



**THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
MAY 1, 2008**

Introduction

On behalf of the entire Lake Forest City staff, I am pleased to present to you the proposed FY09 (May 1, 2008 – April 30, 2009) Annual Operating and Capital Budget totaling \$95,035,821. The proposed FY09 budget is balanced with all operating expenditures covered from current revenues and capital expenditures coming from current revenues and reserves in excess of the City Council's Fiscal Policy. The operating expenditures in the proposed budget have been thoroughly scrutinized and prepared consistent with the City Council's Fiscal Policy and legislative directives. The total City budget will increase 19.5% compared to the FY08 estimated actual budget. If the Municipal Services Building (\$18,939,000) and Route 60 road and bridge improvement projects (\$2,500,000) were not included, the total increase would be 3.2%. The following transmittal letter provides an overview of the City's proposed budget and financial outlook.

Financial Outlook

RECESSION, INFLATION, STAGFLATION – however the economists want to refer to our current economic climate, the bottom line is great economic uncertainty. During such economic times, the prudent course of action is to be financially conservative. Rising unemployment, gas prices, home foreclosures and declining consumer confidence will promote uneasiness among residents and businesses. This in turn will likely have a negative impact on City revenues and create more pressure to scrutinize public expenditures. While Lake Forest has tended to be less affected by the economic cycles than larger cities or those more dependent on sales tax, the public perception and expectation to “tighten our belts” will still permeate throughout 2008. That is why the proposed FY09 Budget focuses on completing initiatives started this past year; responding to recent operational pressures (snow removal); and remaining cautiously optimistic about future economic forecasts.

CURRENT INITIATIVES

- 1) Municipal Services Facility – Construction of the new 83,000 square-foot garage and 27,000 square-foot administrative office building is underway. The project will be substantially completed in FY09, with the expected move-in date of July/August 2009. This project is the largest capital improvement project in the City's history and is being funded in part by the sale of the current 10-acre Laurel/Western Ave. site.
- 2) Laurel & Western Ave. Redevelopment - The Ad Hoc Laurel Ave. Redevelopment Committee is working with a consultant to identify the appropriate reuse of the current Municipal Services site and the development parameters that will be imposed upon any developer. The parameters and the selection of a developer should be completed by the end of calendar year 2008.
- 3) Western Ave. Redevelopment - Engineering is underway, upgrading the water mains, storm and sanitary sewers; realignment of the Western/Woodland intersection and various streetscape enhancements along Western Ave. from Laurel Ave. to Vine Ave. The bulk of the construction work will take place in FY10 and FY11.
- 4) Rt. 60 Community Park - Phase IA of the park improvements have been completed and Phase IB is scheduled to begin this spring. With financial assistance from the State and a generous donation from the Friends of the Lake Forest Parks and Recreation, it is anticipated that programming of the new park will occur in the fall of this year.
- 5) Rt. 60 Bridge and Intersection Improvements - This joint IDOT and Illinois Tollway project is well underway and scheduled for completion in late 2008.
- 6) Affordable Housing - The Housing Trust has begun receiving funds from private developments pursuant to City ordinance and is identifying potential projects/housing sites for creating more affordable housing within the community.
- 7) Waukegan Road TIF Improvements - Starting this summer, streetscape improvements will commence along Waukegan Rd. between Everett and Conway Road within the Settlers Square TIF District. The improvements are designed to make the area more pedestrian-friendly and promote the businesses.

ENHANCED FUNDING

As in past years, the proposed FY09 budget does not incorporate any new or enhanced programs beyond those listed below. While the time is clearly not appropriate to evaluate program enhancements, the time is near when the City Council and staff should examine what services are potentially available to residents and the cost-benefit of providing such services. We must keep in mind that we are in the service-delivery business,

and a periodic analysis of what services we currently offer and those we *could* offer is critical – particularly in a community such as Lake Forest.

- 1) Lake Forest Day – This August 2-6, the American Legion will be sponsoring the 100th anniversary of Lake Forest Day. A committee led by former mayor Jack Preschlack is planning a multiple-day event that includes a beach party, garden walks and expanded parade. Staff has included additional funding in the proposed budget (\$25,000) to cover the cost of the expanded program. The primary cost to the City will be additional overtime and supplies or ancillary expenditures associated with the weekend activities.
- 2) Economic Development – In the FY08 budget, the City included funding to engage an Economic Development Coordinator. During FY09, a study on the Lake Forest market area, resident buying habits and potential store-types will be undertaken (\$29,000). Other initiatives to promote retail businesses will also be implemented, often in conjunction with the Lake Forest/Lake Bluff Chamber of Commerce.
- 3) Going Green – Besides the green technologies incorporated into the new Municipal Services Facility, the City is proposing to expand its recycling program and identify other opportunities to be more environmentally conscious. The construction of a new material transfer ramp at the compost center (\$270,000 offset by a \$60,000 grant) will permit the collection of more recyclable materials at the curb starting this summer. Once fully implemented, staff will explore other recyclable collection options like office paper. Further, a staff committee will investigate ways that we can operationally be more energy efficient and environmentally- friendly.
- 4) Snow Removal/Street Improvements – This past winter has been one of the most difficult in many years. The FY08 budget will be exceeded for salt and chemicals, plow operators' overtime, and street patching materials. With very mild winters over the past five-plus years, the budgets for these costs have been reduced to be in line with actual expenditures. The proposed FY09 budget increases overtime (\$25,000); salt and chemicals (\$38,000); roadway maintenance materials (\$24,000); and contractual hauling (\$10,000). This very unusual winter has also caused havoc with the roadway surface, and we are experiencing tremendous unraveling of the pavement which causes potholes. The FY09 budget will provide for additional funding for the annual street overlay program (\$420,000) and funding for contracting out street patching services (\$240,000).

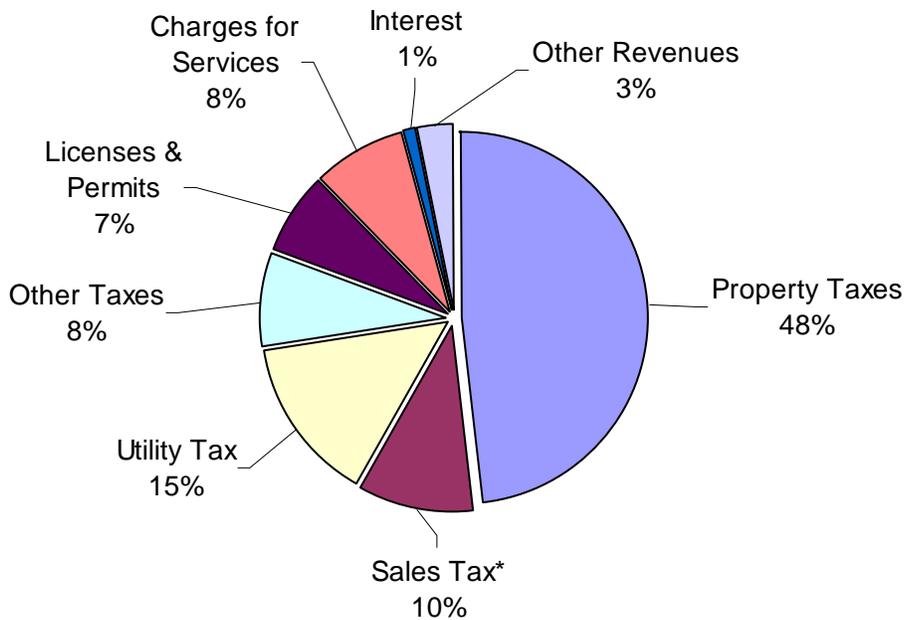
FINAL THOUGHTS

Past and present City Councils have actively engaged in the establishment and annual review of fiscal policies and practices as well as funding priorities within the City. Over the last few years considerable attention has been placed on our capital infrastructure, its financing strategies and long-range capital budgets. Tremendous progress has been made on the capital projects but pressures will continue. The cost of improving streets, buildings, sewers, etc. continues to rise due to oil prices, labor prices and other uncontrollable costs. Yet, while the capital expenditures seem to be more visible and palatable to the taxpayers, we must direct equal attention to the "Human Capital" side of our operating costs. We are a service business and roughly 69% of our operating budget is personnel-related. This organization and the level of service we provide residents are only going to be as good as the people providing that service. Our obligation is to ensure that the service levels are aligned with resident expectations, even if that requires hiring more employees and potentially raising taxes.

Lake Forest enjoys an organizational culture that continuously searches for ways to "do more with less" and aggressively seeks outside funding for capital projects. The City has proven that it can proactively respond to the changing economic climate and, if necessary, identify cost-reduction opportunities and outsource or privatize activities previously performed by City staff. Yet there comes a time when you can no longer do more with less; and the demands of new growth, coupled with competitive opportunities for quality employees, will begin to erode the quality of service provided residents. This will not occur overnight, but will have lasting impacts on the quality of life in Lake Forest.

General Fund Revenues

The General Fund accounts for the vast majority of City services (Police, Fire, Public Works, etc.), and the total FY09 revenue is \$31,758,527. The General Fund reserves are forecasted to equal \$9,827,357 or 31% of revenues as of April 30, 2009. This amounts to \$3,728,147 or 11.7% greater than the established reserve amount set forth in the City's Fiscal Policy. General fund revenues are projected to increase only 3% over FY08 estimated actuals. An overview of general fund revenues is summarized in the pie chart below.



* includes 0.5% storm sewer sales tax

General Fund revenue highlights include:

- Last December, the City Council approved a 2.99% increase in the tax levy for all City functions (including Recreation, Library and Debt Service). The increase includes the permitted 2.5% tax cap limitation plus new growth. Recent legislation allows for the exclusion of special recreation and fire pension levy from the tax cap.
- **The average increase to an existing household will be approximately 2.83% or \$70 on an \$850,000 home in Lake Forest.**

- In December, 2007 the City Council adopted a number of changes to various fees and charges attributable to the General Fund, resulting in a minimal increase (\$47,000) in revenues.
- Established in FY07, the City estimated approximately \$200,000 in additional funding from the Demolition Fee, 50% of which will go toward infrastructure improvements and 50% toward affordable housing. However, due to the downturn in requests for demolition permits the estimated revenue in FY08 is \$120,000. Based on the recent petitions before the Building Review Board, staff is projecting that the number will continue to be minimal and is budgeting \$150,000.
- Following the passage of the real estate transfer tax referendum in March, 2006, the City Council implemented a 0.4% transfer fee effective July 1, 2006. Estimated revenue from this new tax is \$1.9 million in FY08 and \$1.7 million in FY09. All proceeds from the tax go into the Capital Projects Fund.
- The City has received federal monies to reconstruct the Old Elm Bridge east of Rt. 41. The cost allocation is 80% federal, 10% Lake Forest and 10% Highland Park. The project is being bid in April and construction completed before the end of 2008.

General Fund Expenses

The FY2009 General Fund Budget, which includes personnel, materials, and a capital equipment/ capital projects transfer, is \$31,758,276 or 8.5% more than the FY2008 estimated actual budget on a gross basis (before pass-throughs and one-time expenses). The General Fund FY2009 budget is as follows:

General Fund	FY2008 Est. Actual	FY2009	\$ Change	% Change
Operating	\$28,174,442	\$30,912,776	\$2,738,334	9.7%
Capital Equipment/ Capital Improvement Transfer	1,015,704	625,500	(390,204)	(38.4)%
Operating Capital	84,000	220,000	136,000	161.9%
Total	\$29,274,146	\$31,758,276	\$2,484,130	8.5%

General Fund expenditure highlights include:

- Total **personnel costs**, including pensions (except Police and Fire) and insurance requirements are budgeted to increase 8.7%, over the FY08 estimated actual budget. The FY08 budget to FY09 budget increase is 5.6%. The majority of the difference between the budget and estimated actual (2.5%) is a result of open positions. This proposed increase covers:
 - A general pay plan adjustment;
 - Approved range adjustments for employees still working their way through the pay plan and selected position modifications;
 - IMRF pensions;
 - Health, dental and life insurance and miscellaneous benefits;
 - Additional overtime hours for fire and snow removal as well as some additional temporary personnel hours for CROYA and Fire Paid on Premise.

- The proposed **capital equipment** budget of \$695,000 is \$175,000 more than the FY08 budget due primarily to the replacement of two sidewalk plows. The equipment purchases included in the FY09 budget are pursuant to the City’s 10-year equipment replacement plan.

Significant expenditures for **capital equipment** include:

○ Replacement of Forestry truck	\$ 85,000
○ Replacement of three sanitation scooters	\$ 78,000
○ Replacement of 6 police cars	\$144,000
○ Replacement of Bombardier Sidewalk Plows (2)	\$125,000

- The total FY2009 Capital Improvement Fund budget is \$3,832,469 (*not including the Field Drive intersection improvement, which is being funded entirely through outside funding, and the funding of Municipal Services Building*). The proposed program is approximately \$60,453 above FY08 estimated actual. The projects are financed through the Real Estate Transfer Tax and a \$625,500 transfer from the General Fund. Some notable projects include:

■ Headwall/Culvert/Ravine Rehab.	\$ 50,000
■ Western Ave. Improvement study	\$ 325,000
■ Tree Replacement	\$ 85,000
■ Alley Resurfacing	\$ 60,000
■ Ramp to Load Recyclables	\$ 270,000
■ North Beach Access Drive	\$ 325,000
■ CROYA Expansion	\$ 300,000
■ Elawa Farms Life Safety	\$ 63,000

- Rt. 60/ Field Dr. Intersection* \$ 1,000,000
- Rt. 60/ Field Ct. Intersection* \$ 1,500,000
- Municipal Services Building \$18,939,000
- Sidewalk/Pathway Repairs \$ 70,000
- Contractual Street Patching \$ 240,000
- Annual Street overlay** \$ 1,420,000

*Financed through outside funding-state grant and donations.

** \$1,000,000 financed through MFT funds

Other Funds

The City’s Enterprise and Special Revenue Funds are generally self-supporting operations such as the Water Plant and Deer Path Golf Course. Special Revenue Funds (i.e., Recreation) are partially funded by property taxes. The FY09 budgets for the City’s Enterprise Funds, including capital improvements and equipment, are as follows:

	FY2008 Est. Actual	FY2009	% Change
Water	\$ 7,492,214	\$7,544,269	0.7%
Golf	1,466,942	1,493,574	1.8%
Cemetery	697,685	698,029	0.05%
Paid Parking*	784,943		(100.0)%
Recreation	6,185,069	6,684,640	8.1 %
Senior	553,086	591,274	6.9 %
Total	\$17,179,939	\$17,011,786	(1.0)%

*Fund closed to General Fund.

Other Fund budget highlights include:

- The total FY09 **Water Fund capital budget** is \$1,946,000. This includes continuation of our sanitary sewer lining program (\$195,000) and the Ahwahnee Road water main improvement project. The proposed improvements are set forth in the City’s 5-year Capital Improvement Plan (CIP) that has been reviewed by the Finance Committee over the past few months. Other notable improvements include:

- New Raw Water Pump \$ 75,000
- Bluffs Edge Bridge Lift Pump \$ 50,000
- Ahwahnee Rd. Water Main \$ 803,000

Conclusion

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

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

Respectfully submitted,

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

Robert R. Kiely, Jr.
City Manager

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

	Projected Spendable Fund Balance 5/1/2008	Budgeted Revenues FY2009	Budgeted Expenditures FY2009	Projected Spendable Fund Balance 4/30/2009
101 General Fund	9,827,106	\$ 31,758,527	\$ 31,758,276	\$ 9,827,357
Special Revenue Funds				
201 Park & Public Land	1,423,456	2,196,337	1,092,383	2,527,410
202 MFT	563,731	1,995,191	2,495,000	63,922
205 Emergency Telephone	462,601	260,000	373,956	348,645
208 Elawa Farm - Operating	22,072	91,475	84,193	29,354
210 Senior Resources	70,190	591,274	591,621	69,843
220 Parks and Recreation	1,116,228	6,850,154	6,684,640	1,281,742
223 Parks Equip Reserve	186,560	80,000	162,000	104,560
224 Special Recreation	89,762	267,171	264,671	92,262
230 Cemetery	2,919,962	557,233	698,029	2,779,166
245 Foreign Fire Insurance	120,030	105,000	125,000	100,030
246 Drug Asset Forfeiture	10,333	500	10,000	833
247 Alcohol Asset Forfeiture	29,438	4,000	30,000	3,438
248 Affordable Housing	92,668	77,000	-	169,668
Construction Funds				
301 West LF TIF	376,515	2,235,965	2,199,464	413,016
309 SSA 29 Saunders Rd	243,663	8,000	158,369	93,294
311 Capital Improvement	2,722,374	3,483,664	3,907,661	2,298,377
312 Storm Sewer - 2004B Bonds	1,841,906	-	115,000	1,726,906
314 Rt. 60 Bridge	906,911	20,000	926,911	-
315 Rt. 60 Intersection	158,520	5,000	163,520	-
316 Rt. 60 Academy Woods Imp	163,522	5,000	168,522	-
317 MS Building	6,562,772	12,376,228	18,939,000	-
319 Rt 60/Fitzmorris	1,604,602	25,000	1,629,602	-
Debt Service Funds				
413 1998A Bonds-Grove School	20,366	140,630	141,130	19,866
415 1998B Bonds - Capital Improvements	308,546	629,610	618,610	319,546
416 2000 G O Bonds - MS Land	415,799	643,412	629,912	429,299
417 2001B Bonds - MS Building	92,277	117,000	114,900	94,377
418 2003A Bonds - Open Space	87,956	932,400	920,700	99,656
421 2003D Bond - Storm Sewer	1,169,693	266,300	247,300	1,188,693
422 SSA 25 - Knollwood Sewer	6,440	78,940	77,940	7,440
423 SSA 26 - Waukegan Sewer	3,877	22,215	21,715	4,377
425 2004B - Storm Sewer	579,306	533,200	298,025	814,481
426 1997B Bonds - Bank Lane Lot	-	153,660	153,660	-
Enterprise Funds				
501 Water & Sewer	5,537,034	7,840,890	7,544,269	5,833,655
508 Water and Sewer Capital Fund	3,369,633	1,022,937	1,946,000	2,446,570
510 Deerpath Golf Course	378,948	1,536,326	1,493,574	421,700
Internal Service Funds				
601 Fleet	50,563	1,525,087	1,562,255	13,395
610 Self Insurance	3,276,801	4,223,000	3,667,000	3,832,801
Trust/Agency Funds				
701 Firemen's Pension	22,401,370	1,655,323	1,376,060	22,680,633
702 Police Pension	18,555,042	1,525,521	1,644,953	18,435,610
Total All Funds	<u>\$ 87,768,572</u>	<u>\$ 85,839,170</u>	<u>\$ 95,035,821</u>	<u>\$ 78,571,921</u>

**The City of Lake Forest
Expense Comparison**

	Projected Estimated Expenditures FY2008	Budgeted Expenditures FY2009	\$\$ change	% change
101 General Fund	\$ 29,274,146	\$ 31,758,276	2,484,130	8.49%
Special Revenue Funds				
201 Park & Public Land	1,431,263	1,092,383	-338,880	-23.68%
202 MFT	1,280,000	2,495,000	1,215,000	94.92%
205 Emergency Telephone	232,286	373,956	141,670	60.99%
208 Elawa Farm - Operating	20,000	84,193	64,193	320.97%
210 Senior Resources	553,086	591,621	38,535	6.97%
220 Parks and Recreation	6,185,069	6,684,640	499,571	8.08%
223 Parks Equip Reserve	18,870	162,000	143,130	758.51%
224 Special Recreation	313,000	264,671	-48,329	-15.44%
230 Cemetery	697,685	698,029	344	0.05%
245 Foreign Fire Insurance	111,000	125,000	14,000	12.61%
246 Drug Asset Forfeiture	-	10,000	10,000	n/a
247 Alcohol Asset Forfeiture	-	30,000	30,000	n/a
248 Affordable Housing	-	-	0	n/a
Construction Funds				
301 West LF TIF	539,336	2,199,464	1,660,128	307.81%
305 2003A Bond-Rt. 60	174,500	-	-174,500	-100.00%
309 SSA 29 Saunders Rd	155,319	158,369	3,050	1.96%
310 Capital Equipment Reserve	1,534,000	-	-1,534,000	-100.00%
311 Capital Improvement	6,343,627	3,907,661	-2,435,966	-38.40%
312 Storm Sewer - 2004B Bonds	-	115,000	115,000	n/a
314 Rt. 60 Bridge	-	926,911	926,911	n/a
315 Rt. 60 Intersection	10,000	163,520	153,520	1535.20%
316 Rt. 60 Academy Woods Imp	20,000	168,522	148,522	742.61%
317 MS Building	4,197,000	18,939,000	14,742,000	351.25%
318 2006 Bond - Rt 60	1,750,000	-	-1,750,000	-100.00%
319 Rt 60/Fitzmorris	-	1,629,602	1,629,602	n/a
Debt Service Funds				
405 2003B Bonds - Refunding TIF	1,745,900	-	0	0.00%
413 1998A Bonds-Grove School	472,830	141,130	-331,700	-70.15%
415 1998B Bonds - Capital Improvements	614,870	618,610	3,740	0.61%
416 2000 G O Bonds - MS Land	653,012	629,912	-23,100	-3.54%
417 2001B Bonds - MS Building	117,700	114,900	-2,800	-2.38%
418 2003A Bonds - Open Space	890,300	920,700	30,400	3.41%
420 2002B Bond Fund - Refunding Bond	431,557	-	-431,557	-100.00%
421 2003D Bond - Storm Sewer	250,900	247,300	-3,600	-1.43%
422 SSA 25 - Knollwood Sewer	78,952	77,940	-1,012	-1.28%
423 SSA 26 - Waukegan Sewer	21,714	21,715	1	0.00%
424 SSA 29 - Saunders Road	4,151	-	-4,151	-100.00%
425 2004B - Storm Sewer	301,525	298,025	-3,500	-1.16%
426 1997B Bonds - Bank Lane Lot	-	153,660	153,660	n/a
Enterprise Funds				
501 Water & Sewer	7,492,214	7,544,269	52,055	0.69%
504 San Sewer/Water Imp 2003C	574,633	-	-574,633	-100.00%
508 Water and Sewer Capital Fund	1,956,367	1,946,000	-10,367	-0.53%
510 Deerpath Golf Course	1,466,942	1,493,574	26,632	1.82%
Internal Service Funds				
601 Fleet	1,465,677	1,562,255	96,578	6.59%
610 Self Insurance	3,465,000	3,667,000	202,000	5.83%
Trust/Agency Funds				
701 Firemen's Pension	1,198,000	1,376,060	178,060	14.86%
702 Police Pension	1,477,200	1,644,953	167,753	11.36%
Total All Funds	\$ 79,519,631	\$ 95,035,821	\$ 17,262,090	19.51%

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

GENERAL FUND

	Actual FY 2007	Est Actual FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013
Fund Balance 5/1	7,017,124	9,004,155	9,827,106	9,827,357	9,697,332	8,827,812	7,140,382
Revenue	29,129,375	30,097,097	31,758,527	33,028,788	33,902,003	34,852,920	36,379,462
Less: One-Time Revenues	(365,639)	(298,213)	(1,207,000)	(1,207,000)	(1,207,000)	(1,207,000)	(1,207,000)
Less: Passthroughs	(1,291,395)	(1,880,128)	(1,789,066)	(1,819,865)	(1,850,368)	(1,882,603)	(1,915,597)
Proforma Revenues	27,472,341	27,918,756	28,762,461	30,001,923	30,844,635	31,763,317	33,256,865
One-Time Revenues	365,639	298,213	1,207,000	1,207,000	1,207,000	1,207,000	1,207,000
Less: Operating Expenses	25,118,864	28,258,442	31,132,776	32,610,313	34,151,023	35,724,850	37,302,083
Less: One-Time Expenses	-	(52,059)	(1,140,313)	(1,118,476)	(1,126,944)	(1,135,731)	(1,144,846)
Less: Passthroughs	(1,291,395)	(1,880,128)	(1,789,066)	(1,819,865)	(1,850,368)	(1,882,603)	(1,915,597)
	23,827,469	26,326,255	28,203,397	29,671,972	31,173,711	32,706,516	34,241,640
One-Time Expenses	-	52,059	1,140,313	1,118,476	1,126,944	1,135,731	1,144,846
Net before CIP	4,010,511	1,838,655	625,751	418,475	(249,020)	(871,930)	(922,621)
Capital Expenditures	1,537,064	845,000	625,500	548,500	620,500	815,500	834,500
MS Building	486,416	170,704					
Total Capital Expenditures	2,023,480	1,015,704	625,500	548,500	620,500	815,500	834,500
Fund Balance 4/30	9,004,155	9,827,106	9,827,357	9,697,332	8,827,812	7,140,382	5,383,261
Less: 15% Req Resv+ Sick/Vaca	5,704,837	5,849,996	6,099,210	6,289,749	6,420,731	6,563,369	6,792,350
Available Funds	3,299,318	3,977,110	3,728,147	3,407,583	2,407,081	577,013	(1,409,089)
Op Revenue increase%	4.9%	1.6%	3.0%	4.3%	2.8%	3.0%	4.7%
Op Expense increase %	2.4%	10.5%	7.1%	5.2%	5.1%	4.9%	4.7%

