

Lake County Illinois

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



Agenda Report - Final

Wednesday, December 6, 2017

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 [17-1349](#)

Minutes from October 4, 2017.

Attachments: [F&A 10.4.17 Minutes](#)

3.2 [17-1350](#)

Minutes from November 1, 2017.

Attachments: [F&A 11.1.17 Minutes](#)

4. Addenda to the Agenda
5. Public Comment
6. Chairman's Remarks
7. Old Business
8. New Business

CONSENT AGENDA (Items 8.1 - 8.7)

LAW & JUDICIAL

8.1 [17-1324](#)

Joint resolution authorizing the renewal of the State's Attorney's Prosecutor Based Victim Services programs, through a Victim of Crime Act (VOCA) grant awarded by the Illinois Criminal Justice Information Authority (ICJIA), including \$153,930 in federal funds.

- This VOCA victim assistance grant renewal is for two Prosecutor Based Victim Services programs administered through ICJIA for the performance period of January 1, 2018 through December 31, 2018.
- Funding for one program began in 1991 and the second program began in 2010. These grants are renewed on an annual basis. For 2018, both grant programs will be combined into one grant contract.
- The focus of this grant is to provide advocacy services to the currently under-served sexual assault, misdemeanor domestic violence, elder abuse and aggravated battery victim populations.
- The federal funds are allocated to cover 85 percent of the grant-assigned Sexual Assault Victim Witness Coordinator's (VWC) salary and benefits and 100 percent of the grant-assigned Domestic Violence VWC salary and benefits. Additional program costs will be covered by grant match.
- Sources of program funding include federal funds in the amount of \$153,930 (\$80,627 for the Sexual Assault VWC program and \$73,303 for the Domestic Violence VWC program) and matching funds in the amount of \$38,486 (\$20,157 for the Sexual Assault

VWC program, consisting of \$7,755 from the State's Attorney's Asset Forfeiture Fund and \$12,402 in County contribution as budgeted in the State's Attorney's budget; and \$18,329 from the State's Attorney's Money Laundering Fund for the Domestic Violence VWC program) for a program total cost of \$192,416.

Attachments: [Announcement Notice of Funding](#)

HEALTH & COMMUNITY SERVICES

8.2 [17-0608](#)

Joint resolution authorizing an increase in a 2015 Community Development Block Grant (CDBG) award to Family First by \$7,000 to cover elevator storage fees.

- Family First, a Waukegan-based non-profit, was awarded \$90,750 in Program Year 2015 Community Development Block Grant (CDBG) funds for the installation of an elevator in its facility located at 202 S. Genesee Street.
- The contractor hired by Family First, Gregory Enterprises, subcontracted with Schindler Elevator Corporation. Two significant errors were made by these entities resulting in delay in full payment and delivery of the elevator, resulting in a \$7,000 cost increase for elevator storage fees.
- At the June 1, 2017 meeting of the Housing & Community Development Commission (HCDC), it was recommended that the Lake County Board approve a grant increase of \$7,000 from \$90,750 to \$97,750 under the condition that the contractor, Gregory Enterprises, has fulfilled its financial obligations and completed all work necessary for the installation. The additional \$7,000 of CDBG 2015 funds are available due to under-spending by another 2015 grantee, the Little City Foundation, on a housing rehabilitation project.

8.3 [17-1325](#)

Joint resolution authorizing an emergency appropriation in the amount of \$17,381 for the Lake County Workforce Development Department.

- Lake County has a 2015 agreement with IDES and CMS to provide space for four IDES staff members at the Lake County Job Center.
- The agreement calls for the State to pay to the County costs based upon the square footage of the facility that the IDES staff members occupy (10.6 percent).
- Under the terms of the agreement, the State owes Lake County for the period of September 2015 through October 2017, \$17,381 of which Lake County received in November of 2017.
- Workforce Development does not have the \$17,381 in their budget due to delays in receiving payments from the State, therefore an emergency appropriation is needed, and this additional revenue shall be booked to Workforce's fiscal year 2017 Modified Budget for October 2017.

