

Lake County Illinois

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



Agenda Report - Final

Thursday, October 3, 2019

8:30 AM

Assembly Room, 10th Floor - Courthouse and Administrative
Complex, 18 N County Street, Waukegan

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 (Item 7.1)

APPROVAL OF MINUTES

7.1 **19-1529**

Minutes from August 29, 2019.

Attachments: [F&A 8.29.19 Minutes - Final.pdf](#)

REGULAR AGENDA

HEALTH & COMMUNITY SERVICES

7.2 **19-1558**

Joint resolution accepting the Health Resources and Services Administration grant and authorizing an emergency appropriation in the amount of \$348,501 for the Integrated Behavioral Health Services program.

- The \$348,501 Health Resources and Services Administration grant will be used to support additional psychiatry and counseling.
- The \$348,501 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 August 1, 2019 through July 31, 2020.

Attachments: [19.09 IBH 330 Final](#)

7.3 **19-1559**

Joint resolution accepting the Health Resources and Services Administration grant and authorizing an emergency appropriation in the amount of \$169,500 for the Expanding Access to Quality Substance Use Disorder and Mental Health Services program.

- The \$169,500 Health Resources and Services Administration grant will be used to support and expand medication-assisted treatment services.
- The \$169,500 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 September 1, 2019 through August 31, 2020.

Attachments: [19.09 SUD MH 330 Final](#)

7.4 [19-1546](#)

Joint resolution approving Modification Number Three for Agreement Number 14198 for the lease and management agreement between the County of Lake, Illinois, and Transitional Care of Lake County, LLC, (TCLC), Rosemont, Illinois, in the amount of \$175,000.

- In 2015 Lake County and TCLC entered into an Operations Transfer Agreement and a Lease and Management Agreement (collectively, the “Agreements”) for the County’s skilled nursing facility known as Winchester House in the amount not to exceed \$6,714,133.
- Two modifications in the amount of \$926,000 have been made to the original agreement that provided for an extension of the original terms for incentive payments, forgiveness of the start-up capital loan tied to construction milestones, and establishment of an Operational Support Fund.
- Modification Number Three increases the amount of the agreement in a not to exceed amount of \$175,000 to provide better beds and mattresses for the residents, once they have moved to the new facility.
- Modification Number Three shall be funded from the Winchester House Donation Fund, which contains money designated for improvements at the facility to better service the residents of Winchester House. Funds have been previously used to pay for both services that benefitted residents, as well as capital items that improved the resident experience at Winchester House.
- TCLC presented this proposal to the Winchester House Advisory Board (WHAB), which voted to approve the request at the WHAB’s meeting held on August 29, 2019.
- In accordance with Article 8, Section 101 (1) of the Lake County Purchasing Ordinance it is hereby requested that the County Board Chair be authorized to enter into Contract Modification Number Three; which increases the total cost of the agreement to \$7,815,133.

Attachments: [14198 AGREEMENT Modification 3](#)

[Winchester House Donation Fund Balance as of 7.25.19](#)

[TCLC letter requesting use of donation fund](#)

7.5 [19-1571](#)

Joint resolution authorizing line-item transfers of funds between various accounts to transfer previously approved funds in Fiscal Year (FY) 2019.

- A line item transfer is necessary to reallocate funds within the FY 2019 budget to fund capital projects within the Health Department.
- This action transfers previously approved budget authority from the Facility

Assessment budget to Health Department capital line items for Patient Access Center renovation and 3010 Grand parking lot expansion.

- The action does not increase budget authority, and the specific account numbers are attached.

Attachments: [Facility Assessment Line Item Transfer](#)

7.6 [19-1573](#)

Joint resolution authorizing an emergency appropriation with offsetting revenue in the amount of \$200,000 to support the goal of Lake County to end chronic homelessness.