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

GENERAL FUND

	Actual FY 2007	Est Actual FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013
Revenues							
Pass Through	29,129,375	30,097,097	31,758,527	33,028,788	33,902,003	34,852,920	36,379,462
Sales Tax (Sewer Passthrough)	754,397	766,000	773,000	785,000	796,000	808,000	820,000
PW/Rec adjustments		514,768	514,768	514,768	514,768	514,768	514,768
Cost/Allocation	536,998	599,360	501,298	520,097	539,600	559,835	580,829
Sub-Total	1,291,395	1,880,128	1,789,066	1,819,865	1,850,368	1,882,603	1,915,597
Sub-total Revenues	27,837,980	28,216,969	29,969,461	31,208,923	32,051,635	32,970,317	34,463,865
One-Time Revenues							
Paid Parking			834,000	834,000	834,000	834,000	834,000
Reimbursements	160,233	34,213	10,000	10,000	10,000	10,000	10,000
Stirling Hall/Rec trsf	68,000	234,000					
Telecomm Tax			341,000	341,000	341,000	341,000	341,000
Bond Redemp.	137,406	30,000	22,000	22,000	22,000	22,000	22,000
Total	365,639	298,213	1,207,000	1,207,000	1,207,000	1,207,000	1,207,000
Proforma Revenues	27,472,341	27,918,756	28,762,461	30,001,923	30,844,635	31,763,317	33,256,865
Expenses							
Pass-Through Expenses	25,118,864	28,258,442	31,132,776	32,610,313	34,151,023	35,724,850	37,302,083
Sales Tax (Sewer Passthrough)	754,397	766,000	773,000	785,000	796,000	808,000	820,000
PW/Rec adjustments		514,768	514,768	514,768	514,768	514,768	514,768
Cost/Allocation	536,998	599,360	501,298	520,097	539,600	559,835	580,829
Sub-Total	1,291,395	1,880,128	1,789,066	1,819,865	1,850,368	1,882,603	1,915,597
Proforma Expenses	23,827,469	26,326,255	28,203,397	29,671,972	31,173,711	32,706,516	34,241,640
One-Time Expenses							
Paid Parking			593,944	593,944	593,944	593,944	593,944
Transfer to other funds		52,059	546,369	524,532	533,000	541,787	550,902
Sub-Total		52,059	1,140,313	1,118,476	1,126,944	1,135,731	1,144,846

**The City of Lake Forest
General Fund
FY2009 Budget Departments**

	FY2009 Budget
Public Works	\$ 8,257,388
Police	7,551,061
Fire	5,208,994
Non Department	4,831,457
Community Development	1,563,543
Office of the City Manager/Cable	1,125,586
Information Technology	1,006,107
Finance	749,269
CROYA	595,598
Human Resources	480,115
City Council	389,158
Total Expense	<u>31,758,276</u>

**CITY OF LAKE FOREST
FISCAL YEAR 2008-2009
PERSONNEL SCHEDULE
BUDGETED POSITIONS**

FULL TIME POSITION TITLE	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 BUDGET
CITY MANAGER	1	1	1
FINANCE DIRECTOR	1	1	1
DIRECTOR OF PUBLIC WORKS	1	1	1
DIRECTOR OF COMMUNITY DEVELOP	1	1	1
DIRECTOR OF RECREATION & PARKS	1	1	1
DIRECTOR IT	1	1	1
DIRECTOR OF HUMAN RESOURCES	1	1	1
CROYA DIRECTOR	1	1	1
POLICE CHIEF	1	1	1
FIRE CHIEF	0	1	1
DIRECTOR OF SENIOR RESOURCES	1	1	1
CITY ENGINEER	1	1	1
DEPUTY POLICE CHIEF	2	2	2
DEPUTY FIRE CHIEF	2	2	2
POLICE COMMANDER	4	4	4
FIRE CAPTAIN	3	3	0
FIRE BATTALION CHIEF	0	0	4
ASSISTANT CITY ENGINEER	1	1	1
ASSISTANT DIRECTOR OF FINANCE	1	1	1
DEVELOPMENT COORDINATOR	1	1	0
CODE ENFORCEMENT OFFICER	0	0	1
HEAD GOLF PRO	1	1	1
SUPERINTENDENT	4	4	4
ASSISTANT CITY MANAGER	1	1	1
MANAGEMENT ANALYST	1	1	1
CABLE COORDINATOR	1	1	1
PUBLIC INFORMATION OFFICER	1	1	1
POLICE SERGEANT	3	3	3
FIRE LIEUTENANT	6	6	6
GIS MANAGER	1	1	1
SUPERVISOR	9	10	10
TECHNICAL SERVICES MANAGER	1	1	1
CONST. ENGINEERING SUPERVISOR	1	1	1
COMMUNICATIONS SUPERVISOR	1	1	1
SENIOR ACCOUNTANT	1	1	1
RECORDS CLERK SUPERVISOR	1	0	0
PUBLIC SAFETY RECORDS SUPV	0	1	1
BLDG & GROUNDS SUPERVISOR	1	0	0
NETWORK ADMINISTRATOR	1	1	1
POLICE OFFICER	33	33	33
FIRE FIGHTER	25	25	24
ENGINEERING ASSISTANT	2	2	2
ACCOUNTANT	1	1	1
PC/LAN SUPPORT SPECIALIST	2	2	2

**CITY OF LAKE FOREST
FISCAL YEAR 2008-2009
PERSONNEL SCHEDULE
BUDGETED POSITIONS**

FULL TIME POSITION TITLE	2006-2007 ACTUAL	2007-2008 ACTUAL	2008-2009 BUDGET
BUILDING INSPECTOR	6	6	6
ENGINEERING TECHNICIAN	1	1	1
GIS ANALYST	1	1	1
WATER PLANT OPERATOR	8	8	8
ASSISTANT CROYA DIRECTOR	1	1	1
PROGRAM MANAGER	5	5	5
PLANNER	2	2	2
PLAN REVIEWER	1	2	2
EXECUTIVE ASSISTANT	1	1	1
HUMAN RESOURCES SPECIALIST	1	1	1
DEPUTY CITY CLERK	1	1	1
PROGRAM SUPERVISOR	8	8	8
YOUTH WORKER	3	3	3
REFUSE COLLECTOR	13	12	11
MAINTENANCE WORKER II	36	37	37
PARTS SPECIALIST	1	1	1
MECHANIC	4	3	3
COMMUNICATIONS OPERATOR	9	9	9
COMMUNITY SERVICE OFFICER	5	5	4
ASSISTANT SENIOR DIRECTOR	1	1	1
ADMINISTRATIVE ASSISTANT II	11	10	10
ASSISTANT TO DIRECTOR OF PW	0	1	1
ACCOUNT CLERK III	3	3	3
ADMINISTRATIVE ASSISTANT I	3	4	4
RECORDS CLERK	2	2	3
GIS/CAD SPECIALIST	1	1	1
ACCOUNT CLERK II	0	0	0
PROGRAM ASSISTANT	1	1	1
FULL TIME PERSONNEL	252	254	253

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

ACTUAL 2006-2007	BUDGET 2007-2008	BUDGET 2008-2009
45	50	54

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

ACTUAL 2006-2007	BUDGET 2007-2008	BUDGET 2008-2009
388	384	402

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

501 Operating

WATER FUND

	ACTUAL FY 2007	Est ACTUAL FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013
Fund Balance 5/1	\$ 8,796,169	\$ 5,769,517	\$ 5,537,034	\$ 5,833,655	\$ 6,225,453	\$ 6,563,837	\$ 6,778,195
Operating Revenue	\$ 7,277,770	\$ 7,259,731	\$ 7,840,890	\$ 8,410,390	\$ 8,977,090	\$ 9,597,790	\$ 10,077,680
Grant Revenue	\$ 217,249						
Less: Operating Expenses	3,927,530	4,118,023	4,404,093	4,624,298	4,855,513	5,098,288	5,353,203
Debt service	2,394,141	2,394,191	2,390,176	2,394,294	2,383,194	2,385,144	2,389,934
Net before CIP	\$ 1,173,348	\$ 747,517	\$ 1,046,621	\$ 1,391,798	\$ 1,738,383	\$ 2,114,358	\$ 2,334,543
Total Transfer to Capital	\$ 4,200,000	\$ 980,000	\$ 750,000	1,000,000	1,400,000	\$ 1,900,000	\$ 2,000,000
Fund Balance 4/30	\$ 5,769,517	\$ 5,537,034	\$ 5,833,655	\$ 6,225,453	\$ 6,563,837	\$ 6,778,195	\$ 7,112,738
Less: .33 (rev) + 1X debt serv+500K	\$ 5,295,805	\$ 5,289,902	\$ 5,477,670	\$ 5,669,723	\$ 5,845,634	\$ 6,052,415	\$ 6,215,568
Available Funds	473,712	247,132	355,985	555,731	718,203	725,780	897,169
Revenue increase%	-8.0%	-0.2%	8.0%	7.3%	6.7%	6.9%	5.0%
Expense increase %	7.2%	4.9%	6.9%	5.0%	5.0%	5.0%	5.0%
Debt service coverage 1.25	1.40	1.31	1.44	1.58	1.73	1.89	1.98

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

508 Capital

WATER FUND

	PROJECTED FY 2007	PROJECTED FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013
Fund Balance 5/1	\$ 1,531,187	\$ 4,757,633	\$ 3,369,633	\$ 2,446,570	\$ 553,200	\$ 507,860	\$ 23,253
Transfer from Operating	\$ 4,200,000	\$ 980,000	\$ 750,000	\$ 1,000,000	\$ 1,400,000	\$ 1,900,000	\$ 2,000,000
Grant Revenue			\$ 155,000				
Interest		\$ 163,000	\$ 117,937	\$ 85,630	\$ 27,660	\$ 25,393	\$ 1,163
Bond Issue							
Capital Improvements	\$ 973,554	\$ 2,531,000	\$ 1,946,000	2,979,000	1,473,000	2,410,000	1,324,000
Fund Balance 4/30	\$ 4,757,633	\$ 3,369,633	\$ 2,446,570	\$ 553,200	\$ 507,860	\$ 23,253	\$ 700,416

City of Lake Forest, Illinois

Capital Improvement Plan

FY '09 thru FY '13

FUNDING SOURCE SUMMARY

Source	FY '09	FY '10	FY '11	FY '12	FY '13	Total
Capital Fund	3,389,469	6,026,000	5,746,800	3,177,000	2,932,500	21,271,769
Cemetery Fund	100,000	60,000	100,000	250,000	65,000	575,000
Contribution	2,914,500	620,961	70,000		250,000	3,855,461
Emergency Telephone Fund	72,000	25,000				97,000
Golf Course Fund	108,150	270,000	707,000	64,000	220,000	1,369,150
Grant- Federal	1,351,000	80,000		80,000	1,248,000	2,759,000
Grant- Local	38,000					38,000
Grant- State	233,000		2,660,000	700,000		3,593,000
Motor Fuel Tax Fund	1,149,500	20,000	1,200,000	720,000	312,000	3,401,500
Municipal Services Fund	18,939,000	1,590,266				20,529,266
Park & Public Land Fund	933,000	2,271,000	817,000	1,332,000	182,000	5,535,000
Park and Recreation Fund	162,000					162,000
Special Recreation Fund	25,000					25,000
Storm Sewer Bond Fund	115,000	775,000	225,000	155,000	1,480,000	2,750,000
TIF Fund	650,000	600,000	1,180,000			2,430,000
Water and Sewer Fund	1,791,000	2,979,000	1,473,000	2,410,000	1,324,000	9,977,000
GRAND TOTAL	31,970,619	15,317,227	14,178,800	8,888,000	8,013,500	78,368,146

City of Lake Forest, Illinois

Capital Improvement Plan

FY '09 thru FY '13

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	FY '09	FY '10	FY '11	FY '12	FY '13	Total
Capital Fund								
City Hall: Chimney Repair	07-BLDG-001	3			30,000			30,000
Fire Station #2: Emergency Operations Equipment	07-BLDG-011	1	10,000					10,000
Public Safety Bldg: Garage Door Replace/Repair	07-BLDG-013	3				50,000		50,000
Public Safety Bldg: HVAC	07-BLDG-015	2		70,000	20,000	20,000		110,000
Public Safety Bldg: Generator Repairs	07-BLDG-016	1			120,000			120,000
Dickinson Hall: Exterior Tuck Pointing	07-BLDG-025	3			70,000			70,000
General Landscaping	07-MISC-006	2	15,000	15,000	20,000	20,000	20,000	90,000
Video Server	07-MISC-022	1	25,000					25,000
CBD Train Station: Structural Repairs	07-PKNG-010	3			640,000			640,000
Telegraph Train Station: Flat Roof Replacement	07-PKNG-015	3			35,000			35,000
Headwall/Culvert/Ravine Rehabilitation	07-W&S-001	2	50,000	50,000	50,000	50,000	50,000	250,000
Storm Sewer: Contract. Repair/Clean/Ditch/Televise	07-W&S-002	1	50,000	50,000	50,000	50,000	50,000	250,000
Public Safety Bldg: FD Locker Room Renovation	08-BLDG-002	2		50,000				50,000
Demo of 1000 Western	09-BLDG-0001	1	40,000					40,000
City Hall Lobby Renovation	09-CH-001	1	10,000					10,000
CROYA Building Expansion	09-CROYA-001	1	300,000					300,000
Annual Overlay Program	09-ENGG-001	1	420,000	1,100,000		1,100,000	1,100,000	3,720,000
Annual Replacement: Sidewalks/Curbs	09-ENGG-003	1	70,000	85,000	85,000	85,000	85,000	410,000
Pavement Sealing Program	09-ENGG-004	1	60,000	60,000	75,000	65,000	70,000	330,000
Storm Sewer Lining	09-ENGG-006	1		100,000	100,000	100,000	100,000	400,000
Alley Resurfacing	09-ENGG-007	1	60,000					60,000
Concrete Streets Repair	09-ENGG-008	1		200,000				200,000
Pavement Management Program	09-ENGG-009	2		70,000				70,000
Laurel Ave Concrete Street Repair	09-ENGG-013	1					300,000	300,000
North Beach Access Drive Reconstruction	09-ENGG-015	1	325,000					325,000
Lake Road Reconstruction	09-ENGG-016	1			425,000			425,000
Detention Pond Control Structure Repair	09-ENGG-020	3			25,000			25,000
Off-Street: City Hall Lot Resurfacing	09-ENGG-023	3				100,000		100,000
Off-Street: North Shore Lot Resurfacing	09-ENGG-029	3					80,000	80,000
Western Avenue Improvements (Laurel to Vine)	09-ENGG-033	1	325,000	2,717,000	2,600,000			5,642,000
Walden Bridge Painting	09-ENGG-035	3			100,000			100,000
Bluff's Edge Bridge Painting	09-ENGG-036	3					100,000	100,000
Conway Farms Drive Sidewalk Extension	09-ENGG-041	1	37,500					37,500
Capital Equipment - General	09-EQPT-001	1	695,000	682,000	636,000	615,000	639,000	3,267,000
Fire Engine #215	09-Fire-001	1				525,000		525,000
Annual Tree Replacement Program	09-FORS-001	2	85,000	90,000	100,000	105,000	120,000	500,000
Triangle Park Sidewalk Replacement	09-FORS-003	3		40,000				40,000
HTE Online Core Modules	09-IT-001	2	20,500					20,500
HTE Online Building Permits	09-IT-002	2	20,000					20,000
Network Infrastructure	09-IT-004	2		30,000	30,000			60,000
Wireless IP Telephones	09-IT-005	2		25,000	25,000			50,000
Video Switcher/Graphics, Audio & Cameras for CH	09-LFTV-001	1	25,000	16,000				41,000
LFTV Studio Renovation & Equipment	09-LFTV-002	2	25,000	25,000	10,000	10,000	10,000	80,000
LFTV Archive Video Server	09-LFTV-003	3			20,000			20,000

Source	Project#	Priority	FY '09	FY '10	FY '11	FY '12	FY '13	Total
Sony DVCAM Remote Pro Camcorders	09-LFTV-004	3		14,000		30,000		44,000
LFTV Tri-Pods and Jib	09-LFTV-007	3			18,000			18,000
Additional NAS Drives	09-MISC-017	1	20,000	40,000	20,000	10,000		90,000
Blade Servers	09-MISC-018	1	20,000		40,000	20,000	10,000	90,000
Siemens Reprogram of Phone Numbers	09-MSB-003	2	30,000					30,000
Elawa Farm Life/Safety Renovation Items	09-OCMEF-001	1	63,000					63,000
RTAP 80/20 Transportation Study Grant Project	09-OCMRTAP-1	2	20,000					20,000
PSB & Station II: Interior Lighting Upgrade	09-PSB-002	1	25,969					25,969
Ramp to Load Recyclables	09-SAN-002	1	210,000					210,000
Asphalt Resurfacing of the Compost Center	09-SAN-003	3		170,000				170,000
Electric Light Conversion Project	09-STR-001	1	31,500	30,000	32,000	39,000	34,500	167,000
Longline Striping	09-STR-002	1	36,000	36,000	37,000	38,000	39,000	186,000
Bridge(s) Miscellaneous Maintenance Repairs	09-STR-003	1	25,000	25,000	25,000	25,000	25,000	125,000
Sheridan Bridge Parapet Painting	09-STR-006	3				20,000		20,000
AVL/GPS/Material Usage System w/Drive-by Download	09-STR-007	3		50,000				50,000
Street Patching (Contractual)	09-STR-008	1	240,000	100,000	100,000	100,000	100,000	640,000
HTE Online Parking Tickets	10-IT-003	3		13,500				13,500
Automated Timecard System	10-IT-004	2		72,500	66,700			139,200
HTE Online Utility Billing	11-IT-004	3			12,100			12,100
Flyover	11-MISC-023	1			130,000			130,000
Capital Fund Total			3,389,469	6,026,000	5,746,800	3,177,000	2,932,500	21,271,769

Cemetery Fund

Ravine Restoration	07-CEM-005	3	100,000					100,000
Additional Family Pillars	09-CEM-001	3		60,000				60,000
Ravine Erosion Control	09-CEM-002	3			100,000			100,000
Small Garden Columbarium	09-CEM-003	3				250,000		250,000
Line Storm Sewer	09-CEM-004	3					65,000	65,000
Capital Equipment - Cemetery	09-EQPT-004	n/a	0					0
Cemetery Fund Total			100,000	60,000	100,000	250,000	65,000	575,000

Contribution

Northcroft: Teams High Ropes Course	07-Parks-129	3			70,000			70,000
Traffic Signals: Rt. 60 @ Saunders/Field Drive	09-ENGG-011	1	1,000,000					1,000,000
Traffic Signals: Rt. 60/Field Ct./Conway Farms Dr.	09-ENGG-012	1	1,500,000					1,500,000
Laurel Ave Concrete Street Repair	09-ENGG-013	1				250,000		250,000
Old Elm Road Bridge Replacement (Phase III)	09-ENGG-014	1	149,500					149,500
Western Avenue Improvements (Laurel to Vine)	09-ENGG-033	1		108,000				108,000
Deerpath Park/School Parking Lot Reconstruction	09-ENGG-040	3		375,000				375,000
Capital Equipment - Ambulance	09-EQPT-006	1	250,000					250,000
Rt. 60 Park Beautification Project	09-RT60-005	1	15,000	137,961				152,961
Contribution Total			2,914,500	620,961	70,000	250,000	3,855,461	

Emergency Telephone Fund

Police Mobile Radios	07-POL-001	3	25,000	25,000				50,000
Dispatch Communication Equipment	09-POL-001	1	47,000					47,000
Emergency Telephone Fund Total			72,000	25,000				97,000

Golf Course Fund

Source	Project#	Priority	FY '09	FY '10	FY '11	FY '12	FY '13	Total
DPGC Parking Lot Resurfacing	09-ENGG-037	3			100,000			100,000
Capital Equipment - Golf	09-EQPT-003	3	33,150					33,150
Cart Bridges	09-GOLF-007	1	45,000					45,000
General Improvements/Contingency	09-GOLF-100	3	10,000	10,000	10,000	10,000	10,000	50,000
Contractual Tree Trimming	09-GOLF-400	1	20,000	10,000	10,000	10,000	10,000	60,000
Replacement carts	10-Golf-199	1		250,000				250,000
WELL FOR IRRIGATION	11-GOLF-002	3			500,000			500,000
Clubhouse Roof Replacement	11-GOLF-010	3			75,000			75,000
Pro Shop Goods Display Caseworks	11-GOLF-023	3			12,000			12,000
Asphalt Paving/Sealing	12-GOLF-005	3				12,000		12,000
Clubhouse Painting (Exterior)	12-GOLF-011	3				12,000		12,000
HVAC Compressor Replacement	12-GOLF-022	3				20,000		20,000
Bathroom/Halfway House	13-GOLF-002	3					200,000	200,000

Golf Course Fund Total

108,150 270,000 707,000 64,000 220,000 1,369,150

Grant- Federal

Sanitary Sewer Lining	09-ENGG-005	1	155,000					155,000
Old Elm Road Bridge Replacement (Phase III)	09-ENGG-014	1	1,196,000					1,196,000
Lake-Woodbine Bridge Rehabilitation	09-ENGG-019	3		80,000		80,000	1,248,000	1,408,000

Grant- Federal Total

1,351,000 80,000 80,000 1,248,000 2,759,000

Grant- Local

PSB & Station II: Interior Lighting Upgrade	09-PSB-002	1	38,000					38,000
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Grant- Local Total

38,000 38,000

Grant- State

CBD Train Station: Structural Repairs	07-PKNG-010	3			2,560,000			2,560,000
Traffic Signals: Rt. 43 @ Westleigh Road	09-ENGG-027	3			50,000	700,000		750,000
RTAP 80/20 Transportation Study Grant Project	09-OCMRTAP-1	2	80,000					80,000
Dispatch Communication Equipment	09-POL-001	1	93,000					93,000
Ramp to Load Recyclables	09-SAN-002	1	60,000					60,000
Rec Center - 5th-6th Gr. Game Room	11Rec-001	3			50,000			50,000

Grant- State Total

233,000 2,660,000 700,000 3,593,000

Motor Fuel Tax Fund

Annual Overlay Program	09-ENGG-001	1	1,000,000		1,150,000			2,150,000
Old Elm Road Bridge Replacement (Phase III)	09-ENGG-014	1	149,500					149,500
Lake-Woodbine Bridge Rehabilitation	09-ENGG-019	3		20,000		20,000	312,000	352,000
Traffic Signals: Rt. 43 @ Westleigh Road	09-ENGG-027	3			50,000	700,000		750,000

Motor Fuel Tax Fund Total

1,149,500 20,000 1,200,000 720,000 312,000 3,401,500

Municipal Services Fund

Municipal Services Building Construction	07-MSB-001	1	18,939,000	1,590,266				20,529,266
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Municipal Services Fund Total

