

# Lake County Illinois

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



## **Agenda Report - Final**

**Wednesday, October 4, 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 **17-1066**  
Minutes from August 30, 2017.

Attachments: [F&A 8.30.17 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 - 8.6)**

**LAW & JUDICIAL**

- 8.1 [17-0995](#)

Joint resolution authorizing the application, acceptance, and emergency appropriation of a 2017 Justice Assistance Grant (JAG), awarded by the United States Department of Justice, in the amount of \$10,000 for the purpose of enhancing the State's Attorney's Office's K-9 unit through training, awareness, education, and outreach to support victims of crime in Lake County

- This is an application for the federal JAG Program in which funding supports a broad range of activities to prevent and control crime and to improve the criminal justice system.
- This JAG funding is a formula grant program. The amount appropriated is apportioned among states based on a statutory formula based upon the local jurisdiction's population and crime statistics.
- This JAG grant has been awarded since 2005.
- Under this program, the City of Waukegan, the City of Zion, and Lake County on behalf of the Lake County State's Attorney's Office, are eligible for a joint award of \$44,601 in fiscal year (FY) 2017 grant funds.
- The potential allocation of the eligible funds is \$10,000 to Lake County on behalf of the State's Attorney's Office, \$24,601 to the City of Waukegan, and \$10,000 to the City of Zion.
- The State's Attorney's Office will use the \$10,000 to enhance the K-9 unit through training, education, awareness and outreach in Lake County to support victims of crime with the purchase of training, K-9 equipment, supplies, brochures, and printed materials. The grant period is three years.
- The program is fully funded by the federal grant and does not require local matching funds.

8.2 [17-0993](#)

Joint resolution approving an intergovernmental Police Services Agreement by and among Lake County, Lake County Sheriff's Office (LCSO), and the Special Education District of Lake County (SEDOL) for the deployment of the full-time School Resource Office (SRO) Program for the Gages Lake Campus for the period of January 1, 2017 to December 31, 2019.

- The LCSO has been providing the SEDOL with police/School Resource Officer (SRO) services at its Gages Lake campus for over 15 years.
- The main objectives in having a SRO are to develop a positive relationship between law enforcement and the students, effectively deal with juvenile offenses/issues and to protect students and the school from violations of the law.
- This agreement establishes the commitment of all participants to support the goals of the SRO Program and defines the role of the SRO.
- The SRO is present on campus full-time during the regular school year and may be present during summer school if requested by SEDOL.
- For year one of this agreement period, SEDOL will reimburse 95 percent of the cost for the SRO position. The reimbursement will increase to 100 percent for the two remaining subsequent years. This achieves the original goal and continues that commitment for the balance of this agreement and beyond.
- At least once a year, the LCSO and SEDOL will evaluate the effectiveness of the program.

**Attachments:** [2017 - 2019 SEDOL Policing SRO Agreement.pdf](#)

#### HEALTH & COMMUNITY SERVICES

8.3 [17-1035](#)

Joint resolution accepting the Lake County grant and authorizing an emergency appropriation in the amount of \$7,500 for the Vector Flood Relief Funds.

- The \$7,500 Lake County grant will be used to fund larvicides for flood-related mosquito control.
- The grant funding was not previously appropriated because the grant resources were secured after the County's adoption of the fiscal year (FY) 2017 budget.
- The grant award will be for the period of July 26, 2017 through September 30, 2017.

**Attachments:** [Vector Surveillance - Flood Relief](#)

#### FINANCIAL & ADMINISTRATIVE

8.4 [17-0987](#)

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

**Attachments:** [LCC Report for August 2017.pdf](#)

8.5 [17-0986](#)

Report from Mary Ellen Vanderventer, Recorder of Deeds, for the month of August 2017.

**Attachments:** [August 2017.pdf](#)

**8.6**     **17-1063**

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

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

**REGULAR AGENDA**

**LAW & JUDICIAL**

**8.7**     **17-1030**

Joint resolution to enter into a contract with Robison Guarnerly, Inc., Gurnee, Illinois, for owner's representative services for the continuation of services for the Lake County Courts Expansion Project (Expansion Project) in the amount of \$238,000.

