

**FOREST PRESERVE DISTRICT  
OF COOK COUNTY, ILLINOIS**

ANNUAL APPROPRIATION ORDINANCE

FOR

FISCAL YEAR 2014

BY THE HONORABLE TONI PRECKWINKLE

PRESIDENT

AND

BOARD OF FOREST PRESERVE DISTRICT COMMISSIONERS

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JOHN P. DALEY  
JOHN FRITCHEY  
BRIDGET GAINER  
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MARK THOMAS  
CHIEF FINANCIAL OFFICER

TROY ALIM  
DIRECTOR OF BUDGET AND MANAGEMENT

# **Forest Preserve District of Cook County, Illinois**

## **ANNUAL APPROPRIATION ORDINANCE**

### **FISCAL YEAR 2014**

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## OUR MISSION STATEMENT

To acquire, restore and manage lands for the purpose of protecting and preserving public open space with its natural wonders, significant prairies, forests, wetlands, rivers, streams, and other landscapes with all of its associated wildlife, in a natural state for the education, pleasure and recreation of the public now and in the future.



## **THE BUDGET DEVELOPMENT PROCESS**

The Forest Preserve District of Cook County Board of Commissioners must adopt the annual operating budget before or within sixty (60) days after the commencement of any fiscal year, which begins January 1. The Annual Appropriation Ordinance includes proposed expenditures and the means of financing them.

The budget development process begins with each department submitting a detailed request for appropriations to the Director of Budget and Management. These requests are reviewed with the Chief Financial Officer and General Superintendent. Further review occurs during meetings among the President, General Superintendent and Finance Committee of the Board.

The President's Appropriation Ordinance recommendations are then submitted to the Board and referred to the Finance Committee. The Finance Committee holds public hearings throughout the County. The Finance Committee may offer amendments to the President's recommendations before submitting the Appropriation Ordinance to the Board for final approval.

The budget is available for public review for at least ten (10) days prior to the Board's passage of the Annual Appropriation Ordinance.

The Board must hold at least one public hearing on the budget prior to legally enacting it through the passage of the Annual Appropriation Ordinance.

The Chief Financial Officer is authorized to transfer budgeted amounts between various line items within any fund. The Board must approve any revisions increasing the total expenditures of any fund. The budget information referenced in the financial statements includes adjustments, if any, made during the year.

The level of control where expenditures may not exceed the budget is the fund level of activity.

With the exception of unspent Capital Improvement, Construction and Development and Bond Funds, budgeted amounts lapse at year-end and are not carried forward to succeeding years. State statute permits the Capital Improvement Fund to remain open for five years. Unspent budgeted amounts for the Capital Improvement Fund are carried forward for four (4) succeeding years until the fund is closed.

A comparison of actual results of operations to the budget can be found in the District's Comprehensive Annual Financial Report under the section entitled "Required Supplementary Information."

## Reader's Guide

This section is designed to introduce and explain the contents of the FY 2014 Annual Appropriation in the order of appearance in this document.

- District Profile, Map and Organization Chart This section examines the history of the District, its management and governance; the District map delineates the District by region; and the organization chart depicts the composition of the District.
- Annual Appropriation Ordinance This section contains the annual appropriation ordinance and corresponding attachments.
- Executive Summary This section provides an overview of the FY 2014 Budget. It addresses the current priorities of the District; resources to be allocated to achieve these goals; sources of funding; descriptions, charts, graphs and productivity analysis related to staffing, tax levy and distribution; and the budgetary process.
- Corporate Fund Summary These pages list estimated 2014 tax and non-tax Corporate Fund revenues; budgeted expenditures by department and other uses; position summary and salaries by department.
- Corporate Fund Appropriations by Department This section details each department by its duties and composition, prior year's accomplishments, 2014 goals, organization chart, positions and salaries, and non-personnel services.
- Capital and Related Funding Sources This section contains a description of and data related to the Capital Improvement Fund, Construction and Development Fund, Real Estate Acquisition Fund, Bond and Interest Fund and Monetary Awards (grants received).
- Fiduciary, Agency and Component Unit Funds This section summarizes appropriations for the Employee Annuity and Benefit Fund, the Self-Insurance Fund, the Zoological Fund and the Botanic Garden Fund.
- Budgetary Chart of Accounts This section identifies and explains the numbered account system under which all appropriations are represented including salaries and wages, professional contractual services, materials and supplies, utilities, self-insurance and employee benefits, equipment and fixtures, building and construction, and other expenses.
- Glossary This section defines budgetary terminology.
- Funds and Accounting Practices This section explains each budgetary fund and accounting practices of the District.
- Position Classification and Compensation Schedule This section describes District personnel practices and classification of positions and compensation. It includes position grading and step increases for full-time employees based on time of service, salary schedules of hourly employees, and salary schedules for law enforcement personnel.
- Fee Schedule This section delineates fee categories for public usage of District facilities including picnics, pools, snowmobiling, cross-country skiing, camping, horse and dog licensing, pavilion rentals, special usage fees (permits for special events and special use categories) and the golf fee schedule.

# FOREST PRESERVES OF COOK COUNTY PROFILE

The Forest Preserves provide a critical foundation for success in Cook County. The preserves help control floods in our neighborhoods, clean and cool our air and improve the health and quality of life of millions of people. Healthy preserves also help attract business and investment in the region.

The founding of the Forest Preserve District of Cook County was a process that began 100 years ago, in June of 1913, with the passage of a state law providing for the preservation of forests and natural lands that authorized the formation of a Forest Preserve District.

Under this new law, in 1914, the residents of Cook County voted to establish the Forest Preserve District of Cook County, and the first meeting of the Board of Forest Preserve Commissioners was held in February 1915. In 1916, we acquired our first piece of property – 500 acres in what is now known as the Deer Grove Forest Preserve.

The founders of our Forest Preserves were true visionaries. They predicted the explosive population growth and anticipated the wave of urban development that would sprawl far beyond the city limits of Chicago into the open prairie, forest, wetland and farm field. They dreamed of a region that preserved its natural character and sense of place, where city and suburb flowed together along vast expanses of open land following the natural mosaic of rivers, streams, prairies, marsh and woodland that traverse Cook County.

Today, the Forest Preserves account for 11% of our county – nearly 69,000 acres. That makes us the largest Forest Preserve system in the country. Each year, millions of people use these lands and facilities to enjoy or study nature, bicycle, hike, fish, cross-country ski, picnic, golf, canoe, or simply relax in a large preserve that leaves urban life behind. Facilities located in the preserves include golf courses and driving ranges, aquatic centers, boat rentals, equestrian stables and nature centers.

While the District has experienced many changes over the decades, three central tenets were established 100 years ago which continue to guide our work today:

First, **preservation** – We acquire, restore and manage land in order to preserve public open space and the habitats that wildlife and plants need to thrive.

Second, **education** – We provide environmental education programming for all ages, with a particular focus on offering information and experiences that will inspire the next generation to take responsibility for protecting the land, plants and wildlife of our region.

And finally, **recreation** – Not only are the Forest Preserves close to home, but they are also fun and affordable – offering accessible recreation opportunities to all residents of Cook County.

Among the treasures of the Forest Preserves of Cook County are the Brookfield Zoo and the Chicago Botanic Garden, two world-class institutions located on our land and supported by funding of the Forest Preserves.

The Forest Preserve District is a separate body and political subdivision of the State of Illinois. The Forest Preserves has independent taxing powers and its boundaries are the same as those of Cook County. It is governed by a President elected by voters across Cook County, and a Board of Commissioners elected by Cook County voters from seventeen (17) districts within the county. The President and Commissioners are elected for four-year terms. The President and Commissioners also serve on the Cook County Board in the same capacities.

The Forest Preserves of Cook County is administered by a General Superintendent and Department Heads from each of ten departments: Finance and Administration; Human Resources; Resource Management; Conservation and Experiential Programming; Permits, Concessions and Volunteer Resources; Landscape Maintenance; Fleet and Facilities Maintenance; Legal; Law Enforcement; and Planning and Development. (The Office of the General Superintendent serves as the eleventh Department and is headed by the General Superintendent.)

The Office of the General Superintendent contains the executive office including the General Superintendent, development, external affairs, and communications.

Finance and Administration is responsible for all financial and administrative functions including budgeting appropriations and expenditures, accounting, billing and collection, payroll, information technology, Treasury, and purchasing.

Human Resources administers Cook County's Human Resource Ordinance and handles all personnel issues, including hiring, applications for benefits, processing of resignations and terminations and requests for family medical leave.

Resource Management oversees trails coordination, fisheries and wildlife management, resource ecology and land management.

Conservation and Experiential Programming operates six Nature Centers, three Aquatic Centers, runs the Youth Education Outreach Team and provides programs for citizens to take advantage of natural resources and recreational opportunities in the Forest Preserves.

Permits, Concessions and Volunteer Resources issues permits for public use of Forest Preserve properties such as picnics groves and pavilions, campsites, off-leash dog areas, equestrian activities, model air planes, soccer and baseball. It also licenses concessions, and monitors the private management of the District's golf courses and driving ranges. This department also coordinates and administers the volunteer resources program.

Landscape Maintenance is responsible for the care and maintenance of picnic areas, waste removal services and mowing.

Fleet and Facilities Maintenance provides a variety of routine maintenance, repairs, renovations and services to ensure properly maintained facilities, fleet, equipment, and infrastructure, while utilizing the latest energy efficient technologies, improving productivity and responsiveness.

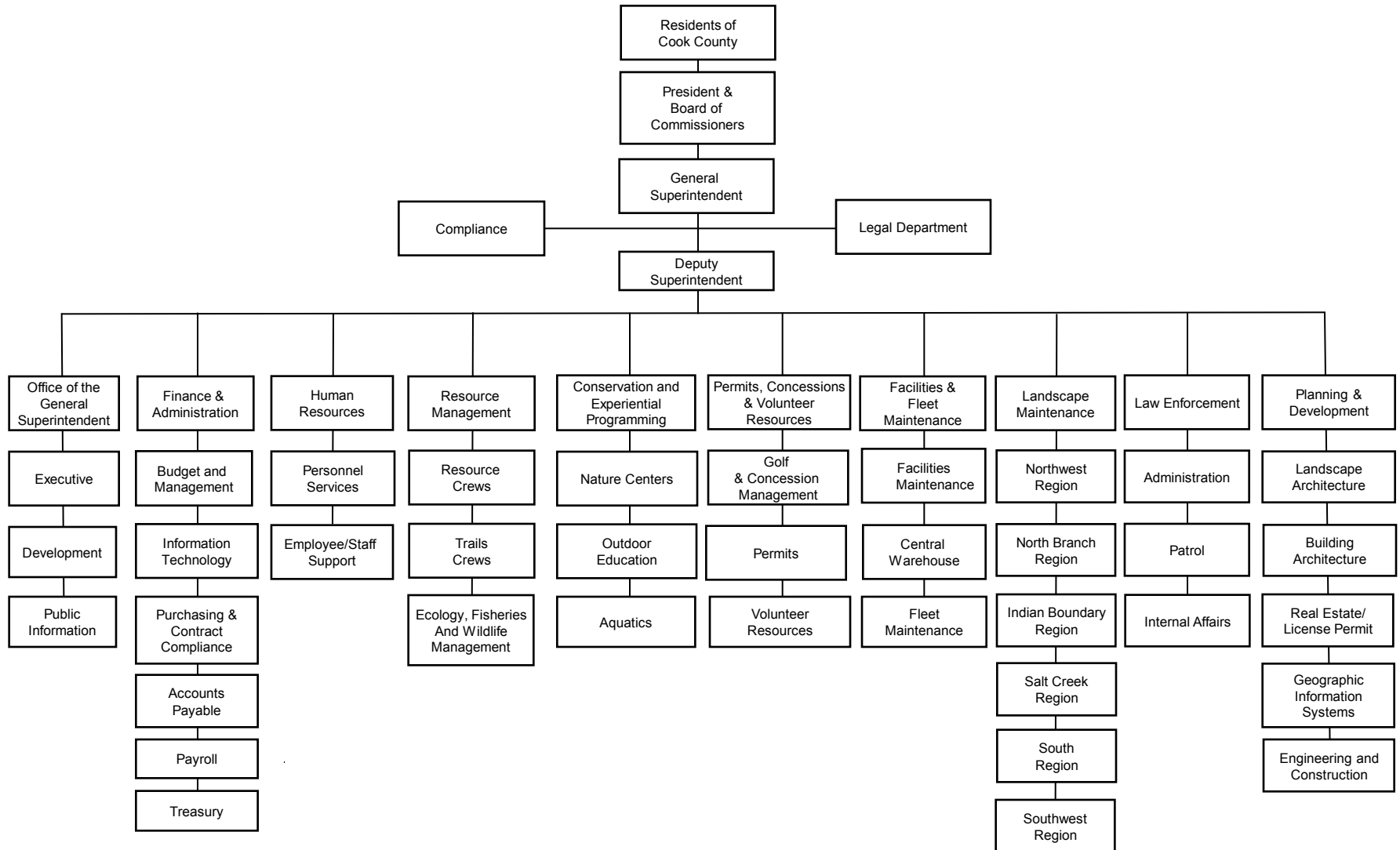


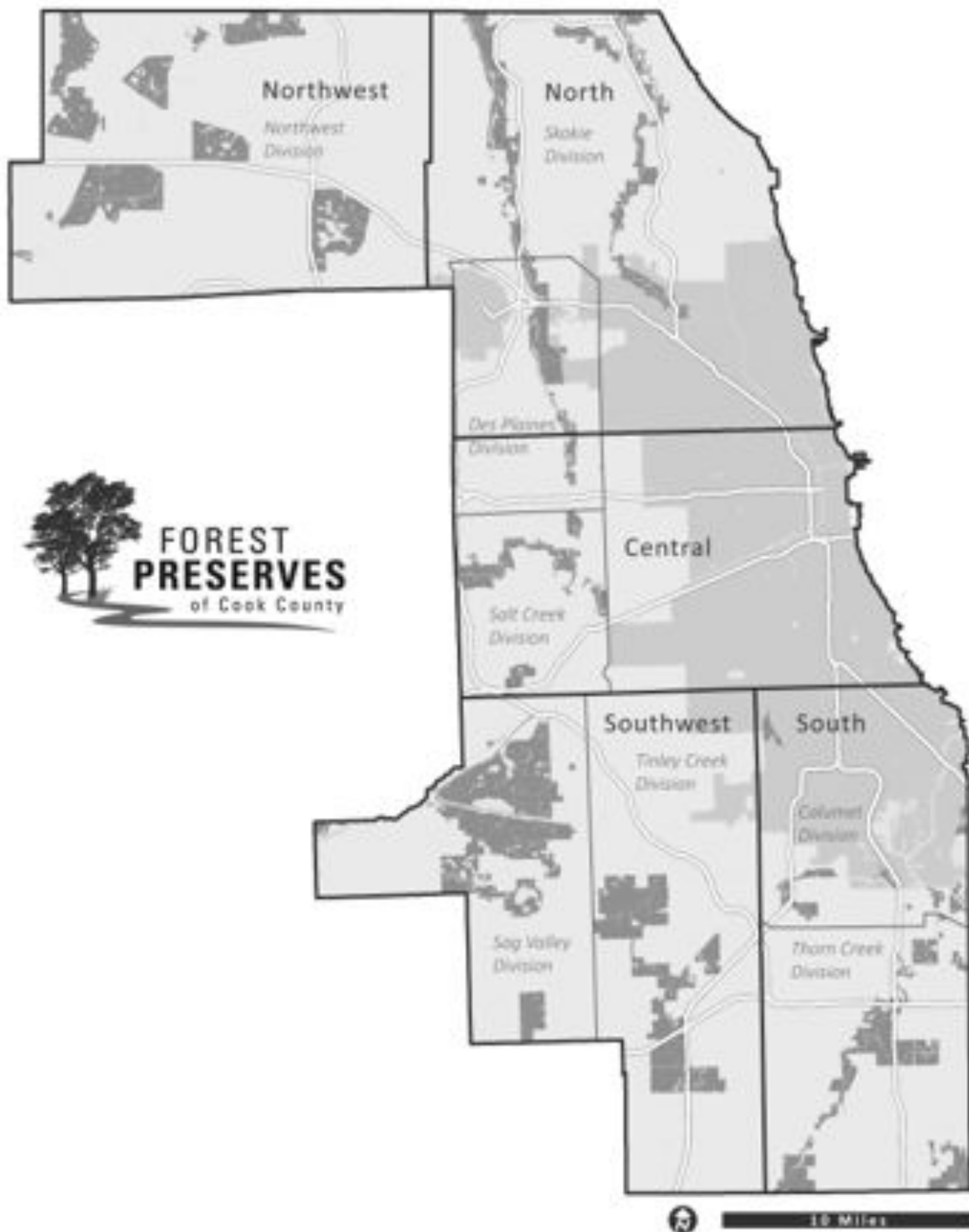
Legal provides legal services to the Forest Preserves, either through in-house legal staff or supervision of outside counsel. It provides legal advice; drafts ordinances; handles land acquisition legal matters; interprets legal statutes affecting the Preserves; and manages lawsuits. It handles employee matters which involve administrative entities such as the EEOC, the Labor Board and Civil Service Commission. It also responds to requests for information under the Illinois Freedom of Information Act, administers workers compensation claims and oversees the land acquisition program.

Law Enforcement patrols all Forest Preserve properties and enforces all state, county and District laws and ordinances to serve and protect patrons, property and natural lands of the Preserves.

Planning and Development plans, designs and implements capital improvements and restoration programs to Forest Preserve sites. It is comprised of the following sections: landscape architecture, engineering and construction, building architecture, real estate and licensing, and geographic information systems.

# Forest Preserve District of Cook County





## EXECUTIVE SUMMARY

The 2014 Executive Budget Recommendation of the Forest Preserve District of Cook County addresses a number of key policy objectives; most importantly, this budget will allow us to accomplish our critical goals of protecting the diversity of plants and animals that depend on the Preserves, and introducing new educational and recreational opportunities for residents of this County.

This proposed budget includes a request for total appropriation authority of \$179 million dollars and is balanced without raising property taxes and with no fee or fine increases.

Last year we issued bonds that resulted in \$110 million in new money for capital projects. Although the 2014 – 2018 Capital Improvement Plan is a separate document that will be submitted to the Board later this year, the most critical aspect of managing the Preserves for future generations is preserving the assets we have, and making them accessible and attractive to all County residents.

Over the past year, we began important planning and design work for capital projects that are being funded by these bond proceeds. Some of this work is targeted towards rehabilitating many of our historic facilities, including the pavilions at Thatcher, Dan Ryan and Eggers Woods, three projects that were completed in 2013. Other buildings include a new comfort station at Swallow Cliff and renovating the clubhouse at Rolling Knolls to create a new visitor center.

Other capital efforts aim to provide experiences that attract new users. The most significant of these is our \$24 million commitment to provide new public camping and recreation experiences in our preserves. We have an ambitious goal of building bunkhouses, tent cabins and tent pads at five sites in the next two years.

In addition to capital projects, we spent more than \$25 million this year to acquire multiple properties that fit the criteria identified in our Land Acquisition Master Plan. This budget only includes approximately \$550,000 in Corporate Fund transfers to the Real Estate Acquisition Fund because most of the actual land purchases are being funded out of the 2012 GO Bond proceeds.

Funds from the 2012 bond issue have also been used to reimburse more than \$1 million to the Brookfield Zoo and Chicago Botanic Garden for critical capital projects that would not have been possible without leveraging our support.

As we are moving ahead with plans for projects funded by the 2012 bond funds, we know there will always be more to do. That is why the 2014 budget identifies an additional \$4 million for infrastructure, major maintenance and renovations, and building and construction projects.

One of the most important aspects of our vision for the next 100 years is managing our finances as efficiently and effectively as possible to ensure our long-term financial health aligns with our long-term strategic goals.

The Corporate Fund, also known as the general operating fund, stands at \$57 million and supports each of the departments and their services to the public, as well as district-wide expenses. This reflects an 8% increase over the 2013 Corporate Fund budget, supported in large part by a \$2 million increase in Personal Property Replacement Taxes and an ability to reduce Debt Service by more than \$3 million by spending down escrow fund balances instead of using property taxes.

The two most significant changes to the 2014 Budget Recommendations reflect our two most important two objectives; Restoration and Programming.

In this budget, we are recommending a transfer of \$6 million from the Corporate fund for Landscape Restoration. This is by far the largest single line item in this budget, and represents a \$1 million increase over the 2013 budgeted amount. The magnitude of this investment underscores the importance of this effort to our future. We are developing a new natural and cultural areas master plan in partnership with the Prairie Research Institute of the University of Illinois that will guide our restoration priorities for the next several decades. The scale of restoration that needs to be done is so great that we anticipate continued increases in this investment in future budgets, something we are being mindful of as we look at long-term financial models.

In this budget we have added a new department – the Department of Conservation and Experiential Programming. This department will be responsible for overseeing education (including our nature centers), outreach and special events/recreation. In 2013 the Forest Preserves implemented new educational experiences and programs for the public, with an enhanced emphasis on attracting new users from historically underserved urban residents of the County. These efforts have consisted of hands-on community outreach and promoting awareness of our holdings, and have introduced tens of thousands of children to the preserves for the very first time.

Previously, employees in this new department were working in the Office of the General Superintendent, the Department of Resource Management and the Department of Permits, Concessions and Volunteer Resources. While we continue to put more resources into our programming budget line items, there is only one new position associated with this merger, an administrative assistant to help with the leadership of this new department.

Overall, this budget proposes only 9 new full-time positions. In addition to the administrative support person mentioned above, we propose adding one new Event and Facility Coordinator to manage the programming for our recently-restored pavilions at Thatcher, Dan Ryan and Eggers Woods. We are also proposing four new police sergeants, to allow for a more efficient allocation of police resources which will improve safety in the preserves. In support of our restoration efforts, we are recommending to add one new Resource Technician. And finally we are proposing to reduce two professional services contracts and add two new staff people for IT support and website management, for a savings of \$100,000. The increase in salaries and benefits for these 9 new positions is more than offset by almost \$2 million in budgeted savings from more accurately budgeting for position vacancies and benefit costs.

This Budget Recommendation also maintains funding for the day-to-day operations of the Brookfield Zoo and the Chicago Botanic Garden, with property tax levies of \$14.9 million to the Brookfield Zoo and \$9.3 million to the Chicago Botanic Garden. These are two of the most important cultural and scientific institutions in our region, indeed the entire country, and we believe this tax payer subsidy is a great value to the residents of Cook County.

As in recent prior years, the 2014 Budget Recommendation reflects a continued effort to identify opportunities to collaborate with Cook County departments to provide administrative services more efficiently and effectively than either of our organizations could do on our own. Examples of new opportunities include information technology management, administrative office space, and risk management services.

And finally, we are recommending a \$525,000 line item for a cohesive county-wide marketing effort that reintroduces the residents of Cook County to the wonders of the Forest Preserves. This campaign was a recommendation in our Centennial plan and will compel and inspire county residents to discover the wonders of nature.

Again, we are working on behalf of taxpayers to keep property taxes flat, with a total net property tax levy of \$86.5 million, the same level as 2013. While we are adjusting the levy to recapture new property on the tax rolls, the net levy will remain flat through a reduction in the debt service portion.

We also expect to continue to see modest growth in picnic permit and pool revenues from higher use, and modest growth in fines from enhanced enforcement of code violations.

Finally, we are continuing to follow our policy of avoiding one-time fixes. We propose to balance the 2014 budget by appropriating only \$3 million dollars from corporate fund balance. This allows the Forest Preserves to achieve our goals of meeting minimum fund balance requirements, maintaining strong liquidity and not contributing to future deficits.

100 years ago, the leaders of this county saw the wisdom of giving this great gift to the masses, to everyone. Today, it is again our collective responsibility to show great wisdom in making sure this great gift endures for the next 100 years and beyond, and our 2014 Executive Budget Recommendation sets the Forest Preserves in an excellent position to do just that.

**FOREST PRESERVE DISTRICT OF COOK COUNTY, ILLINOIS**  
**ANNUAL APPROPRIATION ORDINANCE**  
**FOR FISCAL YEAR BEGINNING JANUARY 1, 2014**

**BE IT ORDAINED** by the Board of Commissioners of the Forest Preserve District of Cook County:

That this Ordinance be and the same is hereby termed the "Annual Appropriation Ordinance" of the Forest Preserve District of Cook County (the "District") for the fiscal year beginning on the first day of January, A.D. 2014.

That the amounts herein set forth be and the same are hereby appropriated for the several objects and purposes specified herein for the fiscal year beginning on the first day of January, A.D. 2014.

That, for the purpose of administrative detail and accounting control, the appropriations herein specified are made in accordance with the standard classification of accounts as adopted by the Board of Commissioners of the District. The Chief Financial Officer and the heads of departments of the District shall administer the amounts appropriated in this Annual Appropriation Ordinance by accounts and by code numbers conforming to such standard classifications within the discretion of the Chief Financial Officer, if necessary.

That the salaries or rates of compensation of all officers and employees of the District as hereinafter named, when not otherwise provided by law, shall be in accordance with the salaries and rates of compensation of the officers and places of employment as fixed in the Resolutions adopted by the Board of Commissioners of the District prior to the adoption of the Annual Appropriation Ordinance and shall not be changed during the year for which the Appropriation is made, except that the Board of Commissioners may direct the officers of the District by Resolution to expend all or any portion of the appropriation herein contained entitled "Personnel Services Adjustments" according to prearranged plans of classification, and except further that the Board of Commissioners may direct the officers of the District to expend all or any portion of the Appropriation herein contained reserved for wage adjustment for per diem or monthly employees to conform to prevailing rates.

That, whenever appropriations for salaries or wages of any office or place of employment are supported by detailed schedule, all expenditures against such appropriations shall be made in accordance with such schedule subject to modification by direction or approval of said position and classification plan by the Board of Commissioners of the District.

That, no payroll item shall be approved by the Comptroller or paid by the Treasurer for a sum exceeding the amount in said schedule, or modified schedule, except that the Board of Commissioners may direct the proper officials of the District to expend all or any part of the appropriation herein contained for scheduled salary adjustments in wages of employees, when approved by the Board of Commissioners of the District.

That the amounts appropriated under classification other than salaries and wages to any department of the District shall be fixed under the following conditions:

- (a) Insofar as practicable, all contract and open market orders for purchases to be charged against such appropriation shall be based upon specifications for various classes of supplies, materials, parts or equipment already provided or hereinafter to be provided by the Board of Commissioners of the District.
- (b) All open market orders issued by any department for supplies, materials, parts or equipment, for which specifications shall have been prescribed, shall contain a description of the goods ordered conforming to such standard specifications.

- (c) The Purchasing Agent shall, in auditing claims for goods delivered on open market order, determine through inspection or otherwise, whether the goods to be delivered conform to such standard specifications.
- (d) Before entering into contracts for goods or services for one hundred-fifty thousand (\$150,000.00) dollars or more, the proposed contract and specifications shall be submitted to the Board of Commissioners of the District for approval before notice proceed is given or an order is made.

That the heads of departments are hereby prohibited from incurring any liabilities against any account in excess of the amount herein authorized for such account.

That for fiscal year 2014, estimates of assets, revenues and fees available for appropriation, and amounts appropriated, specifying purposes therefore are as detailed on **Attachment A**.

That the budgeted Fund Balance level for the corporate fund is in accordance with the Board-adopted Fund Balance policy. (See **Attachment B**)

That the Chief Financial Officer and the Comptroller are authorized to correct any factual errors in the Annual Appropriation Ordinance and to implement the adopted Amendments with any required internal modification.

**BE IT FURTHER ORDAINED** that this Ordinance shall take effect and be in full force and effect from and after its passage, approval and publication according to the terms of law.

**APPROVED:**

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Toni Preckwinkle, President  
Board of Commissioners of the  
Forest Preserve District of  
Cook County, Illinois

JERRY BUTLER  
EARLEAN COLLINS  
JOHN P. DALEY  
JOHN FRITCHEY  
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DEBORAH SIMS  
ROBERT STEELE  
LARRY SUFFREDIN  
JEFFREY TOBOLSKI



# ATTACHMENT A

## FOREST PRESERVE DISTRICT OF COOK COUNTY, ILLINOIS SUMMARY OF APPROPRIATION, SOURCES, AND TAX LEVY FOR FISCAL YEAR BEGINNING JANUARY 1, 2014

### Breakdown of Proposed Budget By Funding Source

Fund	Tax Levy	TIF Surplus	Uncollectible & Refunds	PPRT Tax	Non-Tax Revenue	Fund Balance	Proposed Budget Total
Corporate	47,809,540	300,000	(1,377,864)	2,992,351	4,107,300	3,450,961	57,282,288
Self Insurance	0	0	0	0	0	3,000,000	3,000,000
Const. & Development	3,000,000	0	(86,460)	0	0	0	2,913,540
Capital Improvement	0	0	0	0	0	4,000,000	4,000,000
Bond & Interest	15,935,863	0	0	3,996,350	0	0	19,932,213
PPRT Bond and Interest Abatement	(3,996,350)	0	0	0	0	0	(3,996,350)
Bond and Interest Escrow Abatment	(3,312,489)	0	0	0	0	0	(3,312,489)
Employee Annuity & Benefit	2,839,012	0	0	315,796	0	0	3,154,808
Zoological	14,884,927	0	(428,981)	749,305	49,001,335	0	64,206,586
Botanic Garden	9,348,070	0	(269,410)	355,801	22,156,000	0	31,590,461
<b>TOTAL</b>	<b>86,508,573</b>	<b>300,000</b>	<b>(2,162,714)</b>	<b>8,409,603</b>	<b>75,264,635</b>	<b>10,450,961</b>	<b>178,771,057</b>

## **Attachment B**

### **Corporate Fund Balance Policy Forest Preserve District of Cook County**

#### **Introduction**

The District's Corporate Fund is used to fund and account for the general operations of the District, and is funded primarily by tax receipts and certain other non-tax revenues. In governmental accounting, the balance sheet shows the current financial resources and liabilities of the fund. Accordingly, the balance sheet of the District's Corporate Fund shows the current financial resources of the District together with its current liabilities. The difference between the current financial resources available in the Corporate Fund and its liabilities is the Fund Balance. The Fund Balance is generally divided into Reserved and Unreserved. This policy establishes a guideline for the Corporate unreserved fund balance, and how the guideline is implemented.

#### **Unreserved Fund Balance Level**

The District will endeavor to have a sufficient unreserved fund balance for the Corporate Fund to mitigate the risk stemming from 1) revenue fluctuations, 2) unexpected emergency expenditures, and 3) temporary periods of negative cash flow. To this end, a minimum fund balance shall be budgeted annually that is the total of the following percentages:<sup>1</sup>

1. Revenue Fluctuations: 5.5 percent of Corporate Fund Gross Revenues
2. Unexpected Expenditures: 1 percent of Corporate Fund Expenditures
3. Insufficient Operating Cash: 8 percent of Corporate Fund Expenditures

#### **Implementation of the Fund Balance Policy**

The District's Chief Financial Officer (CFO) is responsible for implementing this policy and the District's designated Auditor must certify the necessary calculations. In any given year, the President may request that the Board waive this policy as operations demand. However, it is the intention of the President and the Board that this policy is adhered to in normal years. If, in any given year, the fund balance declines below the level specified by this policy, budgeted increases in the Fund Balance should be made over a maximum three-year period to bring the fund balance in accordance with the policy.

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<sup>1</sup> These percentages assume an allowance for uncollectible receivables based on a moving 5-year average of uncollected receivables and a minimum employee turnover of 5 percent. Use of the Working Cash fund is also assumed.

FULL-TIME EMPLOYEES CORPORATE	2013 APPROPRIATION		2014 RECOMMENDATION	
	TOTAL FTEs	TOTAL SALARIES	TOTAL FTEs	TOTAL SALARIES
10 - GENERAL OFFICE	16	\$1,425,605	16	\$1,431,897
20 - FINANCE & ADMINISTRATION	19	\$1,622,481	19	\$1,584,979
22 - HUMAN RESOURCES	6	\$414,993	6	\$420,265
31 - RESOURCE MANAGEMENT	92	\$5,164,853	55	\$3,121,602
35 - CONSERVATION & EXPERIENTIAL PROGRAMMING	0	\$0	45	\$2,532,671
40 - PERMITS, CONCESSIONS AND VOLUNTEER RESOURCES	23	\$1,309,557	20	\$1,103,499
52 - LANDSCAPE MAINTENANCE	141	\$6,771,552	141	\$6,812,962
53 & 54 - FACILITES & FLEET MAINTENANCE	58	\$3,627,379	58	\$3,703,619
60 - LEGAL DEPARTMENT	13	\$1,091,346	13	\$1,090,591
70 - LAW ENFORCEMENT	122	\$7,441,463	126	\$7,513,461
80 - PLANNING AND DEVELOPMENT	19	\$1,433,777	19	\$1,392,316
<b>FULL-TIME EMPLOYEE TOTAL</b>	<b>509</b>	<b>\$30,303,006</b>	<b>518</b>	<b>\$30,707,862</b>
<b>PART-TIME/SEASONAL EMPLOYEE</b>				
10 - GENERAL OFFICE	1.8	\$37,700	1.8	\$37,700
20 - FINANCE & ADMINISTRATION	1.0	\$26,720	1.0	\$26,720
22 - HUMAN RESOURCES	0.5	\$8,000	0.5	\$8,000
31 - RESOURCE MANAGEMENT	15.6	\$370,140	3.3	\$81,120
35 - CONSERVATION & EXPERIENTIAL PROGRAMMING	0.0	\$0	38.9	\$1,020,380
40 - PERMITS, CONCESSIONS AND VOLUNTEER RESOURCES	30.5	\$780,040	6.6	\$131,000
52 - LANDSCAPE MAINTENANCE	29.5	\$1,227,978	29.5	\$1,227,978
53 & 54 - FACILITES & FLEET MAINTENANCE	0.5	\$17,264	3.0	\$101,244
60 - LEGAL DEPARTMENT	0.5	\$10,400	0.5	\$10,400
80 - PLANNING AND DEVELOPMENT	0.9	\$19,677	1.2	\$40,061
<b>PART-TIME/SEASONAL TOTAL</b>	<b>80.8</b>	<b>\$2,497,919</b>	<b>86.3</b>	<b>\$2,684,603</b>
<b>CORPORATE TOTAL</b>	<b>589.8</b>	<b>\$32,800,925</b>	<b>604.3</b>	<b>\$33,392,465</b>

**FOREST PRESERVE DISTRICT OF COOK COUNTY, ILLINOIS  
COMPARISON OF ESTIMATED CORPORATE FUND REVENUE  
AND AVAILABLE SOURCES FOR FISCAL YEAR BEGINNING JANUARY 1, 2014**

<b><u>Tax Revenue</u></b>	<b><u>FY 2013</u></b>	<b><u>FY 2014</u></b>	<b><u>% CHANGE</u></b>
Property Tax Levy	\$46,708,559	\$47,809,540	2%
Allowance for Uncollectible Deferred Taxes and Refunds	(1,401,257)	(1,377,864)	-2%
TIF Surplus	0	300,000	100%
Personal Property Replacement Tax (PPRT)	834,100	2,992,351	259%
<b>Total Tax Revenue</b>	<b>\$46,141,402</b>	<b>\$49,724,028</b>	<b>8%</b>
<b><u>Non-Tax Revenues</u></b>			
Picnic Permit / Special Use Fees	\$890,000	\$950,000	7%
Equestrian Licenses	40,000	40,000	0%
Winter Sports	15,000	15,000	0%
Pool Fees	400,000	420,000	5%
Golf Revenue	990,000	990,000	0%
Concessions	200,000	220,000	10%
Fines	320,000	336,000	5%
Land Use Fees	250,000	257,500	3%
License Agreements	1,165,700	570,000	-51%
YELAR - Youth Education, Land Acquisition Restoration Fees	234,300	108,800	-54%
Investment Earnings	150,000	100,000	-33%
Miscellaneous Income	100,000	100,000	0%
<b>Total Non-Tax Revenue</b>	<b>\$4,755,000</b>	<b>\$4,107,300</b>	<b>-14%</b>
<b>Total Tax and Non-Tax Revenues</b>	<b>\$50,896,402</b>	<b>\$53,831,328</b>	
<b><u>Other Financing Sources</u></b>			
Fund Balance Contribution	\$1,945,323	\$3,450,961	77%
<b>Total All Revenues</b>	<b>\$52,841,725</b>	<b>\$57,282,288</b>	<b>8%</b>

**FOREST PRESERVE DISTRICT OF COOK COUNTY, ILLINOIS  
CORPORATE FUND BUDGETED EXPENDITURES AND OTHER USES  
FOR FISCAL YEAR BEGINNING JANUARY 1, 2014**

<b>CATEGORY / DEPARTMENT</b>	<b>PERSONNEL SERVICES*</b>	<b>PROGRAM EXPENSES**</b>	<b>TOTAL</b>
General Office	\$1,596,026	\$289,000	\$1,885,026
Finance & Administration	1,767,984	126,500	1,894,484
Human Resources	484,061	78,200	562,261
Resource Management	3,779,788	423,000	4,202,788
Conservation and Experiential Programming	3,926,835	555,550	4,482,385
Permits, Concessions and Volunteer Resources	1,437,578	302,000	1,739,578
Landscape Maintenance	9,494,007	462,500	9,956,507
Facilities & Fleet Maintenance	4,369,379	4,714,000	9,083,379
Resident Watchman Facilities	0	257,500	257,500
Legal Department	1,210,257	92,000	1,302,257
Law Enforcement	8,797,071	458,916	9,255,987
Planning & Development	1,609,877	148,179	1,758,056
District Wide Programs	307,079	4,045,000	4,352,079
Operating Transfer to Real Estate Acquisition Fund	0	550,000	550,000
Operating Transfer to Capital for Landscape Restoration	0	6,000,000	6,000,000
<b>Total</b>	<b>\$38,779,943</b>	<b>\$18,502,345</b>	<b>\$57,282,288</b>

\* Includes Salary, Health Insurance, Life Insurance, Dental Plan, Vision Plan, Vacancy/Turnover Adjustment and Employee Transportation and Travel

\*\* Includes Professional Contractual Services, Material & Supplies, Utilities, Equipment and Fixtures, Building and Construction and Other Expenses



# OFFICE OF THE GENERAL SUPERINTENDENT

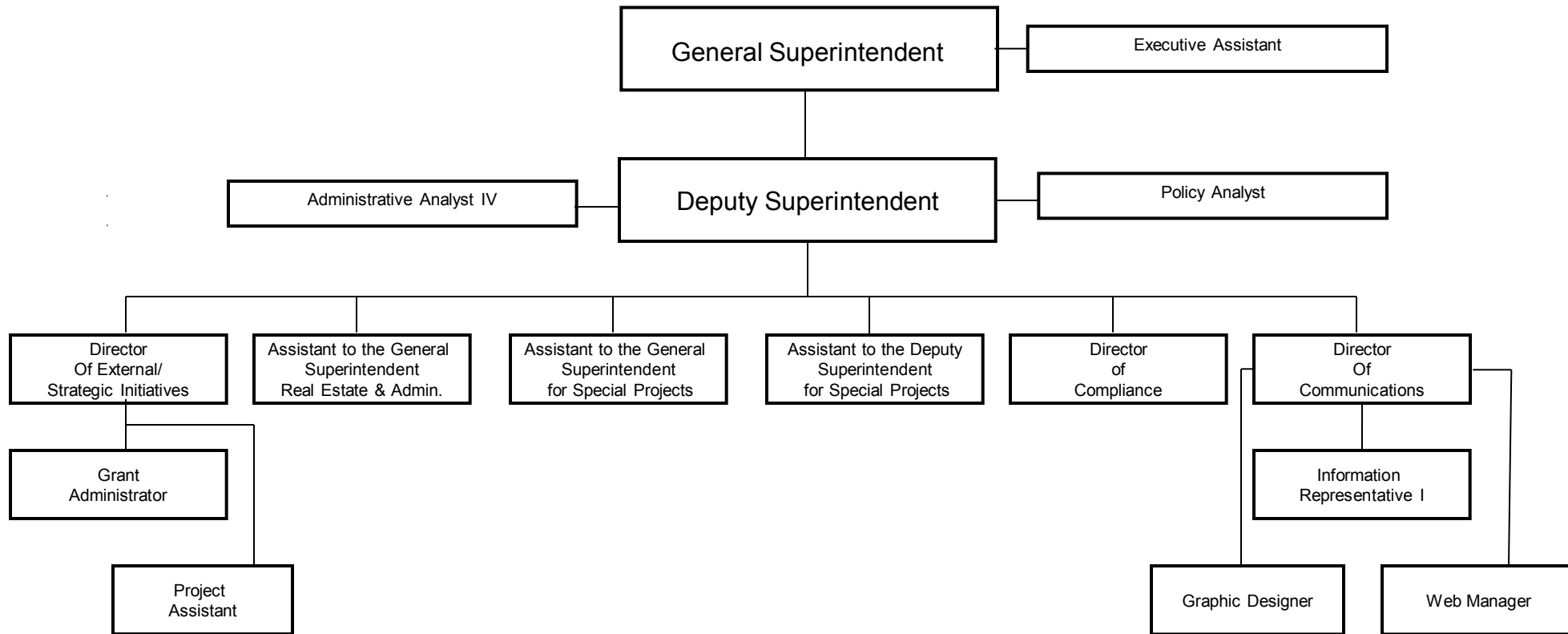
## MISSION:

To ensure that the overall mission of the Forest Preserve District is advanced through the plans, programs and activities of all departments.



