

# 2016-2017

## City of Crystal Lake Adopted Annual Budget



For 2016, the City of Crystal Lake was named the 10th Best Small City in America by WalletHub, a personal and small business finance advisory group.

City of Crystal Lake, Illinois  
For the Fiscal Year beginning May 1, 2016  
[www.crystallake.org](http://www.crystallake.org)



# CITY OF CRYSTAL LAKE, ILLINOIS

## 2016/2017 BUDGET

### CITY OFFICIALS

#### MAYOR

Aaron T. Shepley

#### COUNCILMEMBERS

Ellen Brady  
Ralph M. Dawson  
Cameron Hubbard

Brett Hopkins  
Cathy A. Ferguson  
Haig Haleblian

#### CITY CLERK

Nick Kachiroubas

#### ADMINISTRATION

Gary J. Mayerhofer  
Eric T. Helm  
Bradley S. Mitchell  
Michelle V. Rentzsch  
George J. Koczwar  
Julie Meyer  
Gregory A. Fettes  
Victor C. Ramirez  
Paul DeRaedt  
James Black

City Manager  
Deputy City Manager  
Assistant to the City Manager  
Director of Community Development  
Director of Finance/Treasurer  
Director of Human Resources  
Director of Information Technology  
Director of Public Works  
Chief of Fire Rescue  
Chief of Police



# CITY OF CRYSTAL LAKE

## MISSION STATEMENT

The City of Crystal Lake is committed to the high quality of life enjoyed by the citizens and businesses of the Crystal Lake community. Our mission is to enhance and preserve the history, natural resources and unique cultural traditions of the community as well as provide fiscally sound and responsive services, programs, and facilities with the highest degree of professionalism, integrity, and efficiency so that Crystal Lake continues to be a great place to live and work.



# CITY OF CRYSTAL LAKE, IL

## ANNUAL BUDGET

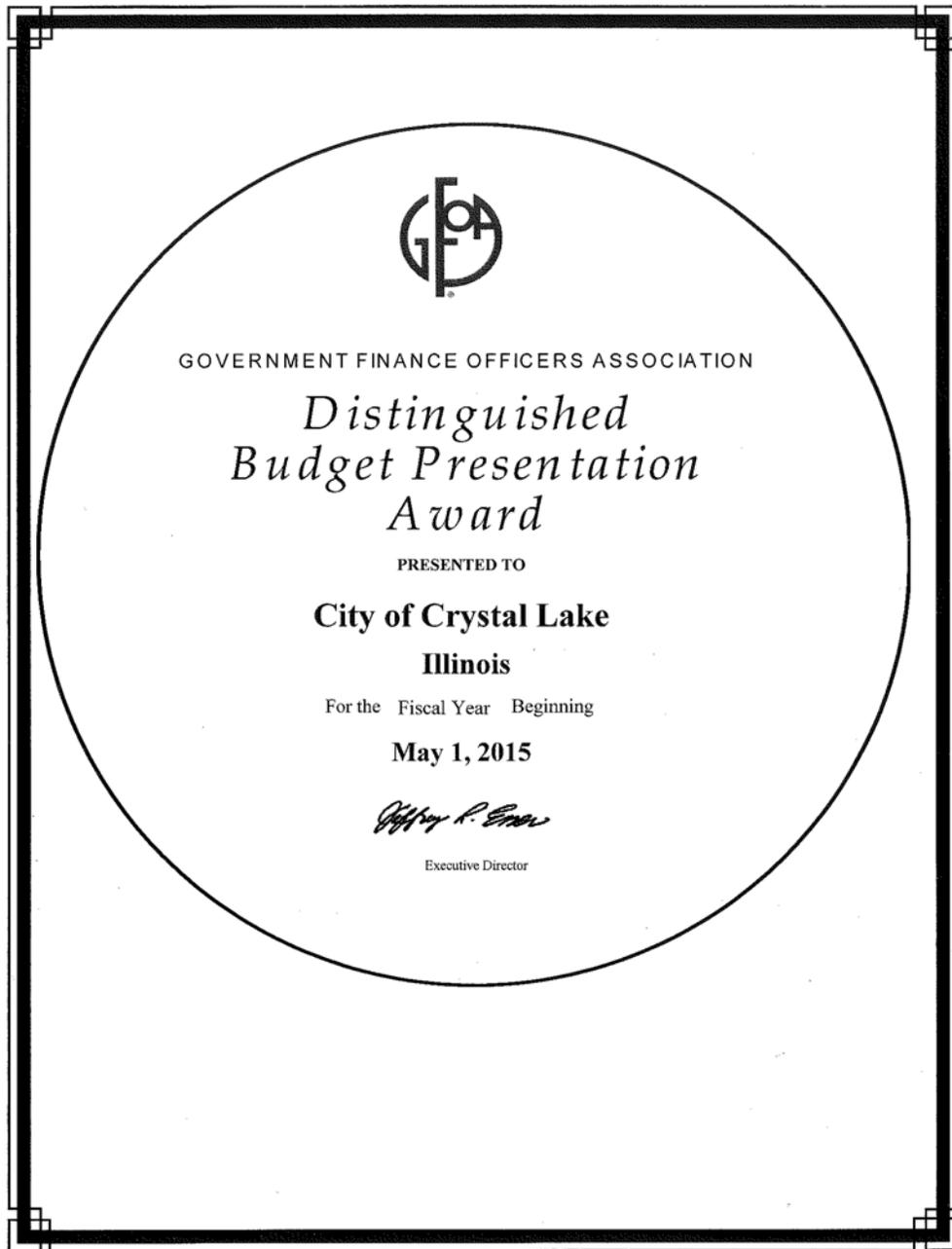
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The Government Finance Officers' Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Crystal Lake, Illinois for the Annual Budget beginning May 1, 2015. In order to receive this award, a governmental unit must publish a document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device. The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements. We will submit it to the GFOA for consideration of another award.



March 10, 2016

Honorable Mayor, City Council and Residents of the City of Crystal Lake:

During the past few years, we reported many challenges due to the state of the economy. Though we have weathered the storm better than many communities, Crystal Lake has not been immune to these problems and we continue to face the challenge of maintaining high service levels in an uncertain revenue environment. For the fiscal year 2016/2017, we face a continued uncertain economic future.

Despite the challenges, and with the tireless efforts of many, we are pleased to present the City of Crystal Lake's Annual Budget for Fiscal Year (FY) 2016/2017. The budget is balanced, meets the needs and demands of our community's long-term strategic commitments, and is within the parameters of the financial limitations discussed below.

The Great Recession has been, in many ways, unprecedented and has resulted in fundamental structural changes to the way the economy operates. Because of the leadership of the City Council, residents can be proud in knowing that the City has planned for the future. Past decisions have given the City the flexibility to maintain excellent services today.

This proper planning was most recently affirmed when WalletHub, a personal and small business finance advisory group, **named the City of Crystal Lake the 10th Best Small City in America**. Rankings for this honor correspond to twenty-two different criteria, measuring attributes from the quality of life and cost of living to the number of restaurants per capita. Crystal Lake's education and health scores were high for school system quality and the availability of medical services. The ranking confirmed what Crystal Lake residents already know – Crystal Lake is a great place to live, work and play.

This achievement is a recognition of the community's sense of pride and is a testament to how the community, including the school districts, park district, Downtown Crystal Lake and Chamber of Commerce work together on behalf of the community.

The attached Annual Budget for Fiscal Year (FY) 2016/2017 has been formulated to continue to ensure that residents enjoy the benefit of quality government services at one of the lowest municipal tax rates in the region.

The following sections of this letter will outline:

1. The spending control measures that the City has incorporated into this budget in order to maintain current service levels,
2. The potential challenges that the City faces that can still disrupt revenue and expenditure projections,
3. Opportunities that are available,
4. The emphasis that service delivery has when formulating the budget, and
5. A general summary of the City's funds in the budget and financial policies.

### **SPENDING CONTROL**

Fiscal year 2016/2017 revenue projections are ahead of last year's budget. Revenues continue to experience a modest recovery, with growth remaining slow. Contributing to the increase in revenue are charges to the Village of Lakewood for Fire Rescue Services following the execution of an agreement in 2015 between the City and the Village. Water and Sewer user charges are also projected to rise as part of a multi-year rate structure. Increases in receipts of Income Tax can be attributed to a decline in unemployment and an increase in amounts the State deposits to the Local Government Distributive Fund (LGDF). An increase in Use Tax is attributable to strong growth in online sales. Receipts of Cable Franchise Fees remain strong; however, receipts from Telecommunications Tax continue to decline as consumers rely more on wireless technology for communications than on landlines. New home construction activities remain sluggish. Receipts of Plan Review, Building Permit and Impact Fee revenue are expected to fall below the prior year's budget. Further offsetting increases in revenue are amounts anticipated to be reimbursed for construction projects. Last year's budget reflected receipts anticipated to be received from McHenry County for the Main Street widening project. Now that the project is complete, only a small residual amount remains outstanding.

To balance the fiscal year 2016/2017 budget, the City of Crystal Lake will continue to follow spending control measures that include taking advantage of cooperative purchasing opportunities through joint purchasing agreements, seeking competitive bids and avoid filling vacated positions unless they are critical to City operations. Whenever possible, grant funding shall be sought to offset program and project costs.

### **Personnel**

Since the start of the Great Recession, the City has eliminated a number of positions. Through the 2015/2016 budget, a total of 6.8% of positions have been eliminated through attrition. An additional four (4) full-time positions have been eliminated in the 2016/2017 budget, bringing the total number of full-time equivalent positions eliminated to twenty-two and one-quarter positions or 8.3%. None of the eliminated positions were sworn police or firefighter positions.

### **Insurance**

Through concerted efforts and enhancements in the City's risk management program, the City is able to take advantage of very favorable insurance costs. Increases in the City's liability insurance overall are budgeted at 2%.

In an effort to better control health care costs, the City joined the Intergovernmental Personnel Benefit Cooperative (IPBC). The IPBC is an entity created under Illinois State laws, which allows municipal groups to band together for the purposes of health insurance. The IPBC was established in 1979 and includes 91 municipalities or municipal entities as members.

The purpose of the IPBC is to provide economies of scale and risk pooling that will allow members more financial stability than offered by the commercial insurance market. In response to a number of variables, including the Affordable Health Care Act and its effect on health care costs across the region, funding for the City's own group health insurance plan is expected to rise 6.5% over amounts budgeted in fiscal 2015/2016.

#### Projects Deferred

Projects previously anticipated have been deferred until the economy sufficiently recovers. Delayed projects include initial funding for the Main Street Railroad relocation project. During the 2013/2014 fiscal year, the City received Phase I Engineering approval from IDOT for this project. Based on a preliminary budget, this project is estimated to cost approximately \$9 million. Final engineering and construction will not occur until funds are available.

#### Capital Expenditures

One-time capital expenditures will be funded using unassigned fund balances coupled with bond proceeds. Bonds shall not be used to finance operating deficits and fund balances shall be maintained in accordance with the City's financial policies.

#### Intergovernmental Cooperation

State law authorizes public agencies to contract with other public agencies via intergovernmental agreements that enable cooperation among the agencies to perform governmental activities and deliver public services. Local governments engage in a wide array of cooperative efforts with each other, state agencies, and other governmental entities.

Intergovernmental cooperation takes many forms, including mutual aid agreements for police and fire services, intergovernmental service contracting, joint purchasing agreements, coordinated growth management planning, and regional provision of emergency services. One of the advantages of these types of arrangements is that they provide economies of scale and allow entities to do more with less.

The City has been a leader for years in intergovernmental cooperation. Some examples include:

#### **Southeast Emergency Communications (SEECOM)**

The City was a founding member of SEECOM which is a regional public safety dispatch center.

#### **Liability Insurance Pool**

The City is a participant in the Intergovernmental Risk Management Agency (IRMA), which allows municipal groups to band together for the purposes of reducing liability insurance costs. Sixty-nine (69) municipalities or municipal entities are members of IRMA.

### **Contracted Fire Rescue Services**

Through a fee agreement, the City provides fire rescue services to the Village of Lakewood and the Crystal Lake Rural Fire Protection District.

### **Health Insurance Pool**

The City is a participant in the Intergovernmental Personnel Benefit Cooperative (IPBC) which allows municipal groups to band together for the purposes of reducing health insurance costs. The IPBC was established in 1979 and includes 91 municipalities or municipal entities as members.

### **Geographical Information Services (GIS) Consortium**

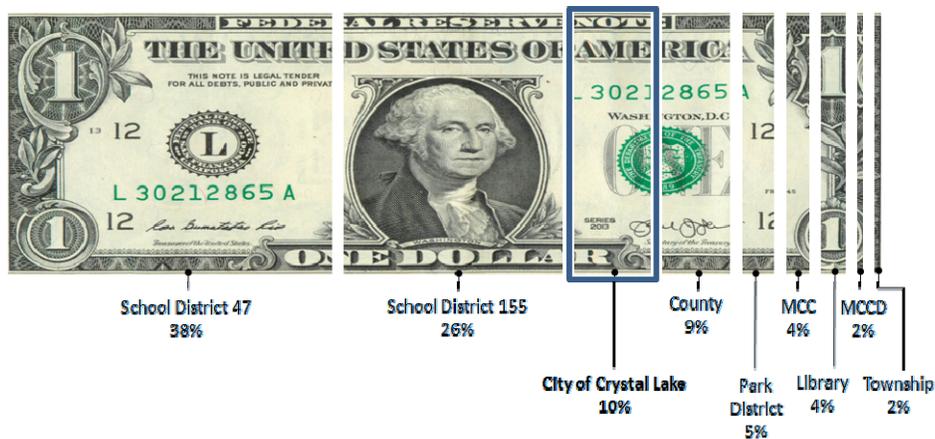
This model is a best practice initiative whereby multiple municipalities collaborate to outsource their GIS technology needs with a single private sector provider. The City joined the GIS consortium on June 2, 2015, bringing the total membership to 32 municipal government agencies.

### **Joint Purchasing Agreements**

The City Council adopted a Procurement Ordinance which allows the City to take advantage of cooperative purchasing opportunities by becoming a member of various cooperative purchasing programs in addition to the State of Illinois Joint Purchase Program and the Suburban Purchasing Cooperative. Joint Purchasing Agreements are important because they can save significant time and money in contract production as well as lower contract prices through the power of aggregation.

### Culture of Spending Control

Because of a culture of spending control throughout the organization, when comparing surrounding communities that provide like services, Crystal Lake's portion of a property owner's tax bill is among the lowest. Since 1997, the City has not levied a property tax for the General Fund. As a result, only approximately 10% of the property tax bill is attributable to municipal services provided by the City of Crystal Lake.



### **CHALLENGES**

Even with a balanced budget, many potential challenges lie ahead. Some of these challenges could include:

### State Budget Crisis

The State of Illinois is in the midst of a budget crisis. A number of scenarios have been discussed, some of which could reduce revenue to local government. As an example, on February 8, 2015, Governor Rauner delivered his first budget address. The most important item for the City of Crystal Lake was his proposal to cut by 50% the Local Government Distributive Fund (LGDF). The LGDF is the mechanism that is used to collect the municipal share of State Income Tax revenue. Under the Governor's proposal, the City of Crystal Lake would have lost approximately \$2 million per year. The City's share of State Income Tax revenue accounts for the second largest source of revenue for the General Fund with Retail Sales Tax being the largest.

It is unknown when or how the Illinois General Assembly will address the current budget crisis. Governor Rauner delivered his second budget address in February 2016 despite the fact that, to date, a budget for 2015 has yet to be approved. The 2016-2017 City Budget can be reevaluated at a future date if the General Assembly does in fact approve the diversion of local government funds as part of any budget compromise.

### Increased Pension Costs

All full-time employees are required by statute to participate in State-mandated pension plans. Both the employer and employee contributions are dictated by State law. The City will continue to work with our legislators and the Northwest Municipal Conference to help develop sustainable pension reform.

### Service Requirements of the Community

Economic downturns do not have a corresponding reduction in demand for City services. This has been especially true throughout the long period from the onset of the Great Recession. If we have a cool, wet summer, we sell less water. If we have a harsh winter, our cost for providing snow and ice control rises. Freeze-thaw cycles tend to produce water main breaks. Water lines freeze during the winter months and must be de-thawed. The need for Police services and property maintenance complaints tend to increase as citizens grapple with increasingly difficult circumstances. The need for maintenance of our municipal infrastructure, including streets and water and sewer systems, remains constant to avoid costly failures in the future.

### Costs of Unfunded State and Federal Mandates

In addition to decreases in revenue and increases in service demands, local governments must adhere to numerous State and federal requirements that are not necessarily accompanied by funds from the State or the federal government. Examples include mandates by Illinois Environmental Protection Agency and the U.S. Environmental Protection Agency related to water and sewage issues, provisions in the Prevailing Wage Act, and other state mandates.

## **OPPORTUNITIES**

Despite the challenges there is room for optimism.

### Economic Outlook

Illinois' unemployment rate declined from 8.2 percent in January, 2014 to 6.1 percent in December, 2015. According to Moody's Analytics, Illinois has a lot of what businesses need to thrive over the long-term, talent, access to customers and capital, and transportation, but fiscal reforms are needed before they can fully capitalize on these strengths.

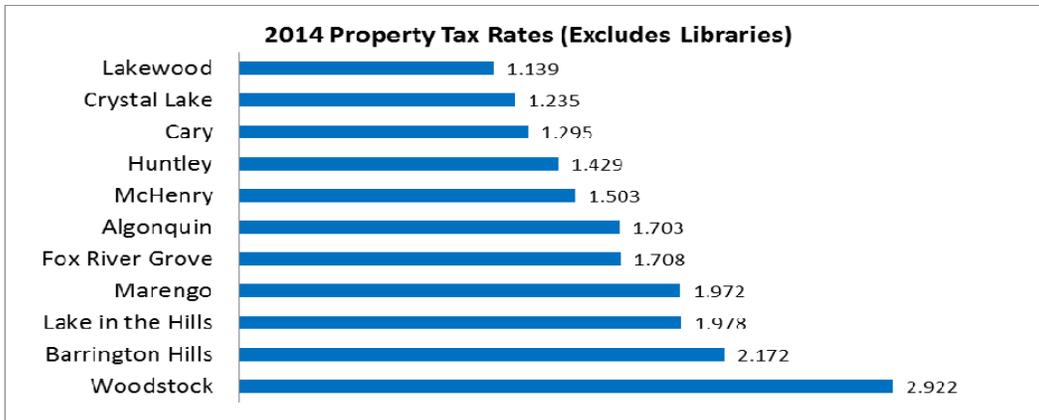
### Attractive Place to Live and Work

Crystal Lake continues to be an attractive place to live and conduct business. In 2011 through 2015, new major businesses who have either occupied space or leased space and are under construction, or relocated to larger buildings include: HH Gregg, Five Below, Ross Dress for Less, The Fresh Market, Jersey Mikes, Courtesy Motors, Five Guys Burgers, O'Reilly Auto Parts, Harbor Freight Tools, Alternative Garden Supply, Savers, Weight Watchers, Meineke Car Care Center, Randall Road Animal Hospital, Exemplar Financial, Olive Tap, KK Buffet, Gumpas Psychiatry, Advance Auto Parts, Kyoto Restaurant, Electron Marketing, Scali & Assoc. Accounting, The Movement, Suran Built Inc., Action Kung Fu, Supreme Shine Detailing, Comnet Group Staffing, Samsone & Associates, Mr. Cakes, Subway at Healthbridge, Mobil Oil at Routes 31 and 176, The Fit Stop, Sandra's Hair Salon, Colonial Ice Cream & Café, Vanity Cosmetics, The Perfect Pear, Route 14 Dentistry, Crystal Lake Bank & Trust, Chene Chiropractic, Sunshine Travel, Freshly Baked Communication, Mattress Clinic, Straight Shooters Gallery, Panaderia El Molino Azul, N' Focus Photography, Elite Kids, S&M Thurow Salon, Salon 134, Providence Packaging, AL-RO Injection Molding, Phoenix Electronics, RW Technologies, Aptar Group, Phoenix Custom Woodworks, Five Star Pallet, Crystal Lake Ribhouse, Texas Roadhouse, Crystal Lake Beer Company, Marvin's Toy Store, Melissa's Chocolate Factory, Kitchen Outfitters, Reprographics, National Gift Card, Mathnasium, Pepper Annex, Bio-energy Technology, Inc., Terra Cotta Industries, Bare Bone Chopper, Chronos International, Crystal Spa, Agnes Oh, Barnwood Studios, Paws on Pingree, A Taste of Benedicts, Top Notch Automotive, Catch the Wave Swim Club, Cascade Energy, DeMarco Industrial Vacuum Corp., GNT Limo, Goal Line Sports Bar & Grill, Which Wich, Center for Emotional Wellness of NW Suburbs, Nancy's Pizza, World Class Industries, Cardinal Pack, A Tec Ambulance Service, Metrom Rail, Burlington Coat Factory, and Fresh Thyme.

The City of Crystal Lake is fortunate to have two Metra train stations within our corporate limits. The second station, a 2,000-square-foot Pingree Road Metra Station, was completed in the winter of 2005 at a cost of \$2.1 million. Metra funded the construction of the Pingree Road Station as well as renovations to the Downtown Train Station, which were completed the summer of 2006.

### Low Property Tax

The fiscal year 2016/2017 budget continues the funding of General Fund services without the use of a General Fund Property Tax. General Fund services include Police, Community Development, Streets, Storm Sewers, and Fleet and Facility Maintenance, as well as Legal and City Administration. The primary funding of these services are Retail Sales Tax and other alternate revenue sources. When comparing surrounding communities that provide like services, Crystal Lake's portion of a property owner's tax bill is among the lowest as illustrated in the following comparison.



The City is committed to maintaining a low property tax rate. On December 1, 2015, the Crystal Lake City Council adopted a property tax levy ordinance that maintained a zero General Fund levy, which has been in place since 1997.

For the 2015 tax levy, the amount of money to be raised is \$16,374,152, an increase of 0.8% over the aggregate extension for 2014. Additional dollars raised from the 2015 property tax levy will be used to offset increases related to the firefighters' collective bargaining agreement and as required in the funding of public pensions, including police and firefighters' pension funds, as well as Library operations.

Determining the impact of the City's tax levy on area home values is dependent on several factors: the assessed value of a property as determined by each township's assessor, the equalization multiplier assigned by each township supervisor, the equalization multiplier assigned by the State and exemptions specific to each property and property owner, (homestead, senior, senior freeze, etc.). The City of Crystal Lake spans four different townships: Algonquin Township, Nunda Township, Dorr Township and Grafton Township.

Assuming a home valued at \$200,000 has experienced the same 2% increase in Equalized Assessed Value (EAV), as the City, then the impact of the City's 2015 property tax levy estimated to add \$6.25 to the annual tax bill or \$0.52 per month.

During the past few years, the City took actions to minimize property tax increases despite having one of the lowest property tax levies in the region. As an illustration, for the 2010 tax levy, the City decreased the levy by 2.35%. The way the City was able to mitigate the tax levy increases were through spending controls and by utilizing reserves.

### Fund Reserves

A fund reserve is an unrestricted fund balance set aside to stabilize a municipality's finances to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures that may result from emergency situations, provide cash flow liquidity for general operations, and maintain investment grade bond ratings and good credit standing. The most common trigger for use of fund reserves is on the income side, such as what was experienced during the past few years when Sales and Income Tax revenues were reduced due to the recession. Since fund reserves are most

valuable if they are reliable, an important factor in using reserves is also having a realistic plan to replenish them.

While credit agencies have always analyzed fund balance as part of their evaluation of credit-worthiness, increased attention has been focused on determining sufficient levels because of recent events in the credit markets. The City's Financial Policies indicate that the City shall strive to maintain a minimum unassigned fund balance in the General Fund of between 25% and 50% of operating expenditures.

For the past few years, the City has used fund balance to mitigate tax increases. At April 30, 2011, the City had an unassigned fund balance for the General, Insurance, Home Rule Sales Tax, and Capital Equipment Replacement Funds of 82.44%. It is estimated that at the end of the 2016/2017 fiscal year, the City will have an unassigned fund balance of 32.96% before reserving funds to use in the subsequent fiscal year. This is a drop from the 2015/2016 fiscal year where the unassigned fund balance was 34.52%. Funds that have been restricted or assigned are amounts that are held in reserve by the City's liability insurance carrier (IRMA) and group health insurance administrator (IPBC). The fiscal year 2016/2017 budget continues the use of funds reserves to pay for capital related items.

Crystal Lake, like all municipalities, must continually evolve to meet the changing needs of its citizens. Because the City is a service provider, its main expenditures are personnel related. City staff continuously examines municipal services for efficiency, effectiveness, usefulness and sustainability, and develops options and strategies that enable the City to match resources (financial, physical and human) to the desired level of service. As was mentioned earlier, the 2016/2017 budget includes the elimination of the equivalent of twenty-two and one-quarter positions since the start of the Great Recession.

Strategic workforce reduction is one path that City staff includes for a sustainable budget model. Other elements include further cost cutting, increased economic development, and examination of government consolidation/cooperation. On the revenue side, alternate revenue sources are explored.

In order to ensure long-term budget sustainability, a comprehensive five-year financial analysis is being drafted with the assistance of Ehlers and Associates, a municipal financial planning firm. It is anticipated that the five-year financial plan will be presented to the City Council during a workshop to be held in the summer, 2016.

#### Financial Stewardship

The City takes its role as financial steward very seriously. The Government Finance Officers Association (GFOA) voted to award the City of Crystal Lake's budget document the Distinguished Budget Presentation Award for the 2015/2016 fiscal year. This award is the highest form of recognition in governmental budgeting. Also this year, the City again received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. This is the twenty-sixth year in a row the City has received this award and it is expected that this year the City will again receive this award. Finally, in 2009, which is the last time the City utilized Moody's Investor Services as part of a bond issuance, they upgraded the City's bond rating from an Aa3 to an Aa2, which was subsequently recalibrated to an Aa1 in a global scale change. In 2009, Standard and

Poor's rated the City for the first time with an AA+ rating. The AA+ rating was affirmed by Standard and Poor's again in 2012, 2013 and 2014.

## **FUND SUMMARY**

The City of Crystal Lake maintains fifty-three individual funds. Eighteen funds, consisting of resources received and held by the City as an agent for others, are not subject to appropriation but are reported in the City's Comprehensive Annual Financial Report. Nine individual funds are Library Funds.

Included in this submittal are the budgets for the following funds:

- General Fund
- Home Rule Sales Tax Fund
- Water and Sewer Funds (Water and Sewer Operating Fund, Water & Sewer Debt Service Fund, Water & Sewer Capital & Equipment Replacement Fund, Water & Sewer 2015 GO Project Fund and the Water & Sewer SSA Participation Fees Fund)
- Fire Rescue Fund
- Library Funds (Library Operating Fund, Library Construction & Repair Fund, Library Ames Trust Fund, Library Gift & Memorial Fund, Library Working Cash Fund, Library Per Capita Fund, Library Special Reserve Fund, Library IMRF Fund and the Library FICA Fund)
- Other Funds (Motor Fuel Tax, Road/Vehicle License Fund, Three Oaks Recreation Area Operating Fund, Three Oaks Capital & Equipment Replacement Fund, Crossing Guard Fund, IMRF/FICA Fund, Insurance Fund, Restricted Police Fund, Foreign Fire Insurance Tax Fund, Capital & Equipment Replacement Fund, Police Pension Fund and the Firefighters' Pension Fund)
- Debt Service Funds (Three Oaks Debt Service Fund, SEECOM Debt Service Fund and the Crystal Heights Debt Service Fund)
- Capital Construction Funds (Three Oaks Development Fund, Main Street TIF Project Fund, Virginia Street TIF Project Fund and the Vulcan Lakes TIF Project Fund)

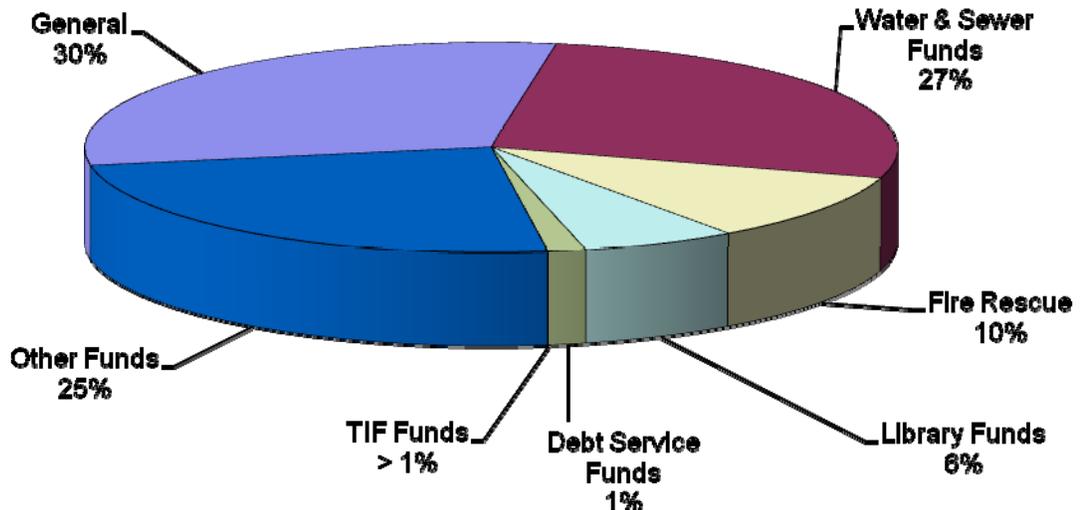
The eighteen funds, consisting of resources received and held by the City as an agent for others, that are not subject to appropriation but are reported in the City's Comprehensive Annual Financial Report include: Special Services Areas (44, 45, 46-Debt Service, and 46-Project Fund) and Special Assessments (105/106, 132, 140/141, 143, 144, 145, 147, 149, 156, 157, 158, 159, 160, and 161).

The presentations of the major funds are divided by departments. Each departmental presentation contains a statement of activities, an organizational chart, a personnel summary, fiscal year 2015/2016 accomplishments, fiscal year 2016/2017 objectives, a budget by account, and a brief summary of account information.

Several revenues, such as Retail Sales Tax, Home Rule Sales Tax, Investment Income, Building Permits and Plan Review Fees, have been impacted by economic conditions. Staff has worked diligently to provide a budget proposal that meets the high standards of the City and reflects a conservative view of the economic environment. The overriding concern in preparing this budget was the future state of the economy and what impact it will have on City revenues. Staff will continue to undertake cost-saving measures in FY 2016/2017 to reduce expenditures as well as capture available revenues.

## BUDGET OVERVIEW – ALL FUNDS

### ***Expenditures and Other Uses by Fund***



Budgeted expenditures and other uses for all funds in fiscal year 2016/2017 total \$96,166,859 (including the Library), a decrease of \$9,477,218 or 8.97% from the 2015/2016 fiscal year budget. This decrease is due to:

- Elimination of the 27<sup>th</sup> payroll. The City compensates its employees based on a 14 day period, multiplied by 26 times per year, which translates to 364 days per year. After eleven (11) years the City is faced with paying employees for each year's remaining calendar day plus an extra day for each leap year. This anomaly occurred during the City's fiscal year 2015/2016. Amounts requested to pay wages in fiscal year 2016/2017 are absent of the 27<sup>th</sup> payroll anomaly.
- Decrease in capital spending (South Main Street widening, Country Club water main, and Route 14 water main relocations completed in 2016).
- Interfund transfers reduced (capital will be funded using reserves of the specific capital fund versus transferring funds from General Fund reserves).

Fiscal year 2016/2017 expenditures and other uses are as follows:

- Operating expenditures \$57,042,908
- Revenue sharing \$723,200
- Debt service \$4,509,444
- Capital expenditures \$21,367,836
- Transfers between City funds \$12,523,471

The difference between expenditures, other uses, revenues and other sources are the planned use of fund balance to provide for improvements to roads and maintenance of water and sewer infrastructure, as well as to fund capital equipment purchases.

Revenues and other amounts available to support the fiscal year 2016/2017 budget are \$88,485,862, a decrease of \$4,432,076 or 4.77% from the 2015/2016 fiscal year budget. This decrease is due to:

- Interfund transfers reduced (capital will be funded using reserves of the specific capital fund versus transferring funds from General Fund reserves).
- Last year's budget reflected receipts anticipated to be received from the County for the Main Street widening project. Now that the project is complete, only a small residual amount remains outstanding.
- Last year's budget included loan proceeds for the Route 14 water main relocation and the Country Club water main.

Fiscal year 2016/2017 revenues and other sources are as follows:

- Revenues \$68,237,391
- Loan proceeds \$7,725,000
- Transfers between City funds \$12,523,471

It is anticipated, with the change in the economy, that several revenues will show signs of growth in amounts anticipated to be collected in 2016/2017 as compared to the prior year. These include:

- Income Tax by 3.04% or \$122,443
- Use Tax by 21.14% or \$167,086
- Cable Franchise Fees by 16.59% or \$111,000

The 2016/2017 budget includes a new revenue source. In 2015, the City and the Village of Lakewood cooperatively approved an agreement for fire rescue services whereby the Village has contracted with the City Fire Rescue Department to provide fire rescue services. The 2016/2017 budget includes additional revenue of \$752,400 for the Fire Rescue Fund.

Last year's budget reflected receipts anticipated to be received from the County for the Main Street widening project. Now that the project is complete, only a small residual amount remains outstanding. Receipts from Telecommunications Tax continue to decline as consumers rely more on wireless technology for communications than on landlines. Fiscal year 2016/2017 Telecommunications Tax revenues are anticipated to decline 13.07% or \$183,000 from amounts budgeted in the previous year. New home construction activities remain sluggish. Receipts of Plan Review, Building Permit and Impact Fee revenue are expected to fall 23.00% or \$63,000 below the prior year's budget. Retail Sales Tax and Home Rule Sales Tax are anticipated to remain flat for fiscal year 2016/2017 as local brick and mortar retailers compete against online retailers for consumer dollars. Changes in consumer shopping habits (online versus in-person), translate to gains in Use Tax by the City. Twenty-percent of Use Tax collections by the State for general merchandise and 100 percent of collections on qualifying food, drugs and medical appliances are returned to local governments.

Revenues projected for fiscal year 2016/2017 reflect a conservative view and can be positively impacted by reductions in unemployment or increases in consumer spending and construction activities.

## Streets

The fiscal year 2016/2017 budget reflects \$2,000,000 for the City's annual street resurfacing program. Sources of revenue for the anticipated annual street resurfacing program include \$300,000 of Home Rule Sales Tax, and \$1,000,000 of unassigned General Fund balance will be transferred to the Road and Vehicle License Fund in fiscal year 2016/2017. The remaining \$700,000 of street resurfacing will come from proceeds from the Township Road and Bridge tax, vehicle sticker proceeds and Road and Vehicle License Fund reserves. The annual street resurfacing program, combined with other roadway improvements budgeted in the Motor Fuel Tax Fund, total over \$4.04 million. Roadway improvements budgeted in the Motor Fuel Tax Fund includes:

- Route 176/Main Street intersection improvements (Phase I engineering)
- Crystal Lake Avenue and Main Street intersection improvements (Phase II engineering)

Funds to provide for intersection improvements at Route 176/Briarwood Road, as well as those for roadway improvements along Pingree Road, McHenry Avenue and South Main Street have been re-budgeted. These projects are complete; however, the City has not received final construction invoices from the State of Illinois.

Streets programmed for resurfacing in fiscal year 2016/2017 are:

Street Name:	From:	To:
Amberwood Drive	Golf Course Road	Bennington Drive
Ballard Road	Briarwood Road	Pauline Avenue
Beechcraft Lane	Knaack Boulevard	Millennium Drive
Bennington Drive	Augusta Drive	Amberwood Drive
Briarwood Circle	Briarwood Road	Butternut Drive
Broadway Avenue (eastbound lane)	Country Club Road	Meridian Street
Butternut Drive	City Limit	Briarwood Road
Concord Drive	Windslow Drive	High School Access Road
Country Club Road	Lake Avenue	Wedgewood Drive
Cumberland Lane	Country Club Road	Broadway Avenue
Essex Lane	Country Club Road	Broadway Avenue
Florence Street	Virginia Street	Pierson Street
Goldenrod Court	Wedgewood Drive	End
Heather Drive	Gardina Lane	Mulberry Lane
Heather Drive	Butternut Drive	Bunker Lane
Iris Court	Wedgewood Drive	End
King Street	Virginia Street	Pierson Street
Knaack Boulevard	Beechcraft Lane	Dakota Street
Lake Avenue	Country Club Road	City Limit
Lake Court	Leonard Parkway	End

Lakeside Avenue	Country Club Road	Broadway Avenue
Lakeview Drive	Wedgewood Drive	Huntley Road
Leonard Parkway	Lake Shore Drive	End
Melrose Lane	Country Club Road	Broadway Avenue
Meridian Street	Country Club Road	Broadway Avenue
Millennium Drive	Beechcraft Lane	Dakota Street
Monterey Drive	Brentwood Drive	McHenry Avenue
Oriole Trail	Crystal Lake Avenue	Rockland Drive
Oxford Lane	Country Club Road	Broadway Avenue
Park Lane	Leonard Parkway	End
Riverside Drive East	Country Club Road	Lake Avenue
Riverside Drive West	Country Club Road	Broadway Avenue
Washington Street	Virginia Street	Lake Street
Wedgewood Drive	Boneset Dr	Eastern Court
Windsor Drive	Dartmoor Drive	Golf Course Road
Woodmar Drive	Cress Creek Lane	Monterey Drive
Woodland Drive	End	End

### Capital Expenditures

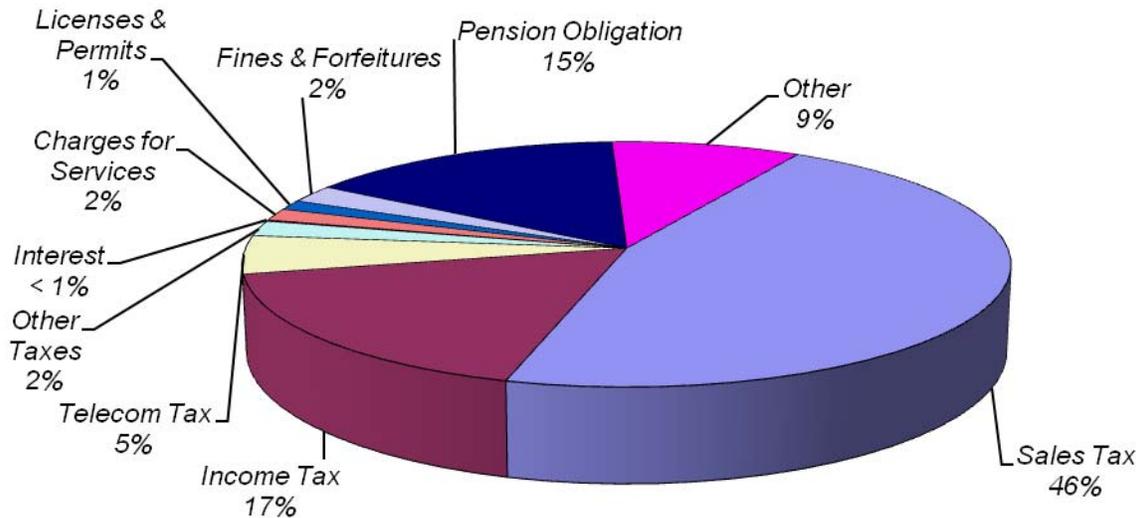
The fiscal year 2016/2017 City budget reflects capital expenditures of \$21.37 million. In addition to resurfacing and roadway improvements, other major capital purchases reflected in this budget are:

- Pavement preservation, pavement marking and manhole cover replacements
- Curb and sidewalk replacement
- Construction of a pedestrian path in the vicinity of the Country Club Subdivision
- Culvert replacements
- Traffic signal upgrades along Route 14 and Route 176
- Illuminated street signs
- Prairie Trail tunnel repairs
- Chlorides reduction study (EPA mandate)
- Enhancement of Water Treatment Plant #2 (Engineering)
- Rehabilitation of Wastewater Treatment Plants #2 and #3
- Water tower rehabilitation (Water Treatment Plant #1)
- Force main (Lift Station #9) replacement
- Emerald Ash Borer (EAB) eradication
- Flooding mitigation
- Audio video equipment (Council Chambers) upgrade
- Sidewalk and raised planter restoration

- Automotive equipment
- Fiber optic network
- Telephone system replacement
- Cardiac monitors replacement
- Wireless alarm network backup system
- In-car vehicle camera system upgrades
- LED lighting upgrade
- Closed-circuit camera system enhancements
- Computer hardware and software
- Parking lot expansion and switchback design (Three Oaks Recreation Area)

**General Fund Revenues**

**General Fund Revenues by Source**



With the continuation of no corporate property tax, the General Fund’s single largest revenue source is Retail Sales Tax, both the 1% Municipal Tax and the Home Rule Sales Tax. While Home Rule Sales Tax is not presented as revenue in the General Fund, rather, segregated for accounting purposes, transfers from Home Rule Sales Tax to the General Fund are identified as Other Financing Sources in the Fund Summary.

Home Rule Sales Tax serves to provide funding for the Targeted Response Unit in the Police Department, enhanced economic development initiatives, flooding mitigation, document management and imaging, and to support existing City services. Remaining Home Rule Sales Tax funds are dedicated to the repayment of debt for the construction of the Three Oaks Recreation Area. \$300,000 of Home Rule Sales Tax will be transferred to the Road and Vehicle License Fund in fiscal year 2016/2017 for street resurfacing.

Retail Sales Tax (\$11.16 million), Income Tax (\$4.15 million) and Telecommunication Tax (\$1.21 million) comprise the majority of the revenue sources for the General Fund or 68.33% of the total revenues. Retail Sales Tax and Income Tax, unlike Property Tax, are volatile and greatly influenced by the economy.

An economic recession that began in 2008, coupled with retail growth in surrounding communities, remains a concern. While a robust economic recovery is not anticipated, the City of Crystal Lake continues to expand its sales generating tax base by attracting retail development and shoppers alike. Cable Franchise Fees are expected to rise in fiscal year 2016/2017 as providers pass along increases for cable services to consumers.

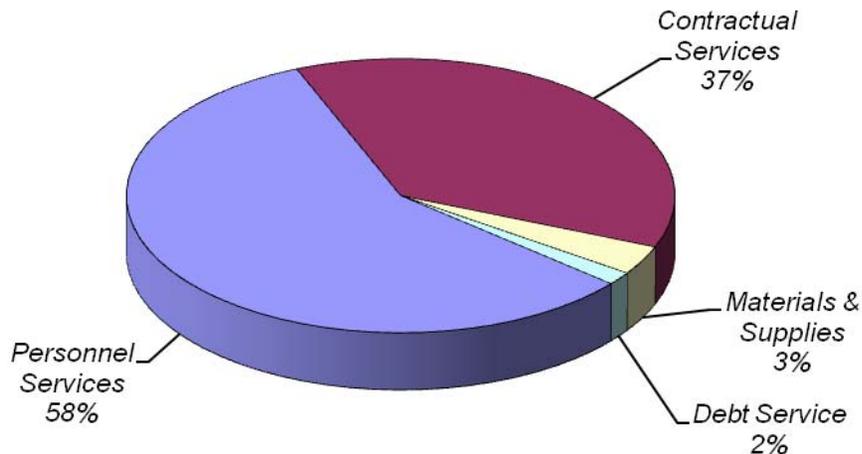
As technology advances, consumers are relying less on land lines for communications. Individuals and businesses alike are opting for comprehensive data plans that include text messaging, e-mail and voice-over-internet protocols. This new technology results in lowering Telecommunications Tax receipts available to local governments as these data plans are exempt from taxation. Consequently, fiscal year 2016/2017 Telecommunication Tax revenues are projected to be lower than those of fiscal year 2015/2016.

New home construction activities remain sluggish. Receipts of Plan Review, Building Permit and Impact Fee revenue are expected to fall below the prior year's budget. Retail Sales Tax is anticipated to remain flat for fiscal year 2016/2017 as local brick and mortar retailers compete against online retailers for consumer dollars. Changes in consumer shopping habits (online versus in-person), translate to gains in Use Tax by the City. Twenty-percent of Use Tax collections by the State for general merchandise and 100 percent of collections on qualifying food, drugs and medical appliances is returned to local governments.

Fiscal year 2016/2017 General Fund revenues, as compared to those of the prior year budget, are up a modest 0.11% or \$27,147. Going forward, staff will undertake a comprehensive review of all revenue sources, including General Fund revenues, to determine opportunities to diversify revenues that will allow the General Fund to remain strong even in tough economic times.

## General Fund Expenditures

### *General Fund Expenditures by Object*



Fiscal year 2016/2017 General Fund expenditures, as compared to those of the prior year budget, are modestly up by 0.68% or \$188,270. A greater increase to expenditures is being mitigated by the removal of the 27<sup>th</sup> payroll, as well as by cost savings associated with the drop in the price of oil. The City compensates its employees based on a 14 day period, multiplied by 26 times per year, which translates to 364 days per year. After eleven (11) years the City is faced with paying employees for each year's remaining calendar day plus an extra day for each leap year. This anomaly occurred during the City's fiscal year 2015/2016. Amounts requested to pay wages in fiscal year 2016/2017 are absent of the 27<sup>th</sup> payroll anomaly.

Fiscal year 2016/2017 General Fund expenditures reflect an increase for legal services as a result of rising costs to prosecute cases and defend against claims. Additional funds have been budgeted for Retail Sales Tax revenue sharing agreements and for supporting and managing the City's data and technology equipment.

During fiscal year 2011/2012, a Capital & Equipment Replacement Fund was established and initial funding was provided from General Fund reserves. While capital replacement is not presented as an expenditure of the General Fund, rather, segregated for accounting purposes, previous transfers from the General Fund to the Capital & Equipment Replacement Fund were identified as Other Financing Uses in the Fund Summary. The 2016/2017 does not include a transfer from the General Fund to the Capital & Equipment Replacement Fund.

## **Capital & Equipment Replacement Fund**

Major capital and equipment expenditures in this budget include:

- Police vehicle replacements (5)
- Public Works Vehicle Replacements (6)
- Sidewalk Tractor Replacement
- Sidewalk replacement
- Flooding mitigation (engineering study and design)
- Emerald Ash Borer (EAB) eradication
- Closed-circuit camera system enhancements
- Fiber optic network
- Trench drain reconstruction (Public Works garage)
- Exterior LED lighting upgrade
- Desktop computer and mobile data terminal replacements
- Liquor license and grant application, tracking & reporting software
- Audio/Video Equipment (Council Chambers) Upgrade
- Raised Planter Replacement
- Telephone System Replacement
- In-Car Vehicle Camera System
- Culvert Replacement - Engineering

## **Water and Sewer Funds**

The Public Works Department is charged with the responsibility of collecting, treating, pumping and distributing potable water and providing related water service to residents of Crystal Lake. The department is also responsible for the network of sewers conveying sanitary sewage in the City from its point of origin to the treatment facility for treatment and disposal.

The Water and Sewer Fund is a self-supporting utility. In the late 1990's, water and sewer connection fee receipts were pledged for the payment of a low interest loan from the Illinois EPA. As the economy slowed, so too did new construction and the receipt of connection fees to repay the City's debt. As connection fees from new construction fell short of the annual 200 new connections per year required to repay the debt, Water and Sewer Fund reserves were used to pay amounts due.

In 2012, the City authorized a Wastewater Master Plan to evaluate both wastewater facilities and determine necessary improvements both in the short term and long term. This report was completed in June of 2013. The City further authorized a Water Master Plan in 2013 to address both short-term and long-term required improvements in the City's water production system, treatment process, distribution system, and chlorides discharges from the water plants. This report was completed in February 2014. These reports provided the engineering analysis to identify critically needed improvements in the Wastewater Treatment and Water Division areas.

Finally, the City commissioned a water and sewer rate study, which was completed in February, 2014. The study provided a number of options which included an annual increase of 11.4% for water and sewer services for five consecutive years. The increase in water and sewer rates provides a funding mechanism that will allow the water and sewer fund to continue to be financially independent and

allows for some capital investment in order to maintain water and sewer infrastructure systems. The fiscal year 2016/2017 budget incorporates the third of five consecutive years of rate increases recommended by the study and approved by City Council in April, 2014.

An 11.4% increase in water and sewer rates provides a funding mechanism that will allow the water and sewer fund to continue to be financially independent and allows for some capital investment in order to maintain water and sewer infrastructure systems. While the water and sewer rate increase makes available an additional \$979,200 for debt repayment and infrastructure improvements, it is anticipated that Village of Lakewood residents on City sewer will transition to Lakewood sewer midway through fiscal year 2016/2017, reducing additional revenues generated by the rate increase to \$903,000 (a reduction of \$76,200).

The accepted rate structure will support not only the continued operations of the water, sewer, and wastewater services of the City, but also the infrastructure improvements necessary for maintaining the integrity of the systems. The bulk of the water, sewer and wastewater projects will be funded through the State Revolving Fund (SRF) programs, administered by the Illinois Environmental Protection Agency (IEPA).

The SRF programs, administered by the IEPA, include the Water Pollution Control Loan Program (WPCLP) for wastewater projects and the Public Water Supply Loan Program (PWSLP) for drinking water projects. These two programs are annually the recipients of federal capitalization funding, which is combined with state matching funds, program repayments, and bond and interest proceeds to form a perpetual source of low interest financing for environmental infrastructure projects.

The City is still working on finalizing the necessary due diligence for the water projects but has already proceeded with the wastewater projects for the Water Pollution Control Loan Program. The wastewater projects include the rehabilitation of two secondary clarifiers at Wastewater Treatment Plant #2, the construction of a digester, control building and centrifuge building at Wastewater Treatment Plant #2, and the reconstruction of digesters #1 and #2, blower building rehabilitation, and the rehabilitation of trickling filters #1 and #2 at Wastewater Treatment Plant #3.

In order to complete the application process, at the May 15, 2015 City Council meeting, the City Council adopted an ordinance authorizing the borrowing of funds through the Water Pollution Control Loan Program. The loan will be repaid from revenues of the water and sewer system over a twenty-year period. The loan is not a general obligation of the City. When the City Council adopted the ordinance authorizing the borrowing of funds through the Water Pollution Control Loan Program, the anticipated interest rate was 2.21%. In December 2015, while finalizing the authorizations for the IEPA loan, the City was notified that the interest rate had dropped. The interest rate for the IEPA loan program for the Wastewater Plants # 2 and #3 Improvements Project and Construction Engineering Services dropped from 2.21% to 1.85% which is a savings of approximately \$540,000 over the life of the twenty-year loan.

Priority water/sewer capital expenditures in this budget include:

- Office Reconfiguration (for SCADA Operations)
- Sewer Line Rapid Assessment Tool (acoustic pipe inspector)

- Chlorides Reduction Study
- Water Tower (Plant #1) Recoat
- Capacity, Management, Operations & Maintenance (CMOM) Plan Preparation – IEPA Mandate
- UV Unit Control Panel Replacement
- Motor Control Center (Raw Pump Station#1) Rehabilitation
- Digester #2 and Centrifuge Building Construction (Wastewater Plant #2)
- Aerobic Digester Rehabilitation & Trickling Filter Media Replacement (Wastewater Plant #3)
- Force Main Replacement (Lift Station #9)
- Water Treatment Plant #2 Rehabilitation/Expansion (Engineering)

Operating expenses in the Water & Sewer Fund for fiscal year 2016/2017, as compared to those of the prior year budget, are down 1.48% or \$123,273. This decrease is due in part to the removal of the 27<sup>th</sup> payroll, cost savings associated with the drop in the price of oil, and a decrease in electrical costs due to the replacement of aging equipment in prior years.

### **Fire Rescue Fund**

The Crystal Lake Fire Rescue Department operates out of three stations and is charged with providing services not only to the City, but to the Crystal Lake Rural Fire Protection District and the Village of Lakewood through negotiated contracts. City Property Tax (\$6.46 million), service fees from the Crystal Lake Rural Fire Protection District and the Village of Lakewood (\$2.16 million) and ambulance fees (\$1.26 million) comprise the majority of the revenue sources for the Fire Rescue Fund or 94.0% of the total revenues.

Fiscal year 2016/2017 Fire Rescue Fund revenues, as compared to those of the prior year budget, are up 10.32% or \$984,702. This increase is due to new revenue being received from the Village of Lakewood as part of a new contract negotiated in 2015, as well as a one-time capital contribution (\$210,000) from the Crystal Lake Rural Fire Protection District.

Operating expenses for fiscal year 2016/2017, as compared to those of the prior year budget, are up 0.23% or \$21,986. A greater increase to expenditures is being mitigated by the removal of the 27<sup>th</sup> payroll as well as by cost savings associated with the drop in the price of oil.

The Department's 2016/2017 budget request reflects the following capital purchases:

- Command Vehicle Replacement
- Ambulance Replacement
- Cardiac Monitor Replacement
- Thermal Imaging Camera Replacement
- Crystal Lake Wireless Alarm Network Backup System

Funds to provide for the replacement of an engine were re-budgeted. The new engine was ordered in October, 2015 and is expected to be delivered in September, 2016.

## **Other Funds**

The remainder of the expenditures for the City is comprised of 28 funds that account for 28.8% of total expenditures and other uses. These funds include:

- Home Rule Sales Tax Fund
- Insurance Fund
- Restricted Police Fund
- Road/Vehicle License Fund
- Crossing Guard Fund
- IMRF/FICA Fund
- Motor Fuel Tax Fund
- Foreign Fire Insurance Tax Fund
- Three Oaks Recreation Area Funds
- Debt Service Funds
- TIF Funds
- Police Pension Fund
- Fire Pension Fund
- Library Funds

### **Home Rule Sales Tax Fund**

The Home Rule Sales Tax Fund provides funding for the Targeted Response Unit in the Police Department, enhanced economic development initiatives, flooding mitigation, and document management and imaging, and to support existing City services. Home Rule Sales Tax funds are also dedicated to capital projects including the repayment of debt on major construction projects and are used to enhance the City's street resurfacing program.

Home Rule Sales Tax is segregated for accounting purposes. Transfers from Home Rule Sales Tax are identified as Other Financing Sources in the corresponding fund summary.

### **Motor Fuel Tax Fund**

The Motor Fuel Tax Fund is used to account for the maintenance and improvement of various streets in the City. Financing is provided by the City's share of Motor Fuel Tax allotments. State Statute requires these allotments to be used to maintain streets. Salt and other de-icing materials for the City's snowplowing operations, as well as traffic signal maintenance costs, are budgeted in the Motor Fuel Tax Fund.

Capital expenditures in the fiscal year 2016/2017 budget are:

- Intersection (Crystal Lake Ave/Main St) Improvement
- Intersection (IL 176/Main St) Improvement
- Pedestrian (Country Club) Path
- City-wide Bike Corridor Project
- Prairie Trail Re-Route
- Illuminated Street Name Signs
- Traffic Signal (US 14) Upgrade

Funds to provide for intersection improvements at Route 176/Briarwood Road, as well as those for roadway improvements along South Main Street, Pingree Road, and McHenry Avenue have been re-budgeted. These projects are complete; however, the City has not received final construction invoices from the State of Illinois.

### **Road/Vehicle License Fund**

The Road/Vehicle License Fund is used to account for revenues received from County road and bridge taxes and to account for revenue from vehicle license fees. In this budget are funds for the City's annual City-wide road resurfacing program, annual pavement marking program, sidewalk repairs and curb replacement, and pedestrian safety improvements.

### **Three Oaks Recreation Area Fund**

The Vulcan Materials Company began mining operations at the property known as Vulcan Lakes in the 1950's. Realizing the potential for a future recreation area, the City entered into an agreement with Vulcan Materials in the 1990's for the future ownership of the property. In 2007, the 462-acre property was officially deeded to the City. Through the dedication of the City Council, the Vulcan Lakes Advisory Committee and City Staff, the recreation area became a reality in 2010.

The City opened the Three Oaks Recreation Area to the public on October 1, 2010. The area provides an unparalleled recreational experience. The pristine waters are a prime venue for swimming, boating, hiking and fishing. Fiscal year 2011/2012 was the first full year of operations. Included in this sixth-year budget (fiscal year 2016/2017) are funds to provide for the operations of the recreation area, including site supervisors, attendants and lifeguards, as well as maintenance of equipment.

Capital expenditures in the fiscal year 2016/2017 budget are:

- Desktop Computer Replacements
- Wireless Area Network Installation (Year 1 of 2)
- Master Plan Update
- Water Level Analysis
- Irrigation System Improvements
- Beach Area Improvements
- Pavilion Enclosure
- Canoe/Kayak Replacement

### **Debt Service Funds**

Debt service funds are used to account for the payment of principal and interest funded mostly by alternative revenue sources. These include the Crystal Heights water and sewer project (funded by participation agreements), the Southeast Emergency Communications (SEECOM) project (funded by the SEECOM participants), and the Three Oaks Recreation Area development project (funded from Home Rule Sales Tax receipts).

### **Capital Construction Funds**

In order to provide proper accounting procedures, and also to comply with State Statute, various capital construction funds were established. Included in capital construction funds are the Main Street TIF, Virginia Street TIF, Vulcan Lakes TIF and the Three Oaks Development Fund. Three Oaks

Development Fund expenditures will provide for the purchase and installation of underwater objects for scuba exploration and for the construction of additional parking areas and trails in the Three Oaks Recreation Area.

### **Restricted Police Fund**

The Restricted Police Fund consists of revenues collected by the Police Department for specific infractions such as DUI, drug forfeitures and vehicle impoundments. The restricted accounts are governed by State or Federal statutes. These funds are limited in their potential uses and must be used by the Police Department for purposes directly related to DUI and drug related enforcement and prevention. Budgeted in the Restricted Police Fund for fiscal year 2016/2017 are funds to provide for the replacement of one patrol vehicle and for purchase of simulation equipment and in-car cameras for the Police Department. Additionally, canine training costs have been reclassified from the General Fund to the Restricted Police Fund for fiscal year 2016/2017.

### **FINANCIAL POLICIES**

The City of Crystal Lake's Financial Policies provide the basic framework for the fiscal management of the City. These policies provide guidelines for evaluating both current activities and proposals for future programs. Most of the policies represent longstanding principles, traditions and practices that have guided the City in the past and have helped maintain the City's financial stability. The City's financial strength is exemplified by the fact that in 2009, which is the last time the City utilized Moody's Investor Services as part of a bond issuance, they upgraded the City's bond rating from an Aa3 to an Aa2, which was subsequently recalibrated to an Aa1 in a global scale change. In 2009, Standard and Poor's rated the City for the first time with an AA+ rating. The AA+ rating was affirmed by Standard and Poor's again in 2012, 2013 and 2014.

The following are detailed in the City of Crystal Lake's Financial Policies:

- Budget Policy
- Purchasing Authority Policy and Procedures
- Purchase Card Policy and Procedures
- Capital Asset Policy and Procedures
- Debt Management Policy
- Fund Balance Policy
- Investment Policy
- Revenue and Cash Management Policy
- Personal Information Protection Policy and Red Flag Policy

### **Debt Administration**

By April 30, 2016, the City will have a number of debt issues outstanding. These include \$36,360,000 in general obligation bonds, \$1,900,000 in general obligation notes and \$8,111,000 in Special Service Area (SSA) bonds. Since SSA bonds are not direct obligations of the City, SSA bonds are not reported in the financial statements of the City. General obligation bonds and notes shall be repaid using alternative revenue sources, not ad valorem property taxes.

In December, 2015, the City entered into a low-interest loan agreement with the Illinois Environment Protection Agency. \$14,840,000 of loan proceeds will be used for wastewater infrastructure

improvements. Additional revenue resulting from planned water and sewer rate increases will go towards re-paying principal and interest over the loan's twenty-year term beginning February 6, 2018.

Under Illinois Compiled Statutes, general obligation bonded debt issuances are subject to a legal limitation based on 8.625% of the total assessed value of real estate property for non-home rule communities. Since the City is a home rule community, the City is not subject to these limitations. However, the City shall impose the non-home rule limit upon itself through the approval of its Financial Policies and Procedures by the Crystal Lake City Council. The City's ratio of net general obligation debt to estimated full value as determined using the City's 2014 equalized assessed valuation is 1.33%.

### **Budgetary Control Basis**

The annual City Budget is prepared on the current financial resources measurement focus for all funds, using the modified accrual basis of accounting, whereas the City's basis for accounting for the Comprehensive Annual Financial Report is on an accrual and modified accrual basis. All annual appropriations lapse at the end of the fiscal year to the extent they have not been expended or lawfully encumbered. Expenditures may not exceed appropriations at the fund level.

### **ACKNOWLEDGEMENTS**

Our organizational culture is one in which each of the strategic commitments is not categorized by department, but rather requires contributions from all levels of the organization, departments, and elected and volunteer commissions. The City of Crystal Lake team, working as one, collectively impacts each strategic commitment. The City of Crystal Lake is in sound financial condition for fiscal year 2016/2017 as evidenced by our continued strong general purpose bond rating, as well as our adherence to external and internal financial policies. We believe the 2016/2017 Annual Budget balances the needs of the City in a fiscally responsible manner.

This budget is the culmination of a major effort by numerous members of the City Staff, City Council and the citizens of Crystal Lake whose input has been utilized to develop policy and spending priorities. We would like to especially thank the Department Directors, Deputy City Manager Eric Helm, Assistant Finance Director Laura Herrig and the Finance and Administrative staff for their help in preparing and assembling this document. On behalf of the Management Team, we are pleased to present the Fiscal Year 2016/2017 City Budget.

