

The City of Lake Forest  
CITY COUNCIL MEETING  
***Proceedings of the Monday, September 21, 2020***  
City Council Workshop Meeting - City Council Chambers  
220 E. Deerpath, Lake Forest, IL

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

Present: Honorable Mayor Pandaleon, Alderman Morris, Alderman Karras, Alderman Rummel, Alderman Notz, Alderman Preschlack, Alderman Goshgarian, Alderman Buschmann and Alderman Weber.

Absent: none

**CALL TO ORDER AND ROLL CALL**

**6:30 p.m.**

City Manager Jason Wicha made opening comments stating that because it is a workshop meeting, there will be no decisions about projects and, that the City Council will set direction for Staff. He additionally gave an overview of how this current meeting will proceed for the next capital planning workshop

**1. Overview of City's Capital Budget Process**

Director Holleb provided a brief presentation summarizing the City's capital budget process. She discussed in depth fund accounting, capital budget funding sources, Capital Improvements Fund targets, staff development of the capital budget and analysis of needs. Director Holleb briefly referenced the Plan-It software used by City staff, stating she would discuss this in depth later in the evening as well. The City Council had discussion on the different funding sources and how departments throughout the City are impacted by the capital funding process. Additionally, there was discussion budgetary decisions that were made upon approval of the FY21 budget.

**2. Capital Improvement Plan (CIP) Scoring Methodology**  
– ELIZABETH HOLLEB, FINANCE DIRECTOR

Director Holleb gave an overview of the goals that staff wanted to achieve for CIP development. She summarized the changes made to the previous CIP scoresheet this year to help improve the process for prioritizing capital needs of the organization. Based on the recommended changes, City Manager Jason Wicha approved the changes made to the scoresheet. She explained how City staff will utilize this to determine the initial priority designation for projects when entering them into Plan It. The City Council had discussion on the weighting developed included in the recommended scoresheet.

**3. Recommended Revisions to Capital Budgeting Process**  
– ELIZABETH HOLLEB, FINANCE DIRECTOR

Director Holleb gave a summary of the four additional recommendations that will help streamline the City's capital budgeting process. She gave a lengthy overview of four different recommendations that were made including moving maintenance and routine capital replacement to the operating budget, moving police, fire and rec into the operating budget, eliminating the CIP Scoresheet requirement designated in Plan-It and adjusting criteria necessary for priority 5 projects. The City Council had discussion on the adjustments to the project scoring levels in order for departments to receive funding from the capital fund.

**4. Incorporation of Sustainability in the City's Capital Budget Process**

**– ELIZABETH HOLLEB, FINANCE DIRECTOR**

Director Holleb briefly discussed the inclusion of sustainability into the City’s capital budget process with the recent creation of the Environmental Sustainability Committee (ESC). She stated that the Committee was interested in making recommendations for stand-alone sustainability initiatives that would have elements within other CIP projects, such as stormwater or ravine projects. To this extent, Director Holleb recommended that the CIP include a “target” for sustainability initiatives. The City Council had lengthy discussion on the potential of capital projects having a sustainability aspect and what that would entail when including them in this process.

**5. COVID 19 and Potential Additional Stimulus to Support City’s Business Community  
– JASON WICHA, CITY MANAGER**

City Manager Jason Wicha gave a brief overview of low participation in the City’s “Local Business Grant Program” with only 16 applications to date. He stated that City staff has continued to work with the Chamber to help promote the grant program and how to help businesses apply. He continued to explain to the City Council additional proposals that would be presented to the City Council at the October 5<sup>th</sup> meeting for final approval. City Manager Wicha presented a potential cost share program to assist with purchases made to allow businesses to remain viable during the fall and winter seasons and waiving liquor licensing fees for the current fiscal year. The City Council had lengthy discussion on the reallocation on the funding already provided for the grant program and the potential waiver of the annual liquor licensing fee.

**6. Opportunity for Public Comment**

Chucy Goel offered her comments with the City Council in regard to supporting local businesses through incentivized programs through the business owners.

**7. Adjournment**

There being no further discussion. Alderman Goshgarian made a motion to adjourn, seconded by Alderman Rummel. Motion carried unanimously by voice vote at 9:06 p.m.

Respectfully Submitted  
Margaret Boyer, City Clerk

*A complete Binder including all slides and handouts is available at City Hall*