

County Administrator's Report

Nov. 9, 2018

Enterprise Services (CAO, IT, HR, FAS, F&C)

- **Employee Forums:** Nearly 400 employees attended 9 employee forums or viewed the virtual forum; CAO provided updates on the budget, benefits/insurance, and capital investments; employees asked questions on a range of topics; survey completed by 178 respondents; 90%+ felt satisfied with the information presented.
- **New LCB Orientation:** Compiled essential documents and resources to share with new board members during the orientation meetings. Coordinated with the LCFPD to establish tentative dates in mid-November to hold the new member orientations.
- **Rules Committee:** Worked with the Bronner Group to share policies and procedures from other communities and options related to LCB member constituent service funds. The Chair of the Rules Committee has called two Rules Committee meetings to share and discuss options. All findings will be provided to the incoming LCB members for their consideration for inclusion in the next set of rules.
- **P-Cards:** The review of active P-cards and credit limits with departments is nearly complete; received new receipt forms from departments; initiated custodian for all department cards along with an activity log; researching policy best practices and tools for monitoring activity.
- **Strategic Planning RFP:** A selection committee interviewed RFP respondents for strategic planning consulting services. The committee is in the process of evaluating the responses and will bring forward a recommendation early next year.
- **Communications/Community Outreach:** Communications worked with the County Clerk's office to share election information, including registration, voting by mail, and early voting. Communications reached more than 37,000 people on social media, and 2,300 people through a special e-newsletter blast. The voting options web page had 36,000+ visits, and an additional 15,000 people visited the Nov. 6 Election web page. Content was also included in board member e-newsletters, which are sent to 20,000+ residents.
- **Food Service:** The current Waukegan cafeteria vendor has struggled to sustain a viable operation due in part to decreased demand, difficulty staffing and other factors. Staff has been working to identify a viable long-term solution and will be presenting options for discussion at the upcoming F&A Committee with an intent to award a new contract at the January Board meeting.
- **Finalize Legislative Review:** The proposed 2019 Legislative Agenda will be included on the November Committee agendas and on the November Board Meeting agenda for approval.
- **FY 2019 Proposed Budget:** Completed budget hearings; making amendments; final approval of budget, CCIP and tax levy on 11/13
- **Payroll Project:** The project team has been working for the last several months on creating the basic structure to build employee master files, pay codes and pay tables. The basic systems should be built toward the end of November. Testing will be conducted in December to determine if operational needs are met and what adjustments to the basic system should be made to meet operational expectations. Testing and associated modifications will be on-going until go live in April of 2019.
- **Performance Evaluations:** Departments have completed annual employee evaluations and submitted results to HR.
- **Security Penetration Testing:** Evaluation of system security to identify strengths and areas for improvement. Kick-off targeted for Nov./Dec. pending board approval 11/13.

Health & Community Services

- **VAC Grant Funding Opportunities:** Shared CDBG Human Services and Video Gambling Grants as potential grant opportunities for the VAC to consider to support expanded veteran services.
- **RTA Grant:** Community Development is applying to the RTA Community Planning Program to develop a potential transit focus in a 5-year community development and housing plan.
- **Winchester House:** Attended the recent Winchester House Advisory Board meeting; now awaiting completion of one final review prior to finalizing a groundbreaking for the new facility.
- **Mental Health Coalition:** The Anti-Stigma Campaign Sub-committee has been working on a plan to recommend to the MHC for a public awareness campaign to reduce stigmas around mental health. In addition, the Pilot Data Sharing Sub-Committee developed datasets for hospitals and treatment providers to share aggregated, deidentified, and unduplicated data.
- **LCHD Expansion of behavioral health services:** The Health Department has begun work to expand behavioral health services, funded by four federal grants totaling \$3.4 million. The grant funds will go to: expand behavioral health and case management services to homeless individuals with mental illness and substance use disorders; launch a 3-year adult Mental Health First Aid (MHFA) initiative to train 90 individuals, who will in turn train 2,250 community members in MHFA; hire two additional Medication Assisted Treatment (MAT) counselors and improve infrastructure in the Health Department's Waukegan MAT facility, and hire three additional staff for A Way Out to expand the program's reach.
- **Community Development/HUD:** Continuing a trend of successful improvements to our grant compliance and oversight operations, Community Development (CD) reports that for the second time in two years an annual review by HUD has resulted in a "clean bill of health" with no compliance issues. This is unprecedented in CD's recent history. The last application round for the annual award of HUD funds is underway in November/December under the County's 5-year Consolidated Plan, in tandem with the annual video gaming revenue fund application round.

