

2012-2013

City of Crystal Lake Annual Budget



City of Crystal Lake, Illinois

For the Fiscal Year beginning May 1, 2012

www.crystallake.org



CITY OF CRYSTAL LAKE, ILLINOIS

2012/2013 BUDGET

CITY OFFICIALS

MAYOR

Aaron T. Shepley

COUNCILMEMBERS

Ellen Brady Mueller
Ralph M. Dawson
Carolyn Schofield

Brett Hopkins
Cathy A. Ferguson
Jeffrey T. Thorsen

CITY CLERK

Nick Kachiroubas

ADMINISTRATION

Gary J. Mayerhofer
George J. Koczwara
Eric T. Helm
Ann L. Everhart
Gregory A. Fettes
Victor C. Ramirez
David Linder
James P. Moore
Mark F. Nannini
Erik D. Morimoto
Michelle V. Rentzsch

City Manager
Deputy City Manager
Deputy City Manager
Director of Human Resources
Director of Information Technology
Director of Public Works
Chief of Police
Chief of Fire Rescue
Director of Finance/City Treasurer
Director of Engineering/Building
Director of Planning and Econ. Dev.



CITY OF CRYSTAL LAKE

Mission Statement

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



City of Crystal Lake, Illinois

Annual Budget

Fiscal Year 2012-2013

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Crystal Lake
Illinois**

For the Fiscal Year Beginning

May 1, 2011

Linda C. Dandson Jeffrey R. Emer

President

Executive Director



March 12, 2012

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 most communities, Crystal Lake has not been immune to these problems and we continue to face the challenge of maintaining high service levels in an uncertain revenue environment. For the fiscal year 2012/2013, 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 Proposed Annual Budget for Fiscal Year (FY) 2012/2013. 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 economic crisis in the country today is, 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 and is in a position to continue to weather the difficult days ahead. Past decisions have given the City the flexibility to maintain excellent services today and into the future.

The following sections of this letter will outline:

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

SPENDING CONTROL

Fiscal year 2012/2013 revenue projections are slightly ahead of last year's budget. Better than expected attendance at the newly constructed Three Oaks Recreation Area has lead

to increased revenues in the Three Oaks Recreation Area Fund. Limited economic recovery has translated to small increases in sales and use tax receipts in the General and Home Rule Sales Tax Funds. Employment and new home construction activities, however, remain sluggish. To balance the fiscal year 2012/2013 budget, the City of Crystal Lake will continue to follow spending control measures that have been put in place.

Personnel

During the past few years, thirteen and three-quarter positions have become vacant. These positions are not anticipated to be filled. These include one full-time position in the City Administration Department, one full-time position in the Police Department, four full-time positions in the Engineering and Building Department, two full-time positions in the Streets Division, one full-time position in the Storm Sewer Division, one full-time position in the Water Division, one full-time and one part-time position in the Wastewater Division, one full-time position in the Sewers & Lifts Division and one full-time position in the Information Technology Department. Two full-time positions have been reclassified from the Streets Division to the Storm Sewer Division and a full-time position in the Fire Rescue Department was converted to a part-time position.

During the upcoming budget year, positions that become vacant through attrition will be analyzed.

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 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 70 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. The proposed fiscal year 2012/2013 budget reflects the need to continue to fund a reserve within the IPBC pool. This was contemplated at the time of membership and will continue for the next two years.

Projects Deferred

Projects previously anticipated have been deferred until such time that the economy sufficiently recovers. The delayed projects include initial construction funding for the Main Street Railroad relocation project. Staff is continuing to complete due diligence on this project and will not initiate construction in the new fiscal year.

Capital Expenditures

One-time capital expenditures will be funded through bond proceeds, coupled with the City's reserved fund balance. Fund balances will be maintained in accordance with the City's financial policies.

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. Even without these scenarios, the national economy continues to recover at a very slow pace, impacting municipal revenue streams for at least the coming year.

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 is working with our legislators and the Northwest Municipal Conference to help develop sustainable pension reform.

Service Requirements of the Community

The economic downturn does not have a corresponding reduction in demand for City services. 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. 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.

Economic Forecast

According to Moody's Analytics, the U.S. economy appears increasingly solid. Looking beyond temporary factors such as the warm winter, GDP appears to be growing at an annual rate near 2.5%. While hardly a boom pace, this is strong enough to expand employment and reduce joblessness in coming months. The unemployment rate is expected to end 2012 below 8%. Surging gasoline prices pose the most serious immediate threat, but assuming the conflict with Iran doesn't boil over, fuel prices should moderate and the U.S. economy should hold its own during the coming year.

OPPORTUNITIES

Despite the challenges there is room for optimism.

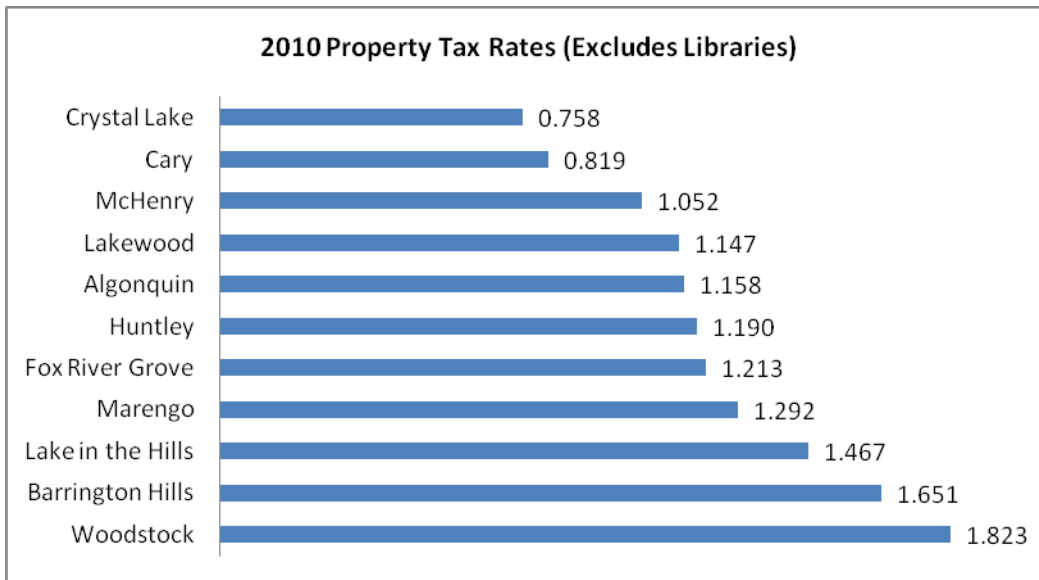
Attractive Place to Live and Work

Crystal Lake, as indicated in citizen survey responses, continues to be an attractive place to live and conduct business. In 2011 and early 2012, new businesses that have either occupied or leased space, are under construction, or have relocated to larger buildings include: HH Gregg, Five Below, Ross Dress for Less, Superior Health Club, Exclusively Napa, The Fresh Market, Jersey Mikes, Courtesy Motors, Five Guys Burgers, O'Reilly Auto Parts, Alternative Garden Supply, Savers, Weight Watchers, Mattress Bargains, Meineke Car Care Center, Randall Road Animal Hospital, Exemplar Financial, Olive Tap, Living Room Martini Lounge, 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, Taqueria La Fogota, Colonial Ice Cream & Café, Vanity

Cosmetics, The Perfect Pear, Route 14 Dentistry, Crystal Lake Bank & Trust, Chene Chiropractic, Sunshine Travel, Freshly Baked Communication, Mattress Clinic, Straight Shooters Gallery, Panaderia El Molino Azul, N' Focus Photography, Elite Kids, S&M Thurow Salon, Salon 134, Providence Packaging, AL-RO Injection Molding, Phoenix Electronics, RW Technologies, Aptar Group, Phoenix Custom Woodworks, and Five Star Pallet.

Low Property Tax

The fiscal year 2012/2013 budget continues the funding of General Fund services without the use of a corporate property tax. General Fund services include police, engineering, planning, economic development, streets, and administration services. The primary funding of these services are sales tax and other alternate revenue sources.



The City is committed to maintaining a low property tax rate. On December 6, 2011, the Crystal Lake City Council adopted a property tax levy ordinance that: (1) maintained a zero General Fund levy which has been in place since 1997, (2) maintained the same funding level as the previous year for the Police and Fire Pension Funds, (3) maintained the same funding level as the previous year for Fire Rescue operations, and (4) met the City and Library I.M.R.F. pension obligations. With the approval of the ordinance, the property tax levy, since 2009, increased only 0.41%.

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

Assuming a home valued at \$250,000 has experienced the same decline since 2009 in EAV as the City overall, then the impact of the City’s 2011 property tax levy is estimated to add \$14.04 to the annual tax bill or \$1.17 per month.

Three Oaks Recreation Area

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

The City opened the Three Oaks Recreation Area to the public on October 1, 2010. The area provides an unparalleled recreational experience. The pristine waters are a prime venue for swimming, boating, hiking and fishing.

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 2011/2012 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-first 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, Moody's Investor Services upgraded the City's bond rating from an Aa3 to an Aa2. In 2009, Standard and Poor's rated the City for the first time with an AA+ rating. These enhanced ratings are a direct reflection of the financial strength and management of the City of Crystal Lake.

SERVICE DELIVERY

As part of the City's continuing efforts to enhance service delivery, in March 2007, the City Council adopted a first-ever Strategic Plan. The Strategic Plan was an acknowledgement that the community, as well as City government, had changed a great deal over the past years.

Having already used the current strategic plan through five budget cycles, an update to the document was warranted to ensure that the City continues to head in the right direction in achieving its goals. Recently, the City Council adopted a revised Strategic Plan, which was timely considering that the City will be celebrating its centennial anniversary of incorporation in 2014 (September 1914 to September 2014). The updated strategic plan will be the guiding document for the City as it winds down its first 100 years as an incorporated community.

FUND SUMMARY

The City maintains thirty-seven individual funds. Included in this submittal are the budgets for the following funds:

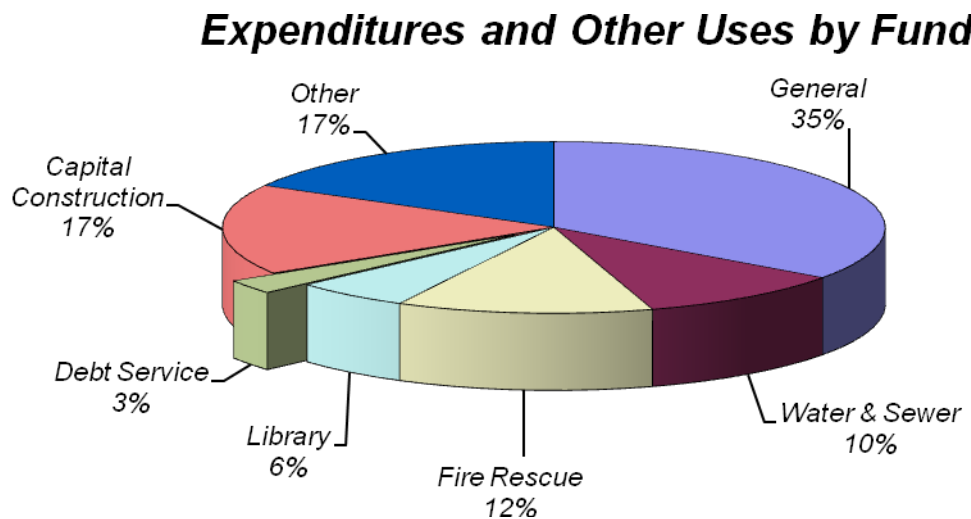
- General Fund
- Home Rule Sales Tax Fund
- Water and Sewer Fund, including Water and Sewer Capital Improvement Fund
- Fire Rescue Fund
- Library Funds

- Other Funds (Motor Fuel Tax, Road/Vehicle License, Crossing Guard, IMRF, Insurance Fund, Police Pension, Firefighters' Pension, Foreign Fire Insurance, Three Oaks Recreation Area and Capital Reserve Fund)
- Debt Service Funds
- Capital Construction Funds (Main Street TIF and Virginia Street Corridor TIF)

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 2011/2012 accomplishments, fiscal year 2012/2013 objectives, a proposed budget by account, and a brief summary of account information.

Several revenues, such as Sales Tax, Home Rule Sales Tax, Investment Income, Building Permits, Plan Review Fees, Motor Fuel Tax and the State Income Tax 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 2012/2013 to reduce expenditures as well as capture available revenues.

BUDGET OVERVIEW – ALL FUNDS



Budgeted expenditures and other uses for all funds in fiscal year 2012/2013 total approximately \$80.29 million (including the Library) as compared to the prior fiscal year 2011/2012 budget of \$87.13 million.

Revenues and other amounts available to support the fiscal year 2012/2013 budget are \$74.19 million. The difference between budgeted revenues and expenditures are the planned use of reserves to provide for improvements to roads and maintenance of water and sewer infrastructure, as well as to fund capital equipment purchases.

It is anticipated, with the change in the economy, that several revenues will show signs of growth in amounts anticipated to be collected in 2012/2013 as compared to the prior year.

These include:

- Sales Tax by 2%
- Use Tax by 28%
- Home Rule Sales Tax by 2%

Revenues projected for fiscal year 2012/2013 reflect a conservative view and can be positively impacted by reductions in unemployment or increases in consumer spending and construction activities.

Other financing sources or interfund transfers proposed for fiscal year 2012/2013 include:

- Transfer of Home Rule Sales Tax to fund Target Response Unit operations (TRU Team), economic development initiatives, flooding mitigation, GIS, document management and imaging and core services in the General Fund;
- Transfer of Home Rule Sales Tax to fund Three Oaks Recreation Area operations;
- Transfer of Home Rule Sales Tax for the payment of debt issued to construct the Three Oaks Recreation Area;
- Transfer of Home Rule Sales Tax to the Road/Vehicle License Fund for road resurfacing projects;
- Transfer from the General Fund to the Capital Replacement Fund for capital acquisition.

Streets

The fiscal year 2012/2013 budget reflects \$1,800,000 for the City’s annual street resurfacing program. The annual street resurfacing program, combined with other resurfacing and improvement projects budgeted in the MFT and the Road/Vehicle License Funds, total over \$6.97 million. Street improvement costs budgeted in fiscal year 2012/2013 include:

- East Crystal Lake Avenue (Main Street to Erick Street)
- Pingree Road (Crystal Lake Avenue to Rakow Road)
- IL Route 176 and Briarwood intersection improvements
- IL Route 176 and Walkup intersection improvements
- Crystal Lake Avenue and Main Street intersection improvements
- South Main Street widening
- McHenry Avenue improvements (Route 14 to Randall)
- North Shore Drive re-route
- New access roadway across former Viking Dodge site

Streets programmed for resurfacing in fiscal year 2012/2013 are:

STREET NAME	FROM:	To:
Aberdeen	Surrey	Cardiff
Barberry	Mulberry	Thornwood
Bard	Huntley	City Limits
Beardsley	Main	Illinois
Berkshire	200 Block Patch	

STREET NAME	FROM:	TO:
Burr Oak	Edgewater	Thornwood
Caroline	Franklin	Woodstock
Chardonnay	McHenry	Eletson
Clover	Mulberry	Thornwood
Country Hill	Country Lane	End
Country Lane	Oak	End
Darlington	Berkshire	Virginia
Ellsworth Street	Short	IL 176
Elsinoor	Devonshire	Berkshire
Franklin	McHenry	College
Glen	Prairie	IL 176
Golf	Country Club	Nash
Heather	Gardina	Thornwood
Holly	Mulberry	Thornwood
Huntley	Plumtree	Ackman
Illinois	Beardsley	IL 176
Kelly	All	
Lake	McHenry	Lake Shore
Oak	Crystal Lake	Woodstock
Pierson	McHenry	Lake Shore
Plymouth	Devonshire	Elsinoor
Ray	Kelly	160' east
Rockland	US 14	Oak
Sharon	McHenry	Eletson
Sherman	Main	Glen
Stony Hill	All	
Thornwood	Heather	Honeysuckle
University	McHenry	Wallace
Van Buren	Lake	US 14
Woodbine	Mulberry	Thornwood
Wyndmuir	700 Block Patch	

Capital Expenditures

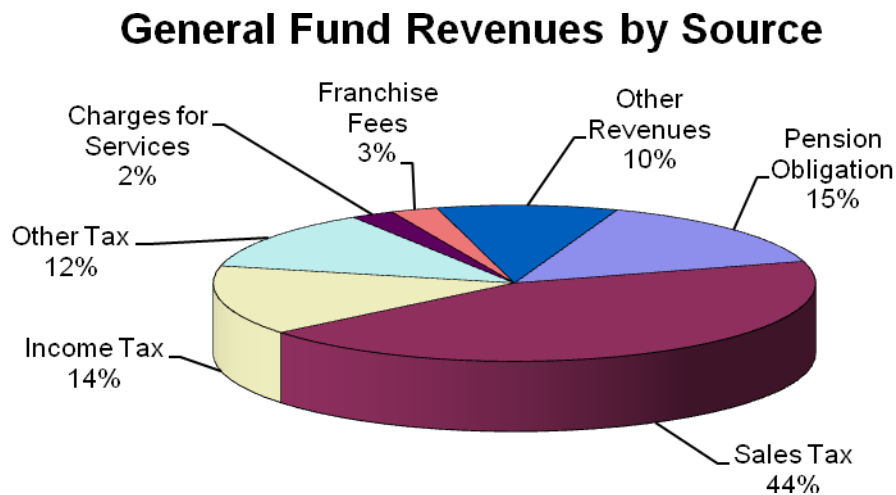
The fiscal year 2012/2013 City budget reflects capital and technological expenditures of \$16.59 million as compared to fiscal year 2011/2012 capital and technological expenditures of \$19.96 million. Funds budgeted last year provided for the purchase of fifteen pieces of rolling stock, water and sewer system improvements, road improvements and the Virginia Street corridor beautification project.

Funds have been re-budgeted in fiscal year 2012/2013 for one piece of rolling stock, an ambulance for the Fire Rescue Department, in addition to a carry-over of the Fire Station #3 maintenance project and a dedicated Emergency Operations Center build-out.

Other major capital purchases reflected in this budget are:

- Automotive equipment
- Roadway improvements
- Water and sewer main replacement
- Well and sewer rehabilitation
- Lift Station #1 improvements
- Water Treatment Plant #3 storage tank recoat
- Water Treatment Plant #5 generator, breaker and transfer switch
- Flooding mitigation
- Fire station #4 maintenance
- Municipal complex emergency backup generator
- Document imaging and management system

General Fund Revenues



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 Tax. While Home Rule Sales Tax is not presented as revenue in the General Fund, rather, segregated for accounting purposes, transfers from Home Rule Sales Tax to the General Fund are identified as Other Financing Sources in the Fund Summary.

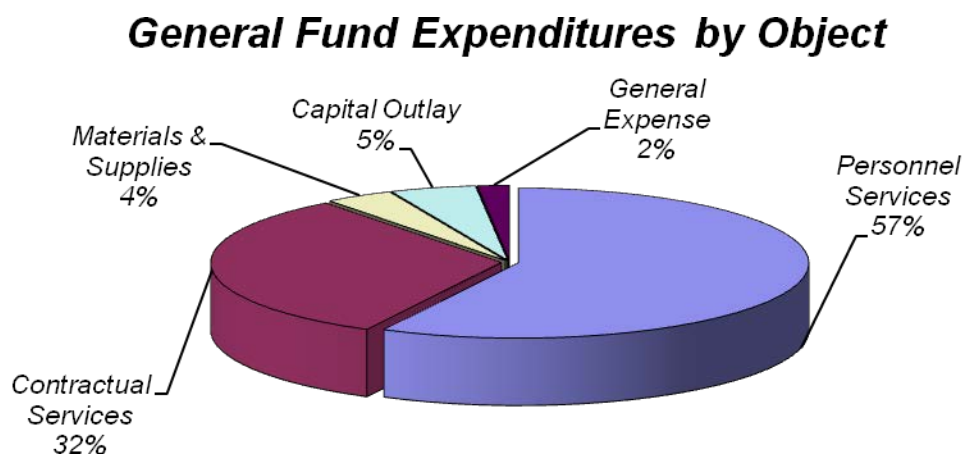
Home Rule Sales Tax serves to provide funding for the Target Response Unit in the Police Department, enhanced economic development initiatives, flooding mitigation, document management and imaging, and to support existing City services. Remaining Home Rule Sales Tax funds are dedicated to repay debt on major construction projects.

Retail sales tax (\$9.85 million), income tax (\$3.26 million) and telecommunication tax (\$1.75 million) comprise the majority of the revenue sources for the General Fund or 65.84% of the total revenues. Retail sales tax and income tax, unlike property tax, are volatile and greatly influenced by the economy.

An economic recession that began in 2008, coupled with retail growth in surrounding communities remains a concern. While a robust economic recovery is not anticipated anytime soon, the City of Crystal Lake continues to expand its sales generating tax base by attracting retail development and shoppers alike. Income tax receipts will remain relatively steady in fiscal year 2012/2013 despite some growth in the number of people returning to work. Telecommunications tax revenues are expected to continue to decline as more land lines are abandoned in lieu of cellular phone lines, and competition increases among telecommunication providers, resulting in lower prices and more comprehensive telecommunications packages.

Fiscal year 2012/2013 General Fund revenues, as compared to those of the prior year, are up 1.73%. Diversifying revenues allows for the General Fund to remain strong even in tough economic times.

General Fund Expenditures



Fiscal year 2012/2013 General Fund expenditures, as compared to those of the prior year, are up 5.85%. The fiscal year 2012/2013 budget reflects additional funding towards promoting tourism, funding to begin preparations for the City's centennial celebration (slated for 2014), flooding mitigation, economic development, and document management and imaging. Also included in the fiscal year 2012/2013 budget are debt service funds associated with a new bond issue and a reallocation of SEECOM dispatch services from the Fire Rescue Fund. The reallocation of costs best matches expenses with calls for service.

During fiscal year 2011/2012, a Capital Replacement Fund was established and initial funding was provided by General Fund reserves. While capital replacement (other than that which is funded from Home Rule Sales Tax) is not presented as an expenditure of the General Fund, rather, segregated for accounting purposes, transfers from the General Fund to the Capital Replacement Fund are identified as Other Financing Uses in the Fund Summary.

Capital items (funded from Home Rule Sales Tax) include:

- Document imaging and management system
- Flooding mitigation (engineering and construction)

Capital Replacement Fund

Major capital expenditures proposed in this budget include:

- Patrol car replacements (5)
- Detective vehicle replacement
- Four-Wheel Drive vehicle (2)
- Administration vehicle replacement
- Hot patcher replacement
- Front-end wheel loader replacement
- Forestry truck
- One-ton dump truck replacements (2)
- Sewer televising camera unit
- Emergency backup generator
- Emergency Operations Center build-out
- Point-to-Point Server Connection project
- Master Address repository software
- Traffic sign inventory and management system software
- Concrete restoration (PW garage)
- Condensing unit and air-handler unit replacement (PW garage)
- Asset management software upgrade

Water and Sewer Fund

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 City is empowered to establish rates and charges for services provided and for the construction and maintenance of its water and sewer systems.

The Water and Sewer Fund has been 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 fall short of the annual 200 new connections per year required to repay the debt, Water and Sewer Fund reserves will have to be used to pay amounts due in fiscal year 2012/2013. If the connection fee revenue stream is not restored with development throughout the City and no new funding source can be identified, the Water and Sewer Fund will require financial assistance to meet this loan obligation. As of April 30, 2012, the outstanding loan balance is \$9,475,287. Annual debt service payments are \$1,033,504 through 2023.

As recommended by an independent study completed in February 2009, this year's budget request includes a blended rate increase of 5.40% for water and sewer services. This increase provides a funding mechanism for operations, as well as funding for a portion of debt service obligations. This is the fourth year of five consecutive years of rate increases recommended by the Ruekert Mielke Study. With the fifth year of the rate increase plan approaching, an update to the Water and Sewer Fund long term revenue and expenditure plan is warranted.

Recently, a Water Division analysis was completed and it was determined that, this year alone, \$3.9 million in spending would be required in order to maintain Water Division infrastructure. The 5.4% water and sewer rate increase only makes available an additional \$303,011 for infrastructure repairs. In order to meet the infrastructure requirements of the Water and Sewer Fund for this year, the proposed budget anticipates a bond issuance of \$3.9 million. The additional revenue as result of the water and sewer rate increase would go toward re-paying the principal and interest on the bond issue.

In order to move forward with a comprehensive, long-term review of the revenues and expenditures of the Water and Sewer Fund, City Staff will, in the near future, present to the City Council a recommendation for a new Water and Sewer Fund study. The results of the study would provide recommendations for the long term funding of Water and Sewer Fund operations and infrastructure.

Capital expenditures proposed in this budget include:

- Main replacement
- Well rehabilitation
- Sanitary sewer rehabilitation
- Recoat Water Treatment Plant #3 storage tank
- Water Treatment Plant #5 transfer switch and generator
- Lift Station #1 improvements
- Wastewater Treatment Plant preliminary engineering of the digester, excess flow chamber and bio-solids building

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 as well, through a negotiated contract. The Department's 2012/2013 budget request reflects the following capital purchases:

- Replace Ambulance 351
- Replace Four-Wheel Drive Vehicle
- Construction of Station #1 oxygen storage room
- Maintenance of Station #3
- Maintenance of Station #4

Other Funds

The remainder of the expenditures for the City is comprised of 32 funds that account for 32.50% of total expenditures and other uses. These funds include:

- Home Rule Sales Tax Fund
- Motor Fuel Tax Fund (MFT)
- Road/Vehicle License Fund
- Crossing Guard Fund
- IMRF Fund
- Police Pension Fund
- Firefighters Pension Fund
- Foreign Fire Insurance Fund

- Insurance Fund
- Library Funds
- Three Oaks Recreation Area Fund
- Debt Service Funds
- Capital Construction Funds

Home Rule Sales Tax Fund

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

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

Motor Fuel Tax Fund

The Motor Fuel Tax Fund is used to account for the maintenance and various street improvements in the City. Financing is provided by the City's share of Motor Fuel Tax allotments. State Statutes require those allotments to be used to maintain streets. Salt for the City's snowplowing operations, as well as traffic signal maintenance costs, are budgeted here. In the fiscal year 2012/2013 budget are funds for the engineering and construction of several major roads. Many of these are on-going from the prior year: Crystal Lake Avenue/Main Street intersection, East Crystal Lake Avenue widening (Main to Erick), Pingree Road improvements, Route 176/Walkup Avenue intersection, Route 176/Briarwood Road intersection, South Main Street widening, North Shore Drive re-route and a new access roadway at the former site of Viking Dodge. Other projects include preemption system upgrades to Rakow Road, Route 176/Walkup Avenue, and Route 176/Route 31, and illuminated street signs along U.S. Route 14 and Main Street.

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. Proposed in this budget are funds for the City's annual city-wide road resurfacing program, annual pavement marking program, sidewalk repairs and curb replacement. Budgeted in FY2012/2013 is the rehabilitation of downtown sidewalks (shared with the Capital Replacement Fund), and Virginia Street Gateway signage (carry-over from the prior year).

Three Oaks Recreation Area Fund

The construction of the Three Oaks Recreation Area (formerly known as Vulcan Lakes) was completed in the Fall of 2010. Fiscal year 2011/2012 was the first full year of operations. First-year attendance to this recreational destination surpassed expectations. Included in this second year budget are funds to provide for the operations of the recreation area, including Site Supervisors, attendants and lifeguards, as well as maintenance of equipment.

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), Tracy Trail road improvement project (also funded by participation agreements), Bryn Mawr water and sewer project (funded by

additional property taxes on benefiting properties), Ryland Homes infrastructure improvements (also funded by additional property taxes on benefiting properties), the Southeast Emergency Communications (SEECOM) project (funded by the SEECOM participants), and the Three Oaks Recreation Area development project (funded from Home Rule Sales Tax receipts).

FINANCIAL POLICIES

The City of Crystal Lake Financial Policies, listed in the Appendices of this document, 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 Moody's Investor Services upgraded the City's bond rating from an Aa3 to an Aa2 (2009). Standard and Poor's rated the City for the first time with an AA+ rating (2009). These enhanced ratings are a direct reflection of the financial strength and management of the City of Crystal Lake.

The following financial policies are detailed in the Appendices:

- Revenue Policy
- Expenditure Policy
- Fund Balance and Reserve Policy
- Cash Management Policy
- Capital Improvement Policy
- Debt Management Policy
- Budgeting Policy

Debt Administration

As of April 30, 2012, the City will have a number of debt issues outstanding. These include \$8,409,000 in special service area bonds and \$24,540,000 in general obligation bonds paid from alternative revenue sources. In addition, in the Water and Sewer Funds there is an \$9,475,287 low interest (2.535%) note payable to the Illinois EPA, which is funded through a combination of water and sewer connection fees and the Water and Sewer Fund. If the connection fee revenue stream is not restored with development throughout the City and no new funding source can be identified, the Water and Sewer Fund will require financial assistance to meet this loan obligation.

