

Lake County Illinois

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



Agenda Report - Final

Thursday, April 8, 2021

8:30 AM

Meeting held by video conference. Register to virtually attend the meeting at <https://bit.ly/39HmGQe>

Watch the meeting at <http://lakecounty.tv/>, Comcast Ch 18 or 30, AT&T Uverse Ch 99, & 18 N County St, Waukegan (10th FL)

Financial & Administrative Committee

Pursuant to Section 7(e) of the Illinois Open Meetings Act, the Gubernatorial Disaster Proclamation, and the Written Determination of the Lake County Board Chair, this meeting will be held by audio and video conference.

PUBLIC ATTENDANCE: The public wishing to attend remotely / virtually may: (1) register at the link on the front page of this agenda to attend by audio or video conference or (2) attend remotely on the 10th Floor of the Administrative Tower, 18 N. County Street, Waukegan, Illinois (limited to the number of persons in keeping with social distancing requirements, currently 10 people).

PUBLIC VIEWING: This meeting will be live-streamed at <http://lakecounty.tv/> and on Comcast Channel 18 or 30 and AT&T Channel 99.

PUBLIC COMMENT: The public will be afforded time to comment on matters related to the business of the County Board. Individuals attending remotely / virtually may present their Public Comment during the meeting. Individuals not in attendance may provide written Public Comment that must be received by 3:00 p.m. the day prior to the meeting (emailed to PublicComment@Lakecountyil.gov or delivered to the County Board Office 18 N. County Street, Waukegan, Illinois (10th floor)). Public Comment on items not on the agenda will be presented at the beginning of the meeting under "Public Comment." Comments on agenda items may be presented during consideration of that item. A total of 30 minutes will be permitted for Public Comment and no more than three minutes per Comment.

Public Comment will proceed in the following order: (1) Public Comment by individuals in attendance (on the 10th Floor and then those via the registration link) then (2) written comments in the order they are received. To view County Board Rules, click here: <https://bit.ly/3idRdrV> .

Individuals providing Public Comment will provide the following information:

- * Meeting: Financial and Administrative Committee
(Must be the Subject line for written Public Comment)
- * Name (Required)
- * Topic or Agenda Item # (Required)
- * Street Address, City, State (Optional)
- * Phone Number (Optional)
- * Organization/Agency/etc. Represented (If representing yourself, put "Self")

0 [21-0069](#)

Chair's determination of need to meet by audio or video conference.

Attachments: [Determination - Chair Hart 12.30.20](#)

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Members
4. Addenda to the Agenda
5. Public Comment (Items Not on the Agenda)
6. Chair's Remarks
7. Unfinished Business
8. New Business

CONSENT AGENDA (Item 8.1)

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.1 [21-0546](#)

Joint resolution authorizing a contract with Data Transfer Solutions, LLC, Orlando, Florida, in the amount of \$271,200 for licensing, implementation, configuration and training plus \$36,100 for annual maintenance and hosting services for the Computer Maintenance Management System (CMMS), VUEworks software.

- The County provides retail sewer and water services to approximately 33,000 customers and provides wholesale sewer service to nineteen municipalities in various locations within Lake County and manages and maintains three water reclamation facilities, eight sewer systems and 13 water systems.
- The County requested proposals for a CMMS software solution built specifically for use in the water/wastewater industry to support management and maintenance of all assets in Public Works and integration with Geospatial Information Systems (GIS) and capable of interfacing with Oracle I-procurement module for asset procurement and data sharing.
- A Request for Proposals (RFP) was issued for purpose of selecting a short list of qualified firms to provide a demonstration of their software and related implementation services and the County received request for proposals for this work from 11 vendors.
- Following evaluation of the proposals and qualifications of the vendors, the County developed a short list of four vendors to receive an invitation to demonstrate their software products and services.
- Based on the RFP review, demonstration and interview, Lake County selected Data Transfer Solutions, LLC as the most qualified vendor for Lake County.

