



May 31, 2011

Dear Mr. Waggoner:

It is my privilege to offer you the Director of the Lake County Planning, Building and Development department in Lake County, Illinois. This offer is subject to your acceptance of the terms and conditions as specified in this letter, and subject to the terms of the Resolution appointing you. It is also subject to your appointment by the County Board.

This letter will confirm the offer of employment tendered to you on May 27, 2011 subject to the following provisions:

SALARY:	Beginning salary of \$122,000.00 annually. Eligible for a salary adjustment effective December 1, 2011 when all other employees are eligible.
LEAVE:	Same as all County employees
HEALTH INSURANCE	Same as all County employees.
DENTAL INSURANCE	Same as all County employees.
DISABILITY INSURANCE	Same as all County employees.
RETIREMENT	Same as all County employees.
ASSOCIATION DUES/ PROFESSIONAL DEVELOPMENT	Lake County to pay normal and reasonable professional dues and seminar and conference fees. The County does not pay for private or civic organizations.
PRE-EMPLOYMENT PHYSICAL	As a current employee, no medical examination is required.

Notwithstanding any policies or procedures previously set forth in County Ordinances or Rules, this position is an At-Will position. You therefore serve at the pleasure of the County Administrator. Please review the attached policy and by signing acceptance of this position you are acknowledging acceptance of the terms provided herein.

We are looking forward to you becoming a member of the County executive management team, and eagerly await the accomplishments that we will generate together. If you agree to the appointment and to the terms and conditions state above, please sign and return this letter in the enclosed envelope.

LAKE COUNTY, ILLINOIS by:

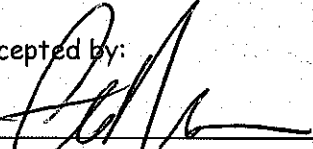


Barry Burton
Lake County Administrator

5-31-11

Date

Accepted by:



Eric Waggoner

5-31-11

Date

April 19, 2011

Rodney Marion, Lake County Human Resources Department

Dear Mr. Marion:

I would like to be considered for the advertised Planning, Building and Development Director position. As you will read below, I feel I am uniquely qualified to fulfill the responsibilities of this position.

An effective Director benefits from education in both his/her profession and also in organizational management and leadership. Prior to my time at Lake County, I obtained a Masters in Planning and a Law Degree which prepared me for success as a planner. But to be effective at Departmental administration later in my career, I sought out executive training opportunities at the UIC Graduate Program in Public Administration, the University of Virginia's Senior Executive Institute LEAD program, and the American Planning Association's New Directors Institute. Consequently, my education has provided me with the skills to not only competently perform within my profession but also effectively manage and lead the Department in my current role of Acting Director.

Successful oversight of a Planning Department also requires an intimate familiarity with its business processes, staff, stakeholders, and customer service mission. As a long-time member of the Department, I have spent 14 years working at increasing levels of responsibility; closely collaborating with my colleagues; managing various Departmental programs; cultivating relationships with other County departments, local governments, and the County Board; and carrying out the Department's customer service responsibilities. Such experience gave me vital insight into how best to initiate important Departmental changes as Acting Director.

Success in the Planning Director role further requires the ability to carry out effective organizational programs and policies. Prior to and during my tenure as Acting Director, I have performed with such distinction. I have spent several years administering the County's UDO, coordinating with the CAO on the Department's legislative program, and managing the transition from a good permit program to a great integrated permitting system. Most recently, I have overseen the Department's major re-organization, and now successfully lead and manage the two resulting Departmental Divisions with the assistance of my deputy directors. Our new organization provides customer service more cost-effectively, efficiently and effectively than ever before.

In all, my education and skills, long-standing Department experience, and proven track-record uniquely position me to fulfill the role of Director. I would welcome the opportunity to interview for the Director position.

Sincerely,



Eric Waggoner, AICP

(attachment)

ERIC WAGGONER, AICP

106 Kohl Avenue, Lake Bluff, IL 60044
Work (847) 377-2131, Cell (847) 309-6257
ewaggoner@lakecountyil.gov

EDUCATION

New Directors Institute, American Planning Association Leadership Program for New Planning Directors. 2011.	<i>Boston, MA</i>
Senior Executive Institute, University of Virginia LEAD ("Leadership, Education and Developing") Program. 2010.	<i>Charlottesville, VA</i>
UIC Graduate Program in Public Administration Certificate in Management of Public Organizations. 2002.	<i>Chicago, IL</i>
University of Illinois Department of Urban and Regional Planning Masters of Urban Planning.	<i>Champaign, IL</i>
University of Illinois College of Law Juris Doctor.	<i>Champaign, IL</i>
University of Chicago Bachelor of Arts.	<i>Chicago, IL</i>

EMPLOYMENT

Lake County Department of Planning, Building and Development. *Lake County, IL*

Acting Director. *(December 2010 to Current)*

- Oversee the management of 2 Department Divisions with 43 full-time staff.
- Provide staff support to the County Board and County Administrator's Office.
- Initiated Comprehensive Modernization/Streamlining of Enforcement Program.
- Continue to Implement Integrated Permitting at Central Permit Facility.
- Introduced "High Performance Organization" (HPO) Model for Departmental operations.
- Currently enhancing the Department's code enforcement system.

Interim Assistant Director. *(October to December 2010)*

- Oversaw the Departmental Re-organization.
- Worked with CAO to Prepare FY2011 Department Fee Schedule.

Deputy Director/Zoning Administrator. *(March 2009 to October 2010)*

- Oversaw the Implementation of Departmental Integrated Permitting Process.
- Administered the Lake County Unified Development Ordinance and amendments thereto.
- Oversaw the Department's Legislative Program.

Previous Positions. *(July 1997 to March 2009)*

- Assistant Zoning Administrator.
- Senior Planner.
- Planner.

PROFESSIONAL ASSOCIATIONS

American Institute of Certified Planners (AICP), Member.

American Planning Association (APA), Member.

COMMUNITY INVOLVEMENT

Lake Bluff Elementary School District 65 Board of Education, Member (Current).

DevCorp North (Chicago) Board of Directors, Past Member (2002-2006), Past President (2004-2006).

49th Ward (Chicago) Zoning and Land Use Advisory Committee, Past Member (1998 to 2003), Past Chairman (2002 to 2003).

PRESENTATIONS

"Shrinking Budgets and Customer Expectations", Presenter, APA – National Conference, April 2011 (Boston, MA).

*"Where the *\$%# is My Building Permit?"*, Panelist, ILCMA – Winter Conference, February 2009 (Moline, IL).

"Three Perspectives on Enhancing Development Review", Presenter, APA – National Conference, April 2008 (Las Vegas, NV).

"The Corridor Collaborative Model", Presenter, APA – National Conference, April 2006 (San Antonio, TX).

"Catching Your Legislator's Ear: The Practice of Effective Lobbying", Panelist, ILCMA – Winter Conference, February 2006 (Collinsville, IL).

"Mobile Workshop: Open Space Development in Lake County", Co-Presenter, APA – National Conference, April 2002 (Chicago, IL).

"Unified Development Codes", APA – Upper Midwest Conference, October 2001 (Rock Island, IL).

"Revitalizing Commercial Corridors", APA – Chicago Metro Section, September 2001 (Lake Zurich, IL).

"Private Property Rights and the Smart Growth Debate", APA - Upper Midwest Conference, October 1999 (Madison, WI).

"Reflections on Smart Growth", Illinois Association of Regional Councils, Annual Meeting, July 1999 (Springfield, IL).

"Takings Law and Watershed Protection", Illinois Lake Management Association, 14th Annual Conference, April 1999 (Rockford, IL).