

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, October 22, 2014

1:00 PM

Budget Meeting

Assembly Room, 10th Floor

Financial and Administrative Committee

1. **Call to Order**

Chairman Paxton called the meeting of the Financial and Administrative Committee to order on Tuesday, October 21, 2014 at 8:30 a.m. and Wednesday, October 22, 2014 at 8:30 a.m.

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

Others present:

Yvette, Albarran, Finance and Administrative Services

Barry Burton, County Administrator

Carol Calabesa, Lake County Board Member

Bonnie Thomson Carter, Lake County Board Member

Chris Creighton, Finance and Administrative Services

Mary Ross Cunningham, Lake County Board Member

Gary Gibson, Workforce Development

Don Gloo, Finance and Administrative Services

Gary Gordon, Finance and Administrative Services

RuthAnn Hall, Purchasing

Lisa Hancock, Communications

Diane Hewitt, Lake County Board Member

Adlil Issakoo, Finance and Administrative Services

Bruce Johnson, Nicasa

Jon Joy, Finance and Administrative Services

Chris Kopka, Risk

Aaron Lawlor, Lake County Board Chairman

Adam Lehmann, Assistant to the County Administrator

Donna Jo Maki, County Administrator's Office

Kimberly Mannette, Information Technology

Rodney Marion, Human Resources

Amy McEwan, Deputy County Administrator

Kelly Merz, County Board Office

Matt Meyers, Planning, Building and Development

Mike Nerheim, State's Attorney

Audrey Nixon, Lake County Board Member

Lori Nordstrom, Information Technology

Diana O'Kelly, Lake County Board Member

Anita Patel, Finance and Administrative Services

Linda Pedersen, Lake County Board Member

Ray Rose, Undersheriff

Sandra Salgado, Sheriff's Office

Kurt Schultz, Finance and Administrative Services

Woody Schultz, Finance and Administrative Services

Hoie Sell, Information Technology

*Jennifer Serino Stasch, Workforce Development
Michele Slav, Finance and Administrative Services
Patrice Sutton Burger, Finance and Administrative Services
Kirk Talbott, Information Technology
Paula Trigg, Division of Transportation
Erig Waggoner, Planning, Building and Development
Ryan Waller, Assistant County Administrator
Jennie Vana, Communications
Jeremiah Varco, Facilities
Blanca Vela-Schneider, County Board Office*

2. Pledge of Allegiance

The Pledge of Allegiance was recited at 8:30 a.m. on Tuesday, October 21, 2014 and Wednesday, October 22, 2014.

3. Public Comment

There was no public comment.

4. New Business

There was no new business to conduct.

4.1 14-1061

Presentation and Consideration of Proposed FY 2015 Budget (see complete recommended budget attached).

Attachments: [Recommended 2015 Budget WEB with Links.pdf](#)

Chair Paxton noted the Financial and Administrative Committee was in session on Tuesday, October 21, 2014 and Wednesday, October 22, 2014

(Note: All Financial and Administrative Committee Agenda Items are reflected in these minutes.)

4.2 14-1085

Committee action approving the recommended FY 2015 budget for Information Technology.

(Agenda item considered on Tuesday, October 21, 2014).

Chris Creighton of Finance and Administrative Services presented the proposed budget for Information Technology (IT). The new funding requests include developing a technology plan aligned to industry standards, implementing IT service costing and lifecycle management (CCIP), hiring one Business Analyst, and increasing consultant funding as part of Oracle application support. Computer equipment funding has been provided for replacement computers and laptops, research and development devices, network and server equipment and hardware, and security audit hardware and software.

Director of IT Kirk Talbott reported IT has increasingly been requested to support

additional applications but there is a need to determine what services should be provided by County IT, what services should be outsourced, and what services should be eliminated. The IT department has utilized Workforce Development to provide intern support for its department. Discussion ensued regarding how the determination of service delivery will be implemented.

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 14-1087

Committee action approving the recommended FY 2015 budget for Human Resources.

(Agenda item considered on Tuesday, October 21, 2014).

Chris Creighton of Finance and Administrative Services presented the proposed budget for Human Resources. The budget reflects the accurate costing for the trainers in Human Resources and Risk. Contractuals have increased to recognize employee years of service awards.

