

# Lake County Illinois

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



## **Meeting Minutes - Final**

**Wednesday, October 16, 2013**

**1:00 PM**

**Budget Meeting**

**Assembly Room, 10th Floor**

**Financial and Administrative Committee**

**1. Call to Order**

*The meeting was called to order at 8:30 a.m. on October 15, 2013.*

**Present** 7 - Chair Paxton, Vice Chair Pat Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

*Others present:*

*Chuck Bartels, Lake County Resident*

*Barry Burton, County Administrator*

*Carol Calabresa, Lake County Board Member*

*Chris Creighton, Finance and Administrative Services*

*Al Giertych, Division of Transportation*

*Mary Lynne Ellis, Information Technology*

*Doretha Johnson, Division of Transportation*

*Kevin Kerrigan, Division of Transportation*

*Mary Ann Kornau-Bandurski, Veteran's Assistance Commission*

*Ashley Lucas, County Administrator's Office*

*Rodney Marion, Human Resources*

*Amy McEwan, Deputy County Administrator*

*Kelly Merz, County Board Office*

*Steve Neuman, Lake County Forest Preserve District*

*Lora Nordstrom, Information Technology*

*Anita Patel, Finance and Administrative Services*

*Amy Pechacek, Human Resources*

*Phil Perna, Public Works*

*Kurt Schultz, Finance and Administrative Services*

*Howie Sell, Information Technology*

*Jennifer Serino Stasch, Workforce Development*

*Patrice-Sutton Burger, Finance and Administrative Services*

*Robert Szarzynski, Human Resources*

*Kirk Talbott, Information Technology*

*Paula Trigg, Division of Transportation*

*John Wylie, Lake County Resident*

*Nazer Uddin, Public Works*

*Blanca Vela-Schneider, County Board Office*

*Ryan Waller, Assistant County Administrator*

*John Wylie, Lake County Resident*

**2. Pledge of Allegiance**

*Chair Paxton reported the Pledge of Allegiance was taken at 8:30 a.m.*

**3. Public Comment**

*There were no public comments.*

**4. New Business**

**4.1 13-1118**

Presentation and Consideration of Proposed FY 2014 Budget (see complete recommended budget attached).

*Chair Paxton explained the budget review process.*

*This item was addressed directly after the Public Works and Transportation Committee meeting.*

**4.2 13-1163**

Committee action approving the recommended FY 2014 budget for Information Technology.

*Chris Creighton of Finance and Administrative Services and Director of Information Technology (IT) Kirk Talbott presented the proposed 2014 budget for IT. Funding has been provided for GIS data development due to an agreement to pay for aerial photography in even years and two new program requests for Oracle "Boss" Consulting and IT Service Desk Management System are recommended for funding.*

*Mr. Talbott reported that there is continued growth and demand for infrastructure and services. County Administrator Barry Burton reported IT will have an outside company conduct an efficiency audit of their services to help guide in determining which services IT should continue to provide, which services should be out sourced, and which services should be discontinued. He stated the County is also looking at shared services with other municipalities, but the County's needs differ from local municipalities. The Committee discussed disaster recovery services.*

**A motion was made by Member Mandel, seconded by Member Sauer, that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**4.3 13-1164**

Committee action approving the recommended FY 2014 budget for Human Resources.

*Chris Creighton of Finance and Administrative Services, and Rodney Marion, Amy Pechacek, and Robert Szarzynski of Human Resources presented the 2014 budget for Human Resources. Mr. Creighton indicated that revenue for Human Resources has been shifted to the County Board. The cost for contractals has increased and eight desktops, one laptop, and one printer will be replaced in accordance with IT's recommended replacement schedule.*

*Mr. Marion noted the timing of the new applicant tracking software program and features the software system offered. County Administrator Barry Burton also noted the review of class and compensation system by Human Resources.*

**A motion was made by Member Carlson, seconded by Member Rummel, that items 4.3-4.7 be approved. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**4.4 13-1165**

Committee action approving the recommended FY 2014 budget for the Liability Fund.

**A motion was made by Member Carlson, seconded by Member Rummel, that items 4.3-4.7 be approved. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**4.5 13-1171**

Committee action approving the recommended FY 2014 budget for Health-Life-Dental (HLD).

**A motion was made by Member Carlson, seconded by Member Rummel, that items 4.3-4.7 be approved. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**4.6 13-1172**

Committee action approving the recommended FY 2014 budget for FICA.

**A motion was made by Member Carlson, seconded by Member Rummel, that items 4.3-4.7 be approved. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**4.7 13-1173**

Committee action approving the recommended FY 2014 budget for IMRF.

