



THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL MAY 1, 2014

Introduction

On behalf of the entire Lake Forest City staff, I am pleased to present you with the proposed FY15 (May 1, 2014 – April 30, 2015) Annual Operating and Capital Budget totaling \$84,530,883. The proposed FY15 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 are aligned with available revenues 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 12.59% compared to the FY14 estimated actual**, with a significant amount of that increase generated by grant-funded capital expenditures. Excluding four grant-funded projects (CBD train station, CNW Bicycle Path, Waukegan and Westleigh Intersection and the Telegraph Road Train Station underpass totaling \$4.3 million), the total budget in expenditures is \$80,260,983, an increase of 6.9% of the FY14 estimated actuals, but a decline when compared to the FY14 approved budget. The following provides an overview of the City's proposed budget and financial outlook.

Financial Outlook

"It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair..."

Charles Dickens, A tale of Two Cities, 1859

The famous opening line from the Charles Dickens Book A Tale of Two Cities sums up the two very different economic outlooks when comparing and contrasting the City of Lake Forest and the State of Illinois. By all accounts, the City of Lake Forest is considered a very good, if not great municipal organization. We hold a "Aaa" bond rating, have a strong balance sheet and provide quality public service in a highly

desirable community. Despite the tremendous economic volatility since 2008, we have consistently adhered to a rigorous vigilance in following our fiscal standards, implementing operational efficiencies whenever possible and focused on delivering quality service to residents. This has significantly contributed to our strong financial position while upholding community values and our four cornerstones of Family, Education, Tradition and Philanthropy.

The State of Illinois exhibits a very different economic picture. Its bond rating has been downgraded to “A-”; with outstanding obligations of \$3.5 billion to numerous vendors; and a FY15 Budget that projects a revenue shortfall of \$3 billion. Public pension pressures remain unresolved and the “temporary” income tax increase is scheduled to expire at the end of 2014—which contributes to the projected revenue shortfall.

The “Tale of Two Entities” involves a “love-hate” relationship. Whereas Lake Forest abided by sound financial practices and self-imposed fiscal rules, the State elected to knowingly skip required pension payments, delayed payments to vendors and chose to make long-term legislative promises that exceeded budget capacity. In contrast to the State’s myopic, undisciplined financial decision-making practices, the City of Lake Forest has traditionally engaged in long-term financial forecasting. In mid-2000, the City Council and City acknowledged that economic realities and demographic shifts within the community would alter the provision of City services. The real challenge as articulated in the Strategic Plan (*“Properly align services to available resources and make adjustments to meet residents’ expectations”*) is to identify opportunities to control our costs while striving to not diminish the residents’ quality of life. Every effort was made to get out ahead of the inevitable changes and recalibrate ourselves proactively rather than reactively. We comprehensively examined our core business lines and matched available resources to identified priorities, traditions and values of the community.

The State’s financial shortcomings would not be so egregious if it did not result in significant impacts on local governments. The State frequently imposes unfunded mandates on local communities, most notably being pension sweeteners – that we have no choice but to pay. More recently, State legislators have focused their attention on local government revenues as a means for closing the projected revenue shortfall. The City currently receives approximately \$2.3 million annually in income tax and motor fuel tax revenues. And while this represents only 2.7% of the City’s total revenue in FY15, it will prompt an increase in other taxes or cuts to existing services to address the loss.

FY14 BUDGET IN REVIEW

FY14 has been an active and challenging year. We methodically and consistently went about our business of improving operational efficiencies, enhancing transparency and community connections and closely monitoring State financial policy decisions. We also continued to aggressively pursue outside funding for capital projects (bike path improvements and ravine restoration). General Fund revenues are projected to exceed budget estimates by nearly \$.45 million and estimated expenses to be \$.35 million under budget due primarily to vacancy payroll savings. Through hard work and good fortune a number of events and accomplishments were realized in FY14.

- ✓ The City and Conway Farms Golf Club hosted the 2013 BMW Golf Tournament which was recognized as the top professional golf tournament in 2013.
- ✓ Collaborated with three neighboring communities in exploring operational service enhancements and cost-savings through consolidated central dispatching. *
- ✓ Started the process of selecting a developer to partner with the City in redeveloping the 10 acre Laurel Avenue site. *
- ✓ Completed the redesign of the website.
- ✓ Completed plan reviews and approvals for the Northwestern – Lake Forest Hospital expansion project. *
- ✓ Saw significant growth in the Business Accelerator Program. *
- ✓ Started Year 1 of the Emerald Ash Borer tree removal and replacement program. *
- ✓ Completed Phase I of the Forest Park Improvement Project. *
- ✓ Conducted Strategic Planning Community Engagement Meetings. *

FY15 PRIORITIES AND INITIATIVES

All indications are that FY15 will be equally busy and financially challenging as was FY14. Many programs and studies initiated in FY14 and noted above (*) will be carried into the new fiscal year. In addition, the City will continue to address the following:

- ✓ Monitor activities at the State and Federal level which could impact the City's financial status, including unfunded mandates and decreased funding.
- ✓ Continue economic development efforts inclusive of attracting developers interested in vacant or existing commercial properties.
- ✓ Aggressive reinvestment in the aging public infrastructure as set forth in the City's Capital Improvement Program (CIP).

- ✓ Further implementation of the City's Strategic Plan and attendant policies and priorities.

FY15 CAPITAL INITIATIVES

- 1) East Side Train Station Renovation – With financial assistance from Metra and the Federal Government (ITEP Grant), in FY13, the City replaced the shake-shingle roof with slate and removed the drive-up canopy. In FY15, with the receipt of additional grant funding, painting, repairing exterior woodwork, tuck-pointing, bathroom upgrades, sprinkling and other interior life-safety and restoration activities will be completed. Additional work is planned in FY15 for the east side of the station with the enhanced bike storage facilities, new bike path and landscaping.
- 2) Laurel & Western Avenue Redevelopment – During FY15, the Property and Public Land Committee will continue its efforts on redeveloping this site. The real estate market has begun to show signs of turning around so the Committee has moved forward with updating the development parameters and selecting a development partner.
- 3) Emerald Ash Borer – (\$335,000) has been budgeted to implement Year 2 of the City's Comprehensive EAB Program. The five-year program identifies opportunities for treatment/preservation; removal and replacement; and community-wide education on the importance of plant diversity. The City's program primarily covers ash trees on public properties but provides informational materials to private property owners.
- 4) Telegraph Rd. Station Pedestrian Underpass - The City received \$2 million for design and construction of a pedestrian underpass near the Telegraph Rd. Train Station. Phase I conceptual engineering has been approved by IDOT and Metra, and Phase II engineering will be completed by the end of calendar year 2014. Efforts continue to raise the additional funds necessary to complete the project and secure commitments to establish an Amtrak stop at this station.
- 5) Forest Park Improvements – The City, in conjunction with the Forest Park Project Board, created a Master Redevelopment Plan for the City's oldest park in town. The work commenced in fall 2013 and the majority of the infrastructure work in Phase II should be finished by approximately Memorial Day, 2014.

PLANNING AND PREPARATION

As directed by the City Council, staff has thoroughly examined various aspects of our operations to determine if there are more efficient or more cost-effective methods for providing service to residents. Planning and preparation is a vital component of our long-term fiscal strategy – a foreign exercise at the State level. This organization has never subscribed to “business as usual” or “that is the way we have always done it”. This type of thinking can handcuff creativity or blind us from potentially restructuring operations, forming partnerships, or developing other strategies that control costs and maintain desired service levels. Tradition dictates that we achieve consistent progress through thoughtful planning and community engagement.

During FY14 we undertook the following actions:

- 1) Fire / Paramedic Shared Services Studies – The City participated 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 examined alternatives for providing fire and paramedic services to the four communities on a more regional, cost-effective basis. The results of the study were presented to the four governing boards that elected to appoint a joint Task Force to continue examining opportunities for sharing of fire and EMT service. The Task Force will continue to meet throughout 2014.
- 2) Central Dispatching – The City is participating with the City of Highland Park and Village of Lake Bluff to consolidate our respective centralized dispatching operation for police and fire calls with the Village of Glenview. If the program is approved by the City Council in April, 2014, the transition to the new consolidated system will take approximately six months.
- 3) Park & Recreation Task Force – The City and Lake Bluff Park District have created a Task Force to explore opportunities to share park and recreation facilities and programs.
- 4) Inspectional Services – The City, County of Lake and a number of other local communities have been meeting to discuss opportunities for sharing building and development inspectional services. One specific area of interest pertains to inspectional services related to the hospital expansion project.
- 5) Recycling and Refuse Collection Service – With the assistance of two State grants, the City purchased larger recycling containers for residents, which has facilitated the collection of more recycling

materials and a reduction in our refuse materials. The distribution of the recycling containers along with the implementation of the Curotto-Can collection system (mechanical arm), positioned the City to evaluate the topic of once-a-week refuse collection or the expansion of collection service to the local schools or businesses. After thorough discussion the City Council elected to maintain the current twice-a-week service and implement a sanitation fee.

- 6) Fleet Operations – The City participated with the Village of Glenview, Buffalo Grove and Lake Bluff to examine if the City's manpower and facilities could service the fire apparatus for the other communities.
- 7) Strategic Plan Implementation – The City's Strategic Plan will be actively reviewed, discussed and employed throughout FY2015. Community Engagement Meetings and publicizing our progress as we implement the goals and objectives of the plan will ensure that it does not become a forgotten document.

During FY15, the City will continue the examination of all the above services with the exception of sanitation as well as the following service areas:

- 1) Storm Water Management System – During FY14 the City engaged consulting engineers to update a Comprehensive Storm Water System Study to identify system deficiencies and necessary improvements.
- 2) Water Plant Performance Study – the Water Plant retrofit to membrane filtration technology is ten years old. An audit of the Plant's performance and recommendations for modifications will be undertaken prior to evaluating FY16 CIP.

FINAL THOUGHTS

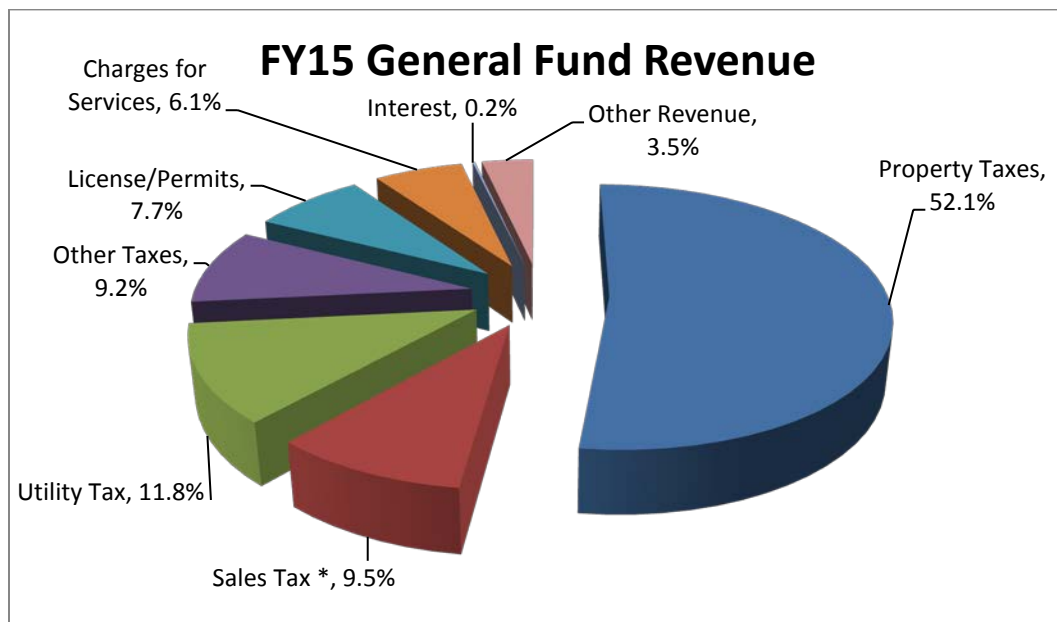
Past and present City Councils have consistently engaged in the establishment and annual review of fiscal policies and practices, as well as funding priorities within the City. Our organizational culture continuously searches for ways to effectively meet the desired service levels of the residents and aggressively seek outside funding for capital projects. These inherent practices cumulatively play a critical role in creating a more fiscally-responsible and sustainable situation. Unlike the State of Illinois, which exhibits a tendency to operate under short-term political decision-making, the City has shown a propensity to routinely and consciously make the necessary budgetary decisions with an eye towards implementing long-term comprehensive financial solutions.

With potential collateral damage resulting from the State's budgetary failures, the Lake Forest City Council must continue to objectively and equitably differentiate between community/individual "wants" and "needs", and rationally allocate available resources to achieve the greatest common good. We will continue to promote new thinking, new relationships and structures, and more realistic expectations in our delivery of services.

The City will be wise to explore opportunities to become less reliant on State and Federal funding. In the short term, this will make our job more challenging, but long term, it will strengthen our sustainability. 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 FY15 projected revenue is \$32,846,389. The General Fund reserves are forecasted to equal \$16,938,030 or 51.5% of revenues as of April 30, 2015. This amounts to \$6,317,274 greater than the established 25% reserve amount set forth in the City's Fiscal Policy. General fund revenues are projected to increase 1.6% over FY14 estimated actuals. An overview of general fund revenues is summarized in the pie chart which follows:



* includes 0.5% sales tax

General Fund revenue highlights include:

- Last December, the City Council approved a **2.82% increase** in the tax levy for all City functions (including Recreation, Library and Debt Service). The increase includes the permitted 1.70% 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 increase to an existing household will be approximately 2.82% or \$86 on an \$800,000 home in Lake Forest.**
- In December, 2013 the City Council adopted changes to various fees and charges resulting in an increase (\$675,768) in General Fund revenues, (\$15,784) in Parks & Recreation Fund revenues and (\$9,361) in Golf Fund revenues. The significant increase in the General Fund is attributable to the new Sanitation Fee (\$620,000), which the City Council has subsequently elected to direct to the Capital Improvements Fund in FY15 rather than the General Fund.
- Estimated revenue from the Real Estate Transfer Tax is \$1,528,880 in FY14 and \$1,556,224 in FY15. FY14 revenues were bolstered by several sizable commercial transactions. All proceeds from the tax go into the Capital Improvement Fund.
- The City was awarded a second ITEP grant (\$1.2 million) to complete Phase II of the renovation of the East Side Train Station and an \$850,000 grant to install a bike path along McKinley Road from Illinois to Woodland Roads.

General Fund Expenses

The FY15 General Fund Budget, which includes personnel, materials, and a capital improvement transfer, is \$31,902,603 or 2.97% more than the FY14 estimated actual expenses. The General Fund FY15 budget is as follows:

General Fund	FY2014 Est. Actual	FY2015	\$ Change	% Change
Operating	\$29,677,225	\$31,007,603	\$1,330,378	4.48%
Capital Improvement Transfer	1,145,000	750,000	(395,000)	(3.45)%
Operating Capital	159,020	145,000	(14,020)	(8.82)%
Total	\$30,981,245	\$31,902,603	\$921,358	2.97%

General Fund expenditure highlights include:

- Total **personnel costs**, including pensions and insurance requirements, are budgeted to **increase 4.4%** over the FY14 budget and 5.1% over the FY14 estimated actuals due to projected vacancy savings. This proposed increase encompasses the following:
 - A general pay plan adjustment of 2.5%;
 - Approved range adjustments for employees still working their way through the pay plan;
 - IMRF, Fire and Police pension plan contributions;
 - Health, dental and life insurance and miscellaneous benefits.

Capital Improvements

The General Fund **capital equipment** budget for FY15 is \$431,000 (budgeted in the Capital Improvement Fund). 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:

- | | |
|---|-----------|
| ○ Replace Ambulance | \$250,000 |
| ○ Replace Three Police Cars | \$ 72,000 |
| ○ Replace (2) two street Pick-up trucks | \$ 63,000 |
| ○ Replace Streets Cabinet Truck | \$ 46,000 |

The total FY2015 **Capital Improvement Fund budget** (excluding grant-funded projects) is \$ 3,520,913. These projects are financed through Real Estate Transfer Tax revenue, excess operating revenues and receipts from the sale of City-owned property. Some notable projects in addition to the above Capital Equipment include:

- | | |
|------------------------------------|------------|
| ○ Asphalt Contractual Repairs | \$ 425,000 |
| ○ Emerald Ash Borer Program | \$ 335,000 |
| ○ Concrete Street/Sidewalk Repairs | \$ 255,000 |
| ○ Replace Fire Engine | \$ 425,000 |
| ○ Capital Equipment | \$ 431,000 |
| ○ Miscellaneous Building Imp. | \$ 405,000 |
| ○ Bike Path and Middlefork Bridge | \$ 100,000 |
| ○ IT Hardware and Software | \$ 250,600 |
| ○ Annual Storm Sewer Lining | \$ 100,000 |

Other Funds

The City's Enterprise and Special Revenue Funds are generally self-supporting operations, such as the Water Plant and Deerpath Golf Course. Special Revenue Funds (i.e., Parks/Recreation) are partially funded by property taxes. The FY15 budgets for the City's Enterprise and Special Revenue Funds, including capital improvements and equipment, are as follows:

	FY2014 Est. Actual	FY2015	\$ Change	% Change
Water/Sewer	\$ 7,920,362	\$8,528,121	\$607,759	7.67%
Golf	1,509,393	1,603,062	93,669	6.20%
Cemetery	818,952	969,705	150,753	18.41%
Parks/Recreation	8,219,545	8,841,226	621,681	7.56%
Senior	578,660	599,196	20,536	3.55%
Total	\$19,046,912	\$20,541,310	\$1,494,398	7.85%

Other Fund budget highlights include:

The total FY15 **Water and Sewer Fund capital budget** is \$2,005,000, excluding a \$650,000 project to be reimbursed by an outside entity. This includes Everett Water Main Improvement Project (\$520,000); the purchase of Membrane Modules (\$740,000); Skid Valve replacement (\$200,000); Cleaning the 42" and 24" intake lines (\$250,000) and a Water Plant Performance Study (\$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.

In February 2014, the City Council adopted revisions to the water rate structure effective May 1, 2014. The primary goals of the revisions to the fee structure are to: 1) incentivize consumers to reduce consumption during peak demand periods, 2) raise additional revenue to meet increased capital needs of the water system identified in the 5-year CIP, and 3) establish the appropriate proportion of the utility's costs that should be covered by the fixed vs. variable component of the water rate. Study will continue in FY2015 and additional adjustments may be made in future years so that the optimum balance between fixed and variable revenue components can be achieved over time.

The **Parks and Recreation Fund, Golf Fund and Emergency Telephone Fund (911)** are areas that we need to continue keep a close eye on in FY15. Recent

subsidization of the Golf Fund from the Parks and Recreation Fund has put pressure on maintaining an appropriate fund balance. Unless the City proceeds with the proposed consolidation of dispatching operations, the Emergency Telephone Fund will experience large, capital expenditures in the next year, and reserves may be insufficient to cover the full cost.

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, 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. I am confident that they will provide valuable assistance if the State of Illinois causes any further unanticipated budgetary upheaval.

In closing, I would be remiss if I did not recognize the tremendous effort of Finance Director Elizabeth Holleb, 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.

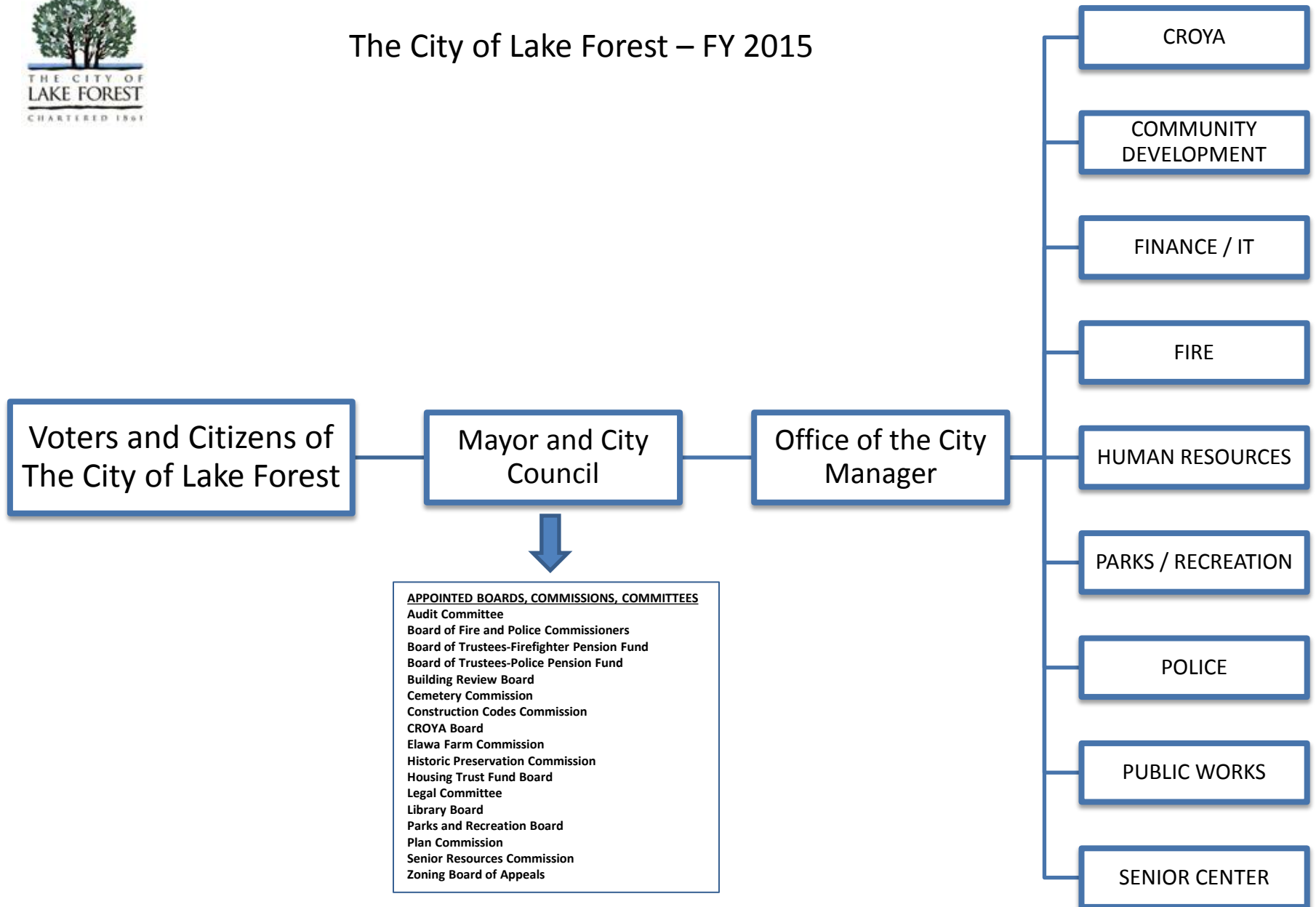
Respectfully submitted,

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

Robert R. Kiely, Jr.
City Manager

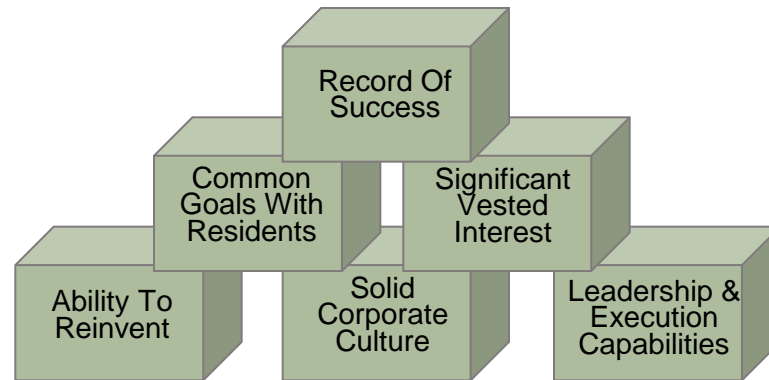


The City of Lake Forest – FY 2015

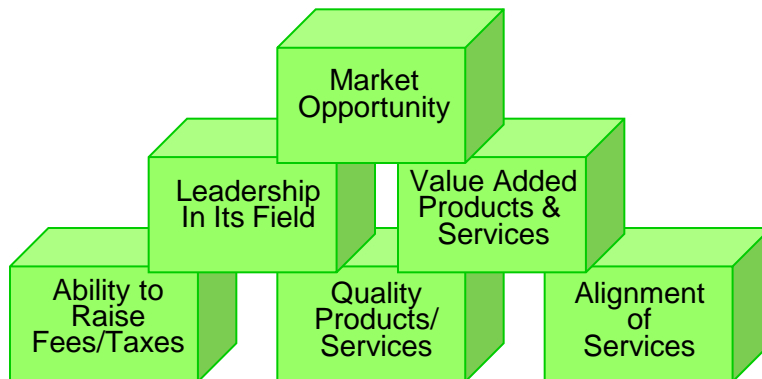


The Durable City

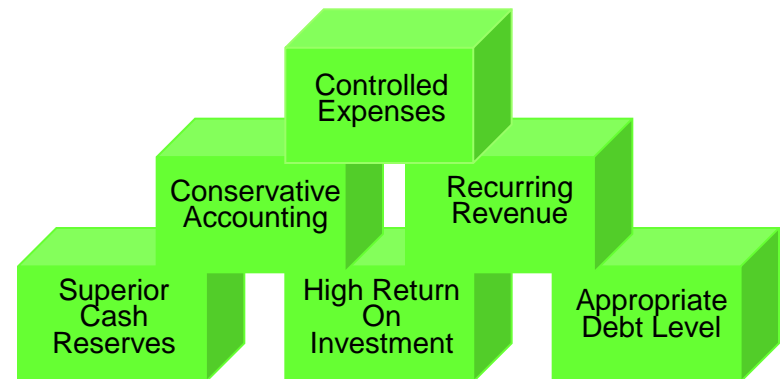
Strong Management



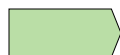
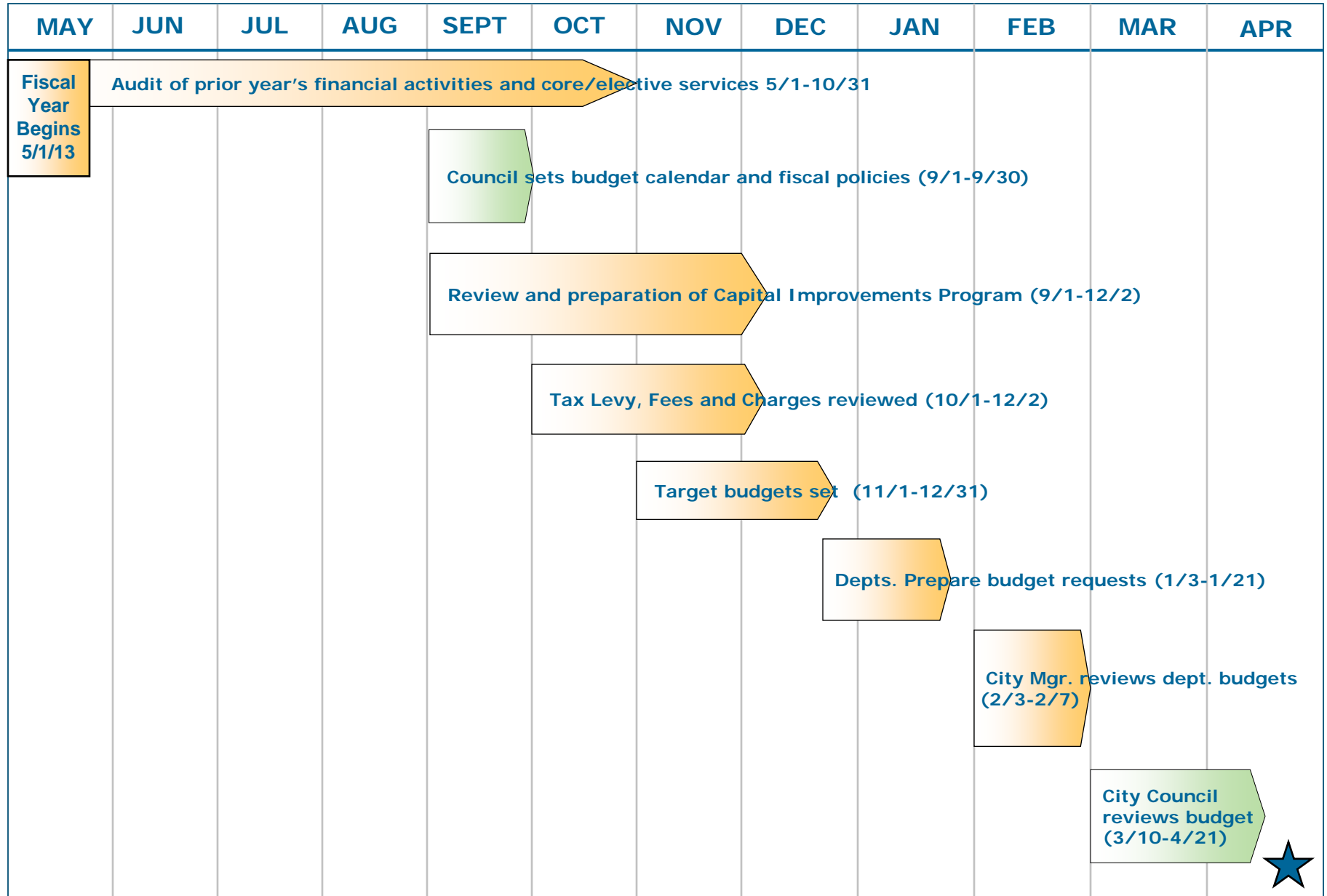
Sustainable Business Model



Solid Financials



Comprehensive Financial Program -- FY2015 Budget Timeline



= Council Action



= City Staff Action



= City Council Adopts Budget 5/5/14



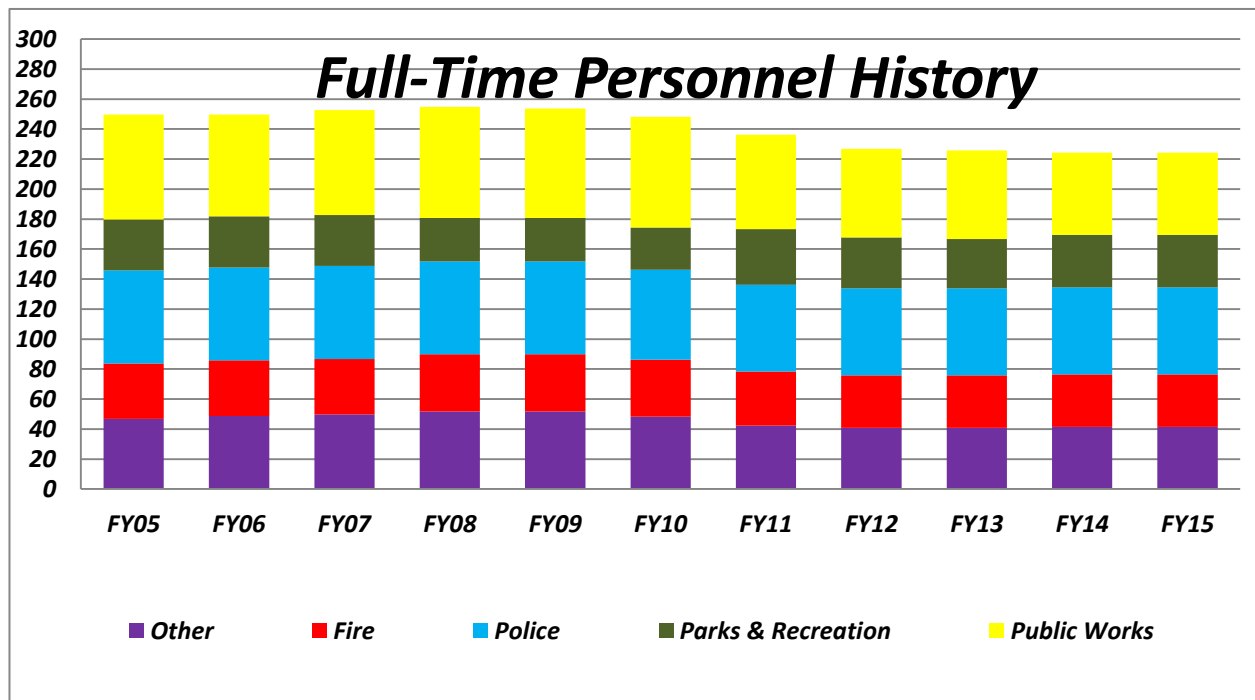
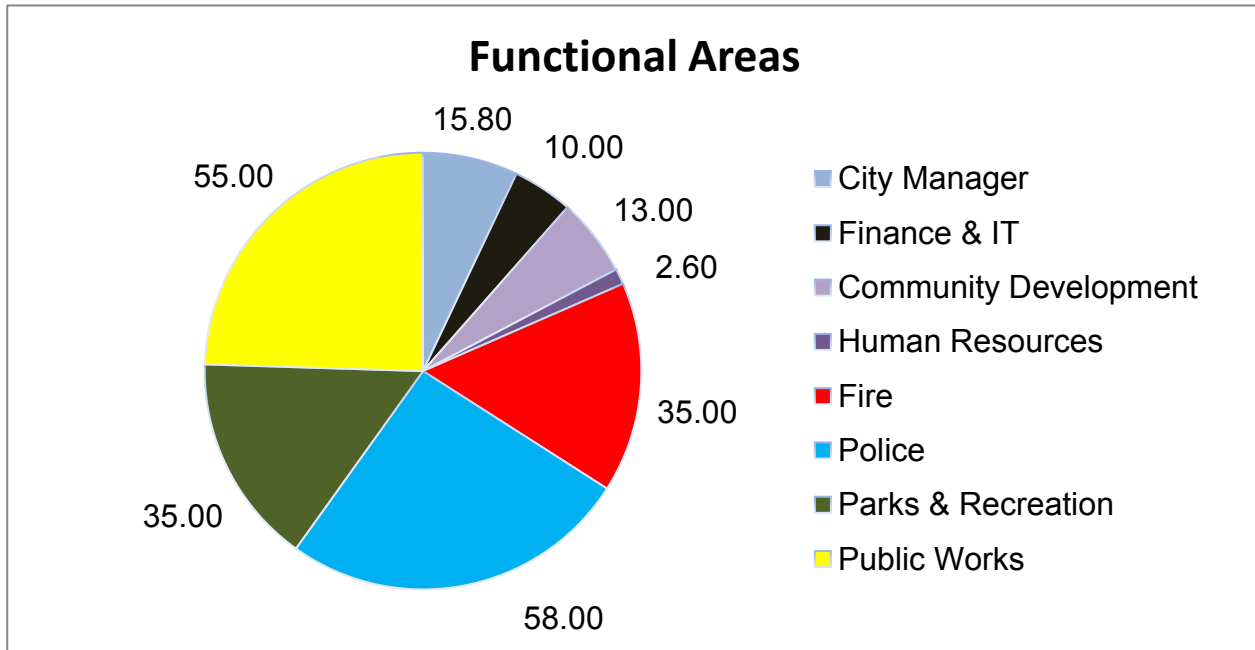
**The City of Lake Forest
Fund Balance Analysis**

