



June 25, 2020

To: Stormwater Management Commission  
From: Mike Warner, Executive Director  
Re: FY 2020 SMC Draft Budget

The budget instructions for developing the FY21 budget required the use of 2019 actuals in comparison to the total expended in personnel/commodities/contractuals/benefits (5X/6X/7X/74X). This comparison is shown on the attached expense budget recommendations. In order to meet these criteria, many small line item cuts are proposed, and three larger reductions consists of: utilization of planned retirements of staff, reduction in intern use, and reduction in consultant funding. Generally speaking, staff considering retiring are typically near the top of their pay grade, and upon retirement, replacement of those positions can allow for internal staff promotions or new hire replacements lower in the pay scale, realizing significant savings. The personnel savings occur not only in the current year but lessen the personnel expense burden going forward.

The concepts and practice of promoting internally to create career path opportunities for staff, and hiring qualified personnel at the lower end of the pay grade have been County policy for years, and SMC has adhered to it, keeping personnel expenses fairly flat over a long span of time. SMC is fortunate to have an excellent level of employee commitment, experience, professionalism, and cross training within our group.

This budget includes a request for inflationary increases for our small project program funds, WMB/SIRF (79940), to keep up with the demand of increasing drainage and flooding issues countywide. May 2020 was the third, in a row, record setting May rainfall for Illinois. There are several line items that are programmed from sources outside the SMC, (e.g., FICA, H/L/D, IMRF) which are increasing.

A new program request to support Public Act 101-0638, with a cost-shared local project-partner funding approach is proposed, as well as a new program request regarding modification of a part-time position to a full-time hourly position due to increased regulatory workload. A policy and procedures draft for DCEO-STOCIP, will be presented for that program as well. This funding source represents a significant agency adjustment and translates to our staff work program. Depending on the outcome the work program would be adjusted accordingly and presented to the Commission later this year for approval.

Please contact me with any questions at [mwarner@lakecountyil.gov](mailto:mwarner@lakecountyil.gov) , thanks!

Account	Description	2019 ACTUAL EXPENSE	2020 EXPENSE ADOPTED BUDGET	2021 EXPENSE DRAFT BUDGET	2021 Vs 2019 +/-
51110	Regular Salaries And Wages	1,476,694	1,585,076	1,440,479	(36,215)
51120	PT Salaries And Wages-DS	24,512	35,020	43,576	19,064
51140	Overtime Wages	93			(93)
51150	Sick Pay Reimbursement				-
51160	Holiday Pay				-
51200	Temporary PT-Interns	55,154	37,800	19,200	(35,954)
51210	Performance Appraisals	67			(67)
51220	Vacation Payout			23,207	23,207
51230	Sick Pay Reimbursement				-
51240	Opt Out Premium	3,000	3,000	-	(3,000)
51250	Wellness Initiative				-
51310	Cell Phone Allowance		4,250	3,120	3,120
	<b>5X SubTotal</b>	<b>1,559,521</b>	<b>1,665,146</b>	<b>1,529,582</b>	<b>(29,939)</b>
61010	Office Supplies	3,318	5,000	3,300	(18)
61020	Computer Supplies	11,144	3,000	11,150	6
61030	Books Manuals And Periodicals	578	500	500	(78)
61040	Operational Supplies	11,413	20,000	11,400	(13)
65090	Gasoline	4,399	4,000	4,250	(149)
	<b>6X SubTotal</b>	<b>30,852</b>	<b>32,500</b>	<b>30,600</b>	<b>(252)</b>
71140	Legal Services	9,501	17,000		(9,501)
71150	Consultants	204,392	161,000	100,000	(104,392)
71230	Software and Online Services		10,650		-
71270	Email Archival	-	-	-	-
71450	Mileage Reimbursement	732	500	730	(2)
71470	Employee Recognition	227	550	170	(57)
71500	Trips And Training	8,118	12,200	8,100	(18)
71810	Dues And Subscriptions	3,644	5,000	3,600	(44)
71950	Cellular Phones	5,309	5,500	5,300	(9)
71955	Cell Phone Allowance	3,120		-	(3,120)
72210	Motor Vehicle Maintenance & Repairs	1,673	4,500	1,600	(73)
72250	Bldg & Grounds Maintenance & Repairs	251	20,000	-	(251)
72280	Equipment Maintenance	12,240	15,700	30,100	17,860
72820	Postage	545	250	540	(5)
72830	Printing Services	10,462	10,600	10,400	(62)
72840	Temporary Employment Services	-		-	-
72980	Workshop Fees	3,537	7,000	3,500	(37)
73195	Indirect Cost Allocations	183,839	289,940	183,839	-
79940	Miscell Contractual Services	245,046	297,600	308,300	63,254
	<b>7X Subtotal</b>	<b>692,634</b>	<b>857,990</b>	<b>656,179</b>	<b>(36,455)</b>
74080	H/L/D Employee Benefits	280,504	299,038	315,022	34,518
74100	Retirement Benefits/FICA	112,213	127,487	114,999	2,786
74110	Retirement Benefits/IMRF	115,025	152,375	141,134	26,109
	<b>74X SubTotal</b>	<b>507,742</b>	<b>578,900</b>	<b>571,155</b>	<b>63,413</b>
	<b>Budget Target Total 5X/6X/7X/74X</b>	<b>2,790,748</b>	<b>3,134,536</b>	<b>2,787,516</b>	<b>(3,233)</b>
83010	Motor Vehicles	-	-		-
84030	Computer Equipment	13,404	14,300		(13,404)
84070	Engineering Equipment	24,022	18,500		(24,022)
	<b>8X Subtotal</b>	<b>37,426</b>	<b>32,801</b>	<b>-</b>	<b>(37,426)</b>
	<b>Total utilized</b>	<b>2,828,174</b>			