Human Resources Director Rodney Marion noted that the Family Medical Leave Act (FMLA) process is now handled by a third party consultant.

A motion was made by Member Rummel, 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

4.4 14-1089

Committee action approving the recommended FY 2015 budget for the Liability Fund.

(Agenda item considered on Tuesday, October 21, 2014).

Human Resources Rodney Marion noted Chris Kopka of Risk was hired earlier this year and has done an outstanding job in resolving liability claims and converting its FMLA claim process from a self-administered program to a new vendor.

A motion was made by Member Rummel, 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

4.5 14-1091

Committee action approving the recommended FY 2015 budget for Health-Life-Dental (HLD).

(Agenda item considered on Tuesday, October 21, 2014).

Human Resources Director Rodney Marion reported the presentation of the Consumer Driven Health Plan was well received by employees, noting that staff appears to understand the program better than they have in previous years.

4.6 14-1093

Committee action approving the recommended FY 2015 budget for FICA.

(Agenda item considered on Tuesday, October 21, 2014).

A motion was made by Member Rummel, 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

4.7 14-1094

Committee action approving the recommended FY 2015 budget for IMRF.

(Agenda item considered on Tuesday, October 21, 2014).

County Administrator Barry Burton reported the IMRF rate has gone down from 11.57 percent to 10.76 percent.

A motion was made by Member Rummel, 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

4.8 14-1096

Committee action approving the recommended FY 2015 budget for Finance and Administrative Services.

(Agenda item considered on Tuesday, October 21, 2014).

Chris Creighton of Finance and Administrative Services presented the Finance and Administrative Services proposed budget. New program requests include Phase II of Business Intelligence to enhance use and accommodate performance management and the reclassification of a vacant project technician position to a Finance and Administrative Services Information Systems position to support Oracle Application. Commodities have increased due to landscaping contract and operations supplies. Electricity rates have also increased.

Director of Finance and Administrative Services Gary Gordon indicated maintenance and facility costs have increased. He explained the purpose of the reclassification of a vacant position to the Oracle Support position. This position will be a joint effort between Human Resources, Information Technology, and Finance and Administrative Services.

A motion was made by Member Rummel, 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

Summer Youth Program:

County Administrator Barry Burton offered clarification between the County's Summer Youth Program and the Business and Internship Program. Lake County Board Member Audrey Nixon recommended an increase of \$60,000 to serve an additional 45 youths in the Summer Youth Program. The reason for the increase is due to the difficulty in youths finding jobs in the summer, particularly in Zion, North Chicago, and Waukegan. Several members expressed their support of funding this increase. Discussion occurred regarding the continuous nature of this increase. Lake County Board Member Thomson-Carter noted the County Board could consider decreasing the funding should unemployment decrease.

A motion was made by Member Rummel, seconded by Member Carlson, that this item be approved. The motion carried unanimously.

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

Text a Tip:

Lake County Vice Chairman Carol Calabresa discussed opioid addiction in Lake County. An opioid task force has been created to address this issue with over 60 agencies participating. She requested \$28,500 to fund a website and social media to educate and prevent opioid abuse in the community. Text-A-Tip would be a 24 hours, seven days a week, text system that would allow the public to send a text message to a dedicated number and receive an immediate response from a response team while staying anonymous. Lake County Vice Chairman Calabresa discussed how the system would work. State's Attorney Mike Nerheim noted efforts are being made to make this initiative a 501C to ensure its sustainability in the future. Discussion occurred regarding the importance of this program. Strategic outreach efforts are being discussed to publicize this initiative.

A motion was made by Member Mandel, seconded by Member Taylor, that this item be approved. The motion carried unanimously.

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

Increase in County Board Constituent Service Fund:

Lake County Board Chairman Aaron Lawlor reported in 2004, the Constituent Service Fund was created for County Board members to administer the duties of their office, communicate with constituents and attend events and conferences. Due to the expansion of the area County Board members serve after the elimination of two county board seats, and with the costs of postage and other commodities increasing, Lake County Board Chairman Lawlor indicated the amount of \$4,500 is insufficient to allow board members to effectively communicate with their constituents. He requested constituent expenses be

increased to \$7,000 and noted his request also includes the elimination of roll over constituent funds from year to year.

