

Lake County Illinois

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



Agenda Report - Final

Thursday, February 7, 2019

8:30 AM

Assembly Room, 10th Floor

Financial and Administrative Committee

1. Call to Order
2. Pledge of Allegiance
3. Addenda to the Agenda
4. Public Comment
5. Chair's Remarks
6. Old Business
7. New Business

CONSENT AGENDA (Items 7.1 - 7.20)

Approval of Minutes

7.1 [19-0189](#)

Minutes from October 3, 2018.

Attachments: [F&A 10.3.18 Minutes - Final](#)

7.2 [19-0195](#)

Minutes from November 7, 2018.

Attachments: [F&A 11.7.18 Minutes - Final](#)

7.3 [19-0190](#)

Executive Session Minutes from October 3, 2018.

7.4 [19-0191](#)

Executive Session Minutes from October 3, 2018.

LAW & JUDICIAL

7.5 [19-0139](#)

Joint resolution authorizing the renewal of the State's Attorney's Law Enforcement Response to Drugs - Drug Prosecution grant program, awarded by the Illinois Criminal Justice Information Authority (ICJIA), including \$225,000 in federal funds.

- This is a renewal of the Law Enforcement Response to Drugs - Drug Prosecution Program, a federal grant administered through the ICJIA.
- Funding for this grant, formally known as the Multi-Jurisdictional Drug Prosecution grant, began in 1988, and has been renewed each year.
- The grant program will provide funding for approximately 51 percent of the salaries of one gang/narcotics prosecution division chief, one assistant state's attorney and one trained police investigator dedicated to the prosecution of drug related offenses covering the time period of April 1, 2019 through September 30, 2020.
- Program goals include increasing public safety and reducing the large social and economic cost of narcotics use through specialized prosecution of drug traffickers and

by increasing awareness and skill levels of professionals involved in the identification, investigation and prosecution of drug trafficking through training.

- Sources of program funding include \$225,000 in federal funds. No match funds are required.

Attachments: [Drug Grant Continuation Letter](#)

7.6 **19-0221**

Joint resolution accepting the State Criminal Alien Assistance Program (SCAAP) grant from the United States Department of Justice (DOJ), Office of Justice Programs (OJP) and authorizing an emergency appropriation in the amount of \$62,443.

- In October 2018, the Lake County Sheriff's Office (LCSO) applied and received award notice for a grant with the United States DOJ, OJP.
- Grant eligibility includes the occurrence of specific costs due to undocumented aliens convicted of at least one felony or two misdemeanors and who were incarcerated for at least four days between the reporting period of July 1, 2015 and June 30, 2016.
- Allowable expenditures under this grant include, but are not limited to, defray the cost of construction, training/education, medical services, mental health services, pre-release/re-entry programs, salaries, and technology.
- The LCSO plans to utilize grant funds for technology, such as software that can be used in tracking inmate programming and aid in other internal operations. Remaining funds will be used to implement diversity training for corrections officers.

Attachments: [FY2017 SCAAP Grant Acceptance.pdf](#)

[FY 2017 State Criminal Alien Assistance Program Use of Funds List](#)

HEALTH & COMMUNITY SERVICES

7.7 **19-0160**

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Trade Adjustment Assistance grant and approving an emergency appropriation in the amount of \$301,321.08.

- The United States Department of Labor Trade Adjustment Assistance (TAA) Program provides aid to workers who have become unemployed as a result of increased imports from, or shifts in production to, foreign countries.
- Workforce Development Department delivers reemployment services and programs to assist unemployed workers to prepare for and obtain suitable employment.
- The annual TAA grant covers expenses related to career and occupational training including tuition, supplies, training-related consumables, transportation assistance, and relocation allowances; in addition to expenses associated with facilitation of these payments.
- A total of 24 unemployed workers from 10 TAA events will be served with this grant.
- The grant term is October 1, 2018 through September 30, 2019.

Attachments: [TAA Training Grant.pdf](#)

7.8 [19-0166](#)

Joint resolution authorizing an emergency appropriation in the amount of \$63,739 for the ConstructionWorks program for Workforce Development Department's Fiscal Year (FY) 2019 budget.

