



City of Crystal Lake 2017-2018 Annual Operating and Capital Improvement Budget

Managing resources, revenues and expenditures in order to best serve the community

For the Fiscal Year beginning May 1, 2017

www.crystallake.org



CITY OF CRYSTAL LAKE, ILLINOIS

2017/2018 BUDGET

CITY OFFICIALS

MAYOR

Aaron T. Shepley

COUNCILMEMBERS

Ellen Brady

Ralph M. Dawson

Cameron Hubbard

Brett Hopkins

Cathy A. Ferguson

Haig Haleblan

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

Michael P. Magnuson

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.



CONTENTS

INTRODUCTION	9
TRANSMITTAL LETTER	10
BUDGET SUMMARY	22
CITY OF CRYSTAL LAKE ORGANIZATIONAL STRUCTURE	37
MAJOR FUNDS AND ORGANIZATIONAL RELATIONSHIPS	38
GUIDING PRINCIPLES	41
SUMMARY OF ALL FUNDS	45
REVENUE SUMMARY – ALL FUNDS	46
EXPENDITURE SUMMARY – ALL FUNDS	47
INTERFUND TRANSFERS – ALL FUNDS	48
REVENUES & OTHER FINANCING SOURCES – ALL FUNDS	49
EXPENDITURES & OTHER FINANCING USES SUMMARY – ALL FUNDS	50
REVENUES & EXPENDITURES BY TYPE – ALL FUNDS	51
REVENUES AND EXPENDITURES – BY FUND TYPE	52
REVENUES AND EXPENDITURES – BY FUND TYPE	53
MAJOR REVENUES	55
PERSONNEL SUMMARY – ALL FUNDS	60
CAPITAL EXPENDITURES	61
GENERAL FUND	65
EXECUTIVE DEPARTMENT	71
LEGAL AND JUDICIARY	75
CITY ADMINISTRATION DEPARTMENT	77



ADMINISTRATIVE ADJUDICATION	85
POLICE DEPARTMENT	88
FIRE AND POLICE COMMISSION	96
COMMUNITY DEVELOPMENT DEPARTMENT	99
STREETS DIVISION/PUBLIC WORKS DEPARTMENT	113
HEALTH DEPARTMENT	120
STORM SEWER DIVISION/PUBLIC WORKS DEPARTMENT	122
STORM LIFT STATIONS DIVISION/PUBLIC WORKS DEPARTMENT	127
FLEET & FACILITY SERVICES DIVISION/ PUBLIC WORKS DEPARTMENT	133
INFORMATION TECHNOLOGY DEPARTMENT	139
SHARED SERVICES DIVISION	144
SPECIAL PROJECTS DIVISION	146
THREE OAKS RECREATION AREA	149
POLICE & FIREFIGHTERS' PENSION OBLIGATION	155
DEBT SERVICE	157
HOME RULE SALES TAX FUND	159
WATER & SEWER OPERATING FUND	163
PUBLIC WORKS ADMINISTRATION DIVISION/ PUBLIC WORKS DEPARTMENT	168
WATER & SEWER DIVISION/PUBLIC WORKS DEPARTMENT	173
WASTEWATER TREATMENT DIVISION/ PUBLIC WORKS DEPARTMENT	181
WATER & SEWER DEBT SERVICE FUND	189
WATER & SEWER CAPITAL & EQUIPMENT REPLACEMENT FUND	192
WATER & SEWER 2015 GENERAL OBLIGATION (GO) PROJECT FUND	197



WATER & SEWER SPECIAL SERVICE AREA (SSA) PARTICIPATION FEES FUND	200
FIRE RESCUE FUND	203
LIBRARY FUNDS	215
OTHER FUNDS	231
<hr/>	
MOTOR FUEL TAX FUND	232
ROAD/VEHICLE LICENSE FUND	237
THREE OAKS RECREATION AREA OPERATING FUND	242
THREE OAKS CAPITAL & EQUIPMENT REPLACEMENT FUND	246
SCHOOL CROSSING GUARD FUND	249
IMRF/FICA FUND	252
INSURANCE RESERVES FUND	255
RESTRICTED POLICE FUND	257
FOREIGN FIRE INSURANCE FUND	260
CAPITAL & EQUIPMENT REPLACEMENT FUND	263
POLICE PENSION FUND	277
FIREFIGHTERS' PENSION FUND	280
COMMUTER PARKING FUND	283
DEBT SERVICE FUNDS	287
<hr/>	
THREE OAKS DEBT SERVICE FUND	288
SEECOM PROJECT DEBT SERVICE FUND	291
SPECIAL SERVICE AREA (SSA) #43/ CRYSTAL HEIGHTS WATER & SEWER PROJECT DEBT SERVICE FUND	294



CAPITAL CONSTRUCTION FUNDS	297
THREE OAKS DEVELOPMENT FUND	298
MAIN STREET TIF FUND	301
VIRGINIA STREET TIF FUND	304
VULCAN LAKES TIF FUND	307
SUPPLEMENTAL INFORMATION	311
BUDGET APPROVAL	312
ACCOUNT DESCRIPTIONS	315
GLOSSARY OF TERMS	323
APPENDICES	335
THE BUDGET PROCESS	336
FISCAL YEAR 2017-18 BUDGET CYCLE	339
FINANCIAL POLICIES	340
HISTORY OF CRYSTAL LAKE	350
DEMOGRAPHIC STATISTICS	359
MISCELLANEOUS STATISTICS	360



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Crystal Lake
Illinois**

For the Fiscal Year Beginning

May 1, 2016

A handwritten signature in black ink, reading "Jeffrey R. Emerson".

Executive Director

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, 2016. 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.



CITY OF CRYSTAL LAKE

ANNUAL BUDGET

FISCAL YEAR 2017/2018



INTRODUCTION



TRANSMITTAL LETTER

March 23, 2017

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 Fiscal Year 2017/2018, 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) 2017/2018. 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.

The attached Annual Budget for Fiscal Year (FY) 2017/2018 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 projection;
 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 2017/2018 revenue projections are ahead of last year's budget. Revenues continue to experience a modest recovery, with growth remaining slow. Gains in revenue are largely attributable to increases in receipts of Use Tax as online sales continue on an upward trajectory and the Three Oaks Recreation Area continues to attract visitors, bringing additional revenue from outside of Crystal Lake. Revenues from Water and Sewer user charges are projected to rise as part of planned multi-year rate structure increases. Offsetting gains is a decline in receipts of Telecommunication Tax as consumers switch from landlines to internet-based technologies for communications. Receipts from Cable Franchise fees are anticipated to decline as a result of a special audit.

Distributions of Income Tax to cities and counties in the State equal 8% of net collections from individual taxpayers and 9.14% of net collections from corporate taxpayers. Amounts distributed to cities and counties are based on their population in proportion to the total state population. The current rate for individuals is 3.75% of net income. The current rate for corporations is 5.25% of net income. Fiscal year 2016/2017 receipts are tracking 9.50% below those from the same period (May through November) last year. Data being posted by the Illinois Department of Revenue (IDOR) has been difficult to analyze as anomalies may be a direct result of IDOR's new accounting system. The new system allocates monthly receipts between Income Tax and Replacement Tax in a way that deviates significantly from past practice. The City, with assistance from the Illinois Municipal League (IML), will continue to monitor this situation closely. The IML reduced its forecast from \$102.00 per capita for FY17 (July 1, 2016 to June 30, 2017) to \$97.20 per capita. City projections for fiscal year 2017/2018 maintain funding at \$97.20 per capita.

Retail Sales Tax and Home Rule Sales Tax are anticipated to remain flat for fiscal year 2017/2018 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.

To balance the fiscal year 2017/2018 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 2016/2017 budget, a total of 8.3% of positions have been eliminated through attrition. An additional one-and-half positions have been eliminated in the 2017/2018 budget, bringing the total number of full-time equivalent positions eliminated to twenty-three and three-quarter positions or 8.9%. 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 0%.

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 116 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 7.01% over amounts budgeted in fiscal 2016/2017.

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 that currently serves 14 municipal agencies.

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 116 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 33 municipal government agencies.

Joint Purchasing Agreements

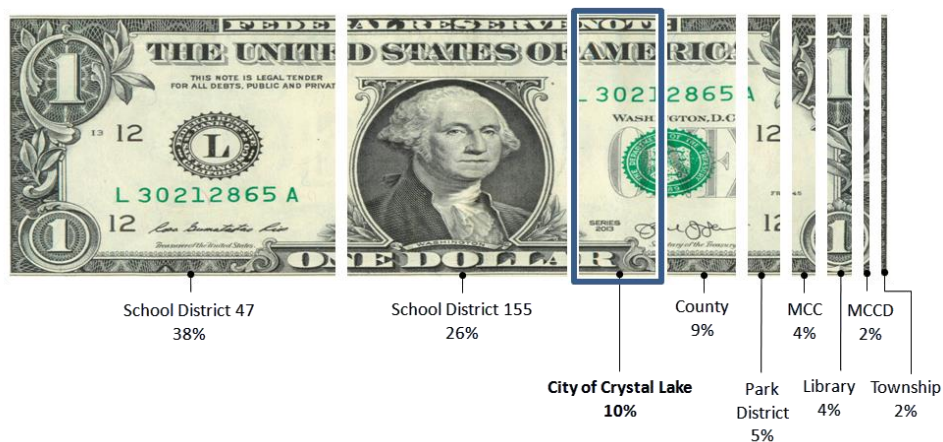
The City Council adopted a Procurement Ordinance which allows the City to take advantage of cooperative purchasing opportunities by becoming a member of various cooperative purchasing programs in addition to the State of Illinois Joint Purchase Program and the Suburban Purchasing Cooperative. Joint Purchasing 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 third budget address in February 2017 despite the fact that, to date, a budget since 2015 has yet to be approved. The 2017-2018 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% in January, 2014 to 5.7% in December, 2016. 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. However, 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. From 2011 through 2016, new businesses who have either occupied space or leased space and are under construction, or relocated to larger buildings include: The Fresh Market, HH Gregg, Five Below, Ross Dress for Less, 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, 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 Rib house, 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, Four Season Banquet Hall, Advanced Direction, Catapult Collectibles, EL Parts LLC, Susan Huberty Photography, Modern Age Comics, Chronos International, Fabric Fiber and Finds, Crystal Spa, Anges Oh, Crystal Lake Self Storage, Barnwood Studios, Grandma's Basement, Crawford Supply Group, Paws on Pingree, Homes Heart Designs Inc, Has Taw Kwon Do, A Taste of Benedicts, Catch the Wave Swim Club, Crystal Lake Optical, David Jackson & Company, Cascade Energy, Gold Standard Restoration Inc, Head Start, DeMarco Industrial Vacuum Corp, GNT Limousine, Parabolic Sports Performance, Goal Line Sports Bar & Grill, Which Wich, Berries & Greens Organic Juicery, Center for Emotional Wellness of the Northwest Suburbs, Home Dialysis Services, Bioenergy Technology, Progressive Radiology, Illinois Nice & Clean Group LLC, JDO Inc, Animal Medical Center of Crystal Lake, Ramco Group LLC, Halftime Pizza, Nancy's Pizza, Encore Music Academy, PRA Behavioral LLC, Express Employment Professionals, Evoke Products, Metrom Rail LLC, Burlington Coat Factory, Fresh Thyme Farmers Market, LT Nail, Facility Construction Resource, Movement Mortgage, ST Nails, Charlie's Dog House, Ultimate Software, Living Stores IT, Jaster's Bar, MetoGrafics, Crystal Lake Food Pantry, Gehris



Associates, Metro PCS, Kirby Full Power, Kelly Services, Subway, Windy City Cryo, Tower Commercial Construction, That's Amore Pizza, Athletico Physical Therapy, Park Ward Motors, Escape Quest, Eximp, CVS Pharmacy, Crystal Lake Physical Therapy, Amish Furniture Gallery, Chain of Lakes RV, Li's T Nails, Autocrafters, Welder's Supply Co, Engineering Finishing Systems, On the Brink Salon, Party City, Ultra Strobe, K-Star Fitness, Enterprise Rental, Planet Fitness, Financial Strategies Group, Courageous Living, All American Reclaim, Griffin Shoe Care, Cubesmart, Retro Bistro, New Hope Counseling Center, Bentley's Barkery, Bowes in Home Care, Tropic Stop Tan, Dancepiration, RCW Tax Services, Cross Country Mortgage, Wellness Institute, Garfield's Beverage Warehouse, Clearbrook, Premier Electronics, Law Offices of Baudin Baudin, Spa Seven 3, Xfinity, Abiding Spirit, Edna Carson Architects, Maxicare Therapy, Asian Buffett, Animal Medical Center, and Aldi.

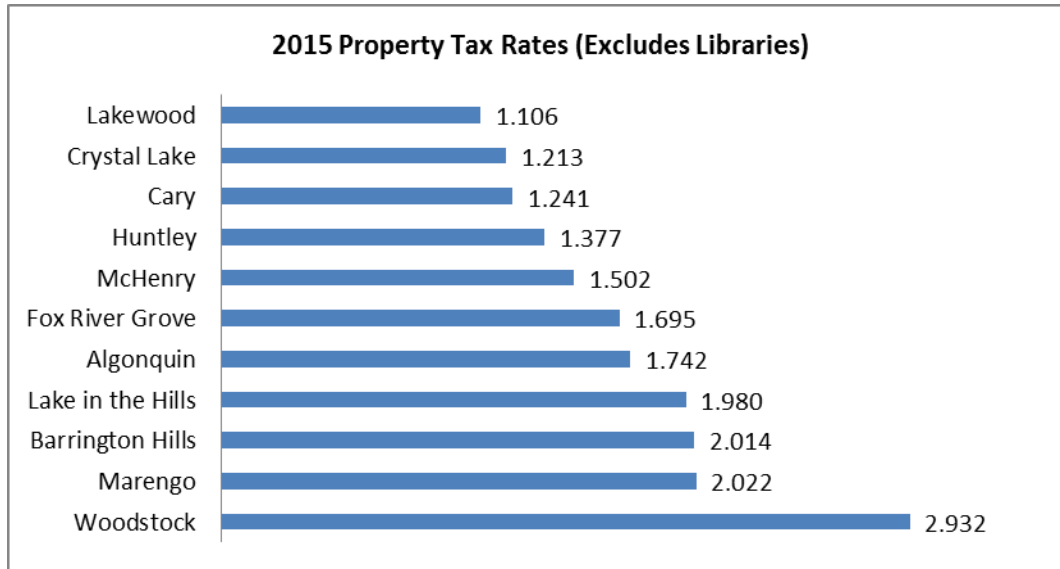
Since 2012, businesses have occupied over 2,777,438 square feet of commercial space in Crystal Lake, creating or preserving 2,462 jobs.

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 in the summer of 2006.

In addition to all the commercial development that occurred this past year, a new Mariano's grocery store will be under construction in 2017 with a planned opening in 2018. Two major developments are at the beginning stages of obtaining their entitlements so that they can provide a mix of housing options to the community. In addition, a national home builder is planning a 500+ unit single family, townhome and senior residential project that would provide another range of housing options and would be built over the next several years.

Low Property Tax

The fiscal year 2017/2018 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, Fleet and Facility Maintenance, as well as Legal, City Administration and the Three Oaks Recreation Area. The primary funding of these services are Retail Sales Tax, Home Rule 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.



On December 20, 2016, the Crystal Lake City Council adopted an Ordinance that will decrease the City's property tax rate by at least 5.21%. This decrease could be even greater depending on changes in the Equalized Assessed Valuation in the City which will be finalized in March, 2017.

The amount of money estimated to be raised by the proposed 2016 tax levy is \$16,374,197. The proposed tax levy, which funds the Fire Rescue Department and required pension obligations, maintained a zero General Fund levy, which has been in place since 1997 and continues to ensure that the tax levy attributable to the City remains one of the lowest tax rates in the area. The proposed property tax also includes the Crystal Lake Library's property tax levy.

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 in which the City was able to mitigate 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 Reserves, Home Rule Sales Tax, and Capital Equipment Replacement Funds of 82.44%. It is estimated that at the end of the 2017/2018 fiscal year, the City will have an unassigned fund balance of 33.47% before reserving funds to use in the subsequent fiscal year. Funds that have been restricted or assigned include amounts that are held in reserve by the City's liability insurance carrier (IRMA) and group health insurance administrator (IPBC). The fiscal year 2017/2018 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 2017/2018 budget includes the elimination of the equivalent of twenty-three and three-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, 2017.



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 2016/2017 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-seventh 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, 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-two individual funds. Nine individual funds are Library 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. They include Special Services Areas (44, 45 and 46) and Special Assessments (105/106, 132, 140/141, 143, 144, 145, 147, 149, 156, 157, 158, 159, 160, and 161).

Beginning in fiscal year 2017/2018, Home Rule Sales Tax, previously segregated for accounting purposes, will be reported as revenue in the General Fund. Three Oaks Recreation Area operations will also be reported in the General Fund. Three Oaks Recreation Area capital acquisition and replacement will be reported in the Capital & Equipment Replacement Fund. Finally, a new Commuter Parking Fund has been incorporated into the City's Budget. The Commuter Parking Fund is a Special Revenue fund designated to maintain and operate the City's commuter parking areas. Commuter parking revenue, parking enforcement and lot maintenance expenditures previously accounted for in the General Fund will be reflected in the new Commuter Parking Fund as required by Metra Commuter Rail Service.

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

- General 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 Fund, Road/Vehicle License Fund, School Crossing Guard Fund, IMRF/FICA Fund, Insurance Reserves Fund, Restricted Police Fund, Foreign Fire Insurance Tax Fund, Commuter Parking 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 (Main Street TIF Project Fund, Virginia Street TIF Project Fund and the Vulcan Lakes TIF Project Fund)

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 2016/2017 accomplishments, Fiscal Year 2017/2018 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 2017/2018 to reduce expenditures as well as capture available revenue.

BUDGET SUMMARY

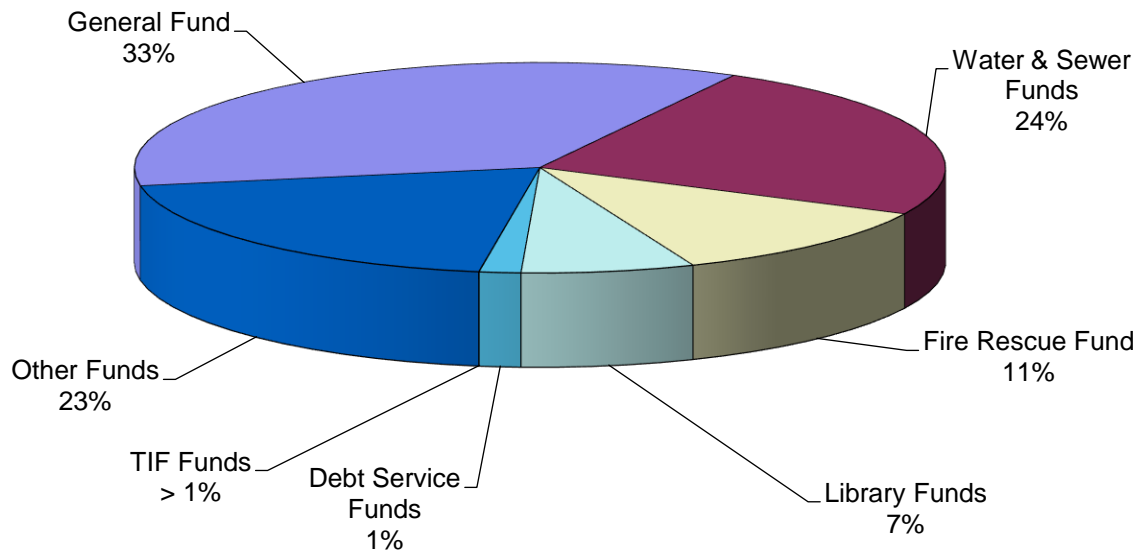
	Governmental Activities	Business-Type Activities	Total City Funds	Pension Funds	Library Funds
Operating Activities:					
Operating Revenues	\$44,352,529	\$11,992,115	\$56,344,644	\$6,881,865	\$4,832,413
Operating Expenditures	(\$42,811,498)	(\$11,463,610)	(\$54,275,108)	(\$4,711,850)	(\$5,009,584)
Revenues in Excess of Operating Expenses	\$1,541,031	\$528,505	\$2,069,536	\$2,170,015	(\$177,171)
Other Uses: Capital Activities	(\$1,541,031)	(\$528,505)	(\$2,069,536)	\$0	\$0
Revenues & Other Sources in Excess of Operating Expenditures & Other Uses	\$0	\$0	\$0	\$2,170,015	(\$177,171)
Capital Activities:					
Bond/Loan Proceeds	\$0	\$3,200,000	\$3,200,000	\$0	\$0
Capital Grants/Reimbursements	\$529,560	\$102,200	\$631,760	\$0	\$0
Capital & Equipment Replacement	(\$7,357,620)	(\$5,144,886)	(\$12,502,506)	\$0	(\$1,148,168)
Other Sources: Operating Activities	\$1,541,031	\$528,505	\$2,069,536	\$0	\$0
Revenues & Other Sources in Excess of Capital Expenditures & Other Uses	(\$5,287,029)	(\$1,314,181)	(\$6,601,210)	\$0	(\$1,148,168)
Net Change from Operating & Capital Activities	(\$5,287,029)	(\$1,314,181)	(\$6,601,210)	\$2,170,015	(\$1,325,339)
Beginning Balance	\$26,768,604	\$7,306,224	\$34,074,828	\$65,209,903	\$4,316,392
Ending Balance	\$21,481,575	\$5,992,043	\$27,473,618	\$67,379,918	\$2,991,053
Nonspendable, Restricted or Assigned	(\$3,782,777)	\$0	(\$3,782,777)	(\$67,379,918)	(\$541,399)
Available Balance	\$17,698,798	\$5,992,043	\$23,690,841	\$0	\$2,449,654

Governmental Activities = The governmental activities of the City include general government, public safety, highways and streets, culture and recreation, and interest on long-term debt.

Business-Type Activities = Used to account for the acquisition, operations and maintenance of water and sewer facilities and services and is self-supporting through user charges.

BUDGET OVERVIEW

Expenditures and Other Uses by Fund



Budgeted expenditures and other uses for all funds in fiscal year 2017/2018 total \$89,390,937 (including the Library), a decrease of \$6,775,922 or 7.05% from the 2016/2017 fiscal year budget.

This decrease is primarily due to:

- Decrease in capital spending (Wastewater Division digester projects, Three Oaks parking lot expansion, in-vehicle police car camera system, security camera system upgrade, and telephone system upgrade).
- Decrease in revenue sharing expenditures as obligations associated with two out of four sales tax sharing agreements have been satisfied.
- Decrease in transfers between City funds.

Fiscal year 2017/2018 expenditures and other uses are as follows:

- Operating expenditures \$58,457,211
- Revenue sharing \$361,000
- Debt service \$5,178,331
- Capital expenditures \$13,650,674
- Transfers between City funds \$11,743,721



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 2017/2018 budget are \$83,634,403, a decrease of \$4,851,459 or 5.48% from the 2016/2017 fiscal year budget.

This decrease is primarily due to:

- The 2016/2017 fiscal year budget included loan proceeds of \$7,725,000 for the Waste Water digester projects; whereas, the fiscal year 2017/2018 budget anticipates loan proceeds of \$3,200,000.
- Decrease in transfers between City funds.

Fiscal year 2017/2018 revenues and other sources are as follows:

- Revenues \$68,690,682
- Loan proceeds \$3,200,000
- Transfers between City funds \$11,743,721

It is anticipated, with the change in the economy, that several revenues will show signs of growth in amounts anticipated to be collected in 2017/2018 as compared to the prior year. These include:

- Use Tax by 2.98% or \$28,500
- Video gaming licenses, permits, and tax by \$72,000
- Building permits by 5.41% or \$10,000
- Rental income from cell tower sites by \$48,515
- Waste transfer station host fees by 10.91% or \$29,500
- Fire Rescue services by 1.62% or \$35,202
- Wireless alarm monitoring fees by 9.20% or \$32,000
- Motor Fuel tax by 2.45% or \$25,888
- Three Oaks Recreation Area receipts (parking fees, beach entrance fees, boat rental fees) by 26.11% or \$126,217
- Water & Sewer User Fees \$1,064,700
- Interest income by \$99,172

Streets

The fiscal year 2017/2018 budget reflects \$1,720,000 for the City's annual street resurfacing program. Of the \$1,720,000 total, \$1,320,000 will be funded from the General Fund, using a



combination of Home Rule Sales Tax and unassigned Fund Balance. The remaining \$400,000 of street resurfacing will come from proceeds from the Township Road and Bridge tax and vehicle sticker proceeds. The annual street resurfacing program, combined with other roadway improvements total over \$3.8 million. Roadway improvements budgeted in the Capital Replacement Fund include:

- Intersection (IL 176/Main) Improvement - Engineering
- Intersection (US 14/Virginia Rd) Improvement – Engineering
- Intersection (Main/Crystal Lake Ave) Improvement – ROW Acquisition
- Intersection (Main/Crystal Lake Ave) Improvement - Engineering

Funds to provide for intersection improvements at Route 176/Briarwood Road, as well as those for roadway improvements along Pingree 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.

Streets programmed for resurfacing in fiscal year 2017/2018 are:

Street	Limits	
	From	To
Arrowhead Lane	Indian Hill Trail	Burning Bush Trail
Burning Bush Trail	Walkup Road	East End
Cardiff Drive	North End	South End
Compost Drive	Main Street	Railroad ROW
Deer Run	Arrowhead Lane	Tomahawk Lane
Denton Court	Aberdeen Drive	Surrey Lane
Dolle Lane	Pomeroy Street	West End
East Street	Prairie Street	Crystal Lake Ave.
Elm Street	Ash Street	South End
Esther Street	Walkup Avenue	East End
Franklin Avenue	Walkup Avenue	Williams Street
Hull Lane	Dartmoor Drive	Surrey Lane
Lill Avenue	College Avenue	Wallace Avenue
Lincoln Parkway	Crystal Lake Ave.	Woodstock Street
Maple Street	Ash Street	Crystal Lake Ave
Marhill Court	Dole Avenue	East End
Newcastle Court	Dartmoor Drive	Dartmoor Drive
Old Westbury Court	Old Westbury Road	North End
Old Westbury Road	Terra Cotta Road	Glenbrook Road
Pingree Road	Railroad Tracks	North City Limits
Pomeroy Street	Ash Street	Crystal Lake Ave.
Rosedale Avenue	McHenry Avenue	Wallace Avenue
Seybrooke Lane	Terra Cotta Road	East End
Short Street	East Street	East End
South Street	College Avenue	Wallace Avenue



Street	From	To
Surrey Lane	Cardiff Drive	Abbingdon Drive
Terra Cotta Road	Dakota Street	Nunda Trail
Tomahawk Lane	Deer Run	Burning Bush Trail
Various Alleys	North of Downtown; Near Esther	
Walkup Avenue	Franklin Avenue	South End
Wallace Avenue	Franklin Avenue	Union Street
Wyndmuir Court	Wyndmuir Drive	End
Wyndmuir Drive	Seybrooke Lane	Terra Cotta Road

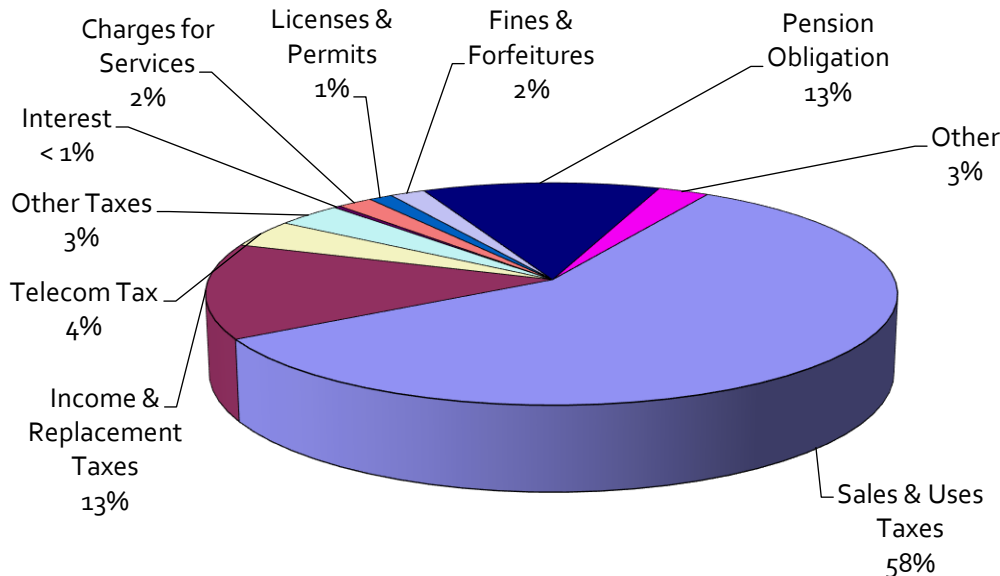
Capital Expenditures

The fiscal year 2017/2018 City budget reflects capital expenditures of \$13.65 million. In addition to resurfacing and roadway improvements, other major capital expenditures reflected in this budget are:

- Fiber Optic Connection – City Hall
- Fiber Optic Connection – WWTP #2, Fire Station #3
- Computer Hardware and Software
- Automotive Equipment
- Storm Sewer Cleaning, Televising, Repair – Nash Road
- Culvert Replacements (Engineering)
- Curb and Sidewalk Replacement
- Tree Removal and Replacement (EAB Eradication)
- Thermal Imaging Camera Replacement (2)
- Multi-Use Paths – Construction and Engineering
- Parking Lot Lighting, Signage, Landscape (new lots in the Three Oaks Recreation Area)
- Turbo Blower Replacement
- Generator Installation (Lift Stations)
- Lift Station #9 Rehabilitation
- Rehabilitation of Wastewater Plants #2 and #3
- Water Treatment Plant #2 Rehabilitation/Expansion – Engineering



General Fund Revenues by Source



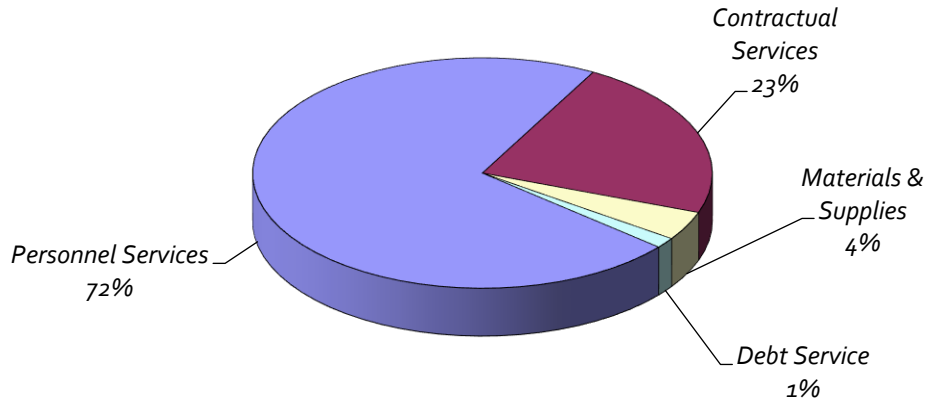
With the continuation of no corporate property tax, the General Fund’s single largest revenue source is Retail Sales Tax, both the 1% Municipal Tax and the Home Rule Sales Tax. Beginning in fiscal year 2017/2018, operating revenues of the Three Oaks Recreation Area, as well as Home Rules Sales Tax will be reported as income in the City’s General Fund. In years prior, these were segregated in their own Fund.

Retail Sales Tax (\$11.17 million), Home Rule Sales Tax (\$5.05 million), Income Tax (\$3.96 million) and Telecommunication Tax (\$1.18 million) comprise the majority of the revenue sources for the General Fund or 72.19% of the total revenues. Retail Sales Tax, Home Rule Sales Tax and Income Tax, unlike Property Tax, are volatile and greatly influenced by the economy.

Fiscal year 2017/2018 General Fund revenues, as compared to those of the prior year budget and before the addition of revenues generated by the Three Oaks Recreation Area and Home Rule Sales Tax, are down .26% or \$61,269. 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 by Object



Fiscal year 2017/2018 General Fund expenditures, as compared to those of the prior year budget and before the addition of expenditures associated with the operations of the Three Oaks Recreation Area, are down 1.42% or \$397,093.

Fiscal year 2017/2018 General Fund expenditures reflect the elimination of one and one-half positions (.05 Information Technology, and 1.0 in Storm Sewer), a decrease in expenditures as a result of the City satisfying obligations pursuant to two out of four sales tax sharing agreements and a reallocation of 9-1-1 dispatch costs charged by SEECOM from the Police Department to the Fire Rescue Fund. Overall, the City's contribution to SEECOM is anticipated to decline 2.45%.

A new Commuter Parking Fund has been incorporated into the City's fiscal year 2017/2018 budget. The Commuter Parking Fund is a Special Revenue fund designated to maintain and operate the City's commuter parking areas. Parking enforcement and lot maintenance expenditures previously accounted for in the General Fund are now reflected in the Commuter Parking Fund as required by Metra Commuter Rail Service. Beginning in fiscal year 2017/2018, activities associated with the Three Oaks Recreation will be reported in the City's General Fund also. Previously, expenditures associated with the Three Oaks Recreation Area were segregated in the Three Oaks Recreation Area Fund.

During fiscal year 2011/2012, a Capital & Equipment Replacement Fund was established and initial funding was provided from General Fund reserves. Beginning in fiscal year 2017/2018 capital acquisition and replacement of the General Fund, Fire Rescue Fund, Road/Vehicle License Fund and Motor Fuel Tax Fund will be accounted for in the Capital & Equipment



Replacement Fund. Transfers from each of the respective Funds to the Capital & Equipment Replacement Fund are identified as Other Financing Uses in the Fund Summary.

Capital & Equipment Replacement Fund

Major capital and equipment expenditures in this budget include:

- Police vehicle replacements (6)
- Public Works Vehicle Replacements (2)
- Ambulance Replacement (1 new request, 1 carry-over from the prior year)
- Sidewalk Tractor Replacement
- Sidewalk replacement
- Culvert replacement – Engineering
- Sewer lining – Nash Road
- Emerald Ash Borer (EAB) eradication
- Fiber optic network
- Computer network equipment
- Roadway resurfacing and improvements

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 2017/2018 budget incorporates the fourth of five consecutive years of rate increases recommended by the study and approved by City Council in April, 2014.

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:

- Digester #2 and Centrifuge Building Construction (Wastewater Plant #2)
- Aerobic Digester Rehabilitation & Trickling Filter Media Replacement (Wastewater Plant #3)
- Lift Station #9 Rehabilitation
- Water Treatment Plant #2 Rehabilitation/Expansion (Engineering)
- Turbo blower replacement
- Generator installation (lift stations)
- Final payment to the State of Illinois for the water main relocation along Route 14

Operating expenses in the Water & Sewer Fund for fiscal year 2017/2018, as compared to those of the prior year budget, are down 0.98% or \$80,881. This decrease is primarily due to one-time expenses in the prior year.

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 (\$6.53 million), service fees from the Crystal Lake Rural Fire Protection District and the Village of Lakewood (\$2.20 million) and ambulance fees (\$1.26 million) comprise the majority of the revenue sources for the Fire Rescue Fund or 95.76% of the total revenues.

Fiscal year 2017/2018 Fire Rescue Fund revenues, as compared to those of the prior year budget, are up 1.18% or \$121,620 (after excluding a one-time grant from the Crystal Lake Rural Fire Protection District that was budgeted in fiscal year 2016/2017).

Operating expenses for fiscal year 2017/2018, as compared to those of the prior year budget, are up 3.86% or \$363,824. Primary reasons for the increase are maintenance costs associated with the Crystal Lake wireless alarm system and the fire station alerting system, as well as a reallocation of SEECOM 9-1-1 dispatch costs from the General Fund. Overall, the City's contribution to SEECOM is anticipated to decline 2.45%.



Fiscal year 2017/2018 transfers to the Capital Equipment & Replacement Fund (Other Financing Uses) will provide for capital acquisition and replacement that includes:

- Ambulance Replacement
- Thermal Imaging Camera Replacement (2)
- Crystal Lake Wireless Alarm Network Backup System
- SCBA Fit Testing Equipment

Funds to provide for the replacement of one bariatric ambulance were re-budgeted. The new bariatric ambulance is expected to be delivered in June, 2017.

Other Funds

The remainder of the expenditures for the City is comprised of 25 funds that account for 20.23% of total expenditures and other uses. These funds include:

- Motor Fuel Tax Fund
- Road/Vehicle License Fund
- Insurance Reserves Fund
- Restricted Police Fund
- School Crossing Guard Fund
- IMRF/FICA Fund
- Foreign Fire Insurance Tax Fund
- Debt Service Funds
- TIF Funds
- Police Pension Fund
- Fire Pension Fund
- Commuter Parking Fund
- Library Funds

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 from 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.

Fiscal year transfers to the Capital Equipment & Replacement Fund (Other Financing Uses) will provide for capital acquisition and replacement that includes:



- Intersection (Crystal Lake Ave/Main St) Improvement
- Intersection (IL 176/Main St) Improvement
- Multi-Use Path (Country Club Road)
- Multi-Use Path (Huntley Road)
- Prairie Trail Re-Route
- US 14/Virginia Road Intersection Improvement

Funds to provide for intersection improvements at Route 176/Briarwood Road, as well as those for roadway improvements along South Main Street, and Pingree Road 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. Fiscal year transfers to the Capital Equipment & Replacement Fund (Other Financing Uses) will provide for the City's annual City-wide road resurfacing program, annual pavement marking program, sidewalk repairs and curb replacement, and traffic safety improvements.

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 construction 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 and the Vulcan Lakes TIF. Initial funding for the Virginia Street project was provided using Home Rule Sales Tax. In accordance with City Resolution 2008R-88, tax increment will be used to reimburse the General Fund for amounts of Home Rule Sales Tax used for the Virginia Street project. Tax increment generated by the Vulcan Lakes TIF will be used to retire outstanding Build-America and Recovery Zone bonds that were issued for purposes of constructing 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 for fiscal year 2017/2018 are funds to provide for the purchase of equipment for the Police Department. The fiscal year transfer to the Capital Equipment & Replacement Fund (Other Financing Uses) will provide for the replacement of one patrol vehicle.

Commuter Parking Fund

The Commuter Parking Fund is a Special Revenue fund used to account for revenues and expenditures associated with the operation and maintenance of the City's commuter parking areas. A transfer (Other Financing Use) to the Capital Equipment & Replacement Fund represents an allocation of cost for the replacement of a parking enforcement vehicle.

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, 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, 2017, the City will have a number of debt issues outstanding. These include \$32,965,000 in general obligation bonds and \$1,725,000 in general obligation notes. 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. Of the total, \$11,640,000 will be used by April 30, 2017. Additional revenue resulting from planned water and sewer rate increases will go towards repaying 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 2015 equalized assessed valuation is 1.18%.

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 2017/2018 as evidenced by our continued strong general purpose bond rating, as well as our adherence to external and internal financial policies. We believe the 2017/2018 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 2017/2018 City Budget.

Respectively submitted,

A handwritten signature in black ink, appearing to read "Gary J. Mayerhofer".

Gary J. Mayerhofer
City Manager

A handwritten signature in black ink, appearing to read "George J. Koczvara".

George J. Koczvara
Director of Finance/Treasurer



CITY OF CRYSTAL LAKE ORGANIZATIONAL STRUCTURE



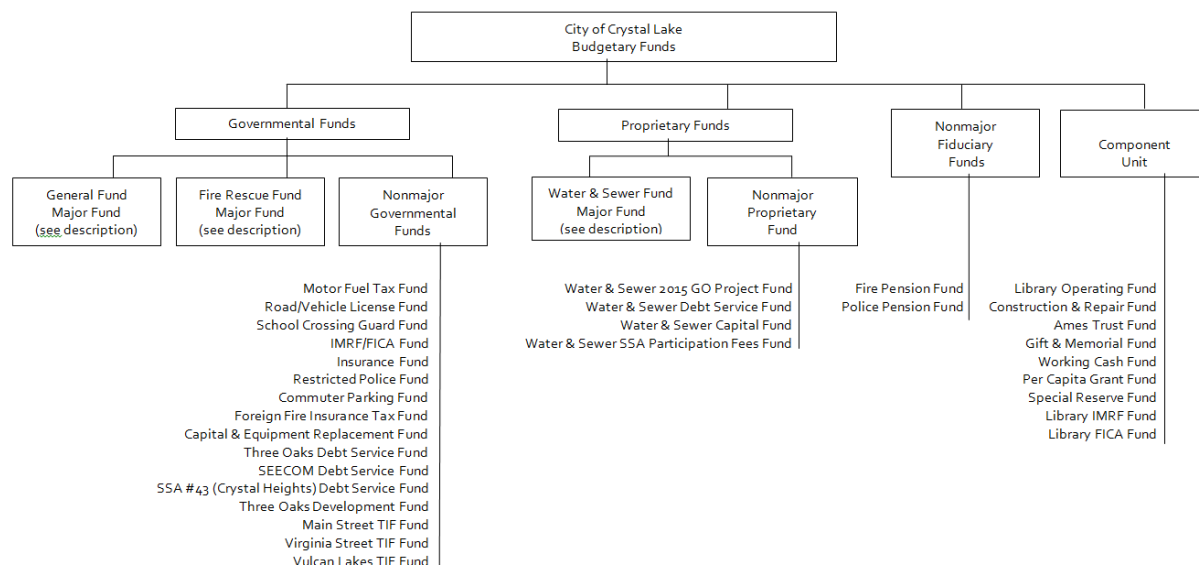


MAJOR FUNDS AND ORGANIZATIONAL RELATIONSHIPS

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-two 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. Beginning in fiscal year 2015/2016, Home Rule Sales Tax, previously segregated for accounting purposes, will be reported as revenue in the General Fund. Three Oaks Recreation Area operations will also be reported in the General Fund. Three Oaks Recreation Area capital acquisition and replacement will be reported in the Capital & Equipment Replacement Fund.

Finally, a new Commuter Parking Fund has been incorporated into the City's Budget. The Commuter Parking Fund is a Special Revenue fund designated to maintain and operate the City's commuter parking areas. Commuter parking revenue, parking enforcement and lot maintenance expenditures previously accounted for in the General Fund will be reflected in the new Commuter Parking Fund. Included in this submittal are the budgets for the following funds:





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, storm water, community development and the Three Oaks Recreation Area as well as general government support services, such as the 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	FUND													
	G	FR	WS	INS	RVL	IMRF	CG	RP	FF	MFT	DS	CF	P	CR
Executive Department	X													
Legal & Judiciary Department	X													
City Administration Department														
City Manager/Human Resources/Finance	X			X		X					X		X	X
Administrative Adjudication	X													
Shared Services	X													
Special Projects	X													
Park Administration	X													X
Police/Firefighter Pension	X													
Police Department	X						X	X						X
Fire Rescue Department		X							X					X
Community Development Department														
Community Development	X				X					X		X		X
Road Resurfacing					X					X				X
Road Reconstruction					X					X				X
Public Works Department														
Public Works Administration			X											
Streets	X													X
Fleet & Facility Services	X													X
Water & Sewer	X		X											X
Wastewater & Lifts	X		X											X
Health Department	X													
Information Technology Department	X													X
Fire & Police Commission	X													

G - General Fund, **FR** - Fire Rescue Fund, **WS** Water & Sewer Funds, **INS** - Insurance Fund, **RVL** - Road & Vehicle License Fund, **IMRF** - Illinois Municipal Retirement /FICA Fund, **CG** - Crossing Guard Fund, **RP** - Restricted Police Fund, **FF** - Foreign Fire Insurance Tax Fund, **MFT** - Motor Fuel Tax Fund, **DS** - Debt Service Funds, **CF** - Construction Funds, **CR** - Capital & Equipment Replacement Fund, **P** – Parking Fund

GUIDING PRINCIPLES

The Fiscal Year 2017/2018 budget was prepared based upon five primary guiding principles that over the years have made the City of Crystal Lake financially strong and capable of addressing multiple needs of its citizens. These guiding principles used in the development and analysis of this budget include:

Customer Service - Enhance customer service and citizen satisfaction.

