

# Lake County Illinois

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



## Meeting Minutes - Final

Thursday, December 5, 2019

8:30 AM

Assembly Room, 10th Floor

**Financial & Administrative Committee**

**1. Call to Order**

*Chair Frank called the meeting to order at 8:31 a.m.*

**Present** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

*Others present:*

*Chris Blanding, Information Technology*

*Alex Carr, Communications*

*Jim Chamernik, Sheriff's Office*

*Angela Cooper, Communications*

*Mary Crain, Division of Transportation*

*Bill Durkin, County Board*

*Gary Gibson, County Administrator's Office*

*Al Giertych, Division of Transportation*

*RuthAnne Hall, Purchasing/Human Resources*

*Jim Hawkins, County Administrator's Office*

*Doretha Johnson, Division of Transportation*

*Jon Joy, Facilities and Construction Services*

*Keith Kaiser, Sheriff's Office*

*Holly Kim, Treasurer*

*Carl Kirar, Facilities and Construction Services*

*Chris Kopka, Human Resources*

*Katie Ladis, Sheriff's Office*

*Larry Mackey, Health Department*

*Vassyl Markus, Treasurer's Office*

*Matt Meyers, County Administrator's Office*

*Mark Pfister, Health Department*

*Cynthia Pruim Haran, Recorder of Deeds Office*

*Andi Rosen, Communications*

*Jennifer Serino, Workforce Development*

*Mary Stevens, Court Administration*

*Patrice Sutton, Finance and Administrative Services*

*Chris Thompson, Sheriff's Office*

*Micah Thornton, Circuit Court Clerk's Office*

*Cassandra Torstenson, County Administrator's Office*

*Andrea Usry, Sheriff's Office*

*Mary Ellen Vanderverter, Recorder of Deeds*

*Blanca Vela-Schneider, County Administrator's Office*

*Eric Waggoner, Planning, Building and Development*

*Mike Wheeler, Finance and Administrative Services*

*Steven Winnecke, Emergency Telephone System Board*

*Rodney Worden, Public Works*

**2. Pledge of Allegiance**

*Member Wilke led the Pledge of Allegiance.*

**3. Addenda to the Agenda**

*Chair Frank requested that items 7.21 be moved up to the first item on the Regular Agenda and that item 7.5 be removed from the Consent Agenda and considered after 7.21.*

**4. Public Comment**

*There were no comments from the public.*

**5. Chair's Remarks**

*Chair Frank remarked on National Pearl Harbor Remembrance Day.*

**6. Old Business**

*There was no old business to conduct.*

**7. New Business**

**CONSENT AGENDA (Items 7.1 - 7.7)**

**APPROVAL OF MINUTES**

**7.1 19-1984**

Minutes from October 31, 2019.

**Attachments:** [F&A 10.31.19 Minutes - Final.pdf](#)

**A motion was made by Member Wilke, seconded by Vice-Chair Vealitzek, that items 7.1 and 7.7 be approved and that items 7.2 through 7.4 and 7.6 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**LAW & JUDICIAL**

**7.2 19-1908**

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

**Attachments:** [Self Represented Litigants FY2020 Grant Letter and Agreement Redacted Supreme Court Self Represented Litigants CoA FY2020.pdf](#)

**A motion was made by Member Wilke, seconded by Vice-Chair Vealitzek, that items 7.1 and 7.7 be approved and that items 7.2 through 7.4 and 7.6 be recommended for adoption/received and placed on the County Board agenda. The motion carried by**

the following vote:

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

## **HEALTH & COMMUNITY SERVICES**

### **7.3 [19-1899](#)**

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

**Attachments:** [SAMHSA GBHI 10K](#)

**A motion was made by Member Wilke, seconded by Vice-Chair Vealitzek, that items 7.1 and 7.7 be approved and that items 7.2 through 7.4 and 7.6 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

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

### **7.4 [19-1917](#)**

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

**Attachments:** [19-1917 Air Comfort HVAC Bid Tab.pdf](#)  
[19-1917 Air Comfort HVAC Final Bid Document.pdf](#)  
[19-1917 Air Comfort HVAC Vendor Disclosure Statement.pdf](#)  
[19-1917 Air Comfort HVAC Contract Award Information.pdf](#)

**A motion was made by Member Wilke, seconded by Vice-Chair Vealitzek, that items 7.1 and 7.7 be approved and that items 7.2 through 7.4 and 7.6 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

## **FINANCIAL & ADMINISTRATIVE**

### **7.6 [19-1895](#)**

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

**Attachments:** [LCC Report for October 2019](#)

**A motion was made by Member Wilke, seconded by Vice-Chair Vealitzek, that items 7.1 and 7.7 be approved and that items 7.2 through 7.4 and 7.6 be recommended for**

**adoption/received and placed on the County Board agenda. The motion carried by the following vote:**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**7.7 [19-1569](#)**

Monthly Financial Report from the Finance and Administrative Services Department.

