Lake County Illinois

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

Agenda Report - Final

Thursday, December 5, 2019

8:30 AM

Assembly Room, 10th Floor

Financial & Administrative Committee

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Addenda to the Agenda**

4. **Public Comment**

5. **Chair's Remarks**

6. **Old Business**

7. **New Business**

CONSENT AGENDA (Items 7.1 - 7.7)

APPROVAL OF MINUTES

7.1 **19-1984**

Minutes from October 31, 2019.

Attachments: F&A 10.31.19 Minutes - Final.pdf

LAW & JUDICIAL

7.2 **19-1908**

Joint resolution authorizing an emergency appropriation with offsetting revenue in the amount of $13,000 to support the Nineteenth Judicial Circuit Court's Self-Represented Litigant Coordinator.

- The Illinois Supreme Court Commission on Access to Justice has awarded the Nineteenth Judicial Circuit Court $13,000 to support the work of the Court's Self-Represented Litigant (SRL) Coordinator.
- Allowable uses for these funds are:
  - Expand the specialized court call for SRLs in the family division to include dissolutions of parties with children.
  - Expand Access to Justice initiatives to small claims, housing, foreclosure and expungements.
  - Establish an accessible and efficient workspace in the Law Library for SRLs.
- This resolution authorizes an emergency appropriation of $13,000. The grant does not require a match.

Attachments: Self Represented Litigants FY2020 Grant Letter and Agreement_Redacte

Supreme Court Self Represented Litigants CoA FY2020.pdf

HEALTH & COMMUNITY SERVICES

7.3 19-1899

Joint resolution accepting the Substance Abuse and Mental Health Services Administration (SAMHSA) grant and authorizing an emergency appropriation in the amount of $10,000 for the Grants to Benefit Homeless Individuals.

- The $10,000 SAMHSA grant will be used to convert a part-time Counselor/Case Manager grant position to full-time.
- The $10,000 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2020 budget.
- The grant award will be for the period September 30, 2019 through September 29, 2020.

Attachments: SAMHSA GBHI 10K

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.4 19-1917

Joint resolution authorizing a contract with Air Comfort Corporation, Broadview, Illinois for Heating, Ventilation and Air Conditioning (HVAC) installation at various locations within Lake County Public Works in the amount of $63,691.

- Lake County desires to enter into a contract with Air Comfort Corporation, Broadview, Illinois, for HVAC installation at various locations within Lake County Public Works.
- There is a need for HVAC repair work and installation at the Mill Creek Wastewater Treatment Plant Building, East Main Pump Station and New Century Town Water Reclamation Facility Building.
- An invitation to bid was issued and extended to 27 qualified vendors, and sealed bids were received from two vendors in the amounts of $63,691, and $77,873.
- Air Comfort Corporation was determined to be the lowest responsive and responsible bidder who best meets the needs of the County in the amount of $63,691.

Attachments: 19-1917 Air Comfort HVAC Bid Tab.pdf

19-1917 Air Comfort HVAC Final Bid Document.pdf

19-1917 Air Comfort HVAC Vendor Disclosure Statement.pdf

19-1917 Air Comfort HVAC Contract Award Information.pdf

FINANCIAL & ADMINISTRATIVE

7.5 **19-1922**

Report from Mary Ellen Vanderventer, Recorder of Deeds, for the month of October 2019.

Attachments: October 2019

7.6 **19-1895**

Report from Robin M. O'Connor, County Clerk, for the month of October 2019.

Attachments: LCC Report for October 2019

7.7 **19-1569**

Monthly Financial Report from the Finance and Administrative Services Department.

Attachments: Monthly Report September 2019.pdf

REGULAR AGENDA

LAW & JUDICIAL

7.8 **19-1906**

Joint resolution authorizing an intergovernmental agreement between the City of North Chicago and Lake County for use of the Lake County Emergency Telephone System Board (LC ETSB) shared Infor/EnRoute Computer Aided Dispatch (CAD) system.

- This Agreement is made pursuant to the Constitution of the State of Illinois of 1970, Article VII, Section 10 and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, between the County of Lake, a body politic and corporate, ("COUNTY") and the Village of North Chicago a municipal corporation ("NORTH CHICAGO").
- The Infor/EnRoute CAD System allows for timely and efficient transmittal of crucial public safety data to first responders in a shared environment in accordance with the LC ETSB's Vision Statement.

