

# Lake County Illinois

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



## **Agenda Report - Final**

**Thursday, August 8, 2019**

**8:30 AM**

**Assembly Room, 10th Floor**

**Financial and 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 - 7.14)**

**Approval of Minutes**

**LAW & JUDICIAL**

**7.1 [19-1217](#)**

Joint resolution authorizing the purchase of Solacom 9-1-1 Guardian equipment and professional services from Comtech Solacom Technologies, Gatineau, Quebec, Canada, in an estimated total amount of \$146,766.

- The Emergency Telephone System Board (ETSB) owns and manages a geo-diverse Solacom NG9-1-1 capable system installed at Lake Zurich and Lake County Sheriff Dispatch for the processing of 9-1-1 emergency calls since 2013.
- In order to maintain the reliability and high availability for successful processing of 9-1-1 emergency calls using the Solacom 9-1-1 system, a refresh and replacement of the 9-1-1 servers, workstations, and associated hardware is recommended about every five years.
- Funding for the 9-1-1 system is provided by Lake County ETSB's collection of 9-1-1 fees that State law applies to land lines and cell phone bills.
- These revenues are programmed by the Lake County ETSB, and Lake County Government is the ETSB's fiduciary agent.
- In accordance with Article Six, Section 102 of the Lake County Purchasing Ordinance, the Purchasing Agent approved a bid exemption on the basis that there is only one source for the required goods, service, or construction item, and there exists a long standing, successful relationship for software maintenance and support services. The knowledge gained through this relationship adds value integral to the services provided for these services.

**7.2 [19-1218](#)**

Joint resolution authorizing the purchase of Tellus Aware, Tellus Unify Computer Aided Dispatch (CAD) to CAD interface software, and professional services from Tellus Safety Solutions LLC, Bountiful, Utah, in an estimated total amount of \$338,638.

- The Emergency Telephone System Board (ETSB) owns and manages a Tellus

CAD interoperability solution that connects nine individual CAD systems and interfaces with Lake County Traffic Management for data sharing and situational awareness of 130 public safety agencies since 2012.

- ETSB and partner agencies have the need to upgrade the existing Tellus software platform to utilize advanced features and patented programming for a better user experience including successful migration to a full CAD to CAD interoperability solution.
- Funding for the 9-1-1 system is provided by ETSB's collection of 9-1-1 fees that State law applies to land lines and cell phone bills.
- These revenues are programmed by the Lake County ETSB, and Lake County Government is the ETSB's fiduciary agent.
- In accordance with Article Six, Section 102 of the Lake County Purchasing Ordinance, the Purchasing Agent approved bid exemption on the basis that there is only one source for the required goods, service, or construction item, and there exists a long standing, successful relationship for software maintenance and support services, and the knowledge gained through this relationship adds value integral to the services provided for these services.

## HEALTH & COMMUNITY SERVICES

### 7.3 [19-1264](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$35,000 for the Harm Reduction Community Linkages program.

- Harm Reduction Programs provide individuals with clean needles, which avoids the transfer of diseases.
- The \$35,000 Illinois Department of Public Health grant will be used to expand harm reduction programs, and to offset existing staff salary and benefit costs.
- The \$35,000 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2019 budget.
- The grant award will be for the period May 1, 2019 through August 31, 2019.

**Attachments:** [Harm Reduction \\$35K](#)

### 7.4 [19-1265](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$30,000 for the Illinois Breast and Cervical Cancer Program.

- The \$30,000 Illinois Department of Public Health grant will be used to cover the costs of mammograms for uninsured women.
- The \$30,000 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2019 budget.
- The grant award will be for the period July 1, 2018 through June 30, 2019.

**Attachments:** [IBCCP Additional \\$30K](#)

**7.5** [19-1268](#)

Joint resolution accepting the Illinois Department of Human Services grant and authorizing an emergency appropriation in the amount of \$36,875 for the Prescription Drug Overdose program.

