

Lake County Illinois

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



Agenda Report - Final

Wednesday, June 6, 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 [18-0604](#)

Executive Session minutes from April 4, 2018.

3.2 [18-0654](#)

Minutes from April 4, 2018.

Attachments: [F&A 4.4.18 Minutes - Final](#)

3.3 [18-0655](#)

Minutes from April 25, 2018.

Attachments: [F&A 4.25.18 Minutes Final](#)

3.4 [18-0656](#)

Minutes from May 2, 2018.

Attachments: [F&A 5.2.18 Minutes - Final](#)

4. Addenda to the Agenda

5. Public Comment

6. Chairman's Remarks

7. Old Business

8. New Business

CONSENT AGENDA (Items 8.1 - 8.16)

LAW & JUDICIAL

8.1 [18-0595](#)

Joint resolution approving an Intergovernmental Agreement (IGA) for police services between the Lake County Sheriff's Office (LCSO) and the Village of Volo (Volo), from May 1, 2018 to April 30, 2021, in the amount of \$1,951,256.71.

- Volo and LCSO has agreed on terms to continue the police services contract for a three-year period from May 1, 2018, through April 30, 2021. LCSO has provided police services to Volo for 13 years.
- The contract includes a continuation of services which includes two, eight and a half hour shifts per day, for a total of 17 hours per day or 6,205 hours per year.
- This contract includes an increase to reflect anticipated labor costs, the cost of 911 dispatch services and additional costs into the pricing structure of the contract.
- This contract requires Volo, on a semi-annual basis, to rebate to LCSO all e-citation and

prisoner review agency fees disbursed to the Volo by the Circuit Clerk.

- The remaining hourly rate charges are consistent with recently approved County police services contracts.
- The annual increase is sufficient to cover costs associated with this contract.

Attachments: [2018 - 2021 Intergovernmental Agreement for Police Services with the Vi](#)

8.2 [18-0618](#)

Joint resolution authorizing a contract with Galls, LLC, Lexington, Kentucky, to procure uniforms and accessories for the Lake County Sheriff's Office (LCSO) in the estimated annual amount of \$260,000.

- A contract is requested for the purchase of uniforms and accessories for LCSO.
- A Request for Proposal (RFP) was developed and extended to 15 vendors, sealed proposals were received from two vendors.
- Based on the criteria set forth in the RFP, an interdepartmental evaluation committee comprised of Finance and Administrative Services, and the LCSO selected Galls, LLC, Lexington, Kentucky, as the most qualified and advantageous proposal for Lake County.
- This resolution authorizes a one-year agreement with four additional one-year renewal options that will cost Lake County an estimated annual amount of \$260,000.

Attachments: [RFP 18013 Scoring Totals for Sheriff's Uniforms.pdf](#)

[RFP 18013 Sheriff Uniforms Award Information.pdf](#)

8.3 [18-0510](#)

Joint resolution approving an Intergovernmental Agreement (IGA) between the Lake County Regional Superintendent of Schools, Lake County, Chief Judge of the Nineteenth Judicial Circuit, Adlai E. Stevenson High School District 125 and Lincolnshire-Prairie View District 103 for the provision of educational services at the Robert W. Depke Juvenile Justice Complex Center.

- This agreement is between the Lake County Regional Superintendent of Schools, Lake County, the Chief Judge of the Nineteenth Judicial Circuit, Adlai E. Stevenson High School District 125 and Lincolnshire-Prairie View District 103.
- The purpose of this IGA is to provide quality educational services and to receive state funding for these programs intended for school age children residing at the Lake County Hulse Juvenile Detention Center.
- The IGA shall commence on July 1, 2018, and continue until June 30, 2020, renewable for three additional one-year periods.

Attachments: [Educational Services Agreement 2018.pdf](#)

8.4 [18-0475](#)

Joint resolution authorizing an emergency appropriation in the amount of \$17,433 for a part-time therapist at the Hulse Juvenile Detention Center, with offsetting revenue from the Regional Office of Education (ROE).

- The increased incidence of emotional and behavior disordered juveniles in the Hulse Detention Center has made educating the juvenile residents more challenging, particularly as the age of juvenile detention has increased to age eighteen.

- A part-time therapist would help to address this situation by working with the Court's Psychological Services, teachers, teacher's assistants, and juvenile counselors in addressing the emotional and behavioral issues of the juveniles as they adjust to the secure educational setting.
- The therapist would address mental health and substance abuse, family situations, trauma, and other factors impacting the juvenile residents including crisis intervention.
- Funding for the part-time therapist position has been secured from state revenue managed by the ROE.
- The State of Illinois Orphan Act provide revenue for education services and currently funds 11 positions at the detention center.
- This resolution authorizes an emergency appropriation in the amount of \$17,433 for the remainder of fiscal year 2018 with offsetting revenue from the ROE and authorizes an increase in head count in the Hulse Detention Center by one half a full-time equivalent (FTE).