Attachments: [21-0546 Asset Management CMMS Award Information](#)
[21-0546 Asset Management CMMS Final DTS Agreement](#)
[21-0546 Asset Management CMMS RFP Document](#)

[21-0546 Asset Management CMMS Scoring Matrix](#)

[21-0546 Asset Management CMMS Vendor Disclosure Form](#)

REGULAR AGENDA

LAW & JUDICIAL

8.2 [21-0485](#)

Joint resolution approving Change Order Number One with MTG Management Consultants, LLC Seattle, Washington for professional consulting and project management services for the implementation of the Integrated Case Management System (ICMS), in the amount not to exceed \$543,104 and emergency appropriation of \$300,000 in the Electronic Citation Fund.

- In April 2019, a contract was awarded to MTG Management Consultants for professional consulting and project management services for the implementation of the ICMS for an initial term of two years in the amount of \$933,000, with the option to renew for an additional one year, subject to acceptable performance and appropriation of sufficient funds.
- The ICMS is still on track to Go Live in April 2022 so there is a need to renew for the additional year to provide project and organizational change management services.
- Additionally, the justice agencies have identified a need for support from MTG for a period of four months post Go Live to establish an ICMS operational group, facilitate the initial road map for future configuration enhancements, transition responsibilities for ongoing ICMS management to Lake County personnel, and complete any final implementation project management activities.
- In accordance with Article 8, Section 101 (2) of the Lake County Purchasing Ordinance, this Change Order is germane to the original contract as signed and is in the best interest of Lake County.
- Change Order One is in a not to exceed amount of \$543,104, increasing the contract from \$933,000 to \$1,476,104.
- Funding for the remainder of the project will expend the balance of Integrated Justice Funds along with an emergency appropriation of \$300,000 from Electronic Citation Fund.

Attachments: [MTG PM-OCM Proposed Extension 307567](#)

[MTG Vendor Disclosure Final-signed.pdf](#)

8.3 [21-0521](#)

Joint resolution to enter into a contract with Global Tel*Link (GTL), Falls Church, Virginia to provide phone, video visitation, tablets for the inmates and kiosks for the payment of bond for the Lake County Jail.

- The current contract is expiring after the initial two-year term and the Sheriff's Office is requesting to enter into a new contract to provide inmate phones, video visitation, inmate tablets and kiosks for the payment of bond for inmates.

- Inmate phone services are provided by the Lake County Jail through a contract that provides revenue for inmate welfare through a commission rate based on gross revenue for telephone calls, video visitation and premium content ordered on tablets.
- The Sheriff's Office issued a Request for Proposal (RFP) to identify a qualified firm to provide an inmate phone, video visitation, inmate tablets and kiosks for payment of bond for inmates and the RFP was extended to 22 vendors and proposals were received from six vendors.
- Inmates will be charged \$.07 per minute for phone calls, a 53 percent decrease from current rates and will receive one free five-minute phone call per week. Video visitation will cost \$.25 per minute, a slight increase, but will not be sold in block times and inmates will be charged a flat \$.05 per minute of premium content on the tablets. There are no funding fees for these three services.
- In accordance with the evaluation criteria established in the RFP, the selection review team consisting of the Sheriff's Office, Facilities, Finance and the Circuit Clerk reviewed and determined that the proposal submitted by Global Tel*Link of Falls Church, Virginia, is the most qualified and favorable proposal for Lake County.

Attachments: [Award Information](#)
[Intent to Negotiate Letter](#)
[Vendor Disclosure Statement](#)
[Score Matrix Summary](#)
[21019 Draft Agreement](#)

HEALTH & COMMUNITY SERVICES

8.4 [21-0452](#)

Joint resolution approving the fifth amendment to the 2019 United States Housing and Urban Development (HUD) Annual Action Plan (AAP).

