

# Lake County Illinois

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



## **Agenda Report - Final-revised**

**Thursday, January 10, 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 through 7.13)**

**Approval of Minutes**

**LAW & JUDICIAL**

**7.1 [19-0003](#)**

Joint resolution authorizing the State's Attorney's Appellate Prosecutor Program for fiscal year (FY) 2019 for a continued participation fee of \$42,000.

- This is a renewal for the continued operation of the State's Attorney's Appellate Prosecutor Program.
- Through this program the State's Attorney's Appellate Prosecutor handles Lake County criminal appeals, provides investigative and prosecutorial support in criminal cases, provides comprehensive training programs for prosecutors, and provides monthly case law newsletters, legislative updates, and Uniform Complaint Book supplements.
- The Board of Governors of the State's Attorney's Appellate Prosecutor has voted to maintain the Lake County State's Attorney's Office FY2019 contribution the same as for FY2018 or \$42,000.
- The State's Attorney's approved FY2019 budget includes the \$42,000 fee.

**Attachments:** [Appellate Pros Invoice FY2019](#)

**7.2 [19-0005](#)**

Joint resolution authorizing a contract with Superior Health Linens of Cudahy, WI for linen and laundry services for various Lake County facilities for a one-year period with four additional one-year renewal options, in the estimated annual amount of \$42,722.37.

- The current contract for linen and laundry services will be expiring on January 30, 2019.
- The County contracts with a firm to provide facility linens, residential clothing laundry service and hospital grade scrubs for Women's Residential Services, Depke Juvenile Detention, and Addictions Treatment Program.
- An invitation to bid for linen and laundry service was issued and downloaded by seven vendors.
- Sealed bids were received from one vendor and Superior Health Linens was determined to be the lowest responsive and responsible bidder.
- This contract authorizes a one-year agreement for linen and laundry services with four additional one-year renewal options in an estimated annual amount of \$42,722.37.

**Attachments:** [18169 Award Recommendation](#)

[Bid Tab](#)

**7.3** [18-1517](#)

Joint resolution authorizing an emergency appropriation with offsetting revenue in the amount of \$15,000 to support the Nineteenth Judicial Circuit Court's Self-Represented Litigant Coordinator.

- The Illinois Supreme Court Commission on Access to Justice has awarded the Nineteenth Judicial Circuit Court \$15,000 to support the work of the Court's Self-Represented Litigant (SRL) Coordinator.
- Allowable uses for these funds are:
  - Establish a specialized court call for SRLs in the family division
  - Develop educational programs about court procedures and forms
  - Establish an early resolution program
  - Distribute referral sheets for SRL's
- This resolution authorizes an emergency appropriation of \$15,000. The grant does not require a match.

**Attachments:** [Self Represented Litigants Grant letter MOU.pdf](#)

[Supreme Court Self Represented Litigants CoA.pdf](#)

**HEALTH & COMMUNITY SERVICES**

**7.4** [19-0007](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$58,938 for the Illinois Breast and Cervical Cancer Program.

- The \$58,938 Illinois Department of Public Health grant will be used for new salary and benefit costs and for the clinical costs of mammograms.
- The \$58,938 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the FY19 budget.
- The grant award will be for the period October 1, 2018 through June 30, 2019.

**Attachments:** [58K IBCCP FY19](#)

**7.5** [19-0011](#)

Joint resolution accepting the Illinois Department of Public Health grant and authorizing an emergency appropriation in the amount of \$90,000 for the Tobacco Free Communities Grant.

- The \$90,000 Illinois Department of Public Health grant will be used for advertising and to offset staff salaries.
- The \$90,000 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the FY19 budget.
- The grant award will be for the period July 1, 2017 through July 31, 2019.

**Attachments:** [90K TFLC FY19](#)

**PUBLIC WORKS, PLANNING & TRANSPORTATION**

**7.6**     [19-0042](#)

Joint resolution authorizing a one-year contract extension with Advanced Utility Systems, Inc., Toronto, Ontario, in the amount of \$44,469.03 for proprietary software licenses and maintenance services thru December 31, 2019.

