

THE CITY OF LAKE FOREST
CITY COUNCIL AGENDA

Monday, April 20, 2020 6:30 pm or immediately following the Finance Committee meeting

REMOTE ACCESS MEETING

Please be advised that all of the City Council members will be remotely attending this City Council meeting by electronic means, in compliance with Governor's Executive Order 2020-07, issued on March 16, 2020, that suspended certain Open Meetings Act provisions relating to in-person attendance by members of a public body. Specifically, the Governor's Order: (1) suspends the requirement in Section 2.01 that "members of a public body must be physically present;" and (2) suspends the limitations in Section 7 on when remote participation is allowed. This Executive Order is effective the duration of the Gubernatorial Disaster proclamation.

The City will be providing members of the public with various opportunities to watch or participate in this meeting. For example, members of the public can participate remotely in the meeting by following the public audience link <https://zoom.us/j/91601909046> alternatively, members of the public can watch the meeting on Channel 17. The City of Lake Forest will update the website and social media after the meeting with information about the meeting.

*****PLEASE NOTE THERE WILL BE FIVE MINUTES BETWEEN THE FINANCE COMMITTEE MEETING THAT TAKES PLACE BEFORE THE CITY COUNCIL MEETING*****

Honorable Mayor, George Pandaleon

Prudence R. Beidler, Alderman First Ward

Jim Preschlack, Alderman Third Ward

James E. Morris, Alderman First Ward

Ara Goshgarian, Alderman Third Ward

Melanie Rummel, Alderman Second Ward

Michelle Moreno, Alderman Fourth Ward

Edward U. Notz, Jr. Alderman Second Ward

Raymond Buschmann, Alderman Fourth Ward

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

2. COMMENTS BY CITY MANAGER

1. Community Spotlight

-Welcome Home Campaign Wrap-Up

-Alderman Prue Beidler

3. COMMITTEE REPORTS

FINANCE COMMITTEE

1. Consideration of a Resolution Adopting the City of Lake Forest 2020 Local Business Grant Program in Response to the COVID-19 Pandemic to Support Recovery of the Local Business Community

PRESENTED BY: *Elizabeth Holleb, Finance Director (847-810-3612)*

PURPOSE AND ACTION REQUESTED: It is requested that the City Council consider approval of the Proposed Resolution establishing a Local Business Grant Program for 2020 that would assist small businesses in Lake Forest to recover from impacts of the COVID-19 Pandemic and Governor Pritzker’s Disaster Proclamation.

BACKGROUND/DISCUSSION: In January 2020, the World Health Organization declared that Coronavirus Disease 2019 (COVID-19) was a global health emergency and the United States Secretary of Health and Human Services declared COVID-19 as a public health emergency. In March 2020, the World Health Organization declared COVID-19 as a pandemic. On March 13, President Trump declared a nationwide emergency covering all states and territories and on March 26, he declared a major disaster in Illinois. On March 9, Governor Pritzker declared all counties in the State of Illinois as a disaster area and on April 1, he issued a Proclamation to assist Illinois agencies in coordinating state and federal resources to support local governments in preparing for any action that may be necessary in response to the crisis.

Since March 12, Governor Pritzker has issued a number of Executive Orders related to the COVID-19 pandemic including, but not limited to:

- Prohibiting on premise consumption at bars and restaurants effective March 16
- Prohibiting gatherings of 50 or more people effective March 18
- Requiring all individuals to “stay at home” with the exception of essential activities and requiring at least six foot “social distancing”, effective March 21 through the term of the Gubernatorial Disaster Proclamation (currently April 30)
- Ordering non-essential business and operations to cease effective March 21 through the term of the Gubernatorial Disaster Proclamation (currently April 30)
- Mandating school closures, currently through April 30

While the federal government has provided a number of stimulus programs to support economic sustainability, small businesses have been hit particularly hard by mandatory closures and safety measures to “flatten the curve.” The full scope of this pandemic and its impact on global, national and local economies is unknown, as the world continues efforts to contain the spread of COVID-19, increase testing and develop effective treatments and vaccines.

The City’s reliance on sales taxes to support ongoing operations of the City is minimal, with the Municipal Sales Tax (MST) of 1.0% generating \$2.1 million in FY19, representing 5.5% of total General Fund revenue for the most recently completed fiscal year. The City’s Home Rule Sales Tax (1.0% effective 7/1/19, previously .50%) is projected to generate approximately \$970,000 for FY20 and supports the City’s Five Year Capital Improvement Program. The \$3+

million in annual sales tax revenue benefits all Lake Forest residents and property owners as it generates an alternative revenue source to property taxes and ensures that visitors to the City fund a portion of the services provided.

The City's business community may be small compared to some of its neighbors, but it is an essential part of the community, adding to the high quality of life for Lake Forest residents. The Central Business District is a welcoming gathering space for residents of all ages. It is critical that the Lake Forest business community not only weather these immediate unprecedented events but recover and reestablish a fiscally sustainable business going forward.

The proposed Local Business Grant Program is intended to demonstrate the City's support for the business community. A particular emphasis is placed on the small businesses who may find the extended closures and restrictions pose an even greater challenge to recovery and sustainability. While it does not provide a significant source of funding to these businesses, it serves as a clear message that their presence in the community is valued and appreciated.

The proposed Resolution and Exhibit A overview of the program can be found beginning on **PAGE 16**. The program would be administered by the Finance Department.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	4/6/20	Discussion of grant program concept and direction to City staff to develop guidelines for consideration by the Council on April 20, 2020.

BUDGET/FISCAL IMPACT: The total cost of the proposed program is unknown at the current time. A .25% grant on all sales in calendar year 2019 would total \$578,000, but this includes businesses that are ineligible or may not apply. It also does not account for the annual sales volume cap of \$5 million. The Finance Director is working with the Illinois Department of Revenue to project a better estimate for presentation to the City Council on April 20. It is important to note that grant payments would only occur if future sales tax is generated, with the sole exception of March 2020 sales as an initial cash flow benefit for businesses currently closed or restricted due to the Governor's Proclamation.

The program would be funded from the FY2020 operating budget surplus in the General Fund. It would be set aside as of 4/30/20 and included in the FY21 budget rollovers to be considered by the City Council in July.

COUNCIL ACTION: If determined to be appropriate by the City Council, Consider Approval of a Resolution Adopting the City of Lake Forest 2020 Local Business Grant Program in Response to the COVID-19 Pandemic to Support Recovery of the Local Business Community

2. Consideration of an Ordinance making a Supplemental Appropriation for the Fiscal Year Beginning May 1, 2019 and Ending April 30, 2020 (First Reading, and if Desired by the City Council, Final Approval)

PRESENTED BY: Alderman James Morris, Finance Committee Chairman and

Elizabeth Holleb, Finance Director (847-810-3612)

PURPOSE AND ACTION REQUESTED: It is recommended to approve a supplemental appropriation at the end of each fiscal year for any fund that is anticipated to exceed the original appropriation. Staff requests first reading and if desired by the City Council, final approval of an Ordinance making a supplemental appropriation in Fiscal Year 2020.