Proposed for fiscal year 2012/2013 is the issuance of \$5,118,300 in general obligation bonds. Bond proceeds will be used towards infrastructure improvements in the Water and Sewer Fund and flooding mitigation in the General Fund (to be repaid using Home Rule Sales Tax).

Budgetary Control Basis

The annual City Budget is prepared on a cash basis, 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.

PERFORMANCE MEASUREMENTS

The budget document continues to be modified to report more quantitative and qualitative

performance measurements. A goal of the City is to establish a reporting system which will give the public, City Council and staff the ability to evaluate the level and value of service provided to the community. Future budget documents will serve as the primary source of such reporting. The primary focus of this budget's reporting has been quantitative in nature. City management utilizes performance measures as a way to quantify if expenditures are being used in the most efficient manner.

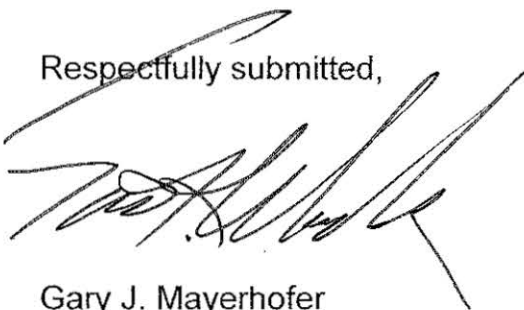
This budget continues the "Crystal Lake Vital Signs" performance reporting. The measures found in the Vital Signs were selected by a collaboration of Department Directors, budget staff, the City Manager, and others in City government. When looked at together, these 18 measures were intended to provide citizens and government with a quick assessment of the health or well-being of the City.

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 Crystal Lake team, working as one, collectively impacts each strategic commitment. The City of Crystal Lake is in sound financial condition as evidenced by our continued strong general purpose bond rating, as well as our adherence to external and internal financial policies. We believe the 2012/2013 Annual Budget balances the needs of the City in a fiscally responsible manner and effectively positions our community for the future.

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 George Koczvara, 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 2012/2013 City Budget for your consideration.

Respectfully submitted,

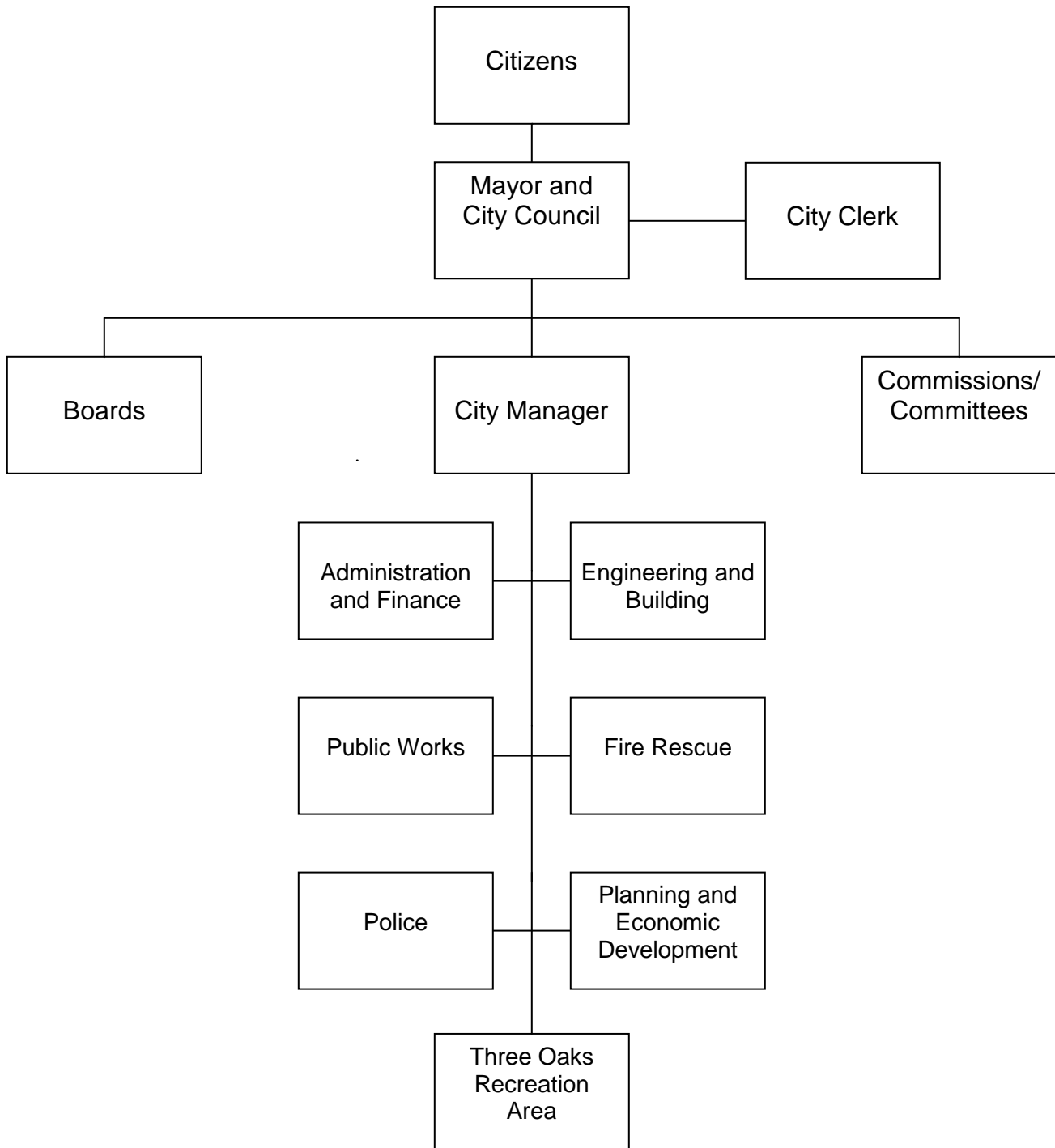


Gary J. Mayerhofer
City Manager



Mark F. Nannini
Director of Finance/Treasurer

CITY OF CRYSTAL LAKE ORGANIZATIONAL STRUCTURE



City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



Performance Measurement

Performance Measurement

Managing a municipality the size of Crystal Lake is, in many ways, like managing a large for-profit corporation. Crystal Lake managers must skillfully steward public dollars to ensure City operations deliver high-quality services at a reasonable cost. Profit-making corporations often translate value in terms of bottom-line profits. Public entities, like the City of Crystal Lake, often look to stakeholder feedback, benchmarking with other cities, industry standards, and achievement of internally established goals to assess the efficiency and effectiveness of its service delivery programs.

Most public entities publish a number of financial tools to convey to their stakeholders how they spend taxpayer dollars. They use legislatively approved budgets to set the course for program operations and infrastructure investments. They report on their financial condition regularly throughout the year and at year-end with an audited Comprehensive Annual Financial Report (CAFR). These reports focus primarily on financial performance, such as how did we spend against a budget, or did tax resources come in as planned. They rarely provide insight into what government programs do, what they accomplish, their challenges, and how well they meet their goals and consumer or stakeholder needs.

Crystal Lake is among a growing number of jurisdictions that produce reports on government performance. These reports attempt to look at what an organization is accomplishing, not just how it spends resources. Along with financial information, they help jurisdictions look at how well they are delivering services, where challenges might exist, and potential opportunities for improvements. The report supports Crystal Lake's goal of being accountable to its residents by providing insight into the accomplishments and challenges faced by the government during the previous year.

Public entities must continually strive to provide their stakeholders with highly efficient, well-managed programs that meet citizen, stakeholder, and policy-maker expectations. Citizens and other stakeholders invest substantial resources in their government and rightfully expect that the government will provide in return quality services at a reasonable cost that meet their needs. This is government's bottom line.

Building and Maintaining Community Trust

Cities today are competing with one another to provide the essential services necessary to successfully meet the needs of their rapidly changing communities. In order to help cities think intelligently and grow strategically for these changes, cities require insight and direction to make informed policy decisions and to make their respective city the best place to live. Reliable feedback from citizens gives cities guidance on how to:

- provide the quality of services residents and businesses expect and require,
- deliver the quality of life that attracts and retains businesses and residents,
- allocate a city's increasingly scarce resources to support key outcomes, and
- attract and retain the human and economic resources necessary to support long-term, sustainable economic growth.

By knowing and providing what a community needs, residents will be more satisfied with their city.

Citizen satisfaction surveys have become increasingly more common as many jurisdictions attempt to gauge citizen expectations and satisfaction with government services. They have become important tools for identifying citizen preferences, gauging citizen satisfaction and measuring government performance.

Results from these surveys often focus on both the combined satisfaction ratings and the highest satisfaction ratings.

A review of Crystal Lake's most recent Performance Measures Survey data shows a high level of loyalty to and satisfaction with Crystal Lake. In 2010, the City completed a citizen survey through The National Citizen Survey™ (The NCS). The NCS is a premier citizen survey service from the International City/County Management Association (ICMA) and National Research Center, Inc. The NCS is a service to administer, analyze and report results from a customizable citizen survey. The report compares the results from our jurisdiction with results from other jurisdictions across the U.S. using a database of survey results so that the comparisons can be more precise and useful. Below is a summary of the results of the recently completed statistically significant survey.

- The overall quality of life in the City of Crystal Lake was rated as “excellent” or “good” by 89% of respondents.
- 88% reported they plan on staying in the City of Crystal Lake for the next five years.
- A variety of characteristics of the community were evaluated by those participating in the study. The three characteristics receiving the most favorable ratings were opportunities to participate in religious or spiritual events or activities, the overall image or reputation of Crystal Lake and ease of rail travel in Crystal Lake.
- On average, residents gave very favorable ratings to almost all local government services. City services rated were able to be compared to the benchmark database. Of the 38 services for which comparisons were available, 36 were above the benchmark comparison, none were equal to the benchmark comparison and two were below.
- A Key Driver Analysis was conducted for the City which examined the relationship between ratings of each service and ratings of the City's services overall. Those key driver services that correlated most strongly with residents' perceptions about overall City service quality were:
 - Police services
 - Sewer services
 - Ambulance or emergency medical services
 - Snow removal
 - Public schools
 - Preservation of natural areas
 - Public information services
- The three characteristics receiving the least positive ratings were employment opportunities, ease of bus travel and traffic flow on major streets.
- Residents in the City of Crystal Lake were civically engaged. While only 22% had attended a meeting of local elected public officials or other local public meeting in the previous 12 months, 96% had provided help to a friend or neighbor. About half

had volunteered their time to some group or activity in the City of Crystal Lake, which was higher than the benchmark.

- In general, survey respondents demonstrated trust in local government. A majority rated the overall direction being taken by the City of Crystal Lake as “good” or “excellent.” This was higher than the benchmark. The overall image or reputation of Crystal Lake was rated “Excellent” or “Good” by 89%.
- Those residents who had interacted with an employee of the City of Crystal Lake in the previous 12 months gave high marks to those employees. 87% rated their overall impression of employees as “excellent” or “good.”

Research on customer satisfaction reveals that a very satisfied customer/resident is nearly six times more likely to be loyal and to repurchase and or recommend a product/service/city than is a customer/resident who is “just satisfied.” The average customer/resident with a problem eventually tells nine other people while very satisfied customers tell five other people about their good treatment.

Simply put, completely satisfied customers/residents or very satisfied customers/residents are very loyal to a community. Somewhat satisfied customers/residents can be ambivalent and are unpredictable, and dissatisfied customers/residents are very disloyal.

Citizen Engagement

The 2011-2012 Budget marked a new chapter in performance reporting for the City of Crystal Lake with the introduction of “Crystal Lake Vital Signs.” The measures found in the Vital Signs were selected by a collaboration of department directors, budget staff, the City Manager, and others in city government. When looked at together, these 18 measures were intended to provide citizens and government with a quick assessment of the health or well-being of the city.

A reason for the introduction of Vital Signs is to have citizens validate the performance indicators selected by management. Too often government performance measures are technical in nature or expressed in language not readily understandable to citizens. Thus, eleven of the eighteen Vital Signs are measures of resident attitudes and opinions, measured via periodic representative surveys of residents. The other seven measures are more technical and actuarial measures. When looked at together, Crystal Lake Vital Signs provides a good indication of the overall health of the city.

City of Crystal Lake Vital Signs					
		2009 Actual	2010 Actual	2011 Actual	2012 Target
Public Safety					
1	Part I Crimes per 1,000 population	31	28	Police	27
2	Part II Crimes per 1,000 population	65	51	Police	50
3	Percent of fires confined to room of origin	50%	57%	Fire	60%
4	Cardiac arrest survival rate (annual %)	33%	25%	Fire	40%

City of Crystal Lake Vital Signs					
Quality of Life					
5	Residents' rating of overall quality of life as excellent or good	89%	Survey conducted bi-annually	Survey conducted bi-annually	89%
6	Residents reporting they plan on staying in the City of Crystal Lake for the next five years	88%	Survey conducted bi-annually	Survey conducted bi-annually	88%
7	Violations of state and federal drinking water	0	0	Water	0
8	Water service interruptions per 1,000 service connections	16.05	21.94	Water	18.5
Neighborhood Vitality					
9	Residents rating their neighborhood as a good to excellent place to live	84%	Survey conducted bi-annually	Survey conducted bi-annually	85%
10	Residents satisfied with snow removal	79%	Survey conducted bi-annually	Survey conducted bi-annually	80%
11	Resident rating of safety in their neighborhood after dark as excellent or good	86%	Survey conducted bi-annually	Survey conducted bi-annually	87%
12	Residents rating of overall cleanliness of Crystal Lake as excellent or good	85%	Survey conducted bi-annually	Survey conducted bi-annually	86%
Financial Excellence & Planning					
13	Residents' rating of overall image or reputation as excellent or good	89%	Survey conducted bi-annually	Survey conducted bi-annually	89%
14	Residents' rating of services provided by the City of Crystal Lake as excellent or good	86%	Survey conducted bi-annually	Survey conducted bi-annually	86%
15	Standard & Poor's Bond rating	AA+	AA+	AA+	AA+
16	Rating of those residents who had interacted with an employee of the City of Crystal Lake in the previous 12 months as excellent or good	87%	Survey conducted bi-annually	Survey conducted bi-annually	87%
Sustainability					
17	Residents rating of overall natural environment in Crystal Lake as excellent or good	81%	Survey conducted bi-annually	Survey conducted bi-annually	82%
18	Residents rating air quality in Crystal Lake as excellent or good	83%	Survey conducted bi-annually	Survey conducted bi-annually	83%

Public Safety

1. Total reported criminal offenses

Safety from violent or property crimes creates the cornerstone of an attractive community. No one wants to live in fear of crime, fire or natural hazards, and communities in which residents feel protected or unthreatened are communities that are more likely to show growth in population, commerce and property value.

Part I Crimes are collectively known as "Index Crimes". This name is used because the crimes are considered quite serious; aggravated assault, forcible rape, murder, and robbery are classified as violent crimes, while arson, burglary, larceny, theft, and motor

vehicle theft are classified as property crimes. In 2010, 1,339 or 28 per 1000 population Part I crimes occurred. This is lower than that reported during 2009, which was 1,398 or 31 per 1000 population Part I crimes having had occurred.

2. Number of violent & property crimes committed per 1,000 population

Part II Crimes include simple assault, curfew and loitering offenses, embezzlement, forgery and counterfeiting, disorderly conduct, DUI, drug offenses, fraud, gambling, liquor, family offenses, prostitution, public drunkenness, runaways, sex offenses, stolen property, vandalism, vagrancy and weapon offenses. In 2010, 2,313 or 51 per 1000 population Part II crimes occurred. This is lower than that reported during 2009, which was 2,907 or 65 per 1000 population Part II crimes having had occurred.

3. Percent of fires contained to room of origin

As well as its building and fire codes, a key measure of the effectiveness of a community's fire prevention and suppression programs is the ability to contain a fire to the room of origin. Over the years, the combination of strengthened codes, such as requiring sprinkler systems in commercial occupancies and multi-family housing complexes, newer and more fire-retardant building materials, and proactive prevention programs, has significantly influenced the containment of fires to the room of origin.

In 2009, 16 structure fires occurred in the City of Crystal Lake and our contract communities. Of these, 50% were confined to the room of origin. In 2010, 57% of the fires were confined to the room of origin. A combination of firefighter training, resource positioning and deployment, public education and code changes have had a positive effect on improved fire safety.

4. Cardiac arrest survival rate

The percentage of patients in full cardiac arrest who have a pulse upon delivery to a medical facility is accepted as an indicator of performance. The outcomes during the past two years have ranged from a high of 33% in 2009 to a low of 25% in 2010. Survival is dependent on many factors in addition to Fire Rescue Department response time and engagement at the scene. Changes in administering CPR, early access to an Automatic External Defibrillator (AED) and 911 play a part in the Chain of Survival. A healthy lifestyle, annual physical exams and access to medical care for the patients we treat can play a major part in surviving a heart attack.

Quality of Life

5. Overall Quality of Life

Overall quality of life may be the single best indicator of success in providing the natural ambience, services and amenities that make for an attractive community. The overall quality of life in the City of Crystal Lake was rated as "excellent" or "good" by almost nine out of ten respondents.

6. Residents Plan on Staying for the Next Five Years

The most recent citizen survey conducted by the City contained many questions related to quality of community life in the City of Crystal Lake – not only direct questions about quality of life overall and in neighborhoods, but questions to measure residents' commitment to the City of Crystal Lake. Residents were asked whether they planned to move soon.

Intentions to stay provide evidence that the City of Crystal Lake offers services and amenities that work. The citizen survey found that 88% report they plan on staying in the City of Crystal Lake for the next five years.

7. Violations of state and federal drinking water standards

Crystal Lake's water is safe and clean. Again in 2010, Crystal Lake incurred no violations of state and federal drinking water standards. The Public Works Department enforces high design and maintenance standards that translate to quality water.

8. Water service interruptions per 1,000 service connections

Reliability of water service is often looked at in relation to the number of water service interruptions per 1,000 service connections. The number of service interruptions for 2010 of 21.94 per 1,000 connections is higher than the 16.05 per 1,000 interruptions reported in 2009 due to the aging infrastructure and extended cold weather periods in the winter months. As the infrastructure throughout the City ages, the prevalence of water main breaks will increase, which will cause future service interruptions. To alleviate this issue, the City will make every effort to schedule infrastructure replacement programs around critical sections of water main to ensure the highest level of service to our water consumers.

Neighborhood Vitality

9. Neighborhood as a place to live

Cities are ultimately defined by the livability of their neighborhoods. Crystal Lake is not an exception. The most recent citizen survey found that 84% consider their neighborhood to be an excellent or good place to live. A sense of community is a driver of one's impression of their neighborhood as a place to live.

10. Snow Removal

Crystal Lake realizes the importance of snow removal to our residents, businesses and the travelling public. The City utilizes a "Snow Management Plan" to safely clear all dedicated City roadways as quickly and efficiently as possible. The most recent citizen survey found that almost eight out of ten residents considered the way snow removal is conducted in the City as either excellent or good. Snow removal is a key driver that correlates most strongly with residents' perceptions about overall City service quality.

11. Neighborhood Safety After Dark

An important element of neighborhood vitality is how safe neighborhoods are after dark. The most recent citizen survey found that 86% consider the safety of their neighborhood after dark to be excellent or good.

12. Overall Cleanliness

Residents value the aesthetic qualities of their hometowns and appreciate features such as overall cleanliness. The most recent citizen survey found that 85% consider the cleanliness of Crystal Lake to be excellent or good.

13. Overall Image

When local government leaders are trusted, an environment of cooperation is more likely to surround all decisions they make. Cooperation leads to easier communication between leaders and residents and increases the likelihood that high value policies and programs will be implemented to improve the quality of life of the entire community. Trust can be measured in residents' opinions about the overall direction the City of Crystal Lake is taking, their perspectives about the service value their taxes purchase and the openness of government to citizen participation. The overall image or reputation of Crystal Lake was rated as "excellent" or "good" by almost nine out of ten respondents.

14. Rating of Services

Resident opinion about services provided by the City of Crystal Lake could be compared to their opinion about services provided by the state and federal governments. If residents find nothing to admire in the services delivered by any level of government, their opinions about the City of Crystal Lake may be colored by their dislike of what all levels of government provide. The most recent citizen survey found that 86% consider the services provided by Crystal Lake to be excellent or good.

15. City Bond Rating

A municipal bond rating is very similar to an individual's credit rating. In a similar way that a credit rating estimates an individual's financial credit worthiness, a municipal bond rating represents a city's credit worthiness. Crystal Lake's bond rating of AA+ from Standard & Poor's Rating Service is one of the highest provided by one the nation's most respected bond-rating agencies.

The City of Crystal Lake's municipal bonds are judged to be of very good quality and carry a small degree of investment risk. Crystal Lake maintains adequate cash reserves for all of its funds, has little long-term debt, and consistently receives awards of excellence for both budgeting and financial reporting from the Government Finance Officers Association. Simply put, the City of Crystal Lake is well managed and financially strong.

16. City Employee Interaction

The employees of the City of Crystal Lake who interact with the public create the first impression that most residents have of the City of Crystal Lake. Front line staff that provide information, assist with bill paying, create service schedules, fight fires and crime and even give traffic tickets are the collective face of the City of Crystal Lake. As such, it is important to know about residents' experience talking with that "face." When employees appear to be knowledgeable, responsive and courteous, residents are more likely to feel that any needs or problems may be solved through positive and productive interactions with the City of Crystal Lake staff.

The most recent citizen survey asked those residents who had interacted with an employee of the City of Crystal Lake to rate their experience. The survey found that 87% rated their interaction as either excellent or good.

17. Natural Environment

These days, increasing attention is paid to proper treatment of the environment. The smell or taste of the air and the overall environment are valued by residents. Treatment of the environment affects air and water quality and, generally, how habitable and inviting a place appears. The most recent citizen survey found that 81% considered the overall quality of the natural environment as excellent or good.

18. Air Quality

The most recent citizen survey found that 83% considered the air quality in Crystal Lake as excellent or good.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



Summary of All Funds

FY2012-2013
SUMMARY OF FUNDS
CITY OF CRYSTAL LAKE

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

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

Major Fund Descriptions

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

Fire Rescue Fund is used to track the operating activities of the Fire Rescue Department. Funding for Fire Department activities is derived mostly from property taxes. Ambulance user 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.

Organizational Relationships

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

DEPARTMENT DIVISION	FUND													
	G	FR	WS	INS	HMR	RVL	IMRF	CG	FF	TORA	MFT	DS	TIF	CR
Executive Department	X													X
Legal & Judiciary Department	X													X
City Administration Department														
City Manager/Human Resources/Finance	X			X	X		X			X		X		X
Administrative Adjudication	X													X
Shared Services	X													X
Special Projects	X													X
Police/Firefighter Pension	X													
Police Department	X							X						X
Fire Rescue Department		X							X					
Engineering & Building Department	X					X					X			X
Public Works Department														
Public Works Administration			X											
Streets	X													X
Fleet & Facility Services	X													X
Water Operations			X											
Sanitary Sewers & Lifts			X											
Storm Sewers	X													X
Wastewater Treatment			X											
Planning & Economic Development Department	X												X	X
Health Department	X													X
Information Technology Department	X													X
Fire & Police Commission	X													X

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

FY2012/2013
REVENUES & OTHER SOURCES SUMMARY – ALL FUNDS
CITY OF CRYSTAL LAKE

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
Revenues & Other Sources					
General Fund	26,092,172	22,670,664	25,303,265	25,219,261	26,856,003
Insurance Fund	631	1,657,644	-	1,285,267	695,247
Water & Sewer Fund	7,136,715	7,615,810	8,140,356	7,690,461	8,111,236
Fire Rescue Fund	8,238,908	8,330,127	8,793,200	8,836,859	8,202,805
Library Funds	4,363,460	4,472,781	5,093,248	5,136,749	4,500,153
Road/Vehicle Fund	771,670	1,028,739	1,232,429	1,287,100	1,543,204
IMRF Pension Fund	1,896,838	2,038,222	1,057,000	1,057,508	1,412,975
Police Pension Fund	5,532,828	4,182,838	3,659,924	3,383,283	3,462,508
Firefighters Pension Fund	3,478,256	3,053,491	2,881,303	2,732,390	2,965,438
Crossing Guard Fund	67,996	71,266	46,000	46,000	53,858
Foreign Fire Insurance Fund	64,945	62,683	62,526	61,238	61,238
Three Oaks Recreation Fund	-	207,874	565,162	563,901	587,891
Subtotal - Operating Funds	57,644,419	55,392,139	56,834,413	57,300,017	58,452,556
Home Rule Sales Tax Fund	4,553,060	4,580,321	4,455,800	4,455,800	4,574,996
Water & Sewer Cap Imprvmt	549,485	2,154,559	2,330,335	2,241,896	4,407,434
Motor Fuel Tax Fund	1,358,191	1,423,175	1,033,991	1,033,991	2,371,500
Debt Service Funds	1,082,867	2,263,146	2,134,134	1,939,659	2,136,311
Construction Funds	15,512,463	2,275,795	5,055,624	4,448,163	277,000
Capital Replacement Fund	-	-	1,048,524	3,704,804	1,972,166
Total - All Funds	\$80,700,485	\$68,089,135	\$72,892,821	\$75,124,330	\$74,191,962

FY2012/2013
EXPENDITURES & OTHER USES SUMMARY – ALL FUNDS
CITY OF CRYSTAL LAKE

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
Expenditures & Other Uses					
General Fund	26,643,644	23,988,633	27,418,011	30,017,568	28,773,169
Insurance Fund	-	751,717	79,200	1,426,354	1,230,983
Water & Sewer Fund	7,092,260	6,802,126	9,364,984	7,740,232	8,121,251
Fire Rescue Fund	7,703,853	9,468,361	11,059,897	10,230,025	9,887,189
Library Funds	3,630,583	3,740,218	5,335,754	5,136,749	4,500,153
Road/Vehicle Fund	1,182,397	1,423,407	2,328,120	2,225,590	2,193,300
IMRF Pension Fund	1,701,981	1,800,812	1,662,475	1,662,475	1,739,021
Police Pension Fund	1,489,532	1,633,196	1,636,000	1,636,000	1,672,000
Firefighters Pension Fund	582,334	799,819	723,000	866,000	843,000
Crossing Guard Fund	54,771	57,082	60,274	60,274	62,705
Foreign Fire Insurance Fund	39,823	10,777	62,526	61,238	61,238
Three Oaks Recreation Fund	-	207,874	565,162	563,901	587,891
Subtotal - Operating Funds	50,121,178	50,684,022	60,295,403	61,626,406	59,671,899
Home Rule Sales Tax Fund	2,445,031	3,848,472	7,083,298	6,907,127	4,998,394
Water & Sewer Cap Imprvmnt	1,267,118	4,802,335	3,817,042	3,817,042	5,441,337
Motor Fuel Tax Fund	1,412,434	1,260,053	7,476,174	3,026,371	5,973,833
Debt Service Funds	1,034,245	2,150,059	2,134,134	2,134,134	2,136,311
Construction Funds	8,675,335	7,882,086	5,483,595	6,223,591	103,296
Capital Replacement Fund	-	-	847,804	704,804	1,972,166
Total - All Funds	\$64,955,341	\$70,627,027	\$87,137,450	\$84,439,475	\$80,297,236

The summaries above depict total budgeted revenues, expenditures, and transfers between City funds.

