



## THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL MAY 1, 2010

### Introduction

On behalf of the entire Lake Forest City staff, I am pleased to present you with the proposed FY11 (May 1, 2010 – April 30, 2011) Annual Operating and Capital Budget totaling \$91,812,704. The proposed FY11 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, Core/Elective Prioritization, and our target-based budgeting process. **The total City budget (excluding the \$18,425,000 bond issue) will decrease 7.4% compared to the FY10 estimated actual.** The reductions made during FY10 and reflected in the proposed FY11 Budget were necessitated by a corresponding decline in revenues due to the downturn in the economy along with employee benefit costs and other inflationary increases. The following transmittal letter provides an overview of the City's proposed budget and financial outlook.

### Financial Outlook

Regrettably my budget message mirrors that of last year as we remain mired in economic volatility and uncertainty. The City's revenue projections continue to decline, or at best, remain flat. The State's financial picture grows worse by the day, and local communities will likely feel an immediate impact as legislators try to close a \$13 billion gap in the State's budget. Home sales continue to stagnate and unemployment hovers around 10%. To further exasperate our challenges, projected commercial real estate losses during 2011-2014 will add to the financial uncertainty and potentially delay any long anticipated recovery.

This convergence of economic, operational and political factors will continue to force local governments to re-examine the ways in which they conduct business. City staff is willingly accepting and embracing the concept that we are operating in “A New Normal”. The recession will have a long-term, profound effect on residents in ways that we cannot easily predict. Therefore, it will also have an effect on the way the City examines its core business and aligns available resources with the priorities of the community. Service levels must be re-examined during this time, as residents’ habits, preferences and psyche will be influenced by the current economy. This environment however, also opens up wonderful new opportunities as we reinvent ourselves for the business ahead.

In FY10, the City focused its energy on completing some significant capital projects (Municipal Services Building, Phase I Western Ave. Improvements); initiating a prioritization of its services, (Core/Elective); and undertaking program efficiency studies. In FY11, we will improve upon FY10 as we continue to anticipate how we meet the high expectations of our residents, brace against the impending State financial storms, and position ourselves to thrive in the age of this “New Normal”.

### **CURRENT INITIATIVES**

- 1) Western Ave. Redevelopment (Phase II) - During FY10, the City completed 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 Westminster on the south. In FY11, similar storm sewer, lighting, sidewalk and streetscape improvements will occur from Westminster on the north to Vine Ave. on the south. Work is scheduled to take place from March to August 1.
- 2) 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.
- 3) Laurel & Western Ave. Redevelopment - During FY10, the City continued its due diligence (including environmental clean-up), used the site for staging of the Western Ave. project, and general demolition. The Ad Hoc Laurel Ave. Redevelopment Committee will reconvene in FY11 and evaluate the feasibility of marketing the property in the near term. With the refinancing of the Municipal Services debt in April, 2010, the City has

time to wait for the market to improve and eventually sell the property for an appropriate use and at an appropriate price.

### **CORE /ELECTIVE SERVICES/PERFORMANCE MANAGEMENT**

During FY10, the City Council and City staff conducted a comprehensive evaluation and prioritization of all City services to classify them as either a “Core” City service (“mission”- critical) or an “Elective” City service (enhances quality of life). This process was comprehensive, inclusive and most importantly, enduring -- thereby insuring that any future budget reductions or elimination of programs could be properly aligned with resident expectations. The departments used this classification of services to guide them in required program reductions necessary to balance their respective budgets.

The next step in the process is to implement a system for more effective feedback and accountability in the performance of the prioritized services. An effective Performance Management Program will permit the City to clearly measure results and outcomes in order to: 1) assess the success or failure of the program; 2) continuously learn how to improve our delivery of service; 3) promote greater ownership and accountability of staff; and 4) effectively communicate to the residents our success in meeting established goals.

Throughout FY11, the City will implement a Performance Management Program that accurately measures the outcomes and results of City services to insure that we are achieving the right “what” at the desired performance level. The process will promote a constant dialogue of, “Have we correctly defined our services (Core/Elective) to meet our Mission, Vision and Objectives?” and “Have we aligned our allocation of resources to produce the desired results?”

### **PROGRAM EFFICIENCY STUDIES**

Annually, the City examines various aspects of its operations to determine if there is a more efficient or more cost-effective way of providing service to residents. Over the years, the City has studied various programs and activities. In FY10, the City focused on the following five programs:

- 1) Information Technology Service Consolidation or Shared Services –  
*Established Fiber Optics Committee with School Districts 67 & 115.*

- 2) Fleet Efficiency Study – *Staff is undertaking a study and revamping standard operating procedures and guidelines for retention, acquisition and replacement of vehicles.*
- 3) Grounds & Forestry Consolidation – *Merger of Parks and Forestry occurred in February, 2010.*
- 4) Continued Participation in IRMA (Liability Insurance Pool) – *Study found participation in IRMA still to be in the City's best interest.*

Operating in the “New Normal” requires that the City continue 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. In FY11, the City will examine the following service areas:

- 1) Refuse Collection Service and Compost Center
- 2) Inspectional Services and Contract Opportunities

### **REDUCED FUNDING**

With declining revenues, the proposed FY11 operating expenses had to be reduced in order to balance the budget and be in compliance with the City's Fiscal Policies. In FY10, the budget needed to be trimmed by approximately \$900,000. In FY11, our target was an additional \$500,000. As with last year, the only option available to meet the goal was to eliminate 6.5 positions within the City. These are never easy decisions; especially for a service-oriented business where the loss of personnel can affect how efficiently and effectively we can provide the services. Unfortunately, while some difficult decisions have already been made, others potentially loom on the horizon. This is particularly true if the Governor's recent announcement to reduce the local share of the income tax comes to fruition. The total loss could amount to an additional \$460,000 that would have to be trimmed from the budget.

1) Public Information Office – With the pending retirement of our Public Information Officer, the decision was made to not fill the position but rather reallocate the duties and responsibilities to other existing staff.

2) Personnel Reductions – The proposed budget also includes the elimination of 5.5 positions within the City. Two GIS positions will be eliminated through outsourcing the function to the GIS Consortium. In the Community Development Department, one planner position and one inspector position

will be eliminated and one clerical position will be reclassified to part-time status. One CROYA youth worker position will be discontinued and one Community Services Officer in the Police Department will be reclassified to part-time status. The annual savings for the 5.5 positions along with the Public Information Officer position is \$664,000. The FY11 savings will only be \$400,000 due to costs associated with severance, unemployment and other required pay-outs.

In addition to those reductions discussed above, many other departments experienced program or line-item savings. When identifying these reductions, every effort was made to adhere to the Core/Elective prioritization and minimize the impact on residents.

### **FINAL THOUGHTS**

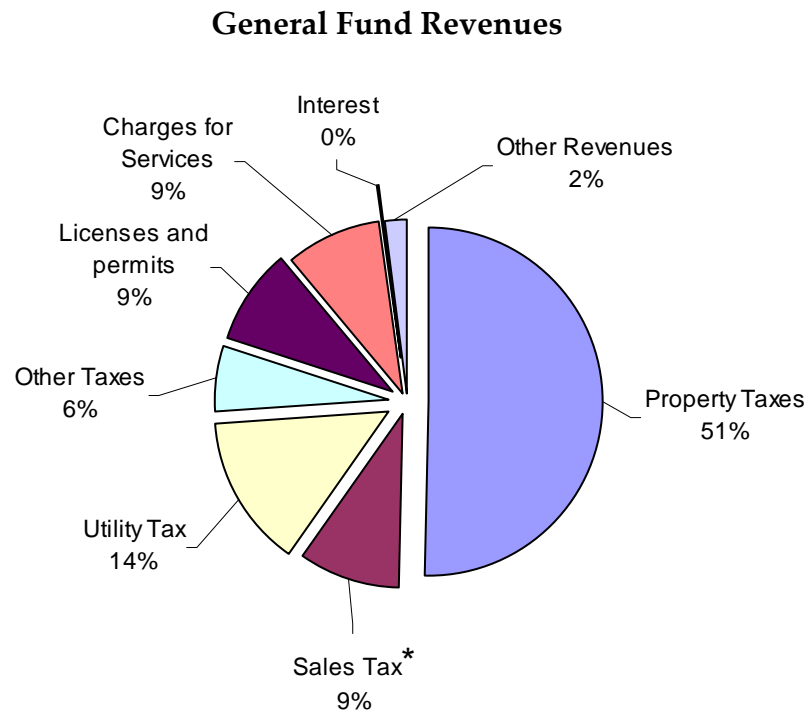
Past and present City Councils have actively engaged in the establishment and annual review of fiscal policies and practices, as well as funding priorities within the City. Our organizational culture continuously searches for ways to effectively meet the desired service levels of the residents and aggressively seeks outside funding for capital projects. The implementation of the Core/Elective System and Performance Management Program are recent examples of this continuing, proactive involvement.

During these protracted difficult and uncertain economic times, the challenge to surpass resident expectations in the face of downsizing the organization becomes daunting. The implementation of the Core/Elective process in FY10 and Performance Management Program in FY11 allow the City Council and community to methodically and objectively allocate available resources to achieve the greatest common good. There is no question that some residents will be visibly impacted by our "belt-tightening" and efforts to control operational costs. As we look to operate in the "New Normal", 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 us to thrive, react responsibly and objectively plan for our future.

## General Fund Revenues

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The General Fund accounts for the vast majority of City services (Police, Fire, Public Works, etc.), and the total FY11 revenue is \$29,400,575. The General Fund reserves are forecasted to equal \$10,230,509 or 34.8% of revenues as of April 30, 2011. This amounts to \$3,274,095 or 11.1% greater than the established reserve amount set forth in the City's Fiscal Policy. General fund revenues are projected to decrease 4.2% from FY10 estimated actuals. An overview of general fund revenues is summarized in the pie chart which follows.



\* includes 0.5% storm sewer sales tax

### General Fund revenue highlights include:

- Last December, the City Council approved a 1.01% increase in the tax levy for all City functions (including Recreation, Library and Debt Service). The increase includes the permitted 0.1% tax cap limitation plus new growth. Recent legislation allows for the exclusion of special recreation and fire pension levy amounts from the tax cap.

- The average increase to an existing household will be approximately 0.37% or \$9 on an \$865,000 home in Lake Forest.
- In December, 2009 the City Council adopted changes to various fees and charges attributable to the General Fund, resulting in an increase (\$186,605) in revenues, primarily due to modifications in the vehicle sticker program.
- 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 tax is \$830,000 in FY10 and \$927,000 in FY11. All proceeds from the tax go into the Capital Projects Fund.
- The City has received IDOT funding (\$726,000) to repave Green Bay Road from Westleigh to the northern City limits.

### **General Fund Expenses**

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The FY11 General Fund Budget, which includes personnel, materials, and a capital improvement transfer, is \$29,820,045 or 3.4% less than the FY10 estimated actual budget on a gross basis (before pass-throughs and one-time expenses). The General Fund FY11 budget is as follows:

<b>General Fund</b>	<b>FY2010 Est. Actual</b>	<b>FY2011</b>	<b>\$ Change</b>	<b>% Change</b>
Operating	\$30,454,032	\$28,942,545	(\$1,511,487)	(5.0%)
Capital Improvement Transfer	274,250	741,000	466,750	170%
Operating Capital	147,348	136,500	(10,848)	(7.4%)
<b>Total</b>	<b>\$30,875,630</b>	<b>\$29,820,045</b>	<b>(\$1,055,585)</b>	<b>(3.4%)</b>

*The FY11 Operating Budget includes the transfer of the Forestry Department to the Parks & Recreation Fund, reflecting a reduction of \$1,504,516. Excluding this transfer, the net increase is \$448,931 or 1.5%.*

General Fund expenditure highlights include:

- Total **personnel costs**, including pensions and insurance requirements, are budgeted to **decrease 0.2%** from the FY10 budget. This proposed decrease encompasses the following:
  - A general pay plan adjustment of 1%;
  - Approved range adjustments for employees still working their way through the pay plan;
  - IMRF and Fire and Police pensions;
  - Health, dental and life insurance and miscellaneous benefits.
- The preliminary **capital equipment** budget of \$735,000 is \$630,000 more than the FY10 budget, due to the fact that very little capital equipment was purchased in FY10. The equipment purchases tentatively proposed in the FY11 budget are pursuant to the City's 10-year equipment replacement plan but are being reevaluated under new replacement/acquisition guidelines drafted by City staff

Significant expenditures for **capital equipment** include:

○ Front End Loader	\$120,000
○ Four Police Cars	\$100,000
○ Three Dump Trucks	\$360,000
○ Chipper	\$ 75,000
○ Parks Compact Loader	\$ 80,000

- The total FY2011 **Capital Improvement Fund budget** is \$4,496,657 (*not including the Western Ave. project, Ragdale capital improvements and the refunding of the Municipal Services loan*). The projects are financed through a General Obligation Bond Issue and grant funding. Some notable projects include:

○ Street Overlay Program	\$1,388,000
○ Western Ave. Improvement	\$1,612,000
○ Tree Replacement	\$ 50,000
○ Concrete Street Repairs	\$ 100,000
○ Miscellaneous Storm Sewers	\$ 50,000
○ Waukegan Rd (TIF)	\$1,595,000



- Holland Ct. (SSA) \$ 425,000
- Forest Park Rd. Engineering \$ 100,000
- Waveland Park Improvements \$ 290,000

### Other Funds

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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., Parks/Recreation) are partially funded by property taxes. The FY11 budgets for the City's Enterprise and Special Revenue Funds, including capital improvements and equipment, are as follows:

	<b>FY2010 Est. Actual</b>	<b>FY2011</b>	<b>% Change</b>
Water/Sewer	\$ 7,332,277	\$7,351,941	.3%
Golf	1,261,755	1,311,860	4.0%
Cemetery	714,952	836,153	17.0%
Parks/Recreation	6,654,799	8,374,908	25.9%
Senior	554,078	643,339	16.1%
<b>Total</b>	<b>\$16,517,861</b>	<b>\$18,518,201</b>	<b>12.1%</b>

*\$1,504,516 was transferred in to the Parks & Recreation Fund from the General Fund due to the merger of Parks and Forestry. Excluding this transfer, Parks & Recreation increase is 3.2% from FY10 estimated actual.*

#### Other Fund budget highlights include:

The total FY11 **Water and Sewer Fund capital budget** is \$1,476,000. This includes continuation of the sanitary sewer lining program (\$200,000), purchase of Membrane Modules (\$290,000), and the Old Elm Road water main improvement project (\$751,000). 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.

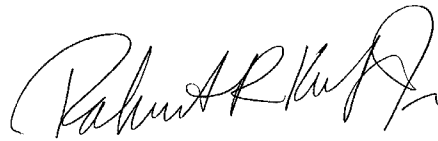
## Conclusion

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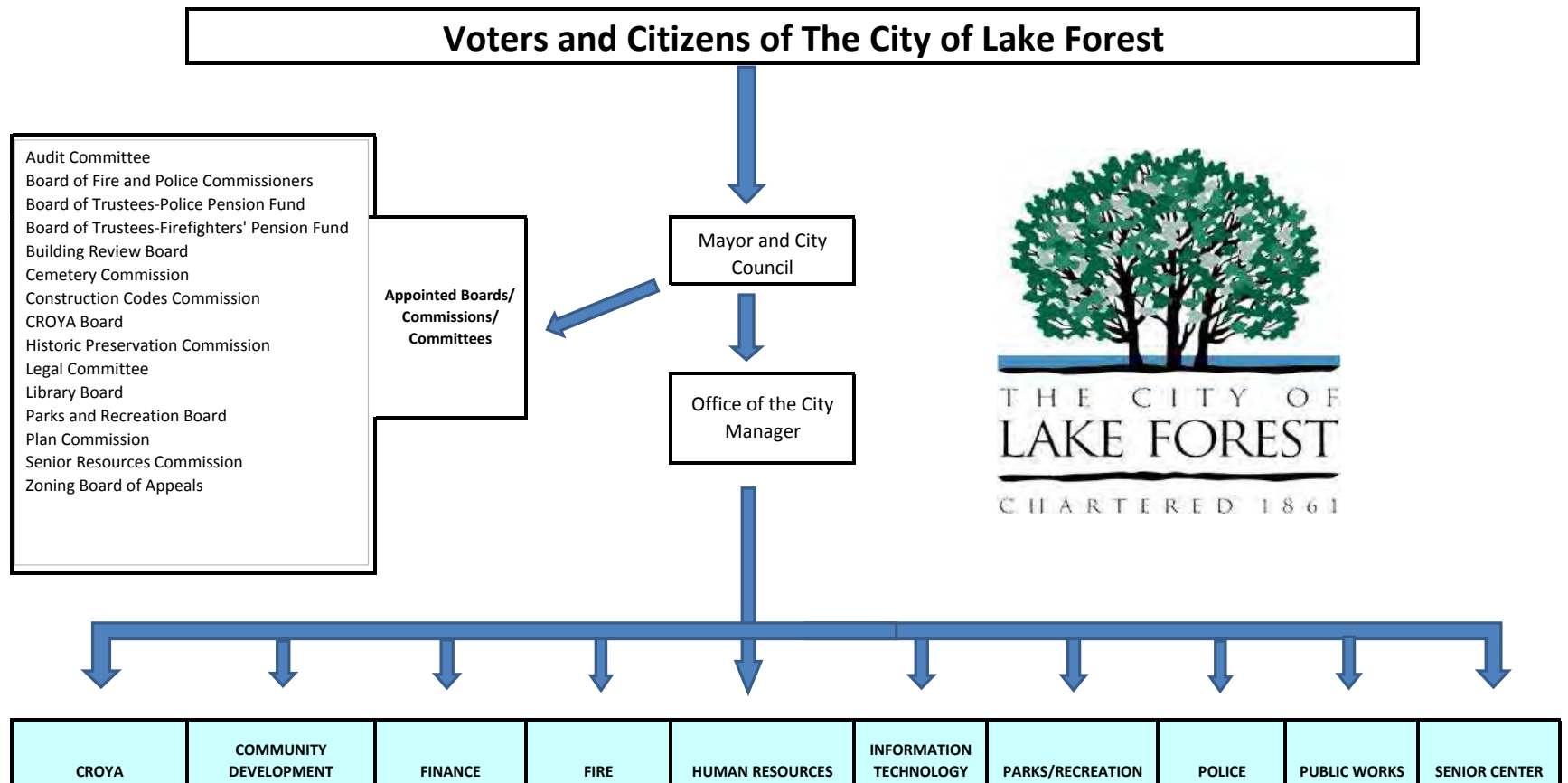
Many people deserve credit for the City's ability to provide the highest quality service, undertake significant infrastructure improvements, live within the tax cap, and preserve its strong financial condition. Through the collective efforts of the City Council, state legislators, generous residents 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,

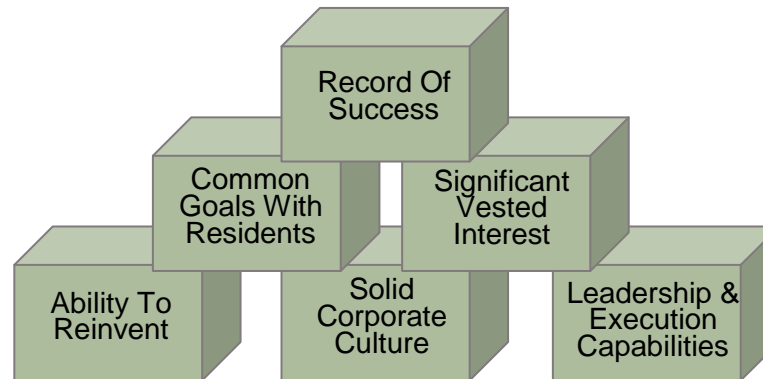
A handwritten signature in black ink, appearing to read "Robert R. Kiely, Jr.", written in a cursive style.

Robert R. Kiely, Jr.  
City Manager

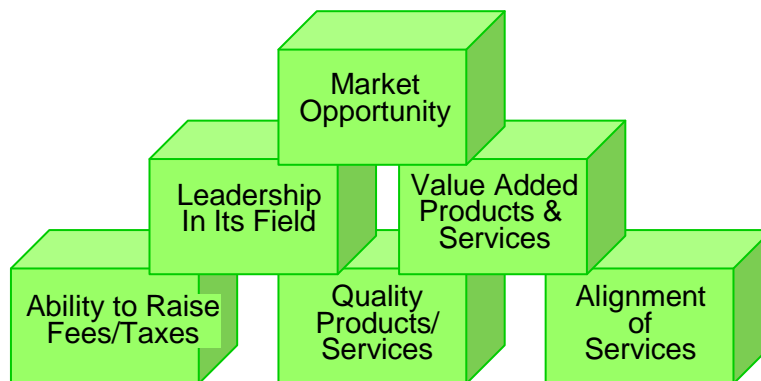


# The Durable City

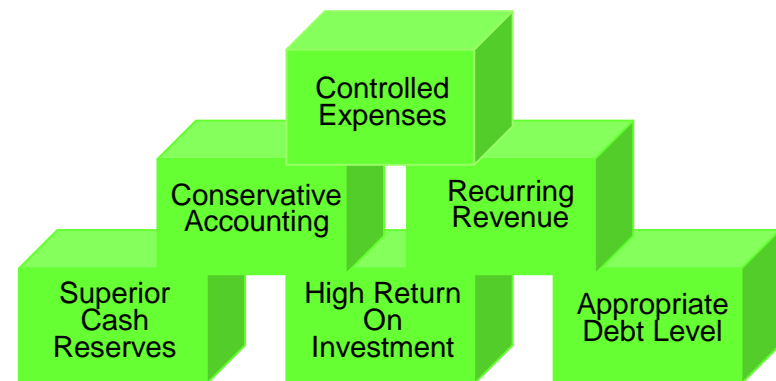
## Strong Management



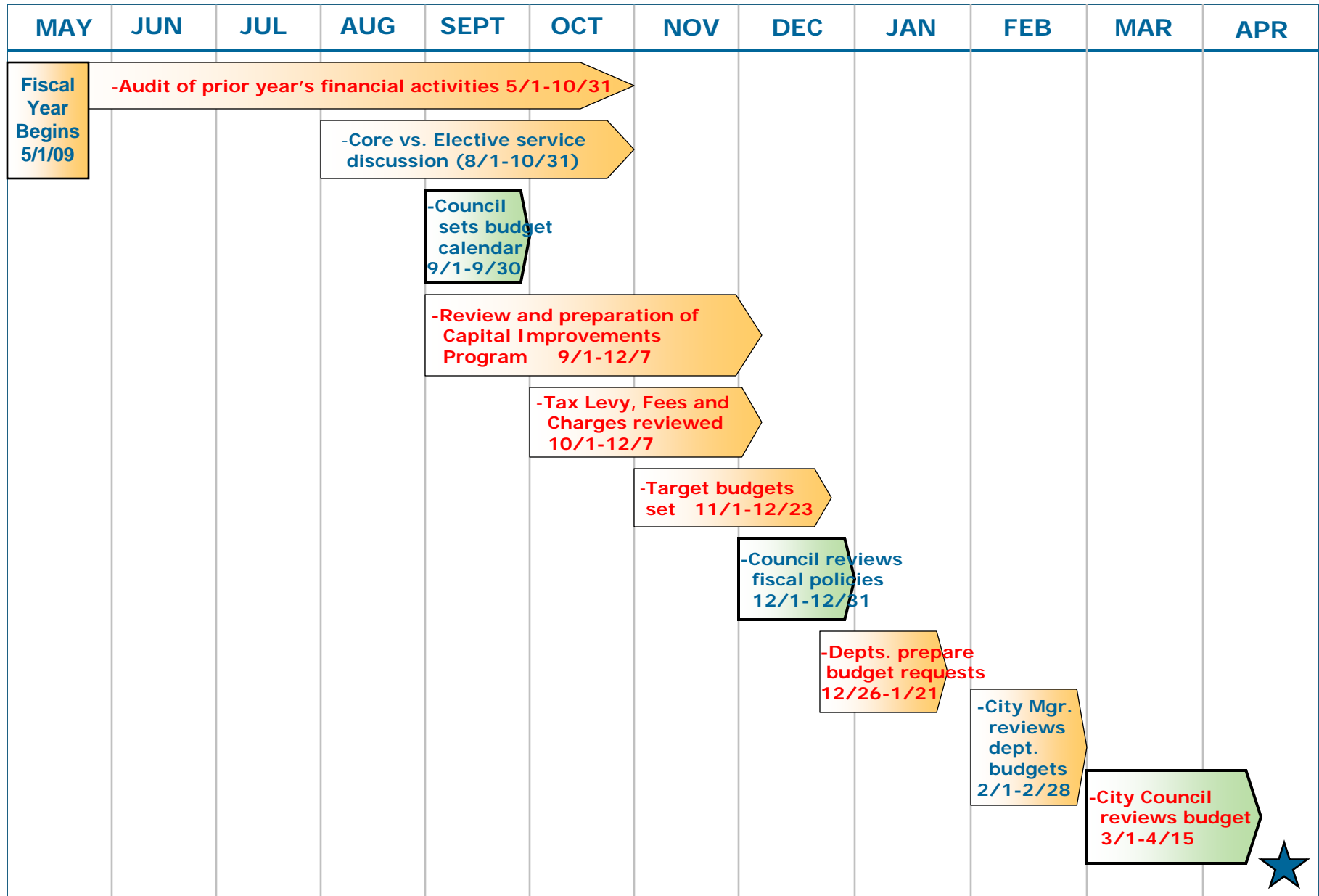
## Sustainable Business Model



## Solid Financials



# Comprehensive Financial Program -- FY2011 Budget Timeline



= Council Action



= City Staff Action



= City Council Adopts Budget 5/3/10

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

	Projected Spendable Fund Balance 5/1/2010	Budgeted Revenues FY2011	Budgeted Expenditures FY2011	Projected Spendable Fund Balance 4/30/2011
<b>101 General Fund</b>	\$ 10,649,979	\$ 29,400,575	\$ 29,820,045	\$ 10,230,509
<b>Special Revenue Funds</b>				
201 Park & Public Land	203,824	78,057	250,000	31,881
202 MFT	688,321	689,744	125,000	1,253,065
205 Emergency Telephone	259,173	278,000	222,590	314,583
208 Elawa Farm	91,438	200,102	143,100	148,440
210 Senior Resources	198,395	576,560	643,339	131,616
220 Parks and Recreation	1,585,398	8,381,682	8,374,908	1,592,172
223 Parks Equip Reserve	127,523	159,713	80,000	207,236
224 Special Recreation	101,044	290,097	290,097	101,044
230 Cemetery	2,922,907	793,596	836,153	2,880,350
245 Foreign Fire Insurance	120,421	97,000	105,000	112,421
246 Drug Asset Forfeiture	10,496	100	10,000	596
247 Alcohol Asset Forfeiture	38,739	4,500	30,000	13,239
248 Affordable Housing	907,356	31,000	50,000	888,356
<b>Capital Project Funds</b>				
301 West LF TIF	5,361	3,392,490	3,125,231	272,620
311 Capital Improvement	1,326,998	2,141,574	3,427,265	41,307
314 Rt. 60 Bridge	1,008,933	7,000	1,015,933	-
315 Rt. 60 Intersection	240,584	2,000	242,584	-
319 Rt 60/Fitzmorris	341,923	2,500	344,423	-
320 2009 G O Bond - Western Ave - Stage 1	158,101	2,000	160,101	-
321 2010 G.O. Bond	-	18,425,000	18,425,000	-
<b>Debt Service Funds</b>				
416 2000 G O Bonds - MS Land	460,728	659,062	655,162	464,628
417 2001B Bonds - MS Building	98,969	107,950	107,600	99,319
418 2003A Bonds - Open Space	137,749	1,003,042	1,000,462	140,329
421 2003D Bond - Storm Sewer	980,115	65,000	238,100	807,015
422 SSA 25 - Knollwood Sewer	8,112	80,542	80,342	8,312
423 SSA 26 - Waukegan Sewer	5,094	21,815	21,715	5,194
424 SSA 29 - Saunders Road	221	159,415	159,315	321
425 2004B - Storm Sewer	1,085,748	605,000	314,650	1,376,098
426 1997B - Bank Lane Parking Lot	412	151,935	151,835	512
427 2008 G.O. Bonds - MS Building & Rt 60 Park	11,915	611,666	611,806	11,775
428 2009 G.O. Bonds - Western Avenue	-	194,929	194,929	-
<b>Enterprise Funds</b>				
501 Water & Sewer	5,541,915	7,238,039	7,351,941	5,428,013
508 Water and Sewer Capital Fund	2,300,755	784,511	1,476,000	1,609,266
510 Deerpath Golf Course	393,887	1,395,491	1,311,860	477,518
<b>Internal Service Funds</b>				
601 Fleet	209,212	1,761,020	1,745,679	224,553
605 Liability Insurance	44,324	1,537,000	1,422,539	158,785
610 Self Insurance	4,232,624	4,715,000	3,951,000	4,996,624
<b>Pension Trust Funds</b>				
701 Fire Pension	21,737,914	1,721,946	1,531,400	21,928,460
702 Police Pension	16,684,083	1,872,652	1,765,600	16,791,135
<b>Total All Funds</b>	<u>\$ 74,920,690</u>	<u>\$ 89,639,305</u>	<u>\$ 91,812,704</u>	<u>\$ 72,747,291</u>

