



THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL MAY 1, 2009

Introduction

On behalf of the entire Lake Forest City staff, I am pleased to present to you the proposed FY10 (May 1, 2009 – April 30, 2010) Annual Operating and Capital Budget totaling \$82,961,707. The proposed FY10 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, legislative directives and our target-based budgeting process. The total City budget will decrease 18.1% compared to the FY09 estimated actual budget. Excluding the Municipal Services Building (\$19,646,000) and the Western Ave. improvement (\$5,026,000) projects, the **total decrease would be 4.6%**. The following transmittal letter provides an overview of the City's proposed budget and financial outlook.

Financial Outlook

One year ago, this budget message reflected on the great economic uncertainty that lied ahead. Today, the economy is declining and very volatile. The City of Lake Forest, like all communities, faces significant challenges brought on by the worldwide recession. Fortunately, through historically prudent financial management, Lake Forest is well positioned to operate and continue providing quality services during these wearisome and economically stormy times.

The convergence of economic, operational and structural factors will require some sacrifice. Rising unemployment, business closings, home foreclosures and declining consumer confidence has resulted in a reduction in City revenues and increased pressure to scrutinize public expenditures. These pressures and challenges will necessitate change. The recession will have a long-term, profound effect on residents in ways that we cannot even imagine. It will also have an effect on the way

the City does business – thus requiring a new way of thinking. Consequently, the proposed FY10 budget focuses on completing major capital initiatives already underway; comprehensively evaluating and prioritizing all City services; examining opportunities to increase program efficiencies; and remaining positive and optimistic about future economic forecasts.

CURRENT INITIATIVES

- 1) Municipal Services Facility – Construction of the new 83,000 square-foot garage and 27,000 square-foot administrative office building is underway. The project will be completed by August, 2009. This project is the largest capital improvement project in the City's history and is being funded in part by the sale of the current 10-acre Laurel/Western Ave. site.
- 2) Laurel & Western Ave. Redevelopment - The Ad Hoc Laurel Ave. Redevelopment Committee has identified the appropriate reuse of the current Municipal Services site and selected proposals from three reputable and qualified developers. During the upcoming year, the City will continue its due diligence (including environmental clean-up), use the site for staging of the Western Ave. project, and continue negotiations with the developers.
- 3) Western Ave. Redevelopment - Over the past two years, the City has been planning and engineering upgrades to the water mains, storm and sanitary sewers, realignment of the Western/Woodland intersection, and various streetscape enhancements along Western Ave. from Laurel Ave. on the north to Vine Ave on the south. The bulk of the construction work will take place in FY10 and FY11.
- 4) Affordable Housing - The Housing Trust has begun receiving funds from private developments pursuant to City ordinance and is identifying potential projects/housing sites for creating more affordable housing within the community. A developer has been selected to assist in a project in the Everett/Telegraph Road area starting this fall.
- 5) Waukegan Road TIF Improvements - This summer, streetscape improvements will commence along Waukegan Road between Everett and Conway Roads within the Settlers Square TIF District. The improvements are designed to make the area more pedestrian-friendly and promote area businesses.

CORE VS. ELECTIVE SERVICES

During FY10, the City Council, City staff and residents will systematically evaluate and prioritize all City services and identify them as either a Core City Service ("mission"-critical) or an Elective City Service (enhances quality of life).

This process will be comprehensive, inclusive and most importantly, enduring -- thereby insuring that any future budget reductions or elimination of programs is properly aligned with resident expectations. The key will be to develop a sustainable list of community priorities absent any individual pet projects or staff biases. The time has come when the City Council and staff must examine the services offered to residents and the cost-benefit of providing those services. The City is in the service-delivery business, and a periodic analysis of what services currently offered and their associated costs is critical and wise financial planning.

PROGRAM EFFICIENCY STUDIES

On a regular basis, the City examines its operations to determine if there is a better or more cost-effective way of providing service to residents. Over the years, the City has studied programs such as refuse services, engineering services, building & permitting services, services for senior citizens, and parks and recreation activities. In FY10, the City will focus on the following five programs:

- 1) Fire Service Consolidation or Shared Services
- 2) Information Technology Service Consolidation or Shared Services
- 3) Fleet Efficiency Study
- 4) Grounds & Forestry Consolidation
- 5) Continued Participation in IRMA (Liability Insurance Pool)

During troubled or uncertain economic times, it is even more critical that the City take a proactive role in examining the ways it does business. It must focus on future challenges and opportunities that would otherwise not present themselves. "Business as usual" cannot handcuff creativity or blind us from potentially restructuring operations, forming partnerships, or developing other strategies that control costs and maintain desired service levels.

REDUCED FUNDING

With declining revenues, the proposed FY10 operating expenses had to be reduced in order to balance the budget and be in compliance with the City's Fiscal Policies. Some tough and unpopular decisions had to be made, and others potentially loom on the horizon.

- 1) Outside Funding –The City did not receive any requests for funding from outside agencies or organizations. Any request required during the fiscal year will need to be funded out of the City Council's Contingency account.

- 2) Gypsy Moth Spraying – The City has historically expended funds each year to perform an aerial spraying of identified areas infested with Gypsy Moths. Unfortunately, the program is designed more to control the spread of the moths versus eradication. Most communities around us do not spray, so it is nearly impossible to eliminate the problem completely. The annual cost of spraying is \$84,000.
- 3) Deer Culling – With a few exceptions, the City has annually included funding for the culling of deer in town. The process requires a permit from the state and adherence to rigid programmed removal standards. The annual cost of culling is \$27,000.
- 4) Holiday Lighting – The City recently started contracting out the downtown tree holiday lighting. Staff believes that it can defer the contract in FY10 and perform minor lighting replacements and, therefore, not require the services of an outside firm. The annual cost of holiday lighting is \$42,000.
- 5) Home Inspection Program – In early 2000 the City initiated a program of inspecting homes for improper connections to the sanitary sewer system that may have been contributing to the back-up and flooding problems experienced in homes. Part of the program was tied to the sale of a home, and the other part identified problem areas in the City. After five years, the program has contributed significantly to a reduction in the number of incidents of flooded basements, but has run its course. The City will continue to inspect homes that are being sold within the community but recommend eliminating the inspector position. The annual cost of this position is \$96,000.
- 6) Fire Bureau Activities – The proposed FY10 budget reduces overtime and temporary salaries for firefighters involved in various Fire Bureau activities. Staff will cut back on car seat installations for residents, CPR and first-aid classes, school programs, home inspections and other related activities. The cost associated with these programs is \$107,000.
- 7) Personnel Reductions – The proposed budget includes the elimination of 6.5 positions within the City. One police officer position will not be filled. The receptionist, GIS Analyst and Home Inspector positions will be eliminated. One Building Inspector has been reassigned to Forestry operations. The Assistant City Manager position is being reclassified, and two Streets seasonal positions are being eliminated to finance a new Mechanic position. The annual savings for all personnel changes and reductions is \$783,403.

In addition to those programs discussed above, many other departments experienced program or line-item reductions. When identifying these reductions, every effort was made to minimize the impact on residents. A total reduction of \$942,000 from the FY09 estimated actuals was realized.

FINAL THOUGHTS

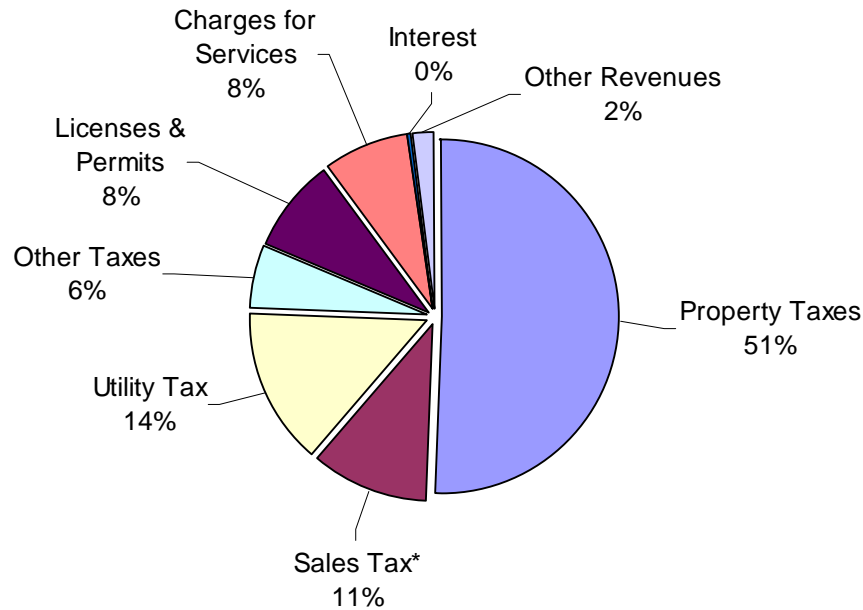
Past and present City Councils have actively engaged in the establishment and annual review of fiscal policies and practices, as well as funding priorities within the City. Our organizational culture continuously searches for ways to “do more with less” and aggressively seeks outside funding for capital 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 formerly performed by City staff.

Yet during difficult and uncertain economic times like those now underway, there comes a point at which you can no longer “do more with less” but “do the best with fewer resources.” There is no question that some residents will be directly impacted by our “belt-tightening” and efforts to control operational costs. As we look to the future, we must be open to new thinking, new relationships and structures, and create more realistic expectations on the delivery of services. Where this economy will take us is anyone’s guess, but the City’s conservative financial practices have positioned it to thrive, respond responsibly and objectively plan for our future.

General Fund Revenues

The General Fund accounts for the vast majority of City services (Police, Fire, Public Works, etc.), and the total FY10 revenue is \$32,114,444. The General Fund reserves are forecasted to equal \$10,329,605 or 32.2% of revenues as of April 30, 2010. This amounts to \$3,126,922 or 9.7% greater than the established reserve amount set forth in the City’s Fiscal Policy. General fund revenues are projected to decrease 0.7% from FY09 estimated actuals. An overview of general fund revenues is summarized in the pie chart which follows.

General Fund Revenues



* includes 0.5% storm sewer sales tax

General Fund revenue highlights include:

- Last December, the City Council approved a 4.86% increase in the tax levy for all City functions (including Recreation, Library and Debt Service). The increase includes the permitted 4.1% tax cap limitation plus new growth. 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 4.18% or \$101 on an \$866,000 home in Lake Forest.**
- In December, 2008 the City Council adopted changes to various fees and charges attributable to the General Fund, resulting in a minimal increase (\$3,926) in revenues.
- Following 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 \$910,000 in FY09 and \$890,000 in FY10. All proceeds from the tax go into the Capital Projects Fund.

- The City has received Lake County funding (\$650,000) to realign the Western/Woodland Intersection. The project was bid as part of the Western Ave. Improvement Projects and construction is scheduled to be completed by September 2009.

General Fund Expenses

The FY2010 General Fund Budget, which includes personnel, materials, and a capital equipment/capital projects transfer, is \$31,839,948 or 2.9% less than the FY2009 estimated actual budget on a gross basis (before pass-throughs and one-time expenses). The General Fund FY2010 budget is as follows:

General Fund	FY2009 Est. Actual	FY2010	\$ Change	% Change
Operating	\$31,439,031	\$31,443,198	\$4,167	0.01%
Capital Equipment/ Capital Improvement Transfer	1,181,500	274,250	(907,250)	(76.8%)
Operating Capital	161,500	122,500	(39,000)	(4.2%)
Total	\$32,782,031	\$31,839,948	(\$942,083)	(2.9%)

General Fund expenditure highlights include:

- Total **personnel costs**, including pensions and insurance requirements, are budgeted to **increase 0.4%**, over the FY09 estimated actual budget. This proposed increase covers:
 - A general pay plan adjustment of 1%;
 - 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

- The proposed **capital equipment** budget of \$105,000 is \$590,000 less than the FY09 budget. The equipment purchases included in the FY10 budget are pursuant to the City's 10-year equipment replacement plan.

Significant expenditures for **capital equipment** include:

- Replacement of Skid Steer \$ 60,000
 - Replacement of Skid Steer Trailer \$ 15,000
 - Replacement of Cable TV Trailer \$ 30,000
- The total FY2010 **Capital Improvement Fund budget** is \$3,558,124 (*not including the bond issue for the Western Ave. project and the funding of Municipal Services Building*). The proposed program is approximately \$170,000 above FY09 estimated actual. The projects are financed through the Real Estate Transfer Tax and a \$274,000 transfer from the General Fund. Some notable projects include:
 - Street Overlay Program \$1,300,000
 - Western Ave. Improvement \$5,026,000 (mainly funded by GO Bonds)
 - Municipal Services Building \$1,220,050
 - Tree Replacement \$ 50,000
 - Concrete Street Repairs \$ 200,000
 - City-Wide Telecom network \$2,488,000 (mainly funded by TIF funds)

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 FY10 budgets for the City's Enterprise Funds, including capital improvements and equipment, are as follows:

	FY2009 Est. Actual	FY2010	% Change
Water	\$ 6,589,943	\$7,485,793	13.6%
Golf	1,401,592	1,312,255	-6.4%
Cemetery	614,149	975,796	58.9%
Recreation	6,605,870	6,908,914	4.6%
Senior	578,170	602,596	4.2%
Total	\$15,789,724	\$17,285,354	9.5%

Other Fund budget highlights include:

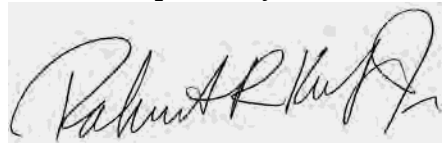
The total FY10 **Water Fund capital budget** is \$2,355,000. This includes continuation of the sanitary sewer lining program (\$200,000) and the Waukegan Road water main improvement project (\$1,900,000). The proposed improvements are set forth in the City's 5-year Capital Improvement Plan (CIP) that has been reviewed by the Finance Committee over the past few months.

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 strong 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. This was a particularly difficult budget process, and the staff performed professionally, creatively, and collaboratively in preparing this plan.

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,

A handwritten signature in black ink, appearing to read "Robert R. Kiely, Jr.", is placed over a light gray rectangular background.

Robert R. Kiely, Jr.
City Manager

**The City of Lake Forest
Fund Balance Analysis**

	Projected Spendable Fund Balance 5/1/2009	Budgeted Revenues FY2010	Budgeted Expenditures FY2010	Projected Spendable Fund Balance 4/30/2010
101 General Fund	\$ 10,055,109	\$ 32,114,444	\$ 31,839,948	\$ 10,329,605
Special Revenue Funds				
201 Park & Public Land	114,993	798,832	535,813	378,012
202 Motor Fuel Tax	141,562	648,531	125,000	665,093
205 Emergency Telephone	180,833	288,500	375,142	94,191
208 Elawa Farm	5,440	210,526	177,037	38,929
210 Senior Resources	170,432	597,074	602,596	164,910
220 Parks and Recreation	1,321,300	7,084,608	6,908,914	1,496,994
223 Parks Equip Reserve	126,372	3,200	-	129,572
224 Special Recreation	153,053	280,795	280,795	153,053
230 Cemetery	3,597,460	705,036	975,796	3,326,700
245 Foreign Fire Insurance	122,484	105,000	105,000	122,484
246 Drug Asset Forfeiture	10,438	200	10,000	638
247 Alcohol Asset Forfeiture	34,797	4,500	30,000	9,297
248 Affordable Housing	934,552	26,500	961,052	-
Capital Project Funds				
301 West LF TIF	999,975	3,934,369	4,930,960	3,384
309 SSA 29 Saunders Rd	89,172	1,500	90,672	-
311 Capital Improvement	2,153,401	2,088,325	3,636,498	605,228
312 2004B Bonds - Storm Sewer	967,500	7,500	975,000	-
314 Rt. 60 Bridge	1,001,367	14,000	1,015,367	-
315 Rt. 60 Intersection	276,325	5,000	281,325	-
317 MS Building	-	1,301,480	1,301,480	-
319 Rt 60/Fitzmorris	1,609,238	10,000	1,619,238	-
320 2009 Bonds - Western Avenue	-	3,680,000	3,680,000	-
Debt Service Funds				
416 2000 Bonds - MS Land	438,106	655,413	656,013	437,506
417 2001B Bonds - MS Building	92,002	110,500	111,100	91,402
418 2003A Bonds - Open Space	83,769	973,450	974,050	83,169
421 2003D Bonds - Storm Sewer	1,173,083	63,000	242,900	993,183
422 SSA 25 - Knollwood Sewer	6,488	81,793	81,793	6,488
423 SSA 26 - Waukegan Sewer	3,826	21,715	21,715	3,826
424 SSA 29 - Saunders Road	-	70,300	69,005	1,295
425 2004B Bonds - Storm Sewer	755,696	738,000	319,525	1,174,171
426 1997B Bonds - Bank Lane Lot	-	152,855	152,855	-
Enterprise Funds				
501 Water & Sewer	5,578,678	7,322,402	7,485,793	5,415,287
508 Water and Sewer Capital Fund	3,431,325	918,867	2,355,000	1,995,192
510 Deerpath Golf Course	313,488	1,418,775	1,312,255	420,008
Internal Service Funds				
601 Fleet	122,649	1,871,046	1,845,270	148,425
610 Self Insurance	3,200,003	4,572,400	3,732,000	4,040,403
Pension Trust Funds				
701 Fire Pension	23,233,778	1,770,978	1,475,400	23,529,356
702 Police Pension	19,007,142	1,638,050	1,669,400	18,975,792
Total All Funds	\$ 81,505,836	\$ 76,289,464	\$ 82,961,707	\$ 74,833,593

The City of Lake Forest Expense Comparison

	Projected Estimated Expenditures FY2009	Budgeted Expenditures FY2010	\$\$ change	% change
101 General Fund	\$ 32,782,031	\$ 31,839,948	\$ (942,083)	-2.87%
Special Revenue Funds				
201 Park & Public Land	2,050,837	535,813	(1,515,024)	-73.87%
202 Motor Fuel Tax	2,446,359	125,000	(2,321,359)	-94.89%
205 Emergency Telephone	692,891	375,142	(317,749)	-45.86%
208 Elawa Farm	30,771	177,037	146,266	475.34%
210 Senior Resources	578,170	602,596	24,426	4.22%
220 Parks and Recreation	6,605,870	6,908,914	303,044	4.59%
223 Parks Equip Reserve	137,000	-	(137,000)	-100.00%
224 Special Recreation	336,762	280,795	(55,967)	-16.62%
230 Cemetery	614,149	975,796	361,647	58.89%
245 Foreign Fire Insurance	105,000	105,000	-	0.00%
246 Drug Asset Forfeiture	-	10,000	10,000	n/a
247 Alcohol Asset Forfeiture	-	30,000	30,000	n/a
248 Affordable Housing	5,100	961,052	955,952	18744.16%
Capital Project Funds				
301 West LF TIF	1,715,577	4,930,960	3,215,383	187.42%
309 SSA 29 Saunders Rd	159,629	90,672	(68,957)	-43.20%
310 Capital Equipment Reserve	1,267,391	-	(1,267,391)	-100.00%
311 Capital Improvement	5,962,686	3,636,498	(2,326,188)	-39.01%
312 2004B Bonds - Storm Sewer	981,284	975,000	(6,284)	-0.64%
314 Rt. 60 Bridge	-	1,015,367	1,015,367	n/a
315 Rt. 60 Intersection	-	281,325	281,325	n/a
317 MS Building	20,947,883	1,301,480	(19,646,403)	-93.79%
318 2006 Bonds - Rt 60	660,679	-	(660,679)	-100.00%
319 Rt 60/Fitzmorris	58,831	1,619,238	1,560,407	2652.36%
320 2009 Bonds - Western Avenue	-	3,680,000	3,680,000	n/a
Debt Service Funds				
405 1992B Bonds	31,804	-	(31,804)	-100.00%
413 1998A Bonds-Grove School	140,730	-	(140,730)	-100.00%
415 1998B Bonds - Capital Improvements	947,918	-	(947,918)	-100.00%
416 2000 Bonds - MS Land	629,512	656,013	26,501	4.21%
417 2001B Bonds - MS Building	114,500	111,100	(3,400)	-2.97%
418 2003A Bonds - Open Space	920,300	974,050	53,750	5.84%
421 2003D Bonds - Storm Sewer	246,900	242,900	(4,000)	-1.62%
422 SSA 25 - Knollwood Sewer	77,940	81,793	3,853	4.94%
423 SSA 26 - Waukegan Sewer	21,714	21,715	1	0.00%
424 SSA 29 - Saunders Road	-	69,005	69,005	n/a
425 2004B Bonds - Storm Sewer	298,025	319,525	21,500	7.21%
426 1997B Bonds - Bank Lane Lot	153,660	152,855	(805)	-0.52%
Enterprise Funds				
501 Water & Sewer	6,589,943	7,485,793	895,850	13.59%
504 San Sewer/Water Imp 2003C Bonds	12,112	-	(12,112)	-100.00%
505 Paid Parking	1,006,565	-	(1,006,565)	-100.00%
508 Water and Sewer Capital Fund	2,326,290	2,355,000	28,710	1.23%
510 Deerpath Golf Course	1,401,592	1,312,255	(89,337)	-6.37%
Internal Service Funds				
601 Fleet	1,670,506	1,845,270	174,764	10.46%
610 Self Insurance	3,713,000	3,732,000	19,000	0.51%
Pension Trust Funds				
701 Fire Pension	1,305,200	1,475,400	170,200	13.04%
702 Police Pension	1,522,200	1,669,400	147,200	9.67%
Total All Funds	<u>\$ 101,269,311</u>	<u>\$ 82,961,707</u>	<u>\$ (18,307,604)</u>	<u>-18.08%</u>