# Office of the General Superintendent

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## **OFFICE OF THE GENERAL SUPERINTENDENT**

**The Office of the General Superintendent is comprised of the following functions:**

- Executive
- Development
- Communications
- Compliance

### **Executive Office:**

- Oversees the Forest Preserves' comprehensive plan for preservation and protection of natural lands
- Provides strategic support to the Office of the President and Board of Commissioners
- Directs the plans, operations, and programs for all departments
- Directs institutional strategic planning, assessment, effectiveness, and research functions
- Plans and implements external and strategic initiatives
- Develops and approves policies, procedures, guidelines, and public policy statements

### **Development**

- Secures external funding and intergovernmental arrangements in support of the districts mission, vision, and goals
- Serves as a partner to the Forest Preserve Foundation in efforts to raise resources to support the districts mission

### **Communications:**

- Proactively generates media coverage of FPD activities, initiatives and events by disseminating news about the Forest Preserves to electronic and print media
- Oversees communications initiatives including marketing, website and social media efforts
- Serves as official spokesperson to the media

### **Compliance:**

- Ensures compliance with the Employment Plan and Supplemental Policies Manual
- Serves as liaison to and jointly reports to the Office of the Independent Inspector General
- Provides annual training on Forest Preserves' Employment Plan and Supplemental Policies Manual
- Performs internal investigations regarding violations of the Employment Plan and Supplemental Policies Manual
- Ensures timely responses to, and compliance with, recommendations made by the Office of the Independent Inspector General
- Ensures that no political considerations are factored into employment actions for non-exempt employees



## **OFFICE OF THE GENERAL SUPERINTENDENT 2014 GOALS**

- Continue implementation of Centennial Campaign Plan for legacy projects in particular Gateways to Nature, Call to Action Volunteer Program, and Wild about Nature
- Strengthen the districts development operations and secure additional external resources in support of the Forest Preserve mission
- Expand and diversify public outreach partnerships with health organizations, business, and civic and community groups
- Foster increased communication with state and federal officials to increase funding opportunities.
  - Develop & communicate policies, procedures, guidelines, and public policy statements more effectively
  - Expand regional marketing efforts by reaching new audiences in new ways through both traditional and non-traditional outlets and publications
  - Expand select Forest Preserves collateral materials into multiple languages
  - Complete the comprehensive redesign of the Forest Preserves website to make it responsive for mobile and table devices

## **OFFICE OF THE GENERAL SUPERINTENDENT 2013 ACCOMPLISHMENTS**

- Established a Centennial Campaign plan to increase public engagement, funding support and re-establish the Forest Preserves' role as a leader and innovator in the fields of conservation, environmental education and outdoor recreation.
- Established a Commission to serve as advisors for the Next Century Conservation Plan, a collaborative effort with Openlands and Metropolis Strategies. The plan is an ambitious study of best practices in conservation and includes recommendations for the Forest Preserves' next century.
- Awarded more than \$6.3 million by federal and state funders in support of land acquisition, trail development, restoration of natural areas, community outreach and environmental education.
- Collaborated with partner organizations that secured \$1.1 million in funding to further the Forest Preserves' mission.
- Supported the Forest Preserve Foundation with its second annual Conservation Cup Golf Outing raising more than \$150,000 to support Forest Preserve youth programs.
- Secured \$40,000 from the Forest Preserve Foundation to support the "Citizen Scientists in Action" program, and \$5,600 to support of the "It's Cooler in the Forest" program; both

are environmental education programs that encourage interest in stewardship and science.

- Received the Outstanding Support Organization award on behalf of the North Branch Restoration Project from the National Association of County Parks and Recreation Officials (NACPRO).
- Selected as one of eight urban wildlife refuge partnership sites in the country by the US Fish and Wildlife Service.
- Created partnerships with Cook County's Housing Authority, Chicago Housing Authority, Altgeld Riverdale Consortium, Environmental Professional of Color, the Network of Woodlawn and El Valor.
- Provided support for jobs training and youth internship programs through Chicago Greencorps, Audubon Chicago Region, Friends of the Forest Preserves, and Fishin' Buddies.
- Conducted introductory meetings and provided support to underserved communities throughout the county.
- Established a Policy Committee whose mission is to provide leadership in the development and communication of Forest Preserve policies, procedures, guidelines, and public policy statements.
- Assisted Communications Department efforts to increased public information and media coverage.
- Led the branding effort to develop a new logo and name for the Preserves
- Enhanced marketing efforts, including introducing a new full-color quarterly events brochure and related collateral and new signage at select locations.
- Improved the website by publishing expanded content, including 25 preserve profiles highlighting our most popular sites and interactive mapping capabilities allowing visitors to search for sites by name, location or activity type. Increased web traffic by 31% for summer 2013 over summer 2012.
- Continued to generate positive media coverage of the Forest Preserves in print, television, radio and online outlets including a front page story in the Chicago Tribune about efforts to combat invasive species, a letter to the editor by President Preckwinkle in the New York Times highlighting efforts to attract more diverse audiences to the Forest Preserves, and a cover story in the Southtown Star detailing accessibility at the Little Red Schoolhouse Nature Center
- Coordinated press efforts around the launch of the Forest Preserves Centennial celebration. Earned media coverage included radio interviews on WBEZ and WCPT, articles in the Chicago Tribune, Daily Herald and Southtown Star, an editorial by President Preckwinkle in the Chicago SunTimes, and a brief in the Associated Press

**01 - CORPORATE FUND**  
**10 - OFFICE OF THE GENERAL SUPERINTENDENT**

TITLE	GR	2013 APPROPRIATION		2014 RECOMMENDATION	
		TOTAL FTE	TOTAL SALARIES	TOTAL FTE	TOTAL SALARIES
General Superintendent	24	1	\$168,501	1	\$168,501
Deputy General Superintendent	24	1	155,172	1	155,172
Director of Compliance	23	1	93,113	1	99,707
Asst. to the GS Real Estate & Admin	23	1	105,000	1	105,000
Asst. to the GS For Special Projects	23	1	99,998	1	99,998
Asst. to the Deputy GS	23	1	90,509	1	90,509
Dir. of External & Strategic Initiatives	23	1	99,707	1	99,707
Administrative Analyst IV	21	0	0	1	71,602
Director of Communications	23	1	91,813	1	94,000
Grant Administrator	22	1	86,270	1	86,270
Asst. to the GS for Pr. Develop/Svc's	22	1	99,707	0	0
Executive Assistant	20	1	82,782	1	82,782
Graphic Designer	19	1	59,342	1	59,342
Web Manager	19	0	0	1	59,342
Information Rep. I	18	1	56,657	1	56,657
Project Assistant	16	1	49,265	1	49,265
Policy Analyst	18	0	0	1	54,043
Administrative Assistant III	16	1	47,008	0	0
Administrative Assistant II	14	1	40,760	0	0
<b>Full Time Personnel Total</b>		<b>16</b>	<b>\$1,425,605</b>	<b>16</b>	<b>\$1,431,897</b>
Interns		1.8	37,700	1.8	37,700
<b>Part-Time/Seasonal Personnel Total</b>		<b>1.8</b>	<b>\$37,700</b>	<b>1.8</b>	<b>\$37,700</b>
<b>Total Personnel Wages</b>		<b>17.8</b>	<b>\$1,463,305</b>	<b>17.8</b>	<b>\$1,469,597</b>

**01 - CORPORATE FUND**

**10 - OFFICE OF THE GENERAL SUPERINTENDENT**

		FY 2012	FY 2013	FY 2014	DIFFERENCE
ACCT.		DEPARTMENT	DEPARTMENT	DEPARTMENT	INC./
NO.	DESCRIPTION	ACTUALS	APPROPRIATION	RECOMMENDATION	(DEC.)
<b>Personnel Services</b>					
6110	Salaries and Wages (Full-Time)	\$1,189,489	\$1,425,605	\$1,431,897	\$6,292
6111	Salaries and Wages (Part-Time)	0	37,700	37,700	0
6115	Health Insurance	152,071	233,340	261,158	27,818
6116	Life Insurance	1,640	3,144	2,750	(394)
6117	Dental Care Plan	4,197	8,092	6,752	(1,340)
6118	Vision Plan	1,380	2,752	2,343	(409)
6122	Employer Medicare Tax Contribution	0	21,218	20,763	(455)
6120	Vacancy/Turnover Adjustment	0	(86,593)	(176,336)	(89,743)
6124	Employee Transportation & Travel	5,848	9,000	9,000	0
<b>Total Personnel Services</b>		<b>\$1,354,625</b>	<b>\$1,654,258</b>	<b>\$1,596,026</b>	<b>(\$58,232)</b>
<b>Contractual &amp; Professional Services</b>					
6217	Other Professional Services	28,548	40,000	100,000	60,000
6252	Printing	10,847	50,000	75,000	25,000
6254	Publications	1,428	8,000	8,000	0
6258	Dues & Subscriptions	6,087	6,000	30,000	24,000
6264	Advertising & Promo Services	12,424	100,000	50,000	(50,000)
<b>Total Contractual &amp; Professional Services</b>		<b>\$59,335</b>	<b>\$204,000</b>	<b>\$263,000</b>	<b>\$59,000</b>
<b>Material &amp; Supplies</b>					
6305	Office Supplies	4,805	6,000	6,000	0
6315	Postage	16,489	20,000	20,000	0
<b>Total Material &amp; Supplies</b>		<b>\$21,294</b>	<b>\$26,000</b>	<b>\$26,000</b>	<b>\$0</b>
<b>Department Total</b>		<b>\$1,435,255</b>	<b>\$1,884,258</b>	<b>\$1,885,026</b>	<b>\$768</b>

# FINANCE AND ADMINISTRATION

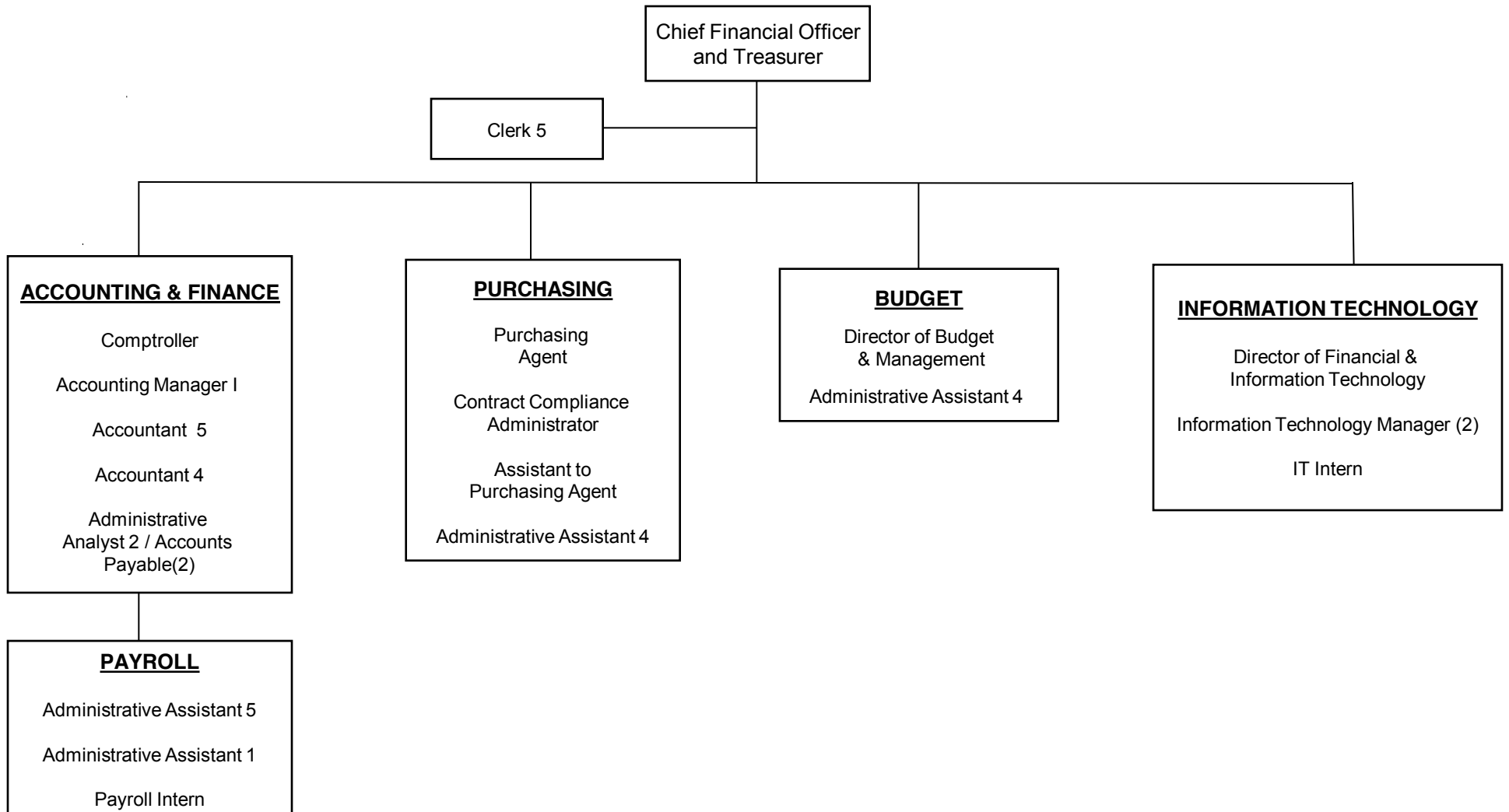
## MISSION:

To oversee and manage all financial affairs and administrative functions related to financial accounting, internal and external auditing, and purchasing, with an increased emphasis on the implementation of controls, accountability, information technology and cross training.



# Finance and Administration

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# **FINANCE AND ADMINISTRATION**

## **Accounting**

- Maintains District financial records.
- Responsible for accounting, billing and collection.

## **Payroll**

- Administers, supervises and maintains records of Payroll operations and disbursements.

## **Budget and Management**

- Monitors and reports all appropriations and expenditures.
- Researches and analyzes District operations for optimal efficiency and cost-effectiveness.
- Prepares District budget.

## **Internal Controls/Risk Management:**

- Coordinates with the Office of the Independent Inspector General to monitor and review the internal control environment through additional oversight of District operations.
- Reviews grant compliance, concession contracts, golf privatization, inter-governmental agreements, and payroll processing and risk management.

## **Purchasing:**

- Procures goods and services for the District.
- Manages the District's Minority- and Women-Owned Business Enterprise program, including Contract Compliance administration.
- Maintains vendor database and conducts outreach for prospective vendors.
- Tracks payments and purchase orders.
- Encourages minority vendor participation.
- Maintains bid process integrity.
- Participates in cooperative purchasing ventures with other government entities.

## **Information Technology:**

- Provides information technology hardware and software support to the District.
- Ensures maximum operation of LAN and WAN.
- Researches and analyzes District operations for optimal efficiency and cost-effectiveness.
- Implements disaster recovery program.

## **Treasury:**

- Manages the District's cash and banking relationships in a manner minimizes risk and maximizes return of principal.
- Ensures structure of investments provides adequate liquidity to meet cash flow needs.

## **FINANCE AND ADMINISTRATION 2013 ACCOMPLISHMENTS**

- Received fifth consecutive Certificate of Achievement for Excellence in Financial Reporting for Comprehensive Annual Financial Reports from the Government Finance Officers Association.
- Hired new external auditing firm.
- Implemented new financial management system.
- Hired key department staff including Contract Compliance Administrator, Director of Financial & Information Technology and Director of Budget and Management.
- Organized and hosted inaugural Forest Preserve-sponsored Minority- and Women-Owned Business vendor fair jointly with Cook County, the Brookfield Zoo and the Chicago Botanic Garden.

## **FINANCE AND ADMINISTRATION 2014 GOALS**

- Revise financial management policies related to investment, debt, fund balance, cash handling and procurement.
- Complete implementation of the new financial management system modules related to Payroll, Fixed Assets, Grants and Capital Projects.
- Implement new budget management strategies including budget amendment process, District-wide and departmental spending plans, quarterly departmental budget assessments and restructuring the annual budget document.
- Work with Cook County government to implement new Payroll and Human Resources management system.
- Work with the Legal Department to rewrite the District's licensing and permits ordinance.
- Work with the Permits, Concessions and Volunteer Resources Department to implement ActiveNet system for permit issuance and point-of-sale cash management.
- Work with the Illinois General Assembly and other stakeholders to research potential solutions to ensure future solvency of Annuity and Benefit (pension) Fund.
- Work with the Law Enforcement Department and the Cook County Department of Homeland Security and Emergency Management to implement District-wide remote video and alarm monitoring system.



# 01 - CORPORATE FUND

## 20 - FINANCE AND ADMINISTRATION

TITLE	GR	2013 APPROPRIATION		2014 RECOMMENDATION	
		TOTAL FTE	TOTAL SALARIES	TOTAL FTE	TOTAL SALARIES
Chief Financial Officer	24	1	\$139,000	1	\$139,000
Comptroller	24	1	111,611	1	111,610
Director of Financial & Information Tech.	24	1	98,000	1	98,000
Purchasing Agent	23	1	105,512	1	105,512
Director of Budget & Management	22	1	110,001	1	110,001
Contract Compliance Administrator	22	1	95,000	1	78,564
Accounting Manager I	22	1	99,998	1	99,998
Information Technology Manager	22	1	94,702	2	173,266
Administrative Analyst IV	21	1	71,602	0	0
Administrative Assistant V	20	1	82,353	1	82,353
Accountant V	19	1	99,998	1	99,998
Administrative Analyst II	19	2	152,988	2	151,029
Assistant to Purchasing Agent	19	1	75,354	1	74,909
Administrative Assistant IV	18	2	137,405	2	122,400
Administrative Assistant III	16	1	61,100	0	0
Accountant IV	17	0	0	1	50,482
Administrative Assistant I	12	1	45,627	1	45,627
Clerk V	11	1	42,230	1	42,230
<b>Full Time Personnel Total</b>		<b>19</b>	<b>\$1,622,481</b>	<b>19</b>	<b>\$1,584,979</b>
Interns		1	26,720	1	26,720
<b>Part-Time/Seasonal Personnel Total</b>		<b>1</b>	<b>\$26,720</b>	<b>1</b>	<b>\$26,720</b>
<b>Total Personnel Wages</b>		<b>20</b>	<b>\$1,649,201</b>	<b>20</b>	<b>\$1,611,699</b>

**01 - CORPORATE FUND**  
**20 - FINANCE & ADMINISTRATION**

		FY 2012	FY 2013	FY 2014	DIFFERENCE
ACCT.		DEPARTMENT	DEPARTMENT	DEPARTMENT	INC./
NO.	DESCRIPTION	ACTUALS	APPROPRIATION	RECOMMENDATION	(DEC.)
Personnel Services					
6110	Salaries and Wages (Full-Time)	\$1,251,867	\$1,622,481	\$1,584,979	(\$37,502)
6111	Salaries and Wages (Part-Time)	0	26,720	26,720	0
6115	Health Insurance	170,341	316,675	310,125	(6,550)
6116	Life Insurance	1,875	3,733	3,265	(468)
6117	Dental Care Plan	4,797	9,609	8,018	(1,591)
6118	Vision Plan	1,577	3,268	2,782	(486)
6122	Employer Medicare Tax Contribution	0	23,913	22,982	(931)
6120	Vacancy/Turnover Adjustment	0	(100,320)	(195,887)	(95,567)
6124	Employee Transportation & Travel	1,745	5,000	5,000	0
Total Personnel Services		\$1,432,200	\$1,911,079	\$1,767,984	(\$143,095)
Contractual & Professional Services					
6215	Annual Reports/Audits	81,282	100,000	90,000	(10,000)
6216	Professional Training	2,000	9,000	7,000	(2,000)
6217	Other Professional Services	2,936	9,000	7,000	(2,000)
6258	Dues & Subscriptions	3,351	3,500	3,500	0
Total Contractual & Professional Services		\$89,569	\$121,500	\$107,500	(\$14,000)
Material & Supplies					
6305	Office Supplies	10,274	9,000	8,000	(1,000)
6310	Computer Supplies	1,622	7,000	5,000	(2,000)
6315	Postage	0	3,000	3,000	0
6355	Other Materials & Supplies	3,312	3,000	3,000	0
Total Material & Supplies		\$15,208	\$22,000	\$19,000	(\$3,000)
Department Total		\$1,536,977	\$2,054,579	\$1,894,484	(\$160,095)

# HUMAN RESOURCES

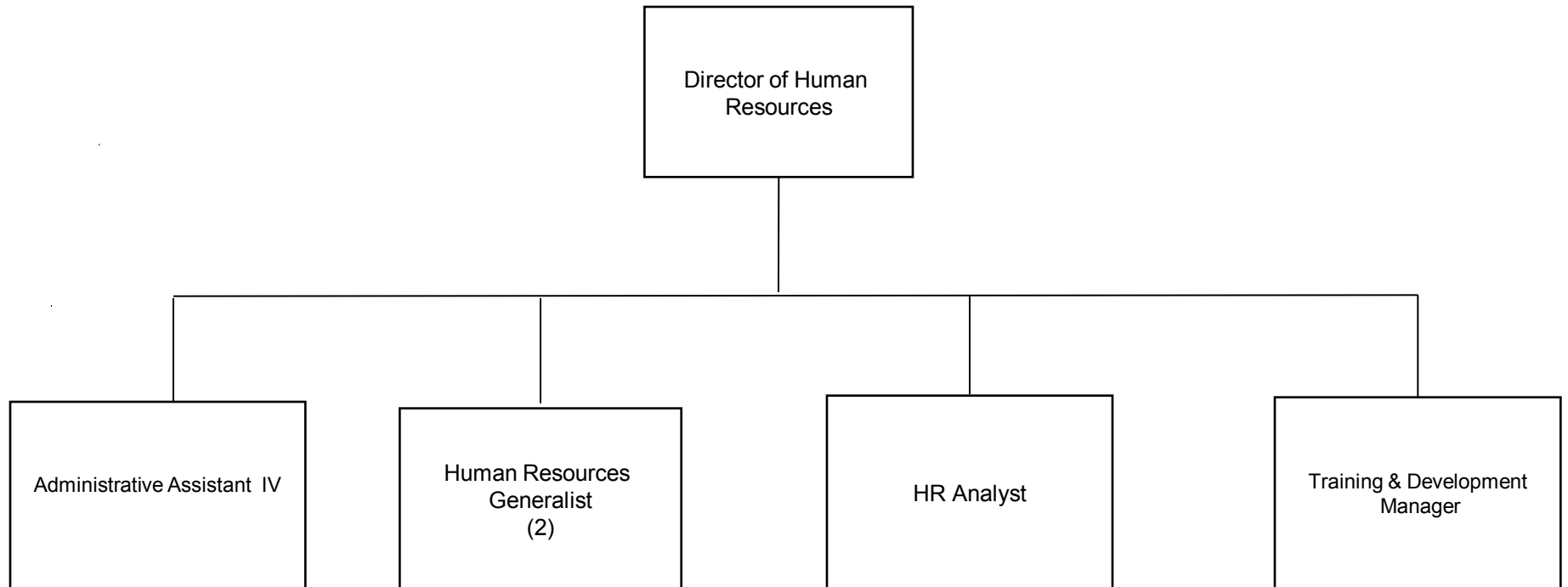
## MISSION:

To develop and maintain a high functioning workforce through strategic, flexible, progressive and cost-effective human resource systems linked to the strategic goals of the District.



# Human Resources

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# HUMAN RESOURCES

Human Resources is comprised of the following functional areas:

## **Personnel Services:**

- Establishes human resources policies and procedures.
- Analyzes personnel needs and recommends staffing.
- Recruits, tests and selects new employees.
- Processes all new hires, promotions, transfers and terminations of District staff.
- Classifies all positions.
- Establishes compensation standards and adjustments.
- Maintains employee records and files.
- Implements human resource systems.
- Implements equal employment opportunity practices.
- Analyzes and recommends employee benefits.
- Administers labor contracts and relations.
- Administers disciplinary procedures and staff separation.
- Assists with internal investigations and compliance reviews.

## **Employee/Staff Support:**

- Assesses organizational goals and individual development needs.
- Implements and maintains training and development programs.
- Administers, maintains and assesses department performance evaluation system to ensure that employee performance is appropriately focused on the accomplishment of the District's major goals and objectives.
- Coordinates programs to recognize and reinforce outstanding employee service and performance.
- Interprets and communicates District policies.

- Encourages appropriate employee workplace relationships, behavior and performance.
- Provides opportunities for employees to participate in a variety of special programs including charitable, civic and social activities.

### **HUMAN RESOURCES 2013 ACCOMPLISHMENTS**

- Achieved Substantial Compliance per the 2009 Supplemental Relief Order.
- Produced and distributed an Employee Handbook.
- Administered customer service training to all active employees.
- Provided management training to all executive and supervisory level employees.
- Created an in-house employment processing system.
- Standardized HR policies and procedures.
- Continued management of performance evaluation process for over 450 employees.

### **HUMAN RESOURCES 2014 GOALS**

- Continue ongoing compliance with Employment Plan and Supplemental Policies Manual.
- Maintain current training and development program.
- Expand workplace training for all District positions.
- Develop training course schedule for optional employee enrollment.
- Formalize employee recognition program.

**01 - CORPORATE FUND**  
**22 - HUMAN RESOURCES**

TITLE	GR	2013 APPROPRIATION		2014 RECOMMENDATION	
		TOTAL FTE	TOTAL SALARIES	TOTAL FTE	TOTAL SALARIES
Director of Human Resources	24	1	\$103,291	1	\$103,291
Training & Development Manager	21	1	75,019	1	75,019
Administrative Assistant IV	18	1	70,429	1	70,429
Human Resources Generalist	16	1	47,008	1	47,008
Administrative Assistant III	16	2	119,246	0	0
Human Resources Analyst	19	0	0	2	124,518
<b>Full Time Personnel Total</b>		<b>6</b>	<b>\$414,993</b>	<b>6</b>	<b>\$420,265</b>
Interns		0.55	8,000	0.55	8,000
<b>Seasonal / Part Time Personnel Total</b>		<b>0.55</b>	<b>\$8,000</b>	<b>0.55</b>	<b>\$8,000</b>
<b>Total Personnel Wages</b>		<b>6.55</b>	<b>\$422,993</b>	<b>6.55</b>	<b>\$428,265</b>

**01 - CORPORATE FUND**  
**22 - HUMAN RESOURCES**

		FY 2012	FY 2013	FY 2014	DIFFERENCE
ACCT.		DEPARTMENT	DEPARTMENT	DEPARTMENT	INC./
NO.	DESCRIPTION	Actuals	APPROPRIATION	RECOMMENDATION	(DEC.)
Personnel Services					
6110	Salaries and Wages (Full-Time)	\$375,242	\$414,993	\$420,265	\$5,272
6111	Salaries and Wages (Part-Time)	0	8,000	8,000	0
6115	Health Insurance	52,256	100,003	97,934	(2,069)
6116	Life Insurance	586	1,179	1,031	(148)
6117	Dental Care Plan	1,499	3,035	2,532	(503)
6118	Vision Plan	493	1,032	879	(153)
6122	Employer Medicare Tax Contribution	0	6,017	6,094	77
6120	Vacancy/Turnover Adjustment	0	(26,713)	(53,673)	(26,960)
6124	Transportation & Travel	877	1,000	1,000	0
Total Personnel Services		\$430,952	\$508,546	\$484,061	(\$24,485)
Contractual & Professional Services					
6216	Professional Training	13,663	14,400	42,500	28,100
6217	Other Professional Services	30,000	48,000	25,400	(22,600)
6252	Printing	679	2,500	5,000	2,500
6258	Dues & Subscription	0	1,000	1,000	0
6260	Special Events Program	0	1,500	1,000	(500)
Total Contractual & Professional Services		\$44,342	\$67,400	\$74,900	\$7,500
Material & Supplies					
6355	ID Cards and Film	2,277	0	1,000	1,000
6360	Other Material and Supplies	1,553	9,300	2,300	(7,000)
Total Material & Supplies		\$3,830	\$9,300	\$3,300	(\$6,000)
Department Total		\$479,124	\$585,246	\$562,261	(\$22,985)



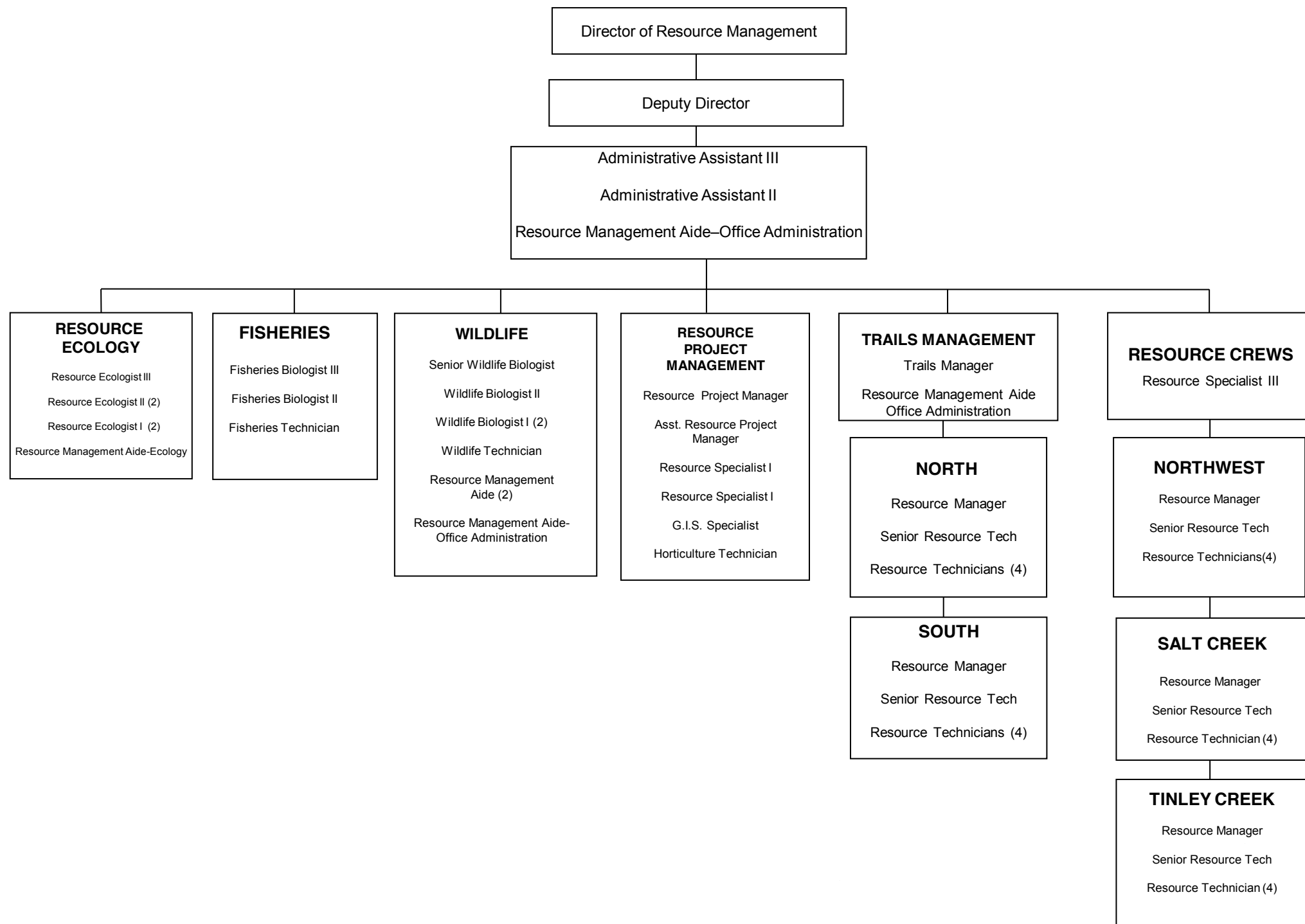
# RESOURCE MANAGEMENT

## MISSION:

To protect, restore and preserve the biodiversity and beauty of the natural communities of the District as nearly as may be in their natural condition, for the education, pleasure and recreation of the public.



# Resource Management



# RESOURCE MANAGEMENT

The Resource Management Department is comprised of the following functional sections:

## **Fisheries Management**

The Fisheries Management section maintains Forest Preserve lakes and ponds for recreational fishing opportunities for the public which includes fish population monitoring, nuisance aquatic vegetation control and any other water related program or project. In addition, this section monitors wetland habitats for invasive plant and animal species, conducts fisheries and lake related educational programs, conducts special programs and works directly with other Resource Management sections and outside conservation agencies.

## **General Office**

The General Office supports all field locations through administrative duties, purchasing, and communication needs and inter and intra-departmental interactions.

## **Resource Ecology**

The Resource Ecology section directs ecological restoration efforts District wide. This section works directly with other conservation agencies to protect and preserve the diverse habitats of the District, coordinates restoration work done by District staff, private contractors and volunteers. Ecology monitors habitats, works with researchers and is the District's representative in regard to ecology matters.

## **Resource Management Crews**

The three Resource Management Crews; North, Central and South manage the removal of woody and herbaceous vegetation District wide. These crews respond to downed trees, hazardous tree issues, public work requests and any other issues in regard to the impacts from trees. The Crews conduct prescription burns on District lands as an ecological management tool and respond to wildfires as necessary. They utilize heavy machinery to mow and cut various types of vegetation and control invasive vegetation through the application of herbicides.

## **Resource Project Management**

The Resource Project Management section coordinates the work of private contractors and outside agencies in regard to a variety of different types of large and small scale projects and vegetation removal work. This section additionally assists other department sections with work coordination and is responsible for training efforts within the department and with relevant training to other departments and volunteers.

## **Trails Management**

The Trails Management section inspects and maintains approximately 300 miles of trails District wide. The work consists of trail surface repair work, drainage work and the management of vegetation that may be impacting trail use. Other responsibilities of this section include emergency vegetation removal, trail signage installation and assistance with the prescription burn program.

## **Wildlife Management**

The Wildlife Management section works in conjunction with other governmental agencies, researchers and universities to understand human/animal relationships in regard to disease transmittal and control as well as monitoring the overall well-being of populations on District holdings. They work closely with the Illinois Department of Natural Resources and the U.S.

Department of Agriculture on white-tailed deer, coyote and other wildlife population management. This section works directly with other District departments and Resource Management sections in regard to wildlife issues and management. The Wildlife Management section conducts educational programs for the general public, organizations, peer groups and District staff.

## **RESOURCE MANAGEMENT 2013 ACCOMPLISHMENTS**

- Conducted the Mighty Acorns Program which involved 33 schools and over 7,200 students during the 2012-2013 school year.
- Conducted the pilot year of the Citizen Scientists in Action! Program, involving 14 community groups and over 400 students and teachers.
- Sponsored multiple special events at District nature centers
- Certified over two-hundred (200) staff and volunteers from the various Chicago Wilderness agencies to participate in prescription burns by providing instruction in Chicago Wilderness Prescription Burn Crew Member workshops.
- Provided training to District staff on; First-Aid/CPR, Chainsaw operation, Fall Protection, Defensive Driving, and multiple Environmental Education classes.
- Managed seven large scale wetland restoration projects with the U.S. Army Corps of Engineers.
- Oversaw the creation of and launch of the District's Champion Tree Program.
- Collaborated with TreeKeepers to plant over 1,200 trees and shrubs throughout District property.
- Conducted prescribed burns on approximately 3,800 acres of natural lands.
- Performed environmental sampling for the detection and monitoring of zoonosis such as West Nile, avian influenza, ehrlichia, and rabies.
- Hosted two (2) Illinois High School Association (IHSA) Sectional Bass Tournaments.
- Stocked 174,737 fish into District lakes.
- Addressed over 500 work order requests directed to the Resource Management Dept.
- Mowed all 250 miles of multi-use trails twice, cut back vegetation on 24 miles of multi-use trails and 15 miles of paved trails.
- Removed over 15,000 hazardous trees from roadways, trails, and picnic groves.

## **RESOURCE MANAGEMENT 2014 GOALS**

- Monitor the condition of natural areas and the outcomes of ongoing restoration projects within the District.
- Continue working with conservation partners on habitat and species recovery issues.
- Lead Natural Areas Planning process, working with the Illinois Natural History Survey (INHS) to determine prioritization schemes, set ecological goals for sites and systems, and provide ground-truthing.
- Manage restoration resources and projects to conserve critical sites.
- Complete management plans for five (5) nature preserves in partnership with the Illinois Nature Preserves Commission (INPC).
- Expand joint-planting agreement with TreeKeepers.
- Construction and arrangement of a new facility to maximize research and management of flora and fauna.
- Continue to work with public health agencies, Cook County Animal Control, Max McGraw Wildlife, and the University of Illinois on animal disease vectors and surveillance, with emphasis on peer reviewed publications and scientific presentations at professional wildlife conferences.
- Work with the U.S. Army Corp of Engineers on the restoration of Saganashkee Slough.
- Work to improve ADA accessibility of Forest Preserve lakes.
- Monitor the stocking of Tuma Lake with the intention of a late summer to early fall 2014 opening.
- Continue to work with the IDNR Asian Carp Taskforce to monitor and prevent further spread of Asian carp.
- Improve and enhance trail signage on both multi-use and paved trails.
- Expand the Memorial Tree Program.
- Launch District-wide Wood Reclamation Program utilizing woody debris generated from District operations.