- Implement mechanisms to promote effective internal and external communication.
- Provide training opportunities to employees that promote development of customer service skills.
- Provide efficient and effective service to residents by continuing to evaluate operations.

Economic Development – Continue to promote and foster economic development.

- Participate in community revitalization and create employment opportunities through business retention, attraction and diversification.
- Allocate necessary resources to continue development of the City's economy, focusing on the Route 14 and the Route 31 corridors.

Fiscal Management – Responsibly manage public funds and develop financial plans to balance resources with the community's priorities and vision.

- Explore grants and additional economic development opportunities.
- Explore dedicated revenue sources from which to fund capital projects.
- Evaluate projects and processes, seeking opportunities for cost savings.

Infrastructure – Evaluate, plan and implement important capital projects aimed at maintaining the City's infrastructure and upholding a high quality of life for residents.

- Provide adequate infrastructure throughout the City in order to ensure safe roadways and reliable water and sewer systems.
- Continue to develop and refine the City's transportation network in order to provide accessibility and mobility via the City's rail, trail and roadway systems.
- Strengthen partnerships to encourage enhanced recreation and cultural opportunities in the community.

Public Safety – Continue to allocate necessary resources for the maintenance of the public's health, safety and welfare.

- Provide for prompt, efficient and dependable emergency response.
- Emphasize public safety, emergency planning and homeland security.



The principles are, for the most part, timeless, and will be part of the City's direction for the coming years, if not forever. However, the means in which we meet or work towards these principles may change from year to year. This document intends to not only describe the guiding principles, but also to highlight some of the major programs that have been included in this year's budget in order to support the guiding principles. Many programs and services can fit into more than one category; we have placed the programs in the category where they fit best.

Customer Service – Enhance customer service and citizen satisfaction.

- Continue to promote effective communication through enhanced use of the City's monthly newsletter, governmental access channel, City website and social media.
- Research options for improved mobile technology and a virtual 24/7 City Hall.
- Implement the full capabilities of the new City Hall unified communications system.
- Continue to improve service to residents by investing in staff training. Cross-train employees to ensure continuous operation of essential functions.
- Achieve accreditation compliance.

Economic Development - Continue to promote and foster economic development.

- Actively market available properties through email marketing, retailer and developer contacts and industry trade organizations.
- 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 to conduct developer and special interest group forums and tours.

Fiscal Management – Responsibly manage public funds and develop financial plans to balance resources with the community's priorities and vision.

- Continue to adhere to principles outlined in the City's Financial Policies.
- Continue to pursue grant funding from outside agencies.
- Seek opportunities for diversifying revenues.
- Complete a Five-Year Financial Plan.

Infrastructure – Evaluate, plan and implement important capital projects aimed at maintaining the City's infrastructure and upholding a high quality of life for residents.

- Continue to develop the city-wide GIS system.
 - Continue the implementation of an area-wide fiber optic network.
 - Complete procurement and implement Managed Security Services on the City's Wide Area Network (WAN).
-



- Develop a Cloud Computing Plan for all major software applications.
- Continue implementing a document imaging and management system in order to improve the efficiency of document retrieval.
- Continue to conduct street maintenance programs, such as resurfacing, pavement preservation and pavement marking.
- Initiate engineering to replace the aging Crystal Creek culverts.
- Complete the Crystal Lake Avenue and Main Street improvement.
- Continue the preliminary engineering of the Main Street and Route 176 intersection improvement.
- Construct the Prairie Path Re-route improvement.
- Continue to aggressively address removal and replacement of trees infected with the Emerald Ash Borer (EAB).
- Continue to evaluate long-term water supply options.
- Continue implementing capital improvements associated with the Water Pollution Control Loan Program. Capital improvements include construction of a centrifuge building and second digester at Wastewater Treatment Plant #2, and rehabilitation of two digesters and trickling filters at Wastewater Treatment Plant #3.

Public Safety – Continue to allocate resources for the maintenance of the public’s health, safety and welfare.

- Continue regular city-wide Emergency Management training.
 - Achieve re-certification of a city-wide Emergency Operations Plan.
 - Continue to work towards gaining National Incident Management System (NIMS) compliance.
 - Continue to participate in the Illinois Traffic Safety Challenge, demonstrating the City’s commitment to traffic safety with the goal of reducing traffic crashes and crash-related injuries.
 - Enhance community policing efforts by facilitating at least three (3) community presentations and by conducting foot patrols in order to actively engage citizens by means of consensual and non-enforcement related contacts.
 - Continue to improve public awareness of the importance of building code benefits through participation in National Night Out, the International Code Council Building Safety Month and creating timely, informative articles for the City newsletter.
 - Continue to increase the use of liquid technology during winter operations. Emphasize reduction in the use of road and sidewalk salt in order to reduce risk of chloride contamination.
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CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



SUMMARY OF ALL FUNDS



REVENUE SUMMARY - ALL FUNDS

Fund	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
Revenues					
General Fund	\$24,181,032	\$25,313,718	\$24,199,287	\$24,157,773	\$29,595,669
Home Rules Sales Tax Fund	5,086,186	5,200,095	5,110,500	5,051,500	0
Insurance Reserves Fund	95,796	533,331	16,000	16,000	16,000
Restricted Police Funds	560,602	171,794	102,600	162,600	77,500
Fire Rescue Fund	8,928,452	10,271,093	10,525,154	10,590,338	10,436,774
Road/Vehicle License Fund	711,690	717,196	715,400	664,207	685,000
Crossing Guard Fund	70,001	86,284	90,255	90,266	110,000
IMRF/FICA Fund	1,531,287	1,860,510	1,693,243	1,691,163	1,592,931
Motor Fuel Tax Fund	2,755,260	6,029,788	1,840,719	1,130,273	1,135,384
Foreign Fire Insurance Fund	65,090	61,862	62,300	61,676	66,000
Commuter Parking Fund	0	0	0	0	282,500
Three Oaks Recreation Fund	407,592	496,758	483,434	614,954	0
Three Oaks Capital Fund	12	5	0	0	0
Three Oaks Development Fund	206,388	5,061	0	22,142	0
Debt Service Funds	409,445	426,152	290,850	344,463	342,271
TIF Funds	15,742	12,881	13,177	12,778	12,500
Capital Replacement Fund	2,926	3,760	207,500	0	529,560
Water & Sewer Funds	9,860,063	10,353,889	11,166,067	11,161,153	12,094,315
Police Pension Fund	4,204,693	2,284,124	3,648,754	3,639,776	3,751,066
Fire Pension Fund	4,044,853	2,873,295	3,212,612	3,167,480	3,130,799
Library Funds	4,666,297	4,704,605	4,859,539	4,803,591	4,832,413
Total - All Funds	\$67,803,408	\$71,406,203	\$68,237,391	\$67,382,133	\$68,690,682



EXPENDITURE SUMMARY - ALL FUNDS

Fund	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
Expenditures					
General Fund	\$26,305,409	\$26,591,265	\$28,007,425	\$27,322,768	\$28,299,307
Home Rules Sales Tax Fund	0	0	0	0	0
Insurance Reserves Fund	0	0	48,200	48,200	250,221
Restricted Police Funds	69,111	74,445	335,000	292,055	27,960
Fire Rescue Fund	8,676,011	9,007,985	10,402,841	10,252,758	9,796,665
Road/Vehicle License Fund	2,371,964	2,313,491	2,338,210	2,134,368	49,950
Crossing Guard Fund	52,575	92,585	90,255	90,255	110,000
IMRF/FICA Fund	1,500,144	1,545,939	1,693,243	1,693,243	1,671,574
Motor Fuel Tax Fund	2,662,473	6,642,730	3,318,009	1,200,483	736,063
Foreign Fire Insurance Fund	26,504	187,976	53,200	53,200	65,750
Commuter Parking Fund	0	0	0	0	230,065
Three Oaks Recreation Fund	563,450	618,352	664,877	664,486	0
Three Oaks Capital Fund	55,413	42,707	114,330	58,330	0
Three Oaks Development Fund	362,109	100,667	945,020	930,941	0
Debt Service Funds	1,466,354	1,544,725	1,436,574	1,473,660	1,472,443
TIF Funds	1,500	1,500	1,500	1,500	101,500
Capital Replacement Fund	2,017,283	2,500,901	3,142,046	2,103,575	7,357,620
Water & Sewer Funds	10,514,029	12,574,118	20,840,619	21,370,000	16,608,496
Police Pension Fund	2,304,783	2,485,021	2,703,500	2,781,200	3,020,850
Fire Pension Fund	1,321,170	1,418,312	1,649,000	1,509,500	1,691,000
Library Funds	5,708,168	4,414,661	5,859,539	5,338,160	6,157,752
Total - All Funds	\$65,978,449	\$72,157,379	\$83,643,388	\$79,318,682	\$77,647,216



INTERFUND TRANSFERS - ALL FUNDS

From:	To:	Purpose:	FY2018 Budget
General Fund	Three Oaks Debt Service Fund	Debt Service	\$1,050,071
General Fund	Capital Replacement Fund	Road Resurfacing	\$1,320,000
General Fund	Capital Replacement Fund	Rolling stock, equipment, technology	\$1,236,374
Restricted Police Fund	Capital Replacement Fund	Rolling stock	\$40,000
Fire Rescue Fund	Capital Replacement Fund	Rolling stock, equipment	\$550,350
Road/Vehicle License Fund	Capital Replacement Fund	Road Resurfacing	\$635,000
Motor Fuel Tax Fund	Capital Replacement Fund	Road Reconstruction	\$1,801,879
Commuter Parking Fund	Capital Replacement Fund	Rolling stock	\$8,032
Vulcan Lakes TIF Fund	Three Oaks Debt Service Fund	Debt Service	\$1,500
Virginia Street TIF Fund	General Fund	Virginia Street Corridor	\$9,500
Water & Sewer Fund	Water & Sewer Debt Svc Fund	Debt Service	\$3,881,663
Water & Sewer Fund	Water & Sewer Capital Fund	Infrastructure	\$414,805
SSA Participation Fees Fund	Water & Sewer Capital Fund	Infrastructure	\$794,547
			<u>\$11,743,721</u>



REVENUES & OTHER FINANCING SOURCES - ALL FUNDS

Fund	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
Revenues & Other Sources					
General Fund	\$27,920,853	\$28,799,869	\$28,007,425	\$29,541,900	\$29,605,169
Home Rules Sales Tax Fund	5,099,294	5,211,774	5,122,177	5,061,095	0
Insurance Reserves Fund	95,796	533,331	16,000	16,000	16,000
Restricted Police Funds	560,602	171,794	102,600	162,600	77,500
Fire Rescue Fund	8,928,452	10,271,093	10,525,154	10,590,338	10,436,774
Road/Vehicle License Fund	1,711,690	2,242,196	2,015,400	1,964,207	685,000
Crossing Guard Fund	70,001	86,284	90,255	90,266	110,000
IMRF/FICA Fund	1,531,287	1,860,510	1,693,243	1,691,163	1,592,931
Motor Fuel Tax Fund	2,755,260	6,162,238	1,840,719	1,130,273	1,135,384
Foreign Fire Insurance Fund	65,090	66,200	62,300	61,676	66,000
Commuter Parking Fund	0	0	0	0	282,500
Three Oaks Recreation Fund	563,450	618,351	664,877	664,486	0
Three Oaks Capital Fund	12	5	112,623	53,795	0
Three Oaks Development Fund	206,388	5,061	822,329	833,123	0
Debt Service Funds	1,458,569	1,476,003	1,345,191	1,397,139	1,393,842
TIF Funds	2,055,466	13,381	13,177	12,778	12,500
Capital Replacement Fund	2,017,283	2,678,401	370,000	162,500	6,121,195
Water & Sewer Funds	12,232,304	17,953,556	23,961,487	25,635,694	20,385,330
Police Pension Fund	4,204,693	2,284,124	3,648,754	3,639,776	3,751,066
Fire Pension Fund	4,044,853	2,873,295	3,212,612	3,167,480	3,130,799
Library Funds	5,373,237	5,264,935	4,859,539	5,230,339	4,832,413
Total - All Funds	\$80,894,580	\$88,572,401	\$88,485,862	\$91,106,628	\$83,634,403

The schedule of Revenues and Other Financing Sources (above) represents revenues of the City, bond or loan proceeds and transfers between funds



EXPENDITURES & OTHER FINANCING USES SUMMARY - ALL FUNDS

Fund	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
Expenditures & Other Uses					
General Fund	\$30,680,661	\$29,234,317	\$29,007,425	\$28,322,768	\$31,905,752
Home Rules Sales Tax Fund	4,987,684	5,351,472	6,441,374	7,811,961	0
Insurance Reserves Fund	0	0	48,200	48,200	250,221
Restricted Police Funds	69,111	74,445	335,000	292,055	67,960
Fire Rescue Fund	8,676,011	9,007,985	10,402,841	10,252,758	10,347,015
Road/Vehicle License Fund	2,371,964	2,313,491	2,338,210	2,134,368	684,950
Crossing Guard Fund	52,575	92,585	90,255	90,255	110,000
IMRF/FICA Fund	1,500,144	1,545,939	1,693,243	1,693,243	1,671,574
Motor Fuel Tax Fund	3,794,923	7,642,730	3,318,009	1,200,483	2,537,942
Foreign Fire Insurance Fund	30,842	187,976	53,200	53,200	65,750
Commuter Parking Fund	0	0	0	0	238,097
Three Oaks Recreation Fund	563,450	618,352	664,877	664,486	0
Three Oaks Capital Fund	55,413	42,707	114,330	58,330	0
Three Oaks Development Fund	362,109	100,667	945,020	930,941	0
Debt Service Funds	1,466,354	1,544,725	1,436,574	1,473,660	1,472,443
TIF Funds	15,383	13,179	13,177	12,745	112,500
Capital Replacement Fund	2,017,283	2,500,901	3,142,046	2,103,575	7,357,620
Water & Sewer Funds	12,972,171	16,404,448	25,911,039	25,855,420	21,699,511
Police Pension Fund	2,304,783	2,485,021	2,703,500	2,781,200	3,020,850
Fire Pension Fund	1,321,170	1,418,312	1,649,000	1,509,500	1,691,000
Library Funds	6,415,108	4,974,991	5,859,539	5,764,908	6,157,752
Total - All Funds	\$79,657,138	\$85,554,243	\$96,166,859	\$93,054,056	\$89,390,937

The schedule of Expenditures and Other Financing Uses (above) represents operating and capital expenditures of the City, as well as transfers between funds.



REVENUES & EXPENDITURES BY TYPE - ALL FUNDS

Type	2014/2015 Actual	2015/2016 Actual	2016/2017 Budget	2016/2017 Estimate	2017/2018 Budget
<u>Revenues and Other Sources:</u>					
Charges for services	\$12,836,889	\$13,863,066	\$15,169,125	\$15,671,608	\$16,574,353
Licenses and permits	594,261	546,408	551,000	571,584	609,000
Intergovernmental	20,040,511	22,527,706	19,101,854	17,841,890	17,704,438
Fines and forfeits	726,963	776,859	624,100	595,785	601,735
Property taxes	15,431,671	17,876,217	16,873,714	16,868,094	16,881,682
Other taxes	7,568,896	7,451,052	7,499,500	7,298,500	7,264,500
Interest	4,028,564	585,809	2,061,043	2,294,357	2,160,215
Miscellaneous	6,575,653	7,779,084	6,357,055	6,240,315	6,894,759
Other sources	13,091,172	17,166,200	20,248,471	23,724,495	14,943,721
Total	\$80,894,580	\$88,572,401	\$88,485,862	\$91,106,628	\$83,634,403
<u>Expenditures and Other Uses:</u>					
General government	\$8,648,891	\$8,414,460	\$10,151,362	\$9,832,041	\$10,050,567
Public safety	25,809,343	28,001,813	28,345,073	28,000,302	29,079,199
Highways and streets	7,936,582	7,333,373	5,568,367	5,401,891	5,814,237
Waterworks and sewerage	6,915,660	6,931,552	8,227,930	7,861,566	8,147,049
Culture and recreation	4,808,805	4,987,468	5,473,376	5,582,443	5,698,559
Capital outlay	7,513,809	11,966,360	21,367,836	17,884,236	13,650,674
Debt service	4,345,358	4,522,354	4,509,444	4,756,203	5,206,931
Other uses	13,678,690	13,396,863	12,523,471	13,735,374	11,743,721
Total	\$79,657,138	\$85,554,243	\$96,166,859	\$93,054,056	\$89,390,937
Revenues and Other Sources in Excess of Expenditures and Other Uses					
	\$1,237,442	\$3,018,158	(\$7,680,997)	(\$1,947,428)	(\$5,756,534)
Beginning Balance, May 1	\$100,879,036	\$102,956,237	\$106,157,251	\$106,157,251	\$103,601,123
Change in Receivables/Payables	839,759	182,856	0	(608,700)	0
Ending Balance, April 30	\$102,956,237	\$106,157,251	\$98,476,254	\$103,601,123	\$97,844,589



REVENUES AND EXPENDITURES - BY FUND TYPE

	<i>Governmental Funds</i>			Total
	General Fund	Fire Rescue Fund	Nonmajor Governmental Funds	
<u>FY2017/2018 Revenues and Other Sources (Budget):</u>				
Charges for services	\$554,506	\$3,890,793	\$282,500	\$4,727,799
Licenses and permits	369,000		240,000	609,000
Intergovernmental	16,312,792	2,000	1,224,632	17,539,424
Fines and forfeits	548,100		-	548,100
Property taxes	3,700,465	6,531,481	2,155,216	12,387,162
Other taxes	7,264,500		-	7,264,500
Interest	101,500	5,000	30,215	136,715
Miscellaneous	744,806	7,500	917,083	1,669,389
Other sources	9,500		6,643,206	6,652,706
Total	\$29,605,169	\$10,436,774	\$11,492,852	\$51,534,795
<u>FY2017/2018 Expenditures and Other Uses (Budget):</u>				
General government	\$8,027,272		\$2,023,295	\$10,050,567
Public safety	14,366,974	9,796,665	203,710	24,367,349
Highways and streets	4,798,159		1,016,078	5,814,237
Waterworks and sewerage	-		-	-
Culture and recreation	688,975		-	688,975
Capital outlay	-		7,357,620	7,357,620
Debt service	417,927		1,472,443	1,890,370
Other uses	3,606,445	550,350	2,495,911	6,652,706
Total	\$31,905,752	\$10,347,015	\$14,569,057	\$56,821,824
Revenues and Other Sources in Excess of Expenditures and Other Uses	<u>(\$2,300,583)</u>	<u>\$89,759</u>	<u>(\$3,076,205)</u>	<u>(\$5,287,029)</u>
Beginning Balance, May 1	\$11,934,274	\$3,410,357	\$11,423,973	\$26,768,604
Change in Receivables/Payables	\$0	\$0	\$0	\$0
Ending Balance, April 30	<u>\$9,633,691</u>	<u>\$3,500,116</u>	<u>\$8,347,768</u>	<u>\$21,481,575</u>



REVENUES AND EXPENDITURES - BY FUND TYPE

	<i>Proprietary Funds</i>					FY2017/2018 Totals
	Water & Sewer	Water & Sewer	Nonmajor	Nonmajor	Component	
	Fund	Capital Fund	Proprietary Funds	Fiduciary Funds	Units	
<u>FY2017/2018 Revenues and Other Sources (Budget):</u>						
Charges for services	\$11,790,354			\$0	\$56,200	\$16,574,353
Licenses and permits				-	-	609,000
Intergovernmental		102,200		-	62,814	17,704,438
Fines and forfeits				-	53,635	601,735
Property taxes				-	4,494,520	16,881,682
Other taxes				-	-	7,264,500
Interest	20,000			2,000,000	3,500	2,160,215
Miscellaneous	11,200		170,561	4,881,865	161,744	6,894,759
Other sources		4,409,352	3,881,663	-	-	14,943,721
Total	\$11,821,554	\$4,511,552	\$4,052,224	\$6,881,865	\$4,832,413	\$83,634,403
<u>FY2017/2018 Expenditures and Other Uses (Budget):</u>						
General government				\$0	\$0	\$10,050,567
Public safety				4,711,850	-	29,079,199
Highways and streets				-	-	5,814,237
Waterworks and sewerage	8,146,049		1,000	-	-	8,147,049
Culture and recreation				-	5,009,584	5,698,559
Capital outlay		4,434,547	710,339	-	1,148,168	13,650,674
Debt service			3,316,561	-	-	5,206,931
Other uses	4,296,468		794,547	-	-	11,743,721
Total	\$12,442,517	\$4,434,547	\$4,822,447	\$4,711,850	\$6,157,752	\$89,390,937
Revenues and Other Sources in Excess of Expenditures and Other Uses	(\$620,963)	\$77,005	(\$770,223)	\$2,170,015	(\$1,325,339)	(\$5,756,534)
Beginning Balance, May 1	\$2,836,591	(\$77,005)	\$4,546,638	\$65,209,903	\$4,316,392	\$103,601,123
Change in Receivables/Payables	\$0	\$0	\$0	\$0	\$0	\$0
Ending Balance, April 30	\$2,215,628	\$0	\$3,776,415	\$67,379,918	\$2,991,053	\$97,844,589



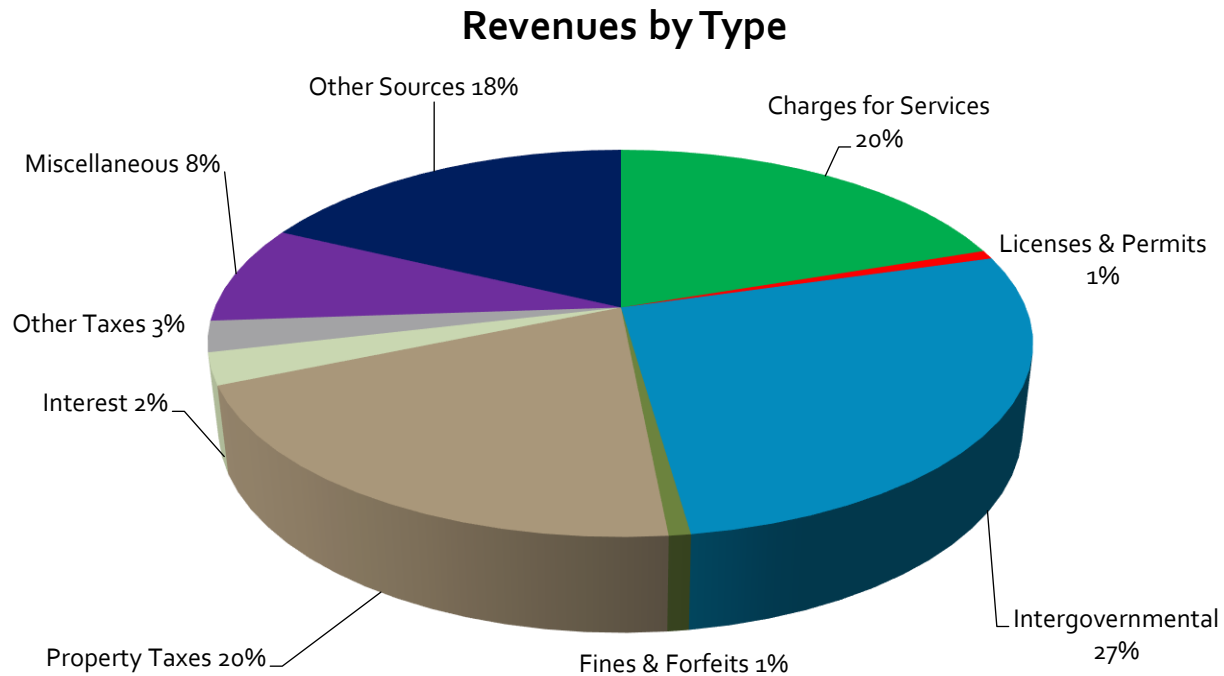
CHANGES IN FUND BALANCE - ALL FUNDS

Fund	Beginning Balance	Revenues/Other Sources	Expenditures/Other Uses	Ending Balance
General Fund	\$11,934,273	\$29,605,169	\$31,905,752	\$9,633,690
Insurance Reserves Fund	2,369,181	16,000	250,221	2,134,960
Restricted Police Funds	459,386	77,500	67,960	468,926
Fire Rescue Fund	3,410,357	10,436,774	10,347,015	3,500,116
Road/Vehicle License Fund	2,772	685,000	684,950	2,822
Crossing Guard Fund	77,179	110,000	110,000	77,179
IMRF/FICA Fund	1,138,692	1,592,931	1,671,574	1,060,049
Motor Fuel Tax Fund	5,277,259	1,135,384	2,537,942	3,874,701
Foreign Fire Insurance Fund	104,313	66,000	65,750	104,563
Commuter Parking Fund	0	282,500	238,097	44,403
Debt Service Funds	466,261	1,393,842	1,472,443	387,660
TIF Funds	292,508	12,500	112,500	192,508
Capital Replacement Fund	1,236,425	6,121,195	7,357,620	(0)
Water & Sewer Funds	7,306,221	20,385,330	21,699,511	5,992,040
Police Pension Fund	34,414,696	3,751,066	3,020,850	35,144,912
Fire Pension Fund	30,795,207	3,130,799	1,691,000	32,235,006
Library Funds	4,316,392	4,832,413	6,157,752	2,991,053
Total - All Funds	\$103,601,123	\$83,634,403	\$89,390,937	\$97,844,589

Expenditures and Other Uses in excess of Revenues and Other Sources represent planned use of available balances to pay for capital equipment and replacement including resurfacing roadways, installing fiber optic cable and constructing a secondary digester at the City's Wastewater Treatment Plant #2.



MAJOR REVENUES



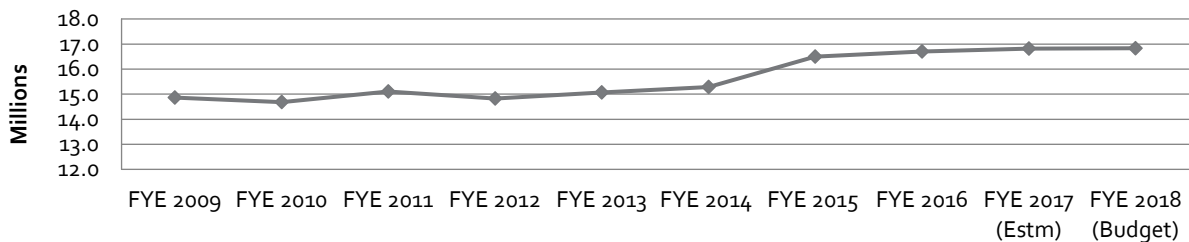
Budget preparation begins with revenue projections. Revenues are projected based on the following:

- 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 (\$16,881,682), sales taxes (\$11,173,000), home rule sales taxes (\$5,050,000), user-fees for water and sewer (\$11,468,700), State income taxes (\$3,960,200), telecommunication taxes (\$1,180,500), and interest income (\$2,160,215). Combined, these sources represent \$51,874,297 or nearly 80% of all receipts.

Property Tax Revenue

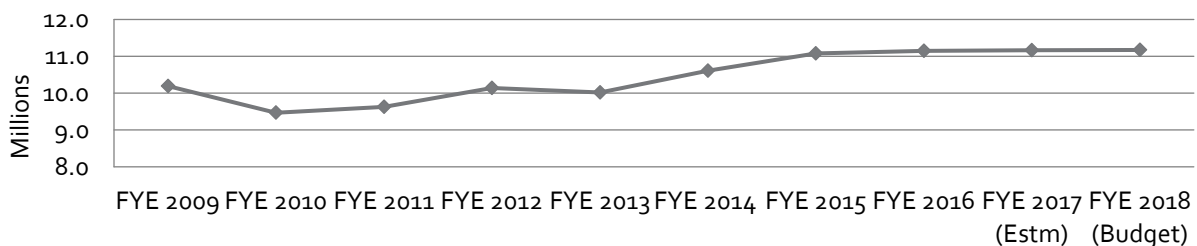


Property taxes include amounts levied against all real estate in the City. Real property taxes that will be collected during 2017/2018 were levied December 20, 2016 on assessed values as of January 1, 2016, the lien date. Assessed values are established by the County Assessor at approximately 33.33% 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

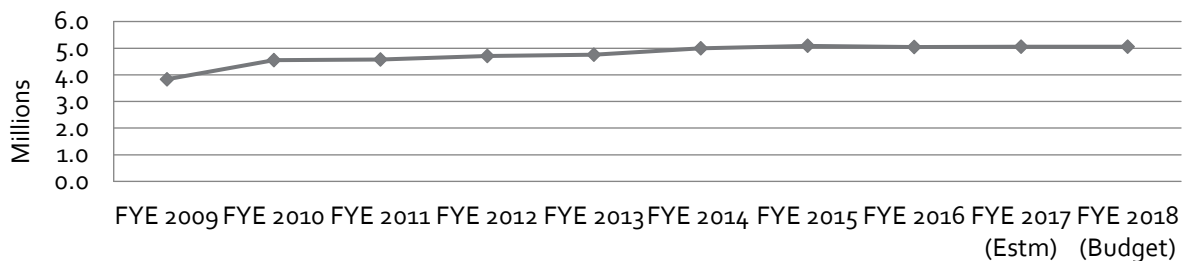


Sales tax on general merchandise in the City of Crystal Lake is 7.0%. Of the 7.0%, 1% is returned each month to the City with the remainder being distributed to the State, the RTA, and the County.



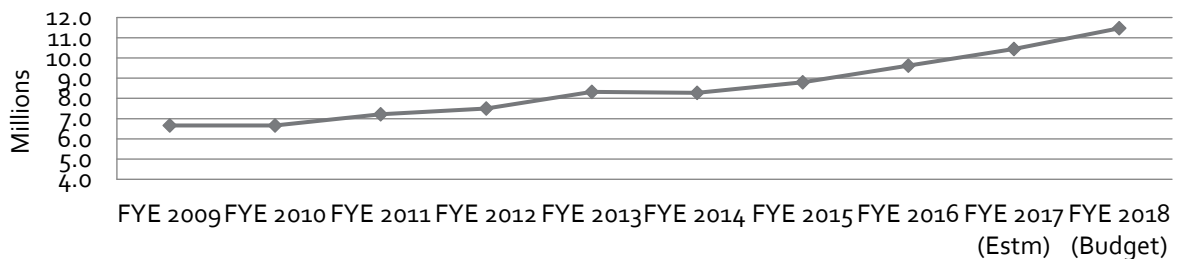
Despite substantial competition that has occurred from online sales and commercial growth in many areas surrounding Crystal Lake, the retail sector has remained stable over the past year. The City has continued to maintain strength as a retail base for serving the regular commercial needs for the immediate City population, and has continued as a regional point for commercial activities. Fiscal year 2016/2017 sales are tracking those of the prior year through November 30, 2016. Receipts of Retail Sales Tax are expected to remain flat through fiscal year 2017/2018 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 operational services of the City to be maintained, as well as to provide for Three Oaks Recreation Area debt service. Fiscal year 2016/2017 sales (excluding titled vehicles and groceries that are exempt from Home Rule Sales Tax) are tracking those of the prior year through November 30, 2016. Receipts of Home Rule Sales Tax are expected to remain flat through fiscal year 2017/2018.

Water & Sewer User Fees



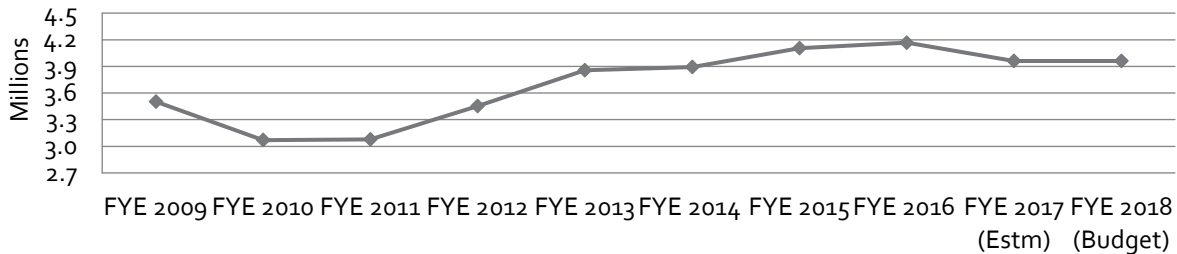
User fees for water and sewer are calculated on the number of gallons of water consumed as determined by a water meter. Meters are read every month. Fees for water and sewer are



combined in a monthly bill sent to residents and businesses. This fiscal year 2017/2018 budget incorporates the fourth 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 \$1,064,700 for debt repayment and infrastructure improvements.

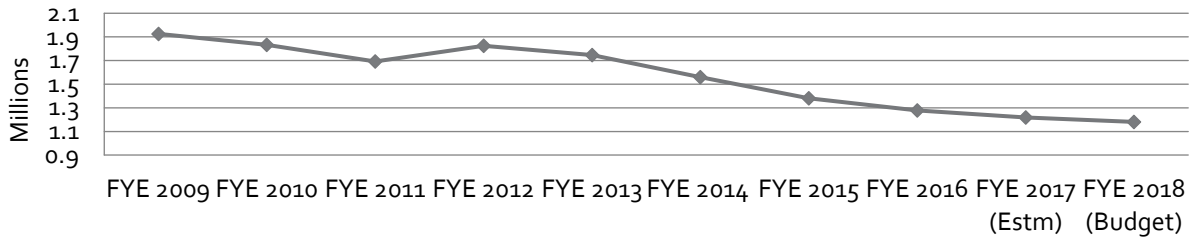
State Income Tax Revenue



State income tax. Distributions of Income Tax to cities and counties in the State equal 8% of net collections from individual taxpayers and 9.14% of net collections from corporate taxpayers. Amounts distributed to cities and counties are based on their population in proportion to the total state population. The current rate for individuals is 3.75% of net income. The current rate for corporations is 5.25% of net income. Fiscal year 2016/2017 receipts are tracking 9.50% below those from the same period (May through November) last year. Data being posted by IDOR has been difficult to analyze as anomalies may be a direct result of IDOR's new accounting system. The new system allocates monthly receipts between Income Tax and Replacement Tax in a way that deviates significantly from past practice. The City, with assistance from the Illinois Municipal League (IML), will continue to monitor this situation closely. The IML reduced its forecast from \$102.00 per capita for FY17 (July 1, 2016 to June 30, 2017) to \$97.20 per capita. City projections for its fiscal year 2017/2018 maintain funding at \$97.20 per capita.

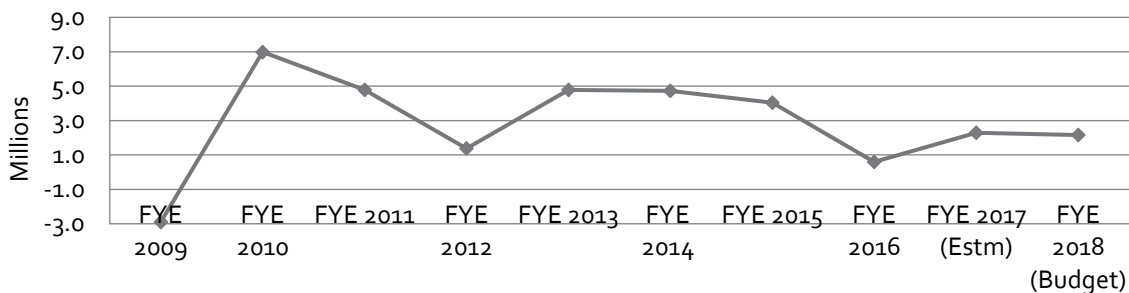


Telecommunication Tax Revenue



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 2017/2018 revenues are anticipated to decline 3.0% or \$36,500 from amounts budgeted for fiscal year 2016/2017.

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.



PERSONNEL SUMMARY - ALL FUNDS

Position	FY2014/2015 Actual	FY2015/2016 Actual	FY2016/2017 Budget	FY2016/2017 Estimate	FY2017/2018 Budget
City Administration	14.50	13.50	13.50	13.50	13.50
Administrative Adjudication	1.00	1.00	1.00	1.00	1.00
Special Projects	0.00	0.50	0.50	0.50	0.50
Information Technology	2.00	1.50	1.50	1.50	1.00
Police	79.75	78.75	78.75	78.75	77.75
Community Development	22.75	22.75	22.75	22.75	22.75
Public Works Administration	5.25	5.25	5.25	5.25	5.25
Streets	19.00	18.00	18.00	18.00	18.00
Storm Sewer	7.00	7.00	6.00	6.00	5.00
Fleet & Facility Services	6.50	6.50	6.50	6.50	7.50
Water Operations	6.00	15.00	15.00	15.00	15.00
Wastewater Treatment	10.00	9.00	9.00	9.00	9.00
Fire Rescue	67.75	67.50	67.50	67.50	67.50
Total FTE	249.50	246.25	245.25	245.25	243.75

During the past few years, the equivalent of twenty-three and three-quarter positions, or 8.9%, 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, ten full-time positions in the Public Works Department, and two full-time positions in the Information Technology Department.

One full-time position in the Community Development Department was converted to part-time (0.75 full-time equivalent). One part-time Intern position (0.50 full-time equivalents) 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, Library personnel, seasonal or temporary employees.

