

# Lake County Illinois

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



## Agenda Report - Final

Thursday, August 6, 2020

8:30 AM

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

**Financial & Administrative Committee**

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the July 24, 2020, Gubernatorial Disaster Proclamation, and the attached Written Determination of the Lake County Board Chair, this meeting will be held via audio and video conference and not in the Assembly Room on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois.

**PUBLIC VIEWING:** This meeting will be live-streamed at <http://lakecounty.tv/> and on Comcast's network, Channel 18 or 30 and AT&T Channel 99. Per the Governor's Disaster Proclamation, in accordance with section 120/7(e)(4) of the OMA, in-person attendance by members of the public will be available in the Assembly Room on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois and is limited to the number of persons practicable in keeping with social distancing requirements.

**PUBLIC COMMENT:** Public Comments are welcomed and encouraged. Emailed Public Comments received by 8:30 a.m., Thursday, August 6, 2020 for items not on the agenda will be read at the beginning of the meeting under Public Comment in the order they are received. Comments on agenda items will be read during consideration of that item. Comments received during the meeting will be held until the end of the meeting. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment pursuant to the County Board Rules of Order and Operational Procedures. All emailed Comments received will be included in the Committee's meeting minutes.

Email Public Comments to [CountyBoard@lakecountyil.gov](mailto:CountyBoard@lakecountyil.gov) with the following:

- \* Subject Title: Financial and Administrative Committee Public Comment
- \* Name
- \* Street Address (Optional)
- \* City, State (Optional)
- \* Phone (Optional)
- \* Organization/agency/etc. represented. (If representing yourself, put "Self")
- \* Topic or Agenda Item Number followed by Public Comment.

Public in attendance on the 10th Floor of the Administrative Tower at 18 N. County Street, Waukegan, Illinois may provide Public Comment. Public may also leave a message with the County Board Office at 847-377-2300.

0.0 [20-0824](#)

Determination of need for meetings of the Lake County Board and Committees to be held by audio or video conference.

**Attachments:** [Letter Determination Chair Hart\(07-02-20\).pdf](#)

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 (7.1 - 7.7)**

**APPROVAL OF MINUTES**

- 7.1 [20-1007](#)  
Minutes from July 9, 2020.

**Attachments:** [F&A 7.9.20 Minutes - Final.pdf](#)

**LAW & JUDICIAL**

- 7.2 [20-1033](#)  
Joint resolution authorizing the renewal of the State's Attorney's Violent Crime Victims Assistance (VCVA) grant program awarded by the Office of the Illinois Attorney General for state fiscal year (SFY) 2021, including grant funding of \$35,000.

- This is a request to renew the VCVA grant administered through the Office of the Illinois Attorney General, with a grant period from July 1, 2020 through June 30, 2021.
- Funding for this grant began in 1990 and has been renewed each year.
- Grant program goals include the promotion of fairness, accountability and coordination of services for victims and witnesses of domestic violence, and the promotion of policy and procedure for domestic violence cases in order to improve response by law enforcement and court personnel.
- The grant will fund \$35,000 to offset the salary of a domestic violence victim witness coordinator (DV Coordinator).
- The DV Coordinator position and grant is already included in the State's Attorney's approved County Fiscal Year (CFY) 2020 budget.

**Attachments:** [Award Email](#)

7.3 [20-1034](#)

Joint resolution authorizing the application, acceptance, and emergency appropriation of a 2020 Justice Assistance Grant (JAG) in the amount of \$7,427.50 for the purpose of enhancing the State's Attorney's Office's capacity to provide crime prevention education and outreach.

- 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.
- 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 \$37,137 in Fiscal Year 2020 grant funds.
- The potential allocation of the eligible funds is \$7,427.50 to Lake County on behalf of the State's Attorney's Office, \$22,282 to the City of Waukegan, and \$7,427.50 to the City of Zion.
- The State's Attorney's Office will use the \$7,427.50 to provide crime prevention education and outreach by purchasing outreach supplies and printed materials to distribute throughout the Lake County community.
- The source of program funding is 100 percent federal JAG; no match is required.

**Attachments:** [2020 JAG Award Email](#)

## HEALTH & COMMUNITY SERVICES

7.4 [20-1022](#)

Joint resolution accepting the Emergency Solutions Grant (ESG) from the Illinois Department of Human Services and authorizing an emergency appropriation in the amount of \$43,363 for grant administration and the implementation of the Homeless Management Information System (HMIS).

