

**THE CITY OF LAKE FOREST  
CITY COUNCIL AGENDA**  
Monday, May 18, 2020 at 6:30pm  
**REMOTE ACCESS MEETING**

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

The City will be providing members of the public with various opportunities to watch or participate in this meeting. For example, members of the public can participate remotely in the meeting by following the following link <https://us02web.zoom.us/j/87357641641> alternatively, members of the public can watch the meeting on Channel 17. The City of Lake Forest will update the website and social media after the meeting with information about the meeting.

Honorable Mayor, George Pandaleon

James E. Morris, Alderman First Ward

Jim Preschlack, Alderman Third Ward

Jennifer Karras, Alderman First Ward

Ara Goshgarian, Alderman Third Ward

Melanie Rummel, Alderman Second Ward

Raymond Buschmann, Alderman Fourth Ward

Edward U. Notz, Jr., Alderman Second Ward

Eileen Looby Weber, Alderman Fourth Ward

**CALL TO ORDER AND ROLL CALL**

**6:30pm**

**PLEDGE OF ALLEGIANCE**

**REPORTS OF CITY OFFICERS**

<b>1. COMMENTS BY MAYOR</b>
-----------------------------

**A. 2019-2020 Board and Commission Appointments and Reappointments**

**AUDIT COMMITTEE**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Tara Janos	APPOINT	4
Mark Dillon	APPOINT	1
Vince Sparrow	REAPPOINT	3
Tighe Magnuson	REAPPOINT	2
William McFadden	REAPPOINT	3

### **BUILDING REVIEW BOARD**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Sally Downey	APPOINT	1
Richard Walther	REAPPOINT	4

### **CEMETERY**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Bob Thornbough	APPOINT	1
Rommy Lopat	APPOINT	1

### **GORTON**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Karen Rode	REAPPOINT	4
Bill Moskoff	REAPPOINT	1
Nick Bothfeld	REAPPOINT	3

### **HISTORIC PRESERVATION COMMISSION**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Ron Levitsky	APPOINT	4
Bruce Grieve	REAPPOINT AS CHAIR	3
Bill Redfield	REAPPOINT	3
Elizabeth Sperry	REAPPOINT	2

### **LEGAL**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Joe Waldeck	APPOINT	1
Anthony Mancini	REAPPOINT	4
Joy Guscott-Mueller	REAPPOINT	3

### **PARKS & RECREATION BOARD**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Marc Silver	APPOINT	2
Kaci Spirito	APPOINT	2
Paul Best	REAPPOINT AS CHAIR	2

Nancy Duffy	REAPPOINT	2
-------------	-----------	---

#### LIBRARY

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Bryan Bertola	APPOINT	1
John Johnson	APPOINT	2
JoAnn Desmond	APPOINT to own Term	3
Andrea Lemke	REAPPOINT	1

#### PLAN COMMISSION

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Susan Athenson	REAPPOINT	3
Monica Ruggles	REAPPOINT	1

#### ZONING BOARD OF APPEALS

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Pete Clemens	APPOINT	1
Mark Pasquesi	REAPPOINT AS CHAIR	4
Mike Sieman	REAPPOINT	3
Nancy Novit	REAPPOINT	1

#### CROYA

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Christine Carr	APPOINT	LB
Carolyn Bielski	APPOINT LFHS REP	LB
Kristen Weisberg	APPOINT	2
Stephanie Mannarino	REAPPOINT	3
Megan Engelberg	REAPPOINT	4
Jennifer Riley	REAPPOINT AS CHAIR	3

#### SENIOR RESOURCES COMMISSION

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Jill Rosa	APPOINT	LB
Barbra Sheppard	APPOINT	3
Phil Hartung	APPOINT	1

Gale Strenger-Wayne	REAPPOINT AS CHAIR	3
---------------------	--------------------	---

**PUBLIC SERVICE AWARD COMMITTEE**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Prudence Beidler	APPOINT	1
Mike Adelman	APPOINT	4
Catherine Waldeck	APPOINT AS CHAIR	1

**HOUSING TRUST FUND BOARD**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Chris Baker	REAPPOINT	n/a

**BOARD OF POLICE AND FIRE COMMISSIONERS**

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Matt Davis	REAPPOINT AS CHAIR	2

A copy of Volunteer Profile sheets for new appointments begins on **page 32**

**COUNCIL ACTION: Approve the Mayors Appointments and Reappointments**

- B. **Approval of a Resolution of Appreciation for Retiring Members of Boards and Commissions as follows:**

BOARD, COMMISSION OR COMMITTEE	NAME OF MEMBERS(S)
AUDIT COMMITTEE	Dean Stieber
BUILDING REVIEW BOARD	Fredrick Moyer
CEMETERY COMMISSION	John Dick, Eileen Looby Weber
GORTON	Joe Waldeck
HISTORIC PRESERVATION COMMISSION	Wells Wheeler
LEGAL COMMITTEE	Tim Franzen
LIBRARY	Ron Levitsky, Todd Puch
PARKS & RECREATION BOARD	Steve Reimer, Rich Adams
ZONING BOARD OF APPEALS	Kevin Lewis
CROYA	John Maher, LFHS Rep; Jennifer Karras
PUBLIC SERVICE AWARD COMMITTEE	Madeline Dugan, Tom Swarthout
SENIOR RESOURCES COMMISSION	Sally Kelly, Carol Champ

A copy of the resolution can be found on **page 63**



**COUNCIL ACTION: Approve the Resolution**

**C. Announcement of City Council Committee Appointments**

<b>2. COMMENTS BY CITY MANAGER</b>
------------------------------------

- A. COVID 19 Financial Impact Update**  
-Elizabeth Holleb, Director of Finance
- B. Website Redesign and Hosting Services Update**  
- Mike Strong, Assistant City Manager

<b>3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL</b>
--

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

<b>4. COMMITTEE REPORTS</b>
-----------------------------

**FINANCE COMMITTEE**

**1. Approval of the Comprehensive Fiscal Plan for FY2021**

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

**PURPOSE AND ACTION REQUESTED:** Staff requests approval of the Comprehensive Fiscal Plan for Fiscal Year 2021 (May 1, 2020 to April 30, 2021).

**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. The proposed Comprehensive Fiscal Plan is presented for final approval this evening. The document has been provided to the City Council under separate cover and was made available on the City's web site on Thursday, May 14, 2020.

Following the Finance Committee's review of the Preliminary FY2021 Budget on March 12, Governor Pritzker's Executive Orders related to the Coronavirus pandemic resulted in the closure of City facilities, modification of City operations and cancellation of many City programs. Recognizing the impact of the pandemic on the City's Preliminary Budget, the approval of the budget was delayed to allow for Finance Committee consideration of projected impacts on April 20. Committee direction was provided on a number of revisions to the annual budget, and the FY21 Annual Budget and Pay Plan was approved by the City Council on May 4. Action requested at this time is approval of the Comprehensive Fiscal Plan, which includes the FY21 annual budget along with the Five-Year Capital Improvement Program, long term financial forecasts and other finance related documents.

As noted in the May 4 write up, 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 2<sup>nd</sup> 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	5/4/20	Approval of the FY21 Annual Budget Summary and Pay Plan
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.

**COUNCIL ACTION:** Approval of the Comprehensive Fiscal Plan for Fiscal Year 2021

## PUBLIC WORKS COMMITTEE

1. **Award of Bid for the FY '21 Inflow and Infiltration Repairs to Redina Construction Co. for a Not-to-Exceed Amount of \$800,000.**

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

**PURPOSE AND ACTION REQUESTED:** The Public Works Committee and Staff recommend awarding the 2020 Inflow and Infiltration Repairs project to Redina Construction Co.

**BACKGROUND/DISCUSSION:** In order to reduce surcharges and backups in the City's sanitary sewer mains, the City has had sections of its sanitary sewer system smoke and dye tested to look for the sources of storm water leaking into the sanitary mains. Through this testing many locations have been discovered that need to be repaired.

By performing the public repairs included in this project, the City will significantly reduce the amount of storm water leaking into our sanitary sewer system and thereby reduce the potential for sanitary sewer backups into resident's homes.

**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:** Bids for the 2020 Inflow and Infiltration Repairs were received and opened on March 26, 2020. A total of five 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
<b>Redina Construction Co.</b>	<b>\$807,744.00</b>
Front Range Environmental LLC	\$848,820.00
Visu-Sewer	\$939,202.00
National Power Rodding Corp	\$956,919.50
RMS Utility Services	\$1,022,550.00

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

Staff is recommending City Council approve the low bid contractor. Some of the work included in this bid is also included in the City's annual resurfacing program (e.g. manhole replacements) and will therefore be completed under that project. That will, in the end, keep the base amount of the I&I repair project under the \$800,000 budgeted amount.

Below is an estimated summary of the Project Budget:

FY2021 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Water and Sewer Fund	\$800,000	\$800,000	Y

**COUNCIL ACTION:** Award of Bid for the FY '21 Inflow and Infiltration Repairs project to Redina Construction Co. for a Not-to-Exceed amount of \$800,000.

## 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 May 4, 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 18, 2020.

**REVIEW/RECOMMENDATIONS:**

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

**BUDGET/FISCAL IMPACT:** N/A

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

**2. Approval of the May 4, 2020 First Session City Council Meeting Minutes**

A copy of the minutes can be found beginning on **page 64**

**COUNCIL ACTION:** Approval of the May 4, 2020 First Session City Council Meeting Minutes.

**3. Approval of the May 4, 2020 Second Session City Council Meeting Minutes**

A copy of the minutes can be found beginning on **page 69**

**COUNCIL ACTION:** Approval of the May 4, 2020 Second Session City Council Meeting Minutes.

**4. Approval of the FY21 Personnel Policies, Administrative Directives**

*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 the FY21 Personnel Policies and Administrative Directives. Changes and new policies were sent to the PCA for review.

**BACKGROUND/DISCUSSION:** Each year the City's Personnel Policies and Administrative Directives are reviewed and updated as needed, then adopted by the City Council as part of the budget process. The updates are designed to keep the City compliant with changing laws or to reflect actual practice. All Directives are reviewed at least every five years; sooner if changes are necessary.

Noted below is a list of key changes made to the Personnel Policies and various Directives dated May 1, 2020. Complete copies of all documents can be obtained by contacting Director Kalmar.

General	
1-5 Acceptance of Private Improvements – Updated subdivision list	
1-7 Freedom of Information Act – Reviewed	
1-11 Expense Reimbursement (previously reviewed by Finance/City Council) <ul style="list-style-type: none"> <li>Added reference to Dir. 3-3;</li> <li>Sec. 4.4 updated with revised reimbursement processes;</li> <li>Sec. 4.5.4 Meals clarification on when receipts are needed</li> <li>Sec. 4.5.7 Entertainment Expenses lists exceptions to when alcohol may be purchased</li> <li>In several areas defined what was formally Chicago Metropolitan Area</li> <li>Sec. 4.7.5 Mileage reports – added points a-d</li> <li>Sec. 4.7.6 deleted</li> <li>Sec. 6.0 Related Policies – <b>New</b> section</li> </ul>	
1-19 Commercial Filming Policy – <b>New</b> policy regarding filming in the community	
1-20 Processing/Releasing Legal Notices – Reviewed	
1-21 Open Meetings Act – Reviewed	
Personnel	Page #
Personnel Policies and Practices 2020 (All changes noted in <i>Italics</i> in the document)	
<ul style="list-style-type: none"> <li>Referenced Chapter 40 of City Code under Core Values and Code of Conduct section</li> <li><b>New</b> Sec. 1.7.0 Professional Appearance</li> </ul>	2 6
2-2 Alcohol/Drug Policy for CDL Holders – Added Sec. 4.0 FMCSA Clearinghouse, plus adjusted language throughout to reference the Clearinghouse and use of cannabis.	3
2-3 Alcohol/Drug Policy for Non-CDL Holders – Minor wording changes in Sec 2.2, Over-the-counter medications; added definition of On-Duty in Sec 3.6; Sec 3.8 Reasonable Suspicion, added clarifying language and item f.	2 3
2-5 Use of Personnel Action Report – Reviewed	
2-8 Employee Orientation Program - Reviewed	
2-12 Job Sharing Policy – Policy retired due to obsolescence	
2-18 Employee Performance Compensation & Evaluation – Reviewed	
2-24 Alternative to Employee Health Insurance – Reviewed	
Financial Management	

<b>3-3 Credit Card Policy</b> – Added cross reference to Dir. 1-11	
<b>3-5 Purchasing Procedures</b> – Increased City Manager authority to \$25,000; separated procedures into a separate document (previously reviewed by Finance Committee)	
<b>3-6 Grant Procedures</b> – Created separate Grant Procedures Manual	
<b>3-8 Interdepartment Charges</b> – Reviewed	
<b>3-9 Water Service Payment Rules</b> – Reviewed	
<b>3-11 Revenue Collection and Write-Off</b> – <b>New</b> policy on process for these issues	
<b>3-13 PCI Compliance</b> – Updated to reflect current practice and technological changes	
<b>Employee Safety Procedures</b>	
<b>6-2 Accident Review Board</b> – Revised to reflect actual practice in each department	
<b>6-6 Exposure to Toxic Substances</b> – Updated language to reflect online MSDS program	
<b>6-9 Lockout Policy</b> – Reviewed	
<b>6-10 Confined Space Entry and Trench Excavation</b> – Reviewed	
<b>6-11 Electrical Safety</b> – Reviewed	

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
PCA Committee	5/8/20	Reviewed individually and recommends approval

**BUDGET/FISCAL IMPACT:** NA

**COUNCIL ACTION:** Approval of the FY21 Personnel Policies and Practices and Administrative Directives.

**5. Approval of Benistar as a Vendor for the City's Medicare Supplement and Part D Drug Coverage for Over-age Retirees and Spouses**

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

**PURPOSE AND ACTION REQUESTED:** PCA Committee and staff are recommending retaining Benistar as our vendor for the City's Medicare Supplement and Part D drug coverage for over-age retirees and spouses.

**BACKGROUND/DISCUSSION:** State Statute requires that the City allow retirees and their qualifying dependents to remain on the City's health insurance. In 2017, we removed Medicare-eligible retirees from our self-funded insurance and entered into a contract with Benistar, an administration firm sponsoring employer group insurance trusts for retiree coverage. Coverage is provided through The Hartford for Medicare Supplement coverage. Part D prescription coverage is through Express Scripts Employer Group Waiver Plan, a type of employer-based retiree coverage eligible to receive Part D subsidies provided by the federal government. The City's self-funded plan is not eligible to receive the subsidy.

The City's health plan liability for retiree health insurance (OPEB Liability) reduced due to no longer providing these benefits through the City's self-funded program.

Monthly Premium Rate	2020 Benistar sample Age 70*
Single Over 65	\$356.72
Single and Spouse Over 65	\$713.44

\*Benistar rates differ slightly by age for Hartford Medicare Supplement coverage. Older participants may pay up to \$409.11 for single coverage at age 85. Age 65 participants pay \$338.92. Participants may also be required to pay the Medicare Part D Income Surcharge, which would increase Benistar costs for higher income retirees based on Medicare regulations and apply to all Part D plans.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
PCA Committee	5/11/20	Being reviewed prior to the City Council meeting

**BUDGET/FISCAL IMPACT:** Recommendations based on renewal quotes:

There is no budget or fiscal impact from this arrangement. The retirees are billed and pay the full premium, which is collected by the City and then paid to Benistar. Funds are passed through the City, but because the City issues a check to Benistar, they should be placed on the approved vendor list.

- o Has City staff obtained competitive pricing for proposed goods/services? **No**
- o If no, indicate the specific exception or waiver requested:
  - Administrative Directive 3-5, Section 9.1J – Existing Relationship

**COUNCIL ACTION:** Approval of Benistar as a Vendor for the City's Medicare Supplement and Part D Drug Coverage for Over-age Retirees and Spouses

**6. Approval of a Resolution Committing \$280,307.50 of Local Funds for the 2020 Rebuild Illinois Fast-Track Public Infrastructure Program for the City of Lake Forest Rosemary Ravine Application**

STAFF CONTACT: *Jim Lockfeer, Public Works Management Analyst (810-3542)*

**PURPOSE AND ACTION REQUESTED:** City staff requests approval a Resolution committing \$280,307.50 of local funds for the 2020 Rebuild Illinois Fast-Track Public Infrastructure Program for the City of Lake Forest Rosemary Ravine Project application.

**BACKGROUND/DISCUSSION:** On May 12, 2020, Governor JB Pritzker and the Illinois Department of Commerce and Economic Opportunity (DCEO) announced Fast-Track Public Infrastructure Grants, an initiative to accelerate work on planned public infrastructure projects around the state. The State is expediting \$25 million of existing Rebuild Illinois funding to local public infrastructure projects that are ready to begin work this summer, as many local governments face lost revenues, impacting their ability to finance these projects.

The Fast-Track program leverages funding from Rebuild Illinois, the state's multi-year capital plan, for allocation to shovel-ready projects just in time for the summer construction season.



Fast-Track frontloads a portion of an existing Notice of Funding, to expedite funds available for grants ranging in size between \$500,000 and \$5 million. Applications will be accepted on a rolling basis. *Projects will be funded on a first come, first qualified, first serve basis.*

After a review of the Fast-Track Public Infrastructure Program guidebook, City staff identified the Rosemary Ravine Project as a candidate project for this program. The project will address necessary repairs under the ravine bridge on Rosemary Road located just east of Thorne Lane. This includes repairs of the brick culvert that crosses under the Rosemary Road bridge that have collapsed as well as the stabilization and restoration of the adjacent ravine bed and banks. The Rosemary Ravine Project has been fully designed and placed out to bid with the public bid opening occurring May 15, 2020. Following the review of staff recommendation at the next Public Work Committee meeting, Staff and the Public Works Committee will be bringing a request to approve of a project bid at the June 1, 2020 City Council meeting. In order to submit the Rosemary Ravine Project application, the Fast-Track Public Infrastructure Program requires a Resolution committing local funds for the project.

On **page 72** of the packet is a copy of the proposed Resolution for the commitment of local funds for the Rosemary Ravine Project.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
City Council	6/17/19	Approved Project Design Services
Public Works Committee	6/11/19	Reviewed & Recommended City Council Approval for Project Design Services

**BUDGET/FISCAL IMPACT:** The City has Fiscal Year 2021 budgeted for construction services outlined below.

FY2021 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Improvement Fund	\$700,000	\$280,307.50	Y

City staff and the Public Works Committee will seek City Council approval of the total construction project cost at the June 1, 2020 following the review of project bids received May 15, 2020.

**COUNCIL ACTION:** Approval a Resolution committing \$280,307.50 of local funds for the 2020 Rebuild Illinois Fast-Track Public Infrastructure Program for the City of Lake Forest Rosemary Ravine Project application.

- 7. Approval and Authorization for the City Manager to enter into an Agreement with Revize, LLC. for website redesign and hosting services and to execute any necessary documents associated with acceptance and implementation of the contract, including amendments as approved to form by the City Attorney.**

STAFF CONTACT: Mike Strong, Assistant City Manager (847-810-3680)

**PURPOSE AND ACTION REQUESTED:** Staff requests approval for the City Manager to enter into an Agreement with Revize, LLC ("Revize") for the provision of website redesign, implementation, hosting and maintenance services for a term to run through June 7, 2024, which includes a free website redesign during the fourth year of service.

**PROJECT REVIEW/RECOMMENDATIONS:**

Milestone	Date	Comments
Budget Workshop	3/12/2020	Discussed Status of Project with City Council
Vendor Demonstrations	02/25/2020 – 02/26/2020	Review & Recommendation by Website Project Team
Vendor Proposals Submitted	01/29/2020	Proposals Received & Reviewed (10 Proposals Submitted)
Capital Workshop	11/12/2019	Discussed Website Redesign Project with City Council
Website Visioning Session	8/22/2019	Workshop held with internal stakeholders

**BACKGROUND/DISCUSSION:** As part of ongoing efforts to enhance communications, online engagement, and transparency, staff has identified a need to pursue a website redesign to improve its ability to interact with customers, improve access to information and resources, and optimize its e-service functionality. The City has had the same website vendor, American Eagle, since its last redesign process which began in 2011.

Since this time, City staff have worked with American Eagle to improve website content, enhance its responsiveness across different devices and platforms, and implement search features to improve content accessibility. However, it lacks the functionality, navigation, content principles, and user-driven design principles that promote healthy website governance. Specifically, the current website content is organized by departments as opposed to critical tasks and functions, it is text heavy and would benefit from visual improvements, the site architecture and navigation impact the site's searchability and usability, and the content management system ("CMS"), the platform used to update and edit website content, is limited in functionality to design visually appealing content and integrate with applications that maintain the City's business process.

To better understand these pain points and opportunity areas, a visioning session with internal staff, including website content authors, administrative support staff, and Department Heads representing each department, was held in late summer 2019, to discuss the City's web presence, and how the website may be better utilized to meet the needs of both internal and external stakeholders. This workshop identified six principles to guide the City's web presence, including aesthetics, usability and ease of access, adaptability to new technologies, ADA compliancy, transparent government, and better ability to publicize The City of Lake Forest. In reviewing the existing website, it was concluded that the current website design and content management system is limiting the City's ability to achieve these principles.

In November 2019, a Website Project Team ("Committee") was assembled to develop a Request for Proposal ("RFP") for website redesign and hosting services consisting of staff

members representing the Office of the City Manager, Parks and Recreation, Public Works, Finance, Information Technology, Human Resources, Community Development, Fire, and Police Departments. In December 2019, an RFP was issued with the aim of soliciting responses from vendors to help the City implement a website that achieved its desired functionality and design principles. A total of ten (10) proposals were received by the due date of the solicitation.

The Committee evaluated vendors through three rounds of evaluation, which included timeliness and completeness of their response, compliance with desired implementation schedule, the firm's experience and expertise, and pricing. The Committee invited the top four (4) vendors for interviews and product demonstrations and evaluated them on demonstrating their product (in both a demonstration and open lab setting), presenting their implementation and training process, and answering questions from staff. The table below shows the cumulative evaluation scoring metrics for each of the four vendors that participated in the product demonstrations.

Vendor	RFP Scoring (Round 1 and Round 2)	Demo Scoring (Round 3)	Total Average Score
Revize	92.66	67.88	80.27
CivicPlus	88.54	69.67	79.105
Granicus	94.08	64.13	79.105
JesseJames	88.92	45.41	67.165

Based on cumulative scoring, the Project Team identified CivicPlus and Revize as being the two most impressive vendors. While CivicPlus and Granicus had similar cumulative scores, the Project Team had concerns with Granicus's CMS which was not functioning properly during the live demonstration, and in the open lab setting, did not provide as strong of offerings as the systems provided by Revize and CivicPlus. Additionally, they presented on products and services that were not included in their base proposal. The Project Team felt that based on these two issues, it was more important to prioritize them based on their demonstration score.

Staff then conducted reference checks and sent Revize and CivicPlus a series of clarifying questions related to their site redesign processes and implementation schedules, customer service and technical support standards, data security standards and analytics platforms, and their pricing proposals based on the services and products they demonstrated.

**BUDGET/FISCAL IMPACT:** The FY2021 Comprehensive Fiscal Plan includes funding in the Capital Fund to support the procurement of website redesign and implementation services and first year maintenance and support costs. These project expenses are inclusive of the project management, design services, content development, training and hosting costs. Since both finalists suggest a redesign after year four, a four-year period was used to analyze the total cost of ownership among vendors.

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

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

Vendor	Implementation Cost	Year 1	Total Cost Year 1	Total Cost of Ownership 4 Years
--------	------------------------	--------	----------------------	---------------------------------------

		Maintenance Cost		
Granicus	\$45,240	\$5,000	\$50,240	\$65,240
<b>CivicPlus</b>	<b>\$40,186</b>	<b>\$14,734</b>	<b>\$54,920</b>	<b>\$104,915</b>
<b>Revize</b>	<b>\$49,000</b>	<b>\$5,900</b>	<b>\$54,900</b>	<b>\$72,600</b>
JesseJames	\$62,500	\$5,400	\$67,900	\$84,100

Revize, while having the third highest implementation cost of the vendors included in Round three scoring, proposed a lower annual maintenance cost of \$5,900 which would remain flat through Year 4. CivicPlus proposed the lowest implementation cost, but the highest annual maintenance cost that would be subject to a 4% annual increase after year one. While both vendors offer competitive implementation costs, based on a total cost of ownership analysis, Revize's proposal offers a significant savings (\$32,315) to the City over a four-year period.

Below is an estimated summary of the Project Budget:

FY2021 Funding Source	Amount Budgeted	Amount Requested	Budgeted Y/N
Capital Improvement Fund	\$65,000	\$54,900	Yes

Based on the evaluation of the proposals and live demonstrations, review of reference checks, vendor support and services, and the supporting information and pricing proposals received from these two vendors, Revize provides a product that best meets the needs of the City and is recommended by the Committee as the City's next website vendor.

Revize's software offers a simple yet modern platform, in which users can easily create and maintain website content in a consistent manner. Additionally, Revize does not use templates or copies of other websites to drive design, their content management system is intuitively designed and built for non-technical users to allow for quick and easy updating on both desktops and mobile devices, offers support and coordination in developing website content based on best practices, offers new features to the website upon request at no additional fee, and provides a redesign during the fourth year of service.

Recognizing that we are working under unique circumstances due to the COVID-19 pandemic and Illinois' Stay at Home Order, staff has reached out to Revize to discuss its implementation plan and has been provided a preliminary schedule of milestones. Revize has provided assurance that most of the implementation work will be done behind the scenes over the first few months in order to accommodate our remote workforce, and stated that they can conduct remote implementations and are doing this with clients now. If approved, staff will work with Revize to ensure proper project planning methodology is adhered to for a successful implementation.

A copy of the agreement is available beginning on **page 73**.

**COUNCIL ACTION:** If determined appropriate by City Council, approval and authorization for the City Manager to enter into an Agreement with Revize, LLC. for website redesign and hosting services and to execute any necessary documents associated with acceptance and implementation of the contract, including amendments as approved to form by the City Attorney.

**8. Approval of a Payment in an Amount not to exceed \$28,760 to Lake County Press to Provide Professional Printing Services of the City Dialogue Community-Wide Newsletter for FY2021.**

STAFF CONTACT: *Mike Strong, Assistant City Manager (847-810-3680)*

**PURPOSE AND ACTION REQUESTED:** City staff is requesting City Council authorize an increase to the approved payment amount for Lake County Press to provide professional services related to the printing of the City Dialogue Newsletter. On May 20, 2019, City Council approved a three year agreement with Lake County Press to provide professional printing services for a maximum of \$26,760 per year. City staff is seeking approval to increase its approved purchasing authority by \$2,000 to account for unanticipated expenses related to printing of the Dialogue for FY2021.

**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. for a maximum amount of \$26,760 per year.

This amount covers the base price per issue of \$6,690, and includes final proof drafting, and printing of the Dialogue Newsletter. However, 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.

Funding has been allocated in the FY2021 budget to support the base printing costs, along with additional capacity to cover additional charges that may be necessary to finalize each edition.

Below is an estimated summary of Project budget:

FY2021 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
City Council – Printing/Stationary	\$28,804.00	\$28,760.00	Yes

Since the amount requested for the fiscal year exceeds \$25,000 in aggregate, City Council authorization is required for purchase order approval.

**COUNCIL ACTION:** Approval of a Payment Amount not to exceed \$28,760 to Lake County Press to Provide Professional Printing Services of the City Dialogue Community-Wide Newsletter for FY2021.

**9. Authorization for the City Manager to enter into an Agreement with William Schelhas Media Services, LLC In an Amount not to exceed \$30,075 for Professional**

**Services Related to the Operation of the City's Public, Educational and Government Access Cable Television Services.**

STAFF CONTACT: *Mike Strong, Assistant City Manager (847-810-3680)*

**PURPOSE AND ACTION REQUESTED:** City staff is requesting that the City Council authorize the City Manager to enter into an agreement ("Agreement") with William Schelhas Media Services, LLC ("Contractor") in an amount not to exceed \$30,075 to provide public, educational and governmental ("PEG") cable access television support services. The agreement is for a term of one-year, and serves as a renewal for the existing agreement with the Contractor.

**BACKGROUND/DISCUSSION:** Pursuant to a Franchise Agreement with Comcast of Illinois, the City is provided a public, educational and governmental ("PEG") cable access channel. The City has utilized this channel to broadcast public meetings, and rebroadcast public-access media, special events, and other educational and governmental programming.

In FY2018, the City underwent a restructuring of Lake Forest Television ("LFTV"), the department that operates the City's PEG channel, which resulted in the elimination of two (2) full-time equivalent positions. Following, the City engaged a part-time independent contractor to support the ongoing maintenance of the City's PEG cable channel, and provide video broadcast services for the City Council and Plan Commission meetings.

The proposed Agreement requires that the Contractor continue to both support the PEG channel, as well as, broadcast and record these public meetings. The budgeted amount allocated for FY2021 includes capacity for these services, as well as, general office administrative support hours for video editing, and miscellaneous projects to support LFTV operations.

A copy of the Agreement, along with a rate card, can be found beginning on **page 151**. Due to the global pandemic the agreement will be dated May 1, 2020 to account for professional services rendered.

**BUDGET/FISCAL IMPACT:** Staff is requesting budget authorization in an amount not to exceed \$30,075 based on a conservative estimate of work hours needed for FY2021.

FY2021 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
OCM – Cable-TV Contractual Services – Misc.	\$30,325	\$30,075	Yes

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

If no, indicate the specific waiver requested: Administrative Directive 3-5, Section 6.1(l) – Existing Relationship

**COUNCIL ACTION:** Authorization for the City Manager to enter into an Agreement with William Schelhas Media Services, LLC In an Amount not to exceed \$30,075 for Professional Services Related to the Operation of the City's Public, Educational and Government Access Cable Television Services.

**10. Approval of a Payment in an Amount not to exceed \$110,000 in the Aggregate to Verizon Wireless for FY2021 Cellular Services**

STAFF CONTACT: Mike Strong, Assistant City Manager (847-810-3680)

**PURPOSE AND ACTION REQUESTED:** City staff requests approval of a payment in an amount not to exceed \$110,000 in the aggregate to Verizon Wireless for FY2021 cellular services provided to operating departments.

**BACKGROUND/DISCUSSION:** In 2011, after its cellular contract with Sprint/Nextel expired, the City solicited pricing for cellular telephone services through a competitive Request for Proposal ("RFP") process. In May 2011, Verizon Wireless was selected as the successful vendor to provide cellular service, smartphones, wireless data and private network access to operating departments. Since this time, City Staff meets annually with Verizon and reviews departmental costs to review service plans, hardware options, and identify savings programs that can be applied.

The State of Illinois has bid and awarded Verizon Wireless a master contract for these services. The State's current contract with Verizon ends in 2023. As part of the State's contract, service costs and pricing is extended to County and municipal governments.

**BUDGET/FISCAL IMPACT:** Cellular services are paid directly from department operating budgets and this action has no immediate fiscal impact. Cellular service costs are included within individual operating budgets. The estimated total of cellular service costs for FY2021 is \$110,000.

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 6.1(D) – Government Joint Purchases

**COUNCIL ACTION:** Approval of a Payment in an Amount not to exceed \$110,000 in the Aggregate to Verizon Wireless for FY2021 Cellular Services

**11. Approval to extend the City's Office Supplies Contract with Warehouse Direct through May 31, 2023, with the option for additional extension as determined by the Suburban Purchasing Cooperative of the Northwest Municipal Conference**

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

**PURPOSE AND ACTION REQUESTED:** Staff recommends City Council authorization to extend the current contract with Warehouse Direct for City office supply purchases pursuant to a contract granted by the Suburban Purchasing Cooperative (SPC) of the Northwest Municipal Conference.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
----------	------	----------

City Council	3/18/19	Approved extension through 5/31/20 consistent with the SPC extension.
City Council	2/5/18	Approved extension through 2/28/19 consistent with the SPC extension.
City Council	1/17/17	Approved extension through 2/28/18 consistent with the SPC extension.
City Council	2/6/16	Approved extension through 12/31/16 consistent with the SPC extension.
City Council	9/6/13	Awarded contract for office supplies to Warehouse Direct.

**BACKGROUND/DISCUSSION:** In September 2013, the City Council approved a contract with Warehouse Direct for City office supply purchases. This contract was approved pursuant to a contract awarded by the Suburban Purchasing Cooperative (SPC) of the Northwest Municipal Conference. Since that time, the City Council has approved several extensions of the contract consistent with actions by the SPC, as noted above. As an active SPC participant, staff is seeking authorization to extend the contract through May 31, 2023 consistent with a recent announcement by the SPC (**page 160**).

This joint purchasing initiative allows the City to benefit from competitive bid and discounted pricing without having to designate Warehouse Direct as an exclusive provider. Should departments find more advantageous savings through another source for a particular item, they may purchase from other suppliers.

**BUDGET/FISCAL IMPACT:** Office supplies are paid directly from department operating budgets and this action has no immediate fiscal impact. Office supply costs are included within individual operating budgets. The estimated total of purchases for FY2020 is \$45,000.

**COUNCIL ACTION:** Approval to extend the City's Office Supplies Contract with Warehouse Direct through May 31, 2023, with the option for additional extension as determined by the Suburban Purchasing Cooperative of the Northwest Municipal Conference.

**12. Award of the Lake Forest's Share of the Joint Paving Project for the City's Quarta Parking Lot and District 67 Schools to Maneval Construction in the amount of \$148,148.68 to include authorization for a 10% contingency for a total of \$162,963.54.**

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

**PURPOSE AND ACTION REQUESTED:** The Public Works Committee and Staff requests awarding the Lake Forest share of the joint Quarta Parking Lot and District 67 Schools Paving Project to Maneval Construction Co.

**BACKGROUND/DISCUSSION:** The Quarta Lot offers 102 parking spaces in the central business district in downtown Lake Forest (Bank Lane & Wisconsin Ave.). Its proximity to the many businesses and offices as well as the eastside train station keeps this lot at 100 % capacity on most days. That amount of traffic causes quite a bit of wear on the pavement over time. The Quarta Lot was last paved over thirty years ago (1987) and is now in need of repaving. This project includes milling off the existing asphalt surface, removal and replacement of deteriorated sections of sidewalk and curb, drainage structure adjustments, repaving, and



restriping. With regards to drainage of this lot, the lot drains to the east with two storm sewer drains on the edges of the parking lot adjacent to Bank Lane. The challenge with guiding storm water to existing islands or cut-outs in existing curb cuts, is that there is no mechanism that would allow for the storm water to exit. Additionally in the middle island behind the trees exists a ComEd transformer and City street lights. With no drainage exiting the island, freeze-thaw cycles would run havoc on this infrastructure. In order to utilize these islands as bio-swales, the parking lot would need to be completely re-designed to effectively manage storm water. City staff will consider green infrastructure installation for future parking lot projects.

In previous years the City has teamed up with School District 67 to jointly bid similar projects, thereby taking advantage of economies of scale for securing low bid prices. This year the City once again joined forces with District 67 to jointly bid the Quarta Lot & District 67 Schools paving projects.

**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:** The project was bid in late February with the bids opened on March 5, 2020. A total of eight (8) bids for the joint project were received. The bid prices consist of bid quantities that are to be completed by both the City and School District 67 as part of their respective paving projects.

