

# Lake County Illinois

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



## **Agenda Report - Final**

**Wednesday, September 26, 2018**

**1:00 PM**

**Assembly Room, 10th Floor**

**Financial and Administrative Committee**

1. Call to Order

2. Pledge of Allegiance

3. Approval of Minutes

3.1 [18-1056](#)

Minutes from August 1, 2018.

**Attachments:** [F&A 8.1.18 Minutes - Final](#)

3.2 [18-1055](#)

Executive Session minutes of August 1, 2018.

3.3 [18-1057](#)

Minutes from August 8, 2018.

**Attachments:** [F&A 8.8.18 Minutes - Final](#)

4. Addenda to the Agenda

5. Public Comment

6. Chairman's Remarks

7. Old Business

8. New Business

CONSENT AGENDA (8.1 - 8.4)

FINANCIAL & ADMINISTRATIVE

8.1 [18-1072](#)

Report from Carla N. Wyckoff, County Clerk, for the month of August 2018.

**Attachments:** [LCC Report August 2018.pdf](#)

8.2 [18-1089](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of August 2018.

**Attachments:** [August 2018.pdf](#)

8.3 [18-1015](#)

Report from David B. Stolman, Treasurer, for the month of June 2018.

**Attachments:** [Cash & Investments Jun 2017](#)

[Cash & Investments Jun 2018](#)

8.4 [18-1081](#)

Report from David B. Stolman, Treasurer, for the month of July 2018.

**Attachments:** [Cash & Investment Jul 2017.pdf](#)

[Cash & Investment Jul 2018.pdf](#)

**REGULAR AGENDA**

8.5 [18-1123](#)

Procurement Card Assessment Report by Bronner Group, LLC.

**PUBLIC WORKS & TRANSPORTATION**

8.6 [18-1100](#)

Joint resolution authorizing the execution of the Fifth Amendment to the Agreement for Sewage Disposal between Lake County and the Village of Gurnee to include the St. Sava Property in the Sewer Service Area.

- The County provides wholesale sewer service to portions of the Village of Gurnee.
- The St. Sava property is unincorporated; and therefore, not included in the boundaries of the current service area but is adjacent to the Village.
- The Village has requested to extend the sewer service area to include the St. Sava Monastery, located at 32377 N. Milwaukee Avenue.
- As this request will result in an increase to the County's downstream interceptors, the County has reviewed the request and has determined that the increase is feasible.
- The County is only obligated to accept sewage from the St. Sava Property for uses related to the existing place of worship and accessory uses not to exceed 40PE.
- The Fifth Amendment to the Agreement will be approved by the Gurnee Village Board on September 24, 2018.
- This resolution authorizes the execution of the Fifth Amendment to the Agreement for Sewage Disposal with the Village of Gurnee that amends the Sewer Service Area to include service to the St. Sava property.

**Attachments:** [18-1100 Gurnee St Sava-Lake County Amendment.pdf](#)

[18-1100 Gurnee St Sava Property Map.pdf](#)

[18-1100 Gurnee St Sava Expanded Service Area Map.pdf](#)

8.7 [18-1101](#)

Joint resolution authorizing the First Amendment of an Intergovernmental Agreement (IGA) By and Between County of Lake and Lakes Region Sanitary District to Foster Collaboration on Sewer Related Operations and Services.

- The County and Lakes Region Sanitary District (LRSD) both provide wastewater and sanitary sewer related services to areas within the Northwest Lake Facilities Planning Area (FPA).
- The County and LRSD wish to expand the scope of shared services to include office staff support to further facilitate planned consolidation of services.
- The agreement allows County staff to provide services on a time and material basis and

charge the LRSD for the services.

- This resolution authorizes the County Chair and County Clerk to execute the first amendment of the Intergovernmental Agreement.

**Attachments:** [18-1101 LRSD IGA Signed Agreement.pdf](#)

**8.8** [18-1102](#)

Ordinance amending water and sewer related rates for certain Lake County systems to passthrough rate increases from third party providers and to make technical corrections to previously approved rates.

