County Administrator's Office Annual Update

Financial & Administrative Committee

March 27, 2025

Annual Updates
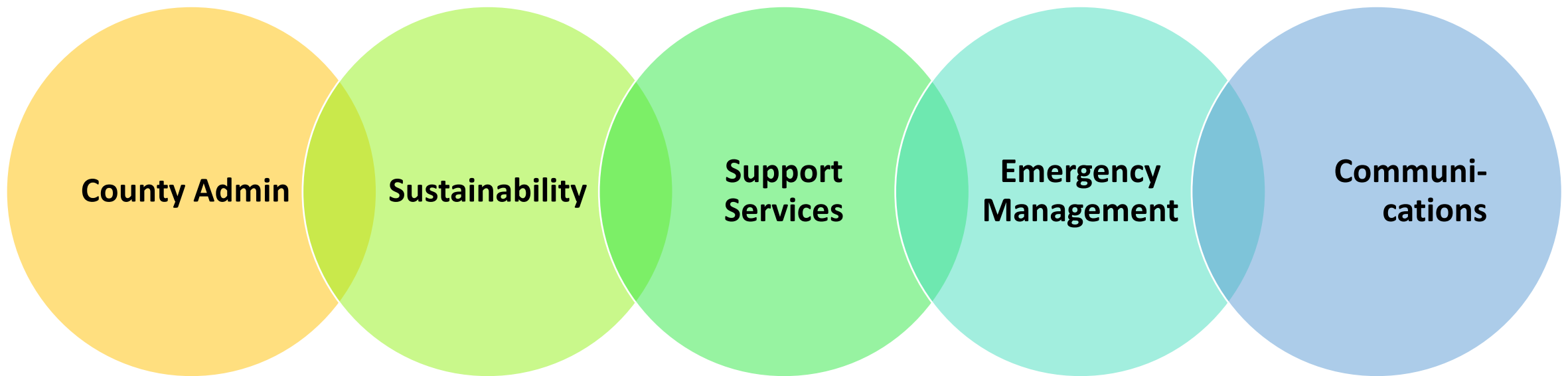
Lake County Board Rules
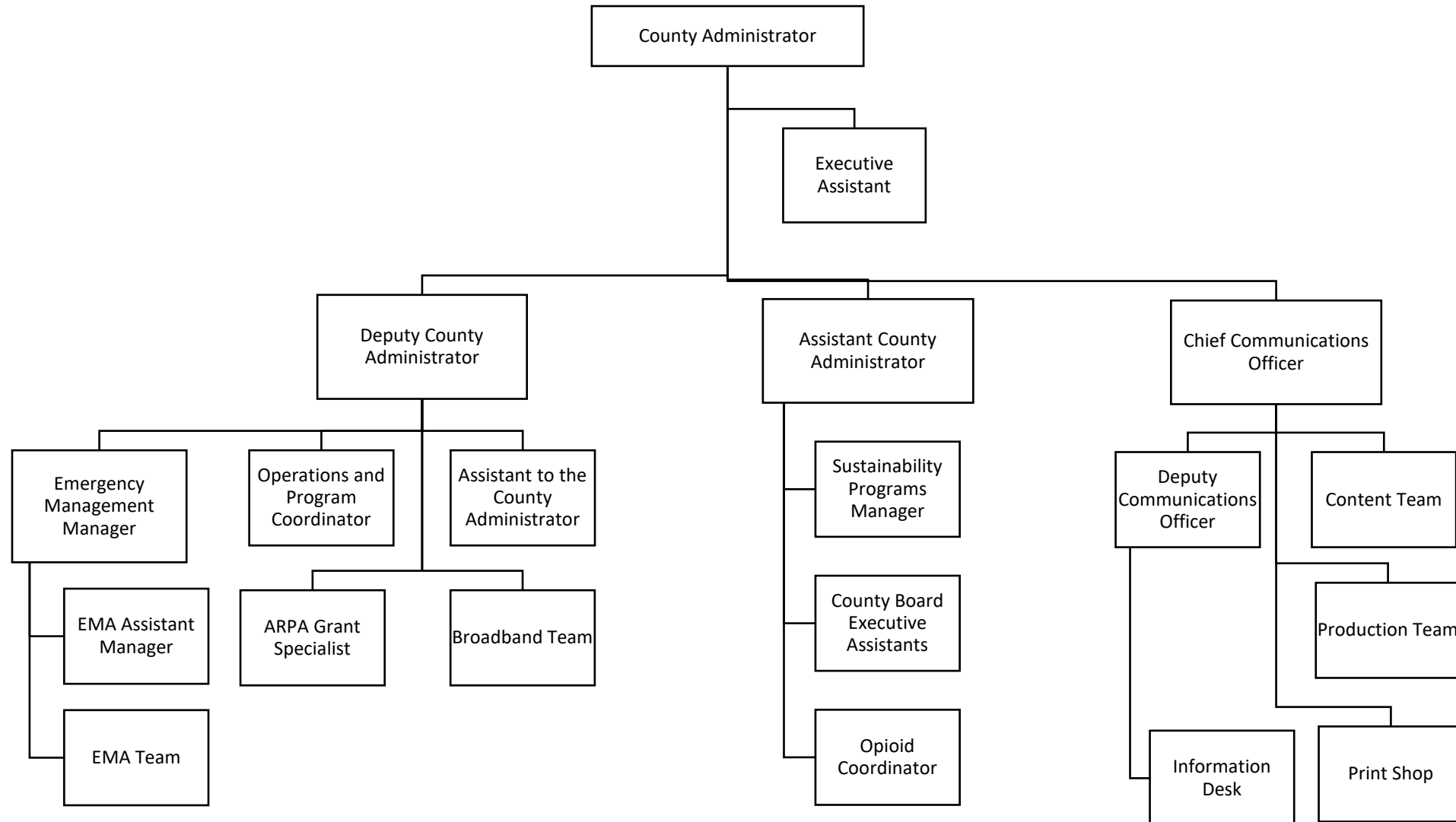
- Section V. Committees
  - G. Committee Functions
    - 7. Departmental reports of status of projects and ongoing activities