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

Company Name	Dollar Amount Bid
<b>Maneval Construction</b>	\$272,217.29
Chicagoland Paving	\$280,000.00
Accu-Paving Co.	\$298,547.50
Schroeder Asphalt Inc.	\$307,523.96
A Lamp Concrete Contractors, Inc.	\$313,662.96
Peter Baker & Son Co.	\$333,769.20
Brothers Asphalt Paving, Inc.	\$362,776.90
Abbey Paving and Sealcoating Co., Inc.	\$378,814.28

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

Company Name	Lake Forest's Bid Portion
<b>Maneval Construction</b>	\$148,148.68
Chicagoland Paving	\$146,534.30
Accu-Paving Co.	\$158,579.79
Schroeder Asphalt Inc.	\$160,643.05

A Lamp Concrete Contractors, Inc.	\$167,420.50
Peter Baker & Son Co.	\$176,041.91
Brothers Asphalt Paving, Inc.	\$180,744.26
Abbey Paving and Sealcoating Co., Inc.	\$199,225.05

Maneval Construction, has experience working in Lake Forest and has consistently executed projects of this nature in a satisfactory manner.

If awarded, work on this project is expected to begin in early June and be substantially completed in early July. Upon award of the contract, the Lake Forest Engineering Section will meet with the contractor to get a tentative schedule for each of the project locations.

The Quarta Lot will remain closed during construction. Motorists that park at the Quarta Lot will be notified in advance of the start of construction via signage at the entrances. The City website, under Construction Updates, will also provide the details of the construction schedule and alternate parking locations.

Below is an estimated summary of Project budget:

FY2021 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund	\$180,000	\$162,963.54	Y

**COUNCIL ACTION:** Award of the Lake Forest's Share of the Joint Paving Project for the City's Quarta Parking Lot and District 67 Schools to Maneval Construction in the amount of \$148,148.68 to include authorization for a 10% contingency for a total of \$162,963.54.

**13. Award of the Bid for the Conway Farms Drive and Sheridan Road Drainage Improvements to Holiday Sewer and Water Construction, Inc. for a Not-to-Exceed Amount of \$83,493.30.**

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

**PURPOSE AND ACTION REQUESTED:** The Public Works Committee and Staff recommend awarding the Conway Farms Drive and Sheridan Road Drainage Improvements to Holiday Sewer and Water Construction, Inc.

**BACKGROUND/DISCUSSION:** This project is to solve a chronic drainage problem on Conway Farms Drive at the entrance to the Conway Farms Golf Course maintenance yard. Storm water remains on the pavement at this location well after rain events which leads to icing in the winter and causes damage to the pavement. The City has tried multiple times to regrade the asphalt pavement at that location to get the water to drain properly into the storm drains that are down the road from this location. It has been determined that it is necessary to install new storm drains directly at the location of the ponding water to get it off the surface of the pavement.

On a very tight curve on the north end of Sheridan Road near the address of 230 Sheridan Road, the storm sewer on the west side of the pavement has collapsed which causes that portion of Sheridan Road to frequently flood. The City needs to remove and replace the damaged portions of the storm sewer to prevent future flooding and dangerous icing at this location.

**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:** Bids for the Conway Farms Drive and Sheridan Road Drainage Improvements were received and opened on March 26, 2020. A total of six firms submitted bids for this project. Holiday Sewer and Water Construction Inc. is the lowest bidder for the full bid proposal for the work on Conway Farms Drive and on Sheridan Road.

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
<b>Holiday Sewer and Water Construction, Inc</b>	<b>\$75,903.00</b>
Canyon Contracting Inc	\$94,075.00
DK Contractors	\$97,948.00
Maneval Construction	\$99,416.40
EarthWerks Land Improvement & Development Corp	\$148,322.00
Alliance Contractors Inc	\$156,405.00

Holiday Sewer and Water Construction has worked in Lake Forest with satisfactory results.

If awarded, work on this project is expected to begin in June and to be completed by the middle 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.

Staff is recommending City Council approve the low bid contractor as well as 10% contingency. This contingency will only be used if necessary. If the full contingency is used, the Conway Farms Drive Drainage Improvements portion of the project would be \$11,762.00 over budget. This overage will be covered using the \$17,036 from the Quarta Lot savings.

Below is an estimated summary of Project budget for the Conway Farms Drive and Sheridan Road Improvements:

The Sheridan Road Drainage Improvements project will be funded from the F.Y. '21 Non-Ravine Culvert & Ditch Improvements capital account. Funding for Conway Farms Drainage Improvements will be from the specific F.Y. '21 Conway Farms Drainage Improvement capital account.

FY2021 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund	\$30,000	\$41,761.50	Y
Capital Fund	\$75,000	\$41,731.80	Y

**COUNCIL ACTION:** Award of Bid for the Conway Farms Drive portion of the Conway Farms Drive and Sheridan Road Drainage Improvements to Holiday Sewer and Water Contractors, Inc. for a Not-to-Exceed amount of \$83,493.30.

**14. Approve the Purchase of 1,500 Tons from Morton Road Salt for a Not-To-Exceed Price of \$68.00/Ton for the FY '21 Winter and/or a Reserve for FY '22**

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

**PURPOSE AND ACTION REQUESTED:** Staff is requesting City Council's approval to participate in Lake County's Road Salt Bid and approve the purchase of 1,500 tons from Morton Road Salt for a not-to-exceed price of \$68.00/ton for the FY '21 winter and if not needed this winter, purchased for the following winter in FY '22.

**BACKGROUND/DISCUSSION:** With the salt bay project completed in early May, 2015, the City is now able to store an additional 800 tons of salt. This results in a total storage capacity of 2,400 tons, equating to 83% of the City's average annual usage of 2,900 tons. Staff is requesting approval to participate in Lake County's salt bid and purchase 1,500 tons from Morton Salt. Depending upon the need, the City would take delivery of this salt during the upcoming winter *and/or* next spring to replenish the two salt bays. In case of a heavy winter, Lake County's bid with Morton Salt allows for the purchase of an additional 20% of the ordered amount (in this case, 300 tons) at the same rate of \$68.00/ton.

This past winter the City entered into an agreement with the Illinois Department of Transportation (IDOT hereafter) for the plowing and salting of Route 60 from Route 41 to Field Drive, and Route 43 from Route 176 to Route 22. The agreement stipulated that all expenses for this service (labor, equipment, salt) would become a City responsibility. IDOT in return agreed to pay the City \$93,131.36. Via an established IDOT calculation, the amount was determined using total lane mileage and would be paid as a flat rate regardless of the number of plowing and/or salting events. During the 2019/2020 winter season, the City spent just under \$23,000 for labor, equipment, and salt. The following chart provides detailed costs for this past winter:

Month	Event Total	Inches of Snow	Reg Hour	Reg Cost	OT Hours	OT Rate	TOTAL Hours	TOTAL Rate	Salt Tons	Salt Cost	Equip. Cost	TOTAL COST
December	2	3"	4.5	\$171.68	8	\$463.35	12.5	\$635.03	21.86	\$1,418.28	\$187.50	<b>\$2,240.81</b>
January	7	10"	7.5	\$286.14	54.5	\$3,118.77	62	\$3,404.91	117.33	\$7,612.37	\$930.00	<b>\$11,947.28</b>
February	5	8.25"	17	\$648.56	28.50	\$1,630.91	45.50	\$2,279.47	90.02	\$5,840.50	\$682.50	<b>\$8,802.47</b>
<b>TOTAL</b>	<b>14</b>	<b>21.25"</b>	<b>29</b>	<b>\$1,113.58</b>	<b>91</b>	<b>\$5,213.03</b>	<b>120</b>	<b>\$6,326.61</b>	<b>229.21</b>	<b>\$14,871.14</b>	<b>\$1,800.00</b>	<b>\$22,997.75</b>

Per the agreement, the City sent three invoices to IDOT. The first upon execution of the agreement in early December, 2019, the second on January 31<sup>st</sup>, and the final one on April 31, 2020. To date the City

has received the payment for the first invoice. On May 6, 2020, the City was informed by IDOT that they would like to proceed with a contract to have The City of Lake Forest perform snow and ice removal for the winter of 2020/2021 under the same terms as this past winter. IDOT noted however that a contract for the upcoming winter would be dependent upon the approval of the State's FY21 budget, which has not been released. IDOT noted that they will be contacting the City as soon as the budget is released and a contract can then be prepared. Staff will return to City Council at a future meeting to request approval of the agreement and a \$54,000 modification to outfit one of its large plow trucks with a wing plow and modified hydraulics specifically to assist with plowing the State roads.

The following chart provides a summary of the current inventory, tonnages requested for winter 2020/2021, and a reserve for either this winter or to be purchased next spring for the FY '22 winter. With Route 60 being a concrete road (requiring more salt) and only having one relatively mild winter of experience, staff again included 1,000 tons in its estimate for the two State roads. If this amount is not used for the State roads, it will simply be purchased and lessen the amount requested next year at this time.

Salt Tonnage On-Site at Beginning of Winter 2019/2020	2,400 tons
Salt Tonnage Used During Winter 2019/2020	-1,750 tons
Amount to be Delivered in May, 2020 to Provide a Pre-Winter Inventory of 2,400 Tons. This amount was approved by City Council on 3/18/2019	<u>1,750 tons</u>
Pre-2020/2021 Winter Inventory	2,400 tons
Total Tons to be Purchased for Winter 2020/2021 or 2021/2022 Reserve	<u>1,500 tons</u>
Total Tons Available for Winter 2020/2021	3,900 tons

**PAST PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
City Council	March 18, 2019	Salt Purchase Approved
City Council	March 19, 2018	Salt Purchase Approved
City Council	March 6, 2017	Salt Purchase Approved
City Council	March 7, 2016	Salt Purchase Approved
City Council	March 16, 2015	Salt Purchase Approved
City Council	March 17, 2014	Salt Purchase Approved

**BUDGET/FISCAL IMPACT:** Lake County's Department of Transportation had its bid opening on April 14, 2020. Four companies submitted bids with Morton Salt being the lowest bid. All participants have until May 19<sup>th</sup> to submit their orders to Morton Salt.

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

Funding Source	Account Budget	Amount Requested	Budgeted Y/N
FY '21 or FY '22 General Fund – Streets Division	\$187,000	\$102,000	Y

**COUNCIL ACTIONS:** Approve the Purchase of 1,500 Tons from Morton Road Salt for a Not-To-Exceed Price of \$68.00/Ton for the FY '21 Winter and/or a Reserve for FY '22.

**15. Approval of an Amendment to Chapter 97, entitled “Parks & Playgrounds” of Title IX entitled “General Regulations” of the City Code and an Amendment to the Fee Schedule Increasing Non-Resident fees related to Forest Park Beach access**

STAFF CONTACT: *Joe Mobile, Superintendent of Recreation (847-810-3941)*

**PURPOSE AND ACTION REQUESTED:** Staff requests amending Chapter 97 of Title IX of the City Code giving staff the authority to charge the approved non-resident fee daily from Memorial Day to Labor Day. Staff also request to increase the approved fee to \$20 per non-resident visit. A copy of the proposed amendments can be found beginning on **page 162**.

**BACKGROUND/DISCUSSION:** The current operational procedures allow staff to charge non-resident's a fee to access the Forest Park Beach facility. This fee is only imposed and collected on weekends and holidays from 9:00 a.m. – 7:00 p.m. All non-resident beach goers pay and access the beach through the non-resident entrance through the upper south parking lot.

For the summer of 2020, we are seeing other municipalities and/or park districts closing or altering their beach policies. Staff is concerned that with these changes or closures we will result in an increase in non-resident usage at our facilities. Charging a daily fee will allow for the increased non-resident use to pay a share of the operational costs incurred by their use.

In the current environment, staff is recommending that the non-resident fees be expanded and collected seven days a week to be more consistent with the other lakefronts. Currently we are the only lakefront operation that doesn't charge a daily fee as seen below in the table.

Lakefront	Fee charged	Hours charged	Days charge
Evanston	\$ 8.00	10:30 am – 7:30 pm	Daily
Kenilworth	\$ 20.00	9:00 am – 7:00 pm	Daily
Glencoe	\$ 14.00	10:00 am – 8:00 pm	Daily
Highland Park	\$ 10.00	10:00 am – 6:00 pm	Daily
Lake Bluff	\$ 15.00	10:00 am – 10:00 pm	Daily
<b>Lake Forest</b>	<b>\$15.00</b>	<b>9:00 am – 7:00 pm</b>	<b>Weekends</b>
Winnetka	\$ 12.00	9:00 am – 7:00 pm	Daily
Wilmette	\$ 11.00	9:00 am – 8:00 pm	Daily

Staff is also recommending an increase to the non-resident beach access fee this year in order to address the significant costs that the City incurred this past year on (1) restoring the beach access road and (2) restoring and cleaning up the beach after the storm destruction. Staff is requesting an increase to the current fee by \$5 to \$20 per non-resident visit. Raising the non-resident beach access fee by a reasonable amount will ensure that these restoration costs are passed on to all who access the beach, including the non-residents who pay the beach access fee and residents who will shoulder the bulk of the costs through their property taxes.

**BUDGET/FISCAL IMPACT:** The expansion to daily collection of non-resident fees would incur an additional cost of \$200 per day or \$1,000 per week in staff costs. These additional costs would be made up with the fee increase and by the number of non-resident visits per week.

COUNCIL ACTION: Approval of an Amendment to Chapter 97, entitled "Parks & Playgrounds" of Title IX entitled "General Regulations" of the City Code and an Amendment to the Fee Schedule Increasing Non-Resident fees related to Forest Park Beach access

**16. Consideration of a Recommendation from the Plan Commission in Support of a Plat of Condominium for a building under construction at 705 McKinley Road.  
(Approval by Motion)**

*STAFF CONTACT: Catherine Czerniak,  
Director of Community Development (810-3504)*

**PURPOSE AND ACTION REQUESTED:** Consideration of a recommendation from the Plan Commission in support of final approval of a plat of condominium to allow each of the six units in the condominium building now under construction to be held in separate ownerships and to identify common areas and limited common areas.

**BACKGROUND/DISCUSSION:**

In March 2019, based on recommendations from the Plan Commission and the Building Review Board, the City Council approved construction of a new condominium building on the east side of McKinley Road, across from the train station. This building is phase two of the redevelopment of several properties located in this area and furthers the goal of offering new residential housing options within walking distance of the Central Business District. Construction of the second building is anticipated to be completed in late 2020, early 2021.

The third and last phase of the development anticipated in the Master Plan for this area is still under review by the Plan Commission as a separate matter.

The City Code requires that any development that creates parcels or units that will be held in separate ownerships must be approved through a public process and documented with a recorded plat. The plat of condominium as recommended by the Plan Commission delineates each unit and identifies common and limited common areas. A Declaration of Covenants and Bylaws for the condominium units will be recorded with the property as required by State Statute.

No changes to the previously approved development are proposed or authorized through the approval of the plat of condominium. Once approved by the Council, the plat will be recording with the County allowing the sales of the units to proceed. All of the units are under contract and closings on several of the units is anticipated in the near future.

The Plan Commission held a public hearing on May 12, 2020, to consider this petition. A neighbor voiced concern about the ongoing impacts of the construction activity at this site and the Commission directed staff to continue to closely monitor the site given the proximity to the nearby homes. The Plan Commission voted 6 to 1 to recommend approval of the plat of condominium to the City Council. The Commissioner voting nay has been consistent in opposing the overall development. The Plan Commission's report and a copy of the plat are included in the Council packet beginning on **page 166**.

COUNCIL ACTION: Approve a motion granting final approval of the plat of condominium for 705 McKinley Road.

**COUNCIL ACTION: Approval of the **sixteen (16)** omnibus items as presented.**

**6. ORDINANCES**

**7. OLD BUSINESS**

**8. NEW BUSINESS**

**1. Request to Waive the Bidding Process and Approve and Authorize Contracts for Emergency Beach Repairs at Forest Park Beach in an Amount Not-to-Exceed \$142,000**

PRESENTED BY: *Michael Thomas, Director of Public Works (810-3540)*  
*Chuck Myers, Superintendent of Parks, Forestry, & Special Facilities (810-3565)*

**PURPOSE AND ACTION REQUESTED:** Staff is requesting City Council's approval to waive the bid process and allocate a not-to-exceed amount of \$142,000 for emergency repairs at Forest Park Beach. Recent storms and near record high lake levels have created significant erosion problems up and down the North Shore with devastating impact to lakefront properties. The City's lakefront is no exception. In order to address these eroded areas and protect them from further damage, staff is requesting approval to waive the bid process for the design, purchase, and installation of armor stone and removal of a 30' groin.

**BACKGROUND/DISCUSSION:** The recent period of high water levels on Lake Michigan has caused shoreline erosion problems all around the lake, including the beach at Forest Park. The current lake levels are similar to the record high levels seen in the mid-1980s during the construction of Forest Park beach. The beach at Forest Park is dynamic in nature, and the beach platform and profile vary in response to prevailing water levels and wave conditions. In particular, there is a tendency for the sand to move from north to south within the beach area, and for increased beach erosion during periods of high water levels. The following categorizes the various sections requiring attention over these next few weeks:

*South End – Revetment Stone:* Located at the bottom curve of the south beach access road, adjacent to the roadway, exists a grass area and large armor stone. Beginning last fall, southeast winds combined with high lake levels created very powerful waves with lake water eroding an area of grass behind the armor stone. To prevent continued erosion, engineers have recommended the City excavate a six-foot wide area, approximately 120' in length, behind the armor stone and install smaller 18"-26" stone. This stone will dissipate the wave's "spray" energy and will eliminate future erosion.

*North End (Cell 1) – Revetment Stone:* In the middle and northern portion of the lower access road embankment, high lake levels and heavy waves have removed a few areas of the planted material. The installed revetment is performing as designed, however waves entering cell 1 have crashed higher than the existing stone. To address this, staff and an excavating contractor will install identical 18"-26" stone similar to the south end.



*Middle Beach Area (Cell 2) – Short Term Design & Construction Oversight:* Beginning last November and continuing through last week, the beach area directly across from the north end parking lot has periodically received high wave action and overtopping of the seat wall. This has resulted in multiple occurrences where significant amounts of sand covered the brick paver walkway, grass area, and portions of the parking lot. With an enormous amount of sand deposited over the winter in cell 4, staff and a contractor relocated sand last week from cell 4 to cell 2, thereby re-establishing cell 2's eroded beach. However, with the on-going potential for north, east, and northeast winds, lake water has the opportunity to again return to the base of the seat wall. Staff has been in contact with W.F. Baird & Associates, the original engineering firm that designed the beach in 1985. Staff has requested a short term design that would protect the seat wall. The armor stone design would ultimately prevent wave action from eroding the seat wall's foundation and minimize any sand from accumulating on the walkway and grass area. Staff is requesting that this design be completed as soon as possible so if beach erosion were to begin again, staff would have a completed design that could be implemented immediately.

*Contingency for Middle Beach Area (Cell 2) – Short Term Stone Protection to Include Installation:* Based upon the design provided by W.F. Baird & Associates, staff and a contractor would work together to install the recommended stone. Based upon discussions to-date, staff is conservatively estimating a \$50,000 allowance for stone and \$10,000 for installation. Again, the stone will *not* be purchased unless needed to provide short term protection to the seat wall and its foundation.

*Middle Beach Area (Cell 2) – 30' Groin Removal:* As background, a groin is simply steel sheet piling that is driven deep into the ground for stabilization. Before the 1987 beach project, the City's beach had multiple stabilizing groins that jetted out into the water. With the 1987 project, there was no longer a need for these groins. The project plans show that these groins were buried in over four feet of sand in lieu of being removed. These groins are no longer an integral part of the beach and can be removed without any impact to the four cells. Beginning this winter and continuing through last week, heavy wave action removed significant amounts of sand in cell 2, exposing one of the original groins. However last week staff and a contractor relocated sand from cell 4 to cell 2, resulting in the groin again being covered with two to three feet of sand. Recognizing it could be uncovered at any point in the future, staff recommends that it be removed. With a certain portion of the groin being under water, a marine contractor will need to bring in a large backhoe and vibratory extractor to remove it.

**PROJECT REVIEW/RECOMMENDATIONS:**

Reviewed	Date	Comments
None		Emergency Response

**BUDGET/FISCAL IMPACT:** Based upon the items noted in the "Background / Discussion" section of this write-up, the following chart provides a breakdown of anticipated costs with each item:

Item	Company	Amount
Stone for South & North End Revetment Repairs	Michels Commercial Aggregates	\$ 25,000
Contractor Assistance for South & North End Revetment Repairs	DiTomasso Excavating	\$ 10,000
Middle Beach Area (Cell 2) – Short Term Design & Construction Oversight	W.F. Baird & Associates Coastal Engineers Ltd.	\$ 15,000
*Contingency for Middle Beach Area (Cell 2) – Short Term Stone Protection	Michels Commercial Aggregates	\$ 50,000
*Contractor Assistance for Middle Beach Area (cell 2) – Short Term Stone Protection	DiTomasso Excavating	\$ 10,000
Middle Beach Area (Cell 2) – 30' Groin Removal	Gillen Marine Construction LLC	\$ 32,000
	<b>TOTAL AMOUNT REQUESTED:</b>	<b>\$142,000</b>

\*Only if needed

Based upon the parameters set forth in City's Purchasing Directive, staff is requesting City Council approval of \$142,000 for emergency repairs. With the groin removal and stone purchase exceeding or *potentially* exceeding \$25,000, staff is requesting City Council's approval to waive the bidding process for the various vendors:

- In order to match existing stone already on site, combined with immediate availability, Michel's Commercial Aggregates is being recommended for the stone purchase. If approved, approximately twenty-three semis of stone will begin to be delivered Tuesday morning, May 19<sup>th</sup>.
- With the groin extraction, the City has utilized Gillen Marine in the past for sand removal in the boat harbor and armor stone installation at the water plant. All marine contractors have been and continue to be extremely busy repairing shorelines in Illinois, Michigan, and Wisconsin. Gillen Marine responded immediately to staff's request for an estimate and, based upon City Council's approval, committed to working the groin removal into their schedule this summer.
- As was previously noted, W.F. Baird & Associates was the design engineering firm for the beach in 1985. With their inherent knowledge, staff felt the City would receive the best possible design in the shortest period of time.
- DiTomasso Excavating is a Lake Forest company that has provided assistance to the City with many deep excavations throughout town; they are very responsive and perform well. Additionally, they assisted with the revetment extension last November and provide beach grading each spring and fall. Similar to last November, staff will assist DiTomasso Excavating for both the north and south end revetment repairs. The same will be the case if work is needed in cell 2.

With regards to any possible Federal reimbursement, if an event occurs which results in significant damage, FEMA can declare such an event a "disaster". FEMA has recently emphasized that they do not provide funding for long-term erosion issues nor damage incurred by high water levels in the Great Lakes. On a recent webinar, FEMA officials clearly stated that FEMA funds are only meant for disaster related events.

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

If no, indicate the specific waiver requested:

Administrative Directive 3-5, Section 6.1A – Emergency Purchase

FY2021 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Fund	\$0	\$142,000	N

This non-budgeted expense would be funded from Capital Fund reserves. If needed, a supplemental appropriation would be presented for City Council approval at the end of the current fiscal year.

**COUNCIL ACTION:** Request to Waive the Bidding Process and Approve and Authorize Contracts for Emergency Beach Repairs at Forest Park Beach in an Amount Not-to-Exceed \$142,000

**9. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS**

1. EXECUTIVE SESSION pursuant to 5 ILCS 120/2 (c), (11), The City Council will be discussing pending litigation.

Adjourn into Executive Session

**10. ADJOURNMENT**

A copy of the Decision Making Parameters can be found beginning on **page 31** of this packet.

Office of the City Manager

May 13, 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.*

## Contact Info

First Name: **Tara**  
 Last Name: **Janos**  
 E-mail: **tlj326@gmail.com**  
 Title: **Director, IT Compliance**  
 Organization:  
 Address: **674 BUENA RD**  
 Address Line 2:  
 City: **Lake Forest**  
 State: **IL**  
 Zip: **60045**  
 Mobile Phone:   
 Home Phone:   
 Notes:

## Resident Data/Stats

Ward: **Ward 2**  
 Precinct:  
 US Citizen: **Yes**  
 Registered Voter: **Yes**  
 Lake Forest Resident since(YYYY): **2012 and raised in community**  
 Business Name:  
 Type of Business:  
 Business Phone:  
 Position:  
 Date of Birth (Optional):  
 Education: **B.S. Accounting Fairfield University  
MBA, Northwestern University**  
 Spouse's Name: **Christopher (Chris)**  
 Children's Birth Years: 

## Interest in Community Positions

[compare val1=0 val2=0 operator="&gt;="]

Mayor: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Alderman: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

#67 School Board: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

#115 School Board: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Caucus Committee: **No Interest at this time**

[/compare] [compare val1= val2=0 operator="&gt;="]

Audit Committee: [/compare] [compare val1= val2=0 operator="&gt;="]

Board of Fire & Police Commissioners: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Building Review Board (BRB): **No Interest at this time**

[/compare] [compare val1= val2=0 operator="&gt;="]

Cemetery Commission: [/compare] [compare val1= val2=0 operator="&gt;="]

Committee Representing Our Young Adults (CROYA): [/compare] [compare val1= val2=0 operator="&gt;="]

Construction Codes Commission: [/compare] [compare val1= val2=0 operator="&gt;="]

Elawa Farm Commission: [/compare] [compare val1= val2=0 operator="&gt;="]

Fireman's Pension Fund - Board of Trustees: [/compare] [compare val1= val2=0 operator="&gt;="]

Gorton Community Center Board of Directors: [/compare] [compare val1= val2=0 operator="&gt;="]

Historic Preservation Commission: [/compare] [compare val1= val2=0 operator="&gt;="]

Legal Committee: [/compare] [compare val1= val2=0 operator="&gt;="]

Library Board: [/compare] [compare val1= val2=0 operator="&gt;="]

Park &amp; Recreation Board: [/compare] [compare val1= val2=0 operator="&gt;="]

Planning Commission Labels: [/compare] [compare val1= val2=0 operator="&gt;="]

Police Pension Fund - Board of Trustees: [/compare] [compare val1= val2=0 operator="&gt;="]

Senior Resources Commission: [/compare] [compare val1= val2=0 operator="&gt;="]

Zoning Board of Appeals (ZBA): [/compare]

Other Positions:

## Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

**Family and work, but if meetings planned in advance should not present an issue**

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

**District 67 - Finance Committee (4 years)**

**School of St Mary Parent Association - Multiple roles (2 years)**

**D67 APT - Treasurer (2 years) and other roles**

**Girl Scout Troop Leader (6 years)**

**Spirit of 67 - Treasurer (2 years)**

**Various professional associations**

---

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

**Significant audit background**

**Relationships with multiple top tier accounting firms, very familiar with RFP and bid process**

**Work experience producing year end financial statement (public and corporate)**

**Significant data analytics, fraud and controls experience**

**IT system evaluation and implementation**

---

References (Optional):

**To be provided**

---

Please state briefly why you are volunteering to serve The City of Lake Forest:

**Resident for long tenure, very interested in continuing to build strength of community. Have had very positive interactions with caucus and volunteers throughout the community and believe in organization.**

---

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

**NO activities or interests that would be perceived as a conflict**

---

## Contact Info

First Name: **Sally**  
 Last Name: **Downey**  
 E-mail: **salpal1960@aol.com**  
 Title:  
 Organization:  
 Address: **475 East Westminster Road**  
 Address Line 2:  
 City: **Lake Forest**  
 State: **Illinois**  
 Zip: **60045**  
 Mobile Phone:  
 Home Phone:  
 Notes:

## Resident Data/Stats

Ward: **Ward 1**  
 Precinct:  
 US Citizen: **Yes**  
 Registered Voter: **Yes**  
 Lake Forest Resident since(YYYY): **1986**  
 Business Name:  
 Type of Business:  
 Business Phone:  
 Position:  
 Date of Birth (Optional):  
 Education: **BA Northwestern University '82**  
**Communications Major, Political Science Minor**  
 Spouse's Name: **Tim Downey**  
 Children's Birth Years:

## Interest in Community Positions

[compare val1=0 val2=0 operator="&gt;="]

Mayor: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Alderman: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

#67 School Board: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

#115 School Board: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Caucus Committee: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Audit Committee: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Board of Fire & Police Commissioners: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Building Review Board (BRB): **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Cemetery Commission: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Committee Representing Our Young Adults (CROYA): **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Construction Codes Commission: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Elawa Farm Commission: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Fireman's Pension Fund - Board of Trustees: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Gorton Community Center Board of Directors: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Historic Preservation Commission: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Legal Committee: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Library Board: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Park & Recreation Board: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Planning Commission Labels: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Police Pension Fund - Board of Trustees: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Senior Resources Commission: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Zoning Board of Appeals (ZBA):

No Interest at this time

[/compare]

Other Positions: **Very familiar with aging buildings/maintenance, strength in fundraising, marketing and writing, work well with people and willing to get in the trenches.**

### Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

**I fly back and forth to Florida for March and April**

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

**INFANT WELFARE past Board member-1989-1997 (?)**

**FOUNDER'S BOARD MEMBER (AKA Woman's Board) of Lurie Children's Hospital- 1987-present (now as an Associate member). Executive Committee, membership, ran 2 benefits**

**FOXCROFT SCHOOL, Middleburg Virginia- Board of Trustees 1996-2005, 2009-2013 Board VP 6 years, Executive Committee 15 years, Chair of Development for 11 years, Chair of Annual Fund 12 years, Co-Chair of Capital Campaign, Committee on Trustees, Finance, Buildings and Grounds, , Co-Chair of 2 year Search for Head of School**

**PROCTOR ACADEMY, Andover N.H.- Board of Trustees 2004-2014, Board VP 6 years , Executive Committee for 9 years, Chair of Development for 8 years, Co-chair of \$16 million Capital Campaign for 2 years, Co-Chair of Campus Master Planning for 3 years.**

**GORTON COMMUNITY CENTER- City Director 2013-2019 Chair of Development 5 years, Finance Committee 6 years, membership 2 years, strategic planning committee**

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

**Very familiar with aging buildings/maintenance, have a good working knowledge of master planning for communities, strength in fundraising, marketing and writing, work well with people, board builder and willing to get in the trenches.**

References (Optional):

**Happy to give some if needed but after 58 years I am thinking many people in town know me as a kid, [REDACTED], as a Mom, [REDACTED] and as Sally Downey my married name as of [REDACTED].**

**Those who know or have worked with me recently:**

**Cathy Cerniak, Prue Beidler, Jed Morris, Melanie Rummel, Jim Preschlack, Rob Lansing, (past Board Chairs of Gorton- Blair Nagel, Mark Ventling, Barrett Davie and current Chair Tim Hender)**

**Amy Wagliardo- Executive Director Gorton Community Center**

**Brenda Dick - Former Executive Director of GortonCommunity Center**

Please state briefly why you are volunteering to serve The City of Lake Forest:

**I was born at Lake Forest Hospital [REDACTED] years ago and lived in Lake Bluff until we moved [REDACTED] years later. I returned to Lake Forest in [REDACTED] and have raised my [REDACTED] children here. I was raised with a strong sense of giving back to one's own community and the community at large. My Dad owned the first toy store in Lake Forest and I was a partner in G. Wilikers a children's toy store in the 90's that was going to close, so I stepped in. I love Lake Forest. I am winding down on some of my other Boards and feel it is time to put my energies into "home". \*\*I wrote this 6 years ago but it still stands. I just rolled off the Gorton Board and am committed to staying in Illinois and LF. SO I am looking to be engaged with meaningful work.**

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

**None**



## Robert Thornburgh

### Education:

- • Northwestern University, BA, 1964
- • Kellogg Graduate School of Business, Northwestern University, 1969 (Finance Major)
- • Chartered Financial Analyst (CFA)

Job Title: n/a

Address : 533 North Mayflower Road

Lake Forest Resident since: 1972

Spouse's Name: Colleen

Children's Birth Years: [REDACTED]

### Interest in Lake Forest Positions

- • Board of Fire & Police Commissioners: Currently Applying / Consider me in future
- • Cemetery Commission: Currently Applying / Consider me in future
- • Fireman's Pension Fund - Board of Trustees: Currently Applying / Consider me in future
- • Police Pension Fund - Board of Trustees: Currently Applying / Consider me in future

Bio 35 year career as an investment manager of retirement funds (public, private & labor/management Taft Hartley funds) Treasurer, Lake Forest Library Board & member of the Finance Committee Treasurer, Fiduciary Management Associates (Investment Counsel) 10 years US Navy officer- served as Fiscal Officer, Service School Command, Great Lakes, 2.5 years

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

- • Lake Forest library Board – Two 3 year terms ending 2010, President 2008-2010
- • President, Mayflower Park Homeowners Association, 2018- present
- • Treasurer, Mayflower Park Homeowners Association 2010-2018

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

- • 35 year career as an investment manager of retirement funds (public,private & labor/management Taft Hartley funds)
- • Investment Manager, Forest Home Cemetery Perpetual Care Fund, Milwaukee, Wi 1980-1995
- • Treasurer,Lake Forest Library Board & member of the Finance Committee
- • Treasurer, Fiduciary Management Associates (Investment Counsel) 10 years
- • US Navy officer- served as Fiscal Officer,Service School Command, Great Lakes ,2.5 years

Please state briefly why you are volunteering to serve The City of Lake Forest

- • The Boards & Commissions play a vital role in the successful management of the city-I would like to support the continued that system by contributing my professional skills & experience. I enjoyed my term on the Library Board & would welcome the opportunity to serve the community again

## Contact Info

First Name: **Rommy**

Last Name: **Lopat**

E-mail: **weedpatch@gmail.com**

Title:

Organization:

Address: **410 E. Woodland Rd.**

Address Line 2:

City: **Lake Forest**

State: **Illinois**

Zip: **60045**

Mobile Phone: [REDACTED]

Home Phone:

Notes:

## Resident Data/Stats

Ward: **Ward 1**

Precinct:

US Citizen: **Yes**

Registered Voter: **Yes**

Lake Forest Resident since(YYYY): **10**

Business Name:

Type of Business: **garden design; historic landscape and genealogical research; land use / conservation advocacy**

Business Phone:

Position:

Date of Birth (Optional): [REDACTED]

Education: **BA Urban Studies, 1976 UCONN**  
**M Urban Planning & Policy 1979 Univ of IL**

Spouse's Name: **John D. Drummond**

Children's Birth Years: [REDACTED]

## Interest in Community Positions

[compare val1=0 val2=0 operator="&gt;="]

Mayor: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Alderman: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

#67 School Board: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

#115 School Board: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Caucus Committee: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Audit Committee: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Board of Fire & Police Commissioners: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Building Review Board (BRB): **No Interest at this time**

[/compare] [compare val1=1 val2=0 operator="&gt;="]

Cemetery Commission: **I am currently applying / Consider me for this position in the future**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Committee Representing Our Young Adults (CROYA): **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Construction Codes Commission: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Elawa Farm Commission: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Fireman's Pension Fund - Board of Trustees: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Gorton Community Center Board of Directors: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Historic Preservation Commission: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Legal Committee: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Library Board: **No Interest at this time**

[/compare] [compare val1=1 val2=0 operator="&gt;="]

Park & Recreation Board: **I am currently applying / Consider me for this position in the future**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Planning Commission Labels: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Police Pension Fund - Board of Trustees: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Senior Resources Commission: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Zoning Board of Appeals (ZBA):

No Interest at this time

[/compare]

Other Positions:

**Active local historian and genealogist. Landscape design and garden writer/editor/publisher.**

### Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

**Board Member; Chair, Service Comm: Mothers Trust Foundation, Lake Forest. 15 years.**

**Board Member: Lake Forest Preservation Foundation, 3 years**

**Co-Chair, Civic Committee, Junior Garden Club of Lake Forest (7 years). Represent Club on LF Civic Beautification Committee**

**Board Member: Friends of McConnell Farm (living history farm), Richmond, IL**

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

**Active local historian and genealogist. Landscape design and garden writer/editor/publisher.**



References (Optional):

Please state briefly why you are volunteering to serve The City of Lake Forest:


**Would like to encourage greater planning in Parks Dept re urban forest and landscape management, resource conservation. Greater coordination among historians, parks department, and conservation community, esp for ravines and bluff.**