FY2012/2013
REVENUES & EXPENDITURES BY TYPE – ALL FUNDS
CITY OF CRYSTAL LAKE

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
Revenues and Other Sources:					
Charges for services	10,817,662	12,343,390	13,015,978	13,476,203	13,271,759
Licenses and permits	623,399	571,338	662,385	663,585	681,502
Intergovernmental	21,106,745	22,341,161	23,291,807	22,787,859	22,703,704
Fines and forfeits	718,106	699,952	851,100	851,100	845,340
Property taxes	15,175,429	15,716,226	15,350,908	15,126,484	15,822,919
Other taxes	230,880	251,417	230,000	230,000	345,938
Interest	6,982,559	4,786,322	2,520,408	2,084,935	2,072,036
Miscellaneous	3,917,406	4,610,501	5,254,600	5,608,478	5,863,583
Other sources	21,128,299	6,768,828	11,715,635	14,295,686	12,585,182
Total	\$80,700,485	\$68,089,135	\$72,892,821	\$75,124,330	\$74,191,962
Expenditures and Other Uses:					
General government	8,463,303	8,863,434	8,940,666	10,139,671	9,995,957
Public safety	20,707,016	21,909,771	23,847,559	23,997,716	24,493,493
Highways and streets	5,316,211	6,268,579	7,601,305	6,264,668	7,183,243
Water and sewer	6,169,263	6,066,763	8,848,708	7,250,907	7,309,857
Culture and recreation	3,453,868	3,660,010	5,186,061	4,985,915	5,088,044
Capital outlay	12,102,367	13,154,011	16,775,446	13,290,556	14,215,210
Debt service	5,835,576	4,242,004	4,222,770	4,222,770	4,644,551
Other uses	2,907,737	6,462,455	11,714,935	14,287,272	7,366,882
Total	\$64,955,341	\$70,627,027	\$87,137,450	\$84,439,475	\$80,297,236
Revenues and Other Sources in Excess of Expenditures and Other Uses	15,745,144	(2,537,892)	(14,244,629)	(9,315,145)	(6,105,274)
Beginning Balance, May 1	\$80,549,976	\$96,295,120	\$93,757,228	\$93,757,228	\$84,442,083
Ending Balance, April 30	\$96,295,120	\$93,757,228	\$79,512,599	\$84,442,083	\$78,336,809

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

**FY2012/2013
REVENUES AND EXPENDITURES – BY FUND TYPE
CITY OF CRYSTAL LAKE**

	Governmental Funds			Total Governmental Funds
	General Fund	Fire Rescue Fund	Nonmajor Governmental Funds	
<u>FY2012/2013 Revenues and Other Sources:</u>				
Charges for services	\$525,964	\$2,689,437	\$1,173,607	\$4,389,008
Licenses and permits	449,502	-	232,000	681,502
Intergovernmental	15,671,472	12,000	6,936,800	22,620,272
Fines and forfeits	771,630	-	-	771,630
Property taxes	3,381,577	5,432,500	2,860,746	11,674,823
Other taxes	285,000	-	60,938	345,938
Interest	275,000	5,500	39,998	320,498
Miscellaneous	1,219,040	17,000	439,327	1,675,367
Other sources	4,276,818	46,368	3,942,970	8,266,156
Total	\$26,856,003	\$8,202,805	\$15,686,386	\$50,745,194

<u>FY 2012/2013 Expenditures and Other Uses:</u>				
General government	\$6,966,358	\$0	\$3,029,599	\$9,995,957
Public safety	13,304,570	8,472,580	201,343	21,978,493
Highways and streets	4,623,240	-	2,560,003	7,183,243
Waterworks and sewerage	-	-	-	-
Culture and recreation	-	-	587,891	587,891
Capital outlay	1,432,300	1,414,609	7,462,301	10,309,210
Debt service	474,535	-	2,136,311	2,610,846
Other uses	1,972,166	-	5,081,690	7,053,856
Total	\$28,773,169	\$9,887,189	\$21,059,138	\$59,719,495

Revenues and Other Sources in Excess of Expenditures and Other Uses	(1,917,166)	(1,684,384)	(5,372,752)	(8,974,302)
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Beginning Balance, May 1	\$12,988,330	\$2,013,997	\$15,716,682	\$30,719,009
Ending Balance, April 30	\$11,071,164	\$329,613	\$10,343,930	\$21,744,707

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

**FY2012/2013
REVENUES AND EXPENDITURES – BY FUND TYPE
CITY OF CRYSTAL LAKE**

	Proprietary Funds				FY2012/2013 Totals
	Water & Sewer Fund	Nonmajor Proprietary Funds	Nonmajor Fiduciary Funds	Component Units	
<u>FY2012/2013 Revenues and Other Sources:</u>					
Charges for services	\$7,803,886	\$0	\$1,010,200	\$68,665	\$13,271,759
Licenses and permits	-	-	-	-	681,502
Intergovernmental	-	-	-	83,432	22,703,704
Fines and forfeits	-	-	-	73,710	845,340
Property taxes	-	-	-	4,148,096	15,822,919
Other taxes	-	-	-	-	345,938
Interest	5,000	408	1,743,130	3,000	2,072,036
Miscellaneous	302,350	188,000	3,674,616	23,250	5,863,583
Other sources	-	4,219,026	-	100,000	12,585,182
Total	\$8,111,236	\$4,407,434	\$6,427,946	\$4,500,153	\$74,191,962
<u>FY 2012/2013 Expenditures and Other Uses:</u>					
General government	\$0	\$0	\$0	\$0	\$9,995,957
Public safety	-	-	2,515,000	-	24,493,493
Highways and streets	-	-	-	-	7,183,243
Waterworks and sewerage	7,309,857	-	-	-	7,309,857
Culture and recreation	-	-	-	4,500,153	5,088,044
Capital outlay	-	3,906,000	-	-	14,215,210
Debt service	498,368	1,535,337	-	-	4,644,551
Other uses	313,026	-	-	-	7,366,882
Total	\$8,121,251	\$5,441,337	\$2,515,000	\$4,500,153	\$80,297,236
Revenues and Other Sources in Excess of Expenditures and Other Uses	(10,015)	(1,033,903)	3,912,946	0	(6,105,274)
Beginning Balance, May 1	\$1,520,529	\$2,228,111	\$45,949,806	\$4,024,628	\$84,442,083
Ending Balance, April 30	\$1,510,514	\$1,194,208	\$49,862,752	\$4,024,628	\$78,336,809

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

**FY2012/2013
CHANGES IN FUND BALANCE – ALL FUNDS
CITY OF CRYSTAL LAKE**

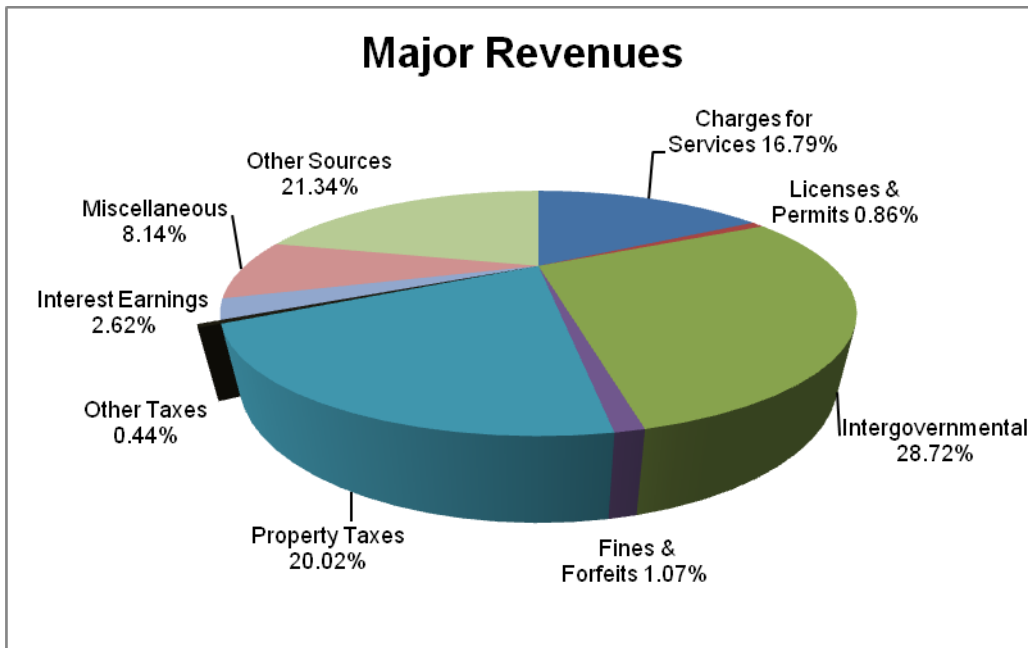
	Estimated Beginning Balance 05/01/12	FY2012/2013 Revenues & Other Sources	FY2012/2013 Expenditures & Other Uses	Projected Ending Balance 04/30/13
General Fund ⁽¹⁾	12,988,330	26,856,003	28,773,169	11,071,164
Home Rule Sales Tax Fund ⁽¹⁾	1,999,744	4,574,996	4,998,394	1,576,346
Water & Sewer Fund ⁽¹⁾	1,520,529	8,111,236	8,121,251	1,510,514
Water & Sewer Capital Fund ⁽¹⁾	2,228,111	4,407,434	5,441,337	1,194,208
Fire Rescue Fund ⁽¹⁾	2,013,997	8,202,805	9,887,189	329,613
Library Operations Fund	2,184,097	3,819,187	3,819,187	2,184,097
Library IMRF Fund	213,603	461,344	461,344	213,603
Library Repair Fund	126,928	21,440	21,440	126,928
Library Ames Trust Fund	366,706	-	-	366,706
Library Gift & Memorial Fund	8,093	16,750	16,750	8,093
Library Working Cash Fund	50,090	-	-	50,090
Library Per Capita Fund	-	81,432	81,432	-
Library Special Reserve Fund	1,075,111	100,000	100,000	1,075,111
Motor Fuel Tax Fund ⁽¹⁾	7,768,217	2,371,500	5,973,833	4,165,884
Road & Vehicle License Fund ⁽¹⁾	650,096	1,543,204	2,193,300	-
Three Oaks Recreation Fund	-	587,891	587,891	-
IMRF Fund ⁽¹⁾	857,421	1,412,975	1,739,021	531,375
Police Pension Fund ⁽²⁾	26,808,564	3,462,508	1,672,000	28,599,072
Fire Pension Fund ⁽²⁾	19,141,242	2,965,438	843,000	21,263,680
Crossing Guard Fund ⁽¹⁾	47,954	53,858	62,705	39,107
Foreign Fire Insurance Fund	139,093	61,238	61,238	139,093
Insurance Fund ⁽¹⁾	1,230,376	695,247	1,230,983	694,640
Capital Replacement Fund	3,000,000	1,972,166	1,972,166	3,000,000
SEECOM Debt Service	-	284,893	284,893	-
SSA 43 Debt Service	30,031	131,934	131,934	30,031
SSA 44 Debt Service	34,638	72,675	72,675	34,638
SSA 45 Debt Service	-	455,628	455,628	-
SSA 46 Debt Service	5,787	159,968	159,968	5,787
TORA Debt Service	-	1,031,213	1,031,213	-
Main Street TIF Construction ⁽³⁾	55,029	72,000	-	127,029
Virginia Street TIF Construction ⁽³⁾	(101,704)	150,000	48,296	-
Vulcan Lakes TIF Construction	-	55,000	55,000	-
	<u>\$84,442,083</u>	<u>\$74,191,962</u>	<u>\$80,297,236</u>	<u>\$78,336,809</u>

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

⁽²⁾ The tax levies for Fire and Police Pensions have been actuarially determined. The State of Illinois actuary determines an amount and each of the Pension Funds retains a third-party actuary to verify the amounts. The intention of the actuaries' study is to continue to fund pension benefits as outlined in State Statutes. Both the Fire and Police Pension Boards have recommended that the City adopt the levy amount as reflected in the actuarial reports.

⁽³⁾ Property tax increment is used to offset development costs.

FY2012/2013 MAJOR REVENUES CITY OF CRYSTAL LAKE



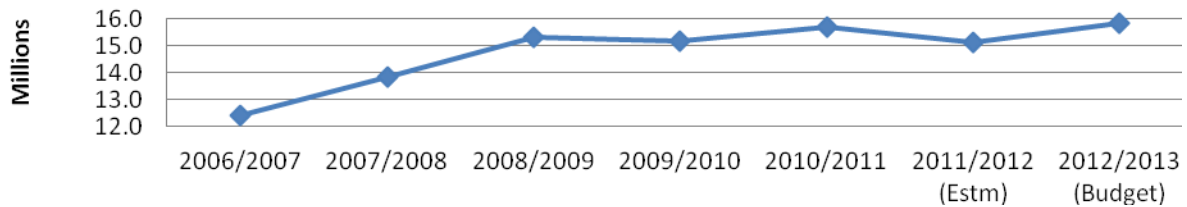
Budget preparation begins with revenue projections. Revenues are projected based on the following:

- Legislative action: The City continues to monitor the legislature through organizations such as the Illinois Municipal League (IML), when in session to determine potential bills which would directly affect the amount of revenue received from the State.
- Consultation with departments directly involved in evaluating potential and existing revenues: Department heads are required to review their revenue streams during the budget process and make recommendations to the Director of Finance.
- Review of revenue history: The City reviews previous years' revenues to determine revenue projections for the upcoming budget year. A statistical analysis is prepared by the Director of Finance and reviewed with the City Manager and others to determine a reasonable revenue projection.
- 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 (\$15,822,919), sales taxes (\$9,851,300), home rule sales taxes (\$4,541,000), user-fees for water and sewer (\$7,792,886), State income taxes (\$3,265,000), telecommunication taxes (\$1,750,000), and interest income (\$2,072,036). Combined, these sources represent \$45,095,141 or

more than 78% of revenue in all City funds (excludes funds of the Crystal Lake Library).

Property Tax Revenue

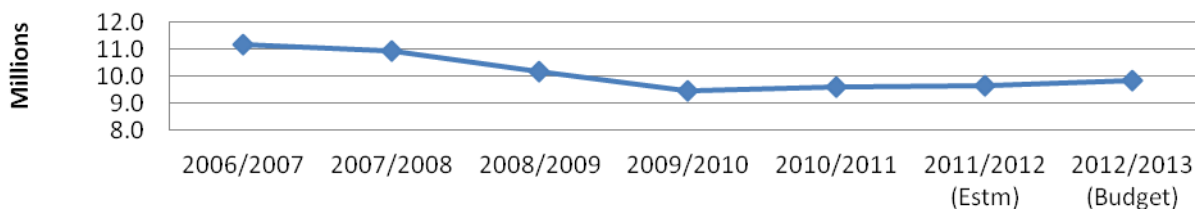


Property taxes include amounts levied against all real estate in the City. Real property taxes collected during 2011/2012 were levied December 7, 2010 on assessed values as of January 1, 2010, the lien date. Assessed values are established by the County Assessor at 33.33% of appraised market value. Real 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 is 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 Corporate Property tax.

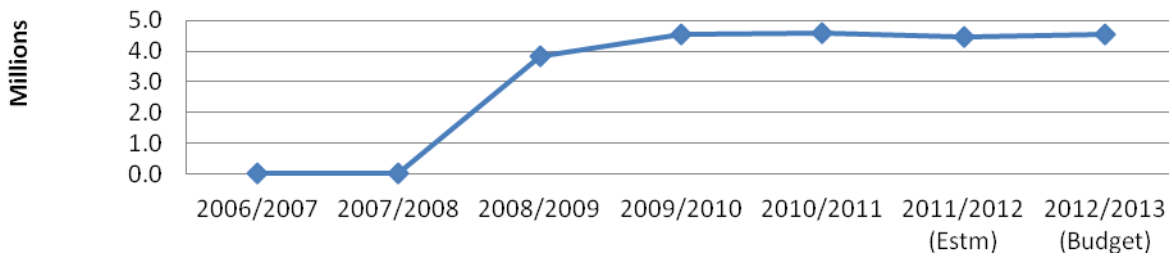
Sales Tax Revenue



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

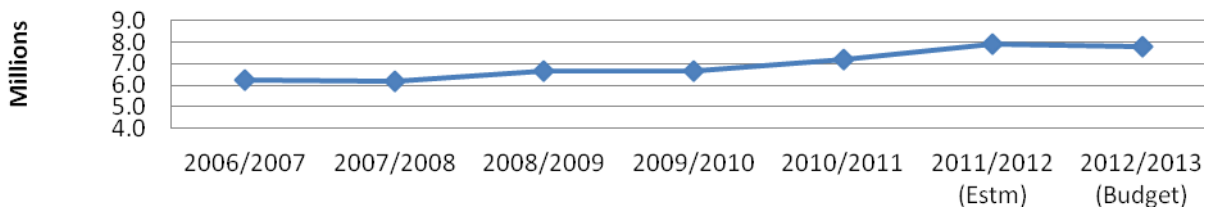
State sales tax revenues are volatile and greatly influenced by the economy. In years past, the City benefited from healthy increases in sales tax revenue but due to the current state of the economy and surrounding area retail growth, it is anticipated that sales tax in 2012/2013 will show only modest growth. Following the recent recession, it is probable that consumers will begin to purchase goods beyond those of basic necessities.

Home Rule Sales Tax Revenue



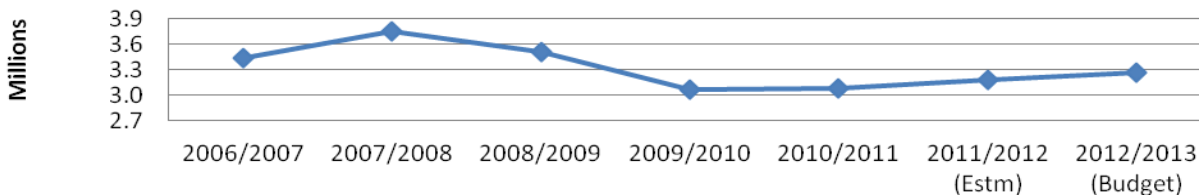
A 0.75% **Home Rule Sales Tax** was implemented under Illinois Home Rule Authority as of July 1, 2008. A Home Rule Sales Tax on general merchandise allows core services of the City to be maintained through fiscal 2012/2013 as well as, add programs as outlined in the City's Strategic Plan (traffic services unit in the Police Department, flooding mitigation, document imaging and management, enhanced economic development activities as well as, the development and operation of the City's Three Oaks Recreation Area).

User Fees



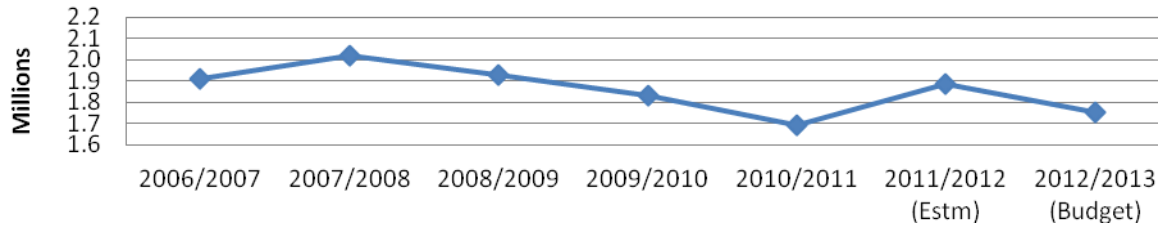
User-fees for water and sewer are calculated on the number of gallons of water consumed as determined by a water meter. Meters are read every month. Fees for water and sewer are combined in a monthly bill sent to residents and businesses. Due to anticipated rising costs of utilities and chemicals to treat both drinking water and wastewater, this budget introduces a blended rate increase of 5.40% for water and sewer.

State Income Tax Revenue



State income tax revenues are expected to rise only slightly above 2011/2012 receipts as claims for unemployment compensation begin to decline. Budgeted revenues are based on the Illinois Municipal League's per capita projections. The Illinois Municipal League is an organization that provides training and other services to local municipalities throughout Illinois.

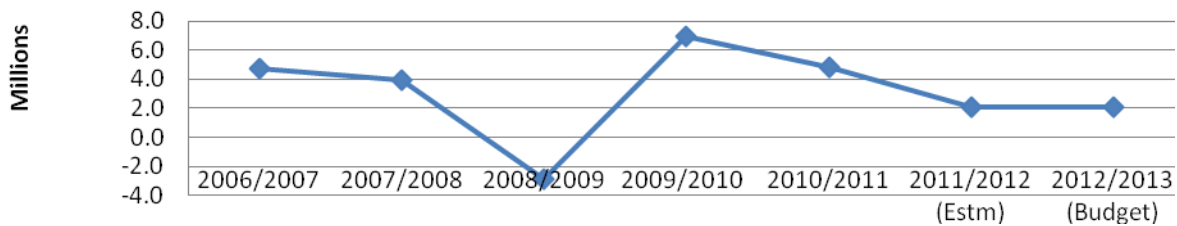
Telecommunications Tax Revenue



Telecommunications 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 telecommunications tax.

Economic indicators suggest that a decrease in telecommunications tax receipts is possible as more consumers replace land lines with cellular phones and competition increases among cellular service providers.

Investment Earnings



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

**FY2012/2013
PERSONNEL SUMMARY – ALL FUNDS
CITY OF CRYSTAL LAKE**

Full Time Equivalents (FTE's)	FY2010/2011 Actual	FY2011/2012 Budget	FY2012/2013 Budget
City Administration	16.50	16.50	15.50
Administrative Adjudication	1.00	1.00	1.00
Police	81.25	81.25	80.25
Engineering & Building	22.00	21.00	20.00
Streets	21.50	19.75	19.75
Planning & Economic Development	5.00	5.00	5.00
Storm Sewer Maintenance	6.00	8.00	8.00
Fleet & Facility Services	6.50	6.50	6.50
Information Technology	2.00	2.00	2.00
TOTAL GENERAL FUND	161.75	161.00	158.00
Public Works Administration	5.25	5.00	5.00
Water Operations	14.00	13.00	13.00
Wastewater Treatment	9.00	8.50	8.50
Sewers & Lifts	2.00	2.00	2.00
TOTAL WATER & SEWER FUND	30.25	28.50	28.50
Fire Rescue Operations	67.50	67.50	67.25
TOTAL FIRE RESCUE FUND	67.50	67.50	67.25
TOTAL ALL FUNDS	259.50	257.00	253.75

During the past few years, thirteen and three-quarter positions have become vacant. These positions are not anticipated to be filled. These include one full-time position in the City Administration Department, one full-time position in the Police Department, four full-time positions in the Engineering and Building Department, two full-time positions in the Streets Division, one full-time position in the Storm Sewer Division, one full-time position in the Water Division, one full-time and one part-time position in the Wastewater Division, one full-time position in the Sewers & Lifts Division and one full-time position in the Information Technology Department. Two positions have been reclassified from the Streets Division to the Storm Sewer Division and a full-time position in the Fire Rescue Department was converted to a part-time position. During the upcoming budget year, positions that become vacant through attrition will be evaluated.

The summary above does not include elected officials, Planning and Zoning Committee members, paid-on-premise firefighters, crossing guards, and seasonal or temporary employees.

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

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



General Fund

FY2012/2013 REVENUE SUMMARY GENERAL FUND

	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
REVENUES					
Property Tax - Police/Fire Pension	2,236,800	2,514,422	3,381,556	3,381,556	3,381,577
Total Property Taxes	2,236,800	2,514,422	3,381,556	3,381,556	3,381,577
Sales Tax	9,467,834	9,627,149	9,658,137	9,658,137	9,851,300
Leased Car Tax	28,204	29,429	29,580	29,580	30,172
State Income Tax	3,068,722	3,079,075	3,187,520	3,187,520	3,265,000
Replacement Tax	135,686	154,893	123,664	123,664	130,000
Use Tax	476,568	573,208	488,089	488,089	625,000
Telecommunications Tax	1,831,489	1,693,257	1,887,000	1,887,000	1,750,000
Grant Proceeds - State of IL	38,657	18,843	7,500	7,500	15,000
Grant Proceeds - Federal	13,625	169,767	5,000	5,000	5,000
Grant Proceeds - Other	-	-	-	9,575	-
Total Intergovernmental	15,060,785	15,345,621	15,386,490	15,396,065	15,671,472
Hotel Tax	230,880	251,417	230,000	230,000	285,000
Food and Beverage Tax	-	-	-	-	-
Total Other Taxes	230,880	251,417	230,000	230,000	285,000
Liquor Licenses	103,693	107,924	94,000	94,000	110,000
Building Permits	242,173	202,745	295,800	295,800	295,800
Occupancy Permits	4,925	5,280	5,355	5,355	5,355
Miscellaneous Licenses & Permits	36,335	22,822	37,230	37,230	38,347
Total Licenses & Permits	387,126	338,771	432,385	432,385	449,502
Police Department Fines	445,109	449,738	535,500	535,500	535,500
Police Towing (DUIs, etc.)	148,000	119,750	183,600	183,600	183,600
Adjudication Fines	44,063	45,544	51,000	51,000	52,530
Total Fines & Forfeitures	637,172	615,032	770,100	770,100	771,630
Plan Review Fees	43,989	31,300	115,000	115,000	115,000
Engineering Review Fees	13,308	1,200	13,770	13,770	13,770
Inspection Services	3,241	3,705	3,570	3,570	3,570
Zoning & Subdivision Fees	3,626	16,059	8,160	8,160	15,000
Annexation Fees	-	-	1,224	1,224	1,224
Parking Revenue	245,966	234,950	285,600	285,600	285,600
Special Police Detail	89,492	73,468	91,800	91,800	91,800
Total Charges for Services	399,622	360,682	519,124	519,124	525,964

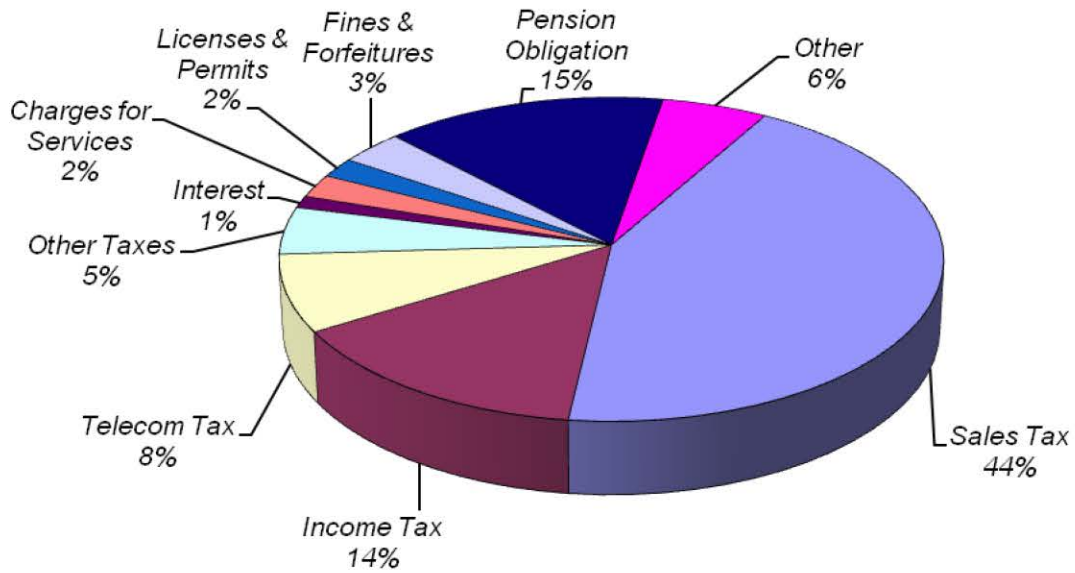
FY2012/2013
REVENUE SUMMARY (CONT'D)
GENERAL FUND

	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Request
Investment Interest	776,494	772,626	306,138	306,138	275,000
Total Interest Earnings	776,494	772,626	306,138	306,138	275,000
Franchise Fees - Cable	501,544	566,979	510,000	510,000	570,000
Rental Income	84,783	79,772	114,750	83,900	83,900
Transfer Station Host Fees	12,281	244,145	230,000	230,000	250,000
Transfer Station C & D Facility					
Capital Facilities Fees	2,460	4,684	7,140	7,140	7,140
Reimbursed Expenses	55,649	32,484	60,000	60,000	60,000
Miscellaneous	259,887	125,180	248,000	248,000	248,000
Total Miscellaneous	916,604	1,053,244	1,169,890	1,139,040	1,219,040
Total Revenues	20,645,483	21,251,815	22,195,683	22,174,408	22,579,185

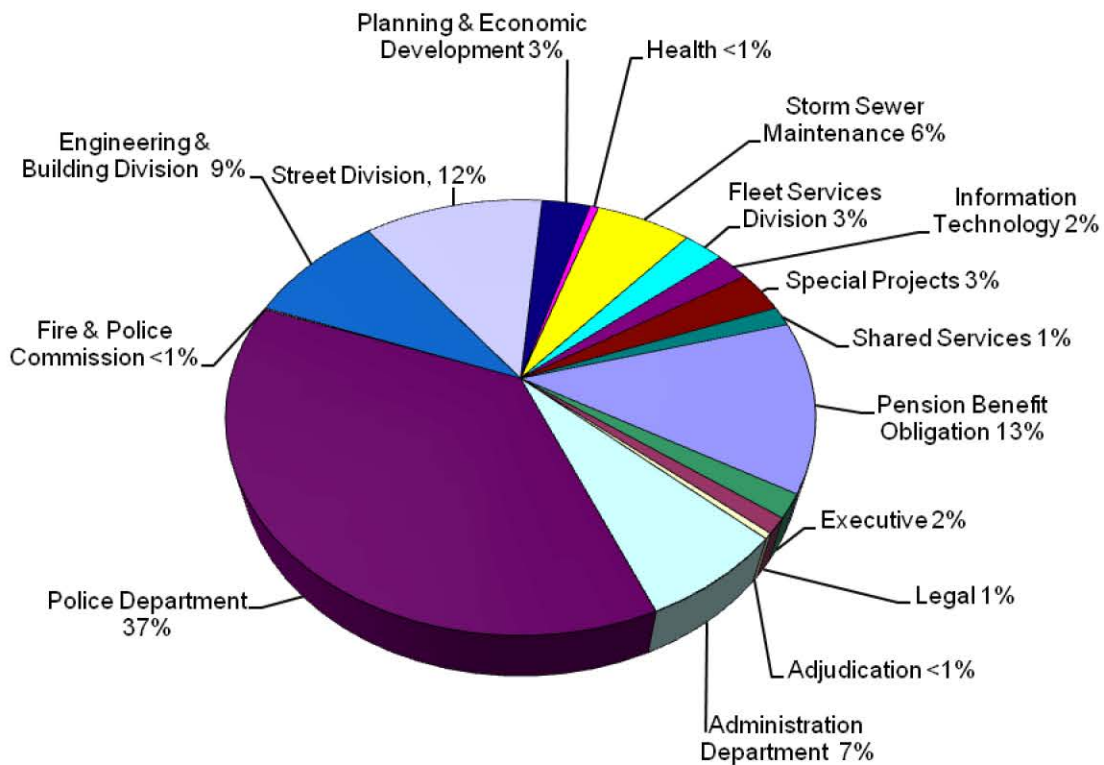
**FY2012/2013
EXPENDITURE SUMMARY
GENERAL FUND**

