

**THE CITY OF LAKE FOREST  
CITY COUNCIL AGENDA**  
Monday, April 16, 2018 at 6:30 pm  
City Hall Council Chambers

Honorable Mayor, Robert Lansing

Prudence R. Beidler, Alderman First Ward	Stanford Tack, Alderman Third Ward
James E. Morris, Alderman First Ward	Jack Reisenberg, Alderman Third Ward
Timothy Newman, Alderman Second Ward	Michelle Moreno, Alderman Fourth Ward
Melanie Rummel, Alderman Second Ward	Raymond Buschmann, Alderman Fourth Ward

**CALL TO ORDER AND ROLL CALL**      **Immediately following the Finance Committee meeting**

**PLEDGE OF ALLEGIANCE**

**REPORTS OF CITY OFFICERS**

<b>1.      COMMENTS BY MAYOR</b>
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<b>2.      COMMENTS BY CITY MANAGER</b>
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<b>3.      COMMENTS BY COUNCIL MEMBERS</b>
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**FINANCE COMMITTEE**

- 1. Consideration of an Ordinance making a Supplemental Appropriation for the Fiscal Year Beginning May 1, 2017 and Ending April 30, 2018 (First Reading, and if Desired by the City Council, Final Approval)**

*PRESENTED BY: Alderman James Morris, Finance Committee Chairman and  
Elizabeth Holleb, Finance Director (847-810-3612)*

**PURPOSE AND ACTION REQUESTED:** As advised by the City Attorney, it is recommended to approve a supplemental appropriation at the end of each fiscal year for any fund that is anticipated to exceed the original appropriation. Staff requests first reading and if desired by the City Council, final approval of an Ordinance making a supplemental appropriation in Fiscal Year 2018.

**BACKGROUND/DISCUSSION:** Based on year-end estimates provided by operating departments during the FY2019 budget development, supplemental appropriations are anticipated to be required as follows:

**Cemetery Fund - \$50,000**

Buy Back of Lots/Niches (non-budgeted expense)

**Drug Asset Forfeiture Fund - \$5,000**

For FY2019, this fund will be combined with another fund to account for Police Restricted monies. The supplemental appropriation will allow for the transfer needed to close the fund.

**Capital Improvement Fund - \$250,000**

Telegraph Station Underpass expenses of \$281,421 were approved by City Council on May 15, 2017. This amount is eligible for grant funding at 100%. Neither the revenue nor expense was included in the FY2018 budget.

**Water and Sewer Capital - \$350,000**

Water Treatment Plant Improvements approved by the City Council April 17, 2017 span both Fiscal Years 2018 and 2019. Based on the progress of work anticipated as of April 30, a supplemental appropriation is required for FY2018, reducing the expense to be incurred in FY2019.

**BUDGET/FISCAL IMPACT:** The supplemental appropriations required to meet legal compliance as presented in the Ordinance are: \$50,000 in the Cemetery Fund, \$5,000 in the Drug Asset Forfeiture Fund, \$250,000 in the Capital Improvement Fund, and \$350,000 in the Water and Sewer Capital Fund.

**COUNCIL ACTION:** If determined to be appropriate by the City Council, waive first reading and grant final approval of the Ordinance (page 17) making a supplemental appropriation for the fiscal year beginning May 1, 2017 and ending April 30, 2018.

**2. Approval of Revisions to City's Pension Funding Policy**

PRESENTED BY: Alderman James Morris, Finance Committee Chairman and Elizabeth Holleb, Finance Director (847-810-3612)

**PURPOSE AND ACTION REQUESTED:** Staff requests approval of revisions to the City's Pension Funding Policy defining the manner in which the City funds long-term costs of pension benefits.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Finance Committee	4/20/15	Approved revisions to City's Fiscal Policy
City Council	7/27/15	Discussed draft Pension Funding Policy
City Council	8/3/15	Approval of Pension Funding Policy

**BACKGROUND/DISCUSSION:** In light of new accounting and financial reporting requirements promulgated by the Governmental Accounting Standards Board (GASB 67/68) and increased scrutiny regarding the funding of municipal pension benefits, the Pension Funding Taskforce including the International City/County Management Association (ICMA), National League of Cities (NLC) and Government Finance Officers Association (GFOA) made recommendations regarding the components of a Pension Funding Policy for state and local

governments. In 2015, the City Council adopted a Pension Funding Policy incorporating recommendations of the Pension Funding Taskforce as well as GFOA Best Practices.

In December of 2016, the City began discussions with its independent actuary regarding recommendations to address the projected increases in public safety pension costs. An April 2017 Finance Committee meeting and June 2017 City Council workshop provided opportunities to better understand the impact of actuarial assumptions on both the current funding requirement and projected requirements over time. Another City Council workshop was held in September 2017 during which a modeler was provided by the actuary further demonstrating the impacts of current decisions. As a result of these meetings, the City Council directed the City's actuary to modify the mortality table, salary increase and payroll growth assumptions for the 4/30/17 actuarial valuations of the police and fire pension funds.

A pension subcommittee established by the Mayor will continue to meet to address alternatives for the future such as an open amortization period. With no changes anticipated for the 4/30/18 actuarial valuations, it is appropriate to modify the Pension Funding Policy at this time to reflect the assumption changes effective for Fiscal Year 2019.

**BUDGET/FISCAL IMPACT:** The revisions reflected have been incorporated into the April 30, 2017 actuarial valuations of the police and fire pension plans. The increased funding requirements have been included in the FY2019 annual budget through a combination of property taxes and an increase in the public safety pension fee effective May 1, 2018.

**COUNCIL ACTION:** Approval of revisions to the City's Pension Funding Policy (page 20).

<b>4. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL ON NON-AGENDA ITEMS</b>
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<b>5. ITEMS FOR OMNIBUS VOTE CONSIDERATION</b>
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**1. Approval of the April 2, 2018 City Council meeting Minutes**

A copy of the Minutes can be found beginning on **page 23**.

**2. Approval to Renew Agreement for Financial and Land Parcel Management System Software Maintenance and Licensing for FY2019**

*STAFF CONTACT: Elizabeth Holleb, Finance Director (847-710-3612)*

**PURPOSE AND ACTION REQUESTED:** Staff requests approval to renew a one (1) year agreement with Superior/HTE software, which includes maintenance services and licensing.

**BACKGROUND/DISCUSSION:** The Superior/HTE Company has been providing The City of Lake Forest services for a financial and land parcel management system since 1998. This system is one of the largest software systems to support City operations. It encompasses financial, payroll, purchasing, general ledger, budget, water billing, online water billing payments, accounts receivable, fixed assets, parcel management, code enforcement, building permits and land management planning and zoning.

The City is in the process of converting this system to the BS&A Enterprise Resource Planning (ERP) system, as approved by City Council on December 18, 2017. As this process is anticipated to take 12 months for go-live including converting data, modify operational processes, and train staff, the current system will be required to be maintained.

**BUDGET/FISCAL IMPACT:** On April 4, 2018 staff received the following quote from Superior/HTE:

FY2019 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
IT Operating 101-1315-415-43-37	\$76,838	\$75,879	Y

The proposed fee represents a \$4,946 (7%) increase over the costs for FY2018. This service of support can only be provided by Superior/HTE and no competitive pricing has been obtained. Staff is recommending waiving the formal request for proposals process per section 9.0-D (Sole Source Purchases) of the City’s purchasing directive.

COUNCIL ACTION: Acknowledge the exception noted in section 9.0-D of the City’s purchasing directive and approve a one (1) year maintenance agreement with Superior/HTE for software support and licensing of the City’s financial and parcel management system based on the sole source vendor quote.

**3. Approval of a Resolution Reallocating 2018 Volume Cap to the Village of Buffalo Grove, Illinois**

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

**PURPOSE AND ACTION REQUESTED:** Staff requests approval of a resolution reallocating the City’s 2018 private activity bond volume cap to the Village of Buffalo Grove, Illinois for the private activity bond clearinghouse (PABC) pool.

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

The Illinois Private Activity Bond Allocation Act provides that a home rule unit of government is allocated an amount equal to \$105 multiplied by its estimated population, which for Lake Forest in calendar year 2018 is \$2,034,375 (19,375 x \$105). By May 1, 2018, the City must take action to grant, reserve or transfer its allocation, or the amount is reserved by the Governor’s Office for a pool. The City may transfer its allocation to any other home rule unit of government, the State of Illinois or any agency of the State.