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

## Contact Info

First Name: **RONALD**  
 Last Name: **LEVITSKY**  
 E-mail: **drakemv@yahoo.com**  
 Title: **teacher**  
 Organization:  
 Address: **1099 POLO DR**  
 Address Line 2:  
 City: **LAKE FOREST**  
 State: **IL**  
 Zip: **60045-3837**  
 Mobile Phone:   
 Home Phone:   
 Notes: **Caucus Communication Past**  
**Library term date completion 2020**

## Resident Data/Stats

Ward: **Ward 4**  
 Precinct: **409**  
 US Citizen: **Yes**  
 Registered Voter: **Yes**  
 Lake Forest Resident since(YYYY): **2000**  
 Business Name: **Sunset Ridge School (Northfield, IL)**  
 Type of Business: **school**  
 Business Phone:  
 Position: **retired teacher**  
 Date of Birth (Optional):   
 Education: **Northern Illinois University -- B.A.**  
**Sir George Williams University -- M.A. in History**  
 Spouse's Name: **Connie Blade**  
 Children's Birth Years:

## Interest in Community Positions

[compare val1=0 val2=0 operator="&gt;="]

Mayor: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Alderman: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

#67 School Board: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

#115 School Board: **No Interest at this time**

[/compare] [compare val1=2 val2=0 operator="&gt;="]

Caucus Committee: **I currently hold this office / I have held this office in the past**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Audit Committee: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Board of Fire & Police Commissioners: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Building Review Board (BRB): **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Cemetery Commission: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Committee Representing Our Young Adults (CROYA): **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Construction Codes Commission: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Elawa Farm Commission: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Fireman's Pension Fund - Board of Trustees: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Gorton Community Center Board of Directors: **No Interest at this time**

[/compare] [compare val1=1 val2=0 operator="&gt;="]

Historic Preservation Commission: **I am currently applying / Consider me for this position in the future**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Legal Committee: **No Interest at this time**

[/compare] [compare val1=2 val2=0 operator="&gt;="]

Library Board: **I currently hold this office / I have held this office in the past**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Park & Recreation Board: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Planning Commission Labels: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Police Pension Fund - Board of Trustees: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Senior Resources Commission: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Zoning Board of Appeals (ZBA):

No Interest at this time

[/compare]

Other Positions:

### Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

**I serve on the West Deerfield Township Board (meetings the 3rd Tuesday of each month).**

**I am finishing my second term on the Library Board. Last year (2018-2019) I served as Board President.**

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

**I currently serve as a West Deerfield Township Trustee.**

**I served on the LF Caucus and was on the Executive Board (Communications Chair).**

**I am a volunteer for Curt's Cafe in Evanston, which works with at-risk young people.**

**I volunteer with Armenian-American and Greek-American organizations to develop educational materials for teaching about genocide.**

**I volunteer at the Highland Park Public Access TV Station.**

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

**I have written professionally -- both fiction and non-fiction.**

**I have a great interest in history, as a teacher and researcher.**

**I was on the executive board of the National Social Studies Supervisors Association.**

**I served as a consultant for Brown University's Choices for the 21st Century Project (educational units on history and foreign policy).**

**As a township Trustee, I have dealt with many community issues and worked cooperatively with my fellow board members.**

References (Optional):

**References -**

**Todd Puch and/or Carrie Travers (past and current President), Lake Forest Library Board**

**Alyson Feiger, Supervisor of West Deerfield Township**

**Jan Zobus, former Clerk of West Deerfield Township**

**Hugh Brady, President of Illinois Chapter of NAMI (National Alliance on Mental Illness)**

**George Mavropoulos, Director of the Asia Minor and Pontos Hellenic Research Center**

Please state briefly why you are volunteering to serve The City of Lake Forest:

**As a social studies teacher, I taught the importance of active citizenship (doing more than voting). As such, I believe it is important to practice what you preach. I have put that into practice by serving as a Trustee for West Deerfield Township, which includes much of west Lake Forest. I also serve on the Lake Forest Library Board. I enjoy working with others to maintain, and even improve, our wonderful community.**

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

**none**

## Contact Info

First Name:	Joseph
Last Name:	Waldeck
E-mail:	jrwaldeck@sbcglobal.net
Title:	Attorney at Law
Organization:	
Address:	
Address Line 2:	
City:	Lake Forest
State:	Illinois
Zip:	60045
Mobile Phone:	
Home Phone:	
Notes:	

## Resident Data/Stats

Ward:	Ward 1
Precinct:	
US Citizen:	Yes
Registered Voter:	Yes
Lake Forest Resident since(YYYY):	2003
Business Name:	
Type of Business:	
Business Phone:	
Position:	
Date of Birth (Optional):	
Education:	School of St. Mary's (1966), Loyola Academy (1970), B.A. Marquette University (1974), Northern Illinois University (Lewis University College of Law), J.D. (1979).
Spouse's Name:	Catherine A. Waldeck
Children's Birth Years:	

## Interest in Community Positions

[compare val1=0 val2=0 operator="&gt;="]

Mayor: No Interest at this time

[/compare] [compare val1=1 val2=0 operator="&gt;="]

Alderman: I am currently applying / Consider me for this position in the future

[/compare] [compare val1=0 val2=0 operator="&gt;="]

#67 School Board: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

#115 School Board: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Caucus Committee: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Audit Committee: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Board of Fire &amp; Police Commissioners: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Building Review Board (BRB): No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Cemetery Commission: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Committee Representing Our Young Adults (CROYA): No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Construction Codes Commission: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Elawa Farm Commission: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Fireman's Pension Fund - Board of Trustees: No Interest at this time

[/compare] [compare val1=2 val2=0 operator="&gt;="]

Gorton Community Center Board of Directors: I currently hold this office / I have held this office in the past

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Historic Preservation Commission: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Legal Committee: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Library Board: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Park &amp; Recreation Board: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Planning Commission Labels: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Police Pension Fund - Board of Trustees: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Senior Resources Commission: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Zoning Board of Appeals (ZBA):

No Interest at this time

[/compare]

Other Positions:

### Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

None

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

**Member: Lake County Bar Association (Judicial Selection and Retention Committee, 2016-present); Lake County Bar Foundation , Trustee, 2016-present; Illinois Judges Association, Illinois Judges Foundation, A Safe Place (Board of Directors, 2005-2009, 2nd Vice-President, 2007-2008, Gorton Community Center, Board of Directors, 2019-present.**

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

References (Optional):

Please state briefly why you are volunteering to serve The City of Lake Forest:

**The recent retirement of my Judicial Position (Associate Judge) from the Circuit Court of Lake County, Illinois allows me the ability and time to devote to the community where I grew up and where I proudly call home.**

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

None



## Contact Info

First Name:	Bryan
Last Name:	Bertola
E-mail:	bryanbertola@gmail.com
Title:	Principal Architect
Organization:	
Address:	1080 Griffith Road
Address Line 2:	
City:	Lake Forest
State:	Illinois
Zip:	60045
Mobile Phone:	
Home Phone:	
Notes:	

## Resident Data/Stats

Ward:	Ward 1
Precinct:	243
US Citizen:	Yes
Registered Voter:	Yes
Lake Forest Resident since(YYYY):	2005
Business Name:	Midwest Architecture Studio
Type of Business:	Architecture Firm
Business Phone:	(847) 604-8599
Position:	Principal Architect
Date of Birth (Optional):	
Education:	Masters of Architecture Illinois Institute of Technology, BA Physics & Mathematics Lake Forest College
Spouse's Name:	Michele
Children's Birth Years:	

## Interest in Community Positions

[compare val1=0 val2=0 operator="&gt;="]

Mayor: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Alderman: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

#67 School Board: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

#115 School Board: No Interest at this time

[/compare] [compare val1=2 val2=0 operator="&gt;="]

Caucus Committee: I currently hold this office / I have held this office in the past

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Audit Committee: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Board of Fire &amp; Police Commissioners: No Interest at this time

[/compare] [compare val1=1 val2=0 operator="&gt;="]

Building Review Board (BRB): I am currently applying / Consider me for this position in the future

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Cemetery Commission: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Committee Representing Our Young Adults (CROYA): No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Construction Codes Commission: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Elawa Farm Commission: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Fireman's Pension Fund - Board of Trustees: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Gorton Community Center Board of Directors: No Interest at this time

[/compare] [compare val1=1 val2=0 operator="&gt;="]

Historic Preservation Commission: I am currently applying / Consider me for this position in the future

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Legal Committee: No Interest at this time

[/compare] [compare val1=1 val2=0 operator="&gt;="]

Library Board: I am currently applying / Consider me for this position in the future

[/compare] [compare val1=1 val2=0 operator="&gt;="]

Park &amp; Recreation Board: I am currently applying / Consider me for this position in the future

[/compare] [compare val1=1 val2=0 operator="&gt;="]

Planning Commission Labels: I am currently applying / Consider me for this position in the future

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Police Pension Fund - Board of Trustees: No Interest at this time

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Senior Resources Commission: No Interest at this time

[/compare] [compare val1=1 val2=0 operator="&gt;="]

Zoning Board of Appeals (ZBA):	I am currently applying / Consider me for this position in the future [/compare]
Other Positions:	Ward 1 Caucus Committee Chair 2016-2018

## Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

**None**

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

**Volunteer Coach Lake Bluff Baseball 2017-Current**  
**Architecture Career Counseling Grade School thru College 2012-Current**  
**Home for Dinner Lake Forest College 2018-Current**  
**Volunteer Coach AYSO 2015-16**

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

**Hold the following Professional Licenses and Certifications:**

**Licensed Architect Illinois & Florida**

**LEED Accredited Professional since 2007**

**National Council of Architectural Registration Board NCARB**

**Registered Energy Professional (REP) City of Chicago**

**Historic Projects:**

**Market Square LF Food & Wine build-out 2008 (Howard Van Doren Shaw)**

**375 Oakdale, Lake Forest 2010 (Stanley Anderson)**

**Stonebridge Development Green Bay Rd, Lake Bluff 2012 (Howard Van Doren Shaw)**

**117 E Westminster, Lake Forest 2016**

**Maine Central Institute Founders Hall Renovation 2016 (1868 First Campus Building)**

**651 W Hutchinson, Chicago 2018 (Buena Park Historic District)**

**1480 N Milwaukee Ave, Libertyville 2019 (David Adler)**

**Professional experience in creative thinking, project management, problem solving, cooperative working, organizational and decision making skills**

**In depth knowledge of building materials, construction methods, and design**

**I am passionate about the pursuit of excellence and refinement. I believe communication, open dialogue with others, and honest self-reflection are pathways to producing the highest quality results.**

**Played College Basketball at Lake Forest College for 4 years**

**Have Played the following sports: Football, Soccer, Hockey, Baseball, Track, Tennis, Volleyball**

**Participate in the following outdoor activities: Skiing, Water Skiing, Fishing, Golfing, Biking, Longboarding**

References (Optional):



Please state briefly why you are volunteering to serve The City of Lake Forest:

**I want to carry on living a life of learning, growing as an individual, and using my talents to contribute to the continued success and growth of the City of Lake Forest.**



Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

**Being an "in-town" architect, participating on a City board in order to advise on construction projects proposed within the community, could be perceived as having the possibility for professional or monetary gain or the potential to have decisions influenced by individuals involved due to personal relationships. Should a conflict of arise, I would take the necessary and appropriate steps to recuse myself from the situation.**

## Contact Info

First Name: **JOHN**  
 Last Name: **JOHNSON**  
 E-mail: **jjtr6110@gmail.com**  
 Title: **Retired**  
 Organization:  
 Address: **110 W. BLACKTHORN LANE**  
 Address Line 2:  
 City: **LAKE FOREST**  
 State: **IL**  
 Zip: **60045**  
 Mobile Phone:   
 Home Phone:   
 Notes:

## Resident Data/Stats

Ward: **Ward 2**  
 Precinct:  
 US Citizen: **Yes**  
 Registered Voter: **Yes**  
 Lake Forest Resident since(YYYY): **1986**  
 Business Name:  
 Type of Business:  
 Business Phone:   
 Position:  
 Date of Birth (Optional):  
 Education: **Northwestern University, BS Electrical Engineering 1970**  
**Columbia University, Master of Engineering Management 1972**  
**Northwestern University, Master of Management - Kellogg School 1985**  
**Professional Engineer(PE) - 1972-1985**  
**Project Management Professional(PMP) - 2004-2011**  
**Member-Lake Forest Lake Bluff Rotary Club - 2019 to present**  
 Spouse's Name: **Nancy**  
 Children's Birth Years: 

## Interest in Community Positions

[compare val1= val2=0 operator="&gt;="]

Mayor: [/compare] [compare val1= val2=0 operator="&gt;="]

Alderman: [/compare] [compare val1= val2=0 operator="&gt;="]

#67 School Board: [/compare] [compare val1= val2=0 operator="&gt;="]

#115 School Board: [/compare] [compare val1= val2=0 operator="&gt;="]

Caucus Committee: [/compare] [compare val1= val2=0 operator="&gt;="]

Audit Committee: [/compare] [compare val1= val2=0 operator="&gt;="]

Board of Fire &amp; Police Commissioners: [/compare] [compare val1= val2=0 operator="&gt;="]

Building Review Board (BRB): [/compare] [compare val1= val2=0 operator="&gt;="]

Cemetery Commission: [/compare] [compare val1= val2=0 operator="&gt;="]

Committee Representing Our Young Adults (CROYA): [/compare] [compare val1= val2=0 operator="&gt;="]

Construction Codes Commission: [/compare] [compare val1= val2=0 operator="&gt;="]

Elawa Farm Commission: [/compare] [compare val1= val2=0 operator="&gt;="]

Fireman's Pension Fund - Board of Trustees: [/compare] [compare val1= val2=0 operator="&gt;="]

Gorton Community Center Board of Directors: [/compare] [compare val1= val2=0 operator="&gt;="]

Historic Preservation Commission: [/compare] [compare val1= val2=0 operator="&gt;="]

Legal Committee: [/compare] [compare val1=1 val2=0 operator="&gt;="]

Library Board: **I am currently applying / Consider me for this position in the future**

[/compare] [compare val1= val2=0 operator="&gt;="]

Park &amp; Recreation Board: [/compare] [compare val1= val2=0 operator="&gt;="]

Planning Commission Labels: [/compare] [compare val1= val2=0 operator="&gt;="]

Police Pension Fund - Board of Trustees: [/compare] [compare val1= val2=0 operator="&gt;="]

Senior Resources Commission: [/compare] [compare val1= val2=0 operator="&gt;="]

Zoning Board of Appeals (ZBA): [/compare]

Other Positions:

## Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

**None at this time.**

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

**Board Member - Ralph J Smith Foundation - 2018 to present****Tutor-Reading Power - 2019 to present****Mentor - Lake Forest High School - Business Incubator Program - 2019 to present**

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

**Served on the staff of the Lake Forest Presbyterian Church as Executive Director and Manager of Business and Operations from 2010 to 2018.****During that time we had a number of projects with the building that required City of Lake Forest**

**Approval.**

**Have previously served as Moderator of Stewardship, Moderator of Deacon Board and Elder on the Session which is the Board of Trustees for the First Presbyterian Church of Lake Forest.**

**Attended Lake Forest Citizens Police Academy - 2018-2019**

---

References (Optional):

**Can provide as requested.**

---

Please state briefly why you are volunteering to serve The City of Lake Forest:

**As a Lake Forest resident I feel a responsibility to serve where my background and experience could help.**

---

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

**I am not aware of any at this time. I am an active member of the First Presbyterian Church of Lake Forest, member of the History Center and member of the Lake Forest Lake Bluff Rotary Club.**

---

## Contact Info

First Name:	Marc
Last Name:	Silver
E-mail:	msilvertf@gmail.com
Title:	Attorney
Organization:	
Address:	795 Linden Avenue
Address Line 2:	
City:	Lake Forest
State:	IL
Zip:	60045
Mobile Phone:	
Home Phone:	
Notes:	

## Resident Data/Stats

Ward:	Ward 2
Precinct:	
US Citizen:	Yes
Registered Voter:	Yes
Lake Forest Resident since(YYYY):	2005
Business Name:	
Type of Business:	
Business Phone:	
Position:	
Date of Birth (Optional):	
Education:	University of Rochester, B.A., History University of Illinois, J.D.
Spouse's Name:	Debbie
Children's Birth Years:	

## Interest in Community Positions

[compare val1= val2=0 operator=">="]

Mayor: [/compare] [compare val1= val2=0 operator=">="]

Alderman: [/compare] [compare val1= val2=0 operator=">="]

#67 School Board: [/compare] [compare val1= val2=0 operator=">="]

#115 School Board: [/compare] [compare val1= val2=0 operator=">="]

Caucus Committee: [/compare] [compare val1= val2=0 operator=">="]

Audit Committee: [/compare] [compare val1= val2=0 operator=">="]

Board of Fire & Police Commissioners: [/compare] [compare val1= val2=0 operator=">="]

Building Review Board (BRB): [/compare] [compare val1= val2=0 operator=">="]

Cemetery Commission: [/compare] [compare val1= val2=0 operator=">="]

Committee Representing Our Young Adults (CROYA): [/compare] [compare val1= val2=0 operator=">="]

Construction Codes Commission: [/compare] [compare val1= val2=0 operator=">="]

Elawa Farm Commission: [/compare] [compare val1= val2=0 operator=">="]

Fireman's Pension Fund - Board of Trustees: [/compare] [compare val1= val2=0 operator=">="]

Gorton Community Center Board of Directors: [/compare] [compare val1= val2=0 operator=">="]

Historic Preservation Commission: [/compare] [compare val1= val2=0 operator=">="]

Legal Committee: [/compare] [compare val1= val2=0 operator=">="]

Library Board: [/compare] [compare val1=1 val2=0 operator=">="]

Park & Recreation Board: I am currently applying / Consider me for this position in the future  
[/compare] [compare val1= val2=0 operator=">="]

Planning Commission Labels: [/compare] [compare val1= val2=0 operator=">="]

Police Pension Fund - Board of Trustees: [/compare] [compare val1= val2=0 operator=">="]

Senior Resources Commission: [/compare] [compare val1= val2=0 operator=">="]

Zoning Board of Appeals (ZBA): [/compare]

Other Positions:

## Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

I do not have general conflict with the Parks & Recreation Board meeting schedule. I do not travel frequently for work and would do my best to adjust my schedule to avoid a conflict should one arise.

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

I am on the Lake Forest Club Board and I serve as Secretary. I have served since 2019.

I volunteer at the Career Services Center in Lake Forest. I run networking sessions for job seekers. I have volunteered for over 12 years.

I volunteer at the Chicago Volunteer Legal Society. I screen potential clients and assist them in finding appropriate legal counsel. I have volunteered at CVLS for over 5 years.

I served as a volunteer coach for the Falcons from 2007 through 2018. I coached multiple teams at various age group levels and was a certified coach USA Hockey.

I have helped coach my sons' lacrosse teams when they played through the park district.

---

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

I played ice hockey and rowed in College, played additional travel sports growing up, including lacrosse and baseball, and enjoy participating in other sports, which give me a broad knowledge of recreation activities and quality sports programs. I have been a lawyer for over 23 years and therefore understand the obligations and responsibilities of a community organization. I have been a partner of my law firm since 2004 and was elected by the partnership to serve on the management committee of the law firm, which had at the time over 10 nationwide locations, 1,000+ employees, and a \$350m+ budget. As a result of that responsibility, I have experience in managing all facets of an organization, including budget planning, human resources issues, revenue growth, cost control, and communications to stakeholders, employees, and clients. I have lived here for almost 15 years and have [REDACTED] kids and we all have been avid users of the Parks & Recreation facilities and programs -- from Saturday Sports with Dad to Kinderhaven Preschool to using all of the outdoor facilities including the golf course, playgrounds, and beach -- so I have firsthand knowledge of the programs offered, the state of the facilities, and what works well in our community.

---

References (Optional):

Dewey Winebrenner, Lake Forest Resident, [REDACTED]

Kelly Clark, Director of Programs, Career Resource Center, [REDACTED]

---

Please state briefly why you are volunteering to serve The City of Lake Forest:

The Lake Forest Parks and Recreation programs and facilities bring so many positive benefits to the city's residents, from our beautiful beach, the programs at the Rec Center, and our playgrounds and parks. They also are key to attracting new residents to our community. My own family has benefited tremendously from the Parks and Rec programs and facilities, and I want to do what I can to make sure that they remain the best and serve as a highlight to the quality of life in Lake Forest.

---

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

None.

---



## Contact Info

First Name: Kaci  
 Last Name: Spirito  
 E-mail: kacispirito@gmail.com  
 Title: Stay At Home Mom-former Physical Education Teacher  
 Organization:  
 Address: 190 Marion Ave  
 Address Line 2:  
 City: Lake Forest  
 State: IL  
 Zip: 60045  
 Mobile Phone:   
 Home Phone:   
 Notes:

## Resident Data/Stats

Ward: Ward 2  
 Precinct:  
 US Citizen: Yes  
 Registered Voter: Yes  
 Lake Forest Resident since(YYYY): 2015  
 Business Name:  
 Type of Business:  
 Business Phone:  
 Position:  
 Date of Birth (Optional):  
 Education: Hillsdale College BA Physical Education,  
 Lamar University Masters Degree in Teacher Leadership  
 Spouse's Name: Chase Spirito  
 Children's Birth Years:

## Interest in Community Positions

[compare val1=0 val2=0 operator=">="]  
 Mayor: No Interest at this time  
 [/compare] [compare val1=0 val2=0 operator=">="]  
 Alderman: No Interest at this time  
 [/compare] [compare val1= val2=0 operator=">="]  
 #67 School Board: [/compare] [compare val1= val2=0 operator=">="]  
 #115 School Board: [/compare] [compare val1= val2=0 operator=">="]  
 Caucus Committee: [/compare] [compare val1=0 val2=0 operator=">="]  
 Audit Committee: No Interest at this time  
 [/compare] [compare val1=0 val2=0 operator=">="]  
 Board of Fire & Police Commissioners: [/compare] [compare val1= val2=0 operator=">="]  
 Building Review Board (BRB): [/compare] [compare val1=0 val2=0 operator=">="]  
 Cemetery Commission: No Interest at this time  
 [/compare] [compare val1= val2=0 operator=">="]  
 Committee Representing Our Young Adults (CROYA): [/compare] [compare val1= val2=0 operator=">="]  
 Construction Codes Commission: [/compare] [compare val1= val2=0 operator=">="]  
 Elawa Farm Commission: [/compare] [compare val1=0 val2=0 operator=">="]  
 Fireman's Pension Fund - Board of Trustees: No Interest at this time  
 [/compare] [compare val1= val2=0 operator=">="]  
 Gorton Community Center Board of Directors: [/compare] [compare val1=0 val2=0 operator=">="]  
 Historic Preservation Commission: No Interest at this time  
 [/compare] [compare val1= val2=0 operator=">="]  
 Legal Committee: [/compare] [compare val1= val2=0 operator=">="]  
 Library Board: [/compare] [compare val1=1 val2=0 operator=">="]  
 Park & Recreation Board: I am currently applying / Consider me for this position in the future  
 [/compare] [compare val1= val2=0 operator=">="]  
 Planning Commission Labels: [/compare] [compare val1=0 val2=0 operator=">="]  
 Police Pension Fund - Board of Trustees: No Interest at this time  
 [/compare] [compare val1= val2=0 operator=">="]  
 Senior Resources Commission: [/compare] [compare val1= val2=0 operator=">="]  
 Zoning Board of Appeals (ZBA): [/compare]  
 Other Positions:

## Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

none

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

I currently serve on the Board of Kinderhaven Preschool Academy as the Parent Volunteer Chair.

---

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

As a former Physical Education Teacher and mother of three small children I have a background to keep children engaged and active in a setting where learning is the main objective. As a teacher, I was fortunate enough to work alongside national organizations such as the American Heart Association as well as provide extracurricular activities for children.

Living in Lake Forest our family has taken advantage of the amazing program and opportunities provided by the Parks and Recreation. As a member of the community and active participant I would love to continue their path of excellence with new ideas by relaying our families experience as well as opinions.

---

References (Optional):

---

Please state briefly why you are volunteering to serve The City of Lake Forest:

Upon moving to Lake Forest in 2015 it was apparent what a special place we chose to live. Our goal is to help where we are able and give back to the community we feel has already given so much to us.

---

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

none

---



## Contact Info

First Name: **Peter**  
 Last Name: **Clemens**  
 E-mail: **peteclemens48@gmail.com**  
 Title: **Mr.**  
 Organization:  
 Address: **172 N. Ridge Rd**  
 Address Line 2:  
 City: **Lake Forest**  
 State: **Illinois**  
 Zip: **60045**  
 Mobile Phone: **[REDACTED]**  
 Home Phone:  
 Notes:

## Resident Data/Stats

Ward: **Ward 3**  
 Precinct:  
 US Citizen: **Yes**  
 Registered Voter: **Yes**  
 Lake Forest Resident since(YYYY): **1993**  
 Business Name: **NexMed Solutions, LLC**  
 Type of Business: **Healthcare Consulting**  
 Business Phone: **[REDACTED]**  
 Position: **Partner**  
 Date of Birth (Optional): **[REDACTED]**  
 Education: **BSB, Carlson School of Business, University of Minnesota**  
 Spouse's Name: **Nancy**  
 Children's Birth Years: **[REDACTED]**

## Interest in Community Positions

[compare val1=0 val2=0 operator="&gt;="]

Mayor: **No Interest at this time**

[/compare] [compare val1=1 val2=0 operator="&gt;="]

Alderman: **I am currently applying / Consider me for this position in the future**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

#67 School Board: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

#115 School Board: **No Interest at this time**

[/compare] [compare val1=2 val2=0 operator="&gt;="]

Caucus Committee: **I currently hold this office / I have held this office in the past**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Audit Committee: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Board of Fire & Police Commissioners: **No Interest at this time**

[/compare] [compare val1=1 val2=0 operator="&gt;="]

Building Review Board (BRB): **I am currently applying / Consider me for this position in the future**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Cemetery Commission: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Committee Representing Our Young Adults (CROYA): **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Construction Codes Commission: **No Interest at this time**

[/compare] [compare val1=1 val2=0 operator="&gt;="]

Elawa Farm Commission: **I am currently applying / Consider me for this position in the future**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Fireman's Pension Fund - Board of Trustees: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Gorton Community Center Board of Directors: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Historic Preservation Commission: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Legal Committee: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Library Board: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Park & Recreation Board: **No Interest at this time**

[/compare] [compare val1=1 val2=0 operator="&gt;="]

Planning Commission Labels: **I am currently applying / Consider me for this position in the future**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Police Pension Fund - Board of Trustees: **No Interest at this time**

[/compare] [compare val1=0 val2=0 operator="&gt;="]

Senior Resources Commission: **No Interest at this time**

[/compare] [compare val1=1 val2=0 operator="&gt;="]

Zoning Board of Appeals (ZBA): **I am currently applying / Consider me for this position in the future**  
[/compare]

Other Positions:

### Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

**None at this time**

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

**Co-Chair LFHS Business Incubator.**

**Asst. Scout Master, Lake Forest Troop 46 - '08 - '16**

**NE Illinois Council of BSA - Eagle Board Reviewer**

**St James Lutheran Church, Council, VP and President '11 - '13**

**Church Finance, Endowment and Property Committees '03 - present**

**LF Open Lands Assoc. - Co-chair Bag Pipes and Bonfire Event '13**

**BSA Eagle Project Coach - coordinate project opportunities with CLF, LFOLA, NCHS, NCCP & Elawa**

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

References (Optional):

Please state briefly why you are volunteering to serve The City of Lake Forest:

**Was asked to serve and happy to do so.**

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

**None at this time**

## Contact Info

First Name: Christine I.  
 Last Name: Carr  
 E-mail: ccarr@invantis.com  
 Title: (Retired) Vice President- General Manager  
 Organization:  
 Address: 318 Ravine Forest Dr.  
 Address Line 2:  
 City: Lake Bluff  
 State: IL  
 Zip: 60044  
 Mobile Phone:  
 Home Phone:  
 Notes: Applying for the Lake Bluff CROYA Board Representative position.

## Resident Data/Stats

Ward: Ward 1  
 Precinct:  
 US Citizen: Yes  
 Registered Voter: Yes  
 Lake Forest Resident since(YYYY): Lake Bluff Resident - 30 Years  
 Business Name:  
 Type of Business:  
 Business Phone:  
 Position:  
 Date of Birth (Optional):  
 Education: Lake Forest Graduate School of Management, MBA, General Business Management (2003)  
 Michigan State University, BS, Packaging Engineering (1983)  
 Malcolm Baldrige Fellow (2018)  
 Certification in Media Communication  
 Certification in Strategic and Conceptual Selling  
 Spouse's Name: James M. Carr  
 Children's Birth Years:

## Interest in Community Positions

[compare val1= val2=0 operator="&gt;="]

Mayor: [/compare] [compare val1= val2=0 operator="&gt;="]

Alderman: [/compare] [compare val1= val2=0 operator="&gt;="]

#67 School Board: [/compare] [compare val1= val2=0 operator="&gt;="]

#115 School Board: [/compare] [compare val1= val2=0 operator="&gt;="]

Caucus Committee: [/compare] [compare val1= val2=0 operator="&gt;="]

Audit Committee: [/compare] [compare val1= val2=0 operator="&gt;="]

Board of Fire &amp; Police Commissioners: [/compare] [compare val1= val2=0 operator="&gt;="]

Building Review Board (BRB): [/compare] [compare val1= val2=0 operator="&gt;="]

Cemetery Commission: [/compare] [compare val1=1 val2=0 operator="&gt;="]

Committee Representing Our Young Adults (CROYA): I am currently applying / Consider me for this position in the future

[/compare] [compare val1= val2=0 operator="&gt;="]

Construction Codes Commission: [/compare] [compare val1= val2=0 operator="&gt;="]

Elawa Farm Commission: [/compare] [compare val1= val2=0 operator="&gt;="]

Fireman's Pension Fund - Board of Trustees: [/compare] [compare val1= val2=0 operator="&gt;="]

Gorton Community Center Board of Directors: [/compare] [compare val1= val2=0 operator="&gt;="]

Historic Preservation Commission: [/compare] [compare val1= val2=0 operator="&gt;="]

Legal Committee: [/compare] [compare val1= val2=0 operator="&gt;="]

Library Board: [/compare] [compare val1= val2=0 operator="&gt;="]

Park &amp; Recreation Board: [/compare] [compare val1= val2=0 operator="&gt;="]

Planning Commission Labels: [/compare] [compare val1= val2=0 operator="&gt;="]

Police Pension Fund - Board of Trustees: [/compare] [compare val1= val2=0 operator="&gt;="]

Senior Resources Commission: [/compare] [compare val1= val2=0 operator="&gt;="]

Zoning Board of Appeals (ZBA): [/compare]

Other Positions:

## Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

None

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

Executive Director (Current position - 2020), Executive Board Committee/Board Member - Anchored in Hope dba Camp Hope Non-Profit

Treasurer (2019-2020), Executive Board Committee/Board Member - Anchored in Hope dba Camp Hope Non-Profit

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

Inspirational Leadership, Strategy Development, Communications Expertise, Charitable Giving Management, People Development, Process Development.

---

References (Optional)

Dr. Eugene Hotchkiss

MS. Ann Burke

---

state briefly why you are volunteering to serve The City of Lake Forest:

**Note: Applying for the Lake Bluff CROYA Representative position**

This volunteer position provides a great opportunity to give back to our community and importantly, support the youth and young adults of Lake Bluff and Lake Forest as they face challenges and help them prepare effectively for the future.

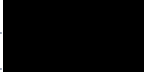

---

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

None

---

## Contact Info

First Name: **Barbara**  
 Last Name: **Sheppard**  
 E-mail: **bmsheppard48@gmail.com**  
 Title: **Director of Finance and Operations (retired 6/30/18 after 32 years)**  
 Organization:  
 Address: **260 S. South Shore Lane**  
 Address Line 2:  
 City: **Lake Forest**  
 State: **Illinois**  
 Zip: **60045**  
 Mobile Phone:   
 Home Phone:   
 Notes:

## Resident Data/Stats

Ward: **Ward 3**  
 Precinct: **252**  
 US Citizen: **Yes**  
 Registered Voter: **Yes**  
 Lake Forest Resident since(YYYY): **2016, Lived 32 years in Lake Bluff**  
 Business Name:  
 Type of Business:  
 Business Phone:  
 Position:  
 Date of Birth (Optional):  
 Education: **Barat College BA in Management and Business Administration, minor in Economics**  
 Spouse's Name: **Donald Sheppard**  
 Children's Birth Years:

## Interest in Community Positions

[compare val1= val2=0 operator="&gt;="]

Mayor: [/compare] [compare val1= val2=0 operator="&gt;="]

Alderman: [/compare] [compare val1= val2=0 operator="&gt;="]

#67 School Board: [/compare] [compare val1= val2=0 operator="&gt;="]

#115 School Board: [/compare] [compare val1= val2=0 operator="&gt;="]

Caucus Committee: [/compare] [compare val1= val2=0 operator="&gt;="]

Audit Committee: [/compare] [compare val1= val2=0 operator="&gt;="]

Board of Fire &amp; Police Commissioners: [/compare] [compare val1= val2=0 operator="&gt;="]

Building Review Board (BRB): [/compare] [compare val1= val2=0 operator="&gt;="]

Cemetery Commission: [/compare] [compare val1= val2=0 operator="&gt;="]

Committee Representing Our Young Adults (CROYA): [/compare] [compare val1= val2=0 operator="&gt;="]

Construction Codes Commission: [/compare] [compare val1= val2=0 operator="&gt;="]

Elawa Farm Commission: [/compare] [compare val1= val2=0 operator="&gt;="]

Fireman's Pension Fund - Board of Trustees: [/compare] [compare val1= val2=0 operator="&gt;="]

Gorton Community Center Board of Directors: [/compare] [compare val1= val2=0 operator="&gt;="]

Historic Preservation Commission: [/compare] [compare val1= val2=0 operator="&gt;="]

Legal Committee: [/compare] [compare val1= val2=0 operator="&gt;="]

Library Board: [/compare] [compare val1= val2=0 operator="&gt;="]

Park &amp; Recreation Board: [/compare] [compare val1= val2=0 operator="&gt;="]

Planning Commission Labels: [/compare] [compare val1= val2=0 operator="&gt;="]

Police Pension Fund - Board of Trustees: [/compare] [compare val1=1 val2=0 operator="&gt;="]

Senior Resources Commission: **I am currently applying / Consider me for this position in the future**

[/compare] [compare val1= val2=0 operator="&gt;="]

Zoning Board of Appeals (ZBA): [/compare]

Other Positions:

## Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

**My husband and I spend January and February in Florida.**

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

**In my role as a student advisor at Woodlands Academy, I and the students assisted in projects for Misericordia, Lake Forest Open Lands, Catholic Charities, Brentwood Nursing Home, and many other organizations in Lake County.**

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

**Overall accounting skills and financial analysis  
 Personnel Management  
 Building and Grounds Management**

**Business Operations problem solving**  
**Technology implementation**

---

References (Optional):

**Gale Strenger Wayne**

---

Please state briefly why you are volunteering to serve The City of Lake Forest:

**Since retiring, I have time to become more involved in my community. Gale Wayne spoke to me about the possibility of joining the Senior Resource Committee. This seems like the perfect opportunity to lend my time, energy, and knowledge to this worthy endeavor.**

---

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:

**None**

---

## Contact Info

First Name:	Phil
Last Name:	Hartung
E-mail:	pphartung@comcast.net
Title:	Retired
Organization:	
Address:	810 Lake Road
Address Line 2:	
City:	Lake Forest
State:	IL
Zip:	60045
Mobile Phone:	
Home Phone:	
Notes:	

## Resident Data/Stats

Ward:	Ward 1
Precinct:	
US Citizen:	Yes
Registered Voter:	Yes
Lake Forest Resident since(YYYY):	1970
Business Name:	
Type of Business:	
Business Phone:	
Position:	
Date of Birth (Optional):	
Education:	UCLA BA, MBA, Exec program
Spouse's Name:	
Children's Birth Years:	

## Interest in Community Positions

[compare val1=0 val2=0 operator="&gt;="]

Mayor:	No Interest at this time
[/compare] [compare val1=0 val2=0 operator=">="]	
Alderman:	No Interest at this time
[/compare] [compare val1=0 val2=0 operator=">="]	
#67 School Board:	No Interest at this time
[/compare] [compare val1=0 val2=0 operator=">="]	
#115 School Board:	No Interest at this time
[/compare] [compare val1=0 val2=0 operator=">="]	
Caucus Committee:	No Interest at this time
[/compare] [compare val1=0 val2=0 operator=">="]	
Audit Committee:	No Interest at this time
[/compare] [compare val1=0 val2=0 operator=">="]	
Board of Fire & Police Commissioners:	No Interest at this time
[/compare] [compare val1=0 val2=0 operator=">="]	
Building Review Board (BRB):	No Interest at this time
[/compare] [compare val1=0 val2=0 operator=">="]	
Cemetery Commission:	No Interest at this time
[/compare] [compare val1=0 val2=0 operator=">="]	
Committee Representing Our Young Adults (CROYA):	No Interest at this time
[/compare] [compare val1=0 val2=0 operator=">="]	
Construction Codes Commission:	No Interest at this time
[/compare] [compare val1=0 val2=0 operator=">="]	
Elawa Farm Commission:	No Interest at this time
[/compare] [compare val1=0 val2=0 operator=">="]	
Fireman's Pension Fund - Board of Trustees:	No Interest at this time
[/compare] [compare val1=0 val2=0 operator=">="]	
Gorton Community Center Board of Directors:	No Interest at this time
[/compare] [compare val1=0 val2=0 operator=">="]	
Historic Preservation Commission:	No Interest at this time
[/compare] [compare val1=0 val2=0 operator=">="]	
Legal Committee:	No Interest at this time
[/compare] [compare val1=0 val2=0 operator=">="]	
Library Board:	No Interest at this time
[/compare] [compare val1=0 val2=0 operator=">="]	
Park & Recreation Board:	No Interest at this time
[/compare] [compare val1=0 val2=0 operator=">="]	
Planning Commission Labels:	No Interest at this time
[/compare] [compare val1=0 val2=0 operator=">="]	
Police Pension Fund - Board of Trustees:	No Interest at this time
[/compare] [compare val1=1 val2=0 operator=">="]	
Senior Resources Commission:	I am currently applying / Consider me for this position in the future
[/compare] [compare val1=0 val2=0 operator=">="]	

Zoning Board of Appeals (ZBA):

No Interest at this time

[/compare]

Other Positions:

---

### Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

**1st Presbyterian Mission Committee**

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the position(s) for which you are applying or expressing possible future interest:

References (Optional):

Please state briefly why you are volunteering to serve The City of Lake Forest:

**Lake Forest**

Please list any interests or activities that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee.:



JILL DAHLMANN ROSA  
216 W Center Ave., Lake Bluff IL 60044  
[REDACTED], jdrosa@earthlink.net

## EMPLOYMENT

### U.S. Department of Justice, Civil Division

#### Torts Branch – Aviation, Space & Admiralty Litigation

Senior Trial Counsel, 2016-present; Trial Attorney, 1996-2016. Selected through the Attorney General's Honors Program. Representing the United States in aviation, admiralty, and space litigation in federal courts throughout the country, including trial and appellate work. Worked out of Washington, D.C., from 1996-2003, and out of Chicago since 2003.