Attachments: North Chicago - LCETSB CAD IGA

7.9 **19-1907**

Joint resolution authorizing an intergovernmental agreement between the CenCom E9-1-1 Joint Emergency Telephone System Board (CenCom JETSB) and Lake County for use of the Lake County Emergency Telephone System Board's (LC ETSB's) Solacom Guardian 9-1-1 call handling system.

- This Agreement arises under the Emergency Telephone System Act (50 ILCS 750/1 *et seq.*) and is between the County of Lake, a county existing under the Counties Code (55 ILCS 5/1-1001 *et seq.*) and acting through LC ETSB and the CenCom E9-1-1 Joint Emergency Telephone System Board ("CenCom JETSB"),

an entity formed through an intergovernmental agreement under 50 ILCS 750/15.4. This Agreement shall be effective under the provision below specifying its effective date.

- The LC ETSB Solacom Guardian 9-1-1 call handling system provides Next Generation 9-1-1 capable call handling in a shared environment enabling efficient processing of 9-1-1 calls and system redundancy in accordance with the Lake County ETSB's Vision Statement.

Attachments: LCETSB-CenCom JETSB Solacom IGA

7.10 **19-1924**

Joint committee action approving Modification Number One for Agreement Number 16242 Conference Technologies Inc., Itasca, Illinois, for courtroom technology and miscellaneous audio/visual systems for the Lake County Criminal Court Tower.

- On March 14, 2017, the Lake County Board authorized a contract with Conference Technologies, Inc to complete the design, furnish, and install the audiovisual technology for courtrooms, agency spaces, and public areas for the Lake County Courthouse Expansion Project in the amount of $2,709,341.
- The audiovisual technology included various assisted listening, courtroom presentation, conferencing, and display systems. This consisted of numerous components such as; projectors, display screens, microphones, speakers, cameras, switching matrixes, amplifiers, controllers, and all ancillary cabling.
- A contract modification is necessary to validate post-design contract modifications reducing the cost of the final design and installation by $322,202.13 and adding the cost of a service and support plan in the annual amount of $49,770.
- Contract Modification Number One decreases the overall contract 10.1 percent at a cost of $272,432.13.
- In accordance with Article 8, Section 101 (1) of the Lake County Purchasing Ordinance it is requested that the Purchasing Agent be authorized to enter into Contract Modification Number One.

Attachments: CTI Criminal Court Tower Additional 2 Years.pdf

Conference Tech Disclosure Statemtent

CTI_MODIFICATION 1.01

7.11 **19-1920**

Joint resolution approving an intergovernmental agreement (IGA) for contractual police services by and among the Board of Control of the Lake County Tech Campus District Number 849 (Tech Campus), Lake County, and the Lake County Sheriff's Office (LCSO) for a three-year term in the total amount of $329,849.62.

- The Tech Campus submitted a request to the LCSO to renew police services in the form of a police/school resource officer (SRO) at its Grayslake Campus.
- The main objectives in having an 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.
- The term of this agreement is three years, beginning August 1, 2020, and ending July 31, 2023.
- The contract includes one SRO for 1,408 hours per year.
- The SRO is present on campus full-time during the regular school year. Lake County Tech Campus will reimburse 100 percent of the cost for the SRO position.

Attachments: Tech Campus 2020-2023

7.12 **19-1921**

Joint resolution approving an intergovernmental agreement (IGA) for contractual police services by and among the Villages of Lake Barrington and North Barrington, Lake County and the Lake County Sheriff's Office (LCSO) for a three year term in the total amount of $2,958,072.16.

- The Villages of Lake Barrington and North Barrington have agreed to renew the police services contract for a three-year period from January 1, 2020 to December 31, 2022.
- Based on population served, the Village of Lake Barrington pays 57.5 percent of the total monthly cost and the Village of North Barrington pays 42.5 percent of the total monthly cost.
- The contract continues the 24-hour, one car per shift service, seven days per week, every day of the year.
- This renewal contract maintains three deputies per day working 8.5 personnel hours per shift which allow for overlap of services to facilitate shift changes.
- The Villages of Lake Barrington and North Barrington will reimburse 100 percent of the cost of the three contract deputy positions for all three years.

