

THE CITY OF LAKE FOREST
CITY COUNCIL AGENDA
Monday, June 15, 2020 at 6:30pm
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 following link <https://us02web.zoom.us/j/89978933298> 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.

Honorable Mayor, George Pandaleon

James E. Morris, Alderman First Ward	Jim Preschlack, Alderman Third Ward
Jennifer Karras, Alderman First Ward	Ara Goshgarian, Alderman Third Ward
Melanie Rummel, Alderman Second Ward	Raymond Buschmann, Alderman Fourth Ward
Edward U. Notz, Jr., Alderman Second Ward	Eileen Looby Weber, Alderman Fourth Ward

CALL TO ORDER AND ROLL CALL

6:30pm

PLEDGE OF ALLEGIANCE

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

- A. COVID 19 Financial Impact Update
 - Elizabeth Holleb, Finance Director

2. COMMENTS BY CITY MANAGER

- A. Golf Operations Status Update
 - Vince Juarez, General Manager
- B. Community Spot Light
 - CROYA Celebrates 40 Years

- Todd Nahigian CROYA Manager
- "Spirit of CROYA" Margot Martino Essay Contest
- Haley Banta, Scholarship Recipient
- Ava Manelis, Scholarship Recipient

3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

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

4. COMMITTEE REPORTS

FINANCE COMMITTEE

1. **Consideration of the Annual Appropriation Ordinance for FY2021 and Approval of Rollovers (First Reading)**

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

PURPOSE AND ACTION REQUESTED: Staff requests approving the first reading of the FY2021 appropriation ordinance and rollovers.

BACKGROUND/DISCUSSION: While the annual municipal budget represents the City's financial "plan" for expenditures over the course of the fiscal year, the annual Appropriation Ordinance is the formal legal mechanism by which the City Council authorizes the actual expenditures of funds budgeted in the annual budget. It appropriates specific sums of money by object and purpose of expenditures. State statutes require the passage of an Appropriation Ordinance by the end of July, which must be filed with the County Clerk within 30 days of approval.

There are some differences between the budget and Appropriation Ordinance. The Appropriation Ordinance includes the Library, which was not included in the budget approved at the May 4, 2020 City Council meeting. The Library expenses are approved by the Library Board. Debt service payments are included in the budget, but are excluded from the Appropriation Ordinance. The ordinances approving the bond issues serve as the legal authorization for these annual expenditures.

The Appropriation Ordinance provides for a 10% "contingency" above the budgeted expenditures. Each separate fund includes an item labeled "contingency" with an appropriate sum equivalent to 10% of the total funds budgeted. This practice has been followed for more than thirty years and has worked very efficiently, while still providing for complete City Council control over budgeted expenditures. It is important to note that the City Council and City staff follows the adopted budget as its spending guideline, not the Appropriation Ordinance. Without the contingency, the City Council would have to pass further modifications to the Appropriation Ordinance to cover any unforeseen expenditures exceeding the budget.

In order to provide more accurate and efficient accounting and budgeting of City funds, an annual rollover of funds is required. This eliminates both under and over budgeting of funds in the new fiscal year. The items on the attached rollover list (**page 17**) consist of projects that were appropriated in FY2020 and will not be completed until FY2021. The list is preliminary at this stage as FY2020 invoices are still being paid, but will be finalized for final reading in July.

School District 67 does not recognize the Appropriation Ordinance in their budgeting or auditing standards. However, due to the fact they are a special charter district, their budget must be included in the City's Appropriation Ordinance. School District 67 numbers are estimates and subject to change, but are not available until second and final reading of the Ordinance.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	May 18, 2020	Adoption of FY21 Comprehensive Plan
City Council	May 4, 2020	Adoption of FY21 Annual Budget Summary

BUDGET/FISCAL IMPACT: The attached Appropriation Ordinance Worksheet (**page 19**) demonstrates the reconciliation of the FY2021 Adopted Budget to the Appropriation Ordinance by fund.

COUNCIL ACTION: Approve first reading of the FY2021 Appropriation Ordinance (page 20) and the rollovers. A copy of the ordinance is available for review by the public in the City Clerk's office. A public hearing will be conducted on July 20, 2020 in conjunction with second reading of the ordinance.

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 was June 1, 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 June 15, 2020.

REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	6/1/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	5/18/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	5/4/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	4/20/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
City Council	4/6/2020	City Council Approved the Mayors Declaration until the next City Council Meeting
	4/4/2020	Mayor Pandaleon exercised his authority to issue a Declaration of a Local State of Emergency

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 June 1, 2020 City Council Meeting Minutes

A copy of the minutes can be found beginning on **page 32**

COUNCIL ACTION: Approval of the June 1, 2020 City Council Meeting Minutes.

3. Approval of a Resolution for the Student Members of the Executive Board at CROYA

A copy of the Resolution can be found beginning on **page 36**

COUNCIL ACTION: Approval of a Resolution for the Student Members of the Executive Board at CROYA

4. Approval to enter into a Three-Year Professional Services Agreement (with a two-year renewal option) with Automated Merchant Systems to provide credit card processing services

STAFF CONTACT: *Diane Hall, Assistant Finance Director (847-810-3614)*

PURPOSE AND ACTION REQUESTED: Staff requests approval of three-year professional service agreement for credit card processing services. Such agreement would be subject to a 2-year renewal option, for a possible five-year term.

BACKGROUND/DISCUSSION: In May 2020, the Finance Department issued a Request for Proposals for Credit Card Processing Services.

The City received four (4) credit card processing proposals. A review of the proposals was conducted to analyze cost and services provided to integrate with the City's various software vendors.

The scope of services anticipated in this agreement include (11) current point of sale (POS) locations, including integration with the City's financial software, Recreation program software, online vehicle and parking sales and golf course sales. Due to significant variation in fee structures proposed and a complex interchange rates, costs can only be estimated based on historical data.

Staff is recommending Automated Merchant Systems (AMS) as the City's credit card processing vendor. Although AMS is not the lowest proposal, the City contracted with AMS in 2015 following an RFP process. AMS has provided excellent customer service throughout their current contract and currently integrates with all of the City's POS locations. This will allow the City to continue current integrations with software and will not necessitate an implementation to a new system or changing current hardware. In addition, AMS has worked with staff to segregate the City's utility bill payments in order to receive a reduced interchange rate to reduce costs.

BUDGET/FISCAL IMPACT: Credit card processing fees are assessed to various funds based on the point of sale location and are projected to be consistent with the City's current agreement. With the exception of direct pass-through interchange fees associated with the credit card processing services, all fees are required to remain fixed for the initial three-year term of the agreement.

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

The following is the summary chart of the finalists' proposal costs and overall scoring

Company	Est. Annual Fees	Evaluation Score (max 100)
Automated Merchant Systems	\$154,569	84
Evalon	\$153,339	72
PayZang	\$152,889	70
Focus Merchant Services	\$155,439	79

COUNCIL ACTION Approval to enter into a Three-Year Professional Agreement (with a two-year renewal option) with Automated Merchant Systems to provide credit card processing services.

5. Approval of an Ordinance amending City Code Section 38 Related to Purchasing (Waive First Reading and Grant Final Approval)

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

PURPOSE AND ACTION REQUESTED: Staff recommends approval of the proposed Ordinance amending City Code related to Purchasing and Payments. The proposed Code revisions reflect changes approved by the City Council Finance Committee on April 20 and the City Council on May 18 related to the City's Purchasing Policies and Procedures.

BACKGROUND/DISCUSSION: In Fiscal Year 2020, an inter-departmental committee was formed to conduct a comprehensive review of the City’s purchasing policies and procedures. The committee met monthly from October 2019 through March 2020. The Committee’s recommendations were reviewed by the City Council Finance Committee in April and approved by the City Council in May. The proposed ordinance will make the applicable changes in the City Code to ensure consistency.

The proposed Ordinance can be found on **page 37**.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	5/18/20	Approval of revised Administrative Directives for FY2021.
City Council Finance Committee	4/20/20	Approval of revised purchasing policies and procedures.

BUDGET/FISCAL IMPACT: Approval of this item would have no fiscal impact.

COUNCIL ACTION: Approval of an Ordinance amending City Code Section 38 Related to Purchasing (Waive First Reading and Grant Final Approval)

6. Approve the Purchase of Dual Band Capable Portable Radios for the Fire Department from state bid vendor Motorola Solutions

STAFF CONTACT: *Fire Chief Pete Siebert, 847.810.3864*

PURPOSE AND ACTION REQUESTED: Staff requests City Council grant authorization to purchase 8 Motorola DUAL BAND Capable radios, necessary accessories. The digital Motorola DUAL BAND radios will replace current radio’s which are no longer manufactured, have diminishing replacement parts availability, are past standard end-of-life usage capabilities and provide little-to-no interoperable communications.

BACKGROUND/DISCUSSION: The Lake Forest Fire Department is currently a member of the East Shore Radio Network (ESRN), an intergovernmental consortium operating and maintaining a 30+ year old VHF radio communications and tower system. The system transmission quality has degraded over the years, necessitating many electronic patches and work-a-rounds, and has now reached the point where several member communities have experienced multiple issues regarding the quality of the radio system operation. A multitude of ESRN tests, checks, studies, and equipment adjustments have been attempted system-wide to improve transmission and reception quality without success.

Discounted Pricing: Radio pricing is established by state bid. Motorola is under state contract with fixed pricing until 2022. Following negotiations, Motorola offered a 37% discount for Glenview consolidated dispatch agencies, which includes reductions of 25% using State-bid pricing and an additional 12% Motorola equipment reduction.

Improved Coverage: Currently, there are radio signal coverage gaps in buildings that are frequently visited in the community by public safety as well as areas along the bluffs, beaches and ravines. With the assistance of Glenview Dispatch, DUAL BAND radios were tested by Lake Forest Fire Department staff with a noticeable improvement for both in and out-of-building coverage.

Interoperability: The compromised ability of Lake Forest FD in communicating directly with Lake Forest PD in the future, if we stay with our current radio system, would be ineffective, inefficient and constitute serious officer and public safety issues. The two departments routinely work together on incidents. The Dual Band radios will also enhance communications on calls for mutual aid.