#### Awards:

Attorney General's Award for Distinguished Service for work on the trial team of the *Deepwater Horizon*/BP Oil Spill litigation (2016)  
Civil Division Dedicated Service Award (2016)  
Assistant Attorney General's Award for Excellence, Environmental and Natural Resources Division (2016)  
Civil Division Special Commendation Award (2017)

### The Honorable Norma Holloway Johnson, U.S. District Court, District of Columbia

Judicial clerkship, 1994-96

## EDUCATION

### University of Michigan Law School, Ann Arbor. J.D. *cum laude*

Order of the Coif

*The Michigan Law Review*, Article Editor

### University of Michigan, Ann Arbor. Bachelor of Arts

### Università di Bologna, Italy. Studied Italian film and literature

## PUBLICATIONS/SPEAKING

- Instructor, DOJ National Advocacy Center, Columbia, S.C.
- Speaker, SMU Air Law Symposium 2018 & 2007
- Panelist, ABA Aviation & Space Law Conference, Washington D.C., 2009 & 2011
- Federal Accident Investigations: Civil Litigation Viewpoint*, 83 J. AIR L. & COM. 561 (2018)
- Loss of Control in Flight*, Lawyer-Pilots Bar Ass'n J. (2016)
- Thinking of Using an NTSB Report in Litigation?*, Lawyer-Pilots Bar Ass'n J. (2015)
- *Fasten Your Seat Belt: Tort Liability for Turbulence Forecasting*, Lawyer-Pilots Bar Ass'n J. (2013)
- *Check the Heir Supply: Proper Plaintiffs to Wrongful Death Actions Under the Death on the High Seas Act and the Federal Tort Claims Act*, Lawyer-Pilots Bar Ass'n J. (2013)
- With Barry F. Benson, *The Status of Pending Air Carrier Litigation*, 66 J. AIR L. & COM. 1367 (2001)

## COMMUNITY

Lake Bluff Library Board, 2005-09 (President 2007-09)

Member and occasional Officer, Lake Bluff Caucus (2008-present)

Lake Forest High School Education Committee; other school committees

## Contact Info

First Name: Kristen  
 Last Name: Weisberg  
 E-mail: kris10weisberg@gmail.com  
 Title: Sales/distributor  
 Organization:  
 Address: 631 S GREEN BAY RD  
 Address Line 2:  
 City: LAKE FOREST  
 State: IL  
 Zip: 60045  
 Mobile Phone: [REDACTED]  
 Home Phone: [REDACTED]  
 Notes:

## Resident Data/Stats

Ward: Ward 2  
 Precinct:  
 US Citizen: Yes  
 Registered Voter: Yes  
 Lake Forest Resident since(YYYY): 1981  
 Business Name:  
 Type of Business:  
 Business Phone:  
 Position:  
 Date of Birth (Optional):  
 Education: Lake Forest High School-class of '90  
 St. Mary's College of Notre Dame- class of '94  
 BFA  
 Spouse's Name: Darren Weisberg  
 Children's Birth Years: [REDACTED]

## Interest in Community Positions

[compare val1= val2=0 operator=">="]

Mayor: [/compare] [compare val1= val2=0 operator=">="]

Alderman: [/compare] [compare val1= val2=0 operator=">="]

#67 School Board: [/compare] [compare val1= val2=0 operator=">="]

#115 School Board: [/compare] [compare val1= val2=0 operator=">="]

Caucus Committee: [/compare] [compare val1= val2=0 operator=">="]

Audit Committee: [/compare] [compare val1= val2=0 operator=">="]

Board of Fire & Police Commissioners: [/compare] [compare val1= val2=0 operator=">="]

Building Review Board (BRB): [/compare] [compare val1= val2=0 operator=">="]

Cemetery Commission: [/compare] [compare val1= val2=0 operator=">="]

Committee Representing Our Young Adults (CROYA): [/compare] [compare val1= val2=0

operator=">="]

Construction Codes Commission: [/compare] [compare val1= val2=0 operator=">="]

Elawa Farm Commission: [/compare] [compare val1= val2=0 operator=">="]

Fireman's Pension Fund - Board of Trustees: [/compare] [compare val1= val2=0 operator=">="]

Gorton Community Center Board of Directors: [/compare] [compare val1= val2=0 operator=">="]

Historic Preservation Commission: [/compare] [compare val1= val2=0 operator=">="]

Legal Committee: [/compare] [compare val1= val2=0 operator=">="]

Library Board: [/compare] [compare val1= val2=0 operator=">="]

Park & Recreation Board: [/compare] [compare val1= val2=0 operator=">="]

Planning Commission Labels: [/compare] [compare val1= val2=0 operator=">="]

Police Pension Fund - Board of Trustees: [/compare] [compare val1= val2=0 operator=">="]

Senior Resources Commission: [/compare] [compare val1= val2=0 operator=">="]

Zoning Board of Appeals (ZBA): [/compare]

Other Positions: CROYA Board

## Other Considerations

Please list any regular commitments or travel that would interfere with your attendance at scheduled meetings:

None.

Please list any current or previous community service activities, interests, directorships, etc. -- public or private. For each activity please indicate years served and positions held:

The Allendale Shelter Club, Co-President 2017-2019

The Lake Forest High School Boosters Board 2015-2020

Lake Forest High School APT - Wall of Fame 2018



RESOLUTION OF APPRECIATION

WHEREAS

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

**BOARD OR COMMISSION  
YYYY-YYYY**

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

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

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

*Adopted by the City Council of  
The City of Lake Forest this  
18th day of May, 2020*

---

*Mayor*

The City of Lake Forest  
CITY COUNCIL  
*Proceedings of the Monday, May 4, 2020*  
**FIRST SESSION**

City Council Meeting - City Council Chambers

**REMOTE ACCESS MEETING**

The City Clerk asked for a motion to appoint a Mayor Pro Tem. Alderman Rummel made a motion to appoint Alderman Jed Morris as the Mayor Pro Tem, Alderman Notz seconded the motion.

The following voted "Aye": Alderman Morris, Beidler, Notz, Rummel, Preschlack, Goshgarian, Moreno and Buschmann. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carries.

CALL TO ORDER AND ROLL CALL: Mayor Pro Tem Morris called the meeting to order at 6:46pm, and the City Clerk Margaret Boyer called the roll of Council members.

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

Absent: Mayor Pandaleon until 7:09pm

**CALL TO ORDER AND ROLL CALL**

**PLEDGE OF ALLEGIANCE** was recited.

**REPORTS OF CITY OFFICERS**

\*\*\*Please note Mayor Pro Tem Morris advanced the meeting ahead to Committee Reports, Finance Committee. When the Mayor returned at 7:09, the meeting was continued with Comments by the Mayor.

**COMMENTS BY MAYOR**

**A. Recycling Campaign Update**  
- **Dan Martin, Superintendent of Public Works**

Mayor Pandaleon thanked the Lake Forest Garden Club for their donation and introduced Superintendent of Public Works, Dan Martin, to give a brief presentation on the new Recycling campaign featuring Bart the Cart.

The City Council had discussion on specific items that should not be recycled and thanked Marcus Norman for the professional campaign.

**COMMENTS BY CITY MANAGER**

City Manager reserved his comments for later in 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

**COMMITTEE REPORTS**

## **FINANCE COMMITTEE**

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

Alderman Morris discussed the changes made to the budget and the changes in the revenue going forward. The City Council will be monitoring the budget and will conduct a monthly review to discuss any changes that can be made.

Finance Director Elizabeth Holleb gave an updated presentation on the FY2021 budget, stating that the budget book will be presented for City Council approval at the May 18<sup>th</sup> meeting. A onetime transfer of \$300,000 was made from the capital fund to the general fund due to cover estimated revenue shortfall.

The City Council discussed changes made since April 20, and when asked what if anything has changed since the last meeting, Finance Director Elizabeth Holleb stated that the only major change since the last meeting was the Deer Path Golf Course reopening. Sally Swarthout will send the City Council information about the golf course's week.

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

Alderman Moreno made a motion to approve of the FY2021 Annual Budget Summary and FY2021 Pay Plan, seconded by Alderman Beidler. The following voted "Aye": Alderman Morris, Beidler, Notz, Rummel, Preschlack, Goshgarian, Moreno and Buschmann. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

### **2. Annual Vendor Approval**

Finance Director Elizabeth Holleb reported on the annual vendors list that the City has contracts with and that a full list was available to the Council.

### **COUNCIL ACTION: Annual Vendor Approval**

Alderman Rummel made a motion to approve the annual vendor approval, seconded by alderman Preschlack. The following voted "Aye": Alderman Morris, Beidler, Notz, Rummel, Preschlack, Goshgarian, Moreno and Buschmann. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

## **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**

Public Works Director, Michael Thomas, gave an overview of the project for bridge inspections and analyses proposals for the in depth study of twenty-five bridges, including fourteen vehicles bridges and eleven pedestrian bridges.

### **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**

Alderman Morris made a motion to approval the 2020 Bridge Inspection Services to Wiss, Janney, Elstner Associates, Inc. (WJE, Inc.) in the total not-to-exceed amount of \$199,440, seconded by Alderman Buschmann. The following voted "Aye": Alderman Morris, Beidler, Notz, Rummel, Preschlack, Goshgarian, Moreno and Buschmann. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

**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**

Public Works Director Michael Thomas, gave an overview of the Phase I design for the bike path project. He reported that staff is working with Community Development to ensure design adheres to parameters set forth in the recent Route 60 Master Plan. He also reported that the approval of this item would increase the potential for the City to receive a grant to continue phase II of the design.

The City Council had discussion on the potential to connect a path to Mettawa, and to make Lake Forest a more bike-friendly community.

**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**

Alderman Preschlack made a motion to approve the Illinois Route 60 Bike Path Phase I Design Project to Bleck Engineering in the Total Not-to-Exceed Amount of \$48,000, seconded by Alderman Rummel. The following voted "Aye": Alderman Morris, Beidler, Notz, Rummel, Preschlack, Goshgarian, Moreno and Buschmann. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

<b>ITEMS FOR OMNIBUS VOTE CONSIDERATION</b>
---

- 1. 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**
- 3. 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.**
- 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**
- 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**
- 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.**
- 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**

**COUNCIL ACTION: Approval of the eight (8) Omnibus items as presented**

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

Alderman Buschmann made a motion to approve the eight (8) omnibus items as presented, seconded by Alderman Preschlack. The following voted "Aye": Alderman Morris, Beidler, 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.*

<b>ORDINANCES</b>
-------------------

<b>NEW BUSINESS</b>
---------------------

<b>ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS</b>
--

**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**

Each Alderman and the Mayor expressed sincere gratitude for the service of retiring Alderman Beidler and Alderman Moreno.

**2. Final comments from Alderman Beidler and Alderman Moreno**

Alderman Beidler and Alderman Moreno made closing remarks to the Council, residents and Staff.

<b>ADJOURNMENT</b>
--------------------

There being no further business, Mayor Pandaleon asked for a motion. Alderman Goshgarian made a motion to adjourn, seconded by Alderman Rummel. The following voted "Aye": Alderman Morris, Beidler, Notz, Rummel, Preschlack, Goshgarian, Moreno and Buschmann. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried. Meeting adjourned at 8:10 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](http://www.cityoflakeforest.com). Click on I Want To, then click on View, then choose Archived Meetings Videos.*



The City of Lake Forest  
CITY COUNCIL  
*Proceedings of the Monday, May 4, 2020*  
**SECOND SESSION**  
City Council Meeting - City Council Chambers  
**REMOTE ACCESS MEETING**

The City Clerk called for the organization of the 2020-2021 Lake Forest City Council at 8:19pm

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

**CITY CLERK MARGARET BOYER ADMINISTERS THE OATH OF OFFICE TO:**

The City Clerk administered the Oath of Office to the following:

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**

Mayor Pandaleon made the following Election and Appointments 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**

Alderman Buschmann made a motion to approve the Mayor's Election and Appointments, seconded by Alderman Preschlack. The following voted "Aye": Alderman Morris, Karras, Rummel, Notz, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

REPORTS OF CITY OFFICERS

**COMMENTS BY MAYOR**

**A. Resolution of Appreciation for Ward 1 Alderman Prudence Beidler**

Mayor Pandaleon read the Resolution and presented it to the Alderman Beidler.

**B. Resolution of Appreciation for Ward 4 Alderman Michelle Moreno**

Mayor Pandaleon read the Resolution and presented it to the Alderman Moreno.

**COUNCIL ACTION: Approve the Resolutions of Appreciation**

Alderman Buschmann made a motion to approve both Resolutions of Appreciation, seconded by Alderman Rummel. The following voted "Aye": Alderman Morris, Karras, Rummel, Notz, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

**COMMENTS BY CITY MANAGER**

City Manager Wicha thanked the retiring Aldermen for their service to the community.

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

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

**COMMITTEE REPORTS**

There were no reports.

**ITEMS FOR OMNIBUS VOTE CONSIDERATION**

1. **Approve the Extension of the Mayor's Declaration of a Local State of Emergency until the next City Council Meeting**
2. **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**
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**
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**

**COUNCIL ACTION: Approval of the five (5) Omnibus items as presented**

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

Alderman Buschmann made a motion to approve the five (5) omnibus items seconded by Alderman Preschlack. The following voted "Aye": Alderman Morris, Karras, Rummel, Notz, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried.

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

<b>ORDINANCES</b>
-------------------

<b>NEW BUSINESS</b>
---------------------

<b>ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS</b>
--

City Manager Wicha, Mayor Pandaleon and the entire City Council welcomed the two new Aldermen to the Council.

A public comment was made by Warren Ross, who offered comments on private tennis court availability and their status during the Stay at Home Order.

The two new Aldermen expressed their enthusiasm to serve the Lake Forest Community .

<b>ADJOURNMENT</b>
--------------------

There being no further business Mayor Pandaleon asked for a motion. Alderman Preschlack made a motion to adjourn, seconded by Alderman Weber. The following voted "Aye": Alderman Morris, Karras, Rummel, Notz, Preschlack, Goshgarian, Buschmann and Weber. The following voted "Nay": None. 8-Ayes, 0 Nays, motion carried. Meeting was adjourned at 8:49 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](http://www.cityoflakeforest.com). Click on I Want To, then click on View, then choose Archived Meetings Videos.*

**RESOLUTION COMMITTING LOCAL FUNDS**

**Resolution No. \_\_\_\_\_**

WHEREAS, the City Council of The City of Lake Forest, Illinois has taken action to submit a Rebuild Illinois competitive public infrastructure application,

WHEREAS, receipt of Rebuild Illinois grant assistance is essential to allow The City of Lake Forest to undertake the project to complete the necessary repairs to the failing culvert under Rosemary Road in Lake Forest,

WHEREAS, criteria are such that financial participation by the grantee is required in conjunction with Rebuild Illinois funds, and

WHEREAS, The City of Lake Forest has certain monies allocated for the above-referenced project with cash on hand, as needed.

NOW, THEREFORE, BE IT RESOLVED THAT The City of Lake Forest does hereby commit funds from the City's Capital Fund for use in conjunction with a Rebuild Illinois Public Infrastructure Grant, such funds to equal 50% of the estimated total project cost of \$560,615, or \$280,307.50.

PASSED and APPROVED at its regular City Council Meeting, held on the 18<sup>th</sup> day of May, 2020.

\_\_\_\_\_  
Mayor

ATTEST:

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

## CITY OF LAKE FOREST

### CONSULTANT SERVICES AGREEMENT

This **AGREEMENT** is dated as of the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ (**"Agreement"**), and is by and between the **CITY OF LAKE FOREST** (**"City"**), an Illinois home rule municipality, and Revize Software Systems (**"Consultant"**).

**IN CONSIDERATION OF** the recitals and the mutual covenants and agreements set forth in the Agreement, and pursuant to the City's authority, the parties agree as follows:

#### **SECTION 1. CONSULTANT AND SCOPE OF SERVICES.**

**A. Engagement of Consultant.** The City desires to engage the Consultant to provide website design, implementation and support services to the City and to perform other services as described in the Proposal Documents. The Consultant represents it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the services set forth in the Proposal Documents (**"Services"**) in accordance with the standards of practice, care, and diligence practiced by recognized companies or firms performing services of a similar nature in existence at the time of performance. The representations and certifications expressed are in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are reserved to the City.

**B. Proposal Documents.** The Proposal Documents consist of (1) the City's Request For Proposals; (2) the Consultant's Proposal; (3) the Service Level & CMS License Agreement; and 4) the Pricing and Payment Schedule. The Proposal Documents are attached hereto and incorporated herein as **Exhibit A**. To the extent there is any conflict between the Proposal Documents and this Agreement, the terms of this Agreement will control.

**C. Commencement; Time of Performance.** The Consultant must commence the Services immediately upon receipt of written notice that this Agreement has been fully executed by the Parties (**"Commencement Date"**). The Consultant must diligently and continuously prosecute the Services until the completion of the Services or upon the termination of this Agreement by the City, but in no event later than one hundred and eighty (180) days after the execution of this Agreement (**"Time of Performance"**), unless extended by the City in its discretion.

**D. Agreement Amount.** The total amount billed for the Services during the term of this Agreement shall not exceed the amount identified in the Proposal Documents without the prior express written authorization of the City. The Consultant must submit invoices in an approved format to the City for costs incurred by the Consultant in performing the Services. The amount billed in these invoice must be based on the rates set forth in the Proposal Documents. The City agrees to pay to the Consultant in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/1, et seq.

**E. Term.** The term of this Agreement, unless terminated pursuant to the terms of this Agreement, shall be for forty-eight (48) months from the Commencement Date. Notwithstanding any other provision hereof, the City may terminate this Agreement at any time with or without cause upon 15 days prior written notice to the Consultant. In the event this Agreement is terminated by the City, the Consultant will be paid for Services actually performed

and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed determined on the basis of the rates set forth in the Proposal Documents.

## **SECTION 2. CONFIDENTIAL INFORMATION.**

**A. Confidential Information.** The term “**Confidential Information**” shall mean information in the possession or under the control of the City relating to the technical, business, or corporate affairs of the City; City property; user information, including, without limitation, any information pertaining to usage of the City’s computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. City Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of the Consultant from a source other than the City prior to the time of disclosure of said information to the Consultant under this Agreement (“**Time of Disclosure**”); (2) to have been in the public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the City; or (4) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the City to maintain such information in confidence.

**B. No Disclosure of Confidential Information by the Consultant.** The Consultant acknowledges that it may, in performing the Services for the City under this Agreement, have access to or be directly or indirectly exposed to Confidential Information. The Consultant agrees to hold confidential all Confidential Information and will not disclose or use Confidential Information without express prior written consent of the City. The Consultant must use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. These measures must include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information.

## **SECTION 3. INDEMNIFICATION; INSURANCE.**

**A. Indemnification.** The Consultant proposes and agrees that the Consultant will indemnify, save harmless, and defend the City against all damages, liability, claims, losses, and expenses (including attorneys’ fee) that may arise, or be alleged to have arisen, out of or in connection with the Consultant’s performance of, or failure to perform, the Services or any part thereof, any misuse or improper use of trademark or copyright protected material or otherwise protected intellectual property by the Consultant, or any failure of the Consultant to meet the representations and certifications set forth in this Agreement.

**B. Insurance.** The Consultant will, at its sole cost, obtain and keep in force at all times during the performance of any work referred to above, Workers Compensation and Employer’s Liability Insurance, Commercial General Liability Insurance, and Automobile Insurance in at least the type and amounts as follows:

1. Workers’ Compensation:
  - (a) State: Statutory
  - (b) Employer’s Liability  
\$500,000.00 Per Accident

- \$500,000.00     Disease, Policy Limit
- \$500,000.00     Disease, Each Employee
- 2. Commercial General Liability: \$2,000,000.00     General Aggregate
- 3. Business Automobile Liability (including owned, non-owned and hired vehicles):
  - i. Bodily Injury:
    - \$1,000,000.00     Per Person
    - \$1,000,000.00     Per Accident
  - ii. Property Damage
    - \$1,000,000.00     Per Occurrence
- 4. Umbrella Excess Liability: \$2,000,000.00 over Primary Insurance

The Consultant must name the City as an additional insured and provide City with Certificates of Insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. Failure of City to demand any certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of City to identify a deficiency from evidence that is provided shall not be construed as a waiver of Consultant's obligation to maintain such insurance. The Consultant agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the City. Upon request, the Consultant will provide copies of any or all policies of insurance maintained in fulfillment hereof. Failure to maintain the required insurance may result in termination of this Contract at City's option.

#### **SECTION 4. DEFAULT.**

If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement ("***Event of Default***"), and fails to cure any such Event of Default within 10 business days after the Consultant's receipt of written notice of such Event of Default from the City, then the City will have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. Cure by Consultant. The City may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement.
2. Termination of Agreement by City. The City may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination.
3. Withholding of Payment by City. The City may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the City as the result of any Event of Default by the Consultant or as a result of actions taken by the City in response to any Event of Default by the Consultant.

#### **SECTION 5. SPECIAL PROVISIONS.**

**A. Relationship of the Parties.** The Consultant acts as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed (1) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the City and Consultant; or (2) to create any relationship between the City and any subcontractor of the Consultant.

**B. Conflict of Interest.** The Consultant represents and certifies that, to the best of its knowledge, (1) no City employee or agent is interested in the business of the Consultant or this Agreement; (2) as of the date of this Agreement neither the Consultant nor any person employed or associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated with the Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

**C. No Collusion.** The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the City prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the City for all loss or damage that the City may suffer, and this Agreement shall, at the City's option, be null and void.

**D. Compliance With Laws and Grants.** Consultant must give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* Consultant must also comply with all conditions of any federal, state, or local grant received by Owner or Consultant with respect to this Contract or the Services. Consultant is solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Consultant's, or its subcontractors, performance of, or failure to perform, the Services or any part thereof. Every provision of law required by law to be inserted into this Contract is deemed to be inserted.

To the extent that the Prevailing Wage Act applies, the Consultant must pay, and require every subcontractor to pay, prevailing wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/01 *et seq.* The Consultant shall prominently post the current schedule of prevailing wages at the



contract site and shall notify immediately in writing all of its subcontractors, of all changes in the schedule of prevailing wages. Any increases in costs to the Consultant due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the Consultant and not at the expense of the Owner. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. The Consultant shall be solely responsible to maintain accurate records as required by the prevailing wage statute and to obtain and furnish all such certified records to the City as required by Statute. In lieu of certified payroll, Consultant shall submit a letter setting forth the basis upon which Consultant has concluded the Act does not apply. The Consultant shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work and in every way defend and indemnify the City against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act. The Illinois Department of Labor publishes the prevailing wage rates on its website at: <https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx> Consultant is advised that the Department revises the prevailing wage rates and the Consultant has an obligation to check the Department's web site for revisions.

**F. Mutual Cooperation.** The City agrees to cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with such non-confidential information that the City may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the City in the performance of and the completion of the Services and with any other consultants engaged by the City.

**G. Ownership.** Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received by the Consultant in connection with any or all of the Services to be performed under this Agreement ("**Documents**") are deemed the exclusive property of the City. At the City's request, or upon termination of this Agreement, the Consultant will cause the Documents to be promptly delivered to the City.

**H. Freedom of Information Act.** The Consultant agrees to maintain, without charge to the City, all records and documents for projects of the City in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, Consultant must produce records which are responsive to a request received by the City under the Freedom of Information Act so that the City may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Consultant must notify the City and if possible, the City will request an extension so as to comply with the Act. In the event that the City is found to have not complied with the Freedom of Information Act due to Consultant's failure to Consultant documents or otherwise appropriately respond to a request under the Act, then Consultant will indemnify and hold the City harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

## **SECTION 6. GENERAL PROVISIONS.**

**A. Amendment.** No amendment or modification to this Agreement shall be effective unless and until the amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed.

**B. Assignment.** This Agreement may not be assigned by the City or by the Consultant without the prior written consent of the other party.

**C. Binding Effect.** The terms of this Agreement will bind and inure to the benefit of the Parties to this Agreement and their agents, successors, and assigns.

**D. Notice.** All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, or (4) by email. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt; (d) time-stamp email was sent. By notice complying with the requirements of this Section, each Party shall have the right to change the address or the addressee, or both, for all future notices and communications to the other party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the City shall be addressed to, and delivered at, the following address:

The City of Lake Forest ("City")  
220 E. Deerpath  
Lake Forest, IL 60045  
Attn: Mike Strong, Assistant City Manager  
Email: strongm@cityoflakeforest.com

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

Revize Software Systems  
150 Kirts Blvd; Suite B  
Troy, MI 48084  
Attn: Thomas Jean, Project Manager  
Email: Thomas.jean@revize.com

**E. Third Party Beneficiary.** No claim as a third party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the City.

**F. Governing Laws.** This Agreement will be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Illinois. Venue for any dispute arising out of this Agreement will be in the Circuit Courts of Lake County, Illinois.

**G. Entire Agreement.** This Agreement constitutes the entire agreement between the parties to this Agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral relating to the subject matter of this Agreement.

**H. Waiver.** Neither the City nor the Consultant shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall determine to be in its best interest from time to time. The failure of the City or the Consultant to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the City's or the Consultant's right to enforce such rights or any other rights.

I. **Exhibits.** Exhibit A is attached to this Agreement, and by this reference incorporated in and made a part of, this Agreement. In the event of a conflict between the Proposal Documents attached as Exhibit A and the text of this Agreement, the text of this Agreement shall control.

*[Signature Page Follows]*

ATTEST:

By: \_\_\_\_\_  
City Clerk

ATTEST:

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

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

**CITY OF LAKE FOREST**

By: \_\_\_\_\_  
City Manager

**CONSULTANT**

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

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

**EXHIBIT A**

**Proposal Documents**



## **Request for Proposals Website Development and Hosting Services**

Issue Date: 12/19/2019

Questions Due: 1/10/2020, 4:30 p.m. Central

Proposal Due Date: 1/29/2020, 2:00 p.m. Central

**PROPOSALS RECEIVED AFTER THE DEADLINE WILL BE  
RETURNED UNOPENED**

[www.cityoflakeforest.com](http://www.cityoflakeforest.com)



# Proposal Submission Summary

**Proposal Due Date:** 1/29/2020 at 2:00 PM Central

- Submit:**
1. One (1) printed, signed, original proposal and signed addenda
  2. Five (5) copies of signed proposal and signed addenda
  3. One (1) USB flash drive containing Proposal including the following forms (found in Proposal Forms section):
    - a. General Certifications Form
    - b. Identity Theft Protection Form
    - c. Desired Website Functionality Table Form
    - d. Price Proposal Form

**Send to:** City of Lake Forest  
Sealed Proposal: Website Development and Hosting Services  
Mike Strong, Assistant to the City Manager  
220 E. Deerpath  
Lake Forest, IL 60045

*Effective immediately upon release of this Request for Proposals (RFP) and until notice of contract award, all communications from proposers regarding this RFP shall be directed to:*

*Layla Werner, Administrative Intern  
WernerL@cityoflakeforest.com*

The City, or designee, shall distribute all official changes, modifications, responses to questions or notices relating to the requirements of this RFP. Any information from any other source shall not be considered official and proposers relying on information from other sources do so at their own risk.

Listed below are specific and anticipated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed. An addendum to this RFP will be issued in the event that it is necessary to change any of the specific dates and times in the summary of events listed below:

<b><i>Milestone</i></b>	<b><i>Anticipated Timeframe</i></b>
RFP Issuance	12/19/2019
<b>Questions Due by Vendors</b>	<b>1/10/2020 by 4:30 PM Central</b>
<b>Proposals Due From Vendor</b>	<b>1/29/2020 by 2:00 PM Central</b>
Evaluation of Proposals	2/12/2020
Vendor Demonstrations and Presentations	2/24/2020-2/26/2020
Intent to Award Contract	3/16/2020
Anticipated Implementation start	4/6/2020
Anticipated System Go Live	1/12/2021

## Table of Contents

Table of Contents.....	1
Introduction .....	2
Overview .....	2
RFP Definitions .....	2
City Background .....	2
Staff Input and Visioning Workshop.....	2
Requested Scope of Services.....	3
Additional and Desired Services .....	5
RFP Evaluation .....	6
Instructions to Vendors .....	7
Contract Terms and Conditions .....	10
Proposal Forms .....	16
<b>GENERAL CERTIFICATION REQUIREMENTS FORM</b> .....	16
<b>IDENTITY THEFT PROTECTION FORM</b> .....	17
<b>DESIRED WEBSITE FUNCTIONALITY TABLE</b> .....	18
<b>PRICE PROPOSAL FORM</b> .....	19



# Introduction

## Overview

The City of Lake Forest is soliciting proposals from qualified consultants and providers in order to conduct a full website redesign that meets the needs of all internal and external stakeholders, as well as giving the City's website a new sleek design that is up to date and functional.

## RFP Definitions

The following definitions are used in the RFP:

- A. City** refers to the City of Lake Forest
- B. Consultant, Vendor or Provider** refers to a company or organization submitting a proposal in response to this RFP
- C. Stakeholder** refers to any major party who will use the City website. This includes but is not limited to, businesses, City staff, residents etc.

## City Background

The City of Lake Forest is located north of Chicago Illinois with a population of about 19,000 residents. The City currently manages a website that was designed and hosted by American Eagle in 2013. The City is seeking a qualified vendor to assist with updating its website, by providing a fresh new look to accurately represent the values that are upheld by the City. The City prides itself on the level of customer service that it provides to all of its stakeholders, and believes that a website redesign will improve those services.

## Staff Input and Visioning Workshop

The City held a visioning session with internal stakeholders representing all operating departments in order to discuss its current web presence, and how the website can be better utilized to meet the needs of all the City's stakeholders. The workshop lead to the development of key design concepts and standards to meet those needs.

The following departments that were represented in this visioning workshop:

- City Manager's Office
- Finance/IT Department
- Fire Department
- Human Resources Department
- Police Department
- Public Work Department
- Community Development
- Parks and Recreation

At the conclusion of the workshop, City staff developed a vision for a new website design which represents key goals and objectives that will allow the City to meet the needs of its stakeholders.

*“The City website guides site visitors to learn more about the Lake Forest community, encourages them to learn about and interact with our customer service departments, and empowers the City to promote good governance. The City’s website is a resource for current residents, job seekers, business, institutions and service organizations and to those interested in making Lake Forest their home. The City’s website maximizes user experience through intuitive design, integration with mobile service processes, transparency and customer service platforms.”*

## Requested Scope of Services

The City’s goal for implementing a website redesign is to realize its website vision of guiding site visitors to learn more about the Lake Forest community, encourage them to learn about and interact with the City’s customer service departments, and empower the City to promote good governance. The City will be reviewing Proposals from Vendors with the following objectives in mind:

- Redesigning the home page around users’ critical tasks
- Redesigning the site architecture and navigation to improve search functionality and usability
- Implementing a Content Management System (CMS) to improve and enhance site governance
- Developing a content strategy to improve existing content and identify new site content
- Enhancing current and potential third party and other city website integration that support internal business services (e.g. BS&A online services, GIS, Laserfiche, etc.)
- Implementing aesthetics that align with themes of the City’s “Welcome Home” marketing campaign

When the City held the website visioning workshop, key stakeholders narrowed required features and functionalities down to six (6) key factors that will drive the design guidelines of the new website. Those categories were aesthetics, usability and ease of access, adaptability to new technologies, ADA compliancy, transparent government, and better ability to publicize The City of Lake Forest. These were then broken down further into design qualities:

- **Consistent Website Design.** Website design must remain consistent throughout all pages to maximize usability, except where differentiating between departments or sections of the website as requested by the City.
- **Design Overview.** Website design must be visually appealing, incorporating the City’s colors and logo where appropriate.
- **Design Process.** The consultant shall develop an original design for the City and over a period of time during the development of the website, consult with key members of the City’s website redesign committee to make revisions and alterations to the consultant’s original design submission.

- **Easy Updating.** Design elements should include background images, photographs, logos, tabs and/or buttons that are easily updated or swapped out by the City's staff at any time and without incurring any additional implementation or update charges.
- **Mobile Friendly Presence.** The new website should be transferrable from desktop to mobile device and still have the same functionality as the desktop version
- **Website Design and Content Ownership.** Ownership of unique elements of the website design and all content shall be transferred to the City upon completion of the project.

