



THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL MAY 1, 2007

Introduction

On behalf of the entire Lake Forest City staff, I am pleased to present to you the proposed FY2008 (May 1, 2007 – April 30, 2008) Annual Operating and Capital Budget totaling \$90,343,908. The proposed FY2008 budget is balanced with all operating expenditures covered from current revenues and capital expenditures coming from current revenues and reserves in excess of the City Council's Fiscal Policy. The operating expenditures in the proposed budget have been thoroughly scrutinized and prepared consistent with the City Council's Fiscal Policy and legislative directives. The total City budget will **increase 28.2%** compared to the FY2007 estimated actual budget. If the Municipal Services Building (\$8,977,000), Route 60 road and bridge improvement projects (\$8,300,000) and downtown train station improvements (\$3,200,000) were not included, the total increase would be 2.0%. The following transmittal letter provides an overview of the City's proposed budget and financial outlook.

Financial Outlook

The Proposed FY2008 Budget is in many ways a reflection of the themes and ideas discussed at the City Council's March, 2007 Strategic Planning Meeting. As the City Council members and other invited guests looked past 2011 (the City's 150th anniversary), the top risks identified were 1) Maintaining the community's fiscal health; 2) Striking the proper balance between development and preservation; 3) Nurturing the "Human Capital"; and 4) Providing a diversity of housing. Some of these issues can also be tied back to FY2007 initiatives which focused on the concepts of STUDY, SAVE and REDIRECT.

FISCAL HEALTH

In March, 2006 the voters of Lake Forest approved the adoption of a 0.4% real estate transfer tax to assist in the funding of the City's capital improvement program. The estimated annual revenue from the tax is approximately \$1.4 million. This predictable revenue stream will significantly enhance the on-going maintenance and upkeep of the

City's infrastructure (i.e.; roads, sidewalks, buildings, etc.). Following the completion of the Water Rate Study in 2006, the City Council similarly restructured the water rate to adequately address required watermain and sanitary sewer improvement projects. These two revenue enhancements have solidified our ability to undertake long-term capital projects and preserve the ambience and functionality of our community as we move forward into the future.

There are two areas that to date have not been adequately resolved and will require further attention: 1) the cost of personnel (Human Capital) since this accounts for approximately 65% of our operating budget; and 2) receipt of outside funding - including state and federal grants. Over the past 10+ years the City has been very aggressive and successful in receiving grants, donations, etc. to help fund capital projects as well as some operational expenses. With a tightening economy, dollars received from outside funding sources are becoming increasingly scarce. The new revenue sources mentioned above will help buffer the impacts on capital projects but cannot assist with operational costs. Two positions that are funded entirely by outside agencies that are potentially subject to future budget cuts are the youth advocate and senior advocate positions - now currently funded by United Way. The financial concern regarding City personnel is discussed in more detail on page 3.

BALANCING PRESERVATION AND DEVELOPMENT

For a number of years we have intuitively thought of Lake Forest as a "built out" community. Interestingly, our estimated population will increase 13.5% from year 2000 to 2011, and the housing units will increase 16% during the same timeframe. With this new development comes added revenues but also additional demands on City services.

The proposed FY2008 budget includes one new plan reviewer position as recommended in the comprehensive building permit process analysis (Zucker Study) undertaken in FY2007. This position, coupled with some additional clerical assistance, is intended to help improve the time it takes to process a building permit as well as free up additional inspection hours out in the field. For a number of years, the development activity exceeded our abilities to process petitions and permit applications and was identified as a concern of the residents and City Council.

The plan reviewer position, the Fire Chief position, and some additional clerical hours in Public Works and Community Development, are the only new personnel costs reflected in the FY2008 budget. During FY2008, the staff and City Council will conduct a study of the anticipated revenues and expenses resulting from the various new development projects currently or potentially underway over the next three to five years (Amberley, Fitzmorris, Barat, Western & Laurel, Conway Office Park, etc.). The expected work product is a five-year operational plan that will identify any required personnel to service the growing population along with the revenue generated by these new developments.

Over the past few years the City has consciously changed the zoning on certain parcels along Route 60 from Office to Residential. While these changes have had a positive impact on quality of life issues like traffic, visual character, etc. they bring with it the burden of servicing additional residents. Obviously an office building requires much less City services than an 84-lot residential development. Therefore, as we look to other developments in the future, we need to acknowledge and accept the financial implications of our land use decisions. This obviously tracks back to the previous issue - Fiscal Health.

HUMAN CAPITAL

The council members recognize the increasingly difficult task in retaining and recruiting qualified employees. In years past, the City offered above-average compensation which attracted outstanding candidates. With rising housing costs in adjacent communities and more local communities offering competitive salaries, the skilled workers we now seek have many more options. More and more applicants are deciding that longer commuting time does not out-weigh minimal or, in some cases, no additional compensation. Quality of life is becoming more of a determining factor in which job applicants accept. While we think Lake Forest is a great place to work, applicants are now finding other communities equally attractive. This is very apparent in that we find ourselves "stealing" far fewer trained employees from other municipalities than in past years. That competitive difference no longer exists. If we can get a candidate into the organization, we can generally keep them because this is a positive place to work. The struggle is getting them in the door.

One way to insure retention of quality employees and make sure other municipalities do not start raiding us is to provide employees a pleasant and challenging work environment. On the drawing board is a new Municipal Services facility. For the past few years the City's budget has redirected all available funding toward this project. The goal has been to finance the new facility through the sale of the existing ten-acre site and the use of these reserve funds. Even though the cost of construction continues to rise as the community considers and debates the final details of the plan, the funding is available to make sure that it does not impact the taxpayers.

During FY2008 the staff will also be focused on succession planning and staff development. Providing employees with opportunities to improve themselves not only makes them more proficient employees but keeps them interested and focused on their tenure with the City. Because we are less able to "steal" quality employees from other municipalities, we need to place even more emphasis on developing from within.

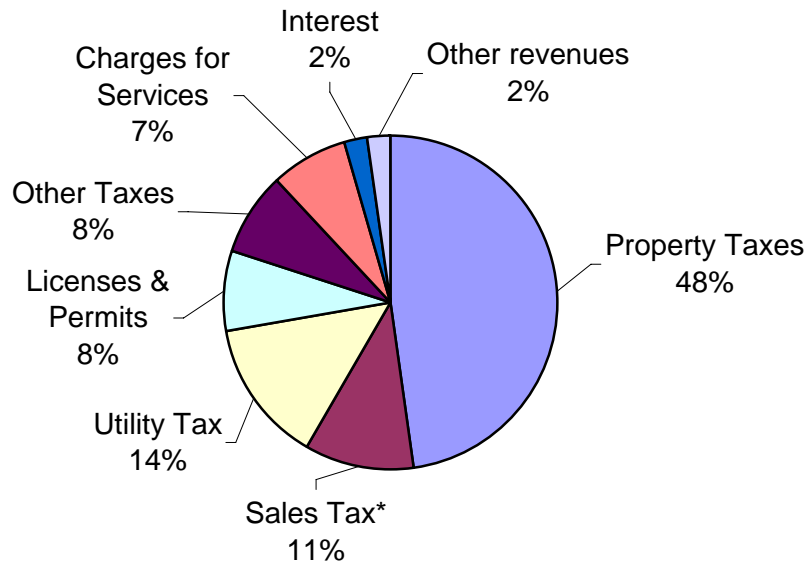
FINAL THOUGHTS

Past and present City Councils have actively engaged in the establishment and annual review of fiscal policies and practices as well as funding priorities within the City. Over the last few years considerable attention has been placed on the capital infrastructure and finding ways to help finance badly needed improvements. While there is still work left to be done in this area, great strides have been made. Equal attention now needs to be directed toward the "Human Capital" side of the equation. We are a service business and roughly 65% of our operating budget is personnel related. This organization and the level of service we provide residents is only going to be as good as the people providing that service.

Lake Forest enjoys an organizational culture that continuously searches for ways to "do more with less" and aggressively seeks outside funding for capital projects. The City has proven that it can proactively respond to the changing economic climate and, if necessary, identify cost-reduction opportunities and outsource or privatize activities previously performed by City staff. Yet there comes a time when you can no longer do more with less; and the demands of new growth, coupled with competitive opportunities for quality employees, will begin to erode the quality of service provided residents. This will not occur overnight, but will have lasting impacts on the quality of life in Lake Forest.

General Fund Revenues

The General Fund accounts for the vast majority of City services (Police, Fire, Public Works, etc.), and the total FY2008 revenue is \$29,974,411. The General Fund reserves are forecasted to equal \$8,508,165 or 28% of revenues as of April 30, 2008. General fund revenues are projected to increase only 3% over FY2007 estimated actuals. An overview of general fund revenues is summarized in the pie chart below.



* includes .5% stormsewer sales tax.

General Fund revenue highlights include:

- Last December, the City Council approved a 4.42% increase in the tax levy for all City functions (including Recreation, Library and Debt Service). The increase includes the permitted 3.4% tax cap limitation and new growth of 1.6%. Recent legislation allows for the exclusion of special recreation and fire pension levy from the tax cap.
- **The average increase to an existing household will be approximately 3.97% or \$97 on an \$800,000 home in Lake Forest.**
- In December, 2006 the City Council adopted a number of changes to various fees and charges attributable to the General Fund, resulting in a minimal increase (\$55,550) in revenues.

- Established in FY2007, the City budgeted approximately \$200,000 in additional funding from the Demolition Fee, 50% of which will go toward infrastructure improvements and 50% toward affordable housing. However, due to the downturn in requests for demolition permits the estimated revenue in FY2007 is \$60,000. Based on the recent petitions before the Building Review Board, staff is projecting that the number will increase in FY2008 and is budgeting \$180,000.
- Following the passage of the real estate transfer tax referendum in March, 2006, the City Council implemented a 0.4% transfer fee effective July 1, 2006. Estimated revenue from this new tax is \$1.1 million in FY2007 and \$1.4 million in FY2008. All proceeds from the tax go into the Capital Projects Fund.
- Stormsewer improvements in the Westminster and Market Square area, which will start in June, 2007, are being financed by the issuance of General Obligation Bonds that will be paid off through the additional 0.5% sales tax approved by voters in November, 2002.
- The City has received federal monies to reconstruct the Old Elm Bridge east of Rt. 41. The cost allocation is 80% federal, 10% Lake Forest and 10% Highland Park. The engineering will take place in FY2008 and construction in FY2009.

General Fund Expenses

The FY2008 General Fund Budget, which includes personnel, materials, capital equipment, and capital projects, is \$29,540,133 or 6.8% more than the FY2007 estimated actual budget. The General Fund FY2008 budget is as follows:

General Fund	FY2007 Est. Actual	FY2008	\$ Change	% Change
Operating	\$26,049,757	\$28,437,429	\$2,387,672	9.2%
Capital Equipment	397,000	520,000	123,000	31.0%
Capital Improvements	1,128,916	498,704	(630,212)	-55.8%
Operating Capital	89,900	84,000	(5,900)	-6.6%
Total	\$27,665,573	\$29,540,133	\$1,874,560	6.8%

General Fund expenditure highlights include:

- Total **personnel costs**, including pensions (except Police and Fire) and insurance requirements are budgeted to increase 12.2%, over the FY2007 estimated actual budget. This proposed increase covers:
 - A general pay plan adjustment;
 - Approved range adjustments for employees still working their way through the pay plan and selected position modifications;
 - IMRF pensions;
 - Health, dental and life insurance and miscellaneous benefits;
 - New positions including: Plan Reviewer and reclassifying a shared administrative assistant position between Community Development and Public Works to full-time position in each department (General Fund); and
 - Funding for reinstituting the Fire Chief position (General Fund).

The proposed FY2008 operating budget includes funding for three notable programs identified in previous City Council discussions. These include:

- Contracting for Economic Development Coordinator position (\$50,000)
 - Christmas tree lighting contractual services (\$39,000)
 - Additional funding for Senior Center personnel costs (\$36,559)

- The proposed **capital equipment** budget of \$332,000 is \$506,000 less than the FY2007 budget due to the expedited purchase of a refuse packer truck in FY2007. In November, 2006 and February, 2007 the Public Works and Finance Committees reviewed the preliminary list of vehicles scheduled for replacement. The equipment purchases included in the FY2008 budget are pursuant to the City's 10-year equipment replacement plan.

Significant expenditures for **capital equipment** include:

- | | |
|---|-----------|
| ○ Replacement of Building Maintenance truck | \$ 49,000 |
| ○ Replacement of three sanitation scooters | \$ 75,000 |
| ○ Replacement of 6 police cars | \$136,000 |
| ○ New Fire Department administrative car | \$ 23,000 |

- The total FY2008 Capital Improvement Fund budget is \$2,271,016 (*not including the Field Drive intersection improvement, which is being funded entirely through outside funding, and the funding of Municipal Services Building*). The proposed program is approximately \$90,000 above FY2007 estimated actual and is financed through the Real Estate Transfer Tax and a \$325,000 transfer from the General Fund. Some notable projects include:

• Sidewalk/Pathway Repairs	\$ 100,000
▪ Headwall/Culvert/Ravine Rehab.	\$ 50,000
▪ Storm Sewer Repairs/Lining	\$ 200,000
▪ Western Ave. Improvement study	\$ 50,000
▪ Tree Replacement	\$ 90,000
▪ Fire Engine #214	\$ 400,000
▪ Cable Studio improvements	\$ 100,000
▪ Annual overlay program	\$1,750,000
▪ CROYA Expansion	\$ 222,500
▪ Rt. 60/ Field Dr. Intersection*	\$2,826,000
▪ Rt. 60/ Field Ct. Intersection*	\$1,200,000
▪ Municipal Services Building	\$8,977,000

**Financed through outside funding-state grant and donations.*

Other Funds

The City's Enterprise and Special Revenue Funds are generally self-supporting operations such as the Water Plant and Deer Path Golf Course. Special Revenue Funds (i.e., Recreation) are partially funded by property taxes. The FY2008 budgets for the City's Enterprise Funds, including capital improvements and equipment, are as follows:

	FY2007 Est. Actual	FY2008	% Change
Water	\$10,734,550	\$7,606,978	-29.1%
Golf	1,432,116	1,463,165	2.2%
Cemetery	590,229	754,909	27.9%
Paid Parking	803,459	3,999,624	397.8%
Recreation	6,770,693	6,648,411	-1.8%
Senior	517,943	556,684	7.5%
Total	\$20,848,990	\$21,029,771	.9%

Other Fund budget highlights include:

- The total FY2008 **Water Fund capital budget** is \$2,531,000. This includes the first phase of a major water main improvement project along Waukegan Rd. (\$1,350,000) and continuation of our sanitary sewer lining program (\$350,000). The proposed improvements are set forth in the City's 5-year Capital Improvement Plan (CIP) that was reviewed by the Finance and Public Works Committees this past February. Other notable improvements include:

• Water Valve Replacement	\$ 250,000
• Improving 24' intake	\$ 110,000
• New sanitary sewer (Monticello)*	\$ 100,000
• Maple Ct. Water main	\$ 120,000

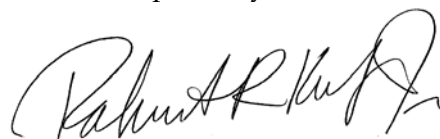
**Financed through outside funding - SSA.*

Conclusion

Many people deserve credit for the City's ability to provide the highest quality service, undertake significant infrastructure improvements, live within the tax cap, and preserve its financial condition. Through the collective efforts of the City Council, state legislators, generous residents and a conscientious staff, the City's long history of prudent, financially conservative, and proactive fiscal practices will maintain Lake Forest as one of the country's premier communities.

In closing, I would be remiss if I did not recognize the tremendous effort of Finance Director Kathy Reinertsen, Assistant Finance Director Louise Breckan, the employees of the Finance Department, and the entire managerial staff. These individuals invested many hours over the course of six months preparing this comprehensive financial document for your review and consideration.

Respectfully submitted,



Robert R. Kiely, Jr.
City Manager

The City of Lake Forest

Fund Balance Analysis

	Projected Spendable Fund Balance 5/1/2007	Budgeted Revenues FY2008	Budgeted Expenditures FY2008	Projected Spendable Fund Balance 4/30/2008
101 General Fund	\$ 8,073,887	\$ 29,974,411	\$ 29,540,133	\$ 8,508,165
Special Revenue Funds				
201 Park & Public Land	1,841,709	1,897,813	1,471,263	2,268,259
202 MFT	1,048,785	758,599	1,280,000	527,384
205 Emergency Telephone	332,279	262,900	313,177	282,002
208 Elawa Farm - Operating	16,911	27,150	40,150	3,911
210 Senior Resources/Social Service	78,687	557,793	556,684	79,796
220 Parks and Recreation	1,048,587	6,684,014	6,648,411	1,084,190
223 Parks Equip Reserve	127,942	73,000	25,000	175,942
224 Special Recreation	120,436	316,000	313,000	123,436
230 Cemetery	2,821,368	624,327	754,909	2,690,786
245 Foreign Fire Insurance	131,683	105,000	225,000	11,683
246 Drug Asset Forfeiture	9,800	2,500	5,000	7,300
247 Alcohol Asset Forfeiture	23,788	4,000	10,000	17,788
248 Affordable Housing	30,500	90,500	-	121,000
Construction Funds				
301 West LF TIF	235,604	639,538	663,100	212,042
305 2003A Bond-Rt. 60	170,754	-	170,754	-
309 SSA 29 Saunders Rd	378,206	20,000	154,073	244,133
310 Capital Equipment Reserve	897,486	585,000	332,000	1,150,486
311 Capital Improvement	236,388	6,158,027	6,370,426	23,989
312 Storm Sewer - 2004B Bonds	1,597,534	108,000	-	1,705,534
314 Rt. 60 Bridge	864,585	20,000	884,585	-
315 Rt. 60 Intersection	174,655	5,000	179,655	-
316 Rt. 60 Academy Woods Imp	81,898	10,000	91,898	-
317 MS Building	2,465,889	7,208,092	8,977,000	696,981
318 2006 Bond - Rt 60	-	1,750,000	1,750,000	-
319 Rt 60/Fitzmorris	1,520,777	15,000	1,535,777	-
Debt Service Funds				
405 1992B Bonds - Refunding TIF	148,751	1,597,249	1,746,000	-
413 1998A Bonds-Grove School	20,319	479,230	473,230	26,319
415 1998B Bonds - Capital Improvements	267,969	638,270	615,270	290,969
416 2000 G O Bonds - MS Land	369,112	675,413	653,413	391,112
417 2001B Bonds - MS Building	83,972	122,850	118,100	88,722
418 2003A Bonds - Open Space	41,838	896,700	890,700	47,838
420 2002B Bond Fund - Refunding Bond	430,006	-	-	430,006
421 2003D Bond - Storm Sewer	1,101,979	300,300	251,300	1,150,979
422 SSA 25 - Knollwood Sewer	4,602	79,952	78,952	5,602
423 SSA 26 - Waukegan Sewer	2,827	22,315	21,715	3,427
424 SSA 29 - Saunders Road	4,094	210	4,304	-
425 2004B - Storm Sewer	290,861	544,700	301,525	534,036
Enterprise Funds				
501 Water & Sewer	5,344,502	7,892,900	7,606,978	5,630,424
502 2001/2002A Bond - Water Plant	-	-	-	-
504 San Sewer/Water Imp 2003C	54,047	10,000	64,047	-
505 Paid Parking	709,527	3,346,322	3,999,624	56,225
508 Water and Sewer Capital Fund	4,200,000	1,182,702	2,466,953	2,915,749
510 Deerpath Golf Course	225,238	1,462,933	1,463,165	225,006
Internal Service Funds				
601 Fleet	146,458	1,343,579	1,348,237	141,800
610 Self Insurance	2,915,853	3,963,600	3,465,000	3,414,453
Trust/Agency Funds				
701 Firemen's Pension	21,021,387	1,572,241	1,064,200	21,529,428
702 Police Pension	17,885,320	1,853,388	1,419,200	18,319,508
Total All Funds	\$ 79,598,800	\$ 85,881,518	\$ 90,343,908	\$ 75,136,410

The City of Lake Forest

Expense Comparison

	Projected Estimated Expenditures FY2007	Budgeted Expenditures FY2008	\$\$ Change	% Change
101 General Fund	\$ 27,665,573	\$ 29,540,133	1,874,560	6.78%
Special Revenue Funds				
201 Park & Public Land	1,055,998	1,471,263	415,265	39.32%
202 MFT	39,534	1,280,000	1,240,466	3137.72%
205 Emergency Telephone	291,125	313,177	22,052	7.57%
208 Elawa Farm - Operating	117,645	40,150	-77,495	-65.87%
210 Senior Resources/Social Service	517,943	556,684	38,741	7.48%
220 Parks and Recreation	6,770,693	6,648,411	-122,282	-1.81%
223 Parks Equip Reserve	73,000	25,000	-48,000	-65.75%
224 Special Recreation	197,236	313,000	115,764	58.69%
230 Cemetery	590,229	754,909	164,680	27.90%
245 Foreign Fire Insurance	99,913	225,000	125,087	125.20%
246 Drug Asset Forfeiture	-	5,000	5,000	n/a
247 Alcohol Asset Forfeiture	7,000	10,000	3,000	42.86%
248 Affordable Housing	-	-	0	n/a
Construction Funds				
301 West LF TIF	415,227	663,100	247,873	59.70%
305 2003A Bond-Rt. 60	427,104	170,754	-256,350	-60.02%
309 SSA 29 - Saunders Rd	881,000	154,073	-726,927	-82.51%
310 Capital Equipment Reserve	838,000	332,000	-506,000	-60.38%
311 Capital Improvement	2,245,029	6,370,426	4,125,397	183.76%
312 Storm Sewer - 2004B Bonds	803,228	-	-803,228	-100.00%
314 Rt. 60 Bridge	-	884,585	884,585	n/a
315 Rt. 60 Intersection	16,651	179,655	163,004	978.94%
316 Rt. 60 Academy Woods Imp	669,871	91,898	-577,973	-86.28%
317 MS Building	423,000	8,977,000	8,554,000	2022.22%
318 2006 Bond - Rt 60	-	1,750,000	1,750,000	n/a
319 Rt 60/Fitzmorris	-	1,535,777	1,535,777	n/a
Debt Service Funds				
405 1992B Bonds - Refunding TIF	1,745,900	1,746,000	100	0.01%
413 1998A Bonds-Grove School	468,955	473,230	4,275	0.91%
415 1998B Bonds - Capital Improvements	615,770	615,270	-500	-0.08%
416 2000 G O Bonds - MS Land	467,113	653,413	186,300	39.88%
417 2001B Bonds - MS Building	120,900	118,100	-2,800	-2.32%
418 2003A Bonds - Open Space	295,300	890,700	595,400	201.63%
420 2002B Bond Fund - Refunding Bond	733,475	-	-733,475	-100.00%
421 2003D Bond - Storm Sewer	254,100	251,300	-2,800	-1.10%
422 SSA 25 - Knollwood Sewer	79,785	78,952	-833	-1.04%
423 SSA 26 - Waukegan Sewer	21,715	21,715	0	0.00%
424 SSA 29 - Saunders Road	159,499	4,304	-155,195	-97.30%
425 2004B - Storm Sewer	304,525	301,525	-3,000	-0.99%
Enterprise Funds				
501 Water & Sewer	10,734,550	7,606,978	-3,127,572	-29.14%
502 2001/2002A Bond - Water Plant	55,000	-	-55,000	-100.00%
504 San Sewer/Water Imp 2003C	1,422,140	64,047	-1,358,093	-95.50%
505 Paid Parking	803,459	3,999,624	3,196,165	397.80%
508 Water and Sewer Capital Fund	-	2,466,953	2,466,953	n/a
510 Deerpath Golf Course	1,432,116	1,463,165	31,049	2.17%
Internal Service Funds				
601 Fleet	1,285,870	1,348,237	62,367	4.85%
610 Self Insurance	3,163,000	3,465,000	302,000	9.55%
Trust/Agency Funds				
701 Firemen's Pension	992,000	1,064,200	72,200	7.28%
702 Police Pension	1,191,000	1,419,200	228,200	19.16%
Total All Funds	\$ 70,491,171	\$ 90,343,908	\$ 19,852,737	28.16%

**THE CITY OF LAKE FOREST
FIVE YEAR FUND BALANCE FORECAST**

GENERAL FUND

	ACTUAL FY 2006	EST ACT FY 2007	PROJECTED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012
Fund Balance 5/1	11,764,075	7,017,124	8,073,887	8,508,165	8,972,156	9,131,853	8,858,888
Revenue	27,755,694	28,722,336	29,974,411	31,142,740	32,220,895	33,207,621	34,919,581
Less: One-Time Revenues	(309,235)	(322,000)	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)
Less: Passthroughs	(2,522,248)	(2,697,118)	(3,428,712)	(3,088,552)	(3,275,737)	(3,476,506)	(3,691,945)
Proforma Revenues	24,924,211	25,703,218	26,500,699	28,009,188	28,900,158	29,686,115	31,182,636
One-Time Revenues	309,235	322,000	45,000	45,000	45,000	45,000	45,000
Less: Operating Expenses	24,523,367	26,536,657	29,044,429	30,378,749	31,761,198	33,180,586	34,627,390
Less: One-Time Expenses	-	-	-	-	-	-	-
Less: Passthroughs	(2,522,248)	(2,697,118)	(3,428,712)	(3,088,552)	(3,275,737)	(3,476,506)	(3,691,945)
	22,001,119	23,839,539	25,615,717	27,290,197	28,485,461	29,704,080	30,935,445
One-Time Expenses	-	-	-	-	-	-	-
Net before CIP	3,232,327	2,185,679	929,982	763,991	459,697	27,035	292,191
Capital Expenditures	792,250	642,500	325,000	300,000	300,000	300,000	300,000
MS Building	7,000,000	486,416	170,704				
Total Capital Expenditures	7,792,250	1,128,916	495,704	300,000	300,000	300,000	300,000
PrimeCo (lawsuit)	187,028						
Fund Balance 4/30	<u>7,017,124</u>	<u>8,073,887</u>	<u>8,508,165</u>	<u>8,972,156</u>	<u>9,131,853</u>	<u>8,858,888</u>	<u>8,851,079</u>
Less: 15% Req Resv+ Sick/Vaca	5,344,817	5,489,813	5,677,625	5,852,874	6,014,597	6,162,606	6,419,400
Available Funds	<u>1,672,307</u>	<u>2,584,074</u>	<u>2,830,540</u>	<u>3,119,282</u>	<u>3,117,256</u>	<u>2,696,282</u>	<u>2,431,679</u>
Op Revenue increase%	2.1%	3.1%	3.1%	5.7%	3.2%	2.7%	5.0%
Op Expense increase %	2.2%	8.4%	7.5%	6.5%	4.4%	4.3%	4.1%

**THE CITY OF LAKE FOREST
FIVE YEAR FUND BALANCE FORECAST**

GENERAL FUND

	ACTUAL FY 2006	EST ACT FY 2007	PROJECTED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012
Revenues	27,755,694	28,722,336	29,974,411	31,142,740	32,220,895	33,207,621	34,919,581
Pass Through							
Sales Tax (Sewer Passthrough)	761,638	762,000	788,000	811,640	835,989	861,069	886,901
PW/Rec adjustments			514,768				
Cost/Allocation	502,317	536,868	600,315	621,326	643,072	665,580	688,875
Police/Fire Pension	1,258,293	1,398,250	1,525,629	1,655,586	1,796,676	1,949,857	2,116,169
Sub-Total	2,522,248	2,697,118	3,428,712	3,088,552	3,275,737	3,476,506	3,691,945
Sub-total Revenues	25,233,446	26,025,218	26,545,699	28,054,188	28,945,158	29,731,115	31,227,636
One-Time Revenues							
Hotel Fund	55,801						
Reimbursements	47,800	114,000	10,000	10,000	10,000	10,000	10,000
Stirling Hall	60,000	68,000					
Donations	36,000						
Bond Redemp.	109,634	140,000	35,000	35,000	35,000	35,000	35,000
Total	309,235	322,000	45,000	45,000	45,000	45,000	45,000
Proforma Revenues	24,924,211	25,703,218	26,500,699	28,009,188	28,900,158	29,686,115	31,182,636
Expenses	24,523,367	26,536,657	29,044,429	30,378,749	31,761,198	33,180,586	34,627,390
Pass-Through Expenses							
Sales Tax (Sewer Passthrough)	761,638	762,000	788,000	811,640	835,989	861,069	886,901
PW/Rec adjustments			514,768				
Cost/Allocation	502,317	536,868	600,315	621,326	643,072	665,580	688,875
Police/Fire Pension	1,258,293	1,398,250	1,525,629	1,655,586	1,796,676	1,949,857	2,116,169
Sub-Total	2,522,248	2,697,118	3,428,712	3,088,552	3,275,737	3,476,506	3,691,945
Proforma Expenses	22,001,119	23,839,539	25,615,717	27,290,197	28,485,461	29,704,080	30,935,445
One-Time Expenses							
Total	-						

The City of Lake Forest

General Fund

FY2008 Budget Departments

	FY2008 Budget
Public Works	\$ 7,775,065
Police	7,325,285
Fire	5,017,675
Non Department	3,678,400
Community Development	1,537,467
OCM/Cable	1,089,006
IT	1,009,824
Finance	723,064
CROYA	592,498
Human Resources	459,532
City Council	332,317
Total Expense	<u>\$ 29,540,133</u>

Note: As the Police contracts have not yet been approved, salary increases are shown in the department budget for comparison purposes only.

