



THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL MAY 1, 2012

Introduction

On behalf of the entire Lake Forest City staff, I am pleased to present you with the proposed FY13 (May 1, 2012 – April 30, 2013) Annual Operating and Capital Budget totaling \$75,536,211. The proposed FY13 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 increase 2.9% compared to the FY12 estimated actual.** The following provides an overview of the City's proposed budget and financial outlook.

Financial Outlook

*You can't always get what you want
But if you try sometimes, you might find
You get what you need*

Mick Jagger/Keith Richards

When the Rolling Stones recorded this song back in 1968, they probably were not envisioning the relevancy of the lyrics to today's budgetary challenges. All levels of government are wrestling with the difficulties of matching declining resources with ever increasing constituent "needs". Over the past twenty years, as the economy grew, so did citizens' expectations of what services local governments should provide. Some might argue that we experienced "mission creep", providing new programs and services no matter what the cost-benefit. This tended to be

particularly true at the County, State and Federal levels where officials get elected based on what they give – not what they take away!

To our credit, Lake Forest has historically moved cautiously and conservatively when evaluating requests for new programs or services. Our tradition (or DNA) is to thoughtfully consider all aspects of the request and not get caught up in the emotional or political pressures of the moment. Governments that were unable to show fiscal restraint are today, in essence, experiencing “buyer’s remorse”. They have to make difficult decisions to shed programs and services that residents are unwilling to fund through increased taxes and fees. Whether we like it or not, economic conditions are forcing governments to reassess constituent wants vs. needs.

Five-plus years ago, the City projected the relative growth of both revenues and expenses and initiated steps to systematically, and almost invisibly, modify our operational cost structure. Financial forecasting indicated that our major budgetary cost driver (personnel costs) was growing at a faster rate than available revenues. With economic and legal restraints on our ability to generate more revenue, corrective measures had to focus on restructuring and reducing personnel levels. Personnel costs represent approximately 68% of the City’s operating budget and consequently, it was necessary to eliminate twelve positions in FY10 and another nine positions in FY11. In FY12, another seven positions were eliminated, returning the City’s total employee count to FY1992 levels (227 full-time equivalents).

<u>Year</u>	<u>Population</u>	<u>City Employees</u>	<u>Employees per 1,000 Pop.</u>
1992	17,836	227	12.73
2012	20,159	227	11.26

The City Council and City staff embraced the concept of operating in “A New Normal” and acknowledges that the economic recession and demographic shifts within the community will alter the provision of City services going forward. Every effort was made to get out ahead of the inevitable changes and recreate ourselves proactively rather than reactively. We comprehensively examined our core business lines and matched available resources to identified priorities of the community. During this time we implemented a performance management system; a Core/Elective Prioritization Program; and most recently conducted a community-wide resident survey. This economic environment has proven to be harsh and unforgiving; however, it also reveals wonderful new opportunities in which to re-envision the organization and redefine and clarify our core purpose.

What is very noteworthy is that during this period of 12% reduction in employees, **95% of our residents are still very satisfied with living in Lake Forest!**

Thoughtful and proactive financial planning has made the City successful in focusing residents on needs vs. wants and maintaining Lake Forest as a very desirable, full-service community. There is no question that local governments everywhere find themselves **doing less with less – we are**. However; through the programs previously mentioned and careful budgeting process, we have been able to realign our services without much fanfare and no diminishment in resident satisfaction.

Rightsizing – Part Deux

During FY12, City staff focused efforts on making sure that our vehicles and equipment were appropriately apportioned to reduced personnel levels. The number of pieces of rolling stock had not diminished at the same rate as personnel (12% in the last seven years). Through a comprehensive usage assessment of each vehicle and equipment, we identified 13 pieces for disposal during FY12 and another 22 scheduled for disposal in FY13. Six other vehicles have been reassigned to a “Pool” for utilization by any department or section of the City. The disposal of these 35 vehicles, trailers, etc. equates to an 11% reduction in our fleet (315 total pieces of equipment). City staff will continue to monitor vehicle usage and determine if additional reductions can be made as well as investigate methods for reducing our overall fuel consumption. The City currently consumes approximately 185,000 gallons of fuel each year and the rising cost of gasoline continuously puts tremendous pressure on operating budgets. During FY13 we will evaluate other alternatives such as electric vehicles or those that operate on compressed natural gas (CNG).

FY12 BUDGET RECAP

Throughout FY12, the City focused its attention on implementing the Early Retirement Incentive Program (ERI), restructuring City operations, reducing vehicles and equipment, and closely monitoring State financial policy decisions. As previously stated, staff tried to minimize any disruption to service to residents, making these changes as seamless as possible. We also continued to aggressively pursue outside funding for capital improvements (train station and pedestrian underpass). These opportunities are getting harder to find, and the lack of outside funding sources reduced the smaller capital improvement plan during the year. Finally, our citizens were in the proper mood to celebrate the City’s 150th Anniversary, which proved to be a series of wonderful community events.

FY13 CAPITAL INITIATIVES

- 1) Phase III Waukegan Road TIF Improvements - This summer, the final landscaping and aesthetic enhancements will be completed within Gloucester Crossing and Settlers Square. The City has received \$2 million for design and construction of a pedestrian underpass near the Telegraph Rd. Train Station which is scheduled to be completed by 2014. The TIF District will expire at the end of 2012 and any residual monies left (excluding dollars designated for the underpass) in the fund will be distributed to the various taxing agencies.
- 2) Central Business District Train Station Renovation – With financial assistance from Metra and the Federal Government (ITEP Grant), in FY12, the City replaced the shake-shingle roof with slate. In FY13, painting, repairing exterior woodwork and tuck-pointing will be undertaken. Additional work is planned for the east side of the station with the removal of the drive-up canopy and enhanced bike storage facilities. Plans are underway to leverage these funds with additional private monies to permit some long over-due interior improvements.
- 3) Laurel & Western Avenue Redevelopment – During FY13, the Property and Public Land Committee will revisit the development parameters and potential redevelopment opportunities for this site. While the real estate market has not completely turned around, the City wants to be prepared to move when the time is most advantageous.
- 4) Emerald Ash Borer – Additional funds (\$20,000) have been set aside to update an inventory of the City's tree population in order to better understand and plan for the inevitable and eventual demise of the ash trees in the community. The City has elected to take a calculated approach with selective treatment and removal of diseased trees, maintaining as many trees as possible for as long as possible (not unlike our approach to the Dutch Elm Disease). During FY13, City staff will present a comprehensive program to the community, which covers ash trees on both public and private properties.

FY13 OPERATIONAL RESTRUCTURING

Over the past fiscal year, every department has experienced some extent of restructuring and/or downsizing of staff 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. A number of employees who elected to retire through the ERI Program are leaving the City late in the FY12 year, so the transition and subsequent cost savings will continue to play out during FY13. 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 required for the next few years. However, the City has always approached the business of government much like any privately-run company and will continue to explore opportunities to do things smarter, faster and better. One or more of the Program Efficiency Studies detailed below may result in further modifications to personnel levels in years to come.

Personnel Changes – The proposed budget includes no new positions for the upcoming fiscal year.

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. This is particularly true as employees take on new or added responsibilities under the reorganization prompted by the ERI Program.

During FY12 we undertook the following actions:

- 1) **Golf Operations** – *The City, with the assistance of the National Golf Foundation, examined its business operations and explored alternatives in light of the downturn in the golf business and retirement of its longtime course manager. Following considerable public discussion, the City engaged professional management assistance from Kemper Sports Management for the upcoming year. Kemper’s extensive golf operation experience, coupled with the creation of a Golf Advisory Task Force provides a valuable team to return Deerpath Golf Course to profitability.*

- 2) NSSD 10-year I/I Study – *The City received a new 10 year study from the North Shore Sanitary District on the amount of infiltration and inflow (I/I) entering their system. The results were presented to the Public Works Committee and will help guide us in undertaking future system improvements.*
- 3) CBD Marketing and Recruitment Plan – *With direction from the CBD Advocacy Committee, the City moved forward with more focused marketing and promotional events to try and attract more businesses and shoppers to the Central Business District. Nine new businesses opened in Lake Forest in 2011, the Farmers Market was opened and the City launched its new “Live, Work Play” app. New business directory signage was installed in the Central Business District. Plans are underway for even more aggressive business recruitment in FY13.*
- 4) Salary Study – *During FY12, the City engaged Sikich Consultants to review the City’s current salary ranges and compensation methodologies. The results of the study will be shared with the City Council as part of the FY13 Budget review.*

In FY13, the City will examine the following service areas:

- 1) Fire / Paramedic 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 paramedic services to the four communities on a more regional, cost-effective basis. The results of the study are expected by late spring.*
- 2) Recycling and Refuse Collection Service – *For the second year in a row, Lake Forest has applied for a grant to assist in the purchase of larger recycling containers for residents, which has facilitated the collection of more materials. The first year saw over 3600 new containers distributed to homes and a noticeable increase in our collection of recyclable materials. The second and final phase of containers distributed to homes will occur this summer, along with the implementation of the Curotto-Can collection system (mechanical arm), and initiating the community conversation on the topic of once-a-week refuse collection.*
- 3) Central Dispatching – *The City will be participating with the Cities of Highwood, Highland Park and Villages of Deerfield, Lake Bluff and Bannockburn to conduct a study about the creation of a centralized dispatching operation for police and fire calls.*

- 4) Cable TV Operations – The City will explore alternative methods for taping and broadcasting City meetings and notable community events.

FINAL THOUGHTS

Past and present City Councils have consistently 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 seek outside funding for capital projects.

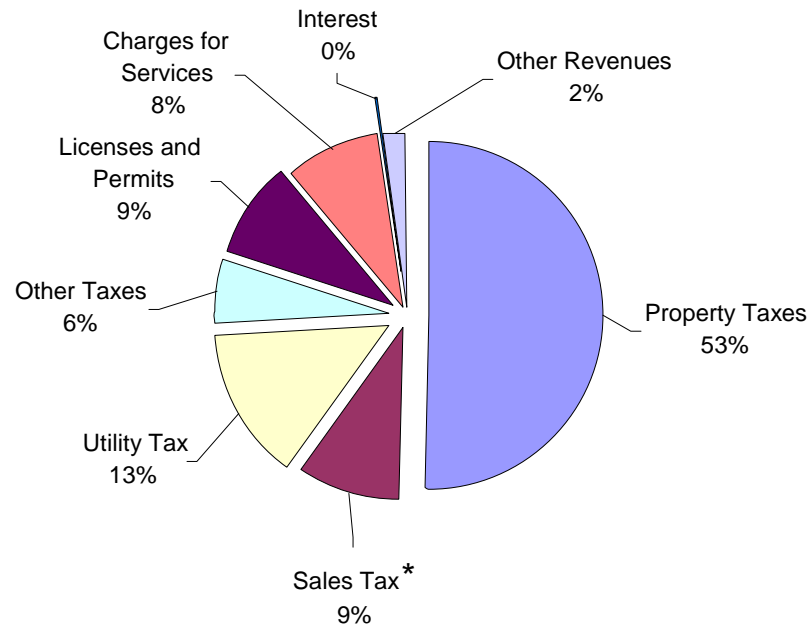
Predictions are that the public sector will continue to shed jobs in calendar year 2012 as governments struggle to balance budgets. With operating costs continuing to rise faster than projected revenues, incremental budgetary changes are no substitute for long-term comprehensive solutions. Acknowledging that we are operating in a “New Normal” is different than accepting and implementing new approaches and operational ideas. Delaying difficult budgetary decisions only fuels financial crisis (can you say “State of Illinois”?). Government’s inability to take timely action only makes matters worse down the road and creates resident disenchantment.

The City Council and community must continue to methodically and objectively differentiate between “wants” and “needs”, and allocate available resources to achieve the greatest common good. There is no question that some residents may feel impacted by our “belt-tightening” and question efforts to control operational costs. But they can never say that we did not take timely and responsible steps to address difficult budget situations. We will continue to promote new thinking, new relationships and structures, and more realistic expectations in our 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 FY13 revenue is \$30,909,946. The General Fund reserves are forecasted to equal \$12,901,987 or 41.7% of revenues as of April 30, 2013. This amounts to \$5,769,870 or 19% greater than the established reserve amount set forth in the City’s Fiscal Policy. General fund revenues are projected to increase 2.0% from FY12 estimated actuals. An overview of general fund revenues is summarized in the pie chart which follows.

General Fund Revenues



* includes 0.5% storm sewer sales tax

General Fund revenue highlights include:

- Last December, the City Council approved a **1.74% decrease** in the tax levy for all City functions (including Recreation, Library and Debt Service). The decrease includes the permitted 1.5% tax cap limitation plus new growth. Legislation allows for the exclusion of special recreation and fire pension levy amounts from the tax cap.
- **The average decrease to an existing household will be approximately 2.19% or \$58 on a \$757,000 home in Lake Forest.**
- In December, 2010 the City Council adopted changes to various fees and charges resulting in an increase (\$1,720) in General Fund revenues, (\$30,965) in Parks & Recreation Fund revenues and (\$51,238) in Golf Fund revenues.
- Estimated revenue from the Real Estate Transfer Tax is \$1,125,000 in FY12 and \$1,238,500 in FY13. 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.
- The City has received High Speed Rail funding (\$2,000,000) from the Federal and State government for construction of a pedestrian underpass at the Telegraph Rd. Train Station.

General Fund Expenses

The FY13 General Fund Budget, which includes personnel, materials, and a capital improvement transfer, is \$30,712,109 or 3.0% more than the FY12 estimated actual budget. The General Fund FY13 budget is as follows:

General Fund	FY2012 Est. Actual	FY2013	\$ Change	% Change
Operating	\$28,615,794	\$29,167,109	\$551,315	1.9%
Capital Improvement Transfer	1,000,000	1,400,000	400,000	40.0%
Operating Capital	202,846	145,000	(57,846)	(28.5%)
Total	\$29,818,640	\$30,712,109	\$893,469	3.0%

General Fund expenditure highlights include:

- Total **personnel costs**, including pensions and insurance requirements, are budgeted to **increase 2.7%** from the FY12 budget. This proposed increase encompasses the following:
 - A general pay plan adjustment of 2.0%;
 - 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 FY13 is \$472,000. 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:

○ Recycling Truck	\$306,000
○ Two Police Cars	\$ 70,000
○ Inspectors Vehicle - Electric	\$ 35,000
○ Two Box Plows	\$ 45,000

- The total FY2013 **Capital Improvement Fund budget** is \$ 4,162,904. 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:

○ Annual Road Resurfacing	\$1,700,000
○ Asphalt Contractual Repairs	\$ 120,000
○ Public Safety Bldg. Generator	\$ 190,000
○ MS Bldg. Generator	\$ 95,000
○ Concrete Street/Sidewalk Repairs	\$ 100,000
○ East Side Train Station Improvements	\$ 104,604
○ Forest Park Infrastructure	\$ 100,000
○ Website Redesign	\$ 50,000
○ IT Hardware and Software	\$ 250,500

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 FY13 budgets for the City's Enterprise and Special Revenue Funds, including capital improvements and equipment, are as follows:

	FY2012 Est. Actual	FY2013	\$ Change	% Change
Water/Sewer	\$ 7,044,039	\$8,185,515	\$1,141,476	16.2%
Golf	1,329,356	1,383,826	\$54,470	4.1%
Cemetery	814,340	921,008	\$106,668	13.1%
Parks/Recreation	8,156,795	8,257,093	\$100,298	1.2%

Senior	534,387	550,884	\$16,497	3.1%
Total	\$17,878,917	\$19,298,326	\$1,419,409	7.9%

Other Fund budget highlights include:

The total FY13 **Water and Sewer Fund capital budget** is \$1,182,000. This includes Tanglewood Court water main improvement project (\$250,000); continuation of the sanitary sewer lining program (\$200,000); purchase of Membrane Modules (\$360,000); the Basswood Road Water main improvement project (\$125,000) and, the Valley Road water main improvement project (\$100,000). The proposed improvements are set forth in the City's 5-year Capital Improvement Plan (CIP) that has been reviewed by the Finance Committee and Public Works 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. The staff performed professionally, creatively, and collaboratively in preparing this plan.

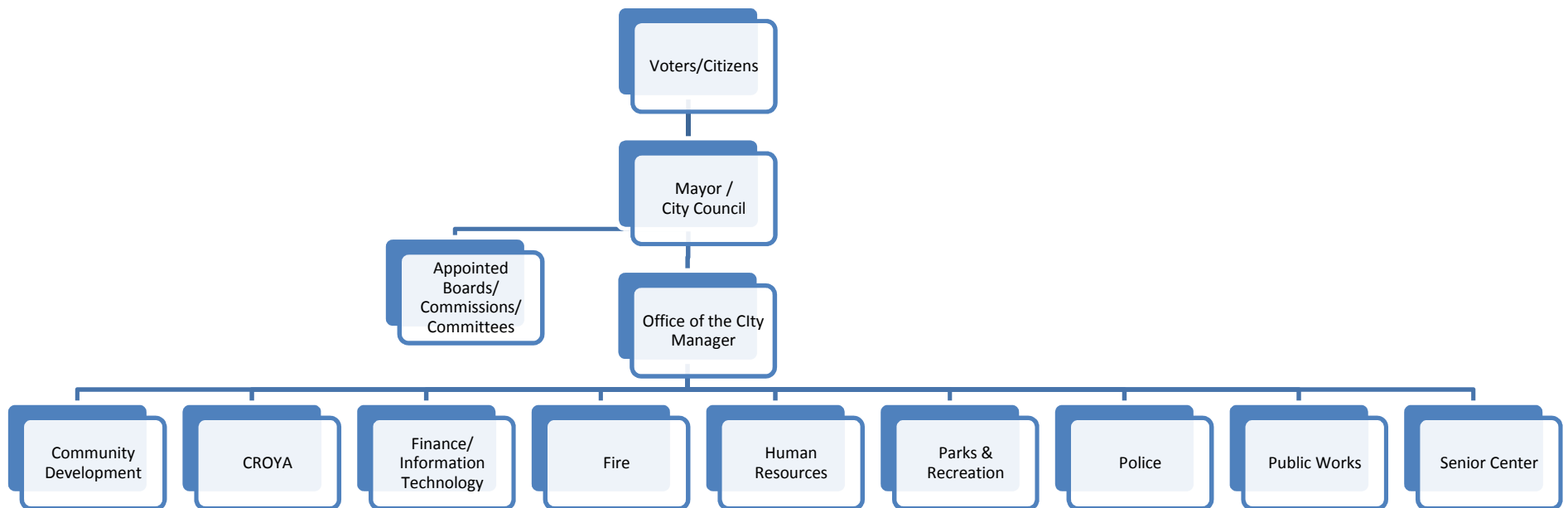
In closing, I would be remiss if I did not recognize the tremendous effort of Finance Director Kathy Reinertsen, Assistant Finance Director Diane Hall, the employees of the Finance Department, and the entire Managerial Staff. These individuals invested many hours over the course of six months preparing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

Respectfully submitted,



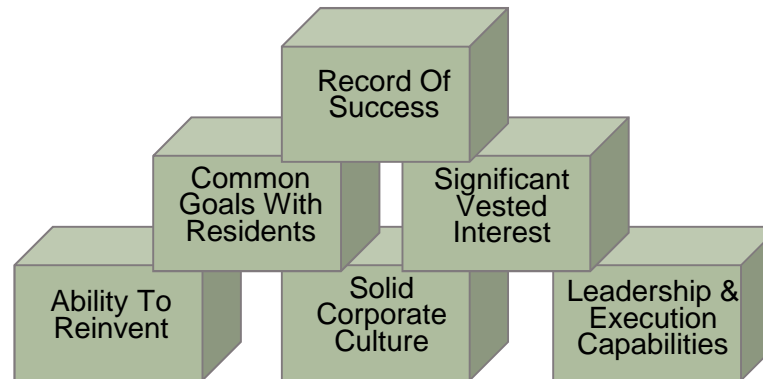
Robert R. Kiely, Jr.
City Manager

Voters and Citizens of the City of Lake Forest

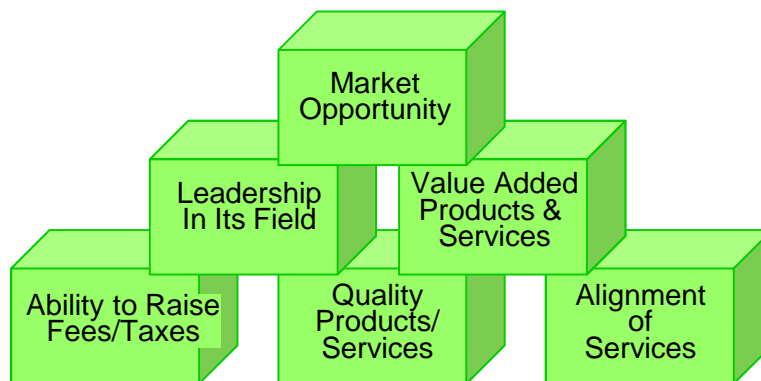


The Durable City

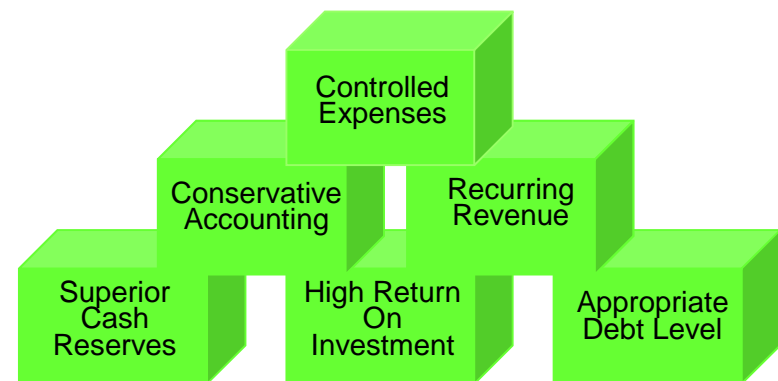
Strong Management



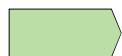
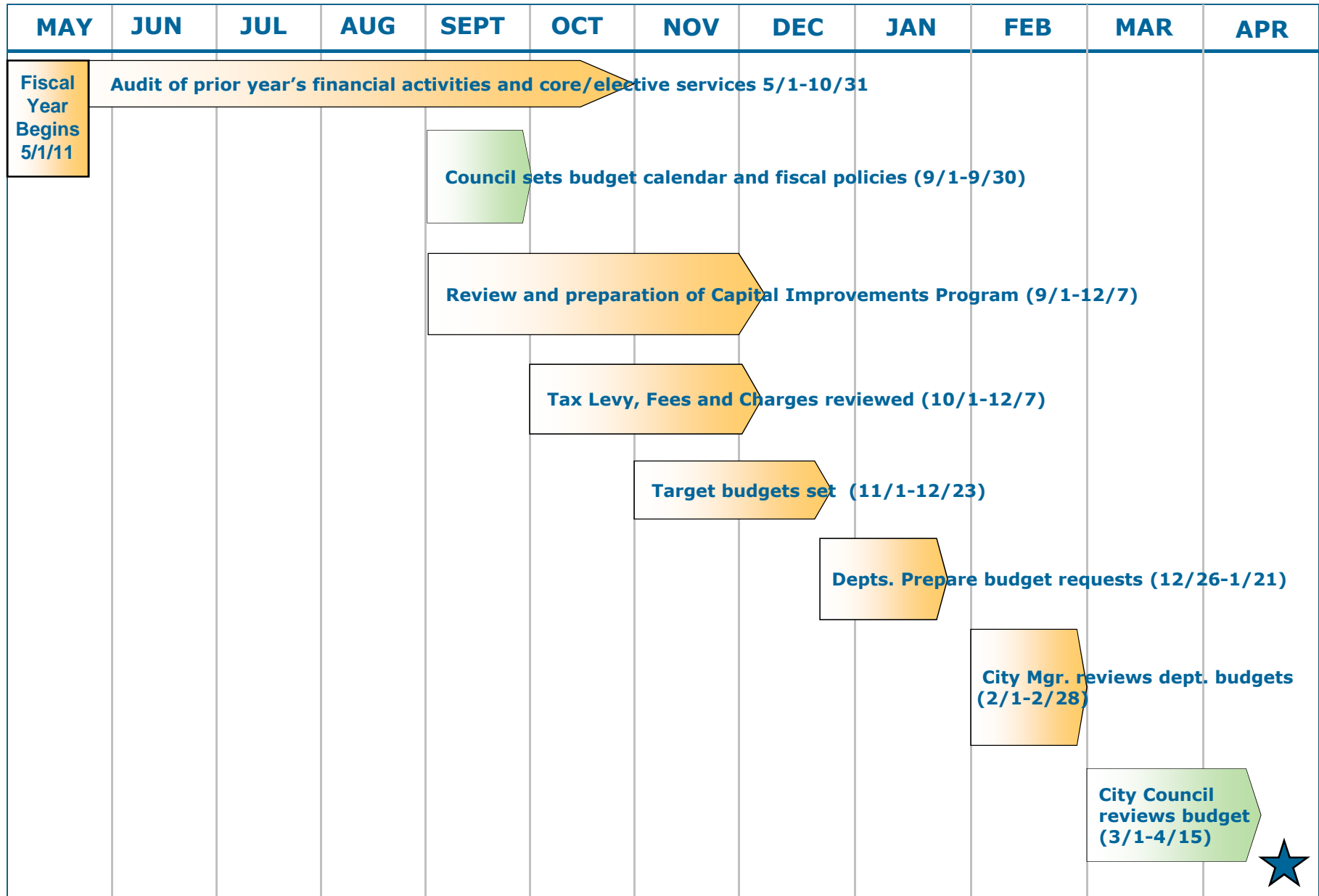
Sustainable Business Model