In addition to achieving these design qualities, the City is seeking to achieve greater accessibility and mobility of the City's website, and seeks to enhance the user-experience of its site visitors. Desired responsive website features that the City is seeking include:

- **ADA Compliance and Accessibility.** The website should have the ability to be used by all from a design aspect, including the ability to enlarge fonts. City desires to implement a website that meets Web Content Accessibility Guidelines (WCAG 2.0).
- **Advanced Search Feature.** An advanced search feature that only pulls original content from the City of Lake Forest webpage and does not pull alternative sources from Google or other browsers.
- **Clean Sleek Visual Appearance of Website.** Move away from an "encyclopedia" type website and towards more of a "billboard" to attract attention and help ease navigation.
- **Increase Customer Service and Online Engagement.** Implementing the usage of online payments, fillable forms, or other engagement tools to communicate with City staff or resources through an online platform. This includes, but is not limited to a citizen request management ("CRM") module or online chat bot technology.
- **Navigation Redesign.** Less clutter on the website, less information in the "I want to" tab. The possibility of have five main buttons or tabs on the front page and the search bar.

These features were identified as necessary components to a website redesign, as the current website does not encompass the needs of all major stakeholders. These project goals are to be utilized and included in the redesign process.

The City will select a Vendor that offers an enhanced CMS that promotes decentralized content maintenance. This will allow authorized users to edit all website content. If the edit is considered advanced, the vendor will be contacted to assist in the edit. However, it is the City's desire to be able to edit and control the content on the City website. In addition, the City desires a website solution from a Vendor that has experience with or ability to integrate various third-party applications, including:

- BS&A
- Laserfiche
- NeoGov
- Quicket
- Invoice Cloud

- WebTrac
- APTVSA
- MGP - GIS

The selected Vendor will be required to perform all the tasks necessary to facilitate and implement a website redesign process and hosting services.

- The City is not requesting and/or requiring any vendor assistance with content or data conversion from its existing website to the vendor's new platform.
- The City will provide access to data, including analytics information from its current website, to the selected Vendor.
- The selected Vendor should employ and/or be familiar with UX-design methodology and concepts in order to successfully achieve the City's goals and objectives with its redesign process.
- Training is a key to the success of user adoption of the new website, especially due to the decentralized nature of the City's online content management. The proposal must include on-site training for the day-to-day/primary users, the advanced users, and the administrators of the new website.
- If a contract is awarded in March 2020, a successful proposer must commit that a website launch will be complete by January 2021.

### Additional and Desired Services

In addition to services outlined above, the City has identified additional services desired by the Selected Vendor. Vendor should indicate whether their proposal includes these services, or if they have additional modules or solutions that can provide these desired services. Such costs, if not included in the implementation costs or annual maintenance and support costs should be clearly identified separately on the Price Proposal Form.

- Access to training library
- Free website redesign/refresh after two years
- Annual Consulting hours
- On-going training and support via email or phone call after go-live date

## RFP Evaluation

Responses to this RFP will be evaluated by a Selection Team consisting of City department stakeholders. At any point in time during the evaluations, a Proposer may be excluded from further consideration. At the conclusion of the process, the finalist Proposer will be judged on all information collected to date against the following criteria:

**Round 1 Evaluation:** As part of the Vendor's RFP response, the following minimal *criteria* must be met for a proposal to be considered for further evaluation. Failure to meet all criteria may disqualify the Vendor's response from further consideration:

1. **Response Timeliness** – RFP response is submitted by the due date and time.
2. **Response Completeness** – RFP response addresses the format requested in section “Instructions to Vendors”.
3. **Response Authorization** – RFP response contains an original signature signed by a company officer on the General Certification Requirements form.

**Round 2 Evaluation:** For those Vendors whose proposals pass the minimal criteria, the following categories of criteria will be used to further evaluate the proposals with no order of preference:

1. **Investment and Costs** - A cost analysis will include implementation costs, system licensing, and annual maintenance. After the proposals have been reviewed, selected vendors may be requested to make a presentation or provide a demonstration of their web service solution. Until that time, only the originally quoted price will be considered. The Proposer's quoted price should be as competitive as possible. Prices submitted after the receipt of proposals, unless requested by the City, will not be considered valid.
2. **Compliance with the City's Timeline**
3. **Vendor Experience and Expertise** – Vendor's ability to meet the City's desired functional requirements as presented in the functionality score sheet (Exhibit B).

**Round 3 Evaluation:** The top Vendors in the second-round evaluation will then proceed to an additional level of due diligence that will include the following activities:

1. **Product Demonstration** – See City schedule for demonstration dates on Proposal Submission Summary on Page 2. The City will require product demonstrations in a lab setting to provide staff the opportunity to evaluate the Vendor's products, CMS functionality, system features, and services they offer. Demonstrations will be no more than four (4) hours in length and will require a lab. A sample Agenda is included below:

	Timeframe	Session Topic
	8:30 - 9:00	Vendor Introduction & Overview
	9:00 - 10:15	System Wide Features & Services
	10:15 - 10:30	Break
	10:30 – 11:00	Implementation Discussion
	11:00 – 11:15	Questions & Answer/Closing Comments
	11:15 - 12:00	Open Lab

Vendor demonstrations will take place February 24<sup>th</sup> through the 26<sup>th</sup>, 2020.

**2. Follow-up Questions and Answers**

**3. Reference Checks**

## Instructions to Vendors

All proposals must be submitted in a sealed package and labeled “**Sealed Proposal: Website Development and Hosting Services.**” Proposals received after the deadline will not be accepted and will be returned to the sender unopened. Proposals may not be delivered via facsimile or e-mail. Proposals shall be sent Federal Express (or comparable carrier) or hand delivered to City Hall, 220 E. Deerpath, Lake Forest, IL 60045.

To facilitate an accurate analysis of responses to this RFP, the vendor is required to prepare their proposals in accordance to the following format. Failure to follow these instructions may result in rejection. Section numbers are not necessary to reference in the submitted proposal. The proposal should be organized as follows:

**1. Proposal Executive Summary**

This part of the response to the RFP should describe the Vendor’s ability to provide the City’s desired functionality identified in this RFP. Vendors are to provide information about their company for the City to evaluate the Vendor’s stability and ability to support the commitments set forth in response to this RFP. Please include:

- a) State the names of the principals in your company
- b) State how many website development and/or redesign projects with three (3) or more separate municipalities your company has deployed
- c) State how many website development and/or redesign projects your company has deployed nationally
- d) Provide an overview of the key elements included in your proposal. Take this time to highlight any key features that differentiate you from competitors.

**2. Overview of Proposed Services**

Provide a narrative describing the proposed scope of services for the performance of this project. The requirements defined in the Desired Functionality section contains the overall desired outcomes of the proposed website services. Please include:

- a) Provide your proposed solution(s) to the Website Functionality requirements included in Desired Functionality Section.
- b) Provide the requirements of the City as well as any other functionalities additionally that the provider can offer to better suit the needs of the City.
- c) Describe how/if the new website will meet ADA requirements.
- d) In this Section please provide any optional services that the City can choose to include in the redesign such as the additional and desired services listed in the Scope of Services requested in Section 2 of this RFP. This does not require the City to implement any of the additional proposed services.
- e) Describe the security features that will be employed with the new website, including security tools used to monitor the website, malicious activity reporting, level of security certification, and any information on experience with a compromised website.

### **3. Implementation and Training Schedule**

A proposed implementation schedule showing milestones given in days from contract execution date in order to meet the City's milestones as identified in the Proposal Submission Summary on page 2. Please include:

- a) Provide a narrative on the anticipated tasks required to fulfill the requirements of this Project, as outlined in the scope of services. Include a step-by-step workflow typically associated with website design and implementation, and describe the level of participation required by external customers and City staff.
- b) Include a comprehensive timeline for scope of the project. Demonstrate or provide supporting documentation to complete the project by deadline.
- c) Include the training that staff will receive upon completion and prior to implementation of the proposed redesign. Outline in this Section how many hours of training will be provided by the vendor. Include any responsibilities of each party:
  - i. What types of ongoing training material will be provided?
  - ii. Is the proposed training on-site or remote?

### **4. References**

Include references, including contact name and telephone number, of at least three (3) municipal organizations similar in size and application that have deployed your website services. Preference will be given to Vendors who have deployed at least one (1) redesign within the last three (3) years. **Vendors with no municipal experience may not be considered for this Project.**

### **5. Exceptions and Deviations**

If the Vendor finds it impossible or impractical to adhere to any portion of this RFP, Contract Terms and Conditions, Scope of Work, or timeline, it shall be so stated in this section.

**6. Desired Website Functionality Table Form**

The City's desired functionality and implementation is identified in this form (spreadsheet) on Desired Website Functionality Table. Fill in all rows on the form provided. If the submitted proposal cannot comply with the desired functionality identified, please indicate as such in the notes section.

**7. Price Proposal Form**

All costs must be provided in the proposal on the City pricing form provided as part of this RFP. In the event services are provided at no additional cost, the item should be noted as, "No Charge." Do not use, "To Be Determined," or similar annotations, as the City is asking Proposers to provide pricing for all desired outcomes with the understanding that they may have to make assumptions. Such assumptions should be stated as such. A Proposer may submit an additional pricing proposal in a format that is suitable to the Proposer however, the City's Pricing Proposal form must also be included. The City's Pricing Proposal form will be used to evaluate the proposal. Please indicate if pricing proposal includes 30-days of post go-live support via phone call or in person.

The City is requesting to provide pricing for the first year's system licensing and maintenance support. Additionally, the City is requesting the Proposer to provide annual licensing and maintenance costs in years two (2) through five (5), in which the costs are to remain the same. After year five (5), the increase must not exceed four percent (4%) annually of the original price.

**8. General Certification Requirement Form**

Include original signed copy of General Certification Requirements Form.

**9. Identity Theft Protection Form**

Include original signed copy of Identity Theft Protection Form

**10. Addenda**

Include all original signed copies of City provided addenda of this RFP in this section, if any.



## Contract Terms and Conditions

The contract will be fully negotiated during the selection process after a Vendor's proposal is accepted by the City. Exceptions and deviations to the contract terms outlined in the attachment may be considered during the selection process and such terms shall be included in the final contract.

Each Vendor, by making a proposal, represents that this RFP has been read and is fully understood. The proposal must be signed in ink by an individual authorized to legally bind the person, partnership, company, or corporation submitting the proposal. All manual signatures must have the name typed directly under the line of the signature. These requirements apply to all RFP addenda.

The following contract terms and conditions, substantially in the form contained herein, are expected to be agreed to by the Vendor as part of contract negotiations. Exceptions must be explicitly noted in the Vendor proposals with the Exceptions and Deviations form provided. Lack of exceptions listed on the checklist shall be considered acceptance of all terms and conditions as presented in this RFP. The terms and conditions below should not be expected to be an exhaustive list of the terms that would be negotiated in the final agreement which would be subject to review by the City Attorney.

The Vendor shall be deemed as having been awarded a contract when the City's System and Services Agreement and Vendor proposal has been duly served upon the intended awardee by an authorized agent of the City and authorized agent of the Vendor. The successful Vendor, at the time of contract execution, must be licensed to do business in the State of Illinois.

Should there be a conflict in wording between the Technology System and Services Agreement and the Proposer's RFP response, the City's Technology System and Services Agreement shall prevail

### **1. General Conditions**

- A. This RFP is issued pursuant to applicable provisions of the City's Purchasing Policies and Procedures. Responses to this RFP shall be opened in private by City officials to avoid disclosure of contents that may contain confidential or proprietary information to competing Respondents.
- B. An agreement or contract resulting from the acceptance of a Proposal shall be on forms approved by the City's legal counsel and shall contain, as a minimum, the City's system and services agreement, the applicable provisions of this RFP, and the Proposal itself. The City reserves the right to reject any agreement or contract which does not conform to the RFP, the Proposal of the firm concerned, or the City's requirements for agreements and contracts.

- C. The contracted firm shall not assign any interest in the contract and shall not transfer any interest without the prior written consent of the City.
- D. Discussions may be conducted with responsible entities that have submitted proposals in order to clarify certain elements. Proposals shall be afforded fair and equal treatment with respect to any opportunity for discussion and revision. Any such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers at the discretion of the City. In conducting discussions, there shall be no disclosure of information derived from proposals submitted by competing proposers. The selection shall be done by a review team and will be recommended to the City Council for final approval.
- E. City of Lake Forest reserves the right to negotiate with more than one potential awardee after the submission of all proposals.
- F. City of Lake Forest may award a contract based on initial proposals received without discussing such proposals among the vendors.
- G. City of Lake Forest reserves the right to accept any submittal, or any parts or parts thereof, or to reject any, some or all submittals.
- H. If, through any cause, the contracted firm fails to fulfill the obligations agreed to in a timely and proper manner, the City shall have the right to terminate the contract by notifying the firm in writing and specifying a termination date not less than thirty (30) calendar days in advance. In such event, the contracted firm shall be entitled to just and equitable compensation for any satisfactory work completed.
- I. Any modifications to or clarifications of this RFP will be distributed by the City to each Respondent requiring to be so informed, who also provides an email address for such purpose.
- J. The system proposed should be the latest software release available at the date of installation. Should new products and/or software be announced prior to installation the vendor is required to inform the City of the new products. The City shall maintain the right to substitute the new products for those proposed. The Vendor shall make any differences in cost known prior to the City's decision on new software.
- K. The City reserves the right to approve any subcontractors for this project. Each proposing vendor must identify the name of and information (background and experience) about any subcontractors to be involved in this project. This includes a description of the work the subcontractor will perform.
- L. City of Lake Forest reserves the right to determine whether a vendor is responsible, responsive, and has the ability and resources to perform the contract in full and to comply with the specifications. City of Lake Forest reserves the right to request additional information from the vendor to satisfy any questions that might arise. City of Lake Forest further reserves the right to reject any or all proposals or to issue an invitation for new proposals.
- M. Certificates of insurance in addition to other clauses in the contract protecting City of Lake Forest from costs arising out of permits, patent protection, royalties, building damage clean up and subcontractor's work will be required of the successful vendor.
- N. By submitting a proposal, the Proposer is certifying that they are not barred from contracting with any unit of State or local government and they comply with all laws and regulations.

- O. City officials shall direct the examination of the Proposals and other documents submitted to determine the validity of any written requests for nondisclosure of proprietary or confidential information. After award of the contract, all responses, documents, and materials submitted by the Respondent pertaining to this RFP will be considered public information unless otherwise determined by the City. All data, documents and other information developed because of these contractual services shall become the property of the City. Based on the public nature of RFP's a Respondent must inform the City, in writing, of the exact materials in the submittal, which it believes, are proprietary or confidential, and should not be made part of the public record in accordance with the Illinois Freedom of Information Act. The Respondent will be financially responsible for all expenses of the City, its public officials, consultants, employees, agents and representatives in defending the denial of access to such material pursuant to a Freedom of Information Act request.

## **2. Advice of Omission or Misstatement**

In the event it is evident to a Vendor responding to this RFP that the City has omitted or misstated a material requirement to this RFP and/or the services required by this RFP, the responding Vendor shall advise the contact identified in the Proposal Submission Summary of such omission or misstatement.

## **3. Confidential Information**

Information contained in the Vendor's proposal that is confidential must be clearly identified in the proposal itself. The City will be free to use all information in the Vendor's proposal for the City's purposes. Vendor proposals shall remain confidential until the City's Selection Team makes a recommendation to City Council. The Vendor understands that any material supplied to the City may be subject to public disclosure under the Freedom of Information Act.

## **4. Confidentiality Statement**

Any information, including materials, drawings, designs, documentation, and other property or data disclosed to the Vendor by the City shall not be used, reproduced, appropriated, or otherwise disseminated to anyone other than the City for the purposes of this project.

## **5. Reserved Rights**

The City reserves the right to waive any irregularities; accept the whole, part of, or reject any or all proposals; and to select the firm which, in the sole opinion of the City, best meets the City's needs. The City also reserves the right to negotiate with potential Vendors so that the City's best interests are served.

## **6. Proposal Preparation Costs**

The Vendor is responsible for any and all costs incurred by the Vendor or his/her subcontractors in responding to this RFP. The City is not obligated to return any responses or materials submitted by a vendor as a result of the RFP.

## **7. Pricing Eligibility Period**

All Vendor proposals are required to be offered for a term not less than 150 calendar days in duration. A proposal may not be modified, withdrawn or cancelled by the Vendor during the 150-day time period following the time and date designated for the receipt of proposals.

## **8. Additional Charges**

No additional charges, other than those listed in the proposal shall be made.

## **9. Professional Services Warranty**

- A. Vendor always agrees to maintain an adequate staff of experienced and qualified employees for efficient performance under this Agreement. Vendor agrees that, at all times, the employees of Vendor furnishing or performing any services shall do so in a proper, workmanlike, and dignified manner.
- B. Vendor agrees that all persons working for or on behalf of Vendor whose duties bring them upon the City's premises shall obey the rules and regulations that are established by the City and shall comply with the reasonable directions of the City's officers. The City may, at any time, require the removal and replacement of any of Vendor's employees for good cause.
- C. Vendor shall be responsible for the acts of its employees and agents while on the City's premises. Accordingly, Vendor agrees to take all necessary measures to prevent injury and loss to persons or property located on the City's premises. Vendor shall be responsible for all damages to persons or property caused by Vendor or any of its agents or employees. Vendor shall promptly repair, to the specifications of the City, any damage that it, or its employees or agents, may cause to the City's premises or equipment; on Vendor's failure to do so, the City may repair such damage and Vendor shall reimburse the City promptly for the cost of repair.
- D. Vendor agrees that, in the event of an accident of any kind, Vendor will immediately notify the City's contact person and thereafter, if requested, furnish a full written report of such accident.
- E. Vendor and its employees or agents shall have the right to use only those facilities of the City that are necessary to perform services under this Agreement and shall have no right to access any other facilities of the City. The City shall also extend parking privileges to properly identified members of Vendor's full-time staff on the same basis as they are extended to the City's staff.

- F. The City shall have no responsibility for the loss, theft, disappearance of, or damage to equipment, tools, materials, supplies, and other personal property of Vendor or its employees or subcontractors.
- G. The installation shall disrupt the City's routine as little as possible. The installation personnel will always adhere to the City's policies. These policies will be communicated to the successful vendor at the time of contract signing. Any major interruption of service other than an individual station being without service must be coordinated 1 week in advance with City of Lake Forest.

## 10. Insurance

These requirements are baseline standards for insurance to be provided in City procurements. They may require adjustment from time to time based on a variety of factors, including the nature, scope, duration, and value of the procurement, subject to approval of the City Manager.

A. Worker's Compensation and Employer's Liability with limits not less than:

(1) Worker's Compensation: Statutory;

(2) Employer's Liability:

\$500,000 injury-per occurrence

\$500,000 disease-per employee

\$500,000 disease-policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than \$1,000,000 for vehicles owned, non-owned, or rented.

All employees shall be included as insureds.

C. Comprehensive General Liability with coverage written on an "occurrence" basis and with limits no less than:

\$2,000,000 Bodily Injury and Property Damage Combined Single Limit

Coverage is to be written on an "occurrence" basis.

Coverages shall include:

- Broad Form Property Damage Endorsement
- Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)
- Independent Contractors
- Personal Injury (with Employment Exclusion deleted)
- Broad Form Property Damage Endorsement

- Bodily Injury and Property Damage

- D. Professional Liability Insurance, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate and covering the supplier or vendor against all sums that supplier or vendor may be obligated to pay on account of any liability arising out of the contract. This requirement shall apply to design and consulting projects, as well as to contracts for professionals involved in construction projects.
- E. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.
- F. City as Additional Insured. The City shall be named as an Additional Insured on all policies except for:
- |                       |  |
|-----------------------|--|
| Worker's Compensation | Professional Liability (if applicable) |
|-----------------------|--|
- Each such additional Insured endorsement shall identify the City as follows: The City of Lake Forest, including its City Council members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives.
- H. Other Parties as Additional Insureds. Other entities should be included and named as additional insured on appropriate policies.

## **11. Equal Opportunity Employment/Nondiscrimination Policy**

It is the policy of the City that all vendors who provide goods and services to the City by contract, shall, as a condition of providing goods and services, adhere to all Federal, State and Local laws, ordinances, rules and regulations, and policies, and if applicable, prohibiting discrimination in regard to persons to be served and employees and applicants for employment including, but not limited to, the following:

- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- B. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- C. Section 504 of the Federal Rehabilitation Act of 1973, PL 93-112, 87 Stat 355, as amended, and rules adopted thereunder.
- D. The Americans with Disabilities Act of 1990, PL 101-336, 104 Stat 327 (42 USCA § 12101 et seq.), as amended, and regulations promulgated thereunder.

## Proposal Forms

### GENERAL CERTIFICATION REQUIREMENTS FORM

The undersigned, being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of Proposer, that this deponent is authorized to make them, and that the statements contained herein are true and correct.

Proposer deposes, states, and certifies that Proposer is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Contractor is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33 of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.*; or (iii) a violation of the USA Patriot Act of 2001, 107 Public Law 56 (October 26, 2001) (the "Patriot Act") or other statutes, orders, rules, and regulations of the United States government and its various executive departments, agencies and offices related to the subject matter of the Patriot Act, including, but not limited to, Executive Order 13224 effective September 24, 2001.

DATED This \_\_\_\_\_ Day Of \_\_\_\_\_, 20\_\_\_\_.

Proposer's Name:

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

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

Subscribed and Sworn to

My Commission Expires:

\_\_\_\_\_

before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

[SEAL]

## IDENTITY THEFT PROTECTION FORM

All City Vendors with access to sensitive material must acknowledge receipt of a copy of the City of Lake Forest's identity theft prevention program policy. The policy can be found at the following website:

[Administrative Directive 3-4: Identity Theft Policy](#)

[Identify Theft Prevention Policy Certification Form](#)

All proposals submitted in response to this RFP must include a fully executed certification:

### IDENTITY THEFT PREVENTION PROGRAM CERTIFICATION

I certify that I have read, understood and agree to comply with The City of Lake Forest's Identity Theft Prevention Program.

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## DESIRED WEBSITE FUNCTIONALITY TABLE

Please see included Desired Website Functionality Table and fill in all necessary responses to be included with returned Proposal:

## PRICE PROPOSAL FORM

The City of Lake Forest Request for  
Proposals (RFP)



### Pricing Proposal Form - Professional Services

Respondent is obligated to identify all proposed project costs on this form. In the event services are provided at no additional cost, the item should be noted as, "No Charge." Do not use, "To Be Determined," or similar annotations. The City is asking Proposers to provide pricing for all desired outcomes with the understanding that they may have to make assumptions. Such assumptions should be stated as such. A Proposer may submit an additional pricing proposal in a format that is suitable to the Proposer however, the City's Pricing Proposal form must also be included. This form will be used to evaluate the proposal.

1. System Implementation Services Pricing	Hours/Qty	Price	Total
Total Purchase Price			

2. User & Administration Training Services Pricing	Hours/Qty	Price	Total
Total Purchase Price			

3. Maintenance and Support Pricing	Hours/Qty	Price	Total
Total Purchase Price			

4. Annual Hosting, Support, and Subscription Fee	Hours/Qty	Price	Total
Year 1			
Year 2 – Year 5			
Total Purchase Price			

Table 1 + 2 + 3 = Implementation Total Cost \_\_\_\_\_

Table 4 = Future Annual Costs \_\_\_\_\_

## Website Proposal for

# The City of Lake Forest, Illinois

# Revize Illinois Clients!

- Village of Glencoe, IL [www.villageofglencoe.org](http://www.villageofglencoe.org)
- City of Kewanee, IL [www.cityofkewanee.com](http://www.cityofkewanee.com)
- City of Olney, IL [www.ci.olney.il.us](http://www.ci.olney.il.us)
- Village of Tinley Park, IL [www.tinleypark.org](http://www.tinleypark.org)
- Streator Tourism, IL [www.streator.org](http://www.streator.org)
- Ogle County, IL [www.oglecounty.org](http://www.oglecounty.org)
- City of Jacksonville, IL [www.jacksonvilleil.gov](http://www.jacksonvilleil.gov)
- City of Pekin, IL [www.ci.pekin.il.us](http://www.ci.pekin.il.us)
- Village of Addison, IL [www.addisonadvantage.org](http://www.addisonadvantage.org)
- And Many More!

## Colleen Roberts, New Bern, NC – Public Information Officer

“Revize is a beehive of creative thinkers who are interested in putting your organization's communication objectives front and center. They're extremely easy to work with and they're engaged every step of the way. Before, during and after Revize did our site build, they were super responsive any time we had questions or concerns. & they're always open to new ideas too. We couldn't be happier!”



# Additional Revize Clients!

- Arcadia, CA [www.arcadiaca.gov](http://www.arcadiaca.gov)
- Des Moines, IA [www.dsm.city](http://www.dsm.city)
- Gatlinburg, TN [www.gatlinburgtn.gov](http://www.gatlinburgtn.gov)
- Largo, FL [www.largo.com](http://www.largo.com)
- Myrtle Beach, SC [www.cityofmyrtlebeach.com](http://www.cityofmyrtlebeach.com)
- New Bern, NC [www.newbern-nc.org](http://www.newbern-nc.org)
- New Brunswick, NJ [www.cityofnewbrunswick.org](http://www.cityofnewbrunswick.org)
- Sevier County, UT [www.sevierutah.net](http://www.sevierutah.net)
- St. Petersburg, FL [www.stpete.org](http://www.stpete.org)
- Troy, MI [www.troymi.gov](http://www.troymi.gov)
- And Many More!

**Michael Bruckner, Assistant to the City Manager,  
City of Arcadia, CA**

“Revize has done it again! Another game changing, cutting edge website that moves the industry forward by connecting citizens to services in as few clicks as possible.”



Dear Lake Forest Website Selection Committee

Thank you for considering Revize as your web development partner. For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. A myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that your website is more than a website. It's a valuable resource that can help you build a better community.

Visitors are drawn to websites that are appealing yet functional, user friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

Some of our great clients include:

- City of Largo, FL [www.largo.com](http://www.largo.com)
- New Bern, NC [www.newbern-nc.org](http://www.newbern-nc.org)
- City of Arcadia, CA [www.arcadiaca.gov](http://www.arcadiaca.gov)
- City of St. Petersburg, FL [www.stpete.org](http://www.stpete.org)
- City of Des Moines, IA [www.dsm.city](http://www.dsm.city)
- And Many More!

We will work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community. Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

## Government clients select Revize because we can help them

- Effectively engage residents.
- Enhance their web presence and build an online communications center.
- Empower non-technical web content editors and administrators to easily execute changes.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

---

“Revize Websites build engagement  
with your constituents.”

---

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community’s website can serve your residents better, inspire them more, and get them actively involved in your government.

Please contact me if you have any questions at all.

Sincerely,

Thomas J. Jean  
Project Manager  
248-269-9263 x16  
[Thomas.Jean@revize.com](mailto:Thomas.Jean@revize.com)



# Proposal Executive Summary

- a) State the names of the principals in your company**
  - a. Akshaya Ray – CTO/Owner
  
- b) State how many website development and/or redesign projects with three (3) or more separate municipalities your company has deployed**
  - a. Revize has launched approximately 1,800 municipal websites
  
- c) State how many website development and/or redesign projects your company has deployed nationally**
  - a. Revize has launched approximately 1,800 municipal websites
  
- d) Provide an overview of the key elements included in your proposal. Take this time to highlight any key features that differentiate you from competitors.**

Please see our response starting on the following page

## What Differentiates Revize:

- A Truly Customized Approach!

Revize does not use templates or copies of other websites. We design your site to be totally unique to the community. During the project, our team provides an unlimited number of mockups & revisions for you to review. We even let you pick your lead designer here at Revize! On top of that, the features we incorporate into your site can be customized as well!

- Government Website Experts!

Revize is laser-focused on building the best government websites possible. We have not acquired, been acquired, or merged with any other company as some of our competitors have. Therefore, our sole focus and expertise continues to be building the most innovative websites around! In addition, this philosophy allows us to modernize the technology on a rolling basis with new features and updates throughout your time with Revize!

- Save Time! – The Project

The Revize project process is perfect for cities that have more to worry about than just the website. Your time is valuable! Therefore, we tailor the project to fit your schedule. There are no long meetings or hours of homework assignments. Boring! Just a few meetings during our kickoff process, some update calls along the way, and training before go live. Revize takes the burden of the project and you can be as involved as you wish, or sit back and relax while we take care of it!

- Save Money! – The Price

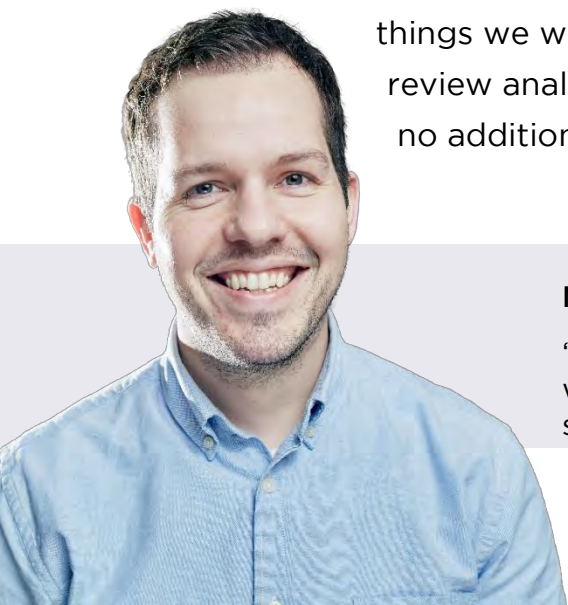
Revize does not “nickel-and-dime!” The price we quote, is the price you pay. The annual fee, does not increase. And, if you need something a little extra, or you change your mind about something you thought you wanted, no problem! You’re human! And we know you won’t know exactly what you want in the website at the beginning. So we are there to add new features into your site upon request. We also redesign your website for free in year 4!

- Save More Time! – The Updating and The Tech Support

The Revize Content Management System (CMS) allows you to quickly and easily update content on your website. It’s built for non-technical users that need full functionality in an easy to use way. But, what happens if you’re in a rush? No problem! Give us a call or submit a support ticket, and we’ll make the needed updates to the website for you! In addition, When you contact us for tech support, you should expect that we’ll know you by name. On top of that, our tech support staff are trained developers themselves. Therefore, they’ll be more likely to fix your issue quickly and thoroughly.

- Save More Money! - We’re There for you *After* Go-Live!

With many traditional website projects, as soon as the website goes live, the vendor is gone. That is not the case with Revize! We will be there to help you innovate the website along the way. Among other things we will photoshop photos for you, create new graphics, review analytics, and even create brand new features for you at no additional cost!



**Michael Bruckner, Assistant to the City Manager, City of Arcadia, CA**

“Revize has done it again! Another game changing, cutting edge website that moves the industry forward by connecting citizens to services in as few clicks as possible.”

## Key Elements Included:

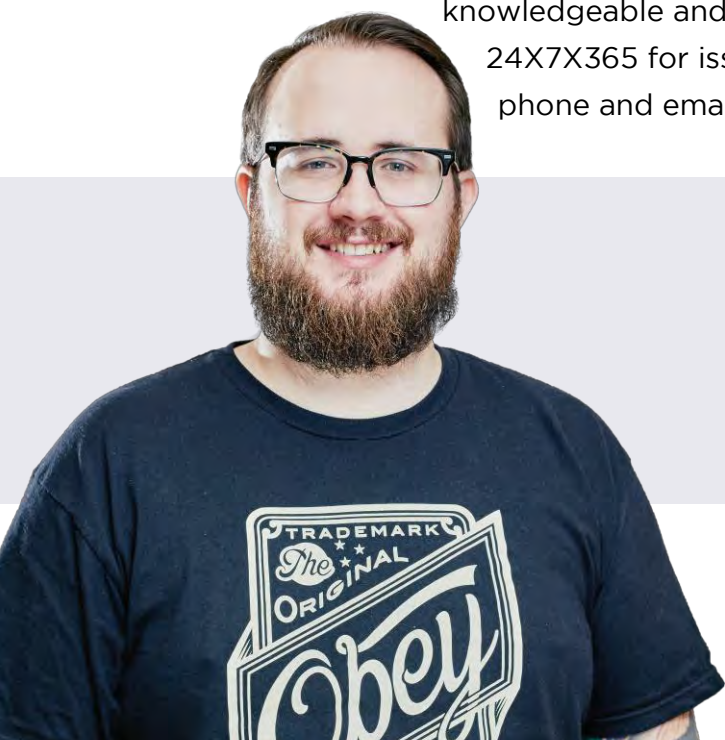
- Public Service Request App
- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- News Center with Facebook/Twitter Integration
- Emergency Alerts
- Online Forms / Survey Tools
- E-Newsletter Applications
- Job Posting and Tracking Module
- Public Records Request Track

### Our Award-Winning Government CMS

Revize is renowned as a leader in providing practical, high-value, easy to use content management software Government CMS. This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. With applications such as an online document center, public service request app, public records request tracker, agendas and minutes, frequently asked questions and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

### Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients in less than half the time it takes our competitors. Our training program is customized based on each client's needs, and we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful. Our online support portal is available 24X7X365 for issue tracking and management. We also provide phone and email support during regular business hours.



### Did you know?

Our technical support staff are trained developers. When you call for tech support, you'll be speaking to staff with direct knowledge of development!

# Overview of Proposed Services

- a) Provide your proposed solution(s) to the Website Functionality requirements included in Desired Functionality Section.**

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know-how motivated you are to select the right vendor for this project. We've reviewed the RFP and put a ton of work into preparing this proposal. If selected, Revize will build the city a new website that will provide all pertinent City-related information in an appealing format! We plan to build a site that is one of the most breathtaking and intuitive websites in the country.

We've reviewed the desired functionality section and, with some alternative suggestions, are able to meet your requests. We propose a fully customized approach to this project using the Revize CMS and features as our starting point. Revize is a little different than many of the other vendors you may be considering. While they may be proposing "off the shelf" solutions, with little room for creativity, we are proposing something much different. We will meet your requests by modifying previously built Revize features, and also, by building entirely new features. This approach gives us the flexibility to create a truly innovative website, while still meeting all of your requirements!

- b) Provide the requirements of the City as well as any other functionalities additionally that the provider can offer to better suit the needs of the City.**

To accomplish this, Revize will provide an in-person discovery process. Our team will meet with you to review the current website, and set goals for the new website. Since you've already done much of this on your own, these meetings will primarily focus on planning out the actual solutions to those goals. We will review existing Revize feature examples, and together, decide whether the feature will require some additional modification, or whether Revize will create a brand new feature to meet your needs. From those meetings, we will develop a refined project plan to the city that summarizes how Revize will meet your key goals and objectives. During the

project, we will provide 100% custom designed mockups of the homepage, interior pages, and subsites. We will provide an unlimited number of revisions to those mockups until you are satisfied with the look and feel. After that, we will code out the website, add in our CMS technology, and then add content to the new website. We will then provide training for as many staff members as you like, and work with you to make final tweaks. After that, we will lead the website project through go-live providing excellent tech support for as long as you are a Revize client!

**c) Describe how/if the new website will meet ADA requirements.**

The new website will be ADA compliant to WCAG 2.1 AA requirements. There are features built into our product that automatically take care of most of the requirements for you. The small portion that is not automated, is either handled by our development team or by you. Any other vendor that may claim your website will be 100% ADA complaint without any effort on your side, is probably not telling you the full story. We make it super easy for you though. We have dedicated developers here on staff whose main focus is ADA compliance. They are continuously monitoring changes in the industry and its requirements. And, if necessary, will take steps to update the website to meet new requirements on an ongoing basis. In addition to that, we will provide helpful ADA compliant tips and suggestions throughout your relationship with Revize to help you maintain compliance. On top of that, we will provide unlimited retraining to any staff on the CMS editing to help you avoid some of the common mistakes, that technology cannot prevent (i.e. blurry photos, scanned documents, etc.)