- The County's Utility Billing System (UBS), currently licensed and maintained by Advanced Utility Systems (Advanced) since November 16, 2010, performs utility user fee billing and collection financial recordkeeping for its approximate 26,000 county retail sewer and water customers accounts.
- Due to technological advances and security requirements, and enhanced security requirements, the department issued a competitive request for proposal and, on July 10, 2018, the County Board subsequently approved a new contract awarding the purchase, implementation, and maintenance of a replacement utility billing system to a new vendor. Implementation of the replacement software system is slated to occur mid-year, 2019.
- A contract extension with Advanced Utility Systems, Inc. is required for the County to perform its existing billing business functions until the new system's conversion and implementation is successfully completed.
- In accordance with Article 6, Section 102 of the Lake County Purchasing Ordinance, the Purchasing Agent approved 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 resolution authorizes the Purchasing Agent to execute a one-year contract extension with Advanced Utility Systems in the amount of \$44,469.03 for software licenses and maintenance services thru December 31, 2019 and is a budgeted item .

**Attachments:**    [19-0042 Advanced Bid exemption request.pdf](#)

[19-0042 Advanced Utility Purchasing Award Information.pdf](#)

**7.7**     [19-0023](#)

Joint resolution appropriating \$30,000 of ¼% Sales Tax for Transportation funds for the acquisition of necessary right-of-way, by agreement or condemnation, and other right-of-way costs associated with the installation of traffic signals on Sunset Avenue, from Green Bay Road to Golf Road in the City of Waukegan, and designated as Section 12-00999-30-TL.

- Traffic signals need to be replaced on Sunset Avenue at the intersections of McAree Road, Yeoman Street, and North Jackson Street.
- Preliminary plans and specifications for this improvement have been prepared.
- Before right-of-way acquisitions can proceed, an appropriation of funds and condemnation authority are necessary.
- This improvement is included in the highway improvement program with construction planned in 2020.
- A Congestion Mitigation and Air Quality (CMAQ) grant of approximately \$1,400,000 has been secured by the Lake County Division of Transportation (LCDOT) to cover up to 80 percent of the project construction costs.

7.8 [19-0002](#)

Joint resolution authorizing an agreement with Corbin Design, Traverse City, Michigan, for consulting and design services for a bike path wayfinding signage study, in the amount of \$125,760, appropriating \$155,000 of ¼% Sales Tax for Transportation funds, and designated as Section 18-00999-49-BT.

- Lake County will conduct a bike path signage study to develop a wayfinding strategy, guidelines, and sign standards for implementation along Lake County owned multi-use paths.
- The study will have a public outreach component that will involve the public as well as key stakeholders in the planning process.
- A consultant will be utilized for these services.
- Lake County Division of Transportation (LCDOT) received and evaluated Statements of Qualification from eight professional firms, of which three were short-listed and presented to a consultant selection committee.
- In accordance with the Local Government Professional Services Selection Act, the recommended firm is Corbin Design, Traverse City, Michigan, in the amount of \$125,760.
- This study is included in the highway improvement program and planned for completion in early 2020.

**Attachments:** [19-0002 Bike Path Wayfinding Study Consultant Agreement](#)

**FINANCIAL & ADMINISTRATIVE**

7.9 [18-1492](#)

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

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

7.10 [18-1551](#)

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

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

7.11 [18-1493](#)

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

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

7.12 [18-1549](#)

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

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

7.13 [18-1496](#)

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

**Attachments:** [Cash & Investment Sept 2017.pdf](#)  
[Cash & Investment Sept 2018.pdf](#)

## REGULAR AGENDA

### LAW & JUDICIAL

#### 7.14 [18-1548](#)

Joint resolution approving a contract with Mission Critical Partners (MCP), Port Matilda, Pennsylvania, to provide consultant support to the 9-1-1 Consolidation Implementation Planning Project in the amount of \$115,808 with an additional owner-controlled contingency of \$30,000.