- In 2012, the Lake County Board approved an initial contract with Robison Guarnerly Inc., as owner's representative for the Expansion Project. It was determined the firm is uniquely qualified to deliver these services based on previous experience providing both project management and architectural services on Lake County Justice Agency projects.
- Lake County requires additional staff support to manage the continuation of the Expansion Project.
- Lake County has a prior satisfactory relationship with Robison Guarnerly Inc., and these services are in accordance with Lake County Purchasing Ordinance Article 5-101(3) and the Local Government Professional Services Selection Act (50 ILCS 510/1 et seq).
- The scope of services includes owner's representative services for project representation, project management, consensus building, presentations, budget and transition management and all other representative services ancillary to completing the Expansion Project.
- This resolution authorizes the Purchasing Agent to enter into an initial one-year contract with Robison Guarnerly Inc., in the amount of \$238,000, with an optional monthly renewal, in the amount of \$21,300 per month, not to exceed \$255,600 over 12 months.
- Funding has been secured for this service through the approved Corporate Capital Improvement Program budget and the contract will be managed by the Lake County Construction Division.

**Attachments:** [17197 Purchasing Award Information](#)  
[17197 RGI Agreement](#)

**8.8**     **17-0994**

Joint committee action approving a Change Order Number One for a contract to procure information technology (IT) services for the Lake County Sheriff's Office (LCSO) in an amount not to exceed \$108,125.

- At the May 9, 2017, Lake County Board meeting a contract was authorized with Prescient Development, Inc., Schaumburg, Illinois, in the amount of \$67,392 for the procurement of IT services in the form of IT staff augmentation for the LCSO.

- The contract was executed due to a challenge in hiring a full-time LCSO IT Manager and two IT Technicians. Appropriate levels of expertise and staffing related to technology is critical to the operations of the LCSO.
- Before the IT Manager position was filled there was an unexpected absence in the LCSO IT staff, which required an increase in the utilization of staff augmentation services.
- There is a critical need to modify the agreement and increase the amount by \$40,733 for a total not to exceed \$108,125. This modification will provide for the payment of additional services rendered and full-time augmented staff person through the end of fiscal year 2017.
- 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 a Change Order for IT staff augmentation in the amount not to exceed \$40,733 which will increase the not to exceed amount to \$108,125.

**8.9**     **17-1000**

Joint resolution approving the Lake County Sheriff's Office (LCSO) Cooperative State and Local Agreement between the United States Department of Justice, Drug Enforcement Administration (DEA).

- The agreement, which acknowledges the working relationship, requires a two-year commitment and the assignment of one experienced Deputy Sheriff to the Chicago Field Division (CFD) of the DEA.
- Under the agreement, the DEA will be responsible for all costs associated with the CFD to ensure the success of the effort.
- Based on the LCSO's efforts under this agreement, the LCSO will receive a portion of any assets seized. Seized assets are distributed based on the number of jurisdictions involved and the number of hours each jurisdiction contributes to each effort.
- Since January 2017, the LCSO has realized \$87,595.32 in the Federal Drug Seizure Fund. Currently, there are 10 cases pending with an estimated \$65,000 in seizure funds for LCSO within the next year.

**Attachments:**    [DEA Signed Agreement.pdf](#)  
                              [2017 - 2019 DEA Memo.pdf](#)

**8.10**     **17-0900**

Ordinance adopting a revised fee schedule for the Counter Service fee, Replevins fee, Eviction fee, and the Subpoena, Records, Reproduction, and Registration fees for the Lake County Sheriff's Office (LCSO).

- The LCSO, in conjunction with Finance and Administrative Services Department (FAS), completed a review of the cost of certain services provided by the Sheriff's Office.
- The review resulted in a number of findings including but not limited to (a) certain fees have not increased since 2008; and (b) the fees charged for the services outlined in the ordinance title do not currently cover the costs for providing such services.
- Based on the review, it is recommended by the LCSO that a revised fee schedule be adopted and become effective on November 1, 2017.
- The November effective date will allow sufficient time to update the website, print new materials, and provide notice of the revised fee schedule.

**Attachments:** [Fee Information Overview.pdf](#)  
[Fee Cost Analysis Comparison.pdf](#)  
[LCSO Fee Cost Analysis Memo.pdf](#)  
[Fee Exhibits A - D.pdf](#)  
[Ordinance adopting a revised fee schedule text.pdf](#)

**8.11** [\*\*17-0901\*\*](#)

Ordinance amending the text to 35.35 Judicial Sales and adopting a fee identified as the Judicial Sales (Foreclosure) Cancellation Fee for the Lake County Sheriff's Office (LCSO).