**d) In this Section please provide any optional services that the City can choose to include in the redesign such as the additional and desired services listed in the Scope of Services requested in Section 2 of this RFP. This does not require the City to implement any of the additional proposed services.**

Nearly all of the desired functionality requested in section 2 of this RFP is included. In some cases, we do not recommend some of the functionality you are requesting. In other cases, we suggest an alternative. To the best of our ability we've noted where we are proposing an alternative. Or where there may be an additional cost associated.

- e) **Describe the security features that will be employed with the new website, including security tools used to monitor the website, malicious activity reporting, level of security certification, and any information on experience with a compromised website.**

We spend pages-upon-pages in this proposal talking about our security process. This is our #1 priority above all else. If your website is compromised, it does not matter how great it looks or easy it is to use. I'll explain the highlights of our process briefly.

First, we would host your website in at least two server farms with 24 hour monitoring. Within those server farms, we would have multiple backups of your website. In the event of a malicious attack, we could both automatically and/or manually revert to a backup.

In addition, we host your CMS copy of the website in an entirely different server. This provides an additional layer of backup. But, more importantly, it means that site views never access the actual database of the website. The live website they view is actually static. That means there is little chance of a malicious attack to the database itself. While we have this architecture primarily for the great security advantage it provides, it also has the added benefit of helping your site load faster. This is a big advantage of our system of our competitors.

## **Security**

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.



## Security Controls and SSL

- Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- Shield Plus Security Bundle to prevent DDoS attacks
- Intrusion detection and prevention software (such as file integrity checking software)
- Host-based firewalls to protect CMS servers from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS
- If you have an existing SSL Certificate we can transfer it to the new website. Otherwise, if included, we will install a new SSL Certificate upon go live.

## Application Security Authentication

- Role-Based Security: Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- Permission-Based Security: Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update
  - Global & Department Workflow Management: Create workflow management and approval processes where authorized department personnel become approvers



### Did you know?

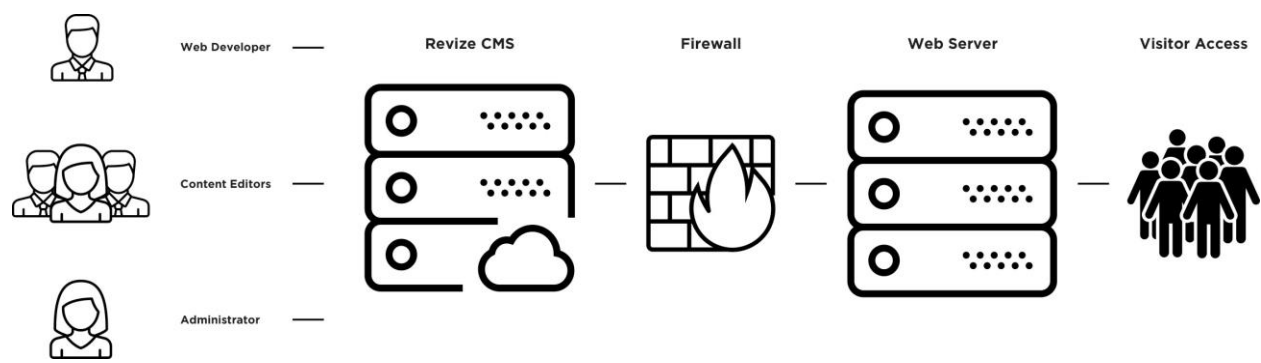
Revize will host your website and CMS in at least two completely separate geographic locations!



# Revize Technology Architecture

The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

## Revize Intelligent Publishing WCM



---

“Security, Performance,  
Redundancy”

---



# Implementation and Training Schedule

## Project Timeline

Phase	Duration
Phase 1: Kickoff Meeting and Discovery (project planning/analysis)	3 Weeks
Phase 2: Design Mockups/Wireframes	5 Weeks
Phase 3 and 4: Revize Template Development & CMS Integration	4 Weeks
Phase 5 & 6: Quality Assurance, Accessibility, & Custom Development	3 Weeks
Phase 7: Site Map Development and Content Migration	2 Weeks
Phase 8: Core Content Editing Training, Beta Site Review, Full Staff Training, and Go Live	3 Weeks
<b>Go-Live (Average)</b> <b>16-21 Weeks</b>	



### Did you know?

The project planning process is designed to fit your needs. We will adapt our timeline if your schedule requires.

# Project Phases

## Revize Website Scope of Work: City of Lake Forest, Illinois

### Phase 1: Kickoff Meeting and Discovery (project planning/analysis)

#### Revize:

- Revize will conduct in-person kickoff meeting with the client. (Sample schedule to be provided by Revize.) .
- Sample sitemap provided by Revize and site mapping process overview
- Online survey creation and launch. Results will be analyzed and reported.
- After meeting, Revize will provide a detailed project plan that assesses key findings and details.
- Revize will facilitate a follow-up meeting to review project plan and custom functionality needs via web/phone conference

#### Client:

- Before kickoff meeting client is required to register in Revize project portal, complete design questionnaire, upload at least 20 preliminary photos, and provide Revize with a kickoff meeting schedule.
- Client representative will be asked to participate in a follow-up meeting to review the project plan

## Revize Website Scope of Work: City of Lake Forest, Illinois

### Phase 2: Design Mockups/Wireframes

#### Revize:

- Within (5) five weeks of the kick-off meeting Revize will provide (1) one custom homepage mockup and up to (3) three basic interior page mockups.
- Revize will provide a unique department microsite mockup.
- As deemed appropriate by Revize, additional wireframes may be delivered to provide a view of custom functionality or other areas of the site that are of particular importance. (Intended to focus development efforts later in the project.)
- Revize will provide revisions to each mockup based on the feedback received from the client.
- There will be no limit to the amount of revisions Revize will provide to each mockup.
- Web/phone meetings may be necessary between each round of mockups/wireframes

#### Client:

- Within (10) ten business days of acceptance of the first mockup, the client shall provide design feedback/change requests to Revize through the customer portal in a single list. Feedback should be what the client website committee agrees to together. Any lists that have requests that compete with one another may result in delays.
- Revize will return an updated mockup based on that feedback to the client. Delivery time is dependent upon amount and specifics of feedback. Large lists of feedback may take longer. Depending on the number of rounds, this process can cause delays to the timeline.
- When the client considers the mockups final, they will indicate their approval in the Revize project portal
- Based on previous sitemap process overview, Client will decide whether they would like to create a sitemap or whether they would like Revize to create the sitemap. The sitemap should be provided in an excel or word format. Existing pages that client wants to be rebuilt in the new site should be linked with the correct URL and any notes for functionality of the new page. New pages should include a page name and brief description of the page functionality (e.g., freeform page style, staff directory, document center, etc.)

**(Next steps cannot begin until main client homepage mockup is approved.)**

**Phase 3 begins on next page**

## Revize Website Scope of Work: City of Lake Forest, Illinois

### Phase 3 and 4: Revize Template Development & CMS Integration

**Revize:**

- Mockups will be developed into HTML pages making them clickable and resizable.
- Following HTML Development, Revize will add in the Revize Content Management System which makes the website easily editable.
- Integration of any 3<sup>rd</sup> party software will begin during this phase

**Client:**

- There are zero major tasks assigned to the client at this stage of the project. But, this is an ideal point of the project to be working on a final sitemap and begin writing any new content. Content can be written in MS-Word and provided to Revize. Or, added by the client directly into the beta website after phase 7.

### Phase 5 & 6: Quality Assurance, Accessibility, & Custom Development

**Revize:**

- Revize will review all developed assets for functionality. The development team will review functionality, style sheet, and formatting checking for errors and verifying that site matches approved design mockups.
- Any custom needs identified earlier in the project will be executed during this phase and tested for quality assurance.
- ADA programming and beta site review with the client

**Client:**

- Much like phase 4, phase 5 does not require much involvement by the client. However, Revize may request an online web meeting to discuss the progress of particular custom development.
- The client may also be asked to review/approve changes that are suggested by Revize for accessibility reasons

**Phase 7 begins on next page**

## Revize Website Scope of Work: City of Lake Forest, Illinois

### Phase 7: Site Map Development and Content Migration

#### Revize:

- Revize will deliver a suggested sitemap, in Excel format, for the website prior to this phase (Unless the client has chosen to create their sitemap). Client and Revize will review and provide updated versions for approval. Pages will be built out one-by-one according to this previously approved sitemap architecture. Pages that are not linked in the sitemap will be created as blank pages.
- Migration includes up to all webpages, documents, and new content up to the relevant amount on the current website.

#### Client:

- To avoid delays, the client should plan to approve a sitemap before this phase.
- Any new content that the client would like Revize to add into the website should be provided either directly from the old website, or in an MS-Word like format. Otherwise, the client will have the ability to add new content before go live.
- After migration, the beta site will be provided with built out pages and content for review.

## Revize Website Scope of Work: City of Lake Forest, Illinois

### Phase 8: Core Content Editing Training, Beta Site Review, Full Staff Training, and Go Live

#### Revize:

- Revize will conduct a review of the beta site followed by a core team training (smaller group).
- After the beta site review, the client may request tweaks to the functionality of the website.
- Revize will conduct a separate full staff training for all CMS editors in an webinar style setting.
- The training schedule will include editor training, and administrator training with a question and answer period.
- Any change requests will be reviewed by Revize for feasibility and scope conformance before they are completed.
- Revize will conduct meeting with client IT department before go live to discuss the process and establish pre-go-live checklist (e.g. SSL certificates, redirects, subdomains, etc.)
- Retraining is available anytime after Go Live.

#### Client:

- Through the project portal, the client should provide a date and time to conduct beta site review and training.
- After training, the client will complete any final content polishing. This may include adding in different header photos, post migration content, or basic tweaks.
- The client may also request functional tweaks to the site based on their review or results of UX testing
- The client should provide a list of pre-go-live questions to Revize for review and discussion.
- When ready for the site to be pushed live, the client will make a request in the project portal at least 48 hours before desired go-live time. Revize will provide the go-live instructions before that time.

# Training

<b>Anticipated Hours On-Site:</b>	<b>16-32 Hours</b>
<b>Location:</b>	<b>Lake Forest, IL</b>
<b>Retraining:</b>	<b>Free anytime!</b>

Once your website is ready for you to begin editing, you will be able to easily revise your content as often as needed. Revize will train you on how to operate the Administrative and Content Editor functions so you can manage your website. We typically provide this training on-site; however, we can also provide on-line training for your staff if you prefer. For your convenience, training materials can be downloaded from the Revize website. After training, our friendly and responsive support staff is always here to answer questions and provide training refreshers as needed.

<b>Basic Administrator Training (How to)</b>	<b>Content Editor Training (How to)</b>
<ul style="list-style-type: none"> <li>• Sign-in</li> <li>• Create users</li> <li>• Assign roles</li> <li>• Set page level permissions</li> <li>• Set section level permissions</li> <li>• Configure and set up workflow approval process</li> <li>• Create new calendar and create/edit calendar events</li> <li>• Edit metadata</li> <li>• History of the page content (content archive)</li> <li>• Create navigation pages (top/left menus)</li> </ul>	<ul style="list-style-type: none"> <li>• Sign-in</li> <li>• Edit page content</li> <li>• Copy/paste content or add new</li> <li>• Create a file link</li> <li>• Create a link to another web page or external web site</li> <li>• Create a new page and link to it</li> <li>• Insert/update a picture</li> <li>• Insert/update a table</li> <li>• Spell check</li> <li>• Save and Save as Draft</li> <li>• Create a survey form or any other type of online web form</li> </ul>



<p><b>Advanced Administrator Training</b> <b>(How to)</b></p> <ul style="list-style-type: none"> <li>• Run back-end reports</li> <li>• Run Google Analytics reports</li> <li>• Emergency Notification Center</li> <li>• Public Service Request App</li> <li>• Web Calendar</li> <li>• E-Notify</li> <li>• Quick Links</li> <li>• Document Center</li> <li>• Form Center</li> <li>• News Center</li> <li>• Frequently Asked Questions</li> <li>• Request Center</li> <li>• Bid Posting Center</li> <li>• Job Posting Application</li> <li>• RSS</li> <li>• And more....</li> </ul>	<p><b>Revize Maintenance Covers</b></p> <ul style="list-style-type: none"> <li>• 4 CMS upgrades per year</li> <li>• Software and modules upgrades (Automatic Install)</li> <li>• Server Hardware &amp; OS upgrades</li> <li>• Immediate bug fixes/patches</li> <li>• Round the clock server monitoring</li> <li>• Data Center network upgrades</li> <li>• Security and antivirus software upgrades</li> <li>• Firewall and router upgrades</li> <li>• Bandwidth and network infrastructure upgrades</li> <li>• Remote backup of all website assets</li> <li>• Backup of entire website</li> <li>• Quarterly newsletters on major feature updates</li> <li>• Regular Webinars on CMS features and usage</li> </ul>
---	---



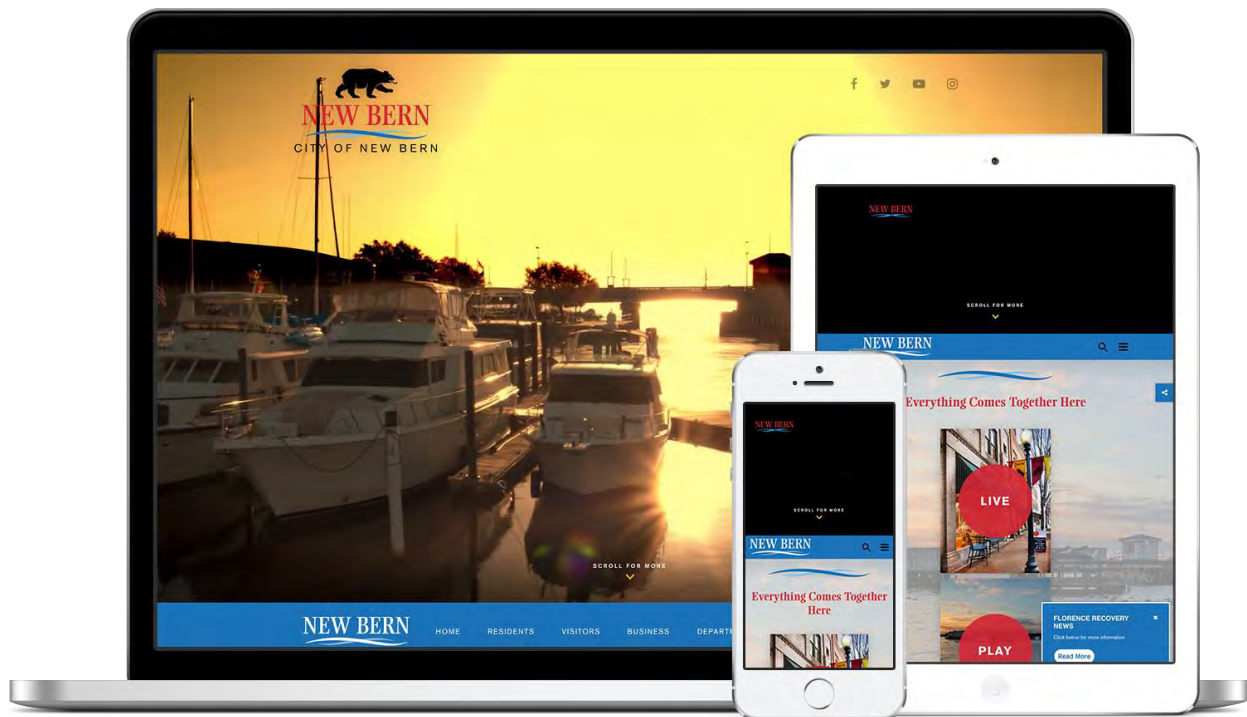
### Did you know?

Revize provides free re-training anytime!

# References

## The City of New Bern, North Carolina

[www.newbernnc.gov](http://www.newbernnc.gov)

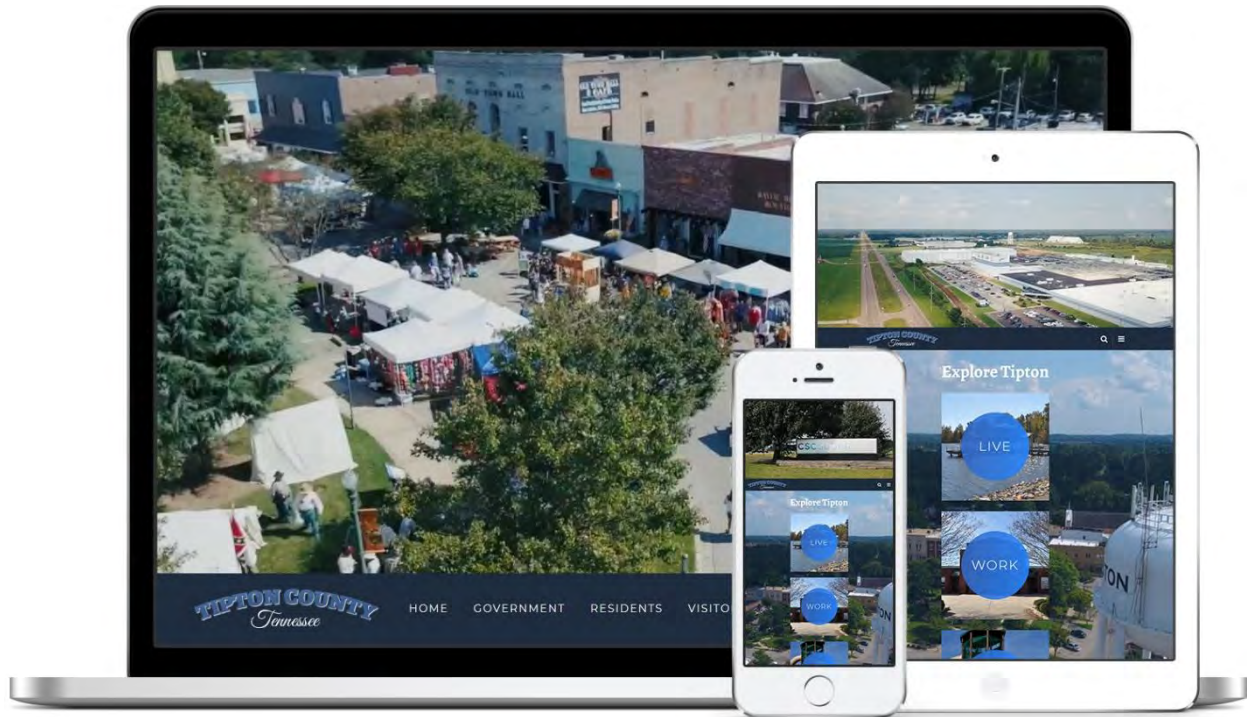


## Details:

New Bern, North Carolina wanted a design unlike any City out there. With this design we pushed the limit of what people think when they see a City website. We integrated a drone video that plays on the full width homepage. In addition, this site features more scrolling than you may notice on more traditional websites. That is a good thing! Users are now, more than ever, viewing websites on their hand-held devices. Some estimates say this is as high as 60% of all internet usage! With more scrolling we are able to give the user a lot of information, without having to squeeze it into such a small space. We use images, icons, and interactive features to create an experience for the user. This type of design also allows us to extend the City's brand in a way that is unmatched in the industry!

## Tipton County, Tennessee

[www.tiptonco.com](http://www.tiptonco.com)



### Details:

Tipton County is located on the Mississippi River north of Memphis and is one of the fastest growing counties in the state. Because of this fact, the website needed to refocus its attention. In addition to resident services, this website has a focus on economic development. To achieve this, we started off by integrating a drone video. That video instantly showcases the growth in industry that Tipton is experiencing. As you scroll down the website, this business-friendly atmosphere is intertwined with resident engagement features. Each department has their own icon that is used to identify them uniquely. The interior pages have distinctive features that make them stand out as if they were stand-alone websites. With its service for residents and its appeal to the business community, this is the next generation of government websites.



## The Village of Glencoe, Illinois

[www.villageofglencoe.org](http://www.villageofglencoe.org)



### Details:

The Village of Glencoe is beautiful community on the shores of Lake Michigan just north of Chicago. This website brings together an amazing design with a full suite of web apps to engage Village residents. Smooth transitions from the home page to interior pages of this website allow users to find exactly what they are looking for easily. The Revize Public Service Request App, Village Manager's Blog, fillable online form database, and a high traffic featured news and headlines area round out this website!

## The City of St. Petersburg, Florida

[www.stpete.org](http://www.stpete.org)

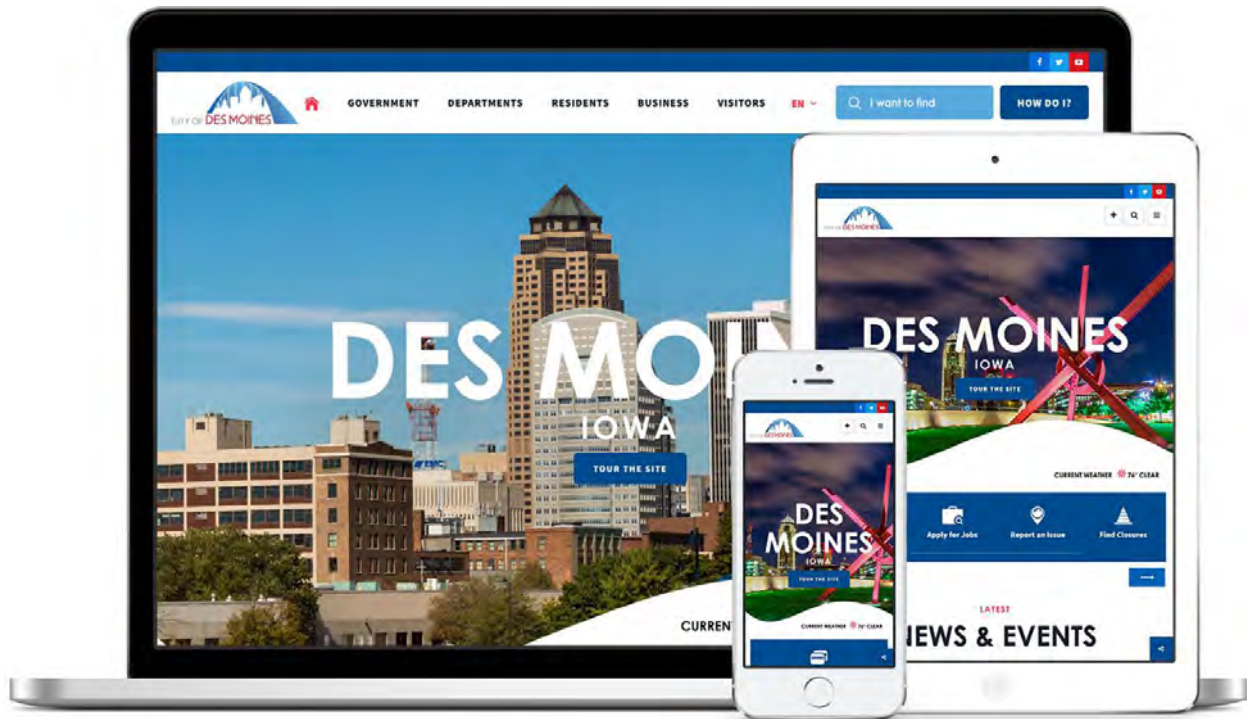


### Details:

As Florida's 5<sup>th</sup> largest, St. Petersburg is an iconic City with something to offer everyone. Because St. Pete is a longtime Revize client, their team worked very closely with ours and actually provided their own design concepts. We did the integration/pre-launch work and their staff was with us every step of the way. Inner pages are flexible to allow departments to have dedicated pages with a cohesive feel across all pages. Social media feeds from Instagram, Flickr, Facebook, Twitter, and YouTube all on the homepage! St. Petersburg also uses the Revize API to develop their own templates. This website is an elite representation of the power and beauty of the Revize process.

## City of Des Moines, Iowa

[www.dsm.city](http://www.dsm.city)



### Details:

The City of Des Moines, Iowa came to Revize for a website that was completely different. Coming from an internally developed site, they wanted to work with a vendor that could lead them to a new way of interacting with their users. Page layouts were created to allow unique interaction with the City. This included board listings, Q&As, interactive park directories, plain language, and a resident focused navigation. We also incorporated some of their internal databases and features that had been built internally. This site improves the online experience for residents, business owners, and visitors!

## City of Largo, Florida

[www.largo.com](http://www.largo.com)



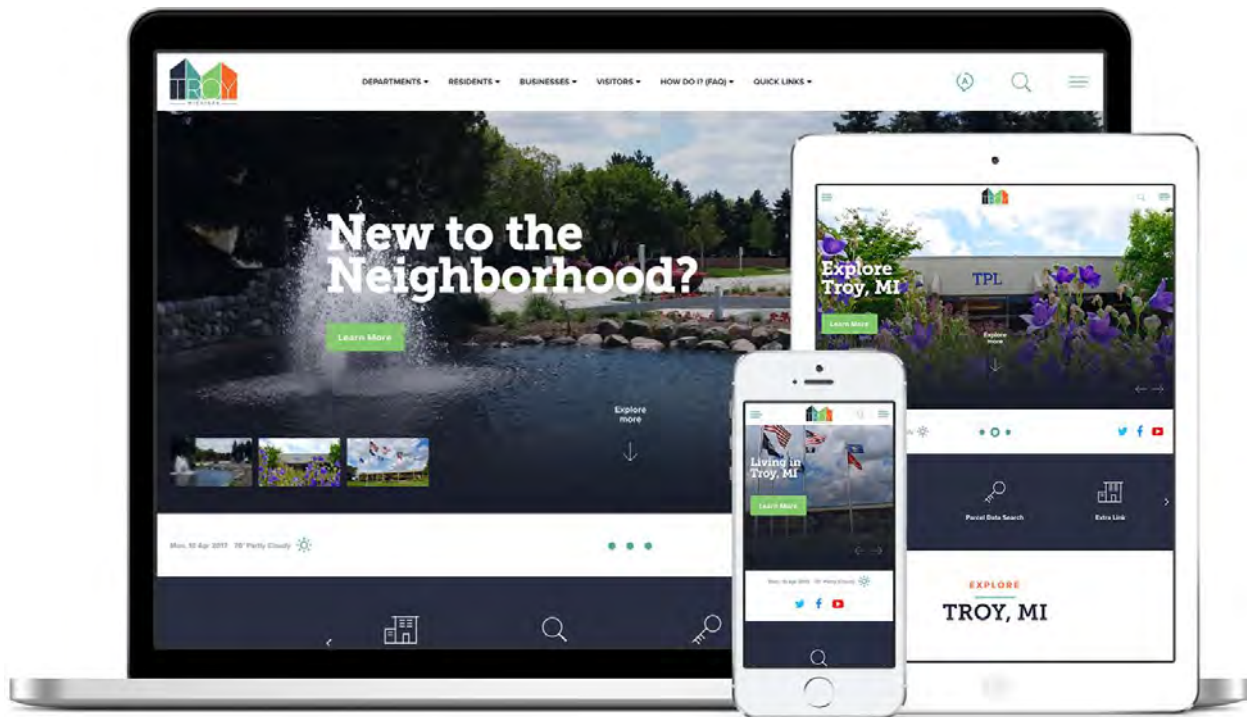
### Details:

Largo, Florida wanted a website like no other. Through a collaboration between the city marketing team and Revize, we were able to create this award winning website. Each page in this website was designed to uniquely fit the needs of the community. We also built unique designs for the city parks, library, and theater. The navigation within this site is built based on services rather than department silos. Overall this website brings together an amazing mix of design expertise and functional clarity to create a great user experience!



## The City of Troy, Michigan

[www.troymi.gov](http://www.troymi.gov)

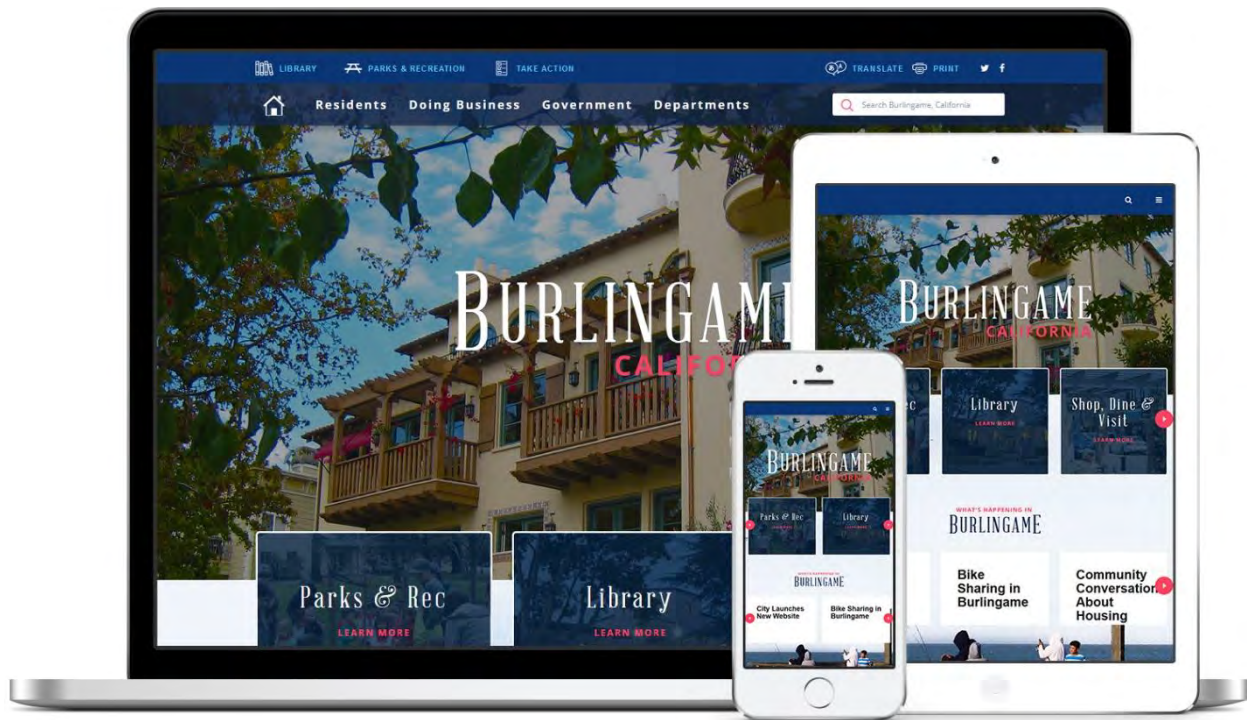


### Details:

The City of Troy wanted a website to increase ease of communication to all of their audiences. In addition, the city has been experiencing an economic resurgence particularly in the technology sector. In fact, Revize headquarters are in the City of Troy! This project included custom designs for The City, Library, and Recreation Department. Integration with the City's existing 3<sup>rd</sup> party software was a major linchpin of this project. Included is a live-searchable "How Do I" section that narrows down results as the user is typing. This allows any user to easily find what they are looking for regardless of which department it exists under.



## The City of Burlingame, California



### Details:

The City of Burlingame came to Revize after a previous website redevelopment project was stalled. We were able to get their project started quickly and live within the proposed timeframe. In fact, it was three websites. One for the City, one for the Parks and Recreation Department, and one for the Library. Sites include specialized page types built specifically for the needs of each department.

# Government Account References

Client: City of New Bern, NC

*Colleen Roberts, Public Information Officer*

Office: (252) 639-2707

Email: [robertsc@newbernnc.gov](mailto:robertsc@newbernnc.gov)

Website: [www.newbernnc.gov](http://www.newbernnc.gov)

Client: City of Wylie, TX

*Craig Kelly, Public Information Officer*

Office: (972) 516-6016

Email: [craig.kelly@wylietexas.gov](mailto:craig.kelly@wylietexas.gov)

Website: [www.ci.wylie.tx.us](http://www.ci.wylie.tx.us)

Client: Tipton County, TN

*Shawn Anderson, GIS Director*

Phone: (901) 476-0234

Email: [sanderson@tiptonco.com](mailto:sanderson@tiptonco.com)

Website: [www.tiptonco.com](http://www.tiptonco.com)

Client: City of Acworth, GA

*Keith Wilson, IT Manager*

Office: (770) 974-8844

Email: [kwilson@acworth.org](mailto:kwilson@acworth.org)

Website: [www.acworth.org](http://www.acworth.org)

Client: City of Arcadia, CA

*Michael Bruckner, Assistant to the City Manager*

Office: (626) 574-5433

Email: [mbruckner@ArcadiaCA.gov](mailto:mbruckner@ArcadiaCA.gov)

Website: [www.arcadiaca.gov](http://www.arcadiaca.gov)

# Exceptions and Deviations

Revize has reviewed the RFP in full and claims no major exceptions or deviations. In some cases, we may propose alternatives. Where possible, we have noted those in the functionality table and throughout our proposal.

It should also be noted that every project is unique and adapts along the way. The city may find it necessary to change a requirement during the project. This is a normal occurrence in projects like this. And Revize is well positioned to handle these likely, mid-project, changes or deviations from the RFP.

# Wire Frame to Concept

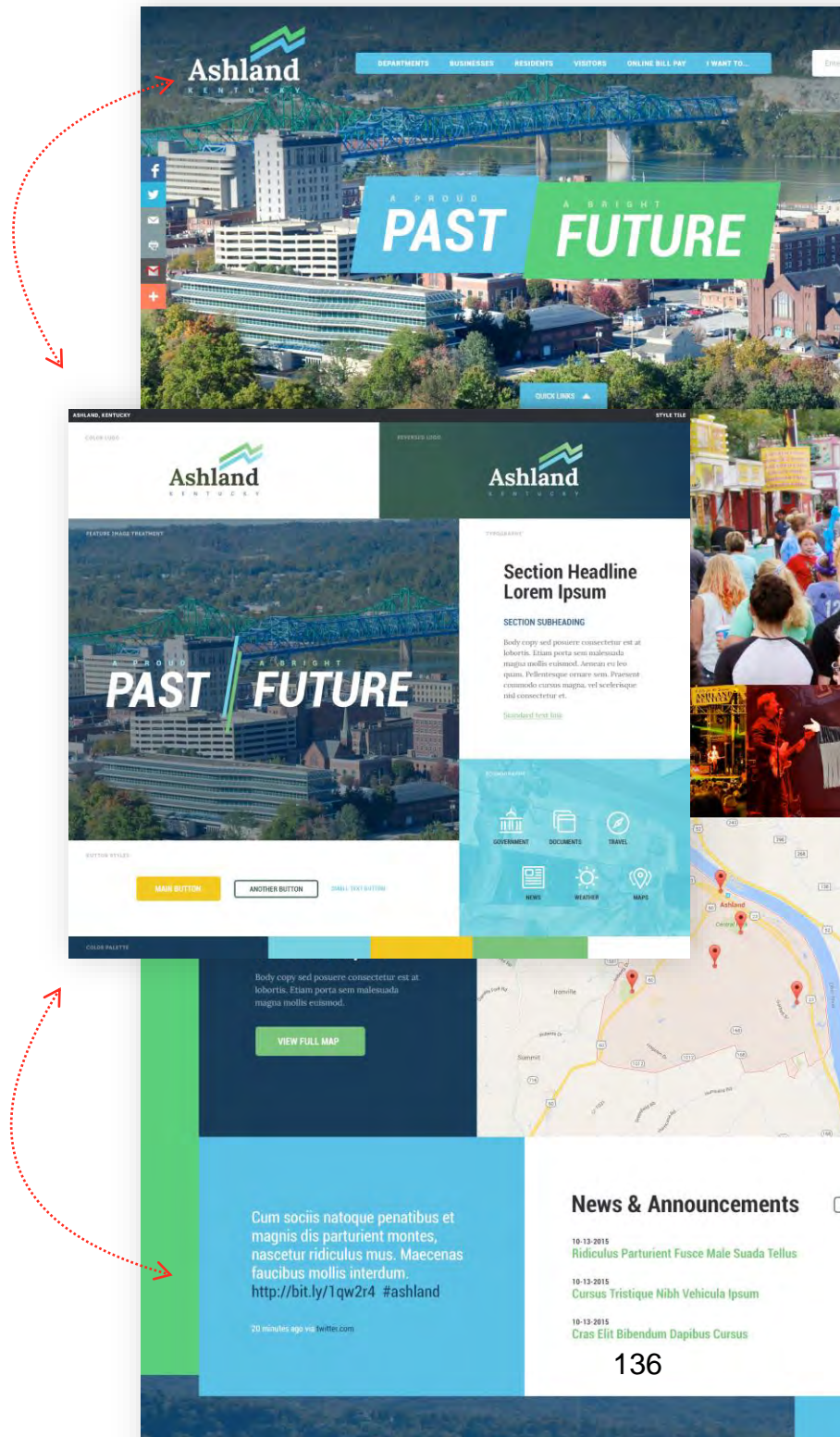
- **Design Deliverable:** The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.