- HUD announced a third round of Community Development Block Grant Coronavirus relief funds (CDBG-CV3) through the CARES Act to Lake County in the amount of \$3,063,537.
- Applications from community partners were submitted on January 11, 2021.
- Funding recommendations were reviewed and approved by the Housing and Community Development Committee (HCDC) on March 10, 2021.

Attachments: [DRAFT 2019 AAP 5th Amendment.pdf](#)
[Emergency Appropriation 2021-04 - Grants](#)
[CDBG-CV3 Funding Memo.pdf](#)

8.5 [21-0453](#)

Joint resolution approving Program Year 2021 (PY) 2021 Lake County Affordable Housing Program (LCAHP) grant awards.

- In January 2021, Community Development staff received applications for eligible affordable housing programs and projects.
- The available affordable housing funding includes \$381,531 of Lake County Affordable Housing Program (LCAHP) Funds.
- On March 10, 2021, the Housing and Community Development Commission voted unanimously to recommend LCAHP funds to the following:
 - Catholic Charities - \$150,000 for rapid rehousing;
 - Community Partners for Affordable Housing - \$40,000 for the support of housing assistance programs;
 - Full Circle Communities - \$83,828 for a supportive housing development in Highwood, Illinois;
 - Lake County Community Development - \$30,000 program administration; and
 - Lake County Community Development - \$77,703 Zion Woods holdback.

Attachments: [Affordable Housing Program Funding Memo.pdf](#)

8.6 [21-0454](#)

Joint resolution approving the Program Year (PY) 2021 Video Gaming Revenue grant funding recommendations in the amount of \$713,260.

- The Lake County Board annually acts on the Video Gaming Revenue (VGR) award recommendations that are developed on the basis of the VGR policy. The policy outlines procedures for: capturing video gaming administrative, legal, and enforcement costs; and evaluating and possibly funding social programs, projects (excluding capital improvements), and/or services that benefit Lake County residents.
- The Policy specifies that periodic revisions may be made by the County Board through periodic review of the Policy. Most recently, at its November 2020 meeting, the County Board amended the policy to provide ongoing, dedicated funding for 211 services. This funding is to be set aside from the competitive award process.
- In January 2021, Community Development received applications for \$713,260 in available VGR funds.
- On March 10, 2021, the Housing and Community Development Commission (HCDC) approved VGR funding recommendations detailed in the attached memo, totaling \$713,260 for the following:
 - 211 information and referral services;
 - Gambling education and outreach;
 - Gambling addiction services;
 - Financial literacy services; and
 - Behavioral health services.

Attachments: [Video Gaming Revenue Memo.pdf](#)

8.7 **21-0545**

Joint committee action approving Change Order Number One with The Community Works, Waukegan, Illinois and Workforce Development Workforce Innovation and Opportunity Act (WIOA) Grant Funded agreement to increase the budget and number of WIOA eligible youth served, in the amount not to exceed \$44,590.

- In 2019, a WIOA grant funded contract was awarded to The Community Works to serve 15 WIOA eligible out of school youth for an initial term of two years in the amount of \$100,000 with the option to renew for an additional one year, subject to acceptable performance and appropriation of sufficient funds.
- Since July 1, 2020 The Community Works has exceeded the current agreement's performance standards as it relates to recruitment of the originally proposed contract amount of 15 WIOA eligible youth served in one year and now has a wait list.
- The Community Works has identified a need to serve more eligible youth and has the capacity and will to serve an additional seven eligible youth.
- In accordance with Article 8, Section 101 (2) of the Lake County Purchasing Ordinance, this Change Order is germane to the original contract as signed and is in the best interest of Lake County.
- Change Order One is in a not to exceed amount of \$44,950 increasing the contract from \$100,000 to \$144,590, the funds will be coming from County's allocation of federal WIOA funds for the time frame July 1, 2020 to June 30, 2021.