**01 - CORPORATE FUND**  
**31 - RESOURCE MANAGEMENT \***

TITLE	GR	2013 APPROPRIATION		2014 RECOMMENDATION	
		TOTAL FTE	TOTAL SALARIES	TOTAL FTE	TOTAL SALARIES
Director of Resource Management	24	1	\$105,851	1	\$105,851
Deputy Director of Resource Mgmt.	22	1	99,998	1	99,998
Resource Manager IV	21	1	92,745	0	0
Project Manager	20	0	0	1	65,129
Education Manager IV	21	1	82,353	0	0
Resource Ecologist III	21	1	75,019	1	75,019
Resource Specialist III	20	1	65,129	1	65,129
Naturalist III	19	6	459,252	0	0
Wildlife Biologist III	19	1	76,868	0	0
Senior Wildlife Biologist	20	0	0	1	76,868
Fisheries Biologist III	19	1	71,602	1	71,602
Trails Coordinator	19	1	76,868	0	0
Trails Manager	20	0	0	1	76,868
Assistant Project Manager	18	0	0	1	54,043
Resource Specialist II	18	5	333,072	0	0
Resource Coordinator	19	0	0	5	358,587
Resource Ecologist II	17	2	116,318	2	116,318
Wildlife Biologist II	17	1	65,220	1	65,220
Fisheries Biologist II	17	1	65,836	1	65,836
Naturalist II	17	7	439,845	0	0
Resource Specialist I	16	2	103,314	2	103,314
Resource Ecologist I	16	2	111,521	2	103,314
Horticultural Technician	16	1	61,100	1	61,100
GIS Specialist	16	1	47,008	1	47,008
Administrative Assistant III	16	1	61,100	1	61,100
Naturalist I	15	17	836,743	0	0
Wildlife Biologist I	15	2	99,842	2	99,842
Wildlife Technician	14	1	49,265	1	49,265
Fisheries Technician	14	1	42,790	1	42,790
Administrative Assistant II	14	1	52,701	1	52,701
Resource Technician	700	24	1,138,862	20	949,900
Senior Resource Technician	700	0	0	5	254,800
Laborer	700	8	334,631	0	0
<b>Full Time Personnel Total</b>		<b>92</b>	<b>\$5,164,853</b>	<b>55</b>	<b>\$3,121,602</b>
Nature Center Attendants		2.5	42,900	0.0	0
Resource Manager Aide (YELAR)		6.6	165,000	0.0	0
Resource Management Aide		6.5	162,240	3.3	81,120
<b>Part-Time/Seasonal Personnel Total</b>		<b>15.6</b>	<b>\$370,140</b>	<b>3.3</b>	<b>81,120</b>
<b>Total Personnel Wages</b>		<b>107.6</b>	<b>\$5,534,993</b>	<b>58.3</b>	<b>\$3,202,722</b>

\* Funds and Positions for Nature Centers and outdoor educational programming were all moved to the new Department of Conservation and Experiential Programming

**01 - CORPORATE FUND**  
**31 - RESOURCE MANAGEMENT \***

		FY 2012	FY 2013	FY 2014	DIFFERENCE
ACCT.		DEPARTMENT	DEPARTMENT	DEPARTMENT	INC./
NO.	DESCRIPTION	ACTUAL	APPROPRIATION	RECOMMENDATION	(DEC.)
Personnel Services					
6110	Salaries and Wages (Full-Time)	\$5,247,816	\$5,164,853	\$3,121,602	(\$2,043,251)
6111	Salaries and Wages (Part-Time)	0	370,140	81,120	(289,020)
6115	Health Insurance	1,013,160	1,533,375	897,731	(635,644)
6116	Life Insurance	10,777	18,075	9,452	(8,623)
6117	Dental Care Plan	27,581	46,530	23,210	(23,320)
6118	Vision Plan	9,067	15,826	8,053	(7,773)
6122	Employer Medicare Tax Contribution	0	74,890	45,263	(29,627)
6120	Vacancy/Turnover Adjustment	0	(361,184)	(418,643)	(57,459)
6124	Employee Transportation & Travel	9,563	15,000	12,000	(3,000)
Total Personnel Services		\$6,245,943	\$6,877,505	\$3,779,788	(\$3,097,717)
Contractual & Professional Services					
6220	Restoration Intern Program	160,000	160,000	0	(160,000)
6222	Youth Educational Prog (Mighty Acorn)	68,257	75,000	0	(75,000)
6226	Certified Arborist Training	23,788	25,000	25,000	0
6230	Wildlife Management Program	24,076	45,000	45,000	0
6232	Fisheries Management Program	26,462	29,000	29,000	0
6234	Resource Ecology Program	5,874	20,000	20,000	0
6236	Trails Management Program	7,657	15,000	15,000	0
6240	Wildlife Disease Monitoring Program	59,892	100,000	100,000	0
6252	Printing	4,693	18,000	9,000	(9,000)
Total Contractual & Professional Services		\$380,698	\$487,000	\$243,000	(\$244,000)
Material & Supplies					
6330	Chemical Supplies	16,188	65,000	65,000	0
6350	Nature Center Supplies	92,265	106,000	0	(106,000)
6355	Other Materials & Supplies	13,452	20,000	20,000	0
6362	Uniforms	7,728	8,000	5,000	(3,000)
6375	Equipment Purchases & Repairs	57,358	90,000	90,000	0
Total Material & Supplies		\$186,990	\$289,000	\$180,000	(\$109,000)
Department Total		\$6,813,631	\$7,653,505	\$4,202,788	(\$3,450,717)

\* Funds and Positions for Nature Centers and outdoor educational programming were all moved to the new Department of Conservation and Experiential Programming



# CONSERVATION AND EXPERIENTIAL PROGRAMMING

## MISSION:

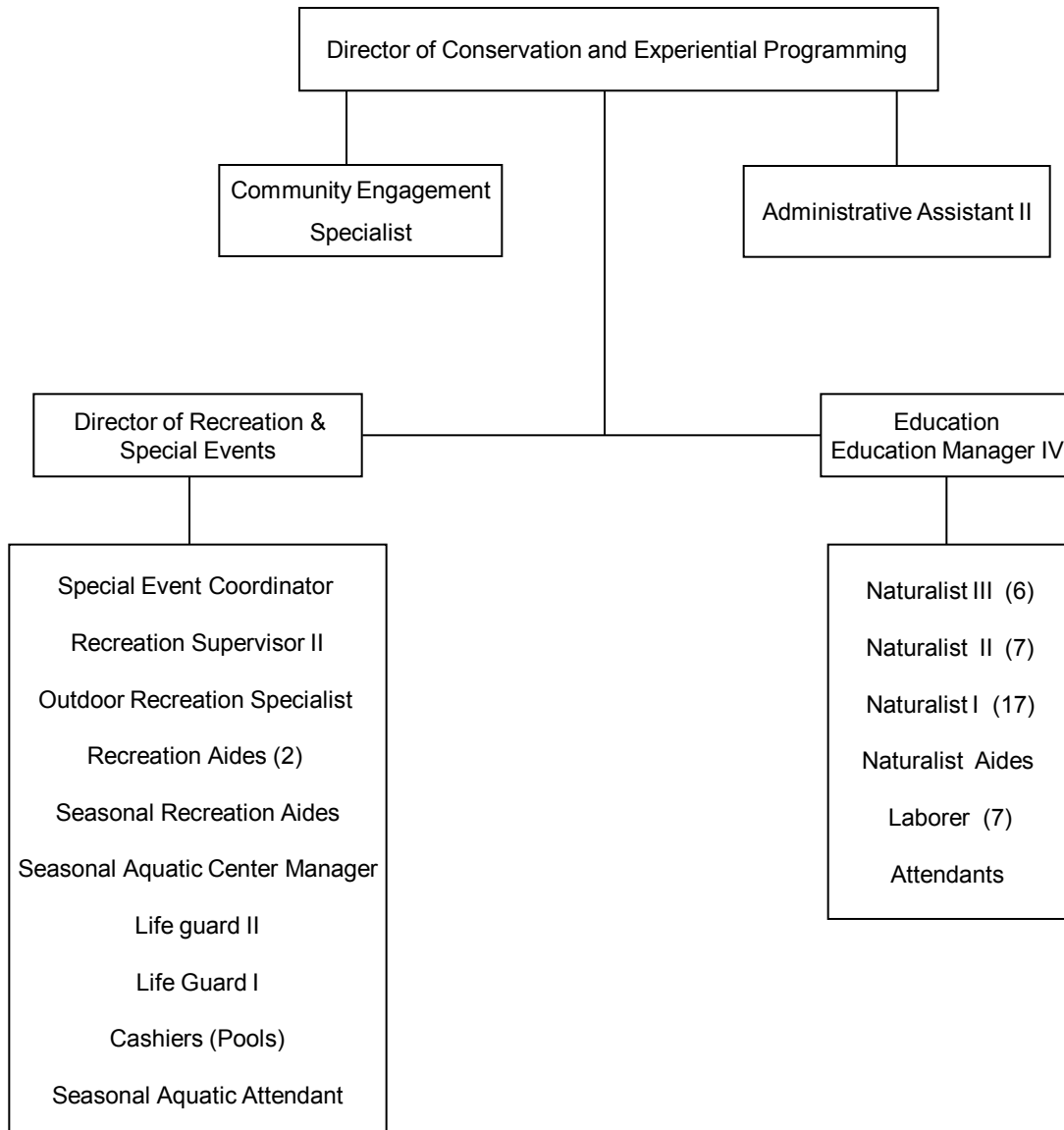
To support the Forest Preserve's mission by connecting people to nature through educational and outdoor recreation through collaborative efforts.





# Department of Conservation and Experiential Programming

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## **CONSERVATION AND EXPERIENTIAL PROGRAMMING**

Conservation and Experiential Programming operates six Nature Centers, three Aquatic Centers, runs the Youth Education Outreach Team and provides programmatic opportunities for citizens to take advantage of natural resources and recreational opportunities in the Forest Preserves.

Conservation and Experiential Programming also administers contractual and cooperative agreements to partner with community organizations and agencies, groups and individuals to provide quality programs for youth, adults and seniors. Programs include canoeing, camping, hiking, backpacking, horseback riding and fishing derbies. The department educates and informs the general public, school groups, community groups, etc. through on-site nature center visits, special nature center programs and off-site specific programs and projects.

Conservation and Experiential Programming is comprised of the following functional areas:

- Outdoor Recreation
- Education
- Special Events
- Community Outreach and Engagement

## **CONSERVATION AND EXPERIENTIAL PROGRAMMING 2014 GOALS**

The Department of Conservation and Experiential Programming is the result of merging the education section of the Resource Management department with the programming and recreation section of the Department of Recreation, Volunteer Resources and Permits. As a result, 2014 will be a year of transition. Our primary goal for 2014 is to ensure that all public programming - education, outdoor recreation and special events - is accessible to residents throughout Cook County. We aim to provide programming that attracts new audiences while continuing to engage current patrons of the Forest Preserves. Our programs will include an educational component to develop an awareness of the wonders of nature and the need to preserve, restore and conserve our beautiful preserves. We also believe that while educating our patrons, we also want them to take a walk, listen to the birds and have fun outside!

As one department we will develop a system of staff resources that will include training and development, administrative and facilities support, regularly scheduled staff meetings, coordinated program schedules, support systems for events and programming, guidelines for event participation, outreach goals and measures, and outreach plans for each nature center.

### **EDUCATION**

- Improve and expand environmental education and outreach programs
- Increase public attendance at nature centers by offering diverse programming, evaluating and updating special events, and increasing promotional efforts including the use of social media
- Expand nature play areas at nature centers
- Update current interpretive displays and install new professionally designed exhibits
- Increase the use of volunteers at nature centers

- Continue to provide in-service training opportunities, professional development, and certification opportunities for staff
- Develop a ladder of opportunities for youth to become active users, leaders, volunteers, staff and stewards at the Forest Preserves
- Participate in the ongoing conversation and in the development of the new Mighty Acorns curriculum being part of the Core Standards
- Investigate opportunities to increase and expand Citizen Scientists in Action program
- Increase accessible programming
- Manage the University of Illinois Extension relationship to best serve the program needs of the Forest Preserves

## **OUTDOOR RECREATION & SPECIAL EVENTS**

- Implement the Campground and Recreation Master Plans
- Develop mobile event and recreation programs that offer the opportunity to explore a variety of outdoor activities, including transitioning the Forest Fun Van picnic activities from pilot to a more formal program so that picnickers can easily sign up when purchasing permits.
- Develop a health and wellness campaign related to outdoor recreation.
- Develop and implement programming plans for new facilities at Dan Ryan Woods, Eggers Woods, Thatcher Woods and Rolling Knolls.
- Develop and implement outdoor recreation programming that addresses family and youth activities for all skill levels.
- Explore teen and young adult employment, programming and internship opportunities.
- Develop opportunities for other recreational options at the aquatic centers that connect user groups to broader Forest Preserves activities.
- Develop training and recruitment model for developing and retaining quality part time and seasonal staff.
- Develop and implement public program opportunities for the winter season.
- Develop a sunset, sunrise and full moon program initiative.
- Increase accessible programming
- Create a Cooler in the Forest program menu.

**01 - CORPORATE FUND**
**35 - CONSERVATION & EXPERIENTIAL PROGRAMMING \***

TITLE	GR	2013 APPROPRIATION *		2014 RECOMMENDATION	
		TOTAL FTE	TOTAL SALARIES	TOTAL FTE	TOTAL SALARIES
Director of Cons. & Exp. Prog.	24	0	\$0	1	\$99,707
Director of Special Events	20	0	0	1	82,782
Special Events Coordinator	17	0	0	1	50,482
Education Manager IV	21	0	0	1	86,270
Community Engagement Analyst	16	0	0	1	47,008
Recreation Supervisor II	16	0	0	1	49,265
Outdoor Recreation Specialist	15	0	0	1	43,801
Naturalist III	19	0	0	6	459,252
Naturalist II	17	0	0	7	439,845
Naturalist I	15	0	0	17	840,135
Administrative Assistant II	14	0	0	1	40,760
Laborer	700	0	0	7	293,364
<b>Full Time Personnel</b>		<b>0</b>	<b>\$0</b>	<b>45</b>	<b>\$2,532,671</b>
Nature Center Attendants		0	0	2.5	42,900
Resource Management Aide		0	0	6.6	206,000
Resource Management Aide		0	0	0.0	0
Naturalist Aide (formerly RM Aide)		0	0	3.3	102,000
Aquatic Center Manager		0	0	1.5	54,000
Seasonal Aquatic Center Attendant		0	0	0.0	0
Seasonal Laborers (formerly Seas. Aq Ctr Attnd)		0	0	3.0	69,120
Seasonal Recreation Aide		0	0	2	64,800
Life Guard II		0	0	1.5	85,680
Life Guard I		0	0	12	301,920
Cashier (Pools)		0	0	4.5	61,200
Recreation Aide		0	0	2	32,760
<b>Part-time/Seasonal Personnel Total</b>		<b>0</b>	<b>\$0</b>	<b>38.9</b>	<b>\$1,020,380</b>
<b>Total Personnel Wages</b>		<b>0</b>	<b>\$0</b>	<b>83.9</b>	<b>\$3,553,051</b>

*\*Conservation & Experiential Programming is a new department, combining elements of Resource Management and Permits, Concessions and Volunteer Resources and was not a stand alone cost center prior to 2014.*

**01 - CORPORATE FUND**  
**35 - CONSERVATION & EXPERIENTIAL PROGRAMMING \***

		FY 2012	FY 2013	FY 2014	DIFFERENCE
ACCT.		DEPARTMENT	DEPARTMENT	DEPARTMENT	INC./
NO.	DESCRIPTION	ACTUALS *	APPROPRIATION *	RECOMMENDATION	(DEC.)
Personnel Services					
6110	Salaries and Wages (Full-Time)	\$0	\$0	\$2,532,671	\$2,532,671
6111	Salaries and Wages (Part-Time)	0	0	1,020,380	1,020,380
6115	Health Insurance	0	0	734,508	734,508
6116	Life Insurance	0	0	7,733	7,733
6117	Dental Care Plan	0	0	18,990	18,990
6118	Vision Plan	0	0	6,589	6,589
6122	Employer Medicare Tax Contribution	0	0	36,724	36,724
6120	Vacancy/Turnover Adjustment	0	0	(435,759)	(435,759)
6124	Transportation & Travel	0	0	5,000	5,000
Total Personnel Services		\$0	\$0	\$3,926,835	\$3,926,835
Contractual & Professional Services					
6222	Mighty Acorns (YELAR)	0	0	79,800	79,800
6223	Next Gen. Youth Ambassadors (YELAR)	0	0	29,000	29,000
6252	Printing	0	0	12,000	12,000
6260	Special Events Program	0	0	203,000	203,000
6264	Advertising & Promotions	0	0	10,500	10,500
Contractual & Professional Services		\$0	\$0	\$334,300	\$334,300
Materials & Supplies					
6305	Office Supplies	0	0	10,000	10,000
6320	Medical Supplies	0	0	2,000	2,000
6325	Materials & Supplies	0	0	17,250	17,250
6328	Chemical Supplies	0	0	59,000	59,000
6335	Janitorial Supplies	0	0	2,000	2,000
6350	Nature Center Supplies	0	0	106,000	106,000
6362	Uniforms	0	0	25,000	25,000
Total Material & Supplies		\$0	\$0	\$221,250	\$221,250
Department Total		\$0	\$0	\$4,482,385	\$4,482,385

*\*Conservation & Experiential Programming is a new department, combining elements of Resource Management and Permits, Concessions and Volunteer Resources and was not a stand alone cost center prior to 2014.*



# PERMITS, CONCESSIONS & VOLUNTEER RESOURCES

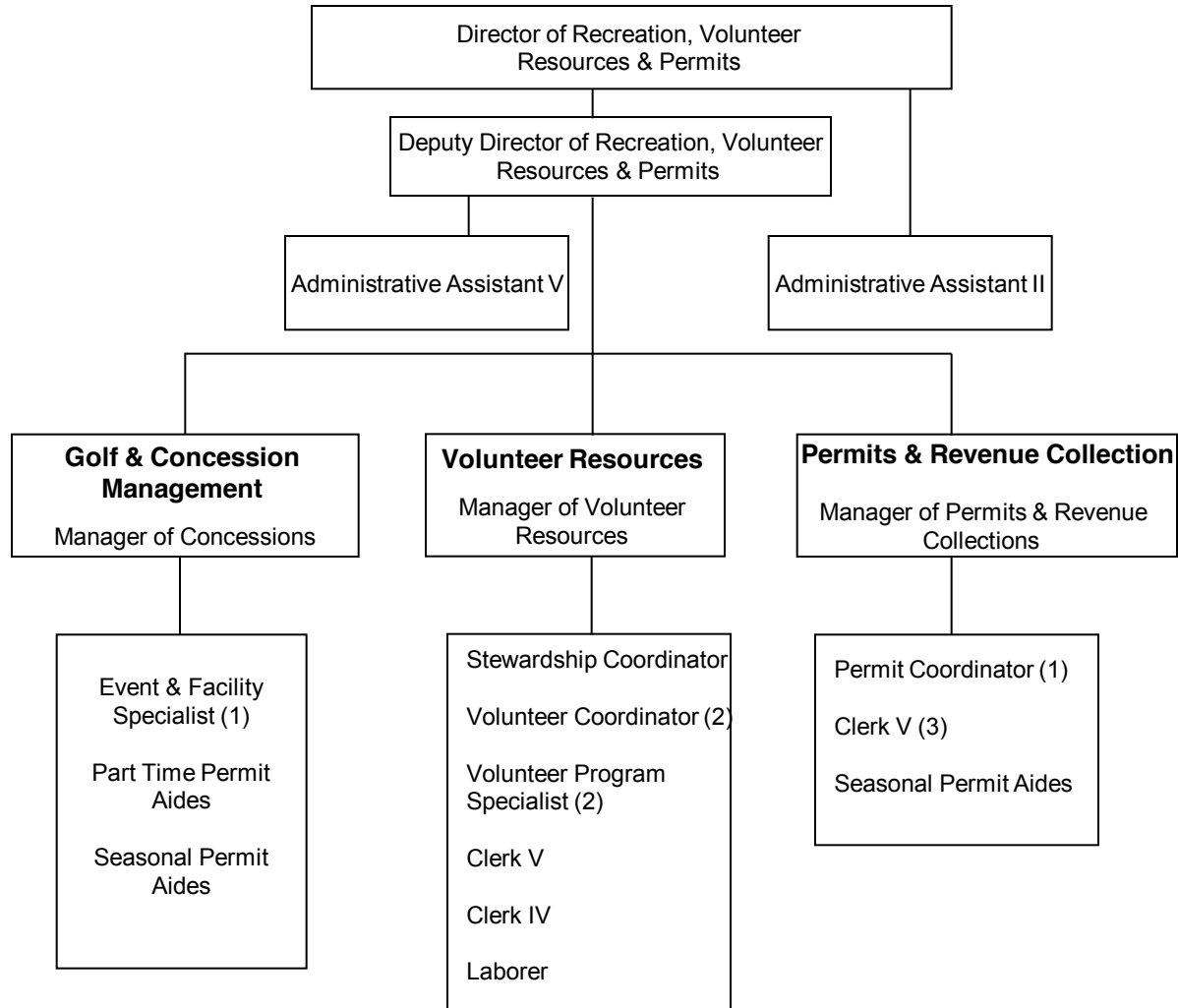
## MISSION:

To support the Forest Preserve District's mission by connecting Cook County residents with their Preserves through appropriate recreational activities, permitted picnics and volunteer experiences.



# PERMITS, CONCESSIONS and VOLUNTEER RESOURCES (PCV)

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# PERMITS, CONCESSIONS AND VOLUNTEER RESOURCES

The department of Permits, Concessions and Volunteer Resources is comprised of the following functional areas:

## **Permits and Revenue:**

- Issues all District permits for use of District lands and facilities including picnics, horse riding, off leash dog areas, snowmobiling, camping, athletic fields and other activities.
- Maintains the permit reservation system and point of sale system.
- Coordinates pre-picnic/event and post-picnic/event evaluations with relevant District departments and permits involving compliance with regulations, security deposit forfeiture or legal action if required. Maintains all data related to Permit and Recreation activities and provides reports as needed.
- Collects documents and reports all revenues from District fees, fines, concessions and special activities.

## **Golf and Concession Management:**

- Monitors performance of Billy Casper Golf Management to ensure full compliance with all contractual obligations in the operation of the District's ten (10) golf courses and four driving ranges.
- Monitors the Oak Park Tennis Club, three boat concessions, one kayak concession, three ice cream vendors and one equestrian (Glen Grove) stable to ensure contract compliance.
- Monitors and manages district facility rental program.

## **Volunteer Resources:**

- Supports the District's mission by providing meaningful volunteer opportunities for individuals and groups that enhance the health and beauty of the Preserves and enrich the visitor experience.
- Programs include ecological stewardship, adopt-a-site, teen service learning, litter obliterators, water trail keepers, monitor groups, etc. which support restoration and maintenance of various trails, streams, lakeshores, picnic areas and natural areas.
- Coordinate all volunteer processes to include connecting new users to the Forest Preserve through outdoor recreation and special events.



## **PERMITS, CONCESSIONS AND VOLUNTEER RESOURCES 2013 ACCOMPLISHMENTS**

- Developed request for proposals to secure permit reservation software and volunteer management software, improving data collection and overall service delivery.
- Established the Recreation Enactment Committee to evaluate the fit and location for compatible outdoor recreation activities in the District.
- Expanded program partnerships that included Nature Centers, Wild Indigo, American Indian Center, CAMBR meltdown and the National Wildlife Federation Hike and Seek program.
- Expanded youth employment and developed new guidelines and policies for district special events and water recreation use.
- Continued to strengthen the connection with various Monitoring agencies – such as Frog Calling Network, Bird Conservation Network, Dragonfly Network, Butterfly Network and Plants of Concern.
- Conducted training on Group Leadership and Brush Pile Burning for ecological stewardship leaders.
- Expanded the volunteer program by placing volunteers in FPDCC departments to support the district mission.
- Established relationships with five institutions of higher learning to recruit volunteers for one time opportunities and increased Adopt-A-Site to 43 sites.

## **PERMITS, CONCESSIONS AND VOLUNTEER RESOURCES 2014 GOALS**

- Implement Active Net permit reservation; new system will provide and expand permit reservation, class registration, room and campground reservation management, point of sale processing, online registration, athletic field scheduling, donations and scholarship tracking.
- Develop and implement a concession business model.
- Implement a facility rental program to include new facilities i.e., Dan Ryan Pavilion, Thatcher Pavilion, Eggers Pavilion, Mathew Biezcat, Volunteer Resource Center, Campgrounds and Rolling Knolls.
- Revise permitting policies and guidelines manual.
- Develop a Volunteer Handbook and significant components of the Stewardship manual.
- Expand volunteer programs around Trails, Water Trails, Events, Equestrian Clubs and Off Leash Dog Areas.

**01 - CORPORATE FUND**
**40 - PERMITS, CONCESSIONS & VOLUNTEER RESOURCES \***

TITLE	GR	2013 APPROPRIATION		2014 APPROPRIATION	
		TOTAL FTE	TOTAL SALARIES	TOTAL FTE	TOTAL SALARIES
Dir. of Rec., Vtr. Resources and Permits	24	1	\$105,851	1	\$105,851
Deputy Dir. Of Rec. Vtr Rec. & Permits	22	1	90,509	1	90,509
Administrative Assistant V	20	1	78,501	1	78,564
Concessions Manager	20	1	65,129	1	65,129
Administrative Assistant II	14	1	40,760	1	40,760
Manager of Permits & Revenue	20	0	0	1	65,129
Permit Coordinator	17	1	50,482	1	50,482
Clerk V	11	3	123,444	3	103,775
Manager of Volunteer Resources	20	1	82,782	1	82,782
Stewardship Program Coordinator	19	1	59,342	1	59,342
Publications Coordinator	18	1	70,429	0	0
Naturalist I	15	2	96,820	0	0
Volunteer Program Specialist	15	0	0	2	100,964
Event & Facility Specialist	16	0	0	1	47,008
Clerk V	11	1	41,818	1	41,818
Clerk IV	9	1	34,526	1	28,552
Laborer	X	1	41,870	1	41,870
Volunteer Coordinator	17	2	100,964	2	100,964
Director of Special Events	20	1	82,782	0	0
Special Events Coordinator	17	1	50,482	0	0
Recreation Supervisor II	16	1	49,265	0	0
Outdoor Recreation Specialist	15	1	43,801	0	0
<b>Full Time Personnel Total</b>		<b>23</b>	<b>\$1,309,557</b>	<b>20</b>	<b>\$1,103,499</b>
Aquatic Center Manager		1.5	62,400	0	0
Seasonal Aquatic Center Attendant		3	27,720	0	0
Seasonal Permit Aide		2.5	56,000	2.5	56,000
Year Round Permit Aide		0	0	4.1	75,000
Seasonal Recreation Aide (YELAR)		2	60,480	0	0
Life Guard II		1.5	47,880	0	0
Life Guard I		12	328,320	0	0
Cashier (Pools)		4.5	117,240	0	0
Recreation Interns		0	0	0	0
Special Event Interns		1	28,800	0	0
Youth Interns		2.5	51,200	0	0
<b>Part-Time/Seasonal Personnel Total</b>		<b>30.5</b>	<b>\$780,040</b>	<b>6.6</b>	<b>\$131,000</b>
<b>Total Personnel Wages</b>		<b>53.5</b>	<b>\$2,089,597</b>	<b>26.6</b>	<b>\$1,234,499</b>

\* Funds and Positions for Aquatics, Special Events and Program functions were all moved to the new Department of Conservation and Experiential Programming

**01 - CORPORATE FUND**
**40 - PERMITS, CONCESSIONS & VOLUNTEER RESOURCES \***

		FY 2012	FY 2013	FY 2014	DIFFERENCE
ACCT.		DEPARTMENT	DEPARTMENT	DEPARTMENT	INC./
NO.	DESCRIPTION	ACTUALS	APPROPRIATION	RECOMMENDATION	(DEC.)
Personnel Services					
6110	Salaries and Wages (Full-Time)	\$794,110	\$1,309,557	\$1,103,499	(\$206,058)
6111	Salaries and Wages (Part-Time)	0	780,040	131,000	(676,040)
6115	Health Insurance	237,561	383,344	326,448	(56,896)
6116	Life Insurance	2,460	4,519	3,437	(1,082)
6117	Dental Care Plan	6,296	11,632	8,440	(3,192)
6118	Vision Plan	2,070	3,957	2,928	(1,029)
6122	Employer Medicare Tax Contribution	0	18,989	16,001	(2,988)
6120	Vacancy/Turnover Adjustment	0	(125,602)	(159,175)	(30,873)
6124	Employee Transportation & Travel	665	5,000	5,000	0
Total Personnel Services		\$1,043,162	\$2,391,436	\$1,437,578	(\$953,858)
Contractual & Professional Services					
6228	Volunteer Resources Program	51,700	102,500	102,500	0
6238	Special Event Program	92,682	203,000	0	(203,000)
6250	Permit Contractual Services	46,061	137,000	90,000	(47,000)
6252	Printing	3,812	10,000	7,000	(3,000)
6264	Advertising & Promotions	29,232	35,000	25,000	(10,000)
Total Contractual & Professional Services		\$223,486	\$487,500	\$224,500	(\$263,000)
Materials & Supplies					
6305	Office Supplies	3,021	8,000	5,500	(2,500)
6320	Medical Supplies	1,284	3,000	1,000	(2,000)
6325	Materials & Supplies	40,005	57,500	40,500	(17,000)
6328	Chemical Supplies	21,147	59,000	0	(59,000)
6330	I.D. Cards & Film	0	8,000	8,000	0
6335	Janitorial Supplies	224	2,500	2,500	0
6340	Plumbing/Electrical & Heating	537	5,000	5,000	0
6350	Building Repair Services	0	3,000	3,000	0
6355	Other Materials & Supplies	905	4,000	1,000	(3,000)
6362	Uniforms	5,336	13,000	4,000	(9,000)
Total Material & Supplies		\$72,460	\$163,000	\$70,500	(\$92,500)
Equipment & Fixtures					
6610	Office Furniture & Equipment	0	2,000	2,000	0
6625	Equipment Maintenance Service	0	3,000	5,000	2,000
Total Equipment & Fixtures		\$0	\$5,000	\$7,000	\$2,000
Department Total		\$1,339,108	\$3,046,936	\$1,739,578	(\$1,307,358)

\* Funds and Positions for Aquatics, Special Events and Program functions were all moved to the new Department of Conservation and Experiential Programming

# LANDSCAPE MAINTENANCE

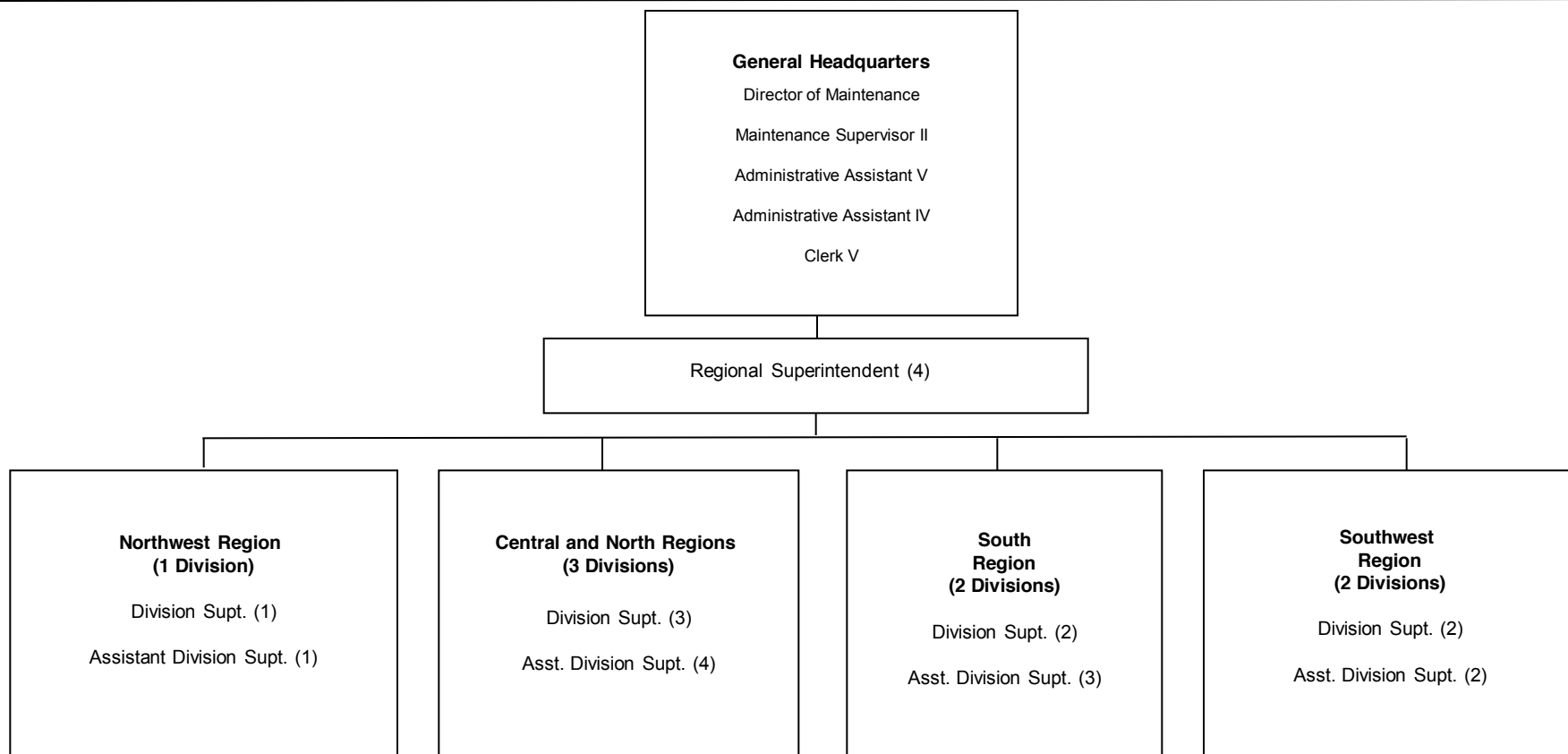
## MISSION:

To maintain the recreational areas throughout the Forest Preserve District.



# Landscape Maintenance

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**Work location assigned on as needed basis:**

Light Maintenance Equipment Operator (15)  
Serviceman (27)  
Laborer (64)  
Clerk IV (1)  
Clerk V (7)

## **LANDSCAPE MAINTENANCE**

Landscape Maintenance directs maintenance activities from General Headquarters and regional facilities including eight (8) operational divisions and five (5) sub-divisions located throughout the county.

The department maintains recreational areas such as picnic groves and open fields by performing grass cutting, litter removal, shelter cleaning and graffiti and snow removal, assists with the set-up and clean-up for public events, and winter sports operations.

Landscape Maintenance also maintains restroom facilities, maintains county roadways, including installation and removal of signage, and manages the portolet contract.

### **Landscape Maintenance 2013 Accomplishments**

- Trained all staff (permanent and seasonal) in field operations that included safety procedures, maintenance and operations of all equipment, and cleaning and customer service standards and procedures;
- Created a Landscape Maintenance Field Operations and Equipment Training Manual.
- Assembled a Fleet Steering Committee, which developed an Equipment Needs Assessment Report and a Draft Fleet Replacement Plan;
- Collaborated closely with inter-departments offering input and assistance on projects to help improve public services;
- Improved on shortening our mowing rotation.

### **Landscape Maintenance 2014 Goals**

- Continue training at all levels within the department to increase safety standards and efficiency in maintenance of equipment and field operations.
- Continue to focus on improving sanitary conditions of our restrooms with our portolet program.
- Finalize a cost-effective and phased out fleet replacement plan; then begin implementation of phase one.
- Continue to work closely with inter-departments to develop better customer service standards and opportunities.

**01 - CORPORATE FUND**  
**52 - LANDSCAPE MAINTENANCE**

TITLE	GR	2013 APPROPRIATION		2014 APPROPRIATION	
		TOTAL FTE	TOTAL SALARIES	TOTAL FTE	TOTAL SALARIES
Director of Maintenance	24	1	\$111,611	1	\$111,611
Maintenance Superintendent II	22	1	90,509	1	90,509
Regional Superintendent	22	4	352,618	4	352,618
Administrative Assistant V	20	1	65,129	1	65,129
Admin. Asst. IV	18	1	54,043	1	54,043
Division Superintendent	19	8	584,318	8	584,316
Asst. Division Supt.	17	10	605,767	10	605,766
Clerk V	11	8	291,541	8	366,294
Clerk IV	9	1	34,526	1	34,526
Serviceman III	700	6	308,983	5	255,133
Serviceman II	700	10	469,144	9	419,162
Serviceman I	700	11	491,213	8	360,734
Serviceman	700	0	0	5	218,525
Laborer	700	59	2,448,430	64	2,644,117
Light Maint. Equip. Operator	700	20	863,720	15	650,479
<b>Full Time Personnel Total</b>		<b>141</b>	<b>\$6,771,552</b>	<b>141</b>	<b>\$6,812,962</b>
Seasonal Laborer	700	29.5	1,227,978	29.5	1,227,978
<b>Part-Time/Seasonal Personnel Total</b>		<b>29.5</b>	<b>\$1,227,978</b>	<b>29.5</b>	<b>\$1,227,978</b>
<b>Total Personnel Wages</b>		<b>170.5</b>	<b>\$7,999,530</b>	<b>170.5</b>	<b>\$8,040,940</b>

**01 - CORPORATE FUND**  
**52 - LANDSCAPE MAINTENANCE**

		FY 2012	FY 2013	FY 2014	DIFFERENCE
ACCT.		DEPARTMENT	DEPARTMENT	DEPARTMENT	INC./
NO.	DESCRIPTION	ACTUALS	APPROPRIATION	RECOMMENDATION	(DEC.)
Personnel Services					
6110	Salaries and Wages (Full-Time)	\$6,358,149	\$6,771,552	\$6,812,962	\$41,410
6111	Salaries and Wages (Part-Time)	0	1,227,978	1,227,978	0
6115	Health Insurance	1,468,894	2,350,063	2,301,457	(47,196)
6116	Life Insurance	15,562	27,702	24,231	(3,471)
6117	Dental Care Plan	39,527	71,312	59,502	(11,810)
6118	Vision Plan	12,995	24,255	20,645	(3,610)
6122	Employer Medicare Tax Contribution	0	115,993	98,788	(17,205)
6120	Vacancy/Turnover Adjustment	0	(529,443)	(1,054,556)	(525,254)
6124	Employee Transportation & Travel	1,316	3,000	3,000	0
Total Personnel Services		\$7,896,443	\$10,062,412	\$9,494,007	(\$568,405)
Contractual & Professional Services					
6217	Other Professional Services	223,348	200,000	220,000	20,000
Total Contractual & Professional Services		\$223,348	\$200,000	\$220,000	\$20,000
Material & Supplies					
6305	Office Supplies	13,793	11,000	11,000	0
6310	Computer Supplies	0	6,000	6,000	0
6355	Other Materials & Supplies	391	500	500	0
Total Material & Supplies		\$14,184	\$17,500	\$17,500	\$0
Utilities					
6420	Refuse Disposal	227,256	225,000	225,000	
Total Utilities		\$227,256	\$225,000	\$225,000	\$0
Department Total		\$8,361,231	\$10,504,912	\$9,956,507	(\$548,405)





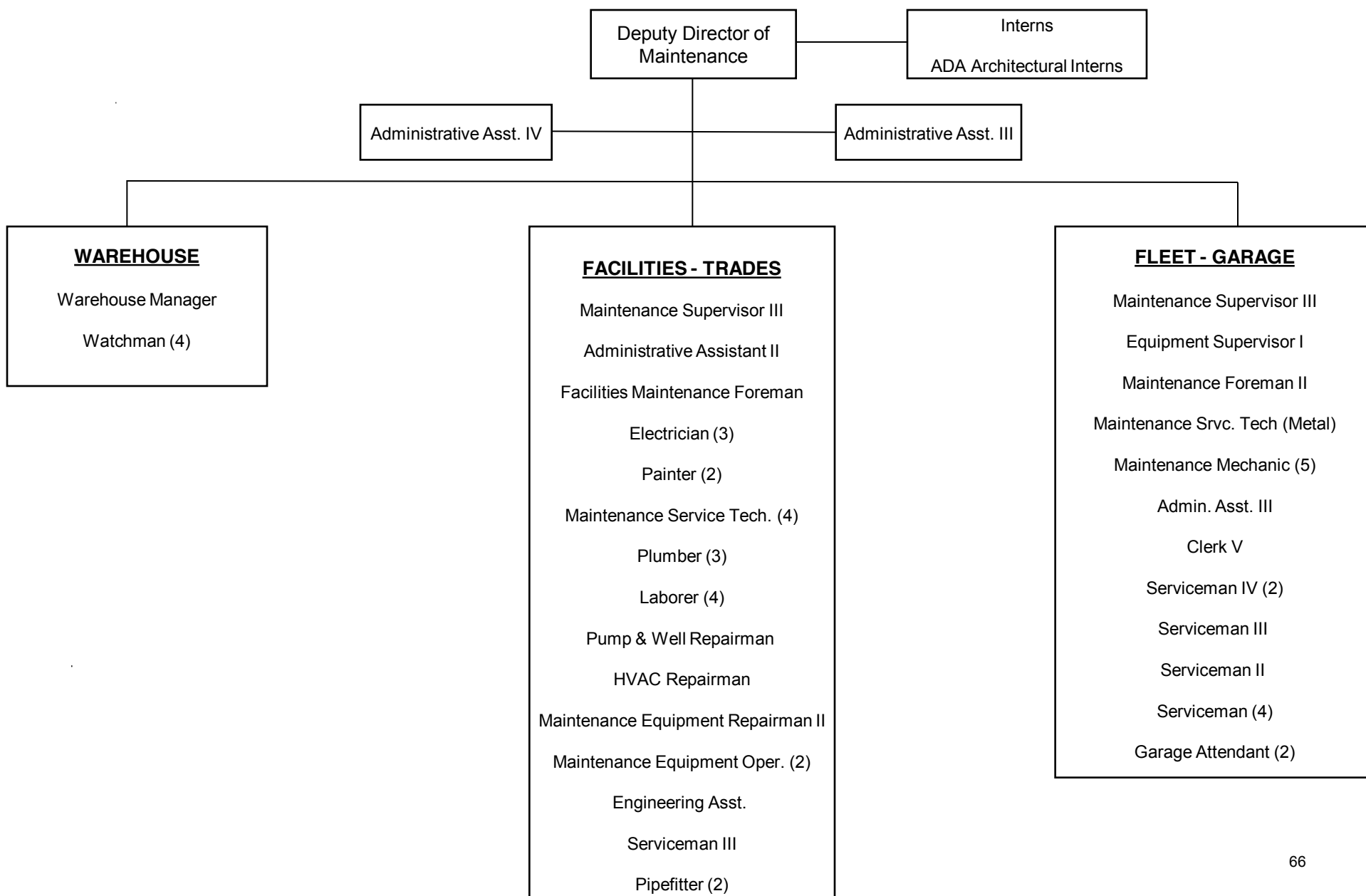
## FLEET & FACILITY MAINTENANCE

### MISSION:

The department provides a variety of routine maintenance, repairs, renovations and services to help ensure properly maintained facilities, fleet, equipment, and infrastructures, while utilizing the latest energy efficient technologies, improving productivity and responsiveness.



# FACILITIES & FLEET MAINTENANCE



## **FACILITIES & FLEET**

Facilities & Fleet maintains and repairs District vehicles and heavy equipment, facilities, roadways, parking lots, sewers, and basins and procure, construct and distribute picnic tables District wide and is comprised of the following functional areas:

### **Central Garage:**

- Purchase, maintain and repair District vehicles and equipment.
- Train new and existing employees on equipment operations, maintenance and safety.

### **Central Warehouse:**

- Stocks and provides building and maintenance supplies for all District facilities.
- Purchase green products such as EPA and Green Seal Certified.
- Electronic recycling held at this facility to dispose of electronics such as televisions, computers, laptops, batteries, toasters, microwaves, and much more.
- Schedule and hold trainings for Green Seal Certified chemicals and products.

### **Facilities:**

- Coordinates semi-skilled personnel and skilled trade workers who maintain District buildings, structures, wells and facilities.

## **Facilities & Fleet 2013 Accomplishments**

- Implemented a Computerized Maintenance Management System (CMMS) for work orders, asset management, inventory, preventive maintenance, reports, automatic email notification and, warranty tracking with web-based mobile/smartphone/tablet access.
- Tested, purchased and provided training on green cleaning products to be used District-wide.
- Instituted and implemented a vehicle replacement policy for the District.
- Obtained grants for the propane conversion of 16 gas powered 72" mowers.
- Researched and selected a bar code system which will be implemented in 2014.
- Purchased a Mutoh 47" printer that prints on eco-solvent ink for the creation of District-wide banners and signs.

## **Facilities & Fleet 2014 Goals**

- Explore conversion of new police cars to propane fuel use.
- Purchase and install GPS units into some of our vehicles to reduce idling, improve vehicle routing, scheduling, and monitoring vehicle mileage for preventative maintenance scheduling.

- Install additional digital security cameras throughout the District.
- Explore electric & compressed natural gas fueling stations with the aid of partnerships and grants.
- Explore wind and solar energy options.
- Explore electric fork lifts and electric scissor lifts.
- Disposal and recycling of record documents.
- Salvage or Recycle all surplus or obsolete items in the warehouse.
- Wrap additional refuse trucks with vinyl graphics.
- Install additional automatic controls that will shut off heaters when garage doors open.
- Implement a chemical and paper recycling program.
- Install additional electric hand dryers throughout the District.
- Expand Veeder Root pilot program to electronically monitor contents of fuel tanks for water contamination and liquid levels to enhance Fuel Master reporting system and comply with the Illinois State Fire Marshall regulations.
- Expand energy efficiency at District facilities by installing line voltage programmable thermostats to reduce energy costs.
- Increase instruction by factory trained technicians on repair methods for specialized mowing equipment and vehicles.