**CITY OF LAKE FOREST
FISCAL YEAR 2007-2008
PERSONNEL SCHEDULE
BUDGETED POSITIONS**

FULL TIME POSITION TITLE	2005-2006 BUDGET	2006-2007 BUDGET	2007-2008 BUDGET
CITY MANAGER	1	1	1
FINANCE DIRECTOR	1	1	1
DIRECTOR OF PUBLIC WORKS	1	1	1
DIRECTOR OF COMMUNITY DEVELOP	1	1	1
DIRECTOR OF RECREATION & PARKS	1	1	1
DIRECTOR IT	1	1	1
DIRECTOR OF HUMAN RESOURCES	1	1	1
CROYA DIRECTOR	1	1	1
POLICE CHIEF	1	1	1
FIRE CHIEF	0	0	1
DIRECTOR OF SENIOR RESOURCES	1	1	1
CITY ENGINEER	1	1	1
DEPUTY POLICE CHIEF	2	2	2
DEPUTY FIRE CHIEF	2	2	2
POLICE COMMANDER	4	4	4
FIRE CAPTAIN	4	3	3
ASSISTANT CITY ENGINEER	1	1	1
ASSISTANT DIRECTOR OF FINANCE	1	1	1
DEVELOPMENT COORDINATOR	1	1	1
HEAD GOLF PRO	1	1	1
SUPERINTENDENT	4	4	4
ASSISTANT CITY MANAGER	1	1	1
MANAGEMENT ANALYST	1	1	1
CABLE COORDINATOR	1	1	1
PUBLIC INFORMATION OFFICER	1	1	1
POLICE SERGEANT	3	3	3
FIRE LIEUTENANT	6	6	6
GIS MANAGER	1	1	1
SUPERVISOR	9	9	10
TECHNICAL SERVICES MANAGER	1	1	1
CONST. ENGINEERING SUPERVISOR	1	1	1
COMMUNICATIONS SUPERVISOR	1	1	1
SENIOR ACCOUNTANT	1	1	1
RECORDS CLERK SUPERVISOR	1	1	0
PUBLIC SAFETY RECORDS SUPV	0	0	1
BLDG & GROUNDS SUPERVISOR	1	1	0
NETWORK ADMINISTRATOR	1	1	1
POLICE OFFICER	33	33	33
FIRE FIGHTER	24	25	25
ENGINEERING ASSISTANT	2	2	2
ACCOUNTANT	1	1	1
PC/LAN SUPPORT SPECIALIST	2	2	2
BUILDING INSPECTOR	6	6	6
ENGINEERING TECHNICIAN	0	1	1

**CITY OF LAKE FOREST
FISCAL YEAR 2007-2008
PERSONNEL SCHEDULE
BUDGETED POSITIONS**

FULL TIME POSITION TITLE	2005-2006 BUDGET	2006-2007 BUDGET	2007-2008 BUDGET
GIS ANALYST	1	1	1
WATER PLANT OPERATOR	8	8	8
ASSISTANT CROYA DIRECTOR	1	1	1
PROGRAM MANAGER	5	5	5
PLANNER	2	2	2
PLAN REVIEWER	1	1	2
EXECUTIVE ASSISTANT	1	1	1
HUMAN RESOURCES SPECIALIST	1	1	1
DEPUTY CITY CLERK	1	1	1
PROGRAM SUPERVISOR	8	8	8
YOUTH WORKER	3	3	3
REFUSE COLLECTOR	13	13	13
MAINTENANCE WORKER II	40	36	37
PARTS SPECIALIST	0	1	1
MECHANIC	0	4	3
COMMUNICATIONS OPERATOR	9	9	9
COMMUNITY SERVICE OFFICER	5	5	5
ASSISTANT SENIOR DIRECTOR	1	1	1
ADMINISTRATIVE ASSISTANT II	10	11	10
ASSISTANT TO DIRECTOR OF PW	0	0	1
ACCOUNT CLERK III	3	3	3
ADMINISTRATIVE ASSISTANT I	3	3	4
RECORDS CLERK	2	2	2
GIS/CAD SPECIALIST	1	1	1
ACCOUNT CLERK II	0	0	0
PROGRAM ASSISTANT	1	1	1
FULL TIME PERSONNEL	249	252	255

**NUMBER OF SEASONAL EMPLOYEES OVER 1,000 HOURS
LAST THREE YEARS**

ACTUAL 2005-2006	BUDGET 2006-2007	BUDGET 2007-2008
38	45	49

**NUMBER OF SEASONAL EMPLOYEES UNDER 1,000
LAST THREE YEARS**

ACTUAL 2005-2006	BUDGET 2006-2007	BUDGET 2007-2008
395	388	384

**THE CITY OF LAKE FOREST
FIVE YEAR FUND BALANCE FORECAST**

501 Operating

WATER FUND

	ACTUAL FY 2006	PROJECTED FY 2007	PROJECTED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012
Fund Balance 5/1	\$ 8,075,570	\$ 8,699,587	\$ 5,344,502	\$ 5,630,424	\$ 5,700,822	\$ 5,949,680	\$ 6,128,906
Operating Revenue	\$ 7,913,551	\$ 7,164,465	\$ 7,792,900	\$ 7,905,000	\$ 8,709,800	\$ 9,412,400	\$ 10,176,600
Grant Revenue		\$ 215,000	\$ 100,000				
Less: Operating Expenses	3,614,742	3,883,254	4,039,787	4,241,776	4,453,865	4,676,558	4,910,386
Operating capital	48,872	257,155	193,000	202,650	212,783	223,422	234,593
Debt service	2,389,766	2,394,141	2,394,191	2,390,176	2,394,294	2,383,194	2,385,144
Net before CIP	\$ 1,860,171	\$ 844,915	\$ 1,265,922	\$ 1,070,398	\$ 1,648,858	\$ 2,129,226	\$ 2,646,477
Total Transfer to Capital	\$ 1,236,154	\$ 4,200,000	\$ 980,000	\$ 1,000,000	1,400,000	1,950,000	\$ 2,450,000
Fund Balance 4/30	\$ 8,699,587	\$ 5,344,502	\$ 5,630,424	\$ 5,700,822	\$ 5,949,680	\$ 6,128,906	\$ 6,325,383
Less: .33 (rev) + 1X debt serv+500K	\$ 5,501,238	\$ 5,258,414	\$ 5,465,848	\$ 5,498,826	\$ 5,768,528	\$ 5,989,286	\$ 6,243,422
Available Funds	<u>3,198,349</u>	<u>86,088</u>	<u>164,576</u>	<u>201,996</u>	<u>181,152</u>	<u>139,620</u>	<u>81,961</u>
Revenue increase%	16.8%	-9.5%	8.8%	1.4%	10.2%	8.1%	8.1%
Expense increase %	8.3%	13.0%	2.2%	5.0%	5.0%	5.0%	5.0%
Debt service coverage 1.25	1.78	1.26	1.49	1.45	1.69	1.89	2.11

**THE CITY OF LAKE FOREST
FIVE YEAR FUND BALANCE FORECAST**

508 Capital

WATER FUND

	PROJECTED FY 2007	PROJECTED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012
Fund Balance 5/1	\$ 1,531,187	\$ 4,254,047	\$ 2,915,749	\$ 1,853,537	\$ 820,214	\$ 185,224
Transfer from Operating	\$ 4,200,000	\$ 980,000	\$ 1,000,000	\$ 1,400,000	\$ 1,950,000	\$ 2,450,000
Interest		\$ 212,702	\$ 145,787	\$ 92,677	\$ 41,011	\$ 9,261
Bond Issue						
Capital Improvements	\$ 1,477,140	\$ 2,531,000	\$ 2,208,000	2,526,000	2,626,000	2,572,000
Fund Balance 4/30	\$ 4,254,047	\$ 2,915,749	\$ 1,853,537	\$ 820,214	\$ 185,224	\$ 72,486

**THE CITY OF LAKE FOREST
FIVE YEAR FUND BALANCE FORECAST
PARK AND PUBLIC LAND FUND**

	EST ACTUAL FY 2007	PROJECTED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012
Fund Balance 5/1	\$ 637,907	\$ 1,841,709	\$ 2,268,259	\$ 1,715,977	\$ 1,782,901	\$ 1,510,046
Revenue						
<u>Current Revenue</u>						
Telecommunications Tax	\$ 570,000	\$ 420,000				
Grants	\$ 70,000	\$ 179,000				
Park impact fees	1,569,800	1,206,728	250,688	970,378		
Interest	50,000	92,085	113,413	85,799	89,145	75,502
Total Current Revenue	\$ 2,259,800	\$ 1,897,813	\$ 364,101	\$ 1,056,177	\$ 89,145	\$ 75,502
Less: Operating Expenses						
Less: Debt Service	487,608	491,483	159,383	394,253	-	-
Net before CIP	\$ 1,772,192	\$ 1,406,330	\$ 204,718	\$ 661,924	\$ 89,145	\$ 75,502
Total Capital Expenditures	\$ 568,390	\$ 979,780	\$ 757,000	\$ 595,000	\$ 362,000	\$ 619,000
Fund Balance 4/30	\$ 1,841,709	\$ 2,268,259	\$ 1,715,977	\$ 1,782,901	\$ 1,510,046	\$ 966,549

**THE CITY OF LAKE FOREST
FIVE YEAR FUND BALANCE FORECAST
PAID PARKING FUND**

	PROJECTED FY 2007	PROJECTED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012
Fund Balance 5/1	492,413	709,527	56,225	115,761	131,605	45,792
Operating Revenue	780,573	786,322	794,185	802,127	810,148	818,250
LaSalle Bank contribution	240,000					
CBD Station Grant		2,560,000				
Less: Operating Expenses	516,334	515,374	535,989	557,429	579,726	602,915
Less: Debt Service	154,625	154,250	153,660	152,855	151,235	
Net before CIP	349,614	2,676,698	104,536	91,844	79,188	215,335
Transfer from General Fund						
Transfer from Transfer Tax						
Capital Expenditures	132,500	130,000	45,000	76,000	165,000	117,000
CBD Train station		3,200,000				
Fund Balance 4/30	709,527	56,225	115,761	131,605	45,792	144,128
LESS: Contrib Baytree, Swarthout, Regents Row and LaSalle Bk	481,420	481,420	481,420	481,420	481,420	481,420
Available Funds	228,107	(425,195)	(365,659)	(349,815)	(435,628)	(337,292)

F.Y. 2008 Capital Equipment

General Fund

1. Unit # 56 (2003 Impala with 86,000 miles) – upgrade to a “delivery type” van = \$ 49,000
56 will replace an older Community Development vehicle
 2. Squad cars # 1,5,6,9,10 (2004 & 2005 Impalas) – replace @ 80,000 miles = \$115,000
Used Impalas become Community Development vehicles
 3. Unmarked car # 16 (1999 Lumina with 70,000 miles goes to Comm. Dev) = \$ 21,000
 4. CSO truck # 20 (2003 GMC Sonoma with 83,000 miles) replaces Fleet’s # 126
(1999 Chevrolet S-10 with 106,000 miles) = \$ 25,000
 5. Garbage scooters # 173, 177, 198 (2001, 3-wheel refuse scooters) = \$ 75,000
 6. Pick-Up truck # 191: 1999 Dodge 2WD with 54,000 miles replaces
Bldg. Mnt. Unit # 54 (2005 Impala). # 54 will replace
an older Community Development vehicle \$ 24,000
 7. New Fire Department Administration Car \$ 23,000
- TOTAL: \$332,000**

Park & Recreation Fund

1. Trailer # 331 (1988 Pace covered trailer) = \$ 10,000
 2. Trailer # 390 (open trailer for Groundsmasters) = \$ 7,000
 3. Cab & snow broom for Groundsmaster # 809 = \$ 8,000
- TOTAL: \$ 25,000**

Water & Cemetery Funds

1. New Mini Excavator (John Deere, CAT, Volvo, Bobcat, Kubota, etc) = \$ 60,000

Golf Course

1. Replace Ranger Cart = \$ 3,000
2. Replace Greens Mower # 884 (1992 Jacobsen) = \$ 20,000
3. Replace Groundsmaster # 809 (1998 Toro 325D) = \$ 21,000
4. Replace Turbine Blower # 811 = \$ 6,000
5. Lease additional golf carts = \$ 6,000


TOTAL: \$ 56,000

THE CITY OF LAKE FOREST CAPITAL IMPROVEMENTS PROGRAM FISCAL YEAR 2008				
FUND	LOCATION/CATEGORY	IMPROVEMENT PROGRAM	FY 2008	FY '08 GRANT FUNDING
CAPITAL FUND IMPROVEMENTS				
SIDEWALK, BIKEPATH, C&G	Walks, Paths, Curbs	Everett Road Bikepath	\$ 58,920	
	Walks, Paths, Curbs	Sidewalks/Curbs- Annual Replacement	\$ 100,000	
	Subtotal: Walks, Path, Curbs		\$ 158,920	\$ -
MISCELLANEOUS	Miscellaneous	Tree Replacement	\$ 90,000	
	Miscellaneous	General Landscaping	\$ 15,000	
	Miscellaneous	Compost Center: Sliding Gate with Keypad	\$ 10,000	
	Miscellaneous	Police Mobile Radios	\$ 25,000	
	Subtotal: Miscellaneous		\$ 140,000	\$ -
	IT	Redundant Communication Lines	\$ 24,000	
	IT	Video Server	\$ 25,000	
	Subtotal: IT		\$ 49,000	\$ -
CABLE	Cable	Tightrope Video Playback server and bulletin board	\$ 23,000	
	Cable	Misc. New Studio Equipment/Infrastructure	\$ 100,000	\$ 50,000
	Subtotal: Cable		\$ 123,000	\$ 50,000
City Hall	City Hall	Exterior Painting	\$ 30,000	
	Subtotal: City Hall		\$ 30,000	\$ -
FIRE ENGINE	Fire Engine Replacement	Fire Engine 214	\$ 400,000	
	Subtotal: Fire Engine Replacement		\$ 400,000	\$ -
PUBLIC SAFETY BLDG.	Public Safety Building	Air Compressor for Fire Dept. Air Packs	\$ 45,000	
	Subtotal: Public Safety Building		\$ 45,000	\$ -
GORTON CENTER	Gorton Community Center	General Improvements/Contingency (Rollover)	\$ 10,000	
	Gorton Community Center	Exterior Painting	\$ 20,000	
	Gorton Community Center	Roof Replacement - Community Room	\$ 40,000	
	Subtotal: Gorton Community Center		\$ 70,000	\$ -
DICKINSON HALL	Dickinson Hall	General Improvements	\$ 10,000	\$ -
	Dickinson Hall	Exterior Painting	\$ 15,000	
	Bennett Hall	Exterior Painting	\$ 10,000	
	Volwiler Hall	Exterior Painting	\$ 5,000	
	Grove Campus Site Work	Master Plan - Landscaping/Signage	\$ 2,500	
	Subtotal: Grove Cultural Campus		\$ 42,500	\$ -
CROYA	CROYA	Building Improvements	\$ 222,596	
	Subtotal: CROYA		\$ 222,596	\$ -
STORM SEWER	Storm Sewer Improvements	Headwall/Culvert/Ravine Rehab.	\$ 50,000	
	Storm Sewer Improvements	Storm Sewer Repairs/Lining/Ditching	\$ 200,000	
	Storm Sewer Improvements	Subdivision Detention Ponds Control Structure Repairs	\$ 15,000	
	Subtotal: Storm Sewer Improvements		\$ 265,000	\$ -
STREETS & ROADWAYS	Streets & Roadways	Annual Overlay Program (Gen.)	\$ 600,000	
	Streets & Roadways	Longline Striping	\$ 35,000	
	Subtotal: Streets & Roadways		\$ 635,000	\$ -
BRIDGES	Bridges	Misc. Repairs	\$ 25,000	
	Subtotal: Bridges		\$ 25,000	\$ -
TRAFFIC SIGNALS	Traffic Signals	Rt. 60/Saunders/Field Drive	\$ 2,826,000	\$ 2,826,000
	Traffic Signals	Rt. 60/Field Ct/Conway Farms Dr	\$ 1,200,000	\$ 1,200,000
	Traffic Signals	Green Bay Rd/Deerpath Service Cable Upgrade	\$ 15,000	

FUND	LOCATION/CATEGORY	IMPROVEMENT PROGRAM	FY 2008	FY '08 GRANT FUNDING
TRANS	Traffic Signals	WAI- PHASE I Study	\$ 50,000	
	Subtotal: Traffic Signals		\$ 4,091,000	\$ 4,026,000
CAPITAL FUND SUB-TOTAL			\$ 6,297,016	\$ 4,076,000
CAPITAL FUND SUB-TOTAL(After Grants):			\$ 2,221,016	
MUNICIPAL SERVICES	Municipal Services	Building	\$ 8,582,000	
	Municipal Services	Fiber Run to Dalitsch	\$ 300,000	
	Municipal Services	Siemens Reprogram of Phone Numbers	\$ 30,000	
	Municipal Services	Network Infrastructure	\$ 30,000	
	Municipal Services	Door Access Security System	\$ 10,000	
	Municipal Services	Wireless IP Phones (MS-90 w/access points, installation)	\$ 25,000	
	Subtotal: Municipal Services		\$ 8,977,000	\$ -
MUNICIPAL SERVICES FUND SUB-TOTAL			\$ 8,977,000	\$ -
MUNICIPAL SERVICES FUND SUB-TOTAL (After Grants):				
PARK AND PUBLIC LAND FUND IMPROVEMENTS				
RECREATION CENTER	Miscellaneous	Open Lands Maintenance and Improvements	\$ 20,000	
	Recreation Center	CROYA Related Expansion Project	\$ 250,780	
	Recreation Center	Gymnasium HVAC Improvements	\$ 70,000	
	Recreation Center	Court 4 HVAC Improvements	\$ 10,000	
	Recreation Center	Court Conversion	\$ 30,000	\$ 30,000
	Recreation Center	Kinderhaven Playground	\$ 175,000	\$ 75,000
	Recreation Center	Kinderhaven Playground	\$ 50,000	\$ 50,000
	Subtotal: Recreation Buildings and Miscellaneous		\$ 605,780	\$ 155,000
STIRLING HALL	Stirling Hall	Chimney Repairs	\$ 15,000	
	Subtotal: Stirling Hall		\$ 15,000	\$ -
EVERETT PARK	Everett Park	ADA Improvements	\$ 12,000	\$ 12,000
	Everett Park	Parking Lot & Service Road Improvements	\$ 12,000	\$ 12,000
	Subtotal: Everett Park		\$ 24,000	\$ 24,000
BEACH BLDGS.	Beach Buildings	North Buildings Roof Replacement	\$ 50,000	
	Subtotal: Beach Buildings		\$ 50,000	\$ -
WEST PARK	West Park	Tennis Court Restoration & Resurfacing	\$ 40,000	
	West Park	New Irrigation Line / Coupler Style	\$ 15,000	
	Subtotal: West Park		\$ 55,000	\$ -
NORTHCROFT PARK	Northcroft Park	Park Amenities Replacement Contingency	\$ 5,000	
	Northcroft Park	Playground Landscape Planting Plan	\$ 10,000	
	Northcroft Park	Landscape Replacement / Add	\$ 5,000	
	Northcroft Park	Replace Playground Phase I & II	\$ 210,000	
	Subtotal: Northcroft Park		\$ 230,000	\$ -
PARK & PUBLIC LAND FUND SUB-TOTAL			\$ 979,780	\$ 179,000
PARK & PUBLIC LAND FUND SUB-TOTAL (After Grants):			\$ 800,780	
MOTOR FUEL TAX FUND IMPROVEMENTS				
MFT FUND	Streets & Roadways	Annual Overlay Program	\$ 1,150,000	
	Subtotal: Streets and Roadways		\$ 1,150,000	\$ -
	Bridges	Old Elm Road Bridge Replacement Phase II	\$ 130,000	\$ 117,000
	Subtotal: Bridges		\$ 130,000	\$ 117,000
MOTOR FUEL TAX FUND SUB-TOTAL			\$ 1,280,000	\$ 117,000
MOTOR FUEL TAX FUND SUB-TOTAL (After Grants):			\$ 1,163,000	
ROUTE 60 BOND FUND IMPROVEMENTS				
RT. 60 BOND FUND	Route 60: Park/Open Space	Route 60 Park	\$ 1,920,754	
	Subtotal: Rt. 60 Bond Fund		\$ 1,920,754	\$ -
ROUTE 60 BOND FUND SUB-TOTAL			\$ 1,920,754	\$ -
RT. 60 BOND FUND SUB-TOTALTOTAL (After Grants):			\$ 1,920,754	

FUND	LOCATION/CATEGORY	IMPROVEMENT PROGRAM	FY 2008	FY '08 GRANT FUNDING
STORM SEWER BOND FUND IMPROVEMENTS				
STORM SEWER BOND FUND	Storm Sewer	*WAI- Western/Woodland Storm Sewer & Drainage Improv		\$ 108,000
	Subtotal: Storm Sewer		\$ -	\$ 108,000
STORM SEWER BOND FUND SUB-TOTAL			\$ -	\$ 108,000
STORM SEWER BOND FUND SUB-TOTAL (After Grants):			\$ (108,000)	
GRAND TOTAL: Capital Fund, MS Fund, PPL Fund, MFT, Rt. 60 & Storm Sewer			\$ 19,454,550	\$ 4,480,000
GRAND TOTAL (After Grants): Capital Fund, MS Fund, PPL Fund, MFT, Rt. 60 & Storm Sewer			\$ 14,974,550	
WATER AND SEWER FUND IMPROVEMENTS				
SANITARY SEWER	Sanitary Sewer	Monticello Circle New Sanitary Sewer (SSA 24)	\$ 100,000	\$ 100,000
	Sanitary Sewer	Sanitary Repairs/Lining/Inspections	\$ 350,000	
	Subtotal Sanitary Sewer Improvements		\$ 450,000	\$ 100,000
WATER PLANT	Water Plant Maintenance	42" Intk Snd Rmvl/Rmve Mussels frm Diffuser on 24"&42"	\$ 21,000	
	Water Plant Maintenance	24" Intake; Block Up Pipe and Place Stone	\$ 110,000	
	Water Plant Maintenance	Replace Sod HYPOCL Cells	\$ 40,000	
	Water Plant Maintenance	Acid Tank Replacement (Flouride)	\$ 15,000	
	Water Plant Maintenance	Water Plant - Rotary Screw Compressor-Add on	\$ 15,000	
	Southwest Sewer Station	Rplce Auto Trnsfr Switch & Associated MCC Lineup/Engg Dsgn	\$ 20,000	
	Bluff's Edge Bridge Lift Station	Submersible Pump Station/Engineering Design	\$ 10,000	
WATER MAIN REPLACEMENT	Water Lines	*Waukegan Rd, from Deerpath to Westmoreland Rd	\$ 1,350,000	
	Water Lines	Maple Court	\$ 120,000	
	Water Lines	Replace 16" valves with 20" valves (10)	\$ 250,000	
	Equipment	Mini-Excavator and Misc. Other Equipment	\$ 30,000	
	Subtotal: Water and Sewer Improvements		\$ 1,981,000	\$ -
WATER & SEWER FUND SUB-TOTAL			\$ 2,431,000	\$ 100,000
WATER & SEWER FUND SUB-TOTAL TOTAL (After Grants):			\$ 2,331,000	
WATER SEWER BOND FUND IMPROVEMENTS				
WATER LINES	Water Lines	*Waukegan Rd, from Deerpath to Westmoreland Rd	\$ 50,000	
	Water Lines	Water Plant, Tank, Lift Station Contingency	\$ 50,000	
WATER & SEWER BOND FUND SUB-TOTAL			\$ 100,000	\$ -
WATER & SEWER BOND FUND SUB-TOTAL (After Grants):			\$ 100,000	
GRAND TOTAL: Water & Sewer Fund & W/S Bond Fund			\$ 2,531,000	\$ 100,000
GRAND TOTAL (After Grants): Water & Sewer Fund & W/S Bond Fund			\$ 2,431,000	
CEMETERY FUND IMPROVEMENTS				
CEMETERY FUND	Cemetery	General Improvements/Contingency	\$ 6,000	
	Cemetery	Landscape material	\$ 14,000	
	Cemetery	Ravine Restoration	\$ 25,000	
	Cemetery	Reconstruct Cemetry Road	\$ 125,000	
	Subtotal: Cemetery		\$ 170,000	\$ -
CEMETERY FUND SUB-TOTAL			\$ 170,000	\$ -
CEMETERY FUND SUB-TOTAL (After Grants):			\$ 170,000	
GOLF COURSE FUND IMPROVEMENTS				
DEERPATH GOLF COURSE FUND	Deerpath Golf Course	General Improvements/ Contingency	\$ 10,000	
	Deerpath Golf Course	Tree Planting and Relocating	\$ 6,000	
	Deerpath Golf Course	Contractual tree trimming	\$ 9,500	
	Deerpath Golf Course	Clubhouse Painting (Exterior)	\$ 2,500	
	Deerpath Golf Course	Clubhouse Painting (Interior)	\$ 7,000	
	Deerpath Golf Course	Natural Areas	\$ 2,000	
	Deerpath Golf Course	Replace Patio Umbrellas and Furniture. Pavers.	\$ 3,000	
GOLF COURSE FUND SUB-TOTAL			\$ 40,000	\$ -
GOLF COURSE FUND SUB-TOTAL (After Grants):			\$ 40,000	
PAID PARKING FUND IMPROVEMENTS				
	Off-Street Parking	Deerpath Lot Resurfacing	\$ 100,000	
	Subtotal: Off-Street Parking		\$ 100,000	\$ -

FUND	LOCATION/CATEGORY	IMPROVEMENT PROGRAM	FY 2008	FY '08 GRANT FUNDING
CBD TRAIN STATION	CBD Train Station	ITEP Grant		\$ 2,560,000
	CBD Train Station	Structural Repairs	\$ 3,200,000	
	CBD Train Station	General Improvements/Contingency	\$ 20,000	
	Subtotal: CBD Train Station		\$ 3,220,000	\$ 2,560,000
TELEGRAPH TRAIN STATION	Telegraph Train Station	General Improvements/Contingency	\$ 10,000	
	Subtotal: Telegraph Train Station		\$ 10,000	\$ -
PAID PARKING FUND SUB-TOTAL			\$ 3,330,000	\$ 2,560,000
PAID PARKING FUND SUB-TOTAL (After Grants):			\$ 770,000	
TIF FUND IMPROVEMENTS				
	Waukegan/Everett TIF District	General District Improvements	\$ 250,000	
TIF FUND SUB-TOTAL			\$ 250,000	\$ -
TIF FUND SUB-TOTAL (After Grants):			\$ 250,000	
GRAND TOTAL: Cemetery, Golf Course, Paid Parking & TIF Funds			\$ 3,790,000	\$ 2,560,000
GRAND TOTAL (After Grants): Cemetery, Golf Course, Paid Parking & TIF Funds			\$ 1,230,000	
GRAND TOTAL: ALL SOURCES			\$ 25,775,550	\$ 7,140,000
GRAND TOTAL (After Grants): ALL SOURCES			\$ 18,635,550	

				FY' 08 CIP PROJECT JUSTIFICATION																																
Department: Public Works Public Contact: Brian Joyce Ph: 847-615-4210 Project: 2007 ANNUAL SIDEWALK AND CURB REPLACEMENT PROGRAM Start Date: June 2007 End Date: August 2007																																				
Description: The purpose of this program is to fund an annual sidewalk and curb replacement program. With this program the City will be able to replace sidewalk deemed as hazardous or with significant flaws.																																				
Justification: In order to maintain the Sidewalk in walkable condition, it is recommended to fund this program at an annual cost of \$100,000. The request for replacement of sidewalk and curb comes from residents, businesses, City maintenance crews, and Engineering staff based on a City-wide survey undertaken every 5 years. We maintain a list of sidewalks and curbs to be replaced and prioritize them with the severity of its condition.																																				
New Impact on Operating Budget: No short-term impact on Operating Budget anticipated. The newly laid sidewalk and curb, if remained intact, should last for a minimum of 25 years. Long-term impact on Operating Budget may include replacement and spot repairs.							<table><tr><th colspan="4">In-House Design and Construction Inspection Services</th></tr><tr><td colspan="2"><u>Estimated FY'08 Project Costs</u></td><td colspan="2"><u>Amount</u></td></tr><tr><td colspan="2">Design Engineering (IN-HOUSE STAFF)</td><td>\$</td><td>-</td></tr><tr><td>Construction</td><td></td><td>\$</td><td>100,000</td></tr><tr><td>Other</td><td></td><td>\$</td><td>-</td></tr><tr><td colspan="2">Total Development Cost</td><td>\$</td><td>100,000</td></tr></table>						In-House Design and Construction Inspection Services				<u>Estimated FY'08 Project Costs</u>		<u>Amount</u>		Design Engineering (IN-HOUSE STAFF)		\$	-	Construction		\$	100,000	Other		\$	-	Total Development Cost		\$	100,000
In-House Design and Construction Inspection Services																																				
<u>Estimated FY'08 Project Costs</u>		<u>Amount</u>																																		
Design Engineering (IN-HOUSE STAFF)		\$	-																																	
Construction		\$	100,000																																	
Other		\$	-																																	
Total Development Cost		\$	100,000																																	
				Proposed FY '08			Projected Requirements																													
	Source of Funds	Prior Year's Expense	FY '07 Est. Actual	FY '07 Roll Over	New Funding	Year 1 Total	Year 2 FY '09	Year 3 FY '10	Year 4 FY '11	Year 5 FY '12	Five-Year Total	Project Total																								
	CIP Fund		\$ 75,000	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	\$ 575,000																								
	Other					\$ -					\$ -	\$ -																								
	TOTALS	\$ -	\$ 75,000	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	\$ 575,000																								
Gross Operating and Maintenance Costs																																				
											Unfunded																									
											Total Project	\$ 575,000																								

FY '08 CIP Project Justification

Department: Forestry

Public Contact: Peter Gordon **Ph. #:** 847-604-5891

Project: Tree Replacement

Start Date: May 1, 2007

End Date: April 30, 2008

Description: Established around 1955, The Parkway tree replacement program has provided new trees to be planted in The City rights of way after a tree has been removed. To date, 10,200 trees have been planted since the program began some 51 years ago.

Justification: Ongoing program to replace dead and diseased trees along The City rights of way, contributing to the aesthetics of the community. In addition, The Forestry Section is projecting the loss of nearly 13,000 City-owned ash trees due to the Emerald Ash Borer over the next 7 to 10 years.



New Impact on Operating Budget:

An increase of \$40,000 is proposed in this year's CIP Budget, primarily due to the fact that the \$30,000 shown as grant money in FY '07 is no longer available. This money was collected in FY '06 as fines under the Tree Preservation Ordinance. The additional increase is associated with projected inflationary increases, as well as the need for more species diversity along with Ash tree replacement.

			Proposed FY '08			Projected Requirements					
Source of Funds	Prior Year's Expense	FY '07 Est. Actual	FY '07 Roll Over	New Funding	Year 1 Total	Year 2 FY '09	Year 3 FY '10	Year 4 FY '11	Year 5 FY '12	Five-Year Total	Project Total
Grant Funds*	\$ 30,000	\$ 30,000	\$ -								
Capital Fund	\$ 50,000	\$ 50,000			\$ 90,000	\$ 95,000	\$ 100,000	\$ 100,000	\$ 105,000	\$ 490,000	\$ 490,000
TOTALS	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ 90,000	\$ 95,000	\$ 100,000	\$ 100,000	\$ 105,000	\$ 490,000	\$ 490,000
Gross Operating and Maintenance Costs											
										Unfunded Total Project	\$ 490,000

***Grant Fund Type:** Tree Preservation Fines

FY '08 CIP Project Justification

Department: OCM-Cable TV	Public Contact: Edward Johnson	Phone #: (847) 615-4275
Project: New TV Studio, 67 Deerpath Rd.	Fund: CIP/Grant	
Start Date: FY08	End Date: FY08	

Description

LFTV is planning to renovate the current District 67 administrative office space at Deerpath School to be used as the new headquarters for LFTV. Included in this renovation is a fully functional TV studio. Much professional video equipment must be purchased to take full advantage of this new space as a TV studio.

Justification

LFTV does not have dedicated studio space now. This new studio will provide a convenient location for all who utilize LFTV and will allow LFTV to be more flexible, not depending on the elements for show quality. The overall quality of LFTV will be improved upon with this sophisticated & controlled environment. Public Access users who now go to Waukegan to use Comcast's studio facility can make good use of this state-of-the-art studio, centrally located here in town. This facility will provide a location for live public forums and panel discussions.

New Impact on Operating Budget

Additional equipment may need to be purchased as studio's needs evolve and usage changes and expands. More staff or contractors may be necessary to facilitate usage outside of normal business hours. Studio equipment will cause an increase in funds dedicated to repairing this equipment.



			Proposed FY '08			Projected Requirements					
Source of Funds	Prior Year's Expense	FY '07 Est. Actual	FY '07 Roll Over	New Funding	Year 1 Total	Year 2 FY '09	Year 3 FY '10	Year 4 FY '11	Year 5 FY '12	Five-Year Total	Project Total
CIP Fund				\$ 50,000						\$ 50,000	\$ 50,000
Grant Funds*				\$ 50,000						\$ 50,000	\$ 50,000
Other											
TOTALS	\$ -	\$ -	\$ -	\$100,000		\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000

*Grant Fund Type:

FY '08 CIP Project Justification

Department: Public Works **Public**
Contact: Dan Martin **Ph. #:** 847-615-4217
Project: Consolidated Facility Improvement Projects
Start Date: May-07 **End Date:** April-08

Description

Five year Capital Improvements for the following facilities: City Hall, Fire Station 2, Public Safety, Gorton Community Center, Dickinson Hall, Bennett Hall, Volwiler Hall, Recreation Center, Stirling Hall, Everett Park, Beach Buildings, South Park, Northcroft Park, Golf Course Clubhouse and Telegraph Train Depot.

Justification

The majority of the Capital Improvements listed for the facilities is to provide on-going maintenance programs. Examples of the different types of on-going maintenance programs include but are not limited to: HVAC equipment replacement, exterior painting, tuck pointing, masonry repairs, life safety replacements and roof replacements.

New Impact on Operating Budget

Not addressing the buildings renovation needs will result in having more maintenance calls which will increase operating costs. Also, continuing to allow the infrastructure to deteriorate will increase the restoration capital costs when the restoration begins.



<u>Estimated Project Costs</u>	<u>Amount</u>
Design Engineering	
Construction	\$2,299,200
Other	
Total Development Cost	\$2,299,200

			Proposed FY '08			Projected Requirements					
Source of Funds	Prior Year's Expense	FY '07 Est. Actual	FY '07 Roll Over	New Funding	Year 1 Total	Year 2 FY '09	Year 3 FY '10	Year 4 FY '11	Year 5 FY '12	Five-Year Total	Project Total
CIP Fund		\$ 650,700		\$ -	\$ 252,500	\$ 263,000	\$ 351,000	\$ 372,000	\$ 310,000	\$ 1,548,500	\$ 2,199,200
Grant Funds*		\$ 100,000			\$ -	\$ -	\$ -			\$ 100,000	\$ 100,000
TOTALS	\$ -	\$ 550,700	\$ -	\$ -	\$ 252,500	\$ 263,000	\$ 351,000	\$ 372,000	\$ 310,000	\$ 1,448,500	\$ 2,099,200
Gross Operating and Maintenance Costs											
										Unfunded Total Project	\$ 2,099,200

*Grant Fund Type:

(County, State, Federal, Donation, etc.)