**Attachments:** [Monthly Report September 2019.pdf](#)

**A motion was made by Member Wilke, seconded by Vice-Chair Vealitzek, that items 7.1 and 7.7 be approved and that items 7.2 through 7.4 and 7.6 be recommended for adoption/received and placed on the County Board agenda. The motion carried by the following vote:**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**REGULAR AGENDA**

**FINANCIAL & ADMINISTRATIVE**

**7.21 [19-1982](#)**

Update from the Recorder of Deeds, Mary Ellen Vanderverter.

*Recorder of Deeds Mary Ellen Vanderverter and Cynthia Pruim-Haran, Recorder of Deeds, reported that they would support the County Board's efforts in placing a referendum question on the ballot regarding the consolidation of the County Clerk and Recorder of Deeds Offices. Discussion ensued.*

**An update was provided by the Recorder of Deeds.**

**7.5 [19-1922](#)**

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

**Attachments:** [October 2019](#)

**A motion was made by Member Wilke, seconded by Member Vealitzek, that this item be received and placed on the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**LAW & JUDICIAL**

**7.8 [19-1906](#)**

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

**Attachments:** [North Chicago - LCETSB CAD IGA](#)

*Steven Winnecke, Emergency Telephone System Board (ETSB), reported that North Chicago requires an intergovernmental agreement to support consolidating its dispatch services with Mundelein who uses the LC ETSB CAD system.*

**A motion was made by Member Didech, seconded by Member Wilke, that this resolution be recommended for adoption to the County Board agenda. The motion carried by the following vote:**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**7.9 [19-1907](#)**

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

**Attachments:** [LCETSB-CenCom JETSB Solacom IGA](#)

*Steven Winnecke, Emergency Telephone System Board (ETSB), reported that this IGA allows the Solacom Guardian 9-1-1 call handling system to be used in a shared environment for efficient processing of 9-1-1 calls. Discussion ensued.*

**A motion was made by Member Wasik, seconded by Member Pedersen, that this resolution be recommended for adoption to the County Board agenda. The motion carried by the following vote:**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**7.10 [19-1924](#)**

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

**Attachments:** [CTI Criminal Court Tower Additional 2 Years.pdf](#)  
[Conference Tech Disclosure Statemtent](#)  
[CTI MODIFICATION 1.01](#)

*RuthAnne Hall, Purchasing, and Mary Stevens, Court Administration, reported that this contract modification for audio/visual work adds a service and support plan and decreases the overall cost of the contract. Discussion ensued.*

**A motion was made by Member Didech, seconded by Member Wilke, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**7.11 [19-1920](#)**

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

**Attachments:** [Tech Campus 2020-2023](#)

*(Items 7.11 through 7.13 were taken together.)*

*Jim Chamernik, Sheriff's Office, presented three IGAs for police services with various taxing bodies. Mr. Chamernik reviewed the terms of the three agreements.*

*Lieutenant Andrea Usry, Sheriff's Office, discussed the services that the SRO provides. Discussion ensued.*

**A motion was made by Member Carlson, seconded by Member Vealitzek, that items 7.11 through 7.13 be recommended for adoption to the County Board agenda.**

**Motion carried by voice vote.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**7.12 [19-1921](#)**

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

**Attachments:** [Renewal Lake Barrington/North Barrington Contract 2020-2022](#)

**A motion was made by Member Carlson, seconded by Member Vealitzek, that items 7.11 through 7.13 be recommended for adoption to the County Board agenda.**

**Motion carried by voice vote.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**7.13 [19-1923](#)**

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

**Attachments:** [Renewal SEDOL Contract 2020-2022](#)

**A motion was made by Member Carlson, seconded by Member Vealitzek, that items**

7.11 through 7.13 be recommended for adoption to the County Board agenda.

