



THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL MAY 1, 2011

Introduction

On behalf of the entire Lake Forest City staff, I am pleased to present you with the proposed FY12 (May 1, 2011 – April 30, 2012) Annual Operating and Capital Budget totaling \$75,190,858. The proposed FY12 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 will decrease 14.1% compared to the FY11 estimated actual.** The following provides an overview of the City's proposed budget and financial outlook.

Financial Outlook

The future depends on what we do in the present.
Mahatma Gandhi

This year, The City of Lake Forest is joyously celebrating its 150th Anniversary! This celebration recognizes the significant contributions made by countless residents over the years creating this very special and beautiful community. Throughout its history, Lake Forest has always approached the business of government much like any privately run company. Consequently, I am happy to report that during the past two very challenging fiscal years, the City has adroitly navigated itself into a healthy financial position for the foreseeable future. With strong financial leadership from the City Council, the City has consistently focused on the present with an eye on the future – **and our future is bright.** Recent economic volatility and uncertainty

appears to be subsiding and signs of positive growth are surfacing. Many of the City's revenue projections are up in FY12, and include sales tax, real estate transfer tax and development fees. While the State's financial picture has improved (thanks to a significant income tax increase!), it remains a legitimate financial concern that I will address later in this message.

Since the end of 2009, the City Council and City staff have embraced the concept of operating in "A New Normal" and acknowledged that the economic recession and demographic changes would have a long-term, profound effect on the provision of City services. As a result we examined our core business and aligned available resources with the priorities of the community. We also implemented a performance management system to monitor the efficiency and effectiveness of our service delivery systems. As residents' habits, preferences and needs change, our ability to adapt and meet those changing needs is paramount. Based on recently received 2010 Census data, the community is aging and home sizes shrinking, all of which will continue to redefine the services we are asked to provide. This economic environment has proven to be harsh and unforgiving, however, it also reveals wonderful new opportunities to reinvent the organization and redefine or clarify our purpose.

In FY11, the City focused its attention on completing several significant capital projects (Phase II Western Avenue Improvements, Phase I Waukegan Rd. TIF Improvements, Green Bay Road and Waukegan Road resurfacing); and undertaking a comprehensive financial restructuring analysis. In FY12, we will implement the restructuring of City operations, closely monitor any State financial policy decisions, and generally "achieve with enthusiasm" as we tackle the challenges of operating under the new realities of local government. Yes, we will also collectively celebrate our 150th Anniversary and appropriately recognize the tremendous accomplishments of the past.

CAPITAL INITIATIVES

- 1) Phase II Waukegan Road TIF Improvements - This summer, the final landscaping and aesthetic enhancements will be installed along Waukegan Road between Everett and Conway Roads within the Settlers Square TIF District. The Phase I lighting and other improvements have generally been well received by the business community and residents in the area. The TIF District will expire at the end of 2011 and any residual monies left in the fund will be distributed to the various taxing agencies.
- 2) Laurel & Western Avenue Redevelopment - During FY11, the City continued its due diligence (including environmental clean-up), used the site for staging of the Western Avenue project, and minimal building demolition. The Ad Hoc Laurel Avenue Redevelopment Committee is

monitoring the housing and commercial markets to assess the feasibility of moving forward with marketing the property. 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 acceptable price.

- 3) Lake Road and South Beach Access Road Reconstruction – Lake Road from Deerpath to Spring Lane and the South Beach Access Road will be rehabilitated to restore proper drainage and correct the access road bluff sloughing problems.
- 4) Central Business District Train Station Renovation – With financial assistance from Metra and the Federal Government (ITEP Grant), the City will be replacing the shake-shingle roof with slate; painting and repairing exterior woodwork and tuck-point the masonry. Plans are underway to leverage these funds with additional private monies to permit some long over-due interior improvements.

OPERATIONAL RESTRUCTURING

With declining revenues over the past two years, 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, an additional \$500,000 was cut. Since personnel costs represent approximately 68% of the operating budget, it was necessary to eliminate twelve (12) positions in FY10 and another nine (9) positions in FY11. In FY12, another seven (7) positions will be eliminated returning the City's total employee count to FY1992 levels (227 full-time equivalent). Every operating department has experienced some extent of restructuring and/or downsizing of their staffing levels. 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 those services. The good news is that absent any further economic upheaval or the erosion of revenues caused by State actions, it does not appear that further staff reductions will be needed for at least the next five years.

Personnel Changes – The proposed budget includes the elimination of 7 positions within the City. In Public Works, one Supervisor, one Superintendent, one Water Plant Operator and one Asst. Engineer position will be eliminated through reorganization and reassignment of duties. The Assistant Director of CROYA position, the IT Director position and a recreation program manager position will also be discontinued. The annual savings for the seven (7) positions, along with savings realized through the adoption of the Illinois Municipal Retirement Fund Early Retirement

Program, is estimated to be approximately \$738,000 per year. The FY12 savings will be somewhat less due to the estimated 21 retiring employees leaving at different times during the fiscal year.

When identifying these personnel reductions, every effort was made to adhere to the City Council goals, Core/Elective program prioritization and minimizing the service impact on residents.

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. Operating in the "New Normal" requires that the City continue examining the ways it does business. It must focus on future challenges and opportunities that would otherwise not present themselves. This organization does not subscribe to "Business As Usual", which can 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 focused on the following five programs:

- 1) Information Technology Services – *Outsourced GIS operations and consolidated the IT and Finance Departments.*
- 2) Fleet Efficiency Study – *Staff revamped standard operating procedures and guidelines for retention, acquisition and replacement of vehicles.*
- 3) Financial Restructuring/IMRF Early Retirement Program – *Recognizing the financial benefits available under the new IMRF pension rules effective January 1, 2011, the City is facilitating the retirement of some long-tenured employees to restructure some department's management structure and hire new employees at 38% less pension costs.*

In FY12, the City will examine the following service areas:

- 1) Fire / EMS Shared Services Studies – *The City is participating with the Cities of Highland Park, Highwood and the Village of Lake Bluff in a Comprehensive Data and Operations Analysis of Fire/EMS Services. The study will examine alternatives for providing fire and EMS services to the four communities on a more regional, cost-effective basis. The results of the study are expected by late summer or early fall.*
- 2) Recycling and Refuse Collection Service – *A grant application has been filed to assist in the purchase of larger recycling containers for residents which should facilitate the collection of more materials.*

- 3) Golf Operations – *The National Golf Foundation has been working with the City to examine its business operations and explore alternatives. With the future of the golf industry uncertain, we need to closely monitor financial conditions and economic performance.*
- 4) Strategic Planning – *Approximately every five years, the City updates its strategic plan. 2011 will be timely with three new Aldermen and recently released census information.*
- 5) NSSD 10 year I/I Study – *The City anticipates receiving a new 10 year study from the NSSD on the amount of infiltration and inflow (I/I) entering their system. The results will help guide us in undertaking future system improvements.*
- 6) CBD Marketing and Recruitment Plan – With direction from the CBD Advocacy Committee, the City will be spending more resources on both marketing and promotional events to try and attract more businesses and shoppers to the central business district.
- 7) Salary Study – During FY12, the City will engage consulting services to review the City's current salary ranges and compensation methodologies. With 68% of the City's operating budget related to personnel costs, we need to insure that we are providing fair and competitive wages but within market.

FINAL THOUGHTS

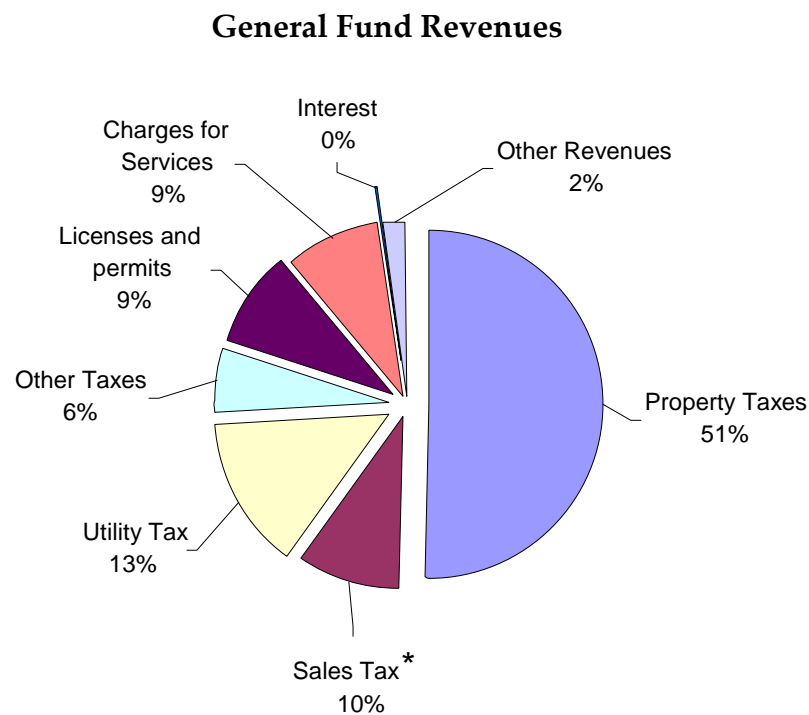
Past and present City Councils have actively engaged in the establishment and annual review of fiscal policies and practices, as well as funding priorities within the City. Our organizational culture continuously searches for ways to effectively meet the desired service levels of the residents and aggressively seeks outside funding for capital projects. The implementation of the financial restructuring plan which will save the City over \$5,000,000 over the next ten years is just the latest example of this proactive approach.

During these protracted 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 permit 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 may feel impacted by our "belt-tightening" and efforts to control operational costs. This will be particularly challenging in FY12 as we implement the comprehensive restructuring. 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

The General Fund accounts for the vast majority of City services (Police, Fire, Public Works, etc.), and the total FY12 revenue is \$30,180,845. The General Fund reserves are forecasted to equal \$11,099,313 or 36.8% of revenues as of April 30, 2012. This amounts to \$3,918,766 or 13% greater than the established reserve amount set forth in the City's Fiscal Policy. General fund revenues are projected to increase 1.5% from FY11 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 2.91% increase in the tax levy for all City functions (including Recreation, Library and Debt Service). The increase includes the permitted 2.7% 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 2.13% or \$56 on an \$800,000 home in Lake Forest.**
- In December, 2010 the City Council adopted changes to various fees and charges attributable to the General Fund, resulting in an increase (\$107,140) in revenues, primarily due to an increase in Golf Fund revenues (\$75,000).
- Estimated revenue from the Real Estate Transfer Tax is \$1,114,000 in FY11 and \$1,028,300 in FY12. All proceeds from the tax go into the Capital Improvement Fund.
- The City has received ITEP funding (\$835,000); a Metra contribution (\$250,000), along with City funds (\$150,000) to renovate the Union Pacific downtown train station.

General Fund Expenses

The FY12 General Fund Budget, which includes personnel, materials, and a capital improvement transfer, is \$30,203,681 or 2.4% more than the FY11 estimated actual budget. The General Fund FY12 budget is as follows:

General Fund	FY2011 Est. Actual	FY2012	\$ Change	% Change
Operating	\$28,941,755	\$29,058,681	\$116,926	0.4%
Capital Improvement Transfer	400,861	1,000,000	599,139	149.5%
Operating Capital	149,205	145,000	(4,205)	(2.8%)
Total	\$29,491,821	\$30,203,681	\$711,860	2.4%

General Fund expenditure highlights include:

- Total **personnel costs**, including pensions and insurance requirements, are budgeted to **decrease 1.1%** from the FY11 budget. This proposed decrease encompasses the following:
 - A general pay plan adjustment of 1.5% with selected positions receiving 2%;
 - 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 General Fund **capital equipment** budget for FY12 is \$587,000. The equipment purchases proposed in the 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:

○ Tandem Hook lift	\$150,000
○ Six Police Cars	\$147,000
○ Two Dump Trucks	\$290,000

- The total FY2012 **Capital Improvement Fund budget** is \$ 5,310,000. These projects are financed through Real Estate Transfer Tax revenue and receipts from the sale of City-owned property. Some notable projects in addition to the above Capital Equipment include:

○ Lake Road Resurfacing	\$ 442,000
○ Deerpath Park/School Lot Resurfacing	\$ 800,000
(School District 67 contributing \$500,000)	
○ Waveland Park Improvements	\$ 190,000
○ West Park Lot Resurfacing	\$ 175,000
○ Concrete Street/Sidewalk Repairs	\$ 100,000
○ Western Avenue Storm Sewers	\$ 190,000
○ South Beach Access Road Reconstruction	\$ 600,000
○ Storm Sewer Lining	\$ 100,000
○ IT Hardware and Software	\$ 175,000

Other Funds

The City's Enterprise and Special Revenue Funds are generally self-supporting operations, such as the Water Plant and Deer Path Golf Course. Special Revenue Funds (i.e., Parks/Recreation) are partially funded by property taxes. The FY12 budgets for the City's Enterprise and Special Revenue Funds, including capital improvements and equipment, are as follows:

	FY2011 Est. Actual	FY2012	% Change
Water/Sewer	\$ 7,298,938	\$7,214,996	-1.2%
Golf	1,281,750	1,348,890	5.2%
Cemetery	704,828	994,820	41.1%
Parks/Recreation	7,990,917	8,481,925	6.1%
Senior	620,329	552,118	-11.0%
Total	\$17,896,762	\$18,592,749	3.9%

Other Fund budget highlights include:

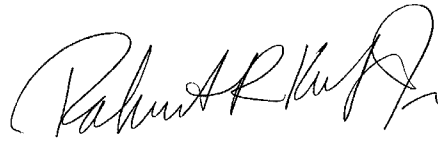
The total FY12 **Water and Sewer Fund capital budget** is \$1,570,000. This includes Monticello Circle Sanitary SSA (\$130,000); continuation of the sanitary sewer lining program (\$200,000); purchase of Membrane Modules (\$360,000); painting of the elevated water tank (\$170,000); the Greenleaf Water main improvement project (\$150,000) and, the Park Ave. water main improvement project (\$465,000). The proposed improvements are set forth in the City's 5-year Capital Improvement Plan (CIP) that has been reviewed by the Finance Committee over the past few months.

Conclusion

Many people deserve credit for the City's ability to provide the highest quality service, undertake significant infrastructure improvements, live within the tax cap, and preserve its strong financial condition. Through the collective efforts of the City Council, state legislators, generous residents and a conscientious staff, the City's long history of prudent, financially conservative, and proactive fiscal practices will maintain Lake Forest as one of the country's premier communities. This was a particularly difficult budget process, and the staff performed professionally, creatively, and collaboratively in preparing this plan.

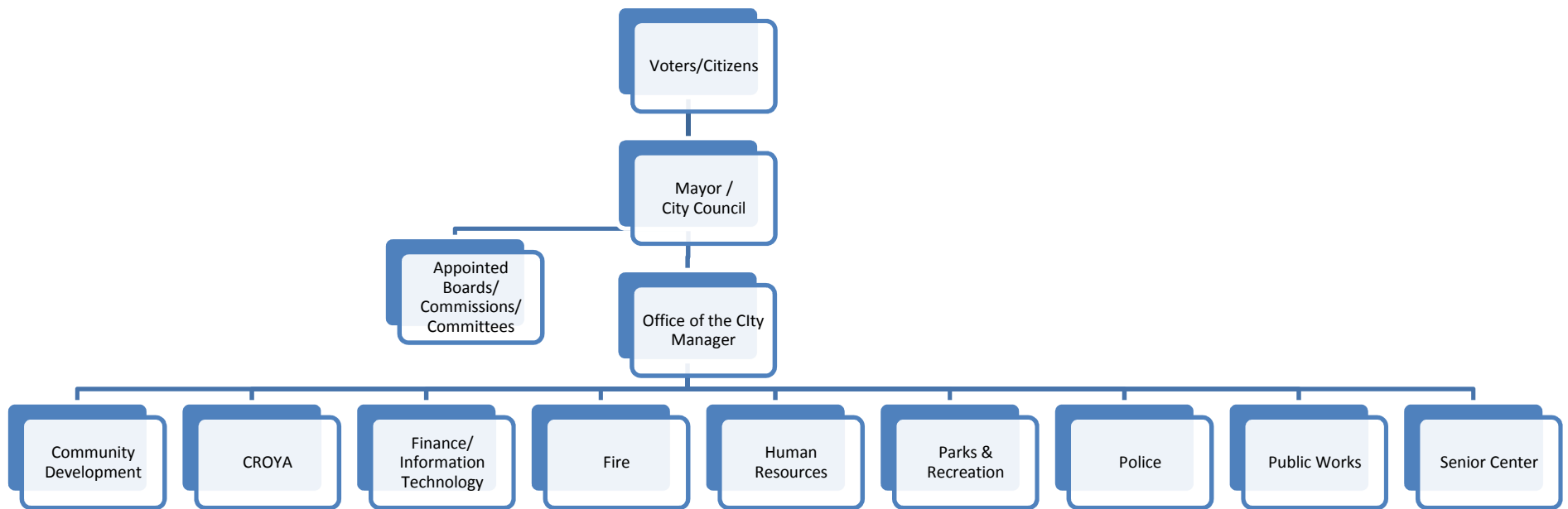
In closing, I would be remiss if I did not recognize the tremendous effort of Finance Director Kathy Reinertsen, Assistant Finance Director Louise Breckan, the employees of the Finance Department, and the entire Managerial Staff. These individuals invested many hours over the course of six months preparing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

Respectfully submitted,

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

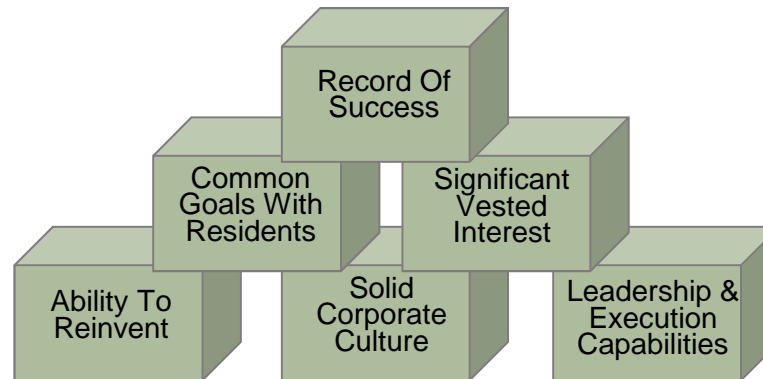
Robert R. Kiely, Jr.
City Manager

Voters and Citizens of the City of Lake Forest

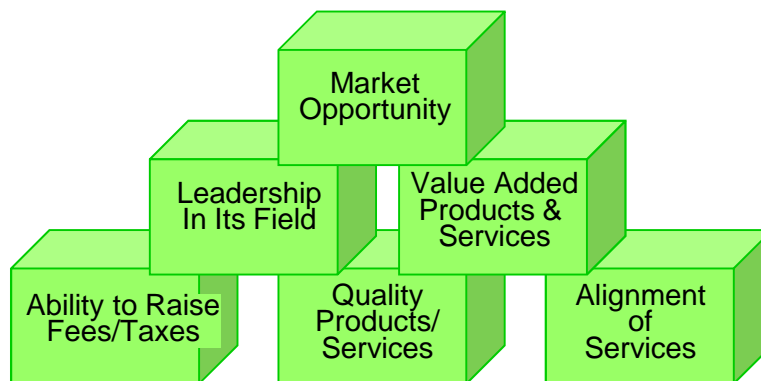


The Durable City

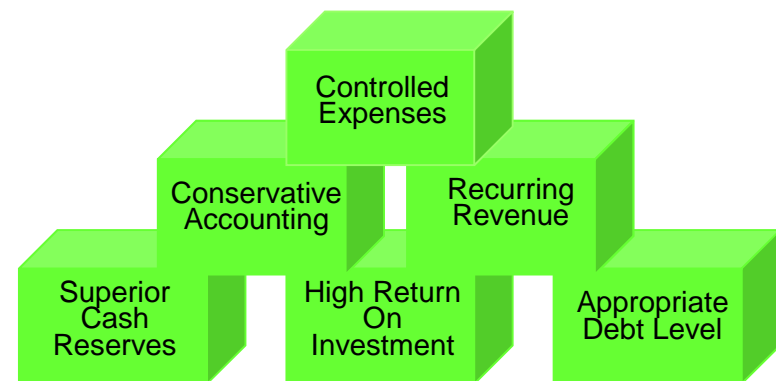
Strong Management



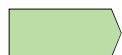
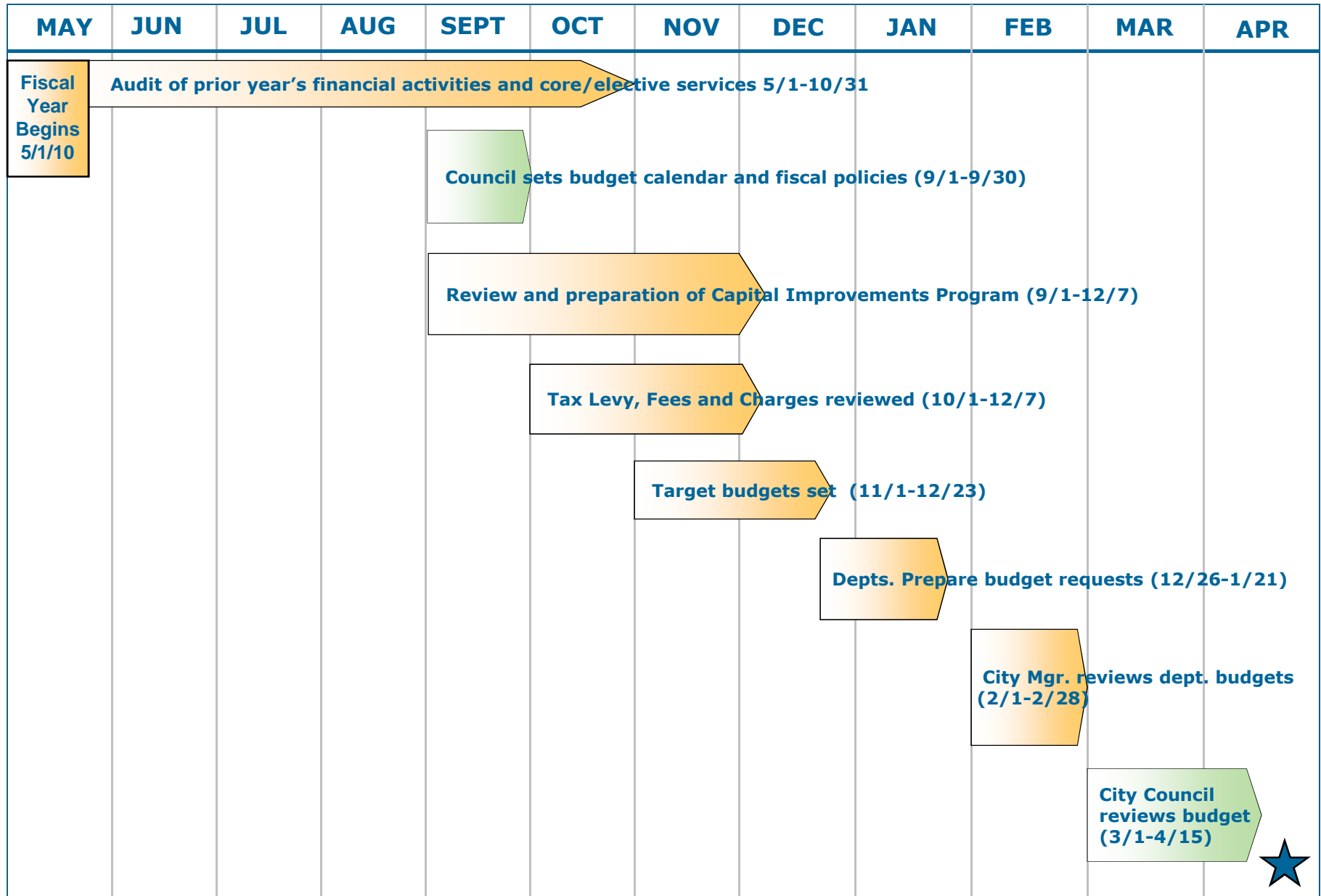
Sustainable Business Model