Replace Aging Units: Some of our current VHF portable radios have reached end-of-life operating parameters, been discontinued, have diminishing access to spare parts inventory, and require maintenance that is no longer provided by Motorola. Replacing the obsolete units with a new dual band radio allows for more flexibility and future programming options.

BUDGET/FISCAL IMPACT: Has City staff obtained competitive pricing for the proposed goods/services? **NO**

If no, indicate the specific exception or waiver requested:
Administrative Directive 3-5, Section 6.1D – Government Joint Purchase

Motorola Agreement and Pricing

Motorola has offered the City a substantial reduction in price of 37% off equipment, as a member of the Glenview consolidated dispatch system.

The Department intends to utilize these 8 radios full-time in conjunction with our current inventory of VHF radios.

Below is an estimated summary of Project budget:

FY2021 Funding Source	Account Number	Amount Budgeted	Amount Requested	Budgeted? Y/N
Emergency Telephone Fund (JETSBS)	205-7552-475.75-18	\$42,355	\$41,922.16	Y

COUNCIL ACTION: Approve the Purchase of Dual Band Capable Portable Radios for the Fire Department from state bid vendor Motorola Solutions

7. Award of Proposal to Thelen Materials, LLC. for a Three-Year Compost Center Transferring Agreement for the Sum of \$109,000 per Year

Staff Contacts: *Dan Martin, Superintendent of Public Works (810-3561)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff are requesting City Council approval to award a proposal to Thelen Materials, LLC to provide transfer trailers to the City to have its yard waste delivered and processed at Thelen’s facility. The City’s

agreement with P. Clifford Miller to operate and process yard waste at the Compost Center ended on April 15, 2020.

PROJECT REVIEW/RECOMMENDATIONS:

Milestone	Date	Comments
Public Works Committee	5/26/2020	Reviewed and Recommended Approval

BACKGROUND/DISCUSSION: Since 1990, when the State banned the disposal of yardwaste from all landfills the City has hired contractors to process its yard waste materials at the Route 60 Compost Facility. The compost operating agreements required the contractor to provide all necessary labor and equipment to operate the entire yard waste composting operation to process materials generated by the City crews and its residents including leaves, grass, brush and tree limbs. The finished compost produced on site becomes the property of the contractor, except for 400 cubic yards to be made available to the City and residents at no cost.

BUDGET/FISCAL IMPACT: After being notified by the City’s compost operations contractor in early March of this year that he respectfully declined to extend his contract, a Request for Proposal was advertised in the newspaper, and ten contractors were emailed invitations to submit proposals to operate the Compost Center’s yard waste composting operation. On March 27, 2020 the staff received only one proposal which exceeded the operating budgeted. The proposal was rejected based on only receiving one proposal and that it exceeded the budget.

To gain a better understanding on why more contractors were not submitting proposals to manage the composting operation, staff reached out to various contractors and learned there is a lack of interest for contractors to provide daily operations at smaller scale compost facilities. The hefty capital outlay needed for large farm-type equipment coupled with high labor costs and shrinking profit margins for finished compost, make running the smaller facilities unattractive to operate. Based on this information staff addressed the issue by making changes to the Operating Agreement that reduced the time commitments contractors would be required to be on site each week to process yard waste. The changes did not interfere with the ability to provide quality service, but provided operational efficiencies and savings that would be reflected in the proposals submitted. In addition to adjusting the Operating Agreement, staff included a second option for contractors to provide transfer trailers to the City to have its yard waste delivered and processed at a different facility. The yard waste that is collected at the Route 60 site would be loaded into transfer trailers by Public Works staff and transported for a per cubic yard cost to a yard waste facility. Included in the cost is the delivery of 400 cubic yards of finished compost material back to the City for resident use. The City’s five-year annual yard waste ranges between 9,000 to 12,000 cubic yards.

On May 15, 2020 the City received one proposal to perform the yard waste composting operation and three proposals for a Transferring Agreement. The one proposal received to perform the yard waste composting operation was lower than the RFP submitted in late March, however it still exceeded the operating budget. Therefore, staff is recommending that at this time, the City transfers its yard waste to another facility instead of continuing its

composting operation. However, the IEPA permits allowing for the City’s composting operation will continue to be valid so that in future years, the City can elect to either contract out or manage itself the composting operation.

The following is a summary chart of the proposal costs received to transfer yard waste. Thelen Materials, LLC proposal was the lowest cost per cubic yard. Staff checked references for Thelen Materials and found them to be satisfactory. Thelen Materials, LLC is headquarter in Antioch, Illinois with over 40 acres dedicated to their large scale commercial composting operation. Many of the waste haulers in the region deliver yard waste to their facility. Staff is recommending that City Council approve a three-year agreement with the option to renew for an additional one-year extension for two years upon agreement by both parties. After three years, each additional year could have a possible negotiated increase equal to or less than the determined C.P.I.

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

FIRM	YEAR 1 COST PER CUBIC YARD	YEAR 2 COST PER CUBIC YARD	YEAR 3 COST PER CUBIC YARD
Thelen Materials	\$8.59	\$8.75	\$8.90
Mulch Center	\$10.62	\$11.61	\$12.60
American Pallet	\$23.86	\$23.86	\$23.86

Note: 5-year annual yard waste range 9,000 -12,000 cubic yards

Below is an estimated summary of the Project Budget:

FY2021 Funding Source	Amount Budgeted	Amount Requested	Budgeted Y/N
101-5245-435.35-10	\$109,000	\$109,000	Yes

COUNCIL ACTION: Award of Proposal to Thelen Materials, LLC. for a Three-Year Compost Center Transferring Agreement for the Sum of \$109,000 per Year.

8. Authorization for the City Manager to enter into a Professional Services Agreement with Strand Associates and Donahue & Associates, Inc. for Professional Water Plant Engineering Services

STAFF CONTACT: Dan Martin, Superintendent Public Works (810-3561)

PURPOSE AND ACTION REQUESTED: The Public Works Committee and staff are requesting approval for the City Manager to enter into a professional services agreement with Strand Associates and Donahue & Associates, Inc. for professional Water Plant engineering services.

BACKGROUND/DISCUSSION: The City of Lake Forest regularly contracts with outside service providers to perform professional engineering services for various projects. As the City continues to operate its 14 MGD Ultra-filtration Water Plant and works to improve process and mechanical functions, professional engineering services ensure that operations function

according to IEPA and IDPH regulations. In an effort to improve efficiency and provide consistency on City projects, the Public Works Committee and City staff is seeking to establish an agreement that will designate two engineering firms, Strand Associates and Donahue & Associates, Inc., to provide professional Water Plant engineering services. Either firm may be utilized by the City, however, the firm selected will depend on the firm's availability and the project type.

Professional engineering services for water plant projects will include, but are not limited to, project design, the development of construction documents, and the procurement of all the necessary permits. Additionally, the selected firms will be expected to collaborate with City staff in the development of a proposed solution for each specific project.

An example of a projects that City staff expects the selected professional engineering services firms to complete would be the continuing long term performance review of the new membrane system, updates to the integrated MS Access Database that stores plant performance data and generates regulatory reports, and assist in completing the requirements of the 2018 Americas Water Infrastructure Act's (AWIA) Risk and Resiliency Assessment (RRA) and Emergency Response Plan (ERP). The firms would need to review and develop written plans and reports to complete these tasks. The selected professional engineering services firms will be expected to complete other additional small improvement projects that may arise that need to be designed, bid and potentially permitted.

On April 24, 2020 a Request for Proposals (RFP) was released by the City, published in the Lake County News Sun, and posted on the City's website. On May 12, 2020, three submittals were received and a selection committee, comprised of City staff, was formed to review and evaluate the written responses.

After careful consideration, Strand Associates and Donahue & Associates, Inc., were chosen by the selection committee as the successful candidates. The basis for the selection was as follows:

- Strand Associates and Donahue & Associates, Inc. met, and surpassed all qualifications outlined in the RFP.
- Strand Associates and Donahue & Associates, Inc. have extensive experience with local and municipal water treatment plant projects.
- Strand Associates and Donahue & Associates, Inc. have presented reasonable fee schedules associated with their proposed project teams.

This RFP process was modeled after the processes utilized to select firms to provide the City with professional landscape architectural services and to select firms for engineering services for ravine repairs. Similarly, these agreements were recommended to improve efficiency and provide consistency on City projects.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	5/26/2020	Reviewed & Approved

BUDGET/FISCAL IMPACTS: Below is a summary of the range of hourly rates submitted by each firm. The rates represent an hourly rate range associated with the firm’s project team members. Each firm submitted unique project teams that featured varying project positions. These rates include a firm’s profit and overhead.

Company Name	Hourly Team Member Rate Range
Strand Associates	\$101 - \$192
Donahue & Associates, Inc.	\$80 - \$235
Horner & Shifrin	\$108 - \$254

Staff may look to utilize either selected firm for professional engineering services for Water Plant projects with an anticipated total project cost to typically be between \$5,000.00 and 25,000.00 and not to be larger than \$75,000. Any projects with anticipated engineering fees greater than \$75,000.00 will be subject to the RFP process.

Below is an estimated summary of Project budget:

FY2021Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
501-6071-435.35-10 or 501-6072-435.35-10	\$167,169	\$55,000	Y

The FY2021 Plant Operation and Maintenance Contractual accounts includes a current balance of \$167,169 for Contractual Services from which some professional water plant engineering services may be paid. Work may also be paid from other budget accounts as applicable, but any single project for which services exceed \$25,000 will be separately approved by the City Council. Payments in aggregate of more than \$25,000 may result with either or both firms. The agreement with Strand Associates and Donahue & Associates, Inc. is intended to be for a period of three years, which will include the option of two additional, one year terms.

Has competitive pricing been obtained for proposed services? **Yes**

COUNCIL ACTION: If determined to be appropriate by the City Council, authorize the City Manager to enter into a professional services agreement with Strand Associates and Donahue & Associates, Inc. for professional water plant engineering services.