- 21 public safety entities (PSE's) have agreed through an Intergovernmental Agreement (IGA) to participate in the 9-1-1 Consolidation Implementation Planning Project.
- The IGA between participating PSEs agrees to use Lake County as its administrative agent for entering into contracts, making payments, receiving dues or grants or other revenue, and for providing the financial accounting and reports as required.
- Participating PSEs have contributed to the 9-1-1 Consolidation Project Fund to cover project costs to include a project manager and consultant services.
- The Board (through the IGA) has supported the establishment of an interim two-tier governance structure (governance committees) to serve as the decision-making body on behalf of all participating entities. The approved structure includes a policy committee and an operations committee.
- Lake County issued Request for Proposal (RFP) 18133 *911 Consolidation Implementation and Migration* from July 19th to August 16th, 2018. 19 vendors downloaded the RFP.
- Lake County received one proposal in response to the RFP (MCP). Research indicated that MCP was an industry leader in 9-1-1 consolidation and public safety support and possess the experience and expertise to support 9-1-1- Consolidation Planning.
- The 9-1-1 Consolidation Governance Committees recommend approval of the contract to be paid from the 9-1-1 Consolidation Project Fund for consultant support to 9-1-1 consolidation planning.

**Attachments:** [MCP Lake County Agreement Consolidation\\_Final 28DEC18](#)  
[Exhibit A-911\\_RFP](#)  
[Exhibit B Proposal FINAL](#)  
[Background](#)  
[911 Governance Overview](#)  
[911 Governance Members](#)

#### 7.15 [19-0034](#)

Joint resolution authorizing a contract with URL Integration Inc. Englewood, Colorado, for the software maintenance services in support of the integrated justice applications for Lake County, including public access and the alfresco and scan processor in the annual

amount of \$135,000, including four one-year renewal options.

- The Circuit Court Clerk's Office has contracted with URL Integration, Inc. to provide custom software development and maintenance services since 2002.
- URL Integration, Inc. is the sole proprietor and, as the only source that can provide the services, was approved for bid exemption by the Purchasing Agent on December 19, 2018.
- The new contract provides for software maintenance for integrated justice applications, public access portal, alfresco and scan processor components of the current solution and an hourly rate for enhancement support.
- Any enhancement support that exceeds \$50,000 in a fiscal year will require further Board approval.
- In accordance with Article 6, Section 102 of the Lake County Purchasing Ordinance, the Purchasing Agent approved bid exemption on the basis that there exists a long standing, successful relationship for software maintenance and support services, and the knowledge gained through this relationship adds value integral to the services provided for these services.
- This item is appropriated in the fiscal year 2019 budget and will cost an annual amount of \$135,000.

**Attachments:** [19008 Purchasing Award Information](#)  
[proposed contract - 19 URL Agreement FINAL](#)

**7.16** [19-0030](#)

Joint resolution authorizing an agreement with Software Development and Services Corporation, Fairfax, Virginia (SDSC), for Court Records and Information Management System (CRIMS) finance package changes, required due to the Illinois Criminal and Traffic and Assessment Act, in the estimated amount of \$288,360.

- At its July 2018 meeting, the Lake County Board authorized a contract with Software Development and Services Corporation for maintenance and support of the current case management systems for the Nineteenth Judicial Circuit Court, Circuit Court Clerk, Public Defender and State's Attorney's Office.
- The contract provides for the maintenance of the various modules for the three justice agencies and hourly rates for time and material to provide needed support for future enhancements.
- In August 2018, HB4594 was signed into law and created the Illinois Criminal and Traffic Assessment Act. The intent of the Act is to reform Illinois' system of court costs, fines, fees and reduces the burden on Illinoisans who can't afford to pay them.
- The law will be effective July 1, 2019, and reorganizes and standardizes 90 different court costs, fines and fees that are currently scattered across the statutes and provides a system of waivers to low-income individuals.
- Accordingly, the Circuit Court Clerk has identified the need for system changes to the CRIMS finance package to implement the Act requirements.
- The cost of the contract is in the estimated amount of \$288,360 based on the approved hourly rates defined in the maintenance and support agreement.

**Attachments:** [18105 Purchasing Award Information CRIMS finance changes-Jan2019](#)  
[18105 SDSC Agreement Fully Executed.pdf](#)

7.17 [19-0013](#)

Joint resolution authorizing a contract with Aramark Corporation, Philadelphia, Pennsylvania, in the estimated amount of \$852,053 per year for inmate food services.