FY '08 CIP Project Justification

Department:

Fire

Project:

New Engine

Start Date:

FY2007

Contact:

DC Howell

Fund:

CIP

End Date:

FY 2008

Ph. #:

615-4237

**Description**

Replace old engine 214 which was a 1991 with 82,000 miles and severe rust with a brand new 2007 Pierce Fire Engine.

Replace engine 215 which a 1991 Pierce currently with 46,310 miles which will meet the 20 year life expectancy in FY12 and replace it with a 2012 Pierce Engine

Justification

The old fire engines are not reliable and to ensure that the department is properly equipped new fire engines need to be designed and ordered. The new vehicles will reduce harmful vehicle emissions as well as reduce maintenance costs and be more fuel efficient.

New Impact on Operating Budget

Reduced maintenance and fuel costs.

			Proposed FY '08			Projected Requirements					
Source of Funds	Prior Year's Expense	FY '07 Est. Actual	FY '07 Roll Over	New Funding	Year 1 Total	Year 2 FY '09	Year 3 FY '10	Year 4 FY '11	Year 5 FY '12	Five-Year Total	Project Total
Bond Funds											
CIP Fund		\$ 100,000		\$400,000					\$ 500,000		\$1,000,000
Grant Funds*											
Other											
TOTALS	\$ -	\$ 100,000	\$ -	\$400,000	\$ -	\$ -	\$ -	\$ -	\$500,000	\$ -	\$1,000,000

FY '08 CIP Project Justification

Department:
CROYA

Public Contact:
T. Nahigian

Ph. #:
615-4308

Project:
Student Union

Start Date:
FY2007

End Date:
FY2008

Description

The CROYA Student Union is the realization of a 7-year long dream. The CROYA facility will triple in size by adding the Student Union, a multi-level programming space for the communities youth.

Justification

The Student Union will provide CROYA and the Lake Forest Recreation Department with essential new programming capabilities. The youth of Lake Forest, Lake Bluff and Knollwood will have a place to call their own year round; including after school, weekend evenings, holiday breaks, and summer.

New Impact on Operating Budget

The Student Union will offer CROYA new revenue sources such as: user fees, state and local grants, community sponsorships, and contributions from local organizations. Increases in number of programs and youth participants will impact the level of staff needs, including a part time program supervisor and temporary support staff. Additionally, there may be an impact on the budget for new programming supplies.



			Proposed FY '08			Projected Requirements					
Source of Funds	Prior Year's Expense	FY '07 Est. Actual	FY '07 Roll Over	New Funding	Year 1 Total	Year 2 FY '09	Year 3 FY '10	Year 4 FY '11	Year 5 FY '12	Five-Year Total	Project Total
CIP Fund	\$ 75,000	\$ 75,000		\$ 222,596	\$ 222,596					\$ 222,596	\$ 297,596
PPL Fund	\$ 75,000	\$ 75,000		\$ 250,780	\$ 250,780					\$ 250,780	\$ 325,780
TOTALS	\$ 150,000	\$ 150,000	\$ -	\$ 473,376	\$ 473,376	\$ -	\$ -	\$ -	\$ -	\$ 473,376	\$ 623,376

FY '08 CIP Project Justification

Department: Recreation **Contact:** W. McKiernan **Ph. #:** 615-4331

Project: Kinderhaven Playground **Fund:** P & PL Fund

Start Date: Spring 2007 **End Date:** Summer 2007

Description

Construction of replacement ADA accessible playground at the Recreation Center

Justification

Due to CROYA's construction, the Kinderhaven playground had to be torn down. Kinderhaven will be returning to the Recreation Center fall 2007. In order to maintain state licensing and our accreditation, a new ADA accessible playground must be constructed.

A state grant for \$75,000 has been awarded for this project.

New Impact on Operating Budget

There will be no additional impact. Maintenance will be the same as in previous budgets.



<u>Estimated Project Costs</u>	<u>Amount</u>
Design Engineering	\$ 34,500
Construction	\$ 190,500
Other	
Total Development Cost	\$ 225,000

Source of Funds	Prior Year's Expense	FY '07 Est. Actual	Proposed FY '08			Projected Requirements				Five-Year Total	Project Total
			FY '07 Roll Over	New Funding	Year 1 Total	Year 2 FY '09	Year 3 FY '10	Year 4 FY '11	Year 5 FY '12		
CIP Fund				\$ 225,000						\$ 225,000	\$ 225,000
Grant Funds*				\$ 125,000						\$ 125,000	\$ 125,000
TOTALS	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000

***Grant Fund Type: \$75,000 State grant & \$50,000 from Special Recreation Tax Fund**

FY' 08 CIP PROJECT JUSTIFICATION

Department: Public Works **Public Contact:** Bernard Pondexter **Ph:** 847-615-4211
Project: 2007 STORM SEWERS LINING, HEADWALL/CULVERT/RAVINE REHAB. PROGRAMS
Start Date: May 2007 **End Date:** April 2008

Description:

Since the major flooding in 2001, the City has taken an aggressive approach to maintain the existing storm sewer system. The maintenance tasks include removal of debris from structures opening, cleaning the ravine culverts, installation of stone and gabion baskets for steep slope support, detention pond control structure repairs and lining the storm sewers. Maintenance repairs are then prioritized based on the severity of the structures, and the budgeted amount.

Justification:

Ever since the implementation of this successful program the number of flooding complaints have been decreasing steadily. It is important to continue implementing this program for reducing the flooding impact to the homes. Regular cleaning of culverts combined with strengthening the ravine slopes provide obstacle-free openings and channels for storm sewer runoffs. In addition, lining of sewers does not decrease the amount of flow rather prevents contaminants entering the storm sewer which ultimately discharges into our natural rivers. Lining also eliminates costly landscape restoration.

New Impact on Operating Budget:

No short-term impact on Operating Budget anticipated. The headwall and culvert cleaning, slope stabilization and lining of storm sewers, if remained intact, should enhance the life of the storm sewers by minimum 40 years.



In-House Design and Construction Inspection Services

<u>Estimated FY '08 Project Costs</u>		<u>Amount</u>
Design Engineering (IN-HOUSE STAFF)		\$ -
Construction		\$ 265,000
Other		\$ -
Total Development Cost		\$ 265,000

			Proposed FY '08				Projected Requirements					
	Source of Funds	Prior Year's Expense	FY '07 Est. Actual	FY '07 Roll Over	New Funding	Year 1 Total	Year 2 FY '09	Year 3 FY '10	Year 4 FY '11	Year 5 FY '12	Five-Year Total	Project Total
	CIP Fund		\$ 275,000	\$ -	\$ 265,000	\$ 265,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,465,000	\$ 1,740,000
	Other											
	TOTALS	\$ -	\$ 275,000	\$ -	\$ 265,000	\$ 265,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,465,000	\$ 1,740,000
	Gross Operating and Maintenance Costs											
											Unfunded	
											Total Project	\$ 1,740,000

FY '08 CIP Project Justification

Department: Public Works

Contact: Dan Martin

Ph. #: 847-615-4217

Project: North Beach Buildings - Roof Replacement

Fund: Park & Public Land

Start Date: May-07

End Date: April-08

Description

The North Beach Building and Pavilion are scheduled to have the cedar shake roofs replaced. The roofs are original from when the buildings were built in 1986 (20 years). Key observations include numerous deteriorated & missing shakes, felt interlayment that is exposed to the weather, and a large area of organic growth which accelerates the deterioration of the cedar shakes.

Justification

Roof inspections are conducted by a roof consulting firm. The City keeps a record of the roof's that need repairs and/or replacements. Roofing repairs and replacements are scheduled based on the inspection findings and the amount of available funding.



New Impact on Operating Budget

There is no new impact on the operating budget. However, the roofs that are not replaced in a timely manner could cause more damage to the underlayment which increases the overall roof replacement costs.

			Proposed FY '08			Projected Requirements					
Source of Funds	Prior Year's Expense	FY '07 Est. Actual	FY '07 Roll Over	New Funding	Year 1 Total	Year 2 FY '09	Year 3 FY '10	Year 4 FY '11	Year 5 FY '12	Five-Year Total	Project Total
Bond Funds											
PPL Fund				\$ 50,000	\$ 50,000					\$ 50,000	\$ 50,000
Grant Funds*											
Other											
TOTALS	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
Gross Operating and Maintenance Costs											

CIP PROJECT JUSTIFICATION

Department: Public Works **Public Contact:** Ken Magnus **Ph:** 847-615-4329

Project: WESTERN AVENUE IMPROVEMENTS

Start Date: May 2007

End Date: April 2010

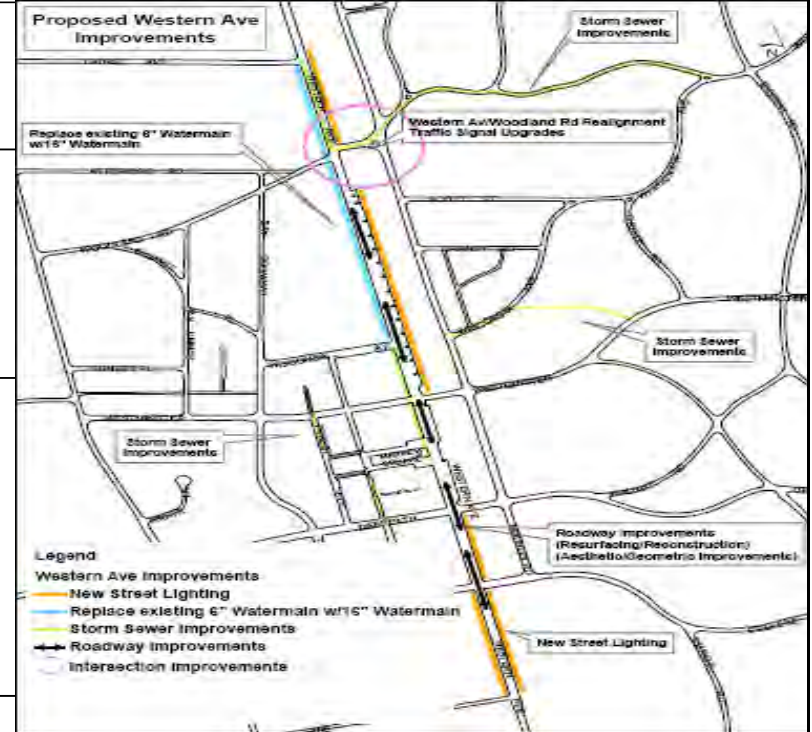
Description: This project involves improving the streetscape of Western Avenue between Vine Avenue and Laurel Avenue. Streetscape includes rehabilitating the roadway pavement, new street lighting and pedestrian enhancements. It is also recommended that other infrastructure improvements (storm sewers, watermain, traffic signals) included in the current 5-Year CIP be undertaken concurrently with this project.

Justification:

The pavement along Western Avenue within the Central Business District is scheduled to be resurfaced in the near future. To enhance pedestrian safety as well as aesthetics along this roadway additional street lighting and the upgrade of the pedestrian facilities need to be undertaken. Other projects in the current 5-Year CIP that can be undertaken concurrently with this project include Market Square Storm Sewers (\$660,000), Woodland/Laurel Storm Sewers (\$1,173,000), Wisconsin/Laurel Watermain (\$767,000) and Western/Woodland Realignment/Signalization (\$650,000).

New Impact on Operating Budget:

No short term impact on the Operating Budget is anticipated. The long term impact on the Operating Budget may include routine maintenance on the street lighting system and pedestrian enhancements. The rehabilitation to the roadway pavement is already factored into the overall maintenance of the streets.



In-House Construction Inspection Services

Estimated FY' 08 & FY' 09 Project Costs		Amount
Phase I Study		\$ 218,000
Phase II Design		\$ 468,680
Other		\$ -
Total Development Cost		\$ 686,680

Proposed FY '08

Projected Requirements

Source of Funds	Prior Year's Expense	FY '07 Est. Actual	FY '07 Roll Over	New Funding	Year 1 Total	Year 2 FY '09	Year 3 FY '10	Year 4 FY '11	Year 5 FY '12	Five-Year Total	Project Total
CIP Fund			\$ -	\$ 50,000	\$ 50,000	\$ 393,680	\$ 3,343,000			\$ 3,786,680	\$ 3,786,680
Strm Bnd Fnd			\$ 60,000		\$ 60,000	\$ 75,000	\$ 1,590,000			\$ 1,725,000	\$ 1,725,000
W & S Fund					\$ -		\$ 867,000			\$ 867,000	\$ 867,000
Pd Prkg Fnd							\$ 40,000			\$ 40,000	\$ 40,000
Grants *				\$ 108,000	\$ 108,000					\$ 108,000	\$ 108,000
TOTALS	\$ -	\$ -	\$ 60,000	\$ 158,000	\$ 218,000	\$ 468,680	\$ 5,840,000	\$ -	\$ -	\$ 6,526,680	\$ 6,526,680


Gross Operating and Maintenance Costs

* Grants: Donations

Unfunded

Total Project

\$ 6,526,680

				FY' 08 CIP PROJECT JUSTIFICATION																																	
Department: Public Works Public Contact: Ken Magnus Ph: 847-615-4329 Project: RT. 60 & FIELD DR/SAUNDERS RD INTERSECTION IMPROVEMENTS Start Date: August 2007 End Date: August 2008																																					
Description: This project is combined with IDOT's Rt. 60 bridge (over I-94) widening project. The overall geometric improvements at the Rt. 60 and Field Dr/Saunders Rd intersection will include dedicated right turn lanes into Field Dr and Saunders Rd. The pavement (six lanes when done) between Field Dr/Saunders Rd and the bridge will be resurfaced. All costs for this project are paid by IDOT and private developer monies.																																					
Justification: The Rt.60/Field Dr/Saunders Rd intersection is currently operating at capacity during the morning and afternoon peak hours. This will continue to worsen with increased development in the area. With IDOT going ahead with their improvements (bridge widening and six lanes on Rt. 60 between bridge and Field Dr) the City decided to make it a joint project for the intersection improvements. The project will be bid by IDOT and we should be receiving competitive bids.																																					
New Impact on Operating Budget: No short-term impact on Operating Budget anticipated. The new intersection improvements should last a long time. Long-term impact on Operating Budget may include routine maintenance of signal lights and its accessories.							<table><tr><td colspan="2"><u>Estimated Project Costs</u></td><td></td><td><u>Amount</u></td><td></td></tr><tr><td colspan="2">Design Engineering</td><td></td><td>\$ 75,000</td><td></td></tr><tr><td colspan="2">Construction</td><td></td><td>\$ 2,751,000</td><td></td></tr><tr><td colspan="2">Other</td><td></td><td>\$ -</td><td></td></tr><tr><td colspan="2">Total Development Cost</td><td></td><td>\$ 2,826,000</td><td></td></tr></table>						<u>Estimated Project Costs</u>			<u>Amount</u>		Design Engineering			\$ 75,000		Construction			\$ 2,751,000		Other			\$ -		Total Development Cost			\$ 2,826,000	
<u>Estimated Project Costs</u>			<u>Amount</u>																																		
Design Engineering			\$ 75,000																																		
Construction			\$ 2,751,000																																		
Other			\$ -																																		
Total Development Cost			\$ 2,826,000																																		
				Proposed FY '08			Projected Requirements																														
	Source of Funds	Prior Year's Expense	FY '07 Est. Actual	FY '07 Roll Over	New Funding	Year 1 Total	Year 2 FY '09	Year 3 FY '10	Year 4 FY '11	Year 5 FY '12	Five-Year Total	Project Total																									
	PRIVATE				\$ 2,826,000	\$ 2,826,000					\$ 2,826,000	\$ 2,826,000																									
	Other																																				
	TOTALS	\$ -	\$ -	\$ -	\$ 2,826,000	\$ 2,826,000	\$ -	\$ -	\$ -	\$ -	\$ 2,826,000	\$ 2,826,000																									
Gross Operating and Maintenance Costs																																					
											Unfunded																										
											Total Project	\$ 2,826,000																									

FY '08 CIP Project Justification

Department: Public Works **Public Contact:** Tom Naatz **Ph. #:** 847-615-4218

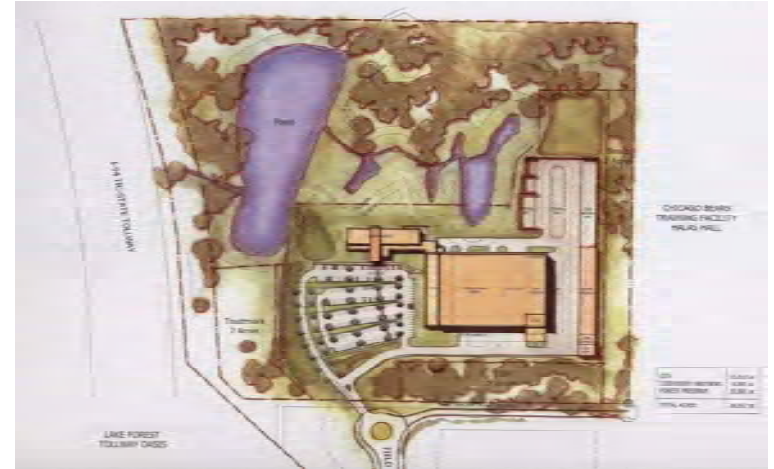
Project: Municipal Services Relocation

Start Date: August 2007

End Date: March 2009


Description: Relocation of existing Municipal Services Center from Laurel Avenue to the Dalitsch property. The new facility will be headquarters for six City Departments (Public Works, Community Development, IT, Finance, Human Resources and Parks Maintenance) to serve resident needs. The 12-14 acre campus will consist of an Administration Building, Maintenance garage, covered storage and material storage.

Justification: The City first identified a space needs shortage at the current Municipal Service facility in the mid-90's. As a result three separate space needs studies have been conducted to determine current and future needs. Over the past 10 years six different committees have been involved with the concept of expanding or relocating Municipal operations. In 2006, The City purchased the Dalitsch property with the intent to relocate the current Municipal Services operations away from the CBD and the residential neighborhoods. The opportunity to team with select Corporate Partners from Conway Office Park, Open Lands and Lake County Forest Preserve along with the sale of the current M.S. property will allow The City to build a new facility without the need to raise taxes. The City has pursued and received approvals/direction from the Plan Commission and Building Review Board and had submitted permit application to regulatory agencies (ACOE, SMC.)



New Impact on Operating Budget: New facility will result in increased janitorial services and fuel cost.

			Proposed FY '08			Projected Requirements					
Source of Funds	Prior Year's Expense	FY '07 Est. Actual	FY '07 Roll Over	New Funding	Year 1 Total	Year 2 FY '09	Year 3 FY '10	Year 4 FY '11	Year 5 FY '12	Five-Year Total	Project Total
CIP Fund	\$ 59,538	\$ 423,000		\$ 8,977,000	\$ 8,977,000	\$ 11,512,364	\$ 100,000			\$ 20,589,364	\$ 20,589,364
TOTALS	\$ 59,538	\$ 423,000	\$ -	\$ 8,977,000	\$ 8,977,000	\$ 11,512,364	\$ 100,000	\$ -	\$ -	\$ 20,589,364	\$ 20,589,364

				FY' 08-09 CIP PROJECT JUSTIFICATION																																	
Department: Public Works				Public Contact: Ken Magnus				Ph: 847-615-4329																													
Project: OLD ELM ROAD BRIDGE REPLACEMENT																																					
Start Date: February 2008				End Date: August 2008																																	
Description:																																					
This project will entail replacing the existing Old Elm Rd bridge. The bridge has surpassed it's life and will be structurally unsafe in a few years. The project is a joint effort between the Cities of Lake Forest and Highland Park as well as IDOT. The funding for this project is paid 80% by Federal Grants, 10% by City of Lake Forest via MFT Funds and 10% by City of Highland Park.																																					
Justification:																																					
The bridge as it exists now is not up to IDOT's bridge capacity standards and should be replaced before it becomes unsafe. The majority (80%) of the funding will come from the Federal Bridge Replacement Program.																																					
New Impact on Operating Budget:																																					
No short-term impact on Operating Budget anticipated. The new bridge should last for 50 years. Long-term impact on Operating Budget may include painting, bridge inspections and routine maintenance of bridge pavement.																																					
																																					
<table><tr><td colspan="2">Estimated Project Costs</td><td></td><td>Amount</td><td></td></tr><tr><td colspan="2">Design Engineering</td><td></td><td>\$ 130,000</td><td></td></tr><tr><td colspan="2">Construction</td><td></td><td>\$ 1,320,000</td><td></td></tr><tr><td colspan="2">Other</td><td></td><td>\$ -</td><td></td></tr><tr><td colspan="2">Total Development Cost</td><td></td><td>\$ 1,450,000</td><td></td></tr></table>													Estimated Project Costs			Amount		Design Engineering			\$ 130,000		Construction			\$ 1,320,000		Other			\$ -		Total Development Cost			\$ 1,450,000	
Estimated Project Costs			Amount																																		
Design Engineering			\$ 130,000																																		
Construction			\$ 1,320,000																																		
Other			\$ -																																		
Total Development Cost			\$ 1,450,000																																		
				Proposed FY '08			Projected Requirements																														
	Source of Funds	Prior Year's Expense	FY '07 Est. Actual	FY '07 Roll Over	New Funding	Year 1 Total	Year 2 FY '09	Year 3 FY '10	Year 4 FY '11	Year 5 FY '12	Five-Year Total	Project Total																									
	Grant Funds*				\$ 117,000	\$ 117,000	\$ 1,188,000				\$ 1,305,000	\$ 1,305,000																									
	Other-MFT				\$ 13,000	\$ 13,000	\$ 132,000				\$ 145,000	\$ 145,000																									
	TOTALS	\$ -	\$ -	\$ -	\$ 130,000	\$ 130,000	\$ 1,320,000	\$ -	\$ -	\$ -	\$ 1,450,000	\$ 1,450,000																									
Gross Operating and Maintenance Costs																																					
*Grant Fund Type: Federal											Unfunded																										
											Total Project	\$ 1,450,000																									
(County, State, Federal, Donation, etc.)																																					

FY '08 CIP Project Justification

Department: Parks & Recreation **Contact:** Mary Van Arsdale **Ph. #:** 615-4332

Project: Route 60 Community Park **Fund:** Bond Fund
Recreation Development Fund

Start Date: Summer 2007 **End Date:** Summer 2008

Description

First phase development of the Route 60 Community Park will include three grid fields (Soccer, Field Hockey, Lacrosse, Football), two Baseball Diamonds, and a temporary parking lot.

Justification

In 1995 the City completed the master park plan which called for a community park in central Lake Forest. After community visioning sessions, a referendum of \$6 million was approved in 2002 for purchase and site development of a 35 acre park off Route 60. The City levied \$4.25 million for the purchase and minimal improvement to the site. After two years of study and examination on needs and desires of the community, the Parks and Recreation Board is recommending the 1st Phase of development.

New Impact on Operating Budget

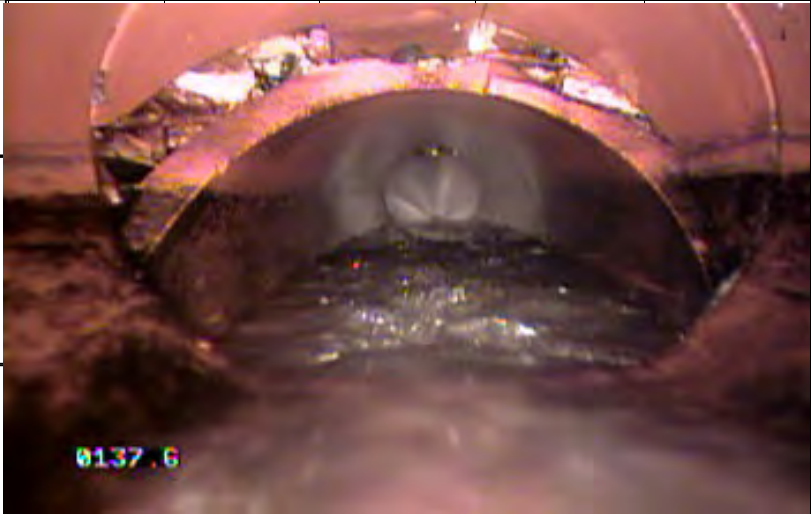
The new park will require additional maintenance. Much of this service will be offset by user fees. It is anticipated that an additional seasonal employee will need to be hired to maintain the park and a minor amount of additional supplies and equipment will be needed.

Net impact - \$35,000.



<u>Estimated Project Costs</u>	<u>Amount</u>
Design Engineering	\$268,544
Construction	\$ 1,969,322
Other	
Total Development Cost	\$2,237,866

Source of Funds	Prior Year's Expense	FY '07 Est. Actual	Proposed FY '08			Projected Requirements				Five-Year Total	Project Total
			FY '07 Roll Over	New Funding	Year 1 Total	Year 2 FY '09	Year 3 FY '10	Year 4 FY '11	Year 5 FY '12		
Bond Funds				\$ 1,920,754	\$ 1,920,754						\$ 1,920,754
CIP Fund											
Grant Funds											
Other											
TOTALS	\$ -	\$ -	\$ -	\$ 1,920,754	\$ 1,920,754	\$ -	\$ -	\$ -	\$ -	\$ 1,920,754	\$ 1,920,754
Gross Operating and Maintenance Costs											
										Unfunded Total Project	(\$317,112) \$ 2,250,000

				FY' 08 CIP PROJECT JUSTIFICATION										
Department: Public Works Public Contact: Bernard Pondexter Ph: 847-615-4211 Project: 2007 SANITARY SEWERS LINING PROGRAM Start Date: June 2007 End Date: December 2007														
Description: The purpose of this program is to fund an annual lining effort associated with the City's sanitary sewer system. City maintains a listing of sewers that are in need of structural repairs based on a review of the television inspection tapes. Repairs are then programmed based on the amount of the budget and the priority of the repairs.														
Justification: Lining sewers is cost effective when compared to open cut pipe replacement. Lining sanitary sewers prevents infiltration of stormwater, eliminates costly restoration and potential conflicts with other utilities. Lining restores structural integrity of the sewer which will provide for many additional years of useful life in the sewer system.														
New Impact on Operating Budget: No short-term impact on Operating Budget anticipated. The lining of sewers, if remained intact, should enhance the life of the sewers by minimum 40 years.								In-House Design and Construction Inspection Services						
								Estimated FY '08 Project Costs				Amount		
								Design Engineering (IN-HOUSE STAFF)				\$ -		
								Construction				\$ 350,000		
								Other				\$ -		
Total Development Cost				\$ 350,000										
				Proposed FY '08			Projected Requirements							
	Source of Funds	Prior Year's Expense	FY '07 Est. Actual	FY '07 Roll Over	New Funding	Year 1 Total	Year 2 FY '09	Year 3 FY '10	Year 4 FY '11	Year 5 FY '12	Five-Year Total	Project Total		
	W&S Fund		\$ 182,815	\$ -	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000	\$ 1,932,815		
	Grant Funds*		\$ 220,000								\$ -	\$ 220,000		
	TOTALS	\$ -	\$ 402,815	\$ -	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000	\$ 2,152,815		
Gross Operating and Maintenance Costs														
											Unfunded			
*Grant Fund Type: Federal											Total Project	\$ 2,152,815		
(County, State, Federal, Donation, etc.)														

FY '08 CIP Project Justification

Department: Public Works:Water Plant **Public Contact:** Bill Hensel

Ph. #: 847-615-4277

Project: 1) Block-up pipe and place stone supports around 24" intake
2) Removal of sand and Zebra Mussels from both intakes

Start Date: May-07 **End Date:** April-08

Description

For the past 12 years the Water Plant's 24" and 42" intake pipes have been inspected and videotaped every three years to verify the integrity of the pipelines. During last summer's inspection, the divers highlighted the continued undermining of the 24" intake pipe. Divers also noted a good amount of sand in the 42" intake. In addition there was an approximate 2" build-up of Zebra Mussels on the chemical diffusers and risers of 24" intake.

Justification

The risers at the end of the intake are covered with stone to prevent them from tipping in storms or from heavy ice. The divers have noted that this issue continues to worsen and recommend that the exposed pipe sections be blocked with timbers and place rip-rap over the pipeline for the exposed distance. Sand and Zebra Mussels need to be removed on a regular basis to avoid clogging of the diffuser.

New Impact on Operating Budget



<u>Estimated Project Costs</u>	<u>Amount</u>
Design Engineering	
Construction	\$ 131,000
Other	
Total Development Cost	\$ 131,000

			Proposed FY '08			Projected Requirements					
Source of Funds	Prior Year's Expense	FY '07 Est. Actual	FY '07 Roll Over	New Funding	Year 1 Total	Year 2 FY '09	Year 3 FY '10	Year 4 FY '11	Year 5 FY '12	Five-Year Total	Project Total
Water Fund					\$ 131,000						\$ 131,000
Other											
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ 131,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 131,000
Gross Operating and Maintenance Costs											
										Unfunded Total Project	\$ 131,000

FY '08 CIP Project Justification

Department: Public Works **Public Contact:** Bill Hensel **Ph. #:** 847-615-4277
Project: Various projects at the City's Water Plant, elevated tank, booster station, and sanitary lift stations.
Start Date: May, 2007 **End Date:** April, 2008

Description

1) The roof of the Bluff's Edge Lift Station has failed causing a major pump failure this past summer. 2) An additional rotary screw compressor will provide back-up during maintenance procedures. 3) Replacement of the 125 k.v.a. generator at the Southwest Sewer Lift Station. 4) Replacement of the sodium hypochlorite cells. 5) Replacement of the five fluoride bulk storage tanks. Please note that that amounts listed for FY 09 through FY 12 are for different water plant, elevated tank, booster stations and lift station projects.

Justification

1) Replacement of the pump station will result in a more efficient sanitary pumping system. 2) The entire plant is controlled by instrument quality air provided by these compressors. A back-up unit is needed for overall plant reliability. 3) The unit was installed in 1975 and parts are no longer available. 4) The average life span for electrolytic cells is between 5 and 7 years. The original cells have begun to fail and need to be replaced. 5) Replacing these tanks and all of the valves and piping will increase the reliability of this system.

New Impact on Operating Budget

None. These are capital items that need to be replaced and/or will enhance the overall reliability of the Water Plant and its outlying water and sanitary stations.



Estimated Project Costs


	<u>Amount</u>
Design Engineering	\$ 30,000
Construction	\$ 1,896,000
Other	
Total Development Cost	\$ 1,926,000

			<u>Proposed FY '08</u>			<u>Projected Requirements</u>					
Source of Funds	Prior Year's Expense	FY '07 Est. Actual	FY '07 Roll Over	New Funding	Year 1 Total	Year 2 FY '09	Year 3 FY '10	Year 4 FY '11	Year 5 FY '12	Five-Year Total	Project Total
Water Fund					\$ 100,000	\$ 210,000	\$ 86,000	\$ 510,000	\$ 1,020,000	\$ 1,926,000	\$ 1,926,000
Other											
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 210,000	\$ 86,000	\$ 510,000	\$ 1,020,000	\$ 1,926,000	\$ 1,926,000
Gross Operating and Maintenance Costs											

*Grant Fund Type:

(County, State, Federal, Donation, etc.)