Justice & Public Safety

- **Jail Grant:** The John D. and Catherine T. MacArthur Foundation announced a \$700,000 grant to the Sheriff's Office to continue building on efforts to reform the local criminal justice system and safely reduce the jail's population. A news release was recently distributed.
- **Crisis Intervention Training:** The Lake County Sheriff's Office has 126 active CIT trained civilians, deputies, corrections and court officers. Countywide, 38% of all full-time sworn officers are CIT trained.
- **911 Consolidation:** Consultant proposals were reviewed and evaluated by selection committee; data sub-committee has developed the data collection strategy and forms; technology sub-committee is in the process of developing the requirements analysis for CAD and RMS systems; Finance sub-committee met to develop strategies for collection of current cost and the Facilities sub-committee met to discuss requirements.
- **ETSB Ordinance Amendment:** A survey of ETSB partner agencies was completed. Reviewed model ordinances and drafted language amending the ETSB Ordinance. The ordinance amendment reduces the size of the ETSB board from 17 to 9, clarifies conformance with county policies, and supports the 911 consolidation effort. The ETSB voted unanimously to recommend the changes to the ordinance.
- **Emergency Management:** On Oct. 16, EMA and almost 50 participants representing both internal departments and external partner organizations hosted a discussion-based exercise to help identify opportunities for improved coordination in response to a scenario involving winter storms.

Land, Transportation and Infrastructure (PBD, PW, DOT, SMC, HD)

- **NW Sewer Inceptor:** Completed inspection of the \$2.4M pipe lining project for the sewer interceptor in the NW part with positive results. The new type of lining was implemented last year for the first time and is intended to extend the useful life of the sewer collection system.
- **DPR Water Reclamation Facility:** Public Works began operational testing of the Bio Solids Thermal Dryer, which removes most water from our solid waste stream and reduces the cost of disposal. The County aims to partner with 3rd parties to use the end product as fertilizer, which would further reduce the cost of disposal and provide full recycling of the sewer plan waste stream.
- **Patriot Path:** LCDOT hosted a public hearing on Oct. 3 to reveal the preferred alternate alignment of the Patriot Path. Once constructed, the Patriot Path will provide a 5.5-mile continuous bike path along IL Route 137 from Independence Gove and the Des Plaines River Trail at the west, to the Robert McClory Bike Path at the east. Next, the Lake County Division of Transportation (LCDOT) will be pursuing a federal grant through CMAP to help cover the estimated \$27 million cost.
- **Transportation Investments:** LCDOT Director presented Lake County's 2019 Capital Plan to the Illinois Road and Transportation Builders Association and the American Association of Public Works, Suburban and Lake Branches. Positive feedback from industry representatives was received, as Lake County continues to be a leader in the collar county region with local infrastructure investments. (Lake County has the largest fiscally constrained 5-Year Highway Improvement Plan of all the collar counties).
- **CMAP On To 2050:** On October 10, the Chicago Metropolitan Agency for Planning (CMAP) adopted its updated long-range plan titled *On To 2050*. The plan focuses on three principles: Inclusive Growth, Resilience, and Prioritized Investment. It highlights a \$24 billion funding shortfall needed to maintain current infrastructure. Additional details on the plan will be shared at board committees early in 2019. Also, the Workforce Development Board will be hosting a presentation by CMAP on the *On To 2050* report at its Nov. board meeting.
- **Transportation Consensus Plan:** LCDOT staff is working on the planning and process development for revisiting the Consensus Plan for Transportation with business and community partners.
- **FoxConn (SMC Update):** The Impact Study is focusing on wetlands, detention, and floodplain issues and is ongoing with preliminary findings being reported out to the Commission. Findings show the need for further analysis of floodplain impacts. Specific efforts and dialogue with WDNR on wetland impacts in the Des Plaines River Watershed has been informative and provided SMC access to the WDNR, request for proposals for impact mitigation.
- **Land Team:** The Land Team held its 2019 planning meeting. Next steps are to review progress of ongoing initiatives; consider potential new priority projects for consideration in 2019. The Land Team administrative shared services group implemented a new program to share phone reception services across multiple land departments on the Libertyville campus.
- **Winter is Coming:** LCDOT has hired snowbirds and is prepping for snow and ice removal operations. LCDOT snow plows participated in a "dry-run" on Nov. 1 to test the equipment, review any route changes, and look for road hazards or repairs that need to be addressed before snowfall. Lake County won the 2018 Excellence in Snow and Ice Control Award from the American Public Works Association (APWA).
- **Shared Services:** Planning, Building and Development (PBD) continues to participate in regional shared services, including working with Purchasing to facilitate a new joint bid process for elevator inspection contracting as part of its work in the Southeast Lake County Shared Services Working Group. In the areas of intergovernmental agreements for shared services, PBD continues its municipal outreach by meeting last month with multiple communities on Tyler-Energov and inspection/plan review sharing.
- **UDO:** The Zoning Board of Appeals is scheduled to begin its public hearings for text amendments to the Unified Development Ordinance in December. Following the hearings, the amendments will come back to the Planning, Building, and Zoning Committee for consideration.