- The Illinois Tollway funds ConstructionWorks which is a program to prepare job seekers from historically underrepresented populations to enter or reenter skilled trade apprenticeships and other employment in transportation-related construction occupations.
- The Chicago Cook Workforce Partnership is the grant recipient and operator of the ConstructionWorks program and has contracted with the Workforce Development Department to recruit individuals and provide programs and services.
- The ConstructionWorks program is being delivered through a regional service delivery consortium across the Tollway areas of Chicago, Cook County South Suburbs, Waukegan, Aurora and Rockford.
- Workforce Development Department, in partnership with the Job Center of Lake County, will recruit, screen, deliver career services and enroll 14 eligible individuals into pre-apprenticeship training programs leading to entry into skilled building trade occupations.
- The total funds of \$63,739 are for expenses related to personnel costs and participant transportation.
- The program timeframe is September 1, 2018 to August 31, 2021.

Attachments: [WDD ConstructionWorks Project.pdf](#)

7.9 [19-0201](#)

Joint resolution accepting the Illinois Department of Natural Resources grant and authorizing an emergency appropriation in the amount of \$15,000.01 for the Coastal Management Program grant.

- The \$15,000.01 Illinois Department of Natural Resources grant will be used to offset existing staff salaries.
- The \$15,000.01 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2019 budget.
- The grant award will be for the period of July 1, 2018 through December 31, 2019.

Attachments: [IDNR Coastal Management January 2019](#)

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.10 [19-0179](#)

Joint resolution appropriating \$140,000 of ¼% Sales Tax for Transportation funds for the Joint Utility Locating Information for Excavators, Inc. (JULIE) annual message handling services fee, and extending a contract with Utility Resource Group, LLC of Sterling Heights, Michigan, to locate Lake County Division of Transportation's (LCDOT) storm sewers for excavator dig requests for various County highways, and designated as Section 19-00000-09-GM.

- Pursuant to Illinois law, JULIE serves as a message handling notification service for underground facility owners regarding planned excavations. Lake County pays an annual

fee.

- The County's existing storm sewer locating contract with Utility Resource Group, LLC of Sterling Heights, Michigan, began on March 1, 2016, and allows a total of four one-year contract extensions. This will be the third one-year contract extension and will cover the period of March 1, 2019, to February 29, 2020.

7.11 [19-0215](#)

Joint resolution authorizing the execution of an agreement with the Village of Lake Bluff (Village) stating the terms and conditions for the replacement of a bridge on the Robert McClory Bike Path over Illinois Route 176, appropriating \$100,000 of County Bridge Tax funds, and designated as Section 19-00173-16-BR.

- The Village and the County are supportive of non-motorized travel options for their residents.
- The Village and the County are desirous to enter into an agreement regarding cost sharing of the replacement of the bridge on the Robert McClory Bike Path over Illinois Route 176.
- The Village approved the agreement at their January 28, 2019 board meeting.
- The Village will be the lead on the project and will own and maintain the bike path bridge.
- The Village has secured an Illinois Department of Natural Resources bike path grant to cover up to \$87,600 of the \$290,000 total project cost.
- The County will reimburse the Village for the County's share of this project, estimated at a maximum of \$100,000.
- This improvement is included in the Highway Improvement Program.

Attachments: [19-0215 Robert McClory Bike Path Bridge Village of Lake Bluff Agreement](#)

7.12 [19-0217](#)

Joint resolution accepting the Illinois Environmental Protection Agency (IEPA) grant for the North Branch Chicago River watershed planning by the Stormwater Management Commission (SMC) and authorizing an emergency appropriation in the amount of \$16,793.

- SMC has been awarded a Section 319 Grant from the IEPA to update the 2008 North Branch Chicago River Watershed-Based Plan.
- SMC developed the original plan in 2008 and this 10-year update maintains consistency with Illinois EPA and Clean Water Act guidelines.
- The scope developed for this grant request utilizes \$69,670 in IEPA funding and \$85,400 of contributions provided by the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) and the North Branch Chicago River Watershed Workgroup (NBWW).
- The only related expense that was not accounted for in the Fiscal Year 2019 budget was intern staffing in the amount of \$16,793. The offsetting revenue and the other expenses related to the Plan update were already included in the adopted Fiscal Year 2019 budget.