This year, the City has received one request (**page 29**) to transfer its volume cap, as follows:

Organization	Proposed Use	Amount of Transfer Fee
Village of Buffalo Grove (Lake County Partners)	Private Activity Bond Clearinghouse	0.5% or \$10,171.88*

\* Paid upon issuance of bonds utilizing the allocated volume cap

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

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

This is the 13<sup>th</sup> year under home rule status that the City has been allocated volume cap. The City has transferred its volume cap to Buffalo Grove for the past eleven (11) years. To date, fee income of \$8,574.78 has been received.

**BUDGET/FISCAL IMPACT:** Upon issuance of bonds utilizing the City’s volume cap, a transfer fee payment of .5% would be due to the City. Should the entire 2018 allocation be utilized by the pool, the City would receive \$10,171.88.

**COUNCIL ACTION:** Approval of a Resolution (**page 30**) Reallocating 2018 Volume Cap to the Village of Buffalo Grove, Illinois

**4. Approval of Contract with Linebarger Goggan Blair & Sampson, LLP for Collection Services**

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

**PURPOSE AND ACTION REQUESTED:** Staff requests City Council award a three year contract with the option to renew up to five years, based on performance, for the collection of outstanding financial obligations to the City. A copy of the contract can be found beginning on **page 32**.

**BACKGROUND/DISCUSSION:** In November 2017, the City issued a Request for Proposals (RFP) for collection services. The requested services include collection of outstanding Accounts Receivable, Delinquent fines, Parking citations, Recreation fees, Fire Ambulance fees and Alarm Billings.

City Code section 10.99 provides the authority to transfer outstanding payments due the City to a collection agency. Additionally the code provides the authority to pass the cost of collection to the person responsible for the outstanding balance.

The City currently utilizes the services of two different collection agencies. In an effort to consolidate all services under one contract, an RFP was issued. Eight firms submitted proposals for the City’s consideration. Utilizing the evaluation criteria outlined in the RFP, the Finance Department staff completed a thorough review of all proposals and selected three finalist firms. The three finalists were subsequently reviewed by the Police Department to assist with the final evaluations. Reference checks were completed for the three finalists and an interview was conducted with the agreed upon recommendation. Based on review of the proposals, reference checks and an interview, the selection committee unanimously agreed to recommend Linebarger Goggan Blair & Sampson, LLP.

**BUDGET/FISCAL IMPACT:** Fees associated with the collection service will be passed on to the person responsible for the outstanding obligation to the City resulting in no additional cost to the City.

Company Name	Collection Fee Proposed
Automated Collection Services Inc.	25%
IC System Inc.	24%
Lifquest Services	25%
<b>Linebarger Goggan Blair &amp; Sampson, LLP</b>	<b>25%</b>
Municipal Collection Services, Inc.	25.93%
RTR Financial Services, Inc.	16%
Transworld Systems	30%
Unifin Inc.	30%

**COUNCIL ACTION:** If determined to be appropriate by the City Council, award a three year contract with the option to renew up to five years to Linebarger Goggan Blair and Sampson LLP for the collection of outstanding financial obligations due the City.

**5. Approval of Contract for Annual Mowing Services Contract in the Parks FY2019 Budget**

*STAFF CONTACT: Chuck Myers, Superintendent of Parks and Forestry, 810-3565*

**PURPOSE AND ACTION REQUESTED:** City Staff and the Parks & Recreation Board are seeking approval to enter into a one year contract with Landscape Concepts Management Inc. to provide mowing services for multiple City-owned properties.

**BACKGROUND/DISCUSSION:** Annually, the Parks and Recreation Department researches opportunities to improve operational efficiencies and deliver services in the most cost effective manner. In 2011, the Parks section began outsourcing the mowing of many of the City’s passive parks and miscellaneous parcels. Staff chose not to bid out all other park properties, such as the neighborhood parks, lakefront and community parks, due to the significant need to coordinate with ever-changing public use and athletic field schedules. The outsourcing of mowing has proven to be a beneficial fiscal approach by reducing labor expenses and long-term capital equipment replacement costs. For FY2018, staff conducted an expansive bid request that included the mowing of the eleven City areas along with the mowing of twenty City right-of-ways and 136 cul-de-sacs. Similar to the selection rationale for outsourcing areas in 2011, the right-of-ways and cul-de-sacs are also desirable to outsource

since they involve routine scheduling requirements. In addition, the Parks Section included 3-year bids with the bid process and has the ability to extend the contract after the first season or rebid the contract for FY2019 and FY2020. Staff is recommending that the contract with Landscape Concepts Management Inc. be extended to FY2019.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Parks & Recreation Board	03/20/18	Recommended Approval

**BUDGET/FISCAL IMPACT:** Funding for the annual mowing contract is budgeted in the Parks Fund 220 operating budget. The FY2018 bid was \$97,000 for the second year of the contract (FY2019) and an additional \$4,540 was added for the mowing and maintenance of a newly established landscaped area on Western Avenue.

Below is summary of Project budget:

FY2019 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Parks Operating Fund 220	\$101,540	\$101,540	Y

**COUNCIL ACTION:** Approval of Council to award a one year contract to Landscape Concepts Management in the amount of \$101,540 for FY2019 for the mowing and grounds maintenance of City properties, cul-de-sacs, and right-of-ways.

**6. Award of contract for The City of Lake Forest to join the MPI Tree and Stump Removal Services for FY2019.**

STAFF CONTACT: *Corey Wierema, City Forester/Forestry Supervisor, 810-3564*

**PURPOSE AND ACTION REQUESTED:** Staff is requesting City Council approval for the City of Lake Forest to join the Municipal Partnership Initiative (MPI) Tree and Stump Removal contract, and enter into a one year contract with Lucas Landscaping and Design.

**BACKGROUND/DISCUSSION:** City staff has previously briefed the City Council on MPI, a program that takes advantage of economies of scale for securing low bid prices among neighboring municipalities which bid similar projects each year.

This year, with the Council’s approval, the City will be joining the Village of Glenview to take part in the MPI Tree and Stump removal contract for 2018. The contract scope of work includes tree and stump removal, emergency services for tree removal and an hourly rate for tree pruning.

City staff has completed a City wide re-inventory of all City trees on parkways and has determined that a number of those trees are in poor condition and potentially hazardous.

The MPI contract will help supplement the ongoing in-house effort to mitigate the hazards and improve streetscape aesthetics.

The Forestry Section plans to contractually remove and stump infested ash trees and other dead/hazardous/diseased trees on City parkways to include all City owned properties under this 2018 contract.

**BUDGET/FISCAL IMPACT:** The MPI Tree and Stump Removal contract term agreement is from January 2018 through December 2018. The City of Lake Forest reserves the right to renew this contract for three (3) additional one (1) year periods or one (1) additional three (3) year period subject to acceptable performance by the contractor. If awarded, work on this project is expected to begin June 1, 2018 and continue through the completion of the City's tree removal program. Forestry staff will provide daily oversight and quality control.

FY2019 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Forestry Capital Fund 311	\$20,000	\$20,000	Y

**COUNCIL ACTION:** Award of contract for The City of Lake Forest to join the MPI Tree and Stump removal services for FY2019. And enter into a contract with Lucas Landscaping and Design.

**7. Approval of Forest Park Grounds Maintenance Services Contract for FY2019**

*STAFF CONTACT: Chuck Myers, Superintendent of Parks & Forestry, 810-3565*

**PURPOSE AND ACTION REQUESTED:** City Staff and the Parks & Recreation Board are seeking approval to award a one year contract with Mariani Landscape to provide mowing and ground maintenance services at Forest Park for FY2019.

**BACKGROUND/DISCUSSION:** Forest Park is one of the oldest and most celebrated parks on the North Shore and a treasure for the residents of Lake Forest. After the completion of the highly successful rehabilitation project in 2015, the City's Parks Section resumed its maintenance responsibilities and was charged with keeping the park in its pristine condition.

In FY2017, staff conducted an expansive bid process that includes mowing and extensive grounds maintenance services for Forest Park. In addition, staff included a three year option in the bid process that provided the City with the right to extend the contract after the first season or rebid the contract for FY2018 and FY2019.

This year, Mariani Landscape is offering a new program that will encompass a number of sustainability practices. **First and foremost will be the deployment of fully electric mowers, blowers and line trimmers in all service operations at Forest Park.** This equipment will deliver low noise, zero emissions and zero use of fossil fuels in the operation of this machinery. The reduction in noise pollution with electric mowers is significant and an important aspect of this program. A traditional gas powered mower averages 95-100 decibels, the electric mowers being introduced will reach a maximum of 80 decibels and under normal operating parameters, even less. The emissions benefit is realized with all of the mowers having zero



emissions due to the Lithium Energy Modules that provide the power source for these devices. No warm up period or idle time emissions are present with these electric powered machines.