	Projected Spendable Fund Balance 5/1/2014	Budgeted Revenues FY2015	Budgeted Expenditures FY2015	Projected Spendable Fund Balance 4/30/2015
101 General Fund	16,093,409	\$ 32,846,389	\$ 31,902,603	\$ 17,037,195
122 LF Hospital Project	-	\$ 75,000	\$ 60,000	\$ 15,000
Special Revenue Funds				
201 Park & Public Land	231,751	88,715	190,000	130,466
202 MFT	1,350,713	643,892	1,820,000	174,605
205 Emergency Telephone	377,806	287,600	282,581	382,825
208 Elawa Farm	-	-	-	-
210 Senior Resources	101,653	607,839	599,196	110,296
220 Parks and Recreation includes rec development	1,931,802	8,610,681	8,941,226	1,601,257
223 Parks Equip Reserve	210,203	150,750	150,000	210,953
224 Special Recreation	321,265	389,365	433,963	276,667
230 Cemetery	4,114,869	1,350,915	969,705	4,496,079
245 Foreign Fire Insurance	175,546	96,300	200,000	71,846
246 Drug Asset Forfeiture	30,300	100	30,000	400
247 Alcohol Asset Forfeiture	67,348	10,280	65,000	12,628
248 Housing Trust	561,359	51,000	250,000	362,359
Capital Project Funds				
311 Capital Improvement	3,329,104	12,701,972	8,502,776	7,528,300
314 Rt. 60 Bridge	1,032,000	-	1,032,000	-
315 Rt. 60 Intersection	418,000	-	418,000	-
319 Rt 60/Fitzmorris	-	-	-	-
Debt Service Funds				
421 2003D Bond - Storm Sewer rev match to 1/2% sales tax	511,364	278,876	556,225	234,015
422 SSA 25 - Knollwood Sewer	11,352	70,203	69,703	11,852
423 SSA 26 - Waukegan Sewer	1,744	19,870	19,370	2,244
424 SSA 29 - Saunders Road if shortage, need w & s transfer	1,073	140,330	139,830	1,573
425 2004B - Storm Sewer rev match to 1/2% sales tax	918,470	386,069	604,643	699,896
427 2008 G.O. Bonds - MS Building & Rt 60 Park	149,862	829,206	829,706	149,362
428 2009 G.O. Bonds - Western Avenue	15,686	280,245	280,345	15,586
429 2010 G.O. Bonds	9,667	431,811	432,811	8,667
432 2013 Refunding 2010A	6,019	587,235	587,735	5,519
Enterprise Funds				
501 Water & Sewer	7,006,441	8,217,871	8,528,121	6,696,191
508 Water and Sewer Capital	1,639,886	2,681,306	2,655,000	1,666,192
510 Deerpath Golf Course	271,201	1,570,004	1,603,062	238,143
Internal Service Funds				
601 Fleet	144,961	1,927,247	1,919,936	152,272
605 Liability Insurance	990,207	1,330,556	1,210,853	1,109,910
610 Self Insurance	5,365,116	5,038,300	5,140,706	5,262,710
Pension Trust Funds				
701 Fire Pension	30,607,890	1,942,388	1,873,760	30,676,518
702 Police Pension	26,484,609	2,214,249	2,232,027	26,466,831
Total All Funds	<u>\$ 104,482,676</u>	<u>\$ 85,856,564</u>	<u>\$ 84,530,883</u>	<u>\$ 105,808,357</u>

**The City of Lake Forest
Expense Comparison**

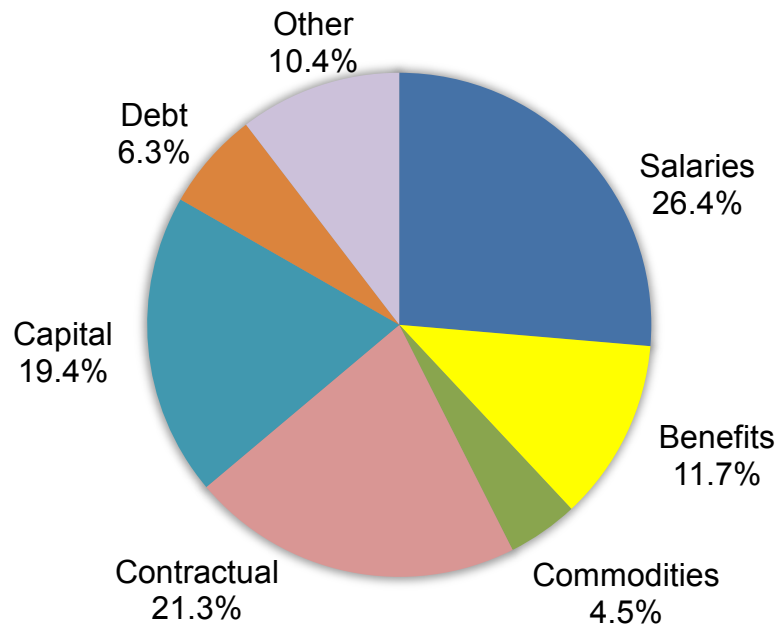
	Projected Estimated Expenditures FY2014	Budgeted Expenditures FY2015	\$ change	% change
101 General Fund	\$ 30,981,245	\$ 31,902,603	921,358	2.97%
122 LF Hospital Project	\$ -	\$ 60,000	60,000	n/a
Special Revenue Funds				
201 Park & Public Land	280,039	190,000	-90,039	-32.15%
202 MFT	100,000	1,820,000	1,720,000	1720.00%
205 Emergency Telephone	170,285	282,581	112,296	65.95%
208 Elawa Farm	279,689	-	-279,689	-100.00%
210 Senior Resources	578,660	599,196	20,536	3.55%
220 Parks and Recreation includes rec development	8,219,545	8,941,226	721,681	8.78%
223 Parks Equip Reserve	162,600	150,000	-12,600	-7.75%
224 Special Recreation	356,665	433,963	77,298	21.67%
230 Cemetery	818,952	969,705	150,753	18.41%
245 Foreign Fire Insurance	105,000	200,000	95,000	90.48%
246 Drug Asset Forfeiture	-	30,000	30,000	n/a
247 Alcohol Asset Forfeiture	12,713	65,000	52,287	411.29%
248 Housing Trust	275,000	250,000	-25,000	-9.09%
Capital Project Funds				
311 Capital Improvement	5,655,405	8,502,776	2,847,371	50.35%
314 Rt. 60 Bridge	-	1,032,000	1,032,000	n/a
315 Rt. 60 Intersection	135,313	418,000	282,687	n/a
319 Rt 60/Fitzmorris	20,425	-	-20,425	-100.00%
Debt Service Funds				
421 2003D Bond - Storm Sewer rev match to 1/2% sales tax	565,525	556,225	-9,300	-1.64%
422 SSA 25 - Knollwood Sewer	70,695	69,703	-992	-1.40%
423 SSA 26 - Waukegan Sewer	19,141	19,370	229	1.20%
424 SSA 29 - Saunders Road if shortage, need w & s transfer	138,486	139,830	1,344	0.97%
425 2004B - Storm Sewer rev match to 1/2% sales tax	900,310	604,643	-295,667	-32.84%
427 2008 G.O. Bonds - MS Building & Rt 60 Park	832,763	829,706	-3,057	-0.37%
428 2009 G.O. Bonds - Western Avenue	278,645	280,345	1,700	0.61%
429 2010 G.O. Bonds	723,261	432,811	-290,450	-40.16%
432 2013 Refunding 2010A	190,851	587,735	396,884	207.95%
Enterprise Funds				
501 Water & Sewer	7,920,362	8,528,121	607,759	7.67%
508 Water and Sewer Capital	1,991,795	2,655,000	663,205	33.30%
510 Deerpath Golf Course	1,509,393	1,603,062	93,669	6.21%
Internal Service Funds				
601 Fleet	1,877,522	1,919,936	42,414	2.26%
605 Liability Insurance	1,158,080	1,210,853	52,773	4.56%
610 Self Insurance	4,945,302	5,140,706	195,404	3.95%
Pension Trust Funds				
701 Fire Pension	1,722,309	1,873,760	151,451	8.79%
702 Police Pension	2,081,010	2,232,027	151,017	7.26%
Total All Funds	<u>\$ 75,076,986</u>	<u>\$ 84,530,883</u>	<u>\$ 9,453,897</u>	<u>12.59%</u>

THE CITY OF LAKE FOREST
FY2015
ALL CITY FUNDS



Other - City Manager's Office, Finance/IT, Community Development, Human Resources

FY 15 EXPENDITURES



Budget Data

FY2014	\$83,257,068
FY2015	\$84,530,883
Change from Prior Year:	\$1,273,815

The proposed budget has an overall increase of \$1.3 million, or 1.5%. Personnel-related cost increases (salaries and benefits) are offset in part by reductions in capital expenditures and debt service.

<u>ALL CITY FUNDS</u>	<u>FY2014</u>	<u>FY2015</u>	<u>Change</u>
General	\$31,329,444	\$31,902,603	1.83%
Parks & Recreation	\$11,707,196	\$12,287,956	4.96%
Capital Improvements	\$15,520,964	\$14,427,776	-7.04%
Debt Service	\$3,886,296	\$3,520,368	-9.42%
Water & Sewer	\$7,977,804	\$8,528,121	6.90%
Insurance	\$5,904,805	\$6,351,559	7.57%
Pension Funds	\$3,715,000	\$4,105,787	10.52%
Other Misc.	\$3,215,559	\$3,406,713	5.94%
	<u>\$83,257,068</u>	<u>\$84,530,883</u>	

THE CITY OF LAKE FOREST

FIVE YEAR FUND BALANCE FORECAST

GENERAL FUND

	ACTUAL FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016	PROJECTED FY 2017	PROJECTED FY 2018	PROJECTED FY 2019
Fund Balance 5/1	13,618,981	14,654,428	15,994,244	16,938,030	17,527,934	17,763,729	17,310,128
Revenue	32,140,423	32,321,061	32,846,389	33,364,088	34,068,707	34,687,441	35,403,674
Less: Operating Expenses	27,821,903	29,836,245	31,152,603	32,524,184	33,832,912	35,141,042	36,477,601
Net before CIP	4,318,520	2,484,816	1,693,786	839,904	235,795	(453,601)	(1,073,927)
Capital Expenditures	1,400,000	1,145,000	750,000	250,000	-	-	-
ERI Payoff from Reserves	1,883,073	-					
Fund Balance 4/30	14,654,428	15,994,244	16,938,030	17,527,934	17,763,729	17,310,128	16,236,201
Less: 25% Req Resv+ Sick/Vaca+\$950K Parking Resv	10,444,265	10,489,424	10,620,756	10,750,181	10,926,336	11,081,019	11,260,078
Available Funds	4,210,163	5,504,820	6,317,274	6,777,753	6,837,393	6,229,109	4,976,124
Op Revenue increase%		0.6%	1.6%	1.6%	2.1%	1.8%	2.1%
Op Expense increase %		7.2%	4.4%	4.4%	4.0%	3.9%	3.8%

**CITY OF LAKE FOREST
FISCAL YEAR 2014-2015
PERSONNEL SCHEDULE
BUDGETED POSITIONS**

FULL TIME POSITION TITLE	2012-2013 ACTUAL	2013-2014 BUDGET	2014-2015 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 OF HUMAN RESOURCES	1	1	1
POLICE CHIEF	1	1	1
FIRE CHIEF	1	1	1
CITY ENGINEER	1	0	0
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 DIRECTOR OF FINANCE	1	1	1
ASSISTANT DIRECTOR OF IT	1	1	1
CODE ENFORCEMENT OFFICER	1	1	1
CROYA MANAGER	1	1	1
SENIOR RESOURCES MANAGER	1	1	1
SUPERINTENDENT	4	5	5
ASSISTANT CITY MANAGER	1	1	1
COMMUNITY TELEVISION COORDINATOR	1	1	1
POLICE SERGEANT	3	3	3
FIRE LIEUTENANT	6	6	6
SUPERVISOR	7	7	7
BUSINESS ANALYST	1	1	1
ENGINEERING SUPERVISOR	1	1	1
COMMUNICATIONS SUPERVISOR	1	1	1
PUBLIC SAFETY RECORDS SUPV	1	0	0
POLICE OFFICER	30	30	30
FIRE FIGHTER	21	21	21
ENGINEERING ASSISTANT	2	3	3
ACCOUNTANT	1	1	1
PC/LAN SUPPORT SPECIALIST	1	1	1
BUILDING INSPECTOR	4	4	4
ENGINEERING TECHNICIAN	1	0	0
WATER PLANT OPERATOR	6	6	6
PROGRAM MANAGER	5	5	5
PLANNER	1	1	1
PLAN REVIEWER	2	2	2
COMMUNICATIONS MANAGER	1	1	1
HUMAN RESOURCES SPECIALIST	1	1	1
DEPUTY CITY CLERK	1	1	1
PROGRAM SUPERVISOR	6	6	6
YOUTH WORKER	2	2	2

**CITY OF LAKE FOREST
FISCAL YEAR 2014-2015
PERSONNEL SCHEDULE
BUDGETED POSITIONS**

FULL TIME POSITION TITLE	2012-2013 ACTUAL	2013-2014 BUDGET	2014-2015 BUDGET
REFUSE COLLECTOR	11	10	10
MAINTENANCE WORKER II	36	35	35
PARTS SPECIALIST	1	0	0
PARTS TECHNICIAN	0	1	1
MECHANIC	4	4	4
COMMUNICATIONS OPERATOR	9	9	9
COMMUNITY SERVICE OFFICER	3	3	3
MARKETING & COMMUNICATION SPLST	0	1	1
ASSISTANT SENIOR RESOURCES MGR	1	1	1
ADMINISTRATIVE ASSISTANT II	9	8.6	8.6
ASSISTANT TO DIRECTOR OF PW	1	1	1
ACCOUNT CLERK III	4	4	4
ADMINISTRATIVE ASSISTANT I	3.8	3.8	3.8
RECORDS CLERK	3	4	4
PROGRAM ASSISTANT	1	1	1
MEDIA COORDINATOR	1	1	1
TECHNICIAN	1	1	1
FULL TIME PERSONNEL	225.8	224.4	224.4

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

ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015
53	52	55

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

ACTUAL 2012-2013	ACTUAL 2013-2014	BUDGET 2014-2015
286	280	279

**THE CITY OF LAKE FOREST
FIVE YEAR FUND BALANCE FORECAST
PARKS AND RECREATION FUND**

	Actual FY 2013	Estimate FY 2014	PROJECTED FY 2015	PROJECTED FY 2016	PROJECTED FY 2017	PROJECTED FY 2018	PROJECTED FY 2019
Fund Balance 5/1	\$ 2,441,190	\$ 1,864,729	\$ 1,839,603	\$ 1,609,058	\$ 1,598,595	\$ 1,568,862	\$ 1,483,286
Revenue							
Property Tax Revenue	4,615,771	4,765,685	4,841,666	4,948,183	5,071,887	5,213,900	5,359,889
Fee Revenue	3,030,036	2,990,431	3,341,765	3,442,018	3,545,278	3,651,637	3,761,186
Contributions/Other	159,667	128,303	117,250	119,830	122,825	126,264	129,800
General Fund Transfer	299,970	285,000	285,000	285,000	285,000	285,000	285,000
Interest Income	19,015	25,000	25,000	12,068	15,986	23,533	29,666
Total Current Revenue	\$ 8,124,459	\$ 8,194,419	\$ 8,610,681	\$ 8,807,098	\$ 9,040,977	\$ 9,300,334	\$ 9,565,541
Expenditures							
Operations and Maintenance	2,655,380	2,777,436	3,132,640	2,902,335	2,963,284	3,031,440	3,101,163
Salaries/Benefits	4,945,710	5,151,173	\$ 5,449,202	\$ 5,659,382	\$ 5,858,111	\$ 6,056,672	\$ 6,259,931
Adm Serv to City	17,499	17,936	18,384	18,844	19,315	19,798	20,292
Total Operating Expenses	\$ 7,618,589	\$ 7,946,545	\$ 8,600,226	\$ 8,580,561	\$ 8,840,710	\$ 9,107,910	\$ 9,381,387
Net Before Equip Reserve	505,870	247,874	10,455	226,537	200,267	192,425	184,154
Equipment Reserve Transfer	161,000	161,000	150,000	152,000	150,000	200,000	175,000
Net after Equip Reserve	344,870	86,874	(139,545)	74,537	50,267	(7,575)	9,154
Transfer to Golf Fund	78,000	112,000	91,000	85,000	80,000	78,000	73,000
ERI Payoff	843,331						
Fund Balance 4/30	\$ 1,864,729	\$ 1,839,603	\$ 1,609,058	\$ 1,598,595	\$ 1,568,862	\$ 1,483,286	\$ 1,419,440
Fund Balance - Other Funds		\$ 763,519	\$ 618,086	\$ 392,285	\$ 306,490	\$ 115,667	\$ 28,981
Fund Balance as % of Oper Rev		32%	26%	23%	21%	17%	15%
(Target is 25 % all funds combined)							
Prop Tax Revenue increase %	0.9%	3.2%	1.6%	2.2%	2.5%	2.8%	2.8%
Op Revenue increase %	3.6%	-1.3%	11.7%	3.0%	3.0%	3.0%	3.0%
Op Expense increase %	0.4%	4.3%	8.2%	-0.2%	3.0%	3.0%	3.0%

Excludes dedicated parks and recreation funds not accounted for in Fund 220.

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

	Actual FY 2013	Estimate FY 2014	PROJECTED FY 2015	PROJECTED FY 2016	PROJECTED FY 2017	PROJECTED FY 2018	PROJECTED FY 2019
Fund Balance 5/1	\$ 310,906	\$ 279,027	\$ 271,201	\$ 238,143	\$ 166,294	\$ 106,829	\$ 66,771
Revenue							
Operating revenue*	1,320,455	1,387,067	1,476,404	1,517,743	1,560,240	1,603,927	1,648,837
Interest Income	2,686	2,500	2,600	2,381	2,494	1,602	1,002
Total Current Revenue	\$ 1,323,141	\$ 1,389,567	\$ 1,479,004	\$ 1,520,125	\$ 1,562,735	\$ 1,605,529	\$ 1,649,838
Less:							
Operations and Maintenance	666,209	795,407	829,131	849,859	871,106	892,883	915,205
Salaries/Benefits	567,571	547,173	582,901	603,183	623,185	643,761	665,180
Adm Serv to City	22,961	23,535	24,120	24,723	25,341	25,975	26,624
Total Operating Expenses	\$ 1,256,741	\$ 1,366,115	\$ 1,436,152	\$ 1,477,765	\$ 1,519,632	\$ 1,562,619	\$ 1,607,009
Net Before Capital & Debt	66,400	23,452	42,852	42,359	43,103	42,910	42,829
Capital Expense	65,491	34,670	60,000	97,000	84,000	64,000	75,000
Debt Service	110,788	108,608	106,910	102,208	98,568	96,968	92,968
Total Capital/Debt Service	176,279	143,278	166,910	199,208	182,568	160,968	167,968
Net after Capital & Debt	(109,879)	(119,826)	(124,058)	(156,849)	(139,465)	(118,058)	(125,139)
Recreation Fund Transfer	78,000	112,000	91,000	85,000	80,000	78,000	73,000
Fund Balance 4/30	\$ 279,027	\$ 271,201	\$ 238,143	\$ 166,294	\$ 106,829	\$ 66,771	\$ 14,632
Fund Balance Target	\$ 198,471	\$ 208,435	\$ 221,851	\$ 228,019	\$ 234,410	\$ 240,829	\$ 247,476
Over (under) FB Target	\$80,556	\$62,766	\$16,292	(\$61,724)	(\$127,581)	(\$174,058)	(\$232,843)
Debt service coverage 1.25	1.30	1.25	1.25	1.25	1.25	1.25	1.25
Series 2004A bonds were refunded as part of the 2011B refunding issue and mature 12-15-23 (FY24).							
Op Revenue increase%	8.0%	5.0%	6.4%	2.8%	2.8%	2.8%	5.7%
Op Expense increase %	8.7%	8.7%	5.1%	2.9%	2.8%	2.8%	5.7%

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

501 Operating

Rate increase assumptions:							
	1.50%	3.00%	Structure Revised	2.50%	2.50%	2.50%	2.50%
	ACTUAL FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016	PROJECTED FY 2017	PROJECTED FY 2018	PROJECTED FY 2019
Fund Balance 5/1	\$ 6,894,997	\$ 7,617,511	\$ 7,006,440	\$ 6,696,190	\$ 6,613,745	\$ 6,565,816	\$ 6,699,400
Operating Revenue	\$ 8,627,046	\$ 7,309,291	\$ 8,217,871	\$ 8,368,061	\$ 8,521,972	\$ 8,681,698	\$ 8,843,332
Grant Revenue							
Less: Operating Expenses	3,702,812	3,940,521	4,130,880	4,254,806	4,382,451	4,513,924	4,649,342
ERI Prepayment to Gen Fund	166,821	166,821	166,821	166,820	166,820	-	-
Debt service	2,201,720	2,213,020	2,210,420	2,208,880	2,200,630	2,214,190	2,204,703
Net before CIP	\$ 2,722,514	\$ 988,929	\$ 1,709,750	\$ 1,737,555	\$ 1,772,071	\$ 1,953,584	\$ 1,989,287
Total Transfer to Capital	2,000,000	1,600,000	2,020,000	1,820,000	1,820,000	1,820,000	1,820,000
Fund Balance 4/30	\$ 7,617,511	\$ 7,006,440	\$ 6,696,190	\$ 6,613,745	\$ 6,565,816	\$ 6,699,400	\$ 6,868,687
Less: .33 (rev) + 1X debt serv+500K	\$ 5,548,645	\$ 5,125,086	\$ 5,422,317	\$ 5,470,340	\$ 5,512,881	\$ 5,579,150	\$ 5,623,003
Available Funds	<u>2,068,866</u>	<u>1,881,354</u>	<u>1,273,873</u>	<u>1,143,404</u>	<u>1,052,935</u>	<u>1,120,250</u>	<u>1,245,685</u>
Revenue increase%		-15.3%	12.4%	1.8%	1.8%	1.9%	1.9%
Expense increase %		6.4%	4.8%	3.0%	3.0%	3.0%	3.0%
Series 2002A/2011B bonds mature 12-15-23.							
Debt service coverage 1.25	2.24	1.52	1.85	1.86	1.88	1.88	1.90

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

508 Capital

Rate increase assumptions:							
1.50%	3.00%	Structure Revised	2.50%	2.50%	2.50%	2.50%	2.50%
ACTUAL FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016	PROJECTED FY 2017	PROJECTED FY 2018	PROJECTED FY 2019	
Fund Balance 5/1	\$ 1,082,080	\$ 2,019,686	\$ 1,639,886	\$ 1,666,192	\$ 1,682,616	\$ 1,703,369	\$ 1,732,847
Transfer from Operating	\$ 2,000,000	\$ 1,600,000	\$ 2,020,000	\$ 1,820,000	\$ 1,820,000	\$ 1,820,000	\$ 1,820,000
Contributions/Donations			\$ 650,000				
Grant/SSA Revenue	\$ -	\$ 3,931	\$ 3,927	\$ 3,927	\$ 3,927	\$ 3,927	\$ 3,927
Interest	\$ 6,200	\$ 8,064	\$ 7,379	\$ 12,496	\$ 16,826	\$ 25,551	\$ 34,657
Total Revenue	\$ 2,006,200	\$ 1,611,995	\$ 2,681,306	\$ 1,836,423	\$ 1,840,753	\$ 1,849,478	\$ 1,858,584
Capital Improvements- #1 Only	1,068,594	1,991,795	2,655,000	1,820,000	1,820,000	1,820,000	1,820,000
Fund Balance 4/30 *	\$ 2,019,686	\$ 1,639,886	\$ 1,666,192	\$ 1,682,616	\$ 1,703,369	\$ 1,732,847	\$ 1,771,431

Current revenues support \$1.82 million per year for CIP

City of Lake Forest, Illinois
FY2015 Capital Improvement Program
Projects by Funding Source

			FY 15
GO Bond issue			
Fire Engines	<i>Fire-001-09</i>	1	425,000.00
			<u>425,000.00</u>
Capital Fund			
Community Entrance Signs	<i>COMDEV-01-14</i>	1	35,000.00
Blade and SAN Environment	<i>FIN-IT-01-11</i>	1	144,000.00
IT Annual Software Expense	<i>FIN-IT-01-13</i>	1	12,000.00
Phone/Voicemail System Replacement	<i>FIN-IT-01-15</i>	1	25,000.00
IT Annual Hardware Expense	<i>FIN-IT-03-12</i>	1	69,600.00
Cable TV Fiber Connection to HP	<i>OCM-001-14</i>	1	17,500.00
Tree Replacement Program	<i>PK-FOR-01-09</i>	1	100,000.00
EAB Removals	<i>PK-FOR-01-13</i>	1	200,000.00
EAB Treatments	<i>PK-FOR-02-13</i>	1	35,000.00
Bike Path Maintenance	<i>PK-PRK-01-14</i>	1	100,000.00
Landscaping Replacements: City Properties	<i>PK-PRK-01-15</i>	1	20,000.00
Selectorized Strength Equipment	<i>PK-REC-01-14</i>	1	75,000.00
Free weight machines	<i>PK-REC-16-02</i>	1	30,000.00
Replacement of Livescan Fingerprint System	<i>Police-2-14</i>	1	36,813.00
MSF Epoxy Coat Garage Floors	<i>PW-BLD-01-12</i>	1	80,000.00
MSF Lightning Protection - Admin/Main Garage	<i>PW-BLD-02-12</i>	1	40,000.00
CBD Train Station Improvements (Interior)	<i>PW-BLD-02-13</i>	1	60,000.00
Elawa/Gorton Capital Maintenance	<i>PW-BLD-02-14</i>	1	100,000.00
City Hall HVAC (Replace Air Conditioner)	<i>PW-BLD-03-09</i>	1	90,000.00
Rec Center- South Main Entrance Door Replacement	<i>PW-BLD-03-14</i>	1	45,000.00
CNW Bicycle Path Project (CMAQ Grant)	<i>PW-BLD-08-13</i>	1	50,000.00
Public Safety Bldg: HVAC	<i>PW-BLD-15-07</i>	1	90,000.00
Capital Equipment - General	<i>PW-CEQ-01-09</i>	1	431,000.00
Annual Sidewalks/Curbs Replacement Program	<i>PW-ENG-03-09</i>	1	50,000.00
Annual Storm Sewer Lining Program- Primary	<i>PW-ENG-06-09</i>	1	100,000.00
Annual Pavement Patching Program (Potholes)	<i>PW-ENG-06-14</i>	1	425,000.00
Concrete Streets Repair Project	<i>PW-ENG-08-09</i>	1	255,000.00
Waukegan & Everett Intersection Improvements	<i>PW-ENG-12-13</i>	1	5,000.00
Deerpath & Rt 41 Drainage Imp. - G.C. Design	<i>PW-ENG-12-14</i>	1	65,000.00
Woodland & Elm Tree Pedestrian Bridge Repairs	<i>PW-ENG-19-15</i>	1	50,000.00
Street Lights Upgrade to LED/Induction	<i>PW-STR-01-12</i>	1	60,000.00
Longline Striping	<i>PW-STR-02-09</i>	1	75,000.00

Bridges Maintenance and Miscellaneous Repairs	PW-STR-03-09	1	50,000.00
Sign Replacement Program	PW-STR-04-10	1	25,000.00
Storm: Bluff, Ravine, & Ditch Improvements	PW-WS-01-07	1	50,000.00
			3,095,913.00
Capital Fund-.5% Sales Tax Transfer			
CBD Train Station Improvements (Interior)	PW-BLD-02-13	1	357,304.00
CNW Bicycle Path Project (CMAQ Grant)	PW-BLD-08-13	1	277,829.00
			635,133.00
Cemetery Fund			
Ravine Restoration	PK-CEM-05-07	1	200,000.00
Landscape & Hardscape Improvements	PK-CEM-05-12	1	50,000.00
			250,000.00
Golf Course Fund			
Cart fleet replacement batteries	PK-DGC-06-15	1	17,000.00
HVAC replacement	PK-DGC-07-15	1	18,000.00
Capital Equipment - Golf	PW-CEQ-03-09	1	25,000.00
			60,000.00
Grant-Federal-Capital Fund			
CBD Train Station Improvements (Interior)	PW-BLD-02-13	1	1,388,385.00
CNW Bicycle Path Project (CMAQ Grant)	PW-BLD-08-13	1	811,580.00
Telegraph Rd Train Station Pedestrian Underpass	PW-ENG-03-13	1	290,000.00
			2,489,965.00
Grant-Federal-Cemetery			
Ravine Restoration	PK-CEM-05-07	1	1,000,000.00
			1,000,000.00
Grant-Federal-MFT			
Lake-Woodbine Bridge Rehabilitation	PW-ENG-19-09	1	80,000.00
			80,000.00
Grant-State-Capital Fund			
Telegraph Rd Train Station Pedestrian Underpass	PW-ENG-03-13	1	79,935.00
Waukegan & Westleigh Intersection Improvements	PW-ENG-27-09	1	1,700,000.00
			1,779,935.00
Motor Fuel Tax Fund			
Annual Pavement Resurfacing Program (PRIMARY)	PW-ENG-01-09	1	1,720,000.00
Lake-Woodbine Bridge Rehabilitation	PW-ENG-19-09	1	20,000.00
			1,740,000.00
Park & Public Land Fund			
Deerpath Park: Path Reconfiguration/Paving	PK-PRK-01-13	1	100,000.00
Deerpath Park: Tennis Court Restore/Resurface	PK-PRK-02-14	1	80,000.00
West Park: Historic Building Study	PK-PRK-03-14	1	10,000.00
			190,000.00

Park and Recreation Fund

Everett Park: Playground Tot Equipment Replacement	<i>PK-PRK-02-15</i>	1	100,000.00
Recreation Technology	<i>PK-REC-04-13</i>	1	290,000.00
Capital Equipment - Parks & Recreation	<i>PW-CEQ-05-09</i>	1	150,000.00
			<u>540,000.00</u>

Special Recreation Fund

Multiple Buildings: ADA Compliance	<i>PW-BLD-01-14</i>	1	84,990.00
			<u>84,990.00</u>

Water and Sewer Fund

Overhead Sewer Cost Share Program	<i>COMDEV-01-13</i>	1	15,000.00
Water: Oak Knoll Wtrm Rplc(Evrtt Rd-Lawrence Ave.)	<i>PW-ENG-30-09</i>	1	520,000.00
Water Plant: Membrane Filter Modules	<i>PW-WP-03-10</i>	1	740,000.00
Intake Well Traveling Screens Improvement	<i>PW-WP-04-14</i>	1	75,000.00
Skid Valve Replacement	<i>PW-WP-10-14</i>	1	200,000.00
Chemical Feed Pump Replacement	<i>PW-WP-17-14</i>	1	55,000.00
Clean 42" and 24" intake lines	<i>PW-WP-21-14</i>	1	250,000.00
Plant Performance Study	<i>PW-WP-25-14</i>	1	100,000.00
Water Plant-Maintenance Contingency	<i>PW-WP-33-07</i>	1	50,000.00
			<u>2,005,000.00</u>

F.Y. 2015 Capital Equipment**General Fund**

<u>Department</u>	<u>Unit #(s)</u>	<u>New / Replace</u>	<u>Item</u>	<u>Budget</u>
Fire	244	Replace	Ambulance	\$250,000
Police	13	Replace	Unmarked Police Car	\$ 28,000
Streets	402 / 905	Replace	4WD Ext. Cab P.U.	\$ 34,000
	404	Replace	4WD Ext. Cab P.U.	\$ 29,000
Building Maint.	56	Replace	Cargo Van	\$ 45,000
	52	Replace	Cargo Van	<u>\$ 45,000</u>
TOTAL:				\$431,000

Parks & Recreation Fund

<u>Department</u>	<u>Unit #(s)</u>	<u>New / Replace</u>	<u>Item</u>	<u>Budget</u>
Parks	319	Replace	4WD Reg. Cab P.U.	\$ 40,000
	301	Replace	4WD Ext. Cab P.U.	\$ 40,000
	311	New	Leaf Box	\$ 8,000
Forestry	612	Replace	Dmp Bdy / Hyd. / Plow	<u>\$ 62,000</u>
TOTAL:				\$150,000

Golf Fund

<u>Department</u>	<u>Unit #(s)</u>	<u>New / Replace</u>	<u>Item</u>	<u>Budget</u>
Golf	872	Replace	Sand Trap Rake	<u>\$ 25,000</u>
TOTAL:				\$ 25,000

Water Fund

<u>Department</u>	<u>Unit #(s)</u>	<u>New / Replace</u>	<u>Item</u>	<u>Budget</u>
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THERE ARE NO PIECES FOR THE WATER FUND IN F.Y. '15

Cemetery Fund

<u>Department</u>	<u>Unit #(s)</u>	<u>New / Replace</u>	<u>Item</u>	<u>Budget</u>
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THERE ARE NO PIECES FOR THE CEMETERY FUND IN F.Y. '15

THE CITY OF LAKE FOREST

FIVE YEAR FUND BALANCE FORECAST

CAPITAL IMPROVEMENT FUND

	ACTUAL FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016	PROJECTED FY 2017	PROJECTED FY 2018	PROJECTED FY 2019
Fund Balance 5/1	\$ 3,753,247	\$ 3,878,148	\$ 3,329,104	\$ 7,528,300	\$ 6,165,435	\$ 4,742,694	\$ 4,022,628
Revenue							
Real Estate Transfer Tax	\$ 1,209,113	\$ 1,528,880	\$ 1,556,224	\$ 1,734,035	\$ 1,920,737	\$ 2,116,774	\$ 2,322,612
Demolition Tax	30,000	54,000	48,000	48,000	48,000	48,000	48,000
Close Fund 301	209,664						
Sanitation Fee			620,000	620,000	620,000	620,000	620,000
Proceeds from Land Sale		530,000					
Misc/Recycling	215,773	162,328	107,772	107,772	108,377	107,974	108,041
Interest	16,199	13,850	14,943	56,462	61,654	71,140	80,453
Total Taxes and Other	\$1,680,749	\$2,289,058	\$2,346,939	\$2,566,269	\$2,758,768	\$2,963,888	\$3,179,106
Grants/Contributions	\$ 648,800	\$ 722,303	\$ 4,269,900	\$ 1,450,327	\$ -	\$ -	\$ -
Total Non-Bond Revenue	\$ 2,329,549	\$ 3,011,361	\$ 6,616,839	\$ 4,016,596	\$ 2,758,768	\$ 2,963,888	\$ 3,179,106
CIP Bonds			4,700,000	-	-	-	-
Total Bond Proceeds	\$ -	\$ -	\$ 4,700,000	\$ -	\$ -	\$ -	\$ -
Gen Fund Transfer from ERI Savings	\$ 1,400,000	\$ 1,145,000	\$ 750,000	\$ 250,000	\$ -	\$ -	\$ -
Gen Fund/.5% sales tax transfer: Balance above policy	-	950,000	635,133	-		500,000	500,000
Grand Total Revenue	3,729,549	5,106,361	12,701,972	4,266,596	2,758,768	3,463,888	3,679,106
Less: Operating Expense	52,685	6,500	76,830	79,135	81,509	83,954	86,473
Net before CIP	\$ 3,676,864	\$ 5,099,861	\$ 12,625,142	\$ 4,187,462	\$ 2,677,259	\$ 3,379,934	\$ 3,592,633
			\$4,100,000 in annual spend from non-grant or alternate sources supported				
Capital Projects #1 ONLY	3,551,966	5,648,905	8,425,946	5,550,327	4,100,000	4,100,000	4,100,000
Total Capital Expenditures	\$ 3,551,966	\$ 5,648,905	\$ 8,425,946	\$ 5,550,327	\$ 4,100,000	\$ 4,100,000	\$ 4,100,000
Fund Balance 4/30	\$ 3,878,148	\$ 3,329,104	\$ 7,528,300	\$ 6,165,435	\$ 4,742,694	\$ 4,022,628	\$ 3,515,261

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

**THE CITY OF LAKE FOREST
FIVE YEAR FUND BALANCE FORECAST
MOTOR FUEL TAX FUND**

	ACTUAL FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016	PROJECTED FY 2017	PROJECTED FY 2018	PROJECTED FY 2019
Fund Balance 5/1	\$ 285,528	\$ 802,944	\$ 1,350,713	\$ 174,605	\$ 493,789	\$ 721,159	\$ (570,843)
Revenue	\$ 553,540	\$ 564,695	\$ 557,914	\$ 477,875	\$ 487,432	\$ 497,181	\$ 507,124
Grants	32,709	80,000	80,000	640,000	1,060,000	-	80,000
Interest	2,428	3,074	5,978	1,310	4,938	10,817	(11,417)
Total Revenue	588,677	647,769	643,892	1,119,184	1,552,370	507,998	575,708
Total Capital Expenditures	71,261	100,000	1,820,000	800,000	1,325,000	1,800,000	100,000
Fund Balance 4/30	\$ 802,944	\$ 1,350,713	\$ 174,605	\$ 493,789	\$ 721,159	\$ (570,843)	\$ (95,135)

THE CITY OF LAKE FOREST

FIVE YEAR FUND BALANCE FORECAST

PARK AND PUBLIC LAND FUND

	ACTUAL FY 2013	PROJECTED FY 2014	PROJECTED FY 2015	PROJECTED FY 2016	PROJECTED FY 2017	PROJECTED FY 2018	PROJECTED FY 2019
Fund Balance 5/1	\$ 357,111	\$ 412,996	\$ 231,751	\$ 130,466	\$ (49,548)	\$ (112,695)	\$ (265,378)
Revenue							
<u>Current Revenue</u>							
Grants	\$ 25,000	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Park impact fees	59,071	47,004	62,672	94,008	172,348	94,008	94,008
Other	-						
Interest	1,814	1,790	1,043	978	(495)	(1,690)	(5,308)
Total Current Revenue	\$ 85,885	\$ 98,794	\$ 88,715	\$ 119,986	\$ 196,853	\$ 117,318	\$ 113,700
	-	-	-	-	-	-	-
Net before CIP	\$ 85,885	\$ 98,794	\$ 88,715	\$ 119,986	\$ 196,853	\$ 117,318	\$ 113,700
Total Capital Expenditures- #1 Only	\$ 30,000	\$ 280,039	\$ 190,000	\$ 300,000	\$ 260,000	\$ 270,000	\$ 225,000
Fund Balance 4/30	\$ 412,996	\$ 231,751	\$ 130,466	\$ (49,548)	\$ (112,695)	\$ (265,378)	\$ (376,677)

Note: This fund accounts for impact fees.