- The \$36,875 Illinois Department of Human Services (IDHS) grant will be used to purchase Naloxone, which is used to counteract opiate overdoses.
- The \$36,875 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2019 budget.
- The grant award will be for the period July 1, 2019 through June 30, 2020.

**Attachments:** [PDO Naloxone II](#)

**7.6** [19-1263](#)

Joint resolution accepting the Gorter Family Foundation grant and authorizing an emergency appropriation in the amount of \$40,000 for the Coordinated Intake program.

- The grant will be used to create a coordinated intake program for North Chicago children and families in need of home visit and supportive services.
- The \$40,000 Gorter Family Foundation grant will be used for mileage and to offset existing staff salary and benefit costs.
- The \$40,000 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2019 budget.
- The grant award will be for the period July 1, 2019 through June 30, 2020.

**Attachments:** [Gorter Grant Approval Letter 5.28.19](#)

[BOH-Gorter - 1b.rev](#)

**7.7** [19-1266](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$60,000 for the Immunization Elimination of Disparities program.

- The \$60,000 Illinois Department of Public Health grant will be used to support in-reach and outreach efforts in low-income areas, and to offset existing staff salary and benefit costs.
- The \$60,000 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2019 budget.
- The grant award will be for the period May 1, 2019 through April 30, 2020.

**Attachments:** [Immunization Disparities \\$60K](#)

7.8 [19-1319](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Workforce Innovation and Opportunity Act (WIOA) Local Incentive Bonus Grant and approving an emergency appropriation in the amount of \$29,241.

- Workforce Development has specific established performance accountability measures for workforce activities to assess the effectiveness in achieving positive outcomes for adults, dislocated works and youth programs
- Workforce Development met two performance measures for the time frame ending June 2018 which included a grant expenditure rate meeting the 40 percent required threshold for direct participant training and reporting occupational training and employment outcomes aligning to the high demand occupations in the region.
- The WIOA Local Incentive grant of \$29,241 may be used for workforce development activities through June 30, 2020.

**Attachments:** [August 2019 CFY'19 Incentive Enter GL 8.31.19](#)

7.9 [19-1321](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Workforce Innovation and Opportunity Act (WIOA) Rapid Response grant and Trade Adjustment Assistance (TAA) grant modifications; and approving an emergency appropriation in the amount of \$89,636.

- The TAA federal program provides funding for reemployment services to displaced workers who have lost their jobs as a result of increased imports or shifts in production outside the United States. The additional funds of \$18,704 will be used for expenses associated with payment processing of training and transportation expenses. The grant period is October 1, 2018 through September 30, 2019.
- The WIOA Rapid Response grant modification of \$70,932 is for staffing expenses related to case management of the displaced workers. The grant period is October 1, 2018 through June 30, 2020.

**Attachments:** [August 2019 CFY'19 Trade CM & 1EC CM Enter GL 8.31.19](#)

## FINANCIAL & ADMINISTRATIVE

7.10 [19-1275](#)

Report from Holly Kim, Treasurer, for the month of March 2019.

**Attachments:** [Cash & Investment Mar 2018.pdf](#)  
[Cash & Investment Mar 2019.pdf](#)

7.11 [19-1177](#)

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

**Attachments:** [LCC Report for June 2019.pdf](#)

7.12 [19-1288](#)

Joint resolution authorizing a contract with Safeware Inc., Lanham, Maryland, for the purchase of security video servers, employee identification card printers, employee identification cards and security personal vomputer (PC) workstations in the amount of \$169,925.

