



THE FOREST VIEW

THE CITY OF LAKE FOREST

IN THIS ISSUE:

Manager's Message

Employee News

Benefit Update

Medical Claim Forms
Employee Deals

The Library's View

News You Can Use

Inbox Detox

Views from the desk of...

Dear Employees,

Last year at this time, I talked about all of the changes we could expect in the upcoming year due to the Early Retirement Incentive (ERI) program. That year has passed, and there were even more changes than we anticipated.

We expected 21 employees to retire under the ERI. When the deadline of April 18 arrived, 26 employees had taken advantage of this opportunity. Instead of savings in the \$400,000 range, it now appears that they will be closer to \$600,000. Some departments are still evaluating their structure after last-minute retirements. The additional savings are important because our expenses continue to exceed our revenues and we still don't know what funding the State may take from the municipalities.

Many of your working areas have new people, have been restructured or have new leadership. Recognizing that change is always uncomfortable, I commend all of you for your willingness to be flexible, patient and creative during this time. Your understanding, ideas and commitment are what have always made the City such a successful organization which is genuinely appreciated by the residents.

Thank you and keep up the good work!



Birthdays...

Eric Montellano	Fire	5/28
Scott Robertson	Fire	5/29
Chuck Myers	P&R - Admin.	5/29
Ron Gramer	PW - Fleet	5/31
Marcos Levy	Library	6/1
Mike Goy	Police	6/1
Mark Senger	Police	6/2
Wendy Davis	Library	6/2
Jim Koblas	PW - Engineering	6/4
Jason Busdeker	P&R - Rec	6/4
Joe Gabanski	Finance/IT	6/5
Andrea Todd	Library	6/6
Bob Ells	PW - Engineering	6/8
Andy Barnes	Fire	6/8
Ben Grum	Police	6/8
Steve Grost	Fire	6/9
Susan Banks	OCM	6/9
Eric Farr	Fire	6/13
Bob Raymond	PW - Streets/San	6/15
Salomon Martinez	PW - Streets/San	6/16
Bill Borzick	PW - Building Maint.	6/17
Tim Gehring	Police	6/17
Diane Hall	Finance/IT	6/18
Adam Milczarek	Police	6/18
Otis Linder	PW - Streets/San	6/19
Andrew Nieman	Library	6/19
Eric Podowski	Fire	6/20
Ken Wagner	PW - Streets/San	6/22
Mike Lange	Police	6/24
Don Wickersheim	Library	6/24
Brian Huffhines	P&R - Parks/Forestry	6/25
Penny Robbins	P&R - Rec	6/25
Megan O'Neill	ComDev	6/26
Andy Shiu	Police	6/27
Fred Hoeft	PW - Water/Sewer	6/28
Mark Long	Police	6/28
Mary Sperzel	Library	6/28
Rich Volpe	PW - Water/Sewer	6/29
Marilynn Bruns	CROYA	6/29
John Varner	PW - Water/Sewer	6/30
Dennis Smith	Police	6/30
Matt Penar	Fire	7/2
Kathy Wellington	Library	7/3
Pete Siebert	Fire	7/5
Carolynn Callaby	ComDev	7/6
Chris Roberts	Fire	7/7
Kim Yessian	P&R - Rec	7/8
Susan Halle	Library	7/14
Birdie Buerger	OCM	7/15
Joe Tomasello	PW - Streets/San	7/15
Jeff Wierema	PW - Water Plant	7/18

Employee News



David Corona has joined the Finance/IT Department as a PC/LAN Support Specialist. Previously he worked as an Intern with IT while completing his degree.

David and his wife Naisla have a 4 year old daughter Desiree. He has a Bachelor of Science degree in Network Technology from DePaul University. His hobbies are spending time with family and friends.

Christopher Belcore is our newest Police Officer. His previous employer was Apple, Inc.



Christopher has two brothers and 1 sister. His education includes a Masters from National Lewis and B.A. from DePaul University. He enjoys exercising, nutrition, boxing, rock climbing and reading.

Growing Families

Vanessa and **Ben Grum** (Police) – Ryland Isaac on April 16.

A Note of Thanks

On April 20 a number of City employees worked at the Senior volunteer lunch. Here is a note from Senior Center Manager Marla Schachtel recognizing their efforts:

My Dear Colleagues,

Thank you so much for your generous donation of time and effort to help us serve and treat our Senior Center volunteers. It meant a lot to me that you were here, and I know the members were also appreciative of your efforts on their behalf. It is a very special day for all of us at Dickinson Hall, every year, and you helped to make it a great day again!