Attachments: [Aug 2015 IDES Resolution 15.0787 Budget Mod 10.31.17](#)

[Board Agenda with Budget Modification IDES Joint Resolution 15.0787 C](#)

PUBLIC WORKS AND TRANSPORTATION

8.4 [17-1331](#)

Joint resolution appropriating \$50,000 of Motor Fuel Tax funds for the 2018 repair and replacement of various guardrail and fence installations, under the applicable Illinois Highway Code, and designated as Section 18-00000-06-GM.

- The County owns miles of guardrails and fences along the County highway system, and annual repairs and replacements must be made to various installations which are included in the highway improvement program.
- Before the purchase of material or a contract service can be procured, an appropriation of \$50,000 of Motor Fuel Tax funds is required.

FINANCIAL & ADMINISTRATIVE

8.5 [17-1273](#)

Report from Carla N. Wyckoff, County Clerk, for the month of October 2017.

Attachments: [LCC Report October 2017.pdf](#)

8.6 [17-1306](#)

Report from Mary Ellen Vanderverter, Recorder of Deeds, for the month of October 2017.

Attachments: [October 2017.pdf](#)

8.7 [17-1298](#)

Report from David B. Stolman, Treasurer, for the month of September 2017.

Attachments: [CASH & INVESTMENTS SEPT 2016](#)
[CASH & INVESTMENTS SEPT 2017](#)

REGULAR AGENDA

HEALTH & COMMUNITY SERVICES

8.8 [17-1296](#)

Joint resolution authorizing reallocation of 2017 grant award and program income from the Lake County Affordable Housing Program (AHP).

- The Housing & Community Development Commission (HCDC) developed 2017 funding recommendations for the Lake County Affordable Housing Program (AHP) that were approved by the Lake County Board on March 14, 2017. The "Towering Oaks" housing development in Island Lake, one such grantee, will not be moving forward so its AHP grant of \$36,000 must be reallocated. In addition, \$13,282.57 of AHP program income is available for reinvestment, bringing the total available to \$49,282.57.
- Following the July 2017 floods in Lake County, the Long-Term Recovery Committee of the local Community Organizations Active in Disaster (COAD) has been impaneled pursuant to the Federal Disaster Recovery guidelines. As part of its recovery efforts, the COAD has identified the need to raise funds for repair/replacement of flood-damaged furnaces in homes where owners don't have the means to replace them. The United

Way of Lake County has been designated by the COAD as the charitable agency responsible for pooling and disseminating funds for this purpose.

- The HCDC recommends the Lake County Board designate \$49,282.57 in available AHP 2017 funds for potential emergency furnace replacement on flood-damaged houses not prone to repetitive flood damage and owned by low- and moderate income families for whom property insurance won't cover the work. In the event that some or all of the designated AHP funds are not needed for furnace replacement, the HCDC will recommend reallocation of those 2017 AHP funds in the 2018 affordable housing application funding process.

8.9 [17-1323](#)

Joint resolution approving an emergency appropriation to accept the Illinois Department of Commerce and Economic Opportunity (DCEO) Trade Adjustment Assistance grant modification and authorizing an emergency appropriation in the amount of \$286,232.67.

- The TAA federal grant 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 \$272,144.67 is for tuition and related training expenditures for the displaced workers.
- The additional funds of \$14,088 support activities associated with payment processing of tuition, training and transportation costs.
- Forty-nine eligible displaced workers are enrolled in occupational training from thirteen certified events and will continue services through this grant.
- The grant period is April 1, 2017 through September 30, 2018.

Attachments: [WDD TAA Budget Modification.pdf](#)

PUBLIC WORKS & TRANSPORTATION

8.10 [17-1327](#)

Joint resolution authorizing an agreement with the Wisconsin Central Railroad Limited, appropriating \$620,000 of ¼% Sales Tax for Transportation funds for the reconstruction of a railroad crossing, installation of pedestrian signals, construction of a concrete sidewalk, embankment, landscaping and other related items along Aptakistic Road in the Village of Buffalo Grove, and designated as Section 12-00088-20-RR.