- **Final Home Page Sign Off:**

When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.

- **Final Inner Page Sign Off:**

When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written.





# Revize Support Includes

- 8 AM – 8PM EST Phone Support (Monday thru Friday)
- 24X7X365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter Module support
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and usage



## Did you know?

Revize updates your Content Management System an average of 4 times per year!

# Thank you

For Considering Revize

Prepared by Thomas J. Jean  
150 Kirts Blvd. Troy, MI 48084  
Ph: 248-269-9263 x16 Fax: 866-346-8880  
[www.revize.com](http://www.revize.com)

## Revize Web Services Sales Agreement

This Sales Agreement is between City of Lake Forest, Illinois ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 5-5-2020

<b>CLIENT INFORMATION:</b>		<b>REVIZE LLC:</b>
Company Name:	<u>City of Lake Forest</u>	Revize Software Systems
Company Address:	<u>220 E. Deerpath.</u>	150 Kirts Blvd.
Company City/State/Zip:	<u>Lake Forest, IL 60045</u>	Troy, MI 48084
Contact Name:	<u>Mike Strong 847.810.3677</u>	248-269-9263
Billing Dept. Contact:	<u>StrongM@cityoflakeforest.com</u>	
CLIENT Website Address:	<u>www.cityoflakeforest.com</u>	

The CLIENT agrees to purchase the following products and services provided by REVIZE:

<u>Quantity</u>	<u>Description</u>	<u>Price</u>
1	<b>Phase 1 - On-Site Kickoff Meeting &amp; Discovery, onetime fee:</b>	\$4,500.00
1	<b>Phase 2 – Discovery &amp; Design from Scratch, onetime fee:</b> <ul style="list-style-type: none"> <li>1 mockup with unlimited rounds of changes</li> <li>Home page template and inner page design and layout.</li> <li>Includes 5 departmental designs with unlimited rounds of changes</li> </ul>	\$13,500.00
1	<b>Phase 3 &amp; 4 – Revize Template Development &amp; CMS Integration, onetime fee:</b> <ul style="list-style-type: none"> <li>Set-up all CMS modules listed in this agreement</li> <li>Integration with 3rd party web applications</li> </ul>	\$18,800.00
1	<b>Phase 5 – Quality Assurance, Accessibility, &amp; Custom Development, onetime fee:</b> <ul style="list-style-type: none"> <li>Custom development of earlier identified needs up to 50 development hours</li> </ul>	\$6,700.00
1	<b>Phase 6 – Content Migration up to 1,000 webpages &amp; 1,500 documents:</b> <ul style="list-style-type: none"> <li>Site map development and content migration from old website including spell checking and style corrections of all pages included in migration</li> <li>Revize wordsmithing of up to 30 pages identified by client</li> </ul>	\$5,600.00
1	<b>Phase 7 - Core Training, Beta Site Review, &amp; Full Staff Training onetime fee:</b> Includes unlimited retraining anytime!	\$6,000.00
1	<b>Phase 8 – Go Live:</b>	Included
1	<b>Special New Client Discount (10%)</b>	<b>(\$6,100.00)</b>
1	Revize Annual Software Subscription, Tech Support, CMS Updates, Website Hosting, Unlimited Users, Unlimited GB website storage, 500GB/Month Bandwidth, SSL Cert. pre-paid annual fee:	\$5,900.00
1	<b>Grand Total First Year</b>	<b>\$54,900.00</b>

## Payment Schedule

Payment Amount	Payment Date	Includes
\$ 27,450.00	6/8/2020	50% 1 <sup>st</sup> Year Project Costs
\$ 27,450.00	9/8/2020	50% 1 <sup>st</sup> Year Project Costs
\$ 5,900.00	6/8/2021	Year 2 of Annual Hosting & Maintenance
\$ 5,900.00	6/8/2022	Year 3 of Annual Hosting & Maintenance
\$ 5,900.00	6/8/2023	Year 4 of Annual Hosting & Maintenance (Includes Free Redesign)



## Service Level & CMS License Agreement

### 1.1 Statement of Intent

The aim of this agreement is to provide a basis for close co-operation between The City of Lake Forest, Illinois (known in this agreement as *Client*) and *Revize Software Systems, LLC.*, for support services to be provided by *Revize Software Systems, LLC.* to *Client* and, thereby ensuring a timely and efficient support service is available to *Client* end users. The objectives of this agreement are detailed in Section 1.2.

This agreement is contingent upon each party knowing and fulfilling their responsibilities and generating an environment conducive to the achievement and maintenance of targeted service levels.

### 1.2 Objectives of Service Level Agreements

1. To create an environment which is conducive to a co-operative relationship between *Revize Software Systems, LLC.* and *Client* to ensure the effective support of end users
2. To document the responsibilities of all parties taking part in the Agreement
3. To ensure that *Client* achieves the provision of a high quality of service for end users with the full support of *Revize Software Systems, LLC.*
4. To define the commencement of the agreement, its initial term and the provision for reviews
5. To define in detail the service to be delivered by *Revize Software Systems, LLC.* and the level of service which can be expected by *Client*, thereby reducing the risk of misunderstandings
6. To detail via a question list, information *Revize Software Systems, LLC.* requires *Client* to extract from end users prior to *Revize Software Systems, LLC.* involvement
7. To institute a formal system of objective service level monitoring ensuring that reviews of the agreement are based on factual data
8. To provide a common understanding of service requirements/capabilities and of the principals involved in the measurement of service levels
9. To provide for all parties to the Service Level Agreement a single, easily referenced document which caters for all objectives as listed above

### 1.3 Period of Agreement

This agreement will commence on the date specified in this following the acceptance by both parties and will continue until terminated.

Either party hereto may terminate this Contract upon giving ten (30) days' written notice to the other in the event that such other party substantially fails to perform its material obligations set forth herein. This Contract may be terminated by the *Client* without cause upon thirty (30) days' written notice to the Professional. In the event of such a termination without cause, the *Client* shall pay the Professional for all services rendered prior to the termination, plus any reasonable expenses incurred and unpaid which would otherwise be payable hereunder. In such event, the Professional shall promptly submit to the *Client* its invoice for final payment.

## 1.4 Review Procedure

This agreement will be reviewed one year from the date of commencement, or at a mutually agreed date, by *Client* and Revize Software Systems, LLC.. The review will cover services provided, service levels and procedures. Changes to this agreement must be approved by both signatories.

## 1.5 Representatives

*Client* and Revize Software Systems, LLC. nominate the following representatives responsible for the monitoring and maintenance of the service agreement:

*Client:*

*Revize Software Systems, LLC.:*

*Joseph Nagrant –*

*Business Development Director*

*248-269-9263 ext.16*

## 1.6 Service Level Monitoring

The success of service level agreements depends fundamentally on the ability to measure performance comprehensively and accurately so that credible and reliable information can be provided to customers and support areas on the service provided.

Service factors must be meaningful, measurable and monitored constantly. Actual levels of service are to be compared with agreed target levels on a regular basis by both *Client* and Revize Software Systems, LLC. **This is in reference to the agreed upon 99.99% detailed in item 2.5 of this agreement.** In the event of a discrepancy between actual and targeted service levels both *Client* and Revize Software Systems, LLC. are expected to identify and resolve the reason(s) for any discrepancies in close co-operation.

Service level monitoring will be performed by *Client*. If *Client* suspects that response times for faults do not adhere to expected response times in table 2.2 they should provide information to Revize in response to items in 4.2

Service level monitoring and reporting is performed on response times for faults, as specified in Section 3.4 of this agreement.

## 1.7 Complaints

All complaints relating to the operation of the help service, including:

- Expected level of support
- Actual support offered and delivered
- Personnel responsible for providing or administering support
- Any other issue relating to this document or the relationship between *Client* and Revize Software Systems, LLC.

## Client Responsibilities

### 2.1 Functional Overview

To provide a service for the registration, referral and resolution of all computer related faults and queries (supported products only) encountered by end users throughout the *Client*. This includes the following specific responsibilities:

- Provision of a main point of contact during *Client* business hours.
- Extracting information from end users as per *Revize Software Systems, LLC.* specified list of questions (detailed in section 4)
- Timely referral of faults to *Revize Software Systems, LLC.* as per method detailed in section 4
- Fault resolution monitoring, and production and distribution of Service Level Monitoring reports as and when required

### 2.2 Response Times

Table 2.2 shows the priority assigned to faults according to the perceived importance of the reported situation. The priority assignment is to refer to the initial telephone response to the client as per Section 2.3 of this document. The support level refers to the *Client* guide for support available as illustrated in Section 2.3 of this document.

**Table 2.2 - Response Priority**

	Crisis	Urgent	Critical	Normal	Request For Service
Priority	Immediate	Urgent	High	Normal	Normal
Time for Response	< 1 Hour	1 Hour	4-6 Hours	24 Hours	Dependent Upon Request
Report Method	Revize Live Phone Support 248-269-9263	Revize Customer Portal	Revize Customer Portal	Revize Customer Portal	Revize Customer Portal

## 2.3 Client Guide for Support (Report Method Details) – Fault Matrix

### **Crisis:**

- Crisis issues are issues that make your website completely inoperable. In this case you should call our tech support team immediately at 248-269-9263
- Example(s) include: Entire website not accessible from multiple devices/browsers

### **Urgent:**

- Urgent issues are issues that render your system partially inoperable. These requests can be submitted to our tech support team through phone or within our customer portal [www.support.revize.com](http://www.support.revize.com)
- Example(s) include: Partial portion of website not accessible from multiple devices/browsers, unapproved information on the website, or time sensitive information not available on live website.

### **Critical:**

- Critical Issues are issues that deny you the ability to perform a core function of the system. These requests should be submitted to the customer portal [www.support.revize.com](http://www.support.revize.com)
- Example(s) include: CMS not publishing to live site, perceived slow load time, content updates not appearing as intended in live site.

### **Normal:**

- Normal issues are issues that deny usability of limited functions of the system. These requests should be submitted to the customer portal [www.support.revize.com](http://www.support.revize.com)
- Example(s) include: General site irregularities, login issues, photo resizing, or image/graphic requests.

### **Request for Service:**

- Requests for service are completed with the mindset that we do not “nickel and dime” our clients. Your annual maintenance agreement includes requests for service that you and staff may not be able to do yourselves. These types of requests include new icons, graphics, buttons, photo editing, page types, and custom applications. Revize will add in these services with no charge up to a level of reasonability beyond what is included in your contract. These requests should be submitted to the customer portal [www.support.revize.com](http://www.support.revize.com). If there is no charge, Revize will complete the changes as requested. If there is any charge, we will respond to you with alternative free options or a quote for the additional work.

## 2.4 Priority Level Response/Resolution Times

Table 2.2 shows the required initial telephone/portal response times for the individual priority ratings. All times indicated represent telephone response time during specified working hours of 8 a.m. to 8 p.m. Eastern Time Monday to Friday, unless otherwise indicated in this document, or otherwise agreed upon by *Client* and *Revize Software Systems, LLC.*.

The indicated response time represents the maximum delay between a fault/request being reported to the *Revize Software Systems, LLC.* and a *Revize Software Systems, LLC.* representative contacting the *Client* by telephone or through the customer portal. The purpose of this contact is to notify the client of the receipt of the fault/request from *Client* and provide the client with details of the proposed action to be taken in respect of the particular fault/request.

Due to the nature and variety of issues that could be reported by the client, resolution times vary dependent upon the issue itself. It is not uncommon for a perceived “quick fix” to take multiple working days, or a perceived long term request to be completed in a matter of hours. When possible, Revize will provide an estimated time of resolution upon initial report from the client. If, after further investigation, Revize determines the expected time to significantly change, Revize will contact the client to discuss the details and new suspected time frame

## 2.5 Website Application Availability Monitoring

Website application availability monitoring will be performed by *Client* using software of their choice. If *Client* suspects that website availability exceeds the agreed upon threshold of 99.99% in any one month, they agree to immediately open a support ticket in the customer portal to notify *Revize Software Systems, LLC.* of the issue.

Upon resolution of downtime issue, if *Client* suspects the 99.99% threshold was exceeded, *Client* agrees to provide information to *Revize Software Systems, LLC.* which includes SCOM report and a written narrative describing any details of the perceived downtime issue. Upon *Revize Software Systems, LLC.* review and concurring thereof *Revize Software Systems, LLC.* customer will be eligible for a credit equal to the monthly portion of annual services fee as set forth in table 2.5 below. This credit would be applied to the next invoice due. The credit will not be provided if support ticket was not opened or for issues caused by *Client*.

## 2.5 Website Application Availability Credit Table

<b>Table 2.5 – Website Application Availability Credit Table</b> Website Application Availability %		Credit % for Monthly Portion of Annual Services Fee
From	To	
99.99%	99.50%	0%
99.49%	99.00%	10%
98.99%	95.00%	15%
94.49%	90.00%	50%
Less than 90.00%		100%

### **3. Revize Software Systems, LLC. Responsibilities**

#### **3.1 Functional Overview**

*Revize Software Systems, LLC.* is a provider of computing software maintenance service and support to the *Client*.

#### **3.2 Hours of Operation**

A *Revize Software Systems, LLC.* representative will be available to provide support functions between the hours of 8 a.m. and 8 p.m. Monday to Friday, public holidays excepted, unless alternative arrangements have been agreed to by *Client*. The Revize Customer portal is monitored 24 hours a day. Beyond the 8 a.m. to 8 p.m. EST Revize does not guarantee response times. Response times through the customer portal officially begin at 8 a.m. EST and end at 8 p.m. EST. However, *Revize Software Systems, LLC* does reserve the right to respond to requests outside of these hours.

#### **3.3 Response Times**

The *Revize Software Systems, LLC.* will accept the priority assigned to a fault by *Client*, as per Fault Matrix in 2.3 and Priority Assignment criteria in 4.1.

#### **3.4 Service Level Targets**

The *Revize Software Systems, LLC.* will respond within the time specified by the priority allocation. *Client* will issue reports as and when required to the *Revize Software Systems, LLC.* Support staff for the purpose of gauging *Revize Software Systems, LLC.* performance.

#### **3.4 Website Application Availability**

The *Revize Software Systems, LLC.* agrees to a live website availability threshold of 99.99% of the time in a calendar month. It is understood that *Revize Software Systems, LLC* will perform routine maintenance during non-peak hours as necessary that is not factored in as part of the availability threshold. Non-peak hours are from 2:00A.M. to 6:00A.M. Eastern Standard Time. Client may request other updates/features that necessitate downtime as well. *Revize Software Systems, LLC* will notify client when expected downtime is greater than 15 minutes.

## 4. Supported Products/ Applications/Systems

### 4.1 Software Support Services

#### Software Products Supported:

- Revize CMS
- Hosted Website
- Source Files
- All Included Revize Web Applications

Contact Details: Live Phone Support: 248-269-9263

Customer Portal: [www.support.revize.com](http://www.support.revize.com)

Email (Unofficial Channel): [Support@revize.com](mailto:Support@revize.com)

#### Priority Assignment Criteria:

As assigned by the *Client* fault matrix in section 2.3 of this document. This response time is to indicate the initial telephone, email, or support portal response by *Revize Software Systems, LLC.*, as described in Section 2.4 of this document, to the client as detailed on the *Client* Fault Report Form.

#### Method of Fault Referral:

- Customer Portal transmission of *Client* Fault Report Form by *Client* staff to *Revize Software Systems, LLC.* At [support.revize.com](http://support.revize.com)
- Telephone contact by *Client* operator.



#### **4.2 Information to be provided by Client for Timely Response:**

- Complete description of issue
- Time estimate of when client started experiencing this issue
- Whether a change was requested recently in relation to this issue
- URL where issue is occurring (if applicable)
- Screenshot of this issue (optional)

#### **Method of Return of Resolved Faults:**

Immediately following actual resolution of each individual fault/request a *Revize Software Systems, LLC.* representative will notify *Client* by telephone, email, or customer portal of the completion of the fault/request. If applicable, within 48 hours of resolution *Revize Software Systems, LLC.* will provide *Client* with details of resolution.

#### **Other (Details):**

*Revize Software Systems, LLC.* maintains a real-time project support portal where fault issues can be reported by the *Client*. This portal can be found at [support.revize.com](https://support.revize.com) where a user name and password will be required. This project support portal will have an updated status of the completion progress of each issue as determined by *Revize*.

Although each issue is updated when key objectives are met, *Client* may request an update at any time. When *Client* has issues outstanding in this portal, they will check in at least once per week to answer any follow up questions from *Revize*. If there are no outstanding issues this is not required. For a general update request, *Client* will make request notating each outstanding fault they would like an update on. *Revize* will respond with details of current status and return the report to *Client* within 72 hours of receipt of the report.

## 5. Revize CMS License

### 5.1 Enterprise Revize CMS License

As part of this agreement Revize Software Systems, LLC. will provide to the CLIENT a full Enterprise Revize CMS Software license. This software is a proprietary software built and maintained by Revize Software Systems LLC. and is intended to allow for the CLIENT to easily update the content of their website. CLIENT agrees that this license will only be used to maintain the websites included in this agreement. Sharing of the content management system, by the CLIENT, with other entities not identified in this agreement is prohibited.

Revize will maintain, update, and host the Revize CMS during the contract period. In the event that the contract is terminated, for any reason, Revize will provide the latest version of the Revize CMS to the CLIENT. This system will then have the ability to be hosted and used by the CLIENT as long as they wish. Revize will provide reasonable support in transferring the CMS system to the CLIENT's decided upon hosting architecture.

#### **Products Provided to Client Include:**

- Revize CMS License
- Hosted Website
- Source Files
- All Included Revize Web Applications

## INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (the "Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (the "Commencement Date"), by and between The City of Lake Forest (the "City"), an Illinois local government in the County of Lake, Illinois, and the undersigned Contractor, William A. Schelhas ("Contractor"), a sole-proprietor, and collectively known as (the "Parties"). In consideration of the mutual covenants and promises contained in this Agreement, the City and Contractor hereby agree as follows:

1. **RETENTION OF CONTRACTOR.** The City agrees to retain Contractor to perform the services described on Exhibit A, attached hereto and made a part hereof (the "Services"). Contractor accepts such appointment and agrees to provide the Services in a professional and appropriate manner on an independent contractor basis. Within 60 days of retention the City Manager or his/her designee and Contractor will confer to establish goals that shall be completed during the term of this Agreement (the "Contract Objectives"). In the event that the Parties are unable to establish mutually acceptable Contract Objectives within such 60-day period (or such longer period as the Parties may mutually agree in writing), then either Party may terminate this Agreement upon thirty (30) days' written notice. The Contractor shall provide monthly updates to the City Manager or his/her designee relating to the Services and Contract Objectives. This Agreement shall not create an employment, partnership, agent, or joint venture relationship.
2. **CONTRACTOR DUTIES.** Contractor will personally provide and continue to provide the Services during the term hereof. The City and Contractor agree that Contractor retains the sole right to determine the manner and means by which services will be performed for the City, pursuant to this Agreement. Notwithstanding the foregoing, Contractor is expected, at all times, to act in a professional manner while performing services for the City pursuant to this Agreement, and the City retains the right to review and inspect the Contractor's performance of the Services to ensure that Contractor is providing the highest quality services to the City and its residents.
3. **TERM.** The term of this Agreement shall commence on the Commencement Date, or a date agreed to between the Parties, and end April 30, 2021, provided, however, this Agreement may be terminated at any time by either party upon ninety (90) days prior written notice.
4. **COMPENSATION.** Contractor will be compensated for the services performed under this Agreement at rates for services set in Contractor Proposal in Exhibit B, and will receive payment no more than twice per month, only after submitting an invoice to the City for services rendered. The City shall issue a 1099 or equivalent form as required by Federal and State regulations, and Contractor shall be fully and solely responsible for all costs

and expenses incident to the services furnished to the City under this Agreement.

As an independent contractor, Contractor shall not be entitled to overtime premiums or to benefits of any kind, including without limitation, deferred compensation, 457, pension contributions, health insurance, life insurance, workers' compensation benefits, and short-term or long-term disability benefits offered by the City to its employees.

5. **WORK SCHEDULE.** Contractor shall devote as much time as may be reasonably necessary to perform the Services in accordance with this Agreement. Notwithstanding the foregoing, it is expected that Contractor will at times be required to perform services during evenings and weekends in order to meet the needs of the City and the identified goals. The Contractor shall attend various meetings as directed by the City Manager or his/her designee.
6. **CONFIDENTIAL INFORMATION.** Contractor recognizes that certain confidential knowledge or information (Confidential Information) might be obtained by Contractor in the course of performing the Services hereunder including, but not limited to, personal information concerning the City's residents. Contractor does hereby agree that all such Confidential Information will be forever held confidential by Contractor, and not be disclosed to any party whatsoever during the term hereof and at all times thereafter. Upon termination of this Agreement, Contractor shall return to the City all documents, notes, or other tangible property that contain Confidential Information that is in the possession of Contractor.
7. **INDEMNITY; INSURANCE.**
  - a. Contractor agrees to indemnify and hold harmless the City, and its Mayor, Aldermen, Appointed Officials, Employees, Agents, Representatives, and Attorneys, in both their official and individual capacities (the "Indemnitees"), from and against any and all liability, losses, payments, expenses, and tax claims (including, without limitation, attorneys' fees and costs, interest and penalties) incurred by or imposed against the City or its Mayor, Aldermen, Appointed Officials, Employees, Agents, Representatives, and Attorneys, arising out of or in any way related to any act or failure to act by Contractor (or any of Contractor's agents, employees, or partners), including, but not limited to, all claims relating to the injury or death of any person or damage to any property.
  - b. Contractor agrees to maintain a comprehensive general liability insurance policy (with contractual liability coverage) at all times during the term of this Agreement, which policy shall identify the Indemnitees as additional insureds. ***[Fifty percent of the cost of such policy of insurance shall***

***be an expense for which the City reimburses Contractor within 35 days after delivery to the City of a paid receipt therefor.]***

8. **NOTICES.** All notices under this Agreement shall be in writing and shall be delivered in person or sent by registered or certified mail, postage prepaid, return receipt requested, to the parties at their addresses listed below or to such address as any party hereto, by written notice to the other party may designate from time to time. Notices and communications to each Party shall be addressed to, and delivered at, the following addresses:

Notice and communications to the City shall be address to, and delivered at, the following address:

The City of Lake Forest ("City")  
220 E. Deerpath  
Lake Forest, IL 60045  
Attn: Mike Strong, Assistant City Manager  
Email: [strongm@cityoflakeforest.com](mailto:strongm@cityoflakeforest.com)

Notice and communications to the City shall be address to, and delivered at, the following address:

William A. Schelhas  
1120 Edington Lane  
Mundelein, IL 60060  
Email: [Schelhas.media@comcast.net](mailto:Schelhas.media@comcast.net)

9. **MISCELLANEOUS.** No waiver, modification or amendment of this Agreement shall be valid and enforceable unless it is in writing and signed by Contractor and the City Manager. This Agreement supersedes all other oral and written agreements, understandings or communications between the City and Contractor. This Agreement and any amendments hereto shall be governed by and construed in accordance with the laws of the State of Illinois without regard to choice of law principles. Waiver by either party to this Agreement of any breach or default by the other party of any of the terms and conditions of this Agreement shall not operate as a waiver of any other breach or default, whether similar to or different from the breach or default waived.

***[Signature page to follow.]***

William A. Schelhas

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year appearing in their respective notary acknowledgements.

Accepted and approved this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Accepted and approved this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

William A. Schelhas  
1120 Edington Lane  
Mundelein, IL 60060

The City of Lake Forest  
220 E. Deerpath  
Lake Forest IL 60045

By:

By:

\_\_\_\_\_  
William A. Schelhas

\_\_\_\_\_  
Jason C. Wicha  
City Manager

SUBSCRIBED AND SWORN to  
before me this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

SUBSCRIBED AND SWORN to  
before me this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

## **EXHIBIT A**

### **Contractor Services and Schedule of Performance**

**SUMMARY:** Contractor shall manage Lake Forest TV, a public access facility operated by The City of Lake Forest.

ESSENTIAL DUTIES AND RESPONSIBILITIES SHALL INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Serving as a Contractor for City's cable access television services, which includes, but is not limited to, the following duties:
  - Oversight of City governmental or "on-site" public meeting broadcasting, equipment usage and completing program scheduling of programs related to local government information and community activities;
  - Assist with municipal cable communication efforts, including publicizing of cable programs and activities, developing a programming guide for the channel, or uploading and managing web service streaming services (e.g. YouTube, Vimeo, etc.); and
  - Oversight of non-City governmental, or "off-site" public meeting recording and scheduling of playback on City authorized media platforms; and
  - General Photography support (i.e. taking photos, minor editing, etc.) during "on-site" public meetings.
- All work hours and leave requests will be conditional on workload being completed and will be coordinated and approved by the Office of the City Manager;
- Performs routine maintenance and troubleshooting on all video, audio and computer equipment, and maintains orderly records and files for the video tape library; and
- Coordinates the following: video equipment maintenance and repair; automated playback system operations; management of uploading meetings for playback on streaming service or website server (e.g. YouTube, Vimeo, etc.).

Contractor Services shall be further identified in the Contract Objectives and the Contractor Proposal of Services included as Exhibit B to this Agreement. In the event of a conflict among this Exhibit A, Exhibit B, or the Contract Objectives, (i) Exhibit A prevails over Exhibit B, and (ii) Contract Objective prevail over Exhibit A.

**EXHIBIT B**

**Contractor Proposal of Services**



**WILLIAM A. SCHELHAS**  
**1120 Edington Ln.**  
**Mundelein, IL 60060**

**847.650.8770**  
[wmas1960@aol.com](mailto:wmas1960@aol.com)

## **RATE CARD**

Basic Rates	Hourly	\$75.00
	Meeting or event @ City Hall or Village Hall	\$225.00
	Meeting or Similar Event on Remote	\$300.00

Meeting or event at city hall is comprised of basic shooting with installed equipment and with no editing or additional titles needed. Rate will include 3 DVD Copies and the transfer of the meeting video to Youtube or Upload to Dropbox and to the broadcasting system. The cost will be flat rate for any meeting. Rate is figured on arrival apprx. 1hr before a meeting and an average meeting length of 2 hours. Rate will be the same if The Meeting is Less than 1 hour or over 2. Max meeting time 5 hours. Long meetings, over 2 hours May incur minor extra costs due to difficulty with duplications and need for special discs and processing.

Remote Meeting Rates include simple taping of a meetng or event with a single camera for up to 4 hours, as stated above. Minimal Editing to add an open and closing title and simple Lower 3rd Graphics or Titles. Editing will be limited to an hour. Any further editing will be considered extra and will be billed at the Hourly Rate, listed above. Additional Personnel or Equipment will be added as an extra expense.

Slide Show (Simple)	A simple compilation of photos, edited to Music and including a narrated voice over. Time of about 3-5 minutes. Apprx. 60 slides. Digital images in Landscape or Horizontal Orientation, .jpg format, free. Scanning from photos \$1.50 each. Time included will be 3 hours Editing and 1 hour planning. Additional time will be billed hourly.	\$300.00
---------------------	---	----------

Multi-Episode Long Form Program	15 to 30 minute programs. Programs like Wild Weird and Wonderful and Inside Lake Forest. Generally about 1 to 2 hours of shooting and 8 hours of editing. Costs could run to \$750 but I will try to go with \$500 due to the multiple episode nature and repeat business. With Inside Lake Forest, In the past, producing or planning and scheduling would be done by an intern or volunteer. If that can continue it would save some of the time and thus cost. Wild Weird and Wonderful is, for the most part, 2 episodes a year. Croctoberfest and Reptile Rampage. We can also discuss more episodes if a topic should arise. Again, any WDC staff or volunteer assistance is always appreciated and can save some cost.	\$500.00
Short Video Program	Finished time length about 30-60 seconds. Project time of about 8 hours including Shooting Editing and Pre-Production Planning. Personnel, 1 Video Person.	\$500.00
Special Event Coverage	Video Coverage of a special event like Tree Lighting, Parade, Carnival or Festival or Concert. Cost covers one person and about 8 hours of Shooting Editing and Planning time. Additional manpower or special equipment will be billed extra at cost.	\$500.00
Long Form Video Project	Video of apprx. 8-10 minutes in length. Cost includes up to 13 hours of Videotaping, Editing and Pre-Production Planning. Additional time will be billed at Hourly Rate and additional personnel or equipment will be billed extra.	\$1,000.00
Technical Support or Consultation	Billed at hourly rate with a minimum of 1 hour. Service includes assistance with projectors or video or sound systems.	\$75.00/hr

	Projects of only a few photos taking less than an hour will be billed at the Hourly Rate of \$75/hr.	
Simple Photo Assignments	Events of 2 - 3 hours will be billed at the Event Rate of \$200.00. Over 3 hours will add the hourly cost for additional hours.	\$75/hr - \$200/Event +

Video Duplications	Depending on the availability of equipment to make a copy, Duplication to DVD will be \$25 for each original for duplication including 1 DVD copy. Additional copies will be \$5 ea. Copies can be saved on Flash Drives or USB Drives or Hard Drives but will add the cost of the media to which the copies are made. Batch duplications of DVDs or VHS Tapes, made to a Digital Computer File for \$10 per original, saved to a single Hard Drive or USB drive. Cost of the Hard Drive or other media is NOT included and will be extra, unless provided.
--------------------	---

## **OFFICE SUPPLIES & JANITORIAL SUPPLIES**

### **Warehouse Direct - Contract #189**

#### **COMBINED OFFICE SUPPLIES & JANITORIAL SUPPLIES**

The SPC Governing Board is pleased to announce the award a combined Office Supplies & Janitorial Supplies Contract (#189) by piggybacking onto the National Cooperative Purchasing Alliance (NCPA) agreement with American Office Products Distributors (AOPD), solicited and awarded by lead agency Region XIV Education Service Center, Abilene, TX according to the State of Illinois statutes, 525/2 from Ch. 85, par. 1602. (Governmental Joint Purchasing Act), which authorizes any governmental unit may purchase personal property, supplies and services jointly with one or more other governmental units. The contract is effective immediately and will expire on May 31, 2023. The contract can then be renewed annually for an additional two years, if mutually agreed on by Region XIV ESC and American Office Products Distributors, Inc. (AOPD).

Warehouse Direct has been a valued vendor for the SPC for over ten years. Combining Office Supplies and Janitorial Supplies onto one contract will simplify ordering for contract participants.

Under this Agreement, all Suburban Purchasing Cooperative members, non-profit and "public agency" participants will be grouped under one Master SPC Account to aggregate all purchases towards volume rebate incentives. Additionally, individual entities will receive up to a 1% e-commerce rebate paid in the form of a credit towards future purchases no later than 45 days from the end of each quarter (40-79% online = 0.5% rebate; 80% or more purchased online = 1% rebate).

## **Ordering Information**

### **Office Supplies & Janitorial Supplies**

To set up your account please contact your local sales support team:

Please contact either Spencer Touchie or Rick Schackle, or their respective customer service contacts, Kathy Johnson 847-631-7194 or Margaret Dawson 847-631-7177.

### **Warehouse Direct Workplace Solutions**

2001 S. Mount Prospect Rd.  
Des Plaines, IL 60018

Spencer Touchie, Account Executive, 847-631-7188  
[stouchie@warehousedirect.com](mailto:stouchie@warehousedirect.com)

Rick Schackle, Account Executive, 847-631-7428  
[rickschackle@warehousedirect.com](mailto:rickschackle@warehousedirect.com)

Orders placed today will be delivered next day. Office supplies and janitorial supplies use the same delivery trucks. Orders may be consolidated or placed separately by phone, fax, or online the same as office products. There is no minimum order requirement and standard delivery is free.

**THE CITY OF LAKE FOREST**

**ORDINANCE NO. 2020- \_\_\_\_\_**

**AN ORDINANCE AMMENDING CHAPTER 97 OF THE LAKE FOREST CITY CODE AND THE ANNUAL FEE SCHEDULE REGARDING NONRESIDENT DAILY ACCESS FEES TO FOREST PARK BEACH**

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

**WHEREAS**, the City may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals, and welfare; and

**WHEREAS**, the City currently charges a daily access fee to nonresidents for access to the Forest Park Beach on weekends only in the amount of \$15.00; and

**WHEREAS**, in order to address the significant costs recently incurred by the City to restore the beach access road and to restore and clean up the beach following recent storms, as well as to address the impact of an expected increased use of the beach, the City has determined that it is the best interests of the City and its residents to increase the beach access fee charged to nonresidents from \$15.00 to \$20.00 and to impose the fee on a daily rather than weekend basis; and

**WHEREAS**, the City has determined that it is fair and reasonable to pass on a portion of these increased costs to nonresidents so that residents are not solely responsible for shouldering these increased expenses through property tax revenues; and

**WHEREAS**, the City Council has determined that it is in the best interest of the City and its residents to amend Chapter 97 of the City Code and the Fee Schedule, as set forth in this Ordinance.

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

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

**SECTION TWO.**     **Amendment.** Chapter 97, entitled "Parks & Playgrounds" of Title IX entitled "General Regulations" of the City Code is hereby amended to read as follows (additions are **bold and underlined**; deletions are ~~struck through~~):

**§ 97.069 FEES FOR NONRESIDENT DAILY ACCESS AND PROOF OF RESIDENCY.**

(A) All individuals not having proof of residency within the corporate limits of the city or a parking pass issued pursuant to § 97.067(D) will be required to pay a **daily** fee as reflected in the fee schedule **in order** to access Forest Park Beach from Memorial Day to Labor Day.

(B) The City Manager may establish and enforce rules and post appropriate signage to limit and identify locations from which nonresidents may gain access to Forest Park Beach.