Respectively submitted,

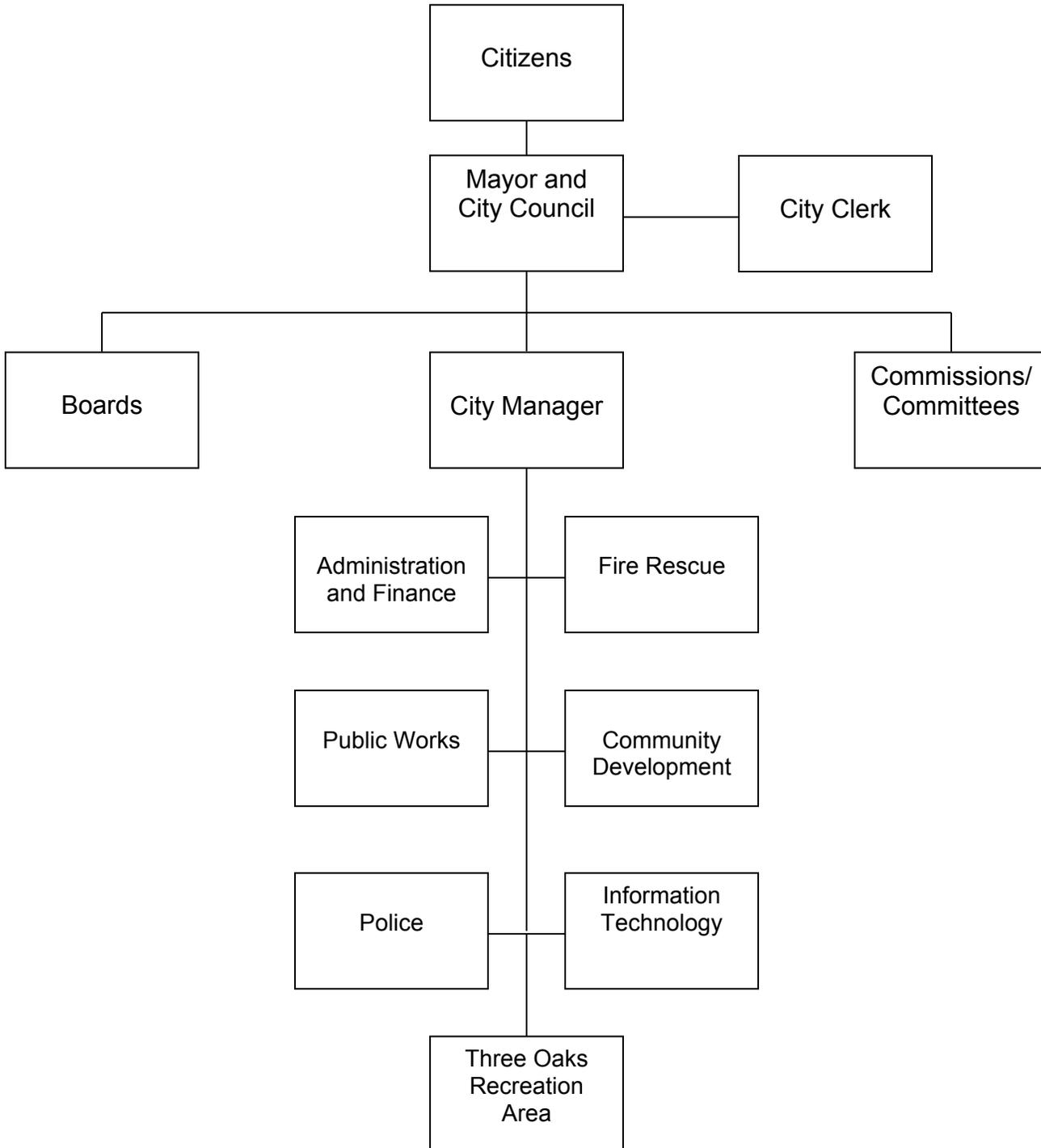


Gary J. Mayerhofer  
City Manager



George J. Koczvara  
Director of Finance/Treasurer

# CITY OF CRYSTAL LAKE ORGANIZATIONAL STRUCTURE



CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017

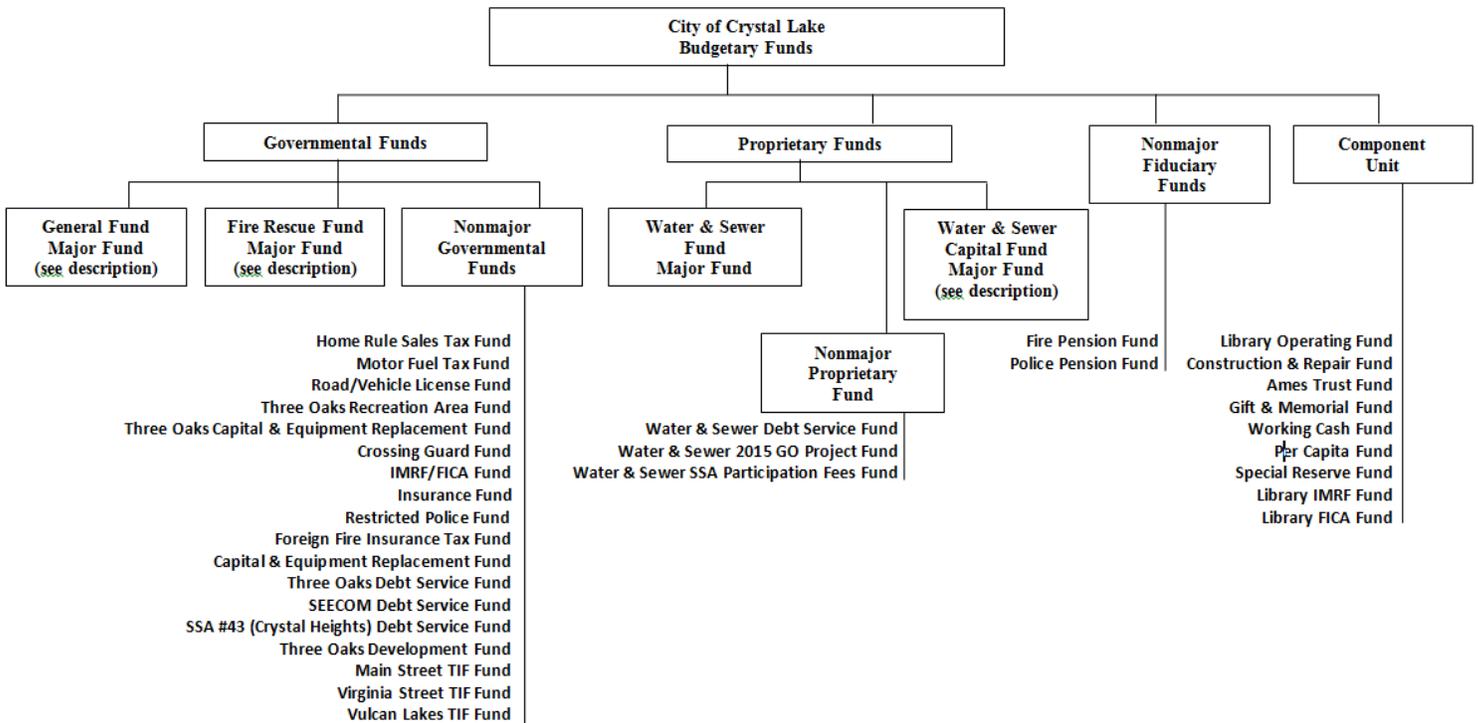


SUMMARY OF ALL FUNDS

# FY2016/2017 SUMMARY OF FUNDS CITY OF CRYSTAL LAKE

The City of Crystal Lake utilizes an accounting system organized on the basis of funds, each of which is considered a separate accounting entity. Accounting for the operations of each fund is accomplished with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. Resources are allocated to and recorded in individual funds based upon purposes for which they are to be spent and the means by which spending activities are controlled.

The City of Crystal Lake maintains fifty-three individual funds. Eighteen funds consisting of resources received and held by the City as an agent for others, are not subject to appropriation but are reported in the City's Comprehensive Annual Financial Report. Included in this submittal are the budgets for the following funds:



FY2016/2017  
SUMMARY OF FUNDS (Cont'd)  
CITY OF CRYSTAL LAKE

**Major Fund Descriptions**

The **General Fund** accounts for all general government activity not accounted for in other funds of the City. Departmental operating activities such as those of police, streets, planning and economic development, engineering and building as well as general government support services, such as the Mayor’s Office, City Manager’s Office, Finance and Information Technology are accounted for in the General Fund.

**Fire Rescue Fund** is used to track the operating activities of the Fire Rescue Department. Funding for Fire Rescue Department activities is derived mostly from property taxes. Ambulance user fees, wireless alarm monitoring fees and grant proceeds make up the remainder.

The **Water and Sewer Fund** is comprised of a number of divisions working to maintain a quality water supply system and to collect, convey and treat wastewater effectively and efficiently.

The **Water and Sewer Capital & Equipment Replacement Fund** provides a budgetary set of account categories for the expenditure of funds to pay for the replacement of water and sewer infrastructure (mains, lift stations, treatment plants, etc.). Revenues are derived primarily from the issuance of notes or bonds.

**Organizational Relationships**

The presentations of the major funds are divided by departments. A department is a major administrative segment of the City which indicates overall management responsibility for an operation or a group of related operations within a functional area (i.e. Public Works Department). The smallest organizational unit included in this budget submittal is the division. The division indicates responsibility for one operational area, and in many cases these operational areas are put together to demonstrate a broader responsibility. When this is done, the divisions are combined to make up a department.

DEPARTMENT DIVISION	FUND														
	G	FR	WS	INS	HMR	RVL	IMRF	CG	RP	FF	3OAK	MFT	DS	CF	CR
Executive Department	X														X
Legal & Judiciary Department	X														X
City Administration Department															
City Manager/Human Resources/Finance	X			X	X		X				X		X		X
Administrative Adjudication	X														X
Shared Services	X														X
Special Projects	X														X
Police/Firefighter Pension	X														
Police Department	X							X	X						X

FY2016/2017  
SUMMARY OF FUNDS (Cont'd)  
CITY OF CRYSTAL LAKE

DEPARTMENT DIVISION	FUND														
	G	FR	WS	INS	HMR	RVL	IMRF	CG	RP	FF	3OAK	MFT	DS	CF	CR
Fire Rescue Department		X								X					
Community Development	X					X						X		X	X
Public Works Department															
Public Works Administration			X												
Streets	X														X
Fleet & Facility Services	X														X
Water Operations			X												
Sanitary Sewers & Lifts			X												
Storm Sewers	X														X
Wastewater Treatment			X												
Health Department	X														X
Information Technology Department	X														X
Fire & Police Commission	X														X

**G** - General Fund, **FR** - Fire Rescue Fund, **WS** - Water & Sewer Funds, **INS** - Insurance Fund, **HMR** - Home Rule Sales Tax Fund, **RVL** - Road & Vehicle License Fund, **IMRF** - Illinois Municipal Retirement Fund, **CG** - Crossing Guard Fund, **RP** - Restricted Police, **FF** - Foreign Fire Insurance Tax Fund, **3OAK** - Three Oaks Recreation Area Funds, **MFT** - Motor Fuel Tax Fund, **DS** - Debt Service Funds, **CF** - Construction Funds, **CR** - Capital & Equipment Replacement Fund

**FY2016/2017**  
**REVENUES & OTHER SOURCES SUMMARY – ALL FUNDS**  
**CITY OF CRYSTAL LAKE**

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
Revenues & Other Sources					
General Fund	\$26,681,605	\$27,920,853	<b>\$27,819,154</b>	\$28,004,324	<b>\$28,007,425</b>
Home Rule Sales Tax Fund	5,066,427	5,099,295	<b>5,122,000</b>	5,006,177	<b>5,122,177</b>
Insurance Fund	693,235	95,795	<b>16,000</b>	255,075	<b>16,000</b>
Capital Replacement Fund	2,121,525	2,017,283	<b>3,845,812</b>	2,933,445	<b>370,000</b>
Restricted Police Funds	-	560,602	<b>123,300</b>	86,120	<b>102,600</b>
Fire Rescue Fund	8,475,045	8,928,452	<b>9,540,452</b>	9,756,123	<b>10,525,154</b>
Road/Vehicle License Fund	2,204,786	1,711,690	<b>2,235,925</b>	2,241,172	<b>2,015,400</b>
Crossing Guard Fund	53,943	70,001	<b>62,634</b>	90,186	<b>90,255</b>
IMRF/FICA Fund	1,397,452	1,531,287	<b>1,687,100</b>	1,681,245	<b>1,693,243</b>
Motor Fuel Tax Fund	1,858,430	2,755,259	<b>3,245,976</b>	3,014,422	<b>1,840,719</b>
Foreign Fire Insurance Fund	61,229	65,091	<b>65,300</b>	62,053	<b>62,300</b>
Three Oaks Recreation Fund	536,628	563,450	<b>563,534</b>	555,359	<b>664,877</b>
Three Oaks Capital Fund	193,134	12	-	-	<b>112,623</b>
Three Oaks Dvlpmnt Fund	349,145	206,389	<b>50</b>	5,090	<b>822,329</b>
Debt Service Funds	2,072,542	1,430,903	<b>1,348,043</b>	1,347,324	<b>1,345,191</b>
TIF Funds	38,564	2,055,466	<b>15,020</b>	13,212	<b>13,177</b>
Water & Sewer Fund	8,755,256	9,231,857	<b>9,846,755</b>	9,864,000	<b>10,767,800</b>
Wtr & Swr Debt Svc Fund	10,265,163	2,329,858	<b>3,519,512</b>	3,519,512	<b>3,945,372</b>
Wtr & Swr Capital Fund	135,008	670,272	<b>9,410,130</b>	8,794,118	<b>9,247,315</b>
Wtr & Swr 2013 GO Prj Fund	10,512,001	29,252	-	126	-
Wtr & Swr 2015 GO Prj Fund	-	-	<b>2,219,624</b>	2,000,295	-
Wtr & Swr SSA Fees Fund	40,053	317	-	1,000	<b>1,000</b>
Police Pension Fund	5,234,083	4,204,693	<b>3,563,923</b>	3,549,283	<b>3,648,754</b>
Fire Pension Fund	3,737,226	4,044,853	<b>3,288,761</b>	3,253,964	<b>3,212,612</b>
Library Funds	5,185,178	5,373,238	<b>5,378,933</b>	5,338,143	<b>4,859,539</b>
Total - All Funds	<b>\$95,667,658</b>	<b>\$80,896,168</b>	<b>\$92,917,938</b>	<b>\$91,371,768</b>	<b>\$88,485,862</b>

The schedule of Revenues and Other Sources (above) represents operating revenues of the City, interest income, grant receipts, bond proceeds and transfers between City funds for purposes mostly attributable to capital acquisition.

**FY2016/2017**  
**EXPENDITURES & OTHER USES SUMMARY – ALL FUNDS**  
**CITY OF CRYSTAL LAKE**

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
Expenditures & Other Uses					
General Fund	29,076,141	30,680,659	<b>31,317,467</b>	30,369,727	<b>29,007,425</b>
Home Rule Sales Tax Fund	5,706,965	4,987,684	<b>5,668,255</b>	5,471,028	<b>6,441,374</b>
Insurance Fund	246,753	-	<b>48,200</b>	48,200	<b>48,200</b>
Capital Replacement Fund	2,121,525	2,017,283	<b>3,845,812</b>	2,755,945	<b>3,142,046</b>
Restricted Police Funds	-	69,111	<b>53,000</b>	56,120	<b>335,000</b>
Fire Rescue Fund	8,494,646	8,676,011	<b>10,379,173</b>	9,825,106	<b>10,402,841</b>
Road/Vehicle License Fund	2,203,541	2,371,964	<b>2,467,810</b>	2,139,708	<b>2,338,210</b>
Crossing Guard Fund	52,648	52,575	<b>62,705</b>	90,255	<b>90,255</b>
IMRF/FICA Fund	1,568,549	1,500,144	<b>1,687,000</b>	1,687,000	<b>1,693,243</b>
Motor Fuel Tax Fund	1,545,911	3,794,923	<b>9,284,823</b>	5,984,133	<b>3,318,009</b>
Foreign Fire Insurance Fund	63,101	26,504	<b>60,150</b>	61,758	<b>53,200</b>
Three Oaks Recreation Fund	539,047	563,450	<b>563,534</b>	555,359	<b>664,877</b>
Three Oaks Capital Fund	90,497	55,413	<b>45,529</b>	45,529	<b>114,330</b>
Three Oaks Dvlpmnt Fund	-	362,109	<b>75,824</b>	75,824	<b>945,020</b>
Debt Service Funds	1,450,395	1,438,688	<b>1,440,617</b>	1,445,360	<b>1,436,574</b>
TIF Funds	227,218	15,383	<b>14,500</b>	13,177	<b>13,177</b>
Water & Sewer Fund	8,134,146	9,370,707	<b>11,720,372</b>	11,522,752	<b>12,012,350</b>
Wtr & Swr Debt Svc Fund	10,492,182	2,492,905	<b>3,519,512</b>	2,640,703	<b>2,644,760</b>
Wtr & Swr Capital Fund	-	944,540	<b>9,410,130</b>	8,448,719	<b>9,398,978</b>
Wtr & Swr 2013 GO Prj Fund	7,014,870	5,219,900	-	617,538	-
Wtr & Swr 2015 GO Prj Fund	-	-	<b>2,219,624</b>	1,430,344	<b>569,951</b>
Wtr & Swr SSA Fees Fund	-	-	<b>1,385,130</b>	435,130	<b>1,285,000</b>
Police Pension Fund	2,070,187	2,304,783	<b>2,481,500</b>	2,497,500	<b>2,703,500</b>
Fire Pension Fund	1,161,890	1,321,170	<b>1,484,000</b>	1,407,870	<b>1,649,000</b>
Library Funds	4,668,213	6,415,109	<b>6,409,410</b>	5,874,153	<b>5,859,539</b>
<b>Total - All Funds</b>	<b>\$86,928,425</b>	<b>\$84,681,015</b>	<b>\$105,644,077</b>	<b>\$95,498,938</b>	<b>\$96,166,859</b>

The schedule of Expenditures and Other Uses (above) represents operating expenditures of the City, debt service payments, capital acquisition and transfers between City funds for purposes mostly attributable to capital acquisition.

**FY2016/2017**  
**REVENUES & EXPENDITURES BY TYPE – ALL FUNDS**  
**CITY OF CRYSTAL LAKE**

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
<b>Revenues and Other Sources:</b>					
Charges for services	12,694,635	12,836,890	<b>13,439,937</b>	13,697,431	<b>15,169,125</b>
Licenses and permits	689,030	594,261	<b>608,000</b>	546,000	<b>551,000</b>
Intergovernmental	17,451,328	20,040,510	<b>19,716,105</b>	19,572,671	<b>19,101,854</b>
Fines and forfeits	665,672	726,963	<b>644,600</b>	583,425	<b>624,100</b>
Property taxes	15,282,628	15,373,347	<b>16,736,021</b>	16,730,148	<b>16,873,714</b>
Other taxes	7,521,129	7,568,898	<b>7,585,000</b>	7,383,253	<b>7,499,500</b>
Interest	4,730,384	4,042,787	<b>2,142,260</b>	2,312,609	<b>2,061,043</b>
Miscellaneous	3,642,523	3,286,714	<b>2,781,348</b>	2,936,343	<b>2,671,489</b>
Other sources	32,990,329	16,425,798	<b>29,264,667</b>	27,609,888	<b>23,934,037</b>
Total	<b>\$95,667,658</b>	<b>\$80,896,168</b>	<b>\$92,917,938</b>	<b>\$91,371,768</b>	<b>\$88,485,862</b>
<b>Expenditures and Other Uses:</b>					
General government	9,988,147	8,620,160	<b>9,683,399</b>	9,795,823	<b>10,151,362</b>
Public safety	25,075,331	25,809,343	<b>28,148,856</b>	27,812,364	<b>28,345,073</b>
Highways and streets	7,632,726	7,936,582	<b>7,907,322</b>	7,385,826	<b>5,568,367</b>
Waterworks and sewerage	6,790,835	6,915,633	<b>8,350,203</b>	8,174,486	<b>8,227,930</b>
Culture and recreation	4,510,822	4,840,587	<b>6,012,615</b>	5,853,633	<b>5,473,376</b>
Capital outlay	10,252,339	12,537,936	<b>24,651,998</b>	16,195,700	<b>21,367,836</b>
Debt service	11,842,899	4,346,422	<b>5,394,489</b>	5,923,402	<b>4,509,444</b>
Other uses	10,835,326	13,674,352	<b>15,495,195</b>	14,357,704	<b>12,523,471</b>
Total	<b>\$86,928,425</b>	<b>\$84,681,015</b>	<b>\$105,644,077</b>	<b>\$95,498,938</b>	<b>\$96,166,859</b>
<b>Revenues and Other Sources in Excess of Expenditures and Other Uses</b>					
	<b>\$8,739,233</b>	<b>(\$3,784,847)</b>	<b>(\$12,726,139)</b>	<b>(\$4,127,170)</b>	<b>(\$7,680,997)</b>
<b>Beginning Balance, May 1</b>					
	99,286,725	107,199,625	<b>103,717,759</b>	103,717,759	<b>99,792,224</b>
<b>Change in Receivables/Payables</b>					
	(826,333)	302,981	-	201,635	-
<b>Ending Balance, April 30</b>					
	<b>\$107,199,625</b>	<b>\$103,717,759</b>	<b>\$90,991,620</b>	<b>\$99,792,224</b>	<b>\$92,111,227</b>

The difference between budgeted revenues and budgeted expenditures are the planned use of reserves to provide for improvements to infrastructure, as well as to fund capital purchases.

**FY2016/2017  
REVENUES AND EXPENDITURES – BY FUND TYPE  
CITY OF CRYSTAL LAKE**

	<b>Governmental Funds</b>			Total Governmental Funds
	General Fund	Fire Rescue Fund	Nonmajor Governmental Funds	
<b><u>FY2016/2017 Revenues and Other Sources (Budget):</u></b>				
Charges for services	386,000	3,823,591	\$483,434	\$4,693,025
Licenses and permits	311,000		240,000	551,000
Intergovernmental	16,454,000	222,000	2,086,681	18,762,681
Fines and forfeits	561,000		-	561,000
Property taxes	3,685,566	6,466,813	2,226,828	12,379,207
Other taxes	2,328,500		5,171,000	7,499,500
Interest	43,921	250	11,972	56,143
Miscellaneous	429,300	12,500	406,063	847,863
Other sources	3,808,138		3,644,913	7,453,051
<b>Total</b>	<b>\$28,007,425</b>	<b>\$10,525,154</b>	<b>\$14,270,891</b>	<b>\$52,803,470</b>
<b><u>FY2016/2017 Expenditures and Other Uses (Budget):</u></b>				
General government	8,402,957		\$1,748,405	\$10,151,362
Public safety	14,377,802	9,432,841	181,930	23,992,573
Highways and streets	4,792,094		776,273	5,568,367
Waterworks and sewerage	-		-	-
Culture and recreation	-		664,877	664,877
Capital outlay	-	970,000	9,377,867	10,347,867
Debt service	434,572		1,431,112	1,865,684
Other uses	1,000,000		6,453,051	7,453,051
<b>Total</b>	<b>\$29,007,425</b>	<b>\$10,402,841</b>	<b>\$20,633,515</b>	<b>\$60,043,781</b>
Revenues and Other Sources in Excess of Expenditures and Other Uses	<b>(\$1,000,000)</b>	<b>\$122,313</b>	<b>(\$6,362,624)</b>	<b>(\$7,240,311)</b>
Beginning Balance, May 1	\$8,784,187	\$1,740,686	\$14,459,837	\$24,984,710
Change in Receivables/Payables	\$0	\$0	\$0	\$0
Ending Balance, April 30	<b>\$7,784,187</b>	<b>\$1,862,999</b>	<b>\$8,097,213</b>	<b>\$17,744,399</b>

**FY2016/2017  
REVENUES AND EXPENDITURES – BY FUND TYPE  
CITY OF CRYSTAL LAKE**

	<i>Proprietary Funds</i>				Component Units	FY2016/2017 Totals
	Water & Sewer Fund	Water & Sewer Capital Fund	Nonmajor Proprietary Funds	Nonmajor Fiduciary Funds		
<b><u>FY2016/2017 Revenues and Other Sources (Budget):</u></b>						
Charges for services	\$10,417,800			\$0	\$58,300	\$15,169,125
Licenses and permits				-		551,000
Intergovernmental		237,315		-	101,858	19,101,854
Fines and forfeits				-	63,100	624,100
Property taxes				-	4,494,507	16,873,714
Other taxes				-		7,499,500
Interest	2,500		1,000	2,000,000	1,400	2,061,043
Miscellaneous	347,500		159,952	1,175,800	140,374	2,671,489
Other sources		9,010,000	3,785,420	3,685,566		23,934,037
<b>Total</b>	<b>\$10,767,800</b>	<b>\$9,247,315</b>	<b>\$3,946,372</b>	<b>\$6,861,366</b>	<b>\$4,859,539</b>	<b>\$88,485,862</b>
<b><u>FY2016/2017 Expenditures and Other Uses (Budget):</u></b>						
General government				\$0		\$10,151,362
Public safety				4,352,500		28,345,073
Highways and streets				-		5,568,367
Waterworks and sewerage	8,226,930		1,000	-		8,227,930
Culture and recreation				-	4,808,499	5,473,376
Capital outlay		9,398,978	569,951	-	1,051,040	21,367,836
Debt service			2,643,760	-		4,509,444
Other uses	3,785,420		1,285,000	-		12,523,471
<b>Total</b>	<b>\$12,012,350</b>	<b>\$9,398,978</b>	<b>\$4,499,711</b>	<b>\$4,352,500</b>	<b>\$5,859,539</b>	<b>\$96,166,859</b>
Revenues and Other Sources in Excess of Expenditures and Other Uses	(\$1,244,550)	(\$151,663)	(\$553,339)	\$2,508,866	(\$1,000,000)	(\$7,680,997)
Beginning Balance, May 1	\$2,832,969	\$206,139	\$3,406,259	\$64,337,138	\$4,025,009	\$99,792,224
Change in Receivables/Payables	-	-	-	-	-	-
Ending Balance, April 30	\$1,588,419	\$54,476	\$2,852,920	\$66,846,004	\$3,025,009	\$92,111,227

**FY2016/2017  
CHANGES IN FUND BALANCE – ALL FUNDS  
CITY OF CRYSTAL LAKE**

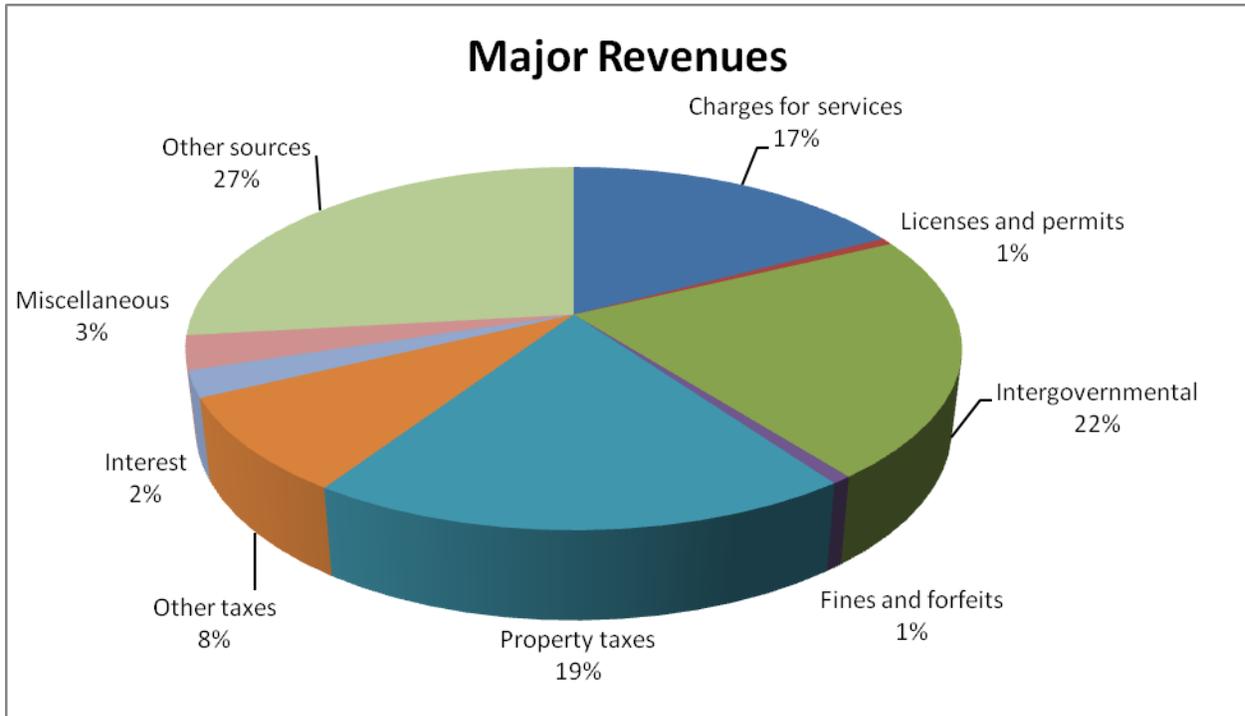
	Estimated Beginning Balance 05/01/16	FY2016/2017 Revenues & Other Sources	FY2016/2017 Expenditures & Other Uses	Projected Ending Balance 04/30/17
General Fund <sup>(1)</sup>	8,784,187	28,007,425	29,007,425	7,784,187
Home Rule Sales Tax Fund <sup>(1)</sup>	2,425,714	5,122,177	6,441,374	1,106,517
Insurance Fund	2,074,924	16,000	48,200	2,042,724
Capital Replacement Fund <sup>(1)</sup>	3,177,500	370,000	3,142,046	405,454
Restricted Police Funds <sup>(2)</sup>	521,491	102,600	335,000	289,091
Fire Rescue Fund	1,740,686	10,525,154	10,402,841	1,862,999
Road & Vehicle License Fund <sup>(1)</sup>	345,692	2,015,400	2,338,210	22,882
Crossing Guard Fund	83,399	90,255	90,255	83,399
IMRF/FICA Fund	820,446	1,693,243	1,693,243	820,446
Motor Fuel Tax Fund <sup>(1)</sup>	3,858,249	1,840,719	3,318,009	2,380,959
Foreign Fire Insurance Fund	222,247	62,300	53,200	231,347
Three Oaks Recreation Fund	-	664,877	664,877	-
Three Oaks Capital Fund <sup>(1)</sup>	1,707	112,623	114,330	-
Three Oaks Dvlpmnt Fund <sup>(1)</sup>	122,691	822,329	945,020	-
Thee Oaks Debt Svc Fund	-	1,054,341	1,054,341	-
SSA 43 Debt Service <sup>(3)</sup>	513,302	32,050	123,433	421,919
SEECOM Debt Service	167	258,800	258,800	167
Main Street TIF	292,308	500	500	292,308
Virginia Street TIF	-	12,177	12,177	-
Vulcan Lakes TIF	-	500	500	-
Water & Sewer Fund <sup>(3)</sup>	2,832,969	10,767,800	12,012,350	1,588,419
Wtr & Swr Debt Svc Fund	900,294	3,945,372	2,644,760	2,200,906
Wtr & Swr Capital Fund <sup>(1)</sup>	206,139	9,247,315	9,398,978	54,476
Wtr & Swr 2015 GO Prj Fund <sup>(1)</sup>	569,951	-	569,951	-
Wtr & Swr SSA Fees Fund <sup>(1)</sup>	1,936,014	1,000	1,285,000	652,014
Police Pension Fund	34,808,800	3,648,754	2,703,500	35,754,054
Fire Pension Fund	29,528,338	3,212,612	1,649,000	31,091,950
Library Funds <sup>(1)</sup>	4,025,009	4,859,539	5,859,539	3,025,009
	<u>\$99,792,224</u>	<u>\$88,485,862</u>	<u>\$96,166,859</u>	<u>\$92,111,227</u>

<sup>(1)</sup> The difference between available revenues and budgeted expenditures are the planned use of unassigned fund balance to provide for improvements to roads and maintenance of water and sewer infrastructure, as well as to fund capital equipment purchases.

<sup>(2)</sup> Receipts from the forfeiture of property are restricted to funding drug and DUI enforcement programs.

<sup>(3)</sup> The difference between available revenues and budgeted expenditures are the planned use of fund balance to provide for debt service. Future debt service payments shall be supported by SSA taxes and water and sewer user fees.

**FY2016/2017  
MAJOR REVENUES  
CITY OF CRYSTAL LAKE**



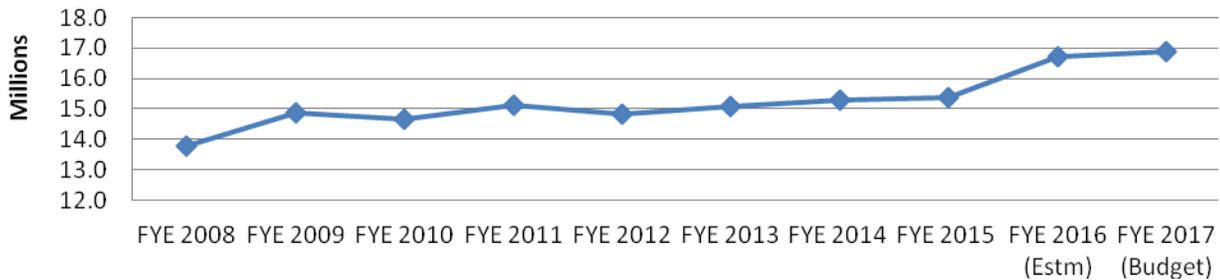
Budget preparation begins with revenue projections. Revenues are projected based on the following:

- Legislative action: The City continues to monitor the legislature through organizations such as the Illinois Municipal League (IML), when in session, to determine potential bills which would directly affect the amount of revenue received from the State.
- Consultation with departments directly involved in evaluating potential and existing revenues: Department heads are required to review their revenue streams during the budget process and make recommendations to the Director of Finance.
- Review of revenue history: The City reviews previous years' revenues to determine revenue projections for the upcoming budget year.
- Economic trends: State of Illinois employment rates, real estate development patterns, interest rates and the Consumer Price Index.
- Consulting with outside sources: The City consults with surrounding communities, County government, financial advisors, and other third-parties to assist in determining revenue forecasts and trends.

Revenue used to support City programs and projects comes from a variety of sources. The largest sources of revenue for the City come from property taxes (\$16,873,714), sales taxes (\$11,163,000),

home rule sales taxes (\$5,109,000), user-fees for water and sewer (\$10,404,000), State income taxes (\$4,156,000), telecommunication taxes (\$1,217,000), and interest income (\$2,061,043). Combined, these sources represent \$50,983,757 or nearly 79% of all receipts.

## Property Tax Revenue

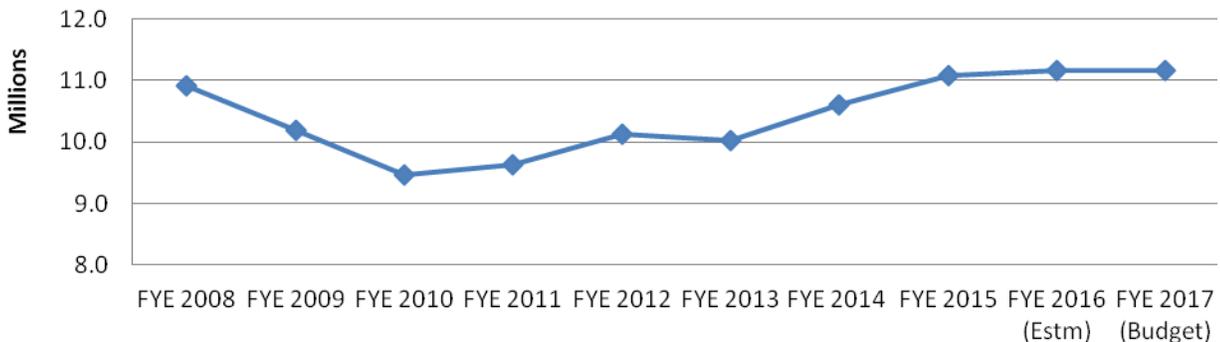


**Property taxes** include amounts levied against all real estate in the City. Real property taxes collected during 2015/2016 were levied December 16, 2014 on assessed values as of January 1, 2014, the lien date. Assessed values are established by the County Assessor at approximately 33.33% of appraised market value. Real property taxes are payable semi-annually. The first payment is due in June, the remainder is payable in September, each year.

The County Treasurer collects property taxes on behalf of all taxing districts in the County including the City of Crystal Lake. The County Treasurer periodically remits to the City its portion of the taxes collected.

Property taxes are levied primarily for purposes of meeting pension obligations, public safety, culture and recreation, and debt service. The City currently has no General Fund Property tax.

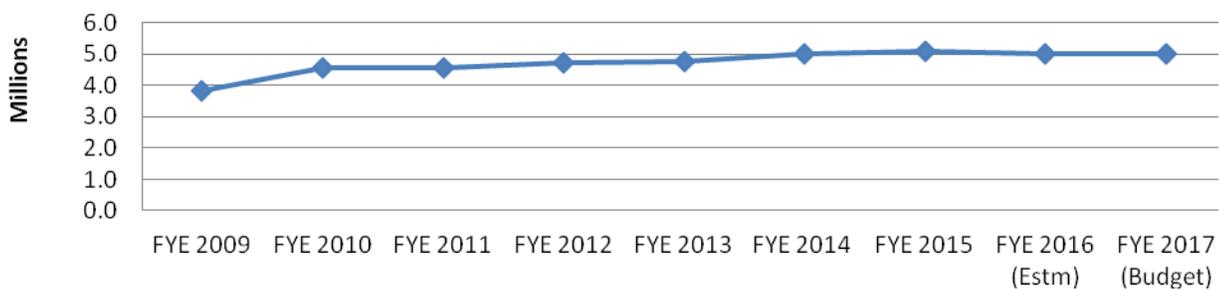
## Sales Tax Revenue



**Sales tax** on general merchandise in the City of Crystal Lake is 7.0%. Of the 7.0%, 1% is returned each month to the City with the remainder being distributed to the State, the RTA, and the County.

Despite substantial competition that has occurred from online sales and commercial growth in many areas surrounding Crystal Lake, the retail sector has remained stable over the past year. The City has continued to maintain strength as a retail base for serving the regular commercial needs for the immediate City population, and has continued as a regional point for commercial activities. Fiscal year 2015/2016 sales are tracking those of the prior year through November 30, 2015. Receipts of Retail Sales Tax are expected to remain flat through fiscal year 2016/2017 as local brick and mortar retailers compete against online retailers for consumer dollars. Changes in consumer shopping habits (online versus in-person), translate to gains in Use Tax for the City. Twenty-percent of Use Tax collections by the State for general merchandise and 100 percent of collections on qualifying food, drugs and medical appliances are returned to local governments.

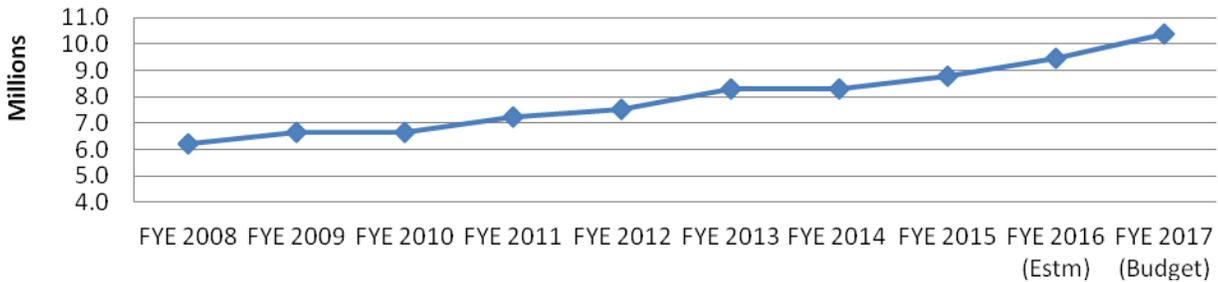
### Home Rule Sales Tax Revenue



A 0.75% **Home Rule Sales Tax** was implemented under Illinois Home Rule Authority as of July 1, 2008. A Home Rule Sales Tax on general merchandise allows core services of the City to be maintained through fiscal year 2016/2017, as well as add programs as outlined in the City's Strategic Plan (traffic services unit in the Police Department, flooding mitigation, document imaging and management, enhanced economic development activities and the operation of the City's Three Oaks Recreation Area).

Fiscal year 2015/2016 sales (excluding titled vehicles and groceries that are exempt from Home Rule Sales Tax) are tracking those of the prior year through November 30, 2015. Receipts of Home Rule Sales Tax are expected to remain flat through fiscal year 2016/2017.

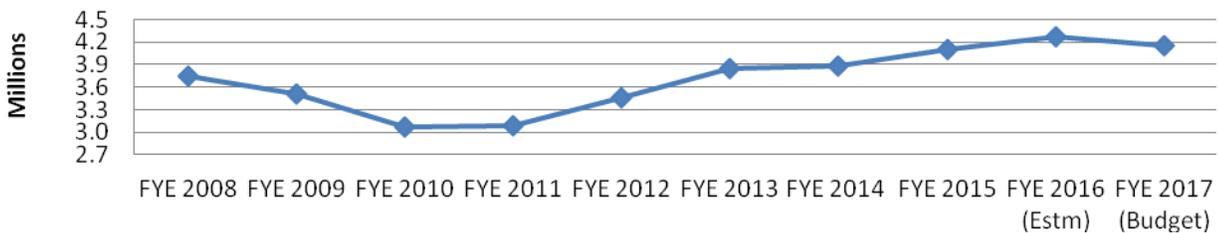
## User Fees



**User fees** for water and sewer are calculated on the number of gallons of water consumed as determined by a water meter. Meters are read every month. Fees for water and sewer are combined in a monthly bill sent to residents and businesses. This fiscal year 2016/2017 budget incorporates the third of five consecutive years of rate increases approved by City Council in April, 2014.

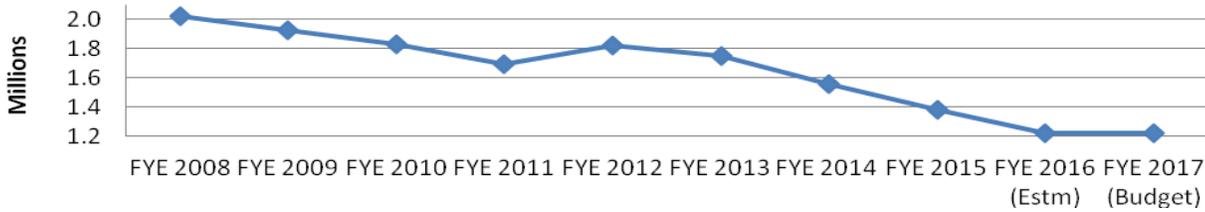
An 11.4% increase in water and sewer rates provides a funding mechanism that will allow the water and sewer fund to continue to be financially independent and allows for some capital investment in order to maintain water and sewer infrastructure systems. While the water and sewer rate increase makes available an additional \$979,200 for debt repayment and infrastructure improvements, it is anticipated that Village of Lakewood residents on City sewer will transition to Lakewood sewer midway through fiscal year 2016/2017, reducing additional revenues generated by the rate increase to \$903,000 (a reduction of \$76,200).

## State Income Tax Revenue



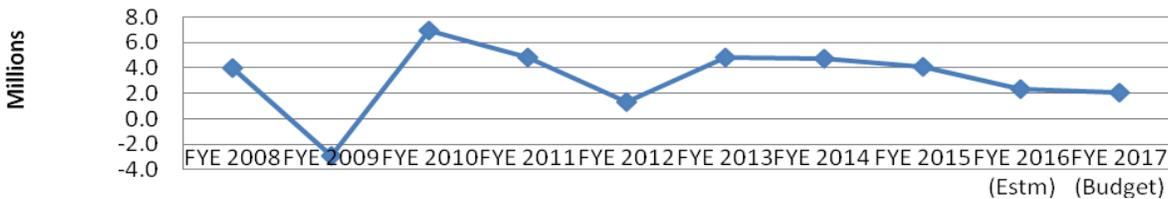
**State income tax** revenues are expected to decline slightly in fiscal year 2016/2017. During 2015/2016, the City received greater amounts of State Income Tax than anticipated due in large part to higher capital gains taxes paid to the State for 2014. This was a one-time surplus which should not be built into the underlying trend.

## Telecommunication Tax Revenue



**Telecommunication tax** is administered by the Illinois Department of Revenue. Only those municipalities that have imposed the tax by local ordinance or resolution receive distributions of the Telecommunication Tax. As technology advances, consumers are relying less on land lines for communications. Individuals and businesses alike are opting for comprehensive data plans that include text messaging, e-mail and voice-over-internet protocols. This new technology results in lowering Telecommunications Tax receipts available to local governments as these data plans are exempt from taxation. Consequently, fiscal year 2016/2017 revenues are anticipated to decline 13.07% or \$183,000 from amounts budgeted for fiscal year 2015/2016.

## Investment Earnings



**Investment Earnings Income** is expected to remain steady as market earning rates remain low. The City continues to monitor its portfolio in order to maximize returns without sacrificing the safety of principal.

**FY2016/2017  
PERSONNEL SUMMARY – ALL FUNDS  
CITY OF CRYSTAL LAKE**

Position	FY2013/2014 Actual	FY2014/2015 Actual	FY2015/2016 Budget	FY2015/2016 Estimate	FY2016/2017 Budget
City Administration	15.50	14.50	<b>13.50</b>	13.50	<b>13.50</b>
Administrative Adjudication	1.00	1.00	<b>1.00</b>	1.00	<b>1.00</b>
Special Projects	0.00	0.00	<b>0.50</b>	0.50	<b>0.50</b>
Information Technology	2.00	2.00	<b>1.50</b>	1.50	<b>1.50</b>
Police	79.75	79.75	<b>79.75</b>	78.75	<b>78.75</b>
Community Development	25.00	22.75	<b>22.75</b>	22.75	<b>22.75</b>
Public Works Administration	5.25	5.25	<b>5.25</b>	5.25	<b>5.25</b>
Streets	20.00	19.00	<b>19.00</b>	18.00	<b>18.00</b>
Storm Sewer	8.00	7.00	<b>7.00</b>	7.00	<b>6.00</b>
Fleet & Facility Services	6.50	6.50	<b>6.50</b>	6.50	<b>6.50</b>
Water Operations	13.00	6.00	<b>15.00</b>	15.00	<b>15.00</b>
Wastewater Treatment	8.50	10.00	<b>10.00</b>	9.00	<b>9.00</b>
Sewer & Lifts	2.00	8.00	<b>0.00</b>	0.00	<b>0.00</b>
Fire Rescue	67.75	67.75	<b>67.50</b>	67.50	<b>67.50</b>
Total FTE	254.25	249.50	<b>249.25</b>	246.25	<b>245.25</b>

During the past few years, the equivalent of twenty-two and one-quarter positions have become vacant. These positions have been eliminated. These include two full-time positions in the City Administration Department, two full-time positions in the Police Department, eight full-time positions in the Community Development Department, nine full-time positions in the Public Works Department, and one full-time position in the Information Technology Department.

One full-time position in the Information Technology Department was converted to part-time (0.50 full-time equivalent) in addition to the conversion of one full-time position in the Community Development Department to a part-time position (0.75 full-time equivalent). One part-time Intern position (0.50 full-time equivalent) was added to the Special Projects Division to assist with special projects.

The Personnel Summary-All Funds does not include elected officials, Planning and Zoning Committee members, paid-on-premise firefighters, crossing guards, Library personnel and seasonal or temporary employees.

Personnel summaries throughout the budget document reflect the positions for which salaries and wages are budgeted. Organizational charts reflect the structure of each department.

## CAPTIAL EXPENDITURES

A capital expenditure is an expenditure that results in the acquisition of or addition to capital assets. Capital assets are defined as assets with an initial cost of more than \$10,000 (\$25,000 in the Water & Sewer Funds) and have an estimated useful life of 3 years or more. Capital assets include land, infrastructure (streets, bridges, water mains, sewer mains), buildings, equipment and vehicles. Capital expenditures include all titled assets, regardless of cost. Included in this budget submittal is funding for the following capital assets and technology:

### CAPITAL & EQUIPMENT REPLACEMENT FUND

#### City Administration

Desktop Computer Replacements	\$15,000
Liquor License Applicant Tracking Software	\$35,000
Grant Application, Tracking & Reporting Software	\$6,500
Way-finding Signage & Lighting	\$35,000
Security Camera System Upgrade	\$380,809
Audio/Video Equipment (Council Chambers) Upgrade	\$50,000
Copier Replacement	\$11,000
Fiber Optic Cable Installation (Year 1)	\$271,000
Raised Planter Replacement (Downtown)	\$29,000
Sidewalk Replacement (Downtown) Engineering	\$25,000

#### Information Technology

Document Imaging & Management System Maintenance	\$30,000
Website Design Improvements	\$19,000
Telephone System Replacement (Internet Protocol)	\$188,000

#### Police

Desktop Computer Replacements	\$12,000
Mobile Data Computer Replacements/Docking Stations	\$35,000
In-Car Vehicle Camera System (Partial Funding)	\$2,875
Detective Vehicle Replacement	\$26,000
K-9 Vehicle Replacement	\$40,000
Patrol Unit Replacement (3)	\$112,800

#### Community Development

Desktop Computer Replacements	\$5,000
Area 1 Flooding Mitigation - Study	\$20,000
Area 3 (Foresta Vista) Flooding Mitigation - Study	\$3,000
Area 3 (Snowberry Ln/North Ave) Flooding Mitigation - Study	\$3,000
Area 4 (Crystal Creek, South Elementary, Lundahl Middle) Flooding Mitigation - Engineering	\$30,000
McHenry Ave (Library) Flooding Mitigation - Study	\$15,000

Storm Sewer (McHenry Ave) Replacement - Final Payment	\$57,162
Culvert (Dartmoor Ave) Replacement - Engineering	\$25,000
Culvert (McHenry Ave) Replacement - Engineering	\$23,500
Culvert (Barlina Ave) Replacement - Engineering	\$23,000
Prairie Trail Tunnel Repair – Engineering/Construction	\$275,000
Sidewalk (Downtown) Restoration	\$120,000

Public Works

Building & Facility Master Plan	\$30,000
Arc-Flash Study (Municipal Complex)	\$20,000
Motion Sensor Installation (PW Garage Lighting)	\$15,000
Exterior Lighting Substitution (LED Lights)	\$55,000
Carpet/Furniture Replacement	\$20,000
Mechanical Systems Automation Integration	\$25,000
Variable Frequency Drive Replacement (HVAC system return and supply fans)	\$25,000
Boiler Room Supply Air Reconfiguration	\$75,000
Gas-Fired Heater Replacement (PW Garage)	\$11,000
CO <sub>2</sub> Demand Ventilation System Installation (PW Garage)	\$19,000
Trench Drain Replacement (PW Garage)	\$60,000
Concrete Replacement (Municipal Complex Entrance)	\$25,000
Building Repairs (Municipal Complex)	\$50,000
Tree Removal (EAB Eradication)	\$42,000
Tree Replacement (EAB Eradication)	\$232,000
Snow Plow & Under Tailgate Spreader Replacements	\$55,000
LED Light bars (increase visibility of plows)	\$36,000
Public Works Superintendent Vehicle Replacements (2)	\$72,400
Dump Truck Replacement	\$177,500
Pickup Truck Replacement (Public Works)	\$35,000
Service Truck Replacement (Public Works)	\$77,500
Cargo (J.U.L.I.E.) Van Replacement	\$26,000
Sidewalk Tractor Replacement (Public Works)	\$35,000
<b>TOTAL CAPITAL &amp; EQUIPMENT REPLACEMENT FUND</b>	<b>\$3,142,046</b>

**RESTRICTED POLICE FUND**

Police

In-Car Vehicle Camera System (Partial Funding)	\$261,525
Patrol Unit Replacement	\$35,000
<b>TOTAL RESTRICTED POLICE FUND</b>	<b>\$296,525</b>

**FIRE RESCUE FUND**

Fire Rescue Operations	
Command Vehicle Replacement	\$45,000
Ambulance Replacement	\$230,000
Fire Engine Replacement	\$470,000
Cardiac Monitor Replacement	\$125,000
Thermal Imaging Camera Replacement	\$30,000
Crystal Lake Wireless Alarm Network Backup System	\$70,000
TOTAL FIRE RESCUE FUND	<u>\$970,000</u>

**ROAD & VEHICLE LICENSE FUND**

Community Development	
Road Resurfacing	\$2,000,000
Pavement Marking	\$50,000
Manhole Frames & Lids Replacement	\$50,000
Pavement Preservation	\$60,000
Sidewalk & Curb Replacement	\$100,000
TOTAL ROAD & VEHICLE LICENSE FUND	<u>\$2,260,000</u>

**MOTOR FUEL TAX FUND**

Community Development	
Intersection (Crystal Lake Ave/Main) Improvement - Engineering	\$169,864
Intersection (Crystal Lake Ave/Main) Improvement - ROW	\$50,000
Intersection (IL 176/Main) Improvement - Engineering	\$75,000
Intersection (IL 176/Briarwood) Improvement - Final Construction Payment	\$222,590
Roadway (McHenry Ave) Improvement - Final Construction Payment	\$292,194
Roadway (Pingree Segment 2) Improvement - Final Construction Payment	\$172,910
Roadway (South Main Street) Improvement - Construction	\$1,059,168
Pedestrian (Country Club) Path - Construction	\$378,263
Citywide Bike Corridor Project	\$13,200
Prairie Trail Re-Route	\$12,500
Illuminated Street Name Signs	\$147,000
Traffic Signal (US 14) Upgrade	\$27,257
TOTAL MOTOR FUEL TAX FUND	<u>\$2,619,946</u>

**THREE OAKS CAPITAL FUND**

Culture & Recreation	
Desktop Computer Replacements	\$3,000
Wireless Area Network Installation (Year 1 of 2)	\$5,000
Master Plan Update	\$16,000
Water Level Analysis	\$47,830
Irrigation System Improvements	\$20,000

Water Play Equipment	\$10,000
Pavilion Enclosure	\$10,000
Canoe/Kayak Replacement	\$2,500
<b>TOTAL THREE OAKS CAPITAL FUND</b>	<u>\$114,330</u>

**THREE OAKS DEVELOPMENT FUND**

Culture & Recreation	
Underwater Objects for Scuba Exploration	\$14,000
Trails - Construction	\$300,964
Parking Expansion - Construction	\$630,056
<b>TOTAL THREE OAKS DEVELOPMENT FUND</b>	<u>\$945,020</u>

**WATER & SEWER CAPITAL FUND**

Water & Sewer Operations	
Office Reconfiguration (for SCADA Operations)	\$30,000
Sewer Line Rapid Assessment Tool (acoustic pipe inspector)	\$23,000
Chlorides Reduction Study	\$250,000
Water Tower (Plant #1) Recoat	\$529,528
Wastewater & Lift Stations Operations	
Capacity, Management, Operations & Maintenance (CMOM) Plan Preparation - IEPA Mandate	\$30,000
UV Unit Control Panel Replacement	\$60,000
Motor Control Center (Raw Pump Station @1) Rehabilitation	\$150,000
Digester #2 and Centrifuge Building Construction (Plant #2)	\$4,635,000
Aerobic Digester Rehabilitation & Trickling Filter Media Replacement (Plant #3)	\$3,090,000
Force Main (Lift Station #9) Replacement	\$601,450
<b>TOTAL WATER &amp; SEWER CAPITAL FUND</b>	<u>\$9,398,978</u>

**WATER & SEWER 2015 GO PROJECT FUND**

Water & Sewer Operations	
Water Treatment Plant #2 Rehabilitation/Expansion - Engineering	\$569,951
<b>TOTAL WATER &amp; SEWER 2015 GO PROJECT FUND</b>	<u>\$569,951</u>

**LIBRARY FUNDS** \$1,051,040

**GRAND TOTAL - ALL FUNDS** \$21,367,836

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



GENERAL FUND

**FY2016/2017  
REVENUE SUMMARY  
GENERAL FUND**

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
<b>REVENUES</b>					
Property Tax - Police/Fire Pension	3,463,019	3,334,663	<b>3,637,684</b>	3,631,542	<b>3,685,566</b>
Total Property Taxes	3,463,019	3,334,663	<b>3,637,684</b>	3,631,542	<b>3,685,566</b>
Sales Tax	10,608,131	11,075,104	<b>11,163,000</b>	11,163,000	<b>11,163,000</b>
State Income Tax	3,890,892	4,104,684	<b>4,033,557</b>	4,278,000	<b>4,156,000</b>
Replacement Tax	152,357	156,255	<b>173,000</b>	160,000	<b>160,000</b>
Use Tax	718,436	828,192	<b>790,414</b>	904,500	<b>957,500</b>
Grant Proceeds - State of IL	4,400	5,985	<b>4,000</b>	4,000	<b>4,000</b>
Grant Proceeds - Federal	40,421	27,017	<b>27,000</b>	18,500	<b>13,500</b>
Grant Proceeds - Other	5,310	-	-	-	-
Total Intergovernmental	15,419,947	16,197,237	<b>16,190,971</b>	16,528,000	<b>16,454,000</b>
Franchise Fees - Cable	645,315	692,094	<b>669,000</b>	780,000	<b>780,000</b>
Leased Car Tax	43,174	47,986	<b>52,000</b>	41,500	<b>41,500</b>
Telecommunications Tax	1,559,980	1,381,207	<b>1,400,000</b>	1,217,000	<b>1,217,000</b>
Hotel Tax	272,587	298,471	<b>290,000</b>	290,000	<b>290,000</b>
Total Other Taxes	2,521,056	2,419,758	<b>2,411,000</b>	2,328,500	<b>2,328,500</b>
Liquor Licenses	97,674	95,732	<b>100,000</b>	95,000	<b>100,000</b>
Building Permits	335,856	236,198	<b>243,000</b>	185,000	<b>185,000</b>
Occupancy Permits	7,305	3,465	<b>6,000</b>	3,000	<b>3,000</b>
Miscellaneous Licenses & Permits	15,674	24,116	<b>25,000</b>	23,000	<b>23,000</b>
Total Licenses & Permits	456,509	359,511	<b>374,000</b>	306,000	<b>311,000</b>
Police Department Fines	460,654	497,830	<b>430,000</b>	386,000	<b>415,000</b>
Police Towing (DUIs, etc.)	73,760	79,000	<b>86,000</b>	71,000	<b>86,000</b>
Adjudication Fines	59,079	80,577	<b>60,000</b>	60,000	<b>60,000</b>
Total Fines & Forfeitures	593,493	657,407	<b>576,000</b>	517,000	<b>561,000</b>
Review Fees	74,817	34,590	<b>32,000</b>	29,000	<b>29,000</b>
Inspection Services Fees	4,396	3,630	<b>19,160</b>	12,500	<b>12,500</b>
Storm Sewer Connection Fees	3,080	1,200	-	1,200	-
Zoning & Subdivision Fees	19,500	34,450	<b>28,000</b>	32,500	<b>32,500</b>
Parking Revenue	214,058	207,634	<b>206,000</b>	195,000	<b>202,000</b>
Special Police Detail	119,979	104,962	<b>125,000</b>	86,000	<b>110,000</b>
Total Charges for Services	435,830	386,466	<b>410,160</b>	356,200	<b>386,000</b>

FY2016/2017  
REVENUE SUMMARY (Cont'd)  
GENERAL FUND

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>					
Investment Interest	174,089	99,775	105,000	55,748	43,921
Total Interest Earnings	174,089	99,775	105,000	55,748	43,921
Rental Income	53,005	54,692	91,825	91,500	95,300
Transfer Station Host Fees	291,989	300,951	308,000	270,500	270,500
Capital Facilities Fees	20,228	3,128	-	-	-
Centennial Celebration	66,075	2,690	-	120	-
Reimbursed Expenses	39,504	88,504	5,500	81,300	5,500
Miscellaneous	174,804	276,250	62,000	190,900	58,000
Total Miscellaneous	645,605	726,215	467,325	634,320	429,300
Total Revenues	\$23,709,548	\$24,181,032	\$24,172,140	\$24,357,310	\$24,199,287

**FY2016/2017  
EXPENDITURE SUMMARY  
GENERAL FUND**

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
<b>EXPENDITURES</b>					
Executive	582,298	497,087	<b>446,431</b>	449,742	<b>449,742</b>
Legal	365,657	486,644	<b>463,350</b>	463,350	<b>513,350</b>
City Administration	1,794,388	1,790,198	<b>1,942,095</b>	1,941,535	<b>1,910,183</b>
Adjudication	72,088	74,764	<b>97,238</b>	97,238	<b>104,702</b>
Police Department	10,035,119	10,292,961	<b>10,967,380</b>	10,660,280	<b>10,660,603</b>
Fire & Police Commission	31,500	23,004	<b>31,583</b>	29,933	<b>31,633</b>
Community Development	3,307,437	3,086,026	<b>3,484,214</b>	3,660,012	<b>3,600,202</b>
Street Division	3,266,280	3,716,670	<b>3,218,684</b>	3,117,624	<b>3,215,873</b>
Storm Water Mains	760,828	696,999	<b>474,003</b>	453,599	<b>454,726</b>
Storm Water Lift Stations	-	-	<b>314,888</b>	312,211	<b>315,579</b>
Fleet & Facility Services	660,091	704,697	<b>793,874</b>	784,684	<b>805,916</b>
Information Technology	417,184	268,756	<b>343,982</b>	343,982	<b>650,703</b>
Health	106,904	94,493	<b>130,000</b>	107,000	<b>130,000</b>
Special Projects	913,561	301,310	<b>402,732</b>	398,532	<b>338,002</b>
Shared Services	613,328	513,776	<b>636,657</b>	592,270	<b>706,073</b>
Pension Benefit Obligation	3,463,019	3,334,663	<b>3,637,684</b>	3,631,542	<b>3,685,566</b>
Debt Service	427,210	423,359	<b>434,360</b>	434,360	<b>434,572</b>
Total Expenditures	<b>\$26,816,892</b>	<b>\$26,305,407</b>	<b>\$27,819,155</b>	<b>\$27,477,894</b>	<b>\$28,007,425</b>
Revenues in Excess of Expenditures	<b>(3,107,344)</b>	<b>(2,124,375)</b>	<b>(3,647,015)</b>	<b>(3,120,584)</b>	<b>(3,808,138)</b>
<b>OTHER SOURCES (USES)</b>					
Transfer In					
Home Rule Sales Tax	2,972,057	3,739,821	<b>3,647,014</b>	3,647,014	<b>3,808,138</b>
Bond Proceeds	-	-	-	-	-
Bond Premium	-	-	-	-	-
Transfer Out					
Capital & Equipment Replacement	(2,094,475)	(1,970,700)	<b>(3,498,312)</b>	(2,755,045)	-
Road Resurfacing	-	-	-	-	<b>(1,000,000)</b>
Vulcan Lakes TIF	-	(2,039,724)	-	-	-
Insurance Fund	(164,774)	-	-	-	-
Enhanced Sales Tax Incentive Program	-	-	-	-	-
Asset Impairment	-	(364,828)	-	(136,788)	-
Total Other Sources/ (Uses)	<b>\$712,808</b>	<b>(\$635,431)</b>	<b>\$148,702</b>	<b>\$755,181</b>	<b>\$2,808,138</b>

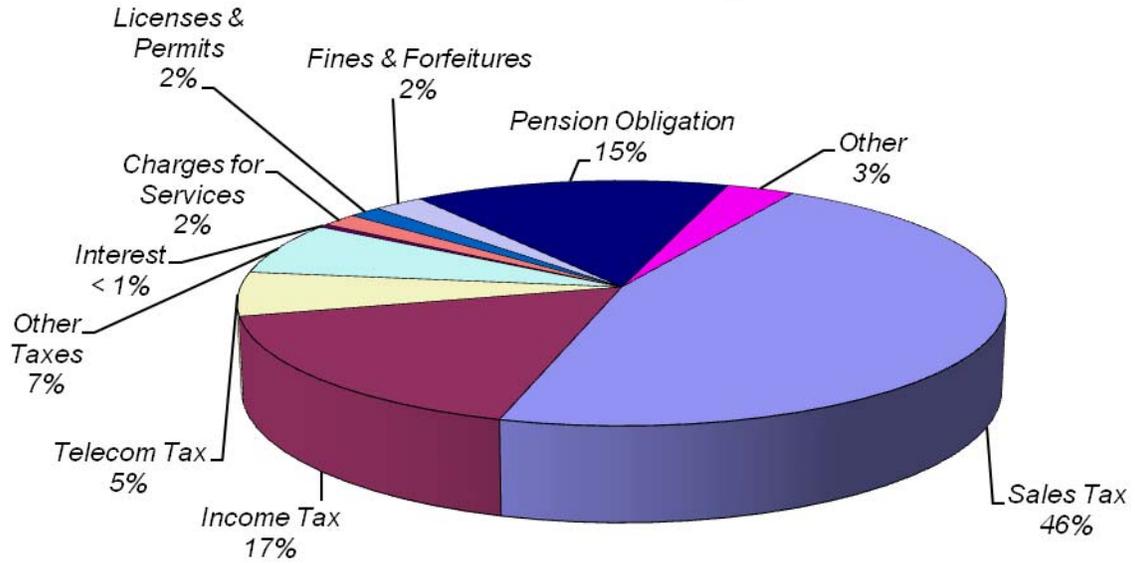
FY2016/2017  
EXPENDITURE SUMMARY (Cont'd)  
GENERAL FUND

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
Change in Fund Balance	(2,394,536)	(2,759,806)	<b>(3,498,313)</b>	(2,365,403)	<b>(1,000,000)</b>
Beginning Balance, May 1	16,303,932	13,909,396	<b>11,149,590</b>	11,149,590	<b>8,784,187</b>
Ending Balance, April 30	13,909,396	11,149,590	<b>7,651,277</b>	8,784,187	<b>7,784,187</b>
Nonspendable-Interfund Loan to Vulcan TIF	(1,800,000)	-	-	-	-
Nonspendable-Parts Inventories	(179,175)	(166,132)	<b>(179,175)</b>	(150,339)	<b>(150,339)</b>
Nonspendable-Other Prepaid Expenses	(20,198)	(76,603)	<b>(20,198)</b>	-	-
Nonspendable-IMET Exposure	-	-	<b>(607,430)</b>	-	-
Nonspendable-2013 Tax Objection	-	-	<b>(1,600,000)</b>	-	-
Restricted - Capital Facilities Fees	-	(3,128)	-	(3,128)	<b>(3,128)</b>
Assigned to promote tourism	(84,877)	(84,877)	<b>(62,277)</b>	(19,514)	<b>(19,514)</b>
Assigned for next year's expenses	(2,334,281)	(3,530,512)	-	(1,000,000)	-
Unassigned Fund Balance, April 30	<b>\$9,490,865</b>	<b>\$7,288,338</b>	<b>\$5,182,197</b>	<b>\$7,611,206</b>	<b>\$7,611,206</b>

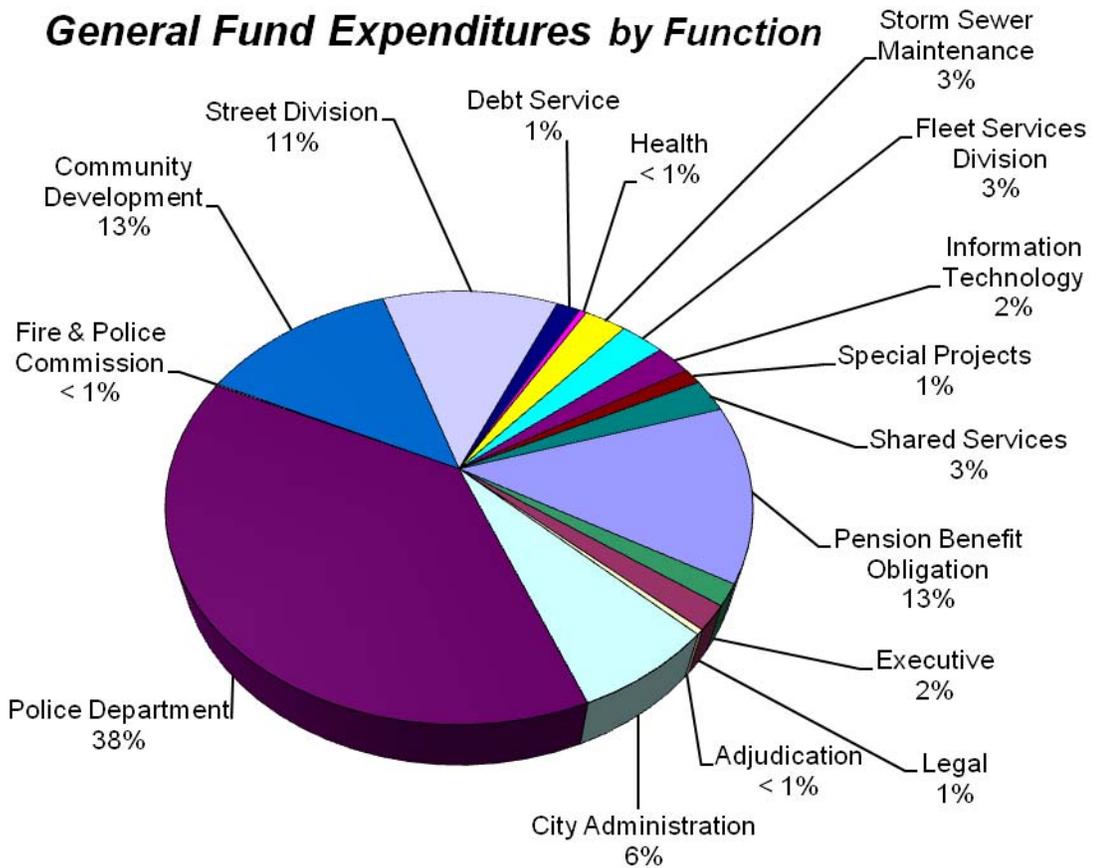
\*Insurance Fund activities are reported in combination with the General Fund in the Comprehensive Annual Financial Report.