- The current contract for food services for the Adult Correctional Facility and Community Based Corrections Center expired on December 31, 2018.
- A Request for Proposal (RFP), which was sent to 10 vendors for the provision of both inmate food services and the operation of the County café and coffee kiosk, resulted in the receipt of three proposals, one of which was deemed unresponsive.
- Based on the criteria set forth in the RFP, the proposal submitted by Aramark, who is the current provider for the jail kitchen, is the most favorable for the County.
- As part of its proposal Aramark identified the need to hire additional staff to provide the service to supplement the sentenced inmate workers, which has not provided a consistent labor source, which resulted in an increased cost per inmate meal.
- The cost of \$1.149 per inmate meal provides three daily meals to each inmate and will provide staffing for the jail kitchen.
- The contract authorizes a two-year agreement with three additional one-year renewal options that will cost the County an estimated annual amount of \$852,053.
- The funding for this contact was appropriated and included in the Sheriff's Office Fiscal Year 2019 Budget.

**Attachments:** [18134 RFP Inmate Food and County Cafe final.pdf](#)

[18135 Inmate Food Award Information](#)

[Aramark DRAFT Agreement 18134](#)

7.18 [19-0014](#)

Joint resolution authorizing into a contract with Monterrey Security Consultants, Inc., Chicago, Illinois in the estimated annual amount of \$1,450,348.80 for entry screening, over-night security services, general security services, and mail screening.

- The current contract for entry screening and security services expires on January 30, 2019.
- The County contracts with a firm to provide entry screening, overnight security services and mail screening for the courthouse and general security services for the Health Department and Workforce Development.
- A request for proposal (RFP) was sent to 34 vendors, and proposals were received from eleven vendors, of which three were non-responsive.
- Based on the criteria set forth in the RFP for Entry Screening and Security Services, it has been determined that the proposal submitted by Monterrey Security Consultants, Inc. is the most favorable for Lake County.
- The contract authorizes the purchasing agent to enter into a two-year agreement with three additional one-year renewal options that will cost the County an estimated annual amount of \$1,450,348.80 to be paid from various Lake County accounts.

**Attachments:** [18138 Entry Screening - Final.pdf](#)

[18138 Entry Screening Award Information.pdf](#)

[18138 RFP Entry Screening Scoresheet - Post Interview Redacted.pdf](#)



[18138 Agreement for Entry Screening Services](#)

[Entry Screening costing 1.8.19 L&J](#)

**HEALTH & COMMUNITY SERVICES**

**7.19 [19-0029](#)**

Joint resolution authorizing an emergency appropriation in the amount of \$360,998.32 in Community Development U.S. Department of Housing & Urban Development (HUD) grant spending as a result of revenue from the sale of homes purchased and repayments by previous homebuyers under affordable housing programs.

- Periodically, funds are returned or paid back to the County from federal programs administered by the County. In accordance with federal funding requirements, this resolution re-appropriates returned funds from three separate programs.
- The Housing grant programs (HUD funds) have been running successfully by providing funds to purchase and rehabilitate homes for income-qualified persons. Part of these programs is the repayment of federal funds when the homes are sold or when a housing developer doesn't require all of the funds to complete the purchase and/or rehabilitation.
- This resolution authorizes the re-appropriation of repaid and earned funds for four different reasons. The first repayment is from the sale of three homes, originally purchased and rehabilitated using HOME Investment Partnership Program (HOME) and Neighborhood Stabilization Program (NSP) funds. The sale of these three homes generated \$220,063.83 of program income and HUD rules govern the reinvestment of these program dollars.
- The second source of funds is the repayment by the City of Waukegan of \$69,011.44 of HOME funds invested in rehabilitating a house that could not be saved.
- The third source of funds is developer interest payments totaling \$29,774.32, with the fourth source of funds from housing repayments of \$42,148.73 of the HOME, NSP1 and NSP3 affordable housing programs.
- An emergency appropriation in three management centers is necessary to allow for the reinvestment of these funds, as required, in the NSP1, NSP3 and HOME Programs.

**Attachments:** [Jan 2019 HUD Program Income Emergency Appropriation.pdf](#)

**7.20 [19-0008](#)**

Joint resolution accepting the Substance Abuse and Mental Health Services Administration grant and authorizing an emergency appropriation in the amount of \$125,000 for the Mental Health Awareness Training.

- The \$125,000 Substance Abuse and Mental Health Services Administration grant will be used to cover salary, supply, travel, contract, and existing costs.
- The \$125,000 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the FY19 budget.
- The grant award will be for the period September 30, 2018 through September 29, 2019.