- The \$43,363 in grant funds will be used to operate HMIS and administer the ESG.
- The \$43,363 in 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 July 1, 2020 through June 30, 2021.

**Attachments:** [2020-07 Emergency Appropriation - Grants ILESG](#)

7.5 [20-1023](#)

Joint resolution accepting the Emergency Food and Shelter Program (EFSP) grant from the Federal Emergency Management Agency (FEMA) and authorizing an emergency appropriation in the amount of \$14,308 for grant and program administration.

- The \$14,308 in grant funds will be used to administer the Emergency Food and Shelter Program (EFSP).
- The \$14,308 in 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 April 1, 2020 through May 31, 2021.

**Attachments:** [2020-07 Emergency Appropriation - Grants EFSP](#)

## **PUBLIC WORKS, PLANNING, AND TRANSPORTATION**

### **7.6 [20-1016](#)**

Joint resolution authorizing an agreement with Hampton, Lenzini and Renwick, Inc., Elgin, Illinois, for Phase II design engineering for the replacement of 12 culverts located on North Avenue, Gages Lake Road, and the Skokie Valley Bike Path, at a maximum cost of \$222,810, appropriating \$270,000 of County Bridge Tax funds.

- Twelve culverts located on North Avenue, Gages Lake Road, and the Skokie Valley Bike Path are at the end of their life cycle and need to be replaced.
- A consulting firm will be utilized to complete these design engineering services.
- Lake County selects professional engineering firms in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 et. seq.
- The selected firm has a successful past relationship with the Lake County Division of Transportation.
- The selected, and recommended, firm is Hampton, Lenzini and Renwick, Inc., at a maximum cost of \$222,810.
- This project is included in the highway improvement program with target construction in 2021, and designated as Section 20-00999-71-DR.

**Attachments:** [20-1016 Vendor Disclosure, HLR](#)

[20-1016 Location Map, Culvert Replacements](#)

[20-1016 Culvert Replacement 2020 Phase II Consultant Agreement \(Dr:](#)

## **FINANCIAL & ADMINISTRATIVE**

### **7.7 [20-1030](#)**

Finance Monthly Report.

**Attachments:** [Finance Monthly Report 080220](#)

[COVID-19 Expense Tracker 08032020.pdf](#)

## **REGULAR AGENDA**

### **LAW & JUDICIAL**

### **7.8 [20-1008](#)**

Joint resolution approving an intergovernmental agreement (IGA) for part-time contractual police services by and among the Beach Park School District Number Three (#3), Lake County and the Lake County Sheriff's Office (LCSO) in the amount of \$46,253.25.

- Beach Park School District #3, and the LCSO piloted a part-time police/school resource officer program in 2016 to provide police services in the form of a police/school resource officer (SRO) at the Beach Park Middle School.

- 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 one year, beginning August 1, 2020, and ending July 31, 2021.
- The contract includes one part-time SRO for 16 hours per week while school is in session.
- Beach Park School District #3, will reimburse 100 percent of the cost for the SRO position for the hours worked. The SRO will be assigned other duties while not serving as the SRO.

**Attachments:** [SRO Agreement 2020-2021.pdf](#)

## HEALTH & COMMUNITY SERVICES

### 7.9 [20-1024](#)

Joint resolution authorizing an emergency appropriation in the amount of \$405,391.92 of community development program income.

- Periodically, program income is received by Community Development for programs administered by the County.
- A total of \$1,000 of Lake County Affordable Housing Program (LCAHP), \$162,534.65 of Community Development Block Grant (CDBG), \$144,985.66 of HOME and \$96,871.61 of Neighborhood Stabilization Program (NSP) program income has been generated and has not been previously appropriated.
- The program income received was the result of home sales (\$228,262.15), loan payments (\$55,073.64) and mortgage payoffs (\$122,056.13).

**Attachments:** [2020-07 Emergency Appropriation PI](#)

### 7.10 [20-0952](#)

Joint resolution approving the Proposed Third Amendment to the Program Year (PY) 2019 Annual Action Plan (AAP).

