

THE CITY OF LAKE FOREST
CITY COUNCIL AGENDA
Monday, May 4, 2020 at 6:30 pm
REMOTE ACCESS MEETING
FIRST SESSION

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

The City will be providing members of the public with various opportunities to watch or participate in this meeting. For example, members of the public can participate remotely in the meeting by following the following link <https://us02web.zoom.us/j/84484495315> alternatively, members of the public can watch the meeting on Channel 17. The City of Lake Forest will update the website and social media after the meeting with information about the meeting.

Honorable Mayor, George Pandaleon

Prudence R. Beidler, Alderman First Ward

James E. Morris, Alderman First Ward

Melanie Rummel, Alderman Second Ward

Edward U. Notz, Jr. Alderman Second Ward

Jim Preschlack, Alderman Third Ward

Ara Goshgarian, Alderman Third Ward

Michelle Moreno, Alderman Fourth Ward

Raymond Buschmann, Alderman Fourth Ward

CALL TO ORDER AND ROLL CALL

6:30pm

PLEDGE OF ALLEGIANCE

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

A. Recycling Campaign Update

- Dan Martin, Superintendent of Public Works

2. COMMENTS BY CITY MANAGER

3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL
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Members of the public can provide public comment by calling into the following number during the meeting: 847-810-3643

4. COMMITTEE REPORTS

FINANCE COMMITTEE

1. Approval of the FY2021 Annual Budget Summary and FY2021 Pay Plan

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

PURPOSE AND ACTION REQUESTED: Staff recommends approval of the Annual Budget (in summary form) and the Pay Plan for the Fiscal Year 2021 (May 1, 2020 to April 30, 2021). The Comprehensive Fiscal Plan will be presented for City Council consideration at its May 18th meeting.

BACKGROUND/DISCUSSION: The City Council Finance Committee has reviewed various components of the Comprehensive Fiscal Plan for FY2021 at several public meetings over the past seven months. Due to significant changes required to address the financial impacts of the COVID 19 pandemic and Governor's stay-at-home order, the modified FY2021 Annual Budget and FY2021 Pay Plan are presented for approval this evening. The Comprehensive Fiscal Plan is being updated and will be made available to the City Council on or about May 11, for consideration on May 18.

The following changes have been made to the FY2021 Proposed Budget presented at the March 12 Finance Committee meeting, most of which relate to projected impacts to the City's financials of COVID 19:

- FY2020 year-end estimates have been updated
- Compensation adjustments are now reflected within the operating department budgets for all funds
- FY20 Transfer from General Fund to Capital Fund increased from \$1.5 million to \$2.0 million; additional FY20 surplus of \$1 million set aside for COVID 19 related impacts; FY21 projected transfer from the General Fund to the Capital Improvements Fund reduced from \$1.5 million to \$300,000
- The following FY21 revenue projections were reduced as discussed at the April 20 Finance Committee meeting: Municipal Sales Tax, Home Rule Sales Tax, Income Tax distributions from the State, Interest Income, Motor Fuel Tax Allotment, Hotel/Motel Tax, Parks and Recreation Program Fees, Deerpath Golf Course Fees, Real Estate Transfer Tax
- FY20 estimates and FY21 projected expenses for the Parks and Recreation Fund have been revised to reflect the cancellation of spring activities. The FY21 budget currently assumes that summer recreation programming will be held, but does not reflect the associated fees to reflect the most conservative approach. Should summer programs proceed, the City would receive unbudgeted revenue to largely offset these expenses. Any resulting operating deficit at the end of FY2021 could be covered by FY20 operating surplus of the General Fund.
- FY20 estimates and FY21 projected expenses for the Golf Course Fund reflects the course closures through April 30 and modified operations beginning May 1. As with the Parks and Recreation Fund, revenue estimates have been budgeted with the

most conservative approach and resulting operating deficit at the end of FY2021 could be covered by FY20 operating surplus of the General Fund.

- The following changes have been made to capital projects in the Capital Improvements Fund
 - Rosemary Ravine improvements have been included in the FY21 budget (\$700,000)
 - Burr Oak Storm Sewer improvements have been moved to FY22 (\$4.3 million) and \$70,000 has been budgeted in FY21 to allow for additional design work
 - Rockefeller Road Ravine design work has been moved to FY22 (\$70,000)

As discussed by the Finance Committee on April 20, the City will include a standing item on its City Council meeting agenda for the 2nd meeting of each month to receive an update on COVID 19 impacts on the City's budget. This will include ongoing analysis of the Parks and Recreation Fund as well as the Golf Course Fund to closely monitor these operations over the summer.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council Finance Committee	4/20/20	COVID 19 financial impacts and revised FY21 Budget
City Council Finance Committee	3/12/20	FY21 Proposed Operating Budget
City Council Finance Committee	1/21/20	FY21 Water Rates; Debt Levy Abatements; Bond Refunding results; Core/Elective Services
City Council	12/2/19	Adoption of Tax Levy; Fees; Approve Bond Refunding
City Council	11/18/19	First Reading – Tax Levy, Fees, Bond Refunding
City Council Finance Committee	11/12/19	Capital Budget; Revenues
City Council Finance Committee	10/21/19	FY21 Fiscal Policy approved
City Council Workshop	9/16/19	Fund Balance; Capital Funding; Storm Sewer Study Update; Capital Funding Targets

BUDGET/FISCAL IMPACT: The proposed revenues for FY2021 total \$87.525 million compared to total expenditures for FY2021 of \$87.083 million. The proposed FY21 budget is balanced with all operating expenditures covered from current revenues and capital expenditures funded from current revenues and reserves in excess of the City Council's Fiscal Policy, with the exceptions as noted for Parks and Recreation, as well as the Deerpath Golf Course. Careful monitoring over the next several weeks should limit the operating deficits in those two funds. A fund balance deficit projected for the Laurel/Western TIF Fund would be funded from temporary inter-fund loans.

Attached are the following documents for the City Council's Review:

- FY2021 Annual Budget Fund Balance Summary (**page 19**)
- FY2021 Annual Budget Summary by Fund (**page 20**)
- FY2021 Pay Plan (**page 39**)

COUNCIL ACTION: Consider Approval of the FY2021 Annual Budget Summary and FY2021 Pay Plan

2. Annual Vendor Approval

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

PURPOSE AND ACTION REQUESTED: Staff requests approval of the vendors listed on **page 44** for FY2021.

BACKGROUND/DISCUSSION: On September 19, 2011, the City Council approved Code amendments revising the method for approving vendors. Consistent with the revised policy, payments for services provided on an unspecified ongoing basis exceeding \$20,000 annually in aggregate are to be approved by the City Council as part of the budget process.

Modifications to the approval of vendors was approved by the City Council Finance Committee on April 20. A City Code amendment will be brought to the City Council for approval at a later date to align with the April 20 changes. The City Council approval threshold for purchases will be increased from \$20,000 to \$25,000 effective May 1, 2020, and the Code amendment will reflect this change.

The attached list identifies the vendors requested for approval for FY2021, with an indication of their approvals for FY2016-FY2020, if applicable. The City Council will continue to approve any single purchase over \$20,000 (to be revised to \$25,000) as specified in Chapter 38 of the City Code.

BUDGET/FISCAL IMPACT: Approval of the attached vendor list does not have an immediate fiscal impact. The amounts designated for each vendor for FY2021 have been included in the annual budget.

COUNCIL ACTION: Approval of the attached list of vendors (**page 44**) for Fiscal Year 2021.

PUBLIC WORKS

- 1. Approval of the 2020 Bridge Inspection Services to Wiss, Janney, Elstner Associates, Inc. (WJE, Inc.) in the total not-to-exceed amount of \$199,440**

PRESENTED BY: Michael Thomas, Director of Public Works (810-3540)

PURPOSE AND ACTION REQUESTED: The Public Works Committee and Staff recommends awarding the 2020 Bridge Inspection Services to WJE, Inc.

BACKGROUND/DISCUSSION: The purpose is to select an engineering firm to perform an in-depth study of all bridges owned by The City of Lake Forest. This includes approximately 25 bridges: 14 vehicular and 11 pedestrian. This study will include detailed inspections, non-destructive testing, material sampling, and laboratory testing, as necessary. The data will then be used to identify and prioritize repairs that may be required at each bridge.

Summary reports will be produced which will include recommendations for maintenance or repairs to each bridge along with a cost estimate for those repairs. Estimates of repair and/or replacement costs will be used to develop capital budgets for future planning.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	April 28, 2020	Reviewed and Recommended
Finance Committee	November 12, 2019	Included with Capital plan

BUDGET/FISCAL IMPACT: The RFP package was available in early March with the proposals submitted on March 26, 2020. A total of eleven firms acquired the RFP package and one proposal was submitted that was reviewed by a committee of staff members.

WJE, Inc. is a well-respected consultant in conducting bridge inspections for necessary repairs and has done this work for a number of municipalities in the Chicago area including The City of Lake Forest. Unlike many engineering firms, WJE has their own testing facility so various concrete and steel samples are analyzed with in-house staff, not outside sub-contractors. It is for these reasons that staff believes WJE will provide the City with the detailed analysis it needs to determine project priorities with future capital plans.

If awarded, fieldwork on this project is expected to begin in mid-May and be completed by the end of July.

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

Recommended Bidder/Proposer is BOLDDED

Company Name	Dollar Amount Bid
WJE, Inc.	\$199,440.00

Below is an estimated summary of Project budget:

Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
FY2021 Capital Fund	\$200,000	\$199,440	Y

COUNCIL ACTION: Approval of the 2020 Bridge Inspection Services to Wiss, Janney, Elstner Associates, Inc. (WJE, Inc.) in the total not-to-exceed amount of \$199,440

2. Approval of the Illinois Route 60 Bike Path Phase I Design Project to Bleck Engineering in the Total Not-to-Exceed Amount of \$48,000

PRESENTED BY: Michael Thomas, Director of Public Works

PURPOSE AND ACTION REQUESTED: The Public Works Committee and Staff recommends awarding the Illinois Route 60 Bike Path Phase I Design Project to Bleck Engineering.

BACKGROUND/DISCUSSION: The City is seeking to extend the existing bike path network in Lake Forest so that it will connect to other bike paths west of the City. In order to do this the City will have to place a path through the right-of-way of Route 60 and on a few private properties along the right-of-way.

The City has already started developing concept designs for the bike path and has started discussions with IDOT and the private property owners whose property the path will cross. Staff and the recommended engineer will be working with the Community Development Department and the field partner businesses to ensure the design and its location adheres to parameters set forth in the recent Route 60 Master Plan.

The City has applied in the past for grant funding to complete the engineering and construction but has not been successful. Staff believes that once the Phase I design is completed and approved by IDOT the project will be competitive for grant funding.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	April 28, 2020	Reviewed and Recommended
Finance Committee	November 12, 2019	Included with Capital plan

BUDGET/FISCAL IMPACT: The Engineering Section solicited Request for Proposals (RFP) from professional engineering firms to produce phase I design plans for IDOT's approval. Nine firms acquired the RFP package and two firms submitted proposals that were reviewed by a committee of staff members.

Bleck Engineering has recently designed trails/bike paths for Northwestern Lake Forest Hospital Campus Multi-Purpose Trails and the Laurel Avenue Bike Trail Maintenance project for the City.

If awarded, fieldwork on this project is expected to begin in May and be completed by the end of September.

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

Recommended Bidder/Proposer is **BOLDED**

Company Name	Dollar Amount Bid
Bleck Engineering	\$48,000
Gewalt Hamilton Assoc. Inc.	\$83,023

Below is an estimated summary of Project budget:

Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
FY2021 Capital Fund	\$50,000	\$48,000	Y

COUNCIL ACTION: Approval of the Illinois Route 60 Bike Path Phase I Design Project to Bleck Engineering in the Total Not-to-Exceed Amount of \$48,000

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. Approval of the April 20, 2020 City Council Meeting Minutes

A copy of the minutes can be found beginning on **page 45**

COUNCIL ACTION: Approval of the April 20, 2020 City Council Meeting Minutes.

2. Approval of the Check Register for the Period of March 22 to April 24, 2020

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

BACKGROUND/DISCUSSION: City Code Section 38.02 sets forth payment procedures of the City. The Director of Finance is to prepare a monthly summary of all warrants to be drawn on the City treasury for the payment of all sums due from the City (including all warrants relating to payroll and invoice payments) by fund and shall prepare a detailed list of invoice payments which denotes the person to whom the warrant is payable. The warrant list detail of invoice payments shall be presented for review to the Chairperson of the City Council Finance Committee for review and recommendation. All items on the warrant list detail recommended for payment by the Finance Committee Chairperson shall be presented in summary form to the City Council for approval or ratification. Any member of the City Council shall, upon request to the City Manager or Director of Finance, receive a copy of the warrant list detail as recommended by the Finance Committee Chairperson. The City Council may approve the warrant list as so recommended by the Finance Committee Chairperson by a concurrence of the majority of the City Council as recorded through a roll call vote.

The Council action requested is to ratify the payments as summarized below. The associated payroll and invoice payments have been released during the check register period noted.