**Attachments:** [125K SAMHSA MHAT FY19](#)

7.21 [19-0009](#)

Joint resolution accepting the United States Department of Justice grant for the A Way Out Program and authorizing an emergency appropriation in the amount of \$247,621.

- The \$247,621 United States Department of Justice grant will be used to cover salaries, conferences, supplies, evaluation, and provide patient assistance.
- The \$247,621 in additional grant funding has not been previously appropriated because the grant resources were secured after the County's adoption of the Fiscal Year (FY) 2019 budget.
- The grant award will be for the period October 1, 2018 through November 30, 2019.

**Attachments:** [247K A Way Out FY19](#)

7.22 [19-0010](#)

Joint resolution accepting the Substance Abuse and Mental Health Services Administration (SAMHSA) grant to benefit homeless individuals and authorizing an emergency appropriation in the amount of \$410,000.

- The \$410,000 SAMHSA grant will be used to create a mental health illness/substance abuse team that will serve individuals experiencing homelessness in Lake County.
- The \$410,000 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 September 30, 2018 through September 29, 2019.

**Attachments:** [18K GBHI FY19](#)

[391K GBHI FY19](#)

## **PUBLIC WORKS, PLANNING & TRANSPORTATION**

7.23 [19-0039](#)

Joint resolution ratifying an emergency procurement with Lake County Grading Company, Libertyville, Illinois, in the amount of \$60,800 for the emergency demolition of a dangerous and unsafe structure deemed to be an immediate and continuing hazard to the community.

- Pursuant to state law, the County Board has the authority to expedite the demolition of any open and vacant buildings within unincorporated portions of Lake County that constitute an immediate and continuing hazard to the community per 55 Illinois Compiled Statutes (ILCS) 5/5-1121.
- Planning, Building and Development (PBD) brought forth a resolution to the Planning, Building and Zoning Committee on October 3, 2018 identifying an unsafe building located at 27275 West Lakeview Drive South, Wauconda, Illinois that constituted an immediate and continuing hazard to the community. Approval was requested to initiate the process to expedite the demolition of the unsafe building.
- No action was taken by the property owner within 30 days which allowed PBD to expedite the demolition. Through an emergency procurement, the building was subsequently demolished. The demolition was completed on December 10, 2018.
- Pursuant to the Lake County Purchasing Ordinance, emergency procurements are made when there is a threat to public health, welfare, or safety, or to prevent or minimize serious disruption of governmental services.

- Pursuant to Article 6, Section 103, the Building Official submitted a written determination of the basis for the emergency and the certification that the procurement of these services was appropriate.

**Attachments:** [Tarkowski Narrative](#)

**7.24** [19-0043](#)

Joint resolution authorizing an emergency appropriation in the amount of \$1,006,684.43 within the Lake County Public Works Department's Fund 610 for the initial interest payment on the Des Plaines River Water Reclamation Facility's (WRF) Illinois Environmental Protection Agency (IEPA) L17-5013 debt service loan.

- The State of Illinois determines the debt service calculations and payment schedule for IEPA loans once a capital project reaches substantial completion. The Des Plaines WRF project reached substantial completion ahead of schedule in Fiscal year 2018, and therefore there is a need to recognize loan proceeds and payments in the FY 2018 budget.
- Due to these events occurring after the county's 2018 budget development and subsequent approval, there is insufficient authority in the Public Works Department's Fiscal Year (FY) 2018 operating budget; therefore, an emergency appropriation is required.
- This resolution authorizes an emergency appropriation in the amount of \$1,006,684.43 to increase the debt service interest expense and offsetting loan proceeds revenue budgets during County FY 2018 within the Public Works fund 610.

**7.25** [19-0061](#)

Ordinance proposing to re-establish of Lake County Special Service Area (SSA) Number 12 (SSA #12) and providing for a public hearing and other procedures in connection therewith (Woods of Ivanhoe).

- In accordance with 35 ILCS 200/27 of the Property Tax Code, SSA #12 was originally established in 2004, and after 15 years, is set to expire in July 2019.
- In advance of this expiration, property owners submitted a petition to re-establish SSA #12.
- The Lake County Board needs to follow the legal process to re-establish SSA #12 to fulfill the petitioners request.
- This ordinance proposes to re-establish SSA #12 and provides for a public hearing to consider a financial mechanism for maintenance of private roads, in the established area as described in SSA #12, and to consider the levy of a direct annual tax which will produce up to \$500 per lot annually for a period not to exceed 25 years.