\*\*Unassigned fund balance - amounts that are available for any purpose; these amounts are generally reported only in the General Fund.

### General Fund Revenues by Source



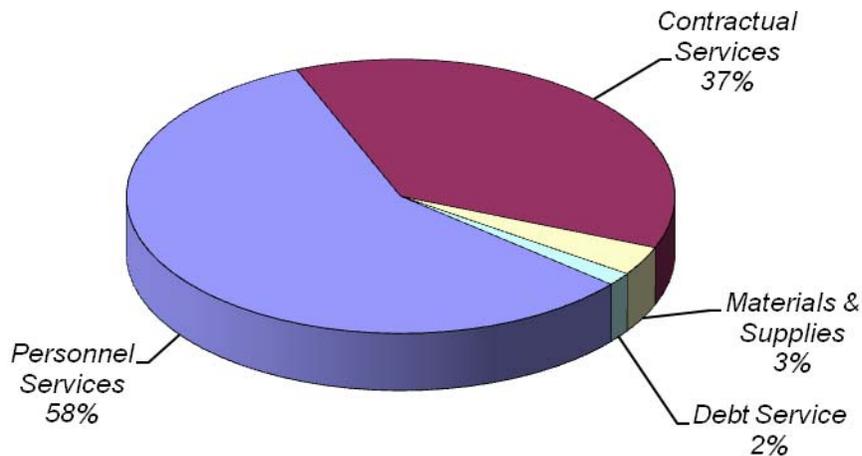
### General Fund Expenditures by Function



## FY2016/2017 EXPENDITURE SUMMARY – MAJOR OBJECT GENERAL FUND

	Personnel Services	Contractual Services	Materials & Supplies	Capital Outlay	Debt Service	Grand Total
Executive	22,800	426,942	-	-	-	449,742
Legal	-	513,350	-	-	-	513,350
Administration Department	1,567,275	246,940	95,968	-	-	1,910,183
Adjudication	64,002	36,800	3,900	-	-	104,702
Police Department	8,706,635	1,610,188	343,780	-	-	10,660,603
Fire & Police Commission	-	31,633	-	-	-	31,633
Community Development	2,302,276	1,239,016	58,910	-	-	3,600,202
Street Division	1,985,412	945,077	285,384	-	-	3,215,873
Health	-	130,000	-	-	-	130,000
Storm Sewer Maintenance	573,132	135,711	61,462	-	-	770,305
Fleet & Facility Services Division	715,533	47,851	42,532	-	-	805,916
Information Technology	197,531	396,435	56,737	-	-	650,703
Shared Services	-	706,073	-	-	-	706,073
Special Projects	24,700	298,302	15,000	-	-	338,002
Pension Benefit Obligation	-	3,685,566	-	-	-	3,685,566
Debt Service	-	-	-	-	434,572	434,572
<b>Total</b>	<b>16,159,296</b>	<b>10,449,884</b>	<b>963,673</b>	<b>-</b>	<b>434,572</b>	<b>28,007,425</b>
<b>% Percentage</b>	<b>57.70%</b>	<b>37.31%</b>	<b>3.44%</b>	<b>0.00%</b>	<b>1.55%</b>	<b>100.00%</b>

### ***General Fund Expenditures by Object***



CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017

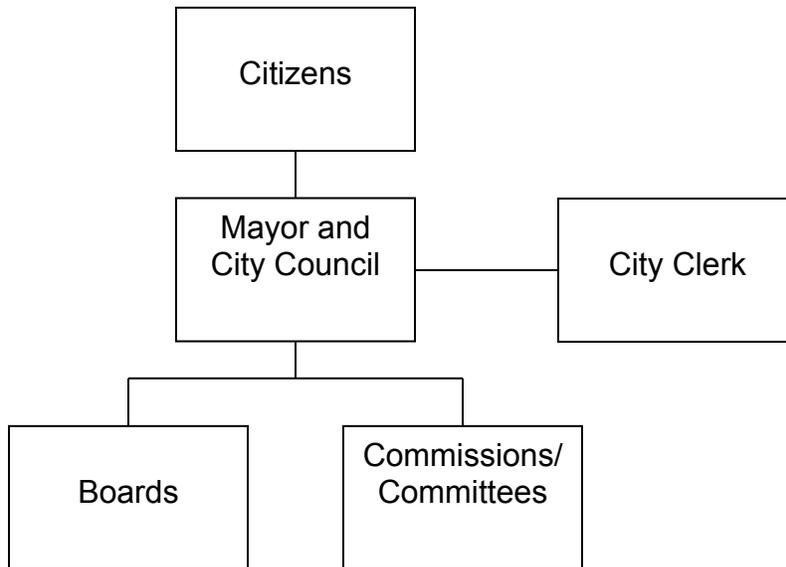


EXECUTIVE  
DEPARTMENT

FY2016/2017  
STATEMENT OF ACTIVITIES  
EXECUTIVE DEPARTMENT

It is the responsibility of the Mayor and City Council to develop policies and enact ordinances and resolutions to ensure the health, safety, and welfare of Crystal Lake residents. The City Council adopts an annual budget outlining the services to be offered to City residents during the coming year and establishes the revenue sources to be used to finance the services.

FY2016/2017  
ORGANIZATIONAL CHART  
EXECUTIVE DEPARTMENT



**FY2016/2017  
ANNUAL BUDGET  
EXECUTIVE DEPARTMENT**

EXPENDITURES	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
Full-Time Wages	22,990	22,800	<b>22,800</b>	22,800	<b>22,800</b>
Total Personnel Services	22,990	22,800	<b>22,800</b>	22,800	<b>22,800</b>
Professional Services	6,000	-	-	-	-
Training	8,906	7,003	<b>6,680</b>	8,480	<b>8,480</b>
Dues & Subscriptions	38,463	38,224	<b>37,624</b>	39,135	<b>39,135</b>
Insurance & Bonding	9,804	10,397	<b>11,902</b>	11,902	<b>11,902</b>
Community Activities	204,501	107,889	<b>54,825</b>	54,825	<b>54,825</b>
Other / Hotel Tax	291,634	310,774	<b>312,600</b>	312,600	<b>312,600</b>
Total Contractual Services	559,308	474,287	<b>423,631</b>	426,942	<b>426,942</b>
<b>Total</b>	<b>\$582,298</b>	<b>\$497,087</b>	<b>\$446,431</b>	<b>\$449,742</b>	<b>\$449,742</b>

**FY2016/2017  
ACCOUNT INFORMATION  
EXECUTIVE DEPARTMENT**

For a complete description of budgetary account activities, see “Account Descriptions” presented later in this document. Major changes in budget amounts are briefly explained below.

- Budgeted in the Training account are funds that allow members of the City of Crystal Lake legislative body to attend conferences and seminars hosted by the Illinois Municipal League and the McHenry County Council of Governments. Additional funds have been budgeted for fiscal year 2016/2017 in response to increased participation in these events.
- Additional funds have been budgeted in the Dues & Subscriptions account as a result of rising costs for membership in the Illinois Municipal League. The League was founded in 1913 and has worked continuously for the benefit of municipalities, promoting competence and integrity in administration of municipal government. Through advocacy at the state and federal level, the League is the formal voice for Illinois municipalities.

**FY2016/2017**  
**ACCOUNT INFORMATION (Cont'd)**  
**EXECUTIVE DEPARTMENT**

Other/Hotel Tax Item Description	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
Crystal Lake Chamber of Commerce	4,880	5,000	<b>5,000</b>	5,000	<b>5,000</b>
Historic Downtown Assoc	35,000	35,000	<b>35,000</b>	35,000	<b>35,000</b>
Raue Center for the Arts	150,000	150,000	<b>150,000</b>	150,000	<b>150,000</b>
McHenry County Youth Sports Assn	52,800	52,800	<b>52,800</b>	52,800	<b>52,800</b>
Crystal Lake Babe Ruth Baseball	2,000	-	-	-	-
Lakeside Legacy Foundation	35,389	45,400	<b>45,400</b>	45,400	<b>45,400</b>
McHenry County Music Center	3,600	3,600	-	-	-
Crystal Lake Rowing Club	1,815	2,074	<b>2,500</b>	2,500	<b>2,500</b>
Berkshire Ballet Theatre	1,900	1,900	<b>1,900</b>	1,900	<b>1,900</b>
Convention & Visitors Bureau	4,000	14,000	<b>14,000</b>	14,000	<b>14,000</b>
Crystal Lake Soccer Federation	-	-	<b>5,000</b>	5,000	<b>5,000</b>
Williams Street Repertory Theatre Co	-	1,000	<b>1,000</b>	1,000	<b>1,000</b>
Total	<b>\$291,384</b>	<b>\$310,774</b>	<b>\$312,600</b>	<b>\$312,600</b>	<b>\$312,600</b>

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



LEGAL AND JUDICIARY

FY2016/2017  
STATEMENT OF ACTIVITIES  
LEGAL AND JUDICIARY

It is the responsibility of Legal and Judiciary to provide legal advice to elected and administrative officials, to prepare and review legal documents for the City, to litigate cases involving the City and to conduct real estate transactions for the City.

FY2016/2017  
ANNUAL BUDGET  
LEGAL AND JUDICIARY

EXPENDITURES	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
Professional Services	4,212	12,283	<b>8,350</b>	8,350	<b>8,350</b>
Legal Services	361,445	474,361	<b>455,000</b>	455,000	<b>505,000</b>
Total Contractual Services	365,657	486,644	<b>463,350</b>	463,350	<b>513,350</b>
Total	<u>\$365,657</u>	<u>\$486,644</u>	<u><b>\$463,350</b></u>	<u>\$463,350</u>	<u><b>\$513,350</b></u>

FY2016/2017  
ACCOUNT INFORMATION  
LEGAL AND JUDICIARY

For a complete description of budgetary account activities, see “Account Descriptions” presented later in this document. Major changes in budget amounts are briefly explained below.

- Legal expenditures reflect fees charged by counsel to represent the City in various legal matters except those associated with collective bargaining units of the City and Administrative Adjudication. Due to rising costs of prosecuting cases and defending against claims, additional funds have been requested for fiscal year 2016/2017.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



CITY ADMINISTRATION  
DEPARTMENT

FY2016/2017  
STATEMENT OF ACTIVITIES  
CITY ADMINISTRATION DEPARTMENT

The Administration Department is subdivided into the City Manager's Office, Finance, and Human Resources. The Statement of Activities for the Administration Department is as follows:

City Manager's Office

The City Manager, who is appointed by the City Council, serves as the chief executive officer and is responsible for the day-to-day operations of the City. The City Manager's Office is the center point of communication between the Mayor and City Council, the various City Departments, and the citizenry. The City Manager's Office provides leadership by translating policy, as established by the City Council, into operating programs. The City Manager's Office ensures that the mission statement is the driving force behind all operational endeavors. In addition, the City Manager's Office coordinates the budget, handles risk management, and is responsible for promoting an overall customer service culture, managing and responding to City Council issues, providing vision, guidance, oversight, and examples to departments concerning performance and general service delivery, administering initiatives and participating in community leadership efforts.

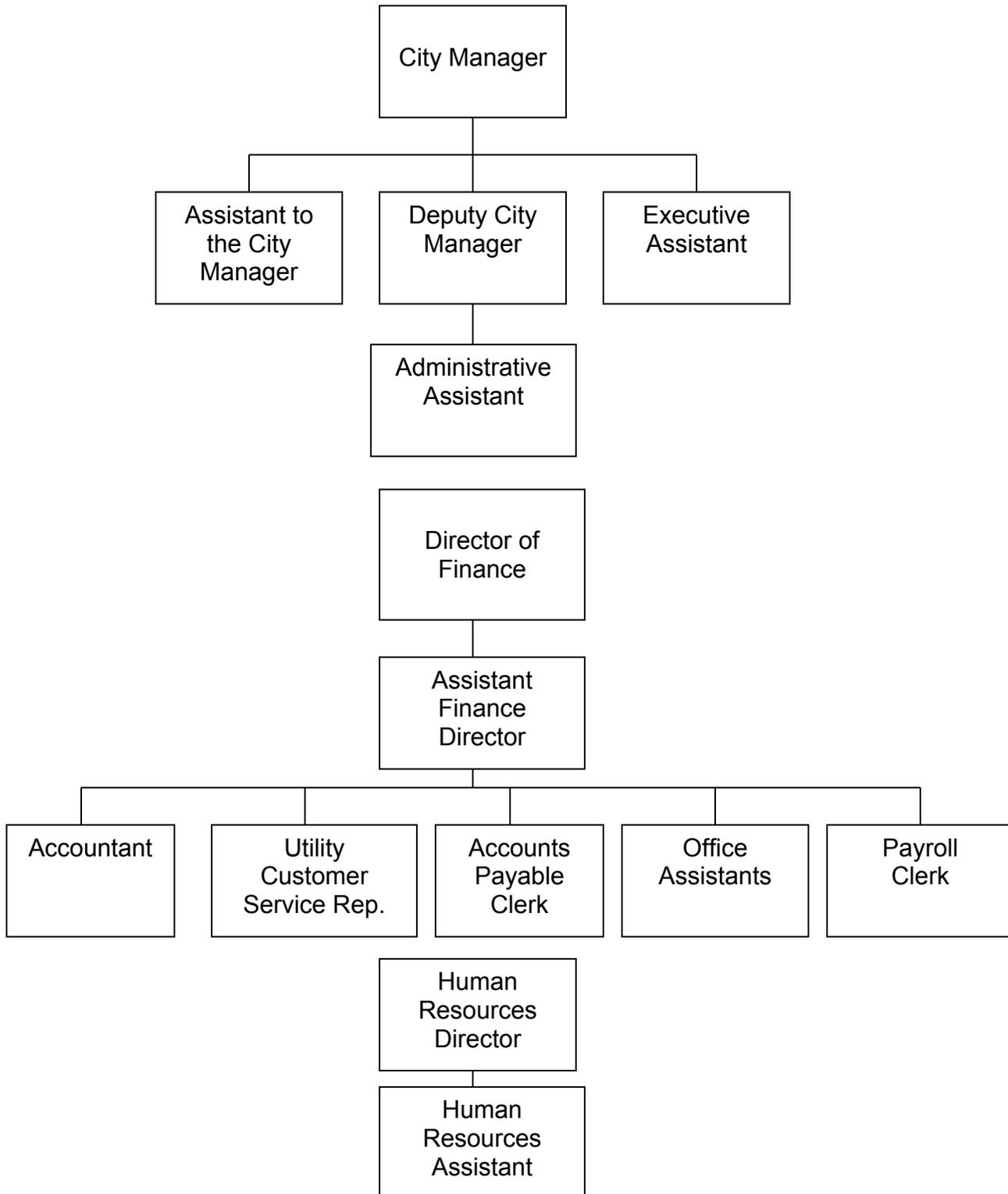
Finance Department

The Finance Department is responsible for maintaining the integrity of all financial systems, records and functions of the City in accordance with applicable laws, ordinances, policies and procedures. These activities include the recording and reporting of all financial transactions, billing and collection of all monies due the City, making payments to employees and vendors, managing cash and investments, preparing the annual financial report, and developing budget and financial forecasts. Additionally, Finance Department personnel administer the Police and Fire Pension programs, as well as the Administrative Adjudication Program.

Human Resources

The Human Resources Division is responsible for all recruitment efforts: the interview, testing, and hiring processes. The operating departments rely on Human Resources for assistance and direction as it applies to labor relations, employee relations and performance management, as well as for guidance in the administration of organizational policies, and federal and state regulations. In addition, the Human Resources Division is responsible for benefits administration, which includes health, life, disability, and workers compensation insurance issues, as well as providing administrative assistance to the pension funds and two deferred compensation programs. The Division handles classification and compensation administration, personnel records management, and training and development for full-time, part-time and seasonal employees of the City of Crystal Lake.

FY2016/2017  
ORGANIZATIONAL CHART  
CITY ADMINISTRATION DEPARTMENT



**FY2016/2017  
PERSONNEL SUMMARY  
CITY ADMINISTRATION DEPARTMENT**

Position	FY2014/2015 Actual	FY2015/2016 Estimate	FY2016/2017 Budget
City Manager	1.00	1.00	1.00
Director of Finance	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00
Director of Human Resources	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00
Human Resources Assistant	1.00	1.00	1.00
Administrative Assistant	2.50	2.50	2.50
Accountant	1.00	1.00	1.00
Payroll Clerk	1.00	1.00	1.00
Accounts Payable Clerk	1.00	1.00	1.00
Office Assistant	1.00	0.00	0.00
Total FTE	14.50	13.50	13.50

**FY 2015/2016  
ACCOMPLISHMENTS  
ADMINISTRATION DEPARTMENT**

- Managed the Three Oaks Recreation Area, which continued to be an attraction in 2015/2016. City staff managed the maintenance and operations of the facility. New amenities included expanded public scuba diving and standup paddle-boarding. In addition, the City worked with a developer to begin construction of the Quarry Cable Wakeboard Park.
- Successfully negotiated a Fire Rescue Agreement with the Village of Lakewood for fire protection services.
- Successfully negotiated a four year labor contract with the Metropolitan Alliance of Police.
- Successfully defended a lawsuit from School District 155 regarding zoning authority at Crystal Lake South High School.
- Implemented a budgeting software program to improve budget creation and forecasting.

- Implemented a human resources management software system to streamline performance evaluation and recruiting.
- The City completed a number of major capital improvement projects.
- Significant progress continues to be made in implementing the strategic commitments of the City's Strategic Plan.
- Enhanced the proactive economic development program that encourages business retention and recruitment.
- Implemented increased training and communication to promote a high-quality customer service culture.
- Continued the promotion of an overall safety culture through training and communication.
- Continued to work with METRA, the Union Pacific Rail Line, and PACE suburban bus service to maintain commuter friendly transportation. In addition, the City in cooperation with McHenry County and numerous other McHenry County municipalities, continued to provide dial-a-ride services through the MCRide program. The MCRide service makes it easier for suburban to suburban commuters and person with disabilities to schedule and use dial-a-ride service in McHenry County, improve access to jobs and job related activities, and provide greater mobility to individuals with disabilities.
- Received the Intergovernmental Risk Management Agency Claims Innovation Award for proactively addressing the City's Workers' Compensation Claims.
- Received the Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award from Government Finance Officers' Association.
- Recruited over 100 seasonal employees for various City Departments.

**FY 2016/2017**  
**OBJECTIVES**  
**ADMINISTRATION DEPARTMENT**

- Continue to promote the development of strategic areas, including the Three Oaks Recreation Area, the Main Street T.I.F., the northwest corridor, the Route 31 corridor, the Virginia Street T.I.F., and the commercial areas along Route 14.
- Continue to strengthen and diversify revenues.
- Continue to explore strategic annexation opportunities.

- Continue to work with community organizations and residents to understand and address community problems.
- Continue to support events that create opportunities for community and neighborhood gatherings.
- Continue to promote effective communication through the enhanced use of the City governmental access channel, the development of a City marketing plan, and the City website.
- Continue to evaluate and improve customer service delivery needs and actions.
- Continue to increase utilization of technology.
- Continue to foster intergovernmental collaboration.
- Continue to promote a workplace that encourages excellence.
- Continue to ensure fiscal responsibility.
- Maintain a prioritized capital improvement plan.
- Continue to develop the City-wide GIS system.
- Continue the implementation of an area-wide fiber optic network.
- Implement the City's first ever five year information technology strategic plan.
- Recruit seasonal employees.
- Train and equip supervisors through a comprehensive training program.

**FY2016/2017  
ANNUAL BUDGET  
CITY ADMINISTRATION DEPARTMENT**

EXPENDITURES	2013/2014 Actual	2014/2015 Actual	<b>2015/2016 Budget</b>	2015/2016 Estimate	<b>2016/2017 Budget</b>
Regular Salaries	1,346,113	1,284,557	<b>1,334,729</b>	1,334,729	<b>1,315,156</b>
Part-time Salaries	34,003	43,147	<b>40,167</b>	40,167	<b>39,818</b>
Overtime	1,642	2,993	<b>2,500</b>	2,500	<b>2,500</b>
Group Insurance	219,876	219,358	<b>222,018</b>	222,018	<b>209,801</b>
<b>Total Personnel Services</b>	<b>1,601,634</b>	<b>1,550,055</b>	<b>1,599,414</b>	1,599,414	<b>1,567,275</b>
Professional Services	24,607	30,985	<b>32,030</b>	31,520	<b>31,270</b>
Annual Audit	16,383	16,596	<b>20,535</b>	20,535	<b>20,535</b>
Publishing	4,346	4,258	<b>7,100</b>	7,100	<b>7,100</b>
Postage & Freight	12,897	8,385	<b>55,638</b>	55,638	<b>55,638</b>
Training	5,923	11,797	<b>9,500</b>	9,500	<b>9,500</b>
Dues & Subscriptions	8,524	11,650	<b>8,666</b>	8,616	<b>8,616</b>
Insurance & Bonding	50,109	52,424	<b>56,866</b>	56,866	<b>58,003</b>
Examinations	680	1,165	<b>4,428</b>	4,428	<b>4,428</b>
Office Equipment	6,901	5,948	<b>5,350</b>	5,350	<b>5,350</b>
Employee Programs	9,533	22,438	<b>46,500</b>	46,500	<b>46,500</b>
Rent - Buildings & Equipment	-	300	-	-	-
<b>Total Contractual Services</b>	<b>139,903</b>	<b>165,946</b>	<b>246,613</b>	246,053	<b>246,940</b>
Office Supplies	10,825	7,505	<b>11,300</b>	11,300	<b>11,300</b>
Motor Fuel & Lubricants	3,242	2,067	<b>1,750</b>	1,750	<b>1,750</b>
Comp. Hardware & Software	7,021	4,173	<b>8,538</b>	8,538	<b>8,538</b>
Small Tools & Equipment	1,226	915	<b>3,100</b>	3,100	<b>3,100</b>
Automotive Supplies	2,217	813	<b>2,000</b>	2,000	<b>2,000</b>
Stationery & Printing	28,320	58,724	<b>69,380</b>	69,380	<b>69,280</b>
<b>Total Materials &amp; Supplies</b>	<b>52,851</b>	<b>74,197</b>	<b>96,068</b>	96,068	<b>95,968</b>
<b>Total</b>	<b>\$1,794,388</b>	<b>\$1,790,198</b>	<b>\$1,942,095</b>	\$1,941,535	<b>\$1,910,183</b>

FY2015/2016  
ACCOUNT INFORMATION  
CITY ADMINISTRATION DEPARTMENT

For a complete description of budgetary account activities, see “Account Descriptions” presented later in this document. Major changes in budget amounts are briefly explained below.

- The City compensates its employees based on a 14 day period, multiplied by 26 times per year, which translates to 364 days per year. After eleven (11) years the City was faced with paying employees for each year’s remaining calendar day plus an extra day for each leap year. This anomaly occurred during the City’s fiscal year 2015/2016. Amounts requested to pay wages in fiscal year 2016/2017 are absent of the 27<sup>th</sup> payroll anomaly.
- In response to the Affordable Health Care Act and its effect on health care costs across the region, funding for the City’s own group health insurance plan is expected to rise 6.5% over amounts budgeted in fiscal year 2015/2016. Reductions or increases beyond 6.5% in fiscal year 2016/2017 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.
- An overall increase of 2% in Insurance & Bonding is requested for fiscal year 2016/2017. Additional funding will be used toward the payment of the City’s liability insurance and deductibles.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



ADMINISTRATIVE  
ADJUDICATION

**FY2015/2016  
STATEMENT OF ACTIVITIES  
ADMINISTRATIVE ADJUDICATION DIVISION**

The City’s Division of Administrative Adjudication hears a wide range of cases involving violations of municipal ordinances that were once heard in the McHenry County Circuit Court. Having hearings at City Hall expedites compliance, reduces litigation expenses and allows the Circuit Court to focus on more serious offenses. Hearings at City Hall also are more convenient for residents who wish to contest a ticket or other citation. An administrative hearing is a civil, not a criminal proceeding. Cases filed in adjudication are punishable by fines and a variety of other penalties, excluding jail time. Under the administrative hearing system, an Administrative Law Judge, not the City entity that issued the ticket, complaint or notice of violation, hears cases. Administrative Law Judges, all of whom are experienced attorneys, are required to undergo State mandated training to be professional, fair and courteous.

**FY2016/2017  
PERSONNEL SUMMARY  
ADMINISTRATIVE ADJUDICATION DIVISION**

Position	FY2014/2015	FY2015/2016	FY2016/2017
	Actual	Estimate	Budget
Administrative Assistant	1.00	1.00	1.00
Total FTE	1.00	1.00	1.00

**FY2015/2016  
ACCOMPLISHMENTS  
ADMINISTRATIVE ADJUDICATION DIVISION**

- Continued to successfully implement the Administrative Adjudication Program for the City of Crystal Lake.

**FY2016/2017  
OBJECTIVES  
ADMINISTRATIVE ADJUDICATION DIVISION**

- Continue to enhance the Administrative Adjudication process to allow for the fair adjudication of matters unique to the City.

**FY2016/2017  
ANNUAL BUDGET  
ADMINISTRATIVE ADJUDICATION DIVISION**

EXPENDITURES	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
Full-Time Wages	44,688	45,414	<b>49,466</b>	49,466	<b>48,729</b>
Overtime	400	-	-	-	-
Group Health Insurance	7,315	6,947	<b>7,072</b>	7,072	<b>15,273</b>
Total Personnel Services	52,403	52,361	<b>56,538</b>	56,538	<b>64,002</b>
Professional Services	19,020	21,873	<b>36,000</b>	36,000	<b>36,000</b>
Postage & Freight	363	530	<b>800</b>	800	<b>800</b>
Total Contractual Services	19,383	22,403	<b>36,800</b>	36,800	<b>36,800</b>
Office Supplies	52	-	<b>500</b>	500	<b>500</b>
Comp. Hardware & Software	250	-	<b>2,200</b>	2,200	<b>2,200</b>
Stationery & Printing	-	-	<b>1,200</b>	1,200	<b>1,200</b>
Total Materials & Supplies	302	-	<b>3,900</b>	3,900	<b>3,900</b>
Total	\$72,088	\$74,764	<b>\$97,238</b>	\$97,238	<b>\$104,702</b>

**FY2016/2017  
ACCOUNT INFORMATION  
ADMINISTRATIVE ADJUDICATION DIVISION**

For a complete description of budgetary account activities, see “Account Descriptions” presented later in this document. Major changes in budget amounts are briefly explained below.

- The City compensates its employees based on a 14 day period, multiplied by 26 times per year, which translates to 364 days per year. After eleven (11) years the City is faced with paying employees for each year’s remaining calendar day plus an extra day for each leap year. This anomaly occurred during the City’s fiscal year 2015/2016. Amounts requested to pay wages in fiscal year 2016/2017 are absent of the 27<sup>th</sup> payroll anomaly.
- In response to the Affordable Health Care Act and its effect on health care costs across the region, funding for the City’s own group health insurance plan is expected to rise 6.5% over amounts budgeted in fiscal year 2015/2016. Reductions or increases beyond 6.5% in fiscal year 2016/2017 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



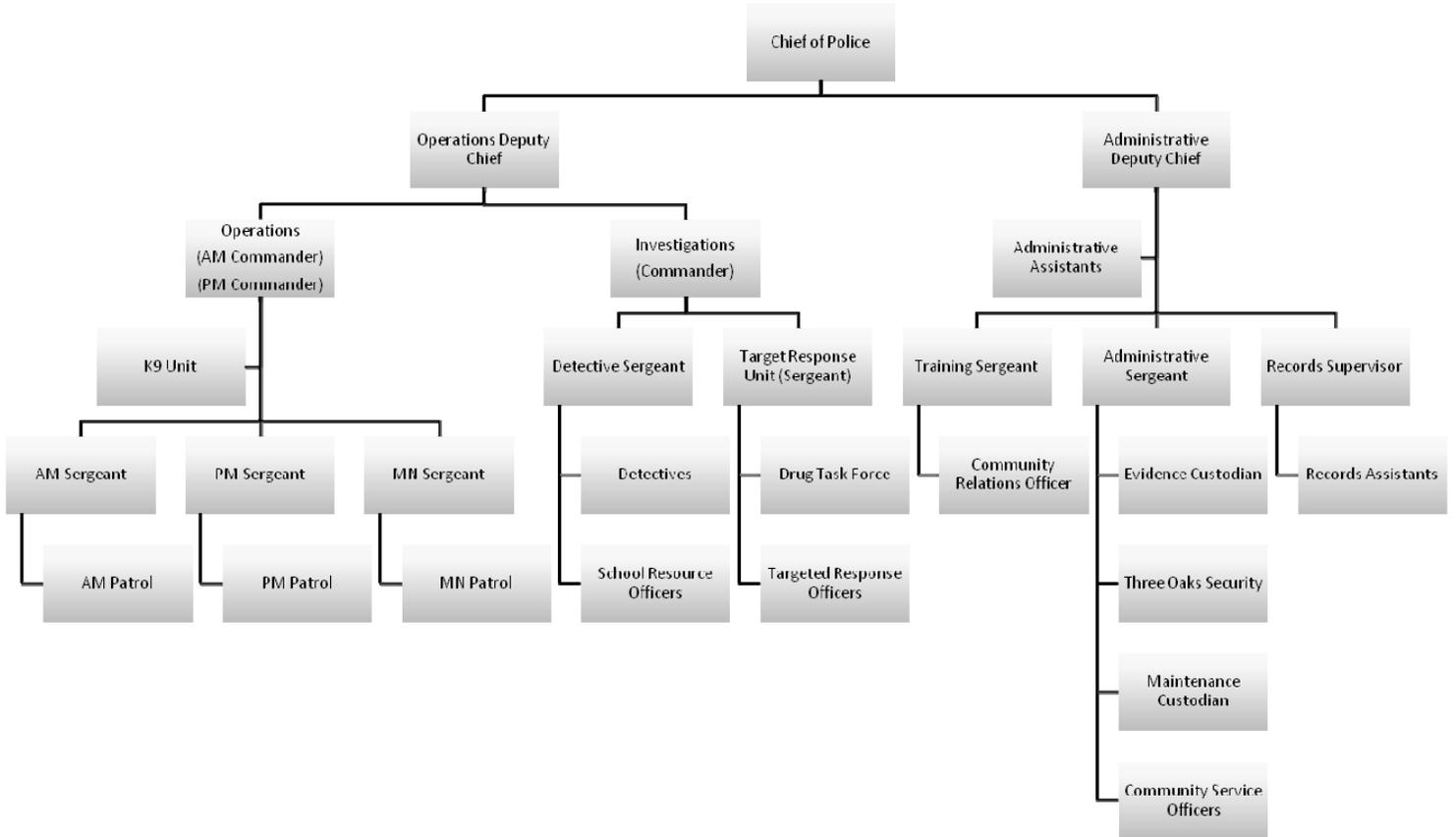
POLICE  
DEPARTMENT

FY2016/2017  
STATEMENT OF ACTIVITIES  
POLICE DEPARTMENT

The Police Department is responsible for providing a variety of services to the community on a twenty-four-hour, seven-day-a-week basis. These services include, but are not limited to: preventative patrol operations, traffic services, criminal investigations, youth services, crime prevention, parking enforcement and public education. In addition, the Crystal Lake Police Department remains committed to providing the highest level of professional police services. We continue to make progress by building partnerships with various community groups and enhancing our community outreach efforts.

As an example of our continuing commitment to offering the highest level of service, the Department recently underwent its second assessment through the Commission of Accreditation for Law Enforcement Agencies (CALEA). The Department successfully fulfilled more than 450 CALEA standards prior to the assessment, followed by a vigorous onsite examination by CALEA assessors. The Department received glowing reviews from the assessors following the examination, and it is fully anticipated that an official re-accreditation status will be received in the spring of 2016.

# FY2016/2017 ORGANIZATIONAL CHART POLICE DEPARTMENT



## FY2016/2017 PERSONNEL SUMMARY POLICE DEPARTMENT

Position	FY2014/2015	FY2015/2016	FY2015/2016
	Actual	Estimate	Budget
Police Chief	1.00	1.00	1.00
Deputy Police Chief	1.00	2.00	2.00
Commander	4.00	3.00	3.00
Sergeant	11.00	11.00	11.00
Police Officer	50.00	50.00	50.00
Community Service Officer	4.00	4.00	4.00
Administrative Assistant	1.75	1.75	1.75
Police Records Supervisor	1.00	1.00	1.00
Administrative Analyst	1.00	0.00	0.00
Police Records Assistant	4.00	4.00	4.00
Maintenance Custodian	1.00	1.00	1.00
Total FTE	79.75	78.75	78.75

## FY2015/2016 ACCOMPLISHMENTS POLICE DEPARTMENT

- The Department will continue its participation in the Illinois Traffic Safety Challenge, improving upon our commitment to traffic safety through a reduction in traffic crashes and most importantly reduce the occurrences of injuries that result from them.

*The Department was awarded 2<sup>nd</sup> place in our category (based upon number of sworn officers) in 2015 for our efforts in 2014. We continued our active participation in 2015 and will submit a formal presentation of the results of our efforts in 2016 to the Illinois Chiefs of Police Association for review and consideration. Despite enhancing our education and enforcement efforts, the Department experienced an increase in the total amount of traffic crashes (7%); however, we witnessed a slight decrease in the percentage of traffic crashes that resulted in injury (14% in 2015 versus 15% in 2014).*

- Maintain qualifications under the Incident Command System in order to continue our effective responses during any planned or unplanned major event.
  - Provide introductory training for any newly appointed supervisors.
  - Provide two scenario-based training opportunities for police supervisors to practice their skills in a simulated environment.

*The Department has maintained the necessary qualifications under the Incident Command System. Newly appointed supervisors received introductory training. Several supervisors participated in scenario-based practical exercises and at least one more additional scenario-based exercise is currently being planned.*

- The Department will facilitate at least three (3) community presentations during the fiscal year covering topics of current crime trends affecting our residents and/or business owners.

*The Department will exceed the goal of facilitating three (3) community presentations. We have hosted two (2) "Coffee with the Chief" presentations in 2015, where the public is invited to attend educational seminars on current topics of interest, and are also able to meet informally with members of the Police Command Staff, including the Chief of Police, to discuss other topics that may be of interest to the public. The "Coffee with the Chief" presentations are scheduled to occur on a quarterly basis, and at least two more presentations are planned for 2016.*

*Members of the Department have facilitated other events with various entities, such as educational and recreational institutions, to discuss security measures and offer suggestions on improvements to such measures. The Department also facilitated a presentation to employees of financial institutions in order to provide information on how to recognize the various scams that target our senior population.*

- Members of the Targeted Response Unit will continue to conduct sex offender compliance checks to ensure those sex offenders registered within the City are accurately reporting the information required under State law.
  - At least three compliance checks will be conducted.
  - One compliance check will be conducted within two weeks prior to Halloween.

*This goal is in progress and will be met. Compliance checks were completed in July and around Halloween, and another compliance check will occur in the spring of 2016.*

- Continue enhancing supervisory and management training as well as develop leadership and mentoring opportunities.
  - Send at least one Sergeant to the Northwestern University Center for Public Safety to attend a session of Staff and Command.
  - Develop executive staff by sending staff to leadership and other police management training.
  - Continue enhancing the Department's internship program to ensure mentoring opportunities are available.

*This goal will be completed. One sergeant attended and graduated from Staff and Command Training. All supervisory staff has received comprehensive training in the contemporary topic of "Procedural Justice", a subject of keen interest in the law enforcement community nation-wide. Members of the command staff will again attend the highly-regarded "Employment Law Seminar" presented by the Illinois Public Employer Labor Relations Association. Lastly, the*

*Department's internship program continues to be a great success, as we have had three (3) students participate this year thus far, with a least another one (1) student expected to participate during the winter months.*

- Maintain CALEA accreditation compliance through the reaccreditation phase.
  - The Police Department will undergo our second onsite assessment through CALEA in October of 2016. A successful assessment will allow the Department to retain its accreditation status for three more years.

*Our onsite assessment was completed in October of 2015. The assessors provided very positive feedback during the exit interview. The assessors advised they would be recommending our agency retain our accreditation status to CALEA. The Department anticipates the official announcement of our accreditation status will occur during the CALEA conference in March of 2016.*

- Create lesson plans and handouts for patrol roll call training in crime scene responsibilities on a variety of topics, including, but not limited to:
  - Securing the scene
  - Protecting evidence
  - Entry/exit log
  - Photographing
  - Canvass form
  - Use of in-car camera for area documentation of vehicles
  - Preliminary investigation

*Members of the Criminal Investigations Division have been providing roll call training to members of the patrol staff on a variety of topics, including those noted above. This goal will be completed.*

- Successfully implement the IDOT Traffic Enforcement Grant Program.
  - Focus efforts on impaired driving, distracted driving, and speeding violations.
  - Staff each campaign fully with officers to ensure grant funds are spent as outlined in the grant.
  - Ensure minimum production standards for enforcement efforts are adhered to as specified in the grant.
  - Complete data reports and grant reimbursement paperwork on time and with a high degree of accuracy with appropriate paperwork forwarded to IDOT and the City's Finance Department.

*The Department continued with its successful participation in the IDOT Traffic Enforcement Grant Program. With the grant funding provided, we were able to staff additional patrol officers to focus on impaired driving, distracted driving, and speeding violations during and around specific holidays, including Memorial Day, Independence Day, and Labor Day.*

- Research and discuss the feasibility and worth of the formulation of a dedicated Traffic Unit.

*The Department determined, after careful consideration, that the initiation of a dedicated Traffic Unit was not feasible at this time. Internal discussions will continue.*

## FY2016/2017 OBJECTIVES POLICE DEPARTMENT

- The Department will continue to participate in the Illinois Traffic Safety Challenge, demonstrating our commitment to traffic safety with the goal of reducing traffic crashes and, most importantly, reducing the occurrences of crash-related injuries.
- Maintain qualifications under the Incident Command System in order to continue our effective responses during any planned or unplanned major event.
  - Provide introductory training for any newly appointed supervisors.
  - Provide two scenario-based training opportunities for police supervisors to practice their skills in a simulated environment.
- Enhance community policing efforts.
  - The Department will facilitate at least three (3) community presentations during the fiscal year covering topics of current crime trends affecting our residents and/or business owners.
  - In addition to their current tasks and assignments, all patrol officers, on average, will conduct a minimum of 30 minutes of foot patrols a month in order to actively engage the residential and business community by means of consensual and non-enforcement related contacts.
- Members of the Targeted Response Unit will continue to conduct sex offender compliance checks to ensure those sex offenders registered within the City are accurately reporting the information required under State law.
  - At least three compliance checks will be conducted.
  - One compliance check will be conducted within the two weeks prior to Halloween.
- Continue supervisory and management training, as well as develop leadership and mentoring opportunities.
  - Send at least one Sergeant to the Northwestern University Center for Public Safety to attend a session of Staff and Command.
  - Send command staff to advanced leadership and management training.
  - Continue enhancing the Department's internship program to ensure mentoring opportunities are available.

- Maintain CALEA accreditation compliance.
  - The Department will be required to submit evidence of compliance to CALEA on an annual basis. This is a departure from previous cycles, when evidence of compliance occurred once every three years.
  
- Successfully implement the IDOT Traffic Enforcement Grant Program.
  - Focus efforts on impaired driving, distracted driving, and speeding violations.
  - Staff each campaign fully with officers to ensure grant funds are spent as outlined in the grant.
  - Ensure minimum production standards for enforcement efforts are adhered to as specified in the grant.
  - Complete data reports and grant reimbursement paperwork on time and with a high degree of accuracy, with appropriate paperwork forwarded to IDOT and the City's Finance Department.

**FY2016/2017  
ANNUAL BUDGET  
POLICE DEPARTMENT**

EXPENDITURES	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
Regular Salaries	6,402,772	6,593,908	<b>7,020,596</b>	6,770,596	<b>6,733,270</b>
Part-time Salaries	59,525	60,690	<b>76,074</b>	76,074	<b>74,114</b>
Overtime	383,654	423,914	<b>549,251</b>	549,251	<b>549,251</b>
Group Insurance	1,170,361	1,242,781	<b>1,303,693</b>	1,303,693	<b>1,350,000</b>
Total Personnel Services	8,016,312	8,321,293	<b>8,949,614</b>	8,699,614	<b>8,706,635</b>
Professional Services	1,275,162	1,231,043	<b>1,162,115</b>	1,162,115	<b>1,161,815</b>
Publishing	232	107	<b>100</b>	100	<b>100</b>
Postage & Freight	2,887	3,351	<b>4,000</b>	4,000	<b>4,000</b>
Training	61,351	72,761	<b>74,035</b>	74,035	<b>68,040</b>
Dues & Subscriptions	11,290	6,256	<b>15,080</b>	15,080	<b>18,420</b>
Insurance & Bonding	279,641	289,620	<b>318,326</b>	318,326	<b>324,693</b>
Examinations	2,965	1,581	<b>8,800</b>	8,800	<b>8,550</b>
Operating Equipment	19,682	20,164	<b>21,320</b>	21,320	<b>12,320</b>
Office Equipment	2,449	2,695	<b>4,750</b>	4,750	<b>4,750</b>
Radio Equipment	5,712	6,170	<b>7,500</b>	7,500	<b>7,500</b>
Rental - Buildings & Equip.	1,100	-	-	-	-
Total Contractual Services	1,662,471	1,633,748	<b>1,616,026</b>	1,616,026	<b>1,610,188</b>
Office Supplies	11,122	11,828	<b>11,320</b>	11,320	<b>11,320</b>
Cleaning Supplies	547	754	<b>800</b>	800	<b>800</b>
Motor Fuel & Lubricants	127,249	115,666	<b>170,000</b>	116,000	<b>116,000</b>
Comp. Hardware & Software	32,346	31,094	<b>42,960</b>	39,860	<b>53,105</b>
Small Tools & Equipment	61,088	63,294	<b>58,860</b>	58,860	<b>50,580</b>
Automotive Supplies	40,306	54,996	<b>35,150</b>	35,150	<b>35,150</b>
Clothing	72,895	53,699	<b>72,600</b>	72,600	<b>62,300</b>
Stationery & Printing	10,592	6,589	<b>10,050</b>	10,050	<b>14,525</b>
Total Materials & Supplies	356,145	337,920	<b>401,740</b>	344,640	<b>343,780</b>
Automotive Equipment	191	-	-	-	-
Total Capital Outlay	191	-	-	-	-
<b>Total</b>	<b>\$10,035,119</b>	<b>\$10,292,961</b>	<b>\$10,967,380</b>	<b>\$10,660,280</b>	<b>\$10,660,603</b>

## FY2016/2017 ACCOUNT INFORMATION POLICE DEPARTMENT

For a complete description of budgetary account activities, see “Account Descriptions” presented later in this document. Major changes in budget amounts are briefly explained below.

- The City compensates its employees based on a 14 day period, multiplied by 26 times per year, which translates to 364 days per year. After eleven (11) years the City is faced with paying employees for each year’s remaining calendar day plus an extra day for each leap year. This anomaly occurred during the City’s fiscal year 2015/2016. Amounts requested to pay wages in fiscal year 2016/2017 are absent of the 27<sup>th</sup> payroll anomaly. Further, the Division has eliminated an Administrative Analyst position that was vacated during fiscal year 2015/2016.
- In response to the Affordable Health Care Act and its effect on health care costs across the region, funding for the City’s own group health insurance plan is expected to rise 6.5% over amounts budgeted in fiscal year 2015/2016. Reductions or increases beyond 6.5% in fiscal year 2016/2017 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.
- Canine training will be paid for using Forfeited Funds (Restricted Police Funds), during fiscal year 2016/2017. As a result, funds for Training were reduced. The fiscal year 2016/2017 budget for Training has been reduced further as Arson Investigation instruction and certification was completed in fiscal year 2015/2016.
- Additional funds were requested in the Dues & Subscriptions account for fiscal year 2016/2017. Additional funds will provide funding for the City’s membership in the Northern Illinois Police Alarm System (NIPAS). NIPAS is a joint venture of suburban municipal police departments that provide initial response to events of major civil disturbance.
- An overall increase of 2% in Insurance & Bonding is requested for fiscal year 2016/2017. Additional funding will be used toward the payment of the City’s liability insurance and deductibles.
- Funds to maintain the City’s outdoor emergency sirens have been reclassified from the Operating Equipment Services account to the Fire Rescue Fund for fiscal year 2016/2017.
- The Motor Fuel & Lubricants account was reduced due to forecasted lower gas prices.
- Additional funds were requested for Computer Hardware & Software. Additional funding will provide for annual support of the department’s automated scheduling software, online crime reporting software, as well as surveillance software.
- Funds budgeted for Small Tools & Equipment were reduced as purchases of simulation equipment will be paid for using Drug Enforcement Administration Funds (Restricted Police Funds), during fiscal year 2016/2017. One-time purchases of privacy screening and lighting and surveillance equipment were completed during fiscal year 2015/2016. These items will not be purchased again in fiscal year 2016/2017.

FY2016/2017  
ACCOUNT INFORMATION (Cont'd)  
POLICE DEPARTMENT

- Funds budgeted for Clothing were reduced as the number of bulletproof vests in need of replacement, declines. The Department of Justice had provided reimbursement of fifty-percent (50%) toward the replacement of each vest.
- Additional funds were requested for Stationery & Printing. Additional funding will be used for public education materials promoting crime prevention and safety awareness.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



FIRE AND POLICE  
COMMISSION

FY2016/2017  
STATEMENT OF ACTIVITIES  
FIRE & POLICE COMMISSION

The Board of Fire and Police Commissioners consists of a Chairperson and two Commissioners. The Director of Human Resources for the City of Crystal Lake serves as the staff liaison to the Board of Fire and Police Commissioners. The Board has the authority to provide for promotion of certain positions in the Fire Rescue and Police Departments. As of the new contract with the Police Union, the Board no longer has a role in disciplinary actions and/or terminations of sworn police officers however Police Sergeants would still be subject to the exclusive jurisdiction of the Board of Fire and Police Commissioners according to applicable state law.

FY2015/2016  
ACCOMPLISHMENTS  
FIRE AND POLICE COMMISSION

- Complete revisions to the Board of Fire and Police Commission Rules and Regulations.

*Staff continue to fulfill the duties of the Board as listed in the Board of Fire and Police Commission Rules and Regulations. A revision to the Rules and Regulations as a result of the new agreement with MAP was approved.*

- Conduct promotional examinations and processes as needed for the establishment of eligibility lists for positions of Police Sergeant, Fire Lieutenant or Battalion/Bureau Chief should there become a risk of any of the current active lists being exhausted prior to their expiration dates.

*There was not a need to conduct promotional examinations as the eligibility lists for the positions of Police Sergeant, Fire Lieutenant and Fire Battalion/Bureau Chief were not exhausted prior to their expiration dates.*

FY2016/2017  
OBJECTIVES  
FIRE AND POLICE COMMISSION

- Conduct promotional examinations and processes as needed for the establishment of eligibility lists for the position of Battalion/Bureau Chief as it expires in 2016 and for Police Sergeant or Fire Lieutenant should there become a risk of any of the current active lists being exhausted prior to their expiration dates.

**FY2016/2017**  
**ANNUAL BUDGET**  
**FIRE & POLICE COMMISSION**

EXPENDITURES	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
Professional Services	6,894	-	-	-	-
Publishing	-	993	<b>3,520</b>	3,520	<b>3,520</b>
Postage & Freight	91	42	<b>650</b>	650	<b>650</b>
Training	1,000	1,000	<b>1,650</b>	-	<b>1,650</b>
Dues & Subscriptions	375	375	<b>395</b>	395	<b>395</b>
Insurance & Bonding	2,066	2,191	<b>2,508</b>	2,508	<b>2,558</b>
Examinations	21,074	18,403	<b>22,860</b>	22,860	<b>22,860</b>
Total Contractual Services	31,500	23,004	<b>31,583</b>	29,933	<b>31,633</b>
Total	<b>\$31,500</b>	<b>\$23,004</b>	<b>\$31,583</b>	<b>\$29,933</b>	<b>\$31,633</b>

**FY2016/2017**  
**ACCOUNT INFORMATION**  
**FIRE & POLICE COMMISSION**

For a complete description of budgetary account activities, see "Account Descriptions" presented later in this document.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



COMMUNITY DEVELOPMENT  
DEPARTMENT

FY2016/2017  
STATEMENT OF ACTIVITIES  
COMMUNITY DEVELOPMENT

The Community Development Department helps the City maintain and improve a vibrant business community while ensuring the safety and well-being of our citizens. The Department accomplishes this through three distinct yet cooperative disciplines: Building, Engineering and Planning and Economic Development.

**BUILDING DIVISION**

The Building Division works with residents, business owners, and developers to build safe, high-quality improvements to their property. The Division works closely with the property owner throughout the design, permitting, and construction phases to assure that the project meets community standards, City codes, and addresses life-safety matters. This is an interactive process that helps keep the projects on schedule, provides a helpful business climate, and puts the customer first. The Building Division works with the public to maintain the high quality of life enjoyed by City residents.

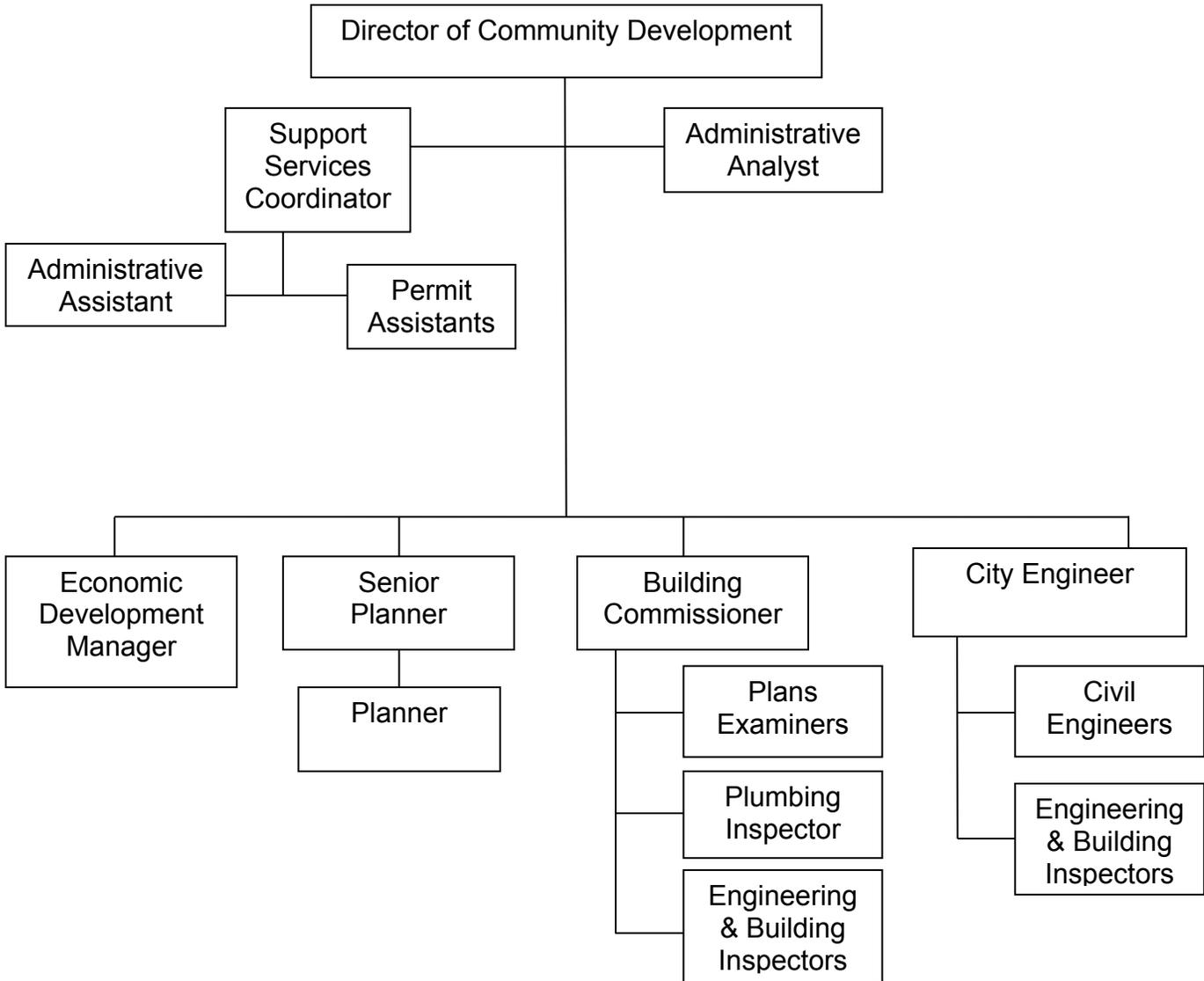
**ENGINEERING DIVISION**

The Engineering Division enhances and preserves natural resources and oversees public infrastructure design and construction to ensure safe, high-quality improvements in the City. The Engineering Division also reviews and inspects sidewalks, parking lots, driveways, roads, grading, site drainage improvements, utility extensions and connections, and traffic related issues. The Division works with residents, business owners, and developers throughout the review and construction phases to provide a high level of customer service as an advocate for development within the City. The Division also assists residents with minor engineering issues, such as sump pump discharge issues, drainage issues, and traffic control concerns.

**PLANNING & ECONOMIC DEVELOPMENT DIVISION**

The Planning and Economic Development Division oversees the economic development, planning and zoning aspects of the City's operations. The Division advances business recruitment and retention through several programs and initiatives. The Division also coordinates development proposals as they move through the City process, conducts plan reviews, and coordinates the City Geographic Information Services (GIS) efforts. The Division also participates in several community organizations, such as the Chamber of Commerce and the Downtown Crystal Lake organization.

FY2016/2017  
ORGANIZATION CHART  
COMMUNITY DEVELOPMENT



# FY2016/2017 PERSONNEL SUMMARY COMMUNITY DEVELOPMENT

Position	FY2014/2015	FY2015/2016	FY2015/2016
	Actual	Estimate	Budget
Community Development Director	1.00	1.00	1.00
Building Commissioner	1.00	1.00	1.00
City Engineer	1.00	1.00	1.00
Economic Development Manager	1.00	1.00	1.00
Senior Planner	0.00	0.00	1.00
Planner	2.00	2.00	1.00
Civil Engineer	2.00	2.00	2.00
Plans Examiner	2.00	2.00	2.00
Support Service Coordinator	1.00	1.00	1.00
Plumbing Inspector	1.00	1.00	1.00
Engineering & Building Inspector	6.00	6.00	6.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Permit Assistant	2.75	2.75	2.75
Total FTE	22.75	22.75	22.75

## FY 2015/2016 ACCOMPLISHMENTS COMMUNITY DEVELOPMENT

### Department Wide:

- Utilize customer e-mails obtained during permit and development process to send electronic surveys. Report on survey results regularly.

*The Building Division has reviewed and updated its survey, and made it available to be completed on-line or by paper.*

*The Engineering Division has continued to conduct surveys for various construction improvements, such as the Brink Street Parking Lot, the Country Club Water Main Improvement, the Resurfacing Program, and the South Main Street Improvement.*

*The Planning and Economic Development Division began soliciting feedback from petitioners going through the planning and zoning process.*

*The Department started collecting surveys regarding the performance of our front counter staff.*

*Survey results have been reported to the City Council through quarterly reports included with the City's monthly reports.*

- Review and streamline the development process.

*As a result of feedback from surveys on the permit process, the target review time for most types of residential permit requests has been reduced from 10 business days to 5 business days. This does not include permits that require more intensive reviews, such as a new residential houses or residential house additions.*

*The Department has developed a special committee to ensure consistent reviews for improvements on lots directly adjacent to Crystal Lake.*

*The Department reintroduced the Community Development Review Team, which is a weekly meeting of all review staff that helps coordinate projects. The Department also instituted project specific review teams that remain consistent throughout the entire lifecycle of a project: from the initial stages to the completion of the project. This ensures that, from a customer's first inquiry to the ribbon cutting, the customer has the same team advocating for their project.*

- Improve service to residents by investing in staff training. Cross-train employees to ensure redundancy for essential functions.

*Department staff has continued to participate in trainings to keep skills and knowledge up-to-date. Staff has continued to seek low or no-cost options, such as free webinars through professional associations, to keep costs at a minimum.*

*The Department has also conducted a series of in-house trainings on topics such as determining setbacks and the updated emergency action plan.*

*The Department used a series of emails that discussed various customer service concepts, such as ways to help a difficult customer.*

- Improve the utilization of the City's web-based Geographic Information System (GIS) through adding features, and providing additional training to staff.

*The City joined the GIS Consortium on June 2, 2015. The City's version of Map Office, the web-based GIS system used throughout the consortium, was launched at the beginning of October. Initially, Map Office was available to internal City staff, but a public version was launched in the beginning of January which can be accessed through the City's website. Information is continually added to Map Office.*

*Consortium staff also completed special maps for several departments in the City. The City has also started planning projects using the Collector App, which is a mobile device app that can collect data field and integrate it seamlessly into GIS.*

#### Building Division:

- Improve use of tablets for field inspections by taking advantage of new features in the City's enterprise resource planning (ERP) software.

*The Department began using mobile technology by issuing smart phones to take advantage of some of the benefits they offer, such as an integrated camera, access to email and easier text messaging when in the field, and other apps that aid inspection. The Department also begun planning projects using the Collector App, which is a mobile device app that can collect field data and integrate it seamlessly into GIS.*

- Implement document scanning program as part of City-wide initiative.