A motion was made by Member Carlson, seconded by Member Taylor, that this item be approved. The motion carried unanimously.

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

Bronze Memorial Plaque for Martin Luther King:

Lake County Board Chairman Mary Ross Cunningham requested \$2,800 to install a memorial plaque honoring Martin Luther King at the Lincoln Plaza of the Waukegan County building. Concern was expressed that allowing this would establish precedent to allow others to install plaques honoring other individuals. Members Nixon and Mandel expressed support of this plaque, noting the street in which Lincoln Plaza is located is Martin Luther King and that Martin Luther King's message of peace and justice remains relevant. Finance and Administrative Services Director Gary Gordon noted his research regarding what constitutes a public forum. If a government body approves such a request, it is considered government speech and not a public forum. Discussion continued regarding setting precedent for other board members to bring forward such requests.

A motion was made by member Mandel. Motion died due to a lack of a second motion.

Lake County Board Member Cunningham requested she be allowed to use her constituent funds to install the memorial plaque. Funds can be used to administer the duties of the County Board Member, but the installation of the plaque on County property is another issue. Absent County Board direction, staff would not allow this as it is against the Building Use Policy.

4.9 14-1098

Committee action approving the recommended FY 2015 budget for the County Board.

County Administrator Barry Burton noted when video gaming had been approved, the County Board requested the funds be uniquely identified with their use being determined at a later date. An estimated amount of \$140,000 has been budgeted for revenue and staff is seeking direction on how these funds will be utilized. Lake County Board Chairman noted the state utilizes a portion of their share of funds for gambling addiction programs. He recommended the funds be utilized for behavioral health or public services which deals with secondary issues related to gambling. Discussion occurred on how best to use funds including holding the money for a period to determine what effects there are on video gaming in Lake County, funding community development programs, and funding behavioral health services. The general consensus is for the Health Department to provide options on how this funding could be used during 2015. Future revenue from video gaming will be considered at a later date.

A motion was made by Member Rummel, seconded by Member Carlson, 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 14-1100

Committee action approving the recommended FY 2015 budget for the County Administrator.

(Agenda item considered on Tuesday, October 21, 2014).

County Administrator Barry Burton presented the County Administrator's proposed budget. A new program request by the County Administrator's Office is to hire one full time Public Information Officer, to be housed at the Division of Transportation, to facilitate communication between the organization, media, and general public on transportation related issues and projects. While the position is anticipated to be fully utilized by the Division of Transportation, Communications may utilize the position in other ways as well. Discussion ensued on how this position will be utilized, how it will be supervised, and the reasoning for placing it in the County Administrator's budget instead of the Division of Transportation's budget.

A motion was made by Member Mandel, 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

4.11 14-1101

Committee action approving the recommended FY 2015 budget for the General Operating Expense.

Patrice Sutton Burger of Finance and Administrative Services reported the vacancy savings has been applied to personnel in departments that have routinely contributed salary savings to the sweep, creating a negative net budget in personnel. Ms. Sutton Burger provided clarification regarding the affordable housing advocacy line item.

A motion was made by Member Carlson, 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

4.12 14-1102

Committee action approving the recommended FY 2015 budget for the Solid Waste Management Tax.

(Agenda item considered on Tuesday, October 21, 2014).

A motion was made by Member Taylor, 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

4.13 14-1103

Committee action approving the recommended FY 2015 budget for the Corporate Capital Improvement Program.

A motion was made by Member Mandel, 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

****General Obligation Bonds (2005) Debt Service Fund.**

(Agenda item considered on Tuesday, October 21, 2014).

Patrice Sutton Burger of Finance indicated the debt service for General Obligation Refunding Bonds (2005) has been paid. A budget of \$3,500 is needed to do the last arbitrage calculation.

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

4.14 14-1104

Committee action approving the recommended FY 2015 budget for the General Obligation Bonds (2008) Debt Service Fund.

(Agenda item considered on Tuesday, October 21, 2014).