**Attachments:** [SSA #12 Renewing Ordinance 2019](#)

[SSA 12- For Committee Item FINAL](#)

**7.26** [19-0025](#)

Joint resolution authorizing the transfer of a temporary easement and a permanent easement, near the Peterson Road and Behm Lane intersection, from Lake County to the Central Lake County Joint Action Water Agency (CLCJAWA).

- Lake County has title to property near the Peterson Road and Behm Lane intersection in Fremont Township.

- The County will dedicate a temporary easement to the CLCJAWA, for ingress and egress purposes, to construct a water transmission pipeline.
- The County will grant a permanent easement to the CLCJAWA, for the sum of \$10, to construct and maintain the water transmission pipelines and related attachments, equipment and appurtenant structures.

**Attachments:** [19-0025 CLCJAWA-LCDOT Permanent Easement Agreement Draft](#)

[19-0025 CLCJAWA-LCDOT Temporary Easement Agreement Draft](#)

**7.27** [19-0024](#)

Joint resolution authorizing an agreement with Parsons, Chicago, Illinois, for a feasibility study along Lewis Avenue, from Illinois Route 137 to Sunset Avenue, in an amount of \$541,785, appropriating \$651,000 of ¼% Sales Tax for Transportation funds, and designated as Section 18-00082-10-ES.

- Lewis Avenue, from 14th Street to Belvidere Street, is nearing the end of its useful life and needs to be reconstructed.
- The County desires to perform a feasibility study along a larger section of Lewis Avenue, from Illinois Route 137 to Sunset Avenue, to ensure the reconstruction project aligns with the future needs of the corridor.
- The feasibility study will examine the characteristics of the traffic along the corridor and determine what improvements will be needed to accommodate future traffic.
- A consultant will be utilized to perform these professional engineering services.
- The Lake County Division of Transportation (LCDOT) received and evaluated Statements of Qualification from seven professional firms of which four were short-listed and presented to a consultant selection committee.
- In accordance with the Local Government Professional Services Selection Act, the recommended firm is Parsons, Chicago, Illinois, in the amount of \$541,785.
- This study is included in the highway improvement program and targeted for completion in 2020.

**Attachments:** [19-0024 Lewis Avenue Feasibility Study Engineering Agreement](#)

**7.28** [19-0022](#)

Joint resolution appropriating a supplemental amount of \$214,000 of Matching Tax funds and approving Change Order Number Three in the amount of \$203,332.01, for the repair and stabilization of an existing sheet piling wall adjacent to the multi-use path on the north side of Grass Lake Road along with repairs to the concrete bridge substructure, and designated as Section 16-00059-11-BR.

- Grass Lake Road retaining wall is currently under contract with Alliance Contractors, Inc., Woodstock, Illinois, in the amount of \$1,180,202.50.
- This Lake County Board, at its meetings of November 14, 2017, and March 13, 2018, approved \$1,110,000 and \$85,000 respectively, of Matching Tax funds for this project.
- Change orders need to be approved by the standing committees for cumulative net increases over 10 percent. Appropriations/transfers in excess of \$50,000 require Financial and Administrative Committee approval. State statute requires County Board approval of appropriations from this funding source.
- Change Order Number Three, in the amount of \$203,332.01, is needed to cover

additional structural repair work to the concrete bridge substructure as the required quantity of repair work determined in the field during construction was beyond what was estimated in the design documents.

- Change Order Number Two, in the amount of \$10,137.94, consisted of balancing plan design pay items to final field measured quantities and additional pay items to address landscaping and traffic control items that arose during construction.
- Change Order Number One, in the amount of \$4,102.26, was needed to add temporary pavement marking items that were necessary during construction.
- Change Order Number Three in the amount of \$203,332.01, along with a contingency of approximately five percent, will be funded through a supplemental appropriation in the amount of \$214,000 from the Matching Tax fund.

**Attachments:** [19-0022 Grass Lake Road, Change Order 3](#)

## **FINANCIAL & ADMINISTRATIVE**

### **7.29** [19-0053](#)

Resolution approving participation by County Board Members in the Illinois Municipal Retirement Fund (IMRF).