Attachments: [Vendor Disclosure Statement](#)
[The Community Works Memo](#)
[Workforce Development Memo](#)
[Board Resolution](#)
[TCW Scope of Work](#)

PUBLIC WORKS, PLANNING & TRANSPORTATION

8.8 **21-0524**

Joint resolution authorizing an agreement with TranSystems Corporation, Schaumburg, Illinois, for Phase I professional engineering services for improvements along Old McHenry Road, from Abbey Glenn Drive to Bonnie Lane, and along Quentin Road, from Old McHenry Road to Illinois Route 22, including a possible grade separation at the Canadian National railroad tracks, at a maximum cost of \$6,177,075, and emergency appropriating \$7,415,000 of Motor Fuel Tax fund balance made available through the Rebuild Illinois Bond funds.

- Old McHenry Road, County Highway 32, from Abbey Glenn Drive to Bonnie Lane, and Quentin Road, County Highway 5, from Old McHenry Road to Illinois Route 22, will be evaluated for widening and reconstruction, non-motorized improvements,

and intersection improvements.

- Lake County selects professional engineering firms in accordance with the Local Government Professional Services Selection Act, 50 ILCS 510/1 et. seq.
- 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, and the firm selected for this project was selected in accordance with this approved process.
- LCDOT received and evaluated Statements of Interest and Qualifications from eight professional firms, of which three were short-listed and presented to a consultant selection committee.
- \$7,415,000 of Motor Fuel Tax funds will be appropriated through excess revenues that have fallen into fund balance and made available through the Rebuild Illinois Bond funds.
- This project is included in the Transportation Improvement Program and designated as Section 19-00999-65-ES.

Attachments: [21-0524 Old McHenry-Quentin Phase I Agreement](#)
[21-0524 Location Map, Old McHenry & Quentin](#)
[21-0524 Vendor Disclosure, TranSystems](#)
[21-0524 DOT Emergency App. - Additional Revenue & Expense](#)
[21-0524 Old McHenry-Quentin Phase I Presentation.pdf](#)

8.9 [21-0526](#)

Joint resolution appropriating \$1,695,000 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 intersection improvement at Hunt Club Road at Washington Street.

- The intersection of Hunt Club Road at Washington Street will be improved with the addition of turn lanes, traffic signal modification, and installation of new bike path and sidewalk.
- Preliminary plans and right-of-way plats identifying the right-of-way needs for the improvement have been prepared.
- This project is included in the Transportation Improvement Program and targeted for a letting in 2022, and designated as Section 17-00095-19-CH.

Attachments: [21-0526 Location Map, Hunt Club Rd at Washington St](#)

8.10 [21-0527](#)

Joint resolution authorizing separate agreements with the Village of Hawthorn Woods, Ela Township Road District, and Fremont Township Road District for the proposed intersection improvements at Gilmer Road and Midlothian Road.

- The intersection of Gilmer Road at Midlothian Road will be widened and reconstructed, inclusive of non-motorized improvements.

- The Village of Hawthorn Woods desires the County to install a multi-use path along Gilmer Road and Midlothian Road as part of the improvement, and will reimburse Lake County for the engineering, land acquisition, and construction costs associated with this work, estimated to be \$240,278.
- The Ela Township Road District desires the County to install sidewalk as part of the improvement along Gilmer Road, and will reimburse the County for the engineering and construction costs associated with this work, estimated to be \$8,147.
- The Fremont Township Road District desires the County to install sidewalk as part of the improvement along Gilmer Road. The Fremont Township Road District also maintains West Sylvan Drive South within the project limits that requires resurfacing and will reimburse the County for the engineering and construction costs associated with this work, estimated to be \$452,750.
- Each agreement has been approved by the respective agency and the project is included in the Transportation Improvement Program, and designated as Section 10-00079-16-CH.

