEY

8.3 [17-0995](#)

Joint resolution authorizing the application, acceptance, and emergency appropriation of a 2017 Justice Assistance Grant (JAG), awarded by the United States Department of

Justice, in the amount of \$10,000 for the purpose of enhancing the State's Attorney's Office's K-9 unit through training, awareness, education, and outreach to support victims of crime in Lake County

- This is an application for the federal JAG Program in which funding supports a broad range of activities to prevent and control crime and to improve the criminal justice system.
- This JAG funding is a formula grant program. The amount appropriated is apportioned among states based on a statutory formula based upon the local jurisdiction's population and crime statistics.
- This JAG grant has been awarded since 2005.
- Under this program, the City of Waukegan, the City of Zion, and Lake County on behalf of the Lake County State's Attorney's Office, are eligible for a joint award of \$44,601 in fiscal year (FY) 2017 grant funds.
- The potential allocation of the eligible funds is \$10,000 to Lake County on behalf of the State's Attorney's Office, \$24,601 to the City of Waukegan, and \$10,000 to the City of Zion.
- The State's Attorney's Office will use the \$10,000 to enhance the K-9 unit through training, education, awareness and outreach in Lake County to support victims of crime with the purchase of training, K-9 equipment, supplies, brochures, and printed materials. The grant period is three years.
- The program is fully funded by the federal grant and does not require local matching funds.

CONSTRUCTION MANAGEMENT

8.4 17-1030

Joint resolution to enter into a contract with Robison Guarnerly, Inc., of Gurnee, Illinois, for owner's representative services for the continuation of services for the Lake County Courts Expansion Project (Expansion Project) in the amount of \$238,000.

- In 2012, the Lake County Board approved an initial contract with Robison Guarnerly Inc., as owner's representative for the Expansion Project. It was determined the firm is uniquely qualified to deliver these services based on previous experience providing both project management and architectural services on Lake County Justice Agency projects.
- Lake County requires additional staff support to manage the continuation of the Expansion Project.
- Lake County has a prior satisfactory relationship with Robison Guarnerly Inc., and these services are in accordance with Lake County Purchasing Ordinance Article 5-101(3) and the Local Government Professional Services Selection Act (50 ILCS 510/1 et seq).
- The scope of services includes owner's representative services for project representation, project management, consensus building, presentations, budget and transition management and all other representative services ancillary to completing the Expansion Project.
- This resolution authorizes the Purchasing Agent to enter into an initial one-year contract with Robison Guarnerly Inc., in the amount of \$238,000, with an optional monthly renewal, in the amount of \$21,300 per month, not to exceed \$255,600 over 12 months.
- Funding has been secured for this service through the approved Corporate Capital Improvement Program budget and the contract will be managed by the Lake County Construction Division.

Attachments: [17197 Purchasing Award Information](#)
[17197 RGI Agreement](#)

SHERIFF

8.5 [17-0994](#)

Joint committee action approving a Change Order Number One for a contract to procure information technology (IT) services for the Lake County Sheriff's Office (LCSO) in an amount not to exceed \$108,125.

- At the May 9, 2017, Lake County Board meeting a contract was authorized with Prescient Development, Inc., Schaumburg, Illinois, in the amount of \$67,392 for the procurement of IT services in the form of IT staff augmentation for the LCSO.
- The contract was executed due to a challenge in hiring a full-time LCSO IT Manager and two IT Technicians. Appropriate levels of expertise and staffing related to technology is critical to the operations of the LCSO.
- Before the IT Manager position was filled there was an unexpected absence in the LCSO IT staff, which required an increase in the utilization of staff augmentation services.
- There is a critical need to modify the agreement and increase the amount by \$40,733 for a total not to exceed \$108,125. This modification will provide for the payment of additional services rendered and full-time augmented staff person through the end of fiscal year 2017.
- 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 a Change Order for IT staff augmentation in the amount not to exceed \$40,733 which will increase the not to exceed amount to \$108,125.

8.6 [17-1000](#)

Joint resolution approving the Lake County Sheriff's Office (LCSO) Cooperative State and Local Agreement between the United States Department of Justice, Drug Enforcement Administration (DEA).

- The agreement, which acknowledges the working relationship, requires a two-year commitment and the assignment of one experienced Deputy Sheriff to the Chicago Field Division (CFD) of the DEA.
- Under the agreement, the DEA will be responsible for all costs associated with the CFD to ensure the success of the effort.
- Based on the LCSO's efforts under this agreement, the LCSO will receive a portion of any assets seized. Seized assets are distributed based on the number of jurisdictions involved and the number of hours each jurisdiction contributes to each effort.
- Since January 2017, the LCSO has realized \$87,595.32 in the Federal Drug Seizure Fund. Currently, there are 10 cases pending with an estimated \$65,000 in seizure funds for LCSO within the next year.

Attachments: [DEA Signed Agreement.pdf](#)
[2017 - 2019 DEA Memo.pdf](#)

8.7 **[17-0993](#)**

Joint resolution approving an intergovernmental Police Services Agreement by and among Lake County, Lake County Sheriff's Office (LCSO), and the Special Education District of Lake County (SEDOL) for the deployment of the full-time School Resource Office (SRO) Program for the Gages Lake Campus for the period of January 1, 2017 to December 31, 2019.