Unfunded
Total Project **\$ 1,926,000**

CIP PROJECT JUSTIFICATION											
Department: Public Works Public Contact: Jim Koblas Ph: 847-615-4202 Project: PARKING LOTS RESURFACING-DEERPATH LOT, CITY HALL LOT, & NORTH SHORE LOT Start Date: May 2007 End Date: April 2011											
Description: The purpose of this project is to resurface existing deteriorating parking lots namely Deerpath Lot located at the southeast corner of Deerpath and McKinley Rd, City Hall Lot and North Shore Lot located on Mckinley, south of Deerpath Rd , all of them in downtown Lake Forest. The existing parking lot pavement surface will be replaced with new surface, parking lot restriped and any drainage improvements that needs to be undertaken will be accomplished as part of this project.											
Justification: The parking lots are in need of repair and the subbase holding the pavement surface are not able to take the daily traffic thereby causing it to crack and form undulations. Based on safety and liability and in order to attract the residents and the visitors who shop in the Central Business District of Lake Forest, the resurfacing of these parking lot is essential. All work including design, bid, and inspection services will be done utilizing in-house Engineering staff.											
New Impact on Operating Budget: No short-term impact on Operating Budget anticipated. The newly laid resurface, if remained intact, should last for a minimum of 20 years. Long-term impact on Operating Budget may include re-striping.											
						In-House Design and Construction Inspection Services					
						Estimated Project Costs				Amount	
						Design Engineering (IN-HOUSE STAFF)				\$ -	
						Construction				\$ 100,000	
						Other				\$ -	
						Total Development Cost				\$ 100,000	

FY '08 CIP Project Justification

Department: Public Works **Public Contact:** Dan Martin **Ph. #:** 847-615-4217

Project: CNW Depot Stabilization Project

Start Date: May 1, 2007 **End Date:** April 30, 2008

Description

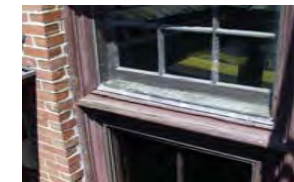
The train station, a Tutor Revival style building built in 1899 is considered a central fixture in the streetscape of historic market square. The last renovation, done 25 years ago is failing and is beyond its "useful life".

Justification

The train station buildings are in dire need of a full restoration estimated to cost \$3.2M. Due to this sizable amount not being available we recommend that \$1M be budgeted to stabilize the buildings to prevent further deterioration of the infrastructure. Proposed stabilization includes: 1) replacing the roof, 2) begin masonry repairs, 3) upgrade fire protection, 4) restore exterior window & wood restoration, and 5) prep and coat exterior wood surfaces.

New Impact on Operating Budget

Not addressing the buildings renovation needs will result in having more maintenance calls which will increase operating costs. Also, continuing to allow the infrastructure to deteriorate will increase the restoration capital costs when the restoration begins.



Source of Funds	Prior Year's Expense	FY '07 Est. Actual	Proposed FY '08			Projected Requirements				Five-Year Total	Project Total
			FY '07 Roll Over	New Funding	Year 1 Total	Year 2 FY '09	Year 3 FY '10	Year 4 FY '11	Year 5 FY '12		
CIP Fund	\$ 1,000	\$ 1,000			\$ 3,200,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 3,280,000	\$ 3,280,000
Grant Funds*					\$ 2,560,000					\$ 2,560,000	\$ 2,560,000
TOTALS	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 640,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 720,000	\$ 720,000
Gross Operating and Maintenance Costs											
										Unfunded Total Project	\$ 3,280,000

***Grant Fund Type: State/Federal**

FY '08 CIP Project Justification

Department:

Community Development

Public Contact:

Peter Coutant

Ph. #:

604-5655

Project:

Waukegan Road Streetscape Enhancement

Start Date:

FY2008

End Date:

FY 2009

Description

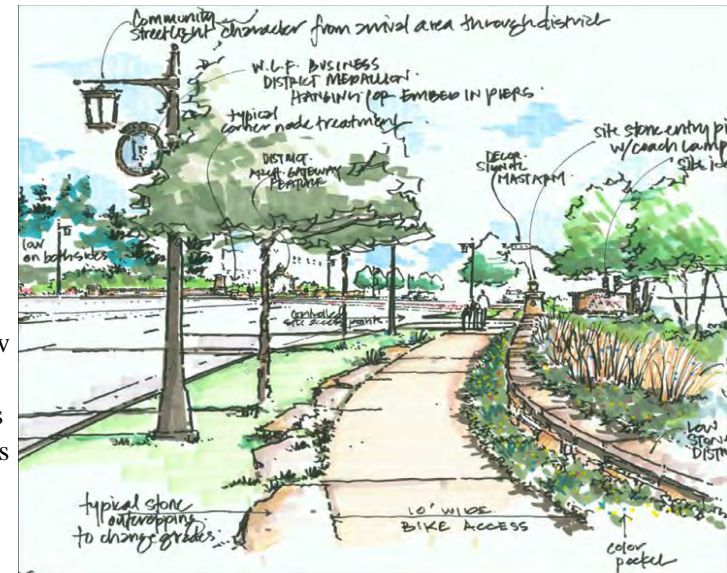
Over the past year, the Waukegan Road Streetscape Enhancement Committee, consisting of two members of the City's Plan Commission and two members of the City's Building Review Board, have held meetings to discuss possible streetscape improvements within the Settler's Square Business District. With the support of business and property owners, various concepts have been developed to address the primary goals of strengthening the identity of the business district, improving the pedestrian characteristics, and enhancing the aesthetics through landscaping, lighting, signage and other elements.

Justification

The area is in a Tax Increment Finance (TIF) District established in 1988. Existing TIF funds from the District could be used for the proposed improvements to the area. The total cost of the project is estimated at \$4,355,000. Business and property owners are supportive of the plan and will be present at the March 5, 2007 Planning and Preservation Committee meeting to express their support.

New Impact on Operating Budget

Future impact to the operating budget could include increased maintenance requirements for new hardscape, landscape and/or lighting installed on public property.



Estimated Project Costs

Amount

Design Engineering	
Construction Preliminary Cost Estimate	\$ 4,355,763
Other	
Total Development Cost	\$ 4,355,763

			Proposed FY '08			Projected Requirements					
Source of Funds	Prior Year's Expense	FY '07 Est. Actual	FY '07 Roll Over	New Funding	Year 1 Total	Year 2 FY '09	Year 3 FY '10	Year 4 FY '11	Year 5 FY '12	Five-Year Total	Project Total
TIF Fund	\$ 20,000			\$250,000	\$250,000	\$ 550,000	\$ 600,000	\$ 1,010,000		\$2,410,000	\$2,410,000
TOTALS	\$ 20,000	\$ -	\$ -	\$0	\$ 250,000	\$ 550,000	\$ 600,000	\$ 1,010,000	\$ -	\$ 2,410,000	\$2,410,000
Gross Operating and Maintenance Costs											
										Unfunded Total Project	(\$1,945,763) \$ 4,355,763

Legislative and Administrative

(Office of the City Manager, City Clerk, LFTV and City Council)



FY2007 Highlights

- > Assisted Public Works and Planning and Preservation Committees on the review of options for relocation of the Municipal Services Center and redevelopment of the Laurel Avenue site
- > Conducted a community-wide survey to determine resident opinion on City services
- > Expanded services provided by Office of the City Clerk to include the processing of real estate transfer tax payments and the licensing of landscape maintenance and arborist firms
- > Worked with Barat Community Planning Team in developing a community-based redevelopment strategy for the Barat Campus
- > Held Strategic Planning Session for City Council
- > Collaborated with Lake County Commuter Coalition to secure an additional early morning train to service Lake County residents and employees

FY2008 Initiatives and Programs

- > Continue to work with Elawa Farm Foundation on the restoration and educational reuse of the Elawa Farm property
- > Continue review of community-based redevelopment strategy for the Barat Campus
- > Continue study of long-term capital improvement funding options
- > Continue work with consortium on wireless service options for the community and the expansion of fiber network for communications
- > Formulate partnership with School District 67 to relocate LFTV to the Deer Path Middle School Campus, creating a shared television studio

Totals

\$	1,360,236	\$	1,223,500
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Personnel

	FY2007	FY2008
Full-time	9	9
Seasonal > 1000 hours	0	1
Seasonal < 1000 hours	1	0

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - City Council

	FY 2007	FY 2008
Description	Budget	Budget
Membership Dues	\$ 11,262	\$ 12,300
Meetings and Exp. Reimb.	\$ 26,545	\$ 20,600
Contractual Services	\$ 33,200	\$ 37,811
Legal Advertising	\$ 5,000	\$ 6,000
Office Supplies	\$ 800	\$ 1,300
Postage	\$ 16,783	\$ 13,000
Printing	\$ 48,489	\$ 53,000
Special Events	\$ 6,400	\$ 24,150
Traffic Safety Committee	\$ 15,000	\$ -
Contingency	\$ 176,216	\$ 164,156
TOTAL	\$ 339,695	\$ 332,317

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Office of the City Manager

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 615,969	\$ 602,632
Temporary Salaries	\$ 7,000	\$ -
Overtime	\$ 3,113	\$ 3,120
Longevity	\$ 2,350	\$ 2,845
Insurance Medical	\$ 103,979	\$ 95,022
Insurance Dental	\$ 3,528	\$ 3,108
Insurance Life	\$ 960	\$ 840
Social Security	\$ 42,323	\$ 40,522
IMRF	\$ 67,114	\$ 58,940
Flexi Benefits	\$ 1,368	\$ 1,194
Auto Allowance	\$ 12,000	\$ 10,800
Training and Education	\$ 15,500	\$ 17,400
Membership Dues	\$ 5,600	\$ 3,850
Publications	\$ 1,100	\$ 1,275
Meetings and Exp. Reimb.	\$ 11,100	\$ 18,713
Contractual Services	\$ 81,020	\$ -

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Office of the City Manager

	FY 2007	FY 2008
Description	Budget	Budget
Water (LFTV)	\$ 500	\$ -
Sewer (LFTV)	\$ 200	\$ -
Fleet Rental (LFTV)	\$ 1,814	\$ -
IT Maintenance	\$ -	\$ 7,222
Maintenance of Equipment	\$ 24,500	\$ 9,000
Cell Phone	\$ 4,903	\$ 5,500
Office Supplies	\$ 2,100	\$ 3,500
Printing	\$ 200	\$ 600
Minor Equipment	\$ 9,800	\$ 5,100
Electricity	\$ 2,500	\$ -
TOTAL	\$ 1,020,541	\$ 891,183

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Office of the City Manager - Cable TV

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 55,455	\$ 54,836
Temporary Salaries		\$ 41,302
Overtime		\$ -
Longevity		\$ -
Insurance Medical	\$ 16,426	\$ 7,316
Insurance Dental	\$ 441	\$ 444
Insurance Life	\$ 120	\$ 120
Social Security	\$ 4,242	\$ 7,355
IMRF	\$ 5,989	\$ 8,887
Flexi Benefits	\$ 174	\$ 174
Auto Allowance	\$ 1,200	\$ -
Training and Education	\$ 1,200	\$ 4,100
Membership Dues	\$ 1,600	\$ 1,600

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Office of the City Manager - Cable TV

	FY 2007	FY 2008
Description	Budget	Budget
Publications	\$ 200	\$ 150
Meetings and Exp. Reimb.	\$ 500	\$ 300
Contractual Services	\$ 80,620	\$ 44,500
Water	\$ 500	\$ 175
Sewer	\$ 200	\$ 200
Fleet Rental	\$ 1,814	\$ 2,656
IT Maintenance	\$ -	\$ 1,261
Maintenance of Equipment	\$ 15,000	\$ 15,547
Cell Phone	\$ 603	
Office Supplies		\$ 500
Printing	\$ -	\$ 50
Minor Equipment	\$ 6,200	\$ 6,355
Electricity	\$ 2,500	\$ 500

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Office of the City Manager - Cable TV

	FY 2007	FY 2008
Description	Budget	Budget
Siemens	\$ -	\$ -
TOTAL	\$ 194,984	\$ 198,328

Finance

FY2007 Highlights

- Assisted with the administration of the Real Estate Transfer Tax.
- Further implemented the Finance Department redesign.
- Completed an RFP process and hired new City auditors.
- Continued implementation of the Audit Committee's recommendations on internal controls.
- Implemented an internet based payment system for vehicle stickers, parking permits and pet licenses.
- Completed the RFP process for a water rate study and assisted with the study process.

FY2008 Initiatives and Programs

- Continue reviewing current processes and procedures.
- Continue to refine the internet based payment system for vehicle stickers, parking permits and pet licenses.
- Implement recommendations from the water rate study.
- Undertake an RFP process for financial advisors.



Department Budgets

	FY2007	FY2008
Totals	\$ 867,104	\$ 918,895

Personnel

	FY2007	FY2008
Full-time	7	7
Seasonal > 1000 hours	0	0
Seasonal < 1000 hours	1	1

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Finance

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 368,743	\$ 380,122
Temporary Salaries	\$ 2,000	\$ 2,000
Overtime	\$ 8,300	\$ 8,320
Longevity	\$ 1,580	\$ 1,170
Insurance Medical	\$ 45,814	\$ 57,219
Insurance Dental	\$ 1,764	\$ 2,220
Insurance Life	\$ 600	\$ 600
Unemployment Insurance	\$ -	\$ -
Social Security	\$ 27,538	\$ 28,461
IMRF	\$ 40,656	\$ 35,356
Flexi	\$ 798	\$ 846
Auto Allowance	\$ 6,000	\$ 6,000
Training and Development	\$ 10,000	\$ 13,000

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Finance

	FY 2007	FY 2008
Description	Budget	Budget
Membership Dues/Licenses	\$ 1,000	\$ 1,000
Publications/Subscriptions	\$ 2,000	\$ 3,305
Meetings and Exp Reimb.	\$ 2,000	\$ 6,300
Contractual Services	\$ 86,560	\$ 134,996
IT Maintenance	\$ -	\$ 31,577
Maint. Of Office Equipment	\$ -	\$ 305
Cell Phone	\$ 1,117	\$ 1,238
Office Supplies	\$ 500	\$ 1,000
Printing/Stationary	\$ 35,600	\$ 7,300
Minor Equipment	\$ 3,000	\$ 1,000
TOTAL	\$ 645,570	\$ 723,335

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund - Water

Department - Finance

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 137,202	\$ 128,587
Temporary Salaries	\$ -	\$ -
Overtime	\$ 13,310	\$ 6,240
Longevity	\$ 600	\$ 640
Insurance Medical	\$ 29,075	\$ 23,190
Insurance Dental	\$ 1,029	\$ 888
Insurance Life	\$ 270	\$ 240
Social Security	\$ 12,037	\$ 10,363
IMRF	\$ 16,320	\$ 12,441
Flexi	\$ 450	\$ 324
Training and Development	\$ 1,100	\$ 1,150
Contractual Services	\$ 500	\$ 500
H.T.E. Maintenance	\$ 8,525	\$ 9,000

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund - Water

Department - Finance

	FY 2007	FY 2008
Description	Budget	Budget
IT Maintenance	\$ -	\$ 759
Cell phone	\$ 1,116	\$ 1,238
TOTAL	\$ 221,534	\$ 195,560

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Non-Departmental

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 48,603	\$ 51,547
Temp Salaries		
Overtime	\$ 2,533	\$ 5,098
Longevity	\$ 1,530	\$ 1,575
Insurance Medical	\$ 15,055	\$ 16,161
Insurance Dental	\$ 441	\$ 444
Insurance Life	\$ 120	\$ 120
Unemployment Insurance	\$ -	\$ -
Social Security	\$ 4,029	\$ 4,454
IMRF	\$ 5,688	\$ 5,292
Flexi	\$ 150	\$ 150
Training	\$ -	\$ 50,000
Legal	\$ 450,000	\$ 450,000

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Non-Departmental

	FY 2007	FY 2008
Description	Budget	Budget
Contractual Services - Audit	\$ 43,560	\$ 21,000
Chamber of Commerce	\$ 20,000	\$ 10,000
Contractual Services	\$ 10,900	\$ 21,310
Credit Card Charges	\$ -	\$ 2,200
Actuarial	\$ 2,000	\$ 2,100
Fire/Police Pension Report Fee	\$ 11,600	\$ 6,032
Police Pension Report Fee	\$ -	\$ 6,032
Trailer Lease	\$ 12,540	\$ 12,540
Special Census	\$ 150,000	\$ -
CBD Decorations - Wreaths	\$ 6,000	\$ 6,000
Water	\$ 19,400	\$ -
Sewer	\$ 4,600	\$ -
IT Maintenance	\$ -	\$ 46,434

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Non-Departmental

	FY 2007	FY 2008
Description	Budget	Budget
Maintenance of Equipment	\$ 11,700	\$ 12,050
Telephone Maint - Siemens	\$ 18,762	\$ 18,762
Office Equipment Rental	\$ 3,780	\$ 1,000
IRMA Insurance	\$ 756,190	\$ 692,508
IRMA Deductible	\$ 75,000	\$ 100,142
Telephone	\$ 274,698	\$ 272,383
Office Supplies	\$ 20,150	\$ 20,750
Postage	\$ 39,000	\$ 35,900
Printing/Stationary	\$ 6,895	\$ 7,000
Postage - Police	\$ 7,200	\$ 7,776
Market Square Fountain	\$ 1,000	\$ -
Electricity	\$ 61,000	\$ 45,000
Gas	\$ 114,000	\$ 120,000

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Non-Departmental

	FY 2007	FY 2008
Description	Budget	Budget
Fountain Supplies	\$ 12,500	\$ 12,800
Assets Under \$10,000	\$ 15,000	\$ 4,500
Property Taxes	\$ 30,000	\$ 31,000
Sick Payout	\$ 85,000	\$ -
Contingency	\$ 95,000	\$ 87,753
Salary Increases	\$ 2,709	\$ 142,482
Salary Reserve - Merit	\$ 39,400	\$ 43,400
Transfer Senior Fund	\$ 20,000	\$ 36,559
Transfer Parks and Recreation Fund	\$ 25,000	\$ 15,500
Sales Tax Local 1/2%	\$ 749,000	\$ 788,000
Capital Improvements	\$ 1,128,916	\$ 325,000
Trans MS Fund		\$ 170,704
TOTAL	\$ 4,400,649	\$ 3,709,458

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Water

Department - Non-Departmental

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 6,689	\$ -
Training	\$ -	\$ 20,000
Legal	\$ 1,000	\$ 1,000
Contractual Services - Audit	\$ 17,000	\$ 10,000
Contractual Services	\$ 66,000	\$ 16,300
Credit Card Charges	\$ 1,000	\$ 1,000
Payment in Lieu of Taxes	\$ 95,000	\$ -
IT Maintenance	\$ -	\$ -
IRMA Insurance	\$ 104,025	\$ 88,242
IRMA Deductible	\$ 5,000	\$ 7,500
Telephone	\$ 20,000	\$ 18,002
Postage	\$ 17,000	\$ 18,300
Printing/Stationary	\$ 7,100	\$ 4,000

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Water

Department - Non-Departmental

	FY 2007	FY 2008
Description	Budget	Budget
Administrative Services	\$ 172,918	\$ 350,000
Contingency	\$ 20,000	\$ 20,000
Interfund Transfer W/S Cip Fund	\$ -	\$ 980,000
Revenue Bond Interest	\$ 1,199,141	\$ 1,164,191
Revenue Bond Principal	\$ 1,195,000	\$ 1,230,000
Paying Agent/Bonds	\$ 1,800	\$ 1,800
TOTAL	\$ 2,928,673	\$ 3,930,335

Information Technology

FY2007 Highlights

In FY07 IT completed the following projects:

- Developed a secure base image for the squad laptops
- Upgrade of server farm and peripherals to accommodate new DST
- Implementation of a network time appliance to synch all devices
- Implemented network appliance to monitor for viruses, spam and malware
- Implementation of new help desk software
- Expanded departmental ownership/stewardship of GIS and CityWorks
- Implemented a disaster recovery program for the iSeries

FY2008 Initiatives

The challenges facing IT in FY08 include:

- Continued implementation of blade servers and SAN storage
- Implementation of spool file storage for iSeries
- Development of a citywide electronic records retention policy
- Major upgrades to both GIS and CityWorks software
- Continued work on projects related to the MS move
- Establish citywide security policy for the LAN and the iSeries



4 Terabyte Storage Area Network and Blade Servers

Department Budgets	FY2007	FY2008
TOTALS	\$ 1,243,984	\$ 1,009,824

Personnel	FY2007	FY2008
Full-time	7	7
Seasonal > 1000 hours	0	0
Seasonal < 1000 hours	0	0

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Information Technology

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 525,099	\$ 543,472
Longevity	\$ 1,900	\$ 2,255
Insurance Medical	\$ 35,252	\$ 47,122
Insurance Dental	\$ 2,205	\$ 1,776
Insurance Life	\$ 840	\$ 840
Social Security	\$ 40,112	\$ 41,597
IMRF	\$ 56,904	\$ 50,365
Flexi	\$ 1,122	\$ 1,122
Auto Allowance	\$ 9,600	\$ 9,600
Training and Development	\$ 41,000	\$ 41,000
Membership Dues/Licenses		\$ 250
Publications/Subscriptions		\$ 250
Meetings and Exp Reimb.	\$ 9,500	\$ 10,000

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Information Technology

	FY 2007	FY 2008
Description	Budget	Budget
Wiring	\$ -	\$ -
Contractual Services	\$ 14,273	\$ 33,200
Maintenance of Equipment	\$ 5,300	\$ 10,600
IT Maintenance	\$ 5,300	\$ -
Maintenance - Software	\$ 296,504	\$ 53,584
Lease Payments	\$ 16,000	\$ 16,000
Cell Phone	\$ 4,221	\$ 4,739
Office Supplies	\$ 2,000	\$ 2,017
Computer Supplies	\$ 34,000	\$ 40,000
Assets under \$10,000	\$ 128,852	\$ 100,035
IBM PC/Supplies	\$ 14,000	
TOTAL	\$ 1,243,984	\$ 1,009,824

Human Resources

FY2007 Highlights

- Coordinated and oversaw the process for replacing a Police Chief, Parks and Recreation Director and Fire Chief.
- Worked with the Lake County Managers and PublicSalary.com to completely revamp our online surveying tool.
- Working to renegotiate MAP (police officers) and LFEA (public works employees) labor contracts, which expire May 1, 2007.
- Offered project management training.
- Established process for City-wide succession planning.
- Coordinated a 360 appraisal of all managerial staff in Fall 2006.

FY2008 Initiatives and Programs

- Assist in training of new department heads.
- Look at structure of Public Works, Parks and Recreation.
- Evaluate succession planning information and coordinate training as appropriate.
- Coordinate a training clearinghouse for the Lake Forest Consortium members.
- Mentor a Human Resources intern during Summer 2007.

Totals

\$	429,818	\$	459,692
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Personnel

	FY2007	FY2008
Full-time	2	2
Seasonal > 1000 hours	0	0
Seasonal < 1000 hours	1	1

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Human Resources

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 156,542	\$ 162,941
Temporary	\$ 12,826	\$ 19,826
Longevity	\$ 2,610	\$ 2,700
Insurance Medical	\$ 29,841	\$ 32,035
Insurance Dental	\$ 882	\$ 888
Insurance Life	\$ 240	\$ 240
Social Security	\$ 12,854	\$ 13,966
IMRF	\$ 17,145	\$ 14,723
Flexi Benefits	\$ 348	\$ 348
Auto Allowance	\$ 3,600	\$ 3,600
Training and Development	\$ 25,000	\$ 31,100
Membership Dues	\$ 6,685	\$ 2,455
Publications	\$ 650	\$ 2,625
Meetings and Exp Reimb.	\$ 400	\$ 400
Personnel Recruitment	\$ 51,579	\$ 47,260

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Human Resources

	FY 2007	FY 2008
Description	Budget	Budget
Employee Activities	\$ 43,086	\$ 46,900
Contractual Services	\$ 19,600	\$ 18,520
IT Maintenance	\$ -	\$ 905
Office Supplies	\$ 500	\$ 500
Printing	\$ 7,000	\$ 6,000
TOTAL	\$ 391,388	\$ 407,932

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General**Department - Human Resources-Fire & Police Commission**

	FY 2007	FY 2008
Description	Budget	Budget
Meetings and Exp. Reimb.	\$ 1,000	\$ 1,000
Personnel Recruitment	\$ 36,630	\$ 47,760
Contractual Services	\$ 800	\$ 2,000
Legal Advertising		\$ 1,000
TOTAL	\$ 38,430	\$ 51,760

CROYA

FY2007 Highlights

Over the last 4 years, the CROYA Foundation led a hugely successful Capital Campaign where over 650 donors help raise 2.5 million dollars for the New Student Union. "Meet the Challenge" led the way in 2006 raising over 1million dollars through a generous \$500,000 matching grant provided by the Stuart Family Foundation.

Enthusiasm for the Student Union has been shared by numerous families, community organizations and businesses, local Foundations, corporations, and the largest State Grant ever given to the youth of Lake Forest, Lake Bluff and Knollwood. Even the American Legion for the first time dedicated the Lake Forest Day Parade in "Saluting CROYA." Excitement continued to grow as we broke ground September 6th with a *Grand Opening* expected for the fall of 2007.

During construction, the CROYA staff moved its headquarters to the basement of the LFTV Station. Creative programming has been the norm in reaching out to the young adults during this year of growth. New programs have included; Tuesday Tailgating for High School and after school events like Sumo Wrestling for the Middle School. CROYA's reputation has drawn the attention of groups such as the Lake County After School Coalition, where the staff helped facilitate a county-wide drug prevention and leadership program.

FY2008 Initiatives and Programs

FY 2008 will be an exciting year of transition and growth for the CROYA organization and the youth we serve. The opening of the Student Union will bring meaningful programming for our young adults. With anticipated partnerships and local support, the Student Union will be open after school and on weekend evenings to allow local teens a safe and structured place to gather and grow. CROYA is proud and grateful for the ongoing support of the City of Lake Forest and the Village of Lake Bluff.

Photo:



The CROYA Student Union construction is underway!

Totals	\$	545,263	\$592,498
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Personnel	FY2007	FY2008
Full-time	5	5
Seasonal > 1000 hours	1	1
Seasonal < 1000 hours	0	0

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - CROYA

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 333,006	\$ 346,970
Temporary Salaries		\$ -
Longevity	\$ 1,683	\$ 1,823
Insurance Medical	\$ 50,192	\$ 69,271
Insurance Dental	\$ 2,558	\$ 2,575
Insurance Life	\$ 696	\$ 696
Social Security	\$ 25,529	\$ 26,683
IMRF	\$ 36,040	\$ 30,431
Flexi Benefits	\$ 990	\$ 1,020
Auto Allowance	\$ 8,400	\$ 8,400
Training and Development	\$ 4,000	\$ 4,000
Membership Dues	\$ 100	\$ 500
Publications	\$ 769	\$ 600

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

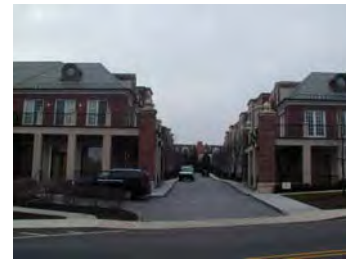
Department - CROYA

	FY 2007	FY 2008
Description	Budget	Budget
Contractual Services	\$ 6,000	\$ 8,000
IT Maintenance	\$ -	\$ 2,835
Maintenance of Equipment	\$ 2,700	\$ 3,600
Building Maintenance	\$ 9,500	\$ -
Cell Phone	\$ 3,600	\$ 5,585
Office Supplies	\$ 1,500	\$ 11,500
Printing	\$ 500	\$ 509
Activity Expense - Student Enrichment	\$ 20,000	\$ 20,000
Activity Expense - Junior High	\$ 18,500	\$ 20,000
Activity Expense - Senior High	\$ 18,500	\$ 20,000
Office Equipment	\$ 500	\$ 2,000
Meeting and Expense Reimbursement		\$ 5,500
TOTAL	\$ 545,263	\$ 592,498

Community Development

FY2007 Highlights and Looking Ahead

Several long awaited development projects got underway in fiscal year 2007. Much of the new construction is occurring in the Route 60 Corridor including the Willow Lake Farm and Amberley Woods residential projects which together will bring over 160 new residential housing units, of various types, to Lake Forest.



Buildout of the Conway Park office park and surrounding area continues with the construction of two new office buildings underway and another expected to begin soon. Along Waukegan Road, construction of Fiore Square, a mixed use retail and office development, has begun and in the Central Business District, the Regents Row development is nearing completion fulfilling a goal to bring residential units back to the Central Business District to support retail, restaurant and service businesses. Planning for the redevelopment and adaptive reuse of Barat Campus will continue in the coming year.

FY2008 Initiatives and Programs

An evaluation of the City's plan review, permitting and inspection processes was conducted in FY 07 by an independent consultant. The Department has already implemented many of the recommendations in an effort to provide improved service to our customers. In FY 2008, modifications to staffing assignments, increased staff training, improved use of technology and Code updates are planned as additional recommendations are implemented.