BACKGROUND/DISCUSSION: Based on year-end estimates provided by operating departments during the FY2021 budget development, supplemental appropriations are anticipated to be required as follows:

MS Site Project Fund - \$575,000

Close this fund and transfer fund balance to Capital Improvements Fund

Special Recreation Fund - \$300,000

On July 15, 2019, the City Council authorized a \$359,415 payment of the City's member contribution for the closing, design and renovation costs of the North Suburban Special Recreation (NSSRA) new facility. At the time, it was noted that the unbudgeted expense would require a supplemental appropriation at year end.

BUDGET/FISCAL IMPACT: The supplemental appropriations required to meet legal compliance as presented in the Ordinance are: \$575,000 in the MS Site Project Fund and \$300,000 in the Special Recreation Fund.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of the Ordinance (page 21) making a supplemental appropriation for the fiscal year beginning May 1, 2019 and ending April 30, 2020.

PUBLIC WORKS COMMITTEE

1. **Approval of an Illinois Department of Transportation Resolution Appropriating \$1,750,000 in Motor Fuel Tax (MFT) Funds to be used for the 2020 Annual Street Resurfacing & Asphalt Patching Program.**

STAFF CONTACT: Robert Ells, Superintendent of Engineering (810-3555)

PURPOSE AND ACTION REQUESTED: The Illinois Highway Code requires each municipality to submit a City Council Resolution appropriating MFT funds for local street maintenance projects. Staff requests approval of a resolution appropriating \$1,750,000 in MFT funds to be used for the 2020 Annual Street Resurfacing & Asphalt Patching Program.

BACKGROUND/DISCUSSION: Typically, the City appropriates accumulated MFT funds for street maintenance projects every three years. While these projects will be bid and managed in-house, the City is required to follow IDOT guidelines in terms of project contract specifications, documentation, and project close-out procedures.

PROJECT REVIEW / RECOMMENDATIONS:

Reviewed	Date	Comments
Finance Committee	11/12/2019	Included in Capital Plan

BUDGET/FISCAL IMPACT: This resolution will initiate the process with IDOT to authorize the use of MFT funds for the City’s 2020 Annual Street Resurfacing & Asphalt Patching Program.

Below is an estimated summary of the MFT dollars being requested:

Capital Project	Amount Budgeted	Amount Requested	FY2021 Funding Source
2020 Annual Street Resurfacing & Asphalt Patching Program	\$1,750,000	\$1,750,000	MFT

COUNCIL ACTION: Approval of an Illinois Department of Transportation Resolution Appropriating \$1,750,000 in Motor Fuel Tax (MFT) Funds to be used for the 2020 Annual Street Resurfacing & Asphalt Patching Program.

2. **Award of Award of Bid for the Lake Forest Share of the Joint 2020 Annual Street Resurfacing & Asphalt Patching Program to Peter Baker & Sons for the Not-to Exceed Amount of \$1,750,000**

STAFF CONTACT: Robert Ells, Superintendent of Engineering (810-3555)

PURPOSE AND ACTION REQUESTED: Staff requests awarding the Lake Forest share of the joint 2020 Annual Street Resurfacing & Asphalt Patching Program contract to Peter Baker & Son Co.

BACKGROUND/DISCUSSION: Each year engineering staff develops the resurfacing and patching programs based on visual inspections, pavement testing, input from Streets Section personnel, and City Council. The results culminate in developing a 3-year annual pavement rehabilitation program identifying the streets to be resurfaced and patched each year. City staff has previously briefed the City Council on Municipal Partnership Initiative (MPI), a program that takes advantage of economies of scale, by securing low bid prices among neighboring municipalities who bid similar projects each year. This year, the City joined forces with Lake Bluff to create a joint bid for the Annual Street Resurfacing & Asphalt Patching Program.

In 2020, the City plans to resurface approximately 3.4 center-lane miles of streets. The streets to be resurfaced are:

Street	From	To
CHEROKEE	GREEN BAY RD	WAVELAND RD
HILLDALE	GREEN BAY RD	WAVELAND RD
WILSHIRE RD	MT. VERNON	WEST END
STABLE LN	WESTLEIGH RD	NORTH END
ROSEMARY	WASHINGTON RD	ILLINOIS RD
OAK KNOLL DR	ESTATE LN EAST	OLD MILL RD
WOODLAND RD	LAKE RD	ELM TREE
EDGEWOOD	SPRUCE	NOBLE
NORTH AVE	BUENA RD	WESTEND
STONE AVE	BUENA RD	VALLEY RD
NORTHCLIFFE WAY	KING MUIR RD	RT 43
CRABTREE	ELM TREE RD	SHERIDAN RD
GLENWOOD RD	GREEN BAY RD	WAVELAND RD
ILLINOIS RD	ROSEMARY RD	WASHINGTON CIR
E. LAUREL AVE	WESTERN AVE	70 E. LAUREL AVE
W. LAUREL AVE	GREEN BAY RD	WEST END
BURTON DR	INVERLEITH RD	LARCHMONT LN

BUDGET/FISCAL IMPACT: The project was bid in early March, 2020 with the bids opened on March 17, 2020. A total of two bids for the joint project were received. The bid prices consist of bid quantities that are to be completed by both municipalities as part of their respective resurfacing and patching programs. Both communities are using Motor Fuel Tax (MFT) dollars to pay for this year’s programs.

Has City staff obtained competitive pricing for proposed goods/services? **Yes**

Company Name	Dollar Amount Bid
Peter Baker & Son Co.	\$2,236,851.60
A Lamp Concrete Contractors Inc.	\$2,598,639.02

Comparing the two company’s unit costs and maximizing the allocated budget amount, the bid totals are summarized below. In simple terms, Peter Baker’s unit pricing was less than A-Lamp Concrete Contractors, Inc.

Company Name	Lake Forest’s Bid Portion
Peter Baker & Son Co.	\$ 1,750,000
A Lamp Concrete Contractors Inc.	\$ 1,840,712.02

Peter Baker & Son, has considerable experience working in Lake Forest and has consistently executed projects in a satisfactory manner.

Both municipalities are scheduled to award their respective contracts in the month of April. City engineering staff will provide daily inspectional services for Lake Forest’s portion of the contract.

If awarded, work on this project is expected to begin in May and be substantially completed early August. Upon award of the contract, both municipalities will meet with the contractor to get a tentative schedule for each community. The property owners near the vicinity of the construction work will be notified in advance of the start of construction. The City website, under Construction Updates, will also provide the details of the construction schedule.

