



LAKE COUNTY
Investing in People
and Our Communities

Sustainability Staffing Discussion

June 26, 2019

Agenda

- Background
- Research Summary
- Options
- Discussion



Background

- January 2019: E&E directs staff to explore
- February – May: Staff research
 - Counties & cities
 - Titles, responsibilities, pay rate
 - Organizational structure
 - Consultant roles



RESEARCH SUMMARY

Responsibilities

- Develop sustainable policies and procedures
- Manage GHG emissions inventory, carbon footprint, annual sustainability reports
- Strategic planning
- Manage 3rd party rating system certifications
- Technical resource for departments
- Community liaison and regional networking

Job Titles

- Environmental and Sustainability Initiatives Manager
 - Cook County (reports to Chief Sustainability Officer)
- Sustainability and Conservation Coordinator
 - Racine, WI
- Sustainability Coordinator
 - Middleton, WI; Rochester, MN
- Sustainability Specialist
 - Fitchburg, WI
- Out of Region
 - Sustainability Manager, Cupertino, CA
 - Energy & Sustainability Program Coordinator I, Commonwealth of Massachusetts
 - Climate Program Manager, Santa Barbara County, CA

Organizational Structure

- DuPage County
 - Building and Zoning Department, Environmental Division
- Kane County
 - Division of Environmental & Water Resources
- Will County
 - Economic Development Department, Resource Recovery and Energy Division
- Cook County
 - Office of the President, Administration, Division of Environmental Control



STAFFING OPTIONS

Lake County Responsibilities

- Staff Energy and Environment (E&E) Committee
- Project Management
 - GHG inventory, PACE, Solar, etc.
- Interdepartmental collaboration
- Facilitate regional networks
- Research grant funding
- Communications and marketing
- Manage consultant

Option 1

- County Administrator's Office
 - One full time program manager
- All County Departments*
 - Designate official departmental liaisons (points of contact)
 - Project management
 - Data management/metrics reporting
- Maintain consultant

*Request participation by other offices such as Sherriff, FPDCC, SMC, SWALCO

Advantages and Disadvantages

- Advantages:
 - Consultant provides flexibility
 - Lower cost than additional staff
 - High level of expertise and technical knowledge
- Disadvantages:
 - Decentralized support for program manager
 - Relies heavier on departmental liaisons and consultant

Option 2

- County Administrator's Office
 - One full time program manager and one or two project coordinators
- All County Departments*
 - Designate official departmental liaisons (points of contact)
 - Project management
 - Data management/metrics reporting
- No consultant

*Request participation by other offices such as Sherriff, FPDCC, SMC, SWALCO

Advantages and Disadvantages

- Advantages:
 - Retain all expertise in-house
 - Additional staff time dedicated to sustainability efforts
 - Administrative support for Program Manager
- Disadvantages:
 - Departmental liaisons still required
 - Expertise limited to employee experience
 - Higher cost
 - Longer time to staff up/manage learning curve

Phased Approach

- Consider phasing out consultant and onboarding additional employees:
 - Year 1: Designate program manager, departmental liaisons, and retain consultant
 - Year 2 or 3: Eliminate consultant and hire one or two additional employees

Phase 1

County Administrator

Assistant County Administrator

- Staff Energy & Environment Committee

All County Departments

Sustainability Program Manager

- Metrics reporting
- Project management
 - PACE financing
 - Solar contracting
 - 3rd party rating systems
- Consultant management
- Communication/marketing
- Facilitate liaison working group
- Regional networking
- Research grant funding

Other Elected/ Sister Agencies

Departmental Liaisons

- Metrics management
- Project management
- Facilitate department-level working group
 - Assist with grant applications

Sustainability Consultant

- Subject matter expertise, as needed

Phase 2

County Administrator

Assistant County Administrator

- Staff Energy & Environment Committee

Sustainability Program Manager

- Strategic Planning
- Major Initiatives
- Communication/marketing
- Facilitate regional network

Sustainability Program Coordinator(s)

- Metrics reporting
- Project management
 - PACE financing
 - Solar contracting
 - 3rd party rating systems
- Consultant management
- Communication/marketing
- Facilitate liaison working group
- Regional networking
- Research grant funding

All County Departments

Other Elected/ Sister Agencies

Departmental Liaisons

- Metrics management
- Project management
- Facilitate department-level working group
 - Assist with grant applications

Timeline

- June 26, 2019 – Receive direction from E&E
- July 2019 – Submit New Program Request (NPR)
- August – September 2019 – Prepare job posting including job description, duties, and preferred qualifications
- October – November 2019 – Conduct Interviews
- November 2019 – Chose candidate(s)
- December 2019 – January 2020 – Permanent staff begins

DISCUSSION