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

GENERAL FUND

	Actual FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014
Fund Balance 5/1	9,004,155	10,626,632	10,055,109	10,329,605	10,015,507	8,837,045	7,738,475
Revenue	30,549,178	32,210,508	32,114,444	32,595,594	32,913,591	33,878,889	34,533,127
Less: One-Time Revenues	(365,801)	(1,451,558)	(1,389,925)	(1,382,925)	(1,382,925)	(1,382,925)	(1,382,925)
Less: Passthroughs	(1,885,345)	(1,426,066)	(1,582,865)	(1,818,267)	(1,828,877)	(1,845,110)	(1,881,471)
Proforma Revenues	28,298,032	29,332,884	29,141,654	29,394,402	29,701,789	30,650,854	31,268,731
One-Time Revenues	365,801	1,451,558	1,389,925	1,382,925	1,382,925	1,382,925	1,382,925
Less: Operating Expenses	27,910,997	31,600,531	31,565,698	32,289,192	33,276,553	34,142,959	34,707,993
Less: One-Time Expenses	(52,059)	(1,166,313)	(1,239,189)	(1,143,872)	(1,148,648)	(1,155,957)	(1,165,366)
Less: Passthroughs	(1,885,345)	(1,426,066)	(1,582,865)	(1,818,267)	(1,828,877)	(1,845,110)	(1,881,471)
	25,973,593	29,008,152	28,743,644	29,327,053	30,299,028	31,141,892	31,661,157
One-Time Expenses	52,059	1,166,313	1,239,189	1,143,872	1,148,648	1,155,957	1,165,366
Net before CIP	2,638,181	609,977	548,746	306,402	(362,962)	(264,070)	(174,866)
Capital Expenditures (includes Townline FY09)	845,000	1,181,500	274,250	620,500	815,500	834,500	834,500
MS Building	170,704						
Total Capital Expenditures	1,015,704	1,181,500	274,250	620,500	815,500	834,500	834,500
Fund Balance 4/30	10,626,632	10,055,109	10,329,605	10,015,507	8,837,045	7,738,475	6,729,109
Less: 15% Req Resv+ Sick/Vaca+\$950K Parking Resv	6,010,473	7,217,092	7,202,683	7,274,855	7,322,555	7,467,349	7,565,485
Available Funds	4,616,159	2,838,017	3,126,922	2,740,652	1,514,490	271,126	(836,376)
Op Revenue increase%	3.0%	3.7%	-0.7%	0.9%	1.0%	3.2%	2.0%
Op Expense increase %	9.0%	11.7%	-0.9%	2.0%	3.3%	2.8%	1.7%

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

GENERAL FUND

	Actual FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014
Revenues							
Pass Through	30,549,178	32,210,508	32,114,444	32,595,594	32,913,591	33,878,889	34,533,127
Sales Tax (Sewer Passthrough)	771,217	773,000	773,000	773,000	773,000	773,000	788,460
PW/Rec adjustments	514,768	514,768	514,768	514,768	514,768	514,768	514,768
Cost Allocation	599,360	138,298	295,097	530,499	541,109	557,342	578,243
Sub-Total	1,885,345	1,426,066	1,582,865	1,818,267	1,828,877	1,845,110	1,881,471
Sub-total Revenues	28,663,833	30,784,442	30,531,579	30,777,327	31,084,714	32,033,779	32,651,656
One-Time Revenues							
Paid Parking		1,013,925	1,013,925	1,013,925	1,013,925	1,013,925	1,013,925
Reimbursements	58,785	10,000	10,000	10,000	10,000	10,000	10,000
Recreation Trsf	233,948						
Truck Fine		36,633					
Telecomm Tax		341,000	341,000	341,000	341,000	341,000	341,000
Bond Redemp.	73,068	50,000	25,000	18,000	18,000	18,000	18,000
Total	365,801	1,451,558	1,389,925	1,382,925	1,382,925	1,382,925	1,382,925
Proforma Revenues	28,298,032	29,332,884	29,141,654	29,394,402	29,701,789	30,650,854	31,268,731
Expenses							
Pass-Through Expenses	27,910,997	31,600,531	31,565,698	32,289,192	33,276,553	34,142,959	34,707,993
Sales Tax (Sewer Passthrough)	771,217	773,000	773,000	773,000	773,000	773,000	788,460
PW/Rec adjustments	514,768	514,768	514,768	514,768	514,768	514,768	514,768
Cost Allocation	599,360	138,298	295,097	530,499	541,109	557,342	578,243
Sub-Total	1,885,345	1,426,066	1,582,865	1,818,267	1,828,877	1,845,110	1,881,471
Proforma Expenses	25,973,593	29,008,152	28,743,644	29,327,053	30,299,028	31,141,892	31,661,157
One-Time Expenses							
Paid Parking		593,944	593,944	593,944	593,944	593,944	593,944
Transfer to other funds	52,059	572,369	645,245	549,928	554,704	562,013	571,422
Sub-Total	52,059	1,166,313	1,239,189	1,143,872	1,148,648	1,155,957	1,165,366

The City of Lake Forest FY2010 Budget Departments

Cable TV	\$ 192,523
City Council	392,642
Human Resources	399,428
CROYA	609,447
Finance	735,127
City Manager	906,661
Information Technology	937,789
Community Development	1,573,613
Non Department	4,972,909
Fire	5,271,376
Police	7,667,081
Public Works*	8,181,352
Total General Fund	\$ 31,839,948

* Public Works Breakdown

Storm Sewers	\$ 245,905
Public Works Admin	562,831
Engineering	693,901
Building Maintenance	1,367,087
Forestry	1,503,016
Streets	1,661,026
Sanitation	2,147,586
	<u>\$ 8,181,352</u>

Senior Resources	\$ 602,596
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Parks	\$ 1,730,502
Recreation	5,178,412
Total Parks and Recreation	<u>\$ 6,908,914</u>

Water and Sewer	\$ 7,485,793
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Deerpath Golf Course	\$ 1,312,255
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Fleet	\$ 1,845,270
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**CITY OF LAKE FOREST
FISCAL YEAR 2009-2010
PERSONNEL SCHEDULE
BUDGETED POSITIONS**

FULL TIME POSITION TITLE	2007-2008 ACTUAL	2008-2009 ACTUAL	2009-2010 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	1	1	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	3	0	0
FIRE BATTALION CHIEF	0	3	3
FIRE MARSHALL	0	1	1
ASSISTANT CITY ENGINEER	1	1	1
ASSISTANT DIRECTOR OF FINANCE	1	1	1
DEVELOPMENT COORDINATOR	1	0	0
CODE ENFORCEMENT OFFICER	0	1	1
HEAD GOLF PRO	1	1	1
SUPERINTENDENT	4	4	4
ASSISTANT CITY MANAGER	1	1	0.5
MANAGEMENT ANALYST	1	0	0
ASSISTANT TO THE CITY MANAGER	0	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	10	10	9
TECHNICAL SERVICES MANAGER	1	1	1
CONST. ENGINEERING SUPERVISOR	1	1	1
COMMUNICATIONS SUPERVISOR	1	1	1
SENIOR ACCOUNTANT	1	1	1
PUBLIC SAFETY RECORDS SUPV	1	1	1
NETWORK ADMINISTRATOR	1	1	1
POLICE OFFICER	33	33	31.5
FIRE FIGHTER	25	24	24
ENGINEERING ASSISTANT	2	2	2
ACCOUNTANT	1	1	1
PC/LAN SUPPORT SPECIALIST	2	2	2

**CITY OF LAKE FOREST
FISCAL YEAR 2009-2010
PERSONNEL SCHEDULE
BUDGETED POSITIONS**

FULL TIME POSITION TITLE	2007-2008 ACTUAL	2008-2009 ACTUAL	2009-2010 BUDGET
BUILDING INSPECTOR	6	6	4
ENGINEERING TECHNICIAN	1	1	1
GIS ANALYST	1	1	0.5
WATER PLANT OPERATOR	8	8	8
ASSISTANT CROYA DIRECTOR	1	1	1
PROGRAM MANAGER	5	5	5
PLANNER	2	2	2
PLAN REVIEWER	2	2	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	12	11	11
MAINTENANCE WORKER II	37	37	37
PARTS SPECIALIST	1	1	1
MECHANIC	3	3	4
COMMUNICATIONS OPERATOR	9	9	9
COMMUNITY SERVICE OFFICER	5	4	4
ASSISTANT SENIOR DIRECTOR	1	1	1
ADMINISTRATIVE ASSISTANT II	10	10	9
ASSISTANT TO DIRECTOR OF PW	1	1	1
ACCOUNT CLERK III	3	3	3
ADMINISTRATIVE ASSISTANT I	4	4	4
RECORDS CLERK	2	3	3
GIS/CAD SPECIALIST	1	1	1
PROGRAM ASSISTANT	1	1	1
PUBLIC ACCESS COORDINATOR	0	0	1
FULL TIME PERSONNEL	254	253	248.5

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

ACTUAL 2007-2008	BUDGET 2008-2009	BUDGET 2009-2010
50	54	51

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

ACTUAL 2007-2008	BUDGET 2008-2009	BUDGET 2009-2010
384	402	383

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

WATER FUND

501 Operating

	ACTUAL FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014
Fund Balance 5/1	\$ 5,769,517	\$ 5,564,332	\$ 5,578,677	\$ 5,415,286	\$ 5,524,570	\$ 5,715,482	\$ 5,863,540
Operating Revenue	\$ 7,129,471	\$ 6,604,288	\$ 7,322,402	\$ 7,779,280	\$ 8,287,199	\$ 8,784,691	\$ 9,321,982
Grant Revenue							
Less: Operating Expenses	3,960,465	3,624,767	4,241,499	4,486,802	4,711,142	4,946,699	5,194,034
Debt service	2,394,191	2,390,176	2,394,294	2,383,194	2,385,144	2,389,934	2,387,254
Net before CIP	\$ 774,815	\$ 589,345	\$ 686,609	\$ 909,284	\$ 1,190,913	\$ 1,448,058	\$ 1,740,694
Total Transfer to Capital	\$ 980,000	\$ 575,000	850,000	800,000	\$ 1,000,000	\$ 1,300,000	\$ 1,612,000
Fund Balance 4/30	\$ 5,564,332	\$ 5,578,677	\$ 5,415,286	\$ 5,524,570	\$ 5,715,482	\$ 5,863,540	\$ 5,992,233
Less: .33 (rev) + 1X debt serv+500K	\$ 5,246,916	\$ 5,069,591	\$ 5,310,687	\$ 5,450,356	\$ 5,619,920	\$ 5,788,882	\$ 5,963,508
Available Funds	317,416	509,086	104,599	74,213	95,563	74,658	28,725
Revenue increase%	-2.0%	-7.4%	10.9%	6.2%	6.5%	6.0%	6.1%
Expense increase %	0.8%	-8.5%	17.0%	5.8%	5.0%	5.0%	5.0%
Debt service coverage 1.25	1.32	1.25	1.29	1.38	1.50	1.61	1.73

508 Capital

THE CITY OF LAKE FOREST
FIVE YEAR FUND BALANCE FORECAST

WATER FUND

	ACTUAL FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014
Fund Balance 5/1	\$ 4,757,633	\$ 4,969,635	\$ 3,443,345	\$ 2,007,212	\$ 547,428	\$ 78,588	\$ 59,339
Transfer from Operating	\$ 980,000	\$ 575,000	\$ 850,000	\$ 800,000	\$ 1,000,000	\$ 1,300,000	\$ 1,612,000
Grant Revenue		\$ 155,000					
Interest	\$ 164,982	\$ 70,000	\$ 68,867	\$ 60,216	\$ 19,160	\$ 2,751	\$ 2,077
Bond Issue							
Capital Improvements-All	\$ 932,980	\$ 2,326,290	2,355,000	2,320,000	1,488,000	1,322,000	1,668,000
Fund Balance 4/30	\$ 4,969,635	\$ 3,443,345	\$ 2,007,212	\$ 547,428	\$ 78,588	\$ 59,339	\$ 5,416

City of Lake Forest, Illinois
5-yr Capital Improvement Plan
FY '10 thru FY '14

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
GO Bond issue								
CBD Train Station: Structural Repairs	07-PKNG-010	1	120,000	3,080,000				3,200,000
Western Avenue Improvements (Laurel to Vine)	09-ENGG-033	1	3,493,001	1,880,847				5,373,848
Fire Engines	09-Fire-001	1		125,000	400,000		600,000	1,125,000
GO Bond issue Total			3,613,001	5,085,847	400,000		600,000	9,698,848
Capital Fund								
Public Safety Bldg: HVAC	07-BLDG-015	2	95,000				70,000	165,000
Public Safety Bldg: Generator Repair /Replacement	07-BLDG-016	1		180,000				180,000
Contractual Storm, Ravine, & Ditch Repairs	07-W&S-001	1		50,000	50,000	50,000	50,000	200,000
City Hall HVAC (Repalce Air Conditioner)	09-CH-002	2					40,000	40,000
Annual Pavement Overlay Program (PRIMARY)	09-ENGG-001	1	1,000,000		1,500,000	1,500,000		4,000,000
Annual Pavement Overlay Program (SECONDARY)	09-ENGG-002	1	300,000					300,000
Annual Sidewalks/Curbs Replacement Program	09-ENGG-003	2	50,000	50,000	50,000	50,000	50,000	250,000
Annual Pavement Sealing Program	09-ENGG-004	1	60,000	75,000	65,000	70,000	70,000	340,000
Annual Storm Sewer Lining Program	09-ENGG-006	1		100,000	100,000	100,000	100,000	400,000
Concrete Streets Repair Project	09-ENGG-008	1	200,000	100,000	100,000	100,000	100,000	600,000
Pavement Management Program	09-ENGG-009	1		70,000				70,000
Lake Rd (Drpth-Sprng Ln) Reconstruction Project	09-ENGG-016	1		442,000				442,000
Off-Street: City Hall Parking Lot Resurfacing	09-ENGG-023	2				125,000		125,000
Traffic Signals: Wauk & Wstlgh Rd Intersection Imp	09-ENGG-027	1	22,850					22,850
Off-Street: North Shore Parking Lot Resurfacing	09-ENGG-029	2					100,000	100,000
Capital Equipment - General	09-EQPT-001	1	105,000	754,000	700,000	606,000	727,000	2,892,000
Annual Tree Replacement Program (PRIMARY)	09-FORS-001	1	50,000	50,000	35,000	50,000	55,000	240,000
Network Infrastructure	09-IT-004	2	30,000	30,000				60,000
Wireless IP Telephones	09-IT-005	2	25,000	25,000				50,000
Video Switcher/Graphics, Audio & Cameras for CH	09-LFTV-001	2	16,000					16,000
LFTV Studio Renovation & Equipment	09-LFTV-002	2	5,000	10,000	10,000	10,000		35,000
Additional NAS Drives	09-MISC-017	1	40,000	20,000	10,000			70,000
Blade Servers	09-MISC-018	1		40,000	20,000	10,000		70,000
Police/Fire Emergency Operating Center	09-PS-002	2	90,000					90,000
Electric Light Conversion Project	09-STR-001	1	33,000	35,000	42,000	37,000	5,000	152,000
Longline Striping	09-STR-002	1	38,000	39,000	40,000	41,000	42,000	200,000
Bridge(s) Miscellaneous Maintenance Repairs	09-STR-003	1	25,000	25,000	25,000	25,000	25,000	125,000
Street Patching (Contractual)	09-STR-008	2	103,500	107,000	111,000	115,000	119,000	555,500
CITY-WIDE TELECOM NETWORK	10-CITYCOMM	1	190,000					190,000
Contingency	10-CTGY-001	2	100,000	100,000	100,000	100,000	100,000	500,000
Flyover	11-MISC-023	2		130,000				130,000
Capital Fund Total			2,578,350	2,432,000	2,958,000	2,989,000	1,653,000	12,610,350
Cemetery Fund								
Ravine Restoration	07-CEM-005	2	100,000					100,000

Source	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Additional Family Pillars	09-CEM-001	1	40,000					40,000
Memorial Garden Niches	10-CEM-001	2				200,000		200,000
Cemetery Fund Total			140,000			200,000		340,000
Golf Course Fund								
Capital Equipment - Golf	09-EQPT-003	2	180,000	52,000	7,500			239,500
General Improvements/Contingency	09-GOLF-100	1	10,000	10,000	10,000	10,000		40,000
Club house/ cart barn roof	11-golf 012	2		110,000				110,000
WELL FOR IRRIGATION	11-GOLF-002	1				700,000		700,000
Clubhouse Roof Replacement	11-GOLF-010	2		75,000				75,000
Asphalt Paving/Sealing	12-GOLF-005	2			12,000			12,000
Clubhouse Painting (Exterior)	12-GOLF-011	2			12,000			12,000
HVAC Compressor Replacement	12-GOLF-022	1			20,000			20,000
Jacopson Greens king	14-golf-111	1					40,000	40,000
Golf Course Fund Total			190,000	247,000	61,500	710,000	40,000	1,248,500
Grant-Contribution-Capital Fund								
Traffic Signals: Wauk & Wstlgh Rd Intersection Imp	09-ENGG-027	1	22,850					22,850
Western Avenue Improvements (Laurel to Vine)	09-ENGG-033	1	108,000					108,000
Rt. 60 Park Beautification Project	09-RT60-005	1		141,657				141,657
CITY-WIDE TELECOM NETWORK	10-CITYCOMM	1	198,924					198,924
Grant-Contribution-Capital Fund Total			329,774	141,657				471,431
Grant-Contribution-MFT								
Traffic Signals: Wauk & Wstlgh Rd Intersection Imp	09-ENGG-027	1		1,650,000				1,650,000
Grant-Contribution-MFT Total				1,650,000				1,650,000
Grant-Contribution-PPL								
Route 60 TCP shelter	10-parks-908	1	100,000	100,000	100,000			300,000
Grant-Contribution-PPL Total			100,000	100,000	100,000			300,000
Grant-Federal-Cemetery								
Ravine Restoration	07-CEM-005	2	200,000					200,000
Grant-Federal-Cemetery Total			200,000					200,000
Grant-Federal-MFT								
Lake-Woodbine Bridge Rehabilitation	09-ENGG-019	1	100,000		80,000	1,248,000		1,428,000
Grant-Federal-MFT Total			100,000		80,000	1,248,000		1,428,000
Grant-Local-Capital Fund								
Western Avenue Improvements (Laurel to Vine)	09-ENGG-033	1	650,000					650,000
Grant-Local-Capital Fund Total			650,000					650,000