- The 2009/2010 Non-Motorized Travel Study identified priority gaps for pedestrian facilities along County Highways.
- A pedestrian facility adjacent to Aptakistic Road, crossing the Wisconsin Central Railroad, will be constructed and will connect the existing pedestrian facilities that are located on both sides of the railroad.
- An agreement with the Wisconsin Central Railroad Limited is required to reconstruct the railroad crossing and install pedestrian signals.
- This work is being completed as advanced work in connection with the Weiland Road reconstruction project.

Attachments: [17-1327 Non-Motorized Travel 2014- WCRR License Agreement Draft.r](#)

8.11 [17-1328](#)

Joint resolution authorizing an agreement with ECONOLITE/Traffic Control Corporation, Woodridge, Illinois, for the 2017 Intelligent Transportation System (ITS) PASSAGE Network improvements, appropriating \$145,000 of ¼% Sales Tax for Transportation funds, and designated as Section 17-00999-48-TL.

- The 2017 ITS Passage Network improvements includes five years of software maintenance to the County's Central Traffic Signal System, Centracs.
- 175 traffic signal locations throughout the County will have their controller software upgraded to a newer version.
- The software upgrade will allow for better monitoring functionality of the traffic signal performance and fix known bugs with the current version.
- The upgrade and software maintenance will be provided by ECONOLITE/Traffic Control Corporation, Woodridge, Illinois, who is the vendor and distributor of the traffic signal system software and controllers in Lake County.

Attachments: [17-1328 ITS PASSAGE 5 Year Maintenance Agreement Quote.pdf](#)

[17-1328 ITS PASSAGE 5 Year Maintenance Agreement Quote Addition](#)

8.12 [17-1332](#)

Joint resolution appropriating \$810,000 of Motor Fuel Tax funds for the resurfacing of Gelden Road, from Deep Lake Road to Grass Lake Road, which will be improved under the Illinois Highway Code for a total of 1.29 miles, and designated as Section 17-00147-02-RS.

- Gelden Road needs resurfacing, from Deep Lake Road to Grass Lake Road.
- This resurfacing improvement has been identified within the County's pavement management system, and is included in the highway improvement program.
- Before a project letting can be held, an appropriation of \$810,000 of Motor Fuel Tax funds is necessary.

8.13 [17-1333](#)

Joint resolution authorizing a contract with Martam Construction, Inc., Elgin, Illinois, in the amount of \$568,224.80 for the retaining wall maintenance and culvert replacement on Gilmer Road and Sequoia Road, and designated as Section 14-00000-07-GM.

- A culvert replacement and retaining wall maintenance are required on Gilmer Road and Sequoia Road, and are included in the highway improvement program.
- A total of seven bids were received, ranging from \$568,224.80 to \$734,659.50 and the lowest responsible bidder is Martam Construction, Inc., Elgin, Illinois, in the amount of \$568,224.80.

Attachments: [17-1333 Bid Tab Gilmer Road Contract Award.pdf](#)

8.14 [17-1334](#)

Joint resolution authorizing the acquisition of a sight distance easement at the intersection of Hainesville Road at Clarendon Drive by agreement or condemnation.

- Lake County Division of Transportation completed the Rollins Road Gateway Project in 2016.

- Upon completion of construction, the highway design engineers determined that a sight distance deficiency had been created by the realignment of Haynesville Road at Clarendon Drive.
- The site distance deficiency was determined to be a potential hazard to motorists.
- There is a need to acquire a sight distance easement at the intersection of Hainesville Road at Clarendon Drive in the Village of Round Lake Beach with condemnation authority.
- Creating a site distance easement will allow the County to specify limitations on landscaping and structures to ensure visibility.

Attachments: [17-1334 Hainesville Road Sight Distance Easement Plat.pdf](#)

PLANNING, BUILDING & ZONING

8.15 [17-1345](#)

Joint committee action authorizing the Stormwater Management Commission (SMC), submittal of grant applications to the Federal Emergency Management Agency (FEMA) Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) Programs.

- The PDM and FMA grant funds being requested are from FEMA, administered through the Illinois Emergency Management Agency (IEMA).
- SMC has managed and operated a voluntary floodplain property buyout program for over 20 years as a core mission flood mitigation practice.
- The SMC role will be to act as grant coordinator on behalf of the local government partners.
- The local match, to be supplied for the grants, is in accordance with the SMC Comprehensive Plan.
- If the two grants are approved, they will be brought back to the Lake County Board for acceptance and allocation of the necessary funds.