- During Fiscal Year (FY) 2019's budget process, the replacement of security equipment was approved.
- Security video servers, employee identification card printer, employee identification cards, and security PC workstations are needed to upgrade data storage capacity and upgrade the current ID card system.
- The security camera system has a 30-day data retention requirement; the additional servers will fulfill this requirement. Lake County will also be replacing all employee identification cards with the purchase of 4,000 dual-purpose cards for identification and access control.
- Purchasing identified a cooperative purchasing contract with Safeware through Omnia Partners to procure the security video servers, employee identification card printer, employee identification cards, and PC workstations at a contract price that was competitively solicited and awarded through 2023.
- Pursuant to Article 10-101 of the Lake County Purchasing Ordinance, Cooperative Purchasing, Lake County may participate in a cooperative purchasing agreement for the procurement of goods with one or more public procurement units in accordance with an agreement entered into between the participants.

**Attachments:** [Safeware Vendor Disclosure](#)

[Safeware Security Camera Servers and Equipment Proposal 8.13.19](#)

[Safeware Award Information](#)

7.13 [19-1294](#)

Resolution authorizing a Years of Service Award Program contract with Awards Network for, La Porte, Indiana, for a two year initial term, with three one year renewal options, for Lake County in an estimated annual amount for of \$26,120 based on the number of employees that will reach service milestones in any given year.

- Human Resources Department provides service awards to employees for a dollar threshold for items based on the number of years an employee is employed with Lake County from five to 40 years of service.
- There is a need to enter into a contract for years of service awards for Lake County employees.

- A Request for Proposal (RFP) was developed and reviewed by the Human Resources Department.
- The RFP was sent to nine vendors and proposals were received from four vendors. Two vendors participated in the vendor interview presentations.
- Following a comprehensive review of the submitted proposals and the interview presentations, Awards Network was identified as the most qualified and most favorable for Lake County.
- Human Resources will budget for the years of services awards based on the number of eligible employees each year.
- This contract is for an initial two-year term, with three one-year renewal options, in an annual estimated amount of \$26,120.

**Attachments:** [19078 Award Recommendation.pdf](#)  
[Scoresheet for Award.pdf](#)  
[Awards Network Program Proposal - Lake County.pdf](#)  
[19078 Vendor Disclosure Statement.pdf](#)

**7.14 19-1317**

Resolution approving policies and procedures for preparing and updating bond disclosures.

- As a general obligation debt bond issuer, Lake County has responsibilities under securities laws, including its continuing disclosure undertakings.
- At the recommendation of disclosure counsel, it is in the best interest of the County to adopt policies and procedures to enable the County to create accurate disclosures with respect to its official statements, annual financial information, and Electronic Municipal Market Access (EMMA) system.
- Lake County previously approved such policies and procedures, but it is necessary to replace the prior procedures completely with the attached policies and procedures which reflect rule changes that went into effect in February 2019. The Amendments to Rule 15c2-12, under the Securities Exchange Act of 1934, add two new events to the list of reportable events.

**Attachments:** [Disclosure Policies and Procedures 072919](#)

**REGULAR AGENDA**

**LAW & JUDICIAL**

**7.15 19-1307**

Joint resolution authorizing into a contract with Stellar Services, LLC, Stoughton, Wisconsin, in the estimated annual amount of \$250,000 payable to the Inmate Welfare Fund for commissary commissions.

- The current contract for commissary services expires on September 11, 2019.
- Inmate Commissary is a service the jails provide because inmates are not permitted to possess cash. It is for the sale of basic hygiene and snack food items

that are available for inmates to purchase. Inmates or their family members can deposit personal funds into an account that are then available to the inmate to purchase commissary items.

- There is a need to identify a firm to provide a software solution for inmate commissary ordering, accounting and a delivery solution for the Lake County Jail.
- A request for proposal (RFP) was sent to 11 vendors, and proposals were received from five vendors.
- An interdepartmental committee comprised of department representatives for the Sheriff's Office and Finance and Administrative Services reviewed the proposals and interviewed the top three vendors.
- Based on the criteria set forth in the RFP, the evaluation group selected Stellar Services, LLC as the most favorable proposal for Lake County.
- This contract authorizes receipt of commissary commissions in the amount of 41.5 percent of gross sales, estimated at \$250,000 annually, payable to the Inmate Welfare Fund for a period of two years with three one-year renewals.