Solid Financials



Comprehensive Financial Program -- FY2012 Budget Timeline



= Council Action



= City Staff Action



= City Council Adopts Budget 5/2/11

The City of Lake Forest
Fund Balance Analysis

	Projected Spendable Fund Balance 5/1/2011	Budgeted Revenues FY2012	Budgeted Expenditures FY2012	Projected Spendable Fund Balance 4/30/2012
101 General Fund	\$ 11,122,149	\$ 30,180,845	\$ 30,203,681	\$ 11,099,313
Special Revenue Funds				
201 Park & Public Land	260,938	179,258	90,000	350,196
202 MFT	1,322,078	576,831	1,700,000	198,909
205 Emergency Telephone	231,214	279,770	260,285	250,699
208 Elawa Farm	33,777	84,047	75,300	42,524
210 Senior Resources	133,177	552,118	552,118	133,177
220 Parks and Recreation	2,081,182	8,400,996	8,481,925	2,000,253
223 Parks Equip Reserve	208,167	152,000	150,000	210,167
224 Special Recreation	118,913	319,709	297,382	141,240
230 Cemetery	3,724,814	760,269	994,820	3,490,263
245 Foreign Fire Insurance	76,976	97,000	105,000	68,976
246 Drug Asset Forfeiture	10,472	100	10,000	572
247 Alcohol Asset Forfeiture	44,014	4,500	30,000	18,514
248 Housing Trust	895,471	38,955	150,000	784,426
Capital Project Funds				
301 West LF TIF	(977,348)	2,240,879	766,457	497,074
311 Capital Improvement	2,455,946	4,802,484	5,392,138	1,866,292
314 Rt. 60 Bridge	1,015,308	-	1,015,308	-
315 Rt. 60 Intersection	543,453	-	543,453	-
319 Rt 60/Fitzmorris	20,270	-	20,270	-
321 2010 G.O. Bond	-	-	-	-
Debt Service Funds				
416 2000 G O Bonds - MS Land	471,282	652,250	652,850	470,682
417 2001B Bonds - MS Building	100,884	103,500	104,100	100,284
421 2003D Bond - Storm Sewer	810,898	60,000	232,700	638,198
422 SSA 25 - Knollwood Sewer	8,849	78,818	78,818	8,849
423 SSA 26 - Waukegan Sewer	5,643	21,715	21,715	5,643
424 SSA 29 - Saunders Road	469	159,895	160,364	-
425 2004B - Storm Sewer	1,305,241	535,900	335,275	1,505,866
427 2008 G.O. Bonds - MS Building & Rt 60 Park	18,075	842,194	842,694	17,575
428 2009 G.O. Bonds - Western Avenue	787	279,758	280,545	-
429 2010 G.O. Bonds	89,428	893,315	893,315	89,428
Enterprise Funds				
501 Water & Sewer	5,767,120	7,476,380	7,214,996	6,028,504
508 Water and Sewer Capital Fund	1,700,647	747,006	1,570,000	877,653
510 Deerpath Golf Course	349,158	1,405,316	1,348,890	405,584
Internal Service Funds				
601 Fleet	319,189	1,760,342	1,752,859	326,672
605 Liability Insurance	169,426	1,538,875	1,206,000	502,301
610 Self Insurance	5,034,174	4,687,000	4,350,000	5,371,174
Pension Trust Funds				
701 Fire Pension	23,850,519	1,801,971	1,616,800	24,035,690
702 Police Pension	19,676,074	1,988,105	1,690,800	19,973,379
Total All Funds	\$ 82,998,834	\$ 73,702,101	\$ 75,190,858	\$ 81,510,077

The City of Lake Forest
Expense Comparison

	Projected Estimated Expenditures FY2011	Budgeted Expenditures FY2012	\$ change	% change
101 General Fund	\$ 29,491,821	\$ 30,203,681	\$ 711,860	2.4%
Special Revenue Funds				
201 Park & Public Land	160,000	90,000	(70,000)	-43.8%
202 MFT	148,920	1,700,000	1,551,080	1041.6%
205 Emergency Telephone	264,113	260,285	(3,828)	-1.4%
208 Elawa Farm	69,161	75,300	6,139	8.9%
210 Senior Resources	620,329	552,118	(68,211)	-11.0%
220 Parks and Recreation	7,990,917	8,481,925	491,008	6.1%
223 Parks Equip Reserve	80,000	150,000	70,000	87.5%
224 Special Recreation	290,097	297,382	7,285	2.5%
230 Cemetery	704,828	994,820	289,992	41.1%
245 Foreign Fire Insurance	105,000	105,000	-	0.0%
246 Drug Asset Forfeiture	-	10,000	10,000	n/a
247 Alcohol Asset Forfeiture	-	30,000	30,000	n/a
248 Housing Trust	50,000	150,000	100,000	200.0%
Capital Project Funds				
301 West LF TIF	2,742,401	766,457	(1,975,944)	-72.1%
311 Capital Improvement	1,863,447	5,392,138	3,528,691	189.4%
314 Rt. 60 Bridge	-	1,015,308	1,015,308	n/a
315 Rt. 60 Intersection	375,000	543,453	168,453	44.9%
319 Rt 60/Fitzmorris	-	20,270	20,270	n/a
320 2009 G O Bond - Western Ave - Stage 1	122	-	(122)	-100.0%
321 2010 G.O. Bonds	18,161,524	-	(18,161,524)	-100.0%
Debt Service Funds				
416 2000 G O Bonds - MS Land	655,163	652,850	(2,313)	-0.4%
417 2001B Bonds - MS Building	107,600	104,100	(3,500)	-3.3%
418 2003A Bonds - Open Space	1,153,138	-	(1,153,138)	-100.0%
421 2003D Bond - Storm Sewer	238,100	232,700	(5,400)	-2.3%
422 SSA 25 - Knollwood Sewer	80,343	78,818	(1,525)	-1.9%
423 SSA 26 - Waukegan Sewer	21,715	21,715	-	0.0%
424 SSA 29 - Saunders Road	158,386	160,364	1,978	1.2%
425 2004B - Storm Sewer	314,650	335,275	20,625	6.6%
426 1997B G.O. Bonds	151,835	-	-	-100.0%
427 2008 G.O. Bonds - MS Building & Rt 60 Park	611,806	842,694	230,888	37.7%
428 2009 G.O. Bonds - Western Avenue	194,928	280,545	85,617	43.9%
429 2010 G.O. Bonds	255,488	893,315	637,827	249.7%
Enterprise Funds				
501 Water & Sewer	7,298,938	7,214,996	(83,942)	-1.2%
508 Water and Sewer Capital Fund	1,451,448	1,570,000	118,552	8.2%
510 Deerpath Golf Course	1,281,750	1,348,890	67,140	5.2%
Internal Service Funds				
601 Fleet	1,743,544	1,752,859	9,315	0.5%
605 Liability Insurance	1,421,566	1,206,000	(215,566)	-15.2%
610 Self Insurance	4,150,000	4,350,000	200,000	4.8%
Pension Trust Funds				
701 Fire Pension	1,516,400	1,616,800	100,400	6.6%
702 Police Pension	1,590,600	1,690,800	100,200	6.3%
Total All Funds	\$ 87,515,078	\$ 75,190,858	\$ (12,172,385)	-14.1%

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

	Actual FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016
Fund Balance 5/1	10,836,821	10,886,272	11,122,149	11,099,313	11,066,716	11,027,303	11,017,079
Revenue	30,616,667	29,727,698	30,180,845	31,204,063	31,859,724	32,556,595	33,271,871
Less: One-Time Revenues	-	-	-	-	-	-	-
Less: Passthroughs	(1,570,197)	(107,658)	(121,111)	(137,291)	(170,036)	(195,878)	(230,868)
Proforma Revenues	29,046,470	29,620,040	30,059,734	31,066,772	31,689,688	32,360,717	33,041,003
One-Time Revenues	-	-	-	-	-	-	-
Less: Operating Expenses	30,292,966	29,090,960	29,203,681	29,836,660	31,099,137	32,216,819	33,191,811
Less: One-Time Expenses	(545,245)	(559,286)	(544,755)	(555,650)	(566,763)	(578,098)	(589,660)
Less: Passthroughs	(1,570,197)	(107,658)	(121,111)	(137,291)	(170,036)	(195,878)	(230,868)
	28,177,524	28,424,016	28,537,815	29,143,719	30,362,338	31,442,843	32,371,283
One-Time Expenses	545,245	559,286	544,755	555,650	566,763	578,098	589,660
Net before CIP	323,701	636,738	977,164	1,367,403	760,587	339,776	80,060
Capital Expenditures	274,250	400,861	1,000,000	1,400,000	800,000	350,000	100,000
Total Capital Expenditures	274,250	400,861	1,000,000	1,400,000	800,000	350,000	100,000
Fund Balance 4/30	10,886,272	11,122,149	11,099,313	11,066,716	11,027,303	11,017,079	10,997,139
Less: 15% Req Resv+ Sick/Vaca+\$950K Parking Resv	7,245,920	7,112,575	7,180,547	7,334,029	7,432,379	7,536,909	7,644,201
Available Funds	3,640,352	4,009,574	3,918,766	3,732,687	3,594,924	3,480,170	3,352,938
Op Revenue increase%	-5.4%	2.0%	1.5%	3.4%	2.0%	2.1%	2.1%
Op Expense increase %	-1.9%	0.9%	0.4%	2.1%	4.2%	3.6%	3.0%
	-	-	-	-	-	-	-
SSA		150,000					
Debt Service		155,861					
MS remediation		95,000					
		400,861					

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

	Actual FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016
Revenues							
Pass Through	30,616,667	29,727,698	30,180,845	31,204,063	31,859,724	32,556,595	33,271,871
Sales Tax (Sewer Passthrough)	548,829	590,000	595,900	601,859	610,887	623,104	638,682
PW/Rec adjustments	514,768	(985,842)	(985,842)	(985,842)	(985,842)	(985,842)	(985,842)
Cost Allocation	506,600	503,500	511,053	521,274	544,991	558,616	578,028
Sub-Total	1,570,197	107,658	121,111	137,291	170,036	195,878	230,868
Sub-total Revenues	29,046,470	29,620,040	30,059,734	31,066,772	31,689,688	32,360,717	33,041,003
One-Time Revenues							
Total	-	-	-	-	-	-	-
Proforma Revenues	29,046,470	29,620,040	30,059,734	31,066,772	31,689,688	32,360,717	33,041,003
Expenses							
Pass-Through Expenses	30,292,966	29,090,960	29,203,681	29,836,660	31,099,137	32,216,819	33,191,811
Sales Tax (Sewer Passthrough)	548,829	590,000	595,900	601,859	610,887	623,104	638,682
PW/Rec adjustments	514,768	(985,842)	(985,842)	(985,842)	(985,842)	(985,842)	(985,842)
Cost Allocation	506,600	503,500	511,053	521,274	544,991	558,616	578,028
Sub-Total	1,570,197	107,658	121,111	137,291	170,036	195,878	230,868
Proforma Expenses	28,177,524	28,424,016	28,537,815	29,143,719	30,362,338	31,442,843	32,371,283
One-Time Expenses							
Transfer to other funds	545,245	559,286	544,755	555,650	566,763	578,098	589,660
Sub-Total	545,245	559,286	544,755	555,650	566,763	578,098	589,660

The City of Lake Forest FY2012 Budget Departments

Cable TV	\$ 187,087
City Council	428,873
Human Resources	442,940
CROYA	490,574
Information Technology	528,942
City Manager	753,729
Finance	775,091
Community Development	1,449,423
Non Department	4,969,556
Fire	5,435,026
Public Works*	6,568,775
Police	8,173,665
Total General Fund	\$ 30,203,681

* Public Works Breakdown

Storm Sewers	\$ 258,831
Public Works Admin	419,226
Engineering	614,957
Building Maintenance	1,463,283
Streets	1,533,151
Sanitation	2,279,327
	<u>\$ 6,568,775</u>

Senior Resources	\$ 552,118
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Parks	\$ 3,268,507
Recreation	5,138,418
Total Parks and Recreation	\$ 8,406,925

Water and Sewer	\$ 7,214,996
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Deerpath Golf Course	\$ 1,348,890
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Fleet	\$ 1,752,859
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**CITY OF LAKE FOREST
FISCAL YEAR 2011-2012
PERSONNEL SCHEDULE
BUDGETED POSITIONS**

FULL TIME POSITION TITLE	2009-2010 ACTUAL	2010-2011 ACTUAL	2011-2012 BUDGET
CITY MANAGER	1	1	1
FINANCE DIRECTOR	1	1	1
DIRECTOR OF PUBLIC WORKS	1	1	1
DIRECTOR OF COMMUNITY DEVELOP	1	1	1
DIRECTOR OF RECREATION & PARKS	1	1	1
DIRECTOR IT	1	1	0
DIRECTOR OF HUMAN RESOURCES	1	1	1
CROYA DIRECTOR	1	1	0
POLICE CHIEF	1	1	1
FIRE CHIEF	1	1	1
DIRECTOR OF SENIOR RESOURCES	1	1	0
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	0
ASSISTANT DIRECTOR OF FINANCE	1	1	1
ASSISTANT DIRECTOR OF IT	0	0	1
CODE ENFORCEMENT OFFICER	1	1	1
CROYA MANAGER	0	0	1
SENIOR RESOURCES MANAGER	0	0	1
HEAD GOLF PRO	1	1	0
SUPERINTENDENT	4	4	4
ASSISTANT CITY MANAGER	0.5	0	1
ASSISTANT TO THE CITY MANAGER	1	1	0
CABLE COORDINATOR	1	1	1
PUBLIC INFORMATION OFFICER	1	0	0
POLICE SERGEANT	3	3	3
FIRE LIEUTENANT	6	7	6
GIS MANAGER	1	0	0
SUPERVISOR	9	8	7
TECHNICAL SERVICES MANAGER	1	1	1
CONST. ENGINEERING SUPERVISOR	1	1	1
COMMUNICATIONS SUPERVISOR	1	1	1
SENIOR ACCOUNTANT	1	1	0
PUBLIC SAFETY RECORDS SUPV	1	1	1
NETWORK ADMINISTRATOR	1	1	0
POLICE OFFICER	31.5	30	30
FIRE FIGHTER	24	21	21
ENGINEERING ASSISTANT	2	2	2
ACCOUNTANT	1	1	1
PC/LAN SUPPORT SPECIALIST	2	2	1
BUILDING INSPECTOR	4	3	4

**CITY OF LAKE FOREST
FISCAL YEAR 2011-2012
PERSONNEL SCHEDULE
BUDGETED POSITIONS**

FULL TIME POSITION TITLE	2009-2010 ACTUAL	2010-2011 ACTUAL	2011-2012 BUDGET
ENGINEERING TECHNICIAN	1	1	1
GIS ANALYST	0.5	0	0
WATER PLANT OPERATOR	8	7	6
ASSISTANT CROYA DIRECTOR	1	1	0
PROGRAM MANAGER	5	5	6
PLANNER	2	1.5	1
PLAN REVIEWER	2	2	2
EXECUTIVE ASSISTANT	1	1	0
COMMUNICATIONS MANAGER	0	0	1
HUMAN RESOURCES SPECIALIST	1	1	1
DEPUTY CITY CLERK	1	1	1
PROGRAM SUPERVISOR	8	8	6
YOUTH WORKER	3	2	2
REFUSE COLLECTOR	11	11	11
MAINTENANCE WORKER II	37	37	36
PARTS SPECIALIST	1	1	1
MECHANIC	4	4	4
COMMUNICATIONS OPERATOR	9	9	9
COMMUNITY SERVICE OFFICER	4	3	3
ASSISTANT SENIOR DIRECTOR	1	1	1
ADMINISTRATIVE ASSISTANT II	9	10	10
ASSISTANT TO DIRECTOR OF PW	1	1	1
ACCOUNT CLERK III	3	3	4
ADMINISTRATIVE ASSISTANT I	4	3	3
RECORDS CLERK	3	3	3
GIS/CAD SPECIALIST	1	0	0
PROGRAM ASSISTANT	1	1	1
PUBLIC ACCESS COORDINATOR	1	1	1
TECHNICIAN	0	0	1
FULL TIME PERSONNEL	248.5	235.5	227

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

ACTUAL 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012
51	54	50

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

ACTUAL 2009-2010	BUDGET 2010-2011	BUDGET 2011-2012
383	361	344

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

	ACTUAL FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016
Fund Balance 5/1	\$ 900,856	\$ 918,471	\$ 895,471	\$ 784,425	\$ 786,192	\$ 791,916	\$ 801,714
Revenues							
Demolition Tax	\$ 30,000	\$ 20,000	\$ 30,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Payment in Lieu Fee Lake Forest Place							
Interest	6,724	7,000	8,955	11,766	15,724	19,798	20,043
Total Revenue	\$ 36,724	\$ 27,000	\$ 38,955	\$ 51,766	\$ 55,724	\$ 59,798	\$ 60,043
Expenditures							
Operating	\$ 19,109	\$ 50,000	\$ 150,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Capital	-	-	-	-	-	-	-
Total Expenditures	\$ 19,109	\$ 50,000	\$ 150,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Fund Balance 4/30	\$ 918,471	\$ 895,471	\$ 784,425	\$ 786,192	\$ 791,916	\$ 801,714	\$ 811,756

**THE CITY OF LAKE FOREST
FIVE YEAR FUND BALANCE FORECAST
DEERPATH GOLF COURSE FUND**

	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016
Fund Balance 5/1	\$ 278,787	\$ 349,158	\$ 405,584	\$ 406,180	\$ 492,683	\$ 541,894
Revenue						
Operating revenue	1,344,621	1,398,546	1,412,531	1,433,719	1,462,394	1,498,954
Giving Tree	3,500	3,500	7,500	7,500	7,500	7,500
Interest Income	4,000	3,270	4,056	6,093	9,854	13,547
Total Current Revenue	\$ 1,352,121	\$ 1,405,316	\$ 1,424,087	\$ 1,447,312	\$ 1,479,747	\$ 1,520,001
Less:						
Operations and Maintenance	450,417	463,600	468,236	475,260	484,765	496,884
Salaries/Benefits	712,513	\$ 703,389	\$ 693,018	\$ 719,932	\$ 743,470	\$ 766,434
Adm Serv to City	22,070	22,401	22,862	23,343	23,926	24,524
Total Operating Expenses	\$ 1,185,000	\$ 1,189,390	\$ 1,184,116	\$ 1,218,534	\$ 1,252,161	\$ 1,287,842
Net Before Capital	167,121	215,926	239,971	228,778	227,587	232,159
Capital Expense		39,500	122,000	27,900	67,000	72,000
Debt Service	96,750	120,000	117,375	114,375	111,375	108,375
Total Capital/Debt Service	96,750	159,500	239,375	142,275	178,375	180,375
Fund Balance 4/30	<u>\$ 349,158</u>	<u>\$ 405,584</u>	<u>\$ 406,180</u>	<u>\$ 492,683</u>	<u>\$ 541,894</u>	<u>\$ 593,678</u>
Less: 15% Reserve	201,693	209,782	211,880	215,058	219,359	224,843
Available Funds	<u>\$ 147,465</u>	<u>\$ 195,802</u>	<u>\$ 194,300</u>	<u>\$ 277,625</u>	<u>\$ 322,535</u>	<u>\$ 368,835</u>
Debt service coverage 1.25 Series 2004A bonds mature 12-15-23	1.65	1.74	1.95	1.88	1.89	1.95
Op Revenue increase%		4.0%	1.0%	1.5%	2.0%	2.5%
Op Expense increase %		0.4%	-0.4%	2.9%	2.8%	2.8%
Note: Not reflected -- added expense for Federal Required Health Benefits in FY14 nor decreased revenue for Ft Sheridan Golf Course.						