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



CAPITAL 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, and 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

Five Year Financial Management Plan \$20,000

Information Technology

Document Imaging & Management System Maintenance \$30,000

Annual PC Replacement Program \$42,000

Fiber Optic Connection – City Hall (includes consultant and year 1 support) \$290,540

Fiber Optic Connection – WWTP #2, Fire Station #3 \$203,916

Office 2016 Upgrade \$60,000

Community Development Software \$105,000

Data Center Uninterruptable Power Supply installation \$55,000

Virtualize Data Center Servers \$135,000

Police

Mobile Data Computer Replacements/Docking Stations \$40,000

Vehicle Replacement (2 administrative vehicles) \$57,000

Vehicle Replacement – K-9 \$40,000

Patrol Unit Replacement (3) \$103,056

Community Development

Area 1 Flooding Mitigation - Study \$20,000

Storm Sewer Cleaning, Televising, Repair – Nash Road \$313,369

Culvert (Barlina Ave) Replacement – Engineering \$14,075

Culvert (Broadway Ave) Replacement – Engineering \$8,625

Culvert (Country Club Rd) Replacement - Engineering \$8,050

Culvert (Dartmoor Dr) Replacement - Engineering \$14,938

Culvert (McHenry Ave) Replacement - Engineering \$14,650

Sidewalk (Downtown) Restoration \$120,000



Public Works

Building & Facility Master Plan	\$30,000
Closed Transition Transfer Switch installation (Data Center)	\$50,000
Grounding and Bonding System (EOC, Telephone Room, IT rooms)	\$37,500
Variable Frequency Drive Replacements (HVAC system)	\$21,000
Tree Removal (EAB Eradication)	\$43,500
Tree Replacement (EAB Eradication)	\$248,240
Sidewalk Tractor Replacement	\$55,000
Utility Truck	\$56,000
Pickup Truck Replacement	\$36,000

Fire Rescue

Wireless Alarm Network Backup System	\$97,350
Ambulance Replacement	\$190,000
Bariatric Ambulance Replacement (carry-over)	\$230,000
SCBA Fit Testing Equipment Replacement	\$20,000
Thermal Imaging Camera Replacement (2)	\$13,000

Road Resurfacing

Pavement Preservation (crack-filling, GSB-88 application, etc.)	\$50,000
Road Resurfacing	\$1,720,000
Manhole Frames & Lids Replacement	\$30,000
Traffic Safety Improvements	\$5,000
Pavement Marking	\$50,000
Sidewalk & Curb Replacement	\$100,000

Road Reconstruction

Multi-Use Path (Country Club Rd) – Construction	\$253,000
Multi-Use Path (Huntley Rd) – Engineering	\$8,000
Multi-Use Path (Huntley Rd) – Construction	\$59,000
Prairie Trail Reroute (IL 176 Crossing) – Construction	\$24,839
Intersection (IL 176/Briarwood) Improvement – Final Construction Payment	\$255,000
Intersection (IL 176/Main) Improvement - Engineering	\$267,600
Intersection (US 14/Virginia Rd) Improvement – Engineering	\$144,000
Intersection (Main/Crystal Lake Ave) Improvement – ROW	\$50,000
Intersection (Main/Crystal Lake Ave) Improvement - Engineering	\$100,000
Roadway (Pingree Segment 2) Improvement - Final Construction Payment	\$175,000
Roadway (South Main Street) Improvement – Final Construction Payment	\$995,000



Three Oaks Recreation Area	
Master Plan Update	\$16,000
Kayaks (6 additional)	\$3,300
Row Boats (2 replacements)	\$3,500
Sailboats (1 substitution for a Hobie Cat)	\$11,000
Retaining wall installation – swim beach	\$17,500
Irrigation Pump Relocation	\$25,700
Shade Structure (scuba area)	\$6,000
Parking Lot Lighting, Signage, Landscape (new lots)	\$165,372
TOTAL CAPITAL REPLACEMENT FUND	\$7,357,620

WATER & SEWER CAPITAL FUND

Water & Sewer Operations	
Water and Sewer Rate Study	\$20,000
WM Relocation (US 14 from IL 176 to Crystal Lake Ave) – Final Payment	\$84,661
Wastewater & Lift Stations Operations	
Turbo Blower Replacement	\$185,000
Lift Station #2 Generator Installation	\$71,000
Lift Station #8 Generator Installation	\$40,000
Lift Station #9 Rehabilitation	\$559,665
Lift Station #10 Generator Installation	\$66,000
Lift Station #17 Generator Installation	\$59,000
Lift Station #28 Generator Installation	\$59,000
Digester #2 and Centrifuge Building Construction (Wastewater Plant #2), Aerobic Digester Rehabilitation & Trickling Filter Media Replacement (Wastewater Plant #3) – Year 2 of 2	\$3,290,221
TOTAL WATER & SEWER CAPITAL FUND	\$4,434,547

WATER & SEWER 2015 GO PROJECT FUND

Water & Sewer Operations	
WM Relocation (US 14 from IL 176 to Crystal Lake Ave) – Final Payment	\$135,339
Water Treatment Plant #2 Rehabilitation/Expansion - Engineering	\$575,000
TOTAL WATER & SEWER 2015 GO PROJECT FUND	\$710,339

LIBRARY FUNDS – Building Improvements \$1,148,168

GRAND TOTAL - ALL FUNDS \$13,650,674



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CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



GENERAL FUND



ANNUAL BUDGET

GENERAL FUND SUMMARY

	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
40010. Property Tax - Prior Year	\$0	\$354,951	\$0	\$0	\$0
40030. Property Tax - Police Pension	1,778,991	1,866,778	1,992,354	1,992,354	2,091,066
40035. Property Tax - Fire Pension	1,555,672	1,764,764	1,693,212	1,693,212	1,609,399
Total Property Taxes	3,334,663	3,986,492	3,685,566	3,685,566	3,700,465
40200. Hotel Tax	298,471	301,467	290,000	290,000	292,500
40300. Telecommunications Tax	1,381,207	1,276,159	1,217,000	1,217,000	1,180,500
41035. Auto Rental Tax - II	47,986	42,515	41,500	41,500	41,500
48500. Franchise Fees - Cable	692,094	790,182	780,000	700,000	700,000
Total Other Taxes	2,419,758	2,410,323	2,328,500	2,248,500	2,214,500
41020. Personal Property Replacement	156,255	133,431	160,000	132,253	146,092
41030. Sales Tax - II	11,075,104	11,146,198	11,163,000	11,163,000	11,173,000
41040. Income Tax - II	4,104,684	4,167,471	4,156,000	3,960,200	3,960,200
41045. Use Tax - II	828,192	957,511	957,500	957,500	986,000
41060. Video Gaming Tax	0	0	0	15,000	30,000
41700. Grant Proceeds - State of IL	5,985	5,088	4,000	4,204	4,000
41800. Grant Proceeds - Federal	27,017	37,789	13,500	13,500	13,500
Total Intergovernmental Revenue	16,197,237	16,447,490	16,454,000	16,245,657	16,312,792
42050. Liquor Licenses	95,732	93,304	100,000	104,000	102,000
42060. Video Gaming Licenses	0	0	0	40,000	40,000
42090. Miscellaneous Licenses	23,761	23,565	23,000	29,000	29,000
42210. Building Permits	236,198	185,144	185,000	185,000	195,000
42225. Occupancy Permits	3,465	3,381	3,000	3,000	3,000
42295. Miscellaneous Permits	355	355	0	0	0
Total Licenses and Permits	359,511	305,749	311,000	361,000	369,000
44300. Police Fines	497,830	408,481	415,000	415,000	415,000
44310. Police Towing Fines	79,000	74,705	86,000	67,150	73,100
44510. Adjudication Fines	80,577	61,877	60,000	60,000	60,000
Total Fines and Forfeits	657,408	545,063	561,000	542,150	548,100
45010. Special Event Fees/SUP/TUP	27,875	50,040	30,000	23,645	30,000
45020. Review Fees	41,165	48,105	31,500	63,455	31,500
45070. Inspection Fees	3,630	16,340	12,500	9,000	12,500
45400. Special Police Detail	104,962	97,740	110,000	83,500	97,000
Total Charges for Services	177,631	212,225	184,000	179,600	171,000
48700. Rental Income - City Facilities	54,692	91,489	95,300	95,300	129,161
46525. Connection Fees - Storm Sewer	1,200	2,400	0	1,000	0
Total User Fees	55,892	93,889	95,300	96,300	129,161



ANNUAL BUDGET

GENERAL FUND SUMMARY (CONT'D)

	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES (Cont'd)					
47010. Interest Income	115,542	121,163	43,921	200,000	101,500
47990. Unrealized Gain/Loss on Invest	(15,767)	74,796	0	0	0
Total Interest Income	99,775	195,959	43,921	200,000	101,500
48110. Capital Facility Fees	3,128	0	0	0	0
48600. Centennial Celebration	2,690	180	0	0	0
48800. Host Fees	300,951	303,579	270,500	270,500	300,000
48950. Reimbursements	88,504	348,700	5,500	15,000	5,500
McHenry County - US 14/Virginia	0	0	0	0	24,000
48990. Miscellaneous Income	276,251	267,312	58,000	111,500	60,000
Total Miscellaneous	671,524	919,771	334,000	397,000	389,500
Subtotal	23,973,398	25,116,961	23,997,287	23,955,773	23,936,018
REVENUE FROM SEPARATION OR CONSOLIDATION OF FUNDS					
45300. Parking - Commuter Lots	207,634	196,757	202,000	202,000	0
41032. Home Rule Sales Tax	0	0	0	0	5,050,000
45260. Paddleboard/Scuba Fees	0	0	0	0	29,126
42700. Parking - Three Oaks Recreation Area	0	0	0	0	130,373
42750. Admission - Three Oaks Beach	0	0	0	0	217,577
48750. Annual Pass - Three Oaks Facility	0	0	0	0	6,430
48705. Rental Income - Three Oaks Concessions	0	0	0	0	12,400
48707. Rental Income - Three Oaks Pavillions	0	0	0	0	10,300
48710. Rental Income - City Watercraft	0	0	0	0	194,145
48755. Rental Income - Beach Chairs	0	0	0	0	2,000
48810. Consumables - Three Oaks Recreation Area	0	0	0	0	7,300
Total Revenues	24,181,032	25,313,718	24,199,287	24,157,773	29,595,669
EXPENDITURES					
Executive Department	497,087	429,365	449,742	445,222	446,751
Legal Department	486,644	663,440	513,350	500,411	517,395
City Administration Department					
City Manager/Human Resources/Finance	1,790,199	1,794,931	1,910,183	1,872,081	1,946,402
Administrative Adjudication	74,765	72,547	104,702	91,602	102,488
Special Projects	301,310	302,505	338,002	311,259	327,444
Shared Services	513,776	585,476	706,073	721,090	766,495
Information Technology	268,755	245,682	650,703	536,825	579,313
Police Department	10,292,960	10,391,231	10,660,603	10,395,392	10,630,714
Community Development Department	3,086,026	3,219,669	3,600,202	3,473,310	3,230,984



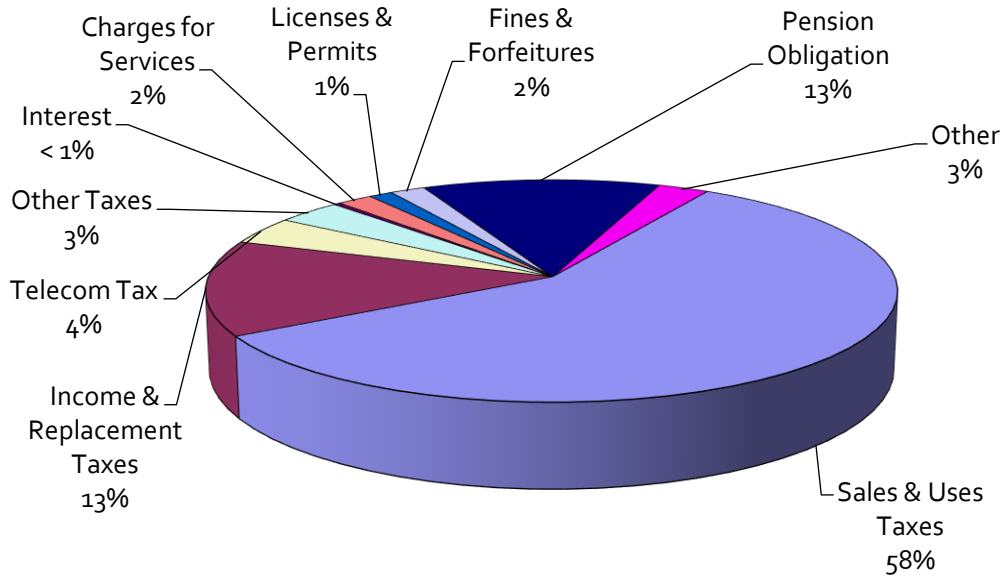
ANNUAL BUDGET

GENERAL FUND SUMMARY (CONT'D)

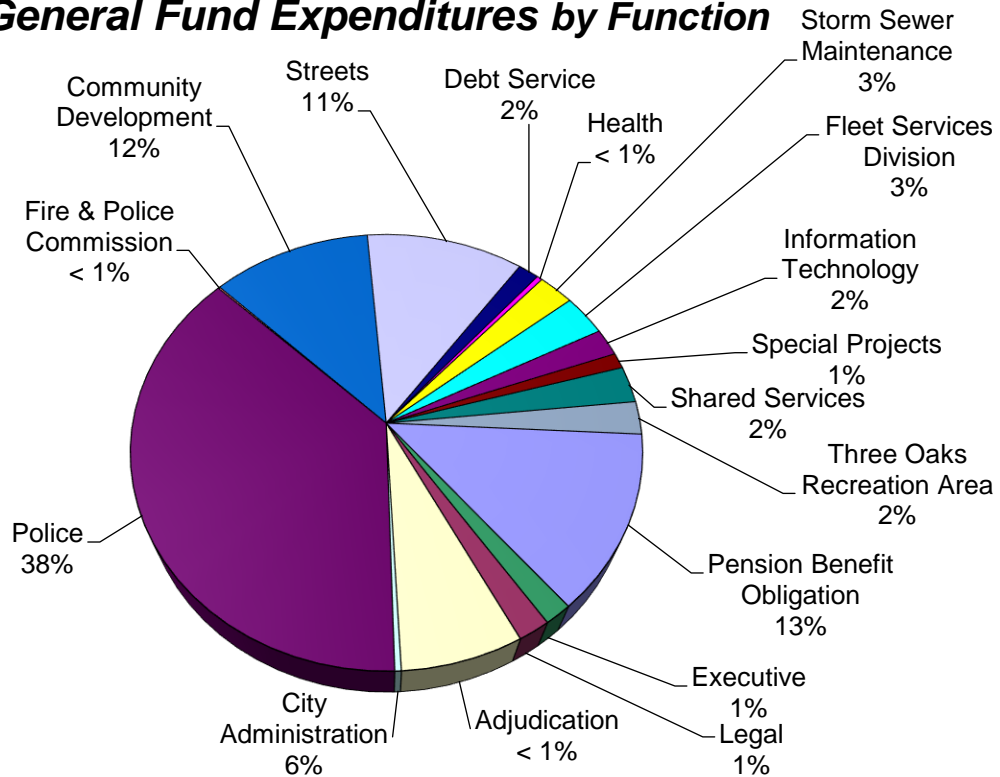
	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
EXPENDITURES (Cont'd)					
Public Works Department					
Streets	3,716,671	2,939,595	3,215,873	3,182,405	3,191,017
Storm Sewer Mains	696,999	397,676	454,726	422,661	402,523
Storm Sewer Lift Stations	0	305,602	315,579	311,611	319,419
Fleet & Facility Services	704,698	703,007	805,916	796,266	885,200
Health	94,493	106,904	130,000	106,904	110,000
Fire & Police Commission	23,004	12,823	31,633	35,591	35,795
Debt Service	423,359	434,317	434,572	434,572	417,927
Pension Obligation	3,334,663	3,986,492	3,685,566	3,685,566	3,700,465
Subtotal	26,305,409	26,591,265	28,007,425	27,322,768	27,610,332
EXPENDITURES FROM CONSOLIDATION OF FUNDS					
Three Oaks Recreation Area	0	0	0	0	688,975
Total Expenditures	26,305,409	26,591,265	28,007,425	27,322,768	28,299,307
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	(2,124,377)	(1,277,547)	(3,808,138)	(3,164,995)	1,296,362
OTHER FINANCING SOURCES (USES)					
Transfer In					
Home Rule Sales Tax Fund	3,739,821	3,486,151	3,808,138	5,384,127	0
Virginia Street TIF Fund	0	0	0	0	9,500
Transfer Out					
Three Oaks Debt Service	0	0	0	0	(1,050,071)
Capital Replacement Fund	(1,970,700)	(2,505,764)	0	0	(2,556,374)
Vulcan Lakes TIF	(2,039,724)	0	0	0	0
Road/Vehicle License Fund	0	0	(1,000,000)	(1,000,000)	0
Asset Impairment	(364,828)	(137,288)	0	0	0
Total Other Financing Sources (Uses)	(635,431)	843,099	2,808,138	4,384,127	(3,596,945)
Net Change in Fund Balance	(2,759,808)	(434,448)	(1,000,000)	1,219,132	(2,300,583)
Beginning Fund Balance	13,909,396	11,149,589	10,715,141	10,715,141	11,934,273
Restricted or Assigned Fund Balance	(3,861,252)	(1,341,739)	(309,539)	(309,539)	(309,539)
Available Fund Balance	\$7,288,337	\$9,373,402	\$9,405,602	\$11,624,734	\$9,324,151



General Fund Revenues by Source



General Fund Expenditures by Function



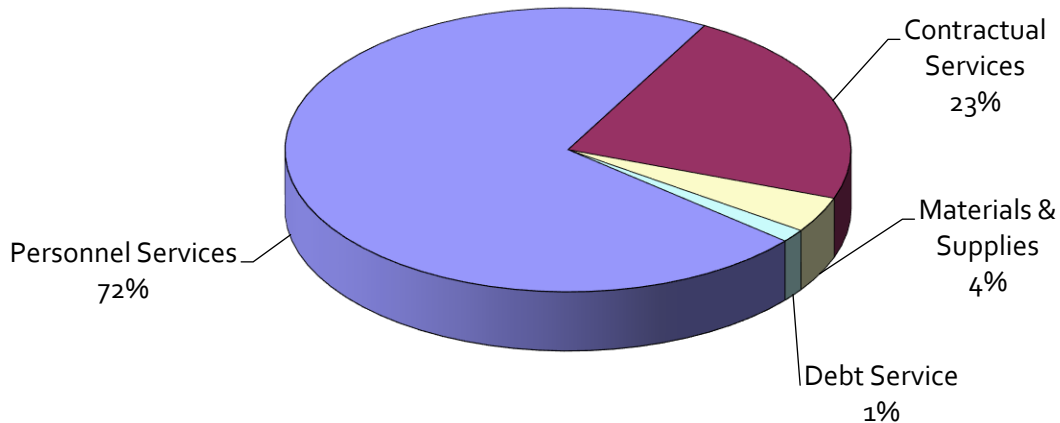


ANNUAL BUDGET

GENERAL FUND SUMMARY - MAJOR OBJECT

	Personnel Services	Contractual Services	Materials & Supplies	Capital Outlay	Debt Service	Grand Total
Executive	22,800	423,951	0	0	0	446,751
Legal	0	517,395	0	0	0	517,395
Administration Department	1,622,348	228,902	95,152	0	0	1,946,402
Adjudication	71,538	28,400	2,550	0	0	102,488
Police Department	8,700,867	1,581,062	348,785	0	0	10,630,714
Fire & Police Commission	0	35,795	0	0	0	35,795
Community Development	2,345,214	840,310	45,460	0	0	3,230,984
Street Division	1,994,983	924,850	271,184	0	0	3,191,017
Health	0	110,000	0	0	0	110,000
Storm Sewer Maintenance	475,643	182,211	64,088	0	0	721,942
Fleet & Facility Services Division	795,677	48,531	40,992	0	0	885,200
Information Technology	186,020	344,435	48,858	0	0	579,313
Special Projects	19,940	298,504	9,000	0	0	327,444
Shared Services	0	626,175	140,320	0	0	766,495
Three Oaks Recreation Area	414,394	188,391	86,190	0	0	688,975
Pension Benefit Obligation	3,700,465	0	0	0	0	3,700,465
Debt Service	0	200	0	0	417,727	417,927
Total	20,349,889	6,379,112	1,152,579	0	417,727	28,299,307
% Percentage	71.91%	22.54%	4.07%	0.00%	1.48%	100.00%

General Fund Expenditures by Object





CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



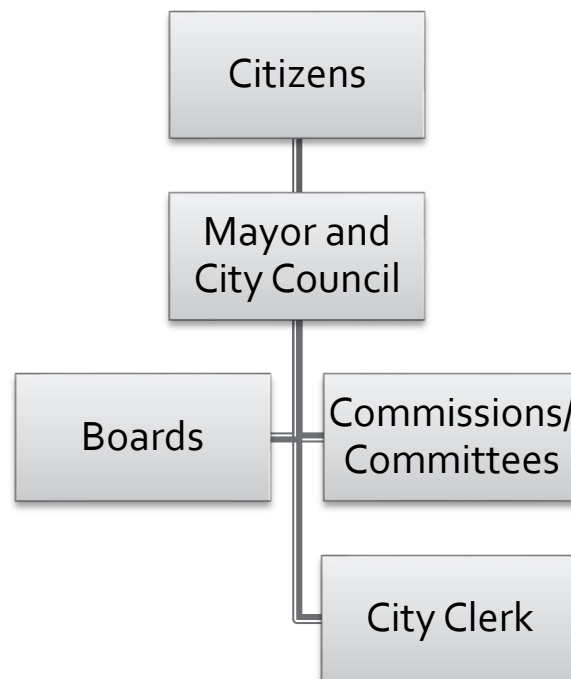
EXECUTIVE DEPARTMENT



STATEMENT OF ACTIVITIES

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.

ORGANIZATIONAL CHART





ANNUAL BUDGET

EXECUTIVE DEPARTMENT

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54110. Wages-Full Time Employees	22,800	21,080	22,800	22,800	22,800
Personnel Services	22,800	21,080	22,800	22,800	22,800
55200. Training	7,002	9,985	8,480	9,681	9,406
55220. Dues and Subscriptions	38,224	38,339	39,135	40,338	40,338
55240. Insurance and Bonding Services	10,397	10,164	11,902	14,316	14,782
55760. Community Events	107,889	47,663	54,825	45,487	54,825
58900. Miscellaneous	310,774	302,134	312,600	312,600	304,600
Contractual Services	474,287	408,285	426,942	422,422	423,951
Total - Executive	\$497,087	\$429,365	\$449,742	\$445,222	\$446,751

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.

- The Dues & Subscriptions continues 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.



ACCOUNT INFORMATION (CONT'D)

EXECUTIVE DEPARTMENT

Hotel Tax Distribution	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
Berkshire Ballet Theatre	1,900	1,900	1,900	1,900	1,900
Crystal Lake Chamber of Commerce	5,000	4,534	5,000	5,000	5,000
Crystal Lake Rowing club	2,074	2,500	2,500	2,500	2,500
Crystal Lake Soccer Federation	0	5,000	5,000	5,000	5,000
Historic Downtown Association	35,000	35,000	35,000	35,000	35,000
Kiwanis Santa Run	0	0	0	0	2,000
Lakeside Legacy Foundation	45,400	45,400	45,400	45,400	45,400
McHenry Convention & Visitors Bureau	14,000	4,000	14,000	14,000	4,000
McHenry County Music Center	3,600	0	0	0	0
McHenry County Youth Sports Association	52,800	52,800	52,800	52,800	52,800
Raue Center for the Arts	150,000	150,000	150,000	150,000	150,000
Williams Street Repertory Theatre Co	1,000	1,000	1,000	1,000	1,000
Total	\$310,774	\$302,134	\$312,600	\$312,600	\$304,600



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



LEGAL AND JUDICIARY



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.

ANNUAL BUDGET

LEGAL AND JUDICIARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
55010. Professional Services	12,283	12,851	8,350	15,039	12,395
55030. Legal Services	474,361	650,588	505,000	485,372	505,000
Contractual Services	486,644	663,440	513,350	500,411	517,395
Total - Legal	\$486,644	\$663,440	\$513,350	\$500,411	\$517,395

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.

- Professional Services reflects updates required to the City Code.



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



CITY ADMINISTRATION DEPARTMENT



STATEMENT OF ACTIVITIES

CITY ADMINISTRATION DEPARTMENT

The City 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 assist with the administration of the Police and Fire Pension programs, as well as the Administrative Adjudication Program.

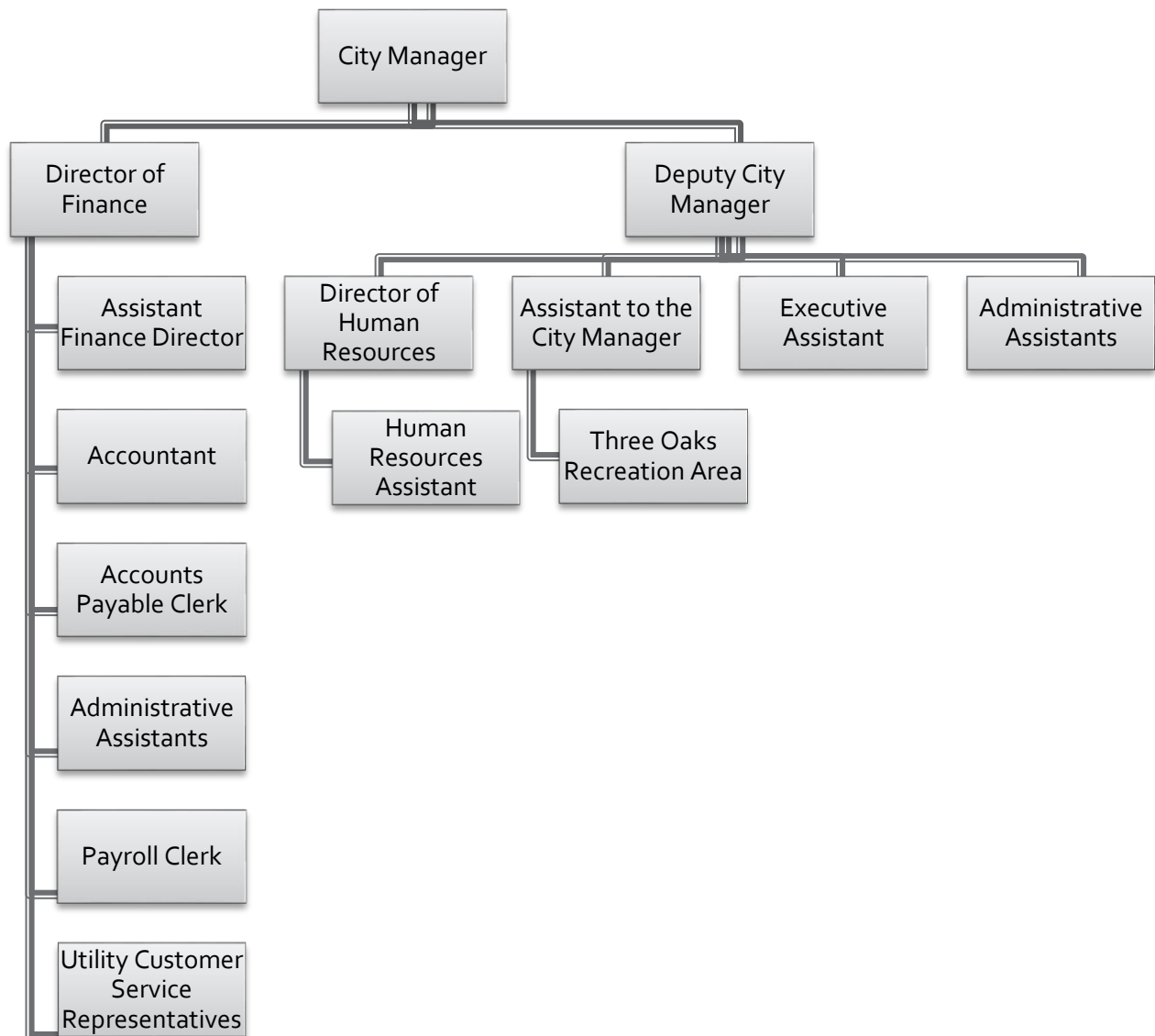
Human Resources

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.



ORGANIZATIONAL CHART

CITY ADMINISTRATION DEPARTMENT





PERSONNEL SUMMARY

CITY ADMINISTRATION DEPARTMENT

Position	FY2015/2016	FY2016/2017	FY2017/2018
	Actual	Estimate	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
Total FTE	13.50	13.50	13.50

ACCOMPLISHMENTS

ADMINISTRATION DEPARTMENT

- Managed the Three Oaks Recreation Area. Three Oaks continued to be an attraction in 2016, with overall revenues increasing by 25%. City staff managed the maintenance and operations of the facility.
- Through a City managed concessionaire agreement, the Quarry Cable Wakeboard Park opened at the Three Oaks Recreation Area and had a successful first year.
- Strategically annexed properties that were surrounded by the City boundaries, thereby expanding the City's tax base.
- Continued to implement new budgeting software to better analyze and forecast revenues and expenditures.
- Continued to transition to a paperless environment through the use of a document imaging software platform.
- The City completed a number of major capital improvement projects.
- Implemented supervisor training modules to equip City management staff.



- 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 the City's first ever Information Technology Strategic plan and allocated resources to increase organizational efficiencies through technology solutions.
 - 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 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, including a new Public Works Director.
 - Continued to utilize a Human Resources management software which streamlines the employee recruitment and selection process.
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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 implement a proactive economic development program that encourages business retention and recruitment.
 - Develop a five year financial plan.
 - Develop a five year capital improvement plan.
 - 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.
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- Continue to support community 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 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.
-



ANNUAL BUDGET

CITY ADMINISTRATION DEPARTMENT

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54110. Wages-Full Time Employees	1,284,558	1,267,319	1,315,156	1,315,156	1,348,035
54115. Wages-Part Time Employees	43,147	34,891	39,818	39,818	45,462
54150. Wages-Overtime	2,993	1,269	2,500	2,500	2,500
54200. Group Insurance	219,358	222,018	209,801	209,801	226,351
Personnel Services	1,550,056	1,525,497	1,567,275	1,567,275	1,622,348
55010. Professional Services	30,986	32,923	31,270	46,475	44,755
55040. Annual Audit Services	16,596	20,568	20,535	20,400	22,600
55140. Publishing Services	4,258	4,525	7,100	7,043	6,022
55160. Postage & Freight	8,385	29,747	55,638	38,575	33,825
55200. Training	11,797	10,662	9,500	5,509	9,500
55220. Dues and Subscriptions	11,650	11,174	8,616	10,493	9,044
55240. Insurance and Bonding Services	52,424	50,627	58,003	58,003	58,003
55310. Examinations	1,165	3,627	4,428	4,726	4,428
55340. Maintenance Services-Office Equipment	5,948	4,359	5,350	3,683	4,520
55550. Employee Programs Services	22,438	26,273	46,500	26,077	36,205
55690. Rent - Land	300	0	0	0	0
Contractual Services	165,946	194,485	246,940	220,984	228,902
56000. Office Supplies	7,505	5,587	11,300	6,023	8,100
56040. Motor Fuel & Lubricants	2,067	1,310	1,750	1,513	1,750
56050. Computer Hardware & Software	4,173	7,473	8,538	9,661	10,818
56060. Small Tools and Equipment	915	635	3,100	5,282	2,600
56070. Automotive Supplies	813	754	2,000	860	2,000
56950. Stationery and Printing	58,724	59,191	69,280	60,483	69,884
Materials & Supplies	74,197	74,949	95,968	83,822	95,152
Total - City Administration	\$1,790,199	\$1,794,931	\$1,910,183	\$1,872,081	\$1,946,402



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 change in Full-time Salaries reflects projected merit increases. Non-union employees’ ability to receive a raise (from 0% to 2.5%) is based upon their individual performance.
 - An increase in Part-time Salaries reflects the addition of one seasonal staff to assist in the Human Resources Division. This addition is offset by a reduction in one season staff position in the Finance Department that was being funded in the Road and Vehicle License Fund.
 - 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 7.01% over amounts budgeted in fiscal year 2016/2017. Reductions or increases beyond 7.01% in fiscal year 2017/2018 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.
 - In the City’s ongoing efforts to adopt best practices procedures, City staff undertook a comprehensive review of the City’s investment management processes. This effort resulted in the release of a RFP and subsequent approval of a professional services agreement for investment management services. At the September 1, 2015 City Council meeting, the City Council awarded a contract to the lowest responsible, responsive proposer, Sawyer Falduto Asset Management, LLC for investment management services. Investment Advisor fees are recorded in the Professional Services account.
 - The increase in the Annual Audit Services is based on the increase of the competitively bid external audit services.
 - The reduction in Publishing Services is a result of a reduction in classified advertisements.
 - The reduction in Postage and Freight is a result of a reduction in newsletter postage.
 - The increase in Dues and Subscriptions is due to a reclassification of the online survey instrument from Professional Services.
 - The reduction in Maintenance Services-Office Equipment is a result of a reduction in toner usage because of the increase of document imaging.
 - The reduction in Employee Program Services is a result of a reduction in city-wide training.
 - The Office Supplies account is reduced based on reduced spending trends.
 - Computer Hardware and Software is increased in order to account for the City’s online FOIA management software.
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CITY OF CRYSTAL LAKE

ANNUAL BUDGET

FISCAL YEAR 2017/2018



ADMINISTRATIVE ADJUDICATION



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.

PERSONNEL SUMMARY

ADMINISTRATIVE ADJUDICATION DIVISION

Position	FY2015/2016	FY2016/2017	FY2017/2018
	Actual	Estimate	Budget
Administrative Assistant	1.00	1.00	1.00
Total FTE	1.00	1.00	1.00

ACCOMPLISHMENTS

ADMINISTRATIVE ADJUDICATION DIVISION

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

OBJECTIVES

ADMINISTRATIVE ADJUDICATION DIVISION

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



ANNUAL BUDGET

ADMINISTRATIVE ADJUDICATION DIVISION

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54110. Wages-Full Time Employees	45,415	46,392	48,729	48,729	49,947
54200. Group Insurance	6,947	7,072	15,273	15,273	21,591
Personnel Services	52,362	53,464	64,002	64,002	71,538
55010. Professional Services	21,508	14,785	36,000	24,000	27,600
55030. Legal Services	0	3,830	0	0	0
55160. Postage & Freight	530	468	800	800	800
55310. Examinations	365	0	0	0	0
Contractual Services	22,403	19,083	36,800	24,800	28,400
56000. Office Supplies	0	0	500	500	250
56050. Computer Hardware & Software	0	0	2,200	1,100	1,100
56950. Stationery and Printing	0	0	1,200	1,200	1,200
Materials & Supplies	0	0	3,900	2,800	2,550
Total - Administrative Adjudication	\$74,765	\$72,547	\$104,702	\$91,602	\$102,488

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.

- 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 7.01% over amounts budgeted in fiscal year 2016/2017. Reductions or increases beyond 7.01% in fiscal year 2017/2018 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.
- The reduction in the Professional Services, Office Supplies, and Computer Hardware and Software is a result of a reduction of spending trends. Initially, additional administrative hearings were anticipated to be scheduled, but an increase in efficiencies has eliminated the need for additional hearings.



CITY OF CRYSTAL LAKE

ANNUAL BUDGET

FISCAL YEAR 2017/2018



POLICE DEPARTMENT



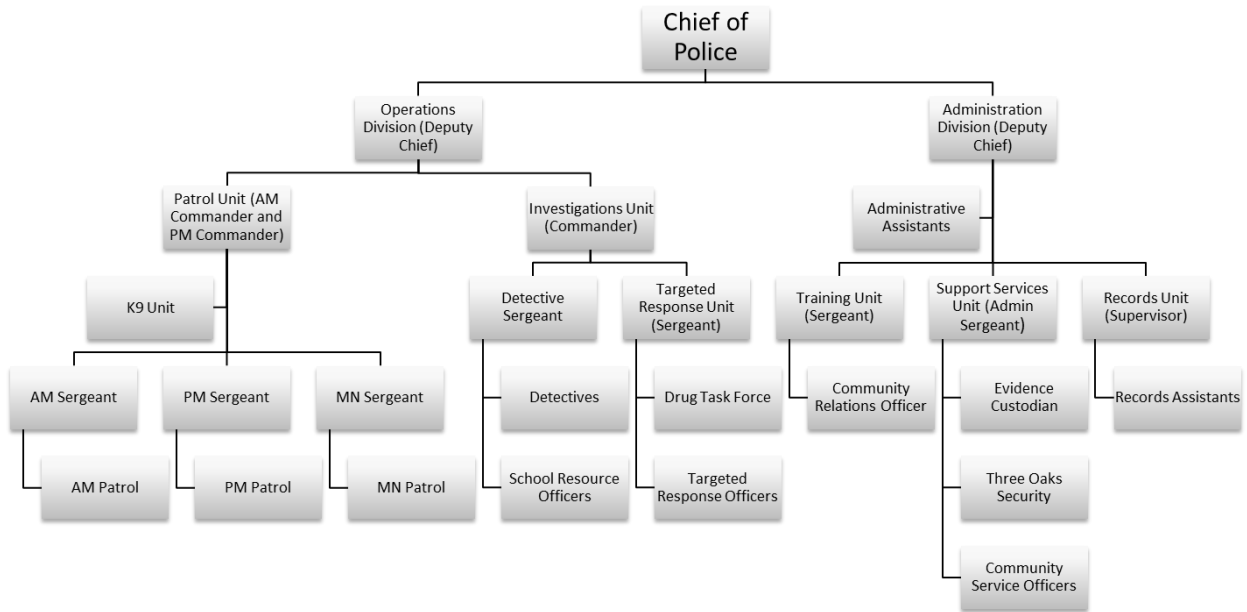
STATEMENT OF ACTIVITIES

POLICE DEPARTMENT

The Police Department is responsible for providing a variety of professional services to the community. These services include, but are not limited to: preventative patrol operations, traffic services, criminal investigations, youth services, crime prevention, parking enforcement and public education. The Crystal Lake Police Department proudly serves the public as we continue to explore ways to enhance our partnerships with various community groups and expand our community outreach efforts. We are committed to the fair and impartial enforcement of the law, and will remain transparent in all our actions in order to retain the public’s trust in our organization.

ORGANIZATIONAL CHART

POLICE DEPARTMENT





PERSONNEL SUMMARY

POLICE DEPARTMENT

Position	FY2015/2016	FY2016/2017	FY2017/2018
	Actual	Estimate	Budget
Police Chief	1.00	1.00	1.00
Deputy Police Chief	2.00	2.00	2.00
Commander	3.00	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
Police Records Assistant	4.00	4.00	4.00
Maintenance Custodian	1.00	1.00	0.00
Total FTE	78.75	78.75	77.75

ACCOMPLISHMENTS

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, reduce the occurrences of crash-related injuries.

The Department was awarded 1st place in our category (based upon number of sworn officers) in 2016 for our efforts in 2015. We continued to participate in 2016 and will submit a formal presentation of the results of our efforts in 2017 to the Illinois Chiefs of Police Association for review and consideration. Additionally, we experienced a 7% decrease in total traffic crashes and a 4% decrease in injury-related traffic crashes when comparing 2015 to 2016.

- 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.

Our two newest supervisors were provided with introductory training. Scenario-based training opportunities were provided in the summer and fall of 2016. A third training opportunity is planned for the spring of 2017.



- Enhance community policing efforts.
 - The Department will facilitate at least three 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.

The Department has exceeded our goal of providing three community presentations. Our "Coffee with the Chief" sessions occurred quarterly and were well attended. Our Community Relations Officer hosted a number of other presentations for various schools, churches, and businesses. Also, each Patrol officer conducted, on average, more than 30 minutes of foot patrols a month.

- Members of 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 will be met. The Targeted Response Unit conducted compliance checks in July of 2016 and compliance checks within the two weeks prior to Halloween. A third round of compliance checks is planned for the spring of 2017.

- 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.

This goal was met. Two sergeants attended Staff and Command. A Deputy Chief attended the FBI's National Academy, a rigorous ten week training program designed for senior level law enforcement executives from around the nation and the world. Our newly promoted sergeants attended formal training, facilitated by Human Resources, on the



subjects of "Coaching & Counseling" and "Building Effective Teams." Lastly, the Department hosted six interns.

- 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.

This goal is in progress and will be met.

- 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.

This goal was met. The Department continues to be one of the most active and reliable participants in the program and was awarded similar funding for the next campaign year.

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, reduce 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
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actively engage the residential and business community by means of consensual and non-enforcement related contacts.

- Members of 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.

 - 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.
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ANNUAL BUDGET

POLICE DEPARTMENT

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54110. Wages-Full Time Employees	6,593,907	6,748,573	6,733,270	6,559,450	6,722,136
54115. Wages-Part Time Employees	60,690	67,162	74,114	74,114	75,409
54150. Wages-Overtime	423,914	406,041	549,251	461,371	549,251
54200. Group Insurance	1,242,781	1,303,693	1,350,000	1,350,000	1,354,071
Personnel Services	8,321,292	8,525,469	8,706,635	8,444,935	8,700,867
55010. Professional Services	1,231,043	1,172,817	1,161,815	1,195,288	1,138,764
55140. Publishing Services	107	54	100	0	100
55160. Postage & Freight	3,351	3,653	4,000	4,000	4,000
55200. Training	72,761	71,765	68,040	65,565	66,505
55220. Dues and Subscriptions	6,256	19,753	18,420	17,325	20,680
55240. Insurance and Bonding Services	289,620	290,989	324,693	324,693	324,693
55310. Examinations	1,581	2,025	8,550	2,500	6,550
55320. Maintenance Services-Operating Equipment	20,164	18,348	12,320	10,000	11,320
55340. Maintenance Services-Office Equipment	2,695	1,778	4,750	2,885	2,950
55360. Radio Equipment Services	6,170	5,206	7,500	5,000	5,500
Contractual Services	1,633,748	1,586,386	1,610,188	1,627,256	1,581,062
56000. Office Supplies	11,828	11,692	11,320	11,320	11,320
56020. Cleaning Supplies	754	0	800	700	800
56040. Motor Fuel & Lubricants	115,666	58,486	116,000	91,900	114,200
56050. Computer Hardware & Software	31,094	39,621	53,105	50,935	49,110
56060. Small Tools and Equipment	63,294	48,483	50,580	45,521	36,775
56070. Automotive Supplies	54,996	54,432	35,150	55,000	55,000
56120. Clothing	53,699	59,411	62,300	58,100	68,280
56950. Stationery and Printing	6,589	7,252	14,525	9,725	13,300
Materials & Supplies	337,920	279,376	343,780	323,201	348,785
Total - Police	\$10,292,960	\$10,391,231	\$10,660,603	\$10,395,392	\$10,630,714



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 reduction in Full-Time Salaries is a result of transferring the Police Custodian position to the Fleet and Facilities Division. Additionally, a new Parking System Fund has been established. A proportionate amount of salary for certain police personnel, along with Motor Fuel and Lubricants, associated with commuter parking lot enforcement, is being charged back to the Parking System Fund.
 - 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 7.01% over amounts budgeted in fiscal year 2016/2017. Reductions or increases beyond 7.01% in fiscal year 2017/2018 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.
 - The reduction in Professional Services is the result of reallocation of SEECOM 9-1-1 dispatch costs to the Fire Rescue Fund. Overall, the City’s contribution to SEECOM is anticipated to decline 2.45%.
 - Training is being reduced as a result of reductions in tuition reimbursement as well as a reduction of certain training activities.
 - Dues and Subscriptions increased because of the biannual payment for Tip411, an anonymous tip text program.
 - Examinations are being reduced because of the elimination of the gas mask evaluation.
 - Maintenance Services-Operating Equipment is being reduced because of a reduction in annual car washed.
 - Maintenance Services-Office Equipment is being reduced because of a reduction in copy machine repair.
 - Radio Equipment Services is being reduced because of the elimination of WatchGuard repair. WatchGuard was the City’s previous police video system. The system that replaced WatchGuard is under warranty.
 - Computer Hardware and Software is being reduced as a result of reallocating ESRI GIS support to Shared Services.
 - Small Tools and Equipment is being reduced as a result of a reduction for one-time purchases in the previous fiscal year.
 - Automotive Supplies is being increased based on actual spending trends.
 - Funds budgeted for Clothing was increased based on upcoming bulletproof vest replacements. The Department of Justice has provided reimbursement of fifty-percent (50%) toward the replacement of each vest.
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CITY OF CRYSTAL LAKE

ANNUAL BUDGET

FISCAL YEAR 2017/2018



FIRE AND POLICE COMMISSION



STATEMENT OF ACTIVITIES

FIRE AND 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. In addition, certain disciplinary actions and/or terminations of Police Sergeants are subject to the exclusive jurisdiction of the Board of Fire and Police Commissioners according to applicable state law.

ACCOMPLISHMENTS

FIRE AND POLICE COMMISSION

- Conducted 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 for the positions of Police Sergeant and Fire Lieutenant as the eligibility lists were not exhausted prior to their expiration dates.

- Fulfilled the duties of the Board as outlined in the Board of Fire and Police Commission Rules and Regulations as adopted in July 2015.
-

OBJECTIVES

FIRE AND POLICE COMMISSION

- Conduct promotional examinations and processes for the establishment of eligibility lists for the positions of Police Sergeant and Fire Lieutenant as they expire in 2017 and for Battalion/Bureau Chief should there become a risk of the current active lists being exhausted prior to their expiration dates.
 - Fulfill the duties of the Board as outlined in the Board of Fire and Police Commission Rules and Regulations as adopted in July 2015.
-



ANNUAL BUDGET

FIRE & POLICE COMMISSION

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
55010. Professional Services	0	105	0	0	0
55140. Publishing Services	992	0	3,520	1,020	2,120
55160. Postage & Freight	42	76	650	200	300
55200. Training	1,000	0	1,650	0	1,000
55220. Dues and Subscriptions	375	375	395	375	375
55240. Insurance and Bonding Services	2,191	2,142	2,558	2,558	2,558
55310. Examinations	18,403	10,125	22,860	31,438	29,442
Contractual Services	23,004	12,823	31,633	35,591	35,795
Total - Fire & Police Commission	\$23,004	\$12,823	\$31,633	\$35,591	\$35,795

ACCOUNT INFORMATION

FIRE & POLICE COMMISSION

- Publishing Services, Postage and Foreign, Training, and Dues and Subscriptions are being reduced based on actual spending trends.
- Examinations are being increased for police recruiting as well as recruiting and promotional testing for fire rescue.



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



COMMUNITY DEVELOPMENT DEPARTMENT



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.

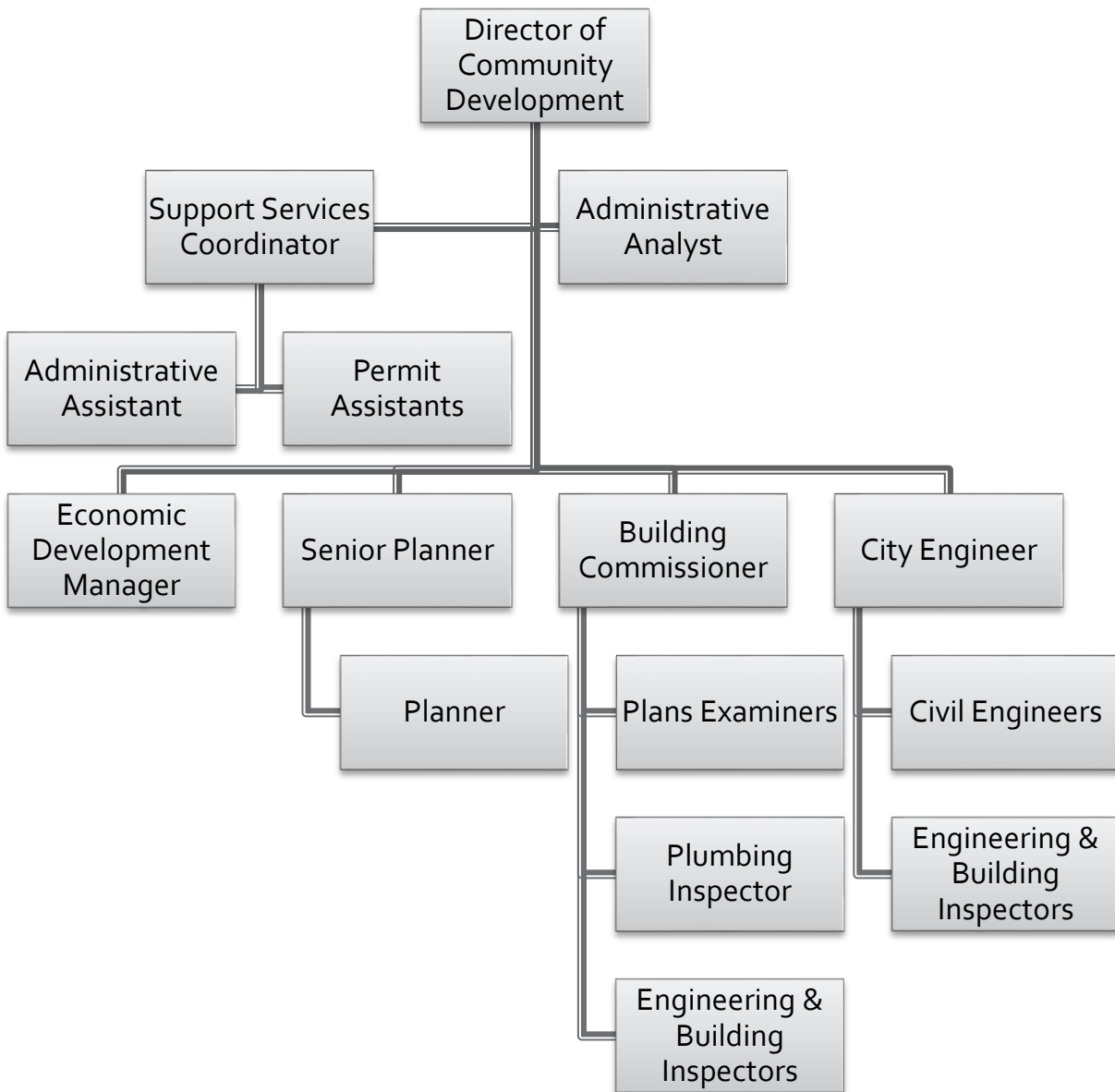
PLANNING & ECONOMIC DEVELOPMENT DIVISION

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 building permit review. The Division also participates in several community organizations, such as the Chamber of Commerce and the Downtown Crystal Lake organization.