Solid Financials



Comprehensive Financial Program -- FY2013 Budget Timeline



= Council Action



= City Staff Action



= City Council Adopts Budget 5/7/12



The City of Lake Forest
Fund Balance Analysis

	Projected Spendable Fund Balance 5/1/2012	Budgeted Revenues FY2013	Budgeted Expenditures FY2013	Projected Spendable Fund Balance 4/30/2013
101 General Fund	\$ 12,704,150	\$ 30,909,946	\$ 30,712,109	\$ 12,901,987
Special Revenue Funds				
201 Park & Public Land	374,419	129,763	127,000	377,182
202 MFT	281,236	553,069	100,000	734,305
205 Emergency Telephone	266,442	277,072	316,009	227,505
208 Elawa Farm	97,008	95,861	72,100	120,769
210 Senior Resources	194,193	552,279	550,884	195,588
220 Parks and Recreation includes rec development	2,334,927	8,260,156	8,257,093	2,337,990
223 Parks Equip Reserve	212,269	161,945	161,000	213,214
224 Special Recreation	183,729	326,579	326,579	183,729
230 Cemetery	3,715,546	714,405	921,008	3,508,943
245 Foreign Fire Insurance	115,841	96,630	105,000	107,471
246 Drug Asset Forfeiture	9,349	63	9,000	412
247 Alcohol Asset Forfeiture	52,028	5,190	30,000	27,218
248 Housing Trust	815,712	36,200	50,000	801,912
Capital Project Funds				
301 West LF TIF	975,000	2,273,432	3,248,432	-
311 Capital Improvement	3,852,849	2,961,063	4,247,984	2,565,928
314 Rt. 60 Bridge	1,023,211	-	1,021,711	1,500
315 Rt. 60 Intersection	547,783	-	546,932	851
319 Rt 60/Fitzmorris	20,266	-	20,234	32
321 2010 G.O. Bond	-	-	-	-
Debt Service Funds				
416 2000 G O Bonds - MS Land	-	-	-	-
417 2001B Bonds - MS Building	-	-	-	-
421 2003D Bond - Storm Sewer rev match to 1/2% sales tax	744,551	257,880	219,725	782,706
422 SSA 25 - Knollwood Sewer	9,543	82,717	82,217	10,043
423 SSA 26 - Waukegan Sewer	6,222	22,215	21,715	6,722
424 SSA 29 - Saunders Road if shortage, need w & s transfr	-	159,271	159,271	-
425 2004B - Storm Sewer rev match to 1/2% sales tax	1,377,370	356,120	307,380	1,426,110
427 2008 G.O. Bonds - MS Building & Rt 60 Park	122,217	839,981	840,481	121,717
428 2009 G.O. Bonds - Western Avenue	5,101	276,535	276,845	4,791
429 2010 G.O. Bonds	8,940	721,761	723,261	7,440
Enterprise Funds				
501 Water & Sewer	6,363,151	7,468,654	8,185,515	5,646,290
508 Water and Sewer Capital	894,758	2,008,718	1,182,000	1,721,476
510 Deerpath Golf Course	287,778	1,368,673	1,383,826	272,625
Internal Service Funds				
601 Fleet	106,889	1,887,027	1,876,300	117,616
605 Liability Insurance	577,442	1,245,871	1,206,000	617,313
610 Self Insurance	5,006,406	4,641,800	4,636,000	5,012,206
Pension Trust Funds				
701 Fire Pension	26,096,236	1,803,863	1,666,800	26,233,299
702 Police Pension	21,103,972	1,938,910	1,945,800	21,097,082
Total All Funds	\$ 90,486,534	\$ 72,433,649	\$ 75,536,211	\$ 87,383,972

The City of Lake Forest
Expense Comparison

	Projected Estimated Expenditures FY2012	Budgeted Expenditures FY2013	\$\$ change	% change
101 General Fund	\$ 29,818,640	\$ 30,712,109	\$ 893,469	3.00%
Special Revenue Funds				
201 Park & Public Land	90,000	127,000	37,000	41.11%
202 MFT	1,719,471	100,000	(1,619,471)	-94.18%
205 Emergency Telephone	240,081	316,009	75,928	31.63%
208 Elawa Farm	60,425	72,100	11,675	19.32%
210 Senior Resources	534,387	550,884	16,497	3.09%
220 Parks and Recreation includes rec development	8,156,795	8,257,093	100,298	1.23%
223 Parks Equip Reserve	150,000	161,000	11,000	7.33%
224 Special Recreation	321,616	326,579	4,963	1.54%
230 Cemetery	814,340	921,008	106,668	13.10%
245 Foreign Fire Insurance	105,000	105,000	0	0.00%
246 Drug Asset Forfeiture	10,000	9,000	(1,000)	-10.00%
247 Alcohol Asset Forfeiture	-	30,000	30,000	n/a
248 Housing Trust	150,000	50,000	(100,000)	-66.67%
Capital Project Funds				
301 West LF TIF	995,957	3,248,432	2,252,475	226.16%
311 Capital Improvement	4,610,903	4,247,984	(362,919)	-7.87%
314 Rt. 60 Bridge	-	1,021,711	1,021,711	n/a
315 Rt. 60 Intersection	-	546,932	546,932	n/a
319 Rt 60/Fitzmorris	-	20,234	20,234	n/a
321 2010 G.O. Bond	565,423	-	(565,423)	-100.00%
Debt Service Funds				
416 2000 G O Bonds - MS Land	1,171,541	-	(1,171,541)	-100.00%
417 2001B Bonds - MS Building	206,359	-	(206,359)	-100.00%
421 2003D Bond - Storm Sewer rev match to 1/2% sales tax	222,460	219,725	(2,735)	-1.23%
422 SSA 25 - Knollwood Sewer	78,818	82,217	3,399	4.31%
423 SSA 26 - Waukegan Sewer	21,715	21,715	0	0.00%
424 SSA 29 - Saunders Road if shortage, need w & s transfr	160,280	159,271	(1,009)	-0.63%
425 2004B - Storm Sewer rev match to 1/2% sales tax	306,181	307,380	1,199	0.39%
427 2008 G.O. Bonds - MS Building & Rt 60 Park	842,694	840,481	(2,213)	-0.26%
428 2009 G.O. Bonds - Western Avenue	280,045	276,845	(3,200)	-1.14%
429 2010 G.O. Bonds	894,815	723,261	(171,554)	-19.17%
Enterprise Funds				
501 Water & Sewer	7,044,039	8,185,515	1,141,476	16.20%
508 Water and Sewer Capital	1,557,128	1,182,000	(375,128)	-24.09%
510 Deerpath Golf Course	1,329,356	1,383,826	54,470	4.10%
Internal Service Funds				
601 Fleet	1,833,945	1,876,300	42,355	2.31%
605 Liability Insurance	1,206,000	1,206,000	0	0.00%
610 Self Insurance	4,530,000	4,636,000	106,000	2.34%
Pension Trust Funds				
701 Fire Pension	1,550,800	1,666,800	116,000	7.48%
702 Police Pension	1,827,800	1,945,800	118,000	6.46%
Total All Funds	\$ 73,407,014	\$ 75,536,211	\$ 2,129,197	2.90%

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

	Actual FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016	PROJECTED FY 2017
Fund Balance 5/1	10,886,272	12,228,018	12,704,150	12,901,987	13,276,545	13,521,084	13,550,570
Revenue	30,144,014	30,294,772	30,909,946	31,910,424	32,374,458	32,959,796	33,742,563
Less: Operating Expenses	28,387,747	28,818,640	29,312,109	30,735,866	31,779,919	32,830,310	33,890,142
Net before CIP	1,756,267	1,476,132	1,597,837	1,174,558	594,539	129,486	(147,579)
Capital Expenditures	414,521	1,000,000	1,400,000	800,000	350,000	100,000	1,050,000
Fund Balance 4/30	<u>12,228,018</u>	<u>12,704,150</u>	<u>12,901,987</u>	<u>13,276,545</u>	<u>13,521,084</u>	<u>13,550,570</u>	<u>12,352,991</u>
Less: 15% Req Resv+ Sick/Vaca+\$950K Parking Resv	7,017,227	7,039,841	7,132,117	7,282,189	7,351,794	7,439,594	7,557,009
Available Funds	<u>5,210,791</u>	<u>5,664,309</u>	<u>5,769,870</u>	<u>5,994,356</u>	<u>6,169,290</u>	<u>6,110,976</u>	<u>4,795,982</u>
Op Revenue increase%		0.5%	2.0%	3.2%	1.5%	1.8%	2.4%
Op Expense increase %		1.5%	1.7%	4.9%	3.4%	3.3%	3.2%

The City of Lake Forest FY2013 Budget Departments

Cable TV	\$ 204,104
City Council	418,714
Human Resources	449,452
CROYA	522,994
Information Technology	540,552
City Manager	807,812
Finance	751,736
Community Development	1,500,771
Non Department	4,947,251
Fire	5,603,264
Public Works*	6,585,380
Police	8,380,079
Total General Fund	\$ 30,712,109

* Public Works Breakdown

Storm Sewers	\$ 268,194
Public Works Admin	446,895
Engineering	547,135
Building Maintenance	1,402,990
Streets	1,634,438
Sanitation	2,285,728
	<u>\$ 6,585,380</u>

Senior Resources	\$ 550,884
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Parks	\$ 3,304,455
Recreation	4,952,638
Total Parks and Recreation	\$ 8,257,093

Water and Sewer	\$ 8,185,515
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Deerpath Golf Course	\$ 1,383,826
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Fleet	\$ 1,876,300
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**CITY OF LAKE FOREST
FISCAL YEAR 2012-2013
PERSONNEL SCHEDULE
BUDGETED POSITIONS**

FULL TIME POSITION TITLE	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 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	0	0
DIRECTOR OF HUMAN RESOURCES	1	1	1
CROYA DIRECTOR	1	0	0
POLICE CHIEF	1	1	1
FIRE CHIEF	1	1	1
DIRECTOR OF SENIOR RESOURCES	1	0	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	0	0
ASSISTANT DIRECTOR OF FINANCE	1	1	1
ASSISTANT DIRECTOR OF IT	0	1	1
CODE ENFORCEMENT OFFICER	1	1	1
CROYA MANAGER	0	1	1
SENIOR RESOURCES MANAGER	0	1	1
HEAD GOLF PRO	1	0	0
SUPERINTENDENT	4	4	4
ASSISTANT CITY MANAGER	0	1	1
ASSISTANT TO THE CITY MANAGER	1	0	0
CABLE COORDINATOR	1	1	0
COMMUNITY TELEVISION COORDINATOR	0	0	1
POLICE SERGEANT	3	3	3
FIRE LIEUTENANT	7	6	6
SUPERVISOR	8	7	7
TECHNICAL SERVICES MANAGER	1	1	1
CONST. ENGINEERING SUPERVISOR	1	1	0
ENGINEERING SUPERVISOR	0	0	1
COMMUNICATIONS SUPERVISOR	1	1	1
SENIOR ACCOUNTANT	1	0	0
PUBLIC SAFETY RECORDS SUPV	1	1	1
NETWORK ADMINISTRATOR	1	0	0
POLICE OFFICER	30	30	30
FIRE FIGHTER	21	21	21
ENGINEERING ASSISTANT	2	2	2
ACCOUNTANT	1	1	1
PC/LAN SUPPORT SPECIALIST	2	1	1
BUILDING INSPECTOR	3	4	4

**CITY OF LAKE FOREST
FISCAL YEAR 2012-2013
PERSONNEL SCHEDULE
BUDGETED POSITIONS**

FULL TIME POSITION TITLE	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 BUDGET
ENGINEERING TECHNICIAN	1	1	1
WATER PLANT OPERATOR	7	6	6
ASSISTANT CROYA DIRECTOR	1	0	0
PROGRAM MANAGER	5	6	5
PLANNER	1.5	1	1
PLAN REVIEWER	2	2	2
EXECUTIVE ASSISTANT	1	0	0
COMMUNICATIONS MANAGER	0	1	1
HUMAN RESOURCES SPECIALIST	1	1	1
DEPUTY CITY CLERK	1	1	1
PROGRAM SUPERVISOR	8	6	6
YOUTH WORKER	2	2	2
REFUSE COLLECTOR	11	11	11
MAINTENANCE WORKER II	37	36	36
PARTS SPECIALIST	1	1	1
MECHANIC	4	4	4
COMMUNICATIONS OPERATOR	9	9	9
COMMUNITY SERVICE OFFICER	3	3	3
ASSISTANT SENIOR DIRECTOR	1	1	1
ADMINISTRATIVE ASSISTANT II	10	10	9
ASSISTANT TO DIRECTOR OF PW	1	1	1
ACCOUNT CLERK III	3	4	4
ADMINISTRATIVE ASSISTANT I	3	3	4
RECORDS CLERK	3	3	3
PROGRAM ASSISTANT	1	1	1
PUBLIC ACCESS COORDINATOR	1	1	0
MEDIA COORDINATOR	0	0	1
TECHNICIAN	0	1	1
FULL TIME PERSONNEL	235.5	227	226

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

ACTUAL 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
54	50	53

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

ACTUAL 2010-2011	BUDGET 2011-2012	BUDGET 2012-2013
361	344	286

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

	Actual FY 2011	Estimated FY 2012	PROJECTED FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016	PROJECTED FY 2017
Fund Balance 5/1	\$ 278,787	\$ 298,928	\$ 287,778	\$ 272,625	\$ 147,477	\$ 122,269	\$ 110,055
Revenue							
Operating revenue*	1,264,624	1,223,479	1,363,734	1,403,282	1,441,171	1,481,524	1,523,006
Giving Tree		16,100	3,500	3,500	3,500	3,500	3,500
Recreation Fund Transfer Grant	22,600	75,000	-	-	-	-	-
Interest Income	4,400	3,627	1,439	2,726	1,475	1,223	1,101
Total Current Revenue	\$ 1,291,624	\$ 1,318,206	\$ 1,368,673	\$ 1,409,509	\$ 1,446,146	\$ 1,486,246	\$ 1,527,607
Less:							
Operations and Maintenance	426,941	\$ 516,664	618,546	630,917	646,690	662,857	679,429
Salaries/Benefits	725,722	\$ 637,808	\$ 566,531	\$ 596,596	\$ 612,633	\$ 628,669	\$ 645,492
Adm Serv to City	22,070	22,401	22,961	23,535	24,123	24,727	25,345
Total Operating Expenses	\$ 1,174,733	\$ 1,176,873	\$ 1,208,038	\$ 1,251,048	\$ 1,283,446	\$ 1,316,253	\$ 1,350,265
Net Before Capital	116,891	141,333	160,635	158,461	162,699	169,994	177,342
Capital Expense	-	39,500	65,000	175,000	81,000	80,000	84,000
Debt Service	96,750	112,983	110,788	108,608	106,908	102,208	98,568
Total Capital/Debt Service	96,750	152,483	175,788	283,608	187,908	182,208	182,568
Fund Balance 4/30	\$ 298,928	\$ 287,778	\$ 272,625	\$ 147,477	\$ 122,269	\$ 110,055	\$ 104,828

Debt service coverage 1.25 1.21 1.25 1.45 1.46 1.52 1.66 1.80

*FY12 revenue assumes sale of memberships occurs on same schedule as prior year.

Series 2004A bonds were refunded as part of the 2011B refunding issue and mature 12-15-23. As of 12-16 -11, \$982,500 of undefeased principal is outstanding.

Op Revenue increase%	-4.6%	-3.3%	11.5%	2.9%	2.7%	2.8%	2.8%
Op Expense increase %	0.5%	0.2%	2.6%	3.6%	2.6%	2.6%	2.6%

Note: Not reflected -- added expense for Federal Required Health Benefits in FY14.

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

501 Operating

Rate increases						
5.00%	2.70%	1.50%	3.30%	2.00%	2.50%	2.50%

ACTUAL FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016	PROJECTED FY 2017
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Fund Balance 5/1	\$ 5,660,596	\$ 5,969,929	\$ 6,363,151	\$ 5,646,290	\$ 5,783,757	\$ 5,364,426	\$ 5,336,602
Operating Revenue	\$ 7,386,191	\$ 7,437,261	\$ 7,468,654	\$ 7,717,654	\$ 7,835,654	\$ 7,934,654	\$ 8,086,654
Grant Revenue							
Less: Operating Expenses	3,941,864	4,124,868	3,984,095	4,168,967	4,296,364	4,430,397	4,580,242
Debt service	2,384,994	2,219,171	2,201,420	2,211,220	2,208,621	2,207,081	2,198,831
Net before CIP	\$ 1,059,333	\$ 1,093,222	\$ 1,283,139	\$ 1,337,467	\$ 1,330,669	\$ 1,297,176	\$ 1,307,581
Total Transfer to Capital	750,000	\$ 700,000	\$ 2,000,000	\$ 1,200,000	\$ 1,750,000	\$ 1,325,000	\$ 1,225,000
Fund Balance 4/30	\$ 5,969,929	\$ 6,363,151	\$ 5,646,290	\$ 5,783,757	\$ 5,364,426	\$ 5,336,602	\$ 5,419,183
Less: .33 (rev) + 1X debt serv+500K	\$ 5,322,437	\$ 5,173,467	\$ 5,166,076	\$ 5,258,046	\$ 5,294,387	\$ 5,325,517	\$ 5,367,427
Available Funds	<u>647,492</u>	<u>1,189,684</u>	<u>480,214</u>	<u>525,711</u>	<u>70,039</u>	<u>11,085</u>	<u>51,756</u>
Revenue increase%	3.8%	0.7%	0.4%	3.3%	1.5%	1.3%	1.9%
Expense increase %	0.2%	4.6%	-3.4%	4.6%	3.1%	3.1%	3.4%
Series 2002A bonds mature 12-15-23.							
Debt service coverage 1.25	1.44	1.49	1.58	1.60	1.60	1.59	1.59

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

508 Capital- Water

WATER FUND

	Rate increases					
	5.00%	2.70%	1.50%	3.30%	2.00%	2.50%

ACTUAL FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016	PROJECTED FY 2017
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Fund Balance 5/1	\$ 2,236,095	\$ 1,743,986	\$ 894,758	\$ 1,721,476	\$ 200,509	\$ 499,634	\$ 7,445
Transfer from Operating	\$ 750,000	\$ 700,000	\$ 2,000,000	\$ 1,200,000	\$ 1,750,000	\$ 1,325,000	\$ 1,225,000
Grant/SSA Revenue	\$ 162,051	\$ -	\$ 5,318	\$ 5,318	\$ 5,318	\$ 5,318	\$ 5,318
Interest	\$ 12,925	\$ 7,900	\$ 3,400	\$ 17,215	\$ 3,008	\$ 9,993	\$ 149
Capital Improvements- #1 Only	1,417,085	1,557,128	1,182,000	2,743,500	1,459,200	1,832,500	1,165,000
Fund Balance 4/30	\$ 1,743,986	\$ 894,758	\$ 1,721,476	\$ 200,509	\$ 499,634	\$ 7,445	\$ 72,912

City of Lake Forest, Illinois
5-Yr Capital Improvement Plan
 FY '13 thru FY '17

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '13	FY '14	FY '15	FY '16	FY '17	Total
GO Bond issue								
Fire Engines	09-Fire-001	1		100,000	425,000	100,000	500,000	1,125,000
GO Bond issue Total				100,000	425,000	100,000	500,000	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
Storm: Bluff, Ravine, & Ditch Improvements	07-W&S-001	1	50,000	50,000	50,000	50,000	50,000	250,000
City Hall HVAC (Replace Air Conditioner)	09-CH-002	1		60,000				60,000
Annual Asphalt Pavement Overlay Program (PRIMARY)	09-ENGG-001	1	1,700,000	1,700,000		1,700,000	1,800,000	6,900,000
Annual Sidewalks/Curbs Replacement Program	09-ENGG-003	1	50,000	50,000	50,000	50,000	50,000	250,000
Annual Storm Sewer Lining Program- Primary	09-ENGG-006	1		100,000		100,000		200,000
Concrete Streets Repair Project	09-ENGG-008	1	100,000	100,000	50,000	50,000	50,000	350,000
Pavement Management Program	09-ENGG-009	1				75,000		75,000
Capital Equipment - General- Primary	09-EQPT-001	1	472,000	727,000	721,000	685,000	624,000	3,229,000
Annual Tree Replacement Program (PRIMARY)	09-FORS-001	1	50,000	55,000	60,000	65,000	65,000	295,000
Police/Fire Emergency Operating Center	09-PS-002	1	10,000	10,000	10,000	10,000	10,000	50,000
Asphalt Resurfacing of the Compost Center	09-SAN-003	1		170,000				170,000
Electric Light Conversion Project (Metal Halide)	09-STR-001	1	27,000					27,000
Longline Striping	09-STR-002	1	100,000	50,000	50,000	50,000	50,000	300,000
Bridges Maintenance and Miscellaneous Repairs	09-STR-003	1	15,000	15,000	15,000	15,000	15,000	75,000
Asphalt Streets Patching (Contractual)	09-STR-008	1	120,000	50,000	50,000	50,000	50,000	320,000
Sign Replacement Program	10-STR-003	1	50,000	60,000	50,000	25,000	50,000	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
Recycling Totes 65 Gallon	11-SAN-001	1	40,000					40,000
IT Annual Hardware Expense	12-IT-003	1	117,000	166,000	116,000	86,000	53,500	538,500
Citywide Audio Visual Improvements	12-LFTV-001	1	45,000	10,000	10,000	10,000	10,000	85,000
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
Everett Park: CLS HVAC	12-PARKS-005	1	30,000					30,000
Beach Revetment Wall Survey	12-PARKS-007	1	30,000					30,000
Plastic Lockers & Benches	12-REC-001	1	40,000					40,000
Stirling Exterior Painting	12-REC-003	1	20,000					20,000
Rec Ctr: Parking Lot Improvements- N. drainage	12-REC-005	1	40,000					40,000
Cardio Equipment/ Vision	12-REC-006	1	30,000	30,000	30,000	30,000	30,000	150,000
Street Lights Upgrade to LED/Induction	12-STR-001	1		25,000	26,000	26,000	26,000	103,000
CBD Train Station Improvements	13-BLDG-001	1	104,604	60,000				164,604

Source	Project#	Priority	FY '13	FY '14	FY '15	FY '16	FY '17	Total
Municipal Buildings: Emergency Generators	13-BLDG-100	1	95,000	0				95,000
CNW Bicycle Parking Structure (CMAQ Grant)	13-BLDG-108	1	11,960					11,960
MS Customer Counter	13-cdev-001	1	10,000					10,000
Settlers Sq/Gloucester Crossing Streetscape Improv	13-ENGG-002	1		112,000				112,000
Telegraph Rd Train Station Pedestrian Underpass	13-ENGG-003	1		288,000				288,000
Forest Park Improvements	13-ENGG-011	1	100,000					100,000
MS Copier	13-fin-001	1	15,000					15,000
Cardiac Monitors	13-Fire-001	1		39,000		37,000		76,000
Video Conferencing	13-Fire-002	1	24,000	12,000	12,000			48,000
IT Annual Software Expense	13-IT-001	1	133,500	125,000	140,000	155,000	105,000	658,500
Phone System	13-IT-002	1				25,000	225,000	250,000
Web Site Redesign	13-OCM-001	1	50,000	45,000				95,000
Waveland Park:W Parking Lot Resurface & Expansion	13-PARKS-006	1				20,000	160,000	180,000
Park Bathroom Renovations	13-PARKS-008	1					100,000	100,000
Northcroft Park: Tennis Court Restore/Resurface	13-PARKS-009	1					50,000	50,000
Tree Inventory	13-Parks-011	1	20,000	20,000				40,000
NICE Replacement	13-POL-003	1	55,000					55,000
Wood Floor Replacement - 4 courts	13-REC-001	1	70,000					70,000
Recreation Center Sidewalk Improvements	13-REC-002	1			40,000			40,000
Bike Trail Maintenance	14-PARKS-002	1		200,000	200,000	200,000		600,000
Deerpath Park: Tennis Court Restore/Resurface	14-PARKS-003	1		130,000				130,000
Selectorized Strength Equipment	14-REC-001	1		75,000				75,000
Rec Fitness & Lobby Skylight Replacement	15-REC-001	1			45,000			45,000
Rec Front Entrance Door & Sidelight Replacement	15-REC-002	1			45,000			45,000
Rec Window Replacement	15-REC-003	1			60,000			60,000
South Park: Playground Equipment Replacement	16-PARKS-001	1				115,000		115,000
Rec Fitness Center Carpet Replacement	16-REC-001	1				35,000		35,000
Rec Center Roof Replacement	16-REC-002	1				620,000		620,000
Gorton Center: East Flat Roof Replacement	17-BLDG-101	1					22,000	22,000
Recreation Center: Fitness Center HVAC Replacement	17-BLDG-103	1					60,000	60,000
Recreation Center: New Dance Office	17-BLDG-104	1					30,000	30,000
Capital Fund Total			4,015,064	4,829,000	2,330,000	4,284,000	3,685,500	19,143,564