Below is an estimated summary of Project budget:

FY2020 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
MFT Fund	\$1,750,000	\$1,750,000	Y

COUNCIL ACTION: Award of Bid for the Lake Forest Share of the Joint 2020 Annual Street Resurfacing & Asphalt Patching Program to Peter Baker & Sons for the Not-to Exceed Amount of \$1,750,000

4. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL ON NON-AGENDA ITEMS

Members of the public can provide public comment by calling into the following number during the meeting: 847-810-3643

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION

- 1. Approve the Extension of the Mayor’s Declaration of a Local State of Emergency until the next City Council Meeting**

STAFF CONTACT, Jason Wicha, City Manager

PURPOSE AND ACTION REQUESTED: It is requested that the City Council extend the Declaration to the next City Council meeting.

BACKGROUND/DISCUSSION: Over the past month, the U.S. Government and the State of Illinois have issued multiple orders declaring a state of emergency over the country and the State of Illinois in order to address the impact from the global pandemic from COVID-19. In order to address the impact this pandemic has had on the City of Lake Forest, Mayor Pandaleon exercised his authority to issue a Declaration of a Local State of Emergency on Saturday, April 4, 2020. At the April 6, 2020 City Council meeting, the City Council extended the Declaration to the next City Council meeting which is April 20, 2020.

In order to ensure that the emergency powers authorized by the local declaration remain in effect where necessary, the Mayor is asking the City Council to further extend the Declaration of a Local State of Emergency until the next City Council meeting that takes place after the April 20, 2020 meeting.

REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	4/6/2020	City Council Approved the Mayors Declaration until the next City Council Meeting

BUDGET/FISCAL IMPACT: N/A

COUNCIL ACTION: Approve the extension of the Mayor’s Declaration of a Local State of Emergency until the next City Council Meeting

2. Approval of the April 6, 2020 City Council Meeting Minutes

A copy of the minutes can be found beginning on **page 24**

COUNCIL ACTION: Approval of the April 6, 2020 City Council Meeting Minutes.

3. Resolution of appreciation for Phil Gayter for his work on the Welcome Home Campaign

A copy of the Resolution of Appreciation can be found beginning on **page 28**

COUNCIL ACTION: Approve the Resolution of Appreciation.

4. Resolution of appreciation for Deborah Fischer for her work on the Welcome Home Campaign

A copy of the Resolution of Appreciation can be found beginning on **page 29**

COUNCIL ACTION: Approve the Resolution of Appreciation.

5. Approval of a Resolution Reallocating 2020 Volume Cap to the Village of Buffalo Grove, Illinois

STAFF CONTACT: Elizabeth Holleb, Finance Director (847-810-3612)

PURPOSE AND ACTION REQUESTED: Staff requests approval of a resolution reallocating the City’s 2020 private activity bond volume cap to the Village of Buffalo Grove, Illinois for the private activity bond clearinghouse (PABC) pool.

BACKGROUND/DISCUSSION: The Federal Tax Reform Act of 1986 imposes a limit on the aggregate amount of “tax exempt private activity” bonds (also known as volume cap) that can be issued by a State. Pursuant to these federal regulations, the State of Illinois has developed a formula by which the State ceiling is allocated among governmental units in the State having authority to issue such bonds.

The Illinois Private Activity Bond Allocation Act provides that a home rule unit of government is allocated an amount equal to \$105 multiplied by its estimated population, which for Lake Forest in calendar year 2020 is \$2,052,120 (19,544 x \$105). By May 1, 2020, the City must take action to grant, reserve or transfer its allocation, or the amount is reserved by the Governor’s

Office for a pool. The City may transfer its allocation to any other home rule unit of government, the State of Illinois or any agency of the State.

This year, the City has received one request (**page 30**) to transfer its volume cap, as follows:

Organization	Proposed Use	Amount of Transfer Fee
Village of Buffalo Grove (Lake County Partners)	Private Activity Bond Clearinghouse	0.5% or \$10,260.60*

* Paid upon issuance of bonds utilizing the allocated volume cap

Home rule units are not prohibited from charging a fee for transferring their cap. In prior years when economic conditions were more favorable, home rule units were able to induce developers to pay a higher transfer fee than that offered by Lake County Partners. In recent years, however, fewer developers have sought the volume cap due to low interest rates and declines in development activity.

Because the volume cap amount for most municipalities is too small to assist with eligible projects, Lake County Partners created the Clearinghouse in 2000 as a way for Lake County communities to pool their cap and make best use of the allocation locally. Lake County Partners reports that in the past several years, they have seen little activity in the private activity bond market. Since its inception, the clearinghouse has funded nearly \$200 million in local projects, including the construction of 360,000 square feet of new manufacturing space, creation of 648 new manufacturing jobs, renovation of 1,600 multi-family dwelling units, purchase of an estimated 251 homes by “first-time homebuyers”, expansion of a Montessori School, and construction of a new solid waste disposal “cell”.

This is the 15th year under home rule status that the City has been allocated volume cap. The City has transferred its volume cap to Buffalo Grove for the past thirteen (13) years. To date, fee income of \$8,574.78 has been received.

BUDGET/FISCAL IMPACT: Upon issuance of bonds utilizing the City’s volume cap, a transfer fee payment of .5% would be due to the City. Should the entire 2020 allocation be utilized by the pool, the City would receive \$10,260.60.

COUNCIL ACTION: Approval of a Resolution (**page 31**) Reallocating 2020 Volume Cap to the Village of Buffalo Grove, Illinois

6. Request Approval to Purchase Necessary Salt Spreading and Plow Mounting Parts for Three Streets Section Trucks via a National Government Joint Purchase Cooperative, Sourcewell, in the Amount of \$52,729 from the FY '20 Fleet Maintenance Operating Budget

STAFF CONTACT: *Michael Thomas, Director of Public Works (810-3540)*

PURPOSE AND ACTION REQUESTED: Staff is requesting City Council approval to purchase necessary salt spreading and plow mounting parts for three of the City’s large snow plow dump trucks via the current Fleet Maintenance operating budget. Although primarily utilized by the Streets Section, all large plow trucks are shared with each of the maintenance operations throughout the calendar year. The parts requesting to be purchased are purchased through the national government joint purchase co-operative, Sourcewell

(formerly NJPA). Per Section 3.5 of the City's Purchasing Directive, purchases can be made via a variety of governmental joint purchasing programs. Items are bid nationally and conform to all requirements of the Illinois State bidding laws.