Capital projects funded from the Park and Public Land Fund are financed primarily from impact fees which are dependent upon development activity and hard to predict. Should revenues be insufficient to fund improvements projected in the Five-Year plan, such improvements could be deferred or financed from alternative revenue sources, if available.

2014 Core/Elective Service Analysis

Department/Section	Service	Description	Assessment
Community Development	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. Visit 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: 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.	Core
	Plan Review and Inspections - Bannockburn & Lake Bluff	Services provided to nearby communities for revenue to maximize the use of staff resources and expertise.	Elective

2014 Core/Elective Service Analysis

Department/Section	Service	Description	Assessment
	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
CROYA	Enrichment and Well-Being - Youth Committees, Peer Training, LF College Gates Leadership Programs, Retreats, Community Service Projects, Work Trips, Bullying Prevention Programs.	Administer over 300 skill-based programs designed to develop self-esteem and 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, Youth Advocate Partnerships, Grief and Recovery Support Groups, Social Worker Networking/ Referrals for 3 high schools and 4 middle schools	Key to youth-driven programming sets the trusting relationships that naturally develop, affording staff the ability to easily navigate the youth "world", serving as neutral and constant mentors to all youth and to effectively connect students and their families in need with core service providers.	Core

2014 Core/Elective Service Analysis

Department/Section	Service	Description	Assessment
	Administrative/ Management - Facility rentals and office management, finance management and fundraising, staff development, program development, 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
	Youth-driven Social Activities - Road trips to skate parks, Cubs games, water parks, movies, etc. Weekend Evening Band Jams and Dances, Community Celebration Events including Lake Forest Day Parade, Lake Forest Day Carnival, Band Jam and July 4 parade in Lake Bluff.	Activities are run by sub-committees where youth are taught and practice skills such as collaboration, active listening, self-reflection and problem-solving through an inclusive group model. Social-based programs serve in building a positive rapport, often translating into a safe culture where young adults turn for advice, support and critical concerns.	Elective
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

2014 Core/Elective Service Analysis

Department/Section	Service	Description	Assessment
	Support to City Council, Boards & Commissions	Finance Committee, Audit Committee agendas, minutes, research and reporting.	Core
	Vehicle Stickers	Coordinate vehicle sticker, parking and pet tag program.	Core
	Real Estate Transfer Tax	Administration	Core
IT	Internal Information Services	User Help Desk support, disaster recovery/business continuity, VM server environment/iSeries maintenance and upgrades, data and network security, file and database management, Internet/Intranet hosting, email maintenance, server/desktop/mobile fleet management, print services management	Core
	Communications	PBX phone system, email systems, wireless data access, remote data access, leased line management, City fiber network, aggregate ISP management	Core
	Strategic Planning	Oversee/manage new technology initiatives, administer 5-year technology master plan, inter-agency collaboration.	Core
	Inter-agency information services	Highwood - Public Safety services; Lake Bluff and Bannockburn - building permits; Library payroll, A/P, GMBA, telephone	Elective
Fire	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 resident safety.	Core
	Specialized Response Teams	Hazmat, water rescue, high angle, below grade, trench rescue, structural collapse, wildfires, mutual aid calls.	Core
	Emergency Medical Services, auto accidents, unique incidents for Lake Forest, Lake Bluff and Knollwood	Critical medical and trauma care, mutual aid calls.	Core

2014 Core/Elective Service Analysis

Department/Section	Service	Description	Assessment
	Fire prevention: inspections, smoke detector installations, public education programs	Vital to the safety and well-being of the community.	Core
	Special Event Assistance: Festival & Fireworks, Bagpipes/Bonfire, Tree Lighting ceremony, Lake Forest Day, County events, blood pressure checks, LFHS/LFC football games, bike medics	Emergency medical services enhancement and safety. LFHS and LFC are required to have an ambulance as a stand-by unit.	Elective
Human Resources	Salary and compensation administration	Payroll, medical/dental insurance, pensions, collective bargaining.	Core
	Property and liability insurance administration	Liability/worker's comp claims, federal reporting/posting compliance, Executive Safety Committee.	Core
	Contracts	Life insurance, retiree medical savings plan, deferred compensation.	Core
	Employment policies and personal practices/administration.	Policy development/compliance, drug testing, disciplinary oversight, legal compliance and records management.	Core

2014 Core/Elective Service Analysis

Department/Section	Service	Description	Assessment
	Non-Contractual	Tuition reimbursement, longevity bonus, flex contribution, paid leave, AFLAC, flexible spending card, employee activities, training, Employee Assistance Program, Wellness Program and employee communications.	Elective
OCM/Clerk	Support to City Council	Preparation of agendas and minutes	Core
	Process permits, licenses and certificates	Birth/death, landscaping, liquor, solicitation	Core
OCM/Legislative & Legal	Support to City Council, Boards & Commissions	Research, reporting and coordination of studies to aid in development of ordinances/resolutions for the establishment and/or maintenance of public policy. Coordination of meetings, activities and events.	Core
	Legal Services	Research, consultation, preparation of documents, litigation and prosecution.	Core
OCM/LFTV	Meetings and Events	Video recording and broadcasting of Boards and Commissions meetings and special events	Core
	City event information and community programming	Video recording and broadcasting of Lake Forest Day, 4th of July LB parade, Boards & Commissions Dinner, segments for Economic Development, CROYA, Rec, OCM and Seniors	Elective
	Community Groups	Video recording for community groups in LF and LB	Elective
OCM/Public Information, Community Relations and Economic Development	Public information	Development of Dialogue in its current print format, web site and social media management, press releases, public relations, community and business relations.	Elective
	Communications support to departments	Develop promotional pieces for referenda, construction projects, news, seasonal issues and special events	Elective
	Special Event Management	Process and coordinate City-wide special events (i.e. Tree Lighting Ceremony)	Elective
	Economic Development Initiatives	Attract new businesses (primarily retail, sales, food) and communicate/work with existing businesses	Elective

2014 Core/Elective Service Analysis

Department/Section	Service	Description	Assessment
Police/Patrol Division	Staffed by 24 officers and 6 supervisors, divided into 3 shifts, providing sworn police coverage 24/7/365.	All calls for service, crash reports, misdemeanor and felony crime reports, patrolling and traffic enforcement.	Core
Police/Communications Center	8 full-time and 2 part-time dispatchers and 1 supervisor for 24/7/365 coverage.	Receive and dispatch police and fire to emergency 911 calls and non-emergency calls. Also answer calls when the City's switchboard is closed and the PSB front desk when records personnel is off. Provide dispatch services for Highwood Police, Lake Bluff Fire and Rockland Fire.	Core
Police/Investigations Division	Supervised by 1 commander and staffed by 4 detectives (2 for general case work, 1 for SD 67 and 1 for SD 115) for 24/7/365 coverage.	Completes complex investigations (i.e. abuse, sudden death, burglaries); usually felons. School detectives spend a majority of their time in the schools, working with staff and students.	Core
Police/Records Division	3 full-time and 1 part-time clerks process all police records.	Ensures reports, citations, FOIA requests are completed, stored for reference and delivered.	Core
Police/Community Service Officers	2 full-time and 1 part-time CSOs support department operations that do not require a sworn officer.	Answer calls that do not require a sworn officer, provide parking enforcement, handle traffic direction at crashes, road closures and special events, animal calls.	Core
Police/School Crossing Guards	3 seasonal employees.	Intersections Covered: Deerpath & Hastings, Deerpath & Green Bay, Green Bay & Greenwood	
Crime Prevention	1 full-time officer	Inspections, taxi cab licensing, liaison with Dickinson Hall, banks, churches, businesses and Chamber of Commerce.	Elective

2014 Core/Elective Service Analysis

Department/Section	Service	Description	Assessment
Parks & Recreation/Rec	Programs	Free, fee-based or profit-making for all recreational areas	Core
	Rentals/Services at Rec Center, Stirling Hall, Everett School, Wildlife Discovery Center and all Parks	Room rentals, birthday party services, game room, meeting spaces, playgrounds, tennis and sport courts, pavilions	Elective
	Support Services for Community	Community special event support, Market Square Foundation, memorials	Elective
Parks & Recreation/Golf Course	Facility and Maintenance	18 holes, driving range, lessons, pro shop, leagues, restaurant and outings	Core
Parks & Recreation/Parks	Amenities	Ice rink, benches, tables, fountains	Elective
	Trails	Walking paths, bike trails, nature hiking	Core
	Athletic Turf and Ball Fields	Fencing, backstops, play surfaces, mowing, fertilization, irrigation systems, lining fields, placing goals	Core
Parks & Recreation/Parks & Forestry	Green services, landscaping and ground maintenance	Landscaping, mowing, trees, fertilization, mulching, tree removal, beach sand cleaning, lakefront dredging, maintenance of shrub beds on City parkways/public buildings	Core
Parks & Recreation/Forestry	Tree Care	Planting, removal and trimming of City-owned trees in public right-of-ways, City property	Core
	Insect/Disease	Public safety, well-being, enforcement of existing ordinance and property value enhancement	Elective
Parks & Recreation/Cemetery	Burials		Core
	Sales	Plots and niches	Core
	Grounds	Mowing, tree and shrub care	Core
Public Works/Streets	Pavement Maintenance	Asphalt, concrete repairs, sidewalks, signs, striping and litter	Core
	Lighting, electric	Maintenance of City electric street lights and intersection signalization	Core
	Snow/Ice Control	Plowing and salting of all City streets, parking lots, sidewalks and public buildings	Core
	JULIE Locates	Locating underground utilities	Core
	Gas Lights	Maintenance of City's gas lights	Elective
	Sweeping	All City streets are swept to reduce the debris entering the storm sewer system	Core

2014 Core/Elective Service Analysis

Department/Section	Service	Description	Assessment
Public Works/Sanitation	Refuse Collection	Bi-weekly	Core
	Recycling	Once weekly, curbside collection	Core
	Compost Center	City operated for disposal of recyclables, yard waste, metal and electronics	Core
	Yard Waste	Bi-weekly	Core
Public Works/Water-Sewer	Sewer Maintenance	Repairs, cleaning, catch basins/manholes and maintenance of sanitary and storm sewer system	Core
	Meter Reading	Meters are read monthly to determine if significant leaks exist or for malfunctions.	Core
	Water Mains	Maintenance of City's water mains, including valves, fire hydrants and taps	Core
	JULIE Locates	Locating underground utilities	Core
Public Works/Water Plant	Production	Production of potable water (water reservoir and elevated tank), including IDNR and EPA record-keeping	Core
	Equipment Maintenance	Maintenance of pumps, valves, generators and sewer lift stations	Core
Public Works/Fleet	Equipment/Vehicle Repair	Maintenance of all City-owned vehicles/equipment, including modifications to new and existing equipment	Core
	Capital Purchases	Specifications/bidding of required equipment for entire City Fleet	Core
	Capital Repairs	Electrical, carpentry, plumbing and roof repairs for all City buildings, including plan reviews, specs for upgrades on replacements 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
	Enforcement/Inspection	Field supervisor: construction projects - asphalt, sidewalk, sewer and water mains	Core
	Capital	Bid specs and proposals for all CIP	Core
Public Works/Streets, Sanitation, Building Maintenance	City Special Events	Lake Forest Day, 4th of July, Tree Lighting Ceremony: power needs, barricades, refuse and street sweeping	Elective
Dickinson Hall/Administration	Transportation	Administer 6,000 rides annually to seniors and younger residents with disabilities	Core
	Fund Raising	Transportation: \$25,000 annually; Senior Advocate position: \$35,000 annually; specialized programs, facility improvements	Core

2014 Core/Elective Service Analysis

Department/Section	Service	Description	Assessment
	Program Development and Facility Rental	Diverse programming for adults aged 50-100; facility rental to non-profit local organizations	Core
Dickinson Hall/Enrichment, Well-Being and Wellness	Cultural/educational activities and events	Fee-based and free programs focused on intellectual/educational pursuits, fitness and wellness	Core
	Volunteers	Meaningful volunteer opportunities: income tax preparation, daily telephone reassurance, business mentors, volunteer drivers, etc.	Core
	Health education programs	Community partnerships with Northwestern Lake Forest Hospital Balance Classes, health lectures and screening, Medical Equipment Lending Closet	Core
Dickinson Hall/Counseling, Independent Living Support	Senior Advocate	Counseling and emotional support, independent living services, Medicare and insurance assistance, financial aid, 2000+ client contacts annually	Core
Dickinson Hall/Social Events	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)



Spring at City Hall

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.

FY2014 Highlights

- Assisted WGA and Conway Farms Golf Club with the successful BMW Golf Championship
- Continued Operational Restructuring/Streamlining, reviewing core and elective functions and performance measurements to ensure maximum alignment
- Website re-design improvements complete, communicating and promoting the aspects of the community that define Lake Forest: Family, Education, Tradition and Philanthropy*
- Eight newly-developed Community Engagement Forums held with overall success*
- Development of an Environmental Sustainability Plan underway with the Lake Forest Collaborative for Environmental Leadership*
- Business Incubator program graduated to Business Accelerator program. A new Advisor Network comprised of retired business leaders was established and will be managed by the Lake Forest/Lake Bluff Chamber of Commerce.*
- Hospital Advisory Committee work complete in facilitating process for expansion of Northwestern Lake Forest Hospital*

FY2015 Initiatives and Programs

- Consolidated 911 Dispatching Services
- East Side Train Station Rehabilitation
- Telegraph Road Train Station Underpass
- Continue partnership with Electric Aggregation Consortium on evaluating new projects and options*

- Expand Lake Forest Business Accelerator program with the Lake Forest College Entrepreneurial Center
- Coordinate expansive marketing plan and special events with business property owners
- Promote Lake Forest at industry retail trade meetings and conventions
- Increase social media resources for local businesses and organizations
- Conduct Business Roundtable meetings with office parks
- Develop Master Communications Plan based upon and continuing promotion of City's four core concepts
- Promote purposeful community engagement and Lake Forest as "A Place to Be"
- Continue Community Engagement Forums on the topics of Community Character and Environmental Stewardship*
- Continue to seek opportunities to promote transparency and public engagement*

*Indicates Strategic Plan Initiative

CROYA



Introduction

Mission/Vision Statement

CROYA is charged with attending to the social and psychological needs of the young adults of Lake Forest and Lake Bluff. It provides a safe and supportive atmosphere where students can identify their needs and create structured programs to meet those needs. Students engage in programs that build confidence, self-esteem and leadership skills which allow them to serve as positive resources for peers whose needs are beyond their control. CROYA's current Mission and Vision Statements are being revised by the CROYA Adult Board, youth and staff.

FY2014 Highlights

- CROYA continues to provide outstanding programs for the 7th – 12th graders of Lake Forest, Lake Bluff, and Knollwood. The youth and staff work together to create programs which provide opportunities for growth and leadership in many areas. Programs are created around community service, leadership, retreats, wellness and support, peer training, music jams, music lessons and recording, social programs, and more. CROYA provides over 300 programs and meetings for youth throughout the year. In this way, the CROYA staff makes thousands of student contacts and provides direct support to many of these youth. CROYA staff members make youth referrals to social workers and other professionals when necessary. CROYA has public-private partnerships with CAFDC (Child, Adolescent, Family Development Center) and Family Service in Highland Park. Both of these agencies house social workers in the CROYA facility, who provide youth and family counseling.
- The CROYA staff works closely with the local school districts, and many local organizations. CROYA staff members are constantly networking with students, teachers, and administrators to

determine the best ways to support local teens. Partnerships are a tremendous part of CROYA's success. CROYA staff members teach Peer Training at both LFHS and Woodlands Academy, and help coordinate LFHS Freshmen Orientation II, Woodlands Academy "Healthy Choices Day," and the School of St. Mary's "Field Day." CROYA employs many Lake Forest College students to provide youth supervision during the after school Student Union hours. CROYA's largest public-private partnership is with Activator Music Academy which teaches over 100 music lessons per week out of the CROYA basement. Youth are able to take music lessons, do live recordings, and perform at Super Jams on the CROYA Student Union stage. Super Jam 6 was held recently and served as a fund-raiser to provide relief for the victims of the Philippines Typhoon disaster. Activator Music Academy also employs a number of Lake Forest College students as music teachers.

- CROYA is a local hub for youth community service. The CROYA youth and staff work together to support local groups, including the American Legion, Friends of the Lake Forest Library, the Kiwanis Club, the LF/LB Artisan Guild, Feed My Starving Children, KidsUganda, and more. CROYA also provides supervision for hundreds of court-ordered service hours per year. In this way, the CROYA Staff is able to make connections with these students and provide additional support to them and their families.
- The CROYA Student Union after school drop-in hours are Monday - Friday, 3:30 - 5:30 p.m. Students typically hang out with friends, listen to music, get a bite to eat, and play games like ping pong, pool, air hockey, and foosball. There are a number of fun programs which take place during drop-in hours like Fit Club, a Girls Group, Movie Feature Fridays, Improv Club, and more. With the addition to our staff of a Student Union Youth Worker, the after school hours have been enhanced, providing a wonderful time for organized activities as well as a time to just chill out and be with friends.
- The weekly youth meetings are the backbone of the CROYA programming and provide a check-in for students to have their voices be heard. The high school meetings take place at CROYA on Wednesday nights. Middle School meetings, also known as "Treat Tuesdays," are held after school at CROYA to announce upcoming programming. Each group has an Executive Committee that assists CROYA staff in planning and running the meetings.
- CROYA is bringing nationally known speaker Tina Marie Griffin to Lake Forest and Lake Bluff. Tina's program is called "Hollywood Exposed!" She speaks to teenagers all over the country with a mission to reveal the deadly consequences of the glamorization of drug & alcohol abuse, sex, and self-destructive behaviors portrayed in entertainment. Tina Marie will educate and encourage people to live to their fullest potential by making positive media choices, thereby building higher self-esteem and moral character. CROYA is partnering with Lake Bluff Middle School and Lake Forest High School's Parent Awareness group to bring Tina's message to our community.

FY2015 Initiatives and Programs

- The youth and staff at CROYA are excited about the new year ahead. The high school students will be elected to the new Executive Committee in April. They will begin preparing this summer for the 2014-2015 school year. CROYA is open during the summer months and provides many opportunities for youth to be active. From youth meetings and road trips, to service projects and work stays, to music jams and building parade floats, CROYA has a full schedule of fun. In June, the high school students will travel to Battle Creek, Michigan for a work trip coordinated through Habitat for Humanity. CROYA is often looked to as the expert in working with youth. We appreciate the opportunity to give the youth their own place, where they can create, grow, and learn, with trusted staff present.

Dickinson Hall



Introduction

Mission Statement

The Mission of Dickinson Hall is to offer adults educational, social and cultural opportunities as well as services fostering independence, involvement and continued personal growth, in a welcoming and dynamic environment.

Vision Statement

To create a positive image of aging; to be a welcoming community serving aging adults, and to be the “local resource” for all age-related support services.

FY2014 Highlights

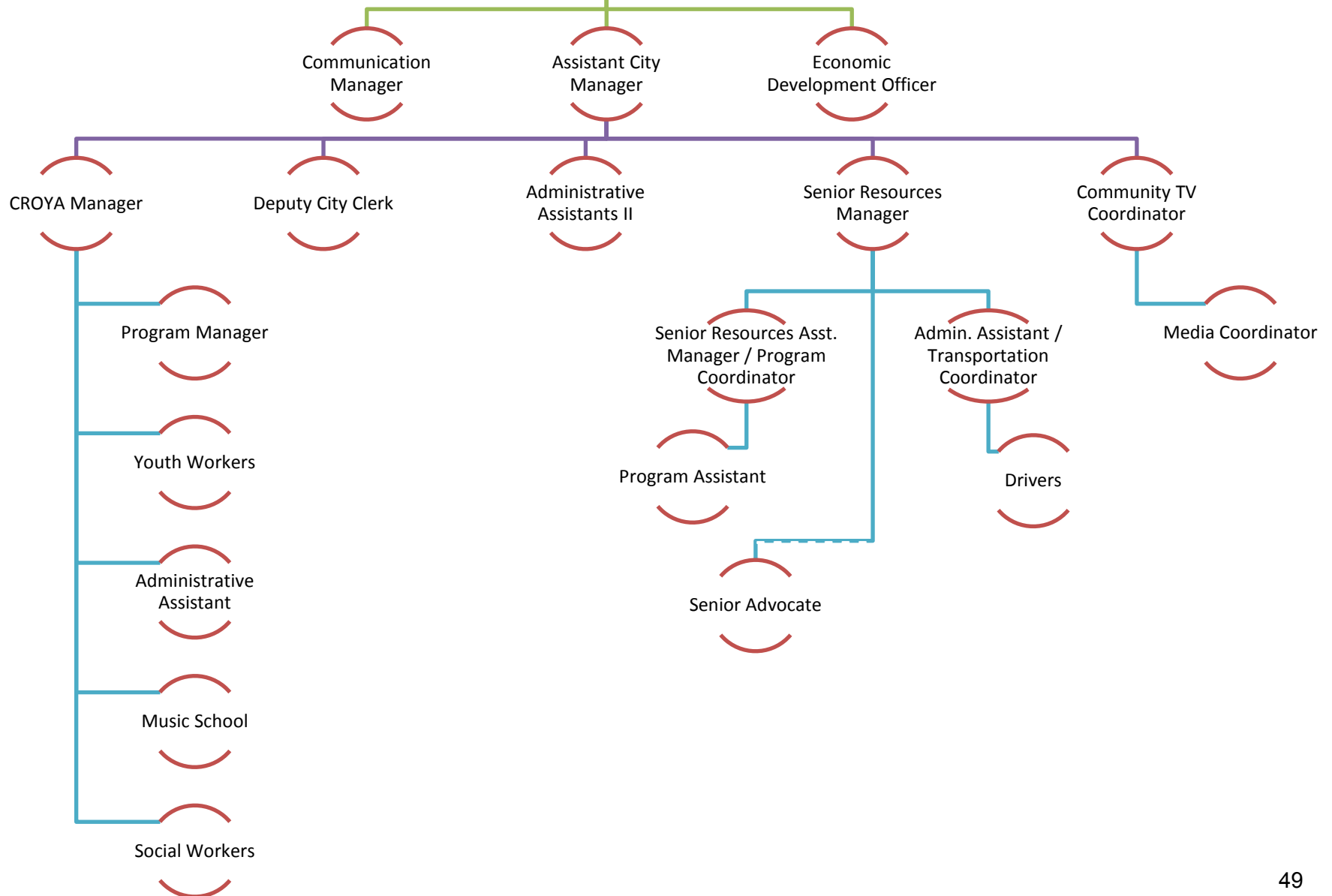
- Installed and began using a new computer registration and database system, helping us to achieve more efficient access to data for creating reports on demographics, participation, and accuracy in membership statistics. It also allows for marketing through automatic phone calling of members, with reminders of upcoming events, using messages prepared by staff in a familiar and friendly voice.
- Improved on-line communication with our members by initiating the use of Constant Contact E-mail Services. This is a recommended procedure with The City of Lake Forest and has enhanced the regularity and impact of our e-mail messages.
- Worked collaboratively with staff in Economic Development to recruit members for a new volunteer leadership opportunity mentoring new businesses in the Business Accelerator. Attracted several highly qualified individuals to get the group of OWLS (Older Wiser Leaders) off the ground.
- Hired a professional Marketing Company to create a new concept/logo/branding for Dickinson Hall. Our goal is to increase the awareness of this exceptional facility, in the community, and the quality programming and social services offered.
- Increased collaboration with other community organizations, supporting our mutual interests and providing greater opportunities to bring awareness of Dickinson Hall to residents who are not currently involved. In this vein, completed the first year (and beginning the second year of special programming jointly with Lake Forest Library and Ragdale – *One Book-One Community*; hosting the annual meeting of the Lake Forest-Lake Bluff Historical Society; providing space for several non-profits to hold programs at Dickinson Hall, supporting their needs while bringing interesting educational events to our membership.

FY2015 Initiatives and Programs

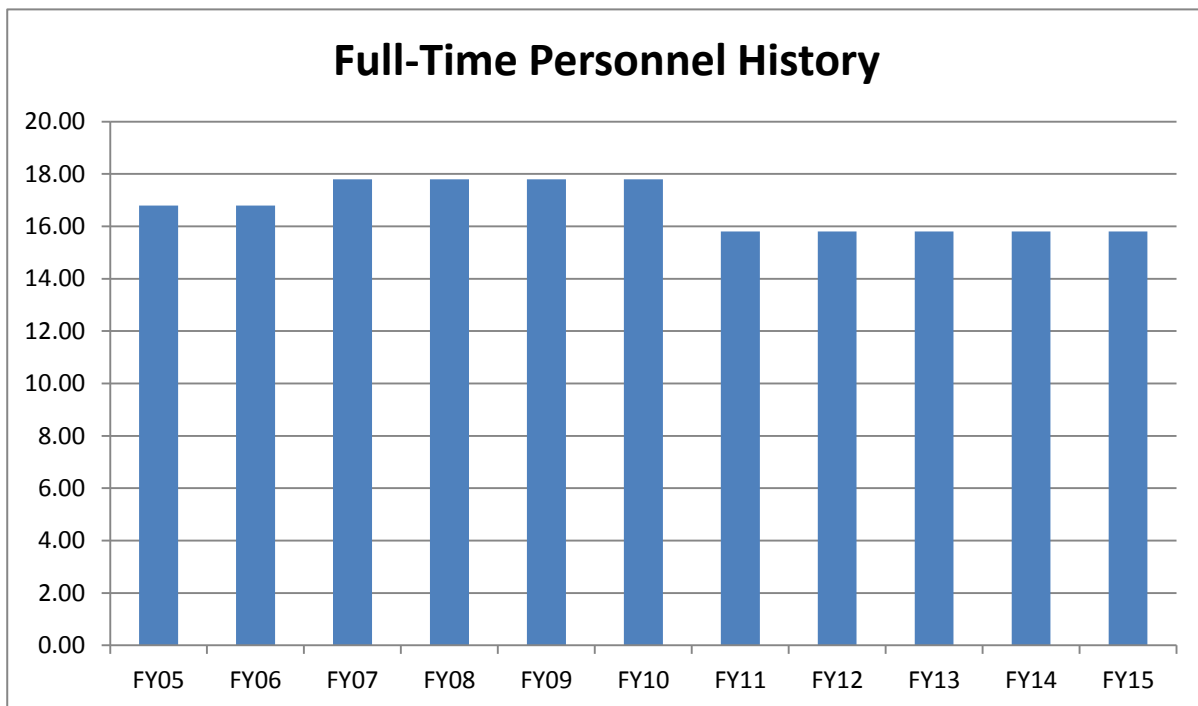
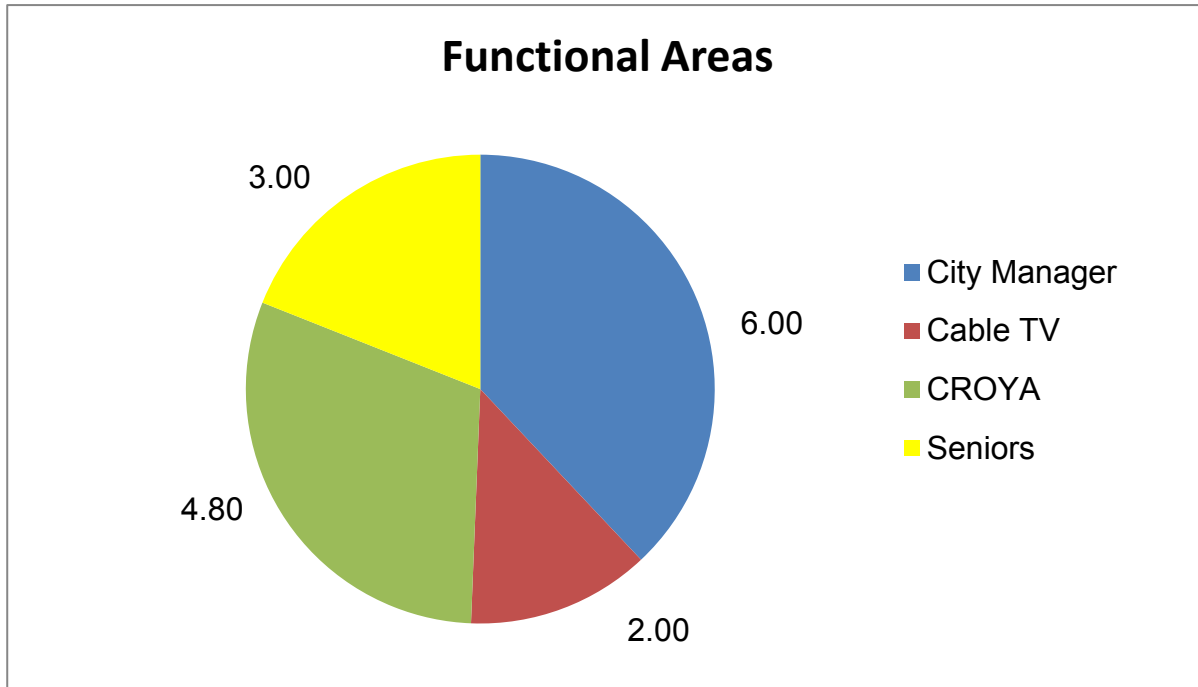
- Continue to grow corporate sponsorship, allowing for a greater number excellent programs offered at greatly reduced prices (or free) to the members. This supports our intention to provide quality programming across a broad spectrum of pricing to accommodate more of our members.
- Offer a limited scholarship program, initiated by the Lake Forest/Lake Bluff Senior Citizens Foundation, to encourage participation in socialization opportunities at Dickinson Hall, and the resources to access transportation to do so.
- Venture into more extensive use of social media, exploring the use of Facebook and Website opportunities to increase the exposure of opportunities of Dickinson Hall.

