

**DISTRIBUTION**  
 County Board  
 County Administrator  
 Lake County Partners

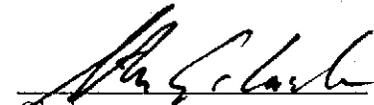
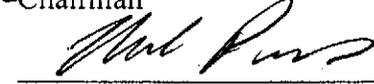
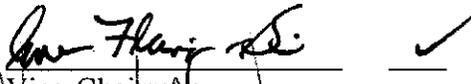
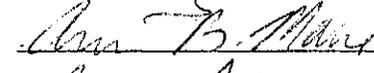
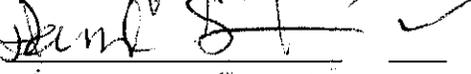
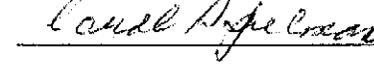
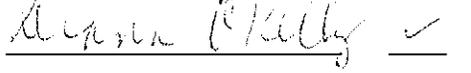
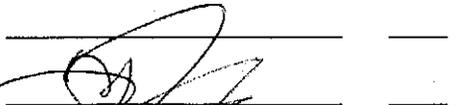
STATE OF ILLINOIS )  
 ) SS  
 COUNTY OF LAKE )

**COUNTY BOARD, LAKE COUNTY, ILLINOIS**  
**ADJOURNED REGULAR SEPTEMBER, A.D., 2007 SESSION**  
**NOVEMBER 13, A.D., 2007**

**MADAM CHAIRMAN AND MEMBERS OF THE COUNTY BOARD:**

Your Health and Community Services and Financial & Administrative Committees present herewith a Joint Resolution authorizing the Chairman of the County Board to enter into a three-year professional service agreement with Lake County Partnership for Economic Development (LCP) for economic development and business attraction services; and request its adoption.

Respectfully submitted,

	Aye	Nay		Aye	Nay
 Chairman	✓		 Chairman		
 Vice-Chairman	✓		 Vice-Chairman	✓	
	✓			✓	
	✓			✓	
	✓			✓	
_____			_____		
_____					
Health and Community Services Committee			Financial and Administrative Committee		

**PROFESSIONAL SERVICE AGREEMENT # 27173**  
**BETWEEN LAKE COUNTY AND THE**  
**LAKE COUNTY PARTNERSHIP FOR ECONOMIC DEVELOPMENT**

This agreement is effective December 1, 2007 and is entered into by and between the County of Lake, Illinois, (hereinafter called the **COUNTY**) and the Lake County Partnership for Economic Development, Inc. (hereinafter called the **LCP**).

**WITNESSETH**

**WHEREAS**, the County recognizes that the health, safety, morals and general welfare of the people of the County are directly dependent upon the continual encouragement, development, growth and expansion of business, industry and commerce within the County; and

**WHEREAS**, the County contracted with the LCP for the period December 1, 2004 through November 30, 2007 for the provision of a wide range of economic development products and services in Lake County; and

**WHEREAS**, the County and LCP built a stronger working relationship over the last three years through the inclusion of additional County representation on the LCP Executive Board, regular LCP Progress Reports to the Health and Community Services Committee, and participation in joint studies in support of strategic planning efforts; and

**WHEREAS**, the Health and Community Services and Financial & Administrative Committees recommend that the County continue its relationship with LCP by entering into a three-year professional service agreement.

**NOW, THEREFORE, THE COUNTY AND THE LCP AGREE AS FOLLOWS:**

**SECTION 1. RECITALS.**

The above recitals are incorporated by reference and made substantive provisions of this Agreement.

**SECTION 2. RESPONSIBILITIES.**

**A. The COUNTY shall:**

1. Recognize LCP as the central focal point for economic development activities in Lake County, which includes without limitation
  - a. LCP's operation of the Small Business Administration 504 and 7A programs; and
  - b. LCP's processing of industrial revenue bonds and the collection and use of the related IRB fees by LCP as follows.