**01 - CORPORATE FUND**
**53 & 54 - FACILITIES & FLEET MAINTENANCE**

TITLE	GR	2013 APPROPRIATION		2014 APPROPRIATION	
		TOTAL FTE	TOTAL SALARIES	TOTAL FTE	TOTAL SALARIES
Deputy Director of Maintenance	22	1	\$100,657	1	\$100,657
Maintenance Supervisor III	21	3	275,999	3	275,999
Equipment Supervisor I	19	2	136,211	1	62,259
Warehouse Manager	19	0	0	1	59,342
Engineering Assistant II	18	1	70,429	1	70,429
Administrative Assistant IV	18	1	54,043	1	54,043
Administrative Assistant III	16	2	108,607	2	94,016
Administrative Assistant II	14	1	53,225	1	53,225
Clerk V	11	1	41,818	1	41,818
Maint. Foreman II Fleet	700	1	54,330	1	54,080
Facilities Maint. Foreman	700	0	0	1	71,602
Serviceman IV	700	3	163,842	2	110,115
Serviceman III	700	4	200,408	2	100,922
Serviceman II	700	2	91,479	1	45,968
Serviceman I	700	1	43,139	0	0
Serviceman	700	0	0	4	203,215
Pump & Well Repairman II	700	2	105,248	1	52,624
Maintenance Mechanic	700	5	336,752	5	336,752
Maint. Equipment Operator	700	3	205,982	2	134,451
Maint. Equipment Repairman	700	1	56,056	1	56,056
Maint. Service Technician	700	4	231,046	4	221,000
Maint. Technician (Metal)	700	1	62,566	1	62,566
Garage Attendant	700	2	104,541	2	104,021
Laborer	700	4	168,792	4	168,376
Watchman	700	4	168,043	4	167,814
Electrician	X	3	262,080	3	268,320
Plumber	X	3	280,800	3	287,352
HVAC Repairman	X	1	84,885	1	85,717
Pipefitter	X	0	0	2	191,360
Painter	X	2	166,400	2	169,520
<b>Full Time Personnel Total</b>		<b>58</b>	<b>\$3,627,379</b>	<b>58</b>	<b>\$3,703,619</b>
Seasonal Laborer	700	0.5	17,264	0.5	17,264
Seasonal Painter	X	0.0	0	0.5	42,380
Interns		0.0	0	1.0	20,800
ADA Interns		0.0	0	1.0	20,800
<b>Part-Time/Seasonal Personnel Total</b>		<b>0.5</b>	<b>\$17,264</b>	<b>3.0</b>	<b>\$101,244</b>
<b>Total Personnel Wages</b>		<b>58.5</b>	<b>\$3,644,643</b>	<b>61.0</b>	<b>\$3,804,863</b>

**01 - CORPORATE FUND**  
**53 & 54 - FACILITIES & FLEET MAINTENANCE**

ACCT.		FY 2012	FY 2013	FY 2014	DIFFERENCE
NO.	DESCRIPTION	DEPARTMENT ACTUALS	DEPARTMENT APPROPRIATION	DEPARTMENT RECOMMENDATION	INC./ (DEC.)
<b>Personnel Services</b>					
6110	Salaries and Wages (Full-Time)	\$3,431,229	\$3,627,379	\$3,703,619	(\$76,294)
6111	Salaries and Wages (Part-Time)	0	17,264	101,244	42,380
6115	Health Insurance	792,701	966,693	946,699	(19,994)
6116	Life Insurance	8,398	11,395	9,967	(1,428)
6117	Dental Care Plan	21,331	29,334	24,476	(4,858)
6118	Vision Plan	7,013	9,977	8,492	(1,485)
6122	Employer Medicare Tax Contribution	0	52,847	53,702	(1,356)
6120	Vacancy/Turnover Adjustment	0	(235,744)	(484,820)	(229,441)
6124	Employee Transportation & Travel	710	6,000	6,000	0
<b>Total Personnel Services</b>		<b>\$4,261,382</b>	<b>\$4,485,145</b>	<b>\$4,369,379</b>	<b>(\$115,766)</b>
<b>Contractual &amp; Professional Services</b>					
6217	Other Professional Services	0	300,000	300,000	0
<b>Total Contractual &amp; Professional Services</b>		<b>\$0</b>	<b>\$300,000</b>	<b>\$300,000</b>	<b>\$0</b>
<b>Material &amp; Supplies</b>					
6305	Office Supplies	0	11,000	11,000	0
6310	Computer Supplies	0	6,000	6,000	0
6330	Chemical Supplies	11,908	107,000	107,000	0
6335	Janitorial Supplies	57,339	80,000	80,000	0
6340	Plumbing/Electrical & Heating	85,368	115,000	115,000	0
6345	Propane Gas and Heating	24,118	80,000	80,000	0
6350	Building Supply and Repair Services	128,361	395,000	395,000	0
6355	Other Materials & Supplies	0	1,000	1,000	0
6362	Uniforms	791	36,000	42,000	6,000
<b>Total Material &amp; Supplies</b>		<b>\$307,885</b>	<b>\$831,000</b>	<b>\$837,000</b>	<b>\$6,000</b>
<b>Utilities</b>					
6400	Electric & Natural Gas	584,145	1,100,000	1,100,000	0
6405	Gas & Oil for Auto & Equipment	1,254,300	1,745,000	1,745,000	0
6415	Water & Sanitary Service	74,171	140,000	140,000	0
<b>Total Utilities</b>		<b>\$1,912,616</b>	<b>\$2,985,000</b>	<b>\$2,985,000</b>	<b>\$0</b>
<b>Equipment and Fixtures</b>					
6630	Equipment & Tools	4,362	20,000	10,000	(10,000)
6635	Equipment & Vehicle Mods	0	25,000	25,000	0
6640	Vehicle License & Registration	4,301	7,000	7,000	0
6645	Equipment, Supplies & Maintance Serv	549,328	550,000	550,000	0
<b>Total Equipment &amp; Fixtures</b>		<b>\$557,992</b>	<b>\$602,000</b>	<b>\$592,000</b>	<b>(\$10,000)</b>
<b>Department Total</b>		<b>\$7,039,875</b>	<b>\$9,203,145</b>	<b>\$9,083,379</b>	<b>(\$119,766)</b>

**01 - CORPORATE FUND**  
**55 - RESIDENT WATCHMEN**

The purpose of this Cost Center is to allocate revenues collected from the Resident Watchman program to the maintenance and improvements of District Resident Watchmen Facilities.

					DIFFERENCE
ACCT.		FY 2012	FY 2013	FY 2014	INC/
NO.	DESCRIPTION	ACTUALS	APPROPRIATION	RECOMMENDATION	(DEC.)
<b>Materials &amp; Supplies</b>					
6352	Resident Watchmen Bldgs. & Supplies	\$30,012	\$50,000	\$50,000	\$0
6351	Res. Watchmen Facilities Contractual Serv.	25,961	35,000	35,000	0
<b>Total Materials &amp; Supplies</b>		<b>\$55,973</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$0</b>
<b>Buildings and Construction</b>					
6761	Buildings & Facilities	20,985	165,000	172,500	7,500
<b>Total Buildings and Construction</b>		<b>\$20,985</b>	<b>\$165,000</b>	<b>\$172,500</b>	<b>\$7,500</b>
<b>Department Total</b>		<b>\$76,958</b>	<b>\$250,000</b>	<b>\$257,500</b>	<b>\$7,500</b>

## LEGAL

### MISSION:

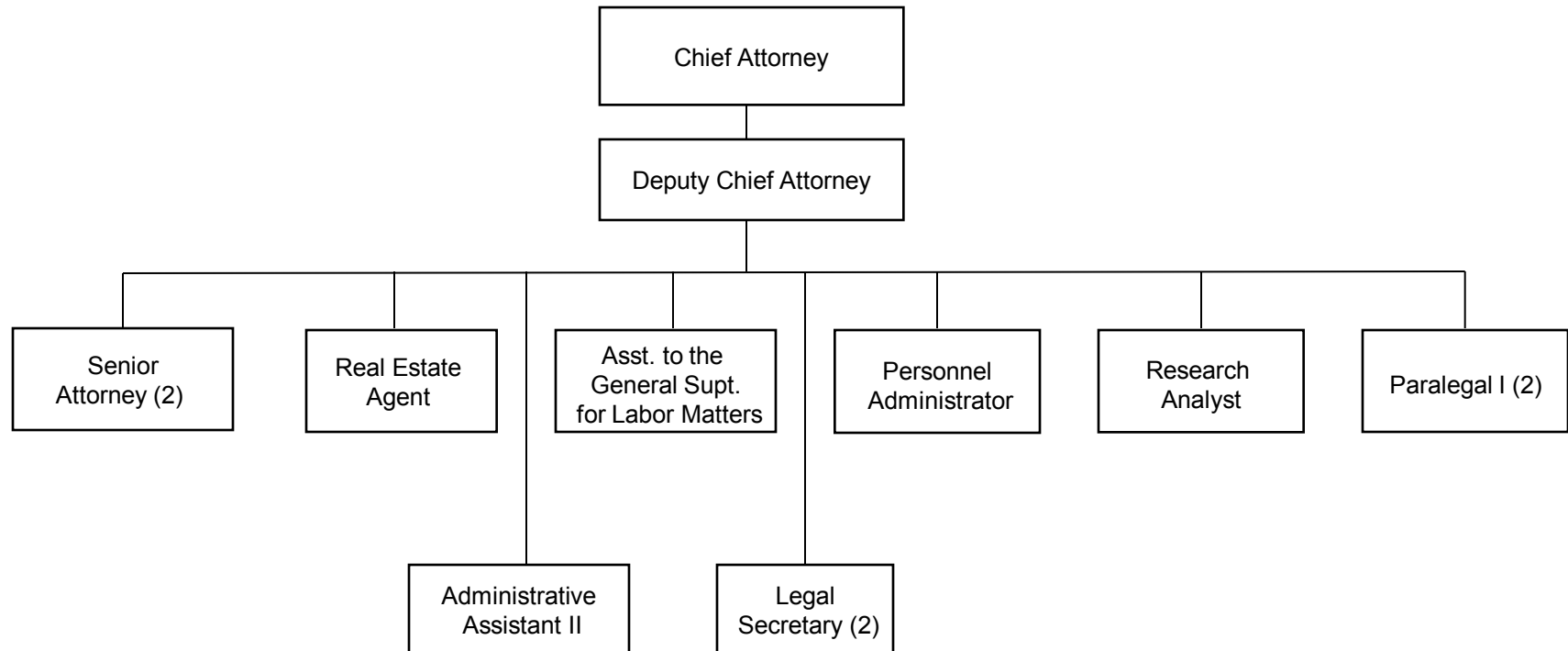
To provide quality, timely, effective, and efficient legal services to the Forest Preserve District of Cook County.





# Legal

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## LEGAL

The Legal Department performs the following services:

- Drafts ordinances, resolutions and supporting documentation for action by the Board, and participates in Board and committee meetings.
- Provides legal advice to the President and members of the Board of Commissioners of the Forests District, the General Superintendent of the Forest Preserves, and staff of the Forest Preserves.
- Responds to questions regarding federal, state and local laws and their impact on the District.
- Performs research into statutory and case law as necessary to advise the District in its day-to-day operations and policy decisions.
- Handles acquisition of real estate.
- Advises the administration on legal aspects of various grant programs.
- Responsible for the management of lawsuits filed against the Forest Preserves or by the Forest Preserves including lawsuits involving personal injuries to Preserve visitors, disputes with adjoining landowners, employment matters, contract disputes and other legal matters.
- Determines which legal matters should be referred to outside counsel and supervises the handling of such matters.
- Handles employee matters involving administrative bodies such as the EEOC, the Illinois Labor Relations Board, the Employee Appeals Board, the Illinois Department of Human Rights and the Cook County Commission on Human Rights.
- Enforces and monitors the goals and policies set forth by the Human Rights Ordinance, with particular emphasis on harassment prevention.
- Manages the administration of, and defends the Forest Preserves with respect to, worker's compensation claims.
- Under the direction of the General Superintendent and in conjunction with the Human Resources Department, facilitates the employee disciplinary process.
- Handles all Freedom of Information Act requests.

## LEGAL DEPARTMENT 2013 ACCOMPLISHMENTS

- Obtained an order from the Court: 1) proclaiming that the Court, the Forest Preserve District of Cook County (the “District”), the Shakman Class Plaintiffs, and the Court appointed Compliance Administrator agree that the District is in substantial compliance with the Supplemental Relief Order (the “SRO”) for the District and the District’s Consent Decrees<sup>1</sup> in the case of *Michael L. Shakman, et al. vs. Cook County Democratic Party, et al. (the “Shakman Lawsuit”)*; 2) dissolving the District’s SRO and Consent Decrees; and 3) dismissing the District from the Shakman Lawsuit with prejudice.
- Successfully concluded the eminent domain case of *Forest Preserve District of Cook County v Wayne Hummer Trust Company, Trustee, et al – 05 L 50137* resulting in the acquisition of 2.97 acres of land by the District.
- Successfully negotiated and acquired a defaulted bank note collateralized by nearly 400 acres of real property.
- Acquired an additional 106.05 acres of land on behalf of the Forest Preserves of Cook County.
- Introduced and facilitated the passing of several proposed amendments to the District Code of Ordinances.
- Successfully defended worker’s compensation and personal injury claims.
- Negotiated favorable settlements of worker’s compensation and personal injury claims.
- Successfully resolved several matters involving encroachments onto Forest Preserve property.
- Successfully defended the Forest Preserves in numerous employee discrimination matters including, but not limited to, obtaining summary judgment in a wrongful termination case - *Hruska v. FPD*, No. 10-cv-07433 (N.D. Ill).

## LEGAL DEPARTMENT 2014 GOALS

- Increase training for legal department attorneys and support staff.
- Further reduce fees and expenses related to the use of outside counsel with regard to litigated matters.

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<sup>1</sup> Consent Decrees mean the 1978 Consent Decree and the 1994 Consent Decree, collectively. The 1978 Consent Decree prohibited the District from “conditioning, basing or knowingly prejudicing or affecting any term or aspect of governmental employment, with respect to one who is at the time already a governmental employee, upon or because of any political reason or factor.” The 1994 Consent Decree incorporated the 1978 Consent Decree’s prohibitions and extended those prohibitions to include the District’s hiring practices, with certain exclusions.

- Reach agreement with the District's collective bargaining units regarding health care benefits to be provided by the Forest Preserves and with respect to other employment related issues.
- Continue to achieve favorable resolution of worker's compensation and personal injury claims.
- Continue to monitor and identify tax delinquent parcels suitable for Forest Preserve purposes and acquire them through Cook County's No Cash Bid Program.
- Successfully negotiate and acquire active real estate acquisition targets.
- Finalize and implement revised Drug and Alcohol testing policies and procedures for Forest Preserve employees and employment candidates.

**01 - CORPORATE FUND**

**60 - LEGAL**

TITLE	GR	2013 APPROPRIATION		2014 RECOMMENDATION	
		TOTAL FTE	TOTAL SALARIES	TOTAL FTE	TOTAL SALARIES
Chief Attorney	24	1	\$144,550	1	\$144,550
Deputy Chief Attorney	24	1	111,993	1	111,993
Asst. to Gen. Supt. for Labor Matters	24	1	103,750	1	103,750
Senior Attorney	23	2	199,996	2	199,241
Real Estate Agent	23	1	99,243	1	99,243
Personnel Administrator	20	1	82,782	1	82,782
Research Analyst	19	1	74,909	1	74,909
Paralegal I	18	2	110,700	2	110,700
Legal Secretary	15	2	110,198	2	110,198
Administrative Assistant II	14	1	53,225	1	53,225
<b>Full Time Personnel Total</b>		<b>13</b>	<b>\$1,091,346</b>	<b>13</b>	<b>\$1,090,591</b>
Clerical Aide		0.5	10,400	0.5	10,400
<b>Part-Time/Seasonal Personnel Total</b>		<b>0.5</b>	<b>\$10,400</b>	<b>0.5</b>	<b>\$10,400</b>
<b>Total Personnel Wages</b>		<b>13.5</b>	<b>\$1,101,746</b>	<b>13.5</b>	<b>\$1,100,991</b>

**01- CORPORATE FUND**  
**60 - LEGAL**

		FY 2012	FY 2013	FY 2014	DIFFERENCE
ACCT.		DEPARTMENT	DEPARTMENT	DEPARTMENT	INC./
NO.	DESCRIPTION	ACTUALS	APPROPRIATION	RECOMMENDATION	(DEC.)
Personnel Services					
6110	Salaries and Wages (Full-Time)	\$1,053,745	\$1,091,346	\$1,090,591	(\$755)
6111	Salaries and Wages (Part-Time)	0	10,400	10,400	0
6115	Health Insurance	133,323	216,672	212,191	(4,481)
6116	Life Insurance	1,823	2,554	2,234	(320)
6117	Dental Care Plan	3,897	6,575	5,486	(1,089)
6118	Vision Plan	1,281	2,236	1,903	(333)
6122	Employer Medicare Tax Contribution	0	15,975	15,814	(161)
6120	Vacancy/Turnover Adjustment	0	(67,288)	(133,862)	(66,574)
6124	Employee Transportation & Travel	726	4,000	5,500	1,500
Total Personnel Services		\$1,194,796	\$1,282,470	\$1,210,257	(\$72,213)
Contractual & Professional Services					
6210	Legal Services	48,178	50,000	45,500	(4,500)
6216	Professional Training	6,316	9,000	12,500	3,500
6252	Printing	1,028	2,500	2,000	(500)
6258	Dues & Subscriptions	2,878	3,000	13,000	10,000
Total Contractual & Professional Services		\$58,399	\$64,500	\$73,000	\$8,500
Material & Supplies					
6305	Office Supplies	2,593	5,000	5,000	0
6315	Postage	802	4,000	4,000	0
6355	Other Materials & Supplies	13,357	10,000	10,000	0
Total Material & Supplies		\$16,752	\$19,000	\$19,000	\$0
Department Total		\$1,269,947	\$1,365,970	\$1,302,257	(\$63,713)

## LAW ENFORCEMENT

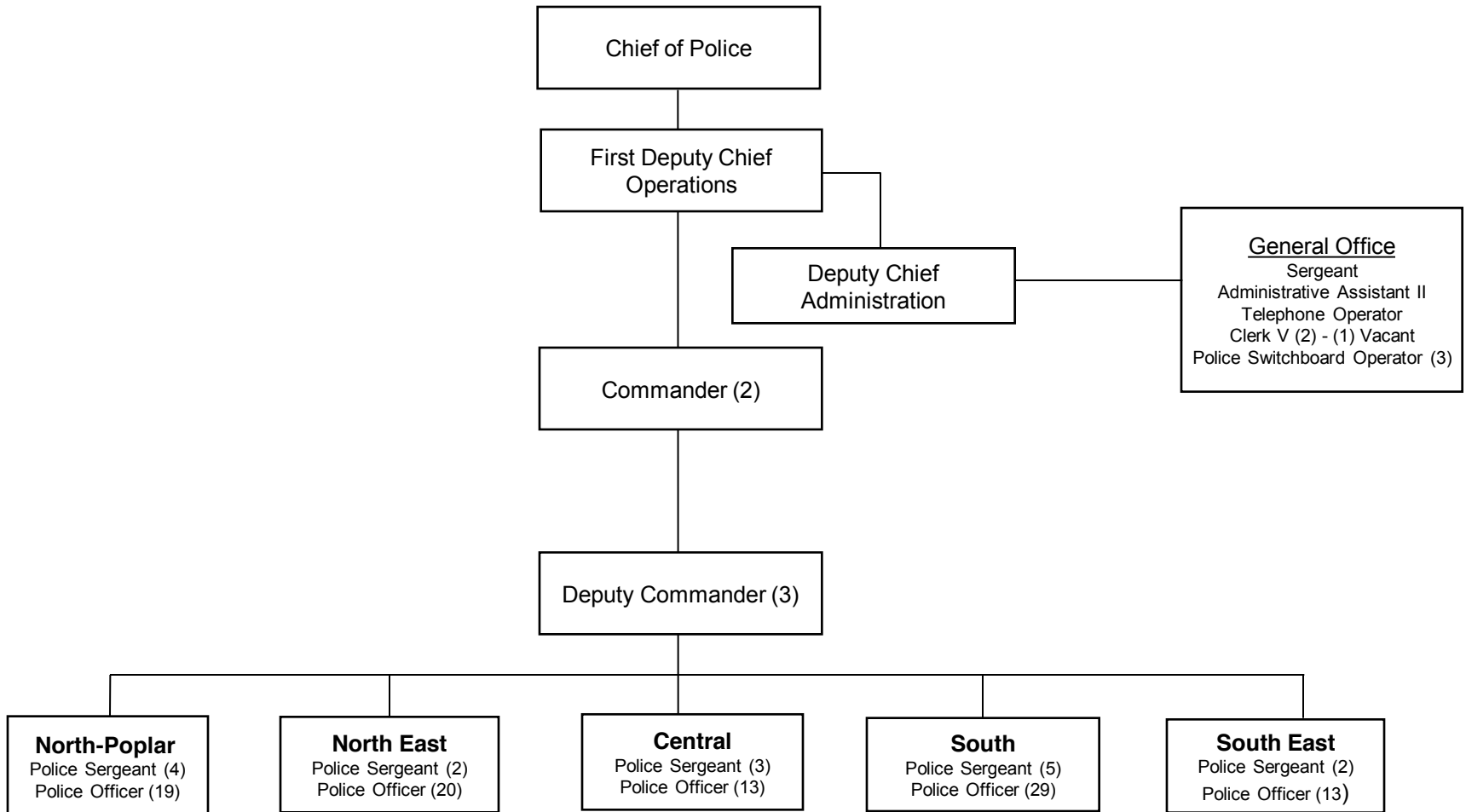
### MISSION:

To uphold and enforce all State, County and Forest Preserve District laws and ordinances in order to serve and protect citizens visiting the Forest Preserves, and protect the property and natural lands of the District.



# Law Enforcement

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**Law Enforcement** is comprised of the following functional areas:

- Administration
- Patrol
- Internal Affairs

**Administration:**

- Directs law enforcement operations.
- Oversees patrol and internal affairs functions.

**Patrol:**

- Enforces federal, state, county and District laws and ordinances.
- Secures and protects over 68,000 acres of Forest Preserve property in Cook County on a 24-hour basis.
- Investigates and prevents crime in preserves.
- Provides first aid.
- Locates missing people.
- Assists visitors in many ways.
- Officers cover beats including undeveloped forest preserve land, neighborhood preserves, community centers, aquatic facilities, historical sites, picnic groves and other areas.
- Officers patrol by cars, on foot, bikes, all-terrain vehicles, snowmobiles, boats and other means.

**Internal Affairs:**

- A Sergeant investigates allegations of misconduct or malfeasance by District officers and recommends disciplinary actions when advisable.

## **Law Enforcement 2013 Accomplishments**

- Upgraded technology at Area stations by adding four computers at the North, South and Central Areas.
- Expanded the use of Pocket Cops and mobile based leads devices to include all officers and supervisors.
- Scheduled officers to train to become Field training officers enabling the Department to conduct field training.
- Conducted a review of the Standard Operating Procedures Manual and began a comprehensive review to bring General Orders into accord with current administrative and operational protocols.
- Assigned a Command Staff member to serve as the Department's Training Coordinator to oversee all training related matters involving Department personnel.

- Began following the recommendations of a management consultant to develop and implement a strategic plan.
- Introduced a performance evaluation system and worked in conjunction with the Human Resource Department to develop and train management and supervisory personnel.

### **Law Enforcement 2014 Goals**

- Redeploy current patrol forces to available space in two existing District facilities to more equitably distribute police personnel resources and improve delivery of police service to all County residents.
- Evaluate alternative work schedules to introduce a more efficient deployment of current police personnel resources and optimize police protection during peak periods.
- Improve response capability to various emergency events and disasters by providing specialized training (e.g., search and rescue, boat/water safety, water rescue, etc.).
- Begin comprehensive revision and updating of the Department Policy and Procedure Manual; publishing a minimum of 30 updated directives each of the next three years.
- Collaborate with Cook County Department of Homeland Security Emergency Management (DHSEM) to facilitate county-wide response to large scale disasters.
- Re-introduce canine patrol to allow daily deployment of canine equipped patrol units in support of day-to-day patrol operations and to facilitate search and rescue operations.
- Introduce innovative computer and communications technologies that will directly contribute to improved operations, enable greater intradepartmental coordination, and facilitate the delivery of helpful information to County residents.

**01 - CORPORATE FUND**  
**70 - LAW ENFORCEMENT**

TITLE	GR	2013 APPROPRIATION		2014 APPROPRIATION	
		TOTAL FTE	TOTAL SALARIES	TOTAL FTE	TOTAL SALARIES
Chief of Police	24	1	\$105,165	1	\$105,165
First Deputy Chief of Police	24	1	92,475	1	92,475
Deputy Chief of Police	24	1	92,475	1	92,475
Police Commander	22	2	160,821	0	0
Police Commander	23	0	0	2	164,706
Police Deputy Commander	20	3	194,451	0	0
Police Deputy Commander	21	0	0	3	221,768
Police Sergeant	FPD-2	13	913,557	17	1,120,985
Police Officer	FPD-1	94	5,598,210	94	5,441,246
Administrative Assistant II	14	1	49,265	1	49,265
Telephone Operator - FPD	11	1	43,052	1	43,052
Clerk V	11	2	84,423	2	74,755
Police Switchboard Operator	9	3	107,569	3	107,569
<b>Full Time Personnel Total</b>		<b>122</b>	<b>\$7,441,463</b>	<b>126</b>	<b>\$7,513,461</b>
<b>Total Personnel Wages</b>		<b>122</b>	<b>\$7,441,463</b>	<b>126</b>	<b>\$7,513,461</b>

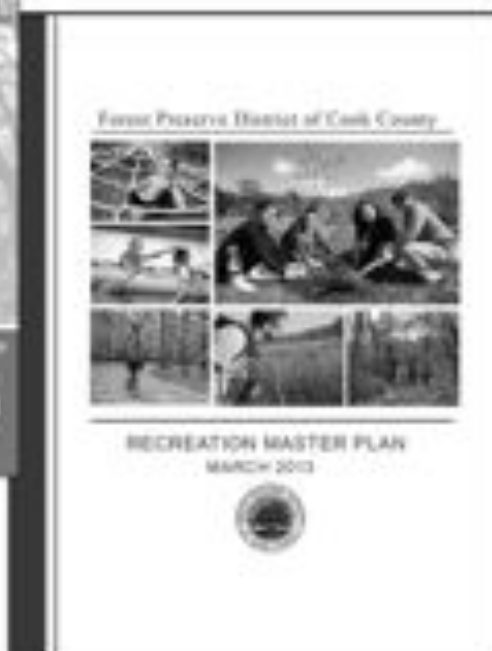
**01 - CORPORATE FUND**  
**70 - LAW ENFORCEMENT**

		FY 2012	FY 2013	FY 2014	DIFFERENCE
ACCT.		DEPARTMENT	DEPARTMENT	DEPARTMENT	INC./
NO.	DESCRIPTION	Actuals	APPROPRIATION	RECOMMENDATION	(DEC.)
Personnel Services					
6110	Salaries and Wages (Full-Time)	\$6,186,328	\$7,441,463	\$7,513,461	\$71,998
6115	Health Insurance	1,345,639	2,033,388	2,056,621	23,233
6116	Life Insurance	14,292	23,969	21,653	(2,316)
6117	Dental Care Plan	36,575	61,703	53,172	(8,531)
6118	Vision Plan	12,024	20,987	18,449	(2,538)
6122	Employer Medicare Tax Contribution	0	107,901	108,945	1,044
6120	Vacancy/Turnover Adjustment	0	(484,471)	(977,230)	(492,759)
6124	Employee Transportation & Travel	80	2,000	2,000	0
Total Personnel Services		\$7,594,937	\$9,206,940	\$8,797,071	(\$409,869)
Contractual & Professional Services					
6216	Professional Training	48,855	50,000	78,357	28,357
6244	ALERTS	29,212	30,000	40,000	10,000
6246	Security Contract Service	28,390	30,000	48,000	18,000
6252	Printing	4,210	5,000	5,000	0
Total Contractual & Professional Services		\$110,666	\$115,000	\$171,357	\$56,357
Material & Supplies					
6305	Office Supplies	3,999	4,000	8,000	4,000
6315	Postage	5,044	7,500	7,500	0
6355	Other Materials & Supplies	130	1,200	1,200	0
6362	Uniforms	46,776	40,000	130,534	90,534
Total Material & Supplies		\$55,949	\$52,700	\$147,234	\$94,534
Equipment & Fixtures					
6647	Police Supply & Equip Services	62,692	140,000	140,325	325
Total Equipment & Fixtures		\$62,692	\$140,000	\$140,325	\$325
Department Total		\$7,824,115	\$9,514,640	\$9,255,987	(\$258,653)

# PLANNING & DEVELOPMENT

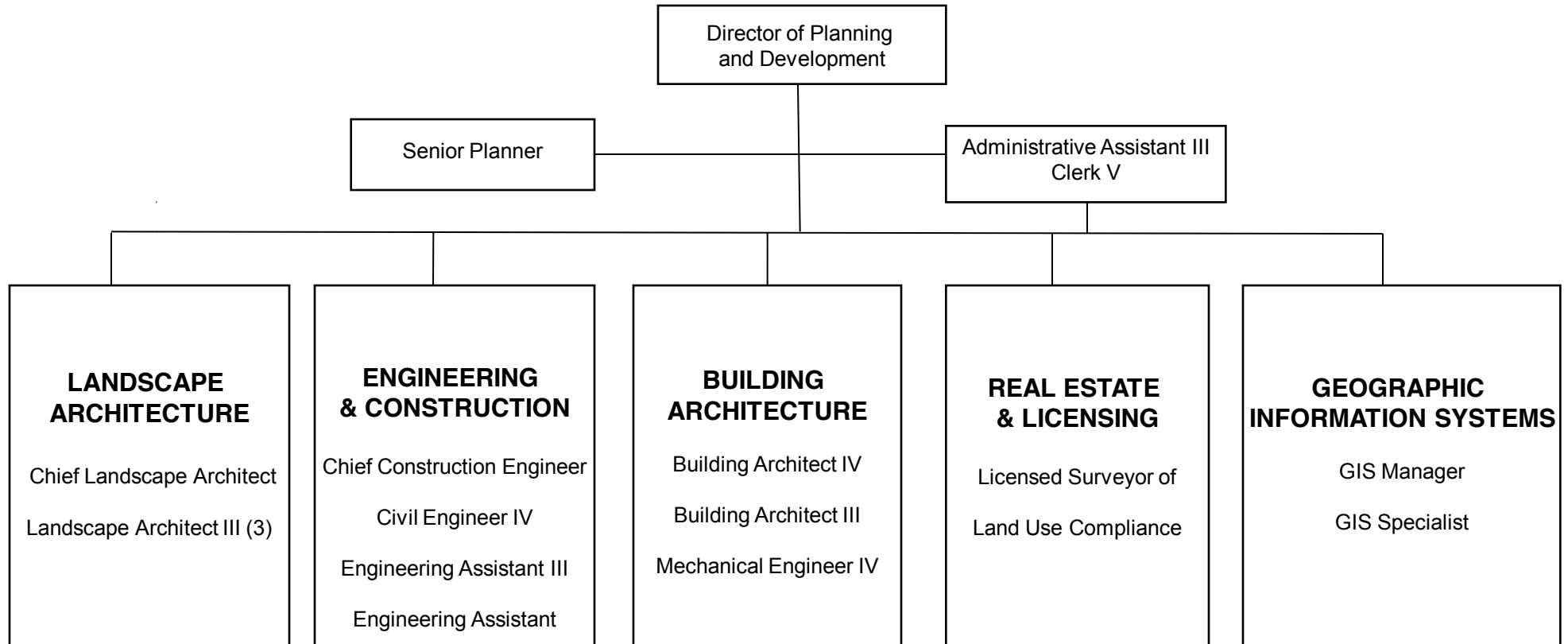
## MISSION:

To plan, design and implement capital improvements and restoration programs to Forest Preserve District sites as well as oversee the District's land acquisition program to preserve and expand the District's lands and facilities.



# Planning and Development

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## **PLANNING AND DEVELOPMENT**

The Planning & Development Department is comprised of the following functional areas:

- Landscape Architecture
- Building Architecture
- Engineering & Construction
- Real Estate & Licensing
- Geographic Information Systems

### **Landscape Architecture, Building Architecture and Engineering & Construction sections:**

- Prepare master plans and needs assessments for specific sites or District-wide facilities, including land acquisition studies and analysis.
- Plan, design and implement capital programs and projects.
- Prepare plans and specifications for construction bid work and oversee construction.
- Identify and administer capital funding, including grant funds.
- Maintain site plans, construction documents, and other pertinent documents.
- Conducts public outreach meetings regarding master plans and capital plans.

### **Real Estate & Licensing**

- Maintain real estate records of the District.
- Issue and oversee licenses for use of District land by utility companies and others.
- Investigate complaints and encroachments.
- Review outside agency plans that affect the District.

### **Geographic Information Systems**

- Develop and maintain GIS maps and databases for the District's land and facilities.
- Lead inter-departmental Map Committee.

Each section also provides technical assistance to other District departments and participates in a variety of internal and external working groups, committees and forums.

## **PLANNING & DEVELOPMENT 2013 ACCOMPLISHMENTS**

- Completed master plans: Camp Master Plan (January 2013) and Recreation Master Plan (March 2013), ADA Self-Assessment (draft May 2013), Building Preventive Maintenance Plan (August 2013); master plans for popular recreation sites (Dan Ryan Woods, Thatcher Woods & Trailside Museum, Miller Meadow, Swallow Cliff and Rolling Knolls), restoration sites (Orland Grassland), and heritage sites (Chicago Portage).

- Completed comprehensive assessment of picnic shelters (with improvements recommended for 100 structures), ADA access paths to shelters, drainage improvements and trail crossing improvements where safety improvements may be needed.
- Completed rebuilding of pathways at Perkins Woods, boardwalk replacement and parking lot improvements at Sand Ridge Nature Center, resurfacing of severely deteriorated parking lots and minor patching, seal-coating and sewer & culvert repairs and sign improvements District-Wide.
- Completed major renovations to buildings and structures serving the public, including:
  - Historic pavilions at Eggers Grove, Thatcher Woods and Dan Ryan Woods
  - New boat house at Busse Lake and new water line at Tampier lake boat house
- Finalized the design and issued bids for construction of 9 additional new comfort stations and repair of 29 picnic shelters District-Wide.
- Received grant awards and coordinated with IDOT on bidding of construction of major new trail connection projects: North Branch Bike Trail- Lake-Cook link to Greenbay Trail, Thorn Creek Bike Trail link to Old Plank Road Trail, and Cal-Sag Bicycle Trail – West Segment.
- Completed update of current maps for reprint and developed new region maps (for Northwest, North, Central, Southwest & South regions), new site maps for heavily used preserves and new trail maps. Updated GIS data layers to confirm developed uses comprise less than 20% of all preserves.
- Assisted in developing a work order database and interactive web map.
- Real Estate and Licensing accomplishments:
  - Recovered 7 acres of District land that had been subject to unpermitted encroachments.
  - Reviewed surveys and legal descriptions for new and proposed acquisition parcels.
  - Reviewed license and maintenance requests and monitored worksites to minimize or reduce impact to preserves from construction and utility work.
  - Assisted other District departments in locating and defending District boundaries.
- Advanced planning & engineering for major trail projects: phase I engineering for North Branch Bicycle Trail Southern Extension-City of Chicago link; Phase II engineering for Thorn Creek Trail, North Branch Bicycle Trail Lake-Cook Road Extn, & Cal-Sag Bicycle Trail West Segment.
- Secured roughly \$5.2 million in new state & federal grant funding for bike trail construction (for North Branch Bike trail – Lake-Cook Extn, Thorn Creek Bicycle Trail link and Cal-Sag Bicycle Trail West Segment ; \$1,003,000 for new land acquisition near Powderhorn Lake.
- Approved agreements with the Illinois Tollway to restore & develop Orland Grassland (at est. cost of \$4 million) and with Elk Grove Village for a new \$4.26M bicycle overpass at Higgins Road at no cost to the District.



## **PLANNING & DEVELOPMENT 2014 GOALS**

- Prepare comprehensive plans and studies relating to the District's capital improvements:
  - Update and improve the District's 5-Year Capital Improvement Plan.
  - Draft plan and guidelines for "Gateways to Nature" (Centennial Legacy Plan Project)
  - Update Sign Policy and Standards
  - Draft Paddling Plan
- Acquire additional land, consistent with the policies and guidelines in the Land Acquisition Plan.
- Commence and substantially complete construction of most priority camp sites.
- Commence construction of improvements for key recreation sites, and complete 9 new comfort stations, repair & repainting of 100 picnic shelters District-wide.
- Complete construction of major trail projects including: 7.43 miles of the Cal Sag Bicycle Trail-West Segment (Centennial Bicycle Trail to 86<sup>th</sup> Avenue Palos Park); 4.8 miles of the Thorn Creek Bicycle Trail Completion (Sweet Woods to Grand Illinois Trail); 0.8 miles of the North Branch Lake Cook Road Extension (Chicago Botanic Garden to Greenbay Trail); and start construction of 3.1 miles of the North Branch Bicycle Trail Southern Extension (Devon & Caldwell to Foster Avenue)
- Design new trail improvements at various locations identified in the 5-Year Capital Improvement Plan, including the Shoe Factory Road Trail Development Project in partnership with the Village of Hoffman Estates in the Poplar Creek Division, Phase I Engineering.
- Complete major capital projects that are already in process (contract awarded), including new Wildlife Headquarters.
- Address public safety and code compliance issues District-wide including ADA access improvements, fire alarm systems and emergency lighting.
- Contribute to the development of stormwater management policy in the region, including Chicago Wilderness policy.
- Repair existing trails and continue to improve signage at various locations District-wide.
- Complete shoreline and landscape improvements, including at the River Trail Nature Center.
- Continue to update and improve maps that are available to the public, both on the District's website and through Cook County's Open Data Initiative. Develop new District maps that focus on trails and destinations such nature centers, boating centers and recreation amenities.
- Develop a new GIS database for tracking/maintenance of District signs, buildings, trails, parking lots, and ADA compliant amenities.