BACKGROUND/DISCUSSION: As was previously noted, many Sections within both Public Works and Parks & Recreation utilize all of the City's large dump truck fleet. Throughout this past winter's snow plowing events, two of the City's large plow trucks were having constant problems with their salt spreading control systems (e.g. not spreading any salt, spreading at too high of rate, not recording tonnages used, etc.). Although 15+ years old, both trucks are otherwise in very good working order. Additionally, a third truck requires replacement parts for its plow mounting system. Both sets of parts are very specific in nature (size, hydraulics, etc.) and require identical replacement parts. The City's Fleet Maintenance staff have analyzed these three trucks and have determined that the best approach is to simply replace the needed parts in order to provide 10+ additional years of service. The salt spreading control system and plow mounts were priced via national pricing and will be available by mid-summer; in time for the City's mechanics to replace them *before* the upcoming winter season

BUDGET/FISCAL IMPACT: The City's Fleet Maintenance Section budgets annually for labor, parts, fuel, and outside services for the entire City fleet. Balances are analyzed on a monthly basis and projections are made using previous years' data. Staff looks at each Section's bottom line operating budget; so if one specific line item exceeds its budgeted amount, savings from another line item is used to cover the overage. With three weeks remaining in the current fiscal year, the approximate \$471,000 parts budget has \$18,250 remaining. With only Police, Fire, and Sanitation currently operating City vehicles on a regular basis, Fleet Maintenance has seen a significant reduction in part purchases and fuel usage since mid-March. For FY '20, Fleet Maintenance's outside services is budgeted at \$140,000. To-date, \$79,743 has been spent. Staff is therefore requesting approval to purchase the parts by using the \$60,000+ savings from the outside services line item. The purchase will be charged to Fleet's part budget.

For many years, the City has purchased multiple pieces of equipment and parts from national bids to include Sourcewell, Omnia Partners, State bid, and the Suburban Purchasing Cooperative. Sourcewell, formerly National Joint Powers Alliance, was created by State law as a service cooperative to provide programs and services to members in education and government. Sourcewell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services. Sourcewell is a public agency governed by an eight-member board.

Has competitive pricing been obtained for proposed goods/services? **No**
 If no, indicate the specific exception requested: Administrative Directive 3-5, Section 9.1D – Government Joint Purchase

Below is an estimated summary of Fleet Maintenance's Outside Services line-item budget:

FY2020 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Fleet Fund-Outside Services	\$140,000	\$52,729	Y

COUNCIL ACTION: Request Approval to Purchase Necessary Salt Spreading and Plow Mounting Parts for Three Streets Section Trucks via a National Government Joint Purchase Cooperative, Sourcewell, in the Amount of \$52,729 from the FY '20 Fleet Maintenance Operating Budget

7. Ratification of Final Costs for both the North Beach Access Road Ravine and Bluff Projects and Approval to Make a \$54,720 payment to P. Clifford Miller for Additional Expenses Related to the NBAR Bluff Improvements

STAFF CONTACT: *Michael Thomas, Director of Public Works (810-3540)*

PURPOSE AND ACTION REQUESTED: Staff is requesting City Council’s ratification of all construction expenses related to both the North Beach Ravine and Bluff projects as well as approval of \$54,720 for additional project related costs. As noted in the City’s purchasing directive, “all related procurements that will be necessary or required in order to complete a project or facility within the fiscal year, or within 120 days regardless of fiscal year, shall be treated as a single procurement and the sum of the related procurements shall be used to determine the applicable level of authority”. Although the ravine and bluff projects were separate projects and completed in two separate fiscal years, various additional expenses occurred that related to one or the other outside of the awarded project amounts. Ratification will allow the Finance Department to accurately reflect all project related costs to either the ravine or bluff project.

BACKGROUND/DISCUSSION: The North Beach Ravine project was completed at the end of December, 2018 with the exception of retainage to allow for spring plantings. Beginning in late May, 2019, City staff and the contractual landscape architect began planting the ravine embankments. Plants, additional topsoil, and some minor earthwork occurred throughout the summer in order to coincide the ravine’s completion with the bluff project. This included general oversight of City crews as they planted the ravine and later the bluff, by the landscape architect, P. Clifford Miller.

The North Beach bluff project also had various outside expenses related to its completion. The two dedicated pillars erected at the road’s entrance, the materials utilized in November for the lower bluff revetment extension, and the many feet of hose, couplings, and tri-pods used for irrigating the newly planted ravine and bluff.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	3/4/2019	Approved the bluff project to Keno Construction in the amount of \$2,088,363.40 and a 10% contingency of \$208,836.34 for any engineering and/or construction related expenses.
Public Works Committee	2/20/2019	Recommended City Council approve the low bid from John Keno & Company. Recommended a 10% contingency be approved for any additional engineering (AECOM) and/or construction (Keno).

		Recommended the unused \$83,090 contingency from the NBAR ravine project be put towards the bluff project overage. Recommended removing the \$265,000 Forest Avenue parking lot resurfacing in FY '20 and allocating those dollars to cover the over-budget amount of \$32,013 and the approx. \$208,000 contingency. Recommended including the \$200,000 budget and repair of the North Beach parking lot in the bluff restoration project.
City Council	10/15/2018	Directed staff to pursue the bluff repair via design option 3A. Approved engineering design services agreement with AECOM. Approved landscape design services agreement with P. Clifford Miller, Inc. Approved removal of the existing boardwalk.
City Council	10/1/2018	Considered Design & Option Approvals; Discussion Tabled
Public Works Committee	9/24/2018	Recommended City Council Further Discuss 1A & 3A, Pursue Competitive Bidding, Complete Project by Memorial Day, 2019. Recommended Approval of AECOM's Design & Bidding Services Agreements
City Council	9/17/2018	Staff Reviewed Each Repair Option and Its Accompanying Timeline
City Council	9/4/2018	Staff Provided Update from Bluff Advisory Committee
Bluff Advisory Committee	8/27/2018	Recommended City Pursue One of Three Repair Options
Bluff Advisory Committee	8/8/2018	Reviewed All Bluff Repair Options
City Council	7/16/2018	Approved Design/Build Approach for Ravine Repairs
City Council	7/2/2018	Staff Updated City Council on Bluff Failure
City Council	3/20/2017	Approval of Forest Park Monitoring Services with AECOM
Public Works Committee	3/15/2017	Recommended Approval of Forest Park Monitoring Services
Finance Committee	3/13/2017	Provided 3/1/2017 Forest Park Bluff Stability Evaluation

BUDGET/FISCAL IMPACT: The following two charts provide a breakdown of costs for each project. Upon City Council approval, all charges will be charged to the appropriate project account.

Ravine

Item / Contractor	Description	Amount
John Keno & Company	General Construction	\$788,900.00
P. Clifford Miller, Inc.	Ravine Landscape Design	\$ 7,460.00
Various Nurseries	Plant Purchases	\$ 56,983.91
Various Topsoil Distributors	Additional Topsoil	\$ 8,425.76
DiTomasso Excavating	Minor Earthwork for Planting	\$ 7,050.00
P. Clifford Miller, Inc.	Plant Selection at Nurseries	\$ 4,980.00
TOTAL:		\$866,339.67

Bluff

Item / Contractor	Description	Amount
John Keno & Company	General Construction	\$2,088,363.40
P. Clifford Miller, Inc.	Bluff Landscape Design	\$ 18,740.00
Contingency	General Construction Contingency	\$ 208,818.97
Various Nurseries	Seed, Blanket, & Plant Purchases	\$ 19,949.52
Various Irrigation Items	Irrigation Line, Hose, Tri-Pods, Couplers	\$ 10,183.36
Krugel Cobbles	Entrance Pillars	\$ 15,850.00
Michels Quarry	Stone for Revetment Extension	\$ 18,447.70
P. Clifford Miller, Inc.	Plant Installation Oversight/Management	\$ 54,720.00
TOTAL:		\$2,435,072.95

These expenses exceeded the contingency amount and were charged to either the Park & Recreation's CARP fund (Capital Asset Replacement Program) or a separate ditch / ravine / bluff capital improvement account. These expenses will now be added to the project's overall total cost and taken from capital fund reserves.

