

**THE CITY OF LAKE FOREST**

**\*\*\*\*\* SPECIAL CITY COUNCIL WORKSHOP MEETING AGENDA \*\*\*\*\***  
**TIME AND LOCATION CHANGE**

Monday, July 1, 2024, 6:00 p.m.  
800 N. Field Drive  
Lake Forest, IL 60045

Honorable Mayor, Stanford R. Tack

Nancy Novit, Alderman First Ward

Peter Clemens, Alderman First Ward

Edward U. Notz, Jr., Alderman Second Ward

John Powers, Alderman Second Ward

Ara Goshgarian, Alderman Third Ward

Alice LeVert, Alderman Third Ward

Eileen Looby Weber, Alderman Fourth Ward

Richard Walther, Alderman Fourth Ward

**CALL TO ORDER AND ROLL CALL**

**6:00 p.m.**

- 1. Review of Due Diligence Reports Related to 1925 Field Court for Adaptive Reuse**
  - **Concord Group Report for Whole Building and Site Assessment**
  - **FGM Architects Report for a Space Needs Analysis \***
  - **Financing \***
  - **Staff Reports**
- 2. Deerpath Watermain Project Report**
- 3. Opportunity for Public Comment**
- 4. Adjournment**

***\*summary materials included***

Office of the City Manager

June 26, 2024

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.

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**FGMA**ARCHITECTS

**CITY OF LAKE FOREST**



## **CITY OF LAKE FOREST**

POLICE DEPARTMENT  
SPACE NEEDS ANALYSIS



**SUBMITTED TO:**  
City of Lake Forest  
220 East Deerpath  
Lake Forest, IL 60045

**FGM Architects Inc.**  
1211 West 22<sup>nd</sup> Street, Suite 700  
Oak Brook, Illinois 60523

June 26, 2024  
FGM # 24-4063.01

1211 W. 22<sup>nd</sup> Street, Suite 700  
Oak Brook, Illinois 60523-2109  
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fgmarchitects.com

**SECTION 1**  
**EXECUTIVE SUMMARY**



*Police Department Entry*



*Police Department Lobby*



*Administration Conference Room*

**Project Understanding**

The City of Lake Forest is considering the purchase of an office building at 1925 W. Field Court in Lake Forest, Illinois and converting it to a police station for the Lake Forest Police Department. Therefore, as part of their due diligence process, the City would like a space needs analysis for the Police Department to identify the “need to have” facility needs, and “nice to have” needs planning for the future.

**Summary of Analysis**

The Lake Forest Police Department currently has authorized strength of 40 sworn police officers and 12 civilian employees that work at the police station. Future staff capacity has been factored into the space needs analysis for long term (30+ years) planning. The additional capacity includes space for 8 additional sworn officers and 3 civilian positions.

The existing police station is located within the Public Safety Building at 255 West Deerpath Road and was originally constructed in 1968-1969. The building is shared with the Lake Forest Fire Department. The Police Department occupies approximately 30,050 square feet of the building.

As part of this assessment, the space needs requirements of the police department were analyzed with the assumption that the 1925 W. Field Court building would be where the Department would be relocated to. The needs were then broken down into two different scenarios:

1. **Need to Have:** This includes the needs of the Police Department to meet current operational needs with short term anticipated growth. The analysis identified 49,394 sq. ft. of space is required for this scenario.
2. **Nice to Have:** This includes the needs of the Police Department to meet the long term needs of the Police Department (30+ years). The analysis identified 59,692 sq ft of space is required for this scenario.

See Section 3. Summary of Analysis for a discussion of the spaces within the existing building and recommended spaces.

**Conceptual Planning Solutions**

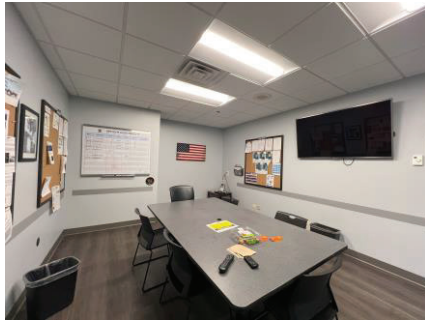
Conceptual solutions were developed for relocating the Police Department to 1925 Field Court for each scenario. The solutions are illustrated in Section 4. Conceptual Planning Solutions and show that an effective police station can be planned within the existing building.

**Project Budgets**

As part of this assessment, FGMA is to provide conceptual budgets for each of the police station scenarios and for the law enforcement training center scenarios. For the attached summaries, the Total Project Budget includes the cost of construction, furniture and furnishings, fees, and soft costs.