County Administrator's Office

County Admin Sustainability Support Services Emergency Management Communications

Organizational Chart

Lake County
County Administrator

- County Administrator
  - Executive Assistant
  - Deputy County Administrator
    - Emergency Management Manager
      - EMA Assistant Manager
      - EMA Team
    - Operations and Program Coordinator
      - ARPA Grant Specialist
    - Assistant to the County Administrator
      - Broadband Team
  - Assistant County Administrator
    - Sustainability Programs Manager
    - County Board Executive Assistants
    - Opioid Coordinator
  - Chief Communications Officer
    - Deputy Communications Officer
      - Information Desk
    - Content Team
    - Production Team
      - Print Shop

FY2025 Budget

- **$4.7M total budget**
  - **$2.38M Personnel / $0.6M Benefits**
  - **$0.12M Commodities**
  - **$1.56M Contractuals**
    - **$820K in Postage**
    - **$113K in Equipment Maintenance**
    - **$320K in Radio Fees**
    - **$158K in Software & Online Maintenance**
- **26 Full time and 2 Part time employees**

Sustainability

- **Vehicle Fleet Analysis (25 charging stations at LC sites)**
- **Net Zero Plan implementation**
- **Tree Initiative**
- **ROC – 1st Net Zero Building for Lake County**
- **Environmentally Preferred Purchasing Policy Development**
- **Bird Friendly Building Design**
- **Dark Sky**
- **Libertyville Solar Array (CPF)**
- **CPACE**
- **Landscape Master Plan**

Communications

- **Website design and support**
- **LCTV programming**
- **Print materials, newsletters**
- **News releases**
- **Social media**
- **Press conferences and media inquiries**
- **Film, produce, broadcast and stream Committee and Board meetings**
- **Board member bi-monthly newsletters**
- **Special Events**
- **Departmental communications support**
- **Graphic Design**

Emergency Management

- **Coordination of plans, people and resources to protect communities**

- **Disaster Response:**
  - **Before: Collaboration, planning**
  - **During: Find and coordinate resources**
  - **After: Help with recovery**

- **National Weather Service training, 3/20/2025**

Support Services

- **Incoming and Outgoing Mail Services to all facilities**
- **Print and production services**

FOIA Support

- **Provided Countywide FOIA Training – all FOIA Officers**
  - **55 Attendees**
- **County FOIA Requests (not including Sheriff)**
  - **656 FOIAs**

County Administration

- **Strategic Plan goals and priorities**

- **Agenda management**

- **Opioid Initiative**

- **Emergency Response/Employee Safety training**

- **Legislative program**

- **United Against Hate initiative**

- **ARPA oversite, compliance, and reporting**

County Admin (cont'd)

- **Slocum Lake Drainage District dissolution**
- **Del Mar Woods Sanitary District**
- **Facility Naming / Facility Displays Policy**
- **Diversity, Equity & Inclusion programming and strategy**
- **Americans with Disability Act (ADA) initiative**
- **Enterprise Resource Planning (ERP) system implementation**
- **Route 53 Greenway collaboration with CMAP**

Questions