

Lake County Illinois

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



Meeting Minutes - Final

Wednesday, October 25, 2017

9:30 AM

JOINT BUDGET MEETING
(Please Note Start Time)

Assembly Room, 10th Floor

Planning, Building and Zoning Committee

Call to Order of the Financial & Administrative Committee

Financial and Administrative Committee Chair Rummel reconvened the Financial and Administrative Committee at 9:47 a.m.

Present: 7 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Hewitt, Member Pedersen, Member Taylor

*(*Member Hewitt was present on Tuesday, October 24, 2017 but was not present on Wednesday, October 25, 2017.)*

1. Call to Order of the Planning, Building & Zoning Committee

Planning, Building and Zoning Chair Weber called the Planning, Building, and Zoning Meeting to order at 9:47 a.m.

Present 6 - Chair Weber, Vice Chair Martini, Member Bartels, Member Pedersen, Member Wilke and Member Mathias

Absent 1 - Member Werfel

Others present:

Dick Barr, Public

Carol Calabressa, County Board Member

Sandy Hart, County Board Member

Judy Martini, County Board Member

Tom Weber, County Board Member

Vance Wyatt, County Board Member

Jeri Atleson, Public

Erica Bergman, Human Resources

Barry Burton, County Administrator

Anthony Cooling, Finance and Administrative Services

Karla Hasty, Human Resources

Al Giertych, Division of Transportation

Ben Gilbertson, Finance and Administrative Services

Heidie Hernandez, County Board Office

Ryan Horne, Finance and Administrative Services

Doretha Johnson, Division of Transportation

Kevin Kerrigan, Division of Transportation

Rodney Marion, Human Resources

Monica McClain, Human Resources

Amy McEwan, Deputy County Administrator

Matt Meyers, Planning, Building and Development

Wendy Morey, Stormwater Management Commission

Debra Nieto, County Clerk's Office

Angela Norwood, Public Works

Anita Patel, Planning, Building and Development
Marin Paulson, Chief County Assessor
Phil Perna, Public Works
Cynthia Pruim Haran, Recorder of Deeds
Michael Prusila, Stormwater Management Commission
Shane Schneider, Division of Transportation
David Stolman, Treasurer
Blanca Vela Schneider, County Board Office
Eric Waggoner, Planning, Building and Development
Josh Wallace, Division of Transportation
Mike Warner, Stormwater Management Commission
Dakisha Wesley, Assistant County Administrator
Michael Wheeler, Finance and Administrative Services
Kipp Wilson, County Clerk's Office
Rodney Worden, Public Works
Carla Wyckoff, County Clerk

2. Pledge of Allegiance

Chair Weber noted the Pledge of Allegiance had been recited earlier this morning.

3. Addenda to the Agenda

There were no additions or amendments to the agenda.

4. Public Comment

There were no comments from the public.

5. Chairman's Remarks

There were no remarks from the chairs.

Financial and Administrative Committee Chair Rummel, reported that there is a physical quorum of the Financial and Administrative Committee, and Member Bartels is participating electronically due to a medical illness.

Financial and Administrative Chair Rummel provided a brief statement regarding the budget consideration process.

6. New Business

6.1 [17-1082](#)

Presentation and consideration of proposed Fiscal Year 2018 Budget (see complete recommended budget attached).

Ryan Horne, Finance and Administrative Services, thanked the various staff involved in the budget process, including the budget analysts, Communications' staff, and the Print Shop Services' staff.

Consistent with previous years, the vehicle and computer replacements are budgeted in each department. The amounts will be moved from the department to the general corporate fund. There is a non union merit base wage increase of 2.5 percent recommended in the fiscal year 2018 budget. In addition, consistent with the 2018 budget policy, new program requests were not considered unless they met certain criteria. Requests that did meet the criteria will be discussed during the respective department's presentation. Mr. Horne also noted that the fiscal year 2017 amounts under Modified Budget may include fiscal year 2016 carryovers. As directed in the 2018 budget policy a preliminary list of carryovers has also been provided.

Finance Director Gary Gordon clarified what double appropriations represent. He explained that the County budgets by fund, and some items such as health benefits, Federal Insurance Contributions Act (FICA) and Illinois Municipal Retirement Fund (IMRF) are budgeted twice. The purpose is to maintain separate funds to show the expenditures from each department, so the true cost of operation is known. In the budget book there will be a comparison of the budget with and without the double appropriations.

6.2 [17-1161](#)

Joint committee action approving the recommended Fiscal Year 2018 budget for Planning, Building and Development.

Planning, Building and Development Director Eric Waggoner, Matt Meyers, Planning, Building and Development, Anita Patel, Planning, Building and Development, Ben Gilbertson, Finance and Administrative Services, and Ryan Horne, Finance and Administrative Services, presented the proposed budget for Planning, Building and Development.