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

501 Operating

Rate increases						
7.20%	5.00%	2.70%	1.00%	1.50%	2.00%	2.50%

ACTUAL FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016
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Fund Balance 5/1	\$ 5,723,600	\$ 5,660,596	\$ 5,767,120	\$ 6,028,504	\$ 6,093,583	\$ 5,909,022	\$ 5,620,275
Operating Revenue	\$ 7,115,073	\$ 7,405,462	\$ 7,476,380	\$ 7,555,233	\$ 7,656,672	\$ 7,779,541	\$ 7,934,082
Grant Revenue							
Less: Operating Expenses	3,933,783	4,163,944	4,129,852	4,100,220	4,253,979	4,380,994	4,514,669
Debt service	2,394,294	2,384,994	2,385,144	2,389,934	2,387,254	2,387,294	2,389,844
Net before CIP	\$ 786,996	\$ 856,524	\$ 961,384	\$ 1,065,079	\$ 1,015,439	\$ 1,011,253	\$ 1,029,569
Total Transfer to Capital	850,000	750,000	\$ 700,000	\$ 1,000,000	\$ 1,200,000	\$ 1,300,000	\$ 1,000,000
Fund Balance 4/30	\$ 5,660,596	\$ 5,767,120	\$ 6,028,504	\$ 6,093,583	\$ 5,909,022	\$ 5,620,275	\$ 5,649,844
Less: .33 (rev) + 1X debt serv+500K	\$ 5,242,268	\$ 5,328,796	\$ 5,352,349	\$ 5,383,161	\$ 5,413,956	\$ 5,454,543	\$ 5,508,091
Available Funds	418,328	438,324	676,155	710,422	495,066	165,732	141,753
Revenue increase%	6.5%	4.1%	1.0%	1.1%	1.3%	1.6%	2.0%
Expense increase %	10.7%	5.9%	-0.8%	-0.7%	3.8%	3.0%	3.1%
Series 2002A bonds mature 12-15-23.							
Debt service coverage 1.25	1.33	1.36	1.40	1.45	1.43	1.42	1.43

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

508 Capital- Water

WATER FUND

	ACTUAL FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016
Fund Balance 5/1	\$ 3,311,032	\$ 2,236,095	\$ 1,700,647	\$ 877,653	\$ 445,207	\$ 351,563	\$ 524,110
Transfer from Operating	\$ 850,000	\$ 750,000	\$ 700,000	\$ 1,000,000	\$ 1,200,000	\$ 1,300,000	\$ 1,000,000
Grant Revenue		\$ 153,000	\$ 30,000				
Interest	\$ 17,670	\$ 13,000	\$ 17,006	\$ 17,553	\$ 13,356	\$ 10,547	\$ 15,723
Capital Improvements- #1 Only	1,942,607	1,451,448	1,570,000	1,450,000	1,307,000	1,138,000	1,185,000
Fund Balance 4/30	\$ 2,236,095	\$ 1,700,647	\$ 877,653	\$ 445,207	\$ 351,563	\$ 524,110	\$ 354,833

City of Lake Forest, Illinois
5-Yr Capital Improvement Plan
FY '12 thru FY '16

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
GO Bond issue								
Fire Engines	09-Fire-001	1			525,000		600,000	1,125,000
GO Bond issue Total					525,000		600,000	1,125,000
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 Bluff, Ravine, & Ditch Improvements	07-W&S-001	1	50,000	50,000	50,000	50,000	50,000	250,000
Annual Pavement Overlay Program (PRIMARY)	09-ENGG-001	1		1,700,000	1,700,000		1,700,000	5,100,000
Annual Sidewalks/Curbs Replacement Program	09-ENGG-003	1	50,000	50,000	50,000	50,000	50,000	250,000
Annual Pavement Sealing Program	09-ENGG-004	1			65,000			65,000
Annual Storm Sewer Lining Program- Primary	09-ENGG-006	1	100,000		100,000		100,000	300,000
Concrete Streets Repair Project	09-ENGG-008	1	100,000	100,000	100,000	100,000	100,000	500,000
Pavement Management Program	09-ENGG-009	1					75,000	75,000
Lake Rd (Drpth-Sprng Ln) Reconstruction Project	09-ENGG-016	1	442,000					442,000
Waveland Park East Parking Lot Resurfacing	09-ENGG-039	1	100,000					100,000
Deerpath Park/School Parking Lot Reconstruction	09-ENGG-040	1	300,000					300,000
Capital Equipment - General- Primary	09-EQPT-001	1	587,000	606,000	727,000	721,000	685,000	3,326,000
Annual Tree Replacement Program (PRIMARY)	09-FORS-001	1	10,000	50,000	55,000	60,000	65,000	240,000
Police/Fire Emergency Operating Center	09-PS-002	1	10,000					10,000
Electric Light Conversion Project (Metal Halide)	09-STR-001	1	24,000	27,000				51,000
Longline Striping	09-STR-002	1	37,000	38,000	39,000	40,000	40,000	194,000
Bridges Maintenance and Miscellaneous Repairs	09-STR-003	1	15,000	15,000	15,000	15,000	15,000	75,000
Street Patching (Contractual)	09-STR-008	1	50,000	50,000	50,000	50,000	50,000	250,000
Fiber Video/Audio Broadcast Modems	10-LFTV-001	1	12,000					12,000
CH Council Presentation Audio/Video Improvement	10-LFTV-002	1	15,000					15,000
East CBD: Parking Dispensers Maintenance	10-STR-001	1	10,000					10,000
Telegraph Train Station Parking Dispensers Upgrade	10-STR-002	1	35,000					35,000
Sign Replacement Program	10-STR-003	1	50,000	50,000	60,000	50,000	25,000	235,000
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
South Beach Access Rd Reconstruction	11-ENGG-007	1	600,000					600,000
GIS Consortium- Aerial Photography	11-GIS-001	1	19,000					19,000
Recycling Totes 65 Gallon	11-SAN-001	1	60,000	60,000	60,000			180,000
HVAC Controls mng'r's wing	12-rec-008	1	25,000					25,000
CBD Directory and Signage Improvements	12-CBD-001	1	19,000					19,000
N Western Ave (Alden - CDS) Storm Sewer Upgrade	12-ENGG-002	1	190,000					190,000
Gorton Community Center-EXTERNAL	12-GCC-001	1	0					0

Source	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
IT Annual Hardware and Software Expenses	12-IT-003	1	175,000	100,000	100,000	100,000	100,000	575,000
Citywide Audio Visual Improvements	12-LFTV-001	1		10,000	10,000	10,000	10,000	40,000
MSF Epoxy Coat Garage Floors	12-MSF-001	1			80,000			80,000
MSF Lightening Protection - Admin/Main Garage	12-MSF-002	1				40,000		40,000
General Landscape Improvements	12-OCM-001	1	25,000					25,000
West Park resurface both parking lots	12-Parks-109	1	175,000					175,000
Everett garage roof	12-parks-121	1	30,000					30,000
Everett CLS HVAC	12-Parks-205	1		30,000				30,000
South Park roof	12-parks-221	1	40,000					40,000
Stirling Hall windows - Storms	12-Rec-007	1	60,000					60,000
Rec Ctr: Parking Lot Improvements- N. drainage	12Rec-019	1	80,000					80,000
Cardio Equipment/ Vision	12-Rec-040	1	30,000	30,000	30,000	30,000	30,000	150,000
Beach rev. wall survey	12-Rec-909	1		30,000				30,000
Street Lights Upgrade to LED/Induction	12-STR-001	1			25,000	26,000	26,000	77,000
Wood Floor Replacement - 4 courts	13-Rec-003	1		70,000				70,000
Concrete/Aggregate Sidewalk Repairs	13-Rec-004	1				40,000		40,000
Bike trail maintenance	14-Parks-010	1			200,000	200,000	200,000	600,000
Deerpath Park: Tennis Court Restore/Resurface	14-Parks-038	1			130,000			130,000
Selectorized Strength Equipment	14-Rec-002	1			75,000			75,000
Lake front north/boat asphalt	14-Rec-010	1			190,000			190,000
Rec Fitness & Lobby Skylight Replacement	15-REC-01	1				45,000		45,000
Rec Front Entrance Door & Sidelight Replacement	15-REC-02	1				45,000		45,000
Rec Window Replacement	15-REC-03	1				60,000		60,000
South: Playground Equipment	16-Parks-115	1					115,000	115,000
Rec Fitness Center Carpet Replacement	16-REC-01	1					35,000	35,000
Rec Center Roof Replacement	16-REC-03	1					620,000	620,000

Capital Fund Total

3,525,000	3,256,000	4,126,000	2,192,000	4,091,000	17,190,000
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Cemetery Fund

Ravine Restoration	07-CEM-005	1	200,000					200,000
Landscape Planting	12-CEM-001	1	50,000	55,000	60,000	65,000	70,000	300,000
Entry Arch Repairs & Tuckpointing	12-CEM-002	1	100,000					100,000

Cemetery Fund Total

350,000	55,000	60,000	65,000	70,000	600,000
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EmergencyTelephone Fund

Dispatch Communication Equipment	09-POL-001	1	13,000	64,800				77,800
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EmergencyTelephone Fund Total

13,000	64,800	77,800
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Golf Course Fund

Beveage cart	12-golf 111	1	9,500					9,500
HVAC Compressor Replacement	12-GOLF-022	1		20,000				20,000
tree and landscaping	12-Golf-114	1	20,000					20,000
sand trap	12-golf-116	1	10,000					10,000
mower replacement	13golf 125	1		45,000				45,000
Clubhouse Emergency Transfer Switch	13-GOLF-04	1		12,000				12,000
mower replacement	13-Golf-112	1		45,000				45,000
utility cart replacement	14-golf-001	1			5,900			5,900
Men's Locker Room	14-GOLF-023	1			22,000			22,000
mower replacement	15-golf -003	1				45,000		45,000
West Maintenance Garage Door Replacement	15-GOLF-02	1				10,000		10,000

Source	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Clubhouse Lightening Prediction Replacement	15-GOLF-03	1				12,000		12,000
Turf truck	16-golf-004	1					12,000	12,000
Clubhouse Siding Replacement	16-GOLF-01	1					60,000	60,000
Golf Course Fund Total			39,500	122,000	27,900	67,000	72,000	328,400
Grant-Contribution-Capital Fund								
CBD Train Station: ITEP Grant	07-PKNG-009	1	250,000					250,000
Deerpath Park/School Parking Lot Reconstruction	09-ENGG-040	1	500,000					500,000
Gorton Community Center-INTERNAL	12-GCC-002	1	0					0
Grant-Contribution-Capital Fund Total			750,000					750,000
Grant-Contribution-Water Fund								
New Sanitary Sewer SSA: Monticello Circle	07-ENGG-001	1	30,000					30,000
Grant-Contribution-Water Fund Total			30,000					30,000
Grant-Federal-Capital Fund								
CBD Train Station: ITEP Grant	07-PKNG-009	1	835,000					835,000
Grant-Federal-Capital Fund Total			835,000					835,000
Grant-Federal-Cemetery								
Ravine Restoration	07-CEM-005	1	1,000,000					1,000,000
Grant-Federal-Cemetery Total			1,000,000					1,000,000
Grant-Federal-MFT								
Lake-Woodbine Bridge Rehabilitation **	09-ENGG-019	1		80,000		1,248,000		1,328,000
Grant-Federal-MFT Total				80,000		1,248,000		1,328,000
Grant-State-Capital Fund								
Recycling Totes 65 Gallon	11-SAN-001	1	60,000	60,000	60,000			180,000
Grant-State-Capital Fund Total			60,000	60,000	60,000			180,000
Motor Fuel Tax Fund								
Annual Pavement Overlay Program (PRIMARY)	09-ENGG-001	1	1,700,000			1,700,000		3,400,000
Lake-Woodbine Bridge Rehabilitation **	09-ENGG-019	1		20,000			377,000	397,000
Motor Fuel Tax Fund Total			1,700,000	20,000		1,700,000	377,000	3,797,000
Park & Public Land Fund								
Waveland park improvements	12-Parks-051	1	90,000					90,000
Pavillion lightening protection	13-parks111	1		97,000				97,000
West: Playground Equipment Enhncd Rplcmnt	14Parks-100	1		300,000				300,000
Park & Public Land Fund Total			90,000	397,000				487,000

Source	Project#	Priority	FY '12	FY '13	FY '14	FY '15	FY '16	Total
Park and Recreation Fund								
P&R&F:Capital Equipment	12-PARKS-001	1	150,000	150,000	150,000	150,000	150,000	750,000
Townline Park Improvements	12-Parks-052	1	140,000					140,000
Park and Recreation Fund Total			290,000	150,000	150,000	150,000	150,000	890,000
TIF Fund								
General Improvements: Waukegan/Everett TIF	07-TIF-002	1	475,000					475,000
Everett School Parking Lot Resurfacing	12-ENGG-004	1	250,000					250,000
TIF Fund Total			725,000					725,000
Water and Sewer Fund								
New Sanitary Sewer SSA: Monticello Circle	07-ENGG-001	1	100,000					100,000
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	150,000	100,000	100,000	750,000
Water: Wilson Dr Wtrmn Rplc (W Fork Dr-Farm Rd.)	09-ENGG-021	1				670,000		670,000
Water: Oak Knoll Wtrmn Rplc(Evrtt Rd-Lawrence Ave.)	09-ENGG-030	1			660,000			660,000
Capital Equipment - Water	09-EQPT-002	1	35,000	400,000	137,000	58,000	35,000	665,000
Water: Park Ave (Willow to McKinley)	10-ENGG-005	1	465,000					465,000
Water: Tanglewood Ct (Conway Rd to CDS)	10-ENGG-007	1		250,000				250,000
Water: Mills Ct Watermain (McKinley Rd to CDS)	10-ENGG-011	1		200,000				200,000
Membrane Modules	10-WP-003	1	360,000	360,000	360,000	310,000	310,000	1,700,000
Water: Foster Pl Watermain Replc(Green Bay-Butler)	11-ENGG-003	1					740,000	740,000
VPN: Remote Access to Plant	11-WP-001	1	35,000					35,000
B-Box Replacements	11-WS-001	1	25,000					25,000
Water: Greenleaf Ave (Park Ave to CDS)	12-ENGG-001	1	150,000					150,000
Water and Sewer Fund Total			1,540,000	1,450,000	1,307,000	1,138,000	1,185,000	6,620,000
GRAND TOTAL			10,947,500	5,654,800	6,255,900	5,312,000	7,793,000	35,963,200

Proposed F.Y. 2012 Capital Equipment

General Fund

Department	Unit #(s)	New / Replace	Item	Budget
Sanitation	180	Replace	Tandem Hooklift	\$150,000
Police	2,6,10,11	Replace	Police Cars	\$103,000
	15	Replace	Unmarked	\$ 22,000
	29	Replace	Unmarked	\$ 22,000
Streets	486	Replace	5-Yard Dump Truck	\$145,000
	488	Replace	5-Yard Dump Truck	<u>\$145,000</u>
TOTAL:				\$587,000

Parks & Recreation Fund

Department	Unit #(s)	New / Replace	Item	Budget
Parks	----	New	Aerator	\$ 25,000
Forestry	605	Replace	4WD Groundsmaster	\$ 45,000
	626	Replace / Upgrade	One-Ton Dump Truck	<u>\$ 80,000</u>
TOTAL:				\$150,000

Water Fund

Department	Unit #(s)	New / Replace	Item	Budget
Water & Sewer	902	Replace / Upgrade	2WD Pick-Up	<u>\$ 35,000</u>
TOTAL:				\$ 35,000

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

	ACTUAL FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016
Fund Balance 5/1	\$ 2,106,984	\$ 2,018,438	\$ 2,455,946	\$ 1,866,292	\$ 1,144,578	\$ 558,336	\$ 66,180
Revenue							
Real Estate Transfer Tax	\$ 878,925	\$ 1,114,000	\$ 1,028,300	\$ 1,131,130	\$ 1,244,243	\$ 1,368,667	\$ 1,505,534
Demolition Tax	30,000	20,000	30,000	40,000	40,000	40,000	40,000
Misc/Recycling	117,432	55,000	10,000	10,000	10,000	10,000	10,000
Interest	16,491	17,000	18,420	27,994	22,892	11,167	1,324
Total Taxes and Other	\$1,042,848	\$1,206,000	\$1,086,720	\$1,209,124	\$1,317,135	\$1,429,834	\$1,556,858
Grants/Contributions	\$ 980,749	\$ 944,955	\$ 1,654,764	\$ 69,764	\$ 69,764	\$ 9,764	\$ 9,764
Total Non-Bond Revenue	\$ 2,023,597	\$ 2,150,955	\$ 2,741,484	\$ 1,278,888	\$ 1,386,899	\$ 1,439,598	\$ 1,566,622
CIP Bonds		5,150,000			1,500,000		2,500,000
Total Bond Proceeds	\$ -	\$ 5,150,000	\$ -	\$ -	\$ 1,500,000	\$ -	\$ 2,500,000
Gen Fd Transfer from ERI Savings			\$ 1,000,000	\$ 1,400,000	\$ 800,000	\$ 350,000	\$ 100,000
Gen Fd Transfer/Other Transfer *	274,250	150,000	1,061,000				
Grand Total Revenue	2,297,847	7,450,955	4,802,484	2,678,888	3,686,899	1,789,598	4,166,622
Less: Op Exp (RETT Admin)	79,034	80,823	82,138	84,602	87,140	89,754	92,447
Net before CIP	\$ 2,218,813	\$ 7,370,132	\$ 4,720,346	\$ 2,594,286	\$ 3,599,758	\$ 1,699,844	\$ 4,074,175
Capital Projects #1 ONLY	2,307,359	6,932,624	5,310,000	3,316,000	4,186,000	2,192,000	4,091,000
Total Capital Expenditures	\$ 2,307,359	\$ 6,932,624	\$ 5,310,000	\$ 3,316,000	\$ 4,186,000	\$ 2,192,000	\$ 4,091,000
Fund Balance 4/30	\$ 2,018,438	\$ 2,455,946	\$ 1,866,292	\$ 1,144,578	\$ 558,336	\$ 66,180	\$ 49,354

Note: Does not include \$957,000 of restricted *payment in lieu* parking contributions/closure of paid parking fund.

Does not include potential \$1.3 million land sale.

Series 2010A Laurel Ave (\$10M) bond matures 12-15-15.

*FY12 includes:

Dalitsch Land Sale	940,000
2010 bond savings	121,000
	1,061,000

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

	ACTUAL FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016
Fund Balance 5/1	\$ 197,842	\$ 772,275	\$ 1,322,078	\$ 198,909	\$ 745,457	\$ 1,338,829	\$ 261,423
Revenue	\$ 516,959	\$ 591,000	\$ 557,000	\$ 562,570	\$ 571,009	\$ 582,429	\$ 596,989
Grants	56,111	100,000		80,000			1,248,000
Interest	3,928	7,723	19,831	3,978	22,364	40,165	7,843
Total Revenue	576,998	698,723	576,831	646,548	593,372	622,594	1,852,832
Total Capital Expenditures	2,565	148,920	1,700,000	100,000	-	1,700,000	1,625,000
Fund Balance 4/30	<u>\$ 772,275</u>	<u>\$ 1,322,078</u>	<u>\$ 198,909</u>	<u>\$ 745,457</u>	<u>\$ 1,338,829</u>	<u>\$ 261,423</u>	<u>\$ 489,255</u>

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

	ACTUAL FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016
Fund Balance 5/1	\$ 389,102	\$ (30,062)	\$ 260,938	\$ 350,196	\$ 102,457	\$ 154,506	\$ 209,141
Revenue							
<u>Current Revenue</u>							
Grants	\$ 136,570	\$ 450,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 25,000
Park impact fees	25,088	-	125,344	94,008	-	-	-
Interest	856	1,000	3,914	5,253	2,049	4,635	6,274
Total Current Revenue	\$ 162,514	\$ 451,000	\$ 179,258	\$ 149,261	\$ 52,049	\$ 54,635	\$ 31,274
Less: Debt Service	379,971	-	-	-	-	-	-
Net before CIP	\$ (217,457)	\$ 451,000	\$ 179,258	\$ 149,261	\$ 52,049	\$ 54,635	\$ 31,274
Total Capital Expenditures- #1 Only	\$ 201,707	\$ 160,000	\$ 90,000	\$ 397,000	\$ -	\$ -	\$ -
Fund Balance 4/30	\$ (30,062)	\$ 260,938	\$ 350,196	\$ 102,457	\$ 154,506	\$ 209,141	\$ 240,416

Note: This fund accounts for impact fees.

Projects will be rolled to FY12.

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



Introduction

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 friendly and efficient front-counter service to residents

FY2011 Highlights

- Initiated and launched an on-line website citizens' communications tool and trained staff
- Worked with Central Business District Advocacy Group on enhancing the business districts
- Operational Restructuring/Streamlining
- Repositioned Gorton Community Center for a sustainable future
- Planned a year-long series of events and activities to celebrate the City's 150th Anniversary
- Received a substantial grant to rehabilitate the historic east side train station
- Formed the Transportation Safety Enhancement Committee for study of both train stations (including installation of two shelters at Telegraph Road Station) and spearheaded a Transportation Summit at Northwestern University

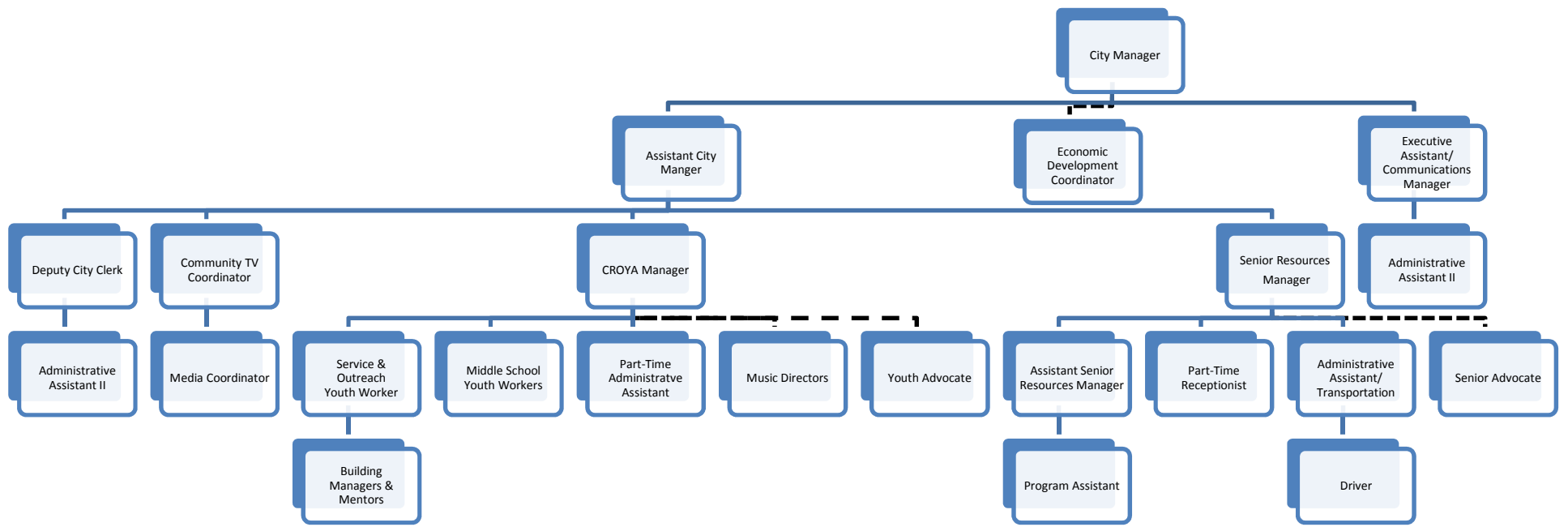
FY2012 Initiatives and Programs

- Update Communications Plan
- Conduct a community-wide survey
- Host a Strategic Planning Session for the City Council
- Phase I Rehabilitation Project of the East Side Train Station

- Continue to study rail service and safety improvements
- Study feasibility of instigating an Amtrak stop at the Telegraph Road Station
- Identify funding structure and secure design of Forest Green Transit Study
- Website improvement study

Department Budgets	FY2011	FY2012
Totals	1,279,306	1,369,689
Personnel	FY2011	FY2012
Full-time	8	8
Seasonals > 1000 hours	0	0
Seasonals < 1000 hours	0	0

Office of the City Manager Organizational Chart (next page)



THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General**Department - City Council**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-1101-411-29-03	Membership Dues	\$ 12,421	\$ 11,747
101-1101-411-29-10	Meetings and Exp. Reimb.	\$ 9,300	\$ 10,600
101-1101-411-35-10	Contractual Services	\$ 92,400	\$ 123,917
101-1101-411-35-42	Economic Development	\$ 38,600	\$ 53,409
101-1101-411-35-43	Green Initiatives	\$ 2,500	\$ 2,500
101-1101-411-54-10	Legal Advertising	\$ 3,200	\$ 4,000
101-1101-411-60-12	Postage	\$ 10,300	\$ 10,700
101-1101-411-60-13	Printing	\$ 47,010	\$ 40,000
101-1101-411-84-61	Special Events	\$ 13,000	\$ 52,000
101-1101-411-84-95	Contingency	\$ 120,000	\$ 120,000
TOTAL		\$ 348,731	\$ 428,873

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General**Department - Office of the City Manager**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-1202-413-10-10	Salaries	\$ 505,938	\$ 491,003
101-1202-413-10-30	Overtime	\$ 3,183	\$ 3,231
101-1202-413-10-40	Longevity	\$ 2,185	\$ 2,505
101-1202-413-20-10	Insurance Medical	\$ 92,901	\$ 86,438
101-1202-413-20-11	Insurance Dental	\$ 2,479	\$ 2,407
101-1202-413-20-12	Insurance Life	\$ 549	\$ 540
101-1202-413-20-20	Social Security	\$ 30,216	\$ 30,591
101-1202-413-20-30	IMRF	\$ 57,850	\$ 57,134
101-1202-413-20-40	Flexi Benefits	\$ 921	\$ 990
101-1202-413-20-45	Managerial Compensation	\$ 7,400	\$ 9,600
101-1202-413-29-01	Training and Education	\$ 9,359	\$ 7,000
101-1202-413-29-03	Membership Dues	\$ 6,815	\$ 5,944
101-1202-413-29-04	Publications	\$ 214	\$ 215
101-1202-413-29-10	Meetings and Exp. Reimb. (Incl. Food)	\$ 8,057	\$ 9,500
101-1202-413-35-10	Contractual Services (FED EX)	\$ -	\$ 17,400
101-1202-413-43-16	IT Maintenance	\$ 9,287	\$ 9,985
101-1202-413-43-20	Maintenance of Equipment	\$ 3,500	\$ 4,092
101-1202-413-53-11	Cell Phone	\$ 6,369	\$ 7,304
101-1202-413-60-10	Office Supplies	\$ 6,000	\$ 7,000
101-1202-413-60-13	Printing	\$ 700	\$ 350
101-1202-413-60-20	Minor Equipment	\$ 1,005	\$ 500
TOTAL		\$ 754,928	\$ 753,729

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General

Department - Office of the City Manager - Cable TV

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-1203-413-10-10	Salaries	\$ 112,375	\$ 122,378
101-1203-413-10-40	Longevity	\$ -	\$ 150
101-1203-413-20-10	Insurance Medical	\$ 15,244	\$ 15,711
101-1203-413-20-11	Insurance Dental	\$ 975	\$ 963
101-1203-413-20-12	Insurance Life	\$ 216	\$ 216
101-1203-413-20-20	Social Security	\$ 8,454	\$ 9,209
101-1203-413-20-30	IMRF	\$ 13,350	\$ 14,346
101-1203-413-20-40	Flexi Benefits	\$ 336	\$ 348
101-1203-413-29-01	Training and Education	\$ 2,500	\$ 2,000
101-1203-413-29-03	Membership Dues	\$ 950	\$ 410
101-1203-413-29-04	Publications	\$ 100	\$ 100
101-1203-413-29-10	Meetings and Exp. Reimb.	\$ 200	\$ 200
101-1203-413-35-10	Contractual Services	\$ 6,068	\$ 7,768
101-1203-413-43-01	Fleet Rental	\$ 1,579	\$ 1,577
101-1203-413-43-16	IT Maintenance	\$ 3,450	\$ 3,361
101-1203-413-43-20	Maintenance of Equipment	\$ 500	\$ 700
101-1203-413-60-10	Office Supplies	\$ 600	\$ 1,400
101-1203-413-60-13	Printing	\$ 200	\$ 200
101-1203-413-60-19	Clothing	\$ 550	\$ 550
101-1203-413-60-20	Minor Equipment	\$ 8,000	\$ 5,500
TOTAL		\$ 175,647	\$ 187,087

Finance and Information Technology



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. To maximize technological utilization while providing a secure infrastructure.