Attachments: [Hulse Part Time Therapist COA.pdf](#)

HEALTH & COMMUNITY SERVICES

8.5 [18-0571](#)

Joint resolution approving the Second Amendment to the 2017 Housing and Community Development Annual Action Plan.

- The United States Department of Housing and Urban Development (HUD) requires the submission of an Annual Action Plan (AAP) and associated amendments to govern expenditure of federal housing and community development funding for each year of grant funding.
- Several large investments in new affordable housing projects in the 2017 AAP have been recommended for additional 2018 funding. Per HUD guidance, these activities should be removed from the 2017 AAP and placed in the 2018 AAP. These affordable housing investments include District Senior Living (Mundelein), Marjorie Hart (North Chicago) and LakePointe (Waukegan).
- The proposed Action Plan amendment shifts all activities receiving Program Year 2018 funds from the 2017 AAP into the 2018 AAP.

Attachments: [2nd Amendment Lake County 2017 Action Plan](#)

8.6 [18-0617](#)

Joint resolution accepting the Des Plaines River Watershed Workgroup grant and authorizing an emergency appropriation in the amount of \$19,655 for the Lakes Project grant.

- The \$19,655 Des Plaines River Watershed Workgroup grant will be used for equipment, supplies and to offset existing staff salaries.
- The \$19,655 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year 2018 budget.
- The grant award will be for the period May 1, 2018 through January 31, 2019.

Attachments: [EA DRWW](#)

8.7 [18-0607](#)

Joint resolution approving the Illinois Department of Commerce and Economic Opportunity (DCEO) WIOA Rapid Response grant and Trade Adjustment Assistance (TAA) grant modifications; and authorizing an emergency appropriation in the amount of \$215,301.33.

- The TAA federal program provides funding for reemployment services to displaced workers who have lost their jobs as a result of increased imports or shifts in production outside the United States. The additional funds of \$116,563.93 are to be used for tuition and related training expenditures for the 64 displaced workers and funds of \$15,979 will be used for expenses associated with payment processing of training and transportation expenses. The grant period is April 1, 2017 through September 30, 2018.
- The WIOA Rapid Response grant modification of \$46,271.40 is for staffing expenses related to case management of the displaced workers. The grant period is July 1, 2017 through December 31, 2018.
- The WIOA Rapid Response grant modification of \$36,487 is to retain two industry sector specialists through June 30, 2018. This pilot program contracted with dislocated workers from key industry sectors including healthcare, manufacturing, information technology and transportation/distribution/logistics to increase the number of dislocated workers connected to high demand jobs. The program continues to meet its goals of connecting with over 600 dislocated workers and connecting job seekers to 56 employer events. The grant period is June 1, 2017 through June 30, 2018.

Attachments: [Jun'18 - CFY'18 Trade & WDRAP & 1EC Grant thru 4.17.18](#) [Enter GL F](#)

PUBLIC WORKS AND TRANSPORTATION

8.8 [18-0625](#)

Joint committee action approving Change Order Number One for Public Works Painting Projects with BP&T Company, Mount Prospect, Illinois, in the amount of \$6,175.

- A contract was awarded to BP&T Company for painting lift stations as part of Public Works Painting Projects in November 2017.
- Change Order Number One addresses additional painting work needed at two lift stations that was unforeseen at the time when the project bids were prepared.
- In accordance with Article 8, section 101(2) of the Lake County Purchasing Ordinance, this change order was not reasonably foreseeable at the time the contract was signed.
- Change Order Number One is in the amount of \$6,175, increasing the original contract amount from \$25,800 to \$31,975.

8.9 [18-0608](#)

Joint resolution authorizing a contract with Precision Pavement Markings, Inc., Elgin, Illinois, in the amount of \$37,235 for the removal and replacement of reflective pavement markers with recessed reflective pavement markers which will be improved under the Illinois Highway Code for a total of 23 miles, appropriating \$45,000 of Matching Tax funds, and designated as Section 18-00000-12-GM.

- The County has raised and recessed reflective pavement markers delineating medians and lane lines throughout the County highway system.
- The Division of Transportation undertakes the removal and replacement, where necessary, of these reflective pavement markers.

- This project will replace raised reflective pavement markers with recessed reflective pavement markers at various locations on the County highway system.
- This project is included in the highway improvement program.
- A total of two bids were received, ranging from \$37,235 to \$55,165, and the lowest responsible bidder is Precision Pavement Markings, Inc., Elgin, Illinois, in the amount of \$37,235.