**SECTION 1  
EXECUTIVE SUMMARY**

**Conceptual Budget Options for a Police Station at 1925 W. Field Court**



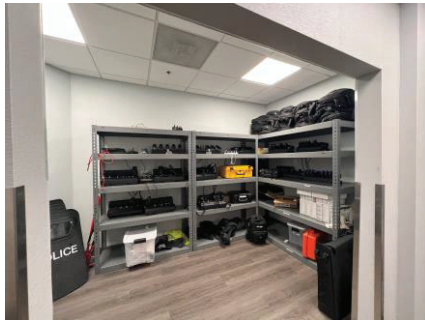
*Roll Call Room*

**Police Station with Need to Have Items**

Item	Low	High
Construction Budget	\$21,662,620	\$20,204,000
Owner Purchased Items (FF&E, etc.)	\$935,000	\$1,060,000
Fees and Soft Costs	\$1,886,000	\$2,011,000
<b>Total Project Budget</b>	<b>\$24,483,620</b>	<b>\$25,696,000</b>

**Police Station with Nice to Have Items**

Item	Low	High
Construction Budget	\$24,424,120	\$25,485,000
Owner Purchased Items (FF&E, etc.)	\$1,000,000	\$1,125,000
Fees and Soft Costs	\$2,090,000	\$2,223,000
<b>Total Project Budget</b>	<b>\$27,511,120</b>	<b>\$28,829,000</b>



*Police Equipment Storage*

For additional information, see the Section 5. Conceptual Budgets.

*This study is to be utilized as a starting point and is intended to provide the City with the necessary information to make an informed decision on which direction should be taken to address the facility needs of the Police Department.*



*Holding Area Processing Room*

**City of Lake Forest**  
**Police Department**  
**Space Needs Program**

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June 24, 2024  
FGM Project No. 24-4063.01

Item	Room/Area/Space	Staffing		Sq.ft.			Notes
		Current	Future	Existing Space	Need to Have	Nice to Have	
<b>A. PUBLIC ENTRY, TRAINING/MEETING/EOC ROOM</b>							
1.0	Public Entry Vestibule			96	100	100	Entrance vestibule
2.0	Public Lobby			314	750	750	Provide seating for (8-10)
3.0	Citizen Report Room w/ Fingerprinting			200	110	110	Provide seating for (4) with counter for fingerprinting
4.0	Citizen Report Room			130	100	100	Provide seating for (4)
5.0	Display Cases			-	20	20	Displays and memorials
6.0	Vestibule for Multi-Purpose Training Room			-	250	250	Vestibule to separate Training and EOC functions from the public
7.0	Multi-purpose Training, Meeting Room, and EOC			430	1,200	1,800	Multi-purpose room to accommodate (40). (60 if no training center)
8.0	Support Counter / Storage			-	80	80	Counter for training handouts, food service
9.0	Media Production Space			-	-	160	(2) small workstations
10.0	EOC equipment Storage			-	60	60	Secure storage room
11.0	Simulator and Mat Storage			-	150	120	Storage for mats and mobile screen type simulator
12.0	Table and Chair Storage			-	150	150	Table and chair storage
13.0	Administrative Hearing Court						Currently at City Hall
14.0	Judge's Office			-	-	120	"L" shaped workstation with (2) guest seats
15.0	Attorney Office			-	-	120	"L" shaped workstation with (2) guest seats
16.0	Client Meeting Room			-	-	100	Meeting room with seating for (4)
17.0	Public Toilets						
18.0	Men's Toilet Room				180	180	(2) toilet, (2) urinals, (2) lavatories (1 additional toilet and lav for larger room)
19.0	Women's Toilet Room			59	165	165	(3) toilet, (2) lavatories (1 additional toilet and lav for larger room)
20.0	Gender Neutral Toilet Room				65	65	Single user toilet room
21.0	<b>Public Entry / Training / Meeting Room Sub-Total</b>			<b>1,229</b>	<b>3,380</b>	<b>4,450</b>	
22.0	<b>Circulation, Wall, and Mechanical Shaft Space</b>				1,183	1,558	
23.0	<b>PUBLIC ENTRY, TRAINING/MEETING/EOC ROOM TOTAL</b>				<b>4,563</b>	<b>6,008</b>	Shared Public Space Total
<b>B. RECORDS / RECEPTION</b>							
1.0	Police Station Reception (screened from office area)				100	100	Provide for (2) secure reception work areas with package pass-through
2.0	Open Office Workstations						
3.0	Records Supervisor	1	1		75	75	(1) 7'x7' "L" shaped workstation
4.0	Records Workstations	3	3		225	225	(3) 7'x7' "U" shaped workstations
5.0	Flexible Workstations			596	75	75	(1) 7'x7' "U" shaped workstation for light duty
6.0	Mobile Video Review Workstation		1		75	75	(1) 7'x7' "U" shaped workstation for body cam review/redaction
7.0	Active Files				18	18	(1) 42" lateral file - 4 drawer
8.0	Coat Closet				15	15	
9.0	Copy / Work Room				100	100	Includes office supply storage cabinets and shredder
10.0	Supply Storage				-	-	Locate in Copy / Work Room above
11.0	Coffee Area				40	40	
12.0	Archive File Storage				-	-	See general storage in Staff Support Areas