Tax, Elections, Records

- **2018 Election Update:** As of noon on Friday, Nov. 2, totals for early and mailed ballots have already surpassed the final totals for the 2014 gubernatorial election, which had a 50% turnout of Lake County voters. The current election's totals for early and mailed ballots are approaching the final numbers for the Nov. 2016 presidential election when 71% of county voters cast a ballot.
- **Tax System Update** - The Tyler Tax project is scheduled for "go-live" on Dec. 3 for the CCAO and the township assessors that will be using this software platform. The final data pull from our legacy systems will begin on Nov. 21. It is a phased go-live approach with the Tax/Clerk tentatively going live on Jan. 7.

Business/Workforce/Economy

- **Site Submittals:** The County Administrator's Office worked with Lake County Partners on two economic development site submittals.
- **Modern Manufacturing Careers:** Lake County Workforce Ecosystem partners (Lake County Partners and North Chicago H.S.) hosted a tour to introduce students to advanced manufacturing careers and meet with corporate executives at top Lake County skilled manufacturers.
- **AbbVie property purchase:** AbbVie purchased the 560,000 sq. ft. property it has been subleasing in Mettawa for \$154 million—the largest suburban Chicago office sale in nearly two years. As Lake County's largest local employer, the transaction is an important long-term investment our county.
- **Local groundbreakings and ribbon cuttings:** Lake County Partners reports that many new and existing businesses, and institutions are investing in Lake County with groundbreaking and ribbon-cutting ceremonies at an all-high time.
- **Revive Lake County:** The Illinois Workforce Partnership recognized *Revive Lake County* as an "Innovative Workforce Solution." The first graduate of the program was also recognized with an Individual Achievement Award. *Revive Lake County* is a 5-week curriculum-driven cohort that focuses on skills to prepare returning citizens to train, obtain and retain employment. It has been developed and delivered through a partnership between Workforce Development, State's Attorney's Office, Sheriff's Office, the jail, and the College of Lake County.
- **Lay-off Assistance:** Workforce Development has conducted lay-off assistance workshops for 300+ manufacturing workers that will be impacted by the closings and layoffs at Stack-On, Wauconda; Kerry Convenience, Lake Zurich; Teva Pharmaceuticals, Mundelein. Job fairs are being planned for Spring 2019.
- **National Workforce Board Association Announcement:** The Workforce Development Board chair, Jennifer Harris, has been invited to be a member of the National Workforce Board Association.

Recycling

- **Residential Recycling Guidelines:** SWALCO is issuing new, more simplified residential recycling guidelines on November 15 as part of America Recycles Day. The new guidelines were initially developed by SWALCO and a statewide Task Force that SWALCO is co-chairing to help residents reduce the amount of contamination in recycling carts. Approximately 15% of what residents put into their recycling carts is not recyclable and ends up in the landfill. This is causing the cost to process recyclables to rise and waste haulers are looking for residents to share in this cost increase if contamination cannot be reduced.

Upcoming Events/Meetings:

- **Nov. 12 & Nov. 14 Rules Committee Meetings:** Scheduled for Nov. 12 at 1:00 p.m. and Nov. 14 at 10:00 a.m. held at the Public Works training room in Libertyville.
- **Nov. 12 Veterans History Project:** The 19th Judicial Circuit, Lake County and various partners of the legal community will participate in the Veterans History Project on Monday, Nov. 12. Veterans are invited to the Lake County Courthouse in Waukegan to give their oral histories, which will be transcribed by licensed court reporters and archived at the Library of Congress. The event begins with breakfast and a program of welcome in the Lake County Building atrium.
- **Nov. 14 GIS Day:** Nov. 14 (10 a.m. – 3 p.m.) at Greenbelt Cultural Center. Opportunity for public, professionals, and staff to learn how GIS is utilized to aid transparency, efficiency, and to improve the citizen experience.
- **Nov. 15 Youth Mental Health First Aid training:** Nov. 15 (8 a.m. – 5:00 p.m.) at the Health Department (3010 Grand Ave., Waukegan). Free for County employees, register by contacting Angie Stefani at (847) 377-8961.
- **Nov. 16 LCTA Annual Meeting:** The Lake County Transportation Alliance (LCTA) will be hosting its annual membership meeting on Nov. 16 at the University Center of Lake County. All Board members are invited to attend. E-mail to info@transportationlakecounty.com to RSVP.
- **Nov. 28 Public Aid Hearing:** The public aid appeal request is scheduled to be heard by the Public Aid Committee Meeting on Nov. 28 at 1 p.m. The meeting will take place at the Central Permit Facility, 2nd Floor.
- **Dec. 1 World AIDS Day:** (Noon-2 p.m.) at Urban Edge Art Gallery, 220 W. Clayton St, Waukegan. All board members are invited to this event dedicated to raising awareness of AIDS and to remember those who have been lost to the disease.
- **Dec. 3 Swearing in Ceremony:** TBD
- **Dec. 3 Reorganization Meeting for the LCB:** 9:00 a.m.