Following is the summary of warrants as recommended by the Finance Committee Chairperson:

Check Register for March 22 - April 24, 2020

	Fund	Invoice	Payroll	Total
101	General	445,899	1,543,809	1,989,708
501	Water & Sewer	128,792	205,341	334,134
220	Parks & Recreation	150,051	379,999	530,050
311	Capital Improvements	372,123	0	372,123
202	Motor Fuel Tax	0	0	0
230	Cemetery	11,098	27,306	38,404
210	Senior Resources	5,382	25,606	30,988
510	Deerpath Golf Course	13,538	2,922	16,459
601	Fleet	37,053	57,126	94,179
416 - 433	Debt Funds	0	0	0
248	Housing Trust	1,600	0	1,600
201	Park & Public Land	1,429	0	1,429
	All other Funds	675,862	181,581	857,443
		\$1,842,827	\$2,423,691	\$4,266,518

The total designated as "All other Funds" includes \$555,114 in the Self Insurance Fund for medical and dental claims, as well as plan expenses.

COUNCIL ACTION: Approval of the Check Register for the Period of March 22 – April 24, 2020

3. Approval of Wright Benefit Strategies Benefit Consulting Services for Fiscal Year 2021 in the Amount of \$30,900

STAFF CONTACT: DeSha Kalmar, Director of Human Resources (847-810-3530)

PURPOSE AND ACTION REQUESTED: The Personnel Compensation Administration (PCA) Committee is seeking City Council approval of benefit consulting services by Wright Benefit Strategies.

BACKGROUND/DISCUSSION: Since 2004, the City has contracted with Wright Benefit Strategies to provide consulting and support services for the City's medical, dental, and life insurance, including providing guidance to our Employee Benefit and Wellness Committees. Wright Benefit Strategies also consults with the City on special projects in the areas of liability insurance, pension actuarial items and Federal and State legislation issues involving employee benefits. This item reflects the Wright Benefit Strategies contract for FY21, including special projects. There is no increase from his FY20 contract.

Beginning on **page 49** of your packet is a detailed scope of service.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
PCA Committee individual review	4/23/20	Reviewed and recommended for City Council approval.

BUDGET/FISCAL IMPACT:

Has City staff obtained competitive pricing for proposed goods/services? **NO**

If no, indicate the specific exception or waiver requested:
Administrative Directive 3-5, Section 9.1J – Existing Relationship

The total cost for the recommended services is \$30,900, which is included in the FY21 budget:

FY2021 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
61086024353510 Self-ins Fund Contractual Svc.	\$30,900	\$30,900	Y

COUNCIL ACTION: Approval of Wright Benefit Strategies Benefit Consulting Services for Fiscal Year 2021 in the Amount of \$30,900

4. Request for the City Council to Increase the Approved Purchase Order Amount of \$26,760 Approved on 5/20/2019 for Lake County Press to Provide Professional Printing Services of the City Dialogue Community-Wide Newsletter to \$28,179.

STAFF CONTACT: *Mike Strong, Assistant City Manager (810-3680)*

PURPOSE AND ACTION REQUESTED: City staff is requesting City Council authorize the increased amount of \$1,419 over the original purchase order amount of \$26,760. The increased amount was necessary to cover unanticipated expenses related to design edits, and copy adjustments that accumulated over the fiscal year, made to the Dialogue, the City's quarterly community-wide newsletter.

BACKGROUND/DISCUSSION: The City of Lake Forest regularly contracts with outside service providers to perform professional printing services for various projects including the quarterly Dialogue Newsletter, Recreation Seasonal Brochure, and the Dickinson Hall News Brief. In late summer 2018, the City issued an RFP for professional printing services specifically for the Dialogue Newsletter. On May 20, 2019, the City Council authorized the City Manager to enter into a three-year Agreement, beginning in FY2020 with Lake County Press, Inc., at a base cost estimate of \$26,760 per year for four issues.

The base price per issue is \$6,690, includes final proof drafting, and printing of the Dialogue Newsletter. This cost does not include any design edits or adjustments that are necessary to finalize the proof for printing. Adjustments necessary beyond these services, which may include swapping images, changing text, or adding design elements, are an additional cost.

Additional funding capacity is available within the budget to account for these charges; however, the original purchase order approval and entry at the beginning of the fiscal year did not account for these unforeseen and unanticipated changes necessary throughout the year.

Below is an estimated summary of Project budget:

FY2020 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
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City Council – Printing/Stationary	\$28,500.00	\$28,179.00	Yes
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Since the amount requested for the fiscal year exceeds \$20,000 in aggregate, City Council authorization is required for purchase order approval and/or adjustments to previous purchasing authority.

COUNCIL ACTION: Request for the City Council to Increase the Approved Purchase Order Amount of \$26,760 Approved on 5/20/2019 for Lake County Press to Provide Professional Printing Services of the City Dialogue Community-Wide Newsletter to \$28,179.

5. Request Approval to Purchase a Replacement Ambulance by AEV Inc., in a Not-to-Exceed Amount of \$290,000 via the Houston Galveston Area Council (HGAC) Cooperative Purchasing Program

STAFF CONTACTS: *Pete Siebert, Fire Chief (810-3864)*
Michael Thomas, Director of Public Works (810-3540)

PURPOSE AND ACTION REQUESTED: Staff is requesting City Council's approval to purchase this replacement ambulance as part of a larger fleet restructuring plan devised by the Fire Department. The replacement ambulance will replace a 15-year-old ambulance (2005 Horton Ambulance). If approved, this would be the first new ambulance in the Fire Department's fleet since 2015.

BACKGROUND/DISCUSSION: The Fire Department has diligently worked to devise a fleet restructuring plan over the past three years. The Department believes the plan is fiscally responsible, while also providing the necessary apparatuses for the Department. The fleet restructuring plan includes updating the Department's four ambulances over the next several years. This begins by replacing the Department's 2005 Horton International Ambulance in FY '21. The Department's first responders need to have dependable and functional ambulances to provide the highest level of service possible to the residents and visitors of Lake Forest. The 2005 Horton Ambulance does not provide a good working platform for patient care due to the overall poor ride quality. Many attempts have been made to improve the ride quality to a level that would allow for patient comfort and the ability to adequately care for them during transport; these attempts have failed to accomplish that. The ambulance has been moved to a reserve capacity to limit the times it has to be used for patient care.

The Fire Department has worked with the Public Works Department to develop a vehicle replacement plan, which includes replacement of this ambulance. The plan includes repurposing this vehicle to the Streets Section in Public Works, installing a cabinet body on the chassis, and replacing an older vehicle. The Department has taken a measured approach that includes purchasing of ambulances on a rotating basis to help maximize the useful service life of these vehicles.

The Fire Department put together an ambulance committee to work on designing and purchasing the new ambulance. The committee is comprised of members of all ranks in the Department and they have worked diligently over the last 2-3 months to design an apparatus that is affordable and suits the specific needs of the Department. The ambulance committee

began with clear direction not to exceed the budgeted amount of \$290,000. The purchase price includes a new patient cot and auto-loader.

The committee reviewed multiple ambulances available from different vendors. The committee narrowed their process down to two vendors, and ultimately only AEV was able to provide a vehicle that met the Department's needs and budget. AEV is a member of the Houston Galveston Area Council (HGAC) Cooperative Purchasing Program, and meets all the requirements outlined in the City's purchasing directive.

BUDGET/FISCAL IMPACT: The funds for this purchase were approved in the FY21 CIP budget for \$290,000. Although the price of \$274,138 is under the requested amount, there may be some minor changes during the manufacturing process of the vehicle. This is a custom-built ambulance, and the difference between the price and requested amount will allow for any additional funds needed for any unanticipated changes.

Has City staff obtained competitive pricing for proposed goods/services? **No**

If no, indicate the specific exception requested:

Administrative Directive 3-5, Section 9.1D – Government Joint Purchases

AEV is a member of the Houston Galveston Area Council (HGAC) Cooperative Purchasing Program and complies with the Governmental Joint Purchasing Act, 30 ILCS 525/0.01 et seq., and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.

Company Name	Dollar Amount
AEV	\$274,138

Below is an estimated summary of Project budget:

FY2021 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Improvement Fund	\$290,000	\$290,000	Y

COUNCIL ACTION: Request Approval to Purchase a Replacement Ambulance by AEV Inc., in a Not-to-Exceed Amount of \$290,000 via the Houston Galveston Area Council (HGAC) Cooperative Purchasing Program

6. Approval of Forest Park Bluff's Pre-Design Services and a Three-Year Bluff Monitoring Agreement with Hey & Associates in the Amount of \$72,735

PRESENTED BY: *Michael Thomas, Director of Public Works (810-3540)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and Staff is recommending City Council approve an agreement with Hey & Associates to provide bluff pre-design services and three years of bluff monitoring at Forest Park. This work would begin in early May to ensure future bluff repair options are vetted and cost estimates created, in time for the development of the five-year capital plan, due October 15th of this year.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	4/28/2020	Reviewed and Recommended
Finance Committee	11/12/2019	Included in Five-Year Capital Plan

BACKGROUND/DISCUSSION: With bluff stabilizations completed on both the north and south ends of Forest Park, staff and contractual engineers have been monitoring the middle portion of the park. Inclinometers have been installed and annual readings have been recorded for the past three years in three separate locations. The inclinometers determine bluff movement over a defined period of time. The ongoing data review over the past three years has revealed two areas of concern that have already had a few shallow slides just below the parks' table land. The first area is just above the north pavilion and the second is slightly south of the Spring Lane entrance of the Ring Road.

On March 6, 2020, City staff initiated a request for proposal process (RFP hereafter) to identify and recommend a firm to continue the important bluff monitoring efforts and develop engineered pre-design options for the two areas of concern. These pre-design options will be vetted by the City Engineer, City staff, and City Council's sub-committee(s) as part of the City's annual capital budgeting process. More specifically, the RFP called for geotechnical assessments, survey monitoring of the movement areas, bluff condition observations, slope stability review, slope condition evaluation, and a feasibility study that will identify restoration concepts with accompanying cost estimates. The primary focus of this study is to provide the City with a recommended pre-design of proactive measures and their accompanying cost estimates, to address the two areas that have slid or moved over the past year.

BUDGET/FISCAL IMPACT: Proposals for the bluff monitoring and pre-design services were received on March 26, 2020 and reviewed by a committee of City staff. A total of five firms submitted proposals for the project.

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

The following is a cost summary of the proposals received:

Firm	Pre-Design Services	Year 1 Monitoring	Year 2 Monitoring	Year 3 Monitoring	Total Cost
Terracon	\$32,500	\$12,450	\$4,950	\$8,950	\$58,850
Hey & Assoc.	\$38,040	\$11,565	\$11,565	\$11,565	\$72,735
AECOM	\$38,400	\$12,200	\$12,505	\$12,818	\$75,923
GEI	\$62,000	\$11,000	\$11,000	\$11,000	\$95,000
Bleck	\$37,500	\$23,500	\$23,500	\$23,500	\$108,000

Similar to all RFP's submitted for services, City staff formed an internal RFP review committee to score and rank each firm's qualifications, approaches, and costs.

The RFP review committee was in agreement that the low-cost proposal from Terracon did not meet nor clearly provide the required deliverables as outlined in the RFP's scope of work. Terracon's proposal was difficult to understand, provided lump sum ranges, and did not define the number of readings taken from the bluff monitor inclinometers.

Hey & Associates has a multi-disciplinary staff of engineers, scientists, landscape architects and support staff that collaborate to design creative solutions, and implement projects that are grounded in the fundamental principles of water resources, environmental science, and sustainability. They recently acted as the project manager and engineer for Lake County Forest Preserves' McCormick Ravine Remediation. This included a redesign of a previous ravine stabilization project designed by the Army Corps. Hey & Associate's proposal included a partnership with KSingh & Associates, Inc. to provide a more detailed analysis of the bluff. With more than 35 years of experience in environmental and geotechnical engineering, KSingh's lead engineer has prepared, managed, and reviewed numerous projects relative to environmental, geotechnical, hydraulic, and hydrogeological investigations. KSingh & Associates is well versed in foundation design, geotechnical investigations, and slope stability. It is for these reasons that staff is recommending the City enter into an agreement with Hey & Associates for these services.

Below is a summary of analysis budget:

FY2021 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Improvement Fund	\$60,000	\$49,605	Y

FY2022 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Improvement Fund	\$15,000	\$11,565	Y

FY2023 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Improvement Fund	\$15,000	\$11,565	Y

COUNCIL ACTION: Approval of Forest Park Bluff's Pre-Design Services and a Three-Year Bluff Monitoring Agreement with Hey & Associates in the Amount of \$72,735

7. Award of Bid for the Illinois Road and Stonegate Lane Curb Improvements and the Mayflower Ravine Crossing Improvements, to Alliance Contractors, Inc. in the Amount of \$47,815.00, to include a 10% contingency for a total of \$52,596.50.

STAFF CONTACT: Robert W. Ells, Superintendent of Engineering (847-810-3555)

PURPOSE AND ACTION REQUESTED: The Public Works Committee and Staff recommends awarding the Illinois Road and Stonegate Lane Curb Improvements and the Mayflower Ravine Crossing Improvements bid to Alliance Contractors, Inc.