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		Current	Future	Existing Space	Need to Have	Nice to Have	
10.0	Roll Call / Briefing Room			249	420	420	Seating for (12-14) in conference setting. Video setup for training
11.0	Patrol Equipment			100	150	150	Equipment storage and checkout
12.0	Report Writing Workstations - Open Office			145	200	200	(4) report writing workstations
13.0	Report Writing Workstations - Separate room			-	150	150	(2) report writing workstations in enclosed room for privacy
14.0	Interview/Juvenile Temporary Holding Rooms			-	80	80	(1) Temporary holding rooms visible from Report Writing
15.0	Holding Toilet			-	65	65	
16.0	Copy / Work Room			-	-	-	Share with Records
17.0	Patrol Conference Room			-	150	150	Seating for (4-6) people. Locate for privacy
18.0	Interview Rooms			-	-	-	Share with Investigations
19.0	Soft Interview Room			-	-	-	Share with Investigations
20.0	Duty Bag Storage			-	150	200	Provide (45) 2'x2'x2' lockers (triple tier) near patrol entry (60 in future)
21.0	Evidence Technicians Kit Storage			-	30	30	Provide storage for (12) ET kits (Two 36" x 24" cabinets)
22.0	Drone Maintenance and Storage			-	100	150	Provide storage and workbench
23.0	K9			-	-	-	See warm storage below
24.0	<b>Patrol Sub-Total</b>	31	34	<b>1,440</b>	<b>2,080</b>	<b>2,180</b>	
25.0	Circulation, Wall, and Mechanical Shaft Space				728	763	
26.0	<b>PATROL TOTAL</b>				<b>2,808</b>	<b>2,943</b>	
<b>E. INVESTIGATIONS</b>							
1.0	Investigations Commanders Office	1	1	144	150	200	"U" shaped workstation, (2) guest chairs, file storage
2.0	Closet			14	10	10	
3.0	Investigations Open Office						
4.0	Investigations Workstations	3	5		225	375	(3) 7'x7' "U" shaped workstations (5 in future)
5.0	School Resource Officer	2	3		150	225	7'x7' "U" shaped workstations (3 in future)
6.0	Data Analyst		1		-	75	
7.0	Specialized Equipment Workstation				75	75	7'x7' "U" shaped workstations
8.0	Social Worker Workstation						
9.0	Flexible Workstation			935	-	75	7'x7' "U" shaped workstations
10.0	File Storage				18	18	(1) 42" lateral files
11.0	Weapons Storage Closet				8	8	Secure storage
12.0	Secure Storage Closet/Armory				64	64	Storage and equipment closet
13.0	Storage				15	15	For storage of vests and gear
14.0	Taskforce (ICAC) Office			-	140	140	
15.0	Digital Forensics			-	200	200	(2) workstations for processing of digital data
16.0	Secure Storage Closet			-	14	14	Secure (evidentiary) storage of digital devices
17.0	In-Process Evidence Temporary Storage			-	10	10	Lockers for temporary evidence storage
18.0	Investigations Major Case Room			-	-	560	Conference Space for (20) (Conference Room for 10 with Training Center)
19.0	Coffee Area			-	40	40	Kitchenette with full size refrigerator

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		Current	Future	Existing Space	Need to Have	Nice to Have	
20.0	Coat Closet			-	15	15	
21.0	Holding Room			50	-	-	Not required
22.0	Interview Rooms						Locate so they can be shared with Patrol
23.0	Standard Interview Rooms (2) required			135	200	200	With tables and chairs
24.0	Soft Interview Room (1) required			-	140	140	Soft seating, can share with Patrol
25.0	Hard Interview Rooms (1) required			-	-	-	Located in Holding Facility below
26.0	Toilet Room			-	65	65	Single user toilet room to support interview rooms
27.0	Interview Recording Equipment			-	50	50	Secure room
28.0	<b>Investigations Sub-Total</b>	6	10	<b>1,278</b>	<b>1,539</b>	<b>2,524</b>	
29.0	Circulation, Wall, and Mechanical Shaft Space				538	883	
30.0	<b>INVESTIGATIONS TOTAL</b>				<b>2,077</b>	<b>3,407</b>	
<b>F. SOCIAL WORKER</b>							
1.0	Social Worker Office (currently in Investigations)	1	1	-	150	150	"U" shaped workstation, (2) guest chairs. Locate near Investigations
2.0	Counseling Lobby / Reception			-	150	150	Locate off lobby. Soft seating for (2-4)
3.0	Counseling Open Seating Area / Intern	1	1	-	200	270	Table with (4-6) chairs, couch and soft seating. Intern and comfort dog in larger
4.0	Coffee Area			-	40	40	
5.0	Counseling Spaces			96	280	560	Initially (2) spaces, plan for (4) in future
6.0	Closet			-	14	14	For toys and children's items
7.0	Group Therapy Space			-	-	-	Space for (15) people - Use classroom or conference room
8.0	Toilet Room			-	65	65	
9.0	<b>Social Worker Sub-Total</b>	1	1	<b>96</b>	<b>899</b>	<b>1,249</b>	
10.0	Circulation, Wall, and Mechanical Shaft Space				315	437	
11.0	<b>SOCIAL WORKER TOTAL</b>				<b>1,214</b>	<b>1,686</b>	
<b>G. COMMUNITY SERVICE OFFICERS</b>							
1.0	Community Service Officers	4	6				
2.0	CSO Office			-	-	120	Shared "L" shaped workstation with file cabinet
3.0	Animal Complaint Supplies			-	-	-	See Warm Storage below
4.0	Traffic Control Items			-	-	-	See Warm Storage below
5.0	<b>Community Service Officers Sub-Total</b>	4	6	-	-	<b>120</b>	
6.0	Circulation, Wall, and Mechanical Shaft Space				-	42	
7.0	<b>COMMUNITY SERVICE OFFICERS TOTAL</b>				<b>-</b>	<b>162</b>	
<b>H. EVIDENCE PROCESSING</b>							
1.0	Evidence Garage						Currently use wash bay in garage - see Warm Storage below