Cemetery Fund

Ravine Restoration	07-CEM-005	1	200,000					200,000
Landscape & Hardscape Improvements	12-CEM-001	1	50,000	50,000	50,000	50,000	50,000	250,000
Entry Yellin Gate Restoration	14-CEM-001	1		50,000				50,000
Pergola Restoration - Section E	17-CEM-001	1					60,000	60,000
Cemetery Fund Total			250,000	100,000	50,000	50,000	110,000	560,000

Emergency Telephone Fund

Dispatch Communication Equipment	09-POL-001	1	64,800					64,800
911 Upgrade	13-POL-002	1			250,000			250,000
Emergency Telephone Fund Total			64,800		250,000			314,800

Golf Course Fund

Mower replacement	13-GOLF-001	1	45,000					45,000
878 Bank Machine	13-GOLF-004	1	20,000					20,000
Mower replacement	14-GOLF-001	1		25,000				25,000
Parking lot resurface	14-GOLF-002	1		150,000				150,000

Source	Project#	Priority	FY '13	FY '14	FY '15	FY '16	FY '17	Total
Mower replacement	15-GOLF-001	1			45,000			45,000
Cart path overlay	15-GOLF-002	1			24,000			24,000
Clubhouse Lightening Prediction Replacement	15-GOLF-003	1			12,000			12,000
Clubhouse Siding Replacement	16-GOLF-001	1				60,000		60,000
Sprayer replacement	16-GOLF-002	1				20,000		20,000
Mower replacement	17-GOLF-001	1					45,000	45,000
Cart path overlay	17-GOLF-002	1					24,000	24,000
Refurbish clubhouse furniture/cases	17-GOLF-003	1					15,000	15,000
Golf Course Fund Total			65,000	175,000	81,000	80,000	84,000	485,000
Grant-Federal-Capital Fund								
CNW Bicycle Parking Structure (CMAQ Grant)	13-BLDG-108	1	47,840					47,840
Telegraph Rd Train Station Pedestrian Underpass	13-ENGG-003	1		1,000,000				1,000,000
Grant-Federal-Capital Fund Total			47,840	1,000,000				1,047,840
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	32,000	48,000	500,000	800,000	1,460,000
Ringwood Bridge Reconstruction	13-ENGG-010	1					100,000	100,000
Grant-Federal-MFT Total			80,000	32,000	48,000	500,000	900,000	1,560,000
Grant-State-Capital Fund								
Recycling Totes 65 Gallon	11-SAN-001	1	100,000					100,000
Telegraph Rd Train Station Pedestrian Underpass	13-ENGG-003	1		1,000,000				1,000,000
Grant-State-Capital Fund Total			100,000	1,000,000				1,100,000
Motor Fuel Tax Fund								
Annual Asphalt Pavement Overlay Program (PRIMARY)	09-ENGG-001	1			1,700,000			1,700,000
Lake-Woodbine Bridge Rehabilitation	09-ENGG-019	1	20,000	8,000	12,000	125,000	200,000	365,000
Ringwood Bridge Reconstruction	13-ENGG-010	1					25,000	25,000
Motor Fuel Tax Fund Total			20,000	8,000	1,712,000	125,000	225,000	2,090,000
Park & Public Land Fund								
Pavillion Lightning Protection	13-PARKS-003	1	97,000					97,000
Townline Park: Playground Installation	13-PARKS-005	1	30,000					30,000
West Park: Playground and Building	14-PARKS-005	1		300,000				300,000
Park & Public Land Fund Total			127,000	300,000				427,000
Park and Recreation Fund								
P&R&F:Capital Equipment	12-PARKS-001	1	161,000	150,000	150,000	150,000	150,000	761,000
Sail Boat Storage Yard	13-REC-003	1	70,000					70,000

Source	Project#	Priority	FY '13	FY '14	FY '15	FY '16	FY '17	Total
Recreation Technology	13-REC-004	1		35,000	125,000	165,000		325,000
Park and Recreation Fund Total			231,000	185,000	275,000	315,000	150,000	1,156,000
TIF Fund								
Settlers Sq/Gloucester Crossing Streetscape Improv	13-ENGG-002	1	475,000					475,000
Telegraph Rd Train Station Pedestrian Underpass	13-ENGG-003	1	500,000					500,000
TIF Fund Total			975,000					975,000
Water and Sewer Fund								
Replace Villa Turicum Sewer Pumps	07-WP-011	1			52,000			52,000
Annual Sanitary Sewer Lining Program	09-ENGG-005	1	200,000	150,000	150,000	150,000	150,000	800,000
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
Water:Lawrence Wtrmn Rplc (Oak Knoll -S Wood Hill)	09-ENGG-031	1					250,000	250,000
Capital Equipment - Water	09-EQPT-002	1	80,000	465,000	110,000	45,000	230,000	930,000
Water: Butler Dr (N of Foster Pl to Waveland Park)	10-ENGG-001	1					125,000	125,000
Water: Tanglewood Ct (Conway Rd to CDS)	10-ENGG-007	1	250,000					250,000
Water Plant: Membrane Filter Modules	10-WP-003	1	360,000	360,000	360,000	360,000	360,000	1,800,000
Water: Foster Pl Watermain Replc(Green Bay-Butler)	11-ENGG-003	1				740,000		740,000
Water Plant: Low-Range Turbidimeters for Skids	11-WP-002	1	52,000					52,000
Water: Basswood-Onwentsia Easement WM	13-ENGG-005	1	125,000					125,000
Water: Valley Rd (North-Linden)	13-ENGG-006	1	100,000	1,050,000				1,150,000
Southwest Sewer Force Main Lining	13-ENGG-008	1			85,000	500,000		585,000
Church Rd Easement Sanitary Sewer Replacement	13-ENGG-009	1					35,000	35,000
Overhead Sewer Cost Share Program	13-W&S-001	1	15,000	15,000	15,000	15,000	15,000	75,000
Water Plant: Raw Water Prefilter	13-WP-001	1		43,500				43,500
Water Plant: Refrigerant Air Dryer	13-WP-002	1			17,200			17,200
Water Plant: Vacuum Priming System	13-WP-003	1				22,500		22,500
Water and Sewer Fund Total			1,182,000	2,743,500	1,459,200	1,832,500	1,165,000	8,382,200
GRAND TOTAL			8,157,704	10,472,500	6,630,200	7,286,500	6,819,500	39,366,404

Proposed F.Y. 2013 Capital Equipment

General Fund

Department	Unit #(s)	New / Replace	Item	Budget
Sanitation	184	Replace	Recycling Truck	\$306,000
Streets	-----	New	Side-Dump Trailer	\$ 16,000
	-----	New	Box Plows	\$ 45,000
Police	7	Replace / Upgrade	Police Car → Tahoe	\$ 35,000
	12	Replace	Commander Tahoe	\$ 35,000
Com. Development	512	Replace	All-Electric Car	<u>\$ 35,000</u>
TOTAL:				\$472,000

Parks & Recreation Fund

Department	Unit #(s)	New / Replace	Item	Budget
Parks	329	Replace	2WD Dump Truck	\$ 60,000
	-----	New	Side Dump Trailer	\$ 16,000
Forestry	646 & 948	Replace	48' Trailer (Dredger)	\$ 20,000
	628	Replace	4WD Dmp. Trk./Plow	<u>\$ 65,000</u>
TOTAL:				\$161,000

Water Fund

Department	Unit #(s)	New / Replace	Item	Budget
Water & Sewer	904	Replace	2WD Ext. Cab P.U.	\$ 24,000
	-----	New	Side Dump Trailer	\$ 16,000
	981	Refurbish	Hklft./ Hyd./ Wing	<u>\$ 40,000</u>
TOTAL:				\$ 80,000

Golf Fund

Department	Unit #	New / Replace	Item	Budget
Golf Course	842	Replace	Fairway Mower	<u>\$ 45,000</u>
	890	Replace	Bank Mower	<u>\$ 20,000</u>
TOTAL:				\$ 65,000

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

	ACTUAL FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016	PROJECTED FY 2017
Fund Balance 5/1	\$ 2,018,438	\$ 4,377,002	\$ 3,852,849	\$ 2,565,928	\$ 898,069	\$ 82,728	\$ 1,224,930
Revenue							
Real Estate Transfer Tax	\$ 1,292,185	\$ 1,135,000	\$ 1,248,500	\$ 1,373,350	\$ 1,510,685	\$ 1,661,754	\$ 1,827,929
Demolition Tax	5,000	34,000	30,000	30,000	36,000	36,000	36,000
Misc/Recycling	145,069	145,000	110,000	110,000	110,000	110,000	110,000
Interest	21,571	27,500	14,959	25,659	13,471	1,655	24,499
Total Taxes and Other	\$1,463,825	\$1,341,500	\$1,403,459	\$1,539,009	\$1,670,156	\$1,809,408	\$1,998,427
Grants/Contributions	\$ 710,521	\$ 1,668,739	\$ 157,604	\$ 2,009,764	\$ 9,764	\$ 9,764	\$ 9,764
Total Non-Bond Revenue	\$ 2,174,346	\$ 3,010,239	\$ 1,561,063	\$ 3,548,773	\$ 1,679,920	\$ 1,819,172	\$ 2,008,191
CIP/Fire Truck Bonds	5,150,000			1,000,000		3,700,000	
Total Bond Proceeds	\$ 5,150,000	\$ -	\$ -	\$ 1,000,000	\$ -	\$ 3,700,000	\$ -
Gen Fd Transfer from ERI Savings		\$ 1,000,000	\$ 1,400,000	\$ 800,000	\$ 350,000	\$ 100,000	\$ 100,000
Gen Fd/.5% sales tax transfer: Balance above policy	1,353,521	76,511					950,000
Grand Total Revenue	8,677,867	4,086,750	2,961,063	5,348,773	2,029,920	5,619,172	3,058,191
Less: Op Exp (RETT Admin)	80,741	82,771	85,080	87,632	90,261	92,969	95,758
Net before CIP	\$ 8,597,126	\$ 4,003,979	\$ 2,875,983	\$ 5,261,141	\$ 1,939,659	\$ 5,526,203	\$ 2,962,433
Capital Projects #1 ONLY	6,238,562	4,528,132	4,162,904	6,929,000	2,755,000	4,384,000	4,185,500
Total Capital Expenditures	\$ 6,238,562	\$ 4,528,132	\$ 4,162,904	\$ 6,929,000	\$ 2,755,000	\$ 4,384,000	\$ 4,185,500
Fund Balance 4/30	\$ 4,377,002	\$ 3,852,849	\$ 2,565,928	\$ 898,069	\$ 82,728	\$ 1,224,930	\$ 1,864

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

Does not include any potential land sales.

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

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

	ACTUAL FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016	PROJECTED FY 2017
Fund Balance 5/1	\$ 772,275	\$ 1,426,106	\$ 281,236	\$ 734,305	\$ 1,212,728	\$ 7,580	\$ 381,167
Revenue	\$ 605,283	\$ 569,101	\$ 472,000	\$ 479,080	\$ 488,662	\$ 498,435	\$ 508,404
Grants	40,145		80,000	32,000	48,000	500,000	900,000
Interest	8,403	5,500	1,069	7,343	18,191	152	7,623
Total Revenue	653,831	574,601	553,069	518,423	554,853	998,586	1,416,027
Total Capital Expenditures	-	1,719,471	100,000	40,000	1,760,000	625,000	1,125,000
Fund Balance 4/30	\$ 1,426,106	\$ 281,236	\$ 734,305	\$ 1,212,728	\$ 7,580	\$ 381,167	\$ 672,194

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

	ACTUAL FY 2011	PROJECTED FY 2012	PROJECTED FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016	PROJECTED FY 2017
Fund Balance 5/1	\$ (30,062)	\$ 396,351	\$ 374,419	\$ 377,182	\$ 224,962	\$ 278,336	\$ 333,903
Revenue							
<u>Current Revenue</u>							
Grants	\$ 425,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Park impact fees	-	15,668	78,340	94,008			
Interest	1,413	2,400	1,423	3,772	3,374	5,567	6,678
Total Current Revenue	\$ 426,413	\$ 68,068	\$ 129,763	\$ 147,780	\$ 53,374	\$ 55,567	\$ 56,678
	-	-	-	-	-	-	-
Net before CIP	\$ 426,413	\$ 68,068	\$ 129,763	\$ 147,780	\$ 53,374	\$ 55,567	\$ 56,678
Total Capital Expenditures- #1 Only	\$ -	\$ 90,000	\$ 127,000	\$ 300,000	\$ -	\$ -	\$ -
Fund Balance 4/30	\$ 396,351	\$ 374,419	\$ 377,182	\$ 224,962	\$ 278,336	\$ 333,903	\$ 390,581

Note: This fund accounts for impact fees.



2012 CORE VS ELECTIVE SERVICE ANALYSIS ASSESSMENT SUMMARY

DEPARTMENT:

Community Development

Dept/ Section	Service	Service	City Council
Com/Dev	Plan Reviews/ Permit Issuance/ Inspections	Examine plans for compliance with applicable codes, regulations. Coordinate reviews by other sections as needed. Upon confirmation of compliance, issue permit to authorize construction. Visits to job sites as required by the Code to assure safe construction, cleanliness of site and consistency with approved plans.	Core
	City Code Maintenance/ Updating	Support of Boards and Commissions to review, update, modify various provisions of the Code periodically to reflect new laws, Court decisions, development trends, community goals.	Core
	Development Reviews	Consideration of all petitions related to development and redevelopment of properties throughout the City.	Core
	Code Enforcement	Response to complaints about nuisances and non-compliance with Code.	Core

	Long Range Planning	Manage process and offer support to Boards, Commissions, City Council, City staff, institutions and the overall community on the development and updating of broad and focused long term plans including: the Comprehensive Plan, CBD Studies, Master Plans for community institutions and various special studies.	Core
	Design Reviews	Review development projects for consistency with Code and design guidelines at the staff level and at the Board and Commission level. Provide guidance to customers on how to achieve compliance with requirements.	Core
	Customer Service/ Public Relations	Constant communication with residents, contractors, realtors, property owners, businesses, etc. to listen, advise, respond to questions, guide, set realistic expectations, serve as an ally and ambassador for the City organization.	Core
	Plan Review and Inspections – Bannockburn and Lake Bluff	Services provided to nearby communities for revenue to maximize the use of staff resources and expertise.	Elective
	Front Counter Service	Services directly related to taking in applications for building permits, Boards and Commissions. Review of checklists to assure complete applications prior to acceptance.	Elective

DEPARTMENT:

CROYA

Department/Section	Service	Description	City Council
CROYA	Enrichment & Wellbeing (Youth Committees; Peer Training; CROYA/LF College John & Christine Gates Leadership Programs; Retreats, Community Service Projects, Work Trips, CROYA/LBMS BAM Booster Bullying prevention program)	Administer over 300 skill-based programs designed to develop self-esteem & Leadership. CROYA's model engages community-based youth at a time of significant intellectual, physical, and moral growth.	Core
	Counseling / Assessments/ Outreach/ Life Skills (Individual, Family and Group Assessments; GTT, CROYA/CAFDC Youth Advocate Partnership; Grief & Recovery Support Groups; Social Worker Networking/Referrals for 3 High Schools and 4 Middle Schools)	Key to youth-driven programming lays the trusting relationships that naturally develop; affording staff to easily navigate the youth world, serving as neutral and constant mentors to all youth, and effectively connecting students and their families in need with core service providers (i.e. Social Workers, school personnel, police, government leaders, and social services.	Core
	Administrative / Management (Facility Rentals and Office Management; Best Practices in Finance Management and Fundraising; Staff Development; Program Development; Effective Office Policies and Procedures)	CROYA continues to effectively manage its resources, staff, and facility through best practices and City standards, and by continually aligning staff goals and responsibilities to achieve current programming needs.	Core

	<p>Youth-Driven Social Activities</p> <p>(Road trips, including Skate Parks, Chicago Cubs games, Water Parks, Movies, etc.; Weekend Evening Band Jams and Dances; Community Celebration Events, including LF Day Parade, LF Day Band Jam, and July 4th Parade).</p>	<p>Are broken down into subcommittees where youth are taught and practice skills such as collaboration, active listening, self-reflection, & problem solving; through an inclusive group model. Social based programs serve in building a positive rapport that often translates into a safe culture where young adults turn for advice, support, and critical concerns.</p>	<p>Elective</p>
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DEPARTMENT:

Finance & IT

Dept/Section	Service	Description	City Council
Finance	Budgeting	Preparation of and compliance with annual budget.	Core
	Annual Audit/ Financial Report	Compliance with GASB and preparation of audit materials and annual report.	Core
	Financial Management	Accounting, procurement, payroll, accounts payable, accounts receivable, water billing, debt planning.	Core
	Support to Council, Boards and Commissions	Finance Committee/ Audit Committee agendas, minutes, research and reporting.	Core
	Vehicle Stickers	Coordinate vehicle sticker, parking and pet tag program.	Core
IT	External Information Services	City Website Hosting	Core
	Internal Information Services	Disaster Recovery/Business Continuity, VM server environment/iSeries maintenance and upgrades, Data and Network Security, File & Database management, Internet/Intranet hosting, Email maintenance, Server/Desktop/Mobile Fleet Management, Print Service Management	Core
	Communications	PBX Phone System Email Systems Wireless Data Access Remote Data Access Leased Line Management City Fiber Network Aggregate ISP Management	Core
	Inter-Agency Information Services	Highwood – PS Services Bannockburn – Building	Elective

		Permits Lake Bluff – Building Permits Library – Payroll, A/P, GMBA, Telephone	
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DEPARTMENT:

Fire

Dept/Section	Service	Description	City Council
Fire Suppression	Fire Subdual	Structure fires, gas odor investigations, co alarms, fire alarms, special service calls, investigations, mutual aid calls	Core
	Fire Training	Required to meet State and federal mandates & enhances the safety of our residents	Core
	Specialized Response Teams	Hazmat, water rescue, high angle, below grade, trench rescue, structural collapse, wild land fires, mutual aid calls	Core
Emergency Medical Services	Emergency medical calls, auto accidents, unique incidents for Lake Forest, Lake Buff, and Knollwood	Provides critical medical, & trauma care, and mutual aid calls	Core
Fire Prevention	Fire inspections, smoke detector installations, public education programs	The inspections and programs are vital to the safety & well-being of the community	Core
Special Events Assistance	4 th of July Bagpipes/Bonfires, County events	Fire Suppression -Open House; Fireworks coverage; and special County events such as burn camp and the expo	Elective
	Tree lighting ceremony, Lake Forest Day ,blood pressure checks, High School/ LF College football games, bike medics	Emergency medical services enhancement and safety. The High School & LF College are required to have an ambulance as a stand by unit	Elective

DEPARTMENT:

Human Resources

Dept/Section	Service	Description	City Council
Human Resources	Salary and Compensation Administration	Payroll, medical/dental insurance, pensions, and collective bargaining	Core
	Property & Liability Insurance Administration	Liability/workers comp claims, Federal reporting/posting compliance, and Executive Safety Committee	Core
	Contracts	Life insurance, Retiree Medical Savings Plan, deferred compensation,	Core
	Employment Policies & Personnel Practices Administration	Policy development/compliance, drug testing, disciplinary oversight, legal compliance, and records management	Core
	Non-Contracts	Tuition reimbursement, longevity bonus, flex contribution, paid leave; Aflac and NOW card, employee activities, training, Employee Assistance Program; Wellness Program; and employee communications	Elective

DEPARTMENT:

Office of the City Manager

Dept/Section	Service	Description	City Council
Clerk	Support to City Council	Preparation of Agendas & Minutes	Core
	Processing of Permits, Licenses, & Certificates	Birth/Death, Landscaping, Liquor, Real Estate Transfer, & Solicitor's	Core
Legislative & Legal	Support to Council, Boards & Commissions	Research, reporting, and coordination of studies to aid in development of ordinances/resolutions to for the establishment and/or maintenance of public policy.	Core
	Legal Services	Research, consultation, preparation of documents, litigation, & prosecution	Core
	Support to Council, Boards & Commissions	Coordination of meetings, activities, and events	Core
LFTV	Video recording & broadcasting of all Council, Board & Commission meetings & special events	N/A	Core
LFTV	Video recording & broadcasting of City Department event information & bulletins of community programming	I.e., Lake Forest Day, 4 th of July, Tree Lighting, Board & Commission Dinner I.e., Economic Development, CROYA, Recreation, OCM, and Seniors have had programs produced	Elective
	Video recording, broadcasting, Lake Forest & Lake Bluff	N/A	Elective
Pub. Info., Community Relations, & Econ. Dev.	Production of <i>Dialogue</i> in its current bi-monthly print format	N/A	Elective

	Communication support to Departments	Special communication pieces for specific items (I.e., referendums, construction, seasonal issues, and special community events)	Elective
	Special Event Management	Processing & coordination of City-wide special events (I.e., Concerts in the Square, Tree Lighting, & Elawa)	Elective
	Economic Development Initiatives	Attracting new business (primarily retail, sales, food), and communicating/working with existing businesses.	Elective

DEPARTMENT:

Parks & Recreation and Forestry

Dept/Section	Service	Description	City Council
Recreation	Programs	Free, fee-based or profit making for all recreation areas	Core
Parks	Trails	Walking paths, bike trails, nature hiking at McCormick	Core
Parks	Athletic Turf & Ball Fields	Fencing, backstops, play surfaces, mowing, fertilization, irrigation systems, lining fields, placing goals	Core
	Green Services	Landscape, mowing, trees, fertilization, mulching, leaf removal	Core
	RecCenter/Stirling/Everett/WDC Facility Rentals/Services / Park Facilities	Room rentals, birthday party services, game room, meeting spaces Playgrounds, tennis and sport courts, pavilions, bathroom,	Elective
	Support Services for Community	School District mowing and landscaping, community special event support, market square fountain, memorials	Elective
Parks	Amenities	lakefront, ice rink, benches, tables,	Elective

		fountains	
Golf Course	Facility & Maintenance	18 holes, driving range, lessons, pro shop, leagues, grill and outings	Elective
Forestry	Grounds Maintenance	Landscape, mowing, leaf removal, and maintenance of shrub beds on City parkways/public buildings	Core
Forestry	Tree Care	Planting, removal, and trimming of City-owned trees in public right-of-way and on City property	Elective
Forestry	Insect/Disease	Public safety, wellbeing, enforcement of existing ordinance, and property value enhancement	Elective

DEPARTMENT:

Police

Dept/Section	Service	Description	City Council
Patrol & Traffic Division	Staffed by 27 officers and 6 supervisors, divided into 3, 8-hour shifts providing service 24 hours a day.	Handles all incidents; accidents, burglar alarms, speeding, etc.	Core
Communications Center	Staffed by 9 operators, 24 hours a day, and one supervisor, link between citizen and police/fire.	Receive emergency 911 calls and non-emergency calls. Also answer calls when the City's switchboard is closed. Provides dispatch services for Highwood Police, Lake Bluff Fire, and Rockland Fire Protection District.	Core
Investigations Division	Staffed by 1.5 officers and a commander, who are on call 24 hours a day.	Completes complex or time consuming investigations (i.e. abuse, sudden death, and burglaries).	Core
Records Division	All Department records handled by 3 clerks and a supervisor.	Ensures all paperwork such as reports, citations, and FOIA requests are categorized and stored for reference.	Core
Community Service Officers	Staffed by 2.5 community service officers, assigned to calls for service not requiring a sworn officer.	Service calls related to road hazards, disabled vehicles, and parking enforcement.	Core
Youth Services	Staffed by 1.5 officer	Pursuant to Juvenile Court Act City must have one youth officer to handle juvenile offenders.	Core
School Crossing Guards	3 seasonal employees handling 3 intersections during the 10-month school year.	Deerpath & Hastings Deerpath & Green Bay Green Bay & Greenwood	Elective
Crime Prevention/ Public Education	All services and education provided by a Community Service Officer.	Inspections, licensing of taxi cabs, liaison with senior center, banks, churches, businesses, and chamber.	Elective
Community Service Officers –	CSOs assistance in non-emergency response	Service calls related to sick or injured animals and internal Departmental	Elective

Additional Duties		assignments such as evidence logging, printing needs, etc.	
Youth Services	Services for District 115, District 67, Lake Forest Academy, Woodlands Academy, St. Mary, Sally Potter Schools.	Responsible for any police related matter in all schools. Also presents a variety of programs (i.e. Youth & Law, Driver's Ed talks, Internet Safety, etc.)	Elective

DEPARTMENT:

Public Works

Dept/Section	Service	Description	City Council
Public Works – Streets	Pavement Maintenance	Asphalt, concrete repairs, sidewalks, signs, striping, and litter	Core
Public Works – Streets	Lighting - Electric	Maintenance of City street lights (electric) and intersection signalization	Core
Public Works – Streets	Snow/Ice Control	Plowing and salting of all City streets, parking lots, sidewalks, and public buildings	Core
Public Works – Streets	JULIE Locates	Locating underground utilities	Core
Public Works – Streets	Sweeping	All City streets are swept in order to reduce the amount of debris entering the storm sewer system	Core
Public Works – Sanitation	Refuse Collection	Refuse collection (weekly)	Core
Public Works – Sanitation	Recycling	Once weekly, curbside collection of recyclable items	Core
Public Works – Sanitation	Compost Center	City operated facility for disposal of recyclables, yard waste, metal, and electronics	Core
Public Works – Sanitation	Yard Waste	Curbside collection of leaf bags and bundled brush (weekly)	Core
Public Works – Water/Sewer	Sewer Maintenance	Repairs, cleaning, catch basins/manholes, and maintenance of City's sanitary and storm sewer system	Core

Public Works – Water/Sewer	Meter Reading	Meters are read monthly to determine if any significant leaks exist or if meters have malfunctioned	Core
Public Works – Water/Sewer	Water Mains	Maintenance and repairs of City’s water mains, to include valves, fire hydrants, and taps	Core
Public Works – Water/Sewer	JULIE Locates	Locating underground utilities	Core
Public Works – Water Plant	Production	Production of potable water (water reservoir/elevated tank), to include IDNR and EPA recordkeeping	Core
Public Works – Water Plant	Equipment Maintenance	Maintenance of pumps, valves, generators, and sewer lift stations	Core
Public Works – Fleet	Equipment/Vehicle Repairs	Maintenance of all City-owned vehicles/equipment, to include modifications to new and existing equipment	Core
Public Works – Fleet	Capital Purchases	Specifications/bidding of required equipment – entire City	Core
Public Works – Building Maintenance	Capital Repairs	Electrical, carpentry, plumbing, and roof repairs – all City buildings, including plan reviews/specifications for upgrade or replacement of new facilities	Core
Public Works – Building Maintenance	Janitorial Services	Specifications, bidding, and monitoring	Core
Public Works – Engineering	Permitting/Plan Review	Issuance of permits and oversight of development plans	Core

Public Works – Engineering	Enforcement/ Inspection	Field supervisor: construction projects – asphalt, sidewalk, sewer, and water main	Core
Public Works – Engineering	CIP Specifications	Bid specifications and bidding on all CIP	Core
Public Works – Cemetery	Burials		Core
Public Works – Cemetery	Sales	Plots and niches	Core
Public Works – Cemetery	Grounds Maintenance	Mowing, tree and shrub care	Core
Public Works – Streets	Lighting – Gas	Maintenance of City street gas lights	Elective
Public Works – Streets & Sanitation and Building Maintenance	City Special Events	Lake Forest Day, 4 th of July, Tree Lighting Ceremony setup, power needs, barricades, refuse, and street sweeping	Elective

DEPARTMENT:

Senior Center

Dept/Section	Service	Description	City Council
Senior Resources Administration	Transportation	Administer 6,000 rides annually to seniors and younger residents with disabilities	Core
	Fund raising	Transportation, 25K annually; Senior Advocate, 25K 2010; specialized programs, facility improvements	
	Program Development Facility Rental	Diverse programming for adults age 55-100 Facility Rental to NFP Local groups	
Enrichment Wellbeing, Wellness Programs	Cultural/Educational Activities and events	Fee based and free programs focused on intellectual/educational pursuits, fitness and wellness programming	Core
	Volunteers	Meaningful volunteer opportunities e.g., Income Tax preparation, computer classes, brain fitness coaches, volunteer drivers, etc.	
	Programs focusing on preventive medicine and health education	Partnerships with community organizations, e.g., Lake Forest Hospital Care Coach; Immunizations through the Lake County Health Dept., Health Lectures & Screenings; Medical Equipment Lending	

		Closet	
Counseling, Independent Living Support	Senior Advocate	Counseling and emotional support; independent living services, Medicare and insurance assistance, financial aid; 2000+ client contacts annually (300 unduplicated clients)	Core
Social Events/Activities	Lunches, Lectures, Arts/Crafts, Games, Sports, Day Trips	Fee based and free: programs that provide a social network and create a sense of community.	Elective

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

- Continued Operational Restructuring/Streamlining
- Resident Survey Conducted
- Website re-design improvements underway
- City Council Strategic Planning Session held
- Continued study of rail service and safety improvements
- Implemented the "Live, Work, Play" smart phone application
- Close to one dozen new retail businesses opened in Lake Forest
- East Side Train Station Rehabilitation
- Social Media Policy developed

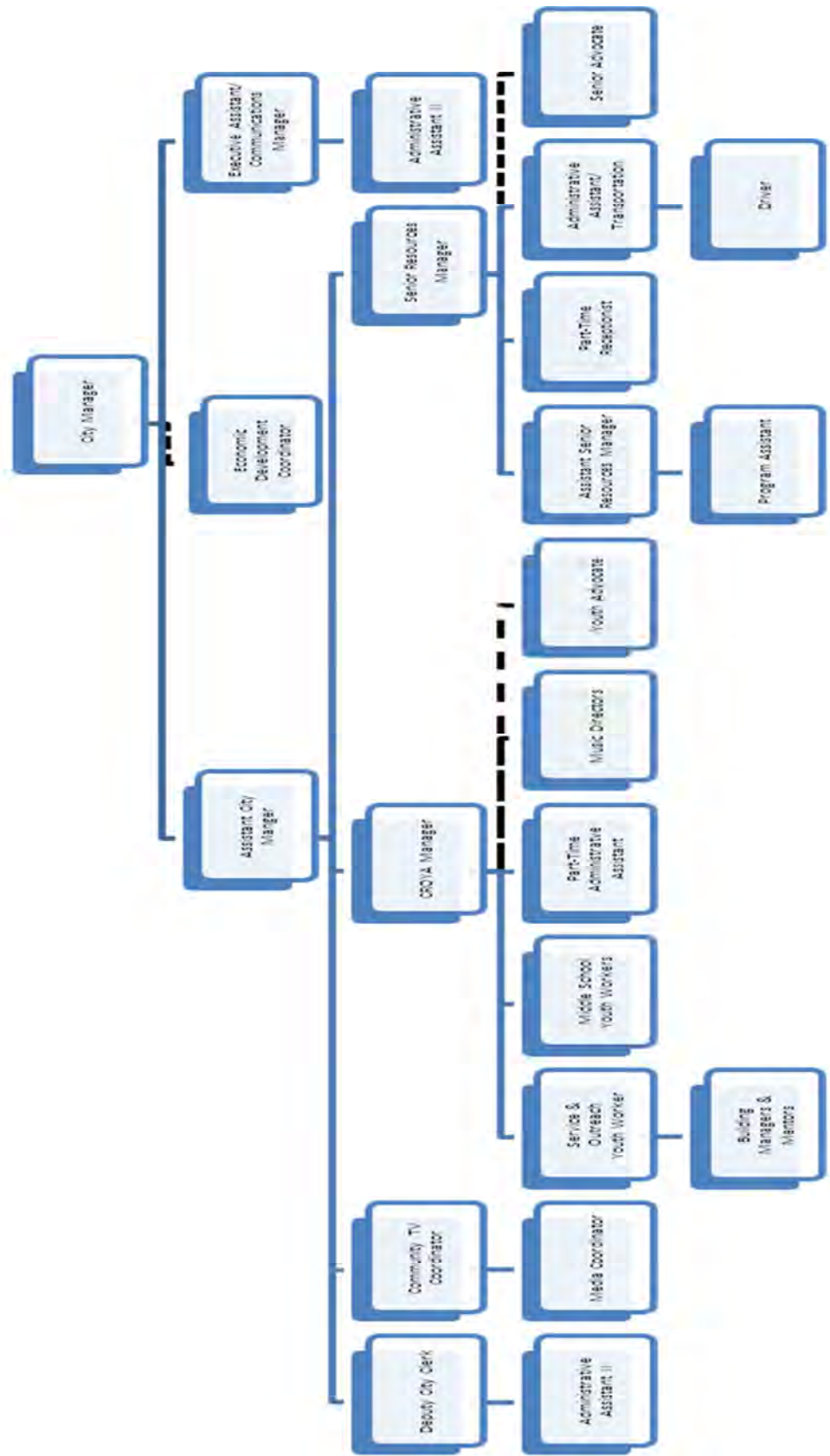
FY2012 Initiatives and Programs

- Study feasibility of instigating an Amtrak stop at the Telegraph Road Station
 - Upgrade Council Chamber audio-visual and presentation equipment and broadcast system
 - Conduct a feasibility study of Lake Forest and other North Shore communities in creating a Cable TV Consortium
 - Conduct Phase I and II engineering for constructing an underpass at the Telegraph Road Train Station
 - Update City's codification system
 - Develop automated workflow processes in conjunction with the proposed Electronic Data Management System (EDMS)
 - Evaluate the feasibility of a TIF district for the Laurel Avenue property
-

Department Budgets	FY2012	FY2013
Totals	1,413,755	
Personnel	FY2012	FY2013
Full-time	8	8
Seasonals > 1000 hours	0	0
Seasonals < 1000 hours	0	1

Office of the City Manager Organizational Chart (next page)

OCM Organizational Chart (next page)



THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- General**Department - City Council**

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-1101-411-29-03	Membership Dues	\$ 11,747	\$ 11,771
101-1101-411-29-10	Meetings and Exp. Reimb.	\$ 10,600	\$ 16,900
101-1101-411-35-10	Contractual Services	\$ 133,917	\$ 144,343
101-1101-411-35-42	Economic Development	53,409	62,200
101-1101-411-35-43	Green Initiatives	\$ 2,500	\$ -
101-1101-411-54-10	Legal Advertising	\$ 4,000	\$ 4,000
101-1101-411-60-12	Postage	\$ 10,700	\$ 13,000
101-1101-411-60-13	Printing	\$ 40,000	\$ 20,000
101-1101-411-84-61	Special Events	\$ 52,000	\$ 27,500
101-1101-411-84-95	Contingency	\$ 138,640	\$ 119,000
	TOTAL	\$ 457,513	\$ 418,714

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- General

Department - Office of the City Manager

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-1202-413-10-10	Salaries	\$ 506,429	\$ 516,428
101-1202-413-10-20	Temporary Salaries	\$ -	\$ 23,223
101-1202-413-10-30	Overtime	\$ 3,231	\$ 3,296
101-1202-413-10-40	Longevity	\$ 2,505	\$ 2,790
101-1202-413-20-10	Insurance Medical	\$ 86,438	\$ 86,438
101-1202-413-20-11	Insurance Dental	\$ 2,407	\$ 2,407
101-1202-413-20-12	Insurance Life	\$ 540	\$ 540
101-1202-413-20-20	Social Security	\$ 30,591	\$ 33,020
101-1202-413-20-30	IMRF	\$ 57,134	\$ 65,866
101-1202-413-20-40	Flexi Benefits	\$ 990	\$ 990
101-1202-413-20-45	Managerial Compensation	\$ 9,600	\$ -
101-1202-413-29-01	Training and Education	\$ 7,000	\$ 12,481
101-1202-413-29-03	Membership Dues	\$ 5,944	\$ 4,050
101-1202-413-29-04	Publications	\$ 215	\$ 300
101-1202-413-29-10	Meetings and Exp. Reimb. (Incl. Food)	\$ 9,500	\$ 14,500
101-1202-413-35-10	Contractual Services (FED EX)	\$ 17,400	\$ 550
101-1202-413-43-16	IT Maintenance	\$ 9,985	\$ 10,003
101-1202-413-43-20	Maintenance of Equipment	\$ 4,092	\$ 4,425
101-1202-413-53-11	Cell Phone	\$ 7,304	\$ 9,839
101-1202-413-60-10	Office Supplies	\$ 7,000	\$ 15,316
101-1202-413-60-13	Printing	\$ 350	\$ 350
101-1202-413-60-20	Minor Equipment	\$ 500	\$ 1,000
TOTAL		\$ 769,155	\$ 807,812

THE CITY OF LAKE FOREST

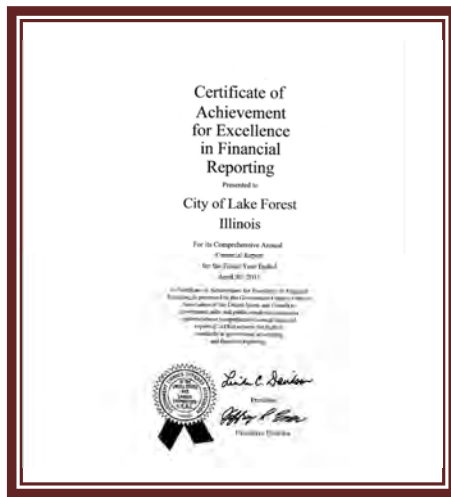
Fiscal Year: 2013

Fund- General

Department - Office of the City Manager - Cable TV

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-1203-413-10-10	Salaries	\$ 122,378	\$ 130,610
101-1203-413-10-40	Longevity	\$ 150	\$ 180
101-1203-413-20-10	Insurance Medical	\$ 15,711	\$ 26,062
101-1203-413-20-11	Insurance Dental	\$ 963	\$ 963
101-1203-413-20-12	Insurance Life	\$ 216	\$ 216
101-1203-413-20-20	Social Security	\$ 9,209	\$ 9,685
101-1203-413-20-30	IMRF	\$ 14,346	\$ 16,707
101-1203-413-20-40	Flexi Benefits	\$ 348	\$ 396
101-1203-413-29-01	Training and Education	\$ 2,000	\$ -
101-1203-413-29-03	Membership Dues	\$ 410	\$ 650
101-1203-413-29-04	Publications	\$ 100	\$ -
101-1203-413-29-10	Meetings and Exp. Reimb.	\$ 200	\$ 100
101-1203-413-35-10	Contractual Services	\$ 7,768	\$ 4,268
101-1203-413-43-01	Fleet Rental	\$ 1,577	\$ 2,903
101-1203-413-43-16	IT Maintenance	\$ 3,361	\$ 3,364
101-1203-413-43-20	Maintenance of Equipment	\$ 700	\$ 3,000
101-1203-413-60-10	Office Supplies	\$ 1,400	\$ 500
101-1203-413-60-13	Printing	\$ 200	\$ -
101-1203-413-60-19	Clothing	\$ 550	\$ -
101-1203-413-60-20	Minor Equipment	\$ 5,500	\$ 4,500
TOTAL		\$ 187,087	\$ 204,104

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

FY2012 Review

- For the 33rd consecutive year, The City was awarded a Certificate of Achievement for Excellence in Financial Reporting for its FY2011 Comprehensive Annual Financial Report (CAFR)
- Assisted all City departments with implementation of their restructuring plans
- Implemented cross training and updated job descriptions for the new restructured Finance and Information Technology department
- Virtualized 42 servers to 14 servers

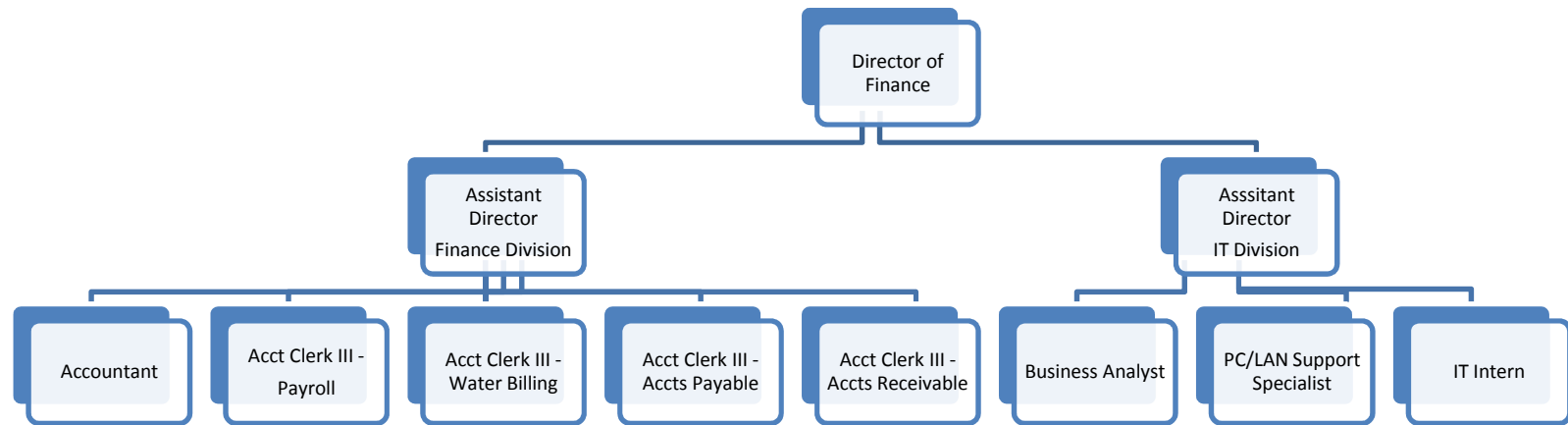
- Implemented the borderless office and cloud based services
- Implemented the PC replacement program and replaced 67 personal computers

FY2013 Initiatives and Programs

- Terminate the Tax Increment Financing District (TIF) by December 31, 2012
- Continue to implement server virtualization
- Implement an improved unified voicemail system
- Continue Disaster Recovery improvements in backup data center with redundant internet locations
- Complete study on City wide electronic documentation management needs, and develop and implement new initiatives

Department Budgets	FY2012	FY2013
Finance	1,042,138	932,715
	560,252	540,552
Total	1,602,390	1,473,267
Personnel	FY2012	FY2013
Full-time	10	10
Seasonals > 1000 hours	0	0
Seasonals < 1000 hours	0	1

Finance and Information Technology Department Organizational Chart (next page)



THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- General

Department - Finance

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-1314-415-10-10	Salaries	\$ 472,858	\$ 424,076
101-1314-415-10-30	Overtime	\$ 2,153	\$ 2,196
101-1314-415-10-40	Longevity	\$ 2,220	\$ 1,635
101-1314-415-20-10	Insurance Medical	\$ 81,235	\$ 73,509
101-1314-415-20-11	Insurance Dental	\$ 2,407	\$ 2,407
101-1314-415-20-12	Insurance Life	\$ 540	\$ 540
101-1314-415-20-20	Social Security	\$ 32,909	\$ 28,539
101-1314-415-20-30	IMRF	\$ 54,387	\$ 53,447
101-1314-415-20-40	Flexi	\$ 1,032	\$ 894
101-1314-415-20-45	Managerial Compensation	\$ 5,200	\$ -
101-1314-415-29-01	Training and Development	\$ 3,500	\$ 3,500
101-1314-415-29-03	Membership Dues/Licenses	\$ 1,500	\$ 1,000
101-1314-415-29-04	Publications/Subscriptions	\$ 1,600	\$ 1,600
101-1314-415-29-10	Meetings and Exp Reimb.	\$ 1,000	\$ 1,000
101-1314-415-35-10	Contractual Services	\$ 98,158	\$ 101,922
101-1314-415-43-16	IT Maintenance	\$ 38,104	\$ 39,472

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- General**Department - Finance**

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-1314-415-53-11	Cell Phone	\$ 1,944	\$ 1,764
101-1314-415-60-10	Office Supplies	\$ 500	\$ 500
101-1314-415-60-13	Printing/Stationary	\$ 17,000	\$ 13,735
TOTAL		\$ 818,247	\$ 751,736

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund - Water

Department - Finance

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
501-1314-415-10-10	Salaries	\$ 144,794	\$ 124,706
501-1314-415-10-20	Temporary Salaries	\$ -	\$ -
501-1314-415-10-30	Overtime	\$ 3,045	\$ 3,106
501-1314-415-10-40	Longevity	\$ 1,250	\$ 180
501-1314-415-20-10	Insurance Medical	\$ 40,134	\$ 21,285
501-1314-415-20-11	Insurance Dental	\$ 963	\$ 481
501-1314-415-20-12	Insurance Life	\$ 216	\$ 216
501-1314-415-20-20	Social Security	\$ 10,664	\$ 9,253
501-1314-415-20-30	IMRF	\$ 16,618	\$ 15,465
501-1314-415-20-40	Flexi	\$ 364	\$ 396
501-1314-415-29-01	Training and Development	\$ 3,001	\$ 3,001
501-1314-415-35-10	Contractual Services	\$ 500	\$ 500
501-1314-415-43-16	IT Maintenance	\$ 1,424	\$ 1,418
501-1314-415-53-11	Cell phone	\$ 918	\$ 972
TOTAL		\$ 223,891	\$ 180,979

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- General

Department - Finance- Information Technology

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-1315-415-10-10	Salaries	\$ 269,089	\$ 250,505
101-1315-415-1020	Temporary Salaries	\$ -	\$ 13,860
101-1315-415-10-40	Longevity	\$ 2,085	\$ 1,020
101-1315-415-20-10	Insurance Medical	\$ 1,919	\$ 21,891
101-1315-415-20-11	Insurance Dental	\$ 481	\$ 481
101-1315-415-20-12	Insurance Life	\$ 324	\$ 324
101-1315-415-20-20	Social Security	\$ 20,052	\$ 19,829
101-1315-415-20-30	IMRF	\$ 31,426	\$ 32,373
101-1315-415-20-40	Flexi	\$ 454	\$ 498
101-1315-415-20-45	Managerial Compensation	\$ 1,200	\$ -
101-1315-415-29-01	Training and Development	\$ 11,000	\$ 12,000
101-1315-415-29-03	Membership Dues/Licenses	\$ 1,000	\$ 1,000
101-1315-415-29-04	Publications/Subscriptions	\$ 1,000	\$ 1,000
101-1315-415-29-10	Meetings and Exp Reimb.	\$ 3,000	\$ 3,000
101-1315-415-35-10	Contractual Services	\$ 109,298	\$ 113,297
101-1315-415-43-10	Maintenance of Equipment	\$ 29,000	\$ 29,000
101-1315-415-43-37	Maintenance - Software	\$ 16,133	\$ 15,635

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- General

Department - Finance- Information Technology

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-1315-415-53-11	Cell Phone	\$ 2,981	\$ 2,339
101-1315-415-60-10	Office Supplies	\$ 500	\$ 500
101-1315-415-60-11	Computer Supplies	\$ 28,000	\$ 22,000
101-1315-415-66-10	Assets under \$10,000	\$ 31,310	\$ -
TOTAL		\$ 560,252	\$ 540,552

THE CITY OF LAKE FOREST

Fiscal Year: 2013

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

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-2501-499-29-01	Training (Tuition)	\$ 25,000	\$ 25,000
101-2501-499-33-10	Legal	\$ 500,000	\$ 500,000
101-2501-499-33-15	Contractual Services - Audit	\$ 25,000	\$ 25,000
101-2501-499-35-10	Contractual Services	\$ 7,000	\$ 7,000
101-2501-499-35-17	Credit Card Charges	\$ 4,500	\$ 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	\$ 6,350	\$ 6,500
101-2501-499-35-34	Police Pension Report Fee	\$ 6,350	\$ 6,500
101-2501-499-35-46	GIS Services	\$ 180,263	\$ 206,583
101-2501-499-41-15	Sewer	\$ 2,370	\$ 4,200
101-2501-499-43-16	IT Maintenance	\$ 15,000	\$ 15,000
101-2501-499-43-20	Maintenance of Equipment	\$ 23,175	\$ 23,000
101-2501-499-43-38	Telephone Maint - Siemens	\$ 18,762	\$ 18,762
101-2501-499-44-20	Office Equipment Rental	\$ 1,000	\$ 1,000
101-2501-499-52-30	IRMA Insurance	\$ 1,182,932	\$ 1,012,788
101-2501-499-53-10	Telephone	\$ 128,000	\$ 52,171
101-2501-499-53-11	Internet Line	\$ 1,400	\$ 1,500

THE CITY OF LAKE FOREST

Fiscal Year: 2013

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

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-2501-499-53-12	Train Station Wireless East	\$ -	\$ 1,600
101-2501-499-60-10	Office Supplies	\$ 20,000	\$ 20,000
101-2501-499-60-12	Postage	\$ 26,000	\$ 26,000
101-2501-499-60-13	Printing/Stationary	\$ 7,500	\$ 7,000
101-2501-499-60-25	Postage - Police and Fire	\$ 6,300	\$ 6,300
101-2501-499-61-15	Dalitsch Pond Maint	\$ 14,200	\$ -
101-2501-499-62-13	Electricity	\$ 52,000	\$ 56,905
101-2501-499-62-14	Gas	\$ 56,000	\$ 59,347
101-2501-499-63-12	Fountain Supplies	\$ 18,000	\$ 15,000
101-2501-499-63-13	Vending	\$ 22,000	\$ 16,000
101-2501-499-67-01	Pond 800 N. Field Dr	\$ 26,401	\$ 45,000
101-2501-499-84-91	Property Taxes	\$ 31,000	\$ 32,000
101-2501-499-84-93	Vac/Sick Payout	\$ 79,452	\$ -
101-2501-499-84-95	Contingency	\$ 115,180	\$ 116,809
101-2501-499-84-97	Salary Increases	\$ -	\$ 47,482
101-2501-499-84-99	Salary Reserve - Merit	\$ 2,239	\$ 50,000
101-2501-499-95-06	Transfer Senior Fund	\$ 221,755	\$ 213,388
101-2501-499-95-07	Transfer Parks and Recreation Fund	\$ 323,000	\$ 296,616
101-2501-499-95-08	Sales Tax Local 1/2%	\$ 595,900	\$ 614,000