City Manager

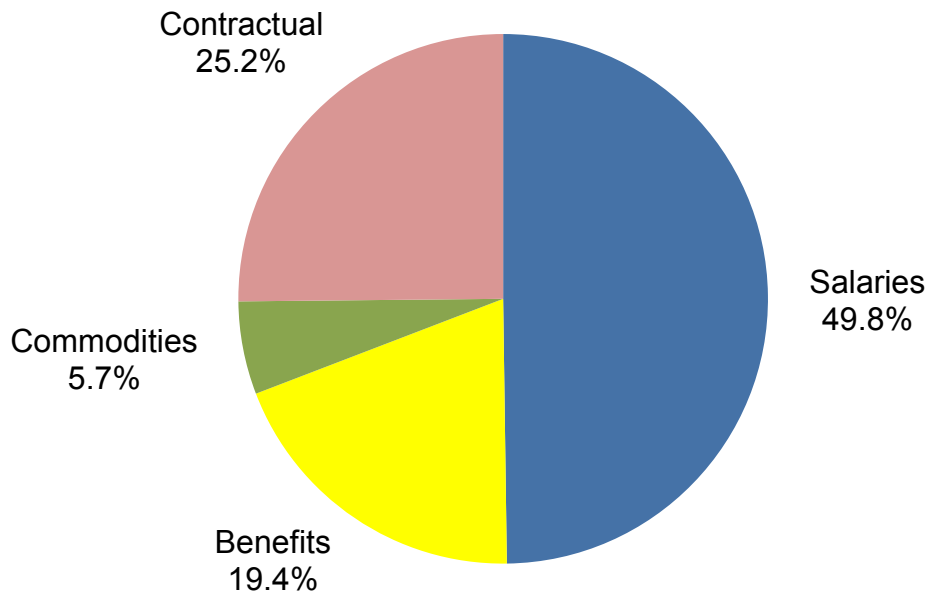
Office of the City Manager
FY 2015



THE CITY OF LAKE FOREST
FY2015
LEGISLATIVE AND ADMINISTRATIVE



FY 15 EXPENDITURES



Budget Data

FY2014	\$2,642,693
FY2015	\$2,676,529
Change from Prior Year:	\$33,836

Prior to FY2015 salary adjustments being factored in, there is essentially no change in the Legislative and Administrative budget. Reduction in City Council budget is due to FY13 rollovers reflected in FY14 budget.

<u>LEGISLATIVE AND ADMINISTRATIVE</u>	<u>FY2014</u>	<u>FY2015</u>	<u>Change</u>
City Council	\$395,903	\$364,674	-7.89%
City Manager	\$919,754	\$915,157	-0.50%
Cable TV	\$208,957	\$219,479	5.04%
CROYA	\$542,567	\$578,023	6.53%
Seniors	\$575,512	\$599,196	4.12%
	\$2,642,693	\$2,676,529	

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - City Council

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-1101-411-29-03	Membership Dues	\$ 11,680	\$ 13,680
101-1101-411-29-10	Meetings and Exp. Reimb.	\$ 17,070	\$ 24,700
101-1101-411-35-10	Contractual Services	\$ 74,205	\$ 81,164
101-1101-411-35-42	Economic Development	78,400	78,000
101-1101-411-54-10	Legal / Advertising/ County Recordation	\$ 4,000	\$ 1,500
101-1101-411-54-21	Communication/Marketing		2,670
101-1101-411-60-12	Postage	\$ 13,000	\$ 13,000
101-1101-411-60-13	Printing	\$ 16,500	\$ 16,000
101-1101-411-84-61	Special Events	\$ 33,860	\$ 33,960
101-1101-411-84-95	Contingency	\$ 147,188	\$ 100,000
	TOTAL	\$ 395,903	\$ 364,674

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Office of the City Manager

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-1202-413-10-10	Salaries	\$ 598,007	\$ 601,646
101-1202-413-10-20	Temporary Salaries	\$ 23,223	\$ -
101-1202-413-10-30	Overtime	\$ 1,025	\$ 1,051
101-1202-413-10-40	Longevity	\$ 2,275	\$ 2,715
101-1202-413-20-10	Insurance Medical	\$ 104,455	\$ 103,543
101-1202-413-20-11	Insurance Dental	\$ 2,888	\$ 3,123
101-1202-413-20-12	Insurance Life	\$ 648	\$ 648
101-1202-413-20-20	Social Security	\$ 37,694	\$ 37,047
101-1202-413-20-30	IMRF	\$ 76,006	\$ 82,245
101-1202-413-20-40	Flexi Benefits	\$ 1,188	\$ 1,188
101-1202-413-29-01	Training and Education	\$ 15,000	\$ 7,330
101-1202-413-29-03	Membership Dues	\$ 4,245	\$ 5,450
101-1202-413-29-04	Publications & Subscriptions	\$ 1,268	\$ 1,300
101-1202-413-29-10	Meetings and Exp. Reimb. (Incl. Food)	\$ 14,900	\$ 14,550
101-1202-413-35-10	Contractual Services (FED EX)	\$ 600	\$ 25,650
101-1202-413-43-16	IT Maintenance	\$ 10,009	\$ 11,553

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Office of the City Manager

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-1202-413-43-20	Maintenance of Equipment	\$ 5,275	\$ 5,225
101-1202-413-53-11	Cell Phone	\$ 6,660	\$ 2,793
101-1202-413-60-10	Office Supplies	\$ 12,788	\$ 7,000
101-1202-413-60-13	Printing	\$ 600	\$ 400
101-1202-413-60-20	Minor Equipment	\$ 1,000	\$ 700
TOTAL		\$ 919,754	\$ 915,157

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Office of the City Manager - Cable TV

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-1203-413-10-10	Salaries	\$ 135,498	\$ 138,853
101-1203-413-10-40	Longevity	\$ 390	\$ 455
101-1203-413-20-10	Insurance Medical	\$ 26,613	\$ 27,395
101-1203-413-20-11	Insurance Dental	\$ 963	\$ 1,041
101-1203-413-20-12	Insurance Life	\$ 216	\$ 216
101-1203-413-20-20	Social Security	\$ 10,075	\$ 10,336
101-1203-413-20-30	IMRF	\$ 17,807	\$ 19,100
101-1203-413-20-40	Flexi Benefits	\$ 396	\$ 396
101-1203-413-29-03	Membership Dues	\$ 250	\$ 100
101-1203-413-29-10	Meetings and Exp. Reimb.	\$ 50	\$ -
101-1203-413-35-10	Contractual Services	\$ 1,888	\$ 2,200
101-1203-413-43-01	Fleet Rental	\$ 3,150	\$ 6,232
101-1203-413-43-16	IT Maintenance	\$ 2,561	\$ 2,955
101-1203-413-43-20	Maintenance of Equipment	\$ 3,700	\$ 3,700
101-1203-413-60-10	Office Supplies	\$ 400	\$ 500
101-1203-413-60-20	Minor Equipment	\$ 5,000	\$ 6,000
TOTAL		\$ 208,957	\$ 219,479

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - CROYA

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-1601-416-10-10	Salaries	\$ 304,502	\$ 312,019
101-1601-616-10-20	Temporary Salaries	\$ -	\$ 11,147
101-1601-416-10-40	Longevity	\$ 1,319	\$ 1,611
101-1601-416-20-10	Insurance Medical	\$ 58,353	\$ 59,310
101-1601-416-20-11	Insurance Dental	\$ 1,925	\$ 2,082
101-1601-416-20-12	Insurance Life	\$ 518	\$ 518
101-1601-416-20-20	Social Security	\$ 22,417	\$ 23,867
101-1601-416-20-30	IMRF	\$ 39,666	\$ 42,591
101-1601-416-20-40	Flexi Benefits	\$ 960	\$ 960
101-1601-416-29-03	Membership Dues	\$ 200	\$ -
101-1601-416-29-04	Publications	\$ 800	\$ 1,500
101-1601-416-29-10	Meeting and Expense Reimbursement	\$ 1,800	\$ 1,500
101-1601-416-35-10	Contractual Services	\$ 20,000	\$ 20,000
101-1601-416-43-01	Vehicle (Fleet) Rental	\$ 2,000	\$ 3,491
101-1601-416-43-16	IT Maintenance	\$ 5,639	\$ 6,540
101-1601-416-43-20	Maintenance of Equipment	\$ 4,000	\$ 4,000
101-1601-416-53-11	Cell Phone	\$ 3,239	\$ 3,239
101-1601-416-60-10	Office Supplies	\$ 4,000	\$ 4,000
101-1601-416-60-13	Printing	\$ 1,229	\$ 1,030
101-1601-416-60-17	Activity Expense - Student Enrichment	\$ 26,000	\$ 26,000
101-1601-416-60-18	Activity Expense - Junior High	\$ 21,000	\$ 21,000
101-1601-416-60-19	Activity Expense - Senior High	\$ 21,000	\$ 21,000
101-1601-416-60-20	Minor Equipment	\$ 2,000	\$ 10,618
TOTAL		\$ 542,567	\$ 578,023

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Senior Center

Department - Senior Center

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
210-8506-457-10-10	Salaries	\$ 215,535	\$ 225,699
210-8506-457-10-40	Longevity	\$ 952	\$ 1,314
210-8506-457-20-10	Insurance Medical	\$ 49,046	\$ 50,371
210-8506-457-20-11	Insurance Dental	\$ 1,444	\$ 1,562
210-8506-457-20-12	Insurance Life	\$ 324	\$ 324
210-8506-457-20-20	Social Security	\$ 16,036	\$ 16,841
210-8506-457-20-30	IMRF	\$ 28,347	\$ 31,115
210-8506-457-20-40	Flexi	\$ 498	\$ 498
210-8506-457-29-01	Training and Development	\$ 200	\$ 200
210-8506-457-29-03	Membership Dues	\$ 370	\$ 370
210-8506-457-29-10	Meetings and Exp Reimb.	\$ 200	\$ 200
210-8506-457-35-10	Contractual Services	\$ 10,000	\$ 10,000
210-8506-457-42-30	Janitorial Services	\$ 10,300	\$ 11,600
210-8506-457-43-16	IT Maintenance	\$ 8,413	\$ 9,566
210-8506-457-43-34	HVAC Services	\$ 3,000	\$ 3,000
210-8506-457-43-35	Building Maintenance	\$ 8,685	\$ 9,350
210-8506-457-44-20	Rent	\$ 13,584	\$ 13,584
210-8506-457-53-10	Telephone	\$ 6,956	\$ 7,160

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Senior Center

Department - Senior Center

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
210-8506-457-53-11	Cell Phone	\$ 1,501	\$ 1,501
210-8506-457-60-10	Office Supplies & Copier Rental	\$ 1,820	\$ 1,050
210-8506-457-60-12	Postage	\$ 3,000	\$ 3,000
210-8506-457-60-13	Printing, Newsletters, Programs	\$ 13,800	\$ 14,500
210-8506-457-61-11	Maintenance Materials	\$ 900	\$ 1,000
210-8506-457-61-40	Janitorial Supplies	\$ 600	\$ 600
TOTAL		\$ 395,511	\$ 414,405

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Senior Center

Department - Programs

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
210-8509-457-10-20	Temporary Salaries	\$ 9,000	\$ 14,300
210-8509-457-20-20	Social Security	\$ 689	\$ 1,094
210-8509-457-32-10	Classes/Lectures(instructors/lecturers)	\$ 21,500	\$ 21,500
210-8509-457-35-10	Contractual	\$ 26,267	\$ 25,620
210-8509-457-35-17	Credit Card Charges	\$ 1,700	\$ 3,080
210-8509-457-63-12	Fountain Supplies	\$ 4,000	\$ 4,500
210-8509-457-91-02	Trips	\$ 37,500	\$ 39,500
210-8509-457-91-11	Meals/Parties	\$ 39,500	\$ 40,000
TOTAL		\$ 140,156	\$ 149,594

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Senior Center

Department - Senior Center - Transportation

		FY 2014	FY 2015
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	\$ 650	\$ 650
210-8522-457-43-01	Vehicle (Fleet) Rental	\$ 16,050	\$ 11,402
TOTAL		\$ 39,845	\$ 35,197

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 as well as all pertinent Federal, State, and local rules and regulations. To maximize local 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.

FY2014 Highlights

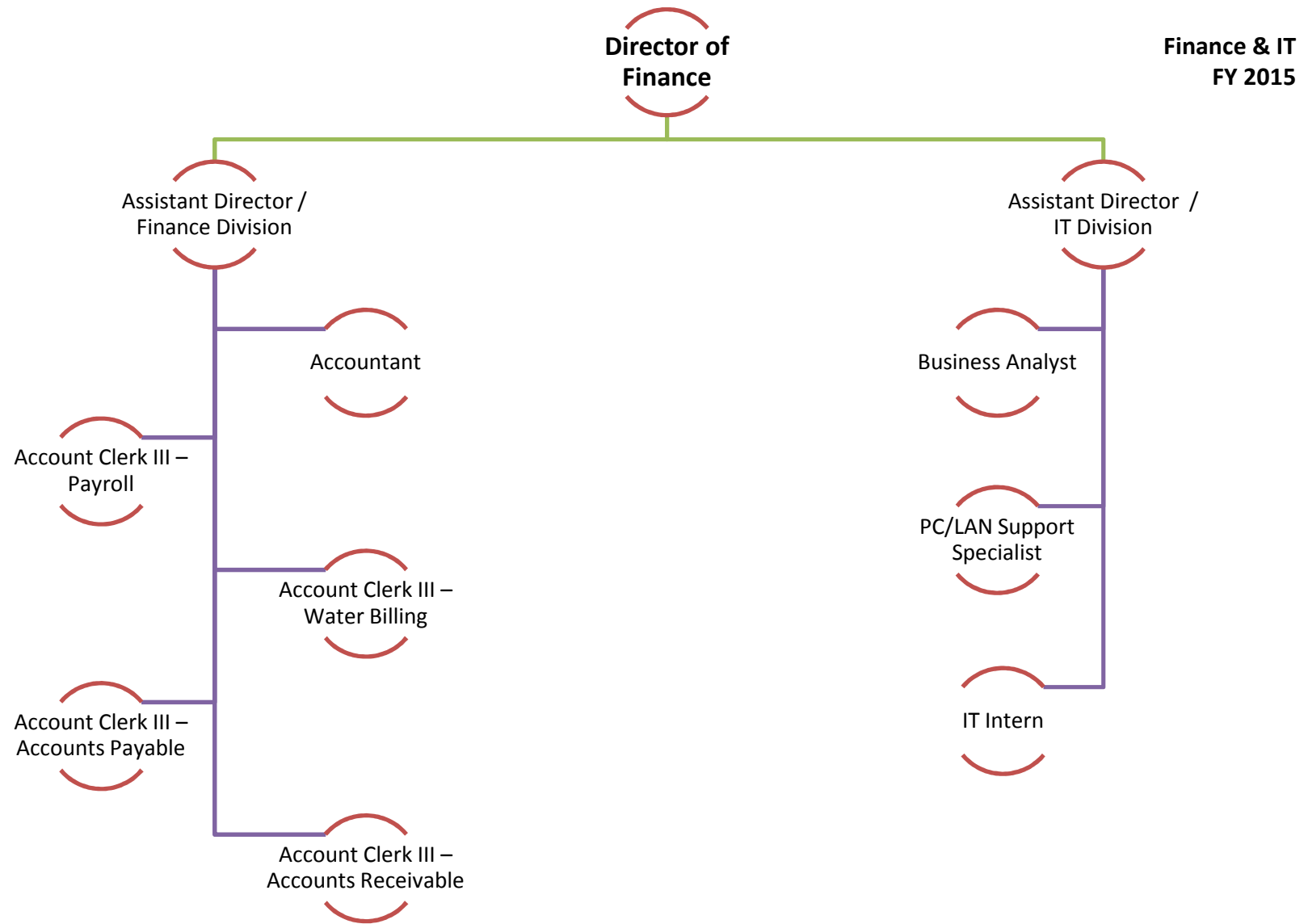
- For the 35th consecutive year, the City was awarded a Certificate of Achievement for Excellence in Financial Reporting for its FY13 Comprehensive Annual Financial Report (CAFR)
- Coordinated the refunding of the City's General Obligation Bonds, Series 2010A
- Prepared multiple water rate structure scenarios for Council consideration for FY2015 and implemented tiered water rate for residential customers effective May 1, 2014 *
- Implemented a new sanitation fee effective May 1, 2014 on the City's water bill to minimize the costs of billing and administration *
- Developed fund balance reserve requirements for all City funds to enhance long-term financial forecasting
- Replaced 33 personal computers, 7 laptops and 1 rugged Toughbook
- Continued participation in an IT Shared Services Consortium with neighboring communities to explore opportunities for leveraging IT resources and reduce costs *
- Completed technology initiatives to replace the City's ID system, develop a multi-year plan to achieve PCI compliance, facilitate mobile computing for Community Development (pilot project), replace camera system in Police squad cars, upgrade the City's internet to enhance speed and reliability, and implement two Fire software applications utilizing data interfaces with the City's CAD system

FY2015 Initiatives and Programs

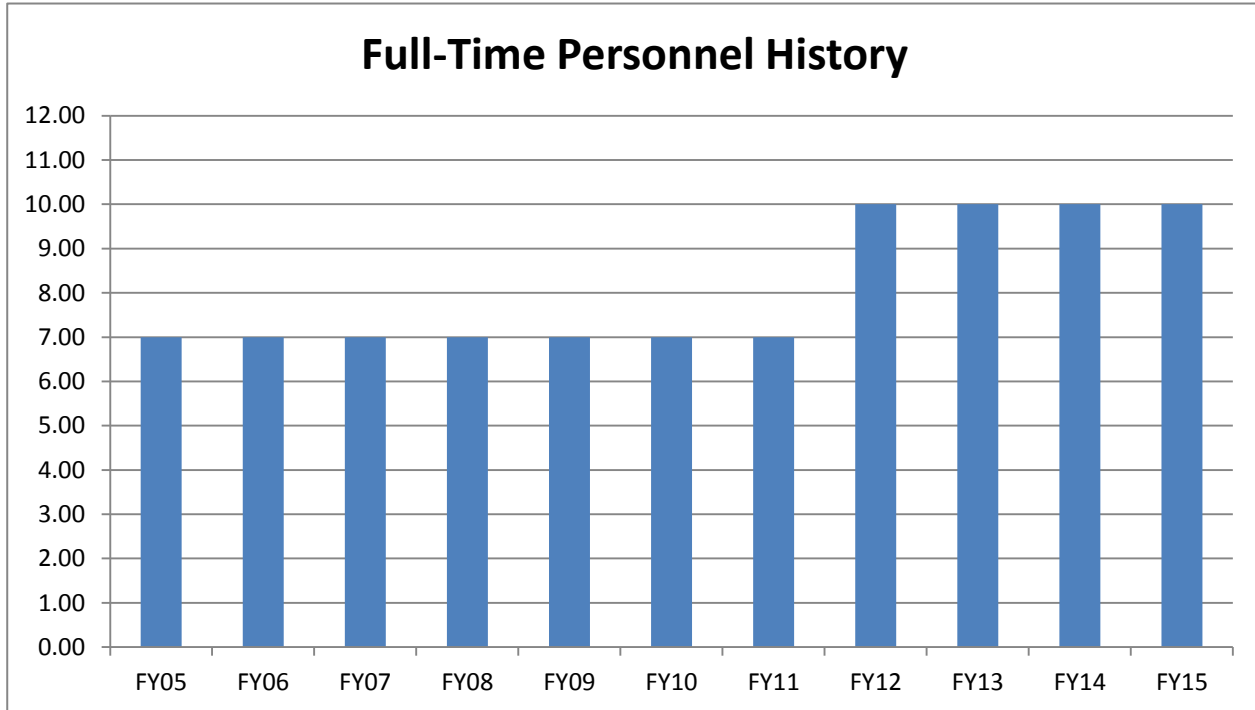
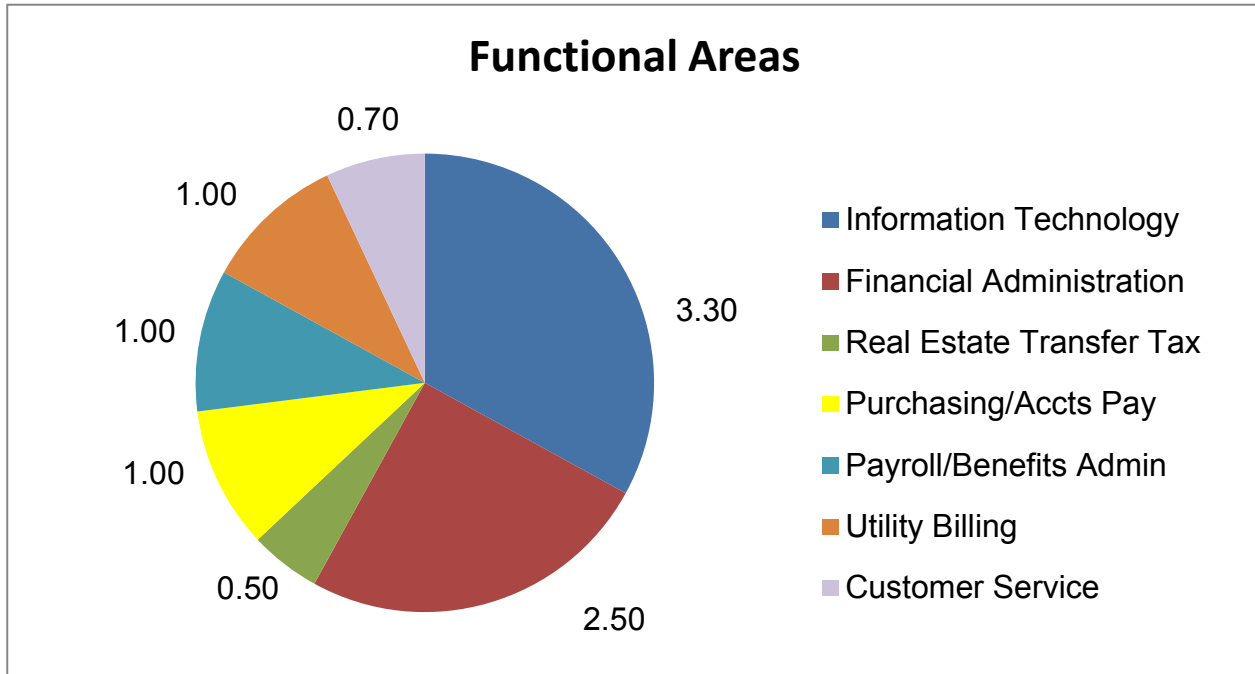
- Complete a comprehensive banking services and credit card processing Request for Proposals with a recommendation to City Council in late 2014 *

- Online utility bill payment option to be made available to public in fall 2014
- Purchase and implement a new computer network backup solution
- Replace the City's virtual server environment
- Implement cloud-based solutions when shown to be in the best interests of the City
- Support implementation of a replacement Parks & Recreation software application

* Indicates Strategic Plan Initiative

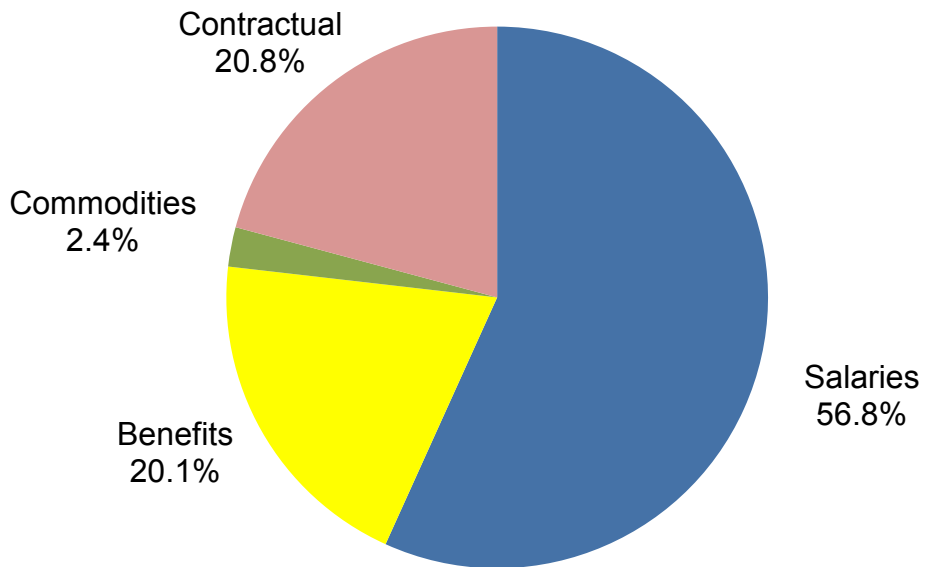


THE CITY OF LAKE FOREST
FY2015
FINANCE AND INFORMATION TECHNOLOGY



Note: Information Technology moved to Finance in FY2012.

FY 15 EXPENDITURES



Budget Data

FY2014	\$1,569,888
FY2015	\$1,552,732
Change from Prior Year:	-\$17,156

The change from FY14 is primarily due to a reduction in IT contractual services for the FY15 fiscal year, offset by increases in personnel costs.

FINANCE AND INFORMATION TECHNOLOGY

	<u>FY2014</u>	<u>FY2015</u>	<u>Change</u>
Finance	\$770,445	\$800,279	3.87%
IT	\$608,973	\$533,969	-12.32%
Finance-Water	\$190,470	\$218,484	14.71%
	\$1,569,888	\$1,552,732	

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Finance

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-1314-415-10-10	Salaries	\$ 443,321	\$ 453,027
101-1314-415-10-30	Overtime	\$ 2,251	\$ 2,306
101-1314-415-10-40	Longevity	\$ 1,600	\$ 1,905
101-1314-415-20-10	Insurance Medical	\$ 70,217	\$ 82,015
101-1314-415-20-11	Insurance Dental	\$ 2,406	\$ 2,603
101-1314-415-20-12	Insurance Life	\$ 540	\$ 540
101-1314-415-20-20	Social Security	\$ 29,431	\$ 30,248
101-1314-415-20-30	IMRF	\$ 57,056	\$ 61,478
101-1314-415-20-40	Flexi	\$ 942	\$ 942
101-1314-415-29-01	Training and Development	\$ 3,700	\$ 3,700
101-1314-415-29-03	Membership Dues/Licenses	\$ 1,040	\$ 1,090
101-1314-415-29-04	Publications/Subscriptions	\$ 1,152	\$ 1,275
101-1314-415-29-10	Meetings and Exp Reimb.	\$ 1,000	\$ 1,000
101-1314-415-35-10	Contractual Services	\$ 102,031	\$ 101,859
101-1314-415-43-16	IT Maintenance	\$ 38,484	\$ 41,017
101-1314-415-53-11	Cell Phone	\$ 939	\$ 939

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General**Department - Finance**

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-1314-415-60-10	Office Supplies	\$ 500	\$ 500
101-1314-415-60-13	Printing/Stationary	\$ 13,735	\$ 13,735
101-1314-415-60-20	Minor Equipment	\$ 100	\$ 100
TOTAL		\$ 770,445	\$ 800,279

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund - Water

Department - Finance

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
501-1314-415-10-10	Salaries	\$ 131,807	\$ 138,349
501-1314-415-10-30	Overtime	\$ 3,184	\$ 3,178
501-1314-415-10-40	Longevity	\$ 210	\$ 280
501-1314-415-20-10	Insurance Medical	\$ 21,812	\$ 40,163
501-1314-415-20-11	Insurance Dental	\$ 481	\$ 1,042
501-1314-415-20-12	Insurance Life	\$ 216	\$ 216
501-1314-415-20-20	Social Security	\$ 9,804	\$ 10,310
501-1314-415-20-30	IMRF	\$ 17,362	\$ 19,096
501-1314-415-20-40	Flexi	\$ 396	\$ 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	\$ 1,567	\$ 1,823
501-1314-415-53-11	Cell phone	\$ 130	\$ 130
TOTAL		\$ 190,470	\$ 218,484

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Finance- Information Technology

Account Number	Description	FY 2014 Budget	FY 2015 Budget
101-1315-415-10-10	Salaries	\$ 256,678	\$ 266,105
101-1315-415-1020	Temporary Salaries	\$ 13,860	\$ 13,860
101-1315-415-10-30	Overtime	\$ -	\$ 1,000
101-1315-415-10-40	Longevity	\$ 1,095	\$ 1,325
101-1315-415-20-10	Insurance Medical	\$ -	\$ 3,000
101-1315-415-20-11	Insurance Dental	\$ 481	\$ 521
101-1315-415-20-12	Insurance Life	\$ 324	\$ 324
101-1315-415-20-20	Social Security	\$ 20,168	\$ 21,122
101-1315-415-20-30	IMRF	\$ 33,769	\$ 37,041
101-1315-415-20-40	Flexi	\$ 450	\$ 450
101-1315-415-21-18	IT Maintenance Contra	\$ (280,170)	\$ (326,800)
101-1315-415-29-01	Training and Development	\$ 12,000	\$ 10,300
101-1315-415-29-03	Membership Dues/Licenses	\$ 300	\$ 300
101-1315-415-29-04	Publications/Subscriptions	\$ 500	\$ 500
101-1315-415-29-10	Meetings and Exp Reimb.	\$ 3,520	\$ 2,220
101-1315-415-35-10	Contractual Services	\$ 213,042	\$ 131,735
101-1315-415-43-10	Maintenance of Equipment	\$ 6,300	\$ 5,574
101-1315-415-43-37	Maintenance - Software	\$ 296,385	\$ 341,421
101-1315-415-53-11	Cell Phone	\$ 1,771	\$ 1,771
101-1315-415-60-10	Office Supplies	\$ 500	\$ 500
101-1315-415-60-11	Computer Supplies	\$ 28,000	\$ 21,700
TOTAL		\$ 608,973	\$ 533,969

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Non-Departmental

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-2501-499-33-10	Legal	\$ 500,000	\$ 500,000
101-2501-499-33-15	Contractual Services - Audit	\$ 24,450	\$ 21,587
101-2501-499-35-10	Contractual Services	\$ 7,000	\$ 9,600
101-2501-499-35-17	Credit Card Charges	\$ 8,500	\$ 28,000
101-2501-499-35-22	Union Pacific	\$ 2,300	\$ 2,600
101-2501-499-35-29	Lake Forest College	\$ 8,100	\$ 8,100
101-2501-499-35-32	Actuarial	\$ 4,200	\$ 5,000
101-2501-499-35-33	Fire/Police Pension Report Fee	\$ 6,900	\$ 6,900
101-2501-499-35-34	Police Pension Report Fee	\$ 6,900	\$ 6,900
101-2501-499-35-46	GIS Services	\$ 264,815	\$ 301,320
101-2501-499-41-15	Sewer	\$ 4,200	\$ 4,200
101-2501-499-43-16	IT Maintenance	\$ 15,000	\$ 15,000
101-2501-499-43-20	Maintenance of Equipment	\$ 26,000	\$ 24,000
101-2501-499-43-38	Telephone Maint - Siemens	\$ 19,974	\$ 19,974
101-2501-499-44-20	Office Equipment Rental	\$ 1,000	\$ 1,000
101-2501-499-52-30	IRMA Insurance	\$ 1,012,788	\$ 1,012,788
101-2501-499-53-10	Telephone	\$ 72,816	\$ 56,287

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Non-Departmental

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-2501-499-53-11	Internet Line	\$ 4,700	\$ 4,850
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	\$ 7,500
101-2501-499-60-25	Postage - Police and Fire	\$ 6,300	\$ 6,600
101-2501-499-62-13	Electricity	\$ 56,905	\$ 50,924
101-2501-499-62-14	Gas	\$ 59,347	\$ 56,149
101-2501-499-63-12	Fountain Supplies	\$ 12,000	\$ 12,000
101-2501-499-63-13	Vending	\$ 9,500	\$ 9,300
101-2501-499-67-01	Pond 800 N. Field Dr	\$ 45,000	\$ 45,000
101-2501-499-84-04	BMW Event	\$ 100,000	\$ -
101-2501-499-84-05	Strategic Planning	\$ 25,000	\$ 15,000
101-2501-499-84-50	Discretionary (placeholder)	\$ -	\$ 204,822
101-2501-499-84-91	Property Taxes	\$ 36,000	\$ 31,000
101-2501-499-84-95	Contingency	\$ 100,000	\$ 150,000
101-2501-499-84-97	Salary Increases	\$ 53,353	\$ -
101-2501-499-84-99	Salary Reserve - Merit	\$ 1,006	\$ 65,000

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Non-Departmental

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-2501-499-95-06	Transfer Senior Fund	\$ 234,754	\$ 249,239
101-2501-499-95-07	Transfer Parks and Recreation Fund	\$ 285,116	\$ 285,000
101-2501-499-95-08	Sales Tax Local 1/2%	\$ 632,955	\$ 658,511
101-2501-499-95-09	Capital Improvements	\$ 1,145,000	\$ 750,000
TOTAL		\$ 4,845,379	\$ 4,670,151

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Water

Department - Non-Departmental

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
501-2501-499-33-10	Legal	\$ 2,000	\$ 2,000
501-2501-499-33-15	Contractual Services - Audit	\$ 8,000	\$ 8,320
501-2501-499-35-10	Contractual Services	\$ 16,700	\$ 13,000
501-2501-499-35-17	Credit Card Charges	\$ 500	\$ 54,000
501-2501-499-52-30	IRMA Insurance	\$ 82,138	\$ 82,138
501-2501-499-53-10	Telephone	\$ 20,821	\$ 21,627
501-2501-499-60-12	Postage	\$ 14,700	\$ 18,000
501-2501-499-84-01	Direct Debit Discount	\$ 4,600	\$ 5,200
501-2501-499-84-48	Administrative Services	\$ 380,995	\$ 390,516
501-2501-499-84-82	ERI Repayment	\$ 166,821	\$ 166,821
501-2501-499-84-95	Contingency	\$ 25,000	\$ 25,000
501-2501-499-95-11	Transfer - W/S CIP Fund	\$ 1,600,000	\$ 2,020,000
501-6076-499-80-20	Revenue Bond Interest	\$ 481,220	\$ 446,620
501-6076-499-83-35	Revenue Bond Principal	\$ 1,730,000	\$ 1,762,000
501-6076-499-84-41	Paying Agent/Bonds	\$ 1,800	\$ 1,800
TOTAL		\$ 4,535,295	\$ 5,017,042

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

The Human Resources Department is proactive in seeking innovations to contain costs yet still provide a competitive benefit package and in creating a work environment that:

- is flexible to help employees successfully fulfill their personal and work commitments and embraces the differences between generations, cultures, races and sexes;
- attracts outstanding applicants for positions and retains employees who continually strive to find better ways to serve the residents; and
- utilizes a combination of training and mentoring to build future leaders.