Vision Statement

To be a motivated, resourceful and cohesive team that provides exemplary financial service and effective and innovative IT solutions 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

FY2011 Review

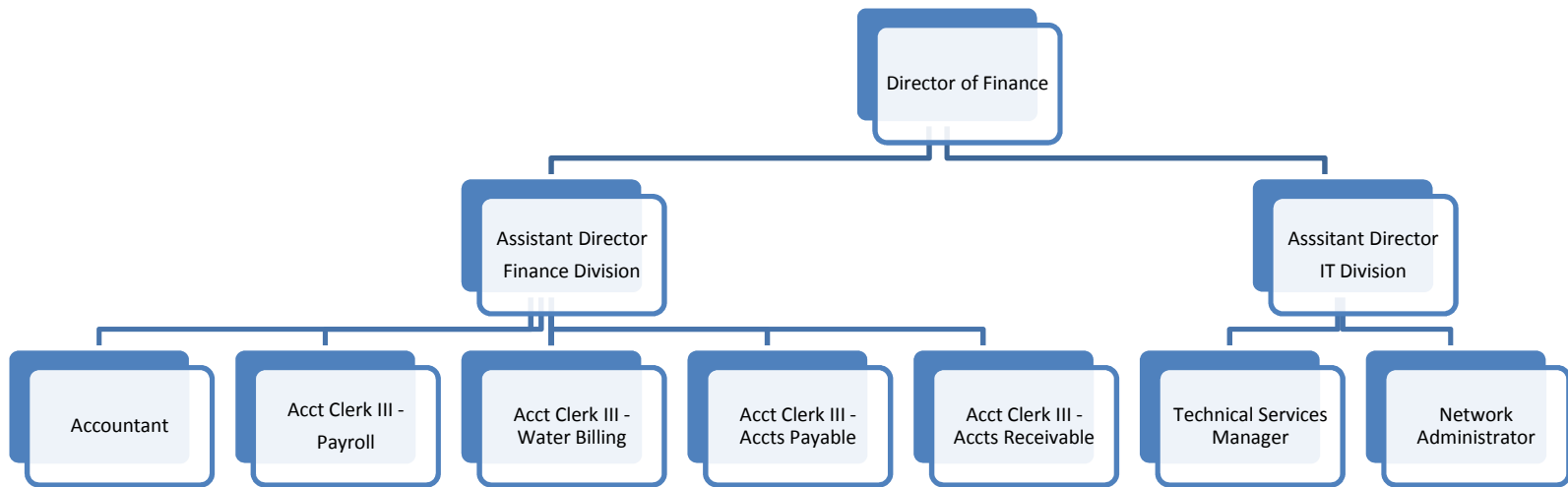
- For the 32nd consecutive year, The City was awarded a Certificate of Achievement for Excellence in Financial Reporting for its FY2010 Comprehensive Annual Financial Report (CAFR)
- Converted water usage history in the water billing software from cubic feet to gallons
- Participated in data collection for the Citizens Communication Center for Residents on the City's website
- The Finance and IT Departments consolidated in January 2011 in order to streamline operations
- Completed the Citywide Fiber Optic Communications Network
- Completed upgrades to Microsoft Office, mail server, antivirus server and software, spam filter and backup software

FY2012 Initiatives and Programs

- Implement cross training and updated job descriptions in accordance with the restructured department
- Implement the virtualization of 42 servers to 14 servers
- Implement the borderless office
- Implement the new PC replacement program
- Assist all City departments as needed with implementation of their restructuring plans
- Terminate the Tax Increment Financing District (TIF) by December 31, 2011

Department Budgets	FY2011	FY2012
Finance	975,796	998,982
IT	754,394	528,942
Total	1,730,190	1,527,924
Personnel	FY2011	FY2012
Full-time	12	10
Seasonals > 1000 hours	0	0
Seasonals < 1000 hours	0	0

Finance and Information Technology Department Organizational Chart (next page)



THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General

Department - Finance

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-1314-415-10-10	Salaries	\$ 423,748	\$ 435,936
101-1314-415-10-30	Overtime	\$ 2,121	\$ 2,153
101-1314-415-10-40	Longevity	\$ 1,955	\$ 2,220
101-1314-415-20-10	Insurance Medical	\$ 80,715	\$ 81,235
101-1314-415-20-11	Insurance Dental	\$ 2,439	\$ 2,407
101-1314-415-20-12	Insurance Life	\$ 540	\$ 540
101-1314-415-20-20	Social Security	\$ 29,715	\$ 30,443
101-1314-415-20-30	IMRF	\$ 49,651	\$ 50,619
101-1314-415-20-40	Flexi	\$ 894	\$ 1,032
101-1314-415-20-45	Managerial Compensation	\$ 6,000	\$ 5,200
101-1314-415-29-01	Training and Development	\$ 1,000	\$ 3,500
101-1314-415-29-03	Membership Dues/Licenses	\$ 1,400	\$ 1,500
101-1314-415-29-04	Publications/Subscriptions	\$ 1,500	\$ 1,600
101-1314-415-29-10	Meetings and Exp Reimb.	\$ 873	\$ 1,000
101-1314-415-35-10	Contractual Services	\$ 93,500	\$ 98,158
101-1314-415-43-16	IT Maintenance	\$ 36,332	\$ 38,104

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General**Department - Finance**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-1314-415-53-11	Cell Phone	\$ 1,182	\$ 1,944
101-1314-415-60-10	Office Supplies	\$ 500	\$ 500
101-1314-415-60-13	Printing/Stationary	\$ 19,400	\$ 17,000
TOTAL		\$ 753,465	\$ 775,091

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund - Water

Department - Finance

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
501-1314-415-10-10	Salaries	\$ 144,649	\$ 144,794
501-1314-415-10-20	Temporary Salaries		\$ -
501-1314-415-10-30	Overtime	\$ 6,060	\$ 3,045
501-1314-415-10-40	Longevity	\$ 760	\$ 1,250
501-1314-415-20-10	Insurance Medical	\$ 37,340	\$ 40,134
501-1314-415-20-11	Insurance Dental	\$ 975	\$ 963
501-1314-415-20-12	Insurance Life	\$ 216	\$ 216
501-1314-415-20-20	Social Security	\$ 10,832	\$ 10,664
501-1314-415-20-30	IMRF	\$ 17,104	\$ 16,618
501-1314-415-20-40	Flexi	\$ 372	\$ 364
501-1314-415-29-01	Training and Development	\$ 1,149	\$ 3,001
501-1314-415-35-10	Contractual Services	\$ 500	\$ 500
501-1314-415-43-16	IT Maintenance	\$ 1,192	\$ 1,424
501-1314-415-53-11	Cell phone	\$ 1,182	\$ 918
TOTAL		\$ 222,331	\$ 223,891

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General

Department - Finance- Information Technology

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-1315-415-10-10	Salaries	\$ 465,436	\$ 269,089
101-1315-415-10-30	Overtime	\$ 4,040	\$ -
101-1315-415-10-40	Longevity	\$ 2,450	\$ 2,085
101-1315-415-20-10	Insurance Medical	\$ 30,046	\$ 1,919
101-1315-415-20-11	Insurance Dental	\$ 1,463	\$ 481
101-1315-415-20-12	Insurance Life	\$ 540	\$ 324
101-1315-415-20-20	Social Security	\$ 35,191	\$ 20,052
101-1315-415-20-30	IMRF	\$ 55,706	\$ 31,426
101-1315-415-20-40	Flexi	\$ 858	\$ 454
101-1315-415-20-45	Managerial Compensation	\$ 7,800	\$ 1,200
101-1315-415-29-01	Training and Development	\$ 10,000	\$ 11,000
101-1315-415-29-03	Membership Dues/Licenses	\$ 250	\$ 1,000
101-1315-415-29-04	Publications/Subscriptions	\$ 250	\$ 1,000
101-1315-415-29-10	Meetings and Exp Reimb.	\$ 10,000	\$ 3,000
101-1315-415-35-10	Contractual Services	\$ 12,690	\$ 109,298
101-1315-415-43-10	Maintenance of Equipment	\$ 10,600	\$ 29,000
101-1315-415-43-37	Maintenance - Software	\$ 21,838	\$ 16,133

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General

Department - Finance- Information Technology

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-1315-415-53-11	Cell Phone	\$ 3,597	\$ 2,981
101-1315-415-60-10	Office Supplies	\$ 1,500	\$ 500
101-1315-415-60-11	Computer Supplies	\$ 25,139	\$ 28,000
101-1315-415-66-10	Assets under \$10,000	\$ 55,000	\$ -
TOTAL		\$ 754,394	\$ 528,942

THE CITY OF LAKE FOREST

Fiscal Year: 2012

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

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-2501-499-20-13	Unemployment Insurance	\$ 34,855	\$ -
101-2501-499-29-01	Training (Tuition)	\$ 44,000	\$ 25,000
101-2501-499-33-10	Legal	\$ 580,000	\$ 500,000
101-2501-499-33-15	Contractual Services - Audit	\$ 24,000	\$ 25,000
101-2501-499-35-10	Contractual Services	\$ 195,866	\$ 7,000
101-2501-499-35-17	Credit Card Charges	\$ 2,500	\$ 4,500
101-2501-499-35-22	Union Pacific	\$ 2,000	\$ 2,000
101-2501-499-35-29	Lake Forest College	\$ 8,100	\$ 8,100
101-2501-499-35-32	Actuarial	\$ 4,200	\$ 4,200
101-2501-499-35-33	Fire/Police Pension Report Fee	\$ 6,150	\$ 6,350
101-2501-499-35-34	Police Pension Report Fee	\$ 6,150	\$ 6,350
101-2501-499-35-46	GIS Services		\$ 180,263
101-2501-499-41-15	Sewer	\$ 2,370	\$ 2,370
101-2501-499-43-16	IT Maintenance	\$ 15,000	\$ 15,000
101-2501-499-43-20	Maintenance of Equipment	\$ 17,000	\$ 23,175
101-2501-499-43-38	Telephone Maint - Siemens	\$ 18,762	\$ 18,762
101-2501-499-44-20	Office Equipment Rental	\$ 1,000	\$ 1,000
101-2501-499-52-30	IRMA Insurance	\$ 1,118,773	\$ 1,182,932

THE CITY OF LAKE FOREST

Fiscal Year: 2012

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

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-2501-499-52-31	IRMA Deductible	\$ 85,000	\$ -
101-2501-499-53-10	Telephone	\$ 160,822	\$ 128,000
101-2501-499-53-11	Internet Line	\$ 1,400	\$ 1,400
101-2501-499-60-10	Office Supplies	\$ 23,800	\$ 20,000
101-2501-499-60-12	Postage	\$ 32,500	\$ 26,000
101-2501-499-60-13	Printing/Stationary	\$ 7,500	\$ 7,500
101-2501-499-60-25	Postage - Police and Fire	\$ 5,150	\$ 6,300
101-2501-499-61-15	Dalitsch Pond Maint	\$ 13,000	\$ 14,200
101-2501-499-62-13	Electricity	\$ 54,263	\$ 52,000
101-2501-499-62-14	Gas	\$ 78,000	\$ 56,000
101-2501-499-63-12	Fountain Supplies	\$ 20,000	\$ 18,000
101-2501-499-63-13	Vending	\$ 22,000	\$ 22,000
101-2501-499-67-01	Pond 800 N. Field Dr	\$ 77,107	\$ -
101-2501-499-75-30	Laurel Avenue House	\$ 400,000	\$ -
101-2501-499-80-30	MS Blding Loan Interest	\$ 10,000	\$ -
101-2501-499-84-91	Property Taxes	\$ 31,000	\$ 31,000
101-2501-499-84-93	Vac/Sick Payout	\$ -	\$ 278,399
101-2501-499-84-94	Severance	\$ 13,379	\$ -

THE CITY OF LAKE FOREST

Fiscal Year: 2012

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

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-2501-499-84-95	Contingency	\$ 95,000	\$ 115,180
101-2501-499-84-99	Salary Reserve - Merit	\$ -	\$ 40,920
101-2501-499-95-06	Transfer Senior Fund	\$ 248,886	\$ 221,755
101-2501-499-95-07	Transfer Parks and Recreation Fund	\$ 310,400	\$ 323,000
101-2501-499-95-08	Sales Tax Local 1/2%	\$ 560,000	\$ 595,900
101-2501-499-95-09	Capital Improvements	\$ 150,000	\$ 1,000,000
101-2501-499-95-16	Transfer 2010 G O Bond Debt Srvc	\$ 191,000	\$ -
101-2501-499-95-12	Transfer Parking Debt Service	\$ 151,835	\$ -
TOTAL		\$ 4,822,768	\$ 4,969,556

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Water

Department - Non-Departmental

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
501-2501-499-33-10	Legal	\$ 2,000	\$ 2,000
501-2501-499-33-15	Contractual Services - Audit	\$ 11,200	\$ 11,600
501-2501-499-35-10	Contractual Services	\$ 16,000	\$ 17,000
501-2501-499-35-17	Credit Card Charges	\$ 300	\$ 425
501-2501-499-52-30	IRMA Insurance	\$ 108,997	\$ 113,641
501-2501-499-52-31	IRMA Deductible	\$ 7,500	\$ -
501-2501-499-53-10	Telephone	\$ 20,122	\$ 19,659
501-2501-499-60-12	Postage	\$ 14,500	\$ 14,700
501-2501-499-60-13	Printing/Stationary	\$ 3,000	\$ -
501-2501-499-84-01	Direct Debit Discount	\$ 4,100	\$ 4,400
501-2501-499-84-48	Administrative Services	\$ 357,277	\$ 362,636
501-2501-499-84-93	Vac/Sick Payout	\$ -	\$ 65,065
501-2501-499-95-11	Transfer - W/S CIP Fund	\$ 750,000	\$ 700,000
501-6076-499-80-20	Revenue Bond Interest	\$ 1,033,194	\$ 980,144
501-6076-499-83-35	Revenue Bond Principal	\$ 1,350,000	\$ 1,405,000
501-6076-499-84-41	Paying Agent/Bonds	\$ 1,800	\$ 1,800
TOTAL		\$ 3,679,990	\$ 3,698,070

Human Resources Department

Introduction

Mission Statement

The Human Resources Department provides support to City of Lake Forest employees and management, provides the systems and processes they need to fulfill their roles, provides training in the same, 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 a work environment which is flexible to help employees successfully and comfortably fulfill their home and work commitments, by continually training employees to work productively with new technology, and by challenging newer employees through the use of technology.

To create a work environment which is flexible, encourages a balance between work and family life, and embraces the differences between generations, cultures, races and sexes; which attracts outstanding applicants for positions and retains employees who continually strive to find a better way to serve the residents; and which utilizes a combination of training and mentoring to build future leaders.

Performance Management

- Maintain employee low turnover rate of .07% (national average rate is 3.2%)
- Reduce number of Worker's Compensation Claims
- Reduce number of "lost days" and "light duty days" in the City
- Maintain or increase number of training hours attended by City employees

FY2011 Review

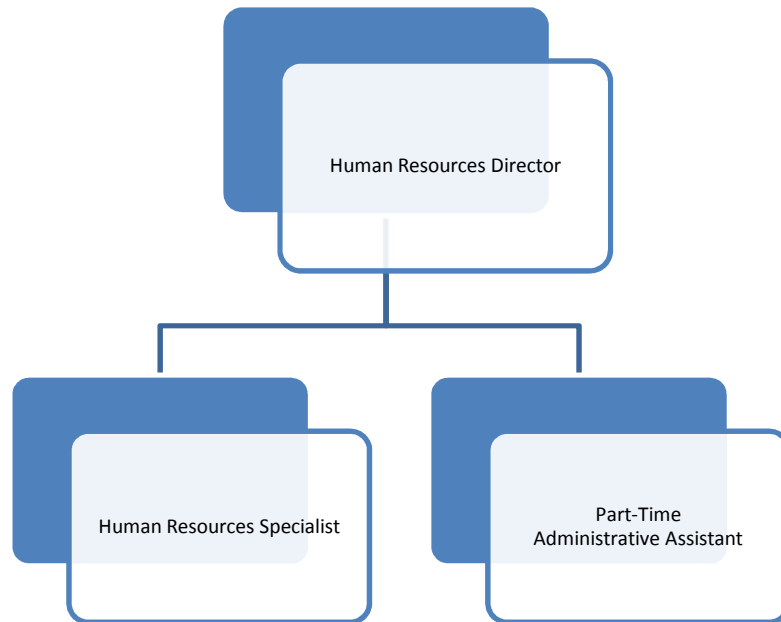
- Completed negotiations of Police, Fire and Public Works collective bargaining agreements
- Monitored and implemented health care provisions based on federal legislation
- Established entry-level police and fire eligibility lists with Board of Fire and Police Commissioners
- Helped develop a municipal Leadership Academy to aid in succession planning
 - first Academy held May-July 2010
- Implemented Ethics Hotline
- Continued working with a community group ("I Can") 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
 - 2 Lunch and Learn sessions and one half-day training session completed
- Managed the process for layoffs and employee communications
- Managed employee process for Early Retirement Incentive (ERI) and organizational restructuring

FY2012 Initiatives and Programs

- Oversee implementation of ERI program and organizational restructuring
- Establish promotional lists for Police Sergeant and Fire Lieutenant with Board of Fire and Police Commissioners
- Outside compensation study
- Continue working with “I Can” community group for training

Department Budgets	FY2011	FY2012
Totals	405,557	442,940
Personnel	FY2011	FY2012
Full-time	2	2
Seasonals > 1000 hours	0	0
Seasonals < 1000 hours	1	1

Human Resources Organizational Chart



THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General

Department - Human Resources

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-1701-415-10-10	Salaries	\$ 174,737	\$ 178,238
101-1701-415-10-20	Temporary	\$ 13,244	\$ 13,244
101-1701-415-10-40	Longevity	\$ 3,630	\$ 3,740
101-1701-415-20-10	Insurance Medical	\$ 32,786	\$ 34,107
101-1701-415-20-11	Insurance Dental	\$ 975	\$ 963
101-1701-415-20-12	Insurance Life	\$ 216	\$ 216
101-1701-415-20-20	Social Security	\$ 13,303	\$ 13,450
101-1701-415-20-30	IMRF	\$ 19,985	\$ 20,392
101-1701-415-20-40	Flexi Benefits	\$ 372	\$ 396
101-1701-415-20-45	Managerial Compensation	\$ 3,600	\$ 3,600
101-1701-415-29-01	Training and Development	\$ 3,000	\$ 3,000
101-1701-415-29-03	Membership Dues	\$ 6,069	\$ 2,000
101-1701-415-29-04	Publications	\$ 2,150	\$ 3,450
101-1701-415-29-10	Meetings and Exp Reimb.	\$ 2,000	\$ 2,000
101-1701-415-29-12	Personnel Recruitment	\$ 26,452	\$ 40,142
101-1701-415-29-14	City Training	\$ 24,000	\$ 50,000
101-1701-415-29-51	Employee Activities	\$ 22,600	\$ 22,600
101-1701-415-35-10	Contractual Services	\$ 8,800	\$ 8,000
101-1701-415-43-16	IT Maintenance	\$ 2,618	\$ 3,044

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General

Department - Human Resources

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-1701-415-53-11	Cell Phone	\$ 620	\$ 648
101-1701-415-60-10	Office Supplies	\$ 1,000	\$ 1,000
101-1701-415-60-13	Printing	\$ 3,700	\$ 2,100
TOTAL		\$ 365,857	\$ 406,330

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General

Department - Human Resources-Fire & Police Commission

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-1703-415-29-10	Meetings and Exp. Reimb.	\$ 1,500	\$ 1,000
101-1703-415-29-12	Personnel Recruitment	\$ 30,700	\$ 29,210
101-1703-415-35-10	Contractual Services	\$ 6,000	\$ 6,000
101-1703-415-60-13	Printing	\$ 1,500	\$ 400
TOTAL		\$ 39,700	\$ 36,610

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 to providing the highest quality of services for 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 gain a sense of self-worth through mastering new skills of interest, where respect among students and staff can develop naturally. CROYA strives to ensure teens are supported as they transition into adulthood and become productive participants and leaders in society.

Performance Management

- Maintain annual number of quality programs offered
- Increase the total number of youths 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

FY2011 Review

- CROYA's programs continue to reach the diverse interests of area-wide youth and participation continues to be high.
- Even though the staff decreased from six to four, a successful restructuring took place with the new CROYA Manager reporting to the Assistant City Manager. This model is already increasing proficiency for the organization.
- CROYA maintained strong relationships with the schools and other organizations.
- City Council passed an ordinance to establish the CROYA Board, which has unofficially existed for decades but never operated under an ordinance.