18,939,000 1,590,266 20,529,266

Park & Public Land Fund

Source	Project#	Priority	FY '09	FY '10	FY '11	FY '12	FY '13	Total
Rec Ctr: HVAC Controls	07Parks-008	1				25,000		25,000
Rec Ctr: Parking Lot Improvements	07-Parks-019	3				80,000		80,000
Stirling Hall: Interior Storm Windows (So. Elev.)	07-Parks-032	3				30,000		30,000
Deerpath Park: Community Bulletin Board	07-Parks-036	3	10,000					10,000
Deerpath Park: Tennis Court Restore/Resurface	07-Parks-038	3	35,000			80,000		115,000
Deerpath Park: Tennis Fence Repair/Replace	07-Parks-039	3				40,000		40,000
Deerpath Park: Replace Sideline Fence & Backstop	07-Parks-041	3		30,000				30,000
Deerpath Park: Concrete Dugout & Bleacher Pads	07-Parks-042	3		20,000	20,000			40,000
Deerpath Park: Drainage Improvements	07-Parks-045	3		25,000				25,000
Deerpath Park: Restroom & Storage Building	07-Parks-046	3		300,000				300,000
Deerpath Park: Irrigation/Water Sys Improvements	07-Parks-047	3	30,000					30,000
Waveland: Dredge Pond	07-Parks-057	3				30,000		30,000
Nature Preserve: Trail/Bridge Repairs	07-Parks-061	3		30,000				30,000
Nature Preserve: Parking Lot/Access Rd Improve.	07-Parks-062	3					50,000	50,000
Everett: Playground Repair and painting (West)	07-Parks-066	1		75,000				75,000
Everett: Tennis Court Restoration/Resurfacing	07-Parks-067	3			50,000			50,000
Everett: Tennis Court Fence Repairs	07-Parks-068	3			27,000			27,000
Everett: Roof Replacement	07-Parks-072	1				22,000		22,000
Everett: Dredge Pond	07-Parks-074	3	30,000					30,000
Forest: Beach Survey/Analysis	07-Parks-090	3		15,000				15,000
South: Tennis Court Fence Replacement	07-Parks-114	3	25,000					25,000
South: Playground Equipment	07-Parks-115	1				275,000		275,000
Northcroft: Irrigation of Athletic Fields	07-Parks-126	3		40,000				40,000
Northcroft: Roof Replacment	07-Parks-130	1			45,000			45,000
Elawa Farm: Park Washroom	07-Parks-137	3				200,000		200,000
Elawa Farm: Irrigation System/Plantings & Park	07-Parks-138	3				50,000		50,000
Yurt	09-193-041	2	15,000					15,000
North Beach Access Drive Reconstruction	09-ENGG-015	1	325,000					325,000
West Park Parking Lot Resurfacing	09-ENGG-038	3		25,000				25,000
Waveland Park East Parking Lot Resurfacing	09-ENGG-039	3				100,000		100,000
Deerpath Park/School Parking Lot Reconstruction	09-ENGG-040	3		375,000				375,000
Rec Diner renovation	09-parks 112	1	38,000					38,000
West Park Tennis Courts - Crack Sealing	09-PARKS-001	n/a	40,000					40,000
Forest Park Landscape Overlook	09-Parks-011	3	12,000					12,000
Rt 60 Park Dugout	09-Parks-063	1	50,000					50,000
Rt 60 Park Landscaping	09-Parks-064	1	25,000	25,000				50,000
Rec: preschool playground	09-Parks-077	1	100,000					100,000
Forest Park: Docking System Repair/Replacement	09-Parks-089	1	100,000					100,000
Parks Master Plans	09-Parks-099	3	25,000					25,000
Boat Pavilion Roof Replacement	09-Parks-100	1	38,000					38,000
South Park Tennis Court Restore/Resurface	09-Parks-101	3	25,000					25,000
Stirling Ice Protection	09Rec-007	3	10,000					10,000
Rt 60 Park Playground	10-parks.060	3		350,000				350,000
Forest Park; all weather Panels south pavillion	10-parks-001	3		10,000				10,000
Deerpath Park;Turf Improvements	10Parks-001	3		619,000				619,000
Forest park; Sailboat compound asphalt overlay	10-Parks-004	3		46,000				46,000
Waveland: Tennis Court Restoration/Resurfacing	10-Parks-051	3		48,000				48,000
Rt60 park entrance feature	10-Parks-065	3		25,000				25,000
Rt 60 Park Scoreboard	10-Parks-066	3		15,000				15,000
Rt 60 park; second bay of parking	10-Parks-089	1		85,000				85,000
deerpath park path reconfigure	10-Parks-100	3		35,000				35,000
Rec Center Gym Lights	10Rec-001	1		35,000				35,000
Rec Center Public Locker Room HVAC	10Rec-002	1		18,000				18,000
Rec Center Door Hardware	10Rec-003	3		25,000				25,000
Forest Park;Nautical flagpole relacement	11-parks001	3			25,000			25,000

Source	Project#	Priority	FY '09	FY '10	FY '11	FY '12	FY '13	Total
Forest Park: Irrigation system improvements	11-Parks-001	3			25,000			25,000
West: Playground Equipment Replacement	11-Parks-100	1			325,000			325,000
Rec Center Studio Rooms	11Rec-002	3			300,000			300,000
Forest Park: Boat Crane upgrade	12-Parks-003	1				50,000		50,000
Rec Ctr: Gymnasium Acoustic Improvements	12Parks-004	1				10,000		10,000
Waveland: Playground Replacement	12-Parks-054	1				300,000		300,000
Waveland field house Enclose gargae doors w/ brick	12-parks-099	3				20,000		20,000
Northcroft - Disc Golf	12Rec-002	3				20,000		20,000
Park Pavilion Lightning Protection	13Parks-001	1					97,000	97,000
Rec Center Front Office Carpeting	13Rec-001	3					35,000	35,000
Park & Public Land Fund Total			933,000	2,271,000	817,000	1,332,000	182,000	5,535,000

Park and Recreation Fund

Capital Equipment - Parks & Rec	09-EQPT-005	1	162,000					162,000
Park and Recreation Fund Total			162,000					162,000

Special Recreation Fund

Rec Center ADA Power Door-Main Entrance	09Rec-006	1	25,000					25,000
Special Recreation Fund Total			25,000					25,000

Storm Sewer Bond Fund

Storm Sewer: Edgewood & Spruce	09-ENGG-024	3				65,000	635,000	700,000
Storm Sewer: Glenwood Rd (west of Beverly Pl)	09-ENGG-025	3				30,000	310,000	340,000
Storm Sewer: Briar Ln, Timber Ln & Beverly Pl	09-ENGG-026	3				60,000	535,000	595,000
Western Avenue Improvements (Laurel to Vine)	09-ENGG-033	1	115,000	775,000	225,000			1,115,000
Storm Sewer Bond Fund Total			115,000	775,000	225,000	155,000	1,480,000	2,750,000

TIF Fund

General Improvements: Waukegan/Everett TIF	07-TIF-002	1	650,000	600,000	1,010,000			2,260,000
Off-Street: Telegraph Train Station Lot Resurfacing	09-ENGG-017	3			170,000			170,000
TIF Fund Total			650,000	600,000	1,180,000			2,430,000

Water and Sewer Fund

Elevated Tank Inspection/Painting	07-WP-010	3			402,000			402,000
Replace Villa Turicum Pumps	07-WP-011	1				40,000		40,000
SW Sewer Station: Replace Gen., ATS, MCC, Pumps	07-WP-013	1	225,000					225,000
Spruce&Sheridan Lift Station: Pump Parts	07-WP-015	1	16,000					16,000
Bluff's Edge Bridge Lift Station: Submersible Pump	07-WP-016	1	50,000					50,000
Design/Upgrades: Westleigh Rd. Booster Station	07-WP-017	3	14,000	80,000				94,000
Maintenance Contingency	07-WP-033	3	50,000	50,000	50,000	50,000	50,000	250,000
Sanitary Sewer Lining	09-ENGG-005	1	195,000	350,000	350,000	350,000	350,000	1,595,000
Water: Waukegan (Rt. 60- Drpth & Wmrelnh-Gge Ln)	09-ENGG-010	1		1,526,000				1,526,000
Water: Oak Knoll (Old Mill Rd. to Big Oaks Court)	09-ENGG-018	1		365,000				365,000
Water: Wilson Dr. (W. Fork Dr. to Farm Rd.)	09-ENGG-021	1			550,000			550,000
Water: Ahwahnee Rd (Deerpath to Onwentsia)	09-ENGG-022	1	803,000					803,000
Water: Waukegan (Everett Rd to Westleigh Rd)	09-ENGG-028	1				1,670,000		1,670,000
Water: Oak Knoll (Everett Rd. to Lawrence Ave.)	09-ENGG-030	1					453,000	453,000

Source	Project#	Priority	FY '09	FY '10	FY '11	FY '12	FY '13	Total
Water: Lawrence (Oak Knoll Dr. to Fairway)	09-ENGG-031	1					356,000	356,000
Water: Sheridan Rd (N. City Limits to Spruce Ave)	09-ENGG-032	1	303,000					303,000
Western Avenue Improvements (Laurel to Vine)	09-ENGG-033	1	60,000	500,000	75,000			635,000
Capital Equipment - Water	09-EQPT-002	1		88,000	46,000	300,000	115,000	549,000
New Raw Water Pump	09-WP-001	2	75,000					75,000
Scada Upgrade	09-WP-002	3		20,000				20,000
Water and Sewer Fund Total			1,791,000	2,979,000	1,473,000	2,410,000	1,324,000	9,977,000
GRAND TOTAL			31,970,619	15,317,227	14,178,800	8,888,000	8,013,500	78,368,146

**The City of Lake Forest
Capital Improvement Program
Grant/Contribution Reconciliation**

Capital Fund

	FY09	FY10	FY11	FY12	FY13
Expense	3,389,469	6,026,000	5,746,800	3,177,000	2,932,500
Grant--RTAP	80,000				
Grant--recyclable ramp	60,000				
Grant--interior lighting	38,000				
Contribution--RT 60 Park	15,000	137,961			
Contribution--Ambulance	250,000				
Contrib.--Laurel Ave Concrete St.					250,000
Total Expense	<u>3,832,469</u>	<u>6,163,961</u>	<u>5,746,800</u>	<u>3,177,000</u>	<u>3,182,500</u>

MFT Fund

Expense	1,149,500	20,000	1,200,000	720,000	312,000
Contribution--Old Elm Bridge	149,500				
Grant--Old Elm Bridge	1,196,000				
Grant--Lake-Woodbine Bridge		80,000		80,000	1,248,000
Grant--Traffic Signals-Rt43@Westleigh			50,000	700,000	
Total Expense	<u>2,495,000</u>	<u>100,000</u>	<u>1,250,000</u>	<u>1,500,000</u>	<u>1,560,000</u>

Park and Public Land Fund

Expense	933,000	2,271,000	817,000	1,332,000	182,000
Contrib.--Dpath School/Park Parking Lot		375,000			
Grant--Rec Ctr Game Room			50,000		
Contrib.--Northcroft High Ropes			70,000		
Total Expense	<u>933,000</u>	<u>2,646,000</u>	<u>937,000</u>	<u>1,332,000</u>	<u>182,000</u>

Storm Sewer Bond Fund

Expense	115,000	775,000	225,000	155,000	1,480,000
Contribution--Western Ave		108,000			
Total Expense	<u>115,000</u>	<u>883,000</u>	<u>225,000</u>	<u>155,000</u>	<u>1,480,000</u>

**THE CITY OF LAKE FOREST
FIVE YEAR FUND BALANCE FORECAST
CAPITAL IMPROVEMENT ALL FUNDS (5)**

	ACTUAL FY 2007	Est Actual FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013
Fund Balance 5/1	\$ 4,826,058	\$ 7,712,704	\$ 13,114,239	\$ (5,529,916)	\$ 2,055,388	\$ 50,998	\$ (1,749,226)
Revenue							
Real Estate Transfer Tax	\$ 1,259,295	\$ 1,910,000	\$ 1,693,000	\$ 1,777,000	\$ 1,888,000	\$ 1,943,000	\$ 1,984,000
Demolition Tax	30,000	60,000	75,000	75,000	75,000	75,000	75,000
Motor Fuel Tax	593,798	611,612	629,960	648,859	668,325	688,375	709,026
Telecommunication Tax	570,000	420,000	-	-	-	-	-
IRMA/Misc	79,178	443,689	85,000	95,000	100,000	105,000	110,000
Interest	302,970	222,251	394,532	210,010	101,598	43,944	8,872
Total Taxes and Other	\$2,835,241	\$3,667,552	\$2,877,492	\$2,805,869	\$2,832,923	\$2,855,319	\$2,886,897
Rt 60/ CBD Train	669,871	4,026,000	2,500,000	-	2,560,000	-	-
Grants	425,267	367,688	1,801,500	455,000	170,000	780,000	1,498,000
Total Grants	\$ 1,095,138	\$ 4,393,688	\$ 4,301,500	\$ 455,000	\$ 2,730,000	\$ 780,000	\$ 1,498,000
Impact Fees - PW, PS	3,313	65,352	453,881	284,918	19,878	-	-
Recreation Impact Fees	1,619,668	175,344	2,146,516	1,347,448	94,008	-	-
Total Impact Fees	\$1,622,981	\$240,696	\$2,600,397	\$1,632,366	\$113,886	\$0	\$0
MS Building Development	1,925,966	941,289	-	13,000,000	-	-	-
Total Non-Bond Revenue	\$ 7,479,326	\$ 9,243,225	\$ 9,779,389	\$ 17,893,235	\$ 5,676,809	\$ 3,635,319	\$ 4,384,897
Non- Referendum Debt	-	8,000,000	-	-	-	-	-
Refund MS debt--new money possible							
Rte 60/WAI Bond Proceeds	-	1,750,000	-	-	2,500,000	-	-
Storm Sewer Bond Proceeds	-	-	-	1,000,000	-	-	-
Rt 60 Bond Maturity						1	1
Total Bond Proceeds	\$ -	\$ 9,750,000	\$ -	\$ 1,000,000	\$ 2,500,000	\$ 1	\$ 1
Capital Eupment Transfer	\$	1,200,000					
Gen Fd Transfer (incl paid parking less op cap)	653,648	381,000	625,500	548,500	620,500	815,500	834,500
Grand Total Revenue	8,132,974	20,574,225	10,404,889	19,441,735	8,797,309	4,450,820	5,219,398
Less: Op Exp (RETT Admin)	68,201	71,611	75,192	78,951	82,899	87,044	91,396
Debt Service	487,608	491,483	159,383	394,253	-	-	-
Net before CIP	\$ 7,577,165	\$ 20,011,131	\$ 10,170,314	\$ 18,968,531	\$ 8,714,410	\$ 4,363,776	\$ 5,128,003
Rt 60/ CBD Train	\$ 669,871	\$ 4,026,000	\$ 2,500,000	\$ -	\$ 2,560,000	\$ -	\$ -
MS Building Development	414,399	4,197,000	18,939,000	1,590,266	-	-	-
All Other Capital Projects	\$ 3,606,249	\$ 6,386,596	\$ 7,375,469	\$ 9,792,961	\$ 8,158,800	\$ 6,164,000	\$ 6,404,500
Total Capital Expenditures	\$ 4,690,519	\$ 14,609,596	\$ 28,814,469	\$ 11,383,227	\$ 10,718,800	\$ 6,164,000	\$ 6,404,500
Fund Balance 4/30	\$ 7,712,704	\$ 13,114,239	\$ (5,529,916)	\$ 2,055,388	\$ 50,998	\$ (1,749,226)	\$ (3,025,724)
MFT restricted	(1,083,119)	(563,731)	(63,922)	(695,977)	(199,101)	(177,430)	(583,328)
PPL restricted	(2,006,375)	(1,423,456)	(2,527,410)	(1,335,975)	(679,782)		
MS restricted	\$ (1,745,483)	\$ (6,562,772)					
RT 60 restricted	\$ (170,800)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ST sewer rest	\$ (1,841,906)	\$ (1,841,906)	\$ (1,726,906)	\$ (1,843,906)	\$ (1,618,906)	\$ (1,463,906)	
Unrestricted	\$ 865,021	\$ 2,722,374	\$ (9,848,153)	\$ (1,820,470)	\$ (2,446,791)	\$ (3,390,563)	\$ (3,609,051)

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

	ACTUAL FY 2007	Est Actual FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013
Fund Balance 5/1	\$ 487,841	\$ 865,021	\$ 2,722,374	\$ 2,298,377	\$ (1,083,672)	\$ (1,709,993)	\$ (2,035,537)
Revenue							
Real Estate Transfer Tax	\$ 1,259,295	\$ 1,910,000	\$ 1,693,000	\$ 1,777,000	\$ 1,888,000	\$ 1,943,000	\$ 1,984,000
Demolition Tax	30,000	60,000	75,000	75,000	75,000	75,000	75,000
IRMA/Misc*/Recycling	79,178	443,689	85,000	95,000	100,000	105,000	110,000
Interest	37,484	43,251	95,283	80,443			
Total Taxes and Other	\$1,405,957	\$2,456,940	\$1,948,283	\$2,027,443	\$2,063,000	\$2,123,000	\$2,169,000
Rt 60/ CBD Train		4,026,000	\$ 2,500,000		\$ 2,560,000		
Grants	352,147	71,688	\$ 456,000				\$ 250,000
Total Grants	\$ 352,147	\$ 4,097,688	\$ 2,956,000	\$ -	\$ 2,560,000	\$ -	\$ 250,000
Impact Fees - PW, PS	3,313	65,352	453,881	284,918	19,878		
Total Impact Fees	\$3,313	\$65,352	\$453,881	\$284,918	\$19,878	\$0	\$0
Total Non-Bond Revenue	\$ 1,761,417	\$ 6,619,980	\$ 5,358,164	\$ 2,312,361	\$ 4,642,878	\$ 2,123,000	\$ 2,419,000
Total Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ -	\$ -
Transfer from Capital Equipment Fund/ MS Building		\$ 1,200,000		\$ 1			
Gen Fd Transfer (incl paid parking/cap equip less op cap)	653,648	381,000	625,500	548,500	620,500	815,500	834,500
Grand Total Revenue	2,415,065	8,200,980	5,983,664	2,860,862	7,763,378	2,938,500	3,253,500
Less: Op Exp (RETT Admin)	68,201	71,611	75,192	78,951	82,899	87,044	91,396
Net before CIP	\$ 2,346,864	\$ 8,129,369	\$ 5,908,472	\$ 2,781,911	\$ 7,680,479	\$ 2,851,456	\$ 3,162,104
Rt 60/ CBD Train		4,026,000	2,500,000		2,560,000		
All --Other Capital Projects	\$ 1,969,684	2,246,016	3,832,469	6,163,961	5,746,800	3,177,000	3,182,500
Total Capital Expenditures	\$ 1,969,684	\$ 6,272,016	\$ 6,332,469	\$ 6,163,961	\$ 8,306,800	\$ 3,177,000	\$ 3,182,500
Fund Balance 4/30	\$ 865,021	\$ 2,722,374	\$ 2,298,377	\$ (1,083,672)	\$ (1,709,993)	\$ (2,035,537)	\$ (2,055,933)

* includes \$431,000 of debt service closures in FY08

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

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

	ACTUAL FY 2007	Est Actual FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013
Fund Balance 5/1	\$ 487,093	\$ 1,083,119	\$ 563,731	\$ 63,922	\$ 695,977	\$ 199,101	\$ 177,430
Revenue	\$ 593,798	\$ 611,612	\$ 629,960	\$ 648,859	\$ 668,325	\$ 688,375	\$ 709,026
Grants		117,000	1,345,500	80,000	50,000	780,000	1,248,000
Interest	41,762	32,000	19,731	3,196	34,799	9,955	8,872
Total Revenue	635,560	760,612	1,995,191	732,055	753,124	1,478,330	1,965,897
Total Capital Expenditures	39,534	1,280,000	2,495,000	100,000	1,250,000	1,500,000	1,560,000
Fund Balance 4/30	<u>\$ 1,083,119</u>	<u>\$ 563,731</u>	<u>\$ 63,922</u>	<u>\$ 695,977</u>	<u>\$ 199,101</u>	<u>\$ 177,430</u>	<u>\$ 583,328</u>

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

	ACTUAL FY 2007	Est Actual FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012
Fund Balance 5/1	\$ 214,597	\$ 1,745,483	\$ 6,562,772	\$ (12,146,531)	\$ (736,798)	\$ (736,798)
Revenue	\$ 1,925,966	\$ 941,289		\$ 13,000,000		
Bond Proceeds-Non Referendum		\$ 8,000,000				
Refund MS Debt--new money possible						
Grants						
Interest	19,319	73,000	229,697			
Total Revenue	1,945,285	9,014,289	229,697	13,000,000	-	-
Transfer to Capital Fund				1		
Total Capital Expenditures	414,399	4,197,000	18,939,000	1,590,266		25,140,665
Fund Balance 4/30*	<u>\$ 1,745,483</u>	<u>\$ 6,562,772</u>	<u>\$ (12,146,531)</u>	<u>\$ (736,798)</u>	<u>\$ (736,798)</u>	<u>\$ (736,798)</u>

*Short term financing will occur during FY09.

SB Friedman	337,095
Line of Credit Interest	500,000
Construction	<u>24,303,570</u>
	25,140,665

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

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

	ACTUAL FY 2007	Est Actual FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013
Fund Balance 5/1	\$ 637,907	\$ 2,006,375	\$ 1,423,456	\$ 2,527,410	\$ 1,335,975	\$ 679,782	\$ (618,229)
Revenue							
<u>Current Revenue</u>							
Telecommunications Tax	\$ 570,000	\$ 420,000					
Grants	\$ 73,120	\$ 179,000		\$ 375,000	\$ 120,000		
Park impact fees	1,619,668	175,344	2,146,516	1,347,448	94,008		
Interest	73,189	74,000	49,821	126,370	66,799	33,989	
Total Current Revenue	\$ 2,335,977	\$ 848,344	\$ 2,196,337	\$ 1,848,818	\$ 280,807	\$ 33,989	\$ -
Less: Operating Expenses							
Less: Debt Service	487,608	491,483	159,383	394,253	-	-	-
Net before CIP	\$ 1,848,369	\$ 356,861	\$ 2,036,954	\$ 1,454,565	\$ 280,807	\$ 33,989	\$ -
Total Capital Expenditures	\$ 479,901	\$ 939,780	\$ 933,000	\$ 2,646,000	\$ 937,000	\$ 1,332,000	\$ 182,000
Fund Balance 4/30	\$ 2,006,375	\$ 1,423,456	\$ 2,527,410	\$ 1,335,975	\$ 679,782	\$ (618,229)	\$ (800,229)

**THE CITY OF LAKE FOREST
FIVE YEAR FUND BALANCE FORECAST
STORM SEWER BOND FUND**

	ACTUAL FY 2007	Est Actual FY 2008	PROJECTED FY 2009	PROJECTED FY 2010	PROJECTED FY 2011	PROJECTED FY 2012	PROJECTED FY 2013
Fund Balance 5/1	\$ 2,400,762	\$ 1,841,906	\$ 1,841,906	\$ 1,726,906	\$ 1,843,906	\$ 1,618,906	\$ 1,463,906
Revenue--Bond Proceeds		\$ -		\$ 1,000,000			
Grants							
Interest	115,864						
Total Revenue	115,864	-	-	1,000,000	-	-	-
Total Capital Expenditures	674,720	-	115,000	883,000	225,000	155,000	1,480,000
Fund Balance 4/30	\$ 1,841,906	\$ 1,841,906	\$ 1,726,906	\$ 1,843,906	\$ 1,618,906	\$ 1,463,906	\$ (16,094)

<u>Debt Issue</u>	<u>Principal</u>	<u>Maturity</u>
2003D	\$ 2,350,000	12/15/2015
2004B	\$ 5,200,000	12/15/2023

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



FY2008 Highlights

- > Restoration and renovation of the historic Elawa Farm building interiors
- > Developed partnership with school districts to expand and develop a comprehensive telecommunications network design plan
- > Continued work with consortium on wireless service options for the community and the expansion of fiber network for communications
- > Formulated partnership with School District 67 to relocate LFTV to the Deer Path Middle School Campus, creating a shared television studio
- > Hired an Economic Development Coordinator to perform business development and marketing activities with a primary emphasis on prospective business attraction and retention
- > Laurel Avenue Redevelopment Committee created to study economic impacts of future development of Municipal Services site on Laurel Avenue and to recommend development parameters to the City Council

FY2009 Initiatives and Programs

- > Pursue RTAP Grant (Community Transportation Program)
- > Development of long-term, sustainable strategy for enhancing the business districts
- > Selection of master developer for redevelopment of the City's 10-acre Western and Laurel Avenue site
- > Continue "green" initiatives
- > Continue assisting Housing Trust in expansion of affordable housing in Lake Forest
- > City Clerk to work with IT on the development of a Records Management and Retention Policy and training program for department heads and key personnel for implementation
- > Implement landscape and hardscape plans at Elawa Farm
- > Implement telecommunications network plan to connect new Municipal Services facility and other remote facilities to the City's network