Attachments: [18-0608 Bid Tab - Reflective Pavement Marker.pdf](#)

8.10 [18-0609](#)

Joint resolution authorizing a contract with Superior Road Striping, Inc., Melrose Park, Illinois, in the amount of \$636,433.04 for the removal and replacement of pavement markings on Hot-Mix Asphalt (HMA) and concrete pavements, which will be improved under the Illinois Highway Code for a total of 40 miles, appropriating \$765,000 of Motor Fuel Tax funds, and designated as Section 18-00000-15-GM.

- The Division of Transportation participated in the County's joint procurement process for the removal and replacement of pavement markings on the HMA and concrete pavements.
- The Village of Buffalo Grove and the Village of Volo were the participants in this joint procurement.
- The County has miles of pavement markings for medians, lane lines, and cross walks on bituminous and concrete pavements.
- The thermoplastic, modified urethane, and contrast tape pavement markings last longer than paint, but eventually require replacement.
- This project is included in the highway improvement program.
- A total of four bids were received, ranging from \$636,433.04 to \$1,129,512.45 and the lowest responsible bidder is Superior Road Striping, Inc., Melrose Park, Illinois, in the amount of \$636,433.04.

Attachments: [18-0609 Bid Tab - Pavement Marking Replacement.pdf](#)

FINANCIAL & ADMINISTRATIVE

8.11 [18-0588](#)

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

Attachments: [April 2018.pdf](#)

8.12 [18-0568](#)

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

Attachments: [Cash & Investment Mar 2017](#)
[Cash & Investment Mar 2018](#)

8.13 [18-0652](#)

Resolution declaring that the number of appeals annually filed with the Board of Review creates an emergency situation causing the need for an expanded Board of Review.

- This resolution recognizes that the three members of the Board of Review need additional assistance to complete the 2018 tax year hearings.
- This action must be done to allow the County Board Chair to appoint alternate members.

8.14 [18-0628](#)

Resolution authorizing a two-year agreement, with renewal options, with Johnson Controls, Addison, Illinois, (Johnson Controls) for fire pump and sprinkler service testing and preventative maintenance of various Lake County (County) facilities in the estimated annual amount of \$93,000.

- The County currently owns and operates Johnson Controls fire pump and sprinkler systems at the following facilities: Winchester House, 911 Center, Depke Juvenile Complex and Facility, Adult Probation Office, County Jail, Work Release Tower, Administrative Tower and Courts Complex, Coroner's Office, and the Multi-Department Storage Building.
- The service and maintenance contracts for the fire pump and sprinkler systems have expired. There is a need for ongoing routine service intervals and local fire-code authority testing of the fire pump and sprinkler system to maintain the current level of service and code compliance for the equipment.
- The Facilities Division identified a cooperative purchasing contract with Johnson Controls through the National Joint Powers Alliance (NJPA) to continue to procure fire alarm service testing and preventative maintenance for the equipment by the original equipment manufacturer (OEM) that was competitively solicited and awarded.
- Pursuant to Article 10-101 of the County's Purchasing Ordinance, Cooperative Purchasing, the County may participate in a cooperative purchasing agreement with Johnson Controls, which will be effective immediately, and allows for annual renewals through June 30, 2021 for the procurement of approved hourly rates and equipment costs for future needs as budgeted.

Attachments: [18106 Award Information-Johnson Controls](#)
[18106 Lake County NJPA Pricing](#)

8.15 [18-0636](#)

Resolution authorizing a contract with CDW, Vernon Hills, Illinois, (CDW) for additional Tegile storage hardware in an estimated amount of \$147,612.

- Lake County (County), which uses Tegile storage hardware to provide storage to all departments for enterprise applications, desires to purchase additional Tegile storage hardware since its current storage hardware is at capacity.
- The County Purchasing Division identified a cooperative purchasing contract with CDW, through the National International Platform Association to procure needed equipment that was competitively solicited and awarded.
- Pursuant to Article 10-101 of the County Purchasing Ordinance, Cooperative Purchasing, the County may participate in a cooperative purchasing agreement for the procurement of goods with one or more public procurement units in accordance with an agreement entered into between the participants.
- The contract amount is \$147,612, which includes an annual software fee of \$28,800, dropping to \$9,600 for the final two years.

Attachments: [Award Information](#)

[Tegile Quote](#)

8.16 [18-0627](#)

Ordinance establishing prevailing wage rates for laborers, workers and mechanics employed by contractors or subcontractors in the performance of public works contracts in Lake County (County).

- Pursuant to Illinois Prevailing Wage Act (Act), the Illinois Department of Labor establishes and mandates prevailing wage rates for laborers, workers and mechanics employed by contractors or subcontractors in the performance of public works contracts in Counties.
- The County establishes, by ordinance, prevailing wage rates in compliance with the Act for prevailing wage rates for laborers, workers and mechanics employed by contractors or subcontractors in the performance of County public works contracts.