- Since 2015, Lake County has participated in the “Built For Zero” technical assistance project for communities committed to ending homelessness. The lead Built for Zero entity, Community Solutions International, Inc., recently announced that Lake County Community Development was awarded \$200,000 in Built for Zero grant funding.
- In accepting these funds, Lake County commits best efforts to end chronic homelessness by December 31, 2019. The attached Grant Agreement states that “if for any reason Lake County does not meet this goal by the end of 2019, Lake County and its partners will continue working to end chronic homelessness until this goal is achieved.” (“Ending homelessness” is defined in the homeless services sector and reaching “functional zero” level of homelessness in which all Lake County residents currently experiencing chronic homelessness are housed. After reaching “functional zero” communities can expect to continue to help homeless clients as they enter homelessness.)
- The new grant provides funding for an intern to manage the By-Name (waiting) List for permanent supportive housing, indirect costs and pass-thru grant funding for Catholic Charities to assist with housing the most difficult-to-house.
- This resolution authorizes an emergency appropriation of \$200,000 and the execution of a program agreement to accept the grant funding. The grant does not require a match.

Attachments: [Oct 2019 BFZ Emergency Appropriation](#)

[Lake County x CS Grant Agreement 2019](#)

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.7 [19-1551](#)

Joint resolution authorizing the waiver of flood repair-related permit fees.

- Lake County has experienced heavy rainfall events on and after September 13, 2019, and inundation of area waterways has resulted in damage to structures and surface grading throughout impacted areas in the unincorporated areas.
- For those flood-related structure repairs and top-dressing necessitating permits, fees are required by ordinance.
- To ensure compliance and provide relief to property owners impacted by this

recent flooding, building permit fees will be waived as described in Appendix A.

Attachments: [2019 Flood Fee Waiver Appendix](#)

7.8 [19-1549](#)

Joint resolution approving an Intergovernmental Agreement between the Village of Beach Park and the Lake County Planning, Building and Development (PBD) Department, to share inspection and development review services.

- The Planning, Building and Development Department has a need for inspection assistance in the northeast quadrant of Lake County within small sections of isolated unincorporated territory. The County's direct inspection of these properties creates route inefficiencies given the significant distance of these properties to other larger unincorporated territories. This agreement will allow for the Village to perform inspections and plan reviews requested by the County in such areas.
- The agreement also authorizes the County to complete building inspections and plan reviews that are requested by the Village in situations in which there is a need.
- The Village will use the County's shared Land Management System, Tyler Energov, to perform services on behalf of the County.
- Payment for Lake County and Village services will use the same hourly rate method as used in the Department's other intergovernmental agreements.

Attachments: [Beach Park-Lake Co Inspection IGA final](#)

FINANCIAL & ADMINISTRATIVE

7.9 [19-1548](#)

Resolution ratifying a contract with Construction Technology Laboratories, Inc., Skokie, Illinois, for architectural and engineering services for the Lake County parking garage evaluation and approving Contract Modification Number One for Agreement Number 19082.

- Lake County Facilities identified a need to enter into a professional services agreement to provide architectural and engineering services for the Lake County parking garage evaluation in February 2019.
- Construction Technology Laboratories, Inc. was awarded the initial contract in the amount of \$34,000 in accordance with the Local Government Professional Services Selection Act (50 ILCS 510/1 et seq) and a prior satisfactory relationship.
- Facilities has identified a need for Contract Modification Number One to increase the scope of work of the project to include Phase Two design, bid documents and bidding assistance in the amount of \$48,500.
- The additional scope of work includes additional hours needed to complete the development of concrete and asphalt repair and replacement construction documents, bidding and award recommendation for the project.
- Contract Modification Number Two for Phase Three construction administrative services will be needed in Fiscal Year 2020.

- This resolution ratifies the existing contract with Construction Technology Laboratories, Inc. in the amount of \$34,000 and approves the contract modification to increase the existing contract to \$82,500.