Account	Description	2019 ACTUAL REVENUE	2020 REVENUE ADOPTED BUDGET	2021 REVENUE DRAFT BUDGET	2021 Vs 2019 +/-
41100	Property Taxes	995,962	3,200,000	2,084,681	1,088,719
41120	TIF Districts Property Taxes	-	2,600	-	-
	<b>41X Sub Total Taxes</b>	<b>995,962</b>	<b>3,202,600</b>	<b>2,084,681</b>	<b>1,088,719</b>
45333	Grants - State	19,897			(19,897)
45340	Other Federal Funds		261,171	61,864	61,864
45350	Other State Funds	43,238		-	(43,238)
45370	Revenue From Counties	58,817	59,000	59,000	183
45400	Revenue From Other Government Bodies	7,200	5,200	9,600	2,400
	<b>45X Sub Total Intergovernmental</b>	<b>129,152</b>	<b>325,371</b>	<b>130,464</b>	<b>1,312</b>
46690	Storm Water Permit Fee's	297,582	320,000	300,000	2,418
46840	Sale Of Maps	-		-	-
46990	Dental Reimbursement				-
	<b>46X Sub Total Charges for Services</b>	<b>297,582</b>	<b>320,000</b>	<b>300,000</b>	<b>2,418</b>
49920	Transfers From Other Funds	227,238	267,300	260,371	33,133
	<b>49X Sub Total Transfers</b>	<b>227,238</b>	<b>267,300</b>	<b>260,371</b>	<b>33,133</b>
48010	Interest	16,561	3,445	12,000	(4,561)
48320	Proceeds From Sale Of Assets				-
49910	All Other Miscellaneous Revenue		100	-	-
	<b>HM Sub Total Miscellaneous</b>	<b>16,561</b>	<b>3,545</b>	<b>12,000</b>	<b>(4,561)</b>
	<b>H4X Total Revenue</b>	<b>1,666,495</b>	<b>4,118,816</b>	<b>2,787,516</b>	<b>1,121,021</b>
	<b>Use of Cash (reserve fund balance)</b>	<b>1,161,679</b>		<b>TBD</b>	
	<b>total budget utilized</b>	<b>2,828,174</b>			

Draft SMC Line Item Breakdown and Budget Request	2019 Budgeted	2020 Budgeted	2021 Proposed Budget	Comments
<b>61020 - COMPUTER SUPPLIES</b>				
AutoCAD License and Maintenance	\$ 1,500	\$ 1,500	\$ 1,500	Status Quo Expected; Annual Maintenance Fee 4 Users
Arc GIS License	\$ 3,500	\$ 3,500	\$ 3,500	
Bluebeam	\$	\$ 2,500	\$ -	Required for energov plan reviews-initial buy-in
Computer Software/Accessories	\$ 3,000	\$ 3,000	\$ 3,000	
Drone to Map Software Maint	\$ 1,500	\$ 1,500	\$ 1,500	
Network Access Fee - GPS	\$ 1,650	\$ 1,650	\$ 1,650	Status Quo Expected
<b>account subtotal</b>	<b>\$ 11,150</b>	<b>\$ 13,650</b>	<b>\$ 11,150</b>	
<b>61040 - OPERATIONAL SUPPLIES</b>				
Field Equipment (Field staff supplies, field tablets, etc.)	\$ 6,000	\$ 8,000	\$ 3,400	(Interns to Equip - Update Flood Response Kits)
Laser Cartridges and toner	\$ 5,000	\$ 6,000	\$ 6,000	canon contract coverage
SMC, MAC, TAC Special Event meeting supplies	\$ 4,500	\$ 4,500	\$ 2,000	event costs increasing
Rain/Stream Gauge Misc Supplies	\$ -	\$ 1,500	\$ -	Shifting to open source consumer grade equip
<b>account subtotal</b>	<b>\$ 15,500</b>	<b>\$ 20,000</b>	<b>\$ 11,400</b>	
<b>71150 - CONSULTANTS</b>				
				GES-Increased need for recent project completions - Dead Dog/Jamie Property/Bull Creek/Dady Slough/Strawberry/Grassmere/Abbott/
Project Maintenance/Implementation	\$ 30,000	\$ 32,000	\$ 32,000	GES-ISWS/IDNR/FEMA/USACE
Floodplain Studies/Analyses (e.g.: Mill)	\$ 18,000	\$ 19,000	\$ 19,000	GES-Structure surveying in flood problem areas.
Flood Mitigation Projects	\$ 15,000	\$ 16,000	\$ 15,100	GES-consultant assistance
NPDES II	\$ 5,000	\$ 5,500	\$ 5,500	GES/TCC/RFP-Consulting Need for Plan Assistance
<b>North Branch/Fox/Lake Michigan Watershed Plan Assistar</b>	<b>\$ 34,150</b>	<b>\$ 35,400</b>	<b>\$ 28,400</b>	
		\$ -	\$ -	
<b>MS4 Consultant</b>	<b>\$ 51,250</b>	<b>\$ 53,100</b>	<b>\$ -</b>	Ecological Solutions-MOU(LCDOT)
<b>account subtotal</b>	<b>\$ 155,400</b>	<b>\$ 161,000</b>	<b>\$ 100,000</b>	
<b>72250 - Bldg &amp; Grounds Maintenance &amp; Repairs</b>		<b>20,000</b>	<b>0</b>	CPF BMP maintenance & stormwater infrastructure
<b>72280 - EQUIPMENT MAINTENANCE</b>				
U.S. Geological Survey - Joint Funding Agreement	\$ 12,240	\$ 15,700	\$ 15,700	USGS Increase Russell, Gurnee & Mill Creek
U.S. Geological Survey - Joint Funding Agreement			\$ 14,400	USGS Route 22 Gage, Lincolnshire and Riverwoods (Line Item Change)
<b>account subtotal</b>	<b>\$ 12,240</b>	<b>\$ 15,700</b>	<b>\$ 30,100</b>	
<b>72830 - PRINTING</b>				
Canon Rental (OCE)/copies/scanner	\$ 4,100	\$ 4,100	\$ 4,100	Status Quo Expected
Special projects (Scanning)	\$ 3,000	\$ 3,000	\$ 3,000	Scanner upgrade/maintenance
Public Information (Newsletters, Annual Report, Brochures, Stormwater Awards, Flyers, Presentation/Display Material, BMP Outreach)	\$ 2,500	\$ 2,500	\$ 2,500	Status Quo Expected
Plan Printing	\$ -	\$ -	\$ -	Increase in 2021 for NB/LM
WDO	\$ 500	\$ 500	\$ 300	Reprint Expectation
Letterhead, Envelopes, Business Cards	\$ 500	\$ 500	\$ 500	
<b>account subtotal</b>	<b>\$ 10,600</b>	<b>\$ 10,600</b>	<b>\$ 10,400</b>	
<b>72980 - WORKSHOPS</b>				
Floodproofing, HOA, MS4-BMP Workshops	\$ 1,500	\$ 1,500	\$ 1,000	Looking for lower cost venues - @CPF
(1) WetPro and (1) Wetland Delineation Workshops	\$ 1,000	\$ 500	\$ -	Reduced for 2020-webinar(?)
DECI-SE/SC Workshops	\$ 500	\$ 1,000	\$ 500	Partner agency financial coordination
Deicing Workshop	\$ 3,000	\$ 2,000	\$ -	2020-not planned due to covid
Stream Cleanup	\$ 2,000	\$ 2,000	\$ 2,000	\$500 per local partner/effort (up to four/year)
<b>account subtotal</b>	<b>\$ 8,000</b>	<b>\$ 7,000</b>	<b>\$ 3,500</b>	
<b>79940 - WATERSHED PROJECTS</b>				
WMB Projects	\$ 183,000	\$ 189,600	\$ 196,400	Construction cost index multiplier-Small Drainage Project Need Remains High (CCI 3.6%)
Stormwater Infrastructure Repair Fund (SIRF)	\$ 104,000	\$ 108,000	\$ 111,900	Project Need Remains High (Cost Cost Index Increase)
	\$ 287,000	\$ 297,600	\$ 308,300	Construction cost index multiplier-Small Drainage Project Need Remains High (CCI 3.6%)
<b>83010 - MOTOR VEHICLES</b>				
Vehicle Replacement	\$ -	\$ -	\$ -	
<b>account subtotal</b>				
<b>84030 - COMPUTER EQUIPMENT</b>				
desktop computers	\$ 6,200	\$ 3,000	\$ -	2 @1500 ea
Panasonic Toughbooks/laptops	\$ 7,000	\$ 1,200	\$ -	1
LCD Projector		\$ 6,500	\$ -	replace dead projector (SMC portable) & CPF main conf room
Wide screens for plan review		\$ 2,800	\$ -	4 @ 700
iPads and service	\$ -	\$ 800	\$ -	2 @400 ea
<b>account subtotal</b>	<b>\$ 13,200</b>	<b>\$ 14,300</b>	<b>\$ -</b>	
<b>84070 - ENGINEERING EQUIPMENT</b>				
Stream Gage Equipment	\$ 14,400	\$ 14,400	\$ -	USGS Increase (renew in September 2017 - Lincolnshire/Riverwoods Rt 22 gauge coop
GPS Surveying Replacement (Topcon)	\$ 13,500	\$ -	\$ -	Replacement of Outdated Equipment
Rain Gage/Datalogger	\$ 4,100	\$ 4,100	\$ -	System Technology Price Reductions
	\$ 32,000	\$ 18,500	\$ -	
<b>Line Item Subtotals</b>	<b>\$ 545,090</b>	<b>\$ 578,350</b>	<b>\$ 474,850</b>	
<b>New Program Request Summary</b>				
<b>51110 Capital Program Manager</b>		\$ 135,000	\$ 117,000	Staff need for new program request
<b>71150 Capital Consultants Support</b>			\$ 500,000	Consultant Project Design Capabilities
<b>85070 Capital Infrastructure Program</b>		\$ 2,000,000	\$ 15,000,000	DCEO Stormwater infrastructure and stream maintenance
			\$ 15,617,000	