	Project Budget	Project Award (with Contingency)	Actual Expenses	Project Overage
NBAR Ravine	\$788,900	\$788,900	\$866,340	\$77,440
NBAR Bluff	\$1,856,350	\$2,297,199	\$2,435,073	\$137,874

COUNCIL ACTION: Ratification of Final Costs for the North Beach Access Road Ravine and Bluff Projects and Approval to Make a \$54,720 payment to P. Clifford Miller for Additional Expenses Related to the NBAR Bluff Improvements.

COUNCIL ACTION: Approval of the 7 (seven) omnibus items as presented.

6. **ORDINANCES**

7. **OLD BUSINESS**

8. **NEW BUSINESS**

9. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS

10. ADJOURNMENT

A copy of the Decision Making Parameters can be found beginning on **page 14** of this packet.

Office of the City Manager

April 15, 2020

The City of Lake Forest is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are required to contact City Manager Jason Wicha, at (847) 234-2600 promptly to allow the City to make reasonable accommodations for those persons.





THE CITY OF LAKE FOREST

DECISION-MAKING PARAMETERS FOR CITY COUNCIL, AND APPOINTED BOARDS & COMMISSIONS

Adopted June 18, 2018

The City of Lake Forest Mission Statement:

“Be the best-managed, fiscally-responsible and appealing community and promote a community spirit of trust, respect and citizen involvement.”

The Lake Forest City Council, with the advice and recommendations of its appointed advisory Boards and Commissions, Lake Forest Citizens, and City Staff, is responsible for policy formulation and approval. Implementation of adopted strategy, policy, budgets, and other directives of Council is the responsibility of City Staff, led by the City Manager and Senior Staff. The Mayor and Aldermen, and appointed members of Boards and Commissions should address matters in a timely, deliberate, objective and process-driven manner, making decisions guided by the City of Lake Forest Strategic and Comprehensive Plans, the City’s Codes, policies and procedures, and the following parameters:

- Motions and votes should comprise what is in the best long-term interests of all Lake Forest citizens, measured in decades, being mindful of proven precedents and new precedents that may be created.
- All points of view should be listened to and considered in making decisions with the long-term benefit to Lake Forest’s general public welfare being the highest priority.
- Funding decisions should support effectiveness and economy in providing services and programs, while mindful of the number of citizens benefitting from such expenditures.
- New initiatives should be quantified, qualified, and evaluated for their long-term merit and overall fiscal impact and other consequences to the community.
- Decision makers should be proactive and timely in addressing strategic planning initiatives, external forces not under control of the City, and other opportunities and challenges to the community.

Community trust in, and support of, government is fostered by maintaining the integrity of these decision-making parameters.

The City of Lake Forest’s Decision-Making Parameters shall be reviewed by the City Council on an annual basis and shall be included on all agendas of the City Council and Boards and Commissions.

RESOLUTION NO. _____

**A Resolution Adopting the 2020 Local Business Grant Program
in Response to the COVID-19 Pandemic**

WHEREAS, the City of Lake Forest ("**City**") is a home rule, special charter municipal corporation; and

WHEREAS, on March 10, 2020, J.B. Pritzker, Governor of the State of Illinois, issued a disaster proclamation as a result of the spread of the COVID-19 virus; and

WHEREAS, on March 12, 2020, J.B. Pritzker, Governor of the State of Illinois, issued an Executive Order encouraging social distancing to fight the spread of COVID -19; and

WHEREAS, on March 20, 2020, Governor Pritzker issued an Executive Order requiring all non-essential persons to stay at home with limited exceptions and non-essential businesses to cease operations with limited exceptions, which order was effective March 21, 2020 through April 7, 2020, and was recently extended to April 30, 2020; and

WHEREAS, the COVID-19 Pandemic has had serious negative consequences for Lake Forest businesses; and

WHEREAS, it is critical that the Lake Forest business community not only weather these immediate unprecedented events but recover and reestablish a fiscally sustainable business community going forward; and

WHEREAS, pursuant to the City's home rule powers and Section 8-1-2.5 of the Illinois Municipal Code (65 ILCS 5/8-1-2.5), the Corporate Authorities of the City may expend funds for economic development purposes and make grants to commercial enterprises that are deemed necessary or desirable for the promotion of economic development within the City; and

WHEREAS, the Corporate Authorities of the City have determined that is in the best interests of the public health, safety, and welfare to support the economic recovery of local businesses from the COVID-19 Pandemic through an emergency grant program, as set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of The City of Lake Forest, County of Lake, State of Illinois, as follows:

SECTION 1: The recitals set forth above are hereby incorporated into this Section 1.

SECTION 2: The Corporate Authorities of the City hereby approve and adopt the 2020 Local Business Grant Program as set forth in Exhibit A attached to this Resolution ("**Grant Program**").

SECTION 3: The Corporate Authorities of the City hereby authorize and direct the City Manager or his designee to establish administrative policies and procedures for the management of the Grant Program, and authorize the City Manager or his designee to make grant payments in accordance with this Resolution and the established administrative policies and procedures.

SECTION 4: This Resolution shall be in full force and effect upon its passage and

approval in the manner provided by law.

PASSED THIS ____ DAY OF _____, 2020

AYES

NAYS

ABSENT

APPROVED THIS ____ DAY OF _____, 2020

MAYOR

ATTEST:

City Clerk

4848-1971-1085, v. 3

EXHIBIT A

2020 Local Business Grant Program

Resolution No. _____
Exhibit A

City of Lake Forest, Illinois
2020 Local Business Grant Program
DRAFT FOR DISCUSSION

PURPOSE:

The purpose of the City of Lake Forest 2020 Local Business Grant Program is to support recovery of the local business community from impacts of the COVID-19 pandemic and Governor Pritzker disaster proclamation.