9. Award of Proposal to McMahon Associates for the Water Distribution Study & Watermain Replacement Prioritization Plan in the Amount of \$36,400

STAFF CONTACT: *Dan Martin, Superintendent of Public Works (810-3561)*

PURPOSE AND ACTION REQUESTED: City staff requests an award of proposal for Professional Consulting Services for the Water Distribution Study & Watermain Replacement Prioritization Plan to McMahon Associates in the combined amount of \$36,400.

BACKGROUND/DISCUSSION: The Water Distribution Study & Watermain Replacement Prioritization Plan are each their own individual projects with their own individual scope of work and deliverables. Staff combined these projects into one joint Request for Proposal (“RFP”). Although they are truly different projects, the projects all relate to the water services engineering field. Staff felt that combining the two projects into one RFP would result in obtaining better overall proposal pricing. Although not required, firms submitting a proposal for all projects were encouraged to provide an explanation as to the savings the City would realize if their firm were awarded both projects. Below is brief background information on each project.

The City last completed a Water Distribution Study in 2012. The study featured an update to the City’s Computerized Hydraulic Model of the watermain distribution system. All the analysis from the study was compiled into a final report that evaluated the capacity of the City’s water distribution system and identified distribution system deficiencies. Water Distribution Studies are important to complete periodically to analyze the City’s water distribution system capacity and to identify distribution system deficiencies. Information and recommendations from the study is then evaluated by City staff and ultimately incorporate into the City’s Capital Improvement Program.

The City has never partnered with a private firm to develop a Watermain Replacement Prioritization Plan. This is a new initiative for capital planning purposes. Historically, the City has utilized watermain break data when recommending a watermain replacement project. Utilizing the City’s watermain break data, GIS data, and information from the Water Distribution Study a far more comprehensive and prioritized replacement plan will be developed.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	5/26/2020	Reviewed & Discussed

BUDGET/FISCAL IMPACT: The RFP was publically posted on May 13, 2020 and proposals were opened on June, 2 2020. In total, five proposals were received.

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

Company Name	Water Distribution Study Proposal	Watermain Prioritization Plan Proposal	Total Dollar Amount Proposal
McMahon Associates	\$19,200	\$17,200	\$36,400
Strand Associates	\$29,200	\$30,630	\$59,830
HR Green	\$21,720	\$15,030	\$36,750
Donohue & Associates	\$65,745	\$19,105	\$84,850

Siemens Industry	N/A	N/A	N/A
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An RFP Committee comprised of City staff reviewed and ranked each proposal based on the cost of the proposal, the experience and qualifications of the firm, the firms experience with municipal government projects, and references / results achieved with similar prior projects.

The RFP Committee unanimously recommended awarding the proposal for the Water Distribution Study & Watermain Replacement Prioritization Plan to McMahon Associates. McMahon Associates submitted the overall lowest cost proposal for these projects. McMahon Associates previously completed the 2012 Water Distribution Study for the City and the City has had positive work experiences working with the firm.

Below is an estimated summary of Project budget:

FY2021 Capital Water Fund	Amount Budgeted	Amount Requested	Budgeted? Y/N
Water Distribution Study	\$30,000	\$19,200	Y
Watermain Replacement Prioritization Plan	\$30,000	\$17,200	Y

The Water Distribution Study & Watermain Replacement Prioritization Plan are both fully funded in the FY21 Capital Improvement Program.

If awarded, work for these projects would begin immediately. Staff expects the approved firm to develop engineering estimates by October 1, 2020 for capital improvement planning purposes.

COUNCIL ACTION: Award of Proposal to McMahon Associates for the Water Distribution Study & Watermain Replacement Prioritization Plan in the Amount of \$36,400

COUNCIL ACTION: Approval of the nine (9) omnibus items as presented

6. ORDINANCES

7. OLD BUSINESS

8. NEW BUSINESS

- 1. Approval of an Amended and Restated Intergovernmental Service Agreement between the City of Lake Forest and the Village of Lake Bluff**

PRESENTED BY: Jason Wicha, City Manager

PURPOSE AND ACTION REQUESTED: City staff recommends City Council approval of an amended and restated Intergovernmental Agreement (IGA) for services provided by the City to the Village of Lake Bluff.

BACKGROUND/DISCUSSION: The City of Lake Forest and the Village of Lake Bluff have a long history of collaboration and cooperation. It has been a mutually beneficial relationship allowing for cost-effective high quality services being provided to residents of both communities. Pursuant to a May 2011 IGA, the City provides the following services to Lake Bluff:

- Ambulance/Emergency Medical Services (EMS)
- Building Inspections and Plan Review
- CROYA
- Public Access Television
- Senior Center
- Fire Dispatch (services were transitioned to Glenview as part of the Dispatch Services IGA implemented in 2014)

In March of 2017, the City notified the Village of Lake Bluff that a discrepancy had been identified in the billing of ambulance services. While the IGA sets forth billing all calls for service, the City had been charging only for calls that resulted in a transport of the patient. Since that time, the City and the Village have been deliberating on the most effective way to resolve the billing discrepancy. These discussions brought to light a number of factors that needed to be addressed in appropriately allocating the cost of ambulance services. The parties have negotiated a resolution to the prior billing discrepancies and agreed upon a modified service charge formula going forward. This also presented an opportunity to remove the section on Fire Dispatch and reflect a change in the Public Access Television services provided. The proposed Amended and Restated IGA would commence effective May 1, 2020 and would have an initial term of five (5) years with automatic annual renewals following the five-year term, unless terminated or modified.

The proposed IGA can be found beginning on **page 41**.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Lake Bluff Village Board	6/8/20	Consider approval of amended and restated IGA.

BUDGET/FISCAL IMPACT: The IGA sets forth the formula and timing of Village payments to the City of services provided. The IGA allows both communities to provide an excellent level of service in a cost-effective manner. Approval of the proposed IGA provides a negotiated settlement of the ambulance services provided through April 30, 2020, which will be paid to the City over a two year period.

COUNCIL ACTION: Approval of the Proposed Amended and Restated Intergovernmental Service Agreement between the City of Lake Forest and the Village of Lake Bluff

9. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS

10. ADJOURNMENT

A copy of the Decision Making Parameters can be found beginning on **page 16** of this packet.

Office of the City Manager

June 10, 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.

City of Lake Forest
 FY21 Appropriation Ordinance
 FY2020 Rollovers

GL Number	Vendor Name	Description	Balance
101-1101-435.35-10	AMERICAN LEGAL PUBLISHING CORP	CODIFICATION OF CITY CODE	5,740.95
101-1101-484.84-95	BAYLESS COMMUNICATIONS LLC	MEDIA RELATIONS CONSULTING	5,552.50
101-1101-484.84-95	CENTER FOR INTERNET SECURITY, INC.	ONGOING VULNERABILITY MONITORING	19,200.00
101-1202-414.29-10	JASON WICHA	City Manager relocation moving expense	12,000.00
101-1314-435.35-10	DIRECT RESPONSE RESOURCE INC	VEHICLE PET PARKING PROCESSING	8,695.78
101-1314-435.35-10	AMERICAN PRINTING TECH. INC.	VEHCILE PET PARKING PROCESSING	5,800.00
101-1314-460.60-13	AMERICAN PRINTING TECH. INC.	VEHCILE PET PARKING PROCESSING	6,000.00
101-1601-483.60-17	MIDWEST BIBLE CHURCH PHATOM	CROYA SPRING RETREAT	9,400.00
101-3401-435.35-10	TESKA ASSOCIATES INC	COMP PLAN UPDATE RT 60	12,055.98
101-5138-461.61-11	SUPREME CASTING INC	LIGHTING MATERIALS	18,717.20
		GENERAL FUND	103,162.41
201-8457-467.67-74	HITCHCOCK DESIGN GROUP	SOUTH PARK OSLAD GRANT PROJECT	17,269.22
201-8457-467.67-74	CLAUSS BROTHERS, INC.	SOUTH PARK/OSLAD IMPROVEMENT PROJECT	483,857.00
		PARK AND PUBLIC LAND FUND	501,126.22
202-3703-478.78-92	H W LOCHNER, INC.	LAKE WOODBINE BRIDGE PROJECT - PRELIM ENG	32,533.43
		MOTOR FUEL TAX FUND	32,533.43
220-5774-484.84-05	ADVANCED TURF SOLUTIONS	TOWNLINE PARK	15,498.64
220-5887-435.35-10	CRAIG BERGMANN LANDSCAPE DESIGN INC	ELAWA FARM DESIGN SERVICES	9,800.00
220-8024-475.75-02	CLAUSS BROTHERS, INC.	SOUTH PARK/OSLAD IMPROVEMENT PROJECT	10,000.00
		PARK AND RECREATION FUND	35,298.64
224-8026-476.76-56	CLAUSS BROTHERS, INC.	SOUTH PARK/OSLAD IMPROVEMENT PROJECT	40,000.00
224-8026-476.76-56	CREATIVE CONCRETE	WEST PARK SIDEWALK ADDITION	8,312.50
		SPECIAL RECREATION FUND	48,312.50
230-6407-476.76-20	LAKE FOREST LANDMARK DEVELOPMENT	ARCHITECT SERV FOR CEMETERY MEM SPIRE	7,849.36
230-6407-476.76-20	CRAIG BERGMANN LANDSCAPE DESIGN INC	LANDSCAPE DESIGN MEMORIAL GARDENS	9,600.00
		CEMETERY FUND	17,449.36
311-1303-466.66-11	SENTINEL TECHNOLOGIES, INC.	CISCO CORE SWITCH REPLACMENT	1,842.00
311-1303-466.66-11	SENTINEL TECHNOLOGIES, INC.	CISCO CORE SWITCH REPLACMENT	4,537.00
311-1303-466.66-13	NA	ERP Citizen Request/Work Order System	183,645.00
311-1503-467.67-09	CORE MECHANICAL INC	CITY HALL BOILER REPLACEMENT	34,727.00
311-1503-467.67-10	FGM ARCHITECTS INC.	FIRE DEPT RENOVATIONS - PROJECT MGT	6,250.00
311-1503-467.67-10	REEF CONTRACTORS INC	FIRE DEPT RENOVATIONS - CONSTRUCTION	221,601.00
311-1503-478.78-58	DIVINCI PAINTERS INC	EXTERIOR PAINTING - EAST CENTER COURTYARD	19,150.00
311-3403-467.67-13	LAKE COUNTY FOREST PRESERVE	REIMBURSEMENT FOR REPLACEMENT PLANTING	20,000.00
311-3403-467.67-13	LAKE FOREST OPEN LANDS ASSOCIATION	REPLANTING TREES	20,000.00
311-3703-466.66-26	BAXTER AND WOODMAN INC	WAUKEGAN/WESTLEIGH INTERSECTION DESIGN	15,308.54
311-3703-467.67-11	SCHROEDER ASPHALT SERVICES, INC	ANNUAL PAVEMENT RESURFACING/PATCHING	50,624.48
311-3703-467.67-11	SCHROEDER ASPHALT SERVICES, INC	ANNUAL PAVEMENT RESURFACING/PATCHING	-7,155.00
311-3703-467.67-11	SCHROEDER ASPHALT SERVICES, INC	ANNUAL PAVEMENT RESURFACING/PATCHING	-17,200.00
311-3703-467.67-25	HOERR CONSTRUCTION, INC	ANNUAL SANITARY/STORM SEWER LINING	5,728.82
311-3703-467.67-26	GUY SCOPELLITI CO., INC.	CEMETERY RAVINE MANHOLE REPAIR	13,525.00
311-3703-467.67-26	DI TOMASSO EXCAVATING	CEMETERY RAVINE MANHOLE REPAIR	5,500.00
311-3703-467.67-26	BLECK ENGINEERING CO INC	RINGWOOD ROAD RAVINE REPAIR DESIGN	24,425.00
311-3703-467.67-26	NORTH SHORE BORING	MAYFLOWER RAVINE REPAIR (STORM SEWER)	34,710.00
311-3703-467.67-80	RJN GROUP INC	SMOKE TESTING	11,331.25