**01 - CORPORATE FUND**  
**80 - PLANNING AND DEVELOPMENT**

TITLE	GR	2013 APPROPRIATION		2014 APPROPRIATION	
		TOTAL FTE	TOTAL SALARIES	TOTAL FTE	TOTAL SALARIES
Dir. of Planning & Development	24	1	\$105,851	1	\$105,851
Chief Landscape Architect	22	1	99,998	1	99,998
Chief Construction Engineer	22	1	99,998	1	99,998
Building Architect IV	22	1	99,998	1	99,998
Civil Engineer IV	21	2	166,833	2	106,832
Senior Planner	21	1	75,019	1	65,129
Building Architect III	20	1	65,129	1	99,998
GIS Manager	20	1	68,357	1	68,357
Mechanical Engineer IV	20	1	84,425	1	84,425
Engineering Assistant III	19	1	76,868	1	76,868
Lic. Svr. For Land Use Compliance	19	1	68,357	1	68,357
Landscape Architect III	19	3	229,108	3	222,669
GIS Specialist I	16	1	49,265	1	49,265
Engineering Assistant I	14	1	52,701	1	52,701
Administrative Assistant III	16	1	49,265	1	49,265
Clerk V	11	1	42,605	1	42,605
<b>Full Time Personnel Total</b>		<b>19</b>	<b>\$1,433,777</b>	<b>19</b>	<b>\$1,392,316</b>
GIS Intern		0.7	13,021	0.7	13,021
Document Scanning Intern		0.2	6,656	0.0	0
Project Manager		0.0	0	0.5	27,040
<b>Part-Time/Seasonal Personnel Total</b>		<b>0.9</b>	<b>\$19,677</b>	<b>1.2</b>	<b>\$40,061</b>
<b>Total Personnel Wages</b>		<b>19.9</b>	<b>\$1,453,454</b>	<b>20.2</b>	<b>\$1,432,377</b>

**01 - CORPORATE FUND**
**80 - PLANNING AND DEVELOPMENT**

		FY 2012	FY 2013	FY 2014	DIFFERENCE
ACCT.		DEPARTMENT	DEPARTMENT	DEPARTMENT	INC./
NO.	DESCRIPTION	ACTUALS	APPROPRIATION	RECOMMENDATION	(DEC.)
Personnel Services					
6110	Salaries and Wages (Full-Time)	\$1,338,419	\$1,433,777	\$1,392,316	(\$41,461)
6111	Salaries and Wages (Part-Time)	0	19,677	40,061	20,384
6115	Health Insurance	190,494	316,764	310,125	(6,639)
6116	Life Insurance	2,108	3,733	3,265	(468)
6117	Dental Care Plan	5,396	9,609	8,018	(1,591)
6118	Vision Plan	1,774	3,268	2,782	(486)
6122	Employer Medicare Tax Contribution	0	20,790	19,407	(601)
6120	Vacancy/Turnover Adjustment	0	(90,381)	(177,597)	(87,295)
6124	Employee Transportation & Travel	5,068	6,500	11,500	5,000
Total Personnel Services		\$1,541,337	\$1,723,737	\$1,609,877	(\$113,860)
Contractual & Professional Services					
6216	Professional Training	5,396	7,343	108,224	100,881
Total Contractual & Professional Services		\$5,396	\$7,343	\$108,224	\$100,881
Material & Supplies					
6310	Computer Supplies	21,338	64,100	20,605	(43,495)
6355	Other Materials & Supplies	7,322	12,500	8,250	(4,250)
6360	Eng. Equip & Supplies	1,683	3,350	7,300	3,950
6370	Office Equipment & Fixtures	0	2,500	3,800	1,300
Total Material & Supplies		\$30,343	\$82,450	\$39,955	(\$42,495)
Department Total		\$1,577,076	\$1,813,531	\$1,758,056	(\$55,475)

**01 - CORPORATE FUND**  
**99 - DISTRICT-WIDE SERVICES**

					DIFFERENCE
ACCT.		FY 2012	FY 2013	FY 2014	INC./
NO.	DESCRIPTION	ACTUALS	APPROPRIATION	RECOMMENDATION	(DEC.)
<b>Personnel Services</b>					
6119	Personnel Services Adjustment	\$0	\$400,000	\$307,079	(\$92,921)
	<b>Total Personnel Services</b>	<b>\$0</b>	<b>\$400,000</b>	<b>\$307,079</b>	<b>(\$92,921)</b>
<b>Contractual &amp; Professional Services</b>					
6200	Contractual Services	134,585	300,000	300,000	0
6252	Printing, Graphics and Video (Intergovernmental)	14,507	70,000	70,000	0
6217	Other Professional Services	272,843	395,000	250,000	(145,000)
6220	Grant Match Funding	0	200,000	200,000	0
6224	YELAR-Youth Education, Land Acquisition & Restor.	0	25,000	0	(25,000)
6264	Advertising & Promotional Services	0	0	525,000	525,000
	<b>Total Contractual &amp; Professional Services</b>	<b>\$421,935</b>	<b>\$990,000</b>	<b>\$1,345,000</b>	<b>\$355,000</b>
<b>Utilities</b>					
6410	Telephone Service	266,265	390,000	400,000	10,000
	<b>Total Utilities</b>	<b>\$266,265</b>	<b>\$390,000</b>	<b>\$400,000</b>	<b>\$10,000</b>
<b>Equipment &amp; Fixtures</b>					
6370	Office Equipment & Fixtures	49,641	60,000	60,000	0
6372	Computer Supplies & Services	20,867	200,000	200,000	0
	<b>Total Equipment &amp; Fixtures</b>	<b>\$70,508</b>	<b>\$260,000</b>	<b>\$260,000</b>	<b>\$0</b>
<b>Building &amp; Construction</b>					
6760	Neighbor Space	0	100,000	100,000	0
	<b>Total Building &amp; Construction</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>
<b>Other Expenses</b>					
6900	Various Intergovernmental Services	0	555,000	50,000	(505,000)
6905	Office of the Independent Inspector General	90,000	80,000	80,000	0
6910	Intergovernmental Affairs	21,642	90,000	90,000	0
6915	Board Secretary Services	95,000	50,000	45,000	(5,000)
6916	Bureau of Technology	0	0	500,000	500,000
6917	Copy Equipment Rental	56,092	0	50,000	50,000
6918	Office Rental (69 W. Washington)	0	0	125,000	125,000
6919	UIC Extension (incl. in 6900 in 2013 budget)	0	0	250,000	250,000
6920	911 Telecommunication (ETSB)	180,000	250,000	250,000	0
6925	Sheriff's SWAP	500,000	500,000	500,000	0
	<b>Total Other Expenses</b>	<b>\$942,734</b>	<b>\$1,525,000</b>	<b>\$1,940,000</b>	<b>\$415,000</b>
<b>TOTAL DISTRICT WIDE SERVICES</b>		<b>\$1,701,442</b>	<b>\$3,665,000</b>	<b>\$4,352,079</b>	<b>\$687,079</b>

## **CAPITAL IMPROVEMENT FUND**

The purpose of this fund is to account for all capital expenditures of the District that are funded by debt issued prior to 2012, or other financing sources and that are not related to land acquisitions.

ACCT. NO.	DISTRIBUTION	FY 2013 APPROPRIATION	FY 2014 RECOMMENDATION	DIFFERENCE INC./ (DEC.)
<b><u>Available Funding Sources</u></b>				
4300	Fund Balance Contribution	\$5,300,000	\$4,000,000	(\$1,300,000)
5940	Operating Transfer In From Corporate Fund	1,550,000	6,000,000	4,450,000
<b>Total Funding Sources</b>		<b>\$6,850,000</b>	<b>\$10,000,000</b>	<b>\$3,150,000</b>
<b><u>Expenditures</u></b>				
<b>Major Maintenance/Renovation</b>				
6300	Capital Outlays (Maintenance)	0	991,229	991,229
<b>Total Major Maintenance/Renovation</b>		<b>\$0</b>	<b>\$991,229</b>	<b>\$991,229</b>
<b>Equipment, Vehicles and Fixtures</b>				
6374	Computer Equipment and Software	500,000	0	(500,000)
6640	Vehicles and Trucks	800,000	0	(800,000)
<b>Total Equipment, Vehicles and Fixtures</b>		<b>\$1,300,000</b>	<b>\$0</b>	<b>(\$1,300,000)</b>
<b>Restoration: Landscape</b>				
6755	Restoration: Landscape	5,000,000	8,508,771	3,508,771
<b>Total Restoration: Landscape</b>		<b>\$5,000,000</b>	<b>\$8,508,771</b>	<b>\$3,508,771</b>
<b>Other Expenses</b>				
6220	Grant Match Funding	550,000	500,000	(50,000)
<b>Total Other Expenses</b>		<b>\$550,000</b>	<b>\$500,000</b>	<b>(\$50,000)</b>
<b>Total Expenditures</b>		<b>\$6,850,000</b>	<b>\$10,000,000</b>	<b>\$3,150,000</b>
<b>Net Effect on Fund Balance</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## **CONSTRUCTION & DEVELOPMENT FUND**

This fund is established to account for annual tax levies and certain other revenues to be used for the acquisition or construction of major capital facilities. The proceeds of taxes levied must be expended over a five year period and any unspent proceeds at the end of the five year period are transferred to the Corporate Fund.

### **FY 2014 BUDGET**

<b>ACCT. NO.</b>	<b>FY 2013 APPROPRIATION</b>	<b>FY 2014 RECOMMENDATION</b>	<b>DIFFERENCE INC./ (DEC.)</b>
<b><u>Available Funding Sources</u></b>			
5100 Property Tax Levy	\$2,000,000	\$3,000,000	\$1,000,000
Allowance for Uncollectible/Deferred Taxes and Refunds	(60,000)	(75,000)	(\$15,000)
<b>Total Funding Sources</b>	<b>\$1,940,000</b>	<b>\$2,925,000</b>	<b>\$985,000</b>
<b><u>Expenditures</u></b>			
<b>Major Maintenance/Renovation</b>			
6300 Capital Outlays (Maintenance)	1,940,000	0	(1,940,000)
<b>Total Major Maintenance/Renovation</b>	<b>\$1,940,000</b>	<b>\$0</b>	<b>(\$1,940,000)</b>
<b>Building &amp; Construction</b>			
6701 Reserve Balance	0	2,925,000	2,925,000
<b>Total Building &amp; Construction</b>	<b>\$0</b>	<b>\$2,925,000</b>	<b>\$2,925,000</b>
<b>Total Expenditures</b>	<b>\$1,940,000</b>	<b>\$2,925,000</b>	<b>\$985,000</b>
<b>Net Effect on Fund Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## **REAL ESTATE ACQUISITION FUND**

This fund accounts for the District's land acquisition program. Sources available for appropriations for this fund are derived from debt proceeds, contributions, and grants. The District does not directly levy taxes for land acquisition, but may transfer funds from the Corporate Fund. The District's land acquisition program was initiated in 1916 and is limited by State statute to the acquisition of up to 75,000 acres.

### **Sources Available for Appropriation**

<b><u>Description</u></b>	<b><u>FY 2014 (est.)</u></b>
Audited 12/31/2012 Fund Balance	\$13,680,942
Real Estate Acquisition Revenue as of 09/30/2013	431,484
Operating transfer from Corporate Fund 1/1/14	1,637,411
Real Estate Acquisition Expenditures as of 09/30/2013	-14,999,836
Real Estate Acquisition Anticipated Expenditures as of 12/31/2013	-200,000
Total Available for Appropriation	<u>\$550,000</u>

### **Appropriation**

ACCT.		FY 2013	FY 2014	DIFFERENCE
<u>NO.</u>	<u>DESCRIPTION</u>	<u>Appropriation</u>	<u>Recommendation</u>	<u>INC./ (DECR)</u>
6212	Legal Services	\$50,000	\$300,000	\$250,000
6907	State's Attorney Services	100,000	50,000	-50,000
6801	Real Estate Professional Services	150,000	200,000	50,000
	Total Expenses	\$300,000	\$550,000	\$250,000

### **RELEVANT STATISTICS AND TRENDS**

	<b><u>2010</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>	<b><u>2013 *</u></b>
Real Estate Acquisition Fund	\$10,626,343	\$10,873,849	\$13,680,942	\$0
Land Acquisition	\$26,718,473	\$4,102,451	\$1,071,197	\$8,000,000
Real Estate Professional Services	\$150,000	\$150,000	\$150,000	\$150,000
Acreage Acquired	81.007	170.75	171.61	503.3
Acquisition Cost	\$6,301,000	\$10,379,031	\$8,945,000	\$16,581,400
Cost / Acre	\$77,783	\$60,789	\$49,501	\$32,948

\*Note: Includes land acquired with Series 2012 B&C G.O. Bond Funds.

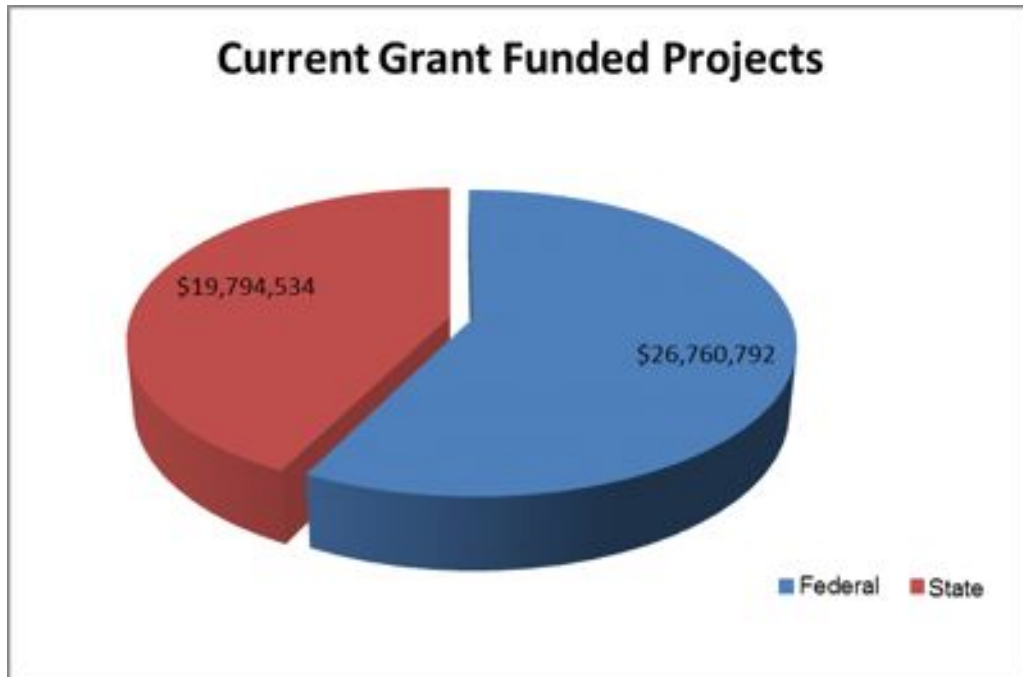
**FOREST PRESERVE DISTRICT OF COOK COUNTY, ILLINOIS  
BOND & INTEREST FUND  
DEBT SERVICE SCHEDULE AND RELATED TAX LEVY  
FOR FISCAL YEAR BEGINNING JANUARY 1, 2014**

<b>Period Ending</b>	<b>Levy Year</b>	<b>Series 2012 A 6/21/2012</b>	<b>Series 2012 B 6/21/2012</b>	<b>Series 2004 11/16/2004</b>	<b>Annual Debt Service</b>	<b>Series 2012 C 6/21/2012</b>	<b>Total Annual Debt Service</b>
5/15/2015	2013	2,109,225	2,930,000	6,900,288	11,939,513	3,996,350	15,935,863
5/15/2016	2014	6,785,875	2,927,800	1,990,538	11,704,213	3,998,100	15,702,313
5/15/2017	2015	1,867,500	2,923,000	7,166,019	11,956,519	3,995,500	15,952,019
5/15/2018	2016	955,250	3,845,500	7,164,500	11,965,250	3,997,250	15,962,500
5/15/2019	2017	6,444,500	3,846,250	1,417,500	11,708,250	3,995,500	15,703,750
5/15/2020	2018	673,750	3,839,000	7,477,125	11,989,875	3,995,250	15,985,125
5/15/2021	2019	673,750	3,844,000	7,473,500	11,991,250	3,996,250	15,987,500
5/15/2022	2020	7,079,500	3,845,500	780,250	11,705,250	3,998,250	15,703,500
5/15/2023	2021	7,077,625	3,843,500	780,250	11,701,375	3,996,000	15,697,375
5/15/2024	2022	-	3,848,000	8,195,125	12,043,125	3,999,500	16,042,625
5/15/2025	2023	-	3,843,500	8,200,000	12,043,500	3,998,250	16,041,750
5/15/2026	2024	-	4,460,250	-	4,460,250	3,997,250	8,457,500
5/15/2027	2025	-	4,462,000	-	4,462,000	3,996,250	8,458,250
5/15/2028	2026	-	4,457,750	-	4,457,750	3,995,000	8,452,750
5/15/2029	2027	-	4,462,500	-	4,462,500	3,998,250	8,460,750
5/15/2030	2028	-	4,460,500	-	4,460,500	3,995,500	8,456,000
5/15/2031	2029	-	4,461,750	-	4,461,750	3,996,750	8,458,500
5/15/2032	2030	-	4,460,750	-	4,460,750	3,996,500	8,457,250
5/15/2033	2031	-	4,462,250	-	4,462,250	3,999,500	8,461,750
5/15/2034	2032	-	4,460,750	-	4,460,750	3,995,250	8,456,000
5/15/2035	2033	-	4,461,000	-	4,461,000	3,998,750	8,459,750
5/15/2036	2034	-	4,462,500	-	4,462,500	3,999,250	8,461,750
5/15/2037	2035	-	4,459,750	-	4,459,750	3,996,500	8,456,250
5/15/2038	2036	-	4,462,500	-	4,462,500	3,995,250	8,457,750
<b>Total</b>		<b>33,666,975</b>	<b>97,530,300</b>	<b>57,545,093</b>	<b>188,742,369</b>	<b>95,926,200</b>	<b>284,668,569</b>



## ACTIVE GRANT PROJECT DESCRIPTIONS

There are many federal, state and private agencies that support the mission and programs of the Forest Preserves. We currently have nearly 40 ongoing critical restoration, acquisition and education initiatives that have been funded through grants, with total projects exceeding \$46.5 million.



### 2013 Grant Awards

- **The Illinois Department of Transportation's Illinois Transportation Enhancement Program:**
  - \$540,000 to fund the *Sand Ridge Bicycle Trail*
  - \$3,608,880 for construction of the *Cal-Sag Bicycle Trail*
  - \$470,668 increase for the .8 mile *North Branch Bicycle Trail Lake Cook Road Extension*
- **The Illinois Toll Highway Authority Orland South Tollway Mitigation and Site Development Project:**
  - \$4,000,000 in mitigation funds
- **The Illinois Department of Natural Resources OSLAD Program:**
  - \$1,003,000 to fund the acquisition of the *Powderhorn Greenway*
- **The Urban Transportation Center at the University of Illinois at Chicago:**
  - \$100,000 in-kind research and planning support of the *Public Transit to Public Lands: The Nature Express* program
- **USDA Natural Resources Conservation Service:**
  - \$24,447 to continue the removal of invasive species at *Powderhorn Prairie*
- **The Illinois Department of Natural Resources' Illinois Coastal Zone Program:**
  - \$99,115 to fund the *Next Generation Youth Outdoors Ambassadors*
- **The Illinois Department of Public Health:**
  - \$458 to support the purchase of an AED (Automated External Defibrillator) unit

## **EMPLOYEE ANNUITY AND BENEFIT FUND**

### **SUMMARY OF APPROPRIATIONS AND SOURCES THEREOF FOR FISCAL YEAR BEGINNING JANUARY 1, 2014**

Required Property Tax Levy and contribution from Personal Property Replacement Taxes in the year 2014, for the purpose of providing the amount necessary to be contributed by the Forest Preserve District as employer.

#### **FY 2014 Appropriation**

Property Tax Levy	\$ 2,839,012
PPRT	<u>\$ 315,796</u>
APPROPRIATION	\$ 3,154,808

#### **Appropriation History**

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014 (Proj.)</u>
Employee Annuity	\$2,583,000	\$2,754,970	\$3,144,432	\$3,188,505	\$2,975,735	\$3,154,808

## **SELF-INSURANCE FUND**

This Internal Service Fund is established to account for the District's self-insurance related activities including accumulating a fund balance sufficient to meet future estimated claims and judgments, paying worker's compensation claims, tort judgments/settlements, and associated legal fees.

ACCT.		FY 2013	FY 2014	DIFFERENCE
NO.	DISTRIBUTION	APPROPRIATION	RECOMMENDATION	INC./ (DEC.)
<b><u>Available Funding Sources</u></b>				
4400	Self Insurance Fund Balance Contribution	\$3,000,000	\$3,000,000	\$0
<b>Total Funding Sources</b>		<b>\$3,000,000</b>	<b>\$3,000,000</b>	<b>\$0</b>
<b><u>Expenditures</u></b>				
6126	Unemployment Insurance	650,000	650,000	0
6500	Self Insurance	675,000	675,000	0
6505	Worker's Comp Claims/Judgments	1,300,000	1,300,000	0
6907	State's Attorney Services	375,000	375,000	0
<b>Total Expenditures</b>		<b>\$3,000,000</b>	<b>\$3,000,000</b>	<b>\$0</b>
<b>Net Effect on Fund Balance</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



# CHICAGO ZOOLOGICAL SOCIETY AND BROOKFIELD ZOO

## MISSION:

The mission of the Chicago Zoological Society, which manages Brookfield Zoo, is to inspire conservation leadership by connecting people with wildlife and nature.



**CHICAGO ZOOLOGICAL SOCIETY AND BROOKFIELD ZOO:  
AN INTRODUCTION TO THE  
2014 FOREST PRESERVES OF COOK COUNTY BUDGET DOCUMENT**

*The mission of the Chicago Zoological Society is to inspire  
conservation leadership by connecting people with wildlife and nature.*

At Brookfield Zoo and in diverse communities throughout Cook County, the Chicago Zoological Society (CZS) is building an inclusive conservation movement that speaks to and hears from every community, income level, person, and ability.

Inclusion is both a cultural value and institutional priority at CZS. With support from the Forest Preserves of Cook County, CZS is mobilizing an urban corps of conservation leaders to find answers to local and global environmental issues while cultivating the next generation of biologists, scientists, conservationists, and educators.

Indeed, Brookfield Zoo serves as an effective tool to connect an increasingly urbanized population with nature and wildlife.

In order for Brookfield Zoo to sustain and grow its relevance as a destination, retain and strengthen its status as a top tourism attraction, potent economic engine, and award-winning educational organization, and maintain its relevance in diverse communities throughout Cook County, much of the zoo's 1930s-era infrastructure needs to be rebuilt.

As part of its public/private partnership with the Chicago Zoological Society, the Forest Preserves of Cook County announced in 2012 that \$8.4 million would be made available to CZS for worthy and much-needed repairs to Brookfield Zoo. As a result, CZS was able to leverage this public investment, matching it dollar for dollar with more than \$8 million in new private funding. In addition, the funding provides CZS with an opportunity to demonstrate its ongoing commitment to support minority and women-owned businesses.

CZS is grateful to the Forest Preserves of Cook County, its President, Commissioners, General Superintendent, and Deputy General Superintendent for investing in the future of Brookfield Zoo and in the students, teachers, and families who benefit from this world-famous cultural attraction and its community-based programming.

From collaborative programs and progress over the past decade to planning the upcoming centennials of both of our institutions, the partnership between the Forest Preserves of Cook County and CZS has never been stronger. Through this sustained collaboration, these two organizations will continue to make Brookfield Zoo an incomparable destination for millions who make the zoo their choice for leisure time and education, and together help create a better world for wildlife, nature, and people.

### **Diversity and Inclusion**

In 2013, the Chicago Zoological Society again connected with more than 500,000 people in the greater Chicago metropolitan area through community outreach activities, free programs, field trips, and much more—all directed toward empowering families and children as conservation leaders and reinforcing our collective role in stewarding nature and wildlife.

Every day is a free day at Brookfield Zoo as admission passes can be checked out at any Chicago or Suburban Public Library. In addition to library passes and more than 52 free admission days, CZS also distributes hundreds of thousands of free passes to families from underserved communities, to veterans' groups, to individuals adversely impacted by the economic downturn, to organizations that serve and advocate for individuals with disabilities and mental illnesses, and free admission to the zoo for every active or retired member of our armed forces and to many more. In 2012, people of color comprised over 50% of our non-member attendance.

Between 2011 and 2013, CZS increased the amount of payments it makes to certified minority and women-owned businesses, from \$549,000 to an annualized \$3.7 million in 2013.

As of September 2013, people of color represented **37.1%** of the Chicago Zoological Society's workforce, a 7% increase over 2010. Approximately **61%** of new hires in 2013 were people of color. Women accounted for more than 61.2% of the entire workforce and when combined, **women and minorities comprise 74% of CZS's workforce.**

While these figures are encouraging, the Chicago Zoological Society—through its Diversity Task Force and with support from the Forest Preserves—is working to achieve better results in part through enhancing the diversity of CZS's applicant pipeline and pools, through expanded recruitment and outreach efforts, and through the engagement of a diversity consulting firm, the Kaleidoscope Group, which is working with CZS to develop and implement a five-year plan for staff diversity and inclusion.

### **Innovations and Excellence in Animal Welfare and Conservation Leadership**

Through CZS's Center for Conservation Leadership, efforts in 2013 were centered on expanding the pool of compassionate and highly trained conservation guides and stewards. Because CZS reaches millions of visitors each year and more through neighborhood and global outreach, and because each of those connects with countless others, the potential to change the world is profound. Each endeavor establishes a link to nature and sets a course toward conservation leadership: whether revealing the intricate connections between climate change and polar bears; inviting guests to observe and touch stingrays; establishing training centers in neighborhood schools; helping residents host a community cleanup; or providing tools and training to youth across the globe.

In 2013, CZS's Center for the Science of Animal Welfare continued to position the organization as a global leader and resource for advancing animal welfare. The work of the Center is enabling staff and partners to find new tools and methods to measure welfare and share them with other professionals—delivering the best care possible to animals in zoos and in the wild. The Center also hosted our Second **International** Symposium on Zoo Animal Welfare with hundreds of attendees from North America and around the world.

At Brookfield Zoo and around the world, CZS is working to enhance the well being of animals while supporting their ability to thrive.

Just as it has since 1921, the Chicago Zoological Society remains grateful for the support it receives from the Forest Preserves of Cook County and for the opportunities to work collaboratively to inspire conservation leadership across all communities.

## **CHICAGO ZOOLOGICAL SOCIETY/BROOKFIELD ZOO 2013 Institutional Accomplishments**

The Chicago Zoological Society (CZS) entered into the third year of its five-year strategic plan in 2013 on a path to engage people and families in a manner that improves their relationship with wildlife and reduces our collective impact on the natural world.

In addition, CZS advanced its flourishing partnership with the Forest Preserves of Cook County.

Highlighted accomplishments for 2013 are outlined under CZS's four Pillars, which define the organization's priorities:

Innovations and Excellence in Animal Welfare and Conservation Leadership  
Institution of Choice/Commitment to Diversity and Inclusion  
Extraordinary Guest Experiences  
Sustainable Future

### **Innovations and Excellence in Animal Welfare and Conservation Leadership**

#### *Center for Conservation Leadership*

- In June, the White House honored the Chicago Zoological Society as a Champion of Change for its NatureStart early childhood development initiative. The Society's own Dave Becker, senior manager of learning experiences was at the White House, where he spoke about CZS's efforts to reach young children and their families with early learning opportunities. The Champions of Change program was created as an opportunity for the White House to feature groups of Americans—individuals, businesses and organizations—who are doing extraordinary things to empower and inspire members of their communities.

- The National Science Foundation awarded CZS a multi-year grant establishing the first-of-its kind community-wide science-learning program for students, teachers, and families in Chicago's Fuller Park community. Through an innovative partnership between CZS, Eden Place Nature Center (Fuller Park Development Corporation), and the University of Illinois at Chicago, collaborative efforts will be made to:

- Broaden access to and participation in environmental science learning opportunities;
- Improve the science literacy of the Fuller Park Community, and thus capacity to engage in lifelong scientific learning;
- Strengthen existing partners between and among CZS, Eden Place, and UIC in support of sustainable capacity to support environmental science literacy within the Fuller Park community; and
- Through research, gain insights into ways in which the joint CZS-Eden Place ecosystemic learning model supporting scientific literacy and agency at all levels of the community may be generalizable to other information science learning/urban community partnerships.

- In October, the Chicago Zoological Society opened the new Conservation Leadership Center (CLC), which will serve as the epicenter for CZS's award-winning conservation

education programs. The adaptive reuse of the historic Reptile House will allow for increased classroom space for teachers and students.

- Throughout 2013, CZS celebrated the 10th year of its Good Works program for students with developmental and intellectual disabilities. Through Good Works, local high school students with disabilities work alongside zoo staff in a volunteer capacity and fine-tune their workplace and life skills. As a result, participants are better equipped to find employment or volunteer opportunities after high school and to meet the challenges of everyday life.

- In early 2013, CZS provided training to staff that work with individuals with disabilities in the zoo's summer camp program. Trainings were developed and implemented with the participation of professionals from fields that included early childhood development, developmental therapists specializing in children with disabilities, special recreation associations, and camps (American Camp Association). Brookfield Zoo's summer camp is a great way for students of all abilities to spend their summer.

- A new volunteer opportunity was launched at Brookfield Zoo for adults with developmental and intellectual disabilities. Through the Volunteers in Partnership (VIP) initiative, adults with disabilities are paired with zoo docents who have received special training on working with individuals with disabilities. As a team, they interpret for and with zoo guests.

- Through CZS's Sarasota, Florida-based dolphin research and conservation program, staff continued to study the potential impacts of the *Deepwater Horizon* oil spill on marine mammal life. A team of more than 100 veterinarians, biologists, and trained handlers from around the world completed a bottlenose dolphin health assessment project in Sarasota Bay. One of the primary objectives of this project was to collect samples and diagnostic measurements from Sarasota Bay dolphins for comparison to the same health parameters for dolphins in bays exposed to oil from the April 2010 *disaster* in the northern Gulf of Mexico. Because *Deepwater Horizon* oil did not reach Sarasota, and extensive background data are available for the locally resident dolphins, Sarasota Bay dolphins serve as a reference population.

*Center for the Science of Animal Welfare*

#### Animal Births and Birthdays Celebrated at Brookfield Zoo and Around the World

##### *Cookie Cockatoo, 80*

Cookie, the world's oldest Major Mitchell's cockatoo, is the zoo's oldest resident and the only animal at Brookfield Zoo that is from the original collection, dating back to the zoo's opening in 1934. In June, Cookie turned an astonishing 80 years old.

##### *Maggie Orangutan, 52*

Staff and guests at Brookfield Zoo celebrated a landmark birthday in July as Maggie Orangutan turned 52. Maggie is one of the oldest known Bornean orangutans in the world. Orangutans in the wild face an uncertain future as deforestation fueled by palm oil plantations is causing significant declines in the Sumatran and Bornean orangutan populations.

*Notable animal births*



- Several critically endangered addax antelopes were born at the zoo throughout 2013. Although addax are on the brink of extinction in the wild with less than 300 remaining, CZS is directly supporting species survival through its participation in a cooperative population and conservation program. Brookfield Zoo is one of more than 40 organizations worldwide that have provided support for the reintroduction of zoo-born addax into fenced reserves in Tunisia. Since 1936, the Chicago Zoological Society has cared for addax antelope at Brookfield Zoo, having one of the most successful breeding programs worldwide.

- A male snow leopard was born in June. The snow leopard is an endangered species whose population has declined significantly because of human action.

- In late January, two sloth bear cubs were born. This was the first successful litter of sloth bears at Brookfield Zoo. In the wild, sloth bears are a vulnerable species, having experienced a population decline of 30 to 40 percent in the last 30 years due to deforestation and poaching. Sloth bears are rare in accredited North American zoos with only 39 in professional care.

- Two giraffe calves were born at Brookfield Zoo's Habitat Africa! The Savannah. Giraffe numbers in the wild have declined by 40 percent in the last decade primarily because of habitat loss and fragmentation coupled with human population growth and illegal hunting.

- In March, the first successful birth of a colobus monkey took place at the zoo. The colobus monkey is listed as a threatened species due to habitat destruction for timber and for agricultural use.

#### Second International Symposium on Zoo Animal Welfare held at Brookfield Zoo

In June, the Chicago Zoological Society hosted its second international animal welfare symposium. Leading researchers from the zoo, farm, laboratory, and companion animal communities discussed directions for future research, novel approaches, and tools for monitoring welfare, and innovative training programs. More than 100 professionals participated in the two-day symposium. International guests representing Argentina, Australia, Belgium, Canada, Colombia, England, the Netherlands, and Scotland participated. The symposium will help lead to the development of a well-integrated, multidisciplinary approach to understanding animal welfare by identifying best measures, assessment techniques, and animal care practices.

#### Institution of Choice/Commitment to Diversity and Inclusion

- Workforce diversity and inclusion efforts continued to move forward aggressively in 2013. The Chicago Zoological Society was honored to be recognized by the Association of Zoos and Aquariums (AZA) as the sole national recipient of the AZA 2013 Diversity Award. CZS worked with over 150 community recruitment and referral sources, continued to build community partnerships and its pipeline for applicants, and attended over 20 job fairs and events to expand sourcing efforts and reach and improve diverse workforce representation.

##### *Staff Diversity*

- As of September 2013, people of color represented more than 37% of CZS's workforce. **Approximately 61.4% of all new hires were people of color.** Women

accounted for more than 61.2% of the entire workforce. CZS continues to make noticeable progress towards its five-year strategic plan for staff diversity and inclusion.

- Improvements were made to CZS's recruitment process with the implementation of a new on-line Career Center to improve the applicant experience, increase our ability to attract diverse talent, to streamline and speed up the process, and improve reporting, analysis, and tracking. As of September 2013, people of color represent 37.1% of the Society's workforce—a 7% increase over 2010. Females represent 61.2% of the workforce, and **women and people of color combined comprise 73.98% of the Chicago Zoological Society's workforce.**

- CZS began implementation of its strategic Staff Diversity and Inclusion plan in 2013 to enhance workforce diversity and shape a more inclusive, engaged workplace at Brookfield Zoo, with a particular focus on increasing full-time staff diversity. The plan focuses on enhancing diversity and inclusion infrastructure, improving people processes, examining and revising policies and practices, enhancing HR staff capacity, and providing cultural competency training for all staff. In 2013, efforts included enhancing the capacity of the HR Department, restructuring, and hiring new HR staff (the department is now 89% women and people of color). The department has continued to automate and streamline processes, implemented an automated Applicant Tracking System and a new Learning Management System.

#### *Audience Diversity*

The Chicago Zoological Society's free pass initiative continued to grow in 2013 with over 500,000 individuals attending Brookfield Zoo at no cost. CZS again partnered with organizations that serve the under and unemployed, families from underserved communities, veterans, individuals with developmental and intellectual disabilities, and more. **More than half (51%) of non-member zoo guests in 2013 were people of color.**

#### *Supplier Diversity*

Through CZS's supplier diversity initiative, an estimated \$3.7 million is projected to be on payments to certified minority and women-owned businesses in 2013, up from \$549,000 in 2011.

### **Extraordinary Guest Experiences**

#### Viva la Fiesta! at Brookfield Zoo

Hispanic culture was celebrated in June as the Chicago Zoological Society hosted Viva la Fiesta! Featuring authentic food, local and international bands and dancers, Hispanic artists and artisans, and animal zoo chats highlighting critters from Mexico and Central and South America. Menu items available for purchase included Peruvian salchi tacos, Argentinean beef empanadas, Cuban ropa vieja, tostadas, chimichangas, churros, buñuelos, flan/rice pudding, and several different flavors of paletas.

#### Dinosaurs Roam Brookfield Zoo

From April to October, zoo guests were able to travel back to a time when animals larger than life ruled the Earth through the popular Dinosaurs Alive! exhibit. In addition to presenting more than 24 life-size animatronic creatures for guests to experience, a tented showcase highlighted the most recent paleontological findings, including scientific discoveries that showed how birds evolved from dinosaurs. In addition, guests could

learn how dinosaurs are relevant to today's world and how changes in climate may have led to their extinction.

#### Planning for New Wild Encounters Exhibit Underway

CZS continues to advance its leadership role in the zoological community in people/animal interactive learning as it plans to open the new Wild Encounters exhibit in 2015. Wild Encounters will replace the Children's Zoo and provide zoo guests with hands-on experiences touching and feeding animals, interactive play, and learning that fosters a caring ethic for animals. Major elements of the project include new animal encounter nodes for guests to meet a variety of program animals, new budgie aviary, walk-in wallaby yard, expanded reindeer yard, new red panda exhibit, and upgrades to goats, llamas, and alpacas. These elements will increase animal interaction and improve welfare through improved animal management. This will allow the Society to continue to lead the zoological community in people/animal interactive learning.

#### **Sustainable Future**

- More than \$9 million is projected to be invested in critical zoo infrastructure repairs including new roofs, water lines, structural improvements, electrical upgrades and ADA accessibility.
- Began spending down the Forest Preserve's \$8.4million capital investment. Funded projects included roof and skylight replacements for animal exhibits.
- Concluded CZS's Board of Trustee task force activities with next steps focused on Master Site planning and next five -year strategic plans.

## **CHICAGO ZOOLOGICAL SOCIETY/BROOKFIELD ZOO 2014 Institutional Goals**

### **Innovations and Excellence in Conservation Leadership and Animal Welfare**

Institutional goals for innovations and excellence in conservation leadership and animal welfare are shaped around increasing the scientific understanding of animal welfare, determining people's motivations for conservation, ensuring the future viability of wild animal populations, embracing diverse voices of conservation, and providing attractive alternatives to engage people of all backgrounds in conservation.

Key 2014 goals include:

- Advance partnership with Forest Preserves including NatureStart professional development.
- Support/contribute to success of Forest Preserves Centennial planning/milestone.
- Advance CZS's investment in the Fuller Park community and its partnership with Eden Place through a National Science Foundation grant.
- Continue to expand outreach and education efforts in underserved communities.
- Grow CZS's volunteer program for adults with developmental and intellectual disabilities.
- Demolish Baboon Island/consider new use.
- Refresh Perching Bird exhibit.
- Construct new outdoor exhibit for duikers.
- Convert existing space for cranes and storks (winter holding).
- Host African Painted Dog symposium (mid-April/early May).

### **Extraordinary Guest Experiences**

With Brookfield Zoo's more than two million annual visitors, an entertaining and educational visit is the key to engaging children, adults, and families with our animals, the programs we offer, the great science behind the zoo's face, incredible research initiatives, the conservation programs, and so much more.

Key 2014 goals include:

- Begin construction of the new Wild Encounters exhibit, which will replace the 1950s-era Children's Zoo with a 2015 opening.
- Start construction of intersection improvements at 31st and Golfview to improve guest ingress into North Parking Lot and alleviate congestion on busy days.
- Continue renovation of restroom facilities for ADA compliance.

### **Institution of Choice/Commitment to Diversity and Inclusion**

In 2014, the Chicago Zoological Society will continue its focus on building a high-performing, inclusive workplace to attract and retain talent for positions at all levels. We recognize that a diverse workforce is important to our business and to the organization's success; it impacts our ability to remain viable and competitive and to engage the public in our important conservation mission and efforts. In support of our goal to be an

Institution of Choice, in 2014, we will continue to focus on improvements in our recruitment process, the diversity of our pipelines and applicant pools, and strengthening Human Resources capacity and infrastructure, with a heavy focus on automation and streamlining of processes.

Key 2014 goals include:

- Continue to implement strategic plan from the Kaleidoscope group, an HR consulting firm that has been engaged to develop a five-year staff Diversity and Inclusion Plan for CZS.
- Continue to improve/revise hiring and recruitment strategies to recruit a more diverse pool of candidates.
- Develop and diversify CZS's pipeline of job candidates and expand our recruitment and referral network. This will include participation in targeted recruitment events, as well as reaching out to specific community agencies, colleges, universities, and apprentice programs to strengthen relationships and enhance the quality and diversity of our applicant pools.
- Continue staff training efforts through CZS University and by reinforcing our organizational core values. This will include comprehensive supervisory training for all supervisors.
- Continue to increase payments/business to/with certified minority and women-owned businesses.
- Achieve supplier diversity goal of 20% of available spend.

### **Ensuring a Sustainable Financial Future**

To ensure a sustainable future for Brookfield Zoo, we need to focus on the adequacy of infrastructure, attendance, and institutional financial strength and performance. Built in the late 1920s and early 1930s, Brookfield Zoo has significant aging infrastructure and ongoing maintenance issues. Our sustainable future depends on more than just capital initiatives. Our attendance and related operating growth for Brookfield Zoo is vital to achieving our mission of inspiring conservation leadership by connecting people with nature and wildlife. In addition, the relevance of Brookfield Zoo must extend beyond its 216-acre facility and into diverse communities throughout Cook County and the region.

Key 2014 goals include:

- Spend \$8.4 million Forest Preserves capital grant on critical infrastructure needs.
- Complete 5-year Strategic and Master Site Planning processes.
- Advance preparation for next five-year strategic plan.
- Continue significant institutional investments in African-American and Latino communities.