Attachments: [North Branch 319 emergency appropriation request](#)

FINANCIAL & ADMINISTRATIVE

7.13 [19-0118](#)

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

Attachments: [Dec 2018.pdf](#)

7.14 [19-0125](#)

Report from Holly Kim, Treasurer, for the month of November 2018.

Attachments: [Cash & Investments Nov 2017.pdf](#)
 [Cash & Investment Nov 2018.pdf](#)

7.15 [19-0182](#)

Tax Abatement Ordinance for the Series 2010A General Obligation Bonds.

- All general obligation debt is backed by a property tax levy as its revenue source. When alternate revenue streams are available to fund the ongoing debt service, however, general obligation bonds can be issued as “alternate revenue” bonds.
- Series 2010A is one such bond, which is backed by General Fund sales tax revenue as its alternate revenue stream.
- Each year, the Finance and Administrative Services Department assesses whether there are sufficient sales tax revenues available to pay the debt service payments for Series 2010A. Once that determination is made, Finance recommends Board action to abate the property tax levy that would have otherwise automatically been extended.
- The General Fund does have sufficient sales tax revenue funds available for payment of Fiscal Year 2019 principal and interest debt service on Series 2010A. Therefore, staff recommends the abatement of the Series 2010A General Obligation Bond property tax levy for Tax Year 2018.

7.16 [19-0183](#)

Tax Abatement Ordinance for the Series 2011A General Obligation Bonds.

- All general obligation debt is backed by a property tax levy as its revenue source. When alternate revenue streams are available to fund the ongoing debt service, however, general obligation bonds can be issued as “alternate revenue” bonds.
- Series 2011A is one such bond, which is backed by General Fund sales tax revenue as its alternate revenue stream.
- Each year, the Finance and Administrative Services Department assesses whether there are sufficient sales tax revenues available to pay the debt service payments for Series 2011A. Once that determination is made, Finance recommends Board action to abate the property tax levy that would have otherwise automatically been extended.
- The General Fund does have sufficient sales tax revenue funds available for payment of Fiscal Year 2019 principal and interest debt service on Series 2011A. Therefore, staff recommends the abatement of the Series 2011A General Obligation Bond property tax levy for Tax Year 2018.

7.17 [19-0184](#)

Tax Abatement Ordinance for the Series 2013 General Obligation Road Bonds.

- All general obligation debt is backed by a property tax levy as its revenue source. When alternate revenue streams are available to fund the ongoing debt service, however, general obligation bonds can be issued as “alternate revenue” bonds.
- Series 2013 General Obligation Road Bonds is one such bond, which is backed by General Fund sales tax revenue as its alternate revenue stream.
- Each year, the Finance and Administrative Services Department assesses whether there are sufficient sales tax revenues available to pay the debt service payments for Series 2013 General Obligation Road Bonds. Once that determination is made, Finance recommends Board action to abate the property tax levy that would have otherwise automatically been extended.
- The General Fund does have sufficient sales tax revenue funds available for payment of Fiscal Year 2019 principal and interest debt service on Series 2013 General Obligation Road Bonds . Therefore, staff recommends the abatement of the Series 2013 General Obligation Road Bonds property tax levy for Tax Year 2018.

7.18 [19-0185](#)

Tax Abatement Ordinance for the Series 2015A General Obligation Bonds.

- All general obligation debt is backed by a property tax levy as its revenue source. When alternate revenue streams are available to fund the ongoing debt service, however, general obligation bonds can be issued as “alternate revenue” bonds.
- Series 2015A is one such bond, which is backed by General Fund sales tax revenue as its alternate revenue stream.
- Each year, the Finance and Administrative Services Department assesses whether there are sufficient sales tax revenues available to pay the debt service payments for Series 2015A. Once that determination is made, Finance recommends Board action to abate the property tax levy that would have otherwise automatically been extended.
- The General Fund does have sufficient sales tax revenue funds available for payment of FY19 principal and interest debt service on Series 2015A. Therefore, staff recommends the abatement of the Series 2015A General Obligation Bond property tax levy for Tax Year 2018.