Attachments: Renewal Lake Barrington/North Barrington Contract 2020-2022

7.13 **19-1923**

Joint resolution approving an intergovernmental agreement (IGA) for contractual police services by and among the Special Education District of Lake County (SEDOL), Lake County, and the Lake County Sheriff's Office (LCSO) for a three-year term in the total amount of $314,704.31.

- The Special Education District of Lake County (SEDOL) submitted a request to the LCSO to renew police services in the form of a police/school resource officer (SRO) at its Gages Lake Campus.
- The main objectives in having an 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.
- The term of this agreement is for three years, beginning January 1, 2020, and ending December 31, 2022.
- The contract includes one SRO for 1,360 hours per year.
- The SRO is present on campus full-time during the regular school year. SEDOL will reimburse 100 percent of the cost for the SRO position for all three years.

- SEDOL will bill at the agreed upon hourly rate if summer school coverage is requested.

Attachments: Renewal SEDOL Contract 2020-2022

7.14 **19-1928**

Resolution authorizing a contract with GB Lead Services LLC, of Green Bay, Wisconsin in the estimated annual amount of $23,400 for bullet trap maintenance and replacing approximately 10,000 pounds of granular rubber annually at the Lake County Sheriff's Office Training Range.

- The last contract for bullet trap maintenance for the Lake County Sheriff's Office Training Range has expired.
- The initial year of the contract provides for the removal of 95 percent to 99 percent of the lead projectiles from the trap, groom rubber in the trap, dispose of the deteriorated rubber, replace rubber to manufacturer's specifications, and perform a safety inspection of the bullet trap system.
- The second year of the contract provides for the semi-annual maintenance of the bullet trap system with an option for three one-year renewals.
- An invitation to bid was issued and invitations were extended to 18 vendors.
- Sealed bids were received from three non-local vendors ranging from $23,400 to $85,968 and Green Bay Lead LLC, was determined to be the lowest responsive and responsible bidder.

Attachments: Award Information.pdf

Tabulation.pdf

Vendor Disclosure Statement GB Lead Svc LLC.pdf

HEALTH & COMMUNITY SERVICES

7.15 **19-1930**

Joint resolution accepting the Lake County Stormwater Management Commission contract and authorizing an emergency appropriation in the amount of $17,879 for the Removal of Carp to Reduce Nutrient Enrichment Project.

- The $17,879 Lake County Stormwater Management Commission contract will be used for contractual services, trainings, and to offset existing salary dollars.
- The $17,879 in additional contract funding has not been previously appropriated because the contract resources were secured after the County's adoption of the Fiscal Year 2020 budget.
- The contract will be for the period December 1, 2019 through November 30, 2021.

Attachments: BOH-Stormwater Management Commission 17879 1b

7.16 19-1974

Joint resolution authorizing an emergency appropriation in the amount of $440,000 in the Fiscal Year (FY) 2019 budget for the Lake County Workforce Development Department.

- The Workforce Innovation and Opportunity Act (WIOA) Program Year (PY) 2018 formula grant has a grant life from July 1, 2018 through June 30, 2020.
- The WIOA PY 2019 formula grant has a grant life from July 1, 2019 through June 30, 2021.
- The WIOA formula grants include funding for programs serving adults, dislocated workers, incumbent workers, and youth.
- The increase of $440,000 would be required for timely close out of County FY 2019 but is being charged to the grant's PY 2018.

LEGISLATIVE COMMITTE

7.17 19-1969

Joint resolution to enter into a contract with Strategic Advocacy Group of Springfield, Illinois for state legislative consulting services for Lake County in an estimated annual amount of $60,000.

- The County has a need to enter into a contract for Illinois legislative consulting services.
- After many years of lobbying services representation from one firm, staff felt it was prudent to solicit proposals through a competitive procurement Request for Proposal (RFP) procurement process.
- The RFP was sent to 23 vendors and proposals were received from seven vendors.
- An interdepartmental committee reviewed the proposals and interviewed the top four firms.
- Based on the criteria set forth in the RFP, the evaluation group selected Strategic Advocacy Group as the most favorable proposal for Lake County.
- The proposed contract will cost the County an estimated annual amount of $60,000.
- The contract will provide for the consultant to advance legislative initiatives on the County's legislative program, lobby against bills providing a negative impact, and advocate for the County at large.