ORGANIZATION CHART

COMMUNITY DEVELOPMENT





PERSONNEL SUMMARY

COMMUNITY DEVELOPMENT

Position	FY2015/2016	FY2016/2017	FY2017/2018
	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	1.00	1.00
Planner	2.00	1.00	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	2.00	2.00	2.00
Office Assistant	0.75	0.75	0.75
Total FTE	22.75	22.75	22.75

ACCOMPLISHMENTS

COMMUNITY DEVELOPMENT

Department Wide:

Continue to survey customers and gather feedback on the Department’s performance. Report on survey results regularly.

The City has continued to survey its customers on the Department’s performance. The Department has on-going surveys on satisfaction with the Building permit process, the Planning process, Engineering capital programs and front counter services. Surveys results are reported to the City Council quarterly. The level of satisfaction is overwhelmingly positive.



Continue to review the development process and seek opportunities to improve efficiency.

The Community Development Department continues to implement process improvements to enhance efficiencies. Numerous Unified Development Ordinance amendments were adopted to eliminate confusion, lessen unnecessary regulation, and improve the process for customers seeking zoning compliance. Internally, minor changes have been made on how projects are routed, on how review comments are compiled and sent to applicants, and other process enhancements.

Continue to improve service to residents by investing in staff training. Cross-train employees to ensure continuous operations of essential functions.

Department staff has continued to pursue training opportunities to improve service to our customers, maintain professional standards, and develop our workforce. Many of these trainings are done through professional organizations, such as the American Planning Association or the Northwest Building Officials and Code Administrators Association. More training is available via webinars which saves time and money and offers a convenient manner for training. Several functions have been cross trained to ensure redundancy.

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.

Community Development has been serving as the liaison to the GIS Consortium. The Community Development Director represents the City on the Consortium Board and serves as the Treasurer, and coordinates weekly with in-office MGP staff on the City's GIS program.

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.

The Community Development Department has taken the lead in implementing the document archiving program Optiview. The department was an early adopter of this technology and has helped guide other departments' implementation. Additionally, the department has incorporated digitizing both new and historical documentation into its workflow.

As part of the City-wide technical needs assessment, research options for improved mobility technology and a virtual 24/7 City Hall.

A committee has been established to help the department by conducting a needs study and then reviewing available software options that have a mobile platform and an integrated web portal with the intention of improving the customers' experience and access to permit applications, and inspections so 24/7 the customer has the ability to submit permits, follow their permit status, schedule inspections and pay permit fees when it's convenient for them.



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.

Inspectors now carry City-issued smart phones that allow them improved communications with supervisors and office staff via email and text message, access to apps, and digital files. The GIS Consortium developed a data collector app for post incident damage assessment that is accessed by the smart phone.

Continue to review Division processes, such as permit reviews and inspections, to ensure efficiency.

The Division has worked to streamline and make more efficient several areas, for example:

- *The routing sheet has been revised to reduce printing waste and hassle by eliminating the departments with nominal comments on routine permits.*
- *The weekly Community Development Review Team is used as a reminder to follow up on permit applications that have become stagnant on the applicants' end.*
- *The Division has continued to assign inspectors based on factors such as geographic area and familiarity with the project through plan reviews and previous inspections. Keeping the same inspectors throughout the duration of a project helps build positive relationships with our customers and facilitates improved problem solving capabilities should difficulties arise.*
- *Both active and historic property maintenance cases are being stored in Optiview to free up space in crowded cabinets, improve ease of access for research, and improve accuracy in handling cases.*

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.

The Building Division hosted a "Coffee with the Commissioner" session so residents and building professionals could interact directly with the Building Commissioner. The Building Division has also conducted public workshops about property maintenance and residential electrical requirements.

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.



All the street maintenance programs have been completed. The long-range street reconstruction prioritization is in progress.

Continue Flooding Mitigation programs:

- Continue to proceed through the steps outlined in the approved flooding study update.
- Obtain an approved FEMA model for Crystal Lake.
- Continue maintenance of the Cove Pond Wetland.

The City has refocused its flooding mitigation efforts to educating residents about how they can help reduce flooding on their property. Maintaining existing storm sewer infrastructure especially along Crystal Creek is a priority as the culverts are reaching the end of their useful life. The City continued to monitor and remove non-native invasive species from the Cove Pond Wetland.

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 Infrastructure Improvement Program.

The annual sidewalk program was completed in the summer of 2016. The ADA transition plan is complete. This year's Downtown Infrastructure improvement area, located along Brink Street, just west of Main Street, is being coordinated with the gas station's private renovation project and will be completed in the summer of 2017, assuming the gas station renovation project moves forward next year.

Continue to develop a 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.

The City's Traffic Safety Committee researched several traffic calming solutions which would be applicable throughout the City. The Traffic Safety Committee is working to implement traffic calming solutions to areas of continual concern.

Design and implement transportation and pedestrian projects to increase safety and decrease congestion, including:

- Route 14 Improvement
 - Country Club Multi-use Path
 - Crystal Lake Avenue and Main Street Improvement
-



- Route 176 and North Main Street Intersection Improvement
- Prairie Trail Re-route
- Miscellaneous Pedestrian and Bicycle Road Crossings
- Illuminated Street Name Sign Program

The City continued to coordinate with IDOT for the Route 14 Improvement; the construction was substantially complete on October 24, 2016. The construction of the County Club Multi-use Path was substantially complete on September 29, 2016. Progress continues on the engineering for the Crystal Lake Avenue and Main Street improvement and Route 176 and North Main Street intersection. The City has completed the engineering for the Prairie Trail Re-route. The City, McHenry County Division of Transportation, and Crystal Lake Park District have been working together to identify and construct various pedestrian links, including the pedestrian link along Huntley Road near Waterford Cut. The Illuminated Street Name Sign program is complete.

Continue to pursue grant funding from outside agencies.

The Engineering Division applied for the following grants:

- *Railroad Safety Infrastructure Improvement funding through the Federal Railroad Administration for the Main Street Railroad Relocation Project.*
- *Illinois Transportation Enhancement Program funding through the Illinois Department of Transportation of Transportation for enhanced streetscaping of the Main Street and Crystal Lake Avenue intersection improvement.*
- *Highway Safety Improvement Program funding through the Illinois Department of Transportation for a traffic signal at the intersection of Congress Parkway and Exchange Drive.*
- *Congestion Mitigation Air Quality (CMAQ) funding for the Route 14/Virginia Road intersection improvement.*

Continue to maintain good relationships with other governmental agencies.

The Engineering Division continues to coordinate with the McHenry County Division of Transportation, Crystal Lake Park District, and McHenry County Conservation District regarding various pedestrian facilities. The City continues to maintain a great relationship with the Illinois Department of Transportation.

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 building and shopping centers.
- Plan for development in the northwest corridor and promote strategic parcels.

Planning and Economic Development staff has continued to market available properties. Staff has used tools such as direct marketing to national retailers and attending industry trade shows such as the International Council of Shopping Centers Chicago Deal making event in October.

With the assistance of the GIS Consortium, staff has developed a new web-based interactive map to highlight available properties in the City. Staff has met with several potential developers about potential developments in the northwest corridor, and City staff has renewed efforts to plan for future services to that area.

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.

The Economic Development Committee and Planning and Economic Development staff continue to work closely with these partners.

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

The Economic Development Committee and Planning and Economic Development staff toured several manufacturing sites in Crystal Lake such as the Vo-Tech facility in June and Crystal Lake Graphics in September. The Economic Development Manager has coordinated the recognition of several Crystal Lake businesses for milestone 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.

Planning and Economic Development have continued to promote the City's positive attributes. The City put out a series of press releases. One press release featured the new downtown restaurant Retro Bistro, and included complimentary comments about the City and its staff. Another highlighted that there were no retail vacancies in downtown Crystal Lake. Both of these were turned into feature articles in the Northwest Herald.

Planning and Economic Development hired a new social media consultant for the I Shop Crystal Lake brand. The new consultant has re-energized the brand by featuring new content and information and expanding the program to the Instagram social media platform. This has led to an increase of followers and improved post reach across all platforms.



Continue to make progress on the comprehensive annexation program.

The 16 targeted properties have been annexed.

Continue to streamline development process such as amending the UDO, creating UDO, checklists and specialized development applications.

The UDO was amended in August of 2016. The most significant improvement was adding the ability to grant some minor variances administratively. Other changes included reducing the size of the Planning and Zoning Commission, adjusting the maximum light levels for automobile dealers, and adjusting some allowed uses in M and B-2 districts. Process checklists were created to streamline the development review process.

OBJECTIVES

COMMUNITY DEVELOPMENT

Department Wide:

- Continue to review the development process and seek opportunities to improve efficiency.
- Continue to survey customers and gather feedback on the Department's performance. Report on survey results regularly.
- Continue to improve service to customers 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 document digitizing efforts. The scanning efforts improve the efficiency of document retrieval.
- Continue to conduct a department wide needs assessment and research options for improved mobility technology and a virtual 24/7 City Hall.
- Continue to pursue grant funding from outside agencies.
- Continue to maintain good relationships with other governmental agencies.

Building Division:

- Continue to explore ways to improve inspection services through mobile technology, including cloud storage of reference materials and improving field data collection apps.
 - Host informational sessions for developers and contractors about important topics in Building Code enforcement.
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- Continue to improve public awareness of the importance of building code benefits by promoting 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 monitor potential streets in need of future reconstruction.
- Finalize the flooding study update.
- Evaluate existing critical storm sewer infrastructure for deficiencies, and develop a plan to maintain the system.
- Continue with engineering and permitting for the removal and replacement of the culverts along Crystal Creek as they are nearing the end of their useful life.
- Continue to maintain safe pedestrian sidewalks, completing critical gaps in the sidewalk network when funds are available:
 - Conduct annual sidewalk program, which helps minimize insurance claims related to tripping hazards.
 - Conduct the Downtown Infrastructure Improvement Program.
- Develop a traffic calming policy that will provide a framework for investigating and addressing common traffic safety related concerns, such as speeding and cut-through traffic.
- Design and implement transportation and pedestrian projects to increase safety and decrease congestion, including:
 - Prairie Trail Re-route
 - Crystal Lake Avenue and Main Street Improvement
 - Route 14 and Virginia Road Intersection Improvement
 - Route 176 and North Main Street Intersection Improvement
 - Huntley Road Multi-use Path Connection
 - Miscellaneous Pedestrian and Bicycle Road Crossings

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 building 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 use of social media.
 - Continue to pursue opportunities for strategic annexations.
 - Support infill development to meet the City's need for growth.
 - Create viable development scenarios with concise design guidelines through the Comprehensive Land Use Plan.
 - Foster a support system for small businesses, and encourage entrepreneurship in the City.
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ANNUAL BUDGET

COMMUNITY DEVELOPMENT

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54110. Wages-Full Time Employees	1,742,549	1,787,078	1,888,252	1,888,252	1,935,458
54115. Wages-Part Time Employees	51,217	40,781	75,843	75,843	76,368
54150. Wages-Overtime	903	770	5,000	2,000	2,500
54200. Group Insurance	337,247	331,084	333,181	333,181	330,888
Personnel Services	2,131,916	2,159,712	2,302,276	2,299,276	2,345,214
55010. Professional Services	213,934	140,476	378,806	234,805	349,106
55140. Publishing Services	2,245	1,209	2,500	550	2,500
55160. Postage & Freight	2,701	3,617	8,500	3,300	4,500
55200. Training	7,480	10,142	15,000	9,000	11,300
55220. Dues and Subscriptions	3,489	2,811	4,845	4,855	5,739
55240. Insurance and Bonding Services	90,640	91,168	105,905	105,905	105,905
55320. Maintenance Services-Operating Equipment	42	0	60	60	60
55340. Maintenance Services-Office Equipment	0	295	0	0	0
55360. Radio Equipment Services	0	0	200	0	200
Contractual Services	320,531	249,718	515,816	358,475	479,310
56000. Office Supplies	8,034	7,634	9,550	6,245	8,000
56040. Motor Fuel & Lubricants	10,876	4,794	10,900	10,900	10,900
56050. Computer Hardware & Software	23,552	12,400	17,760	14,714	11,060
56060. Small Tools and Equipment	615	2,481	4,200	2,100	3,000
56070. Automotive Supplies	5,543	6,096	9,000	4,500	7,200
56120. Clothing	3,229	2,358	3,300	2,800	3,300
56950. Stationery and Printing	1,430	1,690	4,200	1,100	2,000
Materials & Supplies	53,279	37,453	58,910	42,359	45,460
58910. Enhanced Sales Tax Incentive	580,301	772,786	723,200	773,200	361,000
Sales Tax Incentives	580,301	772,786	723,200	773,200	361,000
Total - Community Development	\$3,086,026	\$3,219,669	\$3,600,202	\$3,473,310	\$3,230,984



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 change in Full-time Salaries reflects projected merit increases. Non-union employees’ ability to receive a raise (from 0% to 2.5%) is based upon their individual performance.
 - A decrease in Overtime is based on actual spending trends.
 - Professional Services expenses were reduced due to a reduction of use for contracted Building inspection and review services. Additional reductions were made because the NPDES recertification function and Cove Pond maintenance were transferred to the Public Works Department.
 - Postage and Freight and Training were both reduced based on actual spending trends.
 - Dues and Subscriptions were increased because of the transfer of membership in the McHenry County Economic Corporation from the Professional Services account.
 - Office Supplies was reduced based on actual spending trends.
 - Computer Hardware and Software is being reduced as a result of reallocating ESRI GIS support to Shared Services.
 - Small Tools and Equipment is being reduced as a result of a reduction for one-time purchases in the previous fiscal year.
 - Automotive Supplies and Stationary and Printing are both being reduced based on actual spending trends.
 - Enhanced Sales Tax Incentive is being reduced. 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). Two such agreements have met the repayment thresholds.
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CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



STREETS DIVISION/PUBLIC WORKS
DEPARTMENT



STATEMENT OF ACTIVITIES

STREETS DIVISION

It is the responsibility of the Streets Division to manage and repair 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 the maintenance, repair, as well as the deicing and snow removal operations of over 175 centerline miles of public streets, 23 commuter and public parking lots containing over 1,450 parking spaces, and over 7,400 traffic control signs throughout the City. In addition, the Streets Division is responsible for maintaining pavement markings, curb and gutter maintenance, asphalt patching of existing streets, and parkway maintenance.

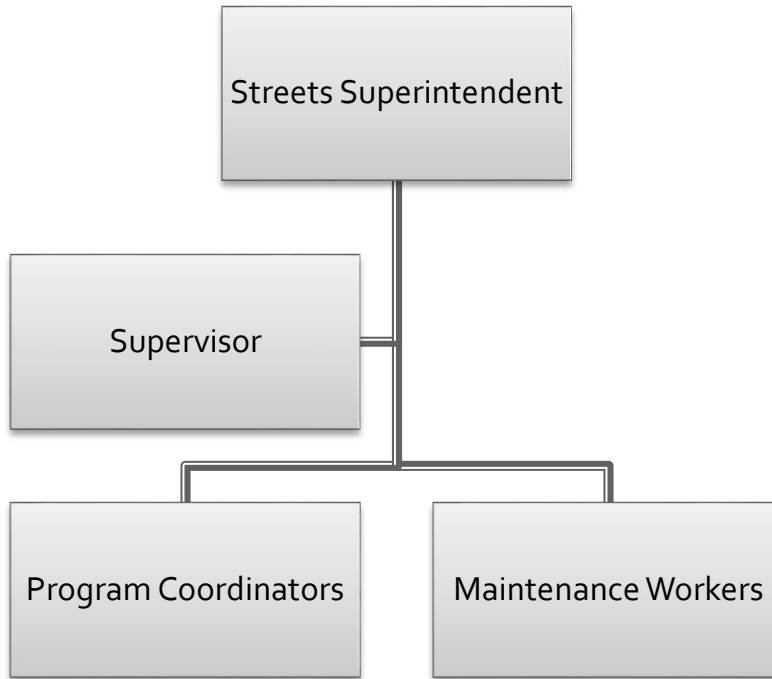
The Streets Division is also responsible for the Spring, Fall, and Emerald Ash Borer tree planting programs, Spring brush pickup, the brush drop off site (April – November), tree trimming and trimming programs, tree removals, including storm damage and those deteriorating due to Emerald Ash Borer, and the maintenance of City owned properties and rights-of-way. Additionally, the Streets Division maintains Gypsy Moth mapping and inventory, and the Emerald Ash Borer inventory and awareness campaign.

The Division is also called upon for many special projects throughout the year including assistance with the opening and closing and general maintenance at the Three Oaks Recreation Area and the installation of all holiday decorations in the Downtown Business District and the Virginia Street Corridor.



ORGANIZATIONAL CHART

STREETS DIVISION



PERSONNEL SUMMARY

STREETS DIVISION

Position	FY2015/2016	FY2016/2017	FY2017/2018
	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	13.00	13.00	13.00
Administrative Assistant	1.00	1.00	1.00
Total FTE	18.00	18.00	18.00



ACCOMPLISHMENTS

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.

This goal is in-progress. One employee has been trained in the operation of the program and one additional employee is in the training process.

Incorporate the new ESRI Collector application for ArcGIS and the HTML 5 conversion into the sign management program.

This goal is in-progress. The ESRI Collector app has been installed in the Division's iPad and further training is needed.

Continue to provide the management of the Downtown decorative light pole and furniture-painting project and complete painting all 193 light poles.

This goal is met. To date, all Downtown light poles have been repainted. Furniture, trashcan, shelter, and smokestack painting are scheduled for summer 2017.

Actively increase the use of the Division's wing plowing operations during winter operations to increase productivity and customer service.

This goal is on-going. Wing plows on routes #2 and #10 will be monitored for increased productivity during the 2016-2017 season.

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.

This goal is on-going. Using advanced technology and improved deicing material, the Division will continue to reduce road salt usage by 15% and increase liquid technology by up to 33% reducing chloride contamination throughout the City.

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

This goal is met and on-going. To date, the trucks have been used during tree removal and annual brush removal operations. The grapple truck alone since has saved the City over \$72,000 in contracted brush collection fees.



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

This goal is met and on-going. Contracted and in-house EAB removals have continued to move throughout the City. It is anticipated by the end of the budget year, less than 400 of the City's 6,000 Ash tree population will remain.

OBJECTIVES

STREETS DIVISION

- Expand usage of the sign management and inventory system through additional staff training and supervisor use of reporting functions.
 - Incorporate the new ESRI Collector application for ArcGIS and the HTML 5 conversion into the sign management program to improve operational efficiency.
 - Continue to increase the use of liquid technology during winter operations and emphasize the reduced use of road and sidewalk salt to decrease maintenance costs and reduce chloride in melt water.
 - Actively increase the use of the Division's wing plowing operations during winter operations to increase productivity and enhance customer service.
 - Continue to provide the management of the Downtown decorative light pole and furniture painting projects.
 - Monitor remaining Ash trees for signs of Emerald Ash Borer (EAB) infestation. Continue with multi-year planting programs utilizing a contractor and in-house staff (4-5 years).
 - Actively manage the City's maintenance programs and look to incorporate additional pavement patching options.
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ANNUAL BUDGET

STREETS DIVISION

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54110. Wages-Full Time Employees	1,354,279	1,350,354	1,382,248	1,382,248	1,413,867
54115. Wages-Part Time Employees	26,318	53,392	76,800	76,800	74,328
54150. Wages-Overtime	188,437	162,131	200,960	200,960	176,000
54200. Group Insurance	315,667	320,861	325,404	325,404	330,788
Personnel Services	1,884,701	1,886,738	1,985,412	1,985,412	1,994,983
55010. Professional Services	69,089	68,220	206,082	197,182	211,428
55140. Publishing Services	903	180	650	300	300
55160. Postage & Freight	109	71	698	300	300
55200. Training	5,190	3,939	5,200	5,200	5,200
55220. Dues and Subscriptions	1,910	700	1,760	1,760	1,760
55240. Insurance and Bonding Services	145,108	135,991	158,887	158,787	158,687
55260. Utilities	0	408	0	0	0
55270. Animal Control Services	0	0	500	250	250
55300. Maintenance Services-Buildings & Offices	220	0	0	0	0
55310. Examinations	2,448	1,017	2,030	2,030	1,855
55320. Maintenance Services-Operating Equipment	3,406	4,214	3,520	3,520	3,520
55340. Maintenance Services-Office Equipment	0	0	250	250	250
55360. Radio Equipment Services	124	306	500	500	500
55410. Street Lights Services	523,231	506,879	525,000	525,000	505,800
55640. Tree Removal Services	581,678	13,785	15,000	15,000	15,000
55680. Rent - Buildings and Equipment	17,056	12,963	25,000	20,000	20,000
Contractual Services	1,350,473	748,673	945,077	930,079	924,850
56000. Office Supplies	1,665	1,901	1,960	1,960	1,960
56020. Cleaning Supplies	2,846	3,116	4,360	4,360	4,260
56030. Landscape Materials	166,754	25,294	4,820	5,000	4,820
56040. Motor Fuel & Lubricants	83,094	43,197	83,100	83,100	83,100
56050. Computer Hardware & Software	11,112	11,683	17,694	10,294	12,094
56060. Small Tools and Equipment	9,944	13,035	17,700	14,200	9,200
56070. Automotive Supplies	140,634	140,765	90,180	90,180	90,180
56080. Public Works Materials	23,879	24,910	28,460	28,460	28,460
56120. Clothing	14,637	14,517	14,610	14,610	14,610
56230. Street Signs	26,933	25,767	22,000	14,500	22,000
56950. Stationery and Printing	0	0	500	250	500
Materials & Supplies	481,497	304,185	285,384	266,914	271,184
Total - Streets	\$3,716,671	\$2,939,595	\$3,215,873	\$3,182,405	\$3,191,017



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 change in Full-time Salaries reflects projected merit increases as well as contractually obligated increases. Non-union employees’ ability to receive a raise (from 0% to 2.5%) is based upon their individual performance.
 - A decrease in Overtime is based on actual spending trends.
 - 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 7.01% over amounts budgeted in fiscal year 2016/2017. Reductions or increases beyond 7.01% in fiscal year 2017/2018 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.
 - Professional Services expenses were increased as a result of Cove Pond maintenance being transferred to the Streets Division from the Community Development Department. These additional costs are offset by the transfer of commuter parking related costs to the new Commuter Park Fund.
 - Publishing, Postage & Freight, and Animal Control Services are being reduced based on actual spending trends.
 - Street Light Services is being reduced because commuter parking street light related costs are being transferred to the new Parking System Fund.
 - Rent – Buildings and Equipment is being reduced based on actual spending trends.
 - Computer Hardware & Software is being reduced because of a change in the GPS provider.
 - Small Tools and Equipment is being reduced as a result of a reduction for one-time purchases in the previous fiscal year.
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CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



HEALTH DEPARTMENT



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.

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.

OBJECTIVES

HEALTH DEPARTMENT

- Continue to follow the recommendations of the Ad Hoc Mosquito Abatement Review Committee.

ANNUAL BUDGET

HEALTH DEPARTMENT

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
55080. Pest Control Services	94,493	106,904	130,000	106,904	110,000
Contractual Services	94,493	106,904	130,000	106,904	110,000
Total - Health Department	\$94,493	\$106,904	\$130,000	\$106,904	\$110,000

ACCOUNT INFORMATION

HEALTH DEPARTMENT

- Pest Control Services is being reduced based on actual trends.



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



STORM SEWER DIVISION/PUBLIC WORKS
DEPARTMENT



STATEMENT OF ACTIVITIES

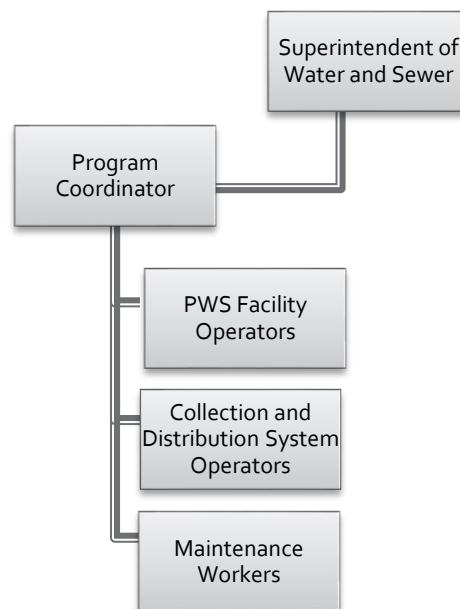
STORM SEWER DIVISION

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.

ORGANIZATIONAL CHART

STORM SEWER DIVISION





PERSONNEL SUMMARY

STORM SEWER DIVISION

Position	FY2015/2016	FY2016/2017	FY2017/2018
	Actual	Estimate	Budget
Supervisor	1.00	1.00	0.00
WW Collection Systems Operator	1.00	1.00	1.00
Maintenance Worker	2.00	1.00	1.00
Total FTE	4.00	3.00	2.00

ACCOMPLISHMENTS

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.

Goal met and ongoing. Staff meets with Engineering and our GIS consultant to update our GIS sewer maps. Significant progress has been made and this will be ongoing for one more year.

OBJECTIVES

STORM SEWER DIVISION

- Continue to work with the Engineering Department and City's GIS consultant to improve the accuracy of the sanitary and storm layers in our GIS system.
- Clean, televise and assess the City's critical storm sewers.



ANNUAL BUDGET

STORM SEWER DIVISION

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54110. Wages-Full Time Employees	456,187	250,985	223,473	189,758	143,352
54150. Wages-Overtime	14,151	9,766	12,000	12,000	12,000
54200. Group Insurance	136,866	78,760	62,360	62,360	37,152
Personnel Services	607,204	339,511	297,833	264,118	192,504
55010. Professional Services	1,161	0	65,234	65,234	65,734
55140. Publishing Services	53	59	100	100	100
55200. Training	2,188	1,690	3,710	3,710	3,710
55220. Dues and Subscriptions	3,437	3,568	3,637	3,637	3,637
55240. Insurance and Bonding Services	26,760	11,858	14,163	14,163	14,163
55260. Utilities	616	48	0	0	0
55310. Examinations	365	28	575	575	575
55320. Maintenance Services-Operating Equipment	1,053	417	3,150	3,150	3,150
55350. Rent - Clothing	996	992	1,050	1,050	1,050
55360. Radio Equipment Services	0	0	250	250	250
55400. Storm Sewer Services	7,226	10,163	15,000	15,000	65,000
55630. State Filing Fee	1,000	1,000	1,000	0	1,000
Contractual Services	44,855	29,823	107,869	106,869	158,369
56000. Office Supplies	92	116	130	130	130
56030. Landscape Materials	149	0	250	250	250
56040. Motor Fuel & Lubricants	12,074	7,189	6,800	9,450	9,450
56050. Computer Hardware & Software	1,173	115	204	204	180
56060. Small Tools and Equipment	1,518	1,037	1,840	1,840	1,840
56070. Automotive Supplies	17,376	2,662	17,900	17,900	17,900
56080. Public Works Materials	7,957	13,984	16,700	16,700	16,700
56120. Clothing	4,129	1,982	3,500	3,500	3,500
56320. Operating Supplies	472	1,256	1,700	1,700	1,700
Materials & Supplies	44,940	28,343	49,024	51,674	51,650
Total - Storm Sewer Main (Water)	\$696,999	\$397,676	\$454,726	\$422,661	\$402,523



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 decrease in Full-time Salaries and Group Insurance is a result of the elimination of a Supervisor position through attrition.
 - Professional Services expenses were decreased as a result of NPDES recertification function being transferred to the Streets Division.
 - Storm Sewer Services is being increased to clean, televise and assess the City’s critical storm sewers. The City’s storm sewer system includes approximately 18 miles of critical storm sewers. The list of critical storm sewers was identified by one or a combination of; sewers constructed prior to 1980, pipe size of 24” or larger in diameter, the tributary area which flows through the storm sewer and/or a high impact on flooding an area if pipe segment fails.
 - Motor Fuel & Lubricants is being increased based on actual spending trends.
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CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



STORM LIFT STATIONS DIVISION/PUBLIC
WORKS DEPARTMENT



STATEMENT OF ACTIVITIES

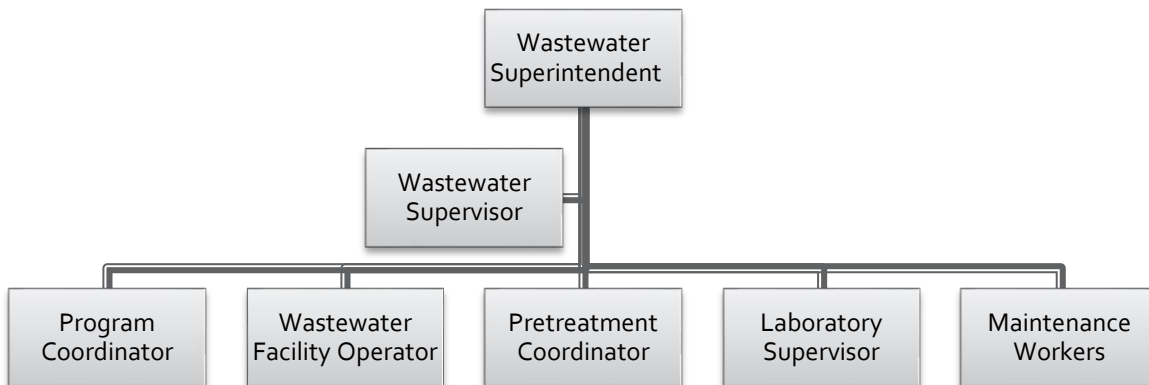
STORM LIFT STATIONS DIVISION

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.

ORGANIZATIONAL CHART

STORM LIFT STATIONS DIVISION





PERSONNEL SUMMARY

STORM LIFT STATIONS DIVISION

Position	FY2015/2016	FY2016/2017	FY2017/2018
	Actual	Estimate	Budget
WW Collection Systems Operator	2.00	2.00	2.00
Maintenance Worker	1.00	1.00	1.00
Total FTE	3.00	3.00	3.00

ACCOMPLISHMENTS

STORM LIFT STATIONS DIVISION

Monitor and inspect storm water lift station facilities on a weekly basis to ensure proper operations and reduce the potential of any storm water overflow or occurrences of flooding.

To date, there have been no major operational issues or storm water overflows experienced at any storm water station. Wastewater staff has been giving clear, concise and detailed expectations in a continued effort to meet this requirement. Continuing to communicate, coordinate and train with plant staff is the expectation moving forward.

Outsource annual pump inspections to a qualified contractor. The selected vendor shall complete repairs that cannot be completed in-house.

A request for quotes was sent out to pumping repair type companies in May 2016. It was determined that Xylem/Flygt would be the winning contractor and they possessed the resources and experience required to complete the scope of work successfully. During the process, fifty lift station pumps were removed from service, inspected with annual maintenance requirements completed. Of those fifty pumps, nine pumps potentially require repair or replacement. Wastewater staff is currently working with the manufacture to coordinate the required repair parts or pump replacements to ensure continued trouble free pumping operations. This will be a hybrid approach utilizing both internal plant staff and the contractor to make necessary pump repairs and / or replacements.

Clean and dispose of accumulated silt and debris in the storm water detention pond at Wastewater Treatment Plant #3.

This goal is on-hold. Wastewater staff has reviewed plans and specifications to determine the best course of action to accomplish this goal. After a detailed review, it's been



determined Wastewater staff will utilize a small skid steer and dump truck to remove and dispose of the accumulated debris. This work will be coordinated with the Plant 3 improvements and should be completed in calendar year 2017.

Complete native area restoration around wet well area at Veteran Acres storm water station.

With Park District approval and coordination, Wastewater staff removed a small area of native growth around the storm water station and pond's edge. This allows better access for maintenance and emergency response should an operational issue occur. Stone and mulch were placed around the station in order to preserve the natural beauty of the area. This has proven effective saving staffing time for station checks and preventative maintenance practices.

Monitor and make necessary adjustments to the newly installed pump suction pipe bar screen at Veterans Acres storm water lift station.

In February 2016, Wastewater staff fabricated and installed a new bar screen and baffle system to prevent debris from entering the station wet well and causing operational issues. This system had proven to be effective and no operational issues have been noted since the installation.

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.
 - Monitor and make necessary adjustments to the newly installed pump suction pipe bar screen at Veterans Acres storm water lift station.
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ANNUAL BUDGET

STORM LIFT STATIONS DIVISION

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54110. Wages-Full Time Employees	0	204,664	203,734	203,734	210,367
54150. Wages-Overtime	0	12,367	8,000	8,000	8,000
54200. Group Insurance	0	59,724	63,565	63,565	64,772
Personnel Services	0	276,755	275,299	275,299	283,139
55010. Professional Services	0	139	2,500	0	0
55200. Training	0	358	1,105	950	1,105
55220. Dues and Subscriptions	0	0	60	60	60
55240. Insurance and Bonding Services	0	11,858	14,163	14,163	14,163
55260. Utilities	0	2,332	5,000	3,500	3,500
55310. Examinations	0	195	0	0	0
55420. Plant Maintenance Services	0	4,547	5,014	5,014	5,014
55630. State Filing Fee	0	0	0	1,000	0
Contractual Services	0	19,430	27,842	24,687	23,842
56000. Office Supplies	0	14	130	130	130
56040. Motor Fuel & Lubricants	0	4,977	5,270	5,270	5,270
56050. Computer Hardware & Software	0	0	408	408	408
56060. Small Tools and Equipment	0	545	640	640	640
56070. Automotive Supplies	0	1,345	3,150	2,337	3,150
56080. Public Works Materials	0	786	0	0	0
56120. Clothing	0	1,498	2,340	2,340	2,340
56320. Operating Supplies	0	252	0	0	0
56420. Plant Maintenance Supplies	0	0	500	500	500
Materials & Supplies	0	9,417	12,438	11,625	12,438
Total - Storm Sewer Lift Stations (Wastewater)	\$0	\$305,602	\$315,579	\$311,611	\$319,419



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 change in Full-time Salaries reflects projected merit increases as well as contractually obligated increases. Non-union employees’ ability to receive a raise (from 0% to 2.5%) is based upon their individual performance.
 - 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 7.01% over amounts budgeted in fiscal year 2016/2017. Reductions or increases beyond 7.01% in fiscal year 2017/2018 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.
 - Professional Services expenses were decreased as a result of NPDES recertification function being transferred to the Streets Division.
 - Utilities are being reduced based on actual spending trends.
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CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



FLEET & FACILITY SERVICES DIVISION/
PUBLIC WORKS DEPARTMENT



STATEMENT OF ACTIVITIES

FLEET & FACILITY SERVICES DIVISION

The Fleet and Facility Services Division are responsible for an extensive variety of services within the City of Crystal Lake. These services include, but are not limited to the maintenance, service, and repair of approximately 330 vehicles and pieces of equipment, with the Division averaging 300 repairs monthly. Additionally, we coordinate outsourced repairs, new vehicle preparation, technical training, accident repairs, equipment replacement, crane & sling inspections, and equipment disposal. We work with other departments to write specifications for vehicles and equipment necessary to perform the varied requirements of their specific department. We secure titles and licensing of vehicles, monitor and maintain an inventory of fuel, lubricants, and commonly used repair parts, and maintain the fuel dispensing system. We coordinate the annual testing of fire pumps, aerial ladders, and ground ladders for the Fire Department. We also recommend items for surplus and market those items at public auction.

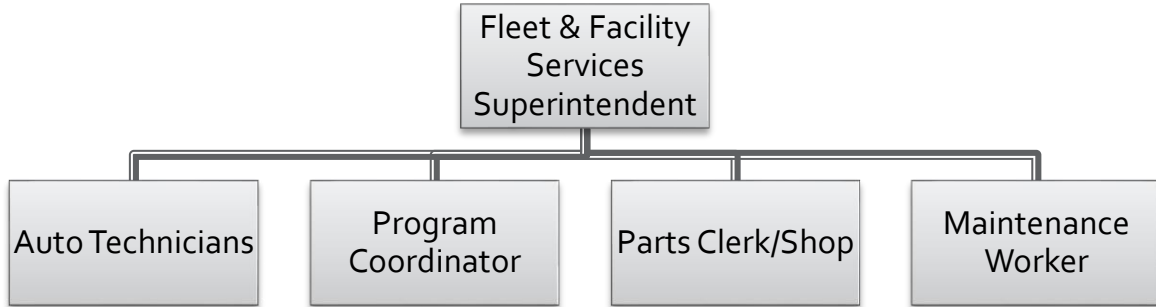
The Facility Services side of the Division performs maintenance, service, building upgrades, and repairs necessary to the daily operations of the Municipal Complex and offers support to the Three Oaks Recreational Area buildings. These services include, but are not limited to the maintenance, service, 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. We are also responsible for the management of service contracts with outside vendors.

Our 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. We will do this at the lowest possible cost with the least interference to the operating function of individual departments.



ORGANIZATIONAL CHART

FLEET & FACILITY SERVICES DIVISION



PERSONNEL SUMMARY

FLEET & FACILITY SERVICES DIVISION

Position	FY2015/2016	FY2016/2017	FY2017/2018
	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
Maintenance Worker	0.00	0.00	1.00
Parts Clerk	0.50	0.50	0.50
Total FTE	6.50	6.50	7.50



ACCOMPLISHMENTS

FLEET AND FACILITY SERVICES DIVISION

Implement the engineering plans that will address the air handler lockout issues in Mechanical Room #8. Hire a contractor through the bidding process to provide a heated boiler room make up air to minimize/eliminate lockout issues. Funds are requested to address this issue during the 2017 fiscal year.

This goal is in-progress. This project went out to bid and is currently underway.

Perform a five year arc flash study review for the Municipal Complex. This will include updating the one line diagrams.

This goal is in-progress. A comprehensive request for proposal was created with other divisions and will include Three Oaks Recreation Area. This RFP is currently out at the time of this writing.

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 "budgetary" replacement costs.

This goal is in-progress. After some discussion and reviewing facility risks and priorities it has been determined that a Facility Condition Study shall be performed. This study will focus on electrical and HVAC assets.

OBJECTIVES

FLEET AND FACILITY SERVICES DIVISION

- Perform a feasibility study for maintenance and light repairs on cars and light trucks.
 - Perform a feasibility study for parts acquisition and distribution.
 - Work with PW Administration to assist and develop a CMMS framework.
 - Work with a vendor to complete a facility condition assessment and determine future budget needs based on this assessment.
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ANNUAL BUDGET

FLEET & FACILITY SERVICES DIVISION

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54110. Wages-Full Time Employees	483,395	494,712	555,744	555,744	627,574
54115. Wages-Part Time Employees	31,792	34,135	41,319	41,319	43,018
54150. Wages-Overtime	12,177	5,855	15,000	12,000	12,000
54200. Group Insurance	82,885	89,943	103,470	103,470	113,085
Personnel Services	610,249	624,644	715,533	712,533	795,677
55140. Publishing Services	210	906	550	500	500
55160. Postage & Freight	686	356	675	675	350
55200. Training	3,435	2,436	5,065	4,065	3,905
55220. Dues and Subscriptions	446	314	605	605	605
55240. Insurance and Bonding Services	26,957	26,682	32,676	30,576	30,776
55300. Maintenance Services-Buildings & Offices	0	76	0	0	0
55310. Examinations	594	375	555	555	490
55320. Maintenance Services-Operating Equipment	4,635	6,726	3,875	3,875	8,055
55350. Rent - Clothing	2,572	3,016	3,750	3,750	3,750
55360. Radio Equipment Services	10	0	100	100	100
Contractual Services	39,544	40,886	47,851	44,701	48,531
56000. Office Supplies	931	701	900	900	850
56020. Cleaning Supplies	1,004	1,546	1,025	1,025	1,025
56040. Motor Fuel & Lubricants	2,606	2,573	2,600	2,600	2,600
56050. Computer Hardware & Software	5,270	6,162	14,932	11,432	11,482
56060. Small Tools and Equipment	24,240	16,069	13,550	13,550	16,275
56070. Automotive Supplies	13,452	4,969	2,800	2,800	2,220
56120. Clothing	3,348	3,016	4,700	4,700	4,510
56320. Operating Supplies	4,054	2,402	2,000	2,000	2,000
56950. Stationery and Printing	0	40	25	25	30
Materials & Supplies	54,904	37,476	42,532	39,032	40,992
Total - Fleet & Facility Services	\$704,698	\$703,007	\$805,916	\$796,266	\$885,200



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 increase in Full-Time Salaries is a result of transferring the Custodian position from the Police Department to the Fleet and Facilities Division.
 - The increase in Part-Time Salaries is a result of cost-of-living adjustment and step increase
 - A decrease in Overtime is based on actual spending trends.
 - The increase in Group Insurance is a result of transferring the Custodian position from the Police Department to the Fleet and Facilities Division.
 - Training is being reduced as a result of a one-time training in the previous fiscal year.
 - Amounts budgeted in Insurance & Bonding include premiums associated with three (3) underground storage tanks. The reduction is based on actual premiums for the underground storage tanks.
 - The increase in Operating Equipment Maintenance is due to a one-time equipment purchase request (SEFAC Lift Screw/Nut Replacement).
 - Computer Hardware and Software is being reduced as a result of postponing the purchase of an asset management program.
 - Small Tools and Equipment is being increased as a result of one-time purchases of an HD truck scan tool and additional floor and pedestal fans.
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CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



INFORMATION TECHNOLOGY
DEPARTMENT



STATEMENT OF ACTIVITIES

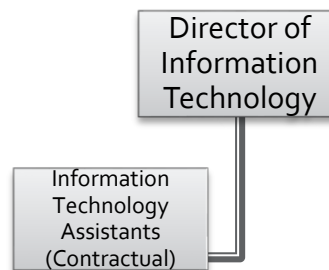
INFORMATION TECHNOLOGY DEPARTMENT

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 building and to Fire Stations #3 & #4, Wastewater Treatment Plant #2, and Three Oaks Recreation Area, and other miscellaneous network equipment. In addition, Information Technology is also responsible for the City's phone system.