ELIGIBILITY:

- Local business operating within the borders of the City of Lake Forest, Illinois and reporting sales tax to the Illinois Department of Revenue to the Lake Forest Location Code
- Business can have no more than four (4) operating locations
- A franchisee of a national chain is eligible only if the franchisee operates no more than four (4) operating locations
- Only taxable sales generated and reported to the Lake Forest location code is eligible for the grant (reported on ST-1 or ST-2)
- Lake Forest business location must be operating as of March 21, 2020

GRANT AMOUNT:

- The maximum grant will be calculated as .25% of sales tax generated on calendar year 2019 sales in Lake Forest, but will be capped at \$12,500 (\$5 million in taxable 2019 sales).
- The grant amount is intended to represent $\frac{1}{4}$ of the Municipal Sales Tax generated on calendar year 2019 sales. No rebate of Home Rule Sales Tax is intended with this program.
- If a Lake Forest business is otherwise eligible for the program but opened for business after January 1, 2019, the maximum grant will be calculated based on the previous formula or \$5,000, whichever is greater.
- The grant amount established is the maximum amount to be received and is **not guaranteed**. Actual grant payments will be made based on actual taxable sales for March 2020 through December 2020.

PROCEDURES:

Step 1: Application

- Grant applicant must submit application form, W-9 and copies of ST-1 or ST-2 forms filed for all months of calendar year 2019

Step 2: Review and Award Letter

- The City Finance Department will review application and related materials and if awarded a grant, the City will issue a Grant Award Letter advising of the 2020 Grant Cap

Step 3: Grantee Submittals for Payment

- Once issued the Grant Award Letter, the grantee may submit requests for payment on a monthly or less frequent basis
- Grantee may not submit for a City grant payment until sales tax payment has been made to Illinois Department of Revenue (IDOR)
- Payments will be issued upon receipt of a Grant Request Form, accompanied by the ST-1 or ST-2 form for each month of sales beginning with March 2020 through December 2020. Proof of payment to the IDOR is required.
- Grant payment will be .25% on taxable sales generated for the applicable month reported for the Lake Forest location code
- The City will accept Grant Request Forms **through January 31, 2021, at which time the program shall cease.**
- If a grantee submits sales on a quarterly basis, the grant payment for March 2020 will be no more than 1/3 of the first quarter 2020 taxable sales in Lake Forest

ADDITIONAL NOTES:

- Grant amount is subject to 1099-G reporting based on Internal Revenue Service (IRS) requirements (currently \$600 or greater in a calendar year)
- **Program applicants should note that based on the formula used for payment, proprietary sales information may be released or otherwise determined by the public.**

THE CITY OF LAKE FOREST

ORDINANCE NO. _____

**AN ORDINANCE MAKING A SUPPLEMENTAL APPROPRIATION FOR
THE FISCAL YEAR BEGINNING MAY 1, 2019
AND ENDING APRIL 30, 2020**

WHEREAS, on July 15, 2019, The City of Lake Forest adopted Ordinance No. 2019-29 entitled the *“Annual Appropriation Ordinance For The Fiscal Year May 1, 2019 to April 30, 2020”* appropriating funds for the fiscal year beginning May 1, 2019 and ending April 30, 2020 (*“Appropriation Ordinance”*); and

WHEREAS, there is either additional revenue available to the City or estimated to be received by the City, which additional revenue became available or was estimated to be received subsequent to the adoption of the Appropriation Ordinance, or there is revenue available to the City from fund balances available when the Appropriation Ordinance was adopted but that were not appropriated at that time; and

WHEREAS, pursuant to 65 ILCS 5/8-2-9, the Mayor and City Council have determined that it is proper and necessary to appropriate such revenue through the adoption of this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LAKE FOREST, COUNTY OF LAKE, STATE OF ILLINOIS, as follows:

SECTION ONE: Recitals. The foregoing recitals are incorporated as the findings of the City Council and are hereby incorporated into and made a part of this Ordinance.

SECTION TWO: Supplemental Appropriation. The City Council hereby approves a supplemental appropriation for the objects and purposes as set forth in the schedule attached hereto as Exhibit A.

SECTION THREE: Effective Date. This Ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form in the manner provided by law.

Passed this ____ day of _____, 2020

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved this __ day of _____, 2020

Mayor

ATTEST:

City Clerk

EXHIBIT A:

Supplemental Appropriation Schedule

MS Site Project Fund \$575,000

Special Recreation Fund \$300,000

The City of Lake Forest
CITY COUNCIL
Proceedings of the Monday, April 6, 2020
City Council Meeting - City Council Chambers
REMOTE ACCESS MEETING

CALL TO ORDER AND ROLL CALL: Honorable Mayor Pandaleon called the first remote meeting to order at 6:30pm, and the City Clerk Margaret Boyer called the roll of Council members.

Present: Honorable Mayor Pandaleon, Alderman Beidler, Alderman Morris, Alderman Rummel, Alderman Notz, Alderman Preschlack, Alderman Goshgarian, Alderman Moreno and Alderman Buschmann.

Absent: None

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE was recited by all those present.

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

A. Report on the Mayor's State of Emergency Declaration and Request that the City Council Extend the Declaration to the Next City Council Meeting

Mayor Pandaleon stated that he would like to extend the emergency declaration to the next City Council meeting. He reported by making this declaration, the City has the opportunity to request to be reimbursed by the federal government for any funds spent during the COVID-19 pandemic.

COUNCIL ACTION: Approve the Mayor's Declaration until the next City Council Meeting

Alderman Buschmann made a motion to approve the Mayor's Declaration until the next City Council Meeting, seconded by Alderman Rummel. The following voted "Aye": Alderman Beidler, Morris, Rummel, Notz, Preschlack, Goshgarian, Moreno, and Buschmann. The following voted "Nay": None. 8-Ayes 0-Nays, motion carried.

Mayor Pandaleon took a moment to thank City Staff for adapting quickly to new delivery methods of services to residents remotely. The City Council discussed that they along with residents appreciate the daily updates from the City, stating that residents can opt in to receive Constant Contact communications for daily updates on COVID-19. Information on how to opt in is available on at <https://www.cityoflakeforest.com/>

Mayor Pandaleon also stated the Fire Department and the Police Department are equipped with the necessary personal protective equipment (PPE) to prevent exposure to COVID-19. Persons wanting to make PPE donations can contact both the Fire Chief and Police Chief.

Mayor Pandaleon reported that the City will begin to look at how it can expand on current services while protecting City Staff from exposure. He also reported on ways to support local businesses and based on

discussion will direct Staff to put together stimulus options moving forward related to a possible rebate on sales tax revenues.

Finance Director Elizabeth Holleb gave an overview of two local stimulus packages from neighboring communities.

The City Council had discussion on how this is being handled in other communities, the local small business impacts. City Manager Wicha stated that more information would be brought by Finance Director Elizabeth Holleb at the next meeting

COMMENTS BY CITY MANAGER

City Manager Wicha thanked the Council and residents for supporting City staff. He reported that the City has received many positive messages that are shared across the organization. City Manager Wicha stated that the best way to support staff during this time is to stay home as much as possible. Emergency responders are always here to support our residents, and in order to protect their health it is important to follow these precautions. He praised staff for keeping many City operations intact, and he emphasized Mayor Pandaleon's message of bringing more services back on line safely.

COMMITTEE REPORTS

OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL ON NON-AGENDA ITEMS

Members of the public can provide public comment by calling into the following number during the meeting: 847-810-3643

Michael Seigel offered his comments on the impacts of rebates for local businesses onto taxpayers.

