

Lake County Illinois

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



Agenda Report - Final

Thursday, February 28, 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 - 7.14)

Approval of Minutes

7.1 [19-0326](#)

Joint Budget minutes from October 23, 2018.

Attachments: [F&A 10.23.18 Budget Minutes - Final](#)

7.2 [19-0328](#)

Joint Budget minutes from October 24, 2018.

Attachments: [F&A 10.24.18 Budget Minutes - Final](#)

7.3 [19-0334](#)

Executive Session minutes from August 2, 2017.

7.4 [19-0335](#)

Executive Session minutes from August 2, 2017.

7.5 [19-0206](#)

Executive Session minutes from November 7, 2018.

7.6 [19-0329](#)

Executive Session minutes from November 7, 2018.

LAW & JUDICIAL

7.7 [19-0288](#)

Joint resolution accepting the 2019 National Crime Victims' Rights Week (NCVRW) Community Awareness Project sub-grant and authorizing an emergency appropriation in the amount of \$6,000.

- Since 1981, NCVRW has been annually observed in April and is intended to increase public awareness and knowledge about the wide range of rights and services available to people who have been victimized by crime.
- A \$6,000 sub-grant was awarded to the State's Attorney's Office by the National

Association of Victims of Crime Act (VOCA) Assistance Administrators (NAVAA) under a VOCA grant from the Office for Victims of Crime, within the Office of Justice Programs, United States Department of Justice.

- The 2019 NCVRW theme is “Honoring Our Past. Creating Hope for the Future.”
- The program funds will be used during the 2019 NCVRW, April 7 - 13, 2019, to promote community awareness of crime victims’ rights and services and will support the purchase of NCVRW promotional giveaways, event supplies, announcements, and recognition awards.
- The source of program funding is 100 percent federal VOCA; no match is required.

Attachments: [NCVRW 2019 19-030 Award Letter](#)

HEALTH & COMMUNITY SERVICES

7.8 [19-0310](#)

Joint resolution accepting the Illinois Department of Commerce and Economic Opportunity (DCEO) Workforce Innovation Opportunity Act (WIOA) Dislocated Worker Grant and Rapid Response grant modification and authorizing an emergency appropriation in the amount of \$1,100.

- The Workforce Development Department works directly with companies that experience a layoff, closing, or relocation due to lack of work because of increased imports or shifts in production outside the United States through the Trade Adjustment Assistance (TAA) federal program.
- The Rapid Response grant modification of \$1,100 increased the funds available for transportation expenses for two TAA participants.
- The grant period is July 1, 2017 through December 31, 2018.

7.9 [19-0208](#)

Joint resolution authorizing a professional services agreement with Lake County Partners for a Business Engagement Program to expand upon the success of the business outreach program for Lake County Workforce Development in the amount not to exceed \$80,723.

- Funds are budgeted and appropriated for the professional services agreement through Workforce Development grant funding.
- Lake County Workforce Development administers the Workforce Innovation and Opportunity Act (WIOA) grant and programs. Employers and businesses are key resources in understanding the needs of local businesses and developing talent through the WIOA-funded programs.
- Lake County Workforce Development desires to utilize Lake County Partners for a business engagement program to connect with a greater pool of industries and employers that will share information on programs, incentives, and trainings in the effort to connect businesses throughout Lake County that can then access talent to meet industry demands.
- Pursuant to Article 6, Section 102 of the Lake County Purchasing Ordinance, the Purchasing Agent consulted with an ad hoc review group that approved a bid exemption on the basis of an existing long standing, successful relationship.
- The contract authorizes a professional services agreement for a Business Engagement Program for the duration of one year with options of extending up to three additional one-year periods, for an initial term not to exceed cost of \$80,723.

Attachments: [LCP Bid Exemption Request \(002\).pdf](#)
[LCP Purchasing Award Information \(002\).pdf](#)
[19014 AGREEMENT PSA LAKE COUNTY PARTNERS](#)

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.10 [19-0312](#)

Joint resolution authorizing a contract with Cardno, Inc., Monee, Illinois, in the amount of \$66,851.75 for inspection and maintenance of native landscape areas.

- The County has planted native landscape areas for various projects on the County highway system that require inspection and maintenance.
- This maintenance work will be done by a contractor.
- A total of six bids were received, ranging from \$66,851.75 to \$123,055.56, and the lowest responsible bidder is Cardno, Inc., Monee, Illinois, in the amount of \$66,851.75 for the native landscape maintenance.
- This project is included in the highway improvement program.

Attachments: [19-0312 Bid Tab, 2019 Native Landscape Maintenance](#)

FINANCIAL & ADMINISTRATIVE

7.11 [19-0282](#)

Report from Robin M. O'Connor, County Clerk, for the month of December 2018.

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

7.12 [19-0284](#)

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

Attachments: [LCC Report January 2019.pdf](#)

7.13 [19-0290](#)

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

Attachments: [January 2019.pdf](#)

7.14 [18-1547](#)

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

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

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

REGULAR AGENDA

LAW & JUDICIAL

7.15 [19-0306](#)

Joint resolution authorizing an amended Illinois Department of Transportation (IDOT) 2019 Sustained Traffic Enforcement Program (STEP) grant to include a Distracted Driving Campaign and approving an emergency appropriation in the amount of \$22,011.21.