Attachments: [Current Rates 9.1.2017](#)

REGULAR AGENDA

LAW & JUDICIAL

8.17 [18-0611](#)

Joint resolution authorizing the Lake County Sheriff's Office (LCSO) to accept a grant from the Healthcare Foundation of Northern Lake County for the Jail High Utilizer Diversion and Health Engagement Project and authorizing an emergency appropriation in the amount of \$100,000.

- The LCSO has applied to participate in the Healthcare Foundation of Northern Lake County's \$100,000 grant process to fund the second year of the Jail Diversion Case Management (High Utilizers) Program.
- The LCSO serves as the lead agency on this grant, which will work to reduce the incarceration of persons who are from low-income or minority communities; as well as protected class individuals.
- The High Utilizers Program will continue to provide extensive case management services to the communities listed above and use that case management to divert these individuals from the criminal justice system.
- The expected outcomes of this program, associated with extensive case management with the high utilizers, will remain the same, and is considered a stop gap measure while a sustainable funding source is sought.
- The creation of this program will require the LCSO to extend the contract it has with Nicasa to provide intensive case management services that meet grant requirements and will be required to provide and meet performance measurement and reporting standards.
- There is no match required. The LCSO will provide in-kind services for this grant in the form of staff time spent by the Community-Based Corrections and the Business Office. It will also include Information Technology (IT) support for TriTech/Service Point, report writing and generation.

Attachments: [Jail High Utilizer Diversion and Health Engagement ProjectPacket \(6\).pdf](#)
[HCFNLC Grant Award Letter 05-25-18.pdf](#)

HEALTH & COMMUNITY SERVICES

8.18 [18-0573](#)

Joint resolution approving two Memoranda of Understanding (MOU) between Lake County and previously approved sub-recipients of 2018 Community Development Block Grant (CDBG) funds.

- United States Department of Housing and Urban Development (HUD) under 24 CFR 570.200(h) permits CDBG grantees such as Lake County to allow its CDBG sub-recipients to begin spending on CDBG projects prior to receipt by Lake County of its CDBG award. The Lake County Board has approved such MOUs in the past, with sub-recipients traditionally willing to take the additional risk.
- The two sub-recipients proposed for 2018 MOUs are the Village of Mundelein and the City of North Chicago. Both municipalities are looking to maximize the amount of days remaining in the 2018 construction season. The City of North Chicago will improve approximately 4200 linear feet of sanitary sewer in a low/mod income area. The Village of Mundelein is pursuing the demolition of the structure located at 538 Morris Street to facilitate a future housing development.
- The proposed MOUs will put the City of North Chicago and the Village of Mundelein on notice that the risk of incurring pre-award costs is borne by the sub-recipient and that such risks include both reimbursement of these expenses is completely dependent on the CDBG 2018 grant award provided by HUD and a potential outcome where no CDBG funds are awarded to it.

Attachments: [MOU NC and LC Comm Dev. CDBG 2018.pdf](#)

[MOU Mundelein and LC Comm Dev. CDBG 2018.pdf](#)

8.19 [18-0575](#)

Joint resolution approving the 2018 Housing and Community Development Annual Action Plan, authorizing all necessary correspondence for the implementation of the plan with the United States Department of Housing and Urban Development (HUD).

- Following an initial Public Hearing for the 2018 Annual Action Plan on March 14, 2018, the HUD announced the 2018 funding amounts.
- Lake County's combination of Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) funds totals \$4,783,403, an increase of 19.6 percent from the previous year. While CDBG increased 9.7 percent to \$2,882,885 and HOME increased 45.5 percent to \$1,684,216, ESG returned to normal levels (\$216,362) after providing special one-time additional funding last year.
- On March 14, 2018 the HCDC voted on initial funding recommendations totaling only \$4,079,089. In the 2018 draft Annual Action Plan for the second Public Hearing, the increase of \$704,314 was used first to fund administration and CDBG public services up to their respective statutory caps (10 percent admin HOME/ 20 percent admin CDBG/ 15 percent CDBG public services) and then to satisfy municipal agreements (e.g. Lake County HOME Consortium and North Chicago CDBG agreements).
- After increasing approved CDBG public services and ESG activities to requested amounts, Staff recommends the inclusion of a special application round for the remaining \$420,058 in unallocated funds (\$346,627 HOME and \$73,431 CDBG).

Attachments: [Lake County and Waukegan 2018 Annual Action Plan.pdf](#)

PUBLIC WORKS & TRANSPORTATION

8.20 [18-0610](#)

Joint resolution authorizing an agreement with Hampton, Lenzini and Renwick, Inc., Elgin, Illinois, at a maximum cost of \$56,035.62, for Phase II design engineering services, adding approximately 11 Pan Tilt Zoom (PTZ) cameras, 11,000 feet of fiber optic cable, two wireless connections and two cellular connections to expand the network to Lake County PASSAGE along various routes in Lake County, appropriating \$67,000 of ¼% Sales Tax for Transportation funds, and designated as Section 18-00268-17-TL.