**Attachments:** [19112 RFP Jail Commissary Final.pdf](#)  
[Award Information.pdf](#)  
[Stellar Services, LLC Vendor Disclosue.pdf](#)  
[Summary Score Matrix.pdf](#)

## HEALTH & COMMUNITY SERVICES

### 7.16 [19-1267](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$60,000 for the Local Health Department Overdoses Surveillance and Response program.

- The \$60,000 Illinois Department of Public Health grant will be used to support the planning and development of an Opioid Response Plan, and to offset existing staff salary and benefit costs.
- The \$60,000 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the FY19 budget.
- The grant award will be for the period April 15, 2019 through August 31, 2019.

**Attachments:** [Overdoses Surveillance \\$60K](#)

### 7.17 [19-1056](#)

Resolution permitting the transfer of ongoing affordable housing-related commitments from Northpointe Resources, Inc. to Aspire of Illinois.

- Lake County has provided affordable housing grants for the development of group homes for Northpointe Resources' clients with intellectual disabilities.
- To leverage economies of scale that better serve its clients, Northpoint Resources, Inc. will transfer its assets, employees and programs to Aspire of Illinois, a



long-standing Illinois not-for-profit corporation serving Northpoint Resources' target population.

- The Lake County Housing and Community Development Commission requests approval by the Joint Committees of the Lake County Board to sign the attached Consent Letter allowing Aspire to assume Northpointe Resources' affordable housing commitments to Lake County.

**Attachments:** [County Duties Assumption Request](#)

**7.18** [19-1312](#)

Joint resolution to renew contracts for Youth Program Services with various firms in an amount not to exceed \$532,000 for Lake County Workforce Development.

- Lake County desires to renew contracts for youth programs with qualified providers to service Out-of-School youth under the federal Workforce Innovation and Opportunity Act.
- The Lake County Workforce Development Board has reviewed the performance of the service providers and recommends and forwards contract renewals for County Board consideration.
- Contract renewals are recommended for four Out-of-School Youth Programs: Waukegan High School, Pharmacy Tech Program, Waukegan, Illinois in the amount of \$170,000 to service 24 youth, Youth Build Lake County, North Chicago, Illinois for \$102,000 to service 15 youth, Youth Conservation Corps, Waukegan, Illinois in the amount of \$129,000 to serve 12 youth, and Employee Connections, Waukegan, Illinois in the amount of \$131,000 to serve 25 youth.
- Contracts are not to exceed \$532,000 and will be funded through the County's allocation of federal Workforce Innovation and Opportunity Act funds for the time frame of July 1, 2019 to June 30, 2020

**Attachments:** [Recommendation for 2019-2020 WIOA Youth Services Contracts.pdf](#)

**7.19** [19-1320](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Workforce Innovation and Opportunity Act (WIOA) Program Year (PY) 2019 formula grant and modification to WIOA PY 2018 grant authorizing a decrease in the budgeted appropriation in the amount of \$638,098 for the Lake County Workforce Development Department.

- The WIOA formula grant funds for the PY 2019 beginning July 1, 2019 have been allocated to Lake County and are being decreased by \$684,273 over the PY 2018 allocation, for a total grant of \$4,576,994. The WIOA PY 2019 formula grant has a grant life from July 1, 2019 through June 30, 2021.
- The WIOA formula grant funds for PY 2018 modification increases the grant by \$46,175. The WIOA PY 2018 formula grant has a grant life from July 1, 2018 through June 30, 2020.
- The WIOA formula grants include funding for programs serving adults, dislocated workers, incumbent workers, and youth.