The Information Technology Division is also 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, GIS Server Software and desktop applications, and many other small applications.

ORGANIZATIONAL CHART

INFORMATION TECHNOLOGY DEPARTMENT



PERSONNEL SUMMARY

INFORMATION TECHNOLOGY DEPARTMENT

Position	FY2015/2016	FY2016/2017	FY2017/2018
	Actual	Estimate	Budget
Information Technology Director	1.00	1.00	1.00
Information Technology Technician	0.50	0.50	0.00
Total FTE	1.50	1.50	1.00



ACCOMPLISHMENTS

INFORMATION TECHNOLOGY DEPARTMENT

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

OBJECTIVES

INFORMATION TECHNOLOGY DEPARTMENT

- Plan and implement the virtualization of all servers in the City's Data Center to allow for improved performance, disaster recovery, and longer hardware life.
 - Plan and implement the installation of Whole Room Uninterruptable Power Supply in the IT Data Center to provide increased protection to equipment in this room and
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longer and more stable provision of power during an outage or voltage drop to bridge the gap to full power on of the building generator.

- Plan and Implement a generator transfer switch for the Data Center in order to provide the ability to issue a command to start the building generator if power issues are encountered in the Data Center that are not impacting the remainder of the building to such an extent to cause the generator to start.
 - Plan and assist with the selection and implementation of new Community Development software which will provide for increased capability to provide virtual City Hall services within the Community Development function. Virtual City Hall would include such services as applying for and receiving permits, paying permits fees, submitting plans and other permit information and scheduling inspections through the Internet. In addition, Virtual City Hall would include in-field mobility for inspections so that data entry can be completed on a tablet or mobile phone and result information can be provided to customers via email or through a printer in the inspector vehicle.
 - Purchase and install an upgrade on all City computers from Office 2007 to Office 2016 to take advantage of the new functionality within these programs.
 - Continue to assist with a City-wide technology training program with a particular emphasis on training for all employees on the new Office 2016 software.
 - Continue to assist Departments in the use of the City's Document Imaging system with emphasis on expansion of use and adoption of additional technologies offered.
 - Continue to assist Departments with the creation of website content.
 - 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.
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ANNUAL BUDGET

INFORMATION TECHNOLOGY DEPARTMENT

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54110. Wages-Full Time Employees	179,019	144,852	160,419	160,419	164,429
54115. Wages-Part Time Employees	0	14,933	15,924	300	0
54200. Group Insurance	26,499	19,908	21,188	21,188	21,591
Personnel Services	205,518	179,693	197,531	181,907	186,020
55010. Professional Services	16,790	19,576	372,000	285,000	320,000
55160. Postage & Freight	0	12	0	0	0
55200. Training	2,141	999	14,350	4,350	14,350
55220. Dues and Subscriptions	250	250	450	300	450
55240. Insurance and Bonding Services	8,252	8,067	9,635	9,635	9,635
Contractual Services	27,433	28,904	396,435	299,285	344,435
56000. Office Supplies	728	0	1,590	1,590	1,590
56050. Computer Hardware & Software	35,076	37,086	54,647	53,543	46,768
56060. Small Tools and Equipment	0	0	500	500	500
Materials & Supplies	35,805	37,086	56,737	55,633	48,858
Total - Information Technology	\$268,755	\$245,682	\$650,703	\$536,825	\$579,313

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 change in Full-time Salaries reflects projected merit increases as well as contractually obligated increases. Non-union employees’ ability to receive a raise (from 0% to 2.5%) is based upon their individual performance.
- The reduction in Part-Time Salaries is a result of the elimination of Technician position.
- 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 7.01% over amounts budgeted in fiscal year 2016/2017. Reductions or increases beyond 7.01% in fiscal year 2017/2018 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.
- Professional Services is decreasing as a result of a reduction in contracted assistance.
- Computer Hardware & Software is being reduced as a result of a one-time purchase in the previous fiscal year.



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



SHARED SERVICES DIVISION



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.

ANNUAL BUDGET

SHARED SERVICES DIVISION

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
55010. Professional Services	0	159,205	221,846	207,163	74,400
55220. Dues & Subscriptions	0	0	0	0	7,293
55260. Utilities	230,048	208,108	254,055	281,655	267,455
55300. Maintenance Services-Buildings & Offices	283,728	218,163	230,172	232,272	277,027
Contractual Services	513,776	585,476	706,073	721,090	626,175
56050. Computer Hardware & Software	0	0	0	0	140,320
Materials & Supplies	0	0	0	0	140,320
Total - Shared Services	\$513,776	\$585,476	\$706,073	\$721,090	\$766,495

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.

- Professional Services is being reduced because the funds for the General Fund’s portion of GIS costs are being transferred to Dues and Subscriptions; whereas, the GIS software portion is being transferred to Computer Hardware & Software.
- Utilities are increasing because of the rise in copper line telecom costs.
- Maintenance Services is increasing because of increases maintenance costs to overhead doors and HVAC repairs.



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



SPECIAL PROJECTS DIVISION



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.

ACCOMPLISHMENTS

SPECIAL PROJECTS DIVISION

- Successfully completed the 30th 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.
-

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.
-



ANNUAL BUDGET

SPECIAL PROJECTS DIVISION

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54115. Wages-Part Time Employees	0	4,981	24,700	24,700	19,940
Personnel Services	0	4,981	24,700	24,700	19,940
55010. Professional Services	4,897	4,318	4,500	4,605	750
55020. Reimbursed Expenses	18	0	0	0	0
55300. Maintenance Services-Buildings & Offices	227,681	209,122	240,438	217,590	244,390
55750. Para Transit Services	66,821	54,223	53,364	53,364	53,364
Contractual Services	299,416	267,664	298,302	275,559	298,504
56000. Office Supplies	1,894	2,198	5,000	4,000	0
56040. Motor Fuel & Lubricants	0	84	0	0	0
56060. Small Tools and Equipment	0	27,578	10,000	7,000	9,000
Materials & Supplies	1,894	29,860	15,000	11,000	9,000
Total - Special Projects	\$301,310	\$302,505	\$338,002	\$311,259	\$327,444

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.

- The reduction in Part-Time Salaries is a result of the reduction in hours worked.
- Professional Services is being reduced as a result of a one-time environmental consulting contract for the downtown train station.
- Maintenance Services is increasing because of lighting repair to the Downtown Depot and downtown planter repairs.
- Office Supplies is being reduced because costs associated with downtown commuter parking are being transferred to the new Commuter Parking Fund.
- Small Tools and Equipment is being reduced because of a reduction in holiday decoration replacements.



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



THREE OAKS RECREATION AREA



STATEMENT OF ACTIVITIES

THREE OAKS RECREATION AREA

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 lifeguards, attendants and the site supervisor. Included in this budget are all operational costs, as well as costs for storage and winterizing of all equipment.

Beginning in fiscal year 2017/2018, activities associated with the Three Oaks Recreation Area will be reported as a separate department in the City's General Fund. In years prior, activities were reported in the Three Oaks Recreation Area Fund.

ACCOMPLISHMENTS

THREE OAKS RECREATION AREA

Enhance Revenues

- Perform boat rental rate analysis and recommend potential increases in boat rental rates.
 - Conducted a rate analysis for the rental of kayaks and canoes.
 - Rental of the pavilion adjacent to the North Lake.
 - Rented the pavilion 14 times for revenue of \$1,000.
 - Perform a pavilion rate analysis of comparable facilities to determine potential increases in rental rates.
 - Will perform annual rate analysis of comparable facilities.
 - Increase season pass sales through onsite promotion.
 - Tested sale of season passes at a kiosk in front of Lake House.
 - Continue promotion of scuba facility and cable park.
 - Placement of concrete culverts in the lake for divers to swim through, as well as researching additional artifacts to place in the lake to attract divers to the park.
 - Placed five culverts into lake, and sunk row boat. Continue to research other artifact options.
 - Enhanced promotion of the Marina rewards card program.
 - Continue to promote the rewards card program to guests who frequently visit the park.
 - Evaluate options to increase boat rentals on during slower periods of the season.
 - Continue to evaluate options such as offering discounts or coupons.
-



Control Costs

- Continue to leverage community volunteer networks to assist with the maintenance of the park.
 - Utilized volunteer groups to assist with spring clean-up and tree plantings throughout the park.

Guest Service

- Establish onsite customer information center to address guests' needs and be able to provide guests with park related information.
 - Periodically staffed a kiosk in front of the lake house to answer guest questions and encourage season pass sales. We hope to expand this next year.
- Continue to enhance communication through the website and social media.
 - Continue to update social media and the website on a daily basis with current information. Per the 2016 customer survey, the website (93%) and Facebook (14%) are the top two sources of customer information regarding the Three Oaks Recreation Area.

Team Member Training

- Implement a leadership/management training program to develop future management staff for the park.
 - Researching a curriculum for this winter for our current young managers to further develop their managerial skills.
- Increase the number of trainings to all staff throughout the season through an enhanced training calendar that incorporates customer service, technical and safety training.
 - Working on expanding training to include videos which staff can view on weekly basis, as well as adding additional refresher trainings throughout summer, especially for new staff. We are also considering new option for handling customer service training to expand that throughout the summer instead of a one-time training.

Safety

- Continue to promote, identify and address safety matters through the Three Oaks Safety Committee.
 - Established a Three Oaks Safety Committee.
- Continue to conduct facility and equipment safety checks, including weekly inventory checks of all boat rental watercraft.
 - Continued once-a-week inventory of all boat rental craft, as well as daily facility checks.

Continuous Improvement – Marina and Beach

- Evaluate enhancements to trolling motors and batteries rented in response to customer survey.
 - Purchased two 24v motors to rent to customers.
-



- Evaluate options to potentially expand swimming area.
 - Continue to research options for expansion of swim beach area, including adding second raft. This year, an inflatable raft and slide were added to increase swim beach activities for guests.

OBJECTIVES

THREE OAKS RECREATION AREA

Enhance Revenues

- Develop a marketing plan for the park to expand outreach efforts.
- Continue to promote the marina rewards program to increase the number of repeat guests that visit the facility.
- Research package options for pavilion rentals that would include other amenities at the park.
- Further develop open swim options and expand number of weekend opportunities.
- Expand promotion of scuba diving facility to other entities to use as a training location.

Control Costs

- Continue to leverage community volunteer networks to assist with park maintenance and development.

Guest Service

- Continue to evaluate options to better process vehicles through the parking gate during peak operating times.
- Evaluate options for guests to be able to make pavilion rental reservations via the Three Oaks website.
- Evaluate options to improve telephone communications between guests and staff, as well as to continue to enhance communication via website and social media.

Team Member Training

- Expand customer service training to multiple sessions throughout season that cover various topics/scenarios that are specific to the different operations at the park.
- Implement an ongoing training curriculum for supervisors to help further develop the skills and abilities for their role as a supervisor.
- Develop a more formal employee recognition program.

Safety

- Continue to expand the duties of Three Oaks Safety Committee to make safety recommendations for the park.
 - Further develop internal process for conducting facility and equipment safety checks, and establish a more formal process for staff to report maintenance/safety related issues.
-



Continuous Improvement – Marina and Beach

- Evaluate options to better streamline Marina customer service.
- Evaluate options for potential reservations for watercraft, specifically pontoons.
- Continue to evaluate options to enhance the enjoyment for guests at the swim beach, such as looking at ways to expand swimming area and amenities offered.

ANNUAL BUDGET

THREE OAKS RECREATION AREA

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	2018 Budget
54115. Wages-Seasonal Employees	0	0	0	0	414,394
Personnel Services	0	0	0	0	414,394
55010. Professional Services	0	0	0	0	20,745
55140. Publishing Services	0	0	0	0	5,145
55160. Postage & Freight	0	0	0	0	100
55200. Training	0	0	0	0	3,200
55240. Insurance and Bonding Services	0	0	0	0	3,531
55260. Utilities	0	0	0	0	35,963
55310. Examinations	0	0	0	0	8,950
55420. Plant Maintenance Services	0	0	0	0	110,757
Contractual Services	0	0	0	0	188,391
56000. Office Supplies	0	0	0	0	1,000
56020. Cleaning Supplies	0	0	0	0	5,000
56040. Motor Fuel & Lubricant	0	0	0	0	3,000
56050. Computer Hardware & Software	0	0	0	0	22,665
56060. Small Tools and Equipment	0	0	0	0	36,625
56070. Automotive Supplies	0	0	0	0	2,700
56120. Clothing	0	0	0	0	6,500
56320. Operating Supplies	0	0	0	0	8,700
Materials & Supplies	0	0	0	0	86,190
Total – Three Oaks Recreation Area	\$0	\$0	\$0	\$0	\$688,975



ACCOUNT INFORMATION

THREE OAKS RECREATION AREA

Beginning in fiscal year 2017/2018, operating activities of the Three Oaks Recreation Area will be reported as a separate department in the City's General Fund. Prior years' activity of the Three Oaks Recreation Area is presented on the Other Funds section of this document.

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.

- In efforts to ensure that the pay range for Recreation Managers is comparable with other organizations, Part-Time Salaries has been increased. This increase is based on a survey conducted.
 - Professional Services is being reduced because of a reduction in WeatherBug fees.
 - Publishing Services is being reduced because of the elimination of scuba expo supplies.
 - Utilities is being reduced based on actual spending trends.
 - Plant Maintenance Services is being reduced as a result of a one-time purchase in the previous fiscal year.
 - Additional funds have been budgeted in Computer Hardware and Software for a Point-of-Sale system.
 - Small Tools and Equipment is being reduced as a result of a one-time purchase in the previous fiscal year.
 - Operating Supplies is being increased for marina supplies.
-



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



POLICE & FIREFIGHTERS' PENSION
OBLIGATION



ANNUAL BUDGET

POLICE & FIREFIGHTERS' PENSION OBLIGATION

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
58310. Transfer To Police Pension Fund	1,778,991	2,060,493	1,992,354	1,992,354	2,091,066
58315. Transfer To Fire Pension Fund	1,555,672	1,925,999	1,693,212	1,693,212	1,609,399
Personnel Services	3,334,663	3,986,492	3,685,566	3,685,566	3,700,465
Total - Pension Obligation	\$3,334,663	\$3,986,492	\$3,685,566	\$3,685,566	\$3,700,465



CITY OF CRYSTAL LAKE

ANNUAL BUDGET

FISCAL YEAR 2017/2018



DEBT SERVICE



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.

ANNUAL BUDGET

DEBT SERVICE

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
55015- Paying Agent Fees	182	157	0	200	200
Contractual Services	182	157	0	200	200
58100. Debt Service - Principal	356,004	375,711	385,984	385,984	380,548
58110. Debt Service - Interest	67,173	58,449	48,588	48,388	37,179
Debt Service	423,177	434,160	434,572	434,372	417,727
Total - Debt Service	\$423,359	\$434,317	\$434,572	\$434,572	\$417,927



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



HOME RULE SALES TAX FUND



STATEMENT OF ACTIVITIES

HOME RULE SALES TAX FUND BUDGET

A 0.75% Home Rule Sales Tax was implemented under Illinois Home Rule Authority as of July 1, 2008. The 0.75% Home Rule Sales Tax on general merchandise provides funding for operational services of the City as well to provide for the payment of debt service for the Three Oaks Recreation Area.

Beginning in fiscal year 2017/2018, Home Rule Sales Tax will be reported as income in the City's General Fund. In years prior, Home Rule Sales Tax was segregated in its own Fund.

ANNUAL BUDGET

HOME RULE SALES TAX FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
41032. Home Rule Sales Tax	\$5,084,373	\$5,040,729	\$5,109,000	\$5,050,000	\$0
47010. Interest Income	1,814	2,556	1,500	1,500	0
48990. Miscellaneous Income	0	156,810	0	0	0
Total Revenues	5,086,186	5,200,095	5,110,500	5,051,500	0
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	5,086,186	5,200,095	5,110,500	5,051,500	0



ANNUAL BUDGET

HOME RULE SALES TAX FUND SUMMARY (CONT'D)

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
OTHER FINANCING SOURCES (USES)					
Transfer In					
Virginia Street TIF Fund	13,108	11,679	11,677	9,595	0
Transfer Out					
General Fund	(3,739,821)	(3,486,151)	(3,808,138)	(5,384,127)	0
Capital Replacement Fund	(43,656)	(168,877)	(162,500)	(162,500)	0
Road/Vehicle License Fund	0	(525,000)	(300,000)	(300,000)	0
Three Oaks Recreation Area Fund	(155,858)	(121,593)	(181,443)	(49,532)	0
Three Oaks Debt Service Fund	(1,048,349)	(1,049,851)	(1,054,341)	(1,051,026)	0
Three Oaks Capital Fund	0	0	(112,623)	(53,795)	0
Three Oaks Development Fund	0	0	(822,329)	(810,981)	0
Total Other Financing Sources (Uses)	(4,974,576)	(5,339,793)	(6,429,697)	(7,802,366)	0
Net Change in Fund Balance	111,610	(139,698)	(1,319,197)	(2,750,866)	0
Beginning Fund Balance	2,778,954	2,890,564	2,750,866	2,750,866	0
Restricted or Assigned Fund Balance	(546,255)	(1,319,197)	0	0	0
Available Fund Balance	\$2,344,309	\$1,431,669	\$1,431,669	\$0	\$0



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CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



WATER & SEWER OPERATING
FUND



ANNUAL BUDGET

WATER & SEWER OPERATING FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
41900. Grant Proceeds - Other	\$0	\$495	\$0	\$0	\$0
Total Intergovernmental Revenue	0	495	0	0	0
45750. Meter Rental Fees	8,776	10,952	0	8,000	0
46010. Water Sales	4,248,179	4,675,863	5,101,000	5,132,800	5,682,500
46015. Water Penalties	296,589	293,222	320,000	292,500	320,000
46020. Sewer Sales	4,230,634	4,628,175	4,983,000	5,001,000	5,466,200
46300. Water Meter Fees	12,393	12,620	13,800	13,800	13,800
46400. Water Tap-on Fees	22,285	0	0	0	0
46480. Water Turn On Fee	11,495	13,100	0	11,000	0
46485. Red Tag Fees	9,570	13,443	0	10,000	0
48700. Rental Income-City Property	265,937	237,760	293,200	293,200	307,854
Total User Fees	9,105,857	9,885,136	10,711,000	10,762,300	11,790,354
47010. Interest Income	18,307	28,635	2,500	45,000	20,000
47990. Unrealized Gain/Loss on Invest	6,516	57,693	0	0	0
Total Interest Income	24,823	86,329	2,500	45,000	20,000
48950. Reimbursements	36,758	29,858	0	0	0
48990. Miscellaneous Income	64,419	66,348	54,300	45,000	11,200
Total Miscellaneous	101,177	96,205	54,300	45,000	11,200
Total Revenues	9,231,857	10,068,164	10,767,800	10,852,300	11,821,554
EXPENDITURES					
Public Works Administration	736,874	769,403	856,539	853,576	869,018
Water & Sewer Operations	3,476,850	3,561,554	4,235,663	4,085,249	4,189,120
Wastewater Treatment	2,698,869	2,599,347	3,134,728	2,921,741	3,087,911
Total Expenditures	6,912,592	6,930,303	8,226,930	7,860,566	8,146,049
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	2,319,265	3,137,861	2,540,870	2,991,734	3,675,505



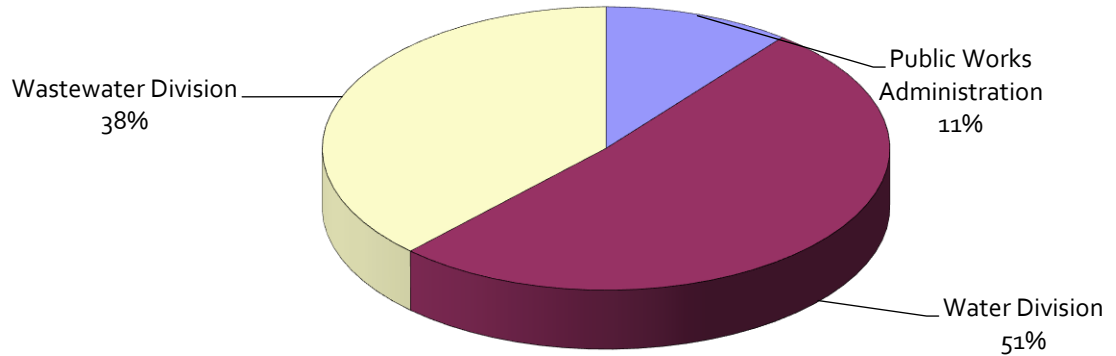
ANNUAL BUDGET

WATER & SEWER OPERATING FUND SUMMARY (CONT'D)

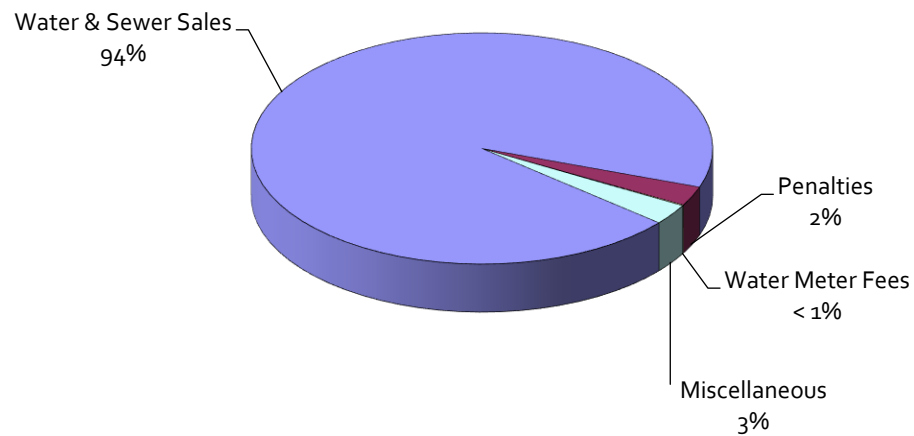
Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
OTHER FINANCING SOURCES (USES)					
Transfer Out					
Water & Sewer Debt Service Fund	(2,014,530)	(3,370,169)	(3,785,420)	(3,785,420)	(3,881,663)
Water & Sewer Capital Replacement					
Fund	(357,711)	0	0	0	(414,805)
Asset Impairment	(85,901)	0	0	0	0
Total Other Financing Sources (Uses)	(2,458,142)	(3,370,169)	(3,785,420)	(3,785,420)	(4,296,468)
Change in Payables/Receivables	(165,072)	152,854	(728,896)	(728,896)	0
Net Change in Cash	(303,949)	(79,454)	(1,973,446)	(1,522,582)	(620,963)
Beginning Cash Balance	4,742,576	4,438,627	4,359,173	4,359,173	2,836,591
Ending Cash Balance	\$4,438,627	\$4,359,173	\$2,385,727	\$2,836,591	\$2,215,628



Water & Sewer Expenditures by Function



Water & Sewer Fund Revenues by Source



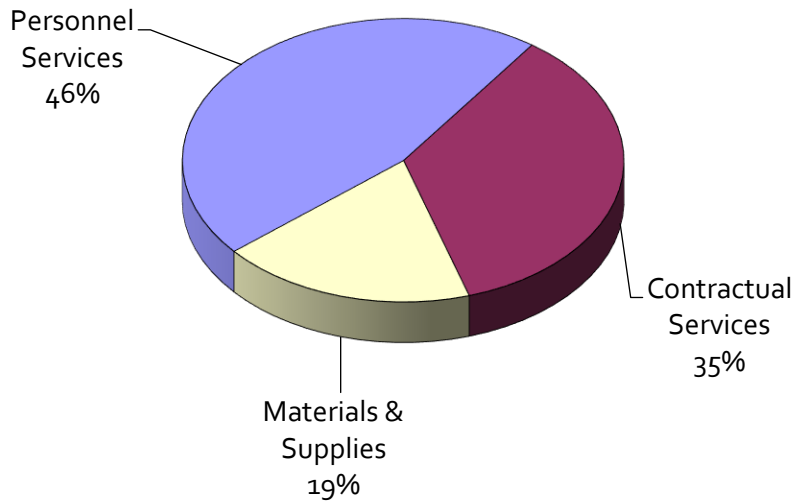


ANNUAL BUDGET

WATER & SEWER OPERATING FUND SUMMARY - MAJOR OBJECT

	Personnel Services	Contractual Services	Materials & Supplies	Capital Outlay	Debt Service	Grand Total
Public Works Administration	\$639,659	\$204,483	\$24,876	\$0	\$0	\$869,018
Water Department	1,906,948	1,460,309	821,863	0	0	4,189,120
Wastewater Department	1,200,069	1,213,080	674,762	0	0	3,087,911
	\$3,746,676	\$2,877,872	\$1,521,501	\$0	\$0	\$8,146,049
% Percentage	45.99%	35.33%	18.68%	0.00%	0.00%	100.00%

Water & Sewer Expenditures by Type





CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



PUBLIC WORKS ADMINISTRATION DIVISION/
PUBLIC WORKS DEPARTMENT



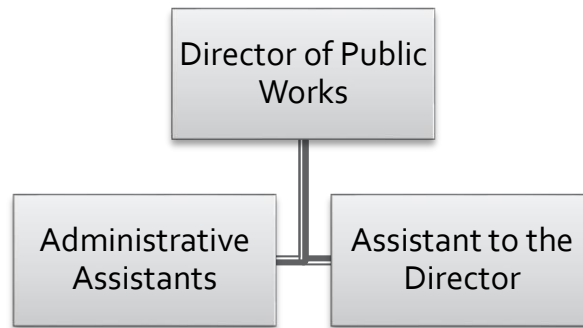
STATEMENT OF ACTIVITIES

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.

ORGANIZATIONAL CHART

PUBLIC WORKS ADMINISTRATION DIVISION



PERSONNEL SUMMARY

PUBLIC WORKS ADMINISTRATION DIVISION

Position	FY2015/2016	FY2016/2017	FY2017/2018
	Actual	Estimate	Budget
Director of Public Works	1.00	1.00	1.00
Assistant to the Public Works Director	1.00	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



ACCOMPLISHMENTS

PUBLIC WORKS ADMINISTRATION DIVISION

Finalize the Department's initial Self-Assessment phase of 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 in 2017.

Create template for the Department's annual report which will be provided to Council every year.

This goal is complete. The annual report was created and presented to City Council during spring of 2016.

Continue and further initiate discussions to explore all options related to long term water supply and treatment options.

This goal is on-going. Staff continues to research and understand the most appropriate option for long term water supply and treatment options.

Schedule additional management training for Superintendents and Supervisors.

This goal is complete. Superintendents and Supervisors were able to attend business writing seminars and other management trainings related to their discipline. In addition, these staff attended four days of leadership training with the Keller Group.

OBJECTIVES

PUBLIC WORKS ADMINISTRATION DIVISION

- Receive APWA Accreditation.
 - Conduct value analysis of Department functions and complete a Departmental Strategic Plan.
 - Identify cross-division and cross department resource sharing opportunities to improve efficiency.
 - Review and update departmental polices and Job Safety Analyses.
 - Schedule additional management training for Superintendents and Supervisors.
 - Develop asset management framework and identify data and resource needs.
 - Develop long range capital improvement plan for water and wastewater facilities.
-



ANNUAL BUDGET

PUBLIC WORKS ADMINISTRATION DIVISION

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54110. Wages-Full Time Employees	328,344	317,453	441,448	441,355	447,785
54115. Wages-Part Time Employees	0	0	0	0	6,300
54125. Vacation Benefits Used	36,015	33,013	0	0	0
54130. Sick Time Benefits Used	15,127	4,944	0	0	0
54150. Wages-Overtime	0	0	0	93	0
54200. Group Insurance	78,896	79,635	86,712	86,712	92,895
54301. Employer's Social Security	25,941	25,063	27,370	27,370	28,153
54302. Employer's IMRF	47,509	45,564	57,170	57,170	57,942
54303. Employer's Medicare	0	0	6,400	6,400	6,584
Personnel Services	531,833	505,672	619,100	619,100	639,659
55010. Professional Services	57,109	112,365	88,960	93,960	88,960
55040. Annual Audit Services	6,529	6,883	7,700	7,700	7,700
55140. Publishing Services	57	46	200	116	200
55160. Postage & Freight	65,143	66,600	68,000	68,000	68,000
55200. Training	2,851	4,021	2,820	2,820	2,820
55220. Dues and Subscriptions	263	156	753	978	978
55240. Insurance and Bonding Services	33,470	32,531	20,041	20,041	20,041
55260. Utilities	6,159	6,159	6,159	6,159	6,159
55300. Maintenance Services-Buildings & Offices	9,525	9,525	9,525	9,525	9,525
55340. Maintenance Services-Office Equipment	0	0	100	100	100
Contractual Services	181,106	238,287	204,258	209,399	204,483
56000. Office Supplies	1,437	698	1,300	551	1,000
56040. Motor Fuel & Lubricants	0	112	0	0	0
56050. Computer Hardware & Software	5,690	6,752	9,181	2,176	1,176
56060. Small Tools and Equipment	406	12	350	0	350
56070. Automotive Supplies	0	1,196	0	0	0
56950. Stationery and Printing	16,277	16,574	22,350	22,350	22,350
58900. Miscellaneous	125	100	0	0	0
Materials & Supplies	23,935	25,444	33,181	25,077	24,876
Total - Public Works Administration	\$736,874	\$769,403	\$856,539	\$853,576	\$869,018



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 change in Full-time Salaries reflects projected merit increases as well as contractually obligated increases. Non-union employees’ ability to receive a raise (from 0% to 2.5%) is based upon their individual performance.
 - 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 7.01% over amounts budgeted in fiscal year 2016/2017. Reductions or increases beyond 7.01% in fiscal year 2017/2018 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.
 - Computer Hardware and Software is being reduced as a result of reallocating ESRI GIS support to Shared Services.
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CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



WATER & SEWER DIVISION/PUBLIC
WORKS DEPARTMENT



STATEMENT OF OPERATIONS

WATER & SEWER DIVISION

The Water and Sewer Division performs four primary functions:

1. Provide a safe and adequate supply of quality potable (drinking) water meeting all regulatory and environmental requirements. The Division operates five treatment facilities, 11 wells and 8 storage reservoirs.
2. Distribute and meter potable water to the residents and businesses in the City of Crystal Lake through a system of over 230 miles of water mains, 2,949 valves and 3,122 fire hydrants.
3. Manage and maintain approximately 175 miles of sanitary sewer mains and manholes.
4. Manage and maintain the City's storm water collection system of inlets, catch basins, manholes and sewers.

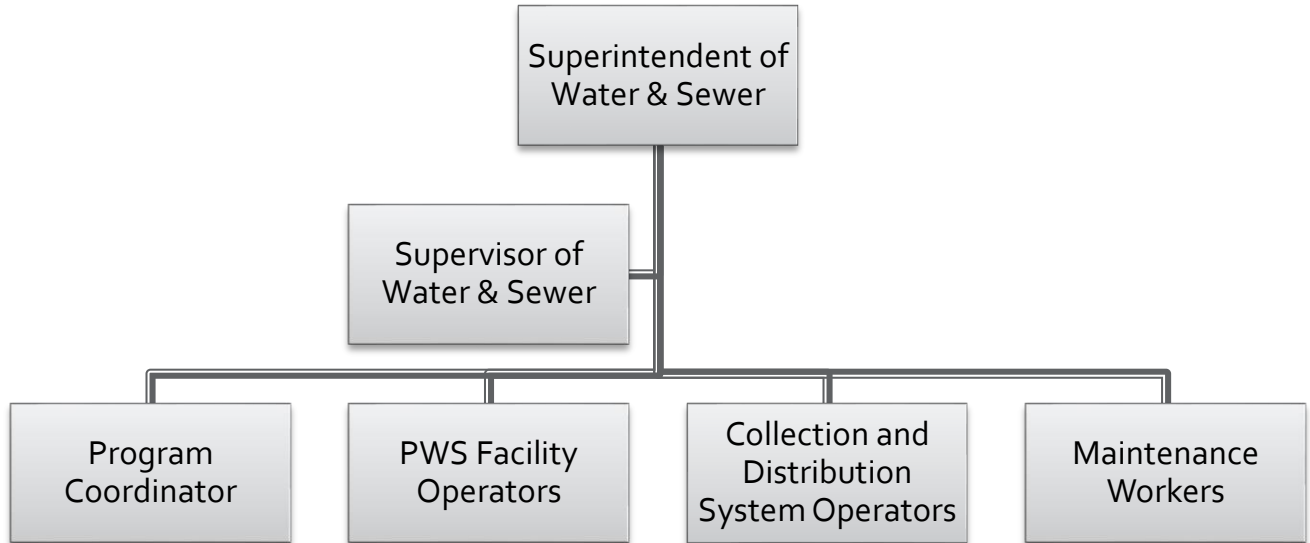
Daily activities include:

- Operation of the water plants and water system utilizing and maintaining our SCADA system to optimize operations and provide for rapid response.
 - Monthly reading of 13,792 water meters via drive by readers, connect and seal of every new meter, performing final meter reads for every property closing, and shut off of water for non-payment.
 - Responding to residents and businesses with sewer, water quality & water pressure concerns.
 - Assuring EPA compliance by performing all bacteriological, fluoride, chlorine, phosphate, and other water samples required by the EPA. Compiling, creating and submitting required EPA reports.
 - Review of plans for sewer and water system additions and improvements, walkthroughs on every new addition to the sewer and water system to assure proper installation and operation of new facilities.
 - 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.
 - During winter months Water and Sewer Division works with the Street Division to remove snow on main routes, cul-de-sac's, and public sidewalks.
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ORGANIZATIONAL CHART

WATER & SEWER DIVISION



PERSONNEL SUMMARY

WATER & SEWER DIVISION

Position	FY2015/2016	FY2016/2017	FY2017/2018
	Actual	Estimate	Budget
Superintendent	1.00	1.00	1.00
Supervisor	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00
PWS Facility Operator	5.00	5.00	5.00
PWS Distribution Operator	1.00	1.00	1.00
WW Collection Operator	1.00	1.00	1.00
Maintenance Worker	4.00	4.00	4.00
Utility Customer Service Representative	0.00	0.00	1.00
Office Assistant	1.00	1.00	0.00
Total FTE	15.00	15.00	15.00



ACCOMPLISHMENTS

WATER & SEWER DIVISION

Meet all EPA water standards and receive zero EPA violations.

This goal is met and on-going. 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 for continued reliable water production from the City's water supply. The specific wells that require rehabilitation work will be prioritized by equipment failure and loss of specific capacity (water produced from the well).

This goal is partially met. Repair and maintenance work was completed on Well #6, and maintenance and repair work will be completed on Wells #11 and #16 so our water system is ready for the summer demands.

Work with an engineering firm to pilot test barium removal technology and obtain IEPA approval for this new water treatment process.

This goal has been placed on hold because of unfavorable preliminary testing results and staff research indicating this type of treatment does not appear to be used in the industry.

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 grouting.

Goal met and ongoing. We continue to work with the Wastewater Division on areas they identify with high levels of inflow and infiltration. We had a contractor grout 11 sanitary manholes that had visible infiltration tributary to lift station #8.

Continue to work with the City's GIS consultant to improve the accuracy of the sanitary and storm layers of the GIS system.

Goal met and ongoing. Staff meets with Engineering and our GIS consultant to update our GIS sewer maps. Significant progress has been made and this will be ongoing for one more year.

Implement the use of new sanitary sewer inspection equipment and create a multi-year plan to aggressively survey the condition of our sanitary sewers to help reduce sewer backups.



Goal met and ongoing. This year we purchased acoustical sewer assessment equipment which allows us to efficiently survey the condition of our sanitary sewers. With this new technology we have been able to survey about half of our sanitary system this year. We found sewer mains that were significantly blocked and we were able to clean those locations before a back-up occurred.

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.

Goal met on ongoing. The CMOM report submitted to the IEPA included the following goals that we have met: evaluate 25% and clean & televise 5% to 10% of our sewer system each year, continue to update our GIS system, and complete grouting and lining as required.

OBJECTIVES

WATER & SEWER DIVISION

- Meet all EPA water standards and receive zero EPA violations.
 - Update our Water Treatment Plant, water distribution, and collection system capital improvement plans to provide the most cost effective strategy for the City to provide reliable potable water and collection systems to our existing water customers and potential future growth.
 - Power-wash one of the City's four elevated water towers to remove mildew growth and promote a clean appearance of our water tower.
 - Increase the use of available technology to improve tracking and documentation of division activities such as sewer cleaning, televising, and lining and grouting activities.
 - Continue to work with the Wastewater Division to determine which tributary areas have high levels of inflow and infiltration concerns. Evaluate the most critical areas identified, and rehabilitate sanitary sewer mains and manholes with processes such as grouting.
 - Continue to work with the Engineering Department and City's GIS consultant to improve the accuracy of the sanitary and storm layers in our GIS system.
 - Utilize the use of our new sewer acoustical inspection equipment to survey the condition of at least one third of our sanitary system to help reduce the possibility of sewer backups.
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- Continue to comply with the City's Capacity, Management, Operations and Maintenance Program. This will include reviewing our sewer use ordinance, review of safety procedures, cleaning and televising of more than 5% of our sanitary system, and controlling the sources of blockages such as roots and grease.
- Identify areas of the City's sanitary sewer system that have the potential to cause backups from structural pipe failures or excessive roots. Schedule these areas for future root treatment or lining as required.

ANNUAL BUDGET

WATER & SEWER DIVISION

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54110. Wages-Full Time Employees	1,061,657	1,152,494	1,190,100	1,190,100	1,223,973
54115. Wages-Part Time Employees	9,525	5,825	11,475	11,475	14,963
54150. Wages-Overtime	62,026	75,945	94,000	94,000	94,000
54200. Group Insurance	255,670	280,228	297,039	297,039	301,364
54301. Employer's Social Security	83,193	93,964	80,325	80,325	82,642
54302. Employer's IMRF	140,974	158,684	166,290	166,290	170,678
54303. Employer's Medicare	0	0	18,800	18,800	19,328
Personnel Services	1,613,045	1,767,139	1,858,029	1,858,029	1,906,948
55010. Professional Services	99,442	222,344	224,008	224,008	218,900
55140. Publishing Services	537	744	500	500	500
55160. Postage & Freight	6,098	5,155	3,350	5,500	5,500
55200. Training	5,433	6,179	8,945	8,945	7,500
55220. Dues and Subscriptions	7,161	7,600	7,954	7,954	7,954
55240. Insurance and Bonding Services	80,270	62,619	87,870	87,870	87,870
55260. Utilities	612,116	610,913	662,100	630,000	630,000
55310. Examinations	993	1,022	1,964	1,500	1,500
55320. Maintenance Services-Operating Equipment	3,447	795	2,450	2,450	9,335
55350. Rent - Clothing	459	904	1,050	1,050	1,050
55360. Radio Equipment Services	1,438	2,706	3,000	3,000	3,000
55390. Sidewalk Maintenance and Repair	14,452	6,020	9,000	9,000	9,000
55420. Plant Maintenance Services	154,447	81,877	206,200	206,200	216,200
55440. Lines and Systems Maintenance	77,701	180,481	261,000	261,000	261,000
55680. Rent - Buildings and Equipment	1,598	1,102	1,000	1,000	1,000
Contractual Services	1,065,592	1,190,462	1,480,391	1,449,977	1,460,309



ANNUAL BUDGET

WATER & SEWER DIVISION (CONT'D)

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
56000. Office Supplies	1,587	2,292	2,250	2,250	2,250
56020. Cleaning Supplies	0	8	0	0	0
56030. Landscape Materials	608	279	950	950	950
56040. Motor Fuel & Lubricants	34,600	16,149	21,800	21,800	21,800
56050. Computer Hardware & Software	6,438	2,676	15,853	15,853	28,973
56060. Small Tools and Equipment	37,908	17,341	23,800	23,800	23,800
56070. Automotive Supplies	59,292	22,437	42,660	42,660	62,060
56080. Public Works Materials	23,928	24,037	27,500	27,500	27,500
56120. Clothing	12,236	9,412	10,660	10,660	10,660
56140. Water Meter Parts	75,555	37,951	65,000	40,000	65,000
56150. Fire Hydrants	34,441	17,555	35,000	35,000	35,000
56160. Salt	298,386	285,626	444,000	350,000	350,000
56170. Chemicals And Sealants	50,373	47,656	67,900	67,900	55,000
56180. Laboratory Supplies	6,625	6,712	8,000	8,000	8,000
56220. Water Tap Materials	19,541	21,754	23,500	23,500	23,500
56320. Operating Supplies	4,230	3,537	7,000	6,000	6,000
56420. Plant Maintenance Supplies	132,465	88,034	100,600	100,600	100,600
56950. Stationery and Printing Materials & Supplies	0	497	770	770	770
	798,212	603,952	897,243	777,243	821,863
Total - Water & Sewer Operations	\$3,476,850	\$3,561,554	\$4,235,663	\$4,085,249	\$4,189,120

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 change in Full-time Salaries reflects projected merit increases as well as contractually obligated increases. Non-union employees' ability to receive a raise (from 0% to 2.5%) is based upon their individual performance.
- 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



7.01% over amounts budgeted in fiscal year 2016/2017. Reductions or increases beyond 7.01% in fiscal year 2017/2018 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.

- Professional Services was reduced based on a reduction in legal and engineering services.
 - Postage & Freight was increased based on actual spending trends.
 - Training is being reduced as a result of a one-time training in the previous fiscal year.
 - Utilities and Examinations are being reduced based on actual spending trends.
 - Maintenance Services was increased for the maintenance and repairs of the sewer televising crawler and camera.
 - Plant Maintenance Services was increased to include power washing of one water tower.
 - Computer Hardware and Software is being increased for actual SCADA related costs.
 - Automotive Supplies is being increased to allow for a one-time strobe system upgrade to Unit 555 as well as repairs to Units 550 and 555.
 - Salt, Chemicals and Sealants, and Operating Supplies are being reduced based on actual spending trends.
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CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



WASTEWATER TREATMENT DIVISION/
PUBLIC WORKS DEPARTMENT



STATEMENT OF ACTIVITIES

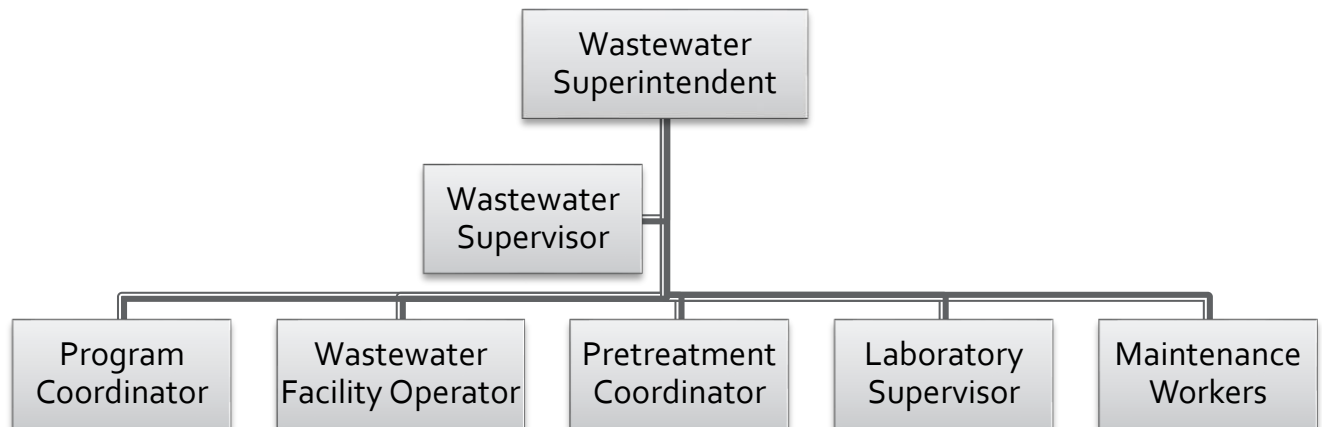
WASTEWATER TREATMENT DIVISION

The Wastewater Treatment Division is responsible for the operation and maintenance of two wastewater treatment facilities, twenty seven sanitary lift stations and three storm water lift stations. During Fiscal Year 2015/16, the facilities processed an average of 4.5 million gallons per day or 1.7 billion gallons throughout the year, producing an effluent that meets Illinois Environmental Protection Agency NPDES requirements. Other activities include laboratory analysis of samples required for NPDES reporting, plant process control, industrial monitoring and potable water analysis.