Department Budgets	FY2007	FY2008
Totals	\$ 1,546,825	\$ 1,733,567

Personnel	FY2007	FY2008
Full-time	16	18
Seasonal > 1000 hours	0	0
Seasonal < 1000 hours	4	3

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Community Development

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 860,828	\$ 995,456
Temporary Salaries	\$ 53,006	\$ 25,000
Overtime	\$ 10,375	\$ 10,400
Longevity	\$ 6,055	\$ 6,485
Insurance Medical	\$ 112,890	\$ 155,013
Insurance Dental	\$ 4,410	\$ 5,769
Insurance Life	\$ 1,560	\$ 1,800
Social Security	\$ 69,951	\$ 78,572
IMRF	\$ 93,979	\$ 92,773
Flexi Benefits	\$ 2,070	\$ 2,316
Auto Allowance	\$ 6,000	\$ 6,000
Training and Education	\$ 11,000	\$ 14,000
Membership Dues	\$ 1,300	\$ 1,300

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Community Development

	FY 2007	FY 2008
Description	Budget	Budget
Publications	\$ 2,000	\$ 2,000
Meetings and Exp. Reimb.	\$ 16,000	\$ 14,000
Contractual Services	\$ 52,000	\$ 30,000
Elevator Inspection	\$ 22,500	\$ 23,600
Recording Fees	\$ 1,000	\$ 2,000
Fleet Rental	\$ 19,465	\$ 18,196
IT Maintenance	\$ -	\$ 32,643
Cell Phone	\$ 5,467	\$ 6,874

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Community Development

	FY 2007	FY 2008
Description	Budget	Budget
Office Supplies	\$ 2,800	\$ 2,800
Postage	\$ 600	\$ 500
Printing	\$ 4,000	\$ 2,500
Clothing	\$ 1,100	\$ 1,200
Minor Equipment	\$ 2,500	\$ 2,500
Equipment/Fleet Reserve	\$ -	\$ 5,000
TOTAL	\$ 1,362,856	\$ 1,538,697

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Water

Department - Community Development

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 124,785	\$ 132,454
Longevity	\$ 1,485	\$ 1,610
Insurance Medical	\$ 31,506	\$ 35,165
Insurance Dental	\$ 882	\$ 888
Insurance Life	\$ 240	\$ 240
Social Security	\$ 9,660	\$ 10,256
IMRF	\$ 13,637	\$ 11,696
Flexi Benefits	\$ 324	\$ 324
Training and Education	\$ 450	\$ 500
Telephone	\$ -	
Cell Phone	\$ -	
Clothing	\$ 400	\$ 400
Minor Equipment	\$ 600	\$ 600

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Water

Department - Community Development

	FY 2007	FY 2008
Description	Budget	Budget
IT Maintenance		\$ 737
TOTAL	\$ 183,969	\$ 194,870

Public Works

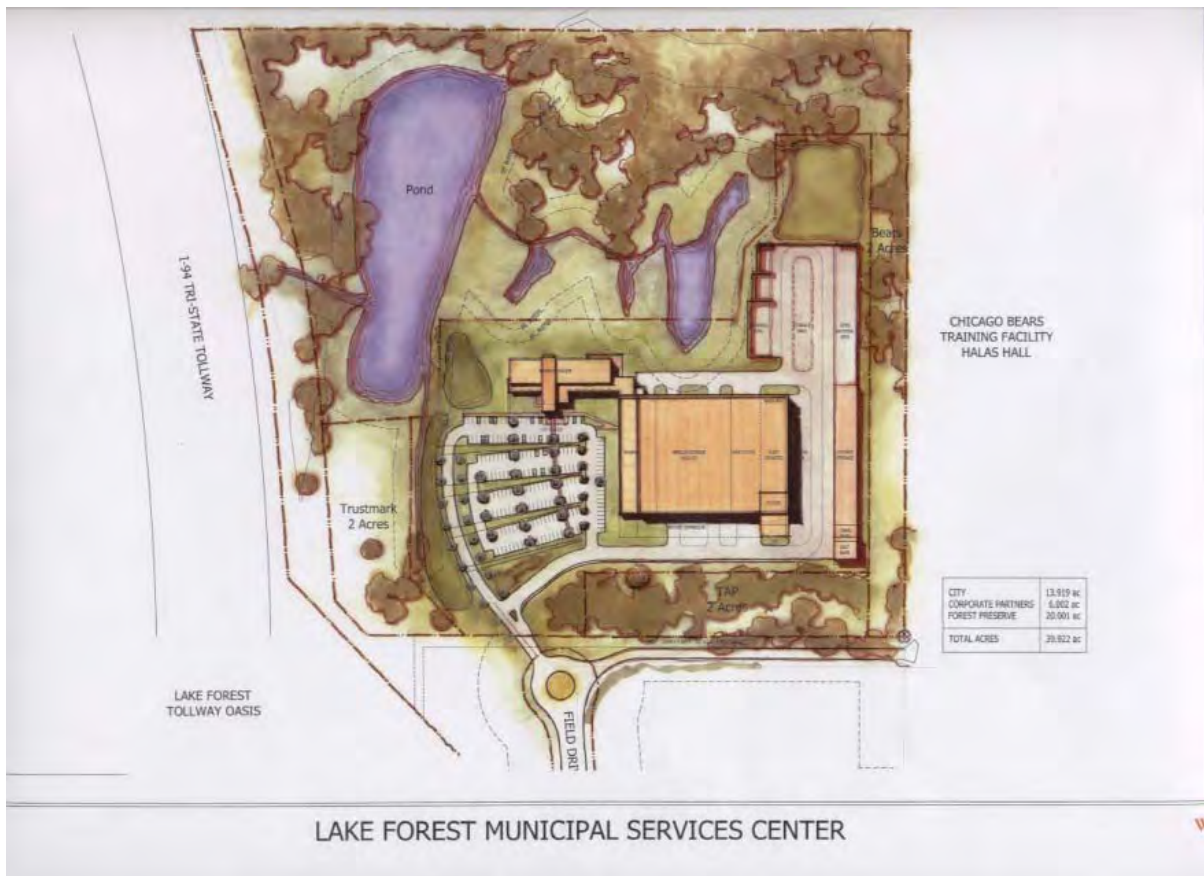
FY2007 Highlights

- Phase II Design/Engineering Municipal Services Relocation Project
- Installation of Replacement Water Main on Westleigh Road
- Northmoor Storm Sewer Project
- Minthaven/Telegraph Storm Sewer Project
- Western/Telegraph Storm Sewer Project
- Pavement Resurfacing Program
- Rt. 60 Compost Center Improvements
- Assumed building maintenance responsibilities of 40 city owned buildings
- Completed conversion of incandescent traffic signal light bulbs to LED
- Replaced 230 trees on City rights-of-way
- Funded new recycling truck through proceeds of recycled newspaper
- Reduced overall waste stream by 34% through curbside and yard waste recycling programs

FY2008 Initiatives and Programs

- Finalize bid documents and begin construction of the new Municipal Services Center at Dalitsch
- Explore additional recycling opportunities for materials collected curbside
- Apply for grants to renovate the Chicago Northwestern train station
- Survey and monitor City trees for Emerald Ash Borers, Gypsy Moth, and Dutch Elm Disease
- Begin conversion of City street lights from mercury vapor bulbs to metal halide
- Initiate feasibility study for Western Avenue rehabilitation project
- Design upgrades for Southwest and Bluff's Edge Sewer Lift Stations
- Upgrade water inter-connects with Highland Park to provide for dependability and accountability for actual usage

Photo:



Department Budgets

FY2007

FY2008

Administration	\$ 463,405	\$ 581,380
Building Maintenance	\$ 672,380	\$ 1,155,404
Engineering	\$ 613,528	\$ 687,927
Fleet	\$ 1,222,174	\$ 1,348,237
Forestry	\$ 851,951	\$ 1,341,259
Sanitation	\$ 2,312,039	\$ 2,361,869
Storm Sewer	\$ 250,067	\$ 260,749
Streets	\$ 1,382,585	\$ 1,407,179
Water Plant	\$ 3,905,321	\$ 3,286,213
Totals	\$ 11,673,450	\$ 12,430,217

Personnel

FY2007

FY2008

Full-time	68	73
Seasonal > 1000 hours	13	19
Seasonal < 1000 hours	1	1

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Public Works - Administration

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 306,894	\$ 354,955
Overtime	\$ 1,649	\$ 2,579
Longevity	\$ 2,460	\$ 2,340
Insurance Medical	\$ 37,479	\$ 58,766
Insurance Dental	\$ 1,323	\$ 1,776
Insurance Life	\$ 480	\$ 480
Social Security	\$ 21,293	\$ 25,232
IMRF	\$ 33,276	\$ 34,093
Flexi	\$ 648	\$ 564
Auto Allowance	\$ 6,000	\$ 6,000
Training and Development	\$ 20,400	\$ 12,000
Membership Dues	\$ 500	\$ 500
Meetings and Exp Reimb.	\$ 4,000	\$ 4,000

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Public Works - Administration

	FY 2007	FY 2008
Description	Budget	Budget
Contractual Services	\$ 25,000	\$ 38,300
IT Maintenance	\$ -	\$ 37,570
Cell Phone	\$ 2,003	\$ 2,225
TOTAL	\$ 463,405	\$ 581,380

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Public Works - Engineering

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 423,151	\$ 464,856
Overtime	\$ 7,263	\$ 9,948
Longevity	\$ 1,360	\$ 1,590
Insurance Medical	\$ 59,754	\$ 86,655
Insurance Dental	\$ 2,646	\$ 2,664
Insurance Life	\$ 720	\$ 720
Social Security	\$ 31,734	\$ 35,376
IMRF	\$ 46,366	\$ 43,014
Flexi	\$ 972	\$ 996
Auto Allowance	\$ 4,800	\$ 4,800
Training and Development	\$ 5,000	\$ 5,000
Membership Dues	\$ 1,500	\$ 1,200
Subscriptions/Publications	\$ 1,000	\$ 1,000

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Public Works - Engineering

	FY 2007	FY 2008
Description	Budget	Budget
Contractual Services	\$ 9,000	\$ 9,000
Fleet Rental	\$ 3,990	\$ 3,320
Maintenance of Equipment	\$ 650	\$ 650
Telephone	\$ -	\$ -
Cell Phone	\$ 2,022	\$ 2,438
Office Supplies	\$ 3,500	\$ 3,500
Postage	\$ 300	\$ 400
Printing & Stationery	\$ 1,000	\$ 1,000
Clothing	\$ 800	\$ 800
Minor Equipment	\$ 5,000	\$ 3,000
Maintenance Materials	\$ 1,000	\$ 1,000
Equipment (Fleet) Reserve	\$ -	\$ 5,000
TOTAL	\$ 613,528	\$ 687,927

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Fleet

Department - Fleet

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 315,807	\$ 338,744
Temporary	\$ 25,920	\$ 27,469
Overtime	\$ 15,563	\$ 15,600
Longevity	\$ 890	\$ 1,085
Insurance Medical	\$ 50,601	\$ 37,291
Insurance Dental	\$ 2,205	\$ 1,776
Insurance Life	\$ 600	\$ 600
Social Security	\$ 27,401	\$ 29,292
IMRF	\$ 38,683	\$ 35,218
Flexi	\$ 750	\$ 774
Training and Development	\$ 4,100	\$ 4,100
Publications/Subscriptions	\$ 513	\$ 513
Meeting/Expense Reimb.	\$ 800	\$ 800

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Fleet

Department - Fleet

	FY 2007	FY 2008
Description	Budget	Budget
Safety	\$ 2,000	\$ 2,000
Contractual - Misc.	\$ 9,000	\$ 9,000
Telephone	\$ 620	\$ 620
Cell Phone	\$ 1,430	\$ 1,605
Office Supplies	\$ 750	\$ 750
Printing	\$ 500	\$ 500
Clothing	\$ 5,023	\$ 6,000
Fleet Supplies/Parts	\$ 276,232	\$ 350,000
Mechanic Tools	\$ 1,600	\$ 1,600
Fuel and Oil	\$ 380,000	\$ 420,000
Miscellaneous Equipment	\$ 4,500	\$ 4,500
Freight Shipping	\$ 1,000	\$ 1,000
Administration Services	\$ 45,686	\$ 47,400

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Fleet

Department - Fleet

	FY 2007	FY 2008
Description	Budget	Budget
Contingency	\$ 10,000	\$ 10,000
TOTAL	\$ 1,222,174	\$ 1,348,237

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Public Works - Forestry

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 311,098	\$ 507,262
Temporary	\$ 137,910	\$ 213,996
Overtime	\$ 7,958	\$ 8,027
Longevity	\$ 1,310	\$ 2,805
Insurance Medical	\$ 57,442	\$ 112,279
Insurance Dental	\$ 2,205	\$ 3,552
Insurance Life	\$ 600	\$ 960
Unemployment	\$ 2,695	\$ 6,922
Social Security	\$ 34,579	\$ 56,005
IMRF	\$ 48,817	\$ 66,639
Flexi	\$ 774	\$ 1,272
Training and Development	\$ 3,500	\$ 6,230
Membership Dues	\$ 618	\$ 618
Meetings and Exp Reimbursement	\$ 1,261	\$ 1,261

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Public Works - Forestry

	FY 2007	FY 2008
Description	Budget	Budget
Contractual Services	\$ 55,602	\$ 74,937
Emerald Ash Borer	\$ 9,600	\$ 4,600
Fleet Rental	\$ 90,795	\$ 140,786
Communications	\$ -	\$ -
Cell Phone	\$ 4,074	\$ 5,425
Clothing	\$ 3,000	\$ 5,625
Minor Equipment	\$ 23,086	\$ 23,736
Maintenance Materials	\$ 3,200	\$ 12,265
Agricultural Materials	\$ 2,102	\$ 5,502
Chemicals	\$ 17,725	\$ 26,555
Chainsaws	\$ 4,000	\$ 4,000
Equipment Reserve	\$ 28,000	\$ 50,000
TOTAL	\$ 851,951	\$ 1,341,259

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Public Works - Sanitation

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 777,218	\$ 807,845
Temporary	\$ 28,800	\$ 23,040
Overtime	\$ 36,416	\$ 36,732
Longevity	\$ 4,240	\$ 4,005
Insurance Medical	\$ 150,382	\$ 137,969
Insurance Dental	\$ 4,851	\$ 4,884
Insurance Life	\$ 1,680	\$ 1,680
Unemployment	\$ 7,056	\$ 12,038
Social Security	\$ 63,387	\$ 66,679
IMRF	\$ 89,487	\$ 78,885
Flexi	\$ 2,172	\$ 2,220
Training and Development	\$ 1,500	\$ 1,500
Meetings and Exp Reimb.	\$ 1,500	\$ 1,500
Contractual Services	\$ 127,500	\$ 122,500
Refuse Disposal Services	\$ 458,000	\$ 458,006
Vehicle (Fleet) Rental	\$ 375,153	\$ 433,510
Maintenance of Equipment	\$ 500	\$ 515

	FY 2007	FY 2008
Description	Budget	Budget
Telephone	\$ -	\$ -
Cell Phone	\$ 9,472	\$ 10,101
Clothing	\$ 8,000	\$ 8,240
Minor Equipment	\$ 4,125	\$ 4,250
Maintenance Materials	\$ 600	\$ 620
Materials to Maintain Equipment	\$ 1,000	\$ 1,030
Yard Waste Bags (Stickers)	\$ 4,000	\$ 4,120
Equipment (Fleet) Reserve	\$ 155,000	\$ 140,000
TOTAL	\$ 2,312,039	\$ 2,361,869

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Public Works - Storm Sewer

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 114,861	\$ 120,201
Temporary Salaries	\$ 22,155	\$ 24,058
Overtime	\$ 10,375	\$ 10,465
Longevity	\$ 1,360	\$ 1,440
Insurance Medical	\$ 31,066	\$ 34,195
Insurance Dental	\$ 882	\$ 888
Insurance Life	\$ 240	\$ 240
Social Security	\$ 11,173	\$ 11,947
IMRF	\$ 15,607	\$ 13,667
Flexi	\$ 348	\$ 348
Contractual - Misc.	\$ 15,500	\$ 15,500
Minor Equipment	\$ 500	\$ 1,800
Repair & Maint.	\$ 26,000	\$ 26,000

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Public Works - Storm Sewer

	FY 2007	FY 2008
Description	Budget	Budget
TOTAL	\$ 250,067	\$ 260,749

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Public Works - Streets

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 489,154	\$ 510,448
Temporary	\$ 73,253	\$ 77,397
Overtime	\$ 72,625	\$ 73,255
Longevity	\$ 3,545	\$ 3,840
Insurance Medical	\$ 91,714	\$ 106,621
Insurance Dental	\$ 3,528	\$ 3,108
Insurance Life	\$ 960	\$ 960
Unemployment	\$ 14,268	\$ 14,811
Social Security	\$ 47,961	\$ 50,868
IMRF	\$ 67,710	\$ 60,411
Flexi	\$ 1,224	\$ 1,200
Training and Development	\$ 1,750	\$ 1,750
Membership Dues	\$ 200	\$ 200

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Public Works - Streets

	FY 2007	FY 2008
Description	Budget	Budget
Subscriptions/Publications	\$ 200	\$ 200
Meetings and Exp Reimb.	\$ 3,000	\$ 2,000
Contractual Services	\$ 29,900	\$ 35,680
Refuse Disposal Services	\$ 10,000	\$ 8,000
Vehicle (Fleet) Rental	\$ 165,270	\$ 174,785
Equipment Rental	\$ -	\$ -
Telephone	\$ 500	\$ -
Cell Phone	\$ 3,373	\$ 2,895
Office Supplies	\$ 200	\$ 200
Printing	\$ 50	\$ 50
Clothing	\$ 3,900	\$ 4,000
Minor Equipment	\$ 19,800	\$ 4,000
Maintenance Materials	\$ 67,500	\$ 61,000

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Public Works - Streets

	FY 2007	FY 2008
Description	Budget	Budget
Maintenance Materials - Gas Lighting	\$ -	\$ 15,000
Materials to Maintain Equipment	\$ 2,000	\$ 1,500
Chemicals	\$ 75,000	\$ 73,000
Equipment (Fleet) Reserve	\$ 134,000	\$ 120,000
TOTAL	\$ 1,382,585	\$ 1,407,179

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Water

Department - Public Works

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 1,243,273	\$ 1,317,937
Temporary Salaries	\$ 22,155	\$ 29,261
Overtime	\$ 88,125	\$ 88,790
Longevity	\$ 11,730	\$ 12,550
Insurance Medical	\$ 259,769	\$ 258,992
Insurance Dental	\$ 8,379	\$ 7,548
Insurance Life	\$ 2,280	\$ 2,280
Social Security	\$ 104,443	\$ 110,813
IMRF	\$ 147,450	\$ 129,719
Flexi	\$ 3,090	\$ 3,042
Auto Allowance	\$ 4,800	\$ 4,800
Workmen's Compensation	\$ -	\$ -
Water Meter Exchange	\$ -	\$ -

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Water

Department - Public Works

	FY 2007	FY 2008
Description	Budget	Budget
Training/Education	\$ 10,250	\$ 10,300
Membership Dues	\$ 1,500	\$ 1,500
Publications	\$ 462	\$ 500
Meeting/Expense Reimb.	\$ 5,200	\$ 2,500
Contractual - Misc.	\$ 185,000	\$ 192,000
Zebra Mussel Inspection	\$ 6,000	\$ 6,000
J.U.L.I.E. Locate	\$ 10,000	\$ 5,000
Water	\$ -	\$ 600
Refuse Disposal Services	\$ 23,500	\$ 23,500
Vehicle (Fleet) Rental	\$ 85,597	\$ 117,808
Pavement Repairs/Main Breaks	\$ 40,000	\$ 40,000
Maint. Of Equipment	\$ 1,350	\$ 1,350
IT Maintenance	\$ -	\$ 17,832

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Water

Department - Public Works

	FY 2007	FY 2008
Description	Budget	Budget
Building Maintenance	\$ 6,500	\$ 6,500
Cell Phone	\$ 4,718	\$ 8,142
Office Supplies	\$ 2,000	\$ 2,000
Postage	\$ 500	\$ 500
Clothing	\$ 7,500	\$ 8,500
Minor Equipment	\$ 23,000	\$ 25,500
Material to Maint. Equipment	\$ 74,500	\$ 82,000
Janitorial Supplies	\$ 3,000	\$ 3,000
Material for Building Maint.	\$ 4,500	\$ 4,500
Electricity	\$ 300,000	\$ 300,000
Natural Gas	\$ 75,850	\$ 75,850
Maintenance Material	\$ 91,700	\$ 91,824
Diesel Oil	\$ 15,275	\$ 15,275

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Water

Department - Public Works

	FY 2007	FY 2008
Description	Budget	Budget
Chemicals	\$ 82,000	\$ 85,000
Misc. Rollover	\$ 44,770	\$ -
Water Meters	\$ 35,000	\$ 85,000
Manhole Lining/Lids	\$ 50,000	\$ 50,000
High Pressure Hose	\$ 6,000	\$ 4,000
Rodder Equipment	\$ 4,000	\$ 4,000
Sewer Jet Nozzles	\$ 1,500	\$ 1,500
Gate Valves	\$ 25,000	\$ 20,000
Hydrants and Valves	\$ 16,000	\$ 16,000
IBM/PC Supplies	\$ 59,655	\$ 12,500
Replace TV Camera	\$ 52,000	\$ -
Equipment Reserve	\$ 86,000	\$ -
Water Meter Remote System	\$ -	\$ -

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Water

Department - Public Works

	FY 2007	FY 2008
Description	Budget	Budget
Sanitary Sewer Lining	\$ 570,000	\$ -
TOTAL	\$ 3,905,321	\$ 3,286,213

Fire

FY2007 Highlights

The Fire Department placed a new style ambulance manufactured by Horton, Inc. with a Navistar chassis in service to better serve the residents. The number of fire department personnel seeking to achieve higher formal educations continued to increase. The Fire Prevention Bureau increased their activities by utilizing three part time positions and one less full time employee. The City will maintain their ISO rating of 4 after an in-depth on site inspection. Changes to the command staff were effected after the retirement of several senior command officers and the utilization of a national search for a new Fire Chief. A new fire engine was designed and ordered and is expected to be delivered in May.

FY2008 Initiatives and Programs

Refinement of information and collection technologies. Delivery and placement of a new pumper / squad engine. Continuation of the department physical fitness program which includes utilization of grant funds for employee physicals and purchase of physical fitness equipment. Initiate fire safety programming at Lake Forest High School and Recreation Center. The department will have a new Fire Chief as well as changes in command staff. The departments theme this year is improved customer services.

Photo:



Live Fire Training Barat College



Lake Forest Fire & Flight for Life

Administration	\$ 4,282,421	\$ 4,868,424
EMS	\$ 27,800	\$ 35,119
Suppression	\$ 99,200	\$ 135,000
Totals	\$ 4,409,421	\$ 5,038,543

Personnel	FY2007	FY2008
Full-time	37	38
Seasonal > 1000 hours	0	0
Seasonal < 1000 hours	4	4

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Fire Administration

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 2,738,870	\$ 3,062,853
Temporary	\$ 60,042	\$ 78,085
Overtime	\$ 238,328	\$ 238,903
Longevity	\$ 17,225	\$ 18,841
Paid On Call	\$ -	\$ -
Insurance Medical	\$ 434,804	\$ 515,349
Insurance Dental	\$ 16,462	\$ 16,687
Insurance Life	\$ 4,360	\$ 4,740
Social Security	\$ 43,222	\$ 50,488
IMRF	\$ 7,921	\$ 8,719
Flexi	\$ 5,991	\$ 6,348
Training and Development	\$ 19,947	\$ 29,947
Membership Dues	\$ 1,500	\$ 1,500

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Fire Administration

	FY 2007	FY 2008
Description	Budget	Budget
Meetings and Exp Reimbursement	\$ 5,000	\$ 8,000
SRT Assessment	\$ 6,000	\$ 6,000
Fleet Rental	\$ 82,333	\$ 65,744
Maintenance of Equipment	\$ 34,705	\$ 27,670
IT Maintenance	\$ -	\$ 9,496
Equipment Rental	\$ 2,200	\$ 2,200
Telephone (Alarm Lines)	\$ 3,500	\$ -
Cell Phones	\$ 7,741	\$ 9,213
Office Supplies	\$ 6,000	\$ 6,000
Printing	\$ 3,400	\$ 3,400
Minor Equipment	\$ 6,000	\$ 15,000
Equipment/Fleet Reserve	\$ 75,000	\$ 75,000
Fire Pension Levy	\$ 536,870	\$ 608,241

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Fire Administration

	FY 2007	FY 2008
Description	Budget	Budget
TOTAL-Administration	\$ 4,357,421	\$ 4,868,424

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Fire EMS

	FY 2007	FY 2008
Description	Budget	Budget
Training and Development	\$ 9,000	\$ 9,000
Publications	\$ 400	\$ 400
Maintenance of Equipment	\$ 6,500	\$ 10,000
Printing	\$ 1,400	\$ 1,400
Minor Equipment	\$ 9,000	\$ 12,819
Chemicals	\$ 1,500	\$ 1,500
TOTAL	\$ 27,800	\$ 35,119

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Fire Suppression

	FY 2007	FY 2008
Description	Budget	Budget
Training and Development	\$ 24,000	\$ 20,000
Publications	\$ 2,000	\$ 2,000
Maintenance of Equipment	\$ 21,000	\$ 31,000
Clothing	\$ 35,000	\$ 50,000
Minor Equipment	\$ 14,200	\$ 29,000
Chemicals	\$ 3,000	\$ 3,000
		\$ -
		\$ -
TOTAL	\$ 99,200	\$ 135,000

Police

FY2007 Highlights

Chief Mike Hosking retired after 32 years of service to the City of Lake Forest. Deputy Chief Joseph Buerger was appointed chief to succeed Mike.

By working with the owner of the Barat Campus we were able to utilize the vacant buildings to conduct realistic training for the officers.

The LEADERS program, developed by department staff, continued to be improved and included students in the 5th grade.

FY2008 Initiatives and Programs

We will be working to improve our notification of residents in the event of emergencies by utilizing our current CODE RED system.

We will be updating equipment used daily by the police department to provide services to the residents.

We will be sending the officers and supervisors to additional training to update and supplement their skills.

Due to retirements, we will be appointing three new commanders to fill the vacancies.



Department Budgets

	FY2007	FY2008
Administration	\$ 6,807,617	\$ 7,250,491
Emergency Telephone	\$ 291,125	\$ 313,177
Paid Parking*	\$ 82,200	\$ 84,900
Totals	\$ 7,180,942	\$ 7,648,568

Personnel

	FY2007	FY2008
Full-time	62	62
Seasonal > 1000 hours	0	0
Seasonal < 1000 hours	3	3

*Information also included on Paid Parking Fund highlight page

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Police

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 4,149,393	\$ 4,194,652
Temporary	\$ 35,200	\$ 36,800
Overtime	\$ 159,775	\$ 155,560
Longevity	\$ 30,956	\$ 27,201
Insurance Medical	\$ 674,701	\$ 768,469
Insurance Dental	\$ 25,873	\$ 25,530
Insurance Life	\$ 7,999	\$ 8,067
Social Security	\$ 122,183	\$ 124,031
IMRF	\$ 110,488	\$ 93,437
Flexi	\$ 9,609	\$ 9,579
Training and Development	\$ 63,000	\$ 104,000
Membership Dues	\$ 2,300	\$ 2,500
Publications	\$ 1,800	\$ 1,900

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Police

	FY 2007	FY 2008
Description	Budget	Budget
Meetings and Exp Reimbursement	\$ 8,000	\$ 10,000
Contractual Services	\$ 86,500	\$ 93,000
Fleet Rental	\$ 195,253	\$ 183,418
Maintenance of Equipment	\$ 62,000	\$ 74,000
IT Maintenance	\$ -	\$ 72,605
Equipment Rental	\$ 11,850	\$ 12,200
Telephone	\$ 20,242	\$ 21,000
Cell Phone	\$ 4,315	\$ 4,786
Legal Advertising	\$ 100	\$ 100
Office Supplies	\$ 10,000	\$ 12,500
Printing	\$ 15,500	\$ 16,000
Clothing Services	\$ 39,000	\$ 44,000
Minor Equipment	\$ 20,000	\$ 127,568

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- General

Department - Police

	FY 2007	FY 2008
Description	Budget	Budget
Prisoner Food	\$ 200	\$ 200
Equipment/Fleet Reserve	\$ 80,000	\$ 110,000
Police Pension Levy	\$ 861,380	\$ 917,388
TOTAL	\$ 6,807,617	\$ 7,250,491

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Emergency Telephone

Department - Police

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 112,105	\$ 120,638
Longevity	\$ 490	\$ 750
Insurance Medical	\$ 21,334	\$ 23,091
Insurance Dental	\$ 882	\$ 888
Insurance Life	\$ 240	\$ 240
Social Security	\$ 8,614	\$ 9,286
IMRF	\$ 12,160	\$ 10,984
Flexi	\$ 300	\$ 300
IT Maintenance	\$ -	\$ -
Telephone	\$ 75,000	\$ 77,000
Assets under \$10,000	\$ 60,000	\$ 70,000
TOTAL	\$ 291,125	\$ 313,177

Parks & Recreation

FY2007 Highlights

Dance, squash and fitness programs continue to increase as does on-line registration. Staff utilized the findings from the cost of services study to prepare the FY08 budget. Lightning detention devices were added to four more locations to provide advanced warning of dangerous weather conditions. Movies at the Beach were a new annual free Special Event. Several projects were initiated including: Phase I of the Route 60 Park for \$2 million; the Everett facility was renovated to accommodate the Kinderhaven program due to CROYA construction; Fitness Center received new carpeting and state of the art Precor fitness equipment; neighborhood meetings began for the new Northcroft and Deerpath playgrounds; the NSSD initiated their construction project; four baseball fields in the City were renovated; a concrete dugout was added to South Park field #2 and the Northcroft tennis courts were resurfaced. FY 2007 came to a close with the hiring of a new Director of Parks & Recreation.

FY2008 Initiatives and Programs

Kinderhaven will move back into the Recreation Center in the fall. Two racquetball courts at the Recreation Center will be converted to racquetball/squash courts to maximize programming opportunities that will be fully funded by donations. The WDC will continue with school programs under a new \$100,000 grant from Tap Pharmaceuticals. Route 60 Park bids will be let, grant proposal submitted and groundbreaking for Phase I will begin. New Deerpath Park and Northcroft Park playgrounds will be installed. Elawa Park Phase II improvements will begin utilizing C2000 grant funding. Staff will also be involved in the re-use concept plan of the Elawa Farm buildings. The Gary Kreischer Memorial batting cage in Deerpath Park will be opened in the spring and the Parks crew will oversee a manual underground irrigation improvement at West Park. NSSD is scheduled to complete their improvement project at the lower south end of the beach in May 2008.

Photo:



New playgrounds will be built at Northcroft and Deerpath Park.



Dance continues to grow.

Totals	\$	6,823,583	\$	6,648,411
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Personnel	FY2007	FY2008
Full-time	30	25
Seasonal > 1000 hours	21	18
Seasonal < 1000 hours	342	341

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Parks & Recreation

Department - Parks Administration

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 640,553	\$ 501,000
Temporary	\$ 310,026	\$ 270,465
Overtime	\$ 86,564	\$ 90,327
Longevity	\$ 5,731	\$ 3,925
Sick Leave Reserve	\$ 1,600	\$ -
Insurance Medical	\$ 158,576	\$ 122,497
Insurance Dental	\$ 4,785	\$ 3,219
Insurance Life	\$ 1,302	\$ 870
Unemployment Insurance	\$ 69,444	\$ 63,676
Social Security	\$ 81,072	\$ 65,975
IMRF	\$ 114,051	\$ 79,759
Flex Benefits	\$ 1,744	\$ 1,160
Auto Allowance	\$ 2,640	\$ 3,600

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Parks & Recreation

Department - Parks Administration

	FY 2007	FY 2008
Description	Budget	Budget
Training and Development	\$ 13,650	\$ 9,890
Membership Dues	\$ 1,915	\$ 1,980
Subscriptions/Publications	\$ 185	\$ 190
Meetings & Expense Reimburse	\$ 1,125	\$ 1,155
Contractual Services	\$ 515	\$ 535
Vehicle Rental	\$ 133,957	\$ 110,768
Maintenance of Equipment	\$ 100	\$ 105
IT Maintenance	\$ -	\$ 4,876
IRMA Deductible	\$ 2,500	\$ 1,250
Telephone	\$ 1,008	\$ 824
Cell Phone	\$ 7,319	\$ 5,038
Office Supplies	\$ 1,065	\$ 1,100
Postage	\$ 105	\$ 105

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Parks & Recreation

Department - Parks Administration

	FY 2007	FY 2008
Description	Budget	Budget
Clothing	\$ 12,260	\$ 8,615
Minor Equipment	\$ 540	\$ 560
Equipment Reserve	\$ 80,000	\$ 70,000
Transfer to General Fund	\$ -	\$ 75,124
TOTAL	\$ 1,734,332	\$ 1,498,588

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Parks & Recreation

Department - Parks - Park, Grounds, Horticulture

	FY 2007	FY 2008
Description	Budget	Budget
Contractual Services	\$ 7,665	\$ 8,050
Refuse Disposal Services	\$ 2,000	\$ 1,500
Minor Equipment	\$ 10,535	\$ 12,080
Maintenance Material	\$ 15,065	\$ 2,625
Materials to Maintain Equip.	\$ 14,730	\$ 15,465
Agricultural Materials	\$ 25,130	\$ 17,570
Chemicals	\$ 15,965	\$ 12,740
TOTAL	\$ 91,090	\$ 70,030

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Parks & Recreation

Department - Parks - Park Facilities

	FY 2007	FY 2008
Description	Budget	Budget
Contractual Services	\$ 8,655	\$ 4,075
Telephone	\$ -	\$ -
Building Maintenance	\$ -	\$ -
Minor Equipment	\$ 14,210	\$ 19,240
Maintenance Material	\$ 13,030	\$ 13,680
Materials to Maintain Equip.	\$ 2,590	\$ 2,720
Janitorial Supplies	\$ 8,490	\$ 8,915
Materials For Building Maint.	\$ 5,305	\$ -
Energy / Gas	\$ 22,105	\$ 22,105
TOTAL	\$ 74,385	\$ 70,735

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Parks & Recreation

Department - Parks - Lakefront Facilities

	FY 2007	FY 2008
Description	Budget	Budget
Contractual Services	\$ 21,220	\$ 13,680
Refuse Disposal Services	\$ 2,120	\$ 3,000
Minor Equipment	\$ 10,150	\$ 2,785
Maintenance Material	\$ 5,150	\$ 2,785
Materials to Maintain Equip.	\$ 5,305	\$ 5,765
TOTAL	\$ 43,945	\$ 28,015

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Parks & Recreation

Department - Recreation Building

	FY 2007	FY 2008
Description	Budget	Budget
Regular Salaries	\$ 72,825	\$ 20,000
Temporary Salaries	\$ 30,000	\$ 15,000
Longevity Bonus	\$ 385	\$ -
Insurance Medical	\$ -	
Insurance Dental	\$ -	
Insurance Life	\$ -	
Flex Benefits	\$ -	
Training	\$ 200	\$ -
Contractual Services	\$ 135,995	\$ 269,562
Water	\$ 4,950	
Sewer	\$ 1,700	
Fleet Rental	\$ 7,374	\$ 11,157
Building Maintenance	\$ 2,500	

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Parks & Recreation

Department - Recreation Building

	FY 2007	FY 2008
Description	Budget	Budget
IRMA Insurance	\$ -	\$ 22,178
Clothing	\$ 500	\$ 100
Minor Equipment	\$ 3,400	\$ 2,710
Janitorial Supplies	\$ 7,178	\$ 7,500
Materials for Bldg. Maint.	\$ 4,500	
Natural Gas	\$ 33,575	
Transfer to Building Maintenance		\$ 160,238
TOTAL	\$ 305,082	\$ 508,445