Department Budgets	FY2008	FY2009
Totals	\$ 1,434,626	\$ 1,514,744

Personnel	FY2008	FY2009
Full-time	9	9
Seasonal > 1000 hours	1	1
Seasonal < 1000 hours	0	0

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - City Council

	FY 2008	FY 2009
Description	Budget	Budget
Membership Dues	\$ 12,300	\$ 11,000
Meetings and Exp. Reimb.	\$ 20,600	\$ 19,300
Contractual Services	\$ 57,811	\$ 93,000
Economic Development		\$ 29,000
Green Initiatives	\$ -	\$ 25,000
Legal Advertising	\$ 6,000	\$ 4,000
Office Supplies	\$ 1,300	\$ 4,400
Postage	\$ 13,000	\$ 10,000
Printing	\$ 53,000	\$ 46,000
Special Events	\$ 24,150	\$ 12,150
Contingency	\$ 144,156	\$ 135,308
TOTAL	\$ 332,317	\$ 389,158

THE CITY OF LAKE FOREST

Fiscal Year: 2009

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

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 615,430	\$ 628,052
Overtime	\$ 3,120	\$ 3,120
Longevity	\$ 2,845	\$ 3,055
Insurance Medical	\$ 95,022	\$ 118,398
Insurance Dental	\$ 3,108	\$ 3,164
Insurance Life	\$ 840	\$ 756
Social Security	\$ 40,522	\$ 42,200
IMRF	\$ 58,940	\$ 51,468
Flexi Benefits	\$ 1,194	\$ 1,194
Auto Allowance	\$ 10,800	\$ 10,800
Training and Education	\$ 17,400	\$ 17,500
Membership Dues	\$ 3,850	\$ 5,255
Publications	\$ 1,275	\$ 200
Meetings and Exp. Reimb.	\$ 18,713	\$ 9,416
IT Maintenance	\$ 7,222	\$ 7,390
Maintenance of Equipment	\$ 9,000	\$ 9,000

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Office of the City Manager

	FY 2008	FY 2009
Description	Budget	Budget
Cell Phone	\$ 5,500	\$ 7,046
Office Supplies	\$ 3,500	\$ 3,500
Printing	\$ 600	\$ 600
Minor Equipment	\$ 5,100	\$ 5,554
TOTAL	\$ 903,981	\$ 927,668

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Office of the City Manager - Cable TV

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 54,836	\$ 61,050
Temporary Salaries	\$ 41,302	\$ 41,302
Insurance Medical	\$ 7,316	\$ 7,485
Insurance Dental	\$ 444	\$ 452
Insurance Life	\$ 120	\$ 108
Social Security	\$ 7,355	\$ 7,830
IMRF	\$ 8,887	\$ 8,856
Flexi Benefits	\$ 174	\$ 174
Training and Education	\$ 4,100	\$ 5,200
Membership Dues	\$ 1,600	\$ 1,600
Publications	\$ 150	\$ 160
Meetings and Exp. Reimb.	\$ 300	\$ 200
Contractual Services	\$ 44,500	\$ 41,500
Water	\$ 175	\$ -
Sewer	\$ 200	\$ -
Fleet Rental	\$ 2,656	\$ 985

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General
Department - Office of the City Manager - Cable TV

	FY 2008	FY 2009
Description	Budget	Budget
IT Maintenance	\$ 1,261	\$ 3,038
Maintenance of Equipment	\$ 15,547	\$ 728
Office Supplies	\$ 500	\$ 1,450
Printing	\$ 50	\$ 300
Clothing	\$ -	\$ 500
Minor Equipment	\$ 6,355	\$ 15,000
Electricity	\$ 500	\$ -
TOTAL	\$ 198,328	\$ 197,918

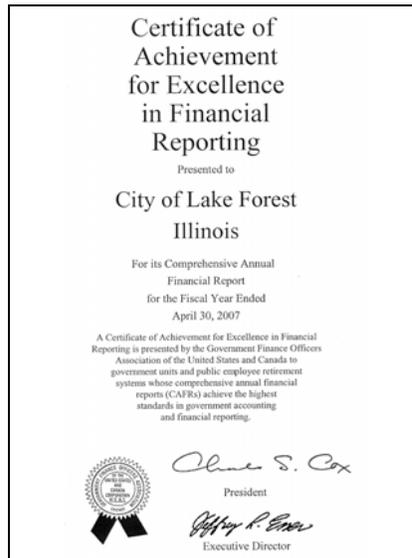
Finance

FY2008 Highlights

- Continued refining the internet based payment system for vehicle stickers, parking permits and pet licenses.
- Assisted with questions about the kiosks installed at Dickinson Hall and the Recreation Center. These kiosks can be used to purchase vehicle stickers, parking permits and pet licenses on the internet based payment system as well as register for recreation programs.
- Completed an RFP process for financial advisors.
- Implemented recommendations from the water rate study.

FY2009 Initiatives and Programs

- Continue reviewing current processes and procedures.
- Continue with the planning of a financing strategy for the new Municipal Services Building.
- Continue long-term debt management development.
- Participate in the City's succession planning.



Department Budgets

FY2008

FY2009

Totals	\$ 919,631	\$ 953,440
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Personnel

FY2008

FY2009

Full-time	7	7
Seasonal > 1000 hours	0	0

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General
Department - Finance

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 380,858	\$ 406,425
Temporary Salaries	\$ 2,000	\$ -
Overtime	\$ 8,320	\$ 7,000
Longevity	\$ 1,170	\$ 1,365
Insurance Medical	\$ 57,219	\$ 60,193
Insurance Dental	\$ 2,220	\$ 2,260
Insurance Life	\$ 600	\$ 540
Social Security	\$ 28,461	\$ 30,110
IMRF	\$ 35,356	\$ 35,044
Flexi	\$ 846	\$ 846
Auto Allowance	\$ 6,000	\$ 6,000
Training and Development	\$ 13,000	\$ 13,000
Membership Dues/Licenses	\$ 1,000	\$ 1,400

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Finance

	FY 2008	FY 2009
Description	Budget	Budget
Publications/Subscriptions	\$ 3,305	\$ 2,500
Meetings and Exp Reimb.	\$ 6,300	\$ 2,000
Contractual Services	\$ 134,996	\$ 137,278
IT Maintenance	\$ 31,577	\$ 32,477
Maint. Of Office Equipment	\$ 305	\$ -
Cell Phone	\$ 1,238	\$ 1,281
Office Supplies	\$ 1,000	\$ 1,000
Printing/Stationary	\$ 7,300	\$ 7,550
Minor Equipment	\$ 1,000	\$ 1,000
TOTAL	\$ 724,071	\$ 749,269

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund - Water

Department - Finance

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 128,587	\$ 135,978
Overtime	\$ 6,240	\$ 6,240
Longevity	\$ 640	\$ 680
Insurance Medical	\$ 23,190	\$ 23,413
Insurance Dental	\$ 888	\$ 904
Insurance Life	\$ 240	\$ 216
Social Security	\$ 10,363	\$ 10,932
IMRF	\$ 12,441	\$ 12,184
Flexi	\$ 324	\$ 324
Training and Development	\$ 1,150	\$ 1,150
Contractual Services	\$ 500	\$ 500
H.T.E. Maintenance	\$ 9,000	\$ 9,480
IT Maintenance	\$ 759	\$ 889
Cell phone	\$ 1,238	\$ 1,281
TOTAL	\$ 195,560	\$ 204,171

THE CITY OF LAKE FOREST

Fiscal Year: 2009

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

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 51,547	\$ 44,530
Temp Salaries	\$ -	\$ 3,000
Overtime	\$ 5,098	\$ 2,098
Longevity	\$ 1,575	\$ -
Insurance Medical	\$ 16,161	\$ 6,461
Insurance Dental	\$ 444	\$ 452
Insurance Life	\$ 120	\$ 108
Social Security	\$ 4,454	\$ 3,797
IMRF	\$ 5,292	\$ 4,270
Flexi	\$ 150	\$ 174
Training (Tuition)	\$ 50,000	\$ 146,000
Legal	\$ 450,000	\$ 550,000
Contractual Services - Audit	\$ 21,000	\$ 22,100
Chamber of Commerce	\$ 10,000	\$ -
Contractual Services	\$ 21,310	\$ 33,100

THE CITY OF LAKE FOREST

Fiscal Year: 2009

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

	FY 2008	FY 2009
Description	Budget	Budget
Credit Card Charges	\$ 2,200	\$ 2,500
Union Pacific	\$ -	\$ 2,500
Lake Forest College	\$ -	\$ 7,900
Actuarial	\$ 2,100	\$ 2,100
Fire/Police Pension Report Fee	\$ 6,032	\$ 6,350
Police Pension Report Fee	\$ 6,032	\$ 6,350
Trailer Lease	\$ 12,540	\$ 13,250
CBD Decorations - Wreaths	\$ 6,000	\$ 6,000
AmAudit Fee	\$ -	\$ 107,000
Lake Forest Day	\$ -	\$ 25,000
Sewer	\$ -	\$ 2,900
IT Maintenance	\$ 46,434	\$ 15,000
Maintenance of Equipment	\$ 12,050	\$ 15,800
Telephone Maint - Siemens	\$ 18,762	\$ 18,762
Office Equipment Rental	\$ 1,000	\$ 1,000

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Non-Departmental

	FY 2008	FY 2009
Description	Budget	Budget
IRMA Insurance	\$ 692,508	\$ 893,944
IRMA Deductible	\$ 100,142	\$ 85,000
Telephone	\$ 272,383	\$ 259,582
Office Supplies	\$ 20,750	\$ 23,500
Postage	\$ 35,900	\$ 32,000
Printing/Stationary	\$ 7,000	\$ 10,200
Postage - Police	\$ 7,776	\$ 7,700
Electricity	\$ 45,000	\$ 48,300
Gas	\$ 120,000	\$ 107,000
Fountain Supplies	\$ 12,800	\$ 12,800
Vending	\$ -	\$ 22,000
Minor Equipment	\$ 4,500	\$ -
Property Taxes	\$ 31,000	\$ 33,000
Contingency	\$ 87,753	\$ 95,000
Salary Increases	\$ 53,996	\$ -

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Non-Departmental

	FY 2008	FY 2009
Description	Budget	Budget
Salary Reserve - Merit	\$ 18,788	\$ 43,400
Transfer Senior Fund	\$ 36,559	\$ 217,669
Transfer Parks and Recreation Fund	\$ 15,500	\$ 298,700
Sales Tax Local 1/2%	\$ 788,000	\$ 773,000
Capital Improvements	\$ 325,000	\$ 625,500
Transfer MS Fund	\$ 170,704	\$ -
Transfer Parking Debt Service		\$ 153,660
Transfer Fleet Fund	\$ -	\$ 41,000
TOTAL	\$ 3,596,360	\$ 4,831,457

THE CITY OF LAKE FOREST

Fiscal Year: 2009

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

	FY 2008	FY 2009
Description	Budget	Budget
Training (Tuition)	\$ 20,000	\$ 8,873
Legal	\$ 1,000	\$ 1,000
Contractual Services - Audit	\$ 10,000	\$ 10,400
Contractual Services	\$ 16,300	\$ 17,100
Credit Card Charges	\$ 1,000	\$ 750
IRMA Insurance	\$ 88,242	\$ 111,437
IRMA Deductible	\$ 7,500	\$ 7,500
Telephone	\$ 18,002	\$ 21,303
Postage	\$ 18,300	\$ 12,300
Printing/Stationary	\$ 4,000	\$ 4,000
Direct Debit Discount	\$ -	\$ 750
Administrative Services	\$ 350,000	\$ 363,125
Contingency	\$ 20,000	\$ -

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Water

Department - Non-Departmental

	FY 2008	FY 2009
Description	Budget	Budget
Interfund Transfer - W/S CIP Fund	\$ 980,000	\$ 750,000
Revenue Bond Interest	\$ 1,164,191	\$ 1,125,176
Revenue Bond Principal	\$ 1,230,000	\$ 1,265,000
Paying Agent/Bonds	\$ 1,800	\$ 1,800
TOTAL	\$ 3,930,335	\$ 3,700,514

Information Technology

FY2008 Highlights and Looking Ahead

- Completion of the iSeries security policy
- ISIS/Field Reporting/Message Switch upgrade
- Implementation and rollout of Cognos Web
- Marked increase in use of GIS (geodatabase and software) by City staff for decisions on MS relocation, compost center master plan, road deterioration/resurfacing
- Significant increase in provision of City geodata to facilitate consultant/contractor work on projects
- CROYA and Cable move network re-engineering, switch configuration, PRI conversion, phone switch configuration, & hardware relocation
- Recreation department software upgrade

FY2009 Initiatives and Programs

- Complete GIS/ Cityworks software major upgrade processes and train City staff to maximize efficiencies gained through their deployment
- Council and Board decision making sessions/processes supported with use of City geodatabase and GIS software tools by City staff.
- Continued work on projects related to the MS move
- Investigate alternative options for the City's Computer Aided Dispatch application
- Re-engineer network to accommodate expanded fiber infrastructure
- Provide staff with additional training opportunities
- Implement iSeries Access for Web
- City forms automation



Aerial View of Proposed MS Site

As the City's high resolution air photos approach a decade in age (Apr 1998-Apr 2008), they remain an excellent source of spatially accurate, detailed imagery, and continue to support a myriad of daily operations. During these years, Lake County has been sharing its periodic flyover photos with municipalities, thus providing the currency (recent development activity) lacking in the City air photos. This year, in addition to supplying the City with 2007 county-wide coverage at a lower resolution, the Lake County GIS Department provided color, higher resolution data of Lake Forest and surrounding area.

Department Budgets	FY2008	FY2009
TOTALS	\$ 1,009,824	\$ 1,006,107

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

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General
Department - Information Technology

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 543,472	\$ 563,425
Longevity	\$ 2,255	\$ 2,340
Insurance Medical	\$ 47,122	\$ 57,410
Insurance Dental	\$ 1,776	\$ 2,260
Insurance Life	\$ 840	\$ 756
Social Security	\$ 41,597	\$ 43,208
IMRF	\$ 50,365	\$ 48,524
Flexi	\$ 1,122	\$ 1,122
Auto Allowance	\$ 9,600	\$ 9,600
Training and Development	\$ 41,000	\$ 40,000
Membership Dues/Licenses	\$ 250	\$ 250
Publications/Subscriptions	\$ 250	\$ 250
Meetings and Exp Reimb.	\$ 10,000	\$ 9,465

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Information Technology

	FY 2008	FY 2009
Description	Budget	Budget
Contractual Services	\$ 33,200	\$ 30,000
Maintenance of Equipment	\$ 10,600	\$ 10,600
Maintenance - Software	\$ 53,584	\$ 35,957
Lease Payments	\$ 16,000	\$ 10,400
Cell Phone	\$ 4,739	\$ 4,423
Office Supplies	\$ 2,017	\$ 2,017
Computer Supplies	\$ 40,000	\$ 28,600
Assets under \$10,000	\$ 100,035	\$ 105,500
TOTAL	\$ 1,009,824	\$ 1,006,107

Human Resources

FY2008 Highlights

During FY2008, the Human Resources Department:

- Mentored an intern, who conducted an in-depth study of our workers compensation losses;
- Finalized collective bargaining agreements with the Lake Forest Employees Association (Public Works) and Metropolitan Alliance of Police (police officers);
- Held meetings with department heads regarding succession planning;
- Restructured the tuition reimbursement program to better coincide with succession planning;
- Worked with the Fire and Police Commission to establish new eligibility lists for entry-level police officers and firefighters, as well as promotional eligibility lists for police sergeants and fire lieutenants;
- Processed over 1,000 applications from May 1, 2007, through January 31, 2008.

FY2009 Initiatives and Programs

During FY2009, the Human Resources Department will:

- Implement new applicant tracking system software;
- Continue developing succession planning program, including training;
- Administer City-wide 360 evaluation program;
- Assist with staff teambuilding;
- Work with staff on future personnel needs.

Department Budgets	FY2008	FY2009
Totals	\$ 460,192	\$ 480,115

Personnel	FY2008	FY2009
Full-time	2	2
Seasonal > 1000 hours	0	0
Seasonal < 1000 hours	1	1

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Human Resources

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 163,441	\$ 169,825
Temporary	\$ 19,826	\$ 19,826
Longevity	\$ 2,700	\$ 2,790
Insurance Medical	\$ 32,035	\$ 32,144
Insurance Dental	\$ 888	\$ 904
Insurance Life	\$ 240	\$ 216
Social Security	\$ 13,966	\$ 14,423
IMRF	\$ 14,723	\$ 14,319
Flexi Benefits	\$ 348	\$ 348
Auto Allowance	\$ 3,600	\$ 3,600
Training and Development	\$ 7,000	\$ 7,000
Membership Dues	\$ 2,455	\$ 5,439
Publications	\$ 2,625	\$ 2,485
Meetings and Exp Reimb.	\$ 400	\$ 2,000
Personnel Recruitment	\$ 47,260	\$ 56,546

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Human Resources

	FY 2008	FY 2009
Description	Budget	Budget
City Training	\$ 24,100	\$ 24,100
Employee Activities	\$ 46,900	\$ 46,900
Contractual Services	\$ 18,520	\$ 8,800
IT Maintenance	\$ 905	\$ 1,100
Office Supplies	\$ 500	\$ 500
Computer Supplies	\$ -	\$ 10,000
Printing	\$ 6,000	\$ 5,000
TOTAL	\$ 408,432	\$ 428,265

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Human Resources-Fire & Police Commission

	FY 2008	FY 2009
Description	Budget	Budget
Meetings and Exp. Reimb.	\$ 1,000	\$ 1,000
Personnel Recruitment	\$ 47,760	\$ 38,700
Contractual Services	\$ 2,000	\$ 12,000
Legal Advertising	\$ 1,000	\$ 150
TOTAL	\$ 51,760	\$ 51,850

FY2008 Highlights

CROYA celebrated the opening of the new Student Union! In November, CROYA held an Open House for the residents of Lake Forest, Lake Bluff, and Knollwood to honor all those who participated in making this dream a reality! The project cost 3.2 millions dollars, and was raised through an incredible all-community effort. Local families and Foundations, businesses and corporations, and the towns of Lake Forest, Lake Bluff, and Knollwood have created the bench mark for all youth organizations nation-wide!

The youth were ecstatic as they began using the CROYA Student Union. The first youth meetings had over 150 students, and were run in the main new room, "Lola's Lounge." All the rooms in the Student Union were named after significant people in CROYA's history or in honor of family members when extraordinary donations were made. Other new rooms in the Student Union include: the wellness studio, two classrooms, a basement lounge, three staff offices, the student store, and an entire music wing!

The music wing is run by Shelia and Nick Christofalos, independent contractors who have a music school for youth. The music school teaches over 80 students each week in the recording studio and the two rehearsal rooms. When they are not teaching lessons, Shelia and Nick run band jams for the youth on weekend nights, where youth bands "Rock" out on the new Student Union stage! The technology in the music studio and on the first floor is "top of the line", and is attracting huge numbers of youth.

The Student Union also allows youth to "drop-in" after school. Everyday, there are students playing games, listening to music, practicing dance, enjoying a snack, and connecting with the CROYA Staff. The number of youth meetings continues to soar. Two of the new programs include: Lake Forest High School students mentoring / tutoring Lake Bluff Middle School students; and "GTT" (Girls Teen Time), where the focus is on promoting resiliency and self esteem in 7th and 8th grade girls.

CROYA had an amazing year of growth and change, and the next year will be even greater, thanks to the support of the City of Lake Forest, and the Villages of Lake Bluff and Knollwood.

FY2009 Initiatives and Programs

Fiscal Year 2009 will see the continuation of the new and exciting programs in the Student Union, and will bring many new opportunities for youth to grow and learn in a safe and fun environment. Present CROYA programs will be evaluated by the youth, and then it will be determined which programs will remain. We look forward to challenging our staff to be creative in their work, in order to address the changing needs and desires of youth, and to provide an even greater breadth of experience at CROYA.

Photos:



The New CROYA Student Union is OPEN!!!

Department Budgets	FY2008	FY2009
Totals	\$ 593,498	\$595,598

Personnel	FY2008	FY2009
Full-time	5	5
Seasonal > 1000 hours	1	1
Seasonal < 1000 hours	0	10

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - CROYA

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 347,970	\$ 315,064
Temporary Salaries	\$ -	\$ 44,513
Longevity	\$ 1,823	\$ 1,663
Insurance Medical	\$ 69,271	\$ 53,918
Insurance Dental	\$ 2,575	\$ 2,260
Insurance Life	\$ 696	\$ 626
Social Security	\$ 26,683	\$ 27,635
IMRF	\$ 30,431	\$ 29,923
Flexi Benefits	\$ 1,020	\$ 966
Auto Allowance	\$ 8,400	\$ 8,400
Training and Development	\$ 4,000	\$ 7,500
Membership Dues	\$ 500	\$ 300
Publications	\$ 600	\$ 600
Meeting and Expense Reimbursement	\$ 5,500	\$ 7,500
Contractual Services	\$ 8,000	\$ 7,500

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - CROYA

	FY 2008	FY 2009
Description	Budget	Budget
IT Maintenance	\$ 2,835	\$ 4,323
Maintenance of Equipment	\$ 3,600	\$ 4,567
Cell Phone	\$ 5,585	\$ 6,340
Office Supplies	\$ 11,500	\$ 6,000
Printing	\$ 509	\$ 1,000
Activity Expense - Student Enrichment	\$ 20,000	\$ 20,000
Activity Expense - Junior High	\$ 20,000	\$ 20,000
Activity Expense - Senior High	\$ 20,000	\$ 20,000
Minor Equipment	\$ 2,000	\$ 5,000
TOTAL	\$ 593,498	\$ 595,598

Community Development

FY2008 Highlights and Looking Ahead

Over the past year, Community Development staff has continued to spend significant time supporting the residential and office developments that are underway in the Route 60 Corridor. The exterior and the common areas of the first of two condominium buildings at Amberley Woods are nearing completion with the build out of the interior of the 45 residential units set to get underway. The first of 54 duplex units at Willow Lakes are also nearing completion. The second of two office buildings constructed by Duke is taking shape and the second Opus office building is partially occupied with the final site work scheduled this spring.



Fiore Square, a new commercial development on Waukegan Road was completed this year and the first tenants are now serving coffees and pizza. The Boards and Commissions completed reviews of two key projects over the past year, the expansion of Lake Forest Place and Barat Woods. Construction is expected to get underway on both projects in the coming fiscal year. Together, these projects will add approximately 150 residential units to the community.

FY2009 Initiatives and Programs

In response to an independent review of the Department in FY 2007, various staff positions were reconfigured over the past year. Training of staff in specialty areas will continue in the coming year consistent with the Department's commitment to continuous improvement. Department staff will also begin considering further staffing and operational changes that may need to be made to provide for continued high quality and timely customer service from the City's new Conway Park location.