Attachments: 19167 Award Recommendation

19167 Scoresheet

STRATEGIC ADVOCACY GROUP Vendor Disclosure

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.18 **19-1916**

Joint resolution authorizing an agreement with Hey and Associates, Inc., Volo, Illinois, to provide Phase II design engineering services for the reconstruction of the Lake County Division of Transportation (LCDOT) visitor parking lot, located at 600 W. Winchester Road, Libertyville, Illinois, at a maximum cost of $27,950 and appropriating $35,000 of Matching Tax funds.

- LCDOT identified a need to reconstruct the visitor parking lot.
- LCDOT plans to use porous pavement, permeable pavers and bioswale best management practices (BMPs) to improve the parking lot and create a demonstration (pilot) project for other transportation, governmental, and private agencies.
- LCDOT has applied for an Illinois Department of Natural Resources (IDNR) 319 grant in the amount of $194,016 to reconstruct the parking lot.
- A consulting firm will be utilized to perform the Phase II professional engineering services.
- Lake County selects professional engineering firms in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 et. Seq., and the LCDOT Consultant Selection Process has been approved by the Federal Highway Administration and the Illinois Department of Transportation. The firm selected for this project was selected in accordance with this approved process.
- Based on a prior satisfactory relationship for services, the selected and recommended firm is Hey and Associates, Inc., with a maximum cost of $27,950.
- The LCDOT visitor parking lot reconstruction project is included in the highway improvement program and targeted for construction in 2020, and designated as Section 19-00214-26-MG.

Attachments: 19-1916 LCDOT Visitor Parking Lot Reconstruction Draft

19-1916 Vendor Disclosure Statement Form Hey and Associates, Inc.

7.19 **19-1915**

Joint resolution authorizing an agreement with Christopher B. Burke Engineering Ltd., Rosemont, Illinois, to provide Phase I preliminary engineering services for the study of existing pavement conditions for Deerfield Parkway, from approximately 500 feet east of Krause Drive to Illinois Route 21, and to provide Phase II design engineering services for the resurfacing of Deerfield Road, from Saunders Road/Riverwoods Road to Wilmot Road, at a maximum cost of $219,420.29 and appropriating $48,000 of Matching Tax funds and $216,000 of Motor Fuel Tax funds.

- A consulting firm will be utilized to perform the Phase I professional engineering services for Deerfield Parkway and Phase II professional engineering services for Deerfield Road.
- Lake County selects professional engineering firms in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 et. Seq., and the

Lake County Division of Transportation's (LCDOT) Consultant Selection Process has been approved by the Federal Highway Administration and the Illinois Department of Transportation. The firm selected for this project was selected in accordance with this approved process.

- LCDOT received and evaluated Statements of Interest (SOI) and Qualifications, for Phase I and Phase II engineering services, from 17 professional firms of which three were short-listed and presented to a consultant selection committee.
- As a result of the interviews and successful Phase I progress, the selected and recommended firm is Christopher B. Burke Engineering Ltd. with a maximum cost of $219,420.29.
- The Deerfield Parkway project is included in the highway improvement program and targeted for construction in 2020, and designated as Section 19-00248-03 -GM.
- The Deerfield Road project is included in the highway improvement program and targeted for construction in 2020, and designated as Section 19-00034-07-RS.

Attachments: 19-1915 Deerfield Parkway and Deerfield Road Consultant Agreement

19-1915 Vendor Disclosure Statement CBBEL

7.20 **19-1929**

Joint resolution authorizing an agreement with Donohue and Associates, Inc., Chicago, Illinois, for engineering services for Facility Master Plan/Risk Assessments for Capital Planning up to a maximum cumulative value of $275,000 for a given year.

- Lake County Public Works is seeking engineering services for Facility Master Plan / Risk Assessments for Capital Planning. This master agreement, sourced through a full Statement of Interest (SOI) competitive process, will allow individual task orders to be issued up to a maximum cumulative value of $275,000 for a given year. The term of the contract will be two years with three one-year renewal options to allow for future projects with services based on approved contracted rates.
- Facility Planning and Risk Assessment for the Des Plaines River Water Reclamation Facility has been identified as the initial project.
- Lake County Purchasing received and evaluated SOI from 16 professional firms of which three were short-listed.
- In accordance with the Local Government Professional Services Selection Act, the recommended firm is Donohue and Associates, Inc.
- The initial contract with Donohue and Associates, Inc. will include preliminary engineering design services and engineering design services based on contracted hourly rates in an estimated amount of $169,770.
- This service was included and budgeted as part of the Fiscal Year (FY) 2020 Corporate Capital Improvement Program.