- In September 2018, the Lake County Sheriff's Office (LCSO) was awarded an IDOT STEP grant in the amount of \$176,292.24 for the period October 1, 2018 through September 30, 2019 to complete six mandatory enforcement campaigns and two optional enforcement campaigns.
- On February 11, 2019, the LCSO received notification that IDOT had amended the Federal Fiscal Year (FFY) 2019 STEP grant to include a Distracted Driving Campaign.
- The Distracted Driving Campaign's main objective is to conduct enforcement of Illinois distracted driving laws on the use of electronic devices and to remind drivers that distracted driving is unsafe.
- This distracted Driving Campaign period will be April 1 through April 30, 2019.
- During the campaign period, the LCSO will conduct a total of 20 enforcement details (10 during the day, 10 during the night), which amounts to a total of 120 hours of distracted driving enforcement.
- This amended award provides an increase from the FFY18 distracted driving enforcement campaign of 36 additional hours.

Attachments: [FFY19 STEP Grant Amendment Agreement Budget 02-15-19.pdf](#)

PUBLIC WORKS, PLANNING & TRANSPORTATION

7.16 [19-0299](#)

Joint resolution appropriating \$1,600,000 of Motor Fuel Tax funds for ice control salt materials needed for the 2019-2020 winter season.

- The Lake County Division of Transportation (LCDOT) participated in the County's joint procurement process for the acquisition of ice control salt for the winter season of 2018-2019, with the option for a one-year extension.
- LCDOT's contract for salt, which was provided by Morton Salt, Chicago, Illinois, will be extended for the winter season of 2019-2020, and an appropriation of funds is required.

7.17 [19-0316](#)

Joint resolution authorizing an Intergovernmental Agreement between Lake County and The City of Zion to provide fully reimbursed maintenance services for sewer-related operations.

- The County and the City of Zion wish to enter into this agreement to protect the health, safety, and welfare of the residents of Lake County.
- The County will perform maintenance services for the City on an as needed basis as outlined in a comprehensive agreement.
- The agreement allows County staff to provide routine preventative maintenance, lift station maintenance and operation services, bank and load testing of generator(s), and

perform root cutting, cleaning, and televising of sanitary sewers mains.

- County staff will charge the City on a time and material basis for the operational and maintenance services provided.
- The agreement was approved by the City of Zion at its February 5, 2019 meeting, pending approval by the County Board.
- This resolution authorizes the execution of an Intergovernmental Agreement between Lake County and the City of Zion to provide maintenance services for sewer-related operations.

Attachments: [19-0316 Zion Lake County Sewer Maintenance Agreement.pdf](#)

7.18 [19-0317](#)

Joint resolution amending the adopted Capacity Management Operations and Maintenance (CMOM) Program for the Northwest Lake Facilities Planning Area (NWFPA) to meet new reporting requirements.

- The County Board previously approved an Agreement for Sewage Disposal by and between the County and the Village of Fox Lake on July 15, 2010 (the Fox Lake Agreement).
- As part of the Fox Lake Agreement, the County and the Village of Fox Lake, in consultation with the Wholesale Advisory Committee of the Northwest Lake Facilities Planning Area (the NWFPA WAC), were required to develop a Capacity Management Operation and Maintenance (CMOM) Program for the NWFPA.
- The Villages of Hainesville, Round Lake, Round Lake Beach, Round Lake Park, Round Lake Heights, Lake Villa, the Lakes Region Sanitary District, and Harbor Ridge Utilities (the Communities) have agreements for sewage disposal with the County, and the Communities participate in the NWFPA WAC.
- The CMOM program aims to optimize the sanitary sewer systems across jurisdictions to benefit the system as a whole, ultimately improving system operations and reducing instances of sanitary sewer overflow events.
- The County adopted the CMOM Program on March 11, 2014, and the CMOM document is updated periodically.
- This resolution amends the adopted CMOM Program to authorize implementation of the CMOM Program on an ongoing basis and to allow further modifications to the CMOM program documents to approved by the Lake County Public Works Department Director.

Attachments: [19-0317 CMOM Executive Summary 8-22-18.pdf](#)

[19-0317 CMOM 2018.pdf](#)

FINANCIAL & ADMINISTRATIVE

7.19 [19-0319](#)

Resolution authorizing a contract Election Systems and Software, LLC, Omaha, Nebraska (ES&S) to provide equipment, software and services for the Lake County voting systems and election management system.

- The Lake County Clerk's Office purchased Election Day Americans with Disabilities Act (ADA) compliant ballot marking machines in 2003 by the vendor The Automarks. The equipment is no longer available and the County Clerk's Office is in the process of

replacing this equipment.