Department Budgets	FY2008	FY2009
Totals	\$ 1,736,317	\$ 1,762,914

Personnel	FY2008	FY2009
Full-time	18	18
Seasonal > 1000 hours	0	0
Seasonal < 1000 hours	3	4

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Community Development

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 998,206	\$ 1,015,500
Temporary Salaries	\$ 25,000	\$ 34,000
Overtime	\$ 10,400	\$ 10,400
Longevity	\$ 6,485	\$ 5,100
Insurance Medical	\$ 155,013	\$ 165,988
Insurance Dental	\$ 5,769	\$ 6,328
Insurance Life	\$ 1,800	\$ 1,620
Social Security	\$ 78,572	\$ 80,612
IMRF	\$ 92,773	\$ 87,816
Flexi Benefits	\$ 2,316	\$ 2,466
Auto Allowance	\$ 6,000	\$ 3,600
Training and Education	\$ 14,000	\$ 13,700
Membership Dues	\$ 1,300	\$ 1,500
Publications	\$ 2,000	\$ 2,500

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Community Development

	FY 2008	FY 2009
Description	Budget	Budget
Meetings and Exp. Reimb.	\$ 14,000	\$ 14,000
Contractual Services	\$ 30,000	\$ 28,000
Elevator Inspection	\$ 23,600	\$ 23,740
Recording Fees	\$ 2,000	\$ 2,200
Fleet Rental	\$ 18,196	\$ 15,040
IT Maintenance	\$ 32,643	\$ 32,683
Cell Phone	\$ 6,874	\$ 6,850
Office Supplies	\$ 2,800	\$ 2,800
Postage	\$ 500	\$ 500
Printing	\$ 2,500	\$ 2,500
Clothing	\$ 1,200	\$ 1,600
Minor Equipment	\$ 2,500	\$ 2,500
Equipment/Fleet Reserve	\$ 5,000	\$ -
TOTAL	\$ 1,541,447	\$ 1,563,543

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Water

Department - Community Development

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 132,454	\$ 135,480
Longevity	\$ 1,610	\$ 1,305
Insurance Medical	\$ 35,165	\$ 37,004
Insurance Dental	\$ 888	\$ 904
Insurance Life	\$ 240	\$ 216
Social Security	\$ 10,256	\$ 10,464
IMRF	\$ 11,696	\$ 11,291
Flexi Benefits	\$ 324	\$ 348
Training and Education	\$ 500	\$ 500
Clothing	\$ 400	\$ 400
Minor Equipment	\$ 600	\$ 600
IT Maintenance	\$ 737	\$ 859
TOTAL	\$ 194,870	\$ 199,371

Public Works

FY2008 Highlights

- Began construction of the new Municipal Services Facility at the Dalitsch Site 800 N. Field Drive
- Engineering staff along with IDOT and Conway Office Park Partners designed and constructed a temporary access ramp to the north on I 94
- Engineering staff finalized plans with IDOT on Rt. 60 intersection improvements and the bridge widening project
- City Crews assisted in the Croya Expansion and Elawa Farms Rehabilitation projects
- Expanded The City's resurfacing program to include additional streets
- Completed initial design/engineering work for the Western Avenue Improvements and Streetscape Enhancements
- Secured grant funding to expand The City's curbside recycling program
- Compost Center improvements to include streetscape fencing and security gate
- Received grant funding for the expansion of the curbside recycling program

FY2009 Initiatives and Programs

- Implement and expand the current curbside recycling program this summer/fall to include cardboard, brown paper bags, magazines, catalogs, telephone books, office and computer paper, gift wrap paper, chipboard, junk mail, envelopes, paper back books
- Construction of a new recycling ramp at the Compost Center to increase types of recyclables to be collected and revenues
- Enhance the City's resurfacing program to include additional streets and ongoing maintenance
- Coordinate with IDOT on the rehabilitation of the Old Elm Bridge beginning in June and the Route 60 corridor improvements
- Continued work on design/engineering of Western Avenue infrastructure/streetscape improvements
- Monitor city owned trees to reduce the spread of Gypsy Moth, Emerald Ash Borer and Dutch Elm disease
- Construction of the new Municipal Services Facility Buildings (Administrative, Garage and Cold Storage)
- Design and Construct new north access road down to the beach
- Provide for maintenance of over 40 City owned buildings
- Plant over 200 new parkway trees
- Continued ongoing maintenance of The City's infrastructure

Photo:



Department Budgets**FY2008****FY2009**

Administration	\$ 583,380	\$ 590,238
Building Maintenance	\$ 1,180,799	\$ 1,430,470
Engineering	\$ 688,427	\$ 708,862
Fleet	\$ 1,348,237	\$ 1,562,255
Forestry	\$ 1,341,259	\$ 1,523,306
Sanitation	\$ 2,361,869	\$ 2,212,544
Storm Sewer	\$ 260,749	\$ 267,592
Streets	\$ 1,407,179	\$ 1,524,376
Water Plant	\$ 3,286,213	\$ 3,440,213
Totals	\$ 12,458,112	\$ 13,259,856

Personnel**FY2008****FY2009**

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

THE CITY OF LAKE FOREST**Fiscal Year: 2009****Fund- General****Department - Public Works - Administration**

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 356,955	\$ 364,760
Temporary Salaries	\$ -	\$ -
Overtime	\$ 2,579	\$ 2,800
Longevity	\$ 2,340	\$ 2,700
Insurance Medical	\$ 58,766	\$ 58,419
Insurance Dental	\$ 1,776	\$ 1,808
Insurance Life	\$ 480	\$ 432
Social Security	\$ 25,232	\$ 25,918
IMRF	\$ 34,093	\$ 31,529
Flexi	\$ 564	\$ 648
Auto Allowance	\$ 6,000	\$ 6,000
Training and Development	\$ 12,000	\$ 12,000
Membership Dues	\$ 500	\$ 500
Meetings and Exp Reimb.	\$ 4,000	\$ 4,000
Contractual Services	\$ 38,300	\$ 38,300

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Public Works - Administration

	FY 2008	FY 2009
Description	Budget	Budget
IT Maintenance	\$ 37,570	\$ 37,729
Cell Phone	\$ 2,225	\$ 2,695
TOTAL	\$ 583,380	\$ 590,238

THE CITY OF LAKE FOREST**Fiscal Year: 2009****Fund- General****Department - Public Works - Building Maintenance**

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 387,095	\$ 399,694
Temporary	\$ 53,340	\$ 104,333
Overtime	\$ 9,446	\$ 12,000
Longevity	\$ 2,855	\$ 2,875
Insurance Medical	\$ 97,096	\$ 88,902
Insurance Dental	\$ 2,664	\$ 2,712
Insurance Life	\$ 720	\$ 648
Unemployment Insurance	\$ -	\$ 10,496
Social Security	\$ 34,651	\$ 39,696
IMRF	\$ 40,302	\$ 43,529
Flexi	\$ 996	\$ 972
Training and Development	\$ 12,000	\$ 6,000
Meetings and Exp Reimb.	\$ 1,600	\$ 3,000
Contractual Services	\$ 99,000	\$ 114,417
Utilities	\$ 68,600	\$ 95,300
Janitorial Services	\$ 82,800	\$ 115,535

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Public Works - Building Maintenance

	FY 2008	FY 2009
Description	Budget	Budget
Fleet Rental	\$ 14,078	\$ 14,858
Repair & Maintenance	\$ 62,400	\$ 63,004
Cell Phone	\$ 2,861	\$ 3,499
Office Supplies	\$ 300	\$ 300
Clothing	\$ 3,600	\$ 3,000
Minor Equipment	\$ 12,000	\$ 15,800
Maintenance Materials/Supplies	\$ 34,900	\$ 46,300
Janitorial Supplies	\$ 8,100	\$ 12,600
Materials for Bld. Maint.	\$ 5,000	\$ 8,500
General Improvements	\$ 124,395	\$ 222,500
Equipment Reserve	\$ 20,000	\$ -
TOTAL	\$ 1,180,799	\$ 1,430,470

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Public Works - Engineering

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 465,356	\$ 484,326
Temporary Salaries	\$ -	\$ 4,500
Overtime	\$ 9,948	\$ 9,948
Longevity	\$ 1,590	\$ 2,100
Insurance Medical	\$ 86,655	\$ 87,286
Insurance Dental	\$ 2,664	\$ 2,712
Insurance Life	\$ 720	\$ 648
Social Security	\$ 35,376	\$ 37,181
IMRF	\$ 43,014	\$ 41,804
Flexi	\$ 996	\$ 996
Auto Allowance	\$ 4,800	\$ 4,800
Training and Development	\$ 5,000	\$ 5,000
Membership Dues	\$ 1,200	\$ 1,200
Subscriptions/Publications	\$ 1,000	\$ 1,000
Contractual Services	\$ 9,000	\$ 4,000
Fleet Rental	\$ 3,320	\$ 8,366

THE CITY OF LAKE FOREST**Fiscal Year: 2009****Fund- General****Department - Public Works - Engineering**

	FY 2008	FY 2009
Description	Budget	Budget
Maintenance of Equipment	\$ 650	\$ 650
Cell Phone	\$ 2,438	\$ 2,645
Office Supplies	\$ 3,500	\$ 3,500
Postage	\$ 400	\$ 400
Printing & Stationery	\$ 1,000	\$ 1,000
Clothing	\$ 800	\$ 800
Minor Equipment	\$ 3,000	\$ 3,000
Maintenance Materials	\$ 1,000	\$ 1,000
Equipment (Fleet) Reserve	\$ 5,000	\$ -
TOTAL	\$ 688,427	\$ 708,862

THE CITY OF LAKE FOREST**Fiscal Year: 2009****Fund- Fleet****Department - Fleet**

	FY2008	FY 2009
Description	Budget	Budget
Salaries	\$ 338,744	\$ 349,295
Temporary	\$ 27,469	\$ 25,480
Overtime	\$ 15,600	\$ 15,600
Longevity	\$ 1,085	\$ 1,190
Insurance Medical	\$ 37,291	\$ 61,990
Insurance Dental	\$ 1,776	\$ 2,260
Insurance Life	\$ 600	\$ 540
Social Security	\$ 29,292	\$ 29,955
IMRF	\$ 35,218	\$ 33,548
Flexi	\$ 774	\$ 798
Training and Development	\$ 4,100	\$ 4,250
Publications/Subscriptions	\$ 513	\$ 250
Meeting/Expense Reimb.	\$ 800	\$ 800
Safety	\$ 2,000	\$ 2,000
Contractual - Misc.	\$ 9,000	\$ 59,300
Outside Veh. Maint.	\$ -	\$ 10,000

THE CITY OF LAKE FOREST**Fiscal Year: 2009****Fund- Fleet****Department - Fleet**

	FY2008	FY 2009
Description	Budget	Budget
I.T. Maintenance	\$ -	\$ 3,725
Telephone	\$ 620	\$ -
Cell Phone	\$ 1,605	\$ 1,846
Office Supplies	\$ 750	\$ 500
Printing	\$ 500	\$ 500
Clothing	\$ 6,000	\$ 3,225
Minor Equipment	\$ -	\$ 7,700
Fleet Supplies/Parts	\$ 350,000	\$ 353,125
Mechanic Tools	\$ 1,600	\$ 1,200
Fuel and Oil	\$ 420,000	\$ 533,000
Miscellaneous Equipment	\$ 4,500	\$ -
Freight Shipping	\$ 1,000	\$ 1,000
Administration Services	\$ 47,400	\$ 49,178
Contingency	\$ 10,000	\$ 10,000
TOTAL	\$ 1,348,237	\$ 1,562,255

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Public Works - Forestry

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 507,262	\$ 596,092
Temporary	\$ 213,996	\$ 272,082
Overtime	\$ 8,027	\$ 8,027
Longevity	\$ 2,805	\$ 3,890
Insurance Medical	\$ 112,279	\$ 123,986
Insurance Dental	\$ 3,552	\$ 4,068
Insurance Life	\$ 960	\$ 972
Unemployment	\$ 6,922	\$ 18,729
Social Security	\$ 56,005	\$ 67,327
IMRF	\$ 66,639	\$ 74,814
Flexi	\$ 1,272	\$ 1,374
Training and Development	\$ 6,230	\$ 6,230
Membership Dues	\$ 618	\$ 618
Meetings and Exp Reimbursement	\$ 1,261	\$ 1,261
Contractual Services	\$ 74,937	\$ 104,177
Emerald Ash Borer	\$ 4,600	\$ 4,600

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Public Works - Forestry

	FY 2008	FY 2009
Description	Budget	Budget
Fleet Rental	\$ 140,786	\$ 145,516
Cell Phone	\$ 5,425	\$ 5,740
Clothing	\$ 5,625	\$ 5,625
Minor Equipment	\$ 23,736	\$ 23,736
Maintenance Materials	\$ 12,265	\$ 15,730
Agricultural Materials	\$ 5,502	\$ 7,502
Chemicals	\$ 26,555	\$ 27,210
Chainsaws	\$ 4,000	\$ 4,000
Equipment Reserve	\$ 50,000	\$ -
TOTAL	\$ 1,341,259	\$ 1,523,306

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Public Works - Sanitation

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 807,845	\$ 748,956
Temporary	\$ 23,040	\$ 87,360
Overtime	\$ 36,732	\$ 37,000
Longevity	\$ 4,005	\$ 3,090
Insurance Medical	\$ 137,969	\$ 133,911
Insurance Dental	\$ 4,884	\$ 4,972
Insurance Life	\$ 1,680	\$ 1,296
Unemployment	\$ 12,038	\$ 10,105
Social Security	\$ 66,679	\$ 67,045
IMRF	\$ 78,885	\$ 73,818
Flexi	\$ 2,220	\$ 1,872
Training and Development	\$ 1,500	\$ 1,500
Meetings and Exp Reimb.	\$ 1,500	\$ 1,517
Contractual Services	\$ 122,500	\$ 122,500
Refuse Disposal Services	\$ 458,006	\$ 464,575
Vehicle (Fleet) Rental	\$ 433,510	\$ 424,318

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Public Works - Sanitation

	FY 2008	FY 2009
Description	Budget	Budget
Maintenance of Equipment	\$ 515	\$ 515
Cell Phone	\$ 10,101	\$ 9,934
Clothing	\$ 8,240	\$ 8,240
Minor Equipment	\$ 4,250	\$ 4,250
Maintenance Materials	\$ 620	\$ 620
Materials to Maintain Equipment	\$ 1,030	\$ 1,030
Yard Waste Bags (Stickers)	\$ 4,120	\$ 4,120
Equipment (Fleet) Reserve	\$ 140,000	\$ -
TOTAL	\$ 2,361,869	\$ 2,212,544

THE CITY OF LAKE FOREST**Fiscal Year: 2009****Fund- General****Department - Public Works - Storm Sewer**

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 120,201	\$ 125,702
Temporary Salaries	\$ 24,058	\$ 27,476
Overtime	\$ 10,465	\$ 10,465
Longevity	\$ 1,440	\$ 1,620
Insurance Medical	\$ 34,195	\$ 35,373
Insurance Dental	\$ 888	\$ 904
Insurance Life	\$ 240	\$ 216
Social Security	\$ 11,947	\$ 12,643
IMRF	\$ 13,667	\$ 13,531
Flexi	\$ 348	\$ 348
Contractual - Misc.	\$ 15,500	\$ 11,514
Minor Equipment	\$ 1,800	\$ 1,800
Maint. Material	\$ 15,000	\$ 15,000
Materials to Maint. Equip.	\$ 11,000	\$ 11,000
TOTAL	\$ 260,749	\$ 267,592

THE CITY OF LAKE FOREST**Fiscal Year: 2009****Fund- General****Department - Public Works - Streets**

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 510,448	\$ 535,577
Temporary	\$ 77,397	\$ 86,184
Overtime	\$ 73,255	\$ 100,000
Longevity	\$ 3,840	\$ 5,350
Insurance Medical	\$ 106,621	\$ 96,996
Insurance Dental	\$ 3,108	\$ 3,616
Insurance Life	\$ 960	\$ 864
Unemployment	\$ 14,811	\$ 15,751
Social Security	\$ 50,868	\$ 55,624
IMRF	\$ 60,411	\$ 61,709
Flexi	\$ 1,200	\$ 1,224
Training and Development	\$ 1,750	\$ 1,750
Membership Dues	\$ 200	\$ 200
Subscriptions/Publications	\$ 200	\$ 200
Meetings and Exp Reimb.	\$ 2,000	\$ 2,000
Contractual Services	\$ 35,680	\$ 54,680

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Public Works - Streets

	FY 2008	FY 2009
Description	Budget	Budget
Refuse Disposal Services	\$ 8,000	\$ 8,000
Vehicle (Fleet) Rental	\$ 174,785	\$ 248,572
Cell Phone	\$ 2,895	\$ 3,329
Office Supplies	\$ 200	\$ 200
Printing	\$ 50	\$ 50
Clothing	\$ 4,000	\$ 4,000
Minor Equipment	\$ 4,000	\$ 4,000
Maintenance Materials	\$ 61,000	\$ 88,000
Maintenance Materials - Gas Lighting	\$ 15,000	\$ 15,000
Materials to Maintain Equipment	\$ 1,500	\$ 1,500
Chemicals	\$ 73,000	\$ 130,000
Equipment (Fleet) Reserve	\$ 120,000	\$ -
TOTAL	\$ 1,407,179	\$ 1,524,376

THE CITY OF LAKE FOREST**Fiscal Year: 2009****Fund- Water****Department - Public Works**

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 1,317,937	\$ 1,374,541
Temporary Salaries	\$ 29,261	\$ 30,394
Overtime	\$ 88,790	\$ 88,790
Longevity	\$ 12,550	\$ 13,600
Insurance Medical	\$ 258,992	\$ 283,158
Insurance Dental	\$ 7,548	\$ 8,136
Insurance Life	\$ 2,280	\$ 2,052
Unemployment Insurance	\$ -	\$ 1,488
Social Security	\$ 110,813	\$ 115,311
IMRF	\$ 129,719	\$ 126,136
Flexi	\$ 3,042	\$ 3,114
Auto Allowance	\$ 4,800	\$ 4,800
Training/Education	\$ 10,300	\$ 10,300
Membership Dues	\$ 1,500	\$ 1,500
Publications	\$ 500	\$ 500
Meeting/Expense Reimb.	\$ 2,500	\$ 2,500

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Water

Department - Public Works

	FY 2008	FY 2009
Description	Budget	Budget
Contractual - Misc.	\$ 192,000	\$ 197,000
Zebra Mussel Inspection	\$ 6,000	\$ -
J.U.L.I.E. Locate	\$ 5,000	\$ 5,000
Water	\$ 600	\$ 600
Refuse Disposal Services	\$ 23,500	\$ 23,500
Vehicle (Fleet) Rental	\$ 117,808	\$ 92,507
Pavement Repairs/Main Breaks	\$ 40,000	\$ 40,000
Maint. Of Equipment	\$ 1,350	\$ 1,350
IT Maintenance	\$ 17,832	\$ 18,382
Building Maintenance	\$ 6,500	\$ 6,500
Cell Phone	\$ 8,142	\$ 5,603
Office Supplies	\$ 2,000	\$ 2,000
Postage	\$ 500	\$ 500
Clothing	\$ 8,500	\$ 8,500
Minor Equipment	\$ 25,500	\$ 25,576
Maintenance Material	\$ 91,824	\$ 106,700

THE CITY OF LAKE FOREST**Fiscal Year: 2009****Fund- Water****Department - Public Works**

	FY 2008	FY 2009
Description	Budget	Budget
Material to Maint. Equipment	\$ 82,000	\$ 101,500
Janitorial Supplies	\$ 3,000	\$ 3,000
Material for Building Maint.	\$ 4,500	\$ 4,500
Diesel Oil	\$ 15,275	\$ 15,275
Electricity	\$ 300,000	\$ 350,000
Natural Gas	\$ 75,850	\$ 80,900
Chemicals	\$ 85,000	\$ 85,000
Water Meters	\$ 85,000	\$ 85,000
Manhole Lining/Lids	\$ 50,000	\$ 55,000
High Pressure Hose	\$ 4,000	\$ 4,000
Rodder Equipment	\$ 4,000	\$ 4,000
Sewer Jet Nozzles	\$ 1,500	\$ 1,500
Gate Valves	\$ 20,000	\$ 20,000
Hydrants and Valves	\$ 16,000	\$ 18,000
Misc -/PC Supplies	\$ 12,500	\$ 12,500

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Water

Department - Public Works

	FY 2008	FY 2009
Description	Budget	Budget
TOTAL	\$ 3,286,213	\$ 3,440,213

Fire

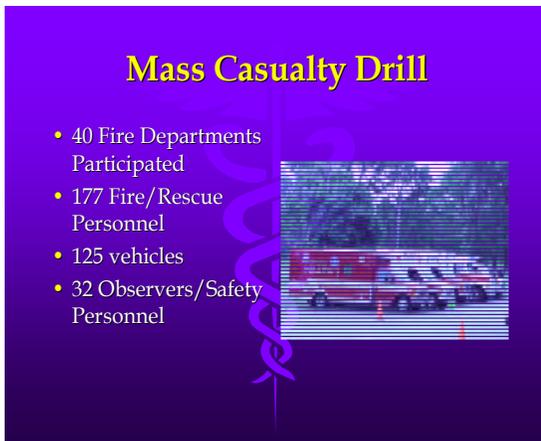
FY2008 Highlights

The Lake Forest Fire Department and The City of Lake Forest hosted a county wide Mass-Casualty drill at the old Barat College site. This complex training involved fire, police, and municipal agencies from throughout the county, while costs were kept to a minimum. This event is a demonstration for the Fire Departments commitment to be a leader in the community as well as the county.

FY2009 Initiatives and Programs

The Fire Department has begun the Accreditation process with expectations of completing the program sometime in FY09. Expectations are to increase proficiency of services provided as well as increased quality of all administrative programs. Total cost of the Accreditation process is approximately \$100,000.00 in salary expenses. Funds needed to complete the process will be balanced between FY 09 and FY 10.

Photo:



County Wide
Mass Casualty Drill Barat College

New Fire Engine
Engine 212 Purchased in FY08

Department Budgets	FY2008	FY2009
Administration	\$ 4,870,152	\$ 5,032,094
EMS	\$ 35,119	\$ 36,900
Suppression	\$ 135,000	\$ 140,000
Totals	\$ 5,040,271	\$ 5,208,994

Personnel	FY2008	FY2009
Full-time	38	38
Seasonal > 1000 hours	0	0
Seasonal < 1000 hours	4	7

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General
Department - Fire Administration

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 3,064,581	\$ 3,152,623
Temporary	\$ 78,085	\$ 98,599
Overtime	\$ 238,903	\$ 253,689
Longevity	\$ 18,841	\$ 18,870
Insurance Medical	\$ 515,349	\$ 554,632
Insurance Dental	\$ 16,687	\$ 18,835
Insurance Life	\$ 4,740	\$ 4,158
Social Security	\$ 50,488	\$ 56,299
IMRF	\$ 8,719	\$ 8,539
Flexi	\$ 6,348	\$ 6,267
Training and Development	\$ 29,947	\$ 5,000
Membership Dues	\$ 1,500	\$ 1,500
Meetings and Exp Reimbursement	\$ 8,000	\$ 14,200

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General
Department - Fire Administration

	FY 2008	FY 2009
Description	Budget	Budget
SRT Assessment	\$ 6,000	\$ 6,000
Fleet Rental	\$ 65,744	\$ 106,269
Maintenance of Equipment	\$ 27,670	\$ 20,000
IT Maintenance	\$ 9,496	\$ 10,271
Equipment Rental	\$ 2,200	\$ 3,434
Cell Phones	\$ 9,213	\$ 10,586
Office Supplies	\$ 6,000	\$ 7,000
Printing	\$ 3,400	\$ 3,000
Minor Equipment	\$ 15,000	\$ 10,000
Equipment/Fleet Reserve	\$ 75,000	
Fire Pension Levy	\$ 608,241	\$ 662,323
TOTAL-Administration	\$ 4,870,152	\$ 5,032,094

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Fire EMS

	FY 2008	FY 2009
Description	Budget	Budget
Training and Development	\$ 9,000	\$ 12,000
Publications	\$ 400	\$ 400
Maintenance of Equipment	\$ 10,000	\$ 10,000
Printing	\$ 1,400	\$ 1,000
Minor Equipment	\$ 12,819	\$ 12,000
Chemicals	\$ 1,500	\$ 1,500
TOTAL	\$ 35,119	\$ 36,900

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General
Department - Fire Suppression

	FY 2008	FY 2009
Description	Budget	Budget
Training and Development	\$ 20,000	\$ 20,000
Publications	\$ 2,000	\$ 2,000
Maintenance of Equipment	\$ 31,000	\$ 34,000
Clothing	\$ 50,000	\$ 50,000
Minor Equipment	\$ 29,000	\$ 31,000
Chemicals	\$ 3,000	\$ 3,000
		\$ -
TOTAL	\$ 135,000	\$ 140,000

Police Department

FY2008 Highlights

We improved our notification of residents in the event of emergencies by utilizing our current CODE RED system. We updated equipment used daily by the police department to provide services to the residents. We sent officers and supervisors to additional training to update and supplement their skills. Due to retirements, we appointed three new commanders to fill the vacancy.

FY2009 Initiatives and Programs

Hire, train and deploy 3-5 new police officers. Update Field Training Program.
 Send two Commanders to School of Police Staff and Command.
 Continue with portable radio replacement.
 Improve our Alcohol Compliance Enforcement Program
 Receive Cy Press Grant with which to start the upgrade to Communications Center.
 Participate in 100th Lake Forest Day.