# FY 2021 NEW OR EXPANDED PROGRAM/CAPITAL/PERSONNEL REQUEST FORM

*There are numerous financing alternatives that can be used to provide funding for a project. The County Administrator, subject to final approval by the County Board, may match a proposed project, program or personnel request with the financing alternative that best meets the needs of the County.*

---

Title: SMC State - Local Capital Funding Program

Date: 6/22/2020

Requesting Department: Stormwater Management Commission

---

## 1. Executive Summary

*The executive summary should provide a **high-level** description of the need, justification, staffing impacts, and how this relates to County goals and strategies. Please be sure to incorporate the sections below.*

### A. The Problem and Background

*What is the current issue or problem, if any, that is being addressed? Please provide any background information that has resulted in the problem or issue that this is meant to address. In May and June of 2020, the SMC was assigned \$125 million in state capital funding (DCEO) for regional flood mitigation projects ([Public Act 101-0638](#)). Due to reductions in county revenues and the DCEO inability to fund administration or project startup, a creative and mutually shared expense approach with local project partners is necessary to take advantage of the DCEO funding. SMC is requesting a dedicated annual appropriation for additional consulting expenses to expand our project design capabilities, and personnel and administrative expenses for a capital project manager position. The need for flood mitigation has been heightened due to the 2017 record countywide flood, and continuing effects of climate change, causing more frequent, intense, and damaging rainfall events. The County Board approved a new stormwater capital program request for 2020, but due to COVID economic effects, it is budgetarily unsustainable. The implementation of that program did deliver promised results within its short 5-month activity period. Of the \$2million allotted for the program, \$1,258,080 is being spent on 8 construction projects all occurring in FY20, with a total project cost of \$3,724,948 and engineering expenses of approximately 15% (\$200,000). This leveraging ratio is approximately 3:1, outside funding/SMC funding. In June 2020, the remaining 37% of the program funds (\$741,920) were cut due to COVID necessary reductions.*

*As a short overview, the FY21 State-Local Regional Stormwater Management Program would include intergovernmental agreements with project partners to fund the 10%-15% administrative and initial engineering program expenses. Upon DCEO project approval, the*

*projects would receive the 85%-95% capital funding eligible component of the overall project expense from DCEO funding. It is planned that the local partner match would be a sliding scale (Minimum funding level to 15%), based on the Environmental Justice (percent low-income) factor of the project location. Based on County monetary resource limitations, a combination of additional local partner construction funding and a controlled annual amount of total project funding is necessary. For initial discussion and values used within this NPR, the annual amount will be initially proposed at \$15 million/year, with a biennial increase of \$5 million. This project expense level would bring in approximately \$1 million in new revenue for year 1 and 2; \$1,5 million for years 3 and 4; \$2 million for years 5 and 6. This revenue component falls into the category of fees for service provided from local partnership agreements. All funding from both County and local would be leveraged for additional outside partner and grant funding opportunities to increase overall program funding potential.*

## **B. Proposed Options**

*Summarize the available options to resolve this problem. Include costs and available data.*

1. Option 1 - The County Board would fully fund this NPR for year 1 (FY21), at \$618,000 (118,000 personnel/500,000 contractuales) of operational expenses and have the financial capability to appropriate up to \$15 million of capital project costs. Once projects get approved from DCEO and under construction, reimbursements will begin to occur for the capital appropriations. The county has a limit to the total amount of capital cycling year to year, which will play into multiple project application packages to DCEO, as well as non-county sources of capital that is applied to each project. All projects requested for appropriation would ultimately be subject to Commission and County Board approval. WMB and SIRF programs are proposed to run separately as they cover, the 'small' project categories that would not be fundable through DCEO. With Option 1 the Commission is requesting a Construction/Project Manager to manage the increased projects. The State funding is set up as 'pay-as-you-go' for which revenues are collected on a monthly basis from several revenue sources and funneled into DCEO. Due to this funding stream limitations, and some uncertainty in State revenues, SMC has been advised to not expect the full 100% of the designated DCEO funding of \$125 million. However, this option places SMC in the best position to utilize the maximum amount of funding possible and assumes 90+% of funding is realized.
2. Option 2 - The County Board would fund only the contractual portion of the NPR, (\$500,000) and utilize consultants where necessary to accomplish the program goals. The SMC requests that this funding be allowed to carryover as all projects will be multi-year, multi-phase. All options will require some work program adjustments to existing staff for project management tasks. Under this option, when construction and project inflow becomes large, internal capacity will limit utilization of DCEO funding to under 75% of funds available.