The further utilization of all Lithium-Ion battery powered lawn blowers and line trimmers will also provide lower noise pollution and zero emissions. A typical gas powered blower produces an average noise level of 99 decibels. The new electric blowers have a sound level of 56 decibels during normal use. All of the above activities and procedures combine to provide the City of Lake Forest with a responsible and environmentally beneficial program in the execution of the significant grounds maintenance services they provide. There will be no additional costs associated with the implementation of this program and it will begin at the start of the spring season.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Parks & Recreation Board	03/20/18	Recommended Approval

**BUDGET/FISCAL IMPACT:** On June 19, 2017 City Council approved the request from City staff to enter into a one year contract with Mariani Landscape to provide mowing and grounds maintenance services at Forest Park. City staff is satisfied with the services performed by Mariani Landscape in FY2018 and are recommending the continuation of their services for FY2019. Funding for the Forest Park grounds maintenance contract is budgeted in the Parks Fund 220 operating budget.

Below is summary of Project budget:

FY2019 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Parks Operating Fund 220	\$40,000	\$ 38,502.67	Y

**COUNCIL ACTION:** Approval of Council to enter into a one year contract with Mariani Landscape to provide mowing and grounds maintenance services at Forest Park, in the total amount of \$38,502.67 for FY2019.

**8. Award the Recreation Center Replacement Window Procurement bid for 31 window units to TDS Door Company in the amount of \$58,712.45**

*STAFF CONTACT: Dan Martin, Superintendent of Public Works (847-810-3561)*

**PURPOSE AND ACTION REQUESTED:** Staff is requesting City Council authorization to award the bid for the 2018 Recreation Center Window Replacement Procurement to TDS Door Company. The awarded bid would purchase thirty-one complete exterior window units to be installed using in-house Building Maintenance staff.

**BACKGROUND/DISCUSSION:** The windows needing replacement are located in sections of the building that were built in the 1970's and 1980's. The original windows have single pane glass making them very energy inefficient. In addition, the gaskets that seal the windows in the frames have degraded over the years to the point where many windows need to have plastic window film installed for the winter months in order to provide a comfortable work space. The lower portions of the window units have operable awning style windows that have worn and fatigued hardware, hinges and weather stripping in which replacement part are no longer available.

The proposed replacement window units will have thermal pane glass to achieve high energy savings and provide more comfortable work spaces during the heating and cooling seasons. The new window units will be installed using in-house staff in the Building Maintenance Section.

**BUDGET/FISCAL IMPACT:** On April 11, 2018, staff received the following bids for the procurement of replacement windows:

Company	Cost Per Unit	Quantity	Bid Amount
<b>TDS Door</b>	<b>\$1,893.95</b>	<b>31</b>	<b>\$58,712.45</b>
Lake County Glass Design	\$2,276.32	31	\$70,565.92
Replacement Window Systems	\$2591.90	31	\$80,348.90
Illinois Architectural Glass	\$2,941.16	31	\$91,175.96
Marvin Design	\$3,533.11	31	\$109,526.41

The Window Replacement Procurement Bid followed the public bid process. The invitation to bid was advertised in the newspaper; The City also invited nine local vendors or manufactures to formally bid on this project. Five vendors submitted bids for the replacement windows in which all five of them were determined to have the specified window unit or an approved equal, as determined by City staff. TDS Door Company's bid met the specifications and was both qualified and within the budgeted amount. TDS has done business with The City of Lake Forest in the past on many projects including doors, frames and our City lock system. In its bid, TDS specified Gerkin Manufactured windows which they have installed in many types of buildings including Richmond Elementary School in Richmond, IL, Buerger Excavation Corporate Headquarters in Wauconda, IL, and St. Joseph's Parish in Green Bay, IL. The window systems are designed to withstand the changing seasons of the Midwest and come with a three year warranty.

FY2018 Funding Source	Account Number	Account Budget	Amount Requested	Budgeted? Y/N
Capital	311-0060-452-76-09	\$65,000	\$58,712.45	Y

**COUNCIL ACTION:** Award the Recreation Center Replacement Window Procurement bid for 31 window units to TDS Door Company in the amount of \$58,712.45

**9. Award of the Lake Forest Share of the Joint 2018 Annual Pavement Patching Program Contract.**

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

**PURPOSE AND ACTION REQUESTED:** The Public Works Committee and Staff requests awarding the Lake Forest share of the joint 2018 Annual Pavement Patching Program contract to Chicagoland Paving Contractors Inc.

**BACKGROUND/DISCUSSION:** This contract represents one part of the City's Pavement Management Program. The other components include:

- a) Annual Pavement Resurfacing Program
- b) Annual Concrete Pavement Patching Contract
- c) In-House (Streets Section) Pothole Repair Program

The Annual Pavement Patching Contract helps in preventing long-term expensive pavement rehabilitation by repairing sections of deteriorated roadway. This program, along with the in-house Pothole Repair Program, is coordinated to ensure the effectiveness of all three prioritized approaches. Each year during the spring season, the Streets Section generates a list of potholes and deteriorated sections of roadway. The information is entered into a database that is then used by both Engineering and the Streets Section to address asphalt repairs.

This database is matched against the list of streets in the Annual Pavement Resurfacing Program, the 3-yr Pavement Resurfacing Program, the pavement's structural number (both surface and base), and the width of the repair. The Streets Section is capable of handling pavement repairs which are less than 11feet wide due to the limitation of their equipment. The list of deteriorated sections of roadway are prioritized for repair based on the above criteria and the allocated budget.

The Annual Pavement Patching Program provides the following benefits:

- a) Pavement sections are repaired in a timely manner in early summer to avoid costly total street rehabilitation
- b) The contractors handling major repairs allow in-house crews to focus on minor repairs and address resident complaints in an expedited manner

City Staff has previously briefed the City Council on the Municipal Partnership Initiative (MPI), a program that takes advantage of economies of scale by securing low bid prices among neighboring municipalities who bid similar projects each year. This year, the City joined forces with the Village of Lake Bluff, Village of Bannockburn, Village of Lincolnshire, and the Village of Grayslake to do a joint bid for the Annual Pavement Patching Program.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Public Works Committee	4/11/18	Reviewed and Approved
Public Works Committee	3/8/18	Reviewed FY19 Asphalt Repair Program
Finance / Public Works Committee	11/13/17	Reviewed FY19 CIP Projects

**BUDGET/FISCAL IMPACT:** The project was bid in early March with the bid opened on March 22, 2018. A total of four bids for the joint project were received. The bid prices consist of bid quantities that are to be completed by all the municipalities as part of their respective asphalt patching program.

BIDDERS	TOTAL BID PRICE
<b>Chicagoland Paving Contractors, Inc</b>	<b>\$239,449.00</b>
Schroeder Asphalt Services, Inc.	\$271,563.50
Peter Baker & Son, Co.	\$325,722.50
J.A. JOHNSON PAVING CO	\$345,905.20

The breakdown of the bid specific to Lake Forest bid items is summarized below:

BIDDER	TOTAL
<b>Chicagoland Paving Contractors, Inc</b>	<b>\$129,000.00</b>
Schroeder Asphalt Services, Inc.	\$143,975.00
Peter Baker & Son, Co.	\$165,800.00
J.A. JOHNSON PAVING CO	\$179,220.00
<i>Engineer's Estimate</i>	\$150,000.00

Chicagoland Paving Contractors, Inc., has experience working in Lake Forest and has been performing projects in a satisfactory manner.

City Engineering staff will provide daily inspectional services for the Lake Forest portion of the contract.

If awarded, work on this project is expected to begin in May and be substantially completed in early June. Upon award of the contract, the municipalities will meet with the contractor to obtain a tentative schedule for each community. The City's website, under "Construction Updates", will also provide the details the construction schedule.

Below is an estimated summary of the Project budget:

FY2019 Funding Source	Account Budget	Amount Requested	Budgeted? Y/N
Capital Fund	\$150,000	\$150,000	Y

**COUNCIL ACTION:** Award of the Lake Forest Share of the Joint 2018 Annual Pavement Patching Program Contract for a not-to-exceed amount of \$150,000 to Chicagoland Paving Contractors, Inc.