**The City of Lake Forest**  
**Expense Comparison**

	Projected Estimated Expenditures FY2010	Budgeted Expenditures FY2011	\$\$ change	% change
<b>101 General Fund</b>	<b>\$ 30,875,630</b>	<b>\$ 29,820,045</b>	<b>\$ (1,055,585)</b>	<b>-3.42%</b>
<b>Special Revenue Funds</b>				
201 Park & Public Land	586,202	250,000	(336,202)	-57.35%
202 MFT	26,489	125,000	98,511	371.89%
205 Emergency Telephone	365,132	222,590	(142,542)	-39.04%
208 Elawa Farm	144,537	143,100	(1,437)	-0.99%
210 Senior Resources	554,078	643,339	89,261	16.11%
220 Parks and Recreation	6,654,799	8,374,908	1,720,109	25.85%
223 Parks Equip Reserve	-	80,000	80,000	n/a
224 Special Recreation	283,362	290,097	6,735	2.38%
230 Cemetery	714,952	836,153	121,201	16.95%
245 Foreign Fire Insurance	100,000	105,000	5,000	5.00%
246 Drug Asset Forfeiture	-	10,000	10,000	n/a
247 Alcohol Asset Forfeiture	-	30,000	30,000	n/a
248 Affordable Housing	20,000	50,000	30,000	150.00%
<b>Capital Project Funds</b>				
301 West LF TIF	3,365,726	3,125,231	(240,495)	-7.15%
309 SSA 29 Saunders Rd	89,421	-	(89,421)	-100.00%
311 Capital Improvement	3,059,148	3,427,265	368,117	12.03%
312 2004B Bonds - Storm Sewer	740,952	-	(740,952)	-100.00%
314 Rt. 60 Bridge	-	1,015,933	1,015,933	n/a
315 Rt. 60 Intersection	25,000	242,584	217,584	870.34%
317 MS Building	3,381,105	-	(3,381,105)	-100.00%
319 Rt 60/Fitzmorris	1,251,250	344,423	(906,827)	-72.47%
320 2009 G O Bond - Western Ave - Stage 1	3,524,890	160,101	(3,364,789)	-95.46%
321 2010 G.O. Bonds	-	18,425,000	18,425,000	n/a
<b>Debt Service Funds</b>				
416 2000 G O Bonds - MS Land	656,013	655,162	(851)	-0.13%
417 2001B Bonds - MS Building	111,100	107,600	(3,500)	-3.15%
418 2003A Bonds - Open Space	974,050	1,000,462	26,412	2.71%
421 2003D Bond - Storm Sewer	242,900	238,100	(4,800)	-1.98%
422 SSA 25 - Knollwood Sewer	81,793	80,342	(1,451)	-1.77%
423 SSA 26 - Waukegan Sewer	21,714	21,715	1	0.00%
424 SSA 29 - Saunders Road	69,934	159,315	89,381	127.81%
425 2004B - Storm Sewer	319,025	314,650	(4,375)	-1.37%
426 1997B - Bank Lane Parking Lot	152,855	151,835	(1,020)	-0.67%
427 2008 G.O. Bonds - MS Building & Rt 60 Park	685,531	611,806	(73,725)	-10.75%
428 2009 G.O. Bonds - Western Avenue	-	194,929	194,929	n/a
<b>Enterprise Funds</b>				
501 Water & Sewer	7,332,277	7,351,941	19,664	0.27%
508 Water and Sewer Capital Fund	2,044,298	1,476,000	(568,298)	-27.80%
510 Deerpath Golf Course	1,261,755	1,311,860	50,105	3.97%
<b>Internal Service Funds</b>				
601 Fleet	1,666,476	1,745,679	79,203	4.75%
605 Liability Insurance	436,100	1,422,539	986,439	226.20%
610 Self Insurance	4,306,212	3,951,000	(355,212)	-8.25%
<b>Pension Trust Funds</b>				
701 Fire Pension	1,419,156	1,531,400	112,244	7.91%
702 Police Pension	1,693,292	1,765,600	72,308	4.27%
<b>Total All Funds</b>	<b>\$ 79,237,154</b>	<b>\$ 91,812,704</b>	<b>\$ 12,575,550</b>	<b>15.87%</b>

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

**GENERAL FUND**

	Actual FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014	PROJECTED FY 2015
<b>Fund Balance 5/1</b>	10,626,632	10,836,821	10,649,979	10,230,509	10,862,559	11,486,076	12,053,580
Revenue	32,104,235	30,688,788	29,400,575	30,656,354	31,693,103	32,675,222	33,587,219
Less: One-Time Revenues	(1,480,335)	(1,396,925)	(1,382,925)	(1,382,925)	(1,384,925)	(1,384,925)	(1,384,925)
Less: Passthroughs	(1,402,785)	(1,579,368)	(77,658)	(104,528)	(132,103)	(160,403)	(189,448)
Proforma Revenues	29,221,115	27,712,495	27,939,992	29,168,901	30,176,075	31,129,894	32,012,846
One-Time Revenues	1,480,335	1,396,925	1,382,925	1,382,925	1,384,925	1,384,925	1,384,925
Less: Operating Expenses	30,712,546	30,601,380	29,079,045	30,024,304	31,069,586	32,107,718	33,140,673
Less: One-Time Expenses	(1,166,313)	(1,139,189)	(1,155,220)	(1,166,446)	(1,177,896)	(1,189,575)	(1,201,487)
Less: Passthroughs	(1,402,785)	(1,579,368)	(77,658)	(104,528)	(132,103)	(160,403)	(189,448)
	28,143,448	27,882,823	27,846,167	28,753,330	29,759,587	30,757,740	31,749,738
One-Time Expenses	1,166,313	1,139,189	1,155,220	1,166,446	1,177,896	1,189,575	1,201,487
Net before CIP	<b>1,391,689</b>	<b>87,408</b>	<b>321,530</b>	<b>632,050</b>	<b>623,517</b>	<b>567,504</b>	<b>446,546</b>
Capital Expenditures (TwnIn FY09)	1,181,500	274,250	741,000				
MS Building							
Total Capital Expenditures	1,181,500	274,250	741,000	-	-	-	-
Fund Balance 4/30	10,836,821	10,649,979	10,230,509	10,862,559	11,486,076	12,053,580	12,500,126
Less: 15% Req Resv+ Sick/Vaca+\$950K Parking Resv	7,361,963	7,149,646	6,956,414	7,144,781	7,300,293	7,447,611	7,584,411
<b>Available Funds</b>	<b>3,474,858</b>	<b>3,500,333</b>	<b>3,274,095</b>	<b>3,717,778</b>	<b>4,185,783</b>	<b>4,605,969</b>	<b>4,915,715</b>
<b>Op Revenue increase%</b>	3.3%	-5.2%	0.8%	4.4%	3.5%	3.2%	2.8%
<b>Op Expense increase %</b>	8.4%	-0.9%	-0.1%	3.3%	3.5%	3.4%	3.2%
		Laurel Ave House	400,000				
		SSA	150,000				
		Debt Service	191,000				



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

**GENERAL FUND**

	<b>Actual FY 2009</b>	<b>PROJECTED FY 2010</b>	<b>PROJECTED FY 2011</b>	<b>PROJECTED FY 2012</b>	<b>PROJECTED FY 2013</b>	<b>PROJECTED FY 2014</b>	<b>PROJECTED FY 2015</b>
<b>Revenues</b>							
<b>Pass Through</b>	32,104,235	30,688,788	29,400,575	30,656,354	31,693,103	32,675,222	33,587,219
Sales Tax (Sewer Passthrough)	749,844	558,000	560,000	576,800	594,104	611,927	630,285
PW/Rec adjustments	514,768	514,768	(985,842)	(985,842)	(985,842)	(985,842)	(985,842)
Cost Allocation	138,173	506,600	503,500	513,570	523,841	534,318	545,005
Sub-Total	1,402,785	1,579,368	77,658	104,528	132,103	160,403	189,448
Sub-total Revenues	30,701,450	29,109,420	29,322,917	30,551,826	31,561,000	32,514,819	33,397,771
<b>One-Time Revenues</b>							
Paid Parking	1,013,925	1,013,925	1,013,925	1,013,925	1,013,925	1,013,925	1,013,925
Reimbursements	21,081	24,000	10,000	10,000	10,000	10,000	10,000
Recreation Trsf							
Truck Fine	36,633						
Telecomm Tax	341,000	341,000	341,000	341,000	341,000	341,000	341,000
Bond Redemp.	67,696	18,000	18,000	18,000	20,000	20,000	20,000
Total	1,480,335	1,396,925	1,382,925	1,382,925	1,384,925	1,384,925	1,384,925
Proforma Revenues	29,221,115	27,712,495	27,939,992	29,168,901	30,176,075	31,129,894	32,012,846
<b>Expenses</b>							
<b>Pass-Through Expenses</b>	30,712,546	30,601,380	29,079,045	30,024,304	31,069,586	32,107,718	33,140,673
Sales Tax (Sewer Passthrough)	749,844	558,000	560,000	576,800	594,104	611,927	630,285
PW/Rec adjustments	514,768	514,768	(985,842)	(985,842)	(985,842)	(985,842)	(985,842)
Cost Allocation	138,173	506,600	503,500	513,570	523,841	534,318	545,005
Sub-Total	1,402,785	1,579,368	77,658	104,528	132,103	160,403	189,448
Proforma Expenses	28,143,448	27,882,823	27,846,167	28,753,330	29,759,587	30,757,740	31,749,738
<b>One-Time Expenses</b>							
Paid Parking	593,944	593,944	593,944	593,944	593,944	593,944	593,944
Transfer to other funds	572,369	545,245	561,276	572,502	583,952	595,631	607,543
Sub-Total	1,166,313	1,139,189	1,155,220	1,166,446	1,177,896	1,189,575	1,201,487

# The City of Lake Forest

## FY2011 Budget

### Departments

Cable TV	\$	175,647
City Council		328,731
Human Resources		405,557
CROYA		561,006
Information Technology		715,546
Finance		753,465
City Manager		754,928
Community Development		1,475,407
Non Department		4,939,633
Fire		5,267,032
Public Works*		6,669,557
Police		7,773,536
<b>Total General Fund</b>	<b>\$</b>	<b>29,820,045</b>

\* Public Works Breakdown

Storm Sewers	\$	249,403
Public Works Admin		576,949
Engineering		640,450
Building Maintenance		1,422,258
Streets		1,554,289
Sanitation		2,226,208
	<b>\$</b>	<b>6,669,557</b>

Senior Resources	\$	643,339
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Parks	\$	3,257,779
Recreation		5,117,129
<b>Total Parks and Recreation</b>	<b>\$</b>	<b>8,374,908</b>

Water and Sewer	\$	7,351,941
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Deerpath Golf Course	\$	1,311,860
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Fleet	\$	1,745,679
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**CITY OF LAKE FOREST  
FISCAL YEAR 2010-2011  
PERSONNEL SCHEDULE  
BUDGETED POSITIONS**

<b>FULL TIME POSITION TITLE</b>	<b>2008-2009 ACTUAL</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>
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 BATTALION CHIEF	3	3	3
FIRE MARSHALL	1	1	1
ASSISTANT CITY ENGINEER	1	1	1
ASSISTANT DIRECTOR OF FINANCE	1	1	1
CODE ENFORCEMENT OFFICER	1	1	1
HEAD GOLF PRO	1	1	1
SUPERINTENDENT	4	4	4
ASSISTANT CITY MANAGER	1	0.5	0
ASSISTANT TO THE CITY MANAGER	1	1	1
CABLE COORDINATOR	1	1	1
PUBLIC INFORMATION OFFICER	1	1	0
POLICE SERGEANT	3	3	3
FIRE LIEUTENANT	6	6	7
GIS MANAGER	1	1	0
SUPERVISOR	10	9	8
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	31.5	30
FIRE FIGHTER	24	24	21
ENGINEERING ASSISTANT	2	2	2
ACCOUNTANT	1	1	1
PC/LAN SUPPORT SPECIALIST	2	2	2
BUILDING INSPECTOR	6	4	3
ENGINEERING TECHNICIAN	1	1	1
GIS ANALYST	1	0.5	0

**CITY OF LAKE FOREST  
FISCAL YEAR 2010-2011  
PERSONNEL SCHEDULE  
BUDGETED POSITIONS**

<b>FULL TIME POSITION TITLE</b>	<b>2008-2009 ACTUAL</b>	<b>2009-2010 ACTUAL</b>	<b>2010-2011 BUDGET</b>
WATER PLANT OPERATOR	8	8	7
ASSISTANT CROYA DIRECTOR	1	1	1
PROGRAM MANAGER	5	5	5
PLANNER	2	2	1.5
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	2
REFUSE COLLECTOR	11	11	11
MAINTENANCE WORKER II	37	37	37
PARTS SPECIALIST	1	1	1
MECHANIC	3	4	4
COMMUNICATIONS OPERATOR	9	9	9
COMMUNITY SERVICE OFFICER	4	4	3
ASSISTANT SENIOR DIRECTOR	1	1	1
ADMINISTRATIVE ASSISTANT II	10	9	10
ASSISTANT TO DIRECTOR OF PW	1	1	1
ACCOUNT CLERK III	3	3	3
ADMINISTRATIVE ASSISTANT I	4	4	3
RECORDS CLERK	3	3	3
GIS/CAD SPECIALIST	1	1	0
PROGRAM ASSISTANT	1	1	1
PUBLIC ACCESS COORDINATOR	0	1	1
<b>FULL TIME PERSONNEL</b>	<b>253</b>	<b>248.5</b>	<b>235.5</b>

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

<b>ACTUAL 2008-2009</b>	<b>BUDGET 2009-2010</b>	<b>BUDGET 2010-2011</b>
54	51	54

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

<b>ACTUAL 2008-2009</b>	<b>BUDGET 2009-2010</b>	<b>BUDGET 2010-2011</b>
402	383	361

501 Operating

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

	ACTUAL FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014	PROJECTED FY 2015
<b>Fund Balance 5/1</b>	\$ 5,564,332	\$ 5,723,600	\$ 5,541,915	\$ 5,428,013	\$ 5,486,362	\$ 5,640,655	\$ 5,717,190
Operating Revenue	\$ 6,683,905	\$ 7,150,592	\$ 7,238,039	\$ 7,508,033	\$ 7,791,526	\$ 8,089,194	\$ 8,401,745
Grant Revenue							
Less: Operating Expenses	3,555,084	4,087,983	4,216,947	4,364,540	4,517,299	4,675,405	4,839,044
Debt service	2,394,553	2,394,294	2,384,994	2,385,144	2,389,934	2,387,254	2,387,294
Net before CIP	\$ 734,268	\$ 668,315	\$ 636,098	\$ 758,349	\$ 884,293	\$ 1,026,535	\$ 1,175,407
Total Transfer to Capital	\$ 575,000	850,000	750,000	\$ 700,000	\$ 730,000	\$ 950,000	\$ 1,000,000
Fund Balance 4/30	\$ 5,723,600	\$ 5,541,915	\$ 5,428,013	\$ 5,486,362	\$ 5,640,655	\$ 5,717,190	\$ 5,892,598
Less: .33 ( rev) + 1X debt serv+500K	\$ 5,100,242	\$ 5,253,989	\$ 5,273,547	\$ 5,362,795	\$ 5,461,138	\$ 5,556,688	\$ 5,659,870
<b>Available Funds</b>	<u>623,358</u>	<u>287,926</u>	<u>154,466</u>	<u>123,567</u>	<u>179,517</u>	<u>160,502</u>	<u>232,728</u>
<b>Revenue increase%</b>	-6.2%	7.0%	1.2%	3.7%	3.8%	3.8%	3.9%
<b>Expense increase %</b>	-10.2%	15.0%	3.2%	3.5%	3.5%	3.5%	3.5%
<b>Debt service coverage 1.25</b>	1.31	1.28	1.27	1.32	1.37	1.43	1.49

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

**WATER FUND**

	<b>ACTUAL FY 2009</b>	<b>PROJECTED FY 2010</b>	<b>PROJECTED FY 2011</b>	<b>PROJECTED FY 2012</b>	<b>PROJECTED FY 2013</b>	<b>PROJECTED FY 2014</b>	<b>PROJECTED FY 2015</b>
<b>Fund Balance 5/1</b>	\$ 4,969,635	\$ 3,323,053	\$ 2,300,755	\$ 1,609,266	\$ 1,376,452	\$ 953,981	\$ 725,600
Transfer from Operating	\$ 575,000	\$ 850,000	\$ 750,000	\$ 700,000	\$ 730,000	\$ 950,000	\$ 1,000,000
Grant Revenue		\$ 155,000					
Interest	\$ 68,588	\$ 17,000	\$ 34,511	\$ 32,185	\$ 27,529	\$ 28,619	\$ 21,768
Capital Improvements- #1 Only	\$ 2,290,170	2,044,298	1,476,000	965,000	1,180,000	1,207,000	1,311,000
Fund Balance 4/30	\$ 3,323,053	\$ 2,300,755	\$ 1,609,266	\$ 1,376,452	\$ 953,981	\$ 725,600	\$ 436,368

# City of Lake Forest, Illinois

## Capital Plan

FY '11 thru FY '15

### PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
<b>GO Bond issue</b>								
Public Safety Bldg: HVAC	07-BLDG-015	1	104,926					104,926
Northcroft: Roof Replacment	07-Parks-130	1	90,000					90,000
CBD Train Station: Structural Repairs	07-PKNG-010	1	150,000					150,000
Contractual Storm, Ravine, & Ditch Repairs	07-W&S-001	1	50,000					50,000
Annual Pavement Overlay Program (PRIMARY)	09-ENGG-001	1	1,388,000					1,388,000
Annual Sidewalks/Curbs Replacement Program	09-ENGG-003	1	50,000					50,000
Annual Pavement Sealing Program	09-ENGG-004	1	65,000					65,000
Concrete Streets Repair Project	09-ENGG-008	1	100,000					100,000
Pavement Management Program	09-ENGG-009	1	36,774					36,774
Traffic Signals: Wauk & Wstlgh Rd Intersection Imp	09-ENGG-027	1	50,000	1,100,000				1,150,000
Western Avenue Improvements (Laurel to Vine)	09-ENGG-033	1	1,612,000					1,612,000
Capital Equipment - General- Primary	09-EQPT-001	1	655,000					655,000
Fire Engines	09-Fire-001	1	0		525,000		600,000	1,125,000
Annual Tree Replacement Program (PRIMARY)	09-FORS-001	1	50,000					50,000
Network Infrastructure	09-IT-004	1	30,000					30,000
Additional NAS Drives	09-MISC-017	1	20,000					20,000
Blade Servers	09-MISC-018	1	40,000					40,000
Boat Pavilion Roof Replacement	09-Parks-100	1	90,000					90,000
Electric Light Conversion Project	09-STR-001	1	35,000					35,000
Bridge(s) Miscellaneous Maintenance Repairs	09-STR-003	1	25,000					25,000
Waveland: Playground Replacement	10-Parks-054	1	200,000					200,000
Rec Center Gym Lights	10Rec-001	1	35,000					35,000
Rec Center Member Locker Room HVAC	10Rec-002	1	95,000					95,000
Green Bay Rd Resurfacing (Westleigh-N City Limits)	11-ENGG-001	1	53,300					53,300
Forest Park Restoration-S Beach Access Rd/Ring Rd	11-ENGG-007	1	100,000					100,000
MS Financing	11-fin-001	1	13,000,000					13,000,000
City Hall Copier	14-CH-0001	1	25,000					25,000
<b>GO Bond issue Total</b>			<b>18,150,000</b>	<b>1,100,000</b>	<b>525,000</b>		<b>600,000</b>	<b>20,375,000</b>

### Capital Fund

Public Safety Bldg: HVAC	07-BLDG-015	1				90,000		90,000
Public Safety Bldg: Generator Repair /Replacement	07-BLDG-016	1			190,000			190,000
Volwiler Hall: HVAC Replacements	07-BLDG-036	1					10,000	10,000
Volwiler Hall: Window Replacements	07-BLDG-037	1					50,000	50,000
Volwiler Hall: Door Replacements	07-BLDG-038	1					10,000	10,000
Telegraph Train Station: Roof Replacement	07-PKNG-015	1					150,000	150,000
Contractual Storm, Ravine, & Ditch Repairs	07-W&S-001	1		50,000	50,000	50,000	50,000	200,000
Annual Pavement Overlay Program (PRIMARY)	09-ENGG-001	1			1,600,000		1,700,000	3,300,000
Annual Sidewalks/Curbs Replacement Program	09-ENGG-003	1		50,000	50,000	50,000	50,000	200,000
Annual Pavement Sealing Program	09-ENGG-004	1		0	0	65,000	0	65,000
Annual Storm Sewer Lining Program- Primary	09-ENGG-006	1	0	100,000	0	100,000	0	200,000
Concrete Streets Repair Project	09-ENGG-008	1		100,000	100,000	100,000	100,000	400,000

Source	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Pavement Management Program	09-ENGG-009	1	33,226					33,226
Lake Rd (Drpth-Sprng Ln) Reconstruction Project	09-ENGG-016	1		442,000				442,000
Capital Equipment - General- Primary	09-EQPT-001	1		700,000	606,000	727,000	721,000	2,754,000
Annual Tree Replacement Program (PRIMARY)	09-FORS-001	1		35,000	50,000	55,000		140,000
Network Infrastructure	09-IT-004	1		30,000				30,000
Additional NAS Drives	09-MISC-017	1		10,000	10,000			20,000
Blade Servers	09-MISC-018	1		20,000	10,000	20,000		50,000
Electric Light Conversion Project	09-STR-001	1		36,000	37,000	25,000	26,000	124,000
Longline Striping	09-STR-002	1	36,000	37,000	38,000	39,000	40,000	190,000
Bridge(s) Miscellaneous Maintenance Repairs	09-STR-003	1		25,000	25,000	25,000	25,000	100,000
Storm: Holland Ct Improvements-Storm & Curbs SSA	10-ENGG-004	1	150,000					150,000
Sign Replacement Program	10-STR-003	1		50,000	50,000	50,000	50,000	200,000
Dickinson Hall Exterior Restoration Painting	11-BLDG-001	1					90,000	90,000
Public Safety - Fire Garage Roof Replacement	11-BLDG-002	1					150,000	150,000
Telegraph Fire - Roof Replacement	11-BLDG-003	1				125,000		125,000
Lake Rd (Cemetery-Woodbine) Curbs and Resurf SSA	11-ENGG-004	1		200,000				200,000
Forest Park Restoration-S Beach Access Rd/Ring Rd	11-ENGG-007	1		1,900,000				1,900,000
Server Virtualization	11-IT-VMW	1		35,000				35,000
Recycling Totes 65 Gallon	11-SAN-001	1	1					1
<b>Capital Fund Total</b>			<b>219,227</b>	<b>3,820,000</b>	<b>2,816,000</b>	<b>1,521,000</b>	<b>3,222,000</b>	<b>11,598,227</b>

#### Cemetery Fund

Capital Equipment - Cemetery	09-EQPT-004	1	0					0
Ravine Restoration	11-CEM-001	1	150,001					150,001
Bluff Restoration	11-CEM-002	1	50,000					50,000
<b>Cemetery Fund Total</b>			<b>200,001</b>					<b>200,001</b>

#### Golf Course Fund

General Improvements/Contingency	09-GOLF-100	1	10,000	10,000	10,000			30,000
Clubhouse & Cart Barn Roof Replacements	11-GOLF-010	1		115,000				115,000
HVAC Compressor Replacement	12-GOLF-022	1			20,000			20,000
Men's Locker Room	12-GOLF-023	1		250,000				250,000
Jacopson Greens king	14-golf-111	1				40,000		40,000
Pro Shop Cabinet	14-GOLF-112	1				200,000		200,000
<b>Golf Course Fund Total</b>			<b>10,000</b>	<b>375,000</b>	<b>30,000</b>	<b>240,000</b>		<b>655,000</b>