Attachments: [memo PBZ/F&A Grant Application Submittal Approval](#)

FINANCIAL & ADMINISTRATIVE

8.16 [17-1315](#)

Resolution authorizing emergency appropriations for fiscal year (FY) 2018 in various funds for certain projects, items, and activities budgeted in the prior year and not completed.

- This resolution authorizes the carryover, or reauthorization, of certain fiscal year (FY) 2017 activities.
- These activities were not included in the FY 2018 budget; to have included them would have hindered the proper scrutiny of the new FY 2018 budget.
- Without this action, these projects and/or items will not have the budget authority required.

Attachments: [FY18 Carryovers - Dec 2017](#)

8.17 [17-1316](#)

Committee action approving Change Order Number One for executive recruitment and employee leasing with GovHR USA, Northbrook, Illinois, in the amount not to exceed

\$109,200.

- In March 2016, a contract was awarded to GovHR USA of Northbrook, Illinois, executive recruitment and employee leasing services (temporary staffing).
- Since initial execution, Lake County has used the services in the contract to complete seven executive recruitments at the approved contract rate of \$18,700.
- The contract also contemplated GovHR USA providing temporary staffing support on an interim or temporary basis.
- This change order marks the first time the County will use the contract for employee leasing and, as such, each specific leasing engagement shall be added to the contract as a separate modification.
- Change Order Number One provides temporary staff to assist with completing the following objectives: Lake County security governance and prioritization, public safety liaison for countywide construction and facility projects to include the Corporate Capital Improvement Plan (CCIP), Sheriff's Office Facility Master Plan, and to provide additional project related support.
- In accordance with Article 8, Section 101 (2) of the Lake County Purchasing Ordinance, this Change Order is germane to the original contract as signed and is in the best interest of Lake County.
- Change Order Number One is in the amount of \$109,200 and provides for 12 months of project management as a time and materials agreement.

Attachments: [15254 AGREEMENT Modification 1](#)

[15254 Purchasing Award Information contract modification 1](#)

8.18 [17-1317](#)

Committee action approving Change Order Number One with Thyssenkrupp Elevator, Lombard, Illinois, for elevator modernization at the Babcox Justice Center in Waukegan in the amount of \$249,801.

- At its July 2017 meeting, the Lake County Board authorized a contract with Thyssenkrupp Elevator, in the amount of \$598,915 for elevator modernization of two detention elevators at the adult detention center in Waukegan.
- As part of the fiscal year 2018 budget and carry-over process, funding was approved as part of the facility assessment projects in the Corporate Capital Improvement Plan (CCIP) for the additional modernization of adult detention visitor's elevator.
- Thyssenkrupp Elevator provided pricing as a bid alternate through the initial bid process for the additional modernization of the adult detention visitor's elevator.
- As the work is currently ongoing under the awarded contract, staff has verified the request for the change order is germane to the original bid and Thyssenkrupp Elevator will be able to complete the work for the price submitted in the bid as an alternate.
- In accordance with Article 8, Section 101 (1) of the Lake County Purchasing Ordinance, it is hereby requested that the Purchasing Agent be authorized to enter into Change Order Number One for the additional jail elevator modernizations.
- This resolution authorizes Change Order Number One with Thyssenkrupp Elevator, Lombard, Illinois, in the amount \$249,801 and will be managed by the Finance and Administrative Services Facilities Division.

Attachments: [15254 AGREEMENT Modification 1](#)

[15254 Purchasing Award Information contract modification 1](#)

8.19 [17-1320](#)

Resolution authorizing a contract with Mohawk Carpet Distribution, Inc. of Calhoun, Georgia, for flooring with related equipment, products, supplies, installation, and services in the estimated annual amount of \$200,000.