- In 2009, the LCSO in developed the policies and procedures to create a Judicial Sales Division within the LCSO to accept all judicial sales in Lake County.
- This effort, intended to centralize the County's foreclosure procedure, allowed for better dissemination of information, location stabilization, and a central point of public contact.
- The statutory fee of \$500 was established pursuant to 55 Illinois Compiled Statute (ILCS) 5/4-5001. The cancellation fee, allowed by that statute, is currently \$200 per cancellation.
- Based on a recently completed fee analysis, the LCSO recommends that the foreclosure fee be increased to \$600 per occurrence and foreclosure cancellation fee be increased to \$300 per occurrence. This adjustment is consistent with the statutory cancellation fee which is set at one-half of the foreclosure fee.

**Attachments:** [Foreclosure Fee Cost Analysis Comparison.pdf](#)  
[Foreclosure Fee Ordinance.pdf](#)

**8.12** [\*\*17-0902\*\*](#)

Ordinance amending Chapter 35 and adopting Section 35.37 Administrative Fee for Impounded Vehicles.

- The Lake County Sheriff's Office (LCSO), in cooperation with the State's Attorney, has drafted a recommended ordinance to implement an administrative impounded vehicle fee of \$250.
- The proposed effective date for the new fee is April 1, 2018.
- Though multiple Lake County municipalities and two collar counties have implemented this fee, it would be a new fee for Lake County.
- The recommendation to implement an administrative impound fee is intended to seek partial reimbursement for the costs associated with processing, removing, impounding, storing and releasing a vehicle. This fee would be in addition to any towing and storage fees levied by a third party.
- To ensure adequate due process, the recommended ordinance also includes an optional administrative adjudication process.
- The LCSO will monitor this activity and complete an evaluation after the first year of implementation.
- The April 2018 effective date will allow sufficient time for a smooth implementation and integration into the Planning, Building and Development Department administrative adjudication schedule.

**Attachments:** [Chapter 35 Section 35.37 Administrative Fee for Impounded Vehicles.pdf](#)

**8.13** [17-0903](#)

Ordinance approving the adoption of renaming Chapter 93, Section 93.07 from False Alarms to Alarm Responses and adjusting its associated fees.

- The Lake County Sheriff's Office (LCSO), in coordination with the Finance and Administrative Services (FAS) Department, completed a review of the cost for certain services provided by the Sheriff's Office.
- It is being recommended by the LCSO that the name "False Alarms" is a misnomer when the actual service being provided is an "Alarm Response" and; therefore, should be referred to as such.
- The fee study analysis identified that behavior modification in preventing the need for an alarm response is necessary, as a result an education program is being recommended with an increase in fees to \$50 for the fourth and fifth alarm responses, and \$100 for each alarm response thereafter in any 12-month period.
- The recommended code name change and fee increase will become effective November 1, 2017.

**Attachments:** [Alarm Response \(Formerly False Alarm\) Fee Analysis.pdf](#)

[Alarm Response \(Formerly False Alarm\) Fee Ord.pdf](#)

## HEALTH & COMMUNITY SERVICES

**8.14** [17-0978](#)

Joint resolution approving a Memorandum of Understanding (MOU) between Lake County and Little City Foundation, an approved sub-recipient of 2017 Community Development Block Grant (CDBG) funds, which authorizes the CDBG sub-recipient to incur costs prior to receipt by Lake County of the 2017 CDBG annual entitlement award from the United States Department of Housing and Urban Development (HUD).

- Federal delays in the issuance of entitlement grants from HUD have become common. This year, Lake County expects to receive its annual CDBG entitlement grant agreement in late October 2017 despite its HUD Program Year having started on May 1, 2017.
- HUD, under 24 CFR 570.200(h), permits Lake County, as a CDBG grantee, to allow its CDBG sub-recipients to begin spending on CDBG projects prior to receipt by Lake County of its CDBG award.
- The Little City Foundation has requested an MOU that authorizes CDBG-eligible spending prior to Lake County's receipt of its HUD grant agreement for program year (PY) 2017. For Little City, the CDBG grant covers bathroom renovations for Lakeside Center, a Waukegan-based Community Work Services Center, serving 180 adults with autism and other Intellectual and Developmental Disabilities (I/DD).
- The proposed MOU puts the Little City Foundation 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 receipt of grant award from HUD, so there is a potential outcome where no CDBG funds are awarded to it.

**Attachments:** [MOU Little City 2017 CDBG Lakeside.pdf](#)

8.15 [17-1036](#)

Joint resolution accepting the Lake County grant and program income and authorizing an emergency appropriation in the amount of \$258,605 for the Health Resources and Services Administration (HRSA) Access Increases in Mental Health and Substance Abuse Services (AIMS).