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- General

Department - Non-Departmental

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-2501-499-95-09	Capital Improvements	\$ 1,000,000	\$ 1,400,000
TOTAL		\$ 4,758,329	\$ 4,947,251

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- Water

Department - Non-Departmental

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
501-2501-499-33-10	Legal	\$ 2,000	\$ 2,000
501-2501-499-33-15	Contractual Services - Audit	\$ 11,600	\$ 11,600
501-2501-499-35-10	Contractual Services	\$ 17,000	\$ 19,730
501-2501-499-35-17	Credit Card Charges	\$ 425	\$ 500
501-2501-499-52-30	IRMA Insurance	\$ 113,641	\$ 82,138
501-2501-499-53-10	Telephone	\$ 19,659	\$ 18,238
501-2501-499-60-12	Postage	\$ 14,700	\$ 14,700
501-2501-499-60-13	Printing/Stationary	\$ -	\$ -
501-2501-499-84-01	Direct Debit Discount	\$ 4,400	\$ 4,600
501-2501-499-84-48	Administrative Services	\$ 362,636	\$ 371,702
501-2501-499-84-93	Vac/Sick Payout	\$ 32,976	\$ -
501-2501-499-84-95	Contingency		\$ 24,898
501-2501-499-84-97	Salary Increases	\$ -	\$ 8,850
501-2501-499-95-11	Transfer - W/S CIP Fund	\$ 700,000	\$ 2,000,000
501-6076-499-80-20	Revenue Bond Interest	\$ 980,144	\$ 487,420
501-6076-499-83-35	Revenue Bond Principal	\$ 1,405,000	\$ 1,714,000
501-6076-499-84-41	Paying Agent/Bonds	\$ 1,800	\$ 1,800
501-2501-499-95-21	Fund 424 SSA29	\$ -	\$ 954
TOTAL		\$ 3,665,981	\$ 4,763,130

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

FY2012 Review

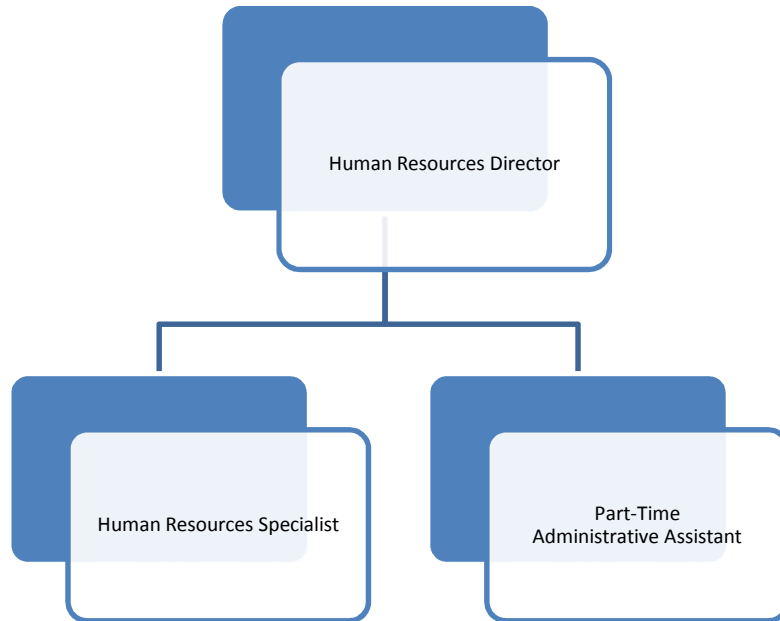
- Rollout of the ERI program in FY2012 and restructuring that occurred as part of the program
- Began implementation on a limited basis of an online performance evaluation system, with further implementation, including a 360-evaluation component
- Created an RFP and coordinated an independent compensation study
- Worked with professional organization to create a quality supervisory training program
- Worked with other local organizations (50 Strong) to provide low-cost leadership training

FY2013 Initiatives and Programs

- Continue implementation and monitoring of the FY2012 restructuring
- Complete rollout of the online performance evaluation system
- Oversee hiring of Finance Director
- Establish promotional and entry-level hiring lists in Police and Fire
- Continue working on 50 Strong leadership training

Department Budgets	FY2012	FY2013
Totals	445,496	449,452
Personnel	FY2012	FY2013
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: 2013

Fund- General

Department - Human Resources

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-1701-415-10-10	Salaries	\$ 180,794	\$ 185,298
101-1701-415-10-20	Temporary	\$ 13,244	\$ 13,436
101-1701-415-10-40	Longevity	\$ 3,740	\$ 3,850
101-1701-415-20-10	Insurance Medical	\$ 34,107	\$ 34,107
101-1701-415-20-11	Insurance Dental	\$ 963	\$ 963
101-1701-415-20-12	Insurance Life	\$ 216	\$ 216
101-1701-415-20-20	Social Security	\$ 13,450	\$ 13,763
101-1701-415-20-30	IMRF	\$ 20,392	\$ 23,294
101-1701-415-20-40	Flexi Benefits	\$ 396	\$ 396
101-1701-415-20-45	Managerial Compensation	\$ 3,600	\$ -
101-1701-415-29-01	Training and Development	\$ 3,000	\$ 3,700
101-1701-415-29-03	Membership Dues	\$ 2,000	\$ 2,025
101-1701-415-29-04	Publications	\$ 3,450	\$ 3,500
101-1701-415-29-10	Meetings and Exp Reimb.	\$ 2,000	\$ 2,500
101-1701-415-29-12	Personnel Recruitment	\$ 40,142	\$ 24,435
101-1701-415-29-14	City Training	\$ 50,000	\$ 44,800
101-1701-415-29-51	Employee Activities	\$ 22,600	\$ 27,800
101-1701-415-35-10	Contractual Services	\$ 8,000	\$ 8,000
101-1701-415-43-16	IT Maintenance	\$ 3,044	\$ 3,084

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- General

Department - Human Resources

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-1701-415-53-11	Cell Phone	\$ 648	\$ 144
101-1701-415-60-10	Office Supplies	\$ 1,000	\$ 1,600
101-1701-415-60-13	Printing	\$ 2,100	\$ 1,700
TOTAL		\$ 408,886	\$ 398,611

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- General

Department - Human Resources-Fire & Police Commission

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-1703-415-29-10	Meetings and Exp. Reimb.	\$ 1,000	\$ 1,000
101-1703-415-29-12	Personnel Recruitment	\$ 29,210	\$ 36,341
101-1703-415-35-10	Contractual Services	\$ 6,000	\$ 13,500
101-1703-415-60-13	Printing	\$ 400	\$ -
TOTAL		\$ 36,610	\$ 50,841

CROYA



FY2012 Highlights

CROYA continues to provide outstanding programs for the 7th – 12th graders of Lake Forest, Lake Bluff, and Knollwood. The youth continue to take on significant leadership roles, and with the support of the staff, they create programs that encompass: leadership; service; retreats; wellness and support; peer training; music jams, lessons and recording; social programs; and more. With the recent hiring of the Student Union Youth Worker, the CROYA staff level is up to five. With the support of the City staff, we restructured CROYA's organizational chart in order to realign the job descriptions to best meet the current needs of the youth. One of the largest areas affected by budget cuts in past years was the weekend programming. We look forward to opening up new weekend programming options, and the ability to reach out to an even wider variety of youth.

Once again, partnerships have been paramount to CROYA's success. CROYA works closely with the 3 public school districts and the Lake Forest College, while maintaining a working relationship with the 4 private schools. With recent tragedies befalling the Lake Forest / Lake Bluff communities, CROYA has provided support to the school districts more extensively than ever. Both Activator Academy Music School and CAFDC (Child, Adolescent & Family Development Center) continue to provide wonderful opportunities for the community.

CROYA provides over 300 programs and meetings for youth to create and explore whatever they find exciting, meaningful, and beneficial to their development as young adults. The staff makes thousands of student contacts on an annual basis. CROYA staff is present in the schools on a daily basis, networking with students, administrators, and teachers. The weekly youth meetings are the backbone of the CROYA programming and provide a check-in for students who want the opportunity to be heard. The high school meetings take place at CROYA, while the middle school meetings are held in the schools. Each group has an Executive Committee that assists CROYA staff in planning and running the meetings.

CROYA staff continues to assist with bullying prevention programs, Freshmen Orientation II at LFHS; the LEADERS curriculum at DPM; Peer Training at Woodlands Academy, "Healthy Choices Day" at Lake Forest Academy; and the School of St. Mary "Field Day". CROYA staff is working with each of the schools

to augment the meaningful programming already taking place. The Peer Training curriculum is being revamped and will be implemented at LFHS this fall. This is a total team effort between CROYA and LFHS Staff.

Activator Academy Music School is the largest public-private partnership CROYA has and is an outstanding outreach to local families. Students are able to take music lessons, make live recordings, and perform at Super Jams, hosted by Side Door Studios, and held on the CROYA Student Union stage. Activator Academy directors employ numerous Lake Forest College students as music teachers, which adds to the already strong relationship with the College.

The CROYA Student Union after school drop-in hours are Monday – Friday, 3:30 – 5:30pm. Students typically hang out with friends, listen to music, get a bite to eat, and play games like ping pong, pool, and foosball. With the recent hiring of the Student Union Youth Worker, we are excited to see the potential for these after school hours to grow in meaning and importance to the youth.

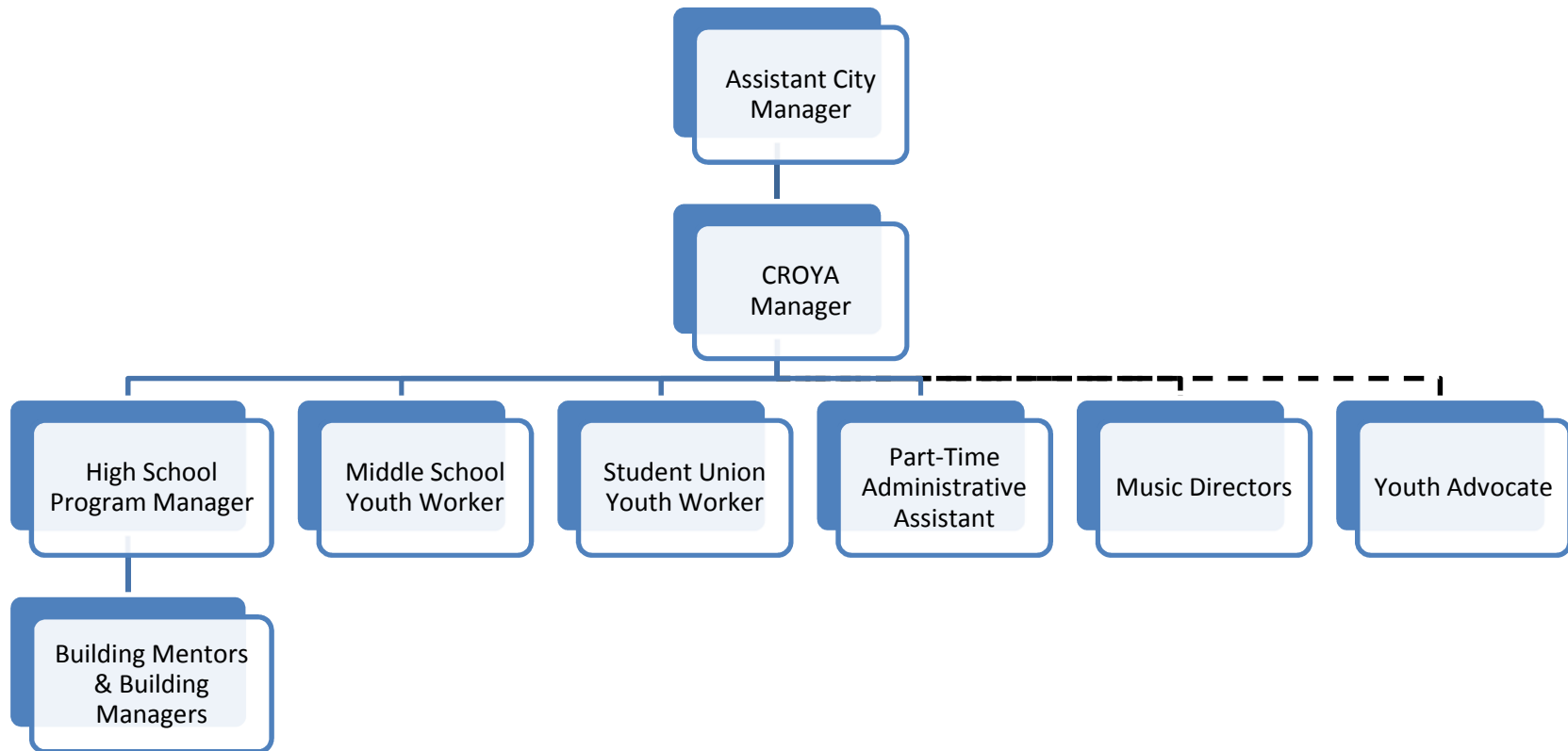
CROYA also gained new artwork at the patio entrance of the CROYA building. Working with local artist Janet Austin, CROYA youth designed this amazing new addition to the facility!

FY2013 Initiatives and Programs

With the recent tragedies in our community involving youth, CROYA finds itself in a very challenging but familiar place. In the late 1970s, a string of suicides was the main reason that CROYA, the community based youth organization, was formed. **After 32 years, it is evident that Lake Forest, Lake Bluff, and Knollwood need CROYA as much as ever before.** CROYA is on the front line of providing support for families, schools, and community groups. The CROYA staff is constantly sought out to provide educational training, referrals to outside professionals, as well as many shoulders to lean on. CROYA has been the “hub” for students who are grieving the losses of classmates, and continues to provide the conduit between the youth and the adults as we try to move forward in the most positive way possible. CROYA is a partner in the newly formed Community Wellness Task Force, which includes all schools, City of Lake Forest, Village of Lake Bluff, faith-based organizations, non-profit groups, and Northwestern Lake Forest Hospital. Another new program that is sure to add to CROYA’s public awareness is the Lake Bluff Bike Races, which CROYA will help run on June 1. CROYA is often looked to as the expert in working with youth. We are proud to be the ones giving youth a voice, as they never cease to amaze us with their outstanding creativity and inspiration.

Department Budgets	FY2012	FY2012
Totals	495,334	522,994
Personnel	FY2012	FY2013
Full-time	4	4
Seasonal > 1000 hours	1	1
Seasonal < 1000 hours	22	12

CROYA FY13



3/2012

Dotted lines indicated contractual position

THE CITY OF LAKE FOREST**Fiscal Year: 2013****Fund- General****Department - CROYA**

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-1601-416-10-10	Salaries	\$ 261,639	\$ 290,035
101-1601-416-10-40	Longevity	\$ 1,025	\$ 1,220
101-1601-416-20-10	Insurance Medical	\$ 59,990	\$ 58,300
101-1601-416-20-11	Insurance Dental	\$ 1,765	\$ 1,925
101-1601-416-20-12	Insurance Life	\$ 482	\$ 518
101-1601-416-20-20	Social Security	\$ 19,007	\$ 21,303
101-1601-416-20-30	IMRF	\$ 29,639	\$ 36,788
101-1601-416-20-40	Flexi Benefits	\$ 944	\$ 960
101-1601-416-20-45	Managerial Compensation	\$ 2,400	\$ -
101-1601-416-29-03	Membership Dues	\$ 200	\$ 200
101-1601-416-29-04	Publications	\$ 300	\$ 428
101-1601-416-29-10	Meeting and Expense Reimbursement	\$ 2,200	\$ 1,800
101-1601-416-35-10	Contractual Services	\$ 28,588	\$ 20,000
101-1601-416-43-01	Vehicle (Fleet) Rental	\$ -	\$ 1,500
101-1601-416-43-16	IT Maintenance	\$ 5,246	\$ 5,178
101-1601-416-43-20	Maintenance of Equipment	\$ 4,000	\$ 3,600
101-1601-416-53-11	Cell Phone	\$ 4,909	\$ 3,239
101-1601-416-60-10	Office Supplies	\$ 4,500	\$ 4,000
101-1601-416-60-13	Printing	\$ 1,500	\$ 1,000
101-1601-416-60-17	Activity Expense - Student Enrichment	\$ 23,000	\$ 25,000
101-1601-416-60-18	Activity Expense - Junior High	\$ 21,000	\$ 22,000

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- General

Department - CROYA

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-1601-416-60-19	Activity Expense - Senior High	\$ 21,000	\$ 22,000
101-1601-416-60-20	Minor Equipment	\$ 2,000	\$ 2,000
TOTAL		\$ 495,334	\$ 522,994

Community Development



Introduction

Mission Statement

To work together with elected officials, Boards, Commissions and City staff from various departments 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 communication and customer service to residents, business and property owners, architects, contractors, developers; and to assist our customers in achieving 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

FY2012 Review

- Building permit activity continues to increase in these areas: 1) alterations to existing buildings for new office, restaurant and retail tenants, 2) construction at Lake Forest Academy (see new dormitory above right) 3) new single family homes and significant additions and alterations
- Resolution of the future of Barat Campus with City Council approval of the expansion of the boundaries of Woodlands Academy Campus to include the 23-acre Barat Campus
- Affordable Housing efforts moved forward with the purchase of two single family homes through an agreement with Community Partners for Affordable Housing

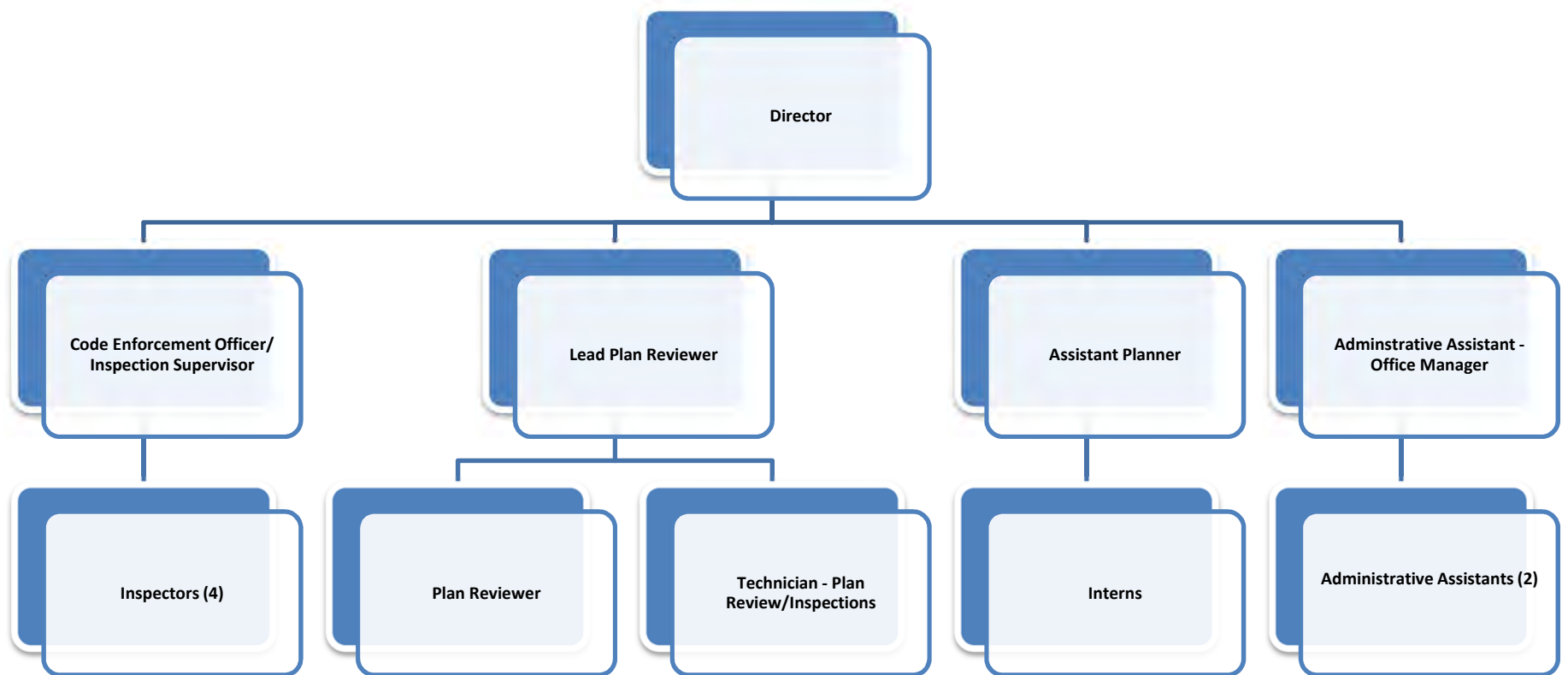
- Code enforcement efforts, in cooperation with banks and new property owners, have successfully addressed some foreclosed and distressed property situations and work will continue in this area

FY2013 Initiatives and Programs

- Boards and Commissions will forward recommendations to the City Council on the Northwestern Lake Forest Hospital Master Plan, the new student residence hall at Lake Forest College, the Forest Park Master Plan and the Bicycle Master Plan
- Adoption of the 2012 International Building Codes will be pursued including the Energy Code which supports conservation and sustainability
- A plan for moving forward with redevelopment of the former Municipal Services property on Laurel Avenue, including consideration of incentives for developers, will be reviewed by the Plan Commission and City Council
- A review and update of the City's Wireless Communication provisions will occur with consideration given to providing enhanced service to residents and exploration of the benefits and feasibility of new technologies

Department Budgets	FY2012	FY2013
Totals	\$ 1,457,767	\$1,500,771
Personnel	FY2012	FY2013
Full-time	13	13
Seasonals > 1000 hours	0	0
Seasonals < 1000 hours	2	1

Community Deveopment Organizational Chart (next page)



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THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- General

Department - Community Development

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-3401-414-10-10	Salaries	\$ 926,134	\$ 941,617
101-3401-414-10-20	Temporary Salaries	\$ 1,000	\$ 2,000
101-3401-414-10-30	Overtime	\$ 3,045	\$ 2,086
101-3401-414-10-40	Longevity	\$ 3,935	\$ 5,038
101-3401-414-20-10	Insurance Medical	\$ 197,400	\$ 206,962
101-3401-414-20-11	Insurance Dental	\$ 5,575	\$ 5,655
101-3401-414-20-12	Insurance Life	\$ 1,359	\$ 1,377
101-3401-414-20-20	Social Security	\$ 67,386	\$ 67,754
101-3401-414-20-30	IMRF	\$ 106,688	\$ 119,020
101-3401-414-20-40	Flexi Benefits	\$ 2,321	\$ 2,333
101-3401-414-20-45	Managerial Compensation	\$ 3,600	\$ -
101-3401-414-29-01	Training and Education	\$ 7,000	\$ 8,000
101-3401-414-29-03	Membership Dues	\$ 1,500	\$ 1,500
101-3401-414-29-04	Publications	\$ 800	\$ 3,800
101-3401-414-29-10	Meetings and Exp. Reimb.	\$ 7,500	\$ 7,500

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- General

Department - Community Development

		FY 2012	FY 2013
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	\$ 1,500	\$ 1,498
101-3401-414-43-01	Fleet Rental	\$ 19,451	\$ 24,136
101-3401-414-43-16	IT Maintenance	\$ 40,189	\$ 40,910
101-3401-414-53-11	Cell Phone	\$ 6,694	\$ 4,895
101-3401-414-60-10	Office Supplies	\$ 2,000	\$ 2,000
101-3401-414-60-12	Postage	\$ 250	\$ 200
101-3401-414-60-13	Printing	\$ 1,200	\$ 1,250
101-3401-414-60-19	Clothing	\$ 1,000	\$ 1,000
101-3401-414-60-20	Minor Equipment	\$ 1,500	\$ 1,500
101-3401-414-75-50	Equipment/Fleet Reserve	\$ -	\$ -
	TOTAL	\$ 1,457,767	\$ 1,500,771

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, ownership, 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 Tonnage by 10% overall
- 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)

FY2012 Review

- Distributed recycling carts to approximately 3,600 households
- Modified and improved the City's Snow Removal Plan
- Lake Road Reconstruction Project
- Bluff Stabilization – South Beach Access Road
- East Side Train Station roof and gutter replacement
- East Side Train Station / Western Avenue upgrades to entryway
- Painted Elevated Water Tank at the City's Compost Center
- Annual Overlay Program
- Annual Sewer Lining Program
- Capital Equipment: Vehicle Replacement & Reduction Programs
- Evaluate the Department's water fund operations

FY2013 Initiatives and Programs

- Replacement of the Public Safety Building's back-up generator
- Installation of a back-up generator for minimal electrical support at the Recreation Center
- East Side Train Station wood, stucco, and masonry restoration
- Replacement of 44 water plant membrane filter modules

- Investigate alternate fuel sources for City fleet
- Annual Overlay Program
- Annual Sewer Lining Program
- Distribution of remaining 2,800 recycling carts
- Develop three to five year outlook for the City's Sanitation operation