*The Building Division now scans all permit documents, including permits, review comments, and inspection results.*

- Conduct a comprehensive review of all Building Division forms and handouts to ensure accuracy and consistency.

*The Building Division has reviewed all of its forms and handouts for accuracy and consistency. The updated forms and handouts were placed on the City's website.*

- Review Division processes, such as permit reviews and inspections, to ensure efficiency.

*The target review time for most types of residential permit requests has been reduced from 10 business days to 5 business days. This does not include permits that require more intensive reviews, such as a new residential houses or residential house additions.*

*Based on a sampling of survey responses, the application intake process has been reviewed and improved, which results in applications being processed and routed in less time.*

*Project specific review teams have been instituted. A project has the same review team from the initial stages to the completion of the project.*

- Improve public awareness of the importance of Building Code benefits through participation in the National Night Out, the International Code Council Building Safety Month, and creating timely, informational articles for the City newsletter.

*The Building Division recognized Building Safety Month in May by setting up an informational table in the City Hall lobby.*

*The Division has included several articles in the City newsletter regarding code safety issues, including articles on window replacements and swimming pool installation.*

- Work with property owners to control the spread of the Emerald Ash Borer.

*The Building Division worked with many commercial property owners to remove trees which died from the Emerald Ash Borer. As a result of this effort, the Division issued over 20 permits to different commercial properties to remove and replace trees.*

#### Engineering Division:

- Continue to conduct street maintenance programs, such as resurfacing, pavement preservations, and pavement marking. Develop a long-range plan prioritizing street reconstructions.

*Annual street maintenance programs were completed. The Division started working with the GIS Consortium staff to prioritize street reconstructions.*

- Continue Flooding Mitigation programs:

- Proceed through the first steps outlined in the approved flooding study update.
- Obtain an approved FEMA model for Crystal Lake.
- Amend the City's storm water ordinance to reflect the amended McHenry County Storm Water Ordinance.
- Continue maintenance of Cove Pond Wetland.

*The Division continues to work through the steps outlined in the flooding study. The City Council approved the updated storm water ordinance on November 17, 2015 with it being effective December 1, 2015. The City conducted Cove Pond Wetland Maintenance in the summer and fall of 2015. The maintenance that was completed in 2014 was found to be effective.*

- Continue to maintain safe pedestrian sidewalks:
  - Conduct annual sidewalk program, which helps minimize insurance claims related to tripping hazards.
  - Finalize the ADA transition plan for sidewalk ramps.
  - Conduct the Downtown Sidewalk Program.

*The annual sidewalk repair program was completed. Additionally, the City conducted a sidewalk cutting program which is a cost effective way of eliminating trip hazards. Progress towards a finalized ADA transition plan continues. The Downtown Sidewalk Program was completed along Crystal Lake Avenue between Williams Street and Walkup Avenue.*

- Create the framework for the establishment of a Neighborhood Traffic Study Program, which would evaluate existing neighborhood traffic conditions and provide recommendations to create a consistent striping, traffic control, signage, and traffic calming plan for the City.

*Through the Traffic Safety Committee, a database of frequent trouble areas is being built. This will help guide prioritization for the future program.*

- Design and implement transportation projects to increase safety and decrease traffic congestion. This includes:
  - South Main Street Improvement
  - Route 14 Improvement
  - Country Club Multi-use Path
  - Brink Street Parking Lot Reconstruction
  - Crystal Lake Avenue and Main Street Improvement
  - Route 176 and Main Street Intersection Improvement
  - Illuminated Street Name Sign Program

*The South Main Street Improvement was substantially completed on October 21, 2015.*

*The Route 14 Improvement is under construction and is anticipated to be complete in the fall of 2016.*

*The design and land acquisition for the Country Club Multi-use Path was completed, and the project was let in March of 2016.*

*The Brink Street Parking Lot Reconstruction was substantially completed on July 24, 2015.*

*Design of the Crystal Lake Avenue and Main Street Improvement continues.*

*The Phase I preliminary engineering was initiated for the Route 176 and Main Street Intersection Improvement.*

*This year's Illuminated Street Name Sign Program was completed. The intersections along Route 14 that were completed included Pingree Road, Cog Circle, and Sands Road.*

- Assist Public Works in the construction of the final phase of the Country Club Water Main replacement program.

*The construction of the Country Club Water Main was substantially completed on May 20, 2015.*

- Continue to pursue grant funding from outside agencies.

*The Engineering Division submitted for a Transportation Alternative Program (TAP) Grant for the Prairie Path Re-route Project, which was awarded \$109,000. The Division also applied for the ComEd Green Regions grant for Cove Pond Wetland maintenance and a RTA/CMAP Local Technical Assistant Program grant to develop a bike plan for Congress Parkway. These two grant applications were not approved.*

- Continue to maintain good relationships with other transportation agencies.

*The City successfully worked with the McHenry Division of Transportation to install the pedestrian crossing beacon at Ackman Road and Westport Ridge. The City continues to maintain a great relationship with IDOT staff.*

#### Planning and Economic Development Division:

- Promote development, redevelopment, and business occupancies in primary retail-commercial corridors and industrial parks. Actively market available properties through email marketing, retailer and developer contacts, and industry trade organizations. Promote and coordinate development for the City's TIF districts. Promote redevelopment of the Crystal Court shopping center.

*The Division sent marketing packages to over 130 targeted retailers and developers including restaurateurs, hoteliers, auto dealers, and developers. The packages highlighted redevelopment opportunities and properties within the City's TIF Districts.*

*The Division sent weekly email blasts to over 2,000 International Council of Shopping Centers contacts promoting available properties and redevelopment opportunities in the City.*

*Staff attended three International Council of Shopping Centers events including Retail Live in Chicago. Retail Live is where participants get a chance to network and connect directly with retailers, developers, and commercial real estate professionals.*

*A portion of the Crystal Court shopping center has been sold.*

- Work with the McHenry County Economic Development Council and the Illinois Department of Commerce and Economic Opportunity for manufacturer outreach and site selection inquires.

*McEDC is coordinating with the Division to promote opportunities for industrial growth for Crystal Lake and McHenry County. The City has received three total inquiries from the DCEO, none matching any of the properties or opportunities available in Crystal Lake.*

- Analyze and promote successful industry clusters to attract compatible industries that rely on co-location or nearby proximities.

*In partnership with the McEDC, research regarding industry clusters was completed. Several clusters were identified: metalworking machinery, medical equipment and supplies, and plastic resin and synthetic manufacturing.*

- Continue manufacturer site visits, tours, and bi-annual business anniversaries.

*The City recognized six businesses for their long-term anniversaries during this fiscal year. The Economic Development Committee toured several businesses to build relationships and got feedback on City interactions. City also inquired about future plans,*

*and offered assistance to help reach those goals. The City gave Community Investment Awards to Showplace Theatre, Inland Real Estate, and Martin Chevrolet.*

- Continue to promote the City's positive attributes through press outreach, on-going interaction with media outlets, and expand use of social media.

*A series of bi-weekly press releases were used to announce new businesses openings, Crystal Lake site selections, and business expansions.*

*A consultant manages the I Shop Crystal Lake Facebook and Twitter accounts. The City's Facebook account has gained nearly 1,000 new followers. The consultant is generating weekly posts regarding shopping events and special offers by local businesses.*

- Continue collaboration with Visit McHenry County, Downtown Crystal Lake, the Chamber of Commerce, and the Raue Center to promote local events and to draw people to Crystal Lake.

*The Division continues to promote and support of local events in Crystal Lake.*

- Continue to conduct developer and special interest group forums and tours.

*A forum was held during the winter of 2015.*

- Continue to make progress on the comprehensive annexation program.

*The Division continued to work with property owners to annex properties into the City. The Division was successful in annexing several properties from the targeted list.*

## FY2016/2017 OBJECTIVES COMMUNITY DEVELOPMENT

### Department Wide:

- Continue to survey customers and gather feedback on the Department's performance. This will include reporting on survey results regularly.
- Continue to review the development process and seek opportunities to improve efficiency.
- Continue to improve service to residents by investing in staff training. Cross-train employees to ensure continuous operations of essential functions.
- Continue to lead the City's GIS efforts, including acting as the liaison between the City and the GIS Consortium and providing direct oversight of MGP's efforts.
- Continue to implement the document scanning program as part of City-wide initiative by expanding scanning efforts. The scanning efforts improve the efficiency of document retrieval.
- As part of the City-wide technical needs assessment, research options for improved mobility technology and a virtual 24/7 City Hall.

### Building Division:

- Improve field inspection services by equipping field staff with mobile device, which will improve communications via continuous access to email and easier text message

communication, allow inspector to use apps including the GIS Data Collector App, and access internet and cloud based information in the field.

- Continue to review Division processes, such as permit reviews and inspections, to ensure efficiency.
- Continue to improve public awareness of the importance of building code benefits through participation in the National Night Out, the International Code Council Building Safety Month, and creating timely, informational articles for the City newsletter.

#### Engineering Division:

- Continue to conduct street maintenance programs, such as resurfacing, pavement preservation, and pavement marking. Continue to develop a long-range plan prioritizing street reconstructions.
- Continue Flooding Mitigation programs:
  - Continue to proceed through steps outlined in the approved flooding study update.
  - Initiate engineering to replace the aging Crystal Creek culverts under Barlina Avenue, McHenry Avenue and Dartmoor Drive as the culverts are nearing the end of their serviceable life.
  - Continue maintenance of the Cove Pond Wetland.
- Continue to maintain safe pedestrian sidewalks:
  - Conduct the annual sidewalk program, which helps minimize insurance claims related to tripping hazards.
  - Finalize the ADA transition plan for sidewalk ramps.
  - Conduct the Downtown Infrastructure Improvement Program.
- Continue to develop a framework for the establishment of a Neighborhood Traffic Study Program, which will evaluate existing neighborhood traffic conditions and provide recommendations to create a consistent striping, traffic control, signage, and traffic calming plan for the City.
- Design and implement transportation and pedestrian projects to increase safety and decrease traffic congestion, including:
  - Route 14 Improvement
  - Country Club Pedestrian Path
  - Crystal Lake Avenue and Main Street Improvement
  - Route 176 and Main Street Intersection Improvement
  - Prairie Path Re-route
  - Prairie Path Tunnel Repairs
  - Miscellaneous Pedestrian and Bicycle Road Crossings
  - Illuminated Street Name Sign Program
- Continue to pursue grant funding from outside agencies.
- Continue to maintain good relationships with other governmental agencies.

Planning and Economic Development Division:

- Continue to promote development, redevelopment, and business occupancies in primary retail-commercial corridors and industrial parks.
  - Actively market available properties through email marketing, retailer and developer contacts, and industry trade organizations.
  - Promote and coordinate development for the City's TIF districts.
  - Facilitate redevelopment of the Crystal Court shopping center.
  - Promote occupancies in vacant retail buildings and shopping centers.
  - Plan for development in the northwest corridor and promote strategic parcels.
- Work with strategic partners, such as the McHenry County Economic Development Corporation, McHenry County College, and the Chamber of Commerce to develop strategies to attract manufacturing businesses.
- Continue manufacturer site visits, tours, and bi-annual business anniversaries.
- Continue to promote the City's positive attributes and business development successes through press outreach, on-going interaction with media outlets, and expanded use of social media.
- Continue to conduct developer and special interest group forums and tours.
- Continue to make progress on the comprehensive annexation program.
- Continue to streamline development processes such as amending the UDO, creating UDO checklists and specialized development applications.

**FY2016/2017  
ANNUAL BUDGET  
COMMUNITY DEVELOPMENT**

EXPENDITURES	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
Full-time Wages	1,897,087	1,742,548	<b>1,883,331</b>	1,883,331	<b>1,888,252</b>
Part-time/Seasonal Wages	33,227	51,217	<b>60,653</b>	60,653	<b>75,843</b>
Overtime	23,986	903	<b>20,000</b>	20,000	<b>5,000</b>
Group Insurance	371,207	337,247	<b>331,084</b>	331,084	<b>333,181</b>
<b>Total Personnel Services</b>	<b>2,325,507</b>	<b>2,131,915</b>	<b>2,295,068</b>	2,295,068	<b>2,302,276</b>
Professional Services	437,320	213,934	<b>415,306</b>	415,306	<b>378,806</b>
Publishing	965	2,245	<b>2,500</b>	2,500	<b>2,500</b>
Postage & Freight	2,419	2,701	<b>4,500</b>	4,500	<b>8,500</b>
Training	6,295	7,480	<b>17,300</b>	17,300	<b>15,000</b>
Dues & Subscriptions	4,824	3,489	<b>4,925</b>	4,925	<b>4,845</b>
Insurance & Bonding	85,522	90,640	<b>103,828</b>	103,828	<b>105,905</b>
Operating Equipment	63	42	<b>180</b>	180	<b>60</b>
Office Equipment	295	-	-	-	-
Radio Equipment	-	-	<b>200</b>	200	<b>200</b>
<b>Total Contractual Services</b>	<b>537,703</b>	<b>320,531</b>	<b>548,739</b>	548,739	<b>515,816</b>
Office Supplies	9,149	8,034	<b>9,550</b>	9,550	<b>9,550</b>
Motor Fuel & Lubricants	12,812	10,876	<b>17,400</b>	10,900	<b>10,900</b>
Comp. Hardware & Software	19,189	23,552	<b>17,757</b>	17,757	<b>17,760</b>
Small Tools & Equipment	3,038	615	<b>4,200</b>	4,200	<b>4,200</b>
Automotive Supplies	7,933	5,543	<b>9,000</b>	9,000	<b>9,000</b>
Clothing	3,113	3,229	<b>3,300</b>	3,300	<b>3,300</b>
Stationery & Printing	1,857	1,430	<b>4,200</b>	4,200	<b>4,200</b>
<b>Total Materials &amp; Supplies</b>	<b>57,091</b>	<b>53,279</b>	<b>65,407</b>	58,907	<b>58,910</b>
Sales Tax Revenue Sharing	387,136	580,301	<b>575,000</b>	757,298	<b>723,200</b>
<b>Total Other Uses</b>	<b>387,136</b>	<b>580,301</b>	<b>575,000</b>	757,298	<b>723,200</b>
<b>Total</b>	<b>\$3,307,437</b>	<b>\$3,086,026</b>	<b>\$3,484,214</b>	\$3,660,012	<b>\$3,600,202</b>

## FY2016/2017 ACCOUNT INFORMATION COMMUNITY DEVELOPMENT

For a complete description of budgetary account activities, see “Account Descriptions” presented later in this document. Major changes in budget amounts are briefly explained below.

- The City compensates its employees based on a 14 day period, multiplied by 26 times per year, which translates to 364 days per year. After eleven (11) years the City is faced with paying employees for each year’s remaining calendar day plus an extra day for each leap year. This anomaly occurred during the City’s fiscal year 2015/2016. Amounts requested to pay wages in fiscal year 2016/2017 are absent of the 27<sup>th</sup> payroll anomaly.
- Additional funds have been requested in the Part-time/Seasonal Wages account. Additional funds will provide for the hiring of seasonal staff to assist with sidewalk and pavement condition assessments, planning projects, data gathering and scheduling of inspections during peak summer months.
- Overtime expenses were reduced in favor of using seasonal staff to assist the department during peak times.
- In response to the Affordable Health Care Act and its effect on health care costs across the region, funding for the City’s own group health insurance plan is expected to rise 6.5% over amounts budgeted in fiscal year 2015/2016. Reductions or increases beyond 6.5% in fiscal year 2016/2017 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.
- Professional Services expenses have been reduced. Sluggish housing starts have resulted in fewer inspections being completed using a third-party vendor. Funds to provide for the mailing of economic development marketing materials have been reclassified to Postage & Freight.
- Funds budgeted for Training have been reduced as staff seek opportunities to attend free conferences, seminars and webinars.
- An overall increase of 2% in Insurance & Bonding is requested for fiscal year 2016/2017. Additional funding will be used toward the payment of the City’s liability insurance and deductibles.
- The Motor Fuel & Lubricants account was reduced due to forecasted lower gas prices.
- Additional funds have been budgeted for Sales Tax Revenue Sharing. The City shares Retailers’ Occupation taxes generated from automobile sales with dealership owners to offset development costs they incurred while expanding business in the City of Crystal Lake (up to \$1,000,000 or 10 years, whichever occurs first).

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



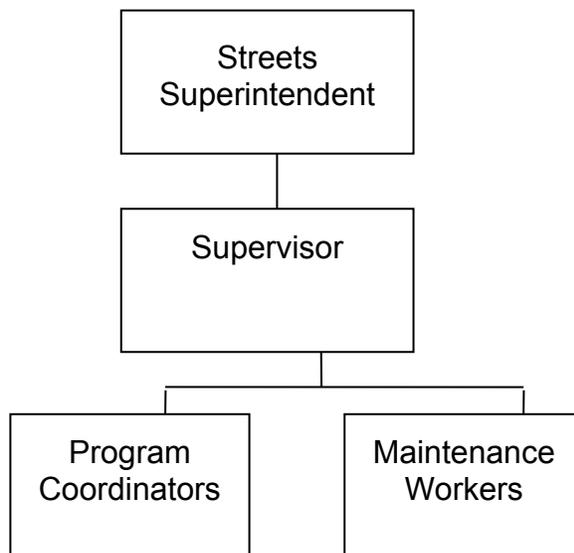
STREETS DIVISION-

PUBLIC WORKS  
DEPARTMENT

FY2016/2017  
STATEMENT OF ACTIVITIES  
STREETS DIVISION

It is the responsibility of the Streets Division to manage, repair, and improve the public streets, traffic control signs, parkways, parkway trees, public grounds, and all municipal buildings in a manner consistent with City policy and regulatory agency requirements. The Division is responsible for over 7,400 traffic signs and for the maintenance, repair, and snow removal operations of over 175 centerline miles of public streets, 23 commuter and public parking lots. In addition, the Streets Division is responsible for maintaining pavement markings, curb and gutter maintenance, crack filling, bituminous patching of existing streets, and parkway maintenance. The Division is also called upon for special projects throughout the year (Memorial Day and 4<sup>th</sup> of July parades), as well as to assist with maintenance at the Three Oaks Recreation Area.

FY2016/2017  
ORGANIZATIONAL CHART  
STREETS DIVISION



## FY2016/2017 PERSONNEL SUMMARY STREETS DIVISION

Position	FY2014/2015	FY2015/2016	FY2016/2017
	Actual	Estimate	Budget
Superintendent	1.00	1.00	1.00
Supervisor	1.00	1.00	1.00
Program Coordinator	2.00	2.00	2.00
Maintenance Worker	14.00	13.00	13.00
Administrative Assistant	1.00	1.00	1.00
Total FTE	19.00	18.00	18.00

## FY2015/2016 ACCOMPLISHMENTS STREETS DIVISION

- Utilize the newly acquired sign management and inventory system to its fullest capability and train two additional Street Division personnel on the functionality and operation of the program.

*The new sign management system has been implemented in the Division and is used on a weekly basis. One employee has been trained in the operation of the program and one additional employee will be trained when the Emerald Ash Borer (EAB) tree removal project is complete.*

- Continue to increase the use of liquid technology during winter operations and emphasize the reduced use of road and sidewalk salt to reduce the risks of chloride contamination.

*Using advanced technology and improved deicing material, the Division continues to reduce road salt usage by 15% and increase liquid technology by up to 33%, reducing chloride contamination throughout the City.*

- Complete the replacement of the 56 regulatory signs identified as not meeting the reflectivity requirements of the MUTCD.

*To date, all signs not meeting the reflectivity requirements have been replaced.*

- Advance the Stop & Yield Sign Replacement Program to become fully compliant with MUTCD requirements.

*The program was put on hold due to the discrepancy with yield sign locations and increased EAB removal and replacement programs.*

- Utilize the forestry truck and grapple truck to decrease the tree removal and annual brush pickup budget and increase productivity and customer service.

*To date, the trucks have been used during tree removal and annual brush removal operations. Since implementation the grapple truck alone has saved the City over \$54,000.00 in contracted brush collection fees.*

- Continue to program aggressive Emerald Ash Borer (EAB) removals utilizing a contractor and in-house staff.

*Contracted and in-house EAB removals have continued throughout the City. It is anticipated by the end of fiscal year 2015/2016, less than 800 of the City's 6,000 Ash trees will remain.*

## FY2016/2017 OBJECTIVES STREETS DIVISION

- Utilize the sign management and inventory system to its fullest capability and train one additional Street Division personnel on the functionality and operation of the program.
- Incorporate the new ESRI Collector application for ArcGis and the HTML 5 conversion into the sign management program.
- Continue to provide the management of the Downtown decorative light pole and furniture painting project and complete painting all 193 light poles.
- Actively increase the use of the Division's wing plowing operations during winter operations to increase productivity and customer service.
- Continue to increase the use of liquid technology during winter operations and emphasize the reduced use of road and sidewalk salt to reduce the risks of chloride contamination.
- Advance the Stop & Yield Sign Replacement Program to become fully compliant with MUTCD requirements.
- Utilize the forestry truck and grapple truck to decrease the tree removal and annual brush pickup budget and increase productivity and customer service.
- Continue to program aggressive Emerald Ash Borer (EAB) removals and planting programs utilizing a contractor and in-house staff.

**FY2016/2017  
ANNUAL BUDGET  
STREETS DIVISION**

EXPENDITURES	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
Full-time Wages	1,315,269	1,354,279	<b>1,461,854</b>	1,411,854	<b>1,382,248</b>
Part-time/Seasonal Wages	20,677	26,318	<b>41,040</b>	41,040	<b>76,800</b>
Overtime	310,461	188,437	<b>200,960</b>	200,960	<b>200,960</b>
Group Insurance	317,195	315,667	<b>320,861</b>	320,861	<b>325,404</b>
<b>Total Personnel Services</b>	<b>1,963,602</b>	<b>1,884,701</b>	<b>2,024,715</b>	<b>1,974,715</b>	<b>1,985,412</b>
Professional Services	73,796	69,089	<b>114,060</b>	96,060	<b>206,082</b>
Publishing	199	903	<b>650</b>	650	<b>650</b>
Postage & Freight	31	109	<b>698</b>	698	<b>698</b>
Training	3,392	5,190	<b>3,600</b>	3,600	<b>5,200</b>
Dues & Subscriptions	864	1,910	<b>1,760</b>	1,760	<b>1,760</b>
Insurance & Bonding	141,241	145,108	<b>155,575</b>	155,575	<b>158,887</b>
Animal Control	150	-	<b>500</b>	500	<b>500</b>
Examinations	1,995	2,448	<b>1,190</b>	2,030	<b>2,030</b>
Operating Equipment	2,589	3,406	<b>3,520</b>	3,520	<b>3,520</b>
Office Equipment	-	-	<b>250</b>	250	<b>250</b>
Radio Equipment	-	124	<b>500</b>	500	<b>500</b>
Street Lights	481,775	523,231	<b>525,000</b>	525,000	<b>525,000</b>
Tree Removal	153,188	581,678	<b>15,000</b>	15,000	<b>15,000</b>
Rental - Buildings & Equip.	19,910	17,056	<b>25,000</b>	25,000	<b>25,000</b>
<b>Total Contractual Services</b>	<b>879,130</b>	<b>1,350,252</b>	<b>847,303</b>	<b>830,143</b>	<b>945,077</b>
Office Supplies	1,419	1,664	<b>1,960</b>	1,960	<b>1,960</b>
Cleaning Supplies	2,262	2,846	<b>4,360</b>	4,360	<b>4,360</b>
Landscape Materials	56,223	166,754	<b>28,220</b>	28,220	<b>4,820</b>
Motor Fuel & Lubricants	130,976	83,094	<b>108,500</b>	83,100	<b>83,100</b>
Comp. Hardware & Software	6,613	11,112	<b>16,294</b>	16,294	<b>17,694</b>
Small Tools & Equipment	9,602	10,164	<b>23,582</b>	15,082	<b>17,700</b>
Automotive Supplies	145,753	140,634	<b>90,180</b>	90,180	<b>90,180</b>
Materials	27,428	23,879	<b>28,460</b>	28,460	<b>28,460</b>
Clothing	13,718	14,637	<b>14,610</b>	14,610	<b>14,610</b>
Street Signs	29,554	26,933	<b>30,000</b>	30,000	<b>22,000</b>
Stationery & Printing	-	-	<b>500</b>	500	<b>500</b>
<b>Total Materials &amp; Supplies</b>	<b>423,548</b>	<b>481,717</b>	<b>346,666</b>	<b>312,766</b>	<b>285,384</b>
<b>Total</b>	<b>\$3,266,280</b>	<b>\$3,716,670</b>	<b>\$3,218,684</b>	<b>\$3,117,624</b>	<b>\$3,215,873</b>

## FY2016/2017 ACCOUNT INFORMATION STREETS DIVISION

For a complete description of budgetary account activities, see “Account Descriptions” presented later in this document. Major changes in budget amounts are briefly explained below.

- The City compensates its employees based on a 14 day period, multiplied by 26 times per year, which translates to 364 days per year. After eleven (11) years the City is faced with paying employees for each year’s remaining calendar day plus an extra day for each leap year. This anomaly occurred during the City’s fiscal year 2015/2016. Amounts requested to pay wages in fiscal year 2016/2017 are absent of the 27<sup>th</sup> payroll anomaly. Further, the Division has eliminated a Maintenance Worker position that was vacated during fiscal year 2015/2016.
- Additional funds have been requested in the Part-time/Seasonal Wages account. Additional funds will provide for the hiring of seasonal staff to assist with landscaping, tree work and painting during the summer months and snow removal during winter months.
- In response to the Affordable Health Care Act and its effect on health care costs across the region, funding for the City’s own group health insurance plan is expected to rise 6.5% over amounts budgeted in fiscal year 2015/2016. Reductions or increases beyond 6.5% in fiscal year 2016/2017 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.
- Additional funds have been requested in the Professional Services account to outsource right-of-way mowing operations and for the City’s fall and spring tree planting programs.
- Additional funds have been budgeted in the Training account that will allow the Streets Superintendent to attend a conference relating to snow and ice control operations.
- An overall increase of 2% in Insurance & Bonding is requested for fiscal year 2016/2017. Additional funding will be used toward the payment of the City’s liability insurance and deductibles.
- Amounts budgeted for the replacement of trees from the Landscape Materials account have been reduced as a result of outsourcing the City’s fall and spring tree planting programs.
- The Motor Fuel & Lubricants account was reduced due to forecasted lower gas prices.
- Additional funds have been requested in the Computer Hardware & Software account for fiscal year 2016/2017. Additional funds will provide for design software and a tablet computer for the City’s sign shop.
- Funds budgeted for Small Tools & Equipment were reduced as the purchase of a winch kit was completed during fiscal year 2015/2016. This item will not be purchased again in fiscal year 2016/2017.
- Due to inventories on hand, funds budgeted in the Street Signs account were reduced for fiscal year 2016/2017.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



# HEALTH DEPARTMENT

FY2016/2017  
STATEMENT OF ACTIVITIES  
HEALTH DEPARTMENT

The Health Department is responsible for the administration of the annual Mosquito Control Program provided by the City through a private contractor and a Gypsy Moth Treatment Program for various sites within the City.

FY2015/2016  
ACCOMPLISHMENTS  
HEALTH DEPARTMENT

- The City continued the efforts of the Mosquito Management Program. The Program has been in place since March 2001 following the recommendations of the Ad Hoc Mosquito Abatement Review Committee.
- Worked with the Illinois Department of Agriculture to continue to control gypsy moth infested areas.

FY2016/2017  
OBJECTIVES  
HEALTH DEPARTMENT

- Continue to follow the recommendations of the Ad Hoc Mosquito Abatement Review Committee.
- Work with the Illinois Department of Agriculture and McHenry County to continue to control gypsy moth infested areas.

FY2016/2017  
ANNUAL BUDGET  
HEALTH DEPARTMENT

EXPENDITURES	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
Pest Control	106,904	94,493	130,000	107,000	130,000
Total Contractual Services	106,904	94,493	130,000	107,000	130,000
Total	\$106,904	\$94,493	\$130,000	\$107,000	\$130,000

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



**STORM SEWER DIVISION-**

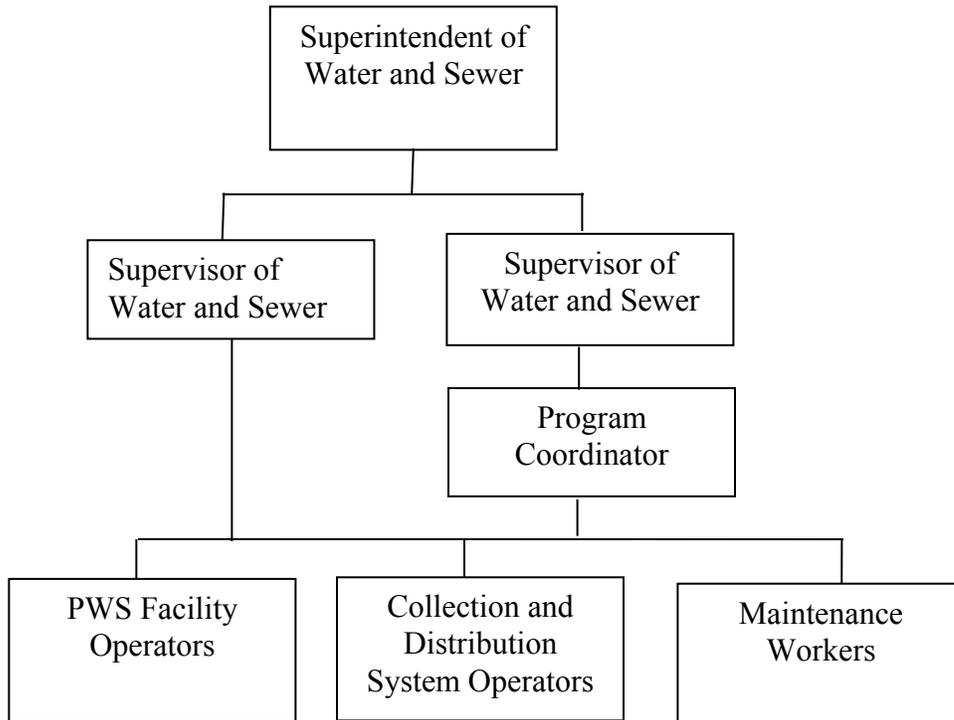
**PUBLIC WORKS  
DEPARTMENT**

FY2016/2017  
STATEMENT OF ACTIVITIES  
STORM SEWER DIVISION

The Storm Sewer Division is responsible for the maintenance, operation and management of the storm sewer collection and conveyance system. There are over 60 miles of storm sewer in conjunction with three (3) storm water pumping stations that are routinely inspected to verify proper operation. The Storm Sewer Division routinely checks the storm sewer system, cleans and televises dedicated areas and performs repairs and upgrades to defective areas of the system.

During fiscal year 2014/2015 the Water & Sewer Division was expanded to include the management and maintenance of the storm collection system including inlets and manholes. The Wastewater Treatment Division was expanded to include the management and maintenance of three (3) storm water lift stations.

FY2016/2017  
ORGANIZATIONAL CHART  
STORM SEWER DIVISION



FY2016/2017  
PERSONNEL SUMMARY  
STORM SEWER DIVISION

Position	FY2014/2015	FY2015/2016	FY2016/2017
	Actual	Estimate	Budget
Supervisor	1.00	1.00	1.00
WW Collection Systems Operator	3.00	1.00	1.00
Maintenance Worker	3.00	2.00	1.00
Total FTE	7.00	4.00	3.00

FY2015/2016  
ACCOMPLISHMENTS  
STORM SEWER DIVISION

- Initiate a storm sewer cleaning program that will include inlets and mains. The primary areas will be prioritized with the input of the Engineering Department.

*Engineering and Public Works identified several areas that have slow draining storm sewer locations. Public Works cleaned the storm inlets and mains in those locations. The Division will continue to repair and clean the storm system proactively.*

FY2016/2017  
OBJECTIVES  
STORM SEWER DIVISION

- Continue to work with the City's GIS consultant to improve the accuracy of the sanitary and storm layers of the GIS system.
- Continue to repair and clean the storm sewer system proactively.

**FY2016/2017  
ANNUAL BUDGET  
STORM SEWER DIVISION**

EXPENDITURES	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
Full-time Wages	495,371	456,187	<b>288,658</b>	271,729	<b>223,473</b>
Overtime	29,295	14,151	<b>12,000</b>	12,000	<b>12,000</b>
Group Insurance	136,609	136,866	<b>78,760</b>	78,760	<b>62,360</b>
Total Personnel Services	661,275	607,204	<b>379,418</b>	362,489	<b>297,833</b>
Professional Services	-	1,161	-	-	<b>65,234</b>
Publishing	152	53	<b>100</b>	100	<b>100</b>
Training	3,090	2,188	<b>3,710</b>	3,710	<b>3,710</b>
Dues & Subscriptions	2,973	3,437	<b>2,980</b>	2,980	<b>3,637</b>
Insurance & Bonding	22,875	26,760	<b>13,886</b>	13,886	<b>14,163</b>
Utilities	1,465	616	-	-	-
Examinations	425	365	<b>960</b>	960	<b>575</b>
Operating Equipment	1,377	1,053	<b>3,150</b>	3,150	<b>3,150</b>
Rent - Clothing	1,098	996	<b>1,050</b>	1,050	<b>1,050</b>
Radio Equipment	-	-	<b>250</b>	250	<b>250</b>
Sewer Maintenance Services	4,913	5,118	<b>15,000</b>	15,000	<b>15,000</b>
Plant Maintenance Services	2,631	2,108	-	-	-
State Filing Fees	1,000	1,000	<b>1,000</b>	1,000	<b>1,000</b>
Total Contractual Services	41,999	44,855	<b>42,086</b>	42,086	<b>107,869</b>
Office Supplies	566	92	<b>130</b>	130	<b>130</b>
Landscape Materials	-	149	<b>250</b>	250	<b>250</b>
Motor Fuel & Lubricants	15,388	12,074	<b>10,275</b>	6,800	<b>6,800</b>
Comp. Hardware & Software	535	1,173	<b>204</b>	204	<b>204</b>
Small Tools & Equipment	2,940	1,518	<b>1,840</b>	1,840	<b>1,840</b>
Automotive Supplies	17,850	17,376	<b>17,900</b>	17,900	<b>17,900</b>
Materials	7,423	7,957	<b>16,700</b>	16,700	<b>16,700</b>
Clothing	5,391	4,129	<b>3,500</b>	3,500	<b>3,500</b>
Operating Supplies	1,361	472	<b>1,700</b>	1,700	<b>1,700</b>
Total Materials & Supplies	51,454	44,940	<b>52,499</b>	49,024	<b>49,024</b>
System Improvements	6,100	-	-	-	-
Total Capital Outlay	6,100	-	-	-	-
<b>Total</b>	<b>\$760,828</b>	<b>\$696,999</b>	<b>\$474,003</b>	<b>\$453,599</b>	<b>\$454,726</b>

FY2016/2017  
ACCOUNT INFORMATION  
STORM SEWER DIVISION

For a complete description of budgetary account activities, see “Account Descriptions” presented later in this document. Major changes in budget amounts are briefly explained below.

- The City compensates its employees based on a 14 day period, multiplied by 26 times per year, which translates to 364 days per year. After eleven (11) years the City is faced with paying employees for each year’s remaining calendar day plus an extra day for each leap year. This anomaly occurred during the City’s fiscal year 2015/2016. Amounts requested to pay wages in fiscal year 2016/2017 are absent of the 27<sup>th</sup> payroll anomaly. Further, the Division has eliminated a Maintenance Worker position that was vacated during fiscal year 2015/2016.
- In response to the Affordable Health Care Act and its effect on health care costs across the region, funding for the City’s own group health insurance plan is expected to rise 6.5% over amounts budgeted in fiscal year 2015/2016. Reductions or increases beyond 6.5% in fiscal year 2016/2017 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.
- Additional funds have been requested in the Professional Services account for fiscal year 2016/2017. Additional funds will provide for the outsourcing of some maintenance activities.
- Additional funds have been budgeted in the Dues & Subscriptions account as a result of an increase in membership dues for Joint Utility Locating Information for Excavators (JULIE). JULIE is a not-for-profit corporation that provides Illinois excavators and underground utility owners with a continuously improving, one-call message handling and delivery service committed to protecting underground utilities and the safety of people working or living near them.
- An overall increase of 2% in Insurance & Bonding is requested for fiscal year 2016/2017. Additional funding will be used toward the payment of the City’s liability insurance and deductibles.
- The Motor Fuel & Lubricants account was reduced due to forecasted lower gas prices.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



STORM LIFT STATIONS  
DIVISION-

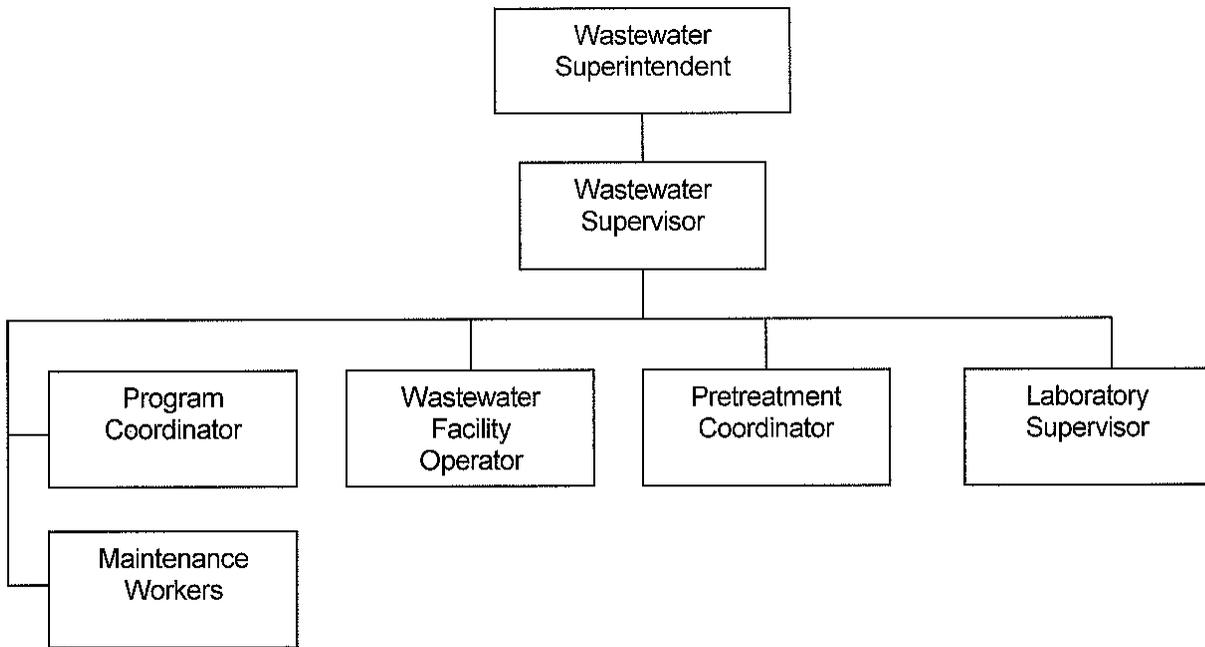
PUBLIC WORKS  
DEPARTMENT

FY2016/2017  
STATEMENT OF ACTIVITIES  
STORM LIFT STATIONS DIVISION

The Storm Sewer Division is responsible for the maintenance, operation and management of the storm sewer collection and conveyance system. There are over 60 miles of storm sewer in conjunction with three (3) storm water pumping stations that are routinely inspected to verify proper operation. The Storm Sewer Division routinely checks the storm sewer system, cleans and televises dedicated areas and performs repairs and upgrades to defective areas of the system.

During fiscal year 2014/2015 the Water & Sewer Division was expanded to include the management and maintenance of the storm collection system including inlets and manholes. The Wastewater Treatment Division was expanded to include the management and maintenance of three (3) storm water lift stations.

FY2016/2017  
ORGANIZATIONAL CHART  
STORM LIFT STATIONS DIVISION



**FY2016/2017  
 PERSONNEL SUMMARY  
 STORM LIFT STATIONS DIVISION**

Position	FY2014/2015 Actual	FY2015/2016 Estimate	FY2016/2017 Budget
Supervisor	0.00	0.00	0.00
WW Collection Systems Operator	0.00	2.00	2.00
Maintenance Worker	0.00	1.00	1.00
Total FTE	0.00	3.00	3.00

**FY2016/2017  
 OBJECTIVES  
 STORM LIFT STATIONS DIVISION**

- Monitor and inspect storm water station facilities on a weekly basis to ensure proper operations and reduce the potential of any storm water overflow or occurrences of flooding.
- Outsource annual pump inspections to a qualified contractor. The selected vendor shall complete repairs that cannot be completed in-house.
- Clean and dispose of accumulated silt and debris in the storm water detention pond at Wastewater Treatment Plant #3.
- Complete native area beautification around wet well area at Veteran Acres storm water station.
- Monitor and make necessary adjustments to the newly installed pump suction pipe bar screen at Veterans Acres storm water lift station.

**FY2016/2017**  
**ANNUAL BUDGET**  
**STORM LIFT STATIONS DIVISION**

EXPENDITURES	2012/2013	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Actual	Budget	Estimate	Budget
Full-time Wages	-	-	-	<b>204,485</b>	204,485	<b>203,734</b>
Overtime	-	-	-	<b>8,000</b>	8,000	<b>8,000</b>
Group Insurance	-	-	-	<b>59,724</b>	59,724	<b>63,565</b>
Total Personnel Services	-	-	-	<b>272,209</b>	272,209	<b>275,299</b>
Professional Services	-	-	-	<b>2,500</b>	2,500	<b>2,500</b>
Training	-	-	-	<b>1,105</b>	1,105	<b>1,105</b>
Dues & Subscriptions	-	-	-	<b>60</b>	60	<b>60</b>
Insurance & Bonding	-	-	-	<b>13,885</b>	13,885	<b>14,163</b>
Utilities	-	-	-	<b>5,000</b>	5,000	<b>5,000</b>
Plant Maintenance Services	-	-	-	<b>5,014</b>	5,014	<b>5,014</b>
Total Contractual Services	-	-	-	<b>27,564</b>	27,564	<b>27,842</b>
Office Supplies	-	-	-	<b>130</b>	130	<b>130</b>
Motor Fuel & Lubricants	-	-	-	<b>7,947</b>	5,270	<b>5,270</b>
Comp. Hardware & Software	-	-	-	<b>408</b>	408	<b>408</b>
Small Tools & Equipment	-	-	-	<b>640</b>	640	<b>640</b>
Automotive Supplies	-	-	-	<b>3,150</b>	3,150	<b>3,150</b>
Clothing	-	-	-	<b>2,340</b>	2,340	<b>2,340</b>
Plant Maintenance Materials	-	-	-	<b>500</b>	500	<b>500</b>
Total Materials & Supplies	-	-	-	<b>15,115</b>	12,438	<b>12,438</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$314,888</b>	<b>\$312,211</b>	<b>\$315,579</b>

FY2016/2017  
ACCOUNT INFORMATION  
STORM LIFT STATIONS DIVISION

For a complete description of budgetary account activities, see “Account Descriptions” presented later in this document. Major changes in budget amounts are briefly explained below.

- The City compensates its employees based on a 14 day period, multiplied by 26 times per year, which translates to 364 days per year. After eleven (11) years the City is faced with paying employees for each year’s remaining calendar day plus an extra day for each leap year. This anomaly occurred during the City’s fiscal year 2015/2016. Amounts requested to pay wages in fiscal year 2016/2017 are absent of the 27<sup>th</sup> payroll anomaly.
- In response to the Affordable Health Care Act and its effect on health care costs across the region, funding for the City’s own group health insurance plan is expected to rise 6.5% over amounts budgeted in fiscal year 2015/2016. Reductions or increases beyond 6.5% in fiscal year 2016/2017 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.
- An overall increase of 2% in Insurance & Bonding is requested for fiscal year 2016/2017. Additional funding will be used toward the payment of the City’s liability insurance and deductibles.
- The Motor Fuel & Lubricants account was reduced due to forecasted lower gas prices.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



FLEET & FACILITY  
SERVICES  
DIVISION-

PUBLIC WORKS  
DEPARTMENT

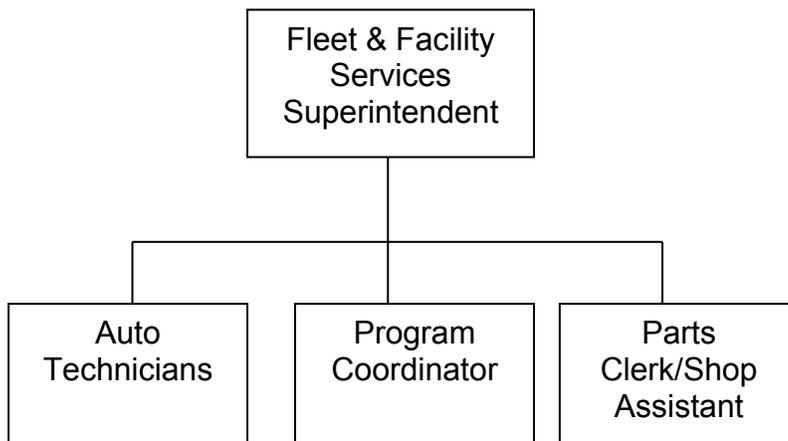
FY2016/2017  
STATEMENT OF ACTIVITIES  
FLEET & FACILITY SERVICES DIVISION

The Fleet and Facility Services Division is responsible for an extensive variety of services within the City of Crystal Lake. These services include, but are not limited to, maintenance and repair of approximately 330 vehicles and pieces of equipment, with the Division averaging 300 repairs monthly. Additionally, the Division coordinates outsourcing of repairs, new vehicle preparation, technical training, accident repairs, equipment replacement, and equipment disposal. The Fleet & Facility Services Division works with other departments to write specifications for vehicles and equipment necessary to perform the varied requirements of their specific department. The Fleet & Facility Services Division secures titles and licensing of vehicles, monitors and maintains an inventory of fuel, lubricants, and commonly used repair parts, and maintains the fuel dispensing system. The Division coordinates annual testing of fire pumps, aerial ladders, and ground ladders for the Fire Department. The Division also recommends items for surplus and markets those items at public auction.

The Facility Services side of the Division performs maintenance, service, building upgrades, and repairs necessary to the daily operations of the Municipal Complex and offers support to the Three Oaks Recreational Area buildings. These services include, but are not limited to the maintenance, service, and repairs of the mechanical systems, including HVAC systems, steam boilers, fire alarm systems, backup generators, elevators, phone systems, surveillance & security systems, and overhead garage doors. Facility Services are also responsible for the management of service contracts with outside vendors.

The Fleet & Facility Services Division's goal is to support each department by providing effective and efficient service, preventative maintenance, repairs, and technical assistance necessary to the Municipal Complex, Three Oaks Recreational Area buildings and all City vehicles and equipment while optimizing useful life and reducing downtime. The Division will do this at the lowest possible cost with the least interference to the operating function of individual departments.

FY2016/2017  
ORGANIZATIONAL CHART  
FLEET & FACILITY SERVICES DIVISION



**FY2016/2017  
PERSONNEL SUMMARY  
FLEET & FACILITY SERVICES DIVISION**

Position	FY2014/2015	FY2015/2016	FY2016/2017
	Actual	Estimate	Budget
Superintendent	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00
Automotive Technician	4.00	4.00	4.00
Parts Clerk	0.50	0.50	0.50
Total FTE	6.50	6.50	6.50

**FY2015/2016  
ACCOMPLISHMENTS  
FLEET AND FACILITY SERVICES DIVISION**

- Improve communication with internal customers regarding scheduling and end of project communications. This shall be accomplished by communicating to the customer when the job is completed, providing the fleet schedule no later than 24 hours before the next business day.

*Computerized Fleet Analysis (CFA) software provides an automated email once a requested task is completed. Technicians insert window hangars communicating to the customer that the unit is completed, or parts were ordered and the vehicle will be re-scheduled. The fleet repair schedule is generally distributed to customers on Thursdays so they have the opportunity to create their schedules around vehicle availability.*

- Investigate air handler lockout issues in Mechanical Room #8. Work with an engineer to develop a remedy and discover costs to provide heated boiler room make up air to minimize/eliminate lockout issues. Funds shall then be requested to address this issue during fiscal year 2016/2017.

*An independent engineering firm was hired to assess the issues within Mechanical Room #8. The engineering firm will work to prepare bid specifications so the project can be completed by the end of fiscal year 2016/2017.*

- Work with outside energy consultants through the auspices of the Department of Commerce and Economic Opportunity (DCEO), and the Illinois Clean Energy Community Foundation (ICECF) to research energy consumption reduction opportunities. Procure grant funding from the DCEO and ICECF to minimize the cost to the City's stakeholders.

*This project is on hold due to State funding issues. Once funding becomes available, staff will continue this project.*

- Continue a wider scope of Emergency Vehicle Technician (EVT) and Automotive Service Excellence (ASE) certification for technicians.

*Automotive technicians and the Superintendent have recertified their ASE & EVT where necessary.*

- With the use of seasonal employees, paint all man doors throughout the Public Works Garage. Clean, prepare, and paint all bollards on the Municipal Complex property.

*All man doors were repainted. Due to the large number of bollards (76 bollards), the Division has requested funding for plastic sleeve covers to be placed over the bollards. This will minimize necessary labor hours to prep and paint.*

## FY2016/2017 OBJECTIVES FLEET AND FACILITY SERVICES DIVISION

- Implement the engineering plans that will address the air handler lockout issues in Mechanical Room #8. This will involve hiring a contractor to provide a heated boiler room make up air to minimize/eliminate lockout issues.
- Perform a five year arc flash study review for the Municipal Complex. An arc flash occurs when electricity suddenly arcs through the air between two conductors. It is a workplace hazard that can lead to injury or death. The arc flash study will include updating one-line diagrams.
- Work with an engineering firm to develop a comprehensive Master Plan for all building assets at the Municipal Complex and develop a replacement schedule with associated replacement costs.

**FY2016/2017  
ANNUAL BUDGET  
FLEET & FACILITIES SERVICES DIVISION**

EXPENDITURES	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
Full-time Wages	470,281	483,395	<b>560,235</b>	560,235	<b>555,744</b>
Part-time/Seasonal Wages	28,862	31,792	<b>38,993</b>	38,993	<b>41,319</b>
Overtime	17,904	12,177	<b>15,000</b>	10,000	<b>15,000</b>
Group Insurance	93,155	82,885	<b>89,943</b>	89,943	<b>103,470</b>
<b>Total Personnel Services</b>	<b>610,202</b>	<b>610,249</b>	<b>704,171</b>	<b>699,171</b>	<b>715,533</b>
Publishing	262	209	<b>290</b>	400	<b>550</b>
Postage & Freight	518	686	<b>675</b>	375	<b>675</b>
Training	5,852	3,435	<b>5,790</b>	4,290	<b>5,065</b>
Dues & Subscriptions	357	446	<b>495</b>	495	<b>605</b>
Insurance & Bonding	24,535	26,957	<b>34,071</b>	32,121	<b>32,676</b>
Utilities	1,895	-	-	-	-
Buildings & Offices Maintenance	28	-	-	-	-
Examinations	1,053	594	<b>835</b>	835	<b>555</b>
Operating Equipment	4,416	4,635	<b>3,865</b>	3,865	<b>3,875</b>
Clothing Rental	2,954	2,572	<b>3,250</b>	3,000	<b>3,750</b>
Radio Equipment	-	10	<b>100</b>	100	<b>100</b>
<b>Total Contractual Services</b>	<b>41,870</b>	<b>39,544</b>	<b>49,371</b>	<b>45,481</b>	<b>47,851</b>
Office Supplies	585	930	<b>900</b>	700	<b>900</b>
Cleaning Supplies	768	1,004	<b>900</b>	1,200	<b>1,025</b>
Motor Fuel & Lubricants	3,561	2,606	<b>3,000</b>	2,600	<b>2,600</b>
Comp. Hardware & Software	5,950	5,270	<b>8,232</b>	8,232	<b>14,932</b>
Small Tools & Equipment	11,158	24,240	<b>14,225</b>	14,225	<b>13,550</b>
Automotive Supplies	(19,153)	13,452	<b>5,800</b>	5,800	<b>2,800</b>
Clothing	3,376	3,348	<b>4,400</b>	4,400	<b>4,700</b>
Operating Supplies	1,774	4,054	<b>2,850</b>	2,850	<b>2,000</b>
Stationery & Printing	-	-	<b>25</b>	25	<b>25</b>
<b>Total Materials &amp; Supplies</b>	<b>8,019</b>	<b>54,904</b>	<b>40,332</b>	<b>40,032</b>	<b>42,532</b>
<b>Total</b>	<b>\$660,091</b>	<b>\$704,697</b>	<b>\$793,874</b>	<b>\$784,684</b>	<b>\$805,916</b>

FY2016/2017  
ACCOUNT INFORMATION  
FLEET & FACILITY SERVICES DIVISION

For a complete description of budgetary account activities, see “Account Descriptions” presented later in this document. Major changes in budget amounts are briefly explained below.

- The City compensates its employees based on a 14 day period, multiplied by 26 times per year, which translates to 364 days per year. After eleven (11) years the City is faced with paying employees for each year’s remaining calendar day plus an extra day for each leap year. This anomaly occurred during the City’s fiscal year 2015/2016. Amounts requested to pay wages in fiscal year 2016/2017 are absent of the 27<sup>th</sup> payroll anomaly.
- Additional funds have been requested in the Part-time/Seasonal Wages account. Additional funds will provide for seasonal staff to assist with painting and tools inventories during the summer months.
- In response to the Affordable Health Care Act and its effect on health care costs across the region, funding for the City’s own group health insurance plan is expected to rise 6.5% over amounts budgeted in fiscal year 2015/2016. Reductions or increases beyond 6.5% in fiscal year 2016/2017 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.
- Additional funds have been requested in Publishing as bid advertising costs rise.
- Funds budgeted in the Training account have been reduced for fiscal year 2016/2017 as staff have completed training through the Illinois Fire Apparatus Mechanics Association during fiscal year 2015/2016. Funding will be aligned to afford formal training in the use of the City’s Computerized Fleet Analysis (CFA) software to two Division personnel.
- Reflected in amounts budgeted for Insurance & Bonding are premiums associated with three (3) underground storage tanks as opposed to premiums of four (4) tanks budgeted in fiscal year 2015/2016. The proper number of tanks is three (3).
- The Motor Fuel & Lubricants account was reduced due to forecasted lower gas prices.
- Additional funds have been requested in the Computer Hardware & Software account in order to provide funding for annual support of the City’s Computerized Maintenance Management System (CMMS), and to program two custom reports using data in the City’s Computerized Fleet Analysis (CFA) software. These reports will assist in evaluating fleet vehicles for replacement.
- Funds budgeted for Automotive Supplies were reduced as repairs to the aerial boom lift were completed during fiscal year 2015/2016.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



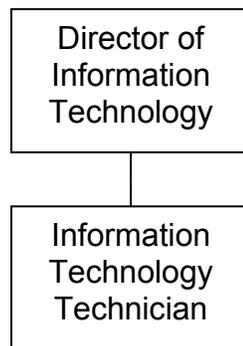
INFORMATION TECHNOLOGY  
DEPARTMENT

FY2016/2017  
STATEMENT OF ACTIVITIES  
INFORMATION TECHNOLOGY DEPARTMENT

The Information Technology Division is responsible for the operation and maintenance of the City's Local and Wide Area Networks and the equipment essential for their operations. This includes over 180 desktop computers, over sixty (60) laptops, twenty-four (24) servers, a multitude of both desktop and networked printers, various switches and routers to provide service throughout the Municipal Complex and to Fire Stations #3 & #4, Wastewater Treatment Plant #2, and Three Oaks Recreation Area, and other miscellaneous network equipment. Additionally, the Information Technology is responsible for the City's phone system.

The Information Technology Division is responsible for the implementation and maintenance of a number of software packages contained on the various servers and desktop computers which automate tasks for the various departments. Among these software packages are a number of specialty applications for the Police and Fire Departments, Microsoft Office applications, Springbrook Software, Geographical Information System (GIS) Server Software and desktop applications, and many other small applications.

FY2016/2017  
ORGANIZATIONAL CHART  
INFORMATION TECHNOLOGY DEPARTMENT



FY2016/2017  
PERSONNEL SUMMARY  
INFORMATION TECHNOLOGY DEPARTMENT

Position	FY2014/2015	FY2015/2016	FY2016/2017
	Actual	Estimate	Budget
Information Technology Director	1.00	1.00	1.00
Information Technology Analyst	1.00	0.00	0.00
Information Technology Technician	0.00	0.50	0.50
Total FTE	2.00	1.50	1.50

FY2015/2016  
ACCOMPLISHMENTS  
INFORMATION TECHNOLOGY DEPARTMENT

- Complete and implement IT Strategic Plan and Needs Assessment.  
*Completed*
- Acquire and install a replacement server for Microsoft Exchange hosting.  
*In Process*
- Acquire and install a replacement server for Springbrook ERP Software.  
*In Process*
- Acquire and install a replacement network firewall.  
*Redundant firewall project completed*
- Acquire and install server log monitoring software.  
*Completed*
- Continue to expand the implementation of the document management system and all its processes throughout all Departments.  
*Completed and Ongoing*
- Continue to assist Departments in utilizing the City's website for maximum outreach.  
*Ongoing*
- Continue to assist Departments with additional Springbrook Implementation.  
*Completed and Ongoing*

- Acquire and install various new and replacement pieces of equipment throughout the Wide Area Network (WAN).

*In Process*

- Continue to maintain the City's network infrastructure with little or no downtime during normal City Hall operating hours.

*Completed and Ongoing*

## FY2016/2017 OBJECTIVES INFORMATION TECHNOLOGY DEPARTMENT

- Implement results of Needs Assessment and Strategic Plan in regard to Contracted Managed Services.
- Complete procurement and implement Managed Security Services on the City's Wide Area Network (WAN).
- Acquire and implement a new telephone system for the City with the addition of unified communications technologies.
- Evaluate, acquire and install upgraded video technology in the City Council Chambers
- Assist in the development and implementation of Monthly City-wide Technology Training.
- Assist Departments in updating content on the City's website.
- Develop a Cloud Computing Plan for all major City software applications.
- Acquire and install various new equipment throughout the City's Wide Area Network (WAN)
- Continue to maintain the City's network infrastructure with little or no downtime during normal City Hall operating hours.

**FY2016/2017  
ANNUAL BUDGET  
INFORMATION TECHNOLOGY DEPARTMENT**

EXPENDITURES	2013/2014 Actual	2014/2015 Actual	<b>2015/2016 Budget</b>	2015/2016 Estimate	<b>2016/2017 Budget</b>
Full-time Wages	206,892	179,019	<b>161,214</b>	161,214	<b>160,419</b>
Part-time/Seasonal Wages	-	-	<b>16,470</b>	16,470	<b>15,924</b>
Group Insurance	23,900	26,499	<b>19,908</b>	19,908	<b>21,188</b>
<b>Total Personnel Services</b>	<b>230,792</b>	<b>205,518</b>	<b>197,592</b>	197,592	<b>197,531</b>
Professional Services	9,616	16,790	<b>85,000</b>	85,000	<b>372,000</b>
Training	999	2,141	<b>2,400</b>	2,400	<b>14,350</b>
Dues & Subscriptions	-	250	<b>350</b>	350	<b>450</b>
Insurance & Bonding	7,780	8,252	<b>9,446</b>	9,446	<b>9,635</b>
<b>Total Contractual Services</b>	<b>18,395</b>	<b>27,433</b>	<b>97,196</b>	97,196	<b>396,435</b>
Office Supplies	1,401	729	<b>1,590</b>	1,590	<b>1,590</b>
Comp. Hardware & Software	37,583	35,076	<b>47,154</b>	47,154	<b>54,647</b>
Small Tools & Equipment	-	-	<b>450</b>	450	<b>500</b>
<b>Total Materials &amp; Supplies</b>	<b>38,984</b>	<b>35,805</b>	<b>49,194</b>	49,194	<b>56,737</b>
Operating Equipment	129,013	-	-	-	-
<b>Total Capital Outlay</b>	<b>129,013</b>	-	-	-	-
<b>Total</b>	<b>\$417,184</b>	<b>\$268,756</b>	<b>\$343,982</b>	\$343,982	<b>\$650,703</b>

**FY2016/2017  
ACCOUNT INFORMATION  
INFORMATION TECHNOLOGY DEPARTMENT**

For a complete description of budgetary account activities, see “Account Descriptions” presented later in this document. Major changes in budget amounts are briefly explained below.

- The City compensates its employees based on a 14 day period, multiplied by 26 times per year, which translates to 364 days per year. After eleven (11) years the City is faced with paying employees for each year’s remaining calendar day plus an extra day for each leap year. This anomaly occurred during the City’s fiscal year 2015/2016. Amounts requested to pay wages in fiscal year 2016/2017 are absent of the 27<sup>th</sup> payroll anomaly.
- In response to the Affordable Health Care Act and its effect on health care costs across the region, funding for the City’s own group health insurance plan is expected to rise 6.5% over amounts budgeted in fiscal year 2015/2016. Reductions or increases beyond 6.5% in fiscal year 2016/2017 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.

FY2016/2017  
ACCOUNT INFORMATION (Cont'd)  
INFORMATION TECHNOLOGY DEPARTMENT

- Additional funds have been requested in the Professional Services account. Increased funding will provide for additional support in protecting and managing City-owned data and equipment.
- Additional funds have been requested in the Training account. Additional funds will allow the Information Technology Director to attend annual conferences sponsored by the State and national chapters of Government Management Information Sciences (GMIS). Additional funds will also provide city-wide technology and software training to employees.
- An overall increase of 2% in Insurance & Bonding is requested for fiscal year 2016/2017. Additional funding will be used toward the payment of the City's liability insurance and deductibles.
- Additional funds have been budgeted in the Computer Hardware & Equipment account as a result of increased annual subscription costs for software.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



SHARED SERVICES  
DIVISION

FY2016/2017  
STATEMENT OF ACTIVITIES  
SHARED SERVICES DIVISION

The Shared Services Division has been established to account for annual maintenance costs of the City’s enterprise resource planning (ERP) software, as well as repair and maintenance costs of the Municipal Building. Expenses include, but are not limited to the maintenance, service, and repairs of the mechanical systems, including HVAC systems, steam boilers, fire alarm systems, backup generators, elevators, and overhead garage doors.

FY2016/2017  
ANNUAL BUDGET  
SHARED SERVICES DIVISION

EXPENDITURES	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
Professional Services	-	-	183,537	133,950	221,846
Utilities	272,065	230,048	244,705	244,705	254,055
Buildings & Offices	341,263	283,728	208,415	213,615	230,172
Total Contractual Services	613,328	513,776	636,657	592,270	706,073
Total	\$613,328	\$513,776	\$636,657	\$592,270	\$706,073

FY2016/2017  
ACCOUNT INFORMATION  
SHARED SERVICES DIVISION

For a complete description of budgetary account activities, see “Account Descriptions” presented later in this document. Major changes in budget amounts are briefly explained below.