#### Grant-Contribution-Capital Fund

Traffic Signals: Wauk & Wstlgh Rd Intersection Imp	09-ENGG-027	1	50,000					50,000
Rt. 60 Park Beautification Project	09-RT60-005	1	141,657					141,657
Storm: Holland Ct Improvements-Storm & Curbs SSA	10-ENGG-004	1	200,000					200,000
<b>Grant-Contribution-Capital Fund Total</b>			<b>391,657</b>					<b>391,657</b>

#### Grant-Contribution-PPL

Deerpath Park/School Parking Lot Reconstruction	09-ENGG-040	1			40,000	360,000		400,000
<b>Grant-Contribution-PPL Total</b>					<b>40,000</b>	<b>360,000</b>		<b>400,000</b>

#### Grant-Federal-Capital Fund



Source	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
Public Safety Bldg: HVAC	07-BLDG-015	1	10,074					10,074
<b>Grant-Federal-Capital Fund Total</b>			10,074					10,074
<b>Grant-Federal-Cemetery</b>								
Ravine Restoration	11-CEM-001	1	1,106,901					1,106,901
<b>Grant-Federal-Cemetery Total</b>			1,106,901					1,106,901
<b>Grant-Federal-MFT</b>								
Lake-Woodbine Bridge Rehabilitation	09-ENGG-019	1	100,000		80,000	1,248,000		1,428,000
<b>Grant-Federal-MFT Total</b>			100,000		80,000	1,248,000		1,428,000
<b>Grant-Local-Capital Fund</b>								
Lake Rd (Cemetery-Woodbine) Curbs and Resurf SSA	11-ENGG-004	1		235,000				235,000
<b>Grant-Local-Capital Fund Total</b>				235,000				235,000
<b>Grant-State-Capital Fund</b>								
Traffic Signals: Wauk & Wstlgh Rd Intersection Imp	09-ENGG-027	1		500,000				500,000
Green Bay Rd Resurfacing (Westleigh-N City Limits)	11-ENGG-001	1	726,000					726,000
<b>Grant-State-Capital Fund Total</b>			726,000	500,000				1,226,000
<b>Motor Fuel Tax Fund</b>								
Annual Pavement Overlay Program (PRIMARY)	09-ENGG-001	1		1,325,000		1,650,000		2,975,000
Lake-Woodbine Bridge Rehabilitation	09-ENGG-019	1	25,000		20,000		377,000	422,000
<b>Motor Fuel Tax Fund Total</b>			25,000	1,325,000	20,000	1,650,000	377,000	3,397,000
<b>Park &amp; Public Land Fund</b>								
Rec Ctr: HVAC Controls	07Parks-008	1			30,000			30,000
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	1					30,000	30,000
South: Playground Equipment	07-Parks-115	1				150,000		150,000
Deerpath Park/School Parking Lot Reconstruction	09-ENGG-040	1			40,000	360,000		400,000
Waveland: Tennis Court Restoration/Resurfacing	10-Parks-051	1	90,000					90,000
Rt60 park entrance feature	10-Parks-065	1	30,000					30,000
West: Playground Equipment Replacement	11-Parks-100	1			400,000			400,000
West Park resurface both parking lots	12-Parks-109	1		175,000				175,000
Everett CLS HVAC	12-Parks-205	1			30,000			30,000
South Pavilion roof	12-parks-502	1		75,000				75,000
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
McCormick Driveway repairs	14-Parks-120	1				150,000		150,000
Selectorized Strength Equipment	14-Rec-002	1				75,000		75,000
<b>Park &amp; Public Land Fund Total</b>			250,000	415,000	570,000	735,000	30,000	2,000,000

Source	Project#	Priority	FY '11	FY '12	FY '13	FY '14	FY '15	Total
<b>Park and Recreation Fund</b>								
Capital Equipment	11-parks-111	1	80,000	118,000	115,000	90,000		403,000
<b>Park and Recreation Fund Total</b>			80,000	118,000	115,000	90,000		403,000
<b>TIF Fund</b>								
General Improvements: Waukegan/Everett TIF	07-TIF-002	1	1,595,000	325,000				1,920,000
Waukegan/Everett Traffic Improvements	10-TIF-003	1		0	0			0
Everett School Resurfacing & Fiber Project	11-TIF-004	1	105,000					105,000
<b>TIF Fund Total</b>			1,700,000	325,000	0			2,025,000
<b>Water and Sewer Fund</b>								
Elevated Tank Inspection/Painting	07-WP-010	1		170,000				170,000
Replace Villa Turicum Pumps	07-WP-011	1			40,000			40,000
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: Lawrence Wtrmn Rplc (Oak Knoll Dr-Fairway)	09-ENGG-031	1				520,000		520,000
Capital Equipment - Water	09-EQPT-002	1		35,000	400,000	137,000	108,000	680,000
Storm: Holland Ct Improvements-Storm & Curbs SSA	10-ENGG-004	1	75,000					75,000
Water: Park Ave (Greenleaf Ave to McKinley)	10-ENGG-005	1		230,000				230,000
Water: Mills Ct (McKinley Rd to CDS)	10-ENGG-011	1			200,000			200,000
Membrane Modules	10-WP-003	1	290,000	330,000	340,000	350,000	360,000	1,670,000
Altitude Valve	10-WP-004	1	0					0
Lowlift Side Arm Pump	10-WP-005	1	160,000					160,000
Water: Old Elm Rd WM (Western-Grandview)	11-ENGG-002	1	751,000					751,000
<b>Water and Sewer Fund Total</b>			1,476,000	965,000	1,180,000	1,207,000	1,311,000	6,139,000
<b>GRAND TOTAL</b>			24,444,860	9,178,000	5,376,000	5,803,000	6,788,000	51,589,860

**Proposed F.Y. 2011 Capital Equipment****General Fund**

<u>Department</u>	<u>Unit #(s)</u>	<u>New / Replace</u>	<u>Item</u>	<u>Budget</u>
Sanitation	194	Replace	Front-End Loader	\$120,000
Police	1,3,8,9	Replace	Police Cars	\$100,000
Streets	481	Replace	5-Yard Dump Truck	\$120,000
Forestry	683	Replace	5-Yard Dump Truck	\$120,000
Forestry	684	Replace	5-Yard Dump Truck	\$120,000
Forestry	642	Replace	Chipper	<u>\$ 75,000</u>
<b>TOTAL:</b>				<b>\$655,000</b>

**Water Fund**

<u>Department</u>	<u>Unit #(s)</u>	<u>New / Replace</u>	<u>Item</u>	<u>Budget</u>
Water & Sewer	902	Replace	4WD Pick-Up	<u>\$ 35,000</u>
<b>TOTAL:</b>				<b>\$ 35,000</b>

**Parks & Recreation Fund**

<u>Department</u>	<u>Unit #(s)</u>	<u>New / Replace</u>	<u>Item</u>	<u>Budget</u>
Parks	325	Replace	Compact Loader	\$ 80,000
	371	Replace	4-Wheel Truckster	<u>\$ 20,000</u>
<b>TOTAL:</b>				<b>\$100,000</b>

*\*No pieces of equipment will be purchased from the Cemetery or Golf Funds in F.Y. 2011*

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

	ACTUAL FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014	PROJECTED FY 2015
<b>Fund Balance 5/1</b>	\$ 1,772,651	\$ 2,106,984	\$ 1,326,998	\$ 41,307	\$ 125,034	\$ 158,452	\$ 615,836
<b>Revenue</b>							
Real Estate Transfer Tax	\$ 962,840	\$ 830,000	\$ 927,000	\$ 1,066,050	\$ 1,225,958	\$ 1,409,851	\$ 1,621,329
Demolition Tax	5,000	20,000	30,000	30,000	60,000	60,000	60,000
Misc*/Recycling	518,710	113,070	17,000	50,000	60,000	70,000	70,000
Interest	42,116	20,000	31,500	42,000	42,000	31,500	30,238
Total Taxes and Other	\$1,528,666	\$983,070	\$1,005,500	\$1,188,050	\$1,387,958	\$1,571,351	\$1,781,566
Grants	\$ 304,000	\$ 1,021,842	\$ 986,074	\$ 735,000	\$ 550,000		
Total Non-Bond Revenue	\$ 1,832,666	\$ 2,004,912	\$ 1,991,574	\$ 1,923,050	\$ 1,937,958	\$ 1,571,351	\$ 1,781,566
Waukegan Westleigh Bonds				\$ 1,100,000			
CIP Bonds				2,800,000	1,000,000		600,000
Total Bond Proceeds	\$ -	\$ -	\$ -	\$ 3,900,000	\$ 1,000,000	\$ -	\$ 600,000
Transfer from Cap Equip Fd	\$ 1,267,391						
Gen Fd Transfer	681,500	274,250	150,000				
Grand Total Revenue	3,781,557	2,279,162	2,141,574	5,823,050	2,937,958	1,571,351	2,381,566
Less: Op Exp ( RETT Admin)	76,355	77,399	80,308	84,323	88,540	92,967	97,615
<b>Net before CIP</b>	\$ 3,705,202	\$ 2,201,763	\$ 2,061,266	\$ 5,738,727	\$ 2,849,418	\$ 1,478,385	\$ 2,283,951
Waukegan Westleigh**				\$ 1,600,000			
Ragdale Loan			\$ 2,000,000			\$ (500,000)	\$ (500,000)
Capital Projects #1 Only	3,370,869	2,981,749	1,346,957	4,055,000	2,816,000	1,521,000	3,222,000
<b>Total Capital Expenditures</b>	\$ 3,370,869	\$ 2,981,749	\$ 3,346,957	\$ 5,655,000	\$ 2,816,000	\$ 1,021,000	\$ 2,722,000
<b>Fund Balance 4/30</b>	\$ 2,106,984	\$ 1,326,998	\$ 41,307	\$ 125,034	\$ 158,452	\$ 615,836	\$ 177,788

\* includes \$330,000 of debt service closures in FY09.

\*\*Timing of the \$550K SD repayment shown in FY13 is uncertain.

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**

	<b>ACTUAL FY 2009</b>	<b>PROJECTED FY 2010</b>	<b>PROJECTED FY 2011</b>	<b>PROJECTED FY 2012</b>	<b>PROJECTED FY 2013</b>	<b>PROJECTED FY 2014</b>	<b>PROJECTED FY 2015</b>
<b>Fund Balance 5/1</b>	\$ 700,861	\$ 197,842	\$ 688,321	\$ 1,253,065	\$ 498,429	\$ 1,050,060	\$ 10,073
Revenue	\$ 534,641	\$ 514,000	\$ 529,420	\$ 545,303	\$ 561,662	\$ 578,512	\$ 595,867
Grants	213,828		150,000	-	80,000		
Interest	6,458	2,968	10,325	25,061	9,969	31,502	302
Total Revenue	754,927	516,968	689,745	570,364	651,630	610,013	596,169
Total Capital Expenditures	1,257,946	26,489	125,000	1,325,000	100,000	1,650,000	377,000
Fund Balance 4/30	<u>\$ 197,842</u>	<u>\$ 688,321</u>	<u>\$ 1,253,065</u>	<u>\$ 498,429</u>	<u>\$ 1,050,060</u>	<u>\$ 10,073</u>	<u>\$ 229,242</u>

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

	ACTUAL FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014	PROJECTED FY 2015
<b>Fund Balance 5/1</b>	\$ 1,456,462	\$ 389,102	\$ 203,824	\$ 31,881	\$ 419,424	\$ 668,387	\$ 43,413
<b>Revenue</b>							
<u>Current Revenue</u>							
Bond Proceeds	\$ 500,000				\$ 700,000		
Grants*	\$ 50,165	\$ 375,000	\$ 75,000	\$ 50,000	\$ 90,000	\$ 460,000	
Park impact fees**	65,688	25,068		752,064	62,672	-	62,672
Interest	18,469	856	3,057	478	6,291	10,026	651
Total Current Revenue	\$ 634,322	\$ 400,924	\$ 78,057	\$ 802,542	\$ 858,963	\$ 470,026	\$ 63,323
Less: Debt Service	139,003	379,813	-	-	-	-	-
<b>Net before CIP</b>	\$ 495,319	\$ 21,111	\$ 78,057	\$ 802,542	\$ 858,963	\$ 470,026	\$ 63,323
<b>Total Capital Expenditures- #1 Only</b>	\$ 1,562,679	\$ 206,389	\$ 250,000	\$ 415,000	\$ 610,000	\$ 1,095,000	\$ 30,000
<b>Fund Balance 4/30</b>	\$ 389,102	\$ 203,824	\$ 31,881	\$ 419,424	\$ 668,387	\$ 43,413	\$ 76,736

\* \$125,000 grant from the State in FY10 is uncertain and removed from the total.

\*\* Impact Fees are tied to the economy and variable.

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



### Introduction

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#### Mission Statement

The Office of the City Manager fosters an enduring organizational culture that adheres to core values, promotes excellence in the delivery of services, and provides sound leadership while fulfilling the expectations of the community in a fiscally responsible manner.

#### Vision Statement

The Office of the City Manager will continue to provide high quality service to the residents, business community, City government and City employees and adapt to the changing needs of the community for services at City Hall.

#### Performance Management

- Respond to requests for Freedom of Information within the stipulated deadline of five days (excluding Public Safety Records)
- Effectively communicate with residents about City news
- Produce quality, original productions on LFTV
- Provide fast and efficient front-counter service to residents

### FY2010 Highlights

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- > Initiated collaboration of rail agencies for the commitment of public safety for both pedestrian and vehicular traffic at railroad crossings
- > Implementation of Core/Elective Services Program to appropriately identify the allocation of City resources
- > Completed RTAP Grant (Forest Green Transit Study) that enhanced and/or identified potential local transit services
- > Joined a Geographic Information Systems consortium of local communities to develop low cost effective solutions
- > City Clerk facilitated the implementation of new state mandated FOIA policies
- > Developed a process for the electronic/paperless distribution of meeting agendas as a "green" initiative to reduce photocopying and toner costs
- > As municipal services relocated to Conway Park, City Hall expanded resident services available at the City Hall front counter
- > Development of long-term, sustainable strategy for enhancing the business districts
- > Applied for a Transportation, Community and System Preservation Program Grant Application through the Federal Highway Administration for potential safety enhancements at the Telegraph Road train depot.
- > Finalized tenant leases at Elawa Farm

- > Conducted Office of the City Manager reorganization
- > Established Steering Committee to oversee the City's 150<sup>th</sup> Anniversary
- > Maintained AAA Bond Rating

### **FY2011 Initiatives and Programs**

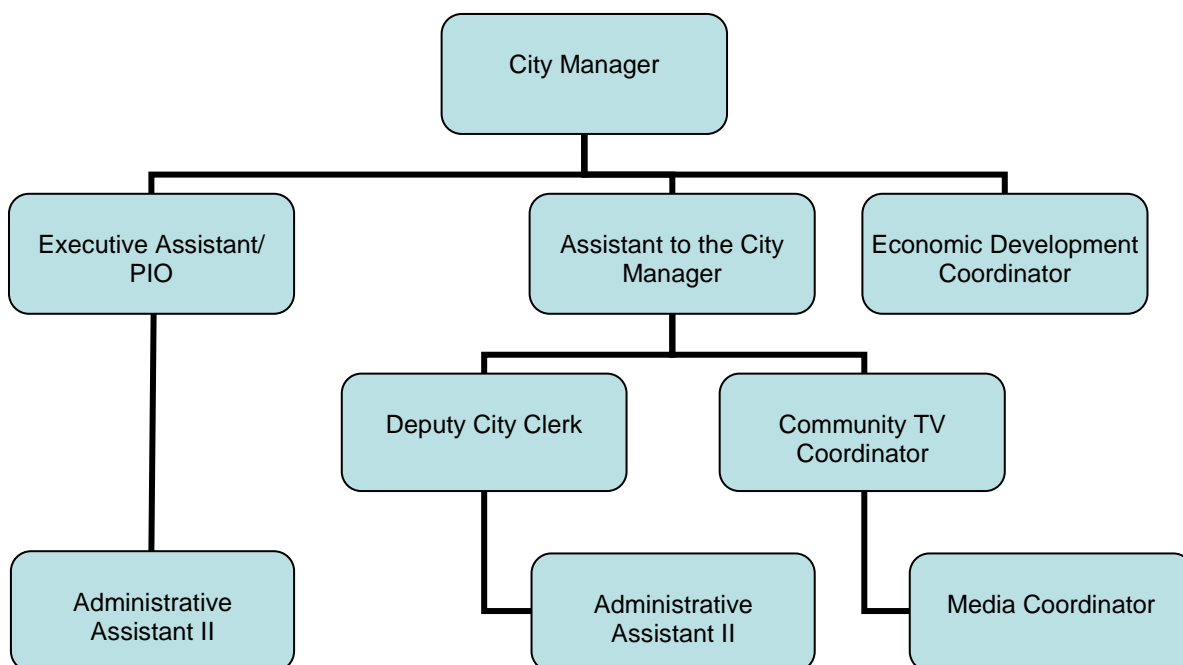
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- > Create educational awareness of pedestrian and vehicular traffic for at-grade railroad crossings
- > Study the feasibility of a potential Amtrak stop at the Telegraph Road train depot.
- > Implementation of Performance Measurement Program resulting in greater achievement of community and organizational goals through the most efficient allocation of resources
- > Continue developing a model natural gas franchise ordinance as a member of the Northwest Municipal Conference and DuPage Mayors and Managers Conference Gas Consortium Group
- > Continue the study to determine the feasibility of fire service consolidation
- > Office of the City Manager to identify on-line tools that increase transparency for citizens
- > 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
- > Continue assisting Housing Trust in expansion of affordable housing in Lake Forest
- > Search for potential grant opportunities

<b>Department Budgets</b>	<b>FY2010</b>	<b>FY2011</b>
<b>Totals</b>	1,514,716	1,259,306
<b>Personnel</b>	<b>FY2010</b>	<b>FY2011</b>
Full-time	9.5	8
Seasonals > 1000 hours	0	0
Seasonals < 1000 hours	0	0

### **Office of the City Manager Organizational Chart**

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**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

**Fund- General****Department - City Council**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>101-1101-411-29-03</b>	Membership Dues	\$ 12,525	\$ 12,421
<b>101-1101-411-29-10</b>	Meetings and Exp. Reimb.	\$ 11,956	\$ 9,300
<b>101-1101-411-35-10</b>	Contractual Services	\$ 196,800	\$ 92,400
<b>101-1101-411-35-42</b>	Economic Development	\$ 6,095	\$ 38,600
<b>101-1101-411-35-43</b>	Green Initiatives	\$ 2,500	\$ 2,500
<b>101-1101-411-54-10</b>	Legal Advertising	\$ 4,000	\$ 3,200
<b>101-1101-411-60-12</b>	Postage	\$ 12,500	\$ 10,300
<b>101-1101-411-60-13</b>	Printing	\$ 37,250	\$ 47,010
<b>101-1101-411-84-61</b>	Special Events	\$ 13,000	\$ 13,000
<b>101-1101-411-84-95</b>	Contingency	\$ 102,111	\$ 100,000
<b>TOTAL</b>		<b>\$ 398,737</b>	<b>\$ 328,731</b>

**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

Fund- General

Department - Office of the City Manager

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
101-1202-413-10-10	Salaries	\$ 615,995	\$ 505,938
101-1202-413-10-30	Overtime	\$ 3,151	\$ 3,183
101-1202-413-10-40	Longevity	\$ 3,305	\$ 2,185
101-1202-413-20-10	Insurance Medical	\$ 118,047	\$ 92,901
101-1202-413-20-11	Insurance Dental	\$ 3,114	\$ 2,479
101-1202-413-20-12	Insurance Life	\$ 720	\$ 549
101-1202-413-20-20	Social Security	\$ 37,510	\$ 30,216
101-1202-413-20-30	IMRF	\$ 55,976	\$ 57,850
101-1202-413-20-40	Flexi Benefits	\$ 1,160	\$ 921
101-1202-413-20-45	Auto Allowance	\$ 10,800	\$ 7,400
101-1202-413-29-01	Training and Education	\$ 17,500	\$ 9,359
101-1202-413-29-03	Membership Dues	\$ 6,607	\$ 6,815
101-1202-413-29-04	Publications	\$ 200	\$ 214
101-1202-413-29-10	Meetings and Exp. Reimb. (Incl. Food)	\$ 12,557	\$ 8,057
101-1202-413-43-16	IT Maintenance	\$ 8,559	\$ 9,287
101-1202-413-43-20	Maintenance of Equipment	\$ 6,995	\$ 3,500
101-1202-413-53-11	Cell Phone	\$ 7,660	\$ 6,369
101-1202-413-60-10	Office Supplies	\$ 7,500	\$ 6,000
101-1202-413-60-13	Printing	\$ 1,100	\$ 700
101-1202-413-60-20	Minor Equipment	\$ 5,000	\$ 1,005
TOTAL		\$ 923,456	\$ 754,928

**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

**Fund- General**

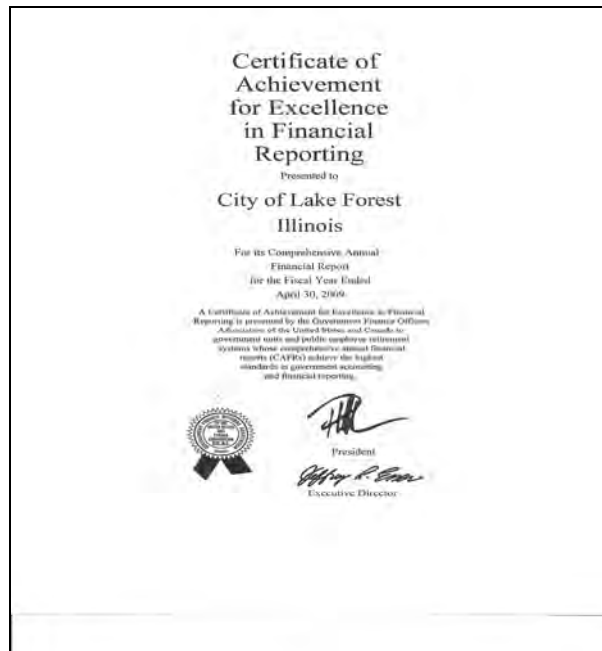
**Department - Office of the City Manager - Cable TV**

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
101-1203-413-10-10	Salaries	\$ 107,534	\$ 112,375
101-1203-413-20-10	Insurance Medical	\$ 28,080	\$ 15,244
101-1203-413-20-11	Insurance Dental	\$ 934	\$ 975
101-1203-413-20-12	Insurance Life	\$ 216	\$ 216
101-1203-413-20-20	Social Security	\$ 8,143	\$ 8,454
101-1203-413-20-30	IMRF	\$ 10,365	\$ 13,350
101-1203-413-20-40	Flexi Benefits	\$ 300	\$ 336
101-1203-413-29-01	Training and Education	\$ 5,000	\$ 2,500
101-1203-413-29-03	Membership Dues	\$ 1,300	\$ 950
101-1203-413-29-04	Publications	\$ 120	\$ 100
101-1203-413-29-10	Meetings and Exp. Reimb.	\$ 200	\$ 200
101-1203-413-35-10	Contractual Services	\$ 5,792	\$ 6,068
101-1203-413-43-01	Fleet Rental	\$ 1,584	\$ 1,579
101-1203-413-43-16	IT Maintenance	\$ 4,255	\$ 3,450
101-1203-413-43-20	Maintenance of Equipment	\$ 800	\$ 500
101-1203-413-60-10	Office Supplies	\$ 1,700	\$ 600
101-1203-413-60-13	Printing	\$ 300	\$ 200
101-1203-413-60-19	Clothing	\$ 500	\$ 550
101-1203-413-60-20	Minor Equipment	\$ 15,400	\$ 8,000
TOTAL		\$ 192,523	\$ 175,647

## Finance



Public Kiosk for Finance services



Certificate for Excellence in Financial Reporting

## Introduction

**Mission Statement** - To provide timely, accurate, clear and complete financial information, controls and support to the City Council, City departments, and residents while maintaining a high level of compliance with generally accepted accounting principles and all pertinent Federal, State, and local rules and regulations.

**Vision Statement** -To be a motivated, resourceful and cohesive team that provides exemplary financial service in support of the City's mission. To realize change is an essential component critical to the financial progress of the City.

## Performance Management

- Reduce reportable condition comments, material weakness comments and significant deficiency comments during annual audit review
- Reduce number of days to complete monthly bank reconciliation statements
- Satisfactorily resolve the residents' "high usage" complaint calls on water bills
- Increase the number of City employees who use direct deposit service for payroll checks
- Provide efficient and easy methods for issuing vehicle stickers to residents

## FY2010 Review

- The City was awarded, for the 31<sup>st</sup> consecutive time, the Certificate of Achievement for Excellence in Financial Reporting for its FY2009 Comprehensive Annual Financial Report (CAFR).
- Implemented analytical tools and monthly processes to monitor water usage.
- Consolidated and scanned financial documents in preparation for the move to the new MS Building.
- Established bond financing for the MS Building, Western Avenue Improvement Project, and other City capital projects.

## FY2011 Initiatives and Programs

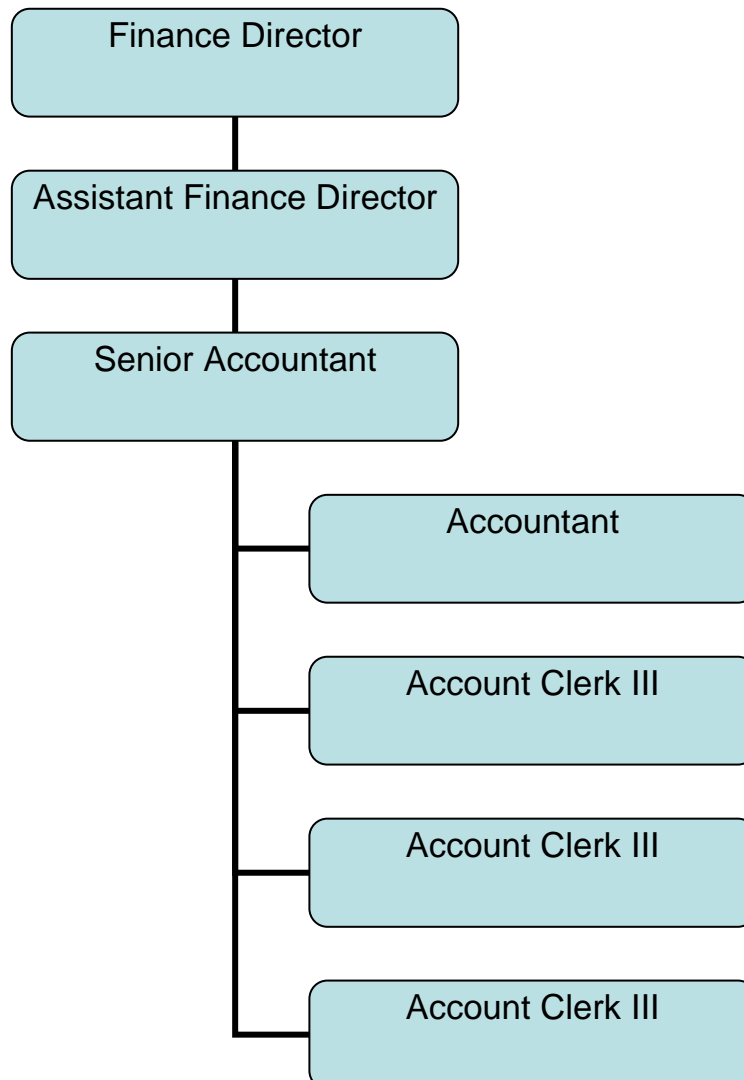
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- Prepare for the termination of the Tax Increment Financing District (TIF).
- Assist with financial aspects of the Laurel Ave redevelopment process.
- Explore further implementation of green methodology.
- Continue long-term debt management development.
- Assist City departments with developing financial acumen.
- Support the financing of the Ragdale capital improvement plan.