**Motion carried by voice vote.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.14 [19-1928](#)

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

**Attachments:** [Award Information.pdf](#)

[Tabulation.pdf](#)

[Vendor Disclosure Statement GB Lead Svc LLC.pdf](#)

*Jim Chamernik and Keith Kaiser, Sheriff's Office, reported that this contract is for the removal of lead at the Lake County Sheriff's Office Training Range. Discussion ensued.*

**A motion was made by Member Wilke, seconded by Member Didech, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

## HEALTH & COMMUNITY SERVICES

7.15 [19-1930](#)

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

**Attachments:** [BOH-Stormwater Management Commission 17879 1b](#)

*Larry Mackey, Health Department, indicated that this resolution allows for the removal of carp to improve the water quality. Discussion ensued regarding the ability to use the carp for compost purposes.*

**A motion was made by Member Carlson, seconded by Member Wilke, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

7.16 [19-1974](#)

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



**A motion was made by Member Didech, seconded by Member Carlson, that this resolution be recommended for adoption to the County Board agenda. Motion carried by voice vote.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

#### **LEGISLATIVE COMMITTEE**

##### **7.17 [19-1969](#)**

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

**Attachments:** [19167 Award Recommendation](#)  
[19167 Scoresheet](#)  
[STRATEGIC ADVOCACY GROUP Vendor Disclosure](#)

*Assistant County Administrator Matt Meyers, County Administrator's Office, reported that this contract is for state legislative consulting services. The consultant's references were thoroughly checked and they came back with glowing reviews. Substantial discussion ensued regarding the importance of staying apprised of current legislation.*

**A motion was made by Member Wasik, seconded by Member Didech, that this resolution be recommended for adoption to the County Board agenda. The motion carried by the following vote:**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

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

##### **7.18 [19-1916](#)**

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

**Attachments:** [19-1916 LCDOT Visitor Parking Lot Reconstruction Draft](#)  
[19-1916 Vendor Disclosure Statement Form Hey and Associates, Inc.](#)

*Al Giertych, Doretha Johnson, and Mary Crain, Division of Transportation, presented. The remaining section at the Division of Transportation's parking lot needs to be repaved. The repavement will have a permeable or semi-permeable surface. Stormwater Management Commission will assist to ensure best management practices are followed.*

**A motion was made by Member Wilke, seconded by Member Vealitzek, that this resolution be recommended for adoption to the County Board agenda. Motion**

carried by voice vote.

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**7.19 [19-1915](#)**

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

**Attachments:** [19-1915 Deerfield Parkway and Deerfield Road Consultant Agreement](#)  
[19-1915 Vendor Disclosure Statement CBBEL](#)

*Al Giertych, Doretha Johnson, and Mary Crain, Division of Transportation, reported that this agreement is for preliminary engineering services for the study of existing pavement conditions and the resurfacing of Deerfield Road. Staff will work with the Village of Deerfield to coordinate efforts.*

**A motion was made by Member Didech, seconded by Member Wilke, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**7.20 [19-1929](#)**

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

**Attachments:** [19-1929 Donohue Facility Risk Assessment Scoring Matrix for Board Appr](#)  
[19-1929 Donohue Facility Risk Assessment Master Agreement.pdf](#)  
[19-1929 Donohue Facility Risk Assessment Vendor Disclosure Statement](#)  
[19-1929 Donohue Facility Risk Assessment Award Information.pdf](#)

*Director Rodney Worden, Public Works, reported that this project will help identify where the department's risks are and the areas that money should be invested. Staff anticipates the report will be provided in April 2020.*

**A motion was made by Member Didech, seconded by Member Wilke, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**FINANCIAL & ADMINISTRATIVE**

**7.22 [19-1942](#)**

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

*Treasurer Holly Kim and Vassyl Markus, Treasurer's Office, reported that the office periodically reviews the designated banks and financial institutions where County money is invested. Mr. Markus clarified that Lake County may only invest with institutions that have a satisfactory rating or are exempt in accordance with Illinois statute. Substantial discussion ensued.*

**A motion was made by Member Carlson, seconded by Member Wasik, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**7.23 [19-1910](#)**

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

**Attachments:** [19191 Award Information](#)  
[19191 Draft Agreement](#)  
[Vendor Disclosure](#)  
[Vendor Proposal](#)

*Director Carl Kirar and Jon Joy, Facilities and Construction Services, reported that this agreement is for architectural planning services. This work will directly influence the capital improvement project process. This contract will look at five projects: the Sheriff's Office shooting range, the Marine base relocation, demolition and sale of the Winchester House property; the Children's Advocacy Center; and the Coroner's Office. Discussion ensued.*