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
EXPENDITURES					
Executive	380,311	463,954	359,735	355,203	469,075
Legal	298,798	296,334	311,350	311,350	311,350
City Administration	1,800,657	1,813,084	1,916,001	1,893,630	1,866,691
Adjudication	65,824	72,004	109,868	109,868	110,957
Police Department	8,777,024	8,406,814	9,012,039	8,882,890	9,893,074
Fire & Police Commission	36,132	16,810	36,019	14,232	29,919
Engineering & Building	2,175,283	2,078,266	2,338,100	2,279,144	2,404,566
Street Division	3,155,934	3,149,995	3,101,644	3,100,440	3,115,922
Planning & Econ Dvlpmt	1,046,354	630,163	755,640	743,749	841,223
Health	107,138	137,605	147,452	116,755	147,000
Storm Sewer Maintenance	941,593	397,908	1,521,403	1,510,478	1,657,443
Fleet & Facility Services	610,518	697,634	708,605	697,680	700,875
Information Technology	411,632	385,198	439,828	436,112	580,227
Special Projects	895,161	416,207	437,278	422,278	428,056
Shared Services	307,255	354,096	365,740	365,740	388,513
Pension Benefit Obligation	2,236,800	2,514,422	3,381,556	3,381,556	3,381,577
Debt Service	3,397,230	377,037	377,269	377,269	474,535
Total Expenditures	26,643,644	22,207,531	25,319,526	24,998,374	26,801,003
Revenues in Excess of Expenditures	(5,998,161)	(955,716)	(3,123,843)	(2,823,966)	(4,221,818)
OTHER SOURCES (USES)					
Transfer In	2,445,031	1,418,849	3,107,582	3,044,853	3,064,518
Bond Proceeds	3,001,658	-	-	-	1,212,300
Transfer Out	-	(1,781,102)	(1,222,042)	(1,314,390)	-
Capital/Technology Equipment Reserve	-	-	(876,443)	(3,704,804)	(1,972,166)
Total Other Sources (Uses)	5,446,689	(362,253)	1,009,097	(1,974,341)	2,304,652
Change in Fund Balance	(551,472)	(1,317,969)	(2,114,746)	(4,798,307)	(1,917,166)
Beginning Balance, May 1	19,656,078	19,104,606	17,786,637	17,786,637	12,988,330
Ending Balance, April 30	19,104,606	17,786,637	15,671,891	12,988,330	11,071,164

General Fund Revenues by Source



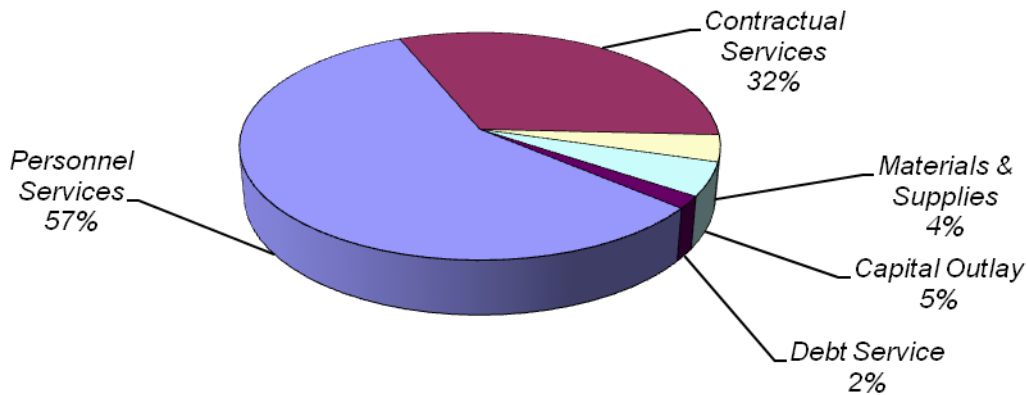
General Fund Expenditures by Function



**FY2012/2013
EXPENDITURE SUMMARY – MAJOR OBJECT
GENERAL FUND**

	Personnel Services	Contractual Services	Materials & Supplies	Capital Outlay	Debt Service	Grand Total
Executive	22,800	446,275	-	-	-	469,075
Legal	-	311,350	-	-	-	311,350
Administration Department	1,618,376	184,765	63,550	-	-	1,866,691
Adjudication	51,617	54,340	5,000	-	-	110,957
Police Department	7,963,702	1,557,697	371,675	-	-	9,893,074
Fire & Police Commission	-	29,619	300	-	-	29,919
Engineering & Building	1,843,827	499,589	61,150	-	-	2,404,566
Street Division	1,861,035	927,472	327,415	-	-	3,115,922
Planning & Economic Development	521,228	314,270	5,725	-	-	841,223
Health	-	147,000	-	-	-	147,000
Storm Sewer Maintenance	675,545	85,348	45,550	851,000	-	1,657,443
Fleet & Facility Services Division	621,620	48,530	30,725	-	-	700,875
Information Technology	243,014	22,403	94,810	220,000	-	580,227
Special Projects	-	152,056	8,000	268,000	474,535	902,591
Shared Services	-	388,513	-	-	-	388,513
Pension Benefit Obligation	-	3,381,577	-	-	-	3,381,577
Total	15,422,764	8,550,804	1,013,900	1,339,000	474,535	26,801,003
% Percentage	57.55%	31.90%	3.78%	5.00%	1.77%	100.00%

General Fund Expenditures by Object



City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013

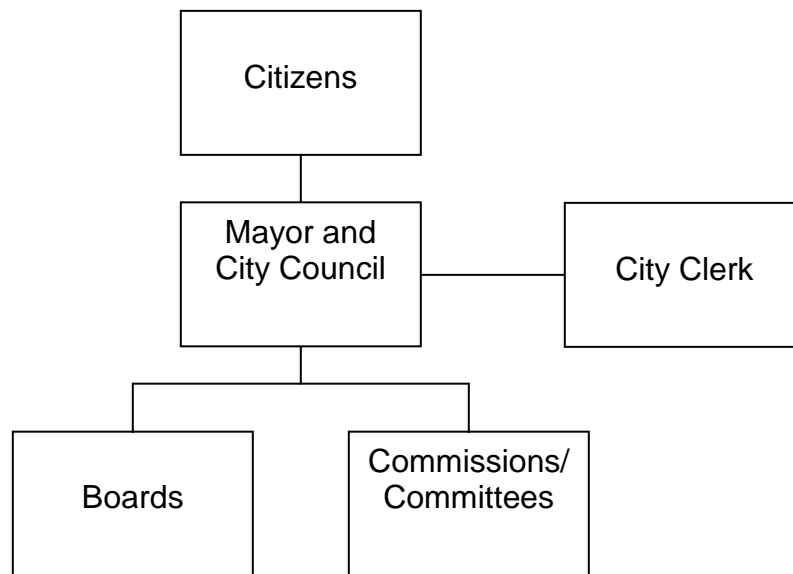


**EXECUTIVE
DEPARTMENT**

FY2012/2013
STATEMENT OF ACTIVITIES
EXECUTIVE DEPARTMENT

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

FY2012/2013
ORGANIZATIONAL CHART
EXECUTIVE DEPARTMENT



**FY2012/2013
ANNUAL BUDGET
EXECUTIVE DEPARTMENT**

EXPENDITURES		2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
54110	Regular Salaries	20,720	20,400	22,800	22,800	22,800
	Total Personnel Services	20,720	20,400	22,800	22,800	22,800
55010	Professional Services	9,950	5,550	6,000	6,000	6,000
55200	Training	6,810	5,746	6,680	6,680	6,680
55220	Dues & Subscriptions	34,698	36,207	35,998	35,998	36,521
55240	Insurance & Bonding	10,258	11,407	11,407	6,725	11,407
55760	Community Activities	-	24,652	43,350	43,500	93,500
55770	Other / Hotel Tax	297,875	359,992	233,500	233,500	292,167
	Total Contractual Services	359,591	443,554	336,935	332,403	446,275
Total		380,311	463,954	359,735	355,203	469,075

**FY2012/2013
ACCOUNT INFORMATION
EXECUTIVE DEPARTMENT**

- Included in the Community Activities account are funds which allow the City to begin preparing for the City's centennial celebration (slated for 2014).
- Other/Hotel tax expenditures reflect City Council approval of funding requests from not-for-profit organizations that promote tourism to the City of Crystal Lake. Funding levels approved by City Council are as follows:

Other/Hotel Tax Item Description	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Crystal Lake Chamber of Commerce	5,570	16,000	4,893	4,893	5,000
Historic Downtown Assoc	35,000	35,000	35,000	35,000	35,000
Raue Center for the Arts	150,000	150,000	122,334	122,334	150,000
McHenry County Youth Sports Assn	55,000	50,000	40,778	40,778	52,778
Crystal Lake Babe Ruth Baseball	2,000	2,000	1,631	1,631	2,000
Lakeside Legacy Foundation	-	25,000	20,389	20,389	35,389
Northwest Area Arts Council	10,000	-	-	-	-
McHenry County Music Center	3,600	3,600	2,936	2,936	3,600
Crystal Lake Rowing Club	2,500	2,498	2,039	2,039	2,500
Berkshire Ballet Theatre	-	-	1,000	1,000	1,900
McHenry County Convention & Visitors Bureau	-	-	2,500	2,500	4,000
Total	263,670	284,098	233,500	233,500	292,167

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



LEGAL AND JUDICIARY

FY2012/2013
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.

FY2012/2013
ANNUAL BUDGET
LEGAL AND JUDICIARY

EXPENDITURES	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Professional	7,068	5,045	7,350	7,350	7,350
Legal	291,730	291,289	304,000	304,000	304,000
Total Contractual Services	298,798	296,334	311,350	311,350	311,350
Total	298,798	296,334	311,350	311,350	311,350

FY2012/2013
ACCOUNT INFORMATION
LEGAL AND JUDICIARY

- Legal expenditures reflect fees charged by counsel to represent the City in legal matters except those associated with Administrative Adjudication. The Administrative Adjudication program budget is presented in subsequent pages of this document.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



**ADMINISTRATION
DEPARTMENT**

FY2012/2013

STATEMENT OF ACTIVITIES

ADMINISTRATION DEPARTMENT

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

City Manager's Office

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

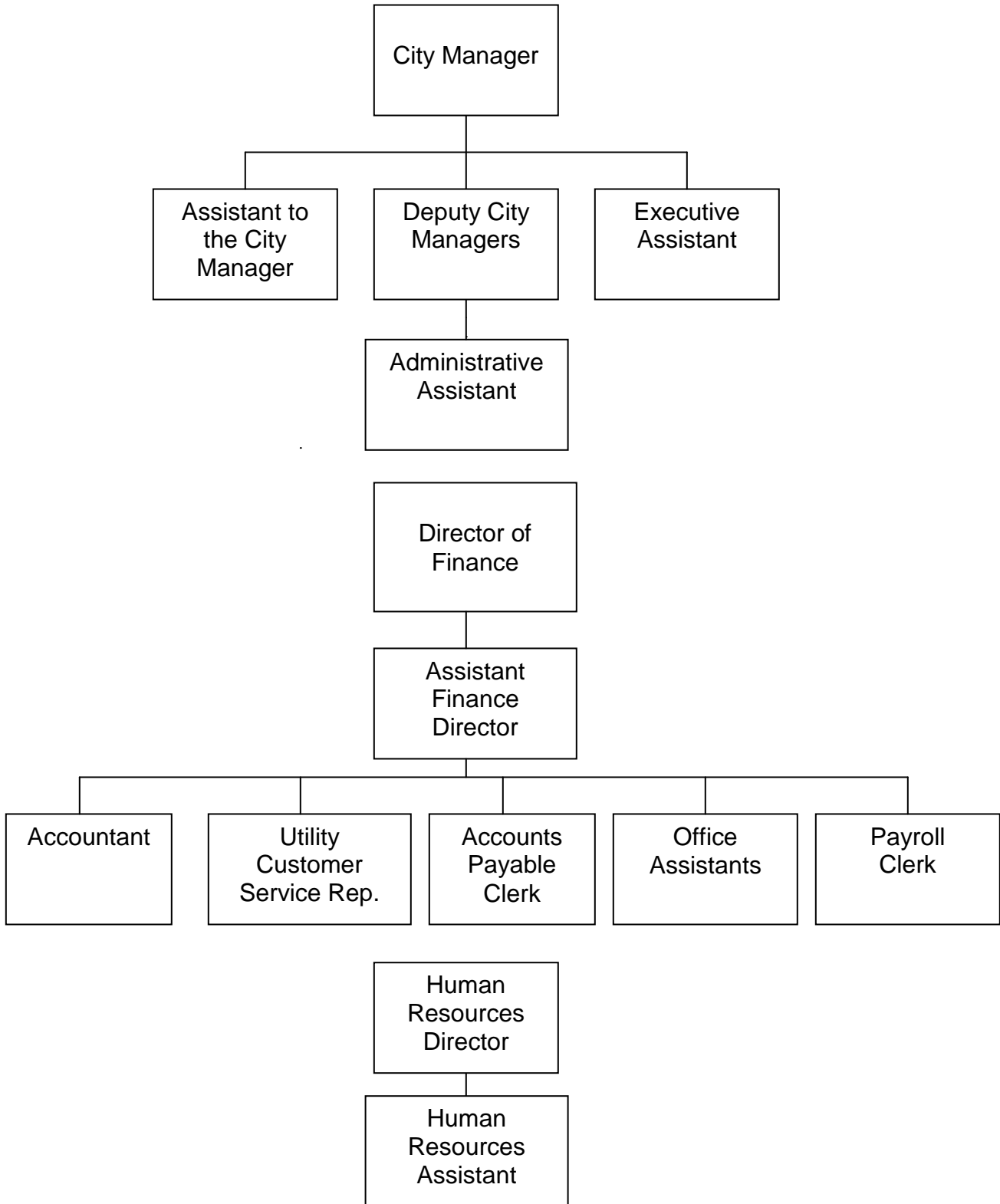
Finance Department

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

Human Resources

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

FY2012/2013
ORGANIZATIONAL CHART
ADMINISTRATION DEPARTMENT



**FY2012/2013
PERSONNEL SUMMARY
ADMINISTRATION DEPARTMENT**

Position	Actual FY2010-2011	Budget FY2011-2012	Budget FY2012-2013
City Manager	1.00	1.00	1.00
Director of Finance	1.00	1.00	1.00
Deputy City Manager	2.00	2.00	2.00
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
Human Resources Generalist	1.00	1.00	0.00
Executive Assistant	1.00	1.00	1.00
Human Resources Assistant	0.00	0.00	1.00
Administrative Assistant	2.75	2.75	1.75
Accountant	1.00	1.00	1.00
Payroll Clerk	1.00	1.00	1.00
Accounts Payable Clerk	1.00	1.00	1.00
Office Assistant	1.75	1.75	1.75
Total Staff	16.50	16.50	15.50

**FY2011/2012
ACCOMPLISHMENTS
ADMINISTRATION DEPARTMENT**

- Staffed with approximately 91 seasonal employees, the City opened the Three Oaks Recreation Area to the public for fishing and hiking on April 9, 2011. The beach was opened to the public on May 29, 2011. The area provides an unparalleled recreational experience. The pristine waters are a prime venue for swimming, boating, hiking and fishing. Over 130,000 visitors came to the Three Oaks Recreation Area during the inaugural year.
- The City completed a streetscape improvement to the Virginia Street Corridor, an area along Route 14 from approximately McHenry Avenue to Dole Avenue.
- Significant progress continues to be made in implementing the strategic commitments of the first-ever Strategic Plan completed in 2007.
- The proactive economic development program, that encourages business retention and recruitment, continues to be enhanced.
- An overall high-quality customer service culture, through increased training and communication, continued to be promoted.
- The City continued to improve and promote effective, positive communication with the community, staff, and elected officials.
- An overall safety culture, through training and communication, continued to be promoted.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
ADMINISTRATION DEPARTMENT

- The City 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 the cities of McHenry and Woodstock created MCRide which is a combined dial-a-ride service. This will make it easier for suburban to suburban commuters and persons with disabilities to schedule and use dial-a-ride services in McHenry County, improve access to jobs and job related activities, and provide greater mobility to individuals with disabilities.
- The City received the Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award from Government Finance Officers' Association.

FY2012/2013
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.
- Complete the federal narrowband mandate. The Federal Communication Commission (FCC) has mandated that all public safety radio systems be narrow banded from 25 kHz to 12.5 kHz by January 1, 2013 due to congestion within this spectrum. Therefore, each public entity, including the City of Crystal Lake, which operates a UHF/VHF radio system must meet this federally mandated deadline. The City will meet this mandate by mid-year 2012.
- In 2010, the Illinois State Legislature gave cities a tool to help taxpayers save money. The State has given cities the ability to seek competitive pricing for the provision of electricity to residents and small businesses. In order to seek competitive prices for electrical services in one contract, the City needs approval from residents through a referendum. The City Council has placed the needed referendum regarding residential and business electrical services on the Tuesday, March 20, 2012 primary election ballot. If the referendum is passed, the City will work to combine electrical service for all individual customers into a single bid, with the goal of lowering electrical bills for residents and consumers.
- Enhance the City's Performance Measurement Program by incorporating Lean Six Sigma. The organization has made great strides improving many of the processes in the City organization and enhancing value to City stakeholders. It is recommended that the next step in this process improvement process is the gradual implementation of Lean Six Sigma (LSS) into the organization. LSS is the combination of two world-class approaches to organization performance improvement. The idea behind LSS is to blend the two root methodologies of Lean and Six Sigma into one approach that optimizes the quality, speed, and cost of doing business. LSS as a process improvement approach requires each of the following activities: (1) focusing on what is critical to the customer, (2) emphasizing

FY2012/2013
OBJECTIVES (CONT'D)
ADMINISTRATION DEPARTMENT

the bottom line, (3) validating any claims of success, and (4) institutionalizing the process through extensive training programs and certification of expertise.

- Continue to work with the Union Pacific Railroad to relocate the Metra train yard, relocate the rail line from Main Street and eliminate the railroad grade crossings on Main Street.
- Continue to strengthen and diversify revenues.
- Continue to explore strategic annexation opportunities.
- Continue to work with community organizations and residents to understand and address community problems.
- Continue to support community events that create opportunities for community and neighborhood gatherings.
- Continue to promote effective communication through the enhanced use of the City government access channel, the development of a City marketing plan, and the City website.
- Continue to create and implement a comprehensive index of community satisfaction with municipal services.
- 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.
- Annually update the Strategic Plan.
- Coordinate the development of a City-wide GIS system.

**FY2012/2013
ANNUAL BUDGET
ADMINISTRATION DEPARTMENT**

EXPENDITURES	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
Regular Salaries	1,294,359	1,330,562	1,419,524	1,419,524	1,378,139
Part-time Salaries	55,064	50,291	33,242	33,242	34,073
Overtime	(216)	10	5,000	5,000	5,000
Group Insurance	188,156	211,163	211,332	211,332	201,164
Total Personnel Services	1,537,363	1,592,026	1,669,099	1,669,099	1,618,376
Professional	44,405	28,924	37,030	37,030	37,030
Annual Audit	18,549	24,289	21,594	21,594	21,594
Publishing	5,071	5,394	6,850	6,850	6,850
Postage & Freight	23,054	17,538	24,425	25,425	25,638
Training	14,435	6,025	9,500	9,500	9,500
Dues & Subscriptions	7,763	13,329	7,300	7,672	7,300
Insurance & Bonding	50,221	57,530	54,503	32,132	54,503
Buildings & Offices Maintenance	-	87	-	-	-
Physical Examinations	1,388	567	2,000	2,000	2,000
Office Equipment	5,581	6,460	5,350	5,350	5,350
Employee Programs	9,681	8,467	15,000	13,628	15,000
Rent - Buildings & Equipment	420	420	-	-	-
Rent - Land	-	-	-	-	-
Total Contractual Services	180,568	169,030	183,552	161,181	184,765
Office Supplies	10,847	10,091	11,300	11,300	11,300
Motor Fuel & Lub.	1,670	1,478	1,750	1,750	1,750
Comp. Hardware & Software	10,632	6,073	5,900	5,900	6,100
Small Tools & Equipment	2,369	5,107	4,800	4,800	4,800
Automotive Supplies	1,708	1,162	2,000	2,000	2,000
Stationery & Printing	55,500	28,117	37,600	37,600	37,600
Total Materials & Supplies	82,726	52,028	63,350	63,350	63,550
Automotive Equipment	-	-	-	-	-
Departmental Equipment	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
Total	1,800,657	1,813,084	1,916,001	1,893,630	1,866,691

FY2012/2013
ACCOUNT INFORMATION
ADMINISTRATION DEPARTMENT

- A decrease in salaries and group insurance reflects a reduction of one position in the Human Resources Division of the City Administration Department.
- An increase in postage and freight directly correlates to rate increases implemented by the U.S. postal service.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



ADMINISTRATIVE ADJUDICATION

**FY2012/2013
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.

**FY2012/2013
PERSONNEL SUMMARY
ADMINISTRATIVE ADJUDICATION DIVISION**

Position	Actual FY2010-2011	Budget FY2011-2012	Budget FY2012-2013
Administrative Assistant	1.00	1.00	1.00
Total Staff	1.00	1.00	1.00

**FY2011/2012
ACCOMPLISHMENTS
ADMINISTRATIVE ADJUDICATION DIVISION**

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

**FY2012/2013
OBJECTIVES
ADMINISTRATIVE ADJUDICATION DIVISION**

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

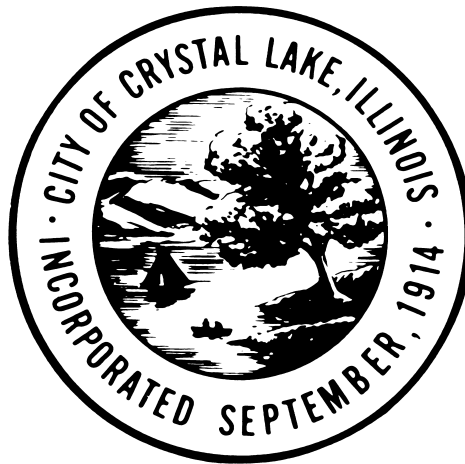
FY2012/2013
ANNUAL BUDGET
ADMINISTRATIVE ADJUDICATION DIVISION

EXPENDITURES	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
Regular Wages	21,463	42,418	43,561	43,561	44,650
Part-time Salaries	15,797	-	-	-	-
Overtime	105	15	-	-	-
Group Health Insurance	1,690	6,451	6,967	6,967	6,967
Total Personnel Services	39,055	48,884	50,528	50,528	51,617
Professional	24,575	22,396	51,840	51,840	51,840
Postage & Freight	464	536	2,500	2,500	2,500
Total Contractual Services	25,039	22,932	54,340	54,340	54,340
Office Supplies	105	-	1,000	1,000	1,000
Comp. Hardware & Software	1,625	188	2,500	2,500	2,500
Stationery & Printing	-	-	1,500	1,500	1,500
Total Materials & Supplies	1,730	188	5,000	5,000	5,000
Total	65,824	72,004	109,868	109,868	110,957

FY2012/2013
ACCOUNT INFORMATION
ADMINISTRATIVE ADJUDICATION DIVISION

- Administrative adjudication expenditures reflect operating costs of the City's Administrative Adjudication program. Reflected in expenditures is an independent Administrative Adjudication Hearing Officer, Prosecutor and one City Administrative Assistant.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



**POLICE
DEPARTMENT**

FY2012/2013 STATEMENT OF ACTIVITIES POLICE DEPARTMENT

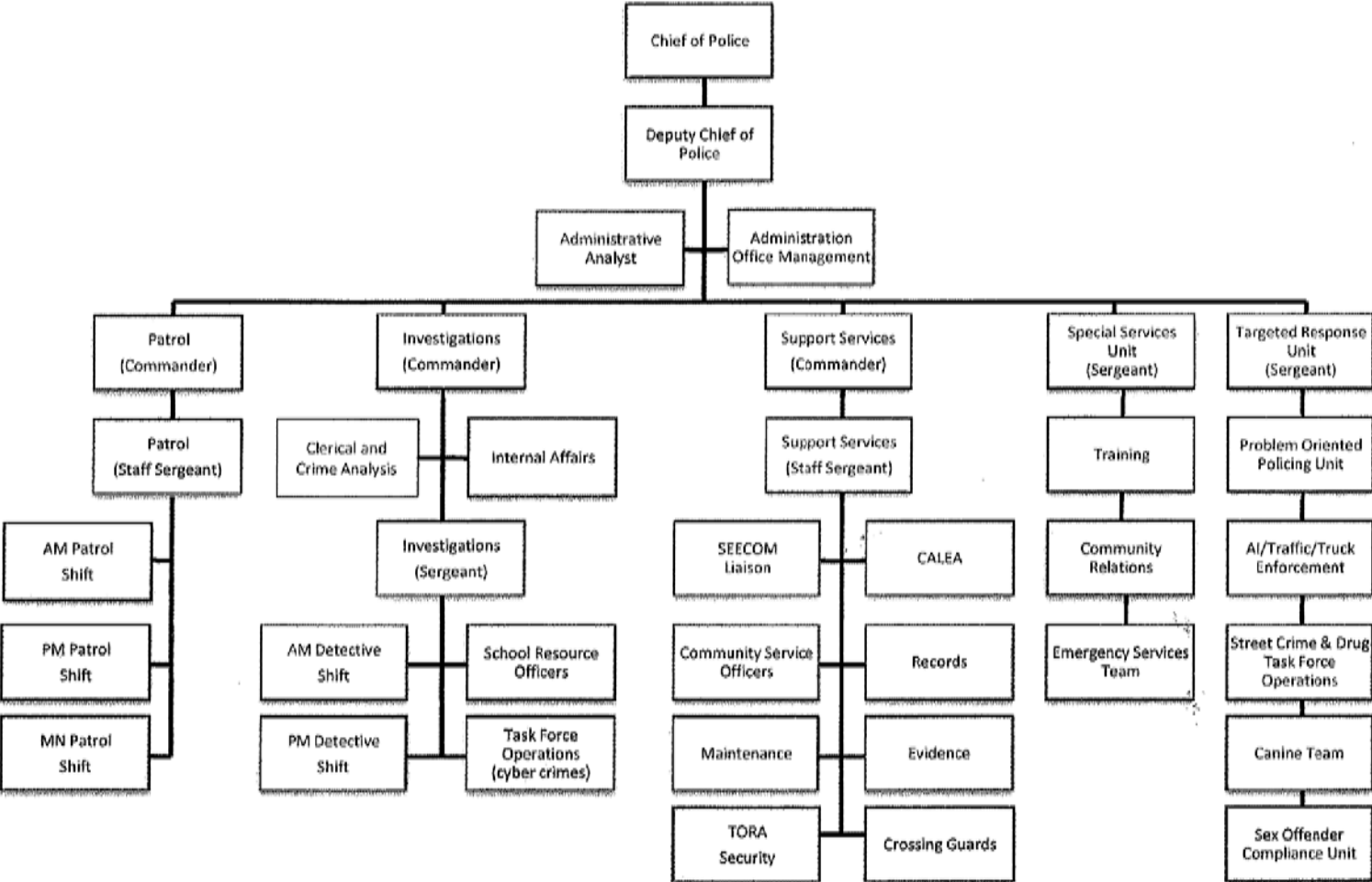
The Crystal Lake Police Department remains committed to providing community service built on a philosophy of customer satisfaction. We have made progress by building partnerships with various community groups. Through program creation, we enhanced our ability to serve various elements of the community which produced specific solutions in a true problem-solving environment. For example, our Targeted Response Unit (TRU) works with the business community to reduce crime. The relationship that TRU has built with the security departments of area stores as well as with the residential community has combined to create the highest level of proactive law enforcement service in departmental history.