3. Option 3 – No change in funding. A small number of projects would be applied for through DCEO that can be supported with current staff, or in coordination with local partner staff capacities. This option will require significant work program adjustments to existing staff for project management tasks and result in dropping some work program services in favor of utilizing this high priority funding source. This option would likely access well under 50% of DCEO available funding and not allow for a 5 year or further capital project plan.

### C. Recommendation

*Describe the proposed solution and rationale for the choice. Include statistics, population served, performance measures, and historical perspective to illustrate and support your request.*

This program has the potential to address Lake County's most severe flooding problems while accounting for the trend in increasing rainfall and flood damages within the County and nationally. The population served includes the entire county, as many road flooding problems cause traffic disruptions during every severe storm. A rough estimate of residences and businesses served would be approximately 1/4 of the county population who are impacted either directly from flooding or indirectly through disruption of transportation during floods. The affected geographical area is countywide. The recommendation is the County Board initially dedicates FY21 operating funds of \$618,000 for contractual and personnel to enable maximum utilization of the DCEO funding. The program request intention is to incrementally increase funding as the program funding stream increases. The program is a countywide fund and intended to be distributed based on watershed approach according to current fund policies similar to the watershed management board. New expenses are offset by intergovernmental revenues. The SMC requests that this funding be allowed to carryover and accumulate for larger projects on an identified and prioritized project list. All projects would still be ultimately subject to Commission and County Board approval.

### D. Program Priority   1

*If submitting multiple requests, please rank them in order of importance.*

One of two, most important.

## 2. Strategic Alignment

### A. County Goal/Target

*Which, if any, of the County strategic goals does this address?*

*OUR MISSION Statement: Deliver exceptional, financially and environmentally responsive and responsible services that promote a safe, affordable, healthy, **and resilient community**.*

*Capital Planning Statement: Lake County will utilize a strategic and collaborative approach, for capital planning and facilities management to evaluate assets and prioritize projects and **balance the capital needs across the organization.***

***Leveraging Shared Services to Gain Efficiencies Statement: Lake County will continue to explore ways to collaborate and coordinate between** its internal departments, elected offices and agencies as well as with **other units of government through our shared services initiative to improve efficiency, and achieve cost savings.***

*GOAL 2: ENHANCE ECONOMIC OPPORTUNITIES STRATEGIC STATEMENT: Leverage the assets of the County – the Lake County Workforce Ecosystem, skilled talent, diverse communities, and effective infrastructure – to drive balanced growth, revitalization, economic opportunities, **and jobs** throughout Lake County.*

***GOAL 3: IMPROVE INFRASTRUCTURE STRATEGIC STATEMENT: Develop and implement solutions** that support modern, equitable, comprehensive, safe, and sustainable transportation, water, wastewater, **and stormwater infrastructure systems.***

***Action C: Create and find new ways to protect and design flood-resilient infrastructure.***

*GOAL 4: PROMOTE A SUSTAINABLE ENVIRONMENT STRATEGIC STATEMENT: Preserve the health of our natural resources, air, and drinking water through the widespread use of environmentally sustainable management practices, **effective stormwater management**, carbon footprint reduction, and the enhancement and rehabilitation of lakes and other ecological systems.*

## **B. Departmental Objectives**

*Which departmental objective(s) does this address?*

*Flood problem reduction, stream corridor enhancement for carrying capacity and natural function.*

## **C. Legal Mandates**

*Which County, State or Federal agency regulations, either as stipulated by legislation or by a citation issued?*

*None.*

## **D. Intergovernmental/Shared Services Impact**

*What impact does this have on any other governmental units? Does this duplicate other public/private services?*

Projects are cost and implementation collaborative with local governments to achieve mutual objectives. Cost share would be expected to achieve outcome of regional flood mitigation. Stream and river capacity enhancements expected to remove some of the stress on downstream and local stormwater management systems.

## **E. Rehabilitation/Asset Management**

*Will the project improve the health and/or safety of the employees and users of the facility?*

*Click here to enter text.*

*Does the physical condition of the existing asset dictate the need for immediate repair, either based on frequency of use or age of asset; what is the timing and extent of necessary*



*repair in respect to current funding; is the replacement of this asset consistent with industry standards/sound engineering practices; is the existing asset compliant with current applicable codes?*

*Project prioritization includes assessment of imminent threat or condition of existing infrastructure. Projects will be expected to have a minimum of 20-year lifespan.*

*Does the project have a positive cost/benefit ratio?*

*The cost benefit ratio is justified by the grant application process. Additionally, county funds are expected to be met at least a 8-1 ratio by local, state and federal funds.*

## F. Operational Improvements

*What are the expected operational improvements of this proposal?*

*What budgetary impacts can be expected including budget reductions, revenue increase, and/or new sources of revenue?*

*Better stormwater management lowers emergency services, flooding related healthcare emergencies, overtime and repair costs for public infrastructure during and after storm events.*

## G. Sustainability

*What is this proposals impact on Countywide emissions? Consider all emissions including those of stakeholders.*

Replacing flooded building materials and damaged contents is extremely carbon intensive, by avoiding flood related impacts, carbon emissions of repairs and replacement materials are avoided. Resolving flood related traffic problems reduces travel time commuting emissions. Additionally, enhancing stormwater infrastructure is a form of climate adaption which is important with the trend of increasing storm related problems.

*Were more sustainable alternatives considered? If so, why were they not chosen.*

## H. Risk Mitigation

*Does this project provide better management of (known) risks or liabilities to the County?*

There may be some marginal benefits and lower flooding of County owned assets as the result of some of these projects.