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		Current	Future	Existing Space	Need to Have	Nice to Have	
2.0	Vehicle Processing / Storage Bay			-	560	560	Includes winch to aid in vehicle movement
5.0	Temporary Large Evidence Storage			-	100	100	Existing is shared general and found bike storage off garage
3.0	Drying Cabinets			-	90	90	Provide space for a drying cabinet and 8' layout area
4.0	Emergency Eyewash/Shower			-	25	25	
5.0	Forensic Processing Lab						
6.0	Drug Testing				20	20	
7.0	Fuming Chamber				20	20	
8.0	Fume Hood				30	30	
9.0	Specialty Drug Chamber				20	20	
10.0	Refrigerator			205	15	15	Provide space for (1) refrigerator
11.0	Worktables and Counters				200	200	Center island worktable with packaging area
12.0	Photography Workstation				60	60	5' workstation
13.0	Workstations				45	45	6' workstation with computer
14.0	Temporary Evidence Lockers				30	30	Provide space for temporary evidence storage - multi-tier lockers
15.0	Equipment Storage Closet				-	60	Existing in evidence packaging (ET Kits are located above in Patrol by Duty Bags)
16.0	<b>Evidence Processing Sub-Total</b>			<b>205</b>	<b>1,275</b>	<b>1,275</b>	
17.0	Circulation, Wall, and Mechanical Shaft Space				446	446	
18.0	<b>EVIDENCE PROCESSING TOTAL</b>				<b>1,721</b>	<b>1,721</b>	
<b>I. EVIDENCE AND PROPERTY STORAGE</b>							
1.0	Property Custodian Office			-	120	120	"U" shaped workstation
2.0	Evidence Packaging (existing in Evidence Processing)						Packaging area with computer workstation
3.0	In-Process Evidence Temporary Storage			208	120	120	Evidence return lockers
4.0	Worktable and Barcoding						Large counter, storage for supplies, sink
5.0	Evidence Drop Lockers (existing in hallway)			20			(4) sets pass-thru lockers (12')
6.0	Evidence Intake Area/Work Area				60	60	Work Area with sink
7.0	Valuables/Money Storage				21	21	(1) 2'x3' storage cabinets
8.0	Narcotics Storage				30	30	100% exhaust ventilation (existing mixed in with general evidence)
9.0	Firearms Storage				63	63	(3) 2'x3' storage cabinets
10.0	General Evidence Storage			578			Assumes a growth rate for 30 years (typ. intake of 1,600 pcs per year)
11.0	Open Floor Area				600	900	Floor working space
12.0	Refrigerated Storage						Allow space for (2) refrigeration units
13.0	Destruction Holding Area						Area with shelving
14.0	Explosives Storage			-	-	-	See outdoor spaces below - Remote Evidence Storage
15.0	Found Bike Storage			-	150	150	Storage for (15-20) bicycles - Existing in
16.0	Evidentiary Vehicles			-	-	-	Short term in vehicle processing garage
17.0	<b>Evidence and Property Storage Sub-Total</b>			<b>806</b>	<b>1,164</b>	<b>1,464</b>	
18.0	Circulation, Wall, and Mechanical Shaft Space				349	439	