**FOREST PRESERVE DISTRICT OF COOK COUNTY ILLINOIS  
ZOOLOGICAL FUND**

	2013	2013	2014
	APPROPRIATION	ESTIMATED OUTCOME	RECOMMENDATION
<b><u>Revenues</u></b>			
Merchandise and Concessions	12,586,735	12,397,347	12,202,000
General Admissions and Parking	7,693,579	7,186,276	8,000,599
Membership and Animal Adoption	11,040,977	11,421,882	11,911,008
Unrestricted Contributions and Sponsorships	5,090,907	5,386,273	5,780,000
Special Attractions and In-Park Transportation	3,844,959	3,716,075	3,155,505
Catering and Special Events	3,456,704	3,223,485	3,564,875
Education and Other Income	1,208,740	1,229,828	1,204,716
Endowment Investment Income	693,250	891,210	855,500
Release of Restricted Program Contributions	2,095,525	2,470,762	2,327,132
Total Society Program Income	\$47,711,376	\$47,923,138	\$49,001,335
Gross Tax Levy for Chicago Zoological Society	14,884,927	14,884,927	14,884,927
Reserves for Deferred Collections and Refunds	(546,548)	(546,548)	(546,548)
Deferred Collections (Prior Year Taxes)	100,000	100,000	100,000
Personal Property Replacement Tax	749,305	749,305	749,305
Reserves against Pers. Prop. Replacement Tax	0	0	0
<b>Total Revenue</b>	<b>\$62,899,060</b>	<b>\$63,110,822</b>	<b>\$64,189,019</b>
<b><u>Expense</u></b>			
Animal Programs	14,051,861	14,330,288	13,599,208
Buildings and Grounds	10,330,350	10,559,998	11,067,175
Conservation Education and Training	5,466,839	5,440,056	5,781,620
Administration and Security	8,505,192	8,818,637	8,914,150
Guest Services	14,544,183	13,861,054	14,117,304
Marketing, Public Relations and Design	4,973,044	5,267,100	5,424,568
Development, Membership and Gov't Relations	5,027,591	4,833,689	5,284,994
Repayment of General Operating Fund Deficit	0	0	0
<b>Total Expenses</b>	<b>\$62,899,060</b>	<b>\$63,110,822</b>	<b>\$64,189,019</b>
<b>Net</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**THE CHICAGO ZOOLOGICAL SOCIETY  
SUMMARY OF APPROPRIATIONS**

	2013	2013	2014
	APPROPRIATION	ESTIMATED	RECOMMENDATION
<b><u>REVENUES</u></b>		OUTCOME	
Chicago Zoological Society Contribution	\$47,711,376	\$47,923,138	\$49,001,335
Gross Property Tax Levy	14,884,927	14,884,927	14,884,927
Reserve for Deferred Collections and Refunds	(546,548)	(546,548)	(546,548)
Deferred collections (Prior Year Taxes)	100,000	100,000	100,000
Personal Property Replacement Tax	749,305	749,305	749,305
Reserve against Pers. Prop. Replacement Tax	0	0	0
<b>Total Appropriations</b>	<b>\$62,899,060</b>	<b>\$63,110,822</b>	<b>\$64,189,019</b>
<b><u>EXPENSES</u></b>			
Salaries and Wages	\$31,144,626	\$30,594,297	\$31,855,093
Benefits	8,108,344	8,235,880	8,910,817
<b>Total Personnel Expenses</b>	<b>\$39,252,970</b>	<b>\$38,830,177</b>	<b>\$40,765,910</b>
Supplies	3,195,975	3,336,819	3,463,187
Operating Expenses	9,104,679	9,708,026	8,746,892
Equipment	2,007,423	1,996,834	1,864,130
Cost of Sales	4,575,367	4,451,617	4,493,566
Animal Food and Transport	1,039,375	1,101,083	1,053,319
Utilities	2,483,756	2,427,336	2,546,555
General Expenses	492,915	492,782	508,860
Insurance	746,600	766,148	746,600
Repayment of General Operating Fund Deficit	0	0	0
<b>Total Expenses</b>	<b>\$62,899,060</b>	<b>\$63,110,822</b>	<b>\$64,189,019</b>
<b>Net Surplus / (Deficiency)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**BROOKFIELD ZOO STATISTICS**

	<u>Annual Attendance</u>
2010	2,283,065
2011	2,158,185
2012	2,339,312
2013 (Proj.)	2,241,198
2014 (Proj.)	2,300,000

**THE CHICAGO ZOOLOGICAL SOCIETY**

**ANIMAL PROGRAMS**

	2013	2013	2014
	APPROPRIATION	ESTIMATED	RECOMMENDATION
<u>Expenses</u>		OUTCOME	
Salary/ Wages	\$8,090,429	\$8,062,230	\$8,082,562
Benefits	2,341,775	2,377,989	2,463,195
Total Personnel Expenses	\$10,432,204	\$10,440,219	\$10,545,757
Supplies	687,960	719,855	772,389
Operating Expenses	1,649,809	1,785,979	1,021,655
Equipment	204,150	248,623	173,038
Animal Food and Transport	1,039,375	1,101,083	1,053,319
Utilities	22,368	20,668	17,264
General Expense	15,995	13,861	15,786
Total Operating Expenses	\$3,619,657	\$3,890,069	\$3,053,451
<b>Total Program Expenses</b>	<b>\$14,051,861</b>	<b>\$14,330,288</b>	<b>\$13,599,208</b>

**THE CHICAGO ZOOLOGICAL SOCIETY**

**BUILDINGS AND GROUNDS**

	2013	2013	2014
	APPROPRIATION	ESTIMATED	RECOMMENDATION
<u>Expenses</u>		OUTCOME	
Salary/ Wages	\$5,198,536	\$5,226,648	\$5,531,321
Benefits	1,420,423	1,482,962	1,615,372
Total Personnel Expenses	\$6,618,959	\$6,709,610	\$7,146,693
Supplies	766,794	951,813	939,836
Operating Expenses	724,600	664,547	617,736
Equipment	184,287	261,863	258,260
Utilities	2,033,510	1,969,938	2,102,450
General Expenses	2,200	2,227	2,200
Total Operating Expenses	\$3,711,391	\$3,850,388	\$3,920,482
<b>Total Program Expenses</b>	<b>\$10,330,350</b>	<b>\$10,559,998</b>	<b>\$11,067,175</b>



**THE CHICAGO ZOOLOGICAL SOCIETY  
CONSERVATION EDUCATION AND TRAINING**

	2013	2013	2014
	APPROPRIATION	ESTIMATED	RECOMMENDATION
<b><u>Expenses</u></b>		OUTCOME	
Salary/ Wages	\$3,271,352	\$3,158,073	\$3,434,565
Benefits	869,356	869,026	985,659
Total Personnel Expenses	<u>\$4,140,708</u>	<u>\$4,027,099</u>	<u>\$4,420,224</u>
Supplies	263,021	283,068	275,401
Operating Expenses	979,680	1,057,037	1,010,188
Equipment	61,067	52,057	56,434
Utilities	15,628	14,410	12,538
General Expenses	5,135	5,130	5,235
Insurance	1,600	1,255	1,600
Total Operating Expenses	<u>\$1,326,131</u>	<u>\$1,412,957</u>	<u>\$1,361,396</u>
<b>Total Program Expenses</b>	<b>\$5,466,839</b>	<b>\$5,440,056</b>	<b>\$5,781,620</b>

**THE CHICAGO ZOOLOGICAL SOCIETY  
ADMINISTRATION AND SECURITY**

	2013	2013	2014
	APPROPRIATION	ESTIMATED	RECOMMENDATION
<b><u>Expenses</u></b>		OUTCOME	
Salary/ Wages	\$4,232,357	\$4,354,476	\$4,561,563
Benefits	1,296,238	1,378,535	1,499,008
Total Personnel Expenses	<u>\$5,528,595</u>	<u>\$5,733,011</u>	<u>\$6,060,571</u>
Supplies	221,365	214,875	234,158
Operating Expenses	1,242,538	1,405,259	1,193,213
Equipment	826,989	759,508	746,265
Utilities	32,910	35,086	27,051
General Expenses	19,545	19,070	19,642
Insurance	633,250	651,828	633,250
Total Operating Expenses	<u>\$2,976,597</u>	<u>\$3,085,626</u>	<u>\$2,853,579</u>
<b>Total Program Expenses</b>	<b>\$8,505,192</b>	<b>\$8,818,637</b>	<b>\$8,914,150</b>

**THE CHICAGO ZOOLOGICAL SOCIETY  
GUEST SERVICES**

	2013	2013	2014
	APPROPRIATION	ESTIMATED	RECOMMENDATION
<u>Expenses</u>		OUTCOME	
Salary/ Wages	\$6,381,580	\$6,063,667	\$6,178,117
Benefits	<u>1,050,660</u>	<u>1,018,272</u>	<u>1,106,376</u>
Total Personnel Expenses	\$7,432,240	\$7,081,939	\$7,284,493
Supplies	406,800	220,898	257,122
Operating Expenses	1,146,905	1,178,703	1,207,543
Equipment	505,380	439,169	388,253
Cost of Sales	4,575,367	4,451,617	4,493,566
Utilities	362,806	370,635	371,561
General Expenses	2,935	5,028	3,016
Insurance	<u>111,750</u>	<u>113,065</u>	<u>111,750</u>
Total Operating Expenses	\$7,111,943	\$6,779,115	\$6,832,811
<b>Total Program Expenses</b>	<b>\$14,544,183</b>	<b>\$13,861,054</b>	<b>\$14,117,304</b>

**THE CHICAGO ZOOLOGICAL SOCIETY  
MARKETING, PUBLIC RELATIONS AND DESIGN**

	2013	2013	2014
	APPROPRIATION	ESTIMATED	RECOMMENDATION
<u>Expenses</u>		OUTCOME	
Salary/ Wages	\$1,770,470	\$1,687,701	\$1,823,261
Benefits	<u>501,148</u>	<u>498,437</u>	<u>549,122</u>
Total Personnel Expenses	\$2,271,618	\$2,186,138	\$2,372,383
Supplies	299,528	308,279	326,342
Operating Expenses	2,266,069	2,617,176	2,576,322
Equipment	34,850	54,463	53,685
Utilities	8,431	8,496	8,212
General Expenses	<u>92,548</u>	<u>92,548</u>	<u>87,624</u>
Total Operating Expenses	\$2,701,426	\$3,080,962	\$3,052,185
<b>Total Program Expenses</b>	<b>\$4,973,044</b>	<b>\$5,267,100</b>	<b>\$5,424,568</b>

**THE CHICAGO ZOOLOGICAL SOCIETY  
DEVELOPMENT, MEMBERSHIP AND GOV'T RELATIONS**

	2013	2013	2014
	APPROPRIATION	ESTIMATED	RECOMMENDATION
<b><u>Expenses</u></b>		OUTCOME	
Salary/ Wages	2,199,902	\$2,041,502	2,243,704
Benefits	<u>\$628,744</u>	<u>610,659</u>	<u>\$692,085</u>
Total Personnel Expenses	\$2,828,646	\$2,652,161	\$2,935,789
Supplies	550,507	638,031	657,939
Operating Expenses	1,095,078	999,325	1,120,235
Equipment	190,700	181,151	188,195
Utilities	8,103	8,103	7,479
General Expenses	<u>354,557</u>	<u>354,918</u>	<u>375,357</u>
Total Operating Expenses	\$2,198,945	\$2,181,528	\$2,349,205
<b>Total Program Expenses</b>	<b>\$5,027,591</b>	<b>\$4,833,689</b>	<b>\$5,284,994</b>

**THE CHICAGO ZOOLOGICAL SOCIETY  
SUMMARY OF REVENUE**

	2014	CHICAGO	FOREST
	PROGRAM	ZOOLOGICAL	PRESERVE
	EXPENSE	SOCIETY	DISTRICT'S
		CONTRIBUTION	CONTRIBUTION
Animal Programs	\$13,599,208	\$5,220,380	\$8,378,828
Buildings and Grounds	\$11,067,175	4,211,771	6,855,404
Conservation Education and Training	\$5,781,620	5,381,620	400,000
Administration and Security	\$8,914,150	8,914,150	0
Guest Services	\$14,117,304	14,117,304	0
Marketing, Public Relations and Design	\$5,424,568	5,424,568	0
Development, Membership and Gov't Relations	\$5,284,994	5,284,994	0
Repayment of General Operating Fund Deficit	0	0	0

**ZOOLOGICAL FUND**

The District levies, collects and remits taxes to the Zoological Society which operates Brookfield Zoo. Brookfield Zoo opened in 1934 on 216 acres. The District owns the land and facilities. The total 2014 estimated expenditures of the Zoological Fund is projected to be \$64.2 million. The Zoological Fund represents 23.2 percent of the total proposed 2014 Appropriation.

**Zoological Summary of Appropriations**

<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014 Projection</b>
62,889,471	59,772,551	60,955,699	63,253,944	62,899,060	64,189,019

**Zoological Summary of Tax Levies**

<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014 Projection</b>
14,884,927	14,884,927	14,884,927	14,884,927	14,884,927	14,884,927

# CHICAGO BOTANIC GARDEN

## MISSION:

The mission of the Chicago Botanic Garden is to promote the enjoyment, understanding and conservation of plants and the natural world.



**CHICAGO BOTANIC GARDEN**  
**“We Cultivate the Power of Plants to Sustain and Enrich Life”**  
**September 25, 2013**

Open admission-free daily, the Chicago Botanic Garden is one of the great public gardens of the world and welcomes one million visitors annually. The Garden’s membership includes 48,000 member families—one of the largest memberships of any botanic garden in the world and among the highest of the Chicago-area cultural institutions.

The Garden is located on 385 acres of Forest Preserve District land. One of the few botanic gardens accredited by the American Association of Museums, the Garden is a living museum featuring 26 gardens, more than 100 acres of woodland, and 15 acres of re-created prairie habitat. The Garden’s iconic features are its 81 acres of waterways and nine islands. Miles of walking trails, paths, and bridges provide visitors with breathtaking views and vistas from which to view the collection of 2.6 million plants representing more than 9,900 taxa.

Education is a priority at the Chicago Botanic Garden. Its educational programs serve nearly 100,000 children, family members, and students, from pre-kindergarten to Ph.D., through classes and drop-in programs. The Joseph Regenstein, Jr. School of the Botanic Garden annually offers 500 adult education classes, multiple symposia, and nine professional certificate programs, including one in partnership with Oakton Community College and a Science Career Continuum that trains Chicago Public School middle- and high-school students for careers in science. Approximately 5,000 students participate in these classes and programs. Nearly 30,000 people are served annually, without charge, through the Garden’s Plant Information Service and the Lenhardt Library, which houses 110,000 books and periodicals, including one of the nation’s premier collections of rare horticultural works. The Library, classrooms, labs, auditorium, exhibition space, meeting rooms, and three public greenhouses are located in the Regenstein Center. A website ([www.chicagobotanic.org](http://www.chicagobotanic.org)) provides information on Garden events, programs, and services, as well as access to the Best Plants for Illinois database.

Public service is at the core of the Garden’s efforts. Twenty miles south of the Garden’s Glencoe home, in Chicago, the Garden continues to expand its youth and adult urban agriculture and jobs training programs. The Garden manages four Green Youth Farm sites, Windy City Harvest, the Cook County Sheriff’s Vocational Rehabilitation Impact Center, the “People’s Garden,” and the Rodeo Farm. Our focus through these programs is to improve the employment opportunities for Chicago youth and adults and to help broaden access to fresh produce for low-income households. Program participants are trained in sustainable horticulture and urban agriculture and learn to grow crops and sell the produce they grow at neighborhood farmers’ markets. In addition, they learn essential food preparation techniques and develop job skills applicable to industry, including marketing and providing customer service. As these teens and adults learn about the importance of good food choices, they pass along

healthy eating tips through cooking demonstrations using produce they have grown and harvested through the Garden's Community Gardening programs.

New urban agriculture/jobs training programs in 2013 include a 20,000-square-foot rooftop farm on McCormick Place, incubator farms at Legends South, and an expanded collaboration with After School Matters. Windy City Harvest started building out the 2-acre Legends South (a CHA mixed income development on the site of the former Robert Taylor Homes on South State Street) farm site to support production training and to help beginning farmers in 2014 launch their own farm-based businesses. Green Youth Farm programming also takes place at the Urban Garden Lab at 66 E. Randolph, in partnership with After School Matters.

Public service is also advanced through the innovative and internationally recognized Horticultural Therapy Program, which offers therapeutic classes at the Garden and at agency sites throughout the greater Chicago area to veterans and students with emotional and physical challenges.

The Garden's science and research activities, including a joint master's and Ph.D. program with Northwestern University, are housed in the Daniel F. and Ada L. Rice Plant Conservation Science Center. The Plant Science Center is a 38,000-square-foot laboratory building featuring a seed bank dedicated to preserving the native Midwest prairie, a 16,000-square-foot green roof garden, offices, seminar rooms, and a herbarium. The Science Center is unique in its accessibility to the public and earned a Gold certification from the U.S. Green Building Council for Leadership in Energy and Environmental Design. Among the Garden's areas of research are plant conservation biology, to understand and protect the endangered plants of the region; ornamental plant development, to evaluate and introduce ornamental plants particularly suited to the Midwest climate; restoration ecology, to study and rehabilitate the Garden's 200-plus acres of natural areas; and plant collections, focused on developing specialty collections of oak, spirea, aster, sedge, bonsai, aquatic, and other types of plants. The Garden is a partner and member of Chicago Wilderness, Global Strategy for Plant Conservation, International Union for the Conservation of Nature, Botanic Garden Conservation International, Center for Plant Conservation, Plant Conservation Alliance, Chicagoland Grows, Inc., and Openlands, among other plant conservation and research organizations and alliances. The Garden leads the Bureau of Land Management, Department of Interior, Conservation Land Management training program that has trained over 1,000 post-graduate biologists to work on federal lands in 15 western states.

Additional Garden facilities include the Barbara Whitney Carr Administrative Center; the Visitor Center, featuring the Garden Café, Shop and visitor information and membership desks; the Regenstein Fruit & Vegetable Garden, featuring classrooms, a gift shop, an outdoor amphitheater, and a demonstration kitchen. Support facilities include production greenhouses, maintenance buildings, equipment storage facilities, and gatehouses.

## CHICAGO BOTANIC GARDEN 2013 ACCOMPLISHMENTS

### As of September 25, 2013

- **2013 Goal:** To continue to expand the Garden's staff and vendor/contractor diversity by implementing a supplier diversity initiative with the goal of increasing minority- and women-owned business participation in construction and services contracts. **Progress against goal:** To date, the Garden's 2013 expenditures with minority and women-owned businesses are at 12.49% vs. a goal of 10% and 9.4% actual in 2012. The 2013 total reflects \$391,731 of spending with minority-owned businesses and \$314,116 with women-owned businesses.
- **2013 Goal:** To increase attendance by 2 percent and remain admission-free to the public while investigating additional raised-revenue models. **Progress against goal:** The Garden is currently on pace to reach 1,000,000 visitors. That figure would be 45,000 (5%) higher than in 2012, and 303,000 people (43%) higher than in 2005. The Chicago Botanic Garden is the region's seventh highest-attended cultural institution, and twelfth highest-attended tourist attraction, as well as one of the most-visited public gardens in the world. Our 2014 budget is built on attendance of 1,000,000 people.
- **2013 Goal:** To implement and track the information gathered as the Radio Frequency Identification Data system goes into more extensive use. **Progress against goal:** The RFID rollout continues and more than 30,000 RFID tags have been distributed to members. The data team is working on developing reports that will provide insight on members' visitation patterns which will be useful in crafting targeted year-end appeal letters, as well as aid in evaluation of current membership categories, benefits, and dues structure.
- **2013 Goal:** To complete urgently needed buildings and grounds improvements. **Progress against goal:**
  - In conjunction with the Forest Preserve District, construction of a bike path that will provide access from the Skokie Lagoons through the Garden, through McDonald and Turnbull Woods, to the Green Bay Trail. This is yet another significant demonstration of how the Garden is encouraging free visitation from throughout Cook County using a healthy mode of transportation. Staff is waiting (along with the Forest Preserve District) for IDOT to proceed with the project.
  - Completion of landscape architect selection for the Shade Evaluation and Learning Campus Gardens. The Garden chose Mikyoung Kim Design and Wirtz International and is working with these firms on schematic plans for these gardens.
  - Continuation of the removal and replacement of trees infected by the Emerald Ash Borer. Infected trees were removed from Dundee Road and parking lot 2 and throughout the display gardens. This process will continue using both outside contractors for large trees and Garden staff for small trees.
  - Repairing of East Road, fences, decks, arbors, boardwalks, and masonry, and replacement of the water main. The repair of the east road has been delayed until the Production Greenhouses and Nurseries are completed. Staff has cut the wood for replacing the end of the arbor on the Fruit and



Vegetable Garden and will do this in early October. The fence in Farwell Garden was repaired.

- Completion of planning and permitting for new Garden nursery and, if funding allows, greenhouses. The board has approved spending to plan the future nursery. Permitting will come after the construction drawings are complete. The Dundee Nursery has been planned and is in for permit. It will be done in spring, 2014.
  - Other - A construction manager has been selected for maintenance projects including the HVAC repair for the Maintenance and Horticulture buildings, the brick repair in the Circle Garden and Greene Bridge, the roof replacement for the Horticulture Building/Plant Resource Center connector, the Café overflow deck, and the Glencoe water main replacement. These will be completed this year. Path replacement has been delayed because paving material has changed and requirements are being checked for ADA compliance. Plans are underway for the Plant Information Center (which will be completed this year) and the Café renovations will be completed in March 2014. The water main near our Growing Garden was replaced and deer guards at our Lake Cook entrance were installed.
- **2013 Goal:** To improve upon the way we measure and communicate our campus sustainability efforts. **Progress against goal:** Garden staff has met to create the initial sustainability page on the Garden website to show existing solar energy efforts. Work has begun with contractors to improve the measurement of the green roof sensors and will be putting that on a computer screen in the Plant Science Center. Staff has met with Honeywell (which provides the Garden's heating/cooling and alarm systems) to help measure sustainable performance.
  - **2013 Goal:** To increase the numbers of children, family members, teachers, and students from preschool to professionals in youth classes, drop-in programs, adult education classes, symposia, and professional certificate and graduate programs. **Progress against goal:** Overall, the Garden's education department is on track to match or exceed program participation goals for 2013. Registrations in the Adult Education area, which includes short courses, lectures & symposia, wellness, certificate, and professional courses are holding strong, and the introduction of the Photography Certificate Program has boosted revenues. The area is poised to exceed projected net revenue goals for 2013 by 42%, and contribute to the Garden's bottom line. Participation in Youth, Family, Teacher and Student programs is steady, and staff is working on new initiatives to grow participation in 2014, including the development of online courses, and new educational offerings for teachers and students.
  - **2013 Goal:** To increase the amount of produce grown at the Green Youth Farm (GYF) and Windy City Harvest (WCH) sites as a means of both educating and providing job-skills training for at-risk youth and young adults, and increasing the amount of accessible locally grown, organic produce in communities where it is not readily available. **Progress against goal:** The urban agriculture programs of the Chicago Botanic Garden increased the amount of food grown by 21% in 2012 and expanded the Women Infant and Children produce boxes by 47% distributing more than 2200 boxes of produce.

- WCH started building out the 2-acre Legends South (a CHA mixed income development on the site of the former Robert Taylor Homes on South State Street) farm site to support production training and to help beginning farmers in 2014 launch their own farm based businesses. Incubator tenants will be selected through the WCH Business and Entrepreneurship for Local Foods course being launched this fall for graduates. A business plan and successful completion of this course in conjunction with a WCH certificate are prerequisites for application. WCH will provide on-site technical assistance, a heated shared hoop house space for plant starts, shared tools and shared marketing of produce. The two WCH pilot incubator farmers -- Urban Aggies and Field & Florist, have been supported through land access, technical assistance and shared tools in 2013.
- WCH planted 1/4 acre of the McCormick rooftop farm and an additional courtyard area with vegetable trials and are currently planting a 1/4 acre in garlic and onion production. Harvests go directly to Savor...Chicago restaurant, and a WCH intern has been hired to run the rooftop farm with two days of support from a transitional crew member who is applying for the 2014 certificate program.
- Sixteen students enrolled in the WCH certificate program offered in partnership with City Colleges of Chicago.
- WCH worked with 93 inmates at the Cook County Sheriff's Office Vocational Rehabilitation Impact Center (VRIC) and employed 34 VRIC graduates in transitional employment.
- Four WCH transitional job crews are successfully growing for the WIC program (Kraft Garden), Midwest Foods (Rodeo Farm), Tru Blooms fragrance (Native Seed Site) and assisting with the build-out of Legends South. One additional crew has been creating compost (Rodeo Farm) with inputs from the 1-acre VRIC WCH farm and Midwest Foods. WCH has employed a total of 33 transitional participants and placed 9 in full time outside employment. 18 are currently working with WCH, 8 have applied for the 2014 Sustainable Urban Agriculture WCH certificate program.
- Green Youth Farm programming expanded to the Urban Garden Lab at 66 E. Randolph, in partnership with After School Matters. 16 High school students explored sustainable urban agriculture programs and conducted science experiments and data collection to inform their comprehensive designs for a rooftop garden at Michigan and Randolph.
- Formalized the agreement with the Lake County FPD to support half the cost of operating Green Youth Farm in Lake County.
- Green Youth farm served 97 youth at five locations with a 93% retention rate over the course of the summer program. Moved farm stands to more prominent locations at the Greenbelt Cultural Center (North Chicago/Waukegan), Green Tomato Cafe (North Lawndale) and Washington Park GYF (Washington Park), resulting in expanded sales to all target markets (including LINK and SNAP customers)

In 2013, the Garden expanded the group tour program for FPDCC Commissioners as well as elected officials that represent communities with a WCH or GYF site. Twenty-three groups were coordinated of which 15 were from Chicago (west and south sides) and South Holland. Visits were scheduled visits for 733 guests (not all of the groups arrived with the number of guests they requested). Eighteen group visits were sponsored by six FPDCC Commissioners; commissioners Reyes and Steele utilized the group tour program the most.

- **2013 Goal:** Increase the number of participants—veterans, children, and adults who are physically or mentally challenged—through services offered by the Garden’s Horticulture Therapy department. **Progress against goal:** Through September of 2013, the Horticultural therapy services department has served 2,898 clients as compared to 3,100 in 2012. While this does not represent an increase in the number of individuals participating in our services, it does reflect the planned change in focus and method for the department. In 2013, the variety of programs has increased significantly. The Garden has adjusted its curriculum to increase choice in standard contracts, going from two choices to four. The Garden has created a stress-reduction in the garden program for veterans. Off-site, the Garden is now providing seasonal sessions (four times per year) to an outpatient substance abuse support group. Staff created a family day at the Garden to support families in treatment at the Evanston Vet Center. Staff is piloting an eight-week course titled “Plants & Me” to special education students in third and fourth grade. The course relates care of plants to the unique care individual people need in order to thrive. In addition to direct services, the Garden is following its plan to maintain its status as the premier provider of horticultural therapy education. The Garden’s hybrid certificate program that attracted 6 students in 2012 enrolled 14 students in 2013. The Garden’s expertise was recognized by the invitation to provide the keynote address for a horticultural therapy educational conference in Vienna, Austria. The Garden is pursuing the stated goal of engaging in research and now has two separate partners who will conduct research, dependent upon funding. Dr. David Victorson at the Feinberg School of Medicine of Northwestern University, and Dr. David Leckrone, Consultant on Military and Veterans Affairs are interested in separate studies in partnership with us. Finally, the Garden has realized its goal of increasing the number of consultations provided by fulfilling three consulting contract in 2013 as compared to none in 2012.
- **2013 Goal:** To continue to grow as a leader in the training of conservation scientists, to discover critically important knowledge, and to create practical land and water management tools and solutions to address environmental challenges facing society. **Progress against goal:** The Garden’s Daniel F. and Ada L. Rice Plant Conservation Science Center is home to conservation science research projects as well as the Garden’s programs in seed banking, land management and restoration, and shoreline restoration. The Chicago Botanic Garden’s Plant Science and Conservation Research department is working on 117 active grants in 2013. These grants have generated \$2,474,331 received to date in 2013, with another \$5,758,924 in pledges for 2013 and beyond. Seventy-nine of the grants are from the Department of Interior’s Bureau of Land Management. The Garden’s joint master’s and Ph.D. program offered in conjunction with Northwestern University continues to thrive, as does the Conservation Land Management Internship Program funded by the Department of Interior Bureau of Land Management.
- **2013 Goal:** To grow the annual fund, sponsorship revenue, government grants, endowment, and restricted gifts for capital projects, as well as increase earned revenue opportunities such as special exhibits, programs, and activities. **Progress against goal:** Raised revenue is currently on pace to exceed budget across all measures: the annual fund, sponsorship, government grants, endowment. Similarly, earned revenue is currently on pace to exceed budget across all measures: public programs, the Café, and the Garden Shop.

## CHICAGO BOTANIC GARDEN 2014 GOALS

### September 25, 2013

**For a full description of the Garden's strategic plan and annual report, please visit <http://strategicplan.chicagobotanic.org/>.**

#### **1) Maintain and Improve the Experience of Visiting the Garden**

The Chicago Botanic Garden's 385 acres inspire visitors of all ages, backgrounds, and abilities. In 2013, the Garden is on pace to reach 1,000,000 visitors. That figure would be 45,000 (5%) higher than in 2012, and 303,000 people (43%) higher than in 2005. The Chicago Botanic Garden is the region's seventh highest-attended cultural institution, and twelfth highest-attended tourist attraction, as well as one of the most-visited public gardens in the world. Our 2014 budget is built on attendance of 1,000,000 people.

*In 2014 we will maintain and improve the experience of visiting the Garden by:*

- Fulfilling our strategic plan goal of being a "four-season destination" by introducing a winter Orchid Show, in addition to promoting other shoulder- and off-season programs;
- Better serving our members and visitors—especially during peak season days—by renovating the Garden Café. The renovation will increase capacity, improve flow, and make food-service operations much more efficient;
- Better managing parking lines on peak days or seasons;
- Generating even more excitement and demand for the Butterflies & Blooms exhibition, which will be in its third year;
- Investing in the next phase of the Customer Service 2020 initiative by offering training to all staff and developing programs for members based on two years of data generated by the Radio Frequency Identification Data ("RFID") system.

*In 2014 we will continue to set industry standards for campus safety and maintenance, and further the goals of the 2010-2020 Keep Growing Master Site Plan by:*

- Removing or replacing additional trees infected by the Emerald Ash Borer;
- Building the new bike path, which will increase free public access to the Garden by public transportation, bicycle, or foot via the Braeside Metra Station, Skokie Lagoons, and Green Bay Trail;
- Improving the Visitor Center as mentioned above, which includes a Café renovation and improvements to the Boyer and Garden View Rooms;
- Completing the designs and fundraising for a new Learning Campus, including a new Education Center and Garden, designed by Mikyoung Kim;
- Constructing the new Tree Nursery;
- Completing the designs and fundraising for the new Jarantoski Campus Nursery.
- Completing the designs for the new Jarantoski Campus Greenhouse and Shade Evaluation Garden, designed by Peter Wirtz.
- Clearly setting water, waste, herbicide, pesticide, and energy-consumption goals to minimize impact to the environment and communicating our accomplishments to a broad audience.
- Never allowing campus maintenance to be "deferred," by repairing fences, decks, arbors, boardwalks, masonry, and conducting other general maintenance.

**2) Improve the Garden's effectiveness in sharing the benefits of nature with people of all ages, backgrounds, and abilities.**

The Garden thrives as a place where people speaking a multitude of languages and representing a diversity of backgrounds, religions, and interests come to enjoy nature, interact with each other, take a class, earn a degree, volunteer, or get a job.

One of the reasons the Chicago Botanic Garden attracts a diverse audience is that we are admission-free; any number of people can arrive in one car and pay one flat fee, or arrive via bike, foot, or public transportation and enter altogether free of charge. We believe that free admission is one of the Garden's core values and also makes the Garden one of the best values in the Chicago area. Our 2014 budget is based on continuing the admission-free model.

The Chicago Botanic Garden is extremely proud of the model public/private partnership that the Cook County Forest Preserves and Chicago Horticultural Society have nurtured since the Garden's opening in 1972. Serving visitors from throughout Cook County is always the Chicago Botanic Garden's first priority.

The Garden is committed to creating a safe and supportive environment for everyone who experiences the Garden, either on the campus in Glencoe or at any of our sites throughout Cook and Lake Counties.

In 2014, we will increase our efforts to invest in the people of our region and demonstrate how we value and understand those we serve and who serve the Garden by:

- Increasing the numbers of students from preschool to professionals in youth classes, high school education, drop-in programs, adult education classes, symposia, and professional certificate and graduate programs;
- Growing the Science Career Continuum, which annually provides immersive science education, professional mentorship, and employment to more than 60 Chicago Public School 8<sup>th</sup>-12<sup>th</sup> graders, and supports undergraduate and graduate-level opportunities for minority students pursuing a science career;
- Advancing the goals of the 2012 Forest Preserve/Chicago Botanic Garden supplier diversity initiative;
- Investing in staff professional development and succession planning, together with the Personnel and Compensation Committee of the Board of Directors and the generous pro-bono services of Aon/Hewitt;
- Continuing to diversify our Board of Directors and staff;
- Better serving the current Garden staff for whom English is a second language;
- Surveying our visitors to find out what languages they speak, where they come from, and how we can better serve their needs;
- Solidifying the business model for the Garden's youth and adult urban agriculture and jobs-training programs (Green Youth Farm, Windy City Harvest, the Cook County Sheriff's Vocational Rehabilitation Impact Center, McCormick Place rooftop, the "People's Garden," the Kraft Corporate Garden, and the "Rodeo Farm") by generating more jobs and produce for underserved communities as well as for Midwest Foods and Levy Restaurants at U.S. Cellular Field.

- Increasing the number of veterans, children, and adults who are physically or mentally challenged through services offered on- and off-site by the Garden's Horticulture Therapy department.

### **3) Increase the Garden's Influence in Plant Conservation Science**

The Chicago Botanic Garden has become a world leader in plant conservation science, providing knowledge and training to plant scientists, ecologists, and land managers. We use science to find solutions to heal and conserve our environment. Garden scientists study what is happening to plants, which changes can result from a loss in plants and healthy habitat, seek to discover ways to mitigate the damage, and share these discoveries with private and prominent peer-reviewed public restoration practitioners. Our 2014 goals are to:

- Increase the number of Garden scientists supported by grants and publishing articles;
- Train and support over 150 college and graduate students through various internship programs, including the Research Experience for Undergraduates (REU) program, the Conservation and Land Management (CLM) Internship Program, and the Northwestern University Plant Biology and Conservation master's and Ph.D. program;
- Improve international recognition of the Garden's science program through broader communication and increased senior-leadership participation in international symposia, conservation alliances, and conferences;
- Affect wildlife and plant-conservation policy at the local, state, and Federal levels by engaging in partnerships with and providing service to elected officials, agency personnel, and conservation NGOS.

### **4) Help secure the Garden's Financial Future**

The Garden's mission and strategic plan can only be fulfilled if the Garden is financially secure. To maintain programming at high levels, continue to maintain Garden grounds, invest in education programs, and further critical plant conservation science, the Garden must continue to raise funds from private individuals, corporations, foundations, and public sector sources by demonstrating the power of our work and effectiveness of our operation. Our overarching goals for 2014 are to:

- Adopt and communicate the Garden's new mission statement: "We cultivate the power of plants to sustain and enrich life;"
- Invest in year two of a marketing effort to increase awareness and recognition of our science, education, and jobs-training programs;
- Complete year two of the capital and endowment goals of Plants for Life 2020 (the fundraising initiative of the Keep Growing strategic plan);
- Grow the annual fund, sponsorship revenue, government grants, endowment, and restricted gifts for capital projects and special programs;
- Complete a book on the Chicago Horticultural Society's 125-year history, in preparation for this important milestone celebration in 2015.

**FOREST PRESERVE DISTRICT OF COOK COUNTY, ILLINOIS**

**BOTANIC GARDEN FUND**

**Chicago Horticultural Society  
Summary of Revenue & Expenses**

	<b>2013</b>	<b>2013</b>	<b>2014</b>
	<b>BUDGET</b>	<b>ESTIMATED OUTCOME</b>	<b>APPROPRIATION</b>
<b><u>Revenues</u></b>			
Provided by the Garden	\$21,208,699	\$21,134,000	\$22,156,000
Tax Levy for Chicago Botanic Garden	9,348,070	9,348,070	9,348,070
Reserve for Deferred Collections	(280,442)	(280,442)	(280,442)
Personal Property Replacement Tax	355,801	355,801	355,801
Reserve Against PPRT	0	0	0
	<hr/>	<hr/>	
<b>Total Revenue</b>	<b>\$30,632,128</b>	<b>\$30,557,429</b>	<b>\$31,579,429</b>
<b><u>Expenses</u></b>			
Salaries & Wages	15,483,780	15,991,722	16,349,915
Benefits	4,367,220	4,510,486	4,611,514
Subtotal	<hr/> 19,851,000	<hr/> 20,502,208	<hr/> 20,961,429
Operating Expenses	9,994,166	9,455,221	9,945,000
Equipment Purchases	343,000	300,000	300,000
Major Repairs & Maintenance	443,962	300,000	373,000
Subtotal	<hr/> 10,781,128	<hr/> 10,055,221	<hr/> 10,618,000
<b>Total Expenses</b>	<b>\$30,632,128</b>	<b>\$30,557,429</b>	<b>\$31,579,429</b>
<b>Net</b>	<hr/> <b>\$0</b> <hr/>	<hr/> <b>\$0</b> <hr/>	<hr/> <b>\$0</b> <hr/>

**Chicago Horticultural Society**  
**Summary of Revenues**  
**Provided by the Garden**

	2013	2013	2014
	BUDGET	ESTIMATED OUTCOME	RECOMMENDATION
<b><u>Operations</u></b>			
Unrestricted Contributions	\$2,914,000	\$3,014,000	\$3,164,000
Government Grants	4,391,000	4,056,000	3,980,000
Membership	3,687,000	3,712,000	3,787,000
Parking	1,333,000	1,420,000	1,431,000
Restricted Program Contributions	1,650,000	1,665,000	1,790,000
Sponsorships	664,000	714,000	764,000
Investment Income	1,742,000	1,742,000	1,971,000
Education Fees	1,419,000	1,388,000	1,590,000
Visitor Programs & Events	2,573,699	2,583,000	2,824,000
Tram	203,000	200,000	198,000
Food Service Fees	216,000	220,000	226,000
Miscellaneous	416,000	420,000	431,000
<b>Total Operating Revenues</b>	<b>\$21,208,699</b>	<b>\$21,134,000</b>	<b>\$22,156,000</b>



**Chicago Horticultural Society**  
**Summary of Expenses by Division**

	2013	2013	2014
	BUDGET	ESTIMATED OUTCOME	RECOMMENDATION
<b><u>Operations</u></b>			
Administration & Information Services	\$4,079,000	\$4,082,000	\$4,175,000
Horticulture & Collections	4,908,000	4,877,000	5,036,000
Science & Conservation	5,389,000	5,516,000	5,657,000
Facilities & Planning	3,634,000	3,405,000	3,400,000
Communications	1,695,000	1,671,000	1,852,000
Institutional Advancement	3,401,000	3,489,000	3,585,000
Education	1,962,000	2,131,221	2,273,000
Visitor Operations & Programs	3,236,166	3,271,208	3,494,429
Outreach/Community Programs	1,884,000	1,815,000	1,734,000
Major Repairs / Maintenance	443,962	300,000	373,000
<b>Total Expenses</b>	<b>\$30,632,128</b>	<b>\$30,557,429</b>	<b>\$31,579,429</b>

**BOTANIC GARDEN STATISTICS**

Annual Attendance

2008	738,000
2009	890,000
2010	905,000
2011	954,000
2012	955,000
2013 (Proj.)	1,000,000
2014 (Proj.)	1,000,000

**Chicago Horticultural Society  
Administration & Information Services**

	2013	2013	2014
	BUDGET	ESTIMATED OUTCOME	RECOMMENDATION
Salaries & Wages	\$1,821,300	\$1,859,520	\$1,615,380
Benefits	513,700	524,480	455,620
Total Personnel Expenses	2,335,000	2,384,000	2,071,000
Operating Expenses	1,675,000	1,623,000	2,029,000
Equipment Purchases	69,000	75,000	75,000
Total Operating Expenses	1,744,000	1,698,000	2,104,000
<b>Total Program Expenses</b>	<b>\$4,079,000</b>	<b>\$4,082,000</b>	<b>\$4,175,000</b>

**Chicago Horticultural Society  
Horticulture & Collections**

	2013	2013	2014
	BUDGET	ESTIMATED OUTCOME	RECOMMENDATION
Salaries & Wages	\$3,066,180	\$3,087,240	\$3,189,420
Benefits	864,820	870,760	899,580
Total Personnel Expenses	3,931,000	3,958,000	4,089,000
Operating Expenses	917,000	859,000	887,000
Equipment Purchases	60,000	60,000	60,000
Total Operating Expenses	977,000	919,000	947,000
<b>Total Program Expenses</b>	<b>\$4,908,000</b>	<b>\$4,877,000</b>	<b>\$5,036,000</b>

**Chicago Horticultural Society  
Science & Conservation**

	2013	2013	2014
	BUDGET	ESTIMATED OUTCOME	RECOMMENDATION
Salaries & Wages	\$2,932,800	\$3,188,640	\$3,432,780
Benefits	827,200	899,360	968,220
Total Personnel Expenses	3,760,000	4,088,000	4,401,000
Operating Expenses	1,629,000	1,408,000	1,236,000
Equipment Purchases	0	20,000	20,000
Total Operating Expenses	1,629,000	1,428,000	1,256,000
<b>Total Program Expenses</b>	<b>\$5,389,000</b>	<b>\$5,516,000</b>	<b>\$5,657,000</b>

**Chicago Horticultural Society  
Facilities & Planning**

	2013	2013	2014
	BUDGET	ESTIMATED OUTCOME	RECOMMENDATION
Salaries & Wages	\$1,426,620	\$1,427,400	\$1,469,520
Benefits	402,380	402,600	414,480
Total Personnel Expenses	1,829,000	1,830,000	1,884,000
Operating Expenses	1,612,000	1,450,000	1,391,000
Equipment Purchases	193,000	125,000	125,000
Total Operating Expenses	1,805,000	1,575,000	1,516,000
<b>Total Program Expenses</b>	<b>\$3,634,000</b>	<b>\$3,405,000</b>	<b>\$3,400,000</b>

**Chicago Horticultural Society  
Communications**

	2013	2013	2014
	BUDGET	ESTIMATED OUTCOME	RECOMMENDATION
Salaries & Wages	\$767,520	\$770,640	\$820,560
Benefits	216,480	217,360	231,440
Total Personnel Expenses	984,000	988,000	1,052,000
Operating Expenses	711,000	683,000	800,000
Equipment Purchases	0	0	0
Total Operating Expenses	711,000	683,000	800,000
<b>Total Program Expenses</b>	<b>\$1,695,000</b>	<b>\$1,671,000</b>	<b>\$1,852,000</b>

**Chicago Horticultural Society  
Institutional Advancement**

	2013	2013	2014
	BUDGET	ESTIMATED OUTCOME	RECOMMENDATION
Salaries & Wages	\$1,821,300	\$1,889,160	\$1,962,480
Benefits	513,700	532,840	553,520
Total Personnel Expenses	2,335,000	2,422,000	2,516,000
Operating Expenses	1,066,000	1,067,000	1,069,000
Equipment Purchases	0	0	0
Total Operating Expenses	1,066,000	1,067,000	1,069,000
<b>Total Program Expenses</b>	<b>\$3,401,000</b>	<b>\$3,489,000</b>	<b>\$3,585,000</b>

**Chicago Horticultural Society  
Education**

	2013	2013	2014
	BUDGET	ESTIMATED OUTCOME	RECOMMENDATION
Salaries & Wages	\$1,025,700	\$1,205,880	\$1,279,980
Benefits	289,300	340,120	361,020
Total Personnel Expenses	1,315,000	1,546,000	1,641,000
Operating Expenses	647,000	585,221	632,000
Equipment Purchases	0	0	0
Total Operating Expenses	647,000	585,221	632,000
<b>Total Program Expenses</b>	<b>\$1,962,000</b>	<b>\$2,131,221</b>	<b>\$2,273,000</b>

**Chicago Horticultural Society  
Visitor Services**

	2013	2013	2014
	BUDGET	ESTIMATED OUTCOME	RECOMMENDATION
Salaries & Wages	\$1,596,660	\$1,599,162	\$1,611,035
Benefits	450,340	451,046	454,394
	2,047,000	2,050,208	2,065,429
Operating Expenses	1,189,166	1,221,000	1,429,000
Equipment Purchases	0	0	0
Total Operating Expenses	1,189,166	1,221,000	1,429,000
<b>Total Program Expenses</b>	<b>\$3,236,166</b>	<b>\$3,271,208</b>	<b>\$3,494,429</b>

**Chicago Horticultural Society  
Outreach/Community Programs**

	2013	2013	2014
	BUDGET	ESTIMATED OUTCOME	RECOMMENDATION
Salaries & Wages	\$1,025,700	\$964,080	\$968,760
Benefits	289,300	271,920	273,240
Total Personnel Expenses	1,315,000	1,236,000	1,242,000
Operating Expenses	548,000	559,000	472,000
Equipment Purchases	21,000	20,000	20,000
Total Operating Expenses	569,000	579,000	492,000
<b>Total Program Expenses</b>	<b>\$1,884,000</b>	<b>\$1,815,000</b>	<b>\$1,734,000</b>

**Chicago Horticultural Society  
Major Repairs & Maintenance**

	2014
	RECOMMENDATION
Bulb Garden Path Replacement	145,000
Building HVAC Repairs	64,000
Carillon Infrastructure Repairs	105,000
Lighting Repairs and Upgrades for Safety	59,000
<b>Total</b>	<b>\$373,000</b>

**Chicago Horticultural Society  
Non-Operating  
Revenues and Expenses**

	2013	2013	2014
	BUDGET	ESTIMATED OUTCOME	RECOMMENDATION
<b><u>Non-Operating Revenues</u></b>			
Capital and Endowment Contributions Provided by the Garden	\$5,000,000	\$12,000,000	\$23,000,000
<b>Total Non-Operating Revenues</b>	<b>\$5,000,000</b>	<b>\$12,000,000</b>	<b>\$23,000,000</b>
<b><u>Non-Operating Expenditures</u></b>			
Capital Improvements	\$5,000,000	\$4,300,000	\$8,000,000
<b>Total Non-Operating Expenditures</b>	<b>\$5,000,000</b>	<b>\$4,300,000</b>	<b>\$8,000,000</b>

**Chicago Horticultural Society  
Deferred Major Repairs & Infrastructure Improvements**

Learning Center and Garden	20,000,000
Shoreline Restoration	4,000,000
Trails and Exploration Zone in McDonald Woods	4,000,000
Production Greenhouse and Nursery Replacement	39,000,000
Road/Parking Repaving	2,000,000
Infrastructure & Building Systems Maintenance	3,500,000
Pedestrian Bridges	3,000,000
Visitor Center Repairs and Café Renovation	3,000,000
Walk and Garden Structure Repairs	4,000,000
Fruit and Vegetable Island Building Repairs	2,200,000
<b>Total</b>	<b>\$84,700,000</b>

**Chicago Horticultural Society**  
**Deferred Capital Equipment Expenditures**

Deferred Capital Equipment Expenditures (Information Systems, etc.)	\$3,250,000
Deferred Replacement Costs of Aging Vehicle Fleet	750,000
<b>Total</b>	<b><u><u>\$4,000,000</u></u></b>

**BOTANIC GARDEN FUND**

The District levies, collects and remits taxes to the Chicago Horticultural Society which operates the Botanic Garden on a 385 acre site. The District owns the land and facilities. The total 2014 estimated expenditures of the Botanic Garden Fund are projected to be \$31.6 million. The Botanic Garden Fund's share of the 2014 tax levy appropriation represents approximately 11 percent of the total proposed 2014 tax levy appropriation for all funds.