City of Lake Forest
 FY21 Appropriation Ordinance
 FY2020 Rollovers

GL Number	Vendor Name	Description	Balance
311-3703-478.78-06	BOLDER CONTRACTORS, INC.	STORM SEWER UPGRADE/WATER: FOREST HILL	58,246.18
311-3703-478.78-27	SCHROEDER & SCHROEDER, INC.	WAUKEGAN ROAD CONCRETE	19,800.00
311-3703-478.78-27	PETER BAKER & SON	WAUKEGAN ROAD SIDEWALK REPLACEMENT	429,308.00
311-3703-478.78-81	CIVILTECH ENGINEERING INC	EVERETT/WAUKEGAN ROAD INTERSECTION	62,452.27
311-3703-478.78-89	HANSON PROFESSIONAL SERVICES INC.	PHASE I DESIGN OF BRIDGE ALTERNATIVE	143,504.73
311-3703-478.78-94	GEWALT HAMILTON ASSOCIATES, INC.	DEERPETH STREETSCAPE PHASE I DESIGN	75,400.30
311-3703-478.78-94	CRAIG BERGMANN LANDSCAPE DESIGN INC	DEERPETH STREETSCAPE PHASE I DESIGN	16,849.50
311-5103-467.67-22	SUPERIOR ROAD STRIPING INC	THERMOPLASTIC LANE MARKING	10,352.98
311-5203-435.35-51	NORMAN DESIGN COMPANY, LLC	SANITATION RECYCLING EDUCATION	8,124.62
311-5803-467.67-13	ARTHUR WEILER INC	TREE PLANTING	15,000.00
311-8003-476.76-08	CAREY'S HEATING & AIR CONDITIONING	STIRLING HALL RTU REPLACEMENT	26,323.00
			<hr/>
			CAPITAL FUND
			1,513,911.67
<hr/>			
501-6072-435.35-10	FLOLO CORPORATION	REBUILD RWP 130	15,750.00
501-6072-435.35-10	LION HEART ENGINEERING P.C.	REPLACEMENT OF EAST GENSET CDVR	5,235.00
501-6073-461.61-11	VULCAN CONSTRUCTION MATERIALS, LLC	CA-6 STONE RESTOCKING	8,081.00
			<hr/>
			WATER UTILITY FUND
			29,066.00
<hr/>			
508-6003-477.77-04	SCHROEDER ASPHALT SERVICES, INC	ASPHALT DRIVE AT WATER PLANT	65,000.00
508-6103-467.67-46	HOERR CONSTRUCTION, INC	ANNUAL SANITARY AND STORM SEWER LINING	357.39
			<hr/>
			WATER CAPITAL FUND
			65,357.39
<hr/>			
510-6325-476.76-55	NA	Deerpath Clubhouse Fire Suppression System	66,000.00
510-6325-476.76-55	LOVERDE CONSTRUCTION CO., INC.	GOLF COURSE WATER MAIN EXTENSION	154,071.00
			<hr/>
			DEERPETH GOLF COURSE FUND
			220,071.00
<hr/>			
601-5901-461.61-10	PB LOADER CORPORATION	SALT SPREADING & PLOW MOUNTING PARTS	52,729.00
			<hr/>
			FLEET FUND
			52,729.00
			<hr/>
			Total Rollover Request
			2,619,017.62

THE CITY OF LAKE FOREST
Appropriation Ordinance Worksheet

	Budget Expenditures FY2021	Debt Payments	Rollovers	Library	Subtotal	Contingency	Approp Ord
101 General Fund	35,867,170		103,162		35,970,332	3,597,033	39,567,365
120 Flex	9,800				9,800	980	10,780
Special Revenue Funds							
201 Park & Public Land	430,000		501,126		931,126	93,113	1,024,239
202 MFT	1,750,000		32,533		1,782,533	178,253	1,960,786
205 Emergency Telephone	275,656				275,656	27,566	303,222
210 Senior Resources	605,708				605,708	60,571	666,279
220 Parks and Recreation (incl Rec Dev)	9,372,112		35,299		9,407,411	940,741	10,348,152
223 Parks Equip Reserve	155,000				155,000	15,500	170,500
224 Special Recreation	498,839		48,313		547,152	54,715	601,867
230 Cemetery	2,597,224		17,449		2,614,673	261,467	2,876,140
245 Foreign Fire Insurance	100,000				n/a		0
247 Police Restricted Funds	88,000				88,000	8,800	96,800
248 Housing Trust	565,000				565,000	56,500	621,500
Capital Project Funds							
311 Capital Improvement	4,263,100		1,513,912		5,777,012	577,701	6,354,713
322 Laurel/Western Redevelopment TIF	595,454				595,454	59,545	654,999
Debt Service Funds							
422 SSA 25 - Knollwood Sewer	76,275	(76,275)			0		0
423 SSA 26 - Waukegan Sewer	20,830	(20,830)			0		0
424 SSA 29 - Saunders Road	149,943	(149,943)			0		0
425 2004B - Storm Sewer	523,427	(523,427)			0		0
428 2009 G.O. Bonds - Western Avenue	256,045	(256,045)			0		0
429 2010 G.O. Bonds	577,225	(577,225)			0		0
432 2013 Refunding 2010A	753,515	(753,515)			0		0
433 2015 G.O. Bonds	583,050	(583,050)			0		0
Enterprise Funds							
501 Water & Sewer	8,300,736		29,066		8,329,802	832,980	9,162,782
508 Water and Sewer Capital	1,415,000		65,357		1,480,357	148,036	1,628,393
510 Deerpath Golf Course	1,880,597		220,071		2,100,668	210,067	2,310,735
Internal Service Funds							
601 Fleet	1,991,365		52,729		2,044,094	204,409	2,248,503
605 Liability Insurance	1,252,787				1,252,787	125,279	1,378,066
610 Self Insurance	5,585,000				5,585,000	558,500	6,143,500
Pension/Trust Funds							
701 Fire Pension	3,183,590				3,183,590	318,359	3,501,949
702 Police Pension	3,360,806				3,360,806	336,081	3,696,887
709 Trust Care Funds							
Total All Funds	87,083,254	(2,940,310)	2,619,017	0	86,661,961	8,666,196	95,328,157
Library				4,431,108	4,431,108	443,111	4,874,219
				4,431,108	91,093,069	9,109,307	100,202,376
SD 67				N/A			0
Appropriation Ordinance Total							100,202,376

**AN ORDINANCE MAKING APPROPRIATION FOR CORPORATE PURPOSES AND
FOR THE PUBLIC SCHOOLS OF THE CITY OF LAKE FOREST, COUNTY OF
LAKE AND STATE OF ILLINOIS, FOR THE FISCAL YEAR COMMENCING
MAY 1, 2020 AND ENDING APRIL 30, 2021**

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF LAKE FOREST,
an Illinois special charter and home rule municipal corporation
located in Lake County, Illinois, as follows:**

Section 1: That the following sums, or so much thereof as may be authorized by law, be and the same are hereby appropriated from the respective fund designated in this ordinance for the corporate purposes of The City of Lake Forest and for the objects and purposes stated herein according to departments and other separate agencies, and for the Public Schools of The City of Lake Forest, County of Lake and State of Illinois, to defray the necessary expenses of the City and its Public Schools for the fiscal year commencing May 1, 2020 and ending April 30, 2021.