Patrice Sutton Burger of Finance presented the budget for the General Obligation Bonds (2008). The proceeds were used for the construction of the Health Department, Central Permit Facility and Consolidated Environmental Laboratory, and Lake County Branch Court in Park City. Debt service will continue until 2027. Ms. Sutton Burger added this is the only remaining general obligation bond where the alternate sales tax revenue comes from the General Fund.

A motion was made by Member Sauer, seconded by Member Carlson, that this committee action 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 14-1106

Committee action approving the recommended FY 2015 budget for the Taxable General Obligation Bonds (2010A) Debt Service Fund.

(Agenda item considered on Tuesday, October 21, 2014).

Patrice Sutton Burger of Finance stated items 4.15, 4.16, and 4.17 have the alternate revenue funds coming from the 1/4% sales tax revenue as they are all road bonds. The General Obligation Bonds (2010) debt service will continue until 2028. Ms. Sutton Burger stated that the three General Obligation Bonds were staggered so that the total debt

service on an annual basis totaled approximately \$8,000,000.

Upon inquiry from Chair Paxton, Ms. Sutton Burger indicated that if the 1/4% sales tax revenue is eliminated, the County would not abate the annual tax levy in order to fund these bonds or the County could select an alternate revenue source.

A motion was made by Member Mandel, seconded by Member Taylor, that item 4.15 through 4.17 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 14-1108

Committee action approving the recommended FY 2015 budget for the General Obligation Bonds (2011A) Debt Service Fund.

(Agenda item considered on Tuesday, October 21, 2014).

A motion was made by Member Mandel, seconded by Member Taylor, that item 4.15 through 4.17 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 14-1110

Committee action approving the recommended FY 2015 budget for the General Obligation Road Bonds (2013) Debt Service Fund.

(Agenda item considered on Tuesday, October 21, 2014).

A motion was made by Member Mandel, seconded by Member Taylor, that item 4.15 through 4.17 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

****Capital Projects from 2010A, 2011A, and 2013 General Obligation Bonds**

(Agenda item considered on Tuesday, October 21, 2014).

Patrice Sutton Burger of Finance indicated the 2010A Bond Road Construction Projects Fund, the 2011A Tax Exempt GO Bond Road Construction Projects Fund, and the 2013 Bond Road Construction Projects Fund are used to account for the construction of public roads in Lake County. These funds include the unspent portions of the proceeds from the Series 2010A bond, Series 2011A bond, and the Series 2013 bond which will be carried over until completion.

A motion was made by Member Rummel, 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

4.18 14-1111

Committee action approving the recommended FY 2015 budget for Special Service Area Number 10 (SSA #10), North Hills.

(Agenda item considered on Tuesday, October 21, 2014).

Finance and Administrative Services Director Gary Gordon presented Special Service Areas (SSAs) Numbers 10, 12, 13, and 16. These SSAs have been established for specific purposes and receive specific revenue to pay for those services. He noted Special Service Area Number 16 was established in 2014.

A motion was made by Member Carlson, seconded by Member Rummel, to approve items 4.18 through 4.21. 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

4.19 14-1112

Committee action approving the recommended FY 2015 budget for Special Service Area Number 12 (SSA #12), The Woods of Ivanhoe.

(Agenda item considered on Tuesday, October 21, 2014).

A motion was made by Member Carlson, seconded by Member Rummel, to approve items 4.18 through 4.21. 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

4.20 14-1113

Committee action approving the recommended FY 2015 budget for Special Service Area Number 13 (SSA #13), taxable and tax-exempt, Spencer Highlands.

(Agenda item considered on Tuesday, October 21, 2014).

A motion was made by Member Carlson, seconded by Member Rummel, to approve items 4.18 through 4.21. 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

4.21 14-1114

Committee action approving the recommended FY2015 budget for Special Service Area Number 16 (SSA #16), Lake Michigan Water Project.

(Agenda item considered on Tuesday, October 21, 2014).

A motion was made by Member Carlson, seconded by Member Rummel, to approve items 4.18 through 4.21. 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

5. Adjournment

Meeting was adjourned on Wednesday, October 22, 2014 at 3:02 p.m.

Meeting minutes prepared by Blanca Vela-Schneider.

Respectfully submitted,

Chairman

Vice-Chairman

Finance and Administrative Committee