

Lake County Illinois

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



Meeting Minutes - Final

Tuesday, October 18, 2016

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 Rummel of Finance and Administrative Committee called the meeting to order at 9:00 a.m.

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

Others present:

Keith Brin, Circuit Court Clerk

Barry Burton, County Administrator

John Byrne, Sheriff's Department

Bonnie Carter, County Board Member

Jim Chamernick, Sheriff's Department

Anthony Cooling, Finance and Administrative Services

Angela Cooper, Workforce Development

Chris Covelli, Sheriff's Department

Mark Curran, Sheriff

Cam Davis, County Administrator's Office

Patrice Evans, Courts Administration

Francis Fox, Sheriff's Department

Paul Frank, City of Highland Park

Ben Gilbertson, County Administrator's Office

Jodi Gingiss, Community Development

Gary Gordon, Finance and Administrative Services

Joy Gossman, Public Defender

Mike Gregory, Sheriff's Department

Heidie Hernandez, County Board Office

Ryan Horne, Finance and Administrative Services

John Idleburg, Lake County Resident

Keith Keiser, Sheriff's Department

Mike Keller Sheriff's Department

Aaron Lawlor, County Board Chairman

Donna Jo Maki, County Administrator's Office

Judy Martini, Lake County Resident

Amy McEwan, Deputy County Administrator

Wendy Morey, Stormwater Management Commission

Michael Nerheim, State's Attorney

Audrey Nixon, County Board Member

Jerry Nordstrom, Health Department

Anita Patel, Planning, Building and Zoning

Mike Peck, Veterans Assistance Commission

Mark Pfister, Health Department

Gary Pickens, Regional Office of Education

Orlando Portillo, Coroner

Jennifer Rathunde, Circuit Clerk's Office

Robert Richards, Sheriff's Department

Jessica Rios, Merit Commission

*Ray Rose, Undersheriff
Sandra Ruckbeil, Public Defender
Jennifer Serino, Workforce Development
Jennie Vana, Communications
Blanca Vela-Schneider, County Board Office
Eric Waggoner, Planning, Building and Zoning
Mike Warner, Stormwater Management Commission
David Wathen, Sheriff's Department
Farrah Watson, Finance and Administrative Services
Michael Wheeler, Finance and Administrative Services
Teri White, State's Attorney Office
Roycealee Wood, Regional Office of Education
Dawn Wucki-Rossbach, Sheriff's Department*

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 Committee Chair Rummel provided a brief statement regarding the budget consideration process.

(Member Sauer entered the meeting at 9:04 a.m.)

2. Pledge of Allegiance

Member Hart led the group in the Pledge of Allegiance.

3. Public Comment

There were no comments from the public.

4. New Business

4.1 [16-0958](#)

Presentation and consideration of proposed FY 2017 Budget (see complete recommended budget attached).

Finance and Administrative Services Director Gary Gordon introduced Deputy Finance Director Ryan Horne. Mr. Horne provided a brief budget presentation to the Committees. He thanked the various staff involved in the budget process, including finance analysts, communications, and print shop services.

This matter was presented.

4.2 [16-0959](#)

Joint committee action approving the recommended FY 2017 budget for Planning, Building and Development.

Eric Waggoner, Matthew Meyer and Anita Patel of the Planning, Building and Development Department (PBD) and Ben Gilbertson of the County Administrator's Office presented on the PBD's budget.

Mr. Gilbertson reported that the revenue for fiscal year (FY) 2017 is projected to be

similar to FY 2016 revenues. There are reductions in licensing and permits. These are negated by increases in fines and forfeitures, intergovernmental revenue, charges for services, and transfer revenue. In terms of expenses, the PBD budget is down one percent, a result of reductions in personnel and benefits due to vacancy savings, reductions in commodities and fewer capital replacements for FY 2017. Contractuals have increased due to the shifting of funds from temporary part time salaries and wages to temporary employment services. In addition, salary and benefit funds have been shifted from vacant positions to consultants to help evaluate the functions of those positions. The requested two percent cut was achieved by the reduction in drainage improvement projects and vacancy savings.

Mr. Waggoner reported that the PBD department strategically evaluates operations on an ongoing basis to reduce unit costs in their planning, permitting, and code enforcement services, through process streamlining, efficient route planning in the field, and cross training staff. Through these efficiencies, the department has kept head count flat and has simultaneously built capacity in order to continue expanding shared services work with municipalities, and the Administrative Adjudication (AA) program for quickly resolving nuisance and other violations.

A motion was made by Member Hart, 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 Committee

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

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

4.3 [16-0960](#)

Joint committee action approving the recommended FY 2017 budget for Stormwater Management.

Farrah Watson of Finance and Administrative Services and Mike Warner, Director of Stormwater Management Commission, presented on the Stormwater Management Commission's (SMC) budget. Ms. Watson noted that the budget being presented is reduced. The intergovernmental grant revenue is down due to a decrease in State grants. Permit revenue is increasing based on a spike seen in fiscal year (FY) 2016. In order to keep expenses down, the department has removed one vehical from their fleet and increased milage reibursment rates to make up for employees utilizing their own vehicals. Three desktop computers and three laptops will be replaced as part of their capital expenditures. In addition, two projects are being recommended for Corporate Capital Improvement Program (CCIP) funding.

Ms. Watson noted that this budget has been amended. An additional \$53,438 has been added to the regular salaries and wages account and \$15,085 has been added to

benefits due to a position inadvertently being removed from the system twice. Mr. Warner added that there is a land team comprised of the Planning, Building and Development Department, SMC, Division of Transportation, Public Works, and the Health Department working towards finding efficiencies and shared services among departments to make necessary budget reductions. As a result, it has been recommended to merge communication related tasks and responsibilities. In addition, over the last year, SMC has leveraged with over 30 local units of government, park districts, municipalities, townships, drainage districts, several home owner associations and nonprofit organizations on various county projects. Discussion occurred regarding Mr. Warner gaining the trust of several Lake County communities.

A motion was made by Member Carlson, seconded by Member Pedersen, that this committee action item be approved as amended. 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 Committee

A motion was made by Member Mandel, seconded by Member Taylor, that this committee action item be approved as amended. Motion carried by voice vote.

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

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.**

Meeting adjourned at 9:38 a.m.

A motion was made by Member Hart, seconded by Member Weber, to adjourn. The motion 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 to hear Financial and Administrative Committee items.

Meeting minutes prepared by Blanca Vela-Schneider and Heidie Hernandez.

Respectfully submitted,

Chairman

Vice-Chairman

Planning, Building and Zoning
Committee