GENERAL FUND

<u>General Government</u>	<u>Appropriation</u>
Salaries and Benefits	\$ 3,262,160
Supplies/Other Services and Charges	3,952,269
Capital Equipment	
Contingency - to meet expenses of emergencies and optional expenses not otherwise provided for	3,597,033
TOTAL GENERAL GOVERNMENT	<u><u>\$ 10,811,462</u></u>
<u>Law</u>	
Contractual Services	\$ 450,000
TOTAL LAW	<u><u>\$ 450,000</u></u>
<u>Community Development</u>	
Salaries and Benefits	\$ 1,687,777
Supplies/Other Services and Charges	343,047
Capital Equipment	-
TOTAL COMMUNITY DEVELOPMENT	<u><u>\$ 2,030,824</u></u>
<u>Public Works Administration</u>	
Salaries and Benefits	\$ 455,925
Supplies/Other Services and Charges	89,191
TOTAL PUBLIC WORKS ADMINISTRATION	<u><u>\$ 545,116</u></u>
<u>Public Buildings</u>	
<u>Building Maintenance</u>	
Salaries and Benefits	\$ 925,137
Supplies/Other Services and Charges	679,217
TOTAL PUBLIC BUILDINGS	<u><u>\$ 1,604,354</u></u>

	<u>Appropriation</u>
<u>Streets</u>	
Salaries and Benefits	\$ 1,200,823
Supplies/ Other Service and Charges	732,117
TOTAL STREETS	\$ 1,932,940
<u>Sanitation</u>	
Salaries and Benefits	\$ 1,420,079
Supplies/ Other Service and Charges	1,087,287
TOTAL SANITATION	\$ 2,507,366
<u>Storm Sewers</u>	
Salaries and Benefits	\$ 141,959
Supplies/ Other Service and Charges	29,900
TOTAL STORM SEWERS	\$ 171,859
<u>Engineering</u>	
Salaries and Benefits	\$ 626,517
Supplies/ Other Service and Charges	371,658
TOTAL ENGINEERING	\$ 998,175
<u>Fire</u>	
<u>Administration</u>	
Salaries and Benefits	\$ 4,985,103
Supplies/ Other Service and Charges	2,394,304
Sub-Total	\$ 7,379,407
<u>Emergency Medical Services</u>	
Supplies/ Other Service and Charges	\$ 28,813
Sub-Total	\$ 28,813
<u>Fire Suppression</u>	
Supplies/ Other Service and Charges	\$ 103,000
Sub-Total	\$ 103,000
TOTAL FIRE	\$ 7,511,220
<u>Police</u>	
Salaries and Benefits	\$ 6,707,335
Supplies/ Other Service and Charges	4,296,714
TOTAL POLICE	\$ 11,004,049
TOTAL AMOUNT APPROPRIATED FROM THE GENERAL FUND	\$ 39,567,365

Appropriation

FLEX FUND

Supplies/Other Services and Charges	\$ 9,800
Contingency to meet expenses of emergencies and expenses not otherwise provided for	980
TOTAL AMOUNT APPROPRIATED FROM Flex Fund	\$ 10,780

PARK AND PUBLIC LAND FUND

Park Improvements	\$ 931,126
Contingency to meet expenses for emergencies and expenses not otherwise provided for	93,113
TOTAL AMOUNT APPROPRIATED FROM THE PARK AND PUBLIC LAND FUND	\$ 1,024,239

MOTOR FUEL TAX FUND

Capital Improvements	\$ 1,782,533
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	178,253
TOTAL AMOUNT APPROPRIATED FROM THE MOTOR FUEL TAX FUND	\$ 1,960,786

EMERGENCY TELEPHONE FUND

Police

Salaries and Benefits	\$ -
Supplies/ Other Service and Charges	275,656
Capital Equipment	-
Contingency to meet expenses for emergencies and expenses not otherwise provided for	27,566
TOTAL POLICE	\$ 303,222
TOTAL AMOUNT APPROPRIATED FROM THE	\$ 303,222

SENIOR RESOURCES COMMISSION FUND

Salaries and Benefits	\$ 382,828
Supplies/Other Services and Charges	222,880
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	60,571
TOTAL AMOUNT APPROPRIATED FROM THE SENIOR RESOURCES COMMISSION FUND	\$ 666,279

Appropriation

PARKS AND RECREATION FUND

Recreation

Recreation Programs

Salaries and Benefits	\$	3,513,537
Supplies/ Other Service and Charges		1,827,943
Capital Equipment		-
Sub-Total	\$	5,341,480

Parks Equipment Reserve		155,000
Contingency to meet expenses of emergencies and expenses not otherwise provided for		956,241

TOTAL RECREATION SECTION	\$	6,452,721
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Parks and Forestry

Administration

Salaries and Benefits	\$	2,619,835
Supplies/ Other Service and Charges		676,846
Capital Equipment		155,000
Sub-Total	\$	3,451,681

Grounds Maintenance

Supplies/ Other Service and Charges	\$	385,500
Sub-Total	\$	385,500

Athletic Field Plg/Tennis

Supplies/ Other Service and Charges	\$	97,500
Sub-Total	\$	97,500

Lakefront Facilities

Supplies/ Other Service and Charges	\$	36,500
Capital Equipment		-
Sub-Total	\$	36,500

Tree Trimming

Supplies/ Other Service and Charges	\$	45,750
Sub-Total	\$	45,750

Tree Removal

Supplies/ Other Service and Charges	\$	21,500
Sub-Total	\$	21,500

Insect & Disease

Supplies/ Other Service and Charges	\$	15,000
Sub-Total	\$	15,000

	<u>Appropriation</u>
<u>Tree & Shrub Planting/Care</u>	
Supplies/ Other Service and Charges	\$ 12,500
Sub-Total	<u>\$ 12,500</u>
TOTAL PARKS AND FORESTRY SECTION	<u>\$ 4,065,931</u>
TOTAL AMOUNT APPROPRIATED FROM THE PARKS AND RECREATION FUND	<u>\$ 10,518,652</u>
<u>SPECIAL RECREATION FUND</u>	
Salaries and Benefits	\$ 57,182
Supplies/Other Services and Charges	289,971
Capital Improvements	199,999
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	54,715
TOTAL AMOUNT APPROPRIATED FROM THE SPECIAL RECREATION FUND	<u>\$ 601,867</u>
<u>CEMETERY COMMISSION FUND</u>	
Salaries and Benefits	\$ 437,742
Supplies/Other Services and Charges	299,482
Capital Improvements	1,877,449
Contingency to meet expenses of emergencies and operational expenses not otherwise provided for	261,467
TOTAL AMOUNT APPROPRIATED FROM THE CEMETERY COMMISSION FUND	<u>\$ 2,876,140</u>
<u>PUBLIC LIBRARY FUND</u>	
<u>Library Services</u>	
Salaries and Benefits	\$ 2,629,805
Supplies/Other Services and Charges	1,311,303
Building Maintenance - Supplies/Other Services and Charges	\$ 240,000
Contingency to meet expenses of emergencies and operational expenses not otherwise provided for	443,111
Sub-Total	<u>\$ 4,624,219</u>
Capital Equipment	\$ 125,000
Capital Improvements	125,000
Sub-Total	<u>\$ 250,000</u>
TOTAL AMOUNT APPROPRIATED FROM THE PUBLIC LIBRARY FUND	<u>\$ 4,874,219</u>

Appropriation

POLICE RESTRICTED FUND

Supplies/Other Services and Charges	\$	88,000
Contingency to meet expenses of emergencies and expenses not otherwise provided for		8,800
TOTAL AMOUNT APPROPRIATED FROM ALCOHOL ASSET FORFEITURE FUND	\$	96,800

HOUSING TRUST FUND

Supplies/Other Services and Charges	\$	565,000
Capital Improvements		-
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for		56,500
TOTAL AMOUNT APPROPRIATED FROM THE HOUSING TRUST FUND	\$	621,500

CAPITAL IMPROVEMENTS FUND

Salaries and Benefits	\$	-
Supplies/Other Services and Charges		6,750
Capital Equipment		812,000
Capital Improvements		4,958,262
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for		577,701
TOTAL AMOUNT APPROPRIATED FROM THE CAPITAL IMPROVEMENTS FUND	\$	6,354,713

LAUREL/WESTERN REDEVELOPMENT

Supplies/Other Services and Charges		495,454
Capital Improvements	\$	100,000
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for		59,545
TOTAL AMOUNT APPROPRIATED FROM THE RT 60 INTERSECTION FUND	\$	654,999

WATER AND SEWER FUND

General Government

Salaries and Benefits	\$	253,196
Supplies/Other Services and Charges		2,040,423
Debt retirement		2,445,337
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for		832,980
TOTAL GENERAL GOVERNMENT	\$	5,571,936

Appropriation

Public Works

Salaries and Benefits	\$ 2,261,910
Supplies/Other Services and Charges	1,328,936
TOTAL PUBLIC WORKS ADMINISTRATION	\$ 3,590,846

**TOTAL AMOUNT APPROPRIATED FROM THE
WATER AND SEWER FUND**

\$ 9,162,782

WATER AND SEWER CAPITAL FUND

Capital Equipment	\$ 120,000
Capital Improvements	1,360,357
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	148,036
TOTAL AMOUNT APPROPRIATED FROM THE WATER AND SEWER CAPITAL FUND	\$ 1,628,393

DEERPATH GOLF COURSE FUND

Administration

Salaries and Benefits	\$ 518,731
Supplies/Other Services and Charges	424,145
Capital Equipment	50,000
Capital Improvements	220,071
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	210,067
TOTAL ADMINISTRATION	\$ 1,423,014

Course Maintenance

Salaries and Benefits	\$ -
Supplies/Other Services and Charges	149,290
TOTAL COURSE MAINTENANCE	\$ 149,290

Clubhouse

Salaries and Benefits	\$ 170,921
Supplies/Other Services and Charges	567,511
TOTAL CLUBHOUSE	\$ 738,432

**TOTAL AMOUNT APPROPRIATED FROM THE
DEERPATH GOLF COURSE FUND**

\$ 2,310,736

	<u>Appropriation</u>
<u>FLEET FUND</u>	
Salaries and Benefits	\$ 786,179
Supplies/Other Services and Charges	1,257,915
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	204,409
TOTAL AMOUNT APPROPRIATED FROM THE FLEET FUND	<u>\$ 2,248,503</u>

<u>LIABILITY INSURANCE FUND</u>	
Supplies/Other Services and Charges	\$ 1,252,787
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	125,279
TOTAL AMOUNT APPROPRIATED FROM THE LIABILITY INSURANCE FUND	<u>\$ 1,378,066</u>

<u>SELF INSURANCE FUND</u>	
Supplies/Other Services and Charges	\$ 5,585,000
Contingency to meet expenses for emergencies and capital improvements not otherwise provided for	558,500
TOTAL AMOUNT APPROPRIATED FROM THE SELF INSURANCE FUND	<u>\$ 6,143,500</u>