- The \$258,605 Lake County grant and program income will be used to fund an increase in mental health and substance abuse services.
- The funding will allow additional staff hours for an Advanced Practice Nurse, a full-time Licensed Clinical Social Worker, a part-time Medical Assistant, a part-time Call Center Clerk, part-time Clerk/Translator and part-time Driver as well as one-time IT investment improvements for module development specifically for substance abuse and behavioral health.
- The grant and program income funding was not previously appropriated because the grant resources were secured after the County's adoption of the FY17 budget.

**Attachments:** [HRSA AIMS 175K Plus PI](#)

**PUBLIC WORKS & TRANSPORTATION**

8.16 [17-1038](#)

Joint committee action authorizing the write-off of uncollectable accounts receivables from Public Works accounting records as bad debt expenses.

- Public Works is unable to collect from 56 water/sewer accounts totaling \$39,059.73 deemed uncollectable due to property foreclosure or bankruptcy.
- There are 40 accounts, totaling \$30,991.92, which are associated with properties sold by the Sheriff's Office through a tax sale due to foreclosure.
- Another 16 accounts, totaling \$8,067.81 were unsuccessfully collected by the State's Attorney's Office during bankruptcy proceedings.
- Joint committee authorization is needed to delete these accounts from the accounts receivable records.

8.17 [17-1039](#)

Ordinance amending Chapter 51, Water and Sewer Related Rates for Certain Lake County Systems.

- Chapter 51 of the Lake County Code of Ordinances establishes all water and sewer user rates, connection fees, and additional charges for use of the County's water and sewer systems. The Ordinance is revised periodically to modify rates and fees, as necessary.
- An amendment is needed to modify the Northeast Central retail service area sewer rate from \$5.95 per 1,000 gallons to \$7.02 per 1,000 gallons which includes an increase in sewage treatment costs by the North Shore Water Reclamation District and a scheduled, programmed increase of three percent, as determined in the 2015 Rate Study.
- The new rate will be effective December 1, 2017.

**Attachments:** [17-1039 Exhibit A Rate Ordinance.pdf](#)



8.18 [17-1011](#)

Joint resolution authorizing an agreement for professional engineering services with Stanley Consultants, Chicago, Illinois, for Phase II design engineering services for the intersection improvement of Hunt Club Road, at Illinois Route 132, at a maximum cost of \$705,931.53, appropriating \$850,000 of ¼% Sales Tax for Transportation funds for these engineering services, and designated as Section 14-00095-17-CH.

- [Hunt Club Road, at Illinois Route 132: Phase II Consultant Agreement and Appropriation.](#)
- Hunt Club Road, at Illinois Route 132, will be improved with channelization and pedestrian accommodations.
- This improvement is included in the Highway Improvement Program.
- An engineering consultant firm will be used for the Phase II design engineering for this improvement.
- In accordance with the Local Government Professional Services Selection Act, the recommended firm is Stanley Consultants, Chicago, Illinois.

**Attachments:** [17-1011 Hunt Club Road at Illinois Route 132 Phase II Consultant Agree](#)

8.19 [17-1044](#)

Joint resolution authorizing an agreement with the State of Illinois/Illinois Department of Transportation (IDOT), for the acquisition of necessary right-of-way (ROW), by agreement or condemnation, and other ROW costs associated with the resurfacing and widening of Illinois Route 120, from Knight Avenue to Illinois Route 131, appropriating \$420,000 of ¼% Sales Tax for Transportation funds, and designated as Section 12-00999-31-WR.

- [Illinois Route 120, from Knight Avenue to Illinois Route 131: IDOT Agreement Right-of-Way Acquisition with Condemnation Authority and Appropriation.](#)
- Illinois Route 120, from Knight Avenue to Illinois Route 131, needs to be resurfaced and widened with a center turn lane and sidewalk.
- Before ROW acquisitions can proceed, an appropriation and condemnation authority is necessary.
- This resolution authorizes an agreement with the State of Illinois to utilize their quick take authority and appropriates \$420,000 of ¼% Sales Tax for Transportation funds.

