

# Lake County Illinois

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



## **Meeting Minutes - Final**

**Tuesday, October 20, 2015**

**9:00 AM**

**Joint Budget Meeting**

**Assembly Room, 10th Floor**

**Planning, Building and Zoning Committee**

**1. Call to Order**

*Chair Weber of the Planning, Building and Zoning Committee and Chair Paxton of Finance and Administrative Committee called the meeting to order at 9:01 a.m.*

**Present** 7 - Chair Weber, Vice Chair Wilke, Member Bartels, Member Carlson, Member Hart, Member Pedersen and Member Sauer

*Financial and Administrative Committee*

*Present 7 - Chair Paxton, Vice Chair Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel, Member Sauer*

*Others Present:*

*Matthew Meyers, Planning Building and Development  
Donna Jo Maki, Executive Justice Council  
Wendy Morey, Stormwater Management Commission  
Don Gloor, Finance and Administrative Services  
Adli Issakoo, County Administrators Office  
Anita Patel, Planning Building and Development  
Ben Gilbertson, County Administrators Office  
Anthony Cooling, Finance and Administrative Services  
Kurt Woolford, Stormwater Management Commission  
Brittany Sloan, Planning Building and Development  
Mike Warner, Stormwater Management Commission  
Farrah Watson, Finance and Administrative Services  
Neil Giarratana, Lake County Resident  
RuthAnne Hall, Finance and Administrative Services  
Efren Heredia, Finance and Administrative Services  
Aaron Lawlor, County Board Chairman  
Barry Burton, County Administrator  
Eric Waggoner, Planning, Building and Development  
Amy McEwan, County Administrator's Office  
Ryan Waller, County Administrator's Office*

**2. Pledge of Allegiance**

*Chair Paxton led the group in the pledge of allegiance.*

**3. Public Comment**

*Mr. Neil Giarratana, Lake County Resident, asked the group what budget does the County Board review and vote on. Chair Paxton responded that if the budget effects any part of the Lake County Government the County Board will take a vote on the action requested. Mr. Giarratana inquired on who is responsible for the budget of the school boards and independent entities. County Board Chairman, Aaron Lawlor, added that the residents elect the school board, library boards and so on and these boards must follow the State Statute and Lake County does not have review or over site of school board budgets or expenditures.*

**4. New Business**

*Member Sauer asked if there is a plan if the County decided to hold the line on the CPI*

*for the year. County Administrator, Barry Burton, noted that the funds associated with the CPI increase are not appropriated in the budget and if the County decided not to use the CPI, it can be removed from the budget.*

*Chair Paxton, informed the group that Finance and Administrative Committee will remain in session while other committees adjourn, and some of the items on the Finance and Administrative Committee agenda will be considered today.*

**4.1 [15-1076](#)**

Presentation and consideration of proposed FY 2016 Budget (see complete recommended budget attached).

*Patrice Sutton of Finance and Administrative Services thanked all the departments and elected officials for their assistance in putting together the budget. The County also asked the departments and the elected officials to submit a status quo budget and to decrease their budget by two percent. Overall the budget is nearly four percent less in the operating funds and just over one percent as a total budget. Ms. Sutton thanked Tim DeGroot and Tim Fosco of Print Shop for printing the budget books, and Jennie Vana and Lisa Hancock of the Communications Department for assisting in the design the budget book.*

*Vehicle and computer replacements are initially budgeted in each department but will be moved to the General Operating Expenses (GOE) after the modified budget. Non union merit based wage increases are included in the recommended 2016 budget and vacancy savings were applied to capital and will be seen as a separate line item on the budget.*

*Finance and Administrative Services Director Gary Gordon provided a brief presentation on data driven decisions used for the development of the County budget.*

**A motion was made that this presentation be presented.**

**4.2 [15-1077](#)**

Joint committee action approving the recommended FY 2016 budget for Planning, Building and Development.

*Patrice Sutton of Finance and Administrative Services reported on the overall Planning, Building and Zoning budget. Revenue is down due to decreases in the number of large scale commercial permits which is offset by the municipal contract revenue. Expenses for personnel are down due to vacancies being replaced by entry level positions. Ms. Sutton gave an overview on operating procedures and reviewed the department's budget highlights. It was noted that performance measures were included for nearly every department and are tied into the budget.*

*Eric Waggoner, Director of Planning, Building and Development, indicated the department has made several changes to reduce the tax payer dependency while making sure that customer service does not suffer.*

*Anita Patel of Planning, Building and Development, gave a few examples of where the department has seen operational efficiency increases. There is a 44 percent drop in*

*vehicle miles driven per inspection, a 57 percent drop in enforcement inspection for administrative adjudication cases and a 25 percent decrease in project review cycle time, these decreases allow for increased capacity giving the ability to look at shared services. Customer Service has improved, there is a 12 day reduction in the time it takes to be approved for a permit and a 27 percent increase in voluntary neighborhood compliance when there is an ordinance violation.*

**A motion was made by Member Hart, seconded by Member Bartels, that this committee action item be approved. Motion carried by voice vote.**

**Aye:** 7 - Chair Weber, Vice Chair Wilke, Member Bartels, Member Carlson, Member Hart, Member Pedersen and Member Sauer

*Financial and Administrative Services Committee*

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

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

**4.3 [15-1078](#)**

Joint committee action approving the recommended FY 2016 budget for Stormwater Management.

*Farrah Watson of Finance and Administrative Services, presented on the Stormwater Management budget highlights, which includes the decline of their permit revenue due to decreased activity within the department, their federal grant revenue has also decreased; however, their total intergovernmental revenue has increased due to a grant from ILEPA. The department voluntarily eliminated a full time position and transitioned it into a part time position. Ms. Watson also reviewed the department's expenses.*

*Mike Warner of Stormwater Management Commission, described a large shared service program for the Des Plaines Watershed Group between Public Works, Stormwater Management, 12 municipalities, Lake County Forest Preserve, North Shore Water Reclamation, and two environmental organizations to improve water quality. Mr. Warner noted FY16 is predicted to be a critical year because there is a double sampling effort, public meetings to be held for the watershed planning aspect and added that there is much data to be collected.*

**A motion was made by Member Pedersen, seconded by Member Sauer, that this committee action item be approved. Motion carried by voice vote.**

**Aye:** 7 - Chair Weber, Vice Chair Wilke, Member Bartels, Member Carlson, Member Hart, Member Pedersen and Member Sauer

*Financial and Administrative Services Committee*

*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 Taylor, Member Carlson, Member Hewitt, Member Mandel, Member Rummel, and Member Sauer*

5. **Adjournment of the Planning, Building and Zoning Committee. The Financial and Administrative Committee may remain in session to review and approve other departmental budgets.**

**A motion was made by Member Pedersen, seconded by Member Bartels, to adjourn the meeting at 9:45 a.m. The motion was carried by the following vote:**

**Aye:** 7 - Chair Weber, Vice Chair Wilke, Member Bartels, Member Carlson, Member Hart, Member Pedersen and Member Sauer

*The Financial and Administrative Committee remained in session.*

*Meeting minutes prepared by Heidie Hernandez.*

*Respectfully submitted,*

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*Chairman*

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*Vice-Chairman*

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*Planning, Building and Zoning  
Committee*