**Attachments:** [August 2019 CFY'18 WIOA'19 decrease & WIOA'18 Increase GL 8.31.19](#)

## **PUBLIC WORKS, PLANNING & TRANSPORTATION**

### **7.20 [19-1305](#)**

Joint resolution appropriating \$225,000 of ¼% Sales Tax for Transportation funds for the acquisition of necessary right-of-way, by agreement or condemnation, and other right-of-way costs associated with the improvement of Fairfield Road at Monaville Road.

- Fairfield Road at Monaville Road will be improved with the construction of a roundabout.
- Preliminary plans and right-of-way plats identifying right-of-way needs for the improvement have been prepared.
- This improvement is included in the highway improvement program with targeted construction in 2020, and designated as Section 15-00120-06-CH.

### **7.21 [19-1311](#)**

Ordinance amending water and sewer related rates for certain Lake County systems.

- Chapter 51 of the Lake County Code of Ordinances establishes all water and sewer user rates, connection fees and additional charges for use of the County's water and sewer systems.
- The Ordinance is revised periodically to modify rates and fees, as necessary.
- Staff has worked with Burns and McDonnell, Inc. to complete a water and sewer rate and connection fee study to ensure that the County is maintaining and generating sufficient funds for operations, maintenance, depreciation, debt service and re-capitalization of assets.
- The amended Ordinance modifies several water and sewer rates and connection fees. Specific rates and fees are established for Fiscal Year 2020. Percentage increases are also identified for future fiscal years, but the county Board can modify the rates during the annual updates to the ordinance.
- The minimum retail water bill is replaced with a domestic meter service charge that increases by meter size.
- The water rate differential between the low use and highest use block rate was increased to 10 percent to support conservation.
- Notice will be provided to the County's municipal partners impacted by the changes to Chapter 51 of the Lake County Code of Ordinances that will become effective December 1, 2019.

**Attachments:** [19-1311 Rate Ordinance based on Rate Study - Final.pdf](#)

### **7.22 [19-1290](#)**

Joint resolution authorizing an emergency appropriation for the Lake County Flood Hazard Mitigation Project by the Stormwater Management Commission (SMC) in the amount of \$3,845,091 and funded by the Illinois Department of Natural Resources, Office of Water Resources, (IDNR-OWR) Flood Mitigation program.

- SMC has authorized an agreement with the IDNR-OWR for a grant (Contract Number OWR-371) for the buyout of 12 flood-prone properties throughout Lake County, IL.
- Properties are designated as Federal Emergency Management Agenda (FEMA) “Severe Repetitive Loss” (SRL) and “Repetitive Loss” (RL) properties, four homes are substantially damaged, several properties are located in a “low to moderate income area”, and all properties are located in the floodway.
- Property will be acquired initially by the County of Lake and then transferred to local municipality, township or other local governments upon completion of the project.
- Emergency appropriations are needed for the total project cost of \$3,845,091, which is not included in the current year budget. SMC will use funding for project expenditures which will be reimbursed by the IDNR-OWR.

**Attachments:** [IDNR-OWR Grant Agreement Approval-County Board Bullets 080719](#)  
[Lake County IGA \(002\) Redacted Attachment A](#)

## FINANCIAL & ADMINISTRATIVE

### 7.23 [19-1236](#)

Resolution approving a contract with Byers Printing Company, Springfield, Illinois, in the amount of \$85,547 to provide restoration of historical County Board and vital records.

- The County Clerk’s Office is the repository for all Vital Record historical documents and record books for the County Board/Board of Supervisors.
- These books date back to the 1800s and many are very fragile and slowly deteriorating. The County Clerk’s Office is concerned that these documents may be beyond repair in a few years’ time.
- An invitation to bid was extended to two vendors and the lowest responsible bid was Byers Printing Company in an amount of \$85,547.
- This amount is included in the County Clerk’s Fiscal Year 2019 budget and the County Clerk will use her purchasing authority to procure this service.