Department Budgets	FY2010	FY2011
Totals	950,894	975,796
Personnel	FY2010	FY2011
Full-time	7	7
Seasonals > 1000 hours	0	0
Seasonals < 1000 hours	0	0

## Finance Department Organizational Chart

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**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

**Fund- General****Department - Finance**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>101-1314-415-10-10</b>	Salaries	\$ 414,534	\$ 423,748
<b>101-1314-415-10-30</b>	Overtime	\$ 2,020	\$ 2,121
<b>101-1314-415-10-40</b>	Longevity	\$ 1,720	\$ 1,955
<b>101-1314-415-20-10</b>	Insurance Medical	\$ 61,160	\$ 80,715
<b>101-1314-415-20-11</b>	Insurance Dental	\$ 2,335	\$ 2,439
<b>101-1314-415-20-12</b>	Insurance Life	\$ 540	\$ 540
<b>101-1314-415-20-20</b>	Social Security	\$ 29,242	\$ 29,715
<b>101-1314-415-20-30</b>	IMRF	\$ 39,471	\$ 49,651
<b>101-1314-415-20-40</b>	Flexi	\$ 846	\$ 894
<b>101-1314-415-20-45</b>	Auto Allowance	\$ 6,000	\$ 6,000
<b>101-1314-415-29-01</b>	Training and Development	\$ 2,000	\$ 1,000
<b>101-1314-415-29-03</b>	Membership Dues/Licenses	\$ 1,350	\$ 1,400
<b>101-1314-415-29-04</b>	Publications/Subscriptions	\$ 2,000	\$ 1,500
<b>101-1314-415-29-10</b>	Meetings and Exp Reimb.	\$ 2,000	\$ 873
<b>101-1314-415-35-10</b>	Contractual Services	\$ 119,108	\$ 93,500
<b>101-1314-415-43-16</b>	IT Maintenance	\$ 33,993	\$ 36,332

**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

**Fund- General****Department - Finance**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>101-1314-415-53-11</b>	Cell Phone	\$ 1,408	\$ 1,182
<b>101-1314-415-60-10</b>	Office Supplies	\$ 1,000	\$ 500
<b>101-1314-415-60-13</b>	Printing/Stationary	\$ 13,400	\$ 19,400
<b>101-1314-415-60-20</b>	Minor Equipment	\$ 1,000	\$ -
<b>TOTAL</b>		<b>\$ 735,127</b>	<b>\$ 753,465</b>

**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

**Fund - Water****Department - Finance**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>501-1314-415-10-10</b>	Salaries	\$ 143,229	\$ 144,649
<b>501-1314-415-10-30</b>	Overtime	\$ 6,060	\$ 6,060
<b>501-1314-415-10-40</b>	Longevity	\$ 720	\$ 760
<b>501-1314-415-20-10</b>	Insurance Medical	\$ 35,685	\$ 37,340
<b>501-1314-415-20-11</b>	Insurance Dental	\$ 934	\$ 975
<b>501-1314-415-20-12</b>	Insurance Life	\$ 216	\$ 216
<b>501-1314-415-20-20</b>	Social Security	\$ 10,718	\$ 10,832
<b>501-1314-415-20-30</b>	IMRF	\$ 13,698	\$ 17,104
<b>501-1314-415-20-40</b>	Flexi	\$ 348	\$ 372
<b>501-1314-415-29-01</b>	Training and Development	\$ 1,150	\$ 1,149
<b>501-1314-415-35-10</b>	Contractual Services	\$ 500	\$ 500
<b>501-1314-415-43-16</b>	IT Maintenance	\$ 1,101	\$ 1,192
<b>501-1314-415-53-11</b>	Cell phone	\$ 1,408	\$ 1,182
<b>TOTAL</b>		<b>\$ 215,767</b>	<b>\$ 222,331</b>



**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

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

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>101-2501-499-29-01</b>	Training (Tuition)	\$ 82,000	\$ 44,000
<b>101-2501-499-33-10</b>	Legal	\$ 615,000	\$ 580,000
<b>101-2501-499-33-15</b>	Contractual Services - Audit	\$ 23,000	\$ 24,000
<b>101-2501-499-35-10</b>	Contractual Services	\$ 72,000	\$ 195,866
<b>101-2501-499-35-17</b>	Credit Card Charges	\$ 2,000	\$ 2,500
<b>101-2501-499-35-22</b>	Union Pacific	\$ 2,500	\$ 2,000
<b>101-2501-499-35-29</b>	Lake Forest College	\$ 8,028	\$ 8,100
<b>101-2501-499-35-32</b>	Actuarial	\$ 4,200	\$ 4,200
<b>101-2501-499-35-33</b>	Fire/Police Pension Report Fee	\$ 5,950	\$ 6,150
<b>101-2501-499-35-34</b>	Police Pension Report Fee	\$ 5,950	\$ 6,150
<b>101-2501-499-35-35</b>	Parks Dept Office Lease	\$ 6,891	\$ -
<b>101-2501-499-35-39</b>	CBD Decorations - Wreaths	\$ 6,300	\$ -
<b>101-2501-499-41-15</b>	Sewer	\$ 3,200	\$ 2,370
<b>101-2501-499-42-11</b>	Recycling	\$ 132,000	\$ -
<b>101-2501-499-43-16</b>	IT Maintenance	\$ 15,000	\$ 15,000
<b>101-2501-499-43-20</b>	Maintenance of Equipment	\$ 15,000	\$ 17,000
<b>101-2501-499-43-38</b>	Telephone Maint - Siemens	\$ 18,762	\$ 18,762
<b>101-2501-499-44-20</b>	Office Equipment Rental	\$ 1,000	\$ 1,000

**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

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

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>101-2501-499-52-30</b>	IRMA Insurance	\$ 1,115,509	\$ 1,118,773
<b>101-2501-499-52-31</b>	IRMA Deductible	\$ 85,000	\$ 85,000
<b>101-2501-499-53-10</b>	Telephone	\$ 256,293	\$ 160,822
<b>101-2501-499-53-11</b>	Internet Line	\$ 1,400	\$ 1,400
<b>101-2501-499-60-10</b>	Office Supplies	\$ 123,800	\$ 23,800
<b>101-2501-499-60-12</b>	Postage	\$ 32,300	\$ 32,500
<b>101-2501-499-60-13</b>	Printing/Stationary	\$ 10,000	\$ 7,500
<b>101-2501-499-60-25</b>	Postage - Police and Fire	\$ 5,150	\$ 5,150
<b>101-2501-499-61-15</b>	Dalitsch Pond Maint	\$ -	\$ 13,000
<b>101-2501-499-62-13</b>	Electricity	\$ 51,306	\$ 54,263
<b>101-2501-499-62-14</b>	Gas	\$ 132,759	\$ 78,000
<b>101-2501-499-63-12</b>	Fountain Supplies	\$ 15,000	\$ 20,000
<b>101-2501-499-63-13</b>	Vending	\$ 22,000	\$ 22,000
<b>101-2501-499-75-30</b>	Laurel Avenue House	\$ -	\$ 400,000
<b>101-2501-499-80-30</b>	MS Blding Loan Interest	\$ -	\$ 10,000
<b>101-2501-499-84-91</b>	Property Taxes	\$ 32,000	\$ 31,000
<b>101-2501-499-84-94</b>	Severance	\$ 41,250	\$ 242,206
<b>101-2501-499-84-95</b>	Contingency	\$ 85,950	\$ 95,000

**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

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

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>101-2501-499-84-97</b>	Salary Increases	\$ 24,130	\$ -
<b>101-2501-499-84-99</b>	Salary Reserve - Merit	\$ 43,400	\$ -
<b>101-2501-499-95-06</b>	Transfer Senior Fund	\$ 234,145	\$ 248,886
<b>101-2501-499-95-07</b>	Transfer Parks and Recreation Fund	\$ 311,100	\$ 310,400
<b>101-2501-499-95-08</b>	Sales Tax Local 1/2%	\$ 773,000	\$ 560,000
<b>101-2501-499-95-09</b>	Capital Improvements	\$ 274,250	\$ 150,000
<b>101-2501-499-95-16</b>	Transfer 2010 G O Bond Debt Srvc	\$ -	\$ 191,000
<b>101-2501-499-95-12</b>	Transfer Parking Debt Service	\$ 152,255	\$ 151,835
<b>101-2501-499-95-13</b>	Transfer Fleet Fund	\$ 100,000	\$ -
<b>TOTAL</b>		<b>\$ 4,940,778</b>	<b>\$ 4,939,633</b>

**THE CITY OF LAKE FOREST**

Fiscal Year: 2010

**Fund- Water****Department - Non-Departmental**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>501-2501-499-33-10</b>	Legal	\$ 2,000	\$ 2,000
<b>501-2501-499-33-15</b>	Contractual Services - Audit	\$ 10,800	\$ 11,200
<b>501-2501-499-35-10</b>	Contractual Services	\$ 16,000	\$ 16,000
<b>501-2501-499-35-17</b>	Credit Card Charges	\$ 300	\$ 300
<b>501-2501-499-52-30</b>	IRMA Insurance	\$ 110,027	\$ 108,997
<b>501-2501-499-52-31</b>	IRMA Deductible	\$ 7,500	\$ 7,500
<b>501-2501-499-53-10</b>	Telephone	\$ 20,122	\$ 20,122
<b>501-2501-499-60-12</b>	Postage	\$ 14,100	\$ 14,500
<b>501-2501-499-60-13</b>	Printing/Stationary	\$ 3,000	\$ 3,000
<b>501-2501-499-84-01</b>	Direct Debit Discount	\$ 3,700	\$ 4,100
<b>501-2501-499-84-48</b>	Administrative Services	\$ 376,742	\$ 357,277
<b>501-2501-499-95-11</b>	Transfer - W/S CIP Fund	\$ 850,000	\$ 750,000
<b>501-6076-499-80-20</b>	Revenue Bond Interest	\$ 1,084,294	\$ 1,033,194
<b>501-6076-499-83-35</b>	Revenue Bond Principal	\$ 1,310,000	\$ 1,350,000
<b>501-6076-499-84-41</b>	Paying Agent/Bonds	\$ 1,800	\$ 1,800
<b>TOTAL</b>		<b>\$ 3,810,385</b>	<b>\$ 3,679,990</b>

## Information Technology



Data Center at New MS Facility

### Introduction

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#### Mission Statement

The IT department provides all City departments with the resources to achieve their strategic goals and objectives through the use of technology and a secure infrastructure for the purpose of data sharing. IT supports the City Council, Boards, Commissions and City employees to allow them to maximize the effective utilization of information system resources.

#### Vision Statement

The IT department will deliver effective and innovative solutions that meet the City's business needs.

#### Performance Management

- Provide an effective data communications network and availability of software applications
- Secure Internet connectivity with the necessary bandwidth and a minimum uptime
- Conduct critical updates for all servers and desktops/laptops used by City employees

### FY2010 Review

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- Successful move of the City's data center the new MS facility
- Successful move of the City's telephone system to the new MS facility
- Complete the generation and implementation of the City's new dial plan
- Design and construction of the new data center
- Complete re-engineering of the network equipment
- Migration of the City buildings from T1 to fiber connectivity
- Assisted with the implementation of the core and redundant fiber network to the new MS facility and to all of the City's buildings
- Addition of Elawa Farm to the data network
- Successful iSeries upgrade to V5R4
- Upgraded the Active Directory server
- Completion of the GIS upgrade to 9.3

## FY2011 Initiatives and Programs

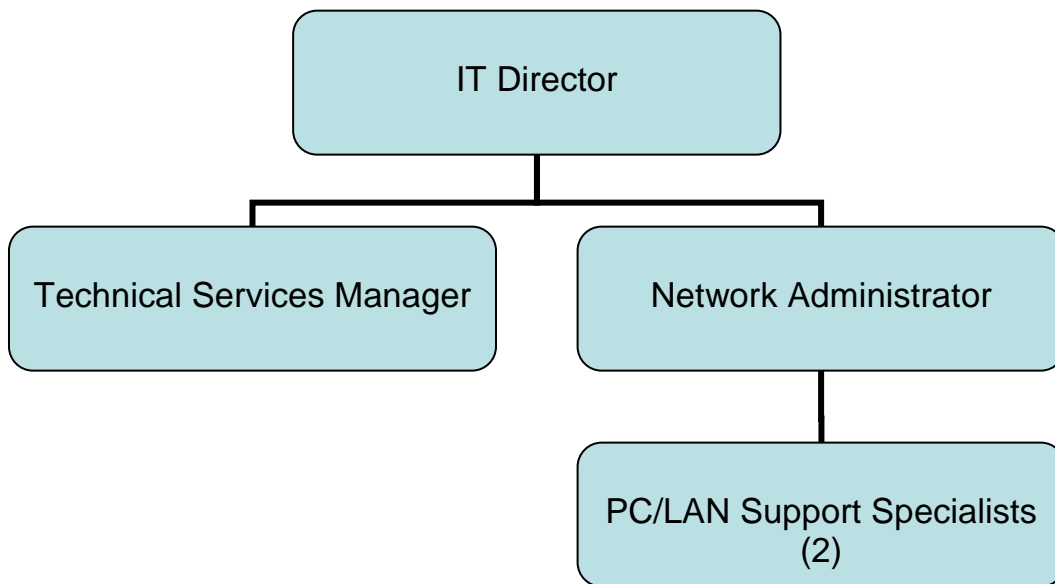
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- Develop SOP for key department processes
- Develop SLA as a basis for IT performance agreements
- Complete the migration to Exchange 2010
- Upgrade desktop PCs to Windows 7 and Office 2010 and train users
- Implement additional backup and recovery solutions that will satisfy the new FOIA laws
- Implement WSUS
- Continued participation in the Fiber Optic Services Committee

Department Budgets	FY2010	FY2011
Totals	946,125	715,546
Personnel	FY2010	FY2011
Full-time	6.5	5
Seasonals > 1000 hours	0	0
Seasonals < 1000 hours	0	0

## IT Organizational Chart

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**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

**Fund- General**

**Department - Information Technology**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>101-1415-415-10-10</b>	Salaries	\$ 551,107	\$ 432,886
<b>101-1415-415-10-30</b>	Overtime		\$ 4,040
<b>101-1415-415-10-40</b>	Longevity	\$ 2,665	\$ 2,450
<b>101-1415-415-20-10</b>	Insurance Medical	\$ 42,436	\$ 30,046
<b>101-1415-415-20-11</b>	Insurance Dental	\$ 2,102	\$ 1,463
<b>101-1415-415-20-12</b>	Insurance Life	\$ 702	\$ 540
<b>101-1415-415-20-20</b>	Social Security	\$ 41,137	\$ 32,701
<b>101-1415-415-20-30</b>	IMRF	\$ 52,593	\$ 51,898
<b>101-1415-415-20-40</b>	Flexi	\$ 1,059	\$ 858
<b>101-1415-415-20-45</b>	Auto Allowance	\$ 9,300	\$ 7,800
<b>101-1415-415-29-01</b>	Training and Development	\$ 25,000	\$ 10,000
<b>101-1415-415-29-03</b>	Membership Dues/Licenses	\$ 250	\$ 250
<b>101-1415-415-29-04</b>	Publications/Subscriptions	\$ 250	\$ 250
<b>101-1415-415-29-10</b>	Meetings and Exp Reimb.	\$ 10,000	\$ 10,000
<b>101-1415-415-34-11</b>	Wiring	\$ -	\$ -
<b>101-1415-415-35-10</b>	Contractual Services	\$ 28,500	\$ 12,690
<b>101-1415-415-43-10</b>	Maintenance of Equipment	\$ 10,600	\$ 10,600
<b>101-1415-415-43-16</b>	IT Maintenance	\$ -	\$ -
<b>101-1415-415-43-37</b>	Maintenance - Software	\$ 36,627	\$ 21,838
<b>101-1415-415-44-31</b>	Lease Payments	\$ -	\$ -
<b>101-1415-415-53-11</b>	Cell Phone	\$ 4,641	\$ 3,597
<b>101-1415-415-60-10</b>	Office Supplies	\$ 2,017	\$ 1,500
<b>101-1415-415-60-11</b>	Computer Supplies	\$ 25,139	\$ 25,139
<b>101-1415-415-66-10</b>	Assets under \$10,000	\$ 100,000	\$ 55,000

THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund- General  
Department - Information Technology

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
TOTAL		\$ 946,125	\$ 715,546



## **Human Resources**



Municipal Services Building

### **Introduction**

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#### **Mission Statement**

The Human Resources Department provides support to employees and management with the systems and processes and training they need to fulfill their roles, and acts as the City's internal professional consultant on personnel-related issues

#### **Vision Statement**

To be proactive in seeking health care and compensation innovations to contain costs yet still provide a competitive benefit package to attract top candidates by creating an optimum work environment. That work environment is flexible, encourages a balance between work and family life, and embraces the differences between generations, cultures, races and sexes. This environment will attract outstanding applicants for positions and retain employees who continually strive to find a better way to serve the residents; and will utilize a combination of training and mentoring to build future leaders.

#### **Performance Management**

- Provide enhanced benefit package to employees
- Limit the employee turnover rate
- Reduce the workers' compensation claims

#### **FY2010 Review**

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- Chaired a committee of interior design for the MS project and moved into facility;
- Conducted a review of our liability insurance carrier (IRMA);
- Assisted in a study and the reorganization of the Parks and Forestry sections;
- Began negotiations of a first Fire collective bargaining agreements;
- Worked with a community group consisting of members from the Village of Lake Bluff, Lake Forest and Lake Bluff school districts, Lake Forest Graduate School, Lake Forest College, LEAD, churches and Gorton Community Center to provide quality training and leadership opportunities;
- Managed the process for layoffs and employee communications.

## FY2011 Initiatives and Programs

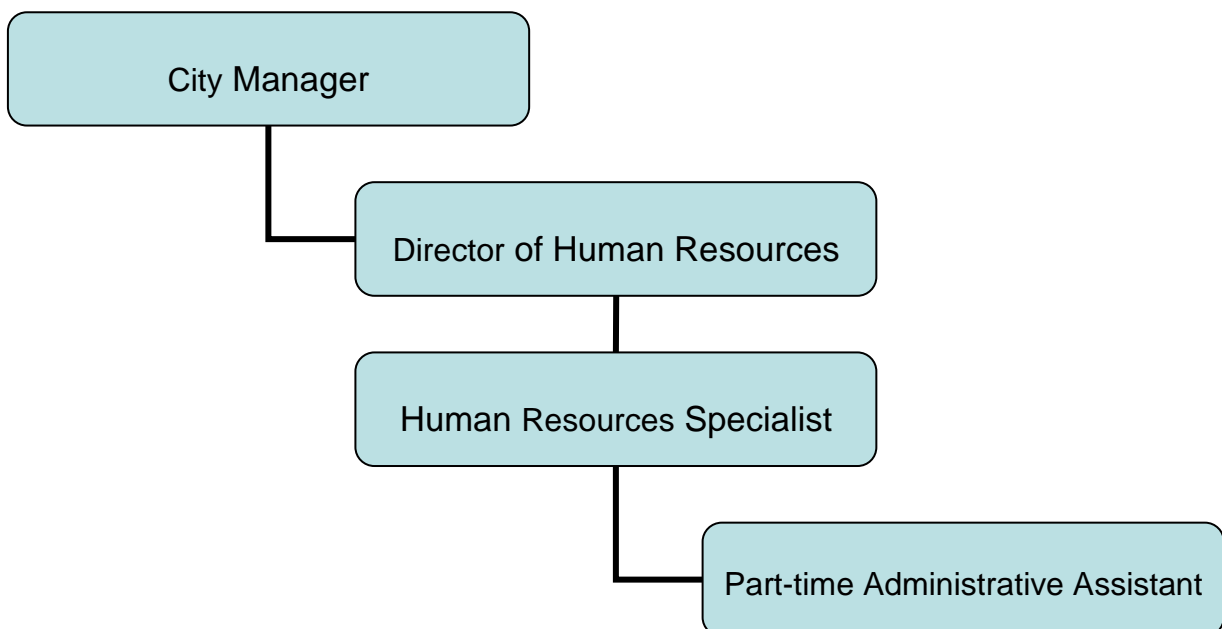
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- Complete negotiations of Police, Fire and Public Works collective bargaining agreements;
- Monitor and implement health care provisions based on federal legislation;
- Establish entry-level police and fire eligibility lists with Board of Fire and Police Commissioners;
- Administer customer service questionnaire measuring the Human Resources Department;
- Continue working with Highland Park to develop a municipal Leadership Academy to aid in succession planning;
- Work with team to implement Fraud Hotline.

Department Budgets	FY2010	FY2011
<b>Totals</b>	399,428	405,557
<b>Personnel</b>	<b>FY2010</b>	<b>FY2011</b>
Full-time	2	2
Seasonals > 1000 hours	0	0
Seasonals < 1000 hours	1	1

## Human Resources Organizational Chart

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**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

**Fund- General**

**Department - Human Resources**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>101-1701-415-10-10</b>	Salaries	\$ 172,170	\$ 174,737
<b>101-1701-415-10-20</b>	Temporary	\$ 13,112	\$ 13,244
<b>101-1701-415-10-40</b>	Longevity	\$ 3,520	\$ 3,630
<b>101-1701-415-20-10</b>	Insurance Medical	\$ 32,886	\$ 32,786
<b>101-1701-415-20-11</b>	Insurance Dental	\$ 934	\$ 975
<b>101-1701-415-20-12</b>	Insurance Life	\$ 216	\$ 216
<b>101-1701-415-20-20</b>	Social Security	\$ 13,376	\$ 13,303
<b>101-1701-415-20-30</b>	IMRF	\$ 16,188	\$ 19,985
<b>101-1701-415-20-40</b>	Flexi Benefits	\$ 348	\$ 372
<b>101-1701-415-20-45</b>	Auto Allowance	\$ 3,600	\$ 3,600
<b>101-1701-415-29-01</b>	Training and Development	\$ 2,000	\$ 3,000
<b>101-1701-415-29-03</b>	Membership Dues	\$ 1,969	\$ 6,069
<b>101-1701-415-29-04</b>	Publications	\$ 2,150	\$ 2,150
<b>101-1701-415-29-10</b>	Meetings and Exp Reimb.	\$ 1,000	\$ 2,000
<b>101-1701-415-29-12</b>	Personnel Recruitment	\$ 23,280	\$ 26,452
<b>101-1701-415-29-14</b>	City Training	\$ 24,000	\$ 24,000
<b>101-1701-415-29-51</b>	Employee Activities	\$ 22,600	\$ 22,600
<b>101-1701-415-35-10</b>	Contractual Services	\$ 8,800	\$ 8,800
<b>101-1701-415-43-16</b>	IT Maintenance	\$ 1,379	\$ 2,618
<b>101-1701-415-53-11</b>	Cell Phone	\$ -	\$ 620
<b>101-1701-415-60-10</b>	Office Supplies	\$ 500	\$ 1,000
<b>101-1701-415-60-13</b>	Printing	\$ 4,200	\$ 3,700
<b>TOTAL</b>		<b>\$ 348,228</b>	<b>\$ 365,857</b>

# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund- General

Department - Human Resources-Fire & Police Commission

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
101-1703-415-29-10	Meetings and Exp. Reimb.	\$ 1,000	\$ 1,500
101-1703-415-29-12	Personnel Recruitment	\$ 38,200	\$ 30,700
101-1703-415-35-10	Contractual Services	\$ 12,000	\$ 6,000
101-1703-415-60-13	Printing		\$ 1,500
TOTAL		\$ 51,200	\$ 39,700

## CROYA



### Introduction

**Mission Statement** - The communities of Lake Forest, Lake Bluff and Knollwood endeavor to provide an environment of healthy growth and development for young adults. CROYA is a youth-driven organization, charged with helping young adults identify and meet their own needs, in partnership with diverse community resources. The dynamic CROYA model creates a sustainable, healthy environment benefiting young adults and the larger community.

**Vision Statement** - CROYA is dedicated in providing the highest quality of services for the young adult residents. CROYA's success is rooted in its youth-driven model, using group-process skills to develop values around building good character. Young people will gain a sense of self-worth through mastering new skills of interest, and where respect among students and staff can develop naturally. CROYA strives to ensure young adults are supported as they transition into adulthood and become productive participants and leaders in society.

### Performance Management

- Increase the total number of residents who use CROYA as a link for social service
- Increase annual revenues generated by youth enrichment and well-being programs
- Provide a high level of participant satisfaction by facilitating the High School and Middle School executive committees

### FY2010 Review

- CROYA's programs continue to reach the diverse interests of area-wide youth.
- The partnership between CROYA and the John and Chrissy Gates Center for Leadership and Personal Growth at Lake Forest College has become a successful model where young adults 7<sup>th</sup> grade through seniors in college have benefited.
- CROYA's organic garden at Elawa Farm was a huge success! Students harvested enough fresh produce to donate weekly, June – October, to local groups in need.
- The Student Union continues to be an inspiration for local youth in designing over 300 unique programs of interest. Additional usage trends include groups who serve teens and appreciate the kid-friendly atmosphere, as well as families and community organizations looking for unique rental opportunities.
- CROYA, in partnership with NSSRA and LFHS, won an award presented by the Association of Parents and Staff of the North Suburban Special Education District. CROYA was recognized as a program that promotes understanding and inclusion of students with special needs.

- CROYA students hosted a prevention workshop where over 150 teens gathered to hear Tommy Farley (brother of Chris Farley of SNL), talk about the negative effects of drugs and alcohol vs. the glamour often portrayed in pop culture.