7.19 [19-0186](#)

Tax Abatement Ordinance for the Series 2018 General Obligation Refunding Bonds.

- All general obligation debt is backed by a property tax levy as its revenue source. When alternate revenue streams are available to fund the ongoing debt service, however, general obligation bonds can be issued as “alternate revenue” bonds.
- Series 2018 General Obligation Refunding is one such bond, which is backed by General Fund sales tax revenue as its alternate revenue stream.
- Each year, the Finance and Administrative Services Department assesses whether there are sufficient sales tax revenues available to pay the debt service payments for Series 2018. Once that determination is made, Finance recommends Board action to abate the property tax levy that would have otherwise automatically been extended.
- The General Fund does have sufficient sales tax revenue funds available for payment of Fiscal Year 2019 principal and interest debt service on Series 2018. Therefore, staff recommends the abatement of the Series 2018 General Obligation Refunding Bonds property tax levy for Tax Year 2018.

7.20 [19-0187](#)

Tax Abatement Ordinance for Special Service Area Number (SSA #) 16 tax levy.

- SSAs are created to allow improvements to be made and debt to be issued to pay for these improvements. The debt service is then paid for by a special tax levy.
- Each year, a separate tax is levied on the properties within the designated area to pay the debt service issued to pay for the improvements.
- SSA #16 provides funds for the repayment of bonds issued for construction of water supply improvements and extensions to provide access to Lake Michigan Water through the existing system of the Central Lake County Joint Action Water Agency (CLCJAWA).
- In the case of the SSA #16 Series 2016 bonds, reimbursement funds received from CLCJAWA can be used to help pay the debt for the Series 2016 Bonds. Each year, part of these funds is used to lower the tax levy.
- This ordinance authorizes the taxes to be abated.

REGULAR AGENDA

LAW & JUDICIAL

7.21 [19-0207](#)

Joint resolution accepting the John D. and Catherine T. MacArthur Foundation Safety and Justice Challenge Implementation Grant, approving staff augmentation, and authorizing an emergency appropriation in the amount of \$700,000.

- In February 2017, the Lake County Sheriff's Office (LCSO) was awarded a \$50,000 Jail Diversion High Utilizer Intensive Case Management Innovation grant from the John D. and Catherine T. MacArthur Foundation Safety and Justice Challenge (SJC) Innovation Fund. The LCSO served as the lead agency on the grant to reduce the reincarceration of persons with three or more jail bookings in twelve months referred to as jail high utilizers.
- In October 2018, Lake County was awarded a \$700,000 SJC Implementation grant from the John D. and Catherine T. MacArthur Foundation to implement key strategies to reduce the jail population by 10 percent in two years.
- The grant will fund one full-time employee (FTE) Coordinator/Analyst in Enterprise Information Technology (IT) for two years; and one FTE Pre-Trial Officer in the Nineteenth Judicial Circuit Court Probation Department in Fiscal Year (FY) 2020. Pursuant to the County's budget policies, both positions will be eliminated once the grant funds are no longer available, unless an exception is made and the specific policy conditions are met.
- Though the LCSO is the lead agency on this grant; this a collaborative effort among multiple Lake County partners. The following partners participated in the application and play significant roles throughout implementation: Nineteenth Judicial Circuit Court, State's Attorney's Office, Public Defender's Office, Enterprise IT and the County Administrator's Office.
- The five key strategies of this grant include implementing 1) expansion of the Jail High Utilizer Program to serve 30 to 60 inmates each year; 2) a court date text notification system in the Public Defender's Office; 3) education and training on racial and ethnic disparities; 4) pre-trial first appearance criminal background investigations; and 5) policy changes informed by examination of criminal case flow processes.

Attachments: [2018 MacArthur Safety and Justice Challenge Implementation Grant Mer
Lake County MacArthur Foundation SJC Award Agreement.pdf](#)

7.22 [19-0219](#)

Joint resolution approving a bid exemption to enter into an agreement with Nicasa Behavioral Health Services, Round Lake, Illinois (Nicasa) for jail diversion culturally intensive case management services in amount not to exceed \$400,000 over a two-year period.