In addition, 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 Pretreatment Program. This includes monitoring and inspecting restaurant grease traps and Three Oaks Recreational Facility lake sampling.

ORGANIZATIONAL CHART

WASTEWATER TREATMENT DIVISION





PERSONNEL SUMMARY

WASTEWATER TREATMENT DIVISION

Position	FY2015/2016	FY2016/2017	FY2017/2018
	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	1.00	1.00	1.00
WW Collection Systems Operator	1.00	1.00	1.00
WW Facility Operator	0.00	1.00	2.00
Maintenance Worker	3.00	2.00	1.00
Total FTE	9.00	9.00	9.00

ACCOMPLISHMENTS

WASTEWATER DIVISION

Meet all IEPA 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.

Wastewater water staff continues to work with the consulting engineer and contractor through progress meetings, regular coordination and communication to ensure this goal continues to be met. To date, there have been no permit violations or major operational issues experienced at either facility. Wastewater staff has been giving clear, concise and detailed expectations in a continued effort to meet this requirement. Continuing to communicate and coordinate with the contractor and plant staff will be the expectation moving forward.



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.

The new motor control center (MCC) was installed and placed into operation the week of October 3rd 2016. Wastewater staff continues to work with the contractor to correct minor operational issues. The design engineer has completed a final inspection of the installation. The existing MCC needs to be removed and punch list items completed for the project to be considered substantially complete. It's anticipated the project will be 100% completed this fiscal year.

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.

The 3rd phase of this plan was completed October 3, 2016. Wastewater staff were relocated to different facilities and areas of responsibilities. Currently, all staff members are considered proficient in most areas of the division. All eight staff members have been included in the on-call rotation and are responding to alarm call outs, operational issues and emergency events. The cross training and rotation plan has now been reduced to a 3-6 month time frame and it will continue to be refined to meet the needs of the division.

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.

Wastewater staff has met on numerous occasions to coordinate the criteria for FOG follow up inspections. Based on these triggers, subsequent inspections were completed for facilities which have not complied with paperwork and grease trap manifest requirements. Initial inspections of nursing homes and retirement facilities were also conducted.

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.

To date, the Wastewater Division has not experienced any sanitary over flows (SSOs) or basement backups this budget cycle. Staff continues working to improve operations, the replacement of outdated equipment and improving operational strategies to reduce the



possibility of these occurrences. Training exercises are conducted on a regular basis to ensure staff is prepared to respond to all emergency situations or operational issues that may occur. Effective communication and training continues to be the expectation.

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.

The Alum flow pacing project was completed and placed into operation on February 25, 2016. To date, the operation has proven to be effective saving \$10,223.29 in chemical costs from the year prior. The return on investment (ROI) was slightly longer than anticipated (8 months), but sustained chemical savings should be expected moving forward. Many variables can impact the amount of chemical savings from month to month; including precipitation amount, City water usage and inflow and infiltration coming into the wastewater plant.

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.

The new waste pump was purchased, installed and placed into operation by wastewater staff in May 2016. Plant staff now has pumping redundancy and are able to move sludge from process to process to effectively meet all solids processing and handling requirements.

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.

The safety stairs were ordered in September 2016. The installation of these stairs will allow wastewater staff to access the roofs safely and reduce the likelihood of an accident or injury. Wastewater staff meets on a regular basis to discuss divisional safety concerns. The determination of areas that require attention, a change in process or any other aspect assisting to reduce or eliminate the possibility of a safety incident and ultimately reduce the Wastewater Division's accident potential.



OBJECTIVES

WASTEWATER DIVISION

- Continue to meet all NPDES permit limits for effluent at both facilities during construction at both facilities.
 - Continue to improve and transition from a reactive maintenance to planned preventative maintenance and scheduled repairs.
 - Complete and refine the Phase #3 cross training of wastewater staff. At its conclusion, all maintenance staff will be able to maintain, operate and troubleshoot any wastewater / lift station facility.
 - Work with Wastewater staff to learn and operate every aspect of the WWTP #2 & #3 upgrades.
 - Work with Wastewater staff to train and educate staff members in the many aspects of the wastewater field. The Supervisor and Superintendent have made it a priority to conduct regular training sessions to assist staff members in their knowledge of wastewater equipment, processes and biology.
 - Continue implementing and, if necessary, improve the Fats, Oil & Grease (FOG) program.
 - Continue minimizing all sanitary sewer overflows (SSOs), basement back-ups attributed to lift stations. Improve effectiveness and efficiency of lift station inspections and equipment (SCADA). Continue effective implementation of long-term Capital Improvement programs to renew aging infrastructure can be reduce the possibility of fines and citations from State agencies.
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ANNUAL BUDGET

WASTEWATER TREATMENT DIVISION

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54110. Wages-Full Time Employees	632,194	592,767	715,344	715,344	770,994
54115. Wages-Part Time Employees	7,859	14,221	25,500	25,500	19,952
54125. Vacation Benefits Used	51,973	47,956	0	0	0
54130. Sick Time Benefits Used	17,445	11,387	0	0	0
54150. Wages-Overtime	58,014	39,179	57,117	57,117	57,117
54200. Group Insurance	195,523	185,991	169,980	169,980	179,889
54301. Employer's Social Security	56,061	54,074	49,475	49,475	52,580
54302. Employer's IMRF	94,809	90,020	100,100	100,100	107,240
54303. Employer's Medicare	0	0	11,600	11,600	12,297
Personnel Services	1,113,878	1,035,595	1,129,116	1,129,116	1,200,069
55010. Professional Services	173,971	105,039	194,093	224,093	138,303
55080. Pest Control Services	0	999	3,982	4,782	3,982
55140. Publishing Services	665	913	450	450	450
55160. Postage & Freight	2,779	1,129	3,300	3,300	1,500
55200. Training	10,391	4,806	11,600	9,510	10,210
55220. Dues and Subscriptions	3,076	4,474	14,003	13,973	7,343
55240. Insurance and Bonding Services	41,268	52,093	46,091	46,091	46,091
55260. Utilities	350,276	334,969	517,200	382,240	442,400
55310. Examinations	2,009	497	1,452	1,452	1,452
55320. Maintenance Services-Operating Equipment	42	21	100	0	0
55360. Radio Equipment Services	1,872	739	1,400	1,400	700
55420. Plant Maintenance Services	249,647	366,132	383,965	361,285	512,149
55630. State Filing Fee	47,500	50,000	47,500	50,000	47,500
55680. Rent - Buildings and Equipment	272	225	3,500	1,000	1,000
Contractual Services	883,768	922,036	1,228,636	1,099,576	1,213,080
56000. Office Supplies	4,682	5,236	4,000	5,925	5,500
56030. Landscape Materials	0	0	1,250	1,250	4,500
56040. Motor Fuel & Lubricant	16,860	9,190	16,900	16,900	17,900
56050. Computer Hardware & Software	8,464	2,710	8,602	6,852	9,352
56060. Small Tools and Equipment	44,572	29,838	41,995	41,995	41,500
56070. Automotive Supplies	5,512	8,757	17,025	17,025	17,025
56080. Public Works Materials	15	199	0	0	0
56120. Clothing	11,527	9,105	11,310	11,235	11,235
56170. Chemicals And Sealants	334,686	294,509	379,700	305,400	348,000
56180. Laboratory Supplies	28,656	24,373	26,467	26,467	26,467
56420. Plant Maintenance Supplies	246,248	257,799	269,727	260,000	193,283
Materials & Supplies	701,224	641,716	776,976	693,049	674,762
Total - Wastewater Treatment	\$2,698,869	\$2,599,347	\$3,134,728	\$2,921,741	\$3,087,911



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 change in Full-time Salaries reflects projected merit increases as well as contractually obligated increases. Non-union employees’ ability to receive a raise (from 0% to 2.5%) is based upon their individual performance.
 - Part-Time Salaries is decreasing because of the elimination of 1 seasonal position.
 - 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 7.01% over amounts budgeted in fiscal year 2016/2017. Reductions or increases beyond 7.01% in fiscal year 2017/2018 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.
 - Professional Services was reduced because certain services, namely mowing, snow removal, office cleaning, and flow meter maintenance has been transferred to Plant Maintenance Services.
 - Postage & Freight has been decreased based on actual spending trends.
 - Training is being reduced as a result of a one-time training in the previous fiscal year.
 - Dues and Subscriptions has been reduced support for ammonium probes had been transferred to Plant Maintenance Services.
 - Utilities and Maintenance Services have been reduced based on actual spending trends.
 - Radio Equipment Services is being reduced as a result of a one-time training in the previous fiscal year.
 - State Filing Fees has been reduced based on actual spending trends.
 - Office Supplies has been increased based on actual spending trends.
 - Landscape Materials has been increased to enhance lift station aesthetics.
 - Motor Fuel & Lubricant has been increased based on anticipated spending trends.
 - Computer Hardware & Software has been increased to add reporting software support.
 - Plant Maintenance Supplies has been decreased based on actual spending trends.
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CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



WATER & SEWER DEBT
SERVICE FUND



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.

ANNUAL BUDGET

WATER & SEWER DEBT SERVICE FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
46510. Connection Fees	\$315,029	\$176,864	\$159,952	\$159,952	\$170,561
Total User Fees	315,029	176,864	159,952	159,952	170,561
47010. Interest Income	299	918	0	300	0
Total Interest Income	299	918	0	300	0
Total Revenues	315,328	177,782	159,952	160,252	170,561
EXPENDITURES					
City Administration	3,068	1,249	1,000	1,000	1,000
Debt Service	2,489,837	2,652,766	2,643,760	2,878,365	3,316,561
Total Expenditures	2,492,905	2,654,015	2,644,760	2,879,365	3,317,561
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	(2,177,577)	(2,476,233)	(2,484,808)	(2,719,113)	(3,147,000)
OTHER FINANCING SOURCES (USES)					
Transfer In					
Water & Sewer Fund	2,014,530	3,370,169	3,785,420	3,785,420	3,881,663
Water & Sewer 2012/2013 GO Project Fund	0	617,538	0	0	0
Total Other Financing Sources (Uses)	2,014,530	3,987,707	3,785,420	3,785,420	3,881,663
Change in Payables/Receivables	894,432	193,541	67,054	67,054	0
Net Change in Cash	731,385	1,705,015	1,367,666	1,133,361	734,663
Beginning Cash Balance	(944,618)	(213,233)	1,491,782	1,491,782	2,625,143
Ending Cash Balance	(\$213,233)	\$1,491,782	\$2,859,448	\$2,625,143	\$3,359,806



ANNUAL BUDGET

CITY ADMINISTRATION - WATER & SEWER DEBT SERVICE FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
55010. Professional Services – Paying Agent	3,068	1,249	1,000	1,000	1,000
Contractual Services	3,068	1,249	1,000	1,000	1,000
Total – City Administration	\$3,068	\$1,249	\$1,000	\$1,000	\$1,000

ANNUAL BUDGET

DEBT SERVICE - WATER & SEWER DEBT SERVICE FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
58100. Debt Service - Principal	1,796,328	1,911,034	1,968,018	2,143,018	2,659,167
58110. Debt Service - Interest	693,509	741,732	675,742	735,347	657,394
Debt Service	2,489,837	2,652,766	2,643,760	2,878,365	3,316,561
Total - Debt Service	\$2,489,837	\$2,652,766	\$2,643,760	\$2,878,365	\$3,316,561



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



WATER & SEWER CAPITAL &
EQUIPMENT REPLACEMENT FUND



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.

ANNUAL BUDGET

WATER & SEWER CAPITAL & EQUIPMENT REPLACEMENT FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
41700. Grant Proceeds - State of IL Turbo Blower Replacement	\$312,550	\$16,450	\$237,315	\$0	\$0
Total Intergovernmental Revenue	0	0	0	0	102,200
	312,550	16,450	237,315	0	102,200
47010. Interest Income	11	0	0	0	0
Total Interest Income	11	0	0	0	0
48950. Reimbursements	0	0	0	27,485	0
48990. Miscellaneous Income	0	0	0	113,616	0
Total Miscellaneous	0	0	0	141,101	0
Total Revenues	312,561	16,450	237,315	141,101	102,200
EXPENDITURES					
Water & Sewer Operations	450,365	116,087	832,528	582,528	104,661
Wastewater Treatment	494,175	1,750,220	8,566,450	10,047,541	4,329,886
Total Expenditures	944,540	1,866,307	9,398,978	10,630,069	4,434,547
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	(631,979)	(1,849,857)	(9,161,663)	(10,488,968)	(4,332,347)



ANNUAL BUDGET

WATER & SEWER CAPITAL & EQUIPMENT REPLACEMENT FUND SUMMARY (CONT'D)

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
OTHER FINANCING SOURCES (USES)					
Loan Proceeds	0	1,251,634	7,725,000	9,989,121	3,200,000
Transfer In					
Water & Sewer Fund	357,711	0	0	0	414,805
Water & Sewer 2012/2013 GO Project					
Fund	0	165	0	0	0
Water & Sewer SSA Participation Fees					
Fund	0	460,161	1,285,000	700,000	794,547
Total Other Financing Sources (Uses)	357,711	1,711,960	9,010,000	10,689,121	4,409,352
Change in Payables/Receivables	(53,592)	(159,729)	213,320	213,320	0
Net Change in Cash	(327,860)	(297,626)	61,657	413,473	77,005
Beginning Cash Balance	135,008	(192,852)	(490,478)	(490,478)	(77,005)
Ending Cash Balance	(\$192,852)	(\$490,478)	(\$428,821)	(\$77,005)	(\$0)



ANNUAL BUDGET

WATER & SEWER DIVISION - WATER & SEWER CAPITAL & EQUIPMENT REPLACEMENT FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
57000. Capital - Buildings	0	26,775	30,000	30,000	0
57040. Capital - Operating Equipment	0	0	23,000	23,000	0
57100. Capital - Systems Improvements	450,365	89,311	779,528	529,528	104,661
Total Capital Outlay	450,365	116,087	832,528	582,528	104,661
Total - Water & Sewer Operations	\$450,365	\$116,087	\$832,528	\$582,528	\$104,661

ACCOUNT INFORMATION

WATER & SEWER DIVISION - WATER & SEWER CAPITAL & EQUIPMENT REPLACEMENT FUND

Capital expenditures budgeted for fiscal year 2017/2018 include:

- Water & Sewer Rate Study
- Water Main Relocation (US 14) – Final Payment to IDOT*

*A portion of this cost is allocated to the Water & Sewer 2015 General Obligation (GO) Note Project Fund.



ANNUAL BUDGET

WASTEWATER TREATMENT DIVISION - WATER & SEWER CAPITAL & EQUIPMENT REPLACEMENT FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
57030. Automotive Equipment	0	17,953	0	0	0
57040. Capital - Operating Equipment	0	0	60,000	60,000	275,221
57100. Capital - Systems Improvements	494,175	1,732,267	8,506,450	9,987,541	4,054,665
Total Capital Outlay	494,175	1,750,220	8,566,450	10,047,541	4,329,886
Total - Wastewater Treatment	\$494,175	\$1,750,220	\$8,566,450	\$10,047,541	\$4,329,886

ACCOUNT INFORMATION

WATER & SEWER DIVISION - WATER & SEWER CAPITAL & EQUIPMENT REPLACEMENT FUND

Capital expenditures budgeted for fiscal year 2017/2018 include:

- Turbo Blower Replacement – funded partially from grant proceeds through the Illinois Department of Commerce and Economic Opportunity
- Generator Installations (Lift Station #2, #8, #10, #17 and #28)
- Lift Station #9 Rehabilitation
- Digester #2 and Centrifuge Building Construction (Wastewater Treatment Plant #2) – Final Construction
- Aerobic Digester Rehabilitation & Trickling Filter Media Replacement (Wastewater Treatment Plant #3) – Final Construction



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



WATER & SEWER 2015 GENERAL
OBLIGATION (GO) PROJECT FUND



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.

ANNUAL BUDGET

WATER & SEWER 2015 GO PROJECT FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
47010. Interest Income	\$0	\$5,709	\$0	\$7,000	\$0
47990. Unrealized Gain/Loss on Invest	0	(14,681)	0	0	0
Total Interest Income	0	(8,972)	0	7,000	0
48950. Reimbursements	0	99,795	0	0	0
Total Miscellaneous	0	99,795	0	0	0
Total Revenues	0	90,823	0	7,000	0
EXPENDITURES					
City Administration	0	21,055	0	0	0
Water & Sewer Operations	163,991	1,102,438	569,951	0	710,339
Total Expenditures	163,991	1,123,493	569,951	0	710,339
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	(163,991)	(1,032,670)	(569,951)	7,000	(710,339)
OTHER FINANCING SOURCES (USES)					
Bond Proceeds	0	1,900,000	0	0	0
Total Other Financing Sources (Uses)	0	1,900,000	0	0	0
Change in Payables/Receivables	163,991	(3,810)	(160,181)	(160,181)	0
Net Change in Cash	0	863,520	(730,132)	(153,181)	(710,339)
Beginning Cash Balance	0	0	863,520	863,520	710,339
Ending Cash Balance	\$0	\$863,520	\$133,388	\$710,339	\$0



ANNUAL BUDGET

WATER & SEWER DIVISION - WATER & SEWER 2015 GO PROJECT FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
57100. Capital - Systems Improvements	163,991	1,102,438	569,951	0	710,339
Capital Outlay	163,991	1,102,438	569,951	0	710,339
Total - Water & Sewer Operations	\$163,991	\$1,102,438	\$569,951	\$0	\$710,339

ACCOUNT INFORMATION

WATER & SEWER DIVISION - WATER & SEWER 2015 GO PROJECT FUND

Capital expenditures budgeted for fiscal year 2017/2018 include:

- Water Treatment Plant #2 Expansion/Rehabilitation (Engineering)
 - Water Main Relocation (US 14) – Final Payment to IDOT*
- *A portion of this cost is allocated to the Water & Sewer Capital & Equipment Replacement Fund



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



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



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.

ANNUAL BUDGET

WATER & SEWER SSA PARTICIPATION FEES FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
47010. Interest Income	\$317	\$670	\$1,000	\$500	\$0
Total Revenues	317	670	1,000	500	0
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	317	670	1,000	500	0
OTHER FINANCING SOURCES (USES)					
Transfer Out					
Water & Sewer Capital Replacement Fund	0	(460,161)	(1,285,000)	(700,000)	(794,547)
Total Other Financing Sources (Uses)	0	(460,161)	(1,285,000)	(700,000)	(794,547)
Net Change in Cash	317	(459,491)	(1,284,000)	(699,500)	(794,547)
Beginning Cash Balance	2,369,827	2,370,144	1,910,653	1,910,653	1,211,153
Assigned for Chlorides Reduction Study	0	(250,000)	0	0	0
Assigned for Rate Study II	0	0	0	(20,000)	0
Assigned for WTP #1 Recoat	0	(529,528)	0	0	0
Assigned for SCADA Room	0	(20,472)	0	0	0
Assigned for SCADA System Upgrade	0	0	0	0	0
Assigned for WM Replacement (CL Ave/Main)	0	(432,300)	(432,300)	(200,000)	(200,000)
Assigned for WM Relocation (Route 14) FINAL	0	(177,454)	(177,454)	(84,661)	0
Assigned for WTP #5 Upgrades	0	0	0	(90,000)	(90,000)
Assigned for RPS #1 MCC Rehabilitation	0	(150,000)	0	0	0
Assigned for WWTP #2 & WWTP #3 Warranty	0	0	0	(90,221)	0
Assigned for LS #8 Generator	0	0	0	(40,000)	0
Assigned for LS #9 Improvements	0	(305,000)	0	(559,665)	0
Ending Cash Balance	\$2,370,144	\$45,899	\$16,899	\$126,606	\$126,606



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CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



FIRE RESCUE FUND



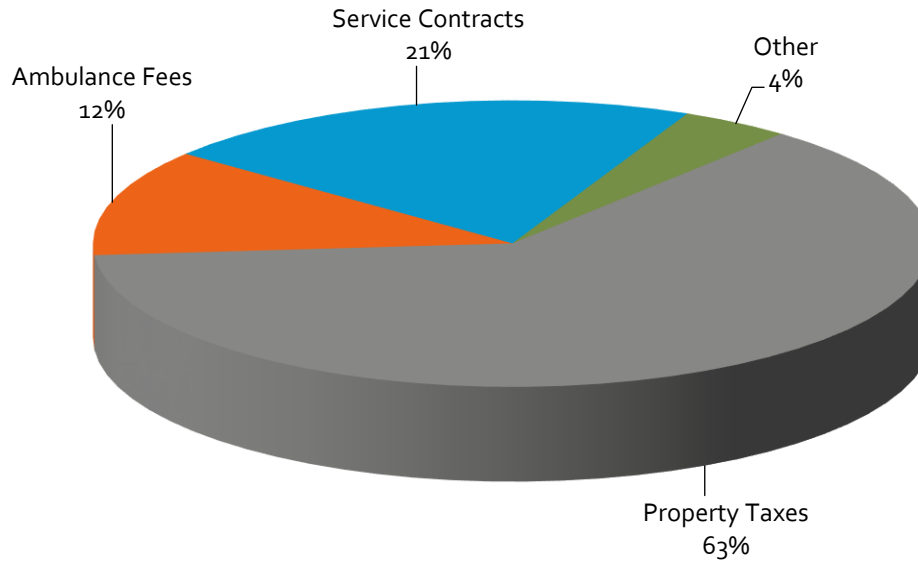
ANNUAL BUDGET

FIRE RESCUE FUND SUMMARY

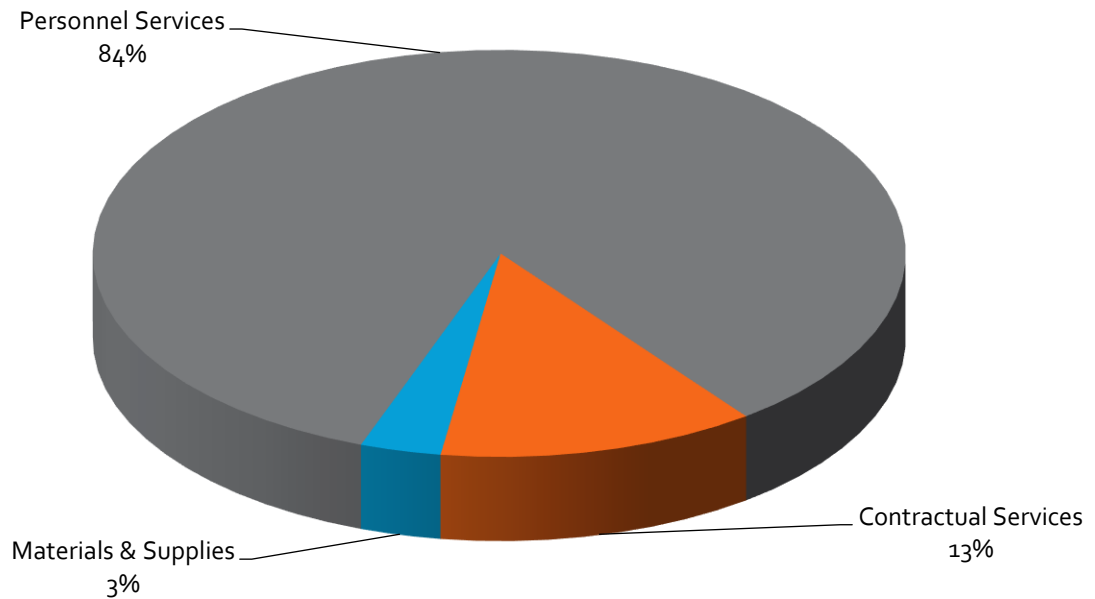
Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
40010. Property Tax - Prior Year	\$0	\$582,870	\$0	\$0	\$0
40050. Property Tax - Fire/Rescue	5,598,080	6,404,547	6,466,813	6,447,301	6,531,481
41700. Grant Proceeds - State of IL	5,940	2,076	12,000	2,000	2,000
41800. Grant Proceeds - Federal	99	0	0	0	0
41900. Grant Proceeds - Other	0	0	0	1,000	0
42305. Knox Box Application Fee	100	260	0	200	0
45050. Alarm System Monitoring Fees	353,861	373,070	348,000	380,000	380,000
45205. CPR Instruction	2,456	2,006	0	3,000	0
45500. Ambulance Services	1,394,963	1,205,449	1,260,000	1,260,000	1,260,000
45510. Fire Recovery Fees	0	23,924	48,000	48,000	48,000
45550. Intergovernmental Services	1,375,087	1,659,885	2,167,591	2,167,591	2,202,793
47010. Interest Income	640	4,701	250	5,100	5,000
48110. Capital Facility Fees	185,963	0	0	0	0
48125. Impact Fees	0	1,050	0	3,841	0
48950. Reimbursements	2,916	5,889	212,500	212,500	2,500
48990. Miscellaneous Income	8,347	5,366	10,000	59,805	5,000
Total Revenues	8,928,452	10,271,093	10,525,154	10,590,338	10,436,774
EXPENDITURES					
Fire Rescue	8,676,011	9,007,985	10,402,841	10,252,758	9,796,665
Total Expenditures	8,676,011	9,007,985	10,402,841	10,252,758	9,796,665
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	252,441	1,263,108	122,313	337,580	640,109
OTHER FINANCING SOURCES (USES)					
Transfer Out					
Capital Replacement Fund	0	0	0	0	(550,350)
Total Other Financing Sources (Uses)	0	0	0	0	(550,350)
Net Change in Fund Balance	252,441	1,263,108	122,313	337,580	89,759
Beginning Fund Balance	1,557,228	1,809,669	3,072,777	3,072,777	3,410,357
Restricted or Assigned Fund Balance	(1,090,704)	(2,082)	(2,082)	(5,923)	(5,923)
Available Fund Balance	\$718,965	\$3,070,695	\$3,193,008	\$3,404,434	\$3,494,193



Fire Rescue Revenues by Source



Fire Rescue Fund Expenditures by Type





STATEMENT OF ACTIVITIES

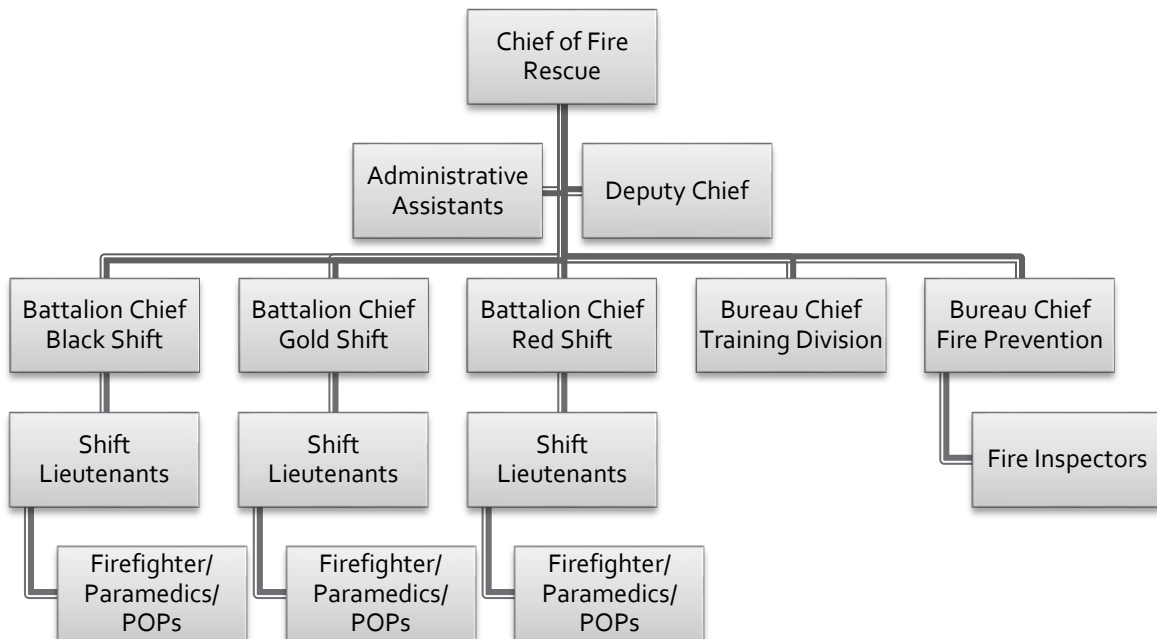
FIRE RESCUE DEPARTMENT

The Crystal Lake Fire Rescue Department operates out of three stations covering an area of approximately 51 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.

Beginning in fiscal year 2017/2018, capital acquisition and replacement associated with Fire Rescue activities will be accounted for in the Capital & Equipment Replacement Fund of the City.

ORGANIZATIONAL CHART

FIRE RESCUE DEPARTMENT





PERSONNEL SUMMARY

FIRE RESCUE DEPARTMENT

Position	FY2015/2016	FY2016/2017	FY2017/2018
	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	2.00	2.00	2.00
Total FTE	67.50	67.50	67.50

ACCOMPLISHMENTS

FIRE RESCUE DEPARTMENT

City achieves reduced ISO Rating for fire protection services.

In June 2016, the Insurance Services Office announced a change in the Public Protection Classification (PPC) for the residents of Crystal Lake. Effective October 1, 2016, the ISO PPC for the area served by the Crystal Lake Fire Rescue Department is Class 2.

The previous classification for the three jurisdictions was 3 for areas with fire hydrants and 6 for areas without fire hydrants. This is a significant improvement in that Crystal Lake Fire Rescue is now only one of 1,060 fire departments in the nation to achieve this classification. Over 48,000 fire departments are evaluated by ISO. This new classification places Crystal Lake Fire Rescue in the top 2.17 % of fire departments in the nation for fire suppression services.

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

The process to revise and recertify the City's EOP will be completed this fiscal year. An Emergency Operations Plan (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 EOP's are updated and re-certified every two years. Our current plan was certified in 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.

Trainings to exercise the functions of the Emergency Operations Center have been and will continue to be scheduled throughout the fiscal year in order to ensure the readiness of our staff to mitigate a City-wide emergency.

Continue the Fire Service Accreditation Process

The Fire Rescue Department, as an applicant agency with the Center for Public Safety Excellence, is anticipating going before the Commission on Accreditation in the spring of 2018. Staff has been working on finalizing the necessary documents and preparing the final product to be sent to the Center for Public Safety Excellence for evaluation.

Provide for prompt, efficient, and dependable emergency response.

The replacement for Staff Car 303 and 336 have been delivered and Fleet Services is working to prepare the vehicles for service.

Ambulance 355 (bariatric) is at the end of its useable service life. A replacement ambulance design has been developed by our apparatus committee and was approved by the City Council on November 1st. Delivery is expected in July 2017. As part of the Crystal Lake Rural Fire Protection District's contractual obligation, the District is contributing \$210,000 toward this purchase.

Engine 340 is due for replacement in this fiscal year. An agreement between Spartan Emergency Vehicles and the City was approved in October 2015 by the City Council. Construction, final inspection, and delivery of the pumper were completed in early December 2016.

The Department's 11 heart monitors have been completely replaced in this second year of a two-year project. The 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 Department's Thermal Imaging Cameras (TIC) were purchased in 2007 with the award of an Assistance to Firefighters Grant (20% match by the City). As part of a two-year project, four TICs have been replaced in this fiscal year with an additional three cameras to be purchased in FY 2017/2018.

Provide for enhanced customer service in the areas of fire prevention.

The City continues to support the Crystal Lake Wireless Alarm Network (CLWAN) in order 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.

OBJECTIVES

FIRE RESCUE DEPARTMENT

- 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.

- Achieve Fire Service Accreditation

The Fire Rescue Department, as an applicant agency with the Center for Public Safety Excellence, is anticipating going before the Commission on Accreditation in the spring of 2018. During the next fiscal year, the Fire Rescue Department will work with the Center for Public Safety Excellence to seek recommendation to appear before the Commission.

- 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. As well as provide NIMS training to the City's elected officials.

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

Ambulance 354 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.

The current fit testing equipment is at the end of its serviceable life. Fit testing is an OSHA and NFPA requirement at least annually for anyone who wears a respirator in the course of their duties where they could be exposed to dangerous atmospheres. The City has seen a great cost savings over the years with the ability to fit test our own employees. This equipment is also utilized by the Police Department and Public Works employees.

The Department's Thermal Imaging Cameras (TIC) were purchased in 2007 with the award of an Assistance to Firefighters Grant (20% match by the City). The units are nearly ten years old and are used on a daily basis to help firefighters locate the seat of a fire, ventilation, fire investigation, or locate a fire victim in heavy smoke conditions to name a few. With the advances in electronic technology, these TIC's are outdated and will soon not be supported for service. Four replacement cameras were approved in FY 16/17 as part of a two-year replacement program. Two cameras would be purchased in FY 17/18.

- Provide for enhanced customer service in the areas of fire prevention.

The City continues to support the Crystal Lake Wireless Alarm Network (CLWAN) in order 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. The Department was finalizing the details of implementing a redundant receiving system at Fire Station Three with our approved vendor Fox Valley Fire and Safety in FY 2016/2017. During the course of the engineering portion of the project, it was discovered that additional software would be needed in order to make the system



functional for the City's dispatch center to operate remotely. The budgeted amount would not cover the additional software needs and the project is being continued into FY 2017/2018.

ANNUAL BUDGET

FIRE RESCUE DEPARTMENT

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54110. Wages-Full Time Employees	5,817,364	6,017,339	6,393,249	6,393,249	6,575,759
54115. Wages-Part Time Employees	27,964	18,627	32,823	32,823	32,824
54150. Wages-Overtime	300,151	332,797	378,205	378,205	377,752
54200. Group Insurance	1,048,040	1,137,442	1,170,495	1,170,495	1,260,214
Personnel Services	7,193,520	7,506,205	7,974,772	7,974,772	8,246,549
55010. Professional Services	141,736	236,103	267,500	267,500	344,668
55040. Annual Audit Services	3,065	3,312	4,500	4,500	4,500
55140. Publishing Services	2,389	973	1,550	1,000	1,000
55160. Postage & Freight	1,305	1,449	1,200	1,500	1,500
55200. Training	39,799	49,525	49,900	49,693	49,615
55220. Dues and Subscriptions	1,875	5,628	4,291	4,001	15,270
55240. Insurance and Bonding Services	454,855	442,252	519,725	519,725	519,725
55260. Utilities	45,395	42,616	59,512	59,512	59,512
55300. Maintenance Services-Buildings & Offices	46,811	50,025	43,019	43,019	43,744
55310. Examinations	17,200	21,394	28,000	27,950	28,000
55320. Maintenance Services-Operating Equipment	34,966	16,044	38,190	37,490	29,800
55340. Maintenance Services-Office Equipment	7,092	602	675	675	675
55360. Radio Equipment Services	125,005	129,529	129,664	129,664	137,964
55680. Rent - Buildings and Equipment	0	0	250	0	0
Contractual Services	921,491	999,452	1,147,976	1,146,229	1,235,973
56000. Office Supplies	8,810	7,866	7,100	7,100	6,500
56020. Cleaning Supplies	5,409	3,775	4,700	4,700	4,700
56040. Motor Fuel & Lubricants	62,410	34,381	62,400	46,000	62,400
56050. Computer Hardware & Software	25,492	16,266	22,350	22,302	26,500
56060. Small Tools and Equipment	44,954	80,438	90,236	89,629	90,236
56070. Automotive Supplies	80,558	77,905	85,750	85,750	86,250
56120. Clothing	41,928	36,131	37,557	37,557	37,557
Materials & Supplies	269,562	256,762	310,093	293,038	314,143



ANNUAL BUDGET

FIRE RESCUE DEPARTMENT (CONT'D)

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
57000. Capital - Buildings	0	24,351	0	0	0
57030. Capital - Automotive Equipment	239,987	72,203	745,000	689,000	0
57160. Capital-Departmental Equipment	51,452	149,012	225,000	149,719	0
Capital Outlay	291,439	245,566	970,000	838,719	0
Total - Fire Rescue	\$8,676,011	\$9,007,985	\$10,402,841	\$10,252,758	\$9,796,665

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 change in Full-time Salaries reflects projected merit increases as well as contractually obligated increases. Non-union employees' ability to receive a raise (from 0% to 2.5%) is based upon their individual performance.
- 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 7.01% over amounts budgeted in fiscal year 2016/2017. Reductions or increases beyond 7.01% in fiscal year 2017/2018 reflect changes in coverage (single to family coverage, family to spousal coverage, etc.), elected by plan participants.
- Professional Services was increased as a result of proportionate reallocation of SEECOM 9-1-1 dispatch costs from the Police Department. Overall, the City's contribution to SEECOM is anticipated to decline 2.45%.
- Dues and Subscriptions reflects an increase from the previous year for the MABAS 4 & 5 Specialized Rescue Team membership which was previously in the Maintenance Services Account. This also reflects a new amount for the annual license fees for the fire station alerting system.
- Maintenance Services reflects a decrease from the previous year due Specialized Rescue Team membership dues being moved to the Dues and Subscriptions account



and heart monitor preventative maintenance costs not needed in the first year with new monitors.

- Computer Hardware & Software includes one additional MDC docking station as well as maintenance support for custom programming.
- Beginning in fiscal year 2017/2018, capital acquisition and replacement is accounted for in the Capital & Equipment Replacement Fund of the City.



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CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



LIBRARY FUNDS



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.

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.

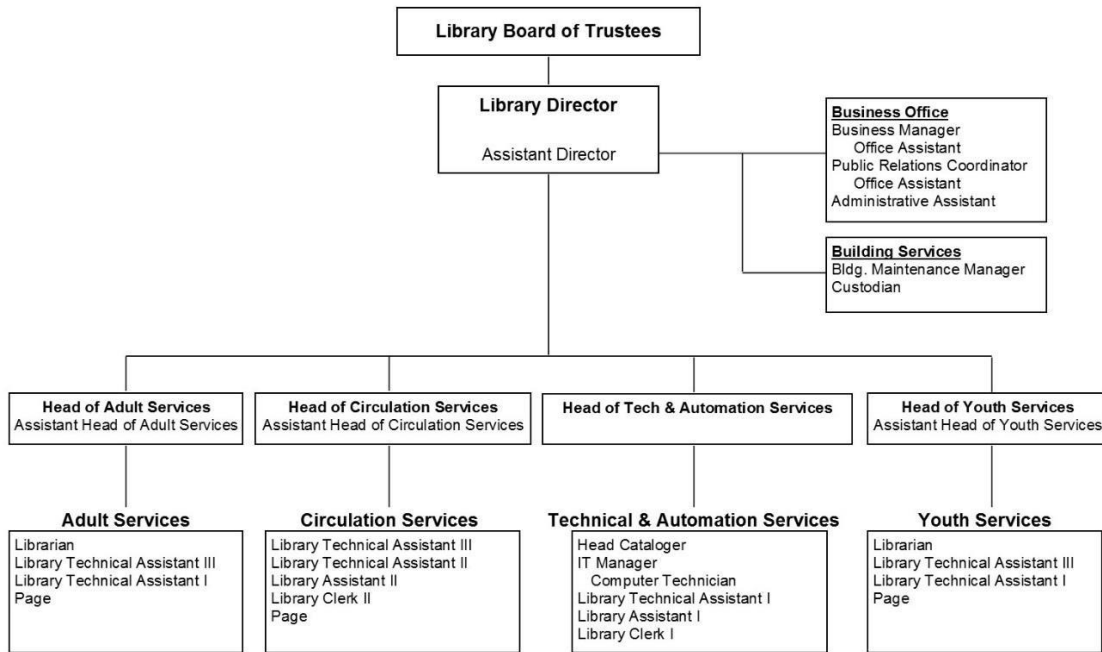


ORGANIZATIONAL CHART

CRYSTAL LAKE PUBLIC LIBRARY

CRYSTAL LAKE PUBLIC LIBRARY ORGANIZATIONAL CHART

02/17



ACCOMPLISHMENTS

CRYSTAL LAKE PUBLIC LIBRARY

(Note: Statistics are from the most recent Fiscal Year, 5/1/15-4/30/16)

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. The Library has 25,800 resident and 945 nonresident cardholders. In the last fiscal year, on average 856 people visited the Library each day, for a total of 288,436 visitors. Staff answered more than 68,450 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 254,400 items includes many formats of materials: print, non-print, and electronic. While, 24,346 items were added to the collection, 25,755 were withdrawn resulting in a net decrease in collection size. This is a direct result of too little space and forces a shorter shelf-life of library materials. In addition, due to space limitations, almost 10% of the adult collection continues to be 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 interlibrary loan. Due to space limitations and our inability to build a collection to satisfy local patron demand, Crystal Lake continues to be one of the leading borrower of materials from other libraries.

During the last fiscal year, we circulated 421,437 print, 392,456 non-print, and 64,147 electronic items. The Library also loaned 40,875 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 and generate sales tax income for the City.

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, Storytimes, educational programs, book discussions, and films. 32,334 patrons attended 1,147 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. We 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 the Library visited 11,502 people during 355 sessions. Over 3,600 items were delivered to Adult Living Communities and Library Volunteers made 814 visits to homebound patrons.

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. Community engagement sessions and educating the public during the advisory referendum were top priority projects this year.

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



Status: Funding 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 CLP 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.

