

**THE CITY OF LAKE FOREST
CITY COUNCIL AGENDA**
Monday, December 4, 2023, 6:30 p.m.
220 E. Deerpath
Lake Forest, IL 60045

CALL TO ORDER AND ROLL CALL

6:30 p.m.

Honorable Mayor, Stanford R. Tack

Nancy Novit, Alderman First Ward	Jim Preschlack, Alderman Third Ward
Joseph R. Waldeck, Alderman First Ward	Ara Goshgarian, Alderman Third Ward
Edward U. Notz, Jr., Alderman Second Ward	Eileen Looby Weber, Alderman Fourth Ward
John Powers, Alderman Second Ward	Richard Walther, Alderman Fourth Ward

PLEDGE OF ALLEGIANCE

REPORTS OF CITY OFFICERS

1. COMMENTS BY MAYOR

A. 2023-2024 Board and Commission Appointments and Reappointments

AUDIT

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Joy Larisey	APPOINT	4
Robert Nowlin	APPOINT	4
Tighe Magnuson	APPOINT as CHAIR	2

PLAN COMMISSION

NAME OF MEMBER	APPOINT/REAPPOINT	WARD
Paul Thomas	APPOINT	3

A copy of Volunteer Profile sheets are available at City Hall.

COUNCIL ACTION: Approve the Mayors Appointments and Reappointments

2. COMMENTS BY CITY MANAGER

A. Strategic Plan Update

- George Issakoo, Assistant City Manager

- B. Replacement Fire Engine
 - Andy Rick, Deputy Fire Chief

3. OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

4. COMMITTEE REPORTS

FINANCE COMMITTEE

PUBLIC HEARING ON THE CITY'S PROPOSED 2023 TAX LEVY ORDINANCE

OPEN PUBLIC HEARING

Mayor Tack

1. Consideration of an Ordinance Establishing the 2023 Tax Levy (Final Reading – Public Hearing Required)

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

PURPOSE AND ACTION REQUESTED: Staff requests the City Council conduct a public hearing and approve final reading of an Ordinance establishing the 2023 property tax levy.

BACKGROUND/DISCUSSION: The annual tax levy must be filed with the County Clerk by the last Tuesday in December. The City has a significant reliance on property tax revenue, which represents more than 50% of General Fund revenue.

Spreadsheets related to the proposed tax levy for 2023 are attached **(page 25)** for your consideration. These include: 1) the tax levy limitations under the tax cap; 2) the tax levy distributed by fund without new growth and allowances distributed; 3) the tax levy by fund with new growth and allowances distributed; and 4) an explanation of the tax increase to an average homeowner.

The tax levy to be approved includes the needs of all City departments, as well as for pensions and debt service requirements. A summary of the proposed levy is as follows:

FUND	Proposed 2023 LEVY	2022 Extension	\$ CHANGE	% CHANGE
City General	\$ 15,905,862	\$ 15,304,045	\$ 601,817	3.93%
Pension Funds	7,721,256	7,649,944	71,312	0.93%
Parks and Recreation	5,873,784	5,594,080	279,704	5.00%
Recreation & Parks/Specific Purpose	125,000	125,000	0	0.00%
Special Recreation	553,413	527,060	26,353	5.00%
Capital Improvements	1,542,169	1,891,019	(348,850)	-18.45%
Library	4,502,942	4,268,960	233,982	5.48%
Library sites	479,639	456,799	22,840	5.00%
PTAB/CE Recapture	0	161,995	(161,995)	-100.00%
Bond Funds	2,762,556	1,843,983	918,573	49.81%
TOTAL TAX LEVY - CITY	\$ 39,466,621	\$ 37,822,885	\$ 1,643,736	4.35%
School District 67- ESTIMATED	\$ 40,065,682	38,106,658	\$ 1,959,024	5.14%
GRAND TOTAL	79,532,303	75,929,543	\$ 3,602,760	4.74%
Ordinance (exclude Bond Funds)	<u>\$76,769,747</u>			

School District #67 levy amounts are estimates and subject to final approval by the School District Board.

The levy for bond funds increases by more than 5.0% over the extended levy of the prior year. Therefore, in compliance with the Truth in Taxation Statute, a public notice was published in the November 23 edition of the Lake Forester for a public hearing on the proposed tax levy to be conducted December 4, 2023.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	11/20/23	First reading of 2023 Tax Levy Ordinance
Finance Committee	11/13/23	Discussion of proposed 2023 tax levy
City Council	11/6/23	Determination of a preliminary non-binding estimate of the 2023 levy
Finance Committee	10/16/23	Approval of 2023 Tax Levy Estimate

BUDGET/FISCAL IMPACT: The proposed tax levy for 2023 reflects a 4.35% increase over the 2022 tax levy extensions for the City and Library operating funds and City pension and debt service funds. This increase is comprised of the 5.00% property tax cap increase on Parks/Recreation and Library levies; debt service bond levies as previously approved by City Council bond Ordinances, subject to abatement for debt paid by alternate revenue sources; increases attributable to new construction; and increases in General Fund and IMRF pension levy of 3.00%. Police and Fire pension costs are determined by an independent actuarial valuation and recommendation by the Pension Subcommittee and reflect no increase over the prior year. **The average increase to existing residents (\$800,000 home) is projected to be \$162 or 3.89%.**

CLOSE PUBLIC HEARING

COUNCIL ACTION: Conduct a public hearing on the City's proposed 2023 Tax Levy Ordinance. Upon closing the public hearing, it is recommended that the City Council consider final approval of an Ordinance Establishing the 2023 Tax Levy (page 29).

2. Gorton Community Center 2024 Budget Presentation

PRESENTED BY: *Andrew Trees, Board Chair;*
Bob Scales, Finance & Operations Chair/City Director;
and Amy Wagliardo, Executive Director
STAFF CONTACT: *Elizabeth Holleb (847-810-3612)*

BACKGROUND/DISCUSSION: Pursuant to Section 10.C.3 of the Restated Agreement Relating to the Gorton Property executed in July 2013, as amended by the First Amendment to Restated Agreement executed in October 2019, the Finance and Operations Sub-Committee and the Gorton Executive Director shall submit to the City Manager and Finance Chair of the City Council for review and recommendation to the City Council the Center's annual budget and plans for the use of and programming at the property. The Annual Budget and Plan shall include a five-year financial forecast. Following review, the City Manager and Finance Chair shall submit a recommendation for approval, approval with modifications or rejection of the Annual Budget and Plan to the full City Council. Upon receipt of the recommendation, the City Council has the right to approve, approve subject to modification, or reject the Annual Budget and Plan. If rejected, the Center would be authorized to operate and occupy the property in accordance with the Annual Budget and Plan last approved by the City Council subject to rate adjustments not exceeding the change in the Consumer Price Index. A copy of the Annual Budget, Capital Budget and Five-Year Forecast is provided beginning on **page 38**.

Section 10.D.1.b of the First Amendment to Restated Agreement sets forth GCC's maintenance obligations. GCC is required to include in its annual budget and plan sufficient funding to satisfy the GCC maintenance obligations each year. In any year the GCC's endowment falls below \$2 million, GCC is required to include in its annual budget and plan at least \$25,000 in that year and maintain that amount until the endowment again reaches \$2 million. For 2024, GCC's endowment exceeds \$2 million.

Representatives of Gorton met with Mayor Tack, Finance Committee Chairman Preschlack, City Manager Wicha and Finance Director Holleb on November 8 to review Gorton's 2024 budget. The Gorton Board approved the 2024 Budget on November 13.

COUNCIL ACTION: It is recommended that the City Council approve the Gorton Community Center 2024 Budget

PARKS & RECREATION BOARD

1. Approval of the proposed Athletic Field Usage Policy which includes an Athletic Field Usage Fee Schedule as recommended by the Parks and Recreation Board.

PRESENTED BY: *Anthony Anaszewicz, Athletics Program Manager (847) 810-3945*
Elizabeth Holleb, Finance Director (847) 810-3612

PURPOSE AND ACTION REQUESTED: The Parks & Recreation Board recommends approval of the proposed Athletic Field Usage Policy which includes a proposed Athletic Field Usage Fee Schedule.

BACKGROUND/DISCUSSION: The City of Lake Forest offers a variety of athletic fields for use. Parks available for athletic use include Deerpath Community Park, Everett Park, West Park, Waveland Park, Townline Community Park, Northcroft Park and South Park. The Lake Forest Recreation Department has a Policy in place to manage these uses. The Athletic Field Usage Policy was established in the fall of 2003.

On February 6, 2023, the Lake Forest City Council gave City staff direction to work with the Parks & Recreation Board to develop an updated Athletic Field Usage Policy that includes a new fee schedule. Per City Council direction, the new usage policy and fee schedule was developed with the intention of generating a minimum of \$290,000 in additional revenue annually to accumulate funds associated with turf replacement and repair in the future. On February 21, 2023, the City Council approved \$16.4 million for the Deerpath Community Park Improvement Project. Construction began in April and is substantially complete.

In March of 2023, Lake Forest Recreation Department Director Sally Swarthout, and Parks & Recreation Board Commission Chair Marc Silver, launched a committee to serve as advisors to and developers of a new Athletic Field Usage Policy and rental fee schedule. This committee consists of four City of Lake Forest staff and two current Parks and Recreation Board members'. The purpose of this committee was to develop a comprehensive policy that will govern the usage of all Lake Forest Athletic fields, including a recommended fee schedule. The committee has developed this new policy using historical data, current and past programming usage of fields, and current market evaluation of policies, procedures, and rental rates. The two primary goals of the committee were to create a policy that aspired to an annual revenue goal of at least \$290,000 and create a balanced and structured policy to support a wide range of usage. The committee also felt it was essential to solicit pertinent organizational information from the five local, community based athletic organizations and actively engage them throughout the review process. These organizations are:

- Lake Forest Soccer Association
- American Youth Soccer Organization #163
- Lake Forest Lacrosse Organization
- Lake Forest Baseball Association
- Bandits Lacrosse

The organizations were engaged through questionnaires, interviews, a group workshop and most recently, a site tour of the new park.

The proposed policy is hourly rental fee driven and will apply to athletic field usage in all Lake Forest parks. The new philosophy is designed to not only recover maintenance costs but to also generate capital replacement funding as directed by the City Council.

The proposed usage policy has also incorporated a handful of changes from past policy and processes. The proposed policy includes a revamped classification system of users, defining what criteria a user must achieve to fall into a certain tier. The proposed policy will also list new residency percentage requirements for users.

The last notable change is regarding the Sport Field Improvement Fund contributions. These funds accrue annually and are utilized for field maintenance and upgrades that are not associated with regular maintenance.

As the committee built the proposed policy, not only did they engage the local community based athletic organizations in terms of policy related information but, the committee also engaged the organizations from a financial standpoint to help build the policy's fee schedule. The methods of engagement gave the committee several pieces of data which helped form assumptions. Furthermore, staff conducted several site visits to local facilities and gathered policy data to help build the proposed policy.

The committee is recommending a fee structure that would eventually generate \$290,000 in additional revenue annually however, the committee feels this needs to be achieved over time, not in year one or even in year two of installment of the new policy. The immediate financial impact on the athletic organizations will be too great if the new fee structure is not phased in. The committee recommends a fee structure that will require more time to meet the City Council's annual funding goal, recognizing that the accelerated option would have a greater immediate financial impact on the athletic organizations and could potentially discourage use of Deerpath Park.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Parks & Recreation Board	9/19/2023	Review/Discussion/Approval of Proposed Policy and Approval of Phased In 3-Year Recovery Plan

BUDGET/FISCAL IMPACT:

Using 2022 program hours from the five local community based athletic organizations, the committee was able to calculate projected revenue by multiplying those assumed program hours by the proposed rental fees shown in each table.

Through the process, the committee also conducted a market analysis of rental rates of both synthetic and natural grass athletics fields to ensure that the proposed fee structure was consistent with nearby communities.

The table below is the proposed Phased In 3-Year Recovery plan recommended by the Parks and Recreation Board. Classifications for the different field users are:

- **Tier 1** – Affiliates: Has a signed MOU with The Lake Forest Recreation Department
- **Tier 2** – Lake Forest Resident Based Athletic Teams / Programs / Organizations:

- Consists of individual teams
- Proof of at least 80% Lake Forest residents
- **Tier 3 – Non-Resident Based Athletic Teams / Programs / Organizations**
 - Consists of individual teams with less than Tier 2 residency requirements

Year 0 is intentionally well below market rates for Tier 1 groups to mitigate the financial impact to our Tier 1 users. However, Tier 1 users will pay market rates in Year 1 and may be in line with market in Year 2. In this plan, Tier 2 are below market for all three years and Tier 3 rates will be consistent with market immediately. The committee recommends this plan for the following reasons: mitigation of financial impact to the Tier 1 users, this plan keeps Tier 1 rates below market and keeps Tier 3 rates in line with the market. Once the City has a few years of actual usage and revenue data, fees would be approved for Years 3 and later to achieve the annual funding target.

Year 0 October 2023 - July, 2024			Year 1 August 2024 - July 2025			Year 2 August 2025 - July 2026			SFIF
Classification	Synthetic	Natural	Classification	Synthetic	Natural	Classification	Synthetic	Natural	All Years
Tier 1 (Affiliates)	25	25	Tier 1 (Affiliates)	50	40	Tier 1 (Affiliates)	50-70	40-60	20
Tier 2	70	70	Tier 2	85	75	Tier 2	85-105	75-95	20
Tier 3	125	125	Tier 3	125	125	Tier 3	125-150	125-150	30
Lights (Tier 1 & 2)	0	0	Lights (Tier 1 & 2)	0-20	0	Lights (Tier 1 & 2)	0-20	0	
Lights (Tier 3)	30	0	Lights (Tier 3)	30	0	Lights (Tier 3)	30	0	
Total =			Total =			Total Range Low =			\$132,560
						Total Range High =			\$189,640

CITY COUNCIL ACTION: Approval of the proposed Athletic Field Usage Policy including the proposed Athletic Field Usage Fee Schedule as recommended by the Parks and Recreation Board.

5. ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. Approval of November 20, 2023, City Council Meeting Minutes

A copy of the minutes can be found beginning on **page 56**.

COUNCIL ACTION: Approval of November 20, 2023, City Council Meeting Minutes

2. Approval of the Check Register for the Period of October 28 – November 24, 2023

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

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

shall, upon request to the City Manager or Director of Finance, receive a copy of the warrant list detail as recommended by the Finance Committee Chairperson. The City Council may approve the warrant list as so recommended by the Finance Committee Chairperson by a concurrence of the majority of the City Council as recorded through a roll call vote.

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

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

Check Register for October 28 - November 24, 2023

	Fund	Invoice	Payroll	Total
101	General	488,518	1,794,699	2,283,217
501	Water & Sewer	134,462	201,684	336,147
220	Parks & Recreation	234,470	437,022	671,491
311	Capital Improvements	1,085,926		1,085,926
230	Cemetery	136,568	44,836	181,404
210	Senior Resources	17,318	30,955	48,273
510	Deerpath Golf Course	27,019	2,493	29,512
601	Fleet	85,548	59,808	145,356
201	Park & Public Land	27,000		27,000
	All other Funds	596,517	193,488	790,005
		\$2,833,346	\$2,764,986	\$5,598,332

The subtotal denoted as "All other Funds" includes \$441,315 in Self Insurance Fund medical/dental plan expenses.

COUNCIL ACTION: Approval of the Check Register for the Period of October 28 – November 24, 2023

3. Approval of a Resolution of Appreciation for Retiring Members of Boards and Commissions as follows:

BOARD, COMMISSION OR COMMITTEE	NAME OF MEMBERS(S)
AUDIT	Tara Janos, Chairman
PLAN	Stephen Douglass

A copy of the resolution can be found **on page 61**.

COUNCIL ACTION: Approve the Resolution of Appreciation

4. Approval of Ordinances Abating 2023 Tax Levies for Various G.O. Alternate Revenue Bond Issues (Final Reading)

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

PURPOSE AND ACTION REQUESTED: Staff requests final approval of ordinances abating 2023 debt service property tax levies.

BACKGROUND/DISCUSSION: The proposed Ordinances provide for the abatement (reduction) of 2023 property taxes levied for the various outstanding general obligation alternate revenue bond issues. The tax levies for all bond issues are established and recorded with the County Clerk at the time the bonds are issued. Therefore, in order to reduce the 2023 bond tax levies, an abatement ordinance must be approved and filed with the County Clerk no later than March 1, 2024. The abatement of these general obligation alternate revenue bonds is possible due to the fact these bond funds have an adequate revenue source from water sales and/or TIF increment. Therefore, the general obligation tax levy can be abated as was planned at the time the bonds were issued.

The proposed Ordinances (beginning on **page 62**) are as follows:

- An Ordinance Abating a Portion of the Tax being Levied in 2023 for the Annual Payment of the Principal and Interest on the General Obligation Bonds, Series 2015 Bond Issue
- An Ordinance Abating the Total Tax being Levied in 2023 for the Annual Payment of the Principal and Interest on the General Obligation Bonds, Series 2017 Bond Issue
- An Ordinance Abating a Portion of the Tax being Levied in 2023 for the Annual Payment of the Principal and Interest on the General Obligation Bonds, Series 2023 Bond Issue

BUDGET/FISCAL IMPACT: A summary of the proposed tax levy abatements is provided below:

2023 Debt Service Levy and Abatements

	Levy per County	TIF	TIF Loan*	Water	Net Levy
2015	627,800.00	(364,062.50)			263,737.50
2017	785,852.50			(785,852.50)	0.00
2019	827,462.50				827,462.50
2021	729,100.00				729,100.00
2023	1,271,750.00		(329,494.00)		942,256.00
	4,241,965.00	(364,062.50)	(329,494.00)	(785,852.50)	2,762,556.00
1% L/C	4,284,384.65				2,790,181.56

* FY24 transfer from TIF loan repayment to partially abate debt service levy

COUNCIL ACTION: Approval of Ordinances Abating 2023 Tax Levies for Various G.O. Alternate Revenue Bond Issues (Final Reading)

5. Grant Final Approval of an Ordinance approving a Fee Schedule (Final Reading)

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

PURPOSE AND ACTION REQUESTED: Staff requests final approval of the proposed Ordinance.

BACKGROUND/DISCUSSION: As part of the budget process, all departments are asked to review their user fees. A comprehensive fee schedule is provided as Exhibit A to the Ordinance approving a fee schedule, which clearly identifies the proposed fee increases highlighted in yellow and the proposed new fees highlighted in orange. Fees highlighted in green are not reflective of changes in existing fees; rather, they are clarifications due to a review of City Code and current practices or the addition of previously approved fees into the Fee Schedule.

Departments have provided supplemental memos justifying their proposed fee adjustments and new fees, which are included in the packet beginning on **page 65**. New fees require a separate Ordinance to be submitted by the department proposing the new fee and accompany the Ordinance approving the fee schedule. No new fees are proposed at this time.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
City Council	11/20/23	First reading of proposed ordinance
Finance Committee	11/13/23	Discussion of proposed ordinances

BUDGET/FISCAL IMPACT: Annual revenue for the new and increased fees is estimated to be \$2,430 in the General Fund, \$13,629 in the Parks and Recreation Fund, and \$35,950 in the Golf Course Fund.

COUNCIL ACTION: Grant final approval of an Ordinance approving a fee schedule.

6. Approval to Extend the City's Grant Services Agreement with The Ferguson Group for Grant Research/Writing Services for 2024

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

PURPOSE AND ACTION REQUESTED: Staff requests City Council approval to extend the City's agreement with The Ferguson Group for calendar year 2024.

BACKGROUND/DISCUSSION: The City's FY21 Budget allocated funds for a Finance Department initiative to improve grant administration and to provide assistance to City departments in seeking grant funding from federal, state and local sources. In September 2020, the Finance Department issued a Request for Proposals (RFP) for grant services. The RFP sought proposals for both grant writing and grant administration services. Respondents could provide proposals for either or both services and the City reserved the right to award portions of the services to multiple respondents to provide the most advantageous overall strategy for the City. The City received five (5) proposals for consideration and a proposal review committee was created with representation from multiple City departments. In January 2021, the City Council approved the Committee's recommendation to enter into agreements with The Ferguson Group for Grant Research/Writing and with Carahsoft for eCivis grant administration software:

Grant Research – The Ferguson Group offers three tiers of service for grant identification and research services. The City contracted with The Ferguson Group for Tier 2 at \$2,000/month for 2021, 2022 and 2023, with the option to purchase Tier 3 services on an hourly basis, as needed. This approach is again recommended for 2024 and The Ferguson Group has proposed no increase in the monthly fee for the renewal year.

Grant Writing – The Ferguson Group proposes fees for grant writing based on the type and length of grant. As a client of The Ferguson Group for grant research, the City receives a 15% discount on grant writing. The City can contract with The Ferguson Group for grant writing on a case-by-case basis, since City staff have become fairly well versed in preparing grant applications. The Ferguson Group has provided grant application review services on an hourly basis in 2022 and 2023.

Grant Administration – Grant administration is provided through eCivis software. The City licenses five (5) users, and The Ferguson Group has one (1) user license.

The Finance Department will provide a comprehensive report on the 2023 Grant Program at the January 16 City Council Finance Committee meeting. The City has been very successful in obtaining grant funding awards in 2021-2023.

Staff recommends approval to extend the City's current agreement with The Ferguson Group for 2024. No increase in monthly fees has been proposed, per the attached offer letter (**page 94**).

BUDGET/FISCAL IMPACT: Costs associated with the proposed agreement have been included in the City's Fiscal Year 2024 budget.

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

Below is an estimated summary of the project budget:

FY2024 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
General Fund/Finance Department 101-1314-435.35-10	\$30,000	\$30,000*	Y

* The Ferguson Group Tier 2 (\$24,000/year) plus an allocation for Tier 3 services on an hourly basis. Grant writing and/or application review services would be engaged on a case-by-case basis in addition to the costs summarized above.

COUNCIL ACTION: Approval to Extend the City's Grant Services Agreement with The Ferguson Group for Grant Research/Writing Services for 2024

7. Authorize the Office of the City Manager to enter into a Contract with The Mejorado Group for Strategic Planning Services in the Amount of \$50,000

STAFF CONTACT: *George Issakoo, Assistant City Manager (847-810-3680)*

PURPOSE AND ACTION REQUESTED: Staff is requesting the City Council authorize the Office of the City Manager to enter into a contract with The Mejorado Group for Strategic Planning Services.

BACKGROUND/DISCUSSION: The City last completed a five-year strategic planning process in 2018 and developed the priority areas of:

- Fiscal Stewardship,
- Community Character/Safety and Livability,
- Environmental Sustainability/Recreation and Leisure,
- Housing Diversity and Residential Development,
- Multi-Modal Transportation and Infrastructure, and
- Business and Economic Vitality

The plan would have been updated in 2022, but due to the uncertainty of the post pandemic recovery and City Council turnover in the Spring of 2022, the City determined it would be most prudent to wait until 2023 to begin the strategic planning process.

This past summer, the city also began this process by conducting a successful community wide survey. The survey results were widely positive and also offered insight into focus areas that the strategic planning consultant can utilize for the environmental scan and to inform discussion areas in the focus group discussions that will be conducted over the next few months.

With the Mejorando Group's approach, the strategic planning process will involve individual interviews with the City Council and Executive staff, in addition to separate long form sessions with each respective group for feedback and brainstorming. Additionally, the consultant will gather public input through focus groups with key community stakeholders. The goal is to kick-off this process at the start of the new year and will culminate in the early summer.

BUDGET/FISCAL IMPACT:

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

The City solicited a Request for Proposals for this project and received 11 responses. After a vetting process, The Mejorando Group was selected and their proposal was for \$46,000. An additional \$4,000 contingency is being requested for a total amount of \$50,000 which is the budgeted amount for this project.

Below is an estimated summary of Project budget:

FY2024 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
101-2501-484.84-06-	\$50,000	\$ 50,000	Y

COUNCIL ACTION: Authorize the Office of the City Manager to enter into a contract with The Mejorando Group for Strategic Planning Services in the Amount of \$50,000.

8. Approval of a Loan Agreement between the City of Lake Forest and Elawa Farm Foundation

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

PURPOSE AND ACTION REQUESTED: The City Council is asked to approve a loan agreement with Elawa Farm Foundation as a follow up to October 2023 approval of the loan in concept.

BACKGROUND/DISCUSSION: On October 16, 2023, the City Council approved amendments to the Special Use Permit, an amended lease agreement and a loan in concept with Elawa Farm Foundation. These actions were associated with a plan for Elawa Farm Foundation to expand its operations in spaces vacated earlier this year by the closure of the Wildlife Discovery Center at Elawa Farm. The proposed expansion of offerings by the Foundation is intended to enhance the availability of low impact and educational programs and activities at Elawa Farm, but also to assure an ongoing revenue stream for the Foundation to support programming and activities, and to help maintain the historic farm buildings and the garden as community assets.

The Foundation has initiated a capital campaign to fund the planned improvements to Elawa Farm which will likely entail long term pledge commitments. To allow for the improvements to proceed immediately, the City has committed to providing loan financing up to \$1,000,000 to bridge the time period between construction and receipt of fundraising pledges.

City staff have worked with Elawa representatives and the City Attorney to draft the proposed loan agreement (**page 100**) for City Council consideration. The key provisions of the loan are summarized below:

- ❖ Amount: Up to \$1,000,000 with a 12-month draw down period.
- ❖ Interest Rate: 6.00% with interest paid quarterly.
- ❖ Term: At the earlier of the close of the draw down period or the date at which the Foundation has drawn down the full approved loan amount, a repayment period of three years would commence with 1/3 of the principal amount due each year.
- ❖ Collateral: Loan principal amount would be fully collateralized with Foundation funds on deposit. The City would receive quarterly bank statements to verify the collateral amount.
- ❖ Prepayment: Foundation would have the right to pay off the loan early without penalty.

COUNCIL ACTION: Approval of a Loan Agreement between the City of Lake Forest and Elawa Farm Foundation

9. Approval of an Advance of FY27 Capital Improvement Funding and a Request to Waive the City's Bidding Process and approve the Purchase of a Replacement Fire Engine by Sutphen, Not to Exceed Amount of \$1,200,000

STAFF CONTACT: *Pete Siebert, Fire Chief (847-810-3864)*
James Lockefer, Asst. Director of Public Works (847-810-3542)

PURPOSE AND ACTION REQUESTED: Staff is requesting City Council's approval to purchase this replacement engine as part of a larger fleet restructuring plan devised by the Fire Department. The replacement engine will replace a 20-year-old engine (2007 E-One engine).

BACKGROUND/DISCUSSION: The Fire Department has diligently worked to devise a fleet restructuring plan over the past few years. The Department believes the plan is fiscally

responsible, while also providing the necessary apparatus for the Department. The fleet restructuring plan includes updating the Department's suppression apparatus over the next several years. The Department's first responders need to have dependable and functional fire engines to provide the highest level of service possible to the residents and visitors of Lake Forest. The 2007 E-One engine currently serves in a reserve capacity and will exceed its useful service life of 20 years, by the time the new engine will be delivered in FY27.

The Fire Department has worked with the Public Works Department to develop a vehicle replacement plan, which includes replacement of this engine. The Department has taken a measured approach that includes purchasing fire apparatus on a rotating basis to help maximize the useful service life of these vehicles.

The Fire Department put together an engine committee to work on designing and ordering a new Engine in FY 24, with an FY27 delivery and purchase date. The committee was comprised of members of all ranks, and they worked diligently to design an apparatus that was affordable and suited the specific needs of our department. The success of the committee in FY24 has led the department to construct a "twin" of the FY19 purchase, with some minor changes.

Sutphen was able to provide a vehicle that met the Department's needs and close to the budget. Sutphen Corporation (Legacy Fire Apparatus) is a member of the Helping Governments Across the Country Buy Purchasing Program (HGACBuy) and meets all the requirements outlined in the City's purchasing directive.

BUDGET/FISCAL IMPACT: On November 13, the City Council Finance Committee reviewed a proposed Five-Year Capital Improvement Program (CIP) that allocated \$1,163,000 for a replacement fire engine and SAM system pump in FY27. Currently there is a three-year delay from time of order to delivery from Sutphen. The three-year wait time is not unique to Sutphen, as all custom fire apparatus builders are reporting similar delays. Sutphen does not require any payment until we take delivery of the engine, but the price is locked in when we sign the contract to order the engine. Sutphen typically announces price increases every sixty days, so locking the purchase price in three years before we take delivery will save the City a substantial amount of money. The bid of \$1,185,506.97 is under the requested amount of \$1,200,000. The additional \$14,494 is requested in case there may be some minor changes needed during the manufacturing process of the vehicle. This is a custom-built fire apparatus, and the difference between the bid and requested amount will allow for any additional funds needed for unanticipated changes.

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

If no, indicate the specific waiver requested:

Administrative Directive 3-5, Section 6.2 – Waiver of Procedures (requires 2/3 vote)

Company Name	Dollar Amount
Sutphen	\$1,185,506.97
Total -	\$1,185,506.97

Below is an estimated summary of the Project budget:

FY2027 Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
Capital Improvement Fund	\$1,163,000	\$1,200,000	Y*

* Funds will be budgeted in FY2027, when delivery of the engine is anticipated.