- At its September 2018 meeting, the County Board approved the initial purchase of 80 ExpressVote machines and 73 ExpressPass printers.
- There is a need to purchase an additional 120 ExpressVote machines to ensure that the voting equipment complies with ADA requirements in accordance with the Help America Vote Act set forth in 2002 federal legislation.
- 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.
- This resolution authorizes the County Clerk to enter into an agreement with EE&S to provide equipment, software and services for the Lake County voting systems and election management system in the amount of \$545,765.60, with ongoing maintenance fees for years two through five in the estimated annual amount of \$14,400.

Attachments: [Lake County, IL - ExpressVote BMD Sales Order Agreement Complete -](#)
[Lake County, IL - ExpressVote BMD Hardware and Software License, M](#)

7.20 [19-0295](#)

Resolution authorizing a one-year contract with Granite, Quincy, Massachusetts, (Granite) for telecommunications services.

- Lake County Enterprise Information Technology Department (IT) is seeking to consolidate all of the County's telecommunications services (voice, internet, support, etc.) into a single provider through a competitively bid joint purchasing agreement.
- In the past, IT has procured these services separately, which has resulted in separate agreements with numerous providers (AT&T, Call One, Comcast, First Communications, TDS, Telecom Innovation Group, Verizon, etc.).
- Consolidating these services would be done in phased in over the course of the year when current contracts expire and new circuits are installed, thereby avoiding early termination fees.
- Consolidating these services under a single provider could enable the County to realize potential benefits including:
 - Reduced administrative overhead (one monthly invoice versus many);
 - Improved support, reduced complexity (one provider versus many); and
 - Improved pricing, reduced procurement overhead (initial estimate of annual savings is approximately \$50,000).
- The contract amount would be up to \$865,436, as approved in the Fiscal Year (FY) 2019 budget.
- In accordance with Section 10-101 of the Lake County Purchasing Ordinance, the County Purchasing Division has identified a competitively solicited and awarded cooperative purchasing contract for telecommunications services offered by Granite through the United States General Services Administration (GSA Contract - GS-35F-208BA).
- The GSA contract term with Granite extends through February 9, 2024 and allows for Lake County to piggyback on the contract for either a specified time period or through the remainder of the term. IT will evaluate the contract's use through FY2019 and determine whether to continue it through renewal options authorized by the County Board approval.

Attachments: [19043 Granite award information.pdf](#)

[Lake County IL - Vendor Disclosure Form - Granite.pdf](#)

7.21 [19-0309](#)

Resolution authorizing an agreement with Wold Architects and Engineers, Palatine, Illinois, (Wold Architects) for comprehensive design services for the renovation of the Court Annex.

- In 2012, the Lake County (County) Phase Three Justice Agency Master Plan was completed and recommended future renovation and repurposing of the Court Annex upon the completion of the Courthouse Expansion project.
- In 2016, the County Civil/Family Court Master Plan Study was completed which served to further prepare, analyze, and recommend a feasible plan for the continued use of the Main Courthouse and Court Annex.
- Lake County issued Statement of Interest Number 18184 that included the County's desire to contract with an architecture and engineering firm to provide comprehensive design services for the Renovation of the Court Annex.
- Notices were sent to 65 firms; responses were received from seven firms.
- In accordance with the Local Government Professional Services Selection Act, a selection Committee evaluated all firms, then selected and interviewed three firms.
- Wold Architects was determined to be the most qualified and negotiations were conducted. It is in the best interest of the County to enter into a contract with Wold Architects in the amount of \$691,555
- The scope of services includes complete architectural, engineering and consulting services including: program validation, design development, cost estimation, and all other ancillary design services, as required.
- This project was included and budgeted as part of the Fiscal Year 2019 Capital Improvement Program.

Attachments: [18184 Award Information](#)

[18184 SOI Courts Annex Final](#)

[18184 Scoring Matrix Summary after Interviews](#)

[18184 DRAFT AGREEMENT COURTS ANNEX](#)

[VENDOR DISCLOSURE STATEMENT](#)

8. Executive Session

8.1 [19-0321](#)

Executive Session to discuss pending litigation pursuant to 5 ILCS 120/2 (c)(2).

9. County Administrator's Report

9.1 [19-0347](#)

Budget and Finance Policies Discussion.

- Each year, the Financial and Administrative (F&A) Committee uses the prior year's budget policies as a reference for the discussion of the next year's budget policies.

These policies frame the budget preparation process by providing guidelines for, among other things:

- Balancing the budget/status quo/new or expanded program requests;
 - Personnel and vacancy decisions
 - Property tax levies;
 - Use of video gaming revenue;
 - Capital Improvement Plans;
 - Debt issuance;
 - Reserve requirements; and
 - Contingency amounts.
- The purpose of this item is to provide an introduction and overview of the policies. The Fiscal Year 2020 Budget Policies will be on a future F&A Committee agenda (tentatively March 7) for further discussion and adoption.

Attachments: [FY2019 Budget Policies FINAL \(050818\)](#)

9.2 **19-0348**

Purchasing Procurement Card Update.

- Staff will provide an update on the action plan developed as a result of the Procurement Card Program Audit.

Attachments: [Procurement Card Policy](#)

[Pcard Road Map Update](#)

10. Members Remarks

11. Adjournment

Next Meeting: March 7, 2019