FY2014 Highlights

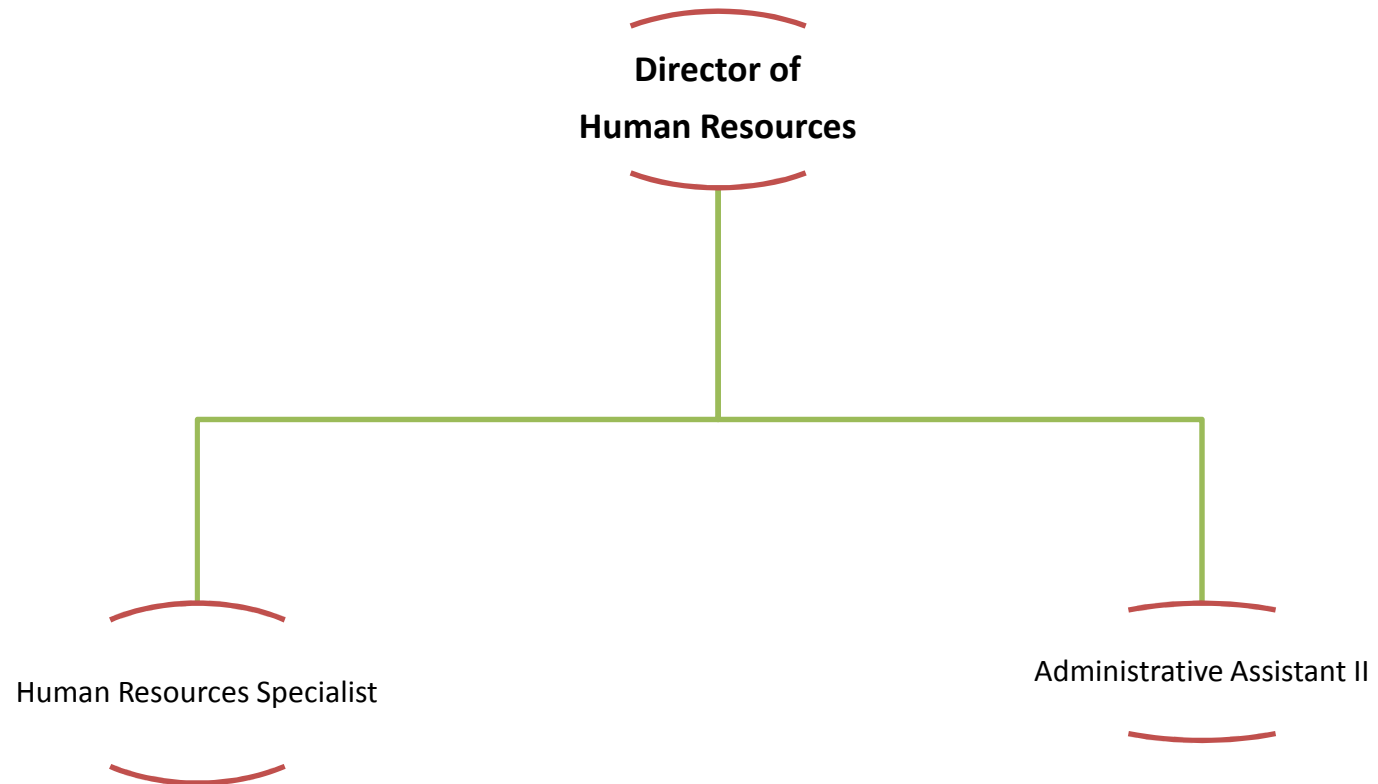
- Completed negotiation of three collective bargaining agreements
- Hired part-time Administrative Assistant for Human Resources as part of the succession plan
- Implemented a 360 performance evaluation system in Fall 2013
- Worked with Employee Benefit Committee to prepare for Affordable Care Act implementation, with Committee making recommendations to the City Council and educating the workforce
- Completed the establishment of promotional and entry-level hiring lists in Police and Fire*
- Continued working on 50 Strong leadership training and the IPELRA training committee

FY2015 Initiatives and Programs

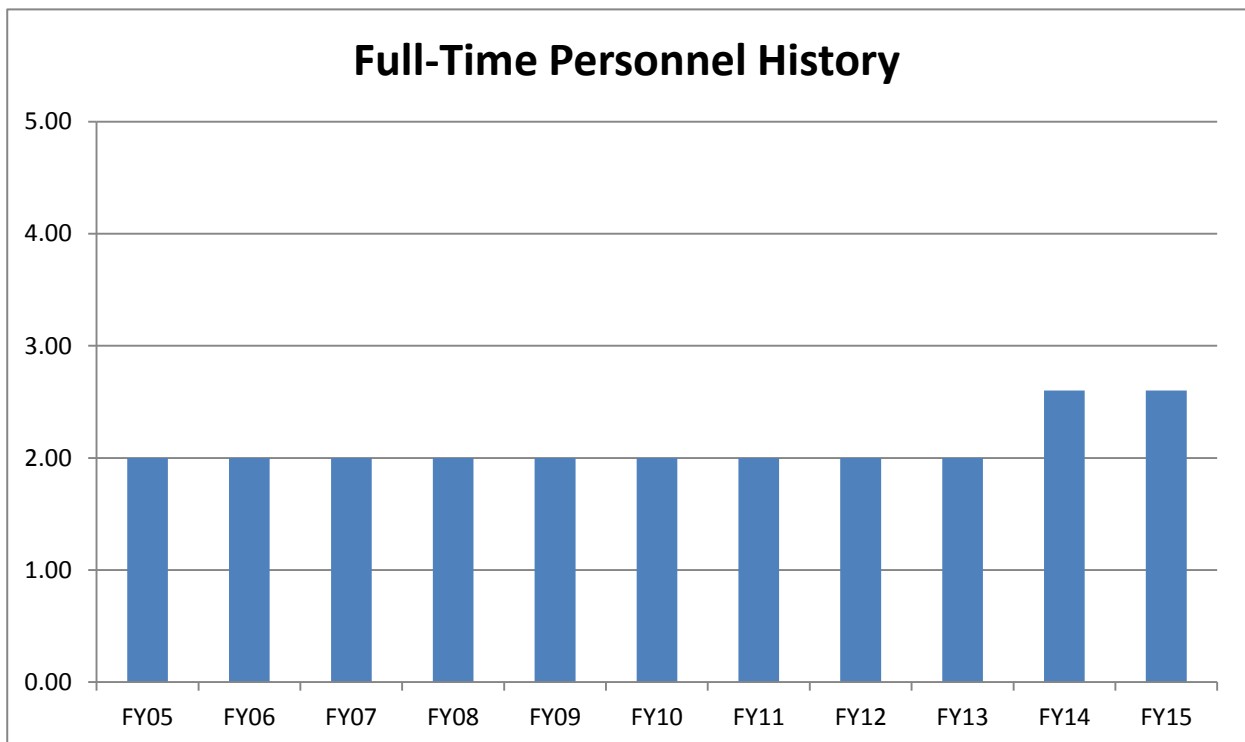
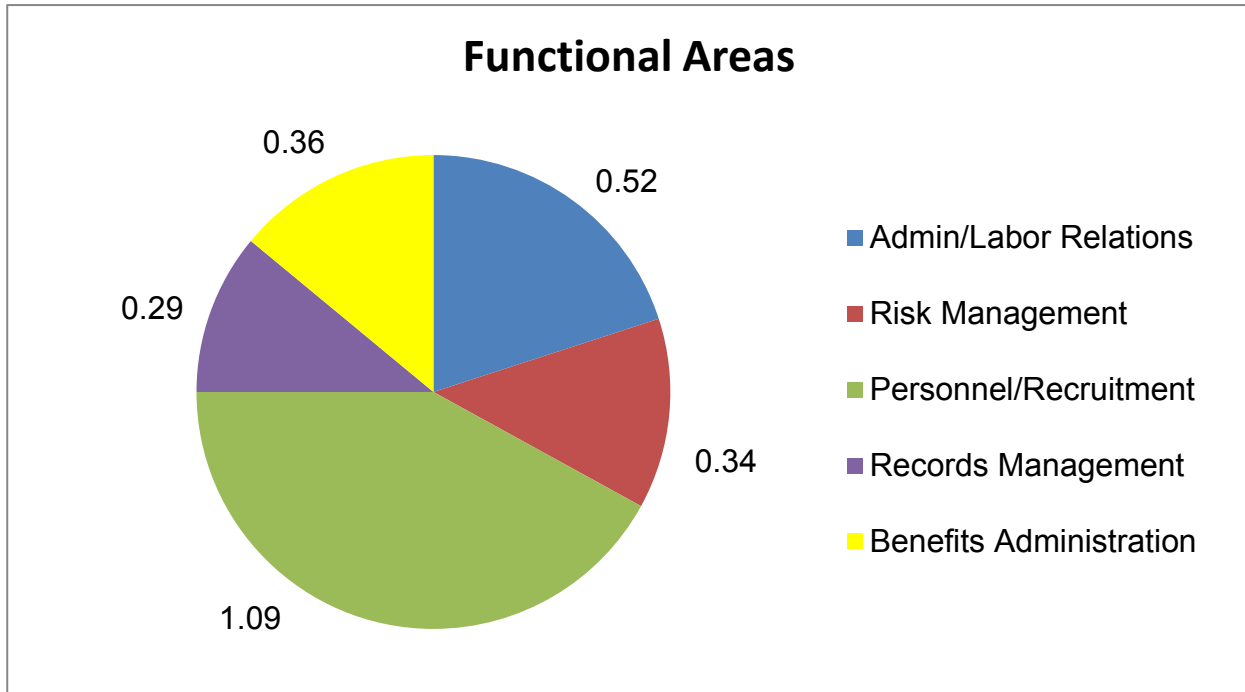
- Implement the next phase of the Affordable Care Act
- Ensure correct implementation of Concealed Carry and Medical Marijuana Laws as they apply to the workplace
- Redesign Human Resources webpage and transform it to an employee information portal
- Establish a promotional list for Police Sergeant
- Establish an entry-level hiring list for Fire
- Continue to monitor legal issues
- Continue to provide various training opportunities
- Continue working on 50 Strong leadership training team and the IPELRA training committee

*Indicates Strategic Planning Initiative

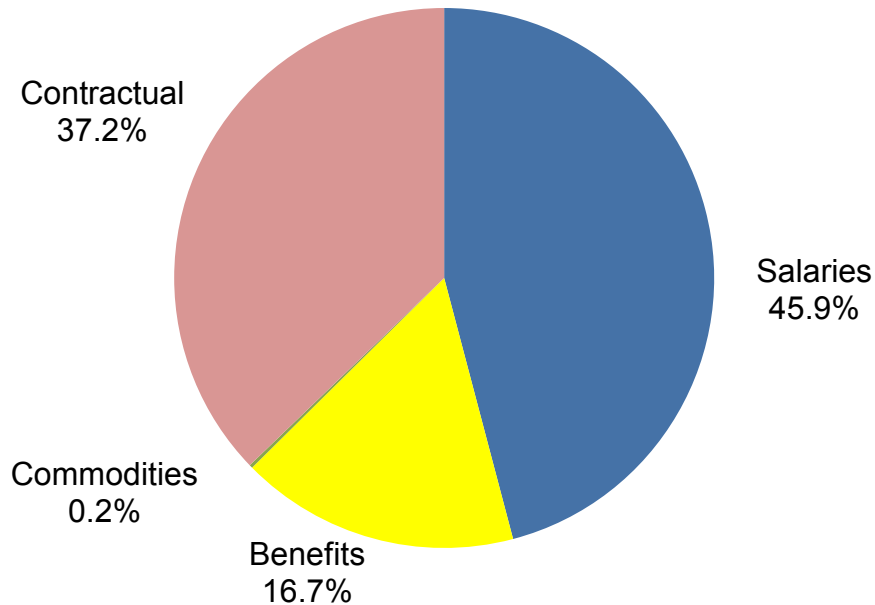
**Human Resources
FY 2015**



THE CITY OF LAKE FOREST
FY2015
HUMAN RESOURCES



FY 15 EXPENDITURES



Budget Data

FY2014	\$513,308
FY2015	\$508,070
Change from Prior Year:	-\$5,238

The decrease is due to one-time expenditures budgeted in FY2014.

<u>HUMAN RESOURCES</u>	<u>FY2014</u>	<u>FY2015</u>	<u>Change</u>
HR Admin	\$465,373	\$460,135	-1.13%
Fire & Police Comm	\$47,935	\$47,935	0.00%
	\$513,308	\$508,070	

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Human Resources

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-1701-415-10-10	Salaries	\$ 218,272	\$ 228,709
101-1701-415-10-20	Temporary	\$ 4,889	\$ -
101-1701-415-10-40	Longevity	\$ 3,960	\$ 4,440
101-1701-415-20-10	Insurance Medical	\$ 46,542	\$ 36,307
101-1701-415-20-11	Insurance Dental	\$ 1,211	\$ 1,041
101-1701-415-20-12	Insurance Life	\$ 272	\$ 281
101-1701-415-20-20	Social Security	\$ 15,336	\$ 15,707
101-1701-415-20-30	IMRF	\$ 28,119	\$ 31,176
101-1701-415-20-40	Flexi Benefits	\$ 396	\$ 396
101-1701-415-29-01	Training and Development	\$ 4,000	\$ 4,000
101-1701-415-29-02	Employee Tuition	\$ 20,000	\$ 15,000
101-1701-415-29-03	Membership Dues	\$ 2,015	\$ 2,064
101-1701-415-29-04	Publications	\$ 3,850	\$ 4,150
101-1701-415-29-10	Meetings and Exp Reimb.	\$ 2,000	\$ 2,000
101-1701-415-29-12	Personnel Recruitment	\$ 24,200	\$ 27,151
101-1701-415-29-14	City Training	\$ 44,800	\$ 50,300
101-1701-415-29-51	Employee Activities	\$ 27,800	\$ 22,300
101-1701-415-35-10	Contractual Services	\$ 12,500	\$ 10,000
101-1701-415-43-16	IT Maintenance	\$ 3,411	\$ 4,113
101-1701-415-60-10	Office Supplies	\$ 100	\$ 100
101-1701-415-60-13	Printing	\$ 1,700	\$ 900
TOTAL		\$ 465,373	\$ 460,135

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Human Resources-Fire & Police Commission

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-1703-415-29-10	Meetings and Exp. Reimb.	\$ 500	\$ 350
101-1703-415-29-12	Personnel Recruitment	\$ 43,935	\$ 29,585
101-1703-415-35-10	Contractual Services	\$ 3,500	\$ 18,000
TOTAL		\$ 47,935	\$ 47,935

Community Development Department



New residential construction is on the rise.



Continuous improvements to more efficiently serve our residents.



Work on the new hospital is underway.

Introduction

Mission Statement

The Community Development Department's *mission* is to work together with residents, elected officials, Boards and Commissions, and City staff from various departments to provide an exceptionally safe and aesthetically pleasing community and to continue the traditions of careful planning and preservation that have served Lake Forest well in the past. To accomplish this, the Department strives to work within the City's governmental system to manage growth and change of the built and the natural environment, provide excellent communications regarding processes and regulations, and to work as an ally to the Department's customers to assist them in successfully moving through the necessary processes to achieve successful completion of their project in a timely manner.

Vision Statement

Twenty years from now, our *vision* is that as members of the Community Development Department we will have done our part to assure that Lake Forest will still be a unique community with a distinctive character, strong property values and a quality of life that is unparalleled among other communities of similar size.

FY2014 Highlights

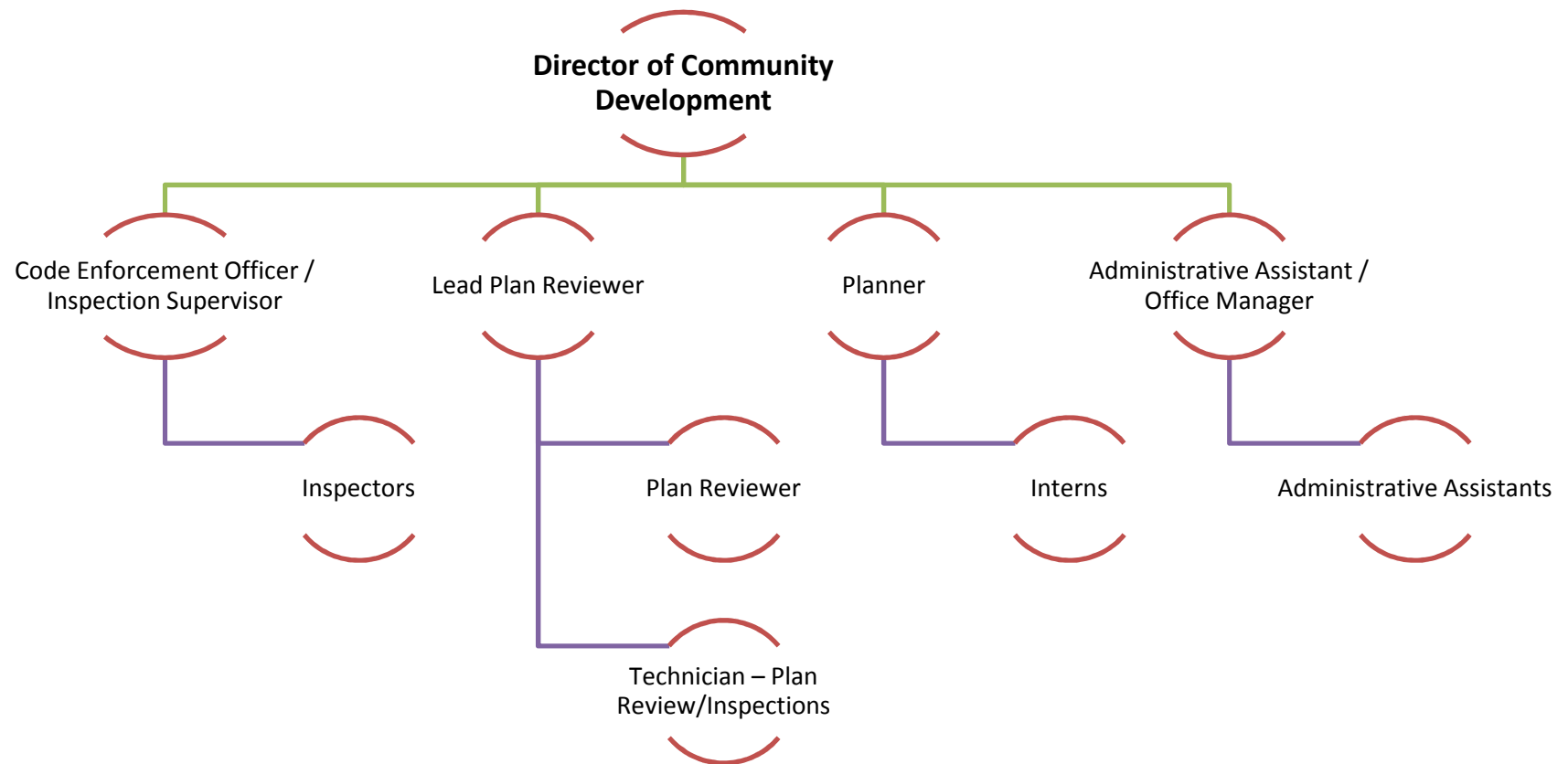
- Work is underway at Northwestern Lake Forest Hospital. The new access from the campus directly to Route 41 is complete and open for use. The City Council approved the overall site plan and architectural design of the new hospital. Development of construction drawings and engineering plans is in full swing.*
- Significant projects were completed in time to greet students for the new school year at Lake Forest College, a new student residence hall, and at Lake Forest Academy, a new Science Center
- Building permit activity continues to increase steadily and the construction of new homes in particular is above numbers in recent years
- Working with Community Partners for Affordable Housing, four homes have been acquired, improved and sold to support the continued diversity of housing options in the community. Local employees and their families benefitted from this program.*

- A pilot program was initiated to equip building inspectors with updated technology to allow direct access to the Building Codes and inspection resulting while in the field providing more efficient service to our customers*
- The Department participated in the start-up of a shared services working group to discuss opportunities for sharing staff resources and expertise in the areas of plan reviews and inspections*

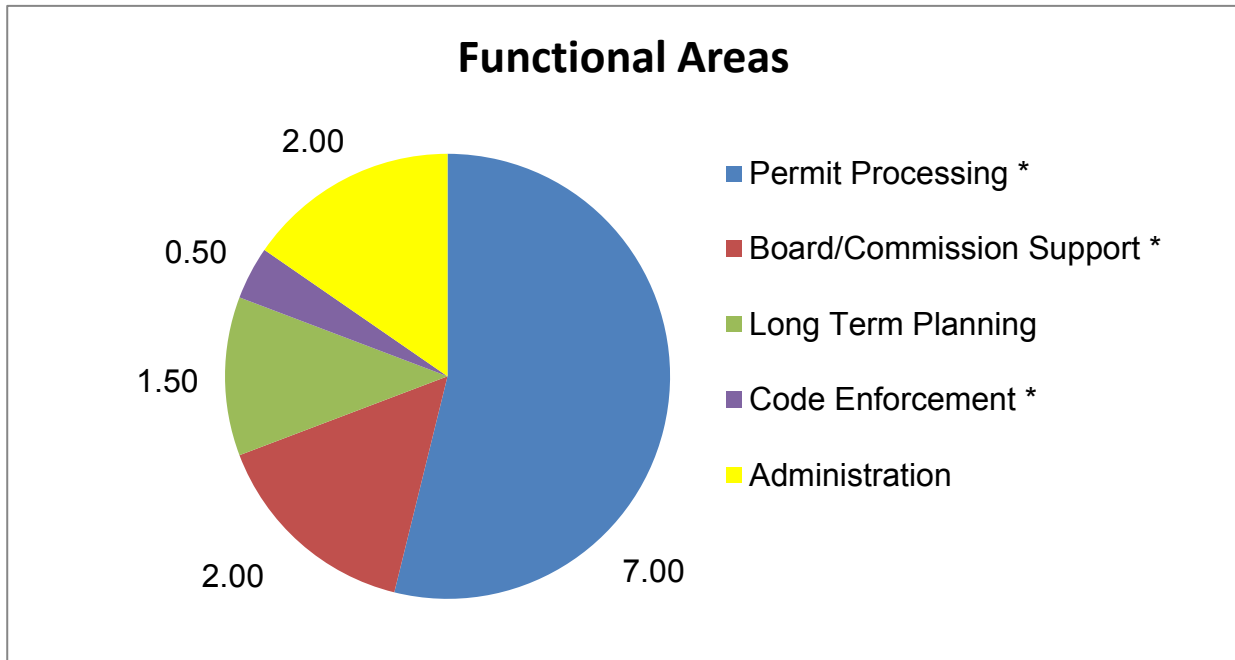
FY2015 Initiatives and Programs

- Coordination of the finalization of the working drawings and review of the plans for the new hospital and medical office building at Northwestern Lake Forest Hospital. This will involve staff from various City departments working closely with the hospital project team throughout the process.
- Involvement in the process of selecting a developer for the City's former Municipal Services site, vetting the concept of a Tax Increment Financing District and working as an ally to the selected developer to create a land plan and obtain the necessary approvals*
- Consideration of opportunities for increasing and maintaining diversity in housing options including, but not limited to, secondary living units on single family properties (granny flats), adaptive reuse of large estates and rental units
- Coordination with new owners of landmark properties in the City, Market Square and The Deer Path Inn, to facilitate life safety improvements and building repairs and upgrades*

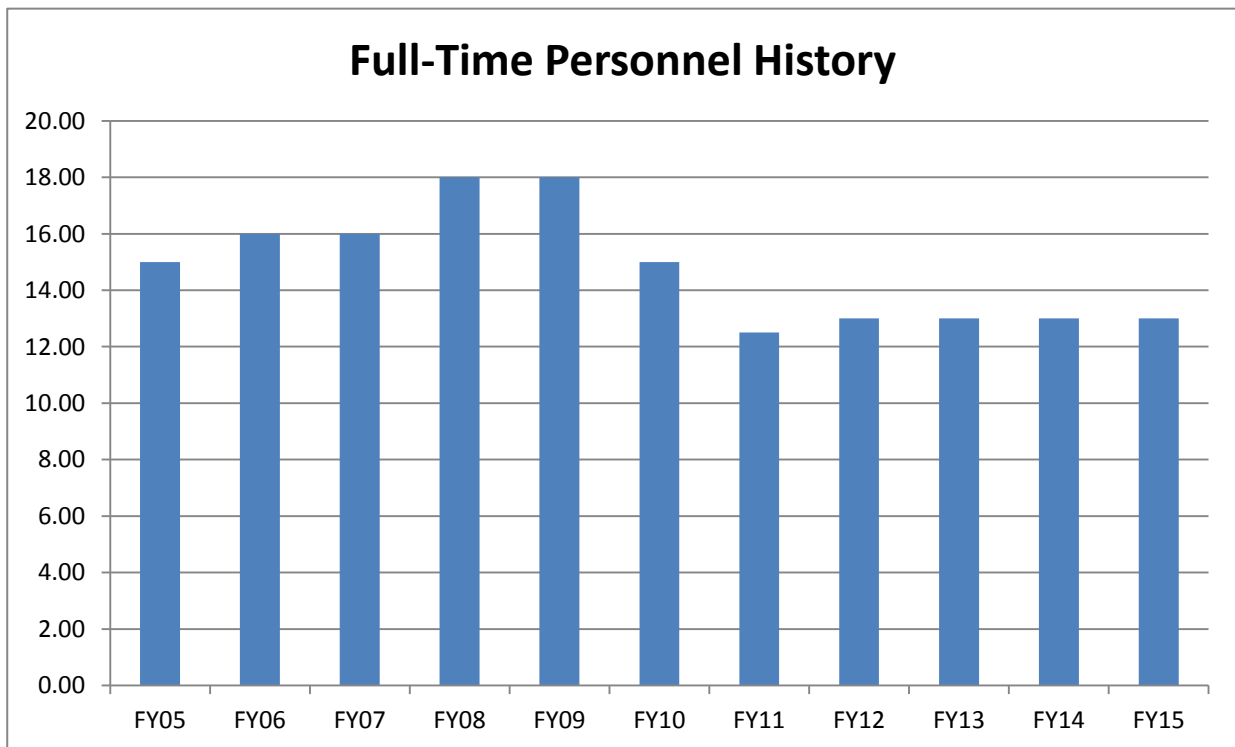
*Indicates Strategic Plan Initiative



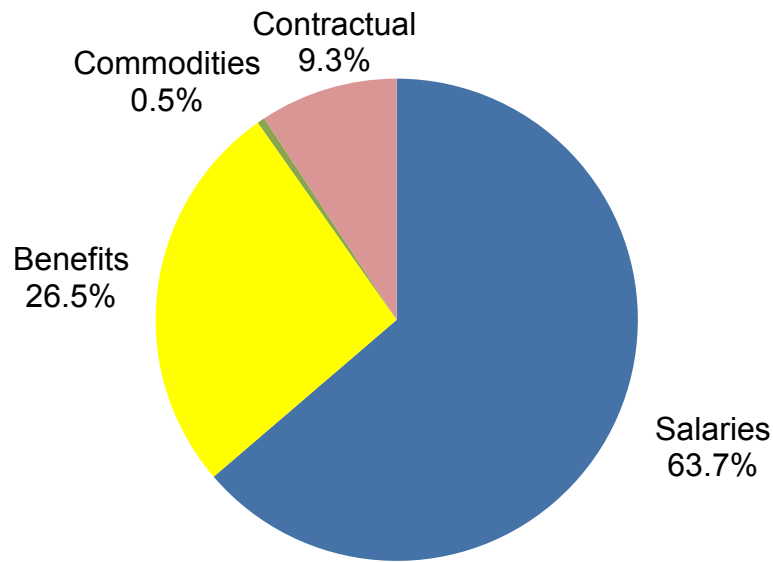
THE CITY OF LAKE FOREST
FY2015
COMMUNITY DEVELOPMENT



** Direct Customer Service Activities*



FY 15 EXPENDITURES



Budget Data

FY2014	\$1,572,403
FY2015	\$1,631,303
Change from Prior Year:	\$58,900

Increase over prior year (3.7%) is primarily attributable to personnel and benefit cost increases, as well as internal service charges for fleet and IT increasing over FY14.

<u>COMMUNITY DEVELOPMENT</u>	<u>FY2014</u>	<u>FY2015</u>	<u>Change</u>
Community Development	\$1,572,403	\$1,631,303	3.75%

\$1,572,403

\$1,631,303

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Community Development

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-3401-414-10-10	Salaries	\$ 985,820	\$ 1,014,030
101-3401-414-10-20	Temporary Salaries	\$ 16,550	\$ 16,550
101-3401-414-10-30	Overtime	\$ 2,138	\$ 2,191
101-3401-414-10-40	Longevity	\$ 5,435	\$ 6,649
101-3401-414-20-10	Insurance Medical	\$ 207,149	\$ 210,689
101-3401-414-20-11	Insurance Dental	\$ 5,655	\$ 6,117
101-3401-414-20-12	Insurance Life	\$ 1,377	\$ 1,377
101-3401-414-20-20	Social Security	\$ 71,564	\$ 73,864
101-3401-414-20-30	IMRF	\$ 127,554	\$ 138,097
101-3401-414-20-40	Flexi Benefits	\$ 2,333	\$ 2,333
101-3401-414-29-01	Training and Education	\$ 8,000	\$ 8,200
101-3401-414-29-03	Membership Dues	\$ 1,500	\$ 1,500
101-3401-414-29-04	Publications	\$ 2,654	\$ 2,700
101-3401-414-29-10	Meetings and Exp. Reimb.	\$ 7,500	\$ 9,200
101-3401-414-35-10	Contractual Services	\$ 20,000	\$ 20,000

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Community Development

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-3401-414-35-31	Elevator Inspection	\$ 24,700	\$ 24,700
101-3401-414-35-32	Recording Fees	\$ 4,500	\$ 2,000
101-3401-414-43-01	Fleet Rental	\$ 20,349	\$ 27,339
101-3401-414-43-16	IT Maintenance	\$ 42,953	\$ 46,769
101-3401-414-53-11	Cell Phone	\$ 6,263	\$ 8,711
101-3401-414-60-10	Office Supplies	\$ 1,500	\$ 1,500
101-3401-414-60-12	Postage	\$ 400	\$ 250
101-3401-414-60-13	Printing	\$ 1,500	\$ 1,500
101-3401-414-60-19	Clothing	\$ 1,000	\$ 1,100
101-3401-414-60-20	Minor Equipment	\$ 4,009	\$ 3,937
	TOTAL	\$ 1,572,403	\$ 1,631,303

Public Works Department



Introduction

Mission Statement

To respond to the community needs for 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 community trust and broad-based citizen involvement. To efficiently manage resources while challenging employees to higher goals through teamwork.