BACKGROUND/DISCUSSION: At the northwest corner of the intersection of Illinois Road and Stonegate Lane there is no curb and the edge of the pavement and the landscaped area next to the edge of pavement are in a constant need of repair. By installing curb and a storm water collection system, the City can protect this area from further damage and potential flooding.

On Illinois Road east of Mayflower Road, there is a low point in the pavement where the road crosses over a ravine. The roadway currently has no curb and when it rains, a large volume of rain water runs to this point and causes severe erosion of the parkway. By installing a curb and improving the storm sewer system at this location, the City can prevent future erosion and damage to the ravine.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	April 28, 2020	Reviewed and Recommended
Finance Committee	November 12, 2019	Included with Capital Plan

BUDGET/FISCAL IMPACT: Bids for Illinois Road and Stonegate Lane Curb Improvements and Mayflower Ravine Crossing Improvements were opened on March 12, 2020. Only one firm submitted a bid.

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

The following is a summary of the bids received for this contract:

Company Name	Dollar Amount Bid
Alliance Contractors Inc	\$47,815.00

Although only one bid was received, multiple contractors had downloaded the plan set and specifications. Staff contacted a few of the contractors to inquire why they did not submit a bid. The contractors' overall responses were that each jobsite was very small in nature and that they as companies were set-up for larger jobs. Alliance Contractors Inc has worked in Lake Forest on previous contracts with satisfactory results. The as-bid price for the Illinois Road and Stonegate Lane Curb Improvements portion of this bid is approximately \$1,200 less than the estimated cost for that portion.

If awarded, work on this project is expected to begin in June and be completed by the end of July. Property owners living near the vicinity of the construction work will be notified in advance of the start of construction.

The City's Engineering staff will provide oversight through daily inspections.

Below is an estimated summary of the Project Budget:

The Illinois Road and Stonegate Lane Curb Improvement project will be funded from the F.Y. '21 Non-Ravine Culvert & Ditch Improvements capital account. Funding for the Mayflower Ravine Crossing project will be funded from the F.Y. '20 Bridge Maintenance and Miscellaneous Repairs capital account.

Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
F.Y. '21 Capital Fund	\$75,000	\$30,030	Y
F.Y. '20 Capital Fund	\$44,500	\$22,567	Y

COUNCIL ACTION: Award of Bid for the Illinois Road and Stonegate Lane Curb Improvements and the Mayflower Ravine Crossing Improvements to Alliance Contractors Inc in the Amount of \$47,815.00, to include a 10% contingency for a total of \$52,596.50

8. Award of Bid for the FY '21 Concrete Flatwork Project to A Lamp Concrete Contractors, Inc. for a Not-to-Exceed Amount of \$103,773

STAFF CONTACT: *Robert W. Ells, Superintendent of Engineering (847-810-3555)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and Staff recommends awarding the 2020 Concrete Flatwork Project to A-Lamp Concrete Contractors, Inc.

BACKGROUND/DISCUSSION: This project is to place concrete pavement at two specific locations at both the Municipal Services Building and at the Lake Forest Compost Center. These areas are currently gravel or dirt surfaces. City-owned equipment that is currently being stored on these surfaces is suffering from significant corrosion and deterioration caused by being on these limestone surfaces. The purpose of placing concrete on these two locations is to help prevent the further deterioration of the City-owned equipment. Installing concrete over these two surfaces will ultimately save the City on repairs and early replacement of this equipment.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	April 28, 2020	Reviewed and Recommended
Finance Committee	November 12, 2019	Included with Capital Plan

BUDGET/FISCAL IMPACT: Bids for the 2020 Concrete Flatwork Project were received and opened on March 12, 2020. A total of seven firms submitted bids for the project.

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

The following is a summary of the bids received:

Company Name	Dollar Amount Bid
A-Lamp Concrete Contractors, Inc.	\$94,338.50
Schroeder & Schroeder Inc.	\$98,504.00
Swederski Concrete Construction Inc	\$98,766.00
Landmark Contractors, Inc	\$102,804.00
Alliance Contractors Inc.	\$103,804.00
D'Land Construction, LLC	\$127,600.00
MAG Construction Co.	\$152,774.52

A-Lamp Concrete Contractors has worked in Lake Forest on previous contracts with satisfactory results.

If awarded, work on this project is expected to begin in June and to be completed by the middle of July. The public should not be affected by this work because all work is to be completed on City-owned property that the public does not have access to include an area in the back of the Compost Center near the large green shed.

The City's Engineering staff will provide oversight through daily inspections.

Staff is recommending City Council approve the low bid contractor as well as 10% contingency. This contingency will only be used if necessary for either location. If the full contingency is used, the project would be \$3,773 over budget. This overage will be covered from savings in other FY '21 capital improvement projects. Below is an estimated summary of Project budget:

FY2021 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund	\$100,000	\$103,773	Y

COUNCIL ACTION: Award of Bid for the FY '21 Concrete Flatwork Project to A-Lamp Concrete Contractors, Inc for a Not-to-Exceed Amount of \$103,773.

COUNCIL ACTION: Approval of the eight (8) omnibus items as presented.

6. ORDINANCES

7. OLD BUSINESS

8. NEW BUSINESS

9. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS

City Manager announcement that the Presentation of Fabulous Gifts and Prizes will be held at the next in-person meeting in Chambers.

- 1. Final words for departing Council Members from remaining Council Members**
- 2. Final comments from Alderman Beidler and Alderman Moreno**

10. ADJOURNMENT

A copy of the Decision Making Parameters can be found beginning on **page 18** of this packet.

Office of the City Manager

April 29, 2020

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





THE CITY OF LAKE FOREST

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

Adopted June 18, 2018

The City of Lake Forest Mission Statement:

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

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

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

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

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

City of Lake Forest
Fund Balance Spreadsheet

FY21 Fund Balance Summary - 5/4/20 CC

	Fund Balance	FY20 YE Estimate		Fund Balance	FY21 Budget		Fund Balance
	<u>5/1/2019</u>	<u>Rev</u>	<u>Exp</u>	<u>4/30/2020</u>	<u>Rev</u>	<u>Exp</u>	<u>4/30/2021</u>
101 General	28,273,703	37,182,339	36,535,702	28,920,340	35,923,479	35,867,170	28,976,649
120 Flex	89,074	150	7,659	81,565	150	9,800	71,915
122 LF Hospital	0	0	0	0	0	0	0
124 MS Site Project	582,411	10,800	593,211	0	0	0	0
201 Park and Public Land	1,148,929	429,743	1,035,865	542,807	137,604	430,000	250,411
202 Motor Fuel Tax	1,017,679	752,094	32,533	1,737,240	711,149	1,750,000	698,389
205 Emerg Telephone	399,472	427,200	228,112	598,560	425,000	275,656	747,904
210 Senior Resources	162,043	590,224	616,092	136,175	610,043	605,708	140,510
220 Parks and Recreation	1,139,206	8,249,356	8,814,785	573,777	8,331,926	9,372,112	(466,409)
223 Parks Equip Reserve	209,930	257,167	255,000	212,097	157,000	155,000	214,097
224 Special Recreation	673,844	486,817	838,361	322,300	493,839	498,839	317,300
230 Cemetery	7,767,095	1,309,153	1,159,755	7,916,493	2,429,900	2,597,224	7,749,169
245 Foreign Fire	197,616	135,000	100,000	232,616	100,000	100,000	232,616
247 Police Restricted Funds	66,451	45,500	20,205	91,746	44,900	88,000	48,646
248 Housing Trust	1,339,808	62,954	353,000	1,049,762	61,000	565,000	545,762
311 Capital Improvements	10,927,825	6,816,566	9,741,809	8,002,582	3,464,974	4,263,100	7,204,456
322 Laurel/Western TIF	(3,686)	222,987	1,066,241	(846,940)	311,415	595,454	(1,130,979)
422 SSA 25 Knollwood Sew	16,121	74,353	72,933	17,541	77,525	76,275	18,791
423 SSA26 Waukegan Sew	4,771	21,322	20,565	5,528	21,526	20,830	6,224
424 SSA 29 Saunders Rd	6,514	149,985	148,070	8,429	151,845	149,943	10,331
425 2004B/2011B Storm	1,513,074	550,504	530,280	1,533,298	544,000	523,427	1,553,871
428 2009 GO Bonds	30,391	283,185	278,695	34,881	258,045	256,045	36,881
429 2010 GO Bonds	42,668	622,137	615,599	49,206	580,225	577,225	52,206
432 2013 Refunding 2010A	23,735	687,699	680,513	30,921	757,263	753,515	34,669
433 2015 GO Bond Issue	2,358	592,930	590,675	4,613	583,050	583,050	4,613
501 Water and Sewer	7,573,629	7,869,477	8,239,878	7,203,228	8,475,084	8,300,736	7,377,576
508 Wat and Sew Capital	2,130,072	1,445,930	1,297,900	2,278,102	1,438,927	1,415,000	2,302,029
510 Deerpath Golf Course	359,153	1,558,921	1,875,020	43,054	1,521,690	1,880,597	(315,853)
601 Fleet	789,156	1,825,768	1,914,638	700,286	1,880,437	1,991,365	589,358
605 Liability Insurance	2,035,938	1,364,348	1,149,833	2,250,453	1,358,348	1,252,787	2,356,014
610 Self Insurance	3,649,659	5,481,000	5,285,000	3,845,659	5,576,000	5,585,000	3,836,659
701 Fire Pension	38,685,521	3,684,085	2,885,391	39,484,215	5,158,321	3,183,590	41,458,946
702 Police Pension	33,350,827	3,955,200	3,095,022	34,211,005	5,940,726	3,360,806	36,790,925
709 Trust Care Funds	556,077	64,549	33,000	587,626	0	0	587,626
		87,209,443	90,111,342		87,525,391	87,083,254	

**CITY OF LAKE FOREST
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2021 (MAY 1, 2020 - APRIL 30, 2021)**

DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 PRELIMINARY BUDGET	2020-21 PROPOSED BUDGET
GENERAL FUND					
REVENUES					
PROPERTY TAXES	19,235,378	18,989,621	18,876,835	20,230,689	20,230,689
OTHER TAXES	506,867	520,461	547,389	575,460	479,008
INCOME TAXES	2,004,446	1,820,000	1,748,936	1,860,000	1,021,074
UTILITY TAXES	3,603,381	3,506,160	3,351,254	3,373,730	3,373,730
SALES AND USE TAXES	3,289,889	2,798,000	3,077,596	3,003,881	2,181,811
OTHER REVENUE	68,768	10,000	59,789	10,000	10,000
LICENSES AND PERMITS	233,865	233,056	217,797	232,180	232,180
VEHICLE LICENSES	1,267,312	1,269,000	1,245,000	1,257,450	1,257,450
BUILDING PERMITS	1,955,526	882,600	1,424,000	773,000	773,000
CHARGES FOR SERVICES	3,536,884	3,544,711	3,723,185	3,598,797	3,563,037
GRANTS/CONTRIBUTIONS	27,560		13,947		
SANITATION FEE		915,000	920,000	920,000	920,000
FINES & FORFEITS	355,304	227,000	226,700	226,500	226,500
INTEREST/INVESTMENTS	842,988	786,665	653,911	816,000	550,000
FRANCHISE FEES	513,410	520,000	510,000	515,000	515,000
PUBLIC SAFETY PENSION FEE	585,372	592,000	586,000	590,000	590,000
	38,026,950	36,614,274	37,182,339	37,982,687	35,923,479
EXPENSES					
SALARIES AND WAGES	15,386,893	16,151,504	16,035,070	16,273,831	16,608,949
EMPLOYEE INSURANCE	2,899,598	3,203,616	2,982,028	3,262,555	3,262,919
CONTRACTUAL SERVICES	2,762,355	2,945,567	2,910,054	3,035,795	3,065,795
OTHER EMPLOYEE BENEFITS	639,663	677,433	689,377	690,703	704,416
EMPLOYER PENSION COSTS	4,986,334	5,278,097	5,156,965	6,042,779	6,060,354
CONTRA ACCOUNTS	(474,856)	(335,627)	(435,233)	(348,875)	(348,875)
SUPPLIES	924,063	1,069,098	1,033,770	913,920	913,920
OTHER OPERATING	1,405,515	1,758,247	1,749,408	2,173,392	1,733,892
UTILITIES	172,446	197,683	182,082	191,623	191,623
CAPITAL IMPROVEMENTS					
INTERNAL SERVICES	2,575,621	2,588,228	2,480,253	2,659,955	2,659,955
OPERATING CAPITAL	58,823	241,948	238,748	155,000	155,000
INTER-FUND TRANSFERS	6,719,744	2,050,722	3,513,180	2,059,222	859,222
	38,056,199	35,826,516	36,535,702	37,109,900	35,867,170
NET - GENERAL FUND (101)	(29,249)	787,758	646,637	872,787	56,309