Attachments: [21-0527 Gilmer at Midlothian - Ela Township IGA](#)
[21-0527 Gilmer at Midlothian - Fremont Township IGA](#)
[21-0527 Gilmer at Midlothian - Hawthorn Woods IGA](#)
[21-0527 Location Map, Gilmer Rd at Midlothian Rd](#)

8.11 21-0547

Joint resolution authorizing Modification Number One for Professional Services Agreement Number 20146 with RHMG Engineers, Inc., Mundelein, Illinois, to provide preliminary and final engineering services for the Des Plaines River Water Reclamation Facility Bar Screen Replacement Project and final engineering services New Century Town Water Reclamation Facility Bar Screen Replacement Project.

- The Des Plaines River (DPR) and New Century Town (NCT) Water Reclamation Facilities (WRF) utilize metal bar screens to capture and remove debris from the sewage flow prior to the treatment process. The bar screens at NCT have reached the end of their useful life and need to be replaced.
- A recent inspection at DPR revealed severe deterioration of one of the bar screens and the need for replacement. This project will include the replacement of two bar screens at NCT and one bar screen at DPR.
- In January 2021 Lake County Public Works authorized a contract with RHMG Engineers, Inc. for the preliminary engineering services for the NCT Bar Screen Replacement in the amount of \$49,110 and a subsequent agreement for \$4,950 for DPR Bar Screen Assessment. The initial agreement for preliminary engineering services was intended to be amended to include final engineering services which is consistent with the County's experience in multi-phase professional contracts.
- This contract modification will provide preliminary and final engineering design services for DPR and final engineering design services for the NCT. The additional scope authorizes RHMG Engineers, Inc. to design and prepare final engineering plans and specifications for process mechanical, structural, electrical and control

items and to assist in the bidding process.

- Contract Modification Number One increases the amount of Engineering Design Services contract by \$200,428 from \$54,060 to \$254,488.
- 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: [21-0547 DPR and NCT WRF Bar Screen Replacement Project Agreeer](#)
[21-0547 DPR and NCT WRF Bar Screen Replacement Project Award Inf](#)
[21-0547 DPR and NCT WRF Bar Screen Replacement Project DPR Ass](#)
[21-0547 DPR and NCT WRF Bar Screen Replacement Project DPR Site](#)
[21-0547 DPR and NCT WRF Bar Screen Replacement Project Modificati](#)
[21-0547 DPR and NCT WRF Bar Screen Replacement Project NCT Site](#)
[21-0547 DPR and NCT WRF Bar Screen Replacement Project RHMG Pr](#)
[21-0547 DPR and NCT WRF Bar Screen Replacement Project Vendor D](#)

8.12 [21-0548](#)

Joint resolution authorizing an Intergovernmental Agreement (IGA) with the Village of Mundelein (“Village”) for the purpose of purchasing the property to construct a water reservoir.

- In January 2021, the Committee authorized Public Works to pursue the purchase of a 5.45-acre site owned by the Village of Mundelein, that is within the Vernon Hills village limits, to support the construction of a two-million-gallon water reservoir which will expand the storage capacity of the Village of Vernon Hills water system.
- The Village of Mundelein is supportive of the project and on March 8, 2021, its Board approved an IGA to sell the property to the County at a negotiated price of \$425,000.
- The IGA establishes the terms and conditions of the closing of the transaction and an easement is granted to the Village for access to its existing buried sewer main and authorizes the Chair of the County Board and the County Clerk to execute said agreement.

Attachments: [21-0548 IGA with the Village of Mundelein to Construct Reservoir JG](#)

8.13 [21-0549](#)

Joint resolution authorizing an agreement with RHMG Engineers, Inc., Mundelein, Illinois, in the amount of \$224,090 for final engineering design services for a new two-million-gallon reservoir in the Vernon Hills Water System.

- This system serves approximately 25,000 residents in the Village of Vernon Hills and surrounding areas and requires additional storage capacity to protect users in the event of increased water demand or emergency circumstances.

- RHMG Engineers, Inc. conducted a conceptual analysis, aided in the site selection, and will design a two-million-gallon water reservoir at 240 W. Greggs Parkway, Vernon Hills, Illinois.
- The original contract was awarded through a full and open competition. The current award is in accordance with the prior relationship provisions of the Local Government Professional Services Selection Act, 50 ILCS 510/1 et. Seq.