COUNCIL ACTION: Approval of an Advance of FY27 Capital Improvement Funding and a Request to Waive the City's Bidding Process and approve the Purchase of a Replacement Fire Engine by Sutphen, Not to Exceed Amount of \$1,200,000

10. Approval of an Advance of FY25 Capital Improvement Funding and Approval of Forest Park Boardwalk Project's Low Bid and Authorize the City Manager to Execute an Agreement with F.H. Paschen in an Amount of \$1,735,935; this Includes an Overall 10% Project Contingency.

STAFF CONTACT: *Byron Kutz, P.E., Superintendent of Engineering (847-810-3555)*

PURPOSE AND ACTION REQUESTED: Staff and the Public Works Committee recommends City Council approval of the Forest Park Boardwalk Project low bid and authorize the City Manager to execute an agreement with F.H. Paschen for the total amount of \$1,735,935 which includes an overall 10% project contingency and lighting allowance. Staff will request City Council approval of the remaining \$263,580 wood decking bid at a future City Council meeting upon receipt of the signed IDNR grant.

Approval of the boardwalk construction agreement excluding the wood decking will allow for the Contractor to start ordering materials for the boardwalk structure, while staff continues coordination with IDNR for the grant to purchase the wood decking. The second council item for the wood decking will be presented following execution of the grant agreement with IDNR, tentatively at the January 16 or February 5, 2024, City Council meeting (see the Budget/Fiscal Impact section for more information pertaining to the IDNR grant).

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	11/20/2023	Forest Park Boardwalk Approval (excluding decking)
Finance Committee	11/13/2023	Forest Park Boardwalk bidding and fundraising update
City Council	4/3/2023	Approved construction and construction inspection agreements
Public Works Committee	3/20/2023	Reviewed & Recommended City Council Approval for construction
Finance Committee	11/14/2022	Project status update, and additional funding Included with FY '24 Capital Plan

Finance Committee	11/8/2021	FY2023 Budget for bluff approved
City Council	4/19/2021	Approved design with Hey & Associates
Public Works Committee	3/22/21	Reviewed and Recommended Award of Proposal to Hey and Associates
City Council	2/23/2021	Pre-Design Report and Options Reviewed
Finance Committee	11/9/2020	Brief Presentation on Pre-Design Reviewed, and approved design funding
City Council	5/4/2020	Approved bluff pre-design with Hey & Associates
Finance Committee	11/12/2019	Pre-design funding approved to further evaluate remaining bluff areas

BACKGROUND/DISCUSSION: The original boardwalk was removed in 2018 after concerns with structural integrity. On April 4, 2022, the City Council approved a design agreement with Hey & Associates to incorporate the design of the boardwalk into the overall design package. In November 2022, the Finance Committee gave direction to fundraise for any additional amount needed to construct the boardwalk. Subsequently, the Bluff and boardwalk were bid out together on February 23, 2023, with bids exceeding available public and private funding. The staff recommendation was to proceed with the bluff portion of the project and install the boardwalk concrete foundations with the bluff project (\$545,659.40 with 10% contingency) which was awarded by City Council on April 3, 2023.

The boardwalk structure and decking were then bid out again as a separate project (excluding foundations which was included with bluff) with bids opened on September 7, 2023. The lowest bid was in the amount of \$1,999,515.27 including 10% contingency and lighting allowance. This exceeds the available public and private funding by \$729,455. Recreation Staff continue their fundraising efforts for the remaining funds necessary to construct the boardwalk structure and decking.

BUDGET/FISCAL IMPACT: Bids for the Boardwalk project were received and opened on September 7, 2023.

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

The following is a summary of the three bids received:

Company Name	Base Bid Amount
F.H. Paschen	\$1,726,832.06
Boller Construction Company Inc.	\$1,984,542.12
Foundation Mechanics	\$2,466,425.00

The low bidder, F.H. Paschen, has recently constructed bridges in the City and their performance has been satisfactory to staff.

Below is an estimated summary of the preliminary FY25 project budget as presented at the November 13 Finance Committee budget workshop. Although this Council Write-up excludes the award of the wood decking pending receipt of a signed IDNR grant, the below budget presents the full project budget:

FY 2025 Funding Source	Total Amount Budgeted	Amount Requested	Budgeted Y/N
PPL Fund Balance	\$434,060	\$434,060	Y
Special Recreation Fund	\$186,000	\$186,000	Y
*Grant Award- IDNR Coastal Management Program (reimbursement)	\$150,000	\$150,000	Y
Required Fundraising	\$500,000	\$1,229,455	N

*This is a reimbursement-type grant for an amount up to \$150,000 in which the City pays the costs upfront and then will invoice IDNR. A fully executed grant agreement/ intergovernmental agreement by both parties is required prior to incurring any costs, therefore staff is recommending separating the award of the project into two council items to ensure grant eligibility.

As noted previously, fundraising efforts will continue through the winter to raise enough funds to cover the project cost. Should fundraising not be sufficient, the City would be responsible for any funding gap.

COUNCIL ACTION: Approval of an Advance of FY25 Capital Improvement Funding and Approval of Forest Park Boardwalk Project's Low Bid and Authorize the City Manager to Execute an Agreement with F.H. Paschen in an Amount of \$1,735,935; this Includes an Overall 10% Project Contingency.

11. Approval of a Purchase of Five Replacement Sanitation Section Scooters to EJ Equipment in the Amount of \$193,000

STAFF CONTACT: *Jim Lockfeer, Assistant Director of Public Works (847-810-3542)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff request City Council approve of a purchase of five replacement Sanitation Section scooters to EJ Equipment in the amount of \$193,000.

BACKGROUND/DISCUSSION: The Sanitation Section has in its fleet twelve refuse scooters. The units are not only used for daily Sanitation operations, but in addition, they assist with clean-up efforts after special events and small projects that require frequent stops (e.g. mosquito larva abatement in catch basins, pre-winter sidewalk tree trimming, etc.).

The requested scooters to be replaced were purchased in 2014 and 2015 and have each accrued on average, over 4,500 hours. Over the scooters' years of use, various parts have been replaced to include clutches, transmissions, axles, ball joints, control arms, etc.

In 2017, both the Sanitation and Fleet Maintenance staff researched and utilized various demonstration units. After reviewing many manufacturers' ATV product lines, a Honda unit was purchased. Fleet Maintenance added a dump body and cab enclosure to the Honda ATV.

This past year, the Honda unit has been particularly challenging to purchase due to very limited availability. Over the past six months both the Sanitation and Fleet Maintenance staff researched alternative replacement units. After significant research and discussions with municipalities who use scooters for similar operations, GO-4 Scooters were identified as the selected replacement scooter. The GO-4 Scooter is a proven municipal Sanitation Section service vehicle. Reviews and references all came back very positive. Additionally, the Scooters come much more service ready and do not require the added Fleet Section operating costs associated in upfitting a dump body and cab as required with past Honda purchases.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	11/20/23	Reviewed & Approved FY25 Capital Equipment List
Finance Committee	11/13/23	FY25 Capital Equipment Replacement List Included in Meeting Packet

BUDGET/FISCAL IMPACT: The purchase price provided by EJ Equipment is Sourcewell pricing. Sourcewell pricing for each scooter is \$38,573. Sourcewell, formerly National Joint Powers Alliance, was created by State law as a service cooperative to provide programs and services to members in education and government. Sourcewell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services. Sourcewell is a public agency governed by an eight-member board. The City has previously utilized national bids to include Sourcewell, Omnia Partners, State bid, and the Suburban Purchasing Cooperative for equipment and services.

Has City staff obtained competitive pricing for proposed goods/services? **No**
Administrative Directive 3-5, Section 6.1D – Government Joint Purchase.

Below is an estimated summary of Project budget:

Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
FY25 Capital Fund 311-5003-475-75-02	\$120,000	115,000	Y
FY24 Capital Fund 311-5003-475-75-02	\$93,000	\$78,000	Y

The approved fiscal year 2024 capital equipment replacement list included the replacement of two Sanitation Section scooters. The fiscal year 2025 list includes an additional three scooters recommended for replacement. The GO-4 Scooters are currently available approximately five months after receipt of order.

COUNCIL ACTION: Approval of a Purchase of Five Replacement Sanitation Section Collection Scooters to EJ Equipment in the Amount of \$193,000

12. Approval of a Purchase of a Replacement Water & Sewer Section Televising Van to Standard Equipment in the Amount of \$250,000

STAFF CONTACT: *Dan Martin, Superintendent of Public Works (847-810-3561) & Jim Lockefer, Assistant Director of Public Works (847-810-3542)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff request City Council approve of a purchase to replace the Water & Sewer Section televising van to Standard Equipment, in the amount of \$250,000.

BACKGROUND/DISCUSSION: The Water & Sewer Section's fleet includes one televising van. This televising van is used to identify storm and sanitary sewers that have deteriorated or have obstructions. Televising utilities is a key step in planning repairs to important underground utilities. Additionally, the televising van plays an important role in assisting the Engineering Section in determining which sewers are strong candidates for the annual sewer lining programs.

The requested televising van to be replaced was purchased in 1997 and has accrued over 8,500 hours of service. The current van has exceeded its estimated useful life (EUL) and is currently experiencing numerous issues such as brake, fuel, electrical system failures, starting/running issues as well as corrosion issues with the frame and body. The existing televising equipment is also twenty-six years old and has exceeded its EUL. The camera hardware is obsolete, requiring repairs to be completed with used parts found online or parts that are fabricated. The operating system and software are antiquated and are no longer supported.

Over the past year, both Water & Sewer and Fleet Maintenance staff researched various replacements units. This process included multiple replacement options being brought directly to the City's Municipal Services Building so that staff could demo and experience new televising systems in person. The recommended replacement vehicle and televising system proposed to be purchased from Standard Equipment was unanimously supported by both Water & Sewer and Fleet Maintenance staff.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	11/20/23	Reviewed & Approved FY25 Capital Equipment List
Finance Committee	11/13/23	FY25 Capital Equipment Replacement List Included in Meeting Packet

BUDGET/FISCAL IMPACT: The purchase price provided by Standard Equipment is Sourcwell pricing. Sourcwell, formerly National Joint Powers Alliance, was created by State law as a service cooperative to provide programs and services to members in education and government. Sourcwell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services. Sourcwell is a public agency governed by an eight-member board. The City has previously utilized national bids to include Sourcwell, Omnia Partners, State bid, and the Suburban Purchasing Cooperative for equipment and services.

Has City staff obtained competitive pricing for proposed goods/services? **No**
Administrative Directive 3-5, Section 6.1D – Government Joint Purchase.

Below is an estimated summary of Project budget:

Funding Source	Amount Budgeted	Amount Requested	Budgeted? Y/N
FY25 Capital Water Fund 508-6003-475-75-02	\$190,000	\$195,000	Y
FY24 Capital Water Fund 508-6003-475-75-02	\$55,000	\$55,000	Y

The van and televising equipment are anticipated to be available approximately one year after receipt of order. If necessary, a supplemental appropriation ordinance will be submitted for City Council approval at the end of the fiscal year.

COUNCIL ACTION: Approval of a Purchase of a Replacement Water & Sewer Section Utility Televising Van to Standard Equipment in the Amount of \$250,000

13. Approval of an Advance of FY25 Capital Improvement Funding and Approval of Engineering Services for the Central Business District Infrastructure Evaluation to Kimley-Horn and Authorize the City Manager to Execute an Agreement in the Amount of \$293,790 Plus the Remaining \$6,210 for Contingency; Total Cost Not to Exceed \$300,000

STAFF CONTACT: *Michael Thomas., Director of Public Works (847-810-3540)*

PURPOSE AND ACTION REQUESTED: The Public Works Committee and City staff are requesting approval of an agreement with Kimley Horn to provide professional engineering services for the Central Business District (CBD hereafter) Infrastructure Evaluation in an amount of \$293,790, plus the remaining \$6,210 for contingency, totaling a not-to-exceed amount of \$300,000. Additionally, staff is requesting authorization for the City Manager to execute the agreement.

BACKGROUND/DISCUSSION: On August 7, 2023, City Council approved an updated chapter to the City's Comprehensive Land Use Plan relating to the Central Business District along with short-term implementation priorities. City Council identified maintaining and upgrading infrastructure in the CBD as a priority, recognizing that the City must continue to make public investments in its streets, sidewalks, storm sewers, parking, lighting, landscaping, and accessibility improvements. Such work will continue to support, retain, and draw businesses in for the overall vitality of the CBD.

The purpose of this project is for a professional engineering firm to provide an evaluation of the City's CBD infrastructure. This will identify infrastructure needs in conjunction with efforts performed by the Central Business District Ad Hoc Working Group and Plan Commission over the last few years. Concurrent with this evaluation will be a separate but coordinated planning effort led by Community Development. The CBD evaluation, in conjunction with Community Development's planning project, will help identify infrastructure scope for future enhancements and projects over the next few years.

Professional engineering services for this project will include a review and compilation of existing reports, private utility coordination, stormwater and watermain modeling, stormwater and sanitary sewer televising, stormwater and sanitary manhole inspections, streetlight assessment, pedestrian accessibility review, pavement condition review, and both streetlight and traffic signal assessments. The final report will recommend both short and long term infrastructure issues for the City to consider along with recommended projects to coincide with any significant private building projects. Additionally, the selected firm will be expected to collaborate with City staff as data is being collected over the winter months. Findings, if desired, can be presented to City Boards and Commissions, the Public Works Committee, and City Council.

PROJECT REVIEW/RECOMMENDATIONS:

Reviewed	Date	Comments
Public Works Committee	11/20/23	Reviewed & Recommended City Council Approval
Finance Committee	11/13/23	Reviewed project scope

BUDGET/FISCAL IMPACT: On November 13, the City Council Finance Committee reviewed a proposed Five-Year Capital Improvement Program that identified this project for FY2025. Proceeding with this now will allow for a preliminary report by ~ April 15, 2024, and a final report by ~ May 13, 2024.

The Engineering Section solicited Request for Proposals (RFP hereafter) from professional engineering firms to perform civil engineering services. Ten firms acquired the RFP package and two submitted proposals. The proposals were reviewed by a committee of staff members.

The proposal from Kimley Horn best fit the needs of the City for providing these engineering services. Kimley Horn has extensive experience providing infrastructure evaluations and master plans for municipalities throughout the nation.

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

The following is a summary of the two proposals received:

Company Name	Proposal Amount
Kimley-Horn	\$335,788
Baxter & Woodman	\$537,900

Staff interviewed Kimley Horn and negotiated scope and costs down to \$293,790. Staff is requested the remaining budget of \$6,210 be available for contingency as needed.

Below is an estimated summary of preliminary FY25 project budget as presented at the November 13 Finance Committee budget workshop:

FY 2025 Funding Source	Amount Budgeted	Amount Requested	Budgeted Y/N
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Capital Improvements Fund	\$300,000	\$300,000	Y
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Staff is requesting that funds be advanced so that work can be expedited.

COUNCIL ACTION: Approval of an Advance of FY25 Capital Improvement Funding and Approval of Engineering Services for the Central Business District Infrastructure Evaluation to Kimley-Horn and Authorize the City Manager to Execute an Agreement in the Amount of \$293,790 Plus the Remaining \$6,210 for Contingency; Total Cost Not to Exceed \$300,000

14. Consideration of an Ordinance Approving a Recommendation from the Building Review Board. (First Reading, and if Desired by the City Council, Final Approval)

STAFF CONTACT: Catherine Czerniak,
Director of Community Development (847-810-3504)

PURPOSE AND ACTION REQUESTED: The following recommendation from the Building Review Board is presented to the City Council for consideration as part of the Omnibus Agenda along with the associated Ordinance.

BACKGROUND: 890 Oak Knoll Drive – The Building Review Board considered a request for a recommendation in support of demolition of the existing single family residence. Preliminary concepts for a replacement residence were presented and will return to the Board for action once they are developed further. The demolition of the residence was advanced due to the deteriorated condition of the house. No public testimony was presented to the Board on this petition. (Board vote: 6-0, approved)

An Ordinance approving the petition as recommended by the Building Review Board with key exhibits attached is included in the Council packet beginning on **page 114**. The Ordinance, complete with all exhibits, is available for review in the Community Development Department.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of the Ordinance approving the petition in accordance with the Building Review Board's recommendation.

COUNCIL ACTION: Approve the fourteen (14) omnibus items as presented

6. OLD BUSINESS

7. NEW BUSINESS

8. ADDITIONAL ITEMS FOR DISCUSSION/ COMMENTS BY COUNCIL MEMBERS
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1. EXECUTIVE SESSION

Adjournment into Executive Session

Reconvene into Regular Session

9. ADJOURNMENT

A copy of the Decision Making Parameters is included beginning on **page 24** of this packet.

Office of the City Manager

November 29, 2023

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.

**ESTIMATING EQUALIZED ASSESSED VALUATION, TAX LEVY LIMITATIONS
AND NEW GROWTH PROJECTIONS FOR 2023 LEVY**

PROJECTED EQUALIZED ASSESSED VALUATION

Based on information from the County Clerk's Office
the projected Equalized Assessed Valuation (EAV) of property
in The City of Lake Forest for the tax year 2023 is as follows:

2022 EAV for The City of Lake Forest	2,426,166,029
Estimated average change to existing property	<u>5.59%</u>
2023 EAV for existing property	<u>2,561,808,133</u>
Total Estimated New Construction Growth for 2023	\$ 11,337,618
Total Projected EAV for 2023 Tax Levy	<u>\$ 2,573,145,751</u>

**COMPUTATION OF MAXIMUM TAX EXTENSION FOR UNDER THE PROPERTY TAX
EXTENSION LIMITATION ACT**

A.	Tax Levy Extensions for the 2022 Tax Year (Excluding Debt Service, Special Rec and partial Fire Pension Tax Levy Extension)	\$	35,126,590				
B.	Total Projected EAV for 2023 Tax Levy	\$	2,573,145,751				
C.	Total Estimated New Construction Growth for 2023	\$	11,337,618				
D.	CPI Increase for 2023 Levy					5.00%	
Step 1	Numerator of Limiting Rate:	\$	35,126,590	X	105.000%	=	<u>\$ 36,882,920</u>
Step 2	Denominator of Limiting Rate:	\$	2,573,145,751	-	11,337,618	=	<u>\$ 2,561,808,133</u>
Step 3	Limiting Rate (Per \$100 EAV):	\$	36,882,920	/	2,561,808,133	=	<u>\$ 0.01440</u>
Step 4	Maximum Tax Extension for 2023 Tax Year (Excluding Debt Service Tax Levy Extension):	\$	2,573,145,751	X	\$ 0.01440	=	<u>\$ 37,046,150</u>
Step 5	Added Tax Levy Extension Based on New Growth (Step 4 minus Step 1)					=	<u>\$ 163,230</u>
	Aggregate Levy - Truth in Taxation Estimate:						105.46%
					Tax Cap		5.00%
					New Construction		<u>0.46%</u>
							<u>5.46%</u>

The City of Lake Forest Tax Levy 2023

Attachment 2

FUND	2023 LEVY	2022 Extension	\$ CHANGE	% CHANGE	
General	\$15,763,166	15,304,045	459,121	3.00%	
Pension Funds					
IMRF/SS - Funded Ratio 91.59%	1,380,300	1,340,097	40,203	3.00%	
Police Pension - Funded Ratio 54.91%	3,284,422	3,284,422	0	0.00%	Pens Subcommittee
Fire Pension - Funded Ratio 67.12%	2,046,940	2,077,987	(31,047)	-1.49%	Pens Subcommittee
Sub-Total Pension Funds	6,711,662	6,702,506	9,156	0.14%	
Other Funds					
Recreation and Parks	5,873,784	5,594,080	279,704	5.00%	
Recreation and Parks-IMRF/SS	653,295	622,186	31,109	5.00%	
Special Recreation			0		
Capital Improvements (Cap Applies)	1,542,169	1,891,019	(348,850)	-18.45%	5-year (+\$350k 22)
Recreation and Parks/Specific Purpose	125,000	125,000	0	0.00%	
Library	4,482,408	4,268,960	213,448	5.00%	
Library-sites	479,639	456,799	22,840	5.00%	
Sub-Total Other Funds	13,156,295	12,958,044	198,251	1.53%	
TOTAL LEVY UNDER TAX CAP	35,631,123	34,964,595	666,528	1.91%	
Bond Funds (Cap Applies)					
2010/2013/2021 GO Bonds MS/CIP	729,100	730,900	(1,800)	-0.25%	
2019 Refunding	827,463	832,712	(5,250)	-0.63%	
2023 Issue - Deerpath Park	942,256	0	942,256		Abate \$329,494
Extension Adjustment	0	18,258	(18,258)		
2015 GO Bonds - CIP	263,738	262,113	1,625	0.62%	
Sub-Total Bond Funds	2,762,556	1,843,983	918,573	49.81%	Truth in Taxation
TOTAL TAX LEVY BEFORE NEW GROWTH and ALLOWANCES	38,393,679	36,808,578	1,585,101	4.31%	
Fire Pension PA 93-0689	356,299	325,252	31,047	9.55%	
Special Recreation	553,413	527,060	26,353	5.00%	
PTAB/CE Recapture		161,995	(161,995)	N/A	New Legislation
Plus New Growth	163,230		163,230	N/A	Preliminary Estimate
GRAND TOTAL TAX LEVY	39,466,621	37,822,885	1,643,736	4.35%	
Ord 2013-70 Debt/Capital Cap	4,304,725	3,735,002	569,723	15.25%	Cap \$4,304,725
Aggregate Levy (Truth in Taxation)	36,704,065	35,816,907	887,158	2.48%	
DISTRIBUTION OF GROWTH					
General Fund Levy -	\$ 142,696				
Library Levy -	20,534				
TOTAL NEW GROWTH	\$ 163,230				

The City of Lake Forest

Tax Levy

2023

Attachment 3

FUND	2023 LEVY	2022 Extension	\$ CHANGE	% CHANGE	
General	\$15,905,862	15,304,045	601,817	3.93%	
<u>Pension Funds</u>					
IMRF/SS	1,380,300	1,340,097	40,203	3.00%	
Police Pension	3,284,422	3,284,422	0	0.00%	Pens Subcommittee
Fire Pension	2,403,239	2,403,239	0	0.00%	Pens Subcommittee
Sub-Total Pension Funds	7,067,961	7,027,758	40,203	0.57%	
<u>Agency Funds</u>					
Recreation and Parks	5,873,784	5,594,080	279,704	5.00%	
Recreation and Parks-IMRF/SS	653,295	622,186	31,109	5.00%	
Recreation and Parks-Specific Purpose	125,000	125,000	0	0.00%	
Special Recreation	553,413	527,060	26,353	5.00%	
Capital Improvements	1,542,169	1,891,019	(348,850)	-18.45%	5-year (+\$350k 22)
Library	4,502,942	4,268,960	233,982	5.48%	
Library-sites	479,639	456,799	22,840	5.00%	
Sub-Total Agency Funds	13,730,243	13,485,104	245,139	1.82%	
AGGREGATE LEVY	36,704,065	35,816,907	887,158	2.48%	
<u>Bond Funds</u>					
2010/2013/2021 GO Bonds MS/CIP	729,100	730,900	(1,800)	-0.25%	
2019 Refunding	827,463	832,712	(5,250)	-0.63%	
2023 Issue - Deerpath Park	942,256	0	942,256		
Extension Adjustment	0	18,258	(18,258)		
2015 GO Bonds - CIP	263,738	262,113	1,625		
Sub-Total Bond Funds	2,762,556	1,843,983	918,573	49.81%	
PTAB/CE Recapture	0	161,995	(161,995)	N/A	New Legislation
GRAND TOTAL TAX LEVY	39,466,621	37,822,885	1,643,736	4.35%	

The City of Lake Forest
Tax Levy
2023
Explanation of Homeowner Increase

Attachment 4

	2023 LEVY	2022 Extension	\$ CHANGE	% CHANGE
Levy before growth and exclusions	\$ 35,631,123	\$ 34,964,595	\$ 666,528	1.91%
Plus growth and exclusions	1,072,942	852,312	\$ 220,630	
TOTAL LEVY UNDER TAX CAP	\$ 36,704,065	\$ 35,816,907	\$ 887,158	2.48%
PTAB/CE Recapture	0	161,995	\$ (161,995)	
Bond Funds	2,762,556	1,843,983	\$ 918,573	49.81%
TOTAL TAX LEVY	\$ 39,466,621	\$ 37,822,885	\$ 1,643,736	4.35%
Increase excl new growth/exclusions	38,393,679	36,808,578		4.31%

	2023 Forecast	2022 Actual	
City Equalized Assessed Value (EAV) 1/3 market value	2,573,145,751	2,426,166,029	
City Levy	39,466,621	37,822,885	
Tax Rate	1.5338	1.5590	levy divided by EAV X 100
Average Home Market Value	\$ 844,726	\$ 800,000	
EAV	281,575	266,667	
EAV X Tax Rate/100	\$ 4,319	\$ 4,157	\$ 162 3.89%

This is the impact projected on an average existing home.

This represents 23% (City) and 3% (Library) of the entire tax bill.

(Impacts on individual properties may differ.)

TAX LEVY 2023-2024

AN ORDINANCE PROVIDING FOR THE LEVY OF TAXES FOR ALL CORPORATE PURPOSES AND FOR THE PUBLIC SCHOOLS OF THE CITY OF LAKE FOREST, COUNTY OF LAKE AND STATE OF ILLINOIS, FOR THE FISCAL YEAR COMMENCING MAY 1, 2023 AND ENDING APRIL 30, 2024.

WHEREAS, because of legal requirements relating to pension funding, the City is required to increase its annual levy to responsibly meet these obligations; and

WHEREAS, because of uncertainties relating to actual and potential Statewide legislation affecting revenue and tax issues for all municipalities, the City is unable to plan with any levy of predictability, which creates a bona fide emergency beyond the City's control for purposes of fiscal planning; and

WHEREAS, due to these legal requirements and bona fide emergency, the City is required to increase its annual tax levy at levels exceeding the levels set forth in the "tax cap" law,

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF LAKE FOREST, COUNTY OF LAKE AND STATE OF ILLINOIS:

SECTION 1: That the Annual Appropriation Bill, an ordinance making appropriation for the corporate purposes of The City of Lake Forest and the objects and purposes stated therein according to the departments, and other separate agencies, and for the Public Schools of The City of Lake Forest, County of Lake and State of Illinois, for the fiscal year commencing May 1, 2023 and ending April 30, 2024 was duly passed the 17th of July, 2023 and thereafter published in pamphlet form as provided by law, which ordinance by reference thereto is hereby made a part of hereof.

SECTION 2: That the sum of seventy-six million, seven hundred sixty-nine thousand, seven hundred forty-seven dollars (\$76,769,747) having heretofore legally appropriated for all corporate purposes of The City of Lake Forest and for the Public Schools of The City of Lake Forest, County of Lake and State of Illinois, to be collected from the taxes levied for the fiscal year commencing May 1, 2023 and ending April 30, 2024 be and same hereby is levied against all property subject to taxation with The City of Lake Forest as the same is assessed and equalized for State and County purposes for the said fiscal year.