- The Rate Ordinance establishes all water and sewer user rates and connection fees for the County's water and sewer systems and is reviewed annually or as needed.
- This Ordinance modification increases retail rates in accordance with section 51.20 of the ordinance, to pass through rate increases from Aqua America and the Village of Libertyville for potable water and water reclamation services. These increases have taken affect since the adoption of the rate structure which took effect December 1, 2017.
- The ordinance exhibit has been drafted in two forms to provide the Committee options in how the Department recovers the cost of the rate change.
- Option one has the Department carry the negative balance in the enterprise fund and recover the revenue in the next multiyear rate study.
- Option two has the Department include a local system surcharge so that affected customers pay a rate sufficient to enable the Department to recover the cost in the next 12-month rate cycle.
- The Ordinance modification also makes three technical corrections in the previously approved 2018 rate structure; applying the general 2% increase to the Green Oaks wholesale sewer rate; applying the general 2% increase for only the Lake County portion of the consolidated rate for municipalities in the northwest; reducing the Grayslake wholesale sewer rate \$0.02 per RCE to be consistent with rates for other Southeast Central System.

**Attachments:** [18-1102 Rate Ordinance Option Spreadsheet.pdf](#)

[18-1102 Exhibit A Rate Ordinance Opt 1 HIGHLIGHTED.pdf](#)

[18-1102 Exhibit A Rate Ordinance Opt 2 HIGHLIGHTED.pdf](#)

**FINANCIAL & ADMINISTRATIVE**

**8.9** [18-1118](#)

Resolution accepting additional Emergency Management Assistance Grant funding from the Illinois Emergency Management Agency (IEMA) for federal fiscal year (FFY) 2017 Emergency Management Performance Grant (EMPG) in an amount not to exceed \$65,738.25.

- Lake County applied for and IEMA awarded \$151,995.15 in annual FFY17 EMPG funds, via the Department of Homeland Security, on behalf of the Lake County Emergency Management Agency (EMA).
- This grant funding (a) supported Lake County in developing and maintaining an effective integrated EMA and program; (b) provided for quarterly reimbursement of allowable EMA program costs; and (c) provided for EMA program expenses between October 1, 2016

and September 30, 2017.

- IEMA notified EMA on August 31, 2018 that it would grant an additional \$65,738.25 for FFY17, which Lake County had not expected or budgeted to receive for that fiscal year.
- EMA plans to apply the additional grant funds to replace aging audio/visual and furniture in the Emergency Operations Center that have not been replaced since before 2007, including an estimated: \$57,700 for audio-visual equipment and wiring used to share information during emergencies, exercises, and training (101-1101040-71150); \$4,000 for large-format printer used to print maps and posters (101-1101040-61020); \$2,500 for a storage cart to charge and maintain response laptops (101-1101040-61020); and \$1,500 for addition phones devices (101-1101040-61040).
- Any remaining funds not applied to these items will be returned to the general fund to further reimburse EMA expenditures.

**8.10** [18-1124](#)

Resolution approving enhancements to the internal policies related to the purchasing ordinance and the vendor evaluation process for procurements over \$30,000.

- Lake County has identified internal staff policies to further enhance the current Purchasing Ordinance and the Ethics Ordinance relating to the vendor evaluation process in the following areas:
  - Create an annual process to document that staff involved in the vendor evaluation process have reviewed the applicable procurement specifications in the Purchasing Ordinance and the Ethics Ordinance.
  - Create and utilize forms that outline the procurement specifications in the Purchasing Ordinance and the Ethics Ordinance and require each evaluator to sign that they have reviewed and are eligible to serve in the evaluation process for this procurement.
  - Purchasing will review the ordinance with evaluators, collect the forms, verify all evaluators are eligible to serve on the panel, and provide confirmation as part of the award to the Board that all staff involved in the evaluation process met the eligibility requirements.

**Attachments:** [Vendor Evaluation Process Options A 9-21-2018](#)

**8.11** [18-1135](#)

Resolution approving a policy requiring vendors to submit a 'Vendor Disclosure Statement' for procurements over \$30,000.

- Vendors submitting proposals in Lake County will be required to submit a "Vendor Disclosure Statement" disclosing the names of each owner/principal/officer of the company, along with those individuals' immediate family members who are employed by Lake County. Publicly traded companies and utilities are exempt from this requirement.
- Purchasing will compare the Vendor Disclosure Statement with the list of staff members serving on the evaluation panel as well as any other staff member involved in the selection process (Department Head) and will verify that staff members are eligible to serve.
- Purchasing will provide confirmation to the Board that all staff involved in the evaluation process met the eligibility requirements.
- This is a one-year pilot project.

**Attachments:** [Vendor Disclosure Option B 2018](#)

9. Executive Session

10. County Administrator's Report

10.1 [18-1093](#)

Presentation and Discussion regarding the fiscal year (FY) 2019 Legislative Agenda Proposals.

**Attachments:** [9.24-9.28 Draft Program Language](#)

[LA FY 2019 for 9.24-9.28](#)

11. Members Remarks

12. Adjournment

Next Meeting: October 3, 2018