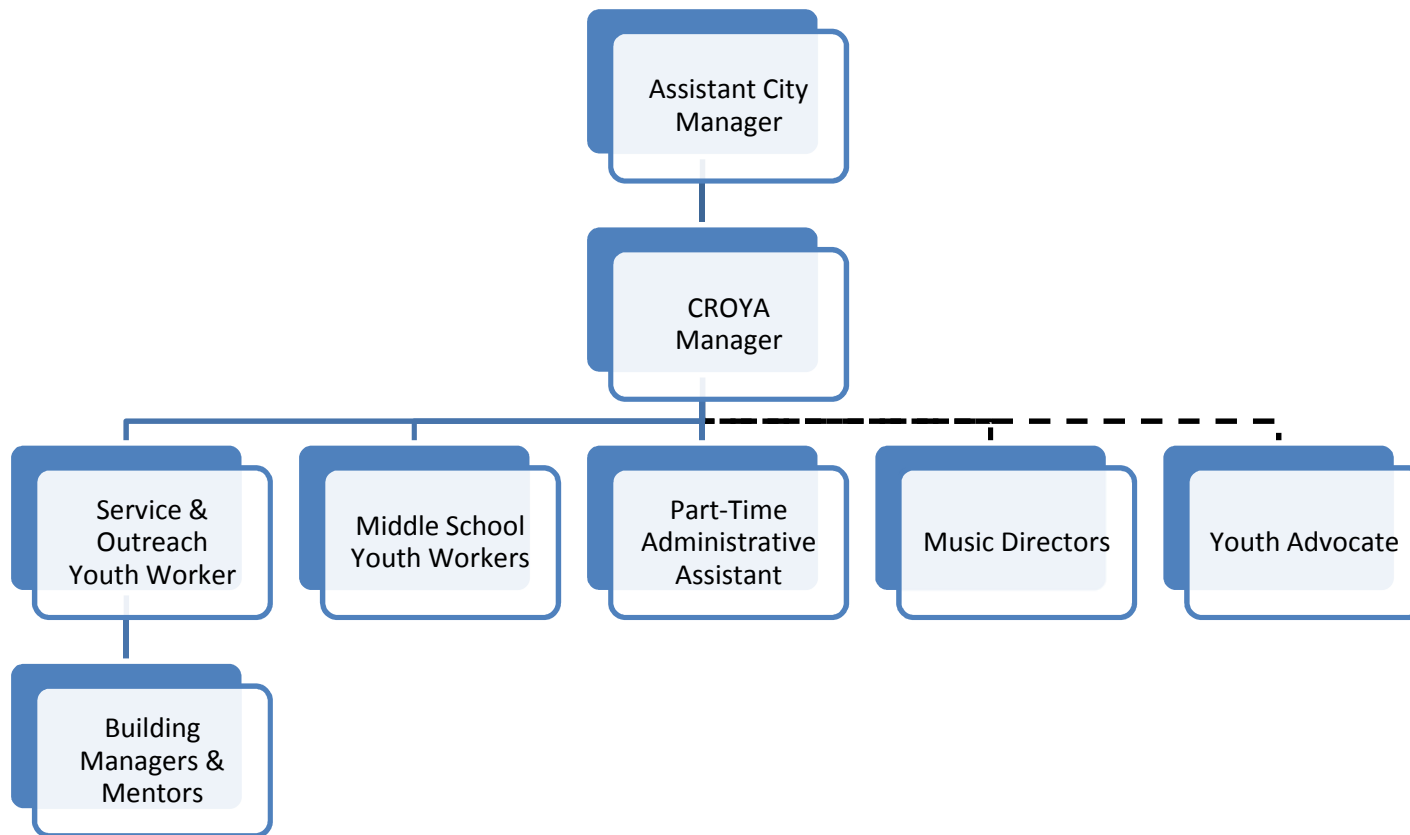
- One of the most exciting parts about CROYA is its ability to be spontaneous and to program “on the fly.” Without this versatility, teens would lose interest in the organization. A mechanism was put in place to provide great structure for youth programming. Students meet with staff on a regular basis and do a large amount of planning.

FY2012 Initiatives and Programs

- Student Union continues to provide new and exciting opportunities for programs:
 - CROYA Cooking Club
 - Community Carnival in celebration of the LF 150th Anniversary
 - New service projects, leadership opportunities, social programs and partnerships

Department Budgets	FY2011	FY2012
Totals	574,276	490,574
Personnel	FY2011	FY2012
Full-time	4	5
Seasonals > 1000 hours	1	0
Seasonals < 1000 hours	21	22

CROYA Organizational Chart (next page)



THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General

Department - CROYA

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-1601-416-10-10	Salaries	\$ 323,107	\$ 261,639
101-1601-416-10-40	Longevity	\$ 2,243	\$ 1,025
101-1601-416-20-10	Insurance Medical	\$ 66,961	\$ 59,990
101-1601-416-20-11	Insurance Dental	\$ 1,951	\$ 1,765
101-1601-416-20-12	Insurance Life	\$ 518	\$ 482
101-1601-416-20-20	Social Security	\$ 23,669	\$ 19,007
101-1601-416-20-30	IMRF	\$ 37,363	\$ 29,639
101-1601-416-20-40	Flexi Benefits	\$ 864	\$ 944
101-1601-416-20-45	Managerial Compensation	\$ 7,200	\$ 2,400
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	\$ 2,200	\$ 2,200
101-1601-416-35-10	Contractual Services	\$ 32,841	\$ 23,828
101-1601-416-43-16	IT Maintenance	\$ 5,035	\$ 5,246
101-1601-416-43-20	Maintenance of Equipment	\$ 4,000	\$ 4,000
101-1601-416-53-11	Cell Phone	\$ 4,784	\$ 4,909
101-1601-416-60-10	Office Supplies	\$ 3,180	\$ 4,500
101-1601-416-60-13	Printing	\$ 4,860	\$ 1,500
101-1601-416-60-17	Activity Expense - Student Enrichment	\$ 19,000	\$ 23,000
101-1601-416-60-18	Activity Expense - Junior High	\$ 16,000	\$ 21,000
101-1601-416-60-19	Activity Expense - Senior High	\$ 16,000	\$ 21,000

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General

Department - CROYA

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-1601-416-60-20	Minor Equipment	\$ 2,000	\$ 2,000
TOTAL		\$ 574,276	\$ 490,574

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; 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; to 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 exceed the target of completing plan reviews for commercial and residential projects in 15 working days
- Meet or exceed the target of completing plan reviews for “fast track” projects, small scope projects, within 5 working days
- Meet or exceed the target of responding to inspection requests within two days

FY2011 Review

- Building permit activity increased over last year; however, projects overall were smaller in scale and had lower costs of construction resulting in permit revenues remaining even or only slightly above last year’s revenues
- A significant number of office buildouts and office alterations occurred in the Central Business District, the Settler’s Square area and in Conway Park
- Improvements continued on the Lake Forest Academy Campus with the completion of the student fitness center and work beginning on a new girls’ dormitory and adaptive reuse of the historic conservatory for faculty housing

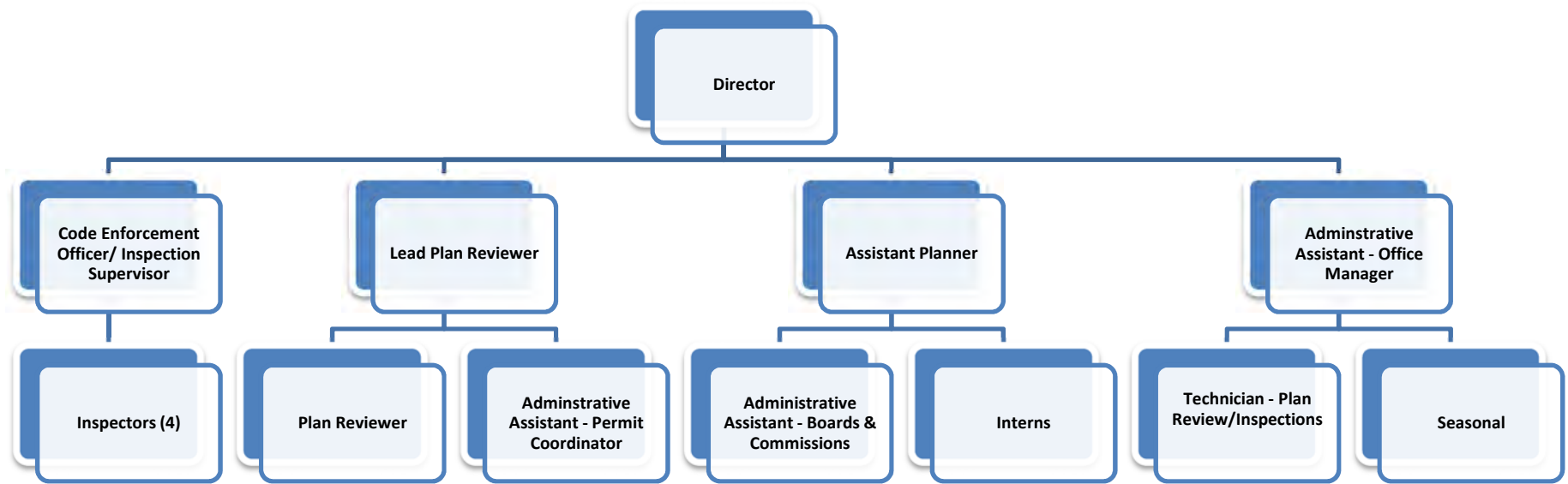
- A master plan for Elawa Farm, which was the result of the work of the various stakeholders and nearby residents, was adopted by the City Council
- Code enforcement violations related to distressed properties were processed using the City's Administrative Hearing process and achieved some successes through that process
- Although the Settler's Green project did not move forward, informative community discussions occurred on affordable housing and an update to the City's Affordable Housing Plan was approved by the City Council indicating continued commitment to pursuing the established affordable housing goals in a manner that meets the needs of our community
- The Subdivision Chapter of the Code was updated in its entirety for the first time since the 1940s

FY2012 Initiatives and Programs

- Residential development activity is expected to increase with the construction of new homes and replacement homes in conjunction with demolition activity
- Residential subdivision activity is expected to begin with several small projects scheduled for public hearings before the Plan Commission
- Affordable Housing efforts, using a multi-pronged approach, will get underway and the Plan Commission will consider an amendment to the City's Comprehensive Plan in support of diversity in housing within the City
- A timeline and options for proceeding with the sale and redevelopment of City's Laurel Avenue property will be presented to the City Council
- A periodic update to the City's Construction Code will be processed to align the City's Code with the current National Codes
- A vision for the "Cultural Corridor" will be presented to the City Council
- The master planning process for Northwestern Lake Forest Hospital will get underway with community information and input sessions and presentations to the Plan Commission and City Council
- Cross training of staff will continue to allow flexibility and backup as activity levels fluctuate to allow service standards to be met consistently despite reduced staffing levels

Department Budgets	FY2011	FY2012
Totals	1,545,895	1,449,423
Personnel	FY2011	FY2012
Full-time	12.5	13
Seasonals > 1000 hours	0	0
Seasonals < 1000 hours	2	2

Community Development Organizational Chart (next page)



THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General

Department - Community Development

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-3401-414-10-10	Salaries	\$ 992,613	\$ 919,037
101-3401-414-10-20	Temporary Salaries	\$ 23,457	\$ 1,000
101-3401-414-10-30	Overtime	\$ 1,010	\$ 3,045
101-3401-414-10-40	Longevity	\$ 4,330	\$ 3,935
101-3401-414-20-10	Insurance Medical	\$ 175,775	\$ 197,400
101-3401-414-20-11	Insurance Dental	\$ 5,853	\$ 5,575
101-3401-414-20-12	Insurance Life	\$ 1,404	\$ 1,359
101-3401-414-20-20	Social Security	\$ 73,868	\$ 66,893
101-3401-414-20-30	IMRF	\$ 117,854	\$ 105,934
101-3401-414-20-40	Flexi Benefits	\$ 2,256	\$ 2,321
101-3401-414-20-45	Managerial Compensation	\$ 3,600	\$ 3,600
101-3401-414-29-01	Training and Education	\$ 7,000	\$ 7,000
101-3401-414-29-03	Membership Dues	\$ 1,500	\$ 1,500
101-3401-414-29-04	Publications	\$ 953	\$ 800
101-3401-414-29-10	Meetings and Exp. Reimb.	\$ 8,000	\$ 7,500

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General

Department - Community Development

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-3401-414-35-10	Contractual Services	\$ 25,000	\$ 25,000
101-3401-414-35-31	Elevator Inspection	\$ 23,740	\$ 23,740
101-3401-414-35-32	Recording Fees - Fees Recovered From Customers	\$ 1,500	\$ 1,500
101-3401-414-43-01	Fleet Rental	\$ 24,732	\$ 19,451
101-3401-414-43-16	IT Maintenance	\$ 38,546	\$ 40,189
101-3401-414-53-11	Cell Phone	\$ 6,954	\$ 6,694
101-3401-414-60-10	Office Supplies	\$ 2,000	\$ 2,000
101-3401-414-60-12	Postage	\$ 250	\$ 250
101-3401-414-60-13	Printing	\$ 1,200	\$ 1,200
101-3401-414-60-19	Clothing	\$ 1,000	\$ 1,000
101-3401-414-60-20	Minor Equipment	\$ 1,500	\$ 1,500
	TOTAL	\$ 1,545,895	\$ 1,449,423

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

- Maintain 90% Fleet Maintenance Efficiency Rating
- Increase City Curbside Recycling – 1%
- Maintain “B+” Rating City Storm Sewers (Infrastructure Report Card)
- Maintain “B” Rating for City Roads (Infrastructure Report Card)
- Maintain “B+” Rating for City Sanitary Sewers (Infrastructure Report Card)
- Maintain “A-” Rating for City Maintained Buildings (Infrastructure Report Card)
- Maintain “A” Rating of City Water Production (Infrastructure Report Card)
- Maintain 85% Achievement Rating of Employee Safety Goals
- Maintain “B” Rating – City Bridges (Infrastructure Report Card)

FY2011 Review

- Completion of Western Avenue Rehabilitation Project – Phase II
- Resurface Green Bay Road (north city limits to Westminster)
- Waukegan Road Streetscape Project
- New Water Main – Old Elm (Western to Grandview)
- Annual Street Overlay Program
- Holland Ct. Storm Sewer & Curb Replacement – SSA
- Annual Sewer Lining Program

FY2012 Initiatives and Programs

- Lake Road Reconstruction Project
- Bluff Stabilization – South Beach Access Road
- Central Business District – Train Station Rehabilitation
- Painting Elevated Water Tank – Recycling Center
- Annual Overlay Program
- Annual Sewer Lining Program
- Maintenance of 40 City Owned Buildings
- Capital Equipment/Vehicle Replacement Program

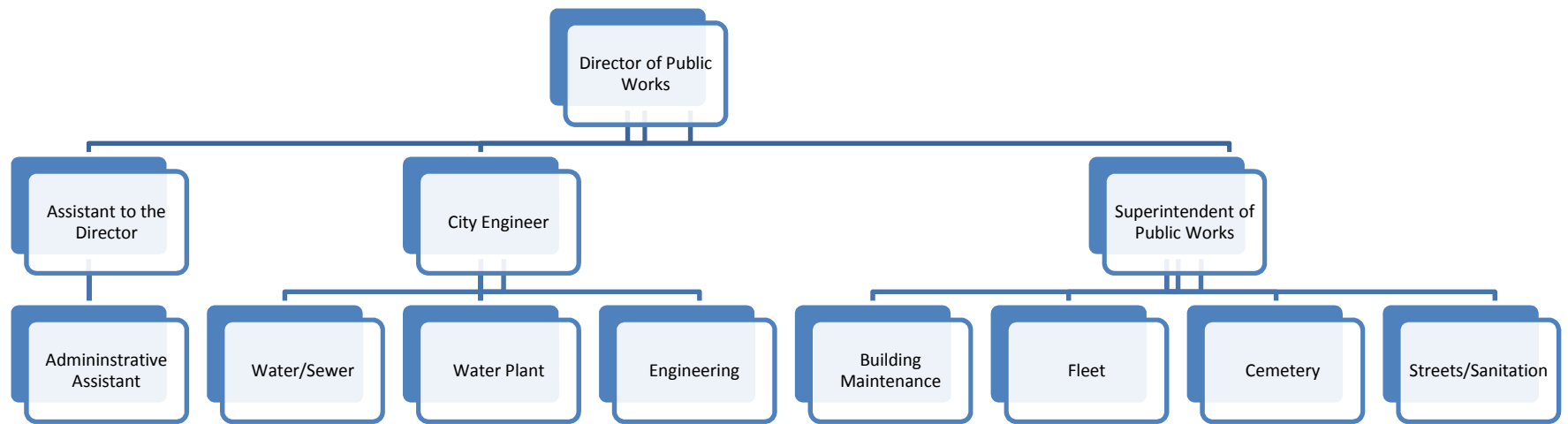
Department Budgets

	FY2011	FY2012
Administration	576,949	419,226
Building Maintenance	1,434,963	1,463,283
Engineering	678,575	614,957
Fleet	1,745,679	1,752,859
Sanitation	2,226,208	2,279,327
Storm Sewer	249,403	258,831
Streets	1,554,289	1,533,151
Water Plant	3,449,620	3,293,035
Totals	11,915,686	11,614,669

Personnel

	FY2011	FY2012
Full-time	61	57
Seasonals > 1000 hours	10	10
Seasonals < 1000 hours	1	1

Public Works Organizational Chart (next page)



THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General

Department - Public Works - Administration

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-5001-450-10-10	Salaries	\$ 373,988	\$ 249,728
10-40	Longevity	\$ 3,755	\$ 630
20-10	Insurance Medical	\$ 58,028	\$ 50,196
20-11	Insurance Dental	\$ 1,951	\$ 1,444
20-12	Insurance Life	\$ 432	\$ 324
20-20	Social Security	\$ 25,724	\$ 18,494
20-30	IMRF	\$ 44,606	\$ 28,952
20-40	Flexi	\$ 672	\$ 538
20-45	Managerial Compensation	\$ 6,000	\$ 600
29-01	Training and Development	\$ 5,000	\$ 7,500
29-03	Membership Dues	\$ 700	\$ 700
29-10	Meetings and Exp Reimb.	\$ 3,500	\$ 5,000
35-10	Contractual Services	\$ 9,000	\$ 9,000
43-16	IT Maintenance	\$ 40,793	\$ 42,301
53-11	Cell Phone	\$ 2,550	\$ 3,319
60-20	Minor Equipment	\$ 250	\$ 500
TOTAL		\$ 576,949	\$ 419,226

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General

Department - Public Works - Building Maintenance

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-1522-419-10-10	Salaries	\$ 413,468	\$ 424,780
10-20	Temporary	\$ 96,573	\$ 96,573
10-30	Overtime	\$ 15,302	\$ 15,532
10-40	Longevity	\$ 3,540	\$ 3,970
20-10	Insurance Medical	\$ 94,649	\$ 97,945
20-11	Insurance Dental	\$ 2,926	\$ 2,888
20-12	Insurance Life	\$ 648	\$ 648
20-13	Unemployment Insurance	\$ 654	\$ 7,369
20-20	Social Security	\$ 38,145	\$ 39,195
20-30	IMRF	\$ 60,011	\$ 60,836
20-40	Flexi	\$ 1,032	\$ 1,032
29-01	Training and Development	\$ 2,000	\$ 3,000
29-10	Meetings and Exp Reimb.	\$ 2,000	\$ 2,000
35-10	Contractual Services	\$ 114,320	\$ 120,640
41-10, 41-15, 62-13, 62-14	Utilities	\$ 121,600	\$ 121,600
42-30	Janitorial Services	\$ 125,100	\$ 125,100
43-01	Fleet Rental	\$ 31,400	\$ 28,914
43-30 43-31, 43-32, 43-33,43-34, 43-36	Repair & Maintenance	\$ 74,912	\$ 67,020

THE CITY OF LAKE FOREST**Fiscal Year: 2012****Fund- General****Department - Public Works - Building Maintenance**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
53-11	Cell Phone	\$ 3,478	\$ 4,035
60-10	Office Supplies	\$ 500	\$ 500
60-19	Clothing	\$ 2,000	\$ 2,000
60-20	Minor Equipment	\$ 12,400	\$ 10,900
61-11	Maintenance Materials/Supplies	\$ 43,300	\$ 53,506
61-40	Janitorial Supplies	\$ 11,800	\$ 11,800
61-41	Materials for Bld. Maint.	\$ 14,000	\$ 16,500
67-44	General Improvements	\$ 149,205	\$ 145,000
TOTAL		\$ 1,434,963	\$ 1,463,283

THE CITY OF LAKE FOREST**Fiscal Year: 2012****Fund- General****Department - Public Works - Engineering**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-3747-417-10-10	Salaries	\$ 467,289	\$ 400,201
10-20	Temporary Salaries	\$ 3,600	\$ 3,600
10-30	Overtime	\$ 3,030	\$ 3,075
10-40	Longevity	\$ 1,760	\$ 810
20-10	Insurance Medical	\$ 85,026	\$ 83,509
20-11	Insurance Dental	\$ 2,439	\$ 2,006
20-12	Insurance Life	\$ 540	\$ 495
20-20	Social Security	\$ 33,195	\$ 29,212
20-30	IMRF	\$ 53,779	\$ 45,133
20-40	Flexi	\$ 894	\$ 740
20-45	Managerial Compensation	\$ 4,800	\$ 3,800
29-01	Training and Development	\$ 3,000	\$ 5,000
29-03	Membership Dues	\$ 1,200	\$ 1,200
29-04	Subscriptions/Publications	\$ 600	\$ 600
29-10	Meeting/Exp. Reimbursement	\$ 1,200	\$ 1,200
35-10	Contractual Services	\$ -	\$ 10,000
43-01	Fleet Rental	\$ 11,226	\$ 11,040
53-11	Cell Phone	\$ 2,697	\$ 3,036

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General

Department - Public Works - Engineering

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
60-10	Office Supplies	\$ 1,200	\$ 1,200
60-12	Postage	\$ 200	\$ 200
60-13	Printing & Stationery	\$ 600	\$ 600
60-19	Clothing	\$ 300	\$ 300
60-20	Minor Equipment	\$ -	\$ 8,000
TOTAL		\$ 678,575	\$ 614,957

THE CITY OF LAKE FOREST**Fiscal Year: 2012****Fund- Fleet****Department - Fleet**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
601-5901-437-10-10	Salaries	\$ 417,530	\$ 431,817
10-20	Temporary	\$ 31,609	\$ 31,609
10-30	Overtime	\$ 15,914	\$ 16,153
10-40	Longevity	\$ 1,550	\$ 1,760
20-10	Insurance Medical	\$ 77,837	\$ 85,916
20-11	Insurance Dental	\$ 2,926	\$ 2,888
20-12	Insurance Life	\$ 648	\$ 648
20-13	Unemployment Insurance	\$ 1,890	\$ 1,200
20-20	Social Security	\$ 34,395	\$ 35,280
20-30	IMRF	\$ 54,277	\$ 54,925
20-40	Flexi	\$ 1,008	\$ 1,044
29-01	Training and Development	\$ 4,500	\$ 4,500
29-04	Publications/Subscriptions	\$ 250	\$ 250
29-10	Meeting/Expense Reimb.	\$ 1,000	\$ 1,000
33-30	Safety	\$ 2,000	\$ 2,000
35-10	Contractual - Misc.	\$ 3,000	\$ 3,000