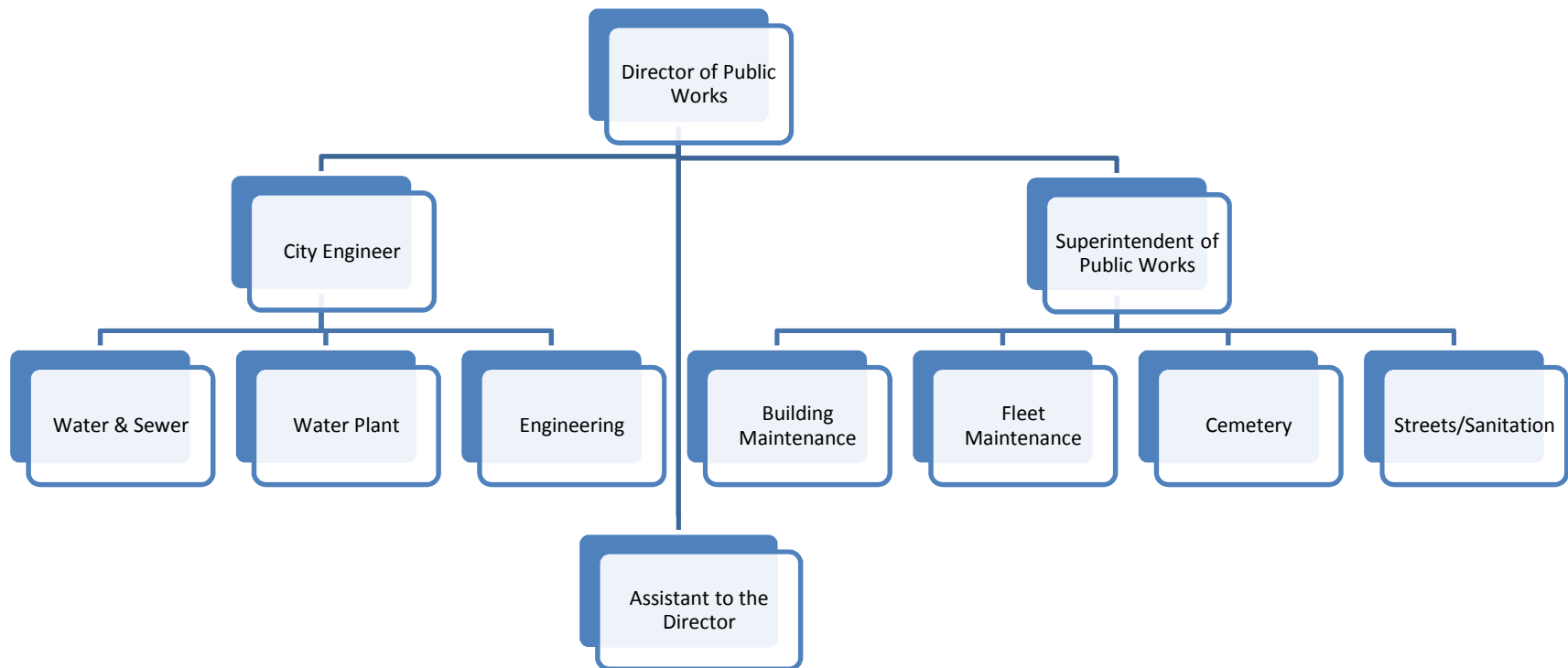
Department Budgets

	FY2012	FY2013
Administration	510,989	446,895
Building Maintenance	1,531,356	1,402,990
Engineering	654,355	547,135
Fleet	1,766,042	1,876,300
Sanitation	2,279,327	2,285,728
Storm Sewer	258,831	268,194
Streets	1,551,616	1,634,438
Water Plant	3,337,555	3,241,406
Totals	11,890,071	11,703,086

Personnel

	FY2012	FY2013
Full-time	57	57
Seasonals > 1000 hours	10	10
Seasonals < 1000 hours	1	0

Public Works Organizational Chart (next page)



THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- General

Department - Public Works - Administration

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-5001-450-10-10	Salaries	\$ 326,620	\$ 261,459
10-40	Longevity	\$ 630	\$ 1,415
20-10	Insurance Medical	\$ 50,196	\$ 63,777
20-11	Insurance Dental	\$ 1,444	\$ 1,444
20-12	Insurance Life	\$ 324	\$ 324
20-20	Social Security	\$ 24,376	\$ 17,406
20-30	IMRF	\$ 37,941	\$ 32,411
20-40	Flexi	\$ 538	\$ 546
20-45	Managerial Compensation	\$ 600	\$ -
29-01	Training and Development	\$ 7,500	\$ 7,500
29-03	Membership Dues	\$ 700	\$ 700
29-10	Meetings and Exp Reimb.	\$ 5,000	\$ 5,244
35-10	Contractual Services	\$ 9,000	\$ 9,000
43-16	IT Maintenance	\$ 42,301	\$ 43,153
53-11	Cell Phone	\$ 3,319	\$ 2,016
60-20	Minor Equipment	\$ 500	\$ 500
TOTAL		\$ 510,989	\$ 446,895

THE CITY OF LAKE FOREST**Fiscal Year: 2013****Fund- General****Department - Public Works - Building Maintenance**

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-1522-419-10-10	Salaries	\$ 424,780	\$ 393,189
10-20	Temporary	\$ 96,573	\$ 96,573
10-30	Overtime	\$ 15,532	\$ 15,843
10-40	Longevity	\$ 3,970	\$ 2,955
20-10	Insurance Medical	\$ 97,945	\$ 89,607
20-11	Insurance Dental	\$ 2,888	\$ 2,888
20-12	Insurance Life	\$ 648	\$ 648
20-13	Unemployment Insurance	\$ 7,369	\$ 968
20-20	Social Security	\$ 39,195	\$ 37,404
20-30	IMRF	\$ 60,836	\$ 64,377
20-40	Flexi	\$ 1,032	\$ 1,044
29-01	Training and Development	\$ 3,000	\$ 3,000
29-10	Meetings and Exp Reimb.	\$ 2,000	\$ 2,000
35-10	Contractual Services	\$ 130,867	\$ 120,174
41-10, 41-15, 62-13, 62-14, 62-15	Utilities	\$ 121,600	\$ 88,597
42-30	Janitorial Services	\$ 125,100	\$ 129,600

THE CITY OF LAKE FOREST**Fiscal Year: 2013****Fund- General****Department - Public Works - Building Maintenance**

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
43-01	Fleet Rental	\$ 28,914	\$ 35,025
43-30, 43-31, 43-32, 43-33, 43-34, 43-36	Repair & Maintenance	\$ 67,020	\$ 64,000
53-11	Cell Phone	\$ 4,035	\$ 1,872
60-10	Office Supplies	\$ 500	\$ 500
60-19	Clothing	\$ 2,000	\$ 2,000
60-20	Minor Equipment	\$ 10,900	\$ 9,900
61-11	Maintenance Materials/Supplies	\$ 53,506	\$ 66,026
61-40	Janitorial Supplies	\$ 11,800	\$ 11,300
61-41	Materials for Bld. Maint.	\$ 16,500	\$ 18,500
67-44	General Improvements	\$ 202,846	\$ 145,000
TOTAL		\$ 1,531,356	\$ 1,402,990

THE CITY OF LAKE FOREST**Fiscal Year: 2013****Fund- General****Department - Public Works - Engineering**

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-3747-417-10-10	Salaries	\$ 433,214	\$ 348,015
10-20	Temporary Salaries	\$ 3,600	\$ -
10-30	Overtime	\$ 3,075	\$ 3,137
10-40	Longevity	\$ 810	\$ 980
20-10	Insurance Medical	\$ 83,509	\$ 71,689
20-11	Insurance Dental	\$ 2,006	\$ 1,444
20-12	Insurance Life	\$ 495	\$ 432
20-20	Social Security	\$ 31,738	\$ 25,906
20-30	IMRF	\$ 48,992	\$ 44,716
20-40	Flexi	\$ 740	\$ 648
20-45	Managerial Compensation	\$ 3,800	\$ -
29-01	Training and Development	\$ 5,000	\$ 5,000
29-03	Membership Dues	\$ 1,200	\$ 1,500
29-04	Subscriptions/Publications	\$ 600	\$ 600
29-10	Meeting/Exp. Reimbursement	\$ 1,200	\$ 1,200

THE CITY OF LAKE FOREST**Fiscal Year: 2013****Fund- General****Department - Public Works - Engineering**

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
35-10	Contractual Services	\$ 10,000	\$ 20,000
43-01	Fleet Rental	\$ 11,040	\$ 12,177
53-11	Cell Phone	\$ 3,036	\$ 2,591
60-10	Office Supplies	\$ 1,200	\$ 600
60-12	Postage	\$ 200	\$ 200
60-13	Printing & Stationery	\$ 600	\$ 1,000
60-19	Clothing	\$ 300	\$ 300
60-20	Minor Equipment	\$ 8,000	\$ 5,000
TOTAL		\$ 654,355	\$ 547,135

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- Fleet

Department - Fleet

		FY2012	FY 2013
Account Number	Description	Budget	Budget
601-5901-437-10-10	Salaries	\$ 431,817	\$ 439,703
10-20	Temporary	\$ 31,609	\$ 31,609
10-30	Overtime	\$ 16,153	\$ 16,476
10-40	Longevity	\$ 1,760	\$ 2,050
20-10	Insurance Medical	\$ 85,916	\$ 90,190
20-11	Insurance Dental	\$ 2,888	\$ 2,888
20-12	Insurance Life	\$ 648	\$ 648
20-13	Unemployment Insurance	\$ 1,200	\$ 1,236
20-20	Social Security	\$ 35,280	\$ 35,855
20-30	IMRF	\$ 54,925	\$ 59,850
20-40	Flexi	\$ 1,044	\$ 1,044
29-01	Training and Development	\$ 4,500	\$ 9,500
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
43-11	Outside Veh. Maint.	\$ 113,183	\$ 100,000

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- Fleet

Department - Fleet

		FY2012	FY 2013
Account Number	Description	Budget	Budget
43-16	I.T. Maintenance	\$ 3,588	\$ 3,665
44-25	Rentals / Equipment Rentals	\$ 12,000	\$ 12,000
53-11	Cell Phone	\$ 3,454	\$ 3,454
60-10	Office Supplies	\$ 1,000	\$ 1,000
60-13	Printing	\$ 500	\$ 500
60-19	Clothing	\$ 3,500	\$ 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	\$ 446,000	\$ 542,000
84-38	Freight Shipping	\$ 1,500	\$ 1,500
84-48	Administration Services	\$ 55,027	\$ 56,403
84-95	Contingency	\$ 30,000	\$ 30,000
84-97	Salary Increases	\$ -	\$ 2,679
TOTAL		\$ 1,766,042	\$ 1,876,300

THE CITY OF LAKE FOREST**Fiscal Year: 2013****Fund- General****Department - Public Works - Sanitation**

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-5240-432-10-10	Salaries	\$ 799,470	\$ 777,553
10-20	Temporary	\$ 81,117	\$ 81,117
10-30	Overtime	\$ 7,176	\$ 7,320
10-40	Longevity	\$ 4,275	\$ 4,500
20-10	Insurance Medical	\$ 174,247	\$ 164,248
20-11	Insurance Dental	\$ 5,776	\$ 5,535
20-12	Insurance Life	\$ 1,296	\$ 1,242
20-13	Unemployment	\$ 3,643	\$ 876
20-20	Social Security	\$ 64,254	\$ 62,754
20-30	IMRF	\$ 100,730	\$ 108,360
20-40	Flexi	\$ 2,088	\$ 2,013
21-15	Jury Duty	\$ -	\$ -
21-17	Projects	\$ -	\$ -
29-01	Training and Development	\$ 1,500	\$ 1,500
29-10	Meetings and Exp Reimb.	\$ 670	\$ 670
35-10	Contractual Services	\$ 122,000	\$ 122,000

THE CITY OF LAKE FOREST**Fiscal Year: 2013****Fund- General****Department - Public Works - Sanitation**

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
42-10	Refuse Disposal Services	\$ 417,000	\$ 417,000
43-01	Vehicle (Fleet) Rental	\$ 464,020	\$ 501,839
43-10	Maintenance of Equipment	\$ 515	\$ 515
53-11	Cell Phone	\$ 4,520	\$ 1,656
60-19	Clothing	\$ 5,000	\$ 5,000
60-20	Minor Equipment	\$ 4,000	\$ 4,000
61-11	Maintenance Materials	\$ 12,000	\$ 12,000
61-13	Materials to Maintain Equipment	\$ 1,030	\$ 1,030
65-18	Yard Waste Bags (Stickers)	\$ 3,000	\$ 3,000
TOTAL		\$ 2,279,327	\$ 2,285,728

THE CITY OF LAKE FOREST**Fiscal Year: 2013****Fund- General****Department - Public Works - Storm Sewer**

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
10-10	Salaries	\$ 124,723	\$ 130,507
10-20	Temporary Salaries	\$ 27,750	\$ 27,750
10-30	Overtime	\$ 10,836	\$ 11,053
10-40	Longevity	\$ 1,265	\$ 1,320
20-10	Insurance Medical	\$ 27,553	\$ 27,553
20-11	Insurance Dental	\$ 963	\$ 963
20-12	Insurance Life	\$ 216	\$ 216
20-20	Social Security	\$ 12,022	\$ 12,495
20-30	IMRF	\$ 18,619	\$ 21,453
20-40	Flexi	\$ 396	\$ 396
35-10	Contractual - Misc.	\$ 11,500	\$ 11,500
60-20	Minor Equipment	\$ -	\$ -
61-11	Maint. Material	\$ 16,888	\$ 16,888
61-13	Materials to Maint. Equip.	\$ 6,100	\$ 6,100
TOTAL		\$ 258,831	\$ 268,194

THE CITY OF LAKE FOREST**Fiscal Year: 2013****Fund- General****Department - Public Works - Streets**

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-5131-431-10-10	Salaries	\$ 486,331	\$ 489,524
10-20	Temporary	\$ 29,718	\$ 35,662
10-30	Overtime	\$ 103,540	\$ 136,211
10-40	Longevity	\$ 6,635	\$ 3,915
20-10	Insurance Medical	\$ 95,691	\$ 107,066
20-11	Insurance Dental	\$ 3,369	\$ 3,610
20-12	Insurance Life	\$ 756	\$ 810
20-13	Unemployment	\$ 9,368	\$ 543
20-20	Social Security	\$ 46,116	\$ 49,132
20-30	IMRF	\$ 71,673	\$ 84,512
20-40	Flexi	\$ 1,292	\$ 1,317
29-01	Training and Development	\$ 4,000	\$ 4,000
29-03	Membership Dues	\$ 250	\$ 250
29-04	Subscriptions/Publications	\$ 200	\$ 200
29-10	Meetings and Exp Reimb.	\$ 1,500	\$ 1,500
35-10	Contractual Services	\$ 60,680	\$ 66,180

THE CITY OF LAKE FOREST**Fiscal Year: 2013****Fund- General****Department - Public Works - Streets**

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
42-10	Refuse Disposal Services	\$ 8,000	\$ 8,000
43-01	Vehicle (Fleet) Rental	\$ 285,982	\$ 295,799
53-11	Cell Phone	\$ 3,115	\$ 2,807
60-10	Office Supplies	\$ 250	\$ 250
60-19	Clothing	\$ 3,000	\$ 3,000
60-20	Minor Equipment	\$ 5,450	\$ 5,450
61-11	Maintenance Materials	\$ 82,200	\$ 92,200
61-12	Maintenance Materials - Gas Lighting	\$ 18,000	\$ 18,000
61-13	Materials to Maintain Equipment	\$ 2,500	\$ 2,500
65-11	Chemicals	\$ 222,000	\$ 222,000
TOTAL		\$ 1,551,616	\$ 1,634,438

THE CITY OF LAKE FOREST**Fiscal Year: 2013****Fund- Water****Department - Public Works**

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
10-10	Salaries	\$ 1,308,191	\$ 1,244,689
10-30	Overtime	\$ 47,637	\$ 51,967
10-40	Longevity	\$ 15,230	\$ 15,010
20-10	Insurance Medical	\$ 280,955	\$ 289,875
20-11	Insurance Dental	\$ 7,982	\$ 8,182
20-12	Insurance Life	\$ 1,854	\$ 1,836
20-13	Unemployment Insurance	\$ 6,089	\$ 8,680
20-20	Social Security	\$ 99,512	\$ 94,878
20-30	IMRF	\$ 154,922	\$ 158,450
20-40	Flexi	\$ 3,082	\$ 3,222
20-45	Managerial Compensation	\$ 3,800	\$ -
29-01	Training/Education	\$ 10,300	\$ 11,000
29-03	Membership Dues	\$ 1,500	\$ 1,500
29-04	Publications	\$ 500	\$ 500
29-10	Meeting/Expense Reimb.	\$ 2,500	\$ 2,548
35-10	Contractual - Misc.	\$ 186,000	\$ 220,500
35-15	Leak Detection	\$ 20,000	\$ 20,000
35-16	Meter Testing	\$ 15,939	\$ 16,200

THE CITY OF LAKE FOREST**Fiscal Year: 2013****Fund- Water****Department - Public Works**

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
35-25	J.U.L.I.E. Locate	\$ 7,000	\$ 8,000
41-10	Water	\$ 600	\$ 700
42-10	Refuse Disposal Services	\$ 26,500	\$ 26,500
43-01	Vehicle (Fleet) Rental	\$ 132,302	\$ 145,776
43-02	Pavement Repairs/Main Breaks	\$ 11,329	\$ 16,000
43-10	Maint. Of Equipment	\$ 350	\$ 350
43-16	IT Maintenance	\$ 22,543	\$ 23,185
43-30	Building Maintenance	\$ 5,000	\$ 5,000
53-11	Cell Phone	\$ 6,320	\$ 3,995
60-10	Office Supplies	\$ 2,000	\$ 2,000
60-12	Postage	\$ 500	\$ 500
60-19	Clothing	\$ 8,500	\$ 6,500
60-20	Minor Equipment	\$ 27,500	\$ 25,500
61-11	Maintenance Material	\$ 96,700	\$ 100,400
61-13	Material to Maint. Equipment	\$ 101,092	\$ 99,992
61-40	Janitorial Supplies	\$ 3,000	\$ 3,000
61-41	Material for Building Maint.	\$ 4,500	\$ 4,500

THE CITY OF LAKE FOREST**Fiscal Year: 2013****Fund- Water****Department - Public Works**

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
62-12	Diesel Oil	\$ 15,275	\$ 15,275
62-13	Electricity	\$ 405,000	\$ 355,000
62-15	Natural Gas	\$ 45,000	\$ 40,500
65-11	Chemicals	\$ 110,000	\$ 100,000
66-12	Water Meters	\$ 35,551	\$ 30,000
66-13	Manhole Lining/Lids	\$ 55,000	\$ 30,000
66-15	High Pressure Hose	\$ 4,000	\$ 4,000
66-16	Rodder Equipment	\$ 4,000	\$ 4,000
66-17	Sewer Jet Nozzles	\$ 1,500	\$ 1,696
66-18	Gate Valves	\$ 20,000	\$ 20,000
66-19	Hydrants and Valves	\$ 18,000	\$ 18,000
66-20	Misc -/PC Supplies	\$ 2,500	\$ 2,000
TOTAL		\$ 3,337,555	\$ 3,241,406

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

A consultant will be assisting the department in reviewing its current operations internally as well as externally with surrounding fire departments. The department will then determine the effectiveness of operations and the potential to be more efficient and cost effective through the potential of joining 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 an Insurance Service Office rating for the community which will provide fire insurance discounts to residents and businesses
- Maintain adequate and effective staffing levels
- Identify outside funding sources for projects
- Assess, revise, and maintain systems to facilitate employee evaluations
- Develop 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 permanent positions in the fire service

FY2012 Review

- Created an Emergency Operations Center at Fire Station 2
- Securing a \$10,000/year grant for ESDA
- Receiving a \$574,000 grant for all seven fire departments (18 stations) within the Condell Medical system to be used on video conferencing equipment. Among many things, the equipment will allow simultaneous regional training to take place, while allowing members to remain at their location.
- Reduction of fleet services

- The Lieutenant's promotional process is underway
- The Blood Drive proved to be a success with the collection of 32 units of blood. Another drive is scheduled for June 15
- The department's Deputy Chiefs continue to serve as MABAS Division 4 Secretary and MABAS Division 4 TRT Coordinator, and the Chief, after serving 5 years as President, is now an ex-officio of the Lake County Fire Chiefs Association
- The department's Performance Evaluation Committee continues to improve its parameters
- 6 Fire Department members were recipients of Northwestern Lake Forest Hospital's "A Cut Above" award
- An application was submitted to IRMA for a "Best Practice Award" for emergency ATV Response, and IRMA has requested the program be shared with other fire departments

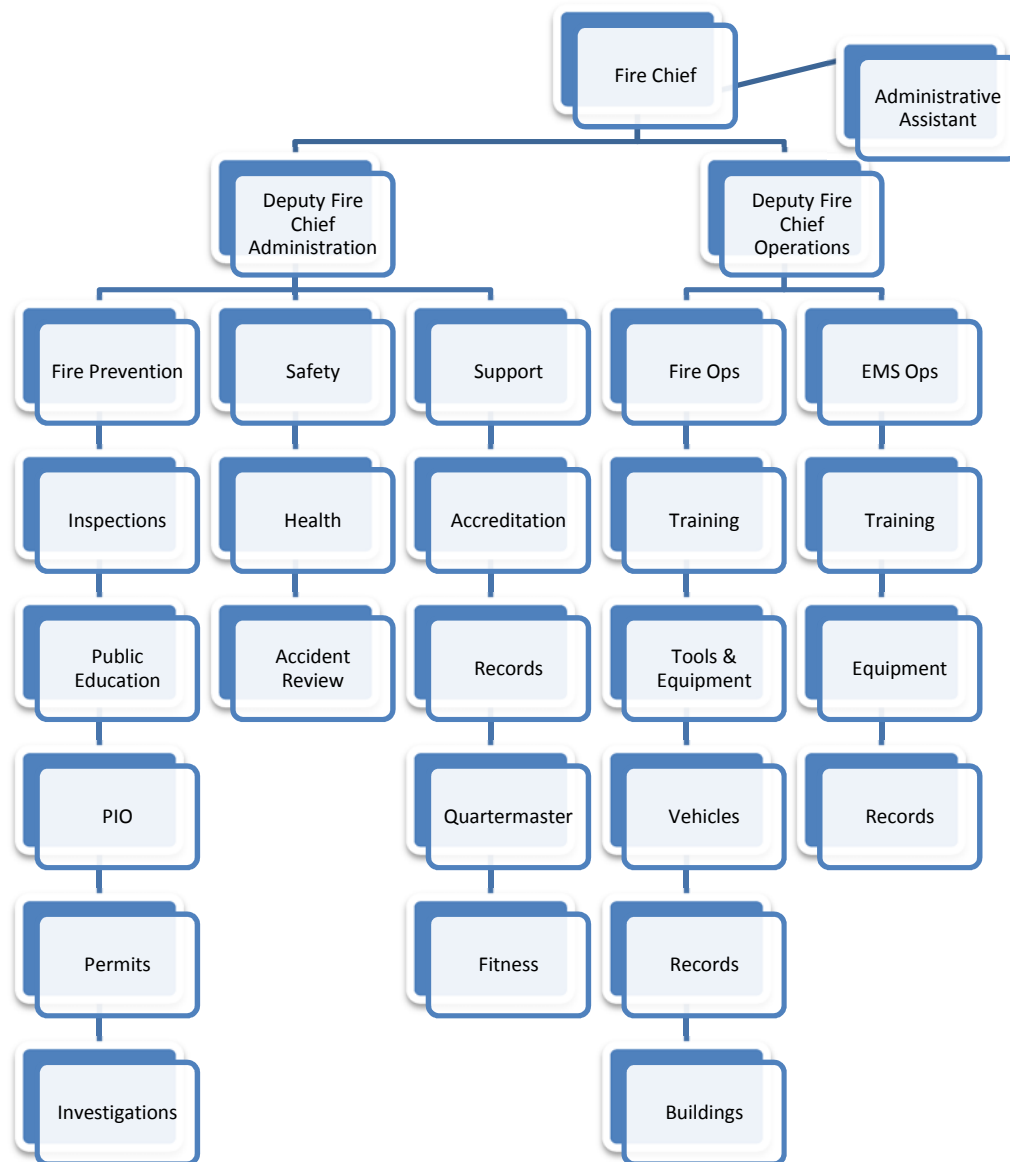
FY2013 Initiatives and Programs

- Rollout of Image Trend software, an automated records keeping system for EMS treatment in the field. Time and cost efficiencies will be realized.
- Video Conferencing system to be installed at Stations 1 and 2
- Continued work on re-accreditation
- Develop automated workflow processes in conjunction with the proposed Electronic Data Management System (EDMS)
- Work with surrounding Fire Departments on purchasing common items to reduce costs
- Continue the POP program
- Succession planning through training and education

FY2013 Initiatives and Programs

Department Budgets	FY2012	FY2013
Administration	5,332,536	5,482,762
EMS	25,000	25,000
Suppression	88,502	95,502
Totals	5,446,038	5,603,264
Personnel	FY2012	FY2013
Full-time	35	35
Seasonals > 1000 hours	0	0
Seasonals < 1000 hours	5	7

Fire Department Organizational Chart (next page)



THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- General

Department - Fire Administration

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-7552-422-10-10	Salaries	\$ 3,136,019	\$ 3,225,892
101-7552-422-10-20	Temporary	\$ 56,000	\$ 56,000
101-7552-422-10-30	Overtime	\$ 240,000	\$ 240,000
101-7552-422-10-40	Longevity	\$ 24,140	\$ 24,408
101-7552-422-20-10	Insurance Medical	\$ 578,809	\$ 603,617
101-7552-422-20-11	Insurance Dental	\$ 17,448	\$ 17,448
101-7552-422-20-12	Insurance Life	\$ 3,807	\$ 5,976
101-7552-422-20-20	Social Security	\$ 55,047	\$ 56,911
101-7552-422-20-30	IMRF	\$ 17,448	\$ 20,195
101-7552-422-20-40	Flexi	\$ 6,427	\$ 6,260
101-7552-422-29-01	Training and Development	\$ 4,000	\$ 4,000
101-7552-422-29-02	Employee Tuition	\$ 1,400	\$ 1,400
101-7552-422-29-03	Membership Dues	\$ 2,289	\$ 2,289
101-7552-422-29-10	Meetings and Exp Reimbursement	\$ 9,000	\$ 9,000
101-7552-422-35-11	SRT Assessment	\$ 6,000	\$ 6,000

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- General

Department - Fire Administration

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-7552-422-43-01	Fleet Rental	\$ 130,900	\$ 119,083
101-7552-422-43-10	Maintenance of Equipment	\$ 9,000	\$ 9,000
101-7552-422-43-16	IT Maintenance	\$ 28,251	\$ 28,578
101-7552-422-44-25	Equipment Rental	\$ 5,600	\$ 5,600
101-7552-422-53-11	Cell Phones	\$ 9,980	\$ 8,242
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	\$ 976,971	\$ 1,018,863
TOTAL-Administration		\$ 5,332,536	\$ 5,482,762

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- General

Department - Fire EMS

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
101-7555-422-29-01	Training and Development	\$ 7,000	\$ 7,000
101-7555-422-29-04	Publications	\$ -	\$ -
101-7555-422-43-10	Maintenance of Equipment	\$ 9,000	\$ 9,000
101-7555-422-60-13	Printing	\$ 500	\$ 500
101-7555-422-60-20	Minor Equipment	\$ 8,000	\$ 8,000
101-7555-422-65-11	Chemicals	\$ 500	\$ 500
TOTAL		\$ 25,000	\$ 25,000

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- General**Department - Fire Suppression**

		FY 2012	FY 2013
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	\$ 25,000
101-7553-422-60-20	Minor Equipment	\$ 27,000	\$ 27,000
101-7553-422-65-11	Chemicals	\$ 1,000	\$ 1,000
TOTAL		\$ 88,502	\$ 95,502

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. Police 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 several areas of assessments for the Police Department covering Patrol, Investigations, Traffic, Communications Records, Animal Control, Crime Prevention, School Resource Officers and Crossing Guards:

- Annual number of crimes against persons, property, and society
- Annual percentage of liquor-related offenses to the total crimes against society
- Annual number of cases assigned to investigations and youth division
- Annual ratio of traffic enforcement to the total number of traffic crashes
- Annual number of parking enforcement tickets issued
- Annual ratio of police cases to sworn police officers
- Annual average cost of the Administrative Hearing
- Annual average time to dispatch a case
- Annual ratio of total dispatch calls processed to number of dispatch personnel
- Annual ratio of children crossing to number of crossing guards
- Annual number of records processed for parking, traffic, non-traffic tickets and crash reports
- Annual total complaints related to animals
- Annual number of presentations by the Crime Prevention and School Resource Officers

FY2012 Review

- Promoted, hired and trained personnel to replace retiring department members
- Updated parking meter technology at Telegraph Road Train Station
- Partnered with Lake county MEG for a K-9 Grant and trained the team
- Expanded upon partnership with LEAD and SpeakUp Prevention Coalition
- Maintained 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
- Continued to operate an Administrative Hearing process

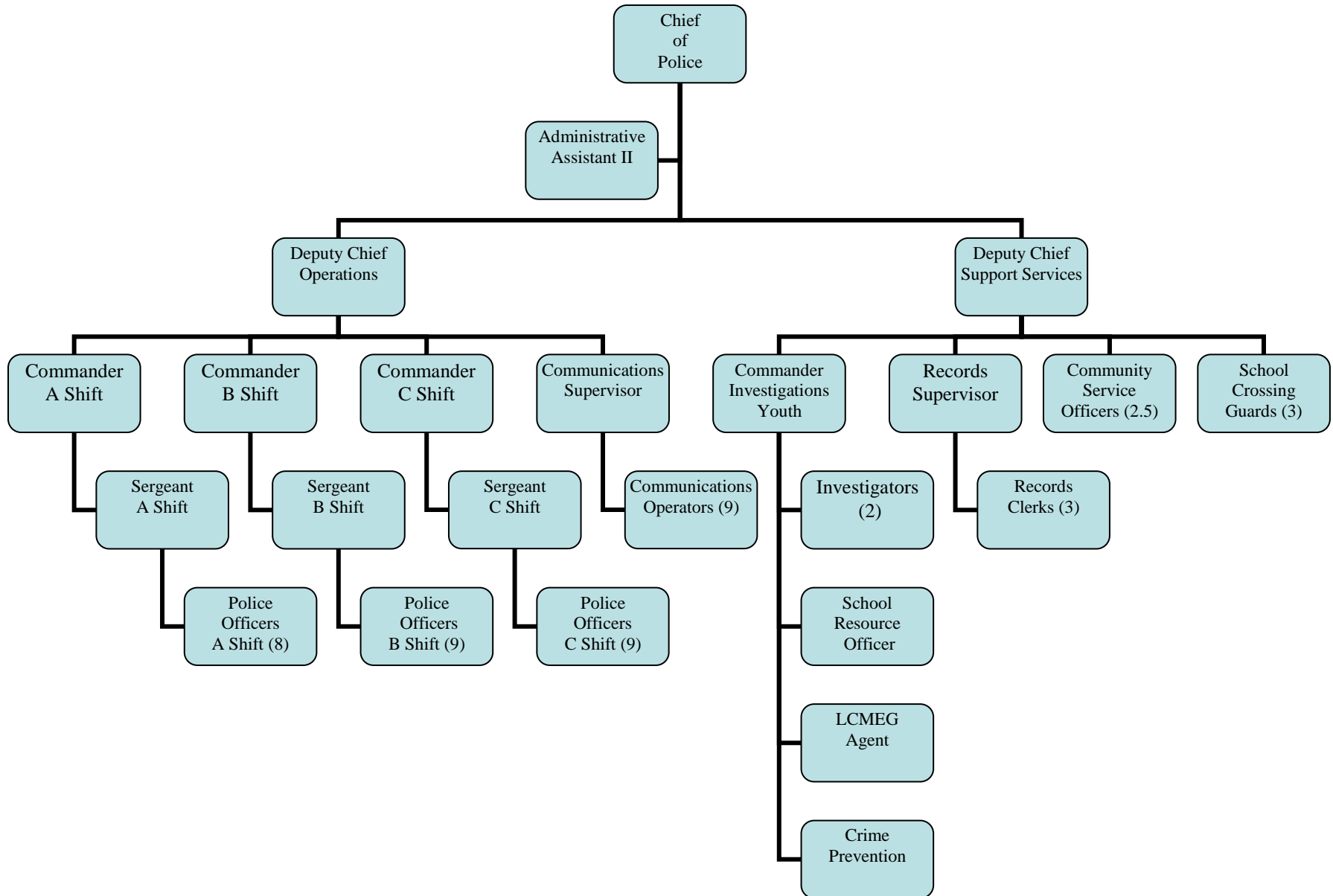
FY2013 Initiatives and Programs

- Promote, hire and train personnel to replace retiring department members
- Evaluate parking meter technology for possible expansion
- Continue partnership with LEAD and SpeakUp Prevention Coalition to address Suicide Prevention
- Explore service redesign to comply with current staffing levels and reduce overtime costs
- Participate in communications center consolidation study

Department Budgets	FY2012	FY2013
Administration	8,181,173	8,380,079
Emergency Telephone	260,285	316,009
Totals	8,437,801	8,696,088
Personnel	FY2012	FY2013
Full-time	58	58
Seasonals > 1000 hours	1	1
Seasonals < 1000 hours	4	4

Police Department Organizational Chart (next page)

Lake Forest Police Department Organizational Chart



THE CITY OF LAKE FOREST			
Fiscal Year: 2013			
Fund - General			
Department - Police			
		FY2012	FY2013
Account Number	Description	Budget	Budget
101-7672-421-10-10	Salaries	\$ 4,502,619	\$ 4,586,833
101-7672-421-10-20	Temporary Salaries	\$ 58,909	\$ 58,909
101-7672-421-10-30	Overtime	\$ 257,035	\$ 321,498
101-7672-421-10-40	Longevity	\$ 35,675	\$ 33,780
101-7672-421-20-10	Insurance Medical	\$ 867,029	\$ 882,954
101-7672-421-20-11	Insurance Dental	\$ 26,913	\$ 26,473
101-7672-421-20-12	Insurance Life	\$ 7,882	\$ 8,195
101-7672-421-20-13	Unemployment Insurance		\$ 20,600
101-7672-421-20-20	Social Security	\$ 124,721	\$ 128,611
101-7672-421-20-30	IMRF	\$ 112,992	\$ 128,113
101-7672-421-20-40	Flexi	\$ 10,010	\$ 10,128
101-7672-421-29-01	Training and Development	\$ 45,145	\$ 44,500
101-7672-421-29-02	Employee Tuition	\$ 20,000	\$ 20,000
101-7672-421-29-03	Membership Dues	\$ 2,000	\$ 2,000
101-7672-421-29-10	Publications	\$ 4,000	\$ 4,000
101-7672-421-29-10	Meetings & Exp. Reimb.	\$ 9,000	\$ 7,500
101-7672-421-35-10	Contractual Services	\$ 67,370	\$ 55,000
101-7672-421-35-44	Administrative Hearings	\$ 32,151	\$ 33,000
101-7672-421-43-01	Fleet Rental	\$ 233,061	\$ 228,874
101-7672-421-43-10	Maintenance of Equipment	\$ 81,220	\$ 81,220
101-7672-421-43-16	IT Maintenance	\$ 32,071	\$ 32,760
101-7672-421-44-25	Equipment Rental	\$ 8,250	\$ 8,067
1017672-421-53-10	Telephone	\$ 15,530	\$ 15,000
101-7672-421-53-11	Cell Phone	\$ 5,884	\$ 4,354
101-7672-421-60-10	Office Supplies	\$ 12,040	\$ 12,000
101-7672-421-60-13	Printing	\$ 10,025	\$ 8,000
101-7672-421-60-19	Clothing Services	\$ 29,725	\$ 33,600
101-7672-421-60-20	Minor Equipment	\$ 66,611	\$ 70,000
101-7672-421-60-21	Prisoner Food	\$ 200	\$ 200
101-7672-421-95-05	Police Pension Levy	\$ 1,503,105	\$ 1,513,910
		\$ 8,181,173	\$ 8,380,079

THE CITY OF LAKE FOREST			
Fiscal Year: 2013			
Fund - Emergency Telephone Department - Police			
		FY2012	FY2013
Account Number	Description	Budget	Budget
205-7552-422-75-26	Sirens	\$ 13,000	
205-7672-421-10-10	Salaries	\$ 114,067	\$ 119,228
205-7672-421-20-40	Longevity	\$ -	\$ 150
205-7672-421-20-10	Insurance Medical	\$ 26,062	\$ 17,712
205-7672-421-20-11	Insurance Dental	\$ 963	\$ 963
205-7672-421-20-12	Insurance Life	\$ 216	\$ 216
205-7672-421-20-20	Social Security	\$ 8,452	\$ 8,759
205-7672-421-20-30	IMRF	\$ 13,170	\$ 14,640
205-7672-421-20-40	Flexi	\$ 396	\$ 396
205-7672-421-35-10	Contractual Services	\$ 31,959	\$ 30,800
205-7672-421-53-12	E911 Telephone		\$ 2,880
205-7672-421-75-25	Computer Aided Dispatch	\$ -	\$ 64,800
205-7672-421-84-97	Salary Increases	\$ -	\$ 697
		\$ 260,285	\$ 316,009

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 total number of participants in programs
- Increase total net profit from program services
- Increase annual number of 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

FY2012 Review

- Completed National Golf Foundation study on Deerpath Golf Course and executed a contract with KemperSports, Inc. to provide consulting services and a General Operations Manager. Formed a Golf Advisory Committee to assist with development of benchmarking goals and marketing initiatives
- Completed capital improvement projects at Waveland Park including installation of a new playground, replacement of tennis courts, the addition of a basketball court, and resurfacing of the parking lot. The Basketball Court was funded through a memorial donation.
- Managed the installation and enhancement of Elawa Park and Dickinson Terrace through the new Adopt-a-Park program, resulting in over \$200,000 in donated improvements
- Completed baseball field improvements at South Park and Deerpath through use of the Sport Field Improvement Fund program

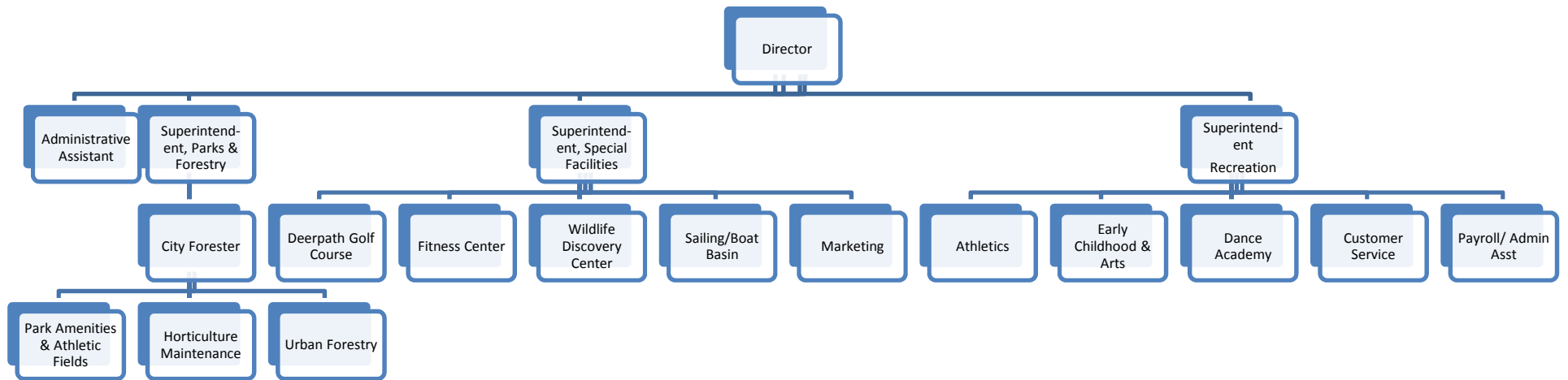
- Researched and implemented a 'Drill and Fill' and swale improvement project to correct drainage concerns at Townline Community Park
- Designed and purchased the playground equipment for Townline Community Park
- Completed the staff reorganization plan to ensure highest delivery of recreation and park services to the community and to address vacancies as a result of the early retirement incentive program
- Converted a squash court and game room at the Rec Center into a Dance and Exercise studio to expand services and enhance revenue streams
- Re-designed the entire summer camp program to consolidate options, increase flexibility for families and grow net profit
- Participated in the development of a Comprehensive Bike Path Master Plan
- Consulted with Applied Ecological Services, Inc. to rehabilitate the native landscape improvements along the Route 60 Beautification corridor
- Continued forestry best practice efforts to monitor and address Lake Forest urban forestry concerns including Emerald Ash Borer. Began the development of an Emerald Ash Borer Management Plan.
- Participated in and provided support for City's 150th events including the Centennial Landscape Garden, Planting of 150 Trees, Sunrise Beach Service and Heritage Festival
- Continued community dialogue related to the Forest Park Master Plan by conducting public meetings with the Forest Park Project Board, Parks and Recreation Board and Historic Preservation Commission

FY2013 Initiatives and Programs

- Install EZ Links Software systems to assist with driving additional rounds and revenue at Deerpath Golf Course, help improve customer service, expand marketing capabilities, and increase operational efficiency through an integrated tee-sheet/POS platform
- Complete capital improvement project at Forest Park Beach by replacing the asphalt of the Boat Storage Compound
- Finalize the development of a Comprehensive Emerald Ash Borer Management Plan, including completing phase one of the Tree Inventory and implementing a community-wide education program
- Continue participation in completing the Comprehensive Bike Master Plan
- Continue athletic field improvements at Deerpath Park and Waveland Park via the Sport Field Improvement Fund program
- Re-evaluate the squash and racquetball programs to rejuvenate the services and increase net profit
- Investigate vendor options to replace the Recreation Department facility and program registration software
- Manage phase one of the TIFF landscaping improvements at Settler's Square
- Install new playground at Townline Community Park
- Complete the Forest Park Master Plan and collaborate with key stakeholders in implementing the final phases of the project
- Design and implement a weekend full of special events, called the Beach Bash, at Forest Park Beach to celebrate its 25th Anniversary

Parks & Recreation	Department Budgets	FY2012	FY2013
	Totals	8,732,608	8,583,672
	Personnel	FY2012	FY2013
	Full-time	31	31
	Seasonals > 1000 hours	27	32
	Seasonals < 1000 hours	281	236
Deerpath Golf Course	Department Budgets	FY2012	FY2013
	Totals	1,348,890	1,383,826
	Personnel	FY2012	FY2012
	Full-time	3	2
	Seasonals > 1000 hours	10	8
	Seasonals < 1000 hours	18	14

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



THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- Parks & Recreation

Department - Parks & Forestry Administration

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
220-5774-452-10-10	Salaries	\$ 1,080,699	\$ 1,039,390
220-5774-452-10-20	Temporary	\$ 534,076	\$ 591,231
220-5774-452-10-30	Overtime	\$ 69,550	\$ 39,981
220-5774-452-10-40	Longevity	\$ 5,840	\$ 6,375
220-5774-452-20-10	Insurance Medical	\$ 261,735	\$ 241,609
220-5774-452-20-11	Insurance Dental	\$ 7,212	\$ 6,932
220-5774-452-20-12	Insurance Life	\$ 1,611	\$ 1,555
220-5774-452-20-13	Unemployment Insurance	\$ 79,170	\$ 37,428
220-5774-452-20-20	Social Security	\$ 122,405	\$ 123,161
220-5774-452-20-30	IMRF	\$ 192,458	\$ 205,621
220-5774-452-20-40	Flex Benefits	\$ 2,741	\$ 2,665
220-5774-452-20-45	Managerial Compensation	\$ 900	\$ -
220-5774-452-29-01	Training and Development	\$ 11,000	\$ 8,300
220-5774-452-29-03	Membership Dues	\$ 2,700	\$ 1,860
220-5774-452-29-04	Subscriptions/Publications	\$ 200	\$ 200

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- Parks & Recreation

Department - Parks & Forestry Administration

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
220-5774-452-29-10	Meetings & Expense Reimburse	\$ 3,900	\$ 2,550
220-5774-452-35-10	Contractual Services	\$ 54,580	\$ 58,000
220-5774-452-43-01	Vehicle Rental	\$ 372,578	\$ 427,277
220-5774-452-43-16	IT Maintenance	\$ 7,371	\$ 7,374
220-5774-452-53-10	Telephone	\$ 887	\$ 888
220-5774-452-53-11	Cell Phone	\$ 13,798	\$ 6,947
220-5774-452-60-10	Office Supplies	\$ 1,170	\$ 1,100
220-5774-452-60-12	Postage	\$ 115	\$ 115
220-5774-452-60-19	Clothing	\$ 10,000	\$ 10,000
220-5774-452-60-20	Minor Equipment	\$ 600	\$ 600
220-5774-452-75-51	Capital Equipment	\$ 150,000	\$ 161,000
220-5774-452-84-97	Salary Increases	\$ -	\$ 6,120
TOTAL		\$ 2,987,296	\$ 2,988,279

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- Parks & Recreation

Department - Parks & Forestry - Grounds Maintenance

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
220-5775-452-35-10	Contractual Services	\$ 55,700	\$ 55,700
220-5775-452-42-10	Refuse Disposal Services	\$ 5,500	\$ 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.	\$ 16,000	\$ 16,000
220-5775-452-65-10	Agricultural Materials	\$ 20,000	\$ 20,296
220-5775-452-65-11	Chemicals	\$ 20,000	\$ 20,000
220-5775-452-65-24	Landscape Plants	\$ 7,706	\$ 7,700
TOTAL		\$ 152,106	\$ 152,396

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- Parks & Recreation

Department - Parks & Forestry - Athletic Field Plg/Tennis

		2012	FY 2013
Account Number	Description	Budget	Budget
220-5776-452-35-10	Contractual Services	\$ 4,325	\$ 12,000
220-5776-452-60-20	Minor Equipment	\$ 12,000	\$ 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	\$ 9,000	\$ 9,000
220-5776-452-61-41	Materials For Building Maint.	\$ -	\$ -
TOTAL		\$ 45,325	\$ 53,000

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- Parks & Recreation

Department - Parks & Forestry - Lakefront Facilities Mnt.

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
220-5781-452-35-10	Contractual Services	\$ 12,000	\$ 15,500
220-5781-452-42-10	Refuse Disposal Services	\$ 2,000	\$ 2,000
220-5781-452-60-20	Minor Equipment	\$ 3,000	\$ 8,000
220-5781-452-61-11	Maintenance Material	\$ 5,000	\$ 5,000
220-5781-452-61-13	Materials to Maintain Equip.	\$ 5,500	\$ 5,500
TOTAL		\$ 27,500	\$ 36,000

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- Parks & Recreation

Department - Parks & Forestry - Tree Trimming

		FY 2012	FY 2012
Account Number	Description	Budget	Budget
220-5888-452-35-10	Contractual Services	\$ 12,000	\$ 19,500
220-5888-452-60-20	Minor Equipment	\$ 500	\$ 500
220-5888-453-66-10	Assets under \$10,000	\$ 4,000	\$ 4,000
TOTAL		\$ 16,500	\$ 24,000

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- Parks & Recreation

Department - Parks & Forestry - Tree Removal

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
220-5889-452-35-10	Contractual Services	\$ 4,100	\$ 9,100
220-5889-452-60-20	Minor Equipment	\$ 2,500	\$ 2,500
220-5889-453-66-11	Maintenance Material	\$ 5,000	\$ 4,500
TOTAL		\$ 11,600	\$ 16,100

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- Parks & Recreation

Department - Parks & Forestry - Insect & Disease

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
220-5890-453-65-11	Chemicals	\$ 17,630	\$ 24,130
TOTAL		\$ 17,630	\$ 24,130

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- Parks & Recreation

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

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
220-5891-453-60-20	Minor Equipment	\$ 550	\$ 550
220-5891-453-61-11	Maintenance Material	\$ 7,000	\$ 5,000
220-5891-453-65-10	Agricultural Materials	\$ 3,000	\$ 5,000
TOTAL		\$ 10,550	\$ 10,550

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund - Parks & Recreation

Department - Recreation Programs

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
10-10	Regular Salaries	\$ 911,569	\$ 1,011,457
10-20	Temporary Salaries	\$ 1,332,352	\$ 1,272,924
10-30	Overtime	\$ 4,155	\$ 5,424
10-40	Longevity Bonus	\$ 4,430	\$ 4,943
20-10	Insurance Medical	\$ 220,661	\$ 208,081
20-11	Insurance Dental	\$ 7,533	\$ 7,388
20-12	Insurance Life	\$ 1,701	\$ 1,658
20-13	Unemployment Insurance	\$ 1,758	\$ 8,128
20-20	Social Security	\$ 191,328	\$ 184,862
20-30	IMRF	\$ 141,338	\$ 144,148
20-40	Flex Benefits	\$ 2,997	\$ 2,943
20-45	Managerial Compensation	\$ 5,200	\$ -
29-01	Training	\$ 17,300	\$ 22,840
29-03	Membership Dues	\$ 4,566	\$ 4,650
29-10	Meetings/Expense Reimbursement	\$ 12,000	\$ 13,000
33-10	Legal	\$ 1,000	\$ 1,000
33-15	Audit	\$ 5,800	\$ 5,800

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund - Parks & Recreation

Department - Recreation Programs

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
35-10	Contractual Services	\$ 688,271	\$ 626,006
35-17	Credit Card Charges	\$ 45,600	\$ 45,600
43-01	Fleet Rental	\$ 10,339	\$ 9,014
43-16	IT Maintenance	\$ 30,822	\$ 31,417
45-01	Elawa Lease	\$ 25,167	\$ 25,167
45-02	Stirling Site Improvements	\$ 9,826	\$ 9,826
45-03	Elawa Cottage Rental		\$ 3,755
52-30	IRMA Insurance	\$ 195,037	\$ 190,257
53-10	Telephone	\$ 27,579	\$ 23,891
53-11	Cell Phones	\$ 11,907	\$ 7,603
60-10	Office Supplies	\$ 8,500	\$ 9,000
60-12	Postage	\$ 27,245	\$ 23,094
60-13	Printing	\$ 58,077	\$ 57,865
60-19	Clothing	\$ 70,360	\$ 64,185
60-20	Minor Equipment	\$ 189,525	\$ 174,700
61-40	Janitorial Supplies	\$ 9,000	\$ 9,500
62-13	Electricity	\$ 24,365	\$ 125