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Item	Room/Area/Space	Staffing		Sq.ft.			Notes
		Current	Future	Existing Space	Need to Have	Nice to Have	
19.0	<b>EVIDENCE AND PROPERTY STORAGE TOTAL</b>				<b>1,513</b>	<b>1,903</b>	
<b>J. HOLDING FACILITY</b>							
1.0	Sally Port			395	1,008	1,008	(2) car double deep car sally port in drive through configuration (28'x36')
2.0	Eyewash and Emergency Shower			-	25	25	
3.0	Prisoner Search and Personal Effects Lockers			-	70	70	Include sorting counters and (8) double tiered lockers
4.0	Vestibule Area			-	50	50	Secure entry to lockup areas
5.0	Processing Area						
6.0	Cuff Benches						Keep (3) detainees separated - locate away from Booking Station
7.0	Temporary Holding Room						Holding room glazing to view into with toilet
8.0	Fingerprint Area			353	700	700	For ink fingerprinting, with sink and eyewash
9.0	Live Scan/Suspect Photography						Include photo area
10.0	Sobriety Testing						Work area for Breathalyzers
11.0	Booking Station						Size to allow processing of (2) detainees
12.0	Interview (existing is also line-up room)			53	80	80	Hard interview room, line up not required
13.0	Toilet			49	65	65	Single user detention grade toilet
14.0	Janitors Closet			-	40	40	Secure storage of cleaning supplies
15.0	Secure Storage			40	20	20	For detention supplies (blankets, jumpsuits, etc.)
16.0	Mass Arrest Holding			-	-	140	Holding for (4-6) with toilet area
17.0	Cells (includes JV cells)			146	565	565	(4) Cells, two to be individually sight and sound separated (3 currently existing)
18.0	Juvenile Holding Cells			50	-	-	Not required, existing located in Investigations
19.0	Shower			-	60	60	
20.0	Attorney/Client Room			-	72	72	
21.0	Bond Out Vestibule			-	100	100	For bonding out detainees from holding area
22.0	<b>Holding Facility Sub-Total</b>			<b>1,086</b>	<b>2,855</b>	<b>2,995</b>	
23.0	Circulation, Wall, and Mechanical Shaft Space				999	1,048	
24.0	<b>HOLDING FACILITY TOTAL</b>				<b>3,854</b>	<b>4,043</b>	
<b>K. INFORMATION SYSTEMS</b>							
1.0	Server Room			326	144	144	Allow for (2) server racks and clean agent fire protection
2.0	Server Room Mechanical Equipment			-	80	80	Space for computer room air conditioning (CRAC) units
3.0	IDF Room Allowance			-	200	200	Allow for (4) IDF closets with 2 post racks
4.0	D-Mark Closets (1) required			-	30	30	For incoming services
5.0	IT Workroom / Office			109	200	200	(2) 8'-0" workbenches with (2) desks
6.0	Storage Area			-	80	80	
7.0	<b>Information Systems Sub-Total</b>			<b>435</b>	<b>734</b>	<b>734</b>	
8.0	Circulation, Wall, and Mechanical Shaft Space				257	257	

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		Current	Future	Existing Space	Need to Have	Nice to Have	
9.0	<b>INFORMATION SYSTEMS TOTAL</b>				991	991	
<b>L. TRAINING AND WELLNESS</b>							
1.0	Training Office			-	-	180	Provide (2) "L" shaped workstations
2.0	Training Room			-	-	-	See Multi-Purpose Training Room above
3.0	Defensive Tactics			878	-	1,000	Use Training Room. Enhanced +: Large mat room with video screen
4.0	Gun Locker			-	-	10	Area outside room for (15) gun lockers
5.0	Storage			133	200	200	Equipment Storage
6.0	Simulator Training			-	-	-	Assume use of a mobile virtual simulator in mat room or training room
7.0	Simunition Storage			-	-	80	Storage for simunition weapons, ammunition, training aids
8.0	Physical Fitness / Wellness Room			2,067	1,600	2,100	Space for stretching, strength, and cardio fitness equipment.
9.0	Lockers			-	-	30	Small area (6) lockers for temporary patrol equipment storage
10.0	Gun Locker Storage			-	-	6	Area for (6) gun lockers
11.0	Quiet Room			-	-	-	See Resilience Rooms in Staff Support Areas below
12.0	Firing Range			2,250	2,784	3,712	24' wide x 25 yard firing range (32' wide - Nice to Have)
13.0	Range Storage			-	-	200	Storage of props, targets, cleaning equipment
14.0	Range Control Room			39	-	-	Not required
15.0	Weapons Maintenance/Cleaning			-	-	100	Area adjacent to the range with (4-5) cleaning stations, observation window
16.0	Armory Storage						
17.0	Ammunition Storage						storage for 40,000 rounds of ammunition
18.0	Weapons Storage			130	120	120	Rifle and handgun storage
19.0	Tactical Equipment Storage						NIPAS mobile field force storage (temporary storage)
20.0	Armorer / Weapons Maintenance				126	126	Weapons repair with (2) workstations
21.0	<b>Training and Wellness Sub-Total</b>			<b>5,497</b>	<b>5,256</b>	<b>7,964</b>	
22.0	<b>Circulation, Wall, and Mechanical Shaft Space</b>				1,577	2,389	
23.0	<b>TRAINING AND WELLNESS TOTAL</b>				<b>6,833</b>	<b>10,353</b>	
<b>M. STAFF SUPPORT AREAS</b>							
1.0	Mud Room / Wet gear Storage			-	64	64	Include area for cleaning boots
2.0	Male Locker Area			662	840	960	Provide (42) 24" wide lockers (48 lockers in future)
3.0	Toilet/Sinks/Shower Areas			246	280	280	(2) toilets, (2) urinals, (2) lavs, (2) showers
4.0	Female Locker Area			362	240	400	Provide (12) 24" wide lockers (20 lockers in future)
5.0	Toilet/Sinks/Shower Areas			244	220	220	(2) toilets, (2) lavs, (2) showers
6.0	Changing Room			66	60	60	Also used for nursing mothers
7.0	Therapy Room			-	-	300	For physical recovery and stress reduction
8.0	Lunchroom with Kitchenette			579	600	650	(3-4) tables of four, kitchen with stove/oven, (2) microwaves, (2) refrigerators
9.0	Coffee / Break Area (first floor of existing PD)			143	-	-	