THE CITY OF LAKE FOREST**Fiscal Year: 2012****Fund- Fleet****Department - Fleet**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
43-11	Outside Veh. Maint.	\$ 100,000	\$ 100,000
43-16	I.T. Maintenance	\$ 3,082	\$ 3,588
44-25	Rentals / Equipment Rentals	\$ 12,000	\$ 12,000
53-11	Cell Phone	\$ 2,332	\$ 3,454
60-10	Office Supplies	\$ 1,000	\$ 1,000
60-13	Printing	\$ 500	\$ 500
60-19	Clothing	\$ 3,225	\$ 3,500
60-20	Minor Equipment	\$ 700	\$ 700
61-10	Fleet Supplies/Parts	\$ 420,000	\$ 420,000
61-16	Mechanic Tools	\$ 1,600	\$ 1,600
62-14	Fuel and Oil	\$ 467,000	\$ 446,000
84-38	Freight Shipping	\$ 1,500	\$ 1,500
84-48	Administration Services	\$ 52,406	\$ 55,027
84-95	Contingency	\$ 30,000	\$ 30,000
TOTAL		\$ 1,745,679	\$ 1,752,859

THE CITY OF LAKE FOREST**Fiscal Year: 2012****Fund- General****Department - Public Works - Sanitation**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-5240-432-10-10	Salaries	\$ 785,238	\$ 799,470
10-20	Temporary	\$ 81,117	\$ 81,117
10-30	Overtime	\$ 7,070	\$ 7,176
10-40	Longevity	\$ 4,180	\$ 4,275
20-10	Insurance Medical	\$ 136,768	\$ 174,247
20-11	Insurance Dental	\$ 5,365	\$ 5,776
20-12	Insurance Life	\$ 1,296	\$ 1,296
20-13	Unemployment	\$ 7,924	\$ 3,643
20-20	Social Security	\$ 64,333	\$ 64,254
20-30	IMRF	\$ 101,494	\$ 100,730
20-40	Flexi	\$ 1,944	\$ 2,088
29-01	Training and Development	\$ 1,500	\$ 1,500
29-10	Meetings and Exp Reimb.	\$ 670	\$ 670
35-10	Contractual Services	\$ 115,000	\$ 122,000
42-10	Refuse Disposal Services	\$ 415,000	\$ 417,000
43-01	Vehicle (Fleet) Rental	\$ 479,723	\$ 464,020
43-10	Maintenance of Equipment	\$ 515	\$ 515
53-11	Cell Phone	\$ 4,421	\$ 4,520

THE CITY OF LAKE FOREST**Fiscal Year: 2012****Fund- General****Department - Public Works - Sanitation**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
60-19	Clothing	\$ 6,000	\$ 5,000
60-20	Minor Equipment	\$ 2,000	\$ 4,000
61-11	Maintenance Materials	\$ 620	\$ 12,000
61-13	Materials to Maintain Equipment	\$ 1,030	\$ 1,030
65-18	Yard Waste Bags (Stickers)	\$ 3,000	\$ 3,000
TOTAL		\$ 2,226,208	\$ 2,279,327

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General

Department - Public Works - Storm Sewer

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
10-10	Salaries	\$ 119,117	\$ 124,723
10-20	Temporary Salaries	\$ 27,750	\$ 27,750
10-30	Overtime	\$ 10,676	\$ 10,836
10-40	Longevity	\$ 1,210	\$ 1,265
20-10	Insurance Medical	\$ 26,816	\$ 27,553
20-11	Insurance Dental	\$ 975	\$ 963
20-12	Insurance Life	\$ 216	\$ 216
20-20	Social Security	\$ 11,603	\$ 12,022
20-30	IMRF	\$ 18,216	\$ 18,619
20-40	Flexi	\$ 336	\$ 396
35-10	Contractual - Misc.	\$ 11,500	\$ 11,500
61-11	Maint. Material	\$ 14,888	\$ 16,888
61-13	Materials to Maint. Equip.	\$ 6,100	\$ 6,100
TOTAL		\$ 249,403	\$ 258,831

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General

Department - Public Works - Streets

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-5131-431-10-10	Salaries	\$ 542,854	\$ 470,778
10-20	Temporary	\$ 29,718	\$ 29,718
10-30	Overtime	\$ 102,010	\$ 103,540
10-40	Longevity	\$ 7,475	\$ 6,635
20-10	Insurance Medical	\$ 104,689	\$ 95,691
20-11	Insurance Dental	\$ 3,902	\$ 3,369
20-12	Insurance Life	\$ 864	\$ 756
20-13	Unemployment	\$ 14,858	\$ 9,368
20-20	Social Security	\$ 50,440	\$ 44,964
20-30	IMRF	\$ 79,417	\$ 69,913
20-40	Flexi	\$ 1,344	\$ 1,292
29-01	Training and Development	\$ 1,500	\$ 4,000
29-03	Membership Dues	\$ 250	\$ 250
29-04	Subscriptions/Publications	\$ 200	\$ 200
29-10	Meetings and Exp Reimb.	\$ 2,000	\$ 1,500
35-10	Contractual Services	\$ 40,730	\$ 60,680
42-10	Refuse Disposal Services	\$ 8,000	\$ 8,000
43-01	Vehicle (Fleet) Rental	\$ 263,804	\$ 285,982

THE CITY OF LAKE FOREST**Fiscal Year: 2012****Fund- General****Department - Public Works - Streets**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
53-11	Cell Phone	\$ 3,084	\$ 3,115
60-10	Office Supplies	\$ 500	\$ 250
60-19	Clothing	\$ 3,000	\$ 3,000
60-20	Minor Equipment	\$ 5,450	\$ 5,450
61-11	Maintenance Materials	\$ 81,700	\$ 82,200
61-12	Maintenance Materials - Gas Lighting	\$ 1,000	\$ 18,000
61-13	Materials to Maintain Equipment	\$ 2,500	\$ 2,500
65-11	Chemicals	\$ 203,000	\$ 222,000
TOTAL		\$ 1,554,289	\$ 1,533,151

THE CITY OF LAKE FOREST**Fiscal Year: 2012****Fund- Water****Department - Public Works**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
10-10	Salaries	\$ 1,335,087	\$ 1,281,301
10-30	Overtime	\$ 46,933	\$ 47,637
10-40	Longevity	\$ 17,895	\$ 15,230
20-10	Insurance Medical	\$ 290,413	\$ 280,955
20-11	Insurance Dental	\$ 8,292	\$ 7,982
20-12	Insurance Life	\$ 1,944	\$ 1,854
20-13	Unemployment Insurance	\$ 7,155	\$ 6,089
20-20	Social Security	\$ 101,520	\$ 97,456
20-30	IMRF	\$ 160,260	\$ 151,779
20-40	Flexi	\$ 3,132	\$ 3,082
20-45	Managerial Compensation	\$ 4,800	\$ 3,800
29-01	Training/Education	\$ 10,300	\$ 10,300
29-03	Membership Dues	\$ 1,500	\$ 1,500
29-04	Publications	\$ 500	\$ 500
29-10	Meeting/Expense Reimb.	\$ 2,500	\$ 2,500
35-10	Contractual - Misc.	\$ 186,000	\$ 186,000
35-15	Leak Detection	\$ 20,000	\$ 20,000
35-16	Meter Testing	\$ 11,000	\$ 11,000

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Water

Department - Public Works

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
35-25	J.U.L.I.E. Locate	\$ 7,000	\$ 7,000
41-10	Water	\$ 600	\$ 600
42-10	Refuse Disposal Services	\$ 26,500	\$ 26,500
43-01	Vehicle (Fleet) Rental	\$ 145,759	\$ 132,302
43-02	Pavement Repairs/Main Breaks	\$ 11,329	\$ 11,329
43-10	Maint. Of Equipment	\$ 350	\$ 350
43-16	IT Maintenance	\$ 19,703	\$ 22,543
43-30	Building Maintenance	\$ 5,000	\$ 5,000
53-11	Cell Phone	\$ 6,173	\$ 6,320
60-10	Office Supplies	\$ 2,000	\$ 2,000
60-12	Postage	\$ 500	\$ 500
60-19	Clothing	\$ 8,500	\$ 8,500
60-20	Minor Equipment	\$ 25,500	\$ 27,500
61-11	Maintenance Material	\$ 96,700	\$ 96,700
61-13	Material to Maint. Equipment	\$ 93,600	\$ 93,600
61-40	Janitorial Supplies	\$ 3,000	\$ 3,000
61-41	Material for Building Maint.	\$ 4,500	\$ 4,500
62-12	Diesel Oil	\$ 15,275	\$ 15,275

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Water

Department - Public Works

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
62-13	Electricity	\$ 430,000	\$ 405,000
62-15	Natural Gas	\$ 73,400	\$ 45,000
65-11	Chemicals	\$ 110,000	\$ 110,000
66-12	Water Meters	\$ 50,000	\$ 35,551
66-13	Manhole Lining/Lids	\$ 55,000	\$ 55,000
66-15	High Pressure Hose	\$ 4,000	\$ 4,000
66-16	Rodder Equipment	\$ 4,000	\$ 4,000
66-17	Sewer Jet Nozzles	\$ 1,500	\$ 1,500
66-18	Gate Valves	\$ 20,000	\$ 20,000
66-19	Hydrants and Valves	\$ 18,000	\$ 18,000
66-20	Misc -/PC Supplies	\$ 2,500	\$ 2,500
TOTAL		\$ 3,449,620	\$ 3,293,035

Fire



Introduction

Mission Statement

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

The department will be reviewing our current operations internally as well as externally with surrounding fire departments through a consultant. We will determine the effectiveness of our operations and the potential to be more efficient and cost effective through the potential of a consortium:

- Provide effective emergency fire response to 85% or more of the calls in 7 minutes or less for the welfare of all people
- Obtain Insurance Service Office rating for the community which will provide fire insurance discounts to residents and businesses
- Maintaining adequate and effective staffing levels
- Identify outside funding sources for projects
- Assess & Develop and maintain systems to facilitate employee evaluations and personal work history
- Develop, reassess, and maintain vital documents and make them accessible electronically
- Recruit, hire and train new Paid on Premise (POP) staff when needed. One goal is to give these individuals opportunities to develop and potentially secure more permanent positions in the fire service.

FY2011 Review

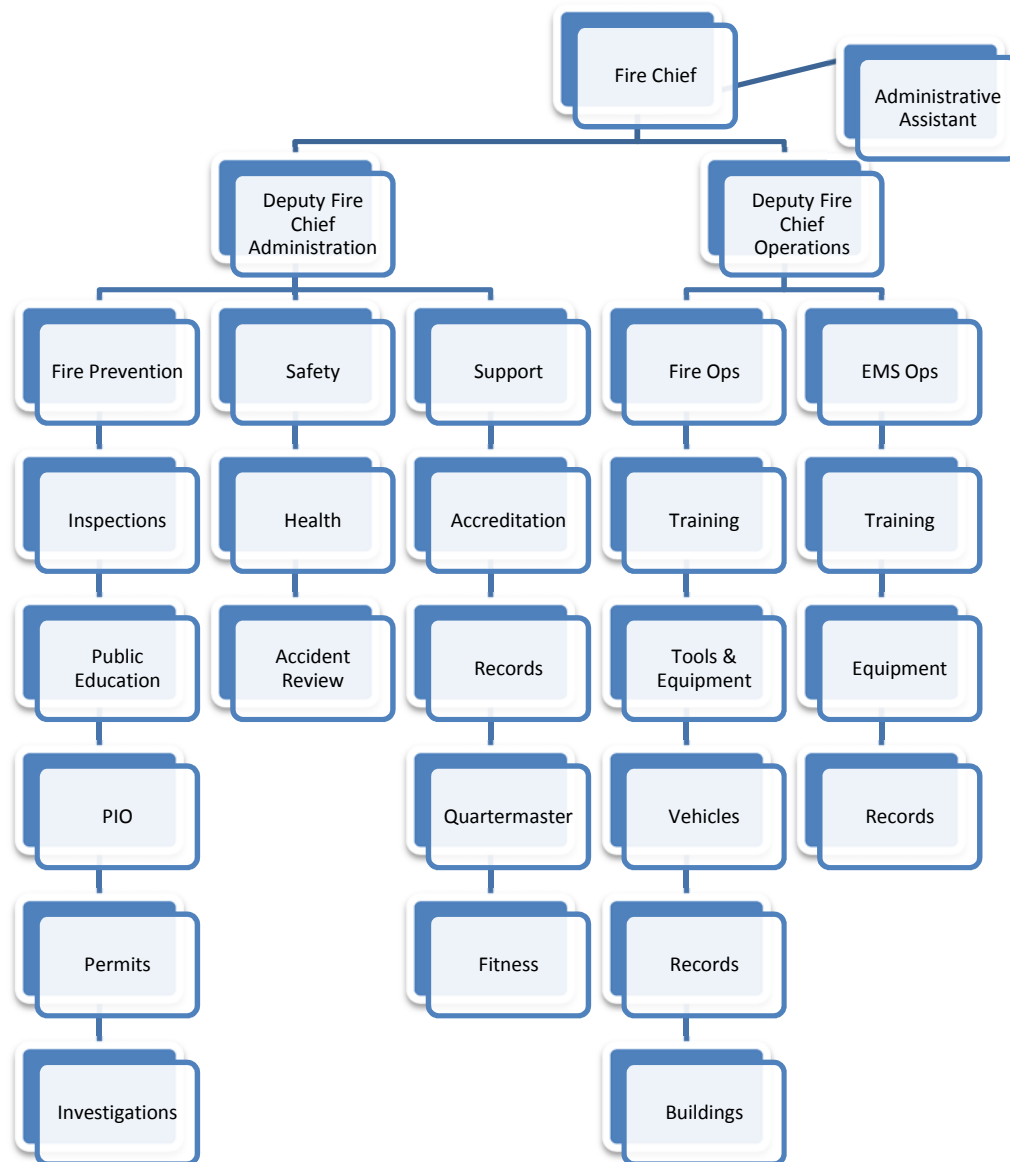
- On August 21, 2010, the Commission on Fire Accreditation International (CFAI) awarded the Lake Forest Fire Department with accredited status
- The New World dispatch and fire records system was implemented in spring of 2010, allowing the Department to improve call response times, communicate life-saving information while in route to emergency situations, provide more accurate records and reporting

FY2012 Initiatives and Programs

- Update the Emergency Operations Plan (EOP)
- Update the Emergency Operating Center (EOC) at Fire Station II
- Develop a co-op regarding purchasing of fire equipment, station wear, and Fire gear
- Continue to be a progressive and proactive fire department

Department Budgets	FY2011	FY2012
Administration	5,156,530	5,321,524
EMS	22,000	25,000
Suppression	88,502	88,502
Totals	5,267,032	5,435,026
Personnel	FY2011	FY2012
Full-time	36	35
Seasonals > 1000 hours	0	0
Seasonals < 1000 hours	5	5

Fire Department Organizational Chart (next page)



THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General

Department - Fire Administration

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-7552-422-10-10	Salaries	\$ 3,025,758	\$ 3,125,007
101-7552-422-10-20	Temporary	\$ 56,000	\$ 56,000
101-7552-422-10-30	Overtime	\$ 201,711	\$ 240,000
101-7552-422-10-40	Longevity	\$ 22,705	\$ 24,140
101-7552-422-20-10	Insurance Medical	\$ 580,643	\$ 578,809
101-7552-422-20-11	Insurance Dental	\$ 18,860	\$ 17,448
101-7552-422-20-12	Insurance Life	\$ 3,834	\$ 3,807
101-7552-422-20-20	Social Security	\$ 54,391	\$ 55,047
101-7552-422-20-30	IMRF	\$ 20,146	\$ 17,448
101-7552-422-20-40	Flexi	\$ 6,219	\$ 6,427
101-7552-422-29-01	Training and Development	\$ 4,000	\$ 4,000
101-7552-422-29-02	Employee Tuition	\$ -	\$ 1,400
101-7552-422-29-03	Membership Dues	\$ 550	\$ 2,289
101-7552-422-29-10	Meetings and Exp Reimbursement	\$ 7,000	\$ 9,000
101-7552-422-35-11	SRT Assessment	\$ 6,000	\$ 6,000

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General

Department - Fire Administration

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-7552-422-43-01	Fleet Rental	\$ 142,426	\$ 130,900
101-7552-422-43-10	Maintenance of Equipment	\$ 9,000	\$ 9,000
101-7552-422-43-16	IT Maintenance	\$ 13,880	\$ 28,251
101-7552-422-44-25	Equipment Rental	\$ 5,600	\$ 5,600
101-7552-422-53-11	Cell Phones	\$ 8,861	\$ 9,980
101-7552-422-60-10	Office Supplies	\$ 5,000	\$ 5,000
101-7552-422-60-13	Printing	\$ 1,000	\$ 1,000
101-7552-422-60-20	Minor Equipment	\$ 8,000	\$ 8,000
101-7552-422-95-04	Fire Pension Levy	\$ 954,946	\$ 976,971
TOTAL-Administration		\$ 5,156,530	\$ 5,321,524

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General

Department - Fire EMS

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-7555-422-29-01	Training and Development	\$ 7,000	\$ 7,000
101-7555-422-43-10	Maintenance of Equipment	\$ 7,000	\$ 9,000
101-7555-422-60-13	Printing	\$ 500	\$ 500
101-7555-422-60-20	Minor Equipment	\$ 7,000	\$ 8,000
101-7555-422-65-11	Chemicals	\$ 500	\$ 500
TOTAL		\$ 22,000	\$ 25,000

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General**Department - Fire Suppression**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-7553-422-29-01	Training and Development	\$ 10,000	\$ 10,000
101-7553-422-29-04	Publications	\$ 502	\$ 502
101-7553-422-43-10	Maintenance of Equipment	\$ 32,000	\$ 32,000
101-7553-422-60-19	Clothing	\$ 18,000	\$ 18,000
101-7553-422-60-20	Minor Equipment	\$ 27,000	\$ 27,000
101-7553-422-65-11	Chemicals	\$ 1,000	\$ 1,000
TOTAL		\$ 88,502	\$ 88,502

POLICE



Introduction

Mission Statement

The mission of the Lake Forest Police Department is to provide the highest quality professional police services in partnership with the community. Department members are entrusted to consistently seek and find ways to affirmatively promote, preserve, and deliver a feeling of 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 distressed economic environment. It will use City Council direction with regard to core and elective services to focus the resources provided in upcoming budgets to provide police service to the community.

Performance Management

There are eleven areas being assessed for the Police Department covering Patrol, Investigations, Traffic, Communications Records, Animal Control, Crime Prevention, School Resource Officers and Crossing Guards:

- Crime Index Rating
- Average annual crimes against property and liquor-related offenses
- Annual ratio of adult and youth investigations
- Annual ratio of traffic and parking enforcement
- Annual ration of Police registered cases to sworn police officers
- Annual average cost of the Administrative Hearing
- Annual ratio of total dispatch calls processed
- Annual ratio of children crossing to number of crossing guards
- Records processing of parking, traffic, non-traffic tickets and crash reports
- Annual total complaints related to animals
- Presentations by the Crime Prevention and School Resource Officers

FY2011 Highlights

- Maintain parking enforcement at 911 S. Telegraph with Part-Time Employee
- Continued to build new CAD and Records Management System (New World)
- Adopted a paperless field reporting system
- Passed a parking immobilization device ordinance
- Expanded the offenses heard by the Administrative Hearing process

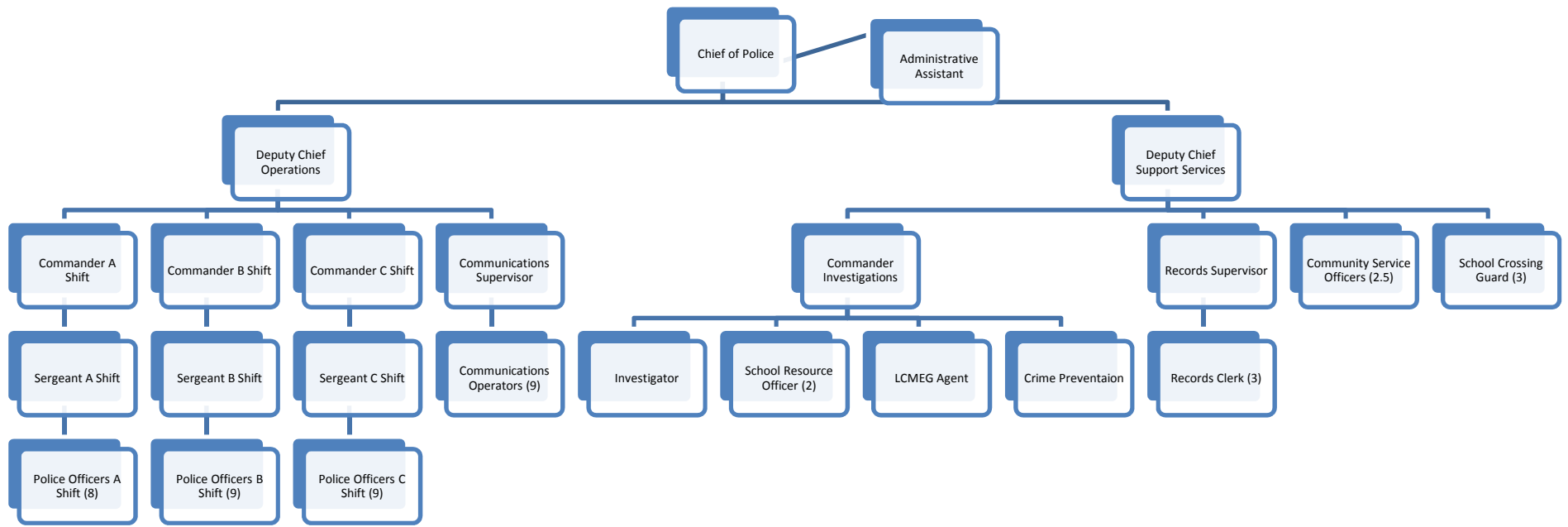
- Continue our partnership with LEAD and SpeakUp Prevention Coalition

FY2012 Initiatives and Programs

- Promote, hire and train personnel to replace retiring department members
- Participate in sesquicentennial celebrations
- Update parking meter technology at Telegraph Train Depot
- Partner with Lake County Meg for a K-9 Grant
- Continue our partnership with LEAD and SpeakUp Prevention Coalition

Department Budgets	FY2011	FY2012
Administration	7,806,777	8,173,665
Emergency Telephone	222,590	260,285
Totals	8,029,367	8,433,950
Personnel	FY2011	FY2012
Full-time	58	58
Seasonals > 1000 hours	1	1
Seasonals < 1000 hours	4	4

Police Department Organizational Chart (next page)



THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General

Department - Police

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-7672-421-10-10	Salaries	\$ 4,401,858	\$ 4,495,703
101-7672-421-10-20	Temporary	\$ 58,569	\$ 58,909
101-7672-421-10-30	Overtime	\$ 240,745	\$ 257,035
101-7672-421-10-40	Longevity	\$ 33,870	\$ 35,675
101-7672-421-20-10	Insurance Medical	\$ 802,205	\$ 867,029
101-7672-421-20-11	Insurance Dental	\$ 27,070	\$ 26,913
101-7672-421-20-12	Insurance Life	\$ 7,837	\$ 7,882
101-7672-421-20-20	Social Security	\$ 125,072	\$ 124,487
101-7672-421-20-30	IMRF	\$ 116,568	\$ 112,634
101-7672-421-20-40	Flexi	\$ 9,807	\$ 10,010
101-7672-421-29-01	Training and Development	\$ 36,000	\$ 45,145
101-7672-421-2902	Employee Tuition	\$ 5,000	\$ 20,000
101-7672-421-29-03	Membership Dues	\$ 2,000	\$ 2,000
101-7672-421-29-04	Publications	\$ 1,000	\$ 4,000
101-7672-421-29-10	Meetings and Exp Reimbursement	\$ 9,000	\$ 9,000
101-7672-421-35-10	Contractual Services	\$ 70,000	\$ 67,370