OBJECTIVES

CRYSTAL LAKE PUBLIC LIBRARY

- Continue to focus on our six Strategic Directions, provide core public library services through excellent customer service, 68-hour, 7-day per week in-person services, and 24/7 web services.
 - Expand Sunday hours in the summer months.
 - 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 Public Library to the Crystal Lake community.
 - Continue to work towards a long-term solution to resolve library facility inadequacies so that public library service is an asset to our citizens and, as a community, we become competitive with surrounding communities in this area of service.
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ANNUAL LIBRARY BUDGET

CRYSTAL LAKE PUBLIC LIBRARY OPERATING FUND

Department	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	2018 Budget
REVENUES					
Property Tax	3,924,400	3,981,014	4,003,319	4,003,326	3,992,058
Grants	3,000	0	0	0	0
Library Fees	46,297	46,396	49,100	46,300	46,300
Copy Fees	11,110	9,903	9,200	9,900	9,900
Meeting Room Fees	595	365	0	0	0
Library Fines	69,556	61,001	63,100	53,635	53,635
Investment Income	11,911	10,722	1,400	3,500	3,500
Used Book Sale	1,586	1,642	0	0	0
Miscellaneous	2,978	671	2,100	670	670
Total Revenues	4,071,433	4,111,714	4,128,219	4,117,331	4,106,063
EXPENDITURES					
Wages	2,223,979	2,342,943	2,462,000	2,462,000	2,518,107
Group Insurance	321,016	364,758	440,000	440,000	440,000
Total Personnel Services	2,544,995	2,707,701	2,902,000	2,902,000	2,958,107
Legal/Professional Services	13,537	17,114	27,245	27,245	17,053
Community Relations	6,768	6,517	9,950	9,950	9,950
Publishing	2,023	2,408	4,575	5,460	4,660
Postage & Freight	24,501	24,860	27,700	27,000	25,155
Continuing Education	9,025	11,139	19,000	14,252	18,430
Dues & Subscriptions	5,425	5,850	6,145	6,145	6,145
Insurance & Bonding	29,356	28,284	33,109	33,200	35,182
Utilities	47,533	44,125	53,590	52,760	48,700
Buildings & Offices Maintenance	138,864	133,581	144,212	142,162	143,005
Operating Equipment Maintenance	78,759	81,928	100,820	107,879	99,574
Rental - Buildings & Equipment	18,007	18,308	24,020	24,020	24,020
Stationary & Printing	35,618	16,061	35,000	33,460	34,762
Contingency	0	0	50,108	51,948	0
Total Contractual Services	409,416	390,175	535,474	535,481	466,636



ANNUAL LIBRARY BUDGET

CRYSTAL LAKE PUBLIC LIBRARY OPERATING FUND (CONT'D)

Department	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
EXPENDITURES (Cont'd)					
Office & Library Supplies	39,729	29,088	43,740	39,800	37,580
Cleaning & Building Supplies	8,926	7,548	8,000	8,000	9,000
Landscape Materials	0	0	50	50	50
Small Tools & Equipment	3,051	1,716	1,000	13,416	500
Library Materials					
Books	203,877	219,378	244,165	234,565	234,565
AV Materials	120,420	121,842	129,900	128,960	128,960
Electronic Resources	129,862	146,789	151,000	165,540	165,540
Periodicals	16,298	16,435	17,350	17,450	17,450
Standing Orders	16,685	13,626	21,350	18,955	18,955
Programs	12,521	19,973	23,150	23,150	23,150
Total Materials & Supplies	551,369	576,395	639,705	649,886	635,750
Buildings	0		0	0	0
Operating Equipment	3,818	2,977	51,040	45,570	45,570
Departmental Equipment	0	0	0	0	0
Total Capital Outlay	3,818	2,977	51,040	45,570	45,570
Total Expenditures	3,509,598	3,677,248	4,128,219	4,132,937	4,106,063
Revenues in Excess of Expenditures	561,835	434,466	0	(15,606)	0
OTHER SOURCES (USES)					
Transfer In	0	0	0	0	0
Loan Proceeds	0	0	0	0	0
Transfer Out	(493,206)	(560,330)	0	(426,748)	0
Total Other Sources (Uses)	(493,206)	(560,330)	0	(426,748)	0
Change in Fund Balance	68,629	(125,864)	0	(442,354)	0
Beginning Balance, May 1	2,705,280	2,773,909	2,648,045	2,648,045	2,205,691
Ending Balance, April 30	2,773,909	2,648,045	2,648,045	2,205,691	2,205,691



ANNUAL LIBRARY BUDGET

CRYSTAL LAKE PUBLIC LIBRARY CONSTRUCTION & REPAIR FUND

Department	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
Rental Income	57,676	100,614	110,376	104,344	133,176
Investment Income	7	1,193	0	0	0
Capital Facility Fees	2,898	0	2,898	2,898	2,898
Miscellaneous	741	335	0	0	0
Total Revenues	61,322	102,142	113,274	107,242	136,074
EXPENDITURES					
Property Taxes	7,995	61,928	35,614	34,032	39,272
Buildings & Offices Maintenance	32,911	50,633	36,683	40,635	45,798
Contingency	0	0	40,977	32,575	51,004
Total Contractual Services	40,906	112,561	113,274	107,242	136,074
Total Expenditures	40,906	112,561	113,274	107,242	136,074
Revenues in Excess of Expenditures	20,416	(10,419)	0	0	0
OTHER SOURCES (USES)					
Transfer In	0	0	0	0	0
Loan Proceeds	0	0	0	0	0
Transfer Out	0	0	0	0	0
Total Other Sources (Uses)	0	0	0	0	0
Change in Fund Balance	20,416	(10,419)	0	0	0
Beginning Balance, May 1	183,637	204,053	193,634	193,634	193,634
Ending Balance, April 30	204,053	193,634	193,634	193,634	193,634



ANNUAL LIBRARY BUDGET

CRYSTAL LAKE PUBLIC LIBRARY AMES TRUST FUND

Department	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
Donations	0	0	0	0	0
Investment Income	1,713	3,201	0	0	0
Miscellaneous	0	0	0	0	0
Total Revenues	1,713	3,201	0	0	0
EXPENDITURES					
Library Materials					
AV Materials	3,500	0	0	0	0
Electronic Resources	0	0	0	0	0
Total Materials & Supplies	3,500	0	0	0	0
Total Expenditures	3,500	0	0	0	0
Revenues in Excess of Expenditures	(1,787)	3,201	0	0	0
OTHER SOURCES (USES)					
Transfer In	0	0	0	0	0
Loan Proceeds	0	0	0	0	0
Transfer Out	0	0	0	0	0
Total Other Sources (Uses)	0	0	0	0	0
Change in Fund Balance	(1,787)	3,201	0	0	0
Beginning Balance, May 1	367,277	365,490	368,691	368,691	368,691
Ending Balance, April 30	365,490	368,691	368,691	368,691	368,691



ANNUAL LIBRARY BUDGET

CRYSTAL LAKE PUBLIC LIBRARY GIFT & MEMORIAL FUND

Department	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
Donations	23,288	14,566	25,000	25,000	25,000
Total Revenues	23,288	14,566	25,000	25,000	25,000
EXPENDITURES					
Community Relations	184	0	0	0	0
Postage & Freight	281	43	300	300	300
Publishing	499	0	0	0	0
Contingency	0	0	11,477	42,786	8,030
Total Contractual Services	964	43	11,777	43,086	8,330
Small Tools & Equipment	5,289	150	0	0	0
Library Materials					
Books	694	829	1,973	1,973	1,973
Electronic Resources	0	0	0	0	0
Programming	22,486	11,575	11,250	14,250	14,250
Crystal Lake Foundation Events	39	0	0	0	0
Assisted Family Card	0	511	0	1,268	0
Landscape Materials	0	0	0	0	397
Stationery & Printing	20	36	0	0	50
Total Materials & Supplies	28,528	13,101	13,223	17,491	16,670
Total Expenditures	29,492	13,143	25,000	60,577	25,000
Revenues in Excess of Expenditures	(6,204)	1,423	0	(35,577)	0
OTHER SOURCES (USES)					
Transfer In	0	0	0	0	0
Loan Proceeds	0	0	0	0	0
Transfer Out	0	0	0	0	0
Total Other Sources (Uses)	0	0	0	0	0
Change in Fund Balance	(6,204)	1,423	0	(35,577)	0
Beginning Balance, May 1	40,935	34,731	36,154	36,154	577
Ending Balance, April 30	34,731	36,154	36,154	577	577



ANNUAL LIBRARY BUDGET

CRYSTAL LAKE PUBLIC LIBRARY WORKING CASH FUND

Department	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
Investment Income	116	124	0	0	0
Miscellaneous Income	0	0	0	0	0
Total Revenues	116	124	0	0	0
EXPENDITURES					
Legal/Professional Services	0	0	0	0	0
Total Contractual Services	0	0	0	0	0
Total Expenditures	0	0	0	0	0
Revenues in Excess of Expenditures	116	124	0	0	0
OTHER SOURCES (USES)					
Transfer In	0	0	0	0	0
Loan Proceeds	0	0	0	0	0
Transfer Out	0	0	0	0	0
Total Other Sources (Uses)	0	0	0	0	0
Change in Fund Balance	116	124	0	0	0
Beginning Balance, May 1	50,089	50,205	50,329	50,329	50,329
Ending Balance, April 30	50,205	50,329	50,329	50,329	50,329



ANNUAL LIBRARY BUDGET

CRYSTAL LAKE PUBLIC LIBRARY PER CAPITA FUND

Department	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
Grants	50,929	0	101,858	62,814	62,814
Total Revenues	50,929	0	101,858	62,814	62,814
EXPENDITURES					
Legal/Professional Services	14,770	0	0	0	0
Continuing Education	8,195	7,700	15,400	9,496	9,496
Total Contractual Services	22,965	7,700	15,400	9,496	9,496
Stationery & Printing	0	14,138	3,000	1,850	1,850
Total Materials & Supplies	0	14,138	3,000	1,850	1,850
Operating Equipment	27,964	29,091	83,458	51,468	51,468
Total Capital Outlay	27,964	29,091	83,458	51,468	51,468
Total Expenditures	50,929	50,929	101,858	62,814	62,814
Revenues in Excess of Expenditures	0	(50,929)	0	0	0
OTHER SOURCES (USES)					
Transfer In	0	0	0	0	0
Loan Proceeds	0	0	0	0	0
Transfer Out	0	0	0	0	0
Total Other Sources (Uses)	0	0	0	0	0
Change in Fund Balance	0	(50,929)	0	0	0
Beginning Balance, May 1	50,929	50,929	0	0	0
Ending Balance, April 30	50,929	0	0	0	0



ANNUAL LIBRARY BUDGET

CRYSTAL LAKE PUBLIC LIBRARY SPECIAL RESERVE FUND

Department	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
Investment Income	4,787	1,597	0	0	0
Total Revenues	4,787	1,597	0	0	0
EXPENDITURES					
Contingency	0	0	170,000	0	244,099
Community Relations	0	520	0	0	
Publishing	0	0	0	3,350	
Postage & Freight	0	0	0	10,232	
Stationary & Printing	0	0	0	14,140	0
Legal/Professional Services	206,143	72,089	433,800	131,000	30,110
Total Contractual Services	206,143	72,609	603,800	158,722	274,209
Library Materials					
Electronic Resources	0	12,750	0	1,500	0
Total Materials & Supplies	0	12,750	0	1,500	0
Buildings	0	0	0		966,130
Operating Equipment	6,143	12,927	35,000	35,000	85,000
Land	1,424,888	550	361,200	288,165	0
Total Capital Outlay	1,431,031	13,477	396,200	323,165	1,051,130
Total Expenditures	1,637,174	98,836	1,000,000	483,387	1,325,339
Revenues in Excess of Expenditures	(1,632,387)	(97,240)	(1,000,000)	(483,387)	(1,325,339)
OTHER SOURCES (USES)					
Transfer In	706,940	560,330	0	426,748	0
Loan Proceeds	0	0	0	0	0
Transfer Out	0	0	0	0	0
Total Other Sources (Uses)	706,940	560,330	0	426,748	0
Change in Fund Balance	(925,447)	463,090	(1,000,000)	(56,639)	(1,325,339)
Beginning Balance, May 1	1,844,334	918,887	1,381,977	1,381,977	1,325,339
Ending Balance, April 30	918,887	1,381,977	381,977	1,325,339	(0)



ANNUAL LIBRARY BUDGET

CRYSTAL LAKE PUBLIC LIBRARY IMRF FUND

Department	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
Property Tax	281,818	288,091	302,845	302,854	310,352
Investment Interest	163	348	0	0	0
Total Revenues	281,981	288,440	302,845	302,854	310,352
EXPENDITURES					
Library Portion IMRF	271,159	286,630	302,845	302,854	310,352
Library Personnel Services	271,159	286,630	302,845	302,854	310,352
Total Expenditures	271,159	286,630	302,845	302,854	310,352
Revenues in Excess of Expenditures	10,822	1,809	0	0	0
OTHER SOURCES (USES)					
Transfer In	0	0	0	0	0
Loan Proceeds	0	0	0	0	0
Transfer Out	(132,516)	0	0	0	0
Total Other Sources (Uses)	(132,516)	0	0	0	0
Change in Fund Balance	(121,694)	1,809	0	0	0
Beginning Balance, May 1	223,965	102,271	104,080	104,080	104,080
Ending Balance, April 30	102,271	104,080	104,080	104,080	104,080



ANNUAL LIBRARY BUDGET

CRYSTAL LAKE PUBLIC LIBRARY FICA FUND

Department	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
Property Tax	170,630	182,656	188,343	188,349	192,110
Investment Interest	99	164	0	0	0
Total Revenues	170,729	182,820	188,343	188,349	192,110
EXPENDITURES					
Library Portion FICA	165,410	175,314	188,343	188,349	192,110
Library Personnel Services	165,410	175,314	188,343	188,349	192,110
Total Expenditures	165,410	175,314	188,343	188,349	192,110
Revenues in Excess of Expenditures	5,319	7,506	0	0	0
OTHER SOURCES (USES)					
Transfer In	0	0	0	0	0
Loan Proceeds	0	0	0	0	0
Transfer Out	(81,219)	0	0	0	0
Total Other Sources (Uses)	(81,219)	0	0	0	0
Change in Fund Balance	(75,900)	7,506	0	0	0
Beginning Balance, May 1	136,445	60,545	68,051	68,051	68,051
Ending Balance, April 30	60,545	68,051	68,051	68,051	68,051



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



OTHER FUNDS



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



MOTOR FUEL TAX FUND



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.

ANNUAL BUDGET

MOTOR FUEL TAX FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
41210. Motor Fuel Tax - IL	\$1,376,251	\$1,074,404	\$1,055,244	\$1,075,021	\$1,081,132
41700. Grant Proceeds - State of IL	1,226,760	0	0	0	0
41800. Grant Proceeds - Federal	69,844	2,297,208	0	0	0
41900. Grant Proceeds - Other	42,104	2,474,571	0	0	0
47010. Interest Income	37,755	32,397	10,000	31,000	30,000
47990. Unrealized Gain/Loss on Investments	2,546	(2,052)	0	0	0
48950. Reimbursements	0	153,260	775,475	24,252	24,252
Total Revenues	2,755,260	6,029,788	1,840,719	1,130,273	1,135,384
EXPENDITURES					
Community Development	2,662,473	6,642,730	3,318,009	1,200,483	736,063
Total Expenditures	2,662,473	6,642,730	3,318,009	1,200,483	736,063
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	92,787	(612,942)	(1,477,290)	(70,210)	399,321
OTHER FINANCING SOURCES (USES)					
Transfer Out					
Road/Vehicle License Fund	(1,000,000)	(1,000,000)	0	0	0
Capital Replacement Fund	0	0	0	0	(1,801,879)
Asset Impairment	(132,450)	132,450	0	0	0
Total Other Financing Sources (Uses)	(1,132,450)	(867,550)	0	0	(1,801,879)
Net Change in Fund Balance	(1,039,663)	(1,480,492)	(1,477,290)	(70,210)	(1,402,558)
Beginning Fund Balance	7,867,624	6,827,961	5,347,469	5,347,469	5,277,259
Restricted or Assigned Fund Balance	0	0	0	0	0
Available Fund Balance	\$6,827,961	\$5,347,469	\$3,870,179	\$5,277,259	\$3,874,701



ACCOMPLISHMENTS

COMMUNITY DEVELOPMENT DEPARTMENT

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

The City continued to coordinate with IDOT for the Route 14 Improvement; the construction was substantially complete on October 24, 2016.

Oversee the construction of the Country Club Multi-use Path.

The construction of the County Club Multi-use Path was substantially complete on September 29, 2016.

Continue engineering of the Crystal Lake Avenue and Main Street Improvement.

Progress continues on the engineering for the Crystal Lake Avenue and Main Street improvement.

Continue engineering of the North Main Street and Route 176 intersection improvement.

Progress continues on the engineering of the North Main Street and Route 176 intersection improvement.

Initiate the design engineering for the Prairie Trail Re-route improvement. Coordinate with the McHenry County Conservation District and the Crystal Lake Park District.

Progress continues on the engineering. Coordination with the McHenry County Conservation District and the Crystal Lake Park District continues.

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.

The final phase of the illuminated street name sign program was completed. The remaining signs along Route 14 and Route 176 were installed this year.



OBJECTIVES

COMMUNITY DEVELOPMENT DEPARTMENT

- Continue engineering of the Route 14 and Virginia Road improvement. Continue to coordinate with the McHenry County Division of Transportation.
- Oversee the engineering and construction of the Prairie Trail Re-route improvement. Continue to coordinate with the Crystal Lake Park District and McHenry County Conservation District.
- Continue engineering of the Crystal Lake Avenue and Main Street improvement.
- Continue engineering of the North Main Street and Route 176 intersection improvement.
- Oversee the engineering and construction of the Huntley Road multi-use path connection. Coordinate with the McHenry County Division of Transportation and the Crystal Lake Park District.

ANNUAL BUDGET

COMMUNITY DEVELOPMENT DEPARTMENT - MOTOR FUEL TAX FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
55010. Professional Services	0	960	50,000	1,788	50,000
55330. Traffic Signal Maintenance Services	39,428	36,039	100,063	90,000	128,063
55410. Street Lights Services	44,137	40,271	40,000	40,000	40,000
55900. Intergovernmental Cooperation Contractual Services	0	0	0	0	10,000
	83,565	77,270	190,063	131,788	228,063
56160. Salt	427,923	338,720	508,000	508,000	508,000
Materials & Supplies	427,923	338,720	508,000	508,000	508,000
57080. Capital - Streets	2,135,978	6,196,892	2,569,946	560,561	0
57120. Capital - Land	15,007	29,848	50,000	134	0
Capital Outlay	2,150,985	6,226,739	2,619,946	560,695	0
Total - Community Development	\$2,662,473	\$6,642,730	\$3,318,009	\$1,200,483	\$736,063



ACCOUNT INFORMATION

COMMUNITY DEVELOPMENT DEPARTMENT - 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.

- Beginning in fiscal year 2017/2018, capital acquisition and replacement is accounted for in the Capital & Equipment Replacement Fund of the City. Capital acquisition and replacement includes road resurfacing and improvement projects.



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



ROAD/VEHICLE LICENSE FUND



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.

Beginning in fiscal year 2017/2018, capital acquisition and replacement will be accounted for in the Capital & Equipment Replacement Fund. Capital acquisition and replacement includes road resurfacing and improvement projects.

ANNUAL BUDGET

ROAD/VEHICLE LICENSE FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
40060. Property Tax - Streets	\$476,854	\$475,367	\$475,400	\$441,563	\$445,000
42010. Vehicle Licenses	234,750	240,659	240,000	210,584	240,000
47010. Interest Income	86	719	0	60	0
48950. Reimbursements	0	450	0	12,000	0
48990. Miscellaneous Income	0	0	0	0	0
Total Revenues	711,690	717,196	715,400	664,207	685,000
EXPENDITURES					
Community Development	2,371,964	2,313,491	2,338,210	2,134,368	49,950
Total Expenditures	2,371,964	2,313,491	2,338,210	2,134,368	49,950
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	(1,660,274)	(1,596,295)	(1,622,810)	(1,470,161)	635,050



ANNUAL BUDGET

ROAD/VEHICLE LICENSE FUND SUMMARY (CONT'D)

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
OTHER FINANCING SOURCES (USES)					
Transfer In					
General Fund	0	0	1,000,000	1,000,000	0
Home Rule Sales Tax Fund	0	525,000	300,000	300,000	0
Motor Fuel Tax Fund	1,000,000	1,000,000	0	0	0
Transfer Out					
Capital Replacement Fund	0	0	0	0	(635,000)
Total Other Financing Sources (Uses)	1,000,000	1,525,000	1,300,000	1,300,000	(635,000)
Net Change in Fund Balance	(660,274)	(71,295)	(322,810)	(170,161)	50
Beginning Fund Balance	904,502	244,228	172,933	172,933	2,772
Restricted or Assigned Fund Balance	0	0	0	0	0
Available Fund Balance	\$244,228	\$172,933	(\$149,877)	\$2,772	\$2,822

ACCOMPLISHMENTS

COMMUNITY DEVELOPMENT DEPARTMENT

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 8.3 miles of streets. The current Condition Rating Survey (CRS) rating for the entire system has increased to 7.4.

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.

The removal of sidewalk tripping hazards was completed using two different methods. The following tripping hazards were removed in 2016:

- *Removal and replacement at 65 locations*
- *Sidewalk cutting at 900 locations*



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.

This year's improvement area, located along Brink Street, just west of Main Street, is being coordinated with the gas station's private renovation project and will be completed in the summer of 2017, assuming the gas station renovation project moves forward next year. The funding for this program has moved to the Capital fund.

OBJECTIVES

COMMUNITY DEVELOPMENT DEPARTMENT

- 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 program to eliminate sidewalk tripping hazards thus minimizing insurance claims caused by uneven sidewalks.
 - Conduct the pavement marking program, which will improve the visibility of worn markings.
-



ANNUAL BUDGET

COMMUNITY DEVELOPMENT DEPARTMENT - ROAD/VEHICLE LICENSE FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
55010. Professional Services	17,516	30,838	54,710	34,210	29,950
55020. Reimbursed Expenses	0	(735)	0	0	0
55160. Postage & Freight	9,834	14,030	15,500	10,450	15,500
55380. Street Maintenance & Repair	2,131,914	2,139,519	2,165,000	1,998,339	0
55390. Sidewalk Maintenance & Repair	144,134	64,335	100,000	86,869	0
Contractual Services	2,303,399	2,247,988	2,335,210	2,129,868	45,450
56950. Stationery and Printing	3,328	5,503	3,000	4,500	4,500
Materials & Supplies	3,328	5,503	3,000	4,500	4,500
57090. Capital-Sidewalks	65,237	60,000	0	0	0
Capital Outlay	65,237	60,000	0	0	0
Total - Community Development	\$2,371,964	\$2,313,491	\$2,338,210	\$2,134,368	\$49,950

ACCOUNT INFORMATION

COMMUNITY DEVELOPMENT DEPARTMENT - 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.

- Professional Services has been reduced as part of a reduction in special project consultant fees.
- Beginning in fiscal year 2017/2018, capital acquisition and replacement is accounted for in the Capital & Equipment Replacement Fund of the City. Capital acquisition and replacement includes road resurfacing and improvement projects.



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



THREE OAKS RECREATION AREA
OPERATING FUND



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.

Beginning in fiscal year 2017/2018, activities associated with the Three Oaks Recreation Area will be reported in the City's General Fund.

ANNUAL BUDGET

THREE OAKS RECREATION AREA OPERATING FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
42080. Fishing Licenses	\$1,764	\$328	\$0	\$0	\$0
42700. Parking Fees	81,889	93,745	92,600	130,373	0
42710. Parking Tokens Redeemed	0	0	0	(510)	0
42730. Lake Use Fee (Scuba)	4,347	9,390	9,390	11,400	0
42750. Admission Fees	134,022	171,711	177,711	217,577	0
45250. Scuba Instruction	7,327	1,230	0	969	0
45260. Three Oaks Classes	2,385	14,748	13,000	16,906	0
47010. Interest Income	46	49	0	37	0
48700. Rental Income-City Property	9,825	10,661	9,500	12,417	0
48710. Rental Income - Boats	145,049	167,841	164,634	194,145	0
48720. Rental Income - Pavilion	9,905	8,330	8,600	10,310	0
48750. Annual Pass	4,335	7,355	0	6,430	0
48755. Beach Chair Rental Income	1,046	1,999	1,999	3,565	0
48810. Consumables	5,097	6,665	6,000	7,368	0
48900. Loyalty Points Redeemed	0	0	0	(885)	0
48950. Reimbursements	0	2,496	0	432	0
48990. Miscellaneous Income	555	211	0	4,420	0
Total Revenues	407,592	496,758	483,434	614,954	0



ANNUAL BUDGET

THREE OAKS RECREATION AREA OPERATING FUND SUMMARY (CONT'D)

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
EXPENDITURES					
Three Oaks Recreation Area	563,450	618,352	664,877	664,486	0
Total Expenditures	563,450	618,352	664,877	664,486	0
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	(155,858)	(121,593)	(181,443)	(49,532)	0
OTHER FINANCING SOURCES (USES)					
Transfer In					
General Fund	0	0	0	0	0
Home Rule Sales Tax Fund	155,858	121,593	181,443	49,532	0
Total Other Financing Sources (Uses)	155,858	121,593	181,443	49,532	0
Net Change in Fund Balance	0	(0)	0	0	0
Beginning Fund Balance	0	0	(0)	(0)	(0)
Restricted or Assigned Fund Balance	0	0	0	0	0
Available Ending Balance	\$0	(\$0)	(\$0)	(\$0)	(\$0)



ANNUAL BUDGET

THREE OAKS RECREATION AREA

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54115. Wages-Part Time Employees	334,987	357,420	372,578	414,501	0
54150. Wages-Overtime	0	0	0	0	0
54301. Employer's Social Security	25,511	26,690	0	0	0
54302. Employer's IMRF	5,300	5,653	0	0	0
Personnel Services	365,799	389,763	372,578	414,501	0
55010. Professional Services	13,929	15,606	21,745	22,452	0
55140. Publishing Services	1,794	8,271	6,345	3,780	0
55160. Postage & Freight	15	55	100	65	0
55200. Training	2,632	4,801	3,205	2,455	0
55240. Insurance and Bonding Services	5,332	2,966	3,531	3,531	0
55260. Utilities	28,873	33,081	40,045	28,133	0
55310. Examinations	8,007	10,673	8,950	8,208	0
55420. Plant Maintenance Services	82,314	93,460	140,578	111,777	0
Contractual Services	142,895	168,913	224,499	180,401	0
56000. Office Supplies	1,277	1,988	1,000	766	0
56020. Cleaning Supplies	5,978	4,354	5,000	3,524	0
56040. Motor Fuel & Lubricant	3,625	2,273	3,000	3,000	0
56050. Computer Hardware & Software	4,467	3,162	3,550	3,051	0
56060. Small Tools and Equipment	984	3,442	39,150	38,911	0
56070. Automotive Supplies	6,703	2,360	2,700	8,000	0
56120. Clothing	7,063	3,986	6,500	3,632	0
56320. Operating Supplies	24,660	38,110	6,900	8,700	0
Materials & Supplies	54,756	59,675	67,800	69,584	0
Total – Three Oaks Recreation Area	\$563,450	\$618,352	\$664,877	\$664,486	\$0

ACCOUNT INFORMATION

THREE OAKS RECREATION AREA

Beginning in fiscal year 2017/2018, activities associated with the Three Oaks Recreation Area will be reported in the City's General Fund. Fiscal year 2017/2018 activity of the Three Oaks Recreation Area is presented earlier in this document in the General Fund.



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



THREE OAKS CAPITAL & EQUIPMENT
REPLACEMENT FUND



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.

ANNUAL BUDGET

THREE OAKS CAPITAL & EQUIPMENT REPLACEMENT FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
47010. Interest Income	\$12	\$5	\$0	\$0	\$0
Total Revenues	<u>12</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>
EXPENDITURES					
Three Oaks Recreation Area	55,413	42,707	114,330	58,330	0
Total Expenditures	<u>55,413</u>	<u>42,707</u>	<u>114,330</u>	<u>58,330</u>	<u>0</u>
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	(55,401)	(42,701)	(114,330)	(58,330)	0
OTHER FINANCING SOURCES (USES)					
Transfer In					
Home Rule Sales Tax Fund	0	0	112,623	53,795	0
Total Other Financing Sources (Uses)	<u>0</u>	<u>0</u>	<u>112,623</u>	<u>53,795</u>	<u>0</u>
Net Change in Fund Balance	(55,401)	(42,701)	(1,707)	(4,535)	0
Beginning Fund Balance	102,637	47,236	4,535	4,535	(0)
Restricted or Assigned Fund Balance	0	0	0	0	0
Available Fund Balance	<u>\$47,236</u>	<u>\$4,535</u>	<u>\$2,828</u>	<u>(\$0)</u>	<u>(\$0)</u>



ANNUAL BUDGET

THREE OAKS RECREATION AREA - THREE OAKS CAPITAL & EQUIPMENT REPLACEMENT FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
55010. Professional Services	0	0	63,830	38,830	0
Contractual Services	0	0	63,830	38,830	0
56050. Computer Hardware & Software Materials & Supplies	0	0	8,000	0	0
	0	0	8,000	0	0
57040. Capital - Operating Equipment	55,413	42,707	12,500	16,500	0
57100. Capital - Systems Improvements	0	0	30,000	3,000	0
Capital Outlay	55,413	42,707	42,500	19,500	0
Total – Three Oaks Recreation Area	\$55,413	\$42,707	\$114,330	\$58,330	\$0

ACCOUNT INFORMATION

THREE OAKS RECREATION AREA - THREE OAKS CAPITAL & EQUIPMENT REPLACEMENT FUND

- Beginning in fiscal year 2017/2018, capital acquisition and replacement is accounted for in the Capital & Equipment Replacement Fund of the City.



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



SCHOOL CROSSING GUARD FUND



STATEMENT OF ACTIVITIES

SCHOOL 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 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.

ANNUAL BUDGET

SCHOOL CROSSING GUARD FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
40010. Property Tax - Prior Year	\$0	\$4,907	\$0	\$0	\$0
40070. Property Tax - Crossing Guards	40,166	45,046	45,123	45,123	55,000
47010. Interest Income	15	70	7	15	0
48950. Reimbursements	29,820	36,260	45,125	45,128	55,000
Total Revenues	70,001	86,284	90,255	90,266	110,000
EXPENDITURES					
Police Department	52,575	92,585	90,255	90,255	110,000
Total Expenditures	52,575	92,585	90,255	90,255	110,000
Net Change in Fund Balance	17,426	(6,300)	0	11	0
Beginning Fund Balance	66,042	83,468	77,168	77,168	77,179
Restricted or Assigned Fund Balance	0	0	0	0	0
Available Fund Balance	\$83,468	\$77,168	\$77,168	\$77,179	\$77,179



ANNUAL BUDGET

POLICE DEPARTMENT - SCHOOL CROSSING GUARD FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54115. Wages-Part Time Employees	52,575	92,585	0	0	0
54301. Employer's Social Security	0	0	0	0	0
Personnel Services	52,575	92,585	0	0	0
55010. Professional Services	0	0	90,255	90,255	110,000
Contractual Services	0	0	90,255	90,255	110,000
Total - Police Department	\$52,575	\$92,585	\$90,255	\$90,255	\$110,000



CITY OF CRYSTAL LAKE

ANNUAL BUDGET

FISCAL YEAR 2017/2018



IMRF / FICA FUND



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.

ANNUAL BUDGET

IMRF/FICA FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
40010. Property Tax - Prior Year	\$0	\$175,255	\$0	\$0	\$0
40080. Property Tax - IMRF	848,523	918,445	920,006	918,822	865,445
40090. Property Tax - FICA	682,521	765,700	773,137	772,141	727,286
47010. Interest Income	243	1,111	100	200	200
Total Revenues	1,531,287	1,860,510	1,693,243	1,691,163	1,592,931
EXPENDITURES					
IMRF/FICA	1,500,144	1,545,939	1,693,243	1,693,243	1,671,574
Total Expenditures	1,500,144	1,545,939	1,693,243	1,693,243	1,671,574
Net Change in Fund Balance	31,143	314,571	0	(2,080)	(78,643)
Beginning Fund Balance	795,058	826,201	1,140,772	1,140,772	1,138,692
Restricted or Assigned Fund Balance	(826,201)	(1,140,772)	(1,140,772)	(1,138,692)	(1,060,049)
Available Fund Balance	(\$0)	\$0	\$0	\$0	\$0



ANNUAL BUDGET

IMRF/FICA - IMRF/FICA FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54301. Employer's Social Security	663,333	687,228	773,137	773,137	754,684
54302. Employer's IMRF	836,811	858,711	920,106	920,106	916,890
Personnel Services	1,500,144	1,545,939	1,693,243	1,693,243	1,671,574
Total – IMRF/FICA	\$1,500,144	\$1,545,939	\$1,693,243	\$1,693,243	\$1,671,574



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



INSURANCE RESERVES FUND



STATEMENT OF ACTIVITIES

INSURANCE RESERVES FUND

The Insurance Reserve Fund is used to account for the accumulation of assets 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. Sources of revenue include prescription rebates, wellness program rebates, insurance recoveries and interest earned on assets held by IRMA.

Expenditures 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. In addition, the fiscal year 2017/2018 budget reflects the amount of funds held by the IPBC that are anticipated to be used to pay excess claims.

Restricted fund balance represents amounts in the Excess Surplus account at IRMA and in the Terminal Reserve at IPBC.

ANNUAL BUDGET

INSURANCE RESERVES FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
47010. Interest Income	\$35,791	\$234,776	\$0	\$50	\$0
48950. Reimbursements	37,240	295,484	16,000	15,950	16,000
48990. Miscellaneous Income	22,765	3,070	0	0	0
Total Revenues	95,796	533,331	16,000	16,000	16,000
EXPENDITURES					
Group Insurance	0	0	48,200	48,200	250,221
Total Expenditures	0	0	48,200	48,200	250,221
Revenues Over (Under) Expenditures	95,796	533,331	(32,200)	(32,200)	(234,221)
Net Change in Fund Balance	95,796	533,331	(32,200)	(32,200)	(234,221)
Beginning Fund Balance	1,772,254	1,868,050	2,401,381	2,401,381	2,369,181
Restricted or Assigned Fund Balance	(1,336,181)	(1,550,680)	(1,550,680)	(1,550,680)	(1,550,680)
Available Fund Balance	\$531,869	\$850,701	\$818,501	\$818,501	\$584,280



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



RESTRICTED POLICE FUND



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.

ANNUAL BUDGET

RESTRICTED POLICE FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
45705. Donations - Kg Unit	\$12,735	\$0	\$0	\$0	\$0
45710. DUI Fines	83,012	26,137	15,000	15,000	24,000
45715. Drug Fines	7,145	2,665	5,600	5,600	2,500
45720. Vehicle Fines	80,981	18,829	18,000	18,000	18,000
45725. Forfeited Funds	55,155	99,347	10,000	70,000	10,000
45730. Electronic Citations	12,101	2,962	3,000	3,000	3,000
45775. Donations-Police Activities	18,794	1,000	1,000	1,000	0
45785. DEA (Federal Sharing)	290,679	20,311	50,000	50,000	20,000
45790. Raw Seizure (Pass Thru)	0	544	0	0	0
Total Revenues	560,602	171,794	102,600	162,600	77,500
EXPENDITURES					
85710. DUI Fines	26,690	0	70,000	70,000	0
85720. Vehicle Fines	0	6,158	3,000	3,000	3,000
85725. Forfeited Funds	1,100	24,059	10,000	10,000	8,000
85730. Electronic Citations	1,520	762	1,000	1,000	2,000
85775. Donations-Police Activities	10,900	1,000	1,000	0	0
85785. DEA (Federal Sharing)	28,900	41,922	250,000	208,055	14,960
85790. Raw Seizure (Pass Thru)	0	544	0	0	0
Total Expenditures	69,111	74,445	335,000	292,055	27,960
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	491,491	97,350	(232,400)	(129,455)	49,540



ANNUAL BUDGET

RESTRICTED POLICE FUND (CONT'D)

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
OTHER FINANCING SOURCES (USES)					
Transfer Out					
Capital Replacement Fund (Forfeited Funds)	0	0	0	0	(40,000)
Total Other Financing Sources (Uses)	0	0	0	0	(40,000)
Net Change in Fund Balance	491,491	97,350	(232,400)	(129,455)	9,540
Beginning Fund Balance	0	491,491	588,841	588,841	459,386
Restricted Fund Balance-K9 Unit	(12,735)	(12,735)	(12,735)	(12,735)	(12,735)
Restricted Fund Balance-DUI Fines	(56,322)	(82,459)	(27,459)	(27,459)	(51,459)
Restricted Fund Balance-Drug Fines	(7,145)	(9,810)	(15,410)	(15,410)	(17,910)
Restricted Fund Balance-Vehicle Fines	(80,981)	(93,651)	(108,651)	(108,651)	(123,651)
Restricted Fund Balance-Forfeited Funds	(54,055)	(129,344)	(129,344)	(189,344)	(151,344)
Restricted Fund Balance-Electronic Citations	(10,581)	(12,780)	(14,780)	(14,780)	(15,780)
Restricted Fund Balance-Police Activities	(7,894)	(7,894)	(7,894)	(8,894)	(8,894)
Restricted Fund Balance-DEA (Federal Sharing)	(261,778)	(240,167)	(40,167)	(82,112)	(87,152)
Restricted Fund Balance-Raw Seizure (Pass Thru)	0	0	0	0	0
Available Fund Balance	(\$0)	\$0	\$0	\$0	\$0

ACCOUNT INFORMATION

RESTRICTED POLICE FUND

Budgeted in the Restricted Police Fund for fiscal year 2017/2018 are funds to provide for squad equipment, K-9 expenses, National Night Out expenses, and the purchase of simulation equipment. Beginning in fiscal year 2017/2018, capital acquisition and replacement is accounted for in the Capital & Equipment Replacement Fund of the City.



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



FOREIGN FIRE INSURANCE FUND



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.

ANNUAL BUDGET

FOREIGN FIRE INSURANCE FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
41600. Foreign Fire Insurance Tax	\$64,767	\$61,752	\$62,000	\$61,666	\$66,000
47010. Interest Income	323	110	300	10	0
Total Revenues	65,090	61,862	62,300	61,676	66,000
EXPENDITURES					
Foreign Fire Insurance Board	26,504	187,976	53,200	53,200	65,750
Total Expenditures	26,504	187,976	53,200	53,200	65,750
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	38,586	(126,114)	9,100	8,476	250
OTHER FINANCING SOURCES (USES)					
Asset Impairment	(4,338)	4,338	0	0	0
Total Other Financing Sources (Uses)	(4,338)	4,338	0	0	0
Net Change in Fund Balance	34,248	(121,776)	9,100	8,476	250
Beginning Fund Balance	183,365	217,613	95,837	95,837	104,313
Restricted or Assigned Fund Balance	0	0	0	0	0
Available Fund Balance	\$217,613	\$95,837	\$104,937	\$104,313	\$104,563



ANNUAL BUDGET

FOREIGN FIRE INSURANCE BOARD

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54150. Wages - Overtime	900	1,125	0	0	0
Personnel Services	900	1,125	0	0	0
55030. Legal Services	0	0	2,000	2,000	10,000
55240. Insurance and Bonding Services	100	100	100	100	150
55360. Radio Equipment Services	0	0	1,000	1,000	1,000
Contractual Services	100	100	3,100	3,100	11,150
56050. Computer Hardware & Software	0	0	100	100	100
56060. Small Tools and Equipment	25,504	186,751	50,000	50,000	54,500
Materials & Supplies	25,504	186,751	50,100	50,100	54,600
Total – Foreign Fire Insurance Board	\$26,504	\$187,976	\$53,200	\$53,200	\$65,750



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



CAPITAL & EQUIPMENT REPLACEMENT
FUND



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.