- Lake County Facilities Division has identified a need to contract with a vendor that provides carpet installation at various locations identified in the fiscal year 2018 budget.
- A cooperative purchasing agreement through the National Joint Powers Alliance with Mohawk Carpet Distribution, Inc. of Calhoun, Georgia, was identified that provides contracted hourly rates for installation and unit prices for flooring and equipment costs.
- Funding is provided for these services through various Lake County accounts and the contract is managed by Facilities Operations.
- Pursuant to Article 10-101 of the Lake County Purchasing Ordinance, Cooperative Purchasing, Lake 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 between the participants.
- This resolution ratifies the cooperative purchasing contract with Mohawk in the estimated annual amount of \$200,000 and approves the continued use of the contract based on approved hourly rates, unit prices for flooring and equipment costs for future needs as budgeted.

Attachments: [17226 Award Information-Mohawk Carpeting](#)
[Acceptance-and-Award-Mohawk-121715](#)

8.20 [17-1340](#)

Resolution authorizing a contract with Telcom Innovations Group (TIG), Itasca, Illinois, for the installation and programming of VoIP (Voice over Internet Protocol) telephones and related equipment in the amount of \$60,876.

- The Lake County Information Technology (IT) Department has been working to replace the aging County-wide telephone infrastructure with the more current VoIP technology.
- VoIP technology allows calls to be made and received over the internet in a manner that is more cost effective, reliable, and flexible than traditional phone systems.
- The VoIP installation project, which is currently two-thirds complete, is in need of additional third-party assistance to complete the remaining sites before the original telephone system reaches its end of life.
- TIG, which is currently a contractor for the IT Department and provide support to the existing telecommunications equipment, has familiarity with the Lake County environment which will help complete the VoIP project in an efficient and cost-effective manner without IT Department shifting resources away from other critical projects.
- The IT Department is seeking authorization to enter into a contract with TIG in the amount of \$60,876 to program and install equipment to complete the VoIP project.
- TIG is a vendor whose services will be procured through a joint purchasing agreement that was competitively solicited and awarded through National Joint Powers Alliance (NJPA) contract number 040314. Article 10-101 of the Lake County Purchasing Ordinance, Cooperative Purchasing, enables the County to participate in a cooperative purchasing agreement for the procurement of goods with one or more public procurement units in accordance with an agreement entered between the participants.

8.21 [17-1314](#)

Resolution approving the 2018 Lake County State and Federal Legislative Program.

- Annually, the County develops a list of legislative priorities that are submitted to State and Federal legislators representing Lake County.
- The County's 2018 Legislative Program seeks to:
 - Amend the personal service and publication requirements for final take notices on vacant property;
 - Amend the Illinois Underground Utility Facilities Damage Prevention Act to specifically exclude underground storm sewers located within County rights-of-way;
 - Seek consolidation of the Lakes Region Sanitary District following the completion of a financial feasibility study;
 - Dissolve the Seavey Drainage District and transfer the assets to the appropriate Villages;
 - Transfer the appointing authority for cemetery associations to the presiding officer of the township in which the association resides;
 - Remove the partisan requirement for the composition of appointed Boards of Review, and instead base appointments on the qualifications and merits of appointees' and their experience in property appraisal and property tax administration;
 - Support efforts to amend the Property Tax Code to clarify the definition of 'surviving spouse' with respect to the homestead exemption for veterans with disabilities; and
 - Support efforts to amend the Mental Health and Development Disability; and Confidentiality Act for the enhancement of mental and behavioral health coordination of care.
- The County's 2018 Legislative Program also includes a federal component supporting efforts to align federal regulations related to the treatment of substance abuse with HIPAA through the Overdose Prevention and Patient Safety Act.

Attachments: [FY2018 LEGISLATIVE PROGRAM](#)

9. **Executive Session**

9.1 [17-1318](#)

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

9.1A [17-1319](#)

Committee action authorizing a salary adjustment of six positions in the 19th Judicial Circuit Court.

9.2 [17-1336](#)

Executive Session to discuss pending litigation pursuant to 5 ILCS 120/2 (c)(11) and establishment of claims reserves pursuant to 5 ILCS 120/2 (c) (12).

10. **County Administrator's Report**

10.1 [17-1326](#)

Discussion and possible direction regarding potential short-term enhancements to Property Tax Communication.

Attachments: [Property Tax Communication](#)

11. **Members Remarks**

12. **Adjournment**

Next Meeting: January 10, 2018