Additionally, the department continues to prioritize retention of public respect and confidence. This is accomplished through a constant and earnest effort on the part of all departmental employees to perform their duties in an efficient, honest and professional manner. Our officers remain committed to protecting the lives and enhancing the safety of all residents.

The Police Department is responsible for providing an extensive variety of services to the community on a twenty-four-hour, seven-day-a-week basis. These services include, but are not limited to traffic services, preventative patrol operations, criminal investigations, youth services, crime prevention, parking enforcement and public education.

In addition, the Police Department participates in the Operation Click Seat Belt Program, North Central Narcotics Task Force, McHenry County Major Investigation Assistance Team, McHenry County Chiefs Association, McHenry County Gang Task Force, Police Canine Unit, Bicycle Patrol Officer Program, High School Resource Officer Program, Neighborhood Watch, National Night Out, and Citizen Police Academy. The department also has highly trained personnel to the Emergency Services Team. These officers respond to any high-risk incident or request for additional manpower during emergency situations. Additionally, the Police Department created a specialized unit (TRU), responsible for addressing problems at their root cause, with a priority mission of reducing the number of traffic infractions, traffic crashes and intoxicated drivers, through the use of proactive enforcement measures. TRU also develops strategies to handle repetitive community problems as well as assists with quality of life issues.

FY2012/2013 ORGANIZATIONAL CHART POLICE DEPARTMENT



FY2012/2013 PERSONNEL SUMMARY POLICE DEPARTMENT

Position	Actual FY2010-2011	Budget FY2011-2012	Budget FY2012-2013
Police Chief	1.00	1.00	1.00
Deputy Police Chief	1.00	1.00	1.00
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	5.00	5.00	4.00
Office Coordinator	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Police Records Supervisor	1.00	1.00	0.00
Analyst	0.00	0.00	1.00
Senior Police Records Assistant	1.00	1.00	1.00
Police Records Assistant	4.50	4.50	4.50
Investigations Clerk	0.75	0.75	0.75
Maintenance Custodian	1.00	1.00	1.00
Total Staff	81.25	81.25	80.25

FY2011/2012 ACCOMPLISHMENTS POLICE DEPARTMENT

- The Department's Targeted Response Unit (TRU) actively participates in the City's Traffic Safety Committee, where all departments collaboratively work to address traffic related issues. Our ten most accident prone intersections have decreased by 9% and while this is a positive trend, the Department will continue these efforts to reduce accidents throughout the City.
- The Patrol Division is actively participating in the Click-it or Ticket program. To date, several roadside safety checks have been conducted and additional checks are planned. Also, patrol officers actively participate in DUI enforcement and seatbelt compliance initiatives.
- The Department is engaged in several community partnerships. For example, the Community Relations Officer is in discussion with established neighborhood watch groups as well as groups interested in the program. The Department is also working with businesses regarding loss prevention and meet regularly to discuss issues. Finally, the Department will be meeting with banks to discuss security and upgrades to their camera systems.
- The VisionAIR system was implemented department-wide on March 1st. While crime trend analysis component will not be available until next fiscal year, the department is using other crime analysis techniques to enhance operations.
- The Department is now using NIBRS which is a more automated, comprehensive crime reporting system.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
POLICE DEPARTMENT

- The Investigations Division is currently using a database to track and maintain cases. The Division is also testing the Law Enforcement Agency's "Follow Up" database for viability. These databases will ensure cases are followed-up, completed and maintained in a manner consistent with best practices.
- The Department has drafted comprehensive lease and trespass agreements, however, they are currently on hold. When appropriate, the Department will continue collaborative efforts with property managers.
- The Training Division is currently on track to meet the 15% increase of in-house training hours over the previous year. Several of the required CALEA trainings have occurred and more will be scheduled. LEXIPOL Daily Training Bulletins have also been implemented.
- The Department is on track to maintain and enhance career development for staff. For example, the Police Chief attended the International Association of Chiefs of Police Conference in Chicago, one Sergeant completed the Northwestern University Center for Public Safety Staff and Command training and one patrol officer has been reinstated as a range officer.
- The new field training officer program is complete and implemented.
- An Education Based Discipline system was implemented and is designed to give officers the opportunity to choose mandatory retraining for minor infractions instead of the traditional disciplinary approaches.
- The Department is currently ahead of pace regarding worker accidents, however we are continuing to evaluate operations by reviewing current policies and developing new procedures. Such procedures include revised disciplinary measures and the implementation of the Early Warning System (EWS).
- The Department completely remodeled agency policies and adoption occurred in the Spring of 2011. These policies are now in the form of a Lexipol-supported policy manual.
- The mock assessment for CALEA is on for April 2012. However, the accreditation and conference has been rescheduled for Spring of 2013.
- The VIP Program is now called IMPACT and has been approved by the City Council. Through a partnership between the Police Department and local businesses, this Program is designed to reduce underage drinking incidents. Currently, Program coordination with McHenry County College is occurring.
- The Department has developed a safety seat program intended to increase the safety levels of child passengers in automobiles. The Department is still in the process of implementing this program and evaluating interested partners.

FY2012/2013 OBJECTIVES POLICE DEPARTMENT

Patrol:

- Continue leading departmental efforts to reduce traffic crashes as well as develop programs managing related issues such as hit and run incidents. Through enforcement of traffic laws and motorist education, the Department will continue these proven strategies of deterring traffic accidents. Furthermore, the Department will work with other City departments to ensure our roadways optimize safe travel while not compromising the esthetic appearance of the community.
- Obtain and utilize grants from the Illinois Department of Transportation as well as participate in Click it or Ticket. Also, host at least three roadside safety checks to detour impaired driving.
- Use crime analysis to enhance deployment and management of patrol shifts. In addition, share such information with the Investigations Division to increase investigative leads and reasoning.
- Collaborate with the Records Division to create a more effective reporting system that electronically documents traffic crashes. Once this occurs, accident analysis will be more efficient and allow the Department to understand possible underlying factors regarding the accident's cause.

Target Response Unit (TRU):

- Continue efforts to support departmental initiatives to reduce serious accidents. Also enhance traffic enforcement efforts, such as truck weight limitation, by increasing staff deployment to ensure greater oversight and enforcement.
- Successfully administer the Total Station System and gain a comprehensive understanding of its benefits by tracking usage and performance.
- Through the use of crime analysis techniques, develop problem-oriented strategies that target repetitive problems or quality of life issues.
- Support the Traffic Safety Committee's effort to complete a traffic congestion relief plan which will address traffic concerns at Husmann and North Elementary Schools.
- Conduct four city wide sex offender address verification and compliance checks.

Investigations:

- Continue efforts to reduce the sale and use of illegal drugs along with reducing the number of drug related deaths. This will entail working in concert with North Central Narcotics Task Force and TRU to identify illegal drug suppliers of overdose victims. This approach has led to multiple arrests and case closures.
- Establish a campaign addressing the different types of financial crime and distribute to the public. The major components of this campaign will include identification and apprehension of offenders, as well as proactively providing information to the public through the media, access television, and City's website.

FY2012/2013
OBJECTIVES (CONT'D)
POLICE DEPARTMENT

- Utilize case management software to better track case assignment, statistical evaluation, and trend identification. The Division is currently evaluating different software packages to determine which database is more efficient and produces the desired information.

Support Services:

- Decrease reportable workers compensation and non-workers compensation accidents by 10% through continuing our emphasis on training related to firearms, defensive tactics, defensive driving and blood borne pathogens. Additionally, we will continue scheduling training through IRMA in specific areas of safety.
- Ensure all OSHA/IDOL regulations are compliant. IRMA visited the Department to review our current practices. The Department did quite well, and will continue to place an emphasis on providing a safe work environment.
- Complete an Illinois Police Accreditation Coalition (IPAC) Mock Assessment as well as the on-site assessment occurring October of 2012. Also, receive CALEA accreditation at the Spring 2013 CALEA Conference.
- Continue to work with our independent radio system consultant to guide the City through the Federal Communication Commission (FCC) mandated narrow banding requirements prior to the deadline of January 1, 2013. The FCC has required all public safety radio systems be narrow banded from 25 kHz to 12.5 kHz. This project requires upgrades to our radio communication system including all necessary system design, equipment/hardware, reprogramming, installation, software installation, management, licensing support, warranty, maintenance, acceptance testing, and training.

Records:

- Further expand on the county wide system (Visionair) CAD, Mobile, Field Reporting and Records Management System as well as build on reporting modules such as Crime Analysis.
- Implement reporting mechanisms to increase understanding of citation statistics as well as develop a traffic stop study.

Training:

- To satisfy CALEA requirements, increase the number of in-house training hours by 10%. Also the implementation of a reoccurring training calendar will ensure that annual, bi-annual, and tri-annual training required by CALEA is completed.
- Continue enhancement of supervisory and management training as well as develop leadership and mentoring opportunities for staff. The Department will send at least one Sergeant or Staff Sergeant to the Northwestern University Center for Public Safety to attend a session of Staff and Command. Also, host either FLETC Leadership Training Courses or the IACP's Leadership Courses.

FY2012/2013
OBJECTIVES (CONT'D)
POLICE DEPARTMENT

- Continue to evaluate and improve the Police Officers Training Program. Our program, which is based on the San Jose model, is outdated and needs to become more comprehensive to satisfy the department's needs.
- Recently, the Department implemented an Educational Based Discipline (EBD) system which emphasizes more progressive disciplinary techniques such as education rather than traditional techniques such as reprimands. As a result, training guidelines for more common violations will be developed.

Community Relations:

- Evaluate the role, responsibilities, and training of the Crystal Lake Police Department's Volunteer Program.
- In addition to the training completed for the IMPACT program, establish a BASSET/TIPS training program for liquor license holders and their employees. This training will allow license holders the ability to complete their own underage alcohol sale checks to determine if improvements are needed. The Police Department, however, will still continue compliance checks.
- Develop a "Lock It or Lose It" program to address theft prevention in automobiles. This program will involve partnering with an insurance and printing company to create a media campaign educating residents on removing valuables from their cars and locking their doors.
- Development of a "Residential/Commercial Security Assessment Program" to evaluate security levels at residential and business locations. After the evaluation, recommendations would be provided to ensure their properties are more secure.

**FY2012/2013
ANNUAL BUDGET
POLICE DEPARTMENT**

EXPENDITURES	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
Regular Salaries	5,783,097	5,933,660	6,055,359	6,055,359	6,293,110
Part-time Salaries	51,798	53,845	87,447	83,728	89,633
Overtime	328,968	325,508	519,251	519,251	519,251
Group Insurance	853,852	947,861	1,051,324	1,051,324	1,061,707
Total Personnel Services	7,017,715	7,260,874	7,713,381	7,709,662	7,963,702
Professional	928,323	298,482	483,988	483,988	1,125,460
Publishing	49	572	100	500	100
Postage & Freight	2,792	3,741	4,600	4,000	4,000
Training	40,465	56,307	64,550	64,550	63,250
Dues & Subscriptions	4,458	3,216	8,800	8,800	9,205
Insurance & Bonding	291,952	312,268	317,187	191,957	305,097
Building & Offices Maintenance	-	541	-	-	-
Physical Examinations	5,245	532	9,815	9,815	9,815
Operating Equipment	16,069	18,443	21,320	21,320	21,320
Office Equipment	2,952	2,600	5,950	5,950	4,750
Radio Equipment	4,540	4,146	7,500	7,500	7,500
Rental - Buildings & Equip.	7,739	8,909	7,200	7,200	7,200
Total Contractual Services	1,304,584	709,757	931,010	805,580	1,557,697
Office Supplies	10,887	10,402	11,320	11,320	11,320
Cleaning Supplies	67	1,340	800	800	800
Motor Fuel & Lub.	128,695	155,443	170,000	170,000	170,000
Comp. Hardware & Software	36,051	45,126	30,885	30,885	33,950
Small Tools & Equipment	50,032	39,531	46,729	46,729	46,729
Auto. Supplies & Materials	38,497	45,840	35,150	35,150	35,150
Clothing	51,086	48,405	62,700	62,700	63,676
Stationery & Printing	8,436	3,143	10,064	10,064	10,050
Total Materials & Supplies	323,751	349,230	367,648	367,648	371,675
Office Equipment			-	-	-
Automotive Equipment	28,268	48,415	-	-	-
Operating Equipment	102,706	38,538	-	-	-
Total Capital Outlay	130,974	86,953	-	-	-
Total	8,777,024	8,406,814	9,012,039	8,882,890	9,893,074

FY2012/2013
ACCOUNT INFORMATION
POLICE DEPARTMENT

- An increase in salaries is net of a reduction of one Community Service Officer position.
- An increase in group insurance is attributable to changes in coverage (single to family).
- Professional services budget reflects a reallocation of SEECOM dispatch services from the Fire Rescue Fund. The reallocation of costs best matches expenses to number of calls for service. Also included in the professional services budget is a reallocation of CALEA accreditation expenditures from the Insurance and Bonding account.
- Despite an increase in postage rates implemented by the U.S. postal service, a reduction in postage and freight best reflects services needed.
- In addition to providing case law information and subsequent training, expenditures in the Training account include funds to pay gun range fees, fees that were once waived for the City of Crystal Lake by the Village of Huntley.
- A decrease in the Insurance and Bonding account is attributable to CALEA accreditation costs being reallocated to the Professional Services account.
- The FY2012/2013 budget for office equipment does not contain dollars to replace a CPU board for the electronic filing system as the board was replaced during the prior fiscal year.
- Computer hardware and software reflects annual maintenance and licensing costs associated with equipment used within the department as well as, the addition of one personal computer for the Target Response Unit (TRU). Funding for the computer will be provided by Home Rule Sales Tax.
- Budgeted in the Clothing account are costs to replace bullet-proof vests. These costs are shared equally with the Department of Justice through a grant.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



**FIRE AND POLICE
COMMISSION**

FY2012/2013
STATEMENT OF ACTIVITIES
FIRE & POLICE COMMISSION

The Board of Fire and Police Commissioners consists of a Chairperson and two Commissioners. The Director of Human Resources of 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 sworn personnel are subject to the exclusive jurisdiction of the Board of Fire and Police Commissioners according to applicable State law.

FY2011/2012
ACCOMPLISHMENTS
FIRE & POLICE COMMISSION

- Conduct promotional examinations and processes as needed for the establishment of eligibility lists for positions of Police Sergeant and Fire Lieutenant (the list for Police Sergeant expired in June 26, 2011, the testing process actually began in early 2011, and Fire Lieutenant expires November 14, 2011).

Testing was conducted and new lists exist for Police Sergeant (effective June 27, 2011 through June 26, 2014) and Fire Lieutenant (effective November 15, 2011 through November 14, 2014)

- Fulfill the duties of the Board as outlined in the Board of Fire and Police Commission Rules and Regulations as adopted in March, 2008.

FY2012/2013
OBJECTIVES
FIRE & POLICE COMMISSION

- Conduct promotional examinations and processes as needed for the establishment of eligibility lists for positions of Police Sergeant, Fire Lieutenant or Battalion/Bureau Chief should there become a risk of any of the current active lists being exhausted prior to their expiration dates.
- Fulfill the duties of the Board as outlined in the Board of Fire and Police Commission Rules and Regulations as adopted in March, 2008.

FY2012/2013
ANNUAL BUDGET
FIRE & POLICE COMMISSION

EXPENDITURES	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Professional Services	13,857	-	-	-	-
Publishing	49	-	4,620	4,620	4,120
Postage & Freight	39	44	750	750	750
Training	80	-	1,650	1,650	1,650
Dues & Subscriptions	375	375	395	395	395
Insurance & Bonding	2,163	2,404	2,404	1,417	2,404
Examinations	19,569	13,987	25,800	5,000	20,300
Total Contractual Services	36,132	16,810	35,619	13,832	29,619
Office Supplies	-	-	100	100	100
Stationery & Printing	-	-	300	300	200
Total Materials & Supplies	-	-	400	400	300
Total	36,132	16,810	36,019	14,232	29,919

FY2012/2013
ACCOUNT INFORMATION
FIRE & POLICE COMMISSION

- The FY2012/2013 Fire and Police Commission budget has been reduced as testing processes and eligibility lists for Police Sergeant and Fire Lieutenant were completed during the prior fiscal year. Testing was conducted and new lists exist for Police Sergeant (effective June 2, 2011 through June 26, 2014), and Fire Lieutenant (effective November 15, 2011 through November 14, 2014).

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



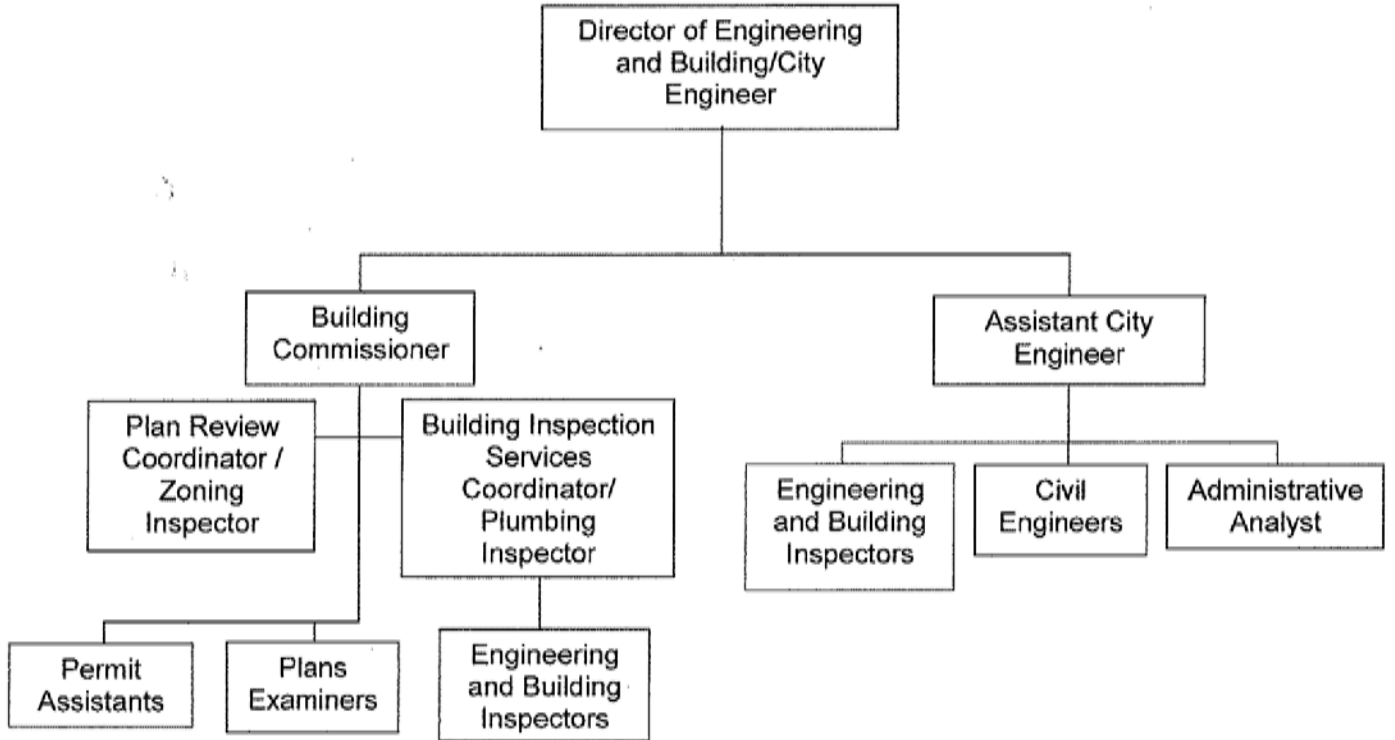
**ENGINEERING AND
BUILDING
DEPARTMENT**

FY2012/2013
STATEMENT OF ACTIVITIES
ENGINEERING & BUILDING DEPARTMENT

The Engineering Division enhances and preserves natural resources and oversees public infrastructure design and construction to ensure safe, high-quality improvement 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 pumps, drainage issues, and traffic control concerns.

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. An interactive process 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.

FY2012/2013
ORGANIZATIONAL CHART
ENGINEERING & BUILDING DEPARTMENT



FY2012/2013 PERSONNEL SUMMARY ENGINEERING & BUILDING DEPARTMENT

Position	Actual FY2010-2011	Budget FY2011-2012	Budget FY2012-2013
Director of Engineering & Building	1.00	1.00	1.00
Building Commissioner	1.00	1.00	1.00
Assistant City Engineer	1.00	1.00	1.00
Inspection Services Coordinator	2.00	1.00	1.00
Civil Engineer/Construction Engineer	3.00	3.00	2.00
Plans Examiner	2.00	2.00	2.00
Engineering & Building Inspector	6.00	6.00	7.00
Property Maintenance Inspector	1.00	1.00	0.00
Administrative Analyst	1.00	1.00	1.00
Permit Coordinator/Zoning Inspector	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	0.00
Permit Assistants	2.00	2.00	3.00
Total Staff	22.00	21.00	20.00

FY2011/2012 ACCOMPLISHMENTS ENGINEERING & BUILDING DEPARTMENT

Goal: Continue to support the City's economic development by fostering a culture that values good customer service and business advocacy.

Status: The Engineering Division reached out to the business community by giving four presentations to the Crystal Lake Chamber of Commerce about road improvement projects that affect the business community. The Engineering Division also hosted an open house for all residents on February 16, 2012 on all construction projects happening in 2012.

The Building Division was able to keep up with the high levels of customer service established in previous years despite a 39 percent increase in permits and a 26 percent increase in inspections. In addition, the Building Division worked with the Planning Department and business owners along Rakow Road to develop a plan that would permit them to add additional signage to increase their visibility during construction.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
ENGINEERING & BUILDING DEPARTMENT

Goal: Continue to work with developers to construct unfinished public improvements for partially completed developments and residential subdivisions and close out outstanding performance sureties.

Status: The Engineering Division continued to work with developers to complete the public improvements in their subdivisions. Developers installed final road surface in the following developments:

- Waterford Subdivision
- Bryn Mawr Subdivision
- Immanuel Lutheran Subdivision

The Engineering Division also worked with the Riverbirch Crossing developer to re-grade the site and eliminate the large stone stockpiles. In addition, punch list items for the Pingree Circle shopping center were complete. The Engineering Division also arranged with other developers to complete improvements in the 2012 construction season.

Goal: Complete and propose for adoption the Bicycle Facility Master Plan. Continue to work towards achieving Bicycle Friendly Community status.

Status: The Engineering Division hosted another public meeting to gather comments on the draft plan. The Engineering Division also secured federal Congestion Mitigation and Air Quality (CMAQ) funding to install some of the bike facilities included in the draft master plan.

Goal: Continue researching and developing a sustainable infrastructure pilot program aimed at achieving a policy that would incorporate sustainable and environmentally friendly practices into City projects whenever practical.

Status: The Engineering Division completed construction of a rain garden in front of the Municipal Complex as a demonstration project for the community. In addition, the City received a grant, which funded 60 percent of the rain garden construction costs.

The Engineering Division also implemented the Rain Barrel Incentive Program. If Crystal Lake water and sewer service customers purchase a rain barrel from a Crystal Lake retailer, they can receive a \$25 credit on their utility bill.

Goal: Complete the implementation of the first phase of the Crystal Lake Watershed maintenance and monitoring program. Engage a watershed maintenance consultant in advance of development.

Status: The Engineering Division completed the installation of flow meters in all three tile lines in the watershed. The Division continued to work with Public Works to sample and monitor the water flow in the tile lines. The Engineering Division engaged a consultant for development maintenance and monitoring. The City is also working with McHenry County to implement the watershed standards in the unincorporated parts of the watershed.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
ENGINEERING & BUILDING DEPARTMENT

Goal: Implement the flooding mitigation improvements in Area 1B (along North Shore Drive near East Street) of the 2007 Crystal Lake Flooding Study. Continue the design for the flooding mitigation improvements in Area 2 (North Shore Drive to the south, Lippold Park to the north, East End Street to the east and Crystal Beach to the west).

Status: The City selected a consultant for the design of flooding mitigation improvements to Area 1B. The design of the Area 2 improvements are on-going. The City has secured a \$482,000 grant from the Illinois Department of Commerce and Economic Opportunity to help offset the cost of the Area 1B improvement. As part of the construction of the improvements, North Shore Drive will be re-routed to connect with Crystal Lake Avenue.

Goal: Develop a formal five-year capital improvement program, in addition to the current multi-year street resurfacing program. This will help forecast future infrastructure enhancement projects, prepare for grant opportunities, and efficiently manage the MFT account.

Status: The Engineering Division has developed a five-year capital plan that identifies projects for future funding while staying within projected revenue levels. The Division worked with the Public Works Department to ensure that road improvements and underground utility improvements were coordinated. Needs beyond the five-year planning window were also evaluated. In addition, the Engineering Division applied for federal Transportation, Community, and System Preservation Program funding for South Main Street Phase II Engineering.

Goal: Locate and map City maintained traffic signal and street light infrastructure to include in the City's GIS.

Status: This mapping project has been initiated and will be integrated into a planned web-based GIS.

Goal: Continue holding annual meetings with contractors, developers, and other interested parties to get feedback on City building codes and the plan review and permit process.

Status: The Building Division held an information session for roofing contractors on proper installation of roofs. The meeting discussed all of the applicable code requirements and the information that needs to be submitted to obtain a permit.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
ENGINEERING & BUILDING DEPARTMENT

Goal: Continue the education and cross training of inspectors to help remain consistent and thorough in the areas of inspections and plan review. Encourage all inspectors to continue obtaining additional certifications.

Status: The department has engaged in various cross training initiatives to help mitigate the loss of two inspectors to retirement. Engineering Technicians and the Property Maintenance Inspector have been trained to perform certain types of building permit inspections. In addition, one of the department's Permit Assistants has been trained to assist with property maintenance documentation in the database.

The entire Building Division staff continues to attend the SBOC and NWBOCA training institutes every fall and spring. The entire staff participated in free seminars sponsored by the Illinois Department of Commerce and Economic Opportunity to learn and understand the new energy code adopted by the State.

Goal: Integrate the updated version of the Springbrook Community Development Module into the Building Division workflow. Implement the software as quickly as possible after receiving the updated version.

Status: The developer delayed the updated Springbrook software until the spring. The Building Division started to integrate the updated software into its operations.

Goal: Begin review of the 2012 International Code Council (ICC) series of standard building codes for possible consideration. The City Council approved the 2006 ICC codes in June of 2008. The codes will be reviewed and amended for future adoption.

Status: The Building Division purchased the 2012 ICC Code books and a comprehensive review is underway.

Goal: Research and draft for future consideration a rental property ordinance. The ordinance would establish a regular inspection program for rental properties to ensure they remain compliant with property maintenance and life safety ordinances. Numerous property maintenance complaints are associated with rental properties.

Status: The Building Division drafted a rental property ordinance for future consideration. Under the proposed ordinance, the City will license all rental property owners in the City, and if violations are found, the City could then conduct more thorough inspections of the property. The Building Division modeled the ordinances after several other communities' ordinances, making modifications to address Crystal Lake issues.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
ENGINEERING & BUILDING DEPARTMENT

Goal: Oversee the construction and completion of the roadway and streetscape improvement components of the Virginia Street Improvement.

Status: The construction for the Virginia Street improvement was completed on November 4, 2011. The Engineering Division worked closely with the contractor and the construction engineering consultant to complete the project. There were several complications that the Engineering Division and its construction engineering consultant had to work through, including weather delays and subcontractor quality control. However, the final product is a high quality, aesthetically pleasing improvement.

Goal: Continue to coordinate with McHenry County Division of Transportation and their consultant to finalize the Route 176 and Walkup Avenue Phase II design, acquire right-of-way, and help oversee construction. Member initiative funds and Motor Fuel Tax funds will fund the City's share of the project.

Status: The Phase II Engineering and right-of-way acquisition was completed. The City and McHenry County entered into an agreement that defines each agency's responsibilities for the construction of the project. IDOT opened bids for the construction on August 5, 2011, and Curran Contracting was the successful bidder. The County selected Baxter and Woodman as the Phase III Engineering consultant.

Goal: Select a Phase III Engineering Consultant for the Briarwood Road and Route 176 improvement. Continue to monitor the progress of IDOT's right-of-way acquisition. Bid and oversee the construction of the improvement.

Status: The City approved TranSystems Corporation as the Phase III Engineering consultant. IDOT completed the right-of-way acquisition. IDOT opened bids for the construction on September 23, 2011, and the lowest bidder was Berger Excavating. Construction began in the spring of 2012.

Goal: Select a Phase III Engineering Consultant. Complete the right-of-way and easement acquisition for East Crystal Lake Avenue Segment 1. Bid and oversee the construction of the project.