### **FY2011 Initiatives and Programs**

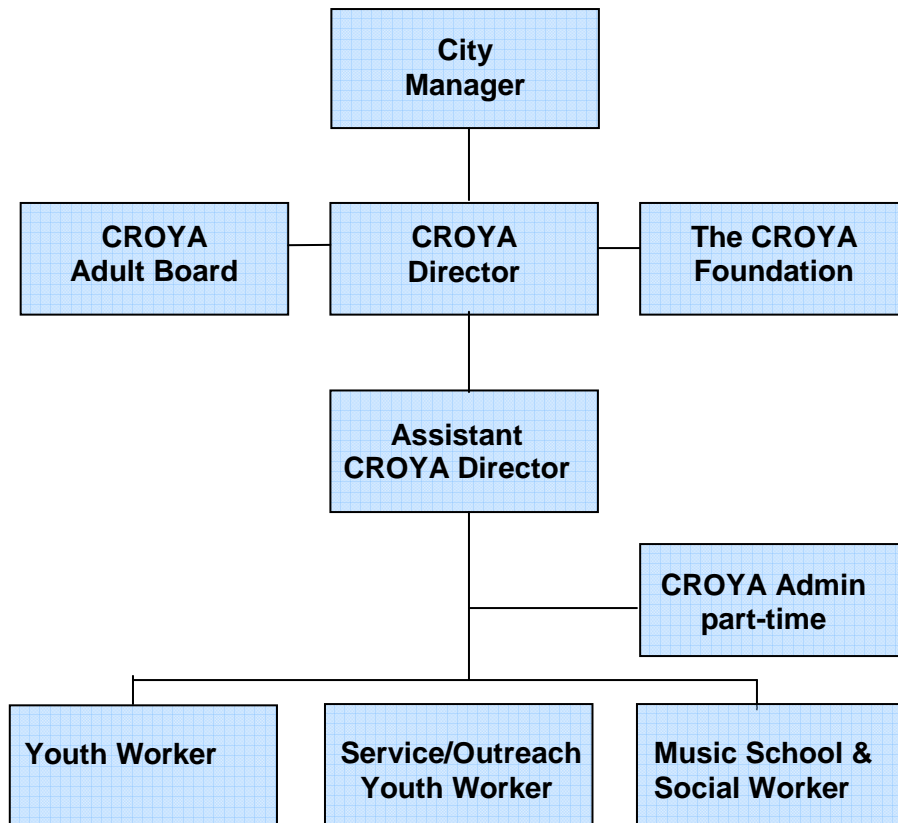
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- CROYA recently finished a cost of service study that will be presented to the CROYA Adult Board, the Lake Forest City Council, and the Village of Lake Bluff. The study demonstrates the wide spectrum of youth programs offered, a user profile, and community impact.
- Over the last year, CROYA leadership has mainstreamed several internal methods to gather statistical information. In 2011, CROYA will use comparative information from previous years to design additional performance measures.
- CROYA's "stakeholders," defined as those groups that fund CROYA's programs, have engaged in a series of roundtable discussions meant to ensure agency directions are reflective of community needs.
- CROYA, in partnership with the Youth Advocate, the Lake Forest Police Department, and LEAD will together design a community based education program for students and their families to address concerns around alcohol consumption.
- CROYA staff along with the Youth Advocate has begun training to facilitate a "Snowflake" program. This is a nationally recognized drug and alcohol prevention program for middle school students.
- CROYA leadership will work with the City of Lake Forest in developing a cost effective public relations model.
- CROYA will be placing a concentrated effort in developing and providing opportunities to the middle school and high school youth committees.
- CROYA leadership will be taking the CROYA model on the road in presenting at a variety of state and regional forums throughout the state of Illinois.

<b>Department Budgets</b>	<b>FY2010</b>	<b>FY2011</b>
<b>Totals</b>	609,447	561,006
<b>Personnel</b>	<b>FY2010</b>	<b>FY2011</b>
Full-time	5	4
Seasonals > 1000 hours	1	1
Seasonals < 1000 hours	15	21

### **CROYA Organizational Chart (next page)**

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**THE CITY OF LAKE FOREST****Fiscal Year: 2011****Fund- General****Department - CROYA**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
101-1601-416-10-10	Salaries	\$ 322,957	\$ 311,988
101-1601-616-10-10	Temporary Salaries	\$ 43,397	\$ -
101-1601-416-10-40	Longevity	\$ 2,148	\$ 2,243
101-1601-416-20-10	Insurance Medical	\$ 69,076	\$ 66,961
101-1601-416-20-11	Insurance Dental	\$ 2,335	\$ 1,951
101-1601-416-20-12	Insurance Life	\$ 626	\$ 518
101-1601-416-20-20	Social Security	\$ 27,035	\$ 22,819
101-1601-416-20-30	IMRF	\$ 33,618	\$ 36,062
101-1601-416-20-40	Flexi Benefits	\$ 966	\$ 864
101-1601-416-20-45	Auto Allowance	\$ 8,400	\$ 7,200
101-1601-416-29-03	Membership Dues	\$ 200	\$ 200
101-1601-416-29-04	Publications	\$ 300	\$ 300
101-1601-416-29-10	Meeting and Expense Reimbursement	\$ 3,500	\$ 2,200
101-1601-416-35-10	Contractual Services	\$ 3,500	\$ 32,841
101-1601-416-43-16	IT Maintenance	\$ 5,729	\$ 5,035
101-1601-416-43-20	Maintenance of Equipment	\$ 5,000	\$ 4,000
101-1601-416-53-11	Cell Phone	\$ 5,631	\$ 4,784
101-1601-416-60-10	Office Supplies	\$ 5,000	\$ 3,180
101-1601-416-60-13	Printing	\$ 1,000	\$ 4,860
101-1601-416-60-17	Activity Expense - Student Enrichment	\$ 23,000	\$ 19,000
101-1601-416-60-18	Activity Expense - Junior High	\$ 21,000	\$ 16,000



**THE CITY OF LAKE FOREST**

**Fiscal Year: 2011**

**Fund- General**

**Department - CROYA**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>101-1601-416-60-19</b>	<b>Activity Expense - Senior High</b>	<b>\$ 21,000</b>	<b>\$ 16,000</b>
<b>101-1601-416-60-20</b>	<b>Minor Equipment</b>	<b>\$ 4,029</b>	<b>\$ 2,000</b>
<b>TOTAL</b>		<b>\$ 609,447</b>	<b>\$ 561,006</b>

## Community Development



### Introduction

**Mission Statement** - To work together with residents, elected officials, Boards and Commissions, and City staff from various departments to provide an exceptionally safe and aesthetically pleasing community and to continue the traditions of careful planning and preservation that have served Lake Forest well in the past; to manage growth and change of the built and the natural environment; provide excellent communications; and to work with residents and customers to achieve successful completion of their projects in a timely manner.



**Vision Statement** - To assure that Lake Forest remains a unique community with a distinctive character, strong property values and a quality of life that is unparalleled among other communities of similar size.

### Performance Management

- Meet or better the standard of 15 working days' turn-around time for commercial and residential permits
- Meet or better the standard of 5 working days' turn-around time for fast track permits
- Meet or beat the standards of same-day, next-day or second-day inspections' response times for various types of inspections

### FY2010 Review

- Development activity overall has continued to decline from levels experienced in the past five years in terms of numbers of building permits issued, new subdivisions developed and new commercial and multi-family developments.
- Despite the overall downturn in activity, local institutions have completed, or are in the process of completing significant projects on time, through close coordination with City staff.

- ✓ Lake Forest Academy – Hockey Rink and Gymnasium Additions
  - ✓ Lake Forest College – Sports Center Addition
  - ✓ Northwestern Lake Forest Hospital – Surgical Area Renovations
- Code enforcement activity pertaining to vacant structures and stalled development projects has increased significantly due to the current economic climate. Staff is involved in inspections, communications with property owners and lenders, hiring contractors to perform property maintenance as needed, filing property liens and presenting violation matters to the City's Administrative Hearings Official.

### **FY2010 Initiatives and Programs**

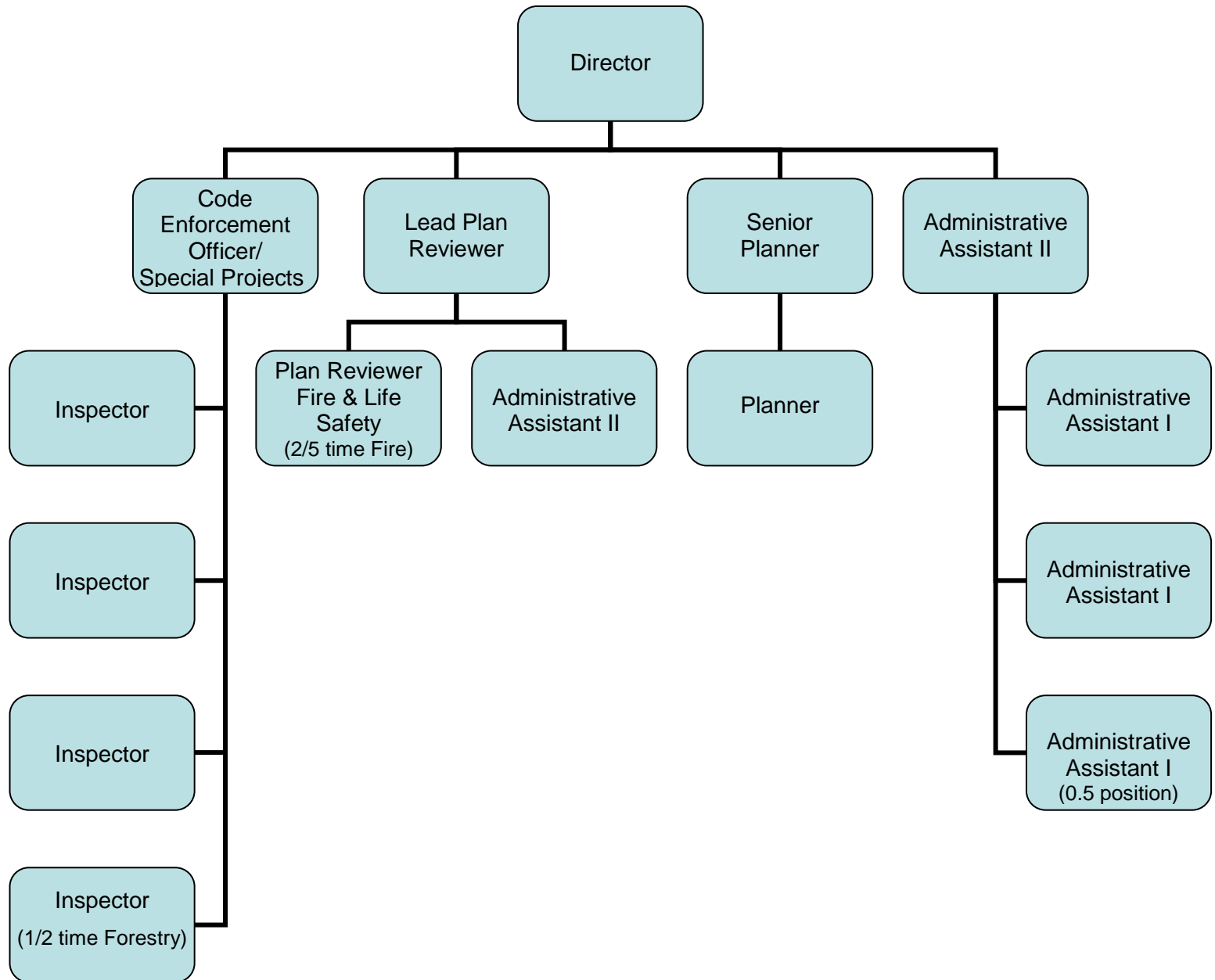
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- Fresh Market is scheduled to open mid to late summer filling a gap in the business district and generating sales tax revenues.
- Clean up of the former Municipal Services site on Laurel Avenue will continue and a time table established for re-initiating a search for a quality developer for the site.
- The Post Office Reuse Planning Team will make a recommendation to the City Council on how best to assure an appropriate adaptive reuse of the Post Office in a manner that supports and enhances the continued vitality of the Central Business District.
- Reduced staffing levels in the Community Development Department will require staff to work smarter in order to continue to provide timely permit turn around times and inspections, particularly if development activity levels increase.
- Efforts to provide affordable housing units that meet the needs of Lake Forest residents and employees will continue.
- Discussions with potential developers will get underway as stalled developments, including Barat Campus, Willow Lake and others, are re-examined to determine how they move forward in a manner that is in the best long term interest of the community.

<b>Department Budgets</b>	<b>FY2010</b>	<b>FY2011</b>
<b>Totals</b>	1,584,613	1,475,407
<b>Personnel</b>	<b>FY2010</b>	<b>FY2011</b>
Full-time	15	12.5
Seasonals > 1000 hours	0	1
Seasonals < 1000 hours	2	2

### **Community Development Organizational Chart (next page)**

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**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

**Fund- General****Department - Community Development**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>101-3401-414-10-10</b>	Salaries	\$ 1,038,816	\$ 933,553
<b>101-3401-414-10-20</b>	Temporary Salaries	\$ 8,861	\$ 23,457
<b>101-3401-414-10-30</b>	Overtime	\$ 2,192	\$ 1,010
<b>101-3401-414-10-40</b>	Longevity	\$ 4,610	\$ 4,330
<b>101-3401-414-20-10</b>	Insurance Medical	\$ 183,013	\$ 175,775
<b>101-3401-414-20-11</b>	Insurance Dental	\$ 6,538	\$ 5,853
<b>101-3401-414-20-12</b>	Insurance Life	\$ 1,620	\$ 1,404
<b>101-3401-414-20-20</b>	Social Security	\$ 76,775	\$ 69,350
<b>101-3401-414-20-30</b>	IMRF	\$ 98,346	\$ 110,944
<b>101-3401-414-20-40</b>	Flexi Benefits	\$ 2,466	\$ 2,256
<b>101-3401-414-20-45</b>	Auto Allowance	\$ 3,600	\$ 3,600
<b>101-3401-414-29-01</b>	Training and Education	\$ 10,000	\$ 7,000
<b>101-3401-414-29-03</b>	Membership Dues	\$ 1,500	\$ 1,500
<b>101-3401-414-29-04</b>	Publications	\$ 4,000	\$ 953
<b>101-3401-414-29-10</b>	Meetings and Exp. Reimb.	\$ 10,000	\$ 8,000
<b>101-3401-414-35-10</b>	Contractual Services	\$ 40,000	\$ 25,000
<b>101-3401-414-35-31</b>	Elevator Inspection	\$ 23,740	\$ 23,740
<b>101-3401-414-35-32</b>	Recording Fees - Fees Recovered From Customers	\$ 2,200	\$ 1,500
<b>101-3401-414-43-01</b>	Fleet Rental	\$ 14,256	\$ 24,732

**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

**Fund- General****Department - Community Development**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>101-3401-414-43-16</b>	IT Maintenance	\$ 36,036	\$ 38,546
<b>101-3401-414-53-11</b>	Cell Phone	\$ 7,444	\$ 6,954
<b>101-3401-414-60-10</b>	Office Supplies	\$ 2,500	\$ 2,000
<b>101-3401-414-60-12</b>	Postage	\$ 500	\$ 250
<b>101-3401-414-60-13</b>	Printing	\$ 1,500	\$ 1,200
<b>101-3401-414-60-19</b>	Clothing	\$ 1,600	\$ 1,000
<b>101-3401-414-60-20</b>	Minor Equipment	\$ 2,500	\$ 1,500
	<b>TOTAL</b>	<b>\$ 1,584,613</b>	<b>\$ 1,475,407</b>

## Public Works



### Introduction

#### Mission Statement

To respond to the community and residents' health, safety, and welfare by managing resources consistent with the policies determined by the City Council.

#### Vision Statement

To maintain a working environment built upon trust and broad-based citizen involvement. To efficiently manage resources while challenging employees to higher goals through teamwork.

#### Performance Management

- Reduce work-related accidents and injuries
- Increase curbside recycling and decrease household refuse
- Reduce infiltration and inflow of storm water into City sanitary sewer systems

### FY2010 Review

- Completion of new Municipal Services Building
- Dalitsch Pond Restoration Project
- Western Avenue Rehabilitation Phase I
- WesternWoodland Intersection Alignment
- Waukegan Road Water Main Replacement
- Annual Road Pavement Overlay Program
- Annual Sidewalk Replacement Program
- Rt. 60 & Field Dr./Conway/Field Dr. Intersection Improvement
- Annual Storm/Sanitary Sewer Lining Program
- Maintenance of 40 City-owned Buildings
- Active Participation on the City's Green Team

### FY2010 Initiatives and Programs

- East Side Train Station Rehabilitation
- Western Avenue Rehabilitation Phase II
- Annual Pavement Overlay Program

- Annual Sidewalk Replacement Program
- Capital Equipment/Vehicle Replacement Program
- Concrete Street Repair Project
- Storm/Sanitary Sewer Lining Program
- Dalitsch Pond Restoration
- Maintenance of 40 City-owned Buildings
- Maintenance Services for City Fleet
- Active Participation on City's Green Team

<b>Department Budgets</b>	<b>FY2010</b>	<b>FY2011</b>
Administration	565,831	576,949
Building Maintenance	1,400,285	1,422,258
Engineering	693,901	640,450
Fleet	1,845,270	1,745,679
Forestry	1,504,516	0
Sanitation	2,147,586	2,226,208
Storm Sewer	245,905	249,403
Streets	1,661,026	1,554,289
Water Plant	3,459,641	3,449,620
<b>Totals</b>	<b>13,523,961</b>	<b>11,864,856</b>

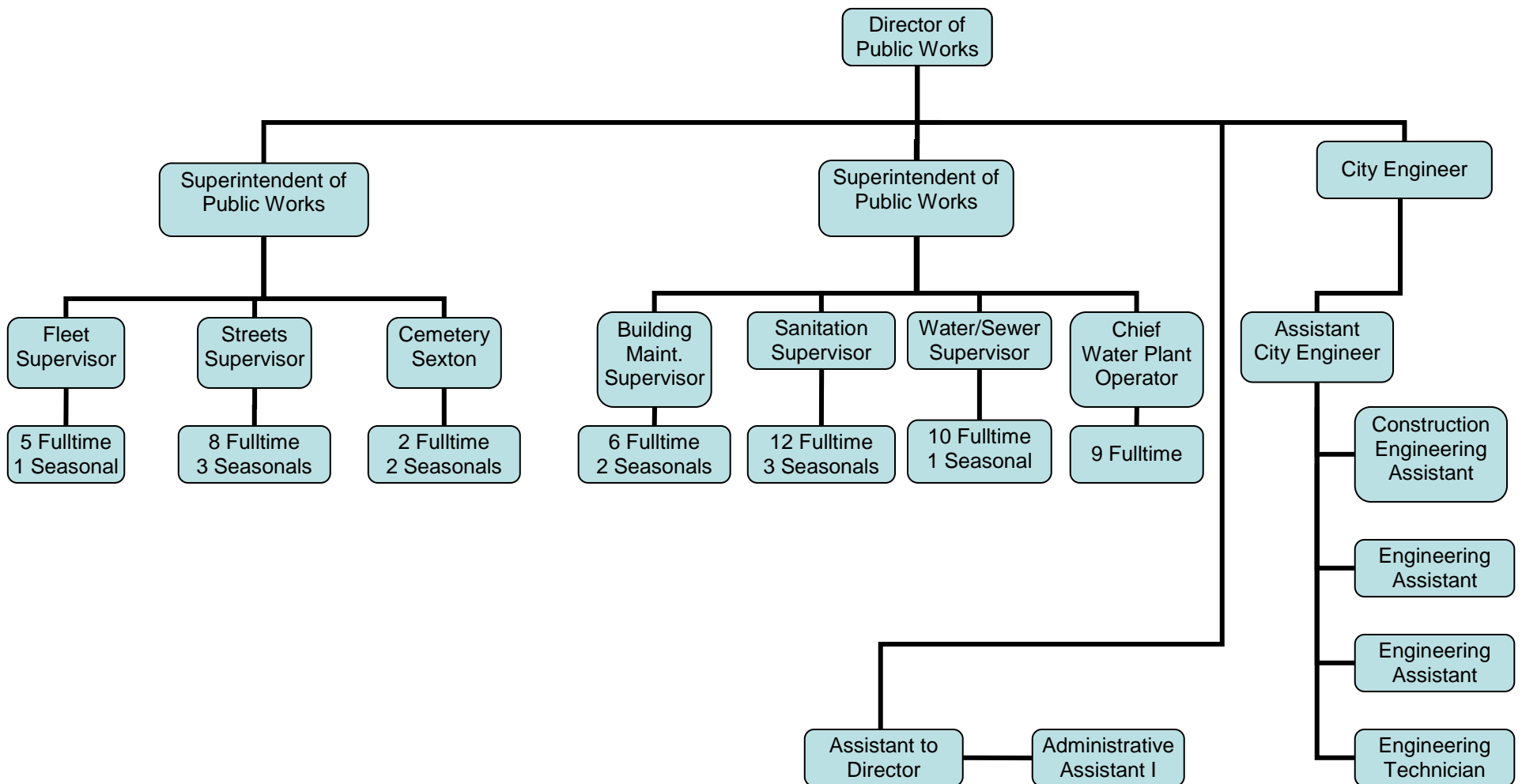
<b>Personnel</b>	<b>FY2010</b>	<b>FY2011</b>
Full-time	72	61
Seasonals > 1000 hours	20	10
Seasonals < 1000 hours	1	1

**Public Works Organizational Chart (next page)**

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**THE CITY OF LAKE FOREST  
PUBLIC WORKS DEPARTMENT**



**THE CITY OF LAKE FOREST**

**Fiscal Year: 2011**

**Fund- General**

**Department - Public Works - Administration**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>101-5001-450-10-10</b>	Salaries	\$ 373,421	\$ 373,988
<b>10-40</b>	Longevity	\$ 3,580	\$ 3,755
<b>20-10</b>	Insurance Medical	\$ 51,210	\$ 58,028
<b>20-11</b>	Insurance Dental	\$ 1,868	\$ 1,951
<b>20-12</b>	Insurance Life	\$ 432	\$ 432
<b>20-20</b>	Social Security	\$ 25,340	\$ 25,724
<b>20-30</b>	IMRF	\$ 35,503	\$ 44,606
<b>20-40</b>	Flexi	\$ 648	\$ 672
<b>20-45</b>	Auto Allowance	\$ 6,000	\$ 6,000
<b>29-01</b>	Training and Development	\$ 6,106	\$ 5,000
<b>29-03</b>	Membership Dues	\$ 600	\$ 700
<b>29-10</b>	Meetings and Exp Reimb.	\$ 3,500	\$ 3,500
<b>35-10</b>	Contractual Services	\$ 13,300	\$ 9,000
<b>43-16</b>	IT Maintenance	\$ 41,171	\$ 40,793
<b>53-11</b>	Cell Phone	\$ 3,052	\$ 2,550
<b>60-20</b>	Minor Equipment	\$ 100	\$ 250
<b>TOTAL</b>		<b>\$ 565,831</b>	<b>\$ 576,949</b>

**THE CITY OF LAKE FOREST**

**Fiscal Year: 2011**

**Fund- General**

**Department - Public Works - Building Maintenance**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>101-1522-419-10-10</b>	Salaries	\$ 407,631	\$ 413,468
<b>10-20</b>	Temporary	\$ 99,264	\$ 96,573
<b>10-30</b>	Overtime	\$ 15,150	\$ 15,302
<b>10-40</b>	Longevity	\$ 3,335	\$ 3,540
<b>20-10</b>	Insurance Medical	\$ 92,722	\$ 94,649
<b>20-11</b>	Insurance Dental	\$ 2,802	\$ 2,926
<b>20-12</b>	Insurance Life	\$ 648	\$ 648
<b>20-13</b>	Unemployment Insurance	\$ 6,449	\$ 654
<b>20-20</b>	Social Security	\$ 38,108	\$ 38,145
<b>20-30</b>	IMRF	\$ 48,519	\$ 60,011
<b>20-40</b>	Flexi	\$ 972	\$ 1,032
<b>29-01</b>	Training and Development	\$ 6,000	\$ 2,000
<b>29-10</b>	Meetings and Exp Reimb.	\$ 3,000	\$ 2,000
<b>35-10</b>	Contractual Services	\$ 111,250	\$ 114,320
<b>41-10, 41-15, 62-13, 62-14</b>	Utilities	\$ 127,100	\$ 121,600
<b>42-30</b>	Janitorial Services	\$ 104,500	\$ 125,100
<b>43-01</b>	Fleet Rental	\$ 36,081	\$ 31,400
<b>43-30 43-31, 43-32, 43-33,43-34, 43-36</b>	Repair & Maintenance	\$ 57,121	\$ 74,912

**THE CITY OF LAKE FOREST****Fiscal Year: 2011****Fund- General****Department - Public Works - Building Maintenance**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>53-11</b>	Cell Phone	\$ 3,748	\$ 3,478
<b>60-10</b>	Office Supplies	\$ 300	\$ 500
<b>60-19</b>	Clothing	\$ 3,000	\$ 2,000
<b>60-20</b>	Minor Equipment	\$ 14,037	\$ 12,400
<b>61-11</b>	Maintenance Materials/Supplies	\$ 46,300	\$ 43,300
<b>61-40</b>	Janitorial Supplies	\$ 10,900	\$ 11,800
<b>61-41</b>	Materials for Bld. Maint.	\$ 14,000	\$ 14,000
<b>67-44</b>	General Improvements	\$ 147,348	\$ 136,500
<b>TOTAL</b>		<b>\$ 1,400,285</b>	<b>\$ 1,422,258</b>

**THE CITY OF LAKE FOREST****Fiscal Year: 2011****Fund- General****Department - Public Works - Engineering**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>101-3747-417-10-10</b>	Salaries	\$ 489,332	\$ 435,345
<b>10-20</b>	Temporary Salaries	\$ -	\$ 3,600
<b>10-30</b>	Overtime	\$ 1,010	\$ 3,030
<b>10-40</b>	Longevity	\$ 2,485	\$ 1,760
<b>20-10</b>	Insurance Medical	\$ 90,092	\$ 85,026
<b>20-11</b>	Insurance Dental	\$ 2,802	\$ 2,439
<b>20-12</b>	Insurance Life	\$ 648	\$ 540
<b>20-20</b>	Social Security	\$ 35,015	\$ 30,751
<b>20-30</b>	IMRF	\$ 46,181	\$ 50,042
<b>20-40</b>	Flexi	\$ 972	\$ 894
<b>20-45</b>	Auto Allowance	\$ 4,800	\$ 4,800
<b>29-01</b>	Training and Development	\$ 3,000	\$ 3,000
<b>29-03</b>	Membership Dues	\$ 1,200	\$ 1,200
<b>29-04</b>	Subscriptions/Publications	\$ 300	\$ 600
<b>29-10</b>	Meeting/Exp. Reimbursement	\$ 350	\$ 1,200
<b>43-01</b>	Fleet Rental	\$ 11,793	\$ 11,226
<b>53-11</b>	Cell Phone	\$ 2,821	\$ 2,697
<b>60-10</b>	Office Supplies	\$ 600	\$ 1,200