# 3. Financial Information

## A. Revenues and Expenses

*Please include a detailed account of all revenues and expenses associated with this request in Appendix A. If your request includes personnel, please also complete Appendix B. Please put the summary totals in the chart below and indicate the total amount of funding sought.*

Object Class	Amount	New Revenue Source	Amount
Personnel	118,000	Intergovernmental	118,000

## FY 2021 New or Expanded Program/Capital/Personnel Request

Commodities	Click here to enter text.	Click here to enter text.	Click here to enter text.
Contractuals	500,000	Intergovernmental	900,000
Capital Outlay	\$15,000,000 Click here to enter text.	State-Local	\$15,000,000
<b>Total Expense</b>	15,618,000	<b>Total Revenue</b>	<b>16,018,000</b>
<b>Total Funding Sought/Expense Less Revenue: 400,000</b>			

### B. Funding sources

*What, if any, funding sources are available to offset the costs? This can include cost reductions (in the form of foregone expenses) in the case of efficiencies created by technology, for example. Federal and State grants. Intergovernmental and State Funding.*

## 4. Assumptions

### A. Assumptions

*Include all assumptions that have been made in putting forth this request (e.g., the State will continue to share the 1% portion of sales tax with local governments, it is not possible to use the system that Department x uses because...).*

Local, State and Federal funding will provide reimbursements of administrative and capital expenditures.

## 5. Alternatives Analysis

*List the alternatives and provide justification for why they were not recommended to solve this problem. Include costs and data to support this decision.*

1. Alternatively, projects could be individually proposed through the county or state CCIP process as has been done in the past. This was inferior due to the difficulty of knowing which projects will ultimately receive grant funding and slow problem resolution.
2. A smaller yearly capital appropriation amount could be planned for.

## 6. Performance Measures

### A. Goals

*What changes in outputs or outcomes can reasonably expected if this request is funded. For example, "payment processing time will decrease by 20%", "customer satisfaction will increase by 40%", "cost per unit will decrease by 25%". When can these new performance levels be expected?*

County strategic plan resiliency goal will be advanced. Flood problems areas will be reduced yearly by approximately 10% of affected population with increasing reductions yearly by end of funding horizon.

**B. Current vs. Expected Output/Outcome**

Performance Measure	Current Output/Outcome	Expected Output/Outcome
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

## APPENDIX A Detailed Financial Information

### Detailed Line Items

Identify the proposed line item(s) that would be required to implement this request. Include all personnel, commodities, contractual expenses, and capital items that would be required to implement the request. These include direct, indirect and recurring costs to provide a full picture. Indicate the grade, status (FT, PT, seasonal, etc.) and entry level salary of new employees.

Line Item	Description	Amount
212-4201010-85070	Capital Program Account	15,000,000
212-4201010-51110	Personnel: salaries, FICA, HLD (see Appendix B Below)	118,000
212-4201010-71150	Consultants	500,000

### Ongoing Expenses

For FY2020, summarize the detailed line items above by category, in the chart below. Indicate ongoing expenses, providing a 5 year expense and revenue projection of the request. Subtract revenues from expenses in the last row to identify the total fiscal impact of the request.

Expense Type	FY2019	FY2020	FY2021	FY2022	FY2023	TOTAL
Personnel	118,000	121,500	125,150	128,950	132,800	626,400
Commodities						
Contractuals	500,000	600,000	700,000	800,000	900,000	3,500,000
Capital Outlay	15,000,000	15,000,000	20,000,000	20,000,000	25,000,000	95,000,000
Total Expense	15,618,000	15,721,500	20,825,150	20,928,950	26,032,800	99,126,400

Revenue Type	FY2019	FY2020	FY2021	FY2022	FY2023	TOTAL
State Grants	15,000,000	15,000,000	20,000,000	20,000,000	25,000,000	95,000,000
Intergovernmental	1,000,000	1,000,000	1,500,000	1,500,000	2,000,000	7,000,000
Enter Source						
Total Revenues	16,000,000	16,000,000	21,500,000	21,500,000	27,000,000	102,000,000

Fiscal Impact	FY2019	FY2020	FY2021	FY2022	FY2023	TOTAL
Expense less Revenue	(382,000)	(278,500)	(674,850)	(571,050)	(967,200)	(2,873,600)

## FY 2021 New or Expanded Program/Capital/Personnel Request

--	--	--	--	--	--	--

### Useful Life

Estimate the lifespan that can be expected along with the estimated start and completion dates.  
Project dependent, a minimum of 20-year individual project lifespan is expected.

### Total Cost of Ownership

If your request has any technical component, please complete the following grid to ensure capturing all related expenses. Please consult your IT business liaison and/or budget analyst for assistance.

Total Cost of Construction Considerations	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
<b>Project costs:</b>						
Feasibility Study/Programming (Preliminary Engineering/Design)	118,000	121,500	125,150	128,950	132,800	<b>626,400</b>
Land/Building Acquisition						
Building Construction						
Site Construction (site preparation/utilities)	15,000,000	15,000,000	20,000,000	20,000,000	25,000,000	<b>95,000,000</b>
Furniture						
Phone/Data						
Technology/Equipment/Shelving						
Permit/Utility/Testing Fees						
Moving/Relocation						
Consulting Fees (Design/Engineering)	500,000	600,000	700,000	800,000	900,000	<b>3,500,000</b>
Contingency						
Other						
<b>Subtotal:</b>	<b>15,618,000</b>	<b>15,721,500</b>	<b>20,825,150</b>	<b>20,928,950</b>	<b>26,032,800</b>	
<b>Total:</b>						<b>99,126,400</b>

## Appendix B Personnel Detailed Cost

If you are requesting personnel or a change in staffing (increase in hours or a conversion from part-time to full-time) as part of your request, please complete the following information.

<u>FT/PT</u>	<u># of Positions</u>	<u>Grade</u>	<u>Title</u>	<u>Annual Salary</u>
FT	1	K8	Capital Projects	86,270

**Total Positions:** 1    **Total Salary Costs** \$118,039

FICA (7.65% of total earnings)	\$6,600
IMRF (9.75% of total earnings)	\$8,411
SLEP (27.06% of total earnings) (Sheriff only)	\$
Health/Life/Dental Insurance (Use \$14,368 per position)	\$14,368
Life Insurance (Use \$0.075 per \$1,000 base salary per yr)	\$647.03
Liability Insurance (Use \$521.83 per position)	\$521.83
Unemployment Insurance (Use \$64.56 per position per year)	\$64.56
Worker's Compensation (\$1,156.37 per position)	\$1,156.37
<b>Total Fringe Benefits:</b>	\$31,769
<b>Total Salary and Fringe Benefits:</b>	\$118,039



# FY 2021 NEW OR EXPANDED PROGRAM/CAPITAL/PERSONNEL REQUEST FORM

*There are numerous financing alternatives that can be used to provide funding for a project. The County Administrator, subject to final approval by the County Board, may match a proposed project, program or personnel request with the financing alternative that best meets the needs of the County.*

---

Title: Part Time Hourly to Full Time Hourly Employee

Date: 06/22/2020

Requesting Department: Stormwater Management Commission

---

## 1. Executive Summary

*The executive summary should provide a **high-level** description of the need, justification, staffing impacts, and how this relates to County goals and strategies. Please be sure to incorporate the sections below.*

### A. The Problem and Background

*What is the current issue or problem, if any, that is being addressed? Please provide any background information that has resulted in the problem or issue that this is meant to address.* SMC part-time employee work expectations have grown to include tech and financial support of regulatory Energov System. This system is ramping up usage and customer base countywide, with several departments utilizing it. There is an internal need at SMC and enterprise-wide to develop a skilled user base. SMC is migrating to Energov's new electronic review (eReview) process.