- Illinois State Law (PA 99-0900) requires the Lake County Board to pass a resolution within 90 days of an election declaring the eligibility of Board Members to participate in the IMRF.
- In order to be eligible for IMRF participation, a county board member must have been continuously active in IMRF prior to January 17, 2017, work more than 1,000 hours per year, and maintain and submit time sheets documenting that statutory duties as a board member are met.
- Currently, three county board members are eligible to participate in IMRF. Board members continuously active prior to January 17, 2017 who have previously declined participation in IMRF are not eligible to participate in IMRF.
- This resolution enables currently eligible and participating in IMRF to continue such participation.

### **7.30** [19-0031](#)

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 grants whose grant period continues into the next FY; a contract which was unable to be completed in FY 2018; goods that were ordered in FY 2018 with a reasonable expectation of receipt but which were not received prior to the end of FY 2018; and Integrated Justice reserves that have been accumulating specifically for projects that advance an integrated justice system.
- These items must be authorized through what is termed an “emergency appropriation” in order to transfer the budget authority that was previously granted in FY 2018 to FY 2019.
- This is the first of at least three sets of carry overs that will come before the County Board as part of the normal year end close-out process.

**Attachments:** [Jan 19 Carryovers - combined - 1 2 19 Revised.pdf](#)

**7.31** [19-0048](#)

Resolution authorizing a contract with ACRO Services Corporation, Livonia, Michigan (ACRO) for staff augmentation resources in the estimated amount of \$645,000.

- In an effort to continue to ensure: (a) the facilities staffing support of the Winchester House through the construction of a new private facility and closure of the current facility; and (b) appropriate facilities support of the opening of new County facilities, the Lake County Facilities and Construction Services Department (Facilities and Construction Services) has identified the need for additional temporary resources to augment existing staff.
- The tasks identified include operations and maintenance of the heating, ventilation, and air conditioning systems, electrical, plumbing, carpentry and utility systems of the Winchester House.
- At this time, the departments of Facilities and Construction Services, Finance and Administrative Services, and Human Resources recommend staff augmentation rather than requesting additional full-time employee positions for Facilities Operations. This will enable the County to maintain appropriate staffing with an anticipated future closure of the Winchester House.
- The Purchasing Division identified a cooperative purchasing contract with ACRO through U.S. Communities to procure the needed staff that was competitively solicited and awarded.
- 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 services with one or more public procurement units in accordance with an agreement entered into between the participants.
- This contract is based on hourly rates for positions identified in an estimated initial amount of \$645,000; future years will be included in the departmental budget based on hourly rates.

**Attachments:** [ACRO Award Information](#)  
[WH Staffing Summary](#)

**7.32** [19-0047](#)

Resolution authorizing a contract with Thyssenkrupp Elevator, Lombard, Illinois, (Thyssenkrupp) in the amount of \$162,107 for elevator modernization for transport services at Babcox Courts.

- With Babcox Courts jail's transport elevator number four having reached the end of its useful life, the Facilities Department has recommended and funding was provided for the modernization of the elevator using Capital Improvement Program (CIP) funds as part of the Fiscal Year 2019 Budget Process.
- This modernization project is the second undertaken by the Facilities Department. The first project focused on the three detention elevators in the jail that are scheduled to be completed May 2019.
- Thyssenkrupp is the manufacturer of the system and Purchasing identified a cooperative purchasing contract through Sourcewell to purchase modernization services that was competitively solicited and awarded

- 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 contract authorizes the purchase of modernization services in the amount of \$162,107. Fabrication and manufacturing will begin upon contract execution and completion of the installation is scheduled for fall 2019.

**Attachments:** [19017 Award Information](#)

[Lake County Proposal](#)

**7.33** **19-0006**

Resolution authorizing a contract with SecureAgent, Tulsa, Oklahoma, (SecureAgent) for a backup and disaster recovery virtual tape system in an estimated amount of \$102,174.