Source	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Motor Fuel Tax Fund								
Annual Pavement Overlay Program (PRIMARY)	09-ENGG-001	1		1,100,000			1,500,000	2,600,000
Lake-Woodbine Bridge Rehabilitation	09-ENGG-019	1	25,000		20,000	377,000		422,000
Traffic Signals: Wauk & Wstlgh Rd Intersection Imp	09-ENGG-027	1		50,000				50,000
Motor Fuel Tax Fund Total			25,000	1,150,000	20,000	377,000	1,500,000	3,072,000
Municipal Services Fund								
Municipal Services Building Construction	07-MSB-001	1	1,122,050	260,000	260,000			1,642,050
CITY-WIDE TELECOM NETWORK	10-CITYCOMM	1	179,430					179,430
Municipal Services Fund Total			1,301,480	260,000	260,000			1,821,480
Park & Public Land Fund								
Rec Ctr: HVAC Controls	07Parks-008	1			25,000			25,000
Rec Ctr: Parking Lot Improvements	07-Parks-019	1			80,000			80,000
Deerpath Park: Tennis Court Restore/Resurface	07-Parks-038	1		130,000				130,000
Everett: Roof Replacement	07-Parks-072	2			30,000			30,000
South: Playground Equipment	07-Parks-115	1					275,000	275,000
Northcroft: Irrigation of Athletic Fields	07-Parks-126	1				40,000		40,000
Northcroft: Roof Replacment	07-Parks-130	1			90,000			90,000
Rt 60 Park Landscaping	09-Parks-064	1	25,000					25,000
Boat Pavilion Roof Replacement	09-Parks-100	1		90,000				90,000
Rt 60 Park Playground	10-parks.060	2				350,000		350,000
Forest park: Sailboat compound asphalt overlay	10-Parks-004	1	46,000					46,000
Waveland: Tennis Court Restoration/Resurfacing	10-Parks-051	1	60,000					60,000
Waveland: Playground Replacement	10-Parks-054	1		350,000				350,000
Rt60 park entrance feature	10-Parks-065	1	25,000					25,000
Rec Center Gym Lights	10Rec-001	2		35,000				35,000
Rec Center Public Locker Room HVAC	10Rec-002	1		18,000				18,000
Treadmills(4)	10-Rec-004	2		25,000	25,000	25,000	25,000	100,000
Ellipticals	10-Rec-005	2		30,000				30,000
West: Playground Equipment Replacement	11-Parks-100	1				400,000		400,000
Capital equipment	11-parks-111	1		116,000	118,000	115,000	90,000	439,000
South Park roof	11-parks-221	2		30,000				30,000
Habitat Systems Group 1	11-Rec-009	2		33,500				33,500
West Park resurface both parking lots	12-Parks-109	1			175,000			175,000
Townline sport ct	12-Parks-204	2				45,000		45,000
Cverett CLS HVAC	12-Parks-205	2			30,000			30,000
South Pavilion roof	12-parks-502	1			75,000			75,000
Cardio Vision (28)	12-Rec-003	2			30,000			30,000
Stirling Exterior Painting	12-Rec-006	2			40,000			40,000
Stirling Hall windows	12-Rec-007	1			60,000			60,000
Beach rev. wall survey	12-Rec-909	1			25,000			25,000
Wood Floor Replacement - 4 courts	13-Rec-003	1				70,000		70,000
Concrete/Aggregate Sidewalk Repairs	13-Rec-004	2				60,000		60,000
ELAWA Park Planting & irrigation	14-Parks-100	2					50,000	50,000
McCormick Driveway repairs	14-Parks-120	1					150,000	150,000
Selectorized Strength Equipment	14-Rec-002	1					75,000	75,000
Park & Public Land Fund Total			156,000	857,500	803,000	1,105,000	665,000	3,586,500
Park and Recreation Fund								

Source	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Capital Equipment - Parks & Rec	09-EQPT-005	1		141,000	143,000	56,000	30,000	370,000
Park and Recreation Fund Total				141,000	143,000	56,000	30,000	370,000
Storm Sewer Bond Fund								
Contractual Storm, Ravine, & Ditch Repairs	07-W&S-001	1	50,000					50,000
Annual Storm Sewer Lining Program	09-ENGG-006	1	150,000					150,000
Western Avenue Improvements (Laurel to Vine)	09-ENGG-033	1	775,000					775,000
Storm Sewer Bond Fund Total			975,000					975,000
TIF Fund								
Everett: Tennis Court Restoration/Resurfacing	07-Parks-067	2	150,000					150,000
General Improvements: Waukegan/Everett TIF	07-TIF-002	1	941,560	615,000	75,000			1,631,560
Off-Street:Telegraph Train Station Lot Resurfacing	09-ENGG-017	2	400,000					400,000
CITY-WIDE TELECOM NETWORK	10-CITYCOMM	1	1,920,000					1,920,000
TIF Fund Total			3,411,560	615,000	75,000			4,101,560
Water and Sewer Fund								
Water: Waukegan Rd Wtrmain Rplcmnt (Rt.60-Gage Ln)	07-ENGG-004	1	1,879,500	1,700,000				3,579,500
Elevated Tank Inspection/Painting	07-WP-010	2		170,000				170,000
Replace Villa Turicum Pumps	07-WP-011	1			40,000			40,000
Maintenance Contingency	07-WP-033	2	50,000	50,000	50,000	50,000	50,000	250,000
Annual Sanitary Sewer Lining Program	09-ENGG-005	1	200,000	200,000	200,000	200,000	200,000	1,000,000
Water: Wilson Dr Wtrmn Rplc (W Fork Dr-Farm Rd.)	09-ENGG-021	1			643,000			643,000
Water: Waukegan Rd Wtrmn Rplcmnt (Wstlgh-Evrtt)	09-ENGG-028	1			140,000	815,000	1,185,000	2,140,000
Capital Equipment - Water	09-EQPT-002	1		90,000	300,000	137,000	108,000	635,000
Scada Upgrade	09-WP-002	1	20,000					20,000
Backwash Water Pump System	10-WP-001	1	65,000					65,000
Highlift Pump Loop Design	10-WP-002	1	15,000					15,000
Membrane Modules	10-WP-003	1	125,500	110,000	115,000	120,000	125,000	595,500
Water and Sewer Fund Total			2,355,000	2,320,000	1,488,000	1,322,000	1,668,000	9,153,000
GRAND TOTAL			16,125,165	15,000,004	6,388,500	8,007,000	6,156,000	51,676,669

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

	ACTUAL FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014
Fund Balance 5/1	\$ 865,021	\$ 1,772,651	\$ 2,153,401	\$ 605,228	\$ (246,673)	\$ (1,040,169)	\$ (1,514,965)
Revenue							
Real Estate Transfer Tax	\$ 1,984,052	\$ 910,000	\$ 890,000	\$ 1,060,000	\$ 1,310,000	\$ 1,625,000	\$ 1,905,000
Demolition Tax	50,000	10,000	20,000	30,000	40,000	50,000	60,000
IRMA/Misc*/Recycling	466,569	482,695		75,000	85,000	95,000	110,000
Interest	40,659	41,000	32,301	18,157			
Total Taxes and Other	\$2,541,280	\$1,443,695	\$942,301	\$1,183,157	\$1,435,000	\$1,770,000	\$2,075,000
Rt 60		\$ 2,500,000					
Grants	48,797	\$ 450,850	\$ 871,774				
Total Grants	\$ 48,797	\$ 2,950,850	\$ 871,774	\$ -	\$ -	\$ -	\$ -
Impact Fees - PW, PS	19,878						
Total Non-Bond Revenue	\$ 2,609,955	\$ 4,394,545	\$ 1,814,075	\$ 1,183,157	\$ 1,435,000	\$ 1,770,000	\$ 2,075,000
Transfer from Cap Equip Fd		\$ 1,267,391	\$ -				
Gen Fund Transfer	325,750	681,500	274,250	620,500	815,500	834,500	834,500
Grand Total Revenue	2,935,705	6,343,436	2,088,325	1,803,657	2,250,500	2,604,500	2,909,500
Less: Op Exp (RETT Admin)	74,823	75,192	78,374	81,901	85,996	90,296	94,810
Net before CIP	\$ 2,860,882	\$ 6,268,244	\$ 2,009,951	\$ 1,721,756	\$ 2,164,504	\$ 2,514,204	\$ 2,814,690
Rt 60		2,500,000					
All --Other Capital Projects #1,#2	1,953,252	3,387,494	3,558,124	2,573,657	2,958,000	2,989,000	1,653,000
Total Capital Expenditures	\$ 1,953,252	\$ 5,887,494	\$ 3,558,124	\$ 2,573,657	\$ 2,958,000	\$ 2,989,000	\$ 1,653,000
Fund Balance 4/30	\$ 1,772,651	\$ 2,153,401	\$ 605,228	\$ (246,673)	\$ (1,040,169)	\$ (1,514,965)	\$ (353,275)

* includes \$449,304 of debt service closures in FY08 and \$320,000 in FY09

Note: Does not include \$641,000 of restricted *payment in lieu* parking contributions

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

	ACTUAL FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014
Fund Balance 5/1	\$ 1,083,119	\$ 700,921	\$ 141,562	\$ 665,093	\$ 97,117	\$ 658,964	\$ 911,213
Revenue	\$ 571,332	\$ 535,000	\$ 545,700	\$ 562,071	\$ 578,933	\$ 596,301	\$ 614,190
Grants	148,092	1,345,500	100,000	1,650,000	80,000	1,248,000	
Interest	30,609	6,500	2,831	19,953	2,914	32,948	45,561
Total Revenue	750,033	1,887,000	648,531	2,232,024	661,847	1,877,249	659,751
Total Capital Expenditures	1,132,231	2,446,359	125,000	2,800,000	100,000	1,625,000	1,500,000
Fund Balance 4/30	\$ 700,921	\$ 141,562	\$ 665,093	\$ 97,117	\$ 658,964	\$ 911,213	\$ 70,964

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

	ACTUAL FY 2007	ACTUAL FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012
Fund Balance 5/1	\$ 214,597	\$ 1,745,483	\$ 8,691,068	\$ -	\$ -	\$ -
Revenue	\$ 1,925,966	\$ 942,780		\$ 940,000	\$ 6,500,000	\$ 6,500,000
Bond Proceeds-Non Referendum		\$ 7,960,750				
Line of Credit-\$13MM			\$ 12,165,392	\$ 361,480	\$ (6,240,000)	\$ (6,286,872)
Grants						
Interest	19,319	83,041	91,423			
Total Revenue	1,945,285	8,986,571	12,256,815	1,301,480	260,000	213,128
 Total Capital Expenditures	 414,399	 2,040,986	 20,947,883	 1,301,480	 260,000	 260,000
Fund Balance 4/30	<u>\$ 1,745,483</u>	<u>\$ 8,691,068</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (46,872)</u>

Note: The purchase of land in FY06 was funded with \$7 million of general fund reserves.

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

	ACTUAL FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014
Fund Balance 5/1	\$ 2,006,375	\$ 1,456,462	\$ 114,993	\$ 378,012	\$ 180,232	\$ 1,112,111	\$ 1,732,619
Revenue							
<u>Current Revenue</u>							
Telecomm Tax/City Transfer	\$ 420,000	\$ 500,000					
Grants	\$ 18,850	\$ 125,000	\$ 500,000	\$ 100,000	\$ 100,000		
Park impact fees	94,128	65,668	297,682	548,380	1,629,472	1,692,144	94,008
Interest	67,846	18,700	1,150	11,340	5,407	33,363	51,979
Total Current Revenue	\$ 600,824	\$ 709,368	\$ 798,832	\$ 659,720	\$ 1,734,879	\$ 1,725,507	\$ 145,987
Less: Operating Expenses							
Less: Debt Service	491,483	159,383	379,813	-	-	-	-
Net before CIP	\$ 109,341	\$ 549,985	\$ 419,019	\$ 659,720	\$ 1,734,879	\$ 1,725,507	\$ 145,987
Total Capital Expenditures-#1, #2	\$ 659,254	\$ 1,891,454	\$ 156,000	\$ 857,500	\$ 803,000	\$ 1,105,000	\$ 665,000
Fund Balance 4/30	\$ 1,456,462	\$ 114,993	\$ 378,012	\$ 180,232	\$ 1,112,111	\$ 1,732,619	\$ 1,213,605

City of Lake Forest, Illinois

UNFUNDED PROJECTS

FY '10 thru FY '14

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
Capital Fund								
City Hall: Chimney Repair	07-BLDG-001	3		40,000				40,000
General Landscaping	07-MISC-006	3	15,000	20,000	20,000	20,000	25,000	100,000
Telegraph Train Station: Roof Replacement	07-PKNG-015	3					90,000	90,000
Public Safety Bldg: FD Locker Room Renovation	08-BLDG-002	3	50,000					50,000
Dickinson Hall East Entryway Awning	09-BLDG-002	3	28,000					28,000
Dickinson Hall Handicap Parking Improvements	09-BLDG-003	3	30,000					30,000
Ponds Subdiv Pond Control Structure Repair	09-ENGG-020	3		30,000				30,000
Storm Sewer: Edgewood & Spruce New Storm Sewer	09-ENGG-024	3					70,000	70,000
Storm Sewer: Glenwood Rd (W of Bvly Pl) New Strm	09-ENGG-025	3				32,000	325,000	357,000
Storm Sewer: Briar Ln-Timber Ln-Beverly Pl New Str	09-ENGG-026	3				63,000	560,000	623,000
Walden Bridge Spot Repairs & Painting	09-ENGG-035	3		25,000				25,000
Bluff's Edge Bridge Spot Repairs & Painting	09-ENGG-036	3				25,000		25,000
Annual Tree Replacement Program (SECONDARY)	09-FORS-002	3	50,000	50,000	50,000	50,000	50,000	250,000
Triangle Park Sidewalk Replacement	09-FORS-003	3	40,000					40,000
LF Open Lands Master Lease	09-FORS-004	3	20,000	20,000	20,000	20,000	20,000	100,000
LFTV Archive Video Server	09-LFTV-003	3		20,000				20,000
Sony DVCAM Remote Pro Camcorders	09-LFTV-004	3	14,000		30,000			44,000
LFTV Tri-Pods and Jib	09-LFTV-007	3		18,000				18,000
Asphalt Resurfacing of the Compost Center	09-SAN-003	3	225,000					225,000
Sheridan Bridge Parapet Painting	09-STR-006	3			20,000			20,000
AVL/GPS/Material Usage System w/Drive-by Download	09-STR-007	3		50,000				50,000
Automated Timecard System	10-IT-004	3	60,000					60,000
CBD: Parking Dispensers	10-STR-001	3	8,500					8,500
Telegraph Train Station: Parking Dispensers	10-STR-002	3	18,500					18,500
HTE Online Utility Billing	11-IT-004	3		12,100				12,100
City Hall Copier	14-CH-0001	3	40,000					40,000
Capital Fund Total			599,000	285,100	140,000	210,000	1,140,000	2,374,100
Cemetery Fund								
Ravine Erosion Control	09-CEM-002	3			125,000			125,000
Small Garden Columbarium	09-CEM-003	3					250,000	250,000
Cemetery Fund Total					125,000		250,000	375,000
EmergencyTelephone Fund								
Police Mobile Radios	07-POL-001	3	25,000					25,000
EmergencyTelephone Fund Total			25,000					25,000
Golf Course Fund								
DPGC Parking Lot Resurfacing	09-ENGG-037	3			110,000			110,000

Source	Project#	Priority	FY '10	FY '11	FY '12	FY '13	FY '14	Total
continuous cart path	12-golf-001	3			300,000			300,000
Golf Course Fund Total					410,000			410,000
Grant-Contribution-PPL								
Deerpath Park/School Parking Lot Reconstruction	09-ENGG-040	3			40,000	360,000		400,000
Grant-Contribution-PPL Total					40,000	360,000		400,000
Park & Public Land Fund								
Deerpath Park: Replace Sideline Fence & Backstop	07-Parks-041	3			70,000			70,000
Deerpath Park: Concrete Dugout & Bleacher Pads	07-Parks-042	3			40,000			40,000
Deerpath Park: Drainage Improvements	07-Parks-045	3		25,000				25,000
Deerpath Park: Restroom & Storage Building	07-Parks-046	3		200,000				200,000
Waveland: Dredge Pond	07-Parks-057	3		30,000				30,000
Waveland Park East Parking Lot Resurfacing	09-ENGG-039	3			100,000			100,000
Deerpath Park/School Parking Lot Reconstruction	09-ENGG-040	3			40,000	360,000		400,000
Waveland field house Enclose gargae doors w/ brick	10-parks-099	3	20,000					20,000
deerpath park path reconfigure	10-Parks-100	3		35,000				35,000
McCormick relocate trail	10-Parks-106	3	30,000					30,000
Everett Cis Facia & Gutters	10-Parks-122	3	30,000					30,000
Pram Sailboats (25)	10-Rec-006	3		52,500		34,000		86,500
Avon Power Boats	10-Rec-007	3		72,000	52,000			124,000
420 Sailboats (16)	10-Rec-008	3		32,000	48,000	48,000		128,000
Stirling Chimney Replacement (2)	10-Rec-009	3		30,000				30,000
Dance Studio Rooms - West Campus	11Rec-002	3		300,000				300,000
Administration Window Replacement	11-Rec-003	3		30,000				30,000
Remodel Fitness Center Desk	11-Rec-005	3			50,000			50,000
Rec Ctr: Gymnasium Acoustic Improvements	12Parks-004	3					10,000	10,000
Northcroft - Disc Golf	12Rec-002	3			20,000			20,000
Replace Plastic Lockers & Benches	12-Rec-004	3			40,000			40,000
Park Pavilion Lightning Protection	13-Parks-002	3				97,000		97,000
Rec Center Front Office Carpeting	13Rec-001	3				35,000		35,000
Park & Public Land Fund Total			80,000	806,500	460,000	574,000	10,000	1,930,500
GRAND TOTAL			704,000	1,091,600	1,175,000	1,144,000	1,400,000	5,514,600

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



FY2009 Highlights

- > Obtained RTAP Grant (Forest Green Transit Study) to develop and implement a successful local transit service
- > Development of long-term, sustainable strategy for enhancing the business districts
- > Prepared comprehensive development parameters and RFP for redevelopment of the City's 10-acre Western and Laurel Avenue site
- > Continue "green" initiatives
- > Continue assisting Housing Trust in expansion of affordable housing in Lake Forest
- > Elawa Farm renovation completed
- > Completed telecommunications network plan to connect new Municipal Services building and other remote City facilities to the City's network in partnership with School Districts 67 and 115
- > Successful new TV series "Inside Lake Forest" launched on LFTV in conjunction with Economic Development Office to promote local organizations and businesses
- > City Council meeting videos archived online

FY2010 Initiatives and Programs

- > Study the feasibility of consolidating the IT functions of the City and School Districts 67 and 115 once the new network is in place
- > Study the feasibility of consolidating fire services
- > Develop a model natural gas franchise ordinance as a member of the Northwest Municipal Conference and DuPage Mayors and Managers Conference Gas Consortium Group
- > City Clerk to work with IT on the development of a Records Management and Retention Policy and training program for department heads and key personnel for implementation
- > Develop a process for the electronic/paperless distribution of meeting agendas as a "green" initiative to reduce photocopying and toner costs
- > With the relocation of municipal services to Conway Park, expand resident services available at the City Hall front counter
- > Initiate aggressive outreach program to residents and community organizations to increase LFTV revenue

Partnerships

> FY2009: \$97,000 RTAP Grant received for Forest Green Transit Study

Department Budgets	FY2009	FY2010
Totals	\$ 1,516,981	\$ 1,491,826

Personnel	FY2009	FY2010
Full-time	9	9.5
Seasonal > 1000 hours	1	0
Seasonal < 1000 hours	0	0

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General**Department - City Council**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-1101-411-29-03	Membership Dues	\$ 11,000	\$ 12,525
101-1101-411-29-10	Meetings and Exp. Reimb.	\$ 19,300	\$ 11,956
101-1101-411-35-10	Contractual Services	\$ 93,000	\$ 196,800
101-1101-411-35-42	Economic Development	\$ 29,000	\$ -
101-1101-411-35-43	Green Initiatives	\$ 25,000	\$ 2,500
101-1101-411-54-10	Legal Advertising	\$ 4,000	\$ 4,000
101-1101-411-60-10	Office Supplies	\$ 4,400	\$ -
101-1101-411-60-12	Postage	\$ 10,000	\$ 12,500
101-1101-411-60-13	Printing	\$ 46,000	\$ 37,250
101-1101-411-84-61	Special Events	\$ 12,150	\$ 13,000
101-1101-411-84-95	Contingency	\$ 135,308	\$ 102,111
TOTAL		\$ 389,158	\$ 392,642

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General

Department - Office of the City Manager

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-1202-413-10-10	Salaries	\$ 629,089	\$ 601,572
101-1202-413-10-30	Overtime	\$ 3,120	\$ 3,151
101-1202-413-10-40	Longevity	\$ 3,055	\$ 3,305
101-1202-413-20-10	Insurance Medical	\$ 118,398	\$ 118,047
101-1202-413-20-11	Insurance Dental	\$ 3,164	\$ 3,114
101-1202-413-20-12	Insurance Life	\$ 756	\$ 720
101-1202-413-20-20	Social Security	\$ 42,200	\$ 36,407
101-1202-413-20-30	IMRF	\$ 51,468	\$ 54,707
101-1202-413-20-40	Flexi Benefits	\$ 1,194	\$ 1,160
101-1202-413-20-45	Auto Allowance	\$ 12,000	\$ 10,800
101-1202-413-29-01	Training and Education	\$ 17,500	\$ 17,500
101-1202-413-29-03	Membership Dues	\$ 5,255	\$ 6,607
101-1202-413-29-04	Publications	\$ 200	\$ 200
101-1202-413-29-10	Meetings and Exp. Reimb. (Incl. Food)	\$ 9,416	\$ 12,557
101-1202-413-43-16	IT Maintenance	\$ 7,390	\$ 8,559
101-1202-413-43-20	Maintenance of Equipment	\$ 9,000	\$ 6,995
101-1202-413-53-11	Cell Phone	\$ 7,046	\$ 7,660
101-1202-413-60-10	Office Supplies	\$ 3,500	\$ 7,500
101-1202-413-60-13	Printing	\$ 600	\$ 1,100
101-1202-413-60-20	Minor Equipment	\$ 5,554	\$ 5,000
TOTAL		\$ 929,905	\$ 906,661

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General

Department - Office of the City Manager - Cable TV

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-1203-413-10-10	Salaries	\$ 61,050	\$ 107,534
101-1203-413-10-20	Temporary Salaries	\$ 41,302	\$ -
101-1203-413-20-10	Insurance Medical	\$ 7,485	\$ 28,080
101-1203-413-20-11	Insurance Dental	\$ 452	\$ 934
101-1203-413-20-12	Insurance Life	\$ 108	\$ 216
101-1203-413-20-20	Social Security	\$ 7,830	\$ 8,143
101-1203-413-20-30	IMRF	\$ 8,856	\$ 10,365
101-1203-413-20-40	Flexi Benefits	\$ 174	\$ 300
101-1203-413-29-01	Training and Education	\$ 5,200	\$ 5,000
101-1203-413-29-03	Membership Dues	\$ 1,600	\$ 1,300
101-1203-413-29-04	Publications	\$ 160	\$ 120
101-1203-413-29-10	Meetings and Exp. Reimb.	\$ 200	\$ 200
101-1203-413-35-10	Contractual Services	\$ 41,500	\$ 5,792
101-1203-413-43-01	Fleet Rental	\$ 985	\$ 1,584
101-1203-413-43-16	IT Maintenance	\$ 3,038	\$ 4,255
101-1203-413-43-20	Maintenance of Equipment	\$ 728	\$ 800
101-1203-413-60-10	Office Supplies	\$ 1,450	\$ 1,700
101-1203-413-60-13	Printing	\$ 300	\$ 300
101-1203-413-60-19	Clothing	\$ 500	\$ 500
101-1203-413-60-20	Minor Equipment	\$ 15,000	\$ 15,400
TOTAL		\$ 197,918	\$ 192,523

Finance

FY2009 Highlights

- The City was awarded, for the 30th consecutive time, the Certificate of Achievement for Excellence in Financial Reporting for its FY2008 Comprehensive Annual Financial Report (CAFR).
- Consolidated and scanned financial documents in preparation for the move to the new MS Building.
- Created analytical tools and processes to monitor water sales revenue.
- Developed short term financing for the MS Building and the Tax Increment Financing District's capital projects.