Attachments: 19-1929 Donohue Facility Risk Assessment Scoring Matrix for Board App

19-1929 Donohue Facility Risk Assessment Master Agreement.pdf

19-1929 Donohue Facility Risk Assessment Vendor Disclosure Statemen

19-1929 Donohue Facility Risk Assessment Award Information.pdf

FINANCIAL & ADMINISTRATIVE

7.21 **19-1982**

Update from the Recorder of Deeds, Mary Ellen Vanderventer.

7.22 **19-1942**

Resolution authorizing Holly Kim, County Treasurer/Ex-Officio County Collector, to designate certain banks and other financial institutions as depositories in which Lake County funds and monies may be deposited.

- As custodian of funds and ex-officio County Collector, the Treasurer deposits funds with a number of different institutions. With mergers of banks, and with other changes that happen in the ordinary course of business, the list of authorized institutions should be periodically updated.
- With an increasingly difficult investment environment for the types of investments authorized by the Illinois Public Funds Investment Act, the Treasurer believes that the County should expand the list of authorized brokers to provide a greater variety of investment opportunities.
- The resolution includes an updated list of banks and financial institutions with Lake County cash, deposits, and investments. Changes from the previous resolution approved on June 13, 2017 are marked with an asterisk and an explanation is provided in parentheses.

7.23 **19-1910**

Resolution authorizing an agreement with Schmidt Associates, Indianapolis, Indiana, for forward planning services associated with development of the Corporate Capital Improvement Program (CCIP) in the amount of $95,820.

- As part of the Fiscal Year 2020 budget process, architectural and engineering services were approved as part of the CCIP.
- These services will provide a uniform level of comparative analysis to emerging capital requests and will prepare forward planning summaries which illustrate the project scope, primary operational concerns, order of magnitude estimates, and likely project development milestones. This information will guide the CCIP process and provide planning data for future investment strategies.
- In accordance with the Local Government Professional Services Selection Act, a firm may be selected directly by the County based on a prior satisfactory relationship.

Attachments: 19191 Award Information

19191 Draft Agreement

Vendor Disclosure

Vendor Proposal

7.24 **19-1970**

Resolution amending the Lake County Employee Policies and Procedures Manual Section 4.1, Time Off and Vacation Policy, to establish Martin Luther King Day as a Fixed Holiday.

- Lake County delineates paid holidays for employees in the Employee Policy and Procedure Manual and currently identifies eight fixed and five floating holidays.
- The County Board directed County Administration to initiate changing Martin Luther King Day from a floating holiday to a fixed holiday contingent upon agreement by affected employee bargaining units.
- Approval of this resolution will change the number of employee fixed holidays to nine and floating holidays to four.

Attachments: Employee Policy and Procedure Manual 4.1 Redlined (003).pdf

Employee Policy and Procedure Manual 4.1 Clean.pdf

7.25 **19-1925**

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2020 in various funds for certain projects, items, and activities budgeted in the prior year and not completed.

- Since all unused appropriations lapse at the end of each FY, it is necessary to “carry over” unspent budget authority from one FY to the next under certain conditions as defined in the County's Budget Policies.
- These carryover requests include contracts which were unable to be completed in FY 2019 and uncompleted or ongoing projects.
- These items must be authorized through what is termed an “emergency appropriation” in order to transfer the budget authority that was previously granted in FY 2019 to FY 2020.

Attachments: Dec 19 Carryovers - FINAL.pdf

7.26 **19-1926**

Joint resolution authorizing line-item transfers of funds between various accounts to transfer previously approved funds in Fiscal Year (FY) 2020.

- A line item transfer is necessary to reallocate funds within the FY 2020 budget.
- This action transfers previously approved budget authority within the operating or capital budget.
- The action does not increase budget authority.
- The specific account numbers are attached.

Attachments: LIT Dec-19 FINAL.pdf

7.27 **19-1972**

Discussion regarding lobbyist registration.

Attachments: Example 1 - Highland Park.pdf

8. Executive Session

9. County Administrator's Report

9.1 19-1912

Department head reports.

- Facilities and Construction Services.
- Finance and Administrative Services.
- Human Resources.
- Information Technology.

9.2 19-1950

Legislative Program Update.

10. Members Remarks

11. Adjournment

Next Meeting: January 9, 2020