**City of Lake Forest  
Police Department**  
Space Needs Program

**DRAFT**

**FGMA**ARCHITECTS

June 24, 2024  
FGM Project No. 24-4063.01

Item	Room/Area/Space	Staffing		Sq.ft.			Notes
		Current	Future	Existing Space	Need to Have	Nice to Have	
10.0	Storage				40	40	Canteen supply storage
11.0	Resilience / Nursing Room (2) rooms req'd			-	200	200	Used for mental wellness, resting, nursing, and other uses
12.0	Bunk Rooms (3) Required				240	240	Currently, one is located in Men's Locker Room
13.0	Staff Toilets Allowance			281	500	500	For toilet rooms throughout the building
14.0	Pension File Storage			-	-	-	
15.0	Quartermaster Storage			190	220	220	
16.0	Honor Guard Storage			-	-	30	Storage cabinets for rifles, storage for flags, harnesses, etc.
17.0	General Building Storage			855	1,000	1,000	Provide storage cages to separate storage area
18.0	<b>Staff Support Areas Sub-Total</b>			<b>3,628</b>	<b>4,504</b>	<b>5,164</b>	
19.0	Circulation, Wall, and Mechanical Shaft Space				1,576	1,807	
20.0	<b>STAFF SUPPORT AREAS TOTAL</b>				<b>6,080</b>	<b>6,971</b>	
<b>N.</b>	<b>WARM STORAGE</b>						
1.0	Indoor Parking Garage						Prepare for future electric vehicle charging
2.0	Department Vehicles			2,867	8,465	9,405	Current Fleet (27), (30) in future
3.0	Trailers				314	314	(1) speed trailer
4.0	Wash Area			329	-	-	Provide area to rinse off vehicles - use drive aisle?
5.0	General Storage			395	500	500	
6.0	Bike Patrol						Storage for (6) bikes - assume vertical storage racks
7.0	Parts Storage				150	150	Parts Storage Cabinets
8.0	Bicycle Rack Storage			268			Bicycle rack storage (6)
9.0	Maintenance Area				80	80	Area with small work bench, air compressor and water
10.0	Community Service Officer Storage						
11.0	Animal Complaint Supplies			127	60	60	Includes cage storage
12.0	Traffic Control Items						
13.0	Speed Signs						
14.0	Traffic Signs			372	250	250	
15.0	Workbench for Sign Assembly						
16.0	Closet for Flare Storage			17	30	30	Large enough to store a pallet
17.0	Miscellaneous Tools and Vehicle Supplies			48	50	50	
18.0	CERT Storage			-	80	80	
19.0	Community Relations Storage				80	80	Storage Room for handouts and giveaways
20.0	Canine						
21.0	Canine Storage			-	-	-	Minimal required, store in canine care area below
22.0	Canine Care Area			-	-	160	Bathing station, grooming table, storage shelving
23.0	Canine Kennel			-	-	40	With flushing floor drain
24.0	Canine Dog Run			-	-	-	See outdoor space requirements below
25.0	<b>Warm Storage Sub-Total</b>			<b>4,423</b>	<b>10,058</b>	<b>11,199</b>	

**City of Lake Forest  
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		Current	Future	Existing Space	Need to Have	Nice to Have	
26.0	Circulation, Wall, and Mechanical Shaft Space				1,509	1,680	
27.0	<b>WARM STORAGE TOTAL</b>				<b>11,567</b>	<b>12,878</b>	
<b>O. BUILDING SYSTEMS AND MAINTENANCE SPACES</b>							
1.0	Emergency Generator			-	-	-	Assume will use existing mechanical and electrical spaces
2.0	Mechanical Room(s)			Shared with	-	-	Assume will use existing mechanical and electrical spaces
3.0	Electrical Room			Fire	-	-	Assume will use existing mechanical and electrical spaces
4.0	Gas Service Room			Department	-	-	Assume will use existing mechanical and electrical spaces
5.0	Janitor's Closets (assume 2)			95	120	120	For supplies and cleaning equipment
6.0	Bulk Supply Storage			-	60	60	
7.0	Maintenance Work Area and Storage			185	185	220	Maintenance workbench and supply storage
8.0	Mail and Package Delivery Room			-	60	60	Small room for deliveries and sorting
9.0	Delivery Area			-	-	150	Temporary staging area
10.0	<b>Building Systems and Maintenance Spaces Sub-Total</b>			<b>280</b>	<b>425</b>	<b>610</b>	
11.0	Circulation, Wall, and Mechanical Shaft Space				85	122	
12.0	<b>BUILDING SYSTEMS AND MAINTENANCE SPACES TOTAL</b>				<b>510</b>	<b>732</b>	
	<b>Net Areas</b>			<b>22,469</b>	<b>36,882</b>	<b>44,931</b>	
<b>P.</b>	<b>BUILDING AREA SUBTOTAL</b>				<b>47,394</b>	<b>57,692</b>	
<b>Q.</b>	<b>MULTI-STORY CIRCULATION FACTOR</b>				<b>2,000</b>	<b>2,000</b>	Add 1,000 square feet per floor. Assumed use of two-stories
<b>R.</b>	<b>EXISTING BUILDING AREA</b>						
<b>S.</b>	<b>TOTAL BUILDING AREA REQUIRED</b>				<b>49,394</b>	<b>59,692</b>	
<b>T. EXTERIOR REQUIREMENTS</b>							
1.0	Entry Plaza				1,000	1,000	
2.0	Flagpole Area				50	50	
3.0	Outdoor Patio				400	400	Seating and area for grill. Partially covered for greater use.
4.0	Outdoor Wellness Seating Area				100	100	Semi-private space for wellness use
5.0	K9 Dog Run				300	300	
6.0	Remote Evidence Storage				120	120	Small remote building for hazardous evidence and explosives magazine
7.0	Electrical Transformer				100	100	
8.0	Generator				300	300	