- In February 2017, the Lake County Sheriff's Office (LCSO) was awarded a \$50,000 Jail High Utilizer Intensive Case Management Innovation grant from the John D. and Catherine T. MacArthur Foundation Safety and Justice Challenge (SJC) Innovation Fund.
- At that time, Nicasa Behavioral Health Services had a 20 year working relationship with the LCSO, was very familiar with jail operations and provided educational courses in parenting, anger management and substance abuse prevention to many inmates for re-entry into society. Because of the long-standing relationship, the LCSO entered into an agreement with Nicasa to provide intensive case management services to the population served by the Innovation grant.
- In October 2018, Lake County was awarded a \$700,000 SJC Implementation Grant from the John D. and Catherine T. MacArthur Foundation to expand and continue the Jail High Utilizers Program and other strategies to safely reduce the overutilization of the jail by 10 percent and decrease the racial and ethnic disparities in the criminal justice system. The LCSO is serving as the lead agency on the Implementation grant.
- Nicasa will provide a clinical manager, social worker, and peer specialist to work with jail high utilizers, and where applicable, their families, to conduct best practice needs assessments and culturally intensive case management referrals for housing and employment linkage, substance use peer recovery, and physical/mental health treatment.
- The Purchasing Agent conducted an Ad-Hoc Bid Exemption Meeting with members of the State's Attorney's Office, Finance and Administrative Services, and County Administrator's Office on January 23, 2019. It has recommended approval of LCSO's exemption request based on Nicasa's working knowledge of jail programs, history, influence in the shaping of the Jail High Utilizer Program, and its established working relationship with the LCSO.

Attachments: [NICASA Purchasing Award Information.pdf](#)
[Agreement Implementation for Nicasa 01-29-19 FINAL Signed by Nicasa](#)

HEALTH & COMMUNITY SERVICES

7.23 [19-0163](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Dislocated Training Grant and approving an emergency appropriation in the amount of \$320,170.

- This Dislocated Worker Training Grant is new and will allow Workforce Development to provide comprehensive training and career services to eligible dislocated workers from layoffs in the retail and manufacturing sectors.
- These dislocated workers are seeking reentry into the workforce by increasing their skill

- levels to become competitive for growing or high-demand employment opportunities which lead to earning sustainable wages.
- The funding will support personnel costs, expenses related to tuition, fees, books, and participant wages participating in an on-the-job training or work-experience program.
- A total of 28 eligible dislocated workers will be enrolled in occupational and work-based learning training.
- The grant term is January 1, 2019 to September 30, 2020.

Attachments: [WDD Dislocated Worker Training Grant 2019.pdf](#)

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.24 [18-1516](#)

Joint resolution authorizing the dissolution of the Seavey Drainage District (“District”) according to the Illinois General Assembly (ILGA) Public Act 100-0874.

- The Seavey Drainage District was established to maintain and operate the Seavey Drainage Ditch (Ditch).
- For decades, the District has not levied taxes or expended funds to operate or maintain the Ditch, portions of which are believed to be located within the Villages of Libertyville, Mundelein, and Vernon Hills (Affected Local Governments), as well as some unincorporated areas of the Lake County (County).
- Instead, all District functions have been assumed by the respective communities in which parts of the Ditch lie.
- As a part of the Fiscal Year 2018 County Legislative Agenda’s focus on reducing the number of governmental units and maximize efficiencies, the County sought legislation to eliminate the District and devolve maintenance of the affected drainage facilities to the County and the Affected Local Governments.
- The bill, sponsored by Senator Dan McConchie, passed both houses and was approved by the Governor on August 14, 2018.
- Pursuant to ILGA Public Act 100-0874, the County Board may dissolve the District no later than December 31, 2019, by resolution.

Attachments: [ILGA PA 100-0874](#)

7.25 [19-0210](#)

Joint resolution authorizing an agreement with the Village of Gurnee (Village) for intersection improvements of Hunt Club Road, at Illinois Route 132, and designated as Section 14-00095-17-CH.

- The intersection of Hunt Club Road, at Illinois Route 132, will be widened and resurfaced.
- The improvements will include the installation of auxiliary turn lanes, non-motorized improvements, and decorative landscaping within medians.
- The Village owns street lighting within the project limits, requiring relocation.
- The Village owns red-light running camera equipment within the project limits, requiring removal.
- The Village desires construction of sidewalk and pedestrian traffic signals within the project limits.
- The Village will own and maintain the decorative landscaping constructed in two

medians.