**10. Award of the Lake Forest Share of the Joint 2018 Annual Street Resurfacing Program Peter Baker & Sons in the amount of \$913,341.14 to include Authorization to expend the remaining \$86,658.86 for the resurfacing of additional Streets.**

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

**PURPOSE AND ACTION REQUESTED:** The Public Works Committee and Staff requests awarding the Lake Forest share of the joint 2018 Annual Street Resurfacing Program contract to Peter Baker & Son.

**BACKGROUND/DISCUSSION:** Each year engineering staff develops the resurfacing program based on visual inspections, pavement testing, and input from staff and Council. The results culminate into a 3-yr annual pavement rehabilitation program identifying the streets to be resurfaced each year.

City staff has previously briefed the City Council on Municipal Partnership Initiative (MPI), a program that takes advantage of economies of scale by securing low bid prices among neighboring municipalities who bid similar projects each year. This year, the City joined forces with Lake Bluff to have a joint bid for the Annual Street Resurfacing & Asphalt Patching Programs.

In 2018, the City plans to resurface approximately 2.2 center-lane miles of streets. The streets to be resurfaced are:

Street	From	To
WALNUT RD	SHERIDAN RD	DEERPATH RD
SOUTHGATE	MARKET SQ	FOREST AV
MCGLINNIN CT	MIDDLEFORK DR	NORTHEND
ASH LAWN DR	MONTICELLO CI	MEADOWOOD DR
SUMMERFIELD DR	RT 43	WEST END
WHITMORE CT	SUMMERFIELD DR	NORTHEND
CAHILL LN	KENNICOTT DR	MIDDLEFORK DR
FARLIN CT	KENNICOTT DR	SOUTH END
AYNSLEY AV	MIDDLEFORK DR	KENNICOTT DR
MIDDLEFORK DR	RT 43	JENSEN DR
ACORN TR	MIDDLEFORK DR	WHITMORE CT
McKINLEY ALLEY	GRANBY RD	WISCONSIN AV
OAKWOOD AV	ATTERIDGE RD	WOODLAND RD
BANK LN	ILLINOIS RD	DEERPATH RD

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
Public Works Committee	4/11/18	Reviewed and Approved
Public Works Committee	3/8/18	Reviewed and Approved Street Resurfacing List

Finance / Public Works Committee	3/5/18	Review FY19 CIP Projects
Finance / Public Works Committee	11/13/17	Review FY19 CIP Projects

**BUDGET/FISCAL IMPACT:** The project was bid in early March with the bid opened on March 22, 2018. A total of two bids for the joint project were received. The bid prices consist of bid quantities that are to be completed by both municipalities as part of their respective resurfacing program.

BIDDER	TOTAL BID PRICE
<b>Peter Baker &amp; Son</b>	<b>\$1,378,443.89</b>
A Lamp Concrete Contractors, Inc.	\$1,532,976.79

The breakdown of the bid specific to Lake Forest bid items is summarized below:

BIDDER	TOTAL
<b>Peter Baker &amp; Son</b>	<b>\$913,341.14</b>
A Lamp Concrete Contractors, Inc	\$998,290.64
<i>Engineer's Estimate</i>	<i>\$1,378,443.89</i>

Peter Baker & Son has considerable experience working in Lake Forest and has been performing projects in a satisfactory manner.

As part of the annual pavement inspections and in response to resident inquiries, City staff evaluates the condition of the pavement and adds streets to the Annual Street Resurfacing program, provided the budgeted amount is greater than the bid. In order to maximize savings for the City and take advantage of the low bid prices, staff recommends adding streets to the Lake Forest share of the 2018 Annual Street Resurfacing program. These added streets have surface deterioration thereby causing inconvenience to motorists.

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

If awarded, work on this project is expected to begin in May and be substantially completed mid-July. Upon award of the contract, both municipalities will meet with the contractor to obtain a tentative schedule for each community. The property owners near the vicinity of the construction work for Lake Forest portion of the 2018 ASR program will be notified in advance of the start of construction. The City website, under "Construction Updates", will also provide the details the construction schedule.

Below is an estimated summary of the project budget:

FY2019 Funding Source	Account Budget	Amount Requested	Budgeted? Y/N
Capital Fund	\$1,000,000	\$1,000,000	Y

**COUNCIL ACTION:** Award of the Lake Forest Share of the Joint 2018 Annual Street Resurfacing Program Peter Baker & Sons in the amount of \$913,341.14 to include authorization to expend the remaining \$86,658.86 for the resurfacing of additional streets

**COUNCIL ACTION:** Approval of the ten (10) Omnibus items as presented

**6. ORDINANCES**

**7. NEW BUSINESS**

**8. ADDITIONAL ITEMS FOR COUNCIL DISCUSSION**

**EXECUTIVE SESSION**

1. EXECUTIVE SESSION pursuant to 5ILCS 120/2, (21), The City Council will be discussing, annual review of the minutes mandated by Section 2.06 of the Open Meetings Act and 5ILCS 120/2 (c), (6), The City Council will be discussing the disposition of property and the consideration for the sale or lease of property owned by the Public Body.

Adjournment into Executive Session

**RECONVENE INTO REGULAR SESSION**

**9. ADJOURNMENT**

Office of the City Manager

April 11, 2018

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 Robert R. Kiely, Jr., at (847) 234-2600 promptly to allow the City to make reasonable accommodations for those persons.





**THE CITY OF LAKE FOREST**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE MAKING A SUPPLEMENTAL APPROPRIATION FOR  
THE FISCAL YEAR BEGINNING MAY 1, 2017  
AND ENDING APRIL 30, 2018**

**WHEREAS**, on July 17, 2017, The City of Lake Forest adopted Ordinance No. 2017-37 entitled the [*“Annual Appropriation Ordinance For The Fiscal Year May 1, 2017 to April 30, 2018”*] appropriating funds for the fiscal year beginning May 1, 2017 and ending April 30, 2018 (*“Appropriation Ordinance”*); and

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

**WHEREAS**, pursuant to 65 ILCS 5/8-2-7 and the City's home rule authority, the Mayor and City Council have determined that it is proper and necessary to appropriate such revenue through the adoption of this Ordinance;

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

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

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

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

Passed this \_\_\_\_ day of \_\_\_\_\_, 2018

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved this \_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**EXHIBIT A:**

**Supplemental Appropriation Schedule**

Cemetery Fund \$50,000

Drug Asset Forfeiture Fund \$5,000

Capital Improvements Fund \$250,000

Water and Sewer Capital Fund \$350,000

**City of Lake Forest, Illinois**  
**Pension Funding Policy**  
**Revised 4/16/18**

**I. Introduction**

The purpose of this policy statement is to define the manner in which the City of Lake Forest, Illinois funds the long-term costs of benefits promised to plan participants and defines the calculation of Lake Forest’s “annual required contribution” (ARC) to its pension funds.

**II. Background and Scope**

The financial objective of a defined benefit pension plan is to fund the long-term cost of benefits provided to the plan participants. In order to assure that the plan is financially sustainable, the plan should accumulate adequate resources in a systematic and disciplined manner over the active service life of benefiting employees.

This Pension Funding Policy applies to the pension funds in which employees of the City of Lake Forest are enrolled. The specific funds covered by this policy include:

- Lake Forest Fire Pension Fund
- Lake Forest Police Pension Fund
- Illinois Municipal Retirement Fund (IMRF)

**III. Objectives**

- a. **Actuarially Determined Contributions** - Ensure pension funding plans are based on actuarially determined annual required contributions (ARC) that incorporate both the cost of current benefits and the amortization of the plan’s unfunded actuarial accrued liability.
- b. **Funding Discipline** – A commitment to make timely contributions to the pension funds to ensure that sufficient assets will be available to pay benefits as promised.
- c. **Intergenerational Equity** – Annual contributions should be reasonably related to the expected and actual cost of each year of service so that the cost of employee benefits is borne by the generation of taxpayers who receive services from those employees.
- d. **Contributions as a Stable Percentage of Payroll** – Manage contributions so that employer costs remain consistent as a percentage of payroll over time.
- e. **Accountability and Transparency** – Clear reporting of pension funding to include an assessment of how and when the City will ensure sufficient assets will be available to pay benefits as promised.

#### **IV. Ethics and Conflicts of Interest**

Officers and employees involved in the pension funding process shall refrain from personal business activity that could potentially conflict (or appear to conflict) with the proper execution and management of the pension funding program or that could impair their ability to make impartial decisions.