Photo:



Department Budgets

	FY2008	FY2009
Administration	\$ 7,341,577	\$ 7,551,061
Emergency Telephone	\$ 313,177	\$ 373,956
Paid Parking	\$ 84,900	\$ -
Totals	\$ 7,739,654	\$ 7,925,017

Personnel

	FY2008	FY2009
Full-time	62	62
Seasonal > 1000 hours	0	0
Seasonal < 1000 hours	3	4

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Police

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 4,284,473	\$ 4,489,607
Temporary	\$ 36,800	\$ 35,000
Overtime	\$ 155,560	\$ 188,148
Longevity	\$ 27,201	\$ 30,035
Insurance Medical	\$ 768,469	\$ 819,359
Insurance Dental	\$ 25,530	\$ 26,894
Insurance Life	\$ 8,067	\$ 8,027
Unemployment Insurance	\$ -	\$ 9,234
Social Security	\$ 125,296	\$ 133,336
IMRF	\$ 93,437	\$ 87,519
Flexi	\$ 9,579	\$ 9,729
Training and Development	\$ 104,000	\$ 75,000
Membership Dues	\$ 2,500	\$ 2,000
Publications	\$ 1,900	\$ 1,000
Meetings and Exp Reimbursement	\$ 10,000	\$ 7,000

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Police

	FY 2008	FY 2009
Description	Budget	Budget
Contractual Services	\$ 93,000	\$ 70,000
Fleet Rental	\$ 183,418	\$ 217,650
Maintenance of Equipment	\$ 74,000	\$ 45,000
IT Maintenance	\$ 72,605	\$ 70,315
Equipment Rental	\$ 12,200	\$ 9,500
Telephone	\$ 21,000	\$ 15,000
Cell Phone	\$ 4,786	\$ 5,887
Legal Advertising	\$ 100	\$ -
Office Supplies	\$ 12,500	\$ 10,000
Printing	\$ 16,000	\$ 10,000
Clothing Services	\$ 44,000	\$ 45,000
Minor Equipment	\$ 127,568	\$ 105,200
Prisoner Food	\$ 200	\$ 100
Equipment/Fleet Reserve	\$ 110,000	\$ -
Police Pension Levy	\$ 917,388	\$ 1,025,521

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- General

Department - Police

	FY 2008	FY 2009
Description	Budget	Budget
TOTAL	\$ 7,341,577	\$ 7,551,061

THE CITY OF LAKE FOREST

Fiscal Year: 2009

**Fund- Emergency Telephone
Department - Police**

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 120,638	\$ 114,572
Longevity	\$ 750	\$ 640
Insurance Medical	\$ 23,091	\$ 23,701
Insurance Dental	\$ 888	\$ 904
Insurance Life	\$ 240	\$ 216
Social Security	\$ 9,286	\$ 8,814
IMRF	\$ 10,984	\$ 9,761
Flexi	\$ 300	\$ 348
Telephone	\$ 77,000	\$ 50,000
Assets under \$10,000	\$ 70,000	\$ 165,000
TOTAL	\$ 313,177	\$ 373,956

Parks & Recreation

FY2008 Highlights

The year began with the kick-off of the NSSD project at Forest Beach. Staff created an alternate parking plan which served patrons well during the busiest months of the beach season. Several construction projects were initiated and completed including the conversion of the racquetball courts at the Recreation Center (funded by donations), dedication of the Gary Kreischer Memorial Batting Cage (funded by Friends Foundation), Elawa Park Phase II Outdoor Classroom (funded by a C2000 grant), construction of a new playground at Northcroft Park and Rt.60 Community Park Phase IA that included grading, irrigation, detention ponds, utilities, well and turf installation. Staff completed a \$400,000 OSLAD grant for the new community park. Kinderhaven preschool moved back into its remodeled space. Financial analysis continued this year with completion of a second cost of services study, comparative market studies for golf and camps and per hour revenue calculations were implemented for all programs. Staff was also proud to support Foundation activities including the Friends Golf Classic and the first annual July 4th Fireworks and Festival which thousands of residents enjoyed. Program enrollment was down slightly, but programs such as youth tackle football (season of 40W-0L), Wildlife Discovery Center programs and Youth Sailing (national placement) continued to showcase our outstanding services. Marketing was also enhanced this year with the creation of a camp specialty brochure, magazine ads and email promotions. The fund is projecting a year end positive net variance.

FY2009 Initiatives and Programs

NSSD is scheduled to complete their lakefront project in time for installation of new floating docks. Construction will be completed on the new Deerpath Community Preschool Playground as well as Phase IB of the new Rt. 60 Park. The Wildlife Discovery Center will move into their new spaces at Elawa Farm and begin to expand program offerings in their dedicated classroom. New programs in all service areas are being developed to add variety and to create new revenue streams. Staff will work with the Lake Forest Garden Club on creation of a master plan for Forest Beach Park as well as finalize the master plan for the Deerpath Park campus. Staff in the parks and recreation department will continue to support community events including the expanded 100th Anniversary Lake Forest Day Celebration, July 4th Fireworks and Festival and will host the US Sailing Upper Midwest Junior Olympics. Recycling efforts will be expanded through all of the parks and staff will complete the Comprehensive Park and Facilities Plan along with a revised 5-year capital improvement plan.

Photo:



Turf goes in at Rt. 60 Park



Sailing teams qualify for national championship.

Department Budgets	FY2008	FY2009
Totals	\$ 6,648,411	\$ 6,684,640

Personnel	FY2008	FY2009
Full-time	25	25
Seasonal > 1000 hours	18	19
Seasonal < 1000 hours	341	351

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Parks & Recreation Department - Parks Administration

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 501,000	\$ 533,794
Temporary	\$ 270,465	\$ 273,879
Overtime	\$ 90,327	\$ 101,438
Longevity	\$ 3,925	\$ 5,635
Insurance Medical	\$ 122,497	\$ 124,173
Insurance Dental	\$ 3,219	\$ 3,275
Insurance Life	\$ 870	\$ 783
Unemployment Insurance	\$ 63,676	\$ 55,814
Social Security	\$ 65,975	\$ 69,777
IMRF	\$ 79,759	\$ 76,047
Flex Benefits	\$ 1,160	\$ 1,190
Auto Allowance	\$ 3,600	\$ 3,300
Training and Development	\$ 9,890	\$ 10,160
Membership Dues	\$ 1,980	\$ 2,040
Subscriptions/Publications	\$ 190	\$ 195

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Parks & Recreation Department - Parks Administration

	FY 2008	FY 2009
Description	Budget	Budget
Meetings & Expense Reimburse	\$ 1,155	\$ 1,190
Contractual Services	\$ 535	\$ 550
Vehicle Rental	\$ 110,768	\$ 120,651
Maintenance of Equipment	\$ 105	\$ 110
IT Maintenance	\$ 4,876	\$ 4,405
IRMA Deductible	\$ 1,250	\$ -
Telephone	\$ 824	\$ 861
Cell Phone	\$ 5,038	\$ 6,200
Office Supplies	\$ 1,100	\$ 1,135
Postage	\$ 105	\$ 110
Clothing	\$ 8,615	\$ 8,875
Minor Equipment	\$ 560	\$ 580
Equipment Reserve	\$ 70,000	\$ 75,000
Transfer to General Fund	\$ 75,124	\$ -
TOTAL	\$ 1,498,588	\$ 1,481,167

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Parks & Recreation

Department - Parks - Park, Grounds, Horticulture

	FY 2008	FY 2009
Description	Budget	Budget
Contractual Services	\$ 8,050	\$ 8,290
Refuse Disposal Services	\$ 1,500	\$ 1,545
Minor Equipment	\$ 12,080	\$ 9,500
Maintenance Material	\$ 2,625	\$ 6,705
Materials to Maintain Equip.	\$ 15,465	\$ 15,930
Agricultural Materials	\$ 17,570	\$ 19,100
Chemicals	\$ 12,740	\$ 20,970
TOTAL	\$ 70,030	\$ 82,040

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Parks & Recreation

Department - Parks - Park Facilities

	FY 2008	FY 2009
Description	Budget	Budget
Contractual Services	\$ 4,075	\$ 4,200
Minor Equipment	\$ 19,240	\$ 15,100
Maintenance Material	\$ 13,680	\$ 25,444
Materials to Maintain Equip.	\$ 2,720	\$ 2,340
Janitorial Supplies	\$ 8,915	\$ 9,185
Energy / Gas	\$ 22,105	\$ 23,430
TOTAL	\$ 70,735	\$ 79,699

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Parks & Recreation
Department - Parks - Lakefront Facilities

	FY 2008	FY 2009
Description	Budget	Budget
Contractual Services	\$ 13,680	\$ 14,090
Refuse Disposal Services	\$ 3,000	\$ 3,090
Minor Equipment	\$ 2,785	\$ 2,870
Maintenance Material	\$ 2,785	\$ 9,870
Materials to Maintain Equip.	\$ 5,765	\$ 5,940
TOTAL	\$ 28,015	\$ 35,860

THE CITY OF LAKE FOREST

Fiscal Year: 2009

**Fund- Parks & Recreation
Department - Recreation Building**

	FY 2008	FY 2009
Description	Budget	Budget
Regular Salaries	\$ 20,000	\$ -
Temporary Salaries	\$ 15,000	\$ -
Contractual Services	\$ 269,562	\$ -
Fleet Rental	\$ 11,157	\$ -
IRMA Insurance	\$ 22,178	\$ -
Clothing	\$ 100	\$ -
Minor Equipment	\$ 2,710	\$ -
Janitorial Supplies	\$ 7,500	\$ -
Transfer to Building Maintenance	\$ 160,238	\$ -
TOTAL	\$ 508,445	\$ -

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Special Recreation

Department - Recreation - Special Recreation

	FY 2008	FY 2009
Description	Budget	Budget
Regular Salaries	\$ 15,000	\$ 15,000
Contractual Services	\$ 181,127	\$ 199,762
Capital Improvements	\$ 91,873	\$ 25,909
A.D.A. Companion Fees	\$ 25,000	\$ 24,000
TOTAL	\$ 313,000	\$ 264,671

THE CITY OF LAKE FOREST

Fiscal Year: 2009

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

	FY 2008	FY 2009
Description	Budget	Budget
Regular Salaries	\$ 842,632	\$ 900,129
Temporary Salaries	\$ 1,406,033	\$ 1,257,778
Overtime	\$ 6,757	\$ 4,750
Longevity Bonus	\$ 4,366	\$ 4,846
Insurance Medical	\$ 192,861	\$ 202,322
Insurance Dental	\$ 7,326	\$ 7,458
Insurance Life	\$ 2,100	\$ 1,890
Unemployment Insurance		\$ 925
Social Security	\$ 196,355	\$ 187,228
IMRF	\$ 99,130	\$ 99,824
Flex Benefits	\$ 2,865	\$ 2,901
Training	\$ 54,903	\$ 25,935
Membership Dues	\$ 5,795	\$ 4,235

THE CITY OF LAKE FOREST

Fiscal Year: 2009

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

	FY 2008	FY 2009
Description	Budget	Budget
Auto Allowance	\$ 7,200	\$ 6,600
Meetings/Expense Reimbursement	\$ 16,000	\$ 14,880
Legal	\$ 1,000	\$ 1,000
Audit	\$ 7,000	\$ 5,200
Contractual Services	\$ 339,810	\$ 723,917
Credit Card Charges	\$ 42,640	\$ 42,640
Fleet Rental	\$ -	\$ 7,146
IT Maintenance	\$ 17,439	\$ 19,364
Elawa Lease		\$ 21,500
Stirling Site Improvements		\$ 10,771
IRMA Insurance	\$ 107,000	\$ 188,467
IRMA Deductible	\$ 1,250	\$ 6,250
Telephone	\$ 25,556	\$ 23,165

THE CITY OF LAKE FOREST

Fiscal Year: 2009

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

	FY 2008	FY 2009
Description	Budget	Budget
Cell Phones	\$ 9,159	\$ 14,178
Office Supplies	\$ 7,000	\$ 6,000
Postage	\$ 19,266	\$ 22,450
Printing	\$ 53,126	\$ 66,976
Clothing	\$ 108,628	\$ 77,865
Minor Equipment	\$ 31,090	\$ 216,180
Janitorial Supplies	\$ -	\$ 7,500
Electricity	\$ 20,837	\$ 22,087
Natural Gas	\$ -	\$ 8,082
Capital Equipment	\$ 89,000	\$ 79,538
Administrative Services	\$ 15,320	\$ 15,894
Recreational Supplies	\$ 135,522	\$ 128,278
Awards	\$ 3,750	\$ 7,559

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund - Parks & Recreation
Department - Recreation Programs

	FY 2008	FY 2009
Description	Budget	Budget
Merchandise	\$ 1,000	\$ 1,000
Sailing Team Travel	\$ 17,350	\$ 5,000
TOTAL	\$ 3,897,066	\$ 4,449,708

THE CITY OF LAKE FOREST

Fiscal Year: 2009

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

	FY 2008	FY 2009
Description	Budget	Budget
Regular Salaries	\$ 163,208	\$ 172,180
Temporary Salaries	\$ 100,339	\$ 98,016
Training	\$ 100	\$ 100
Contractual Services	\$ 247,816	\$ 227,063
Postage	\$ 1,093	\$ 1,061
Printing	\$ 1,550	\$ 1,710
Clothing	\$ 33,478	\$ 31,010
Electricity	\$ 9,200	\$ 8,200
Recreational Supplies	\$ 16,878	\$ 14,526
Awards	\$ 1,870	\$ 2,300
TOTAL	\$ 575,532	\$ 556,166

Deerpath Golf Course

FY2008 Highlights

Since 2002, golf rounds have continued a downward trend throughout the golf industry. However, Deerpath Golf Course has consistently avoided this trend and has maintained a higher than industry average. This was accomplished despite the tremendous flooding that took place in August 2007. Deerpath's 2007 total rounds of golf were approximately 35,000 even though 2,100 rounds were lost when the course was closed for four days due to unprecedented volume of August rain and we could not allow electric carts over a twelve-day period and then winter snows continued to the end of March. Our ability to reopen so quickly in compared to other courses in the area was due to the drainage improvements made to the course in recent years reflecting effective use of grants and capital investments to make long-lasting benefits for our golfers. The Pullucid Report was updated providing comparative regional and national market trends and staff completed a local comparative market fee analysis study to ensure proper 2008 pricing. The Friends Foundation donated a new welcome sign and Giving Tree that has already helped to encourage donations of over \$6,000 to offset much needed capital improvement projects. Staff continued to focus on retaining customers and completely revised the golf specialty brochure, developed a Giving Tree brochure and offered several special demo days through the pro shop. The clubhouse was updated with some minor but necessary improvements including remodeling of the women's locker room, appliance and counter replacement in the kitchen, and the lockers and interior of the clubhouse was freshly painted. A new flagstone walkway and enhanced plantings were also installed to greet our golfing guests.

FY2009 Initiatives and Programs

Continued efforts will be placed on increasing daily fee rounds and revenues from the driving range. A cost of services study will be conducted for the course to help analyze the cost ratio benefit for providing various services. Staff will also research the best financial option for future cart replacement along with the benefits of an on-line tee time reservation system. Capital improvements will be minimal due to flat revenue streams but we anticipate renovating the men's locker room as well as replacing the two wooden bridges on holes four and five. The bridges are very old and the new bridges would free span the creek, blend in with our natural environment and provide additional safety features. The golf course maintenance staff will also enhance our tree community with upgraded trimming, planting and removal programs. This will improve the playability while maintaining the natural beauty of our historical course.



Department Budgets

	FY2008	FY2009
Totals	\$ 1,463,165	\$ 1,493,574

Personnel

	FY2008	FY2009
Full-time	4	4
Seasonal > 1000 hours	8	9
Seasonal < 1000 hours	18	15

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Golf**Department - Golf Administration**

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 236,894	\$ 247,859
Temporary	\$ 150,023	\$ 153,000
Overtime	\$ 20,480	\$ 24,532
Longevity	\$ 2,720	\$ 2,875
Insurance Medical	\$ 60,167	\$ 61,118
Insurance Dental	\$ 1,887	\$ 1,921
Insurance Life	\$ 510	\$ 459
Unemployment Insurance	\$ 40,000	\$ 56,989
Social Security	\$ 43,418	\$ 45,424
IMRF	\$ 47,172	\$ 44,284
Flexi	\$ 686	\$ 692
Auto Allowance	\$ 1,200	\$ 900
Training and Development	\$ 3,000	\$ 2,000
Membership Dues	\$ 1,200	\$ 1,200
Meetings and Exp Reimbursement	\$ 1,000	\$ 500
Contractual Services - Audit	\$ 2,000	\$ 2,100

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Golf**Department - Golf Administration**

	FY 2008	FY 2009
Description	Budget	Budget
Contractual Services	\$ -	\$ 2,000
Fleet Rental	\$ 32,673	\$ -
Maintenance of Equipment	\$ 1,800	\$ -
IT Maintenance	\$ 2,281	\$ 2,483
IRMA Insurance	\$ 27,938	\$ 34,631
IRMA Insurance Deductible	\$ 2,500	\$ 2,500
Cell Phone	\$ 1,236	\$ 1,422
Clothing	\$ 3,200	\$ 3,525
Minor Equipment	\$ 700	\$ -
Maintenance Material	\$ 1,900	\$ -
Material to Maintain and Repair	\$ 15,000	\$ -
Electricity	\$ 2,140	\$ 2,268
Assets under \$10,000	\$ 96,000	\$ 8,000
Capital Equipment	\$ -	\$ 5,500
Capital - Tree Replacement	\$ -	\$ 9,800
Capital - Sand Trap Replenishment	\$ -	\$ 17,850

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Golf

Department - Golf Administration

	FY 2008	FY 2009
Description	Budget	Budget
Capital - General Improvement	\$ -	\$ 75,000
Revenue Bond Interest	\$ 51,895	\$ 48,325
Bond Expense	\$ 70,000	\$ -
Paying Agents/Bonds	\$ -	\$ 500
Administrative Services	\$ 20,102	\$ 20,855
TOTAL	\$ 941,722	\$ 880,512

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Golf

Department - Course Maintenance

	FY 2008	FY 2009
Description	Budget	Budget
Contractual Services	\$ 9,500	\$ 7,200
Water	\$ 74,880	\$ 82,875
Fleet Rental	\$ -	\$ 36,598
Maintenance of Equipment	\$ -	\$ 1,800
Minor Equipment	\$ 4,000	\$ 8,896
Maintenance Material	\$ 5,500	\$ 7,980
Material to Maintain Repair	\$ 4,000	\$ 13,600
Golf Cart Maintenance	\$ -	\$ 4,000
Agricultural Materials	\$ 20,500	\$ 24,821
Chemicals	\$ 30,000	\$ 41,921
TOTAL	\$ 148,380	\$ 229,691

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Golf**Department - Clubhouse**

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 91,193	\$ 95,556
Temporary	\$ 69,555	\$ 72,589
Meetings and Exp Reimbursement	\$ 1,500	\$ 1,500
Contractual Services	\$ 5,500	\$ 6,100
Credit Card Charges	\$ 15,000	\$ 15,000
Water	\$ 3,605	\$ 3,930
Sewer	\$ 950	\$ 1,035
Maintenance of Equipment	\$ 4,000	\$ 4,000
Building Maintenance	\$ 20,000	\$ 20,000
Telephone	\$ 2,110	\$ 3,871
Advertising	\$ 3,000	\$ 3,000
Office Supplies	\$ 150	\$ 100
Postage and Printing	\$ 4,500	\$ 4,500
Minor Equipment	\$ 6,000	\$ 4,000
Janitorial Supplies	\$ 3,000	\$ 3,300
Materials for Bldg. Maint	\$ 1,300	\$ 1,300

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Golf
Department - Clubhouse

	FY 2008	FY 2009
Description	Budget	Budget
Electricity	\$ 23,000	\$ 24,380
Gas	\$ 10,200	\$ 10,810
Soft Goods	\$ 30,000	\$ 30,000
Hard Goods	\$ 55,000	\$ 55,000
Club Repair	\$ 500	\$ 400
Handicap Service	\$ 14,000	\$ 14,000
Sales Tax	\$ 9,000	\$ 9,000
TOTAL	\$ 373,063	\$ 383,371

Cemetery

FY2008 Highlights

In FY2008 the Cemetery completed resurfacing of the roadway and continued restoration work on the ravine system by clearing invasive species and installing new plant plugs and native seed. In addition concept /design work for the 'Spur' ravine section was completed and application was made for various grants to complete that ravine work. All major cemetery trees received a micorhizal treatment to increase their health. We also continued work with our soil scientist to build the soil and increase disease and drought resistance of the turf and other cemetery plants.

FY2009 Initiatives and Programs

Initiatives for FY2009 will focus on a two-year project to computerize the Cemetery maps and records with the hiring a special project administrative person. We will also continue work on ravine restoration by searching out additional grant funding and work on the north cemetery ravine.



Lake Forest Cemetery continues to serve the residents of Lake Forest with the highest quality burial arrangements while striving to provide the best-managed, aesthetically appealing cemetery possible.

Department Budgets*	FY2008	FY2009
TOTALS	\$ 754,909	\$ 698,029

Personnel*	FY2008	FY2009
Full-time	2.0	2.0
Seasonal > 1000 hours	2.0	2.0
Seasonal < 1000 hours	-	-

* Information also included on Public Works highlight page.

THE CITY OF LAKE FOREST**Fiscal Year: 2009****Fund- Cemetery****Department - Cemetery**

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 138,667	\$ 144,619
Temporary Salaries	\$ 42,950	\$ 51,975
Overtime	\$ 6,240	\$ 6,240
Longevity	\$ 530	\$ 595
Insurance - Medical	\$ 34,326	\$ 35,022
Insurance - Dental	\$ 888	\$ 904
Insurance - Life	\$ 240	\$ 216
Unemployment	\$ 2,500	\$ 954
Social Security	\$ 14,412	\$ 15,562
IMRF	\$ 17,030	\$ 17,420
Flexi	\$ 348	\$ 348
Training/Education	\$ 1,000	\$ 1,000
Publications	\$ 100	\$ 100
Meetings/Expense	\$ 680	\$ 650
Legal	\$ 2,000	\$ 2,000
Audit	\$ 1,000	\$ 1,100

THE CITY OF LAKE FOREST**Fiscal Year: 2009****Fund- Cemetery****Department - Cemetery**

	FY 2008	FY 2009
Description	Budget	Budget
Investment Fee	\$ 11,000	\$ 11,000
Contractual Services	\$ 19,500	\$ 20,500
Marketing	\$ 7,000	\$ 7,000
Water	\$ 2,184	\$ 2,300
NSSD	\$ 100	\$ 50
Fleet Rental	\$ 9,164	\$ 11,184
IT Maintenance	\$ 1,141	\$ 1,242
Building Maintenance	\$ 2,500	\$ 2,500
Insurance	\$ 7,333	\$ 9,380
Deductible	\$ 2,500	\$ 2,500
Telephone	\$ 5,065	\$ 4,942
Cell Phone	\$ 856	\$ 943
Office Supplies	\$ 300	\$ 300
Postage	\$ -	\$ 500
Printing	\$ 1,000	\$ 1,000
Clothing	\$ 1,000	\$ 1,000

THE CITY OF LAKE FOREST**Fiscal Year: 2009****Fund- Cemetery****Department - Cemetery**

	FY 2008	FY 2009
Description	Budget	Budget
Minor Equipment	\$ 4,000	\$ 4,000
Maint. Material	\$ 3,800	\$ 3,800
Material to Maintain	\$ 4,000	\$ 4,000
Janitorial	\$ 200	\$ 200
Material for Building Maint.	\$ 500	\$ 500
Electricity	\$ 2,363	\$ 2,505
Gas	\$ 2,363	\$ 2,505
Agriculture Materials	\$ 12,000	\$ 12,000
Landscape	\$ 14,000	\$ 14,000
Contingency	\$ 6,000	\$ 6,000
Equipment Reserve	\$ 30,000	\$ -
Resurfacing	\$ 125,000	\$ -
Ravine Restoration	\$ 25,000	\$ 100,000
Interest	\$ 49,625	\$ 44,585
Bonds	\$ 105,000	\$ 110,000
Paying Agent	\$ 600	\$ 600

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Cemetery
Department - Cemetery

	FY 2008	FY 2009
Description	Budget	Budget
Admin. Services	\$ 36,904	\$ 38,288
TOTAL	\$ 754,909	\$ 698,029

Senior Center

FY2008 Highlights

- The Senior Resources Commission conducted a survey of residents 55 years of age and older residing in zip codes 60044 and 60045; the information gathered will be used to develop new programs and services at Dickinson Hall.
- A “Cost of Service” study was conducted by Maximus and presented to City Council in November.
- The Laurence Carton memorial terrace was completed in August and the garden surrounding the terrace will be completed in June. A volunteer committee has been formed to help maintain the garden.
- A new senior car was donated by Shields Township and put into service in March of 2007.