- The Village will reimburse Lake County for the engineering and construction costs associated with this work, estimated to be \$370,000.

Attachments: [19-0210 Hunt Club Road at Illinois Route 132 Village of Gurnee Agreement](#)

7.26 [19-0211](#)

Joint resolution appropriating \$5,236,000 of ¼% Sales Tax for Transportation funds and \$225,000 of Motor Fuel Tax funds for the intersection improvements of Hunt Club Road, at Illinois Route 132, which will be improved under the Illinois Highway Code for a total of 0.95 miles, and designated as Section 14-00095-17-CH.

- The intersection of Hunt Club Road, at Illinois Route 132, will be widened and resurfaced.
- The improvement will include the installation of auxiliary turn lanes, pedestrian accommodations, concrete bus shelter pads, sidewalk improvements, and decorative landscaping within medians.
- This intersection improvement is included in the County's Highway Improvement Program, with work planned to begin in 2019 pending final land acquisition.

7.27 [19-0212](#)

Joint resolution authorizing an agreement with BLA Incorporated, Itasca, Illinois, for Phase III construction engineering services for improvements at the intersection of Hunt Club Road, at Illinois Route 132, at a maximum cost of \$465,512.10, appropriating \$560,000 of ¼% Sales Tax for Transportation funds, and designated as Section 14-00095-17-CH.

- Hunt Club Road, at Illinois Route 132, needs will be widened and resurfaced.
- The improvements include the installation of turn lanes and non-motorized accommodations.
- A consultant will be utilized to undertake Phase III construction 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 Lake County Division of Transportation 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.
- Public notices were published on July 25 and August 1, 2018, and 13 firms submitted Statements of Interest and Statements of Qualifications. Three firms were shortlisted and interviewed on October 2, 2018.
- As a result of the interviews, the selected, and recommended, firm is BLA Incorporated, Itasca, Illinois, at a maximum cost of \$465,512.10.
- This intersection improvement is included in the County's Highway Improvement Program with construction planned to begin in 2019.

Attachments: [19-0212 Hunt Club Road at Illinois 132 Consultant Agreement Draft](#)

7.28 [19-0213](#)

Joint resolution authorizing two agreements with Pace Suburban Bus Division of the Regional Transportation Authority (RTA) providing terms and conditions for the year of

2019, by which Pace will coordinate operations of, and partially fund, the Ride Lake County West and the Ride Lake County Central Coordinated Transportation Services for the expansion of paratransit services to meet the needs of the mobility challenged constituent populations in the Townships of Antioch, Avon, Fremont, Grant, Lake Villa, Libertyville, Shields and Wauconda, also the Villages of Libertyville and Mundelein, and designated as Sections 19-00280-07-ES, 18-00280-06-ES and 16-00280-04-ES.

- Beginning in 2009, Lake County entered into yearly agreements with Pace for paratransit services in support of the Lake County Coordinated Transportation Services Committee (LCCTSC).
- The County has two agreements with Pace: a subsidy agreement that expired December 31, 2018, and an intergovernmental agreement that expired on December 31, 2018.
- The two new agreements are for Pace to operate paratransit services for the Ride Lake County West Service and the Ride Lake County Central Service and for Pace to reimburse the County a portion of the grant's local match for the Ride Lake County West Service and a portion of service costs for the Ride Lake County Central Service in 2019.
- Pace will provide 25 percent of the local match to the grant funds, up to \$100,000, for the Ride Lake County West Service, and \$6,236 for the Ride Lake County Central Service.

Attachments: [19-0213 Pace Lake County Subsidy Agreement 2019 Draft](#)

[19-0213 Pace Lake County Agreement 2019 Draft](#)

7.29 [19-0214](#)

Joint resolution authorizing separate agreements with the Townships of Antioch, Avon, Fremont, Grant, Lake Villa and Wauconda providing the terms and conditions for the receipt of Township funds for the Ride Lake County West and Ride Lake County Central services, and designated as Sections 19-00280-07-ES, 18-00280-06-ES and 16-00280-04-ES.