**SECTION THREE: Amendment.** Exhibit A of Ordinance No. 2020 - \_\_\_\_\_, entitled "AN ORDINANCE APPROVING A FEE SCHEDULE FOR THE CITY OF

LAKE FOREST" is hereby amended to increase the non-resident beach access fee from \$15 to \$20 per nonresident visit. (additions are **bold and underlined**, deletions are ~~struck through~~):

**Exhibit A**

<b><u>4. Parks and Recreation</u></b>			
	<b><u>City Code</u></b>		
<b><u>Boating and Beach Fees - effective February 1, 2020</u></b>	<b><u>Section</u></b>	<b>Fund</b>	<b>FY2021</b>
Watercraft Ramp/Sailboat Permits-Recreation			
Watercraft Ramp (R)	97.066	Parks/Rec	517
Watercraft Ramp 2nd boat/ half season	97.066	Parks/Rec	259
Watercraft Ramp (R) (Sen.)	97.066	Parks/Rec	413
Watercraft Ramp (R) (Sen) 2nd boat/ half season	97.066	Parks/Rec	208
Watercraft Ramp (NR)	97.066	Parks/Rec	1034
Year round compound storage Resident	97.066	Parks/Rec	2291

Year round compound storage Resident senior	97.066	Parks/Rec	1832
Year round compound storage non-resident	97.066	Parks/Rec	3437
Seasonal compound storage Resident	97.066	Parks/Rec	1551
Seasonal compound storage Resident Senior	97.066	Parks/Rec	1241
Seasonal compound storage Non-resident	97.066	Parks/Rec	2324
Year round watercraft rack storage resident	97.066	Parks/Rec	626
Year round watercraft rack storage resident senior	97.066	Parks/Rec	502
Year round watercraft rack storage non-resident	97.066	Parks/Rec	626
Seasonal watercraft rack storage resident	97.066	Parks/Rec	366
Seasonal watercraft rack storage resident senior	97.066	Parks/Rec	292
Seasonal watercraft rack storage non-resident	97.066	Parks/Rec	366
Year round watercraft sand storage resident	97.066	Parks/Rec	775
Year round watercraft sand storage resident senior	97.066	Parks/Rec	620
Year round watercraft sand storage non-resident	97.066	Parks/Rec	1162
Seasonal watercraft sand storage resident	97.066	Parks/Rec	475
Seasonal watercraft sand storage resident senior	97.066	Parks/Rec	380
Seasonal watercraft sand storage non-resident	97.066	Parks/Rec	713
South Beach Parking Permit (R)	97.066	Parks/Rec	151
South Beach Parking Permit (R) (Sen.)	97.066	Parks/Rec	119
South Beach Parking Permit (NR)	97.066	Parks/Rec	910
South Beach Parking Permit Employee/Retiree	97.066	Parks/Rec	100
Extra vehicle decal resident - center isle	97.066	Parks/Rec	138
Extra vehicle decal senior - center isle	97.066	Parks/Rec	110
Extra vehicle decal nonresident - center isle	97.066	Parks/Rec	208
Daily Boat Launch resident	97.066	Parks/Rec	40
Daily Boat Launch nonresident	97.066	Parks/Rec	65
Resident Guest Daily Parking Pass, limit 5 per season	97.066	Parks/Rec	10
Nanny Parking Pass	97.066	Parks/Rec	85
Senior Caregiver Parking Pass	97.066	Parks/Rec	85
Non resident daily beach access fee	97.069	Parks/Rec	20

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

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2020

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020



---

Mayor

ATTEST:

---

City Clerk



**PLAN COMMISSION REPORT AND RECOMMENDATION**  
**705 McKinley Road – Plat of Condominium**

TO:	Honorable Mayor Pandaleon and members of the Council
DATE:	May 12, 2020
FROM:	Chairman Kehr and Members of the Plan Commission
SUBJECT:	<b>Plat of Condominium</b>

**OWNER**

705 McKinley Development LLC  
Peter Witmer 50%  
Todd Altounian 50%  
1000 N. Western Avenue  
Lake Forest, IL 60045

**PROPERTY LOCATION**

705 McKinley Road  
East side of McKinley Road,  
Between Deerpath and Westminster

**ZONING**

O – 1 Office District

**REPRESENTATIVE**

Peter Witmer, architect/owner

**Plan Commission Recommendation**

Approve the Plat of Condominium for property located at 705 McKinley Road subject to the following conditions of approval.

*Prior to recording the Plat of Condominium with Lake County, the following conditions shall be satisfied:*

1. The plat shall be subject to final review and approval by the Director of Community Development, City Engineer and City Attorney.
2. All applicable fees must be paid in full.

**Summary of the Request**

This is a request for tentative and final approval of a Plat of Condominium. The plat is necessary, and required by law, to define the ownership limits of each condominium, the common areas and the limited common areas of the new condominium building, which is now under construction, and addressed as 705 McKinley Road. The development was previously approved, no modifications to the site, use, density or building design are proposed as part of this request.

Approval of a plat of condominium is required prior to the sale of condominium units. Approval of the plat of condominium is a procedural matter since the approval for the development has already been granted. The six condominium units in the building are all under contract and the closings are pending the recording of the plat.

### **Background**

In March, 2019, based on recommendations from the Plan Commission and the Building Review Board, the City Council approved the second phase of a redevelopment that will ultimately encompass several properties on the east side of McKinley Road, adjacent to the Central Business District. Construction of the second building is well underway.

The third phase of the development is pending before the Plan Commission. No public meetings on the third phase are currently scheduled.

### **Staff Analysis**

The City Code requires that any development that creates distinct parcels or units must be approved through a public hearing process which provides for review of a plat. The proposed plat, as noted above, establishes each of the residential condominium units in the new building as a separate ownership entity. The plat delineates the following: 1) the units which will be owned individually, 2) common elements which are defined in the Declaration of Covenants as all portions of the property except the units, and 3) portions of the common elements, outside of the individual units, that are designated on the plat as limited common element which are restricted for use by the occupants of specific units. For example, the below grade garage is a common element however, the individual spaces are assigned to certain units so the spaces themselves are limited common elements. In addition, balconies and terraces are outside the walls of individual units, including some roof top space, and are limited common elements and reserved for use by specified units. Shared hallways and stairways are common elements.

The plat includes a page detailing each of the three floors of the condominium building and delineates each of the six units. The plat also delineates the garage level and the roof level.

The first page of the plat reflects the previously approved and recorded subdivision of the overall site for reference.

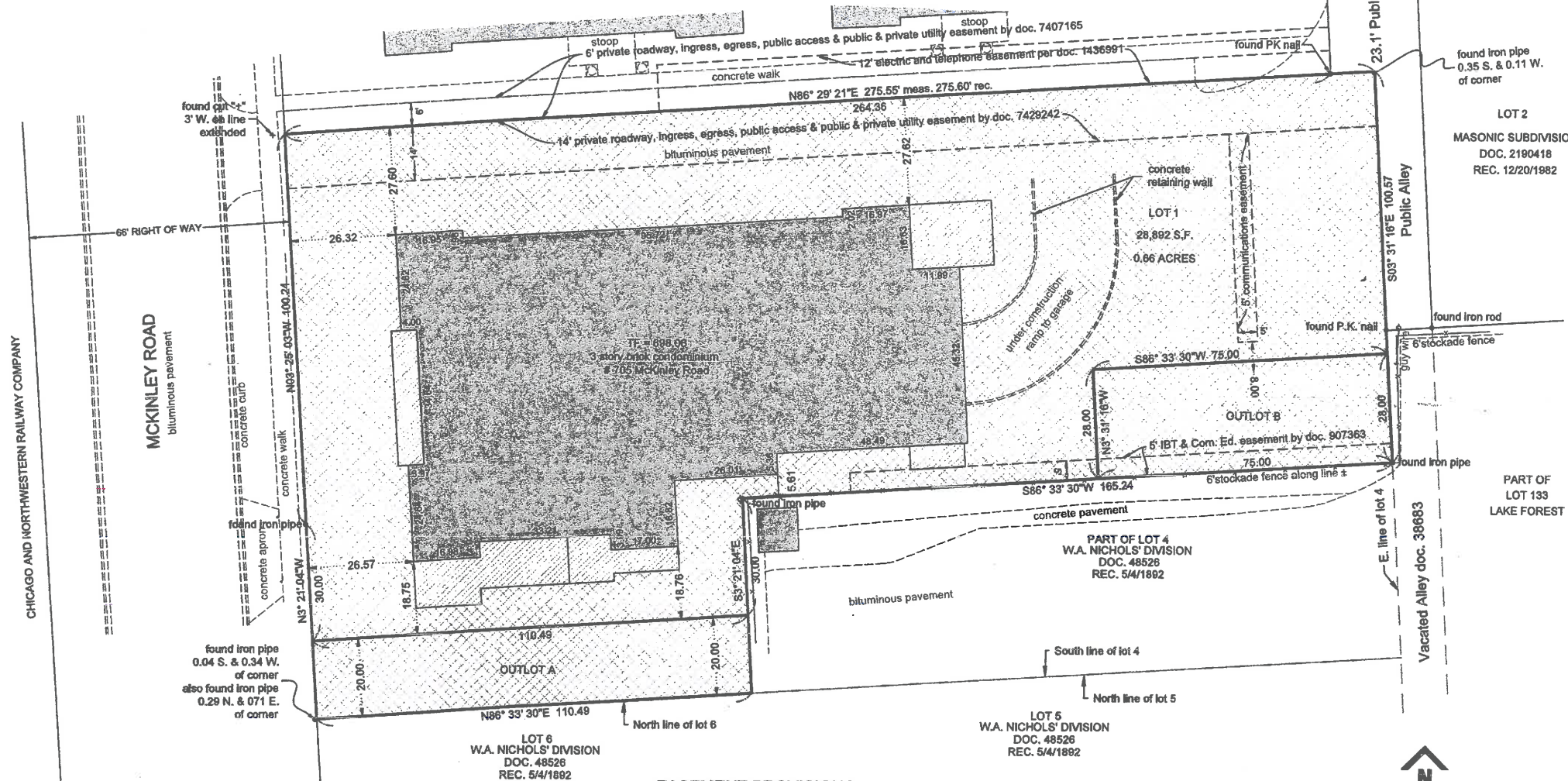
No improvements or alterations to the property are proposed or authorized in conjunction with the approval of the plat now presented to the Commission for consideration. As noted above, the overall site plan, landscaping and the architectural design and materials were all previously approved by the City Council for this phase of the project based on recommendations from the Plan Commission and Building Review Board.

### **Public Notice**

Public notice of the Commission's virtual public hearing was published in a newspaper of local circulation and was mailed by the City to residents and property owners in the surrounding area. The agenda for this meeting was posted at public locations and on the City's website.

# # 705 MCKINLEY CONDOMINIUM

LOT 1 IN 705 MCKINLEY CONDO PLAT OF SUBDIVISION, BEING A SUBDIVISION OF PART OF THE NORTHEAST QUARTER OF SECTION 33, TOWNSHIP 44 NORTH, RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED AS DOCUMENT , IN LAKE COUNTY, ILLINOIS.



## EASEMENT PROVISIONS

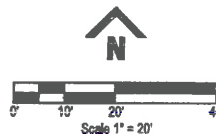
An easement is hereby reserved for and granted to North Shore Gas Company, its successors and assigns, in all platted "utility easement" areas, street, alleys, and other public ways and places shown on this plat. Said easement to be for the installation, maintenance, relocation, renewal and removal of gas mains and appurtenances for the purpose of serving all areas shown on this plat as well as other property, whether or not contiguous thereto. No buildings or other structures shall be constructed or erected in any such "utility easement" areas, streets, alleys, or other public ways or places nor shall any other use be made thereof which will interfere with the easements reserved and granted hereby.

A permanent, non exclusive easement for serving the subdivision and other property with electric and communications service is hereby reserved for and granted to

Commonwealth Edison Company  
and AT&T  
and Cable TV

their respective successors and assigns, jointly and severally, to install, operator, maintain and remove, from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and sounds and signals in, over, under, across, along and upon the surface of the property shown within the dotted lines on the plat and marked "utility easement". Relocation of facilities will be done by Grantees at cost of Grantor/ Lot Owner, upon written request.

A permanent, non-exclusive easement is hereby reserved for and granted to the City of Lake Forest, Lake County, Illinois, (hereinafter referred to as the "City") and to its successors, assigns, employees, agents, contractors, and franchisees, in, upon, across, over, under, and through the areas shown as an easement within dashed lines on the attached plat of subdivision and/or by the terms "utility easement", "city easement", "drainage easement", and/or "public utility easement", for the purpose of installing, constructing, inspecting, operating, replacing, renewing, altering, enlarging, removing, repairing, cleaning, and maintaining any and all water mains, sanitary sewers, and without limitation, such other installations as may be required as to furnish connections, public water and sanitary sewer service to the attached area, and such appurtenances and additions thereto as said city may deem necessary, together with the right of access across the easements included in the attached plat for the necessary personnel and equipment to do any or all of the above work. The right, but not the obligation, is also hereby granted the city to do any or all of the above work. The right is also hereby granted to the city to cut down, trim, or remove any trees, shrubs, or other plants that interfere with the operation of or access to such facilities, in, across, under, or through said easements. No permanent buildings or trees shall be placed on said easements, but some may be used for gardens, shrubs, landscaping, and other purposes that do not then or later interfere with the aforesaid uses and rights, provided, however, that such use of said easements shall not conflict or interfere with public improvements and any conflicts in use shall be subject to the approval of the city.



### MAP KEY

- LIMITED COMMON ELEMENT
- COMMON ELEMENT

ABBREVIATIONS:  
m. or meas. = measured  
r. or rec. = record  
R = radius  
CB = chord bearing  
CH = chord length  
R = radius  
L = arc length  
N = North  
S = South  
E = East  
W = West  
S.F. = square feet  
TF = top of foundation  
doc. = document

SHEET 1 OF 6

PROJECT NO. 70-948-2

**BLECK**

engineers | surveyors

Bleck Engineering Company, Inc.  
1375 North Western Avenue  
Lake Forest, Illinois 60045  
T 847.295.5200 F 847.295.7081  
www.bleckeng.com

PLAT IS VOID IF IMPRESSED  
SEAL DOES NOT APPEAR

STATE OF ILLINOIS } S.S.  
COUNTY OF LAKE }

NOTE: ONLY THOSE BUILDING LINES OR EASEMENTS SHOWN ON THE  
RECORDED SUBDIVISION PLAT ARE SHOWN HEREON; CHECK LOCAL  
ORDINANCES BEFORE BUILDING. COMPARE YOUR DESCRIPTION AND  
SITE MARKINGS WITH THIS PLAT AND AT ONCE REPORT ANY  
DISCREPANCIES WHICH YOU MAY FIND.

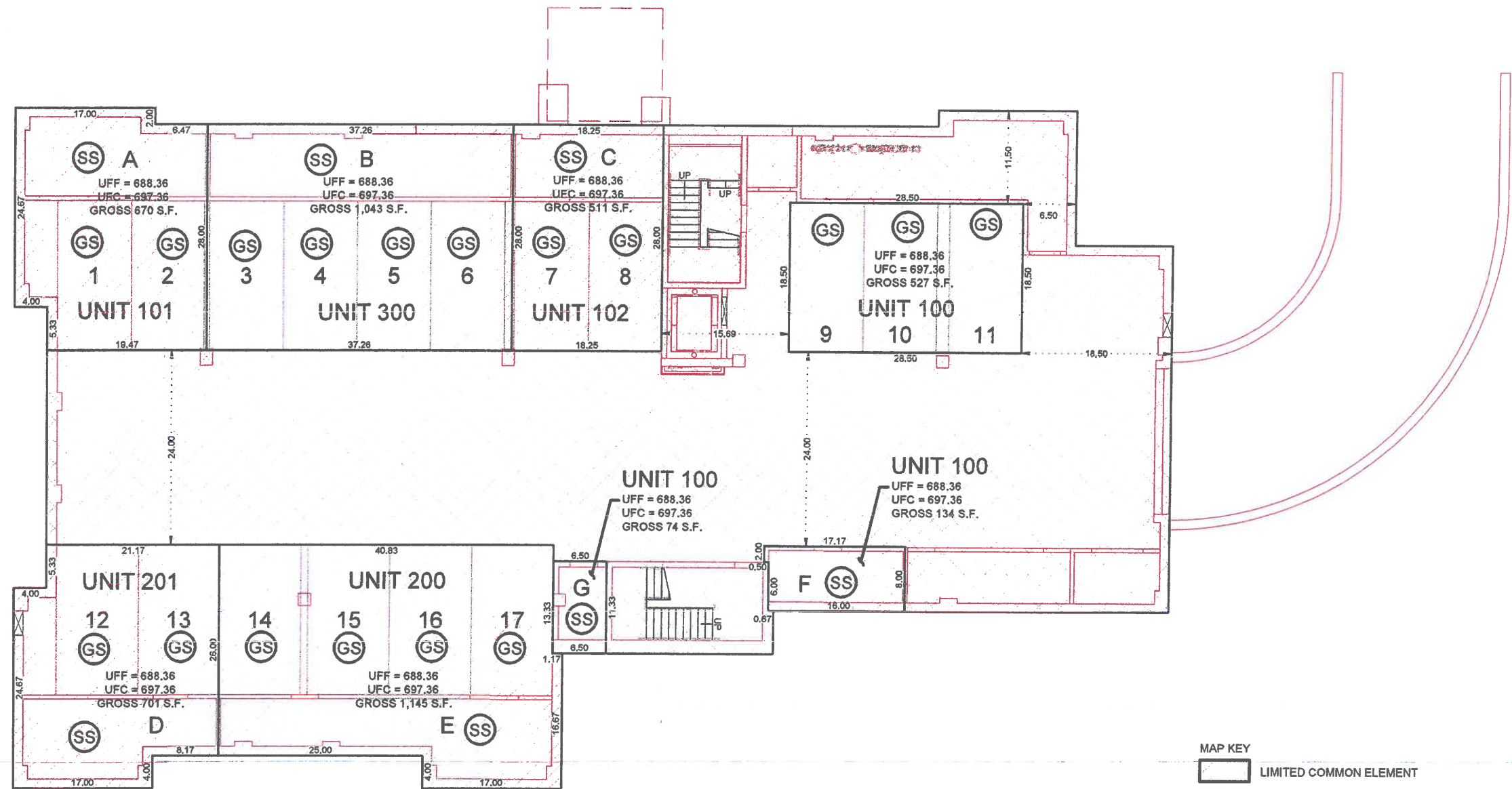
ON BEHALF OF BLECK ENGINEERING COMPANY, INC., I, JACK R.  
BLECK, DO HEREBY CERTIFY THAT THE PROPERTY DESCRIBED IN  
THE ABOVE CAPTION WAS SURVEYED AND STAKED BY ME, OR UNDER  
MY DIRECTION, AND THE PLAT DRAWN HEREON IS A TRUE AND  
CORRECT REPRESENTATION OF SAID SURVEY. MEASUREMENTS ARE  
GIVEN IN FEET AND DECIMAL PARTS THEREOF. THIS PROFESSIONAL  
SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM  
STANDARDS FOR A BOUNDARY SURVEY.

DATED AT LAKE FOREST, ILLINOIS, THIS 20TH DAY OF MARCH A.D., 2020.

BY  
REGISTERED ILLINOIS LAND SURVEYOR NO. 3591



# 705 McKINLEY CONDOMINIUM  
GARAGE FLOOR



- MAP KEY
- LIMITED COMMON ELEMENT
  - COMMON ELEMENT
  - SS STORAGE SPACE
  - GS GARAGE SPACE

ABBREVIATIONS:  
m. or meas. = measured  
r. or rec. = record  
CB = chord bearing  
CH = chord length  
L = arc length  
N = North  
S = South  
E = East  
W = West  
S.F. = square feet  
doc. = document  
TF = top of foundation  
UFF = unfinished floor elevation  
UFC = unfinished ceiling elevation

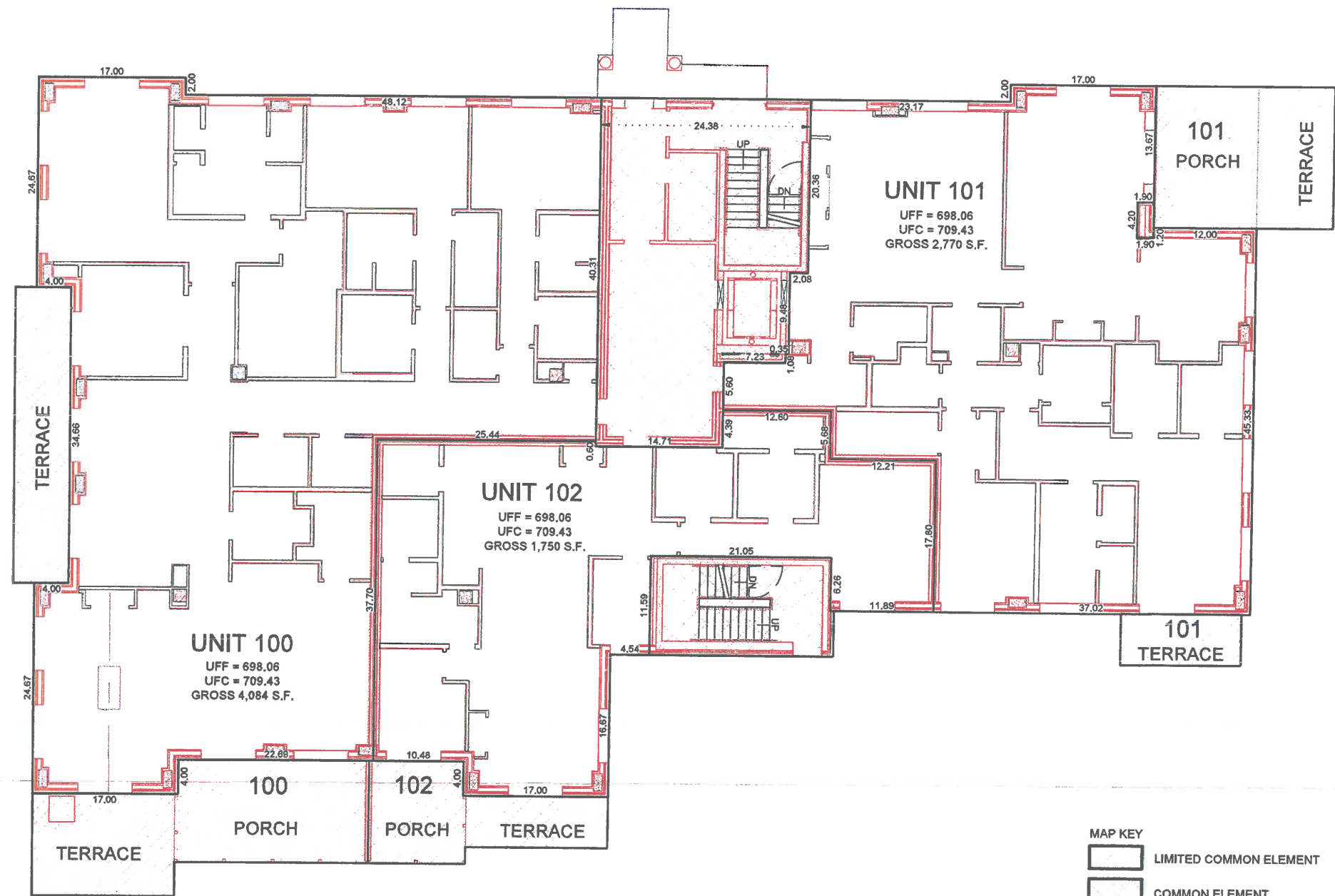
Project No. 70-948-2  
**BLECK**  
engineers | surveyors

Bleck Engineering Company, Inc.  
1375 North Western Avenue  
Lake Forest, Illinois 60045  
T 847.295.5200 F 847.295.7081  
www.bleckeng.com

Scale 1" = 10'  
SHEET 2 OF 6

SURVEYOR'S NOTE:  
BUILDING OWNERS AND MANAGERS ASSOCIATION (BOMA) STANDARD  
METHODS OF MEASUREMENT - METHOD "A" GROSS.  
UNITS UNDER CONSTRUCTION 1-12-2018.

# # 705 McKINLEY CONDOMINIUM FIRST FLOOR



**MAP KEY**  
 LIMITED COMMON ELEMENT  
 COMMON ELEMENT

**ABBREVIATIONS:**  
 m. or meas. = measured  
 r. or rec. = record  
 CB = chord bearing  
 CH = chord length  
 L = arc length  
 N = North  
 S = South  
 E = East  
 W = West  
 S.F. = square feet  
 doc. = document  
 TF = top of foundation  
 UFF = unfinished floor elevation  
 UFC = unfinished ceiling elevation

Project No. 70-948-2

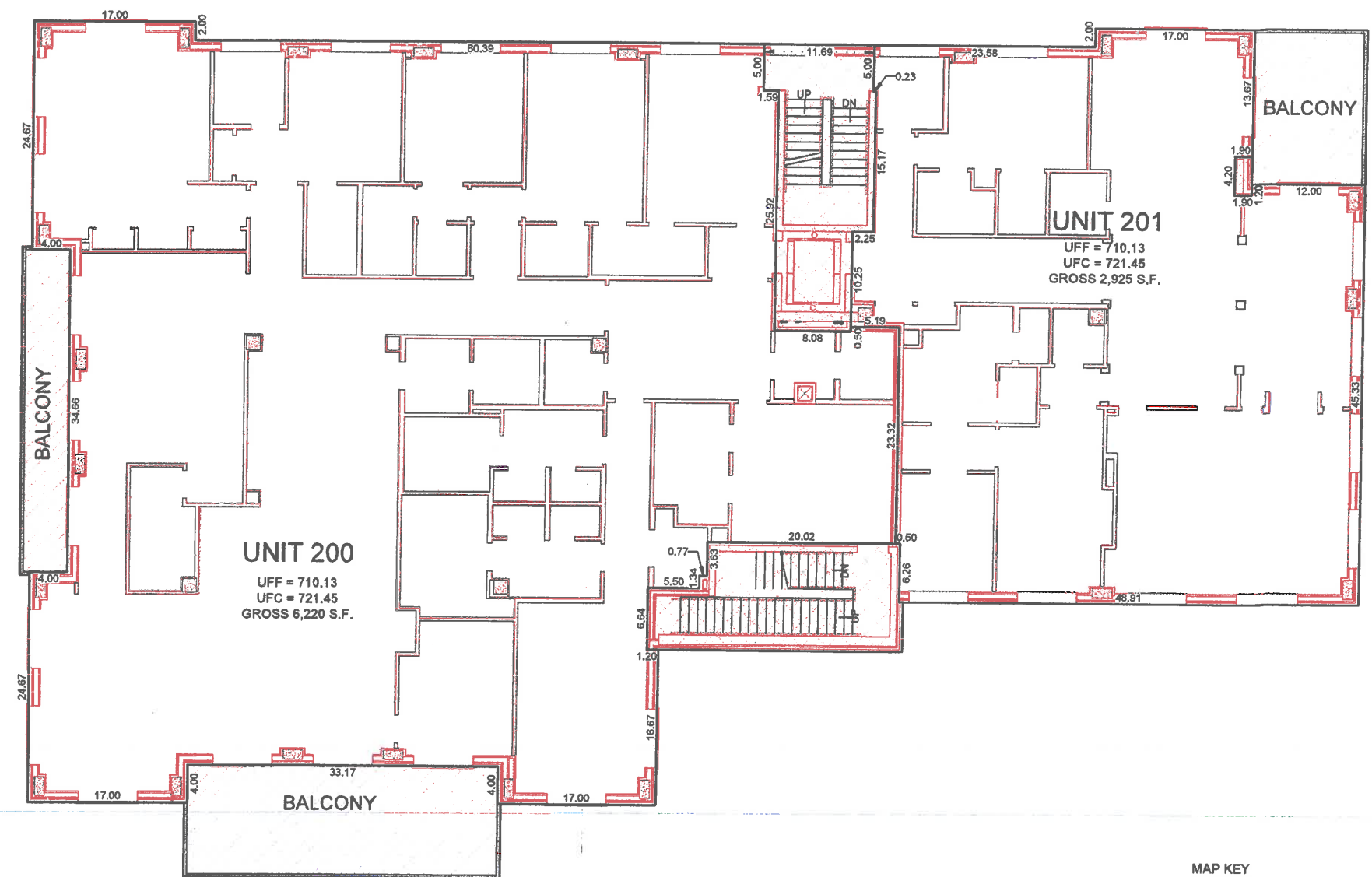
**BLECK**

engineers | surveyors

Bleck Engineering Company, Inc.  
 1375 North Western Avenue  
 Lake Forest, Illinois 60045  
 T 847.295.5200 F 847.295.7081  
 www.bleckeng.com

# # 705 McKINLEY CONDOMINIUM SECOND FLOOR

## SECOND FLOOR



**MAP KEY**

LIMITED COMMON ELEMENT

COMMON ELEMENT

**ABBREVIATIONS:**  
 m. or meas. = measured  
 r. or rec. = record  
 CB = chord bearing  
 CH = chord length  
 L = arc length  
 N = North  
 S = South  
 E = East  
 W = West  
 S.F. = square feet  
 doc. = document  
 TF = top of foundation  
 UFF = unfinished floor elevation  
 UFC = unfinished ceiling elevation

Project No. 70-948-2

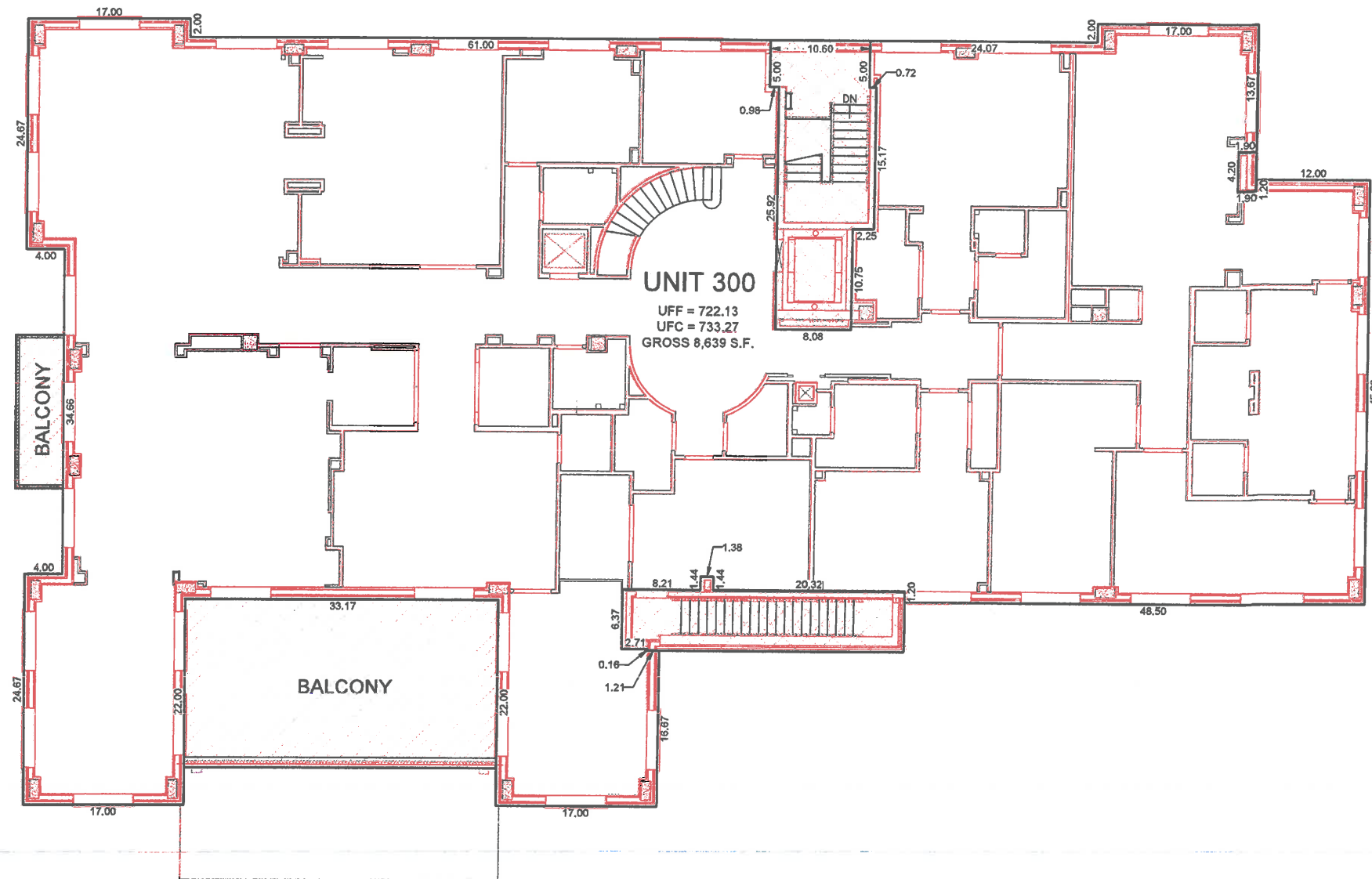
**BLECK**  
 engineers | surveyors

Bleck Engineering Company, Inc.  
 1375 North Western Avenue  
 Lake Forest, Illinois 60045  
 T 847.295.5200 F 847.295.7081  
 www.bleckeng.com

**SHEET 4 OF 6**

**SURVEYOR'S NOTE:**  
 BUILDING OWNERS AND MANAGERS ASSOCIATION (BOMA) STANDARD  
 METHODS OF MEASUREMENT - METHOD "A" GROSS.  
 UNITS UNDER CONSTRUCTION 1-12-2018.

# # 705 McKINLEY CONDOMINIUM THIRD FLOOR



**MAP KEY**

**LIMITED COMMON ELEMENT**

 **COMMON ELEMENT**

**ABBREVIATIONS:**

m. or meas. = measured

r. or rec. = record

CB = chord bearing

CH = chord length

**L = arc len**

N = North

S = South  
E = East

E = East  
W = West

W = West  
SE = southeast

S.F. = square feet  
doc. = document

doc. = document  
TE = top of foundation

TF = top of foundation  
LFF = unfinished floor elevation

UFF = unfinished floor elevation  
UEC = unfinished ceiling elevation

Project No. 70-948-2

**BLECK**

engineers | surveyors

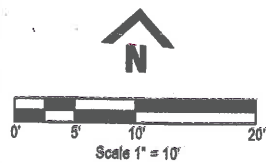
**Bleck Engineering Company, Inc.**

1375 North Western Avenue

Lake Forest, Illinois 60045

T 847 205 5300, F 847 205 7091

**T 847.295.5200 F 847.295.7081**  
**www.blockeng.com**



**SHEET 5 OF 6**

**SURVEYOR'S NOTE:**  
BUILDING OWNERS AND MANAGERS ASSOCIATION (BOMA) STANDARD  
METHODS OF MEASUREMENT - METHOD "A" GROSS.  
UNITS UNDER CONSTRUCTION 1-12-2018.



Architectural floor plan of Unit 300, a penthouse. The plan includes a curved staircase, a patio, and various planters. Dimensions and area calculations are provided for several areas.

**Unit 300 Details:**

- PENTHOUSE GROSS 299 S.F.**
- UNIT 300**
- UFF = 722.13**
- UFC = 743.30**
- UFF = 733.85**
- UFC = 743.30**

**Other Areas and Dimensions:**

- PAVERS = 734.85**
- ROOF = 733.85**
- PAVER PATIO**
- PLANTER** (multiple locations)
- Dimensions:** 32.10, 23.39, 15.00, 7.10, 7.01, 7.10, 22.20, 15.00

 LIMITED COMMON ELEMENT

 COMMON ELEMENT

**ABBREVIATIONS:**  
m. or meas. = measured  
r. or rec. = record  
CB = chord bearing  
CH = chord length  
l = arc length  
N = North  
S = South  
E = East  
W = West  
S.F. = square feet  
doc. = document  
TF = top of foundation  
UFF = unfinished floor elevation  
UFC = unfinished ceiling elevation

**BLECK**  
engineers | surveyors

**Bleck Engineering Company, Inc.**  
1375 North Western Avenue  
Lake Forest, Illinois 60045  
T 847.295.5200 F 847.295.7081  
[www.bleckeng.com](http://www.bleckeng.com)



**SURVEYOR'S NOTE:**  
BUILDING OWNERS AND MANAGERS ASSOCIATION (BOMA) STANDARD  
METHODS OF MEASUREMENT - METHOD "A" GROSS.  
UNITS UNDER CONSTRUCTION 1-12-2018.