**CITY OF LAKE FOREST
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2021 (MAY 1, 2020 - APRIL 30, 2021)**

DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 PRELIMINARY BUDGET	2020-21 PROPOSED BUDGET
FLEX FUND					
REVENUES					
INTEREST/INVESTMENTS	176	150	150	150	150
	176	150	150	150	150
EXPENSES					
OTHER EMPLOYEE BENEFITS	1,125	5,000	4,650	5,000	5,000
OTHER OPERATING	3,939	4,800	3,009	4,800	4,800
	5,064	9,800	7,659	9,800	9,800
NET - FLEX FUND (120)	(4,888)	(9,650)	(7,509)	(9,650)	(9,650)
LF HOSPITAL PROJECT FUND					
REVENUES					
INTEREST/INVESTMENTS	3,328				
	3,328				
EXPENSES					
CONTRACTUAL SERVICES					
CONTRA ACCOUNTS					
INTER-FUND TRANSFERS	318,128				
	318,128				
NET- LF HOSPITAL PROJECT (122)	(314,800)				
MS SITE PROJECT FUND					
REVENUES					
INTEREST/INVESTMENTS	13,236	5,000	10,800		
	13,236	5,000	10,800		
EXPENSES					
CONTRACTUAL SERVICES					
CONTRA ACCOUNTS		25,000			
INTER-FUND TRANSFERS			593,211		
		25,000	593,211		
NET-MS SITE PROJECT (124)	13,236	(20,000)	(582,411)		

**CITY OF LAKE FOREST
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2021 (MAY 1, 2020 - APRIL 30, 2021)**

DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 PRELIMINARY BUDGET	2020-21 PROPOSED BUDGET
PARK AND PUBLIC LAND FUND					
REVENUES					
CHARGES FOR SERVICES	157,018	86,806	121,743	79,604	79,604
GRANTS/CONTRIBUTIONS		280,000	285,000	50,000	50,000
INTER-FUND TRANSFERS					
INTEREST/INVESTMENTS	27,826	15,566	23,000	11,000	8,000
	184,844	382,372	429,743	140,604	137,604
EXPENSES					
CONTRACTUAL SERVICES				100,000	100,000
CAPITAL IMPROVEMENTS	3,747	1,035,000	1,035,865	330,000	330,000
	3,747	1,035,000	1,035,865	430,000	430,000
NET-PARK AND PUBLIC LAND FUND (201)	181,097	(652,628)	(606,122)	(289,396)	(292,396)
MOTOR FUEL TAX FUND					
REVENUES					
INTERGOVERNMENTAL	491,827	505,762	700,108	789,149	689,149
GRANTS/CONTRIBUTIONS			27,370		
INTEREST/INVESTMENTS	17,566	25,335	24,616	35,545	22,000
	509,393	531,097	752,094	824,694	711,149
EXPENSES					
CAPITAL IMPROVEMENTS	4,998	32,533	32,533	1,750,000	1,750,000
	4,998	32,533	32,533	1,750,000	1,750,000
NET-MOTOR FUEL TAX FUND (202)	504,395	498,564	719,561	(925,306)	(1,038,851)

CITY OF LAKE FOREST
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2021 (MAY 1, 2020 - APRIL 30, 2021)

DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 PRELIMINARY BUDGET	2020-21 PROPOSED BUDGET
EMERGENCY TELEPHONE FUND					
REVENUES					
INTERGOVERNMENTAL	426,106	246,000	420,000	420,000	420,000
INTEREST/INVESTMENTS	6,561	5,000	7,200	5,000	5,000
	432,667	251,000	427,200	425,000	425,000
EXPENSES					
CONTRACTUAL SERVICES	204,349	219,800	214,544	218,444	218,444
OTHER OPERATING			1,571	2,500	2,500
CAPITAL IMPROVEMENTS	114,804	11,997	11,997	54,712	54,712
OPERATING CAPITAL	45,826				
	364,979	231,797	228,112	275,656	275,656
NET-EMERGENCY TELEPHONE (205)	67,688	19,203	199,088	149,344	149,344
SENIOR RESOURCES FUND					
REVENUES					
OTHER REVENUE	40		2,442		
CHARGES FOR SERVICES	216,207	244,625	199,974	213,321	213,321
GRANTS/CONTRIBUTIONS	117,535	122,000	155,900	120,000	120,000
INTER-FUND TRANSFERS	240,529	265,722	228,180	274,222	274,222
INTEREST/INVESTMENTS	4,233	3,500	3,728	3,500	2,500
	578,544	635,847	590,224	611,043	610,043
EXPENSES					
SALARIES AND WAGES	274,693	294,229	262,034	278,000	273,552
EMPLOYEE INSURANCE	59,403	62,231	56,889	63,970	63,970
CONTRACTUAL SERVICES	36,956	50,734	35,687	50,234	50,234
OTHER EMPLOYEE BENEFITS	20,542	21,934	19,978	20,692	20,352
EMPLOYER PENSION COSTS	24,588	27,436	21,707	25,488	24,954
SUPPLIES	19,165	23,500	15,510	23,300	23,300
OTHER OPERATING	125,442	122,050	112,749	118,750	118,750
UTILITIES	9,041	9,289	9,289	8,613	8,613
CAPITAL IMPROVEMENTS			60,418		
INTERNAL SERVICES	18,264	21,831	21,831	21,983	21,983
	588,094	633,234	616,092	611,030	605,708
NET-SENIOR RESOURCES FUND (210)	(9,550)	2,613	(25,868)	13	4,335

**CITY OF LAKE FOREST
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2021 (MAY 1, 2020 - APRIL 30, 2021)**

DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 PRELIMINARY BUDGET	2020-21 PROPOSED BUDGET
PARKS AND RECREATION FUND					
REVENUES					
PROPERTY TAXES	5,200,983	5,315,794	5,299,934	5,414,450	5,414,450
OTHER TAXES	40,787	40,000	40,190	40,000	40,000
OTHER REVENUE	26,017	30,050	31,290	30,500	30,500
CHARGES FOR SERVICES	2,796,791	3,363,711	2,314,287	3,316,757	2,298,976
GRANTS/CONTRIBUTIONS	218,928	185,102	203,655	208,900	188,000
INTER-FUND TRANSFERS	308,500	285,000	285,000	285,000	285,000
INTEREST/INVESTMENTS	78,312	75,000	75,000	75,000	75,000
	8,670,318	9,294,657	8,249,356	9,370,607	8,331,926
EXPENSES					
SALARIES AND WAGES	4,433,477	4,574,738	4,529,861	4,727,919	4,727,919
EMPLOYEE INSURANCE	590,753	729,267	563,229	662,426	662,426
CONTRACTUAL SERVICES	905,345	965,337	917,218	1,140,079	1,140,079
OTHER EMPLOYEE BENEFITS	334,450	345,892	345,000	353,688	353,688
EMPLOYER PENSION COSTS	353,183	363,254	339,379	389,339	389,339
CONTRA ACCOUNTS					
SUPPLIES	569,812	609,207	485,709	612,241	612,241
OTHER OPERATING	281,108	303,507	289,637	308,949	308,949
UTILITIES	50,034	52,970	49,801	52,206	52,206
CAPITAL IMPROVEMENTS	150,000	302,873	315,468	155,000	155,000
INTERNAL SERVICES	567,538	585,497	585,497	582,265	582,265
OPERATING CAPITAL	234,331	363,220	298,986	298,000	298,000
INTER-FUND TRANSFERS	362,000	50,000	95,000	90,000	90,000
	8,832,031	9,245,762	8,814,785	9,372,112	9,372,112
NET-PARKS & RECREATION FUND (220)	(161,713)	48,895	(565,429)	(1,505)	(1,040,186)

NOTE: FY20 projected deficit is due to the cancellation of spring activities and programs due to the COVID 19 pandemic and Governor's stay-at-home order. For FY21, the City has opted to budget for summer activities and program expenses, but not the associated revenues, as a very conservative projection. It is anticipated that if summer activities can be conducted, revenue would increase, and if not, expenses would decrease.

**CITY OF LAKE FOREST
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2021 (MAY 1, 2020 - APRIL 30, 2021)**

DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 PRELIMINARY BUDGET	2020-21 PROPOSED BUDGET
PARKS EQUIPMENT RESERVE FUND					
REVENUES					
INTER-FUND TRANSFERS	150,000	255,000	255,000	155,000	155,000
INTEREST/INVESTMENTS	3,806	3,000	2,167	2,000	2,000
	153,806	258,000	257,167	157,000	157,000
EXPENSES					
CAPITAL IMPROVEMENTS	149,651	255,000	255,000	155,000	155,000
	149,651	255,000	255,000	155,000	155,000
NET-PARKS EQUIP RESERVE FUND (223)	4,155	3,000	2,167	2,000	2,000

SPECIAL RECREATION FUND					
REVENUES					
PROPERTY TAXES	464,028	474,817	474,817	483,839	483,839
INTEREST/INVESTMENTS	17,108	15,000	12,000	15,000	10,000
	481,136	489,817	486,817	498,839	493,839
EXPENSES					
SALARIES AND WAGES	43,319	43,409	47,280	45,650	45,650
EMPLOYEE INSURANCE	952		2,890	3,040	3,040
CONTRACTUAL SERVICES	255,827	277,494	277,494	289,971	289,971
OTHER EMPLOYEE BENEFITS	3,289	3,321	3,117	3,492	3,492
EMPLOYER PENSION COSTS	4,788	5,209	4,926	5,000	5,000
CAPITAL IMPROVEMENTS	23,913	170,384	502,654	151,686	151,686
	332,088	499,817	838,361	498,839	498,839
NET-SPECIAL RECREATION FUND (224)	149,048	(10,000)	(351,544)		(5,000)

**CITY OF LAKE FOREST
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2021 (MAY 1, 2020 - APRIL 30, 2021)**

DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 PRELIMINARY BUDGET	2020-21 PROPOSED BUDGET
CEMETERY FUND					
REVENUES					
OTHER REVENUE	720		453		
CHARGES FOR SERVICES	943,970	647,600	666,700	737,900	737,900
GRANTS/CONTRIBUTIONS	10,360	532,000	32,000	12,000	12,000
FINANCE/ADMIN SERVICES	36,872	30,000	30,000	30,000	30,000
INTEREST/INVESTMENTS	760,846	50,000	580,000	50,000	50,000
BOND PROCEEDS/FINANCING		1,165,000		1,600,000	1,600,000
	1,752,768	2,424,600	1,309,153	2,429,900	2,429,900
EXPENSES					
SALARIES AND WAGES	286,448	298,004	302,595	309,926	309,926
EMPLOYEE INSURANCE	50,776	72,806	63,838	68,710	68,710
CONTRACTUAL SERVICES	87,965	67,715	66,215	66,960	66,960
OTHER EMPLOYEE BENEFITS	21,398	22,397	23,207	23,309	23,309
EMPLOYER PENSION COSTS	29,118	34,366	29,450	35,797	35,797
CONTRA ACCOUNTS	(9)		(21,972)		
SUPPLIES	30,879	49,750	47,564	45,800	45,800
OTHER OPERATING	159,979	40,666	87,866	41,396	41,396
UTILITIES	11,647	16,861	15,090	16,590	16,590
CAPITAL IMPROVEMENTS	200,936	2,535,610	485,200	1,930,000	1,930,000
INTERNAL SERVICES	38,570	48,702	48,702	44,736	44,736
OPERATING CAPITAL	13,711	14,000	12,000	14,000	14,000
	931,418	3,200,877	1,159,755	2,597,224	2,597,224
NET-CEMETERY FUND (230)	821,350	(776,277)	149,398	(167,324)	(167,324)
FOREIGN FIRE INSURANCE FUND					
REVENUES					
OTHER REVENUE	71,739	54,000	135,000	100,000	100,000
INTEREST/INVESTMENTS	3,466				
	75,205	54,000	135,000	100,000	100,000
EXPENSES					
CONTRACTUAL SERVICES	59,039	100,000	100,000	100,000	100,000
	59,039	100,000	100,000	100,000	100,000
NET-FOREIGN FIRE FUND (245)	16,166	(46,000)	35,000		

CITY OF LAKE FOREST
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2021 (MAY 1, 2020 - APRIL 30, 2021)

DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 PRELIMINARY BUDGET	2020-21 PROPOSED BUDGET
POLICE RESTRICTED FUND					
REVENUES					
OTHER REVENUE	44,639	32,700	43,500	42,900	42,900
INTER-FUND TRANSFERS					
INTEREST/INVESTMENTS	3,839	1,950	2,000	2,000	2,000
	48,478	34,650	45,500	44,900	44,900
EXPENSES					
SUPPLIES		1,000		1,000	1,000
OPERATING CAPITAL	112,648	87,459	20,205	87,000	87,000
	112,648	88,459	20,205	88,000	88,000
NET-POLICE RESTRICTED FUND (247)	(64,170)	(53,809)	25,295	(43,100)	(43,100)
HOUSING TRUST FUND					
REVENUES					
OTHER TAXES	36,000	36,000	36,000	36,000	36,000
OTHER REVENUE					
INTEREST/INVESTMENTS	35,886	32,640	26,954	25,000	25,000
	71,886	68,640	62,954	61,000	61,000
EXPENSES					
CONTRACTUAL SERVICES	150,000	380,000	353,000	565,000	565,000
	150,000	380,000	353,000	565,000	565,000
NET-HOUSING TRUST FUND (248)	(78,114)	(311,360)	(290,046)	(504,000)	(504,000)