- The CARES Act appropriated up to \$5,000,000,000 in Community Development Block Grant (CDBG-CV) to assist in the response to the COVID pandemic.
- As an entitlement community Lake County received \$1,709,120 of CDBG-CV funds from the first allotment of this funding which includes funding received on behalf of the City of North Chicago.
- Lake County and the City of North Chicago have entered into a Joint Agreement stating that Lake County shall administer CDBG funding on behalf of the City.
- The Third Amendment to the PY 2019 Annual Action Plan (AAP) includes \$117,296 of North Chicago's CDBG funds to support COVID-19 relief in the form of fire and police equipment (\$47,296), food banks (\$30,000), homeless shelter (\$30,000) and housing information and referral services (\$10,000).

**Attachments:** [2019 AAP 3rd Amendment\\_redline](#)

7.11 [20-0957](#)

Joint resolution approving the First Amendment to the Program Year (FY) 2020 Annual Action Plan (AAP).

- Housing and Urban Development (HUD) requires the submission of an AAP and associated amendments to govern expenditure of federal housing and community development funding for each program year.
- An amendment to an AAP is required to assign program income to a project.
- The First Amendment to the PY 2020 AAP incorporates \$71,970.50 of Community Development Block Grant (CDBG) program income and \$20,374.80 of HOME program income.
- The proposed First amendment to the PY 2020 AAP allocates the program income to three on-going housing programs.
  - o \$20,374.80 to Community Partners for Affordable Housing (CPAH) for Down Payment Assistance.
  - o CPAH \$11,970.50 for Owner Occupied Rehabilitation.
  - o Youth Conservation Corps. \$60,000 for affordable housing rehabilitation and resale.

**Attachments:** [2020 AAP 1st Amendment](#)

**PUBLIC WORKS, PLANNING & TRANSPORTATION**

7.12 [20-1017](#)

Joint committee action item approving Change Order Number One consisting of an increase of \$5,640 to the Phase II engineering consultant agreement for the reconstruction of the Lake County Division of Transportation (LCDOT) visitor parking lot, 600 West Winchester Road, Libertyville, Illinois.

- Change Orders need to be approved by the standing committees for cumulative net increases over ten percent.
- The LCDOT visitor parking lot reconstruction is under contract with Hey & Associates, Volo, Illinois, in the amount of \$27,950 as approved by the County Board on December 10, 2019, and designated as Section 19-00214-26-MG.
- Additional services are necessary for the development of a landscaping plan as detailed in the attached Supplement Number One.

**Attachments:** [20-1017 LCDOT Visitor Parking Lot - Hey and Associates Proposal](#)

[20-1017 Vendor Disclosure, Hey and Associates](#)

[20-1017 Location Map, LCDOT Visitor Parking Lot Improvements](#)

7.13 [20-1015](#)

Joint resolution authorizing an agreement with the State of Illinois, by and through the Illinois Department of Transportation (IDOT), for the modernization of the traffic signals along Butterfield Road, between Illinois Route 137/Buckley Road and Allanson

Road/Gregg's Parkway, appropriating \$1,671,600 of ¼% Sales Tax for Transportation funds.

- The traffic signals along Butterfield Road, from Illinois Route 137/Buckley Road to Allanson Road/Gregg's Parkway, will be modernized and connected to a new adaptive signal control technology.
- Lake County Division of Transportation selected an Adaptive Signal Control Technology through a Request for Proposal (RFP) administered with Lake County Purchasing and the selected technology system will be procured through this contract.
- Flashing yellow arrows will be installed for left turn movements at the traffic signals along the corridor, the first in Lake County.
- Federal Congestion Mitigation and Air Quality (CMAQ) funds have been secured to cover up to 80 percent of project construction costs.
- This project is included in the highway improvement program with target construction in 2021, and designated as Section 16-00142-08-TL and State Job Number C-91-279-17.

**Attachments:** [20-1015 Butterfield Rd ITS IDOT Agreement \(Draft\)](#)

[20-1015 Location Map, Butterfield Road ITS Passage Interconnect](#)

**7.14** [20-1031](#)

Ordinance amending Chapter 51: Water and Sewer Rates and Charges of the Code of Ordinances for certain Lake County systems to account for Village of Fox Lake pass through increase, publish Lakes Region Sanitary District connection and user fees for Fiscal Year (FY) 2020 and adjust the previously approved rate ordinance for FY2021.