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund - Parks & Recreation

Department - Recreation Programs

	FY 2007	FY 2008
Description	Budget	Budget
Regular Salaries	\$ 838,329	\$ 834,432
Temporary Salaries	\$ 1,383,756	\$ 1,406,033
Overtime	\$ 6,852	\$ 6,757
Longevity Bonus	\$ 4,793	\$ 4,366
Sick Reserve/Buyout	\$ 10,733	\$ 8,200
Insurance Medical	\$ 230,271	\$ 192,861
Insurance Dental	\$ 7,718	\$ 7,326
Insurance Life	\$ 2,220	\$ 2,100
Social Security	\$ 180,695	\$ 196,355
IMRF	\$ 119,314	\$ 99,130
Flex Benefits	\$ 3,075	\$ 2,865
Training	\$ 49,263	\$ 54,903
Membership Dues	\$ 5,525	\$ 5,795

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund - Parks & Recreation

Department - Recreation Programs

	FY 2007	FY 2008
Description	Budget	Budget
Auto Allowance	\$ 7,200	\$ 7,200
Meetings/Expense Reimbursement	\$ 15,830	\$ 16,000
Legal	\$ 1,000	\$ 1,000
Audit	\$ 3,500	\$ 7,000
Contractual Services	\$ 380,612	\$ 339,810
Credit Card Charges	\$ 40,640	\$ 42,640
IT Maintenance	\$ -	\$ 17,439
IRMA Insurance	\$ 156,088	\$ 107,000
IRMA Deductible	\$ 2,500	\$ 1,250
Telephone	\$ 30,783	\$ 25,556
Cell Phones	\$ -	\$ 9,159
Office Supplies	\$ 5,000	\$ 7,000
Postage	\$ 21,327	\$ 19,266

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund - Parks & Recreation

Department - Recreation Programs

	FY 2007	FY 2008
Description	Budget	Budget
Printing	\$ 52,171	\$ 53,126
Clothing	\$ 76,654	\$ 108,628
Minor Equipment	\$ 46,640	\$ 31,090
Electricity	\$ 19,845	\$ 20,837
Beach Beverages	\$ 1,800	
Beach Cafeteria Supplies	\$ 1,000	
Beach Groceries	\$ 11,600	
Capital Equipment	\$ 97,500	\$ 89,300
Beach Sales Tax	\$ 2,060	
Beach License Fees	\$ 225	
Administrative Services	\$ 14,766	\$ 15,320
Recreational Supplies	\$ 117,354	\$ 135,222
Awards	\$ 3,250	\$ 3,750

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund - Parks & Recreation

Department - Recreation Programs

	FY 2007	FY 2008
Description	Budget	Budget
Merchandise	\$ 1,000	\$ 1,000
Sailing Team Travel	\$ 29,350	\$ 17,350
TOTAL	\$ 3,982,239	\$ 3,897,066

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund - Parks & Recreation

Department - Recreation Programs (2)

	FY 2007	FY 2008
Description	Budget	Budget
Regular Salaries	\$ 152,561	\$ 163,208
Temporary Salaries	\$ 107,511	\$ 100,339
Training	\$ 100	\$ 100
Contractual Services	\$ 263,627	\$ 247,816
Postage	\$ 1,058	\$ 1,093
Printing	\$ 1,517	\$ 1,550
Clothing	\$ 32,918	\$ 33,478
Electricity	\$ 12,500	\$ 9,200
Recreational Supplies	\$ 19,298	\$ 16,878
Awards	\$ 1,420	\$ 1,870
TOTAL	\$ 592,510	\$ 575,532

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Special Recreation

Department - Recreation - Special Recreation

	FY 2007	FY 2008
Description	Budget	Budget
Regular Salaries	\$ 15,000	\$ 15,000
Contractual Services	\$ 148,916	\$ 181,127
Capital Equipment	\$ 5,000	\$ -
Capital Improvements	\$ 68,560	\$ 91,873
A.D.A. Companion Fees	\$ 25,000	\$ 25,000
		\$ -
TOTAL	\$ 262,476	\$ 313,000

Deerpath Golf Course

FY2007 Highlights

FY2007 was a year where golfers and staff enjoyed the fruits of the previous year's capital improvements. We heard many favorable comments regarding the challenge and beauty of the ponds and wetlands. The rebuilt sand traps drained quickly and offered consistent playability. The final cost of projects was approximately \$1,771,437.00. Budget was \$1,796,693.00. A \$120,000.00 grant was received from the Illinois EPA for the methods in which water quality was improved by the ponds and wetlands portion of the project. Phase II of the Streambank Improvement Project was completed. A \$33,000.00 matching grant was awarded by the Illinois EPA for this improvement. Over 38,000 rounds of golf were played last season, an impressive number during these challenging times in the golf market. Credit goes to Golf Pro, Chris Marszalek, for initiating marketing strategies and increased revenue producing ideas. \$1,438,380.00 is the projected revenue for FY2007. Maintenance staff reduced overtime salary expenditures by \$18,000.00 from the previous year.

FY2008 Initiatives and Programs



This year will provide an opportunity to get back on course for the maintenance staff. Minimal project disruption will allow staff to fine tune course conditions. Staff will also continue to explore new work scheduling strategies in an effort to meet the needs of the course while holding down staff hours.

FY2007	FY2008
\$ 1,465,375	\$ 1,463,165

FY2007	FY2008
4	4
8	8
19	18

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Golf

Department - Golf Administration

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 261,023	\$ 236,894
Temporary	\$ 145,000	\$ 150,023
Overtime	\$ 23,043	\$ 20,480
Longevity	\$ 2,886	\$ 2,720
Sickday Reserve	\$ 3,050	\$ -
Insurance Medical	\$ 61,403	\$ 60,167
Insurance Dental	\$ 2,117	\$ 1,887
Insurance Life	\$ 558	\$ 510
Unemployment Insurance	\$ 35,000	\$ 40,000
Social Security	\$ 44,381	\$ 43,418
IMRF	\$ 56,017	\$ 47,172
Flexi	\$ 785	\$ 686
Auto Allowance	\$ 2,160	\$ 1,200

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Golf

Department - Golf Administration

	FY 2007	FY 2008
Description	Budget	Budget
Training and Development	\$ 2,500	\$ 3,000
Membership Dues	\$ 1,000	\$ 1,200
Meetings and Exp Reimbursement	\$ 2,000	\$ 1,000
Contractual Services - Audit	\$ 6,500	\$ 2,000
Contractual Services	\$ -	\$ -
Fleet Rental	\$ 24,785	\$ 32,673
Maintenance of Equipment	\$ 1,600	\$ 1,800
IT Maintenance	\$ -	\$ 2,281
IRMA Insurance	\$ 36,040	\$ 27,938
IRMA Insurance Deductible	\$ 2,500	\$ 2,500
Cell Phone	\$ 1,490	\$ 1,236
Office Supplies	\$ 250	\$ -
Postage	\$ -	\$ -

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Golf

Department - Golf Administration

	FY 2007	FY 2008
Description	Budget	Budget
Printing	\$ -	\$ -
Clothing	\$ 3,000	\$ 3,200
Minor Equipment	\$ 500	\$ 700
Maintenance Material	\$ 1,800	\$ 1,900
Material to Maintain and Repair	\$ 14,000	\$ 15,000
Electricity	\$ 2,040	\$ 2,140
Assets under \$10,000	\$ 86,000	\$ 96,000
Capital - Cart Path Paving	\$ -	\$ -
Capital - Tree Replacement	\$ -	\$ -
Capital - Sand Trap Replenishment	\$ -	\$ -
Capital - General Improvement	\$ 27,542	\$ -
Revenue Bond Interest	\$ 55,145	\$ 51,895
Bond Expense	\$ 65,000	\$ 70,000

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Golf

Department - Golf Administration

	FY 2007	FY 2008
Description	Budget	Budget
Administrative Services	\$ 19,375	\$ 20,102
TOTAL	\$ 990,490	\$ 941,722

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Golf

Department - Course Maintenance

	FY 2007	FY 2008
Description	Budget	Budget
Contractual Services	\$ 4,500	\$ 9,500
Water	\$ 72,000	\$ 74,880
Minor Equipment	\$ 3,600	\$ 4,000
Maintenance Material	\$ 5,000	\$ 5,500
Material to Maintain Repair	\$ 3,000	\$ 4,000
Agricultural Materials	\$ 20,500	\$ 20,500
Chemicals	\$ 22,700	\$ 30,000
TOTAL	\$ 131,300	\$ 148,380

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Golf

Department - Clubhouse

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 86,724	\$ 91,193
Temporary	\$ 67,076	\$ 69,555
Meetings and Exp Reimbursement	\$ 1,500	\$ 1,500
Contractual Services	\$ 1,000	\$ 5,500
Credit Card Charges	\$ 14,000	\$ 15,000
Water	\$ 3,465	\$ 3,605
Sewer	\$ 900	\$ 950
Maintenance of Equipment	\$ 4,000	\$ 4,000
Building Maintenance	\$ 16,000	\$ 20,000
Telephone	\$ 2,960	\$ 2,110
Advertising	\$ 3,000	\$ 3,000
Office Supplies	\$ 150	\$ 150
Postage and Printing	\$ 4,500	\$ 4,500

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Golf

Department - Clubhouse

	FY 2007	FY 2008
Description	Budget	Budget
Minor Equipment	\$ 6,000	\$ 6,000
Janitorial Supplies	\$ 2,200	\$ 3,000
Materials for Bldg. Maint	\$ 1,000	\$ 1,300
Electricity	\$ 21,885	\$ 23,000
Gas	\$ 9,725	\$ 10,200
Soft Goods	\$ 25,000	\$ 30,000
Hard Goods	\$ 50,000	\$ 55,000
Club Repair	\$ 500	\$ 500
Handicap Service	\$ 14,000	\$ 14,000
Sales Tax	\$ 8,000	\$ 9,000
TOTAL	\$ 343,585	\$ 373,063

Paid Parking

FY2007 Highlights

- Minor renovation of wood surfaces and gutters- CBD station
- Continued maintenance of 14 City lots
- Oakwood lot resurfacing

FY2008 Initiatives and Programs

- Exterior painting- Telegraph Road station
- Continued maintenance of 14 City lots
- Parking enforcement

Department Budgets

FY2007

FY2008

Totals

\$	1,460,048	\$	669,024
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THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Paid Parking

Department - Public Works

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 56,079	\$ 60,100
Temporary Salaries	\$ 26,960	\$ 44,338
Overtime	\$ 5,000	\$ 5,000
Longevity	\$ 640	\$ 680
Insurance Medical	\$ 14,406	\$ 15,776
Insurance Dental	\$ 441	\$ 444
Insurance Life	\$ 120	\$ 120
Social Security	\$ 6,785	\$ 8,424
IMRF	\$ 9,102	\$ 9,632
Flexi	\$ 150	\$ 150
Contractual Services	\$ 12,000	\$ 13,300
Water	\$ 3,950	\$ 4,000
Sewer	\$ 700	\$ 700

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Paid Parking

Department - Public Works

	FY 2007	FY 2008
Description	Budget	Budget
Janitorial Services & Supplies	\$ 19,000	\$ 19,500
Electrical	\$ 1,500	\$ 1,500
HVAC	\$ 7,200	\$ 7,200
Plumbing	\$ 1,500	\$ 1,500
Telephone	\$ 2,300	\$ -
Minor Equipment	\$ 1,100	\$ 1,100
Maintenance Material	\$ 13,024	\$ 14,065
Energy - Gas	\$ 11,000	\$ 12,500
Energy - Electricity	\$ 9,800	\$ 10,000
Chemicals	\$ 19,205	\$ 19,355
Agriculture Materials	\$ 2,000	\$ 2,000
TOTAL	\$ 223,962	\$ 251,384

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Paid Parking

Department - Parks

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ -	\$ -
Temporary	\$ 16,328	\$ -
Overtime	\$ 10,000	\$ 10,000
Social Security	\$ 2,014	\$ 765
IMRF	\$ 2,706	\$ 1,028
Maintenance Material	\$ -	\$ -
Chemicals	\$ 5,485	\$ 5,675
TOTAL	\$ 36,533	\$ 17,468

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Paid Parking
Department - Police

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 55,573	\$ 57,796
Longevity	\$ 720	\$ 760
Insurance Medical	\$ 14,786	\$ 15,874
Insurance Dental	\$ 441	\$ 444
Insurance Life	\$ 120	\$ 120
Social Security	\$ 4,306	\$ 4,480
IMRF	\$ 6,080	\$ 5,252
Flexi	\$ 174	\$ 174
TOTAL	\$ 82,200	\$ 84,900

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Paid Parking

Department - Non-Departmental

	FY 2007	FY 2008
Description	Budget	Budget
Contractual Services - Audit	\$ 2,500	\$ -
Contractual Services	\$ 1,162	\$ 8,287
Credit Card Charges	\$ -	
Contractual Services - Union Pacific	\$ 2,500	\$ 2,500
Contractual Services - Lake Forest College	\$ 7,700	\$ 7,900
IT Maintenance	\$ -	\$ -
IRMA Insurance	\$ 13,912	\$ 19,548
Postage	\$ 600	\$ 600
Printing/Stationary	\$ 5,000	\$ -
Electricity	\$ 6,000	\$ 6,000
Administrative Services	\$ 140,354	\$ 114,421
Salary Increases	\$ -	\$ 2,366
Garbage Receptacles	\$ 3,000	\$ -

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Paid Parking

Department - Non-Departmental

	FY 2007	FY 2008
Description	Budget	Budget
CBD	\$ -	\$ -
Telegraph Rd	\$ 30,000	\$ -
Capital Improvements	\$ 640,000	
Oakwood Lot Resurfacing	\$ 110,000	\$ -
Revenue Bond Interest	\$ 29,025	\$ 23,650
Revenue Bond Principal	\$ 125,000	\$ 130,000
Paying Agent/Bonds	\$ 600	\$ -
		\$ -
TOTAL	\$ 1,117,353	\$ 315,272

Cemetery

FY2007 Highlights

In FY2007 another private mausoleum was constructed on the Lake Forest Cemetery grounds. The Cemetery continued development of the Landscape Master Plan, which is based on O.C. Simonds' 1901 landscape design; two areas in Section A were opened for sale and new plantings were installed around the Kapoor family mausoleum.

FY2008 Initiatives and Programs

Initiatives for FY2008 will be to resurface the Cemetery roadway system and to continue restoring the remaining ravine areas in the Cemetery. Staff will continue the soil building program using beneficial bacteria to increase disease and drought resistance and enhance the health of trees and turf.



Lake Forest Cemetery continues to serve the residents of Lake Forest with the highest quality burial arrangements while striving to provide the best-managed, aesthetically appealing cemetery possible.

Department Budgets*	FY2007	FY2008
TOTALS	\$ 787,038	\$ 754,909

Personnel*	FY2007	FY2008
Full-time	2.0	2.0
Seasonal > 1000 hours	1.0	2.0
Seasonal < 1000 hours	-	-

* Information also included on Public Works highlight page.

THE CITY OF LAKE FORES

Fiscal Year: 2008

Fund- Cemetery

Department - Cemetery

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 128,904	\$ 138,667
Temporary Salaries	\$ 44,140	\$ 42,950
Overtime	\$ 6,225	\$ 6,240
Longevity	\$ 420	\$ 530
Sick Leave Buyout	\$ 3,822	\$ -
Insurance - Medical	\$ 31,140	\$ 34,326
Insurance - Dental	\$ 882	\$ 888
Insurance - Life	\$ 240	\$ 240
Unemployment	\$ 2,500	\$ 2,500
Social Security	\$ 13,746	\$ 14,412
IMRF	\$ 19,406	\$ 17,030
Flexi	\$ 348	\$ 348
Training/Education	\$ 1,000	\$ 1,000
Publications	\$ 100	\$ 100
Meetings/Expense	\$ 680	\$ 680
Legal	\$ 2,000	\$ 2,000
Audit	\$ 3,500	\$ 1,000
Investment Fee	\$ 11,000	\$ 11,000

	FY 2007	FY 2008
Description	Budget	Budget
Contractual Services	\$ 15,500	\$ 19,500
Marketing	\$ 7,000	\$ 7,000
Water	\$ 2,100	\$ 2,184
NSSD	\$ 100	\$ 100
Fleet Rental	\$ 5,803	\$ 9,164
IT Maintenance	\$ -	\$ 1,141
Building Maintenance	\$ 2,500	\$ 2,500
Equipment Rental	\$ -	\$ -
Insurance	\$ 19,040	\$ 7,333
Deductible	\$ 2,500	\$ 2,500
Telephone	\$ 3,969	\$ 5,065
Cell Phone	\$ 448	\$ 856
Office Supplies	\$ 300	\$ 300
Printing	\$ 1,000	\$ 1,000
Clothing	\$ 1,000	\$ 1,000
Minor Equipment	\$ 4,000	\$ 4,000
Maint. Material	\$ 3,800	\$ 3,800
Material to Maintain	\$ 4,000	\$ 4,000
Janitorial	\$ 200	\$ 200
Material for Building Maint.	\$ 500	\$ 500
Electricity	\$ 2,250	\$ 2,363
Gas	\$ 2,250	\$ 2,363

	FY 2007	FY 2008
Description	Budget	Budget
Agriculture Materials	\$ 12,000	\$ 12,000
Landscape	\$ 12,000	\$ 14,000
Contingency	\$ 5,000	\$ 6,000
Plot Cemetery Lots	\$ -	\$ -
Cemetery Lots	\$ -	\$ -
Equipment Reserve	\$ -	\$ 30,000
Resurfacing		\$ 125,000
Ravine Restoration		\$ 25,000
Contingency	\$ -	\$ -
Platt Cemetery Lots	\$ -	\$ -
Section E Culvert	\$ 219,180	\$ -
Interest	\$ 54,375	\$ 49,625
Bonds	\$ 100,000	\$ 105,000
Paying Agent	\$ 600	\$ 600
Admin. Services	\$ 35,570	\$ 36,904
TOTAL	\$ 787,038	\$ 754,909

Senior Center

FY2007 Highlights

Dickinson Hall, the Lake Forest-Lake Bluff Senior Center, earned the distinction of becoming accredited by the National Institute of Senior Centers and the National Council on Aging in December of 2006. The garage renovation which was funded by grants and donations was completed. The privately funded terrace design plan was approved by HPC and a contractor was chosen. A comprehensive Marketing Plan was developed and the LF-LB Senior Citizens Foundation established an Endowment Fund to ensure the long-term stability of the center.

FY2008 Initiatives and Programs

The Senior Resources Commission will develop a Strategic Plan that anticipates the next five years and looks ahead ten years. The Marketing Plan, which includes a new logo and a video "Snapshot" of the center, will be used to create a greater awareness of the programs and services at Dickinson Hall. A member survey will be conducted and the information collected used to guide the development of programs and services. The SRC will continue to support senior housing initiatives in Lake Forest and Lake Bluff as well as the fund raising efforts of the Foundation. The terrace will be completed by the end of the summer.

Trip to Botanic Garden



Senior Center
Transportation
Totals

\$	471,484	\$	518,590
\$	37,430		\$38,094
\$	508,914	\$	556,684

Personnel

FY2007

FY2008

Full-time	3	3
Seasonal > 1000 hours	0	0
Seasonal < 1000 hours	12	12

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Senior Center

Department - Senior Center

	FY 2007	FY 2008
Description	Budget	Budget
Salaries	\$ 187,490	\$ 200,643
Temporary Salaries	\$ 48,843	\$ 48,843
Longevity	\$ 396	\$ 456
Insurance Medical	\$ 29,718	\$ 32,714
Insurance Dental	\$ 1,323	\$ 1,332
Insurance Life	\$ 360	\$ 360
Social Security	\$ 20,022	\$ 21,033
IMRF	\$ 20,292	\$ 18,506
Flexi	\$ 450	\$ 450
Auto Allowance	\$ 3,600	\$ 3,600
Training and Development	\$ 200	\$ 1,000
Membership Dues	\$ 250	\$ 350
Meetings and Exp Reimb.	\$ 300	\$ 300

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Senior Center

Department - Senior Center

	FY 2007	FY 2008
Description	Budget	Budget
Classes/Lectures	\$ 8,000	\$ 10,000
Contractual	\$ 7,500	\$ 8,000
Credit Card Charges	\$ 1,200	\$ 1,500
Water	\$ 1,100	\$ 1,100
Sewer	\$ 700	\$ 1,100
Janitorial Services	\$ 6,500	\$ 7,500
IT Maintenance	\$ -	\$ 2,275
HVAC Services	\$ 3,000	\$ 6,000
Building Maintenance	\$ 3,000	\$ 5,000
Rent	\$ 13,584	\$ 13,584
Telephone	\$ 4,000	\$ 6,000
Cell Phone	\$ 1,256	\$ 1,544
Office Supplies	\$ 700	\$ 900

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Senior Center

Department - Senior Center

	FY 2007	FY 2008
Description	Budget	Budget
Postage	\$ 4,200	\$ 4,000
Printing	\$ 12,000	\$ 13,000
Mr. Fix-it	\$ -	\$ -
Maintenance Materials	\$ 1,000	\$ 500
Janitorial Supplies	\$ 1,500	\$ 1,000
Trips	\$ 66,000	\$ 70,000
Christmas Party	\$ -	\$ -
Summer Parties	\$ -	\$ -
Volunteer Luncheon	\$ -	\$ -
Meals/Parties	\$ 23,000	\$ 30,000
women4women (offset by fees)		\$ 6,000
TOTAL	\$ 471,484	\$ 518,590

THE CITY OF LAKE FOREST

Fiscal Year: 2008

Fund- Senior Center

Department - Senior Center - Transportation

	FY 2007	FY 2008
Description	Budget	Budget
Temporary Salaries	\$ 25,000	\$ 25,000
Contractual Services	\$ 3,000	\$ 3,000
Vehicle (Fleet) Rental	\$ 9,430	\$ 10,094
Telephone	\$ -	\$ -
TOTAL	\$ 37,430	\$ 38,094



The City of Lake Forest

Personnel Policies and Practices May 1, 2007

**Human Resources Website:
www.citylf.org**

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**PERSONNEL POLICIES AND PRACTICES
OF
THE CITY OF LAKE FOREST**

May 1, 2007

INTRODUCTION

The policies and pay plan, as presented herein, shall constitute the Official Personnel Policies and Practices of The City of Lake Forest for all regular full-time and part-time employees of the City, except the City Manager. These policies do not apply to temporary or seasonal employees. Each department has a complete copy of the Administrative Directives governing personnel and referred to throughout these policies on file and available for employee inspection. They are also available for viewing and printing on the Human Resources website located at www.citylf.org.

EMPLOYMENT AT WILL

The intent of these policies is to give the employee a brief description and general information concerning City employment policies.

The employment relationship between the City and its employees is employment at will. This means that in the absence of a written employment agreement, the City and its employees shall not be bound to an employment contract or a commitment to employment for a definite period of time. Either party can terminate the employment relationship at any time and for any reason. Neither these policies, nor any other policy, procedure or practice of the City constitutes or should be interpreted as a contract of employment for any specified length of time or a limit on either party's ability to terminate the employment relationship at any time.

The employment relationship may be governed by a number of sources, including but not limited to The City of Lake Forest Charter, the City Code, the Personnel Policies and Practices, Fire and Police Commission Rules and Regulations, department policies and procedures, state and federal law, statutes and regulations, and available funding. All of the benefits provided to employees by these policies are subject to budgetary constraints. Further, in the event any of the provisions of these policies conflict with the terms of an applicable collective bargaining agreement, the terms of the collective bargaining agreement shall govern. In addition, the City reserves the right to change, add, delete or modify its employment policies from time to time in its sole discretion, with or without prior notice.

CORE VALUES

The core values of the City are important to the philosophy of the organization. These values are:

- Integrity:** Unconditional adherence to our moral and ethical values.
- Respect:** Being considerate and accepting of others.
- Trust:** Being dependable, demonstrating confidence and faith in others and being willing to let go and to empower others.
- Excellence:** Commitment to professional growth, teamwork, optimum community service, and doing what is right.

PURPOSE/POLICY

It is the declared policy of The City of Lake Forest that employment in the City government shall be based on merit, free from personal and political considerations, and that just and equitable incentives and conditions of employment will be maintained to promote efficiency and economy in the operation of the City government.

The City maintains that employees are its most important asset, whose health and safety are of the utmost consideration. Therefore, providing a safe work environment is a matter of continuing concern, equal in importance to all other operational considerations. (See Admin. Dir. Section 6, Employee Safety Procedures)

In addition, all employees must be allowed to work in an environment free from harassment based on any class protected by law, including sexual harassment. The City prohibits sexual overtones and intimidation, as well as any other form of sexual harassment in the workplace. The City also prohibits anyone from taking any adverse action against an employee for making a good faith complaint of harassment. (See Admin. Dir. 2-13, Anti-Harassment) Violence in the workplace will also not be tolerated. Weapons are prohibited on any City property or job site with the exception of sworn police officers, and all threats will be viewed with the assumption that they will be carried out. All reports of such incidents will immediately be thoroughly investigated. If found to be valid, disciplinary action will be taken, up to and including dismissal. The reporting procedure outlined in the Anti-Harassment directive noted above may also be utilized for reporting acts of violence.

AUTHORITY

The City Manager, by City Council directive, is responsible for the administration of the following personnel rules and regulations and is vested with full authority to establish by administrative directive terms and conditions of employment consistent with policy established by the City Council.

POLICIES AND PRACTICES ESTABLISHED

If the following Personnel Policies and Practices conflict with the Rules and Regulations of the Board of Fire and Police Commissioners of The City of Lake Forest with regard to fire and police employees, the Board's rules shall be followed. Said Rules and Regulations are hereby made a part of these Personnel Policies and Practices.

The employees who are covered by any applicable collective bargaining agreement (and any subsequent Agreements signed during the duration of these policies) shall be governed by the provisions of those agreements, to the extent that any of the Personnel Policies and Practices conflict with the agreements. In all other circumstances, including where the agreements are silent, these Personnel Policies and Practices shall govern.

1. EMPLOYMENT POLICY

1.1.0 Authority to Employ Personnel

Authority to employ individuals for all positions in the City service, except offices appointed by the Mayor (Police Chief) or by the Mayor with the advice and the consent of City Council (Fire Chief, City Engineer, City Clerk), is vested in the City Manager.

1.2.0 Employment Procedure

It is the policy of the City to employ and fill vacancies on the basis of merit and, whenever it is in the best interests of the City, to promote City employees to higher positions when vacancies occur.

The City will make every effort to provide reasonable accommodation to an otherwise qualified individual with a disability who, with or without a reasonable accommodation, can perform the essential functions of the employment position that the individual holds or desires.

All persons seeking employment with the City shall first make application to the Department of Human Resources on forms provided. No person will be employed and placed on the City payroll until appropriate and satisfactory background, employment, and medical examinations have been completed and information necessary for pension plan, payroll deduction and other required data are determined. (See Admin. Dir. 2-10, Medical Examination Policy)

Once hired, all employees will be given a comprehensive orientation program which addresses pay and benefit issues, City policies and procedures, safety issues, instruction in the proper use of equipment and any other factors necessary to enable the employee to perform in the job. (See Admin. Dir. 2-8, Employee Orientation)

1.3.0 Equal Opportunity Employer

The City's equal employment opportunity policy applies to all terms, conditions and privileges of employment including hiring, probation, training, placement, promotion, transfer, compensation, benefits and employee programs, discipline, termination, layoff and recall, and retirement. All employees will be judged on the basis of merit, training, experience, ability to perform the job, and compliance with applicable retirement and pension plan requirements. The City does not discriminate against a person because of race, color, sex, religion, age, disability or handicap, national origin, ancestry, creed, marital status, sexual orientation, citizenship status, veteran status, or any other class protected by law. Every person will be given an equal opportunity for employment with the City, and the City shall comply strictly with all applicable Federal, State and local labor laws.

1.4.0 Drug-Free Workplace

The use and misuse of alcohol and drugs by The City of Lake Forest's employees is contrary to a drug-free workforce and workplace. The use of these substances increases the potential for accidents, absenteeism, substandard performance, turnover, misconduct, poor employee morale, damage to property, injury to the public and/or other employees, or degradation of trust in the City to effectively service its citizens. In addition, employees who are "drivers" as that term is defined pursuant to the Omnibus Transportation Employee Testing Act of 1992, and other employees in safety-sensitive positions, are subject to drug and alcohol

testing as set forth in federal regulations and pursuant to procedures described in an Alcohol and Substance Abuse Policy. (See Admin. Dir. 2-3, Alcohol and Substance Abuse)

1.5.0 Employment of Relatives

No more than one member of a family shall be employed in the same section or in a sensitive position unless the City Manager determines that unique circumstances exist which demonstrate that the best interests of the City are served by such employment and as long as a supervisory/subordinate relationship between the relatives does not exist. A sensitive position is defined as any position in which an employee comes into contact with confidential information. Any decision of this type will be based on the recommendation of both the department head and Director of Human Resources. It applies to a spouse, child, first cousins or aunt and uncle relatives seeking full-time employment. This policy shall not apply to sworn police and fire personnel. Sworn police and fire personnel are subject to the regulations of the Board of Fire and Police Commissioners. This policy shall not apply to any family members hired by the City prior to May 1, 1986.

1.6.0 Secondary Employment

No regular full-time employee of the City is permitted to engage in any outside work, business venture or other activity considered as secondary full-time or part-time employment without the department head's knowledge and written approval. Such employment will not be acceptable under a number of conditions, including, but not limited to:

- a. Where secondary employment would extend beyond 20 hours a week, except during an employee's regular days off, holiday or vacation periods.
- b. Where the nature or place of employment might bring disfavor on the City.
- c. Where secondary employment would involve the employee's appearance in City uniform, involve use of City equipment, or in any manner be considered as a conflict of interest with the employee's municipal position.
- d. Where it appears that secondary employment has an adverse effect on the employee's attendance, punctuality or sick leave record.
- e. Where secondary employment impairs the employee's ability to discharge the duties and responsibilities of his/her City job.
- f. Where an employee might be considered to be using his/her City position to influence, to solicit business for the outside employment, or where there is any appearance of impropriety.

Employees who engage in secondary employment shall do so only with the understanding and acceptance that their primary duty, obligation and responsibility is to The City of Lake Forest. All City employees are subject to call at any time for emergencies, special assignment, or overtime duty, and no secondary employment may infringe on this obligation.

No employee will be allowed to work secondary employment within another department of the City due to Fair Labor Standards Act and Illinois Minimum Wage Act guidelines. Those employees currently working in two positions as of May 1, 2005 are grandfathered in and are being paid in accordance with FLSA requirements.

2. OFFICIAL PAY PLAN

2.1.0 The Official Pay Plan

The salary ranges and position titles as maintained by the Department of Human Resources shall constitute the Official Pay Plan for all employees of The City of Lake Forest except the City Manager.

2.2.0 Administration of Pay Plan

The City Manager, as chief administrative officer of the City, shall be responsible to the City Council for the administration and interpretation of the Official Pay Plan and shall set salaries for all employees within the limits of the salary ranges established herein. The City Manager shall apprise the City Council from time to time regarding the appropriateness of municipal salary levels, taking into consideration cost of living, area employment conditions, level of employee performance and other appropriate factors. All salary adjustments shall be authorized by the City Manager following consideration of recommendations by department heads, who shall certify each employee's eligibility and qualifications for such salary adjustment. The City Manager shall apprise the City Council of compensation adjustments for the Executive Staff during the annual budget review process or at the time of original appointment. The City Manager is further authorized to establish and administer an employee evaluation and development program to be used to determine employee job effectiveness, performance, and individual employee development. Such a program serves as an important factor in consideration of employee salary adjustments. Additionally, the City Manager shall have the authority to establish personnel review boards to administratively review and recommend employees for probation and salary adjustments. (See Admin. Dir. 2-18, Employee Performance Compensation and Evaluation)

2.3.0 Salary Administration Procedure

The following paragraphs detail the salary administration procedures for the City.

2.3.1 Establishment of Salary Ranges and Position Titles

The Official Pay Plan for City service consists of the established annual pay ranges and the titles of positions which are to be compensated within each pay range. The City Manager recommends adjustments to the salary plan from time to time, which become effective when approved by the City Council.