**CITY OF LAKE FOREST
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2021 (MAY 1, 2020 - APRIL 30, 2021)**

DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 PRELIMINARY BUDGET	2020-21 PROPOSED BUDGET
CAPITAL IMPROVEMENTS FUND					
REVENUES					
PROPERTY TAXES	824,585	1,739,989	1,734,477	1,547,764	1,547,764
OTHER TAXES	1,507,595	1,507,331	1,213,065	1,230,721	936,000
SALES AND USE TAXES		500,000	450,000	636,000	520,000
OTHER REVENUE	264,104	86,000	140,020	88,000	88,000
CHARGES FOR SERVICES	46,305	13,210	19,200	13,210	13,210
GRANTS/CONTRIBUTIONS	1,617,926	92,336	486,235		
INTER-FUND TRANSFERS	5,918,128	1,500,000	2,593,211	1,500,000	300,000
SANITATION FEE	652,995				
FINES & FORFEITS			750		
INTEREST/INVESTMENTS	172,286	128,136	179,608	138,772	60,000
	11,003,924	5,567,002	6,816,566	5,154,467	3,464,974
EXPENSES					
CONTRACTUAL SERVICES	26,584	76,555	30,835	218,750	218,750
SUPPLIES					
CAPITAL IMPROVEMENTS	5,987,561	9,214,806	9,710,974	7,644,350	4,044,350
	6,014,145	9,291,361	9,741,809	7,863,100	4,263,100
NET-CAPITAL IMPROVEMENTS FUND (301)	4,989,779	(3,724,359)	(2,925,243)	(2,708,633)	(798,126)
LAUREL/WESTERN REDEVELOPMENT FUND (TIF)					
REVENUES					
PROPERTY TAXES	88,182	327,930	222,945	311,415	311,415
INTEREST/INVESTMENTS	720		42		
	88,902	327,930	222,987	311,415	311,415
EXPENSES					
CONTRACTUAL SERVICES	537,197	846,881	704,178	238,766	238,766
INTER-FUND TRANSFERS	239,313	362,063	362,063	356,688	356,688
	776,510	1,208,944	1,066,241	595,454	595,454
NET-LAUREL/WESTERN REDEV (322)	(687,608)	(881,014)	(843,254)	(284,039)	(284,039)

**CITY OF LAKE FOREST
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2021 (MAY 1, 2020 - APRIL 30, 2021)**

DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 PRELIMINARY BUDGET	2020-21 PROPOSED BUDGET
SSA 25 KNOLLWOOD SEWER FUND					
REVENUES					
PROPERTY TAXES	75,110	73,433	73,488	76,775	76,775
INTEREST/INVESTMENTS	1,044		865	750	750
	76,154	73,433	74,353	77,525	77,525
EXPENSES					
DEBT SERVICE	74,525	72,932	72,933	76,275	76,275
	74,525	72,932	72,933	76,275	76,275
NET-SSA 25 KNOLLWOOD SEWER (422)	1,629	501	1,420	1,250	1,250
SSA 26 WAUKEGAN SEWER FUND					
REVENUES					
PROPERTY TAXES	20,814	21,056	21,072	21,326	21,326
INTEREST/INVESTMENTS	262		250	200	200
	21,076	21,056	21,322	21,526	21,526
EXPENSES					
DEBT SERVICE	20,308	20,556	20,565	20,830	20,830
	20,308	20,556	20,565	20,830	20,830
NET-SSA 26 WAUKEGAN SEWER (423)	768	500	757	696	696
SSA 29 SAUNDERS ROAD SEWER					
REVENUES					
PROPERTY TAXES	146,981	148,570	148,682	150,445	150,445
INTEREST/INVESTMENTS	1,400		1,303	1,400	1,400
	148,381	148,570	149,985	151,845	151,845
EXPENSES					
DEBT SERVICE	146,278	148,070	148,070	149,943	149,943
	146,278	148,070	148,070	149,943	149,943
NET-SSA 29 SAUNDERS RD SEWER (424)	2,103	500	1,915	1,902	1,902

**CITY OF LAKE FOREST
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2021 (MAY 1, 2020 - APRIL 30, 2021)**

DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 PRELIMINARY BUDGET	2020-21 PROPOSED BUDGET
2004B/2011B STORM SEWER					
REVENUES					
SALES AND USE TAXES		606,000	520,000	636,000	520,000
INTER-FUND TRANSFERS	574,215				
INTEREST/INVESTMENTS	37,088	38,188	30,504	32,737	24,000
	611,303	644,188	550,504	668,737	544,000
EXPENSES					
DEBT SERVICE	521,105	530,280	530,280	523,427	523,427
INTER-FUND TRANSFERS					
	521,105	530,280	530,280	523,427	523,427
NET-2004B/2011B STORM SEWER (425)	90,198	113,908	20,224	145,310	20,573
2009 GO BONDS/WESTERN AVENUE					
REVENUES					
PROPERTY TAXES	281,731	278,195	280,832	255,545	255,545
INTEREST/INVESTMENTS	2,501	1,500	2,353	2,500	2,500
	284,232	279,695	283,185	258,045	258,045
EXPENSES					
DEBT SERVICE	279,245	278,695	278,695	256,045	256,045
	279,245	278,695	278,695	256,045	256,045
NET 2009 GO BONDS (428)	4,987	1,000	4,490	2,000	2,000
2010 GO BOND ISSUE					
REVENUES					
PROPERTY TAXES	488,887	467,544	470,890	576,225	576,225
INTERGOVERNMENTAL	150,003	147,055	147,604		
INTEREST/INVESTMENTS	3,798		3,643	4,000	4,000
	642,688	614,599	622,137	580,225	580,225
EXPENSES					
DEBT SERVICE	634,599	615,599	615,599	577,225	577,225
	634,599	615,599	615,599	577,225	577,225
2010 GO BOND ISSUE (429)	8,089	(1,000)	6,538	3,000	3,000

**CITY OF LAKE FOREST
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2021 (MAY 1, 2020 - APRIL 30, 2021)**

DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 PRELIMINARY BUDGET	2020-21 PROPOSED BUDGET
2013 REFUNDING BOND ISSUE (2010A)					
REVENUES					
PROPERTY TAXES	538,604	679,763	683,642	752,763	752,763
INTEREST/INVESTMENTS	3,919		4,057	4,500	4,500
	542,523	679,763	687,699	757,263	757,263
EXPENSES					
DEBT SERVICE	534,513	680,513	680,513	753,515	753,515
	534,513	680,513	680,513	753,515	753,515
NET-2013 REFUNDING BONDS (432)	8,010	(750)	7,186	3,748	3,748
2015 GO BOND ISSUE					
REVENUES					
PROPERTY TAXES	226,490	227,613	229,772	225,362	225,362
INTER-FUND TRANSFERS	239,313	362,063	362,063	356,688	356,688
INTEREST/INVESTMENTS	1,208	1,000	1,095	1,000	1,000
	467,011	590,676	592,930	583,050	583,050
EXPENSES					
DEBT SERVICE	465,050	590,675	590,675	583,050	583,050
	465,050	590,675	590,675	583,050	583,050
NET-2015 GO BOND ISSUE (433)	1,961	1	2,255		

**CITY OF LAKE FOREST
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2021 (MAY 1, 2020 - APRIL 30, 2021)**

DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 PRELIMINARY BUDGET	2020-21 PROPOSED BUDGET
WATER AND SEWER OPERATING FUND					
REVENUES					
OTHER REVENUE	16,512	1,500	1,000	1,000	1,000
CHARGES FOR SERVICES	8,046,206	8,237,886	7,741,977	8,369,084	8,369,084
GRANTS/CONTRIBUTIONS					
INTER-FUND TRANSFERS	3,841,704		2,500		
INTEREST/INVESTMENTS	168,141	182,070	124,000	140,010	105,000
	12,072,563	8,421,456	7,869,477	8,510,094	8,475,084
EXPENSES					
SALARIES AND WAGES	1,739,105	1,783,616	1,792,351	1,730,115	1,765,397
EMPLOYEE INSURANCE	360,597	416,735	353,576	414,938	414,938
CONTRACTUAL SERVICES	327,713	396,551	391,024	365,983	365,983
OTHER EMPLOYEE BENEFITS	130,472	133,429	136,204	129,242	131,941
EMPLOYER PENSION COSTS	193,086	205,015	182,871	198,596	202,830
GASB AUDIT ENTRIES	3,996,160				
CONTRA ACCOUNTS	(79)				
SUPPLIES	332,794	368,778	444,982	412,591	412,591
OTHER OPERATING	485,030	506,049	480,194	569,182	518,182
UTILITIES	344,154	398,487	325,271	398,446	398,446
CAPITAL IMPROVEMENTS	78,141	69,208	53,800	43,800	43,800
INTERNAL SERVICES	203,615	191,943	191,945	201,291	201,291
DEBT SERVICE	602,346	2,487,655	2,487,660	2,445,337	2,445,337
INTER-FUND TRANSFERS	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000
	10,193,134	8,357,466	8,239,878	8,309,521	8,300,736
NET-WATER/SEWER OPERATING (501)	1,879,429	63,990	(370,401)	200,573	174,348

**CITY OF LAKE FOREST
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2021 (MAY 1, 2020 - APRIL 30, 2021)**

DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 PRELIMINARY BUDGET	2020-21 PROPOSED BUDGET
WATER AND SEWER CAPITAL FUND					
REVENUES					
PROPERTY TAXES	3,933	3,927	3,930	3,927	3,927
INTER-FUND TRANSFERS	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000
INTEREST/INVESTMENTS	101,107	44,885	42,000	44,885	35,000
	1,505,040	1,448,812	1,445,930	1,448,812	1,438,927
EXPENSES					
CONTRACTUAL SERVICES				30,000	30,000
GASB AUDIT ENTRIES	(3,839,704)				
CAPITAL IMPROVEMENTS	4,045,532	1,401,226	1,297,900	1,385,000	1,385,000
DEBT SERVICE					
INTER-FUND TRANSFERS	3,839,704				
	4,045,532	1,401,226	1,297,900	1,415,000	1,415,000
NET-WATER/SEWER CAPITAL (508)	(2,540,492)	47,586	148,030	33,812	23,927

**CITY OF LAKE FOREST
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2021 (MAY 1, 2020 - APRIL 30, 2021)**

DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 PRELIMINARY BUDGET	2020-21 PROPOSED BUDGET
DEERPETH GOLF COURSE FUND					
REVENUES					
OTHER REVENUE	51,546	5,033	1,000	5,033	5,033
CHARGES FOR SERVICES	1,524,408	1,815,784	1,453,378	1,858,784	1,466,657
GRANTS/CONTRIBUTIONS	228,332				
INTER-FUND TRANSFERS	362,000	50,000	95,000	90,000	50,000
INTEREST/INVESTMENTS	9,939		9,543		
	2,176,225	1,870,817	1,558,921	1,953,817	1,521,690
EXPENSES					
SALARIES AND WAGES	537,775	567,755	531,764	568,139	568,139
EMPLOYEE INSURANCE	30,522	16,888	27,314	18,182	18,182
CONTRACTUAL SERVICES	440,807	540,205	425,307	557,894	511,317
OTHER EMPLOYEE BENEFITS	41,677	58,271	45,872	55,585	55,585
EMPLOYER PENSION COSTS	3,904	3,242	2,937	3,376	3,376
GASB AUDIT ENTRIES	186,617				
CONTRA ACCOUNTS			(6,451)		
SUPPLIES	310,172	329,824	286,675	356,485	328,264
OTHER OPERATING	70,531	76,789	71,549	81,921	81,921
UTILITIES	105,575	100,899	77,263	97,195	97,195
CAPITAL IMPROVEMENTS	93,968	235,000	247,740	50,000	50,000
INTERNAL SERVICES	53,805	59,080	51,530	55,771	55,771
DEBT SERVICE	16,874	113,520	113,520	108,173	110,847
OPERATING CAPITAL		4,342			
	1,892,227	2,105,815	1,875,020	1,952,721	1,880,597
NET-DEERPETH GOLF COURSE FUND (510)	283,998	(234,998)	(316,099)	1,096	(358,907)

NOTE: FY20 projected deficit is due to the opening date of the course being delayed as a result of the COVID 19 pandemic and Governor's stay-at-home order. For FY21, the City has opted to budget expenses for a May 1 opening but revenue for a June 1 opening, as a very conservative projection. It is anticipated that if the course is open on May 1, revenue would increase, and if not, expenses would decrease.