- Chapter 51 of the Lake County Code of Ordinances establishes all water and sewer user rates and connection fees for the County's water and sewer systems and is periodically modified as needed.
- The County has been notified by the Village of Fox Lake of an increase to its sewer user fees effective May 1, 2020.
- Additionally, the connection and user fees previously captured in the rate ordinance for the former Lakes Region Sanitary District will be incorporated into this most recent update. The FY2020 rates will be included in the County's Rate ordinance with two rates corrected from what was published in the Lakes Region Sanitary District Rate Ordinance. The FY2021 rates include the percentage increases based on the multi-year rate study.
- Wholesale and retail customers will be notified of the ordinance changes.
- Pass-through increases will be applied at the end of the next appropriated billing cycle.
- Rate increases for FY2021 will take effect on December 1, 2020.

**Attachments:** [08.05.20 Rate Ordinance Fox Lake Pass-thru and FY2021 Highlight.pdf](#)



## FINANCIAL & ADMINISTRATIVE

### 7.15 [20-1035](#)

Resolution authorizing a contract with Superior Vision, Rancho Cordova, California, for vision care benefits for Lake County employees.

- Lake County offers employees vision services through a supplemental vision insurance plan that is 100 percent employee paid.
- The existing contract for vision services expire on December 31, 2020.
- Proposals were called for by publication for Vision Care Benefits for Lake County employees.
- Requests for proposals were extended to 22 vendors and sealed proposals were received from six vendors.
- An interdepartmental review committee determined that the proposal submitted by Superior Vision is the most qualified and favorable proposal for Lake County.
- In addition to a basic plan, the contract will offer an enhanced plan that will allow employees to select a plan based upon their needs and desires.
- The contract pricing rates are lower rates than the current contract and will result in a cost savings for employees.
- The contract authorizes a two-year agreement with three additional one-year renewal options.

**Attachments:** [Draft Agreement Vision Services.pdf](#)

[Draft Agreement.pdf](#)

[Superior Vision - Rates.pdf](#)

[20025 Scoring Matrix- Board.pdf](#)

[Superior Vision Vendor Disclosure.pdf](#)

### 7.16 [20-0870](#)

Resolution approving a contract with CDW Government (CDW), Vernon Hills, Illinois, to replace the County's backup system which includes hardware, software, and support for 15 months, in an estimated amount of \$206,507.64.

- The County's current backup system is nine years old and is at its end-of-life.
- Backup systems are utilized to provide disaster recovery and to protect County data and systems in the event of malicious cyber-attacks.
- This solution is designed specifically to protect data and aid in recovery in the event of cyber-attack while reducing the County's data center footprint and energy costs.
- Pursuant to Article 10-101 of the County Purchasing Ordinance, Cooperative Purchasing, the County may participate in a cooperative purchasing agreement for the procurement of goods, services or professional services with one or more public procurement units in accordance with an agreement entered into between the participants.
- A cooperative purchasing contract with CDW has been identified through the

National Intergovernmental Purchasing Alliance (NIPA) to procure needed goods, services or professional services that was competitively solicited and awarded.

- Information Technology will budget an estimated \$41,000 for annual software and maintenance beginning in Fiscal Year 2022.

**Attachments:** [CDW Proposal.pdf](#)

[CDW Additional Support SOW.pdf](#)

[CDW Vendor Disclosure Form](#)

**7.17** **20-1037**

Resolution approving a one-year contract with DLT Solutions, Herndon, Virginia, to purchase a next generation managed security service in the amount of \$177,914.

- This service will improve Lake County's endpoint security while offering more proactive mitigation in real-time through a managed security partner.
- This solution was recommended through the County's annual security assessment to reduce the risk and impact of malicious activity such as Ransomware.
- This managed security service provides a fully managed incident response team which allows the Enterprise Technology Department to efficiently utilize staff and provides the security maturity needed to keep pace with the ever-changing security landscape.
- Pursuant to Article 10-101 of the County Purchasing Ordinance, Cooperative Purchasing, the County may participate in a cooperative purchasing agreement for the procurement of goods, services or professional services with one or more public procurement units in accordance with an agreement entered into between the participants.
- A cooperative purchasing contract with DLT Solutions, has been identified through the General Services Administration (GSA) GS-35F-267DA to procure needed goods, services or professional services that was competitively solicited and awarded.