Attachments: [21-0549 VH Reservoir Final Egn Design Agreement](#)

[21-0549 VH Reservoir Final Eng Design Location Map](#)

[21-0549 VH Reservoir Final Eng Design Award Information](#)

[21-0549 VH Reservoir Final Eng Design Vendor Disclosure Statement](#)

LEGISLATIVE

8.14 [21-0584](#)

Update and discussion on Lake County's infrastructure priorities related to Federal Community Project Funding requests.

- At previous Legislative Committee meetings, staff has provided updates related to an ongoing assembly of the County's current unfunded infrastructure priorities across all infrastructure-related departments. This includes the Stormwater Management Commission, the Division of Transportation, Public Works, and Facilities & Construction.
- Staff will present the status of this initiative and how it relates to current discussions with Federal Legislator staff related to Community Project Funding Requests.

FINANCIAL & ADMINISTRATIVE

County Clerk

8.15 [21-0481](#)

Resolution authorizing a contract with Sidi Spaces LLC (doing business as BizBox), Phoenix, Arizona, in the amount of \$96,784.20 for the purchase of a BizBox mobile satellite trailer.

- The Lake County Clerk's Office applied for and received a grant from the Center for Tech and Civic Life. These funds need to be used for the purposes of planning and operationalizing safe and secure election administration, voter education and outreach, updated training as well as support technology improvements for voting in Lake County.
- To facilitate the Lake County Clerk's goals of voter outreach, education and other election related services, the Clerk's Office identified a need for a mobile satellite trailer. Purchasing a specialized trailer made for delivering County Clerk services was identified to meet these needs, as well as provide these specialized services in a more convenient and personalized manner throughout the county.
- The BizBox which is the name of the specialized trailer is unrivaled in the market. No other product was found that could meet the high level of security and

- functionality required. BixBox can be tailored to function in a diverse variety of rolls to support evolving needs. After visiting other counties that own a Bizbox, it was determined that this would also fulfil Lake County's need for a mobile satellite to provide innovative and convenient services across our large county.
- Pursuant to the Counties Code, Chapter 55 of the Illinois Compiled Statutes (55 ILCS 5/3-2003.2) the County Clerk has the authority to control the internal operations of his or her office and to procure the necessary equipment, materials and services to perform the duties of the Office.
 - The Lake County Clerk has agreed that the award shall be expended on specific election administration needs which include non-partisan voter education, voting equipment or supplies and election administration equipment and she may allocate funds among those needs. Purchasing this unique item will support the grant requirements in areas of secure election administration, voter education and community outreach as well as voter education and other election services.

Attachments: [Lake County Invoice 03.04.21](#)

[BizBox vendor disclosure statement](#)

8.16 [21-0482](#)

Resolution authorizing a contract with National Auto Fleet Group of Watsonville, California, in the amount of \$37,941.18 for the purchase a 2022 Ford F-250 XL truck.

- The Lake County Clerk's Office applied for and received a grant from the Center for Tech and Civic Life. These funds need to be used for the purposes of planning and operationalizing safe and secure election administration, voter education and outreach, updated training as well as support technology improvements for voting in Lake County.
- The Clerk's Office identified the need for a vehicle with towing capacity to safely facilitate transportation of a mobile satellite trailer designed to facilitate a variety of Lake County Clerk tasks. The 2022 Ford F-250 XL was selected to meet this need based on the Lake County Division of Transportation's (LCDOT) feedback that it would be safe and effective to the mobile satellite trailer.
- National Auto Fleet Group is a vendor associated with LCDOT and is currently used for purchasing trucks for county purposes.
- Pursuant to the Counties Code, Chapter 55 of the Illinois Compiled Statutes (55 ILCS 5/3-2003.2) the County Clerk has the authority to control the internal operations of his or her office and to procure the necessary equipment, materials and services to perform the duties of the Office.
- The Lake County Clerk has agreed that the award shall be expended on specific election administration needs which include non-partisan voter education, voting equipment or supplies and election administration equipment and she may allocate funds among those needs. Purchasing this vehicle will support the grant requirements in areas of both community outreach as well as voter education and other election services.