<u>FIREFIGHTERS' PENSION FUND</u>	
Other Services and Charges	\$ 3,183,590
Contingency to meet expenses for emergencies and expenses not otherwise provided for	318,359
TOTAL AMOUNT APPROPRIATED FROM THE FIREFIGHTERS' PENSION FUND	<u>\$ 3,501,949</u>

<u>POLICE PENSION FUND</u>	
Other Services and Charges	\$ 3,360,806
Contingency to meet expenses for emergencies and expenses not otherwise provided for	336,081
TOTAL AMOUNT APPROPRIATED FROM THE POLICE PENSION FUND	<u>\$ 3,696,887</u>

PUBLIC SCHOOLS THE CITY OF LAKE FOREST

Appropriation

School District No. 67

From the Education Fund	\$	-
From the Operations, Building and Maintenance Fund		-
From the Capital Projects Fund		-
From the Illinois Municipal Retirement/Social Security Fund		-
From the Transportation Fund		-

**TOTAL AMOUNT APPROPRIATED FOR PUBLIC SCHOOLS
OF THE CITY OF LAKE FOREST (School District No. 67)**

	\$	-
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Summary of the Amounts Appropriated From the Several Funds

<u>Fund</u>	<u>Appropriation</u>
General	\$ 39,567,365
Flex	10,780
Park and Public Land	1,024,239
Motor Fuel Tax	1,960,786
Emergency Telephone	303,222
Senior Resources Commission	666,279
Parks and Recreation	10,518,652
Special Recreation	601,867
Cemetery Commission	2,876,140
Public Library	4,874,219
Alcohol Asset Forfeiture	96,800
Affordable Housing	621,500
Capital Improvements	6,354,713
Laurel/Western Redevelopment	654,999
Water and Sewer	9,162,782
Water and Sewer Capital Fund	1,628,393
Deerpath Golf Course	2,310,736
Fleet	2,248,503
Liability Insurance	1,378,066
Self Insurance	6,143,500
Firefighters' Pension	3,501,949
Police Pension	3,696,887
Sub-Total	<u>\$ 100,202,376</u>

The City of Lake Forest School District No. 67

Education	\$ -
Operations, Building and Maintenance	\$ -
Capital Projects	\$ -
Illinois Municipal Retirement/Social Security	\$ -
Transportation	\$ -
Sub-Total	<u>\$ -</u>

GRAND TOTAL \$ 100,202,376

Section 2: That any sum of money heretofore appropriated and not expended now in the Treasury of The City of Lake Forest, or that hereafter may come into the Treasury of The City of Lake Forest, is hereby reappropriated by this Ordinance.

Section 3: That the funds derived from sources other than the 2019 tax levy and other revenue pledged for specific purposes may be allotted by the Mayor and City Council to such appropriations and in such amounts respectively, as said Corporate Authorities may determine within the limits of said appropriations, respectively, insofar as doing same does not conflict with the law.

Section 4: That any unexpended balances of any items of any general appropriation made by this Ordinance may be expended in making up any deficiency in any other item in the same general appropriation made by this Ordinance and is hereby appropriated therefore.

Section 5: That any sum of money received for a specific purpose or category of expenditure from any source other than real estate taxes (including without limitation grants and donations) that is not specifically authorized by this appropriation ordinance shall be authorized for expenditure upon acceptance of such sum of money by the City, provided that such expenditure is approved in accordance with applicable City ordinances and procedures.

Section 6: That the sum of money that the Corporate Authorities of the City (or such subordinate body of the City empowered to authorize the expenditure of funds) have approved, or will approve, to satisfy a lawful debt of the City, and for which money is available in the Treasury (or in the specific fund over which a subordinate body may have authority) at the time of such approval, is hereby appropriated by this ordinance.

Section 7: That if any item or portion thereof of this Appropriation Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remaining portions of this Ordinance.

Section 8: The City Council shall at any time have the power, to make transfers of sums of money appropriated for one corporate object or purpose, but no appropriation for any object or purposes shall thereby be reduced below any amount sufficient to cover all obligations incurred or to be incurred against such appropriation.

Section 9: At any time during the fiscal year when an expenditure shall exceed the amounts set forth in this ordinance and there are funds available in the City's Treasury, the City Council may approve such expenditure and grant a supplemental appropriation for such purpose contemporaneously.

Section 10: This ordinance shall be in force ten (10) days from and after its passage, approval and publication.

PASSED THIS ____ day of _____, 2020

APPROVED THIS ____ day of _____, 2020

ATTEST:

City Clerk

That this ordinance be published in pamphlet form and be made available to the public at the City Hall service counter.

The City of Lake Forest
CITY COUNCIL
Proceedings of the Monday, June 1, 2020
City Council Meeting - City Council Chambers
REMOTE ACCESS MEETING

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

Present: Honorable Mayor Pandaleon, Alderman Morris, Alderman Karras, Alderman Rummel, Alderman Notz, Alderman Preschlack, Alderman Goshgarian, Alderman Buschmann and Alderman Weber.

Absent: none

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE was recited.

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

Mayor Pandaleon made a statement in regards to the current events impacting surrounding communities.

A. Phase 3 Reopening Outdoor Business Activities
- **Catherine Czerniak, Director of Community Development**

Mayor Pandaleon introduced Community Development Director, Catharine Czerniak to present the pilot program for outdoor business activities. Ms. Czerniak stated that the health and safety of residents comes first, to make sure the regulations in place help protect the community while also supporting local businesses.

City council had discussion on additional trash cans to prevent an increase in littering.

B. 2020 Spring Legislative Session Summary
- **Elizabeth Holleb, Finance Director**

Finance Director Elizabeth Holleb presented a summary of the 2020 Legislative session and Illinois FY2021 budget and how it may impact the City's budget. She reported that units of government located in a County receiving direct allocation of CARES funding would be excluded, and that City must now look to Lake County for any CARES funding.

COMMENTS BY CITY MANAGER

A. Community Forum COVID 19
- **Jason Wicha, City Manager**

City Manager Jason Wicha reported that on Tuesday, June 2 at 7 p.m., a virtual community forum providing an update and next steps when moving forward with COVID-19 will be held. In addition to leaders from Lake Forest and Lake Bluff, representatives from school districts 65, 67 and 115, Northwestern Medicine Lake Forest Hospital and Lake Forest College will also be participating in the forum. Information on how to join the webinar is available on the City's website.

C. Phase 3 Reopening City Buildings
- DeSha Kalmar, HR Director

City Manager Wicha discussed the reopening of City facilities. With the region advancing to Phase Three, many City facilities are able to reopen to the public. Mr. Wicha introduced DeSha Kalmar, HR Director, who gave an overview of the necessary steps taken to reach this reopening phase along with procedures that are to be followed by staff and patrons utilizing the buildings.

The City Council had discussion on reconvening in Council Chambers. City Attorney, Julie Tappendorf stated that with the current phase only allowing a maximum of 10 people would restrict the amount of staff, and members of the public being able to attend.

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

COMMITTEE REPORTS

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**
2. **Consideration of a Resolution in Support of Temporary Outdoor Business Activities, Waiver of Annual Health License Fees and Ratifying Approvals Granted to Date (Approval by Motion)**
3. **Approval of the May 18, 2020 City Council Meeting Minutes**
4. **Approval of the Check Register for the Period of April 25 – May 22**
5. **Consideration of an Ordinance Amending the City of Lake Forest Liquor Code, to increase the number of Licenses available in Class C-1 and C-3. (First reading and if appropriate final approval)**
6. **Approval of Parks & Recreation Board Recommendation to Enter Into a Contract with U.S. Tennis Court Construction Co. for the Resurfacing of Four Tennis/Basketball Courts at Waveland Park**
7. **Approval and authorization for the City Manager to enter into a Two-Year Professional Services Agreement with Bureau Veritas of Owings Mills, Maryland, to Provide Facility Condition Assessments and Maintenance Plans for Various City-Owned Buildings in a Total Amount not to exceed \$83,476.**

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

Mayor Pandaleon asked members of the Council if they would like to remove any item or take it separately. Seeing none, he asked for a motion. Alderman Morris made a motion to approve the seven (7) Omnibus items as presented, seconded by Alderman Rummel. The following voted “Aye”: Alderman Morris, Karras,

Rummel, Notz, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

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

OLD BUSINESS

1. **Approval of an Intergovernmental Agreement Between The City of Lake Forest and the Illinois Department of Transportation for the Rte. 41 & Deerpath Pump Station Project**

Public Works Director Michael Thomas presented on the flooding issue at Deerpath and Route 41. Mr. Thomas gave an overview on the new pumping station and its effects on significant flooding. IDOT has agreed to conduct the entire construction project, while the City has agreed to maintain the pumping station after construction is completed.

The City Council had discussion on the cost of the project and what was involved in negotiations with IDOT identifying its cost and responsibility.

COUNCIL ACTION: Approval of an Intergovernmental Agreement Between The City of Lake Forest and the Illinois Department of Transportation for the Rte. 41 & Deerpath Pump Station Project

Alderman Preschlack made a motion to approve an Intergovernmental Agreement between the City of Lake Forest and the Illinois Department of Transportation for the Rte. 41 & Deerpath Pump Station Project, seconded by Alderman Goshgarian. The following voted "Aye": Alderman Morris, Karras, Rummel, Notz, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

NEW BUSINESS

1. **Award of Bid for the Rosemary Road Ravine Project to V3 Construction Group in the Amount of \$509,650 to Include Authorization for a 10% contingency for a Total of \$560,615.**

Public Works Management Analyst, Jim Lockefer, summarized the Council's review of the project to date, and reported the Council's actions last year to engage in a design agreement with Hey & Associates. The bids that had been submitted to complete this project were all rejected by the public works department due to budget overages. Staff met with the design firms to negotiate and understand the overages that were being proposed. The City was able to create an updated design, which decreased the cost of the project. V3 submitted the lowest bid and received positive reports about this construction group.