ANNUAL BUDGET

CAPITAL & EQUIPMENT REPLACEMENT FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
41700. Grant Proceeds - State of IL	\$2,926	\$0	\$70,000	\$0	\$0
48950. Reimbursements	0	3,760	137,500	0	0
Crystal Lake Park District-Huntley Rd Path	0	0	0	0	16,500
Crystal Lake Park District-Prairie Trail Re-route	0	0	0	0	8,280
McHenry County-Huntley Rd Path	0	0	0	0	29,500
McHenry County-Prairie Trail Re-route	0	0	0	0	8,280
McHenry County-South Main St Widening	0	0	0	0	395,000
McHenry County-Route 14/Virginia Rd	0	0	0	0	72,000
Total Revenues	2,926	3,760	207,500	0	529,560
EXPENDITURES					
City Administration	46,286	193,885	858,309	559,309	20,000
Information Technology	157,260	101,556	237,000	237,000	921,456
Police	189,951	196,697	228,675	205,800	240,056
Community Development	578,453	600,131	599,662	29,000	513,707
Streets	359,318	1,139,431	659,900	624,900	382,740
Storm Sewer	465,180	33,865	26,000	26,000	56,000
Fleet & Facility Services	195,860	204,753	532,500	421,566	138,500
Special Projects	24,975	30,583	0	0	0
Fire Rescue	0	0	0	0	550,350
Road Resurfacing	0	0	0	0	1,955,000
Road Reconstruction	0	0	0	0	2,331,439
Three Oaks Recreation Area	0	0	0	0	248,372
Total Expenditures	2,017,283	2,500,901	3,142,046	2,103,575	7,357,620
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	(2,014,357)	(2,497,141)	(2,934,546)	(2,103,575)	(6,828,060)



ANNUAL BUDGET

CAPITAL & EQUIPMENT REPLACEMENT FUND SUMMARY (CONT'D)

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
OTHER SOURCES (USES)					
Transfer In					
General Fund	1,970,700	2,505,764	0	0	2,556,374
Home Rule Sales Tax Fund	43,657	168,877	162,500	162,500	0
Restricted Police Fund	0	0	0	0	40,000
Fire Rescue Fund	0	0	0	0	550,350
Road/Vehicle License Fund	0	0	0	0	635,000
Motor Fuel Tax Fund	0	0	0	0	1,801,879
Commuter Parking Fund	0	0	0	0	8,032
Total Other Financing Sources (Uses)	2,014,357	2,674,641	162,500	162,500	5,591,635
Net Change in Fund Balance	(0)	177,500	(2,772,046)	(1,941,075)	(1,236,425)
Beginning Fund Balance	3,000,000	3,000,000	3,177,500	3,177,500	1,236,425
Restricted or Assigned Fund Balance	0	0	0	0	0
Available Fund Balance	\$3,000,000	\$3,177,500	\$405,454	\$1,236,425	(\$0)



ANNUAL BUDGET

CITY ADMINISTRATION - CAPITAL & EQUIPMENT REPLACEMENT FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
55010. Professional Services	0	19,738	0	15,000	20,000
Contractual Services	0	19,738	0	15,000	20,000
56050. Computer Hardware & Software	31,286	35,655	56,500	43,000	0
56230. Street Signs	15,000	104,272	35,000	15,000	0
Materials & Supplies	46,286	139,926	91,500	58,000	0
57030. Capital - Automotive Equipment	0	23,307	0	0	0
57040. Capital - Operating Equipment	0	0	441,809	412,309	0
57100. Capital - Systems Improvements	0	10,914	325,000	74,000	0
Capital Outlay	0	34,221	766,809	486,309	0
Total - City Administration	\$46,286	\$193,885	\$858,309	\$559,309	\$20,000

ACCOUNT INFORMATION

CITY ADMINISTRATION - CAPITAL & EQUIPMENT REPLACEMENT FUND

Funds have been requested in fiscal year 2017/2018 to provide for:

- Five-Year Financial Management Plan update



ANNUAL BUDGET

INFORMATION TECHNOLOGY - CAPITAL & EQUIPMENT REPLACEMENT FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
56050. Computer Hardware & Software Materials & Supplies	48,798	101,556	49,000	49,000	30,000
	48,798	101,556	49,000	49,000	30,000
57000. Capital - Buildings	108,462	0	0	0	0
57040. Capital - Operating Equipment Capital Outlay	0	0	188,000	188,000	891,456
	108,462	0	188,000	188,000	891,456
Total - Information Technology	\$157,260	\$101,556	\$237,000	\$237,000	\$921,456

ACCOUNT INFORMATION

INFORMATION TECHNOLOGY - CAPITAL & EQUIPMENT REPLACEMENT FUND

Funds have been requested in fiscal year 2017/2018 to provide for:

- Fiber optic network (City Hall, Fire Station #3, WWTP #2)
- Community Development software
- Software upgrade to Office 2016
- Desktop computer replacements
- Uninterruptable power supply installation (Data Center)
- Server virtualization



ANNUAL BUDGET

POLICE DEPARTMENT - CAPITAL & EQUIPMENT REPLACEMENT FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
56050. Computer Hardware & Software	48,216	23,960	47,000	47,000	40,000
56060. Small Tools and Equipment Materials & Supplies	0	0	2,875	0	0
	48,216	23,960	49,875	47,000	40,000
57030. Capital - Automotive Equipment	141,735	166,189	178,800	158,800	200,056
57040. Capital - Operating Equipment Capital Outlay	0	6,548	0	0	0
	141,735	172,737	178,800	158,800	200,056
Total - Police	\$189,951	\$196,697	\$228,675	\$205,800	\$240,056

ACCOUNT INFORMATION

POLICE DEPARTMENT - CAPITAL & EQUIPMENT REPLACEMENT FUND

Funds have been requested in fiscal year 2017/2018 to provide for:

- Vehicle replacement (2 administrative vehicles)
- Vehicle replacement – K-9
- Patrol unit replacements (3)
- Mobile data computer/docking station replacements



ANNUAL BUDGET

COMMUNITY DEVELOPMENT DEPARTMENT - CAPITAL & EQUIPMENT REPLACEMENT FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
55010. Professional Services	129,013	45,829	41,000	0	20,000
55390. Sidewalk Repairs and Maintenance	65,237	113,735	0	0	0
Contractual Services	194,250	159,564	41,000	0	20,000
56050. Computer Hardware & Software	13,300	0	5,000	5,000	0
Materials & Supplies	13,300	0	5,000	5,000	0
57000. Capital - Buildings	44,349	36,339	0	0	0
57030. Capital - Automotive Equipment	122,109	0	0	0	0
57100. Capital - Systems Improvements	204,444	404,228	553,662	24,000	493,707
Capital Outlay	370,902	440,567	553,662	24,000	493,707
Total - Community Development	\$578,453	\$600,131	\$599,662	\$29,000	\$513,707

ACCOUNT INFORMATION

COMMUNITY DEVELOPMENT DEPARTMENT - CAPITAL & EQUIPMENT REPLACEMENT FUND

Funds have been requested in fiscal year 2017/2018 to provide for:

- Area 1 flooding mitigation study
- Storm sewer lining (Nash Road)
- Culvert replacement – engineering services
- Sidewalk restoration (downtown)



ANNUAL BUDGET

STREETS DIVISION - CAPITAL & EQUIPMENT REPLACEMENT FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
55010. Professional Services	0	877,672	274,000	274,000	291,740
Contractual Services	0	877,672	274,000	274,000	291,740
56070. Automotive Supplies	0	43,698	91,000	91,000	0
Materials & Supplies	0	43,698	91,000	91,000	0
57030. Capital - Automotive Equipment	345,768	218,062	294,900	259,900	91,000
57040. Capital - Operating Equipment	13,550	0	0	0	0
Capital Outlay	359,318	218,062	294,900	259,900	91,000
Total - Streets	\$359,318	\$1,139,431	\$659,900	\$624,900	\$382,740

ACCOUNT INFORMATION

STREETS DIVISION - CAPITAL & EQUIPMENT REPLACEMENT FUND

Funds have been requested in fiscal year 2017/2018 to provide for:

- Emerald Ash Borer (EAB) eradication
- Sidewalk tractor replacement
- Pickup truck replacement



ANNUAL BUDGET

FLEET & FACILITY SERVICES DIVISION - CAPITAL & EQUIPMENT REPLACEMENT FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
55010. Professional Services	0	0	50,000	20,000	0
Contractual Services	0	0	50,000	20,000	0
56050. Computer Hardware & Software	0	65,094	0	0	0
Materials & Supplies	0	65,094	0	0	0
57000. Capital - Buildings	95,797	70,630	380,000	299,066	138,500
57030. Capital - Automotive Equipment	46,552	69,029	102,500	102,500	0
57040. Capital - Operating Equipment	53,512	0	0	0	0
Capital Outlay	195,860	139,659	482,500	401,566	138,500
Total - Fleet & Facility Services	\$195,860	\$204,753	\$532,500	\$421,566	\$138,500

ACCOUNT INFORMATION

FLEET & FACILITY SERVICES DIVISION - CAPITAL & EQUIPMENT REPLACEMENT FUND

Funds have been requested in fiscal year 2017/2018 to provide for:

- Mechanical systems automation master plan development
- Closed transition transfer Switch installation
- Grounding and bonding (EOC, telephone room, IT rooms)
- Variable Frequency Drive replacements (HVAC system)



ANNUAL BUDGET

STORM SEWER DIVISION - CAPITAL & EQUIPMENT REPLACEMENT FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
55010. Professional Services	0	0	0	0	0
Contractual Services	0	0	0	0	0
56070. Automotive Supplies	0	0	0	0	0
Materials & Supplies	0	0	0	0	0
57030. Capital - Automotive Equipment	465,180	33,865	26,000	26,000	56,000
57040. Capital - Operating Equipment	0	0	0	0	0
Capital Outlay	465,180	33,865	26,000	26,000	56,000
Total - Streets	\$465,180	\$33,865	\$26,000	\$26,000	\$56,000

ACCOUNT INFORMATION

STORM SEWER DIVISION - CAPITAL & EQUIPMENT REPLACEMENT FUND

Funds have been requested in fiscal year 2017/2018 to provide for:

- Utility truck (to replace a pickup truck)



ANNUAL BUDGET

FIRE RESCUE - CAPITAL & EQUIPMENT REPLACEMENT FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
57030. Capital - Automotive Equipment	0	0	0	0	420,000
57160. Capital - Departmental Equipment	0	0	0	0	130,350
Capital Outlay	0	0	0	0	550,350
Total - Fire Rescue	\$0	\$0	\$0	\$0	\$550,350

ACCOUNT INFORMATION

FIRE RESCUE - CAPITAL & EQUIPMENT REPLACEMENT FUND

Funds have been requested in fiscal year 2017/2018 to provide for:

- Wireless alarm backup system
- Ambulance replacement
- SCBA fit testing equipment replacement
- Thermal imaging camera replacement (2)

Funds to provide for the replacement of one bariatric ambulance were re-budgeted. The new bariatric ambulance is expected to be delivered in June, 2017.



ANNUAL BUDGET

ROAD RESURFACING - CAPITAL & EQUIPMENT REPLACEMENT FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
55380. Street Maintenance & Repair	0	0	0	0	1,855,000
55390. Sidewalk Maintenance & Repair	0	0	0	0	100,000
Contractual Services	0	0	0	0	1,955,000
Total - Road Resurfacing	\$0	\$0	\$0	\$0	\$1,955,000

ACCOUNT INFORMATION

ROAD RESURFACING - CAPITAL & EQUIPMENT REPLACEMENT FUND

Funds have been requested in fiscal year 2017/2018 to provide for:

- Pavement preservation (crack-filling, GSB-88 application, etc.)
 - Road resurfacing
 - Manhole frames and lids replacement
 - Traffic safety improvements
 - Pavement marking
 - Sidewalk and curb replacement
-



ANNUAL BUDGET

ROAD RECONSTRUCTION - CAPITAL & EQUIPMENT REPLACEMENT FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
57080. Capital - Streets	0	0	0	0	2,281,439
57120. Capital - Land	0	0	0	0	50,000
Capital Outlay	0	0	0	0	2,331,439
Total - Road Reconstruction	\$0	\$0	\$0	\$0	\$2,331,439

ACCOUNT INFORMATION

ROAD RECONSTRUCTION - CAPITAL & EQUIPMENT REPLACEMENT FUND

Funds have been requested in fiscal year 2017/2018 to provide for:

- Multi-use path (Country Club Road) – construction
- Multi-use path (Huntley Road)
- Prairie Trail re-route
- Intersection (IL 176/Main) improvement – engineering
- Intersection (US 14/Virginia Road) improvement – engineering
- Intersection (Main Street/Crystal Lake Avenue) improvement – engineering and right-of-way acquisition

Funds to provide for intersection improvements at IL 176/Briarwood Road, as well as those for roadway improvements along Pingree 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.



ANNUAL BUDGET

THREE OAKS RECREATION AREA - CAPITAL & EQUIPMENT REPLACEMENT FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
57040. Capital - Operating Equipment	0	0	0	0	33,800
57100. Capital - Systems Improvements	0	0	0	0	214,572
Capital Outlay	0	0	0	0	248,372
Total – Three Oaks Recreation Area	\$0	\$0	\$0	\$0	\$248,372

ACCOUNT INFORMATION

THREE OAKS RECREATION AREA - CAPITAL & EQUIPMENT REPLACEMENT FUND

Funds have been requested in fiscal year 2017/2018 to provide for:

- Master plan update
- Kayaks (6 additional)
- Row boats (2 replacements)
- Sailboat (1 substitution for a Hobie Cat)
- Retaining wall installation (swim beach area)
- Irrigation pump relocation
- Shade structure (scuba area)
- Parking lot lighting, signage and landscaping (new parking lots)



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



POLICE PENSION FUND



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. At April 30, 2016, the plan fiduciary net position as a percentage of the total pension liability, was 57.77%. The tax levy passed in December 2016 is intended to fund the 2017/2018 budget.

ANNUAL BUDGET

POLICE PENSION FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
40030. Employer Contribution	\$1,778,970	\$2,059,342	\$1,992,354	\$1,989,776	\$2,091,066
47010. Interest Income	1,857,197	(354,778)	1,100,000	1,100,000	1,100,000
48790. Employee Contribution	568,526	579,535	556,400	550,000	560,000
48990. Miscellaneous	0	25	0	0	0
Total Revenues	4,204,693	2,284,124	3,648,754	3,639,776	3,751,066
EXPENDITURES					
Police Pension Board	2,304,783	2,485,021	2,703,500	2,781,200	3,020,850
Total Expenditures	2,304,783	2,485,021	2,703,500	2,781,200	3,020,850
Net Change in Fund Balance	1,899,910	(200,897)	945,254	858,576	730,216
Beginning Fund Balance	31,857,107	33,757,017	33,556,120	33,556,120	34,414,696
Restricted or Assigned Fund Balance	(33,757,017)	(33,556,120)	(34,501,374)	(34,414,696)	(35,144,912)
Available Fund Balance	\$0	\$0	\$0	\$0	\$0



ANNUAL BUDGET

POLICE PENSION BOARD

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54195. Pension Payments	2,118,147	2,258,561	2,488,000	2,561,000	2,800,000
Personnel Services	2,118,147	2,258,561	2,488,000	2,561,000	2,800,000
55010. Professional Services	176,250	204,195	191,000	191,000	191,000
55030. Legal Services	3,872	9,063	15,000	15,000	15,000
55200. Training	0	2,025	2,000	2,000	2,000
55220. Dues and Subscriptions	775	795	1,000	1,000	1,000
55240. Insurance and Bonding Services	0	4,010	0	4,400	4,850
55630. State Filing Fee	5,739	6,372	6,500	6,800	7,000
Contractual Services	186,636	226,460	215,500	220,200	220,850
Total – Police Pension Board	\$2,304,783	\$2,485,021	\$2,703,500	\$2,781,200	\$3,020,850



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



FIREFIGHTERS' PENSION FUND



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. At April 30, 2016, the plan fiduciary net position as a percentage of the total pension liability, was 68.14%. The tax levy passed in December 2016 is intended to fund the 2017/2018 budget.

ANNUAL BUDGET

FIREFIGHTERS' PENSION FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
40030. Employer Contribution	\$1,555,655	\$1,928,927	\$1,693,212	\$1,690,980	\$1,609,399
47010. Interest Income	1,949,686	373,384	900,000	900,000	900,000
48790. Employee Contribution	539,487	570,934	619,400	576,500	621,400
48990. Miscellaneous	25	50	0	0	0
Total Revenues	4,044,853	2,873,295	3,212,612	3,167,480	3,130,799
EXPENDITURES					
Firefighters' Pension Board	1,321,170	1,418,312	1,649,000	1,509,500	1,691,000
Total Expenditures	1,321,170	1,418,312	1,649,000	1,509,500	1,691,000
Net Change in Fund Balance	2,723,683	1,454,983	1,563,612	1,657,980	1,439,799
Beginning Fund Balance	24,958,561	27,682,244	29,137,227	29,137,227	30,795,207
Restricted or Assigned Fund Balance	(27,682,244)	(29,137,227)	(30,700,839)	(30,795,207)	(32,235,006)
Available Fund Balance	\$0	\$0	\$0	\$0	\$0



ANNUAL BUDGET

FIREFIGHTERS' PENSION BOARD

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54195. Pension Payments	1,178,766	1,286,016	1,520,000	1,381,000	1,550,000
Personnel Services	1,178,766	1,286,016	1,520,000	1,381,000	1,550,000
55010. Professional Services	123,730	104,957	110,000	110,000	115,000
55030. Legal Services	11,272	15,606	12,000	5,000	12,000
55200. Training	2,925	1,830	2,000	2,500	2,000
55220. Dues and Subscriptions	0	0	0	0	0
55240. Insurance and Bonding Services	0	4,909	0	5,400	6,000
55630. State Filing Fee	4,477	4,994	5,000	5,600	6,000
Contractual Services	142,404	132,296	129,000	128,500	141,000
Total – Firefighters Pension Board	\$1,321,170	\$1,418,312	\$1,649,000	\$1,509,500	\$1,691,000



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



COMMUTER PARKING FUND



STATEMENT OF ACTIVITIES

COMMUTER PARKING FUND

A new Commuter Parking Fund has been incorporated into the City's Budget. The Commuter Parking Fund is a Special Revenue fund designated to maintain and operate the City's commuter parking areas. The revenues and expenses of this fund were previously accounted for the General Fund

ANNUAL BUDGET

COMMUTER PARKING FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
45300. Parking Fees	\$0	\$0	\$0	\$0	\$282,500
47010. Interest Income	0	0	0	0	0
Total Revenues	0	0	0	0	282,500
EXPENDITURES					
Commuter Parking	0	0	0	0	230,065
Total Expenditures	0	0	0	0	230,065
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	0	0	0	0	52,435
OTHER FINANCING SOURCES (USES)					
Transfer Out					
Capital Replacement Fund	0	0	0	0	(8,032)
Total Other Financing Sources (Uses)	0	0	0	0	(8,032)
Net Change in Fund Balance	0	0	0	0	44,403
Beginning Fund Balance	0	0	0	0	0
Restricted or Assigned Fund Balance	0	0	0	0	0
Available Fund Balance	\$0	\$0	\$0	\$0	\$44,403



ANNUAL BUDGET

COMMUTER PARKING FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
54110. Wages - Full Time Employees	0	0	0	0	45,116
54150. Overtime	0	0	0	0	24,960
54200. Group Health Insurance	0	0	0	0	9,033
54301. Employer's Social Security	0	0	0	0	4,346
54302. Employer's IMRF	0	0	0	0	8,962
54303. Employer's Medicare	0	0	0	0	1,016
Personnel Services	0	0	0	0	93,433
55010. Professional Services	0	0	0	0	75,532
55260. Utilities	0	0	0	0	7,200
55320. Operating Equipment Maintenance	0	0	0	0	34,100
55680. Rent - Buildings & Equipment	0	0	0	0	16,000
Contractual Services	0	0	0	0	132,832
56000. Office Supplies	0	0	0	0	2,000
56040. Motor Fuel & Lubricants	0	0	0	0	1,800
Material & Supplies	0	0	0	0	3,800
Total – Commuter Parking	\$0	\$0	\$0	\$0	\$230,065

ACCOUNT INFORMATION

COMMUTER PARKING

Budgeted in the Commuter Parking Fund for fiscal year 2017/2018 are funds to provide for parking enforcement activities, lighting, snow and ice control, lawn care and general maintenance. Also reflected in the fiscal year 2017/2018 budget are costs for prepaid parking passes and software support for Passport, the new pay-by-phone mobile application.



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CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



DEBT SERVICE FUNDS



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



THREE OAKS DEBT SERVICE FUND



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, 2017 will be \$10,889,138.

ANNUAL BUDGET

THREE OAKS DEBT SERVICE FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
EXPENDITURES					
Debt Service	\$1,049,124	\$1,049,851	\$1,054,341	\$1,052,676	\$1,051,571
Total Expenditures	<u>1,049,124</u>	<u>1,049,851</u>	<u>1,054,341</u>	<u>1,052,676</u>	<u>1,051,571</u>
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	<u>(1,049,124)</u>	<u>(1,049,851)</u>	<u>(1,054,341)</u>	<u>(1,052,676)</u>	<u>(1,051,571)</u>
OTHER FINANCING SOURCES (USES)					
Transfer In					
General Fund	0	0	0	0	1,050,071
Home Rule Sales Tax Fund	1,048,349	1,049,851	1,054,341	1,051,026	0
Vulcan Lakes TIF Fund	775	0	0	1,650	1,500
Total Other Financing Sources (Uses)	<u>1,049,124</u>	<u>1,049,851</u>	<u>1,054,341</u>	<u>1,052,676</u>	<u>1,051,571</u>
Net Change in Fund Balance	(0)	0	0	0	0
Beginning Fund Balance	0	(0)	(0)	(0)	(0)
Restricted or Assigned Fund Balance	0	0	0	0	0
Available Fund Balance	<u>(\$0)</u>	<u>(\$0)</u>	<u>(\$0)</u>	<u>(\$0)</u>	<u>(\$0)</u>



ANNUAL BUDGET

DEBT SERVICE - THREE OAKS DEBT SERVICE FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
55010. Professional Services	1,065	994	0	994	1,000
Contractual Services	1,065	994	0	994	1,000
58100. Debt Service - Principal	642,002	658,464	679,041	679,041	695,503
58110. Debt Service - Interest	406,058	390,393	375,300	372,641	355,068
Debt Service	1,048,060	1,048,857	1,054,341	1,051,682	1,050,571
Total – Debt Service	\$1,049,124	\$1,049,851	\$1,054,341	\$1,052,676	\$1,051,571



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



SEECOM PROJECT DEBT SERVICE FUND



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, 2017 will be \$768,857.

ANNUAL BUDGET

SEECOM PROJECT DEBT SERVICE FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
47010. Interest Income	\$0	\$0	\$0	\$0	\$0
48950. Reimbursements	263,835	265,423	258,800	268,975	270,271
Total Revenues	263,835	265,423	258,800	268,975	270,271
EXPENDITURES					
Debt Service	263,835	265,423	258,800	268,975	270,271
Total Expenditures	263,835	265,423	258,800	268,975	270,271
Net Change in Fund Balance	0	0	0	0	0
Beginning Fund Balance	167	167	167	167	167
Restricted or Assigned Fund Balance	(167)	(167)	(167)	(167)	(167)
Available Fund Balance	\$0	\$0	\$0	\$0	\$0



ANNUAL BUDGET

DEBT SERVICE - SEECOM PROJECT DEBT SERVICE FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
58100. Debt Service - Principal	234,000	240,268	248,625	248,625	254,893
58110. Debt Service - Interest	29,835	25,155	10,175	20,350	15,378
Debt Service	263,835	265,423	258,800	268,975	270,271
Total – Debt Service	\$263,835	\$265,423	\$258,800	\$268,975	\$270,271



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



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



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, 2017 will be \$350,476.

ANNUAL BUDGET

SSA 43/CRYSTAL HEIGHTS WATER & SEWER PROJECT DEBT SERVICE FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
40150. Property Tax	\$58,324	\$53,129	\$0	\$50,296	\$50,000
47010. Interest Income	115	354	50	50	0
48950. Reimbursements	76,669	107,246	32,000	25,142	22,000
48990. Miscellaneous Income	10,502	0	0	0	0
Total Revenues	145,610	160,729	32,050	75,488	72,000
EXPENDITURES					
Debt Service	153,395	229,451	123,433	152,009	150,601
Total Expenditures	153,395	229,451	123,433	152,009	150,601
Net Change in Fund Balance	(7,785)	(68,722)	(91,383)	(76,521)	(78,601)
Beginning Fund Balance	619,122	611,337	542,615	542,615	466,094
Restricted or Assigned Fund Balance	(611,337)	(542,615)	(451,232)	(466,094)	(387,493)
Available Fund Balance	\$0	\$0	\$0	\$0	\$0



ANNUAL BUDGET

DEBT SERVICE - SSA 43/CRYSTAL HEIGHTS WATER & SEWER PROJECT DEBT SERVICE FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
55010. Professional Services	5,462	5,470	5,462	5,400	5,400
58900. Miscellaneous	27,666	102,990	0	24,000	22,000
Contractual Services	33,128	108,460	5,462	29,400	27,400
58100. Debt Service - Principal	106,667	109,524	113,333	113,333	116,191
58110. Debt Service - Interest	13,600	11,467	4,638	9,276	7,010
Debt Service	120,267	120,991	117,971	122,609	123,201
Total – Debt Service	\$153,395	\$229,451	\$123,433	\$152,009	\$150,601



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



CAPITAL CONSTRUCTION FUNDS



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



THREE OAKS DEVELOPMENT FUND



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.

ANNUAL BUDGET

THREE OAKS DEVELOPMENT FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
41700. Grant Proceeds - State of IL	\$192,268	\$0	\$0	\$22,132	\$0
47010. Interest Income	36	(29)	0	10	0
48100. Capital Facility Fees	14,085	5,090	0	0	0
Total Revenues	\$206,388	\$5,061	\$0	\$22,142	\$0
EXPENDITURES					
Three Oaks Recreation Area	\$362,109	\$100,667	\$945,020	\$930,941	\$0
Total Expenditures	\$362,109	\$100,667	\$945,020	\$930,941	\$0
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	(155,720)	(95,606)	(945,020)	(908,799)	0
OTHER FINANCING SOURCES (USES)					
Transfer In					
Home Rule Sales Tax Fund	0	0	822,329	810,981	0
Total Other Financing Sources (Uses)	0	0	822,329	810,981	0
Net Change in Fund Balance	(155,720)	(95,606)	(122,691)	(97,818)	0
Beginning Fund Balance	349,145	193,425	97,818	97,818	0
Restricted or Assigned Fund Balance	0	0	0	0	0
Available Fund Balance	\$193,425	\$97,818	(\$24,873)	\$0	\$0



ANNUAL BUDGET

THREE OAKS RECREATION AREA - THREE OAKS DEVELOPMENT FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
57100. Capital - Systems Improvements	362,109	100,667	945,020	930,941	0
Capital Outlay	362,109	100,667	945,020	930,941	0
Total – Three Oaks Recreation Area	\$362,109	\$100,667	\$945,020	\$930,941	\$0

ACCOUNT INFORMATION

THREE OAKS RECREATION AREA - THREE OAKS DEVELOPMENT FUND

- Beginning in fiscal year 2017/2018, capital acquisition and replacement is accounted for in the Capital & Equipment Replacement Fund of the City.



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



MAIN STREET TIF FUND



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.

ANNUAL BUDGET

MAIN STREET TIF FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
40175. Property Taxes - TIF	\$811	\$520	\$485	\$508	\$485
47010. Interest Income	49	182	15	25	15
Total Revenues	859	702	500	533	500
EXPENDITURES					
Community Development	500	500	500	500	100,500
Total Expenditures	500	500	500	500	100,500
Net Change in Fund Balance	359	202	0	33	(100,000)
Beginning Fund Balance	291,914	292,273	292,475	292,475	292,508
Restricted or Assigned Fund Balance	0	0	0	0	0
Available Fund Balance	\$292,273	\$292,475	\$292,475	\$292,508	\$192,508



ANNUAL BUDGET

COMMUNITY DEVELOPMENT DEPARTMENT - MAIN STREET TIF FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
55010. Professional Services	500	500	500	500	100,500
Contractual Services	500	500	500	500	100,500
Total - Community Development	\$500	\$500	\$500	\$500	\$100,500

ACCOUNT INFORMATION

COMMUNITY DEVELOPMENT DEPARTMENT - MAIN STREET TIF FUND

- Budgeted for fiscal year 2017/2018 are funds for professional services.



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



VIRGINIA STREET TIF FUND



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 of Home Rule Sales Tax to the General Fund. Transfers to the General Fund are reflected as an Other Financing Use (Transfer Out).

ANNUAL BUDGET

VIRGINIA STREET TIF FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
40175. Property Taxes - TIF	\$13,606	\$12,177	\$12,177	\$10,095	\$10,000
47010. Interest Income	2	2	0	0	0
Total Revenues	13,608	12,179	12,177	10,095	10,000
EXPENDITURES					
Community Development	500	500	500	500	500
Total Expenditures	500	500	500	500	500
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	13,108	11,679	11,677	9,595	9,500
OTHER FINANCING SOURCES (USES)					
Transfer Out					
General Fund	0	0	0	0	(9,500)
Home Rule Sales Tax Fund	(13,108)	(11,679)	(11,677)	(9,595)	0
Total Other Financing Sources (Uses)	(13,108)	(11,679)	(11,677)	(9,595)	(9,500)
Net Change in Fund Balance	0	0	0	0	0
Beginning Fund Balance	0	0	0	0	0
Restricted or Assigned Fund Balance	0	0	0	0	0
Available Fund Balance	\$0	\$0	\$0	\$0	\$0



ANNUAL BUDGET

COMMUNITY DEVELOPMENT DEPARTMENT - VIRGINIA STREET TIF FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
55010. Professional Services	500	500	500	500	500
Contractual Services	500	500	500	500	500
Total - Community Development	\$500	\$500	\$500	\$500	\$500



CITY OF CRYSTAL LAKE

ANNUAL BUDGET

FISCAL YEAR 2017/2018



VULCAN LAKES TIF FUND



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.

ANNUAL BUDGET

VULCAN LAKES TIF FUND SUMMARY

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
REVENUES					
40175. Property Taxes - TIF	\$1,275	\$0	\$500	\$2,150	\$2,000
Total Revenues	<u>1,275</u>	<u>0</u>	<u>500</u>	<u>2,150</u>	<u>2,000</u>
EXPENDITURES					
Community Development	500	500	500	500	500
Total Expenditures	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	<u>775</u>	<u>(500)</u>	<u>0</u>	<u>1,650</u>	<u>1,500</u>
OTHER FINANCING SOURCES (USES)					
Transfer In					
General Fund	2,039,724	500	0	0	0
Transfer Out					
Three Oaks Debt Service Fund	(775)	0	0	(1,650)	(1,500)
Total Other Financing Sources (Uses)	<u>2,038,949</u>	<u>500</u>	<u>0</u>	<u>(1,650)</u>	<u>(1,500)</u>
Net Change in Fund Balance	<u>2,039,724</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Beginning Fund Balance	(2,039,724)	0	0	0	0
Restricted or Assigned Fund Balance	0	0	0	0	0
Available Fund Balance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>



ANNUAL BUDGET

COMMUNITY DEVELOPMENT DEPARTMENT - VULCAN LAKES TIF FUND

Account	Fiscal 2015 Actuals	Fiscal 2016 Actuals	Fiscal 2017 Budget	Fiscal 2017 YTD Estimate	Fiscal 2018 Budget
55010. Professional Services	500	500	500	500	500
Contractual Services	500	500	500	500	500
Total - Community Development	\$500	\$500	\$500	\$500	\$500



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CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



SUPPLEMENTAL
INFORMATION



CITY OF CRYSTAL LAKE
ANNUAL BUDGET
FISCAL YEAR 2017/2018



BUDGET APPROVAL



**AN ORDINANCE APPROVING THE ANNUAL BUDGET OF THE CITY OF
CRYSTAL LAKE, ILLINOIS, FOR THE FISCAL YEAR
BEGINNING MAY 1, 2017 AND ENDING APRIL 30, 2018**

WHEREAS, the City Council designates a Budget Officer for the City who shall compile an annual budget for the City of Crystal Lake; and

WHEREAS, the Budget Officer has proposed to the corporate authorities a budget as required by Section 8-2-9.3 of the Illinois Municipal Code; and

WHEREAS, Section 8-2-9.9 of the Illinois Municipal Code requires that the corporate authorities of the City of Crystal Lake allow for public inspection of the tentative annual budget at least ten (10) days prior to its passage; and

WHEREAS, the tentative annual budget has been available for public inspection in the Office of the City Manager from April 4, 2017; and

WHEREAS, after proper notice being given, a public hearing was conducted on April 18, 2017, to obtain public comment on the tentative annual budget for the City of Crystal Lake for the fiscal year beginning May 1, 2017 and ending April 30, 2018.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Crystal Lake, McHenry County and State of Illinois, as follows:

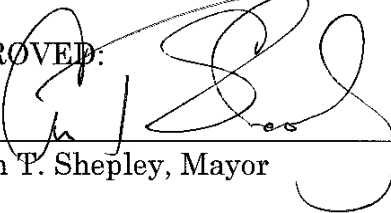
Section 1: The fiscal year budget of the City of Crystal Lake, McHenry County, Illinois, for the fiscal year beginning May 1, 2017 and ending April 30, 2018, in the form attached hereto is hereby approved and adopted.

Section 2: That a certified copy of this Ordinance and a copy of the budget hereby approved shall be filed with the McHenry County Clerk in accordance with the provisions of the statutes of the State of Illinois.



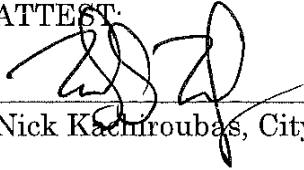
DATED at Crystal Lake, Illinois, this 18th day of April 2017.

APPROVED:



Aaron T. Shepley, Mayor

ATTEST:



Nick Kachiroubas, City Clerk

PASSED: April 18, 2017

APPROVED: April 18, 2017

Published in pamphlet form by the authority of the Mayor and City Council of the
City of Crystal Lake.



CITY OF CRYSTAL LAKE

ANNUAL BUDGET

FISCAL YEAR 2017/2018



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 Petri 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 2017/2018



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



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CITY OF CRYSTAL LAKE

ANNUAL BUDGET

FISCAL YEAR 2017/2018



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.

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.



FISCAL YEAR 2017-18 BUDGET CYCLE

Friday, October 7, 2016	Distribute FY2017-2018 Budget Manual to Departments
Thursday, October 27, 2016	Distribute Mid-Year Financial Review, Tax Levy Memorandum, and Financial Review to City Council
Tuesday, November 15, 2016	City Council consideration of a resolution determining the 2016 Tax Levy (the tax levy determination shall not be made less than 20 days prior to the adoption of the tax levy)
Saturday, December 10, 2016	Publish Notice of Truth in Taxation (notice to be published 7-14 days prior to public hearing)
Friday, December 16, 2016	FY2017-2018 Budget Request due from Departments FY2017-2018 Account Information due from Departments FY2017-2018 Objectives due from Departments
Tuesday, December 20, 2016	Public Hearing and Adoption of the 2016 Tax Levy
Wednesday, December 21, 2016	File 2016 Tax Levy with McHenry County Clerk
Friday, March 24, 2017	Distribute Proposed FY2017-2018 Budget to City Council
Tuesday, April 4, 2017	Council consideration of a resolution to display publicly, the Proposed FY2017-2018 Budget and to set the Public Hearing date for the Proposed FY2017-2018 Budget (the tentative budget shall be available for public inspection at least 10 days prior to the passage of the annual budget)
Saturday, April 8, 2017	Publish Notice of Public Hearing for the FY2017-2018 Budget (notice to be published at least one week prior to the time of hearing)
Tuesday, April 11, 2017	Budget Workshop
Tuesday, April 18, 2017	Public Hearing and Adoption of the FY2017-2018 City Budget and Salary Ordinance
Friday, April 21, 2017	File Adopted FY2017-2018 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:

- The City budget shall reflect a long-term perspective and incorporate policies and management strategies to achieve the City's long-term goals.
 - The City's budget process shall identify broad organizational goals and link the departmental spending plans directly to the accomplishment of these goals.
 - 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.
 - 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.
 - 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.
 - 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 go-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.

- 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:

- *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.
- *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.
- *One-time revenues* – the City shall avoid the use of one-time or otherwise intermittent revenues to support on-going operational costs.
- *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.
- *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.

- *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.
 - *Current resources* – the City shall strive to pay for current operating expenses from available operating revenues.
-



- *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.
- *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.
- *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.
- *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.

- *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.
 - *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.
 - *Operating cost impact* – proposals shall include all reasonable attainable cost estimates for operating and maintenance costs necessary for the life cycle of the asset.
 - *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.
 - *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.
-



- *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%.
- *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.
- *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:

- *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.
- *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:
 - Whether the revenue stream is available to repay debt.
 - Alternate methods of financing.
 - 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 2015 equalized assessed valuation is 1.18%.

Below is a summary of the City's outstanding debt.

Issue	Balance @ 05/01/16	Issuances	Retirements	Balance @ 04/30/17
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.	\$14,660,000	\$0	\$1,380,000	\$13,280,000
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.	\$6,865,000	\$0	\$815,000	\$6,050,000
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.	\$8,930,000	\$0	\$360,000	\$8,570,000
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.	\$5,905,000	\$0	\$840,000	\$5,065,000
General Obligation Bonds	\$36,360,000	\$0	\$3,395,000	\$32,965,000



City of Crystal Lake
2017-2018 Annual Operating and Capital
Improvement Budget | 345

Issue	Balance @ 05/01/16	Issuances	Retirements	Balance @ 04/30/17
Reported in:				
General Fund	\$1,800,683	\$0	\$385,983	\$1,414,700
Three Oaks Debt Svc Fund	\$11,568,179	\$0	\$679,041	\$10,889,138
SEECOM Debt Svc Fund	\$1,017,482	\$0	\$248,625	\$768,857
SSA 43 (Crystal Heights) Debt Svc Fund	\$463,810	\$0	\$113,334	\$350,476
Water & Sewer Debt Svc Fund	\$21,509,846	\$0	\$1,968,017	\$19,541,829
	<u>\$36,360,000</u>	<u>\$0</u>	<u>\$3,395,000</u>	<u>\$32,965,000</u>

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.	\$1,900,000	\$0	\$175,000	\$1,725,000
General Obligation Notes	<u>\$1,900,000</u>	<u>\$0</u>	<u>\$175,000</u>	<u>\$1,725,000</u>

Reported in:				
Water & Sewer Debt Svc Fund	\$1,900,000	\$0	\$175,000	\$1,725,000
	<u>\$1,900,000</u>	<u>\$0</u>	<u>\$175,000</u>	<u>\$1,725,000</u>



Annual debt service requirements are as follows:

Fiscal Year Ended	Total General Obligation Bonds		Total General Obligation Notes	
	Principal	Interest	Principal	Interest
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	-	-
Fiscal Year Ended	Total General Obligation Bonds		Total General Obligation Notes	
	Principal	Interest	Principal	Interest
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	-	-
	\$32,965,000	\$9,310,935	\$1,725,000	\$170,686

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:

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:

- Restricted – a portion of the fund balance that may be restricted through external legal requirements.



- 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.
- 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.
- 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.

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.

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.

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.

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.

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.



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.



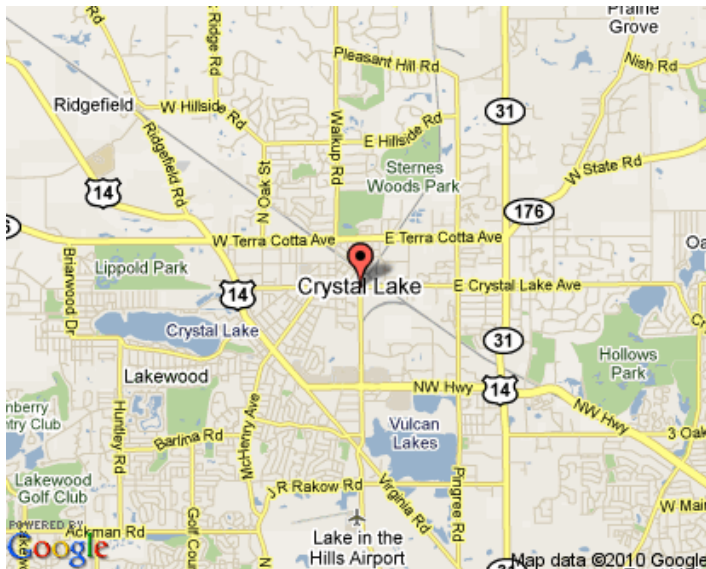
HISTORY OF CRYSTAL LAKE

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, 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

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



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. In 2016, there was 738,250 square feet of commercial occupancies, translating to 530 new jobs created. Since 2012, businesses have occupied over 2,777,438 square feet of commercial space in Crystal Lake, creating or preserving 2,462 jobs.

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, Party City 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, 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 Starbuck’s 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, Goal Line Sports Bar & Grill and Retro Bistro. Downtown Crystal Lake also offers Crystal Lake’s first microbrewery, Crystal Lake Beer Company, which 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 2016, new businesses who have either occupied space or leased space and are under construction, or relocated to larger buildings include: The Fresh Market, HH Gregg, Five Below, Ross Dress for Less, 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, 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 Rib house, 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, Four Season Banquet Hall, Advanced Direction, Catapult Collectibles, EL Parts LLC, Susan Huberty Photography, Modern Age Comics, Chronos International, Fabric Fiber and Finds, Crystal Spa, Anges Oh, Crystal Lake Self Storage, Barnwood Studios, Grandma's Basement, Crawford Supply Group, Paws on Pingree, Homes Heart Designs Inc, Has Taw Kwon Do, A Taste of Benedicts, Catch the Wave Swim



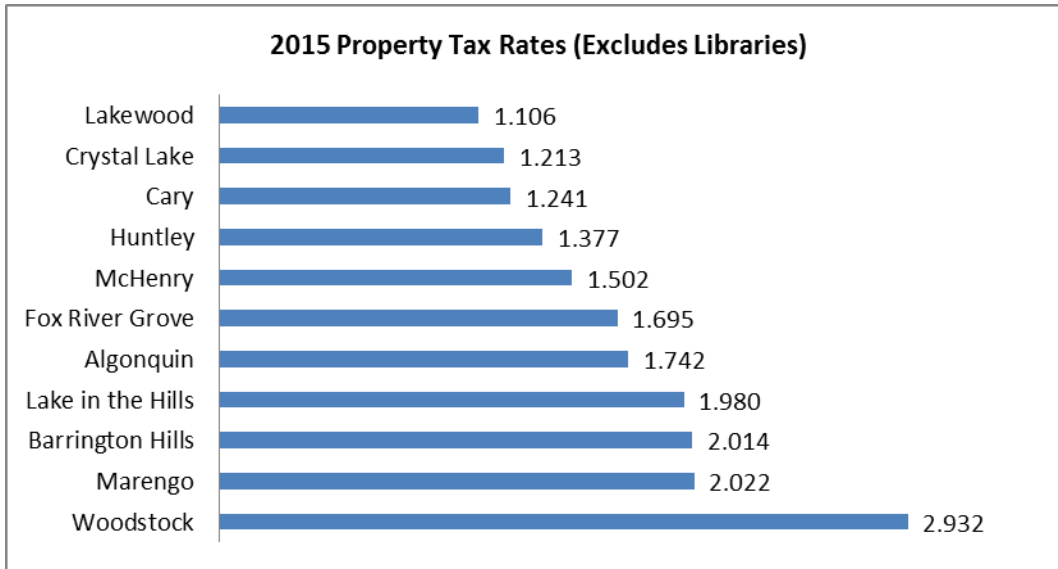
Club, Crystal Lake Optical, David Jackson & Company, Cascade Energy, Gold Standard Restoration Inc, Head Start, DeMarco Industrial Vacuum Corp, GNT Limousine, Parabolic Sports Performance, Goal Line Sports Bar & Grill, Which Wich, Berries & Greens Organic Juicery, Center for Emotional Wellness of the Northwest Suburbs, Home Dialysis Services, Bioenergy Technology, Progressive Radiology, Illinois Nice & Clean Group LLC, JDO Inc, Animal Medical Center of Crystal Lake, Ramco Group LLC, Halftime Pizza, Nancy's Pizza, Encore Music Academy, PRA Behavioral LLC, Express Employment Professionals, Evoke Products, Metrom Rail LLC, Burlington Coat Factory, Fresh Thyme Farmers Market, LT Nail, Facility Construction Resource, Movement Mortgage, ST Nails, Charlie's Dog House, Ultimate Software, Living Stores IT, Jaster's Bar, MetoGrafics, Crystal Lake Food Pantry, Gehr Associates, Metro PCS, Kirby Full Power, Kelly Services, Subway, Windy City Cryo, Tower Commercial Construction, That's Amore Pizza, Athletico Physical Therapy, Park Ward Motors, Escape Quest, Eximp, CVS Pharmacy, Crystal Lake Physical Therapy, Amish Furniture Gallery, Chain of Lakes RV, Li's T Nails, Autocrafters, Welder's Supply Co, Engineering Finishing Systems, On the Brink Salon, Party City, Ultra Strobe, K-Star Fitness, Enterprise Rental, Planet Fitness, Financial Strategies Group, Courageous Living, All American Reclaim, Griffin Shoe Care, Cubesmart, Retro Bistro, New Hope Counseling Center, Bentley's Barkery, Bowes in Home Care, Tropic Stop Tan, Dancepiration, RCW Tax Services, Cross Country Mortgage, Wellness Institute, Garfield's Beverage Warehouse, Clearbrook, Premier Electronics, Law Offices of Baudin Baudin, Spa Seven 3, Xfinity, Abiding Spirit, Edna Carson Architects, Maxicare Therapy, Asian Buffett, Animal Medical Center, and Aldi.

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.

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-Medtronic	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 ¹	Median Age ¹	Total Housing Units ¹	School Enrollment ²	Unemployment Rate ³
1990	21,823	-	-	-	-
2000	38,000	-	-	-	-
2001	38,050	-	-	12,706	3.6
2002	38,100	-	-	12,853	5.1
2003	38,150	-	-	13,471	6.5
2004	38,161	-	-	13,053	4.6
2005	39,788	-	-	15,458	5.3
2006	39,900	-	-	16,175	4.6
2007	40,050	-	-	16,011	4.1
2008	40,250	-	-	16,215	4.9
2009	40,500	-	-	16,008	9.6
2010	40,743	34.1	15,176	15,471	9.5
2011	40,743	35.1	15,176	15,829	8.3
2012	42,349	36.1	15,176	15,800	7.5
2013	40,766	36.1	15,209	14,576	7.1
2014	40,857	35.2	15,351	14,622	5
2015	40,598	37.6	15,408	14,351	5.4
2016	40,635	37.8	15,345	14,093	4.6

¹ Census.org

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 City Employees (Full Time Equivalents)	243.75	Tennis Courts	30
		Community Centers	8
Facilities and Services:			
Miles of Streets	176	Number of Libraries	1
Number of Street Lights	2,417	Water System:	
Number of Traffic Signals	33	Water mains (miles)	230
Police Services		Fire hydrants	3,122
Number of Stations	1	Maximum daily capacity (millions of gallons)	8.54
Number of Police Personnel	77.75	Average daily consumption (millions of gallons)	3.90
Number of Calls For Service	28,118	Sewer System:	
Number of Patrol Units	23	Sanitary sewers (miles)	166
Law Violations		Storm sewers (miles)	60
Physical arrests	905	Maximum daily treatment (millions of gallons)	19.5
Traffic violations	11,869	Average daily sewage (millions of gallons)	4.8
Parking violations	3,742		
Fire/Emergency Medical Services			
Number of Stations	3		
Number of Fire Personnel	67.50		
Number of Calls Answered	5,894		
Number of Fire Inspections	650		
Number of Life Safety Inspections	687		