FY2010 Initiatives and Programs

- Continue reviewing current processes and procedures.
- Continue long-term debt management development.
- Assist City departments with developing financial acumen.
- Establish funding for the Western Ave Improvement project.
- Implement monthly processes to monitor water usage.



Department Budgets

	FY2009	FY2010
Totals	\$ 954,484	\$ 950,894

Personnel

	FY2009	FY2010
Full-time	7	7
Seasonal > 1000 hours	0	0
Seasonal < 1000 hours	1	0

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General

Department - Finance

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-1314-415-10-10	Salaries	\$ 407,469	\$ 414,534
101-1314-415-10-30	Overtime	\$ 7,000	\$ 2,020
101-1314-415-10-40	Longevity	\$ 1,365	\$ 1,720
101-1314-415-20-10	Insurance Medical	\$ 60,193	\$ 61,160
101-1314-415-20-11	Insurance Dental	\$ 2,260	\$ 2,335
101-1314-415-20-12	Insurance Life	\$ 540	\$ 540
101-1314-415-20-20	Social Security	\$ 30,110	\$ 29,242
101-1314-415-20-30	IMRF	\$ 35,044	\$ 39,471
101-1314-415-20-40	Flexi	\$ 846	\$ 846
101-1314-415-20-45	Auto Allowance	\$ 6,000	\$ 6,000
101-1314-415-29-01	Training and Development	\$ 13,000	\$ 2,000
101-1314-415-29-03	Membership Dues/Licenses	\$ 1,400	\$ 1,350
101-1314-415-29-04	Publications/Subscriptions	\$ 2,500	\$ 2,000
101-1314-415-29-10	Meetings and Exp Reimb.	\$ 2,000	\$ 2,000
101-1314-415-35-10	Contractual Services	\$ 137,278	\$ 119,108
101-1314-415-43-16	IT Maintenance	\$ 32,477	\$ 33,993

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General**Department - Finance**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-1314-415-53-11	Cell Phone	\$ 1,281	\$ 1,408
101-1314-415-60-10	Office Supplies	\$ 1,000	\$ 1,000
101-1314-415-60-13	Printing/Stationary	\$ 7,550	\$ 13,400
101-1314-415-60-20	Minor Equipment	\$ 1,000	\$ 1,000
TOTAL		\$ 750,313	\$ 735,127

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund - Water

Department - Finance

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
501-1314-415-10-10	Salaries	\$ 135,978	\$ 143,229
501-1314-415-10-20	Temporary Salaries	\$ -	
501-1314-415-10-30	Overtime	\$ 6,240	\$ 6,060
501-1314-415-10-40	Longevity	\$ 680	\$ 720
501-1314-415-20-10	Insurance Medical	\$ 23,413	\$ 35,685
501-1314-415-20-11	Insurance Dental	\$ 904	\$ 934
501-1314-415-20-12	Insurance Life	\$ 216	\$ 216
501-1314-415-20-20	Social Security	\$ 10,932	\$ 10,718
501-1314-415-20-30	IMRF	\$ 12,184	\$ 13,698
501-1314-415-20-40	Flexi	\$ 324	\$ 348
501-1314-415-29-01	Training and Development	\$ 1,150	\$ 1,150
501-1314-415-35-10	Contractual Services	\$ 500	\$ 500
501-1314-415-43-15	H.T.E. Maintenance	\$ 9,480	\$ -
501-1314-415-43-16	IT Maintenance	\$ 889	\$ 1,101
501-1314-415-53-11	Cell phone	\$ 1,281	\$ 1,408
TOTAL		\$ 204,171	\$ 215,767

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General**Department - Non-Departmental**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-2501-499-10-10	Salaries	\$ 44,530	\$ -
101-2501-499-10-20	Temp Salaries	\$ 3,000	
101-2501-499-10-30	Overtime	\$ 2,098	
101-2501-499-20-10	Insurance Medical	\$ 6,461	
101-2501-499-20-11	Insurance Dental	\$ 452	
101-2501-499-20-12	Insurance Life	\$ 108	
101-2501-499-20-20	Social Security	\$ 3,797	
101-2501-499-20-30	IMRF	\$ 4,270	
101-2501-499-20-40	Flexi	\$ 174	
101-2501-499-29-01	Training (Tuition)	\$ 146,000	\$ 82,000
101-2501-499-33-10	Legal	\$ 550,000	\$ 615,000
101-2501-499-33-15	Contractual Services - Audit	\$ 22,100	\$ 23,000
101-2501-499-35-10	Contractual Services	\$ 33,100	\$ 72,000
101-2501-499-35-17	Credit Card Charges	\$ 2,500	\$ 2,000
101-2501-499-35-22	Union Pacific	\$ 2,500	\$ 2,500
101-2501-499-35-29	Lake Forest College	\$ 7,900	\$ 8,028
101-2501-499-35-32	Actuarial	\$ 2,100	\$ 4,200
101-2501-499-35-33	Fire/Police Pension Report Fee	\$ 6,350	\$ 5,950

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General**Department - Non-Departmental**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-2501-499-35-34	Police Pension Report Fee	\$ 6,350	\$ 5,950
101-2501-499-35-35	Trailer Lease	\$ 13,250	\$ 6,891
101-2501-499-35-39	CBD Decorations - Wreaths	\$ 6,000	\$ 6,300
101-2501-499-35-41	AmAudit Fee	\$ 107,000	\$ -
101-2501-499-35-43	Lake Forest Day	\$ 25,000	\$ -
101-2501-499-41-15	Sewer	\$ 2,900	\$ 3,200
101-2501-499-42-11	Recycling	\$ -	\$ 132,000
101-2501-499-43-16	IT Maintenance	\$ 15,000	\$ 15,000
101-2501-499-43-20	Maintenance of Equipment	\$ 15,800	\$ 15,000
101-2501-499-43-38	Telephone Maint - Siemens	\$ 18,762	\$ 18,762
101-2501-499-44-20	Office Equipment Rental	\$ 1,000	\$ 1,000
101-2501-499-52-30	IRMA Insurance	\$ 893,944	\$ 1,115,509
101-2501-499-52-31	IRMA Deductible	\$ 85,000	\$ 85,000
101-2501-499-53-10	Telephone	\$ 259,582	\$ 256,293
101-2501-499-53-11	Internet Line	\$ -	\$ 1,400
101-2501-499-60-10	Office Supplies	\$ 23,500	\$ 123,800
101-2501-499-60-12	Postage	\$ 32,000	\$ 32,300
101-2501-499-60-13	Printing/Stationary	\$ 10,200	\$ 10,000

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General

Department - Non-Departmental

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-2501-499-60-25	Postage - Police	\$ 7,700	\$ 5,150
101-2501-499-62-13	Electricity	\$ 48,300	\$ 51,306
101-2501-499-62-14	Gas	\$ 107,000	\$ 132,759
101-2501-499-63-12	Fountain Supplies	\$ 12,800	\$ 15,000
101-2501-499-63-13	Vending	\$ 22,000	\$ 22,000
101-2501-499-84-91	Property Taxes	\$ 33,000	\$ 32,000
101-2501-499-84-94	Severance		\$ 64,331
101-2501-499-84-95	Contingency	\$ 95,000	\$ 95,000
101-2501-499-84-97	Salary Increases	\$ -	\$ 24,130
101-2501-499-84-99	Salary Reserve - Merit	\$ 16,132	\$ 43,400
101-2501-499-95-06	Transfer Senior Fund	\$ 217,669	\$ 234,145
101-2501-499-95-07	Transfer Parks and Recreation Fund	\$ 298,700	\$ 311,100
101-2501-499-95-08	Sales Tax Local 1/2%	\$ 773,000	\$ 773,000
101-2501-499-95-09	Capital Improvements	\$ 1,125,500	\$ 274,250
101-2501-499-95-12	Transfer Parking Debt Service	\$ 153,660	\$ 152,255
101-2501-499-95-13	Transfer Fleet Fund	\$ 41,000	\$ 100,000
TOTAL		\$ 5,304,189	\$ 4,972,909

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Water

Department - Non-Departmental

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
501-2501-499-29-01	Training (Tuition)	\$ 8,873	\$ -
501-2501-499-33-10	Legal	\$ 1,000	\$ 2,000
501-2501-499-33-15	Contractual Services - Audit	\$ 10,400	\$ 10,800
501-2501-499-35-10	Contractual Services	\$ 17,100	\$ 16,000
501-2501-499-35-17	Credit Card Charges	\$ 750	\$ 300
501-2501-499-52-30	IRMA Insurance	\$ 111,437	\$ 110,027
501-2501-499-52-31	IRMA Deductible	\$ 7,500	\$ 7,500
501-2501-499-53-10	Telephone	\$ 21,303	\$ 20,122
501-2501-499-60-12	Postage	\$ 12,300	\$ 14,100
501-2501-499-60-13	Printing/Stationary	\$ 4,000	\$ 3,000
501-2501-499-84-01	Direct Debit Discount	\$ 750	\$ 3,700
501-2501-499-84-48	Administrative Services	\$ 363,125	\$ 376,742
501-2501-499-95-11	Interfund Transfer - W/S CIP Fund	\$ 750,000	\$ 850,000
501-6076-499-80-20	Revenue Bond Interest	\$ 1,125,176	\$ 1,084,294
501-6076-499-83-35	Revenue Bond Principal	\$ 1,265,000	\$ 1,310,000
501-6076-499-84-41	Paying Agent/Bonds	\$ 1,800	\$ 1,800
TOTAL		\$ 3,700,514	\$ 3,810,385

Information Technology

FY2009 Highlights

Some of the accomplishments of the IT department included:

- Implementation and rollout of GIS web site on City intranet
- Completion of report on the City's Geographic Information System
- Operating system upgrade for the IBM iSeries
- Completion of IT Audit
- Continued review and participation in the City-wide telecom project
- Continued review and participation in the move of the City's phone system and data center

FY2010 Initiatives

Some of the goals of the IT department include:

- Complete GIS/CityWorks software major upgrade processes and train City staff to maximize efficiencies gained through their deployment
- Assist with the implementation of the core and redundant fiber network to the new MS facility and to all of the City's buildings
- Successful move of the City's data center to the new MS facility
- Successful move of the City's telephone system to the new MS facility



Joe Gabanski (Network Administrator), Steve Laurila and Jeff Pietrucha (PC/LAN Support Specialists) tour the new MS building.

Department Budgets	FY2009	FY2010
TOTALS	\$ 1,008,607	\$ 937,789

Personnel	FY2008	FY2009
Full-time	7	6.50
Seasonal > 1000 hours	0	0
Seasonal < 1000 hours	0	0

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General

Department - Information Technology

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-1415-415-10-10	Salaries	\$ 565,925	\$ 543,659
101-1415-415-10-40	Longevity	\$ 2,340	\$ 2,665
101-1415-415-20-10	Insurance Medical	\$ 57,410	\$ 42,436
101-1415-415-20-11	Insurance Dental	\$ 2,260	\$ 2,102
101-1415-415-20-12	Insurance Life	\$ 756	\$ 702
101-1415-415-20-20	Social Security	\$ 43,208	\$ 40,724
101-1415-415-20-30	IMRF	\$ 48,524	\$ 52,118
101-1415-415-20-40	Flexi	\$ 1,122	\$ 1,059
101-1415-415-20-45	Auto Allowance	\$ 9,600	\$ 9,300
101-1415-415-29-01	Training and Development	\$ 40,000	\$ 25,000
101-1415-415-29-03	Membership Dues/Licenses	\$ 250	\$ 250
101-1415-415-29-04	Publications/Subscriptions	\$ 250	\$ 250
101-1415-415-29-10	Meetings and Exp Reimb.	\$ 9,465	\$ 10,000
101-1415-415-35-10	Contractual Services	\$ 30,000	\$ 28,500
101-1415-415-43-10	Maintenance of Equipment	\$ 10,600	\$ 10,600
101-1415-415-43-37	Maintenance - Software	\$ 35,957	\$ 36,627
101-1415-415-44-31	Lease Payments	\$ 10,400	\$ -
101-1415-415-53-11	Cell Phone	\$ 4,423	\$ 4,641
101-1415-415-60-10	Office Supplies	\$ 2,017	\$ 2,017
101-1415-415-60-11	Computer Supplies	\$ 28,600	\$ 25,139
101-1415-415-66-10	Assets under \$10,000	\$ 105,500	\$ 100,000
TOTAL		\$ 1,008,607	\$ 937,789

Human Resources

FY2009 Highlights

During FY2009, the Human Resources Department:

- Implemented new applicant tracking and online application system;
- Continued developing succession planning program,
- Began 10-Minute Manager training at meetings;
- Administered City-wide 360 evaluation program;
- Assisted with and participated in staff teambuilding;
- Implemented significant legislative changes to policies and benefits from both the Federal and State levels.

FY2010 Initiatives and Programs

During FY2010, the Human Resources Department will:

- Continue to implement further legislative changes to policies and benefits;
- Assist in a review of our liability insurance carrier (IRMA);
- Assist in a study regarding the feasibility of a "Green Industry";
- Negotiate Police, Fire and Public Works collective bargaining agreements;
- Work with the Board of Fire and Police Commissioners to make rule adjustments to comply with having an organized Fire Department;
- Assist the organization in dealing with cost-saving changes and the impact on employees.

Department Budgets	FY2009	FY2010
Totals	\$ 481,260	\$ 399,428

Personnel	FY2009	FY2010
Full-time	2	2
Seasonal > 1000 hours	0	0
Seasonal < 1000 hours	1	1

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General

Department - Human Resources

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-1701-415-10-10	Salaries	\$ 170,470	\$ 172,170
101-1701-415-10-20	Temporary	\$ 20,326	\$ 13,112
101-1701-415-10-40	Longevity	\$ 2,790	\$ 3,520
101-1701-415-20-10	Insurance Medical	\$ 32,144	\$ 32,886
101-1701-415-20-11	Insurance Dental	\$ 904	\$ 934
101-1701-415-20-12	Insurance Life	\$ 216	\$ 216
101-1701-415-20-20	Social Security	\$ 14,423	\$ 13,376
101-1701-415-20-30	IMRF	\$ 14,319	\$ 16,188
101-1701-415-20-40	Flexi Benefits	\$ 348	\$ 348
101-1701-415-20-45	Auto Allowance	\$ 3,600	\$ 3,600
101-1701-415-29-01	Training and Development	\$ 7,000	\$ 2,000
101-1701-415-29-03	Membership Dues	\$ 5,439	\$ 1,969
101-1701-415-29-04	Publications	\$ 2,485	\$ 2,150
101-1701-415-29-10	Meetings and Exp Reimb.	\$ 2,000	\$ 1,000
101-1701-415-29-14	City Training	\$ 24,100	\$ 24,000
101-1701-415-29-51	Employee Activities	\$ 46,900	\$ 22,600
101-1701-415-35-10	Contractual Services	\$ 8,800	\$ 8,800
101-1701-415-43-16	IT Maintenance	\$ 1,100	\$ 1,379
101-1701-415-60-10	Office Supplies	\$ 500	\$ 500
101-1701-415-60-11	Computer Supplies	\$ 10,000	\$ -
101-1701-415-60-13	Printing	\$ 5,000	\$ 4,200
TOTAL		\$ 429,410	\$ 348,228

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General

Department - Human Resources-Fire & Police Commis

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-1703-415-29-10	Meetings and Exp. Reimb.	\$ 1,000	\$ 1,000
101-1703-415-29-12	Personnel Recruitment	\$ 38,700	\$ 38,200
101-1703-415-35-10	Contractual Services	\$ 12,000	\$ 12,000
101-1703-415-54-10	Legal Advertising	\$ 150	\$ -
TOTAL		\$ 51,850	\$ 51,200

FY2009 Highlights

The second year of the Student Union being open was a tremendous year of growth for the entire CROYA organization. With new partnerships and more programs, CROYA is truly setting the bar as a community based youth organization. CROYA holds nearly 300 programs and meetings per year totaling 7000 Student Contacts! The Music School, run by Shelia and Nick Christofalos, is also booming; teaching 140 lessons per week! In partnership with CROYA, Shelia and Nick continue to run programs for youth around themes like; writing and recording music, learning to DJ, as well as holding band jams where local teens can perform.

CROYA continues to forge new community partnerships, with the latest ones being Lake Forest College, ELAWA, and the local YWCA. The youth have already worked with the Elawa Gardeners to prepare eight large gardens for vegetables and flowers. This season, students will tend the gardens and harvest fresh produce that will be donated to local shelters and food pantries. The largest partnership currently is the one with Lake Forest College. Their students work as building mentors for the Student Union, music teachers for the "Activator Academy" music school, and participate in multiple programs with the CROYA staff and youth. One of the groups is called the CPE's (Community Peer Educators). They participate in CROYA's peer training program and will develop new ways to work with the CROYA youth in the future. Another one of the groups is called the "Sisterhood" program, and is made possible by a grant from the local YWCA. This program provides mentoring for young women from Lake Forest College who in turn work with junior and senior girls from our local high schools to explore what it means to be a healthy young woman in the world.

The new CROYA spaces are getting extensive use, which is a wonderful testament to those youth and adults who worked so hard in seeing the Student Union project through. The Wellness Studio is used on a daily basis for students who practice dance, prepare for performances, and participate in classes like yoga. The lower level classrooms are used by a number of groups, including the middle school mentoring program, GTT (Girl Teen Time), and students working on video and editing projects. In addition to the many ongoing classes and programs, we see an average of 25-30 students present for drop-in hours each day.

Each of the youth workers has created new programming as well. The high school youth-committee held an incredible event called "Lucid Energy," which involved an elaborate lighting and laser show, powerful music, choreographed dancers, and a variety of glow-in-the-dark decorations and accessories. The middle school youth-committee created the "Skate and Snow" group which hosts trips to skate parks and ski hills for snowboarding. The newest CROYA Service & Leadership program is the Lake Bluff Middle School Peer Leadership, which is a joint effort between CROYA, LBMS, the Youth Advocate, and the local school social workers. This program is in transition and will follow the guidelines of the new Emotional Wellness Initiative which is being implemented district-wide.

FY2010 Initiatives and Programs

Fiscal Year 2010 will see the continuation of the new and exciting programs in the Student Union, and will bring many new opportunities for youth to grow and learn in a safe and fun environment. CROYA will take on new service programs, leadership opportunities, and social adventures in order to address the changing needs and desires of youth, and to provide an even greater breadth of experience at CROYA for the youth of Lake Forest, Lake Bluff, and Knollwood.