- A consulting engineering firm will be utilized to provide Phase II design engineering services for the 2018 PASSAGE field elements.
- The Phase II design engineering services will include the addition of approximately 11 PTZ cameras, 11,000 feet of fiber optic cable, two wireless connections and two cellular connections to expand the network.
- In accordance with the Local Government Professional Services Selection Act, the selected and recommended consultant is Hampton, Lenzini and Renwick, Inc., Elgin, Illinois, at a maximum cost of services of \$56,035.62.

Attachments: [18-0610 2018 PASSAGE Field Elements Consultant Agreement Draft.p](#)

8.21 [18-0620](#)

Joint resolution authorizing an agreement for professional engineering services with Alfred Benesch and Company, Chicago, Illinois, for curb ramp data collection required for the American with Disabilities Act (ADA) transition plan, in an amount of \$214,615.89, appropriating \$260,000 of ¼% Sales Tax for Transportation funds for these engineering services, and designated as Section 18-00999-55-ES.

- Lake County's Risk Management Department is preparing an ADA Transition Plan to comply with current federal and state ADA regulations.
- As part of this work, the Division of Transportation (DOT) will complete an inventory of existing curb ramp locations throughout the County's right-of-way.
- DOT employees previously collected data on approximately 600 curb ramp locations during the winter of 2017-2018.
- DOT desires to use a consultant to complete the remaining data collection on approximately 3,000 locations by December 31, 2018.
- In accordance with the Local Government Professional Services Selection Act, the recommended firm is Alfred Benesch and Company, Chicago, Illinois, in an amount of \$214,615.89.

Attachments: [18-0620 Curb Ramps ADA Transition Plan Agreement Draft.pdf](#)

8.22 [18-0391](#)

Joint resolution appropriating \$350,000 of Matching Tax funds for the 2018 Pavement Rejuvenator Program, and designated as Section 18-00000-16-PP.

- Lake County's new pavement rejuvenator program will be an annual program consisting of applying a pavement rejuvenator, a maltene-based spray, on all new asphalt roadway

- surfaces completed in the prior year's reconstruction and resurfacing projects.
- The pavement rejuvenator has been found to add about five years of life to the pavement.
- The 2018 Pavement Rejuvenator Program will include the reconstruction and resurfacing projects from 2016, as well as County roundabouts.
- The 2019 Pavement Rejuvenator Program will include the reconstruction and resurfacing projects from 2017 and 2018.
- This project is included in the highway improvement program.

8.23 [18-0619](#)

Joint resolution authorizing a technical services agreement with the Regional Transportation Authority (RTA) providing the terms and conditions for the receipt of federal Section 5310 funds, appropriating \$375,000 of ¼% Sales Tax for Transportation funds, and designated as Section 18-00280-06-ES.

- RTA Agreement for Ride Lake County West in Antioch, Avon, Fremont, Grant, Lake Villa and Wauconda Townships.
- Two previous "New Freedom" grants and one "Job Access Reverse Commute" (JARC) grant were secured for this project in the past.
- One "New Freedom" grant and one JARC grant were expended for this project and the funds from the second "New Freedom" grant have almost depleted.
- The "New Freedom" grant program has become the Section 5310 grant program.
- The Lake County Board, at its meeting on February 11, 2014, authorized the Division of Transportation (DOT) to apply for a grant from the RTA on behalf of the Lake County Coordinated Transportation Services Committee (LCCTSC), to provide the Ride Lake County West Coordinated Transportation Service Paratransit Program.
- DOT received notification on April 24, 2014 from the RTA that it was approved to receive \$177,000 of 2014 federal Section 5310 funds.
- The funds from the previous grants needed to be mostly expended prior to the RTA entering into an agreement with the County for the 2014 Section 5310 grant funds.
- These Section 5310 grant funds administered by the RTA will continue to be used for expanded paratransit service in Lake County during the weekdays to meet the needs of the mobility challenged constituent population in the Townships of Antioch, Avon, Fremont, Grant, Lake Villa and Wauconda; this program is known as the Ride Lake County West Coordinated Transportation Service (formerly known as "Lake County Northwest Demonstration Project").
- The RTA will reimburse the County 50 percent of the transportation service cost, up to \$177,000, with federal Section 5310 grant funds and the County will provide the 50 percent local share match under the grant agreement.
- Pace will provide the paratransit bus service and will also provide 50 percent of the required local match of this new grant (only guaranteed for calendar year 2018 at this time).