**Attachments:** [FY2019 Capital Request.pdf](#)  
[Byers Record Restoration Project.pdf](#)

### 7.24 [19-1286](#)

Committee action approving Contract Modification Number One for Agreement Number 17108 with Syska Hennessy, Chicago, Illinois, to provide architectural and engineering services for mechanical, electrical, fire protection and architectural (MEFPA) and telecom consulting for the mechanical infrastructure projects at the Babcox Justice Center in the amount of \$44,480.

- In May 2017, the Lake County Board authorized a contract with Syska Hennessy for architectural and engineering services for MEFPA and telecom consulting for the mechanical infrastructure projects at the Babcox Justice Center in the amount of \$391,440.

- A contract modification is necessary for additional work to include mechanical equipment design for stairwells and new security detention ceilings on the fifth and sixth floors. This modification will also provide administrative design documents for multiple projects within the Babcox Justice Center to include Chiller, Air Handling Unit (AHU), and Smoke Evacuation projects
- Contract Modification Number One increases the amount of the Architectural Engineering Design services contract by \$44,480 from \$391,440 to a total of \$435,920.
- 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 Contract Modification Number One.

**Attachments:** [VENDOR DISCLOSURE STATEMENT](#)

[Vendor Proposal](#)

[Award Information](#)

**7.25** [19-1295](#)

Resolution authorizing a contract with Accruent LLC, Austin, Texas, for the purchase of facilities condition assessment services and capital planning and management software for Lake County in the amount of \$135,337.

- As part of Fiscal Year 2019 Budget Process, Facilities and Construction Services has recommended the purchase of facilities condition assessment services for forty-eight building assets to update our capital planning and management software.
- The Department will use the software to document the condition of facility assets across the County and use the data and reporting to manage the investment in the annual repair and replacement schedule.
- Purchasing identified a cooperative purchasing contract with Accruent LLC through the National Cooperative Purchasing Alliance to procure the software at a contract price that was competitively solicited and awarded.
- Pursuant to Article 10-101 of the Lake County Purchasing Ordinance, Cooperative Purchasing, Lake County may participate in a cooperative purchasing agreement for the procurement of goods with one or more public procurement units in accordance with an agreement entered into between the participants.
- This contract authorizes the purchase of facilities condition assessment services and capital planning and management software in the amount of \$135,337, with on-going estimated annual maintenance cost of \$1,871 through 2021.

**Attachments:** [VENDOR DISCLOSURE STATEMENT](#)

[Award Information](#)

[Accruent Proposal](#)

**7.26** [19-1315](#)

Discussion and presentation of the 2018 Comprehensive Annual Financial Report

(CAFR).

- Lake County is required by state statute and Board Policies to publish a complete set of audited financial statements for each fiscal year. The financial statements, commonly referred to as the Comprehensive Annual Financial Report (CAFR), must be in conformity with generally accepted accounting principles (GAAP) and comply with requirements set forth by the Governmental Accounting Standards Board (GASB).
- The financial statements are required to be audited by an independent firm of licensed certified public accountants in accordance with generally accepted auditing standards. The audit firm of RSM US LLP reports directly to the County Board and the cost of the audit engagement is provided for in the budget of the County Board.
- RSM US LLP audited the financial activities and related information which collectively comprise Lake County's basic financial statements. They provided the opinion that the CAFR presents fairly, in all material respects, the financial position of Lake County as of November 30, 2018; also referred to as a "clean", or "unmodified" opinion.
- Generally accepted auditing standards further require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with that requirement, RSM will be in attendance to report finding and present the CAFR.

**Attachments:** [FINAL Lake County CAFR Non-GAS Financial Report No88922 ID93544](#)

**7.27** [19-1316](#)

Discussion regarding Health Insurance Update.

**8. Executive Session**

**9. County Administrator's Report**

**9.1** [19-1314](#)

Monthly Financial Report.

**Attachments:** [Monthly Report 072919](#)

**10. Members Remarks**

**11. Adjournment**

**Next Meeting: August 29, 2019**