Photo:

Department Budgets		FY2009	FY2010
		\$ 595,642	\$ 609,447

Personnel	FY2009	FY2010
Full-time	5	5
Seasonal > 1000 hours	1	1
Seasonal < 1000 hours	10	15

THE CITY OF LAKE FOREST**Fiscal Year: 2010****Fund- General****Department - CROYA**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-1601-416-10-10	Salaries	\$ 315,108	\$ 322,957
101-1601-616-10-10	Temporary Salaries	\$ 44,513	\$ 43,397
101-1601-416-10-40	Longevity	\$ 1,663	\$ 2,148
101-1601-416-20-10	Insurance Medical	\$ 53,918	\$ 69,076
101-1601-416-20-11	Insurance Dental	\$ 2,260	\$ 2,335
101-1601-416-20-12	Insurance Life	\$ 626	\$ 626
101-1601-416-20-20	Social Security	\$ 27,635	\$ 27,035
101-1601-416-20-30	IMRF	\$ 29,923	\$ 33,618
101-1601-416-20-40	Flexi Benefits	\$ 966	\$ 966
101-1601-416-20-45	Auto Allowance	\$ 8,400	\$ 8,400
101-1601-416-29-01	Training and Development	\$ 7,500	\$ -
101-1601-416-29-03	Membership Dues	\$ 300	\$ 200
101-1601-416-29-04	Publications	\$ 600	\$ 300
101-1601-416-29-10	Meeting and Expense Reimbursement	\$ 7,500	\$ 3,500
101-1601-416-35-10	Contractual Services	\$ 7,500	\$ 3,500
101-1601-416-43-16	IT Maintenance	\$ 4,323	\$ 5,729
101-1601-416-43-20	Maintenance of Equipment	\$ 4,567	\$ 5,000
101-1601-416-53-11	Cell Phone	\$ 6,340	\$ 5,631
101-1601-416-60-10	Office Supplies	\$ 6,000	\$ 5,000
101-1601-416-60-13	Printing	\$ 1,000	\$ 1,000
101-1601-416-60-17	Activity Expense - Student Enrichment	\$ 20,000	\$ 23,000

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General

Department - CROYA

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-1601-416-60-18	Activity Expense - Junior High	\$ 20,000	\$ 21,000
101-1601-416-60-19	Activity Expense - Senior High	\$ 20,000	\$ 21,000
101-1601-416-60-20	Minor Equipment	\$ 5,000	\$ 4,029
TOTAL		\$ 595,642	\$ 609,447

Community Development

FY2009 Highlights and Looking Ahead

Despite the economic slow down, some development projects were completed during the past year and a few new projects got underway. The first of two 45-unit condominium buildings in the Amberley Woods development along Route 60 was completed and the first residents have moved in. The infrastructure at the Willow Lake residential development is in place and model units are complete and welcoming potential buyers. Construction of additional units is underway. The expansion of Lake Forest Place began in the fall and construction continued over the winter. The major infrastructure is complete and permits have been issued for the first 16 of 32 cottages.

A number of projects, including subdivisions, demolitions with replacement single family homes, new athletic facilities at Lake Forest College and Lake Forest Academy and a new commercial project on Waukegan Road are “shovel ready” with City Board and Commission approvals in place, pending decisions by the property owners to move forward with these projects.



In looking ahead, despite staffing reductions in the department, prompt, efficient and friendly customer service remains a high priority. Staff throughout the department is well trained and our goal is to serve as an ally to residents, developers and contractors assisting them with permits, inspections and development reviews and approvals. During times of lower permit and inspection activity, the department is “loaning” staff to other departments in an effort to share our expertise, enhance cross training, build stronger staff relationships across departments and help reduce staffing and project costs.



FY2010 Initiatives and Programs

This spring and summer, the Community Development Department will focus on code enforcement issues. A “watch list” of properties has been developed and regular inspections of listed properties will be conducted by staff. Recent updates to the City Code dealing with property maintenance were approved by the Council and the enhanced regulations provide a stronger framework for enforcement activity.

A key initiative in FY 2010 is working toward adoption of the 2009 International Codes, replacing the 2003 Codes now in place. In conjunction with adoption of the 2009 Codes, amendments to the City’s local Building Code will be considered to provide simple and clear information with respect to the Codes that regulate construction activity in the City.

Staff will also continue to provide support to pending development projects including redevelopment of Barat Campus and the City’s Laurel Avenue site, redevelopment of a commercial site on Waukegan Road and the City’s affordable housing initiative.

Department Budgets	FY2009	FY2010
Totals	\$ 1,775,314	\$ 1,573,613

Personnel	FY2009	FY2010
Full-time	18	15
Seasonal > 1000 hours	0	0
Seasonal < 1000 hours	4	2

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General**Department - Community Development**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-3401-414-10-10	Salaries	\$ 1,018,900	\$ 1,037,816
101-3401-414-10-20	Temporary Salaries	\$ 34,000	\$ 8,861
101-3401-414-10-30	Overtime	\$ 10,400	\$ 2,192
101-3401-414-10-40	Longevity	\$ 5,100	\$ 4,610
101-3401-414-20-10	Insurance Medical	\$ 165,988	\$ 183,013
101-3401-414-20-11	Insurance Dental	\$ 6,328	\$ 6,538
101-3401-414-20-12	Insurance Life	\$ 1,620	\$ 1,620
101-3401-414-20-20	Social Security	\$ 80,612	\$ 76,775
101-3401-414-20-30	IMRF	\$ 87,816	\$ 98,346
101-3401-414-20-40	Flexi Benefits	\$ 2,466	\$ 2,466
101-3401-414-20-45	Auto Allowance	\$ 3,600	\$ 3,600
101-3401-414-29-01	Training and Education	\$ 13,700	\$ 10,000
101-3401-414-29-03	Membership Dues	\$ 1,500	\$ 1,500
101-3401-414-29-04	Publications	\$ 2,500	\$ 4,000
101-3401-414-29-10	Meetings and Exp. Reimb.	\$ 14,000	\$ 10,000
101-3401-414-35-10	Contractual Services	\$ 37,000	\$ 30,000
101-3401-414-35-31	Elevator Inspection	\$ 23,740	\$ 23,740
101-3401-414-35-32	Recording Fees	\$ 2,200	\$ 2,200
101-3401-414-43-01	Fleet Rental	\$ 15,040	\$ 14,256

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General**Department - Community Development**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-3401-414-43-16	IT Maintenance	\$ 32,683	\$ 36,036
101-3401-414-53-11	Cell Phone	\$ 6,850	\$ 7,444
101-3401-414-60-10	Office Supplies	\$ 2,800	\$ 2,500
101-3401-414-60-12	Postage	\$ 500	\$ 500
101-3401-414-60-13	Printing	\$ 2,500	\$ 1,500
101-3401-414-60-19	Clothing	\$ 1,600	\$ 1,600
101-3401-414-60-20	Minor Equipment	\$ 2,500	\$ 2,500
	TOTAL	\$ 1,575,943	\$ 1,573,613

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Water

Department - Community Development

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
501-3401-414-10-10	Salaries	\$ 135,480	
501-3401-414-10-40	Longevity	\$ 1,305	
501-3401-414-20-10	Insurance Medical	\$ 37,004	
501-3401-414-20-11	Insurance Dental	\$ 904	
501-3401-414-20-12	Insurance Life	\$ 216	
501-3401-414-20-20	Social Security	\$ 10,464	
501-3401-414-20-30	IMRF	\$ 11,291	
501-3401-414-20-40	Flexi Benefits	\$ 348	
501-3401-414-29-01	Training and Education	\$ 500	
501-3401-414-60-19	Clothing	\$ 400	
501-3401-414-60-20	Minor Equipment	\$ 600	
501-3401-414-43-16	IT Maintenance	\$ 859	
TOTAL		\$ 199,371	\$ -

Public Works

FY2009 Highlights

- Expanded City's recycling program to increase types of recyclables collected
- Received State Grant for installation of Compost Center Recycling Ramp
- Completed Engineering/Design of Western Avenue Improvements
- Completed Old Elm Bridge Rehabilitation Project
- Continued work with IDOT towards the completion of Rt. 60 Corridor Improvement
- Reconstructed the North Beach Access Road
- Continued construction of the new Municipal Services Center
- Provided for ongoing maintenance of City's infrastructure
- Provided maintenance for over 40 City-owned buildings
- Active participation on The City's Green Team
- Monitored City-owned trees to reduce the spread of Dutch Elm, Gypsy Moth, and Emerald Ash Borer

FY2010 Initiatives and Programs

- Implementation of Phase I Construction - Western Avenue Improvements
- Completion of the new Municipal Services Facility (Dalitsch property)
- Phase I Construction of the Waukegan Road Water Main Project
- Active participation on The City's Green Team
- Monitor City-owned trees to reduce the spread of Dutch Elm, Gypsy Moth, and Emerald Ash Borer
- Exploration of state and federal grant programs to reduce capital improvement costs to residents
- Complete the Rt. 60 & Field Ct./Conway Farms Dr. intersection improvements
- Fulfill maintenance/monitoring requirements Dalitsch property (Army Corps of Engineers)
- Provide for ongoing maintenance of the City's infrastructure
- Provide for ongoing maintenance of 40 owned City buildings

Photo:



New Municipal Services Building



Western Avenue Improvements

Department Budgets

	FY2009	FY2010
Administration	\$ 592,738	\$ 562,831
Building Maintenance	\$ 1,431,470	\$ 1,367,087
Engineering	\$ 711,362	\$ 693,901
Fleet	\$ 1,562,255	\$ 1,845,270
Forestry	\$ 1,523,306	\$ 1,503,016
Sanitation	\$ 2,212,544	\$ 2,147,586
Storm Sewer	\$ 267,592	\$ 245,905
Streets	\$ 1,525,376	\$ 1,661,026
Water Plant	\$ 3,440,213	\$ 3,439,641
Totals	\$ 13,259,856	\$ 13,466,263

Personnel

	FY2009	FY2010
Full-time	71	72
Seasonal > 1000 hours	22	20
Seasonal < 1000 hours	2	1

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General

Department - Public Works - Administration

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-5001-450-10-10	Salaries	\$ 367,260	\$ 370,421
10-30	Overtime	\$ 2,800	\$ -
10-40	Longevity	\$ 2,700	\$ 3,580
20-10	Insurance Medical	\$ 58,419	\$ 51,210
20-11	Insurance Dental	\$ 1,808	\$ 1,868
20-12	Insurance Life	\$ 432	\$ 432
20-20	Social Security	\$ 25,918	\$ 25,340
20-30	IMRF	\$ 31,529	\$ 35,503
20-40	Flexi	\$ 648	\$ 648
20-45	Auto Allowance	\$ 6,000	\$ 6,000
29-01	Training and Development	\$ 12,000	\$ 6,106
29-03	Membership Dues	\$ 500	\$ 600
29-10	Meetings and Exp Reimb.	\$ 4,000	\$ 3,500
35-10	Contractual Services	\$ 38,300	\$ 13,300
43-16	IT Maintenance	\$ 37,729	\$ 41,171
53-11	Cell Phone	\$ 2,695	\$ 3,052
60-20	Minor Equipment	\$ -	\$ 100
TOTAL		\$ 592,738	\$ 562,831

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General

Department - Public Works - Building Maintenance

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-1522-419-10-10	Salaries	\$ 400,694	\$ 406,131
10-20	Temporary	\$ 104,333	\$ 99,264
10-30	Overtime	\$ 12,000	\$ 15,150
10-40	Longevity	\$ 2,875	\$ 3,335
20-10	Insurance Medical	\$ 88,902	\$ 92,722
20-11	Insurance Dental	\$ 2,712	\$ 2,802
20-12	Insurance Life	\$ 648	\$ 648
20-13	Unemployment Insurance	\$ 10,496	\$ 6,449
20-20	Social Security	\$ 39,696	\$ 38,108
20-30	IMRF	\$ 43,529	\$ 48,519
20-40	Flexi	\$ 972	\$ 972
29-01	Training and Development	\$ 6,000	\$ 6,000
29-10	Meetings and Exp Reimb.	\$ 3,000	\$ 3,000
35-10	Contractual Services	\$ 114,417	\$ 104,400
41-10, 41-15, 62-13, 62-14	Utilities	\$ 95,300	\$ 127,100
42-30	Janitorial Services	\$ 115,535	\$ 104,500
43-01	Fleet Rental	\$ 14,858	\$ 36,081
43-30 43-31, 43-32, 43-33,43-34, 43-36	Repair & Maintenance	\$ 63,004	\$ 57,121

THE CITY OF LAKE FOREST**Fiscal Year: 2010****Fund- General****Department - Public Works - Building Maintenance**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
53-11	Cell Phone	\$ 3,499	\$ 3,748
60-10	Office Supplies	\$ 300	\$ 300
60-19	Clothing	\$ 3,000	\$ 3,000
60-20	Minor Equipment	\$ 15,800	\$ 14,037
61-11	Maintenance Materials/Supplies	\$ 46,300	\$ 46,300
61-40	Janitorial Supplies	\$ 12,600	\$ 10,900
61-41	Materials for Bld. Maint.	\$ 8,500	\$ 14,000
67-44	General Improvements	\$ 222,500	\$ 122,500
95-02	Equipment Reserve	\$ -	
TOTAL		\$ 1,431,470	\$ 1,367,087

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General

Department - Public Works - Engineering

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-3747-417-10-10	Salaries	\$ 486,826	\$ 489,332
10-20	Temporary Salaries	\$ 4,500	\$ -
10-30	Overtime	\$ 9,948	\$ 1,010
10-40	Longevity	\$ 2,100	\$ 2,485
20-10	Insurance Medical	\$ 87,286	\$ 90,092
20-11	Insurance Dental	\$ 2,712	\$ 2,802
20-12	Insurance Life	\$ 648	\$ 648
20-20	Social Security	\$ 37,181	\$ 35,015
20-30	IMRF	\$ 41,804	\$ 46,181
20-40	Flexi	\$ 996	\$ 972
20-45	Auto Allowance	\$ 4,800	\$ 4,800
29-01	Training and Development	\$ 5,000	\$ 3,000
29-03	Membership Dues	\$ 1,200	\$ 1,200
29-04	Subscriptions/Publications	\$ 1,000	\$ 300
29-10	Meeting/Exp. Reimbursement	\$ -	\$ 350
35-10	Contractual Services	\$ 4,000	\$ -
43-01	Fleet Rental	\$ 8,366	\$ 11,793
43-10	Maintenance of Equipment	\$ 650	\$ -

THE CITY OF LAKE FOREST**Fiscal Year: 2010****Fund- General****Department - Public Works - Engineering**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
53-11	Cell Phone	\$ 2,645	\$ 2,821
60-10	Office Supplies	\$ 3,500	\$ 600
60-12	Postage	\$ 400	\$ 200
60-13	Printing & Stationery	\$ 1,000	\$ 200
60-19	Clothing	\$ 800	\$ 100
60-20	Minor Equipment	\$ 3,000	\$ -
61-11	Maintenance Materials	\$ 1,000	\$ -
TOTAL		\$ 711,362	\$ 693,901

THE CITY OF LAKE FOREST

Fiscal Year: 2010

**Fund- Fleet
Department - Fleet**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
601-5901-437-10-10	Salaries	\$ 349,295	\$ 416,387
10-20	Temporary	\$ 25,480	\$ 31,296
10-30	Overtime	\$ 15,600	\$ 15,756
10-40	Longevity	\$ 1,190	\$ 1,295
20-10	Insurance Medical	\$ 61,990	\$ 75,113
20-11	Insurance Dental	\$ 2,260	\$ 2,802
20-12	Insurance Life	\$ 540	\$ 648
20-13	Unemployment Insurance		\$ 1,764
20-20	Social Security	\$ 29,955	\$ 34,576
20-30	IMRF	\$ 33,548	\$ 44,094
20-40	Flexi	\$ 798	\$ 924
29-01	Training and Development	\$ 4,250	\$ 4,500
29-04	Publications/Subscriptions	\$ 250	\$ 250
29-10	Meeting/Expense Reimb.	\$ 800	\$ 1,000
33-30	Safety	\$ 2,000	\$ 2,000
35-10	Contractual - Misc.	\$ 59,300	\$ 10,000
43-11	Outside Veh. Maint.	\$ 10,000	\$ 100,000
43-16	I.T. Maintenance	\$ 3,725	\$ 2,917

THE CITY OF LAKE FOREST**Fiscal Year: 2010****Fund- Fleet****Department - Fleet**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
44-25	Rentals / Equipment Rentals	\$ -	\$ 7,000
53-11	Cell Phone	\$ 1,846	\$ 1,895
60-10	Office Supplies	\$ 500	\$ 500
60-13	Printing	\$ 500	\$ 500
60-19	Clothing	\$ 3,225	\$ 3,225
60-20	Minor Equipment	\$ 7,700	\$ 700
61-10	Fleet Supplies/Parts	\$ 353,125	\$ 412,403
61-16	Mechanic Tools	\$ 1,200	\$ 1,200
62-14	Fuel and Oil	\$ 533,000	\$ 540,000
75-02	Miscellaneous Equipment	\$ -	\$ 50,000
84-38	Freight Shipping	\$ 1,000	\$ 1,500
84-48	Administration Services	\$ 49,178	\$ 51,025
84-95	Contingency	\$ 10,000	\$ 30,000
TOTAL		\$ 1,562,255	\$ 1,845,270

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General

Department - Public Works - Forestry

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-5887-453-10-10	Salaries	\$ 596,092	\$ 573,334
10-20	Temporary	\$ 272,082	\$ 253,058
10-30	Overtime	\$ 8,027	\$ 8,107
10-40	Longevity	\$ 3,890	\$ 4,525
20-10	Insurance Medical	\$ 123,986	\$ 150,214
20-11	Insurance Dental	\$ 4,068	\$ 4,203
20-12	Insurance Life	\$ 972	\$ 972
20-13	Unemployment	\$ 18,729	\$ 18,470
20-20	Social Security	\$ 67,327	\$ 61,699
20-30	IMRF	\$ 74,814	\$ 78,628
20-40	Flexi	\$ 1,374	\$ 1,398
29-01	Training and Development	\$ 6,230	\$ 4,000
29-03	Membership Dues	\$ 618	\$ 618
29-10	Meetings and Exp Reimbursement	\$ 1,261	\$ 1,261
35-10	Contractual Services	\$ 104,177	\$ 42,635
35-25	Emerald Ash Borer	\$ 4,600	\$ -
43-01	Fleet Rental	\$ 145,516	\$ 218,950
53-11	Cell Phone	\$ 5,740	\$ 5,066

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General

Department - Public Works - Forestry

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
60-19	Clothing	\$ 5,625	\$ 5,625
60-20	Minor Equipment	\$ 23,736	\$ 23,736
61-11	Maintenance Materials	\$ 15,730	\$ 13,165
65-10	Agricultural Materials	\$ 7,502	\$ 7,502
65-11	Chemicals	\$ 27,210	\$ 21,850
66-10	Chainsaws	\$ 4,000	\$ 4,000
TOTAL		\$ 1,523,306	\$ 1,503,016

THE CITY OF LAKE FOREST**Fiscal Year: 2010****Fund- General****Department - Public Works - Sanitation**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-5240-432-10-10	Salaries	\$ 748,956	\$ 768,738
10-20	Temporary	\$ 87,360	\$ 76,474
10-30	Overtime	\$ 37,000	\$ 7,070
10-40	Longevity	\$ 3,090	\$ 3,770
20-10	Insurance Medical	\$ 133,911	\$ 128,823
20-11	Insurance Dental	\$ 4,972	\$ 5,137
20-12	Insurance Life	\$ 1,296	\$ 1,296
20-13	Unemployment	\$ 10,105	\$ 10,105
20-20	Social Security	\$ 67,045	\$ 62,746
20-30	IMRF	\$ 73,818	\$ 80,118
20-40	Flexi	\$ 1,872	\$ 1,896
29-01	Training and Development	\$ 1,500	\$ 1,500
29-10	Meetings and Exp Reimb.	\$ 1,517	\$ 1,500
35-10	Contractual Services	\$ 122,500	\$ 117,900
42-10	Refuse Disposal Services	\$ 464,575	\$ 449,940
43-01	Vehicle (Fleet) Rental	\$ 424,318	\$ 407,100
43-10	Maintenance of Equipment	\$ 515	\$ 515
53-11	Cell Phone	\$ 9,934	\$ 4,000