**Attachments:** [DLT Quote \(4873462\) \[Ref 1548889\]](#)

[Vendor Disclosure Statement 1](#)

[Vendor Disclosure Statement 2](#)

**7.18** **20-1065**

Resolution authorizing an emergency appropriation in the amount of \$35,000 for services in Special Service Area Number 12 (SSA #12), Woods of Ivanhoe.

- Special Service Area #12 was established to fund the repair, reconstruction and maintenance of private streets within the Woods of Ivanhoe residential community.
- The amount budgeted in the Fiscal Year (FY) 2020 budget was \$35,200 for expenses, and an amount equal to the levied property tax revenue for FY 2020. However, maintenance approved by the residential community require additional funding in the amount of \$35,000.
- An estimated fund balance exists in an amount of \$111,067 at the end of FY 2019

and \$15,657 in property tax revenue has been received year to date with \$17,795 in expenses. Therefore, there are sufficient funds for the road repairs.

- This resolution appropriates funds in Fund 276 SSA #12 for payment of FY 2020 contractual services for the additional amount of \$35,000.

**7.19**    **20-1039**

Resolution authorizing line-item transfers between various funds for the purpose of reducing the Fiscal Year (FY) 2020 Budget spending authority in response to the novel coronavirus (COVID-19) pandemic.

- The COVID-19 pandemic has had severe economic consequences not only in Lake County, but across the United States and world. The County's initial immediate response is to reduce operational expenditures.
- Line-item transfers in various funds between accounts in the FY 2020 budget are needed to reduce the overall operating spending authority to balance out the revenue losses. The funds are being moved into Contingency accounts that may be accessed if needed and if funds are available.
- The County Board must approve line-item transfers under certain conditions. A listing of the various transfers is attached to the resolution. This action does not increase or decrease budget authority; it simply transfers previously approved budget authority.
- Additional operational budget reductions will be presented on an ongoing basis and as the need arises.

**Attachments:**    [COVID Reductions LIT Aug-20](#)

**7.20**    **20-1069**

Ordinance changing the last three fixed holidays of Fiscal Year (FY) 2020, as set forth in the list of holidays approved by the County Board and found in Section 4.1 of the Lake County Employee Policies and Procedures, to unpaid holidays for Lake County employees.

- The COVID-19 pandemic has had a negative impact on the Lake County budget for FY 2020 resulting in a revenue shortfall projected to be approximately \$50,000,000.
- The Lake County Board has previously approved more than \$17,000,000 in operational reductions to the FY 2020 budget and additional FY 2020 reductions are required.
- More than 50 percent of the Lake County operational budget goes to staff wages and benefits.
- After careful consideration of options, three unpaid fixed holidays for FY 2020 balances the requirement for additional budget reductions while minimizing the impact on County operations and employees.
- Applying this change to all employees in all departments under the County Board's budget authority will provide the greatest reduction and most fair outcome across the whole of County Government.
- This change can provide an estimated savings of up to \$1,800,000 in FY 2020.

7.21 [20-1075](#)

Committee action authorizing the restructuring of the Human Resources Department.

- The restructuring of the Human Resources Department will result in better service and savings to the organization.
- Presently, there are six vacancies in the Department which makes this an ideal time to make changes to the Department.
- This restructuring plan will align the human capital with the needs of the organization.
- If approved, the restructuring will result in an annual, recurring savings of \$151,000 per year and a reduction of two full-time employee positions.

**Attachments:** [HR Restructuring.pdf](#)

7.22 [20-1049](#)

Update on Coronavirus Aid, Relief and Economic Security (CARES) Act funding.

7.23 [20-1070](#)

Discussion regarding permanently restructuring the property tax payment schedule to four payments.

**8. Executive Session**

**9. Department Head Reports**

9.1 [20-1050](#)

Department head reports.

- Facilities and Construction Services.
  - CARES Act Projects - Job Order Contracting (JOC) Update.
- Finance and Administrative Service.
- Human Resources.
- Information Technology.

**Attachments:** [Facilities and Construction Update - CARES Projects over 350K.pdf](#)

**11. County Administrator's Report**

**12. Members Remarks**

**13. Adjournment**

**Next Meeting: August 27, 2020**