ITEMS FOR OMNIBUS VOTE CONSIDERATION

Mayor Pandaleon offered the condolences to the family of Audit committee member Bill Smith before reading the omnibus items.

- 1. Resolution of Sympathy for William Smith, Audit Committee Member**
- 2. * Approval of the March 2, 2020 City Council Meeting Minutes**
- 3. Approval of the Check Register for the Period of February 22-March 21, 2020**
- 4. Ratification of the Continuity of City Employee Salary and Benefits during Coronavirus Pandemic Closures**
- 5. Approval of an Arbor Day Proclamation**
- 6. * Approval of Tentative Agreement on Wages with the Local Chapter of the Metropolitan of Police (MAP)**
- 7. * Approval of Special Event Permits for Various Recurring Community Events Proposed for 2020**

8. * **Approval of a Special Event Permit and Temporary Traffic Controls for the “Zuffengruppe 3” Car Show Event on Sunday, August 9, 2020, in Market Square**
9. * **Consideration of an Appeal of a Decision of the Historic Preservation Commission Denying a Certificate of Appropriateness and a Request for Deferred Consideration. (Approval of Motion)**
10. * **Consideration of a Recommendation from the Plan Commission in Support of Approval of an Update to the Comprehensive Plan as it Relates to the Route 60 Entrance Corridor and Surrounding Area. (Final Approval of an Ordinance)**
11. **Award of Bid in the Amount of \$23,930.00 with a 10% or \$2,393 Contingency to Carey’s Heating and Air Conditioning for the Stirling Hall HVAC Replacement Project.**
12. **Award of Bid in the Amount of \$31,570.00 with a 10% or \$3,157 Contingency to Core Mechanical for the Lake Forest City Hall Boiler Replacement Project.**
13. **Approval of Final Payment to IDOT for the Robert McClory Bike Path Construction Project in the amount of \$30,677.80**
14. **Award of Bid for the Replacement of a Used Semi-Tractor for the Streets Section as Budgeted in the FY2021 Capital Equipment Budget, to CIT Trucks in the Amount of \$41,320 Including a \$2,500 Down Payment**
15. **Approval to authorize the City Manager to enter into a contract with Fleck’s Landscaping and Martin Associates for City-Wide Grounds Maintenance Services**
16. **Approval to authorize the City Manager to enter into a contract with Clauss Brothers, Inc. for Construction Services Associated with the South Park OSLAD Grant Improvement Project, for a total project cost not to exceed \$764,811.**

*Items were from the cancelled March 16 City Council meeting.

COUNCIL ACTION: Approval of the sixteen (16) Omnibus items as presented

Mayor Pandaleon asked members of the Council if they would like to remove any item or take it separately. Alderman Morris asked to remove item #9 due to a conflict.

Mayor Pandaleon asked again if any member of the Council would like to remove any item or take it separately. Seeing none, he asked for a motion.

Alderman Rummel made a motion to approve the fifteen (15) omnibus items as presented, seconded by Alderman Beidler. The following voted “Aye”: Alderman Morris, Beidler, Notz, Rummel, Preschlack, Goshgarian, Moreno and Buschmann. The following voted “Nay”: None. 8-Ayes, 0 Nays, motion carries.

Item #9 Removed

*** Consideration of an Appeal of a Decision of the Historic Preservation Commission Denying a Certificate of Appropriateness and a Request for Deferred Consideration. (Approval of Motion)**

Alderman Beidler motioned to hear number 9 separately, seconded by Alderman Preschlack.

The following voted "Aye": Alderman Beidler, Notz, Rummel, Preschlack, Goshgarian, Moreno and Buschmann. The Following Abstained: Alderman Morris. The following voted "Nay": None. 7-Ayes, 1-Abstention, 0 Nays, motion carries.

Information such as Purpose and Action Requested, Background/Discussion, Budget/Fiscal Impact, Recommended Action and a Staff Contact as it relates to the Omnibus items can be found on the agenda.

ORDINANCES

NEW BUSINESS

ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS
--

The City Council had additional discussion about Lake Forest residents following socially distance protocol and City Leadership.

Alderman Rummel asked Council members to participate in making a video for a Green Minds Project with the deadline of April 10 approaching.

ADJOURNMENT

There being no further business, Mayor Pandaleon asked for a motion. Alderman Morris made a motion to adjourn, seconded by Alderman Preschlack. Motion carried unanimously by voice vote at 7:25 pm.

Respectfully Submitted
Margaret Boyer, City Clerk

A video of the City Council meeting is available for viewing at the Lake Forest Library and on file in the Clerk's office at City Hall. You can also view it on the website by visiting www.cityoflakeforest.com. Click on I Want To, then click on View, then choose Archived Meetings Videos.

RESOLUTION OF APPRECIATION

WHEREAS, Phil Gayter has served on the Marketing Committee of The City of Lake Forest from September, 2016 to May of this year; and

WHEREAS, Phil Gayter's vast professional creative experience in advertising and marketing brought an extraordinary set of skills in writing and visuals to the Committee; and

WHEREAS, Phil helped develop a multi-faceted, multi-media and multi-year strategy to campaign for The City of Lake Forest, titled "Welcome Home"; and

WHEREAS, The City of Lake Forest is extremely grateful for the time and talent Phil provided to the City of Lake Forest and the Marketing Team, for the tools and products that were developed and the measurable and tacit success of the "Welcome Home" campaign;

NOW, THEREFORE, BE IT RESOLVED that the City Council of The City of Lake Forest, Illinois, hereby expresses the gratitude of the citizens of Lake Forest to Phil Gayter for the service he has given by means of this resolution, which shall be spread upon the permanent records of the City Council this twentieth day of April, 2020.

Mayor

RESOLUTION OF APPRECIATION

WHEREAS, Deborah Fischer has served as a volunteer on the Marketing Committee of The City of Lake Forest from September, 2016 to May of this year; and

WHEREAS, prior to being asked to serve on the Committee by former Mayor Don Schoenheider, Deb had been instrumental in helping formulate the concept for a City-wide marketing campaign while she served as President of the Lake Forest-Lake Bluff Chamber of Commerce; and

WHEREAS, Deb Fischer is a residential real estate professional in the community, and brought her marketing expertise, creativity and many skills to the Committee; and

WHEREAS, Deb helped develop a multi-faceted, multi-media and multi-year strategy to campaign for The City of Lake Forest, titled "Welcome Home"; and

WHEREAS, The City of Lake Forest is extremely grateful for the time and talent Deb provided to the City of Lake Forest and the Marketing Team, for the tools and products that were developed and the measurable and tacit success of the "Welcome Home" campaign;

NOW, THEREFORE, BE IT RESOLVED that the City Council of The City of Lake Forest, Illinois, hereby expresses the gratitude of the citizens of Lake Forest to Deborah Fischer for the service she has given by means of this resolution, which shall be spread upon the permanent records of the City Council this twentieth day of April, 2020.