Attachments: [VENDOR DISCLOSURE STATEMENT](#)

[19082 Award Information](#)

[19082 Contract Modification 1](#)

7.10 [19-1547](#)

Resolution authorizing a contract with Paul Borg Construction Company, Chicago, Illinois, for the Sheriff's Training Room in the Lake County Criminal Courts, Babcox Detention Center

- Lake County desires to enter into a contract with Paul Borg Construction Company, Chicago, Illinois for the construction of the Sheriff's Training Room in the Lake County Criminal Courts, Babcox Detention Center.
- The Sheriff's Office is in need of an updated, larger capacity training room for continuing the education goals of officers and administrative staff, in addition to their public interactive activity responsibilities.
- During the construction activities for the Lake County Criminal Courts Tower Initiative, the previously existing, undersized Sheriff's Training Room was repurposed to provide available space for staff relocations in order to accommodate the ongoing construction needs for the Tower and Babcox Detention Center initiative. The Sheriff's Office currently shares space with the Circuit Clerk's Office to meet the ongoing needs of their staff. This project will provide an updated and full capacity training room to meet the current needs of the Sheriff's Office and to allow for future expansion of use.
- An invitation to bid was issued and extended to 49 vendors and sealed bids were received from six vendors in the amount of \$1,210,000 to \$2,476,000.
- Paul Borg Construction Company was determined to be the lowest responsive and responsible bidder who best meets the needs of the County in the amount of \$1,210,000.
- Funding has been secured for this service through the approved Fiscal Year 2019 Corporate Capital budget, the contract will be managed by the Facilities and Construction Services Department.

Attachments: [19158 Bid Document](#)

[19158 Bid Tab](#)

[19158 Vendor Disclosure](#)

[19158 Award Information](#)

7.11 [19-1575](#)

Facilities and Construction Investment Plan Process.

Attachments: [CIP FA Brief_03OCT19](#)

7.12 [19-1578](#)

Resolution approving a Vendor Disclosure and Conflict of Interest Policy requiring vendors to submit a 'Vendor Disclosure Statement' for procurements over \$30,000.

- To ensure a transparent procurement process, vendors wishing to contract with Lake County for goods and services in an amount greater than \$30,000 shall be asked to disclose knowledge of familial relationships and political campaign contributions.
- To further ensure the integrity of the decision-making processes for county procurements, all employees must disclose any conflict of interest that may directly or indirectly influence any procurement or ensuing agreement or contract.
- The County Board approved the initial version of this policy at its meeting on November 13, 2018 and it was further modified at the February 12, 2019 meeting.
- This revised policy applies to all Lake County employees and elected officials and any procurements or contract renewals effective February 1, 2019.
- Utility companies regulated by the Illinois Commerce Commission and local units of government are exempt from the requirement to disclose.
- Vendors other than utilities or local units of government requesting an exception will be required to submit their request in writing. Staff will contact the chair of the appropriate standing committee who will make the determination as to whether the procurement transaction will be included on the agenda.
- For all public procurements solicited by the Purchasing Division, staff will request a Purchasing Disclosure from any employee and/or consultant who is directly involved with the evaluation of bids or proposals received and signed Purchasing Disclosure forms must be on file prior to the release of related procurement information.

Attachments: [Vendor Disclosure Statement v4 Clean](#)

[Vendor Disclosure Statement v4 Redlined](#)

[Vendor Disclosure & Conflict of Interest Policy v4 Redlined.pdf](#)

[Vendor Disclosure & Conflict of Interest Policy v4 Clean.pdf](#)

8. **Executive Session**

8.1 [19-1577](#)

Executive Session to discuss imminent or pending litigation matters pursuant to 5 ILCS 120/2 (c)(11).

9. County Administrator's Report

9.1 [19-1557](#)

Monthly reports from the Finance and Administrative Services Department.

- Economic Indicator Report.
- Monthly Revenue and Expense Summary Report.
- Procurement Card (P-Card) Summary Report.

Attachments: [Monthly Report 092319](#)

10. Members Remarks

11. Adjournment

Next Meeting: October 16, 2019 (Budget Hearings)