**A motion was made by Member Carlson, seconded by Member Rummel, that items 4.3-4.7 be approved. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**4.8 13-1174**

Committee action approving the recommended FY 2014 budget for Finance and Administrative Services.

*Chris Creighton and Gary Gordon of Finance and Administrative Services presented the budget for the Finance and Administrative Services department. Mr. Creighton noted two new program requests that have been funded for a new Construction/Facilities Project Technician and a third party vendor system. The purchase of a color printer is included in the budget since the overall cost is less than leasing. Mr. Gordon noted that the six unfunded positions will not be eliminated as they are janitorial positions which will be necessary once construction is completed. He also clarified the third party vendor system is a tool used in reaching out to vendors and tracking bids for the Buy Local program. The current system's capabilities are not sufficient for the process.*

**A motion was made by Member Rummel, seconded by Member Mandel, that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

4.9 13-1175

Committee action approving the recommended FY 2014 budget for the County Board.

*Chris Creighton of Finance and Administrative Services presented highlights of the County Board budget. Revenues are up in part of state income tax, personal property tax, and protected area comp fees. A request for consideration for a Sustainability Coordinator has been submitted through the County Board budget, however, the suggestion will be addressed in the County Administrator's budget discussion.*

**A motion was made by Member Sauer, seconded by Member Taylor, that this item be approved. The motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

4.10 13-1176

Committee action approving the recommended FY 2014 budget for the County Administrator.

*Chris Creighton of Finance and Administrative Services presented the County Administrator's budget. Revenues are up, driven by an increase in historical receipts. Three vacant part time positions are being eliminated.*

*County Administrator Barry Burton provided budget highlights, and indicated that it has been requested to re-fund the Assistant to the County Administrator position. Mr. Burton also pointed out the replacement of laptops and desktops are scheduled to be replaced in 2014. The floor was open to discussion of a suggested Sustainability Coordinator.*

*Financial and Administrative Committee Chair Paxton advised the Sustainability Coordinator position is not included in the budget, and based on discussion, may require an amendment. Citing green initiatives of the County over the past several years, Member Carey presented that the County has expressed support and desire of sustainability. Additionally Member Carey pointed out that sustainability is one of the top five goals in the strategic plan as well as one of the major value statements. She further opined that much more could be done having staff dedicated to sustainability, as the green team is comprised of various people including interns that can only give a portion of their time. Grant opportunities are available, and efforts will pay themselves back over time.*

*Discussion ensued, and a motion to amend the budget to include a Sustainability Coordinator followed.*

**A motion was made by Member Carey, seconded by Member Mandel, that this item be amended. Motion carried by the following roll call vote:**

**Aye:** 4 - Vice Chair Carey, Member Mandel, Member Rummel and Member Taylor

**Nay:** 3 - Chair Paxton, Member Carlson and Member Sauer

**A motion was made by Member Carey, seconded by Member Mandel, that this item be approved as amended. The motion carried by the following vote.**

**Aye:** 5 - Chair Paxton, Vice Chair Carey, Member Mandel, Member Rummel and Member Taylor

**Nay:** 2 - Member Carlson and Member Sauer

**4.11 13-1177**

Committee action approving the recommended FY 2014 budget for the General Operating Expense.

*County Administrator Barry Burton presented the General Operating Expense budget, explaining it is a centralized account for various types of services. Mr. Burton highlighted that consultant line item funds have increased in part of IT initiatives. Labor contracts are up this year resulting in an increase of associated attorney fees.*

*Financial and Administrative Chair Paxton introduced a request from Member Nixon for additional funding for the Summer Youth Program. Member Nixon addressed the group explaining that during the summer months, Workforce Development provides employment opportunities for underprivileged youth. This program has historically received approximately \$200,000 in funding from the County. Member Nixon requested an additional \$60,000 which would allow opportunities for approximately 40 additional youth. The program currently employs 165 youth for six to eight weeks, who each can earn around \$1,200.*

*Discussion followed. A motion to amend the budget to include additional funding for the Summer Youth Program was not made.*

**A motion was made by Member Rummel, seconded by Member Taylor, that this item be approved. The motion carried by the following vote:**

**Aye:** 6 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel and Member Taylor

**Nay:** 1 - Member Sauer

*Discussion followed regarding unfunded positions in the budget. As the positions do not have a monetary value, members feel this information is not pertinent or necessary, and would like the unfunded positions notations removed.*

**A motion was made by Member Carey, seconded by Member Rummel, that this item be adopted. The motion carried unanimously.**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**4.12 13-1178**

Committee action approving the recommended FY 2014 budget for the Solid Waste Management Tax.