- (1) IRB fees are directed to the County as revenue of the County.
  - (2) The County appropriates the IRB proceeds for payment to the LCP.
  - (3) LCP receives the fees from the County for the services of processing IRB's on the County's behalf.
  - (4) Legal counsel is subject to the approval by the County through the State's Attorney's Office.
  - (5) A copy of the invoice for legal fees shall be presented to the State's Attorney's Office for informational purposes only.
2. Allocate financial resources and staff support to LCP for the operation of this joint economic development program as defined herein for a period not to exceed three (3) years, subject to annual budgetary appropriations and an evaluation of the effectiveness of LCP in achieving the County's economic development objectives, beginning December 1, 2007, as follows:
- a. Annual allocations per fiscal year for program service delivery will be paid quarterly upon the receipt of an invoice from LCP as follows:  
Year 1: \$387,130.00  
Year 2: \$418,565.00  
Year 3: \$450,000.00.
  - b. Staff support of the County's Department of Planning, Building and Development for demographic and economic data, geographic information, business statistics and other material.

**B. The LCP shall:**

Implement the 2008 Action Strategies from the Lake County Partners 2008-2011 Program of Work attached as Exhibit A.

1. Operate an information and technical assistance program for business retention, attraction and development, including the distribution of published data and coordination with local chambers of commerce, municipal economic development organizations and other groups.
2. Convene special study committees and panels, and develop recommendations based on primary and secondary research, the assessment of business needs and input from LCP members and other sources.
3. Advise the County on its demographic and economic data collection and research program and continuously work to integrate LCP and County efforts in this area.

4. Provide the County quarterly reports on the LCP program, including priority recommendations concerning such public policy matters as workforce development, attainable housing and transportation. This quarterly report should also include updates on the corporation's financials.
5. Perform the duties and functions previously performed by the Lake County Economic Development Commission: process industrial revenue bonds, collect and use the related IRB fees to fund the program, operate the Small Business Administration 504 and 7A programs.
6. Upon request, participate in the County's ongoing strategic planning initiatives, including recruiting representatives of the business community for their assistance as needed.
7. Serve as the County's economic development representative for specific activities or projects when directed by the County.
8. Work toward the following objectives in support of the ongoing pro-active business attraction campaign:

### **SECTION 3 PERFORMANCE METRICS**

Agreement goals and measurement of goal attainment are attached as Exhibit B.

**SECTION 4. CONTRACT DOCUMENTS.** This Agreement shall constitute the entire agreement between the COUNTY and LCP, and shall supercede and replace any existing Agreements between the parties.

**SECTION 5. DURATION.** This agreement shall remain in effect for three years from the effective date of December 1, 2007. Lake County reserves the right to renew this agreement for two (2) additional one (1) year period(s), subject to acceptable performance by the contractor. It is understood that for any year beyond the initial year, this agreement is contingent on the appropriation of sufficient funds; no charges shall be assessed for failure of the County to appropriate funds in future contract years.

**SECTION 6. TERMINATION.** Either party upon fifteen (15) days written notice may terminate this Agreement. In the event of termination, the COUNTY shall be responsible for payment of services performed until the effective date of such termination and LCP shall provide the COUNTY with all reports and any other documentation and data or other information collected or drafted pursuant to this Agreement.

- **SECTION 7. HOLD HARMLESS.** LCP shall defend and hold the COUNTY harmless and free from liability of any kind arising out of any act in the performance of this Agreement, except if such act is caused by the willful and wanton conduct of the COUNTY.

**SECTION 8. INDEPENDENT CONTRACTOR.** It is understood that the LCP and its members, officers, employees and agents shall be considered an independent contractor and not employees of the COUNTY.

**SECTION 9. MODIFICATION.** This Agreement may be amended or supplemented only by an instrument in writing executed by all the parties. Any request by the LCP to change the provisions of this Agreement shall be submitted to the County at least sixty (60) days prior to the requested effective date of such change.

**SECTION 10. DISPUTE RESOLUTION.** All issues, claims or disputes arising out of this Agreement shall be resolved in accordance with Article 9 – Appeals and Remedies of the Lake County Purchasing Ordinance except that notice of the claim shall be submitted in writing to the County Administrator. The County Administrator will have the authority to make recommendations on the settlement of any monetary claim, or to issue written decisions on any claim relating to this Agreement.

**SECTION 11. VENUE.** This Agreement shall be governed by and constructed according to the laws of the State of Illinois. Jurisdiction and venue shall be exclusively found in the Nineteenth Judicial Circuit, Lake County, Illinois.