FY2014 Highlights

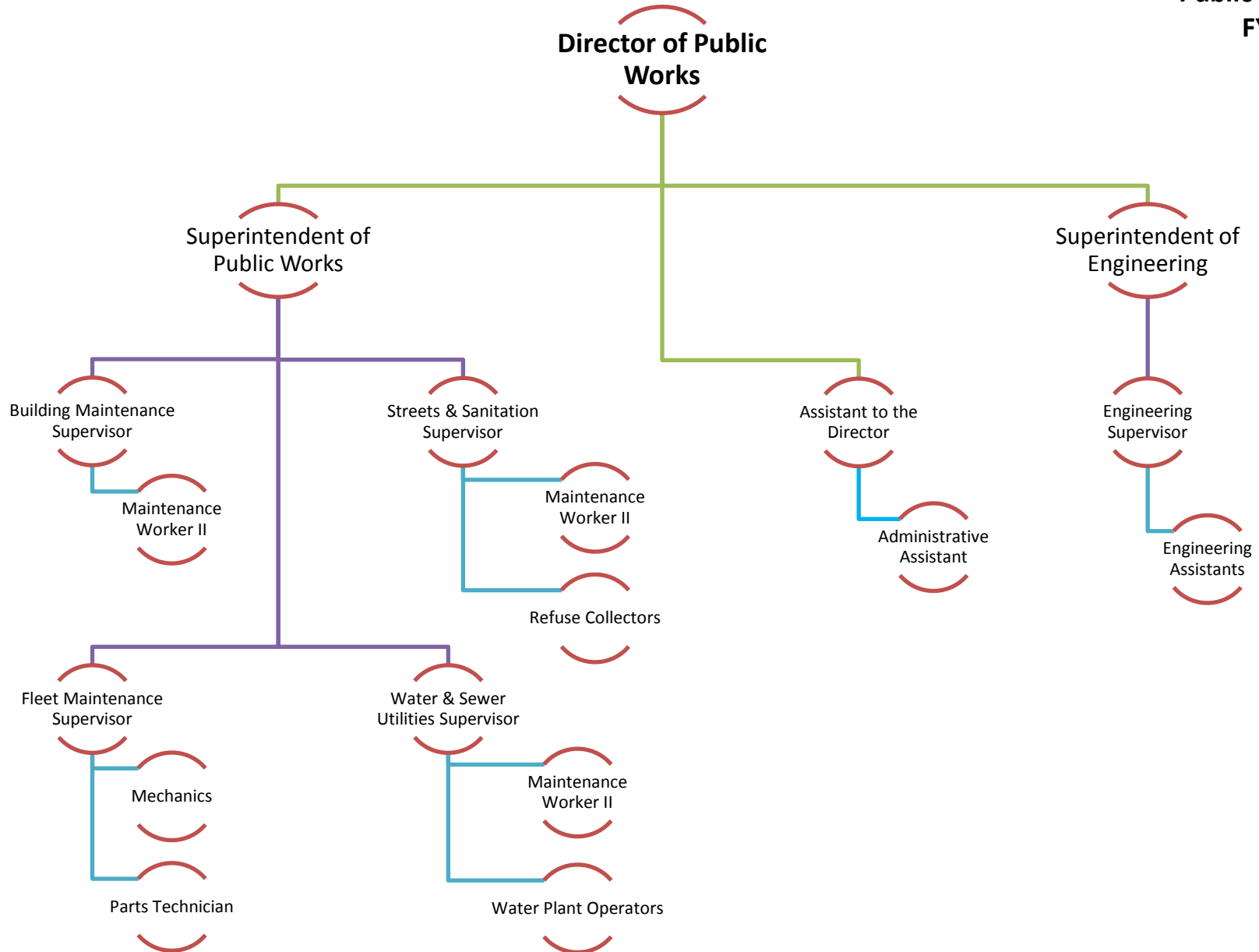
- Began contractual P.E. services
- Assisted with the installation of the Rte. 60 Median
- Managed Phase I of the Forest Park Infrastructure Project
- Managed the Annual Water Main, Sewer Lining and Overlay Projects
- Completed the Pavement Management Study (IMS)
- Paved the Northcroft Park Parking Lot and Walking Trail
- Paved the Triangle Park and a portion of Townline Community Park's Walking Paths
- Completed the Storm Water Study with Baxter & Woodman
- Completed Phase I/Began Phase II of the Telegraph Road Pedestrian Underpass Tunnel*
- Received \$760,000 Grant for McClory Bicycle Trail from Woodland to Illinois Road*
- Developed Design/Build Concepts for Deerpath Golf Course's Deep Irrigation Well
- BMW Golf Tournament Preparation and Assistance
- Consolidated J.U.L.I.E. locate efforts with the Water & Sewer Utilities and Streets Sections*

- Completed the Sanitation Study; continued service with monthly fee recommendations*
- Assisted private consultant with Fleet Study*
- Installed vertical platform lift at the Public Safety Building

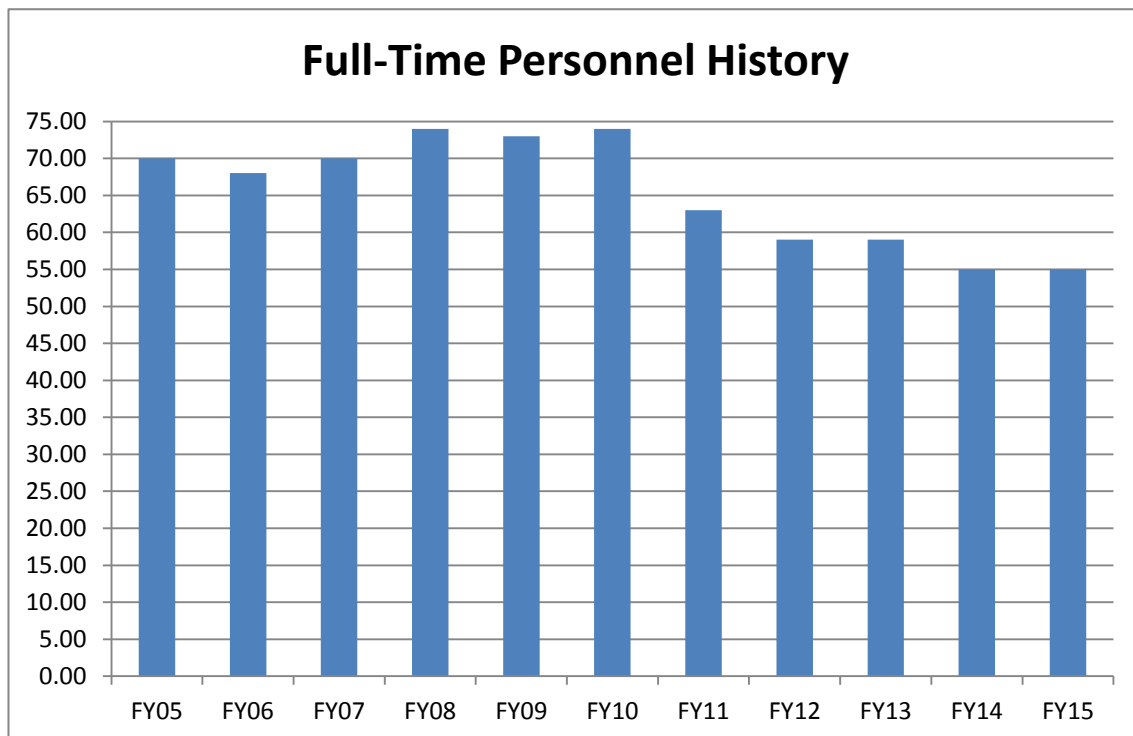
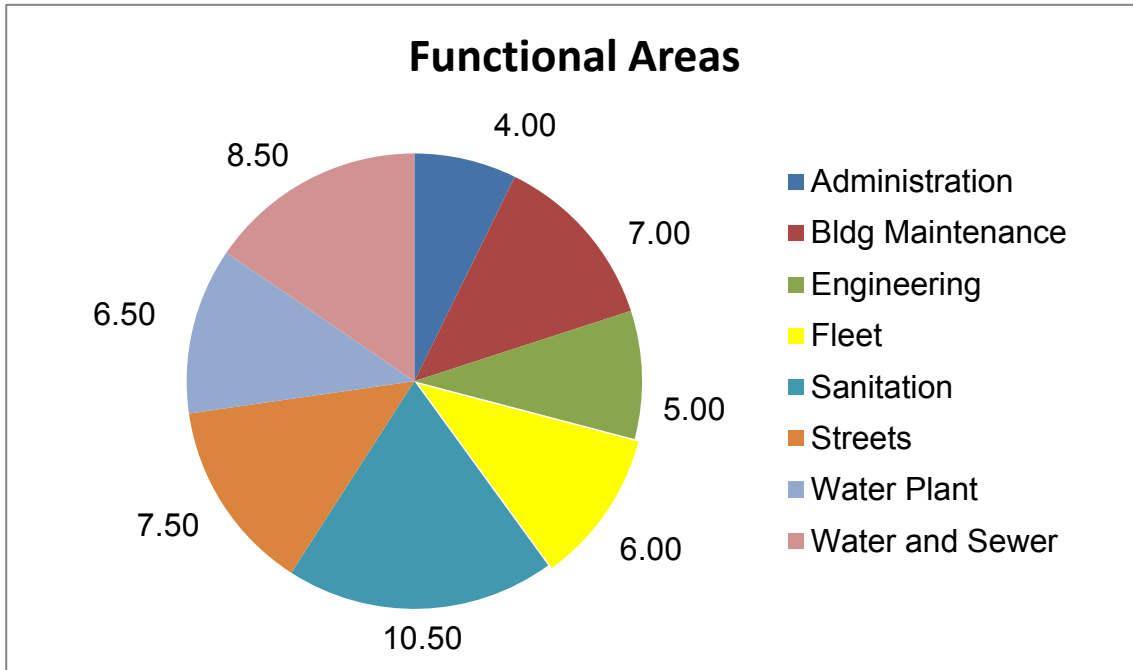
FY2015 Initiatives and Programs

- Manage the Annual Water Main, Sewer Lining and Overlay Projects
- Assist with Phase II Forest Park Project as needed
- Finish the exterior work (tuck-pointing and exterior painting) at the East Side Train Station
- Complete Phase II Design for the Telegraph Road Train Station Pedestrian Underpass*
- Manage the McClory Bicycle Trail Project
- Partner with District #67 for driveway and parking lot repairs at Deer Path and Sheridan Schools*
- Assist IDOT with the completion of the Phase II Design for the Deerpath and Rte. 41 Drainage Project
- Assist with the Deerpath Golf Course Water Well Design adjacent to fairway #1
- Apply for a grant for Phase II engineering for Everett and Waukegan Road intersection upgrades (\$420,000)
- Engage private consultant to perform a Water Plant Performance Study
- Contract the cleaning of the Water Plant's 42" and 24" Intakes
- Apply for grants to replace existing street light fixtures with LEDs*
- Design reinforcement walls for both salt storage bays at MS
- Investigate refuse and recycling collection for School District #67 and Fort Sheridan Army Reserve*
- Develop and implement water conservation efforts*
- Expand upon winter "Snow Bird" program
- Perform Public Safety Building improvements for both ADA and Centralized Dispatch

*Indicates Strategic Plan Initiative

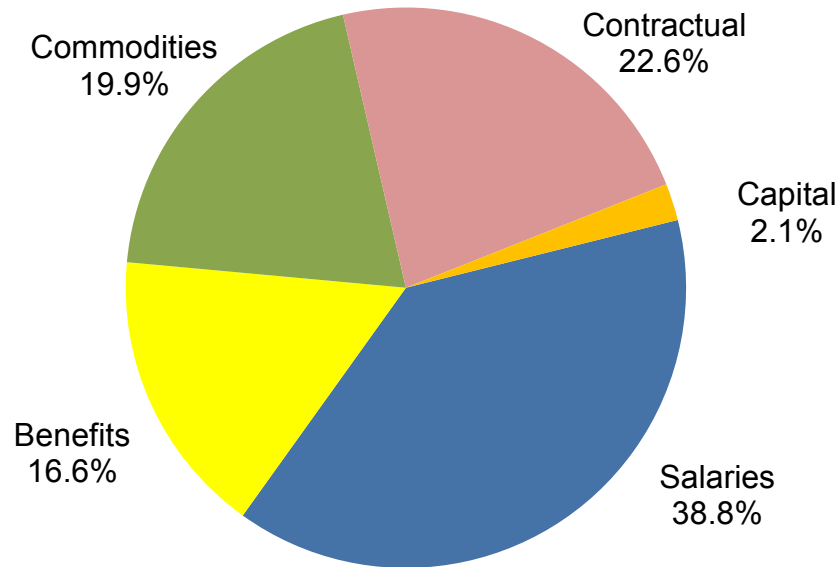


THE CITY OF LAKE FOREST
FY2015
PUBLIC WORKS



Note: Forestry moved to Parks and Recreation in FY2011; Cemetery in FY2014.

FY 15 EXPENDITURES



Budget Data

FY2014	\$11,733,719
FY2015	\$11,934,054
Change from Prior Year:	\$200,335

The 1.7% increase in the Public Works budget is due to salary and benefit cost increases.

<u>PUBLIC WORKS</u>	<u>FY2014</u>	<u>FY2015</u>	<u>Change</u>
Building Maintenance	\$1,503,644	\$1,486,800	-1.12%
Engineering	\$683,445	\$725,625	6.17%
Administration	\$608,479	\$625,017	2.72%
Streets	\$1,690,582	\$1,759,676	4.09%
Sanitation	\$2,237,607	\$2,260,266	1.01%
Storm Sewers	\$153,662	\$157,237	2.33%
Water & Sewer	\$2,976,730	\$2,999,497	0.76%
Fleet	\$1,879,570	\$1,919,936	2.15%
	<u>\$11,733,719</u>	<u>\$11,934,054</u>	

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Public Works - Administration

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-5001-450-10-10	Salaries	\$ 278,867	\$ 284,231
10-40	Longevity	\$ 1,520	\$ 2,275
20-10	Insurance Medical	\$ 65,358	\$ 62,094
20-11	Insurance Dental	\$ 1,444	\$ 1,562
20-12	Insurance Life	\$ 324	\$ 324
20-20	Social Security	\$ 17,861	\$ 18,226
20-30	IMRF	\$ 35,116	\$ 38,128
20-40	Flexi	\$ 546	\$ 546
29-01	Training and Development	\$ 7,500	\$ 7,500
29-03	Membership Dues	\$ 700	\$ 700
29-10	Meetings and Exp Reimb.	\$ 5,244	\$ 5,244
35-10	Contractual Services	\$ 9,000	\$ 9,000
43-16	IT Maintenance	\$ 30,503	\$ 33,764
53-11	Cell Phone	\$ 2,588	\$ 2,588
60-20	Minor Equipment	\$ 500	\$ 500
TOTAL		\$ 457,071	\$ 466,682

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Public Works - Building Maintenance

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-1522-419-10-10	Salaries	\$ 465,276	\$ 488,707
10-20	Temporary	\$ 68,640	\$ 39,040
10-30	Overtime	\$ 16,239	\$ 16,645
10-40	Longevity	\$ 3,420	\$ 3,970
20-10	Insurance Medical	\$ 133,374	\$ 133,866
20-11	Insurance Dental	\$ 3,369	\$ 3,644
20-12	Insurance Life	\$ 756	\$ 756
20-13	Unemployment Insurance	\$ 968	\$ 968
20-20	Social Security	\$ 40,656	\$ 40,449
20-30	IMRF	\$ 71,685	\$ 74,612
20-40	Flexi	\$ 1,044	\$ 1,044
29-01	Training and Development	\$ 3,000	\$ 3,000
29-10	Meetings and Exp Reimb.	\$ 500	\$ 500
35-10	Contractual Services	\$ 106,974	\$ 113,874
41-10, 41-15, 62-13, 62-14, 62-15	Utilities	\$ 88,173	\$ 84,893

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Public Works - Building Maintenance

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
42-30	Janitorial Services	\$ 129,100	\$ 112,400
43-01	Fleet Rental	\$ 35,028	\$ 33,839
43-30, 43-31, 43-32, 43-33, 43-34, 43-36	Repair & Maintenance	\$ 58,820	\$ 57,320
53-11	Cell Phone	\$ 2,656	\$ 2,527
60-10	Office Supplies	\$ 500	\$ 500
60-19	Clothing	\$ 2,000	\$ 2,000
60-20	Minor Equipment	\$ 9,900	\$ 9,900
61-11	Maintenance Materials/Supplies	\$ 72,046	\$ 85,546
61-40	Janitorial Supplies	\$ 11,300	\$ 12,600
61-41	Materials for Bld. Maint.	\$ 19,200	\$ 19,200
67-44	General Improvements	\$ 159,020	\$ 145,000
TOTAL		\$ 1,503,644	\$ 1,486,800

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Public Works - Engineering

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-3747-417-10-10	Salaries	\$ 327,500	\$ 336,703
10-20	Temporary Salaries	\$ -	\$ 4,000
10-30	Overtime	\$ 3,215	\$ 3,295
10-40	Longevity	\$ 910	\$ 1,160
20-10	Insurance Medical	\$ 78,066	\$ 80,345
20-11	Insurance Dental	\$ 1,925	\$ 2,082
20-12	Insurance Life	\$ 432	\$ 432
20-20	Social Security	\$ 24,338	\$ 25,373
20-30	IMRF	\$ 43,103	\$ 46,424
20-40	Flexi	\$ 696	\$ 696
29-01	Training and Development	\$ 4,000	\$ 4,000
29-03	Membership Dues	\$ 500	\$ 500
29-04	Subscriptions/Publications	\$ 500	\$ 500
29-10	Meeting/Exp. Reimbursement	\$ 2,000	\$ 2,000
35-10	Contractual Services	\$ 50,000	\$ 60,000
43-01	Fleet Rental	\$ 12,858	\$ 13,546
53-11	Cell Phone	\$ 1,501	\$ 3,725

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Public Works - Engineering

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
60-10	Office Supplies	\$ 1,200	\$ 1,200
60-12	Postage	\$ 500	\$ 500
60-13	Printing & Stationery	\$ 1,000	\$ 1,000
60-19	Clothing	\$ 300	\$ 300
60-20	Minor Equipment	\$ 5,000	\$ 3,081
TOTAL		\$ 559,544	\$ 590,862

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Fleet
Department - Fleet

		FY2014	FY2015
Account Number	Description	Budget	Budget
601-5901-437-10-10	Salaries	\$ 447,881	\$ 468,113
10-30	Overtime	\$ 16,888	\$ 17,310
10-40	Longevity	\$ 1,520	\$ 1,845
20-10	Insurance Medical	\$ 91,988	\$ 94,394
20-11	Insurance Dental	\$ 2,888	\$ 3,123
20-12	Insurance Life	\$ 648	\$ 648
20-13	Unemployment Insurance	\$ 1,236	\$ 2,000
20-20	Social Security	\$ 34,053	\$ 35,658
20-30	IMRF	\$ 60,279	\$ 66,006
20-40	Flexi	\$ 1,092	\$ 1,092
29-01	Training and Development	\$ 9,500	\$ 9,500
29-04	Publications/Subscriptions	\$ 1,000	\$ 1,000
29-10	Meeting/Expense Reimb.	\$ 1,000	\$ 1,000
33-30	Safety	\$ 2,000	\$ 2,000
35-10	Contractual - Misc.	\$ 9,000	\$ 2,000
43-11	Outside Veh. Maint.	\$ 100,000	\$ 100,000
43-16	I.T. Maintenance	\$ 4,996	\$ 5,499
44-25	Rentals / Equipment Rentals	\$ 16,000	\$ 22,000

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Fleet
Department - Fleet

		FY2014	FY2015
Account Number	Description	Budget	Budget
53-11	Cell Phone	\$ 1,688	\$ 2,292
60-10	Office Supplies	\$ 1,000	\$ 2,100
60-13	Printing	\$ 500	\$ 500
60-19	Clothing	\$ 3,500	\$ 3,500
60-20	Minor Equipment	\$ 3,000	\$ 3,000
61-10	Fleet Supplies/Parts	\$ 404,000	\$ 424,000
61-16	Mechanic Tools	\$ 1,600	\$ 1,600
62-14	Fuel and Oil	\$ 574,000	\$ 560,000
84-38	Freight Shipping	\$ 500	\$ 500
84-48	Administration Services	\$ 57,813	\$ 59,256
84-95	Contingency	\$ 30,000	\$ 30,000
TOTAL		\$ 1,879,570	\$ 1,919,936

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Public Works - Sanitation

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-5240-432-10-10	Salaries	\$ 734,959	\$ 741,585
10-20	Temporary	\$ 102,240	\$ 99,933
10-30	Overtime	\$ 7,503	\$ 7,691
10-40	Longevity	\$ 4,620	\$ 5,425
20-10	Insurance Medical	\$ 162,465	\$ 158,345
20-11	Insurance Dental	\$ 5,054	\$ 5,466
20-12	Insurance Life	\$ 1,134	\$ 1,134
20-13	Unemployment	\$ 11,274	\$ 4,215
20-20	Social Security	\$ 61,135	\$ 61,541
20-30	IMRF	\$ 108,318	\$ 114,155
20-40	Flexi	\$ 1,863	\$ 1,863
29-01	Training and Development	\$ 1,500	\$ 1,500
29-10	Meetings and Exp Reimb.	\$ 670	\$ 670
35-10	Contractual Services	\$ 120,000	\$ 120,000
42-10	Refuse Disposal Services	\$ 397,000	\$ 397,000
42-11	Recycling Materials	\$ -	\$ 5,000
43-01	Vehicle (Fleet) Rental	\$ 493,408	\$ 510,408

THE CITY OF LAKE FOREST**Fiscal Year: 2015****Fund- General****Department - Public Works - Sanitation**

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
43-10	Maintenance of Equipment	\$ 515	\$ 515
53-11	Cell Phone	\$ 3,434	\$ 3,305
60-19	Clothing	\$ 5,000	\$ 5,000
60-20	Minor Equipment	\$ 4,000	\$ 4,000
61-11	Maintenance Materials	\$ 8,000	\$ 8,000
61-13	Materials to Maintain Equipment	\$ 515	\$ 515
65-18	Yard Waste Bags (Stickers)	\$ 3,000	\$ 3,000
TOTAL		\$ 2,237,607	\$ 2,260,266

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Public Works - Storm Sewer

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
10-10	Salaries	\$ 68,720	\$ 70,431
10-30	Overtime	\$ 11,329	\$ 11,612
10-40	Longevity	\$ 1,375	\$ 1,560
20-10	Insurance Medical	\$ 21,211	\$ 21,608
20-11	Insurance Dental	\$ 481	\$ 521
20-12	Insurance Life	\$ 108	\$ 108
20-20	Social Security	\$ 5,671	\$ 5,837
20-30	IMRF	\$ 10,081	\$ 10,874
20-40	Flexi	\$ 198	\$ 198
35-10	Contractual - Misc.	\$ 11,500	\$ 11,500
61-11	Maint. Material	\$ 16,888	\$ 16,888
61-13	Materials to Maint. Equip.	\$ 6,100	\$ 6,100
TOTAL		\$ 153,662	\$ 157,237

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Public Works - Streets

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-5131-431-10-10	Salaries	\$ 517,395	\$ 535,028
10-30	Overtime	\$ 139,616	\$ 159,214
10-40	Longevity	\$ 4,735	\$ 5,565
20-10	Insurance Medical	\$ 135,326	\$ 131,185
20-11	Insurance Dental	\$ 3,610	\$ 3,904
20-12	Insurance Life	\$ 810	\$ 810
20-13	Unemployment	\$ 3,960	\$ 3,960
20-20	Social Security	\$ 48,860	\$ 51,771
20-30	IMRF	\$ 86,165	\$ 95,449
20-40	Flexi	\$ 1,221	\$ 1,221
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	\$ 62,180	\$ 62,180
42-10	Refuse Disposal Services	\$ 8,000	\$ 8,000

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Public Works - Streets

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
43-01	Vehicle (Fleet) Rental	\$ 307,234	\$ 321,919
53-11	Cell Phone	\$ 2,120	\$ 2,120
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	\$ 112,200	\$ 112,200
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	\$ 230,000
TOTAL		\$ 1,690,582	\$ 1,759,676

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Water

Department - Public Works

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
10-10	Salaries	\$ 1,193,047	\$ 1,245,808
10-30	Overtime	\$ 60,216	\$ 61,721
10-40	Longevity	\$ 13,340	\$ 15,410
20-10	Insurance Medical	\$ 296,282	\$ 280,756
20-11	Insurance Dental	\$ 8,182	\$ 8,850
20-12	Insurance Life	\$ 1,836	\$ 1,836
20-13	Unemployment Insurance	\$ 7,756	\$ -
20-20	Social Security	\$ 91,431	\$ 95,741
20-30	IMRF	\$ 162,004	\$ 177,469
20-40	Flexi	\$ 3,126	\$ 3,126
29-01	Training/Education	\$ 10,000	\$ 10,000
29-03	Membership Dues	\$ 1,500	\$ 1,500
29-04	Publications	\$ 500	\$ 500
29-10	Meeting/Expense Reimb.	\$ 2,776	\$ 2,776
35-10	Contractual - Misc.	\$ 269,244	\$ 245,151
35-15	Leak Detection	\$ 20,000	\$ 20,000
35-16	Meter Testing	\$ 16,200	\$ 16,200
35-25	J.U.L.I.E. Locate	\$ 8,000	\$ 8,000

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Water

Department - Public Works

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
41-10	Water	\$ 700	\$ 700
42-10	Refuse Disposal Services	\$ 25,500	\$ 20,000
43-01	Vehicle (Fleet) Rental	\$ 150,556	\$ 164,805
43-02	Pavement Repairs/Main Breaks	\$ 6,000	\$ 6,000
43-10	Maint. Of Equipment	\$ 350	\$ 350
43-16	IT Maintenance	\$ 21,786	\$ 25,023
43-30	Building Maintenance	\$ 5,000	\$ 5,000
53-11	Cell Phone	\$ 4,215	\$ 5,451
60-10	Office Supplies	\$ 2,000	\$ 2,000
60-12	Postage	\$ 500	\$ 500
60-19	Clothing	\$ 6,500	\$ 6,500
60-20	Minor Equipment	\$ 25,500	\$ 24,500
61-11	Maintenance Material	\$ 94,600	\$ 83,147
61-13	Material to Maint. Equipment	\$ 98,100	\$ 85,600
61-40	Janitorial Supplies	\$ 3,000	\$ 3,000
61-41	Material for Building Maint.	\$ 3,500	\$ 3,500
62-12	Diesel Oil	\$ 8,275	\$ 8,275
62-13	Electricity	\$ 367,217	\$ 365,000

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Water

Department - Public Works

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
62-15	Natural Gas	\$ 40,500	\$ 41,600
65-11	Chemicals	\$ 99,000	\$ 93,000
66-12	Water Meters	\$ 34,100	\$ 15,000
66-13	Manhole Lining/Lids	\$ 30,000	\$ 30,000
66-14	Zebra Mussel Inspection	\$ 10,000	\$ -
66-15	High Pressure Hose	\$ 4,000	\$ -
66-16	Rodder Equipment	\$ 4,000	\$ -
66-17	Sewer Jet Nozzles	\$ 1,700	\$ -
66-18	Gate Valves	\$ 20,000	\$ -
66-19	Hydrants and Valves	\$ 18,000	\$ -
66-20	Misc -/PC Supplies	\$ 2,000	\$ -
66-21	Water Operating Equipment	\$ -	\$ 78,800
75-37	Operating Capital	\$ -	\$ 30,000
TOTAL		\$ 3,252,039	\$ 3,292,595

Fire Department



Introduction

Mission Statement

The Lake Forest Fire Department will protect the lives and property of the citizens from natural and manmade hazards and acute medical emergencies, through prevention, education, and active intervention.

Vision Statement

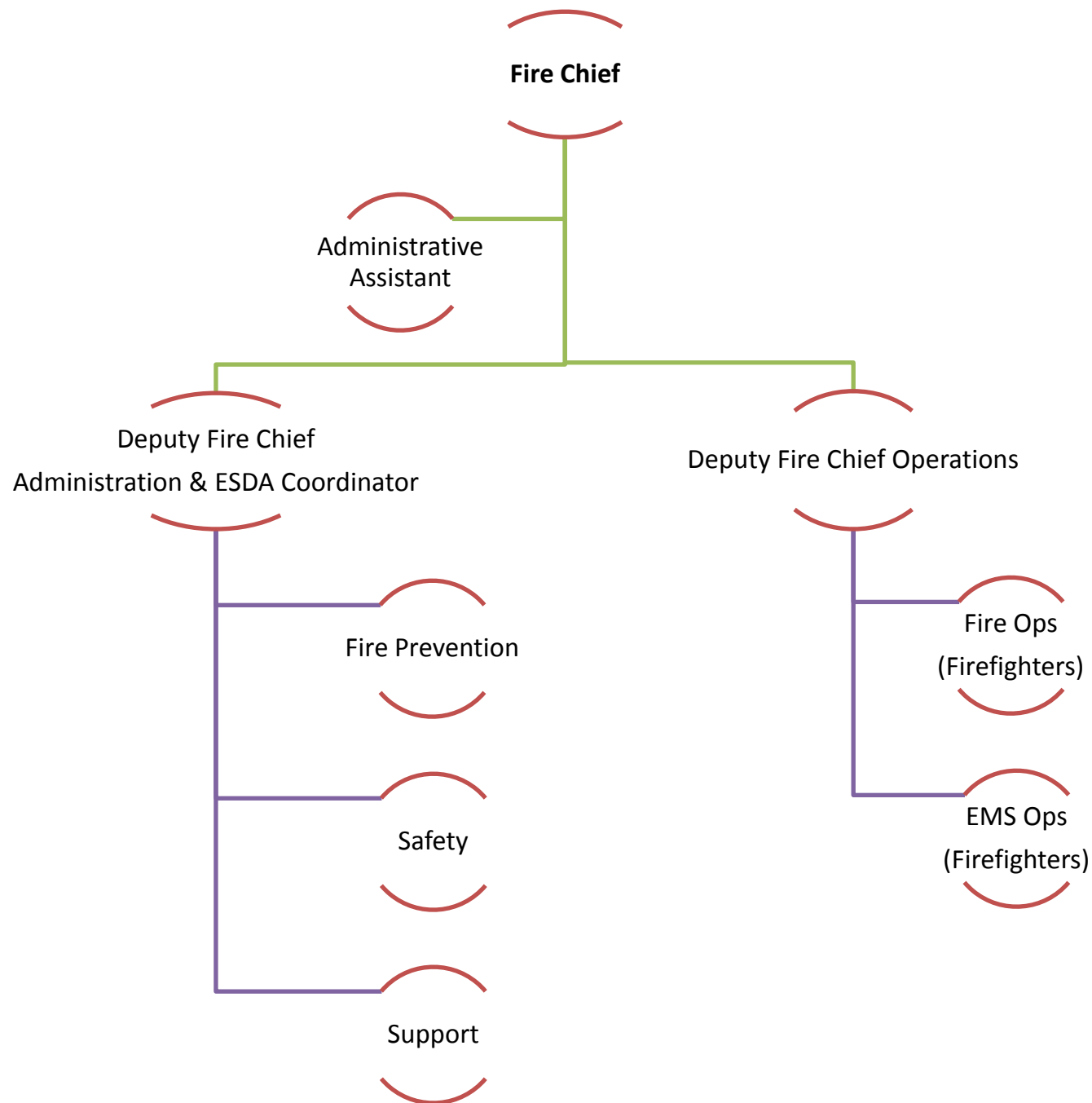
It is the vision of the Lake Forest Fire Department to become a premier public safety organization, accomplished through dedication to public service, and an uncompromising concern for the welfare of all people.

FY2014 Highlights

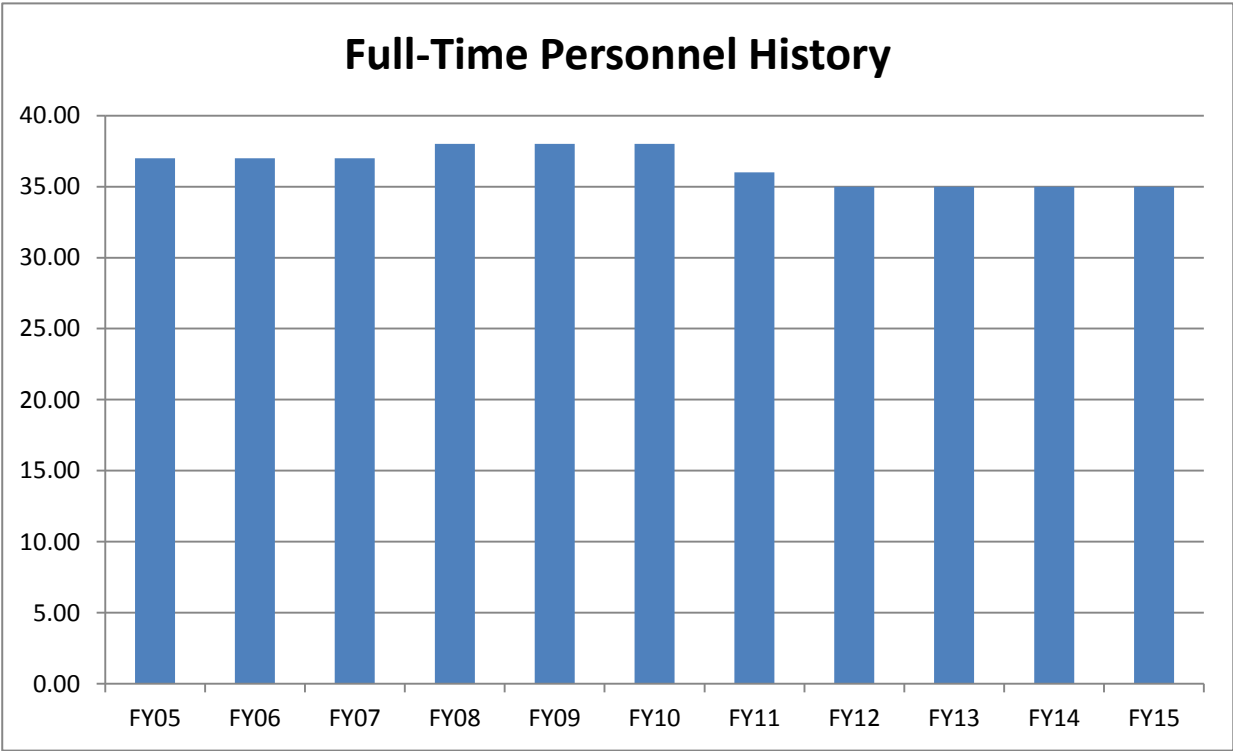
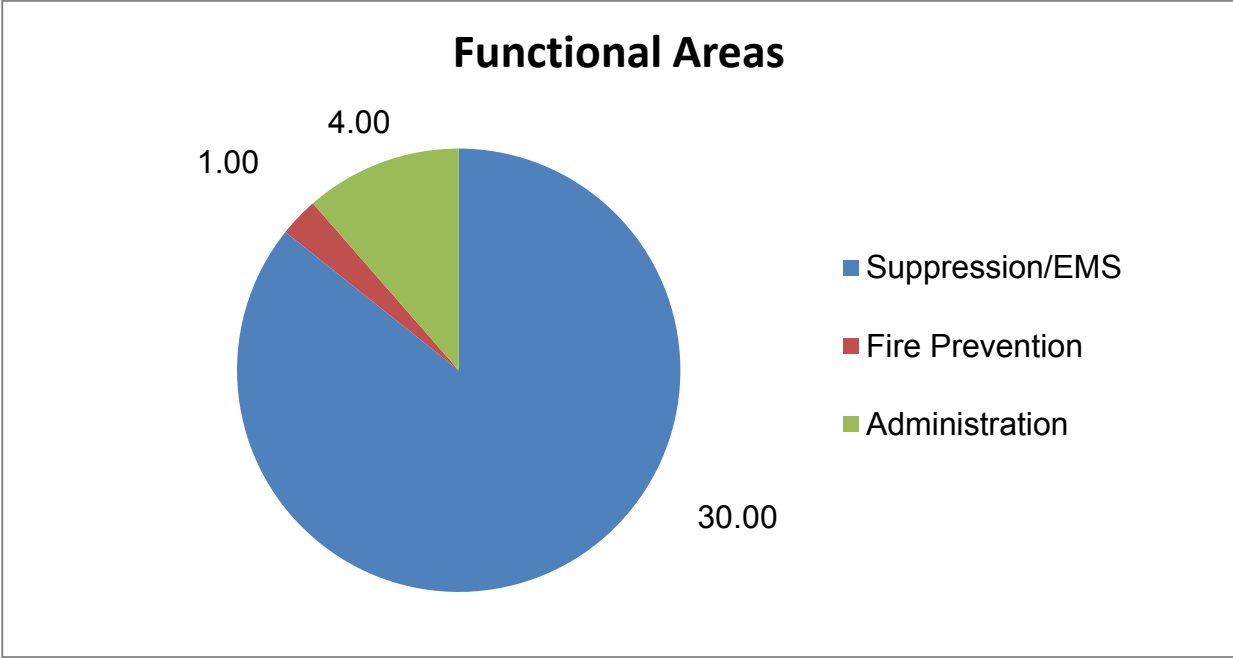
- Fire Consortium study
- Gorton Community Center Safety Town
- The department was successful in implementing the Unified Command center for the BMW Championship
- Active participant in planning with Northwestern Lake Forest Hospital in development of the new hospital campus
- Assisted the Village of Lake Bluff and the Lake Forest school districts in rewriting their respective emergency operations plan. The Department also worked with the CPOA on creating an evacuation plan.