Status: The City selected Hampton, Lenzini and Renwick as the Phase III Engineering consultant. IDOT opened bids for construction on April 29, 2011, and the lowest bidder was Berger Excavating. However, construction was delayed until the spring of 2012 due to a conflict between AT&T's existing infrastructure and the proposed storm sewer. The Engineering Division coordinated with AT&T to resolve the utility conflict.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
ENGINEERING & BUILDING DEPARTMENT

Goal: Continue to pursue County participation and funding for the South Main Street Improvement.

Status: The City and County have entered into an agreement that defines funding responsibilities for each party. Specifically, McHenry County is responsible for improvements along Virginia Road and Pyott Road. This agreement was approved December 6, 2011 by the City. The City selected TranSystems Corporation as the Phase II Engineering Consultant.

Goal: Complete the Phase I Engineering for Stage 2 of the Union Pacific Railroad Yard Relocation. Continue to process the ICC petition for the Union Pacific Railroad Yard Relocation. Continue to pursue acquiring property for the project.

Status: The City completed an endangered species study on the project site as required per Federal guidelines. The Phase I engineering is pending approval of this study.

Goal: Complete right-of-way acquisition for the Pingree Road Segment 2 improvement. Select a consultant for Phase III Engineering. Bid and oversee the construction and completion of the improvements.

Status: The Engineering Division completed the right-of-way acquisition. The City selected Christopher B. Burke Engineering as the Phase III Engineering consultant. IDOT opened bids for the construction on November 18, 2011, and Curran Contracting was the lowest bidder. Construction began in the spring of 2012.

Goal: Oversee the construction and completion of the improvements of Pingree Road Segment 3.

Status: The construction was completed on November 22, 2011. The improvement replaced the deteriorated pavement, added a center bi-directional turn lane, and added an off-street bike path.

Goal: Work with the McHenry County Division of Transportation to monitor the progress of construction on Rakow Road and minimize disruption to the residents. The County is planning to improve Rakow Road starting the spring of 2011. Enforce the storm water ordinance.

Status: The Engineering Division monitored the progress of the construction by attending the weekly coordination meetings. The Engineering Division inspected the erosion control facilities weekly to ensure the storm water ordinance was enforced. By agreement with Lake in the Hills, the City is responsible for inspecting the erosion control facilities east of Pyott Road to IL Route 31.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
ENGINEERING & BUILDING DEPARTMENT

Storm Response: The Engineering and Building Department actively participated in the recovery from the very heavy storms that affected the City on July 11, 2011. The Engineering Division monitored traffic signals and worked with the City's contractor to ensure their continuous operation even with an interrupted power supply. Department personnel also helped monitor several road closures resulting from downed power lines. The Building Division inspected 22 houses that were damaged due to the high winds, and found three that were determined to be uninhabitable due to the damage.

After a storm on July 23, 2011, the roof of Joseph's Marketplace failed and flooded the entire store. The Building Division reacted quickly to assess the damage and coordinate all of the stakeholders to initiate and complete the repairs as quickly as possible. Joseph's Marketplace reopened for business on November 16, 2011. In addition, the storm produced enough rain to warrant Engineering Division monitoring of North Shore Drive to ensure it remained safely passable.

Finalized Community Rating System Enrollment: The Engineering Division finalized the City's enrollment in the FEMA Community Rating System. Under this program, the City demonstrates that it is lowering the risk of loss from flooding, and in turn, residents can receive discounts on their flood insurance policies. The average flood insurance holder in Crystal Lake will now receive an average discount of 20 percent, or about \$250, annually.

Woods Creek Watershed Plan: The Engineering Division began participating in the development of the Woods Creek Watershed Plan. The Village of Algonquin is the lead agency for this plan. When this plan is finished, it will be a guide on how to protect the water quality of Woods Creek. The watershed plan will also allow the City to be eligible to apply for Federal EPA Section 319 grant funding for projects that improve Woods Creek.

Consultant and Contract Evaluations: The Engineering Division completed formal written evaluations for all consultants and contractors that have completed work for the City in the past year. The evaluations were completed in order to document performance and level of qualification for future contract consideration.

Electronic Message Center Sign Standards: The Building Division worked with the Planning Department to develop standards for electronic message center (EMC) signs. The standards allow businesses to have EMCs through a special use permit, rather than through the variation process. Staff also developed standard conditions for the SUP that limit the use of EMCs. These standards were incorporated into the City Code on July 5, 2011.

FY2011/2012 ACCOMPLISHMENTS (CONT'D)

ENGINEERING & BUILDING DEPARTMENT

Downtown Snow Removal Ordinance: The Building Division worked with the Planning Department to develop the Downtown Snow Removal Ordinance. This ordinance requires the removal of snow from sidewalks in front of businesses in the downtown area. This will make the downtown safer for pedestrians in the winter.

2010 Motor Fuel Tax Audit: The Engineering Division worked with the Finance Department and the Illinois Department of Transportation to provide them necessary documentation on past MFT funded projects. The IDOT auditors requested documentation from projects between 2000 and 2009. In addition, the City's MFT documentation procedures were adjusted to ensure future audits are less cumbersome.

FY2012/2013 OBJECTIVES ENGINEERING & BUILDING DEPARTMENT

Business Advocacy and Customer Service: Support the City's economic development by fostering a culture that values business advocacy and the highest levels of customer service.

- **Public Outreach:** Initiate several new public outreach projects. These projects include:
 - Continue holding annual meetings with contractors, developers, and other interested parties to educate and get feedback on City building codes and the plan review and permit process.
 - Creating a packet explaining commercial sign regulations and the regulation of temporary pools.
 - Improving access to forms and brochures on the department's website.
 - Investigating the use of social media, such as Facebook, for roadway projects and building code awareness in addition to the City's existing Twitter feed.
- **Sign Ordinance Amendment for New Businesses:** Draft a change to the sign ordinance for Council consideration that could allow new businesses, or those within an active road construction zone, additional temporary signage to help promote their business.

Development: Continue to achieve high levels of customer satisfaction and quality construction through streamlined processes, performance measurement, and development oversight.

- **Integrate Updated Community Development Software:** Continue to integrate the updated Springbrook software into department operations. The department will combine plan review tracking, inspection scheduling, property maintenance violation

FY2012/2013
OBJECTIVES (CONT'D)
ENGINEERING & BUILDING DEPARTMENT

tracking, and other operational duties into a single database, instead of spreading these functions among several different programs.

- **2012 ICC Code Review:** Continue to review the 2012 International Code Council (ICC) series of standard building codes. The 2012 ICC series of building codes should be ready for City Council approval by May of 2014. This would put the City on track to meet ISO rating requirements.

Environmental Protection and Sustainability: Continue to promote environmental stewardship and sustainability in City projects, policies, and codes.

- **Sustainable Infrastructure Promotion:** Continue researching and developing projects that would incorporate sustainable and environmentally friendly practices.
- **Bicycle Friendly Community Status:** Continue the progress of achieving Bicycle Friendly Community status through adoption of the Bicycle Facility Master Plan.
- **Crystal Lake Watershed:** Continue to coordinate with McHenry County to implement ordinance changes for unincorporated areas that would provide consistent protection of the lake.

Public Safety: Minimize exposure to property damage and safety risks.

- **Flooding Mitigation Projects:** Construct the improvements to mitigate the North Shore Drive area flooding including the reroute of North Shore Drive
- **Disaster Response Policy:** Develop emergency response procedures and mitigation checklists for essential traffic signal operations during extended power outages, tornados or other disasters.

Transportation and Infrastructure: Continue to improve mobility and infrastructure, while maintaining the system already in place.

- **2012 Active Infrastructure Construction Projects:** Continue to oversee the construction of the following improvements:
 - Widening of East Crystal Lake Avenue between East Street and Erick Street.
 - Improving Pingree Road at Congress Parkway.
 - Signalization and geometric improvements of the intersection of Illinois Route 176 and Briarwood Road.
 - Monitoring of the County's Rakow Road widening improvement.
 - Monitoring of the County's Illinois Route 176 and Walkup Avenue improvement.

FY2012/2013
OBJECTIVES (CONT'D)
ENGINEERING & BUILDING DEPARTMENT

- **Future Infrastructure Construction Projects:** Continue the planning of future improvements:
 - Continue the design engineering and right-of-way acquisition for the widening of South Main Street between Route 14 and Rakow Road.
 - Continue the preliminary and design engineering of the Crystal Lake Avenue and Main Street Improvement.
 - Complete the design engineering of the McHenry Avenue Improvements.
 - Complete the design engineering of the Bikeway Corridor Improvements.
- **Complete Unfinished Subdivision Public Improvements:** Continue to complete unfinished public improvements for partially completed private developments and close out outstanding performance sureties.
- **Pavement Preservation Initiatives:** Begin investigating various methods of pavement preservation, which will extend the usable life of City streets in a cost effective manner.
- **Illuminated Street Signs:** Begin a multi-year program to install illuminated street name signs along major roadways in Crystal Lake, which will improve visibility, safety, and way finding within the City's commercial corridors.

FY2012/2013
ANNUAL BUDGET
ENGINEERING & BUILDING DEPARTMENT

EXPENDITURES	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Regular Salaries	1,657,913	1,577,839	1,671,778	1,671,778	1,546,709
Part-time Salaries	-	-	-	-	-
Overtime	8,731	7,552	16,000	16,000	16,000
Group Insurance	273,712	274,111	279,983	279,983	281,118
Total Personnel Services	1,940,356	1,859,502	1,967,761	1,967,761	1,843,827
Professional	111,508	21,575	209,700	179,700	400,500
Publishing	2,389	3,351	2,000	2,000	2,000
Postage & Freight	2,561	2,052	5,700	5,700	5,700
Training	9,854	11,139	14,700	14,700	14,700
Dues & Subscriptions	2,081	1,175	1,945	1,945	1,945
Insurance & Bonding	63,440	70,544	70,544	41,588	70,544
Operating Equipment	211	356	4,000	4,000	4,000
Office Equipment	1,160	-	-	-	-
Radio Equipment	-	-	200	200	200
Total Contractual Services	193,204	110,192	308,789	249,833	499,589
Office Supplies	6,730	7,454	8,950	8,950	8,950
Motor Fuel & Lub.	11,041	12,959	17,400	17,400	17,400
Comp. Hardware & Software	12,436	25,402	20,000	20,000	19,600
Small Tools & Equipment	1,759	1,729	3,000	3,000	3,000
Auto. Supplies & Materials	4,276	7,365	5,200	5,200	5,200
Clothing	3,013	2,575	3,300	3,300	3,300
Stationery & Printing	2,468	3,102	3,700	3,700	3,700
Total Materials & Supplies	41,723	60,586	61,550	61,550	61,150
Automotive Equipment	-	47,986	-	-	-
Total Capital Outlay	-	47,986	-	-	-
Total	2,175,283	2,078,266	2,338,100	2,279,144	2,404,566

FY2012/2013
ACCOUNT INFORMATION
ENGINEERING & BUILDING DEPARTMENT

- A decrease in salaries reflects a reduction of one position in the Engineering and Building Department.
- An increase in group insurance is attributable to changes in coverage (single to family).
- An increase in professional services is associated with engineering services needed for flooding mitigation projects. Funding for flooding mitigation projects will be provided by Home Rule Sales Tax.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



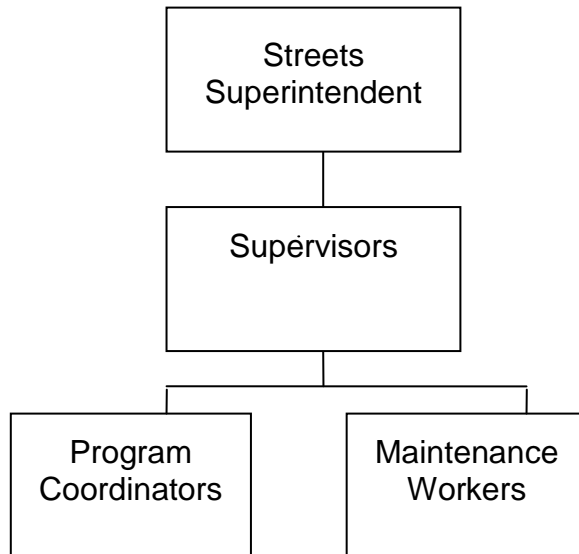
STREETS DIVISION-

PUBLIC WORKS DEPARTMENT

FY2012/2013
STATEMENT OF ACTIVITIES
STREETS DIVISION

The Streets Division is responsible for the management, maintenance, repair, and improvement of all public streets, traffic control signs, parkways, parkway trees, and the municipal buildings in adherence to all City policy and regulatory agency requirements. The Division handles the maintenance, improvement, and snow operations for over 175 center lane miles of public streets, 22 commuter lots, and all City-owned properties. Part of this maintenance entails pavement marking, concrete/asphalt replacement, crack sealing, landscaping, sign repair/replacement, vandalism removal, and lawn care. The Division is also responsible for the maintenance of all parkway trees. These duties consist of trimming, tree removals, stump grinding, right-of-way restoration, insect detection, and addressing resident concerns. In addition, the Division does a Spring and Fall planting of parkway trees. Some other services provided by the Division include Spring curbside brush removal, Fall curbside leaf removal, operating the brush drop-off site (April – November) and Downtown beautification efforts. The Division is also called upon for special projects throughout the year, such as assistance at the recreation area under construction and building demolition.

FY2012/2013
ORGANIZATIONAL CHART
STREETS DIVISION



FY2012/2013 PERSONNEL SUMMARY STREETS DIVISION

Position	Actual FY2010-2011	Budget FY2011-2012	Budget FY2012-2013
Superintendent	1.00	1.00	1.00
Supervisor	2.00	1.00	1.00
Program Coordinator	2.00	2.00	2.00
Maintenance Worker	16.00	15.00	15.00
Administrative Assistant	0.50	0.75	0.75
Total Staff	21.50	19.75	19.75

FY2011/2012 ACCOMPLISHMENTS STREETS DIVISION

Goal: Use data captured on GPS software to make operations more efficient.

Status: With the implementation of 15 GPS units, the Division has been able to track, analyze, and increase efficiency of its snow removal fleet. When switched from winter to summer operations, the units have also afforded the ability to track sweeper and tree trimming operations and efficiency, as well as monitor and reduce idle vehicle idle time.

Goal: Research tools available to ensure street sign program will be fully compliant with MUTCD in 2018.

Status: Public Works is currently researching vendors to provide a cost effective method for the inventory and data collection of a Sign Management System to stay compliant with the current MUTCD requirements.

Goal: Continue to benchmark all Services through ICMA and Web QA.

Status: Benchmarking has been made more streamlined with the help of Gov QA software. All routes have been implemented into GIS mapping and expectations are relayed in daily morning meetings.

Goal: Utilize bucket truck to decrease tree removal budget and increase productivity and customer service.

Status: Due to pricing constraints, the Forestry truck was not purchased in FY2012.

FY2012/2013
OBJECTIVES
STREETS DIVISION

- Implement a sign management and inventory system and adhere to the reflectivity requirements of the MUTCD.
- Complete the City's street sign replacement program ahead of schedule and become fully compliant with MUTCD requirements.
- Continue to benchmark all services through ICMA and Web QA
- Increase the use of liquid technology during winter operations and reduce road salt usage to minimize the risks chloride contamination.

**FY2012/2013
ANNUAL BUDGET
STREETS DIVISION**

EXPENDITURES	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Regular Salaries	1,404,493	1,391,560	1,327,667	1,327,667	1,360,859
Part-time Salaries	20,744	21,997	32,823	32,823	40,444
Overtime	156,421	207,604	176,000	193,000	176,000
Group Insurance	290,233	292,452	283,733	283,733	283,733
Total Personnel Services	1,871,891	1,913,613	1,820,223	1,837,223	1,861,035
Professional	64,792	108,426	138,240	78,240	100,240
Publishing	650	444	1,000	1,000	650
Postage & Freight	107	218	1,001	1,001	698
Training	4,826	5,679	3,220	3,220	4,320
Dues & Subscriptions	932	1,220	865	865	990
Insurance & Bonding	137,347	152,104	149,110	87,906	149,110
Animal Control	-	-	500	500	500
Building & Offices Maintenance	-	54	-	-	-
Physical Examinations	671	430	2,030	2,030	3,514
Operating Equipment	9,526	5,450	8,700	8,700	8,700
Office Equipment	-	209	250	250	250
Radio Equipment	-	1,009	500	500	500
Street Lights	564,386	507,515	630,000	630,000	630,000
Tree Removal	44,866	16,419	15,000	108,000	15,000
Rental - Buildings & Equip.	11,450	18,857	13,000	13,000	13,000
Total Contractual Services	839,553	818,034	963,416	935,212	927,472
Office Supplies	1,044	1,720	1,960	1,960	1,960
Cleaning Supplies	3,255	3,233	1,460	1,460	1,460
Landscape Materials	13,859	13,085	27,500	27,500	27,500
Motor Fuel & Lub.	84,359	109,142	108,500	108,500	108,500
Comp. Hardware & Software	355	792	8,775	8,775	10,935
Small Tools & Equipment	9,516	8,411	8,000	8,000	8,000
Automotive Supplies	118,708	117,989	85,000	95,000	97,500
Materials	43,425	62,769	28,460	28,460	28,460
Clothing	10,848	13,800	17,850	17,850	12,600
Street Signs	67,812	44,070	30,000	30,000	30,000
Stationery & Printing	-	188	500	500	500
Total Materials & Supplies	353,181	375,199	318,005	328,005	327,415

FY2012/2013
ANNUAL BUDGET
STREETS DIVISION (CONT'D)

EXPENDITURES	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Buildings	-	-	-	-	-
Automotive Equipment	27,096	43,075	-	-	-
Operating Equipment	64,213	74	-	-	-
Total Capital Outlay	91,309	43,149	-	-	-
Total	3,155,934	3,149,995	3,101,644	3,100,440	3,115,922

FY2012/2013
ACCOUNT INFORMATION
STREETS DIVISION

- An increase in part-time wages is attributable to the addition of two seasonal staff to assist with painting of street lights and fire hydrants throughout the City.
- Through a negotiated contract, the cost for leaf pick-up in the Professional Services account has been eliminated.
- Despite an increase in postage rates implemented by the U.S. postal service, a reduction in postage and freight best reflects services needed.
- The FY2012/2013 budget provides funds for the Streets Supervisor to attend IPSI training.
- An increase in examinations is attributable to the addition of Hepatitis B series.
- Computer hardware and software reflects annual maintenance and licensing costs associated with equipment used within the department as well as, annual maintenance for five additional GPS units.
- An increase in the Automotive Supplies account is attributable to costs to rid department vehicles of rust caused by chemicals used in snow removal operations.
- A decrease in clothing corresponds to the FY2011/2012 reduction of two positions within the Streets Division.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



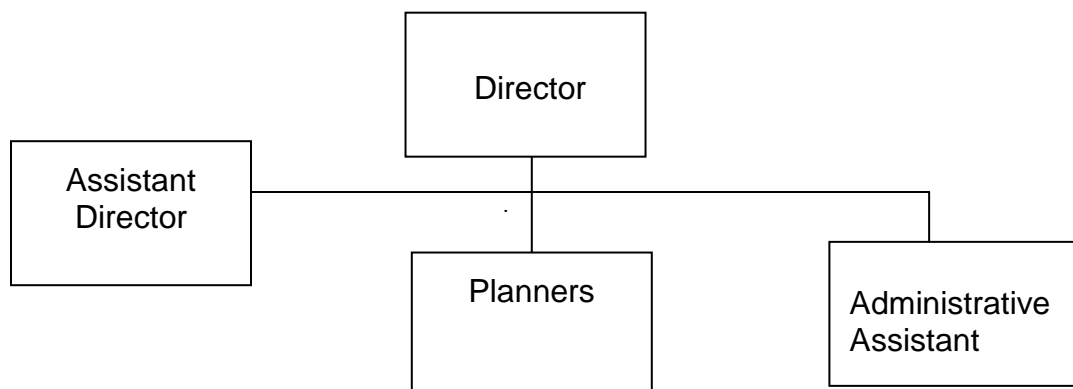
**PLANNING &
ECONOMIC DEVELOPMENT
DEPARTMENT**

FY2012/2013
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
STATEMENT OF ACTIVITIES

The Planning & Economic Development Department oversees the economic development, planning and zoning aspects of the City's operations. Such responsibilities include:

- Advancement of the City's economic development through business recruitment and retention initiatives;
- Coordination of development proposals through the city review process;
- Building permit plan review;
- Research and response to external and internal customer inquiries;
- Coordination of the City's Geographic Information Services (GIS) efforts;
- Implementation of the Comprehensive Land Use Plan and Map;
- Administration of Unified Development Ordinance and the Historic Preservation Ordinance;
- Outreach, participation and support of various community organizations, i.e., Chamber of Commerce and the Downtown Main Street organization;
- Research and assistance to the Planning & Zoning Commission, Economic Development Committee, Historic Preservation Commission, City Council and other City departments; and
- Execution of special projects as they arise.

FY2012/2013
PLANNING & ECONOMIC DEVELOPMENT
ORGANIZATIONAL CHART



**FY2012/2013
PERSONNEL SUMMARY
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

Position	Actual FY2010-2011	Budget FY2011-2012	Budget FY2012-2013
Director	1.00	1.00	1.00
Assistant Director	1.00	1.00	1.00
Planner	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00
Total Staff	5.00	5.00	5.00
 Planning & Zoning Committee Members	 9.00	 9.00	 9.00

**FY2011/2012
ACCOMPLISHMENTS
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

- Promote development of strategic areas as part of an overall economic development program to market Crystal Lake, attract upscale retailers/restaurateurs and companies, and retain/expand existing Crystal Lake businesses.
 - ✓ Active marketing of available sites through email blasts, website, tenant rep solicitations, commercial broker solicitations, ICSC events and incoming inquiries.
 - ✓ Business retention visits.
 - ✓ Alteration of the City's incentives to assist/reward job creation.
 - ✓ Better coordination with McEDC.
 - ✓ Adopted Business Retention Policy – a framework to respond to the possibility of a company leaving Crystal Lake.
- Implement GIS projects for the City's departments to provide further expansion of a citywide interdepartmental GIS system. Develop a plan to institute a "24/7" City Hall with the most commonly requested development questions being provided on the City's website.
 - ✓ Citywide enterprise GIS implemented.
- Provide educational materials for residents and the development community and training sessions for staff on the UDO document.
 - ✓ Applications and materials have been created as companion pieces to the UDO's adoption.
 - ✓ Educational pamphlets about other City code requirements have been produced.
- Coordinate the development initiatives for the Virginia Street Corridor TIF, the Crystal Lake & Main TIF, and the Vulcan Lakes TIF. Research, solicit, and engage stakeholders to create phased development plans for the aforementioned TIF Districts.
 - ✓ Active marketing of available sites with these TIF Districts.
 - ✓ Finalization of VSC Streetscape beautification project.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

- Continue to streamline the Development Review system and work with other departments to improve processes, efficiency, and customer service of the Community Development departments.
 - ✓ Continued re-assessment of internal processes.
 - ✓ Process engineering review and assessment is underway.
- Continue with Planning and Zoning Commission training opportunities.
 - ✓ Training sessions have been conducted with the PZC members.
 - ✓ Additional topics have been identified and sessions will be held, as time permits.

FY2012/2013
OBJECTIVES
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

The Planning and Economic Development Department plans to achieve the following main goals during 2012/13:

- Promote development of strategic areas as part of an overall economic development program to market Crystal Lake, attract retailers/restaurateurs and companies, and retain/expand existing Crystal Lake businesses.
- Expand business retention and workforce development efforts.
- Coordinate the development initiatives for the Virginia Street Corridor TIF, the Crystal Lake & Main TIF, and the Vulcan Lakes TIF. Research, solicit, and engage stakeholders to create phased development plans for the aforementioned TIF Districts.
- Work with Departments to successfully implement a citywide GIS enterprise system to include training, expansion of available info, and end-user experience.
- Streamline the Development Review system and work with other departments to improve processes, efficiency, and customer service of the Community Development departments.
- Continue with training programs: internal, PZC, and HPC.

**FY2012/2013
ANNUAL BUDGET
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

EXPENDITURES	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Regular Salaries	398,560	415,966	427,333	427,333	438,016
Part-time Salaries	6,740	6,750	10,800	10,800	10,800
Overtime	1,201	699	-	-	-
Group Insurance	52,816	67,048	72,412	72,412	72,412
Total Personnel Services	459,317	490,463	510,545	510,545	521,228
Professional	544,884	98,800	201,200	201,200	277,000
Publishing	637	730	600	600	500
Postage & Freight	5,202	3,007	1,000	1,000	700
Training	2,658	1,397	3,600	3,600	3,600
Dues & Subscriptions	1,682	2,078	2,600	2,600	2,500
Insurance & Bonding	26,053	28,970	28,970	17,079	28,970
Operating Equipment	-	29	500	500	500
Office Equipment	511	281	700	700	500
Total Contractual Services	581,627	135,292	239,170	227,279	314,270
Office Supplies	1,640	1,071	1,000	1,000	800
Comp. Hardware & Software	3,050	2,670	4,025	4,025	4,025
Small Tools & Equipment	238	5	200	200	200
Stationery & Printing	482	662	700	700	700
Total Materials & Supplies	5,410	4,408	5,925	5,925	5,725
Total Budget	1,046,354	630,163	755,640	743,749	841,223

**FY2012/2013
ACCOUNT INFORMATION
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

- An increase in professional services is attributable to the inclusion of consultant services for economic development in FY2012/2013.
- Despite an increase in postage rates implemented by the U.S. postal service, a reduction in postage and freight best reflects services needed.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



HEALTH DEPARTMENT

FY2012/2013
STATEMENT OF ACTIVITIES
HEALTH DEPARTMENT

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

FY2011/2012
ACCOMPLISHMENTS
HEALTH DEPARTMENT

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

FY2012/2013
OBJECTIVES
HEALTH DEPARTMENT

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

FY2012/2013
ANNUAL BUDGET
HEALTH DEPARTMENT

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Pest Control	107,138	137,605	147,452	116,755	147,000
Total Contractual Services	107,138	137,605	147,452	116,755	147,000
Total	107,138	137,605	147,452	116,755	147,000

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



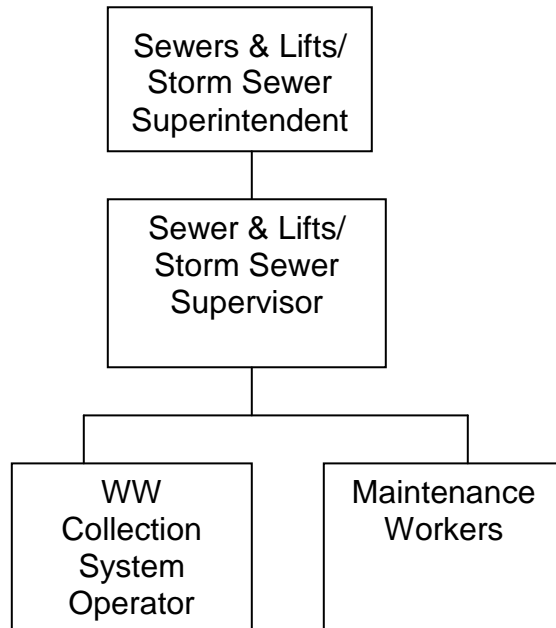
**STORM SEWER
MAINTENANCE DIVISION-**

**PUBLIC WORKS
DEPARTMENT**

FY2012/2013
STATEMENT OF ACTIVITIES
STORM SEWER MAINTENANCE DIVISION

The Storm Sewer Maintenance 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 3 storm water pumping stations that are routinely inspected to verify proper operation. The Storm Sewer Maintenance Division routinely checks the storm sewer system, cleans and televises dedicated areas and performs repairs and upgrades to defective areas of the system. The Division has the additional responsibility of locating the City's underground water and sewer systems

FY2012/2013
ORGANIZATIONAL CHART
STORM SEWER MAINTENANCE DIVISION



FY2012/2013
PERSONNEL SUMMARY
STORM SEWER MAINTENANCE DIVISION

Position	Actual FY2010-2011	Budget FY2011-2012	Budget FY2012-2013
Supervisor	1.00	1.00	1.00
WW Collection Systems Operator	4.00	4.00	4.00
Maintenance Worker	1.00	3.00	3.00
Total Staff	6.00	8.00	8.00

FY2011/2012
ACCOMPLISHMENTS
STORM SEWER MAINTENANCE DIVISION

Goal: Customer Service; The Division will continue to maintain its high customer service levels to residents, business owners, visitors, and all other stakeholders in the community.

Status: The Division maintained a high level of customer service by utilizing software programs like GovQA and responding to requests within 24 hours.