Attachments: [Sourcewell Quote ID#27359 R1](#)
[NAF vendor disclosure statement](#)

Lake County Partners

8.17 [21-0514](#)

Lake County Partners' Report.

Attachments: [LCP Presentation 4.8.21.pdf](#)

Facilities and Construction Services

8.18 [21-0556](#)

Director's Report - Facilities and Construction Services.

Finance and Administrative Services

8.19 [21-0552](#)

Resolution authorizing line-item transfers between various funds for the purpose of transferring previously approved funds in Fiscal Year (FY) 2020.

- Line-item transfers in various funds between line-items in FY 2020 budget are needed to align the budget with correct expense accounts.
- 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 budget authority; it simply transfers previously approved budget authority.

Attachments: [April 21 LIT - Final.pdf](#)

8.20 [21-0553](#)

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2021 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 2020 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 2020 to FY 2021.

Attachments: [Apr-21 Carryovers - FINAL.pdf](#)

8.21 [21-0609](#)

Resolution authorizing an emergency appropriation transfer from the General Fund (Fund 101) long term capital funding to the Capital Improvement Fund (Fund 106) in the amount of \$5,000,000 along with the appropriation of \$5,000,000 for capital expenses in the Capital Improvement Fund.

- As discussed at the Financial and Administrative Committee meeting on April 1, 2021, the approved Fiscal Year (FY) 2021 capital expenditures Capital Improvement Fund, Construction Capital Projects will be shifted from the demolition of Winchester House to the design and planning of the Sheriff's Public Safety Facility and Consolidated 911, Emergency Operations Center (EOC), and Emergency Telephone System Board (ETSB) facility in Libertyville.
- The Financial and Administrative Committee also provided direction to emergency appropriate funding from funds set aside for long term capital projects to fully fund the demolition of Winchester House in FY 2021 in the amount of \$5,000,000.
- These funds will be transferred from the General Fund as an expense (Transfer To Other Fund) and received by the Capital Improvement as a revenue (Transfer From Other Fund), both in the amount of \$5,000,000.
- In addition, an emergency appropriation is necessary in the Capital Improvement Fund for the \$5,000,000 that will be transferred to be used for capital expenses.

8.22 [21-0557](#)

Director's Report - Finance and Administrative Services.

- Monthly Budget Report.

Attachments: [Finance Monthly Report 04.04.21](#)

[Apr 8 2021 FAS Director Rpt to F&A Cmte.pdf](#)

Human Resources

8.23 [21-0544](#)

Resolution authorizing an agreement with NEOGOV, El Segundo, California, for an applicant tracking and recruitment onboarding system for Lake County, Illinois, for a one-year period, with renewal options in an estimated first year amount of \$53,869.

- Lake County's existing applicant tracking and recruitment system contract expires on June 30, 2021.
- A multi-departmental team was established to identify, develop, solicit, and evaluate an applicant tracking and recruitment onboarding system.
- The Lake County Purchasing Division received and evaluated proposals from 14 firms and interviews were held with the top two ranked firms; following a comprehensive review of the submitted proposals and the interview presentations, NEOGOV was identified as the most qualified and most favorable for Lake County.
- The NEOGOV system provides a comprehensive applicant tracking system, a user-friendly candidate mobile application, and a professional onboarding platform that will allow Lake County to attract and hire high quality diverse candidates for

open positions.

- This resolution authorizes a one-year contract agreement, with four, one-year renewals, with NEOGOV for an applicant tracking and recruitment onboarding system. Year one's cost is \$53,869 and includes program implementation. Year two's cost includes the onboarding application cost of \$78,542. A five percent annual increase will start in the third contract year.