- The Townships of Antioch, Avon, Fremont, Grant, Lake Villa, and Wauconda desire to collectively provide \$40,000 of additional local funding toward the Ride Lake County West service to extend the use of the project's awarded federal funding from January 1, 2019, to December 31, 2019.
- Avon Township has also agreed to reimburse fares of specified riders for the Ride Lake County West service for trips the township desires to subsidize.
- Fremont Township desires to provide the \$150 local match to the Pace funding for the existing Fremont Township dial-a-ride service that has been folded into the Ride Lake County Central service.
- The Townships are in process of presenting the agreements to their respective Boards.

Attachments: [19-0214 Antioch Township Paratransit Agreement 2019 Draft](#)

[19-0214 Avon Township Paratransit Agreement 2019 Draft](#)

[19-0214 Fremont Township Paratransit Agreement 2019 Draft](#)

[19-0214 Grant Township Paratransit Agreement 2019 Draft](#)

[19-0214 Lake Villa Township Paratransit Agreement 2019 Draft](#)

[19-0214 Wauconda Township Paratransit Agreement 2019 Draft](#)

FINANCIAL & ADMINISTRATIVE

7.30 [19-0199](#)

Resolution authorizing a contract with Matrix Consulting Group, Edwardsville, Illinois, (Matrix Consulting) for consulting services to complete an Operations and Organizational Assessment for Lake County Department of Facilities and Construction Services (LCFCS) for a two-phase assessment in the amount \$61,900 for phase one and in the amount of \$33,000 for phase two with a total amount not to exceed of \$94,600.

- Each year, the Lake County Administrator's Office endeavors to complete at least one departmental operations and organizational assessment intended to maximize provision of high-quality services.
- In Fiscal Year 2019, the LCFCS was identified as the next department to undergo such an assessment.
- In furtherance thereof, a Request for Proposal (RFP) was extended to 18 vendors; sealed proposals were received from four vendors; interviews were held with the top two firms.
- Based on the criteria set forth in the RFP, an interdepartmental evaluation committee, comprised of individuals from Finance and Administrative Services, Division of Transportation, County Administrator's Office, Department of Facilities and Construction Services and Health Department, recommended Matrix Consulting as the most favorable proposal for Lake County.
- The contract cost - an amount not to exceed \$94,600 for Phases One and Two - is funded within the Fiscal Year 2019 budget.

Attachments: [18193 Award Recommendation](#)

[18193 DRAFT Agreement](#)

7.31 [19-0231](#)

Resolution authorizing an agreement with AECOM, Chicago, Illinois, (AECOM) for architecture and engineering services for a new training room and business office for the Lake County Sheriff's Office (LCSO) in an amount of \$229,415.

- Due to the operational needs associated with the Courthouse Expansion project, the LCSO's training room and business office had to be temporarily relocated.
- In an effort to relocate the LCSO's training room and business office space, the County desires to contract with an architecture and engineering firm to provide comprehensive design services.
- Comprehensive design services will include code review, programming, schematic design, design development, construction documents and specifications, bid review and negotiations, construction administration and close out services.
- The Lake County Purchasing Division received and evaluated Statements of Interests from 27 professional firms of which three were short-listed.
- In accordance with the Local Government Professional Services Selection Act, the recommended firm is AECOM in the amount of \$229,415.
- This project was included and budgeted as part of the Fiscal Year 2019 Capital Improvement Program.

Attachments: [18089 AECOM Award Information](#)
[18089.A Draft AECOM Agreement](#)

7.32 [19-0229](#)

Resolution authorizing emergency appropriations for Fiscal Year (FY) 2019 in various funds for certain projects, items, and activities budgeted in the prior year and not completed.

- Because 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 incomplete projects and grants whose lifespans do not coincide with the fiscal year.
- These items must be authorized through what is termed an “emergency appropriation” in order to transfer the budget authority that was previously granted in FY2018 to FY2019.

Attachments: [Feb 19 Carryovers - Final.pdf](#)

7.33 [19-0188](#)

Committee action authorizing the Division of Transportation to hire three budgeted Maintenance Supervisors above the pay grade midpoint.