Mr. Gilbertson highlighted Public Works and the Planning, Building and Development department have integrated the permitting processes, fast tracking permits and evaluating best practices to improve for administrative support services. The department continues to look for opportunities for shared services.

Mr. Gilbertson remarked building permit fees are expected to increase \$89,700 based upon anticipated increases in the Planning, Building and Development's permit fee schedule. Revenue from municipalities is expected to decrease in 2018 due a contracted community choosing to perform its own inspection services independently. Two full time positions have been eliminated due to the Accelerated Retirement Option. Contractuals are down as the contract for the Tyler EnerGov system administration is less than what was anticipated.

Mr. Waggoner reported the Planning, Building and Development department has been able to reduce its headcount while simultaneously increasing capacity. New permitting software has been implemented from Tyler Energov, allowing customers to submit simple permits online, while increasing efficiency in the department. Staff has generated

additional efficiencies through its Fix What Bugs You initiative, improving work culture via a bottom up approach and creating leadership opportunities.

Discussion ensued regarding Round Lake Beach's decision to perform its own inspections and the increase in building permit fees which have not yet been approved in committee. Mr. Waggoner clarified staff had expected to present its building permit fee increase request earlier this year, but the aftermath of this year's substantial flooding necessitated that the request be deferred until a later date.

A motion was made by Member Wilke, seconded by Member Mathias, that this committee action item be approved and referred on to the Financial and Administrative Committee. Motion carried by voice vote.

Aye: 5 - Chair Weber, Member Bartels, Member Pedersen, Member Wilke and Member Mathias

Nay: 1 - Vice Chair Martini

Absent: 1 - Member Werfel

Financial and Administrative Committee

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

Aye: 6 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Pedersen and Member Taylor

Not present: 1 - Member Hewitt

6.3 [17-1162](#)

Joint committee action approving the recommended Fiscal Year 2018 budget for Stormwater Management.

Director of Stormwater Management Commission Mike Warner, Mike Pruscila, Stormwater Management Commission, Wendy Morey, Stormwater Management Commission, Ben Gilbertson, Finance and Administrative Services, and Ryan Horne, Finance and Administrative Services presented the proposed Stormwater Management Commission budget.

Mr. Gilbertson highlighted Stormwater Management Commission's tremendous assistance with the recent flooding in Lake County. Other Federal Funds and Other State Funds are anticipated to decrease in 2018 based on a grant cycle reduction of reimbursable expenses. Personnel costs will be lower in 2018 due to a reduction in staff via the Accelerated Retirement Option and the hiring of employees at lower salary grades. Revenue from Charges for Services are expected to slightly increase based upon current trends. He noted contractals are expected to increase due to the inclusion of a part time contract employee who will serve as Lake County's Stormwater Coordinator, to comply with new mandates from the Illinois Environmental Protection Agency.

Mr. Warner indicated Stormwater Management Commission is participating in 95 projects with 28 local municipal governments, five state agencies, five federal agencies, 15 Homeowner Associations or non profit organizations, and three private entities. The department was extensively involved in offering assistance during the recent floods. While flooding was unable to be prevented, the work that has been accomplished actually mitigated some of the damage that could have occurred. He noted there is still more work to be done to address flooding in Lake County. Discussion ensued regarding collaborating with Cook County on flood mitigation matters. Mr. Warner highlighted the Bull Creek Restoration Project in Beach Park which has leveraged money for multiple agencies and associations.

A motion was made by Member Martini, seconded by Member Mathias, that this committee action item be approved and referred on to the Financial and Administrative Committee. Motion carried by voice vote.

Aye: 6 - Chair Weber, Vice Chair Martini, Member Bartels, Member Pedersen, Member Wilke and Member Mathias

Absent: 1 - Member Werfel

Financial and Administrative Committee

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

Aye: 6 - Chair Rummel, Vice Chair Bartels, Member Carlson, Member Durkin, Member Pedersen and Member Taylor

Not Present: 1 - Member Hewitt

7. Members' Remarks

There were no member remarks.

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

There being no further business, a motion was made by Mathias, seconded by Member Martini, to adjourn the Planning, Building, and Zoning Committee meeting at 10:42 a.m.

Aye: 6 - Chair Weber, Vice Chair Martini, Member Bartels, Member Pedersen, Member Wilke and Member Mathias

Absent: 1 - Member Werfel

The Financial and Administrative Committee remained in session.

Next Meeting: November 8, 2017

Minutes prepared by Heidie Hernandez and Blanca Vela-Schneider.

Respectfully submitted,

Chair

Vice Chair

Planning, Building and Zoning Committee