**City of Lake Forest  
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June 24, 2024  
FGM Project No. 24-4063.01

Item	Room/Area/Space	Staffing		Sq.ft.			Notes
		Current	Future	Existing Space	Need to Have	Nice to Have	
9.0	Trash Enclosure				150	150	
<b>U. PARKING REQUIREMENTS</b>							
1.0	Staff Parking			Exist. Spaces	23	29	Spaces for personal vehicles
2.0	Police Department Vehicle Parking				8	8	Fleet is in garage, provide (8) quick access spaces
3.0	Visitor / Training Parking			12	40	60	Spaces for visitors
4.0	<b>TOTAL PARKING REQUIRED</b>			12	71	97	Total Spaces
<b>NOTES</b>							
The space needs analysis assumes modest growth over the next 30 years of (5) sworn officers and (3-4) non-sworn staff.							
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**THE CITY OF LAKE FOREST**

**ORDINANCE NO. 2013-070**

**AN ORDINANCE RESTATING AND AFFIRMING ORDINANCE NO. 2008-08**

**Adopted by the Mayor and City Council of  
The City of Lake Forest  
this 2nd day of December, 2013**

**Published in pamphlet form by direction and  
authority of the City Council of The City of Lake Forest,  
Lake County, Illinois  
this 2nd day of December, 2013**

**THE CITY OF LAKE FOREST**

**ORDINANCE NO. 2013- 070**

**AN ORDINANCE RESTATING AND REAFFIRMING  
ORDINANCE NO. 2008-8**

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

**WHEREAS**, prior to the approval of the City's home rule referendum, the then-sitting City Council of the City (the "*2004 Council*") adopted Ordinance No. 2004-47, which ordinance established the position of the 2004 Council on the use of home rule authority, and particularly pledged to abide by the "property tax cap" limitations of the Illinois Compiled Statutes as set forth in the Property Tax Extension Limitation Law (35 ILCS 200/18-185 et seq.)(the "*Tax Cap Law*"); and

**WHEREAS**, in evaluating the potential benefits of home rule, the 2004 Council recognized that flexibility in accessing the bond market was a significant advantage that home rule status provided over non-home rule status; and

**WHEREAS**, at the same time, the 2004 Council recognized that misuse of home rule powers could lead to greater annual debt service payments for City taxpayers in real dollars; and

**WHEREAS**, in order to take advantage of the benefits of home rule without exposing the taxpayers of the City to the risks of home rule, the 2004 Council adopted Ordinance No. 2004-47; and

**WHEREAS**, the voters of Lake Forest expressed their trust for its local governmental representatives and their preference for local control by approving a referendum granting the City home rule status in 2004; and



**WHEREAS**, in 2008, the City Council (the "**2008 Council**") adopted Ordinance No. 2008-8, being "An Ordinance Restating And Reaffirming Ordinance No. 2004-47"; and

**WHEREAS**, the current City Council concurs with the 2004 Council and the 2008 Council that, notwithstanding its home rule status, the City should:

- (i) with respect to its annual debt service and levies for capital improvements, not exceed in real dollars \$2,589,806, which was the tax extension in 2004 for debt service amounts, exclusive of changes in the Illinois Municipal Price Index (the "**CPI**") as calculated by the Illinois Institute of Rural Affairs and the Illinois Municipal League [or, if the Illinois Municipal Price Index is no longer published, then the "Consumer Price Index" as defined in the Tax Cap Law] (the "**2004 Debt Level**"); and
- (ii) with respect to its "aggregate levy," being all property taxes levied by the City except for debt service levies for general obligation unlimited tax bonds and capital improvement levies, abide by the limitations of the "property tax cap" law; and

**WHEREAS**, at the time the 2004 Council adopted Ordinance No. 2004-47, the Illinois Compiled Statutes required the State of Illinois to allocate 10% of Illinois income tax revenues collected by the State for payment to local governments (the "**Municipal Distributive Share**") in accordance with 35 ILCS 5/901(b) (2004); and

**WHEREAS**, Illinois statutes also established a formula for calculating what portion of the Municipal Distributive Share and other revenues would be allocated to the City (the "**State Revenue Sharing Moneys**"); and