Attachments: [18-0619 2018 RTA Ride Lake County West Agreement Draft.pdf](#)

8.24 [18-0612](#)

Joint committee action item approving Change Order Number Three consisting of an increase of \$31,789.96 for additions to the Hart Road at US Route 14 intersection improvement Phase II consultant agreement, and designated as Section

09-00174-05-CH.

- Change Orders need to be approved by the standing committees for cumulative net increases over 10 percent.
- The Hart Road at US Route 14 intersection improvement project is under contract with TranSystems Corporation, Schaumburg, Illinois, in the amount of \$927,604.31 as approved by the County Board on November 20, 2012.
- The Division of Transportation (DOT) has secured \$742,100 in federal funds for this engineering design work.
- Additional engineering services are requested for several revisions to the original scope of work as detailed in the attached Supplement Number Three.
- Change Order Number Three includes additional soil borings and geotechnical analysis on the west side of Hart Road just south of the Union Pacific Railroad Tracks, and a revision to the final engineering plans and specifications as being required by the Illinois Department of Transportation (IDOT) as part of their federal approval process.
- Change Order Number Two included work to revise two parcels on the plat of highways with property needs for the project based on negotiations between the parcel owners and DOT, and additional environmental work to update the Preliminary Environmental Site Assessment (PESA) and the wetland delineation report that expired in 2015.
- Change Order Number One included the addition of an eight-foot shared use path along the west side of Hart Road, from US Route 14 south to the project limits. The Village of Barrington has a project that will extend this path south to Barrington High School.

Attachments: [18-0612 Hart Road at US Route 14 Consultant Change Order Number 1](#)

PLANNING, BUILDING & ZONING

8.25 [18-0630](#)

Joint resolution amending the Lake County Land Development Fee Schedule.

- Planning, Building and Development Department staff have reviewed their methodology and proposed changes to the Land Development Fee Schedule with the Committee in a series of presentations beginning in February 2018.
- The proposed fee schedule changes are proposed based on analysis of cost, benchmarking, and process efficiencies.
- Following a discussion during the May Planning, Building and Zoning Committee, an annual escalator has been included in the fee schedule to increase annually via Consumer Price Index (CPI) or two percent, whichever is less.

Attachments: [Summary Memo of Changes 060618](#)

[Exhibit A - Proposed Land Dev Fee Schedule 060618](#)

FINANCIAL & ADMINISTRATIVE

8.26 [18-0659](#)

Chief County Assessor's 2017 Accomplishments and 2018 Work Plan.

8.27 [18-0296](#)

Recorder of Deeds 2017 Accomplishments and 2018 Work Plan.

8.28 [18-0629](#)

Resolution authorizing a two-year contract, with renewal options, with Cott Systems, Inc., Columbus, Ohio, (Cott Systems) for records management system and services for the Office of the Recorder of Deeds (Recorder of Deeds) in the estimated annual amount of \$200,000.

- On April 11, 2006 the County Board approved a competitively solicited contract with Cott Systems to provide a turn-key records management service to support the Recorder of Deeds, which includes hardware, software, and annual maintenance required to operate the program.
- Cott Systems is the sole proprietor and, as the only source that can provide the services, was approved for bid exemption by the Purchasing Agent in 2009 and renewed in 2013.
- The new contract provides for the lease of onsite hardware for the life of the contract including two virtual server hosts, a database and web servers server and a cost per unit for indexing and imaging/scanning records, which has decreased from \$1.46 to \$1.45.
- In accordance with Article 6, Section 102 of the Lake County Purchasing Ordinance, the Purchasing Agent approved a bid exemption on the basis that there exists a long standing, successful relationship for professional services, and the knowledge gained through this relationship adds value integral to the services provided for these services.
- This is a budgeted item and will cost an estimated annual amount of \$200,000.

Attachments: [Cott Proposal](#)

[Cott Award Information](#)

8.29 [18-0632](#)

Resolution authorizing a contract with CDW, Vernon Hills, Illinois, (CDW) for firewall network security in an amount of \$142,582.95.

- The firewall, which Lake County (County) utilized to provide critical protection to the County's network and data, is at its end of life cycle and will not receive support or updates from the manufacturer or vendor as of September 2018.
- Pursuant to Article 10-101 of the County's Purchasing Ordinance, Cooperative Purchasing, the County may participate in a cooperative purchasing agreement for the procurement of goods with one or more public procurement units in accordance with an agreement entered into between the participants.
- A cooperative purchasing contract with CDW has been identified through the State of Illinois (CMS) for Cisco Products to procure needed equipment that was competitively solicited and awarded.
- The County will utilize the CMS contract for a term of three, twelve-month renewals in the amount of \$142,582.95 (capital), with ongoing annual software maintenance costs of \$47,607.50 with a yearly standard escalation not to exceed the Consumer Price Index (CPI).