Mayor

January 20, 2020

Mr. Jason Wicha, City Manager
City of Lake Forest
Sent via email to: wichaj@cityoflakeforest.com

Dear Jason:

I am writing to request your municipality's participation in Lake County's Private Activity Bond Clearinghouse (PABC) in 2020. Each year, Lake County Partners contacts the home rule communities in Lake County to request a pooling together of the volume cap to ensure the best use of our collective private activity bond allocation. The PABC cap for each year is transferred to the Village of Buffalo Grove, the Pool's host home rule community. *If your municipality is interested in participating, your governing body must approve a resolution and submit it to the Governor's Office before May 1, 2020. A sample resolution is attached for your use.*

Since its inception, the Lake County PABC has funded nearly \$200,000,000 in local projects, which has resulted in the construction of over 360,000 sq. ft. of new manufacturing space, the creation of 648 new manufacturing jobs, the renovation of 1,600 multi-family dwelling units, the purchase of an estimated 251 homes by first-time homebuyers, the expansion of a Montessori School, and the construction of a new solid waste disposal cell.

Please click on the following link to review the: ["State of Illinois' Guidelines and Procedures for the Allocation of Private Activity Bonding Authority in Accordance with the Tax Reform Act of 1986 and 30 ILCS 345"](#). Per page 5 of this document, this year's per capita amount is \$105.00, and the population data estimates outlined within these guidelines are based on Census information. **The population estimate for City of Lake Forest is 19,544 bringing your municipality's 2020 allocation to \$2,052,120.**

Your municipality's approval of a resolution to transfer its volume cap to the Village of Buffalo Grove will preserve the volume cap in Lake County for a three-year period for the important reasons outlined above. **Lake County Partners therefore requests that you place a resolution similar to the attached example on your Board's schedule for approval and forward the approved resolution to the attention of the Governor's Office as soon as possible in the manner outlined within page 3 of the above hyperlinked Guidelines and Procedures document; please note that all reporting submissions are to be submitted in both hard copy and electronic format.**

Please copy me at bprusila@lakecountypartners.com on your Board's actions and subsequent notification to the Governor's Office, or notify me if your community chooses not to participate in this year's pool so that we may more effectively manage the process next year. If you have any specific questions or concerns, please feel free to get in touch directly at 847-597-1230.

We appreciate your support and look forward to working with you.

Sincerely,



Barbara C. Prusila
Marketing & Communications Director

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF LAKE FOREST, ILLINOIS
REALLOCATING 2020 VOLUME CAP
TO THE VILLAGE OF BUFFALO GROVE, ILLINOIS**

WHEREAS, the City of Lake Forest, Lake County, Illinois the (“City”), is a municipality and a home rule unit of government duly organized and validly existing under Section 6(a) of Article VII of the 1970 Constitution and laws of the State of Illinois; and

WHEREAS, certain tax exempt private activity bonds may be issued only if sufficient volume cap pursuant to Section 146 of the Internal Revenue Code of 1986, as amended (the “Code”), is available for the bonds; and

WHEREAS, pursuant to the Code, the City has been allocated volume cap equal to \$105.00 per resident of the City in calendar year 2020, or \$2,052,120 for the issuance of such tax exempt private activity bonds; and

WHEREAS, pursuant to Section 6 and Section 6.1 of the Illinois Private Activity Bond Allocation Act, 30 ILCS 345/1 *et seq.* (the “Bond Allocation Act), and the Guidelines and Procedures promulgated thereunder, the City may, prior to May 1, 2020, reallocate to other home rule units of government the volume cap allocated to the City by the Code for their issuance of such tax exempt private activity bonds or for subsequent transfer or reallocation; and

WHEREAS, the City has not used any of its 2020 volume cap and has no present intention to use the same; and

WHEREAS, the Lake County Partnership for Economic Development, Inc. has offered Lake County home rule communities the opportunity to participate in a program to combine their respective volume cap allocations and create a Private Activity Bond Clearinghouse Pool (the “Pool”) to facilitate the issuance of tax-exempt private activity bonds to finance, manufacturing and multi-family housing commercial projects in Lake County, Illinois, for economic development purposes (“Eligible Projects”); and

WHEREAS, the Village of Buffalo Grove, a home rule unit of government (“Buffalo Grove”), pursuant to its Resolution No. 2001-51 adopted December 17, 2001, agreed to host the Pool and to reserve its own volume cap, and accept volume cap reallocated to Buffalo Grove by other home rule units of government, for the issuance of tax-exempt private activity bonds placed through the Pool to finance Eligible Projects; and

WHEREAS, Buffalo Grove has requested that the City reallocate all of its 2020 volume cap to Buffalo Grove to be used for the issuance of tax-exempt private activity bonds placed through the Pool to finance Eligible Projects;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE FOREST, LAKE COUNTY, ILLINOIS, as follows:

Section 1: Recitals. The foregoing recitals are incorporated in and made a part of this Resolution by this reference as findings of the City Council.

Section 2: Transfer and Reallocation of 2020 Volume Cap. Pursuant to Section 6 and Section 6.1 of the Bond Allocation Act and the Guidelines and Procedures promulgated thereunder, the City irrevocably agrees to, and does hereby, transfer and reallocate all of its 2020 volume cap to Buffalo Grove to be used for the issuance of tax-exempt private activity bonds placed through the Pool to finance Eligible

Projects as directed by the Advisory Committee created pursuant to Buffalo Grove Resolution No. 2001-51.

Section 3: Agreement. This Resolution shall constitute the agreement of the City to a different allocation under Section 146(e)(3) of the Code and the writing required under Section 6 of the Bond Allocation Act.

Section 4: Warranty. The City covenants and warrants that it has taken no action or issued bonds that would abrogate, diminish, or impair its ability to fulfill the written agreement, covenants, and undertakings on its part under this Resolution.

Section 5: Authorization. As required by the Bond Allocation Act and the Guidelines and Procedures promulgated thereunder, a certified copy of this Resolution shall be transmitted to the Office of the Governor of the State of Illinois. Any and all appropriate and proper officers, officials, agents, and employees of the City are hereby authorized, empowered, and directed to take all necessary and advisable actions, and to execute all such documents and certificates, as may be necessary to further the purposes and intent of this Resolution.

Section 6: Maintain Record. The City shall maintain a written record of this Resolution in its records for so long as the bonds to which the volume cap transferred by this Resolution is reallocated remain outstanding.

Section 7: Effective Date. This Resolution shall be in full force and effect from and after its passage and approval as required by law and is enacted by the City pursuant to its powers under the laws of the State of Illinois and the Illinois Constitution of 1970 and its home rule powers.

PASSED this ____ day of _____, 2020

AYES:

NAYS:

ABSENT:

APPROVED this ____ day of _____, 2020

Mayor

ATTEST:

City Clerk