*Due to available time after the Planning, Building and Zoning and Financial and Administrative Joint Budget Committee meeting on October 15, 2013, this item was considered while the Financial and Administrative Committee remained in session.*

*Patrice Sutton Burger of Finance and Administrative Services presented the Solid Waste*

*Management Tax budget. Ms. Burger explained the amounts in this fund are transferred to the Health Department's budget to offset the cost of landfill inspection programs.*

**A motion was made by Member Sauer, seconded by Member Mandel, that this item be approved. Motion carried by the following vote.**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**4.13 13-1179**

Committee action approving the recommended FY 2014 budget for the Corporate Capital Improvement Program.

*Finance Director Gary Gordon and Kurt Schultz of Finance and Administrative Services presented the proposed 2014 budget for the Corporate Capital Improvement Program. He identified upcoming projects that the County will undertake. Significant projects include the replacement of the phone systems at all campuses, the renovation of the existing court towers, the 911 Emergency Management System Dispatch, and the Radio Replacement Project.*

**A motion was made by Member Taylor, seconded by Member Carlson, that this item be approved. Motion carried by the following vote:**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

*Due to available time after the Planning, Building and Zoning and Financial and Administrative Joint Budget Committee meeting on October 15, 2013, items 4.14 through 4.20 were considered while the Financial and Administrative Committee remained in session.*

**4.14 13-1180**

Committee action approving the recommended FY 2014 budget for the General Obligation Refunding Bonds (2005).

*Patrice Sutton Burger of Finance and Administrative Services presented an overview of the 2005 General Obligation Refunding Bonds. The bond covered a radio frequency project, and the final payment is due May 2014 at which time the bond will expire.*

**A motion was made by Member Sauer, seconded by Member Rummel, that this item be approved. Motion carried by the following vote.**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**4.15 13-1181**

Committee action approving the recommended FY 2014 budget for the General Obligation Bonds (2008).

*Patrice Sutton Burger of Finance and Administrative Services presented an overview of the 2008 General Obligation Bonds. This bond was used to fund the Central Permit Facility, Consolidated Environmental Laboratory, Park City Branch Court and Health Department buildings. The bond is scheduled to end in 2014.*

**A motion was made by Member Mandel, seconded by Member Rummel, that this**

**item be approved. Motion carried by the following vote.**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**4.16 13-1182**

Committee action approving the recommended FY 2014 budget for the Taxable General Obligation Bonds (2010A).

*Patrice Sutton Burger of Finance and Administrative Services presented an overview of the 2010A Taxable General Obligation Bonds. This bond covered public road improvement projects, and is scheduled to end in 2025.*

**A motion was made by Member Sauer, seconded by Member Rummel, that this item be approved. Motion carried by the following vote.**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**4.17 13-1183**

Committee action approving the recommended FY 2014 budget for the General Obligation Bonds (2011A).

*Patrice Sutton Burger of Finance and Administrative Services presented an overview of the 2011A Taxable General Obligation Bonds. This bond is a regular alternate bond backed by a quarter percent sales tax, and is scheduled for 2014.*

**A motion was made by Member Rummel, seconded by Member Carlson, that this item be approved. Motion carried by the following vote.**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**4.18 13-1184**

Committee action approving the recommended FY 2014 budget for Special Service Area Number 10 (SSA #10), North Hills.

*Patrice Sutton Burger of Finance and Administrative Services presented items 4.18 through 4.20. The Woods of Ivanhoe Special Service Area was the only notable, as the budgeted amount is a high-ended estimate since maintenance costs are unpredictable.*

**A motion was made by Member Taylor, seconded by Member Carlson, that this item be approved. Motion carried by the following vote.**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

**4.19 13-1185**

Committee action approving the recommended FY 2014 budget for Special Service Area Number 12 (SSA #12), The Woods of Ivanhoe.

**A motion was made by Member Taylor, seconded by Member Carlson, that this item be approved. Motion carried by the following vote.**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

4.20 13-1186

Committee action approving the recommended FY 2014 budget for Special Service Area Number 13 (SSA #13), Spencer Highlands.

**A motion was made by Member Taylor, seconded by Member Carlson, that this item be approved. Motion carried by the following vote.**

**Aye:** 7 - Chair Paxton, Vice Chair Carey, Member Carlson, Member Mandel, Member Rummel, Member Sauer and Member Taylor

6. **Adjournment**

*The meeting was adjourned at 3:05 p.m.*

**This meeting was adjourned.**

*Minutes prepared by Kelly J. Merz and Blanca Vela-Schneider.*

*Respectfully submitted,*

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*Chairman*

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*Vice-Chairman*

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*Financial and Administrative Committee*