**CITY OF LAKE FOREST
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2021 (MAY 1, 2020 - APRIL 30, 2021)**

DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 PRELIMINARY BUDGET	2020-21 PROPOSED BUDGET
FLEET FUND					
REVENUES					
OTHER REVENUE	9,490	4,000	4,730	4,000	4,000
INTER-FUND TRANSFERS	1,748,788	1,805,638	1,805,638	1,865,437	1,865,437
INTEREST/INVESTMENTS	20,110	15,000	15,400	15,000	11,000
	1,778,388	1,824,638	1,825,768	1,884,437	1,880,437
EXPENSES					
SALARIES AND WAGES	490,767	555,805	542,130	573,567	574,342
EMPLOYEE INSURANCE	89,892	98,378	96,441	101,336	101,336
CONTRACTUAL SERVICES	24,553	25,000	21,000	25,357	25,357
OTHER EMPLOYEE BENEFITS	37,922	41,902	40,817	43,341	43,401
EMPLOYER PENSION COSTS	54,252	64,553	60,507	67,007	67,100
GASB AUDIT ENTRIES	(72,802)				
CONTRA ACCOUNTS	(27,340)		(443)		
SUPPLIES	953,914	865,322	947,470	963,500	963,500
OTHER OPERATING	170,264	253,585	196,741	206,337	206,337
UTILITIES	1,514	1,491	1,373	1,382	1,382
INTERNAL SERVICES	7,836	8,602	8,602	8,610	8,610
	1,730,772	1,914,638	1,914,638	1,990,437	1,991,365
NET-FLEET FUND (601)	47,616	(90,000)	(88,870)	(106,000)	(110,928)

**CITY OF LAKE FOREST
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2021 (MAY 1, 2020 - APRIL 30, 2021)**

DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 PRELIMINARY BUDGET	2020-21 PROPOSED BUDGET
LIABILITY INSURANCE FUND					
REVENUES					
OTHER REVENUE	509,278				
INTER-FUND TRANSFERS	1,327,356	1,327,348	1,327,348	1,327,348	1,327,348
INTEREST/INVESTMENTS	40,162	40,800	37,000	42,000	31,000
	1,876,796	1,368,148	1,364,348	1,369,348	1,358,348
EXPENSES					
CONTRACTUAL SERVICES	377,343	304,744	304,744	302,787	302,787
INTERNAL SERVICES	829,044	950,000	845,089	950,000	950,000
	1,206,387	1,254,744	1,149,833	1,252,787	1,252,787
NET-LIABILITY INSURANCE FUND (605)	670,409	113,404	214,515	116,561	105,561
SELF INSURANCE FUND					
REVENUES					
CHARGES FOR SERVICES	4,980,451	5,508,000	5,400,000	5,508,000	5,508,000
INTEREST/INVESTMENTS	111,793	104,040	81,000	89,760	68,000
	5,092,244	5,612,040	5,481,000	5,597,760	5,576,000
EXPENSES					
CONTRACTUAL SERVICES	5,243,704	5,997,000	5,285,000	5,585,000	5,585,000
	5,243,704	5,997,000	5,285,000	5,585,000	5,585,000
NET-SELF INSURANCE FUND (610)	(151,460)	(384,960)	196,000	12,760	(9,000)

**CITY OF LAKE FOREST
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2021 (MAY 1, 2020 - APRIL 30, 2021)**

DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 PRELIMINARY BUDGET	2020-21 PROPOSED BUDGET
FIREFIGHTER PENSION FUND					
REVENUES					
PROPERTY TAXES	1,537,958	1,646,568	1,641,269		
OTHER REVENUE					
GRANTS/CONTRIBUTIONS	311,675	315,000	315,000	315,650	315,650
INTER-FUND TRANSFERS				2,075,171	2,075,171
INTEREST/INVESTMENTS	3,095,789	2,560,000	1,550,000	2,767,500	2,767,500
PUBLIC SAFETY PENSION FEE	181,487	180,000	177,816		
	5,126,909	4,701,568	3,684,085	5,158,321	5,158,321
EXPENSES					
CONTRACTUAL SERVICES	116,252	115,030	145,000	145,180	145,180
OTHER OPERATING	2,581,621	2,750,000	2,740,391	3,038,410	3,038,410
	2,697,873	2,865,030	2,885,391	3,183,590	3,183,590
NET-FIREFIGHTER PENSION FUND (701)	2,429,036	1,836,538	798,694	1,974,731	1,974,731
POLICE PENSION FUND					
REVENUES					
PROPERTY TAXES	2,100,626	2,194,845	2,187,964		
OTHER REVENUE					
GRANTS/CONTRIBUTIONS	392,258	390,000	410,000	420,000	420,000
INTER-FUND TRANSFERS				3,090,726	3,090,726
INTEREST/INVESTMENTS	1,798,474	2,250,000	975,000	2,430,000	2,430,000
PUBLIC SAFETY PENSION FEE	403,955	400,000	382,236		
	4,695,313	5,234,845	3,955,200	5,940,726	5,940,726
EXPENSES					
CONTRACTUAL SERVICES	142,879	180,030	206,000	220,180	220,180
OTHER OPERATING	2,852,542	3,150,000	2,889,022	3,140,626	3,140,626
	2,995,421	3,330,030	3,095,022	3,360,806	3,360,806
NET-POLICE PENSION FUND (702)	1,699,892	1,904,815	860,178	2,579,920	2,579,920

**CITY OF LAKE FOREST
ANNUAL BUDGET SUMMARY
FISCAL YEAR 2021 (MAY 1, 2020 - APRIL 30, 2021)**

DESCRIPTION	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 PROJECTED ACTIVITY	2020-21 PRELIMINARY BUDGET	2020-21 PROPOSED BUDGET
TRUST CARE FUNDS (CEMETERY)					
REVENUES					
INTEREST/INVESTMENTS	57,749		64,549		
	57,749		64,549		
EXPENSES					
CONTRACTUAL SERVICES	3,071		3,000		
OTHER OPERATING	36,872		30,000		
	39,943		33,000		
NET-TRUST CARE FUNDS (709)	17,806		31,549		

TOTAL ALL CITY FUNDS					
ESTIMATED REVENUES - ALL FUNDS	99,270,156	90,473,340	87,209,443	93,073,837	87,525,391
ESTIMATED EXPENSES - ALL FUNDS	89,419,355	92,227,369	90,111,342	92,011,287	87,083,254
NET - ALL FUNDS	9,850,801	(1,754,029)	(2,901,899)	1,062,550	442,137

**THE CITY OF LAKE FOREST
PAY PLAN FY2021**

OPERATIONAL AND CLERICAL CLASSIFICATION

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Maintenance Worker I	\$41,539	\$43,843	\$46,148	\$48,452	\$50,756	\$53,061	\$55,365
Graphic Designer	\$49,571	\$51,640	\$53,710	\$55,779	\$57,848	\$59,918	\$61,987
Account Clerk II Administrative Assistant I Program Assistant	\$50,513	\$53,612	\$56,711	\$59,810	\$62,908	\$66,007	\$69,106
Records Clerk	\$51,745	\$55,368	\$58,991	\$62,614	\$66,237	\$69,860	\$73,483
Account Clerk III Administrative Assistant II	\$53,009	\$56,905	\$60,800	\$64,696	\$68,591	\$72,487	\$76,382
Community Services Officer	\$54,053	\$57,935	\$61,816	\$65,698	\$69,579	\$73,461	\$77,342
Maintenance Worker II Parts Technician	\$55,028	\$59,081	\$63,134	\$67,187	\$71,240	\$75,293	\$79,346

All positions are eligible for a one-time merit bonus up to \$5,000 based on performance. The amount depends on their classification. This bonus is not part of the employee's base salary. See Directive 2-22.

**THE CITY OF LAKE FOREST
PAY PLAN FY2021**

PROFESSIONAL AND TECHNICAL CLASSIFICATION

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Program Supervisor Youth Worker	\$51,285	\$54,542	\$57,799	\$61,056	\$64,312	\$67,569	\$70,826
Mktng/Commun Specialist	\$61,681	\$64,906	\$68,130	\$71,355	\$74,579	\$77,804	\$81,028
City Clerk Staff Accountant I Human Resources Specialist	\$64,401	\$67,768	\$71,134	\$74,501	\$77,868	\$81,234	\$84,601
Engineering Technician Planning Technician	\$62,768	\$67,093	\$71,418	\$75,743	\$80,067	\$84,392	\$88,717
Water Plant Operator	\$63,320	\$67,259	\$71,199	\$75,138	\$79,077	\$83,017	\$86,956
Mechanic	\$65,887	\$69,917	\$73,946	\$77,976	\$82,006	\$86,035	\$90,065
Staff Accountant II	\$68,193	\$72,289	\$76,384	\$80,480	\$84,576	\$88,671	\$92,767
Building Inspector Engineering Assistant	\$69,664	\$74,241	\$78,817	\$83,394	\$87,971	\$92,547	\$97,124
PC/LAN Support Specialist Plan Reviewer Business Analyst	\$71,536	\$76,285	\$81,034	\$85,783	\$90,532	\$95,281	\$100,030
Firefighter^	\$65,536	\$70,933	\$72,807	\$79,483			
Firefighter Paramedic	\$70,993	\$75,119	\$79,820	\$85,663	\$90,124	\$95,775	\$102,671
Police Officer	\$69,662	\$74,363	\$79,063	\$83,350	\$88,027	\$92,704	\$104,074

^Firefighters are required to become paramedics by the end of probation

**THE CITY OF LAKE FOREST
PAY PLAN FY2021**

SUPERVISORY CLASSIFICATION

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Supervisor I Lead Code Enforcer Lead Plan Reviewer	\$82,243	\$85,959	\$89,675	\$93,391	\$97,107	\$100,823	\$104,539
Chief Water Plant Operator Engineering Supervisor Cemetery Sexton Supervisor II	\$90,000	\$93,372	\$96,745	\$100,117	\$103,489	\$106,862	\$110,234
Fire Lieutenant Paramedic	\$106,085	\$109,905	\$111,604	\$113,304	\$115,003	\$116,702	\$118,401
Police Sergeant	\$109,141	\$111,444	\$113,746	\$116,049	\$118,351	\$120,654	\$122,956

All positions are eligible for a one-time merit bonus up to \$5,000 based on performance. The amount depends on their classification. This bonus is not part of the employee's base salary. See Directive 2-22.

**THE CITY OF LAKE FOREST
PAY PLAN FY2021**

MANAGERIAL AND ADMINISTRATIVE CLASSIFICATION

POSITION	MINIMUM	MAXIMUM
Management Intern	\$38,125	\$50,078
Assistant Planner	\$52,267	\$72,181
Management Analyst Planner Program Manager	\$64,152	\$88,461
Assistant to the City Manager CROYA Manager Senior Resources Manager Senior Planner	\$69,558	\$105,150
Communications Manager	\$67,512	\$108,028
Assistant Director of Finance/IT	\$100,151	\$134,347
Superintendent	\$116,510	\$134,347
Assistant City Manager	\$105,201	\$135,117
Fire Battalion Chief Fire Division Chief Police Commander	\$127,090	\$136,984
Deputy Fire Chief Deputy Police Chief	\$141,520	\$153,820

All positions are eligible for a one-time merit bonus up to \$5,000 based on performance. The amount depends on their classification. This bonus is not part of the employee's base salary. See Directive 2-22.

THE CITY OF LAKE FOREST
PAY PLAN FY2021

EXECUTIVE CLASSIFICATION

POSITION

Level I

City Manager

Merit

Level II

Director of Community Development

Director of Finance

Director of Human Resources

Director of Innovation and Technology

Director of Parks and Recreation

Director of Public Works

Fire Chief

Police Chief

Merit

The City of Lake Forest
FY2021 Vendor Approvals - May 4, 2020

DRAFT for consideration by City Council on 5/4/20

Section 38.37 of Lake Forest City Code: Vendors or other providers delivering services on an unspecified but ongoing basis in annual amounts anticipated to be more than \$20,000, such contracts or similar authorizations shall be presented to the City Council for consideration as part of the review and approval of the City's annual budget. Individual purchases of \$20,000 or greater still require specific City Council approval. (Threshold revised to \$25,000 for FY2021)

<u>Department</u>	<u>Vendor</u>	<u>Approved FY2016</u>	<u>Approved FY2017</u>	<u>Approved FY2018</u>	<u>Approved FY2019</u>	<u>Approved FY2020</u>	<u>Proposed FY2021</u>	<u>Description:</u>
Human Resources	Clark Baird Smith	50,000	50,000	50,000	50,000	70,000	70,000	Professional Services - legal
Police	Smith & LaLuzerne	50,000	50,000	50,000	50,000	50,000	60,000	Professional Services - City Prosecutor
Finance	Speer Financial	25,000	35,000	35,000	35,000	35,000	35,000	Financial Advisory Services
Non-Department	North Shore Gas Company	45,000	45,000	45,000	45,000	45,000	45,000	Utility Services
Non-Department	ComEd	75,000	75,000	75,000	75,000	75,000	75,000	Utility Services
Non-Department	AT&T	55,000	55,000	55,000	55,000	55,000	55,000	Utility Services
Human Resources	IL Dept of Employment Security	60,000	75,000	75,000	75,000	75,000	75,000	Unemployment insurance
Non-Department	Constellation Energy Services	425,000	380,000	380,000	380,000	380,000	380,000	Utility Services
Human Resources	IRMA	1,300,000	1,200,000	1,200,000	1,250,000	1,250,000	1,250,000	Member Contribution and Deductibles
Parks/Recreation	NSSRA	245,000	249,633	262,728	275,000	275,000	315,000	Membership and inclusion services
Parks/Recreation	Friends of LF Parks and Rec			35,000	35,000		57,000	Special Event Contributions/Audit Cost
Cemetery	William Blair & Company			40,000	30,000	30,000	30,000	Cemetery investment services
Finance	Chapman and Cutler			20,000	20,000	20,000	20,000	Bond Counsel Services
Fire	Andres Medical Billing				30,000	30,000	50,000	Ambulance Billing Services
Innovation/Tech	Comcast of Chicago				24,000	24,000	24,000	Internet and television services
Innovation/Tech	Heartland					40,000	40,000	ArcServe and VMWare maint; IT consulting
Public Works	Henry Frerk Sons Inc				25,000	25,000	25,000	Historical mortar matching, testing & supply
Police	Linda Porter				21,000	25,000	21,000	Licensed clinical professional counselor
Public Works	Lyons Electric Company				25,000	25,000	25,000	Street Stop Light Repairs-IDOT Contractor
Police	Northeastern IL Regional Crime Lab						29,500	Forensic Services
Police	Quicket Solutions				30,000	30,000	28,000	Cloud based ticketing/records management
Parks/Recreation	Manfredini Landscaping Design					20,000	30,000	Elawa Farm maintenance/donor reimbursed
Submitted for City Council consideration: May 4, 2020							2,739,500	

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

CALL TO ORDER AND ROLL CALL: Honorable Mayor Pandaleon called the meeting to order at 9:30pm, and the City Clerk Margaret Boyer called the roll of Council members.