Attachments: [Award Information](#)

[Firewall Quote](#)

8.30 [18-0653](#)

Resolution approving an intergovernmental agreement between the County of Lake and Avon Township for the conveyance by quitclaim deed of Parcel 34 (Fort Hill Cemetery) to Avon Township to be used thereafter for cemetery purposes.

- Fort Hill Cemetery, located in Avon Township, consists of three parcels of property owned by Fort Hill Cemetery Association (Parcel 16), Lake County (Parcel 34), and Catholic Bishop of Chicago (Parcel 35).
- Parcel 34 - originally conveyed to Lake County (County) in 1847 to be operated as a cemetery - is adjacent to Parcel 16 which was later conveyed to the Fort Hill Cemetery Association (Association) to also be operated as a cemetery. Both Parcels 34 and 16 had subsequently been operated as the Fort Hill Cemetery (Cemetery).
- It appears that at one time the Association did operate the Cemetery but now it appears that the Association no longer exists.
- The Local Government Property Transfer Act allows the transfer of all right, title and interest in real estate to or from other municipalities through (a) an ordinance from the Township requesting the transfer; and (b) a resolution by the County to make the transfer.
- Avon Township, through unanimous adoption of an ordinance by its Board of Trustees, has formally indicated its willingness to receive Parcel 34 from the County by quitclaim deed for its continued use as a cemetery.

Attachments: [Fort Hill Cemetery Avon Twshp Ord and IGA](#)

8.31 [18-0657](#)

Resolution approving a Memorandum of Understanding (MOU) between the Lake County Administrator, Lake County Health Department and the Lake County Sheriff's Office, establishing a Lake County Unified Emergency Management Agency (EMA).

- Pursuant to the Illinois Emergency Management Act (50 ILCS 605/1) and in accordance with Lake County Code of Ordinances Chapter 32, the Lake County Emergency Management Agency (LCEMA) is responsible for the coordination of the Lake County (County) emergency management program which includes the development, planning, analysis, conduct, provision, implementation and maintenance of services and programs related to disaster mitigation, preparedness, response and recovery.
- Over the history of the LCEMA, the County's emergency management has been primarily supported by the LCEMA staff with ancillary support provided upon request through emergency resources in the LCSO and LCHD. In recent years, the LCAO has worked with the LCEMA, LCSO and LCHD to start shifting towards a more unified structure through which emergency management resources are managed and provided across the County.
- Following the recent reformulation of the Manager position within LCEMA, the LCAO, LCSO and LCHD worked collaboratively to develop and formalize a unified management structure of the LCEMA. Through such efforts, a Memorandum of Understanding (MOU) has been developed which is intended to align and integrate all core elements of emergency within the LCHD Emergency Response Program, and LCSO Department of Homeland Security. The MOU, with an initial term of five years, focuses on the purpose, scope, objective, organization, oversight and reporting, human resources, finance and accounting, operations and logistics of the unified management structure.
- The unified management structure is intended to create a model for emergency

preparedness at the county level and maximize the County's disaster and emergency mitigation, preparedness, response and recovery in service of its communities, residents and businesses.

Attachments: [2018 EMA MOU](#)

8.32 [18-0624](#)

Resolution authorizing a contract with Virgin Pulse, Inc, Providence, Rhode Island, (Virgin Pulse) for wellness program provider services for Lake County (County) in the estimated amount annually of \$209,640, with the first year estimated amount of \$219,640 which includes the implementation fee.

- The County's currently wellness program, "Commit to Fit", has been in place for approximately 14 years and is utilized by 20 percent of the eligible employees.
- In an effort to update the wellness program in a manner that maximizes participation and effectiveness, the Human Resources Department (Human Resources) sought proposals for a wellness service provider that can provide an online platform and application that would allow employees to track and reward healthy behaviors and increase participation.
- A Request for Proposal (RFP), extended to 30 vendors, resulted in 13 sealed proposals. Three firms were selected for a demonstration and interview with an interdepartmental review team. Based on the criteria set forth in the RFP, the review team selected Virgin Pulse as the most favorable proposal for the County with a three-year contract, with two optional one-year renewals.
- Virgin Pulse will provide an innovative and incentive-based program that allows employees to access their wellness services online. The software will integrate with the County's current health risk assessment provider and, based on the usage by employees, provide the County data driven analytics and custom reporting.
- Implementation costs are in an amount not to exceed \$10,000 with annual software maintenance costs of \$89,000 for up to a five-year period.
- The contract, which provides a maximum of \$160 for participating employees, estimates a total countywide incentive payment of \$120,640 based on current program participation.
- Funding for the program will be provided through the Health/Life/Dental Fund and managed by Human Resources.