**Botanic Garden Summary of Budget**

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014 Projection</b>
\$	27,265,166	26,913,166	28,924,166	30,557,429	31,579,429

**Botanic Garden Summary of Tax Levies**

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014 Projection</b>
	9,348,070	9,348,070	9,348,070	9,348,070	9,348,070

**Botanic Garden Summary of Operating Revenues Provided by the Garden**

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014 Projection</b>
	18,122,000	17,770,000	19,781,000	21,208,699	22,156,000



**BUDGETARY  
CHART OF ACCOUNTS  
FISCAL YEAR 2014**

This detailed description of classification and coding by object and purpose of account has been prepared to assist departments in planning for appropriation requests as guided by their individual needs and expenditure history. By appropriate fiscal planning, and use of these account descriptions, departments can determine the best allocation of resources and assist the Forest Preserve District of Cook County in accurately planning for the distribution of funds to all elements of the District.

The Department of Finance and Administration has prepared these descriptions to establish guidelines for account usage in the budgeting, accounting and purchasing functions. This Department and its staff will assist departments with questions concerning the Chart of Accounts, or the guidelines, and can recommend placement of funding requests. Any questions or recommendations concerning use of the Chart of Accounts should be referred to the Department of Finance and Administration.

The Forest Preserve District of Cook County utilizes a 13-digit account structure. The first nine digits identify the fund, department, and a cost center within the department. The last four digits are used to identify the account category, or "object". The first of these last four digits (the tenth digit overall) describes the account type, such as revenue, expenditure, liability, etc.

These are the expenditure categories used for the preparation of the budget.

**SALARIES AND WAGES**

The category of accounts designated as Salaries and Wages include accounts from which payment is made for the District's employee expenses.

6110	<u>Salaries and Wages</u> : Full Time amounts paid to permanent District employees as identified in the approved and adopted budget. This amount includes gross salary for personnel services including authorized amounts which are components of the base salary.
6111	<u>Salaries and Wages (Part Time)</u> : Amounts paid to part-time District employees as identified in the approved and adopted budget.
6115	<u>Hospital Insurance</u> : Payments made to providers of health care coverage on behalf of eligible District employees. This amount is calculated by the Finance and Administration Department.
6116	<u>Life Insurance</u> : Payments made to carriers for life insurance coverage on behalf of eligible District employees. This amount is calculated by the Finance and Administration Department.
6117	<u>Dental Care Plan</u> : Payments for insurance coverage on behalf of eligible District employees. This amount is calculated by the Finance and Administration Department.
6118	<u>Vision Care Plan</u> : Payments for insurance coverage on behalf of eligible District employees. This amount is calculated by the Finance and Administration Department.
6119	<u>Personnel Services Adjustment</u> : Estimated reserve amounts for anticipated salary and wage increases which may occur during the course of the fiscal year but are not.

- 6120      Vacancy/Turnover Adjustment: Amount calculated by the Finance and Administration Department to offset personnel expenses; estimated based upon a combination of historic and target vacancy rates.
- 6122      Medicare Payments: Payments made to reimburse the cost of Medicare.
- 6124      Transportation & Travel Expenses: Payment of costs associated with the travel expenses of employees to other District facilities, work locations, training seminars and meetings. These costs may include reimbursement for automobile usage, public transportation or private carriers and are either a strict reimbursement for costs incurred or (in the instance of personal vehicle mileage) paid at a rate determined by the Federal government.
- 6126      Unemployment Insurance: Payments made to the State of Illinois to reimburse the cost of employment benefits made to eligible former District employees.

## **PROFESSIONAL CONTRACTUAL SERVICES**

The category of accounts designed as Professional Contractual Services includes accounts funded for payment of services that by their nature can be performed only by persons or firms with specialized skills and knowledge.

Included are services that support the various policy-making and managerial activities of the District, professional services supporting various District facilities, and services that are not regarded as professional but that require basic scientific knowledge or specialized skills. Expenditures for operation, maintenance and repair of equipment or facilities are not included in these categories.

- 6200      Contractual Services: Expenditures for Intergovernmental Services.
- 6210      Legal Services: Charges for the services of law firms or attorneys to represent or advise the District in such matters as labor law, statutory compliance and union negotiation.
- 6215      Annual Reports/Audit: Fees paid to outside auditors for the performance of the District's financial annual audit, as well as other possible one-time audits for grants, etc.
- 6216      Professional Training: Payments for training of District employees including classes, seminars, etc. related to staff functions.
- 6217      Other Professional Services: Charges for general specialized services that are not part of the regular consulting services.
- 6220      Restoration Intern Program: Hiring of interns for ecological management.
- 6222      Youth Education Program: Funds set aside for the MIGHTY ACORN project educational program.
- 6224      YELAR-Youth Education Program: Funds from license fees that are set aside for Youth Education, Land Acquisition and Restoration.
- 6225      Grant Match Funding: Funds set aside to match grants.

- 6226      Certified Arborist Training:      Payments for professional training and certification of resource management staff responsible for tree care.
- 6228      Volunteer Resources Program:      Expenditures for support of volunteer program.
- 6230      Wildlife Management Program:      Payments for projects involving observation and management of wild animals.
- 6232      Fisheries Management Program:      Payments for projects involving fish management.
- 6234      Resource Ecology Program:      Expenditures for resource ecology.
- 6236      Trails Management Program:      Payments for projects regarding trails maintenance and management initiatives.
- 6238      Special Event & Special Programs:      Expenditure for materials and supplies needed for festivals and programs.
- 6240      Wildlife Disease Monitoring and Health Studies:      Payments for Habitat enhancement projects.
- 6244      ALERTS:      Expenditures for State contract for law enforcement software.
- 6246      Security Contract Services:      Professional service contracts for off-duty security.
- 6250      Permit Contractual Services:      Expenditures related to picnic and other event permit services.
- 6252      Printing:      Expenditures for printing and publishing of District records such as bound volumes of Board Proceedings, printing of forms, stationery, business cards, stamps, seals and labels. Expenditures for print advertising should not be charged to this account.
- 6254      Volunteer Advertisements and Promotions:      Volunteer Steward program, advertising and promotions.
- 6256      Stationary & Office Forms:      Charges for purchases related to official letterhead, custom envelopes and other special office materials and supplies.
- 6258      Dues & Subscriptions:      Charges for professional membership dues and subscriptions to newspapers and magazines.
- 6264      Publication; Advertising and Promotion:      Expenditures for the publishing of District bids, and promotion of special events.

## **MATERIALS AND SUPPLIES**

These accounts represent line item expenses related to office support materials, and those items needed for the maintenance of the building such as water, plumbing, heating, electrical supply and other sundry items. These are not the actual utility but those things needed for the upkeep.

- 6300      Comfort Stations:      Expenditures for toilet facilities products and other materials and supplies.

- 6305      Office Supplies: Payments for work related office supplies utilized by employees of the District.
- 6310      Computer Supplies: Payments for purchases related to computers and computer supplies.
- 6315      Postage: Cost of United States postage stamps for general office and institutional use, including postage meter setting payments, stamped envelopes, stamped post cards, postal permit deposits, overnight/express mail and postal registry.
- 6320      Medical Supplies: Payments for medical supplies and first aid kits mandated by EPA, USDA and other regulatory authorities.
- 6325      Materials and Supplies: Payments for office support materials.
- 6330      Chemical Supplies: Payments for the chemicals used for pool maintenance and herbicides for invasive species management.
- 6335      Janitorial Supplies: Payments for toilet paper and other cleaning supplies for the District's rest rooms.
- 6340      Plumbing/Electrical/Heating: Payments for the materials and supplies used for plumbing, electrical, and heating activities.
- 6345      Propane Gas: Payments for propane gas.
- 6350      Nature Center Supplies: Payments related to the supplies used to take care of the Nature Centers.
- 6355      Other Materials and Supplies: Charges for other items which do not fit other categories and/or expenditures are anticipated to be too small to warrant their own category.
- 6360      ID Cards and Film: Charges for materials and supplies for employee and patron identification cards.
- 6362      Uniforms: Expenditures for purchases related to uniforms to be worn by employees of the District who need them in order to perform their mission.
- 6365      Engineering Equipment and Supplies: Payments for supplies and equipment used for engineering purposes.
- 6375      Equipment Purchase & Repair Service: Payments for professionally performed repairs on the District's equipment.
- 6380      Building Repair Services: Charges for the cost of repairing District buildings.
- 6385      Resident Watchmen Facilities Contractual Services: Professional services to repair Resident Watchman facilities.
- 6390      Resident Watchman Buildings and Supplies: Materials and supplies purchased for staff to repair Resident Watchman facilities.

## UTILITIES

These accounts are used to track the line item expenditures set aside for the payment of utility bills to various governmental and publicly-regulated utilities. It also includes expenses for repairing utility-related equipment.

- |      |   |
|------|---|
| 6400 | <u>Electricity and Natural Gas:</u> Charges made by utility companies to provide electric and gas services to District facilities. The cost of special wiring or equipment installed and maintained by these companies should be charged to appropriate accounts in the same manner as such services or equipment would be charged if provided by any other contractor or vendor. |
| 6405 | <u>Gas &amp; Oil for Auto &amp; Equip.:</u> Payments related to District-wide consumption of gas and oil for vehicles and heavy machinery, as well as equipment such as gas tanks.  |
| 6410 | <u>Telephone Services:</u> Expenditures for telephone services of the District.   |
| 6415 | <u>Water/Sanitary Services:</u> Charges for water and sewer services for District facilities.   |
| 6420 | <u>Refuse Disposal:</u> Payments for refuse pick-up and disposal throughout the District.   |

## SELF INSURANCE AND EMPLOYEE BENEFITS

These categories are used to identify the District's self-insured obligations.

- |      |   |
|------|---|
| 6500 | <u>Self Insurance:</u> Insurance charges related to the District's self-insurance program.  |
| 6505 | <u>Workman Compensation Claims/Judgment:</u> Payments of Temporary Total Disability Benefits to employees for work related injuries, payments to medical providers, and payments of awards or settlements mandated by the Industrial Commission of the State of Illinois. |

## EQUIPMENT AND FIXTURES

This account category represents payments related to depreciable fixed assets.

- |      |   |
|------|---|
| 6610 | <u>Office Equipment &amp; Furniture:</u> Charges for small office equipment.  |
| 6625 | <u>Equipment Maintenance Service:</u> Charges for the maintenance and repair of office equipment such as copiers and similar office equipment. The costs may include any charges for usage, parts, labor, travel, etc., as billed by the vendor or provider of the maintenance or repair service. Charges for accessories, non-replacement parts or "upgrade" purchased from any supplier or vendor, which include or exclude installation, should not be charged to this account but to the appropriate supply or equipment account. |
| 6630 | <u>Tools &amp; Equipment:</u> Charges for the acquisition of new tools and new equipment.   |

- 6635      Equipment & Vehicle Modifications: Charges for the acquisition of new vehicles/ new equipment & modifications of existing vehicles & equipment.
- 6640      Vehicle Licenses & Registration: Charges for the licensing of existing District vehicles and for those planned new vehicles.
- 6645      Equipment Supplies & Maintenance Service: Expenditures related to professional services on the maintenance of existing equipment, and the supplies needed for the effective functionality of District vehicles.
- 6647      Maintenance of Radio Equipment: Payments for radio maintenance.

## **BUILDING AND CONSTRUCTION**

This account category is for all of the costs for construction of long-term assets, and substantial restoration and other repairs to those assets that extend the useful life of the asset.

- 6710      Buildings: Payments for construction and maintenance of building structures.
- 6740      General Consulting Services: Funds set aside for the acquisition of specialized skills from vendors with those capabilities.
- 6755      Restoration & Landscape: Payments for the maintenance, restoration and rehabilitation of wildlife habitats and natural landscapes.
- 6760      Neighborhood Space: Planned expenditures for Intergovernmental projects.
- 6770      Site Amenities: Payments for fences, gates and concrete units; parking projects; sewer & water lines; and site identification/signage.
- 6780      Trails: Planned expenditures for the construction of new and existing trail systems, bridges and culverts.

## **CAPITAL EXPENDITURES**

These accounts are used for payment of Real Estate expenditures.

- 6800      Land Acquisition: Payments for the acquisition of new land.
- 6801      Land Acquisition Prof. Services: Fees paid to independent appraisers and court costs associated with the acquisition of land.
- 6802      Relocation Costs: Expenditures associated with the relocation of persons whose property was acquired by the District.

## **OTHER EXPENSES**

This category is used to manage payments related to appropriation adjustment, payment of costs associated with the travel expense of employees to other County facilities, work locations, training seminars and meetings. These costs may include reimbursement for automobile usage, public transportation or private carriers and are paid at a rate determined by the Department of Finance and Administration.

- 6900      Intergovernmental Services: Various small intergovernmental expenditures.

6905	<u>Office of Inspector General</u> : Inspector General Expenditures.
6910	<u>Intergovernmental Affairs</u> : Intergovernmental Affairs Expenditures.
6907	<u>State's Attorney Services</u> : Fees for State's Attorney Services.
6915	<u>Board Secretary Services</u> : Board Secretary Services Expenses.
6916	<u>Bureau of Technology</u> : Charges for IT administrative support, network connectivity, telecommunications and Internet services.
6917	<u>Copy Equipment Rental</u> : Charges for copiers, scanning and fax equipment.
6918	<u>Office Rental</u> : Operating expense charges for administrative office space at 69 West Washington for Legal, Finance and Office of the General Superintendent.
6919	<u>UIC Extension</u> : Funding for programs run through a partnership with the University of Illinois-Chicago Agricultural Extension office.
6920	<u>911 Telecommunications</u> : Charges for emergency communications services.
6925	<u>Sheriff's SWAP</u> : Charges for the Sheriff's Work Alternative Program services.

## **GLOSSARY**

<b>Appropriation</b>	An amount of money in the budget, authorized by the Forest Preserve District's Board of Commissioners, for expenditure by departments for a specific purpose. Appropriations are made by account group within each department and fund.
<b>Assessed Valuation</b>	The value placed on all taxable property within the boundaries of Cook County. The Assessed Valuation is used as the basis for computing the Property Tax Levy.
<b>Bonded Debt</b>	The portion of an issuer's total indebtedness represented by outstanding bonds.
<b>Bond Resolution</b>	The document or documents representing action of the issuer authorizing the issuance and sale of general obligation bonds.
<b>Budget</b>	A plan of financial operations embodying an estimate of proposed expenditures and revenues for a period of twelve (12) months.
<b>Corporate Fund</b>	A fund used to account for resources other than those accounted for in other funds.
<b>Debt Service</b>	The payment of principal and interest on borrowed funds. The District has debt service for general obligation bonds and Cook County Tender Note Program.
<b>Encumbrances</b>	Commitments related to unperformed (executory) contracts for goods and services.
<b>Equalizer</b>	The equalizer for the County is the ratio of the state-mandated assessment level to the median level of assessment for the County for the preceding three years as determined by the Illinois Department of Revenue.
<b>Equalized Assessed Value</b>	The assessed value of the property multiplied by the equalizer gives the Equalized Assessed Value. The Equalized Assessed Value is the property tax base.
<b>Fiscal Year (FY)</b>	In the Forest Preserve District, the fiscal year is January 1 through December 31.
<b>Full-Time Equivalent</b>	A part-time position converted to the decimal equivalent of a full-time position based upon 2,080 hours of work per year. For example, a part-time naturalist aide working 20 hours per week would be equivalent to half of a full-time position.
<b>Fund</b>	An independent accounting entity containing self-balancing accounts used to record revenue and expenditures.
<b>Fund Balance</b>	The difference between revenue and expenditures. A negative fund balance is sometimes referred to as a deficit.
<b>General Fund</b>	See Corporate Fund.
<b>Non-Personnel Service</b>	Expenditures within this classification are included with budgetary accounts 6200 thru 6999.



<b>Personnel Service</b>	Expenditures within this classification are included with budgetary accounts 6110 thru 6126. Expenditures included are cost related to salaries, wages, benefits and other personnel costs.
<b>Property Tax</b>	A tax levied on the equalized assessed value of real property in Cook County. The Tax is collected by Cook County with assistance from the Illinois Department of Revenue. Authorization for the Forest Preserve property tax occurs through annual appropriation.
<b>Revenues</b>	Amount of monies collected from taxes, fines and fees for the purpose of financing governmental operations and services.
<b>Tax Levy</b>	Amount of estimated revenue to be generated from the property tax that will be used to finance government operations and services.
<b>Tax Rate</b>	The rate that will be necessary to generate the amount of revenue from property tax levies. The rate will be levied for each \$100 of assessed valuation.

## FUNDS

- Corporate  
The Corporate Fund is the District's general operating fund. It supports the various departments and other District operations and services. The majority of the tax receipts received by the District, excluding receipts for the Brookfield Zoo and Chicago Botanic Garden, and almost all non-tax revenues go into this fund.
- Capital Improvement  
The Capital Improvement Fund accounts for all capital expenditures of the District that are funded by debt or other financing sources and that are not related to land acquisitions or accounted for in another fund.
- Construction and Development  
The Construction and Development Fund is established to account for annual tax levies and certain other revenues to be used for the acquisition or construction of major capital facilities. The proceeds of taxes levied must be expended over a five-year period and any unspent proceeds at the end of the five-year period are transferred to the Corporate Fund.
- Real Estate Acquisition  
The Real Estate Acquisition Fund accounts for the District's land acquisition program. Sources available for appropriations for this fund are derived from debt proceeds, contributions and grants. The District does not levy taxes for land acquisition. Only expenses directly related to the acquisition of land are charged to this fund.
- Bond and Interest  
The debt service as well as the corresponding tax levy for this fund is for scheduled debt service payments for the 2004 and 2012 Series bonds. A tax levy pledge of approximately \$4 million for Personal Property Replacement Tax (PPRT) - backed bonds will be abated when the total amount is available for payment of the debt service.
- Employee Annuity and Benefit  
The Employee Annuity and Benefit Fund is the amount to be levied and received in Personal Property Replacement Taxes (PPRT) as required for the purpose of providing the amount necessary to be contributed by the District as employer.
- Self-Insurance  
The Self-Insurance Fund was established to account for the District's self-insurance related expenditures including all worker's compensation claims, tort judgments/settlements, and associated legal fees. It is actuarially funded on a biannual basis.
- Zoological  
The Zoological Fund is the fund from which appropriations are made to the Chicago Zoological Society for the operation of Brookfield Zoo.
- Botanic Garden  
The Botanic Garden Fund is the fund from which appropriations are made to the Chicago Horticultural Society for the operation of the Chicago Botanic Garden.

## ACCOUNTING PRACTICES

The accounts of the District are organized on a basis of funds and an account group to present the financial position and results of operations of each fund. The accounting system of the District is also designed to provide budgetary control over the revenues and expenditures of each fund. The accounting principles of the District conform to accounting principles generally accepted in the United States of America as applicable to governmental units or, in the case of the discretely presented component units, the Chicago Horticultural Society ("Chicago Botanic Garden") and Chicago Zoological Society ("Brookfield Zoo"), as applicable to not-for-profits. The accepted standard-setting body for establishing governmental accounting and financial reporting principles is the Governmental Accounting Standards Board (GASB) and for establishing not-for-profit accounting and financial reporting principles is the Financial Accounting Standards Board (FASB).

The District uses a cash basis for putting together its annual budget. With respect to government-wide funds, expendable trust funds and agency funds, the District follows the modified accrual basis of accounting in which revenues are recognized when they become both measurable and available as net current assets. Available means collectible within the current period or 60 days thereafter to pay liabilities of the current period. Taxpayer assessed taxes, gross receipts and personal property replacement taxes are considered "measurable" when they are in the hands of intermediary collecting governments and are recognized as revenue at that time. Anticipated refunds of such taxes are recorded as liabilities and reductions of revenue when they are measurable and their validity seems certain. Revenues considered to be susceptible to accrual are: real estate taxes, personal property replacement taxes, land sale proceeds, concession receivables and interest receivables.

## **FOREST PRESERVE DISTRICT OF COOK COUNTY POSITION CLASSIFICATION AND COMPENSATION**

The salary schedules, including a range of pay for each grade, are set forth at the end of this section.

In addition, there shall be a salary grade for salaries established by State Statute and salary grades that shall be used for flat or single rates rather than salary ranges.

### **GENERAL INTENT**

It is the intent of the Board of Commissioners of the Forest Preserve District of Cook County that all provisions of this resolution shall apply to all designated officers and/or employees without regard to race, color, gender, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income or housing.

### **ENTRY RATE**

A new employee entering the Forest Preserve District service shall be paid the minimum salary provided in the salary grade in which the job has been placed.

### **APPLICABILITY OF STEP PROGRESSION AND STEP PLACEMENT**

It is the intent of these resolutions that employees compensated by the hourly salary schedules shall be required to work a minimum of one year at each step, except where elsewhere provided for in this resolution.

In general, the following rules shall apply:

Original appointment to all positions shall be at the first step of the assigned grade.

Step advances shall be granted upon completion of one year of continuous service in the same position until the maximum salary is reached.

Anniversary step advancement will be effective the first full pay period following the employee's anniversary date.

Eligibility for longevity step advancement and longevity step placement must be in conformance with the regulations as established in the respective salary schedules.

Eligibility for step placement for trades' apprentices shall be in accordance with provisions as set forth in agreement between the District and respective trades.

### **STEP ADVANCEMENT**

Anniversary step advancement will be effective the first full pay period following the employee's anniversary date.

### **EXISTING RATES**

An employee whose compensation is above the maximum salary of the salary grade in which the job classification has been placed shall not have the salary reduced during the incumbency in the job classification held as of the date of this resolution.

No salary shall be raised so long as it exceeds the maximum salary of the salary grade in which the job has been placed.

An employee whose salary is within the limits of the salary grade in which the position is placed, but does not correspond to one of the established steps of the salary grade, shall be eligible for an increase to the first established step above the present salary at the time of the employee's next anniversary.

### **TRANSFERS OR CHANGES OF POSITION**

An employee transferring from one department to another in the same job classification and / or grade shall be eligible to receive the salary that he/she had been receiving at the time of the transfer provided the budget of the department to which he/she has been transferred can accommodate the salary; and, if not, the employee shall be eligible to have the salary received prior to the transfer restored at the earliest possible date. Such appointment shall not set a new anniversary date.

### **PROMOTIONS**

An employee who is promoted to a job in a higher salary grade shall be entitled to placement in the step of the new salary grade which will provide a salary increase at least two steps above the salary received at the time the promotion is made, provided that:

The new salary does not exceed the maximum established for the grade to which the employee is promoted; or the new salary is not below the first step established for the grade for which the employee is promoted; or years of service requirements are fulfilled concerning longevity step placement; or a previous promotion has not been given within the same fiscal year; or the budget of the department to which the employee is assigned can accommodate the salary; or in all cases, an employee must spend at least six months in the job classification from which he/she is being promoted.

If an employee has been given a previous promotion within the same fiscal year, the employee shall be entitled to placement in the step in the new salary grade which will provide a salary increase at least one step above the salary received at the time the promotion is made, however, in all cases such salary will be in conformity with the provisions of the above. In all cases of promotion, the effective date will set a new anniversary date.

### **DEMOTIONS**

The following shall apply to demotions from one grade to another:

An employee demoted to a job in a lower salary grade shall have the salary adjusted in the new job to the same step of the new salary grade as was received in the salary grade of the job from which demoted. The employee's anniversary date does not change.

An employee promoted to a job in a higher salary grade and subsequently demoted to a job in a lower salary grade shall have the salary adjusted to the step of the salary grade to which the employee would be entitled had the employee remained in the salary grade from which he or she was promoted.

### **RECLASSIFICATION OF POSITIONS**

An employee whose job is reclassified to a lower classification shall continue to receive compensation at the same rate received immediately prior to reclassification. Such action shall not change the employee's anniversary date. If the salary rate received immediately prior to reclassification is less than the last step rate of the lower classification, the employee shall be entitled to further step advancement.

If the salary rate received immediately prior to the reclassification is less than the fifth step rate of the lower classification, the employee shall be entitled to further step advancement.

An employee whose job is reclassified to a higher classification shall be placed in the first step of the higher grade which provides a salary at least one step above the salary received at the time of the reclassification. Such action will change the employee's anniversary date.

In all cases or reclassification, the employee shall receive at least the first step of the grade to which the position is reclassified.

### **UPGRADING OF POSITIONS**

An employee whose position is upgraded shall be placed in the first step of the new grade which is at least the same as the salary the employee was receiving prior to being upgraded.

In all cases of upgrading the employee shall receive at least the first step of the new grade, and shall retain the anniversary date held prior to the upgrading.

### **SALARY RATES BASED UPON FULL - TIME EMPLOYMENT**

The salary rates and grades prescribed in Schedule 1 are fixed on the basis of normal 40 hour work weeks for non-union, full time employees.

The salary rates of the Teamsters Local 700 (Schedule 2), the Police Schedule (Schedule 3) and the "X" Grade Schedule (Schedule 4) are likewise fixed on the basis of full-time service, with designations as to the constitution of a normal workweek left to the directors of departments involved.

For positions which are professional, supervisory and executive in character, the normal work week of 40 hours generally applies, but the compensation is intended to be appropriate for the class regardless of variations in the time that may be required to satisfactorily fulfill the responsibilities of the positions.

### **PREVAILING RATE POSITIONS**

A prevailing rate ("X") position is hereby defined as one for which the rate is established under acceptable evidence of the wage prevailing in industry. Such positions are usually craft, labor or trade positions, and are not paid under the provisions of the positions classification and compensation plan schedules.

### **JOB TITLE ADJUSTMENTS**

To meet operational needs that may develop during the fiscal year, departments are allowed to request changes in job title and/or salary grade pursuant to the reclassification, upgrading or downgrading of budgeted positions. Authorization for such changes will require the approval of the director of the position classification agency and the General Superintendent.

### **CONTINUITY OF SERVICE**

Absence from District service due to leave without pay for periods in excess of 30 calendar days, all suspensions, layoffs for more than 30 calendar days but less than one year, and all absences without leave shall be deducted in computing total continuous service and will effect a change in the anniversary date. Seasonal employment of less than 120 calendar days in any calendar year shall not be credited toward continuity of service.

### **GENERAL PROVISIONS**

All changes in pay, including reclasses and upgrades, shall be implemented the first full pay period following the effective date. Notwithstanding these provisions as set forth, the Board of Forest Preserve District Commissioners may, in its discretion, limit the amount of salary increases for any or all employees or provide for salary rates in excess of those prescribed. Any change in the job classification title terminology not involving a change in the major duties of the job will not affect the status of the employee, including eligibility for increases within a specific salary grade. All questions concerning the specific application of the provisions of these resolutions shall be interpreted and resolved by the Director of the position classification agency.

**NON-UNION SALARIES  
FOREST PRESERVE DISTRICT**

**Schedule 1**

Grade		1st	2nd	3rd	4th	5th	After 2	After 1	After 1	After 1
		Step	Step	Step	Step	Step	Years at 5th Step	Yr at 1st Longevity Rate & 10 Yrs Servc	Yr at 2nd Longevity Rate & 15 Yrs Servc	Yr at 3rd Longevity Rate & 20 Yrs Servc
9	Hourly	13.727	14.373	15.100	15.835	16.599	17.387	17.730	17.918	18.087
	Bi-Weekly	1,098.16	1,149.84	1,208.00	1,266.80	1,327.92	1,390.96	1,418.40	1,433.44	1,446.96
	Annual	28,552	29,896	31,408	32,937	34,526	36,165	36,878	37,269	37,621
10	Hourly	14.741	15.433	16.177	17.002	17.829	18.661	18.842	19.039	19.218
	Bi-Weekly	1,179.28	1,234.64	1,294.16	1,360.16	1,426.32	1,492.88	1,507.36	1,523.12	1,537.44
	Annual	30,661	32,101	33,648	35,364	37,084	38,815	39,191	39,601	39,973
11	Hourly	15.835	16.599	17.387	18.222	19.138	20.105	20.303	20.483	20.698
	Bi-Weekly	1,266.80	1,327.92	1,390.96	1,457.76	1,531.04	1,608.40	1,624.24	1,638.64	1,655.84
	Annual	32,937	34,526	36,165	37,902	39,807	41,818	42,230	42,605	43,052
12	Hourly	17.002	17.829	18.661	19.596	20.572	21.525	21.729	21.936	22.170
	Bi-Weekly	1,360.16	1,426.32	1,492.88	1,567.68	1,645.76	1,722.00	1,738.32	1,754.88	1,773.60
	Annual	35,364	37,084	38,815	40,760	42,790	44,772	45,196	45,627	46,114
13	Hourly	18.222	19.138	20.105	21.058	22.035	23.129	23.335	23.570	23.812
	Bi-Weekly	1,457.76	1,531.04	1,608.40	1,684.64	1,762.80	1,850.32	1,866.80	1,885.60	1,904.96
	Annual	37,902	39,807	41,818	43,801	45,833	48,108	48,537	49,026	49,529
14	Hourly	19.596	20.572	21.525	22.600	23.685	24.816	25.086	25.337	25.589
	Bi-Weekly	1,567.68	1,645.76	1,722.00	1,808.00	1,894.80	1,985.28	2,006.88	2,026.96	2,047.12
	Annual	40,760	42,790	44,772	47,008	49,265	51,617	52,179	52,701	53,225
15	Hourly	21.058	22.035	23.129	24.277	25.490	26.682	26.943	27.203	27.490
	Bi-Weekly	1,684.64	1,762.80	1,850.32	1,942.16	2,039.20	2,134.56	2,155.44	2,176.24	2,199.20
	Annual	43,801	45,833	48,108	50,496	53,019	55,499	56,041	56,582	57,179
16	Hourly	22.600	23.685	24.816	25.982	27.239	28.530	28.800	29.086	29.375
	Bi-Weekly	1,808.00	1,894.80	1,985.28	2,078.56	2,179.12	2,282.40	2,304.00	2,326.88	2,350.00
	Annual	47,008	49,265	51,617	54,043	56,657	59,342	59,904	60,499	61,100
17	Hourly	24.270	25.490	26.682	27.938	29.303	30.737	31.051	31.356	31.652
	Bi-Weekly	1,941.60	2,039.20	2,134.56	2,235.04	2,344.24	2,458.96	2,484.08	2,508.48	2,532.16
	Annual	50,482	53,019	55,499	58,111	60,950	63,933	64,586	65,220	65,836
18	Hourly	25.982	27.239	28.530	29.932	31.312	32.864	33.196	33.528	33.860
	Bi-Weekly	2,078.56	2,179.12	2,282.40	2,394.56	2,504.96	2,629.12	2,655.68	2,682.24	2,708.80
	Annual	54,043	56,657	59,342	62,259	65,129	68,357	69,048	69,738	70,429
19	Hourly	28.530	29.932	31.312	32.864	34.424	36.014	36.228	36.596	36.956
	Bi-Weekly	2,282.40	2,394.56	2,504.96	2,629.12	2,753.92	2,881.12	2,898.24	2,927.68	2,956.48
	Annual	59,342	62,259	65,129	68,357	71,602	74,909	75,354	76,120	76,868
20	Hourly	31.312	32.864	34.424	36.067	37.771	39.593	39.799	40.185	40.589
	Bi-Weekly	2,504.96	2,629.12	2,753.92	2,885.36	3,021.68	3,167.44	3,183.92	3,214.80	3,247.12
	Annual	65,129	68,357	71,602	75,019	78,564	82,353	82,782	83,585	84,425
21	Hourly	34.424	36.067	37.771	39.593	41.476	43.514	43.711	44.141	44.589
	Bi-Weekly	2,753.92	2,885.36	3,021.68	3,167.44	3,318.08	3,481.12	3,496.88	3,531.28	3,567.12
	Annual	71,602	75,019	78,564	82,353	86,270	90,509	90,919	91,813	92,745
22	Hourly	37.771	39.593	41.476	43.514	45.530	47.713	47.936	48.076	48.076
	Bi-Weekly	3,021.68	3,167.44	3,318.08	3,481.12	3,642.40	3,817.04	3,834.88	3,846.13	3,846.13
	Annual	78,564	82,353	86,270	90,509	94,702	99,243	99,707	100,704	101,711
23	Hourly	39.593	41.476	43.514	45.530	47.713	48.076	48.076	48.076	48.076
	Bi-Weekly	3,167.44	3,318.08	3,481.12	3,642.40	3,817.04	3,846.13	3,846.13	3,846.13	3,846.13
	Annual	82,353	86,270	90,509	94,702	99,243	100,235	101,238	102,250	103,273

**TEAMSTERS LOCAL 700  
FOREST PRESERVE DISTRICT**

**Schedule 2**

	1st Step	2nd Step	3rd Step	4th Step	5th Step	1st long (Step 6)	2nd long (Step 7)	3rd long (Step 8)	4th long (Step 9)
Maintenance Tech Metal (Hourly)	28.35	28.49	28.64	28.77	28.92	29.20	29.49	29.78	30.08
Bi-Weekly	2,268.00	2,279.20	2,291.20	2,301.60	2,313.60	2,336.00	2,359.20	2,382.40	2,406.40
Annual	58,968	59,259	59,571	59,842	60,154	60,736	61,339	61,942	62,566
Laborer (Hourly)	19.54	19.64	19.73	19.84	19.93	20.13	20.32	20.53	20.74
Bi-Weekly	1,563.20	1,571.20	1,578.40	1,587.20	1,594.40	1,610.40	1,625.60	1,642.40	1,659.20
Annual	40,643	40,851	41,038	41,267	41,454	41,870	42,266	42,702	43,139
Serviceman (Hourly)	20.99	21.09	21.20	21.31	21.41	21.63	21.84	22.06	22.28
Bi-Weekly	1,679.20	1,687.60	1,696.03	1,704.51	1,713.04	1,730.17	1,747.47	1,764.94	1,782.59
Annual	43,659	43,877	44,097	44,317	44,539	44,984	45,434	45,889	46,347
Serviceman I (Hourly)	20.99	21.10	21.21	21.31	21.41	21.62	21.84	22.06	22.28
Bi-Weekly	1,679.20	1,688.00	1,696.80	1,704.80	1,712.80	1,729.60	1,747.20	1,764.80	1,782.40
Annual	43,659	43,888	44,117	44,325	44,533	44,970	45,427	45,885	46,342
Serviceman II (Hourly)	21.66	21.77	21.88	21.98	22.10	22.32	22.53	22.75	22.97
Bi-Weekly	1,732.80	1,741.60	1,750.40	1,758.40	1,768.00	1,785.60	1,802.40	1,820.00	1,837.60
Annual	45,053	45,282	45,510	45,718	45,968	46,426	46,862	47,320	47,778
Serviceman III (Hourly)	23.67	23.79	23.90	24.03	24.14	24.38	24.63	24.88	25.13
Bi-Weekly	1,893.60	1,903.20	1,912.00	1,922.40	1,931.20	1,950.40	1,970.40	1,990.40	2,010.40
Annual	49,234	49,483	49,712	49,982	50,211	50,710	51,230	51,750	52,270
Seviceman IV (Hourly)	25.57	25.70	25.82	25.95	26.08	26.34	26.60	26.86	27.13
Bi-Weekly	2,045.60	2,056.00	2,065.60	2,076.00	2,086.40	2,107.20	2,128.00	2,148.80	2,170.40
Annual	53,186	53,456	53,706	53,976	54,246	54,787	55,328	55,869	56,430
Light Equipment Operator (Hourly)	20.26	20.37	20.47	20.56	20.67	20.87	21.08	21.29	21.50
Bi-Weekly	1,620.80	1,629.60	1,637.60	1,644.80	1,653.60	1,669.60	1,686.40	1,703.20	1,720.00
Annual	42,141	42,370	42,578	42,765	42,994	43,410	43,846	44,283	44,720
Garage Attendant (Hourly)	23.67	23.79	23.90	24.03	24.14	24.38	24.63	24.88	25.13
Bi-Weekly	1,893.60	1,903.20	1,912.00	1,922.40	1,931.20	1,950.40	1,970.40	1,990.40	2,010.40
Annual	49,234	49,483	49,712	49,982	50,211	50,710	51,230	51,750	52,270
Maintenance Service Tech (Hourly)	26.16	26.29	26.43	26.55	26.68	26.95	27.22	27.49	27.77
Bi-Weekly	2,092.80	2,103.20	2,114.40	2,124.00	2,134.40	2,156.00	2,177.60	2,199.20	2,221.60
Annual	54,413	54,683	54,974	55,224	55,494	56,056	56,618	57,179	57,762
Watchman (Hourly)	19.55	19.65	19.74	19.85	19.94	20.14	20.34	20.54	20.75
Bi-Weekly	1,564.00	1,572.00	1,579.20	1,588.00	1,595.20	1,611.20	1,627.20	1,643.20	1,660.00
Annual	40,664	40,872	41,059	41,288	41,475	41,891	42,307	42,723	43,160
Resource Tech (Hourly)	22.41	22.51	22.63	22.74	22.86	23.08	23.31	23.54	23.78
Bi-Weekly	1,792.80	1,800.80	1,810.40	1,819.20	1,828.80	1,846.40	1,864.80	1,883.20	1,902.40
Annual	46,613	46,821	47,070	47,299	47,549	48,006	48,485	48,963	49,462
Maintenance Mechanic (Hourly)	31.42	31.58	31.74	31.89	32.06	32.38	32.70	33.03	33.37
Bi-Weekly	2,513.60	2,526.40	2,539.20	2,551.20	2,564.80	2,590.40	2,616.00	2,642.40	2,669.60
Annual	65,354	65,686	66,019	66,331	66,685	67,350	68,016	68,702	69,410
Maintance Foreman II (Hourly)	25.61	25.74	25.86	26.00	26.12	26.38	26.64	26.91	27.18
Bi-Weekly	2,048.80	2,059.20	2,068.80	2,080.00	2,089.60	2,110.40	2,131.20	2,152.80	2,174.40
Annual	53,269	53,539	53,789	54,080	54,330	54,870	55,411	55,973	56,534
Maintenance Equip OP (Hourly)	32.24	32.40	32.57	32.72	32.89	33.22	33.55	33.88	34.23
Bi-Weekly	2,579.20	2,592.00	2,605.60	2,617.60	2,631.20	2,657.60	2,684.00	2,710.40	2,738.40
Annual	67,059	67,392	67,746	68,058	68,411	69,098	69,784	70,470	71,198
Facilities Maintenance Foreman (Hourly)	32.24	32.40	32.56	32.73	32.89	33.22	33.55	33.89	34.23
Bi-Weekly	2,579.20	2,592.10	2,605.06	2,618.08	2,631.17	2,657.48	2,684.06	2,710.90	2,738.01
Annual	67,059	67,394	67,731	68,070	68,410	69,095	69,786	70,483	71,188
Heavy Equipment Technician (Hourly)	34.23	34.40	34.57	34.75	34.92	35.27	35.62	35.98	36.34
Bi-Weekly	2,738.40	2,752.09	2,765.85	2,779.68	2,793.58	2,821.52	2,849.73	2,878.23	2,907.01
Annual	71,198	71,554	71,912	72,272	72,633	73,359	74,093	74,834	75,582
Fleet Technician (Hourly)	25.40	25.53	25.65	25.78	25.91	26.17	26.43	26.70	26.96
Bi-Weekly	2,032.00	2,042.16	2,052.37	2,062.63	2,072.95	2,093.68	2,114.61	2,135.76	2,157.12
Annual	52,832	53,096	53,362	53,628	53,897	54,436	54,980	55,530	56,085
Tow Truck Operator/Tire Repairmen (Hourly)	25.40	25.53	25.65	25.78	25.91	26.17	26.43	26.70	26.96
Bi-Weekly	2,032.00	2,042.16	2,052.37	2,062.63	2,072.95	2,093.68	2,114.61	2,135.76	2,157.12
Annual	52,832	53,096	53,362	53,628	53,897	54,436	54,980	55,530	56,085
Pump & Well Repairman II (Hourly)	23.84	23.96	24.08	24.19	24.32	24.56	24.81	25.06	25.30
Bi-Weekly	1,907.20	1,916.80	1,926.40	1,935.20	1,945.60	1,964.80	1,984.80	2,004.80	2,024.00
Annual	49,587	49,837	50,086	50,315	50,586	51,085	51,605	52,125	52,624
Maintenance Equip Repair (Hourly)	25.40	25.52	25.65	25.78	25.91	26.17	26.43	26.68	26.95
Bi-Weekly	2,032.00	2,041.60	2,052.00	2,062.40	2,072.80	2,093.60	2,114.40	2,134.40	2,156.00
Annual	52,832	53,082	53,352	53,622	53,893	54,434	54,974	55,494	56,056