**SECTION 12. NO IMPLIED WAIVERS.** The failure of either party at any time to require performance by the other party of any provision of this Agreement shall not affect in any way the full right to require such performance at any time thereafter. Nor shall the waiver by either party of a breach of any provision of this Agreement be taken or held to be a waiver of the provision itself.

**SECTION 13. SEVERABILITY.** If any part of this Agreement is ruled invalid by a court, or is in violation of, or in conflict with any applicable law, such part shall be deleted and the balance of this Agreement shall remain in full force and effect.

**IN WITNESS HEREOF**, the undersigned have caused this Agreement to be executed in their respective names on the dates hereinafter enumerated.

**COUNTY OF LAKE:**

\_\_\_\_\_  
Suzi Schmidt, Chairman  
Lake County Board

\_\_\_\_\_  
Date

**ATTEST:**

\_\_\_\_\_  
Willard R. Helander  
County Clerk

\_\_\_\_\_  
Date

**LAKE COUNTY PARTNERSHIP FOR ECONOMIC DEVELOPMENT, Inc.:**

\_\_\_\_\_  
Warren Schreier, Chairman

\_\_\_\_\_  
Date



## Overview of LCP's Proposed 2008 – 2011 Program of Work and 2008 Action Strategies

### Who is Lake County Partners?

Lake County Partners, the "go-to" economic development corporation for Lake County, was formed in 1998 to:

- ... help create jobs
- ... bring the public / private sector together to create economic opportunities
- ... improve the business climate in the region
- ... attract, retain and expand businesses
- ... advocate for infrastructure improvements
- ... help business succeed
- ... generate economic wealth

In the First Quarter of 2006; the Resource Development Group conducted a Business Needs Assessment that included 70 one-on-one interviews with member and non-member public and private sector leaders:

- 92% of those interviewed recommended that LCP focus on retaining and expanding high-growth companies currently located in Lake County;
- 86% of those interviewed recommended that LCP focus on mitigating the barriers to the continued growth of these companies; and,
- 68% of those interviewed recommended that LCP focus on recruiting new product and service companies that would support the continued growth and diversification of these high-growth companies.
- All the *members* interviewed recommended we restructure the governance of LCP to engage the membership, increase the number of networking opportunities and establish task forces that involve the members in meaningful work that leverages their talent and relationships to accomplish LCP's mission.

In response to these identified needs, LCP developed the following Program of Work/2008 Action Plan:

### **I. Business Retention / Expansion Program**

Implement a pro-active, targeted industry visitation program focused on the companies that comprise/support the industry segments recommended by Deloitte & Touche in 2004 (advanced manufacturing, corporate headquarters, life sciences, logistics, professional/technical/information/financial services). The goal of the call program is to build relations with the companies that will drive Lake County's economy for the next 10 years by identifying and addressing the short and long-term barriers to their continued expansion, in collaboration with the resource providers that have a stake in their growth. In order to provide solutions, we will identify the local, regional & global trends impacting their

continued viability in Lake County; convene task forces comprised of the industry stakeholders, local elected officials and business leaders to develop workable solutions and implement an annual action plan that addresses the findings of the call program.

- **2008 Action Strategies:**

1. Execute target industry visitation program, conduct 300 calls annually.
2. Expand our knowledge of the target industries, their relationship to the Lake County/Region's product and services' industry and identify the gaps in their supply chain.
3. Expand and strengthen Lake County's sales team, both internally and externally.
4. Improve our internal reporting systems and our ability to demonstrate (both externally and internally) the economic impact of our target industries on the Lake County/Region's economy
5. Collaborate with the Lake County Job Center to strengthen the delivery of workforce development and placement services to businesses to facilitate business retention/expansion.
6. Throughout the year, the Business/Retention Committee and LCP staff will evaluate the data collected during these calls to validate demand/interest for services. On a quarterly basis, they will report what we have learned and identify emerging trends. As part of the annual budget process, the findings will be used to enhance/refocus this initiative's Annual Program of Work.

## **II. Regional Competitiveness Initiative**

The Regional Competitiveness Committee will organize task forces comprised of investors to develop and implement action plans that address the community competitiveness issues identified in one-on-one conversations with industry business leaders during the call program. The Regional Competitiveness Committee Chair will oversee these efforts to insure the necessary LCP staff resources and BOG support are invested to move these initiatives forward.