**Attachments:** [17-1044 Illinois Route 120 Knight Road to Illinois Route 131 IDOT Agree](#)

8.20 [17-1048](#)

Joint resolution authorizing an agreement for engineering consultant services with Gewalt Hamilton Associates, Inc., Vernon Hills, Illinois, for Phase II design engineering services for the resurfacing of Kilbourne Road, 9th Street, and Kenosha Road, at a maximum cost of \$260,799.82, appropriating \$315,000 of Matching Tax funds, and designated as Section 17-00999-32-RS.

- [Kilbourne Road, 9th Street, and Kenosha Road, Resurfacing Phase II: Consultant Agreement and Appropriation.](#)
- Kilbourne Road, from Illinois Route 173 to Russell Road, 9th Street, from Illinois Route 131 to Lewis Avenue, and Kenosha Road, from Illinois Route 173 to 21st Street, need resurfacing.

- This resurfacing improvement has been identified within the County's pavement management system, and is included in the Highway Improvement Program.
- An engineering consultant firm will be used for the Phase II design engineering for this improvement.
- In accordance with the Local Government Professional Services Selection Act, the recommended firm is Gewalt Hamilton Associates, Inc., Vernon Hills, Illinois, at a maximum cost of \$260,799.82.

**Attachments:** [17-1048 Kilbourne Road 9th Street Kenosha Road Resurfacing Consult](#)

## PLANNING, BUILDING & ZONING

### 8.21 [17-0998](#)

Joint resolution authorizing an emergency appropriation to implement Stormwater Best Management Practices (BMP) by the Stormwater Management Commission (SMC) in the amount of \$323,797 and funded through the Illinois Environmental Protection Agency (IEPA) Grant 3191715.

- SMC has entered into an agreement with (IEPA) for a grant from the United States Environmental Protection Agency Clean Water Section 319 Nonpoint Source Pollution Reduction Program for stormwater BMP project implementation in Lake County.
- The total project cost is \$691,817, which utilizes both grant and local match funding. Funds for this grant are not included in the current year budget.
- SMC will provide administration and professional services for in-the-ground projects with Libertyville Township, Grayslake Community Park District and the University of Saint Mary's of the Lake with all the local partners providing cost-share match.

## FINANCIAL & ADMINISTRATIVE

### 8.22 [17-1034](#)

Resolution authorizing an agreement with the Trane Company, Willowbrook, Illinois, to perform maintenance on a chiller at the Lake County Courthouse in the amount of \$46,425.

- There are three existing chillers in the Lake County Courthouse used to provide chilled water to cool the facility.
- There is a need to perform maintenance to add an epoxy coating to extend the life and preserve the efficiency of an existing chiller installed at the Lake County Courthouse.
- The scope of work provided by Trane includes providing an industrial grade protective coating.
- Lake County Facilities identified a cooperative purchasing contract with the Trane Company, Willowbrook, Illinois, through United States (US) Communities to procure the repair work 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.

**Attachments:** [17208 Award Information-Trane Chiller Repair](#)

[LakeCountyCourthouseChillerBelzona2017](#)

**8.23**    [17-1040](#)

Resolution authorizing a one year contract, with up to four one-year renewals, with Quercus Consulting, Chicago, Illinois, for sustainability consulting for Lake County in the amount of \$189,616.

- On December 8, 2015, the Lake County Board approved a resolution adopting the Strategy for a Sustainable Lake County.
- This strategy is the operation or implementation plan for County departments to implement the Strategic Goal of promoting a sustainable environment.
- As highlighted in the strategic goal update to the Committee of the Whole in August 2017, the Strategic Goals of a Sustainable Lake County have paved the way for additional action steps toward achieving the County's goals and guiding principles for sustainability.
- In an effort to assist in the support, management, and achievement of specific strategies for sustainability initiatives within Lake County, a Request for Proposal (RFP) was extended to 31 vendors resulting in sealed proposals from and interviews with three vendors.
- Based on the criteria set forth in the RFP, an evaluation committee selected Quercus Consulting, Chicago, Illinois, as the most favorable proposal for Lake County.
- This contract, in the amount of \$189,616, provides for the following specific sustainability tasks: (a) research and development of realistic grant opportunities with at least five grant applications completed; (b) completion of energy audits for a list of selected County facilities; (c) develop and implement a waste reduction program that achieves cost savings through food scrap collection (composting) pilot program at Lake County Jail; and (d) completion of a baseline carbon footprint for Lake County.
- Items anticipated for inclusion in these first specific tasks showcase sustainability aspects of current plans and projects, and identify goals, actions steps and performance measurements for future implementation programs and projects.
- The first year of the contract, which will be managed through the County Administrator's Office, is funded through the 2017 budget and carry-over process.