Energov's new electronic review (eReview) application provides a streamlined and truly paperless end-to-end process for SMC's regulatory program. The eReview workflow includes actions performed by a 'Review Coordinator' role ("Pam Coordinator") with responsibilities to manage the in-processing (completeness check) and out-processing (consolidating results of the reviews and sharing it with the applicant). These workflow actions enable a consistent, efficient and cost-effective implementation of the eReview regulatory application. This NPR fulfills both objectives, increase specific employee utilization and grow Energov skilled enterprise user base.



## General Contractor "Bob Builder"

The application process is tedious and lengthy. I have to carry heavy, armloads of paper, go down to city hall, find a parking spot, in order to apply for a permit. My primary goal is to apply for and get my permit approved asap!



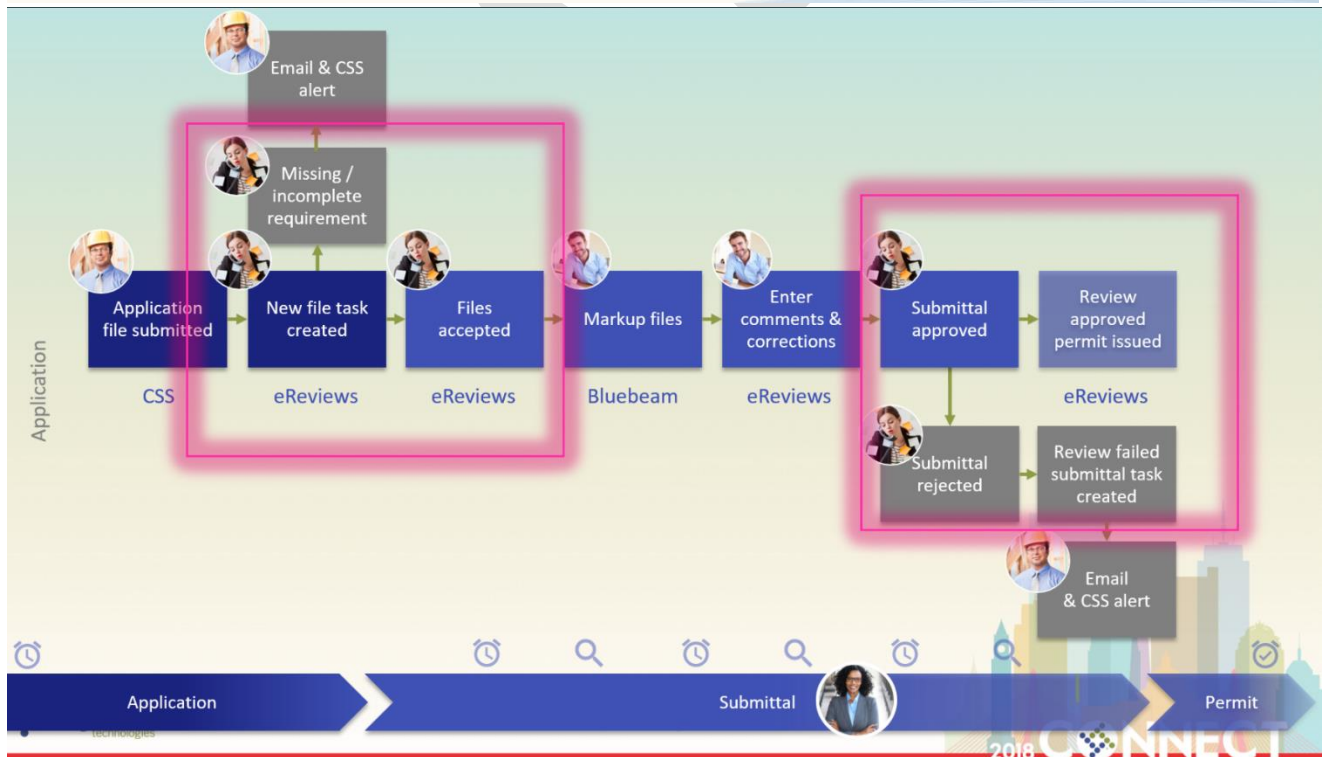
## Plan Review Coordinator "Pam Coordinator"

I am a multi-tasker. Many people rely on me. I need to answer questions and relay information to Bob about our requirements. I have to make sure Patrick and other reviewers get feedback in a timely, organized fashion.



## Plan Reviewer "Patrick Reviewer"

I need a simple way to enter in my plan comments. This includes marking up files and submitting my comments attached to the plans, so Bob can easily review and re-submit.



## B. Proposed Options

*Summarize the available options to resolve this problem. Include costs and available data.*

- 1-Leave employee at part-time hourly rate of \$22.00 (5% increase for S3 to S4 re-class) and less than 30hrs/week. Use higher salaried Plan Reviewers ("Patrick Reviewer") to perform these workflow actions. Plan Reviewer hourly rates are \$37.96, \$41.13, \$46.83, and \$50.64. Reduced plan review capacity may lead to increased permit review turn-around time.
- 2- Increase hours beyond 30/week, to full-time hourly rate.
- 3- Increase hours beyond 30/week to full-time salaried designation.

## C. Recommendation

*Describe the proposed solution and rationale for the choice. Include statistics, population served, performance measures, and historical perspective to illustrate and support your request.*

A re-classification of the part-time S3 position to a full-time hourly, pay grade S4 position is a cost-effective approach to implement the 'Review Coordinator' job accountabilities. The Review Coordinator role will provide consistent implementation of the eReview process for countywide applicants ("Bob Builder") seeking permits from SMC. This process aligns with the goals of the integrated permit system to provide exceptional and timely "one stop shop" customer service. Review turn-around performance measures are tracked in Energov and reported monthly to the SMC Board.