That the purposes for which the said amount of seventy-six million, seven hundred sixty-nine thousand, seven hundred forty-seven dollars (\$76,769,747) hereto appropriated and hereby levied, respectively are as follows, to wit:

<u>GENERAL FUND</u>	<u>Appropriation</u>	<u>Tax Levy 2023-2024</u>
<u>General Government</u>		
Salaries and Benefits	\$ 3,370,530	\$ 2,124,265
Supplies/Other Services and Charges	5,192,306	3,272,433
Capital Equipment	270,298	170,354
Contingency - to meet expenses of emergencies and optional expenses not otherwise provided for	4,219,008	-
TOTAL GENERAL GOVERNMENT	\$ 13,052,142	\$ 5,567,052

	<u>Appropriation</u>	<u>Tax Levy 2023-2024</u>
<u>Legal</u>		
Contractual Services	\$ 450,000	\$ 318,117
TOTAL LAW	\$ 450,000	\$ 318,117
<u>Community Development</u>		
Salaries and Benefits	\$ 1,878,070	\$ -
Supplies/Other Services and Charges	430,360	-
Capital Equipment	-	-
TOTAL COMMUNITY DEVELOPMENT	\$ 2,308,430	\$ -
<u>Public Works Administration</u>		
Salaries and Benefits	\$ 499,133	\$ 384,891
Supplies/Other Services and Charges	119,677	\$ 92,285
TOTAL PUBLIC WORKS ADMINISTRATION	\$ 618,810	\$ 477,176
<u>Public Buildings</u>		
Building Maintenance Administration		
Salaries and Benefits	\$ 831,275	\$ 369,343
Supplies/Other Services and Charges	767,683	341,088
Capital Improvements	191,000	84,863
TOTAL PUBLIC BUILDINGS	\$ 1,789,958	\$ 795,293
<u>Streets</u>		
Salaries and Benefits	\$ 1,149,024	\$ -
Supplies/ Other Service and Charges	363,325	-
Capital Improvements	499,478	-
TOTAL STREETS	\$ 2,011,827	\$ -
<u>Sanitation</u>		
Salaries and Benefits	\$ 1,844,505	\$ 944,715
Supplies/ Other Service and Charges	1,261,030	645,872
TOTAL SANITATION	\$ 3,105,535	\$ 1,590,586
<u>Storm Sewers</u>		
Salaries and Benefits	\$ 137,394	\$ 100,559
Supplies/ Other Service and Charges	29,929	21,905
Capital Improvements	50,000	36,595
TOTAL STORM SEWERS	\$ 217,323	\$ 159,059
<u>Engineering</u>		
Salaries and Benefits	\$ 602,889	\$ 224,747
Supplies/ Other Service and Charges	250,468	93,370
TOTAL ENGINEERING	\$ 853,357	\$ 318,117

	<u>Appropriation</u>	<u>Tax Levy 2023-2024</u>
<u>Fire</u>		
Fire Administration		
Salaries and Benefits	\$ 5,262,763	\$ 2,536,172
Supplies/ Other Service and Charges	394,625	190,173
Capital Improvements	100,000	48,191
Sub-Total	<u>\$ 5,757,388</u>	<u>\$ 2,774,537</u>
Emergency Medical Services		
Supplies/ Other Service and Charges	\$ 28,800	\$ 13,879
Sub-Total	<u>\$ 28,800</u>	<u>\$ 13,879</u>
Fire Suppression		
Supplies/ Other Service and Charges	\$ 154,883	\$ 74,640
Sub-Total	<u>\$ 154,883</u>	<u>\$ 74,640</u>
TOTAL FIRE	<u>\$ 5,941,071</u>	<u>\$ 2,863,055</u>
<u>Police</u>		
Salaries and Benefits	\$ 6,889,001	\$ 3,167,228
Supplies/ Other Service and Charges	1,364,197	627,191
Capital Improvements	50,000	22,988
TOTAL POLICE	<u>\$ 8,303,198</u>	<u>\$ 3,817,407</u>
TOTAL AMOUNT APPROPRIATED FROM GENERAL FUND	<u>\$ 38,651,651</u>	<u>\$ 15,905,862</u>
Less: Total amount appropriated from other sources other than Tax Levy	22,745,789	
Sub-Total		15,905,862
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR GENERAL FUND		<u>\$ 15,905,862</u>

ILLINOIS MUNICIPAL RETIREMENT AND SOCIAL SECURITY

For ILLINOIS MUNICIPAL RETIREMENT and SOCIAL SECURITY
(Excludes Water and Sewer Department, Fleet, Deerpath Golf Course,
Cemetery Commission and School District 67)

General Fund - IMRF	\$ 708,439	\$ 690,150
General Fund - Social Security	823,357	690,150
Parks and Recreation Fund - IMRF	330,342	326,648
Parks and Recreation Fund - Social Security	326,647	326,647

	<u>Appropriation</u>	<u>Tax Levy 2023-2024</u>
TOTAL AMOUNT APPROPRIATED FROM ILLINOIS MUNICIPAL RETIREMENT AND SOCIAL SECURITY	\$ 2,188,785	\$ 2,033,595
Less: Total amount appropriated from other sources other than Tax Levy	155,190	
Sub-Total		2,033,595
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR ILLINOIS MUNICIPAL RETIREMENT AND SOCIAL SECURITY		\$ 2,033,595
<u>FIREFIGHTERS'S PENSION FUND</u>		
Other Services and Charges	\$ 3,138,065	\$ 2,046,940
Contingency to meet expenses for emergencies and expenses not otherwise provided for	349,436	-
TOTAL AMOUNT APPROPRIATED FOR PAYMENT TO THE FIREFIGHTERS'S PENSION FUND	\$ 3,487,501	\$ 2,046,940
Less: Total amount appropriated from other sources other than Tax Levy	1,440,561	
Sub-Total		2,046,940
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR THE FIREFIGHTERS'S PENSION FUND		\$ 2,046,940
Other Services and Charges	\$ 356,299	\$ 356,299
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR THE FIREFIGHTERS'S PENSION FUND LAW PA 93-0869	\$ 356,299	\$ 356,299
<u>POLICE PENSION FUND</u>		
Other Services and Charges	\$ 3,909,360	\$ 3,284,422
Contingency to meet expenses for emergencies and expenses not otherwise provided for	390,936	-
TOTAL AMOUNT APPROPRIATED FOR PAYMENT TO THE POLICE PENSION FUND	\$ 4,300,296	\$ 3,284,422
Less: Total amount appropriated from other sources other than Tax Levy	1,015,874	
Sub-Total		3,284,422
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR THE POLICE PENSION FUND		\$ 3,284,422

PARKS AND RECREATION FUND

	<u>Appropriation</u>	<u>Tax Levy</u> <u>2023-2024</u>
<u>Parks and Forestry</u>		
Administration		
Salaries and Benefits	\$ 2,502,483	\$ 2,338,078
Supplies/ Other Service and Charges	442,310	413,252
Capital Equipment	314,178	293,538
Sub-Total	<u>\$ 3,258,971</u>	<u>\$ 3,044,867</u>
Grounds Maintenance		
Supplies/ Other Service and Charges	\$ 395,919	\$ 369,908
Sub-Total	<u>\$ 395,919</u>	<u>\$ 369,908</u>
<u>Athletic Field Plg/Tennis</u>		
Supplies/ Other Service and Charges	\$ 110,422	\$ 103,168
Sub-Total	<u>\$ 110,422</u>	<u>\$ 103,168</u>
Lake Front Facilities		
Supplies/ Other Service and Charges	\$ 36,500	\$ 34,102
Sub-Total	<u>\$ 36,500</u>	<u>\$ 34,102</u>
<u>Tree Trimming</u>		
Supplies/ Other Service and Charges	\$ 74,000	\$ 69,138
Sub-Total	<u>\$ 74,000</u>	<u>\$ 69,138</u>
<u>Tree Removal</u>		
Supplies/ Other Service and Charges	\$ 43,423	\$ 40,570
Sub-Total	<u>\$ 43,423</u>	<u>\$ 40,570</u>
<u>Insect & Disease</u>		
Supplies/ Other Service and Charges	\$ 23,500	\$ 21,956
Sub-Total	<u>\$ 23,500</u>	<u>\$ 21,956</u>
<u>Tree & Shrub Planting/Care</u>		
Supplies/ Other Service and Charges	\$ 12,500	\$ 11,679
Sub-Total	<u>\$ 12,500</u>	<u>\$ 11,679</u>
<u>Natural Areas Management</u>		
Supplies/ Other Service and Charges	\$ 55,585	\$ 51,933
Sub-Total	<u>\$ 55,585</u>	<u>\$ 51,933</u>
TOTAL PARKS AND FORESTRY SECTION	<u><u>\$ 4,010,820</u></u>	<u><u>\$ 3,747,322</u></u>

	<u>Appropriation</u>	<u>Tax Levy 2023-2024</u>
<u>Recreation</u>		
<u>Recreation Programs</u>		
Salaries and Benefits	\$ 3,174,045	\$ 1,114,986
Supplies/ Other Service and Charges	1,564,462	549,568
Capital Equipment	76,600	26,908
Sub-Total	<u>\$ 4,815,107</u>	<u>\$ 1,691,462</u>
Recreation and Parks Specific Purpose	\$ 125,000	\$ 125,000
Recreation Center Capital Equipment	50,000	50,000
Parks and Forestry Tree Replacement and Landscaping	100,000	100,000
Parks and Recreation Capital Asset Replacement Program (CARP)	235,000	285,000
Contingency to meet expenses of emergencies and expenses not otherwise provided for	999,292	-
TOTAL RECREATION SECTION	<u>\$ 6,324,399</u>	<u>\$ 2,251,462</u>
TOTAL AMOUNT APPROPRIATED FROM THE PARKS AND RECREATION FUND	10,335,219	
Less: Total amount appropriated from other sources other than Tax Levy	8,083,757	
Sub-Total		5,998,784
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR THE PARKS AND RECREATION FUND		<u>\$ 5,998,784</u>
Special Recreation		
Salaries and Benefits	\$ 76,176	\$ 65,961
Supplies/Other Services and Charges	291,356	252,284
Capital Improvements	271,589	235,168
Contingency to meet expenses of emergencies and operational expenses not otherwise provided for	63,912	-
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR SPECIAL RECREATION	<u>\$ 703,033</u>	<u>\$ 553,413</u>
<u>Capital Improvements Fund</u>		
Supplies/Other Services and Charges	\$ 3,607	\$ -
Capital Equipment	1,536,737	
Capital Improvements	30,321,549	1,542,169
Contingency to meet expenses of emergencies and capital improvements not otherwise provided for	3,186,189	
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR CAPITAL IMPROVEMENTS	<u>\$ 35,048,082.00</u>	<u>\$ 1,542,169</u>

	<u>Appropriation</u>	<u>Tax Levy 2023-2024</u>
<u>PUBLIC LIBRARY FUND</u>		
<u>Library Services</u>		
Salaries and Benefits	\$ 2,938,261	\$ 2,932,586
Supplies/Other Services and Charges	1,299,900	1,297,390
Contingency to meet expenses of emergencies and operational expenses not otherwise provided for	101,596	-
Total Lake Forest Public Library - General	<u>\$ 4,339,757</u>	<u>\$ 4,229,976</u>
Less: Total amount appropriated from other sources other than Tax Levy	109,781	
Sub-Total		4,229,976
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR THE LAKE FOREST PUBLIC LIBRARY - GENERAL		<u><u>\$ 4,229,976</u></u>
<u>Social Security and IMRF</u>		
Social Security	\$ 190,893	\$ 136,483
Illinois Municipal Retirement Fund (IMRF)	218,522	136,483
Total Lake Forest Public Library - Social Security and IMRF	<u>\$ 409,415</u>	<u>\$ 272,966</u>
Less: Total amount appropriated from other sources other than Tax Levy	136,449	
Sub-Total		272,966
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR THE LAKE FOREST PUBLIC LIBRARY - SOCIAL SECURITY AND IMRF		<u><u>\$ 272,966</u></u>
<u>Library Building</u>		
Salaries and Benefits	\$ 198,879	\$ 59,867
Supplies/Other Services and Charges	304,500	91,661
Sub-Total	<u>\$ 503,379</u>	<u>151,527</u>
Capital Equipment	\$ -	\$ -
Capital Improvements	1,090,000	328,112
Sub-Total	<u>\$ 1,090,000</u>	<u>\$ 328,112</u>
Total Lake Forest Public Library Building Maintenance and Repair (Sites and Building)	<u>\$ 1,593,379</u>	<u>\$ 479,639</u>
Less: Total amount appropriated from other sources other than Tax Levy	1,113,740	
Sub-Total		479,639
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR		

	<u>Appropriation</u>	<u>Tax Levy 2023-2024</u>
THE LAKE FOREST PUBLIC LIBRARY - BUILDING MAINTENANCE AND REPAIR		\$ 479,639
<u>Public Schools THE CITY OF LAKE FOREST</u> <u>School District No. 67**</u>		
From the Educational Fund	\$ 37,176,317	\$ 36,671,480
From the Operations, Building and Maintenance Fund	\$ 7,321,972	2,349,746
From the Capital Projects Fund	\$ 4,847,223	-
From the Illinois Municipal Retirement Fund	\$ 421,170	305,420
From the Social Security Fund	\$ 482,658	482,658
From the Transportation Fund	\$ 1,256,776	256,378
TOTAL AMOUNT APPROPRIATED FOR PUBLIC SCHOOLS OF THE CITY OF LAKE FOREST (School District No. 67)	\$ 51,506,116	\$ 40,065,682
TOTAL AMOUNT TO BE RAISED BY TAX LEVY FOR PUBLIC SCHOOLS OF THE CITY OF LAKE FOREST (School District 67)		\$ 40,065,682
<u>Summary of the Amounts Appropriated From the the Several Funds</u>		
General	\$ 38,651,651	\$ 15,905,862
Illinois Municipal Retirement Fund (IMRF)	1,038,781	1,016,798
Social Security	1,150,004	1,016,797
Firefighter's Pension	3,487,501	2,046,940
Firefighter's Pension law PA 93-0869	356,299	356,299
Police Pension	4,300,296	3,284,422
Sub-Total	\$ 48,984,532	\$ 23,627,118
 Parks and Recreation	 \$ 10,335,219	 \$ 5,998,784
Special Recreation	703,033	553,413
Capital Improvements	35,048,082	1,542,169
Public Library	4,339,757	4,229,976
Public Library - Social Security	190,893	136,483
Public Library - IMRF	218,522	136,483
Public Library - Sites and Building	1,593,379	479,639
Sub-Total	\$ 52,428,885	\$ 13,076,947
<u>The City of Lake Forest School District No. 67 ***</u>		
Educational	\$ 37,176,317	\$ 36,671,480
Operations, Building and Maintenance	\$ 7,321,972	\$ 2,349,746
Capital Projects Fund	\$ 4,847,223	\$ -
Illinois Municipal Retirement Fund	\$ 421,170	\$ 305,420
Social Security	\$ 482,658	\$ 482,658
Transportation	\$ 1,256,776	\$ 256,378

	<u>Appropriation</u>	<u>Tax Levy 2023-2024</u>
Sub-Total	\$ 51,506,116	\$ 40,065,682
GRAND TOTAL	\$ 152,919,533	\$ 76,769,747

*** The City of Lake Forest School District No. 67 will be holding a special meeting and these tax levy numbers could change.

Section 3: Severability. If any provision of this Ordinance is declared unconstitutional, invalid, or otherwise unenforceable by a court of competent jurisdiction, then that provision shall be deemed severed from this Ordinance and the remainder of this Ordinance shall remain in full force and effect.

Section 4: The City Clerk of The City of Lake Forest is hereby directed to file a certified copy of this ordinance with the County Clerk of Lake County in the State of Illinois as required by law.

Section 5: This ordinance shall be in force and effect ten (10) days after its passage, approval and publication.

PASSED THIS ____ day of _____, 2023

City Clerk

APPROVED THIS ____ day of _____, 2023

Mayor

ATTEST:

City Clerk

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

Gorton Community Center 2024 Budget

							\$ Variance		% Variance
	2021	2022	2023	2023 Budget	2024	2024	2023 Bgt vs	2023 Bgt vs	
	Actual	Budget	Budget	Projected	Budgeted		2022 Refrcst	2022 Refrcst	
Operations Income/(Expense):									
Room Rentals & Leases	354,688	442,514	471,491	484,472	491,778		7,306		1.51%
Operations Expense *	(633,213)	835,068	(886,229)	(1,003,966)	(1,180,022)		(176,056)		-17.54%
Operations, net	(278,525)	(103,949)	(414,738)	(519,494)	(688,244)		(168,750)		-32.48%
Programs & Events Income/(Expense):									
Income	351,296	304,331	516,128	477,206	663,249		186,043		38.99%
(Expense)	(185,832)	(159,665)	(326,605)	(295,100)	(359,626)		(64,526)		-21.87%
Programs & Events, net	165,464	144,666	189,523	182,106	303,623		121,517		66.73%
Drop In Center Income/(Expense):									
Income	415,563	215,892	369,995	439,000	455,000		16,000		3.64%
(Expense)	(283,941)	272,518	347,379	(338,990)	(441,136)		(102,146)		30.13%
Drop-In Center, net	131,622	(56,626)	22,616	100,010	13,864		(86,146)		86.14%
Unrestricted Activity - Fundraising:									
Income	432,926	396,380	352,750	348,939	519,900		170,961		94.48%
(Expense)	(78,671)	(82,783)	(85,125)	(80,000)	(137,351)		57,351		34.61%
Unrestricted Activity,net	354,256	313,597	267,625	268,939	382,549		113,610		17.65%
Income (Loss) from Operations	372,817.42	297,688	65,026	31,561	11,792		(19,769)		-6.64%
* Operations Expense above includes credits for the endowment distribution and Covid relief grants. Below is a reconciliation of these amounts.									
Operations Expense Detail:									
Operations Expense, adj. for grant relief	(922,530)	(1,016,659)	- (1,041,375)	(1,128,966)	- (1,344,434)	-	(215,468)	-	(0)
Grant Relief:									
Endowment Distribution	150,345		155,146	125,000	164,412		39,412		0.00%
Covid Relief Grants	138,972	106,942	-	-	-		-		0.00%
Operations, net	(633,213)	(909,717)	# (886,229)	(1,003,966)	(1,180,022)		(176,056)		17.54%

**Gorton Community Center
2024 Budget**

2023				2021	2022	2023	2023 Budget	2024	\$ Variance	% Variance	
				Actual	Actual	Budget	Projection	Budget	2023 Bgt vs 2022 Refrcst	2023 Bgt vs 2022 Refrcst	Notes
Room Rentals & Leases											
			4001 - Annual Leases	145,896	157,526.00	152,842	152,842	152,100	(742)	-0.49%	See Annual Leases subschedule; difference from 2023 is Suite 215
			4002 - Daily and Contract Rent, Net	73,127	121,040.17	154,709	125,000	129,000	4,000	3.20%	3% increase in fees, no additional increase to account for room use by Gorton Drama Studio
			4003 - Drop In Center Rent	54,604	56,292.04	57,940	57,940	59,678	1,738	3.00%	3% increase over 2023
			4004 - Theatre Rent	56,967	76,165.80	77,000	107,190	108,000	810	0.76%	3% increase in fees, total reduced to account for theater use by Gorton Drama Studio
			4004 - Technical Fees	24,094	31,490.00	29,000	41,500	43,000	1,500	3.61%	increased technical fee rate
				354,688	442,514.01	471,491	484,472	491,778	7,306	1.51%	
Operation Expense											
			5001 - Payroll								
			5001.01 - Administration	427,905	472,871.88	528,761	528,761	684,245	155,484	29.41%	includes GDS artistic director, movement of social media to payroll and 3% increase
			5001.02 - Porter	62,761	76,949.71	57,063	57,063	58,777	1,714	3.00%	3% increase to porter payroll;
			5001.03 - Taxes	33,057	36,805.28	42,556	42,556	56,841	14,285	33.57%	7.65% of payroll
			5001.04 - Payroll Fees	3,651	4,116.30	7,500	7,500	7,500	-	0.00%	0% increase over 2022
			Total 5001 - Payroll	527,374	590,743.17	635,880	635,880	807,362	171,482	26.97%	
			5002 - Porter/Cleaning Services	84,380	85,881.56	98,688	101,000	105,000	4,000	3.96%	
			5003 - Copier	5,682	5,560.47	5,900	5,900	5,900	-	0.00%	\$470/mo includes lease and avg copy charge
			5004 - Postage	756	932.01	1,241	1,241	1,250	9	0.73%	
			5006 - Marketing	72,070	81,219.51	72,300	80,000	119,000	39,000	48.75%	includes increased direct mail; printing; subscriptions, fold in of strategic plan initiatives
			5007 - Printing	-	-	600	600	600	-	0.00%	stationary, misc
			5008 - Insurance								
			5008.02 - Liability Insurance	20,631	38,982.19	24,000	24,000	18,480	(5,520)	-23.00%	assuming 10% increase over last year, moved 30% to daycare expense
			5008.03 - Workers Compensation Insurance	4,429	5,935.00	5,600	5,600	4,312	(1,288)	-23.00%	assuming 10% increase over last year, moved 30% to daycare expense
			5008.05 - Liquor Liability Insurance	80	475.00	500	500	550	50	10.00%	assuming 10% increase over last year
			5008.04 - Directors & Officers Insurance	21,221	17,372.79	3,400	3,400	3,740	340	10.00%	assuming 10% increase over last year
			5008.10 - Reimbursed Health Insurance	-	-	21,000	70,000	78,600	8,600	12.29%	50% Subsidy for Participants - we have more employees taking the insurance
			Total 5008 - Insurance	46,360	62,764.98	54,500	103,500	105,682	2,182	2.11%	
			5009 - Website Maintenance	671	671	4,200	3,200	3,800	600	18.75%	Hearst \$150/month plus misc upgrades
			5010 - Accounting	11,500	12,100.00	13,750	13,800	14,500	700	5.07%	5% increase assumed
			5010.01 Professional Services			10,000			-		
			5011 - Office Supplies	6,423	5,617.19	8,000	8,000	8,000	-	0.00%	
			5012 - Utilities								
			5005 - Internet	4,947	4,659.16	4,800	4,800	5,000	200	4.17%	Comcast \$250/mo; Fusion Cloud \$150/mo
			5012.01 - Gas	14,345	16,143.67	16,628	15,000	15,450	450	3.00%	3% increase
			5012.02 - Electric	40,816	31,474.09	32,418	42,041	43,300	1,259	2.99%	3% increase
			5012.03 - Water/Sewer	2,147	2,640.30	2,600	2,600	2,700	100	3.85%	\$650/quarter
			5012.04 - Telephone	10,791	3,063.49	3,155	11,114	8,000	(3,114)	-28.02%	\$609/month
			Total 5012 - Utilities	73,046	57,980.71	59,602	75,555	74,450	(1,105)	-1.46%	
			5014 - Building Maintenance								
			5014.02 - Pest Control	675	405.00	540	540	540	-	0.00%	Quarterly service
			5014.03 - Cleaning Supplies	6,107	7,953.27	7,000	7,000	8,000	1,000	14.29%	
			5014.10 - Theatre Maintenance	3,012	8,379.92	8,500	12,000	12,000	-	0.00%	annual inspections and supplies
			5014.08 - Miscellaneous	33,714	32,763.36	26,000	26,000	26,000	-	0.00%	elevator, HVAC and other building maintenance
			Total 5014 - Building Maintenance	43,508	19,130.47	42,040	45,540	46,540	1,000	2.20%	
			5015 - Bank/Credit Chg and Late Fees	15,558	15,558	18,000	27,000	27,000	-	0.00%	continue passing some fees on to consumers
			5017 - Miscellaneous								
			5017.01 - Dues and Subscriptions	2,217	2,317.97	1,500	1,500	1,500	-	0.00%	Annual Report Fee, Filing Fee
			5017.02 - Vending Machine	(33)	(263.92)	100	100	100	-	0.00%	Net from Vending Machine
			5017.03 - License Fees	1,459	15.00	25	1,000	1,000	-	0.00%	
			5017.06 - Exec Director's Discretionary Fund	14,684	9,892.82	6,000	6,000	5,000	(1,000)	-16.67%	Exec Director Discretionary Fund, non-budgeted items, Chairman's discretionary
			5017.05 - Meeting Expense	2,680	4,111.62	4,500	4,500	4,500	-	0.00%	Board Meetings, Staff & Misc Meetings
			5017.09 - Educator/Conferences	113	297.00	4,000	4,000	4,000	-	0.00%	
			5017.08 - Staff Development	925	2,128.13	2,000	2,000	2,500	500	25.00%	Staff training, staff appreciation
			Total 5017 - Miscellaneous	22,046	18,499	18,125	19,100	18,600	(500)	-2.62%	
			5019 - Computer Equip/Maint/Software	18,752	18,752	12,000	12,000	12,000	-	0.00%	Replace computer equipment and ongoing maintenance;
			5021 - Strategic Planning Contingency	-	-	-			-	0.00%	
			5020 - Non-Capital Items	-	-	2,000	2,000	1,000	(1,000)	-50.00%	cars other miscellaneous
Other Income											
			4301 - Administrative Fees	5,100	5,100.00	5,100	5,100	6,000	900	17.65%	DIC Agreement, \$500/month for copies, accountant, or card fees
			4302 - Interest	487	591.93	350	250	250	-	0.00%	Money Market Acct
			4304 - Miscellaneous	10	-	-			-	0.00%	
			4306 - Distributions - Endowment Fund	150,345	-	155,146	125,000	164,412	39,412	0.00%	indicating a partial draw in 2023 to support 2024 strategic and 50th anniv expenses
			4307 - Covid-19 Relief	138,972	106,972.21	-			-	0.00%	
			Total Operations Expense	633,213	867,405	886,229	1,003,966	1,180,022	176,056	17.54%	
				(278,525)	(424,891)	(414,738)	(519,494)	(688,244)	(168,750)	32.48%	
Programs & Events - Income											
			Programs								
			4101 - Fencing	12,675	11,895.40	7,749	8,000	11,200	3,200	40.00%	
			4103 - Yoga	2,648	10,067.30	9,600	9,600	9,900	300	3.13%	
			4106 - Sewing	12,314	12,432.50	14,240	19,000	18,200	(800)	-4.21%	
			4107 - Bridge & Other Games	520	15,217.90	14,400	12,000	14,200	2,200	18.33%	
			4109 - Cooking Classes	12,475	10,027.70	4,800	2,000	1,800	(200)	-10.00%	
			4111 - Other	52,826	51,980.90	50,400	70,000	74,000	4,000	5.71%	
			4112 - Manners	3,630	7,935.55	6,560	5,000	9,000	4,000	0.00%	

**Gorton Community Center
2024 Budget**

		2021	2022	2023	2023 Budget	2024	\$ Variance	% Variance	
		Actual	Actual	Budget	Projection	Budget	2023 Bgt vs 2022 Refrcst	2023 Bgt vs 2022 Refrcst	Notes
	4125 - Music Lessons	285		18,000	-	20,000	20,000	0.00%	
	4100 - Meditation	-	1,861.00	1,440	3,000	3,300	300	0.00%	
	4100 - Palette & Pours	1,465	3,858.75	2,500	2,000	4,000	2,000	100.00%	
	4124 - DPAL Art Classes	18,981	21,027.45	22,448	20,000	26,700	6,700	33.50%	
	4100 - Improv & Acting	14,944	44,758.25	48,190	70,000	95,000	25,000	35.71%	Gorton Drama Studio classes
	4122 - Robothink	11,525	17,104.95	17,440	17,000	21,400	4,400	25.88%	
		144,286	208,168	217,767	237,600	308,700	71,100	29.92%	
	Events								
	4117 - Safety Town	14,433	17,890.75	17,500	16,000	17,500	1,500	9.38%	
	4118 - Dog Day	202	120.00	700	700	700		0.00%	
	4119 - Film Festival & Series	15,946	28,951.34	24,300	30,000	33,000	3,000	10.00%	
	4125 - Hughes Distribution	23,616	25,558.12	19,911	22,176	20,409	(1,767)	-7.97%	
	4120 - Family Concerts	6,376	1,680.02	13,500	6,000	7,625	1,625	27.08%	
	4121 - Kids Only Holiday Shoppe	1,673	2,988.75	3,000	3,000	3,000	-	0.00%	
	4201 - Grotto	-	11,303.50	10,500	10,500	10,500	-	0.00%	
	4213 - Rendezvous Arts	1,772	6,192.55	5,250	9,000	8,400	(600)	-6.67%	
	4211 - Storytelling	3,839	4,287.18	4,000	4,000	4,500	500	12.50%	
	4212 - Gorton Center Live	50,564	30,783.84	53,200	35,000	57,245	22,245	63.56%	
	4204 - Other	31,762	38,295.22				-	0.00%	
	Community Events			13,000	18,000	3,000		-83.33%	
	Performing Arts			23,000	32,000	65,960		106.13%	
	4225 - Event Sponsorships	34,500	47,850.00	35,000	20,000	70,000	50,000	250.00%	
	4226 - Signature Events	18,872	20,845.80	63,500	27,230	44,960	17,730	65.11%	
	4202 - Jazz Tickets	3,455	6,647.52	12,000	6,000	7,750	1,750	29.17%	
		207,010	243,395	298,361	239,606	354,549	114,943	47.97%	
	Total Program & Event Revenue	351,296	451,562	516,128	477,206	663,249	186,043	38.99%	
					-				
	Programs & Events - Expense								
	Programs								
	5101 - Fencing	8,450	8,775.05	5,424	6,000	7,824	1,824	30.40%	
	5103 - Yoga	1,570	5,786.60	5,760	4,900	6,108	1,208	24.65%	
	5106 - Sewing	9,042	9,187.00	11,160	15,000	14,285	(715)	-4.77%	
	5107 - Bridge	-	10,898.95	8,640	7,000	8,820	1,820	26.00%	
	5109 - Cooking Class	8,049	7,487.60	3,360	1,400	1,250	(150)	-10.71%	
	5111 - Other	27,929	27,433.67	35,280	40,000	51,800	11,800	29.50%	
	5112 - Manners	1,595	6,065.00	5,600	5,000	6,580	1,580	0.00%	
	5100 - Meditation	-	-	1,008	2,000	2,261	261	0.00%	
	5100 - Palette & Pours	952	2,362.50	1,750	3,000	2,800	(200)	-6.67%	
	5124 - DPAL Art Classes	11,664	16,793.56	15,714	10,000	18,687	8,687	86.87%	
	5100 - Improv & Acting	11,262	27,497.00	30,726	32,000	42,000	10,000	31.25%	gorton drama studio
	5122 - Robothink	6,172	10,824.35	12,208	9,500	14,952	5,452	57.39%	
	5125 - Music Lessons			12,600	9,000	14,028	5,028	55.87%	
		86,685	133,111	149,230	144,800	191,395	46,595	32.18%	
	Events								
	5117 - Safety Town	10,388	3,703.34	9,500	6,500	9,500	3,000	46.15%	
	5118 - Dog Day	94	517.71	300	300	300	-	0.00%	
	5119 - Film Festival & Series	13,638	29,829.98	19,300	26,000	26,000	-	0.00%	
	5120 - Family Concerts	6,350	4,850.00	12,000	11,000	7,500	(3,500)	-31.82%	
	5121 - Kids Only Holiday Shoppe	702	309.14	2,000	2,000	2,000	-	0.00%	
	5201 - Grotto	-	-	7,000	7,000	7,000	-	0.00%	
	5213 - Rendezvous Arts	1,547	3,042.06	3,675	6,500	6,700	200	3.08%	
	5211 - Storytelling	2,325	2,325	3,000	3,000	3,000	-	0.00%	
	5212 - Gorton Center Live	24,706	31,168.55	40,000	15,000	31,850	16,850	112.33%	
	5204 - Other	35,385	50,659.15				-	0.00%	
	Community Events			16,500	25,000	7,000	(18,000)	-72.00%	
	Performing Arts			15,100	40,000	35,950	(4,050)	-10.13%	
	5202 - Jazz	1,900	2,200.00	6,000	3,500	3,050	(450)	-12.86%	
	5226 - Signature Event	2,113	36,684.99	43,000	4,500	28,381	23,881	530.69%	
		99,148	165,290	177,375	150,300	168,231	17,931	11.93%	
	Total Program & Events Expense	185,832	298,401	326,605	295,100	359,626	64,526	21.87%	
	Programs & Events, net	165,464	153,161	189,523	182,106	303,623	121,517	66.73%	
	Drop-In Center - Income								
	4401.1 - Enrollment	9,967	12,530.00	8,000	9,000	9,000	-	0.00%	
	4402 - Hourly	245,678	272,350.28	312,970	330,000	340,000	10,000	3.03%	
	4403 - Lunch Bunch	9,925	8,492.00	11,000	11,000	11,000	-	0.00%	
	4404 - Camp Gorton/Mini Camps	45,372	62,145.21	38,025	89,000	95,000	6,000	6.74%	
	4405 - Other						-	0.00%	
	4405.04 - Other-Donations	-	-	-	-	-	-	0.00%	
	4405.1 - Book Fair	-	-	-	-	-	-	0.00%	
	Childcare Restoration Grant/Other	104,622	55,398.00	-	-	-	-	0.00%	
	Total 4405 - Other	104,622	55,398	-	-	-	-	-	
	Total Revenue, Drop-In Center	415,563	410,915	369,995	439,000	455,000	16,000	3.64%	
	Drop-In Center - Expense								
	5401 - Payroll								