- **2008 Action Strategies:**

1. In cooperation with its affiliated strategic partner, the *Lake County Transportation Alliance*, support all efforts to secure the capital funding (from local, state and federal sources) for the Lake County Consensus Transportation Agenda; staff the IL Route 120 Corridor Planning council and the US Highway 41 Corridor Planning Group; and co-sponsor events to build an awareness on the impacts of a high quality transportation system on the competitiveness of Lake County and the Region as a business destination.
2. Lead a countywide initiative to continuously evaluate, develop, and implement a competitive incentives framework.
3. Increase Lake County's inventory of shovel-ready sites in the primary growth corridors; support intergovernmental corridor planning groups.

4. Support the continuous improvement and integration of permitting processes at the county, utility and municipal levels. Act as ombudsman for projects requiring multiple jurisdictional reviews and processes; troubleshoot solutions.
5. Maintain an up-to-date website that markets Lake County, its industry mix and its communities within a regional context and integrate this content with other marketing strategies and the efforts of its affiliated strategic partners.
6. Develop industry specific collateral materials.
7. Provide legislative updates to the business and economic development communities and provide information on business needs feedback to Lake County's legislative delegations.
8. Market LCP's IRB and SBA financial products to the LC Business Banking, commercial/industrial real estate and economic development communities, as well as the Accountant, Bond Counsel and Investment Banking community; use IRB roll-over cap to support the County's Attainable Housing goals.
9. Supply the informational needs of our investors and businesses evaluating Lake County as a location to expand and/or locate their business.
10. Throughout the year, the Regional Competitiveness Committee will work with LCP staff to evaluate the data collected through the Industry Visitation Program to identify the need to convene task forces around emerging barriers to companies' continued growth. On a quarterly basis, they will report on their efforts and as part of the annual budget process, they will use the findings of the Industry Visitation Program to enhance/refocus their Program of Work.

### **III. Business Recruitment Program**

The Business Recruitment Committee will work with staff to on a project-by-project basis to maximize attraction opportunities. One of their initial challenges will be to develop operating policies and protocols to confidentially manage "prospects," which will lay the ground work to implement a cooperative, inter-governmental, pro-active, public/private targeted industry Marketing Plan. As needed, the committee will convene task forces to develop initiatives that leverage and/or redress identified recruitment trends.

- **2008 Action Strategies:**

1. Conduct Targeted Industry Marketing.
2. Effectively "react" to project inquiries, referrals and general public inquiries.
3. Expand and strengthen Lake County sales team's knowledge of the industry and competitive locations.
4. Collaborate with the Lake County Job Center to strengthen the delivery of workforce development and placement services to businesses to facilitate business recruitment.