**WHEREAS**, the State Revenue Sharing Moneys had been a significant revenue source for the City both before and since the City attained home rule status, and the City's continued receipt of its State Revenue Sharing Moneys was part of the basis for the 2004 Council's adoption of Ordinance No. 2004-47; and

**WHEREAS**, pursuant to P.A. 97-32 and other enactments, the State of Illinois reduced the Municipal Distributive Share from 10% to 6% of Illinois income tax revenues collected by the State and modified the corporate personal property replacement tax, which has affected the State Revenue Share Moneys that the City has traditionally received; and

**WHEREAS**, the General Assembly has proposed further legislative changes that would reduce or eliminate the State Revenue Sharing Moneys that the City receives, as well as other sources of tax revenues that the City had traditionally received; and

**WHEREAS**, because the State Revenue Sharing Moneys were assured by statute at the time the 2004 Council adopted Ordinance No. 2004-47, Ordinance No. 2004-47 did not make any provisions to address changes in the Municipal Distributive Share or the related impacts on the City's State Revenue Sharing Moneys; and

**WHEREAS**, in the event of the loss of the State Revenue Sharing Moneys, the City could suffer an annual loss of revenue of \$2.3 million or more in State Revenue Sharing Moneys, which loss would dramatically affect the extent and quality of services that the City provides to protect the public health, safety, and welfare; and

**WHEREAS**, for the City to maintain services in the event of the loss of the State Revenue Sharing Moneys, the City could either (a) reduce its fund balances, which could affect the City's Aaa bond rating, or (b) increase substantially the property taxes within the City; and

**WHEREAS**, from a fiscal planning perspective, the City desires to put in place measures to protect the City and its residents and taxpayers from dramatic changes in taxes or reductions in services; and

**WHEREAS**, in addition to the impact of the changing commitment of the State of Illinois with respect to the State Revenue Sharing Moneys to the City, the City, State, and nation

have experience an economic and financial crisis since the City's adoption of home rule unmatched since the Great Depression, which economic crisis has affected the City's ability to fund fully the maintenance and investment in capital elements of the City; and

**WHEREAS**, consistent with good fiscal planning, and to demonstrate its concurrence with the 2004 Council and the 2008 Council in light of the State's changing commitment regarding the City's State Revenue Sharing Moneys, and to express more clearly the commitment reflected in Ordinance No. 2004-47 and Ordinance No. 2008-8 with respect to the bonded indebtedness and changes in the CPI, the City Council desires to restate, reaffirm, and refine the intentions of the 2004 Council and the 2008 Council to abide by the Tax Cap Law and to articulate affirmatively the intention of the 2004 Council and the 2008 Council to maintain the City's debt service levels consistent with the 2004 Debt Level in real dollars; and

**WHEREAS**, in recognition that the funding of capital improvements can often be accomplished more economically by direct levy rather than through the issuance of bonds (which involve both issuance costs and interest costs), and consistent with the intent of the 2004 Council and the 2008 Council, the City Council desires to clarify that paying for capital improvements on a "pay as you go" basis while maintaining the 2004 Debt Level in real dollars is in the best interests of the City and its residents;

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

**SECTION ONE:**     **Recitals.** The preceding recitals are incorporated into and made a part of this Ordinance.

**SECTION TWO:**     **Debt Limits and Property Tax Caps.** Notwithstanding the City's status as a home rule unit, the City Council shall:

- (i) not exceed the 2004 Debt Level (as adjusted by the CPI from 2004 to the present) for the City's annual debt service amount plus levies for capital improvements, and
- (ii) except as provided in part (i) above, abide by the "property tax cap" for the City's aggregate levy in accordance with the Tax Cap Law; provided that the City Council may, in any year, increase its aggregate levy by more than the "property tax cap" (but not more than 5%) by a three-fourths vote of the City Council, but only if the moneys raised by such increase in property taxes in excess of the aggregate levy otherwise authorized under the Tax Cap Law is used either:
  - (a) for supplementing the Capital Improvement Fund of the City; or
  - (b) to replace revenues lost because of changes in the amount of the State Revenue Sharing Moneys paid to the City;

unless one of the following occurs:

- A. The City Council has determined that a bona fide emergency or legal requirement dictates said increase, or
- B. That an advisory referendum has determined support within the community for said increase.

**SECTION THREE: Supersedence.** This Ordinance supersedes Ordinance No. 2004-47 and Ordinance No. 2008-8.

**SECTION FOUR: Effective Date.** This Ordinance shall be in full force and effect from and after its adoption.


PASSED this 2nd day of December, 2013.

AYES: *Alderman Novit, Waldeck Pandaleon, Moore Jack  
Reisenberg, Palmer & Adelman*

NAYS: 0

ABSENT: 0

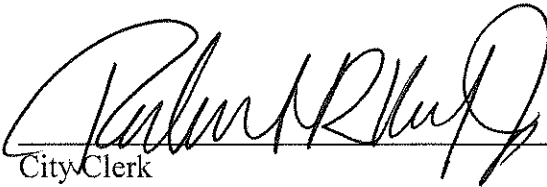
APPROVED this 2nd day of December, 2013.



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Mayor

ATTEST:



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City Clerk

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