**Attachments:**    [Purchasing Award Information](#)  
[Scoring Matrix Board Resolution](#)

**8.24**    [17-1041](#)

Resolution ratifying a contract with Management Partners, Inc., Cincinnati, Ohio, to provide consulting and facilitation services for the Lake County Commission on Government Reform and Accountability in the amount of \$87,500.

- Management Partners, Inc., Cincinnati, Ohio, is a professional management consulting firm specializing in helping government organizations improve their operations.
- Management Partners, Inc. was originally retained by the County Administrator's Office through a professional services agreement in May 2017 to develop a proposed plan of work for the Lake County Commission on Government Reform and Accountability (Commission).
- The scope of the agreement increased in June 2017 to include completing additional research on background material, identifying guest speakers and other expert testimony, and facilitating the Commission meetings.

- The final phase of the agreement proposed includes the facilitation of the remainder of the Commission meetings currently scheduled until the end of the year and the documentation of the work completed in a final report and summary presentation.
- There is a need to ratify the existing contract with Management Partners, Inc. and amend the contract to include all phases of work.
- Pursuant to Article 6, Section 102, the Purchasing Agent convened an ad hoc review group that approved bid exemption based on an existing, long standing, successful relationship for professional services, and the knowledge gained through this relationship adds value integral to the services provided.

**Attachments:** [Management Partners AGREEMENT Modification](#)  
[Purchasing Award Information bid exemption](#)

**8.25** [17-1050](#)

Resolution authorizing a two-year contract, with three optional one-year renewals, with RSM US, LLP, Chicago, Illinois, for professional audit services for Lake County in the annual amount of \$224,200.

- The current contract for audit services for Lake County has expired.
- There is a need to establish a contact with a qualified professional firm to provide audit services for the County's financial statements.
- Request for Proposals (RFP) were sent to 39 vendors and sealed proposals were received from six vendors.
- An interdepartmental evaluation committee, comprised of the Department of Finance and Administrative Services, the Division of Transportation, and the Health Department interviewed three finalist firms. Based on the evaluation criteria in the RFP, identified RSM US, LLP, Chicago, Illinois, as the most qualified firm.
- Lake County desires to enter into a two-year contract, with three, one-year renewal options, with RSM US, LLP for professional audit services for Lake County in the annual amount of \$224,200.
- Funds are provided for in the fiscal 2017 budget and the contract will be managed by the Department of Finance and Administrative Services

**Attachments:** [Purchasing Award Information](#)  
[17173 Scoring Matrix](#)

**8.26** [17-1059](#)

Resolution allowing salaried employees to cash in up to three sick leave days to receive a full pay check on March 9, 2018, in conjunction with the implementation of a hold back payroll cycle.

- The current manner in which payroll is processed for salaried Lake County employees provides pay for time worked up to, and including, the pay date. This system is referred to as 'paid-to-date'.
- The 'paid-to-date' cycle is difficult to manage and is not an industry standard or best practice.
- Lake County will replace the current 'paid-to-date' cycle with a 'hold back' cycle during the pay period beginning on February 24, 2018.
- The implementation of the "hold back" cycle will require the February 24, 2018

pay period to be shorten from 10 work days to five work days.

- Salaried Lake County employees will need to cash in benefit time to receive a full pay check for the February 24, 2018 pay period.
- Lake County's current practice allows employees who move from a salaried to an hourly position to cash in benefit time, excluding sick time; given this special circumstance, affected employees will be granted the option of using three sick leaves days so he/she can receive a full paycheck for the transition payroll cycle.

**9. Executive Session**

**9.1 [17-1045](#)**

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

**9.1A [17-1046](#)**

Committee action authorizing reclassification of a position in the Finance and Administrator's Office.

**9.1B [17-1061](#)**

Committee action authorizing reclassification of a position in the Planning, Building and Development Department.

**9.2 [17-1062](#)**

Executive Session to discuss matters pursuant to 5 ILCS 120/2 (c)(12).

**10. County Administrator's Report**

**10.1 [17-1014](#)**

Evaluation of Lake County Television (LCTV) filming Financial and Administrative Committee meetings.

**Attachments:** [LCTV F&A viewing statistics](#)

**10.2 [17-1058](#)**

Presentation and discussion regarding the fiscal year (FY) 2018 Legislative Agenda Proposals.

**11. Members Remarks**

**12. Adjournment**

**Next Meeting: October 24, 2017**