FY2015 Initiatives and Programs

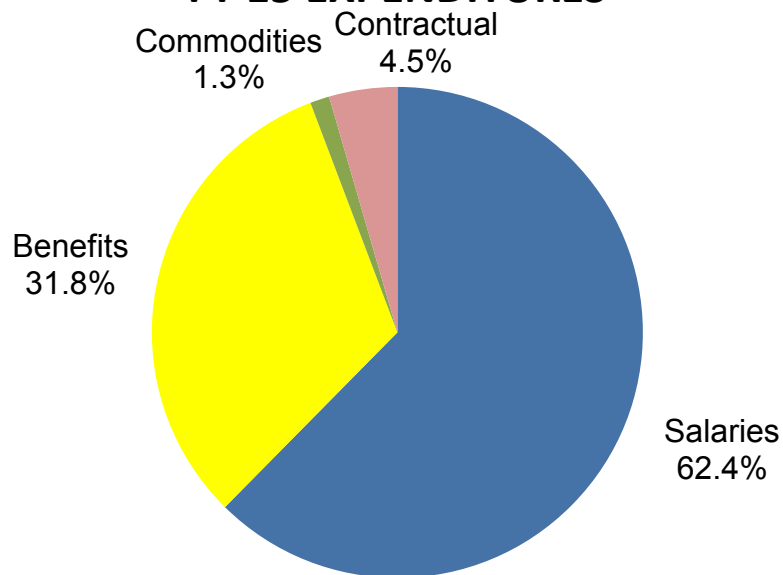
- Development and implementation of the Department's succession planning, with emphasis on supervisor development
- Preparation for re-accreditation through the Center for Public Safety Excellence
- Continued emphasis on consortium Fire Department purchases
- Citizens Fire Academy
- Participate in Consolidated Dispatch Services
- Vehicle replacement planning
- Open House



THE CITY OF LAKE FOREST
FY2015
FIRE



FY 15 EXPENDITURES



Budget Data

FY2014	\$5,846,487
FY2015	\$5,962,587
Change from Prior Year:	\$116,100

With personnel costs making up 94% of the Fire budget, contractual salary adjustments and benefit cost increases account for the change from year to year. FY14 retirements reduced the overall budget increase to 2.0%.

<u>FIRE</u>	<u>FY2014</u>	<u>FY2015</u>	<u>Change</u>
Personnel & Administration	\$5,718,985	\$5,842,085	2.15%
Suppression	\$95,502	\$95,502	0.00%
EMS	\$32,000	\$25,000	-21.88%

\$5,846,487

\$5,962,587

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Fire Administration

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-7552-422-10-10	Salaries	\$ 3,345,403	\$ 3,387,238
101-7552-422-10-20	Temporary	\$ 56,000	\$ 65,857
101-7552-422-10-30	Overtime	\$ 238,698	\$ 238,698
101-7552-422-10-40	Longevity	\$ 26,445	\$ 28,411
101-7552-422-20-10	Insurance Medical	\$ 618,419	\$ 627,534
101-7552-422-20-11	Insurance Dental	\$ 17,448	\$ 18,870
101-7552-422-20-12	Insurance Life	\$ 5,976	\$ 6,086
101-7552-422-20-20	Social Security	\$ 58,833	\$ 59,851
101-7552-422-20-30	IMRF	\$ 21,166	\$ 22,775
101-7552-422-20-40	Flexi	\$ 6,260	\$ 6,260
101-7552-422-29-01	Training and Development	\$ 4,000	\$ 4,000
101-7552-422-29-02	Employee Tuition	\$ 7,500	\$ 3,800
101-7552-422-29-03	Membership Dues	\$ 2,289	\$ 2,289
101-7552-422-29-10	Meetings and Exp Reimbursement	\$ 9,226	\$ 9,226
101-7552-422-35-10	Contractual Services	\$ 27,095	

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General**Department - Fire Administration**

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-7552-422-35-11	SRT Assessment	\$ 6,000	\$ 6,000
101-7552-422-43-01	Fleet Rental	\$ 113,587	\$ 126,077
101-7552-422-43-10	Maintenance of Equipment	\$ 9,000	\$ 9,000
101-7552-422-43-16	IT Maintenance	\$ 37,959	\$ 39,924
101-7552-422-44-25	Equipment Rental	\$ 212	\$ 212
101-7552-422-53-11	Cell Phones	\$ 8,589	\$ 8,589
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	\$ 1,084,880	\$ 1,157,388
TOTAL		\$ 5,718,985	\$ 5,842,085

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Fire Suppression

		FY 2014	FY 2015
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	\$ 25,000	\$ 25,000
101-7553-422-60-20	Minor Equipment	\$ 27,000	\$ 27,000
101-7553-422-65-11	Chemicals	\$ 1,000	\$ 1,000
TOTAL		\$ 95,502	\$ 95,502

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- General

Department - Fire EMS

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
101-7555-422-29-01	Training and Development	\$ 7,000	\$ 7,000
101-7555-422-43-10	Maintenance of Equipment	\$ 9,000	\$ 9,000
101-7555-422-60-13	Printing	\$ 500	\$ 500
101-7555-422-60-20	Minor Equipment	\$ 15,000	\$ 8,000
101-7555-422-65-11	Chemicals	\$ 500	\$ 500
TOTAL		\$ 32,000	\$ 25,000

Police Department



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 research and find ways to promote, preserve, and deliver safety and security while providing service and problem resolution to all persons within the City of Lake Forest.

Vision Statement

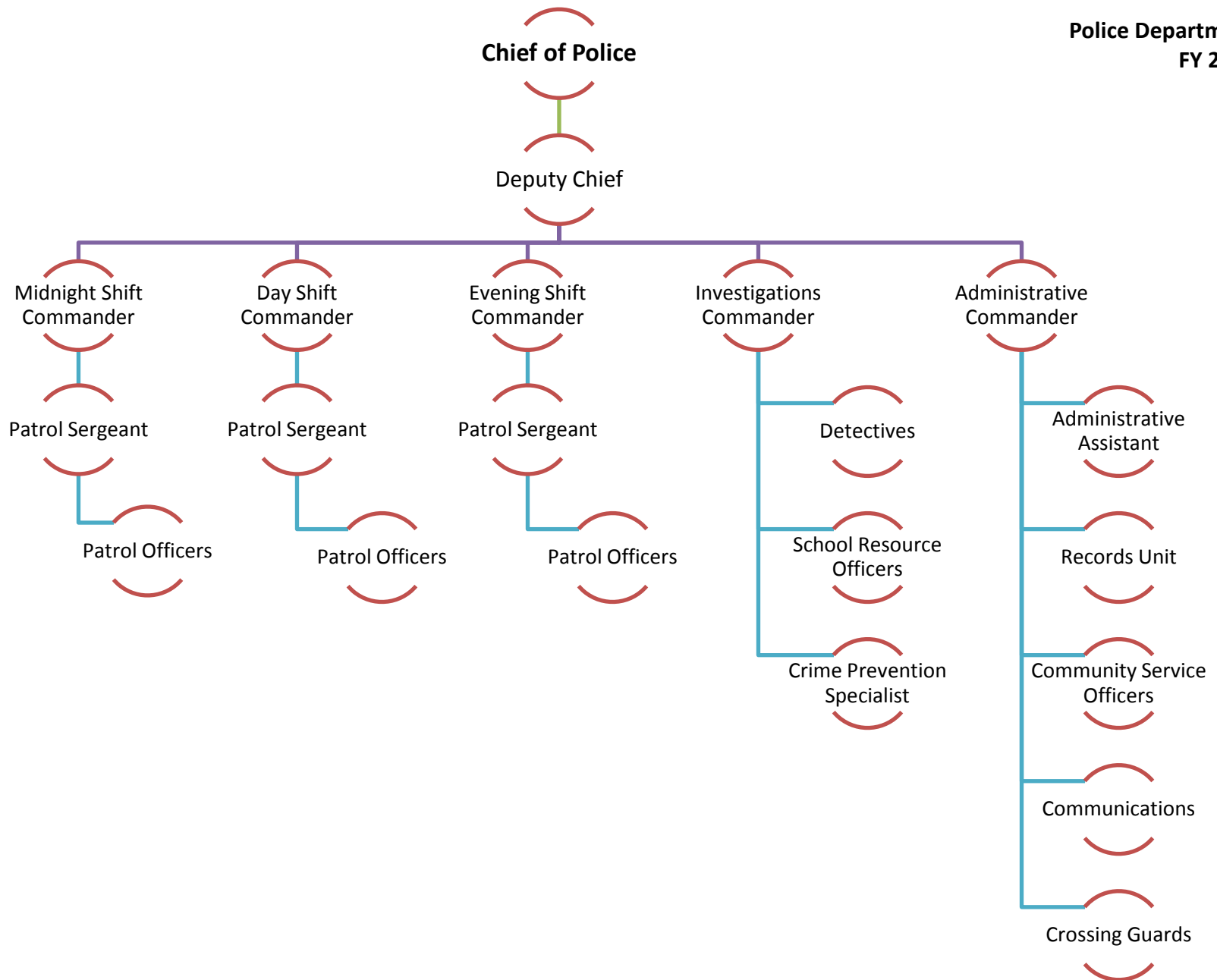
The Lake Forest Police Department will adapt to the distressed economic environment. It will use City Council direction with regard to core and elective services to focus the resources provided in upcoming budgets to provide Police service to the community.

FY2014 Highlights

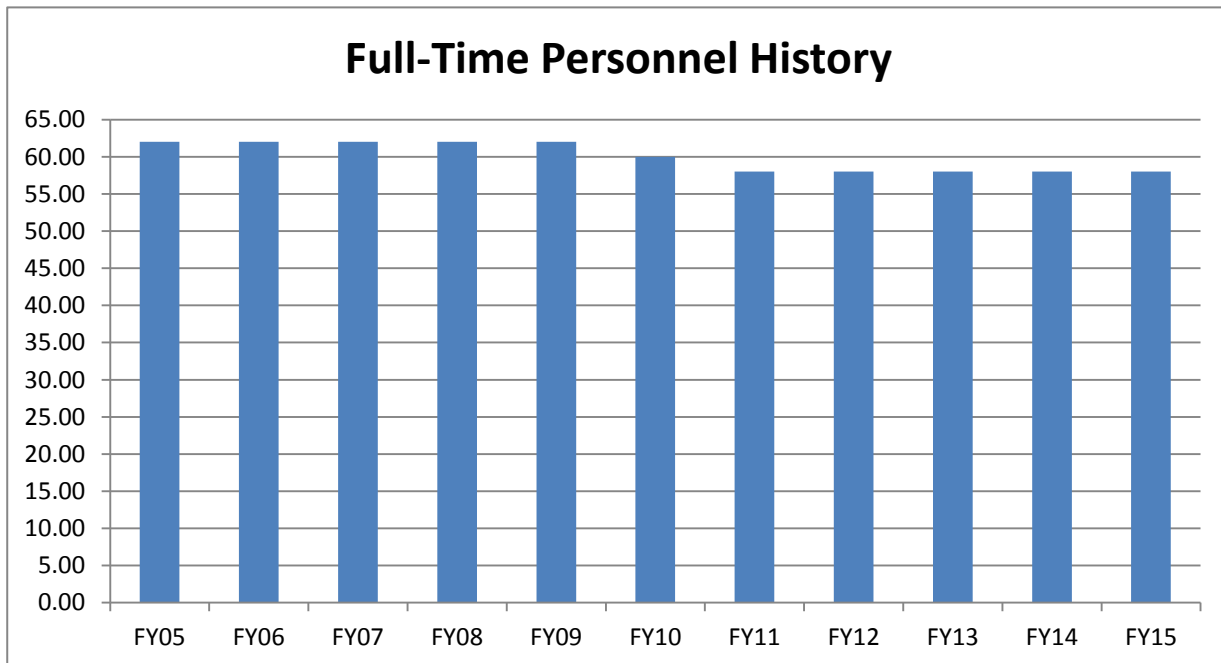
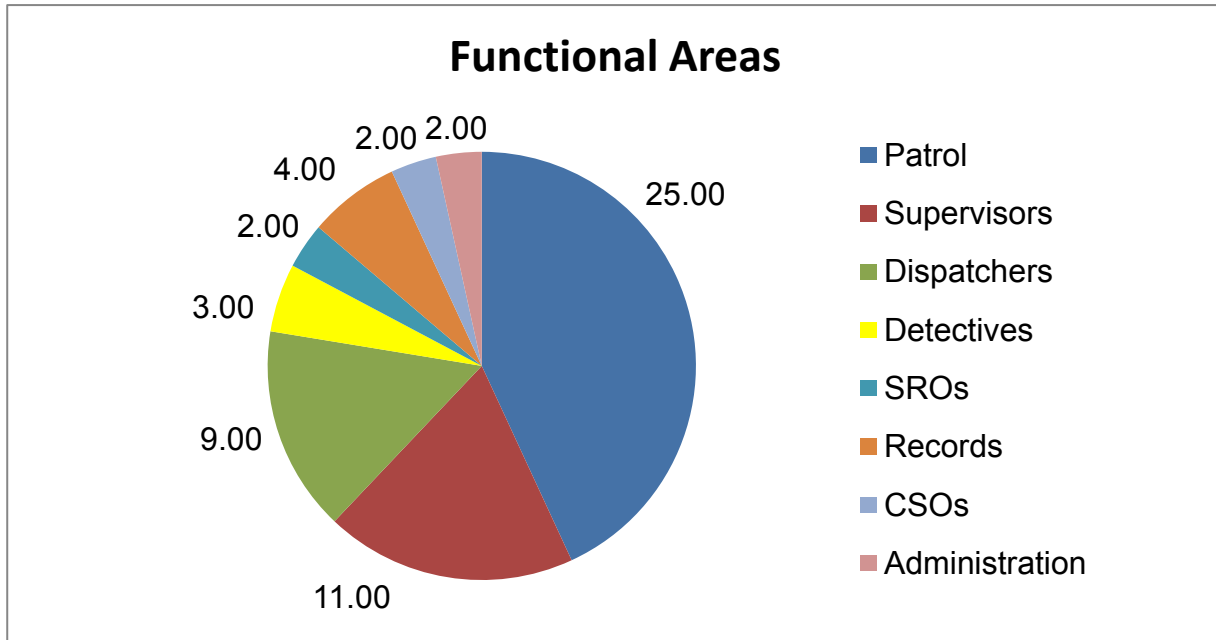
- BMW Golf Championship Success
- Central Dispatching Study completed
- New School Resource Officer at Dist. 67
- Successful integration of lateral hire police officers
- Established Ward Liaison Program
- Citizens Police Academy re-established
- Hired and trained personnel to fill numerous vacancies left by retirements
- Maintained Police CROYA relationship with annual "Donut Bowl", and ReGroup participation
- Expanded upon partnership with LEAD and SpeakUp Prevention Coalition
- Continued to operate an expanded Administrative Hearing process
- Partnered with Lake Forest College Security to address College community issues

FY2015 Initiatives and Programs

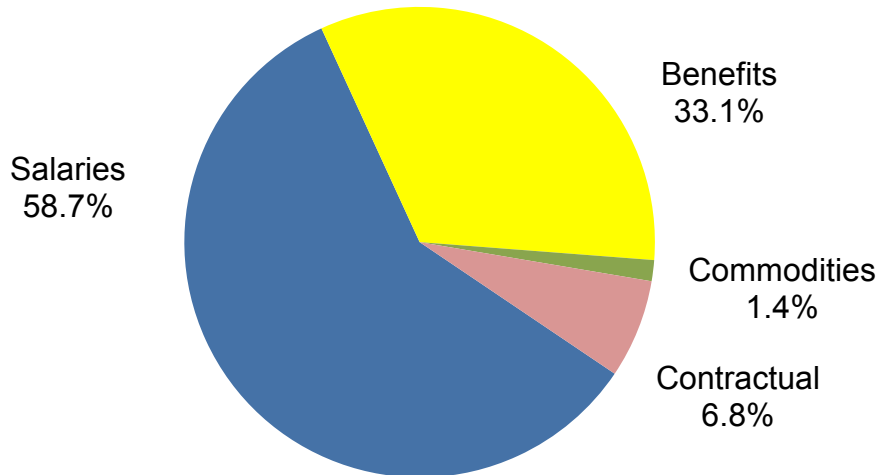
- Implementation of Consolidated Dispatch Services
- Re-align records unit with additional personnel for expanded staffing without Communications center
- Re-allocate vacant positions into a systems administrator position
- Expand role of investigations unit with additional personnel



THE CITY OF LAKE FOREST
FY2015
POLICE



FY 15 EXPENDITURES



Budget Data

FY2014	\$8,776,178
FY2015	\$9,279,969
Change from Prior Year:	\$503,791

Personnel costs represent nearly 92% of the budget. The 5.7% increase over FY14 is largely due to contractual salary adjustments and benefit cost increases. Savings projected from central dispatching is not yet reflected.

<u>POLICE</u>	<u>FY2014</u>	<u>FY2015</u>	<u>Change</u>
Police	\$8,503,158	\$8,997,388	5.81%
Emergency Telephone	\$273,020	\$282,581	3.50%

\$8,776,178

\$9,279,969

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund - General

Department - Police

		FY2014	FY2015
Account Number	Description	Budget	Budget
101-7672-421-10-10	Salaries	\$ 4,668,499	\$ 4,828,402
101-7672-421-10-20	Temporary Salaries	\$ 84,365	\$ 89,283
101-7672-421-10-30	Overtime	\$ 277,882	\$ 360,177
101-7672-421-10-40	Longevity	\$ 29,270	\$ 34,810
101-7672-421-20-10	Insurance Medical	\$ 871,681	\$ 952,171
101-7672-421-20-11	Insurance Dental	\$ 25,510	\$ 28,631
101-7672-421-20-12	Insurance Life	\$ 7,937	\$ 8,235
101-7672-421-20-13	Unemployment Insurance	\$ 12,187	\$ 12,187
101-7672-421-20-20	Social Security	\$ 134,197	\$ 146,208
101-7672-421-20-30	IMRF	\$ 138,491	\$ 163,363
101-7672-421-20-40	Flexi	\$ 9,882	\$ 10,032
101-7672-421-29-01	Training and Development	\$ 44,500	\$ 44,500
101-7672-421-29-02	Employee Tuition	\$ 10,000	\$ 14,000
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.	\$ 7,500	\$ 7,500
101-7672-421-35-10	Contractual Services	\$ 55,000	\$ 55,000
101-7672-421-35-44	Administrative Hearings	\$ 33,000	\$ 40,000
101-7672-421-43-01	Fleet Rental	\$ 240,347	\$ 213,422
101-7672-421-43-10	Maintenance of Equipment	\$ 81,220	\$ 81,220
101-7672-421-43-16	IT Maintenance	\$ 37,735	\$ 42,143
101-7672-421-44-25	Equipment Rental	\$ 8,067	\$ 8,067
1017672-421-53-10	Telephone	\$ 15,000	\$ 15,000

THE CITY OF LAKE FOREST**Fiscal Year: 2015****Fund - General****Department - Police**

		FY2014	FY2015
Account Number	Description	Budget	Budget
101-7672-421-53-11	Cell Phone	\$ 2,885	\$ 2,885
101-7672-421-60-10	Office Supplies	\$ 12,000	\$ 12,000
101-7672-421-60-13	Printing	\$ 8,000	\$ 8,000
101-7672-421-60-19	Clothing Services	\$ 33,600	\$ 38,800
101-7672-421-60-20	Minor Equipment	\$ 79,904	\$ 74,903
101-7672-421-60-21	Prisoner Food	\$ 200	\$ 200
101-7672-421-95-05	Police Pension Levy	\$ 1,568,299	\$ 1,700,249
TOTAL		\$ 8,503,158	\$ 8,997,388

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund - Emergency Telephone

Department - Police

		FY2014	FY2015
Account Number	Description	Budget	Budget
205-7672-421-10-10	Salaries	\$ 127,515	\$ 133,933
205-7672-421-20-40	Longevity	\$ 180	\$ 765
205-7672-421-20-10	Insurance Medical	\$ 17,960	\$ 18,161
205-7672-421-20-11	Insurance Dental	\$ 963	\$ 1,041
205-7672-421-20-12	Insurance Life	\$ 216	\$ 216
205-7672-421-20-20	Social Security	\$ 9,395	\$ 9,930
205-7672-421-20-30	IMRF	\$ 16,622	\$ 18,366
205-7672-421-20-40	Flexi	\$ 396	\$ 396
205-7672-421-35-10	Contractual Services	\$ 45,005	\$ 45,005
205-7672-421-43-37	Maintenance of Equipment	\$ 54,768	\$ 54,768
TOTAL		\$ 273,020	\$ 282,581

Parks and Recreation Department

(Recreation, Golf, Parks, Forestry and Cemetery)



Route 60 Completed Medians

Introduction

Mission Statement

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

Vision Statement

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

FY2014 Highlights

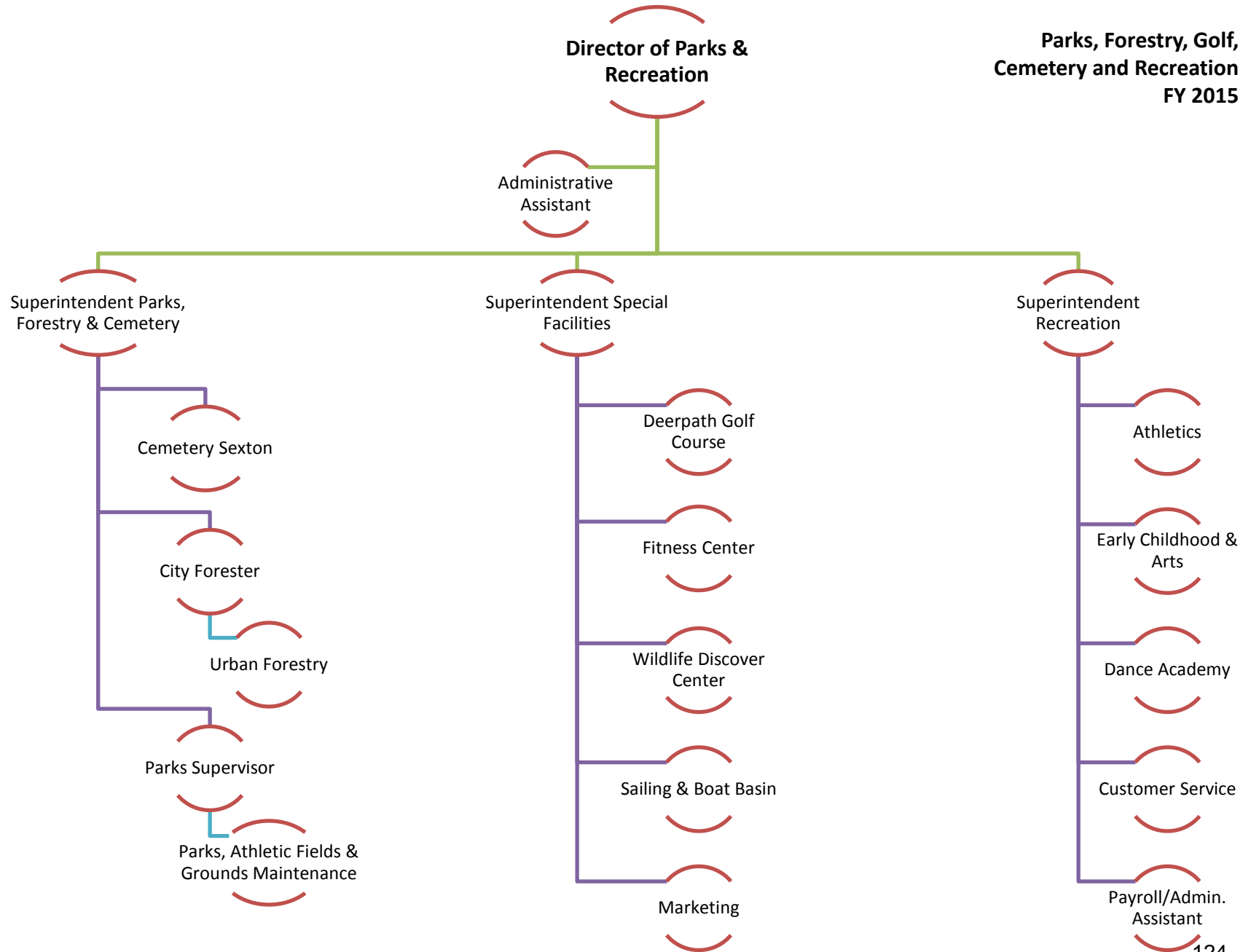
- Realigned Cemetery Section from Public Works into the Parks and Recreation Department to facilitate greater efficiencies and service delivery to residents*
- Enhanced Rt. 60 corridor through extensive median landscape improvements*
- Conducted multiple environmentally focused community-wide volunteer days and Community Engagement Forums*
- Studied feasibility and garnered cost proposals for installation of a deep well at Deer Path Golf Course; project to be further studied in FY15*
- Replaced Gorton Center playground, Northcroft Park parking lot and walking paths at Northcroft and Triangle Parks*
- Created new Lake Forest/Lake Bluff Park District Recreation Task Force to investigate opportunities for shared capital and services*
- Hosted two new, free special events, Picnic in the Park and Frost Fest, to enhance the social fabric and human capital of the community*
- Parks and Forestry submitted 5 grant applications to a variety of state and federal agencies related to forestry restoration, bike trail improvements and ravine stabilization*
- The two-year Recreation Software Replacement Project was initiated with Needs Assessment and Request for Proposal components completed in FY14

FY2015 Initiatives and Programs

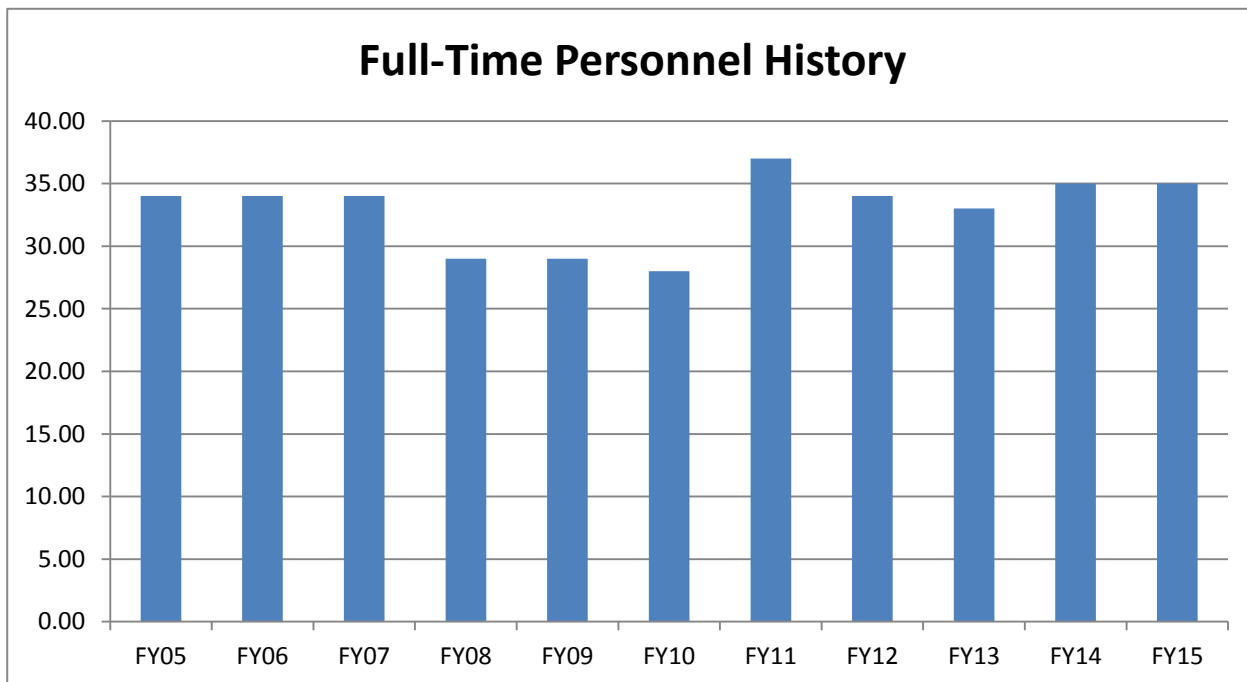
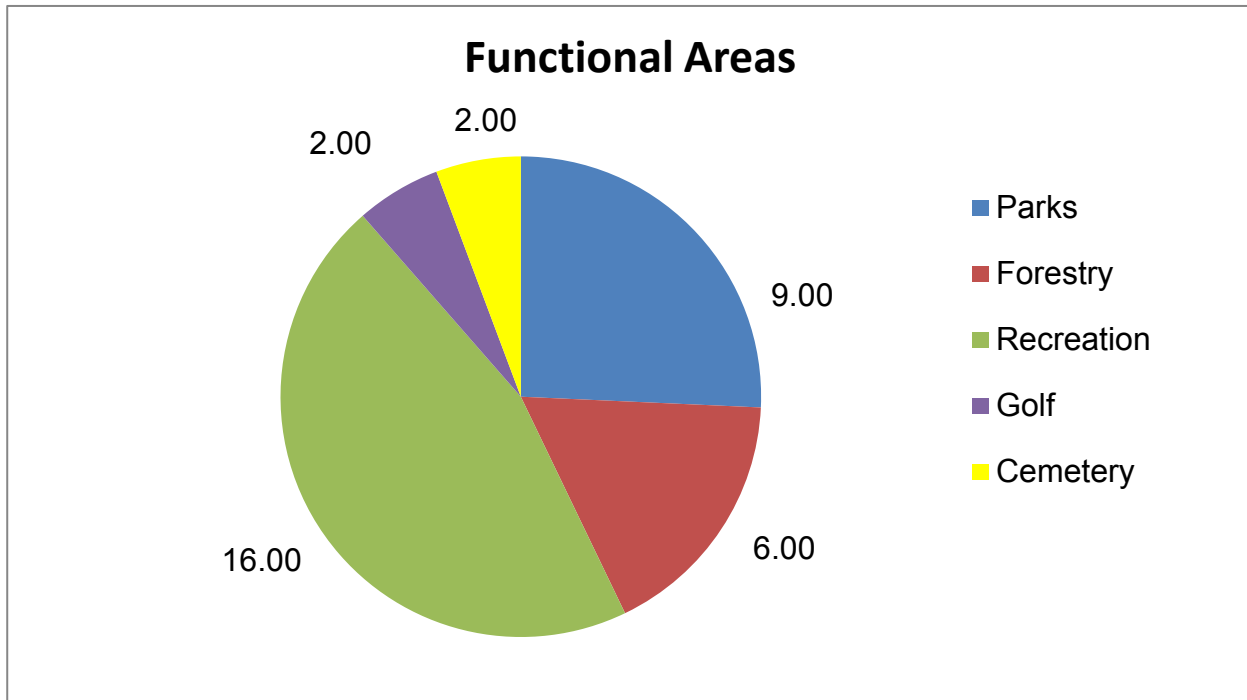
- Continue active participation in Municipal Purchasing Initiative for EAB Treatment, tree planting and tree purchasing bids; continue year 2 EAB and Re-greening Plan*
- Create and distribute revised Ravine Restoration Guide and a new Native Plantings Resident Guide to foster greater water conservation, natural areas stewardship and environmental benefits*
- Select Recreation Department Software Replacement Vendor to enhance data collection, work flow efficiencies and deliver enhanced customer service*
- Replace Fitness Center selectorized and strength equipment to maintain quality service and positive revenue stream*
- Make park improvements replacing tot playground at Everett Park, walking path at Deerpath Community Park and resurfacing Deerpath and Northcroft Tennis Courts*
- Pursue Deerpath Golf Course management structure and enhancements, including potential installation of a deep well, in alignment with IDOT's Rt. 41 underpass storm water improvement plans*
- Complete research and present findings on shared service and capital opportunities from the Lake Forest/Lake Bluff Park District Joint Recreation Task Force*

*Indicates Strategic Plan Initiative

**Parks, Forestry, Golf,
Cemetery and Recreation
FY 2015**

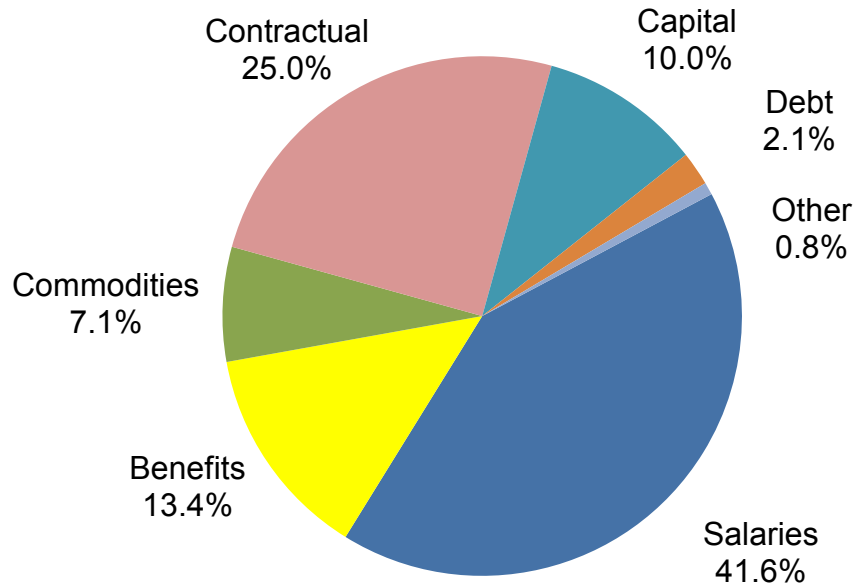


THE CITY OF LAKE FOREST
FY2015
PARKS, FORESTRY, GOLF, RECREATION AND CEMETERY



Note: Forestry moved to Parks and Recreation in FY2011; Cemetery in FY2014.

FY 15 EXPENDITURES



Budget Data

FY2014	\$11,220,079
FY2015	\$11,847,956
Change from Prior Year:	\$627,877

The increase of 5.6% is due primarily to personnel (salary and benefit) cost increases as well as a \$290,000 one time expenditure for the recreation software replacement project.

PARKS, FORESTRY, GOLF, RECREATION AND CEMETERY

	<u>FY2014</u>	<u>FY2015</u>	<u>Change</u>
Parks	\$3,385,330	\$2,398,597	-29.15%
Forestry	\$64,680	\$1,003,389	1451.31%
Recreation	\$4,961,946	\$5,439,240	9.62%
Special Recreation	\$409,354	\$433,963	6.01%
Golf Course	\$1,473,033	\$1,603,062	8.83%
Cemetery	\$925,736	\$969,705	4.75%
	\$11,220,079	\$11,847,956	

Note: Parks and Forestry budgets separated for FY2015.