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- General**Department - Police**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
101-7672-421-35-44	Administrative Hearings	\$ 30,000	\$ 32,151
101-7672-421-43-01	Fleet Rental	\$ 196,976	\$ 233,061
101-7672-421-43-10	Maintenance of Equipment	\$ 78,368	\$ 81,220
101-7672-421-43-16	IT Maintenance	\$ 26,960	\$ 32,071
101-7672-421-44-25	Equipment Rental	\$ 8,250	\$ 8,250
101-7672-421-53-10	Telephone	\$ 15,530	\$ 15,530
101-7672-421-53-11	Cell Phone	\$ 5,282	\$ 5,884
101-7672-421-60-10	Office Supplies	\$ 12,040	\$ 12,040
101-7672-421-60-13	Printing	\$ 10,025	\$ 10,025
101-7672-421-60-19	Clothing Services	\$ 24,572	\$ 29,725
101-7672-421-60-20	Minor Equipment	\$ 46,321	\$ 66,611
101-7672-421-60-21	Prisoner Food	\$ 200	\$ 200
101-7672-421-95-05	Police Pension Levy	\$ 1,405,652	\$ 1,503,105
TOTAL		\$ 7,806,777	\$ 8,173,665

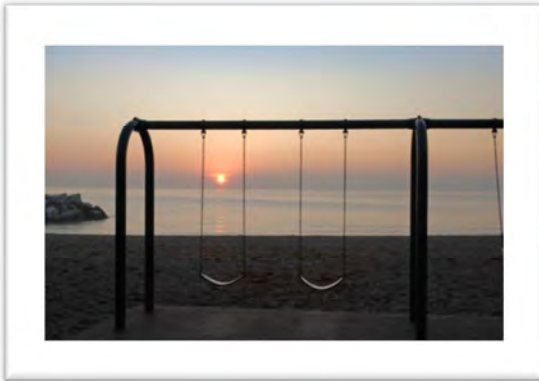
THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Emergency Telephone**Department - Police**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
205-7552-422-75-26	Sirens	\$ -	\$ 13,000
205-7672-421-10-10	Salaries	\$ 120,108	\$ 114,067
205-7672-421-10-40	Longevity	\$ 720	\$ -
205-7672-421-20-10	Insurance Medical	\$ 25,194	\$ 26,062
205-7672-421-20-11	Insurance Dental	\$ 975	\$ 963
205-7672-421-20-12	Insurance Life	\$ 216	\$ 216
205-7672-421-20-20	Social Security	\$ 8,920	\$ 8,452
205-7672-421-20-30	IMRF	\$ 14,085	\$ 13,170
205-7672-421-20-40	Flexi	\$ 372	\$ 396
205-7672-421-35-10	Contractual Services	\$ -	\$ 31,959
205-7672-421-43-37	CAD NW Software Maintenance	\$ 52,000	\$ 52,000
TOTAL		\$ 222,590	\$ 260,285

Parks, Forestry, Golf and Recreation



Introduction

Mission Statement

The Park, 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 a 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 continue 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
- Increase annual number of annual equipment inspections
- Decrease vandalism and violations at playgrounds
- Increase number of participants utilizing City parks for recreation
- Increase scheduled occupancy of athletic turfs and ball fields
- Increase annual number of park pavilion rentals
- Increase number of visitors accessing the lakefront
- Increase number of enrolled fitness members

FY2011 Review

- Completed research of Ad Hoc Recreation Finance committee initiatives resulting in a revised 5-year capital improvement plan and new funding opportunities through creation of Adopt-a-Park, Naming Rights and Sport Field Improvement Fund policies
- Completed comparable labor market study that resulted in wage reductions for seasonal employees in the golf, park and forestry sections
- Implemented outsourcing of mowing at passive parks and pavilion maintenance at neighborhood parks for greater financial and service delivery efficiencies

- Conducted Neighborhood Parks Open House and Deerpath Golf Forum to share financial information and gather feedback from the community on priorities and future challenges
- Participated in the fleet study and reduced parks and forestry equipment to better streamline repairs and lower capital replacement costs
- Eliminated over 25 programs based upon cost of services review and made decision to close the Ridge Teams Course to better maximize department labor and capital resources
- Completed an Intergovernmental Program Agreement with Lake Bluff Park District and strengthened community relationships through cooperative arrangements with Lake Forest Library, Lake Forest Hospital, Lake Forest College and Chicago Botanic Garden
- Developed structure to assist with the formation of the 501c3 Forest Park Project Board so it could independently pursue refinement and revisions to the Forest Park Conceptual Master Plan

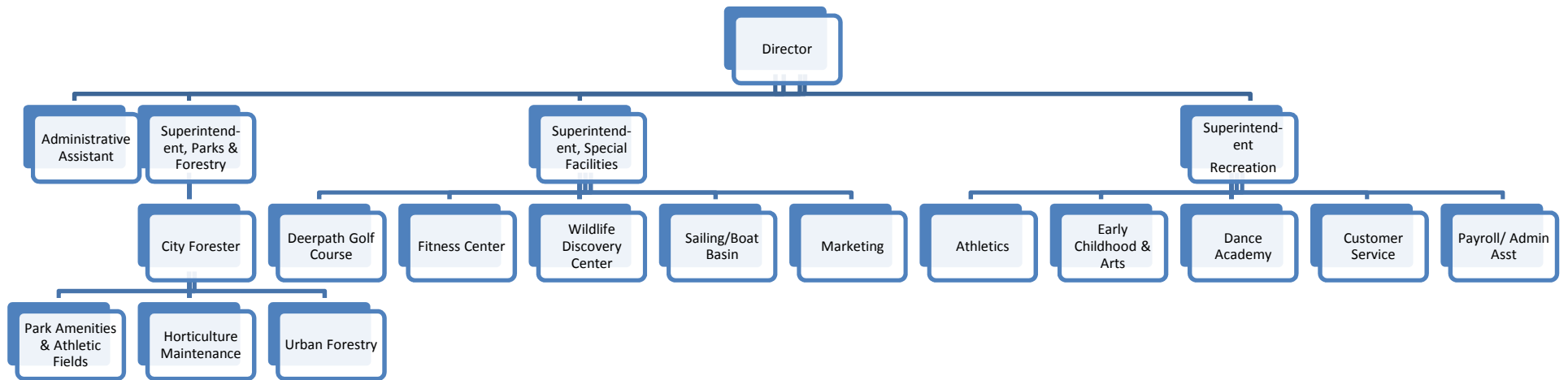
FY2012 Initiatives and Programs

- Complete National Golf Foundation study on Deerpath Golf Course to determine best fiduciary and management structure for future golf course operations
- Develop a 'Memorials Policy' to provide criteria and consistency for small gift donations going into parks and City public properties
- Complete capital improvement projects at Waveland Park including installation of a new playground, replacement of tennis courts and resurfacing of parking lot
- Design and install a playground at Townline Community Park
- Complete staff reorganization plan to ensure highest delivery of recreation and park services to the community
- Participate in the development of a Comprehensive Bike Path Master Plan
- Complete landscape improvements related to Route 60 Beautification goals and at Settler's Square to better enhance these gateway corridors
- Continue forestry best practice efforts to monitor and address Lake Forest urban forestry concerns including Emerald Ash Borer
- Expand marketing efforts through increased use of social media and enhanced websites
- Participate and provide support for City's 150th events including the Centennial Landscape Gardens, Planting of 150 Trees, Sunrise Beach Service and Heritage Festival
- Continue community dialogue related to the Forest Park Master Plan and Forest Park Project Board recommendations

Parks & Recreation	Department Budgets	FY2011	FY2012
	Totals	8,724,525	8,704,307
	Personnel	FY2011	FY2012
	Full-time	34	31
	Seasonals > 1000 hours	29	27
	Seasonals < 1000 hours	298	281
Deerpath Golf Course	Department Budgets	FY2011	FY2012
	Totals	1,311,860	1,348,890

	Personnel	FY2011	FY2012
	Full-time	3	3
	Seasonals > 1000 hours	10	10
	Seasonals < 1000 hours	18	18

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



THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Parks & Recreation

Department - Parks & Forestry Administration

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
220-5774-452-10-10	Salaries	\$ 1,103,388	\$ 1,080,699
220-5774-452-10-20	Temporary	\$ 457,452	\$ 534,076
220-5774-452-10-30	Overtime	\$ 60,420	\$ 69,550
220-5774-452-10-40	Longevity	\$ 9,775	\$ 5,840
220-5774-452-20-10	Insurance Medical	\$ 270,146	\$ 261,735
220-5774-452-20-11	Insurance Dental	\$ 7,682	\$ 7,212
220-5774-452-20-12	Insurance Life	\$ 1,701	\$ 1,611
220-5774-452-20-13	Unemployment Insurance	\$ 114,367	\$ 79,170
220-5774-452-20-20	Social Security	\$ 118,224	\$ 122,405
220-5774-452-20-30	IMRF	\$ 187,809	\$ 192,458
220-5774-452-20-40	Flex Benefits	\$ 2,624	\$ 2,741
220-5774-452-20-45	Managerial Compensation	\$ 3,300	\$ 900
220-5774-452-29-01	Training and Development	\$ 11,365	\$ 11,000
220-5774-452-29-03	Membership Dues	\$ 2,700	\$ 2,700
220-5774-452-29-04	Subscriptions/Publications	\$ 200	\$ 200

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Parks & Recreation

Department - Parks & Forestry Administration

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
220-5774-452-29-10	Meetings & Expense Reimburse	\$ 3,485	\$ 3,900
220-5774-452-35-10	Contractual Services	\$ 45,500	\$ 54,580
220-5774-452-43-01	Vehicle Rental	\$ 387,287	\$ 372,578
220-5774-452-43-16	IT Maintenance	\$ 6,296	\$ 7,371
220-5774-452-53-10	Telephone	\$ 887	\$ 887
220-5774-452-53-11	Cell Phone	\$ 11,889	\$ 13,798
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	\$ 11,800	\$ 10,000
220-5774-452-60-20	Minor Equipment	\$ 600	\$ 600
220-5774-452-75-51	Capital Equipment	\$ 173,873	\$ 150,000
TOTAL		\$ 2,994,055	\$ 2,987,296

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Parks & Recreation

Department - Parks & Forestry - Grounds Maintenance

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
220-5775-452-35-10	Contractual Services	\$ 54,000	\$ 55,700
220-5775-452-42-10	Refuse Disposal Services	\$ 6,600	\$ 5,500
220-5775-452-60-20	Minor Equipment	\$ 24,400	\$ 24,400
220-5775-452-61-11	Maintenance Material	\$ 2,800	\$ 2,800
220-5775-452-61-13	Materials to Maintain Equip.	\$ 16,400	\$ 16,000
220-5775-452-65-10	Agricultural Materials	\$ 20,000	\$ 20,000
220-5775-452-65-11	Chemicals	\$ 20,000	\$ 20,000
220-5775-452-65-24	Landscape Plants	\$ -	\$ 7,706
TOTAL		\$ 144,200	\$ 152,106

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Parks & Recreation

Department - Parks & Forestry - Athletic Field Plg/Tennis

		2011	FY 2012
Account Number	Description	Budget	Budget
220-5776-452-35-10	Contractual Services	\$ 4,325	\$ 4,325
220-5776-452-60-20	Minor Equipment	\$ 12,500	\$ 12,000
220-5776-452-61-11	Maintenance Material	\$ 17,500	\$ 17,500
220-5776-452-61-13	Materials to Maintain Equip.	\$ 2,500	\$ 2,500
220-5776-452-61-40	Janitorial Supplies	\$ 9,500	\$ 9,000
TOTAL		\$ 46,325	\$ 45,325

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Parks & Recreation

Department - Parks & Forestry - Lakefront Facilities Mnt.

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
220-5781-452-35-10	Contractual Services	\$ 14,000	\$ 12,000
220-5781-452-42-10	Refuse Disposal Services	\$ 3,000	\$ 2,000
220-5781-452-60-20	Minor Equipment	\$ 3,000	\$ 3,000
220-5781-452-61-11	Maintenance Material	\$ 5,000	\$ 5,000
220-5781-452-61-13	Materials to Maintain Equip.	\$ 6,000	\$ 5,500
TOTAL		\$ 31,000	\$ 27,500

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Parks & Recreation

Department - Parks & Forestry - Tree Trimming

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
220-5888-452-35-10	Contractual Services	\$ 12,072	\$ 12,000
220-5888-452-60-20	Minor Equipment	\$ 500	\$ 500
220-5888-453-66-10	Assets under \$10,000	\$ 4,000	\$ 4,000
TOTAL		\$ 16,572	\$ 16,500

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Parks & Recreation

Department - Parks & Forestry - Tree Removal

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
220-5889-452-35-10	Contractual Services	\$ 4,107	\$ 4,100
220-5889-452-60-20	Minor Equipment	\$ 2,500	\$ 2,500
220-5889-453-66-11	Maintenance Material	\$ 5,500	\$ 5,000
TOTAL		\$ 12,107	\$ 11,600

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Parks & Recreation

Department - Parks & Forestry - Insect & Disease

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
220-5890-453-65-11	Chemicals	\$ 17,630	\$ 17,630
TOTAL		\$ 17,630	\$ 17,630

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Parks & Recreation

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

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
220-5890-452-60-20	Minor Equipment	\$ 550	\$ 550
220-5889-453-61-11	Maintenance Material	\$ 7,000	\$ 5,000
220-5890-453-65-10	Agricultural Materials	\$ 3,000	\$ 5,000
TOTAL		\$ 10,550	\$ 10,550

THE CITY OF LAKE FOREST

Fiscal Year: 2012

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

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
224-80-26-451-10-10	Regular Salaries	\$ 17,500	\$ 27,000
224-80-26-451-35-10	Contractual Services	\$ 204,901	\$ 214,382
224-80-26-451-75-01	Capital Improvements	\$ 33,663	\$ 30,000
224-80-26-451-90-04	A.D.A. Companion Fees	\$ 34,033	\$ 26,000
TOTAL		\$ 290,097	\$ 297,382

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund - Parks & Recreation

Department - Recreation Programs

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
10-10	Regular Salaries	\$ 904,688	\$ 911,569
10-20	Temporary Salaries	\$ 1,293,958	\$ 1,332,352
10-30	Overtime	\$ 6,076	\$ 4,155
10-40	Longevity Bonus	\$ 6,400	\$ 4,430
20-10	Insurance Medical	\$ 248,029	\$ 220,661
20-11	Insurance Dental	\$ 8,535	\$ 7,533
20-12	Insurance Life	\$ 1,890	\$ 1,701
20-13	Unemployment Insurance	\$ 8,398	\$ 1,758
20-20	Social Security	\$ 188,959	\$ 191,328
20-30	IMRF	\$ 141,695	\$ 141,338
20-40	Flex Benefits	\$ 3,101	\$ 2,997
20-45	Managerial Compensation	\$ 6,600	\$ 5,200
29-01	Training	\$ 25,325	\$ 17,300
29-03	Membership Dues	\$ 5,600	\$ 4,566
29-10	Meetings/Expense Reimbursement	\$ 13,000	\$ 12,000
33-10	Legal	\$ 1,000	\$ 1,000
33-15	Audit	\$ 5,600	\$ 5,800

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund - Parks & Recreation

Department - Recreation Programs

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
35-10	Contractual Services	\$ 696,819	\$ 659,970
35-17	Credit Card Charges	\$ 45,600	\$ 45,600
43-01	Fleet Rental	\$ 7,893	\$ 10,339
43-16	IT Maintenance	\$ 27,411	\$ 30,822
45-01	Elawa Lease	\$ 24,797	\$ 25,167
45-02	Stirling Site Improvements	\$ 10,771	\$ 9,826
52-30	IRMA Insurance	\$ 178,184	\$ 195,037
52-31	IRMA Deductible	\$ 6,000	\$ -
53-10	Telephone	\$ 18,994	\$ 27,579
53-11	Cell Phones	\$ 11,055	\$ 11,907
60-10	Office Supplies	\$ 8,500	\$ 8,500
60-12	Postage	\$ 33,145	\$ 27,245
60-13	Printing	\$ 65,643	\$ 58,077
60-19	Clothing	\$ 70,714	\$ 70,360
60-20	Minor Equipment	\$ 202,859	\$ 189,525
61-40	Janitorial Supplies	\$ 9,000	\$ 9,000
62-13	Electricity	\$ 24,215	\$ 24,365

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund - Parks & Recreation

Department - Recreation Programs

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
62-15	Natural Gas	\$ 8,571	\$ 8,571
66-10	Capital Equipment	\$ 60,230	\$ 80,294
84-48	Administrative Services	\$ 16,820	\$ 17,072
90-01	Recreational Supplies	\$ 132,757	\$ 126,199
90-02	Awards	\$ 9,550	\$ 11,050
90-06	Sailing Team Travel	\$ 6,500	\$ 6,500
TOTAL		\$ 4,544,882	\$ 4,518,693

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund - Parks & Recreation

Department - Recreation Programs (2)

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
220-8025-451-10-10	Regular Salaries	\$ 175,966	\$ 178,624
220-8025-451-10-20	Temporary Salaries	\$ 116,254	\$ 99,167
220-8025-451-29-01	Training	\$ 100	\$ 100
220-8025-451-35-10	Contractual Services	\$ 260,048	\$ 278,981
220-8025-451-60-12	Postage	\$ 1,018	\$ 1,068
220-8025-451-60-13	Printing	\$ 1,997	\$ 1,962
220-8025-451-60-19	Clothing	\$ 30,027	\$ 31,663
220-8025-451-62-13	Electricity	\$ 12,785	\$ 11,100
220-8025-451-90-01	Recreational Supplies	\$ 14,212	\$ 12,710
220-8025-451-90-02	Awards	\$ 4,700	\$ 4,350
TOTAL		\$ 617,107	\$ 619,725

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Golf

Department - Golf Administration

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
510-6301-454-10-10	Salaries	\$ 163,147	\$ 163,592
510-6301-454-10-20	Temporary	\$ 169,365	\$ 154,083
510-6301-454-10-30	Overtime	\$ 21,783	\$ 26,191
510-6301-454-10-40	Longevity	\$ 2,290	\$ 1,100
510-6301-454-20-10	Insurance Medical	\$ 47,099	\$ 46,488
510-6301-454-20-11	Insurance Dental	\$ 1,585	\$ 1,500
510-6301-454-20-12	Insurance Life	\$ 351	\$ 342
510-6301-454-20-13	Unemployment Insurance	\$ 53,435	\$ 35,082
510-6301-454-20-20	Social Security	\$ 40,158	\$ 39,321
510-6301-454-20-30	IMRF	\$ 54,482	\$ 52,447
510-6301-454-20-40	Flexi	\$ 605	\$ 630
510-6301-454-20-45	Managerial Compensation	\$ 900	\$ 900
510-6301-454-29-01	Training and Development	\$ 1,000	\$ 250
510-6301-454-29-03	Membership Dues	\$ 250	\$ 1,000
510-6301-454-29-10	Meetings and Exp Reimbursement	\$ 250	\$ 250
510-6301-454-33-15	Contractual Services - Audit	\$ 2,300	\$ 2,400
510-6301-454-35-10	Contractual Services	\$ 3,100	\$ 3,100

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Golf**Department - Golf Administration**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
510-6301-454-43-16	IT Maintenance	\$ 3,852	\$ 4,485
510-6301-454-52-30	IRMA Insurance	\$ 38,509	\$ 34,743
510-6301-454-52-31	IRMA Insurance Deductible	\$ 2,500	\$ 2,500
510-6301-454-53-11	Cell Phone	\$ 1,069	\$ 1,175
510-6301-454-60-19	Clothing	\$ 1,000	\$ 2,500
510-6301-454-62-13	Electricity	\$ 2,380	\$ 2,400
510-6301-454-77-02	Capital Equipment	\$ -	\$ 39,500
510-6301-454-80-20	Revenue Bond Interest	\$ 46,750	\$ 45,000
510-6301-454-83-25	Bond Expense	\$ 50,000	\$ 75,000
510-6301-454-84-41	Paying Agents/Bonds	\$ 500	\$ 500
510-6301-454-84-48	Administrative Services	\$ 22,070	\$ 22,401
TOTAL		\$ 730,730	\$ 758,880

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Golf**Department - Course Maintenance**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
510-6304-454-35-10	Contractual Services	\$ 7,200	\$ 5,000
510-6304-454-41-10	Water	\$ 65,927	\$ 65,000
510-6304-454-43-01	Fleet Rental	\$ 35,080	\$ 35,222
510-6304-454-43-10	Maintenance of Equipment	\$ 1,800	\$ 4,800
510-6304-454-60-20	Minor Equipment	\$ 9,000	\$ 9,000
510-6304-454-61-11	Maintenance Material	\$ 8,000	\$ 8,000
510-6304-454-61-13	Material to Maintain Repair	\$ 8,000	\$ 5,000
510-6304-454-61-14	Golf Cart Maintenance	\$ 5,000	\$ 5,000
510-6304-454-65-10	Agricultural Materials	\$ 26,000	\$ 28,000
510-6304-454-65-11	Chemicals	\$ 42,000	\$ 46,000
TOTAL		\$ 208,007	\$ 211,022

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Golf**Department - Clubhouse**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
510-6307-454-10-10	Salaries	\$ 97,541	\$ 97,674
510-6307-454-10-20	Temporary	\$ 84,038	\$ 84,038
510-6307-454-29-10	Meetings and Exp Reimbursement	\$ 1,000	\$ 1,000
510-6307-454-35-10	Contractual Services	\$ 5,000	\$ 9,000
510-6307-454-35-17	Credit Card Charges	\$ 15,000	\$ 15,000
510-6307-454-41-10	Water	\$ 4,226	\$ 4,200
510-6307-454-41-15	Sewer	\$ 1,035	\$ 1,035
510-6307-454-43-20	Maintenance of Equipment	\$ 4,500	\$ 4,500
510-6307-454-43-30	Building Maintenance	\$ 20,000	\$ 20,000
510-6307-454-53-10	Telephone	\$ 2,783	\$ 4,541
510-6307-454-54-21	Advertising	\$ 4,000	\$ 4,000
510-6307-454-60-10	Office Supplies	\$ 200	\$ 200
510-6307-454-60-12	Postage and Printing	\$ 10,000	\$ 10,000
510-6307-454-60-20	Minor Equipment	\$ 3,000	\$ 3,000
510-6307-454-61-40	Janitorial Supplies	\$ 3,300	\$ 3,300
510-6307-454-61-41	Materials for Bldg. Maint	\$ 1,300	\$ 1,300

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Golf

Department - Clubhouse

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
510-6307-454-62-13	Electricity	\$ 25,000	\$ 25,000
510-6307-454-62-14	Gas	\$ 11,000	\$ 11,000
510-6307-454-65-20	Soft Goods	\$ 20,000	\$ 20,000
510-6307-454-65-21	Hard Goods	\$ 40,000	\$ 40,000
510-6307-454-65-22	Club Repair	\$ 200	\$ 200
510-6307-454-65-23	Handicap Service	\$ 13,000	\$ 13,000
510-6307-454-84-37	Sales Tax	\$ 7,000	\$ 7,000
TOTAL		\$ 373,123	\$ 378,988

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

Lake Forest strives to have the best-managed, aesthetically-appealing municipal cemetery, maintaining the highest quality cemetery products and services, efficiently using all resources in our operations, responding to changing community needs and maintaining an environment built on integrity, respect, trust, and excellence.