#### **V. Annual Required Contribution**

The City of Lake Forest will determine its Annual Required Contribution (ARC) using the following principles:

- The ARC will be calculated by an enrolled actuary.
- The ARC will include the normal cost for current service and amortization to account for any under or over-funded amount.
- Police and Fire Pension Funds:
  - The normal cost will be calculated for the police and fire pension funds using the entry age normal level of percentage of payroll actuarial cost method using the following assumptions:
    - Investment rate of assumption – 7.0% per year
    - ~~Salary increase assumption – 5.5% per year~~ Graded schedule based on service
    - Payroll growth rate assumption – 2.00% per year
    - Non-economic assumptions such as rates of separation, disability, retirement, and mortality shall be determined by City management in consultation with the actuary to reflect current experience.
    - The difference between the accrued liability and actuarial value of assets will be amortized to achieve 100% funding in 2040 based upon a level percentage of payroll.
    - Actuarial assets will be determined using a five-year average market valuation.
- Illinois Municipal Retirement Fund:
  - The normal cost calculation, actuarial assumptions, amortization period and valuation of actuarial assets shall be determined by IMRF.

The City will make its actuarially determined contribution to the Police and Fire pension funds as property tax and public safety pension fee collections are received. Contributions will be made to IMRF on a monthly basis.

#### **VI. Reporting**

Funding of the Lake Forest pension funds shall be transparent to vested parties including plan participants, annuitants, pension board trustees, the City Council and Lake Forest residents. To achieve transparency, the following data shall be distributed:

- A copy of the annual actuarial valuation shall be made available to the City Council and applicable Board of Trustees.
- The City's annual budget shall include the City's contribution to the City pension funds.

- The City’s Comprehensive Annual Financial Report (CAFR) shall be published on its web site. In this report, the City will make all required disclosures in accordance with Governmental Accounting Standards Board (GASB) guidelines.

## VII. Future Amendments

Funding a defined benefit pension plan requires a long-term horizon. Assumptions and inputs into the policy should focus on long-term trends, not year-to-year shifts in the economic or non-economic environment. The City will review this policy at least every ~~five~~ three years to determine if changes to this policy are needed to ensure adequate resources are being accumulated. The City reserves the right to make changes to this policy at any time if it is deemed appropriate.

## VIII. Effective Date

This policy shall be effective immediately upon approval by the City Council.

The City of Lake Forest  
CITY COUNCIL  
**Proceedings of the Monday, April 2, 2018**  
City Council Meeting - City Council Chambers

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

Present: Alderman Beidler, Alderman Morris, Alderman Newman, Alderman Rummel, Alderman Tack, Alderman Reisenberg, Alderman Moreno and Alderman Buschmann.

Absent: None.

Also present were: Robert Pickrell, City Attorney; Catherine Czerniak, (Acting City Manager) Director of Community Development; Elizabeth Holleb, Director of Finance; Michael Thomas, Director of Public Works; Pete Siebert, Fire Chief; Manager; Karl Walldorf, Chief of Police; Susan Banks, Communications Manager; Mike Strong, Assistant to the City Manager, along with other members of City Staff.

There were approximately 35 persons present in the Council Chamber.

CALL TO ORDER AND ROLL CALL 6:31pm

Mayor Lansing asked for a motion to adjourn into executive session.

**EXECUTIVE SESSION**

**1. EXECUTIVE SESSION pursuant to 5 ILCS 120/2 (c), (1), The City Council will be discussing personnel.**

Alderman Reisenberg made a motion to adjourn into Executive pursuant to 5 ILCS 120/2 (c), (1), The City Council will be discussing personnel, seconded by Alderman Newman. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Tack, Reisenberg, Moreno and Buschmann. The following voted "Nay": None. 8- Ayes, 0 Nays, motion carried.

**Adjournment into Executive Session**

**RECONVENE INTO REGULAR SESSION** the City Council reconvened at 7:00pm

PLEDGE OF ALLEGIANCE was recited by all those present in the Chamber.

**REPORTS OF CITY OFFICERS**

**COMMENTS BY MAYOR**

Mayor Lansing reported that the City Lake Forest has received a resignation letter from its City Attorney, Victor Filippini. The resignation has been accepted and the Legal Committee has begun the process of a Request for Proposals for legal services. It's expected the City Council will see a new attorney in June 2018. Mayor Lansing thanked Attorney Victor Filippini and his associates for 18 years of dedicated service. Until another attorney is identified, Filippini Law Firm will continue to serve the City Lake Forest .

**A. Eleventh Annual Deer Path Art League Emerging Artists Awards  
-Jillian Chapman, Creative Director**

Mayor Lansing introduced Jillian Chapman, Creative Director of the Deer Path Art league. Ms. Chapman reported that this is the Art League's 64th year and its 11<sup>th</sup> year presenting the Emerging Artist Awards. She reported it is the Art Leagues intention to spark, nurture and enhance local young artists. Ms. Chapman thanked the Gallery with it culinary studio and stated that the artwork will be available for viewing and on display until April 28, 2018. Mayor Lansing presented each artist with their own award and photographs were taken.

**COMMENTS BY CITY MANAGER**

**COMMENTS BY CITY COUNCIL MEMBERS**

**A. Alderman Rummel  
-Lake Forest City Code Suggestions**

Mayor Lansing reported that Alderman Rummel offered some suggestions to the Lake Forest City Code relating to the ethics ordinance and possible updates by the State of Illinois. Alderman Rummel supplied thoughts and details to other City Council members. Mayor Lansing made a motion to send this item to the Legal Committee for review with consideration of state standards and best practices, seconded by Alderman Rummel. The motion carried unanimously by voice vote. Mayor Lansing stated this item will be seen at a future City Council meeting.

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

Mayor Lansing read a statement in regard to civility relating to public comment, and that the City Council is committed to continuing the City's long tradition of conducting respectful and civil discussions within the Council Chamber.

The following person(s) offered their opinions to the City Council:  
David Mattoon, 1547 N. Sheridan Road, Lake Forest

**ITEMS FOR OMNIBUS VOTE CONSIDERATION**

- 1. Approval of the March 19, 2018 City Council Meeting Minutes.**
- 2. Approval of the Check Register for Period of March 10-23, 2018.**
- 3. Approval of an Arbor Day Proclamation.**
- 4. Approval of an Ordinance Abating the 2017 Tax Levy for the General Obligation Bond Issue, Series 2017 (First Reading and if desired by the City Council, Final Approval).**
- 5. Award of Bid to replace the flooring in the Recreation Department Fitness Center.**
- 6. Award of contract for The City of Lake Forest to join the Municipal Partnership Initiative (MPI) Crack Sealing contract for 2018.**
- 7. Award of the 2018 Concrete Streets, Curb, and Sidewalk Replacement Project.**
- 8. Award of the Lake Forest portion of the Municipal Partnership Initiative (MPI) 2018 Joint Sewer Lining Project contract.**



9. **Consideration of Ordinances Approving Recommendations from the Building Review Board. (First Reading and if Desired by the City Council, Final Approval).**
10. **Approval of the Intergovernmental Agreements with The Department of The Army, The City of Highland Park, Village of Deerfield, East Skokie Drainage District and Lake County Stormwater Management Commission to evaluate the watersheds of the Middlefork and Skokie River of the North Branch of the Chicago River and the Authorization for the City Manager to execute required agreements.**

**COUNCIL ACTION: Approval of the ten (10) Omnibus items as presented**

Mayor Lansing asked members of the Council if they would like to remove any item or take it separately. The City Council had discussion on item # 10, where there was a typo. After discussion, Mayor Lansing asked members of the Council if they would like to remove any item or take any other item separately. Seeing none, Mayor Lansing asked for a motion to approve the ten (10) Omnibus items as presented.

Alderman Reisenberg made a motion to approve the ten (10) Omnibus items as presented, seconded by Alderman Rummel. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Tack, Reisenberg, Moreno and Buschmann. 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.*

<b>ORDINANCES</b>
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1. **Consideration of a Recommendation from the Plan Commission in Support of a Special Use Permit Authorizing a Bank and Drive Thru Facility for Chase Bank and Consideration of a Recommendation from the Building Review Board in Support of Design Aspects of the Development Proposed at 884 S. Waukegan Road. (Final Approval of the Ordinances)**

Catherine Czerniak, Director of Community Development gave a brief summary of the last time this item was seen at City Council it included recommendations, project description, background, special use permit review standards, features of the projects and additional recommendations. Ms. Czerniak reported on the business types in the district which include retail, food service, educational, services, professional offices, studios, financial services, banks, healthcare and the train station.