**Gorton Community Center
2024 Budget**

			2023							\$ Variance	% Variance	
			2021	2022	2023	2023 Budget	2024			2023 Bgt vs	2023 Bgt vs	
			Actual	Actual	Budget	Projection	Budget			2022 Refrct	2022 Refrct	Notes
		5401.01 - Drop In Center	185,303	197,103.58	243,555	235,000	309,000	74,000	31.49%	Increases to match market rates; increased staff (because center was understaffed in spring 2023)		
		5401.02 - Remils, Employee Health Insurance					5,000			50% subsidy for employee participant		
		5401.04 - Taxes	14,176	15,078.44	18,632	16,470	23,639	7,169	43.52%	7.65% of payroll		
		5401.05 - Payroll Fees	1,725	1,510.40	1,705	1,430	2,781	1,351	94.48%	.09% of Payroll		
		Total 5401 - Payroll	201,203	16,588.84	263,892	252,900	340,420	87,520	34.61%			
		5402 - Administrative Services	7,083	7,037.62	5,100	5,100	6,000	900	17.65%	Payable to GCC for copies, cr card fees, admin		
		5403 - Rent	54,604	56,252.04	57,940	57,940	59,678	1,738	3.00%	3% increase		
		5404 - Telephone	723	720.00	1,000	1,000	720	(280)	-28.00%	\$60/month Ring Expense		
		5405 - Staff Development/Education	315	301.23	700	700	700	-	0.00%	Staff Meetings		
		5406 - Office Supplies	305	713.37	350	350	350	-	0.00%	Toner, misc supplies		
		5407 - Classroom Supplies	3,797	3,594.34	2,000	3,000	3,000	-	0.00%			
		5407.1 - Snack Expense	1,252	837.33	900	1,200	1,200	-	0.00%			
		5407.2 - Lunch Expense	7,556	11,253.96	8,000	9,000	8,800	(200)	-2.22%	Nets against Lunch Bunch Income		
		5408 - Cleaning & Laundry	4,740	4,853.23	5,797	5,000	5,000	-	0.00%	estimate provided by Signature Cleaning		
		5409 - Marketing	237	-		-	-	-	0.00%			
		5410 - Camp	555	524.27	700	1,500	1,500	-	0.00%	Camp Gorton, mini camp expenses		
		5411 - Liability Insurance					7,920			30% of total Gorton liability insurance		
		5412 - Workers Compensation Insurance					1,848			30% of Gorton total worker's compensation insurance		
		5413 - Classroom Equipment	306	450.00	500	500	3,500	3,000	600.00%	Painting, misc equipment		
		5414 - Miscellaneous	1,265	2,326.94	500	800	500	(300)	0.00%	Food Service Permit, Parent Coffees, health record service		
		Total Expense, Drop-In Center	283,941	105,453	347,379	338,990	441,136	102,146	30.13%			
		Drop-In Center, net	131,622	305,462	22,616	100,010	13,864	(86,146)	-86.14%			
		Total Gorton Operations	18,561	33,733	(202,599)	(237,378)	(370,757)	(133,379)	56.19%			
		5021 - Depreciation Expense	(291,017)	(296,286.96)	(395,122)	(308,056)	(308,056)	-	0.00%			
			(272,456)	(262,554)	(597,721)	(545,434)	(678,813)	(133,379)	24.45%			
		Unrestricted Activity - Fundraising										
		Donations - Income										
		4501 - General Donations										
		4501 - 1 Quarter Donations	39,186	58,647.90	60,000	26,131	35,000	8,869	33.94%			
		4501 - Spring Appeal	83,555	44,574.69	57,850	57,908	85,000	27,092	46.78%			
		4501 - 3rd Quarter Donations	45,850	21,026.99	35,000	65,000	100,000	35,000	53.85%			
		4501 - Fall Appeal	244,305	246,220.00	190,000	190,000	290,000	100,000	52.63%			
		4501.80 - In-Kind Donations	20,030	789.85	9,900	9,900	9,900	-	0.00%	Safety Town Storage \$640/mo		
		4501 - Discount on Pledges						-	0.00%			
			432,926	371,259	352,750	348,939	519,900	170,961	48.99%			
		Donations - Expense	78,671	84,624.99	85,125	80,000	137,351	57,351	71.69%	2 Appeals, Event, 2 Development Salaries & Taxes, Annual Report		
		Unrestricted Donations, net	354,256	286,634	267,625	268,939	382,549	113,610	42.24%			
		Unrestricted Activity, net	354,256	286,634	267,625	268,939	382,549	113,610	42.24%			
					</							

Gorton Community Center Capital Budget (Gorton's Responsibility)

D. GCC Capital Expenditures

	2019	2020	2021	2022	2023	2024	2025
1 Cleaning & Inspection of Auditorium Murals						**	
2 Two entrance signs for Gorton					\$ 8,927		
3 Update Bathrooms	\$ 11,500			\$ 12,000		\$ 12,000	
4 DIC Playground Equipment/Flooring Replacement							\$ 18,000
5 Replacement of air conditioner							
6 Keyless Access System for Exterior Doors (Note 1)							
7 Wood Floor Refinishing - Nagel Room new wood	\$ 2,500					\$ 10,000	
8 Concrete flooring sealant (all floors in North Addition)				\$ 7,500			
9 Painting interior of building including public rooms & halls	\$ 18,000	\$ 600		\$ 9,000	\$ 11,000	\$ 10,000	\$ 10,000
10 Lower level hall and annex cement grinding/staining							
11 New Website			\$ 12,000				
12 Computer Replacement Budget				\$ 4,000	\$ 3,280	\$ 4,000	\$ 4,000
13 Theater Board Cover							
14 Update Grotto					\$ 18,000		
15 Replace Carpet in Nagel Room and upstairs offices	\$ 7,600						
16 Security cameras and daycare security upgrade	\$ 4,500			\$ 9,000	\$ 35,338	\$ 10,000	
17 Folding Chairs (200 @ \$28)							
18 Water Heater					\$ 3,142		
25 Commercial Refrigerator - Not Budgeted							
26 2nd floor and lower level kitchen update/appliances				\$ 2,000	\$ 2,000	\$ 5,000	
27 Mac Laptop	\$ 3,500						
28 Handrail for Theater Stairs	\$ 3,500						
29 Stage Monitor Patch/amps				\$ 1,370			
30 Hallway wayfinding and security signage	\$ 1,300						
31 Storm Windows	\$ 3,300						
33 Theater carpet							
34 Custom refrigerated drawer for bar area in Glore solarium				\$ 5,000			
35 Theater speakers and microphones			\$ 6,500		\$ 12,010		
36 Landscaping							
37 Ask Joan building activity system				\$ 5,000			
38 Upgrade one classroom with new technology					\$ -		
40 Recovering armchairs in Nagel Room			\$ 6,000		\$ -		
42 DILC smart board system for preschool room				\$ 10,000			
43 Wireless access points					\$ 7,491		
44 Miscellaneous theater equipment					\$ 1,184		
45 replace cyclorama in theater							\$ 35,000
48 patio expansion						\$ 20,000	
49 nagel room furniture						\$ 10,000	
50 update card room with divider					9530		
51 new phone system					5645		
52 Stuart Room projector replacement					7350		
53 Tenant space carpeting					2100		
	\$ 55,700	\$ 600	\$ 24,500	\$ 64,870	\$ 111,903	\$ 71,000	
					capital funds not secured from restricted sources	\$ 74,464	
					orig budget	74,514	

2023 Grotto Update - TBD

Blue numbers - funded through temp restricted funds.

** We have submitted for a Bank of America Grant for the murals.

Gorton Center FIVE YEAR FORECAST

	ACTUAL 2021	ACTUAL 2022	BUDGET 2023	BUDGET 2024	PROJECTED 2025	PROJECTED 2026	PROJECTED 2027	PROJECTED 2028
Fund Balance 1/1	9,575,656	10,255,417	9,198,418	8,703,066	8,259,105	7,943,296	7,618,013	7,282,972
Revenue								
Room Rentals/Leases	300,229	386,222	471,491	491,778	506,531	521,727	537,379	553,500
Programs and Events	406,787	509,287	516,128	663,249	683,146	703,641	724,750	746,493
Children's Learning Center	310,942	410,915	369,995	455,000	468,650	482,710	497,191	512,107
Unearned Revenue/Contributions	647,134	371,259	267,625	519,900	535,497	551,562	568,109	585,152
Total Revenue	1,665,092	1,677,683	1,625,239	2,129,927	2,193,825	2,259,640	2,327,429	2,397,252
Expenses								
Administration	937,081	895,068	919,003	1,180,022	1,215,423	1,251,885	1,289,442	1,328,125
Programs and Events	233,779	339,087	326,605	359,626	370,415	381,527	392,973	404,762
Children's Learning Center	226,087	302,557	347,379	441,136	454,370	468,001	482,041	496,502
Fundraising Expenses	0	84,625	85,125	137,351				
Total Expenses	1,396,947	1,621,337	1,678,112	2,118,135	2,040,208	2,101,414	2,164,456	2,229,390
Operating Income	268,145	56,346	(52,873)	11,792	153,617	158,226	162,973	167,862
Depreciation Expense	(301,939)	(309,728)	(308,057)	(317,299)	(326,818)	(336,622)	(346,721)	(357,122)
Temporarily Restricted Activity, Net	3,761	44,858	0	0	0	0	0	0
Permanently Restricted Activity, Net	709,794	(848,475)	(134,422)	(138,455)	(142,608)	(146,887)	(151,293)	(155,832)
Other								
Net Income	679,761	(1,056,999)	(495,352)	(443,961)	(315,809)	(325,283)	(335,041)	(345,093)
Fund Balance 12/31	10,255,417	9,198,418	8,703,066	8,259,105	7,943,296	7,618,013	7,282,972	6,937,879

Athletic Field Usage Policy and Agreement

The Athletic Field Usage Policy and Agreement (this “**Policy**” or this “**Agreement**”) was established in the fall of 2003, amended in the spring of 2016, and most recently, amended again in the fall of 2023 by The Lake Forest Parks & Recreation Department (“**City**”). This Policy will serve as a source of City Park athletic field rental information, Application for rental, and contract between a user and the City.

The City offers a variety of athletic fields for rental featuring both natural and synthetic playing surfaces. Parks for rental include Deerpath Community Park, Everett Park, West Park, Waveland Park, Townline Community Park, Northcroft Park and South Park.

By submitting a completed Athletic Field Rental Application (“**Application**”), the User will assume all risks associated with their use of any City fields. The User agrees to pay all associated fees to the City per this policy and its listed fee schedule. Request for payment may be at the time of Application, during the season of rental or at the conclusion of the requested dates, at the sole discretion of the City.

Definitions

For this Agreement, the following terms will be used and defined as:

- **Field(s)** – will refer to the Lake Forest Facility, Facilities, Field, or Fields being requested for usage, as stated above.
- **City** – will refer to the City of Lake Forest, Parks, and Recreation Department.
- **User** – will refer to the Contact Person/Responsible Party and/or Organization stated above including but not limited to players, coaches, officials, trainers, and spectators.
- **Affiliate** – a local, not for profit, community based athletic organization with a current and signed Memorandum of Understanding with the Lake Forest Recreation Department.

Memorandum of Understanding / Affiliate

A Memorandum of Understanding is a documented agreement signed by both an Affiliate and City (Athletics section). The MOU will layout, in detail, the responsibilities and roles of each organization pertaining to the program highlighted. In defining responsibilities and roles, both organizations must see value of the partnership and share a common goal for the community. The MOU will also contain an indemnity and hold harmless agreement signed by the Affiliate.

To apply for an MOU, a potential Affiliate must fulfill the following criteria.

- Be a community-based organization, with participation consisting of more than 60% of Lake Forest residents.
- Provide proof of not-for-profit status by the Internal Revenue Service or a licensed school in the state of Illinois.

- Provide programming that supplements existing Lake Forest Recreation Department programming.
- Provide proof of an active board of advisors or officers.
- Comprise of a minimum of 4 teams.
 - If less than 4 teams and your program meets all other criteria, please contact the Lake Forest Recreation Department's Athletics Manager at (847) 810-3945.

To apply for an MOU and potentially become an Affiliate, please visit www.lfparksandrec.com.

Field Usage Application Procedures / Permit Requirements

Lake Forest field usage application can be filled out and submitted at www.lfparksandrec.com. Field requests from Users are approved on a first-come, first-served basis. City does not take verbal requests for field rentals. Field requests will not be accepted or considered from any group with outstanding fees owed to City. Requests must be received 30 days prior to the rental date requested unless otherwise approved by City. Requests will be reviewed within 5-10 business days of being received. Payments are not accepted until an Application is approved.

At the time an Application is approved, and the required deposits are paid, the Application becomes a binding contractual Agreement between the City and the User, which incorporates all the terms, conditions, and obligations of this Athletic Field Usage Policy and Agreement.

The submission of an Application is not a guarantee of availability or approval. All Applications are processed as identified in the listed fee structure in this Policy. Applications will be reviewed based on requirements defined, as well as field and staff availability. The City reserves the right to deny any request which is deemed inappropriate or is not in the best interest of the City.

By signing the Application, the User acknowledges and agrees that they will be bound by this Policy, and to always adhere to it. This Policy also includes:

- Cancellations
- Insurance requirements
- Americans with Disabilities Act (ADA) requirements. The User is responsible for compliance with the ADA and must indemnify the City for any claims or liability arising out of the User's failure to comply with the ADA.

The contact person stated on the Application must be at least 21 years of age. The User agrees to provide an authoritative representative of the organization over the age of 21 that must be on premises for the duration of any rental. The User is solely responsible for always providing all supervision during User's use of fields, including but not limited to, the identified facility space and all common areas. The contact person and the organization represented are jointly and severally liable for all actions of the User.

The User agrees to make any individuals not associated with User's organization aware of this Policy and its obligations. Any non-compliance with this Policy by the User or individuals associated with the User may result in the individual or the entire User group being asked to vacate the Field and the cancellation of the permit.

The User shall be responsible for inspecting the Field subject to the Application prior to and after each use and shall be responsible for bringing to the City's attention any potential dangers, safety hazards or problems. The User is **solely** responsible for determining whether the field is safe, appropriate, and/or compatible for the User's intended use.

The User shall not advertise or represent its activities as a City program, a joint program with the City, or a City-sponsored program. The User may not use the City's logo or emblem in any advertisements for the User's activities.

Field Usage / Rental Season

Field rental season at Deerpath Park will typically open March 1st and remain open until November 30th. All other Lake Forest Athletic fields will be open from April 1st through mid-November. Available rental dates at any park may change dependent on the weather.

Classification Requirements / Rental Fees / Refunds / Cancellations

The Fees listed below are for general Field requirements for one-time set-ups (i.e., ball diamonds being dragged & lined once/day). If Fields need to be painted specifically for an event or multiple field preps are needed during the day, additional fees may apply. The fee schedule may change in August of each year.

A required deposit of \$250 per team is required of all multi use Organizations and \$50 per team of any single event Users once approved for field usage. If contract obligations are met, the deposit amount will be applied to the User's final invoice. The deposit is required to offset costs associated with any excessive damage or cleanup associated with a User's field usage. User is solely responsible for and will pay for any damage to City property arising out of the use of the field, greater than the deposit amount. Rental usage will be invoiced monthly.

Classification Requirements

Tier 1 – Affiliates

- Has a signed MOU with The Lake Forest Recreation Department

Tier 2 – Lake Forest Resident Based Athletic Teams / Programs / Organizations

- Consists of individual teams
- Proof of at least 80% Lake Forest residents

Tier 3 – Non-Resident Based Athletic Teams / Programs / Organizations

- Consists of individual teams with less than Tier 2 residency requirements

Rental Fee Schedule (per Hour / per Field)

Fees are typically adjusted every August; however, they can be adjusted at the discretion of City staff.

October 2023 - July 31, 2024		
Classification	Synthetic	Natural
Tier 1	25	25
Tier 2	70	70
Tier 3	125	125
Lights (Tier 3)	30	0

August 2024 - July 2025		
Classification	Synthetic	Natural
Tier 1	50	40
Tier 2	85	75
Tier 3	125	125
Lights (Tier 1 & 2)	0-20	0
Lights (Tier 3)	30	0

Sport Field Improvement Fund

In 2007, City policy was passed to collect fees, on a per player basis, from any Athletic organization that utilizes Lake Forest athletic field space to host their home field locations during a season. These funds accrue annually and are utilized for field maintenance and upgrades that are not associated with regular maintenance. Users will be invoiced at the conclusion of each season.

- Tier 1 & 2: \$20 per player/per sport/annually
- Tier 3: \$30 per player/per sport/annually

Tournament Rental Fees

For more information on conducting tournaments at Deerpath Park, including availability and fees, please contact the Lake Forest Recreation Department Athletics Program Manager at (847) 810-3945.

Special Events

The City may require additional permission, permits, fees, and security deposits in some instances. The City reserves the right to increase the fee based on the nature of the activity. Shuttle buses, police coverage, trash, storage, etc. may be an additional charge which will be determined by City staff. The City's special event policy, procedures and permit can be found at https://www.cityoflakeforest.com/departments/office_of_city_manager/special_event_permit.php.

General Refund Policy

A refund shall be made for the following reasons:

1. If the City believes that the field is unplayable and no substitute location is available, a refund or credit towards a substitute time will be issued at the City's sole discretion.
2. If the User provides written notification of cancellation to the City at least two (2) weeks prior to the date reserved. Written notification is required for each individual field, date and time and does not apply to seasonal permits.
3. If a User who wishes a refund for a seasonal permit provides a written notification of cancellation not less than four (4) weeks prior to the beginning of the season.
4. If the City cancels a permitted use of the field due to a conflict with a City event/program.

City's Right to Postpone or Cancel

If for any reason a Field is unusable (i.e., power outages, flooding, fire), the City will make every attempt to contact the User immediately. If the City cannot accommodate the rental as identified in the approved permit, and the User and the City cannot agree on a reasonable alternate accommodation, the City will cancel the rental and a refund will be issued based on hours used. Once play begins, a refund may not be available.

The City reserves the right to postpone or cancel any event or to restrict access to the fields at any time and for any reason, at its sole discretion, including but not limited to reasons of emergency, severe weather, vandalism, inappropriate behavior, poor playing conditions or damage that could cause safety concerns.

The City reserves the right to cancel a permit and this Agreement at any time for any reason, at its sole discretion. Refunds will be available based on the criteria above under cancellations by User.

Indemnity/Hold-Harmless Provisions

The City does not assume responsibility for any liability or responsibility for any claims, damages, or injuries of any nature which may arise from or relate to the User's use or occupancy of a Field.

The User shall protect, indemnify, hold and save harmless and defend the City, its officers, elected officials, directors, agents, employees, volunteers, and representatives against any and all claims, costs, causes, actions and expenses, damages, liabilities, including but not limited to attorneys' fees, arising out of or related to any act or omission of the User or the User's use or occupancy of any Field or other City property. By way of illustration, and not of limitation, such claims may include, but are not limited to, indemnity on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting directly or indirectly from the acts or omissions of the User or User's agents, invitees, guests, employees, or anyone invited by and/or with the permission and consent of the User, whether such loss, damage, injury, or liability is contributed to by the negligence of the City or the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that the User shall have no liability for damages or the costs incident thereto caused by the sole negligence of the City.

Nothing set forth in this Agreement shall be deemed a waiver by the City of any defenses or immunities relating to any person or entity or their property, that are or would be otherwise available to the City or its Representatives under the provisions of the Illinois Local Government and Governmental Employees Tort Immunity Act, or that are otherwise available to local governments and their corporate authorities, officers, employees, agents and volunteers under the common law of the State of Illinois or the United States of America.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The User remains financially responsible for any liability or property damage caused by the activities of the User or individuals associated with the User. The User shall provide and maintain, at its own cost, insurance coverage as required in this Policy. Any lack of or deficiencies in insurance coverage by the User will not be construed as a waiver of the User's obligations or financial responsibility for any claims, damages, losses, and expenses, including but not limited to legal fees, as described in the defense, indemnification and hold harmless requirements listed herein.

Insurance Requirements

1. Required Coverage. The User shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 001 and shall cover liability arising from premises, operations, independent contracts, products-

completed operations, personal injury and advertising injury, athletic participation and liability assumed under an insured contract (including tort liability of another assumed in a business contract).

The City shall be included as an additional insured under the CGL, using ISO additional insured endorsement CG 20 10 or CG 20 26 and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the City.

2. Evidence of Insurance. Prior to using City fields, the User shall furnish the City with a certificate of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements as set forth above. The User must provide the certificates required above within 5 days of the City's request for such certificates.

Failure by the City to demand such certificate, endorsement, or other evidence of full compliance with these insurance requirements or failure of the City to identify a deficiency from evidence that is provided shall not be construed as a waiver of the User's obligation to maintain such insurance.

The City will have the right to prohibit the User from occupying any Field until such certificates and endorsements have been provided in compliance with these requirements. Failure of the User to maintain the required insurance may result in termination of the permit and this Agreement.

3. Acceptability of Insurers. For insurance companies that obtain a rating from A.M. Best, the rating should be no less than A-VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A-VII or a Best's rating is not obtained, the City has the right to reject insurance written by an insurer it deems unacceptable.
4. Cross-Liability Coverage. If User's liability policies do not contain the standard ISO separation of insureds, provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.
5. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to the City. At the option of the City, the User may be asked to eliminate such deductibles or self-insured retentions as respect to the City, its officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses or other related costs including but not limited to investigations, claim administration and defense experts.

Field Usage Rules & Regulations

1. The City will give the User a permit to show authorization to use a field. A Permit is not valid if games are cancelled due to bad weather or field conditions.
2. An approved permit must be available during use and presented to any City representative upon request.
3. Permits are not transferable. The User must ensure that no unauthorized third party is occupying or using the Field rented by the User.
4. Field use is limited to the specified times as noted on the permit. If warm-up time is needed, then that must be included in the rental Application.
5. The User is not allowed to use any Field prior to the start time on the permit and are required to exit the field and have adjacent areas cleaned up at the ending time indicated on the permit.
6. Permits may be revoked if there is failure to follow City regulations or for other reasons determined by, and in the sole direction of, the City.
7. Deerpath Park - Cooler, food and/or beverages are not permitted on the synthetic turf fields. All food and beverage for eating before and after games must be consumed in the pavilion. No outside catering is allowed at Deerpath Park.
8. Alcoholic beverages are prohibited at all Lake Forest Fields, including parking lots or adjacent areas.
9. Smoking and/or vaping is prohibited at all Lake Forest Fields, including parking lots or adjacent areas.
10. The sale or marketing of any products or services is strictly prohibited at all parks, including any parking lots or adjacent areas.
11. Balls and other equipment thrown, batted, kicked or otherwise that land on private property must not be retrieved without the property owner's permission.
12. Property boundary walls, facility walls, and diamond fencing may not be used as backstops or practice areas at any time.
13. All accidents, breakage, or loss must be reported to City staff.

14. The City is responsible for preparing fields and will supply and place goals, pitching rubbers, bases, and goal posts as part of the field set up. No City equipment or property shall be removed from the premises without prior written permission from the City.
15. Moving of any equipment and/or amenities is not allowed unless authorized by City staff.
16. The User must supply their own balls & equipment. Any special equipment, such as a sound system or decorations, must be requested in writing and be pre-approved before the use of a Field, and additional permits or insurance may be required.
17. The User must clean up all trash or other debris at a Field. If recycling containers are available, they must be utilized.
18. No painting of a Field is permitted. Any special markings to fields must be requested and performed by City staff and may increase rental fees. This provision includes field size changes and additional field layouts or setup.
19. The City will have staff on synthetic fields at Deerpath Park. Users must also have an identifiable representative, over the age of 21, on site for the duration of the rental that City staff can contact about any problems or concerns.
20. If additional dates or time is needed to reschedule make-up games, preapproval by the City is required.
21. Automobiles shall be parked only in designated areas. Driveways and entrances must always be clear. The posted speed limit must be observed. No vehicles may be parked on grass at any time. Violators may be ticketed or towed at the owner's expense. Drivers are parking at, and expressly assuming, their own risk of vehicle damage due to an errant ball or object, even if parked in designated areas.
22. The City does not assume any liability or responsibility for property damaged, lost, or stolen on City premises or for personal injuries sustained on the premises during rental of field. All Users and their invitees are expressly assuming all risk of damage to their persons or property by entering upon any Field.
23. The User must provide the City a contact person and phone number who can be notified of game cancellations on the weekends. The contact person will be notified by phone.
24. No pets are allowed on any Lake Forest Field, excluding service animals.
25. To avoid damage, the following are not allowed on any turf surface: long cleats, studs and heels on footwear or chairs, stakes in tents, goals, or other structures, gum, and sunflower seeds.

26. Weather Related Emergencies / Thor Guard System – Refer to the next section below in this policy for documentation of protocol that must be adhered to by any User of City Fields.
27. Frost Delays – No User may enter a Field until all frost has melted.
28. Federal, state, county, and local laws, rules, and regulations, including all City ordinances and policies, must be adhered to by the User and its invitees. Non-compliance may result in consequences up to expulsion from the Field.

Thor Guard Lightning Prediction System / Weather Related Emergency Procedures

The City has installed the “Thor Guard Lightning Prediction System” at most parks in Lake Forest. The system predicts strikes by measuring electrostatic charges on the ground and in the air. The bullets below describe protocol.

When the system predicts lightning in the area, a 15-second warning horn will sound. Depending upon weather conditions, the warning horn may be heard within a two-block radius. Any horn heard means everyone on Field grounds must **seek shelter immediately** to a covered building structure or a hard-top vehicle. All activities on Field grounds must stop when a horn sounds.

After the danger is reduced, an all-clear signal of three short horn blasts will sound. A strobe light located on the Thor Guard system will also flash continuously until the danger has passed.

All patrons are to use common sense when they hear thunder and/or observe lightning in the area and proceed to a safe location. In all cases, patrons must be aware of weather and weather changes and follow the rules outlined in this policy. Failure to follow these rules will result in losing the ability to use the parks and facilities in the future and forfeiture of any deposit fees.

Athletic Field Usage Rental Application and Agreement (Completed by User)

Organization Making Request: _____

Today's Date: _____ Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell #: _____ Alternate #: _____

Email Address: _____

Facility Requested (write in number of fields requested next to park requested)

☐ Deerpath Park (synthetic) ☐ Waveland Park ☐ South Park

☐ Northcroft Park ☐ Everett Park ☐ West Park

Requested Rental Date(s): _____

Sport / Activity: _____

Estimated Attendance: Weekdays: _____ Weekends: _____

Additional set-up requests (requires additional City approval).