FY2009 Initiatives and Program

- The Strategic Plan will be completed by December 2008.
- The SRC will support the work of the Housing Trust to promote and fund affordable senior housing in Lake Forest.
- The “Cost of Service” study and the “Return on Investment” guide will be used to evaluate the costs of programs and ensure that they are covered by fees or other funding sources.
- Marketing efforts will be improved and partnerships with other community organizations will be increased.

Members Bob and Sara Kuchar



Department Budgets	FY2008	FY2009
Senior Center	\$ 518,590	\$ 559,453
Transportation	\$ 38,094	\$32,168
Totals	\$ 556,684	\$ 591,621

Personnel	FY2008	FY2009
Full-time	3	3
Seasonal > 1000 hours	0	0
Seasonal < 1000 hours	12	9

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Senior Center

Department - Senior Center

	FY 2008	FY 2009
Description	Budget	Budget
Salaries	\$ 200,643	\$ 211,094
Temporary Salaries	\$ 48,843	\$ 48,843
Longevity	\$ 456	\$ 666
Insurance Medical	\$ 32,714	\$ 33,472
Insurance Dental	\$ 1,332	\$ 1,356
Insurance Life	\$ 360	\$ 324
Social Security	\$ 21,033	\$ 21,848
IMRF	\$ 18,506	\$ 18,177
Flexi	\$ 450	\$ 450
Auto Allowance	\$ 3,600	\$ 5,376
Training and Development	\$ 1,000	\$ 1,000
Membership Dues	\$ 350	\$ 400
Meetings and Exp Reimb.	\$ 300	\$ 300

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Senior Center

Department - Senior Center

	FY 2008	FY 2009
Description	Budget	Budget
Classes/Lectures	\$ 10,000	\$ 12,500
Contractual	\$ 8,000	\$ 18,500
Credit Card Charges	\$ 1,500	\$ 1,600
Water	\$ 1,100	
Sewer	\$ 1,100	
Janitorial Services	\$ 7,500	\$ 7,500
IT Maintenance	\$ 2,275	\$ 3,467
HVAC Services	\$ 6,000	\$ 4,000
Building Maintenance	\$ 5,000	\$ 4,000
Rent	\$ 13,584	\$ 13,584
Telephone	\$ 6,000	\$ 6,661
Cell Phone	\$ 1,544	\$ 1,735
Office Supplies	\$ 900	\$ 1,000

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Senior Center

Department - Senior Center

	FY 2008	FY 2009
Description	Budget	Budget
Postage	\$ 4,000	\$ 4,000
Printing	\$ 13,000	\$ 13,200
Maintenance Materials	\$ 500	\$ 900
Janitorial Supplies	\$ 1,000	\$ 900
Trips	\$ 70,000	\$ 81,100
Meals/Parties	\$ 30,000	\$ 40,000
women4women (offset by fees)	\$ 6,000	\$ 1,500
TOTAL	\$ 518,590	\$ 559,453

THE CITY OF LAKE FOREST

Fiscal Year: 2009

Fund- Senior Center

Department - Senior Center - Transportation

		FY 2008	FY 2009
Account Number	Description	Budget	Budget
210-8522-457-10-20	Temporary Salaries	\$ 25,000	\$ 20,000
210-8522-457-35-10	Contractual Services	\$ 3,000	\$ 1,500
210-8522-457-43-01	Vehicle (Fleet) Rental	\$ 10,094	\$ 10,668
210-8522-457-53-10	Telephone	\$ -	\$ -
TOTAL		\$ 38,094	\$ 32,168



The City of Lake Forest

Personnel Policies and Practices May 1, 2008

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

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

May 1, 2008

INTRODUCTION

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

EMPLOYMENT AT WILL

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

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

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

CORE VALUES

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

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

PURPOSE/POLICY

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

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

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

AUTHORITY

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

POLICIES AND PRACTICES ESTABLISHED

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

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

1. EMPLOYMENT POLICY

1.1.0 Authority to Employ Personnel

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

1.2.0 Employment Procedure

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

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

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

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

1.3.0 Equal Opportunity Employer

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

1.4.0 Drug-Free Workplace

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

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

1.5.0 Employment of Relatives

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

1.6.0 Secondary Employment

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

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

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

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

2. OFFICIAL PAY PLAN

2.1.0 The Official Pay Plan

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

2.2.0 Administration of Pay Plan

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

2.3.0 Salary Administration Procedure

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

2.3.1 Establishment of Salary Ranges and Position Titles

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

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

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

2.3.2 Applicability of Salary Ranges and Position Titles Schedule

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

2.3.3 Original Appointment

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

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

2.3.4 Probationary Period

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

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

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

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

2.3.5 Administration of Plan

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

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

2.3.6 Pay Plan Adjustments

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

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

2.3.7 Promotions

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

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

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

2.3.8 Job Transfers

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

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

2.3.9 Reclassification

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

2.3.10 Resignations, Layoffs

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

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

2.3.11 Tree Trimmer Pay

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

2.3.12 Additional Duty Pay

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

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

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

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

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

2.3.13 Additional Merit Pay

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

2.3.14 Longevity Pay

In addition to regular compensation and in recognition of continued service to the City, employees are eligible for \$30 per year of service after 5 years through 9 years; \$35 per year of service beginning 10 years through 14 years; \$40 per year of service beginning 15 years through 19 years. Employees with more than 19 years receive **\$50** per year of service. Subject to budgetary constraints this sum shall be paid in a lump sum amount during December each year, and years of service shall be calculated as of December 31 of the year in which the longevity pay is being paid. It is subject to all normal withholding. Employees who leave employment prior to the issuance of the longevity checks will not receive the longevity bonus.

2.4.0 Positions

2.4.1 Department Heads and Staff Assistants

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

2.4.2 Job Sharing

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

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

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

2.5.0 Residency Requirement/Housing Allowance Compensation

Although highly desirable, most employees are not required to maintain residency within the City limits. Fire personnel and police sworn personnel not covered by a collective bargaining agreement must live within a 27-mile radius of the Public Safety Building. Police sworn personnel covered by a collective bargaining agreement must abide by the terms of the agreement. Employees of these two departments must have the express permission of the Chief of Police, Fire Chief or Public Safety Director and the approval of the City Manager to reside outside those limits. All other City employees, except as noted below, must live within a reasonable distance to the City that will not prevent them from fulfilling the duties and responsibilities of their position.

The City Council recognizes that it is sometimes desirable and in the best interest of the community to have certain members of the staff reside within the City. These positions may consist of the following:

- City Manager
- Police Chief
- Fire Chief
- Director of Public Works
- Director of Community Development

Each position will be considered on an individual basis. The City Manager is authorized to require such residency and to provide housing assistance, with prior concurrence of the City Council, to those employees if they are required by the City Manager to establish their residency within the City. The City Manager's housing compensation will be determined solely by the City Council.

2.6.0 Auto Allowance Compensation

An expense allowance for the use of private vehicles by department heads and staff members in connection with City business may be authorized by the City Manager with the concurrence of the City Council. When authorized, the allowance shall encompass all customary and incidental travel associated with the normal performance of the individual's job-related duties and attendance at meetings and training sessions within the City and Chicago metropolitan area.

Positions in the Managerial and Administrative and Executive Staff pay schedules are eligible to receive an auto allowance. Employees required to make emergency responses may, at the department head's discretion, be allowed to take City vehicles home at night. This exception is being made to accommodate those individuals who require immediate access to equipment and radio communications in emergency situations. (See Admin. Dir. 1-11, Reimbursement of Authorized Expenses)

2.7.0 Fringe Benefits

The City has established policies and guidelines for the proper handling and taxing of certain employee fringe benefits to ensure compliance with IRS guidelines. Included in these benefits are guidelines on uniforms, logo wear, Internet connectivity, laptop computers and other miscellaneous items that may be subject to being taxed. (See Admin. Dir. 2-15, Employee Fringe Benefits)

3. HOURS OF WORK

3.1.0 Work Week Defined

Except as otherwise provided in this Part 3, the hours of work comprising full-time City employment shall be 40 hours per week and a minimum of 1,000 hours per year. For Fire Department personnel, it shall be 204 hours averaged over a 27-day period; and for Police Department personnel, it shall be 171 hours averaged over a 28-day period. It is the personal responsibility of each employee to be at his/her work station and fully prepared to begin work at the time the established departmental shift/work day begins.

3.2.0 Work Day Defined

The work day for each employee shall be the 24-hour period from the time that work is scheduled to begin until that time shall occur again. This definition shall be used whenever work day is referred to in these policies.

3.3.0 Overtime Work

It is the policy of the City to keep work in excess of established schedules at a minimum and to permit such work only when it is necessary to meet City operating requirements. It must be approved by the employee's immediate supervisor prior to the overtime being worked.

3.4.0 Established Hourly Rate Defined

The established hourly rate shall be at the rate specified in Section 2, Official Pay Plan, for the position salary range held by the employee at the time the overtime compensation is earned. The rates established by the Official Pay Plan shall be the official rates for all overtime compensation.

3.5.0 Compensation for Overtime Work

Employees shall be compensated for overtime work at the following rates:

- a. **Police Department** – Eligible sworn police personnel covered by the collective bargaining agreement shall be compensated as determined by their agreement. Sworn police personnel not covered in the bargaining unit shall be compensated at 1½ times their established hourly rate, computed on a per-hour basis for all authorized police work in excess of the regularly scheduled 8¼-hour work day and beyond the regularly scheduled work week, and for all authorized police work when called back after normal working hours or on regularly scheduled days off, including holidays. Whenever sworn police personnel are called back to work on a temporary basis, a minimum of two hours of overtime compensation will be paid.
- b. **Fire Department** – Eligible fire personnel shall be compensated at 1½ times their established hourly rate, computed on a per-hour basis for all authorized fire work in excess of the regularly scheduled 24-hour work day and beyond the regularly scheduled work week, and for all authorized fire work when called back after normal working hours or on regularly scheduled days off, including holidays. Whenever a firefighter is called back to work on a temporary basis for emergency calls, a minimum of two hours of overtime compensation will be paid.

- c. **Public Works Department** – Eligible regular full-time and part-time employees in these areas shall be compensated at 1½ times their hourly rate, computed on a per-hour basis for all authorized work in excess of the normal working day and beyond the regularly scheduled work week and for all authorized work when called back after normal working hours on regularly scheduled days off, including holidays. Full-time and part-time employees will be compensated at 1½ times their hourly rate for any authorized work in excess of 40 hours in a work week. In the event that shift changes are approved which increase the regular work day but cause the work week to remain at 40 hours, overtime will not be compensated until the hours worked extend beyond 40 hours per week. Whenever an employee in these sections, who is eligible to receive overtime, is called back to work on a temporary basis from off-duty status, a minimum of two hours of overtime compensation at 1½ times the hourly rate will be paid. During snow removal emergency shift work, employees shall be paid straight time for the first eight hours of a twelve-hour shift if that work is performed during their regularly scheduled work week and at 1½ times the hourly rate thereafter. (See Admin. Dir. 4-1, Snow and Ice Control Program)
- d. **All Other Regular Full-Time and Part-Time Employees** – Eligible regular full-time and part-time employees, except as noted above, shall be compensated at 1½ times their hourly rate, computed on a per-hour basis for all authorized work in excess of the normal working day and beyond the regularly scheduled work week and for all authorized work when called back after normal working hours on regularly scheduled days off, including holidays. Full-time and part-time employees will be compensated at 1½ times their hourly rate for any authorized work in excess of 40 hours in a work week. In the event that shift changes are approved which increase the regular work day but cause the work week to remain at 40 hours, overtime will not be compensated until the hours worked extend beyond 40 hours per week. Whenever an employee of this category is called back to work on a temporary basis, a minimum of one hour of overtime compensation will be paid.
- e. **Compensatory Time**

It is the policy of The City of Lake Forest to schedule overtime work only when deemed necessary to meet City operational needs. Regular, full-time, non-exempt employees in the following departments may elect to take compensatory time-off in lieu of overtime compensation by signing the appropriate agreement for their department or if covered by any applicable collective bargaining agreement (and any subsequent agreements signed during the duration of these policies): Community Development, CROYA, Finance, Human Resources, Office of the City Manager, Public Works, Parks and Recreation and Senior Resources. Compensatory time-off will be granted to the participating employee at a rate of 1.5 hours of compensatory time for every hour of overtime worked.

Compensatory time-off may not be taken unless the participating employee has received prior approval from his or her department head. Once a participating employee has worked overtime and received approval from his or her department head, the employee may schedule and take his or her earned compensatory time-off. A participating employee who has accrued compensatory time and has requested its use will be permitted to use that time within a reasonable period after making the request, so long as the use of that compensatory time-off does not unduly disrupt the operations of the City or the Department. Participating employees requesting compensatory time off must adhere to the same rules set forth for department vacation requests.

No participating employee shall accumulate more hours of compensatory time during a given 12-month period as set forth in the appropriate agreement he or she signed. Once a participating employee works overtime to the extent that he or she accrues the maximum compensatory time hours, the employee will be paid overtime compensation for any further overtime hours worked. Accrued hours will not be carried forth into a new 12-month period as set forth in their agreement. Employees will be issued a check for all compensatory time not used within the defined period in which it was earned equal to the number of hours accrued. The City may at any time substitute overtime cash payments in exchange for compensatory time-off hours.

Upon termination, a participating employee will be paid for unused compensatory time at a rate of compensation not less than: the average regular rate received by such employee during the last three years of the employee's employment or the final regular rate received by the employee, whichever is higher.

The City reserves the right to modify this policy and the accrual, use, and payment of compensatory time-off at any time upon notice to affected employees, subject to applicable federal and state law.

3.6.0 Positions Ineligible for Overtime Compensation

The overtime compensation provisions of Section 3.5 of this Directive shall not apply to positions in the Managerial and Administrative or Executive pay plan schedules of the Official Pay Plan of The City of Lake Forest or other positions determined to be exempt by the department head and City Manager based on the Fair Labor Standards Act and Illinois Minimum Wage Act guidelines.

3.7.0 Flex Time

Office employees may be eligible to take time off during their normal workday and make the time up at another time. This may include, but not be limited to, time off for such things as personal business, doctor/dental appointments, and school visitation. This time must be requested in writing to the department head or his/her designee at least 24 hours in advance and approval will depend on available staffing levels. The written request must include the reason for the request, the date and time needed off and when the time will be made up. No time will be granted in excess of three hours, and it must be made up within the same seven-day work period. In certain emergency situations, the department head has the discretion to waive the 24-hours advance notice requirement.

4. HOLIDAYS WITH PAY

4.1.0 Days Designated

The City of Lake Forest holidays shall be as listed below, unless changed by the City Manager. Holidays will normally be paid based on an 8-hour shift, excluding year-round special shifts such as, but not limited to, Fire and Sanitation.

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

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

4.2.0 Holiday Falling on Weekend, Working Days

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

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

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

4.3.0 Holiday Bonus

When a probationary or regular full-time employee is scheduled to work a minimum eight-hour shift on a City holiday, that employee will receive a holiday bonus of **\$135**. Employees “swapping” days with a regularly scheduled employee will be eligible to receive this holiday bonus in lieu of the person with whom they “swapped”. For employees working shifts in 24-hour/7-days-a-week departments, the employee who works the official holiday is paid the bonus, not the employee who works the “celebrated” holiday (i.e., if July 4 falls on a Saturday and is celebrated by the City on Friday, July 3, the employee who works on July 4 receives the bonus). This bonus is subject to all normal withholding. It does not apply to employees who are called back for emergency work, but only those scheduled to work as part of their normal shift in order to maintain appropriate coverage. Employees called back for emergency situations or coverage will be covered under Section 3.5.0 of these policies. Executive Classification employees are exempt from this holiday bonus.

5. LEAVE POLICY

5.1.0 Vacation Schedule

<u>Years of Service</u>	<u>Hours Earned Per Pay Period</u>	<u>Hours Earned Per Year</u>
1 to 5	3.08	80
6	3.38	88
7	3.69	96
8	4.00	104
9	4.31	112
10	4.62	120
11	4.92	128
12	5.23	136
13	5.54	144
14	5.85	152
15-19	6.15	160
20	6.46	168
21	6.77	176
22	7.08	184
23	7.38	192
24+	7.69	200

Vacation hours accrued at the end of each pay period are available for use, dependent upon individual department policies and the department head's discretion. New employees may use the vacation benefits accrued with their department head's discretion. Employees are not allowed to use vacation time before it is earned, thus creating a negative balance.

A regular part-time employee will earn vacation and holiday time with pay equal to the percentage of time worked compared to a regular, full-time employee.

Due to different hours of work, Fire Department personnel working shift assignments shall accrue vacation benefits at an equal, but different formula rate than other municipal employees. The annual accrual is the same.

Vacation leave should be taken on consecutive days. Eligible leave should be taken during the fiscal year earned. Depending upon departmental or personal circumstances, a period of vacation leave may be restricted to two (2) weeks at any one period and, in certain cases, eligible vacation may be deferred to the following fiscal year with the approval of the City Manager. Every effort will be made to grant vacation during periods requested by employees, consistent with the operational needs of the various departments. The City reserves the right, by action of the department head and the City Manager, to approve or disapprove actions with regard to granting of vacation requests.

Holidays observed or periods of significant illness occurring during a vacation leave period are not charged against vacation leave, but are charged against applicable holiday or sick leave. Also, if a pay day is to fall within a planned vacation period, an employee may request to receive eligible pay before leaving on vacation.

Employees are not permitted the choice of working for extra pay instead of taking their vacation. However, in special circumstances, when in the best interests of the City and upon the approval of the City Manager, the City may purchase a portion of the accrued vacation of an employee at the employee's then-established salary rate.

Employees are not permitted to accrue more vacation than they earn in one year plus 80 hours (112 hours for sworn fire personnel). Time exceeding the earned amount plus the 80 hours (112 hours for sworn fire personnel) on May 1 of the fiscal year will be deleted from the employee's accruals unless special arrangements are made in advance with the employee's department head. Should special arrangements be made, the department head will complete a personnel action form noting the exception. Upon separation from City service, a regular employee will be paid for accrued but unused vacation leave.

5.2.0 Sick Leave with Pay

All regular, full-time employees accrue paid sick leave benefits at the rate of 3.69 hours per pay period to a maximum of 960 hours. An employee who utilizes sick leave for an entire pay period does not earn sick leave for that period.

Sick leave with pay is authorized only if employees notify their department head or immediate supervisor of the necessity for absence in advance of the assigned time to start work. An employee whose work requires a substitute for a particular shift assignment is required to give reasonable notification in advance of the assigned time to start. An employee using paid sick leave benefits is not authorized to work secondary employment while unable to work for the City unless authorized by the employee's department head.

Sick leave with pay may be used for:

- a. Any bona fide personal illness, injury or pregnancy.
- b. Quarantine for contagious disease.
- c. Doctor/dental appointments.
- d. Illness of immediate family member (includes parents, in-laws, children, spouse, siblings and grandparents or at the department head's discretion)

As a condition to the granting of paid sick leave benefits, any employee may be required to file a certificate of health examination by a practicing physician approved by the City and conform to any medical advice contained therein as directed by the City Manager. A Personnel Action Report must be filed whenever an employee is out for 3 consecutive work days, and a signed medical release must be received in order for the employee to return to work. If, in the opinion of the City Manager upon recommendation of the department head, 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 or for family leave as defined in Section 5.8 of these policies, 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. Upon exhaustion of the above benefits, the employee may have the opportunity to apply to the appropriate pension or retirement plan for eligible disability benefits or for a leave of absence as defined in Section 5.6 of this policy. (See Admin. Dir. 2-6, Limited Duty Policy)

Every year, employees who use four or fewer sick days may choose to receive a payout of some of their unused sick time, based on the following table:

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

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

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

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

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

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

5.2.1 Voluntary Sick Leave Donation Program

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

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

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

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

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

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

5.3.0 Emergency Leave

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

Hospitalization of any member of the immediate family when it can be clearly shown that an employee's presence is required can also be used as paid emergency leave. Immediate family includes parents, in-laws, children and spouse only. The use of leave for this purpose shall

not exceed 24 hours in a calendar year. Time in excess of 24 hours must be taken as sick leave and have department head approval.

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

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

5.4.0 On-the-Job Injury and Disability Leave

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

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

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

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

5.5.0 Military Service, Training

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

5.6.0 Family Military Leave Act

Any employee who has been working for at least 12 months, who has worked at least 1,250 hours in those months, and who is the parent or spouse of a person called to state or United

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

5.7.0 Leave of Absence

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

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

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

5.8.0 Absence Without Leave

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

5.9.0 Family and Medical Leave

An employee who has worked a minimum of 1,250 hours during the 12 month period prior to commencement of a leave is entitled to 12 weeks of unpaid job-protected leave during any 12-month period for his/her own serious health condition which makes him/her unable to perform the essential functions of his/her position; or because of the birth or placement of an adopted or foster care child, or to take care of a child, spouse or parent who has a serious health condition. Parent does not include a parent "in-law". When married employees both work for the City, they are entitled to a combined total of 12 weeks for the birth, adoption or foster care of a child or to care for a parent with a serious health condition. However, the limitation does not apply to leave taken by one spouse to care for the other who is seriously ill, to care for a child with a serious health condition or to care for the employee's own serious illness. Leave to take care of a serious health condition; whether the employee's own or that of relatives, may be taken in a single block of time or intermittently. However, unless the City and employee agree, leave taken for the birth or placement

of a child may not be intermittent. In any case, the City and employee may agree to implement the leave through a reduced work schedule.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the servicemember. An eligible employee is entitled to a maximum combined total of 26 workweeks of leave under the new servicemember family leave and any of the other forms of family and medical leave; however, the total amount of leave for an employee's own serious illness, for the birth or placement of a child, or to care for a family member with a serious health condition is limited to 12 weeks in a 12-month period. Covered servicemembers are those members of the Armed Forces, including the National Guard or Reserves, who are undergoing medical treatment, recuperation or therapy, are in outpatient status, or are on the temporary disability list due to an injury or illness incurred in the line of duty.

The 12-month period shall be measured backward from the date an employee uses any Family and Medical leave. Leave for a job-related injury will be credited against Family and Medical leave.

"Serious health condition" is defined as an illness, injury, impairment, or physical or mental condition involving either inpatient care or continuing treatment by a health care provider. Employees requiring further clarification of the term "serious health condition" should refer to the Family and Medical Leave Act and the regulations interpreting that statute.

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 family leave. Upon exhaustion of these benefits, the employee may request an unpaid leave of absence as defined in Section 5.6 of these policies. During this 12-week (***or 26-week***) period, the City will arrange for continuing health benefits with the City and employee paying the same portions of the cost as if the employee were still working. Any unpaid leave approved beyond the 12 (***or 26***) weeks will fall under COBRA laws. An extension of the leave will cause an employee to forfeit reinstatement rights under the Family and Medical Leave Act.

If the need for a leave due to medical treatment is foreseeable, an employee must make a reasonable effort to schedule the treatment so that it does not unduly interrupt City operations. An employee taking leave for such treatment, or for the birth, adoption or foster care of a child, must provide 30 days notice or, if that is not possible, as much notice as is practicable.

If leave is based on a serious health condition, the City will require certification of the need for medical leave, including, but not limited to, the date on which the serious

health condition arose, its probable duration, and medical facts regarding the condition. Where the leave results from the employee's own condition, the City will also require a statement that the employee is unable to perform his/her job functions. A second certification or periodic recertification may be required by the City at its expense. If the first and second certifications conflict, the City may, at its expense, require a third opinion from a health care provider. The employee and employer must agree on the selection of the third health care provider, whose opinion is binding on the parties.

5.10.0 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.

6. RETIREMENT AND DEFERRED COMPENSATION

6.1.0 Retirement, Pension Plans

Regular full-time, regular part-time employees working over 1,000 hours in a year shall be covered by retirement or pension plans in accordance with statutory requirements. The authorized retirement and pension plans for City employees shall be the Illinois Municipal Retirement Fund, the Police Pension Fund and the Firefighters' Pension Fund.

6.2.0 Deferred Compensation Plan

Employees may participate in a deferred compensation plan as authorized by the City Council. Employees must execute Joinder Agreements with the applicable organization, and the agreements must be approved by the City Manager.

Employees have the option of utilizing the \$150 City contribution to the Flexible Spending Account as a contribution to their deferred compensation account as described under Section 8.6 of these policies.