- Additional funds have been budgeted in the Professional Services account in order to provide funding for annual support of the City’s new applicant tracking software (NeoGov), and for programming the City’s new budget software (Chameleon).
- Additional funds have been budgeted in the Utilities account as a result of rising costs associated with land-based telecommunication and digital transmission services.
- Additional funds have been budgeted in the Buildings & Offices Services account in anticipation of an increase in the cost for janitorial services. The City’s current contract for cleaning services will expire on April 30, 2016.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



SPECIAL PROJECTS  
DIVISION

FY2016/2017  
STATEMENT OF ACTIVITIES  
SPECIAL PROJECTS DIVISION

The Special Projects Division provides a budgetary set of account categories for the expenditure of funds for certain activities that are encountered by the City that are not specifically or solely categorized under another operating department. These include funds for the City's share of the Dial-A-Ride program, commuter parking and facility improvements.

FY2015/2016  
ACCOMPLISHMENTS  
SPECIAL PROJECTS DIVISION

- Successfully completed the 29<sup>th</sup> year of providing Dial-A-Ride services to the residents of Crystal Lake.
- Maintained the aesthetics of the Downtown Train Station and the Downtown Area.
- Maintained the City's building facilities.

FY2016/2017  
OBJECTIVES  
SPECIAL PROJECTS DIVISION

- Continue to fund the Dial-A-Ride services for the residents of Crystal Lake.
- Continue to maintain the aesthetics of the Downtown Train Station and the Downtown area.
- Continue the maintenance and improvement of City facilities.

**FY2016/2017  
ANNUAL BUDGET  
SPECIAL PROJECTS DIVISION**

EXPENDITURES	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
Part-time/Seasonal Wages	-	-	24,700	24,700	24,700
Total Personnel Services	-	-	24,700	24,700	24,700
Professional Services	10,654	4,896	4,500	4,500	4,500
Reimbursed Expenses	-	18	4,200	-	-
Buildings & Offices	865,929	227,681	276,492	276,492	240,438
Para Transit Services	43,531	66,821	62,840	62,840	53,364
Total Contractual Services	920,114	299,416	348,032	343,832	298,302
Office Supplies	773	1,894	5,000	5,000	5,000
Motor Fuel & Lubricants	(7,326)	-	-	-	-
Small Tools & Equipment	-	-	25,000	25,000	10,000
Total Materials & Supplies	(6,553)	1,894	30,000	30,000	15,000
Total	\$913,561	\$301,310	\$402,732	\$398,532	\$338,002

**FY2016/2017  
ACCOUNT INFORMATION  
SPECIAL PROJECTS DIVISION**

For a complete description of budgetary account activities, see “Account Descriptions” presented later in this document. Major changes in budget amounts are briefly explained below.

- Reimbursed Expenses have been reduced to \$0 as sales of recycling bins from City inventories have diminished.
- Funds in the Buildings & Offices account have been reduced. Landscaping improvements that were completed in a prior year will not be re-budgeted again in fiscal year 2016/2017.
- Funds budgeted in the Para Transit Services account are based on an intergovernmental agreement between McHenry County, the City of Crystal Lake, the City of McHenry and the City of Woodstock. The combined, local, dial-a-ride services (McRide), provide greater consistency between service fares and hours, improves service performance monitoring and enables direct accounting for federal grant funding. It is anticipated that federal funding awarded from the Regional Transportation Authority (RTA) to McHenry County will continue to cover 50% of the operating costs associated with the McRide program.
- Funds in the Small Tools and Equipment account were reduced as seasonal amenities purchased from this account during fiscal year 2015/2016 will not be purchased again in fiscal year 2016/2017.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



POLICE & FIREFIGHTERS'  
PENSION OBLIGATION

**FY2016/2017**  
**STATEMENT OF ACTIVITIES**  
**POLICE & FIREFIGHTERS' PENSION OBLIGATION**

The Police Pension and Firefighters' Pension Obligation provide a budget for obligations to the Police Pension Fund and Firefighters' Pension Fund based upon the actuarial information provided by an independent actuarial firm.

**FY2016/2017**  
**ANNUAL BUDGET**  
**POLICE & FIREFIGHTERS' PENSION OBLIGATION**

EXPENDITURES	2013/2014 Actual	2014/2015 Actual	<b>2015/2016 Budget</b>	2015/2016 Estimate	<b>2016/2017 Budget</b>
Pension Obligation	3,463,019	3,334,663	<b>3,637,684</b>	3,631,542	<b>3,685,566</b>
Total Contractual Services	3,463,019	3,334,663	<b>3,637,684</b>	3,631,542	<b>3,685,566</b>
Total	<u>\$3,463,019</u>	<u>\$3,334,663</u>	<u><b>\$3,637,684</b></u>	<u>\$3,631,542</u>	<u><b>\$3,685,566</b></u>

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



DEBT SERVICE

**FY2016/2017**  
**STATEMENT OF ACTIVITIES**  
**DEBT SERVICE**

The Debt Service Division provides a budgetary set of account categories for the expenditure of funds to pay general obligations when they come due. Included below are proportionate amounts to provide for a Public Safety Facility (General Obligation Refunding Bonds, Series 2009C) and the flooding mitigation program (General Obligation Bonds, Series 2012). The flooding mitigation program is funded using Home Rule Sales Tax.

**FY2016/2017**  
**ANNUAL BUDGET**  
**DEBT SERVICE**

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
EXPENDITURES	Actual	Actual	Budget	Estimate	Budget
Debt Service Principal	352,020	356,004	375,723	375,723	385,984
Debt Service Interest	75,190	67,355	58,637	58,637	48,588
Total Debt Service	427,210	423,359	434,360	434,360	434,572
Total	<u>\$427,210</u>	<u>\$423,359</u>	<u>\$434,360</u>	<u>\$434,360</u>	<u>\$434,572</u>

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



HOME RULE SALES TAX  
FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
HOME RULE SALES TAX FUND BUDGET

Home Rule Sales Tax serves to provide funding for the Targeted Response Unit in the Police Department, to enhance economic development initiatives, mitigate flooding, and to support existing City services. Remaining funds are dedicated for debt service for major construction projects including the Three Oaks Recreation Area.

Home Rule Sales Tax is segregated for accounting purposes. Transfers from Home Rule Sales Tax are identified in the General Fund, Road & Vehicle License Fund, Capital & Equipment Replacement Fund and Three Oaks Recreation Area Funds as Other Financing Sources.

FY2016/2017  
ANNUAL BUDGET  
HOME RULE SALES TAX FUND

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
REVENUES					
Home Rule Sales Tax	5,000,073	5,084,373	5,109,000	4,993,000	5,109,000
Investment Interest	1,628	1,814	-	1,500	1,500
Total Revenues	\$5,001,701	\$5,086,187	\$5,109,000	\$4,994,500	\$5,110,500
Revenues in Excess of Expenditures	5,001,701	5,086,187	5,109,000	4,994,500	5,110,500

**FY2016/2017  
ANNUAL BUDGET  
HOME RULE SALES TAX FUND (Cont'd)**

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
<b>OTHER SOURCES (USES)</b>					
Transfer In					
Virginia Street Corridor	64,726	13,108	<b>13,000</b>	11,677	<b>11,677</b>
Transfer Out					
Target Response Unit	(419,354)	(401,648)	<b>(455,217)</b>	(455,217)	<b>(455,217)</b>
Economic Development	(269,023)	(102,115)	<b>(232,000)</b>	(232,000)	<b>(232,000)</b>
Flooding Mitigation	-	(43,656)	<b>(160,000)</b>	(48,700)	<b>(122,500)</b>
2012 GOB Debt Svc	(52,790)	(52,942)	<b>(53,077)</b>	(53,077)	<b>(53,193)</b>
Document Imaging	(129,012)	-	<b>(30,000)</b>	(30,000)	<b>(30,000)</b>
Gateway & Wayfinding Signage	(55,405)	-	<b>(92,500)</b>	(92,500)	<b>(10,000)</b>
Core Services	(2,106,472)	(3,183,116)	<b>(2,906,720)</b>	(2,906,720)	<b>(3,067,728)</b>
Road Resurfacing	(1,500,000)	-	<b>(525,000)</b>	(525,000)	<b>(300,000)</b>
2009 Debt Svc (Three Oaks)	(1,046,229)	(1,048,349)	<b>(1,050,570)</b>	(1,049,851)	<b>(1,054,341)</b>
Three Oaks Operations	(128,680)	(155,858)	<b>(163,171)</b>	(77,963)	<b>(181,443)</b>
Three Oaks Capital	-	-	-	-	<b>(112,623)</b>
Three Oaks Area Development	-	-	-	-	<b>(822,329)</b>
Total Other Sources (Uses)	<b>(\$5,642,239)</b>	<b>(\$4,974,576)</b>	<b>(\$5,655,255)</b>	<b>(\$5,459,351)</b>	<b>(\$6,429,697)</b>
Change in Fund Balance	(640,538)	111,611	<b>(546,255)</b>	(464,851)	<b>(1,319,197)</b>
Beginning Balance, May 1	3,419,492	2,778,954	<b>2,890,565</b>	2,890,565	<b>2,425,714</b>
Ending Balance, April 30	2,778,954	2,890,565	<b>2,344,310</b>	2,425,714	<b>1,106,517</b>
Nonspendable/Assigned	(907,452)	(546,255)	-	(1,319,197)	-
Unassigned Balance, April 30	<b>\$1,871,502</b>	<b>\$2,344,310</b>	<b>\$2,344,310</b>	<b>\$1,106,517</b>	<b>\$1,106,517</b>

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017

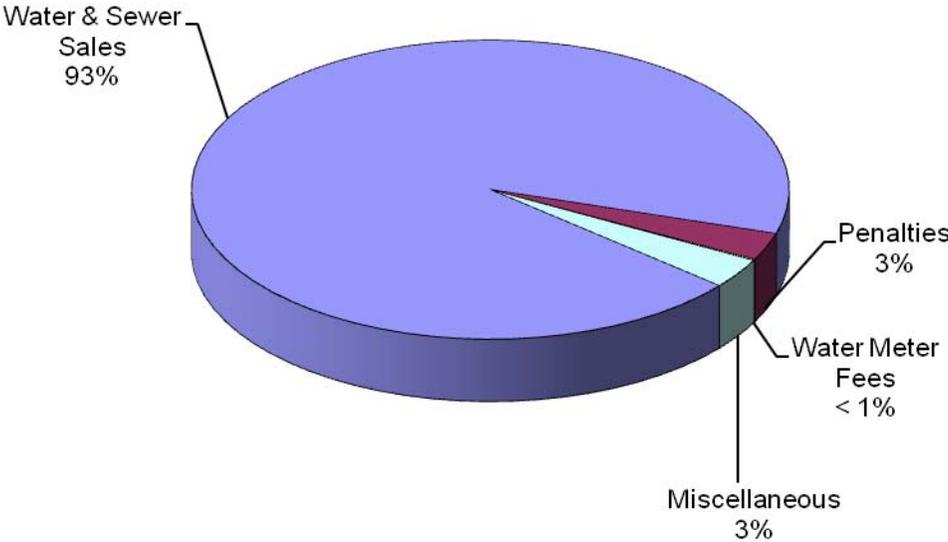


WATER & SEWER  
OPERATING FUND

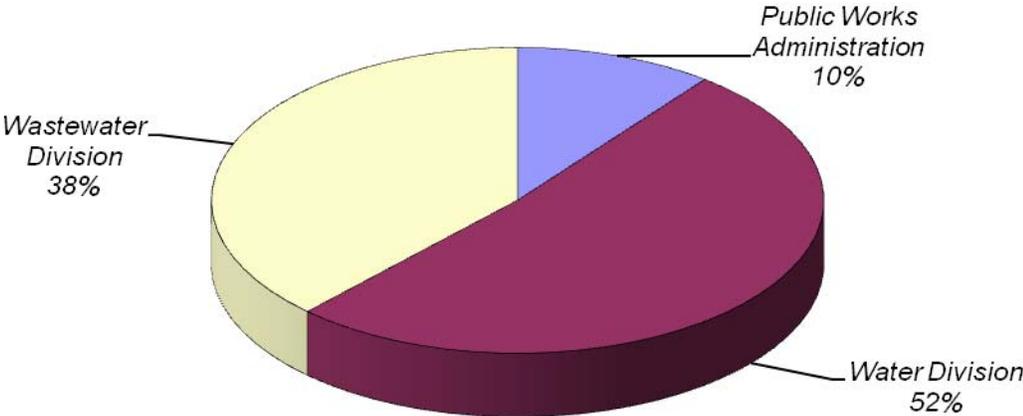
**FY2016/2017  
ANNUAL BUDGET  
WATER & SEWER OPERATING FUND SUMMARY**

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2015/2016 Budget
<b>REVENUES</b>					
Water Sales	4,006,487	4,248,179	<b>4,636,000</b>	4,608,000	<b>5,101,000</b>
Sewer Sales	3,978,064	4,230,634	<b>4,545,000</b>	4,548,500	<b>4,983,000</b>
Penalties	292,905	317,654	<b>321,800</b>	320,000	<b>320,000</b>
Water Meter Sales	36,913	12,393	<b>15,000</b>	13,800	<b>13,800</b>
Tap On Fees	140,668	22,285	-	-	-
Investment Income	18,792	24,823	<b>10,000</b>	2,500	<b>2,500</b>
Reimbursed Expenses	5,823	36,758	-	25,000	-
Rental Income	259,539	274,713	<b>279,200</b>	286,500	<b>293,200</b>
Miscellaneous	16,065	64,418	<b>39,755</b>	59,700	<b>54,300</b>
<b>Total Revenues</b>	<b>\$8,755,256</b>	<b>\$9,231,857</b>	<b>\$9,846,755</b>	<b>\$9,864,000</b>	<b>\$10,767,800</b>
<b>EXPENDITURES</b>					
Public Works Administration	755,240	736,873	<b>860,259</b>	852,084	<b>856,539</b>
Water Department	2,912,280	2,251,747	<b>4,267,728</b>	4,122,628	<b>4,235,663</b>
Wastewater Department	2,466,021	2,698,868	<b>3,222,216</b>	3,177,871	<b>3,134,728</b>
Sewer & Lifts	657,294	1,225,077	-	-	-
<b>Total Expenditures</b>	<b>\$6,790,835</b>	<b>\$6,912,565</b>	<b>\$8,350,203</b>	<b>\$8,152,583</b>	<b>\$8,226,930</b>
Revenues in Excess of Expenditures	1,964,421	2,319,292	<b>1,496,552</b>	1,711,417	<b>2,540,870</b>
<b>OTHER SOURCES (USES)</b>					
Transfer In	-	-	-	-	-
Bond Proceeds	-	-	-	-	-
Transfer Out	(599,368)	-	-	-	-
Water & Sewer Debt Svc Fund	(668,943)	(2,014,530)	<b>(3,370,169)</b>	(3,370,169)	<b>(3,785,420)</b>
Water & Sewer Capital Fund	(75,000)	(357,711)	-	-	-
Asset Impairment	-	(85,901)	-	-	-
<b>Total Other Sources (Uses)</b>	<b>(\$1,343,311)</b>	<b>(\$2,458,142)</b>	<b>(\$3,370,169)</b>	<b>(\$3,370,169)</b>	<b>(\$3,785,420)</b>
Change in Cash	621,110	(138,850)	<b>(1,873,617)</b>	(1,658,752)	<b>(1,244,550)</b>
Change in Payables/Receivables	(507,621)	(165,099)	-	53,094	-
Beginning Cash Balance, May 1	4,629,087	4,742,576	<b>4,438,627</b>	4,438,627	<b>2,832,969</b>
<b>Ending Cash, April 30</b>	<b>\$4,742,576</b>	<b>\$4,438,627</b>	<b>\$2,565,010</b>	<b>\$2,832,969</b>	<b>\$1,588,419</b>

### Water & Sewer Fund Revenues by Source



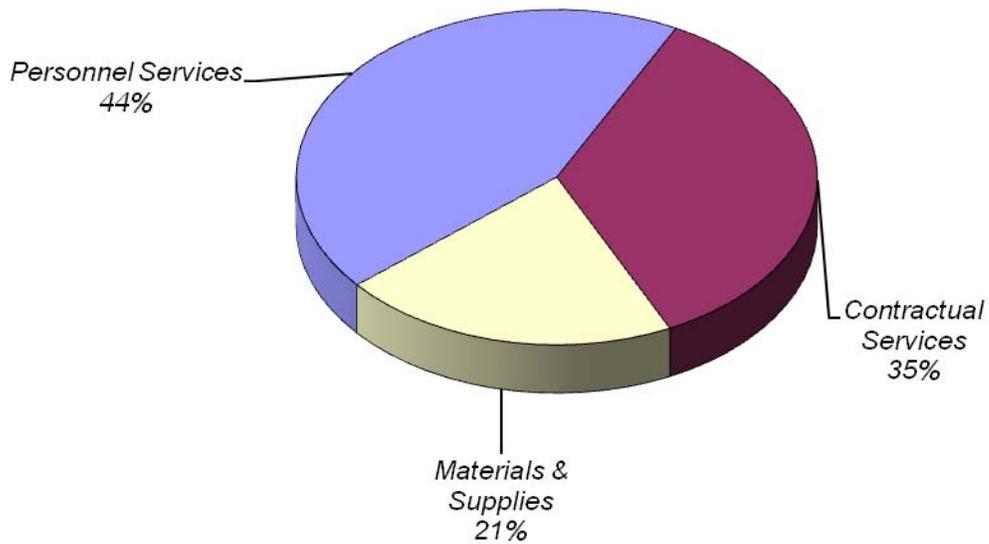
### Water & Sewer Expenditures by Function



FY2016/2017  
**SUMMARY OF EXPENDITURES – MAJOR OBJECT  
 WATER & SEWER OPERATING FUND**

	Personnel Services	Contractual Services	Materials & Supplies	Capital Outlay	Debt Service	Grand Total
Public Works Administration	619,100	204,258	33,181	0	0	856,539
Water Department	1,858,029	1,480,391	897,243	0	0	4,235,663
Wastewater Department	1,129,116	1,228,636	776,976	0	0	3,134,728
	<u>3,606,245</u>	<u>2,913,285</u>	<u>1,707,400</u>	<u>0</u>	<u>0</u>	<u>8,226,930</u>
% Percentage	43.83%	35.41%	20.75%	0.00%	0.00%	100.00%

***Water & Sewer Expenditures by Type***



CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017

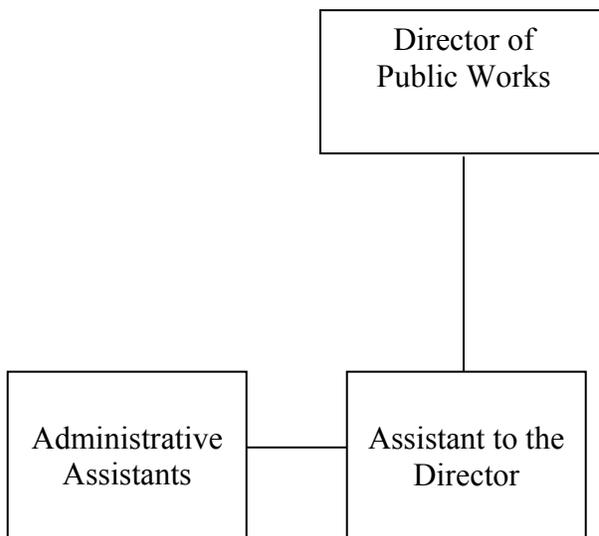


PUBLIC WORKS  
ADMINISTRATION  
DIVISION-  
PUBLIC WORKS  
DEPARTMENT

FY2015/2016  
STATEMENT OF ACTIVITIES  
PUBLIC WORKS ADMINISTRATION DIVISION

Public Works Administration provides supervision and planning to the Water & Sewer Division, Wastewater & Lifts Division, Storm Sewer Divisions, and the Streets Division to ensure that the Public Works Department meets the needs of the community and that the Fleet & Facility Services Division meets the needs of the City's internal customers.

FY2016/2017  
ORGANIZATIONAL CHART  
PUBLIC WORKS ADMINISTRATION DIVISION



FY2016/2017  
PERSONNEL SUMMARY  
PUBLIC WORKS ADMINISTRATION DIVISION

Position	FY2014/2015	FY2015/2016	FY2016/2017
	Actual	Estimate	Budget
Director of Public Works	1.00	1.00	1.00
Assistant Public Works Director	1.00	0.00	0.00
Assistant to the Public Works Director	0.00	1.00	1.00
Utility Customer Service Representative	1.00	1.00	1.00
Administrative Assistant	2.25	2.25	2.25
Total FTE	5.25	5.25	5.25

FY2015/2016  
ACCOMPLISHMENTS  
PUBLIC WORKS ADMINISTRATION DIVISION

- See to the successful financial management and construction of significant capital improvements, including the following:
  - a. Water Treatment Plant (WWTP) #2 improvements
  - b. Wastewater Treatment Plant (WWTP) #2 & #3 solids handling improvements
  - c. Stage 3 Country Club water main replacement
  - d. Route 14 water main relocation

*a. Water Treatment Plant #2 improvements- delayed due to challenging Illinois Environmental Protection Agency (IEPA) regulations at the Wastewater Plants and effluent. The City is exploring alternative water treatment processes that will reduce salt usage at the water plants and meet future IEPA chloride discharge limits.*

*b. Wastewater Treatments Plant #2 & #3 solids handling improvements-contracts have been awarded for project oversight and construction. The IEPA Loan has also been approved.*

*c. Stage 3 Country Club water main replacement-the project was completed.*

*d. Route 14 water main relocation-the project was completed.*

- Finalize the Department's initial self-assessment phase of American Public Works Association (APWA) accreditation and schedule an on-site review.

*This goal is in-progress. Staff is working on completing the initial self-assessment and will schedule the on-site review once complete.*

- Research the impacts and potential benefits of outsourcing or contractually supplementing maintenance operations prior to investing in the replacement of large pieces of equipment; specifically street sweeping and sewer cleaning operations which are scheduled for replacement in FY2016/2017.

*This goal is in-progress. Due to financial considerations, private contractors performed a portion of the City's tree replacement program and complex repairs of fleet vehicles. Staff is still researching and analyzing the benefits of contract street sweeping. Sewer cleaning operations continue to be performed in house since the acquisition of the new sewer jetter/rodder combination unit and results have surpassed expectations. However, we are looking at leasing options or contract cleaning also.*

- Complete a spatial analysis of public works facilities in light of the recent organizational fluctuations to determine a feasible solution to house equipment and personnel in the most appropriate locations.

*The project is partially complete. The Water and Sewer Division pod changes are underway. Remaining areas are currently being analyzed. Modifications to WWTP#2 offices were completed this year as an interim improvement, pending future analysis.*

- Work with the Wastewater Treatment and Public Water Supply Divisions to determine the steps necessary to implement a remote electronic response program utilizing SCADA to respond to alarms at the water and wastewater treatment plants and the lift stations, and develop a response policy/protocol for employees to follow to eliminate the possibility of ambiguity.

*This project has been completed.*

- Work with the City Manager's office to develop a plan for the incorporation of electronic vehicle (EV) charging stations in appropriate locations and acquire funding to do so.

*This goal has been discontinued due to financial considerations.*

**FY2016/2017  
OBJECTIVES  
PUBLIC WORKS ADMINISTRATION DIVISION**

- Finalize the Department's initial self-assessment phase of APWA accreditation and schedule an on-site review.
- Create a template for the Department's annual report which will be provided to the City Council.
- Continue to evaluate long-term water supply options.
- Schedule additional management training for Superintendents and Supervisors.

**FY2016/2017  
ANNUAL BUDGET  
PUBLIC WORKS ADMINISTRATION DIVISION**

EXPENDITURES	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
Full-time Wages	387,910	379,486	<b>457,323</b>	457,323	<b>441,448</b>
Overtime	645	-	-	-	-
Group Insurance	80,610	78,896	<b>79,635</b>	79,635	<b>86,712</b>
City Portion Social Security	21,447	21,107	<b>28,354</b>	28,354	<b>27,370</b>
City Portion IMRF	48,588	47,509	<b>57,775</b>	57,775	<b>57,170</b>
City Portion Medicare	5,015	4,834	<b>6,631</b>	6,631	<b>6,400</b>
<b>Total Personnel Services</b>	<b>544,215</b>	<b>531,832</b>	<b>629,718</b>	629,718	<b>619,100</b>
Professional Services	41,774	57,109	<b>78,940</b>	78,940	<b>88,960</b>
Annual Audit	4,979	6,529	<b>7,600</b>	6,885	<b>7,700</b>
Publishing	370	57	<b>200</b>	200	<b>200</b>
Postage & Freight	63,100	65,143	<b>64,600</b>	68,000	<b>68,000</b>
Training	1,966	2,851	<b>2,720</b>	2,720	<b>2,820</b>
Dues & Subscriptions	626	263	<b>753</b>	753	<b>753</b>
Insurance & Bonding	52,366	33,470	<b>19,648</b>	19,648	<b>20,041</b>
Utilities	6,159	6,159	<b>6,159</b>	6,159	<b>6,159</b>
Buildings & Offices	9,525	9,525	<b>9,525</b>	9,525	<b>9,525</b>
Office Equipment	-	-	<b>100</b>	100	<b>100</b>
<b>Total Contractual Services</b>	<b>180,865</b>	<b>181,106</b>	<b>190,245</b>	192,930	<b>204,258</b>
Office Supplies	1,812	1,562	<b>1,300</b>	1,300	<b>1,300</b>
Computer Hardware & Software	11,522	5,690	<b>16,336</b>	11,236	<b>9,181</b>
Small Tools and Equipment	131	406	<b>350</b>	350	<b>350</b>
Printing & Stationery	16,695	16,277	<b>22,310</b>	16,550	<b>22,350</b>
<b>Total Materials &amp; Supplies</b>	<b>30,160</b>	<b>23,935</b>	<b>40,296</b>	29,436	<b>33,181</b>
<b>Total</b>	<b>\$755,240</b>	<b>\$736,873</b>	<b>\$860,259</b>	\$852,084	<b>\$856,539</b>

FY2016/2017  
ACCOUNT INFORMATION  
PUBLIC WORKS ADMINISTRATION DIVISION

For a complete description of budgetary account activities, see “Account Descriptions” presented later in this document. Major changes in budget amounts are briefly explained below.

- The City compensates its employees based on a 14 day period, multiplied by 26 times per year, which translates to 364 days per year. After eleven (11) years the City is faced with paying employees for each year’s remaining calendar day plus an extra day for each leap year. This anomaly occurred during the City’s fiscal year 2015/2016. Amounts requested to pay wages in fiscal year 2016/2017 are absent of the 27<sup>th</sup> payroll anomaly.
- In response to the Affordable Health Care Act and its effect on health care costs across the region, funding for the City’s own group health insurance plan is expected to rise 6.5% over amounts budgeted in fiscal year 2015/2016. Reductions or increases beyond 6.5% in fiscal year 2016/2017 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.
- Additional funds were budgeted in the Professional Services account as a result of increasing fees to process increasing numbers of online utility bill payments that are made using credit cards.
- An increase in Postage & Freight best matches funds to utilization.
- An overall increase of 2% in Insurance & Bonding is requested for fiscal year 2016/2017. Additional funding will be used toward the payment of the City’s liability insurance and deductibles.
- Funds in the Computer Hardware & Software account have been reduced as the City completed its program in fiscal year 2015/2016 to replace meter read transmitters manufactured by Sensus with meter read transmitters manufactured by Itron. As a result, annual software support costs for Sensus equipment has been reduced to zero. Annual support costs for Itron equipment have been reclassified to the Water & Sewer Operations Division.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



**WATER & SEWER DIVISION –**

**PUBLIC WORKS  
DEPARTMENT**

# FY2016/2017 STATEMENT OF OPERATIONS WATER & SEWER DIVISION

The primary responsibilities of the Water & Sewer Division are to provide an adequate supply of potable water to the residents and businesses of Crystal Lake.

The facilities that the Water & Sewer Division is responsible for managing, operating and maintaining include:

- Five (5) water treatment facilities and eleven (11) wells.
- Four (4) elevated and four (4) ground water storage reservoirs.
- Water distribution system consisting of 230 miles of water mains, 2,850 system valves and 3,093 fire hydrants.

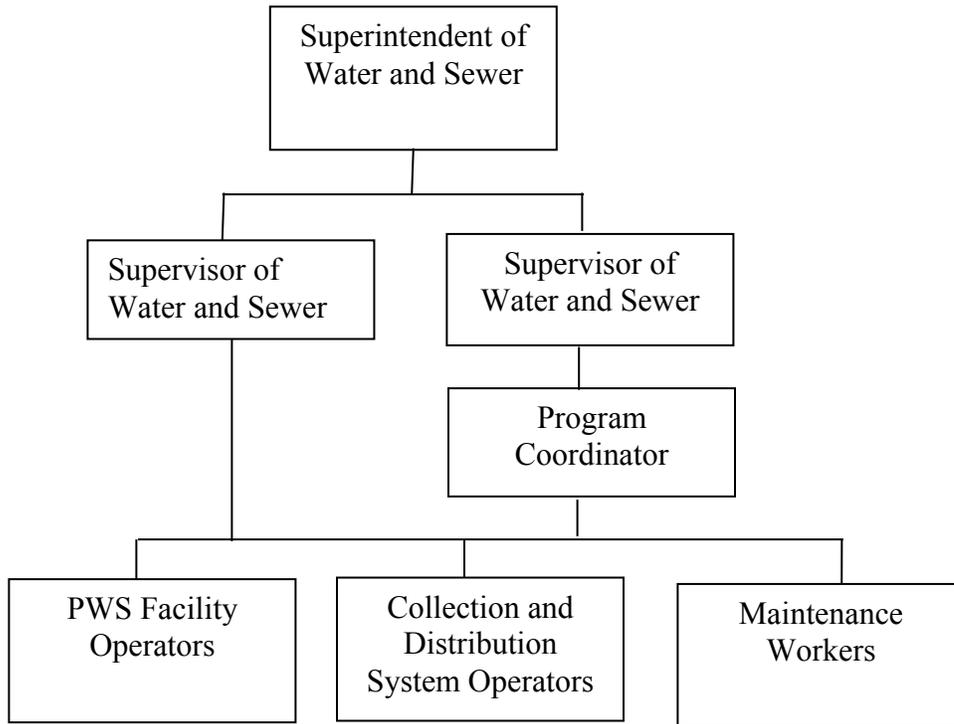
During fiscal year 2014/2015 the Water & Sewer Division was expanded to include the management and maintenance of the sanitary and storm collection system including:

- Sanitary collection system with approximately 175 miles of sewer mains and manholes.
- Storm water collection system including inlets and manholes.

Daily activities include:

- Monthly reading of 13,673 water meters via drive-by readers, connect and seal of every new water meter, performing final meter reads for every property closing and the shut off of water for non-payment.
- Responding to residents and businesses with sewer, water quality and water pressure concerns.
- Assuring Environmental Protection Agency (EPA) compliance by performing all bacteriological, fluoride, chlorine, phosphate and other water samples required by the EPA. Compiling and submitting reports to the EPA.
- Review of plans for sewer and water system additions and improvements, walk-throughs on every addition to the sewer and water system to assure proper installation and operation of new facilities.
- Joint Utility Locating Information for Excavators (JULIE) locates – Responsible to field locate all City water and sewer utilities.
- Assist with fire flow testing for contractors, and chlorination and pressure testing of water mains.
- Complete regular maintenance and repair work at the water treatment facilities, and to the sewer and water distribution systems.
- Work with the Streets Division to remove snow on main routes, cul-de-sacs and public sidewalks.

**FY2016/2017  
ORGANIZATIONAL CHART  
WATER & SEWER DIVISION**



**FY2016/2017  
PERSONNEL SUMMARY  
WATER & SEWER DIVISION**

Position	FY2014/2015	FY2015/2016	FY2016/2017
	Actual	Estimate	Budget
Superintendent	1.00	1.00	1.00
Supervisor	0.00	1.00	1.00
Program Coordinator	0.00	1.00	1.00
PWS Facility Operator	5.00	5.00	5.00
PWS Distribution Operator	0.00	1.00	1.00
WW Collection Operator	0.00	1.00	1.00
Maintenance Worker	0.00	4.00	4.00
Office Assistant	0.00	1.00	1.00
<b>Total FTE</b>	<b>6.00</b>	<b>15.00</b>	<b>15.00</b>

*Beginning on May 1, 2015, the Sewer & Lifts Division was eliminated.*

*Costs associated with the City's Sewer Mains were transferred to the Water & Sewer Division.*

*Costs associated with the City's Lift Stations were transferred to the Wastewater Treatment Division.*

## FY2015/2016 ACCOMPLISHMENTS WATER & SEWER DIVISION

- Meet all Environmental Protection Agency (EPA) water standards and receive zero EPA violations.

*As of this time, all EPA standards have been met and no EPA violations have been issued to the City of Crystal Lake Water System.*

- Perform maintenance and rehabilitation work on two wells to provide continued reliable water production from the City's water supply. The specific wells that require rehabilitation work will be prioritized according to the level of equipment failure and loss of specific capacity (water produced from the well).

*The Division has been closely monitoring and analyzing the production and capacities of all 11 City water wells. At this time wells are operating near design specific capacities and have not experienced any significant decrease in production or failures. The Division will continue to monitor and complete maintenance and rehabilitation work when necessary.*

- Solicit and select an engineering firm to create plans and specifications for the City's required additional water supply. Design engineering shall address drilling a new well, construction and installation of water main from the new well to Water Treatment Plant #2, and expansion/rehabilitation of Water Treatment Plant #2. Construction shall follow based on funding.

*This project has been delayed due to changing IEPA regulations. The City is exploring alternative water treatment processes that will reduce salt usage at water treatment plants and meet future IEPA chloride discharge limits. These alternatives will require the City to conduct pilot testing and obtain IEPA approval prior to creating plans and specifications for the expansion/rehabilitation of Water Treatment Plant #2.*

- Replace existing water mains as required by upcoming State road projects (Route 14), and complete our planned water main replacement program of the Country Club Road area.

*The Route 14 water main project was completed in January 2016, and the final phase 3 of Country Club area water main project was completed in June 2015.*

- Work with the Wastewater Division to determine which tributary areas have high levels of inflow and infiltration (I&I) concerns. Clean and televise the most critical areas found, and create and prioritize a plan to help reduce infiltration using rehabilitation processes such as sanitary sewer main lining and grouting.

*The Water & Sewer Division is working with the Wastewater Division to identify sanitary sewer infiltration areas with the use of sewer pipe flow monitors. The Water & Sewer Division is also cleaning and televising critical areas. The Division has identified 3,795 feet of sanitary sewer mains that are scheduled to be relined in early 2016 to reduce inflow and infiltration (I&I) from storm water and to improve reliability of the collection system.*

- Work with City's selected GIS consultant to improve the accuracy of the sanitary and storm layers of the GIS system. This will be an ongoing goal over the next several years.

*The GIS consultant transferred all of the existing GIS utility maps into the new software platform. The Division is currently working with the consultant on mapping the sanitary sewer system.*

- Increase the amount of sanitary sewer cleaning from an average of 10 miles of main per year to over 30 miles per year.

*The Division cleaned over 36 miles of sanitary sewer this past year.*

- Review the root foaming and grease treatment programs for effectiveness and modify if necessary.

*Areas that were previously treated were re-evaluated. The Division found that the root foaming program made a significant impact in reducing the growth of roots in the sewer mains and the Division will continue to utilize this program to help reduce backups. After further analysis, the grease treatment program will be discontinued.*

## FY2016/2017 OBJECTIVES WATER & SEWER DIVISION

- Meet all EPA water standards and receive zero EPA violations.
- Perform maintenance and rehabilitation work on two wells to maintain reliable water production from the City's water supply. The specific wells that require rehabilitation work will be prioritized according to the level of equipment failure and loss of specific capacity (water produced from the well).
- Work with an engineering firm to pilot test barium removal technology and obtain IEPA approval for this new water treatment process.
- Continue to work with the Wastewater Division to determine which tributary areas have high levels of inflow and infiltration concerns. Clean and televise the most critical areas found, and rehabilitate sanitary sewer mains with processes such as lining and grouting.
- Continue to work with the City's GIS consultant to improve the accuracy of the sanitary and storm layers of the GIS system.
- Implement the use of new sanitary sewer inspection equipment and create a multi-year plan to aggressively survey the condition of sanitary sewers to help reduce sewer backups.

- Initiate strategies to comply with the City's Capacity, Management, Operations and Maintenance Program (CMOM). After the completion of this IEPA required CMOM program report, the Water & Sewer Division will be required to create and follow specific items to remain compliant with the IEPA regulations.

**FY2016/2017  
ANNUAL BUDGET  
WATER & SEWER DIVISION**

EXPENDITURES	2013/2014 Actual	2014/2015 Actual	<b>2015/2016 Budget</b>	2015/2016 Estimate	<b>2016/2017 Budget</b>
Full-time Wages	974,350	491,682	<b>1,197,255</b>	1,197,255	<b>1,190,100</b>
Part-time/Seasonal Wages	7,907	3,436	<b>12,600</b>	12,600	<b>11,475</b>
Overtime	114,862	35,910	<b>94,000</b>	94,000	<b>94,000</b>
Group Insurance	222,020	117,313	<b>280,228</b>	280,228	<b>297,039</b>
City Portion Social Security	65,305	32,391	<b>80,839</b>	80,839	<b>80,325</b>
City Portion IMRF	137,338	67,865	<b>163,128</b>	163,128	<b>166,290</b>
City Portion Medicare	15,273	7,575	<b>18,906</b>	18,906	<b>18,800</b>
<b>Total Personnel Services</b>	<b>1,537,055</b>	<b>756,172</b>	<b>1,846,956</b>	1,846,956	<b>1,858,029</b>
Professional Services	52,916	88,383	<b>224,700</b>	180,300	<b>224,008</b>
Publishing	872	537	<b>500</b>	500	<b>500</b>
Postage & Freight	5,285	5,874	<b>3,350</b>	3,350	<b>3,350</b>
Training	3,658	4,793	<b>8,945</b>	8,945	<b>8,945</b>
Dues & Subscriptions	3,327	3,893	<b>6,495</b>	6,495	<b>7,954</b>
Insurance & Bonding	51,064	51,286	<b>86,147</b>	86,147	<b>87,870</b>
Utilities	460,026	548,752	<b>692,500</b>	668,500	<b>662,100</b>
Examinations	1,091	635	<b>1,964</b>	1,964	<b>1,964</b>
Operating Equipment	214	775	<b>2,450</b>	2,450	<b>2,450</b>
Clothing Rental	-	-	<b>1,050</b>	1,050	<b>1,050</b>
Radio Equipment	403	1,438	<b>3,000</b>	3,000	<b>3,000</b>
Sidewalks	5,960	14,452	<b>9,000</b>	9,000	<b>9,000</b>
Plant Maintenance Services	133,081	109,112	<b>206,200</b>	206,200	<b>206,200</b>
Lines & Sewers	24,780	10,829	<b>261,800</b>	261,800	<b>261,000</b>
Rent - Buildings & Equipment	725	1,598	<b>1,000</b>	1,000	<b>1,000</b>
<b>Total Contractual Services</b>	<b>743,402</b>	<b>842,357</b>	<b>1,509,101</b>	1,440,701	<b>1,480,391</b>
Office Supplies	1,136	1,030	<b>2,250</b>	2,250	<b>2,250</b>
Landscape Materials	369	608	<b>950</b>	950	<b>950</b>
Motor Fuel & Lubricants	34,182	21,796	<b>42,500</b>	21,800	<b>21,800</b>
Comp Hardware & Software	5,476	5,079	<b>7,281</b>	7,281	<b>15,853</b>
Small Tools & Equipment	10,802	15,468	<b>19,300</b>	19,300	<b>23,800</b>
Automotive Supplies	26,706	25,653	<b>25,860</b>	25,860	<b>42,660</b>
Materials	33,571	21,896	<b>27,500</b>	27,500	<b>27,500</b>
Clothing	9,440	7,868	<b>10,660</b>	10,660	<b>10,660</b>
Water Meters and Parts	69,806	75,555	<b>75,000</b>	75,000	<b>65,000</b>
Fire Hydrants and Parts	31,445	34,441	<b>35,000</b>	35,000	<b>35,000</b>
Salt	264,688	298,386	<b>450,000</b>	444,000	<b>444,000</b>
Chemicals & Sealants	62,900	50,373	<b>77,000</b>	77,000	<b>67,900</b>
Laboratory Supplies	8,291	6,625	<b>6,500</b>	6,500	<b>8,000</b>
Water Tap Materials	20,267	19,541	<b>23,500</b>	23,500	<b>23,500</b>
Operating Supplies	6,313	4,230	<b>7,000</b>	7,000	<b>7,000</b>
Plant Maintenance Materials	45,840	64,669	<b>100,600</b>	50,600	<b>100,600</b>
Stationery & Printing	591	-	<b>770</b>	770	<b>770</b>
<b>Total Materials &amp; Supplies</b>	<b>631,823</b>	<b>653,218</b>	<b>911,671</b>	834,971	<b>897,243</b>
<b>Total</b>	<b>\$2,912,280</b>	<b>\$2,251,747</b>	<b>\$4,267,728</b>	\$4,122,628	<b>\$4,235,663</b>

## FY2016/2017 ACCOUNT INFORMATION WATER & SEWER DIVISION

For a complete description of budgetary account activities, see “Account Descriptions” presented later in this document. Major changes in budget amounts are briefly explained below.

- The City compensates its employees based on a 14 day period, multiplied by 26 times per year, which translates to 364 days per year. After eleven (11) years the City is faced with paying employees for each year’s remaining calendar day plus an extra day for each leap year. This anomaly occurred during the City’s fiscal year 2015/2016. Amounts requested to pay wages in fiscal year 2016/2017 are absent of the 27<sup>th</sup> payroll anomaly.
- In response to the Affordable Health Care Act and its effect on health care costs across the region, funding for the City’s own group health insurance plan is expected to rise 6.5% over amounts budgeted in fiscal year 2015/2016. Reductions or increases beyond 6.5% in fiscal year 2016/2017 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.
- Additional funds have been budgeted in the Dues & Subscriptions account as a result of an increase in membership dues for Joint Utility Locating Information for Excavators (JULIE). JULIE is a not-for-profit corporation that provides Illinois excavators and underground utility owners with a continuously improving, one-call message handling and delivery service committed to protecting underground utilities and the safety of people working or living near them.
- An overall increase of 2% in Insurance & Bonding is requested for fiscal year 2016/2017. Additional funding will be used toward the payment of the City’s liability insurance and deductibles.
- A reduction in electrical costs in the Utilities account best matches funds to utilization.
- The Motor Fuel & Lubricants account was reduced due to forecasted lower gas prices.
- Additional funds have been budgeted in the Computer Hardware & Software account in order to provide funding for annual support of the City’s Supervisory Control & Data Acquisition (SCADA) system software. SCADA allows staff to monitor and control systems remotely.
- Funds in the Small Tools & Equipment account have been reduced. During fiscal year 2015/2016, a night light system and trash pump were purchased. These funds will not be re-budgeted. Budgeted in fiscal year 2016/2017 are funds to provide for a push camera.
- Additional funds have been requested in the Automotive Supplies account. Additional funding will provide for repairs to the City’s sewer cleaner.
- Funds in the Water Meters & Parts account were reduced as the City completed its program in fiscal year 2015/2016 to replace Sensus transmitters on its water meters with ITRON transmitters. All of the City’s water meters now function using the same software.
- Reductions in Salt and Chemicals and Sealants best match funds to utilization.
- Additional funds have been budgeted in the Laboratory Supplies account as a result of rising costs of compounds and solutions used in testing water samples.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



WASTEWATER TREATMENT  
DIVISION –

PUBLIC WORKS  
DEPARTMENT

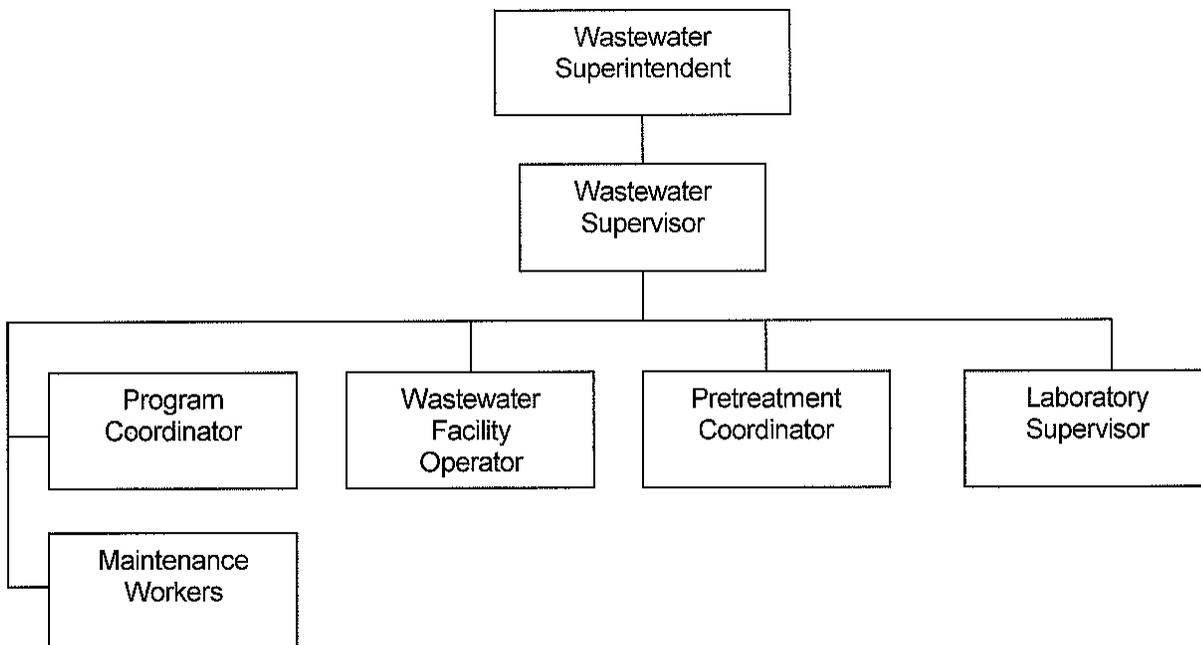
FY2016/2017  
STATEMENT OF ACTIVITIES  
WASTEWATER TREATMENT DIVISION

The primary responsibility of the Wastewater Division is to provide for the operation and maintenance of two (2) wastewater treatment facilities. During fiscal year 2014/2015 the Wastewater Division was expanded to include the management and maintenance of the City's twenty-six (26) sanitary lift stations and three (3) storm water lift stations.

During fiscal year 2014/15, wastewater treatment plants processed approximately 4.8 million gallons per day (MGD) or 1.8 billion gallons of wastewater throughout the year, producing an effluent that not only met but often exceeded the facilities' National Pollutant Discharge Elimination System (NPDES) permit requirements. Other activities include laboratory analysis of samples required for NPDES reporting, plant process control, industrial monitoring and potable water analysis. The lab monitors Crystal Lake and the upstream watershed, the lakes at the Three Oaks Recreation Area, Sleepy Hollow Creek water shed and various ground water monitoring wells throughout the City.

The Division is also responsible for the enforcement of the City of Crystal Lake's Sewer Use Ordinance and the United States Environmental Protection Agency approved Pretreatment Program. This includes monitoring and inspecting industries and businesses that could cause issues in the collection system or wastewater facilities, as well as restaurant grease traps. The Division also assists the Water Division with investigating sewer back-ups related to grease or other contaminants found in the collection system.

FY2016/2017  
ORGANIZATIONAL CHART  
WASTEWATER TREATMENT DIVISION



# FY2016/2017 PERSONNEL SUMMARY WASTEWATER TREATMENT DIVISION

Position	FY2014/2015	FY2015/2016	FY2016/2017
	Actual	Estimate	Budget
Superintendent	1.00	1.00	1.00
Supervisor	1.00	1.00	1.00
Laboratory Supervisor	1.00	1.00	1.00
Pretreatment Coordinator	1.00	1.00	1.00
Program Coordinator	0.00	1.00	1.00
WW Facility Operator	1.00	0.00	0.00
WW Collection Systems Operator	1.00	1.00	1.00
Maintenance Worker	4.00	3.00	3.00
Total FTE	10.00	9.00	9.00

## FY2015/2016 ACCOMPLISHMENTS WASTEWATER DIVISION

- Meet all NPDES permit limits at both facilities during construction of new solids handling units at both facilities. This project will take between 18 and 24 months to complete and demand attention of staff to ensure the compliance of both facilities.

*The planned wastewater treatment plant upgrade project was delayed due to the City taking advantage of a time driven reduction in IEPA loan interest rates. By delaying the acceptance of the funding until November 2015, the City was able to save significant monies, in interest, on the IEPA loan. This project is anticipated to start in early 2016.*

- Complete all facility special projects listed in this year's budget prior to January 1, 2016. These projects include:
  - a. Pump replacements/repairs at all facilities.
  - b. New generator plugs to ensure employee safety during power failures.
  - c. Lift station engineering evaluations.
  - d. Primary tank right angle gear box replacement (WWTP #2).
  - e. Sand replacement for sand filter 1 & 2 (WWTP #2). This is the first of a two year program.
  - f. New variable frequency drive (VFD) on pump #3 at lift station #12 (WWTP #3).

*Staff has been able to complete many of the items noted above while others are being delayed based on other higher priority items. Items completed include: lift station pump replacements and repairs, lift station engineering evaluations and sand filter sand replacement at Wastewater Treatment Plant #2. Other projects completed that are not included in this list are the return activated sludge (RAS) pump #6 replacement along with*

*the installation of a VFD, the installation of a programmable logic controller (PLC) at Lift Station #17 and primary effluent pumps #2 & #6 replacements at Wastewater Treatment Plant #3. In addition, the following items are in progress and are anticipated to be completed prior to the end of fiscal year 2015/2016: Lift Station #11 generator replacement, Wastewater Treatment Plant #2 channel grinder replacement, lift station grounding and bonding and the Capacity, Management, Operation and Management plan preparation.*

- Cross train staff to be able to utilize any employee in any job function within the Division. This will take several years to accomplish, due to the multiple tasks and varying tasks involved at the facilities.

*The Division is in Phase #2 of this training goal. In November 2015, staff responsibilities were changed to different facility locations. The Division currently has a mix of employees who are experienced in both wastewater and lift station operations. The results have been positive and the Division will continue in moving forward in this direction.*

- Continue to monitor, inspect, and enforce activities as required by the City's approved Pretreatment Program. This includes industrial inspections, restaurant surveys, and general business inspections to protect the City infrastructure.

*The annual Pretreatment Report for 2015 is due on April 15, 2016. This report will summarize all pretreatment activities during the 2015 calendar year. City staff performed the required six Significant Industrial Users (SIU) inspections and inspections for Fats, Oils, and Grease (FOG) completed at all food service establishments (restaurants, schools, nursing homes, and stores) in the City limits. Other business inspections were also conducted and these are documented in the 2015 Pretreatment Report. Sample monitoring was conducted at various locations as part of the pretreatment program, which included the required industries.*

- Correct all grounding and bonding issues at the lift stations.

*Grounding and bonding improvements have been completed at five (5) lift stations. The remaining stations are expected to be completed by the end of fiscal year 2015/2016.*

- Contract out the annual pump inspections to a qualified vendor. This project will require a combination of repairs performed by in-house staff and repairs performed by an outside repair center.

*All submersible lift station pumps were removed from service and removed from the wet well by the contractor. Pumps were inspected, fluids changed and inspection reports completed. Of the 36 pumps inspected, only four required immediate repair attention.*

- Install a High Resistance Ground (HRG) system at Lift Station #19. This is a 480-volt system that could have a critical failure without this unit. The system protects the station from voltage spikes that can destroy the equipment. This system has been installed at several water facilities and Lift Station #13. This will start a program of installing these units at all 480-volt stations over the next several years based on critical need.

*This was completed in full and all systems are operating as required. Having this protection installed reduces the chance of critical failure and equipment electrical malfunctions.*

- Install neutral or ground at Lift Station #10. This project will include installing a new electrical service to this lift station.

*This item was corrected in conjunction with the grounding & bonding issues. The work has been completed successfully, utilizing contractor services.*

## FY2016/2017 OBJECTIVES WASTEWATER DIVISION

- Meet all NPDES permit limits at both facilities during construction of new solids handling units at both facilities. This project will take between 18 and 24 months to complete and demand attention of staff to ensure the compliance of both facilities.
- Complete the replacement of the motor control center (MCC) in the raw sewage building at Wastewater Treatment Plant #2. This existing MCC has been determined to be nearing the end of its useful life. To ensure success, this project will require staff coordination with the contractor for periodic electrical shut downs and possible by-pass pumping operations.
- Complete Phase #3 of cross training wastewater staff to be able to maintain, operate and troubleshoot any wastewater facility. The ultimate goal is to get to a point where any employee within the Division can operate and respond to any situation or condition.
- Continue to expand and refine the Fats, Oil & Grease (FOG) program. This program was intensified in 2015 by pretreatment staff members. Staff will continue to refine the program for effectiveness and efficiency.
- Continue to work on eliminating all sanitary sewer overflows (SSOs), and basement back-ups resulting from lift station operations. Improve effectiveness and efficiency of lift station inspections and equipment (SCADA). Continue effective implementation of capital improvement program to repair or replace aging infrastructure. This will reduce City exposure to fines and citations from State agencies.
- Complete the alum flow pacing project at Wastewater Treatment Plant #2. This included installing a PLC in the chemical feed building to allow flow pacing of the Alum feed. This will reduce chemical costs and staff monitoring time. If the expected savings are acquired, the return on investment (ROI) will be less than three months.
- Replace the redundant waste pump at Wastewater Treatment Plant #3. The existing redundant pump utilizes outdated technology and requires expensive maintenance. Annual maintenance for the existing pump exceeds the cost of purchasing a new, more efficient pump which will meet existing industry standards.

- Purchase and install safety stairs on the lab and blower buildings. Currently, staff must access the roofs with an extension ladder to complete routine maintenance. The safety stairs will reduce the possibility of accidents and allow easier access, saving staffing time and money.

**FY2016/2017  
ANNUAL BUDGET  
WASTEWATER TREATMENT DIVISION**

EXPENDITURES	2013/2014 Actual	2014/2015 Actual	<b>2015/2016 Budget</b>	2015/2016 Estimate	<b>2016/2017 Budget</b>
Full-time Wages	564,334	701,612	<b>808,232</b>	758,232	<b>715,344</b>
Part-time/Seasonal Wages	39,546	7,859	<b>15,840</b>	15,840	<b>25,500</b>
Overtime	41,837	58,014	<b>59,117</b>	59,117	<b>57,117</b>
Group Insurance	136,427	195,523	<b>185,991</b>	185,991	<b>169,980</b>
City Portion Social Security	38,000	45,435	<b>54,758</b>	54,758	<b>49,475</b>
City Portion IMRF	79,722	94,809	<b>109,574</b>	109,574	<b>100,100</b>
City Portion Medicare	8,887	10,626	<b>12,807</b>	12,807	<b>11,600</b>
<b>Total Personnel Services</b>	<b>908,753</b>	<b>1,113,878</b>	<b>1,246,319</b>	1,196,319	<b>1,129,116</b>
Professional Services	82,396	173,971	<b>109,985</b>	109,985	<b>194,093</b>
Pest Control Services	135	-	<b>3,620</b>	3,620	<b>3,982</b>
Publishing	960	665	<b>450</b>	450	<b>450</b>
Postage & Freight	3,055	2,779	<b>3,300</b>	3,300	<b>3,300</b>
Training	7,124	10,391	<b>11,600</b>	11,955	<b>11,600</b>
Dues & Subscriptions	3,728	3,076	<b>3,760</b>	3,760	<b>14,003</b>
Insurance & Bonding	39,454	41,268	<b>47,657</b>	47,657	<b>46,091</b>
Utilities	304,725	350,276	<b>559,450</b>	559,450	<b>517,200</b>
Examinations	914	2,009	<b>1,452</b>	1,452	<b>1,452</b>
Operating Equipment	-	42	<b>100</b>	100	<b>100</b>
Radio Equipment	390	1,872	<b>700</b>	700	<b>1,400</b>
Plant Maintenance Services	407,445	249,647	<b>412,965</b>	412,965	<b>383,965</b>
State Filing Fees	47,500	47,500	<b>47,500</b>	47,500	<b>47,500</b>
Rental - Buildings & Equipment	3,057	272	<b>3,500</b>	3,500	<b>3,500</b>
<b>Total Contractual Services</b>	<b>900,883</b>	<b>883,768</b>	<b>1,206,039</b>	1,206,394	<b>1,228,636</b>
Office Supplies	3,713	4,682	<b>2,100</b>	4,000	<b>4,000</b>
Landscape Materials	178	-	<b>1,250</b>	1,250	<b>1,250</b>
Motor Fuel & Lubricants	11,665	16,860	<b>10,700</b>	16,900	<b>16,900</b>
Computer Hardware & Software	12,002	8,464	<b>8,436</b>	9,636	<b>8,602</b>
Small Tools & Equipment	42,803	44,572	<b>41,995</b>	41,995	<b>41,995</b>
Automotive Supplies & Materials	13,366	5,512	<b>17,025</b>	17,025	<b>17,025</b>
Public Works Materials	382	15	-	-	-
Clothing	14,039	11,527	<b>11,310</b>	11,310	<b>11,310</b>
Chemicals & Sealants	338,623	334,686	<b>378,700</b>	374,700	<b>379,700</b>
Laboratory Supplies	29,937	28,656	<b>26,467</b>	26,467	<b>26,467</b>
Plant Maintenance Materials	189,677	246,248	<b>271,875</b>	271,875	<b>269,727</b>
<b>Total Materials &amp; Supplies</b>	<b>656,385</b>	<b>701,222</b>	<b>769,858</b>	775,158	<b>776,976</b>
<b>Total</b>	<b>\$2,466,021</b>	<b>\$2,698,868</b>	<b>\$3,222,216</b>	\$3,177,871	<b>\$3,134,728</b>

FY2016/2017  
ACCOUNT INFORMATION  
WASTEWATER TREATMENT DIVISION

For a complete description of budgetary account activities, see “Account Descriptions” presented later in this document. Major changes in budget amounts are briefly explained below.

- The City compensates its employees based on a 14 day period, multiplied by 26 times per year, which translates to 364 days per year. After eleven (11) years the City is faced with paying employees for each year’s remaining calendar day plus an extra day for each leap year. This anomaly occurred during the City’s fiscal year 2015/2016. Amounts requested to pay wages in fiscal year 2016/2017 are absent of the 27<sup>th</sup> payroll anomaly. Further, the Division has eliminated a Wastewater Facility Operator position that was vacated during fiscal year 2015/2016.
- Additional funds have been requested in the Part-time/Seasonal Wages account. Additional funds will provide for the hiring of seasonal staff to assist with painting, landscaping and cleaning during the summer months.
- In response to the Affordable Health Care Act and its effect on health care costs across the region, funding for the City’s own group health insurance plan is expected to rise 6.5% over amounts budgeted in fiscal year 2015/2016. Reductions or increases beyond 6.5% in fiscal year 2016/2017 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.
- Additional funds have been requested in the Professional Services account to outsource inspections of Lift Station pumps and to complete oil changes on plant machinery.
- Additional funds have been budgeted in the Dues & Subscriptions account in order to provide funding for annual support of the City’s Computerized Maintenance Management System (CMMS), and to enroll in a service that supports and maintains the ammonium probes that are used in the City’s wastewater treatment process.
- Funds in the Insurance & Bonding account have been reduced as three out of five underground storage tanks in this Division are no longer required to be insured. The three underground tanks were removed during fiscal year 2015/2016.
- A reduction in electrical costs in the Utilities account best matches funds to utilization.
- Funds budgeted in the Plant Maintenance Services account were reduced as channel monsters (grinders) were rebuilt during fiscal year 2015/2016. These funds will not be re-budgeted again in fiscal year 2016/2017.
- An increase in Motor Fuel & Lubricants best matches funding to utilization.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



WATER & SEWER  
DEBT SERVICE FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
WATER & SEWER DEBT SERVICE FUND

The Water & Sewer Debt Service Fund provides a budgetary set of account categories for the expenditure of funds to pay obligations when they come due. The Fund further provides for the expenditure of water and sewer connection fees accumulated from properties that are newly developed and connected to City water and sewer facilities.

FY2016/2017  
ANNUAL BUDGET  
WATER & SEWER DEBT SERVICE FUND

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
<b>REVENUES</b>					
Connection Fees	517,186	315,029	149,343	149,343	159,952
Investment Income	36	299	-		
<b>Total Revenues</b>	<b>\$517,222</b>	<b>\$315,328</b>	<b>\$149,343</b>	<b>\$149,343</b>	<b>\$159,952</b>
<b>EXPENDITURES</b>					
Professional Services	90,603	3,068	-	849	1,000
<b>Total Contractual Services</b>	<b>90,603</b>	<b>3,068</b>	<b>-</b>	<b>849</b>	<b>1,000</b>
Debt Service Principal	9,391,571	1,796,328	2,461,932	1,911,033	1,968,018
Debt Service Interest	483,120	693,509	1,057,580	728,821	675,742
<b>Total Debt Service</b>	<b>9,874,691</b>	<b>2,489,837</b>	<b>3,519,512</b>	<b>2,639,854</b>	<b>2,643,760</b>
<b>Total Expenditures</b>	<b>\$9,965,294</b>	<b>\$2,492,905</b>	<b>\$3,519,512</b>	<b>\$2,640,703</b>	<b>\$2,644,760</b>
Revenues in Excess of Expenditures	(\$9,448,072)	(\$2,177,577)	(\$3,370,169)	(\$2,491,360)	(\$2,484,808)
<b>OTHER SOURCES (USES)</b>					
Transfer In					
Water & Sewer Fund	668,943	2,014,530	3,370,169	3,370,169	3,785,420
Bond Proceeds	7,610,000	-	-	-	-
Bond Premium	942,110	-	-	-	-
Transfer Out	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$9,221,053</b>	<b>\$2,014,530</b>	<b>\$3,370,169</b>	<b>\$3,370,169</b>	<b>\$3,785,420</b>
Change in Cash	(227,019)	(163,047)	-	878,809	1,300,612
Change in Payables/Receivables	(1,047,753)	894,432	-	234,718	-
Beginning Cash Balance, May 1	330,154	(944,618)	(213,233)	(213,233)	\$900,294
Ending Cash Balance, April 30	(\$944,618)	(\$213,233)	(\$213,233)	\$900,294	\$2,200,906

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



**WATER & SEWER CAPITAL &  
EQUIPMENT REPLACEMENT  
FUND**

FY2016/2017  
STATEMENT OF ACTIVITIES  
WATER & SEWER CAPITAL & EQUIPMENT REPLACEMENT FUND

The Water & Sewer Capital & Equipment Replacement Fund provides a budgetary set of account categories for the expenditure of funds to pay for the replacement of water and sewer infrastructure (mains, lift stations, treatment plants, etc.). Revenues are primarily available from the issuance of bonds.