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund - Parks & Recreation

Department - Recreation Programs

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
62-15	Natural Gas	\$ 8,571	\$ 8,571
66-10	Capital Equipment	\$ 80,294	\$ 46,000
84-48	Administrative Services	\$ 17,072	\$ 17,499
84-97	Salary Increases	\$ -	\$ 6,360
90-01	Recreational Supplies	\$ 126,199	\$ 144,533
90-02	Awards	\$ 11,050	\$ 11,775
90-06	Sailing Team Travel	\$ 6,500	\$ 6,500
TOTAL		\$ 4,546,994	\$ 4,455,489

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund - Parks & Recreation

Department - Recreation Programs (2)

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
220-8025-451-10-10	Regular Salaries	\$ 178,624	\$ -
220-8025-451-10-20	Temporary Salaries	\$ 99,167	\$ 135,070
220-8025-451-29-01	Training	\$ 100	\$ 100
220-8025-451-35-10	Contractual Services	\$ 278,981	\$ 302,882
220-8025-451-60-12	Postage	\$ 1,068	\$ 975
220-8025-451-60-13	Printing	\$ 1,962	\$ 2,174
220-8025-451-60-19	Clothing	\$ 31,663	\$ 28,983
220-8025-451-62-13	Electricity	\$ 11,100	\$ 6,200
220-8025-451-90-01	Recreational Supplies	\$ 12,710	\$ 16,280
220-8025-451-90-02	Awards	\$ 4,350	\$ 4,485
TOTAL		\$ 619,725	\$ 497,149

THE CITY OF LAKE FOREST

Fiscal Year: 2013

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

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
224-80-26-451-10-10	Regular Salaries	\$ 27,000	\$ 44,480
224-80-26-451-35-10	Contractual Services	\$ 214,382	\$ 221,622
224-80-26-451-75-01	Capital Improvements	\$ 30,000	\$ 45,000
224-80-26-451-90-04	A.D.A. Companion Fees	\$ 26,000	\$ 15,477
TOTAL		\$ 297,382	\$ 326,579

Fund- Golf
Department - Golf Administration

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
510-6301-454-10-10	Salaries	\$ 163,592	\$ 168,000
510-6301-454-10-20	Temporary	\$ 154,083	\$ 154,083
510-6301-454-10-30	Overtime	\$ 26,191	\$ 15,000
510-6301-454-10-40	Longevity	\$ 1,100	\$ 1,182
510-6301-454-20-10	Insurance Medical	\$ 46,488	\$ 29,764
510-6301-454-20-11	Insurance Dental	\$ 1,500	\$ 1,083
510-6301-454-20-12	Insurance Life	\$ 342	\$ 243
510-6301-454-20-13	Unemployment Insurance	\$ 35,082	\$ 37,260
510-6301-454-20-20	Social Security	\$ 39,321	\$ 31,588
510-6301-454-20-30	IMRF	\$ 52,447	\$ 43,498
510-6301-454-20-40	Flexi	\$ 630	\$ 446
510-6301-454-20-45	Managerial Compensation	\$ 900	\$ -
510-6301-454-29-01	Training and Development	\$ 250	\$ 250
510-6301-454-29-03	Membership Dues	\$ 1,000	\$ 500
510-6301-454-29-10	Meetings and Exp Reimbursement	\$ 250	\$ 250
510-6301-454-33-15	Contractual Services - Audit	\$ 2,400	\$ 2,400
510-6301-454-35-10	Contractual Services	\$ 3,100	\$ 2,500
510-6301-454-43-16	IT Maintenance	\$ 4,485	\$ 5,275
510-6301-454-52-30	IRMA Insurance	\$ 34,743	\$ 29,831
510-6301-454-52-31	IRMA Insurance Deductible	\$ 2,500	\$ 2,400

Fund- Golf
Department - Golf Administration

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
510-6301-454-53-11	Cell Phone	\$ 1,175	\$ 600
510-6301-454-60-19	Clothing	\$ 2,500	\$ 2,200
510-6301-454-62-13	Electricity	\$ 2,400	\$ 2,400
510-6301-454-66-10	Assets under \$10,000	\$ 9,500	\$ 9,800
510-6301-454-77-02	Capital Equipment	\$ -	\$ 65,000
510-6301-454-77-07	Capital - Tree Replacement	\$ 20,000	\$ -
510-6301-454-77-55	Capital - General Improvement	\$ 10,000	\$ -
510-6301-454-80-20	Revenue Bond Interest	\$ 45,000	\$ 32,788
510-6301-454-83-25	Bond Expense	\$ 75,000	\$ 78,000
510-6301-454-84-41	Paying Agents/Bonds	\$ 500	\$ 500
510-6301-454-84-48	Administrative Services	\$ 22,401	\$ 22,961
510-6301-454-84-97	Salary Increases	\$ -	\$ 346
TOTAL		\$ 758,880	\$ 740,148

Fund- Golf
Department - Course Maintenance

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
510-6304-454-35-10	Contractual Services	\$ 5,000	\$ 5,000
510-6304-454-41-10	Water	\$ 65,000	\$ 64,000
510-6304-454-43-01	Fleet Rental	\$ 35,222	\$ 40,596
510-6304-454-43-10	Maintenance of Equipment	\$ 4,800	\$ 2,700
510-6304-454-60-20	Minor Equipment	\$ 9,000	\$ 7,000
510-6304-454-61-11	Maintenance Material	\$ 8,000	\$ 6,500
510-6304-454-61-13	Material to Maintain Repair	\$ 5,000	\$ 5,000
510-6304-454-61-14	Golf Cart Maintenance	\$ 5,000	\$ 2,500
510-6304-454-65-10	Agricultural Materials	\$ 28,000	\$ 25,500
510-6304-454-65-11	Chemicals	\$ 46,000	\$ 41,000
MAINTENANCE TOTAL		\$ 211,022	\$ 199,796

Fund- Golf
Department - Clubhouse

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
510-6307-454-10-10	Salaries	\$ 97,674	\$ -
510-6307-454-10-20	Temporary	\$ 84,038	\$ 84,038
510-6307-454-29-10	Meetings and Exp Reimbursement	\$ 1,000	\$ 500
510-6307-454-35-10	Contractual Services	\$ 9,000	\$ 222,000
510-6307-454-35-17	Credit Card Charges	\$ 15,000	\$ 15,000
510-6307-454-41-10	Water	\$ 4,200	\$ 4,900
510-6307-454-41-15	Sewer	\$ 1,035	\$ 960
510-6307-454-43-20	Maintenance of Equipment	\$ 4,500	\$ 6,600
510-6307-454-43-30	Building Maintenance	\$ 20,000	\$ 18,400
510-6307-454-53-10	Telephone	\$ 4,541	\$ 4,294
510-6307-454-54-21	Advertising	\$ 4,000	\$ 19,000
510-6307-454-60-10	Office Supplies	\$ 200	\$ 200
510-6307-454-60-12	Postage and Printing	\$ 10,000	\$ 11,000
510-6307-454-60-20	Minor Equipment	\$ 3,000	\$ 3,400
510-6307-454-61-40	Janitorial Supplies	\$ 3,300	\$ 2,900
510-6307-454-61-41	Materials for Bldg. Maint	\$ 1,300	\$ 1,300
510-6307-454-62-13	Electricity	\$ 25,000	\$ 20,000
510-6307-454-62-14	Gas	\$ 11,000	\$ 6,300
510-6307-454-65-20	Soft Goods	\$ 20,000	\$ -
510-6307-454-65-21	Hard Goods	\$ 40,000	\$ -
510-6307-454-65-22	Club Repair	\$ 200	\$ 100

Fund- Golf
Department - Clubhouse

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
510-6307-454-65-23	Handicap Service	\$ 13,000	\$ 14,790
510-6307-454-84-37	Sales Tax	\$ 7,000	\$ 7,000
510-6307-454-84-38	Loss of Inventory	\$ -	\$ 1,200
TOTAL		\$ 378,988	\$ 443,882

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

Staff will achieve the Section's Mission by working to be 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 90% cemetery grounds maintenance rating

FY2012 Review

- Conservation work on the Barrell Memorial Gateway completed
- Completed large native planting project at the bluff overlooking Lake Michigan Cemetery to enhance the vista to the lake
- Planted 66 new trees in the Cemetery thanks to donations and mild winter weather

FY2013 Initiatives and Programs

- Complete Phase I Engineering for remaining ravine restoration
- Using Phase I Engineering we will continue to seek grant funding for additional ravine restoration
- Continue to archive all paper records and convert to being fully electronic

Department Budgets

	FY2012	FY2013
Totals	\$ 994,820	\$ 921,008

Personnel

	FY2012	FY2013
Full-time	2	2
Seasonal > 1000 hours	2	2
Seasonal < 1000 hours	0	0

THE CITY OF LAKE FOREST**Fiscal Year: 2013****Fund- Cemetery****Department - Cemetery**

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
10-10	Salaries	\$ 156,712	\$ 159,786
10-20	Temporary Salaries	\$ 51,045	\$ 51,583
10-30	Overtime	\$ 6,955	\$ 7,094
10-40	Longevity	\$ 840	\$ 985
20-10	Insurance - Medical	\$ 38,598	\$ 38,598
20-11	Insurance - Dental	\$ 963	\$ 963
20-12	Insurance - Life	\$ 216	\$ 216
20-13	Unemployment	\$ 2,000	\$ 796
20-20	Social Security	\$ 15,804	\$ 16,041
20-30	IMRF	\$ 24,558	\$ 26,733
20-40	Flexi	\$ 396	\$ 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	\$ 1,300	\$ 1,300
33-30	Investment Fee	\$ 25,000	\$ 25,000

THE CITY OF LAKE FOREST**Fiscal Year: 2013****Fund- Cemetery****Department - Cemetery**

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
35-10	Contractual Services	\$ 18,600	\$ 19,100
35-21	Marketing	\$ 7,000	\$ 7,000
41-10	Water	\$ 2,688	\$ 2,688
41-15	NSSD	\$ 50	\$ 50
43-01	Fleet Rental	\$ 14,720	\$ 17,087
43-16	IT Maintenance	\$ 1,872	\$ 1,885
43-30	Building Maintenance	\$ 2,500	\$ 22,500
52-30	Insurance	\$ 12,222	\$ 12,334
53-10	Telephone	\$ 5,163	\$ 4,344
53-11	Cell Phone	\$ 1,490	\$ 864
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	\$ 10,000
61-11	Maint. Material	\$ 5,700	\$ 5,700
61-13	Material to Maintain	\$ 4,000	\$ 5,500

THE CITY OF LAKE FOREST**Fiscal Year: 2013****Fund- Cemetery****Department - Cemetery**

		FY 2012	FY 2013
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	\$ 200,000	\$ -
77-14	Ravine Restoration	\$ 100,000	\$ 200,000
80-30	Interest	\$ 27,558	\$ 7,600
83-30	Bonds	\$ 125,000	\$ 135,000
84-41	Paying Agent	\$ 600	\$ 600
84-48	Admin. Services	\$ 41,126	\$ 42,154
84-97	Salary Increases	\$ -	\$ 967
TOTAL		\$ 994,820	\$ 921,008

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 65 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

FY2012 Highlights

- Lowered the cost of day excursions and increased the number of people we can serve on our weekly grocery and shopping mall trips, with the purchase of a new bus for the Senior Center.
- Improved navigation to the Senior Center, through the installation of new and larger signs along Old Mill Road, designed with reflective quality for easy visibility both day and night.
- Enhanced the ambience of the Senior Center by initiating a more welcoming arrangement in the front lobby of the building, and recruiting volunteers to serve as receptionist/greeter to visitors to the Center.
- Increased programming with the addition of an evening lecture series targeting baby boomers and focusing on issues of great importance to this demographic titled "Facing Life's

Transitions: How to Have Those Difficult Conversations”. An average of 50 people attended each lecture, and the programs attracted new people to the Senior Center.

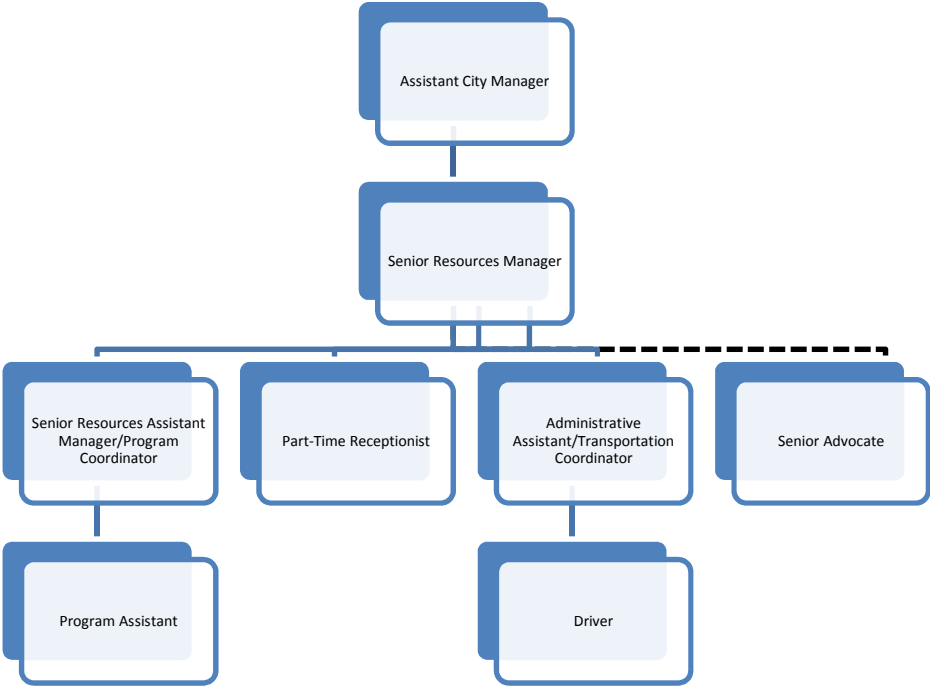
- Established a program, within our Senior Advocate’s responsibilities, for daily telephone reassurance, serving those living alone and desiring a daily safety check on their well-being.

FY2013 Initiatives and Programs

- Initiated a Quarterly Arts Series, made possible through corporate sponsorship. This financial support enabled the Center to bring in exceptionally high quality entertainment for members at no charge, enhancing the benefits of membership.
- Expanded corporate sponsorship, allowing for a greater number excellent programs offered at greatly reduced prices (or free) to the members. This supports our intention to provide quality programming across a broad spectrum of pricing to accommodate more of our members.
- Celebrated the 10th Anniversary of the Senior Center’s occupancy of Dickinson Hall, with a lovely party, inviting the original manager, Joyce Foster, and her successor, Marge Burda. Also in attendance were two special guests – two sisters who lived at Dickinson Hall during its existence as a residential school (“Grove School”) for children whose parents could not care for them (1945-1948).
- Broadened the public exposure of the Dickinson Hall Watercolor Artists with a new venue to display their artwork. 1st Bank of Highland Park featured the artists and provided a special reception for the artists and their families, highlighting the LF/LB Senior Center in a neighboring community.
- Initiated a new Rewards Program to encourage participants to expand their interests and encourage greater experimentation and involvement in new program areas.

Department Budgets	FY2012	FY2013
Totals	607,742	550,884
Personnel	FY2012	FY2013
Full-time	3	3
Seasonals > 1000 hours	0	0
Seasonals < 1000 hours	10	10

Senior Center Organizational Chart



THE CITY OF LAKE FOREST

Fiscal Year: 2013

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

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
210-8506-457-10-10	Salaries	\$ 200,709	\$ 208,376
210-8506-457-10-40	Longevity	\$ 812	\$ 882
210-8506-457-20-10	Insurance Medical	\$ 47,953	\$ 47,953
210-8506-457-20-11	Insurance Dental	\$ 1,444	\$ 1,444
210-8506-457-20-12	Insurance Life	\$ 324	\$ 324
210-8506-457-20-20	Social Security	\$ 14,890	\$ 15,482
210-8506-457-20-30	IMRF	\$ 23,211	\$ 25,853
210-8506-457-20-40	Flexi	\$ 498	\$ 498
210-8506-457-20-45	Managerial Compensation	\$ 2,400	\$ -
210-8506-457-29-01	Training and Development	\$ 200	\$ 200
210-8506-457-29-03	Membership Dues	\$ 700	\$ 370
210-8506-457-29-10	Meetings and Exp Reimb.	\$ 200	\$ 200
210-8506-457-42-30	Janitorial Services	\$ 7,800	\$ 10,300
210-8506-457-43-16	IT Maintenance	\$ 7,840	\$ 7,991
210-8506-457-43-34	HVAC Services	\$ 3,600	\$ 3,000
210-8506-457-43-35	Building Maintenance	\$ 8,000	\$ 8,500
210-8506-457-44-20	Rent	\$ 13,584	\$ 13,584
210-8506-457-53-10	Telephone	\$ 6,872	\$ 4,671

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- Senior Center

Department - Senior Center

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
210-8506-457-53-11	Cell Phone	\$ 1,569	\$ 1,619
210-8506-457-60-10	Office Supplies & Copier Rental	\$ 4,000	\$ 4,300
210-8506-457-60-12	Postage	\$ 3,000	\$ 3,000
210-8506-457-60-13	Printing, Newsletters, Programs	\$ 15,000	\$ 13,500
210-8506-457-61-11	Maintenance Materials	\$ 900	\$ 900
210-8506-457-61-40	Janitorial Supplies	\$ 1,200	\$ 600
210-8506-457-84-97	Salary Increases	\$ -	\$ 1,220
TOTAL		\$ 366,706	\$ 374,767

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- Senior Center

Department - Programs

		FY 2012	FY 2013
Account Number	Description	Budget	Budget
210-8509-457-10-20	Temporary Salaries	\$ 33,000	\$ 24,000
210-8509-457-20-20	Social Security	\$ 2,601	\$ 1,836
210-8509-457-32-10	Classes/Lectures(instructors/lecturers)	\$ 12,000	\$ 21,500
210-8509-457-35-10	Contractual	\$ 8,000	\$ 10,120
210-8509-457-35-17	Credit Card Charges	\$ 1,800	\$ 1,700
210-8509-457-63-12	Fountain Supplies	-	\$ 950
210-8509-457-91-02	Trips	\$ 54,000	\$ 37,500
210-8509-457-91-11	Meals/Parties	\$ 38,000	\$ 39,500
TOTAL		\$ 149,401	\$ 137,106

THE CITY OF LAKE FOREST

Fiscal Year: 2013

Fund- Senior Center

Department - Senior Center - Transportation

		FY 2012	FY 2013
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	\$ 600	\$ 650
210-8522-457-43-01	Vehicle (Fleet) Rental	\$ 12,266	\$ 15,216
210-8522-457-75-36	Senior Car (bus purchase)	\$ 55,624	\$ -
TOTAL		\$ 91,635	\$ 39,011



The City of Lake Forest

Personnel Policies and Practices May 1, 2012

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

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

May 1, 2012

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 *or other types of* 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 also will make reasonable accommodations, as required by law, for qualified individuals with disabilities unless doing so would result in an undue hardship. (See Admin. Dir. 5-2, Request for Accommodation)

All persons seeking employment with the City shall first make **electronic** application to the Department of Human Resources on **the City website**. 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, 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. *The City also will make reasonable accommodations, as required by law, for qualified individuals with disabilities unless doing so would result in an undue hardship. (See Admin. Dir. 5-2, Request for Accommodation)*

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 *two* Alcohol and Drug Policies. (See Admin. Dir. 2-2, *Alcohol and Drug Policy for CDL License Holders*, and 2-3, *Alcohol and Drug Policy*)

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 weeks' 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 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 *or* Fire Chief 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 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. 1-12, *Assigned Vehicle Use*)

2.7.0 Fringe Benefits

The City has established policies and guidelines for the proper handling and taxing of certain employee fringe benefits to ensure compliance with IRS guidelines. Included in these benefits are guidelines on uniforms, logo wear, 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, *including Paid-on-Premise 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 *eligible* sworn police personnel *not covered by the collective bargaining agreement* 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 *eligible sworn fire*

personnel not covered by the collective bargaining agreement 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, Parks and Forestry Personnel** – 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 *as determined by the snow removal policy*.
- 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.

- f. No Pyramiding – Hours worked shall not be counted twice for purposes of overtime pay (that is, no pyramiding). This means that any daily overtime hours, "call back" and holiday hours worked for which overtime is paid shall not be counted toward weekly overtime hours. Likewise, vacation or personal day hours shall not be counted toward daily or weekly overtime if the employee works on his or her scheduled vacation or personal day.*

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 service member during a single 12-month period. A covered service member 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 service member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) that may render the service member medically unfit to perform his or her duties for which the service member 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 service member, 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 Drugs; *Admin. Dir. 2-2, Alcohol and Drug Policy for CDL Holders*)

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 (*memberships will be sold at the resident senior rate; special off-hour day rates also may apply*)
- 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
PAY PLAN FY2013**

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	\$42,006	\$44,072	\$46,139	\$48,205	\$50,271	\$52,338	\$54,404
Records Clerk	\$44,834	\$47,414	\$49,993	\$52,573	\$55,152	\$57,732	\$60,311
Account Clerk III Administrative Assistant II Recreation Office Manager	\$45,266	\$47,870	\$50,475	\$53,079	\$55,683	\$58,288	\$60,892
Community Services Officer Parts Specialist	\$46,834	\$49,608	\$52,382	\$55,156	\$57,930	\$60,704	\$63,478
Communications Operator	\$48,976	\$51,875	\$54,775	\$57,674	\$60,573	\$63,473	\$66,372
Maintenance Worker II Refuse Collector	\$46,981	\$50,276	\$53,571	\$56,866	\$60,161	\$63,456	\$66,751

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 FY2013**

PROFESSIONAL AND TECHNICAL CLASSIFICATION

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Media Coordinator	\$40,381	\$43,074	\$45,766	\$48,459	\$51,151	\$53,844	\$56,536
Program Supervisor Youth Worker	\$43,351	\$45,814	\$48,278	\$50,741	\$53,204	\$55,668	\$58,131
Deputy City Clerk Human Resources Specialist Marketing/Communications Specialist	\$47,119	\$49,830	\$52,542	\$55,253	\$57,964	\$60,676	\$63,387
Engineering Technician Planning Technician	\$54,384	\$57,456	\$60,527	\$63,599	\$66,671	\$69,742	\$72,814
Water Plant Operator	\$54,863	\$57,911	\$60,960	\$64,008	\$67,056	\$70,105	\$73,153
Executive Assistant	\$53,676	\$56,708	\$59,740	\$62,772	\$65,804	\$68,836	\$71,868
Accountant Community TV Coordinator Mechanic	\$57,087	\$60,201	\$63,314	\$66,428	\$69,541	\$72,655	\$75,768
Building Inspector Engineering Assistant Fire Marshal	\$58,332	\$61,514	\$64,695	\$67,877	\$71,058	\$74,240	\$77,421
PC/LAN Support Specialist Plan Reviewer Business Analyst	\$59,595	\$63,148	\$66,701	\$70,254	\$73,806	\$77,359	\$80,912
Firefighter^	\$59,508	\$63,139	\$66,770	\$70,401			
Firefighter Paramedic	\$62,425	\$66,052	\$69,679	\$73,306	\$76,932	\$80,559	\$84,186
Police Officer 5/1/12 11/1/12	\$60,437 \$61,404	\$64,309 \$65,338	\$68,180 \$69,271	\$72,052 \$73,205	\$75,923 \$77,138	\$79,795 \$81,072	\$83,666 \$85,005

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

**THE CITY OF LAKE FOREST
PAY PLAN FY2013**

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	\$61,319	\$65,097	\$68,875	\$72,653	\$76,431	\$80,209	\$83,987
PS Communications Supervisor Network Administrator Senior Accountant	\$68,837	\$71,950	\$75,064	\$78,177	\$81,290	\$84,404	\$87,517
Chief Water Plant Operator Engineering Supervisor Cemetery Sexton Supervisor	\$70,750	\$73,964	\$77,178	\$80,393	\$83,607	\$86,821	\$90,035
Fire Lieutenant Paramedic	\$91,904	\$93,347	\$94,790	\$96,233	\$97,676	\$99,119	\$100,562
Police Sergeant	\$89,624	\$91,026	\$92,427	\$93,829	\$95,231	\$96,632	\$98,034

**THE CITY OF LAKE FOREST
PAY PLAN FY2013**

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	\$54,227	\$72,604
Assistant to Public Works Director	\$54,750	\$73,305
Assistant to the City Manager CROYA Manager Senior Resources Manager Senior Planner Communications Manager	\$57,937	\$86,301
Assistant City Manager Assistant Director of Finance/IT	\$77,308	\$103,732
Superintendent	\$96,105	\$105,090
Fire Battalion Chief Police Commander	\$100,855	\$105,593
Deputy Fire Chief Deputy Police Chief City Surveyor and Engineer	\$109,059	\$117,442

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 FY2013**

EXECUTIVE CLASSIFICATION

POSITION

Level I

City Manager

Merit

Level II

Director of Community Development

Director of Finance

Director of Parks and Recreation

Director of Public Works

Fire Chief

Police Chief

Merit

Level III

Director of Human Resources

Merit