COUNCIL ACTION: Award of Bid for the Rosemary Road Ravine Project to V3 Construction Group in the Amount of \$509,650 to Include Authorization for a 10% contingency for a Total of \$560,615.

Alderman Rummel made a motion to approve an Award of Bid for the Rosemary Road Ravine Project to V3 Construction Group in the Amount of \$509,650 to Include Authorization for a 10% contingency for a Total of \$560,615, seconded by Alderman Morris. The following voted "Aye": Alderman Morris, Karras, Rummel, Notz, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS

Alderman Rummel stated that the Environmental Sustainability committee would have its first meeting on June 10 at 6:30 p.m. City Manager Wicha stated that the link to the meeting and call-in information would be made available on the City website.

ADJOURNMENT

There being no further business Mayor Pandaleon asked for a motion. Alderman Weber made a motion to adjourn, seconded by Alderman Morris. Motion carried unanimously by voice vote at 7:50 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

has served The City of Lake Forest as a member of the

**CROYA EXECUTIVE COMMITTEE
NAME**

WHEREAS, he/she has devoted much valuable time and personal attention to the work of this commission and, on behalf of the citizens of Lake Forest, continually met his/her responsibilities with purpose and dedication; and

WHEREAS, the citizens of Lake Forest recognize and are deeply appreciative of the valuable time and service she contributed to the preservation and improvement of the quality of life in our community by serving on this commission;

*NOW, THEREFORE, BE IT RESOLVED that the City Council of The City of Lake Forest, Illinois, hereby expresses the profound gratitude of the citizens of Lake Forest to **NAME** for the loyal and faithful public service he/she has given by means of this resolution, which shall be spread upon the permanent records of the City Council.*

*Adopted by the City Council of
The City of Lake Forest this
15th day of June, 2020*

Mayor

THE CITY OF LAKE FOREST

ORDINANCE NO. 20-_____

**AN ORDINANCE AMENDING THE LAKE FOREST
CITY CODE RELATING TO PURCHASING**

WHEREAS, The City of Lake Forest (the “City”) is a home rule, special charter municipality existing in accordance with the Illinois Constitution of 1970; and

WHEREAS, the City Council has determined that it is in the best interests of the City and its residents to update and clarify the provisions related to the authority to approve other purchases and contracts;

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: Amendment to Chapter 38 of the City Code. Chapter 38 entitled “Purchasing and Payments,” of the City Code is hereby amended as set forth in Exhibit A to this Ordinance, which Exhibit A is attached to and made a part of this Ordinance.

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

§ 38.31 AUTHORITY TO APPROVE PURCHASES.

(A) The City Manager or his or her designee shall have the power to make all purchases involving a total expenditure of less than ~~\$20,000~~ **\$25,000**. All other purchases (except as otherwise provided in § 38.37) shall require the approval of the City Council.

(B) No purchase shall be made without an approved budgetary allocation or appropriation by the City Council in the amount of the purchase.

(C) The City Manager shall endeavor to include vendors located within the city when making purchases governed by this chapter where practical. The City Manager is authorized to accept the bid or quote of a vendor located within the city where the quality, customer service, responsiveness and other aspects of the vendor and its bid or quote are at least equivalent to the lowest vendor and its bid or quote.

§ 38.32 AUTHORITY TO APPROVE CREDIT PURCHASES.

The City Manager is authorized to review and approve credit cards and credit accounts for officials and employees of the city to reasonably facilitate the making of purchases in amounts of less than ~~\$20,000~~ **\$25,000** pursuant to this chapter. Any purchases made using such credit shall be within approved budget allocations and appropriations.

§ 38.34 LEASE AND INSTALLMENT CONTRACTS.

All leases and all options or installment purchase contracts must be approved by the City Manager. If a lease, option or installment purchase contract is in an amount exceeding ~~\$20,000~~ **\$25,000**, it must also be approved by the City Council.

§ 38.35 EMERGENCIES.

The City Manager may make purchases and enter into contracts on behalf of the city in the case of accidents or other circumstances creating an emergency where necessary to protect life, the public health and safety, and public property, by such process as may be practicable under the circumstances. All emergency procurements involving expenditures of ~~\$20,000~~ **\$25,000** or more must be presented to the City Council for ratification at the next scheduled City Council meeting.

§ 38.37 AUTHORITY TO APPROVE OTHER PURCHASES AND CONTRACTS.

For any purchase or contract not otherwise authorized for approval by the City Manager pursuant to §§ [38.30](#) through [38.37](#), such purchases and contracts shall be approved in one of the following manners.

(A) Except as provided in division (B) below, for contracts with vendors or other providers delivering **supplies or** services on an unspecified but ongoing basis in annual amounts anticipated to be more than ~~\$20,000~~ **\$25,000**, such contracts or similar

authorizations shall be presented to the City Council for consideration as part of the review and approval of the city's annual budget. **If such vendor is identified after approval of the budget, a vendor approval form shall be submitted to the City Council Finance Committee Chairman for approval.**

(B) For contracts relating to insurance-related services from vendors or other providers delivering services on an unspecified but ongoing basis in annual amounts anticipated to be more than ~~\$20,000~~ **\$25,000** but whose costs for services are established on a calendar year basis, such contracts or similar authorizations shall be presented to the City Council for consideration prior to the beginning of the calendar year for which services are to be provided.

(C) For contracts relating to **supplies or** services of a regular but routine nature for which savings might be attained through multi-year arrangements in which the annualized amount of the contract is expected to exceed ~~\$20,000~~ **\$25,000**, such contracts or similar authorizations shall be competitively bid and presented to the City Council for consideration and approval as directed by the City Council.

(D) For contracts with vendors or other providers:

~~— (1) Delivering supplies or parts on an as-needed basis in individual amounts under \$20,000 but in annual amounts anticipated to be more than \$20,000 shall be reported to the Finance Committee Chairman for his or her approval; or~~

~~— (2) Delivering instructional services as part of fee-based recreational programs such contracts or similar authorizations may be approved by the City Manager; provided that: (a) the total amount approved for such contracts or other authorizations by the City Manager do not exceed the amounts set forth in the city's annual budget; and (b) the budgeted amount for such contracts or similar authorizations does not exceed \$75,000.~~

(E) For all other contracts, by presentation to, and approval or ratification by, the City Council as a specific matter for consideration.

**AMENDED AND RESTATED INTERGOVERNMENTAL SERVICE AGREEMENT
BETWEEN THE CITY OF LAKE FOREST AND THE
VILLAGE OF LAKE BLUFF**

THIS AGREEMENT entered into this ____ day of _____, 2020, by and between the Village of Lake Bluff, Illinois (hereinafter referred to as “Lake Bluff”) and The City of Lake Forest, Illinois (hereinafter referred to as "Lake Forest"):

WITNESSETH

WHEREAS, Lake Bluff is a home rule municipal corporation of the State of Illinois as defined within the Illinois Constitution of 1970; and

WHEREAS, Lake Forest is a special charter, home rule municipal corporation of the State of Illinois as defined within the Illinois Constitution of 1970; and

WHEREAS, the two communities have shared a long history of collaboration and cooperation which has provided a higher quality of life for residents in both communities; and

WHEREAS, the parties hereto have heretofore entered into Agreements whereby Lake Forest has furnished Lake Bluff with the following Municipal Services, to-wit:

- Ambulance Services
- Fire Dispatch Services
- Building Inspections and Plan Review Services
- CROYA Services
- Public Access Television Services; and
- Senior Center Services

WHEREAS, the most recent agreement between the parties was dated May 23, 2011 (“**2011 IGA**”); and

WHEREAS, since the 2011 IGA was approved, the parties have terminated fire dispatch services; and

WHEREAS, in addition, subsequent to the approval of the 2011 IGA, the parties have been in discussions about service charges for ambulance services provided from 2011 to-date, and have negotiated (1) a resolution to a dispute between the parties regarding charges incurred from the effective date of the 2011 IGA through April 30, 2020, and (2) modifications to the service charge formula for ambulance services that would apply to ambulance services provided by Lake Forest to Lake Bluff starting May 1, 2020; and

WHEREAS, the parties have determined that it is in the best interests of the parties to amend and restate the 2011 IGA to resolve the billing dispute, incorporate the agreed-upon changes to the ambulance service charge formula, and eliminate the previously terminated fire dispatch services, all as set forth in this amended and restated agreement.

NOW, THEREFORE, it is the intention of each of the parties, and each of the parties' covenant, and hereby agreed to by and between Lake Forest, acting through its duly elected City Council and Lake Bluff, acting through its duly elected Board of Trustees, that commencing May 1, 2020, The City of Lake Forest, Illinois shall provide and furnish to the Village of Lake Bluff, Illinois the following municipal services as set forth herein.

TERM

The services provided herein shall be for a period of five (5) years, commencing on the first day of May, 2020, and ending on the 30th day of April, 2025. Unless terminated or modified as provided for herein, the services provided herein shall automatically be renewed on an annual basis in accordance with the prescribed service charge.

SERVICES PROVIDED

Each service shall be considered a separate service, apart from the others that may be continued, terminated or modified by the parties in whole or in part, as set forth herein.

A. Building Inspections and Plan Review Services

1) SCOPE OF SERVICE

Lake Forest shall furnish personnel to review plans and inspect the construction, repair, restoration, demolition or other activities requiring a building permit from Lake Bluff. Such services shall be based upon Lake Bluff Building Code. Services shall be furnished in a prompt and timely manner generally consistent with the Lake Forest target turnaround times for regular and fast track permits. The Village Administrator of Lake Bluff and The City Manager of Lake Forest shall meet annually in the first quarter of the calendar year to determine the scope of service to be provided by Lake Forest to Lake Bluff in accordance with this agreement. Lake Forest reserves the right to require Lake Bluff to contract out the services set forth herein if the scope of one or more projects would compromise the ability of Lake Forest to perform said services without engaging additional personnel.