**A motion was made by Member Wilke, seconded by Member Didech, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**7.24 [19-1970](#)**

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

**Attachments:** [Employee Policy and Procedure Manual 4.1 Redlined \(003\).pdf](#)  
[Employee Policy and Procedure Manual 4.1 Clean.pdf](#)

*Chris Kopka, Human Resources, and Assistant County Administrator Cassandra Torstenson, County Administrator's Office, reported that the request to change Martin Luther King Day from a floating holiday to a fixed holiday will require negotiations with collective bargaining groups. The policy will not go into effect until 2021.*

**A motion was made by Member Didech, seconded by Member Wilke, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Aye:** 6 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen and Member Wilke

**Not Present:** 1 - Member Wasik

**7.25 [19-1925](#)**

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

**Attachments:** [Dec 19 Carryovers - FINAL.pdf](#)

*Chief Financial Officer Patrice Sutton and Mike Wheeler, Finance and Administrative Services, indicated that this resolution allows for the carryover of funds from uncompleted FY 2019 projects.*

**A motion was made by Member Carlson, seconded by Member Wilke, that this item be recommended for adoption to the County Board agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

**7.26 [19-1926](#)**

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

**Attachments:** [LIT Dec-19 FINAL.pdf](#)

*Chief Financial Office Patrice Sutton and Mike Wheeler, Finance and Administrative Services, presented line-item transfers for previously approved funds in FY 2020.*

**A motion was made by Member Wilke, seconded by Member Pedersen, that this item be recommended for adoption to the regular agenda. The motion carried unanimously.**

**Aye:** 7 - Chair Frank, Vice Chair Vealitzek, Member Carlson, Member Didech, Member Pedersen, Member Wasik and Member Wilke

## **County Administrator's Report**

### **9.1 [19-1912](#)**

Department head reports.

*Interim County Administrator Gary Gibson, County Administrator's Office, reported on an email from the League of Women Voters regarding security at meetings. Staff is aware of the issue and is working with the Sheriff's Office to address this concern.*

#### *Facilities and Construction Services Director*

*Director Carl Kirar, Facilities and Construction Services, provided an update regarding Capital Improvement Projects. Staff is developing alternatives to previously identified projects, and will bring forward a recommended prioritization list in May 2020. He reported that staff is working with the contractor to complete the remaining punchlist of items related to the Court Tower Expansion Project. Staff is also working on a facility asset review to determine what space is being used and how much space is needed. Planning and budgeting will allow the County to assess facility funding levels.*

#### *Finance and Administrative Services Chief Financial Officer -*

*Chief Financial Officer Patrice Sutton, Finance and Administrative Services, reported that the department's monthly financial reports are now included in the Consent Agenda.*

## **FINANCIAL & ADMINISTRATIVE**

### **7.27 [19-1972](#)**

Discussion regarding lobbyist registration.

**Attachments:** [Example 1 - Highland Park.pdf](#)

*Chair Frank discussed the benefit of lobbyist registration. Assistant County Administrator Matt Meyers requested direction on the scope of the research. Discussion occurred regarding potential exemptions. The general consensus of the committee is to have staff review the issue further.*

**Lobbyist registration was discussed.**

## **8. Executive Session**

*The Committee did not enter into Executive Session.*

## **9. County Administrator's Report Cont.**

### **9.2 [19-1950](#)**

Legislative Program Update.

*Assistant County Administrator Matt Meyers, County Administrator's Office, presented the proposed legislative program update. Items pertaining to the Financial and Administrative Committee include: sending property tax final notices by first class mail, local government distribution fund reform; the reduction or elimination of the sales tax surcharge, and voter*

*initiated referendum by petition to reduce a local taxing bodies property tax levy. Treasurer Holly Kim, Treasurer's Office, reported that final notices are currently being sent by certified mail at a considerable cost to the tax payer. Discussion ensued.*

**The Legislative Program was discussed.**

**10. Members Remarks**

*Chair Frank thanked the committee for their time and efforts.*

**11. Adjournment**

*The meeting adjourned at 10:46 a.m.*

**Next Meeting: January 9, 2020**

*Minutes prepared by Blanca Vela-Schneider.*

*Respectfully submitted,*

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*Financial and Administrative Committee*