THE CITY OF LAKE FOREST**Fiscal Year: 2010****Fund- General****Department - Public Works - Sanitation**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
60-19	Clothing	\$ 8,240	\$ 6,000
60-20	Minor Equipment	\$ 4,250	\$ 4,120
61-11	Maintenance Materials	\$ 620	\$ 620
61-13	Materials to Maintain Equipment	\$ 1,030	\$ 1,030
65-11	Chemicals	\$ -	\$ 3,068
65-18	Yard Waste Bags (Stickers)	\$ 4,120	\$ 4,120
TOTAL		\$ 2,212,544	\$ 2,147,586

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General

Department - Public Works - Storm Sewer

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
10-10	Salaries	\$ 125,702	\$ 114,805
10-20	Temporary Salaries	\$ 27,476	\$ 27,475
10-30	Overtime	\$ 10,465	\$ 10,570
10-40	Longevity	\$ 1,620	\$ 1,155
20-10	Insurance Medical	\$ 35,373	\$ 25,493
20-11	Insurance Dental	\$ 904	\$ 934
20-12	Insurance Life	\$ 216	\$ 216
20-20	Social Security	\$ 12,643	\$ 11,283
20-30	IMRF	\$ 13,531	\$ 14,326
20-40	Flexi	\$ 348	\$ 348
35-10	Contractual - Misc.	\$ 11,514	\$ 11,500
60-20	Minor Equipment	\$ 1,800	\$ 1,800
61-11	Maint. Material	\$ 15,000	\$ 15,000
61-13	Materials to Maint. Equip.	\$ 11,000	\$ 11,000
TOTAL		\$ 267,592	\$ 245,905

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General

Department - Public Works - Streets

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-5131-431-10-10	Salaries	\$ 536,577	\$ 536,623
10-20	Temporary	\$ 86,184	\$ 25,650
10-30	Overtime	\$ 100,000	\$ 101,000
10-40	Longevity	\$ 5,350	\$ 7,105
20-10	Insurance Medical	\$ 96,996	\$ 113,348
20-11	Insurance Dental	\$ 3,616	\$ 3,736
20-12	Insurance Life	\$ 864	\$ 864
20-13	Unemployment	\$ 15,751	\$ 19,547
20-20	Social Security	\$ 55,624	\$ 49,358
20-30	IMRF	\$ 61,709	\$ 62,198
20-40	Flexi	\$ 1,224	\$ 1,248
29-01	Training and Development	\$ 1,750	\$ 1,750
29-03	Membership Dues	\$ 200	\$ 250
29-04	Subscriptions/Publications	\$ 200	\$ 200
29-10	Meetings and Exp Reimb.	\$ 2,000	\$ 2,000
35-10	Contractual Services	\$ 54,680	\$ 32,180
42-10	Refuse Disposal Services	\$ 8,000	\$ 9,000
43-01	Vehicle (Fleet) Rental	\$ 248,572	\$ 291,992

THE CITY OF LAKE FOREST**Fiscal Year: 2010****Fund- General****Department - Public Works - Streets**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
53-11	Cell Phone	\$ 3,329	\$ 3,277
60-10	Office Supplies	\$ 200	\$ 500
60-13	Printing	\$ 50	\$ 50
60-19	Clothing	\$ 4,000	\$ 3,500
60-20	Minor Equipment	\$ 4,000	\$ 5,200
61-11	Maintenance Materials	\$ 88,000	\$ 77,950
61-12	Maintenance Materials - Gas Lighting	\$ 15,000	\$ 10,000
61-13	Materials to Maintain Equipment	\$ 1,500	\$ 2,500
65-11	Chemicals	\$ 130,000	\$ 300,000
TOTAL		\$ 1,525,376	\$ 1,661,026

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Water

Department - Public Works

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
10-10	Salaries	\$ 1,374,541	\$ 1,390,559
10-20	Temporary Salaries	\$ 30,394	\$ 31,296
10-30	Overtime	\$ 88,790	\$ 60,538
10-40	Longevity	\$ 13,600	\$ 17,480
20-10	Insurance Medical	\$ 283,158	\$ 289,968
20-11	Insurance Dental	\$ 8,136	\$ 8,873
20-12	Insurance Life	\$ 2,052	\$ 2,052
20-13	Unemployment Insurance	\$ 1,488	\$ 2,776
20-20	Social Security	\$ 115,311	\$ 110,285
20-30	IMRF	\$ 126,136	\$ 140,788
20-40	Flexi	\$ 3,114	\$ 3,090
20-45	Auto Allowance	\$ 4,800	\$ 4,800
29-01	Training/Education	\$ 10,300	\$ 10,300
29-03	Membership Dues	\$ 1,500	\$ 1,500
29-04	Publications	\$ 500	\$ 500
29-10	Meeting/Expense Reimb.	\$ 2,500	\$ 2,500
35-10	Contractual - Misc.	\$ 197,000	\$ 186,000
35-25	J.U.L.I.E. Locate	\$ 5,000	\$ 7,000

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Water

Department - Public Works

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
41-10	Water	\$ 600	\$ 600
42-10	Refuse Disposal Services	\$ 23,500	\$ 26,500
43-01	Vehicle (Fleet) Rental	\$ 92,507	\$ 137,284
43-02	Pavement Repairs/Main Breaks	\$ 40,000	\$ 11,329
43-10	Maint. Of Equipment	\$ 1,350	\$ 350
43-16	IT Maintenance	\$ 18,382	\$ 8,268
43-30	Building Maintenance	\$ 6,500	\$ 5,000
53-11	Cell Phone	\$ 5,603	\$ 6,130
60-10	Office Supplies	\$ 2,000	\$ 2,000
60-12	Postage	\$ 500	\$ 500
60-19	Clothing	\$ 8,500	\$ 8,500
60-20	Minor Equipment	\$ 25,576	\$ 25,500
61-11	Maintenance Material	\$ 106,700	\$ 96,700
61-13	Material to Maint. Equipment	\$ 101,500	\$ 91,500
61-40	Janitorial Supplies	\$ 3,000	\$ 3,000
61-41	Material for Building Maint.	\$ 4,500	\$ 4,500
62-12	Diesel Oil	\$ 15,275	\$ 15,275
62-13	Electricity	\$ 350,000	\$ 408,000

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Water

Department - Public Works

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
62-15	Natural Gas	\$ 80,900	\$ 73,400
65-11	Chemicals	\$ 85,000	\$ 110,000
66-12	Water Meters	\$ 85,000	\$ 30,000
66-13	Manhole Lining/Lids	\$ 55,000	\$ 55,000
66-15	High Pressure Hose	\$ 4,000	\$ 4,000
66-16	Rodder Equipment	\$ 4,000	\$ 4,000
66-17	Sewer Jet Nozzles	\$ 1,500	\$ 1,500
66-18	Gate Valves	\$ 20,000	\$ 20,000
66-19	Hydrants and Valves	\$ 18,000	\$ 18,000
66-20	Misc -/PC Supplies	\$ 12,500	\$ 2,500
TOTAL		\$ 3,440,213	\$ 3,439,641

Fire

FY2009 Highlights

The Lake Forest Fire Department started a Bicycle Medic program enabling Paramedics to get out into the community and rapidly provide EMS care especially during large public events. Customer service has been our main focus throughout the year and we have added a senior citizen initiative called "Remembering When" which educates senior citizens on fire safety. The program is recognized by the State Fire Marshal as well as (NFPA) National Fire Protection Association. The Fire Department also received two new vehicles to our fleet, Battalion 42 and Ambulance 243 which was purchased by an impact fee.

FY2010 Initiatives and Programs

The Fire Department is working on the Accreditation process with expectations of completing the program sometime in FY10. Expectations are to increase proficiency of services provided as well as increased quality of all administrative programs. Total cost of the Accreditation process is approximately \$100,000.00 in salary and expenses.

Photo:



New Vehicles
Battalion 42 & Ambulance 243



Bicycle Medic
Program

Department Budgets

	FY2009	FY2010
Administration	\$ 5,037,712	\$ 5,116,476
EMS	\$ 36,900	\$ 32,900
Suppression	\$ 140,000	\$ 122,000
Totals	\$ 5,214,612	\$ 5,271,376

Personnel

	FY2009	FY2010
Full-time	38	38
Seasonal > 1000 hours	0	0
Seasonal < 1000 hours	4	4

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General

Department - Fire Administration

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-7552-422-10-10	Salaries	\$ 3,158,241	\$ 3,165,233
101-7552-422-10-20	Temporary	\$ 98,599	\$ 46,000
101-7552-422-10-30	Overtime	\$ 253,689	\$ 200,434
101-7552-422-10-40	Longevity	\$ 18,870	\$ 22,480
101-7552-422-20-10	Insurance Medical	\$ 554,632	\$ 603,429
101-7552-422-20-11	Insurance Dental	\$ 18,835	\$ 19,413
101-7552-422-20-12	Insurance Life	\$ 4,158	\$ 4,158
101-7552-422-20-20	Social Security	\$ 56,299	\$ 54,853
101-7552-422-20-30	IMRF	\$ 8,539	\$ 15,967
101-7552-422-20-40	Flexi	\$ 6,267	\$ 6,339
101-7552-422-29-01	Training and Development	\$ 5,000	\$ 5,000
101-7552-422-29-03	Membership Dues	\$ 1,500	\$ 1,500
101-7552-422-29-10	Meetings and Exp Reimbursement	\$ 14,200	\$ 12,000
101-7552-422-35-11	SRT Assessment	\$ 6,000	\$ 6,000
101-7552-422-43-01	Fleet Rental	\$ 106,269	\$ 126,372

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General

Department - Fire Administration

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-7552-422-43-10	Maintenance of Equipment	\$ 20,000	\$ 15,000
101-7552-422-43-16	IT Maintenance	\$ 10,271	\$ 13,512
101-7552-422-44-25	Equipment Rental	\$ 3,434	\$ 5,600
101-7552-422-53-11	Cell Phones	\$ 10,586	\$ 11,508
101-7552-422-60-10	Office Supplies	\$ 7,000	\$ 7,000
101-7552-422-60-13	Printing	\$ 3,000	\$ 3,000
101-7552-422-60-20	Minor Equipment	\$ 10,000	\$ 10,000
101-7552-422-95-04	Fire Pension Levy	\$ 662,323	\$ 761,678
TOTAL-Administration		\$ 5,037,712	\$ 5,116,476

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General

Department - Fire EMS

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-7555-422-29-01	Training and Development	\$ 12,000	\$ 10,000
101-7555-422-29-04	Publications	\$ 400	\$ 400
101-7555-422-43-10	Maintenance of Equipment	\$ 10,000	\$ 10,000
101-7555-422-60-13	Printing	\$ 1,000	\$ 1,000
101-7555-422-60-20	Minor Equipment	\$ 12,000	\$ 10,000
101-7555-422-65-11	Chemicals	\$ 1,500	\$ 1,500
TOTAL		\$ 36,900	\$ 32,900

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General**Department - Fire Suppression**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-7553-422-29-01	Training and Development	\$ 20,000	\$ 12,000
101-7553-422-29-04	Publications	\$ 2,000	\$ 2,000
101-7553-422-43-10	Maintenance of Equipment	\$ 34,000	\$ 34,000
101-7553-422-60-19	Clothing	\$ 50,000	\$ 40,000
101-7553-422-60-20	Minor Equipment	\$ 31,000	\$ 31,000
101-7553-422-65-11	Chemicals	\$ 3,000	\$ 3,000
		\$ -	
TOTAL		\$ 140,000	\$ 122,000

Police Department

FY2009 Highlights

The Lake Forest Police Department participated in the 100th Lake Forest Day celebrations. Started an Administrative Hearing process whereby residents and guests may adjudicate their parking tickets. Eight officers were able to receive new portable radios to improve field communication efforts. Two supervisors were able to attend Northwestern University Center for Public Safety, ten week School of Police Staff and Command.

FY2010 Initiatives and Programs

The Lake Forest Police Department will continue the analysis of core vs. elective programs to determine the effects of service on the residents with further reduction in personnel. FY2010 we should complete the Communications Cy Press Grant upgrade and go along way to completing installation of a new CAD system software and upgrade. This will enable better reporting capabilities as well as a paperless field reporting system. Work with the legislative committee to pass a social host ordinance. Expand the Administrative Hearing process to include other ordinance violations.

Photo:

New graphics give police department patrol cars a new look.



Department Budgets

	FY2009	FY2010
Administration	\$ 7,555,341	\$ 7,667,081
Emergency Telephone	\$ 373,956	\$ 176,077
Totals	\$ 7,929,297	\$ 7,843,158

Personnel

	FY2009	FY2010
Full-time	62	60.5
Seasonal > 1000 hours	0	0
Seasonal < 1000 hours	4	4

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General

Department - Police

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-7672-421-10-10	Salaries	\$ 4,493,887	\$ 4,502,849
101-7672-421-10-20	Temporary	\$ 35,000	\$ 35,675
	3 crossing guards+ Summer CSO	\$ -	
101-7672-421-10-30	Overtime	\$ 188,148	\$ 205,125
101-7672-421-10-40	Longevity	\$ 30,035	\$ 37,005
101-7672-421-20-10	Insurance Medical	\$ 819,359	\$ 823,733
101-7672-421-20-11	Insurance Dental	\$ 26,894	\$ 27,087
101-7672-421-20-12	Insurance Life	\$ 8,027	\$ 8,091
101-7672-421-20-13	Unemployment Insurance	\$ 9,234	\$ 3,661
101-7672-421-20-20	Social Security	\$ 133,336	\$ 128,415
101-7672-421-20-30	IMRF	\$ 87,519	\$ 98,420
101-7672-421-20-40	Flexi	\$ 9,729	\$ 9,636
101-7672-421-29-01	Training and Development	\$ 75,000	\$ 55,000
101-7672-421-29-03	Membership Dues	\$ 2,000	\$ 2,000
101-7672-421-29-04	Publications	\$ 1,000	\$ 1,000
101-7672-421-29-10	Meetings and Exp Reimbursement	\$ 7,000	\$ 8,500

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- General

Department - Police

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
101-7672-421-35-10	Contractual Services	\$ 70,000	\$ 70,517
101-7672-421-35-44	Administrative Hearings		\$ 14,520
101-7672-421-43-01	Fleet Rental	\$ 217,650	\$ 257,316
101-7672-421-43-10	Maintenance of Equipment	\$ 45,000	\$ 32,600
101-7672-421-43-16	IT Maintenance	\$ 70,315	\$ 74,535
101-7672-421-44-25	Equipment Rental	\$ 9,500	\$ 8,200
101-7672-421-53-10	Telephone	\$ 15,000	\$ 15,568
101-7672-421-53-11	Cell Phone	\$ 5,887	\$ 7,024
101-7672-421-60-10	Office Supplies	\$ 10,000	\$ 10,200
101-7672-421-60-13	Printing	\$ 10,000	\$ 10,603
101-7672-421-60-19	Clothing Services	\$ 45,000	\$ 37,500
101-7672-421-60-20	Minor Equipment	\$ 105,200	\$ 54,051
101-7672-421-60-21	Prisoner Food	\$ 100	\$ 200
101-7672-421-95-05	Police Pension Levy	\$ 1,025,521	\$ 1,128,050
TOTAL		\$ 7,555,341	\$ 7,667,081

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Emergency Telephone**Department - Police**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
205-7672-421-10-10	Salaries	\$ 114,572	\$ 115,708
205-7672-421-10-40	Longevity	\$ 640	\$ 680
205-7672-421-20-10	Insurance Medical	\$ 23,701	\$ 24,628
205-7672-421-20-11	Insurance Dental	\$ 904	\$ 934
205-7672-421-20-12	Insurance Life	\$ 216	\$ 216
205-7672-421-20-20	Social Security	\$ 8,814	\$ 8,587
205-7672-421-20-30	IMRF	\$ 9,761	\$ 10,976
205-7672-421-20-40	Flexi	\$ 348	\$ 348
205-7672-421-53-12	E911 Telephone	\$ 50,000	\$ 14,000
205-7672-421-66-10	Assets under \$10,000	\$ 165,000	\$ -
TOTAL		\$ 373,956	\$ 176,077

Parks & Recreation

FY2009 Highlights

The year began with the completion of the NSSD construction project, installation of new docks at Forest Park Beach and hosting the US Sailing Upper Midwest Junior Olympics. Phase IB of Townline Community Park was initiated and construction of the pavilion, parking lot, walking trail and baseball fields continued throughout the year. The new Deerpath Community Preschool playground was dedicated in July 2008 (partially funded by DCEO grant) as was the West Park tennis court resurfacing and fencing. The Wildlife Discovery Center moved into its new spaces at Elawa Farm in June. Staff in the parks and recreation department supported the expanded 100th Anniversary of Lake Forest Days event and two-day Friends Foundation Fireworks & Festival celebration. Over 25 new programs were developed in an effort to grow revenue streams. The parks department completed a Comprehensive Park and Facilities Plan that laid the foundation for preparing a detailed 5-year Capital Replacement and Capital Improvement Plan. The Recreation Center Diner was eliminated and all of the equipment reallocated to the golf course clubhouse and beach concession areas. A new youth game room was opened in February 2009 in this renovated space. Collaborative efforts also continued with the Foundation in funding several unique projects including the construction of a Yurt and creation of a photo library and large collage of facility pictures to support our marketing efforts. Staff began working with the Lake Forest Garden Club on outlining the needs and timetable for a master plan for Forest Beach Park. The fund is projecting a year end positive net variance.

FY2010 Initiatives and Programs

Townline Community Park's dedication is planned for May 31, 2009 and staff looks forward to programming and managing this new 35-acre community asset. Everett tennis courts will be resurfaced including new fencing and color coating and if funding allows, Waveland tennis courts will see some repairs as well. Tennis courts at South Park will be removed and are not scheduled for replacement due to lack of funding. Staff will implement a new weekend operational plan at Forest Beach Park to address concerns over free access for non-residents, facility cleanliness, security and parking issues. Work will continue with the Lake Forest Garden Club on implementing a master plan and necessary fundraising for Forest Park improvements.