FY2016/2017  
ANNUAL BUDGET  
WATER & SEWER CAPITAL & EQUIPMENT REPLACEMENT FUND

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
<b>REVENUES</b>					
Grant Proceeds	-	312,550	-	16,450	-
Investment Interest	8	11	-	-	-
Reimbursements					
Block Grant	-	-	-	-	237,315
<b>Total Revenues</b>	<b>\$8</b>	<b>\$312,561</b>	<b>\$0</b>	<b>\$16,450</b>	<b>\$237,315</b>
<b>EXPENDITURES</b>					
PW Administration	-	-	-	-	-
Water & Sewer	-	450,365	832,130	320,719	832,528
Wastewater & Lift Stations	-	494,175	8,578,000	8,128,000	8,566,450
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$944,540</b>	<b>\$9,410,130</b>	<b>\$8,448,719</b>	<b>\$9,398,978</b>
Revenues in Excess of Expenditures	8	(631,979)	(9,410,130)	(8,432,269)	(9,161,663)
<b>OTHER SOURCES (USES)</b>					
Transfer In	135,000	-	-	-	-
Water & Sewer Fund	-	357,711	-	-	-
2012, 2013 GO Project Fund	-	-	-	617,538	-
SSA Participation Fees Fund	-	-	1,385,130	435,130	1,285,000
Bond Proceeds	-	-	-	-	-
IEPA Loan Proceeds-WW	-	-	8,025,000	7,725,000	7,725,000
IEPA Loan Proceeds-Water	-	-	-	-	-
Transfer Out	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$135,000</b>	<b>\$357,711</b>	<b>\$9,410,130</b>	<b>\$8,777,668</b>	<b>\$9,010,000</b>
Change in Cash from Operations	135,008	(274,268)	-	345,399	(151,663)
Change in Payables/Receivables	-	(53,592)	-	53,592	-
Beginning Cash Balance, May 1	-	135,008	(192,852)	(192,852)	206,139
<b>Ending Cash, April 30</b>	<b>\$135,008</b>	<b>(\$192,852)</b>	<b>(\$192,852)</b>	<b>\$206,139</b>	<b>\$54,476</b>

FY2016/2017  
ACCOUNT INFORMATION  
WATER & SEWER CAPITAL & EQUIPMENT REPLACEMENT FUND

- Capital expenditures budgeted for fiscal year 2016/2017 include:
  - Office Reconfiguration (for SCADA Operations)
  - Sewer Line Rapid Assessment Tool (acoustic pipe inspector)
  - Chlorides Reduction Study
  - Water Tower (Plant #1) Recoat
  - Capacity, Management, Operations & Maintenance (CMOM) Plan Preparation
  - UV Unit Control Panel Replacement
  - Motor Control Center (Raw Pump Station #1) Rehabilitation
  - Digester #2 and Centrifuge Building Construction (Wastewater Treatment Plant #2)
  - Aerobic Digester Rehabilitation & Trickling Filter Media Replacement (Wastewater Treatment Plant #3)
  - Force Main (Lift Station #9) Replacement – funded partially from Community Development Block Grant proceeds

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



WATER & SEWER  
2015 GENERAL OBLIGATION  
(GO) PROJECT FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
WATER & SEWER 2015 GO PROJECT FUND

The Water & Sewer 2015 GO Project Fund provides a budgetary set of account categories for the expenditure of funds to pay for the replacement of water and sewer infrastructure (mains, lift stations, treatment plants, etc.). Revenues are primarily available from the issuance of general obligation notes.

FY2016/2017  
ANNUAL BUDGET  
WATER & SEWER 2015 GO PROJECT FUND

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>					
Reimbursements	-	-	112,836	99,795	-
Interest Income	-	-	-	500	-
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$112,836</b>	<b>\$100,295</b>	<b>\$0</b>
<b>EXPENDITURES</b>					
Professional Services	-	-	-	21,054	-
<b>Total Contractual Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,054</b>	<b>-</b>
Systems Improvements	-	-	2,219,624	1,409,290	569,951
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>2,219,624</b>	<b>1,409,290</b>	<b>569,951</b>
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,219,624</b>	<b>\$1,430,344</b>	<b>\$569,951</b>
Revenues in Excess of Expenditures	-	-	(2,106,788)	(1,330,049)	(569,951)
<b>OTHER SOURCES (USES)</b>					
Transfer In	-	-	-	-	-
Bond Proceeds	-	-	2,106,788	1,900,000	-
Transfer Out	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,106,788</b>	<b>\$1,900,000</b>	<b>\$0</b>
Change in Cash from Operations	-	-	-	569,951	(569,951)
Change in Payables/Receivables	-	-	-	-	-
Beginning Cash Balance, May 1			\$0	\$0	\$569,951
<b>Ending Cash Balance, April 30</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$569,951</b>	<b>\$0</b>

FY2017/2018  
ACCOUNT INFORMATION  
WATER & SEWER 2015 GO PROJECT FUND

- Capital expenditures budgeted for fiscal year 2016/2017 include:
  - Water Treatment Plant #2 Expansion/Rehabilitation (Engineering)

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



WATER & SEWER  
SPECIAL SERVICE AREA  
(SSA) PARTICIPATION FEES  
FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
WATER & SEWER SSA PARTICIPATION FEES FUND

The Water & Sewer SSA Participation Fees Fund was established during Fiscal Year 2012/2013 and was funded initially from fees collected from parties that benefited from public improvements paid in part by SSA participants. The Water & Sewer Participation Fees Fund will provide for future maintenance and replacement of water and sewer infrastructure.

FY2016/2017  
ANNUAL BUDGET  
WATER & SEWER SSA PARTICIPATION FEES FUND

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>					
SSA Participation Fees	-	-	-	-	-
Investment Interest	110	317	-	1,000	1,000
Miscellaneous	-	-	-	-	-
<b>Total Revenues</b>	<b>\$110</b>	<b>\$317</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$1,000</b>
Revenues in Excess of Expenditures	110	317	-	1,000	1,000
<b>OTHER SOURCES (USES)</b>					
Transfer In	39,943	-	-	-	-
Transfer Out	-	-	-	-	-
Water Capital Fund	-	-	(1,385,130)	(435,130)	(1,285,000)
<b>Total Other Sources (Uses)</b>	<b>\$39,943</b>	<b>\$0</b>	<b>(\$1,385,130)</b>	<b>(\$435,130)</b>	<b>(\$1,285,000)</b>
Change in Cash	40,053	317	(1,385,130)	(434,130)	(1,284,000)
Change in Payables/Receivables	-	-	-	-	-
Beginning Cash Balance, May 1	2,329,774	2,369,827	2,370,144	2,370,144	1,936,014
Ending Cash Balance, April 30	\$2,369,827	\$2,370,144	\$985,014	\$1,936,014	\$652,014

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017

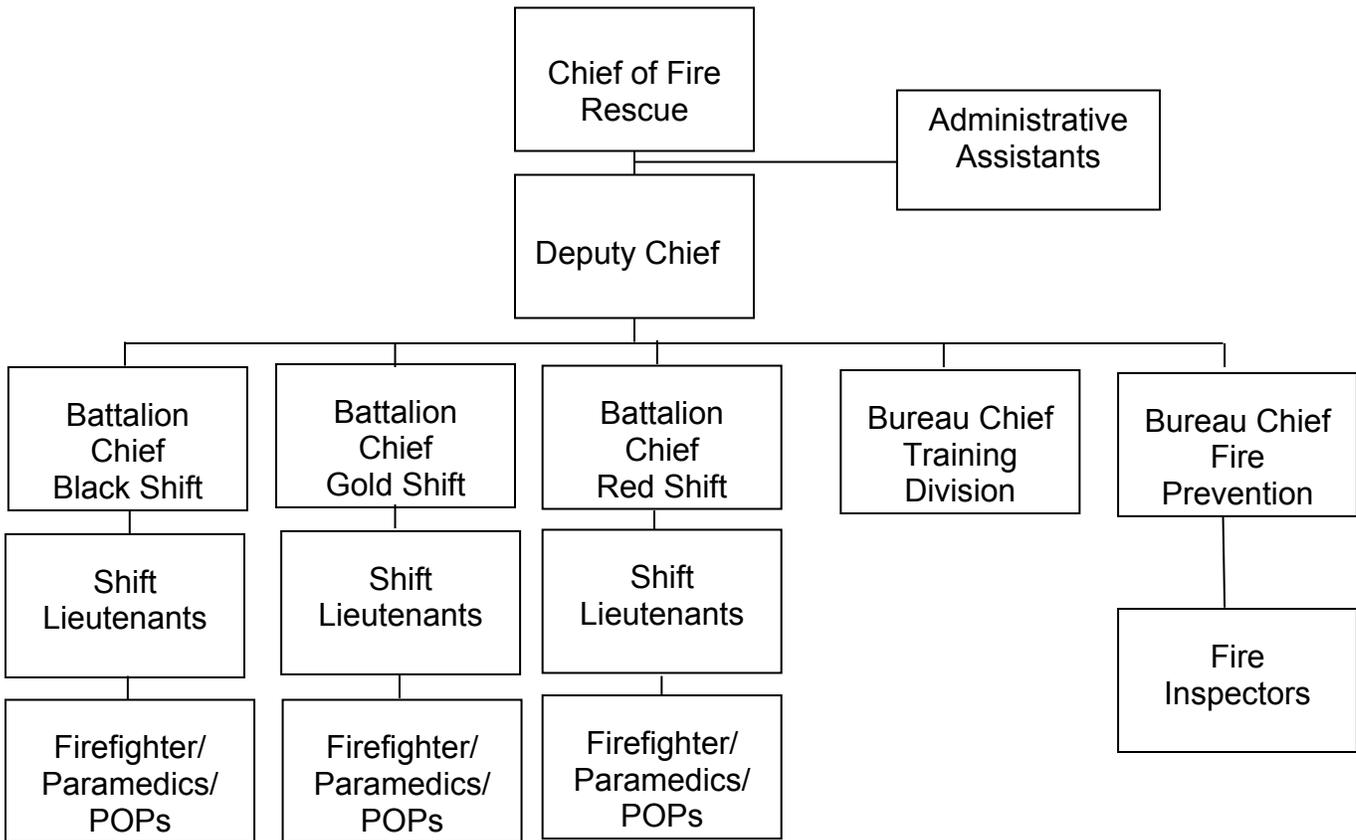


FIRE RESCUE  
FUND

FY2016/2017  
**STATEMENT OF ACTIVITIES**  
**FIRE RESCUE DEPARTMENT**

The Crystal Lake Fire Rescue Department operates out of three stations covering an area of approximately 46 square miles, and provides emergency services for the City of Crystal Lake, the Crystal Lake Rural Fire Protection District and as of January 1, 2016, the Village of Lakewood. These services include, but are not limited to fire suppression, emergency medical care, airport firefighting operations, hazardous material incidents, confined space rescue, trench rescue, high/low angle rescue, water rescue, dive rescue, fire investigations, juvenile fire-setter evaluations and education, CPR training, and other public education activities. The Department also reviews plans and conducts fire inspections for occupancies within its service areas.

FY2016/2017  
**ORGANIZATIONAL CHART**  
**FIRE RESCUE DEPARTMENT**



## FY2016/2017 PERSONNEL SUMMARY FIRE RESCUE DEPARTMENT

Position	FY2014/2015	FY2015/2016	FY2016/2017
	Actual	Estimate	Budget
Chief of Fire Rescue	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00
Bureau Chief	2.00	2.00	2.00
Battalion Chief	3.00	3.00	3.00
Fire Lieutenant	9.00	9.00	9.00
Firefighter/Paramedic	48.00	48.00	48.00
Fire Inspector	1.50	1.50	1.50
Administrative Assistant	1.75	2.00	2.00
Public Education Coordinator	0.50	0.00	0.00
<b>Total FTE</b>	<b>67.75</b>	<b>67.50</b>	<b>67.50</b>

## FY2015/2016 ACCOMPLISHMENTS FIRE RESCUE DEPARTMENT

- Provide for prompt, efficient, and dependable emergency response.

*Ambulance 353 will be replaced with an ambulance that will incorporate a gasoline motor compared to the traditional diesel motor. The gasoline engine is expected to decrease the cost and downtime of the Department's ambulances for motor service related issues.*

*Bureau Cars 334 and 336 are former police cruisers that are assigned to the Fire Prevention and Training Bureaus. They were replaced in December, 2015 with SUVs that provide for reliable service to the community during winter operations and are equipped to expand the incident command capabilities of the Fire Rescue Department.*

*Engine 340 is at the end of its useable service life with 15 years of emergency service. Along with the age and hours of service, Engine 340 has seen a decrease in dependability. With the replacement of Engine 340 before the end of fiscal year 2015/2016, the service life of Engine 343 will be extended, resulting in significant cost savings to the City.*

*Replacement of the Department's 11 heart monitors began in 2015/2016. All heart monitors will be replaced before the end of fiscal year 2016/2017.*

*An ambulance cot replacement program was instituted during fiscal year 2015/2016.*

- Continue the Fire Service Accreditation Process

*The Fire Rescue Department has been upgraded to applicant agency status with the Center for Public Safety Excellence and continues the process of self assessment,*

*benchmarking and obtaining organizational accreditation. During the next year, the Fire Rescue Department will work to complete the written portion of the assessment and request a site team to visit to review the documents needed for recommendation to appear before the Commission on Accreditation.*

- Improve lifespan of Fire Rescue facilities

*The 24 year old driveway at Fire Station #4 was in need of replacement. Resurfacing was completed in October 2015 and was tied to the City's street resurfacing project which allowed for a significant cost saving to the City.*

## FY2016/2017 OBJECTIVES FIRE RESCUE DEPARTMENT

- Achieve re-certification of a City-wide Emergency Operations Plan.

*The process to revise and recertify the City's Emergency Operations Plan (EOP) will commence this winter. An EOP is an established and comprehensive disaster and emergency plan which seeks to provide measures which will be taken to preserve life and minimize damage, to respond to emergencies and provide assistance, and to establish a recovery system in order to return the community to its normal state of affairs.*

*The State of Illinois requires that EOPs are updated and re-certified every two years. The current plan was certified in March 2014.*

- Continue regular City-wide Emergency Management Training.

*As described in the "Enhancing Community Life through Service Maintenance and Development" section of the City of Crystal Lake Strategic Plan, emergency management is a priority in the protection of our community.*

*The interaction and coordination of all City departments during large scale events is essential to public safety. The regular training along with the use of Command Center and Emergency Operations Center concepts is necessary to build a cohesive approach to emergency management.*

- Provide for prompt, efficient, and dependable emergency response.

*Staff Car 336 is assigned to the Fire Prevention Bureau and is also the back up for the Shift Commander's vehicle Car 330. Car 336 is a 2000 Ford Expedition and is at the end of its serviceable life with most notably structural body corrosion. Car 336 will be replaced by Car 330 and a new Ford Expedition will be purchased and assigned as Car 330.*

*Ambulance 355 (bariatric) is at the end of its useable service life. An essential component of emergency medical service is a reliable transport vehicle. The City works hard to maintain our ambulances. Based upon call load and wear, we keep our ambulances four years in front line response and two years in reserve and call-back response. Vehicle*

*dependability whether front line, reserve or call-back status is essential to the safety and well-being of our patients.*

*Funding for most of this project is being supported by the Crystal Lake Rural Fire Protection District through the terms of their service agreement with the City.*

*The Department's 11 heart monitors are used on a daily basis to detect abnormal heart rhythms and provide our paramedics with a tool to determine proper treatment in the field in coordination with the receiving hospital. The monitors were originally purchased in 2005 and have reached the end of their serviceable life. Technology, reliability, and medical advancements are also dictating the replacement. Six (6) heart monitors are being replaced during fiscal year 2015/2016. The remaining five (5) heart monitors will be replaced in fiscal year 2015/2016.*

*The Department's Thermal Imaging Cameras (TIC) were purchased in 2007 using proceeds from the Assistance to Firefighters Grant (20% match by the City). The units are nearly ten years old and are used on a daily basis for various functions, including helping firefighters locate the seat of a fire, ventilation, fire investigation, and locating a fire victim in heavy smoke conditions. With the advances in electronic technology, these TIC's are outdated and will soon not be supported for service.*

- Provide for enhanced customer service in the areas of fire prevention, addressing and emergency management.

*Continued support of the Crystal Lake Wireless Alarm Network (CLWAN) is needed to maintain the City's investment in providing a reliable alarm monitoring system which protects the many businesses in Crystal Lake through subscriber transceivers at the customer location and the head end equipment at the City's regional dispatch center. Reliable support includes incorporating redundancy in the event of system or facility failure. Building a backup system to receive CLWAN signals at Fire Station #3 is needed to ensure timely response to activated fire alarms in the event the primary system is compromised.*

- Continue to work towards gaining National Incident Management System (NIMS) compliance.

*Continue to provide training to our personnel in order to meet the requirements established by Homeland Security Presidential Directives (HSPD) 5 & 8 for emergency preparedness.*

*Provide federally required NIMS training to our elected officials.*

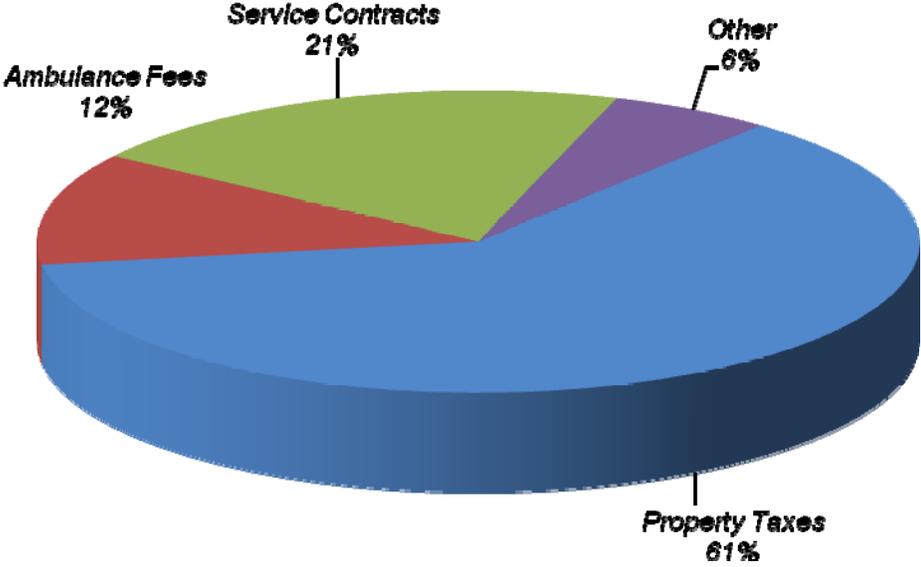
- Improve lifespan of Fire Rescue facilities

*The Department's video conferencing equipment is over nine years old and in the near term future will no longer be supported by the manufacturer. A replacement system is needed to continue to provide reliable audio and visual conferencing with all three fire stations daily and outside agencies as needed.*

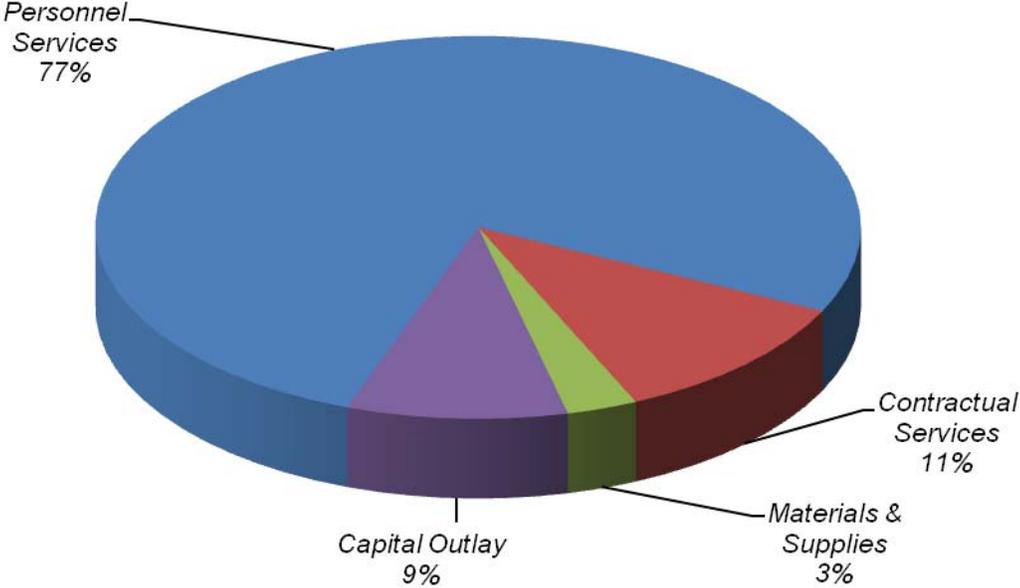
**FY2016/2017  
ANNUAL BUDGET  
FIRE RESCUE FUND**

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
<b>REVENUES</b>					
Property Taxes	5,680,519	5,598,080	<b>6,415,488</b>	6,415,488	<b>6,466,813</b>
Alarm Fees	344,707	353,861	<b>348,000</b>	348,000	<b>348,000</b>
Ambulance Service Fees	1,044,432	1,394,963	<b>1,260,000</b>	1,260,000	<b>1,260,000</b>
Fire Recovery Fees	-	-	<b>48,000</b>	48,000	<b>48,000</b>
CL Rural	1,432,776	1,375,087	<b>1,395,714</b>	1,411,890	<b>1,415,191</b>
Lakewood	-	-	-	247,995	<b>752,400</b>
Investment Interest	626	640	<b>250</b>	250	<b>250</b>
Reimbursement	-	2,916	<b>31,000</b>	2,500	<b>2,500</b>
Rural Fire Protection District	-	-	-	-	<b>210,000</b>
Grants	5,622	6,039	<b>12,000</b>	12,000	<b>12,000</b>
Miscellaneous	(33,637)	10,903	<b>30,000</b>	10,000	<b>10,000</b>
<b>Total Revenues</b>	<b>\$8,475,045</b>	<b>\$8,742,489</b>	<b>\$9,540,452</b>	<b>\$9,756,123</b>	<b>\$10,525,154</b>
<b>EXPENDITURES</b>					
Personnel Services	7,116,716	7,193,518	<b>7,959,286</b>	7,980,030	<b>7,974,772</b>
Contractual Services	773,651	921,493	<b>1,086,266</b>	1,087,645	<b>1,147,976</b>
Materials & Supplies	307,500	269,561	<b>325,302</b>	309,431	<b>310,093</b>
Capital Outlay	296,779	291,439	<b>1,008,319</b>	448,000	<b>970,000</b>
<b>Total Expenditures</b>	<b>\$8,494,646</b>	<b>\$8,676,011</b>	<b>\$10,379,173</b>	<b>\$9,825,106</b>	<b>\$10,402,841</b>
Revenues in Excess of Expenditures	(19,601)	66,478	<b>(838,721)</b>	(68,983)	<b>122,313</b>
<b>OTHER SOURCES (USES)</b>					
Transfer In	-	-	-	-	-
Capital Facility Fees	-	185,963	-	-	-
Transfer Out	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$0</b>	<b>\$185,963</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Change in Fund Balance	(19,601)	252,441	<b>(838,721)</b>	(68,983)	<b>122,313</b>
Beginning Balance, May 1	1,576,829	1,557,228	<b>1,809,669</b>	1,809,669	<b>1,740,686</b>
Ending Balance, April 30	1,557,228	1,809,669	<b>970,948</b>	1,740,686	<b>1,862,999</b>
Nonspendable	-	(1,983)	-	-	-
Restricted for Additional Facilities	-	-	<b>(185,216)</b>	(185,963)	<b>(185,963)</b>
Assigned for Engine Replacement	-	(250,000)	-	-	-
Assigned for Next Year's Expenses	(500,850)	(838,721)	-	-	-
Assigned for Fire Rescue	<b>\$1,056,378</b>	<b>\$2,528,634</b>	<b>\$1,756,679</b>	<b>\$1,554,723</b>	<b>\$1,677,036</b>

### **Fire Rescue Revenues by Source**



### **Fire Rescue Fund Expenditures by Type**



**FY2016/2017  
ANNUAL BUDGET  
FIRE RESCUE DEPARTMENT**

EXPENDITURES	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
Full-time Wages	5,661,693	5,817,363	<b>6,431,560</b>	6,431,560	<b>6,393,249</b>
Part-time Wages	67,522	27,964	<b>34,823</b>	32,823	<b>32,823</b>
Overtime	323,643	300,151	<b>355,461</b>	378,205	<b>378,205</b>
Group Insurance	1,063,858	1,048,040	<b>1,137,442</b>	1,137,442	<b>1,170,495</b>
<b>Total Personnel Services</b>	<b>7,116,716</b>	<b>7,193,518</b>	<b>7,959,286</b>	7,980,030	<b>7,974,772</b>
Professional Services	17,526	141,736	<b>227,500</b>	227,500	<b>267,500</b>
Annual Audit	3,739	3,065	<b>4,500</b>	4,500	<b>4,500</b>
Publishing	1,132	2,389	<b>1,550</b>	1,450	<b>1,550</b>
Postage & Freight	1,212	1,305	<b>1,200</b>	1,200	<b>1,200</b>
Training	50,161	39,799	<b>49,530</b>	49,450	<b>49,900</b>
Dues & Subscriptions	2,609	1,875	<b>3,810</b>	3,926	<b>4,291</b>
Insurance & Bonding	426,641	454,855	<b>509,512</b>	509,512	<b>519,725</b>
Utilities	46,604	45,395	<b>59,173</b>	59,173	<b>59,512</b>
Buildings & Offices	49,920	46,811	<b>44,994</b>	42,744	<b>43,019</b>
Examinations	22,584	17,200	<b>24,288</b>	28,000	<b>28,000</b>
Operating Equipment	32,933	34,966	<b>28,120</b>	29,601	<b>38,190</b>
Office Equipment	2,182	7,092	<b>675</b>	675	<b>675</b>
Radio Equipment	116,408	125,005	<b>131,164</b>	129,664	<b>129,664</b>
Rent - Buildings & Equip	-	-	<b>250</b>	250	<b>250</b>
<b>Total Contractual Services</b>	<b>773,651</b>	<b>921,493</b>	<b>1,086,266</b>	1,087,645	<b>1,147,976</b>
Office Supplies	9,705	8,810	<b>7,100</b>	7,053	<b>7,100</b>
Cleaning Supplies	7,681	5,409	<b>4,825</b>	4,600	<b>4,700</b>
Motor Fuel & Lubricants	69,236	62,410	<b>80,000</b>	62,400	<b>62,400</b>
Computer Equipment	33,546	25,492	<b>19,495</b>	19,552	<b>22,350</b>
Small Tools & Equip	67,707	44,954	<b>90,425</b>	92,644	<b>90,236</b>
Automotive Supplies	72,109	80,558	<b>85,900</b>	85,625	<b>85,750</b>
Clothing	47,516	41,928	<b>37,557</b>	37,557	<b>37,557</b>
<b>Total Materials &amp; Supplies</b>	<b>307,500</b>	<b>269,561</b>	<b>325,302</b>	309,431	<b>310,093</b>
Buildings	74,879	-	<b>90,000</b>	50,000	-
Automotive Equipment	175,281	239,987	<b>768,319</b>	248,000	<b>745,000</b>
Operating Equipment	-	-	-	-	-
Departmental Equipment	46,619	51,452	<b>150,000</b>	150,000	<b>225,000</b>
<b>Total Capital Outlay</b>	<b>296,779</b>	<b>291,439</b>	<b>1,008,319</b>	448,000	<b>970,000</b>
<b>Total</b>	<b>\$8,494,646</b>	<b>\$8,676,011</b>	<b>\$10,379,173</b>	\$9,825,106	<b>\$10,402,841</b>

## FY2016/2017 ACCOUNT INFORMATION FIRE RESCUE DEPARTMENT

For a complete description of budgetary account activities, see “Account Descriptions” presented later in this document. Major changes in budget amounts are briefly explained below.

- The City compensates its employees based on a 14 day period, multiplied by 26 times per year, which translates to 364 days per year. After eleven (11) years the City is faced with paying employees for each year’s remaining calendar day plus an extra day for each leap year. This anomaly occurred during the City’s fiscal year 2015/2016. Amounts requested to pay wages in fiscal year 2016/2017 are absent of the 27<sup>th</sup> payroll anomaly.
- In response to the Affordable Health Care Act and its effect on health care costs across the region, funding for the City’s own group health insurance plan is expected to rise 6.5% over amounts budgeted in fiscal year 2015/2016. Reductions or increases beyond 6.5% in fiscal year 2016/2017 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.
- Additional funds have been budgeted in the Professional Services account for fiscal year 2016/2017. The increase is attributable to an increase in cost for emergency dispatch services (SEECOM).
- An overall increase of 2% in Insurance & Bonding is requested for fiscal year 2016/2017. Additional funding will be used toward the payment of the City’s liability insurance and deductibles.
- Additional funds have been budgeted in the Operating Equipment Maintenance account in order to provide for maintenance of the City’s outdoor emergency sirens. These expenses were reclassified from the General Fund.
- The Motor Fuel & Lubricants account was reduced due to forecasted lower gas prices.
- Capital purchases reflected in the fiscal year 2016/2017 budget include the replacement of a Command vehicle, the replacement of an ambulance, the replacement of five (5) cardiac monitors and the replacement of three (3) thermal imaging cameras. Funds to provide for the replacement of an engine were re-budgeted. The new engine was ordered in October, 2015 and is expected to be delivered in September, 2016.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



LIBRARY FUNDS

FY2016/2017  
STATEMENT OF ACTIVITIES  
CRYSTAL LAKE PUBLIC LIBRARY

**“Helping people, of all ages and backgrounds, learn, enjoy and better their lives”** is the Mission Statement for the Crystal Lake Public Library.

The Library is open to the public 7 days, 68 hours per week (Sept-May), and during the summer months 6 days, 64 hours per week.

The Library has selected six Strategic Directions to meet its Mission:

**Connect to the Online World – Public Internet Access**

Residents will have high-speed access to the digital world with no unnecessary restriction or fees to ensure that everyone can take advantage of the ever-growing resources and services available through the Internet.

**Create Young Readers – Early Literacy**

Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.

**Satisfy Curiosity – Lifelong Learning**

Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

**Stimulate Imagination – Reading, Viewing, and Listening for Pleasure**

Residents will have materials and programs that excite their imaginations and provide pleasurable reading, viewing, and listening experiences.

**Understand How to Find, Evaluate and Use Information – Information Fluency**

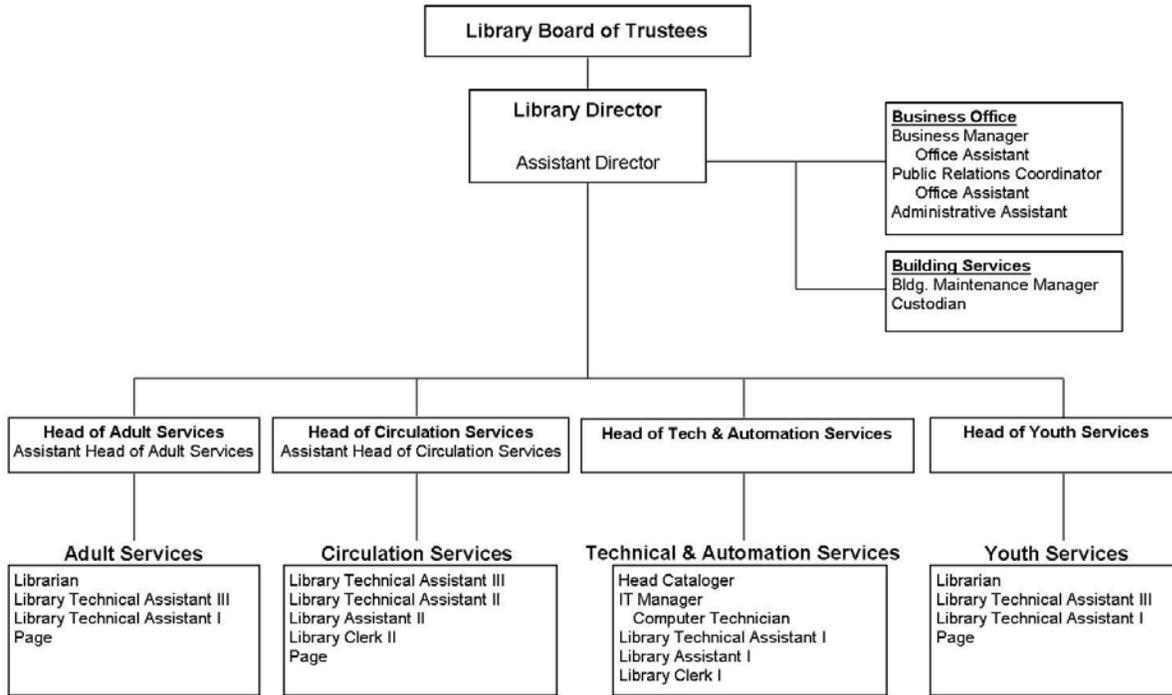
Residents will know when they need information to resolve an issue or answer questions and will have the skills to search for, locate, evaluate, and effectively use information to meet their needs.

**Visit a Comfortable Place – Physical and Virtual Spaces**

Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.

# CRYSTAL LAKE PUBLIC LIBRARY ORGANIZATIONAL CHART

12/13



## FY2015/2016 ACCOMPLISHMENTS

**Goal: Customer Service – Identify and deliver, quickly, consistently and in a courteous and helpful manner, the materials, information, and assistance our customers need.**

**Status:** The Crystal Lake Public Library has a reputation for consistently giving outstanding customer service and this continues to be our top priority. In the last fiscal year, 925 people visited the Library each day, for a total of 311,175 visitors. Staff answered more than 70,000 research questions.

**Goal: Collections – Promote intellectual curiosity and preserve intellectual freedom by providing a balanced collection, in a variety of formats, to meet the diverse needs of customers.**

**Status:** The Library collection of 255,500 items includes many formats of materials: print, non-print, and electronic. Due to space limitations, a portion of the adult collection is housed in “closed stacks” and is accessible only by placing a hold on the material and returning another day to get it. Membership in the Cooperative Computer Services consortium has expanded Crystal Lake’s ability to satisfy the public’s need for Library materials through an interlibrary loan. Crystal Lake continues to be one of the leading borrowers of materials from other libraries.

During the last fiscal year, we circulated 500,000 print, 425,000 non-print, and over 49,000 electronic items. The Library also loaned 55,550 items to reciprocal borrowers – patrons from other libraries who come to Crystal Lake to use its Library; this type of Library use helps boost the local economy as visitors often stay in the City to spend money at local businesses.

**Goal: Programs – Promote intellectual curiosity and preserve intellectual freedom by providing programs and displays that promote lifelong learning, entertain, draw interest to the Library, and/or contribute to the culture of the community.**

**Status:** The Library is in the lifelong learning business and continues to provide a wide variety of programs for all ages: STEM classes, computer classes, Story times, educational programs, book discussions, and films. 31,350 patrons attended 1,101 programs at the Library.

**Goal: Facility and Technology – Provide a setting that is welcoming, well-maintained, safety conscious, accessible, and technologically up-to-date.**

**Status:** The Library Board’s Facilities Committee and Library Staff continue to struggle with the current facility to make it welcoming, and to keep it well-maintained, and safe. Accessibility in terms of the amount of parking and the stairs at the entry from the parking lot are ongoing challenges. Computer equipment is on a 4-year replacement cycle and annual funding for this is a priority. The Library building’s age and inadequacies, in so many areas, continue to be our biggest challenge and one that consumes a great deal of time and energy to continuously seek creative work arounds. Finding a long-term solution to the Library’s facility needs continues to be the top priority project.

**Goal: Staff – Provide staff with a safe work environment, opportunities for challenge and growth, a fair wage, and continuous education on Library’s policies, procedures and performance expectations.**

**Status:** The Library Staff is our primary resource for providing on-going, excellent customer service. Meeting the “fair wage” goal has been an area of challenge. As a key part of the educational fabric of our Community, it is critical that the Library Staff is up-to-date on current thinking and technological trends; training remains a high priority.

**Goal: Community Outreach – Work cooperatively with other libraries, government agencies, schools, businesses, group of different ages and backgrounds, community groups, and other organizations to enhance access to Library resources.**

**Status:** The Crystal Lake Public Library has many cooperative arrangements. Staff continue to visit preschools and daycare centers in order to reach children from birth to age five with programs and services designed to ensure that they will enter school ready to learn to read, write, and listen. The Library provides Homebound Delivery service through our Volunteer Program. Another growing outreach service is our visits to nursing homes and elder care facilities: Bickford, Autumn Leaves, the Fountains, the Springs, Fair Oaks, Sunrise Assisted Living, and Crystal Pines. During the last fiscal year 9,500 people were served and 5,128 items delivered.

**Goal: Marketing – Educate the total Crystal Lake community (City and unincorporated) about the helpful and diverse materials and services available through the Crystal Lake Public Library.**

**Status:** The Library actively communicates with its public via the *Beacon* newsletter mailed to all households six times per year. Library services are marketed at community events such as EXPO, July 4th parade, and the Johnny Appleseed Festival. Information packets are developed for targeted groups such as the annual presentation to all D47 Principals, encouraging classes to visit the Library for a field trip. During the last year, the Library Staff has reached out to almost 200 local businesses to personally explain library services germane to their particular situation.

**Goal: Finance – Maintain adequate funding for the Crystal Lake Public Library facilities, staff, collections, programs, and services.**

**Status:** Funding for the Library is very tight. By identifying core services, the Library Board and Staff have chosen to focus available funds on the most important areas. Staff works diligently to find the least expensive way to obtain the optimum quality products and services. Any available funds are funneled towards addressing the capital needs of the current and future Library facilities.

**Goal: Governance – Maintain a board of directors that has a broad understanding of the role of the public library, the role of the board, and the commitment required to be effective in that role.**

**Status:** The Crystal Lake Public Library Board is a good mix of dedicated people. During this last year the Board continued to focus on finding a long term solution to the Library's facility needs.

## FY2016/2017 OBJECTIVES

- Continue to focus on our six Strategic Directions, provide core public library services through excellent customer service, 68-hour, 7-day in-person services, and 24/7 web services.
- Provide access to a wide variety of materials through the Library's physical and virtual collections.
- Use every appropriate opportunity to communicate the educational, enduring, and evolving value of the Library to the Crystal Lake community.
- Work towards a long-term solution to resolve library facility inadequacies.

**FY2016/2017  
ANNUAL BUDGET  
CRYSTAL LAKE PUBLIC LIBRARY OPERATING FUND**

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>					
Property Tax	3,733,221	3,924,400	<b>3,987,339</b>	3,987,338	<b>4,003,319</b>
Grants	2,000	3,000	<b>2,000</b>	-	-
Library Fees	47,675	46,297	<b>50,000</b>	47,675	<b>49,100</b>
Copy Fees	9,047	11,110	<b>10,000</b>	10,000	<b>9,200</b>
Meeting Room Fees	982	595	-	-	-
Library Fines	72,179	69,556	<b>68,600</b>	66,425	<b>63,100</b>
Investment Income	15,194	11,911	<b>1,350</b>	1,400	<b>1,400</b>
Used Book Sale	1,809	1,586	-	-	-
Miscellaneous	1,058	2,978	<b>2,500</b>	2,500	<b>2,100</b>
<b>Total Revenues</b>	<b>\$3,883,166</b>	<b>\$4,071,433</b>	<b>\$4,121,789</b>	<b>\$4,115,338</b>	<b>\$4,128,219</b>
<b>EXPENDITURES</b>					
Wages	2,079,673	2,223,979	<b>2,394,191</b>	2,394,191	<b>2,462,000</b>
Group Insurance	266,808	321,016	<b>582,441</b>	501,952	<b>440,000</b>
<b>Total Personnel Services</b>	<b>2,346,481</b>	<b>2,544,995</b>	<b>2,976,632</b>	<b>2,896,143</b>	<b>2,902,000</b>
Legal/Professional Services	13,350	13,537	<b>27,245</b>	27,245	<b>27,245</b>
Community Relations	6,649	6,768	<b>9,830</b>	9,830	<b>9,950</b>
Publishing	2,200	2,023	<b>5,000</b>	3,980	<b>4,575</b>
Postage & Freight	26,719	24,501	<b>29,500</b>	27,700	<b>27,700</b>
Continuing Education	19,367	9,025	<b>19,000</b>	19,000	<b>19,000</b>
Dues & Subscriptions	6,408	5,425	<b>6,145</b>	6,145	<b>6,145</b>
Insurance & Bonding	29,588	29,356	<b>32,331</b>	31,454	<b>33,109</b>
Utilities	46,632	47,533	<b>44,460</b>	50,875	<b>53,590</b>
Buildings & Offices Maint	120,882	138,864	<b>162,730</b>	149,599	<b>144,212</b>
Operating Equipment Maint	119,582	78,759	<b>103,710</b>	102,330	<b>100,820</b>
Rent - Buildings & Equipment	16,949	18,007	<b>24,020</b>	24,020	<b>24,020</b>
Stationary & Printing	26,930	35,618	<b>30,545</b>	33,460	<b>35,000</b>
Contingency	-	-	<b>56,378</b>	96,042	<b>50,108</b>
<b>Total Contractual Services</b>	<b>435,257</b>	<b>409,416</b>	<b>550,894</b>	<b>581,680</b>	<b>535,474</b>
Office & Library Supplies	36,852	39,729	<b>37,500</b>	41,000	<b>43,740</b>
Cleaning & Building Supplies	6,549	8,926	<b>8,000</b>	8,000	<b>8,000</b>
Landscape Materials	4	-	<b>50</b>	50	<b>50</b>
Small Tools & Equipment	3,951	3,051	<b>1,000</b>	1,550	<b>1,000</b>
Library Materials					
Books	224,004	203,877	<b>247,665</b>	244,165	<b>244,165</b>
AV Materials	117,003	120,420	<b>125,900</b>	129,900	<b>129,900</b>
Electronic Resources	112,651	129,862	<b>150,000</b>	151,000	<b>151,000</b>
Periodicals	16,172	16,298	<b>17,500</b>	17,350	<b>17,350</b>
Standing Orders	16,261	16,685	<b>22,700</b>	21,350	<b>21,350</b>
Programs	22,216	12,521	<b>25,150</b>	23,150	<b>23,150</b>
<b>Total Materials &amp; Supplies</b>	<b>555,662</b>	<b>551,369</b>	<b>635,465</b>	<b>637,515</b>	<b>639,705</b>

**FY2016/2017**  
**ANNUAL BUDGET**  
**CRYSTAL LAKE PUBLIC LIBRARY OPERATING FUND (Cont'd)**

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
<b>EXPENDITURES (Cont'd)</b>					
Operating Equipment	28,316	3,818	58,000	1,000	51,040
Departmental Equipment	-	-	-	-	-
Total Capital Outlay	28,316	3,818	58,000	1,000	51,040
Total Expenditures	\$3,365,716	\$3,509,598	\$4,220,991	\$4,116,338	\$4,128,219
Revenues in Excess of Expenditures	517,450	561,835	(99,202)	(1,000)	-
<b>OTHER SOURCES (USES)</b>					
Transfer In	-	-	-	-	-
Transfer Out	(575,401)	(493,206)	(560,329)	(560,329)	-
Total Other Sources (Uses)	(\$575,401)	(\$493,206)	(\$560,329)	(\$560,329)	\$0
Change in Fund Balance	(57,951)	68,629	(659,531)	(561,329)	-
Beginning Balance, May 1	2,763,231	2,705,280	2,773,909	2,773,909	2,212,580
Ending Balance, April 30	\$2,705,280	\$2,773,909	\$2,114,378	\$2,212,580	\$2,212,580

**FY2016/2017**  
**ANNUAL BUDGET**  
**CRYSTAL LAKE PUBLIC LIBRARY CONSTRUCTION & REPAIR FUND**

	2013/2014	2014/2015	<b>2015/2016</b>	2015/2016	<b>2016/2017</b>
	Actual	Actual	<b>Budget</b>	Estimate	<b>Budget</b>
<b>REVENUES</b>					
Rental Income	17,940	57,676	<b>84,960</b>	102,624	<b>110,376</b>
Investment Income	481	7	-	-	-
Capital Facility Fees	19,601	2,898	<b>19,601</b>	2,898	<b>2,898</b>
Miscellaneous	-	741	-	-	-
<b>Total Revenues</b>	<b>\$38,022</b>	<b>\$61,322</b>	<b>\$104,561</b>	<b>\$105,522</b>	<b>\$113,274</b>
<b>EXPENDITURES</b>					
Property Taxes	7,762	7,995	<b>29,563</b>	29,563	<b>35,614</b>
Buildings & Offices Maintenance	6,656	32,911	<b>32,968</b>	50,499	<b>36,683</b>
Contingency	-	-	<b>42,030</b>	25,460	<b>40,977</b>
<b>Total Contractual Services</b>	<b>14,418</b>	<b>40,906</b>	<b>104,561</b>	<b>105,522</b>	<b>113,274</b>
<b>Total Expenditures</b>	<b>\$14,418</b>	<b>\$40,906</b>	<b>\$104,561</b>	<b>\$105,522</b>	<b>\$113,274</b>
Revenues in Excess of Expenditures	23,604	20,416	-	-	-
<b>OTHER SOURCES (USES)</b>					
Transfer In	-	-	-	-	-
Loan Proceeds	-	-	-	-	-
Transfer Out	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Change in Fund Balance	23,604	20,416	-	-	-
Beginning Balance, May 1	160,032	183,637	<b>204,053</b>	204,053	<b>204,053</b>
<b>Ending Balance, April 30</b>	<b>\$183,637</b>	<b>\$204,053</b>	<b>\$204,053</b>	<b>\$204,053</b>	<b>\$204,053</b>

**FY2016/2017**  
**ANNUAL BUDGET**  
**CRYSTAL LAKE PUBLIC LIBRARY AMES TRUST FUND**

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
<b>REVENUES</b>					
Donations	-	-	-	-	-
Investment Income	988	-	-	-	-
Miscellaneous	-	1,713	-	-	-
<b>Total Revenues</b>	<b>\$988</b>	<b>\$1,713</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXPENDITURES</b>					
Library Materials					
AV Materials	-	3,500	-	-	-
Electronic Resources	5,000	-	-	-	-
<b>Total Materials &amp; Supplies</b>	<b>5,000</b>	<b>3,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$5,000</b>	<b>\$3,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Revenues in Excess of Expenditures	(4,012)	(1,787)	-	-	-
<b>OTHER SOURCES (USES)</b>					
Transfer In	-	-	-	-	-
Loan Proceeds	-	-	-	-	-
Transfer Out	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Change in Fund Balance	(4,012)	(1,787)	-	-	-
Beginning Balance, May 1	371,289	367,277	<b>365,490</b>	365,490	<b>365,490</b>
Ending Balance, April 30	<b>\$367,277</b>	<b>\$365,490</b>	<b>\$365,490</b>	<b>\$365,490</b>	<b>\$365,490</b>

FY2016/2017  
ANNUAL BUDGET  
CRYSTAL LAKE PUBLIC LIBRARY GIFT & MEMORIAL FUND

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
<b>REVENUES</b>					
Donations	16,030	23,288	18,905	25,000	25,000
Investment Income	-	-	-	-	-
<b>Total Revenues</b>	<b>\$16,030</b>	<b>\$23,288</b>	<b>\$18,905</b>	<b>\$25,000</b>	<b>\$25,000</b>
<b>EXPENDITURES</b>					
Community Relations	300	184	-	-	-
Postage & Freight	239	281	100	300	300
Publishing	3,587	499	1,400	50	-
Contingency	-	-	5,000	49,544	11,477
<b>Total Contractual Services</b>	<b>4,126</b>	<b>964</b>	<b>6,500</b>	<b>49,894</b>	<b>11,777</b>
Small Tools & Equipment	864	5,289	-	-	-
Library Materials					
Books	1,397	694	3,500	1,973	1,973
Electronic Resources	1,147	-	-	-	-
Programming	20,442	22,486	7,015	7,390	11,250
Crystal Lake Foundation Events	-	39	1,750	-	-
Assisted Family Card	270	-	-	474	-
Stationery & Printing	136	20	140	-	-
<b>Total Materials &amp; Supplies</b>	<b>24,256</b>	<b>28,528</b>	<b>12,405</b>	<b>9,837</b>	<b>13,223</b>
Operating Equipment	6,192	-	-	-	-
<b>Total Capital Outlay</b>	<b>6,192</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$34,575</b>	<b>\$29,492</b>	<b>\$18,905</b>	<b>\$59,731</b>	<b>\$25,000</b>
Revenues in Excess of Expenditures	(18,544)	(6,204)	-	(34,731)	-
<b>OTHER SOURCES (USES)</b>					
Transfer In	-	-	-	-	-
Loan Proceeds	-	-	-	-	-
Transfer Out	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Change in Fund Balance	(18,544)	(6,204)	-	(34,731)	-
Beginning Balance, May 1	59,480	40,935	34,731	34,731	-
<b>Ending Balance, April 30</b>	<b>\$40,935</b>	<b>\$34,731</b>	<b>\$34,731</b>	<b>\$0</b>	<b>\$0</b>

**FY2016/2017**  
**ANNUAL BUDGET**  
**CRYSTAL LAKE PUBLIC LIBRARY WORKING CASH FUND**

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>					
Investment Income	45	116	-	-	-
Miscellaneous Income	-	-	-	-	-
<b>Total Revenues</b>	<b>\$45</b>	<b>\$116</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXPENDITURES</b>					
Legal/Professional Services	-	-	-	-	-
Total Contractual Services	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Revenues in Excess of Expenditures	45	116	-	-	-
<b>OTHER SOURCES (USES)</b>					
Transfer In	-	-	-	-	-
Loan Proceeds	-	-	-	-	-
Transfer Out	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Change in Fund Balance	45	116	-	-	-
Beginning Balance, May 1	50,043	50,089	50,205	50,205	50,205
Ending Balance, April 30	\$50,089	\$50,205	\$50,205	\$50,205	\$50,205

**FY2016/2017  
ANNUAL BUDGET  
CRYSTAL LAKE PUBLIC LIBRARY PER CAPITA FUND**

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
<b>REVENUES</b>					
Grants	92,798	50,929	101,858	50,929	101,858
Total Revenues	\$92,798	\$50,929	\$101,858	\$50,929	\$101,858
<b>EXPENDITURES</b>					
Legal/Professional Services	-	14,770	-	-	-
Continuing Education	7,700	8,195	15,400	15,400	15,400
Total Contractual Services	7,700	22,965	15,400	15,400	15,400
Stationery & Printing	1,500	-	3,000	8,434	3,000
Total Materials & Supplies	1,500	-	3,000	8,434	3,000
Operating Equipment	32,670	27,964	83,458	78,024	83,458
Total Capital Outlay	32,670	27,964	83,458	78,024	83,458
Total Expenditures	\$41,870	\$50,929	\$101,858	\$101,858	\$101,858
Revenues in Excess of Expenditures	50,929	-	-	(50,929)	-
<b>OTHER SOURCES (USES)</b>					
Transfer In	-	-	-	-	-
Loan Proceeds	-	-	-	-	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	\$0	\$0	\$0	\$0	\$0
Change in Fund Balance	50,929	-	-	(50,929)	-
Beginning Balance, May 1	-	50,929	50,929	50,929	(0)
Ending Balance, April 30	\$50,929	\$50,929	\$50,929	(\$0)	(\$0)

**FY2016/2017**  
**ANNUAL BUDGET**  
**CRYSTAL LAKE PUBLIC LIBRARY SPECIAL RESERVE FUND**

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
<b>REVENUES</b>					
Investment Income	5,205	4,787	-	-	-
Total Revenues	<b>\$5,205</b>	<b>\$4,787</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXPENDITURES</b>					
Contingency	-	-	<b>356,275</b>	-	<b>170,000</b>
Building & Offices Maintenance	-	-	<b>25,000</b>	-	<b>35,000</b>
Operating Equipment	15,505	-	-	-	-
Legal/Professional Services	74,284	206,143	<b>150,000</b>	433,800	<b>433,800</b>
Total Contractual Services	89,789	206,143	<b>531,275</b>	433,800	<b>638,800</b>
Buildings	6,000	6,143	-	15,000	-
Operating Equipment	3,816	1,424,888	-	-	-
Land	-	-	<b>400,000</b>	550	<b>361,200</b>
Total Capital Outlay	9,816	1,431,031	<b>400,000</b>	15,550	<b>361,200</b>
Total Expenditures	<b>\$99,605</b>	<b>\$1,637,174</b>	<b>\$931,275</b>	<b>\$449,350</b>	<b>\$1,000,000</b>
Revenues in Excess of Expenditures	(94,400)	(1,632,387)	<b>(931,275)</b>	(449,350)	<b>(1,000,000)</b>
<b>OTHER SOURCES (USES)</b>					
Transfer In	575,401	706,940	<b>560,329</b>	560,329	-
Loan Proceeds	-	-	-	-	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	<b>\$575,401</b>	<b>\$706,940</b>	<b>\$560,329</b>	<b>\$560,329</b>	<b>\$0</b>
Change in Fund Balance	481,001	(925,447)	<b>(370,946)</b>	110,979	<b>(1,000,000)</b>
Beginning Balance, May 1	1,363,333	1,844,334	<b>918,887</b>	918,887	<b>1,029,866</b>
Ending Balance, April 30	<b>\$1,844,334</b>	<b>\$918,887</b>	<b>\$547,941</b>	<b>\$1,029,866</b>	<b>\$29,866</b>

**FY2016/2017**  
**ANNUAL BUDGET**  
**CRYSTAL LAKE PUBLIC LIBRARY IMRF FUND**

	2013/2014	2014/2015	<b>2015/2016</b>	2015/2016	<b>2016/2017</b>
	Actual	Actual	<b>Budget</b>	Estimate	<b>Budget</b>
<b>REVENUES</b>					
Property Tax	281,488	281,818	<b>288,545</b>	298,079	<b>302,845</b>
Investment Interest	350	163	-	-	-
<b>Total Revenues</b>	<b>\$281,839</b>	<b>\$281,981</b>	<b>\$288,545</b>	<b>\$298,079</b>	<b>\$302,845</b>
<b>EXPENDITURES</b>					
Library Portion IMRF	255,354	271,159	<b>288,545</b>	298,079	<b>302,845</b>
Library Personnel Services	255,354	271,159	<b>288,545</b>	298,079	<b>302,845</b>
<b>Total Expenditures</b>	<b>\$255,354</b>	<b>\$271,159</b>	<b>\$288,545</b>	<b>\$298,079</b>	<b>\$302,845</b>
Revenues in Excess of Expenditures	26,484	10,822	-	-	-
<b>Other Sources/Uses</b>					
Transfer In	-	-	-	-	-
Loan Proceeds	-	-	-	-	-
Transfer Out	(121,037)	(132,516)	-	-	-
<b>Total Other Sources &amp; Uses</b>	<b>(\$121,037)</b>	<b>(\$132,516)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Change in Fund Balance	(94,553)	(121,694)	-	-	-
Beginning Balance, May 1	318,518	223,965	<b>102,271</b>	102,271	<b>102,271</b>
<b>Ending Balance, April 30</b>	<b>\$223,965</b>	<b>\$102,271</b>	<b>\$102,271</b>	<b>\$102,271</b>	<b>\$102,271</b>

FY2016/2017  
ANNUAL BUDGET  
CRYSTAL LAKE PUBLIC LIBRARY FICA FUND

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
<b>REVENUES</b>					
Property Tax	170,432	170,630	<b>182,946</b>	182,946	<b>188,343</b>
Investment Interest	213	99	-	-	
<b>Total Revenues</b>	<b>\$170,645</b>	<b>\$170,729</b>	<b>\$182,946</b>	<b>\$182,946</b>	<b>\$188,343</b>
<b>EXPENDITURES</b>					
Library Portion FICA	155,237	165,410	<b>182,946</b>	182,946	<b>188,343</b>
Library Personnel Services	155,237	165,410	<b>182,946</b>	182,946	<b>188,343</b>
<b>Total Expenditures</b>	<b>\$155,237</b>	<b>\$165,410</b>	<b>\$182,946</b>	<b>\$182,946</b>	<b>\$188,343</b>
Revenues in Excess of Expenditures	15,408	5,319	-	-	-
<b>Other Sources/Uses</b>					
Transfer In	121,037	-	-	-	-
Loan Proceeds	-	-	-	-	-
Transfer Out	-	(81,219)	-	-	-
<b>Total Other Sources &amp; Uses</b>	<b>\$121,037</b>	<b>(\$81,219)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Change in Fund Balance	136,445	(75,900)	-	-	-
Beginning Balance, May 1	-	136,445	<b>60,545</b>	60,545	<b>60,545</b>
<b>Ending Balance, April 30</b>	<b>\$136,445</b>	<b>\$60,545</b>	<b>\$60,545</b>	<b>\$60,545</b>	<b>\$60,545</b>

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



MOTOR FUEL TAX  
FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
MOTOR FUEL TAX FUND

The Motor Fuel Tax (MFT) Fund accounts for funds apportioned to the City by the State of Illinois for its highway maintenance responsibilities. The State of Illinois collects a flat tax on every gallon of fuel purchased. The State distributes these funds to municipalities, road districts, and counties. The State allocates MFT funds to municipalities based on population. Municipalities can use the MFT funds for road maintenance and improvement projects within specific guidelines established by the State.

FY2015/2016  
ACCOMPLISHMENTS  
MOTOR FUEL TAX FUND

- Oversee the construction of the South Main Street improvements and associated utility relocations.

*The South Main Street improvement was substantially completed on October 21, 2015.*

- Continue to coordinate with IDOT on the Route 14 improvement from Lake Shore Drive (City of Woodstock) to Crystal Lake Avenue.

*The Route 14 improvement is under construction and is expected to be complete in the fall of 2016.*

- Continue the preliminary and design engineering of the Crystal Lake Avenue and Main Street improvement.

*Design on the Crystal Lake Avenue and Main Street improvement continues.*

- Initiate the preliminary engineering of the Main Street and Route 176 intersection improvement.

*The Phase I preliminary engineering was initiated for the Route 176 and Main Street intersection improvement.*

- Continue the preliminary and design engineering of the Country Club Road Pedestrian Path improvement.

*The design and land acquisition for the Country Club Pedestrian Path was completed, and the project was let in March of 2016.*

- Continue the multi-year program to install illuminated street name signs along major commercial corridors in Crystal Lake, which will improve visibility, safety, and wayfinding within the City.

*This year's Illuminated Street Name Sign Program was completed. The intersections along Route 14 that were completed are Pingree Road, Cog Circle and Sands Road.*

FY2016/2017  
OBJECTIVES  
MOTOR FUEL TAX FUND

- Continue to coordinate with IDOT on the Route 14 improvement from Lake Shore Drive (City of Woodstock) to Crystal Lake Avenue.
- Oversee the construction of the Country Club Pedestrian Path.
- Continue the preliminary and design engineering of the Crystal Lake Avenue and Main Street improvement.
- Continue the preliminary engineering of the Main Street and Route 176 intersection improvement.
- Initiate the design engineering for the Prairie Path Re-route improvement. Coordinate with the McHenry County Conservation District and the Crystal Lake Park District.
- Continue the multi-year program to install illuminated street name signs along major commercial corridors in Crystal Lake, which will improve visibility, safety, and wayfinding within the City.

**FY2016/2017  
ANNUAL BUDGET  
MOTOR FUEL TAX FUND**

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
<b>REVENUES</b>					
Allotments	1,005,855	998,494	<b>969,700</b>	969,700	<b>1,023,244</b>
High Growth Supplement	32,193	32,183	-	32,244	<b>32,000</b>
IL Jobs Now Bill	172,787	345,574	-	-	-
Grants	509,889	1,338,708	-	-	-
Interest	36,482	40,300	<b>25,000</b>	10,000	<b>10,000</b>
Reimbursements	103,563	-	<b>2,078,368</b>	-	-
Signal Maint-Park District	-	-	-	2,064	<b>2,064</b>
Signal Maint-Nunda Twn	-	-	-	1,032	<b>1,032</b>
Signal Maint-Algonquin Twn	-	-	-	1,032	<b>1,032</b>
Signal Maint-IDOT	-	-	-	20,124	<b>20,124</b>
176/Briarwood Phase III Engineering-Dorr Twnshp	-	-	-	11,712	-
176/Briarwood Construction- Dorr Twnshp	-	-	-	-	<b>107,710</b>
Pingree Segment 2-Crystal Point Annex LOC	-	-	<b>54,138</b>	-	<b>54,138</b>
Pingree Segment 2-Metra	-	-	<b>118,770</b>	-	<b>118,770</b>
South Main Street Phase II Engineering-McHenry County	-	-	-	287,024	-
South Main Street Phase III Engineering-McHenry County	-	-	-	245,177	<b>53,547</b>
South Main Street Construction-McHenry County	-	-	-	1,301,863	<b>415,408</b>
Prairie Path Reroute	-	-	-	-	<b>1,650</b>
Miscellaneous	(2,339)	-	-	-	-
<b>Total Revenues</b>	<b>\$1,858,430</b>	<b>\$2,755,259</b>	<b>\$3,245,976</b>	<b>\$2,881,972</b>	<b>\$1,840,719</b>
<b>EXPENDITURES</b>					
Professional Services	305,624	-	<b>50,000</b>	-	<b>50,000</b>
Street Light Maintenance Svc	20,238	44,137	<b>40,000</b>	40,000	<b>40,000</b>
Traffic Signal Maintenance Svc	64,558	39,428	<b>100,063</b>	90,000	<b>100,063</b>
<b>Total Contractual Services</b>	<b>390,420</b>	<b>83,565</b>	<b>190,063</b>	<b>130,000</b>	<b>190,063</b>
Salt	351,566	427,924	<b>508,000</b>	508,000	<b>508,000</b>
<b>Total Materials &amp; Supplies</b>	<b>351,566</b>	<b>427,924</b>	<b>508,000</b>	<b>508,000</b>	<b>508,000</b>
Land/ROW	702,122	15,007	<b>50,000</b>	43,000	<b>50,000</b>
Roadway Improvements	101,803	2,135,977	<b>7,536,760</b>	4,303,133	<b>2,569,946</b>
<b>Total Capital Outlay</b>	<b>803,925</b>	<b>2,150,984</b>	<b>7,586,760</b>	<b>4,346,133</b>	<b>2,619,946</b>
<b>Total Expenditures</b>	<b>1,545,911</b>	<b>2,662,473</b>	<b>\$8,284,823</b>	<b>\$4,984,133</b>	<b>\$3,318,009</b>

**FY2016/2017  
ANNUAL BUDGET (Cont'd)  
MOTOR FUEL TAX FUND**

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
Revenues in Excess of Expenditures	312,519	92,786	<b>(5,038,847)</b>	(2,102,161)	<b>(1,477,290)</b>
OTHER SOURCES (USES)					
Transfer In	-	-	-	-	-
Transfer Out					
Road/Vehicle License Fund	-	(1,000,000)	<b>(1,000,000)</b>	(1,000,000)	-
Asset Impairment	-	(132,450)	-	132,450	-
Total Other Sources (Uses)	<b>\$0</b>	<b>(\$1,132,450)</b>	<b>(\$1,000,000)</b>	<b>(\$867,550)</b>	<b>\$0</b>
Change in Fund Balance	312,519	(1,039,664)	<b>(6,038,847)</b>	(2,969,711)	<b>(1,477,290)</b>
Beginning Balance, May 1	7,555,105	7,867,624	<b>6,827,960</b>	6,827,960	<b>3,858,249</b>
Nonspendable	-	-	-	-	-
Restricted for Streets	<b>\$7,867,624</b>	<b>\$6,827,960</b>	<b>\$789,113</b>	<b>\$3,858,249</b>	<b>\$2,380,959</b>

**FY2016/2017  
ACCOUNT INFORMATION  
MOTOR FUEL TAX FUND**

For a complete description of budgetary account activities, see "Account Descriptions" presented later in this document. Major changes in budget amounts are briefly explained below.