- Lake County (County) desires to contract with SecureAgent to replace the International Business Machine (IBM) physical tape environment that is currently end of life and used to backup and restore the Criminal Records and Management System (CRIMS).
- SecureAgent will provide local and remote backup and recovery services between the County and the disaster recovery site and will meet the County's backup and disaster recovery requirements.
- Pursuant to Article 10-101 of the Lake 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 County's Purchasing Division identified a cooperative purchasing contract with SecureAgent through General Services Administration (GS-35F-0560P) to procure needed equipment and services that was competitively solicited and awarded.
- This purchase is in an estimated amount of \$102,174 for the first year, and \$20,524 in year two and subsequent years.

**Attachments:** [Secure Agent Award Information](#)

[Lake County VTape 9483 Proposal 20November2018](#)

**7.34** **19-0035**

Committee action approving Change Order Number Three for the project management services for the property tax administration services with Beth Malloy and Associates, Chicago, Illinois, (Malloy and Associates) in the amount not to exceed \$78,165.

- In April 2014, a contract was awarded to Malloy and Associates following a competitive bid process, for consulting services for Phases One through Five, in the amount of \$168,997, for the support of development and evaluation of the request for proposal process for the replacement of the Lake County's property tax administration system which included: needs assessments, development of an action plan, procurement plan, evaluation and review of submittals, and contract negotiation.
- Changes of 10 percent or more require approval of the respective standing committee and the Financial and Administrative Committee.
- In July 2015, the County Board approved Change Order Number One for Phase Six for



project management implementation of the new tax software system. The amendment provided for 24 months of project management as time and material contract not to exceed \$576,303.

- In November 2017, the County Board approved Change Order Number Two to provide an additional 14 months of project implementation due to a delay in the implementation of the Tyler Tax System.
- As the project nears final implementation, there is a need for post go-live support and expertise to ensure a smooth transition from the County's legacy system to full operation in the Tyler Tax System and the project stakeholders have requested additional support from Malloy and Associates.
- 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 Three is in the amount of \$78,165 and provides for an average of 135 hours per month, estimated at \$26,055 per month through April 30th, 2019 of project management as a time and materials agreement, increasing the contract amount from \$1,141,388 to \$1,219,553.

**Attachments:** [14043 Purchasing Award Information change order number 3](#)  
[lasWorld project consultation services 111918](#)

**7.35** [19-0050](#)

Resolution to enter into a contract with Aramark Corporation, Philadelphia, Pennsylvania (Aramark) for cafe and coffee kiosk services for Lake County (County) in the amount of \$48,921.60 for a two-year period, plus renewals.

- The County has been operating a café and coffee kiosk on the first floor of the Administrative Tower in Waukegan for over fifteen years to provide food service options for employees and visiting members of the public.
- The current vendor for the cafe and coffee kiosk services has struggled to sustain operations in its current state and has provided notice of its intention to terminate services on November 30, 2018.
- To identify a potential long-term solution, the County issued a Request for Proposal (RFP) for Inmate Food and County Café.
- The RFP was distributed to 85 vendors, of which 35 opened the document, ten downloaded the document and three responses were received. One response was unresponsive and the remaining two provided proposals that included a request to provide a subsidy for the café and coffee kiosk.
- The contract provides for an annual subsidy for the cafe and coffee kiosk in the amount of \$48,921.60.

**Attachments:** [18134 Cafe and Kiosk Award Information](#)  
[Draft Agreement 18134](#)

**7.36** [19-0063](#)

Vendor Disclosure Policy discussion.

**Attachments:** [Updates to Policy](#)



[Vendor Disclosure - Proposed resolution language](#)

7.37 [19-0083](#)

Summary of costs and types of open litigation.

**Attachments:** [Open Litigation - F&A 1.10.19](#)

7.38 [19-0084](#)

Discussion regarding LCTV filming of standing committee meetings.

**Attachments:** [LCTV Filming of Committees Analysis](#)

8. **Executive Session**

8.1 [19-0055](#)

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

8.2 [19-0062](#)

Executive Session to discuss litigation pursuant to 5ILCS 120/2 (c)(11).

9. **County Administrator's Report**

9.1 [19-0080](#)

Quarterly financial report.

**Attachments:** [FY 2018 Quarterly Report Q4 Final](#)

9.2 [19-0082](#)

Economic indicator report.

**Attachments:** [2018 Economic Indicator Report](#)

10. **Members Remarks**

11. **Adjournment**

**Next Meeting: January 31, 2019**