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

Absent: None

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE was recited by all those present.

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

Mayor Pandaleon began the meeting by reading an email sent by Lake Forest residents, thanking city employees for their work in recent Stormwater work and those working during the COVID-19 Pandemic.

Mayor Pandaleon also thanked the members of Lake Forest Boy Scout Troop 48 for their philanthropic spirit, donating meals to the North Chicago hospital. Contact information for Boy Scout Troop 48 is Mike Borkowski, mike.borkowski@yahoo.com

COMMENTS BY CITY MANAGER

City Manager Jason Wicha introduced Alderman Beidler to speak about the Welcome Home campaign.

1. Community Spotlight

Welcome Home Campaign Wrap-Up, Alderman Prue Beidler

Alderman Beidler discussed the campaign and highlighted the intentions of the campaign using the four cornerstones for the City; Tradition, Philanthropy, Family and Education, promoting Lake Forest as a great place to live. She thanked the members of the Marketing Team and thanked residents who became very invested in the campaign. The campaign engaged with the community including Lake Forest College, Lake Forest High School, CROYA and other focus groups. High school students created short videos, showing their perspective of how they appreciated Lake Forest., which were shown during the meeting.

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

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

There were no comments from the public

COMMITTEE REPORTS

FINANCE COMMITTEE

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

Mayor Pandaleon reported this item was heard at the Finance Committee meeting and asked the Council if they had any additional questions. There were no further questions on the agenda item.

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

Alderman Preschlack made a motion of approval of a Resolution Adopting the City of Lake Forest 2020 Local Business Grant Program in Response to the COVID-19 Pandemic to Support Recovery of the Local Business Community, seconded by Alderman Beidler. The following voted "Aye": Alderman Beidler, Morris, Notz, Rummel, Preschlack, Goshgarian, Moreno and Buschmann. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

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

Finance Director Elizabeth Holleb reported that these were two separate two supplemental appropriations. The first was a \$575,000 transfer to the capital fund from the MS Site Project Fund, and a \$300,000 transfer to the Special Recreation fund.

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

Alderman Rummel made a motion of approval to waive first reading and grant final approval of the Ordinance making a supplemental appropriation for the fiscal year beginning May 1, 2019 and ending April 30, 2020, seconded by Alderman Morris. The following voted "Aye": Alderman Beidler, Morris, Notz, Rummel, Preschlack, Goshgarian, Moreno and Buschmann. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

PUBLIC WORKS COMMITTEE

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

Mayor Pandaleon stated this is presented every three years to pay for the street resurfacing for the year. Bob Ells addressed the City Council reporting on the process of how the FY21 street resurfacing and patching program is conducted, saying that the Illinois Department of Transportation (IDOT) requires the City to approve a resolution to award the contract.

The City Council has discussion on potential reimbursement for Laurel Avenue paving work.

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

Alderman Preschlack made a motion of approval of an Illinois Department of Transportation Resolution Appropriating \$1,750,000 in Motor Fuel Tax (MFT) Funds to be used for the 2020 Annual Street Resurfacing & Asphalt Patching Program, seconded by Alderman Moreno. The following voted "Aye": Alderman Beidler, Morris, Notz, Rummel, Preschlack, Goshgarian, Moreno and Buschmann. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

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

Mayor Pandaleon asked if there were any questions or comments about the contract. The City Council had discussion on when the project went to bid and if the timing of the bid would affect the cost of the project due to COVID-19.

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

Alderman Buschmann made a motion of approval of award of Bid for the Lake Forest Share of the Joint 2020 Annual Street Resurfacing & Asphalt Patching Program to Peter Baker & Sons for the Not-to Exceed Amount of \$1,750,000, seconded by Alderman Preschlack. The following voted "Aye": Alderman Beidler, Morris, Notz, Rummel, Preschlack, Goshgarian, Moreno and Buschmann. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

ITEMS FOR OMNIBUS VOTE CONSIDERATION

Mayor Pandaleon recognized Deb Fischer and Phil Gayter, for their work on the marketing team.

- 1. Approve the Extension of the Mayor's Declaration of a Local State of Emergency until the next City Council Meeting**
- 2. Approval of the April 6, 2020 City Council Meeting Minutes**
- 3. Resolution of appreciation for Phil Gayter for his work on the Welcome Home Campaign**
- 4. Resolution of appreciation for Deborah Fischer for her work on the Welcome Home Campaign**
- 5. Approval of a Resolution Reallocating 2020 Volume Cap to the Village of Buffalo Grove, Illinois**
- 6. Request Approval to Purchase Necessary Salt Spreading and Plow Mounting Parts for Three Streets Section Trucks via a National Government Joint Purchase Cooperative, Sourcewell, in the Amount of \$52,729 from the FY '20 Fleet Maintenance Operating Budget**
- 7. Ratification of Final Costs for both the North Beach Access Road Ravine and Bluff Projects and Approval to Make a \$54,720 payment to P. Clifford Miller for Additional Expenses Related to the NBAR Bluff Improvements**

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

Mayor Pandaleon asked members of the Council if they would like to remove any item or take it separately. Seeing none, Mayor Pandaleon asked for a motion to approve seven (7) omnibus items as presented.

Alderman Preschlack made a motion to approve the seven (7) omnibus items as presented, seconded by Alderman Buschmann. The following voted "Aye": Alderman Beidler, Morris, Notz, Rummel, Preschlack, Goshgarian, 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.

ORDINANCES

NEW BUSINESS

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

The City Council had discussion on the yard signs available from the Gorton Community Center reading "Even though we are Apart we are in this Together" and that they are being sold for \$10.

The City Council also thanked the Sanitation for offering additional curb side pickup.

City Manager Wicha thanked the IT staff for their continual support to accommodate virtual meetings.

ADJOURNMENT

There being no further business Mayor Pandaleon asked for a motion. Alderman Beidler made a motion to adjourn, seconded by Alderman Moreno. Motion carried unanimously by voice vote at 9:41 pm.

Respectfully Submitted
Margaret Boyer, City Clerk

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



Scope of Services for The City of Lake Forest May 1, 2020 to April 30, 2021

The following summary of services will update our fee and service agreement for The City of Lake Forest effective May 1, 2020. **The fees and commissions are updated to reflect estimated commissions for 2021 (May 1, 2020 to April 30, 2021).**

We are prepared to provide our integrated services as outlined in the Service Agreement for these areas of the clients benefit and risk management programs:

1. Group Life Plans, Medical and Dental Plans
2. Personal Health Care Benefit Advisory Services
3. Voluntary Benefit Programs
4. Disability/Paid Time Off Programs
5. Executive Benefit Plans
6. Business Life and Annuity applications
7. Defined Contribution Retirement Plans
8. Management/Council Advisory Committees
9. Benefit/Wellness Committee
10. Legislative consulting
11. Labor negotiation assistance
12. Risk Management Program Consulting

Our services are delivered to meet your needs as required by your organization. Our services will be based on the following approach, which can be modified as needed:

1. Review and update Operating Plans for our engagement
2. Meet with key management staff regularly to address needs and decision parameters related to strategy
3. Review and recommend strategies to comply with applicable benefit requirements, including long term forecasting
4. Provide annual review and report on benefit plans under management
5. Maintain schedule of working meetings with staff members to support plans
6. Develop and present plan reviews at committee meetings
7. Develop and communicate renewal summaries, Request for Proposal outcomes, bid analyses and results of other work, as needed
8. Present results of research, studies and project work as needed
9. Provide compliance support services for Regulatory reform, including outsourcing as needed

We will perform these services on a coordinated and efficient schedule, which anticipates the needs of your business. We will continually revise our plans as needed to meet your changing needs.



Compensation for Services

We base our fees on the estimated work involved in your engagement with us and include commissions and/or service allowances authorized by the Client. We do not accept any other compensation that is not authorized by a client.

Our services are based on the following fee arrangement:

1. Total Fees, Special Projects and Commissions Estimate: \$ 111,099
2. Commissions from Insurance Contracts
 - 10% Life Insurance
 - \$5,000 per month Stop Loss
 - 10% Transplant
 - \$1.50 per employee Asset Health
 - 7.5%/4% Retiree Medical
 - Asset Health Wellness Total \$ 4,068
 - Benistar Retiree Insurance Total \$ 4,766
 - Total Life Commission \$ 8,390
 - Total Stop Loss Commission \$ 60,000
 - Total Transplant Commission \$ 2,975

Total Estimated Commissions (Included in Premiums) \$ 80,199
3. Net Annual Group Benefit Consulting Fee \$ 23,175
4. Project Fees for Legislative, IRMA Risk Program \$ 7,725

Our firm does not accept special payments, commission overrides, or other special compensation related to insurance and consulting agreements. All fees paid to us out of client payments, are disclosed annually and taken into consideration in setting our compensation. Wright Benefit Strategies does not receive any special payments related to The City of Lake Forest benefit or risk management programs.



Time Period of Services and Agreement Effective May 1, 2020

Our services are to be performed on an annual basis effective the date acceptance of fee agreement. Effective May 2020, and thereafter, this agreement shall be automatically extended for successive one (1) year periods unless modified or cancelled for any reason with ninety days' notice to either party. Our services may be cancelled for any reason with ninety days' notice to either party. Should the scope of services change for any reason, the client and Wright Benefit Strategies agree to modify the scope, fees, and duration of the agreement as needed.

Payment in the event of cancellation: The client and Wright Benefit Strategies understand that the fee agreement is based on annual fees. In the event of termination, the client agrees pay any outstanding portion of the annual fee, plus a portion of fees not currently due to cover costs for services performed through the termination date. In no event will this amount exceed the annual fee amount.

In the absence of a newly executed fee agreement, this agreement will continue unless modified by mutual consent.

Proposal Acceptance

The City of Lake Forest
Authorized Signature

Date

4/15/20

Wright Benefit Strategies
Authorized Signature

Date

SECOND SESSION
THE CITY OF LAKE FOREST
CITY COUNCIL AGENDA

Monday, May 4, 2020, immediately following the First Session (which is scheduled at 6:30pm)

REMOTE ACCESS MEETING

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

The City will be providing members of the public with various opportunities to watch or participate in this meeting. For example, members of the public can participate remotely in the meeting by following the following link <https://us02web.zoom.us/j/84484495315> alternatively, members of the public can watch the meeting on Channel 17. The City of Lake Forest will update the website and social media after the meeting with information about the meeting.

CALL FOR ORGANIZATION OF THE 2020-2021 LAKE FOREST CITY COUNCIL

CITY CLERK MARGARET BOYER ADMINISTERS THE OATH OF OFFICE TO:

First Ward Alderman-Elect - - Jennifer Karras
Second Ward Alderman-Elect - - Edward U. Notz Jr.
Third Ward Alderman-Elect - - Jim Preschlack
Fourth Ward Alderman-Elect - - Eileen Looby Weber

CALL TO ORDER AND ROLL CALL

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

ELECTION AND APPOINTMENT OF CITY OFFICERS

1. ELECTION BY THE CITY COUNCIL AND APPOINTMENTS BY THE MAYOR AS REQUIRED BY CHARTER AND CITY CODE

City Supervisor	Jason Wicha
City Treasurer	Elizabeth Holleb
City Clerk	Margaret Boyer
City Marshal & Collector	Karl Walldorf
City Attorney	Julie Tappendorf
City Surveyor and Engineer	Gewalt Hamilton Associates

COUNCIL ACTION: Approve the Mayors Appointments

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

A. Resolution of Appreciation for Ward 1 Alderman Prudence Beidler

A copy of the Resolution can be found on **page 10**

COUNCIL ACTION: Approve the Resolution

B. Resolution of Appreciation for Ward 4 Alderman Michelle Moreno

A copy of the Resolution can be found on **page 11**

COUNCIL ACTION: Approve the Resolution

2. COMMENTS BY CITY MANAGER

3. COMMITTEE REPORTS

4. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

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

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION

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

STAFF CONTACT, Jason Wicha, City Manager

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

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

In order to ensure that the emergency powers authorized by the local declaration remain in effect where necessary, the Mayor is asking the City Council to further extend the Declaration of a Local State of Emergency until the next City Council meeting that takes place after the May 4, 2020 Second Session meeting.