Performance Management

- Maintain high level of grounds maintenance

FY2011 Review

- Completed computerizing cemetery records
- Thinned tree canopy and removed non-native vegetation from bluff at east end of cemetery to provide a vista to the lake and prepare for replanting this area with appropriate native plants
- Submitted a grant proposal in a continuing effort to secure grant funding for additional ravine restoration

FY2012 Initiatives and Programs

- Conservation work will be performed on the Barrell Memorial Gateway
- Continue to seek grant funding for additional ravine restoration
- Archive all paper records and convert to electronic

Department Budgets	FY2011	FY2012
Totals	836,153	994,820
Personnel	FY2011	FY2012
Full-time	2	2
Seasonals > 1000 hours	2	2
Seasonals < 1000 hours	1	0

THE CITY OF LAKE FOREST**Fiscal Year: 2012****Fund- Cemetery
Department - Cemetery**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
10-10	Salaries	\$ 153,698	\$ 156,712
10-20	Temporary Salaries	\$ 57,105	\$ 51,045
10-30	Overtime	\$ 6,852	\$ 6,955
10-40	Longevity	\$ 725	\$ 840
20-10	Insurance - Medical	\$ 37,453	\$ 38,598
20-11	Insurance - Dental	\$ 975	\$ 963
20-12	Insurance - Life	\$ 216	\$ 216
20-13	Unemployment	\$ 1,721	\$ 2,000
20-20	Social Security	\$ 16,044	\$ 15,804
20-30	IMRF	\$ 25,255	\$ 24,558
20-40	Flexi	\$ 372	\$ 396
29-01	Training/Education	\$ 1,000	\$ 1,000
29-04	Publications	\$ 120	\$ 120
29-10	Meetings/Expense	\$ 650	\$ 650
33-10	Legal	\$ 2,000	\$ 2,000
33-15	Audit	\$ 1,250	\$ 1,300
33-30	Investment Fee	\$ 20,000	\$ 25,000

THE CITY OF LAKE FOREST**Fiscal Year: 2012****Fund- Cemetery****Department - Cemetery**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
35-10	Contractual Services	\$ 17,500	\$ 18,600
35-21	Marketing	\$ 7,000	\$ 7,000
41-10	Water	\$ 2,560	\$ 2,688
41-15	NSSD	\$ 50	\$ 50
43-01	Fleet Rental	\$ 13,506	\$ 14,720
43-16	IT Maintenance	\$ 1,583	\$ 1,872
43-30	Building Maintenance	\$ 2,500	\$ 2,500
52-30	Insurance	\$ 11,222	\$ 12,222
53-10	Telephone	\$ 4,857	\$ 5,163
53-11	Cell Phone	\$ 1,088	\$ 1,490
60-10	Office Supplies	\$ 300	\$ 300
60-12	Postage	\$ 1,000	\$ 1,000
60-13	Printing	\$ 1,000	\$ 1,000
60-19	Clothing	\$ 1,250	\$ 1,250
60-20	Minor Equipment	\$ 4,000	\$ 4,000
61-11	Maint. Material	\$ 4,800	\$ 5,700
61-13	Material to Maintain	\$ 4,000	\$ 4,000

THE CITY OF LAKE FOREST**Fiscal Year: 2012****Fund- Cemetery****Department - Cemetery**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
61-40	Janitorial	\$ 300	\$ 300
61-41	Material for Building Maint.	\$ 1,000	\$ 1,000
62-13	Electricity	\$ 2,762	\$ 2,762
62-15	Gas	\$ 2,762	\$ 2,762
65-10	Agriculture Materials	\$ 12,000	\$ 12,000
67-14	Landscape	\$ 14,000	\$ 14,000
67-29	Contingency	\$ 6,000	\$ 6,000
77-03	Landscaping Improvements	\$ 50,000	\$ 50,000
77-11	Arch Rehabilitation	\$ -	\$ 100,000
77-14	Ravine Restoration	\$ 150,001	\$ 200,000
80-30	Interest	\$ 27,558	\$ 27,558
83-30	Bonds	\$ 125,000	\$ 125,000
84-41	Paying Agent	\$ 600	\$ 600
84-48	Admin. Services	\$ 40,518	\$ 41,126
TOTAL		\$ 836,153	\$ 994,820

Lake Forest/Lake Bluff Senior Center



Introduction

Mission Statement

"The Mission of Dickinson Hall, The Lake Forest-Lake Bluff Senior Center, is 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 consistently successful programs, meeting or exceeding revenues, drawing increasing numbers of participants.
- Maintain or increase number of participants age 75 and over utilizing Senior Resources
- Continue to provide much needed transportation for older adults in the community, and cover costs through revenues, grants, and donations
- Provide community with services performed by Senior Advocate including hospital, nursing home, and home visits, as well as a variety of support groups.
- Strive for an increase in membership with a focus on broadening the appeal to baby boomers.

FY2011 Highlights

- Planned and held several new and successful events at the Center, previously held off site, bringing in large crowds for each one.
- Hired new Senior Center Manager, in January, 2011, providing a smooth transition, and no disruption of service to members.
- Enhanced service to clientele by improving phone service and response time
- Installed new art-wall hanging system, inviting members to display their artwork prominently in the Center. The exhibit changes every two months, allowing great opportunities for artists, enhancing self-esteem while creating a warm ambiance for the Senior Center at the same time.
- Improved efficiency of program registration, by switching to registration managed on the computer. This allows access by all staff, at their work stations, instead of manual, paper registration accessible only at the front desk.

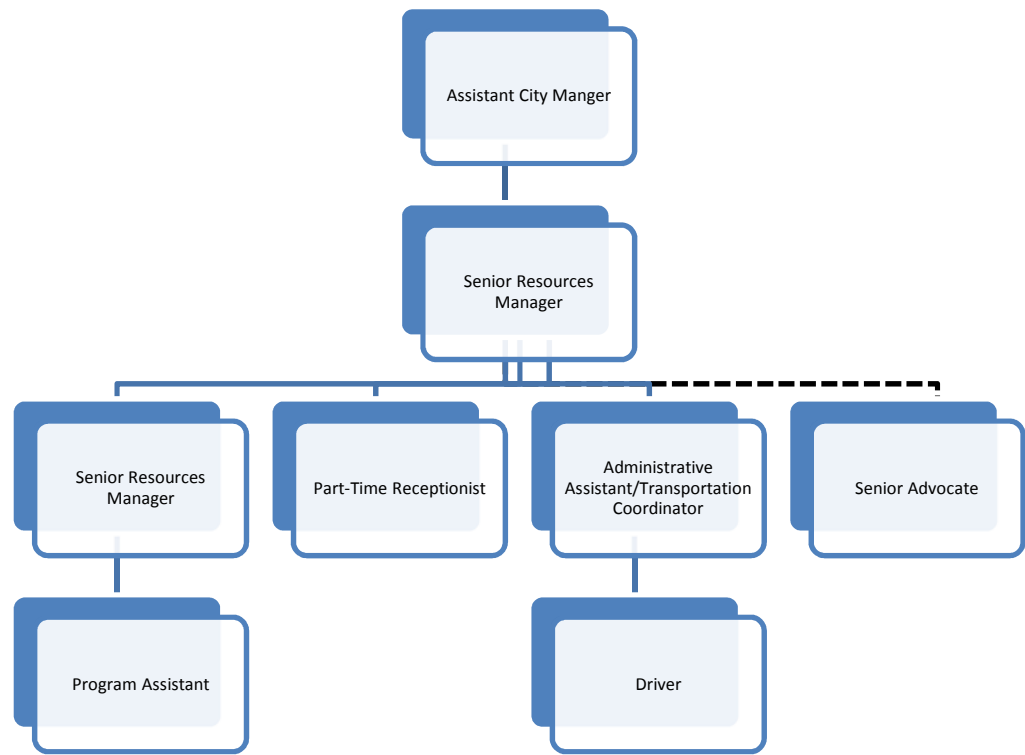
- Instituted beginning of design changes to newsletter to bring greater attention to primary source of promotion for the Center, particularly for issue that will be mailed to the entire community, once per year.

FY2012 Initiatives and Programs

- Hold first Community Health Fair, inviting LF/LB residents of all ages to participate in event focusing on health and wellness, and demonstrating the many ways the Senior Center can serve a variety of ages in the community.
- Expand the publicity for all Senior Center programs and services by utilizing local on-line news sources such as Patch.com, Gazebo.com, Trib Local, Constant Contact, as well as continuing to use traditional paper sources such as the Lake Forester, Forest Bluff, and other local agency newsletters.
- Introduce new programming to entice a larger segment of the older population, targeting baby boomers, with special programming designed to meet their needs, as well as continuing traditional programming to meet the needs of the older seniors in the community.
- Create a new “image” that respects the tradition the older generations of seniors deserve, while inviting baby boomers to recognize the many programs and services available to meet their needs as well.

Department Budgets	FY2011	FY2012
Totals	643,339	552,118
Personnel	FY2011	FY2012
Full-time	3	3
Seasonals > 1000 hours	0	0
Seasonals < 1000 hours	10	10

Senior Center Organizational Chart (next page)



THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Senior Center

Department - Senior Center

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
210-8506-457-10-10	Salaries	\$ 221,003	\$ 200,709
210-8506-457-10-20	Temporary Salaries, Receptionist	\$ 1,000	\$ -
210-8506-457-10-40	Longevity	\$ 952	\$ 812
210-8506-457-20-10	Insurance Medical	\$ 41,885	\$ 47,953
210-8506-457-20-11	Insurance Dental	\$ 1,463	\$ 1,444
210-8506-457-20-12	Insurance Life	\$ 324	\$ 324
210-8506-457-20-20	Social Security	\$ 16,544	\$ 14,890
210-8506-457-20-30	IMRF	\$ 26,112	\$ 23,211
210-8506-457-20-40	Flexi	\$ 612	\$ 498
210-8506-457-20-45	Managerial Compensation	\$ 6,150	\$ 2,400
210-8506-457-29-01	Training and Development	\$ 200	\$ 200
210-8506-457-29-03	Membership Dues	\$ 700	\$ 700
210-8506-457-29-10	Meetings and Exp Reimb.	\$ 200	\$ 200
210-8506-457-42-30	Janitorial Services	\$ 7,800	\$ 7,800
210-8506-457-43-16	IT Maintenance	\$ 6,464	\$ 7,840
210-8506-457-43-34	HVAC Services	\$ 3,000	\$ 3,600
210-8506-457-43-35	Building Maintenance	\$ 7,000	\$ 8,000
210-8506-457-44-20	Rent	\$ 13,584	\$ 13,584

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Senior Center

Department - Senior Center

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
210-8506-457-53-10	Telephone	\$ 6,847	\$ 6,872
210-8506-457-53-11	Cell Phone	\$ 1,724	\$ 1,569
210-8506-457-60-10	Office Supplies & Copier Rental	\$ 5,000	\$ 4,000
210-8506-457-60-12	Postage	\$ 3,000	\$ 3,000
210-8506-457-60-13	Printing, Newsletters, Programs	\$ 13,000	\$ 15,000
210-8506-457-61-11	Maintenance Materials	\$ 900	\$ 900
210-8506-457-61-40	Janitorial Supplies	\$ 1,200	\$ 1,200
TOTAL		\$ 386,664	\$ 366,706

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Senior Center**Department - Programs**

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
210-8509-457-10-20	Temporary Salaries	\$ 33,000	\$ 33,000
210-8509-457-20-20	Social Security	\$ 2,601	\$ 2,601
210-8509-457-32-10	Classes/Lectures/ongoing	\$ 12,000	\$ 12,000
210-8509-457-35-10	Contractual	\$ 11,000	\$ 8,000
210-8509-457-35-17	Credit Card Charges	\$ 1,800	\$ 1,800
210-8509-457-91-02	Trips	\$ 54,000	\$ 54,000
210-8509-457-91-11	Meals/Parties	\$ 37,000	\$ 38,000
TOTAL		\$ 151,401	\$ 149,401

THE CITY OF LAKE FOREST

Fiscal Year: 2012

Fund- Senior Center

Department - Senior Center - Transportation

		FY 2011	FY 2012
Account Number	Description	Budget	Budget
210-8522-457-10-20	Temporary Salaries	\$ 21,500	\$ 21,500
210-8522-457-20-20	Social Security	\$ 1,645	\$ 1,645
210-8522-457-35-10	Contractual Services	\$ 500	\$ 600
210-8522-457-43-01	Vehicle (Fleet) Rental	\$ 12,629	\$ 12,266
210-8522-457-75-36	Senior Car	\$ 69,000	\$ -
TOTAL		\$ 105,274	\$ 36,011



The City of Lake Forest

Personnel Policies and Practices May 1, 2011

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

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

May 1, 2011

INTRODUCTION

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

EMPLOYMENT AT WILL

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

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

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

CORE VALUES

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

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

PURPOSE/POLICY

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

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

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

AUTHORITY

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

POLICIES AND PRACTICES ESTABLISHED

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

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

1. EMPLOYMENT POLICY

1.1.0 Authority to Employ Personnel

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

1.2.0 Employment Procedure

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

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

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

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

1.3.0 Equal Opportunity Employer

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

1.4.0 Drug-Free Workplace

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

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

1.5.0 Employment of Relatives

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

1.6.0 Secondary Employment

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

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

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

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

2. OFFICIAL PAY PLAN

2.1.0 The Official Pay Plan

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

2.2.0 Administration of Pay Plan

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

2.3.0 Salary Administration Procedure

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

2.3.1 Establishment of Salary Ranges and Position Titles

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

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

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

2.3.2 Applicability of Salary Ranges and Position Titles Schedule

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

2.3.3 Original Appointment

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

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

2.3.4 Probationary Period

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

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

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

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

2.3.5 Administration of Plan

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

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

2.3.6 Pay Plan Adjustments

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

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

2.3.7 Promotions

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

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

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

2.3.8 Job Transfers

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

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

2.3.9 Reclassification

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

2.3.10 Resignations, Layoffs

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

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

2.3.11 Tree Trimmer Pay

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

2.3.12 Additional Duty Pay

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

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

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

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

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

2.3.13 Additional Merit Pay

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

2.3.14 Longevity Pay

In addition to regular compensation and in recognition of continued service to the City, employees are eligible for \$30 per year of service after 5 years through 9 years; \$35 per year of service beginning 10 years through 14 years; \$40 per year of service beginning 15 years through 19 years. Employees with more than 19 years receive \$55 per year of service. Subject to budgetary constraints this sum shall be paid in a lump sum amount during December each year, and years of service shall be calculated as of December 31 of the year in which the longevity pay is being paid. It is subject to all normal withholding. Employees who leave employment prior to the issuance of the longevity checks will not receive the longevity bonus.

2.4.0 Positions

2.4.1 Department Heads and Staff Assistants

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

2.4.2 Job Sharing

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

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

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

2.5.0 Residency Requirement/Housing Allowance Compensation

Although highly desirable, most employees are not required to maintain residency within the City limits. Fire personnel and police sworn personnel not covered by a collective bargaining agreement must live within a 27-mile radius of the Public Safety Building. Police 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 *Managerial Compensation*

Compensation for 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 ***compensation*** 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.

Current employees in positions as of January 1, 2011 in the Managerial and Administrative and Executive Staff pay schedules are eligible to receive ***managerial compensation***. ***Newly hired employees or those receiving promotions to these categories will not receive the managerial compensation.***

2.7.0 Emergency Response Personnel

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)

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

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

4.2.0 Holiday Falling on Weekend, Working Days

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

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

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

4.3.0 Holiday Bonus

When a probationary or regular full-time employee is scheduled to work a minimum eight-hour shift on a City holiday, that employee will receive a holiday bonus of \$140. Employees “swapping” days with a regularly scheduled employee will be eligible to receive this holiday bonus in lieu of the person with whom they “swapped”. For employees working shifts in 24-hour/7-days-a-week departments, the employee who works the official holiday is paid the bonus, not the employee who works the “celebrated” holiday (i.e., if July 4 falls on a Saturday and is celebrated by the City on Friday, July 3, the employee who works on July 4 receives the bonus). This bonus is subject to all normal withholding. It does not apply to employees who are called back for emergency work, but only those scheduled to work as part of their normal shift in order to maintain appropriate coverage. Employees called back for emergency situations or coverage will be covered under Section 3.5.0 of these policies. Executive Classification employees are exempt from this holiday bonus. 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:

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

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

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

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

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

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

5.2.1 Voluntary Sick Leave Donation Program

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

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

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

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

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

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

5.3.0 Emergency Leave

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

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

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

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

5.4.0 On-the-Job Injury and Disability Leave

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

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

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

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

5.5.0 Military Service, Training

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

5.6.0 Family Military Leave Act

Any employee who has been working for at least 12 months, who has worked at least 1,250 hours in those months, and who is the parent or spouse of a person called to state or United States military service lasting longer than 30 days is entitled to unpaid family military leave of up to 30 days while the deployment order is in effect. If leave will consist of five or more consecutive work days, at least 14 days notice is required. Employees taking leave for less than five consecutive work days must give as much advanced notice as is practicable. Employees requesting leave must consult with their supervisor to schedule the leave so it does not unduly disrupt the operations of the City. An employee may not take family military leave unless the employee has used all accumulated vacation leave and holiday leave. The City may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

5.7.0 Leave of Absence

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

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

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

5.8.0 Absence Without Leave

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

5.9.0 Family and Medical Leave (FMLA Leave)

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

- It reasonably could not have been made at another time. Examples of circumstances that may be authorized use during regular work hours are:
 - Calls to home or doctor if employee is injured or becomes sick at work.
 - Calls to notify an employee's family or other appropriate parties of a schedule change caused by official business or transportation schedule changes or delays.

- Calls when an employee is required to work overtime without advance notice. The call may be to advise family or other appropriate parties of the schedule change and to make alternate transportation arrangement or child care/dependent care arrangements.
- The call does not adversely affect the performance of duties by the employee and is of reasonable duration.

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

**THE CITY OF LAKE FOREST
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OPERATIONAL AND CLERICAL CLASSIFICATION

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Maintenance Worker I	\$38,191	\$40,186	\$42,180	\$44,175	\$46,169	\$48,164	\$50,158
Account Clerk II Administrative Assistant I Program Assistant	\$41,182	\$43,386	\$45,589	\$47,793	\$49,997	\$52,200	\$54,404
Records Clerk	\$43,955	\$46,484	\$49,013	\$51,542	\$54,070	\$56,599	\$59,128
Account Clerk III Administrative Assistant II	\$44,378	\$46,931	\$49,485	\$52,038	\$54,591	\$57,145	\$59,698
Community Services Officer Parts Specialist	\$45,916	\$48,636	\$51,355	\$54,075	\$56,794	\$59,514	\$62,233
Communications Operator	\$48,016	\$50,859	\$53,701	\$56,544	\$59,386	\$62,229	\$65,071
Maintenance Worker II Refuse Collector	\$46,060	\$49,290	\$52,521	\$55,751	\$58,981	\$62,212	\$65,442

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 FY2012**

PROFESSIONAL AND TECHNICAL CLASSIFICATION

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Media Coordinator	\$39,589	\$42,229	\$44,868	\$47,508	\$50,148	\$52,787	\$55,427
Program Supervisor Youth Worker	\$42,501	\$44,916	\$47,331	\$49,746	\$52,161	\$54,576	\$56,991
Deputy City Clerk Human Resources Specialist	\$46,195	\$48,853	\$51,511	\$54,170	\$56,828	\$59,486	\$62,144
Head Golf Professional	\$53,164	\$56,167	\$59,169	\$62,172	\$65,175	\$68,177	\$71,180
Engineering Technician Planning Technician	\$53,318	\$56,329	\$59,341	\$62,352	\$65,363	\$68,375	\$71,386
Water Plant Operator	\$53,787	\$56,776	\$59,764	\$62,753	\$65,742	\$68,730	\$71,719
Executive Assistant	\$53,676	\$56,708	\$59,740	\$62,772	\$65,804	\$68,836	\$71,868
Accountant Community TV Coordinator Mechanic	\$55,968	\$59,020	\$62,073	\$65,125	\$68,177	\$71,230	\$74,282
Building Inspector Engineering Assistant Fire Marshal	\$57,188	\$60,307	\$63,426	\$66,546	\$69,665	\$72,784	\$75,903
PC/LAN Support Specialist Plan Reviewer	\$58,426	\$61,909	\$65,392	\$68,876	\$72,359	\$75,842	\$79,325
Firefighter^	\$57,859	\$61,389	\$64,920	\$68,450			
Firefighter Paramedic	\$60,695	\$64,221	\$67,748	\$71,274	\$74,800	\$78,327	\$81,853
Police Officer 5/1/11	\$58,954	\$62,731	\$66,507	\$70,284	\$74,060	\$77,837	\$81,613
11/1/11	\$59,691	\$63,515	\$67,338	\$71,162	\$74,986	\$78,809	\$82,633

^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
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SUPERVISORY CLASSIFICATION

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Lead Code Enforcer Lead Plan Reviewer Records Clerk Supervisor	\$60,117	\$63,821	\$67,525	\$71,229	\$74,932	\$78,636	\$82,340
Communications Supervisor Network Administrator Senior Accountant Technical Services Manager	\$67,487	\$70,539	\$73,592	\$76,644	\$79,696	\$82,749	\$85,801
Chief Water Plant Operator Engineering Supervisor Cemetery Sexton Supervisor	\$69,363	\$72,514	\$75,665	\$78,817	\$81,968	\$85,119	\$88,270
Fire Lieutenant Paramedic	\$89,357	\$90,760	\$92,163	\$93,566	\$94,969	\$96,372	\$97,775
Police Sergeant	\$87,867	\$89,241	\$90,615	\$91,990	\$93,364	\$94,738	\$96,112

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

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MANAGERIAL AND ADMINISTRATIVE CLASSIFICATION

POSITION	MINIMUM	MAXIMUM
Management Intern	\$36,101	\$46,042
Assistant Planner Management Assistant	\$44,054	\$59,071
Asst. Senior Resources Manager Planner Program Manager	\$53,164	\$71,180
Assistant to Public Works Director	\$53,676	\$71,868
Assistant to the City Manager CROYA Manager Senior Resources Manager Senior Planner Communications Manager	\$56,801	\$84,609
Assistant City Manager Assistant Director of Finance	\$75,792	\$101,698
Superintendent	\$94,221	\$103,029
Fire Battalion Chief Police Commander	\$98,877	\$103,523
Deputy Fire Chief Deputy Police Chief City Surveyor and Engineer	\$106,921	\$115,139

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

**THE CITY OF LAKE FOREST
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EXECUTIVE CLASSIFICATION

POSITION _____

Level I

City Manager

Merit

Level II

Merit

Director of Community Development

Director of Finance

Director of Parks and Recreation

Director of Public Works

Fire Chief

Police Chief

Level III

Merit

Director of Human Resources