I, _____, the authorized representative of _____ ("User"), do hereby acknowledge that I have read the terms and conditions of this Athletic Field User Policy and Agreement, that the terms and conditions are acceptable, and that the User hereby agrees to be bound by and to comply with all of the provisions hereof.

Printed Name of Contact Person

Signature of Contact Person

Date of Signature

Title/Office (if applicable)

LAKE FOREST



Athletic Field Usage Permit (Complete by City Staff)

Permit Preparer Name: _____ Title: _____

Email: _____ Phone: _____

☐ Approved ☐ Denied Date of Approval: _____

Applicant Name / Organization: _____

Park(s): _____

Field(s): _____

Day(s) / Time(s):

Estimated Total Cost: _____ Deposit (per Team): _____

Payment Due Upon Approval Date: _____ Date: _____

Remarks:

This Permit incorporates by reference all the terms, conditions, and obligations of the Lake Forest Parks & Recreation Department Athletic Field Usage Policy and Agreement. The Applicant's use of any Field, Park, or City-owned property pursuant to this Permit is expressly subject to the terms, conditions, and obligations of the Lake Forest Parks & Recreation Department Field Usage Policy and Agreement.

The City of Lake Forest
CITY COUNCIL MEETING
Proceedings of the Monday, November 20, 2023
City Council Meeting – City Council Chambers
220 E Deerpath, Lake Forest, IL 60045

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

Present: Honorable Mayor Tack, Alderman Novit, Alderman Waldeck, Alderman Notz, Alderman Powers, Alderman Preschlack, Alderman Goshgarian, Alderman Weber, and Alderman Walther

Absent: none

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE was recited by all.

REPORTS OF CITY OFFICERS

COMMENTS BY MAYOR

Mayor Tack recognized the recent winner of “How well do you know lake Forest Towers contest” in the Fall Dialogue. Mayor Tack highlighted a few upcoming events. The 39th Annual Tree lighting ceremony, the opening of the Think Local Pop-Up Shop and the First Look and Ribbon Cutting at the Deerpath Community Park Improvement Project.

COMMENTS BY CITY MANAGER

None this evening.

OPPORTUNITY FOR CITIZENS TO ADDRESS THE CITY COUNCIL

None this evening.

COMMITTEE REPORTS

FINANCE COMMITTEE

1. Consideration of an Ordinance Establishing the 2023 Tax Levy (First Reading)

Elizabeth Holleb, Finance Director reported that this is the fourth time the Council has seen this item. A summary of the proposed levy is as follows:

FUND	Proposed 2023 LEVY	2022 Extension	\$ CHANGE	% CHANGE
City General	\$ 15,905,862	\$ 15,304,045	\$ 601,817	3.93%
Pension Funds	7,721,256	7,649,944	71,312	0.93%
Parks and Recreation	5,873,784	5,594,080	279,704	5.00%
Recreation & Parks/Specific Purpose	125,000	125,000	0	0.00%
Special Recreation	553,413	527,060	26,353	5.00%
Capital Improvements	1,542,169	1,891,019	(348,850)	-18.45%
Library	4,502,942	4,268,960	233,982	5.48%
Library sites	479,639	456,799	22,840	5.00%
PTAB/CE Recapture	0	161,995	(161,995)	-100.00%
Bond Funds	2,762,556	1,843,983	918,573	49.81%
TOTAL TAX LEVY - CITY	\$ 39,466,621	\$ 37,822,885	\$ 1,643,736	4.35%

Ordinance (exclude Bond Funds) \$36,704,065

School District #67 levy amounts were not yet available and will be included for final reading on December 4. The proposed tax levy for 2023 reflects a 4.35% increase over the 2022 tax levy extensions for the City and Library operating funds and City pension and debt service funds. This increase is comprised of the 5.00% property tax cap increase on Parks/Recreation and Library levies; debt service bond levies as previously approved by City Council bond Ordinances, subject to abatement for debt paid by alternate revenue sources; increases attributable to new construction; and increases in General Fund and IMRF pension levy of 3.00%. Police and Fire pension costs are determined by an independent actuarial valuation and recommendation by the Pension Subcommittee and reflect no increase over the prior year. The average increase to existing residents (\$800,000 home) is projected to be \$162 or 3.89%.

The City Council had discussion on the tax rate and the representation of an \$800,000 home in projecting the average increase.

Mayor Tack asked members of the public if there was anyone who would like to comment. Seeing none, he asked for a motion.

COUNCIL ACTION: Grant first reading of an Ordinance Establishing the 2023 Tax Levy

Alderman Notz made a motion to grant first reading of an Ordinance Establishing the 2023 Tax Levy, seconded by Alderman Weber. The following voted "Aye": Alderman Novit, Waldeck, Notz, Powers, Preschlack, Goshgarian, Weber, and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

2. Approval of Ordinances Abating 2023 Tax Levies for Various G.O. Alternate Revenue Bond Issues (First Reading)

Elizabeth Holleb, Finance Director reported these ordinances are related to abating 2023 debt service property tax levies. The proposed Ordinances provide for the abatement (reduction) of 2023 property taxes levied for the various outstanding general obligation alternate revenue bond issues. These include: an Ordinance Abating a Portion of the Tax being Levied in 2023 for the Annual Payment of the Principal and Interest on the General Obligation Bonds, Series 2015 Bond Issue; an Ordinance Abating the Total Tax being Levied in 2023 for the Annual Payment of the Principal and Interest on the General Obligation Bonds, Series 2017 Bond Issue; and an Ordinance Abating a Portion of the Tax being Levied in 2023 for the Annual Payment of the Principal and Interest on the General Obligation Bonds, Series 2023 Bond Issue

Ms. Holleb provided a summary of the proposed tax levy abatements as provided below:

2023 Debt Service Levy and Abatements

	Levy per County	TIF	TIF Loan*	Water	Net Levy
2015	627,800.00	(364,062.50)			263,737.50
2017	785,852.50			(785,852.50)	0.00
2019	827,462.50				827,462.50
2021	729,100.00				729,100.00
2023	1,271,750.00		(329,494.00)		942,256.00
	4,241,965.00	(364,062.50)	(329,494.00)	(785,852.50)	2,762,556.00
1% L/C	4,284,384.65				2,790,181.56

* FY24 transfer from TIF loan repayment to partially abate debt service levy

Mayor Tack asked members of the Council and public if there was anyone who would like to comment. Seeing none, he asked for a motion.

COUNCIL ACTION: Grant first reading of the Ordinances abating tax levies for various general obligation bond issues.

Alderman Walther made a motion to grant first reading of the Ordinances abating tax levies for various general obligation bond issues, seconded by Alderman Powers. The following voted "Aye": Alderman Novit, Waldeck, Notz, Powers, Preschlack, Goshgarian, Weber, and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

3. Consideration of an Ordinance approving a Fee Schedule (First Reading)

Diane Hall, Assistant Finance Director reported as part of the budget process, all departments are asked to review their user fees. And that a comprehensive fee schedule is provided as Exhibit A to the Ordinance approving a fee schedule, which clearly identifies the proposed fee increases highlighted in yellow and the proposed new fees highlighted in orange. Fees highlighted in green are not reflective of changes in existing fees; rather, they are clarifications due to a review of City Code and current practices or the addition of previously approved fees into the Fee Schedule. Ms. Hall added that water rates will be brought forward in January for the Council to consider.

Mayor Tack asked members of the Council and public if there was anyone who would like to comment. Seeing none, he asked for a motion.

COUNCIL ACTION: Grant first reading of an Ordinance approving a fee schedule.

Alderman Preschlack made a motion to grant first reading of the Ordinances approving first reading of a fee schedule, seconded by Alderman Weber. The following voted "Aye": Alderman Novit, Waldeck, Notz, Powers, Preschlack, Goshgarian, Weber, and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

ITEMS FOR OMNIBUS VOTE CONSIDERATION

1. **Approval of November 6, 2023, City Council Meeting Minutes**
2. **Consideration of a Request to Waive the Fidelity Bond Requirement in Connection with Holding a Raffle in the City of Lake Forest for the Lake Forest/Lake Bluff Chamber (Approval by Motion)**
3. **Approval of a One Year Contract with American Printing Technologies for Processing Vehicle Licenses and Parking Permits in an Amount Not to Exceed \$44,000**
4. **Award of the contract for GIS Services to MGP, Inc. in the not-to-exceed amount of \$130,626 for calendar year 2024.**
5. **Authorization for the Mayor or City Manager to Execute a Grant Agreement Between The City of Lake Forest and The State of Illinois Department of Natural Resources For The Forest Park Boardwalk Project, Subject to Final Review and Approval of the City Attorney**

COUNCIL ACTION: Approve the five (5) omnibus items as presented

Mayor Tack asked members of the City Council if there were any items that they would like removed or taken separately. Seeing none, he asked for a motion.

Alderman Novit made a motion to approve the five (5) Omnibus items as presented, seconded by Alderman Goshgarian. The following voted "Aye": Alderman Novit, Waldeck, Notz, Powers, Preschlack, Goshgarian, Weber, and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

Information such as Purpose and Action Requested, Background/Discussion, Budget/Fiscal Impact, Council Action and a Staff Contact as it relates to the Omnibus items can be found on the agenda.

OLD BUSINESS

None this evening.

NEW BUSINESS

1. **Consideration of an Ordinance regarding the Illinois Paid Leave For All Workers Act (First Reading and if Desired by the City Council, Final Approval)**

Amber Campbell, Director of Human Resources reported that the City would like to exercise its home rule authority to maintain current employee leave benefits to its employees. The passage of the Illinois Paid Leave for All Workers Act would significantly modify the scope of benefits provided, namely the circumstances under which paid leave benefits can be used. The City has determined that applying the Act to City employees on January 1, 2024 will negatively impact governmental operations and place an undue burden on the City's ability to provide uninterrupted services to the residents of Lake Forest. Ms. Campbell added that the City is currently engaged in a workload analysis as a precursor to reviewing employee benefit levels during the budget process.

The City Council had discussion about current policy, Act interpretation, potential negative impacts, positive future impacts, and the ability to build our own policy that would benefit staff, workforce demographics, union input and current contracts.

Mayor Tack asked members of the public if there was anyone who would like to comment.

Diane Ettleman offered her opinion to the Council noting any liability the City may incur by opting out of the Act.

Seeing no further public comment, he asked for a motion.

COUNCIL ACTION: If determined to be appropriate by the City Council, waive first reading and grant final approval of the Ordinance regarding the Illinois Paid Leave For All Workers Act.

Alderman Weber made a motion to waive first reading and grant final approval of the Ordinance regarding the Illinois Paid Leave For All Workers Act, seconded by Alderman Notz. The following voted "Aye": Alderman Novit, Waldeck, Notz, Powers, Preschlack, Goshgarian, Weber, and Walther. The following voted "Nay": none. 8-Ayes, 0-Nays, motion carried.

ADDITIONAL ITEMS FOR COUNCIL DISCUSSION/COMMENTS BY COUNCIL MEMBERS
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ADJOURNMENT

There being no further business Mayor Tack asked for a motion to adjourn. Alderman Novit made a motion to adjourn, seconded by Alderman Weber. Motion carried unanimously by voice vote at 7:34 p.m.

Respectfully Submitted,
Margaret Boyer, City Clerk

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

RESOLUTION OF APPRECIATION

WHEREAS

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

**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
4th day of December, 2023*

Mayor

AN ORDINANCE

ABATING A PORTION OF THE TAX BEING LEVIED IN 2023
FOR THE ANNUAL PAYMENT OF THE PRINCIPAL AND INTEREST
ON THE GENERAL OBLIGATION BONDS, SERIES 2015 BOND ISSUE

WHEREAS, the City Council of The City of Lake Forest, Lake County, Illinois, did on the 3rd day of August, 2015 authorize the issuance of General Obligation Bonds, Series 2015 in the amount of \$9,780,000 for the purpose of financing capital improvements and provided for the levy and collection of a direct annual tax for the payment of the principal and interest of said bonds; and

WHEREAS, the City has funds in the General Obligation Bonds, Series 2015 Bond Fund from sources other than property taxes; and

WHEREAS, The City of Lake Forest has on hand, sufficient funds to pay a portion of the tax levied for the annual payment of the principal and interest on the General Obligation Bonds, Series 2015 due in the fiscal year commencing May 1, 2024, therefore a portion of the levy of the tax provided in the original bond ordinance passed August 3, 2015, a copy of which was filed in the Office of the County Clerk is unnecessary;

NOW, THEREFORE, BE IT ENACTED by the City Council of The City of Lake Forest as follows:

SECTION 1: That the County Clerk of Lake County, Illinois, is hereby authorized and directed to abate a portion of the 2023 Tax Levy in the amount of \$364,062.50 hitherto provided for and levied in the ordinance providing for the issuance of \$9,780,000 General Obligation Bonds, Series 2015 of The City of Lake Forest, Lake County, Illinois passed August 3, 2015.

SECTION 2: That this ordinance shall be in full force and effect from and after its approval and publication as required by law.

PASSED THIS _____ day of _____, 2023

City Clerk

APPROVED THIS _____ day of _____, 2023

Mayor

ATTEST:

City Clerk

2015

AN ORDINANCE

ABATING THE TOTAL TAX BEING LEVIED IN 2023
FOR THE ANNUAL PAYMENT OF THE PRINCIPAL AND INTEREST
ON THE GENERAL OBLIGATION BONDS, SERIES 2017 BOND ISSUE

WHEREAS, the City Council of The City of Lake Forest, Lake County, Illinois, did on the 15th day of May 2017, authorize the issuance of General Obligation Bonds, Series 2017 in the amount of \$9,295,000 for the purpose of financing capital improvements and provided for the levy and collection of a direct annual tax for the payment of the principal and interest of said bonds; and

WHEREAS, the City has funds in the General Obligation Bonds, Series 2017 Bond Fund from sufficient revenues collected from the City owned waterworks and sewerage system; and

WHEREAS, The City of Lake Forest has on hand, sufficient funds to pay the total tax levied for the annual payment of the principal and interest on the General Obligation Bonds, Series 2017 due in the fiscal year commencing May 1, 2024, therefore the total levy of the tax provided in the original bond ordinance passed May 15, 2017, a copy of which was filed in the Office of the County Clerk is unnecessary;

NOW, THEREFORE, BE IT ENACTED by the City Council of The City of Lake Forest as follows:

SECTION 1: That the County Clerk of Lake County, Illinois, is hereby authorized and directed to abate the total 2023 Tax Levy of \$785,852.50 hitherto provided for and levied in the ordinance providing for the issuance of \$9,295,000 General Obligation Bonds, Series 2017 of The City of Lake Forest, Lake County, Illinois passed May 15, 2017.

SECTION 2: That this ordinance shall be in full force and effect from and after its approval and publication as required by law.

PASSED THIS _____ day of _____, 2023

City Clerk

APPROVED THIS _____ day of _____, 2023

Mayor

ATTEST:

City Clerk

2017

AN ORDINANCE

ABATING A PORTION OF THE TAX BEING LEVIED IN 2023
FOR THE ANNUAL PAYMENT OF THE PRINCIPAL AND INTEREST
ON THE GENERAL OBLIGATION BONDS, SERIES 2023 BOND ISSUE

WHEREAS, the City Council of The City of Lake Forest, Lake County, Illinois, did on the 17th of April, 2023 authorize the issuance of General Obligation Bonds, Series 2023 in the amount of \$10,770,000 for the purpose of financing improvements to Deerpath Park and provided for the levy and collection of a direct annual tax for the payment of the principal and interest of said bonds; and

WHEREAS, the City has funds in the General Obligation Bonds, Series 2023 Bond Fund from sources other than property taxes; and

WHEREAS, The City of Lake Forest has on hand, sufficient funds to pay a portion of the tax levied for the annual payment of the principal and interest on the General Obligation Bonds, Series 2023 due in the fiscal year commencing May 1, 2024, therefore a portion of the levy of the tax provided in the original bond ordinance passed April 17, 2023, a copy of which was filed in the Office of the County Clerk is unnecessary;

NOW, THEREFORE, BE IT ENACTED by the City Council of The City of Lake Forest as follows:

SECTION 1: That the County Clerk of Lake County, Illinois, is hereby authorized and directed to abate a portion of the 2023 Tax Levy in the amount of \$329,494.00 hitherto provided for and levied in the ordinance providing for the issuance of \$10,770,000 General Obligation Bonds, Series 2023 of The City of Lake Forest, Lake County, Illinois passed April 17, 2023.

SECTION 2: That this ordinance shall be in full force and effect from and after its approval and publication as required by law.

PASSED THIS _____ day of _____, 2023

City Clerk

APPROVED THIS _____ day of _____, 2023

Mayor

ATTEST:

City Clerk

2023

THE CITY OF LAKE FOREST

ORDINANCE NO. 2023-_____

**AN ORDINANCE APPROVING A
FEE SCHEDULE FOR THE CITY OF LAKE FOREST**

WHEREAS, The City has established various fees and charges as part of its codes, ordinances, rules, regulations, and policies, which fees and charges are reviewed from time-to-time; and

WHEREAS, the City Council has reviewed such fees and charges, and hereby determines that it is necessary to adjust certain existing fees and charges, and/or to establish formally other fees and charges; and

WHEREAS, the City Council has determined that it is in the best interests of the City and its residents to adopt this Ordinance;

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

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

SECTION TWO: Approval of Fee Schedule. The City Council hereby approves the fee schedule set forth in Exhibit A ("***Fee Schedule***"). To the extent any provision of any code, ordinance, regulation, rule, or policy of the City is

contrary to the Fee Schedule, such provision is hereby deemed amended so that the Fee Schedule shall control. Any fee or charge not otherwise listed on the Fee Schedule shall remain unchanged and in full force and effect.

SECTION THREE: **Effective Date of Fee Schedule.** The fees and charges set forth on the Fee Schedule shall take effect as of the date noted on the Fee Schedule.

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 _____, 2023

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved this __ day of _____, 2023

Mayor

ATTEST:

City Clerk

Exhibit A

Schedule of Fees and Charges

City of Lake Forest Fee Schedule - Exhibit A

Add prior approved fees
New Fee
Change to fee

	Fund	FY2024 (\$)	FEE (n/c if blank)	PROPOSED FY2025 (\$) % CHANGE	Amount \$\$ Projected Revenue	City Code Section
Public Works						
Water Fees:						
Water Utility Fees/Charges						
Turn Off Water Fee	Water	75				51.064
Turn Off Water Fee After Hours	Water	100				51.064
Turn On Water Fee	Water	75				51.064
Turn On Water Fee After Hours	Water	100				51.064
Water Main Taps	Water					
1 Inch	Water	500				51.030(b)
1-1/2 Inch	Water	1,000				51.030(b)
2 Inch	Water	1,300				51.030(b)
3,4,6 and 8 inch taps	Water	900				51.030(b)
Water Meter Fees	Water					
3/4 Inch	Water	470				51.045(e)
1 Inch	Water	540				51.045(e)
1-1/2 Inch	Water	910				51.045(e)
2 Inch	Water	1,165				51.045(e)
3 inch	Water	2,615				51.045(e)
4 inch	Water	3,950				51.045(e)
6 inch	Water	6,840				51.045(e)
Water Meter Contractor Bond - Temporary Meter	Water	1,500			0	51.015
Water Plant Investment Fee						
New Single Family Home - vacant lot	Water	2,900				52.15
Multi-Family Dwelling - new structure	Water	2,652				52.15
Residential pools, sprinkler systems	Water	459				52.15
Nonresidential buildings - new structures and additions	Water	1.02/sq ft of entire				52.15
	Water	interior area of the building				
Institutional buildings - new structure and additions	Water	.94/sq ft of entire				52.15
only if eligible for fed and state tax exempt status	Water	interior area of the building				
General Fees:						
Sticker for Leaf/Grass Bags	General	1.00 per sticker				50.016
Sanitation:						
Special Pickup	General	40 per 2 cubic yard				50.039 (c)
White Goods	General	65				50.015

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2025 (\$)			
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
White Goods W/CFC	General	90				50.015
Monthly refuse collection fee	General	12 Per Month				50.021
55 Gallon Recycle Cart/Fee for extra cart only	General	75				
35 Gallon Recycle Cart/Fee for extra cart only	General	55				
Earth Machine Back Yard Composter	General	55				
<u>Licenses:</u>						
Scavengers - collects and disposes of multi-family and commercial waste		1,500 per company				50.055
Scavengers - collects and disposes of residential and commercial roll -offs		750 per company				50.055
Scavengers - collection and cleaning of portable toilets		200 per company				50.055
Engineering						
<u>Sewer System Connection Fee:</u>						
Single Family Dwelling		825				N/A
Two - family Dwelling		825 per unit				N/A
Multi-family Dwelling		165 per population equiv				N/A
		1,650 min				
Non-Residential Buildings		165 per population equiv				N/A
		1,650 min				
Institutional buildings with Fed and State tax exempt status		825 per connection				N/A
<u>Site Grading:</u>						
Site Grading - New construction		640				N/A
If no grading, request may be submitted for a waiver of the requirement of grading plan		240				N/A
Resubmittal		165				N/A
Revisions to approved grading plans		125				N/A
Erosion and sediment control measures		240				N/A
Site grading security (financial guarantee - refundable)		3,000 per acre of development				N/A
Floodplain Development Permit						
1 & 2 FAMILY		355				
ALL OTHERS		530				
<u>Water Shed Development Fee: Revised Fee Schedule:</u>						
<u>General Fees</u>						
Sediment and Erosion Control Only						

Add prior approved fees

New Fee

Change to fee

	Fund	FY2024 (\$)	PROPOSED FY2025 (\$)			City Code Section
			FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	
Single Family Residential Lot (See site grading ordinance)		see ordinance				151.05
Single Family Residential Lot (within regulatory floodplain)		1,040				151.05
Development (<10 acres)		2,400				151.05
Development (≥ 10 acres)		3,560				151.05
Minor Development						
Without detention		2,120				151.05
With detention or Fee - in - lieu		3,120				151.05
Major Development						
With detention or Fee-in-lieu		5,400				151.05
Within regulatory floodplain (< 10 acres)		3,280				151.05
Within regulatory floodplain (≥ 10 acres)		8,640				151.05
Wetland Fees						
Category I Wetland impacts less than or equal to 1 acre		880				N/A
Category II Wetland impacts greater than 1 acre and less than 2 acres		3,640				N/A
Category III Wetland impacts greater or equal to 2 acres or impacts a HQAR		4,400				N/A
Category IV Wetland impacts involving either restoration, creation		1,440				N/A
or enhancement		2,760				N/A
Resubmittal fee (1/3 of total watershed Dev. Fee + General + wetland fees)		347-2,880				N/A
Earth Change Approval		1,720				N/A
Securities - financial guarantee refundable		3,000 per acre of development				N/A
Variances		4,240				N/A
Appeals		1,920				N/A
Flood Plain Analysis and Report		35				N/A
Construction Engineering Standards Manual		35				N/A
Community Development						
Water Utility Fees/Charges:						
Water Service Inspection Fee	Water	50				N/A
Home Inspection Fee	Water	150				51.065
Home Inspection Fee - Re-Inspection	Water	50				51.065
Home Inspection Waiver	Water	25				51.065
General Fees:						
Zoning Analysis	General	100				159.052
Building & Development Fees:						
Service Contracts:						

Add prior approved fees

New Fee

Change to fee

	Fund	FY2024 (\$)	FEE (n/c if blank)	PROPOSED FY2025 (\$) % CHANGE	Amount \$\$ Projected Revenue	City Code Section
Lake Bluff	General	Per Agreement				N/A
Bannockburn	General	5,000 min. & 50% over that				N/A
Plan Review :						
Remodeling up to \$12,000	General	55				150.145
\$12,001 to \$48,000 Remodeling	General	82				150.145
\$48,001 - \$120,000 Remodeling	General	138	145	5.07%	300	150.145
Over \$120,000 Remodeling	General	230	246	6.96%	500	150.145
Additional fee for plan reviews that require more than 2 hours	General	55 per additional hour				150.145
New Construction - SFD	General	400	428	7.00%	800	150.145
New Construction - 2FD	General	230/unit	246/unit	6.96%	80	150.145
New Const. - Com. & Multi. Fam.		572+50/	612+50/	6.99%	200	150.145
3 or more units		1,000 Sq. Ft.				150.145
Plan Re-Submittal Fee	General	140 per re-submittal				150.145
Alterations to Approved Plans	General	140 + 55 per hour fee for reviews requiring more than 2 hours				150.145
Contractor Change	General	\$50 (plu \$20 each Additional)				150.145
Building Scale Calculation Fees:						
Single Family residence - first review	General	400				150.148
With completed Building Scale worksheet/detailed plans	General	200				150.148
Two-family dwelling	General	189 per unit				150.148
With completed Building Scale worksheet/detailed plans	General	120				150.148
Additional reviews (for revised plans)	General	102				150.148
On-site inspection for an existing dwelling	General	102				150.148
Office meeting to discuss for building scale calculation	General	50				150.148
Building Scale Waiver Request	General	100				150.148
Building Review Board Fees:						
Signs/Awnings/Landscaping/Lighting/Fences	General	75				150.147
Two or more of above	General	125				150.147
Storefront Alterations	General	100				150.147
New Commercial building, school, hospital or multi-family building per building	General	700				150.147
Alterations or major additions to commercial buildings, schools, hospitals or multi-family buildings - per building	General	323				150.147
New multi-building projects - per building	General	850 + 175 for more than				150.147

Add prior approved fees
New Fee
Change to fee

	Fund	FY2024 (\$)	FEE (n/c if blank)	PROPOSED FY2025 (\$) % CHANGE	Amount \$\$ Projected Revenue	City Code Section
		4 buildings (per building)				
Satellite Dish	General	100	0	-100.00%		150.147
Changes to approved building materials	General	60				150.147
Demolition with replacement structure	General	2,230				150.147
Demolition partial and replacement addition	General	1,310				150.147
Demolition w/o Replacement Structure	General	1,310				150.147
New Residence on Vacant Property (building scale fee also)	General	1,050				155.07
Additions & Alterations to Existing Residence (building scale fee also)	General	500				155.07
Replacement/new single family home/duplex structure	General	1,310				155.07
Variance from Building Scale Ordinance	General	374				155.07
Revisions to Approved Plans	General	229				155.07
Historic Preservation Commission Fees:						
Demolition (complete) and replacement structure	General	2,450				155.07
Demolition (partial) and replacement structure	General	1,529				155.07
Removal of less than 50%						155.07
Replacement Structure, prior demolition	General	1,310				155.07
Demolition w/o Replacement Structure	General	1,441				155.07
Changes to approved building materials	General	60				39.140
New Residence on Vacant Property (building scale fee also)	General	1,050				155.07
Additions & Alterations to Existing Residence (building scale fee also)	General	500				155.07
Variance from Building Scale Ordinance	General	374				155.07
Revisions to Approved Plans	General	229				155.07
Rescission of local landmark designation, amendment of						155.07
local landmark designation or historic map amendment	General	2,500				155.07
Signs/Awnings/Landscaping/						
Lighting/Fences	General	75				155.07
Two or more of above	General	125				155.07
Storefront Alterations	General	100				155.07
New Commercial building, school, hospital or multi-family building	General	700				155.07
per single building						
Alterations or major additions to commercial buildings, schools,	General	323				155.07
hospitals or multi-family buildings - per building						
New multi-building projects - per building	General	850 + 175 for more than				155.07
		4 buildings (per building)				
Project Fees:						
Red Tag , per violation, per day (minimum \$150 first offense)	General	300				150.005
Stop Work Order (Minimum \$250 first offense, limited scope)	General	750				150.005

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2025 (\$)			
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Street Obstruction - per 30 lineal feet of public right-of-way	General	100				150.005
Re-Inspection all permits (failed/no show)	General	175				150.005
Additional Inspections	General	50				150.005
Off Hour Inspections	General	50 administration fee plus per hour cost of inspector				150.005
Tree fencing inspection fee		135				N/A
Recording of Right-of-Way agreement for sprinkler system, driveway apron	General	70 (up to 4 pages, 5 each addl page)				150.145
Construction Trailer Permit (Commercial Construction Sites only)	General	100 per month				150.145
Tree removal without permit	General	750 per inch				999.999
Vegetation removal in protected area without permit	General	750 per violation				999.999
Recording of Plat of Subdivision	General	75 plus Lake County Fee				
Const. Codes Comm. Fees:						
Variances from Construction Code	General	250				150.110
Administrative Appeals	General	150				150.110
Material/Product Evaluation	General	350				150.110
Demolition Tax	Cap Imp & Afford Housing	12,000				150.110
Zoning Board of Appeals:						
Variations from Zoning Code	General	301	310	2.99%	200	159.02
Administrative Appeals	General	150				159.02
Special Use Permit - Existing Developments	General	755				159.02
Legal Ad Publication (as required)	General	85				159.02
Plan Commission:						
Minor Subdivisions-Tentative Approval 2,3 or 4 lots payable at time of application	General	2,184				156.026(a)(3)
Minor Subdivisions-Final Approval	General	250+35/lot plus engineering and recording fees				156.026(a)(3)
Major Subdivisions-Tentative Approval 5 or more lots	General	3,822+35 for each lot over 5				156.026(a)(3)
Major Subdivisions-Final approval paid prior to recording of plat	General	400+35/ plus 5/lot				156.026(a)(3)
	General	over 10; + engineering and recording fees				156.026(a)(3)
Planned Preservation Subd Special Use Permit plus minor/major subdivision fee	General	2,500				156.026(a)(3)