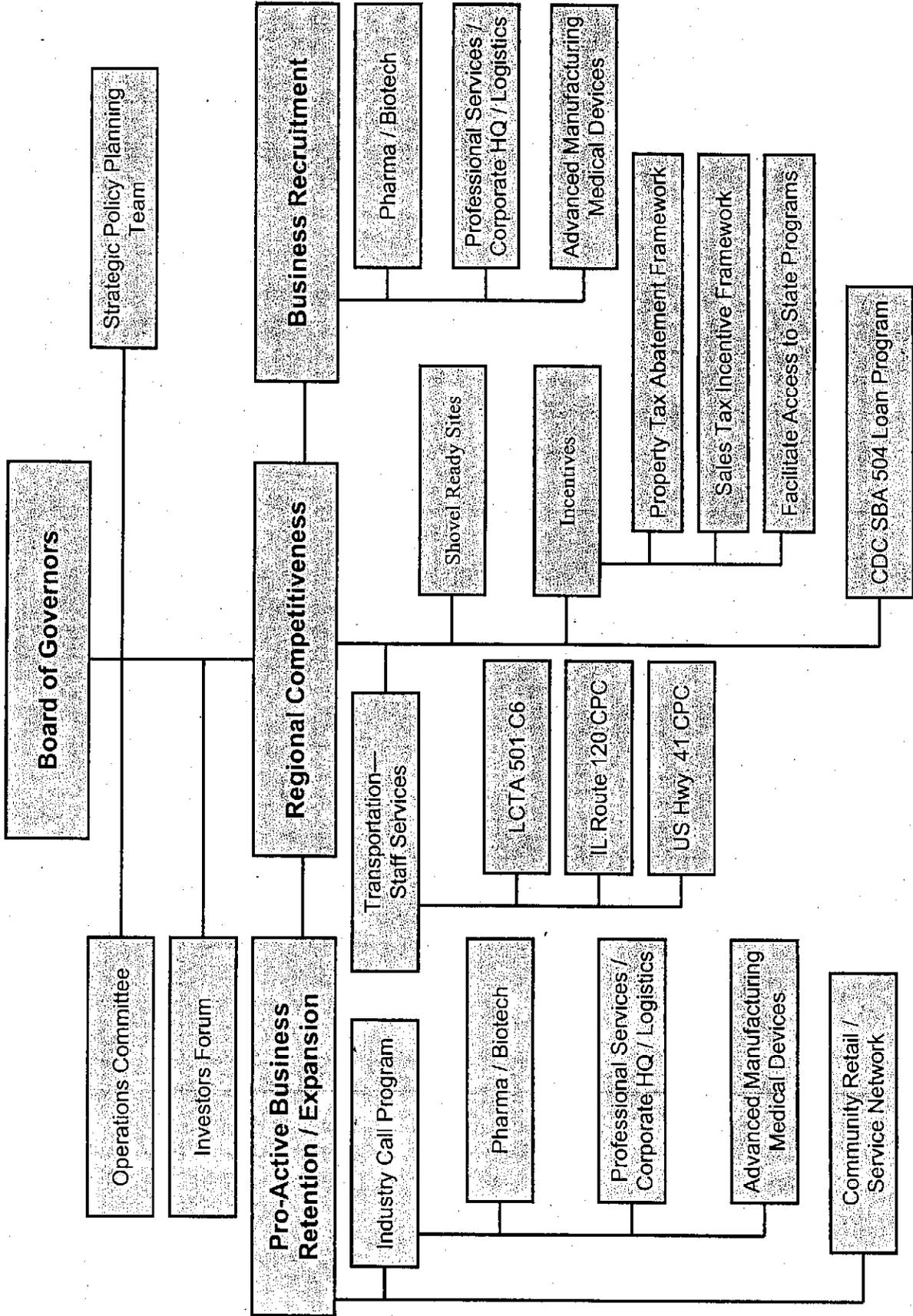
5. Throughout the year, the Business Recruitment Committee will work with LCP staff to improve its success rate in converting inquiries and referrals new company locations. On a quarterly basis, they will report on their efforts, including:
  - the location criteria of the marketplace and any emerging trends;
  - the economic/fiscal impacts of opportunities won and lost;
  - office, industrial vacancy and absorption rates
  - missed opportunities and why they did not locate in Lake County.
6. As part of the annual budget process, the Business Recruitment Committee will use these findings to enhance/refocus their Program of Work.

#### **IV. Investor Relations:**

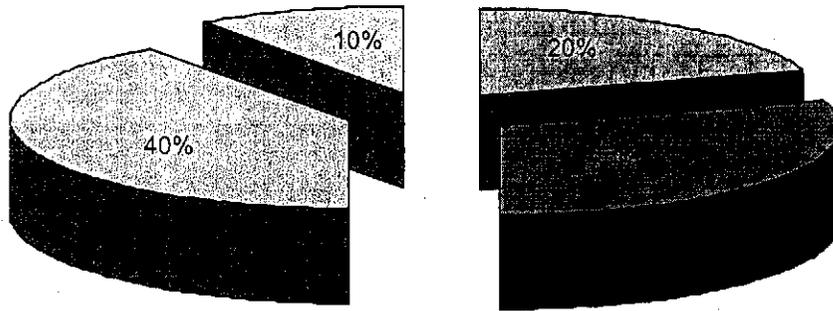
The goal of the Operations Committee is to increase the LCP Investors' engagement in LCP's Program of Work and Events. They will attain this goal by continuously improving investor communications and developing tiered investor benefits and services that provide Investors a clear Return on Investment. This will enable LCP to retain its current investors and provide a foundation to grow its investment base in 4 years.

- **2008 Action Strategies:**
  1. Improve the investor experience with Lake County Partners.
  2. Structure special events to increase investor knowledge about the competitive world of economic develop and engage them in the solutions.
  3. Increase B2B opportunities for investors.