Goal: Storm System; Continuing to enhance the City's MS4 program with projects like the community rain garden will be a priority for 2011. The City's website will be enhanced to provide the public further education and awareness on the negative effects pollution can have on our ground and surface waters. The inspection and cleaning program of the conveyance system will be evaluated and revise as necessary

Status: Inspections, cleaning, and repairs to the storm system continued as expected. City staff recently had its first audit of the City MS4 program by the EPA. Initial feedback from the EPA was positive and the final report will come soon.

Goal: Safety Enhancement; Management will continue promoting a safe work environment by continuing with tailgate talks, stretching programs, policy review, etc. Annual department wide training in areas such as electrical, hazardous communication and confined space will be completed.

Status: The Division maintained a virtually accident free record over the last 12 months. A minor hand injury was all that was recorded.

FY2012/2013
OBJECTIVES
STORM SEWER MAINTENANCE DIVISION

- Continue collaborative efforts with other departments in the organization to enhance the sanitary and storm layers of the GIS system.
- Continue assessing the effects of wet weather events on lift stations and tributary areas for inflow and infiltration reductions needs.

FY2012/2013
ANNUAL BUDGET
STORM SEWER MAINTENANCE DIVISION

EXPENDITURES	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Regular Salaries	391,771	406,496	493,113	493,113	505,441
Overtime	12,724	17,555	40,000	40,000	40,000
Group Insurance	95,126	90,731	130,104	130,104	130,104
Total Personnel Services	499,621	514,782	663,217	663,217	675,545
Professional Services	-	-	-	-	25,000
Publishing	46	-	100	100	100
Training	1,394	1,690	1,865	1,865	2,415
Dues & Subscriptions	2,271	3,664	3,145	3,145	3,080
Insurance & Bonding	23,937	26,617	26,617	15,692	26,617
Utilities	2,484	2,038	5,000	5,000	5,000
Physical Examinations	155	290	920	920	1,172
Operating Equipment	2,086	380	850	850	1,150
Office Equipment	-	-	200	200	200
Rent - Clothing	852	1,252	1,050	1,050	1,050
Radio Equipment	-	-	200	200	200
Storm Sewers	13,026	650	15,000	15,000	13,350
Plant Maintenance Services	2,155	2,378	5,014	4,014	5,014
State Filing Fees	1,000	1,000	1,000	1,000	1,000
Total Contractual Services	49,406	39,959	60,961	49,036	85,348
Office Supplies	260	333	260	260	260
Landscape Materials	259	180	250	250	250
Motor Fuel & Lub.	10,785	12,626	13,700	13,700	13,700
Comp. Hardware & Software	-	31	695	695	695
Small Tools & Equipment	3,964	3,837	3,830	3,830	3,780
Automotive Supplies	8,368	12,268	7,150	7,150	7,300
Materials	19,236	10,748	11,500	12,500	11,500
Clothing	3,782	4,721	5,840	5,840	5,965
Operating Supplies	480	942	1,000	1,000	1,600
Plant Maintenance Materials	1,010	-	500	500	500
Total Materials & Supplies	48,144	45,686	44,725	45,725	45,550

FY2012/2013
ANNUAL BUDGET
STORM SEWER MAINTENANCE DIVISION (CONT'D)

EXPENDITURES	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
Automotive Equipment	112,500	-	-	-	-
Operating Equipment	7,500	-	-	-	-
System Improvements	224,422	(202,519)	752,500	752,500	851,000
Total Capital Outlay	344,422	(202,519)	752,500	752,500	851,000
 Total	 941,593	 397,908	 1,521,403	 1,510,478	 1,657,443

FY2012/2013
ACCOUNT INFORMATION
STORM SEWER MAINTENANCE DIVISION

- Professional services provides funding in FY2012/2013 for technical assistance in creating a master plan to supply power to the City's lift stations during times of power outages.
- An increase in training is related to increased costs for electrical safety, confined space and trenching/shoring training.
- An increase in examinations is attributable to the addition of Hepatitis B series.
- Operating equipment maintenance provides funding in FY2012/2013 for repairs to flow monitoring equipment.
- A reduction in storm sewer costs is partially offset against an increase in operating supplies.
- Budgeted in the Systems Improvements account are costs to construct Area 1B drainage improvements. Funding for Area 1B drainage improvements will be provided by Home Rule Sales Tax.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



**FLEET & FACILITY
SERVICES
DIVISION**

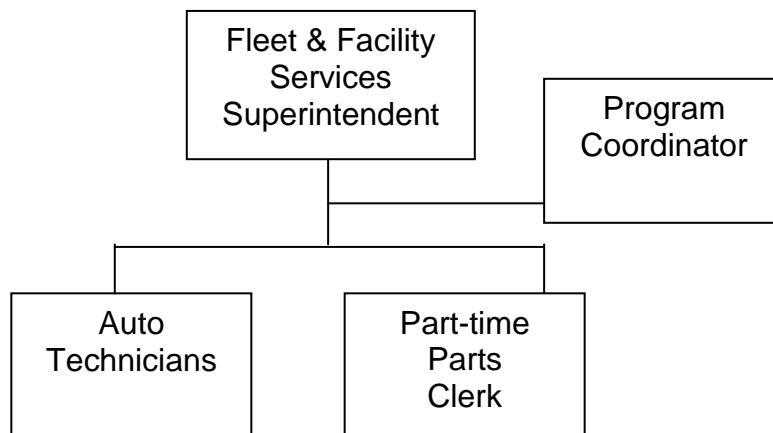
**FY2012/2013
STATEMENT OF ACTIVITIES
FLEET & FACILITY SERVICES DIVISION**

The Fleet and Facility Services Division is responsible for an extensive variety of services within the City of Crystal Lake. Fleet services include, but are not limited to the maintenance, service, and repair of approximately 355 vehicles and pieces of equipment, averaging 300 repairs monthly. Additionally, we coordinate outsourced repairs, new vehicle preparation, technical training, accident repairs, equipment replacement and 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 Rescue Department.

The Facility Services side of the Division performs maintenance, service, building upgrades, and repairs necessary to the daily operations of the Municipal Complex. These services include, but are not limited to the maintenance, service, and repair of the mechanical systems, including HVAC systems, steam boilers, fire alarm systems, backup generators, elevators, and overhead garage doors within the Municipal Complex; 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 and all City Departmental 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.

**FY2012/2013
ORGANIZATIONAL CHART
FLEET & FACILITY SERVICES DIVISION**



FY2012/2013
PERSONNEL SUMMARY
FLEET & FACILITY SERVICES DIVISION

Position	Actual FY2010-2011	Budget FY2011-2012	Budget FY2012-2013
Superintendent	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00
Automotive Technician	4.00	4.00	4.00
Parts Clerk	0.50	0.50	0.50
Total Staff	6.50	6.50	6.50

FY2011/2012
ACCOMPLISHMENTS
FLEET & FACILITY SERVICES DIVISION

Goal: Make all necessary upgrades, as the budget allows, to the buildings electrical systems as reported in the Arc Flash Hazard Study.

Status: The division is currently working with electrical contractors to make necessary repairs & modifications to the buildings electrical distribution system.

Goal: Pursue a wider scope of Emergency Vehicle Technician (EVT) and Automotive Service Excellence (ASE) certifications through training and work experience. Obtain additional EVT certifications, 2 ASE Master Heavy Truck, and 1 ASE Master Automotive Technician certifications by the end of the fiscal year.

Status: More technician training is needed to obtain the additional 2 Master Truck & 1 Master Automobile certifications. A technician has attended a two day Fire Pump training seminar through the Illinois Fire Mechanics Association in October 2011. Divisional personnel have obtained EVT certifications in the following categories: Ambulance Electrical Systems, Fire Apparatus Electrical, Design & Performance Standards of Ambulances, Maintenance, Testing & Inspection of Fire Apparatus and Management Level 2 Supervisor. Technicians and the Superintendent have recertified and gained additional ASE certifications and met the criteria for the National Institute for Automotive Service Excellence, Blue Seal of Excellence. The Fleet & Facility Services Division is 1 of 154 municipal fleet garages nationwide to fulfill the criteria to achieve this status.

Goal: Purchase and fully integrate a 275kw backup generator for the building's 600 amp service.

Status: A bid specification document is being created and was distributed in the 3rd quarter. The generator will be purchased and available by the end of the current fiscal year. A bid spec will also be created for the integration of the 600 amp automatic transfer switch (ATS) to allow automated backup coverage.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
FLEET & FACILITY SERVICES DIVISION

Goal: Improve customer service in the Facilities side of the division by establishing a repair schedule and distributing it to department directors or liaisons. Achieve a measurable improvement in customer service scores for the facility side of the division.

Status: The Facility side of the division has shown a verified improvement in customer service according to the last internal services survey.

FY 2012/2013
OBJECTIVES
FLEET & FACILITY SERVICES DIVISION

- Streamline the repair process by identifying redundant steps, eliminating unnecessary steps, improving the complete repair process.
- Continue to grow & maintain fleet technician training and certifications in the areas of Emergency Vehicle Technician (EVT), Automotive Service Excellence (ASE) and maintain the Blue Seal of Excellence certification.
- Create a special project completion timeline for all upcoming special projects such as expanded capital request projects.
- Import Three Oaks Recreation Area assets into the divisions tracking software to better manage the maintenance, repair & replacement schedules of those assets.

**FY2012/2013
ANNUAL BUDGET
FLEET & FACILITIES SERVICES DIVISION**

EXPENDITURES	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Regular Salaries	425,335	439,755	489,213	489,213	501,443
Part-time Salaries	21,196	21,492	23,373	23,373	23,957
Overtime	4,586	3,977	15,000	15,000	7,500
Group Insurance	66,418	73,730	88,719	88,719	88,719
Total Personnel Services	517,535	538,954	616,305	616,305	621,620
Professional Services	955	12,419	8,675	8,675	3,675
Publishing	646	161	215	215	290
Postage & Freight	423	316	265	265	325
Training	5,376	8,719	7,145	7,145	5,460
Dues & Subscriptions	269	506	445	445	470
Insurance & Bonding	26,388	31,938	29,620	18,695	29,620
Buildings & Offices	-	165	-	-	-
Physical Examinations	580	570	1,345	1,345	790
Operating Equipment	6,125	5,750	6,290	6,290	3,800
Clothing Rental	3,283	2,416	3,800	3,800	4,000
Radio Equipment	-	39	100	100	100
Total Contractual Services	44,045	62,999	57,900	46,975	48,530
Office Supplies	629	745	900	900	900
Cleaning Supplies	1,525	1,150	1,100	1,100	1,100
Motor Fuel & Lub.	2,293	2,980	3,200	3,200	4,150
Comp. Hardware & Software	4,086	4,089	5,800	5,800	6,000
Small Tools & Equipment	12,945	9,018	13,450	13,450	7,300
Automotive Supplies	22,379	20,580	1,700	1,700	3,800
Clothing	3,145	2,411	3,950	3,950	4,025
Operating Supplies	1,906	4,832	4,250	4,250	3,400
Stationery & Printing	30	-	50	50	50
Total Materials & Supplies	48,938	45,805	34,400	34,400	30,725
Buildings	-	-	-	-	-
Automotive Equipment	-	49,876	-	-	-
Departmental Equipment	-	-	-	-	-
Total Capital Outlay	-	49,876	-	-	-
Total	610,518	697,634	708,605	697,680	700,875

FY2012/2013
ACCOUNT INFORMATION
FLEET & FACILITY SERVICES DIVISION

- A reduction in overtime best reflects services needed.
- The FY2012/2013 budget for professional services does not contain dollars to conduct an arc-flash hazard analysis on all electrical services within the Municipal Complex as the project was completed in the prior fiscal year.
- As Ford Factory web-based training was completed in the prior year, budgeted expenditures in the Training account for FY2012/2013 was reduced.
- Hepatitis B series were completed in FY2011/2012. As a result, examination expenditures are reduced for FY2012/2013.
- The FY2012/2013 budget for operating equipment maintenance does not include dollars to repair the fuel dispensing system as repairs were completed in the prior fiscal year.
- Replacement garage exhaust vent nozzle were purchased in FY2011/2012 therefore costs to replace these nozzles again in FY2012/2013 were not budgeted in small tools and equipment.
- The FY2012/2013 budget for automotive supplies includes funding to replace a fuel pump and fuel lines and to add a light bar with an arrow stick to one fleet vehicle.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



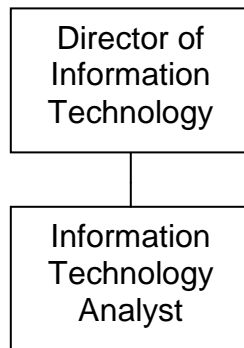
**INFORMATION
TECHNOLOGY
DEPARTMENT**

FY2012/2013
STATEMENT OF ACTIVITIES
INFORMATION TECHNOLOGY DEPARTMENT

The Information Technology Department 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 forty (40) laptops, seventeen (17) servers, a multitude of both desktop and networked printers, various switches and routers to provide service throughout the building, to Fire Stations #3 & #4, and to Wastewater Treatment Plant #2, and other miscellaneous network equipment.

The Information Technology Department is also responsible for the implementation and maintenance of a number of software packages contained on the various servers, which automate tasks for the various departments. Among these software packages are a number of specialty applications for the Police Department, Microsoft Office applications, building permit software, mapping software, and many other small applications.

FY2011/2012
ORGANIZATIONAL CHART
INFORMATION TECHNOLOGY DEPARTMENT



FY2012/2013
PERSONNEL SUMMARY
INFORMATION TECHNOLOGY DEPARTMENT

Position	Actual FY2010-2011	Budget FY2011-2012	Budget FY2012-2013
Information Technology Director	1.00	1.00	1.00
Network Administrator	0.00	0.00	0.00
Information Technology Analyst	1.00	1.00	1.00
Total Staff	2.00	2.00	2.00

FY2011/2012
ACCOMPLISHMENTS
INFORMATION TECHNOLOGY DEPARTMENT

- Worked with the departments for the completion of the major upgrade to the City's Springbrook Software package.
- Completed the development of the City's Intranet and train departments in its use and maintenance.
- Assisted departments in the development and proper implementation of social networking accounts such as Facebook and Twitter.
- Continued to work with the staff of Three Oaks Recreation Area in the development and implementation of information technology equipment at the facility.
- Assisted departments in the refresh of their content on the website.
- Assisted in the development and implementation of City-wide GIS applications.
- Continued to recondition computers throughout the City's inventory, as needed.
- Acquired and installed various new pieces of equipment throughout the City's Wide Area Network (WAN).
- Maintained the City's network infrastructure with little or no downtime during regular City Hall operating hours.
- Continued PC and printer preventative maintenance program.

FY2012/2013
OBJECTIVES
INFORMATION TECHNOLOGY DEPARTMENT

- Continue to assist in the completion of the major upgrade to the City-wide GIS application.
- Implement Point-to-Point Wireless Networking to outlying City facilities.
- Acquire and implement a City-wide document management system.
- Acquire, develop and implement a Master Address Database.
- Work with Departments to fully implement the upgraded Springbrook Software and to identify additional work process automation through the software.
- Acquire and install replacement network servers.
- Acquire and install replacement networking switches throughout the City's buildings.
- Acquire and install network and workstation management software throughout the network.
- Continue to assist departments in the refresh of their website content.
- Continue to assist departments in the development and implementation of social networking applications.
- Acquire and install various new pieces of equipment throughout the City's Wide Area Network (WAN).
- Maintain the City's network infrastructure with little or no downtime during regular City Hall operating hours.
- Continue PC and printer preventative maintenance program.

FY2012/2013
ANNUAL BUDGET
INFORMATION TECHNOLOGY DEPARTMENT

EXPENDITURES	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Regular Salaries	255,999	196,800	205,178	205,178	210,307
Group Insurance	40,674	30,284	32,707	32,707	32,707
Total Personnel Services	296,673	227,084	237,885	237,885	243,014
Professional Services	8,236	9,081	10,000	10,000	10,000
Postage & Freight	336	-	-	-	-
Training	178	1,157	3,000	3,000	3,000
Dues & Subscriptions	325	250	350	350	350
Insurance & Bonding	8,142	9,053	9,053	5,337	9,053
Total Contractual Services	17,217	19,541	22,403	18,687	22,403
Office Supplies	1,797	1,170	1,590	1,590	1,590
Comp. Hardware & Software	95,945	81,953	92,500	92,500	92,770
Small Tools & Equipment	-	450	450	450	450
Total Materials & Supplies	97,742	83,573	94,540	94,540	94,810
Operating Equipment	-	55,000	85,000	85,000	220,000
Total Capital Outlay	-	55,000	85,000	85,000	220,000
Total	411,632	385,198	439,828	436,112	580,227

FY2012/2013
ACCOUNT INFORMATION
INFORMATION TECHNOLOGY DEPARTMENT

- Budgeted in the Operating Equipment capital account are costs to implement a document imaging and management system. Funding for the document imaging and management system will be provided by Home Rule Sales Tax.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



**SHARED SERVICES
DIVISION**

FY2012/2013
STATEMENT OF ACTIVITIES
SHARED SERVICES DIVISION

The Shared Services Division has been established to account for 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.

FY2012/2013
ANNUAL BUDGET
SHARED SERVICES DIVISION

EXPENDITURES	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Utilities	135,371	165,324	205,025	205,025	218,798
Buildings & Offices	171,884	188,772	160,715	160,715	169,715
Total Contractual Services	307,255	354,096	365,740	365,740	388,513
Total Budget	<u>307,255</u>	<u>354,096</u>	<u>365,740</u>	<u>365,740</u>	<u>388,513</u>

FY2012/2013
ACCOUNT INFORMATION
SHARED SERVICES DIVISION

- Included in the FY2012/2013 budget for utilities are costs for broadband services that allow the operation of tablet computers and mobile printers outside City facilities. Tablet computers and mobile printers enable reports to be completed in the field, thereby eliminating redundant processes.
- Budgeted in Buildings & Offices account are funds to complete caulked joint repairs to the Municipal Building. Replacing old caulk improves energy efficiency while minimizing insect infiltration.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



**SPECIAL PROJECTS
DIVISION**

FY2012/2013
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, facility improvements, and continuing efforts toward the development of the Three Oaks Recreation Area.

FY2011/2012
ACCOMPLISHMENTS
SPECIAL PROJECTS DIVISION

- Successfully completed the 25th year of providing Dial-A-Ride services to the residents of Crystal Lake.
- Continued efforts to maintain the aesthetics of the rehabilitated Downtown Train Station and the Downtown area.

FY2012/2013
OBJECTIVES
SPECIAL PROJECTS DIVISION

- Continue funding the City's share of the Dial-A-Ride Program through the new County MCRide Program.
- Continue efforts to maintain the aesthetics of the Downtown train station and Downtown area.
- Continue maintenance and improvement of City facilities.

**FY2012/2013
ANNUAL BUDGET
SPECIAL PROJECTS DIVISION**

EXPENDITURES	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Professional Services	2,634	10,298	7,500	7,500	7,500
Reimbursed Expenses	-	7,992	4,200	4,200	4,200
Buildings & Offices	28,766	31,929	-	-	-
Radio Equipment	662	968	-	-	-
Para Transit Services	133,797	126,879	140,356	140,356	140,356
Total Contractual Services	165,859	178,066	152,056	152,056	152,056
Office Supplies	2,211	5,121	8,000	8,000	8,000
Motor Fuel & Lub.	-	-	75,222	75,222	-
Total Materials & Supplies	2,211	5,121	83,222	83,222	8,000
Buildings	407,785	233,020	202,000	187,000	268,000
Land	319,306	-	-	-	-
Total Capital Outlay	727,091	233,020	202,000	187,000	268,000
Debt Service Principal	3,250,000	282,995	308,161	308,161	411,592
Debt Service Interest	147,230	94,042	69,108	69,108	62,943
Total Debt Service	3,397,230	377,037	377,269	377,269	474,535
Total	4,292,391	793,244	814,547	799,547	902,591

**FY2012/2013
ACCOUNT INFORMATION
SPECIAL PROJECTS DIVISION**

- The Motor Fuel and Lubricants account has been reduced to zero. Historically, expenditures in the Motor Fuel and Lubricants account represented costs “passed-through” to a third-party. The City receives a direct reimbursement of costs from the Crystal Lake Park District, Village of Oakwood Hills and Union Cemetery.
- Budgeted in Buildings account are funds to complete repairs to the Municipal Building.
- Included in the FY2012/2013 budget for debt service are costs associated with a new bond issue.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



POLICE & FIREFIGHTERS PENSION OBLIGATION

FY2012/2013
 STATEMENT OF ACTIVITIES
 POLICE & FIREFIGHTERS PENSION OBLIGATION

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

FY2012/2013
 ANNUAL BUDGET
 POLICE & FIREFIGHTERS' PENSION OBLIGATION

EXPENDITURES	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Pension Obligation	2,236,800	2,514,422	3,381,556	3,381,556	3,381,577
Total Contractual Services	2,236,800	2,514,422	3,381,556	3,381,556	3,381,577
Total	2,236,800	2,514,422	3,381,556	3,381,556	3,381,577

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



**HOME RULE SALES TAX
FUND**

FY2012/2013
STATEMENT OF ACTIVITIES
HOME RULE SALES TAX FUND BUDGET

Home Rule Sales Tax serves to provide funding for the Target Response Unit in the Police Department, to enhance economic development initiatives, mitigate flooding, and to support existing City services. Remaining funds are dedicated for debt service for major construction projects including the Three Oaks Recreation Area. In FY 2009/2010 and again in FY 2010/2011, Home Rule Sales Tax will be transferred to the General Fund to support existing core services.

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

FY2012/2013
ANNUAL BUDGET
HOME RULE SALES TAX FUND

	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
REVENUES					
Home Rule Sales Tax	4,546,821	4,574,657	4,450,000	4,450,000	4,541,000
Investment Interest	6,239	5,664	5,800	5,800	5,700
Reimbursed Expenses	-	-	-	-	-
Total Revenues	4,553,060	4,580,321	4,455,800	4,455,800	4,546,700
Revenues in Excess of Expenditures	4,553,060	4,580,321	4,455,800	4,455,800	4,546,700

FY2012/2013
ANNUAL BUDGET
HOME RULE SALES TAX FUND (CONT'D)

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
OTHER SOURCES (USES)					
Transfer In					
Virginia Street Corridor					28,296
Transfer Out					
Target Response Unit	(323,153)	(344,509)	(388,187)	(388,187)	(424,772)
Economic Development	(475,000)	(74,235)	(155,000)	(155,000)	(230,800)
Flooding Control	(352,120)	(7,332)	(923,000)	(923,000)	-
Flooding Mitigation Debt Svc	-	-	-	-	(97,153)
Document Imaging	-	-	-	-	(200,000)
GIS	-	-	(85,000)	(85,000)	(20,000)
"Core" Services	(1,294,758)	(992,773)	(1,556,395)	(1,493,666)	(2,036,793)
Fire Rescue	-	-	(550,000)	(550,000)	(46,368)
Road Resurfacing	-	-	(500,000)	(500,000)	(785,904)
Railroad Relocation	-	-	-	-	-
Vulcan Lakes Engineering	-	(606,477)	-	-	-
Bryn Mawr Debt Svc	-	-	-	(156,903)	-
Three Oaks Area Debt Svc	-	(948,481)	(974,956)	(933,722)	(1,031,213)
Three Oaks Area Operations	-	(112,804)	(308,412)	(79,301)	(125,391)
Virginia Street Corridor	-	(761,861)	(978,235)	(978,235)	-
Residual Chlorides Mgmt	-	-	(664,113)	(664,113)	-
Total Other Sources (Uses)	(2,445,031)	(3,848,472)	(7,083,298)	(6,907,127)	(4,970,098)
Change in Fund Balance	2,108,029	731,849	(2,627,498)	(2,451,327)	(423,398)
Beginning Balance, May 1	1,611,193	3,719,222	4,451,071	4,451,071	1,999,744
Ending Balance, April 30	3,719,222	4,451,071	1,823,573	1,999,744	1,576,346

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013

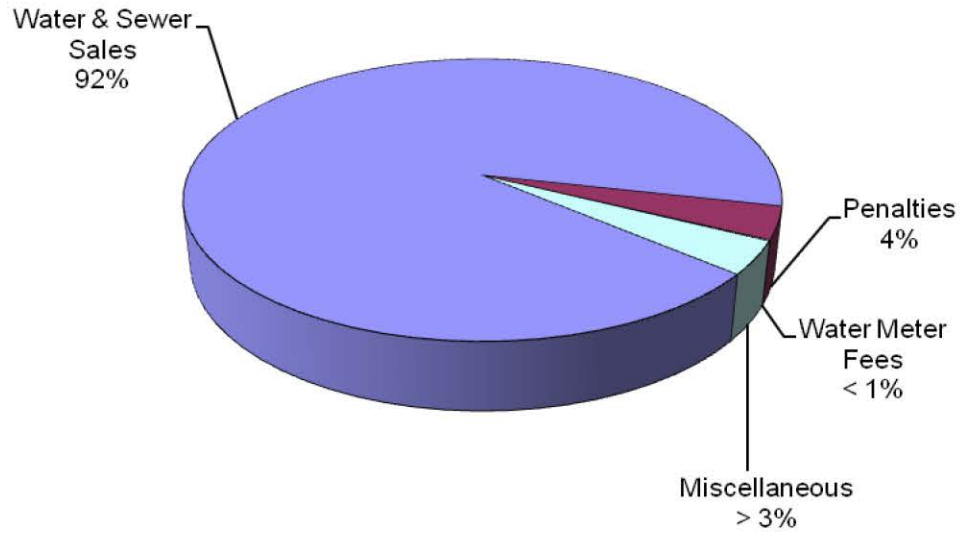


**WATER AND SEWER
FUND**

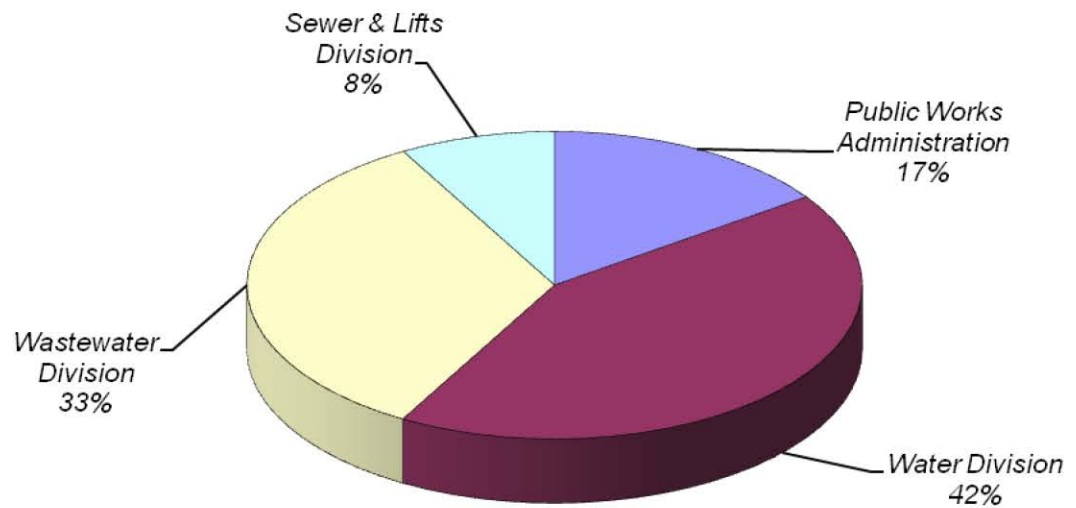
**FY2012/2013
ANNUAL BUDGET
WATER AND SEWER FUND SUMMARY**

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Water Sales	3,105,271	3,387,882	3,837,533	3,520,000	3,710,080
Sewer Sales	3,232,435	3,504,825	3,805,201	3,589,000	3,782,806
Penalties	328,712	323,009	275,000	275,000	300,000
Water Meter Fees	12,867	17,013	10,000	10,000	10,000
Tap On Fees	21,450	-	1,000	1,000	1,000
Investment Income	30,986	41,260	5,000	5,000	5,000
Reimbursed Expenses	-	-	350	350	350
Rental Income	181,272	316,673	181,272	263,800	277,000
Miscellaneous	40,222	9,465	25,000	25,000	25,000
Grants	183,500	15,683	-	1,311	-
Total Revenues	7,136,715	7,615,810	8,140,356	7,690,461	8,111,236
EXPENDITURES					
Public Works Administration	655,867	666,808	675,124	675,124	693,155
Water Department	3,050,161	2,764,768	5,250,234	3,617,299	3,352,821
Wastewater Department	2,234,633	1,876,857	2,337,002	2,372,135	2,624,672
Sewer & Lifts Department	591,768	447,985	586,348	586,348	639,210
Debt Service	342,936	500,909	489,325	489,325	498,368
Total Expenditures	6,875,365	6,257,327	9,338,033	7,740,232	7,808,225
Revenues in Excess of Expenditures	261,350	1,358,483	(1,197,679)	(49,773)	303,011
OTHER SOURCES (USES)					
Transfer In	-	-	-	-	-
Bond Proceeds	-	-	-	-	-
Transfer Out	(216,895)	(544,799)	(26,951)	-	(313,026)
Reserved for debt service	-	-	-	-	-
Total Other Sources (Uses)	(216,895)	(544,799)	(26,951)	-	(313,026)
Change in Cash Balance	44,455	813,684	(1,224,630)	(49,773)	(10,015)
Beginning Cash Balance, May 1	712,163	756,618	1,570,302	1,570,302	1,520,529
Ending Cash Balance, April 30	756,618	1,570,302	345,672	1,520,529	1,510,514