Add prior approved fees
New Fee
Change to fee

	Fund	FY2024 (\$)	FEE (n/c if blank)	PROPOSED FY2025 (\$) % CHANGE	Amount \$\$ Projected Revenue	City Code Section
Zoning Change	General	3,328				156.026(a)(3)
Filing fee for all other developments	General	788				156.026(a)(3)
Code Amendment	General	3,328				156.026(a)(3)
Extension of Tentative Subdivision Plat Approval	General	150				156.026(a)(3)
Administrative Property Line shift	General	250				156.026(a)(3)
Special Use Permit	General	1,035				156.026(a)(3)
Special Use Permit - Restaurant within 150' of Residential	General	500				156.026(a)(3)
Escrow Deposit - 3rd Party Review (Refundable)	General	5000				
Permits:						
Building Permits repair and maintenance under \$6,000	General	40				150.145
Building Permits - \$100,000 or less	General	1.5% of total construction 50 min				150.145
Building Permits - over \$100,000						
\$100,001 - \$200,000	General	2% of total construction				150.145
\$200,001 - \$500,000	General	4,000 + 1% of total cc in excess of 200,000				150.145
\$500,001 and above	General	7,000 + .5% of total cc in excess of 500,000				150.145
Solar installation/Geo Thermal/Wind/Electric Charging Stations	General	.05% of construction cost				150.145
Underground storage tank removal	General					
single family and duplex		150 per tank				150.145
All other properties	General	250 per tank				150.145
Permit Extensions - After Final Expiration	General	150 administration fee plus 20% of the original				150.145
		permit fee - 6 month extension				150.145
Sign	General	1.5% construction cost 50 min				150.145
Administration Demolition Approval - Life Safety/Nuisance	General	500				150.145
Driveway Permits:						
Driveway Resurfacing Permit (not required for sealcoating)	General	50				150.145
Driveway Bond	General	250				150.485
Satellite dish permit	General	1.5% of cost, 50 min	0	-100.00%		150.145
Plumbing /Electric/HVAC:						
Irrigation Systems	General	2.00 per head 60 min				150.145
Plumbing - base charge	General	60+5.50/fix.				150.145
Sanitary Sewer	General	50 min + 1.00/ft over 50 ft				150.145
Storm Sewer	General	50 min + 1.00/ft over 50 ft				150.145

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2025 (\$)			
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Electrical	General	100, plus 1 per unit beyond 100 total units				150.145
Electrical Service	General	75				150.145
Electric - motors	General	75 + .50 per horsepower				150.145
HVAC						
Residential - New or replacement						
1 or 2 units	General	52				150.145
Each additional unit	General	45				150.145
Duct work	General	52				150.145
Commercial New	General	52 per 1,500 sq ft of floor area				150.145
Commercial - replacement of existing units	General	same as residential				150.145
Purchase of Parking						
Space per Zoning Code	General	to be set by City Council at the time of approval based on market costs				150.145
						150.145
<u>Elevators:</u>						
Elevator Inspection Fee	General	Variable				150.145
Elevator Permits - New elevators	General	65				150.145
<u>Licenses - Annual:</u>						
Health -Restaurant (20 or Less)	General	250				113.03(d)(1)
Health - Restaurant (21-99)	General	350				113.03(d)(2)
Health - Restaurant (100 + Seats)	General	600				113.03(d)(3)
Health - Itinerant Restaurant	General	250				113.03(d)(4)
Health - Food Store	General	100				113.21(d)
Health - Limited Food Store (selling candy)	General	50				113.21(d)
Health - Mobile Food/Beverage Vendor	General	100				113.21
Food Vendor (delivery)	General	150/Veh.				113.21(d)
Milk Vendor (delivery)	General	100/Veh.				113.21(d)
Ice Vending Machine per machine	General	110				95.061
Food Vending Machine per machine	General	55				113.21(d)
Candy Vending Machine per machine	General	55				113.21(d)
Pop/Soft drink Vending Machine per machine	General	55				113.21(d)
Milk Vending Machine per machine	General	55				113.21(d)
Tobacco vending machine per machine	General	50				135.136
Amusement Machine per machine	General	110				110.104
HVAC Contractor	General	60				150.145
Electrical Contractor	General	60				150.145
Juke Box	General	25				110.083

Add prior approved fees
New Fee
Change to fee

	Fund	FY2024 (\$)	FEE (n/c if blank)	PROPOSED FY2025 (\$) % CHANGE	Amount \$\$ Projected Revenue	City Code Section
Pool Table	General	25				112.095(b)(1)
Tree and Vegetation Removal:						
Application Review Fee	General	40				99
Removal of Heritage Tree	General	40 per tree				99
Removal of tree 10" DBH or larger within the streetscape preservation area, the front yard or the corner side yard	General	40 per tree				99
						99
Removal of trees or vegetation from a Conservation Easement	General	35 per 1 1/2 acre site				99
Removal of trees from a Tree Preservation or No Disturbance area	General	40 per tree				99
Removal of trees or shrubs from any ravine or bluff	General	40 per 1 1/2 acre site				99
Removal of trees or shrubs from a public right of way or other public property	General	40 per 1 1/2 acre site				99
						99
Ash tree removals, dead or hazardous trees (application fee only)	General	No Fee				99
Bonds: Refundable Upon Timely/Satisfactory Completion						
Permit Renewal - for projects with estimated construction costs of \$200,000 or less refundable upon completion of project within one year	General	20% of permit fee			0	150.145
Permit Renewal - for projects with estimated construction costs of more than \$200,000 refundable upon completion of project within 20 months	General	22% of permit fee			0	150.145
Street Opening Bond	General	500				98.058
Public Sanitary/Storm Sewer or Water Main Bond/R.O.W. (each)	General	500				
New Curb Cut and Temporary Curb Crossing	General	500				
Fire Protection Fees:						
Life Safety Plan Review Fee - New Constr/Addition	General	500 min or .05 sf includes all floors				150.145
Life Safety Plan Review Fee - Remodel/Alteration	General	60 min or .05 sf includes all areas				150.145
Fire Suppression Systems (Plan review and 2 inspections)						
Single Family/Duplex Residential						
New	General	120 or .05 per sf whichever is greater				150.145
Addition/Alteration	General	60 or .05 per sf for scope of work area				150.145
		whichever is greater				150.145
Hot work	General	100				150.145
Commercial/Multi Family						
New	General	500 or .05 per s.f. whichever is greater				150.145
Addition/Alteration	General	250 or .05 s.f. for scope of work area whichever is greater				150.145

Add prior approved fees
New Fee
Change to fee

	Fund	FY2024 (\$)	FEE (n/c if blank)	PROPOSED FY2025 (\$) % CHANGE	Amount \$\$ Projected Revenue	City Code Section
Specialized Suppression (FM 200, clean agent)	General	150 per system (in addition to above fees for the overall system)				150.145
Stand pipe riser	General	100				150.145
Hood and Duct Extinguishing System - New	General	300 per system				150.145
Hood and Duct Extinguishing System - Alteration	General	100 per system				150.145
Fire Alarms						
Single Family/Duplex Residential	General	75 or .05 per s.f. whichever is greater				150.145
Commercial/Multi Family - New	General	500 or .05 per s.f. whichever is greater				
Commercial/Multi Family - Addition/Alteration	General	75 or .05 per s.f. whichever is greater				150.145
Inspections/Tests						
Annual & New Underground Flush test	Water	75 + cost per gallon of water at current rate as approved by the City Council based on pipe size				150.145
Annual & New Fire Pump Test	Water	175 + cost per gallon of water at current rate as approved by the City Council based on pump size				150.145
						150.145
Small Wireless Facilities:						
Application for Collocation - Installation of facility	General	650				
Application for Collocation - Installation of multiple facilities	General	350 per facility				
Application for installation of new utility pole or support structure	General	1,000				
Annual recurring rate for collocations on a City utility pole located in the right-of-way. (* Or the City's actual, direct, and reasonable costs related to the wireless provider's use of space on the City utility pole)	General	200				
Other:						
Alternative Letter of Credit Review	General	100 per review				150.145
Conditional Certificate of Occupancy - Landscape only due to season (single family and duplex)	General	300 per unit				150.145
Conditional Certificate of Occupancy(single family and duplex)	General	550				150.145
Conditional Certificate of Occupancy(multi-family and commercial)	General	25 per square foot, whichever is greater, to a maximum of 2,000				150.145
Estate Sale - Non-Resident operator	General	50				

Add prior approved fees

New Fee

Change to fee

			PROPOSED FY2025 (\$)			
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Finance						
Water Utility Fees/Charges:						
Water Sales/1,000 Gallons						
Effective with Water Bills mailed on or after May 1, 2024						
Lake Forest Residential - to 10,000 Gallons per Quarter	Water	4.50				51.061(a)
Lake Forest Residential - 10,001 to 60,000 Gallons per Quarter	Water	6.20				51.061(a)
Lake Forest Residential - over 60,000 Gallons per Quarter	Water	7.00				51.061(a)
Lake Forest All Other Users	Water	6.50				51.061(a)
Lake Forest - Billable City Accounts	Water	3.25				51.061(a)
Del Mar Woods	Water	9.15				51.061(a)
Other Non resident users	Water	9.15				51.061(a)
Sewer Charge/1,000 Gallons (winter usage)	Water	1.16				51.061(a)
Customer Charge - Water (Inside)						
5/8" to 1.5" meter	Water	55/quarter				51.061(b)
2" to 4" meter	Water	210/quarter				51.061(b)
6" and above meter	Water	925/quarter				51.061(b)
Benefit Access Program Discount - must renew annually	Water					N\A
Customer Charge - Water (Outside)						
5/8" to 1.5" meter	Water	75/quarter				51.062(b)
2" to 4" meter	Water	240/quarter				51.062(b)
6" and above meter	Water	1000/quarter				51.062(b)
Customer Charge - Sewer						
5/8" to 1.5" meter	Water	5/quarter				52.15€(1)
2" to 4" meter	Water	20/quarter				52.15€(1)
6" and above meter	Water	100/quarter				52.15€(1)
Beach Parking Fee:						
Beach Parking						
Temporary (Resident)	General	85				73.45
Temporary (Non-Resident)	General	910				73.45
Parking Permits:						
Resident-Full Year	Parking	313				73.27(c)(7)
Resident-Monthly	Parking	30/Month				73.27(c)(7)
Resident - Unlimited	Parking	1,000				73.27(c)(7)
Employer Purchased-Full Yr.	Parking	180				73.27(c)(7)

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2025 (\$)			
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Employer Purchased-Monthly	Parking	20/Month				73.27(c)(7)
Non-Resident-Full Year	Parking	700				73.27(c)(7)
Non-Resident - Monthly	Parking	60/Monthly				73.27(c)(7)
Daily Parking Fee-Telegraph	Parking	3				73.27(c)(7)
Daily Parking Fee-All Other	Parking	3				73.27(c)(7)
Licenses:						
Car and Lt Truck	General	85				74.179(b)
Heavy Truck (8,000+ lbs.)	General	110				74.179(b)
Motorcycles	General	45				74.179(b)
Senior Citizen 65 and over	General	no discount				N/A
Transfers	General	5				74.184 & 185
Penalties	General	50%				74.179(b)
Auto Dealer License	General	50+20/Veh				74.183
Disabled vehicle sticker (Benefit Access Program)	General	45				N/A
Real Estate Transfer Tax	Cap Imp	4.00 per 1,000				39.155(b)
Non-sufficient funds Fee	General	25				10.99
Credit Card Service Fees:						
Daily Parking	General	.25 per transaction				73.27(c)(7)
Development Related Fees	General	2.95% (Minimum 1.95)				N/A
Cemetery Related Fees	Cemetery	2.95% (Minimum 1.95)				N/A
Public Safety Pension Fee:						
Residential Utility Accounts	General	20 per Quarter				N/A
All Other Utility Accounts (exclude irrigation only services)	General	70 per Quarter				N/A
Parks and Recreation						
Golf Course Fees/Charges:						
Seasonal Fees-Resident: effective January 1, 2024						
Class A -Adult Single	DPG	1,550	1,650	6.45%	3,000	97.051
Class B -Adult Combo	DPG	2,800	2,900	3.57%	1,100	97.051
Class D -Junior	DPG	700	750	7.14%	50	97.051
Class F - Senior Citizen	DPG	1,100	1,200	9.09%	3,000	97.051

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2025 (\$)			
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Seasonal Fees (Non-Resident) effective January 1, 2024						
Class A -Adult Single	DPG	2,000	2,200	10.00%	400	97.051
Class B -Adult Combo	DPG	2,800	2,900	3.57%	0	97.051
Class D -Junior	DPG	700	750	7.14%	50	97.051
Class F - Senior Citizen	DPG	1,300	1,400	7.69%	2,000	97.051
Daily Fees-Resident: effective January 1, 2024						
Weekday-9	DPG	38	41	7.89%	1,977	97.051
Weekday-18	DPG	51	54	5.88%	10,000	97.051
Weekend 9	DPG	43	46	6.98%	2,000	97.051
Weekend -18	DPG	64	67	4.69%	3,000	97.051
Electric Golf Carts: effective January 1, 2024						
9 Holes Single Rider	DPG	15	17	13.33%	2000	97.052
18 Holes Single Rider	DPG	20	22	10.00%	1380	97.052
Range Balls						
Small Bucket	DPG	10				97.051
Medium Bucket	DPG	12	15	25.00%	2,000	97.051
Large Bucket	DPG	20	22	10.00%	2,329	97.051
Pull cart						
9 holes	DPG	6	8	33.33%	248	97.051
18 hoes	DPG	8	10	25.00%	216	97.051
USGA Handicap Fees - Members	DPG	45				97.051
Permanent Tee Time - Weekend	DPG	400	500	25.00%	1,200	97.051
Lockers						
18 inch	DPG	160				97.051
12 inch	DPG	140				97.051
Park Fees						
Park Picnic Permits						
0 - 149 People	Parks/Rec	100				N/A
150 or more People	Parks/Rec	150				N/A
Picnic Tables	Parks/Rec	25 per table				
Grills	Parks/Rec	85 per grill				

Add prior approved fees
New Fee
Change to fee

	Fund	FY2024 (\$)	FEE (n/c if blank)	PROPOSED FY2025 (\$) % CHANGE	Amount \$\$ Projected Revenue	City Code Section
Boating and Beach Fees - effective February 1, 2024						
Watercraft Ramp/Sailboat Permits-Recreation						
Watercraft Ramp (R)	Parks/Rec	549	565	2.91%	1056	97.066
Watercraft Ramp 2nd boat/ half season	Parks/Rec	275	283	2.91%	208	97.066
Watercraft Ramp (R) (Sen.)	Parks/Rec	438	451	2.97%	273	97.066
Watercraft Ramp (R) (Sen) 2nd boat/ half season	Parks/Rec	220	227	3.18%	21	97.066
Watercraft Ramp (NR)	Parks/Rec	1,097	1,130	3.01%	231	97.066
Watercraft Ramp (NR) (Sen) 2nd boat/ half season	Parks/Rec	550	565	2.73%	0	97.066
Year round compound storage Resident	Parks/Rec	2,410	2,482	2.99%	648	97.066
Year round compound storage Resident senior	Parks/Rec	1,944	2,002	2.98%	696	97.066
Year round compound storage non-resident	Parks/Rec	3,646	3,755	2.99%	0	97.066
Seasonal compound storage Resident	Parks/Rec	1,646	1,695	2.98%	0	97.066
Seasonal compound storage Resident Senior	Parks/Rec	1,316	1,355	2.96%	78	97.066
Seasonal compound storage Non-resident	Parks/Rec	2,466	2,540	3.00%	0	97.066
Year round watercraft rack storage resident	Parks/Rec	664	684	3.01%	140	97.066
Year round watercraft rack storage resident senior	Parks/Rec	533	549	3.00%	32	97.066
Year round watercraft rack storage non-resident	Parks/Rec	1,097	1,130	3.01%	0	97.066
Seasonal watercraft rack storage resident	Parks/Rec	388	400	3.09%	312	97.066
Seasonal watercraft rack storage resident senior	Parks/Rec	310	319	2.90%	54	97.066
Seasonal watercraft rack storage non-resident	Parks/Rec	732	757	3.42%	44	97.066
Year round watercraft sand storage resident	Parks/Rec	822	847	3.04%	25	97.066
Year round watercraft sand storage resident senior	Parks/Rec	658	678	3.04%	0	97.066
Year round watercraft sand storage non-resident	Parks/Rec	1,233	1,270	3.00%	0	97.066
Seasonal watercraft sand storage resident	Parks/Rec	504	519	2.98%	30	97.066
Seasonal watercraft sand storage resident senior	Parks/Rec	403	415	2.98%	12	97.066
Seasonal watercraft sand storage non-resident	Parks/Rec	756	779	3.04%	779	97.066
South Beach Parking Permit (R)	Parks/Rec	161	167	3.73%	654	97.066
South Beach Parking Permit (R) (Sen.)	Parks/Rec	127	131	3.15%	404	97.066
South Beach Parking Permit (NR)	Parks/Rec	910				97.066
South Beach Parking Permit Employee/Retiree	Parks/Rec	100				97.066
Daily Boat Launch resident	Parks/Rec	65				97.066
Daily Boat Launch nonresident	Parks/Rec	80				97.066
Resident Guest Daily Parking Pass, limit 5 per season	Parks/Rec	15				97.066
Nanny Parking Pass	Parks/Rec	85				97.066
Senior Caregiver Parking Pass	Parks/Rec	85				97.066
Non resident beach fee, weekends and holidays	Parks/Rec	25				97.069
Fitness Center Fees - effective May 1, 2024						
Individual resident rate	Parks/Rec	480	504	5.00%	2,856	

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2025 (\$)			
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Individual resident rate - 1 months	Parks/Rec	48	50	4.17%	16	
Individual non-resident rate	Parks/Rec	600	636	6.00%	0	
Individual non-resident rate - 1 months	Parks/Rec	60	63	5.00%	0	
Couple resident rate	Parks/Rec	840	876	4.29%	1,152	
Couple resident rate - 1 month	Parks/Rec	84	87	3.57%	9	
Couple non-resident rate	Parks/Rec	1,008	1,056	4.76%	0	
Couple non-resident rate - 1 months	Parks/Rec	101	106	4.95%	0	
Family resident rate	Parks/Rec	1,116	1,176	5.38%	960	
Family resident rate - 1 months	Parks/Rec	112	117	4.46%	20	
Family non-resident rate	Parks/Rec	1,332	1,392	4.50%	0	
Family non-resident rate - 1 months	Parks/Rec	133	139	4.51%	0	
Senior resident rate	Parks/Rec	372	384	3.23%	648	
Senior resident rate - 1 months	Parks/Rec	37	38	2.70%	4	
Senior non-resident rate	Parks/Rec	444	456	2.70%	36	
Senior non-resident rate - 1 months	Parks/Rec	45	46	2.22%	0	
Senior couple resident rate	Parks/Rec	600	624	4.00%	408	
Senior couple resident rate - 1 months	Parks/Rec	60	62	3.33%	2	
Senior couple non-resident rate	Parks/Rec	744	780	4.84%	36	
Senior couple non-resident rate - 1 months	Parks/Rec	75	78	4.00%	0	
Student resident rate	Parks/Rec	372	384	3.23%	180	
Student resident rate - 1 month	Parks/Rec	37	38	2.70%	5	
Student non-resident rate	Parks/Rec	444	456	2.70%	0	
Student non-resident rate - 1 month	Parks/Rec	45	46	2.22%	0	
Matinee resident rate	Parks/Rec	276	288	4.35%	648	
Matinee resident rate - 1 month	Parks/Rec	28	29	3.57%	4	
Matinee non-resident rate	Parks/Rec	324	336	3.70%	12	
Matinee non-resident rate - 1 month	Parks/Rec	33	34	3.03%	0	
All-inclusive - member - effective December 6, 2012	Parks/Rec	384	408	6.25%	936	
All-inclusive - non-member - effective December 6, 2012	Parks/Rec	828	865	4.47%	0	
OCM						
General Fees & Charges:						
Birth certificates (January 1, 2010)	General	10 first/4 additional				5.36
Death certificates (January 1, 2013)	General	14 first/6 additional				5.36
On-line data entry fee by city staff (January 1, 2010)	General	10				N/A
Solicitor/Peddler Permit Original Application	General	55				117.01(b)
Solicitor/Peddler Permit Renewal	General	40				117.40

Add prior approved fees
New Fee
Change to fee

	Fund	FY2024 (\$)	FEE (n/c if blank)	PROPOSED FY2025 (\$) % CHANGE	Amount \$\$ Projected Revenue	City Code Section
Electric Car	General	1 per Hour				N/A
<u>Licenses:</u>						
Raffle License	General	40				110.150
Tobacco License	General	500				135.138(f)
Landscape License (March 1 to Feb 28)	General	100				110.217
Penalties - Landscape License Applications after June 1	General	25				110.217
Auctioneers License	General	5 Daily & 1.00 per employee				110.026
Factories and Slaughterhouses	General	500				110.047
Mobile Auto Service	General	50 per unit				110.200
Athletic Contests	General	50 per day				112.0029B)
Bowling Alley	General	10 per lane per year				112.025
Circuses	General	100 per day circus conducted				112.041
Circuses - Side Show	General	50 per day circus conducted				112.042
Motion Pictures - Establishment capacity 500 or more persons	General	.50 per seat				112.075
Public Dances	General	500				112.112
Theatrical Performances - less than 500 persons	General	100				112.126
Theatrical Performances - more than 500 persons	General	150				112.126
Theatrical Performance not covered by 112.126	General	25 per day				112.127
Junk Yard or Junk Shop	General	75				114.22
Junk Dealer collected by vehicle	General	20 per vehicle				114.23
Pawnbroker	General	100				116.03
Expressmen and Draymen	General	25				118.156
<u>Alcoholic and Beverages:</u>						
Class A-1	General	2,700				111.036
Class A-2	General	1,500				111.036
Class A-3	General	275				111.036
Class B-1	General	2,500				111.036
Class C-1	General	2,600				111.036
Class C-2	General	3,000				111.036
Class D-1	General	2,500				111.036
Class E-1	General	3,000				111.036
Class F-2	General	100 for each 48 hour period or any part thereof: 50 not for profit with proof of 501 (c)3 status				111.036

Add prior approved fees

New Fee

Change to fee

			PROPOSED FY2025 (\$)			
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Class F-3	General	75 for each 48 hour period or any part thereof: 50 not for profit with proof of 501 (c)3 status				111.036
Class F-4	General	500 per vendor for the duration of the sporting event				111.036
Class F-5	General	1,100				111.036
Class F-6	General	600				111.036
Class G-1	General	200				111.036
Class G-2	General	600				111.036
Class I-1	General	None				111.036
Class I-3	General	100				111.036
Class J	General	500				111.036
Class K	General	40/each 7 day license period				111.036
Annual Renewal	General	150 renewal existing or change in owners or officers				111.036
Application Fee	General	300 new license				111.043
Application for Change in Owners or Officers	General	100				111.043
Liquor License Penalty Fee	General	25				111.036
<u>Impact Fees:</u>						
Library	Library	see ordinance				150.023
Fire and Emergency Services	General	see ordinance				150.023
Park Site	PPL	see ordinance				150.023
Park Development	PPL	see ordinance				150.023
Police	General	see ordinance				150.023
Public Works	General	see ordinance				150.023
School District 67 (information only)	pay School	see ordinance				150.023
High School District 115 (information only)	pay School	see ordinance				150.023
<u>Cemetery Fees:</u>						
Issuance of Deeds	Cemetery	.50 per deed	0	-100.00%	0	93.45
Police						
<u>Fines & Penalties:</u>						
Overtime Parking - Lot (base fee - 1st Offense)	General	25/75/125				73.99
Improper Parking - Lot (base fee - 1st Offense)	General	25/75/125				73.99
Parking in Prohibited Area- Lot (base fee - 1st Offense)	General	25/75/125				73.99

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2025 (\$)			
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Overtime Parking - Other (base fee - 1st Offense)	General	25/75/125				73.99
Improper Parking - Other (base fee - 1st Offense)	General	25/75/125				73.99
Parking in Prohibited Area- Other	General	25/75/125				73.99
Parking at Boat Ramp (base fee - 1st Offense)	General	125/250/350				73.46
No Vehicle License (base fee - 1st Offense)	General	75/100/125				74.179
No parking east of Sheridan Road (base fee - 1st Offense)	General	125/150/175				73.99
No Animal License (base fee - 1st Offense)	General	15/25/35				91.032
Dog-At-Large (base fee - 1st Offense)	General	40/50/100				91.050
Code Violations	General	variable				Variable
Motor Code Violations	General	variable				Variable
Recreational Powered Device Violation	General	100 - 300				79.11
Dog Barking (base fee - 1st Offense)	General	40/50/100				91.004
Dog Impound	General	25				91.014
Leaf Burning	General	100				94.2
Handicapped Parking	General	250				73.21
Dog Public Nuisance	General	100/500/750				91.053
Burglar Alarm Fees	General	0/50/100/250				110.125
Vehicle Immobilization fee	General	100				73.50
E-911 Surcharge	E911 Fund	0.65				39.181
Copies of Accident Reports	General	5				71.032
FOIA copy fees >50 pages	General	.15 per page				33.3
Transient Merchant License	General	100.00				117.20(f)
Fire						
General Fees & Charges:						
Ambulance-Resident ALS transport	General	1,300.00				94.51
Ambulance-Resident ALS2 transport	General	1,400.00				94.52
Ambulance-Resident BLS transport	General	1,200.00				94.53
Ambulance-Non Resident ALS transport	General	1,700.00				94.54
Ambulance- Non Resident ALS2 transport	General	1,800.00				94.55
Ambulance-Non Resident BLS transport	General	1,600.00				94.56
Ambulance - Mileage	General	11.00 per mile				94.58
Fireworks Permit	General	250				94.5
Open Burn Permit	General	100				94.5
Bonfire Permit	General	100				94.5

Add prior approved fees
New Fee
Change to fee

			PROPOSED FY2025 (\$)			
	Fund	FY2024 (\$)	FEE (n/c if blank)	% CHANGE	Amount \$\$ Projected Revenue	City Code Section
Fire Watch	General	Overtime hourly Rate				94.5
Annual Fire Pump Test	General/Water	10 Admin Fee + Water Usage				94.5
Annual Inspections - 4th re-inspection	General	100				94.5
Annual Inspections - 5th re-inspection	General	200				94.5
Annual Inspections - 6th re-inspection	General	400				94.5
Fire Alarm Fees	General	0/50/100/250				110.125
Hazardous Substance Incident						
Level I Hazardous Substance Incident	General	250 per day during hazard substance incident occurs or removal activities				41.01
Level II Hazardous Substance incident	General	500 per day during hazard substance incident occurs or removal activities				41.01
Level III Hazardous Substance incident	General	1,000 per day during hazard substance incident occurs or removal activities				41.01
Miscellaneous Materials Cost - Level I incident	General	50				41.01
Miscellaneous Materials Cost - Level II incident	General	100				41.01
Miscellaneous Materials Cost - Level III incident	General	500				41.01
Reimbursable Costs	General	100% of cost incurred				41.01
Senior Resources						
Membership Dues:						
Residents of Lake Forest, Lake Bluff and unincorporated						
Lake Forest and Lake Bluff	Senior Resources	35 per person				97.087
		55 per family				97.087
Outside of Lake Forest and Lake Bluff	Senior Resources	45 per person				97.087
		75 per family				97.087
Circuit Breaker participants Lake Forest and Lake Bluff	Senior Resources	10 per person				97.087
residents only		15 per family				97.087
Car and Bus rides	Senior Resources	3/fee each direction				97.087
		6 round trip				97.087
Taxi subsidy- Lake Forest and Lake Bluff residents	Senior Resources	16 coupons/month				97.087
living within the Lake Forest High School District		for a value of 3/each				

Special Events						
Special Event Fees:						
Application Fee	General	50				10.13
Application Fee - Late Fee	General	50% of fee per 30 days				10.13
Escrow Deposit - Special Events	General	500				10.13
Police Officer hourly rate	General	93	99	6.45%	180	10.13

Add prior approved fees

New Fee

Change to fee

	Fund	FY2024 (\$)	FEE (n/c if blank)	PROPOSED FY2025 (\$) % CHANGE	Amount \$\$ Projected Revenue	City Code Section
Firefighter/Paramedic hourly rate	General	91	96	5.49%	50	10.13
Police and Fire Vehicle	General	110				10.13
Public Works hourly rate	General	72	76	5.56%	60	10.13
Parks hourly rate	Parks/Rec.	72	76	5.56%	60	10.13
Special Event Inspection	General	100				94.5
Tent Permit	General	100 or .05 per sq ft				94.5
A-Frame Barricades	General	5				98.011
Barricades 1 - 10	General	40				98.011
Parking Cones	General	1				98.011
Bleacher keep in park	General	50				10.13
Bleacher move to another location	General	195				10.13
Litter Barrels 1—6	General	14				10.13
Picnic Tables 1 - 6	General	32				10.13
Grills	General	195				10.13
Inflatable amusement inspection	General	100				94.5
Carnival rides	General	200				94.5
Filming Class A - Application	General	150				
Filming Class B - Application	General	100				
Filming Class C - Application	General	50				
Filming Class A - Permit	General	475				
Filming Class B - Permit	General	375				
Filming Class C - Permit	General	125				
Filming Class A - Deposit (Refundable)	General	1000				
Filming Class B - Deposit (Refundable)	General	500				

Supplemental Memos Regarding Proposed Fee Adjustments

MEMORANDUM

TO: Diane Hall, Assistant Director of Finance

FROM: Catherine J. Czerniak, Director of Community Development

DATE: October 13, 2023

SUBJECT: Recommended Fee Adjustments for Fiscal Year 2025

Minimal changes are proposed to existing development related fees. Development related fees have remained constant for the most part for the past several years and have proven to be closely related to the cost of service, comparable to other similar communities, and generally well accepted.