Photo:



Deerpath Community Playground



Townline Community Park Pavilion

Department Budgets	FY2009	FY2010
Totals	\$ 6,962,799	\$ 7,189,709

Personnel	FY2009	FY2010
Full-time	25	25
Seasonal > 1000 hours	19	18
Seasonal < 1000 hours	351	327

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Parks & Recreation

Department - Parks Administration

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
220-5774-452-10-10	Salaries	\$ 533,794	\$ 531,950
220-5774-452-10-20	Temporary	\$ 273,879	\$ 273,404
220-5774-452-10-30	Overtime	\$ 101,438	\$ 104,266
220-5774-452-10-40	Longevity	\$ 5,635	\$ 6,210
220-5774-452-20-10	Insurance Medical	\$ 124,173	\$ 116,838
220-5774-452-20-11	Insurance Dental	\$ 3,275	\$ 3,386
220-5774-452-20-12	Insurance Life	\$ 783	\$ 783
220-5774-452-20-13	Unemployment Insurance	\$ 55,814	\$ 68,849
220-5774-452-20-20	Social Security	\$ 69,777	\$ 66,873
220-5774-452-20-30	IMRF	\$ 76,047	\$ 85,451
220-5774-452-20-40	Flex Benefits	\$ 1,190	\$ 1,166
220-5774-452-20-45	Auto Allowance	\$ 3,300	\$ 3,300
220-5774-452-29-01	Training and Development	\$ 10,160	\$ 7,365
220-5774-452-29-03	Membership Dues	\$ 2,040	\$ 2,100
220-5774-452-29-04	Subscriptions/Publications	\$ 195	\$ 195

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Parks & Recreation

Department - Parks Administration

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
220-5774-452-29-10	Meetings & Expense Reimburse	\$ 1,190	\$ 2,225
220-5774-452-35-10	Contractual Services	\$ 550	\$ 565
220-5774-452-43-01	Vehicle Rental	\$ 120,651	\$ 178,293
220-5774-452-43-10	Maintenance of Equipment	\$ 110	\$ -
220-5774-452-43-16	IT Maintenance	\$ 4,405	\$ 5,983
220-5774-452-53-10	Telephone	\$ 861	\$ 887
220-5774-452-53-11	Cell Phone	\$ 6,200	\$ 6,631
220-5774-452-60-10	Office Supplies	\$ 1,135	\$ 1,170
220-5774-452-60-12	Postage	\$ 110	\$ 115
220-5774-452-60-19	Clothing	\$ 8,875	\$ 6,180
220-5774-452-60-20	Minor Equipment	\$ 580	\$ 600
220-5774-452-75-50	Equipment Reserve	\$ 75,000	\$ -
220-5774-452-75-51	Capital Equipment	\$ -	\$ 90,000
220-5774-452-95-03	Transfer to General Fund	\$ -	\$ -
TOTAL		\$ 1,481,167	\$ 1,564,785

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Parks & Recreation

Department - Parks - Park, Grounds, Horticulture

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
220-5775-452-35-10	Contractual Services	\$ 8,290	\$ 8,540
220-5775-452-42-10	Refuse Disposal Services	\$ 1,545	\$ 1,590
220-5775-452-60-20	Minor Equipment	\$ 9,500	\$ 5,150
220-5775-452-61-11	Maintenance Material	\$ 6,705	\$ 2,785
220-5775-452-61-13	Materials to Maintain Equip.	\$ 15,930	\$ 16,407
220-5775-452-65-10	Agricultural Materials	\$ 19,100	\$ 19,670
220-5775-452-65-11	Chemicals	\$ 20,970	\$ 21,600
TOTAL		\$ 82,040	\$ 75,742

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Parks & Recreation

Department - Parks - Park Facilities

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
220-5776-452-35-10	Contractual Services	\$ 4,200	\$ 4,325
220-5776-452-60-20	Minor Equipment	\$ 15,100	\$ 12,465
220-5776-452-61-11	Maintenance Material	\$ 25,444	\$ 17,455
220-5776-452-61-13	Materials to Maintain Equip.	\$ 2,340	\$ 2,410
220-5776-452-61-40	Janitorial Supplies	\$ 9,185	\$ 9,460
220-5776-452-61-41	Materials For Building Maint.	\$ -	\$ -
220-5776-452-62-14	Energy / Gas	\$ 23,430	\$ 13,000
TOTAL		\$ 79,699	\$ 59,115

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Parks & Recreation

Department - Parks - Lakefront Facilities

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
220-5781-452-35-10	Contractual Services	\$ 14,090	\$ 14,090
220-5781-452-42-10	Refuse Disposal Services	\$ 3,090	\$ 3,090
220-5781-452-60-20	Minor Equipment	\$ 2,870	\$ 2,870
220-5781-452-61-11	Maintenance Material	\$ 9,870	\$ 4,870
220-5781-452-61-13	Materials to Maintain Equip.	\$ 5,940	\$ 5,940
TOTAL		\$ 35,860	\$ 30,860

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Special Recreation**Department - Recreation - Special Recreation**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
224-80-26-451-10-10	Regular Salaries	\$ 15,000	\$ 15,000
224-80-26-451-35-10	Contractual Services	\$ 199,762	\$ 205,347
224-80-26-451-66-10	Capital Equipment	\$ -	\$ -
224-80-26-451-75-01	Capital Improvements	\$ 25,909	\$ 38,448
224-80-26-451-90-04	A.D.A. Companion Fees	\$ 24,000	\$ 22,000
TOTAL		\$ 264,671	\$ 280,795

THE CITY OF LAKE FOREST

Fiscal Year: 2010 revised 3-26-09

Fund - Parks & Recreation**Department - Recreation Programs**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
10-10	Regular Salaries	\$ 911,129	\$ 907,875
10-20	Temporary Salaries	\$ 1,257,778	\$ 1,284,323
10-30	Overtime	\$ 4,750	\$ 4,707
10-40	Longevity Bonus	\$ 4,846	\$ 5,726
20-10	Insurance Medical	\$ 202,322	\$ 217,467
20-11	Insurance Dental	\$ 7,458	\$ 7,706
20-12	Insurance Life	\$ 1,890	\$ 1,890
20-13	Unemployment Insurance	\$ 925	\$ 5,000
20-20	Social Security	\$ 187,228	\$ 189,022
20-30	IMRF	\$ 99,824	\$ 115,058
20-40	Flex Benefits	\$ 2,901	\$ 2,877
29-01	Training	\$ 25,935	\$ 24,702
29-03	Membership Dues	\$ 4,235	\$ 5,535
29-08	Auto Allowance	\$ 6,600	\$ 6,600
29-10	Meetings/Expense Reimbursement	\$ 14,880	\$ 14,880
33-10	Legal	\$ 1,000	\$ 1,000
33-15	Audit	\$ 5,200	\$ 5,400

THE CITY OF LAKE FOREST

Fiscal Year: 2010 revised 3-26-09

Fund - Parks & Recreation

Department - Recreation Programs

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
35-10	Contractual Services	\$ 726,405	\$ 716,467
35-17	Credit Card Charges	\$ 42,640	\$ 41,640
41-10	Water		
41-15	Sewer		
43-01	Fleet Rental	\$ 7,146	\$ 14,432
43-16	IT Maintenance	\$ 19,364	\$ 24,842
43-30	Building Maintenance	\$ -	
45-01	Elawa Lease	\$ 21,500	\$ 58,532
45-02	Stirling Site Improvements	\$ 10,771	\$ 10,771
52-30	IRMA Insurance	\$ 188,467	\$ 184,235
52-31	IRMA Deductible	\$ 6,250	\$ 6,000
53-10	Telephone	\$ 23,165	\$ 28,176
53-11	Cell Phones	\$ 14,178	\$ 9,520
60-10	Office Supplies	\$ 6,000	\$ 6,000
60-12	Postage	\$ 22,450	\$ 32,485
60-13	Printing	\$ 66,976	\$ 61,734
60-19	Clothing	\$ 77,865	\$ 70,219

THE CITY OF LAKE FOREST

Fiscal Year: 2010 revised 3-26-09

Fund - Parks & Recreation**Department - Recreation Programs**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
60-20	Minor Equipment	\$ 216,180	\$ 193,371
61-40	Janitorial Supplies	\$ 7,500	\$ 9,000
61-41	Materials for Bldg. Maint.	\$ -	\$ -
62-13	Electricity	\$ 22,087	\$ 23,191
62-15	Natural Gas	\$ 8,082	\$ 8,486
63-10	Beach Beverages		
63-11	Beach Cafeteria Supplies		
63-13	Beach Groceries		
66-10	Capital Equipment	\$ 79,538	\$ 90,000
84-37	Beach Sales Tax		
84-39	Beach License Fees		
84-48	Administrative Services	\$ 15,894	\$ 16,490
90-01	Recreational Supplies	\$ 128,278	\$ 116,507
90-02	Awards	\$ 7,559	\$ 8,850
90-05	Merchandise	\$ 1,000	\$ 1,000
90-06	Sailing Team Travel	\$ 5,000	\$ 6,500

THE CITY OF LAKE FOREST

Fiscal Year: 2010 revised 3-26-09

Fund - Parks & Recreation

Department - Recreation Programs

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
TOTAL		\$ 4,463,196	\$ 4,538,216

THE CITY OF LAKE FOREST

Fiscal Year: 2010 revised 3-8-09

Fund - Parks & Recreation

Department - Recreation Programs (2)

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
220-8025-451-10-10	Regular Salaries	\$ 172,180	\$ 178,265
220-8025-451-10-20	Temporary Salaries	\$ 98,016	\$ 128,230
220-8025-451-29-01	Training	\$ 100	\$ 100
220-8025-451-35-10	Contractual Services	\$ 227,063	\$ 266,993
220-8025-451-60-12	Postage	\$ 1,061	\$ 1,165
220-8025-451-60-13	Printing	\$ 1,710	\$ 2,060
220-8025-451-60-19	Clothing	\$ 31,010	\$ 32,262
220-8025-451-62-13	Electricity	\$ 8,200	\$ 13,045
220-8025-451-90-01	Recreational Supplies	\$ 14,526	\$ 13,426
220-8025-451-90-02	Awards	\$ 2,300	\$ 4,650
TOTAL		\$ 556,166	\$ 640,196

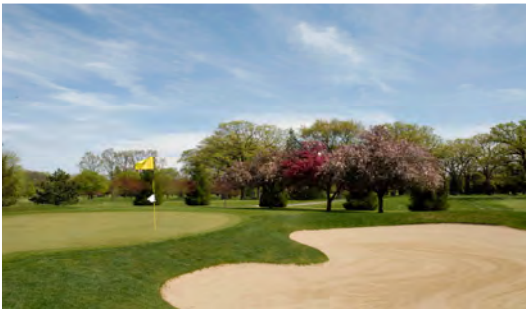
Deerpath Golf Course

FY2009 Highlights

The 2008 golf season was an unusual mix of outstanding weather interspersed with record levels of rain. Cool temperatures and rain impacted May and June rounds and then a record 9 inches of rain in one day in August caused further revenue impacts. Total rounds were down from the prior year, 32,000 versus 35,000 respectively, but Deerpath continued to have the highest total number of rounds for any public course in the area. A cost of services study was conducted in the fall to better understand our operational strengths and weaknesses and how to position ourselves optimally for the future. Key areas of focus included how to utilize technology and marketing more effectively and how to fund future capital improvements with escalating debt and a flat revenue stream. One full-time position was eliminated at the course. The course was enhanced in 2008-09 with the addition of a greens roller and special attention to putting surfaces, new fleet of 46 golf carts, refurbished cedar decks to bridges on holes four and five and expanded tree trimming and removal program. With a decrease in total revenue, expenses were correspondingly adjusted and the fund is expected to finish the fiscal year on target with a minimal net profit.

FY2010 Initiatives and Programs

The 2009 golf season will bring several new initiatives including the expansion of technology by adding membership and electronic tee sheet software and an on-line tee time reservation system. This technology will allow staff to collect critical customer demographics, increase target marketing strategies and provide greater accessibility to our customers. Staff will develop several customer appreciation events with the goal of increasing daily fee rounds and revenues from the driving range. Capital improvements will be minimal due to the economic climate and need to maintain the City's required fund balance surplus for emergency needs.



Department Budgets

	FY2009	FY2010
Totals	\$ 1,493,574	\$ 1,312,255

Personnel

	FY2009	FY2010
Full-time	4	3
Seasonal > 1000 hours	9	9
Seasonal < 1000 hours	15	19

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Golf

Department - Golf Administration

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
510-6301-454-10-10	Salaries	\$ 247,859	\$ 165,872
510-6301-454-10-20	Temporary	\$ 153,000	\$ 164,000
510-6301-454-10-30	Overtime	\$ 24,532	\$ 21,657
510-6301-454-10-40	Longevity	\$ 2,875	\$ 2,160
510-6301-454-20-10	Insurance Medical	\$ 61,118	\$ 47,326
510-6301-454-20-11	Insurance Dental	\$ 1,921	\$ 1,503
510-6301-454-20-12	Insurance Life	\$ 459	\$ 351
510-6301-454-20-13	Unemployment Insurance	\$ 56,989	\$ 56,034
510-6301-454-20-20	Social Security	\$ 45,424	\$ 39,135
510-6301-454-20-30	IMRF	\$ 44,284	\$ 43,239
510-6301-454-20-40	Flexi	\$ 692	\$ 566
510-6301-454-20-45	Auto Allowance	\$ 900	\$ 900
510-6301-454-29-01	Training and Development	\$ 2,000	\$ 1,000
510-6301-454-29-03	Membership Dues	\$ 1,200	\$ 600
510-6301-454-29-10	Meetings and Exp Reimbursement	\$ 500	\$ 250
510-6301-454-33-15	Contractual Services - Audit	\$ 2,100	\$ 2,200
510-6301-454-35-10	Contractual Services	\$ 2,000	\$ 3,100

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Golf**Department - Golf Administration**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
510-6301-454-43-16	IT Maintenance	\$ 2,483	\$ 2,917
510-6301-454-52-30	IRMA Insurance	\$ 34,631	\$ 45,520
510-6301-454-52-31	IRMA Insurance Deductible	\$ 2,500	\$ 2,500
510-6301-454-53-11	Cell Phone	\$ 1,422	\$ 1,430
510-6301-454-60-19	Clothing	\$ 3,525	\$ 1,000
510-6301-454-62-13	Electricity	\$ 2,268	\$ 2,380
510-6301-454-66-10	Assets under \$10,000	\$ 8,000	\$ -
510-6301-454-77-02	Capital Equipment	\$ 5,500	\$ -
510-6301-454-77-07	Capital - Tree Replacement	\$ 9,800	\$ -
510-6301-454-77-09	Capital - Sand Trap Replenishment	\$ 17,850	\$ -
510-6301-454-77-55	Capital - General Improvement	\$ 75,000	\$ -
510-6301-454-80-20	Revenue Bond Interest	\$ 48,325	\$ 48,325
510-6301-454-83-25	Bond Expense	\$ -	\$ 45,000
510-6301-454-84-41	Paying Agents/Bonds	\$ 500	
510-6301-454-84-48	Administrative Services	\$ 20,855	\$ 21,637
TOTAL		\$ 880,512	\$ 720,602

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Golf**Department - Course Maintenance**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
510-6304-454-35-10	Contractual Services	\$ 7,200	\$ 7,200
510-6304-454-41-10	Water	\$ 82,875	\$ 60,000
510-6301-454-43-01	Fleet Rental	\$ 36,598	\$ 36,609
510-6301-454-43-10	Maintenance of Equipment	\$ 1,800	\$ 1,800
510-6304-454-60-20	Minor Equipment	\$ 8,896	\$ 9,000
510-6304-454-61-11	Maintenance Material	\$ 7,980	\$ 8,000
510-6304-454-61-13	Material to Maintain Repair	\$ 13,600	\$ 13,500
510-6304-454-61-14	Golf Cart Maintenance	\$ 4,000	\$ 13,000
510-6304-454-65-10	Agricultural Materials	\$ 24,821	\$ 26,000
510-6304-454-65-11	Chemicals	\$ 41,921	\$ 42,000
TOTAL		\$ 229,691	\$ 217,109

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Golf**Department - Clubhouse**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
510-6307-454-10-10	Salaries	\$ 95,556	\$ 96,494
510-6307-454-10-20	Temporary	\$ 72,589	\$ 84,283
510-6307-454-29-10	Meetings and Exp Reimbursement	\$ 1,500	\$ 1,000
510-6307-454-35-10	Contractual Services	\$ 6,100	\$ 6,000
510-6307-454-35-17	Credit Card Charges	\$ 15,000	\$ 15,000
510-6307-454-41-10	Water	\$ 3,930	\$ 4,021
510-6307-454-41-15	Sewer	\$ 1,035	\$ 1,035
510-6307-454-43-20	Maintenance of Equipment	\$ 4,000	\$ 4,500
510-6307-454-43-30	Building Maintenance	\$ 20,000	\$ 20,000
510-6307-454-53-10	Telephone	\$ 3,871	\$ 4,411
510-6307-454-54-21	Advertising	\$ 3,000	\$ 3,500
510-6307-454-60-10	Office Supplies	\$ 100	\$ 100
510-6307-454-60-12	Postage and Printing	\$ 4,500	\$ 4,700
510-6307-454-60-20	Minor Equipment	\$ 4,000	\$ 4,000
510-6307-454-61-40	Janitorial Supplies	\$ 3,300	\$ 3,300
510-6307-454-61-41	Materials for Bldg. Maint	\$ 1,300	\$ 1,300

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Golf

Department - Clubhouse

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
510-6307-454-62-13	Electricity	\$ 24,380	\$ 26,000
510-6307-454-62-14	Gas	\$ 10,810	\$ 11,500
510-6307-454-65-20	Soft Goods	\$ 30,000	\$ 20,000
510-6307-454-65-21	Hard Goods	\$ 55,000	\$ 43,000
510-6307-454-65-22	Club Repair	\$ 400	\$ 400
510-6307-454-65-23	Handicap Service	\$ 14,000	\$ 13,000
510-6307-454-84-37	Sales Tax	\$ 9,000	\$ 7,000
TOTAL		\$ 383,371	\$ 374,544

Cemetery

FY2009 Highlights

In FY2009 the Cemetery completed the first phase of a two-year project to computerize the Cemetery maps and records. Lot files were consolidated and file and burial location information was input into the CIMS (Cemetery Information Management Software). Staff continued to research grant funding for the remaining ravine restoration in addition to serving 50+ families with interment services.

FY2010 Initiatives and Programs

Initiatives for FY2010 will be to continue with the computerization of cemetery records project. We also will be constructing an additional 5 Family Pillars adjacent to the Memorial Gardens to meet the demand for this interment option. Staff continues to search out grant funding to restore the remaining ravine areas that surround the Cemetery borders .



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*	FY2009	FY2010
TOTALS	\$ 704,075	\$ 975,796

Personnel*	FY2009	FY2010
Full-time	2	2
Seasonal > 1000 hours	3	3
Seasonal < 1000 hours	-	-

* Information also included on Public Works highlight page.

THE CITY OF LAKE FOREST**Fiscal Year: 2010****Fund- Cemetery****Department - Cemetery**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
10-10	Salaries	\$ 144,619	\$ 145,844
10-20	Temporary Salaries	\$ 51,975	\$ 73,229
10-30	Overtime	\$ 6,240	\$ 6,784
10-40	Longevity	\$ 595	\$ 660
20-10	Insurance - Medical	\$ 35,022	\$ 36,440
20-11	Insurance - Dental	\$ 904	\$ 934
20-12	Insurance - Life	\$ 216	\$ 216
20-13	Unemployment	\$ 954	\$ 2,845
20-20	Social Security	\$ 15,562	\$ 16,762
20-30	IMRF	\$ 17,420	\$ 21,348
20-40	Flexi	\$ 348	\$ 348
29-01	Training/Education	\$ 1,000	\$ 1,000
29-04	Publications	\$ 100	\$ 100
29-10	Meetings/Expense	\$ 650	\$ 650
33-10	Legal	\$ 2,000	\$ 2,000
33-15	Audit	\$ 1,100	\$ 1,200
33-30	Investment Fee	\$ 11,000	\$ 13,000

THE CITY OF LAKE FOREST**Fiscal Year: 2010****Fund- Cemetery****Department - Cemetery**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
35-10	Contractual Services	\$ 20,500	\$ 17,000
35-21	Marketing	\$ 7,000	\$ 7,000
41-10	Water	\$ 2,300	\$ 2,438
41-15	NSSD	\$ 50	\$ 50
43-01	Fleet Rental	\$ 11,184	\$ 16,720
43-16	IT Maintenance	\$ 1,242	\$ 1,523
43-30	Building Maintenance	\$ 2,500	\$ 2,500
52-30	Insurance	\$ 9,380	\$ 11,111
52-31	Deductible	\$ 2,500	
53-10	Telephone	\$ 4,942	\$ 5,309
53-11	Cell Phone	\$ 943	\$ 951
60-10	Office Supplies	\$ 300	\$ 300
60-12	Postage	\$ 500	\$ 500
60-13	Printing	\$ 1,000	\$ 1,000
60-19	Clothing	\$ 1,000	\$ 1,000
60-20	Minor Equipment	\$ 4,000	\$ 4,000
61-11	Maint. Material	\$ 3,800	\$ 4,500

THE CITY OF LAKE FOREST**Fiscal Year: 2010****Fund- Cemetery****Department - Cemetery**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
61-13	Material to Maintain	\$ 4,000	\$ 4,000
61-40	Janitorial	\$ 200	\$ 200
61-41	Material for Building Maint.	\$ 500	\$ 500
62-13	Electricity	\$ 2,505	\$ 2,630
62-15	Gas	\$ 2,505	\$ 2,630
65-10	Agriculture Materials	\$ 12,000	\$ 12,000
67-14	Landscape	\$ 14,000	\$ 14,000
67-29	Contingency	\$ 6,000	\$ 6,000
77-14	Ravine Restoration	\$ 106,046	\$ 340,000
80-30	Interest	\$ 44,585	\$ 39,250
83-30	Bonds	\$ 110,000	\$ 115,000
84-41	Paying Agent	\$ 600	\$ 600
84-48	Admin. Services	\$ 38,288	\$ 39,724
TOTAL		\$ 704,075	\$ 975,796

SENIOR CENTER

FY2009 Highlights

- The Senior Resources Commission completed the Long-Range Plan covering the period from 2010 to 2020.
- Brought the Posit Science “Brain Fitness” Program to Dickinson Hall through the generosity of a private donor.
- Completed the garden, (*photo below*).
- Established “green initiatives”.
- Continued to evaluate programs against the Cost-of-Service Study.

FY2010 Initiatives and Programs

- Fiscal responsibility; ensure an efficient use of funds while maintaining quality programming and a high level of service to the community.
- Increase marketing efforts, review all marketing materials.
- Continue to expand partnerships throughout the community.
- Develop a long-range plan for funding the Senior Advocate position.
- Continue “green initiatives”.
- Analyze Programs and determine Core vs Elective.