Ms. Czerniak reported that the Special Use Permit does allow for a bank with a drive-through. The Plan Commission and the Building Review Board looked at design and found it to be in keeping with other buildings in the area. Demolition of the existing building is proposed followed by construction of a new building, specifically designed for this site, in approximately the same footprint as the existing building. No changes are proposed to the existing curb cuts and the parking lot will also remain generally in the existing configuration with minor changes. Enhanced pedestrian connections on the site and to points off the site are proposed to support and encourage pedestrian activity between businesses in the area.

City Council expressed appreciation for the work of the both the Building Review Board and the Plan Commission and the Legal Committee reviewing the Special Use Permit. The City Council discussed the future relationship of the Chase Bank in the community, the anticipated reduction in traffic, the opportunity to do something in a more social setting on the property and principal (history of the site) vs precedent (SUP) as it relates to the project.

Mayor Lansing asked if anyone from the public would like to comment on the matter. The following people offered their opinion to the City Council.

Jerry Jacks, 1220 Conway Road, Lake Forest

Dan Sebald, 560 Ivy Ct, Lake Forest

Steve Douglas, 460 Washington Road, Lake Forest

Tom Swarthout, 987 Maplewood, Lake Forest

Mayor Lansing asked the Council for any additional comments. Seeing none, he asked for a two motions.

**COUNCIL ACTION: If determined to be appropriate by the City Council, grant final approval of an Ordinance approving a Special Use Permit authorizing Chase Bank and an associated ATM drive thru at 884 S. Waukegan Road and approving the overall redevelopment plan for the property as recommended by the Plan Commission.**

Alderman Newman made a motion to grant final approval of an Ordinance approving a Special Use Permit authorizing Chase Bank and an associated ATM drive thru at 884 S. Waukegan Road and approving the overall redevelopment plan for the property as recommended by the Plan Commission, seconded by Alderman Rummel. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Tack, Reisenberg, and Moreno. The following voted "Nay": Alderman Buschmann. 7- Ayes, 1 Nays, motion carried

**AND**

**If determined to be appropriate by the City Council, grant final approval of an Ordinance approving the Chase Bank petition in accordance with the Building Review Board's recommendation.**

Alderman Moreno made a motion to grant final approval of an Ordinance approving the Chase Bank petition in accordance with the Building Review Board's recommendation, seconded by Alderman Reisenberg. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Tack, Reisenberg, Moreno and Buschmann. The following voted "Nay": None. 8- Ayes, 0 Nays, motion carried.

## **NEW BUSINESS**

- 1. Consideration of a Resolution Restating and Reaffirming the City's Opposition to the Chicago-Milwaukee Intercity Passenger Rail Corridor Proposal and Reaffirmation of the City's Request for an Environmental Impact Statement**

Mayor Lansing stated that the draft resolution was in the packet, and that late in the day proposed amendments were submitted and are in front of the Council. Mayor Lansing asked the Council for comments on the submitted amendments. Seeing none, he made a motion.

**COUNCIL ACTION: Consideration of a Resolution Restating and Reaffirming the City's Opposition to the Chicago-Milwaukee Intercity Passenger Rail Corridor Proposal and Reaffirmation of the City's Request for an Environmental Impact Statement to include Alderman Buschmann's amendments.**

Alderman Beidler made a motion to approve a resolution Restating and Reaffirming the City's Opposition to the Chicago-Milwaukee Intercity Passenger Rail Corridor Proposal and Reaffirmation of the City's Request for an Environmental Impact Statement to include Alderman Buschmann's amendments, seconded by Alderman Rummel. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Tack, Reisenberg, Moreno and Buschmann. The following voted "Nay": None. 8- Ayes, 0 Nays, motion carried.

Mayor Lansing recognized that Dan Sebald wanted to comment on this item and was inadvertently missed.

**1. Consideration of a Resolution Directing and Initiating an Update to the City's Comprehensive Plan. (Approve by Motion)**

Catherine Czerniak, Director of Community Development, reported that this item was presented at the March 5 Finance Committee meeting. The Plan was last re-adopted in 1998, and several limited amendments have been made to the Comprehensive Plan since that time. The proposed update will continue the City's long tradition of careful planning, provide guidance on development related matters, and will position the City well for the future. Ms. Czerniak reviewed the expected phases in updating the plan.

The Comprehensive Plan is the guiding document for the City with respect to land use and development and looks forward 20 years in an effort to establish a framework for important community decisions. In accordance with the City Code, the Plan Commission is charged with conducting public hearings and forwarding recommendations to the City Council in the form of a draft Comprehensive Plan update.

As planned, the update process will offer numerous opportunities for public input and involvement through workshops, small group discussions and public forums even before formal public hearings before the Plan Commission get underway. Residents, business owners, commercial property owners, representatives of local institutions, subject matter experts and other interested parties will be invited to participate in the process. Regular updates on the progress of the 18-24 month phases/Plan will be provided to the City Council.

The City Council had discussion on process, business districts, timeline, citizen input, addressing critical issues and while progressing through the phases of the project. Also discussed were City Code updates, Zoning as it relates to the Comprehensive Plan, interested parties list, who will be involved, the study of other districts in other communities, possible incentives and the rich talent in citizens/experts who recognize the Comprehensive Plan is intended to assure that decisions are based on careful deliberation, factual data and focused on the long term, rather than on short term trends.

**COUNCIL ACTION: Approve a motion in support of a Resolution directing City staff and the Plan Commission to undertake an update to the Comprehensive Plan**

Alderman Moreno made a motion in support of a Resolution directing City staff and the Plan Commission to undertake an update to the Comprehensive Plan, seconded by Alderman Beidler. The following voted "Aye": Aldermen Beidler, Morris, Newman, Rummel, Tack, Reisenberg, Moreno and Buschmann. The following voted "Nay": None. 8- Ayes, 0 Nays, motion carried.

**ADDITIONAL ITEMS FOR COUNCIL DISCUSSION**

**ADJOURNMENT**

There being no further business Mayor Lansing asked for a motion. Alderman Newman made a motion to adjourn, seconded by Alderman Beidler. Motion carried unanimously by voice vote at 8:26p.m.

Respectfully Submitted  
Margaret Boyer, City Clerk

*Proceedings of the Monday, April 2, 2018  
Regular City Council Meeting-*

*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](http://www.cityoflakeforest.com). Click on I Want To, then click on View, then choose Archived Meetings Videos.*

January 17, 2018

Mr. Robert Kiely, City Manager  
City of Lake Forest  
Sent via Email to [kielyr@cityoflakeforest.com](mailto:kielyr@cityoflakeforest.com)

Dear Mr. Kiely,

I am writing to request your municipality's participation in Lake County's Private Activity Bond Clearinghouse (PABC) in 2018. Each year, Lake County Partners contacts the home rule communities in Lake County to request a pooling together of the volume cap to ensure the best use of our collective private activity bond allocation. The PABC cap for each year is transferred to the Village of Buffalo Grove, the Pool's host home rule community. *If your municipality is interested in participating, your governing body must approve a resolution and submit it to Governor Rauner's Office before May 1, 2018. A sample resolution is attached for your use.*

Since its inception, the Lake County PABC has funded nearly \$200,000,000.00 in local projects, which has resulted in the construction of over 360,000 sq. ft. of new manufacturing space, the creation of 648 new manufacturing jobs, the renovation of 1,600 multi-family dwelling units, the purchase of an estimated 251 homes by first-time homebuyers, the expansion of a Montessori School, and the construction of a new solid waste disposal cell.

Please click on the following link to review the: ["State of Illinois' Guidelines and Procedures for the Allocation of Private Activity Bonding Authority in Accordance with the Tax Reform Act of 1986 and 30 ILCS 345"](#). Per page 5 of this document, this year's per capita amount is \$105.00, and the population data estimates outlined within these guidelines are based on Census information. **The population estimate for City of Lake Forest is 19,375, bringing your municipality's 2018 allocation to \$2,034,375.00.**

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

Please note that I will be out of the office on maternity leave from February through April. Therefore, please copy Samantha Espina at [sespina@lakecountypartners.com](mailto:sespina@lakecountypartners.com) on your Board's actions and subsequent notification to the Governor's Office, or notify her if your community chooses not to participate in this year's pool so that we may more effectively manage the process next year. If you have any specific questions or concerns regarding during my absence, please feel free to get in touch with Samantha directly at 847-597-1222. We appreciate your support and look forward to working with you.