# Proposed 2008-2011 Program of Work



**Lake County Partners  
Proposed 2008-2011 Budget Allocations**



	<b>New Business Recruitment (20%)</b>
	<b>Regional Competitiveness (30%)</b>
	<b>Business Retention (40%)</b>
	<b>Investor Relations (10%)</b>

	<b>2006</b>	<b>2008-2011</b>
New Business Recruitment	\$156,000	\$ 240,000
Regional Competitiveness	\$234,000	\$ 360,000
Business Retention	\$312,000	\$ 480,000
Investor Relations	<u>\$ 78,000</u>	<u>\$ 120,000</u>
<b>Total</b>	<b>\$780,000*</b>	<b>\$1,200,000</b>

\* 2006 Budget includes both membership investments and financing programs income, while the 2008-2011 budget reflects only public/private sector membership investment.

# Proposed Lake County Partners 2008-2011 Performance Metrics

## Business Retention & Expansion

	Goals	Measurement
1)	Conduct qualified targeted industry interviews.	Conduct 300 qualified interviews.
2)	Improve business satisfaction for Lake County	Establish business satisfaction baseline; annually index business satisfaction using that baseline.
3)	Create and retain jobs in target industries.	Baseline national/regional/Lake County employment by industry; jobs created/retained in business call companies.

## Regional Competitiveness

	Goals	Measurement
1)	Develop/Implement mobility plan.	\$\$'s leveraged from outside sources.
2)	Facilitate expedited development of shovel ready sites.	Baseline non-shovel ready sites in development corridors; increased # of acres added to shovel-ready inventory.
3)	Market LCP financing programs to end users and multipliers.	Increased loan volume.

## Business Recruitment

	Goals	Measurement
1)	Develop/Implement industry specific marketing plan.	Baseline prior year's qualified leads by industry; increased # of qualified leads annually.
2)	Develop target industry collaterals.	Creation industry specific messaging and collaterals for the web, trade shows, outbound sales.
3)	Generate leads; convert them to prospects.	Baseline lead sources/ volumes and conversion rate; increase the number and quality of leads and conversion rate.

## Investor Relations

	Goals	Measurement
1)	Enhance investor levels.	Convene SPPT; impact strategic direction.
2)	Enhance Board experience.	Align LCP agenda with State, County, local and business communities.
3)	Increase opportunities for investor involvement.	Investor Forum; implement task force concept; increase B2B opportunities.
4)	Create comprehensive communications plan.	Operations Committee presentations to County Board, President's Letter, Press Releases, Op-ed pieces, editorials, e-mailed infomercials on public policy issues.

# Proposed Lake County Partners 2008-2011 Performance Metrics

## *Functional Area: Business Retention & Expansion*

	Goals	Measurement
1)	Conduct qualified targeted industry interviews.	Conduct 300 qualified interviews.
2)	Improve business satisfaction for Lake County	Establish baseline and then quantify / substantiate improvement in Synchronist business satisfaction rankings.
3)	Create and retain jobs.	Establish baseline and then quantify/substantiate goals to measure jobs won/lost.

## *Functional Area: Competitiveness*

	Goals	Measurement
1)	Development of mobility plan.	Determine leveraged \$\$ amount from outside sources.
2)	Facilitate development and expedite inventory of shovel ready sites.	Determine baseline of sites in Lake County vs. increase over prior periods.
3)	Marketing of internal financing programs.	Loan volume and % increase in volume over prior periods.

## *Functional Area: Business Recruitment*

	Goals	Measurement
1)	Implementation of industry specific action plan for recruitment.	Create baseline and quantify / substantiate increase of qualified lead generation over prior periods.
2)	Develop marketing materials for targeted industry attraction prospects.	Creation of materials and messaging.
3)	Mine and generate leads.	Create baseline to convert and increase opportunities from business retention and expansion to attraction prospects.

## *Functional Area: Investor Relations*

	Goals	Measurement
1)	Adjust and enhance investor levels.	Convene SPPT; impact strategic direction.
2)	Enhance Board experience.	Align LCP agenda with State, County, local and business communities.
3)	Create opportunities for investor involvement.	Investors' Forum; implement task force concept.
4)	Create comprehensive communications plan.	Governance Board, presentations to County Board, President's Letter.
5)	Utilize broadcast and print media to "spread the message."	Op-ed pieces, editorials, infomercials on public policy issues.