2) SERVICE CHARGE FORMULA

Lake Bluff shall pay Lake Forest fifteen, percent (15%) of the annual building permit fees collected by Lake Bluff for normal inspectional services provided by Lake Forest, not less than \$30,000 or more than \$90,000 in any one year unless otherwise approved by both parties. "Normal" inspectional services shall consist of no more than two times the required number of inspections specified on the building permit. Any additional inspections, beyond two times the required

number of inspections, including, but not limited to, inspections requested by the property owner or contractor due to phasing of a project, requests for on-site consultations, a determination during a required inspection that the work inspected was not completed or was not completed in accordance with the applicable Codes, shall be assessed an "additional inspection" fee. A reinspection fee will be charged regardless of the total number of inspections in all cases where upon arrival at the site, the inspector was unable to access the work to be inspected or an appropriate representative of the project is not on site. Additional inspection fees and reinspection fees, shall be assessed as follows.

Additional inspections -- \$50.00 per inspection

Re-inspections -- \$175.00

An annual escalator of no more than the rate of inflation in the national Consumer Price Index (CPI) or 5%, whichever is less, will be applied towards both the \$90,000 cap and the \$30,000 minimum charge each year, effective May 1 2011 and each May 1 thereafter this agreement is in effect.

For each plan review conducted under this agreement, Lake Bluff shall pay Lake Forest a Plan Review Fee

The City of Lake Forest's Plan Review Fees are subject to change, and as of May 1, 2011, they are as follows:

Plan Review	Fee
New Commercial	\$500.00 plus \$45.00 per \$1,000 sq. ft.
Remodeling up to \$12,000)	\$55.00
Remodeling (\$12,001-\$48,000)	\$ \$82.00
Remodeling (\$48,001-\$120,000)	\$ \$138.00
Remodeling (Over \$120,000)	\$230.00
Single Family Dwelling	\$ \$400.00
Duplex/two family dwelling	\$230.00 per unit
	For all the above: Plus \$55 per hour fee for reviews requiring more than 4 hours.
Multi-Family Dwelling	\$ \$572.00 plus \$50 per 1,000 sq. ft.

B. CROYA Services

- 1) SCOPE OF SERVICE

Lake Forest shall run the Committee Representing Our Young Adults (CROYA) youth activities program for the benefit of the youth of Lake Forest and Lake Bluff. Lake Forest shall have the full authority and responsibility for the planning and implementation of such program for the youth of Lake Forest and Lake Bluff. Lake Bluff youth shall be allowed full participation in such programs. One Lake Bluff resident appointed by the Lake Bluff Village President shall serve on the CROYA Board, established to help promote youth programming in Lake Forest and Lake Bluff.

2) **SERVICE CHARGE FORMULA**

The annual CROYA operating budget including benefits and overhead less contributions and donations toward said operating costs by local school districts, or other social service agencies, times the percent of Lake Bluff student residents, to the total student enrollment at School District #115. This percentage shall be set as of the date of this agreement and continue for the term unless otherwise modified as set forth herein.

For the fiscal year beginning May 1, 2011 (FY12), the amount of \$62,500 will be the total amount paid by Lake Bluff to Lake Forest. This shall be the maximum payment to Lake Forest.

C. Public Access Television Services

1) **SCOPE OF SERVICE**

Lake Forest no longer provides public access television services to Lake Bluff as such services are now provided to each municipality through separate agreement between the vendor and each individual municipality. However, Lake Forest agrees to provide Lake Bluff with reasonable access to relay the broadcast signal for its public access channel through Lake Forest City Hall.

2) **SERVICE CHARGE FORMULA**

There is no charge for this service as service is now provided through separate agreement between the vendor and each individual municipality.

D. Senior Center Services

1) **SCOPE OF SERVICE**

Lake Forest shall have the full authority and responsibility for the planning and implementation of such programs for the Senior Center, and Lake Bluff residents shall be allowed full participation in such programs. Three Lake Bluff residents appointed by the Lake Bluff Village President shall serve on the Senior Resources Commission, established to help promote senior citizen programming in Lake Forest and Lake Bluff.

2) SERVICE CHARGE FORMULA

The annual Senior Center total personnel costs, including benefits and overhead plus any other agreed upon charges or expenses, times the percentage of Lake Bluff resident members, to the total membership of the Senior Center.

E. Ambulance Services

1) SCOPE OF SERVICE

Lake Forest shall furnish ambulance services to Lake Bluff, excluding the Sanctuary area, plus Arden Shore North Fire Protection District, Arden Shore South Fire Protection District, and Shore Acres Golf Club on the same basis as it is provided to the residents of Lake Forest. Lake Forest shall furnish all equipment and at least one emergency medical technician and one paramedic personnel. Lake Bluff shall provide a minimum of one Emergency Medical Technician to meet any applicable rule or regulation. If Lake Bluff cannot provide the necessary additional personnel for any Advance Life Support (ALS) or Basic Life Support (BLS) ambulance call, Lake Forest shall increase the cost of that call by two times the net cost per call set forth below.

2) SERVICE CHARGE FORMULA

A. Charges Effective Until April 30, 2020.

1. Formula. The annual Fire Department budget plus City overhead and vehicle replacement cost divided by the total calls responded to by the Lake Forest Fire Department in the previous fiscal year shall equal the fully loaded cost per call. Ambulance fees collected, less third party collection fees, based on the current resident rate and the prior fiscal year call type average shall be subtracted from the fully loaded cost per call to determine the net cost per call. Under no circumstances shall the fully loaded cost of a call be more than \$1,865 per call, effective May 1, 2011 through April 30, 2020.
2. Resolution of Disputed Charges. The parties agree to resolve the payment dispute for ambulance service charges as follows:
 - a. Lake Bluff will submit payment to Lake Forest no later than June 30, 2020, in the amount of \$167,079 to resolve outstanding ambulance service charges for fiscal years 2016 and 2017.
 - b. Lake Bluff will submit payment to Lake Forest no later than April 30, 2021, in the amount of \$158,360 to resolve outstanding ambulance service charges for fiscal years 2018 and 2019.

- c. Lake Bluff will submit payment to Lake Forest no later than April 30, 2022, in the amount of \$175,503 for ambulance service charges for fiscal year 2020. Reconciliation of fiscal year 2020 ambulance services will occur no later than November 30, 2020, in accordance with the “Financial Reports” section of this Agreement, and any resulting credit or debit will be applied to the fiscal year 2021 service charges.

These charges are in addition to any ambulance service charges that have already been invoiced and paid, as well as any ambulance service charges that will be invoiced for ambulance service charges incurred under the new formula effective May 1, 2020.

B. Charges Effective Commencing May 1, 2020.

The annual Fire Department budget plus City overhead and vehicle replacement cost divided by the total calls responded to by the Lake Forest Fire Department in the previous fiscal year shall equal the budgeted fully loaded cost per call. Ambulance fees collected, less third party collection fees, based on the current Lake Bluff resident rate and the prior fiscal year call type average shall be subtracted from the fully loaded cost per call to determine the budgeted net cost per call.

The fully loaded cost per call shall be capped as follows:

The fully loaded cost per call cap shall be \$2,396 as of May 1, 2020, and adjusted annually by 4%. In any applicable fiscal year, the fully loaded cost per call to be billed to Lake Bluff shall be the lesser of: a) the fully loaded cost per call cap applicable for that year, or b) the fully loaded cost per call calculated at year end based on actual Fire Department expenses and total calls responded to by the Lake Forest Fire Department.

Lake Forest will bill Lake Bluff on a quarterly basis, based on the budgeted fully loaded cost per call and the budgeted net cost per call, applied to the actual Lake Bluff calls for the quarter, at the following rates:

1. Transports -- billed at budgeted net cost per call
2. Non-Transports -- billed at 43% of budgeted fully loaded cost per call
3. Lift Assists -- billed at 33% of budgeted fully loaded cost per call
4. Cancelled Calls -- billed at 12.5% of budgeted fully loaded cost per call
5. No Lake Bluff EMT -- billed at two times the budgeted net cost per call

At year-end, the quarterly billings will be adjusted to reflect actual Fire Department expenses, actual calls and actual ambulance fees collected to determine whether an additional billing or a refund is due pursuant to the "Financial Reports" section of the IGA.

F. Overhead Charge

For each service charge set forth above, the overhead charge shall be 7.0% of salary and wages.

PAYMENT

As for payment for such services, the Village of Lake Bluff agrees to pay The City of Lake Forest within 45 days, upon receipt of quarterly invoice.

FINANCIAL REPORTS

Lake Forest shall submit to Lake Bluff by March 1 a report of the proposed operational expenses for the next fiscal year for the subject service area.

Lake Forest shall prepare a reconciliation report by no later than November 30 whether or not Lake Bluff owes, or is due, additional monies to or from Lake Forest based upon the final expense reports for the fiscal year. Any credit or debit will be applied to the next quarter's billing.

AMENDMENTS

Lake Forest and Lake Bluff agree, acknowledge and understand that this Service Agreement may not be modified, changed, altered, amended, added to or terminated unless in writing duly signed by an agent of each municipality, pursuant to a resolution or ordinance lawfully adopted by each municipality's corporate authority.

RECONVENING THE SERVICE AGREEMENT COMMITTEE

At the request of either Lake Forest or Lake Bluff, two representatives of each municipality shall be appointed by their respective governing body to represent their community on the Lake Forest and Lake Bluff Service Agreement Committee. The members shall be prepared to meet within sixty (60) days or such lesser time as is agreed upon, following written notice by either community. The place of meeting shall be by agreement of the representatives, or a majority thereof.

TERMINATION-RENEWAL

This Agreement shall continue in full force and effect by and between the parties hereto unless one or both parties terminate one or more of the services contracted for herein with one (1) year

written notice unless otherwise agreed to by both parties. Such termination shall affect only the service(s) designated.

All previous Intergovernmental Service Agreements between Lake Forest and Lake Bluff shall be null and void from the date of execution of this Agreement.

SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first noted above.

THE CITY OF LAKE FOREST

By: _____ Date: _____
George Pandaleon
Mayor
The City of Lake Forest, IL

VILLAGE OF LAKE BLUFF

By: _____ Date: _____
Kathleen O'Hara
Village President
Village of Lake Bluff, IL