**POLICE UNIONS SCHEDULE  
FOREST PRESERVE DISTRICT**

**Schedule 3**

		1st Step	2nd Step	3rd Step	4th Step	5th Step	6th Step	After 10 Years Service	After 15 Years Service	After 20 Years Service	After 25 Years Service
Grade											
FPD-1	Hourly	21.721	24.178	25.141	26.140	27.132	28.261	29.393	30.555	31.773	33.044
Police	Bi-Weekly	1,737.65	1,934.23	2,011.27	2,091.19	2,170.54	2,260.88	2,351.42	2,444.42	2,541.85	2,643.50
Officer	Annually	45,179	50,290	52,293	54,371	56,434	58,783	61,137	63,555	66,088	68,731
FPD-2	Hourly	24.994	26.875	28.133	29.457	30.896	32.408	32.740	33.893	35.249	36.659
Sergeant	Bi-Weekly	1,999.50	2,149.96	2,250.62	2,356.58	2,471.69	2,592.65	2,619.19	2,711.46	2,819.92	2,932.73
	Annually	51,987	55,899	58,516	61,271	64,264	67,409	68,099	70,498	73,318	76,251

**"X" GRADE  
FOREST PRESERVE DISTRICT**

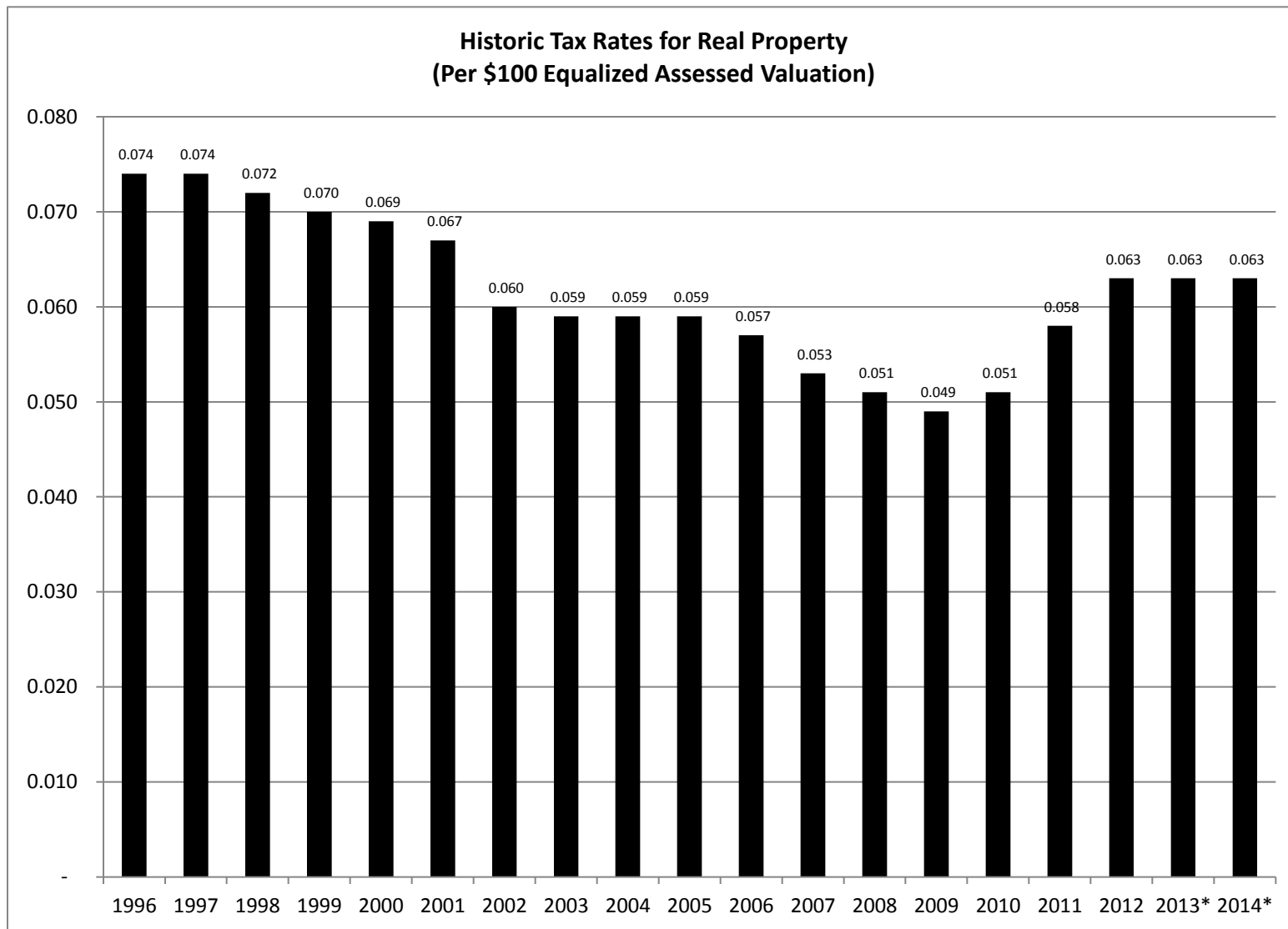
**Schedule 4**

<b>Title</b>	<b>Hourly Rate</b>	<b>Bi-Weekly Salary</b>	<b>Annual Salary</b>
Electrician	43.00	3,440.00	89,440.00
Plumber	46.05	3,684.00	95,784.00
Painter	40.00	3,200.00	83,200.00
HVAC Repairman	40.81	3,264.80	84,884.80
Pipefitter	46.00	3,680.00	95,680.00

**NON-UNION HOURLY RATE SCHEDULE  
FOREST PRESERVE DISTRICT**

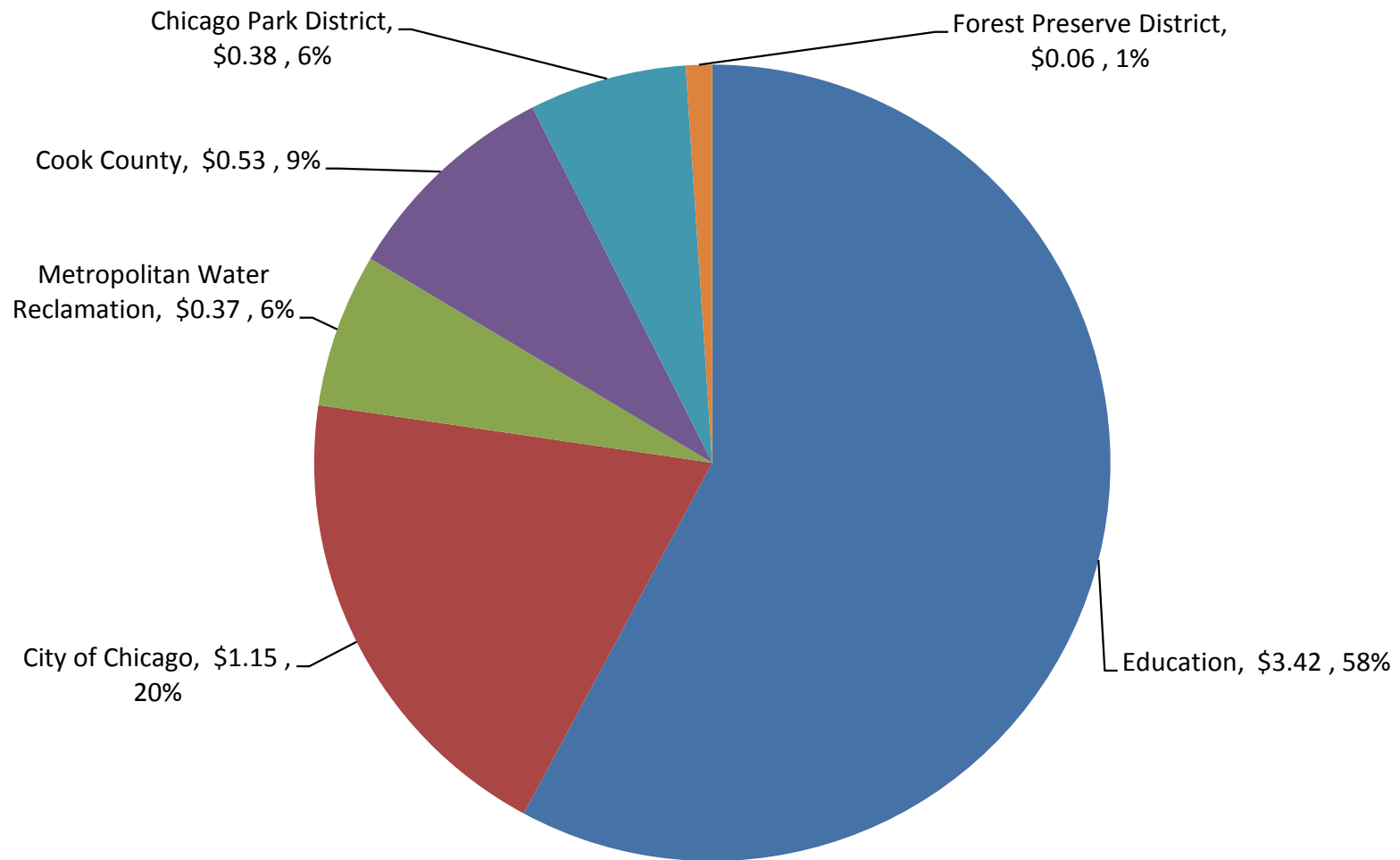
**Schedule 5**

<b>Title</b>	<b>Rate</b>
Aquatic Center Manager	20.00
Cashier (Pools)	10.00
Lifeguard I	12.00
Lifeguard II	14.00
Naturalist Aide	15.12
Nature Center Part Time Attendant	8.25
Permit Aide	14.00
Recreation Aide	15.12
Resource Management Aide	15.12
Seasonal Aquatic Center Attendant	8.25
Seasonal Attendant	8.25
Seasonal Permit Aide	14.00
Seasonal Recreation Aide	15.12
Seasonal Resource Mgt. Aide	10.00



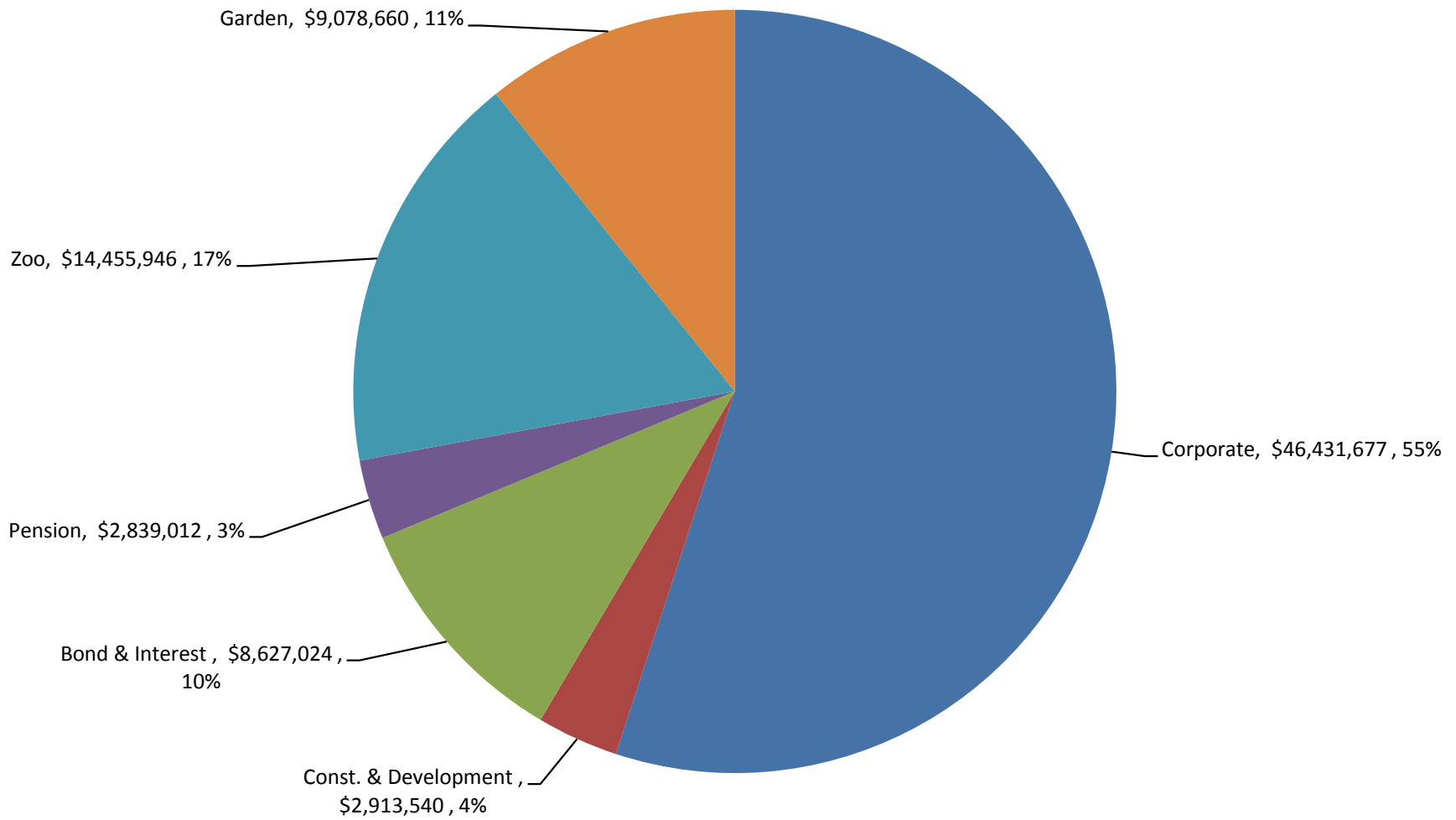
\* 2013-2014 projected based on 2012 Actual Agency Tax Rate

**2012 Cook County  
Property Tax Rates Comparison  
(Per \$100 of Equalized Assessed Valuation)**



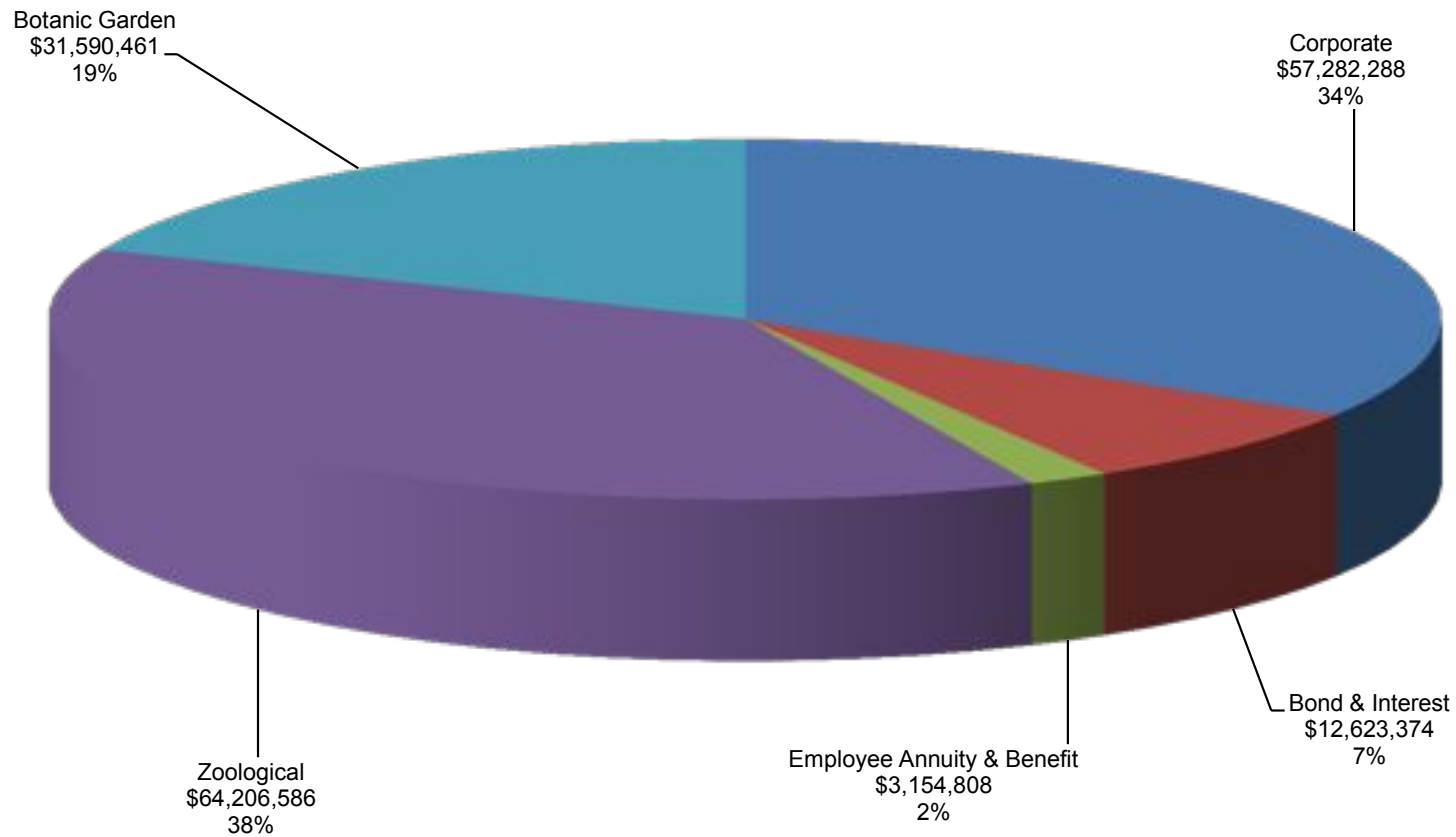
Source: Office of the Clerk of Cook County (2013 rates not available)

**Property Tax Distribution  
Net of Uncollectible / Refunds  
FY 2014**



**\$84,345,858**

# FOREST PRESERVE DISTRICT Total Operating & Debt Service FY 2014

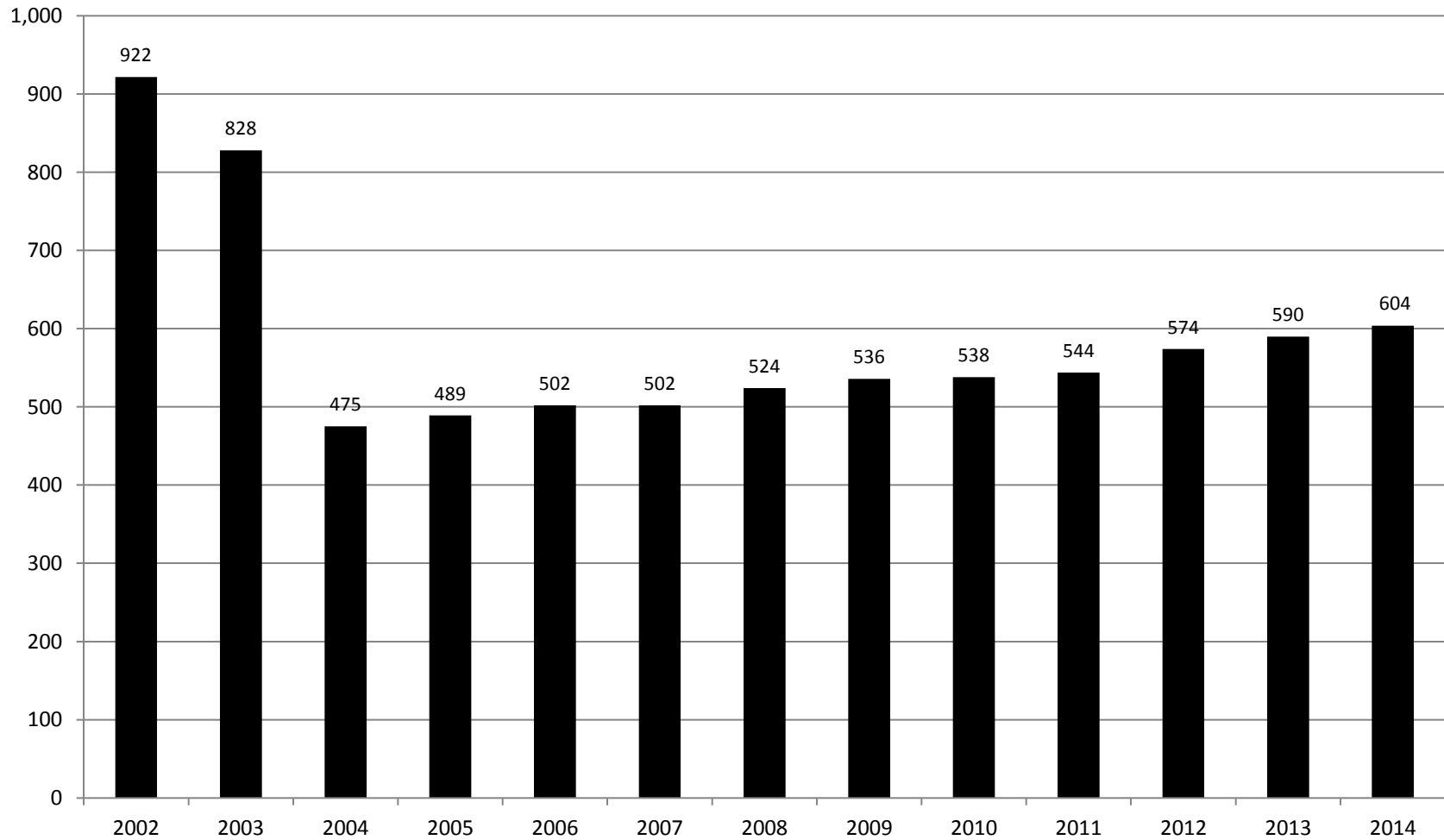


**\$168,857,517**

## FY 2013 - 2014 ANNUAL APPROPRIATION COMPARATIVE SUMMARY

<b>Fund</b>	<b>FY 2013 Appropriation</b>	<b>FY 2014 Recommendation</b>	<b>Difference</b>	<b>% Change</b>
<b>Operating and Debt Service</b>				
Corporate	\$52,841,725	57,282,288	4,440,563	8.4%
Self Insurance	3,000,000	3,000,000	-	0.0%
Bond and Interest	19,881,853	19,932,213	50,360	0.3%
Bond and Interest - Abatement	(4,996,350)	(7,308,839)	(2,312,489)	46.3%
Employee Annuity and Benefit	2,975,735	3,154,808	179,073	6.0%
Zoological	62,899,060	64,206,586	1,307,526	2.1%
Botanic Garden	30,632,128	31,590,461	958,333	3.1%
<b>Total for Operations</b>	<b>\$167,234,151</b>	<b>\$171,857,517</b>	<b>\$4,623,366</b>	<b>2.8%</b>
<b>Capital</b>				
Construction and Development	1,940,000	2,913,540	973,540	50.2%
Capital Improvement	5,300,000	4,000,000	(1,300,000)	-24.5%
Real Estate Acquisition	14,848,849	-	(14,848,849)	-100.0%
<b>Total for Capital</b>	<b>22,088,849</b>	<b>6,913,540</b>	<b>(15,175,309)</b>	<b>-68.7%</b>
<b>Total Recommendations</b>				
	<b>189,323,000</b>	<b>178,771,057</b>	<b>(10,551,943)</b>	<b>-5.6%</b>

**Forest Preserve District  
Staffing History  
Number of Full-Time Equivalents**



**NOTE: Part-Time and Seasonal hours are converted to a Full-Time Equivalent**



**PROPERTY TAX LEVY SUMMARY**

Following the approval of the Annual Appropriation Ordinance, the Forest Preserve District Board of Commissioners authorizes the raising of revenue by direct taxes on real property. This is known as the Property tax Levy.

Once property taxes are collected and remitted to the District, they are distributed to six funds: Corporate, Construction & Development, Bond & Interest, Employee Annuity & Benefit, Zoological and Botanic Garden.

**Property Tax Levy Summary 2009-2014**

<b><u>Fund</u></b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>% Change (2013-2014)</b>
Corporate	41,746,609	41,746,609	41,394,704	41,363,334	46,708,559	47,809,540	2.4%
Const. & Development	6,041,600	6,041,600	6,041,600	6,041,600	2,000,000	3,000,000	50.0%
Bond & Interest	12,437,552	12,443,698	12,445,178	12,001,306	15,885,503	15,935,863	0.3%
Bond & Interest Abatement	0	0	0	0	(4,996,350)	(7,308,839)	46.3%
Annuity & Benefit	2,324,442	2,479,198	2,829,675	2,869,336	2,677,864	2,839,012	6.0%
Zoological	14,884,927	14,884,927	14,884,927	14,884,927	14,884,927	14,884,927	0.0%
Botanic Garden	9,348,070	9,348,070	9,348,070	9,348,070	9,348,070	9,348,070	0.0%
<b>Total</b>	<b>86,783,200</b>	<b>86,944,102</b>	<b>86,944,154</b>	<b>86,508,572</b>	<b>86,508,573</b>	<b>86,508,573</b>	<b>0.0%</b>

## Forest Preserve District of Cook County, Illinois

## Property Tax Levies and Collections

## Last Ten Tax Years

Tax Year	Taxes Levied for the Fiscal Year	(1)	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years		Total Collections to Date	
			Amount	Percentage of Levy			Amount	Percentage of Levy
2012	85,791,363	(2)	\$ 80,378,210	(3)	93.69%	\$ -	(3) \$ 80,378,210	93.69%
2011	86,508,572	(2)	\$ 85,153,958	(3)	98.43%	1,085,287	(4) \$ 86,239,245	99.69%
2010	86,944,102		72,142,150		82.98%	5,310,370	77,452,520	89.08%
2009	86,783,200		71,821,455		82.76%	10,203,682	82,025,137	94.52%
2008	87,647,885		81,716,672		93.23%	3,542,369	85,259,041	97.27%
2007	85,299,402		80,303,581		94.14%	2,257,307	82,560,888	96.79%
2006	81,316,855		72,392,687		89.03%	7,399,454	79,792,141	98.12%
2005	80,011,658		74,120,676		92.64%	698,742	74,819,418	93.51%
2004	72,924,920		70,436,787		96.59%	1,281,988	71,718,775	98.35%
2003	66,355,891		62,583,691		94.32%	2,712,956	65,296,647	98.40%

(1) Tax levied for Fiscal Year 2012 includes levy for Forest Preserve District and Series 2012 General Obligation Bonds

(2) 2012 Budgeted Tax Levy - Extended Tax Levy Available

(3) Tax collections for Tax Levy 2012 collected as of August 31, 2013

(4) Subsequent tax collections for 2010 tax levy collected during as of August 31, 2013

Sources: Cook County Clerk, Tax Extension Division & Cook County Treasurer Department

## Forest Preserve District of Cook County, Illinois

## Direct and Overlapping Governmental Activities Debt

As of December 31, 2012

(dollars in thousands)

<u>Governmental Unit</u>	<u>Debt Outstanding</u>	<u>Overlapping Percentage</u>
Debt repaid with property taxes		
Cook County	\$3,709,530,000	4.14%
City of Chicago	76,823,027,128	85.76%
Chicago Board of Education	6,362,380,731	7.10%
Chicago Park District	874,710	0.00%
Metropolitan Water Reclamation District	2,496,979,231	2.79%
Subtotal overlapping debt	89,392,791,800	99.79%
District's direct debt	187,950,000	0.21%
Total direct and overlapping debt	<u>\$89,580,741,800</u>	<u>100.00%</u>

Source: Cook County Comptroller's Office

**Forest Preserve District of Cook County, Illinois**

**Legal Debt Margin Information**

**Last Ten Fiscal Years**

**Legal Debt Margin Calculation as of December 31, 2012**

Assessed value	\$ 136,176,024,327
Debt limit (.345% assessed value)	\$ 469,807,284
Debt applicable to limit:	
General obligation bonds	187,950,000
Less: Amount set aside for repayment of general obligation debt	(8,295,000)
Total net debt applicable to limit	196,245,000
Legal debt margin	\$ 273,562,284

	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Debt limit	\$ 388,129,983	\$ 419,751,587	\$ 460,132,412	\$ 466,948,144	\$ 497,989,502	\$ 549,470,852	\$ 599,043,453	\$ 614,343,550	\$ 587,895,916	\$ 469,807,284
Total net debt applicable to limit	<u>35,608,354</u>	<u>32,323,184</u>	<u>125,056,934</u>	<u>125,056,934</u>	<u>120,748,093</u>	<u>103,586,963</u>	<u>95,892,033</u>	<u>89,276,658</u>	<u>87,500,000</u>	<u>196,245,000</u>
<b>Legal debt margin</b>	<b><u>\$ 352,521,629</u></b>	<b><u>\$ 387,428,403</u></b>	<b><u>\$ 335,075,478</u></b>	<b><u>\$ 341,891,210</u></b>	<b><u>\$ 377,241,409</u></b>	<b><u>\$ 445,883,889</u></b>	<b><u>\$ 503,151,420</u></b>	<b><u>\$ 525,066,892</u></b>	<b><u>\$ 500,395,916</u></b>	<b><u>\$ 273,562,284</u></b>
<b>Total net debt applicable to the limit as a percentage of debt limit</b>	<b><u>9.17%</u></b>	<b><u>7.70%</u></b>	<b><u>27.18%</u></b>	<b><u>26.78%</u></b>	<b><u>24.25%</u></b>	<b><u>18.85%</u></b>	<b><u>16.01%</u></b>	<b><u>14.53%</u></b>	<b><u>14.88%</u></b>	<b><u>41.77%</u></b>

Sources: Annual Financial Reports 2003-2012 and Cook County Clerk's office, Tax Extension Division

**PICNIC PERMITS \*\*****Schedule 16**

*NOTE: 2014 rates are the same as 2013*

**NO SHELTER**

<b>Category</b>	<b>Size</b>	<b>Rate</b>
W	10 - 99 people	\$37
X	100 - 399 people	\$90
Y	400 - 999 people	\$535
Level 4	1,000 or more people (large area events)	\$960

**WITH SHELTER**

<b>Category</b>	<b>Size</b>	<b>Rate</b>
W	10 - 99 people	\$53
X	100 - 399 people	\$105
Y	400 - 999 people	\$550
Level 4	1,000 or more people (large area events)	\$960

\*\* Picnic Permits: one grove per permit, fees assessed for all permits; large groups may require multiple permits and/or security deposit.

**Other Fees**

Permit Application Fee	\$10 per application
Maximum Vending Fee	\$550 per vendor
Special Use Permit	\$25 + \$10 per item
Permit Change Fee	\$5
Copy of Permit	\$2
Special Event Permit	\$175 per day
Youth Field Permit (soccer, football, etc.)	\$50 + \$10 per hour
Adult Field Permit (soccer, football, etc.)	\$50 + \$20 per hour
Still Photography	\$55 per hour
Commercial Photography (Video)	\$125 per hour
Day Camp Permit	\$30 per day
Cabin Fee (all locations)	\$50 per night
Tent Fee	\$20 per tent

Special Use Permits: Special accommodations such as tents, beer trucks, caterers, rides, generators, lighting, overflow parking, amplified sound, etc. A special use permit will be required for the aforementioned accommodations even if a picnic permit is not required based on the size of the group. Requires proof of \$1,000,000 liability insurance.

Special Event Permits: Activities not included in Picnic Permits or Special Use Permits. Usually sold to organizations, including soccer clubs, baseball clubs, model airplane groups, dog clubs and commercial photography. Requires proof of \$1,000,000 liability insurance.

Non-profit organizations with proper documentation may qualify for a reduced rate of 50% on designated Picnic Permit charges.

## POOL FEES

## Schedule 17

*NOTE: 2014 rates are the same as 2013*

<i>Fee type</i>	<i>Fee</i>
Child 3 - 12 years old	\$4
Adult	\$6
Family Season Pass (Family up to 4 members)	\$150
Additional members	\$35
Individual Season Pass	\$40

## OTHER LICENSES AND PERMITS

*NOTE: Except for adding a new One Day Horse Permit Fee, 2014 rates are the same as 2013*

<i>Horses</i>	<i>Fee</i>
Resident Annual Horse License	\$30
Non-Resident Annual Horse License	\$45
Annual Rider License	\$4
Resident One Day Horse Tag/Rider Fee	\$4
Non-Resident One Day Horse Tag/Rider Fee	\$5

<i>Dogs</i>	<i>Fee</i>
Resident Annual Dog License	\$55
Non-Resident Annual Dog License	\$110

<i>Snowmobile</i>	<i>Fee</i>
Resident Permit	\$25
Non-Resident Permit	\$50

<i>Cross-Country Skiing</i>	<i>Fee</i>
Ski Rental	\$15
Ski Rental - Senior	\$40
Ski Rental - Family (Up to 4 members)	\$40
Ski Rental - Group	\$5 per person
Lesson and Ski Rental	\$30
Lesson	\$20

## PAVILIONS & FACILITIES

Schedule 18

### Thatcher

Pavilion	Deposit	Capacity	Cook County Residents & Businesses	Non-Cook County Residents & Businesses
<b>East Room</b>				
M-Thurs	50%	166	\$50/Hr.	\$75/Hr.
Fri-Sat-Sun	50%	166	\$70/Hr.	\$95/Hr.
<b>West Room</b>				
M-Thurs	50%	133	\$40/Hr.	\$65/Hr.
Fri-Sat-Sun	50%	133	\$60/Hr.	\$85/Hr.

### Dan Ryan Woods

Pavilion	Deposit	Capacity	Cook County Residents & Businesses	Non-Cook County Residents & Businesses
M-Thurs	50%	183	\$50/Hr.	\$75/Hr.
Fri-Sat-Sun	50%	183	\$70/Hr.	\$95/Hr.

### Mathew Bieszcza Volunteer Resource Center

VRC	Deposit	Capacity	Cook County Residents & Businesses	Non-Cook County Residents & Businesses
<b>Community Room</b>				
M-Thurs	50%	100	\$30/Hr.	\$55/Hr.
Fri and Sun	50%	100	\$40/Hr.	\$50/Hr.
Sat	50%	100	\$50/Hr.	\$60/Hr.
<b>Classroom</b>				
M-Thurs	50%	40	\$15/Hr.	\$25/Hr.
Fri and Sun	50%	40	\$30/Hr.	\$40/Hr.
Sat	50%	40	\$25/Hr.	\$45/Hr.

Please Note: Rooms at Mathew Bieszcza Volunteer Resource Center require a 4-hour minimum rental.  
Nonprofit organizations with proper documentation may qualify for a reduced rate of 50% on designated charges.

# 2013

Golf Course	Golf Course Green Fees (Weekdays)						
	18 - Holes		9 - Holes		Twilight		Sr./Jr. Golf Card
	Public	Golf Card	Public	Golf Card	Public	Golf Card	
Billy Caldwell	-	-	\$18	\$15	\$15	\$12	\$11
Burnham Woods	\$25	\$20	\$17	\$15	\$18	\$16	\$13
Chick Evans	\$30	\$25	\$20	\$18	\$23	\$20	\$15
Edgebrook	\$26	\$21	\$17	\$16	\$19	\$17	\$13
George W. Dunne National	\$49	\$44	\$33	\$27	\$29	\$24	\$21
Highland Woods	\$38	\$33	\$25	\$23	\$26	\$24	\$19
Indian Boundary	\$30	\$25	\$20	\$18	\$23	\$20	\$15
Joe Louis "The Champ"	\$26	\$21	\$17	\$16	\$19	\$17	\$13
Meadowlark	-	-	\$18	\$15	\$15	\$12	\$11
River Oaks	\$26	\$21	\$17	\$16	\$19	\$17	\$13

	Golf Course Green Fees (Weekend)					
	18 - Holes		9 - Holes		Twilight	
	Public	Golf Card	Public	Golf Card	Public	Golf Card
Billy Caldwell	-	-	\$19	\$16	\$14	\$11
Burnham Woods	\$29	\$23	\$18	\$15	\$18	\$15
Chick Evans	\$31	\$26	\$21	\$18	\$24	\$21
Edgebrook	\$29	\$24	\$19	\$16	\$19	\$16
George W. Dunne National	\$52	\$47	\$32	\$27	\$31	\$24
Highland Woods	\$41	\$36	\$26	\$23	\$26	\$23
Indian Boundary	\$31	\$26	\$21	\$18	\$24	\$21
Joe Louis "The Champ"	\$29	\$24	\$19	\$16	\$19	\$16
Meadowlark	-	-	\$19	\$16	\$14	\$11
River Oaks	\$29	\$24	\$19	\$16	\$19	\$16

## All Courses

Identification Cards	2013	2014
Standard - Resident	\$37	\$37
Standard - Non-Resident	\$42	\$42
Platinum - Resident	\$84	\$84
Platinum - Non-Resident	\$89	\$89

## Cart Fees - Per Rider

18 - Holes	\$16	\$16
9 - Holes	\$9	\$9

## Driving Range Fee (Regular Bucket)

Public	\$6	\$6
Golf Card	\$5	\$5

\* NOTE: There are no rate or fee changes from 2013 to 2014

# 2014 \*

Golf Course	Golf Course Green Fees (Weekdays)						
	18 - Holes		9 - Holes		Twilight		Sr./Jr. Golf Card
	Public	Golf Card	Public	Golf Card	Public	Golf Card	
Billy Caldwell	-	-	\$18	\$15	\$15	\$12	\$11
Burnham Woods	\$25	\$20	\$17	\$15	\$18	\$16	\$13
Chick Evans	\$30	\$25	\$20	\$18	\$23	\$20	\$15
Edgebrook	\$26	\$21	\$17	\$16	\$19	\$17	\$13
George W. Dunne National	\$49	\$44	\$33	\$27	\$29	\$24	\$21
Highland Woods	\$38	\$33	\$25	\$23	\$26	\$24	\$19
Indian Boundary	\$30	\$25	\$20	\$18	\$23	\$20	\$15
Joe Louis "The Champ"	\$26	\$21	\$17	\$16	\$19	\$17	\$13
Meadowlark	-	-	\$18	\$15	\$15	\$12	\$11
River Oaks	\$26	\$21	\$17	\$16	\$19	\$17	\$13

	Golf Course Green Fees (Weekend)					
	18 - Holes		9 - Holes		Twilight	
	Public	Golf Card	Public	Golf Card	Public	Golf Card
Billy Caldwell	-	-	\$19	\$16	\$14	\$11
Burnham Woods	\$29	\$23	\$18	\$15	\$18	\$15
Chick Evans	\$31	\$26	\$21	\$18	\$24	\$21
Edgebrook	\$29	\$24	\$19	\$16	\$19	\$16
George W. Dunne National	\$52	\$47	\$32	\$27	\$31	\$24
Highland Woods	\$41	\$36	\$26	\$23	\$26	\$23
Indian Boundary	\$31	\$26	\$21	\$18	\$24	\$21
Joe Louis "The Champ"	\$29	\$24	\$19	\$16	\$19	\$16
Meadowlark	-	-	\$19	\$16	\$14	\$11
River Oaks	\$29	\$24	\$19	\$16	\$19	\$16