On behalf of our entire staff, many thanks again.

If you'd like to volunteer next year, let Marla know.

Benefit Update

Medical Insurance Claim Forms



For those on either of the City's health plans, remember that two claim forms are now being used:

Claim form with PBA's address should be used for **dental and vision claims only**.

Claim form with CIGNA's address should be used for **all medical claims**.

If your health care providers are filing electronically, make sure they have a copy of your insurance card, which will direct them to the right place for filing the claim. If you are filing a claim yourself, this is when you will need these forms. Please make sure you get the correct form to avoid delays in processing your claim. The forms can both be found on the HR website: [www.citylf.org/benefit forms](http://www.citylf.org/benefit%20forms).

Miscellaneous Deals at our Facilities

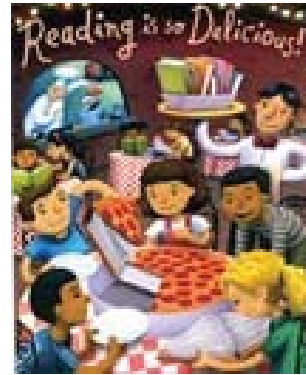
Did you know....

All employees of the City are considered residents for all registration purposes at the Lake Forest Parks and Recreation Department.

Fitness Center is offering summer passes. If you're looking to stay fit through the summer, the Fitness Center offers a 3-month Summer Pass. You have access to the Member's Locker Room. There is no enrollment fee and expires 3 months from the date of purchase. Great for students home for the summer months, too. Individual Resident fee is \$175. Contact Jason Busdeker for more information at 847.810.3934.

The Library's View

Looking for children's books? Friends of Lake Forest Library will host the annual Children's Summer Used Book Sale in the Library's entrance foyer Thursday 5/31 (9am-6pm), Friday 6/1 (9am-4pm) and Saturday 6/2 (9am-3pm). No credit cards accepted.



Summer Reading events are free and open to the public. The Library's summer newsletter (available on lakeforestlibrary.org) has a complete listing of summer programming for children and adults.

Read *Manhunt* by James L. Swanson as part of the first One Book/One City LF program. Related book discussions and events are free and open to the public.



The patio at the Golf Course clubhouse is a great place to enjoy lunch from the Sandwedge Grill. Employees receive a 20% discount or a free soft drink at the Grill.

News You Can Use

Inbox detox: Now is the time

by Jennifer Weigel, Tribune Newspapers

When I heard about “Clean Out Your Inbox Week,” I wondered why it was necessary to dedicate a whole week to one task. But then I saw the 1,012 emails I had yet to delete in my own inbox.

“A full inbox can be toxic to you,” said Marsha Egan, a workplace productivity coach who dubbed the last full week in January Clean Out Inbox Week five years ago. “If you turn on your computer and see 300 items in your inbox, it’s an immediate source of stress to start your day. It tells you what you’re not going to get done instead of what you are going to get done.”

The only way we can really be on top of things, said Egan, is to get that inbox to zero every day before you leave the office.

“Think of the example of how we tell kids they can’t go to bed until they put all the toys in the toy box,” she said.

The key is getting this done without feeling overwhelmed is learning to sort efficiently, Egan said. “Think of how you sort your regular mail – you take it out of your mailbox and then you stand over the trash and you prioritize,” she said. “You don’t put anything back in your mailbox. The magazines go one place. The invitations go somewhere else. The bills have their own place.”



Here are Egan’s tips to detoxing your inbox.

Create action folders. “We recommend people create folders labeled ‘Action A’ or ‘Action B,’ and anything requiring your action gets dragged and dropped into those folders. Action A is for the things that need your immediate attention and Action B is for things that can wait a couple of weeks.”

Set a reminder. “As soon as you drag an item into an action folder, go to your calendar and set yourself a reminder of when to address it. This will ensure you don’t ignore things for weeks and let the emails start to pile up.”

Create reference folders. But what about the emails that don’t require any action from you? “All your other folders should be reference folders – correspondents, contracts, directions, whatever you deem is important to save should go in your other folders.”

Limit your email viewings. “The average business person should only view their inbox five times a day,” she said. “Check your email in the longest interval you can possibly stand. Morning, after lunch, midafternoon and 15 minutes before you close for the day. That allows you to sort it.”

Don’t give up. “If you do this and then don’t change your habits, it’s like having liposuction and not changing your eating habits,” she said. “You need to focus on your new way of doing things for about a month, and then it becomes second nature. The average person is getting 100 or more emails a day and it’s not going down, so being able to process and manage your email is a (good) career strategy.”