Sincerely,



Barbara C. Prusila  
Economic Development Director

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF LAKE FOREST, ILLINOIS  
REALLOCATING 2018 VOLUME CAP  
TO THE VILLAGE OF BUFFALO GROVE, ILLINOIS**

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

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

WHEREAS, pursuant to the Code, the City has been allocated volume cap equal to \$105.00 per resident of the City in calendar year 2018, or \$2,034,375.00 for the issuance of such tax exempt private activity bonds; and

WHEREAS, pursuant to Section 6 and Section 6.1 of the Illinois Private Activity Bond Allocation Act, 30 ILCS 345/1 *et seq.* (the “Bond Allocation Act), and the Guidelines and Procedures promulgated thereunder, the City may, prior to May 1, 2018, reallocate to other home rule units of government the volume cap allocated to the City by the Code for their issuance of such tax exempt private activity bonds or for subsequent transfer or reallocation; and

WHEREAS, the City has not used any of its 2018 volume cap and has no present intention to use the same; and

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

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

WHEREAS, Buffalo Grove has requested that the City reallocate all of its 2018 volume cap to Buffalo Grove to be used for the issuance of tax-exempt private activity bonds placed through the Pool to finance Eligible Projects;

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

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

Section 2: Transfer and Reallocation of 2018 Volume Cap. Pursuant to Section 6 and Section 6.1 of the Bond Allocation Act and the Guidelines and Procedures promulgated thereunder, the City irrevocably agrees to, and does hereby, transfer and reallocate all of its 2018 volume cap to Buffalo Grove to be used for the issuance of tax-exempt private activity bonds placed through the Pool to finance Eligible

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

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

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

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

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

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

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2018

AYES:

NAYS:

ABSENT:

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**PROFESSIONAL SERVICES CONTRACT**  
**FOR COLLECTION OF DELINQUENT ACCOUNTS**

THIS CONTRACT is made and entered into effective \_\_\_\_, 2018, by and between the **CITY OF LAKE FOREST, ILLINOIS**, 800 North Field Drive, Lake Forest, IL 60045, an Illinois municipal corporation, hereinafter “Lake Forest” or the “City”; and **LINEBARGER GOGGAN BLAIR & SAMPSON, LLP**, a Texas limited liability partnership, hereinafter the “Firm.”

**I. General Scope of Services**

Lake Forest agrees to employ and does hereby employ the Firm to enforce the collection of delinquent accounts receivable as more specifically described below pursuant to the terms and conditions described in this contract. This contract supersedes all prior oral and written agreements between the parties, and can only be amended if done so in writing and signed by all parties. Furthermore, this contract cannot be transferred or assigned by either party without the written consent of all parties.

At the City’s discretion, Lake Forest agrees to refer to the Firm for collection by electronic medium the following delinquent accounts that are due and payable to the City by the debtor (“*Accounts*”):

- (1) Accounts receivables and returned check payments for City services, including;
  - a. Miscellaneous receivables;
  - b. Checks issued without sufficient funds;
  - c. Community Development fees; and
  - d. Special Garbage services.
- (2) Fines;
- (3) Parking citations and other vehicle related violations;
- (4) Recreation memberships and activities;
- (5) Fire Ambulance fees;
- (7) Alarm Billing fees; and,
- (8) Other receivables as determined by the City including the backlog of accounts receivable owed to the City.

The collection process shall incorporate both the preparation and mailing of demand letters to verified delinquent Account holders, and a concurrent telephone collection campaign, in a format and frequency to be agreed upon by the parties. An Account shall be considered delinquent when not paid by the debtor to Lake Forest on the date payment was originally due. It is anticipated, though not required, that Lake Forest will forward all Accounts to the Firm for collection prior to the Account reaching a maximum of: 90 days delinquent with respect to categories (2) through (7). With respect to categories (1) and (8), Lake Forest will use its best efforts to forward such Accounts to the Firm as promptly as reasonably possible. Lake Forest will provide the Firm with



copies of, or access to, the underlying factual information and documentation relating to all delinquent accounts as is necessary to effectuate the services that are subject to this contract.

The Firm's project team will work with the designated City representatives to discuss implementation, electronic and written communications protocols and data transfer requirements with the City's staff, and will develop the necessary database and programming interfaces at no cost to Lake Forest. Should Lake Forest require any new or additional computer hardware or software to fulfill its obligations under this contract, the cost of purchasing, licensing and installing any such items required solely for Lake Forest's use shall be borne by Lake Forest.

The Firm shall use account information provided by Lake Forest for the purposes of account collection only, and shall keep all such information confidential from any third party without express written authorization from Lake Forest, and in compliance with the City's Identify Theft Policy. The Firm will ensure that all collection activities are performed in a professional and respectful manner, in compliance with all other applicable federal, state and local laws and regulations including, where applicable, the Fair Debt Collection Practices Act (FDCPA) and the Telephone Consumer Protection Act (TCPA). If an amount is disputed by a delinquent account holder, the Firm shall promptly refer that dispute to the appropriate City department or agency for its review, and shall be under no obligation to continue to pursue collection activities regarding such account until the delinquency at issue is either verified, vacated/discharged or adjusted by the City, and the results of the City's review are communicated to the Firm.

Where appropriate under the law, and consistent with the statutory requirements of the Illinois Intergovernmental Cooperation Act (5 ILCS 220 et seq.) and the State Comptroller Act (15 ILCS 405/10.05 et seq.), the Firm will assist Lake Forest in preparing necessary information regarding monies owed to Lake Forest, and submitting such information in the appropriate format to the Illinois Office of the Comptroller to seek an offset pursuant to Illinois' Local Debt Recovery Program. For any moneys collected under the Local Debt Recovery Program as a result of the Firm's efforts, the Firm shall be compensated at the same rate set forth below in section "V". Lake Forest may also choose on its own to submit materials directly to the Illinois Office of the Comptroller to seek an offset pursuant to Illinois' Local Debt Recovery Program, with no compensation due the Firm.

The Firm will maintain at all times over the life of this Contract, all necessary professional licenses and registrations required to legally perform the duties and obligations required by this Contract.

Over the life of this contract, designated managers from the Firm's Chicago office will be available for meetings and consultation as reasonably required by Lake Forest to answer questions, discuss status and generally ensure the City's needs are being met.

## **II. Contractual Services**

In conjunction with the collection services set forth above to be provided pursuant to this Contract, the Firm will provide the following:

1. When an account does not include a phone number, or when a collector or the system determines that the listed number and/or address is incorrect, the Firm will perform its electronic, multi-tiered batch skip-tracing process on all accounts referred to the Firm at no cost to the City;
2. The Firm will make multiple payment options available to delinquent Account holders for all Lake Forest Accounts including a mobile device compatible website, and other options to facilitate web-based payments, mail-in payments, payment via credit card, checks, checks-by-phone, money orders, and Interactive Voice Response (IVR) payments to make payment by Lake Forest's delinquent Account holders as convenient as possible.
3. The Firm will develop, with the advice and input of designated City representatives, the terms and parameters of installment payment plans to be available upon request to delinquent Account holders, including required down payment amounts, plan lengths, and, if desired, terms relating to the establishment of hardship plans for individuals meeting requirements to be determined by the City, such as for veterans or seniors. Upon receipt of all necessary information regarding the requisite terms, the Firm will implement, track and enforce the terms of all installment payment plans relating to the City's Accounts.
4. The Firm will provide the City with updated resident address and telephone numbers in an agreed upon format and frequency to ensure that the City has current reliable information regarding Lake Forest residents and delinquent Account holders in its system.
5. The Firm will provide all technical support and assume all IT personnel costs associated with establishing remote, secure, web-based data access to Lake Forest's Accounts by City employees who require access to this information through the Firm's LGBS View. This access will allow those designated employees remote, realtime access to all Accounts placed with the Firm from their own computers.
6. The Firm will establish unique toll-free numbers to be used by all Lake Forest delinquent Account holders when contacting the Firm regarding an Account referred to the Firm by the City. The numbers will coincide with the type of receivable in question to ensure compliance with FDCPA requirements. The Firm's Chicago call center will conduct the City's dialer campaigns and respond to all delinquent Account holder calls relating to the City's Accounts.
7. To better facilitate the needs of Lake Forest residents, the Call Center will be staffed and available to place and accept calls relating to the City's Accounts during the following hours: Monday through Friday from 8 a.m. to 7 p.m. (CST), and Saturdays from 8 a.m. to noon (CST), exclusive of holidays. All inbound and outbound call to the Call Center will be recorded for quality assurance purposes.
8. The Firm will ensure that it has an appropriate number of bilingual Call Center representatives on staff at all times when the Call Center is open to respond to the needs of delinquent Lake Forest Account holders.
9. The Firm will provide on-going technical support over the life of this Contract, at no cost to Lake Forest, to ensure the security, accuracy and dependability of all data transfers, storage and other operations, and to ensure the security of the Firm's IT systems utilized in connection with the collection, storage and/or transfer of data relating to Accounts referred to the Firm by the City.