6.3.0 Out-of-State Service Credit

Employees participating in the Illinois Municipal Retirement Fund may be eligible to be credited with additional time on their pensions if they have participated in a public employee pension system in another state prior to joining the City. Applications will be considered by the City Council if the employee is in good standing and has been with the City for a minimum of two years but not more than three years. Requests received after the three-year timeframe will not be considered. Consideration will be on a case-by-case basis, and approval will be based on various factors including budgetary constraints. The employee is responsible for initiating the application process through the Human Resources Department. All applicable IMRF rules apply.

6.4.0 Retiree Health Savings Plan

All regular full-time and regular part-time employees will ***be required to*** participate in a Retiree Health Savings Plan (RHS) as authorized by the City Council by having ***1% of their salary*** placed into an RHS account. Before-tax contributions will be placed into the individual accounts at the beginning of each quarter, with payroll deductions occurring on a per-pay-period basis. ***This section shall not apply to collective bargaining agreements.***

7. DISCIPLINE, GRIEVANCES AND FEEDBACK

7.1.0 Procedure in Handling Disciplinary Action, Grievances

The City Manager, as the chief administrative officer of the city, is responsible to the Mayor and City Council for the administration of all affairs, departments and offices of the City. As directed by the City Manager, department and division heads are responsible for the maintenance of a high standard of efficiency on the part of assigned employees, and for enforcement of good discipline, safety and proper personal conduct. They are authorized to use appropriate disciplinary measures as approved by the City Manager. Such action may consist of a warning or the recommendation for demotions, suspensions without pay or dismissal, even for a first offense, as defined below:

Warning — written reprimand.

Demotion — Reduction in salary or assignment to a position of less responsibility or both.

Suspension Without Pay — Temporary separation from the City service without pay for disciplinary purposes where the cause is not considered sufficiently grave to require dismissal.

Dismissal — Permanent separation from the City service for such causes including, but not limited to, serious misconduct (on or off duty); insubordination; unsatisfactory job performance; dishonesty; intoxication or drug use; carelessness, negligence or violence toward City property or fellow employees; endangering other employees and/or the public through careless, negligent or substandard job performance; unauthorized or excessive absences; habitual tardiness; or personal acceptance and appropriation of any fee, reward, gift, tip or other remuneration received solely for the performance of official duties or in connection with his/her municipal employment.

The level of discipline to be applied in a specific circumstance will be determined solely by the City. The City may consider the seriousness of the offense, the repetitive nature of the action, and the employee's prior work and disciplinary record when handing out discipline.

The disciplinary procedures set forth in this policy do not apply to police and fire personnel who are subject to the disciplinary rules set forth in the Illinois Municipal Code and in applicable collective bargaining agreements. (See Admin. Dir. 2-19, Disciplinary Procedures)

7.2.0 Appeals from Disciplinary Action

Upon notification by the department head, an employee receiving disciplinary action 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. (See Admin. Dir. 2-19, Disciplinary Procedures)

7.3.0 Insurance Ramifications

Any employee suspended for more than 30 days may maintain their City-provided insurance at their own expense. An employee who is dismissed may or may not be eligible for continuation of medical and dental coverage at their expense. Federal COBRA guidelines will apply.

7.4.0 Employee Feedback

To create an organization-wide environment for the expression of ideas, concerns and opinions of all employees, a communication system has been established to supplement the organization's formal chain-of-command. This feedback process has been undertaken to involve employees in the decision-making process, to create teamwork, to develop effective communications and cooperation throughout the organization and to build employee commitment to organizational goals. (See Admin. Dir. 2-11, Organizational Feedback/Information Sharing)

8. INSURANCE AND HEALTH BENEFITS

All of the benefits provided by the City are subject to the terms of the relevant insurance policies. The City has the right to change benefits and policies from time to time.

8.1.0 Authorization for Payment of Health Insurance Premium

Upon written application, group medical insurance coverage is available to all regular employees. *The Employee Choice Plan is designated as the City's basic health plan.*

The City will pay a portion of the cost of the health insurance plan for individual employee coverage. If desired, employees may extend coverage to their families; the City will pay a portion of the cost of the total health insurance plan for dependent coverage on a monthly basis as approved by the City Council.

Application for these benefits must be made within thirty (30) days from the date of employment or during an annual open enrollment period.

8.2.0 Authorization for Payment of Dental Insurance Premium

Upon written application, group dental insurance coverage is available to all regular employees.

Application for these benefits must be made within thirty (30) days from the date of employment or during an annual open enrollment period.

The City will pay all or a portion of the cost of the total dental insurance plan for individual employee coverage. If desired, employees may extend coverage to their families by paying the dental insurance plan dependent coverage portion.

8.3.0 Authorization for Payment of Life Insurance Premium

Upon written application, group life insurance with accidental death and dismemberment coverage may be available to all regular employees with additional voluntary coverage available for employee purchase.

8.4.0 Health and Dental Insurance Program for Retired Employees

Employees who retire may continue their health and dental insurance at their expense. This benefit will be administered in a manner as set forth in Administrative Directive 2-20, Continued Benefits for Retired Personnel.

8.5.0 Employee Assistance Program

The City has made arrangements with Family Services of South Lake County whereby employees and/or their family members can receive counseling. A family member is defined as a spouse, child or parents. The first 12 sessions will be paid for entirely by the City. The City will pay 75% of the next 12 sessions. Thereafter, should counseling continue past 24 sessions, the City will pay 50%. The employee will be charged for the portion of the fee the City does not pay (i.e., 25% and 50%) on the basis of ability to pay. When a period of time has elapsed between counseling sessions, Family Services of South Lake County will make the determination on whether or not it is a new event or a continuation of a previous event for billing purposes.

Other types of programs may also be available. To find out about any additional programs, the Director of Human Resources should be contacted. (See Admin. Dir. 2-3, Alcohol and Substance Abuse)

8.6.0 Flexible Spending - FLEX

All full-time and regular part-time employees are allowed to participate in the FLEX PLAN. The Internal Revenue Code Section 125 permits employees to take advantage of current tax laws, while providing some flexibility in benefit selections.

The City will provide \$150 per flex plan year for each regular employee to be used for unreimbursed medical expenses only. Regular part-time employees will receive a pro-rated amount to be used for unreimbursed medical expenses. Employees will be allowed to make contributions to cover reimbursement (before-tax dollars) in the following areas:

- Medical insurance premium
- Dental insurance premium
- IMRF Voluntary Life insurance premium
- Certain AFLAC premiums
- Vision care (examination, prescription glasses)
- Hearing care (examination and aid)
- Prescription drugs
- Day care services (\$5,000 annual maximum)
- Medical and dental care deductibles
- Unreimbursed medical and dental expenses

Should an employee choose, the \$150 City contribution may be placed in a deferred compensation program. Employees must insure they do not exceed the maximum allowable contribution amount by use of the \$150 in this manner.

Whichever option chosen, employees will have to "Think Healthy" in order to receive the \$150 contribution by doing something from a list of healthy options. This will be explained each year prior to the time to sign up for the flex plan.

The flex plan runs from January 1 through December 31 of each year. Every eligible employee, whether they receive the \$150 City contribution or not, will be asked to make an election to participate in this program in December. Those choosing to participate will have their elected amount withheld through payroll deductions based on 26 pay periods. Those not wishing to participate must sign the form in the area noting that they decline.

All funds contributed to the flex account must be used within the year in which they are pledged. Employees have 90 days following the end of the plan year to submit charges to the flex account, however, the charges must have been incurred during the plan year and must be received by the plan administrator with appropriate documentation before the end of this 90-day period. Any unused funds are not reimbursable to the employee, but will be used for employee benefits or functions.

8.7.0 Continuation of Benefits

On April 7, 1986, a Federal law (Consolidated Omnibus Budget Reconciliation Act - COBRA) was enacted requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage in certain instances where coverage under the plan would otherwise end.

Employees covered by the City's insurance have a right to choose this continuation coverage if they lose their group health coverage because of a reduction in hours of employment or the termination of employment for reasons other than gross misconduct.

A covered spouse has the right to choose continuation coverage if he/she loses group health coverage for any of the following reasons:

- a. Employee's death.
- b. Termination of employee's employment (for reasons other than gross misconduct) or reduction in employee's hours of employment.
- c. Divorce or legal separation from employee.
- d. Employee becomes eligible for Medicare.

In the case of the dependent child of an employee, he/she has the right to continuation coverage if group health coverage is lost for any of the following reasons:

- a. Employee's death.
- b. Termination of employee's employment (for reasons other than gross misconduct) or reduction in employee's hours of employment.
- c. Parents divorce or legal separation.
- d. Employee becomes eligible for Medicare.
- e. The dependent ceases to be a "dependent child" under the Plan.

Under the law, employees or a covered dependent has the responsibility to notify the Human Resources Department in the event of divorce, legal separation, or a child losing dependent status within 60 days of any of the above-named actions or the day coverage would end under the plan because of the action, whichever is later.. They will then be advised of their or their dependent's responsibilities relative to continuation of coverage. Under the law, they have at least 60 days from the date of employer notification or the date they would have lost coverage because of the event to let Human Resources know that they want continuation coverage.

Any children born or adopted during COBRA coverage are qualified beneficiaries and, as such, have the same rights as employees. Consequently, COBRA participants may change their coverage status upon the birth or adoption of a child.

If continuation of coverage is not chosen, the group health insurance coverage will terminate. If they choose continuation coverage, the City is required to give coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. The law requires that employees be afforded the opportunity to maintain continuation coverage for three years unless group health coverage is lost because of a termination of employment or reduction in hours. In that case, the required continuation coverage period is 18 months. However, the law also provides that continuation coverage may be cut short for any of the following reasons:

- a. The Employer no longer provides group health coverage to any of its employees.
- b. The premium for continuation coverage is not paid.
- c. They become covered under another group health plan that does not contain any exclusion or limitation regarding any pre-existing condition.
- d. They become eligible for Medicare.
- e. They were divorced from a covered employee and subsequently remarry and are covered under their new spouse's group health plan.

Insurability does not have to be shown to choose continuation coverage. However, under the law, the covered person will have to pay all of the premium for continuation.

Persons with COBRA continuation health coverage as a result of termination of employment (or reduction in hours) and who are disabled under the Social Security Act at the time of the qualifying event can extend the continuation period from 18 months to 29 months. To be eligible for this extension, the qualified beneficiary must notify the Human Resources Department before the end of the initial 18 months of COBRA coverage and within 60 days of receiving notice from Social Security. In the event certification of disability under the Social Security Administration takes place for any qualified beneficiary at the time or within 60 days of the time COBRA coverage begins, coverage may be continued for 29 months. If the individual entitled to the disability extension has non-disabled family members who are entitled to COBRA continuation coverage, the non-disabled family members are also entitled to the 29-month extended period of coverage.

The maximum premium for the additional 11 months of coverage is 150% of the cost of coverage rather than the 102% rate set for the initial 18 months.

8.8.0 HIPPA Privacy Rule

The City complies with the HIPPA Privacy Rules in dealing with your personal health information (PHI). (See Admin. Dir. Section 7)

9. MISCELLANEOUS REGULATIONS

9.1.0 Physical Fitness

It shall be the responsibility of each employee to maintain the standards of physical fitness required for performing his/her job. Whenever a department head determines that the physical condition of an employee is endangering the safety of fellow workers or causing the employee's inability to perform essential job functions, the employee may be requested to submit to a medical examination by a City-approved physician, without expense to the employee, for the purpose of determining physical condition relative to City employment.

It shall then be the duty of the individual, when recommendations are made by the examining physician, to follow all directives and recommendations concerning his/her physical condition or be subject to disciplinary action, including dismissal.

The City will take all steps necessary to reasonably accommodate those qualified individuals with disabilities who can perform the essential functions of the job with or without an accommodation pursuant to the Americans with Disabilities Act.

Certain positions will be required to take regular physical exams based on OSHA standards. These will be paid for by the City. (See Admin. Dir. 2-10, Medical Examination Policy)

9.2.0 Personal Use of City Property

The use of any City property for personal use is prohibited. However, the facilities at the Municipal Services Garage may be used by regular City employees outside normal work hours. Special guidelines apply. (See Admin. Dir. 6-7, Use of Fleet Maintenance Garage)

9.3.0 Political Activity

While on duty by the City, all employees shall refrain from soliciting or receiving any subscription, contribution, or political service from any person for any political purpose pertaining to the government of the City. Further, they shall not work at the polls (politically) or circulate petitions or campaign literature for elective City officials while at work or on duty. Individuals employed by the City in any capacity will not be considered for appointment to any City board or commission, except as directed by State Statute (i.e., Police and Fire Pension Boards). The Mayor, with the approval of the City Council, may waive this restriction if it is determined to be in the best interest of the City.

However, nothing in this section shall be construed to prevent employees from becoming or continuing to be members of any lawful political organization, from attending lawful political meetings, from expressing their views on political matters, or from voting with complete freedom in any election.

9.4.0 On-the-Job Safety

As a regular part of City employment, each employee is expected to conduct himself/herself and handle equipment in such a manner as to avoid accidents. Employees are responsible for observing all safety rules and using available safety devices and are responsible to report unsafe conditions or equipment to their department head. (See Admin. Dir. Section 6, Employee Safety Procedures)

The Illinois Mandatory Seat Belt Law mandates the use of safety belts for both the drivers and front seat passengers of public and private vehicles. The provisions of this law will apply

as an official policy to all City vehicles being driven on public roadways to, from or between job sites, and also during extended periods of driving. Certain necessary exemptions are allowed under the law, including those permitted for vehicles where the driver or passengers frequently stop and leave the vehicle, provided the speed of the vehicle between stops does not exceed 15 miles per hour. The following vehicles will therefore be exempted from the routine use of safety belts:

- Public Works scooters
- Parks Section vehicles used for mowing and litter pick up
- Vehicles used by the Water & Sewer Section for catch basin cleaning and reading water meters
- Parking enforcement

These exemptions do not apply when these vehicles are being driven on public roadways to, from or between job sites, and during extended periods of non-stop driving. The exemption only applies for the periods when these vehicles will be frequently stopping or involved in non-roadway driving situations.

To promote personal and vehicular safety, departmental safety committees shall be established to investigate accidents and unsafe conditions. The committees will review details encompassing each accident and unsafe condition, as requested, and will submit its findings with recommendations to the department head, who will determine final disposition of each case. Disciplinary action may be taken against employee(s) if employee negligence is proven to be a factor contributing to the accident or the cause of an unsafe condition.

9.5.0 Public Information

It shall be the responsibility of the City Manager or his designate to verify and/or disseminate all information released in the name of the City.

9.6.0 Public Relations

All City employees shall be responsible for providing municipal services to the public in a courteous, polite manner free from discrimination because of race, color, sex, religion, age, disability or handicap, national origin, ancestry, creed, marital status, sexual orientation, citizenship status, veteran status, or any other class protected by law.

9.7.0 Gifts and Gratuities

City services are not to be extended by employees in exchange for special awards, gifts or other remuneration from outside individuals or organizations. When an employee receives any offering as a result of their status as a City employee, such receipt must be reported in writing at once to their department head and retention of the gift will be conditioned on the department head's approval based on department policy and in accordance with State and local laws then in effect.

9.8.0 Patents

Any City employee inventing or designing a product for the City while in its employ shall enter into all necessary and proper agreements to assign all that right and property interest in and to such design and/or patent to The City of Lake Forest without compensation.

9.9.0 City-Owned Recreational Facilities

Upon showing either an employee I. D. card or proof of retirement from City service, a regular full-time or regular part-time employee or retired employee and his/her dependents, if non-residents, may utilize the following at resident rates:

- Golf Course
- Boat Ramp
- Beach*
- Library
- Recreation Center

*Current *regular full-time or regular part-time* employees, *retirees or spouse of a deceased retiree* will be eligible to receive one beach pass or City vehicle sticker, if a resident, at no cost each year.

9.10.0 Purchase of City Cemetery Lots

Any full-time or regular part-time employee of The City of Lake Forest is eligible to purchase Lake Forest Cemetery lots at the resident rate. (Authorized by the Lake Forest Cemetery Commission on December 6, 1983.)

9.11.0 Smoking Ban

To set forth policies governing City employee compliance with the Lake Forest Smoking Ban Ordinance, the following restrictions will be in place for employees:

- All buildings are smoke free;
- No one is allowed to smoke within 25 feet of an entrance to any City building;
- Smoking is not allowed in any City vehicle;
- Smoking is not allowed in City parks;
- Smoking is not allowed at the train platforms;
- Smoking is not allowed in Market Square, including sidewalks in the Square;
- Smoking is not allowed at the Beach;
- Golfers are allowed to smoke at the Deerpath Golf Course, however, they must be 75-feet away from the clubhouse; and
- Smoking is allowed in parking lots as long as it is not within 25 feet of an entrance to any City building.

(See Admin. Dir. 2-28, Lake Forest Smoking Ban Ordinance Compliance)

9.12.0 Education/Training Reimbursement

Recognizing the correlation between formal education and training achievement and the level of employee performance, an education/training reimbursement policy has been adopted to provide reimbursement for costs incurred while participating in certain education and training activities. In order to receive reimbursement through this program, application forms must be submitted *during budget preparation* to the employee's department head, who will then submit them to the Director of Human Resources if it is determined that the course meets the criteria for reimbursement. (See Admin. Dir. 2-9, Education/Training Reimbursement)

9.13.0 Employee Use Computers and Electronic Communications Systems

The Computers and Electronic Communications Systems (email, Internet, personal computers) is a valuable tool owned and maintained by the City. Use of the systems is afforded to employees for the purpose of improving their ability to perform the duties of their jobs. All users must abide by the terms and conditions of the policy. (See Admin. Dir. 2-4, Computers and Electronic Communications Systems Policy)

9.14.0 Restrictions on Duty-Issue Firearms Possession

In order to comply with the requirements of a Federal law signed into law on September 30, 1996, which enacted a prohibition on the possession by or transfer or sale of firearms to individuals convicted of misdemeanor domestic violence crimes, the City must obtain information regarding convictions for such offenses from those employees to whom the City provides a duty-issue firearm or firearms. (See Admin. Dir. 2-23, Restrictions on Duty-Issue Firearms Possession)

9.15.0 Cell Phone Usage

The City has established guidelines for the safe usage of City-owned cell phones and to ensure compliance with IRS guidelines. Cellular telephone equipment is to be used to facilitate the conduct of official City business.

Employees assigned City cell phones must select one of three options regarding personal use of the cell phones and sign an acknowledgement regarding their choice:

- Employees must sign an agreement that they will not use the City cell phone for personal calls except in emergency situations or as noted below;
- Employees may have their personal cell phone lines added to the Nextel phones issued by the City and use those lines for personal calls with Nextel billing the employee separately; or
- Employees who do not have the option of adding a personal line to the phone, such as those with Blackberry units, may elect to reimburse the City for the use of the line. The cost will be based on the amount the provider charges to add a second line on a phone and will be paid through payroll deduction.

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

- It reasonably could not have been made at another time. Examples of circumstances that may be authorized use during regular work hours are:
 - Calls to home or doctor if employee is injured or becomes sick at work.
 - Calls to notify an employee's family or other appropriate parties of a schedule change caused by official business or transportation schedule changes or delays.
 - Calls when an employee is required to work overtime without advance notice. The call may be to advise family or other appropriate parties of the schedule change and to make alternate transportation arrangement or child care/dependent care arrangements.
- The call does not adversely affect the performance of duties by the employee and is of reasonable duration.

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

**THE CITY OF LAKE FOREST
PAY PLAN FY2009**

OPERATIONAL AND CLERICAL CLASSIFICATION

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Account Clerk I Maintenance Worker I	\$36,885	\$38,812	\$40,738	\$42,665	\$44,591	\$46,518	\$48,444
Account Clerk II Administrative Assistant I Program Assistant	\$39,773	\$41,902	\$44,030	\$46,159	\$48,287	\$50,416	\$52,544
GIS/CAD Specialist Records Clerk	\$42,451	\$44,894	\$47,336	\$49,779	\$52,221	\$54,664	\$57,106
Account Clerk III Administrative Assistant II	\$42,860	\$45,326	\$47,792	\$50,259	\$52,725	\$55,191	\$57,657
Community Services Officer Parts Specialist	\$44,346	\$46,973	\$49,600	\$52,227	\$54,854	\$57,481	\$60,108
Communications Operator	\$45,922	\$48,641	\$51,359	\$54,078	\$56,796	\$59,515	\$62,233
Maintenance Worker II Refuse Collector	\$44,267	\$47,372	\$50,476	\$53,581	\$56,686	\$59,790	\$62,895

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

**THE CITY OF LAKE FOREST
PAY PLAN FY2009**

PROFESSIONAL AND TECHNICAL CLASSIFICATION

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Program Supervisor Youth Worker	\$41,048	\$43,381	\$45,713	\$48,046	\$50,378	\$52,711	\$55,043
Deputy City Clerk Human Resources Specialist	\$44,615	\$47,183	\$49,750	\$52,318	\$54,885	\$57,453	\$60,020
Engineering Technician	\$51,495	\$54,404	\$57,312	\$60,221	\$63,129	\$66,038	\$68,946
Water Plant Operator	\$51,948	\$54,834	\$57,721	\$60,607	\$63,493	\$66,380	\$69,266
Executive Assistant	\$51,841	\$54,769	\$57,698	\$60,626	\$63,554	\$66,483	\$69,411
Accountant Community TV Coordinator GIS Analyst Mechanic	\$54,054	\$57,002	\$59,950	\$62,898	\$65,846	\$68,794	\$71,742
Building Inspector* Engineering Assistant	\$55,233	\$58,246	\$61,258	\$64,271	\$67,283	\$70,296	\$73,308
Firefighter*^	\$54,131	\$57,434	\$60,737	\$64,040			
Firefighter Paramedic*	\$56,784	\$60,083	\$63,382	\$66,682	\$69,981	\$73,280	\$76,579
Police Officer*	\$55,554	\$58,865	\$62,483	\$65,811	\$69,476	\$72,822	\$76,905
PC/LAN Support Specialist Plan Reviewer*	\$56,429	\$59,793	\$63,157	\$66,521	\$69,885	\$73,249	\$76,613
Head Golf Professional	\$66,010	\$70,634	\$75,259	\$79,883	\$84,507	\$89,132	\$93,756

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

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

**THE CITY OF LAKE FOREST
PAY PLAN FY2009**

SUPERVISORY CLASSIFICATION

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Cemetery Sexton Lead Building Inspector Lead Code Enforcer Lead Plan Reviewer Records Clerk Supervisor	\$58,062	\$61,639	\$65,216	\$68,794	\$72,371	\$75,948	\$79,525
Communications Supervisor GIS Manager Network Administrator Senior Accountant Technical Services Manager	\$65,180	\$68,128	\$71,076	\$74,024	\$76,971	\$79,919	\$82,867
Chief Water Plant Operator Construction Engineer Supervisor Supervisor	\$66,663	\$69,692	\$72,720	\$75,749	\$78,777	\$81,806	\$84,834
Fire Lieutenant Paramedic Police Sergeant	\$83,600	\$84,912	\$86,225	\$87,537	\$88,849	\$90,162	\$91,474

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

**THE CITY OF LAKE FOREST
PAY PLAN FY2009**

MANAGERIAL AND ADMINISTRATIVE CLASSIFICATION

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Management Intern	\$35,744	\$45,586
Assistant Planner Management Assistant	\$42,548	\$57,051
Assistant to Public Works Director	\$49,371	\$66,103
Assistant CROYA Director Asst. Senior Resources Director Planner Program Manager	\$51,346	\$68,747
Assistant to the City Manager Senior Planner	\$54,859	\$81,717
Public Information Officer	\$63,819	\$89,287
Assistant City Manager Assistant Director of Finance Development Coordinator	\$73,201	\$98,221
Assistant City Engineer Superintendent	\$91,000	\$99,506
Fire Battalion Chief Police Commander	\$91,442	\$99,983
Deputy Fire Chief Deputy Police Chief	\$102,257	\$111,202
City Surveyor and Engineer	\$102,309	\$114,510

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

THE CITY OF LAKE FOREST
PAY PLAN FY2009

EXECUTIVE CLASSIFICATION

POSITION

Level I City Manager	Merit
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Level II Director of Community Development Director of Finance Director of Parks and Recreation Director of Public Works Fire Chief Police Chief	Merit
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Level III CROYA Director Director of Human Resources Director of Information Technology Director of Senior Resources	Merit
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