**THE CITY OF LAKE FOREST**

**Fiscal Year: 2011**

**Fund- General**

**Department - Public Works - Engineering**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>60-12</b>	Postage	\$ 200	\$ 200
<b>60-13</b>	Printing & Stationery	\$ 200	\$ 600
<b>60-19</b>	Clothing	\$ 100	\$ 300
<b>TOTAL</b>		<b>\$ 693,901</b>	<b>\$ 640,450</b>

**THE CITY OF LAKE FOREST****Fiscal Year: 2011****Fund- Fleet****Department - Fleet**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>601-5901-437-10-10</b>	Salaries	\$ 416,387	\$ 417,530
<b>10-20</b>	Temporary	\$ 31,296	\$ 31,609
<b>10-30</b>	Overtime	\$ 15,756	\$ 15,914
<b>10-40</b>	Longevity	\$ 1,295	\$ 1,550
<b>20-10</b>	Insurance Medical	\$ 75,113	\$ 77,837
<b>20-11</b>	Insurance Dental	\$ 2,802	\$ 2,926
<b>20-12</b>	Insurance Life	\$ 648	\$ 648
<b>20-13</b>	Unemployment Insurance	\$ 1,764	\$ 1,890
<b>20-20</b>	Social Security	\$ 34,576	\$ 34,395
<b>20-30</b>	IMRF	\$ 44,094	\$ 54,277
<b>20-40</b>	Flexi	\$ 924	\$ 1,008
<b>29-01</b>	Training and Development	\$ 4,500	\$ 4,500
<b>29-04</b>	Publications/Subscriptions	\$ 250	\$ 250
<b>29-10</b>	Meeting/Expense Reimb.	\$ 1,000	\$ 1,000
<b>33-30</b>	Safety	\$ 2,000	\$ 2,000
<b>35-10</b>	Contractual - Misc.	\$ 10,000	\$ 3,000

**THE CITY OF LAKE FOREST****Fiscal Year: 2011****Fund- Fleet****Department - Fleet**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>43-11</b>	Outside Veh. Maint.	\$ 100,000	\$ 100,000
<b>43-16</b>	I.T. Maintenance	\$ 2,917	\$ 3,082
<b>44-25</b>	Rentals / Equipment Rentals	\$ 7,000	\$ 12,000
<b>53-11</b>	Cell Phone	\$ 1,895	\$ 2,332
<b>60-10</b>	Office Supplies	\$ 500	\$ 1,000
<b>60-13</b>	Printing	\$ 500	\$ 500
<b>60-19</b>	Clothing	\$ 3,225	\$ 3,225
<b>60-20</b>	Minor Equipment	\$ 700	\$ 700
<b>61-10</b>	Fleet Supplies/Parts	\$ 412,403	\$ 420,000
<b>61-16</b>	Mechanic Tools	\$ 1,200	\$ 1,600
<b>62-14</b>	Fuel and Oil	\$ 540,000	\$ 467,000
<b>75-02</b>	Miscellaneous Equipment	\$ 50,000	\$ -
<b>84-38</b>	Freight Shipping	\$ 1,500	\$ 1,500
<b>84-48</b>	Administration Services	\$ 51,025	\$ 52,406
<b>84-95</b>	Contingency	\$ 30,000	\$ 30,000
<b>TOTAL</b>		<b>\$ 1,845,270</b>	<b>\$ 1,745,679</b>



THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund- General

Department - Public Works - Forestry

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
101-5887-453-10-10	Salaries	\$ 574,834	\$ -
10-20	Temporary	\$ 253,058	\$ -
10-30	Overtime	\$ 8,107	\$ -
10-40	Longevity	\$ 4,525	\$ -
20-10	Insurance Medical	\$ 150,214	\$ -
20-11	Insurance Dental	\$ 4,203	\$ -
20-12	Insurance Life	\$ 972	\$ -
20-13	Unemployment	\$ 18,470	\$ -
20-20	Social Security	\$ 61,699	\$ -
20-30	IMRF	\$ 78,628	\$ -
20-40	Flexi	\$ 1,398	\$ -
29-01	Training and Development	\$ 4,000	\$ -
29-03	Membership Dues	\$ 618	\$ -
29-10	Meetings and Exp Reimbursement	\$ 1,261	\$ -
35-10	Contractual Services	\$ 42,635	\$ -
43-01	Fleet Rental	\$ 218,950	\$ -
53-11	Cell Phone	\$ 5,066	\$ -
60-19	Clothing	\$ 5,625	\$ -
60-20	Minor Equipment	\$ 23,736	\$ -
61-11	Maintenance Materials	\$ 13,165	\$ -
65-10	Agricultural Materials	\$ 7,502	\$ -
65-11	Chemicals	\$ 21,850	\$ -
66-10	Chainsaws	\$ 4,000	\$ -
TOTAL		\$ 1,504,516	\$ -

**THE CITY OF LAKE FOREST**

**Fiscal Year: 2011**

**Fund- General**

**Department - Public Works - Sanitation**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>101-5240-432-10-10</b>	Salaries	\$ 768,738	\$ 785,238
<b>10-20</b>	Temporary	\$ 76,474	\$ 81,117
<b>10-30</b>	Overtime	\$ 7,070	\$ 7,070
<b>10-40</b>	Longevity	\$ 3,770	\$ 4,180
<b>20-10</b>	Insurance Medical	\$ 128,823	\$ 136,768
<b>20-11</b>	Insurance Dental	\$ 5,137	\$ 5,365
<b>20-12</b>	Insurance Life	\$ 1,296	\$ 1,296
<b>20-13</b>	Unemployment	\$ 10,105	\$ 7,924
<b>20-20</b>	Social Security	\$ 62,746	\$ 64,333
<b>20-30</b>	IMRF	\$ 80,118	\$ 101,494
<b>20-40</b>	Flexi	\$ 1,896	\$ 1,944
<b>29-01</b>	Training and Development	\$ 1,500	\$ 1,500
<b>29-10</b>	Meetings and Exp Reimb.	\$ 1,500	\$ 670
<b>35-10</b>	Contractual Services	\$ 117,900	\$ 115,000
<b>42-10</b>	Refuse Disposal Services	\$ 449,940	\$ 415,000
<b>43-01</b>	Vehicle (Fleet) Rental	\$ 407,100	\$ 479,723
<b>43-10</b>	Maintenance of Equipment	\$ 515	\$ 515
<b>53-11</b>	Cell Phone	\$ 4,000	\$ 4,421

**THE CITY OF LAKE FOREST****Fiscal Year: 2011****Fund- General****Department - Public Works - Sanitation**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>60-19</b>	Clothing	\$ 6,000	\$ 6,000
<b>60-20</b>	Minor Equipment	\$ 4,120	\$ 2,000
<b>61-11</b>	Maintenance Materials	\$ 620	\$ 620
<b>61-13</b>	Materials to Maintain Equipment	\$ 1,030	\$ 1,030
<b>65-11</b>	Chemicals	\$ 3,068	\$ -
<b>65-18</b>	Yard Waste Bags (Stickers)	\$ 4,120	\$ 3,000
<b>TOTAL</b>		<b>\$ 2,147,586</b>	<b>\$ 2,226,208</b>

**THE CITY OF LAKE FOREST****Fiscal Year: 2011****Fund- General****Department - Public Works - Storm Sewer**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>10-10</b>	Salaries	\$ 114,805	\$ 119,117
<b>10-20</b>	Temporary Salaries	\$ 27,475	\$ 27,750
<b>10-30</b>	Overtime	\$ 10,570	\$ 10,676
<b>10-40</b>	Longevity	\$ 1,155	\$ 1,210
<b>20-10</b>	Insurance Medical	\$ 25,493	\$ 26,816
<b>20-11</b>	Insurance Dental	\$ 934	\$ 975
<b>20-12</b>	Insurance Life	\$ 216	\$ 216
<b>20-20</b>	Social Security	\$ 11,283	\$ 11,603
<b>20-30</b>	IMRF	\$ 14,326	\$ 18,216
<b>20-40</b>	Flexi	\$ 348	\$ 336
<b>35-10</b>	Contractual - Misc.	\$ 11,500	\$ 11,500
<b>60-20</b>	Minor Equipment	\$ 1,800	\$ -
<b>61-11</b>	Maint. Material	\$ 15,000	\$ 14,888
<b>61-13</b>	Materials to Maint. Equip.	\$ 11,000	\$ 6,100
<b>TOTAL</b>		<b>\$ 245,905</b>	<b>\$ 249,403</b>

**THE CITY OF LAKE FOREST**

**Fiscal Year: 2011**

**Fund- General**

**Department - Public Works - Streets**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>101-5131-431-10-10</b>	Salaries	\$ 536,623	\$ 542,854
<b>10-20</b>	Temporary	\$ 25,650	\$ 29,718
<b>10-30</b>	Overtime	\$ 101,000	\$ 102,010
<b>10-40</b>	Longevity	\$ 7,105	\$ 7,475
<b>20-10</b>	Insurance Medical	\$ 113,348	\$ 104,689
<b>20-11</b>	Insurance Dental	\$ 3,736	\$ 3,902
<b>20-12</b>	Insurance Life	\$ 864	\$ 864
<b>20-13</b>	Unemployment	\$ 19,547	\$ 14,858
<b>20-20</b>	Social Security	\$ 49,358	\$ 50,440
<b>20-30</b>	IMRF	\$ 62,198	\$ 79,417
<b>20-40</b>	Flexi	\$ 1,248	\$ 1,344
<b>29-01</b>	Training and Development	\$ 1,750	\$ 1,500
<b>29-03</b>	Membership Dues	\$ 250	\$ 250
<b>29-04</b>	Subscriptions/Publications	\$ 200	\$ 200
<b>29-10</b>	Meetings and Exp Reimb.	\$ 2,000	\$ 2,000
<b>35-10</b>	Contractual Services	\$ 32,180	\$ 40,730
<b>42-10</b>	Refuse Disposal Services	\$ 9,000	\$ 8,000
<b>43-01</b>	Vehicle (Fleet) Rental	\$ 291,992	\$ 263,804

**THE CITY OF LAKE FOREST****Fiscal Year: 2011****Fund- General****Department - Public Works - Streets**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>53-11</b>	Cell Phone	\$ 3,277	\$ 3,084
<b>60-10</b>	Office Supplies	\$ 500	\$ 500
<b>60-13</b>	Printing	\$ 50	\$ -
<b>60-19</b>	Clothing	\$ 3,500	\$ 3,000
<b>60-20</b>	Minor Equipment	\$ 5,200	\$ 5,450
<b>61-11</b>	Maintenance Materials	\$ 77,950	\$ 81,700
<b>61-12</b>	Maintenance Materials - Gas Lighting	\$ 10,000	\$ 1,000
<b>61-13</b>	Materials to Maintain Equipment	\$ 2,500	\$ 2,500
<b>65-11</b>	Chemicals	\$ 300,000	\$ 203,000
<b>TOTAL</b>		<b>\$ 1,661,026</b>	<b>\$ 1,554,289</b>

**THE CITY OF LAKE FOREST**

**Fiscal Year: 2011**

**Fund- Water**

**Department - Public Works**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>10-10</b>	Salaries	\$ 1,390,559	\$ 1,335,087
<b>10-20</b>	Temporary Salaries	\$ 31,296	\$ -
<b>10-30</b>	Overtime	\$ 60,538	\$ 46,933
<b>10-40</b>	Longevity	\$ 17,480	\$ 17,895
<b>20-10</b>	Insurance Medical	\$ 289,968	\$ 290,413
<b>20-11</b>	Insurance Dental	\$ 8,873	\$ 8,292
<b>20-12</b>	Insurance Life	\$ 2,052	\$ 1,944
<b>20-13</b>	Unemployment Insurance	\$ 2,776	\$ 7,155
<b>20-20</b>	Social Security	\$ 110,285	\$ 101,520
<b>20-30</b>	IMRF	\$ 140,788	\$ 160,260
<b>20-40</b>	Flexi	\$ 3,090	\$ 3,132
<b>20-45</b>	Auto Allowance	\$ 4,800	\$ 4,800
<b>29-01</b>	Training/Education	\$ 10,300	\$ 10,300
<b>29-03</b>	Membership Dues	\$ 1,500	\$ 1,500
<b>29-04</b>	Publications	\$ 500	\$ 500
<b>29-10</b>	Meeting/Expense Reimb.	\$ 2,500	\$ 2,500
<b>35-10</b>	Contractual - Misc.	\$ 186,000	\$ 186,000
<b>35-15</b>	Leak Detection	\$ -	\$ 20,000

**THE CITY OF LAKE FOREST**

**Fiscal Year: 2011**

**Fund- Water**

**Department - Public Works**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>35-16</b>	Meter Testing	\$ -	\$ 11,000
<b>35-25</b>	J.U.L.I.E. Locate	\$ 7,000	\$ 7,000
<b>41-10</b>	Water	\$ 600	\$ 600
<b>42-10</b>	Refuse Disposal Services	\$ 26,500	\$ 26,500
<b>43-01</b>	Vehicle (Fleet) Rental	\$ 137,284	\$ 145,759
<b>43-02</b>	Pavement Repairs/Main Breaks	\$ 11,329	\$ 11,329
<b>43-10</b>	Maint. Of Equipment	\$ 350	\$ 350
<b>43-16</b>	IT Maintenance	\$ 8,268	\$ 19,703
<b>43-30</b>	Building Maintenance	\$ 5,000	\$ 5,000
<b>53-11</b>	Cell Phone	\$ 6,130	\$ 6,173
<b>60-10</b>	Office Supplies	\$ 2,000	\$ 2,000
<b>60-12</b>	Postage	\$ 500	\$ 500
<b>60-19</b>	Clothing	\$ 8,500	\$ 8,500
<b>60-20</b>	Minor Equipment	\$ 25,500	\$ 25,500
<b>61-11</b>	Maintenance Material	\$ 96,700	\$ 96,700
<b>61-13</b>	Material to Maint. Equipment	\$ 91,500	\$ 93,600
<b>61-40</b>	Janitorial Supplies	\$ 3,000	\$ 3,000
<b>61-41</b>	Material for Building Maint.	\$ 4,500	\$ 4,500



**THE CITY OF LAKE FOREST****Fiscal Year: 2011****Fund- Water****Department - Public Works**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>62-12</b>	Diesel Oil	\$ 15,275	\$ 15,275
<b>62-13</b>	Electricity	\$ 408,000	\$ 430,000
<b>62-15</b>	Natural Gas	\$ 73,400	\$ 73,400
<b>65-11</b>	Chemicals	\$ 110,000	\$ 110,000
<b>66-12</b>	Water Meters	\$ 50,000	\$ 50,000
<b>66-13</b>	Manhole Lining/Lids	\$ 55,000	\$ 55,000
<b>66-15</b>	High Pressure Hose	\$ 4,000	\$ 4,000
<b>66-16</b>	Rodder Equipment	\$ 4,000	\$ 4,000
<b>66-17</b>	Sewer Jet Nozzles	\$ 1,500	\$ 1,500
<b>66-18</b>	Gate Valves	\$ 20,000	\$ 20,000
<b>66-19</b>	Hydrants and Valves	\$ 18,000	\$ 18,000
<b>66-20</b>	Misc -/PC Supplies	\$ 2,500	\$ 2,500
<b>TOTAL</b>		<b>\$ 3,459,641</b>	<b>\$ 3,449,620</b>

## Fire



New World Goes Live



ATV Purchased

### Introduction

**Mission Statement:** The mission of the Lake Forest Fire Department is to provide the highest level of customer service to all persons within the City of Lake Forest with excellence and integrity.

**Vision Statement:** The Lake Forest Fire Department will become a premier public safety organization, accomplished through dedication to public service and an uncompromising concern for the welfare of all people.

### Performance Management

- Reduce emergency response times (currently 7 minutes, 59 seconds)
- Obtain Insurance Service Office rating for the community which will provide fire insurance discounts to residents and businesses
- Correct all fire prevention structure violations for businesses and schools
- Provide fire hazard and safety public education awareness

### FY2010 Review

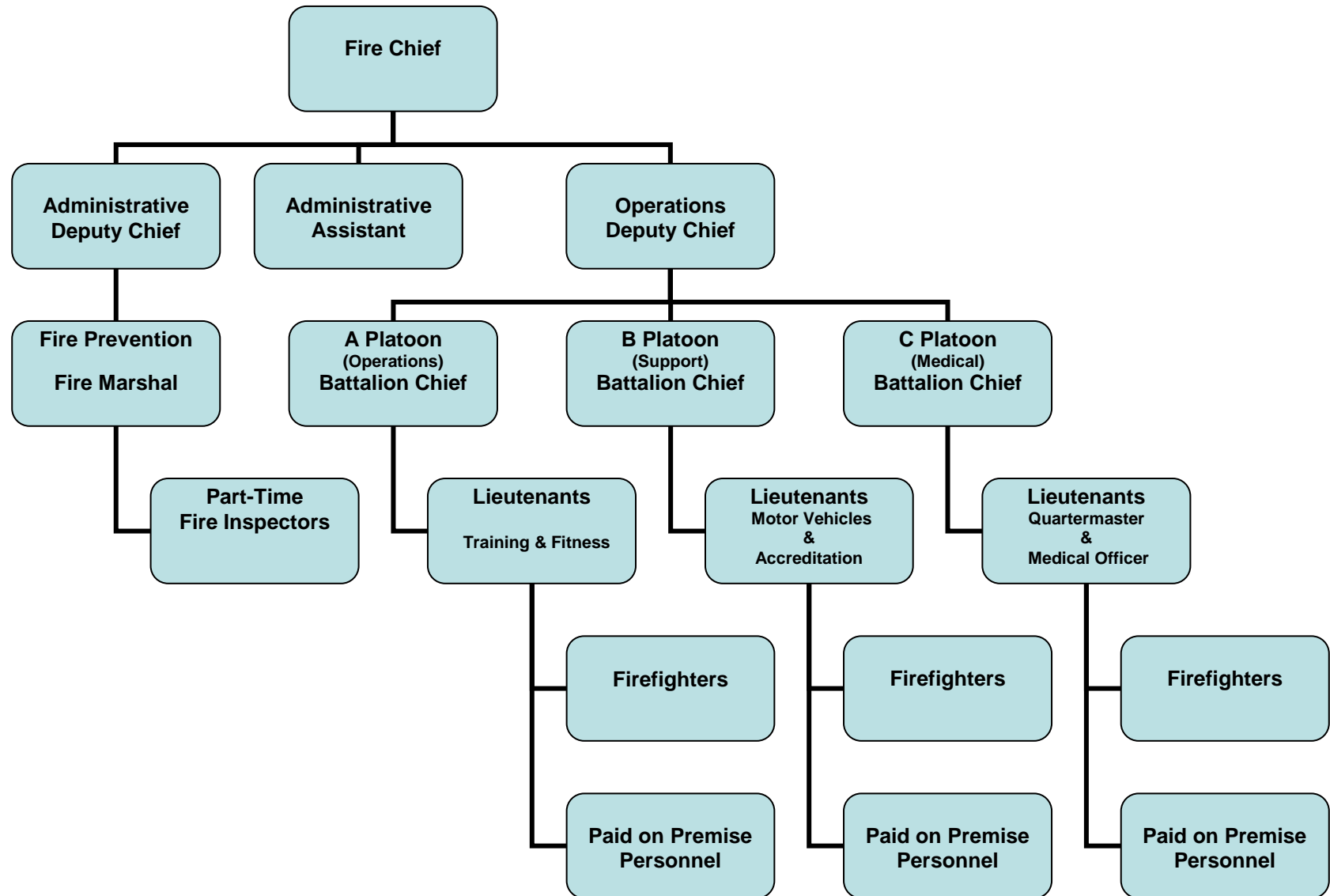
- **New World Dispatch-** The Lake Forest Fire Department will partner with the Lake Forest Police department in the implementation of New World Systems' integrated Fire Computer Aided Dispatch software. This system is a comprehensive and easy-to-use Windows-based solution to automate the fire dispatching improving response time, improving scene management, and firefighter safety. Fire/CAD delivers intuitive navigation, multiple dispatching methods, and immediate access to critical information.
- **Polaris ATV-** The Department 2% Committee approved the purchase of a Polaris ATV. This vehicle (ATV) will provide the Department the ability to rapidly deploy personnel and resources to the more remote sites including Open Lands' areas, the beach and private driveways that are difficult to access with large equipment.

## FY2011 Initiatives and Programs

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- **Accreditation-** The Department will seek national accreditation. This process of evaluating current operations versus the national standard will help continue the Department's efforts to improve the service to the residents.
- **Performance Appraisal** – this process will: (1) promote good performance; (2) encourage a continuing dialogue between supervisors and employees on organizational objectives, supervisory expectations, employee performance, employee needs for assistance and guidance, and employee development; and (3) provide a basis for performance-related decisions. The system will more effectively communicate to employees how they are performing in relation to peers, the rewards for good performance, and the consequences of poor performance.
- **Internal Motor Vehicle Officer Program (MVO)** - The Fire Department has chosen three individuals (one on each shift) to act as Shift MVO. This person will be trained in minor repairs of the fire apparatus. This program will reduce costs and out-of-service time on vehicles.
- **Senior Staff NIMS Training-** Federally-mandated NIMS training provides the Department the building blocks for Unified Command. A Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability. The Department will be putting the senior staff through the Homeland Security Unified Command course.
- **Enhanced Officer Training-** Senior officers will receive training on rules and regulations, policies, and procedures; risk assessment and management, and office procedures.

Department Budgets	FY2010	FY2011
Administration	5,116,476	5,156,530
EMS	32,900	22,000
Suppression	122,000	88,502
Totals	5,271,376	5,267,032
Personnel	FY2010	FY2011
Full-time	38	36
Seasonals > 1000 hours	0	0
Seasonals < 1000 hours	4	5
Department Budgets	FY2010	FY2011



# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund- General

Department - Fire Administration

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
101-7552-422-10-10	Salaries	\$ 3,165,233	\$ 3,025,758
101-7552-422-10-20	Temporary	\$ 46,000	\$ 56,000
101-7552-422-10-30	Overtime	\$ 200,434	\$ 201,711
101-7552-422-10-40	Longevity	\$ 22,480	\$ 22,705
101-7552-422-20-10	Insurance Medical	\$ 603,429	\$ 580,643
101-7552-422-20-11	Insurance Dental	\$ 19,413	\$ 18,860
101-7552-422-20-12	Insurance Life	\$ 4,158	\$ 3,834
101-7552-422-20-20	Social Security	\$ 54,853	\$ 54,391
101-7552-422-20-30	IMRF	\$ 15,967	\$ 20,146
101-7552-422-20-40	Flexi	\$ 6,339	\$ 6,219
101-7552-422-29-01	Training and Development	\$ 5,000	\$ 4,000
101-7552-422-29-03	Membership Dues	\$ 1,500	\$ 550
101-7552-422-29-10	Meetings and Exp Reimbursement	\$ 12,000	\$ 7,000
101-7552-422-35-11	SRT Assessment	\$ 6,000	\$ 6,000
101-7552-422-43-01	Fleet Rental	\$ 126,372	\$ 142,426

# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund- General

Department - Fire Administration

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
101-7552-422-43-10	Maintenance of Equipment	\$ 15,000	\$ 9,000
101-7552-422-43-16	IT Maintenance	\$ 13,512	\$ 13,880
101-7552-422-44-25	Equipment Rental	\$ 5,600	\$ 5,600
101-7552-422-53-10	Telephone (Alarm Lines)	\$ -	\$ -
101-7552-422-53-11	Cell Phones	\$ 11,508	\$ 8,861
101-7552-422-60-10	Office Supplies	\$ 7,000	\$ 5,000
101-7552-422-60-13	Printing	\$ 3,000	\$ 1,000
101-7552-422-60-20	Minor Equipment	\$ 10,000	\$ 8,000
101-7552-422-95-04	Fire Pension Levy	\$ 761,678	\$ 954,946
TOTAL-Administration		\$ 5,116,476	\$ 5,156,530

# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund- General

Department - Fire EMS

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
101-7555-422-29-01	Training and Development	\$ 10,000	\$ 7,000
101-7555-422-29-04	Publications	\$ 400	\$ -
101-7555-422-43-10	Maintenance of Equipment	\$ 10,000	\$ 7,000
101-7555-422-60-13	Printing	\$ 1,000	\$ 500
101-7555-422-60-20	Minor Equipment	\$ 10,000	\$ 7,000
101-7555-422-65-11	Chemicals	\$ 1,500	\$ 500
TOTAL		\$ 32,900	\$ 22,000

# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund- General

Department - Fire Suppression

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
101-7553-422-29-01	Training and Development	\$ 12,000	\$ 10,000
101-7553-422-29-04	Publications	\$ 2,000	\$ 502
101-7553-422-43-10	Maintenance of Equipment	\$ 34,000	\$ 32,000
101-7553-422-60-19	Clothing	\$ 40,000	\$ 18,000
101-7553-422-60-20	Minor Equipment	\$ 31,000	\$ 27,000
101-7553-422-65-11	Chemicals	\$ 3,000	\$ 1,000
TOTAL		\$ 122,000	\$ 88,502



## Police



### Introduction

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**Mission Statement** - The mission of the Lake Forest Police Department is to provide the highest quality professional police services and to work in partnership with the community. The Department is charged with promoting, preserving and delivering safety and security while providing service and problem resolution to all persons within the City of Lake Forest.

**Vision Statement** – The Lake Forest Police Department will adapt to the current economic environment and will focus the resources provided to provide excellent police service to the community.