Customer feedback from applicants has determined the importance of having a consistent process that developers, business owners, and property owners can expect in order to plan and schedule their projects accordingly. Process inconsistency may result if various Plan Reviewers are to perform the in-processing and out-processing tasks listed below:

<b>The New Files Task</b>	<ul style="list-style-type: none"> <li>• Launch Review Coordinator App</li> <li>• Review Files for Completeness</li> <li>• Select files for Review/Bluebeam</li> <li>• Receive Submittal</li> <li>• Start Bluebeam Session</li> <li>• Complete New Files Task</li> </ul>
<b>The Failed Submittal Task</b>	<ul style="list-style-type: none"> <li>• Open Failed Submittal Task</li> <li>• Review Files and Resubmittal Instructions</li> <li>• Confirm File Status</li> <li>• E-mail Contact with Update</li> <li>• Complete Task</li> </ul>

---

D. Program Priority 2

*If submitting multiple requests, please rank them in order of importance.*

## 2. Strategic Alignment

### A. County Goal/Target

*Which, if any, of the County strategic goals does this address?*

#### Our Mission

- Deliver **exceptional, financially and environmentally responsive and responsible services** that promote a safe, affordable, healthy, and resilient community.

#### Our Values

- **Operational Excellence**  
*Be an employer of choice that **promotes** a culture that fosters continuous **improvement** through the **implementation of new techniques, technologies, and operational efficiencies** that maximize outcomes and promote positive change.*
- **Environmental Stewardship**  
*Encourage **the adoption of environmentally sustainable policies and practices** by residents, businesses, and County staff.*

#### Goal 2: Enhance Economic Opportunities

- Strategy 1: Enhance the economic climate and **business investment readiness** of Lake County.  
Action E: Work with local partners to **identify barriers to retention and redevelopment**. Focus on opportunities that utilize existing infrastructure and align economic opportunities with infrastructure investment strategies to stimulate redevelopment.

#### Goal 3: Improve Infrastructure

- Strategy 3: Leverage and **maximize the use of new and emerging technologies**, applications, and studies to enhance the safety and capabilities of infrastructure systems located within Lake County and the region.  
Action B: Continue to **implement new cutting-edge technologies and business practices** in the management of our water and wastewater treatment facilities.

#### Goal 4: Promote A Sustainable Environment

- STRATEGIC STATEMENT: Preserve the health of our natural resources, air, and drinking water through the widespread use of environmentally sustainable management practices, **effective stormwater management, carbon footprint reduction**, and the enhancement and rehabilitation of lakes and other ecological systems.
- Strategy 1: Implement renewable and conservation-related energy technologies and **incorporate environmentally sustainable practices in the delivery of County programs and services**.  
Action A: Review, draft, adopt and **implement policies and ordinances that promote sustainable environmental practices**, such as the reduction of the **County's carbon footprint**, the encouragement of renewable energy technologies, and clean air regulations. Evaluate budgeting and procurement processes to support these initiatives across all departments.

## B. Departmental Objectives

*Which departmental objective(s) does this address?*

Improved customer service by reducing the turn around time to obtain a permit. The eReview process has been developed with best practices and tested by many local government users across the United States. An efficient administration of the Energov system and acceptance of consistent best practices will provide a streamlined permit process for our customers.

The eReview process is cloud-based and can be performed remotely and collaborated with applicants and their project team. All submittal items including fee payments can be processed digitally and reviewed concurrently by multiple staff and departments.

## C. Legal Mandates

*Which County, State or Federal agency regulations, either as stipulated by legislation or by a citation issued?*

SMC wetland regulatory activity is expected to increase with the federal waters of the US deregulation. Estimates are that a 25%-35% increase in county wetlands being designated as isolated.

## D. Intergovernmental/Shared Services Impact

*What impact does this have on any other governmental units? Does this duplicate other public/private services?*

SMC wetland and regulatory services are already shared among county departments and municipalities, and the administrative component increases in correlation to workload.

SMC coordinates closely with other County permitting departments. An important task of the Review Coordinator is to identify if a project submitted to SMC, will also require approvals from other County departments. E.g., the project is along a County highway (LCDOT), is served by well and septic (LCHD), or proposes a sewer connection (LCPW).

## E. Rehabilitation/Asset Management

*Will the project improve the health and/or safety of the employees and users of the facility?*  
n/a

*Does the physical condition of the existing asset dictate the need for immediate repair, either based on frequency of use or age of asset; what is the timing and extent of necessary repair in respect to current funding; is the replacement of this asset consistent with industry standards/sound engineering practices; is the existing asset compliant with current applicable codes?*  
n/a

*Does the project have a positive cost/benefit ratio?*

Additional regulatory fees increase, although an analysis has not been performed to determine cost/benefit.

## **F. Operational Improvements**

*What are the expected operational improvements of this proposal?*

*What budgetary impacts can be expected including budget reductions, revenue increase, and/or new sources of revenue?*

Permit fee revenues increase with an increase in permit flow/year. Extending the capability of this position creates the capacity to process additional permit activity throughout the year and relationally, more permit fee revenue could be realized.

## **G. Sustainability**

*What is this proposal's impact on Countywide emissions? Consider all emissions, including those of stakeholders.*

The eReview process will eliminate the use, delivery, storage, and recycling of traditional paper-based submittals e.g., engineering roll plans, stormwater report binders, specifications, application forms and checks. Nearly all paper-based submittals are dropped off by hand or mailed by courier services, and then processed with more paper products to create a hard copy file for storage in cabinets until the review is complete, and recycled.

*Were more sustainable alternatives considered? If so, please provide a brief description of each alternative considered with detailed cost information, potential emissions savings, and an explanation of any other issues identified with the alternatives that impacted the decision.*

n/a

## **H. Risk Mitigation**

*Does this project provide better management of (known) risks or liabilities to the County?*

Yes, the Review Coordinator will consistently and skillfully ensure submittal items are complete (in-processing) and final deliverables include required regulatory documents (out-processing).



### 3. Financial Information

#### A. Revenues and Expenses

*Please include a detailed account of all revenues and expenses associated with this request in Appendix A. If your request includes personnel, please also complete Appendix B. Please put the summary totals in the chart below and indicate the total amount of funding sought.*

Expense		Revenue	
Object Class	Amount	New Revenue Source	Amount
Personnel Salary	\$45,754 (Full Time FY21) -\$35,020 (PT FY20 Budget) \$10,734 (net salary increase)	Click here to enter text.	Click here to enter text.
Personnel Benefits	\$24,415 (Full Time FY21) -\$22,467 (PT FY21) \$1,948 (net benefit increase)  Total increase = \$12,682		
Commodities	Click here to enter text.	Click here to enter text.	Click here to enter text.
Contractuals	Click here to enter text.	Click here to enter text.	Click here to enter text.
Capital Outlay	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Total Expense</b>	<b>\$12,682</b>	<b>Total Revenue</b>	<b>0</b>
<b>Total Funding Sought/Expense Less Revenue: \$12,682</b>			

#### B. Funding sources

*What, if any, funding sources are available to offset the costs? This can include cost reductions (in the form of foregone expenses) in the case of **efficiencies created by technology**, for example. The eReview process is a technological advancement that requires a Review Coordinator role to ensure an efficient process. The re-classified position can perform this role and associated tasks, instead of higher salaried staff.*

### 4. Assumptions

*Include all assumptions that have been made in putting forth this request (e.g., the State will continue to share the 1% portion of sales tax with local governments, it is not possible to use the system that Department x uses because...).*  
 Lake County will continue to use the Energov permitting system and support best practices for cost-effective process efficiencies.