- Programmed in the Streets account for fiscal year 2016/2017 are the following projects:
  - Crystal Lake Avenue and Main Street intersection improvements (Phase II engineering)
  - Route 176/Main Street intersection improvements (Phase I engineering)
  - South Main Street widening (Construction)
  - A pedestrian path in the vicinity of the Country Club Subdivision (Construction)
  - Traffic signal modernization and emergency vehicle pre-emption equipment upgrades along Route 14
  - Illuminated street name signs
  - Engineering costs to re-route the Prairie Trail bikeway in order to provide for a signalized crossing over Route 176 (funded in part by the McHenry County County Conservation District and the Crystal Lake Park District)
  - Funds to provide for intersection improvements at Route 176/Briarwood Road, as well as those for roadway improvements along Pingree Road, McHenry Road and South Main Street have been re-budgeted. These projects are complete; however, the City has not received final construction invoices from the State of Illinois.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



ROAD/VEHICLE LICENSE  
FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
ROAD/VEHICLE LICENSE FUND

The Road/Vehicle License Fund provides street system and related capital improvement funding for the City. This fund contains revenue generated and expenditures related to the annual City vehicle sticker sales. Road tax levy funds rebated to the City by each of the four townships that encompass a portion of the City's corporate limits are also included in the Road/Vehicle License Fund.

FY2015/2016  
ACCOMPLISHMENTS  
ROAD/VEHICLE LICENSE FUND

- Maintain a Condition Rating Survey (CRS) average score for the entire roadway network greater than 6.0, which is considered good condition, and keep at least 85 percent of all lane miles in fair condition or better (CRS greater than 4.5).

*The City resurfaced 6.01 miles of streets. The current Condition Rating Survey (CRS) rating for the entire system is now approximately 7.2.*

- Minimize insurance claims related to tripping hazards caused by uneven sidewalks. Consider the continual use of newer concrete cutting techniques for certain locations, in addition to the standard approach of full replacement, as an additional tool to complete the greatest number of repairs in the most cost effective manner.

*Nearly 116 locations of sidewalk removal and replacements were completed this year. The City continued to use cost-effective sidewalk cutting to address potential trip hazards. Over 1,100 trip hazards were eliminated with the sidewalk cutting process.*

- Enhance safety for motorists on City streets by refreshing pavement markings for improved visibility.

*Thermoplastic pavement markings were refreshed or added with this year's program.*

- Support the economic development of the historic Downtown by enhancing sidewalk aesthetics that are consistent with other recently completed improvements.

*The latest phase of sidewalk replacement in the downtown was completed. This year's program completed sidewalk rehabilitation on the north and south sides of Crystal Lake Avenue between Walkup Avenue and Williams Street, and the south side of Crystal Lake Avenue between Williams Street and a point about 260 feet west of Main Street.*

FY2016/2017  
OBJECTIVES  
ROAD/VEHICLE LICENSE FUND

- Conduct the annual street resurfacing program. Include streets in the program that are in the most need of repair. Maintain a Condition Rating Survey (CRS) average score for the entire roadway network greater than 6.0, which is considered good condition, and keep at least 85 percent of all lane miles in fair condition or better (CRS greater than 4.5).
- Conduct the sidewalk replacement program for severely damaged sidewalks. Continue to use sidewalk cutting for the majority of the locations. These programs minimize insurance claims related to tripping hazards caused by uneven sidewalks.
- Conduct the pavement marking program, which improves the visibility of worn markings.
- Complete the next phase of the Downtown sidewalk improvement program, and perform some maintenance on previously completed areas.

**FY2016/2017  
ANNUAL BUDGET  
ROAD/VEHICLE LICENSE FUND**

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
<b>REVENUES</b>					
Property Tax	472,210	476,854	<b>476,900</b>	475,367	<b>475,400</b>
Motor Vehicle License	232,521	234,750	<b>234,000</b>	240,000	<b>240,000</b>
Interest	55	86	<b>25</b>	5	-
Reimbursed Expenses/Grants	-	-	-	800	-
<b>Total Revenues</b>	<b>\$704,786</b>	<b>\$711,690</b>	<b>\$710,925</b>	<b>\$716,172</b>	<b>\$715,400</b>
<b>EXPENDITURES</b>					
Professional Services	21,425	17,516	<b>51,810</b>	32,660	<b>54,710</b>
Postage & Freight	8,305	9,834	<b>12,000</b>	13,000	<b>15,500</b>
Street Maintenance & Repair	2,041,540	2,131,914	<b>2,241,000</b>	1,928,748	<b>2,165,000</b>
Sidewalk Maintenance & Repair	82,590	144,134	<b>100,000</b>	100,000	<b>100,000</b>
<b>Total Contractual Services</b>	<b>2,153,860</b>	<b>2,303,398</b>	<b>2,404,810</b>	<b>2,074,408</b>	<b>2,335,210</b>
Stationery & Printing	2,882	3,329	<b>3,000</b>	5,300	<b>3,000</b>
<b>Total Materials &amp; Supplies</b>	<b>2,882</b>	<b>3,329</b>	<b>3,000</b>	<b>5,300</b>	<b>3,000</b>
Sidewalks	46,799	65,237	<b>60,000</b>	60,000	-
<b>Total Capital Outlay</b>	<b>46,799</b>	<b>65,237</b>	<b>60,000</b>	<b>60,000</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$2,203,541</b>	<b>\$2,371,964</b>	<b>\$2,467,810</b>	<b>\$2,139,708</b>	<b>\$2,338,210</b>
<b>Revenues in Excess of Expenditures</b>	<b>(\$1,498,755)</b>	<b>(\$1,660,274)</b>	<b>(\$1,756,885)</b>	<b>(\$1,423,536)</b>	<b>(\$1,622,810)</b>
<b>OTHER SOURCES (USES)</b>					
Transfer In					
General Fund	-	-	-	-	<b>1,000,000</b>
Home Rule Sales Tax Fund	1,500,000	-	<b>525,000</b>	525,000	<b>300,000</b>
Motor Fuel Tax Fund	-	1,000,000	<b>1,000,000</b>	1,000,000	-
Transfer Out	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$1,500,000</b>	<b>\$1,000,000</b>	<b>\$1,525,000</b>	<b>\$1,525,000</b>	<b>\$1,300,000</b>
Change in Fund Balance	1,245	(660,274)	<b>(231,885)</b>	101,464	<b>(322,810)</b>
Beginning Balance, May 1	903,257	904,502	<b>244,228</b>	244,228	<b>\$345,692</b>
Ending Balance, April 30	904,502	244,228	<b>12,343</b>	345,692	<b>22,882</b>
Nonspendable	-	-	-	-	-
<b>Assigned for Streets</b>	<b>\$904,502</b>	<b>\$244,228</b>	<b>\$12,343</b>	<b>\$345,692</b>	<b>\$22,882</b>

FY2016/2017  
ACCOUNT INFORMATION  
ROAD/VEHICLE LICENSE FUND

For a complete description of budgetary account activities, see “Account Descriptions” presented later in this document. Major changes in budget amounts are briefly explained below.

- Additional funds have been requested in the Professional Services account for fiscal year 2016/2017. Funds budgeted will provide for three (3) seasonal assistants to assist with the City’s annual vehicle sticker renewal program which is conducted June 1 through July 15.
- An increase in the Postage & Freight account best matches funds to utilization.
- Budgeted in the Street Maintenance & Repair account are funds to provide for the City’s annual street resurfacing program (\$2,000,000), pavement preservation (\$60,000), pavement marking (\$50,000), manhole frame and lid replacements (\$50,000) and pedestrian safety improvements (\$5,000). Funds to share in the maintenance of private roadways were not re-budgeted.
- Funds to restore sidewalks in the City’s downtown shopping district have been reclassified to the City’s Capital & Equipment Replacement Fund for fiscal year 2016/2017.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



THREE OAKS RECREATION AREA  
OPERATING FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
THREE OAKS RECREATION AREA OPERATING FUND

The construction of the Three Oaks Recreation Area (formerly known as Vulcan Lakes) began in Fiscal Year 2009/2010. The operations of this area as a recreational destination began in early fall of 2010. Included in this budget are funds to provide a full year of operations for this recreation area, including training to life guards, attendants and the site supervisor.

Included in this budget are all operational costs, as well as costs for storage and winterizing of all equipment. The concessions stand is operated by Culver's and projected revenues and rent are included in this area.

FY2015/2016  
ACCOMPLISHMENTS  
THREE OAKS RECREATION AREA OPERATING FUND

- Continuous Improvement – Marina and Beach
  - Continue to increase customer demand through marketing and promotion.
  - Continue to attend one sporting expo to increase public awareness of park.
  - Respond to customer suggestions noted in a 2014 survey to review marina pricing and adjust as necessary to reflect market conditions and to develop additional shoreline fishing areas.
  - Enhance mechanism for collecting customer survey results to achieve greater response.
  - Continue to build relationships with local organizations to assist in promoting Three Oaks Recreation Area, as well as attract events to Three Oaks to use the facility during slow times.
  
- *Opened additional shoreline for fishermen along both the east and west trails.*
- *Attended the Chicagoland Fishing, Travel and Outdoor Expo.*
- *Attended a Scuba Expo.*
- *Hosted the Crystal Lake Fishing Anglers for two fishing derbys.*
- *Reconfigured the depth lines at the beach to create a more open swim area.*
  
- Enhance Revenues
  - Continue to look for opportunities to develop additional revenue sources.
  - Promote the new scuba facility and cable park.
  
- *Added grills to the island pavilion and volleyball court pavilion to increase rentals.*
- *Continued to promote new scuba diving area through dive websites, social media, etc.*
- *Established a weekly open swim.*

- Control Costs
  - Continue to leverage community volunteer networks to assist with the maintenance of the park.
    - *Received assistance from local organizations/groups in clean-up of the park in the spring.*
- Guest Service
  - Improve communication with customers.
  - Continue to update the Park's website in order to provide customers with more immediate and relevant park information.
  - Continue to utilize the City's social networking sites to communicate with customers.
    - *Added the Rainout Line to the website that provides up-to-date status of park amenities.*
    - *Continued to use social media as a primary communication tool.*
- Team Member Training
  - Continue to develop leadership/management staff.
  - Continue to provide practical customer service, technical and safety training to all staff.
    - *Recreation Managers attended the Chamber's Leaders In Action Program.*
    - *Recreation Manager attended training on playground maintenance.*
    - *Recreation Managers and Assistant Supervisors read a leadership book called Creating Magic and participated in discussions.*
    - *Staff received customer service training and ongoing technical training.*
- Safety
  - Continue to address items noted in the City's Risk Management audit including the completion of standardized evaluation forms for seasonal employees and the implementation of a detailed safety/maintenance inspection list and safety team of Three Oaks staff.
    - *Developed a safety team and will expand its role in 2016.*
    - *Utilized new evaluation forms for end-of-year reviews.*

FY2016/2017  
 OBJECTIVES  
 THREE OAKS RECREATION AREA OPERATING FUND

- Continuous Improvement – Marina and Beach
  - Evaluate enhancements to trolling motors and batteries rented in response to customer survey.
  - Evaluate options to expand the swimming area.

- Enhance Revenues
  - Perform boat rental rate analysis and recommend potential increases in boat rental rates.
  - Allow the pavilion adjacent to the North Lake to be rented.
  - Perform a pavilion rate analysis of comparable facilities to determine potential increases in rental rates.
  - Increase seasonal pass sales through onsite promotion.
  - Continue to promote the scuba facility and cable park.
  - Place concrete culverts in the lake for divers to swim through, as well as research artifacts to place in the lake that will attract divers to the park.
  - Enhance efforts to promote the Marina Rewards Card Program.
  - Evaluate options to increase boat rentals during slower periods of the season.
  
- Control Costs
  - Continue to leverage community volunteer networks to assist with the maintenance of the park.
  
- Guest Service
  - Establish an on-site customer information center to address guests' needs and be able to provide guests with park-related information.
  - Continue to enhance communication through the park's website and by using social media.
  
- Team Member Training
  - Implement a leadership/management training program to develop future management staff for the park.
  - Increase staff member customer service, technical and safety training throughout the season.
  
- Safety
  - Continue to promote, identify and address safety matters utilizing the Three Oaks Safety Committee.
  - Continue to conduct facility and equipment safety checks that includes a weekly inventory of all rental watercraft.

**FY2016/2017  
ANNUAL BUDGET  
THREE OAKS RECREATION AREA FUND OPERATING**

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>					
Parking Fees	82,810	81,889	<b>80,300</b>	91,500	<b>92,600</b>
Admission Fees - Beach	127,404	134,022	<b>133,960</b>	171,711	<b>171,711</b>
Annual Facility Pass	5,075	4,335	<b>1,900</b>	6,100	<b>6,000</b>
Rental Income - Boats	155,373	145,049	<b>143,430</b>	160,000	<b>164,634</b>
Rental Income - Pavillion	6,721	9,905	<b>6,400</b>	3,120	<b>8,600</b>
Rental Income - Beach Chair	1,156	1,046	<b>1,050</b>	1,999	<b>1,999</b>
Rental Income - Concessions	9,056	9,825	<b>9,656</b>	10,661	<b>9,500</b>
Lake Use Fees (SCUBA)	5,643	4,347	<b>4,350</b>	9,400	<b>9,390</b>
Consumables	7,589	5,097	<b>7,100</b>	6,900	<b>6,000</b>
SCUBA Instruction	4,748	7,327	<b>7,327</b>	1,230	-
Three Oaks Classes	1,388	2,385	<b>2,190</b>	13,300	<b>13,000</b>
Interest Income	33	46	<b>100</b>	25	-
Miscellaneous Income	953	2,319	<b>2,600</b>	1,450	-
<b>Total Revenues</b>	<b>\$407,949</b>	<b>\$407,592</b>	<b>\$400,363</b>	<b>\$477,396</b>	<b>\$483,434</b>
<b>EXPENDITURES</b>					
Part-Time/Seasonal Wages	347,971	365,798	<b>372,052</b>	363,481	<b>372,578</b>
<b>Total Personnel Services</b>	<b>347,971</b>	<b>365,798</b>	<b>372,052</b>	<b>363,481</b>	<b>372,578</b>
Professional Services	11,028	13,929	<b>18,725</b>	18,725	<b>21,745</b>
Publishing	3,713	1,794	<b>5,300</b>	5,300	<b>6,345</b>
Postage & Freight	350	15	<b>100</b>	100	<b>100</b>
Training	2,856	2,632	<b>3,500</b>	3,500	<b>3,205</b>
Insurance & Bonding	3,285	5,332	<b>3,462</b>	3,462	<b>3,531</b>
Utilities	15,642	28,873	<b>22,517</b>	22,517	<b>40,045</b>
Examinations	8,640	8,007	<b>7,000</b>	7,000	<b>8,950</b>
Plant Maintenance Services	88,321	82,314	<b>82,548</b>	82,548	<b>140,578</b>
<b>Total Contractual Services</b>	<b>133,835</b>	<b>142,896</b>	<b>143,152</b>	<b>143,152</b>	<b>224,499</b>
Office Supplies	1,285	1,276	<b>1,000</b>	1,000	<b>1,000</b>
Cleaning Supplies	8,361	5,978	<b>7,000</b>	7,000	<b>5,000</b>
Motor Fuel & Lubricants	103	3,625	<b>3,000</b>	3,000	<b>3,000</b>
Comp. Hardware & Software	7,792	4,467	<b>2,175</b>	2,571	<b>3,550</b>
Small Tools & Equipment	926	984	<b>11,525</b>	11,525	<b>39,150</b>
Automotive Supplies	4,164	6,703	<b>3,700</b>	3,700	<b>2,700</b>
Clothing	6,266	7,063	<b>8,600</b>	8,600	<b>6,500</b>
Operating Supplies	28,344	24,660	<b>11,330</b>	11,330	<b>6,900</b>
<b>Total Materials &amp; Supplies</b>	<b>57,241</b>	<b>54,756</b>	<b>48,330</b>	<b>48,726</b>	<b>67,800</b>
<b>Total Expenditures</b>	<b>\$539,047</b>	<b>\$563,450</b>	<b>\$563,534</b>	<b>\$555,359</b>	<b>\$664,877</b>

**FY2016/2017  
ANNUAL BUDGET (CONT'D)  
THREE OAKS RECREATION AREA OPERATING FUND**

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
Revenues in Excess of Expenditures	(131,098)	(155,858)	<b>(163,171)</b>	(77,963)	<b>(181,443)</b>
OTHER SOURCES (USES)					
Transfer In					
Home Rule Sales Tax Fund	128,679	155,858	<b>163,171</b>	77,963	<b>181,443</b>
Transfer Out					
Three Oaks Capital Fund	-		-	-	
Total Other Sources (Uses)	<b>\$128,679</b>	<b>\$155,858</b>	<b>\$163,171</b>	<b>\$77,963</b>	<b>\$181,443</b>
Change in Fund Balance	(2,419)	-	-	-	-
Beginning Balance, May 1	2,419	-	-	-	-
Ending Balance, April 30	-	-	-	-	-
Nonspendable	-	-	-	-	-
Assigned for Recreation	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**FY2016/2017  
ACCOUNT INFORMATION  
THREE OAKS RECREATION AREA OPERATING FUND**

For a complete description of budgetary account activities, see "Account Descriptions" presented later in this document. Major changes in budget amounts are briefly explained below.

- Additional funds were budgeted in the Professional Services account as a result of increasing fees to process increasing numbers of purchases made by patrons using credit cards.
- Additional funds have been requested in the Publishing account. Additional funds will provide for replenishing the inventory of Three Oaks Recreation Area brochures.
- Additional funds were budgeted in the Utilities account as a result of increased costs associated with additional cabling for wireless service at the Lake House and increases for electricity based on utilization.
- Additional funds have been requested in the Examinations account as a result of increasing costs for applicant drug screenings and physicals for lifeguards.
- Additional funds have been requested in the Plant Maintenance Services account. Additional funds will provide for new landscaping near the recently constructed scuba area and provide funding for facility maintenance (staining).

FY2016/2017  
ACCOUNT INFORMATION (Cont'd)  
THREE OAKS RECREATION AREA OPERATING FUND

- Additional funds have been requested in the Small Tools and Equipment account for fiscal year 2016/2017. Additional funds will provide for the replacement of three (3) park manager radios, and for the purchase of additional picnic tables, garbage receptacles, lifeguard umbrellas, beach chairs, volleyball nets, trailers for two (2) paddle pontoons, canopies for three (3) paddleboats, a canopy for the park's service boat, a ladder for the scuba area, a portable water tank for the park's service truck and a water level meter. Also planned for fiscal year 2016/2017 is the purchase and installation of an information kiosk for Three Oaks Recreation Area visitors.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



THREE OAKS CAPITAL &  
EQUIPMENT REPLACEMENT  
FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
THREE OAKS CAPITAL & EQUIPMENT REPLACEMENT FUND

The Three Oaks Capital Fund will provide for replacement of capital equipment used in the operation of the Three Oaks Recreation Area.

FY2016/2017  
ANNUAL BUDGET  
THREE OAKS CAPITAL & EQUIPMENT REPLACEMENT FUND

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>					
Interest Income	15	12	-	-	-
Total Revenues	\$15	\$12	\$0	\$0	\$0
<b>EXPENDITURES</b>					
Professional Services	3,672	-	-	-	63,830
Total Contractual Services	3,672	-	-	-	63,830
Comp. Hardware & Software	-	-	-	-	8,000
Total Materials & Supplies	-	-	-	-	8,000
System Improvement	2,126	-	-	-	30,000
Operating Equipment	84,699	55,413	45,529	45,529	12,500
Total Capital Outlay	86,825	55,413	45,529	45,529	42,500
Total Expenditures	\$90,497	\$55,413	\$45,529	\$45,529	\$114,330
Revenues in Excess of Expenditures	(90,482)	(55,401)	(45,529)	(45,529)	(114,330)
<b>OTHER SOURCES (USES)</b>					
Transfer In	193,119				
Home Rule Sales Tax Fund	-	-	-	-	112,623
Bond Proceeds	-	-	-	-	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	\$193,119	\$0	\$0	\$0	\$112,623
Change in Fund Balance	102,637	(55,401)	(45,529)	(45,529)	(1,707)
Beginning Balance, May 1	-	102,637	47,236	47,236	1,707
Ending Balance, April 30	102,637	47,236	1,707	1,707	0
Nonspendable	-	-	-	-	-
Assigned for Recreation	\$102,637	\$47,236	\$1,707	\$1,707	\$0

FY2016/2017  
ACCOUNT INFORMATION  
THREE OAKS CAPITAL & EQUIPMENT REPLACEMENT FUND

- Budgeted in the Three Oaks Capital & Equipment Replacement Fund for fiscal year 2016/2017 are funds to provide for the replacement of three (3) desktop computers, replacement of canoes, the installation of a wireless area network (beach area), improvements to the park's irrigation system and beach area and for the purchase of an enclosure for the park's main pavilion. Additionally, funds have been budgeted to allow for the completion of a water level analysis and for an update to the park's master plan.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



CROSSING GUARD  
FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
CROSSING GUARD FUND

The Crossing Guard Fund provides the budgetary accounts necessary for the operation of the Crossing Guard Program. This program is administered by Andy Frain Services, a leading provider of integrated solutions to security, under the guidance of the Crystal Lake Police Department. Costs are shared with Crystal Lake Elementary School District 47 through an intergovernmental agreement.

FY2016/2017  
ANNUAL BUDGET  
CROSSING GUARD FUND

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>					
Property Tax	24,952	40,166	45,119	45,046	45,123
Investment Interest	14	15	15	15	7
Reimbursed Expenses	28,977	29,820	17,500	45,125	45,125
<b>Total Revenues</b>	<b>\$53,943</b>	<b>\$70,001</b>	<b>\$62,634</b>	<b>\$90,186</b>	<b>\$90,255</b>
<b>EXPENDITURES</b>					
Part-time Salaries	52,648	52,575	62,605	-	-
<b>Total Personnel Services</b>	<b>52,648</b>	<b>52,575</b>	<b>62,605</b>	<b>-</b>	<b>-</b>
Professional Services	-	-	-	90,255	90,255
<b>Total Contractual Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>90,255</b>	<b>90,255</b>
Small Tools & Equipment	-	-	100	-	-
<b>Total Materials &amp; Supplies</b>	<b>-</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$52,648</b>	<b>\$52,575</b>	<b>\$62,705</b>	<b>\$90,255</b>	<b>\$90,255</b>
Revenues in Excess of Expenditures	1,295	17,426	(71)	(69)	-
Change in Fund Balance	1,295	17,426	(71)	(69)	-
Beginning Balance, May 1	64,747	66,042	83,468	83,468	83,399
Ending Balance, April 30	66,042	83,468	83,397	83,399	83,399
Nonspendable	-	-	-	-	-
Assigned for Crossing Guards	\$66,042	\$83,468	\$83,397	\$83,399	\$83,399

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



IMRF/FICA FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
IMRF/FICA FUND

The Illinois Municipal Retirement Fund (IMRF)/Federal Insurance Contributions Act (FICA) Fund is used to account for revenues derived from a separate tax levy and disbursement of these funds for contributions to Social Security and the Illinois Municipal Retirement Fund.

FY2016/2017  
ANNUAL BUDGET  
IMRF/FICA FUND

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>					
Property Tax - IMRF	640,812	848,523	<b>920,000</b>	915,445	<b>920,006</b>
Property Tax - FICA	756,394	682,521	<b>767,000</b>	765,700	<b>773,137</b>
Investment Interest	246	243	<b>100</b>	100	<b>100</b>
<b>Total Revenues</b>	<b>\$1,397,452</b>	<b>\$1,531,287</b>	<b>\$1,687,100</b>	<b>\$1,681,245</b>	<b>\$1,693,243</b>
<b>EXPENDITURES</b>					
City Portion - IMRF	888,357	836,811	<b>920,000</b>	920,000	<b>920,106</b>
City Portion - FICA	680,192	663,333	<b>767,000</b>	767,000	<b>773,137</b>
<b>Total Personnel Services</b>	<b>1,568,549</b>	<b>1,500,144</b>	<b>1,687,000</b>	<b>1,687,000</b>	<b>1,693,243</b>
<b>Total Expenditures</b>	<b>\$1,568,549</b>	<b>\$1,500,144</b>	<b>\$1,687,000</b>	<b>\$1,687,000</b>	<b>\$1,693,243</b>
Revenues in Excess of Expenditures	(171,097)	31,143	<b>100</b>	(5,755)	-
Change in Fund Balance	(171,097)	31,143	<b>100</b>	(5,755)	-
Beginning Balance, May 1	966,155	795,058	<b>826,201</b>	826,201	<b>820,446</b>
Ending Balance	795,058	826,201	<b>826,301</b>	820,446	<b>820,446</b>
Restricted for FICA	(76,202)	(95,390)	<b>(95,390)</b>	(94,090)	<b>(94,090)</b>
Restricted for IMRF	\$718,856	\$730,811	<b>\$730,911</b>	\$726,356	<b>\$726,356</b>

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



INSURANCE FUND

**FY2016/2017  
STATEMENT OF ACTIVITIES  
INSURANCE FUND**

The Insurance Fund is used to account for resources that are reserved for purposes of meeting funding requirements set by the Intergovernmental Risk Management Agency (IRMA) for liability insurance and that of the Intergovernmental Personnel Benefits Cooperative (IPBC) for group health insurance.

**FY2016/2017  
ANNUAL BUDGET  
INSURANCE FUND**

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>					
Investment Interest	202	35,791	-	239,075	-
Group Health Insurance					
Reimbursements	-	37,240	16,000	16,000	16,000
Miscellaneous	479,779	22,764	-	-	-
<b>Total Revenues</b>	<b>\$479,981</b>	<b>\$95,795</b>	<b>\$16,000</b>	<b>\$255,075</b>	<b>\$16,000</b>
<b>EXPENDITURES</b>					
Group Health Insurance	1,984	-	48,200	48,200	48,200
Total Personnel Services	1,984	-	48,200	48,200	48,200
Insurance & Bonding	244,769	-	-	-	-
Total Contractual Services	244,769	-	-	-	-
<b>Total Expenditures</b>	<b>\$246,753</b>	<b>\$0</b>	<b>\$48,200</b>	<b>\$48,200</b>	<b>\$48,200</b>
Revenues in Excess of Expenditures	233,228	95,795	(32,200)	206,875	(32,200)
<b>OTHER SOURCES (USES)</b>					
Transfer In	213,254	-	-	-	-
Transfer Out	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$213,254</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>	<b>\$0</b>
Change in Fund Balance	446,482	95,795	(32,200)	206,875	(32,200)
Beginning Balance, May 1	1,325,772	1,772,254	1,868,049	1,868,049	2,074,924
Ending Balance, April 30	1,772,254	1,868,049	1,835,849	2,074,924	2,042,724
Nonspendable - Prepaid Insurance	(758,647)	(801,917)	(758,647)	(801,917)	(801,917)
Nonspendable - Excess Surplus (IRMA)	(408,697)	(469,715)	(408,697)	(707,790)	(707,790)
Nonspendable - Terminal Reserve (IPBC)	(71,082)	(62,095)	(71,082)	(62,095)	(62,095)
Nonspendable - Other Prepaid Expenses	-	(2,454)	-	-	-
<b>Unassigned Fund Balance, April 30</b>	<b>\$533,828</b>	<b>\$531,868</b>	<b>\$597,423</b>	<b>\$503,122</b>	<b>\$470,922</b>

FY2016/2017  
ACCOUNT INFORMATION  
INSURANCE FUND

- Budgeted in the Insurance Fund for fiscal year 2016/2017 are funds to provide for the administration of the City's flexible health spending and dependent care program, employee assistance program and for the City's annual wellness program that provides employees, including first responders with influenza vaccinations.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



RESTRICTED POLICE FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
RESTRICTED POLICE FUND

The Restricted Police Fund provides a set of budgetary accounts necessary to account for funds collected by the Police Department for specific infractions such as DUI, drug forfeitures and vehicle impoundments. Restricted accounts are governed by State or Federal Statutes. Funds are limited in their potential uses. Funds expended must be used by the Police Department for DUI and drug enforcement activities. Prior to fiscal year 2014/2015, revenues and expenditures were accounted for on the balance sheet of the General Fund.

FY2016/2017  
ANNUAL BUDGET  
RESTRICTED POLICE FUND

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>					
Donations - K9 Unit	-	12,735	-	-	-
DUI Fines	-	83,012	19,000	12,000	15,000
Drug Fines	-	7,145	4,000	2,500	5,600
Vehicle Fines	-	80,981	21,000	11,000	18,000
Forfeited Funds	-	55,155	6,000	36,000	10,000
Electronic Citations	-	12,101	3,300	2,000	3,000
Donations - Police Activities	-	18,794	1,000	1,000	1,000
DEA/Federal Sharing	-	290,679	69,000	20,500	50,000
Raw Seizure Pass Thru	-	-	-	1,120	-
Miscellaneous Seizures	-	-	-	-	-
<b>Total Revenues</b>	<b>\$0</b>	<b>\$560,602</b>	<b>\$123,300</b>	<b>\$86,120</b>	<b>\$102,600</b>
<b>EXPENDITURES</b>					
Donations - K9 Unit	-	-	-	-	-
DUI Fines	-	26,691	-	-	70,000
Drug Fines	-	-	-	-	-
Vehicle Fines	-	-	3,000	3,000	3,000
Forfeited Funds	-	1,100	2,000	2,200	10,000
Electronic Citations	-	1,520	-	800	1,000
Donations - Police Activities	-	10,900	-	1,000	1,000
DEA/Federal Sharing	-	28,900	48,000	48,000	250,000
Raw Seizure Pass Thru	-	-	-	1,120	-
Miscellaneous Seizures	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$69,111</b>	<b>\$53,000</b>	<b>\$56,120</b>	<b>\$335,000</b>

FY2016/2017  
ANNUAL BUDGET (Cont'd)  
RESTRICTED POLICE FUND

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
Revenues in Excess of Expenditures	-	491,491	70,300	30,000	(232,400)
OTHER SOURCES (USES)					
Transfer In					
Transfer Out					
Total Other Sources (Uses)	\$0	\$0	\$0	\$0	\$0
Change in Fund Balance	-	491,491	70,300	30,000	(232,400)
Beginning Fund Balance, May 1	-	-	491,491	491,491	521,491
Ending Fund Balance, April 30	-	491,491	561,791	521,491	289,091
Restricted - K9 Unit	-	(12,735)	(12,735)	(12,735)	(12,735)
Restricted - DUI Fines	-	(56,321)	(75,321)	(68,321)	(13,321)
Restricted - Drug Fines	-	(7,145)	(11,145)	(9,645)	(15,245)
Restricted - Vehicle Fines	-	(80,981)	(98,981)	(88,981)	(103,981)
Restricted - Forfeited Funds	-	(54,055)	(58,055)	(87,855)	(87,855)
Restricted - Electronic Citations	-	(10,581)	(13,881)	(11,781)	(13,781)
Restricted - Police Activities	-	(7,894)	(8,894)	(7,894)	(7,894)
Restricted - DEA/Federal Sharing	-	(261,779)	(282,779)	(234,279)	(34,279)
Restricted - Raw Seizure Pass Thru	-	-	-	-	-
Restricted - Miscellaneous Seizures	-	-	-	-	-
Assigned for Enforcement Activities	\$0	\$0	\$0	\$0	\$0

FY2016/2017  
ACCOUNT INFORMATION  
RESTRICTED POLICE FUND

- Budgeted in the Restricted Police Fund for fiscal year 2016/2017 are funds to provide for the replacement of one patrol vehicle and for purchase of simulation equipment and in-car cameras for the City's Police Department. Additionally, canine training costs have been reclassified from the General Fund to the Restricted Police Fund for fiscal year 2016/2017.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



FOREIGN FIRE INSURANCE FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
FOREIGN FIRE INSURANCE FUND

The Foreign Fire Insurance Fund provides the budgetary accounts necessary to account for the proceeds of foreign fire insurance tax and for expenses authorized by the Board of Foreign Fire Insurance. These funds are received once a year from the State of Illinois. The funds are spent at the direction of the Foreign Fire Insurance Board per State Statute.

FY2016/2017  
ANNUAL BUDGET  
FOREIGN FIRE INSURANCE FUND

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>					
Foreign Fire Insurance Tax	61,016	64,767	65,000	61,753	62,000
Interest Earnings	229	324	300	300	300
Miscellaneous	(16)	-	-	-	-
<b>Total Revenues</b>	<b>\$61,229</b>	<b>\$65,091</b>	<b>\$65,300</b>	<b>\$62,053</b>	<b>\$62,300</b>
<b>EXPENDITURES</b>					
Stipends	1,125	900	1,500	1,500	-
<b>Total Personnel Services</b>	<b>1,125</b>	<b>900</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>
Legal	-	-	500	-	2,000
Training	-	-	1,200	-	-
Insurance & Bonding	100	100	100	-	100
Radio Equipment Services	556	25,504	5,000	-	1,000
<b>Total Contractual Services</b>	<b>656</b>	<b>25,604</b>	<b>6,800</b>	<b>-</b>	<b>3,100</b>
Computer Hardware & Software	-	-	100	-	100
Small Tools & Equipment	61,320	-	50,250	60,258	50,000
Operating Supplies	-	-	1,500	-	-
<b>Total Materials &amp; Supplies</b>	<b>61,320</b>	<b>-</b>	<b>51,850</b>	<b>60,258</b>	<b>50,100</b>
<b>Total Expenditures</b>	<b>\$63,101</b>	<b>\$26,504</b>	<b>\$60,150</b>	<b>\$61,758</b>	<b>\$53,200</b>
<b>Revenues in Excess of Expenditures</b>	<b>(1,872)</b>	<b>38,587</b>	<b>5,150</b>	<b>295</b>	<b>9,100</b>
Change in Fund Balance	(1,872)	38,587	5,150	295	9,100
Beginning Balance, May 1	185,237	183,365	217,615	217,615	222,247
Asset Impairment	-	(4,337)	-	4,337	-
Ending Balance, April 30	183,365	217,615	222,765	222,247	231,347
Nonspendable	-	-	-	-	-
Assigned for Foreign Fire	\$183,365	\$217,615	\$222,765	\$222,247	\$231,347

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



CAPITAL & EQUIPMENT  
REPLACEMENT FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
CAPITAL & EQUIPMENT REPLACEMENT FUND

The Capital & Equipment Replacement Fund was established during Fiscal Year 2010/2011 and was funded initially from General Fund reserves. The Capital & Equipment Replacement Fund will provide for future replacements of capital and technological equipment. Additional reservations of fund balance may be made from time-to-time as operating surpluses become available or as deemed appropriate as a result of changes to the capital improvement policy.

FY2016/2017  
ANNUAL BUDGET  
CAPITAL & EQUIPMENT REPLACEMENT FUND

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>					
Grant Proceeds	3,050	2,926	-	-	-
Motion Sensor Install-DCEO	-	-	5,000	-	15,000
Exterior LED Lights-DCEO	-	-	35,000	-	55,000
Interest Income	-	-	-	-	-
Reimbursements	-	-	25,000	-	-
Prairie Trail Tunnel-MCCD	-	-	-	7,200	137,500
<b>Total Revenues</b>	<b>\$3,050</b>	<b>\$2,926</b>	<b>\$65,000</b>	<b>\$7,200</b>	<b>\$207,500</b>
<b>EXPENDITURES</b>					
Professional Services	69,575	129,013	1,135,000	946,200	365,000
Sidewalks		65,237	220,000	220,000	-
<b>Total Contractual Services</b>	<b>69,575</b>	<b>194,250</b>	<b>1,355,000</b>	<b>1,166,200</b>	<b>365,000</b>
Computer Hardware & Software	125,753	141,600	350,250	301,980	157,500
Small Tools & Equipment	61,251	10,975	-	-	2,875
Automotive Supplies	-	-	72,600	78,950	91,000
Street Signs	-	15,000	92,500	92,500	35,000
<b>Total Materials &amp; Supplies</b>	<b>187,004</b>	<b>167,575</b>	<b>515,350</b>	<b>473,430</b>	<b>286,375</b>
Buildings & Facilities	664,714	248,608	530,500	182,500	380,000
Automotive Equipment	1,091,323	1,121,344	680,000	453,097	790,200
Operating Equipment	108,909	81,062	242,000	64,048	441,809
Systems Improvements	-	204,444	522,962	416,670	878,662
<b>Total Capital Outlay</b>	<b>1,864,946</b>	<b>1,655,458</b>	<b>1,975,462</b>	<b>1,116,315</b>	<b>2,490,671</b>
<b>Total Expenditures</b>	<b>\$2,121,525</b>	<b>\$2,017,283</b>	<b>\$3,845,812</b>	<b>\$2,755,945</b>	<b>\$3,142,046</b>

FY2016/2017  
ANNUAL BUDGET (Cont'd)  
CAPITAL & EQUIPMENT REPLACEMENT FUND

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
Revenues in Excess of Expenditures	(2,118,475)	(2,014,357)	(3,780,812)	(2,748,745)	(2,934,546)
OTHER SOURCES (USES)					
Transfer In					
General Fund	2,094,475	1,970,700	3,498,312	2,755,045	-
Home Rule Sales Tax Fund	-	43,657	282,500	171,200	162,500
Water & Sewer Fund	24,000	-	-	-	-
Bond Proceeds	-	-	-	-	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	\$2,118,475	\$2,014,357	\$3,780,812	\$2,926,245	\$162,500
Change in Fund Balance	-	-	-	177,500	(2,772,046)
Beginning Balance, May 1	3,000,000	3,000,000	3,000,000	3,000,000	3,177,500
Ending Balance, April 30	3,000,000	3,000,000	3,000,000	3,177,500	405,454
Nonspendable	-	-	-	-	-
Unassigned Balance, April 30	\$3,000,000	\$3,000,000	\$3,000,000	\$3,177,500	\$405,454

FY2016/2017  
ACCOUNT INFORMATION  
CAPITAL & EQUIPMENT REPLACEMENT FUND

- Funds have been requested in fiscal year 2016/2017 to provide for the purchase or replacement of:
  - Police vehicle replacements (5)
  - Public Works Superintendent vehicle replacements (2)
  - Dump Truck replacement
  - Pickup truck replacement
  - Service truck replacement
  - Cargo (JULIE) van replacement
  - Sidewalk tractor replacement
  - Snow plow and under tailgate spreader replacements
  - LED lightbars (to increase visibility of plow trucks)
  - Flooding mitigation (engineering study and design)
  - Culvert replacement (engineering study and design)

FY2016/2017  
ACCOUNT INFORMATION (Cont'd)  
CAPITAL & EQUIPMENT REPLACEMENT FUND

- Sidewalk and raised planter restoration
- Prairie Trail tunnel restoration engineering and design  
(funded in part by the McHenry County Conservation District)
- Fiber optic cable installation
- Emerald Ash Borer (EAB) eradication (tree removal and replacement)
- Telephone system replacement
- Copier replacement
- Closed-circuit security camera system upgrades
- Desktop and mobile data terminal replacements
- Liquor License software
- Grant application and reporting software
- Audio/video equipment upgrade (City Council Chambers)
- Boiler room air supply reconfiguration
- CO<sub>2</sub> demand ventilation system installation (Public Works Garage)
- Trench drain reconstruction (Public Works Garage)
- Gas-fired heater replacement (Public Works Garage)
- Mechanical systems automation integration (Municipal Complex)
- Variable Frequency Drive replacement  
(Municipal Complex HVAC system return and supply fans)
- Arc-flash study (Municipal Complex)
- Concrete replacement (Municipal Complex entrance)
- Carpet replacement (Municipal Complex)
- Municipal Complex exterior LED lighting upgrade  
(funding provided by the Illinois Department of Commerce & Economic Opportunity)
- Building & facilities master plan study

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



POLICE PENSION  
FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
POLICE PENSION FUND

The Police Pension Fund was created, as required by State Statute, to provide retirement and disability benefits for sworn City of Crystal Lake police officers and their dependents. The tax levy passed in December 2015 is intended to fund the 2016/2017 budget.

FY2016/2017  
ANNUAL BUDGET  
POLICE PENSION FUND

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
<b>REVENUES</b>					
Employee Contributions	553,800	568,526	<b>594,000</b>	582,500	<b>556,400</b>
Employer Contributions	1,844,723	1,778,970	<b>1,869,923</b>	1,866,758	<b>1,992,354</b>
Investment Income	2,835,560	1,857,197	<b>1,100,000</b>	1,100,000	<b>1,100,000</b>
Miscellaneous	-	-	-	25	-
<b>Total Revenues</b>	<b>\$5,234,083</b>	<b>\$4,204,693</b>	<b>\$3,563,923</b>	<b>\$3,549,283</b>	<b>\$3,648,754</b>
<b>EXPENDITURES</b>					
Pension Payments	1,914,037	2,118,147	<b>2,285,000</b>	2,285,000	<b>2,488,000</b>
<b>Total Personnel Services</b>	<b>1,914,037</b>	<b>2,118,147</b>	<b>2,285,000</b>	<b>2,285,000</b>	<b>2,488,000</b>
Professional	144,241	176,250	<b>173,500</b>	191,000	<b>191,000</b>
Legal	3,299	3,872	<b>15,000</b>	12,000	<b>15,000</b>
Training	2,710	-	<b>2,000</b>	2,000	<b>2,000</b>
Dues & Subscriptions	775	775	<b>1,000</b>	1,000	<b>1,000</b>
State Filing Fees	5,125	5,739	<b>5,000</b>	6,500	<b>6,500</b>
<b>Total Contractual Services</b>	<b>156,150</b>	<b>186,636</b>	<b>196,500</b>	<b>212,500</b>	<b>215,500</b>
<b>Total Expenditures</b>	<b>\$2,070,187</b>	<b>\$2,304,783</b>	<b>\$2,481,500</b>	<b>\$2,497,500</b>	<b>\$2,703,500</b>
Revenues in Excess of Expenditures	3,163,896	1,899,910	<b>1,082,423</b>	1,051,783	<b>945,254</b>
Change in Fund Balance	3,163,896	1,899,910	<b>1,082,423</b>	1,051,783	<b>945,254</b>
Beginning Balance, May 1	28,693,211	31,857,107	<b>33,757,017</b>	33,757,017	<b>34,808,800</b>
Ending Balance, April 30	31,857,107	33,757,017	<b>34,839,440</b>	34,808,800	<b>35,754,054</b>
Nonspendable	-	-	-	-	-
Restricted for Pension	\$31,857,107	\$33,757,017	<b>\$34,839,440</b>	\$34,808,800	<b>\$35,754,054</b>

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



FIREFIGHTERS' PENSION  
FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
FIREFIGHTERS' PENSION FUND

The Firefighters' Pension Fund was created, as required by State Statute, to provide retirement and disability benefits for City of Crystal Lake firefighters/paramedics and their dependents. The tax levy passed in December 2015 is intended to fund the 2016/2017 budget.

FY2016/2017  
ANNUAL BUDGET  
FIREFIGHTERS' PENSION FUND

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
<b>REVENUES</b>					
Employee Contributions	522,280	539,487	621,000	589,200	619,400
Employer Contributions	1,618,264	1,555,655	1,767,761	1,764,764	1,693,212
Investment Income	1,596,682	1,949,686	900,000	900,000	900,000
Miscellaneous	-	25	-	-	-
<b>Total Revenues</b>	<b>\$3,737,226</b>	<b>\$4,044,853</b>	<b>\$3,288,761</b>	<b>\$3,253,964</b>	<b>\$3,212,612</b>
<b>EXPENDITURES</b>					
Pension Payments	1,073,750	1,178,766	1,350,000	1,285,000	1,520,000
<b>Total Personnel Services</b>	<b>1,073,750</b>	<b>1,178,766</b>	<b>1,350,000</b>	<b>1,285,000</b>	<b>1,520,000</b>
Professional	77,776	123,730	107,000	104,870	110,000
Legal	6,201	11,272	20,000	12,000	12,000
Training	255	2,925	2,000	1,000	2,000
State Filing Fees	3,908	4,477	5,000	5,000	5,000
<b>Total Contractual Services</b>	<b>88,140</b>	<b>142,404</b>	<b>134,000</b>	<b>122,870</b>	<b>129,000</b>
<b>Total Expenditures</b>	<b>\$1,161,890</b>	<b>\$1,321,170</b>	<b>\$1,484,000</b>	<b>\$1,407,870</b>	<b>\$1,649,000</b>
Revenues in Excess of Expenditures	2,575,336	2,723,683	1,804,761	1,846,094	1,563,612
Change in Fund Balance	2,575,336	2,723,683	1,804,761	1,846,094	1,563,612
Beginning Balance, May 1	22,383,225	24,958,561	27,682,244	27,682,244	29,528,338
Ending Balance, April 30	24,958,561	27,682,244	29,487,005	29,528,338	31,091,950
Nonspendable	-	-	-	-	-
Restricted for Pension	\$24,958,561	\$27,682,244	\$29,487,005	\$29,528,338	\$31,091,950

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



THREE OAKS  
DEBT SERVICE FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
THREE OAKS DEBT SERVICE FUND

In 2009, the City issued a combination of Build-America and Recovery Zone bonds to finance the construction of the Three Oaks Recreation Area. Repayment of the bonds is being funded from available property tax increment in the Vulcan Lakes Tax Increment Financing Fund and from Home Rule Sales Tax. Build America Bonds are amortized over a 15-year period and Recovery Zone Bonds are amortized over 19 years. The final debt service payment is due on or before January 1, 2029. The principal amount of bonds outstanding at April 30, 2016 will be \$11,568,179.

FY2016/2017  
ANNUAL BUDGET  
THREE OAKS DEBT SERVICE FUND

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>					
Investment Income	-	-	-	-	-
Reimbursements	-	-	-	-	-
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>EXPENDITURES</b>					
Bond Indebtedness - Principal	629,656	642,002	<b>658,464</b>	658,464	<b>679,041</b>
Bond Indebtedness - Interest	421,260	407,122	<b>392,106</b>	391,387	<b>375,300</b>
<b>Total General Expenses</b>	<b>1,050,916</b>	<b>1,049,124</b>	<b>1,050,570</b>	1,049,851	<b>1,054,341</b>
<b>Total Expenditures</b>	<b>\$1,050,916</b>	<b>\$1,049,124</b>	<b>\$1,050,570</b>	\$1,049,851	<b>\$1,054,341</b>
<b>Revenues in Excess of Expenditures</b>	<b>(1,050,916)</b>	<b>(1,049,124)</b>	<b>(1,050,570)</b>	(1,049,851)	<b>(1,054,341)</b>
<b>OTHER SOURCES (USES)</b>					
Transfer In					
Home Rule Sales Tax Fund	1,046,229	1,048,349	<b>1,050,570</b>	1,049,851	<b>1,054,341</b>
Vulcan Lakes TIF Fund	4,687	775	-	-	-
Transfer Out	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$1,050,916</b>	<b>\$1,049,124</b>	<b>\$1,050,570</b>	\$1,049,851	<b>\$1,054,341</b>
Change in Fund Balance	-	-	-	-	-
Beginning Balance, May 1	-	-	-	-	-
Ending Balance, April 30	-	-	-	-	-
Nonspendable	-	-	-	-	-
Restricted for Debt Service	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



SEECOM PROJECT  
DEBT SERVICE FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
SEECOM PROJECT DEBT SERVICE FUND

In 2004, the City issued General Obligation Bonds for purposes of establishing the Southeast Emergency Communications Center (SEECOM). SEECOM's member communities that serve Crystal Lake, Algonquin and Cary areas, share proportionately in the repayment of debt.

In 2012, the City refinanced the outstanding portion of series 2004 bonds due to favorable interest rates. The 2012 refunding bonds are amortized over a 15-year period. The final debt service payment is due on or before December 15, 2019. The principal amount of bonds outstanding at April 30, 2016 will be \$1,017,482.

FY2016/2017  
ANNUAL BUDGET  
SEECOM PROJECT DEBT SERVICE FUND

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>					
Reimbursements	270,646	263,835	265,423	265,423	258,800
Interest Income	-	-	-	-	-
<b>Total Revenues</b>	<b>\$270,646</b>	<b>\$263,835</b>	<b>\$265,423</b>	<b>\$265,423</b>	<b>\$258,800</b>
<b>EXPENDITURES</b>					
Professional Services	-	-	-	-	-
Bond Indebtedness - Principal	236,089	234,000	240,268	240,268	248,625
Bond Indebtedness - Interest	34,557	29,835	25,155	25,155	10,175
<b>Total General Expenses</b>	<b>270,646</b>	<b>263,835</b>	<b>265,423</b>	<b>265,423</b>	<b>258,800</b>
<b>Total Expenditures</b>	<b>\$270,646</b>	<b>\$263,835</b>	<b>\$265,423</b>	<b>\$265,423</b>	<b>\$258,800</b>
Revenues in Excess of Expenditures	-	-	-	-	-
<b>OTHER SOURCES (USES)</b>					
Transfer In	-	-	-	-	-
Bond Proceeds	-	-	-	-	-
Bond Premium	-	-	-	-	-
Transfer Out	-	-	-	-	-
Bond Refunding	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Change in Fund Balance	-	-	-	-	-
Beginning Balance, May 1	167	167	167	167	167
Ending Balance, April 30	167	167	167	167	167
Nonspendable	-	-	-	-	-
Restricted for Debt Service	\$167	\$167	\$167	\$167	\$167

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



**SPECIAL SERVICE AREA  
(SSA) #43/CRYSTAL HEIGHTS  
WATER & SEWER PROJECT  
DEBT SERVICE FUND**

FY2016/2017  
STATEMENT OF ACTIVITIES  
SSA 43/CRYSTAL HEIGHTS WATER & SEWER PROJECT DEBT  
SERVICE FUND

In 2004, the City issued General Obligation Bonds for purposes of constructing and installing water main and sanitary sewer lines for approximately 40 Crystal Heights residents. Bonds are being repaid by property owners pursuant to signed participation agreements. The repayment of bonds is supported through the enactment of Special Service Area (SSA) #43.

In 2012, the City refinanced the outstanding portion of series 2004 bonds due to favorable interest rates. The 2012 refunding bonds are amortized over a 15-year period. The final debt service payment is due on or before December 15, 2019. The principal amount of bonds outstanding at April 30, 2016 will be \$463,810.

FY2016/2017  
ANNUAL BUDGET  
SSA 43/CRYSTAL HEIGHTS WATER & SEWER PROJECT DEBT  
SERVICE FUND

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>					
Investment Income	136	115	50	50	50
Reimbursements	75,938	117,829	32,000	32,000	32,000
<b>Total Revenues</b>	<b>\$76,074</b>	<b>\$117,944</b>	<b>\$32,050</b>	<b>\$32,050</b>	<b>\$32,050</b>
<b>EXPENDITURES</b>					
Professional Services	5,462	5,462	-	5,462	5,462
Bond Indebtedness - Principal	107,619	106,667	109,524	109,524	113,333
Bond Indebtedness - Interest	15,752	13,600	15,100	15,100	4,638
<b>Total General Expenses</b>	<b>128,833</b>	<b>125,729</b>	<b>124,624</b>	<b>130,086</b>	<b>123,433</b>
<b>Total Expenditures</b>	<b>\$128,833</b>	<b>\$125,729</b>	<b>\$124,624</b>	<b>\$130,086</b>	<b>\$123,433</b>
Revenues in Excess of Expenditures	(52,759)	(7,785)	(92,574)	(98,036)	(91,383)
<b>OTHER SOURCES (USES)</b>					
Transfer In	674,906	-	-	-	-
Bond Refunding	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$674,906</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Change in Fund Balance	622,147	(7,785)	(92,574)	(98,036)	(91,383)
Beginning Balance, May 1	(3,024)	619,123	611,338	611,338	513,302
Ending Balance, April 30	619,123	611,338	518,764	513,302	421,919
Nonspendable	-	-	-	-	-
Restricted for Debt Service	\$619,123	\$611,338	\$518,764	\$513,302	\$421,919

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



THREE OAKS DEVELOPMENT  
FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
THREE OAKS DEVELOPMENT FUND

The Three Oaks Development Fund was established during Fiscal Year 2013/2014 and was funded initially from developer donations in lieu of dedications of land for park and recreational purposes. Donations are restricted to the acquisition and development of park and recreation land that serve the needs of the residents of the development for which donations were made.

FY2016/2017  
ANNUAL BUDGET  
THREE OAKS DEVELOPMENT FUND

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>					
Impact Fees	349,105	14,085	-	5,090	-
Grants	-	192,268	-	-	-
Interest Income	40	36	50	-	-
<b>Total Revenues</b>	<b>\$349,145</b>	<b>\$206,389</b>	<b>\$50</b>	<b>\$5,090</b>	<b>\$0</b>
<b>EXPENDITURES</b>					
System Improvements	-	362,109	75,824	75,824	945,020
<b>Total Capital Outlay</b>	<b>-</b>	<b>362,109</b>	<b>75,824</b>	<b>75,824</b>	<b>945,020</b>
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$362,109</b>	<b>\$75,824</b>	<b>\$75,824</b>	<b>\$945,020</b>
Revenues in Excess of Expenditures	349,145	(155,720)	(75,774)	(70,734)	(945,020)
<b>OTHER SOURCES (USES)</b>					
Transfer In					
Home Rule Sales Tax Fund	-	-	-	-	822,329
Bond Proceeds	-	-	-	-	-
Transfer Out	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$822,329</b>
Change in Fund Balance	349,145	(155,720)	(75,774)	(70,734)	(122,691)
Beginning Balance, May 1	-	349,145	193,425	\$193,425	\$122,691
Ending Balance, April 30	349,145	193,425	117,651	122,691	-
Nonspendable	-	-	-	-	-
Restricted for Development	\$349,145	\$193,425	\$117,651	\$122,691	\$0

FY2016/2017  
ACCOUNT INFORMATION  
THREE OAKS DEVELOPMENT FUND

- Budgeted in the Three Oaks Development Fund for fiscal year 2016/2017 are funds to provide for the purchase and installation of underwater objects for scuba exploration and for the construction of additional parking areas and trails in the Three Oaks Recreation Area.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



MAIN STREET TIF FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
MAIN STREET TIF FUND

The Main Street Tax Increment Financing (TIF) District was created to spur development in the area that includes the intersection of Main Street and Crystal Lake Avenue and to provide funding toward the relocation of a Union Pacific rail yard.

FY2016/2017  
ANNUAL BUDGET  
MAIN STREET TIF FUND

	2013/2014 Actual	2014/2015 Actual	2015/2016 Budget	2015/2016 Estimate	2016/2017 Budget
<b>REVENUES</b>					
Property Taxes (Incremental)	9,090	811	1,000	520	485
Grants	-	-	-	-	-
Investment Income	55	48	20	15	15
<b>Total Revenues</b>	<b>\$9,145</b>	<b>\$859</b>	<b>\$1,020</b>	<b>\$535</b>	<b>\$500</b>
<b>EXPENDITURES</b>					
Professional Services	-	500	500	500	500
<b>Total Contractual Services</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
Public Works Improvements	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>
<b>Revenues in Excess of Expenditures</b>	<b>9,145</b>	<b>359</b>	<b>520</b>	<b>35</b>	<b>-</b>
<b>OTHER SOURCES (USES)</b>					
Transfer In	-	-	-	-	-
Bond Proceeds	-	-	-	-	-
Transfer Out	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Change in Fund Balance</b>	<b>9,145</b>	<b>359</b>	<b>520</b>	<b>35</b>	<b>-</b>
Beginning Balance, May 1	282,769	291,914	292,273	292,273	292,308
Ending Balance, April 30	291,914	292,273	292,793	292,308	292,308
Nonspendable	-	-	-	-	-
Assigned for Capital Projects	\$291,914	\$292,273	\$292,793	\$292,308	\$292,308

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



VIRGINIA STREET TIF FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
VIRGINIA STREET TIF FUND

The Virginia Street Corridor Tax Increment Financing (TIF) District was intended to spur comprehensive revitalization of the Virginia Street Corridor and included streetscape improvements/beautification and redevelopment of key identified sites. Initial funding for the Virginia Street project was provided using Home Rule Sales Tax. In accordance with Resolution 2008R-88, future tax increment could be used to provide reimbursement to the Home Rule Sales Tax Fund. Transfers to the Home Rule Sales Tax Fund are reflected as an Other Financing Use (Transfer Out).

FY2016/2017  
ANNUAL BUDGET  
VIRGINIA STREET TIF FUND

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>					
Property Taxes (Incremental)	45,804	13,606	13,500	12,177	12,177
Grants	-	-	-	-	-
Investment Income	7	2	-	-	-
<b>Total Revenues</b>	<b>\$45,811</b>	<b>\$13,608</b>	<b>\$13,500</b>	<b>\$12,177</b>	<b>\$12,177</b>
<b>EXPENDITURES</b>					
Professional Services	-	500	500	500	500
<b>Total Contractual Services</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
Public Works Improvements	(18,915)	-	-	-	-
<b>Total Capital Outlay</b>	<b>(18,915)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>(\$18,915)</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>
<b>Revenues in Excess of Expenditures</b>	<b>64,726</b>	<b>13,108</b>	<b>13,000</b>	<b>11,677</b>	<b>11,677</b>
<b>OTHER SOURCES (USES)</b>					
Transfer In					
Home Rule Sales Tax Fund	-	-	-	-	-
Motor Fuel Tax Fund	-	-	-	-	-
Bond Proceeds	-	-	-	-	-
Transfer Out					
Home Rule Sales Tax Fund	(64,726)	(13,108)	(13,000)	(11,677)	(11,677)
<b>Total Other Sources (Uses)</b>	<b>(\$64,726)</b>	<b>(\$13,108)</b>	<b>(\$13,000)</b>	<b>(\$11,677)</b>	<b>(\$11,677)</b>
Change in Fund Balance	-	-	-	-	-
Beginning Balance, May 1	-	-	-	-	-
Ending Balance, April 30	-	-	-	-	-
Nonspendable	-	-	-	-	-
Assigned for Capital Projects	\$0	\$0	\$0	\$0	\$0

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



VULCAN LAKES TIF FUND

FY2016/2017  
STATEMENT OF ACTIVITIES  
VULCAN LAKES TIF FUND

The Vulcan Lakes Tax Increment Financing (TIF) District was created to spur comprehensive development in the area of US 14 and Main Street, to include residential, retail, and recreational facilities (Three Oaks Recreation Area). Initial funding for land acquisition and engineering services was provided using General Fund reserves. Advances made from the General Fund during fiscal year 2007/2008 were reclassified from a liability (Due to General Fund) to an Other Financing Source (Transfer In) in fiscal year 2014/2015. Available Property Tax Increment will be used to retire outstanding Build-America and Recovery Zone bonds that were issued for purposes of constructing the Three Oaks Recreation Area. Other Financing Uses (Transfers Out) reflected in the schedule below represent transfers to the Three Oaks Debt Service Fund to pay principal and interest on outstanding bonds.

FY2016/2017  
ANNUAL BUDGET  
VULCAN LAKES TIF FUND

	2013/2014	2014/2015	2015/2016	2015/2016	2016/2017
	Actual	Actual	Budget	Estimate	Budget
<b>REVENUES</b>					
Property Taxes (Incremental)	4,687	1,275	500	500	500
Grant Proceeds	(21,079)	-	-	-	-
Investment Income	-	-	-	-	-
<b>Total Revenues</b>	<b>(\$16,392)</b>	<b>\$1,275</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>
<b>EXPENDITURES</b>					
Professional Services	-	500	500	500	500
<b>Total Contractual Services</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
Public Works Improvements	-	-	-	-	-
Operating Equipment	(16,399)	-	-	-	-
<b>Total Capital Outlay</b>	<b>(16,399)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>(\$16,399)</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>
<b>Revenues in Excess of Expenditures</b>	<b>\$ 7</b>	<b>\$ 775</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OTHER SOURCES (USES)</b>					
Transfer In					
General Fund	-	2,039,724	-	-	-
Three Oaks Operating Fund	-	-	-	-	-
Bond Proceeds					
-	-	-	-	-	-
Transfer Out					
Three Oaks Operating Fund	(193,119)	-	-	-	-
Three Oaks Debt Svc Fund	(4,687)	(775)	-	-	-
<b>Total Other Sources (Uses)</b>	<b>(\$197,806)</b>	<b>\$2,038,949</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

FY2016/2017  
 ANNUAL BUDGET (Cont'd)  
 VULCAN LAKES TIF FUND

	2013/2014	2015/2016	<b>2015/2016</b>	2015/2016	<b>2016/2017</b>
	Actual	Actual	<b>Budget</b>	Estimate	<b>Budget</b>
Change in Fund Balance	(197,799)	2,039,724	-	-	-
Beginning Balance, May 1	(1,841,925)	(2,039,724)	-	-	-
Ending Balance, April 30	(2,039,724)	-	-	-	-
Nonspendable	-	-	-	-	-
Assigned for Capital Projects	(\$2,039,724)	\$0	<b>\$0</b>	\$0	<b>\$0</b>

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



# ACCOUNT DESCRIPTIONS

# ACCOUNT DESCRIPTIONS

## Personnel Services

### **Full-Time Wages**

Includes salaries and wages of all full-time employees, officials and officers of the City of Crystal Lake.

### **Part-Time/Seasonal Wages**

Includes wages of all part-time or seasonal employees of the City of Crystal Lake .

### **Overtime**

Wages paid above regular salary for hours worked beyond standard required work schedule.

### **Pension Payments**

Includes monthly payments to retired or disabled police officers and firefighters or their survivors eligible to receive payments from their retirement funds.

### **Group Insurance**

Includes City's share of employee and dependent group term coverage.

### **City Portion Social Security**

Includes City's share of Social Security expense.

### **City Portion IMRF**

Includes City's share of Illinois Municipal Retirement Fund expense.

### **City Portion Medicare**

Includes City's share of Medicare expense.

## Contractual Services

### **Professional Services**

Includes payment to outside technical or professional advisors or consultants.

### **Reimbursed Expenses**

Includes all amounts that are paid by the City of Crystal Lake and reimbursed by an outside agency. Excludes Grants.

### **Legal**

All costs related to legal services provided to the City.

### **Annual Audit**

Includes payment to outside Certified Public Accountants for annual or special audit of City funds as required by law or direction of the City Council.