Attachments: [RFP 18044 Scoring Matrix](#)

[18044Award Recommendation](#)

8.33 [18-0631](#)

Resolution to create a 457(b) Plan Committee, and adopt bylaws through which the Committee will be organized and operated, to oversee Lake County's (County's) 457(b) plan investments.

- The County offers a 457(b) tax-exempt savings benefit/deferred compensation plan to employees. All assets of the plan are employee contributions with no match or supplemental funding from the County.
- Under the terms of the plan, the County is designated as the Plan Administrator.
- As the plan administrator, the County has several duties including (a) overseeing the plan's day-to-day operations; and (b) overseeing and monitoring the selection and

performance of the investment alternatives provided to participants under the plan.

- In an effort to assist the County in the investment of funds within the 457(b) plan, the County Board approved a contract in February 2018 with Gallagher Benefits Services Inc, Chicago, Illinois, for retirement plan consulting services.
- Based on the amount of funds within the County's 457(b) plan, the County is required to create a committee to efficiently and effectively perform such duties. The committee, organized and operated in accordance with bylaws adopted by the County Board, would include members from Human Resources, the State's Attorney Office, Finance and Administrative Services and the Treasurer's Office.

Attachments: [Lake County 457 \(b\) Plan Committee Bylaws](#)

8.34 [18-0635](#)

Resolution amending Lake County Compensation Program Procedures Policy 5.11, Section 10B, Demotion as a Result of Performance, Voluntary Request of the Employee or Reduction in Work Force and add the new Section 6D, Offers above the Midpoint for Professional and Management Employees.

- The current policy requires employee demoted because of performance, voluntary request or reduction in workforce to move to the same relative position in the new (lower) pay range as the old (higher) pay range. On average, the reductions are approximately \$20,000 annually and can create internal equity issues.
- It is recommended that the policy be amended in the following ways:
 - Employee wages be decreased by a minimum of five percent, the same amount as the promotional increase or reduced to the maximum of the range (only if the employee's wages are above the maximum of the new lower pay range) for demotions due to performance related issues;
 - Employee wages remain the same, be reduced to an amount that maintains internal equity or be reduced to the maximum of the new (lower) pay range, if the employee voluntarily accepts a position classified in a lower pay grade, a demotion occurs because of a lay-off or if the employee voluntarily accepts a position in a lower pay grade; and
 - The County Administrator shall have the discretion to offer newly hired employees holding positions classified in pay grades nine and above annual base salaries up to the 75-percentile of the respective pay range.

Attachments: [Compensation Program Procedures_redline](#)

8.35 [18-0643](#)

Committee action authorizing the County Administrator to offer the top candidate for the Public Works Contract Administrator position a starting salary above the midpoint of pay grade K8 and an accrual of three weeks of vacation on the second-year anniversary of the individual.

- The midpoint of the pay range for the Public Works Contract Administrator position is classified at \$83,634. The County Administrator is requesting authority to offer the candidate \$87,821, \$4,187 above the midpoint.
- The County Administrator is also requesting authority to offer the candidate three weeks of vacation accrual on the second anniversary of their employment (normally employees are not eligible for three weeks of vacation until their sixth-year anniversary).

- This request is being recommended because the candidate has a) nine years of directly related experience, four of which were as the Assistant Director of Public Works; and b) a Master's Degree in Public Administration.
- The department's operating budget can absorb the additional cost.

8.36 [18-0557](#)

Resolution authorizing the approval of an additional budgeted position in the Veteran's Assistance Commission (VAC).

- The VAC has requested authorization to add a full time, benefited Veterans Service Officer position to assist in processing the increasing number of claims filed by veterans within the County through the federal Veterans Administration. The VAC currently has two funded Veterans Service Officer positions.
- The creation of the additional position at the S4 paygrade will result in a \$39,770 increase in annual wage expenditure, and an estimated \$24,000 in health and welfare benefits.
- For the remainder of Fiscal year (FY) 2018 and going forward the VAC will fund the increase in expenditure through its existing departmental budget by eliminating the following expenses: \$31,000 in ride services and \$30,000 in food pantry service.

8.37 [18-0600](#)

Discussion of the 2017 Year End Report.

Attachments: [FY2017 Year End Report 060118](#)

9. Executive Session

9.1 [18-0637](#)

Executive Session to discuss personnel matters pursuant to 5 ILCS 120/2 (c)(1).

9.1A [18-0639](#)

Committee action authorizing reclassification of a position in the Coroner's Office.

9.2 [18-0640](#)

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

10. County Administrator's Report

10.1 [18-0662](#)

Presentation of the Quarterly Report.

Attachments: [FY2018 Quarterly Report - Q1](#)

10.2 [18-0626](#)

Illinois Environmental Protection Agency (IEPA) finding of no further remediation determination.

11. Members Remarks

12. **Adjournment**

Next Meeting: June 27, 2018