The Official Pay Plan establishes salary ranges which recognize that individual ability and exhibited job performance are the basic considerations in salary administration. The Plan also recognizes that it is desirable to provide the opportunity for employees to attain, within a reasonable period following employment, a salary level appropriate to their position and skills exhibited based on their performance. The various ranges are available upon request from the Director of Human Resources.

Pay Range: For the Operational, Clerical, Professional, and Supervisory Classifications, there are seven steps within each range, with Step 1 being the lowest and Step 7 the highest. Progression through each step is based solely on exhibited performance. Progression through the Managerial, Administrative and Executive Classifications is based solely on exhibited performance.

2.3.2 Applicability of Salary Ranges and Position Titles Schedule

Salary ranges represent full-time compensation for each position title to be paid to regular, salaried employees of the City. Pension participation will be required for employees working 1,000 hours or more in a year.

2.3.3 Original Appointment

Employees shall normally be appointed at the minimum level of the range authorized for the position, or Step 1. However, employees may be hired at a level higher than the minimum with the expressed approval of the City Manager, who shall have authority to establish initial employment compensation at any salary level within the range authorized by the City Council for the position. Employees appointed at the initial increment for their position salary range shall be eligible for a salary increase upon satisfactory completion of a probationary period and recommendation for salary adjustment by the department head. In no case will a new employee be appointed to a step higher than Pay Step 4 unless special approval is granted by the City Manager. No employee shall be considered for regular appointment or salary increase if he/she is determined to not satisfactorily perform the assigned duties of the position.

The City Manager may authorize increases larger than one step, subject to budgetary constraints, if the performance and skills exhibited during the probationary period warrant additional compensation.

2.3.4 Probationary Period

All persons employed by the City to fill a regular position shall serve a probationary period, during which time he/she may be discharged at any time. Except as noted below, such probationary period shall continue for six months, providing the employee's performance is satisfactory. Such period may be extended not to exceed six additional months if, in the opinion of the department head, Director of Human Resources and City Manager, an extended period is necessary to fully evaluate the employee for regular appointment.

Sworn police and building inspectors serve a minimum 18-month probationary period. ***Sworn firefighters serve a minimum 12-month probationary period which may be extended until paramedic licensing has been achieved.*** Communications Operators and Community Services Officers serve a minimum 12-month probationary period.

During the probationary period, the employee must exhibit an ability to learn and handle the job for which he/she was hired. No employee shall be appointed regular employee status without having first been thoroughly evaluated by his/her supervisor and having his/her performance discussed with them. A decision as to whether the employee should be appointed to regular employee status will then be made by the department head, the Human Resources Director and the City Manager. Should satisfactory job performance not be attained by the end of the period, the probationary period may be extended for up to six months with the agreement of the department head, the Human Resources Director and the City Manager, or the employee shall be dismissed.

Upon successful completion of the probationary period as determined by the department head, the employee will be appointed to "regular" employee status. Continued employment is dependent upon the employee's satisfactory job performance, adherence to City and departmental rules and regulations, honesty, and the City's available funding. (See Admin. Dir. 2-18, Employee Performance Compensation and Evaluation; and 2-5, Use of Personnel Action Report)

2.3.5 Administration of Plan

Any new employee or an employee who has been promoted or transferred will receive a one-step pay increase upon successful completion of the probationary period, called the initial step increase. In the case of any employee promoted or transferred to Pay Step 7, this increase shall not be granted.

After the initial pay step increase, each subsequent increase will be based on the employee's annual May 1 evaluation and will take into consideration demonstrated satisfactory job performance. The increment salary increase shall generally follow the pay steps established by the City Council for the particular salary class, except that employees may receive a larger increase upon the approval of the City Manager if performance and skills demonstrated clearly warrant such consideration. Smaller incremental salary increases may also be granted if job performance does not warrant a full step increase. In those instances, an action plan will be developed to assist the employee in improving performance.

2.3.6 Pay Plan Adjustments

Based on economic conditions and other factors, the pay plan may be periodically adjusted by the City Council. At the time of such adjustments, all regular, full-time employees will be eligible for salary increase consideration at the newly assigned salary rate or any portion thereof, depending on their evaluation, applicable to their respective salary classification.

A department head, upon a formal evaluation of any employee and following consultation with said employee, can recommend that no increase be granted based on a failure to perform assigned duties in a satisfactory manner. If an adjustment is withheld, an action plan will be established with the employee, and the employee will be reevaluated at an established time set by the department head and the Director of Human Resources. An adjustment may be granted by the City Manager when said employee's performance has improved to a satisfactory extent.

2.3.7 Promotions

Promotions in the City service shall be based upon merit and ability to fulfill the requirements of the position as described. If in the best interests of the City, vacancies in higher positions will be filled by promotion of qualified employees from subordinate jobs.

Promotional examination, education, oral interview, review of past work record and exhibited interest are factors which may be considered in determining the qualifications of an employee for promotion. All promotions are made upon department head recommendation to and approval by the City Manager, unless otherwise vested with the Mayor and/or City Council.

When an employee is transferred or promoted from one position or salary range to another, his/her salary may be adjusted by the City Manager and the employee may be placed on probation as determined by the City Manager. The salary will be at an increment within the new salary range. In the case of promotions, the City Manager may authorize a salary increase within the new salary range which reflects the increased duties and responsibilities assigned the employee. The City Manager shall recommend to the City Council promotional candidates for those positions appointed by the Mayor and/or City Council as set forth in Article VI of the City Code (Police Chief, Fire Chief, City Engineer, City Clerk).

2.3.8 Job Transfers

Job transfers are of two types: (1) those requested by the employee, and (2) those made by the City, either temporary or permanent, where the best interest of departmental operations is served. Such changes shall occur only upon approval of the City Manager.

Any employee may be required by the City to perform in another department of the City when necessary or proper for the efficient and effective use of personnel in carrying out the business of the City.

2.3.9 Reclassification

An employee's position may be re-established by the City Manager to a higher or lower salary range to properly reflect assigned duties and responsibilities and subject to budgetary constraints. The City Manager shall have the authority to reassign and place an employee at a lower salary range.

2.3.10 Resignations, Layoffs

To resign from the City service in good standing, an employee shall give his/her department head at least two week's written notice of his/her intention to resign. Under exceptional circumstances, the City Manager may waive the two-week notice requirement, thereby allowing the employee to leave in good standing.

Any City employee may be laid off without reflection on his/her standing for lack of work or funds. At least two week's notice of the effective date of a layoff shall be given each regular employee affected. (See Admin. Dir. 2-30, Severance Pay)

2.3.11 Tree Trimmer Pay

Forestry employees who are classified as tree trimmers shall receive tree trimmer pay in the amount of \$50 per month in addition to their established monthly rate.

2.3.12 Additional Duty Pay

The City Manager shall have the authority to assign additional duty responsibilities on an as-needed basis to regular employees which will be special or collateral assignments in addition to the employee's regular position. Employees receiving additional duty pay will only receive the pay as long as the additional responsibilities are required of that employee; the pay is not guaranteed. Employees assigned an additional duty position shall be eligible, upon

authorization by the City Manager, for a salary adjustment, which shall be in effect only so long as authorized by the City Manager and subject to budgeting constraints. (See Admin. Dir. 2-14, Additional Duty Pay Administration)

The standards for awarding additional duty pay shall be as follows:

1. The additional duties must represent skills not normally associated with the position classification and its description.
2. The individual must be performing duties not normally assigned to the position and the additional duties must represent forty percent (40%) of the individual's time.
3. The individual must act as working leader for a crew of three (3) or more for sixty percent (60%) of the individual's time. This must include: assigning personnel; directing personnel; being held responsible for crew performance by first-line supervisor; and being assigned as acting supervisor periodically.
4. The additional duties must represent assigned managerial responsibilities either as an "acting" position or as an "assistant to" position.

Performance will be considered in making annual additional duty pay evaluations.

2.3.13 Additional Merit Pay

The City Manager, with the concurrence of the City Council, shall have the authority to establish an additional merit pay policy as defined in Administrative Directive 2-22.

2.3.14 Longevity Pay

In addition to regular compensation and in recognition of continued service to the City, employees are eligible for \$30 per year of service after 5 years through 9 years; \$35 per year of service beginning 10 years through 14 years; \$40 per year of service beginning 15 years through 19 years. Employees with more than 19 years receive \$45 per year of service. Subject to budgetary constraints this sum shall be paid in a lump sum amount during December each year, and years of service shall be calculated as of December 31 of the year in which the longevity pay is being paid. It is subject to all normal withholding. Employees who leave employment prior to the issuance of the longevity checks will not receive the longevity bonus.

2.4.0 Positions

2.4.1 Department Heads and Staff Assistants

The City Manager shall, within established salary levels approved by the City Council, have full discretion and authority to periodically adjust salaries of those persons in the Executive, Managerial, and Administrative classifications of the Pay Plan. Performance of such professional personnel will be reviewed at least annually on May 1. Increases shall not extend salary levels beyond the maximum annual rates established for the positions unless it is determined that the employee deserves a merit adjustment based on exhibited performance. The City Manager shall apprise the City Council of any such salary adjustment.

2.4.2 Job Sharing

The City recognizes that allowing full-time employees with special needs to share their regular, full-time positions with another employee without reducing the efficiency of the position or the established hours of work for the position is often beneficial.

Any regular, full-time employee in good standing may apply in writing to the department head for approval of a job-sharing arrangement. All requests will be forwarded to the Human Resources Department for review and coordination. If an appropriate person solely at the City's discretion is not found to share the position within 60 days, the request will be denied.

All job-sharing arrangements shall be governed by a job sharing agreement, which is effective for a maximum period of 12 months, but can be canceled with 30-days notice by the employee or the City. The agreement may be extended upon a written request from the employee and approval of the department head. (See Admin. Dir. 2-12, Job Sharing Program)

2.5.0 Residency Requirement/Housing Allowance Compensation

Although highly desirable, most employees are not required to maintain residency within the City limits. Fire personnel and police sworn personnel not covered by a collective bargaining agreement must live within a 27-mile radius of the Public Safety Building. Police sworn personnel covered by a collective bargaining agreement must abide by the terms of the agreement. Employees of these two departments must have the express permission of the Chief of Police, Fire Chief or Public Safety Director and the approval of the City Manager to reside outside those limits. All other City employees, except as noted below, must live within a reasonable distance to the City that will not prevent them from fulfilling the duties and responsibilities of their position.

The City Council recognizes that it is sometimes desirable and in the best interest of the community to have certain members of the staff reside within the City. These positions may consist of the following:

- City Manager
- Police Chief
- Fire Chief
- Director of Public Works
- Director of Community Development

Each position will be considered on an individual basis. The City Manager is authorized to require such residency and to provide housing assistance, with prior concurrence of the City Council, to those employees if they are required by the City Manager to establish their residency within the City. The City Manager's housing compensation will be determined solely by the City Council.

2.6.0 Auto Allowance Compensation

An expense allowance for the use of private vehicles by department heads and staff members in connection with City business may be authorized by the City Manager with the concurrence of the City Council. When authorized, the allowance shall encompass all customary and incidental travel associated with the normal performance of the individual's job-related duties and attendance at meetings and training sessions within the City and Chicago metropolitan area.

Positions in the Managerial and Administrative and Executive Staff pay schedules are eligible to receive an auto allowance. Employees required to make emergency responses may, at the department head's discretion, be allowed to take City vehicles home at night. This exception is being made to accommodate those individuals who require immediate access to equipment and radio communications in emergency situations. (See Admin. Dir. 1-11, Reimbursement of Authorized Expenses)

2.7.0 Fringe Benefits

The City has established policies and guidelines for the proper handling and taxing of certain employee fringe benefits to ensure compliance with IRS guidelines. Included in these benefits are guidelines on uniforms, logo wear, Internet connectivity, laptop computers and other miscellaneous items that may be subject to being taxed. (See Admin. Dir. 2-15, Employee Fringe Benefits)

3. HOURS OF WORK

3.1.0 Work Week Defined

Except as otherwise provided in this Part 3, the hours of work comprising full-time City employment shall be 40 hours per week and a minimum of 1,000 hours per year. For Fire Department personnel, it shall be 204 hours averaged over a 27-day period; and for Police Department personnel, it shall be 171 hours averaged over a 28-day period. It is the personal responsibility of each employee to be at his/her work station and fully prepared to begin work at the time the established departmental shift/work day begins.

3.2.0 Work Day Defined

The work day for each employee shall be the 24-hour period from the time that work is scheduled to begin until that time shall occur again. This definition shall be used whenever work day is referred to in these policies.

3.3.0 Overtime Work

It is the policy of the City to keep work in excess of established schedules at a minimum and to permit such work only when it is necessary to meet City operating requirements. It must be approved by the employee's immediate supervisor prior to the overtime being worked.

3.4.0 Established Hourly Rate Defined

The established hourly rate shall be at the rate specified in Section 2, Official Pay Plan, for the position salary range held by the employee at the time the overtime compensation is earned. The rates established by the Official Pay Plan shall be the official rates for all overtime compensation.

3.5.0 Compensation for Overtime Work

Employees shall be compensated for overtime work at the following rates:

- a. **Police Department** – Eligible sworn police personnel covered by the collective bargaining agreement shall be compensated as determined by their agreement. Sworn police personnel not covered in the bargaining unit shall be compensated at 1½ times their established hourly rate, computed on a per-hour basis for all authorized police work in excess of the regularly scheduled 8¼-hour work day and beyond the regularly scheduled work week, and for all authorized police work when called back after normal working hours or on regularly scheduled days off, including holidays. Whenever sworn police personnel are called back to work on a temporary basis, a minimum of two hours of overtime compensation will be paid.
- b. **Fire Department** – Eligible fire personnel shall be compensated at 1½ times their established hourly rate, computed on a per-hour basis for all authorized fire work in excess of the regularly scheduled 24-hour work day and beyond the regularly scheduled work week, and for all authorized fire work when called back after normal working hours or on regularly scheduled days off, including holidays. Whenever a firefighter is called back to work on a temporary basis for emergency calls, a minimum of two hours of overtime compensation will be paid.

- c. **Public Works Department** – Eligible regular full-time and part-time employees in these areas shall be compensated at 1½ times their hourly rate, computed on a per-hour basis for all authorized work in excess of the normal working day and beyond the regularly scheduled work week and for all authorized work when called back after normal working hours on regularly scheduled days off, including holidays. Full-time and part-time employees will be compensated at 1½ times their hourly rate for any authorized work in excess of 40 hours in a work week. In the event that shift changes are approved which increase the regular work day but cause the work week to remain at 40 hours, overtime will not be compensated until the hours worked extend beyond 40 hours per week. Whenever an employee in these sections, who is eligible to receive overtime, is called back to work on a temporary basis from off-duty status, a minimum of two hours of overtime compensation at 1½ times the hourly rate will be paid. During snow removal emergency shift work, employees shall be paid straight time for the first eight hours of a twelve-hour shift if that work is performed during their regularly scheduled work week and at 1½ times the hourly rate thereafter. (See Admin. Dir. 4-1, Snow and Ice Control Program)
- d. **All Other Regular Full-Time and Part-Time Employees** – Eligible regular full-time and part-time employees, except as noted above, shall be compensated at 1½ times their hourly rate, computed on a per-hour basis for all authorized work in excess of the normal working day and beyond the regularly scheduled work week and for all authorized work when called back after normal working hours on regularly scheduled days off, including holidays. Full-time and part-time employees will be compensated at 1½ times their hourly rate for any authorized work in excess of 40 hours in a work week. In the event that shift changes are approved which increase the regular work day but cause the work week to remain at 40 hours, overtime will not be compensated until the hours worked extend beyond 40 hours per week. Whenever an employee of this category is called back to work on a temporary basis, a minimum of one hour of overtime compensation will be paid.
- e. **Compensatory Time**

It is the policy of The City of Lake Forest to schedule overtime work only when deemed necessary to meet City operational needs. Regular, full-time, non-exempt employees in the following departments may elect to take compensatory time-off in lieu of overtime compensation by signing the appropriate agreement for their department ***or if covered by any applicable collective bargaining agreement (and any subsequent agreements signed during the duration of these policies)***: Community Development, CROYA, Finance, Human Resources, Office of the City Manager, Public Works, Parks and Recreation and Senior Resources. Compensatory time-off will be granted to the participating employee at a rate of 1.5 hours of compensatory time for every hour of overtime worked.

Compensatory time-off may not be taken unless the participating employee has received prior approval from his or her department head. Once a participating employee has worked overtime and received approval from his or her department head, the employee may schedule and take his or her earned compensatory time-off. A participating employee who has accrued compensatory time and has requested its use will be permitted to use that time within a reasonable period after making the request, so long as the use of that compensatory time-off does not unduly disrupt the operations of the City or the Department. Participating employees requesting compensatory time off must adhere to the same rules set forth for department vacation requests.

No participating employee shall accumulate more hours of compensatory time during a given 12-month period as set forth in the appropriate agreement he or she signed. Once a participating employee works overtime to the extent that he or she accrues the maximum compensatory time hours, the employee will be paid overtime compensation for any further overtime hours worked. Accrued hours will not be carried forth into a new 12-month period as set forth in their agreement. Employees will be issued a check for all compensatory time not used within the defined period in which it was earned equal to the number of hours accrued. The City may at any time substitute overtime cash payments in exchange for compensatory time-off hours.

Upon termination, a participating employee will be paid for unused compensatory time at a rate of compensation not less than: the average regular rate received by such employee during the last three years of the employee's employment or the final regular rate received by the employee, whichever is higher.

The City reserves the right to modify this policy and the accrual, use, and payment of compensatory time-off at any time upon notice to affected employees, subject to applicable federal and state law.

3.6.0 Positions Ineligible for Overtime Compensation

The overtime compensation provisions of Section 3.5 of this Directive shall not apply to positions in the Managerial and Administrative or Executive pay plan schedules of the Official Pay Plan of The City of Lake Forest or other positions determined to be exempt by the department head and City Manager based on the Fair Labor Standards Act and Illinois Minimum Wage Act guidelines.

3.7.0 Flex Time

Office employees may be eligible to take time off during their normal workday and make the time up at another time. This may include, but not be limited to, time off for such things as personal business, doctor/dental appointments, and school visitation. This time must be requested in writing to the department head or his/her designee at least 24 hours in advance and approval will depend on available staffing levels. The written request must include the reason for the request, the date and time needed off and when the time will be made up. No time will be granted in excess of three hours, and it must be made up within the same seven-day work period. In certain emergency situations, the department head has the discretion to waive the 24-hours advance notice requirement.

4. HOLIDAYS WITH PAY

4.1.0 Days Designated

The City of Lake Forest holidays shall be as listed below, unless changed by the City Manager. Holidays will normally be paid based on an 8-hour shift, excluding year-round special shifts such as, but not limited to, Fire and Sanitation.

1.	New Year's Day	January 1
2.	Personal Day (day of employee's choice with department head approval in lieu of Martin Luther King Day)	Earned January 1
3.	Personal Day (day of employee's choice with department head approval in lieu of Presidents' Day)	Earned February 1
4.	Personal Day (day of employee's choice with department head approval)	Earned May 1
5.	Memorial Day	Federal Holiday
6.	Independence Day	July 4
7.	Labor Day	First Monday in September
8.	Veterans Day	November 11
9.	Thanksgiving Day	4 th Thursday in November
10.	Thanksgiving Friday	Friday after Thanksgiving
11.	Christmas Eve Day	December 24
12.	Christmas Day	December 25

Personal days must be used within the calendar year in which they are earned. Time remaining on January 1 of the following year will be deleted from the employee's accruals unless special arrangements are made in advance with the employee's department head. Should special arrangements be made, the department head will complete a personnel action form noting the exception. Police and Fire personnel must use these days within the fiscal year.

4.2.0 Holiday Falling on Weekend, Working Days

When any of the above holidays falls on a Sunday, the following Monday is considered the holiday; if any falls on Saturday, the preceding Friday is celebrated as the holiday. For employees who maintain essential City services or who work on shift assignments, or for regular employees on vacation, the policy shall be followed that when a holiday falls on one of their regular days off or during their vacation period, they receive another day off as scheduled by their department head.

For those who receive another day off in lieu of the holiday, the time must be used within the fiscal year in which it is earned. Time remaining on May 1 of the following fiscal year will be deleted from the employee's accruals unless special arrangements are made in advance with the employee's department head. Should special arrangements be made, the department head will complete a personnel action form noting the exception.

Whenever Christmas Eve and/or Christmas Day falls on a Saturday or Sunday, the preceding Friday and following Monday will be observed as the Christmas Eve and Christmas Day holidays unless otherwise designated by the City Manager.

4.3.0 Holiday Bonus

When a probationary or regular full-time employee is scheduled to work a minimum eight-hour shift on a City holiday, that employee will receive a holiday bonus of \$130. Employees “swapping” days with a regularly scheduled employee will be eligible to receive this holiday bonus in lieu of the person with whom they “swapped”. For employees working shifts in 24-hour/7-days-a-week departments, the employee who works the official holiday is paid the bonus, not the employee who works the “celebrated” holiday (i.e., if July 4 falls on a Saturday and is celebrated by the City on Friday, July 3, the employee who works on July 4 receives the bonus). This bonus is subject to all normal withholding. It does not apply to employees who are called back for emergency work, but only those scheduled to work as part of their normal shift in order to maintain appropriate coverage. Employees called back for emergency situations or coverage will be covered under Section 3.5.0 of these policies. Executive Classification employees are exempt from this holiday bonus.

5. LEAVE POLICY

5.1.0 Vacation Schedule

<u>Years of Service</u>	<u>Hours Earned Per Pay Period</u>	<u>Hours Earned Per Year</u>
1 to 5	3.08	80
6	3.38	88
7	3.69	96
8	4.00	104
9	4.31	112
10	4.62	120
11	4.92	128
12	5.23	136
13	5.54	144
14	5.85	152
15-19	6.15	160
20	6.46	168
21	6.77	176
22	7.08	184
23	7.38	192
24+	7.69	200

Vacation hours accrued at the end of each pay period are available for use, dependent upon individual department policies and the department head's discretion. New employees may use the vacation benefits accrued with their department head's discretion. ***Employees are not allowed to use vacation time before it is earned, thus creating a negative balance.***

A regular part-time employee will earn vacation and holiday time with pay equal to the percentage of time worked compared to a regular, full-time employee.

Due to different hours of work, Fire Department personnel working shift assignments shall accrue vacation benefits at an equal, but different formula rate than other municipal employees. The annual accrual is the same.

Vacation leave should be taken on consecutive days. Eligible leave should be taken during the fiscal year earned. Depending upon departmental or personal circumstances, a period of vacation leave may be restricted to two (2) weeks at any one period and, in certain cases, eligible vacation may be deferred to the following fiscal year with the approval of the City Manager. Every effort will be made to grant vacation during periods requested by employees, consistent with the operational needs of the various departments. The City reserves the right, by action of the department head and the City Manager, to approve or disapprove actions with regard to granting of vacation requests.

Holidays observed or periods of significant illness occurring during a vacation leave period are not charged against vacation leave, but are charged against applicable holiday or sick leave. Also, if a pay day is to fall within a planned vacation period, an employee may request to receive eligible pay before leaving on vacation.

Employees are not permitted the choice of working for extra pay instead of taking their vacation. However, in special circumstances, when in the best interests of the City and upon the approval of the City Manager, the City may purchase a portion of the accrued vacation of an employee at the employee's then-established salary rate.

Employees are not permitted to accrue more vacation than they earn in one year plus 80 hours (*112 hours for sworn fire personnel*). *Time exceeding the earned amount plus the 80 hours (112 hours for sworn fire personnel) on May 1 of the fiscal year will be deleted from the employee's accruals unless special arrangements are made in advance with the employee's department head. Should special arrangements be made, the department head will complete a personnel action form noting the exception.* Upon separation from City service, a regular employee will be paid for accrued but unused vacation leave.

5.2.0 Sick Leave with Pay

All regular, full-time employees accrue paid sick leave benefits at the rate of 3.69 hours per pay period to a maximum of 960 hours. An employee who utilizes sick leave for an entire pay period does not earn sick leave for that period.

Sick leave with pay is authorized only if employees notify their department head or immediate supervisor of the necessity for absence in advance of the assigned time to start work. An employee whose work requires a substitute for a particular shift assignment is required to give reasonable notification in advance of the assigned time to start. An employee using paid sick leave benefits is not authorized to work secondary employment while unable to work for the City unless authorized by the employee's department head.

Sick leave with pay may be used for:

- a. Any bona fide personal illness, injury or pregnancy.
- b. Quarantine for contagious disease.
- c. Doctor/dental appointments.
- d. Illness of immediate family member (includes parents, in-laws, children, spouse, siblings and grandparents or at the department head's discretion)

As a condition to the granting of paid sick leave benefits, any employee may be required to file a certificate of health examination by a practicing physician approved by the City and conform to any medical advice contained therein as directed by the City Manager. A Personnel Action Report must be filed whenever an employee is out for 3 consecutive work days, and a signed medical release must be received in order for the employee to return to work. If, in the opinion of the City Manager upon recommendation of the department head, an employee is unfit to perform essential functions of the job with or without accommodation, or if the health or safety of other employees or the public is jeopardized, such employee may be offered the opportunity to apply for eligible pension or disability benefits and may be granted a leave of absence without pay or may be separated from City service. (See Admin. Dir. 2-5, Use of Personnel Action Form)

While every effort will be made to accommodate employee requests, use of sick leave under items c and d may be denied if emergency situations exist or staffing levels require the employee's presence.

In a case of very serious or prolonged personal illness or for family leave as defined in Section 5.8 of these policies, an employee who uses all accumulated sick leave may use all accumulated vacation and holiday leave for sick leave purposes before being removed from

full pay status. However, regardless of any other City policy or procedure, the time on leave for a prolonged personal illness or on light duty may not exceed six (6) months (or 30 days beyond the expiration of benefits pursuant to the Public Employee Disability Act for full-time sworn police and fire personnel entitled to such benefits), even if the employee has not exhausted all accumulated leave, unless an exception is made by the City Manager or otherwise required by law. Upon exhaustion of the above benefits, the employee may have the opportunity to apply to the appropriate pension or retirement plan for eligible disability benefits or for a leave of absence as defined in Section 5.6 of this policy. (See Admin. Dir. 2-6, Limited Duty Policy)

Every year, employees who use four or fewer sick days may choose to receive a payout of some of their unused sick time, based on the following table:

Number of sick days used by employee during the year	Number of days the employee may elect to receive payout for (at 100% of salary)	Amount of annual sick days employees may save in their bank (up to maximum of 960 hours)
0 days	5 days	Balance of their 12 days (12 – (days used) – (days paid out))
1 or 2 days	3 days	Balance of their 12 days (12 – (days used) – (days paid out))
3 or 4 days	1 day	Balance of their 12 days (12 – (days used) – (days paid out))
5 or more days	No payout	Balance of their 12 days (12 – (days used) – (days paid out))

The payout is valued at 100% of salary, and it doesn't matter how many hours the employee has saved in their sick bank, only how many sick days the employee used that year. Usage of more than four (4) hours of sick time during a scheduled shift, including partial hours, will constitute use of a sick day for purposes of this policy. For firefighters, use of a sick day refers to one 16-hour shift, but, for purposes of this policy, payouts are made based on an 8-hour day. The employee can choose to receive this payout in cash less standard withholdings, or they may have it transferred to their 457 account on a pre-tax basis.

If an employee's total sick leave accrual has reached the 960-hour maximum, the employee will not be permitted to bank any additional sick leave. However, the employee may still participate in the payout options described in this policy.

If an employee's total sick leave accrual has not reached the 960-hour maximum, and the employee elects to take an annual payout, any sick time not paid out will be placed into a separate accrual bank that may not be paid out at a later date. If the employee elects not to take an annual payout, all sick leave will be placed into a separate accrual bank that may be paid out at a later date. The two banks together cannot exceed 960 hours.

On separation in good standing, an employee having time accrued and not previously bought down will be eligible for a buyout based on the following guidelines: a minimum accrual of 480 hours and not more than 952 hours of sick leave shall receive compensation equal to 20% of all hours accrued at the employee's current straight pay rate; an employee having a minimum of 953 hours of sick leave accrued shall receive compensation equal to 40% of all hours accrued at the employee's current straight pay rate. Employees who have not accrued at least 480 hours of sick leave or who have done an annual payout will not receive any compensation for that time upon separation from employment.

Illinois Municipal Retirement Fund (IMRF) allows retiring members up to one year additional pension service credit for unpaid, unused sick leave accumulated with their last employer. One month of service is credited for every 20 days, or fraction thereof, of unpaid, unused sick leave not to exceed 240 days (one year).

5.2.1 Voluntary Sick Leave Donation Program

All regular full- and part-time employees with a minimum of 160 hours of sick leave on the books may be eligible to donate up to 40 hours of accumulated sick leave per occurrence (more with department head approval) to another regular full- or part-time employee who has a catastrophic illness or injury either to themselves or an immediate family member.

A catastrophic illness or injury is one that is expected to incapacitate the employee or an immediate family member for an extended period of time, provided taking extended time off work creates a financial hardship for the employee because all sick leave and other paid time off has been exhausted. Examples may include, but are not limited to, life threatening injury or illness, cancer, AIDS, heart surgery, stroke, etc. An immediate family member includes parents, in-laws, children, spouse, siblings and grandparents or at the department head's discretion.

The employee receiving donations (recipient) must have exhausted all available leave (sick, vacation, holiday, etc.) before becoming eligible to apply for this program. To apply, the employee must notify the Human Resources Director in writing of his/her desire to have a notice posted requesting donated time. No donations will be accepted without the recipient's written request.

Employees wishing to donate time (donors) should notify the Director of Human Resources in writing, noting how much time they wish to donate and whether or not they wish to remain anonymous in their donations. They will have the time deducted from their sick leave banks and this time will not count towards any other buy-back programs. However, the donors will not be penalized in any way by having this time deducted, such as being included in any other sick leave incentive programs.

All donated time must be in increments of 8 hours and will be considered on an hour-for-hour basis, regardless of the pay level of the donor and recipient. Any unused donated time will be returned to the donors on a prorated basis.

This policy shall in no way extend the time off beyond 6 months unless an exception is made by the City Manager or otherwise required by law and will work in conjunction with all other City policies.

5.3.0 Emergency Leave

Absences because of death of a member of the immediate family (includes parents, in-laws, children, spouse, siblings and grandparents or at the department head's discretion), when the employee's presence is required away from work, can be taken as paid emergency leave. The use of leave for this purpose shall not exceed 24 hours in a calendar year, and only when specifically authorized by the employee's department head. Time in excess of 24 hours must be taken from the employee's accrued vacation time and must be approved by the department head.

Hospitalization of any member of the immediate family when it can be clearly shown that an employee's presence is required can also be used as paid emergency leave. Immediate family includes parents, in-laws, children and spouse only. The use of leave for this purpose shall not exceed 24 hours in a calendar year. Time in excess of 24 hours must be taken as sick leave and have department head approval.

In the case of leave for a hospitalization, if the leave is foreseeable based on planned medical treatment, employees are required to make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the department, and also required to provide 30 days advance notice, or, if the treatment is in less than 30 days, such notice as practicable.

The emergency leave consists of a total of 24 hours per year, whether used for a funeral or hospitalization, and the employee is not compensated if the leave is not used.

5.4.0 On-the-Job Injury and Disability Leave

If an employee is injured on the job, no matter how slightly, the injury must be promptly reported to the immediate supervisor and a written accident report filed. Medical and hospital expenses incurred due to bona fide work-related injuries will be paid in accordance with City policy and applicable provisions of the Illinois Worker's Compensation Act, provided proper and prompt notice of the accident has been reported by the employee to the department head. (See Admin. Dir. 6-3, Accident and Injury Investigation)

A regular full-time employee on injury leave may be compensated up to a maximum of 30 calendar days at the salary rate he/she was making at the time of the accident, less deduction of the amount paid by the City's Worker's Compensation insurance carrier (full-time sworn police and fire personnel entitled to benefits pursuant to the Public Employee Disability Act are covered for up to 365 calendar days). After the 30-day time period (or 365-day time period for full-time sworn police and fire personnel who are entitled to benefits pursuant to the Public Employee Disability Act), employees may elect to use accumulated sick leave and/or vacation credits to continue receiving full pay. If so, the employee will be charged at a rate of 33-1/3% from accumulated leave. Should the employee not elect such action or should all such accumulated credits be exhausted, the employee may apply for disability under provisions of the applicable retirement or pension fund. Once the employee is no longer receiving full compensation from the City, he/she may be eligible to receive compensation payable under the Illinois Worker's Compensation Act in addition to eligible retirement or pension fund benefits. (See Admin. Dir. 2-6, Limited Duty)

This policy shall in no way extend an employee's total leave period or time performing light-duty work beyond six (6) months (or 30 days beyond the expiration of benefits pursuant to the Public Employee Disability Act for full-time sworn police and fire personnel entitled to such benefits) unless an exception is made by the City Manager or otherwise required by law. This policy will be applied in conjunction with all other City policies. (See Admin. Dir. 2-6, Limited Duty Policy)

All vacation, sick leave and holiday leave earned while on injury leave shall accrue at the employee's regular rate.