The Terrace Garden at Dickinson Hall

Department Budgets	FY2009	FY2010
Totals	\$ 591,621	\$ 602,596

Personnel	FY2009	FY2010
Full-time	3	3
Seasonal > 1000 hours	0	0
Seasonal < 1000 hours	9	10

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Senior Center**Department - Senior Center**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
210-8506-457-10-10	Salaries	\$ 211,094	\$ 214,490
210-8506-457-10-20	Temporary Salaries, Receptionist	\$ 48,843	\$ -
210-8506-457-10-40	Longevity	\$ 666	\$ 852
210-8506-457-20-10	Insurance Medical	\$ 33,472	\$ 36,168
210-8506-457-20-11	Insurance Dental	\$ 1,356	\$ 1,401
210-8506-457-20-12	Insurance Life	\$ 324	\$ 324
210-8506-457-20-20	Social Security	\$ 21,848	\$ 16,102
210-8506-457-20-30	IMRF	\$ 18,177	\$ 20,576
210-8506-457-20-40	Flexi	\$ 474	\$ 474
210-8506-457-20-45	Auto Allowance	\$ 5,376	\$ 6,000
210-8506-457-29-01	Training and Development	\$ 1,000	\$ -
210-8506-457-29-03	Membership Dues	\$ 400	\$ -
210-8506-457-29-10	Meetings and Exp Reimb.	\$ 300	\$ -
210-8506-457-32-10	Classes/Lectures	\$ 12,500	\$ -
210-8506-457-35-10	Contractual	\$ 18,500	\$ -
210-8506-457-35-17	Credit Card Charges	\$ 1,600	
210-8506-457-42-30	Janitorial Services	\$ 7,500	\$ -
210-8506-457-43-16	IT Maintenance	\$ 3,467	\$ -

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Senior Center**Department - Senior Center**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
210-8506-457-43-34	HVAC Services	\$ 4,000	\$ -
210-8506-457-43-35	Building Maintenance	\$ 4,000	\$ -
210-8506-457-44-20	Rent	\$ 13,584	\$ -
210-8506-457-53-10	Telephone	\$ 6,661	\$ -
210-8506-457-53-11	Cell Phone	\$ 1,735	\$ -
210-8506-457-60-10	Office Supplies & Copier Rental	\$ 1,000	\$ -
210-8506-457-60-12	Postage	\$ 4,000	\$ -
210-8506-457-60-13	Printing, Newsletters, Programs	\$ 13,200	\$ -
210-8506-457-61-11	Maintenance Materials	\$ 900	\$ -
210-8506-457-61-40	Janitorial Supplies	\$ 900	\$ -
210-8506-457-91-02	Trips	\$ 81,100	
210-8506-457-91-11	Meals/Parties	\$ 40,000	
210-8506-457-91-14	women4women (offset by fees)	\$ 1,500	
TOTAL		\$ 559,477	\$ 296,387

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Senior Center

Department - Senior Center

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
210-8507-457-10-20	Temporary Salaries, Receptionist		\$ 4,000
210-8507-457-29-01	Training and Development		\$ 1,000
210-8507-457-29-03	Membership Dues		\$ 500
210-8507-457-29-10	Meetings and Exp Reimb.		\$ 300
210-8507-457-42-30	Janitorial Services		\$ 7,800
210-8507-457-43-16	IT Maintenance		\$ 5,992
210-8507-457-43-34	HVAC Services		\$ 4,000
210-8507-457-43-35	Building Maintenance		\$ 7,000
210-8507-457-44-20	Rent		\$ 13,584
210-8507-457-53-10	Telephone		\$ 6,847
210-8507-457-53-11	Cell Phone		\$ 1,774
210-8507-457-60-10	Office Supplies & Copier Rental		\$ 6,100
210-8507-457-60-12	Postage		\$ 4,000
210-8507-457-60-13	Printing, Newsletters, Programs		\$ 9,957
210-8507-457-61-11	Maintenance Materials		\$ 900
210-8507-457-61-40	Janitorial Supplies		\$ 900
TOTAL		\$ -	\$ 74,654

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Senior Center**Department - Programs**

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
210-8509-457-10-20	Temporary Salaries		\$ 44,843
210-8509-457-20-20	Social Security		\$ 3,736
210-8509-457-32-10	Classes/Lectures/ongoing	\$ 12,500	\$ 18,000
210-8509-457-35-10	Contractual	\$ 18,500	\$ 10,000
210-8509-457-35-17	Credit Card Charges	\$ 1,600	\$ 1,800
210-8509-457-91-02	Trips	\$ 81,100	\$ 82,000
210-8509-457-91-11	Meals/Parties	\$ 40,000	\$ 36,000
210-8509-457-91-14	women4women (offset by fees)	\$ 1,500	\$ 1,000
TOTAL		\$ 155,200	\$ 197,379

THE CITY OF LAKE FOREST

Fiscal Year: 2010

Fund- Senior Center

Department - Senior Center - Transportation

		FY 2009	FY 2010
Account Number	Description	Budget	Budget
210-8522-457-10-20	Temporary Salaries	\$ 20,000	\$ 20,000
210-8522-457-20-20	Social Security		\$ 1,912
210-8522-457-35-10	Contractual Services	\$ 1,500	\$ 1,000
210-8522-457-43-01	Vehicle (Fleet) Rental	\$ 10,668	\$ 11,264
TOTAL		\$ 32,168	\$ 34,176



The City of Lake Forest

Personnel Policies and Practices May 1, 2009

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

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

May 1, 2009

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 secondary employment would involve running personal expenses through the City's accounts.
- e. Where it appears that secondary employment has an adverse effect on the employee's attendance, punctuality or sick leave record.
- f. Where secondary employment impairs the employee's ability to discharge the duties and responsibilities of his/her City job.
- g. 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 **\$55** 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 ***\$140***. 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 **and Director of Human Resources**, 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, 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, ***such as by the Family and Medical Leave Act***. 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. If leave will consist of five or more consecutive work days, at least 14 days notice is required. Employees taking leave for less than five consecutive work days must give as much advanced notice as is practicable. Employees requesting leave must consult with their supervisor to schedule the leave so it does not unduly disrupt the operations of the City. An employee may not take family military leave unless the employee has used all accumulated vacation leave and holiday leave. The City may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

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 (FMLA Leave)

(Entire Section Revised 5/2009)

Employee Eligibility, Leave Entitlement, and Job Restoration

Employees who have been employed by the City for at least 12 months and who have worked at least 1,250 hours during the prior 12 months may take up to 12 weeks of unpaid leave per 12-month period in accordance with the Family and Medical Leave Act of 1993 ("FMLA"). The 12-month period shall be measured forward from the date an employee first uses any family and medical leave. ("FMLA leave").

FMLA leave is available for the following reasons:

1. For incapacity due to pregnancy, prenatal medical care or child birth;
2. To care for the employee's child after birth, or placement for adoption or foster care;
3. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
4. For a serious health condition that makes the employee unable to perform the employee's job.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment. In most cases, serious health conditions do not include short-term conditions, such as the cold, flu, earache, upset stomach, or a migraine.

In the case of FMLA leave for serious health conditions, the leave may be taken intermittently or on a reduced-hours basis if such leave is medically necessary. If the need for intermittent or reduced-hours leave is foreseeable based on planned medical treatment, the employee generally must schedule the treatment in a manner that does not unduly disrupt the City's operations. Also, if intermittent or reduced-hours leave is required, the City may temporarily transfer the employee to another position with equivalent pay and benefits that better accommodates such leave.

In the case of an FMLA leave for the birth or placement of a child, intermittent or reduced-hours leave cannot be taken without the approval of the Department Head and Director of Human Resources. If both spouses are employed by the City, the combined FMLA leave for the birth or placement of a child, or to care for a parent who has a serious health condition, shall not exceed 12 weeks.

Employees who return to work from an FMLA leave within their maximum 12 weeks per 12-month period will be reinstated to their former position or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed by the City during the FMLA leave period. Therefore, if changes in the City's business occur during an employee's FMLA leave and the employee would have been terminated, laid off or reassigned had he/she been on active status, the employee is not guaranteed reinstatement.

If an employee does not return to work following the conclusion of FMLA leave, the employee will be considered to have voluntarily resigned, unless the employee requests and is granted a personal leave of absence or remains off work on an approved leave. In either case, the City cannot guarantee the availability of a position when the period of leave exceeds the job-protected leave period provided by the FMLA. In addition, certain key employees may be denied restoration to their prior or an equivalent position.

Military Family Leave

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week FMLA leave entitlement to address certain qualifying exigencies. Qualifying exigency leave is not available to family members of the Regular Armed Forces on active duty or with respect to calls to active duty by State governments. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. Leave for a qualifying exigency may be taken on an intermittent basis.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a spouse, son, daughter, parent, or next of kin who is a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his/her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Outpatient status means the status of an Armed Forces member assigned to either a military medical treatment facility as an outpatient, or a unit established to provide command and control of Armed Forces members receiving medical care as outpatients. Serious injury or illness means an injury or illness incurred in the line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating. This leave may be taken intermittently if medically necessary. Although an employee may use up to 26 weeks of leave to care for a covered servicemember, an employee that takes leave to care for a covered servicemember is nonetheless limited to an aggregate total of 26 weeks of leave in a 12-month period for all types of FMLA leave.

Notice And Certification

Requests for FMLA leave should be submitted in writing to the employee's Department Head. The Department Head should immediately forward the request to the Director of Human Resources. Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the City's normal call-in procedures for reporting absences. Leave to accommodate planned medical treatment should, when possible, be scheduled to avoid disruption of City operations. Employees taking intermittent leave must comply with the City's normal call-in procedures unless their condition precludes them from doing so. Employees must provide sufficient information for the City to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. If an employee seeks leave for a reason for which he or she has previously been granted FMLA leave within the past 12 months, the employee must specify the reason for which FMLA leave was previously taken.

After receiving a request for FMLA leave, the City will inform the employee whether he or she is eligible under the FMLA. If the employee is eligible, the City will inform the employee about any additional information the employee must provide to qualify for FMLA leave as well as the employee's rights and responsibilities concerning FMLA leave. If the employee is not eligible for FMLA leave, the City will inform the employee why he/she is not eligible.

Employees requesting FMLA leave may be required to submit a certification from their health care provider establishing the existence of a serious health condition, the need for the leave and its probable duration. The medical certification form may be obtained from the Director of Human Resources' office. When required, such certification must be submitted as soon as practicable, but, in no event, later than 15 calendar days after the request. If the City concludes that an employee's medical certification is insufficient, it will notify the employee in writing of the additional information that is necessary to complete the certification. The employee then has seven (7) calendar days to provide the requested information. The City reserves the right to require a second and/or third medical opinion by a health care provider of its choice.

The City will then inform the employee whether leave will be designated as FMLA-protected and, if known, the amount of leave that will be granted. The City will also notify the employee if it determines that the leave is not FMLA-protected.

Employees on FMLA leave must periodically notify the Director of Human Resources of their status and intention to return to work, and may be required to submit periodic medical recertifications. Employees who are expecting to return to work early from FMLA leave must inform the Director of Human Resources as soon as practicable. In addition, in order to return to work after an FMLA leave due to the employee's own serious health condition, the employee must submit a certification from his/her health care provider that the employee is able to resume work and perform the essential functions of the employee's job, *i.e.*, fit for duty. An employee will not be returned to work until the employee has submitted this documentation.

Failure to meet the notice and certification requirements may result in denial of a request for leave; counting the employee's days off against his or her attendance record; disciplinary action, up to and including termination; or denial of reinstatement following the leave.

Prohibition On Working

As with other forms of leave, except where express authorization is given, employees on FMLA leave are prohibited from performing any work, paid or unpaid, for any other person or entity, including the employee's own business. Violations of this prohibition may result in FMLA leave being revoked and the employee's prior days off being counted against his or her attendance record; disciplinary action, up to and including termination; or denial of reinstatement following the leave.

Health Insurance And Other Benefits

During an FMLA leave, the City will continue to pay its portion of the group health insurance premiums, and the employee must continue to pay his/her share of the premiums (including the employee's share of any premium increases). The employee's failure to pay his/her share of the premiums will result in loss of coverage. If the employee does not return to work after the leave expires, the employee must reimburse the City for all premiums the City paid during the leave, unless the employee does not return because of the continuation, recurrence or onset of a serious health condition, or other circumstances beyond the employee's control.

Employees will not lose any employment benefits earned and accumulated before their FMLA leave begins. However, employees on illness and disability leaves, including leaves for their own serious health condition, must use all accumulated sick leave and then all accumulated vacation and holiday leave. Employees on leave for the birth or placement of a child must use all accumulated vacation and holiday leave. An employee on leave for the birth or placement of a child may not use accrued sick leave. Use of accumulated leave for an extended period for any reasons covered under this policy will be considered as part of the

12 (or 26) weeks of FMLA leave. Upon exhaustion of FMLA leave, the employee may request an unpaid leave of absence as defined in Section 5.6 of these policies. Employees will continue to earn additional paid vacation days and sick days during their FMLA leave only for so long as they remain in a paid status under the terms of this policy.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

This policy is intended to comply with the Family and Medical Leave Act of 1993 as amended, and its implementing regulations. The City will be guided by the specific provisions of the FMLA and related regulations issued by the U.S. Department of Labor when interpreting and applying this policy in individual cases.

5.10.0 Victim's Economic Security and Safety Leave

Eligibility and Leave Entitlement

Pursuant to the Victims' Economic Security and Safety Act ("VESSA"), employees who are victims of domestic or sexual violence, or have a family or household member who is a victim of domestic or sexual violence, are permitted to take up to twelve (12) weeks of unpaid leave during any twelve (12)-month period to:

- 1. Seek medical attention for, or to recover from, physical or psychological injuries caused by domestic or sexual violence to the employee or a family or household member;*
- 2. Obtain services from a victim services organization for the employee or a family or household member;*
- 3. Obtain psychological or other counseling for the employee or a family or household member;*
- 4. Participate in safety planning, relocating, or taking other actions to increase the safety of the employee or a family or household member; or*
- 5. Seek legal assistance or remedies to ensure the health and safety of the employee or a family or household member.*

Notice and Certification

Employees must give their immediate supervisor or department head at least 48 hours advance notice of their intention to take leave unless such notice is not practicable.

The City may require certification to verify that the employee or the employee's family or household member is a victim of domestic or sexual violence or to verify that leave is for one of the five purposes listed under "Eligibility and Leave Entitlement."

Health Insurance and Other Benefits

During the leave, the City will continue an employee's health care coverage on the same basis as prior to the leave. The City may recover the premium it paid for maintaining coverage if:

- 1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired; or*
- 2. The employee fails to return from leave for any reason other than the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave under VESSA, or other circumstances beyond the employee's control. The City may require the employee to submit a certification that he or she is unable to return to work. All information provided to the City will be kept confidential unless disclosure is requested or consented to in writing by the employee or otherwise required by applicable federal or state law.*

Employees will not lose any employment benefits earned and accumulated before their VESSA leave begins. Employees may elect to use their earned and accumulated paid vacation days and sick days in conjunction with their VESSA leave and should notify their immediate supervisor if they choose to do so. Employees will continue to earn additional paid vacation days and sick days during their VESSA leave only for so long as they remain in a paid status under the terms of this policy.

Reinstatement

The City will restore an employee to his or her former position or to an equivalent position with equivalent pay, benefits, and other employment terms, provided the employee returns to work at the end of his or her scheduled leave.

The City fully supports the concept of VESSA leave. Accordingly, the City will not interfere with or restrain any employee in the exercise of VESSA leave rights, nor will it retaliate or discriminate against anyone who seeks to enforce these rights.

5.11.0 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.

Voting Leave – The City encourages employees who desire to do so to exercise their right to vote before or after working hours. Employees who are registered to vote and who are not otherwise able to vote outside working hours are eligible to receive up to two (2) hours off without pay in order to vote in a general or special election, or an election where propositions are submitted to a popular vote. All requests for such time off must be submitted to an employee's immediate supervisor or department head two (2) days prior to the election day and the City may specify the hours during which employees may absent themselves from work in order to vote.

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 be required to participate in a Retiree Health Savings Plan (RHS) as authorized by the City Council by having 1% of their salary 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. This section shall not apply to collective bargaining agreements.

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 *of a suspension or dismissal* 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. ***This does not apply to employees covered by the Board of Fire and Police Commissioners.*** (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 Employee Choice Plan is designated as the City's basic health plan.

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, Continued Benefits 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 regular full-time or regular part-time employees, retirees or spouse of a deceased retiree 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 during budget preparation 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 of 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	\$37,254	\$39,200	\$41,145	\$43,091	\$45,037	\$46,982	\$48,928
Account Clerk II Administrative Assistant I Program Assistant	\$40,171	\$42,321	\$44,470	\$46,620	\$48,770	\$50,919	\$53,069
GIS/CAD Specialist Records Clerk	\$42,876	\$45,343	\$47,810	\$50,277	\$52,743	\$55,210	\$57,677
Account Clerk III Administrative Assistant II	\$43,289	\$45,780	\$48,271	\$50,762	\$53,252	\$55,743	\$58,234
Community Services Officer Parts Specialist	\$44,789	\$47,442	\$50,095	\$52,748	\$55,400	\$58,053	\$60,706
Communications Operator	\$46,381	\$49,127	\$51,872	\$54,618	\$57,364	\$60,109	\$62,855
Maintenance Worker II Refuse Collector	\$44,710	\$47,846	\$50,981	\$54,117	\$57,253	\$60,388	\$63,524

**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
Media Coordinator	\$38,618	\$41,193	\$43,768	\$46,343	\$48,917	\$51,492	\$54,067
Program Supervisor Youth Worker	\$41,458	\$43,814	\$46,170	\$48,526	\$50,881	\$53,237	\$55,593
Deputy City Clerk Human Resources Specialist	\$45,061	\$47,654	\$50,247	\$52,841	\$55,434	\$58,027	\$60,620
Engineering Technician	\$52,010	\$54,948	\$57,885	\$60,823	\$63,760	\$66,698	\$69,635
Water Plant Operator	\$52,467	\$55,382	\$58,298	\$61,213	\$64,128	\$67,044	\$69,959
Executive Assistant	\$52,359	\$55,317	\$58,274	\$61,232	\$64,190	\$67,147	\$70,105
Accountant Community TV Coordinator GIS Analyst Mechanic	\$54,595	\$57,572	\$60,550	\$63,527	\$66,504	\$69,482	\$72,459
Building Inspector* Engineering Assistant Fire Marshall	\$55,785	\$58,828	\$61,870	\$64,913	\$67,956	\$70,998	\$74,041
Firefighter*^	\$54,131	\$57,434	\$60,737	\$64,040			
Firefighter Paramedic	\$56,784	\$60,083	\$63,382	\$66,682	\$69,981	\$73,280	\$76,579
Police Officer	5/1/09 \$57,220 11/1/09 \$57,792	\$60,631 \$61,238	\$64,357 \$65,001	\$67,785 \$68,463	\$71,561 \$72,276	\$75,006 \$75,756	\$79,212 \$80,005
PC/LAN Support Specialist Plan Reviewer*	\$56,993	\$60,391	\$63,788	\$67,186	\$70,584	\$73,981	\$77,379
Head Golf Professional	\$66,670	\$71,341	\$76,011	\$80,682	\$85,353	\$90,023	\$94,694

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

**THE CITY OF LAKE FOREST
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SUPERVISORY CLASSIFICATION

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Cemetery Sexton Lead Building Inspector Lead Code Enforcer Lead Plan Reviewer Records Clerk Supervisor	\$58,643	\$62,256	\$65,869	\$69,482	\$73,094	\$76,707	\$80,320
Communications Supervisor GIS Manager Network Administrator Senior Accountant Technical Services Manager	\$65,832	\$68,809	\$71,787	\$74,764	\$77,741	\$80,719	\$83,696
Chief Water Plant Operator Construction Engineer Supervisor Supervisor	\$67,330	\$70,389	\$73,447	\$76,506	\$79,565	\$82,623	\$85,682
Fire Lieutenant Paramedic	\$83,600	\$84,912	\$86,225	\$87,537	\$88,849	\$90,162	\$91,474
Police Sergeant	\$84,463	\$85,784	\$87,105	\$88,426	\$89,747	\$91,068	\$92,389

**THE CITY OF LAKE FOREST
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MANAGERIAL AND ADMINISTRATIVE CLASSIFICATION

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Management Intern	\$35,744	\$45,586
Assistant Planner Management Assistant	\$42,973	\$57,622
Assistant to Public Works Director	\$49,865	\$66,764
Assistant CROYA Director Asst. Senior Resources Director Planner Program Manager	\$51,859	\$69,434
Assistant to the City Manager Senior Planner	\$55,408	\$82,534
Public Information Officer	\$64,457	\$90,180
Assistant City Manager Assistant Director of Finance Development Coordinator	\$73,933	\$99,203
Assistant City Engineer Superintendent	\$91,910	\$100,501
Fire Battalion Chief Police Commander	\$92,356	\$100,983
Deputy Fire Chief Deputy Police Chief	\$103,280	\$112,314
City Surveyor and Engineer	\$103,332	\$115,655

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.

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EXECUTIVE CLASSIFICATION

POSITION _____

<u>Level I</u>	
City Manager	Merit

<u>Level II</u>	Merit
Director of Community Development	
Director of Finance	
Director of Parks and Recreation	
Director of Public Works	
Fire Chief	
Police Chief	

<u>Level III</u>	Merit
CROYA Director	
Director of Human Resources	
Director of Information Technology	
Director of Senior Resources	