- The position of Maintenance Supervisor - classified in pay grade eight with a minimum salary of \$65,890, salary midpoint of \$86,018 and salary maximum of \$103,266 - is responsible for supervising 12 to 15 positions including a Maintenance Foreman position earning \$92,282 annually.
- To maintain internal pay equity, action is requested authorizing the annual salary for three Maintenance Supervisor positions to \$94,000, which is \$7,892 above salary midpoint, at an annual cost of \$23,946 which can be absorbed within the department's current budget.

7.34 [19-0181](#)

Resolution amending the policy requiring vendors to submit a “Vendor Disclosure Statement” for procurements over \$30,000

- On November 13, 2018, the Lake County Board approved a policy requiring vendors 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.
- After discussion at the January 10, 2019 Financial and Administrative Committee meeting, the attached policy has been amended as follows:
 - clarifying that the officials/employees with whom vendors must disclose familial relationships include Lake County elected officials, department directors, deputy directors, and managers;
 - expanding the definition of familial relationship to: spouse (including civil partner), child, stepchild, parent, stepparent, grandparent, in-laws (including parent, grandparent, sibling, or child), relatives and non-relatives living in the same residence, and offspring born to any aforementioned persons;
 - including vendor disclosure of all political campaign contributions made by the vendor or an owner, principal, officer, manager, lobbyist, agent, consultant,

- counsel, subcontractor or corporate entity under the control of the vendor to any county board member, county board chair, or county-wide elected official as well as contributions to political action committees within the last five years;
- requiring that (a) the vendor disclosure statement of the awarded vendor be included as an attachment with the agenda item on the County Board agenda; (b) the statement with the contract be available on the County's website and filed with the Purchasing Division; and (c) upon contract renewal, the Purchasing Division communicates to the vendor its obligation to update vendor disclosure information as necessary.
 - This definition of "familial relationship" is broader than that used in the Ethics Ordinance and Purchasing Ordinance and as such, amendments to those ordinances will be recommended by staff to maintain consistency.
 - This information is being collected for transparency only and, by statute, cannot be considered as a factor of decision making and may not influence the outcome of the procurement decision, the award, or contract renewals.
 - Purchasing staff will continue to provide regular training for all Lake County staff involved in procurement selections to ensure compliance with this and all procurement laws, ordinances, policies and procedures.

Attachments: [Vendor Disclosure Policy \(red-lined\)](#)
[Vendor Disclosure Policy \(clean\)](#)
[VENDOR DISCLOSURE STATEMENT form](#)

7.35 [19-0154](#)

Committee action regarding Lake County Television (LCTV) coverage of Board Standing Committees.

- On January 10, 2018, the Financial and Administrative Committee discussed the LCTV filming of committee meetings.
- Following discussion of the item, staff was directed to (a) further analyze the preferred option of utilizing one camera operator including estimated costs; and (b) analyze the impact of indexing the video to agenda items on the website for enhanced access and transparency.
- The estimated total cost utilizing existing staff with on-line indexing to agenda items is \$12,048, and the estimated total cost without indexing is \$8,896.
- If approved, filming would begin in February.

Attachments: [Filming and Staff Resources.pdf](#)

7.36 [19-0079](#)

Communications Performance Statistics Fiscal Year 2018 and Division Overview.

Attachments: [Communications Overview.pdf](#)
[Fiscal Year 2018 Performance Snapshot](#)

7.37 [19-0246](#)

Presentation on the Professional Services Selection Process.

Attachments: [Professional Services Contracts 2-7-19](#)

7.38 **19-0193**

Presentation regarding results and next steps related to Lake County Recruitment and Retention initiative.

Attachments: [Focus Group Report revised 101618_NH](#)

[LC Executive Summary Final](#)

[Lake County Employee Survey Final 111918](#)

8. **Executive Session**

8.1 **19-0055**

Executive Session to discuss collective bargaining pursuant to 5ILCS 120/2 (c)(2).

9. **County Administrator's Report**

9.1 **19-0247**

Presentation of the Economic Indicator report.

Attachments: [Economic Indicator Report 1.30.19](#)

10. **Members Remarks**

11. **Adjournment**

Next Meeting: February 28, 2019