### Performance Management

- Reduce criminal damages within The City of Lake Forest
- Continue to provide traffic safety and home security presentations
- Reduce liquor-related offenses

### FY2010 Review

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- Completed Cy Press Grant upgrade to Communications Center
- Built new CAD and Records Management System (New World)
- Adopted a paperless field reporting system
- Passed a Social Host Underage Drinking Ordinance
- Expanded the offenses heard by the Administrative Hearing process
- Reduces the personnel size of the police department

### FY2011 Initiatives and Programs

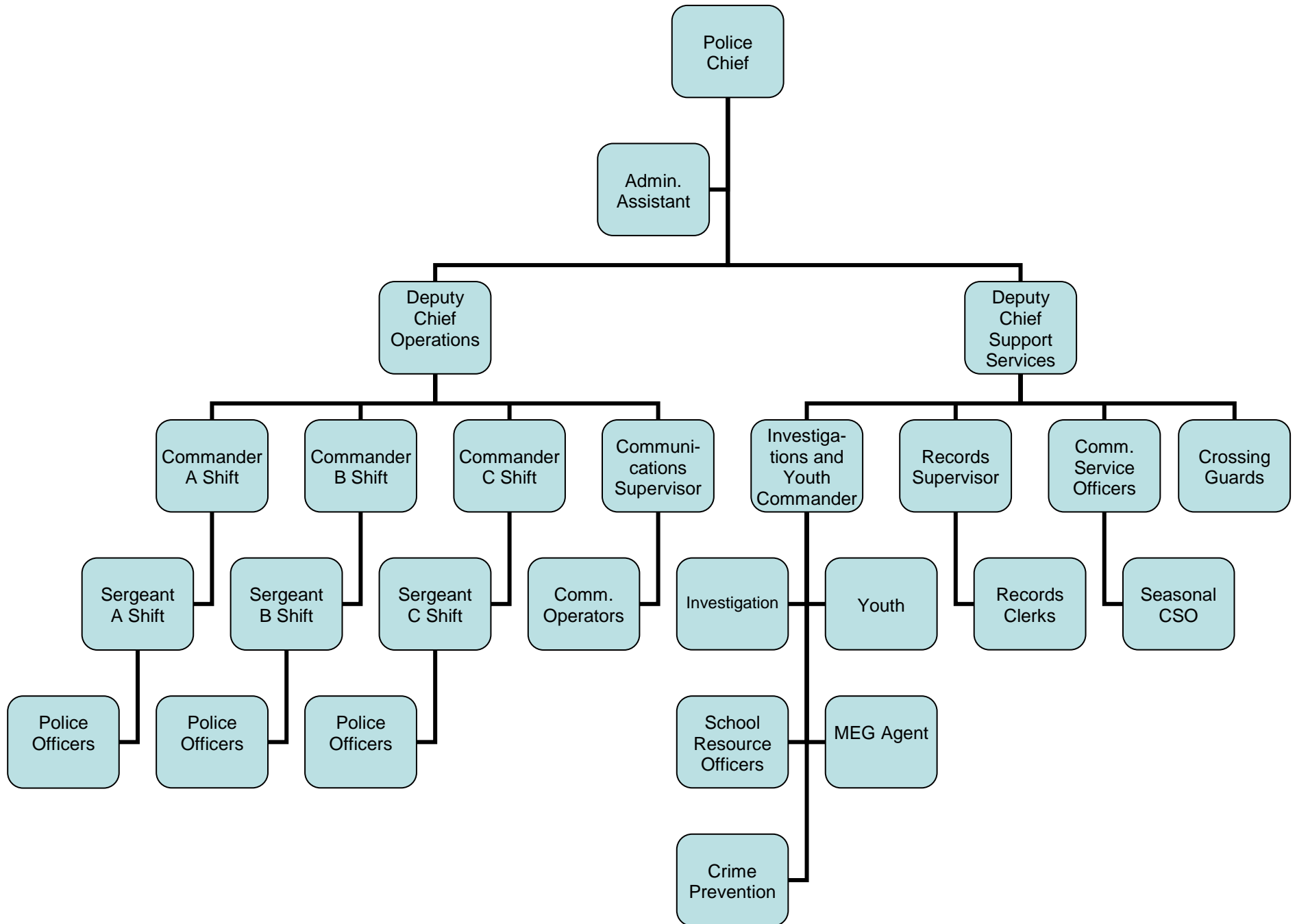
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- Maintain parking enforcement at 911 S. Telegraph with part-time employees
- Implement and train personnel on utilization of New World System
- Participate in fleet reduction
- Assist legal committee with parking immobilization device ordinance
- Continue partnership with LEAD and SpeakUp Prevention Coalition

<b>Department Budgets</b>	<b>FY2010</b>	<b>FY2011</b>
Administration	7,679,581	7,773,536
Emergency Telephone	375,142	222,590
<b>Totals</b>	8,054,723	7,996,126
<b>Personnel</b>	<b>FY2010</b>	<b>FY2011</b>
Full-time	60.5	58
Seasonals > 1000 hours	0	1
Seasonals < 1000 hours	4	4

**Police Department Organizational Chart (next page)**

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# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund- General

Department - Police

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
101-7672-421-10-10	Salaries	\$ 4,502,849	\$ 4,374,007
101-7672-421-10-20	Temporary	\$ 35,675	\$ 58,569
101-7672-421-10-30	Overtime	\$ 205,125	\$ 240,745
101-7672-421-10-40	Longevity	\$ 37,005	\$ 33,870
101-7672-421-20-10	Insurance Medical	\$ 823,733	\$ 802,205
101-7672-421-20-11	Insurance Dental	\$ 27,087	\$ 27,070
101-7672-421-20-12	Insurance Life	\$ 8,091	\$ 7,837
101-7672-421-20-13	Unemployment Insurance	\$ 3,661	\$ -
101-7672-421-20-20	Social Security	\$ 128,415	\$ 122,941
101-7672-421-20-30	IMRF	\$ 98,420	\$ 113,309
101-7672-421-20-40	Flexi	\$ 9,636	\$ 9,807
101-7672-421-29-01	Training and Development	\$ 55,000	\$ 36,000
101-7672-421-2902	Employee Tuition	\$ -	\$ 5,000
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	\$ 8,500	\$ 9,000

# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund- General

Department - Police

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
101-7672-421-35-10	Contractual Services	\$ 70,517	\$ 70,000
101-7672-421-35-44	Administrative Hearings	\$ 14,520	\$ 30,000
101-7672-421-43-01	Fleet Rental	\$ 257,316	\$ 196,976
101-7672-421-43-10	Maintenance of Equipment	\$ 32,600	\$ 78,368
101-7672-421-43-16	IT Maintenance	\$ 74,535	\$ 26,960
101-7672-421-44-25	Equipment Rental	\$ 8,200	\$ 8,250
101-7672-421-53-10	Telephone	\$ 15,568	\$ 15,530
101-7672-421-53-11	Cell Phone	\$ 7,024	\$ 5,282
101-7672-421-60-10	Office Supplies	\$ 10,200	\$ 12,040
101-7672-421-60-13	Printing	\$ 10,603	\$ 10,025
101-7672-421-60-19	Clothing Services	\$ 37,500	\$ 24,572
101-7672-421-60-20	Minor Equipment	\$ 66,551	\$ 46,321
101-7672-421-60-21	Prisoner Food	\$ 200	\$ 200
101-7672-421-95-05	Police Pension Levy	\$ 1,128,050	\$ 1,405,652
TOTAL		\$ 7,679,581	\$ 7,773,536

**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

**Fund- Emergency Telephone****Department - Police**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>205-7672-421-10-10</b>	Salaries	\$ 115,708	\$ 120,108
<b>205-7672-421-10-40</b>	Longevity	\$ 680	\$ 720
<b>205-7672-421-20-10</b>	Insurance Medical	\$ 24,628	\$ 25,194
<b>205-7672-421-20-11</b>	Insurance Dental	\$ 934	\$ 975
<b>205-7672-421-20-12</b>	Insurance Life	\$ 216	\$ 216
<b>205-7672-421-20-20</b>	Social Security	\$ 8,587	\$ 8,920
<b>205-7672-421-20-30</b>	IMRF	\$ 10,976	\$ 14,085
<b>205-7672-421-20-40</b>	Flexi	\$ 348	\$ 372
<b>205-7672-421-43-37</b>	CAD NW Software Maintenance	\$ -	\$ 52,000
<b>205-7672-421-53-12</b>	E911 Telephone	\$ 14,000	\$ -
<b>205-7672-421-66-10</b>	Assets under \$10,000	\$ 199,065	\$ -
<b>TOTAL</b>		<b>\$ 375,142</b>	<b>\$ 222,590</b>

## Parks, Forestry, Golf and Recreation



Kinderhaven Preschool



New Townline Community Park

### Introduction

#### Mission Statement

The Parks, Forestry and Recreation Department is committed to providing residents of all ages positive experiences through a variety of high quality programs, facilities and services under the direction of professional and dedicated staff who are responsive to the changing needs of the community and to preserving our natural environment.

#### Vision Statement

To promote wholesome, enriching and enjoyable recreation, park and golf experiences that continues to improve the quality of life for individuals, families and the community.

#### Performance Management

- Increase participation in all programs
- Increase net profit of all programs
- Maintain safe and high-quality bike paths and trails
- Continue to improve tree care management
- Increase revenues of Deerpath Golf Course

### FY2010 Review

- Townline Community Park was dedicated on May 31, 2010 and became home to numerous soccer games, T-ball activities, pavilion rentals and those looking to enjoy a walk around the preserved wetlands.
- Successfully implemented a new non-resident fee program on weekends and holidays at Forest Park Beach.
- Everett Tennis Courts were replaced including new surface, color-coating and fencing.
- Creation of a conceptual Master Plan for Forest Park was pursued through community visioning sessions and numerous public meetings to gather resident feedback on the plan.
- Hosted Lake Forest Library's annual book sale at the Recreation Center resulting a successful community collaboration event.
- Implemented an on-line tee time reservation system to provide enhanced customer service to golfing clientele and enhanced revenue for the golf course fund.

- Consolidation of the Parks and Forestry section was implemented resulting in more cost-effective and efficient delivery of green services for the community.
- Created an Ad Hoc Recreation Finance Committee to assess current and future capital improvement needs and identify related financial strategies to address the long term operational and capital viability of providing recreation and park services.

### **FY2011 Initiatives and Programs**

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- Complete research of Ad Hoc Recreation Finance Committee initiatives and revise the 5-year capital improvement plan based upon research and community input.
- Develop marketing plans for Fitness Center, Wildlife Discovery Center and Deerpath Golf Course.
- Evaluate outsourcing opportunities for areas in parks and forestry to reduce department expense and gain greater efficiencies.
- Develop *Report to the Community* pamphlet and conduct neighborhood park meetings over the course of the year.
- Participate in the fleet study to identify equipment reductions to streamline repairs and lower capital replacement costs.
- Continue cost of services analysis and adjust program offerings based upon enrollment and net profit benchmarks.
- Continue work on refining the Forest Park Master Plan and implementation agreement that would provide parameters for fundraising, design development and construction documentation phases.

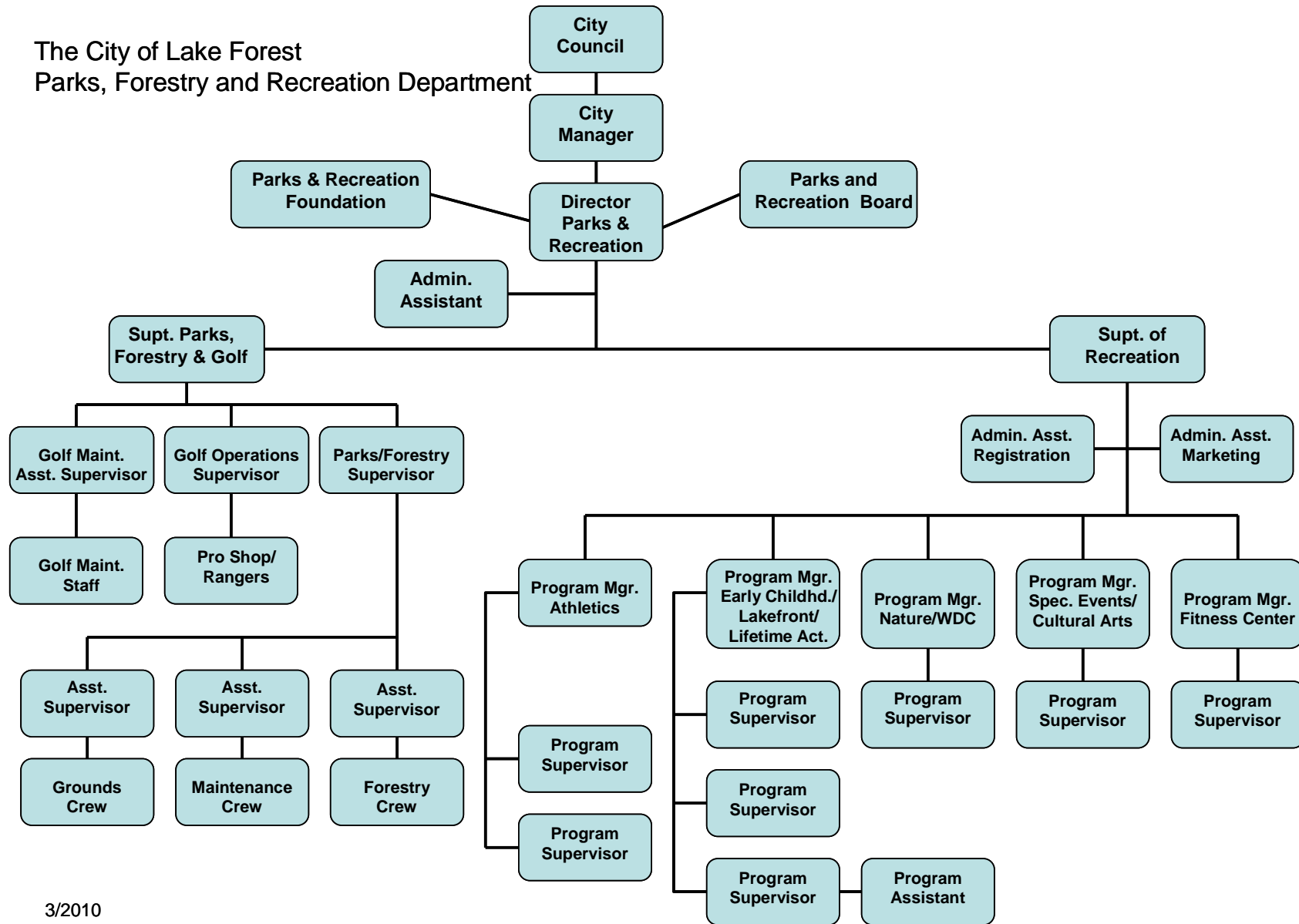
<b>Parks &amp; Recreation (including Forestry in FY2011)</b>	<b>Department Budgets</b>	<b>FY2010</b>	<b>FY2011</b>
	<b>Totals</b>	7,189,709	8,665,005
	<b>Personnel</b>	<b>FY2010</b>	<b>FY2011</b>
	Full-time	25	34
	Seasonals > 1000 hours	18	29
	Seasonals < 1000 hours	327	298
<b>Deerpath Golf Course</b>	<b>Department Budgets</b>	<b>FY2010</b>	<b>FY2011</b>
	<b>Totals</b>	1,312,255	1,311,860
	<b>Personnel</b>	<b>FY2010</b>	<b>FY2011</b>
	Full-time	3	3
	Seasonals > 1000 hours	9	10
	Seasonals < 1000 hours	19	18

### **Parks, Forestry, Golf and Recreation Organizational Chart (next page)**

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The City of Lake Forest  
Parks, Forestry and Recreation Department



# THE CITY OF LAKE FOREST

Fiscal Year: 2011

## Fund- Parks & Recreation

### Department - Parks & Forestry Administration

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
220-5774-452-10-10	Salaries	\$ 531,950	\$ 1,103,388
220-5774-452-10-20	Temporary	\$ 273,404	\$ 457,452
220-5774-452-10-30	Overtime	\$ 104,266	\$ 60,420
220-5774-452-10-40	Longevity	\$ 6,210	\$ 9,775
220-5774-452-20-10	Insurance Medical	\$ 116,838	\$ 270,146
220-5774-452-20-11	Insurance Dental	\$ 3,386	\$ 7,682
220-5774-452-20-12	Insurance Life	\$ 783	\$ 1,701
220-5774-452-20-13	Unemployment Insurance	\$ 68,849	\$ 114,367
220-5774-452-20-20	Social Security	\$ 66,873	\$ 118,224
220-5774-452-20-30	IMRF	\$ 85,451	\$ 187,809
220-5774-452-20-40	Flex Benefits	\$ 1,166	\$ 2,624
220-5774-452-20-45	Auto Allowance	\$ 3,300	\$ 3,300
220-5774-452-29-01	Training and Development	\$ 7,365	\$ 11,365
220-5774-452-29-03	Membership Dues	\$ 2,100	\$ 2,700
220-5774-452-29-04	Subscriptions/Publications	\$ 195	\$ 200

# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund- Parks & Recreation

Department - Parks & Forestry Administration

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
220-5774-452-29-10	Meetings & Expense Reimburse	\$ 2,225	\$ 3,485
220-5774-452-35-10	Contractual Services	\$ 565	\$ 45,500
220-5774-452-43-01	Vehicle Rental	\$ 178,293	\$ 387,287
220-5774-452-43-16	IT Maintenance	\$ 5,983	\$ 6,296
220-5774-452-53-10	Telephone	\$ 887	\$ 887
220-5774-452-53-11	Cell Phone	\$ 6,631	\$ 11,889
220-5774-452-60-10	Office Supplies	\$ 1,170	\$ 1,170
220-5774-452-60-12	Postage	\$ 115	\$ 115
220-5774-452-60-19	Clothing	\$ 6,180	\$ 11,800
220-5774-452-60-20	Minor Equipment	\$ 600	\$ 600
220-5774-452-75-51	Capital Equipment	\$ 90,000	\$ 159,213
TOTAL		\$ 1,564,785	\$ 2,979,395

# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund- Parks & Recreation

Department - Parks & Forestry - Grounds Maintenance

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
<b>220-5775-452-35-10</b>	Contractual Services	\$ 8,540	\$ 54,000
<b>220-5775-452-42-10</b>	Refuse Disposal Services	\$ 1,590	\$ 6,600
<b>220-5775-452-60-20</b>	Minor Equipment	\$ 5,150	\$ 24,400
<b>220-5775-452-61-11</b>	Maintenance Material	\$ 2,785	\$ 2,800
<b>220-5775-452-61-13</b>	Materials to Maintain Equip.	\$ 16,407	\$ 16,400
<b>220-5775-452-65-10</b>	Agricultural Materials	\$ 19,670	\$ 20,000
<b>220-5775-452-65-11</b>	Chemicals	\$ 21,600	\$ 20,000
TOTAL		\$ 75,742	\$ 144,200

# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund- Parks & Recreation

Department - Parks & Forestry - Athletic Field Plg/Tennis

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
220-5776-452-35-10	Contractual Services	\$ 4,325	\$ 4,325
220-5776-452-60-20	Minor Equipment	\$ 12,465	\$ 12,500
220-5776-452-61-11	Maintenance Material	\$ 17,455	\$ 17,500
220-5776-452-61-13	Materials to Maintain Equip.	\$ 2,410	\$ 2,500
220-5776-452-61-40	Janitorial Supplies	\$ 9,460	\$ 9,500
220-5776-452-62-14	Energy / Gas	\$ 13,000	\$ -
TOTAL		\$ 59,115	\$ 46,325

# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund- Parks & Recreation

Department - Parks & Forestry - Lakefront Facilities Mnt.

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
220-5781-452-35-10	Contractual Services	\$ 14,090	\$ 14,000
220-5781-452-42-10	Refuse Disposal Services	\$ 3,090	\$ 3,000
220-5781-452-60-20	Minor Equipment	\$ 2,870	\$ 3,000
220-5781-452-61-11	Maintenance Material	\$ 4,870	\$ 5,000
220-5781-452-61-13	Materials to Maintain Equip.	\$ 5,940	\$ 6,000
TOTAL		\$ 30,860	\$ 31,000

# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund- Parks & Recreation

Department - Parks & Forestry - Tree Trimming

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
220-5888-452-35-10	Contractual Services	\$ -	\$ 12,072
220-5888-452-60-20	Minor Equipment	\$ -	\$ 500
220-5888-453-66-10	Assets under \$10,000	\$ -	\$ 4,000
TOTAL		\$ -	\$ 16,572

# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund- Parks & Recreation

Department - Parks & Forestry - Tree Removal

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
220-5889-452-35-10	Contractual Services	\$ -	\$ 4,107
220-5889-452-60-20	Minor Equipment	\$ -	\$ 2,500
220-5889-453-66-11	Maintenance Material	\$ -	\$ 5,500
TOTAL		\$ -	\$ 12,107



# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund- Parks & Recreation

Department - Parks & Forestry - Insect & Disease

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
220-5890-453-65-11	Chemicals	\$ -	\$ 17,630
	TOTAL	\$ -	\$ 17,630

# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund- Parks & Recreation

Department - Parks & Forestry - Tree & Shrub Planting/Care

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
220-5890-452-60-20	Minor Equipment	\$ -	\$ 550
220-5889-453-61-11	Maintenance Material	\$ -	\$ 7,000
220-5890-453-65-10	Agricultural Materials	\$ -	\$ 3,000
TOTAL		\$ -	\$ 10,550

**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

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

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>224-80-26-451-10-10</b>	Regular Salaries	\$ 15,000	\$ 17,500
<b>224-80-26-451-35-10</b>	Contractual Services	\$ 205,347	\$ 204,901
<b>224-80-26-451-75-01</b>	Capital Improvements	\$ 38,448	\$ 33,663
<b>224-80-26-451-90-04</b>	A.D.A. Companion Fees	\$ 22,000	\$ 34,033
<b>TOTAL</b>		<b>\$ 280,795</b>	<b>\$ 290,097</b>

# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund - Parks & Recreation

Department - Recreation Programs

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
10-10	Regular Salaries	\$ 907,875	\$ 904,688
10-20	Temporary Salaries	\$ 1,284,323	\$ 1,293,958
10-30	Overtime	\$ 4,707	\$ 6,076
10-40	Longevity Bonus	\$ 5,726	\$ 6,400
20-10	Insurance Medical	\$ 217,467	\$ 248,029
20-11	Insurance Dental	\$ 7,706	\$ 8,535
20-12	Insurance Life	\$ 1,890	\$ 1,890
20-13	Unemployment Insurance	\$ 5,000	\$ 8,398
20-20	Social Security	\$ 189,022	\$ 188,959
20-30	IMRF	\$ 115,058	\$ 141,695
20-40	Flex Benefits	\$ 2,877	\$ 3,101
29-01	Training	\$ 24,702	\$ 25,325
29-03	Membership Dues	\$ 5,535	\$ 5,600
29-08	Auto Allowance	\$ 6,600	\$ 6,600
29-10	Meetings/Expense Reimbursement	\$ 14,880	\$ 13,000
33-10	Legal	\$ 1,000	\$ 1,000
33-15	Audit	\$ 5,400	\$ 5,600

# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund - Parks & Recreation

Department - Recreation Programs

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
35-10	Contractual Services	\$ 716,467	\$ 675,368
35-17	Credit Card Charges	\$ 41,640	\$ 45,600
43-01	Fleet Rental	\$ 14,432	\$ 7,893
43-16	IT Maintenance	\$ 24,842	\$ 27,411
45-01	Elawa Lease	\$ 58,532	\$ 24,797
45-02	Stirling Site Improvements	\$ 10,771	\$ 10,771
52-30	IRMA Insurance	\$ 184,235	\$ 178,184
52-31	IRMA Deductible	\$ 6,000	\$ 6,000
53-10	Telephone	\$ 28,176	\$ 18,994
53-11	Cell Phones	\$ 9,520	\$ 11,055
60-10	Office Supplies	\$ 6,000	\$ 8,500
60-12	Postage	\$ 32,485	\$ 33,145
60-13	Printing	\$ 61,734	\$ 65,643
60-19	Clothing	\$ 70,219	\$ 70,714
60-20	Minor Equipment	\$ 193,371	\$ 179,450
61-40	Janitorial Supplies	\$ 9,000	\$ 9,000
62-13	Electricity	\$ 23,191	\$ 24,215

# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund - Parks & Recreation

Department - Recreation Programs

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
62-15	Natural Gas	\$ 8,486	\$ 8,571
66-10	Capital Equipment	\$ 90,000	\$ 60,230
84-48	Administrative Services	\$ 16,490	\$ 16,820
90-01	Recreational Supplies	\$ 116,507	\$ 132,757
90-02	Awards	\$ 8,850	\$ 9,550
90-05	Merchandise	\$ 1,000	\$ -
90-06	Sailing Team Travel	\$ 6,500	\$ 6,500
TOTAL		\$ 4,538,216	\$ 4,500,022

# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund - Parks & Recreation

Department - Recreation Programs (2)

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
220-8025-451-10-10	Regular Salaries	\$ 178,265	\$ 175,966
220-8025-451-10-20	Temporary Salaries	\$ 128,230	\$ 116,254
220-8025-451-29-01	Training	\$ 100	\$ 100
220-8025-451-35-10	Contractual Services	\$ 266,993	\$ 260,048
220-8025-451-60-12	Postage	\$ 1,165	\$ 1,018
220-8025-451-60-13	Printing	\$ 2,060	\$ 1,997
220-8025-451-60-19	Clothing	\$ 32,262	\$ 30,027
220-8025-451-62-13	Electricity	\$ 13,045	\$ 12,785
220-8025-451-90-01	Recreational Supplies	\$ 13,426	\$ 14,212
220-8025-451-90-02	Awards	\$ 4,650	\$ 4,700
TOTAL		\$ 640,196	\$ 617,107

**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

**Fund- Golf****Department - Golf Administration**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>510-6301-454-10-10</b>	Salaries	\$ 165,872	\$ 163,147
<b>510-6301-454-10-20</b>	Temporary	\$ 164,000	\$ 169,365
<b>510-6301-454-10-30</b>	Overtime	\$ 21,657	\$ 21,783
<b>510-6301-454-10-40</b>	Longevity	\$ 2,160	\$ 2,290
<b>510-6301-454-20-10</b>	Insurance Medical	\$ 47,326	\$ 47,099
<b>510-6301-454-20-11</b>	Insurance Dental	\$ 1,503	\$ 1,585
<b>510-6301-454-20-12</b>	Insurance Life	\$ 351	\$ 351
<b>510-6301-454-20-13</b>	Unemployment Insurance	\$ 56,034	\$ 53,435
<b>510-6301-454-20-20</b>	Social Security	\$ 39,135	\$ 40,158
<b>510-6301-454-20-30</b>	IMRF	\$ 43,239	\$ 54,482
<b>510-6301-454-20-40</b>	Flexi	\$ 566	\$ 605
<b>510-6301-454-20-45</b>	Auto Allowance	\$ 900	\$ 900
<b>510-6301-454-29-01</b>	Training and Development	\$ 1,000	\$ 1,000
<b>510-6301-454-29-03</b>	Membership Dues	\$ 600	\$ 250
<b>510-6301-454-29-10</b>	Meetings and Exp Reimbursement	\$ 250	\$ 250
<b>510-6301-454-33-15</b>	Contractual Services - Audit	\$ 2,200	\$ 2,300
<b>510-6301-454-35-10</b>	Contractual Services	\$ 3,100	\$ 3,100



# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund- Golf

Department - Golf Administration

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
510-6301-454-43-16	IT Maintenance	\$ 2,917	\$ 3,852
510-6301-454-52-30	IRMA Insurance	\$ 45,520	\$ 38,509
510-6301-454-52-31	IRMA Insurance Deductible	\$ 2,500	\$ 2,500
510-6301-454-53-11	Cell Phone	\$ 1,430	\$ 1,069
510-6301-454-60-19	Clothing	\$ 1,000	\$ 1,000
510-6301-454-62-13	Electricity	\$ 2,380	\$ 2,380
510-6301-454-80-20	Revenue Bond Interest	\$ 48,325	\$ 46,750
510-6301-454-83-25	Bond Expense	\$ 45,000	\$ 50,000
510-6301-454-84-41	Paying Agents/Bonds	\$ -	\$ 500
510-6301-454-84-48	Administrative Services	\$ 21,637	\$ 22,070
TOTAL		\$ 720,602	\$ 730,730

**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

**Fund- Golf****Department - Course Maintenance**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>510-6304-454-35-10</b>	Contractual Services	\$ 7,200	\$ 7,200
<b>510-6304-454-41-10</b>	Water	\$ 60,000	\$ 65,927
<b>510-6304-454-43-01</b>	Fleet Rental	\$ 36,609	\$ 35,080
<b>510-6304-454-43-10</b>	Maintenance of Equipment	\$ 1,800	\$ 1,800
<b>510-6304-454-60-20</b>	Minor Equipment	\$ 9,000	\$ 9,000
<b>510-6304-454-61-11</b>	Maintenance Material	\$ 8,000	\$ 8,000
<b>510-6304-454-61-13</b>	Material to Maintain Repair	\$ 13,500	\$ 8,000
<b>510-6304-454-61-14</b>	Golf Cart Maintenance	\$ 13,000	\$ 5,000
<b>510-6304-454-65-10</b>	Agricultural Materials	\$ 26,000	\$ 26,000
<b>510-6304-454-65-11</b>	Chemicals	\$ 42,000	\$ 42,000
<b>TOTAL</b>		<b>\$ 217,109</b>	<b>\$ 208,007</b>

**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

**Fund- Golf****Department - Clubhouse**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>510-6307-454-10-10</b>	Salaries	\$ 96,494	\$ 97,541
<b>510-6307-454-10-20</b>	Temporary	\$ 84,283	\$ 84,038
<b>510-6307-454-29-10</b>	Meetings and Exp Reimbursement	\$ 1,000	\$ 1,000
<b>510-6307-454-35-10</b>	Contractual Services	\$ 6,000	\$ 5,000
<b>510-6307-454-35-17</b>	Credit Card Charges	\$ 15,000	\$ 15,000
<b>510-6307-454-41-10</b>	Water	\$ 4,021	\$ 4,226
<b>510-6307-454-41-15</b>	Sewer	\$ 1,035	\$ 1,035
<b>510-6307-454-43-20</b>	Maintenance of Equipment	\$ 4,500	\$ 4,500
<b>510-6307-454-43-30</b>	Building Maintenance	\$ 20,000	\$ 20,000
<b>510-6307-454-53-10</b>	Telephone	\$ 4,411	\$ 2,783
<b>510-6307-454-54-21</b>	Advertising	\$ 3,500	\$ 4,000
<b>510-6307-454-60-10</b>	Office Supplies	\$ 100	\$ 200
<b>510-6307-454-60-12</b>	Postage and Printing	\$ 4,700	\$ 10,000
<b>510-6307-454-60-20</b>	Minor Equipment	\$ 4,000	\$ 3,000
<b>510-6307-454-61-40</b>	Janitorial Supplies	\$ 3,300	\$ 3,300
<b>510-6307-454-61-41</b>	Materials for Bldg. Maint	\$ 1,300	\$ 1,300

# THE CITY OF LAKE FOREST

Fiscal Year: 2011

**Fund- Golf**

**Department - Clubhouse**

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
510-6307-454-62-13	Electricity	\$ 26,000	\$ 25,000
510-6307-454-62-14	Gas	\$ 11,500	\$ 11,000
510-6307-454-65-20	Soft Goods	\$ 20,000	\$ 20,000
510-6307-454-65-21	Hard Goods	\$ 43,000	\$ 40,000
510-6307-454-65-22	Club Repair	\$ 400	\$ 200
510-6307-454-65-23	Handicap Service	\$ 13,000	\$ 13,000
510-6307-454-84-37	Sales Tax	\$ 7,000	\$ 7,000
TOTAL		\$ 374,544	\$ 373,123

## Cemetery Section



### Introduction

**Mission Statement** – Lake Forest Cemetery exists to create good memories for all our cemetery families and the residents of Lake Forest.

**Vision Statement** – Be the best managed, aesthetically appealing municipal cemetery, maintaining the highest quality cemetery products and services, efficiently using all resources, responding to changing community needs and maintaining an environment built on integrity, respect, trust, and excellence.

### FY2010 Review

- The Cemetery continued to computerize cemetery records. The project is scheduled to be completed in July of 2010.
- Constructed an additional 5 Family Pillars adjacent to The Memorial Garden to meet the demand for this interment option.
- Submitted 2 grant proposals in a continuing effort to secure grant funding for additional ravine restoration. One application was not funded and the other is pending.

### FY2011 Initiatives and Programs

- Staff will complete computerization of records and maps. Following a 6 month trial period, we will archive all paper documents and convert to being fully electronic.
- Staff will evaluate and document the continuing salt extraction process on the Barrell Memorial Gateway and will consider recommending maintenance tuck pointing for FY2012.
- We will also continue to seek grant funding to continue ravine restoration.

Department Budgets	FY2010	FY2011
<b>Totals</b>	975,796	836,153
<b>Personnel</b>	<b>FY2010</b>	<b>FY2011</b>
Full-time	2	2
Seasonals > 1000 hours	3	2
Seasonals < 1000 hours	0	1

**THE CITY OF LAKE FOREST****Fiscal Year: 2011****Fund- Cemetery  
Department - Cemetery**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>10-10</b>	Salaries	\$ 145,844	\$ 153,698
<b>10-20</b>	Temporary Salaries	\$ 73,229	\$ 57,105
<b>10-30</b>	Overtime	\$ 6,784	\$ 6,852
<b>10-40</b>	Longevity	\$ 660	\$ 725
<b>20-10</b>	Insurance - Medical	\$ 36,440	\$ 37,453
<b>20-11</b>	Insurance - Dental	\$ 934	\$ 975
<b>20-12</b>	Insurance - Life	\$ 216	\$ 216
<b>20-13</b>	Unemployment	\$ 2,845	\$ 1,721
<b>20-20</b>	Social Security	\$ 16,762	\$ 16,044
<b>20-30</b>	IMRF	\$ 21,348	\$ 25,255
<b>20-40</b>	Flexi	\$ 348	\$ 372
<b>29-01</b>	Training/Education	\$ 1,000	\$ 1,000
<b>29-04</b>	Publications	\$ 100	\$ 120
<b>29-10</b>	Meetings/Expense	\$ 650	\$ 650
<b>33-10</b>	Legal	\$ 2,000	\$ 2,000
<b>33-15</b>	Audit	\$ 1,200	\$ 1,250
<b>33-30</b>	Investment Fee	\$ 13,000	\$ 20,000

**THE CITY OF LAKE FOREST****Fiscal Year: 2011****Fund- Cemetery****Department - Cemetery**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>35-10</b>	<b>Contractual Services</b>	<b>\$ 17,000</b>	<b>\$ 17,500</b>
<b>35-21</b>	<b>Marketing</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>
<b>41-10</b>	<b>Water</b>	<b>\$ 2,438</b>	<b>\$ 2,560</b>
<b>41-15</b>	<b>NSSD</b>	<b>\$ 50</b>	<b>\$ 50</b>
<b>43-01</b>	<b>Fleet Rental</b>	<b>\$ 16,720</b>	<b>\$ 13,506</b>
<b>43-16</b>	<b>IT Maintenance</b>	<b>\$ 1,523</b>	<b>\$ 1,583</b>
<b>43-30</b>	<b>Building Maintenance</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>
<b>52-30</b>	<b>Insurance</b>	<b>\$ 11,111</b>	<b>\$ 11,222</b>
<b>53-10</b>	<b>Telephone</b>	<b>\$ 5,309</b>	<b>\$ 4,857</b>
<b>53-11</b>	<b>Cell Phone</b>	<b>\$ 951</b>	<b>\$ 1,088</b>
<b>60-10</b>	<b>Office Supplies</b>	<b>\$ 300</b>	<b>\$ 300</b>
<b>60-12</b>	<b>Postage</b>	<b>\$ 500</b>	<b>\$ 1,000</b>
<b>60-13</b>	<b>Printing</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b>60-19</b>	<b>Clothing</b>	<b>\$ 1,000</b>	<b>\$ 1,250</b>
<b>60-20</b>	<b>Minor Equipment</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>
<b>61-11</b>	<b>Maint. Material</b>	<b>\$ 4,500</b>	<b>\$ 4,800</b>
<b>61-13</b>	<b>Material to Maintain</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>

**THE CITY OF LAKE FOREST****Fiscal Year: 2011****Fund- Cemetery****Department - Cemetery**

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>61-40</b>	Janitorial	\$ 200	\$ 300
<b>61-41</b>	Material for Building Maint.	\$ 500	\$ 1,000
<b>62-13</b>	Electricity	\$ 2,630	\$ 2,762
<b>62-15</b>	Gas	\$ 2,630	\$ 2,762
<b>65-10</b>	Agriculture Materials	\$ 12,000	\$ 12,000
<b>67-14</b>	Landscape	\$ 14,000	\$ 14,000
<b>67-29</b>	Contingency	\$ 6,000	\$ 6,000
<b>77-03</b>	Landscaping Improvements	\$ -	\$ 50,000
<b>77-10</b>	Columbarium/Building	\$ 40,000	\$ -
<b>77-14</b>	Ravine Restoration	\$ 300,000	\$ 150,001
<b>80-30</b>	Interest	\$ 39,250	\$ 27,558
<b>83-30</b>	Bonds	\$ 115,000	\$ 125,000
<b>84-41</b>	Paying Agent	\$ 600	\$ 600
<b>84-48</b>	Admin. Services	\$ 39,724	\$ 40,518
<b>TOTAL</b>		<b>\$ 975,796</b>	<b>\$ 836,153</b>



## Senior Center



### Introduction

**Mission Statement** - To provide a welcoming environment for older adults within our community by developing programs and services that foster independence, involvement, and continued personal growth.

**Vision Statement** - To create a positive image of aging, to be an elder-friendly community and to be the “local resource” for older adult issues.

### Performance Management

- Provide high approval rating of members participating in Senior Center programs and services
- Provide quality services for various age categories
- Increase revenue for Senior Transportation program (bus and car)

### FY2010 Review

- Analyzed all determined core/elective programs/services
- Presented the Long-Range Plan (2010-2020) to a joint meeting of the Lake Forest City Council, Lake Bluff Village Trustees and Shields Township.
- Began establishing a long-range plan for funding the Senior Advocate position; secured partial funding from Shields Township for FY11
- Installed a “Hearing Loop” system in the Dickinson Hall’s Great Room and an entry awning per the long-range plan

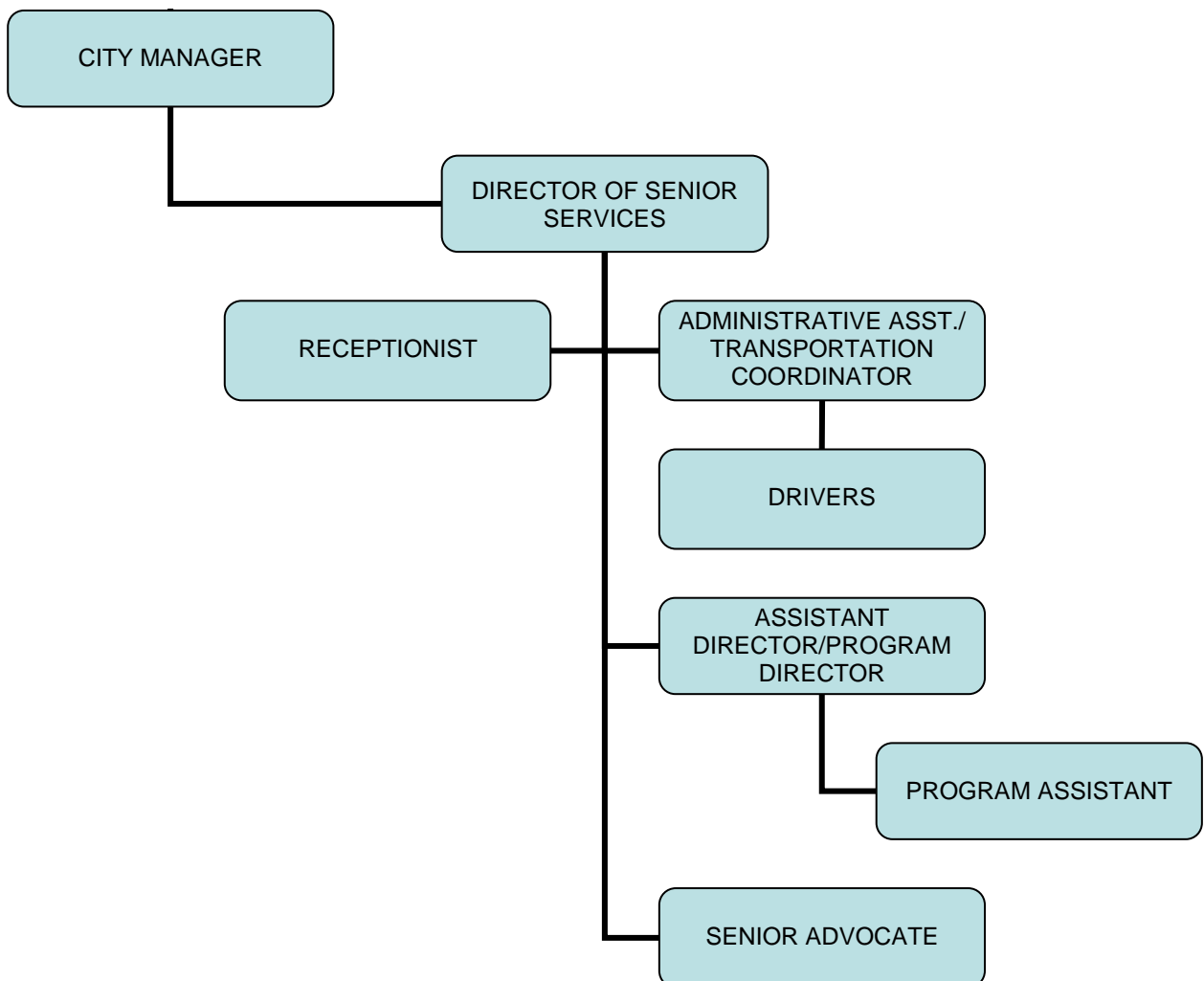
### FY2011 Initiatives and Programs

- Finalize the long-range plan for funding the Senior Advocate position.
- Continue to expand partnerships throughout the community.
- Survey the membership for overall satisfaction with the center.
- Determine the feasibility/advisability of replacing the eleven-year old Senior Transit Bus.
- Expand marketing efforts via electronic media.
- Determine the feasibility/advisability/timing of facility improvements recommended in the long range plan.

Department Budgets	FY2010	FY2011
<b>Totals</b>	602,596	643,339
Personnel	FY2010	FY2011
Full-time	3	3
Seasonals > 1000 hours	0	0
Seasonals < 1000 hours	10	10

### Senior Center Organizational Chart

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**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

Fund- Senior Center

Department - Senior Center

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
210-8506-457-10-10	Salaries	\$ 214,490	\$ 221,003
210-8506-457-10-40	Longevity	\$ 852	\$ 952
210-8506-457-20-10	Insurance Medical	\$ 36,168	\$ 41,885
210-8506-457-20-11	Insurance Dental	\$ 1,401	\$ 1,463
210-8506-457-20-12	Insurance Life	\$ 324	\$ 324
210-8506-457-20-20	Social Security	\$ 16,102	\$ 16,544
210-8506-457-20-30	IMRF	\$ 20,576	\$ 26,112
210-8506-457-20-40	Flexi	\$ 474	\$ 612
210-8506-457-20-45	Auto Allowance	\$ 6,000	\$ 6,150
210-8507-457-10-20	Temporary Salaries, Receptionist	\$ -	\$ 1,000
210-8507-457-29-01	Training and Development	\$ -	\$ 200
210-8507-457-29-03	Membership Dues	\$ -	\$ 700
210-8507-457-29-10	Meetings and Exp Reimb.	\$ -	\$ 200
210-8507-457-42-30	Janitorial Services	\$ -	\$ 7,800
210-8507-457-43-16	IT Maintenance	\$ -	\$ 6,464
210-8507-457-43-34	HVAC Services	\$ -	\$ 3,000
210-8507-457-43-35	Building Maintenance	\$ -	\$ 7,000
210-8507-457-44-20	Rent	\$ -	\$ 13,584

**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

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

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>210-8507-457-53-10</b>	Telephone	\$ -	\$ 6,847
<b>210-8507-457-53-11</b>	Cell Phone	\$ -	\$ 1,724
<b>210-8507-457-60-10</b>	Office Supplies & Copier Rental	\$ -	\$ 5,000
<b>210-8507-457-60-12</b>	Postage	\$ -	\$ 3,000
<b>210-8507-457-60-13</b>	Printing, Newsletters, Programs	\$ -	\$ 13,000
<b>210-8507-457-61-11</b>	Maintenance Materials	\$ -	\$ 900
<b>210-8507-457-61-40</b>	Janitorial Supplies	\$ -	\$ 1,200
		\$ -	
<b>TOTAL</b>		<b>\$ 296,387</b>	<b>\$ 386,664</b>

**THE CITY OF LAKE FOREST**

Fiscal Year: 2011

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

		FY 2010	FY 2011
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: 2011

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

		<b>FY 2010</b>	<b>FY 2011</b>
<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
<b>210-8509-457-10-20</b>	Temporary Salaries	\$ 44,843	\$ 33,000
<b>210-8509-457-20-20</b>	Social Security	\$ 3,736	\$ 2,601
<b>210-8509-457-32-10</b>	Classes/Lectures/ongoing	\$ 18,000	\$ 12,000
<b>210-8509-457-35-10</b>	Contractual	\$ 10,000	\$ 11,000
<b>210-8509-457-35-17</b>	Credit Card Charges	\$ 1,800	\$ 1,800
<b>210-8509-457-91-02</b>	Trips	\$ 82,000	\$ 54,000
<b>210-8509-457-91-11</b>	Meals/Parties	\$ 36,000	\$ 37,000
<b>210-8509-457-91-14</b>	women4women (offset by fees)	\$ 1,000	\$ -
<b>TOTAL</b>		<b>\$ 197,379</b>	<b>\$ 151,401</b>

# THE CITY OF LAKE FOREST

Fiscal Year: 2011

Fund- Senior Center

Department - Senior Center - Transportation

		FY 2010	FY 2011
Account Number	Description	Budget	Budget
210-8522-457-10-20	Temporary Salaries	\$ 20,000	\$ 21,500
210-8522-457-20-20	Social Security	\$ 1,912	\$ 1,645
210-8522-457-35-10	Contractual Services	\$ 1,000	\$ 500
210-8522-457-43-01	Vehicle (Fleet) Rental	\$ 11,264	\$ 12,629
210-8522-457-75-36	Senior Car	\$ -	\$ 69,000
TOTAL		\$ 34,176	\$ 105,274



## **The City of Lake Forest**

### **Personnel Policies and Practices May 1, 2010**

**Human Resources Website:  
[www.citylf.org](http://www.citylf.org)**





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

**May 1, 2010**

**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](http://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 *and Fire* 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 sworn fire personnel covered by the collective bargaining agreement shall be compensated as determined by their agreement. Sworn fire 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 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.	<b>New Year's Day</b>	January 1
2.	<b>Personal Day</b> (day of employee's choice with department head approval in lieu of Martin Luther King Day)	Earned January 1
3.	<b>Personal Day</b> (day of employee's choice with department head approval in lieu of Presidents' Day)	Earned February 1
4.	<b>Personal Day</b> (day of employee's choice with department head approval)	Earned May 1
5.	<b>Memorial Day</b>	Federal Holiday
6.	<b>Independence Day</b>	July 4
7.	<b>Labor Day</b>	First Monday in September
8.	<b>Veterans Day</b>	November 11
9.	<b>Thanksgiving Day</b>	4 <sup>th</sup> Thursday in November
10.	<b>Thanksgiving Friday</b>	Friday after Thanksgiving
11.	<b>Christmas Eve Day</b>	December 24
12.	<b>Christmas Day</b>	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. ***Employees covered by a collective bargaining agreement shall be compensated as determined by their agreement.***

## 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:

<b>Number of sick days used by employee during the year</b>	<b>Number of days the employee may elect to receive payout for (at 100% of salary)</b>	<b>Amount of annual sick days employees may save in their bank (up to maximum of 960 hours)</b>
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)**

#### **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 regular Armed Forces, 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 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 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 suffers a serious injury or illness incurred in the line of duty on active duty (or has a serious injury or illness that existed before the beginning of the servicemember's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) that may render the servicemember medically unfit to perform his or 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. 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 service member 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  
PAY PLAN FY2011**

**OPERATIONAL AND CLERICAL CLASSIFICATION**

<b>POSITION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>
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	\$40,573	\$42,744	\$44,915	\$47,087	\$49,258	\$51,429	\$53,600
Records Clerk	\$43,305	\$45,797	\$48,288	\$50,780	\$53,271	\$55,763	\$58,254
Account Clerk III Administrative Assistant II	\$43,722	\$46,238	\$48,753	\$51,269	\$53,785	\$56,300	\$58,816
Community Services Officer	\$45,237	\$47,916	\$50,596	\$53,275	\$55,954	\$58,634	\$61,313
Parts Specialist	\$44,789	\$44,789	\$44,789	\$44,789	\$44,789	\$44,789	\$60,706
Communications Operator	\$46,845	\$49,618	\$52,391	\$55,165	\$57,938	\$60,711	\$63,484
Maintenance Worker II Refuse Collector	\$44,710	\$47,846	\$50,981	\$54,117	\$57,253	\$60,388	\$63,524

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

**THE CITY OF LAKE FOREST  
PAY PLAN FY2011**

**PROFESSIONAL AND TECHNICAL CLASSIFICATION**

<b>POSITION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>
Media Coordinator	\$39,004	\$41,605	\$44,205	\$46,806	\$49,407	\$52,007	\$54,608
Program Supervisor Youth Worker	\$41,873	\$44,252	\$46,632	\$49,011	\$51,390	\$53,770	\$56,149
Deputy City Clerk Human Resources Specialist	\$45,512	\$48,131	\$50,750	\$53,369	\$55,988	\$58,607	\$61,226
Engineering Technician	\$52,530	\$55,497	\$58,464	\$61,431	\$64,397	\$67,364	\$70,331
Water Plant Operator	\$52,467	\$55,382	\$58,298	\$61,213	\$64,128	\$67,044	\$69,959
Executive Assistant	\$52,883	\$55,870	\$58,857	\$61,845	\$64,832	\$67,819	\$70,806
Accountant Community TV Coordinator Mechanic	\$55,141	\$58,148	\$61,155	\$64,163	\$67,170	\$70,177	\$73,184
Building Inspector* Engineering Assistant Fire Marshal	\$56,343	\$59,416	\$62,489	\$65,562	\$68,635	\$71,708	\$74,781
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	\$57,792	\$61,238	\$65,001	\$68,463	\$72,276	\$75,756	\$80,005
PC/LAN Support Specialist Plan Reviewer*	\$57,563	\$60,995	\$64,426	\$67,858	\$71,290	\$74,721	\$78,153
Head Golf Professional	\$67,337	\$72,054	\$76,772	\$81,489	\$86,206	\$90,924	\$95,641

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

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

**THE CITY OF LAKE FOREST  
PAY PLAN FY2011**

**SUPERVISORY CLASSIFICATION**

<b>POSITION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>
Lead Code Enforcer Lead Plan Reviewer Records Clerk Supervisor	\$59,229	\$62,878	\$66,527	\$70,176	\$73,825	\$77,474	\$81,123
Communications Supervisor GIS Manager Network Administrator Senior Accountant Technical Services Manager	\$66,490	\$69,497	\$72,504	\$75,512	\$78,519	\$81,526	\$84,533
Chief Water Plant Operator Construction Engineer Supervisor Cemetery Sexton Supervisor	\$68,003	\$71,092	\$74,182	\$77,271	\$80,360	\$83,450	\$86,539
Fire Lieutenant Paramedic	\$83,600	\$84,912	\$86,225	\$87,537	\$88,849	\$90,162	\$91,474
Police Sergeant	\$85,308	\$86,642	\$87,976	\$89,311	\$90,645	\$91,979	\$93,313

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

**THE CITY OF LAKE FOREST  
PAY PLAN FY2011**

**MANAGERIAL AND ADMINISTRATIVE CLASSIFICATION**

<b>POSITION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
Management Intern	\$36,101	\$46,042
Assistant Planner Management Assistant	\$43,403	\$58,198
Assistant to Public Works Director	\$50,364	\$67,432
Assistant CROYA Director Asst. Senior Resources Director Planner Program Manager	\$52,378	\$70,128
Assistant to the City Manager Senior Planner Communications Manager	\$55,962	\$83,359
Public Information Officer (thru 5/31/10)	\$64,102	\$91,082
Assistant City Manager Assistant Director of Finance	\$74,672	\$100,195
Assistant City Engineer Superintendent	\$92,829	\$101,506
Fire Battalion Chief Police Commander	\$93,280	\$101,993
Deputy Fire Chief Deputy Police Chief	\$104,313	\$113,437
City Surveyor and Engineer	\$104,365	\$116,812

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

**THE CITY OF LAKE FOREST  
PAY PLAN FY2011**

**EXECUTIVE CLASSIFICATION**

**POSITION**

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**Level I**

City Manager

Merit

**Level II**

Merit

Director of Community Development

Director of Finance

Director of Parks and Recreation

Director of Public Works

Fire Chief

Police Chief

**Level III**

Merit

CROYA Director

Director of Human Resources

Director of Information Technology

Director of Senior Resources