- The LCSO has been providing the SEDOL with police/School Resource Officer (SRO) services at its Gages Lake campus for over 15 years.
- The main objectives in having a SRO are to develop a positive relationship between law enforcement and the students, effectively deal with juvenile offenses/issues and to protect students and the school from violations of the law.
- This agreement establishes the commitment of all participants to support the goals of the SRO Program and defines the role of the SRO.
- The SRO is present on campus full-time during the regular school year and may be present during summer school if requested by SEDOL.
- For year one of this agreement period, SEDOL will reimburse 95 percent of the cost for the SRO position. The reimbursement will increase to 100 percent for the two remaining subsequent years. This achieves the original goal and continues that commitment for the balance of this agreement and beyond.
- At least once a year, the LCSO and SEDOL will evaluate the effectiveness of the program.

Attachments: [2017 - 2019 SEDOL Policing SRO Agreement.pdf](#)

8.8 **[17-0900](#)**

Ordinance adopting a revised fee schedule for the Counter Service fee, Replevins fee, Eviction fee, and the Subpoena, Records, Reproduction, and Registration fees for the Lake County Sheriff's Office (LCSO).

- The LCSO, in conjunction with Finance and Administrative Services Department (FAS), completed a review of the cost of certain services provided by the Sheriff's Office.
- The review resulted in a number of findings including but not limited to (a) certain fees have not increased since 2008; and (b) the fees charged for the services outlined in the ordinance title do not currently cover the costs for providing such services.
- Based on the review, it is recommended by the LCSO that a revised fee schedule be adopted and become effective on November 1, 2017.
- The November effective date will allow sufficient time to update the website, print new materials, and provide notice of the revised fee schedule.

Attachments: [Fee Information Overview.pdf](#)

[Fee Cost Analysis Comparison.pdf](#)

[LCSO Fee Cost Analysis Memo.pdf](#)

[Fee Exhibits A - D.pdf](#)

[Ordinance adopting a revised fee schedule text.pdf](#)

8.9 **[17-0901](#)**

Ordinance amending the text to 35.35 Judicial Sales and adopting a fee identified as the Judicial Sales (Foreclosure) Cancellation Fee for the Lake County Sheriff's Office (LCSO).

- In 2009, the LCSO in developed the policies and procedures to create a Judicial Sales Division within the LCSO to accept all judicial sales in Lake County.
- This effort, intended to centralize the County's foreclosure procedure, allowed for better dissemination of information, location stabilization, and a central point of public contact.
- The statutory fee of \$500 was established pursuant to 55 Illinois Compiled Statute (ILCS) 5/4-5001. The cancellation fee, allowed by that statute, is currently \$200 per cancellation.
- Based on a recently completed fee analysis, the LCSO recommends that the foreclosure fee be increased to \$600 per occurrence and foreclosure cancellation fee be increased to \$300 per occurrence. This adjustment is consistent with the statutory cancellation fee which is set at one-half of the foreclosure fee.

Attachments: [Foreclosure Fee Cost Analysis Comparison.pdf](#)

[Foreclosure Fee Ordinance.pdf](#)

8.10 **[17-0902](#)**

Ordinance amending Chapter 35 and adopting Section 35.37 Administrative Fee for Impounded Vehicles.

- The Lake County Sheriff's Office (LCSO), in cooperation with the State's Attorney, has drafted a recommended ordinance to implement an administrative impounded vehicle fee of \$250.
- The proposed effective date for the new fee is April 1, 2018.
- Though multiple Lake County municipalities and two collar counties have implemented this fee, it would be a new fee for Lake County.
- The recommendation to implement an administrative impound fee is intended to seek partial reimbursement for the costs associated with processing, removing, impounding, storing and releasing a vehicle. This fee would be in addition to any towing and storage fees levied by a third party.
- To ensure adequate due process, the recommended ordinance also includes an optional administrative adjudication process.
- The LCSO will monitor this activity and complete an evaluation after the first year of implementation.
- The April 2018 effective date will allow sufficient time for a smooth implementation and integration into the Planning, Building and Development Department administrative adjudication schedule.

Attachments: [Chapter 35 Section 35.37 Administrative Fee for Impounded Vehicles.pdf](#)

8.11 **[17-0903](#)**

Ordinance approving the adoption of renaming Chapter 93, Section 93.07 from False Alarms to Alarm Responses and adjusting its associated fees.

- The Lake County Sheriff's Office (LCSO), in coordination with the Finance and Administrative Services (FAS) Department, completed a review of the cost for certain services provided by the Sheriff's Office.
- It is being recommended by the LCSO that the name "False Alarms" is a misnomer

when the actual service being provided is an "Alarm Response" and; therefore, should be referred to as such.

- The fee study analysis identified that behavior modification in preventing the need for an alarm response is necessary, as a result an education program is being recommended with an increase in fees to \$50 for the fourth and fifth alarm responses, and \$100 for each alarm response thereafter in any 12-month period.
- The recommended code name change and fee increase will become effective November 1, 2017.

Attachments: [Alarm Response \(Formerly False Alarm\) Fee Analysis.pdf](#)

[Alarm Response \(Formerly False Alarm\) Fee Ord.pdf](#)

9. Executive Session

10. County Administrator's Report

10.1 [17-1058](#)

Presentation and discussion regarding the fiscal year (FY) 2018 Legislative Agenda Proposals.

11. Members' Remarks

12. Adjournment

Next Meeting: October 24, 2017