### **III. Contract Administration and Oversight**

The Firm will work with designated City staff and officials to develop appropriate language, time frames and sequence of demand letters to be used by the Firm in connection with its collection activities. All standard, written communications to be used in connection with the Firm's collection activities will be sent on official firm letterhead, and will be pre-approved by the City.

The Firm will work with designated City staff to develop the format, type and frequency of any other reports desired by the City, and that can routinely be created using the Firm's account management systems, and will work with designated Lake Forest personnel to develop the format, type and frequency of any such reports that may be requested. Those reports may include, upon request, information reflecting different placement variables, total number of Accounts assigned, number recalled, amount collected broken out by type of debt, number and dollar value of Accounts still in the Firm's inventory undergoing active collection activities.

The Firm reserves the right to return all Accounts not collected within two (2) years of referral by Lake Forest. Account holders identified as being in bankruptcy, or deceased, or deemed indigent or otherwise unable to pay when the Account holder is found shall be returned with information reflecting the reason the Account is being returned. Upon return of these Accounts, neither party will have any obligation to the other party to this Contract with regard to the returned Accounts.

Lake Forest may recall any transferred Account at any time upon notice to the Firm, at which point all collection activity will immediately cease, and the Account will be returned to the City along with a returned Account report.

### **IV. Indemnification**

The Firm shall indemnify, defend and hold Lake Forest harmless from and against all liabilities, losses and/or costs arising from claims for damages, or suits for losses or damages, including reasonable costs and attorney's fees, which may arise as a result of the Firm's performance of the services described in this contract. The indemnity provision of this contract shall have no application to any claim or demand which results from the sole negligence or fault of Lake Forest, its officers, agents, employees or contractors. And furthermore, in the event of joint and/or shared negligence or fault of Lake Forest and the Firm, responsibility and indemnity, if any, shall be apportioned in accordance with Illinois law and without waiving any defenses of either party. The provisions of this paragraph are intended for the sole benefit of the parties hereto and are not intended to create or grant any right, contractual or otherwise, to any other persons or entities.

### **V. Compensation**

As compensation and fee for services provided pursuant to this contract, Lake Forest agrees to pay to the Firm twenty-five percent (25%) of the total amount actually collected by the Firm on all Accounts referred to it by the City, which fees shall be managed as follows:

1. With respect to Accounts or delinquencies on which fees are not charged to and collected from delinquent Account holders as described in paragraph 2 below, the Firm shall deduct its fees from the gross amount collected each month and shall remit, in the form and method requested by the City, the remaining net amount to Lake Forest along with a report showing the total amount collected and the total amount of fees retained by the Firm no later than the 30<sup>th</sup> day following the end of each calendar month.
2. With respect to Accounts or delinquencies for which the City's Municipal Code or other applicable law authorizes that collection fees or costs be charged to and collected from delinquent Account holders, the Firm will add the fees set forth in this Section V onto the underlying balance of each applicable Account, and collect such fees directly from the delinquent Account holders. The Firm will then retain its fees from the gross amount collected each month and remit to Lake Forest, in the form and method requested by the City, the remaining net amount collected along with a report showing the total gross amount collected and the total amount of fees retained by the Firm no later than the 30<sup>th</sup> day following the end of each calendar month.
3. The Firm shall not charge the City or any of its delinquent Account holders any additional costs for credit card fees, convenience fees or processing fees.

This Contract does not include any litigation services on the part of the Firm to enforce collection efforts. Should Lake Forest desire to have the Firm file any lawsuit or pursue litigation or court ordered, pre- or post-judgment collection remedies to enforce collection of any Account, a separate agreement and fee structure shall be negotiated and agreed upon in writing by both parties hereto.

## **VI. Term and Termination**

The initial term of this contract is three years, beginning \_\_\_\_\_, 2018, and continuing to and through \_\_\_\_\_, 2021. Following the expiration of this initial term, and in the event this contract has not been formally extended by mutual agreement of the parties, Lake Forest and the Firm may agree to extend the initial term of the contract for two additional one (1) year periods, under the same terms and conditions stated herein, or such other terms or extension period permitted by City ordinance and agreed upon by the parties. If not formally extended, following the expiration of the initial term and any extended term, this contract shall automatically continue on a month-to-month basis unless or until terminated as provided herein. Either party may, with or without cause, terminate this contract at the end of the initial contract term or thereafter by giving the other party thirty (30) days written notice of termination.

During the initial term of this contract either party shall have the right to terminate the same prior to its expiration based upon a material breach of contract by the other party, including non-satisfaction of services provided; provided however, that the party giving notice of breach shall grant the receiving party a period of ninety (90) days from the date of written notice, and a reasonable opportunity to attempt to cure any unsatisfactory terms, acts, omissions or conditions. Should the party receiving notice be found not to have remedied the unsatisfactory terms, acts, omissions or conditions to the satisfaction of the party giving notice, the party giving notice may terminate this contract.

Unless otherwise mutually agreed by the parties, the effective date of any termination shall be sixty (60) days from the date the notice of termination is received; said sixty (60) days period being deemed adequate for the purpose of the City to ensure continuity of services, and for the Firm in winding down its affairs with regards to work in progress.

Lake Forest is entitled, but is not required, to refer additional Accounts to the Firm after notice of termination has been received by the Firm to ensure continuity of services. In any event, the Firm shall be entitled to payment of its fee, pursuant to Paragraph V. of this contract, for all amounts collected on referred Accounts during the sixty (60) day “winding down” period and until and through the actual date of contract termination if extended by agreement of the parties. At the end of that period, all Accounts shall be returned to Lake Forest by the Firm as required by agreement of the parties or as required by law.

## **VII. Notice**

For purposes of sending notice under the terms of this contract, all notices to be sent by one party to the other under this contract shall be sent by certified United States mail, or delivered by hand or by courier, and addressed as follows:

If to the Firm:

Linebarger Goggan Blair & Sampson, LLP  
Attention: Catherine A. Murray  
233 South Wacker Drive  
Suite 4030  
Chicago, IL 60606

If to Lake Forest:

City of Lake Forest  

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Attention: Diane Hall  
800 North Field Drive  
Lake Forest, IL 60045

## **VIII. Illinois Law**

This contract is made and is to be interpreted under the laws of the State of Illinois and venue shall at all time rest in Lake County, Illinois. In the event that any provision(s) of this contract shall for any reason be held invalid, illegal or unenforceable, the invalidity, illegality or unenforceability of that provision(s) shall not affect any other provision(s) of this contract, and it shall further be construed as if the invalid, illegal or unenforceable provision(s) had never been a part of this contract.

## **IX. Insurance**

At all times during the term of this Contract, the Firm will maintain general liability insurance in an amount not less than \$1 million, workers compensation and employers' liability insurance in an amount not less than \$1 million, professional liability insurance in an amount not less than \$3 million, worker's compensation insurance in an amount not less than \$1 million and technology professional liability insurance in an amount not less than \$3 million. Where applicable, all insurance maintained by the Firm with respect to this Contract shall name the City as an additional insured unless such designation is unavailable due to commercial practices in the insurance industry as to the particular type of coverage. No policies will be cancelled without prior written notice to the City of at least 30 days.

**X. Execution**

In consideration of the terms and compensation herein stated, both the Firm and Lake Forest hereby accept their respective obligations and undertake performance of said contract as set-forth above.

This contract is executed on behalf of Lake Forest by the presiding officer of its governing body, or by such other person who is authorized to execute this instrument, and by its duly appointed Corporation Counsel.

This contract may be executed in any number of counterparts, and each counterpart shall be deemed an original for all purposes. Signed facsimiles shall be binding and enforceable.

**SIGNATURES TO FOLLOW ON PAGE 8**

*Signatures of Parties to Professional Services Contract For The Collection of Delinquent Accounts Receivable, dated \_\_\_\_\_, 2018.*

WITNESS the signatures of all parties hereto this, the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**CITY OF LAKE FOREST**

By: \_\_\_\_\_

Its: \_\_\_\_\_  
Title

By: \_\_\_\_\_  
Corporation Counsel

**LINEBARGER GOGGAN BLAIR & SAMPSON, LLP**

By: \_\_\_\_\_  
Catherine A. Murray  
Managing Partner Chicago Office