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Parks & Recreation

Department - Parks Administration

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
220-5774-452-10-10	Salaries	\$ 1,129,112	\$ 738,218
220-5774-452-10-20	Temporary	\$ 399,160	\$ 329,117
220-5774-452-10-30	Overtime	\$ 40,531	\$ 30,450
220-5774-452-10-40	Longevity	\$ 6,842	\$ 5,323
220-5774-452-20-10	Insurance Medical	\$ 313,189	\$ 194,634
220-5774-452-20-11	Insurance Dental	\$ 7,412	\$ 4,893
220-5774-452-20-12	Insurance Life	\$ 1,555	\$ 1,015
220-5774-452-20-13	Unemployment Insurance	\$ 67,320	\$ 28,047
220-5774-452-20-20	Social Security	\$ 115,288	\$ 79,049
220-5774-452-20-30	IMRF	\$ 203,678	\$ 148,369
220-5774-452-20-40	Flex Benefits	\$ 2,665	\$ 1,573
220-5774-452-29-01	Training and Development	\$ 9,000	\$ 5,000
220-5774-452-29-03	Membership Dues	\$ 1,860	\$ 600
220-5774-452-29-04	Subscriptions/Publications	\$ 200	\$ 125
220-5774-452-29-10	Meetings & Expense Reimburse	\$ 2,550	\$ 2,000

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Parks & Recreation

Department - Parks Administration

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
220-5774-452-35-10	Contractual Services	\$ 100,000	\$ 8,702
220-5774-452-43-01	Vehicle Rental	\$ 419,843	\$ 271,109
220-5774-452-43-16	IT Maintenance	\$ 6,336	\$ 8,271
220-5774-452-53-10	Telephone	\$ 897	\$ 900
220-5774-452-53-11	Cell Phone	\$ 7,692	\$ 8,502
220-5774-452-60-10	Office Supplies	\$ 1,500	\$ 1,500
220-5774-452-60-12	Postage	\$ 500	\$ 500
220-5774-452-60-19	Clothing	\$ 10,000	\$ 6,000
220-5774-452-60-20	Minor Equipment	\$ 900	\$ 900
220-5774-452-75-51	Capital Equipment	\$ 161,000	\$ 150,000
220-5774-452-84-05	CARP	\$ 71,500	\$ 71,500
TOTAL		\$ 3,080,530	\$ 2,096,297

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Parks & Recreation**Department - Parks - Grounds Maintenance**

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
220-5775-452-35-10	Contractual Services	\$ 130,000	\$ 120,000
220-5775-452-42-10	Refuse Disposal Services	\$ 5,000	\$ 3,000
220-5775-452-60-20	Minor Equipment	\$ 19,000	\$ 11,000
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	\$ 25,000
220-5775-452-65-11	Chemicals	\$ 20,000	\$ 20,000
220-5775-452-65-24	Landscape Plants	\$ 7,000	\$ 7,000
TOTAL		\$ 219,800	\$ 204,800

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Parks & Recreation**Department - Parks - Athletic Field Plg/Tennis**

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
220-5776-452-35-10	Contractual Services	\$ 12,000	\$ 15,000
220-5776-452-60-20	Minor Equipment	\$ 12,000	\$ 15,000
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
TOTAL		\$ 53,000	\$ 59,000

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Parks & Recreation

Department - Parks - Lakefront Facilities Mnt.

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
220-5781-452-35-10	Contractual Services	\$ 14,000	\$ 22,500
220-5781-452-42-10	Refuse Disposal Services	\$ 2,000	\$ 2,000
220-5781-452-60-20	Minor Equipment	\$ 6,000	\$ 4,000
220-5781-452-61-11	Maintenance Material	\$ 5,000	\$ 5,000
220-5781-452-61-13	Materials to Maintain Equip.	\$ 5,000	\$ 5,000
TOTAL		\$ 32,000	\$ 38,500

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Parks & Recreation

Department - Forestry Administration

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
220-5887-453-10-10	Salaries	\$ -	\$ 424,154
220-5887-453-10-20	Temporary	\$ -	\$ 94,813
220-5887-453-10-30	Overtime	\$ -	\$ 10,175
220-5887-453-10-40	Longevity	\$ -	\$ 3,015
220-5887-453-20-10	Insurance Medical	\$ -	\$ 117,708
220-5887-453-20-11	Insurance Dental	\$ -	\$ 3,123
220-5887-453-20-12	Insurance Life	\$ -	\$ 540
220-5887-453-20-20	Social Security	\$ -	\$ 40,710
220-5887-453-20-30	IMRF	\$ -	\$ 70,646
220-5887-453-20-40	Flex Benefits	\$ -	\$ 1,092
220-5887-453-29-01	Training and Development	\$ -	\$ 5,000
220-5887-453-29-03	Membership Dues	\$ -	\$ 1,300
220-5887-453-29-04	Subscriptions/Publications	\$ -	\$ 75
220-5887-453-29-10	Meetings & Expense Reimburse	\$ -	\$ 600
220-5887-453-35-10	Contractual Services	\$ -	\$ 19,300
220-5887-453-43-01	Vehicle Rental	\$ -	\$ 138,508
220-5887-453-60-19	Clothing	\$ -	\$ 4,000
TOTAL		\$ -	\$ 934,759

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Parks & Recreation

Department - Forestry - Tree Trimming

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
220-5888-452-35-10	Contractual Services	\$ 18,000	\$ 23,000
220-5888-452-60-20	Minor Equipment	\$ 500	\$ 500
220-5888-453-66-10	Assets under \$10,000	\$ 4,000	\$ 2,500
TOTAL		\$ 22,500	\$ 26,000

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Parks & Recreation

Department - Forestry - Tree Removal

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
220-5889-452-35-10	Contractual Services	\$ 7,000	\$ 7,000
220-5889-452-60-20	Minor Equipment	\$ 2,500	\$ 4,000
220-5889-453-66-11	Maintenance Material	\$ 4,500	\$ 4,500
TOTAL		\$ 14,000	\$ 15,500

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Parks & Recreation

Department - Forestry - Insect & Disease

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
220-5890-453-65-11	Chemicals	\$ 17,630	\$ 17,630
TOTAL		\$ 17,630	\$ 17,630

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Parks & Recreation**Department - Forestry - Tree & Shrub Planting/Care**

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
220-5891-453-60-20	Minor Equipment	\$ 550	\$ 1,000
220-5891-453-61-11	Maintenance Material	\$ 5,000	\$ 3,500
220-5891-453-65-10	Agricultural Materials	\$ 5,000	\$ 5,000
TOTAL		\$ 10,550	\$ 9,500

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund - Parks & Recreation

Department - Recreation Programs

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
10-10	Regular Salaries	\$ 1,046,358	\$ 1,079,377
10-20	Temporary Salaries	\$ 1,287,820	\$ 1,308,792
10-30	Overtime	\$ 13,108	\$ 18,478
10-40	Longevity Bonus	\$ 5,894	\$ 7,160
20-10	Insurance Medical	\$ 215,574	\$ 213,139
20-11	Insurance Dental	\$ 7,388	\$ 7,991
20-12	Insurance Life	\$ 1,658	\$ 1,658
20-13	Unemployment Insurance	\$ 2,425	\$ 9,937
20-20	Social Security	\$ 189,919	\$ 194,525
20-30	IMRF	\$ 160,894	\$ 172,424
20-40	Flex Benefits	\$ 2,943	\$ 2,943
29-01	Training & Education	\$ 22,100	\$ 30,100
29-03	Membership Dues	\$ 5,275	\$ 5,275
29-10	Meetings/Expense Reimbursement	\$ 13,000	\$ 16,600
33-10	Legal	\$ 1,000	\$ 1,000
33-15	Audit	\$ 5,800	\$ 6,022
35-10	Contractual Services	\$ 499,091	\$ 517,910

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund - Parks & Recreation

Department - Recreation Programs

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
35-17	Credit Card Charges	\$ 43,500	\$ 65,500
43-01	Fleet Rental	\$ 10,656	\$ 10,831
43-16	IT Maintenance	\$ 24,215	\$ 29,206
45-01	Elawa Lease	\$ 24,975	\$ 29,920
45-02	Stirling Site Improvements	\$ 9,826	\$ 9,826
45-03	Elawa Cottage Rental	\$ 3,755	\$ 3,755
52-30	IRMA Insurance	\$ 190,257	\$ 190,257
53-10	Telephone	\$ 28,590	\$ 29,250
53-11	Cell Phones	\$ 8,360	\$ 9,299
54-21	Marketing	\$ 4,000	\$ 4,000
60-10	Office Supplies	\$ 9,000	\$ 9,000
60-12	Postage	\$ 22,804	\$ 23,054
60-13	Printing	\$ 59,694	\$ 54,647
60-19	Clothing	\$ 66,741	\$ 72,588
60-20	Minor Equipment	\$ 35,200	\$ 33,700
61-40	Janitorial Supplies	\$ 9,500	\$ 9,500
62-13	Electricity	\$ 105	\$ 5

THE CITY OF LAKE FOREST

Fiscal Year: 2015

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

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
66-10	Capital Equipment	\$ 15,150	\$ 51,200
75-01	Capital Outlay	\$ -	\$ 290,000
84-05	CARP	\$ 213,500	\$ 213,500
84-48	Administrative Services	\$ 17,936	\$ 18,384
90-01	Recreational Supplies	\$ 146,361	\$ 139,157
90-02	Awards	\$ 11,200	\$ 12,475
90-06	Sailing Team Travel	\$ 6,500	\$ 6,700
95-02	Deerpath Golf Course	\$ 31,000	\$ 91,000
TOTAL		\$ 4,473,072	\$ 5,000,085

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund - Parks & Recreation**Department - Recreation Programs (2)**

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
220-8025-451-10-20	Temporary Salaries	\$ 144,034	\$ 144,098
220-8025-451-29-01	Training	\$ 5,300	\$ 3,800
220-8025-451-35-10	Contractual Services	\$ 274,954	\$ 241,162
220-8025-451-60-12	Postage	\$ 350	\$ 350
220-8025-451-60-13	Printing	\$ 2,100	\$ 1,900
220-8025-451-60-19	Clothing	\$ 20,418	\$ 17,930
220-8025-451-62-13	Electricity	\$ 11,200	\$ 9,900
220-8025-451-90-01	Recreational Supplies	\$ 27,018	\$ 15,965
220-8025-451-90-02	Awards	\$ 3,500	\$ 4,050
TOTAL		\$ 488,874	\$ 439,155

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Special Recreation

Department - Recreation - Special Recreation

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
224-8026-451-10-10	Regular Salaries	\$ 45,370	\$ 46,504
224-8026-451-35-10	Contractual Services	\$ 230,634	\$ 239,933
224-8026-451-75-01	Capital Improvements	\$ 125,000	\$ 138,925
224-8026-451-90-04	A.D.A. Companion Fees	\$ 8,350	\$ 8,601
TOTAL		\$ 409,354	\$ 433,963

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Cemetery

Department - Cemetery

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
10-10	Salaries	\$ 163,206	\$ 168,224
10-20	Temporary Salaries	\$ 55,890	\$ 66,075
10-30	Overtime	\$ 7,271	\$ 12,000
10-40	Longevity	\$ 1,060	\$ 1,285
20-10	Insurance - Medical	\$ 45,555	\$ 46,766
20-11	Insurance - Dental	\$ 963	\$ 1,041
20-12	Insurance - Life	\$ 216	\$ 216
20-13	Unemployment	\$ 755	\$ 1,638
20-20	Social Security	\$ 16,652	\$ 18,194
20-30	IMRF	\$ 29,400	\$ 33,579
20-40	Flexi	\$ 396	\$ 396
29-01	Training/Education	\$ 1,000	\$ 4,000
29-04	Publications	\$ 150	\$ 150
29-10	Meetings/Expense	\$ 700	\$ 800
33-10	Legal	\$ 2,000	\$ 2,000
33-15	Audit	\$ 1,300	\$ 1,352
33-30	Investment Fee	\$ 25,000	\$ 25,000

THE CITY OF LAKE FOREST**Fiscal Year: 2015****Fund- Cemetery****Department - Cemetery**

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
35-10	Contractual Services	\$ 19,000	\$ 21,750
35-21	Marketing	\$ 7,000	\$ 7,000
41-10	Water	\$ 2,769	\$ 3,500
41-15	NSSD	\$ 50	\$ 50
43-01	Fleet Rental	\$ 18,849	\$ 19,256
43-16	IT Maintenance	\$ 1,669	\$ 1,929
43-30	Building Maintenance	\$ 2,500	\$ 4,500
52-30	Insurance	\$ 12,334	\$ 12,334
53-10	Telephone	\$ 5,197	\$ 5,197
53-11	Cell Phone	\$ 1,200	\$ 1,069
60-10	Office Supplies	\$ 400	\$ 400
60-12	Postage	\$ 1,000	\$ 1,000
60-13	Printing	\$ 1,000	\$ 1,000
60-19	Clothing	\$ 1,250	\$ 1,250
60-20	Minor Equipment	\$ 4,000	\$ 4,000
61-11	Maint. Material	\$ 5,900	\$ 6,000
61-13	Material to Maintain	\$ 5,500	\$ 5,000

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Cemetery

Department - Cemetery

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
61-40	Janitorial	\$ 300	\$ 500
61-41	Material for Building Maint.	\$ 2,000	\$ 2,000
62-13	Electricity	\$ 2,762	\$ 2,500
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
75-60	Equipment Reserve	\$ -	\$ 15,000
77-03	Landscaping Improvements	\$ 50,000	\$ 50,000
77-14	Ravine Restoration	\$ 206,072	\$ 200,000
80-30	Interest	\$ 4,900	\$ 2,100
83-30	Bonds	\$ 140,000	\$ 140,000
84-41	Paying Agent	\$ 600	\$ 600
84-48	Admin. Services	\$ 43,208	\$ 44,292
TOTAL		\$ 925,736	\$ 969,705

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Golf

Department - Golf Administration

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
510-6301-454-10-10	Salaries	\$ 172,286	\$ 176,091
510-6301-454-10-20	Temporary	\$ 157,935	\$ 157,935
510-6301-454-10-30	Overtime	\$ 15,225	\$ 15,456
510-6301-454-10-40	Longevity	\$ 1,259	\$ 1,887
510-6301-454-20-10	Insurance Medical	\$ 54,413	\$ 57,919
510-6301-454-20-11	Insurance Dental	\$ 1,083	\$ 1,171
510-6301-454-20-12	Insurance Life	\$ 243	\$ 243
510-6301-454-20-13	Unemployment Insurance	\$ 50,712	\$ 44,194
510-6301-454-20-20	Social Security	\$ 31,924	\$ 32,690
510-6301-454-20-30	IMRF	\$ 46,538	\$ 49,525
510-6301-454-20-40	Flexi	\$ 446	\$ 446
510-6301-454-29-01	Training and Development	\$ 250	\$ 200
510-6301-454-29-03	Membership Dues	\$ 1,750	\$ 1,900
510-6301-454-29-10	Meetings and Exp Reimbursement	\$ 150	\$ 150
510-6301-454-33-15	Contractual Services - Audit	\$ 2,400	\$ 2,496
510-6301-454-43-16	IT Maintenance	\$ 3,135	\$ 3,645
510-6301-454-52-30	IRMA Insurance	\$ 29,831	\$ 29,831
510-6301-454-52-31	IRMA Insurance Deductible	\$ 2,400	\$ 2,400
510-6301-454-53-11	Cell Phone	\$ 489	\$ 1,069
510-6301-454-60-19	Clothing	\$ 2,500	\$ 4,100
510-6301-454-66-10	Assets under \$10,000	\$ 9,900	\$ 9,900
510-6301-454-75-02	Capital Equipment	\$ 45,000	\$ 60,000

Fund- Golf
Department - Golf Administration

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
510-6301-454-80-20	Revenue Bond Interest	\$ 23,605	\$ 21,910
510-6301-454-83-25	Bond Expense	\$ 85,000	\$ 85,000
510-6301-454-84-41	Paying Agents/Bonds	\$ 500	\$ 500
510-6301-454-84-48	Administrative Services	\$ 23,535	\$ 24,120
	TOTAL	\$ 762,509	\$ 784,778

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Golf**Department - Course Maintenance**

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
510-6304-454-35-10	Contractual Services	\$ 4,975	\$ 4,978
510-6304-454-41-10	Water	\$ 70,000	\$ 60,000
510-6304-454-43-01	Fleet Rental	\$ 49,037	\$ 47,513
510-6304-454-43-10	Maintenance of Equipment	\$ 2,700	\$ 3,725
510-6304-454-60-20	Minor Equipment	\$ 7,000	\$ 6,950
510-6304-454-61-11	Maintenance Material	\$ 6,500	\$ 5,000
510-6304-454-61-13	Material to Maintain Repair	\$ 5,000	\$ 2,700
510-6304-454-61-14	Golf Cart Maintenance	\$ 2,500	\$ 5,000
510-6304-454-65-10	Agricultural Materials	\$ 25,500	\$ 23,800
510-6304-454-65-11	Chemicals	\$ 43,000	\$ 41,500
TOTAL		\$ 216,212	\$ 201,166

THE CITY OF LAKE FOREST

Fiscal Year: 2015

Fund- Golf

Department - Clubhouse

		FY 2014	FY 2015
Account Number	Description	Budget	Budget
510-6307-454-10-20	Temporary	\$ 84,038	\$ 84,038
510-6307-454-10-30	Overtime	\$ -	\$ 5,500
510-6307-454-29-10	Meetings and Exp Reimbursement	\$ 250	\$ 100
510-6307-454-35-10	Contractual Services	\$ 282,240	\$ 388,040
510-6307-454-35-17	Credit Card Charges	\$ 16,000	\$ 28,020
510-6307-454-41-10	Water	\$ 4,825	\$ 4,197
510-6307-454-41-15	Sewer	\$ 990	\$ 770
510-6307-454-43-20	Maintenance of Equipment	\$ 4,000	\$ 5,302
510-6307-454-43-30	Building Maintenance	\$ 17,600	\$ 17,000
510-6307-454-53-10	Telephone	\$ 4,452	\$ 4,515
510-6307-454-54-21	Advertising	\$ 19,000	\$ 15,000
510-6307-454-60-10	Office Supplies	\$ 1,100	\$ 2,000
510-6307-454-60-12	Postage and Printing	\$ 11,000	\$ 9,000
510-6307-454-60-20	Minor Equipment	\$ 3,150	\$ 5,850
510-6307-454-61-40	Janitorial Supplies	\$ 3,000	\$ 2,250
510-6307-454-61-41	Materials for Bldg. Maint	\$ 1,000	\$ 700
510-6307-454-62-13	Electricity	\$ 19,607	\$ 19,000
510-6307-454-62-14	Gas	\$ 5,760	\$ 6,610
510-6307-454-65-23	Handicap Service	\$ 6,600	\$ 9,726
510-6307-454-84-37	Sales Tax	\$ 8,500	\$ 8,500
510-6307-454-84-38	Loss of Inventory	\$ 1,200	\$ 1,000
TOTAL		\$ 494,312	\$ 617,118



The City of Lake Forest

Personnel Policies and Practices May 1, 2014

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

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

May 1, 2013

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, *which means that either the City or the employee may end the employment relationship at any time, for any reasons, without notice, warning or cause.* 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 *a contractual commitment between the City and its employees and they do not prove any guarantee or assurance of continued employment or a term or condition of employment for any period of 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. The City *has* the right to modify *or eliminate* its employment policies from time to time in its sole discretion, 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 ***unlawful discrimination and*** harassment, 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. ***To the extent permitted by the Firearm Concealed Carry Act, any employee may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area of a City facility. Employees may not store a firearm or ammunition within a vehicle in Parking areas that constitute a prohibited areas.***

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. ***Employees who are unable to submit an application electronically will be afforded the ability to submit a paper application or offered another form of accommodation as warranted.*** 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, ***military status***, veteran status, ***genetic history***, 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 ***employment and*** labor laws, ***including*** making reasonable accommodations 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

In order to avoid an actual or potential conflict of interest in employee hiring, supervision and/or allocation of duties, employment and personnel decisions shall not be made on the basis of nepotism or under circumstances which reasonably create the appearance of nepotism to the public. For purposes of this policy, the terms “immediate family” and “relatives” are a spouse, parents, parent in-laws, siblings, sister/brother in laws, children. These types of relationships in the workplace are strongly discouraged, however, case-by-case consideration will be given to any current employees that would be adversely affected by a strict application of this policy.

- a. The City generally does not permit two or more relatives to work in the same department, division or section in circumstances where one relation occupies a position that supervises the other relation or has influence involving the relation’s employment, promotion, supervision, salary advancement or other personnel decisions. In the case of temporary positions, however, more than one member of a family may be employed within the same department, and in the same division or section, as long as a direct or indirect supervisory/subordinate relationship between the relatives does not exist.
- b. If employment of immediate family members exists, or is later established, or is deemed to be in the best interest of the City, and an actual or potential conflict arises, the City Manager, the Director of Human Resources and the appropriate Department Head(s) will endeavor to resolve the conflict by conciliation, transfer or other appropriate action, including termination. These situations will be resolved on a case-by-case basis. The City staff will present recommendations in each such case to the PCA for review and approval.
- c. This policy does not apply to those individuals who are uncompensated and who serve on The City Council or advisory City Boards and Commissions. This policy also does not apply to the hiring of persons whose application and appointment are under the jurisdiction of the Board of Fire and Police Commissioners of the City.

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 ***non-exempt*** employee will be allowed to work secondary employment within another department of the City. ***Exempt employees will be allowed to work secondary employment within another department of the City only with the approval of the Human Resources Director and City Manager. These limitations do not apply*** to employees ***who are*** working in two positions ***for the City*** as of May 1, 2005.

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. 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. ***Probationary employees are not guaranteed employment through their probationary period and remain subject to termination at the will of the City.***

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, Community Services Officers and Water Plant Operators 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. ***Successful completion of the probationary period and appointment to "regular" employee status does not alter the employee's at-will employment relationship.*** (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 ***may*** 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 ***may*** be established with the employee, and the employee ***may*** 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. All employees promoted or hired into a supervisory position will receive hands-on supervisory training as deemed appropriate by the department head and Department of Human Resources.

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. *The City usually will attempt to give* at least two weeks' notice of the effective date of a layoff to 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 **\$35** per year of service after 5 years through 9 years; **\$40** per year of service beginning 10 years through 14 years; **\$45** per year of service beginning 15 years through 19 years. Employees with more than 19 years receive **\$60** 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)

2.8.0 Deductions from Exempt Employee Salaries

Exempt employees are not answerable merely for the number of hours they work. They work as few or as many hours as are necessary to accomplish the tasks expected of them. For this reason, and subject to the exceptions below, City policy provides the compensation of exempt employees should not be reduced for any partial-day absence (other than intermittent or reduced schedule FMLA leave); any partial-week absence occasioned by the City or its operating requirements, including holidays and partial-week shutdowns; or because of variations in the quality or quantity of work performed.

Deductions from the compensation of exempt employees are proper under the following circumstances:

- 1. Partial day absences for intermittent or partial day FMLA leave;*
- 2. Full-day absences for personal reasons, other than sickness or disability;*
- 3. Full-day absences due to the employee's own sickness or injury (including work-related injuries and FMLA-related absences). Such deductions will be made in accordance with the City's paid time off plans and state worker's compensation laws and regulations;*
- 4. Deductions from pay for penalties imposed in good faith for infractions of safety rules of major significance;*
- 5. Any portion of a workweek that the exempt employee does not work at the commencement and termination of employment; and*
- 6. Full workweeks in which no work is performed.*

The City reserves the right to require an employee to utilize paid time off benefits for partial-day absences occasioned by personal reasons or by the employee's own illness or injury. The City also reserves the right to offset from an exempt employee's compensation any amount received in a particular workweek in jury duty fees, witness fees or military pay.

Improper deductions from the salary of exempt employees are a serious violation of City policy. The City encourages any exempt employee who believes his or her salary has been improperly reduced to report the problem immediately to his or her immediate supervisor or the Human Resources Director. The City will review the deduction to determine if it was proper. The review process may require the employee to provide information or present documents to the City. The employee will be notified of the results of the City's review. If the City determines that the deduction was improper, the employee will be reimbursed for the improper deduction as soon as practicable. Employees are assured that

the City is committed to comply, and expects all supervisors and managers to comply, with this policy and to carefully avoid making improper deductions from the salary of exempt employees. Employees also are assured that no retaliatory action will be taken for reporting improper deductions. Employees who suspect retaliation should report their concerns immediately to his or her immediate supervisor, the Human Resources Director or the City Manager.

Note: The City's attendance and disciplinary action policies are applicable to exempt employees even though an absence may not be one for which a deduction from salary may be taken.

3. HOURS OF WORK

3.1.0 Workweek Defined

The workweek commences at 12:01 a.m. on Sunday and ends at midnight on the following Saturday. 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 Workday Defined

The workday 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 workday is referred to in these policies. *A 30-minute unpaid meal break is included as part of the workday unless otherwise defined for specific positions.*

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. *All overtime work performed by a nonexempt employee* must be approved by the employee's immediate supervisor prior to the *work* being *performed*. *Unauthorized overtime work will subject the employee to discipline, including dismissal.*

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 *regular* 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

regular 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 **regular** 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 **regular** 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 **regular**, 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 **regular** 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). 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><i>Completed</i></u> <u>Years of Service</u>	<u>Hours <i>Accrued</i></u> <u>Per Pay Period</u>	<u>Hours <i>Accrued</i></u> <u>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 ***or it is subject to forfeiture as provided below***. 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.

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, up to their allowable annual maximum plus 80 hours (112 hours for sworn fire personnel).

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 *leave requirements of the Family and Medical Leave Act or the accommodation requirements of the Americans with Disabilities 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 Director of Human Resources 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, *in his/her discretion*, may grant a leave of absence with or without pay to any regular employee a 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.
5. ***Military family leave for a qualifying exigency.***
6. ***Military Family leave to act for caregiver purposes.***

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: *Qualifying Exigency*

Eligible employees make take up to 12 weeks leave for a “qualifying exigency” arising out of the foreign deployment of the employee’s spouse, son, daughter, or parent who is a member of the Armed Forces (including the National Guard and Reserves) and who is on covered active duty or has been notified of an impending call or order to covered active duty. Qualifying exigencies include (i) addressing any issues that arise from the short-notice deployment (deployment within 7 or fewer days of notice); (ii) Attending military events and related activities, such as official ceremonies, programs, events and informational briefings, or family support or assistance programs sponsored by the military, military service organizations, or the American Red Cross that are related to the member’s deployment; (iii) certain childcare and related activities (e.g., arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling in or transferring a child to a new school or day care facility); (iv) care of the military member’s parent who is incapable of self-care; (v) making or updating financial and legal arrangements; (vi) attending counseling for the employee, the military member, or the child of the military member; (vii) certain post-deployment activities within 90 days of the end of the military member’s covered active duty; and (viii) taking up to 15 calendar days of leave to spend time with a military member who is on short-term, temporary Rest and Recuperation leave during deployment.

Military Family Leave: *Caregiver*

Eligible employees may also take up to 26 weeks of leave to care for a covered service member or a covered veteran 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 is receiving medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list for a serious injury or illness. A serious injury or illness is one that is incurred by a servicemember in the line of duty on active duty that may cause the servicemember to be medically unfit to perform the duties of his or her office, grade, rank, or rating. A serious injury or illness also includes injuries or illnesses that existed before the servicemember’s active duty and that were aggravated by service in the line of duty on active duty.

A covered veteran is a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and meets each of the following criterion:

- *was a member of the Armed Forces (including a member of the National Guard or Reserves);*
- *was discharged or released under conditions other than dishonorable; and*
- *was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for him or her.*

Note: With respect to military family caregiver leave, an eligible employee is limited to a combined total of 26 weeks of leave for any FMLA-qualifying reasons during the single 12-month period. Up to 12 of the 26 weeks may be for an FMLA-qualifying reason other than military family caregiver 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 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 with 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; *violation of the City's alcohol and drug-free workplace policies*; carelessness, negligence or violence toward City property, fellow employees *or the public*; 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 City generally endorses the practice of corrective counseling. However, the level of discipline to be applied in a specific circumstance will be determined solely by the City and discipline shall not be issued in any particular order or manner. 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)

7.5.0 Ethics Hotline

The City has created an Ethics Hotline to provide an anonymous reporting system to bring concerns to the attention of City administration. The Hotline can be accessed in one of two ways:

Telephone (866-529-2445) or

The Internet (www.citylf.org and click on the Ethics Hotline logo)

Accountability in government, financial responsibility and delivery of quality services are key components to preserving the public's trust. All employees share the responsibility to ensure that the City demonstrates this accountability, as well as the proper stewardship of the financial resources and property entrusted to us. The City is committed to creating a working environment in which ethical behavior is central. The obligation to report the misuse of funds, misconduct or violations of City policy resides with all employees. Use the ethics hotline system to express concerns, raise complaints and ask questions. Employees may voice their concerns, complaints and questions anonymously, although doing so may make it difficult for the City to properly investigate if insufficient information is provided.

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 *Basic* 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 ***mental or*** 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 ***the employee's fitness for duty (including whether the employee's physical or mental condition poses a threat to the employee or others)***.

If the employee is found not to be fit for duty, it shall be the duty of the ***employee***, 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.

Where appropriate, the City will ***work with an employee who is a qualified individual with a disability to provide his/her with a reasonable accommodation to allow him/her to perform his/her essential job functions, provided the accommodation does not pose an undue hardship on the City.***

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 Public Information

Information concerning the business and financial operations of the City is either routinely published or available to outside interests through the Freedom of Information Act. Many times, however, employees come in contact with unique information of a confidential nature.

Information concerning individual residents, or other employees is considered confidential and documents should not be allowed to remain in plain view or issues discussed with anyone who does not have a need to know. Any inquiries by the media or press should be referred to the City Manager or the appropriate department staff in order to assure the correct spokesperson and correct factual information is released. All have a responsibility to safeguard the confidentiality of individual residents and fellow employees.

9.5.0 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.

9.6.0 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.

9.7.0 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.

9.8.0 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.

9.9.0 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.

9.10.0 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.

9.11.0 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.)

9.12.0 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)

9.13.0 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)

9.14.0 Employee Use of Computers and Electronic Communications Systems

The Computers and Electronic Communications Systems (email, Internet, personal computers, *smart phones and tablets*) 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, Electronic Communications Systems Policy)

9.15.0 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)

9.16.0 Cell Phone Usage (City-owned/issued)

The City has established guidelines for the safe usage of City-owned/*issued* cell phones and to ensure compliance with IRS guidelines. Cellular telephone equipment *owned or issued by the City* is to be used *primarily* 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; or
- Employees may have their personal cell phone lines added to the phones issued by the City and use those lines for personal calls with the provider billing the employee separately

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. Effective September 1, 2012, the use of any wireless device while driving is prohibited. This includes all cell phone, direct connect and two-way radio communication. Employees ***must*** 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)

9.17.0 Use of Personally-Owned Devices

The City permits authorized employees to use their personally owned devices in conjunction with the performance of their job duties, subject to the policies set forth in the City's Administrative Directive for the Use of Personal Mobile Devices for City Business. (See Admin. Dir. 2-4a, Use of Personal Mobile Devices for City Business)

**THE CITY OF LAKE FOREST
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OPERATIONAL AND CLERICAL CLASSIFICATION

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Maintenance Worker I	\$38,191	\$40,186	\$42,180	\$44,175	\$46,169	\$48,164	\$50,158
Account Clerk II Administrative Assistant I Program Assistant	\$43,917	\$46,314	\$48,712	\$51,109	\$53,506	\$55,904	\$58,301
Records Clerk	\$45,955	\$48,857	\$51,758	\$54,660	\$57,561	\$60,463	\$63,364
Account Clerk III Administrative Assistant II Recreation Office Manager	\$46,398	\$49,380	\$52,361	\$55,343	\$58,324	\$61,306	\$64,287
Community Services Officer	\$48,005	\$51,120	\$54,234	\$57,349	\$60,463	\$63,578	\$66,692
Communications Operator	\$50,200	\$53,455	\$56,711	\$59,966	\$63,221	\$66,477	\$69,732
Maintenance Worker II Refuse Collector Parts Technician	\$49,360	\$52,822	\$56,284	\$59,746	\$63,207	\$66,669	\$70,131

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

**THE CITY OF LAKE FOREST
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PROFESSIONAL AND TECHNICAL CLASSIFICATION

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Media Coordinator	\$40,381	\$43,309	\$46,237	\$49,165	\$52,093	\$55,021	\$57,949
Program Supervisor Youth Worker	\$45,546	\$48,134	\$50,722	\$53,310	\$55,898	\$58,486	\$61,074
Deputy City Clerk Human Resources Specialist Marketing/Communications Specialist	\$49,504	\$52,353	\$55,201	\$58,050	\$60,899	\$63,747	\$66,596
Engineering Technician Planning Technician	\$55,744	\$59,203	\$62,663	\$66,122	\$69,581	\$73,041	\$76,500
Water Plant Operator	\$57,641	\$60,844	\$64,046	\$67,249	\$70,452	\$73,654	\$76,857
Executive Assistant	\$53,676	\$56,708	\$59,740	\$62,772	\$65,804	\$68,836	\$71,868
Accountant Community TV Coordinator Mechanic	\$59,977	\$63,248	\$66,519	\$69,791	\$73,062	\$76,333	\$79,604
Building Inspector Engineering Assistant Fire Marshal	\$59,790	\$63,448	\$67,106	\$70,764	\$74,422	\$78,080	\$81,738
PC/LAN Support Specialist Plan Reviewer Business Analyst	\$62,612	\$66,345	\$70,077	\$73,810	\$77,543	\$81,275	\$85,008
Firefighter^	\$60,698	\$64,402	\$68,105	\$71,809			
Firefighter Paramedic	\$63,986	\$67,703	\$73,207	\$77,017	\$80,827	\$84,638	\$88,448
Police Officer	\$63,572	\$67,644	\$71,716	\$76,911	\$81,043	\$85,176	\$89,308

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

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

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**THE CITY OF LAKE FOREST
PAY PLAN FY2015**

SUPERVISORY CLASSIFICATION

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Lead Code Enforcer Lead Plan Reviewer	\$64,423	\$68,392	\$72,362	\$76,331	\$80,300	\$84,270	\$88,239
PS Communications Supervisor Network Administrator Senior Accountant	\$72,322	\$75,593	\$78,864	\$82,135	\$85,406	\$88,677	\$91,948
Chief Water Plant Operator Engineering Supervisor Cemetery Sexton Supervisor	\$74,332	\$77,709	\$81,086	\$84,463	\$87,839	\$91,216	\$94,593
Fire Lieutenant Paramedic	\$93,742	\$97,118	\$98,620	\$100,121	\$101,622	\$103,123	\$104,325
Police Sergeant	\$96,458	\$97,967	\$99,475	\$100,984	\$102,492	\$104,001	\$105,509

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

**THE CITY OF LAKE FOREST
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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	\$56,973	\$76,279
Assistant to Public Works Director	\$57,522	\$77,016
Assistant to the City Manager CROYA Manager Senior Resources Manager Senior Planner	\$60,870	\$90,670
Communications Manager	\$59,385	\$92,250
Assistant City Manager Assistant Director of Finance/IT	\$82,410	\$110,578
Superintendent	\$101,463	\$114,180
Fire Battalion Chief Police Commander	\$108,545	\$114,727
Deputy Fire Chief Deputy Police Chief	\$118,493	\$126,397

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

**THE CITY OF LAKE FOREST
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EXECUTIVE CLASSIFICATION

POSITION

Level I

City Manager

Merit

Level II

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