Attachments: [21021 Award Recommendation.pdf](#)
[NEOGOVS Pricing - Lake County IL.pdf](#)
[NEOGOVS Sample Agreement.pdf](#)
[Scoresheet.pdf](#)
[NEOGOVS Vendor Disclosure Statement.pdf](#)

8.24 [21-0612](#)

Resolution approving a Collective Bargaining Agreement contract between the County of Lake, Lake County Sheriff and the Metropolitan Association of Police (MAP) 777.

- The last multi-year successor agreement expired in 2016. This agreement will be retroactive to December 1, 2016 and continued through November 30, 2020.
- This agreement effects 17 positions in the Sheriff's Department
- As part of the agreement wage increases are as follows:
 - Beginning December 1, 2016, a 2.35 percent increase;
 - Beginning December 1, 2017, 2.65 percent increase;
 - Beginning December 1, 2018, a 2.75 percent increase; and
 - Beginning December 1, 2019, a 2.85 percent increase.
- The Agreement includes a provision that Martin Luther King, Jr. Holiday is now a fixed holiday.
- Sick time is excluded from the calculation of overtime

Attachments: [MAP 777 - Contract \(2016-2020\) Redline Version.pdf](#)
[MAP 777 Contract \(2016 -2020\) Clean Copy.pdf](#)

8.25 [21-0610](#)

Committee action authorizing the reclassification of three positions in the Communications Division.

- Due to the changing needs of Lake County, the Communications Division is restructuring its division.
- Communications, with the recommendation from Human Resources and the County Administrator's Office, is seeking to reclassify the following positions:
 - A full-time, Grade K8 Communications Coordinator position to a part-time, Grade K6 Associate Communications Specialist position;
 - A part-time, Grade K6 Assistant Communications Specialist position to a full-time, Grade K6 Associate Communications Specialist; and

- A full-time Multi-Media Specialist from Grade K6 to K5.
- The reclassifications will not increase the headcount for full-time employees and the expense is budget neutral.

Attachments: [Communications Division reclassifications.pdf](#)

8.26 [21-0606](#)

Committee action authorizing the reclassification of a position in the Recorder of Deeds Office.

- The Recorder of Deeds, with the recommendation from Human Resources and the County Administrator's Office, is seeking to add a full-time, Grade S3 Administrative Assistant position to the County's position inventory.
- The Recorder of Deeds Office will fully fund the full-time position through the Recorder's Automation Fund for Fiscal Year 2021, but any change in future year funding sources for this position must be approved by the Financial and Administrative Committee.

Attachments: [Recorder additional FTE request.pdf](#)

8.27 [21-0611](#)

Committee action authorizing reclassification of three positions in the Information Technology Department.

- The Information Technology Department must realign three vacant positions to recruit talent and protect the County's assets.
- The Information Technology Department, with the approval of Human Resources and the County Administrator's Office, is seeking to reclassify:
 - An Information Security Officer from Grade MIT9 to MIT10;
 - A Lead Software Systems Engineer with a Grade KIT9 to a Network Security Administrator with a Grade KIT9; and
 - A Telephone Engineer with a Grade KIT9 to System Security Administrator with a grade KIT9.
- The reclassifications of these positions will not increase the full-time employee headcount and is expense neutral.

Attachments: [Information Technology reclassifications.pdf](#)

8.28 [21-0607](#)

Human Resources Annual Update.

8.29 [21-0558](#)

Director's Report - Human Resources.

Information Technology

8.30 [21-0559](#)

Director's Report - Information Technology.

County Administrator's Office

8.31 [21-0597](#)

Discussion regarding a Lake County Lobbyist Registration Ordinance.

Attachments: [Lobbyist Registration Ord. - Draft 020620.pdf](#)

8.32 [21-0608](#)

COVID-19 Relief and Response Update.

9. **County Administrator's Report**

10. **Executive Session**

11. **Members Remarks**

12. **Adjournment**

Next Meeting: April 29, 2021