REVIEW/RECOMMENDATIONS:

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

BUDGET/FISCAL IMPACT: N/A

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

2. Approval of the Regularly Scheduled Meetings of the Lake Forest City Council for the year 2021

A copy of the schedule can be found beginning on **page 12**.

COUNCIL ACTION: Approval of the Regularly Scheduled Meetings of the Lake Forest City Council for the year 2021

3. Award the Lake Forest portion of the Municipal Partnership Initiative (MPI) 2020 Concrete Curb and Sidewalk Replacement Project with Schroeder and Schroeder, Inc. for a Not-to-Exceed Amount of \$90,000.

STAFF CONTACT: Robert W. Ells, Superintendent of Engineering (847-810-3555)

PURPOSE AND ACTION REQUESTED: The Public Works Committee and Staff recommends approval of a one-year extension of the 2019 Concrete Curb and Sidewalk Replacement Project with Schroeder and Schroeder, Inc. for the 2020 MPI Joint Curb and Sidewalk Replacement Project.

BACKGROUND/DISCUSSION:

This project is the City's annual Sidewalk Replacement program that replaces hazardous and deteriorated sections of sidewalk, curb, and gutter.

Based on the City Sidewalk Survey and requests for replacement of concrete sidewalk and curb from residents and businesses, the City's Engineering staff prioritizes the locations for replacement based on the severity of their condition on an annual basis.

City staff have 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. In 2019, the City joined forces with Lake Bluff, Highland Park, Glencoe, Lincolnwood, and Winnetka to have a joint bid for the 2019 Concrete Curb and Sidewalk Replacement Project.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	April 28, 2020	Reviewed and Approved
Finance Committee	November 12, 2019	Included with Capital Plan

BUDGET/FISCAL IMPACT: If approved, this will be the 1st of 2 option years on this contract. The 2020 contract unit prices will not increase over last year for the 2019 contract per the terms of the 2019 contract. The other communities that were part of this joint bid in 2019 are interested in renewing for 2020 but have not committed to it at this time.

If awarded, work on this project is expected to begin in June and be completed by the end of August. Property owners living near the vicinity of the construction work will be notified in advance of the start of construction.

The City's Engineering staff will provide oversight through daily inspections.

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

Below is an estimated summary of Project budget:

FY2021 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund	\$90,000	\$90,000	Y

COUNCIL ACTION: Award the Lake Forest portion of the *Municipal Partnership Initiative (MPI)* 2020 Concrete Curb and Sidewalk Replacement Project with Schroeder and Schroeder, Inc. for a Not-to-Exceed Amount of \$90,000.

4. Award the Lake Forest portion of the *Municipal Partnership Initiative (MPI)* 2020 Crack Sealing Project with Patriot Pavement Maintenance, Inc. for a Not-to-Exceed Amount of \$40,000.

STAFF CONTACT: *Robert W. Ells, Superintendent of Engineering (847-810-3555)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and Staff recommends approval of a one-year extension of the 2019 Crack Sealing Project with Patriot Pavement Maintenance, Inc. for the 2020 MPI Joint Crack Sealing Project

BACKGROUND/DISCUSSION:

Cracks in pavements allow moisture to penetrate the surface causing premature pavement material failure. To minimize the water infiltrating the pavement base, crack sealing with a hot sealant is required. Crack sealing is a practical and cost effective measure and is an essential part of a good pavement maintenance program.

City staff have previously briefed the City Council on MPI, a program that takes advantage of economies of scale, for securing low bid prices, among neighboring municipalities who bid similar projects each year. In 2019, the City joined forces with the Villages of Wheeling, Bannockburn, Palatine and Lincolnshire to have a joint bid for the 2019 Crack Sealing Project. Based on the positive performance feedback from the communities the group has elected to exercise the first option year of the contract for 2020. The City plans to do approximately 50,000 feet of crack sealing on public streets in 2020.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	April 28, 2020	Reviewed and Approved
Finance Committee	November 12, 2019	Included with Capital Plan

BUDGET/FISCAL IMPACT: If approved, this will be the 1st of 3 option years on this contract. The 2020 contract unit prices will increase 1.2% over last year for the 2020 contract per the terms of the 2019 contract.

If awarded, work on this project is expected to start on or after May 1st and be completed in one week's time. Upon award of the bid, the City will meet with the contractor to develop a schedule for the execution of work. Engineering staff will provide daily oversight and inspections of the crack sealing. The City's website, under "Construction Updates", will also provide details of the work schedule.

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

Below is an estimated summary of Project budget:

FY2021 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
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Capital Fund	\$40,000	\$40,000	Y
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COUNCIL ACTION: Award the Lake Forest portion of the *Municipal Partnership Initiative (MPI)* 2020 Crack Sealing Project with Patriot Pavement Maintenance, Inc. for a Not-to-Exceed Amount of \$40,000.

5. Award the Lake Forest portion of the Municipal Partnership Initiative (MPI) 2020 Joint Sewer Lining Project with Hoerr Construction for a not-to-exceed amount of \$260,000.

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

PURPOSE AND ACTION REQUESTED: The Public Works Committee and Staff recommends approval of a one-year extension of the 2017 Joint Sewer Lining Project with Hoerr Construction for the 2020 MPI Joint Sewer Lining Project.

BACKGROUND/DISCUSSION: The City maintains approximately 139 miles of mainline sanitary sewer and 219 miles of storm sewer throughout the City. The pipe material that was predominantly used in the past to construct the sewers was a clay material. The clay pipes are most susceptible to deterioration from natural elements and root intrusions resulting in broken pipes and leaking joints. With a deteriorated pipe, the functionality of the pipe to carry the flows is compromised thereby creating surcharges and/or backups.

This reconstruction technique is done without the expensive and disruptive excavation process. The process provides for the insertion of a special liner inside the pipe, creating a new smooth-surfaced, long-lasting pipe within the old sewer.

This project was competitively bid in 2017 under the Municipal Partnering Initiative (MPI) with Mundelein and Highland Park. The contract allowed for three option years if recommended by the Municipal Partners.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	April 28, 2020	Reviewed and Approved
Finance Committee	November 12, 2019	Included with Capital Plan

BUDGET/FISCAL IMPACT: If approved, this will be the 3rd and final option year on this contract. The 2020 contract unit prices will increase 1.8% over last year for the 2019 contract per the terms of the 2017 contract.

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

Below is an estimated summary of Project budget:

FY2021 Funding Source	Account Number	Amount Budgeted	Amount Requested	Budgeted? Y/N
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Capital Fund (Storm)	311-3703-467.67-25	\$160,000	\$160,000	Y
Water and Sewer (Sanitary)	508-6103-467.67-46	\$100,000	\$100,000	Y

All three communities are recommending extending their portion of the contract to Hoerr Construction at their respective Council/Board meetings in the next few weeks. They have worked in Lake Forest on previous contracts with satisfactory results.

COUNCIL ACTION: Award the Lake Forest portion of the *Municipal Partnership Initiative (MPI)* 2020 Joint Sewer Lining Project with Hoerr Construction for a not-to-exceed amount of \$260,000.

COUNCIL ACTION: Approval of the five (5) omnibus items as presented.

6. ORDINANCES

7. OLD BUSINESS

8. NEW BUSINESS

9. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS

10. ADJOURNMENT

A copy of the Decision Making Parameters can be found beginning on **page 9** of this packet.

Office of the City Manager

April 29, 2020

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





THE CITY OF LAKE FOREST

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

Adopted June 18, 2018

The City of Lake Forest Mission Statement:

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

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

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

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

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

RESOLUTION OF APPRECIATION

PRUDENCE R. BEIDLER

FIRST WARD ALDERMAN

May 2014 to May 2020

WHEREAS, Prue Beidler has been an active philanthropist and volunteer since moving here in 1976, serving on the I Have a Dream Program, the Chicago Children's Museum, Jane Addams Hull House, Planned Parenthood of Illinois, Chicago Public Media, the Mies Society at the Illinois Institute of Technology, the Juvenile Justice Initiative, the Chicago Community Trust and the LGBT Fund at the Chicago Community Trust; and

WHEREAS, at more local level, Prue has been equally as active in the community serving on the board of Market Square 2000 and Forest Park Renovation Projects, on the board of Lake Forest Country Day School, Lake Forest College, the YWCA of Lake Forest and Lake Bluff, the Lake Forest Garden Club, as an elder and lay liturgist at the First Presbyterian Church and as a Cub Scout Leader; and

WHEREAS, since there is no stopping her desire and success at "Giving Back", during her term of office, Prue served on the Market Square 2000 Project, the Forest Park Renovation Project, on the City's Cemetery Commission, Golf Advisory Committee, as Dickinson Hall liaison, on the Deerpath Streetscape Beautification Committee, as Chair of the Civic Beautification Committee and Chair of the Welcome Home Marketing Team, as member of the City's Personnel, Compensation and Administration Committee; and

WHEREAS, Prue's unbridled enthusiasm for any one initiative or project did not outshadow her passion for another at any given time; and

WHEREAS, her philanthropic efforts, whether conducted by phone or by hosting a gathering of hundreds at her home to establish connections in the community and beyond, led to many outstanding and successful public-private partnerships in the City of Lake Forest; and

WHEREAS, she has devoted much valuable time and personal attention to the work of these committees and the duties of the City Council and, on behalf of the residents of the First Ward and the citizens of Lake Forest, continually met her responsibilities with purpose and dedication; and

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

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

*Adopted by the City Council of
The City of Lake Forest this
4th day of May, 2020*

George A. Pandaleon, Mayor

RESOLUTION OF APPRECIATION

MICHELLE MORENO

FOURTH WARD ALDERMAN

May 2014 to May 2020

WHEREAS, Michelle Moreno has lived in Lake Forest since 1997 and served on various boards including as Treasurer of the Lake Forest Caucus, Vice President of the Alumni Board of the College of Liberal Arts and Sciences at the University of Illinois, Urbana-Champaign and President of the Chicago Finance Exchange; and

WHEREAS, Michelle served as a member of the City's Audit Committee from 2010-2014, chairing the Committee from 2012-2014, providing her financial insight to oversee the City's independent annual financial audit and communicate annually with Foundations closely affiliated with the City; and

WHEREAS, Michelle served as a member of the City Council Public Works Committee; and

WHEREAS, Michelle also participated on the Shared Fire Service "Vision 2020" Task Force exploring alternatives to ensure the fiscal sustainability of fire service in the City; and

WHEREAS, Michelle served as liaison to Youth Services; and

WHEREAS, Michelle was often relied upon by fellow Council members and City staff to provide her trusted and professional business and financial acumen, often offering new and creative alternatives for consideration; and

WHEREAS, she has devoted much valuable time and personal attention to the work of these committees and the duties of the City Council and, on behalf of the residents of the Fourth Ward and the citizens of Lake Forest, continually met her responsibilities with purpose and dedication; and

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

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

*Adopted by the City Council of
The City of Lake Forest this
4th day of May, 2020*

George A. Pandaleon, Mayor

2021 City Council and Finance Committee Dates

** = This date represents a change from the traditional dates, due to holiday or other conflicts

Meeting dates highlighted in blue represent Workshops Meeting dates

BOLDED represent Finance Committee meetings (**FC**)

**January 4, 2021	MUNICIPAL SERVICES BUILDING	6:30 Workshop Meeting
**January 19, 2021	COUNCIL CHAMBERS	FC 6:30- CC to immediately follow
February 1, 2021	COUNCIL CHAMBERS	6:30 City Council
**February 16, 2021	COUNCIL CHAMBERS	6:30 City Council
March 1, 2021	COUNCIL CHAMBERS	6:30 City Council
**March 8, 2021	MUNICIPAL SERVICES BUILDING	5:00 Operating Budget WS
March 15, 2021	COUNCIL CHAMBERS	6:30 City Council
April 5, 2021	COUNCIL CHAMBERS	6:30 City Council
April 19, 2021	COUNCIL CHAMBERS	FC 6:30- CC to immediately follow
May 3, 2021	COUNCIL CHAMBERS	6:30 City Council
May 17, 2021	COUNCIL CHAMBERS	6:30 City Council
June 7, 2021	COUNCIL CHAMBERS	6:30 City Council
June 21, 2021	COUNCIL CHAMBERS	6:30 City Council
**July 6, 2021	MUNICIPAL SERVICES BUILDING	6:30 Workshop Meeting
July 19, 2021	COUNCIL CHAMBERS	FC 6:30- CC to immediately follow
August 2, 2021	COUNCIL CHAMBERS	6:30 City Council
August 16, 2021	NO MEETING	NO MEETING
**September 7, 2021	COUNCIL CHAMBERS	6:30 City Council
September 20, 2021	MUNICIPAL SERVICES BUILDING	6:30 Workshop Meeting
October 4, 2021	COUNCIL CHAMBERS	6:30 City Council
October 18, 2021	COUNCIL CHAMBERS	FC 6:30- CC to immediately follow
November 1, 2021	COUNCIL CHAMBERS	6:30 City Council
**November 8, 2021	MUNICIPAL SERVICES BUILDING	5:00 Capital Budget WS
November 15, 2021	COUNCIL CHAMBERS	6:30 City Council
December 6, 2021	COUNCIL CHAMBERS	6:30 City Council
December 20, 2021	NO MEETING	NO MEETING