5.5.0 Military Service, Training

The City will follow all applicable Federal, State and local laws regarding employees who are required to fulfill a military commitment.

5.6.0 Family Military Leave Act

Any employee who has been working for at least 12 months, who has worked at least 1,250 hours in those months, and who is the parent or spouse of a person called to state or United States military service lasting longer than 30 days is entitled to unpaid family military leave of up to 30 days while the deployment order is in effect. An employee may not take family military leave unless the employee has used all accumulated vacation leave and holiday leave.

5.7.0 Leave of Absence

The City Manager may grant a leave of absence with or without pay to any regular employee for such reason and period as the City Manager may determine, not exceeding twelve (12) consecutive months. All requests for such leave must be submitted in writing by the employee via his/her department head to the City Manager. Such leave will be granted only when it will not adversely affect departmental operations and is not detrimental to the best interests of the City.

Upon expiration of the approved period of absence, the employee may be reinstated in the position held at the time leave was granted. An employee who fails to return to full duty at the expiration of the leave shall be deemed to have resigned and will be separated with cause.

During the leave of absence, the employee will not be eligible for City benefits. Should the employee wish to remain covered by the City's insurance during the leave of absence, COBRA laws will apply unless the leave is a paid leave, in which case the insurance will be paid in the same manner as if the employee were actively working.

5.8.0 Absence Without Leave

Absence of an employee from duty, including any absence for a single day or part of a day, that is not specifically authorized shall be without pay and serve as a basis for disciplinary action. An employee who absents himself/herself from the job for three consecutive days without authorized leave shall be deemed to have resigned and will be separated with cause.

5.9.0 Family and Medical Leave

An employee who has worked a minimum of 1,250 hours during the 12 month period prior to commencement of a leave is entitled to 12 weeks of unpaid job-protected leave during any 12-month period for his/her own serious health condition which makes him/her unable to perform the essential functions of his/her position, or because of the birth or placement of an adopted or foster care child, or to take care of a child, spouse or parent who has a serious health condition. Parent does not include a parent "in-law". When married employees both work for the City, they are entitled to a combined total of 12 weeks for the birth, adoption or foster care of a child or to care for a parent with a serious health condition. However, the limitation does not apply to leave taken by one spouse to care for the other who is seriously ill, to care for a child with a serious health condition or to care for the employee's own serious illness. Leave to take care of a serious health condition; whether the employee's own or that of relatives, may be taken in a single block of time or intermittently. However, unless the City and employee agree, leave taken for the birth or placement of a child may not be intermittent. In any case, the City and employee may agree to implement the leave through a reduced work schedule.

The 12-month period shall be measured backward from the date an employee uses any Family and Medical leave. Leave for a job-related injury will be credited against Family and Medical leave.

"Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition involving either inpatient care or continuing treatment by a health care provider. Employees requiring further clarification of the term "serious health condition" should refer to the Family and Medical Leave Act and the regulations interpreting that statute.

Employees must use all accumulated sick leave and vacation and holiday leave. Use of accumulated leave for an extended period for any reasons covered under this policy will be considered as part of the 12 weeks of family leave. Upon exhaustion of these benefits, the employee may request an unpaid leave of absence as defined in Section 5.6 of these policies. During this 12-week period, the City will arrange for continuing health benefits with the City and employee paying the same portions of the cost as if the employee were still working. Any unpaid leave approved beyond the 12 weeks will fall under COBRA laws. An extension of the 12 weeks leave will cause an employee to forfeit reinstatement rights under the Family and Medical Leave Act.

If the need for a leave due to medical treatment is foreseeable, an employee must make a reasonable effort to schedule the treatment so that it does not unduly interrupt City operations. An employee taking leave for such treatment, or for the birth, adoption or foster care of a child, must provide 30 days notice or, if that is not possible, as much notice as is practicable.

If leave is based on a serious health condition, the City will require certification of the need for medical leave, including, but not limited to, the date on which the serious health condition arose, its probable duration, and medical facts regarding the condition. Where the leave results from the employee's own condition, the City will also require a statement that the employee is unable to perform his/her job functions. A second certification or periodic recertification may be required by the City at its expense. If the first and second certifications conflict, the City may, at its expense, require a third opinion from a health care provider. The employee and employer must agree on the selection of the third health care provider, whose opinion is binding on the parties.

5.10.0 Miscellaneous Leave Policies

Department heads have authority to approve vacation, jury duty (when the employee receives an official summons), on-the-job injury leave, emergency and sick leave with pay. Such leaves of absences may be requested by the employee, approved by the department head and reported to the Human Resources Department. Leaves of absence for other purposes, with or without pay, may be authorized by the City Manager.

A regular employee selected for **jury duty** may be granted a leave of absence and receive his/her regular salary. Any jury pay or fees shall be signed over to the City.

In cases where an employee attends **court sessions as a defendant**, subpoenaed witness or plaintiff in conjunction with that employee's employment, the employee may be paid for the period of absence. An employee receiving full pay shall sign over to the City any payments received for court appearances.

Blood Component Therapy donors must register their participation in the program with their supervisors. They may be excused with pay to participate in this program provided there is an immediate need by the blood bank.

All employees in the Executive and Managerial Classifications who exhibit above-satisfactory job performance may be eligible for **sabbatical leave** if they have ten years of continuous service with the City and at least five years in their present position. (See Admin. Dir. 2-27, Executive Sabbatical Program)

The City complies with the **Illinois School Visitation Rights Act** by allowing employees to take up to eight hours of unpaid leave per school year, with no more than four hours being taken in one day. An employee requesting leave under this Act must provide a written request for the leave at least seven days in advance, except in the case of emergencies. This leave is intended to be used as a last resort by employees who have no other paid (vacation or personal) leave available and who have made every attempt to schedule the visit during non-working hours. The employee must provide his/her supervisor with documentation of the visit as provided by the school administrator within 2 working days of the school visitation. If notice is not provided within the required time frame, the employee is subject to the City's standard disciplinary procedures for unexcused absences. This is unpaid leave, however, the City will make every effort to accommodate an employee who wishes to make up the time, provided it is not disruptive to normal City operations.

6. RETIREMENT AND DEFERRED COMPENSATION

6.1.0 Retirement, Pension Plans

Regular full-time, regular part-time employees working over 1,000 hours in a year shall be covered by retirement or pension plans in accordance with statutory requirements. The authorized retirement and pension plans for City employees shall be the Illinois Municipal Retirement Fund, the Police Pension Fund and the Firefighters' Pension Fund.

6.2.0 Deferred Compensation Plan

Employees may participate in a deferred compensation plan as authorized by the City Council. Employees must execute Joinder Agreements with the applicable organization, and the agreements must be approved by the City Manager.

Employees have the option of utilizing the \$150 City contribution to the Flexible Spending Account as a contribution to their deferred compensation account as described under Section 8.6 of these policies.

6.3.0 Out-of-State Service Credit

Employees participating in the Illinois Municipal Retirement Fund may be eligible to be credited with additional time on their pensions if they have participated in a public employee pension system in another state prior to joining the City. Applications will be considered by the City Council if the employee is in good standing and has been with the City for a minimum of two years but not more than three years. Requests received after the three-year timeframe will not be considered. Consideration will be on a case-by-case basis, and approval will be based on various factors including budgetary constraints. The employee is responsible for initiating the application process through the Human Resources Department. All applicable IMRF rules apply.

6.4.0 Retiree Health Savings Plan

All regular full-time and regular part-time employees will have the opportunity to voluntarily participate in a Retiree Health Savings Plan (RHS) as authorized by the City Council by having contributions placed into an RHS account. Before-tax contributions will be placed into the individual accounts at the beginning of each quarter, with payroll deductions occurring on a per-pay-period basis.

Due to recent IRS rulings on the RHS plan, there may be changes made to this plan effective January 1, 2008. Exact details will be distributed to eligible employees prior to the January date.

7. DISCIPLINE, GRIEVANCES AND FEEDBACK

7.1.0 Procedure in Handling Disciplinary Action, Grievances

The City Manager, as the chief administrative officer of the city, is responsible to the Mayor and City Council for the administration of all affairs, departments and offices of the City. As directed by the City Manager, department and division heads are responsible for the maintenance of a high standard of efficiency on the part of assigned employees, and for enforcement of good discipline, safety and proper personal conduct. They are authorized to use appropriate disciplinary measures as approved by the City Manager. Such action may consist of a warning or the recommendation for demotions, suspensions without pay or dismissal, even for a first offense, as defined below:

Warning — written reprimand.

Demotion — Reduction in salary or assignment to a position of less responsibility or both.

Suspension Without Pay — Temporary separation from the City service without pay for disciplinary purposes where the cause is not considered sufficiently grave to require dismissal.

Dismissal — Permanent separation from the City service for such causes including, but not limited to, serious misconduct (on or off duty); insubordination; unsatisfactory job performance; dishonesty; intoxication or drug use; carelessness, negligence or violence toward City property or fellow employees; endangering other employees and/or the public through careless, negligent or substandard job performance; unauthorized or excessive absences; habitual tardiness; or personal acceptance and appropriation of any fee, reward, gift, tip or other remuneration received solely for the performance of official duties or in connection with his/her municipal employment.

The level of discipline to be applied in a specific circumstance will be determined solely by the City. The City may consider the seriousness of the offense, the repetitive nature of the action, and the employee's prior work and disciplinary record when handing out discipline.

The disciplinary procedures set forth in this policy do not apply to police and fire personnel who are subject to the disciplinary rules set forth in the Illinois Municipal Code and in applicable collective bargaining agreements. (See Admin. Dir. 2-19, Disciplinary Procedures)

7.2.0 Appeals from Disciplinary Action

Upon notification by the department head, an employee receiving disciplinary action has the right to a hearing before the City Manager. The employee must file a written request within 48 hours of notification of the disciplinary action which states the basis of the appeal and the remedy that is being requested. The decisions of the City Manager made in accordance with approved policy shall be final. (See Admin. Dir. 2-19, Disciplinary Procedures)

7.3.0 Insurance Ramifications

Any employee suspended for more than 30 days may maintain their City-provided insurance at their own expense. An employee who is dismissed may or may not be eligible for continuation of medical and dental coverage at their expense. Federal COBRA guidelines will apply.

7.4.0 Employee Feedback

To create an organization-wide environment for the expression of ideas, concerns and opinions of all employees, a communication system has been established to supplement the organization's formal chain-of-command. This feedback process has been undertaken to involve employees in the decision-making process, to create teamwork, to develop effective communications and cooperation throughout the organization and to build employee commitment to organizational goals. (See Admin. Dir. 2-11, Organizational Feedback/Information Sharing)

8. INSURANCE AND HEALTH BENEFITS

All of the benefits provided by the City are subject to the terms of the relevant insurance policies. The City has the right to change benefits and policies from time to time.

8.1.0 Authorization for Payment of Health Insurance Premium

Upon written application, group medical insurance coverage is available to all regular employees.

The City will pay a portion of the cost of the health insurance plan for individual employee coverage. If desired, employees may extend coverage to their families; the City will pay a portion of the cost of the total health insurance plan for dependent coverage on a monthly basis as approved by the City Council.

Application for these benefits must be made within thirty (30) days from the date of employment or during an annual open enrollment period.

8.2.0 Authorization for Payment of Dental Insurance Premium

Upon written application, group dental insurance coverage is available to all regular employees.

Application for these benefits must be made within thirty (30) days from the date of employment or during an annual open enrollment period.

The City will pay all or a portion of the cost of the total dental insurance plan for individual employee coverage. If desired, employees may extend coverage to their families by paying the dental insurance plan dependent coverage portion.

8.3.0 Authorization for Payment of Life Insurance Premium

Upon written application, group life insurance with accidental death and dismemberment coverage may be available to all regular employees with additional voluntary coverage available for employee purchase.

8.4.0 Health and Dental Insurance Program for Retired Employees

Employees who retire may continue their health and dental insurance at their expense. This benefit will be administered in a manner as set forth in Administrative Directive 2-20, Hospitalization and Dental Insurance for Retired Personnel.

8.5.0 Employee Assistance Program

The City has made arrangements with Family Services of South Lake County whereby employees and/or their family members can receive counseling. A family member is defined as a spouse, child or parents. The first 12 sessions will be paid for entirely by the City. The City will pay 75% of the next 12 sessions. Thereafter, should counseling continue past 24 sessions, the City will pay 50%. The employee will be charged for the portion of the fee the City does not pay (i.e., 25% and 50%) on the basis of ability to pay. When a period of time has elapsed between counseling sessions, Family Services of South Lake County will make the determination on whether or not it is a new event or a continuation of a previous event for billing purposes.

Other types of programs may also be available. To find out about any additional programs, the Director of Human Resources should be contacted. (See Admin. Dir. 2-3, Alcohol and Substance Abuse)

8.6.0 Flexible Spending - FLEX

All full-time and regular part-time employees are allowed to participate in the FLEX PLAN. The Internal Revenue Code Section 125 permits employees to take advantage of current tax laws, while providing some flexibility in benefit selections.

The City will provide \$150 per flex plan year for each regular employee to be used for unreimbursed medical expenses only. Regular part-time employees will receive a pro-rated amount to be used for unreimbursed medical expenses. Employees will be allowed to make contributions to cover reimbursement (before-tax dollars) in the following areas:

- Medical insurance premium
- Dental insurance premium
- IMRF Voluntary Life insurance premium
- Certain AFLAC premiums
- Vision care (examination, prescription glasses)
- Hearing care (examination and aid)
- Prescription drugs
- Day care services (\$5,000 annual maximum)
- Medical and dental care deductibles
- Unreimbursed medical and dental expenses

Should an employee choose, the \$150 City contribution may be placed in a deferred compensation program. Employees must insure they do not exceed the maximum allowable contribution amount by use of the \$150 in this manner.

Whichever option chosen, employees will have to "Think Healthy" in order to receive the \$150 contribution by doing something from a list of healthy options. This will be explained each year prior to the time to sign up for the flex plan.

The flex plan runs from January 1 through December 31 of each year. Every eligible employee, whether they receive the \$150 City contribution or not, will be asked to make an election to participate in this program in December. Those choosing to participate will have their elected amount withheld through payroll deductions based on 26 pay periods. Those not wishing to participate must sign the form in the area noting that they decline.

All funds contributed to the flex account must be used within the year in which they are pledged. Employees have 90 days following the end of the plan year to submit charges to the flex account, however, the charges must have been incurred during the plan year and must be received by the plan administrator with appropriate documentation before the end of this 90-day period. Any unused funds are not reimbursable to the employee, but will be used for employee benefits or functions.

8.7.0 Continuation of Benefits

On April 7, 1986, a Federal law (Consolidated Omnibus Budget Reconciliation Act - COBRA) was enacted requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage in certain instances where coverage under the plan would otherwise end.

Employees covered by the City's insurance have a right to choose this continuation coverage if they lose their group health coverage because of a reduction in hours of employment or the termination of employment for reasons other than gross misconduct.

A covered spouse has the right to choose continuation coverage if he/she loses group health coverage for any of the following reasons:

- a. Employee's death.
- b. Termination of employee's employment (for reasons other than gross misconduct) or reduction in employee's hours of employment.
- c. Divorce or legal separation from employee.
- d. Employee becomes eligible for Medicare.

In the case of the dependent child of an employee, he/she has the right to continuation coverage if group health coverage is lost for any of the following reasons:

- a. Employee's death.
- b. Termination of employee's employment (for reasons other than gross misconduct) or reduction in employee's hours of employment.
- c. Parents divorce or legal separation.
- d. Employee becomes eligible for Medicare.
- e. The dependent ceases to be a "dependent child" under the Plan.

Under the law, employees or a covered dependent has the responsibility to notify the Human Resources Department in the event of divorce, legal separation, or a child losing dependent status within 60 days of any of the above-named actions or the day coverage would end under the plan because of the action, whichever is later.. They will then be advised of their or their dependent's responsibilities relative to continuation of coverage. Under the law, they have at least 60 days from the date of employer notification or the date they would have lost coverage because of the event to let Human Resources know that they want continuation coverage.

Any children born or adopted during COBRA coverage are qualified beneficiaries and, as such, have the same rights as employees. Consequently, COBRA participants may change their coverage status upon the birth or adoption of a child.

If continuation of coverage is not chosen, the group health insurance coverage will terminate. If they choose continuation coverage, the City is required to give coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. The law requires that employees be afforded the opportunity to maintain continuation coverage for three years unless group health coverage is lost because of a termination of employment or reduction in hours. In that case, the required continuation coverage period is 18 months. However, the law also provides that continuation coverage may be cut short for any of the following reasons:

- a. The Employer no longer provides group health coverage to any of its employees.
- b. The premium for continuation coverage is not paid.
- c. They become covered under another group health plan that does not contain any exclusion or limitation regarding any pre-existing condition.
- d. They become eligible for Medicare.
- e. They were divorced from a covered employee and subsequently remarry and are covered under their new spouse's group health plan.

Insurability does not have to be shown to choose continuation coverage. However, under the law, the covered person will have to pay all of the premium for continuation.

Persons with COBRA continuation health coverage as a result of termination of employment (or reduction in hours) and who are disabled under the Social Security Act at the time of the qualifying event can extend the continuation period from 18 months to 29 months. To be eligible for this extension, the qualified beneficiary must notify the Human Resources Department before the end of the initial 18 months of COBRA coverage and within 60 days of receiving notice from Social Security. In the event certification of disability under the Social Security Administration takes place for any qualified beneficiary at the time or within 60 days of the time COBRA coverage begins, coverage may be continued for 29 months. If the individual entitled to the disability extension has non-disabled family members who are entitled to COBRA continuation coverage, the non-disabled family members are also entitled to the 29-month extended period of coverage.

The maximum premium for the additional 11 months of coverage is 150% of the cost of coverage rather than the 102% rate set for the initial 18 months.

8.8.0 HIPPA Privacy Rule

The City complies with the HIPPA Privacy Rules in dealing with your personal health information (PHI). (See Admin. Dir. Section 7)

9. MISCELLANEOUS REGULATIONS

9.1.0 Physical Fitness

It shall be the responsibility of each employee to maintain the standards of physical fitness required for performing his/her job. Whenever a department head determines that the physical condition of an employee is endangering the safety of fellow workers or causing the employee's inability to perform essential job functions, the employee may be requested to submit to a medical examination by a City-approved physician, without expense to the employee, for the purpose of determining physical condition relative to City employment.

It shall then be the duty of the individual, when recommendations are made by the examining physician, to follow all directives and recommendations concerning his/her physical condition or be subject to disciplinary action, including dismissal.

The City will take all steps necessary to reasonably accommodate those qualified individuals with disabilities who can perform the essential functions of the job with or without an accommodation pursuant to the Americans with Disabilities Act.

Certain positions will be required to take regular physical exams based on OSHA standards. These will be paid for by the City. (See Admin. Dir. 2-10, Medical Examination Policy)

9.2.0 Personal Use of City Property

The use of any City property for personal use is prohibited. However, the facilities at the Municipal Services Garage may be used by regular City employees outside normal work hours. Special guidelines apply. (See Admin. Dir. 6-7, Use of Fleet Maintenance Garage)

9.3.0 Political Activity

While on duty by the City, all employees shall refrain from soliciting or receiving any subscription, contribution, or political service from any person for any political purpose pertaining to the government of the City. Further, they shall not work at the polls (politically) or circulate petitions or campaign literature for elective City officials while at work or on duty. ***Individuals employed by the City in any capacity will not be considered for appointment to any City board or commission, except as directed by State Statute (i.e., Police and Fire Pension Boards). The Mayor, with the approval of the City Council, may waive this restriction if it is determined to be in the best interest of the City.***

However, nothing in this section shall be construed to prevent employees from becoming or continuing to be members of any lawful political organization, from attending lawful political meetings, from expressing their views on political matters, or from voting with complete freedom in any election.

9.4.0 On-the-Job Safety

As a regular part of City employment, each employee is expected to conduct himself/herself and handle equipment in such a manner as to avoid accidents. Employees are responsible for observing all safety rules and using available safety devices and are responsible to report unsafe conditions or equipment to their department head. (See Admin. Dir. Section 6, Employee Safety Procedures)

The Illinois Mandatory Seat Belt Law mandates the use of safety belts for both the drivers and front seat passengers of public and private vehicles. The provisions of this law will apply as an official policy to all City vehicles being driven on public roadways to, from or between job sites, and also during extended periods of driving. Certain necessary exemptions are allowed under the law, including those permitted for vehicles where the driver or passengers frequently stop and leave the vehicle, provided the speed of the vehicle between stops does not exceed 15 miles per hour. The following vehicles will therefore be exempted from the routine use of safety belts:

- Public Works scooters
- Parks Section vehicles used for mowing and litter pick up
- Vehicles used by the Water & Sewer Section for catch basin cleaning and reading water meters
- Parking enforcement

These exemptions do not apply when these vehicles are being driven on public roadways to, from or between job sites, and during extended periods of non-stop driving. The exemption only applies for the periods when these vehicles will be frequently stopping or involved in non-roadway driving situations.

To promote personal and vehicular safety, departmental safety committees shall be established to investigate accidents and unsafe conditions. The committees will review details encompassing each accident and unsafe condition, as requested, and will submit its findings with recommendations to the department head, who will determine final disposition of each case. Disciplinary action may be taken against employee(s) if employee negligence is proven to be a factor contributing to the accident or the cause of an unsafe condition.

9.5.0 Public Information

It shall be the responsibility of the City Manager or his designate to verify and/or disseminate all information released in the name of the City.

9.6.0 Public Relations

All City employees shall be responsible for providing municipal services to the public in a courteous, polite manner free from discrimination because of race, color, sex, religion, age, disability or handicap, national origin, ancestry, creed, marital status, sexual orientation, citizenship status, veteran status, or any other class protected by law.

9.7.0 Gifts and Gratuities

City services are not to be extended by employees in exchange for special awards, gifts or other remuneration from outside individuals or organizations. When an employee receives any offering as a result of their status as a City employee, such receipt must be reported in writing at once to their department head and retention of the gift will be conditioned on the department head's approval based on department policy and in accordance with State and local laws then in effect.

9.8.0 Patents

Any City employee inventing or designing a product for the City while in its employ shall enter into all necessary and proper agreements to assign all that right and property interest in and to such design and/or patent to The City of Lake Forest without compensation.

9.9.0 City-Owned Recreational Facilities

Upon showing either an employee I. D. card or proof of retirement from City service, a regular full-time or regular part-time employee or retired employee and his/her dependents, if non-residents, may utilize the following at resident rates:

- Golf Course
- Boat Ramp
- Beach*
- Library
- Recreation Center

*Current employees will be eligible to receive one beach pass or City vehicle sticker, if a resident, at no cost each year.

9.10.0 Purchase of City Cemetery Lots

Any full-time or regular part-time employee of The City of Lake Forest is eligible to purchase Lake Forest Cemetery lots at the resident rate. (Authorized by the Lake Forest Cemetery Commission on December 6, 1983.)

9.11.0 Smoking Ban

To set forth policies governing City employee compliance with the Lake Forest Smoking Ban Ordinance, the following restrictions will be in place for employees:

- *All buildings are smoke free;*
- *No one is allowed to smoke within 25 feet of an entrance to any City building;*
- *Smoking is not allowed in any City vehicle;*
- *Smoking is not allowed in City parks;*
- *Smoking is not allowed at the train platforms;*
- *Smoking is not allowed in Market Square, including sidewalks in the Square;*
- *Smoking is not allowed at the Beach;*
- *Golfers are allowed to smoke at the Deerpath Golf Course, however, they must be 75-feet away from the clubhouse; and*
- *Smoking is allowed in parking lots as long as it is not within 25 feet of an entrance to any City building.*

(See Admin. Dir. 2-28, Lake Forest Smoking Ban Ordinance Compliance)

9.12.0 Education/Training Reimbursement

Recognizing the correlation between formal education and training achievement and the level of employee performance, an education/training reimbursement policy has been adopted to provide reimbursement for costs incurred while participating in certain education and training activities. In order to receive reimbursement through this program, application forms must be submitted in advance of the starting date of the course to the employee's department head, who will then submit them to the Director of Human Resources if it is determined that the course meets the criteria for reimbursement. (See Admin. Dir. 2-9, Education/Training Reimbursement)

9.13.0 Employee Use Computers and Electronic Communications Systems

The Computers and Electronic Communications Systems (email, Internet, personal computers) is a valuable tool owned and maintained by the City. Use of the systems is afforded to employees for the purpose of improving their ability to perform the duties of their jobs. All users must abide by the terms and conditions of the policy. (See Admin. Dir. 2-4, Computers and Electronic Communications Systems Policy)

9.14.0 Restrictions on Duty-Issue Firearms Possession

In order to comply with the requirements of a Federal law signed into law on September 30, 1996, which enacted a prohibition on the possession by or transfer or sale of firearms to individuals convicted of misdemeanor domestic violence crimes, the City must obtain information regarding convictions for such offenses from those employees to whom the City provides a duty-issue firearm or firearms. (See Admin. Dir. 2-23, Restrictions on Duty-Issue Firearms Possession)

9.15.0 Cell Phone Usage

The City has established guidelines for the safe usage of City-owned cell phones and to ensure compliance with IRS guidelines. Cellular telephone equipment is to be used to facilitate the conduct of official City business.

Employees assigned City cell phones must select one of three options regarding personal use of the cell phones and sign an acknowledgement regarding their choice:

- *Employees must sign an agreement that they will not use the City cell phone for personal calls except in emergency situations or as noted below;*
- *Employees may have their personal cell phone lines added to the Nextel phones issued by the City and use those lines for personal calls with Nextel billing the employee separately; or*
- *Employees who do not have the option of adding a personal line to the phone, such as those with Blackberry units, may elect to reimburse the City for the use of the line. The cost will be based on the amount the provider charges to add a second line on a phone and will be paid through payroll deduction.*

Employees are not allowed to use City cell phones for personal calls unless they have chosen the appropriate option noted above or unless they meet the following criteria:

- *It reasonably could not have been made at another time. Examples of circumstances that may be authorized use during regular work hours are:*
 - *Calls to home or doctor if employee is injured or becomes sick at work.*
 - *Calls to notify an employee's family or other appropriate parties of a schedule change caused by official business or transportation schedule changes or delays.*
 - *Calls when an employee is required to work overtime without advance notice. The call may be to advise family or other appropriate parties of the schedule change and to make alternate transportation arrangement or child care/dependent care arrangements.*
- *The call does not adversely affect the performance of duties by the employee and is of reasonable duration.*

Once a cell phone is in use by a City employee certain "rules of the road" must be followed to ensure the safety of the employee using the cell phone and anyone that employee may come in contact with. Employees whose job responsibilities include regular or occasional driving and who are issued a cellular communication device for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. (See Admin. Dir. 2-16, Cell Phone Usage)

**THE CITY OF LAKE FOREST
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OPERATIONAL AND CLERICAL CLASSIFICATION

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Account Clerk I Maintenance Worker I	\$35,483	\$37,336	\$39,190	\$41,043	\$42,896	\$44,750	\$46,603
Account Clerk II Administrative Assistant I Program Assistant	\$38,262	\$40,310	\$42,357	\$44,405	\$46,452	\$48,500	\$50,547
GIS/CAD Specialist Records Clerk	\$40,838	\$43,188	\$45,537	\$47,887	\$50,237	\$52,586	\$54,936
Account Clerk III Administrative Assistant II	\$41,231	\$43,604	\$45,976	\$48,349	\$50,721	\$53,094	\$55,466
Community Services Officer Parts Specialist	\$42,640	\$45,166	\$47,692	\$50,218	\$52,744	\$55,270	\$57,796
Communications Operator	\$44,156	\$46,770	\$49,384	\$51,998	\$54,611	\$57,225	\$59,839
Maintenance Worker II Refuse Collector Tree Trimmer	\$42,300	\$45,267	\$48,233	\$51,200	\$54,167	\$57,133	\$60,100

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

**THE CITY OF LAKE FOREST
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PROFESSIONAL AND TECHNICAL CLASSIFICATION

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Program Supervisor Youth Worker	\$39,488	\$41,732	\$43,976	\$46,220	\$48,463	\$50,707	\$52,951
Deputy City Clerk Human Resources Specialist	\$42,920	\$45,390	\$47,860	\$50,330	\$52,799	\$55,269	\$57,739
Engineering Technician	\$49,514	\$52,311	\$55,107	\$57,904	\$60,701	\$63,497	\$66,294
Water Plant Operator	\$49,950	\$52,725	\$55,501	\$58,276	\$61,051	\$63,827	\$66,602
Executive Assistant	\$49,871	\$52,688	\$55,505	\$58,322	\$61,139	\$63,956	\$66,773
Accountant Cable Coordinator GIS Analyst Mechanic	\$52,000	\$54,836	\$57,672	\$60,508	\$63,344	\$66,180	\$69,016
Building Inspector* Engineering Assistant	\$52,855	\$55,738	\$58,620	\$61,503	\$64,386	\$67,268	\$70,151
Firefighter*^	\$52,074	\$55,252	\$58,429	\$61,607			
Firefighter Paramedic*	\$54,600	\$57,772	\$60,945	\$64,117	\$67,289	\$70,462	\$73,634
Police Officer*	\$52,119	\$55,226	\$58,334	\$61,441	\$64,548	\$67,656	\$70,763
PC/LAN Support Specialist Plan Reviewer*	\$54,259	\$57,494	\$60,728	\$63,963	\$67,197	\$70,432	\$73,666

* Step 2 progression is at 9 months instead of 6 months

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

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SUPERVISORY CLASSIFICATION

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Senior Accountant Cemetery Sexton Records Clerk Supervisor	\$55,829	\$59,269	\$62,708	\$66,148	\$69,587	\$73,027	\$76,466
Communications Supervisor GIS Manager Network Administrator Technical Services Manager	\$62,703	\$65,539	\$68,375	\$71,211	\$74,046	\$76,882	\$79,718
Chief Water Plant Operator Construction Engineer Supervisor Supervisor	\$64,099	\$66,998	\$69,897	\$72,796	\$75,695	\$78,594	\$81,493
Fire Lieutenant Paramedic Police Sergeant	\$80,000	\$81,256	\$82,512	\$83,768	\$85,023	\$86,279	\$87,535

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MANAGERIAL AND ADMINISTRATIVE CLASSIFICATION

POSITION	MINIMUM	MAXIMUM
Management Intern	\$34,386	\$43,854
Assistant Planner Management Assistant	\$40,931	\$54,883
Assistant to Public Works Director	\$47,495	\$63,591
Assistant CROYA Director Asst. Senior Resources Director Planner Program Manager	\$49,395	\$66,135
Assistant to the City Manager Senior Planner	\$52,774	\$78,612
Public Information Officer	\$61,394	\$85,894
Head Golf Professional	\$63,502	\$90,193
Assistant City Manager Assistant Director of Finance Development Coordinator	\$70,419	\$94,489
Assistant City Engineer Superintendent	\$87,423	\$95,587
Fire Captain Police Commander	\$87,841	\$96,045
Deputy Fire Chief Deputy Police Chief	\$98,230	\$106,822
City Surveyor and Engineer	\$98,280	\$110,000

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EXECUTIVE CLASSIFICATION

POSITION

Level I

City Manager

Merit

Level II

Merit

Director of Community Development

Director of Finance

Director of Parks and Recreation

Director of Public Works

Fire Chief

Police Chief

Level III

Merit

CROYA Director

Director of Human Resources

Director of Information Technology

Director of Senior Resources