## 5. Alternatives Analysis

List the alternatives and provide justification for why they were not recommended to solve this problem. Include costs and data to support this decision.

1. Plan Review staff to perform Review Coordinator role. This option is not recommended as Plan Review staff have higher salaries and need to increase capacity for more technical review, not less. There will also be inconsistency if multiple Plan Reviewers are coordinating the in- and out-processing tasks.
2. Do nothing. Permit turn-around times will increase and impact customer service.

## 6. Performance Measures

### A. Goals

What changes in outputs or outcomes can reasonably expected if this request is funded. For example, "payment processing time will decrease by 20%", "customer satisfaction will increase by 40%", "cost per unit will decrease by 25%". When can these new performance levels be expected?

Plan Review staff capacity can be increased for more permit reviews and other job accountabilities for SMC's expanding work program. Customer service will be improved with a consistent role for processing permits.

### B. Current vs. Expected Output/Outcome

Performance Measure	Current Output/Outcome	Expected Output/Outcome
Regulatory Administration	Financial and technical	Financial, Technical, and Review Coordinator role
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

## APPENDIX A Detailed Financial Information

### Detailed Line Items

Identify the proposed line item(s) that would be required to implement this request. Include all personnel, benefits, commodities, contractual expenses, and capital items that would be required to implement the request. These include direct, indirect and recurring costs to provide a full picture. Indicate the grade, status (FT, PT, seasonal, etc.) and entry level salary of new employees.

Line Item	Description	Amount
XXX-XXXXXXXX-XXXX-XXX-XXX-XXXXX		
212-4201010-51110-000-000-00000	Salaries and Wages	45,754
AH74x	Benefits	24,415

### Ongoing Expenses

For FY2019, summarize the detailed line items above by category, in the chart below. Indicate ongoing expenses, providing a 5-year expense and revenue projection of the request. Subtract revenues from expenses in the last row to identify the total fiscal impact of the request.

Expense Type	FY2019	FY2020	FY2021	FY2022	FY2023	TOTAL INCREASE
Personnel		35,020	45,754			\$10,734
Benefits		22,467	24,415			\$1,948
Commodities						
Contractuals						
Capital Outlay						
Total Expense		57,487	70,169			\$12,682

Revenue Type	FY2019	FY2020	FY2021	FY2022	FY2023	TOTAL
Enter Source						
Enter Source						
Enter Source						
Total Revenues						\$0

Fiscal Impact	FY2019	FY2020	FY2021	FY2022	FY2023	TOTAL
Expense less Revenue						\$12,682

## FY 2021 New or Expanded Program/Capital/Personnel Request Form

### Useful Life

Estimate the lifespan that can be expected along with the estimated start and completion dates.

[Click here to enter text.](#)

### Total Cost of Ownership

If your request has any technical component, please complete the following grid to ensure capturing all related expenses. Please consult your IT business liaison and/or budget analyst for assistance.

Total Cost of Ownership Considerations	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
<b>Software costs:</b>						
Application Software						
User licenses						
Additional licenses						
On-going vendor maintenance						
Security Applications						
<b>Hardware Costs</b>						
Additional Servers/ memory/ processing services						
Printers/ scanners/back-up devices						
On-going vendor maintenance						
<b>Network Costs</b>						
Cabling/LAN/ Racks/Routers/Modems						
Internet Access						
Disaster Recovery						
<b>Labor Costs</b>						
Labor & Overhead (Please use the hourly rate of \$68 to calculate the labor associated with implementation and maintenance needs)						
Department Labor Costs (Please include the cost of labor from your department associated with on-going maintenance)						
Total funding sought (The total from Section 5A Financial Information)						
<b>Subtotal:</b>						

## FY 2021 New or Expanded Program/Capital/Personnel Request Form

<b>Total:</b>	
---------------	--

*If your request has a construction component, please complete the following grid to ensure capturing all related expenses. Please consult the FAS Construction Division for assistance.*

Total Cost of Construction Considerations	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
<b>Project costs:</b>						
Feasibility Study/Programming (Preliminary Engineering/Design)						
Land/Building Acquisition						
Building Construction						
Site Construction (site preparation/utilities)						
Furniture						
Phone/Data						
Technology/Equipment/Shelving						
Permit/Utility/Testing Fees						
Moving/Relocation						
Consulting Fees (Design/Engineering)						
Contingency						
Other						
<b>Subtotal:</b>						
<b>Total:</b>						

## Appendix B Personnel Detailed Cost

*If you are requesting personnel or a change in staffing (increase in hours or a conversion from part-time to full-time) as part of your request, please complete the following information.*

<u>FT/PT</u>	<u># of Positions</u>	<u>Grade</u>	<u>Title</u>	<u>Annual Salary</u>
FT	1	S4	Accounting Specialist	45,754*

<b>Total Positions</b>	<u>1</u>	<b>Total Salary Costs</b>	<b>\$</b>	<u>70,169*</u>
------------------------	----------	---------------------------	-----------	----------------

FICA (7.65% of total earnings)	\$ 3,500
IMRF (9.75% of total earnings)	\$ 4,461
SLEP (27.06% of total earnings) (Sheriff only)	\$
Health/Life/Dental Insurance (Use \$14,368 per position)	\$ 14,368
Life Insurance (Use \$0.075 per \$1,000 base salary per yr)	\$ 343.13
Liability Insurance (Use \$521.83 per position)	\$ 521.83
Unemployment Insurance (Use \$64.56 per position per year)	\$ 64.56
Worker's Compensation (\$1,156.37 per position)	\$ 1,156.37
<b>Total Fringe Benefits:</b>	<b>\$ 24,415*</b>
<b>Total Salary and Fringe Benefits:</b>	<b>\$ 70,169*</b>

**\* NOTE: This NPR is for a re-classification from a Part-Time hourly S3 position, to a Full-Time hourly S4 position. As shown in Appendix A, the net increase for this request is \$12,682.**