No new development related fees are recommended.

Recommended Fee Adjustments

❖ Plan Reviews – Larger projects

An increase in plan review fees for projects of larger scope is recommended. Reviews of these types of projects have become increasingly complex and as a result, require additional staff review time. Plan review fees have not been adjusted for plan reviews for more than ten years. A seven percent increase in plan review fees for projects in the following categories is recommended.

- Projects with construction costs of \$48,000 to \$120,000 increase from \$138.00 to \$145.00.
- Projects with construction costs over \$120,000 increase from \$230.00 to \$246.00
- New single family residences increase from \$400.00 to \$428.00.
- New residential duplexes increase from \$230.00/unit to \$246/unit.
- New commercial and multi-family increase from \$572.00 to \$612.00.

❖ Variances from the Zoning Code

A three percent increase in the application fee for zoning variances is recommended. Variance requests require research, site visits, and interactions with the petitioner and neighbors. The recommended three percent application fee increase will more closely align with the cost of this service.

- Zoning variance application fee increase from \$301.00 to \$310.00.

Eliminated Fees

❖ Satellite Dish

Permits are no longer required for satellite dishes at the local level.

MEMORANDUM

To: Diane Hall, Assistant Finance Director

From: John Westly, Golf Course General Manager
John Eldridge, Program Manager Parks and Recreation Department

Date: October 20, 2023

Subject: Deerpath Golf Course FY2025 Proposed Fee Changes

PURPOSE AND ACTION REQUESTED: City staff and Kemper Sports staff are bringing forward the Deerpath Golf Course fees for fiscal year FY2025. The Park and Recreation Board has approved the fee schedule on October 17, 2023, and request that the proposed FY2025 Deerpath Golf Course fee structure be forwarded to City Council for approval as presented.

BACKGROUND/DISCUSSION: Attached is the proposed fee structure for Deerpath Golf Course for FY2025. We analyzed several factors including utilization and surrounding facilities fees while putting together the fees schedule. Kemper Sports and City Staff are recommending the following:

- **Membership Fees:** Increase Annual Pass fee for Adult Single, Junior and Senior play the slight increase per classification provides an increased revenue for memberships in the most popular categories while taking into consideration inflation, and wage increases.
- **Greens Fees:** Increase the "ceiling" rate for weekday and weekend fees. Allow the dynamic pricing model to set prices based off of the utilization of the course. This will allow the green fee prices to fluctuate and take advantage of times of increased demand. Golf rates will be adjusted during the season based on marketplace demands.
- **Other Fees:** Medium going from \$12 to \$15 and large range balls going from \$20 to \$22. Increase the cost of pull cart rentals for 9 holes from \$6 to \$8. 18 holes going up from \$8 to \$10. Increasing electric cart rental for 9 holes from \$15 to \$17. 18 holes from \$20 to \$22. Increase the permanent tee time fee from \$400 to \$500.

BUDGET/FISCAL IMPACT: Utilization has increased in FY2024. Due to the high utilization, we see our only ability to cover increased cost and inflation through a minimal increase in fees for FY2025. These price increases will help by increasing revenue and the per player average round price in FY2025.

City Staff and Kemper Sports are requesting the approval of the proposed FY2025 Deerpath Golf Course fee structure.

MEMORANDUM

To: Diane Hall, Assistant Finance Director

From: Joe Mobile, Superintendent of Recreation

Date: October 18, 2023

Subject: Lake Forest Recreation Department FY 25 Proposed Fee Changes

PURPOSE AND ACTION REQUESTED: The Parks and Recreation Board and City Staff are bringing forward the Lake Forest Recreation Department fee changes, including Fitness Center fees and Lakefront fees for fiscal year 2025. The Park and Recreation Board has approved the fee schedule on September 19, 2023, and request that the proposed FY2025 fee structure be forwarded to City Council for approval as presented.

BACKGROUND/DISCUSSION: Attached is the proposed fee structure for the fitness center and Lakefront fee changes for FY2025.

Fitness Center Fee Changes:

Staff have analyzed several factors including membership trends, and surrounding facilities fees while putting together the fees schedule. The Fitness Center's memberships fluctuate considerably throughout the year. As a result, staff takes a conservative approach for revenue growth by assuming membership levels will remain the same throughout the year based on membership totals in September. City Staff are recommending the following:

Fitness Center Fees: Staff are recommending increasing all membership fees by an adjusted 5% for FY25 to cover increases to expenses to manage the Fitness Center. The 5% increase was taken over FY24 fees and then adjusted to be divisible by 12 months so that our registration software system can use the automatic monthly billing for all annual memberships. This adjustment to the increase will provide a consistent amount to be drawn each month providing our members a smooth and understandable transaction.

Lakefront Fee Changes:

Staff have analyzed several factors including usage trends and surrounding community's lakefront fees while putting together the fees schedule. Staff are recommending an increase to most fees allowing us to remain competitive with other lakefronts. The fee increases are based on actual usage as of September.

Lakefront Fees: Staff is recommending increasing the Lakefront permit fees by 3% for FY2025 with a few exceptions that will remain the same as in fiscal year 2024; nanny/caregiver parking pass (\$85), resident guest daily pass (\$15), non-resident beach access fee (\$25) and non-

resident daily boat launch fee (\$65). The 3% increase was taken over FY24 approved fees. Staff feel that a 3% increase is necessary to help cover increases in expenses to operate the facility.

BUDGET/FISCAL IMPACT: Staff anticipates a positive revenue differential of \$7,932 over FY24 budgeted fees with the 5% increase to the Fitness Center fees. Also, staff anticipate an increase of \$5,697 over FY24 budgeted fees for the Lakefront Permit fees. The revenue increases are based upon actual usage from September 2023 and will fluctuate with FY25 usage.

RECOMMENDED CITY COUNCIL ACTION: The Parks and Recreation Board and City Staff are bringing forward the Lake Forest Recreation Department fee changes, including Fitness Center fees and Lakefront permit fees for fiscal year 2025.

MEMORANDUM

TO: Elizabeth Holleb, Director of Finance

FROM: Diane Hall, Assistant Finance Director

DATE: October 30, 2023

SUBJECT: Special Event Hourly Rate Increases

Purpose and Action Requested

The purpose of this memorandum is to present a request to amend certain fees associated with Special Events. City staff is seeking City Council approval of fee adjustments proposed in this memorandum for personnel hourly rates related to special event fees and support.

Background

The City of Lake Forest processes and issues several different types of special event permits through Community Development. City staff regularly reviews these processes and their associated fees in an effort to ensure they remain compliant with both local and statutory regulations, consistent with internal administrative directives and policies, align with the City's costs to provide services and promote customer-friendly business practices. For FY2025, Special Event fees have been moved in the fee schedule to a separate category to reflect the multiple departments associated with these fees.

From time-to-time, community organizations seek to utilize City-owned property or request special city services (e.g. equipment rentals/delivery) and City employees (e.g. general event support, security, or emergency medical services) to support their event. Pursuant to the City Code (§10.13), fees for these City services may be imposed in connection with recovering costs related to the personnel time associated with this support.

Rates for City employees are set based on an average total compensation (includes salaries and benefits) for employees in the workgroup. Traditionally, the City has adjusted these rates to reflect changes in union contracts and special contractual rates for special time worked or overtime. Rates proposed for FY2025 reflect approved changes to salaries and benefits as outlined in the City's official Pay Plan and bargaining unit contract, if applicable. Accordingly, City staff is requesting to adjust rates to reflect these contract amounts, as follows:

Personnel Classification	Current Rate	Proposed Rate	% Change	Projected Revenue
Police Officer Hourly Rate	\$93.00	\$99.00	6.45%	\$180.00
Firefighter/Paramedic Hourly Rate	\$91.00	\$96.00	5.49%	\$50.00
Public Works Hourly Rate	\$72.00	\$76.00	5.56%	\$60.00
Parks Hourly Rate	\$72.00	\$76.00	5.56%	\$60.00

Please do not hesitate to contact me directly if you have questions concerning these proposed fee changes for FY2025.



Mr. Jason Wicha
City Manager
City of Lake Forest
800 North Field Drive
Lake Forest, Illinois 60045

November 27, 2023

Mr. Wicha,

On behalf of The Ferguson Group, LLC (TFG), I want to express our appreciation for the opportunity to provide grant services to the City of Lake Forest, Illinois. We are excited to continue our partnership. This contract renewal agreement provides the objectives and terms of TFG's Grant Services for the City of Lake Forest in 2024.

Proposed Scope of Work

TFG will provide Tier 2 Grant Retainer Services to the City of Lake Forest. Services include:

- A dedicated grants expert
- Weekly grants updates and alerts
- Access to TFG's library of Funding Guides and Grant Profiles
- Access to TFG's Successful Grant Application Database
- Preparing up to five custom, project specific grant research and funding strategies or conducting an annual comprehensive grant needs assessment and strategic grant outlook as requested

See attached Overview of Grant Services for additional details on services provided.

Terms of Agreement

Monthly Retainer

TFG will be compensated through a monthly retainer of \$2,000 for services rendered during 2024, commencing January 1, 2024 and extending through December 31, 2024. Either the City of Lake Forest or TFG may terminate this agreement at any time by giving the other party at least thirty (30) days' notice, in writing, of such termination.

Additional Services

TFG's Grant Retainer model is structured to allow for changes to be made throughout our partnership. As a retainer client, Lake Forest can engage with TFG either on an hourly rate or through a lump sum fee for additional services requested beyond the Tier 2 Scope of Work. Add-on services the City of Lake Forest may request include grant writing, grant advocacy, grant editing and review, and grant training. Should Lake Forest

determine a different Tier of services is preferential, TFG will work with City staff to amend the agreement and ensure all needs are being met. Additional fees in this regard will be based on the pricing included in the attached TFG Grants Overview document. TFG will provide a cost proposal for all additional services that is tailored to the City's needs.

If the assistance of TFG's professional advocacy staff is required, outside the scope of grant services, standard hourly fees for such services shall apply and such services will be clearly delineated in the cost estimate for each project.

Expenses

TFG fees include all direct labor, overhead (including general and administrative expenses), other direct costs, subcontractor costs, fixed fees, miscellaneous incidental services, and all applicable taxes. While the TFG Grants Team usually works electronically, if a client prefers an on-site meeting, travel time and estimated expenses will be billed in advance.

We are grateful for the opportunity to continue our partnership with the City of Lake Forest, and we look forward to a productive year ahead. If the terms of this letter of agreement are acceptable, please sign and return one copy to us at your earliest convenience.

Sincerely,

W. Roger Gwinn



CEO

ACKNOWLEDGED AND AGREED TO BY:



The Ferguson Group, LLC
W. Roger Gwinn, CEO

City of Lake Forest, IL
Jason Wicha, City Manager

11/27/2023

Date

Date

TFG Grants



TFG Grants Overview

For over 38 years, TFG has led the way in the federal, state, and private grant space. We offer a full suite of grant support services, providing our clients a competitive advantage in securing highly sought-after grant dollars. We specialize in representing public and private entities who share our passion for building strong and vibrant communities. Competitive grants and loans provide cities, counties, special districts, and other public agencies, as well as institutions of higher learning, hospitals, and non-profit organizations, with the opportunity to substantially enhance local resources. Since 2015, TFG has helped our clients secure nearly \$1 billion in competitive federal, state, and foundation grants, loans, and funding.

TFG Grant Services for the City of Lake Forest

TFG will provide the following services to the City of Lake Forest. Services marked with an orange checkmark are included in the Tier 2 retainer pricing for Lake Forest. All other services described can be obtained as add-on services at a discounted hourly rate or lump sum fee listed at the end of this document.

✓ **Dedicated Grants Expert/Team**

Lake Forest has been assigned a dedicated grants expert to serve as a liaison to its staff. This expert will help navigate the complex grant world to ensure the most efficient and effective use of staff time when pursuing grants.

✓ **Grants Alerts and Weekly Grants Updates**

Lake Forest will receive customized alerts for relevant grant opportunities, as they are solicited. For high priority grants or those with a short turnaround, TFG will attempt to notify the City of opportunities prior to solicitation. Additionally, each Friday, Lake Forest will receive TFG's Weekly Grants Update that provides a recap of grant solicitations that were published that week to ensure you do not miss any funding opportunities.

✓ **Database of Successful Grant Applications**

Lake Forest will have access to TFG's database of over 600 successful grant applications from a variety of programs to help inspire and guide the preparation of your successful grant submissions.

✓ **Library of Grant Funding Guides and Grant Profiles**

Lake Forest will have access to TFG’s Library of Grant Funding Guides. Each Funding Guide provides an overview of popular grant programs and relevant information such funding level, match requirements, eligible applicants, and use of funds in a specific issue area. Our library includes guides covering a wide array of topics such as:

- Law Enforcement
- Mental Health and Substance Abuse
- Habitat Conservation
- Homelessness
- Fire Departments
- Parks and Recreation
- Broadband
- Libraries and Museums
- Water and Wastewater
- Transportation
- Economic and Community Development
- Rural Communities
- Opioid Abuse
- Coronavirus and COVID-19
- Clean Energy and Technology
- Smart Vehicles

TFG’s Grants Library also includes a robust database of grant profiles and summaries that provide the key information you need to match a program with your needs and build a winning grant proposal. We present the information included in the grant solicitation in an easy-to-follow manner and augment it with additional background information on the program and the types of projects it has funded in the past.

✓ **Custom Project Specific Grant Research and Funding Strategy**

TFG will directly work with Lake Forest to conduct project specific grant research on the federal, state, and foundation levels and will create a customized funding strategy geared to support your project. We will provide you with relevant grant information, as well as recommendations on funding opportunities to target, that is specifically tailored to your project and your community. Our grants research will not only look at open, available programs, but will also focus on grant programs expected to be released in the future, helping you to stay “ahead of the game” and be prepared.

✓ **Needs Assessments and Strategic Grant Outlook**

TFG will meet with Lake Forest staff to discuss ongoing projects, primary issue areas, and future needs that may benefit from grant funding. These meetings can either be conducted virtually or, if you prefer, in-person. Based on our team’s knowledge and experience, we will closely identify, forecast, and monitor relevant funding opportunities that meet your specific needs. The Strategic Grant Outlook will allow staff to know what is on the horizon and be prepared when a notice of funding availability is announced.

Grant Writing

Preparing winning grant proposals takes time, skill, and knowledge. Lake Forest has the option to access TFG’s experienced grant writers to take the City’s grant project idea from the start of the application to submission. From filling out federal forms to crafting a persuasive and compelling grant narrative and corresponding budgets, TFG will ensure that the City will have submitted a complete and competitive application on time.

Grant Editing and Review

Lake Forest can access TFG experts to edit and review City written grant proposals to improve chances of securing funding. TFG staff will expertly review your application against the funder’s requirements, suggest content edits, and provide recommendations on how to improve your narrative before you submit.

Grant Debriefs

Grant debriefs are important, especially if it turns out that your application didn't get funded. TFG staff will help guide you through the grant debrief process and set up consultation with the funding agency to put your next applications in the best position to effectively compete in future solicitations.

Grants Advocacy

TFG helps secure congressional support, including support letters, and backing from strategic partners, to bolster grant applications. Federal grants are highly competitive and, more often than not, broad support for a project application can make the difference between a winning application and a highly ranked application that does not make the final list of awardees.

Grants Training

Our grants training is focused on building capacity, helping position the City for success in the often-complex grant process. TFG can train your staff on grant application processes and help improve the quality of grant proposals. We can provide training on a one-one-basis or through larger workshops dependent on your needs. TFG also has established partnerships with other grant training professionals that specialize in post-award management who can be accessed to support grant management training needs.

Grant Pricing for the City of Lake Forest

TFG's Grant Services Retainer offers Lake Forest the flexibility in the level of service you would like to receive. The table below outlines the services TFG can provide to the City on a monthly basis. As a retainer client, the City will have at its disposal TFG's diverse complement of staff experts without any worry about getting unexpected bills.

The City has agreed to Tier 2 retainer service with the option of discounted add-on services. Should Lake Forest need a different combination of services, TFG will work with the City to amend the retainer and create one that best fits your needs.

	Tier 1 (\$1,000/month)	Tier 2 (\$2,000/month)	Tier 3 (\$5,000/month)
Dedicated Grant Expert/Team	✓	✓	✓
Monthly Grant Update Meetings	✓	✓	✓
Weekly Grants Update and Alerts	✓	✓	✓
Library of Funding Guides and Grant Profiles	✓	✓	✓
Access to Successful Grant Applications	✓	✓	✓
Custom Project Specific Grant Research and Funding Strategy or Needs Assessment and Strategic Grant Outlook	3 projects annually	5 projects OR 1 Needs Assessment annually	6 projects AND 1 Needs Assessment annually
Project Development and Readiness	Hourly	Limited to 5 Project	Limited to 6 projects
Grant Writing	15% discount	15% discount	15% discount
Grant Editing and Review			✓
Grant Debriefs			✓
Grant Training			✓
Grant Project Advocacy			✓

Service Add-Ons

TFG believes in offering flexibility to our clients. As a retainer client, Lake Forest can engage with TFG on an hourly rate, or lump sum fee, for additional services requested beyond the Tier 2 scope. TFG's discounted hourly rate is \$175/hour. Add-on services the City of Lake Forest may request includes grant writing, grant advocacy, grant editing and review, and grant training.

Grant Writing – As Needed, Per Grant

To provide greater transparency in the cost of grant writing services, TFG has created the grant writing service fee table below, which provides the average cost for grant writing services based on the narrative page limitations imposed in the grant application. Grant applications vary widely with respect to complexity and level of effort required to complete them. If you are interested in securing these services, TFG will provide you with a tailored cost proposal that reflects the level of effort required to draft the narrative and non-narrative elements such as forms, budgets, logic models and Benefit-Cost Analysis. Exceptions do occur based on the complexity of the grant, but we work hard to keep costs in line with the pricing guidelines outlined below.

Workload (low to high)	Type of Grant	Narrative Page Length	Approximate Average Cost	15% Retainer Discount Cost
Level 1	Small, well defined request	6-10	\$6,000	\$5,100
Level 2	Small, full grant application	11-15	\$11,400	\$9,690
Level 3	Medium, full grant application	16-20	\$17,400	\$14,790
Level 4	Large state or national foundation or medium federal grant	21-25	\$21,600	\$18,360
Level 5	Large federal grant application	26-30	\$25,200	\$21,420

Last minute emergency grant writing requests are subject to a 35% markup to the non-discounted grant writing fee. Where efficiencies are built into a grant writing process, such as in the case of a grant rewrite or a joint application scenario, a further discount may be applied.

Grant and Advocacy Team Hourly Rate

Additional services, such as grant research, grant review, and grant training, as well as assistance with all aspects of grant-related advocacy and policy, may be needed that extend beyond the scope of the base retainer tier selected. In those cases, TFG will perform requested grant-related services at a rate of \$205/hour. As a retainer client, Lake Forest will receive our discounted hourly rate of \$175/hour. Last minute requests for additional grant-related services are subject to a 35 percent mark-up.

If the assistance of TFG's professional lobbying staff is required for project advocacy and political positioning, services are billed at the following rates:

- \$425 Partner/Principal/Senior Advisor/Of Counsel
- \$240 Senior Associate
- \$170 Associate
- \$115 Research Assistant

LOAN AGREEMENT

Dated as of _____, 2023

This Agreement is between **THE ELAWA FARM FOUNDATION**, an Illinois not-for-profit corporation ("Borrower"), and **THE CITY OF LAKE FOREST**, a municipal corporation chartered under the laws Illinois State Legislature in 1861 and 1869 and operating under the home-rule provisions of Article VII, Section 6 of the Illinois Constitution ("Lender"), with its City Hall at 220 East Deerpath Road, Lake Forest, Illinois 60045.

SECTION 1. LOAN

SECTION 1.1. LOAN. Subject to the terms and conditions of this Agreement, Lender agrees to make loans to Borrower (collectively, the "Loan") from time to time beginning on December 5, 2023 (the "Commencement Date") in advances as set forth herein in an aggregate amount not to exceed a total loan amount of \$1,000,000.00 (the "Commitment") for the implementation of the improvement plan for the Elawa Farm Property generally described on Exhibit A (the "Project") and for other capital expenditures for the Elawa Farm Property. Borrower may make draws on the Loan for a period of one year from the Commencement Date, unless extended by the City Council of the Lender ("Borrowing Term"). Borrower may draw moneys from the Loan on a monthly basis during the Borrowing Term, in accordance with the terms and conditions contained in this Agreement, including without limitation Section 1.3.

SECTION 1.2. PROMISSORY NOTE. The Loan, and any advances of the Loan, shall be evidenced by a promissory note (the "Note"), substantially in the form of Exhibit B, with appropriate insertions, dated the date hereof, payable to the order of Lender and in the original principal amount of the Commitment. Lender may at any time and from time to time at Lender's sole option attach a schedule (grid) to the Note and endorse thereon notations with respect to each advance of the Loan specifying the date and principal amount thereof, the interest rate (which shall be the Loan Rate), and the date and amount of each payment of principal and interest made by Borrower with respect to the Loan. Upon request, Lender shall provide Borrower with a copy of such grid, if any. Lender's endorsements as well as its records relating to the Loan shall be rebuttably presumptive evidence of the outstanding principal and interest on the Loan, and, in the event of inconsistency, Lender's records shall prevail over any records of Borrower and any written confirmations of the amount of the Loan given by Borrower. The principal of the Note and all interest due thereon shall be payable in accordance with the terms of this Agreement, but in no event later than four years after the Commencement Date.

SECTION 1.3. BORROWING PROCEDURE. Whenever Borrower desires to draw moneys under this Agreement, but not more often than once per month during the Borrowing Term and in five or fewer increments of no less than \$200,000.00 each increment, it shall deliver to Lender a written request in the form of Exhibit C to draw a specific amount signed by two persons authorized to act on behalf of Borrower. Lender shall make funds available to Borrower not later than 30 days after any such request is made.

SECTION 2. INTEREST AND FEES

SECTION 2.1. INTEREST RATE. Borrower agrees to pay interest on the unpaid principal amount of the Loan from time to time outstanding hereunder at a rate of 6.0% (the "Loan Rate").

SECTION 2.2. INTEREST PAYMENT DATES. Interest due on the Loan shall be payable quarterly on March 15, June 15, September 15 and December 15, commencing on the quarterly date immediately following the first draw on the Loan. Such interest will be for the accumulated interest on outstanding amounts through March 1 for any interest payment date of March 15, through June 1 for any interest payment date of June 15, through September 1 for any interest payment date of September 15, and through December 1 for any interest payment date of December 15. The Lender will issue invoices to the Borrower at least ten (10) days before any interest payment date, but Lender's failure to issue such invoices shall not affect Borrower's obligation to pay outstanding interest due or the time within which such interest payment is due.

SECTION 2.3. BASIS OF COMPUTATION. Interest shall be computed for the actual number of days elapsed on the basis of a year consisting of 365 days, including the date any disbursement of the Loan is made and excluding the date the Loan or any portion thereof is paid or prepaid. Interest will accrue only on the outstanding amounts of the Loan.

SECTION 3. PAYMENTS AND PREPAYMENTS

SECTION 3.1. PRINCIPAL PAYMENTS. Principal payments on the Loan must be made in three annual installments each equal to one-third (1/3) of the outstanding principal balance of the Loan at the expiration of the Borrowing Term. The first principal payment will be due on or before March 15th following the earlier of (i) the date that Borrower receives the final draw on the Loan or (ii) the expiration of the Borrowing Term, and subsequent Principal payments will be due annually on or before each March 15th thereafter until the entire amount of the Loan is paid in full. Final payment of all principal on the Loan, as well as any outstanding interest or other amounts on the Loan, shall be due no later than (a) three years from the date that Borrower receives its final draw on the Loan, if Borrower draws the entire Loan amount, or (b) four years from the Commencement Date, if Borrower does not draw the entire Loan amount.

SECTION 3.2. PREPAYMENTS. Borrower may prepay the principal and any outstanding interest on the Loan, in whole or in part, at any time without penalty or premium.

SECTION 3.3. LATE PAYMENTS. In the event that the Borrower fails to deliver payment to the Lender on any interest payment date or principal within ten (10) days of the payment date therefor, other than repayment of the principal of the Loan upon maturity or acceleration, the Borrower will be required to pay the Lender a fee charge of ONE HUNDRED and NO/100 UNITED STATES DOLLARS (\$100.00) per each ten (10) day period such payment is late.

SECTION 3.4. NONPAYMENT. In the event that the Borrower fails to make a payment in full within ninety (90) days after any interest payment date or principal payment date, the full amount of the principal and interest on the Loan (as well as any outstanding late charges) will, at the Lender's option, become immediately due and payable, and the Lender may demand immediate payment for all outstanding amounts from the Pledged Amounts (as hereinafter defined). In the event that the Pledged Amounts are insufficient to repay all outstanding amounts, the balance will

remain an obligation of the Borrower and will accumulate interest at a rate of 150% of the Loan Rate.

SECTION 4. REPRESENTATIONS AND WARRANTIES

To induce Lender to make the Loan and each advance thereof, Borrower represents and warrants to Lender that:

SECTION 4.1. ORGANIZATION. Borrower is a not-for-profit corporation organized under the laws of the State of Illinois.

SECTION 4.2. AUTHORIZATION: NO CONFLICT. The execution, delivery and performance of this Agreement; the Note, and all related documents and instruments: (a) are within Borrower's powers; (b) have been authorized by all necessary corporate action; (c) do not and will not contravene or conflict with any provision of law or charter or by-laws of Borrower or any agreement affecting Borrower or its property; and (d) have been executed by duly authorized representatives of Borrower.

SECTION 4.3. FINANCIAL STATEMENTS. Borrower has supplied and will continue to supply to Lender copies of Borrower's audited financial statements on an annual basis. Such statements that have been furnished to Lender have been prepared in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding fiscal year and fairly present the financial condition of Borrower as at such dates and the results of their operations for the respective periods then ended. Since the date of those financial statements, no material, adverse change in the business, condition, properties, assets, operations, or prospects of Borrower has occurred of which Lender has not been advised in writing before this Agreement was signed.

SECTION 4.4. EXISTENCE, MERGERS, ETC. Borrower shall preserve and maintain its corporate existence and will not liquidate, dissolve, or merge, or consolidate with or into any other entity, or sell, lease, transfer, or otherwise dispose of all or a substantial part of its assets other than in the ordinary course of business as now conducted.

SECTION 4.5. REPORTS, CERTIFICATES AND OTHER INFORMATION. Borrower shall furnish (or cause to be furnished) to Lender:

(a) **Interim Reports.** Within forty-five (45) days after the end of each quarter of each fiscal year of Borrower: (i) a copy of the statements for the Pledged Amounts (as hereinafter defined), (ii) a copy of an unaudited financial statement of the Borrower's general fund prepared on a budget-to-actual basis, signed by an authorized officer of Borrower and consisting of at least: (I) a balance sheet as at the close of such quarter; and (II) a source and application of funds for such quarter and for the period from the beginning of such fiscal year to the close of such quarter and (iii) a report of the Borrower's fundraising pledge commitments in total (no personal information regarding pledge commitments shall be required).

(b) **Annual Financial Report.** Within one hundred eighty (180) days after the end of each fiscal year, a copy of the annual financial report prepared in conformity with generally accepted accounting principles applied on a basis consistent with the financial statements of Borrower referred to in Section 4.5(a) above, duly certified by independent certified public accountants of

recognized standing satisfactory to Lender, accompanied by an opinion without significant qualification.

SECTION 4.6. USE OF PROCEEDS. The proceeds of the Loan shall be used to provide funds for the implementation of the Project and for other capital expenditures for the Elawa Farm Property. All contracts utilizing proceeds from the Loan for performing work on the Project shall be subject to the Illinois Prevailing Wage Act, 820 ILCS 130. Borrower shall be required to comply fully with the Prevailing Wage Act and prepare, deliver, and retain all records required thereunder.

SECTION 4.7. COMPLIANCE WITH LAW. The Project shall be conducted pursuant to all appropriate permits and in accordance with The City of Lake Forest City Code, ordinances, regulations, and procedures, as well as all applicable laws and regulations of other governmental authorities. The Lender agrees to waive all building inspection and permit fees in connection with the Project.