### **Pest Control**

Includes all payments to outside consultants, vendors or other governmental agencies for control

or abatement of vermin, mosquitoes, moths etc.

### **Publishing**

Includes all legal advertising, statutory publication expenses and cost of miscellaneous publications.

### **Postage and Freight**

Includes mailing machine postage, out-going shipment charges, stamps, postcards, insurance and registration fees, pre-printed envelopes and postage dues. Incoming transportation charges are to be charged to the same classification as the cost of the materials or supplies received.

### **Training**

Includes transportation, mileage expense, meals, lodging and all necessary expenses incurred in performance of official duties. Also includes fees and expenses incurred for training courses, seminars, conferences, etc., relating to official duties.

### **Automotive Repair**

Includes costs of miscellaneous parts to maintain City automobiles.

### **Dues and Subscriptions**

Includes membership in technical and professional organizations and cost of subscribing to technical or professional publications, periodicals, bulletins or services from which the City will derive direct benefit.

### **Insurance and Bonding**

Includes cost of all types of insurance, insurance riders and fidelity bonds except employee group life and health insurance.

### **Utilities**

Includes costs of telephones, cellular phones, pagers, electricity, gas, heat fuel oil or propane for City buildings or installations.

### **Animal Control**

Includes cost of outside vendors or other governmental units for housing, feeding or humanely disposing of animals.

### **Buildings and Offices Maintenance Services**

Includes costs of services, including labor and materials, performed by outside vendors for maintenance and repair of buildings, offices, garages and installations.

### **Examinations**

Includes all professional, laboratory or diagnostic fees paid to outside vendors for required examinations.

### **Operating Equipment Maintenance Services**

Includes costs of services, including labor and materials, performed by outside vendors for maintenance and repair of all operating equipment: tractors, mowers, sweepers, automobiles, trucks, shop and plant equipment, traffic signals, instruments of all types, air conditioning equipment and minor apparatus and tools.

**Office Equipment Maintenance Services**

Includes costs of maintenance, including labor and materials, performed by outside vendors for maintenance and repair of office equipment; computers, office machines and furniture. Also includes service contracts.

**Clothing Rental**

Includes expense of rental clothing.

**Radio Equipment**

Includes costs of services, including labor and materials, performed by outside vendors for maintenance and repair of car radio receivers, paging equipment, control consoles and antenna tower, portable radios either by call or service contract.

**Sidewalk Maintenance Services**

Includes costs of services, including labor and materials, performed by outside vendors for maintenance and repair of sidewalks.

**Storm Sewer Maintenance Services**

Includes costs of services, including labor and materials performed by outside vendors for maintenance and repair of storm sewers.

**Street Light Maintenance Services**

Includes costs of services, including labor and materials, performed by outside vendors for maintenance and repair of streetlights. Also includes monthly service charge fee paid to outside vendors for street lights.

**Plant Maintenance Services**

Includes costs of services, including labor and materials, performed by outside vendors for maintenance and repair of utility plants and equipment.

**Lines and Systems Maintenance Services**

Includes costs of services, including labor and materials, performed by outside vendors for maintenance and repair of water and sewer lines, interceptors, force mains, valves and valve vaults and lift stations.

**Fire Hydrants Maintenance Services**

Includes costs of services, including labor and materials, performed by outside vendors for maintenance and repair of fire hydrants.

**Employee Programs**

Includes costs of employee recognition supplies and activities.

**State Filing Fees**

Includes annual compliance fees for police and fire pension funds.

**Tree Removal Services**

Includes costs of services, including labor and materials, performed by outside vendors for tree and stump removal.

**Tree Planting Services**

Includes costs of services, including labor and materials, performed by outside vendors for tree planting, watering and fertilizing.

**Rent - Building or Equipment**

Includes all rental costs of buildings and equipment.

**Land Rental**

Includes all rental costs of vacant land, parking lots, driveways, streets, roadways and easements.

**Para Transit Services**

Includes the City's portion of costs for the Dial-A-Ride program through the Regional Transportation Agency.

**Contingency**

Provides for unforeseen emergencies.

**Debt Collection Services**

Includes costs of services, including labor and materials, performed by outside vendors in collecting debts due.

**Supplies and Materials****Office Supplies**

Includes all supplies necessary for the operation of an office: copy paper, writing utensils, staples, etc. Does not include postage or pre-stamped envelopes, charges for stationery, printing and miscellaneous items.

**Cleaning Supplies**

Includes all cleaning supplies such as brooms, mops, brushes, solvents, soap, disinfectants, deodorizers, etc.

**Landscape Materials**

Includes materials such as grass seed, sod and plant materials, including trees.

**Motor Fuel & Lubricants**

Includes gasoline, motor oil, diesel fuel and other fuels and lubricants for cars, trucks, heavy equipment, etc.

**Computer Hardware & Software**

Includes all costs of computer hardware and software, including printers, yearly maintenance and software updates/upgrades.

**Small Tools & Equipment**

Includes all supplies and equipment of small unit value below the capitalization threshold of \$5,000 (per item) and subject to either loss or rapid deterioration. Includes all hand tools, supplies and equipment used by mechanics, laborers, maintenance men, etc.

**Automotive Supplies**

Includes cost of materials and supplies used for maintenance and repair of automobiles, trucks and other heavy equipment.

**Public Works Materials**

Includes all bituminous patching material, cement, sand, gravel, street paint, etc.

**Clothing**

Includes clothing allowance for City personnel.

**Water Meters and Parts**

Includes costs of water meters and parts for maintenance and repair of water meters.

**Fire Hydrants and Parts**

Includes costs of all parts for maintenance and repair of fire hydrants.

**Salt**

Includes cost of water softener and ice control salt.

**Chemicals and Sealants**

Includes all chemicals for treatment of water and sewer lines, and system and installation maintenance.

**Laboratory Supplies**

Includes all laboratory supplies below the capitalization threshold of \$5,000 (per item), such as petrie dishes, flasks, slides, automatic sampling parts, analytical reagents, etc.

**Water Tap Materials**

Includes costs of materials such as copper tubing, corporation codes, buffalo boxes and pressure fittings, etc., used in water taps.

**Street Signs**

Includes costs to purchase new and replacement street signs.

**Operating Supplies**

Includes cost of materials and supplies used for in-house maintenance and repair of operating equipment.

**Plant Maintenance**

Includes cost of materials and supplies, performed in-house, for maintenance and repair of utility plants and equipment.

**Stationery and Printing**

Includes all costs for printing, binding, photography, blueprinting and microfilming services by outside vendors, including City letterhead and return-address labels and envelopes.

**Capital Outlay, account series 57000:**

Capital Outlay includes the purchase of all real property such as land, buildings, machinery and equipment which benefit the current and future fiscal periods. Capital Outlay would include the purchase of all items which meet the following criteria:

Must have an estimated useful life of more than three years;

Must be capable of being permanently identified as an individual unit of property

Must belong to one of the general classes of property, which are considered as fixed assets in accordance with generally accepted accounting practices. Fixed assets are defined as items of more or less permanent property necessary to the operation of an enterprise. As a general rule, an item, which meets the first two requirements and has a unit cost of \$10,000 (per item) or more, should be classified as Capital Outlay.

**Buildings**

Includes the construction or acquisition of permanent structures.

**Office Equipment**

Includes computers and or/machines and furniture.

**Automotive Equipment**

Includes automobiles and trucks and necessary equipment/alterations if purchased with a new vehicle.

**Operating Equipment**

Includes all machinery and equipment not included in Office Equipment, Automotive Equipment or Departmental Equipment.

**Public Works Improvement**

Includes costs for the extension of utilities to approved sites.

**Streets**

Includes construction costs of streets, parking lots, sidewalks, bridges, curbs, gutters, culverts, storm sanitary sewers, dry wells, airport runways and aprons, water lines, lighting systems, permanent signs, etc.

**System Improvement**

Includes construction and acquisition costs of water, sewer and storm sewer lines, manholes, lift stations, valve vaults, etc.

**Land**

Includes the cost of land, construction easements, permanent easements, legal and survey fees.

**Departmental Equipment**

Includes only those items, which are unique to a particular department such as automotive testing equipment, microscopes, automatic sampling devices, etc.

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



# GLOSSARY OF TERMS

## GLOSSARY OF TERMS

**ACCOUNTING SYSTEM:** The total set of records and procedures that are used to record, classify, and report information on the financial status and operations of an entity.

**ACCRUAL BASIS OF ACCOUNTING:** The method of accounting under which transactions and events are recognized when they occur, regardless of when cash is received or paid.

**ACTIVITY:** A cost center for recording charges for services delivered or functions performed. Each activity has an assigned manager who is responsible for planning and conducting the various approved objectives or workload.

**ADJUDICATION:** Administrative Court conducted by the City for compliance issues and no criminal violation of local ordinance violations.

**AD VALOREM PROPERTY TAXES:** In proportion to value. A basis for levy of taxes on property.

**AMORTIZATION:** (1) The portion of the cost of a limited-life or tangible asset charged as an expense during a particular period. (2) The reduction of a debt by regular payments of principal and interest sufficient to retire the debt by maturity.

**APPROPRIATION:** An authorization made by the legislative body of a government, which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

**APS:** Automated Citation Program

**ARRA:** American Recovery and Reinvestment Act of 2009

**ASE:** Automotive Service Excellence

**ASSESSED VALUATION:** A valuation set upon real estate or other property by a government as a basis for levying taxes.

**ASSESSMENT:** (1) The process of making the official valuation of property for taxation. (2) The valuation placed upon property as a result of this process.

**ASSETS:** Property owned by a government, which has a monetary value.

**ASSIGNED FUND BALANCE:** The portion of a Governmental Fund's net assets to denote an intended use of resources.

**AVL:** Automatic Vehicle Locater

**BALANCED BUDGET:** A plan (budget) setting forth expenditures and other uses for a given period being equal to or less than proposed revenues and other sources available.

**BOND:** A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date(s)) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt.

**BUDGET:** A plan setting forth the financial operations, embodying an estimate of proposed expenditures for a given period and the proposed means of financing them with available resources.

**BUDGET DOCUMENT:** The official written statement prepared by the Finance Department staff, which presents the proposed budget to the legislative body.

**BUDGET MESSAGE:** A general discussion of the proposed budget presented in writing as part of or supplement to the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the chief executive and designated budget officer.

**CAD:** Computer Aided Dispatch

**CALEA:** The Commission on Accreditation for Law Enforcement Agencies

**CAPITAL ASSETS:** Assets of significant value and having a useful life of several years.

**CAPITAL EXPENDITURES:** A capital expenditure is a purchase of any item over a specified amount depending on the type of asset (i.e., small tools, vehicles and infrastructure) with a useful life of 3 years or more. Items purchased meeting the criteria are tracked in the asset management system.

**CAPITAL IMPROVEMENTS BUDGET:** A plan of proposed capital expenditures and the means of financing them. The capital budget is usually enacted as part of the complete annual budget, which includes capital outlays. The capital budget normally is based on a capital improvement plan (CIP).

**CASH BASIS:** The basis of accounting under which revenues are recorded when received in cash and expenditures (or expenses) are recorded when cash is disbursed.

**CFA:** Computerized Fleet Analysis

**CMAQ:** Congestion Mitigation and Air Quality

**COMMITTED FUND BALANCE:** The portion of a Governmental Fund's net assets with self-imposed constraints or limitations that have been placed by formal action at the highest level of decision making.

**CRYSTAL LAKE FIRE PROTECTION DISTRICT:** The City of Crystal Lake Fire Rescue Department services the unincorporated area of Crystal Lake with EMS and Fire Protection Services.

**CSO:** Community Service Officer

**CVERT:** Citizen Volunteers Employing Radar Team

**DELINQUENT TAXES:** Taxes, which remain unpaid on and after the date on which a penalty for non-payment is attached.

**DIVISION:** An organizational unit within a department for purposes of administration and cost accounting.

**EAV:** Equalized Assessed Valuation

**EMS:** Emergency Medical Services

**ENTERPRISE FUND:** A fund established to account for operations financed and operated in a manner similar to private business enterprises. In this case, the governing body intends that costs of providing goods or

services to the general public on a continuing basis be financed or recovered primarily through user charges.

**EPA:** Environmental Protection Agency

**ERP:** Emergency Repair Program

**ETSB:** Emergency Telephone System Board

**EVOC:** Emergency Vehicle Operators Course

**EVT:** Emergency Vehicle Technician

**EXPENDITURES:** The payment of cash or the transfer of property or services for the purpose of acquiring an asset, service or settling a loss. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, intergovernmental grants, entitlement and shared revenues.

**FCC:** Federal Communications Commission

**FINES & FORFEITS:** A sum of money imposed or surrendered as a penalty.

**FISCAL YEAR:** A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

**FRA:** Federal Rail Administration

**FULL FAITH AND CREDIT:** A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

**FUND:** An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

**FUND BALANCE:** The excess of a fund's assets over its liabilities, generally called a reserve. A negative fund balance is sometimes called a deficit.

**GENERAL FUND:** The fund used to account for all financial resources, except those required to be accounted for in another fund.

**GENERAL OBLIGATION BONDS:** When a government pledges its full faith and credit for the repayment of the bonds it issues, then those bonds are general obligation (GO) bonds. Sometimes the term is also used to refer to bonds, which are to be repaid from taxes and other general revenues.

**GENERAL OBLIGATION REVENUE BONDS:** Intended to be paid first from the revenues of the enterprise fund. They are backed by the full faith, credit and taxing power of the City.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP):** Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompasses the conventions, rules and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to State and local governments is the GASB.

**GIS:** Geographic Information System

**GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB):** The authoritative accounting and financial reporting standard-setting body for government entities.

**GOVERNMENTAL FUNDS:** Funds used to account for the acquisition, use and balance of expendable financial resources and the related current liabilities-(except those accounted for in proprietary funds and fiduciary funds). Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

**GRANT:** A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the State and federal governments. Grants are usually made for a specified purpose.

**HPC:** Historical Preservation Commission

**HVAC:** Heating, Ventilating and Air Conditioning

**ICAC:** Internet Crimes Against Children

**ICMA:** International City/Council Management Association.

**ICSC:** International Council of Shopping Centers

**IDOT:** Illinois Department of Transportation

**IMRF:** Illinois Municipal Retirement Fund

**INFRASTRUCTURE:** The basic facilities, equipment, services and installations needed for the growth and functioning of a community. Includes roads, bridges, curbs and gutters, streets, sidewalks, drainage systems and lighting systems.

**INTERGOVERNMENTAL REVENUES:** Revenues from other governments in the form of grants, entities, shared revenues or payments in lieu of taxes.

**INTERNAL SERVICE FUND:** A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost reimbursement basis.

**IPBC:** Intergovernmental Personnel Benefit Cooperative. The IPBC is an entity created under Illinois State laws which allows municipal groups to band together for the purposes of health insurance. The IPBC was created in 1979 and currently includes 59 municipalities or municipal entities as members.

**JSA:** Job Safety Analysis

**LEGAL DEBT LIMIT:** The maximum amount of outstanding gross or net debt legally permitted.

**LEGAL DEBT MARGIN:** The legal debt limit less outstanding debt subject to limitation.

**LEGISLATIVE:** Having the power to create laws.

**LEVY:** (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a

government.

**LEXIPOOL:** A system of risk management tools consisting of web based public safety policy manuals and training bulletins.

**MARKET VALUE:** An assessor's estimate of what property would be worth on the open market if sold. The market value is set each year before taxes are payable.

**MCDOT:** McHenry County Department of Transportation

**MCR:** Mobile Capture Accident Reporting

**METRA:** Northeast Illinois commuter rail system serving Chicago and area suburbs.

**MODIFIED ACCRUAL BASIS:** The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues are recorded when received in cash except for material and/or available revenues which should be accrued to reflect properly the taxes levied and revenue earned.

**MOTOR FUEL TAX:** Intergovernmental revenue from the State to be used for maintenance and construction of the municipal street system. The money comes from the State gasoline tax and fees from motor vehicle registration.

**MATURITIES:** The dates on which the principal or stated value of investments or debt obligations mature and may be reclaimed.

**NONSPENDABLE FUND BALANCE:** The portion of a Governmental Fund's net assets that are not available to be spent, either short-term or long-term, in either form or through legal restrictions.

**NCS:** National Citizen Survey

**NPDES:** National Pollutant Elimination System

**OBJECTIVE:** Serving as a goal; being the object of a course of action.

**OC SPRAY:** Oleoresin Capsicum or "pepper" spray

**OPEB:** Other Post Employment Benefits

**OPERATING BUDGET:** A plan of financial operation embodying an estimate of proposed expenditures for the calendar year and the proposed means of financing them (revenue estimates).

**OPERATING EXPENSES:** Proprietary fund expenses related directly to the fund's primary activities.

**OPERATING TRANSFER:** Routine and/or recurring transfers of assets between funds.

**ORDINANCE:** A formal legislative enactment by the government body of a municipality. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the municipality to which it applies.

**OTHER CHARGES:** A level of budgetary appropriations which includes expenses for outside professional services, advertising, insurance, utility costs, repairs maintenance and miscellaneous costs.

**PACE:** Suburban bus service of the regional transportation authority.

**PERFORMANCE INDICATORS:** A quantitative or qualitative measurement of activity.

**PERSONNEL SERVICES:** A level of budgetary appropriations, which include expenses for salaries, wages, and related employee benefits such as the City's share of retirement and insurance.

**POLICY:** A set of guidelines used for making decisions.

**PLC:** Programmable logic controller

**PROGRAM:** Group activities, operations or organizational units directed to attaining specific purposes or objectives.

**PROPRIETARY FUNDS:** Account for government's ongoing organizations and activities that are similar to those often found in the private sector. All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of income, financial position and changes in financial position. Includes enterprise and internal service funds.

**PZC:** Planning and Zoning Commission

**REGIONAL TRANSPORTATION AUTHORITY:** Lead public transportation agency for Chicago area suburbs.

**RESERVES:** Assets kept back or saved for future use or special purpose.

**RESIDUAL EQUITY TRANSFER:** Non-recurring or non-routine transfers of assets between funds.

**RESTRICTED FUND BALANCE:** The portion of a Governmental Fund's net assets that are subject to external enforceable legal restrictions.

**RETAINED EARNINGS:** An equity account reflecting the accumulated earnings of the government's proprietary funds (those funds where service charges will recover costs of providing those services).

**REVENUE:** The term designates an increase to a fund's assets which:

- does not increase a liability (e.g., proceeds from a loan)
- does not represent a repayment of an expenditure already made
- does not represent a cancellation of certain liabilities; and
- does not represent an increase in contributed capital.

**REVENUE ESTIMATE:** A formal estimate of how much revenue will be earned from a specific revenue source for some future period, typically a future fiscal year.

**SCADA:** Supervisory Control and Data Acquisition

**SPECIAL ASSESSMENT:** A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

**SPECIAL REVENUE FUND:** A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes.

**STP:** Surface Transportation Program

**SUPPLIES:** A level of budgetary appropriations, which include expenses for commodities that are used, such as office supplies, operating supplies, and repair and maintenance supplies.

**TAX CAPACITY:** A valuation set upon real estate and certain personal property by the County Assessor as a basis for levying property taxes. The assessor determines the estimated market (resale) value of the property. This value is converted by a formula per the County Assessor.

**TAX RATE:** The property tax rate that is based on the taxes levied as a proportion of the property value.

**TAX LEVY:** The total amount to be raised by general property taxes for the purposes stated in a resolution certified to the County Assessor.

**TAXES:** Compulsory charges levied by a government to finance services performed for the common benefit.

**TIF:** Tax Increment Financing District.

**TRU:** Targeted Response Unit.

**TRUTH IN TAXATION:** The “taxation and notification law” requires local governments to set estimated levies, inform taxpayers about the impacts, and hold a separate hearing to take taxpayer input.

**UDO:** Unified Development Ordinance

**UNASSIGNED FUND BALANCE:** Available expendable financial resources in a Governmental Fund that are not the object of a tentative management plan, i.e. designations (Only in the General Fund, unless negative).

**UPRR:** Union Pacific Railroad

**VARIANCE:** A relaxation of the terms of the zoning ordinance where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of the ordinance would result in unnecessary and undue hardship.

**WAS:** Waste Activated Sludge

**WORKLOADS:** A measure of services provided.

**WTP:** Water Treatment Plant

**WWTP:** Wastewater Treatment Plant

CITY OF CRYSTAL LAKE  
ANNUAL BUDGET  
FISCAL YEAR 2016/2017



# APPENDICES

# THE BUDGET PROCESS

The City of Crystal Lake has adopted the statutory procedure of utilizing a budget officer which procedure requires that an annual budget be adopted by the corporate authorities before the beginning of the fiscal year to which it pertains.

## **Strategic Action Plan**

Recognizing the many challenges facing the community, City Council members and Department Heads actively engage in strategic planning processes. A Strategic Plan is developed for a five-year period and identifies the most important commitments that will achieve the community's vision and advance the City's mission. Key elements of the City's planning framework include:

- Establishing a process for review of an improvement in services managed by the City of Crystal Lake.
- Establishing the foundation for budgeting appropriate resources for specific outcomes.

## **Long Range Financial Forecast (Plan)**

The Financial Plan includes revenue and expenditure forecasts, which are based on various assumptions such as economic conditions or previous policy decisions. The Financial Plan is intended to allow the City Council to make decisions about the annual budget and City Council goals in the context of the City's anticipated ability to fund those goals. The Financial Plan serves as a tool, which identifies the City's priorities, long-term trends, risks and opportunities and is a valuable guide for the City in the development of the budget.

## **Revenue Projections**

Revenue projections for the new fiscal year begin early in the current fiscal year. Projections are made by the departments responsible for the revenues with help from the Finance staff. Projections are based upon consultations with state and local agencies, trend analysis, anticipated changes in the local and regional economy, and discussions with directly associated staff members. Although revenue projections are prepared early in the budget process, the budget revenue analysis continues with departmental budget development and extends until the budget is adopted based upon any new information.

## **Expenditures**

The City of Crystal Lake uses a program-oriented budgeting process. Each budgeting unit is given a target or "baseline" funding level based upon the previous year's funding level. With a few exceptions, no fixed assets or wages and benefits are included in baseline funding. Any funding request that represents new expenditures and programs, or that is in excess of baseline funding, must be submitted as a separate request. Requests for capital purchases (fixed assets) must also be submitted separately.

## **Proposed Budget Analysis/Compilation**

The Finance Department reviews and compiles a preliminary draft of departmental budgets to present to the Budget Team, which is comprised of the Budget Officer (City Manager), Department Heads and Assistant Finance Director. During Budget Team meetings, each Department Head answers questions concerning their budget.

Given revenue projections and baseline funding requirements, budget changes in funding are made according to necessity and priority. A total recommended funding level is determined

and is weighed against available resources.

### **Proposed Budget Development**

The Budget Officer prepares and submits to the Crystal Lake City Council, the Proposed Annual Budget covering the next fiscal year. The Proposed Budget assumes for each fund that operating revenues and resources are equal to, or exceed expenditures. The Budget Officer's message summarizes funding requirements, major changes in programs and alternatives for funding.

### **City Council Budget Workshop**

A budget workshop is held with the City Council to review and discuss the proposed budget. The workshop is open to the public. Discussions and budget revisions may occur up until the budget is adopted. The City Council make the tentative annual budget conveniently available for public inspection at least ten days prior to the passage of the annual budget.

### **Public Hearing/Budget Adoption**

Not less than one week after publication of the tentative annual budget, and prior to final action on the budget, the City Council hold a public hearing on the tentative annual budget, after which hearing the tentative budget may be further revised and passed without any further inspection, notice, or hearing. At the public hearing, citizens may make formal comments concerning the proposed budget. The budget is approved by a vote of two-thirds of the members of the corporate authorities holding office.

### **Budget Amendments**

The City Council may delegate authority to delete, add to or change the adopted budget, subject to such limitation or requirement for prior approval by the Budget Officer or City Manager as the Council, upon a majority vote of the members then holding office, may establish. No revision of the budget shall be made increasing the budget in the event funds are not available to effectuate the purpose of the revision.

The City Manager may transfer funds between units in the same fund. With the prior approval of the City Manager, Heads of Departments may transfer funds between line items within the same budgeting unit. Changes at the fund level require the approval of two-thirds of the City Council.

### **Basis of Budgeting**

The City's annual budget for all funds is prepared using the inflows and outflows of current financial resources (modified basis of accounting). Current financial resources are cash or items such as receivables that will be converted into cash during the current fiscal period or that will be available soon enough after the end of the period to pay current-period liabilities.

Because the budget is prepared on a modified accrual basis for all funds but financial statements are prepared on a modified accrual (governmental funds) and accrual (enterprise and pension trust funds) basis, certain differences between the two methods need to be accounted for. Two most significant differences are 1) depreciation expense – the modified accrual basis does not recognize depreciation expense and will therefore result in higher fund balance/retained earnings than the accrual basis when adjusting for depreciation expense; and 2) purchase of capital items – the modified accrual basis recognizes the full cost of a capital asset when it is purchased rather than depreciating it over time and will therefore result in a lower fund balance/retained earnings than the accrual basis when adjusting for the purchase of capital items.

The City's Comprehensive Annual Financial Report contains two categories of basic financial statements, government-wide and fund financial statements. Government-wide financial statements are intended to provide an aggregated overview of the City's net assets and changes in net assets. The government-wide financial statements report on the City as a whole and assist in assessing operational accountability, whether the City has used its resources efficiently and effectively in meeting operating objectives. Operational accountability is best achieved by using essentially the same basis of accounting and measurement focus used by business organizations, the accrual basis and flow of economic resources measurement focus.

Fund financial statements, the other category of basic financial statements, assist in assessing whether the City has raised and spent financial resources in accordance with budget plans and compliance with pertinent laws and regulations. Fund financial statements focus on the short-term flow of current financial resources or fiscal accountability, rather than on the flow of economic resources.

CITY OF CRYSTAL LAKE  
FISCAL YEAR 2016-17 BUDGET CYCLE

Wednesday, August 12, 2015	Distribute CIP instructions
Tuesday, August 25, 2015	CIP submittals due
August 27 & 28, 2015	Meet to review CIP submittals
Tuesday, September 15, 2015	Distribute FY2016-2017 Budget instructions to Departments
Tuesday, September 29, 2015	Distribute FY2015-2016 Mid-Year Review instructions to Departments
Monday, October 12, 2015	FY2015-2016 Year-End Estimates due from Departments
Wednesday October 14, 2015	FY2016-2017 Budget Request due from Fire Rescue
Monday, October 19, 2015 - Friday, October 23, 2015	Departments to review FY2015-2016 Accomplishments and Year-End Estimates with the City Manager and Director of Finance
Thursday, October 22, 2015	Fire Rescue to review FY2016-2017 Budget Request with the City Manager and Director of Finance
Thursday, November 5, 2015	Distribute Mid-Year Financial Review and 2015 Tax Levy Discussion Memorandum to City Council
Friday, November 12, 2015	FY2016-2017 Position Requisition Forms and Organization Charts due from Departments
Tuesday, November 17, 2015	City Council consideration of a resolution determining the 2015 Tax Levy (the tax levy determination shall not be made less than 20 days prior to the adoption of the tax levy)
Saturday, November 21, 2015	Publish Notice of Truth in Taxation (notice to be published 7-14 days prior to public hearing)
Tuesday, December 1, 2015	Public Hearing and Adoption of the 2015 Tax Levy
Friday, December 4, 2015	File 2015 Tax Levy with McHenry County Clerk
Friday, December 18, 2015	FY2016-2017 Budget Request due from Departments FY2016-2017 Account Information due from Departments FY2016-2017 Objectives due from Departments
Monday, January 18, 2016 – Friday, January 29, 2016	Departments to review FY2016-2017 Budget Request with the City Manager and Director of Finance

Friday, February 12, 2016	Final FY2016-2017 Budget Revisions due from Departments (Accomplishments, Objectives, Performance Measures and Account Information)
Friday, March 11, 2016	Distribute Proposed FY2016-2017 Budget to City Council
Tuesday, March 22, 2016	Conduct Budget Workshop
Tuesday, April 5, 2016	Council consideration of a resolution to display publicly, the Proposed FY2016-2017 Budget and to set the Public Hearing date for the Proposed FY2016-2017 Budget (the tentative budget shall be available for public inspection at least 10 days prior to the passage of the annual budget)
Saturday, April 9, 2016	Publish Notice of Public Hearing for the FY2016-2017 Budget (notice to be published at least one week prior to the time of hearing)
Tuesday, April 19, 2016	Public Hearing and Adoption of the FY2016-2017 City Budget and Salary Ordinance
Friday, April 22, 2016	File Adopted FY2016-2017 Budget with the McHenry County Clerk

# FINANCIAL POLICIES

The City of Crystal Lake's financial policies provide the basic framework for the fiscal management of the City. These policies provide guidelines for evaluating both current activities and proposals for future programs. Most of the policies represent longstanding principles, traditions and practices that have guided the City in the past and have helped maintain the City's financial stability. Below is a summary of the City's financial policies.

## **Budget Policies**

The City of Crystal Lake Budget Policy is based on a set of fundamental principles designed to maintain an organization with a strong financial condition and a proactive approach to serving the needs of its citizens. Adherence to these principles will enable the City to provide services in a cost-effective manner in both good times and in periods of sustained economic downturn and uncertainty. These principles include:

1. The City budget shall reflect a long-term perspective and incorporate policies and management strategies to achieve the City's long-term goals.
2. The City's budget process shall identify broad organizational goals and link the departmental spending plans directly to the accomplishment of these goals.
3. The City shall publish an annual budget which serves as a communication tool, demonstrating the City's accountability for the sources and uses of public funds and providing an operations guide to assist personnel in the responsible management and application of these resources.
4. The focus of budget decisions will be on results and outcomes. The City will continually monitor its financial condition, performance relative to the adopted budget, and stakeholder satisfaction with programs and services and make adjustments as needed.
5. The budget shall be designed to promote involvement from citizens, staff, local businesses and other interested stakeholders. The annual budget shall be provided in its entirety on the City's web-site, and the City will annually exceed statutory requirements for public discussion and deliberation on the budget.
6. The City's annual budget for all funds shall be prepared using the inflows and outflows of current financial resources (modified basis of accounting). Current financial resources are cash or items such as receivables that will be converted into cash during the current fiscal period or that will be available soon enough after the end of the period to pay current-period liabilities. A 90-day availability period is used for the majority of the City's revenues with the exceptions being Property Taxes (60 days) and Income Taxes (180 days). All annual appropriations lapse at fiscal year-end.
7. The City shall adopt a balanced budget. A balanced budget is defined as a budget where projected expenditures and other uses for the operating period are equal to or less than projected revenues and other sources available (including fund balance to mitigate capital and equipment replacement purchases).

## **Revenue Policies**

The City must be sensitive to the balance between the need for services and the City's ability to raise fees, charges, and taxes to support those services. The City revenue estimates are to be conservatively forecasted and include the following principles:

1. *Mix of revenues* - the City should strive to maintain a stable and diverse mix of revenues in order to balance the sources of revenue and protect against fluctuations in any one revenue source.
2. *Charges for services* - the City shall have fees for services that benefit specific users established in such a manner which fully support all direct and indirect costs associated with providing the service. Departments that impose fees or service charges should prepare and periodically (i.e., annually) update cost-of-service studies for such services.
3. *One-time revenues* – the City shall avoid the use of one-time or otherwise intermittent revenues to support on-going operational costs.
4. *Grant Agreements* – the City shall explore the award of various local, State and/or Federal grants to support one-time capital or non-recurring expenditures. Prior to application and again prior to acceptance, the City will review the grant agreement to ensure matching requirements are reasonable and attainable, and ensure compliance with regulatory requirements if possible.
5. *Monitoring changes* - the City will monitor changes in key revenues on, at a minimum, a quarterly basis, and report on significant changes in collections or emerging trends.

## **Operating Expenditure Policies**

It is important that the City maintain an adequate and effective cost analysis and containment program.

1. *Public Stewardship* – the City shall maintain a level of expenditures which will provide for the public well-being and the safety of the residents of the community.
2. *Current resources* – the City shall strive to pay for current operating expenses from available operating revenues.
3. *Full cost allocation* – the City budget shall reflect the full cost of providing services and avoid practices which balance current costs at the expense or detriment of future years, such as deferring or postponing necessary expenses.
4. *New programs and services* – the City should avoid the implementation of new programs or services without the identification of a dedicated revenue stream to pay for them.
5. *Employee staffing* – the City shall allocate staff and resources necessary to safely, effectively and efficiently meet the needs of its citizens. Any changes to staffing and resource levels shall be consistent with the overall goals and priorities of the City Council.
6. *Employee pension plans* – the City shall provide for the responsible and timely funding of required employee pension plans in accordance with accepted actuarial standards and practices.

## **Capital Investment Policies**

The capital assets of the City and their condition are critical to the quality of services provided and are therefore an important part of determining whether the needs and priorities of stakeholders can be met.

1. *Capital replacement* – the City shall strive to provide a systematic approach for the replacement of City equipment and infrastructure which include funding replacement of these assets over their anticipated useful life. The City should assess the issues, challenges and opportunities affecting the provision of capital assets in the future, including community needs and priorities, the impact of deferred maintenance, funding issues, changes in technology, and any legal or regulatory changes.
2. *Capital project proposals* – the City should include project cost estimates for the Capital Budget that are based upon a thorough analysis of the project and are expected to be as reliable as the level of detail known about the project.
3. *Operating cost impact* – proposals shall include all reasonable attainable cost estimates for operating and maintenance costs necessary for the life cycle of the asset.
4. *Comprehensive resource plan* - the plan should include the amount and type of resources required, a timeline, and financing strategies to be employed. The resources should be differentiated by phase of the project, where applicable.
5. *Budget cost* – capital projects will be budgeted at the full estimated cost of completing the project, or unique phase for larger projects, in the year the project is expected to be started.
6. *Contingencies* – the City shall include a reasonable amount for contingencies for each project award in the budgeted amount. The amount set aside shall correspond with industry standards and shall not exceed 10%.
7. *Multi-year projects* – capital projects that are not expensed during the budget period may be re-budgeted or carried over to the next fiscal period. Multi-year projects with unexpended funds will be carried over to the next fiscal period.
8. *Capital project funding* – a capital project will not be budgeted unless there is a reasonable expectation that funding is available.

## **Investment and Debt Policies**

The City investment and debt issuance policies are designed to maintain a strong financial condition and incorporates the following principles:

1. *Asset Preservation* – Preservation and safety of assets is a higher priority than return on investments. Therefore, the City will seek a reasonable return on its investments while also preserving the original capital investment. The City maintains an Investment Policy, approved by the City Council and updated annually.
2. *Debt Issuance* – the City will strive to keep a strong bond rating by monitoring and improving its financial stability. Before debt is issued, consideration will be given to:

- a. Whether the revenue stream is available to repay debt.
- b. Alternate methods of financing.
- c. Whether it would not be cost effective to delay issuing debt.

The City's financial strength is exemplified by the fact that in 2009, which is the last time the City utilized Moody's Investor Services as part of a bond issuance, they upgraded the City's bond rating from an Aa3 to an Aa2, which was subsequently recalibrated to an Aa1 in a global scale change. In 2009, Standard and Poor's rated the City for the first time with an AA+ rating. The AA+ rating was affirmed by Standard and Poor's again in 2012, 2013 and 2014.

By April 30, 2016, the City will have a number of debt issues outstanding. These include \$36,360,000 in general obligation bonds, \$1,900,000 in general obligation notes and \$8,111,000 in Special Service Area (SSA) bonds. Since SSA bonds are not direct obligations of the City, SSA bonds are not reported in the financial statements of the City. General obligation bonds and notes shall be repaid using alternative revenue sources, not ad valorem property taxes.

In December, 2015, the City entered into a low-interest loan agreement with the Illinois Environment Protection Agency. \$14,840,000 of loan proceeds will be used for wastewater infrastructure improvements. Additional revenue resulting from planned water and sewer rate increases will go towards re-paying principal and interest over the loan's 20-year term beginning February 6, 2018.

Under Illinois Compiled Statutes, general obligation bonded debt issuances are subject to a legal limitation based on 8.625% of the total assessed value of real estate property for non-home rule communities. Since the City is a home rule community, the City is not subject to these limitations. However, the City shall impose the non-home rule limit upon itself through the approval of its Financial Policies and Procedures by the Crystal Lake City Council. The City's ratio of net general obligation debt to estimated full value as determined using the City's 2014 equalized assessed valuation is 1.33%.

Below is a summary of the City's outstanding debt.

Issue	Balance @ 05/01/15	Issuances	Retirements	Balance @ 04/30/16
2009 General Obligation Bonds, original principal \$22,110,000 (partial Waterworks and TIF alternate revenue source), due in annual installments of \$900,000 to \$1,450,000 through December 15, 2019; interest at 1.40% to 5.30% payable semi-annually on June 15 and December 15.	\$16,000,000	\$0	\$1,340,000	\$14,660,000
2012 General Obligation Bonds, original principal \$9,235,000; portion of proceeds for refunding of Series 2004 General Obligation Bonds and remainder for General and Waterworks capital outlay, due in annual installments of \$40,000 to \$850,000 through December 15, 2032; interest at 2.00% to 2.625% payable semi-annually on June 15 and December 15.	\$7,655,000	\$0	\$790,000	\$6,865,000

Issue	Balance @ 05/01/15	Issuances	Retirements	Balance @ 04/30/16
2013 General Obligation Bonds, original principal \$9,465,000; proceeds for Waterworks capital outlay, due in annual installments of \$185,000 to \$675,000 through December 15, 2033; interest at 3.25% to 4.00% payable semi-annually on June 15 and December 15.	\$9,280,000	\$0	\$350,000	\$8,930,000
2014 General Obligation Bonds, original principal \$7,610,000; proceeds for refunding IL EPA Note, due in annual installments of \$480,000 to \$965,000 through December 15, 2022; interest at 3.00% payable semi-annually on June 15 and December 15.	\$6,720,000	\$0	\$815,000	\$5,905,000
<b>General Obligation Bonds</b>	<b>\$39,655,000</b>	<b>\$0</b>	<b>\$3,295,000</b>	<b>\$36,360,000</b>

Reported in:

General Fund	\$2,176,394	\$0	\$375,711	\$1,800,683
Three Oaks Debt Svc Fund	\$12,226,643	\$0	\$658,464	\$11,568,179
SEECOM Debt Svc Fund	\$1,257,750	\$0	\$240,268	\$1,017,482
SSA 43 (Crystal Heights) Debt Svc Fund	\$573,333	\$0	\$109,523	\$463,810
Water & Sewer Debt Svc Fund	\$23,420,880	\$0	\$1,911,034	\$21,509,846
	<b>\$39,655,000</b>	<b>\$0</b>	<b>\$3,295,000</b>	<b>\$36,360,000</b>

Issue	Balance @ 05/01/15	Issuances	Retirements	Balance @ 04/30/16
2015 General Obligation Note, original principal \$1,900,000; proceeds for Waterworks capital outlay, due in annual installments of \$175,000 to \$230,000 through December 15, 2024; interest at 2.151% payable semi-annually on June 15 and December 15.	\$0	\$1,900,000	\$0	\$1,900,000
<b>General Obligation Notes</b>	<b>\$0</b>	<b>\$1,900,000</b>	<b>\$0</b>	<b>\$1,900,000</b>

Reported in:

Water & Sewer Debt Svc Fund	\$0	\$1,900,000	\$0	\$1,900,000
	<b>\$0</b>	<b>\$1,900,000</b>	<b>\$0</b>	<b>\$1,900,000</b>

Annual debt service requirements are as follows:

Fiscal Year Ended	Total		Total	
	General Obligation Bonds		General Obligation Notes	
	Principal	Interest	Principal	Interest
2017	3,395,000	1,366,847	175,000	59,715
2018	3,460,000	1,262,759	200,000	37,105
2019	3,575,000	1,155,399	205,000	32,803
2020	3,060,000	1,041,912	210,000	28,394
2021	2,520,000	942,723	215,000	23,876
2022	2,590,000	857,910	220,000	19,252
2023	2,155,000	762,390	220,000	14,520
2024	1,725,000	675,001	225,000	9,788
2025	1,790,000	598,761	230,000	4,948
2026	1,850,000	518,646	-	-
2027	1,910,000	434,616	-	-
2028	1,975,000	346,329	-	-
2029	2,040,000	252,919	-	-
2030	860,000	154,781	-	-
2031	895,000	125,013	-	-
2032	925,000	93,638	-	-
2033	960,000	61,138	-	-
2034	675,000	27,000	-	-
	<u>\$36,360,000</u>	<u>\$10,677,782</u>	<u>\$1,900,000</u>	<u>\$230,401</u>

### **Reserve Policies**

The City will maintain adequate reserves in order to reduce the potential need to borrow to fund operations or abruptly reduce services during periods of economic downturn or other emergencies. It will also place resources into reserve for long-term capital needs. To accomplish these goals, the City has specific reserve requirements:

1. *General Fund* – The General Fund is a major fund and the general operating fund of the City. It is used to account for all financial resources except those that are accounted for in another fund. Each year a portion of fund balance will be determined as follows:
  - a. Restricted – a portion of the fund balance that may be restricted through external legal requirements.
  - b. Committed – a portion of the fund balance may be committed through formal action of the City Council through a resolution or ordinance adopted before the end of the fiscal year.
  - c. Assigned – a portion of the fund balance may be committed by action of the City Manager/Budget Officer. The amount will represent the funds the City intends to use for a specific purpose. This will be adjusted annually.

- d. Unassigned – the unassigned fund balance will be reviewed annually during the budget process. This unassigned fund balance will be maintained at a target level of 25% to 50% of annual budgeted expenditures. Balance in excess of 50% of annual budgeted expenditures may be transferred to the Capital & Equipment Replacement Fund to support future capital projects.
2. *Special Revenue Funds* – Special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt services or capital projects. Financing for most special revenue funds is provided by a specific annual property tax levy. In some cases, financing is received from a motor fuel tax imposed by the State. These proceeds are devoted exclusively to the purposes for which the special tax was authorized.
    - a. Motor Fuel Tax Fund – this is a fund established to account for revenues derived from a specific motor fuel allotment and expenses of these monies for the highways and streets throughout the City. Per State statute, Motor Fuel Tax Fund program revenue is legally restricted to the purpose of the fund. Therefore, the entire balance of the fund is restricted for purposes of street maintenance and construction. Increases and decreases in fund balance are associated with the specific projects planned. Therefore, no specific target range is established for this fund.
    - b. IMRF/FICA Fund – the IMRF/FICA Fund accounts for the activities resulting from the City’s participation in the Illinois Municipal Retirement Fund as well as all activities resulting from the City’s contributions for Social Security and Medicare. Revenues are provided by a specific annual property tax levy which produces a sufficient amount to pay the City’s contributions to the Fund on behalf of the City’s employees. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.
    - c. Fire Rescue Fund – the Fire Rescue Fund accounts for all revenues and expenditures related to the Fire Department. 100% of fund balance is assigned to provide for day-to-day operations.
  3. *Debt Service Funds* – these funds were established to account for financial resources that are 100% restricted for the payment of principal and interest on outstanding debt.
  4. *Capital & Equipment Replacement Funds* – these funds are established to account for and report the financial resources that are restricted, committed or assigned for capital outlays including the acquisition or construction of capital facilities and other capital assets. Fund balances in the Capital & Equipment Replacement Funds will be considered restricted, committed or assigned, depending on the intended source/use of funds.

### **Accounting Policies**

The accounting policies of the City of Crystal Lake conform to accounting principles generally accepted in the United States of America as applicable to governments. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting standards.

The City of Crystal Lake, Illinois is a municipal corporation established under Illinois Compiled Statutes governed by an elected City Council and Mayor. The City’s reporting entity has been

defined pursuant to GASB Statement No. 14. Because of its fiscal dependency on the City of Crystal Lake, the Crystal Lake Public Library is discretely presented in the financial statements of the City as a component unit.

Several other governmental entities have operations within the City but are separate legal entities. These entities include School District Nos. 47 and 155, Crystal Lake Civic Center Authority and the Crystal Lake Park District. The City is not financially accountable for these entities, and they are, therefore, not included in the City's reporting entity.

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance or equity, revenue and expenses or expenditures, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

The City has two pension trust funds. These funds account for the activities of the Police Pension Plan and the Firefighter's Pension Plan, both of which accumulate resources for pension benefit payments to qualified public safety employees. Because assets of the pension funds are held in a trustee capacity for others, pension fund assets cannot be used to support the City's own programs.

Governmental funds (General Fund, Special Revenue Funds, Debt Service Funds and Capital and Equipment Replacement Funds), are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible with the current period or soon enough thereafter to pay the liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 90 days of the end of the current fiscal year (60 days for property taxes and 180 days for income taxes).

Expenditures generally are recorded when the liability is incurred. However, compensated absences are recorded only when payment is due (upon employee retirement or termination). General capital asset acquisitions are reported as expenditures in governmental funds.

The financial statements of the Enterprise (Water and Sewer) Funds and Pension (Police and Firefighters') Trust Funds reflect the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flow takes place.

# HISTORY OF CRYSTAL LAKE

The Crystal Lake area's first European settlers, Beman and Polly Tuttle Crandall arrived in February 1836 with their six children, and discovered a sparkling clear lake, tall timber, and vast prairies. By August, 1836, the U.S. government granted homestead rights to the Crandalls. An old trail, forged by the Sac and Fox tribes,



Robin Pendergast

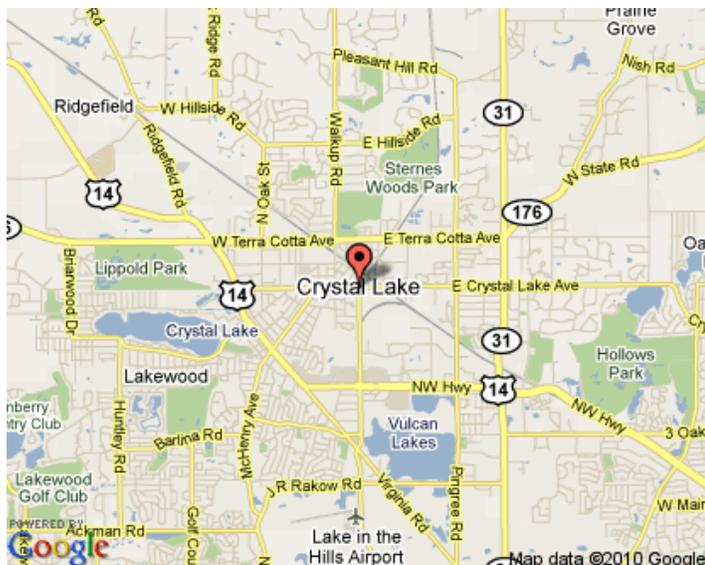
extended from Fort Dearborn in Chicago to northwest Wisconsin, with the portion through Crystal Lake known as Route 14. A log cabin inn, the Lyman-King House, stood on Virginia Street near Pomeroy Avenue and served as a stage coach stop and trading post.

The Village of Crystal Lake was platted in 1840 by Beman Crandall, Christopher Walkup, and Abner Beardsley. At the time, the surveyors determined the boundaries to be Virginia Street to the north, Lake Avenue to the south, McHenry Avenue to the east, and Dole Avenue to the west.

The Village of Nunda was established in 1855, with the Chicago, St. Paul and Fond du Lac railroad (the track is now owned by the Union Pacific), as the first direct rail connection from Chicago. The train stop in the Village of Nunda established the town as the commercial hub of McHenry County. The street configuration of Crystal Lake's present downtown reflects the railroad's early influence. In 1856, a rail spur line (now Dole Avenue) was built from the Village of Nunda to Crystal Lake to transport ice cut from the lake to Chicago and to bring visitors from Chicago to the area.

Many public infrastructure improvements took place in the early years of the two villages. The Chicago Telephone Company received a right-of-way in 1883. In 1884, wooden sidewalks were constructed. The water system was built in the Village of Nunda in 1899 and in the Village of Crystal Lake in 1912. The Nunda Electric Company built a plant on Walkup Avenue, south of the Union Pacific track, in 1902. Western United Gas and Electric Company began operations in 1909. The City built the wastewater treatment system on McHenry Avenue, south of Barlina Road, in 1919. Road paving became a predominate fixture in the community in 1924 and 1929

with increasing use of the personal automobile.



The Village of Nunda became North Crystal Lake in 1908. Consolidation of Crystal Lake and North Crystal Lake occurred on April 28, 1914. The City of Crystal Lake Charter was adopted on September 23, 1914.

Since World War II, the population and boundaries of the City of Crystal Lake have changed dramatically. Throughout the Chicago area, people have relocated farther from Chicago to places like Crystal Lake in search of more open space, less traffic, cheaper land and safer neighborhoods.

# COMMUNITY PROFILE



The City of Crystal Lake, located 50 miles northwest of Chicago, currently occupies a land area of 20.234 square miles and serves a certified population of 40,743 with a median family income \$85,310.

The region has a varied manufacturing and industrial base that adds to a relatively stable unemployment rate. Major employers in the community are: AptarGroup, Knaack Manufacturing, Covidien-Medtronic, Technipaq, Rita Corporation, Terra Cotta Industries and Mathews Company. Other major employers include: Walmart, Jewel Foodstores, the *Northwest Herald* newspaper, Crystal Lake School District 47, McHenry County College, Crystal Lake School District 155, Crystal Lake Park District and the City of Crystal Lake.

The City of Crystal Lake has operated under the Council-Manager form of government since 1957. Policy-making and legislative authority are vested in a governing council consisting of the Mayor and six other members. The City Council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring of the City Manager. The City Manager is responsible for carrying out the policies and ordinances of the City Council, for overseeing the day-to-day operations of the government, and for appointing the heads of the various departments, including the City Attorney. The City Council is elected at-large on a non-partisan basis. Council members serve four-year staggered terms.

The City of Crystal Lake provides a full range of services, including police and fire protection; construction and maintenance of highways, streets, and infrastructure; maintenance of the public storm drainage system; water, sanitary sewer service and wastewater treatment; and growth management, planning and development control through the activities of the Community Development Department. In addition to these general governmental activities, the City has certain information relative to the public library (a discretely presented component unit) and police and fire pension systems (blended component units). As such, the activities of the Library and police and fire pension systems have been included in the City of Crystal Lake's financial reporting entity. However, as





separate governmental entities, the Crystal Lake Elementary and High School Districts, the Crystal Lake Park District, and the Crystal Lake Civic Center Authority have not met the established criteria for inclusion in the reporting entity and, accordingly, are excluded from this report.

Development management represents a significant challenge and priority for the City. Utilization of impact fees and sophisticated policies requiring development to fund its own infrastructure cost illustrates the fact that the City has maintained growth management initiatives. The City's impact fees and growth-funded infrastructure requirements have ensured that the City's taxpayers are not burdened by development.

The non-residential sector of economic activity has continued to be built out, but not at the same pace as prior years, with over two million square feet of commercial occupancies over the last four years. The City's property valuation growth has remained constant over the past year through the addition of new non-residential development. This is evidence of the City's continued strong economic activity level and further underscores the City's strong non-residential tax base.

Despite substantial competition that has occurred from commercial growth in many of the areas surrounding Crystal Lake and the difficult retail environment for certain players in the very competitive Chicago arena, the retail sector has remained stable over the past year. The City has continued to maintain strength as a retail base for serving the regular commercial needs for the immediate City population, and has continued as a regional point for commercial activities. In 2011, over 572,000 square feet of vacant space was leased by new businesses, of which 39% was along Route 14. In 2012, over 338,000 square feet of vacant space was leased by new businesses throughout the City. In 2013, nearly 455,000 square feet of business occupancies occurred which included nearly 234,000 square feet by new businesses. Over 194,000 square feet was occupied by existing Crystal Lake businesses that expanded or relocated within the City of Crystal Lake borders. In 2014, 680,151 square feet of commercial space was occupied by new and existing businesses. Of those occupancies, 577,225 square feet was occupied by new businesses. 2013 and 2014 could be categorized as "the years of the small business" as 78 new small businesses opened in Crystal Lake in 2013 and 98 in 2014. In 2015, there was 573,682 square feet of commercial occupancies, translating to 537 new jobs created with 60 new small businesses with under 20 employees.

Route 14 serves as a retail corridor for the City of Crystal Lake, highlighted by Crystal Point Shopping Center, Crystal Plaza, Country Corners and The Commons Shopping Center. The Bohl Farm Marketplace, consisting of nearly 400,000 sq. ft. of retail space, anchors Kohl's department store, a Target store, Buy Buy Baby, Fresh Thyme and Planet Fitness and includes other national tenants such as Barnes and Noble, Five Below and a Chili's restaurant.

The Archway East Center development includes a Portillo's restaurant, Texas Roadhouse restaurant, Chick fil-A, Sports Authority, Mario Triccoci, Menards and three additional small independent retailers. Chipotle Mexican Grill, Noodles & Company, Culver's, Jameson's Charhouse, Fast Eddie's Car Wash, the Village Squire Restaurant, and the Regal Theaters are all located near this center.

The downtown sector of the City, which has continued to show substantial strength, exhibits a very low vacancy rate of less than 5% and continues to be a vibrant commercial destination. A Starbucks and two independent ice cream shops are located in the Downtown area, as well as a number of unique fine dining establishments including Benedict's La Strata, Georgio's Pizzeria, Duke's Alehouse, Tacqueria Las Cumbres, Finn McCool's, Da Baffone Cucina Italiana and Retro Bistro, opening in summer of 2016.



Downtown Crystal Lake also offers Crystal Lake's first microbrewery, Crystal Lake Beer Company, that opened in the summer of 2014. The downtown district is home to the Raue Center for the Arts, which is an 800-seat theatre that is one of the finest examples of restored art and decor in the nation. The Raue Center provides a unique draw for the downtown area as the largest performing arts theater in McHenry County.

Anderson Motors, a major auto retailer of BMW, Volkswagen, and Mazda vehicles, located on North Route 31, has expanded their service facilities and indoor display areas. As part of a major expansion for this dealership, a new dealership was constructed in the Route 14 corridor, while maintaining the remaining two flags at the Route 31 facility. In addition, Pauly Toyota relocated their auto dealership to the Lutter Center at the intersection of Route 31 and Rakow Road, near a Super Wal-Mart. Brilliance Honda completed a major expansion and relocated also within Crystal Lake. Brilliance Honda consolidated their car inventory locations and rebuilt an automobile dealership located at the northeast corner of Routes 176 and 14. Martin Chevrolet has completed a substantial renovation of their automobile dealership along Route 14 that features a restored showroom, service area and customer lounge with amenities.

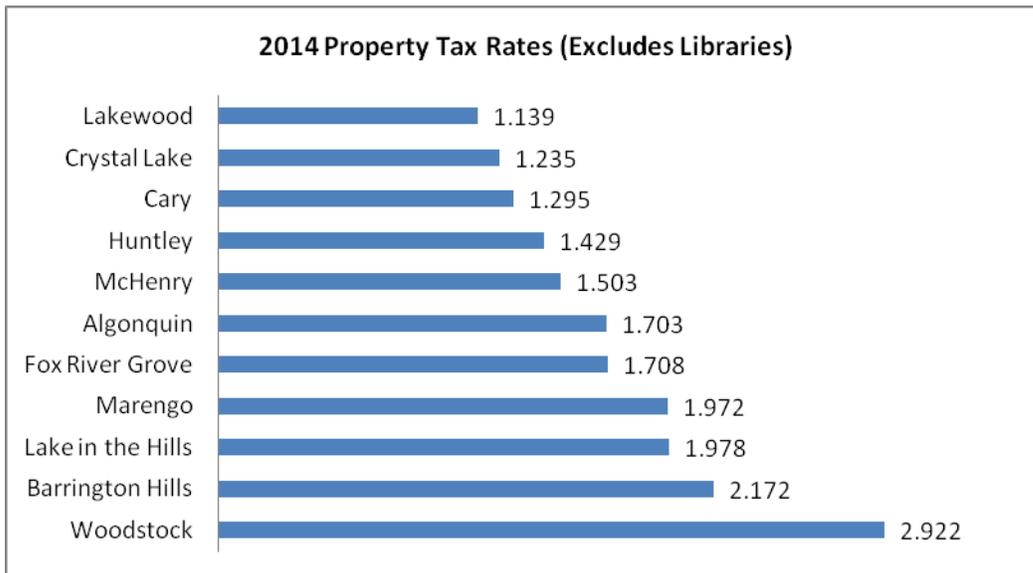
Crystal Lake continues to be an attractive place to live and conduct business. In 2011 through 2015, new businesses who have either occupied space or leased space and are under construction, or relocated to larger buildings include: HH Gregg, Five Below, Ross Dress for Less, The Fresh Market, Jersey Mikes, Courtesy Motors, Five Guys Burgers, O'Reilly Auto Parts, Harbor Freight Tools, Alternative Garden Supply, Savers, Weight Watchers, Meineke Car Care Center, Randall Road Animal Hospital, Exemplar Financial, Olive Tap, KK Buffet, Gumpas Psychiatry, Advance Auto Parts, Kyoto Restaurant, Electron Marketing, Scali & Assoc. Accounting, The Movement, Suran Built Inc., Action Kung Fu, Supreme Shine Detailing, Comnet Group Staffing, Samsone & Associates, Mr. Cakes, Subway at Healthbridge, Mobil Oil at Routes 31 and 176, The Fit Stop, Sandra's Hair Salon, Colonial Ice Cream & Café, Vanity Cosmetics, The Perfect Pear, Route 14 Dentistry, Crystal Lake Bank & Trust, Chene Chiropractic, Sunshine Travel, Freshly Baked Communication, Mattress Clinic, Straight Shooters Gallery, Panaderia El Molino Azul, N' Focus Photography, Elite Kids, S&M Thurow Salon, Salon 134, Providence Packaging, AL-RO Injection Molding, Phoenix Electronics, RW Technologies, Aptar Group, Phoenix Custom Woodworks, Five Star Pallet, Crystal Lake Ribhouse, Texas Roadhouse, Crystal Lake Beer Company, Marvin's Toy Store, Melissa's Chocolate Factory, Kitchen Outfitters, Reprographics, National Gift Card, Mathnasium, Pepper Annex, Bio-energy Technology, Inc., Terra Cotta Industries, Bare Bone Chopper, Chronos International, Crystal Spa, Agnes Oh, Barnwood Studios, Paws on Pingree, A Taste of Benedicts, Top Notch Automotive, Catch the

Wave Swim Club, Cascade Energy, DeMarco Industrial Vacuum Corp., GNT Limo, Goal Line Sports Bar & Grill, Which Which Superior Sandwiches, Center for Emotional Wellness of Northwest Suburbs, Bioenergy Technology, Nancy's Pizza, World Class Industries, Cardinal Pack, A-Tec Ambulance Service, Metrom Rail, Burlington Coat Factor and Fresh Thyme.



The City of Crystal Lake is fortunate to have two Metra train stations within our corporate limits. The second station, a 2,000-square-foot Pingree Road Metra Station, was completed in the winter of 2005 at a cost of \$2.1 million. Metra funded the construction of the Pingree Road Station as well as recent renovations to the Downtown Train Station, which were completed the summer of 2006.

Once again, the City has continued to have a very low property tax rate for municipal services compared to other municipalities in southeastern McHenry County. The following graph depicts the 2013 tax rates (excluding Library operations) for surrounding communities.



The continued development of the City's non-residential tax base and the stable retail sector of the community have facilitated this position. The City's retail base helps defray the cost of most General Fund supported services, such as police protection, street maintenance, brush and leaf pickup, and other services.



# Principal Employers

The private and public employers below have the largest work forces within the City.

Employer	Product or service	Employees
Crystal Lake School District 47	Elementary/middle school education	1100
McHenry County College	Higher education	856
Crystal Lake School District 155	High school education	798
AptarGroup	Product dispensing systems	545
Crystal Lake Park District	Parks and recreation	480
Knaack Manufacturing	Jobsite storage	381
Covidien	Medical products	350
Walmart	Department store	350
City of Crystal Lake	Municipal government	285
Jewel Foodstores	Grocer	220
Northwest Herald	Newspaper	217
Health Bridge Fitness Center	Health club	204
Home State Bank	Financial institution	156
Centegra Health System	Health care	148
The Fountains of Crystal Lake	Independent Living, Memory Care	145
General Kinematics Corp	Vibratory and rotary equipment	135
Technipaq	Sterilizable healthcare packaging	150
Althoff Industries	Mechanical/electrical controls	110
Home Depot	Home improvement supply	110
Sage YMCA of Metro Chicago	Fitness and health facility	100



# Demographic Statistics

Fiscal Year Ended April 30,	Population	Median Age	Total Housing Units	School Enrollment	Unemployment Rate
1990	21,823	-	-	-	-
2000	38,000	-	-	-	-
2001	38,050 (estimate)	-	-	12,706	3.60
2002	38,100 (estimate)	-	-	12,853	5.10
2003	38,150 (estimate)	-	-	13,471	6.50
2004	38,161 (estimate)	-	-	13,053	4.60
2005	39,788	-	-	15,458	5.30
2006	39,900 (estimate)	-	-	16,175	4.60
2007	40,050 (estimate)	-	-	16,011	4.10
2008	40,250 (estimate)	-	-	16,215	4.90
2009	40,500 (estimate)	-	-	16,008	9.60
2010	40,743	34.1	15,176	15,471	9.50
2011	40,743	35.1	15,176	15,829	8.30
2012	42,349 (estimate)	36.1	15,176	15,800	7.50
2013	40,766 (1)	36.1	15,209	14,576 (2)	7.10 (3)
2014	40,857 (estimate)	35.2	15,351	14,622 (2)	5.00 (3)
2015	40,598 (1)	37.6	15,408	14,351 (2)	5.40 (3)

(1)State of Illinois Census estimate

(2)Combines total enrollment for Districts 155 and 47

(3)Illinois Department of Employment Security



Dole Mansion

# Miscellaneous Statistics

Date of Incorporation	September 23, 1914	Culture and Recreation	
Form of Government	Mayor - Council	Parks acreage	1,393
Area (square miles)	22.9	Parks	45
Number of Employees (Full-time Equivalents)	245.25	Tennis courts	30
		Community centers	8
Facilities and Services:		Number of Libraries	1
Miles of Streets	160	Water System:	
Number of Street Lights	2,410	Water mains (miles)	230
Number of Traffic Signals	33	Fire hydrants	3,095
Police Services		Maximum daily capacity (millions of gallons)	8.54
Number of Stations	1	Average daily consumption (millions of gallons)	3.93
Number of Police Personnel	78.75	Sewer System:	
Number of Calls For Service	29,123	Sanitary sewers (miles)	166
Number of Patrol Units	23	Storm sewers (miles)	60
Law Violations		Maximum daily treatment (millions of gallons)	19.7
Physical arrests	956	Average daily sewage treatment (millions of gallons)	5.1
Traffic violations	13,961		
Parking violations	4,156		
Fire/Emergency Medical Services			
Number of Stations	3		
Number of Fire Personnel	67.50		
Number of Calls Answered	5,833		
Number of Fire Inspections	833		
Number of Life Safety Inspections	532		



Crystal Lake Library