SECTION 4.8. INSURANCE. Borrower has secured and will maintain all insurance it is required to secure and maintain with respect to the Elawa Farm Property and the Project in accordance with the Elawa Farm Lease Agreement and Special Use Permit between the Lender and Borrower, as those and related agreements may be amended from time-to-time (collectively, the "*Elawa Agreements*"). Borrower represents that during any periods in which construction is being conducted on the Elawa Farm Property it will secure and maintain (all at no cost to Lender) builder's risk insurance coverage in an amount not less than \$2,000,000, which policy shall name the Lender as an additional insured under such policy. Borrower must provide a certificate of insurance to the Lender prior to commencement of any construction project on the Elawa Farm Property.

SECTION 5. CONDITIONS OF LENDING

SECTION 5.1. DOCUMENTATION; SECURITY; REPRESENTATIONS; NO DEFAULT.

The obligation of Lender to make the Loan or any advance thereof is subject to the following conditions precedent:

(a) **Initial Documentation.** Lender shall have received all of the following promptly upon the execution and delivery hereof, each duly executed and dated the date hereof, in form and substance satisfactory to Lender and its counsel, at the expense of Borrower, and in such number of signed counterparts as Lender may request (except for the Note, of which only the original shall be signed):

- (i) **Note.** The Note in the form of Exhibit B, with appropriate insertions;
- (ii) **Certificate of No Default.** A certificate signed by an appropriate officer or the Executive Director of Borrower to the effect that: (A) no Event of Default has occurred and is continuing or will result from the making of any draw under the Loan; and (B) the representations and warranties of Borrower contained herein are true and correct as at the date of each draw under the Loan as though made on that date; and

(iii) Miscellaneous. Such other documents and certificates as Lender may reasonably request, provided that such documents and certificates are consistent with the terms of this Agreement.

(b) Loan Security. As security on the Loan and as a condition to the first draw under the Loan, the Borrower shall pledge the Pledged Amounts (as hereinafter defined) from the Borrower's funds held by one or more financial institutions used by the Borrower.

(i) For so long as the Loan is outstanding, the Pledged Amounts (1) except as approved by Lender in its sole discretion, may be used for no other purpose than as security for the Loan, and (2) must be evidenced by copies of bank statements issued by the financial institutions which shall be provided to the Lender on a quarterly basis consistent with Section 4.5(a).

(ii) In the event of nonpayment as described in Section 3.4 above, the Lender will seek recovery of the outstanding amounts first from funds raised by the Borrower for the Project (fundraising), then from the Pledged Amounts for any remainder balance.

(iii) For the sake of clarity, it is acknowledged and agreed that funds in the Pledged Account in excess of the Pledged Amounts shall not be security for the Loan or subject to Lender's security interest or control.

The "Pledged Amounts" shall mean, on the date of any determination, the lesser of (a) \$1,000,000 or (b) the outstanding principal balance of the Loan.

(c) Representations and Warranties True. At the date of each advance of the Loan, Borrower's representations and warranties set forth herein shall be true and correct as of such date as though made on such date.

(d) No Default. At the time advance of the Loan, and immediately after giving effect to each such advance of the Loan, no Event of Default shall have occurred and be continuing, nor would an Event of Default result from the making of such advance of the Loan.

SECTION 5.2. AUTOMATIC UPDATE OF REPRESENTATIONS AND WARRANTIES AND NO DEFAULT CERTIFICATE; CERTIFICATE AT LENDER'S OPTION. The request by Borrower for any advance of the Loan shall be deemed a representation and warranty by Borrower that the statements in subsections (c), and (d) of Section 5.1 are true and correct on and as of the date of such Loan advance. Upon receipt of each request to fund an advance of the Loan, Lender in its sole discretion shall have the right to request that Borrower provide to Lender, prior to Lender's funding of such advance of the Loan, a certificate executed by an appropriate officer or the Executive Director of Borrower to such effect.

SECTION 6. DEFAULT

SECTION 6.1. EVENTS OF DEFAULT. The occurrence of any of the following shall constitute an "Event of Default":

(a) failure to pay within ninety (90) days of the due date therefor, any principal, interest or other amounts payable hereunder or under the Note;

(b) failure of Borrower to perform any other covenant or obligation under this agreement, which failure is not cured within thirty (30) days after receipt of notice of such failure, provided, however, if such failure is capable of cure but cannot reasonably be cured within such thirty (30) day period, and provided Borrower shall have commenced to cure such failure within such thirty (30) day period and thereafter diligently proceeds to cure the same, such thirty (30) day period shall be extended for an additional thirty (30) days;

(c) any event of default (after expiration of any applicable grace or cure period) shall occur or continue under any other instrument, document, note or agreement delivered to Lender in connection with this Agreement, or any such instrument, document, note or agreement shall not be, or shall cease to be, enforceable in accordance with its terms;

(d) any representation, warranty, schedule, certificate, financial statement, report, notice, or other writing furnished by or on behalf of Borrower to Lender is false or misleading in any material respect on the date as of which the facts therein set forth are stated or certified;

(e) any bankruptcy, insolvency, reorganization, arrangement, readjustment, liquidation, dissolution, or similar proceeding, domestic or foreign, is instituted by or against Borrower; or Borrower takes any steps toward, or to authorize, such a proceeding; or

(f) Borrower becomes insolvent, generally fails or is unable to pay its debts as they mature, admits in writing its inability to pay its debts as they mature, makes a general assignment for the benefit of its creditors, enters into any composition or similar agreement, or suspends the transaction of all or a substantial portion of its usual business.

SECTION 6.2. DEFAULT REMEDIES.

(a) Upon the occurrence and during the continuance of any Event of Default specified in Section 6.1 (a)-(d), Lender at its option may declare the Note (principal, interest and other amounts) and any other amounts owed to Lender pursuant to this Agreement or any documents delivered in conjunction with this Agreement immediately due and payable without notice or demand of any kind. Upon the occurrence of any Event of Default specified in Section 6.1 (e)-(f), the Note (principal, interest and other amounts) and any other amounts owed to Lender pursuant to this Agreement or any documents delivered in conjunction with this Agreement shall be immediately and automatically due and payable without action of any kind on the part of Lender. Upon the occurrence and during the continuance of any Event of Default, the Lender will seek recovery of the outstanding amounts pursuant to Section 5.1(b)(iii) above, and any obligation of Lender to make any additional advance of the Loan shall immediately and automatically terminate without action of any kind on the part of Lender, and Lender may exercise any rights and remedies under this Agreement, the Note, any related document or instrument, and at law or in equity.

(b) Lender may, by written notice to Borrower, at any time and from time to time, waive any Event of Default, which shall be for such period and subject to such conditions as shall be specified in any such notice. In the case of any such waiver, Lender and Borrower shall be restored to their former position and rights hereunder, and any Event of Default so waived shall be deemed to be cured and not continuing; but no such waiver shall extend to or impair any subsequent or other Event of Default. No failure to exercise, and no delay in exercising, on the part of Lender of any right, power or privilege hereunder shall preclude any other or further exercise thereof

or the exercise of any other right, power or privilege. The rights and remedies of Lender herein provided are cumulative and not exclusive of any rights or remedies provided by law.

SECTION 7. PAYMENTS, ETC.

All payments hereunder shall be made in immediately available funds, and shall be applied first to late charges, then to accrued interest, and then to principal; however, if an Event of Default occurs, Lender may, in its sole discretion, and in such order as it may choose, apply any payment to interest, principal and/or lawful charges and expenses then accrued. Borrower shall receive credit on payments received after clearance through normal banking channels. All payments shall be made without deduction for or on account of any present or future taxes, duties or other charges levied or imposed on this Agreement, the Note, the Loan or the proceeds, Lender or Borrower by any government or political subdivision thereof. Borrower shall upon request of Lender pay all such taxes, duties or other charges in addition to principal and interest, including without limitation all documentary stamp and intangible taxes, but excluding income taxes based solely on Lender's income.

SECTION 8. SETOFF

At any time after an Event of Default shall have occurred and be continuing, and without notice of any kind, any account, deposit or other indebtedness owing by Lender to Borrower, and any securities (including, but not limited to, those identified in Section 5.1(b) above) or other property of Borrower delivered to or left in the possession of Lender or its nominee or bailee, may be set off against and applied in payment of any obligation hereunder, whether due or not.

SECTION 9. NOTICES

Any notice, demand, request or other communication which any party hereto may be required or may desire to give hereunder shall be in writing and shall be deemed to have been properly given (a) if hand delivered, when delivered; (b) if mailed by United States Certified Mail (postage prepaid, return receipt requested), three (3) business days after mailing; (c) if by any reliable overnight courier service, on the next business day after delivered to such courier service; or (d) if by email on the day of transmission if before 3:00 p.m. (Chicago time) on a business day so long as copy is sent on the same day by overnight courier in each case to the address set forth on the signature page hereof.

SECTION 10. AMENDMENT

This Agreement may be amended or supplemented at any time only by written instrument duly executed by Lender and Borrower.

SECTION 11. MISCELLANEOUS

This Agreement and any document or instrument executed in connection herewith shall be governed by and construed in accordance with the internal law of the State of Illinois and shall be deemed to have been executed in the State of Illinois. Unless the context requires otherwise, wherever used herein the singular shall include the plural and vice versa, and the use of one gender shall also denote the other. Captions herein are for convenience of reference only and

shall not define or limit any of the terms or provisions hereof; references herein to Sections or provisions without reference to the document in which they are contained are references to this Agreement. This Agreement shall bind Borrower, its successors and assigns, and shall inure to the benefit of Lender, its successors and assigns, except that Borrower may not transfer or assign any of its rights or interest hereunder without the prior written consent of Lender. Borrower agrees to pay upon demand all actual and reasonable out-of-pocket expenses (including without limitation attorneys' fees, legal costs and expenses, and time charges of attorneys who may be employees of Lender, in each case whether in or out of court, in original or appellate proceedings or in bankruptcy) incurred or paid by Lender or any holder of the Note in connection with any enforcement or collection proceedings resulting from an Event of Default by Borrower under this Agreement. Except as otherwise specifically provided herein, Borrower expressly and irrevocably waives presentment, protest, demand and notice of any kind in connection herewith.

SECTION 12. WAIVER OF JURY TRIAL, ETC.

BORROWER HEREBY IRREVOCABLY AGREES THAT, SUBJECT TO LENDER'S SOLE AND ABSOLUTE ELECTION, ALL SUITS, ACTIONS OR OTHER PROCEEDINGS WITH RESPECT TO, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR ANY DOCUMENT OR INSTRUMENT EXECUTED IN CONNECTION HERewith SHALL BE SUBJECT TO LITIGATION IN COURTS HAVING SITUS WITHIN OR JURISDICTION OVER LAKE COUNTY, ILLINOIS. BORROWER HEREBY CONSENTS AND SUBMITS TO THE JURISDICTION OF ANY LOCAL, STATE OR FEDERAL COURT LOCATED IN OR HAVING JURISDICTION OVER SUCH COUNTY, AND HEREBY IRREVOCABLY WAIVES ANY RIGHT IT MAY HAVE TO REQUEST OR DEMAND TRIAL BY JURY, TO TRANSFER OR CHANGE THE VENUE OF ANY SUIT, ACTION OR OTHER PROCEEDING BROUGHT BY LENDER IN ACCORDANCE WITH THIS PARAGRAPH, OR TO CLAIM THAT ANY SUCH PROCEEDING HAS BEEN BROUGHT IN AN INCONVENIENT FORUM.

(signature page follows)

THE CITY OF LAKE FOREST

By:

Title:

Address for notices:

City of Lake Forest

800 N. Field Drive

Lake Forest, Illinois 60045

Attn: Finance Director

ELAWA FARM FOUNDATION

By:

Title:

Address for notices:

Elawa Farm Foundation

1401 Middlefork Drive

Lake Forest, Illinois 60045

Attn: Executive Director

EXHIBIT A

Project

1. Daytime café to be operated by the Foundation.
2. New kitchen at the south end of the east farm building.
3. Repair and enhancement to existing Learning Kitchen.
4. Reimagined Visitors Center, as well as upgraded classroom and program spaces.
5. Domestic farm animals in outdoor cages on the far southwest outdoor portion of the site.
6. High tunnel to be used for season extension and additional crop production on southwest outdoor portion of the site.

Funds used for the above projects will include design and construction costs, and all other customary expenses incurred in the development of and improvements to the Elawa Farm Property.

EXHIBIT B
Promissory Note

NOTE

\$1,000,000.00

December 5, 2023

FOR VALUE RECEIVED, on or before December 5, 2027, **THE ELAWA FARM FOUNDATION**, an Illinois not-for-profit corporation ("Borrower"), promises to pay to the order of **THE CITY OF LAKE FOREST**, a municipal corporation formed under the laws of the State of Illinois and operating under the home-rule provisions of Article VII, Section 6 of the Illinois Constitution (hereafter, together with any subsequent holder hereof, called "Lender"), at its main office at 220 E. Deerpath, Lake Forest, Illinois 60045, or at such other place as Lender may direct, the aggregate unpaid principal balance of each advance (a "Loan" and collectively the "Loans") made by Lender to Borrower hereunder. The total principal amount of Loans outstanding at any one time hereunder shall not exceed ONE MILLION UNITED STATES DOLLARS (\$1,000,000.00).

Lender is hereby authorized by Borrower at any time and from time to time at Lender's sole option to attach a schedule (grid) to this Note and to endorse thereon notations with respect to each Loan specifying the date and principal amount thereof, and the date and amount of each payment of principal and interest made by Borrower with respect to each such Loan. Lender's endorsements as well as its records relating to Loans shall be rebuttably presumptive evidence of the outstanding principal and interest on the Loans, and, in the event of inconsistency, Lender's records shall prevail over any records of Borrower and any written confirmations of Loans given by Borrower.

Borrower agrees to pay interest on the unpaid principal amount from time to time outstanding hereunder on the dates and at the rate or rates as set forth in the Loan Agreement (as hereinafter defined), as well as any and all other amounts due as provided in the Loan Agreement.

Payments of both principal and interest are to be made in immediately available funds in lawful money of the United States of America.

This Note evidences indebtedness incurred under a Loan Agreement dated as of the date hereof executed by and between Borrower and Lender (and, if amended, restated or replaced, all amendments, restatements and replacements thereto or therefor, if any) (the "Loan Agreement"), to which Loan Agreement reference is hereby made for a statement of its terms and provisions, including without limitation those under which this Note may be paid prior to its due date or have its due date accelerated.

This Note and any document or instrument executed in connection herewith shall be governed by and construed in accordance with the internal law of the State of Illinois and shall be deemed to have been executed in the State of Illinois. Unless the context requires otherwise, wherever used herein the singular shall include the plural and vice versa, and the use of one gender shall also denote the other. Captions herein are for convenience of reference only and shall not define or limit any of the terms or provisions hereof; references herein to Sections or provisions without reference to the document in which they are contained are references to this Note. This Note shall bind Borrower, its successors and assigns, and shall inure to the benefit of Lender, its successors and assigns, except that Borrower may not transfer or assign any of its rights or interest

hereunder without the prior written consent of Lender. Borrower agrees to pay upon demand all actual and reasonable out-of-pocket expenses (including without limitation attorneys' fees, legal costs and expenses, and time charges of attorneys who may be employees of Lender, in each case whether in or out of court, in original or appellate proceedings or in bankruptcy) incurred or paid by Lender or any holder of this Note in connection with any enforcement or collection proceedings resulting from an Event of Default by Borrower under this Note. Borrower expressly and irrevocably waives presentment, protest, demand and notice of any kind in connection herewith.

THE ELAWA FARM FOUNDATION

By:

Title:

EXHIBIT C

Disbursement Request Form

Loan Disbursement Request Date: _____

Loan Disbursement Request Amount (\$200,000 minimum increments): \$ _____

Previous Loan Disbursements to Date: \$ _____

TOTAL LOAN DISBURSEMENTS REQUESTED, including this request \$ _____

Eligible purposes for which this disbursement is to be made:

Please pay the above request amount in the following manner (check one):

☐ Check in the above amount

☐ Wire transfer in the above amount

Beneficiary Bank: _____

ABA Number: _____

Account Name: _____

Credit Account #: _____

By signing below, requestor certifies that: 1) he/she is an authorized representative of the Borrower, 2) use of the proceeds complies with Section 4.6 of the loan agreement, and 3) information provided on this form is accurate (two signatures required).

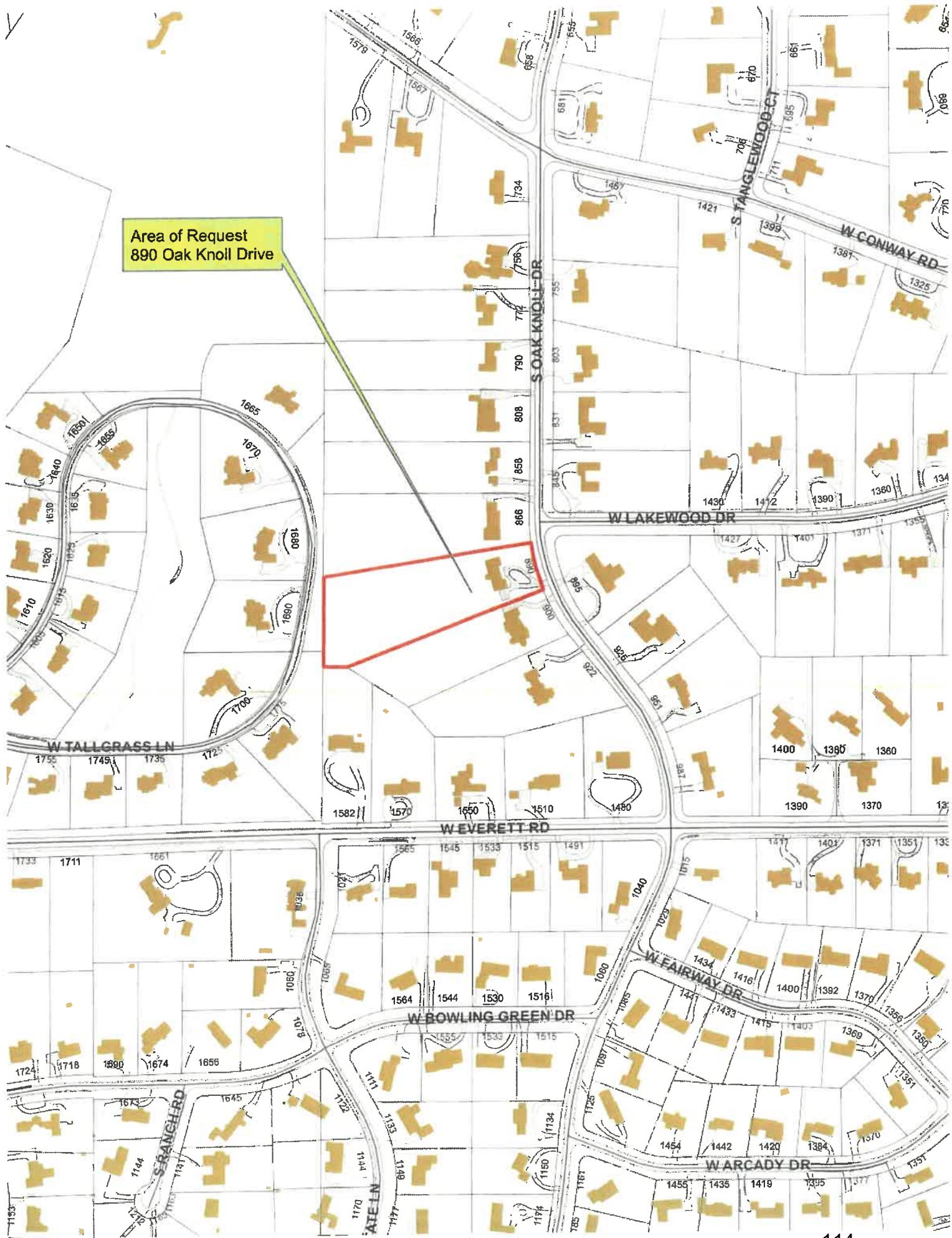
Signature

Signature

Printed Name

Printed Name

Completed form to be sent to the Lake Forest Finance Director at 800 N. Field Drive, Lake Forest, Illinois 60045.



THE CITY OF LAKE FOREST

ORDINANCE NO. 2023- ____

AN ORDINANCE APPROVING THE DEMOLITION OF A SINGLE FAMILY RESIDENCE
LOCATED AT 890 OAK KNOLL DRIVE

WHEREAS, Charles T. Pick Trust (Charles T. Pick, trustee 100%) ("**Owner**") is the owner of that certain real property commonly known as 890 Oak Knoll Drive, Lake Forest, Illinois and legally described in Exhibit A, attached hereto ("**Property**"); and

WHEREAS, the Property is located in the R-4, Single Family Residence Zoning District; and

WHEREAS, the Owner desires to demolish the existing structure ("**Improvements**") as depicted on the site plan attached hereto as Group Exhibit B and construct a replacement residence at a later date which will be subject to review and approval by the Building Review Board and City Council ("**Plans**"); and

WHEREAS, the Owner submitted an application ("**Application**") to permit the demolition and was required to present the request to the Building Review Board ("**BRB**") for its evaluation and recommendation; and

WHEREAS, pursuant to notice duly published, the BRB reviewed and evaluated the Plans at a public hearing held on November 1, 2023; and

WHEREAS, the BRB, having fully heard and having considered the evidence and testimony by all those attending the public hearing who wished to testify, made the following findings:

1. the Property is located within the R-4, Single Family Residence District under the City Code,

2. the existing structure is not architecturally or historically significant,
3. the existing structure is in serious disrepair and presents a health and life safety hazard to the neighborhood,
3. the evidence presented indicates that the demolition, if undertaken in conformity with the recommended conditions, will meet the requirements of Section 150.148 of the City Code,

and recommended that the City Council approve the Application and the Plans, subject to the terms and conditions hereinafter set forth; and

WHEREAS, the Mayor and City Council, having considered Owner's Application to construct the Improvements on the Property, and the findings and recommendations of the BRB, have determined that it is in the best interests of the City and its residents to grant approval to the Application, subject to the terms and conditions hereinafter set forth;

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

SECTION ONE: Recitals. The foregoing recitals are hereby incorporated into and made a part of this Ordinance as if fully set forth.

SECTION TWO: Approval of Application. Pursuant to Section 150.148 of the City Code, and subject to the limitations therein and the conditions set forth in Section Three of this Ordinance, the City Council does hereby grant approval of the Application to allow the demolition of the existing structure on the Property, as more fully depicted on the Plans.

SECTION THREE: Conditions on Approval. The approval granted pursuant to Section Two of this Ordinance shall be, and is hereby, conditioned upon and limited by the following conditions, the violation of any of which shall, in the discretion of the Mayor and City Council, render void the approvals granted by this Ordinance:

- A. No Authorization of Work. This Ordinance does not authorize commencement of any work on the Property. Except as otherwise specifically provided in writing in advance by the City, no work of any kind shall be commenced on the Property pursuant to the approvals granted in this Ordinance except only after all permits, approvals, and other authorizations for such work have been properly applied for, paid for, and granted in accordance with applicable law.
- B. Compliance with Laws. Chapters 150, regarding buildings and construction, 156, regarding subdivisions, and 159, regarding zoning, of the City Code, and all other applicable ordinances and regulations of the City shall continue to apply to the Property, and the development and use of the Property shall be in compliance with all laws and regulations of all other federal, state, and local governments and agencies having jurisdiction.
- C. Tree Preservation. The Owner will fully comply with Chapter 99 of the City Code, regarding trees, as it relates to the construction of the Improvements.
- D. Compliance with the Plans. The Improvements must be developed on the Property in substantial compliance with the Plans.
- E. Fees and Costs. The Owner shall be responsible for paying all applicable fees relating to the granting of the approvals set forth herein in accordance with the City Code. In addition, the Owner shall reimburse the City for all of its costs (including without limitation engineering, planning, and legal expenses) incurred in connection with the review, consideration, approval, implementation, or successful enforcement of this Ordinance. Any amount not paid within

30 days after delivery of a demand in writing for such payment shall, along with interest and the costs of collection, become a lien upon the Property, and the City shall have the right to foreclose such lien in the name of the City as in the case of foreclosure of liens against real estate.

- F. Other conditions. The improvements shall be substantially in conformance with the Board's deliberations as reflected on Exhibit C, Notice of Action – Board Recommendation, attached hereto.

SECTION FOUR: Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law; provided, however, that this Ordinance shall, in the discretion of the City Council, be of no force or effect if the Owner has not (i) executed and (ii) thereafter filed with the City Clerk, within 60 days following the passage of this Ordinance, the unconditional agreement and consent, in the form attached hereto as Exhibit D and by this reference made a part hereof, to accept and abide by each and all of the terms, conditions, and limitations set forth herein.

PASSED THIS __ DAY OF _____, 2023.

AYES: ()

NAYS: ()

ABSENT: ()

ABSTAIN: ()

PASSED THIS __ DAY OF _____, 2023.

Mayor

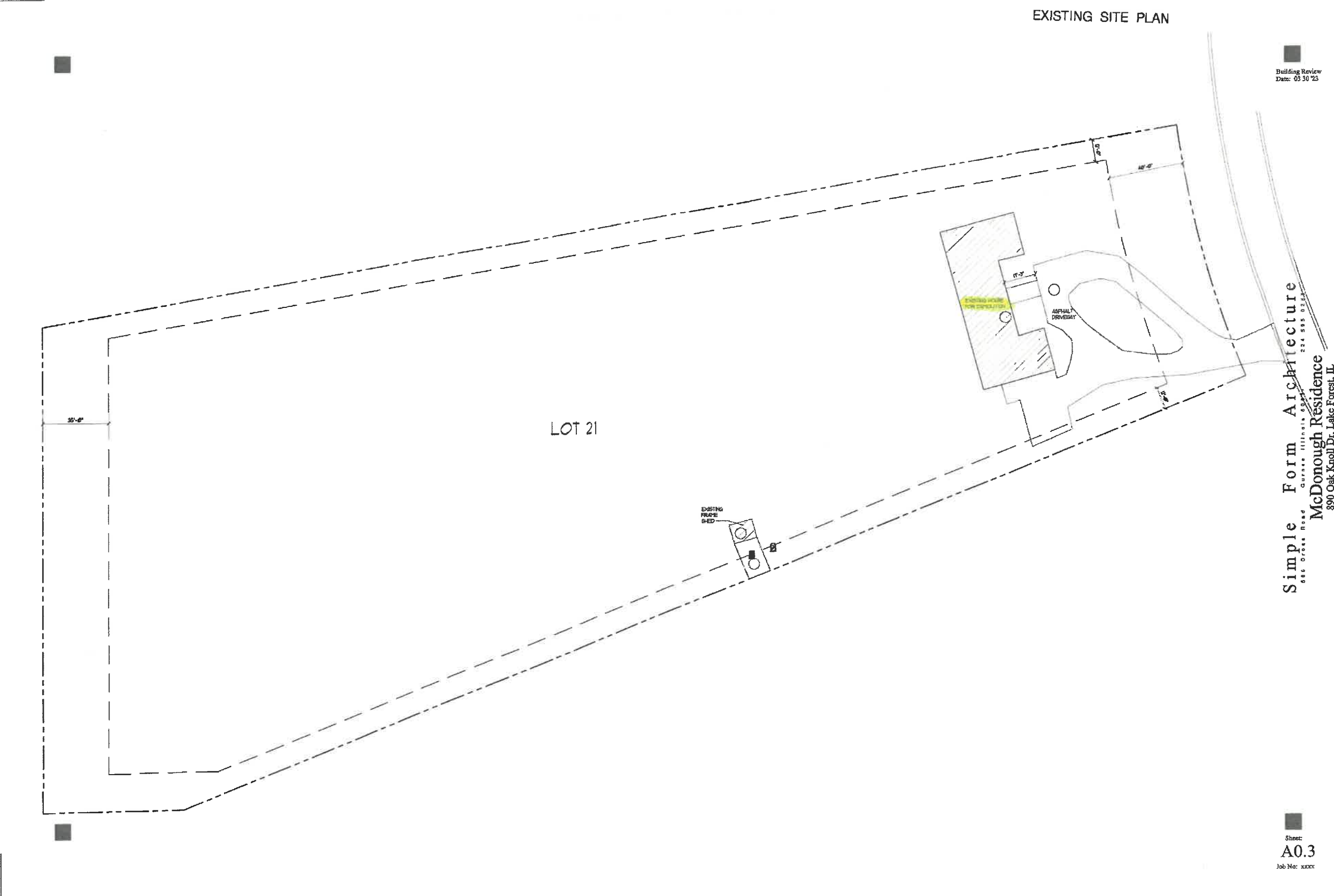
ATTEST:

City Clerk

GROUP EXHIBIT B

The Plans

EXISTING SITE PLAN



Building Review
Date: 03/30/23

Simple Form Architecture
Gurnee, Illinois 60032
224.595.0214
McDonough Residence
890 Oak Knoll Dr, Lake Forest, IL

Sheet:
A0.3
Job No: xxxx

GROUP EXHIBIT B

The Plans