Water & Sewer Fund Revenues by Source



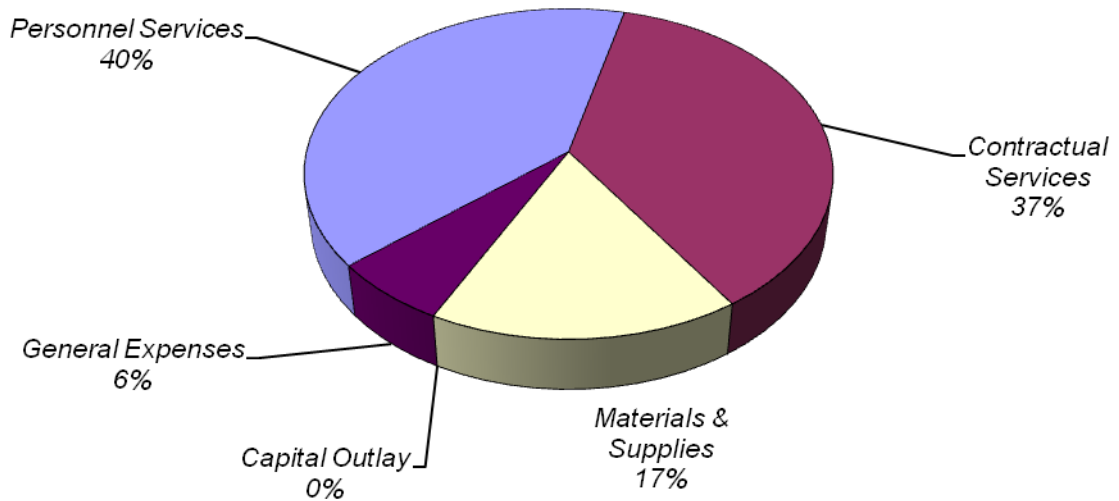
Water & Sewer Expenditures by Function



**FY2012/2013
SUMMARY OF EXPENDITURES – MAJOR OBJECT
WATER & SEWER FUND**

	Personnel Services	Contractual Services	Materials & Supplies	Capital Outlay	Debt Service	Grand Total
Public Works Administration	531,068	122,592	39,495	0	498,368	1,191,523
Water Department	1,449,939	1,221,712	681,170	0	0	3,352,821
Wastewater Department	889,413	1,201,953	533,306	0	0	2,624,672
Sewer & Lifts Department	251,092	325,983	62,135	0	0	639,210
	<u>3,121,511</u>	<u>2,872,240</u>	<u>1,316,106</u>	<u>0</u>	<u>498,368</u>	<u>7,808,225</u>
% Percentage	39.98%	36.78%	16.86%	0.00%	6.38%	100.00%

Water & Sewer Expenditures by Type



City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



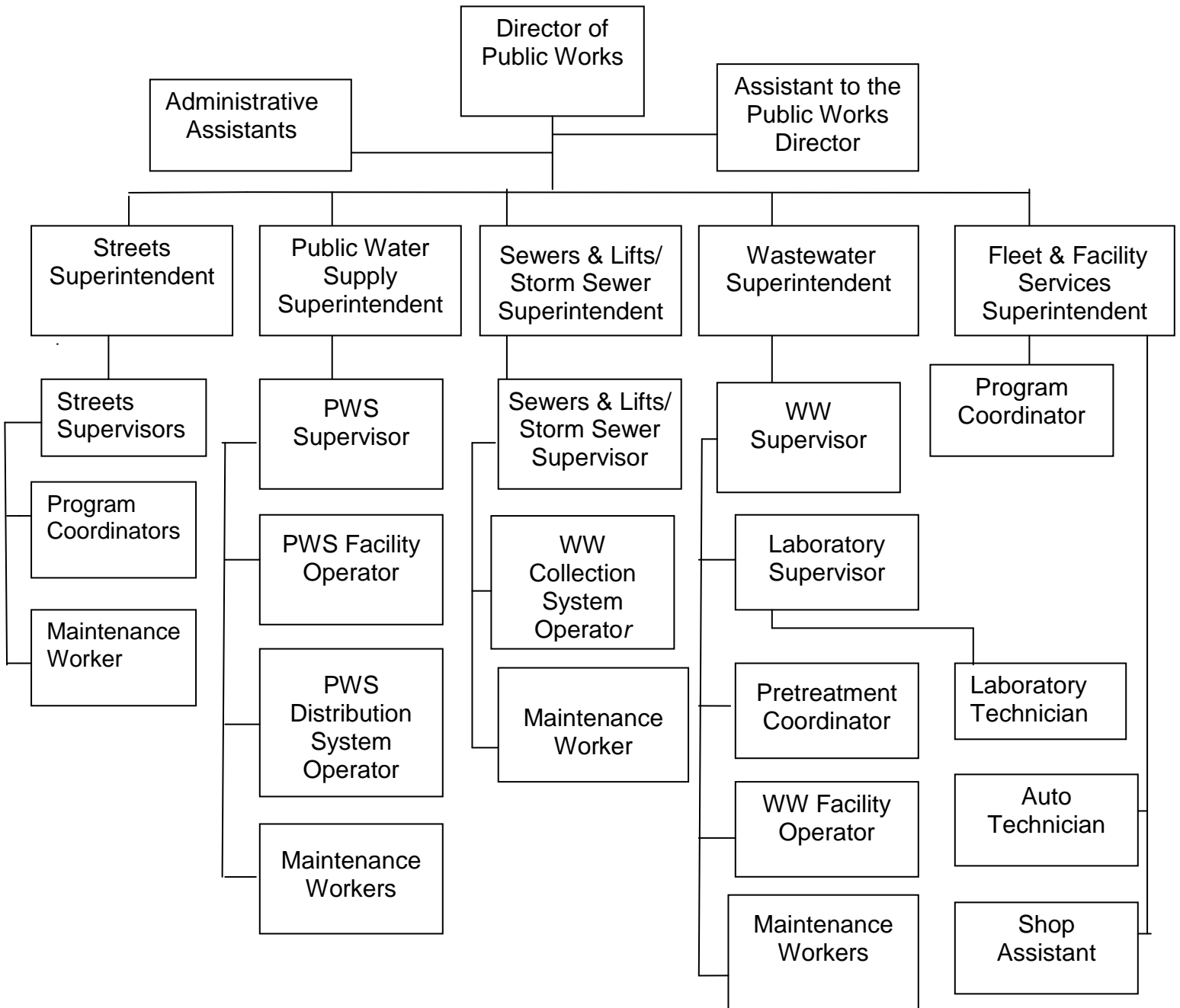
**PUBLIC WORKS
ADMINISTRATION
DIVISION –**

**PUBLIC WORKS
DEPARTMENT**

FY2012/2013
STATEMENT OF ACTIVITIES
PUBLIC WORKS ADMINISTRATION DIVISION

The purpose of the Public Works Administration is to provide supervision and planning to the Water, Wastewater, Sewers & Lifts and Storm Sewer Maintenance and Streets Divisions to ensure that the Public Works Department meets the needs of the community and that the Fleet & Facility Services Division meets the needs of our internal customers.

FY2012/2013
ORGANIZATIONAL CHART
PUBLIC WORKS DEPARTMENT



FY2012/2013
PERSONNEL SUMMARY
PUBLIC WORKS ADMINISTRATION DIVISION

Position	Actual FY2010-2011	Budget FY2011-2012	Budget FY2012-2013
Director of Public Works	1.00	1.00	1.00
Assistant to the Public Works Director	1.00	1.00	1.00
Administrative Assistant	1.50	1.75	1.75
Utility Customer Service Representative	1.00	1.00	1.00
Office Assistant	0.75	0.25	0.25
Total Staff	5.25	5.00	5.00

FY2011/2012
ACCOMPLISHMENTS
PUBLIC WORKS ADMINISTRATION DIVISION

Goal: Work with the IEPA and Illinois Attorney General to recoup costs associated with the removal of TCE from Water Treatment Plant #4 that the City has put forth and funded.

Status: The City has engaged the assistance of an attorney to recoup the costs associated with the Packed Tower system and other TCE remediation efforts.

Goal: Maximize personnel resources in the Water and Sewer & Lifts Divisions by completing sewer atlases and outsourcing JULIE Locating services.

Status: The water and sewer atlases have been updated. Staff is currently evaluating the cost-benefits of outsourcing this service.

Goal: Work with other City Staff to ensure the success of the first full year of operation for the Three Oaks Recreation Area.

Status: The Public Works Department made the success of the Three Oaks Recreation Area a top priority this year. By all accounts the facility and services offered were a success.

Goal: Continue to build upon the City's MS4 program and work with the County to be a model community in the area for groundwater policies and practices.

Status: The City has developed and implemented a robust MS4 program that meets or exceeds the standards set forth by the state. Staff continues to be actively involved with the County's Groundwater Taskforce. Public Works staff has been asked to present their experiences with the taskforce and implementation at the Illinois Water Environment Association's annual Watercon in Springfield.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
PUBLIC WORKS ADMINISTRATION DIVISION

Goal: Maintain a safe workplace by keeping staff engaged and cognizant of safe work practices through safety incentive programs and regularly reviewing/updating safety policies and JSAs.

Status: The Public Works Department rolled out a safety incentive program this year. Each division has actively been reviewing safety policies and pertinent JSAs in their morning meetings.

Goal: Use the City's new performance tracking model in conjunction with the ICMA performance measurement review to benchmark tasks and set standards for work across all divisions of the Public Works Department.

Status: The Public Works leadership staff has been regularly reviewing a number quantifiable performance measures to set goals and standards for the operating divisions, as well as to assist with identifying and justifying capital equipment purchases.

Goal: Advance efforts to enter into a new agreement with the Village of Lakewood for wastewater services.

Status: Staff from each community has met regularly throughout the last year to reach an agreement on wastewater services.

Goal: Facilitate a fair and equitable distribution of the new "floater" positions among all divisions as projects and circumstances warrant, and continue to harbor open communication among the Public Works leadership staff to address each divisions' needs.

Status: Two Sewer & Lifts Division employees have been utilized by all Public Works divisions depending on staffing needs for a particular season or special project. This practice has proven very effective department-wide for maintaining operations while advancing maintenance programs or executing non-routine assignments.

FY2012/2013
OBJECTIVES
PUBLIC WORKS ADMINISTRATION DIVISION

- Review snow plan/snow operations with Streets and Administration leadership to optimize efficiencies and opportunities for improvement.

FY2012/2013
OBJECTIVES (CONT'D)
PUBLIC WORKS ADMINISTRATION DIVISION

- Enhance the Department Hearing Conservation Policy to document and establish a noise database for prescribing proper PPE for a given job.
- Continue to work with the Village of Lakewood to reach a new agreement for wastewater services.
- Progress efforts to recoup costs associated with TCE remediation at WTP#4.
- Work with the Planning and Economic Development Department to determine the extension or expansion of sanitary sewer to facilitate new development.
- Utilize monthly reports and performance measures to set ambitious, achievable goals for each division and the Department's leadership staff.
- Initiate the Self-Assessment phase of the Accreditation process through the American Public Works Association.

FY2012/2013
ANNUAL BUDGET
PUBLIC WORKS ADMINISTRATION DIVISION

EXPENDITURES	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
Regular Salaries	292,027	343,317	357,070	357,070	365,997
Part-time Salaries	70,331	33,523	33,108	33,108	33,936
Overtime	17	-	-	-	-
Group Insurance	36,642	50,313	46,856	46,856	48,469
City Portion FICA / Retirement	19,670	19,740	24,191	24,191	24,796
City Portion IMRF	35,944	42,654	49,553	49,553	52,071
City Portion MEDI	4,600	4,616	5,658	5,658	5,799
Total Personnel Services	459,231	494,163	516,436	516,436	531,068
Professional Services	24,882	19,782	9,000	9,000	9,600
Legal Services	-	5,013	-	-	-
Annual Audit	5,200	2,363	5,545	5,545	5,545
Publishing	99	-	200	200	200
Postage & Freight	57,225	58,362	68,010	68,010	68,010
Training	3,883	1,448	3,370	3,370	3,445
Dues & Subscriptions	637	326	753	753	753
Insurance & Bonding	29,957	37,185	18,831	18,831	18,831
Utilities	9,746	6,159	6,159	6,159	6,159
Buildings & Offices	12,495	9,525	9,525	9,525	9,525
Examinations	424	-	-	-	424
Office Equipment	-	-	100	100	100
Total Contractual Services	144,548	140,163	121,493	121,493	122,592
Office Supplies	1,850	1,332	1,300	1,300	1,300
Motor Fuel & Lub.	205	153	250	250	250
Computer Hardware & Software	20,738	8,839	12,985	12,985	15,285
Small Tools and Equipment	226	103	350	350	350
Automotive Supplies	-	645	-	-	-
Printing & Stationery	29,069	21,410	22,310	22,310	22,310
Total Materials & Supplies	52,088	32,482	37,195	37,195	39,495
Debt Service Principal	190,000	367,005	376,839	376,839	395,561
Debt Service Interest	152,936	133,904	112,486	112,486	102,807
Total Debt Service	342,936	500,909	489,325	489,325	498,368
Total Budget	998,803	1,167,717	1,164,449	1,164,449	1,191,523

FY2012/2013
ACCOUNT INFORMATION
PUBLIC WORKS ADMINISTRATION DIVISION

- An increase in group insurance is attributable to changes in coverage.
- An increase in professional services reflects an increase in credit card processing fees charged to the City as a result of increasing use of credit and debit cards by the general public for municipal services.
- The FY2012/2013 examinations budget includes the addition of Hepatitis B series.
- Computer hardware and software reflects annual maintenance and licensing costs associated with equipment used within the department as well as, the replacement of two personal computers.
- Included in the FY2012/2013 budget for debt service are costs associated with a new bond issue.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



**WATER OPERATIONS
DIVISION –**

**PUBLIC WORKS
DEPARTMENT**

FY2012/2013 STATEMENT OF OPERATIONS WATER OPERATIONS DIVISION

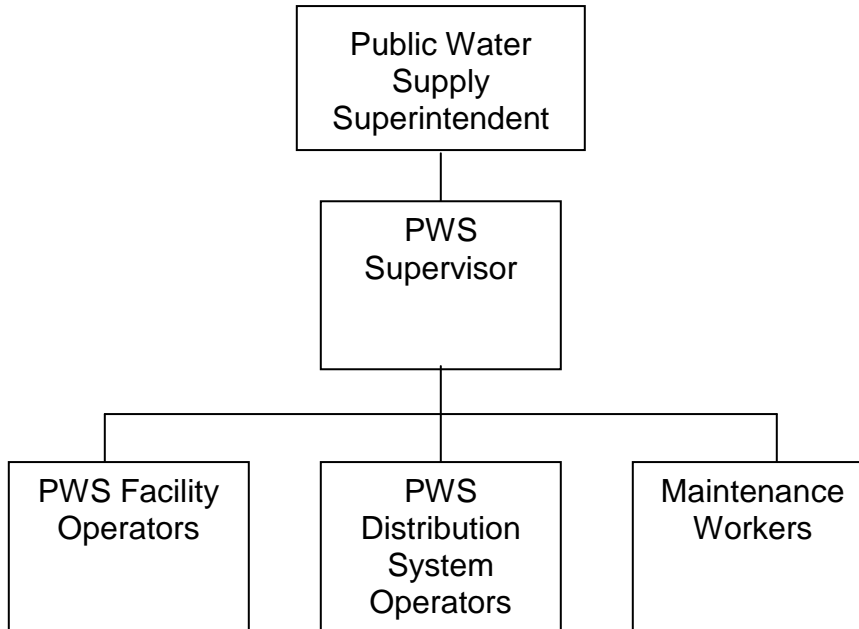
The Water Division and its staff of 13 full-time employees provide an adequate supply of quality potable water to the residents and businesses of Crystal Lake. This is accomplished by producing, treating, and distributing an average of 4.5 million gallons per day. Peak water demands can increase to over nine million gallons per day in the summer months.

The Water Division is responsible for the operation and maintenance of five water treatment facilities, four elevated and four ground water storage reservoirs, and the distribution system which consists of 229 miles of water mains, 2,850 system valves, and 3,110 fire hydrants.

Daily activities include:

- Meters: Provide monthly reading of 13,673 water meters via drive by readers, connect and seal of every new meter, perform final meter reads for every property closing, hand delivery of late payment red tags, and shut off of water for non-payment.
- Respond to residents and businesses with water quality and water pressure concerns.
- Assure EPA compliance by performing all bacteriological, fluoride, chlorine, phosphate, and other water samples required by the EPA. Compile information and create a monthly report which is a compliance requirement by the EPA.
- Review plans for water system additions and improvements, performs walkthroughs on every new addition to the water system to assure proper installation and operation of valves, curb stops, and fire hydrants.
- 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 water distribution system.
- Winter months: The Water Division works with the Streets Division to remove snow on main routes, cul-de-sac's, and public sidewalks.

FY2012/2013
 ORGANIZATIONAL CHART
 WATER OPERATIONS DIVISION



FY2012/2013
 PERSONNEL SUMMARY
 WATER OPERATIONS DIVISION

Position	Actual FY2010-2011	Budget FY2011-2012	Budget FY2012-2013
Superintendent	1.00	1.00	1.00
Supervisor	1.00	1.00	1.00
PWS Facility Operators	5.00	5.00	5.00
PWS Distribution System Operators	3.00	2.00	2.00
Maintenance Workers	4.00	4.00	4.00
Total Staff	14.00	13.00	13.00

FY2011/2012
ACCOMPLISHMENTS
WATER OPERATIONS DIVISION

Goal: Meet all EPA water standards and receive zero EPA violation.

Status: The Water Division has met all EPA standards and has received no EPA violations.

Goal: Receive the Fluoridation Award for the seventeenth consecutive year.

Status: As of this time, the Water Division has met all the conditions to receive this award for the seventeenth year in a row.

Goal: Startup of Water Treatment Plant #4 new air stripping packed tower by July 2011.

Status: Water Treatment Plant #4 new air stripping packed tower was online July 2011.

Goal: Have the new or rehabilitated ion exchange treatment equipment operational at Water Treatment Plant #4 before July 2011.

Status: Water Treatment Plant #4 new ion exchange treatment equipment went on line September 2011.

Goal: Perform maintenance and rehabilitation work on Well #16 at Water Treatment Plant #5, and perform maintenance and rehabilitation work on one shallow well to provide continued reliable water production from the City's water supply.

Status: Deep well #16 and shallow well #9 or #10 will be scheduled for rehabilitation work in February.

Goal: Replace existing water mains as required by upcoming State and County road projects.

Status: Water main has been installed in the County's Rakow Road project but State projects have been delayed, resulting in the replacement schedule being pushed to next year.

Goal: Rehabilitate three water softeners at Water Treatment Plant #3 to replace the corroding materials and improve the efficiency.

Status: Water Division has begun planning and obtaining quotes for this project. The softener rehabilitation will be completed by February 2012

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
WATER OPERATIONS DIVISION

Goal: Replace the existing Well #7 motor starter that was installed in 1960 with a new reliable starter.

Status: Water Division has begun research on required equipment. The new starter will be installed by March 2012

Goal: Have one water tower recoated.

Status: McCormick tower recoating completed November 2011.

Goal: Purchase and install updated PLC controls for one half of water treatment equipment at Water Treatment Plant #3.

Status: Water Division has begun planning and price quotes for project and this will be completed by February 2012.

FY2012/2013
OBJECTIVES
WATER OPERATIONS DIVISION

- Meet all EPA water standards and receive zero EPA violation.
- Receive the Fluoridation Award for the eighteenth consecutive year.
- Perform maintenance and rehabilitation work on two wells to provide continued reliable water production from the City's water supply.
- Explore options to replace Well #9 with a new Well #18. Perform test for potential Well #18 locations.
- Improve SCADA communications to Public Works by upgrading to radio system.
- Replace existing water mains as required by upcoming State and County road projects.
- Have one water storage reservoir recoated.
- Install a new pressure reducing system for the Fountains.
- Purchase and install updated PLC controls and valves for the second half of water treatment equipment at Water Treatment Plant #3.
- Install new roof and have brick tuck-pointed at WTP#1.
- Abandon Well #17 to comply with EPA requirements.
- Upgrade WTP #3 MCC electrical panel to comply with arc flash study.

FY2012/2013
ANNUAL BUDGET
WATER OPERATIONS DIVISION

EXPENDITURES	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Regular Salaries	920,234	920,443	896,957	896,957	928,779
Part-time Wages	-	-	-	-	6,800
Overtime	52,019	61,112	91,500	91,500	91,500
Group Insurance	212,342	194,223	203,031	203,031	211,448
City Portion FICA / Retirement	57,845	58,577	62,149	62,149	63,679
City Portion IMRF	97,665	108,237	127,304	127,304	132,840
City Portion MEDI	13,528	13,699	14,535	14,535	14,893
Total Personnel Services	1,353,633	1,356,291	1,395,476	1,395,476	1,449,939
Professional Services	60,171	41,321	139,200	92,200	129,700
Publishing	657	893	250	250	250
Postage & Freight	5,624	4,298	5,600	5,600	5,600
Training	3,804	4,284	7,000	7,000	7,000
Dues & Subscriptions	2,429	3,867	3,075	3,075	3,075
Insurance & Bonding	56,567	58,699	57,131	57,131	57,131
Utilities	619,417	622,858	645,232	645,232	645,232
Examinations	620	600	1,300	1,300	1,724
Operating Equipment	303	488	300	300	300
Radio Equipment	-	490	500	500	500
Sidewalks	5,165	2,225	5,000	2,500	6,000
Plant Maintenance Services	79,798	41,926	51,200	51,200	356,200
Lines & Sewers	5,808	7,257	8,000	8,000	8,000
Rental - Buildings & Equipment	726	166	1,000	1,000	1,000
Total Contractual Services	841,089	789,372	924,788	875,288	1,221,712

FY2012/2013
ANNUAL BUDGET
WATER OPERATIONS DIVISION (CONT'D)

EXPENDITURES	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Office Supplies	1,392	1,039	1,950	1,950	1,950
Landscape Materials	224	688	550	650	950
Motor Fuel & Lub.	24,034	29,094	25,450	29,800	31,000
Computer Hardware & Software	15,101	1,580	2,125	2,125	5,125
Small Tools & Equipment	6,710	8,277	8,000	8,000	8,000
Automotive Supplies	15,705	12,303	11,500	12,500	13,500
Materials	20,335	21,338	15,000	20,000	22,000
Clothing	7,566	8,277	9,525	9,525	9,525
Water Meters and Parts	4,250	3,098	4,350	5,000	30,000
Fire Hydrants and Parts	5,537	7,838	10,000	7,000	10,000
Salt	360,187	352,002	325,000	340,000	375,000
Chemicals & Sealants	88,111	67,955	98,000	86,100	98,000
Laboratory Supplies	3,909	4,595	5,750	5,750	5,750
Water Tap Materials	6,959	13,235	12,000	12,000	12,000
Operating Supplies	2,985	3,227	7,000	7,000	7,000
Plant Maintenance Materials	43,634	43,056	50,600	50,600	50,600
Stationery & Printing	307	380	770	770	770
Total Materials & Supplies	606,946	577,982	587,570	598,770	681,170
Automotive Equipment	-	-	-	-	-
Operating Equipment	-	-	-	-	-
System Improvement	248,493	41,123	2,342,400	747,765	-
Total Capital Outlay	248,493	41,123	2,342,400	747,765	-
Total	3,050,161	2,764,768	5,250,234	3,617,299	3,352,821

FY2012/2013
ACCOUNT INFORMATION
WATER OPERATIONS DIVISION

- An increase in part-time wages is attributable to the addition of two seasonal staff to assist with painting of water treatment facilities of the City.
- An increase in group insurance is attributable to changes in coverage (single to family).
- A one-time charge measuring capacity in FY2011/2012 was not budgeted again in the Professional Services account for FY2012/2013.
- FY2012/2013 plant maintenance provides funding for painting floors, walls and pipes at water treatment plant #3 and #4 as well as, well maintenance and repair work.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



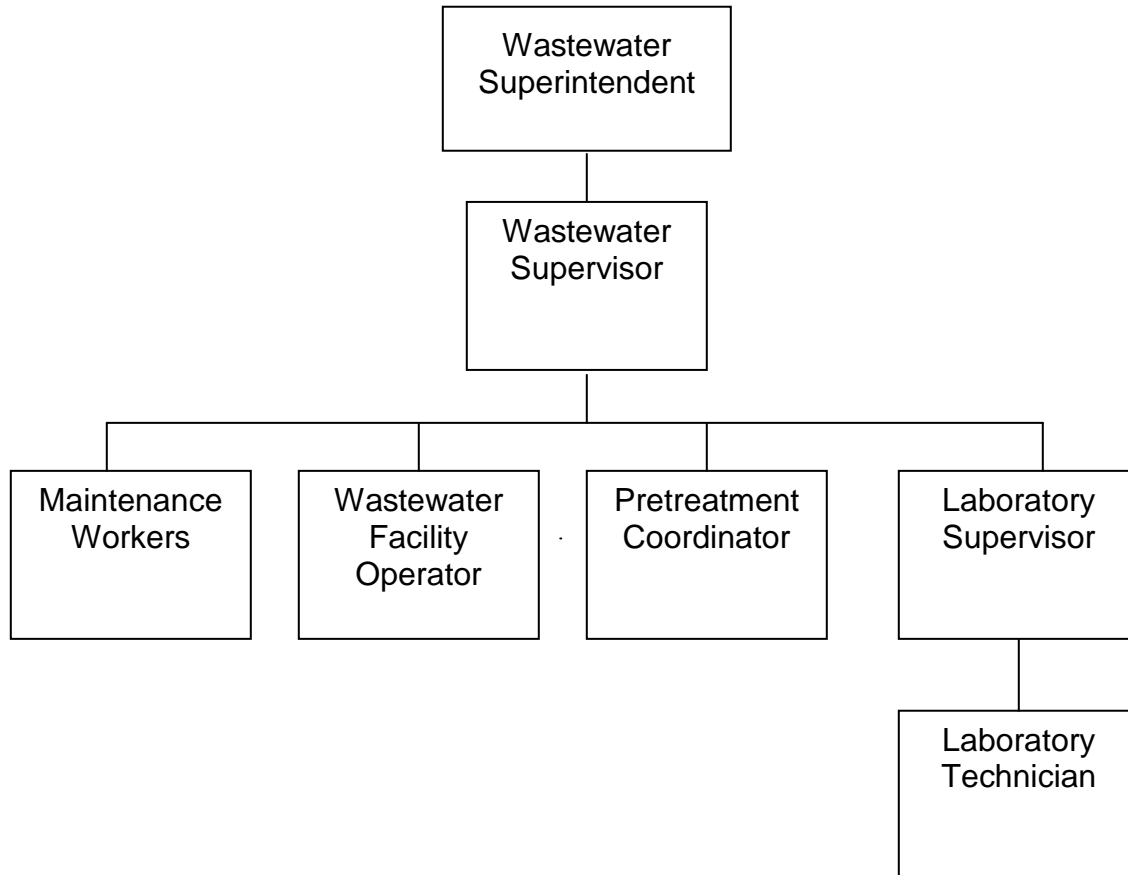
**WASTEWATER
TREATMENT DIVISION –**

**PUBLIC WORKS
DEPARTMENT**

FY2012/2013
STATEMENT OF ACTIVITIES
WASTEWATER TREATMENT DIVISION

The Wastewater Treatment Division is responsible for the operation and maintenance of two wastewater treatment facilities. During the calendar year 2009, the facilities processed an average of 6.4 Million Gallons per Day (MGD) or 2.3 billion gallons annually, producing an effluent that not only met but also often exceeded the facilities' NPDES permit 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 approved Pretreatment Program. This includes monitoring and inspecting restaurant grease traps and assisting the Sewers and Lifts Division with investigating sewer back-ups related to restaurant and industrial activities. The Division filled the vacant lab technician position with two part-time positions.

FY2012/2013
ORGANIZATIONAL CHART
WASTEWATER TREATMENT DIVISION



FY2012/2013
PERSONNEL SUMMARY
WASTEWATER TREATMENT DIVISION

Position	Actual FY2010-2011	Budget FY2011-2012	Budget FY2012-2013
Superintendent	1.00	1.00	1.00
Supervisor	0.00	1.00	1.00
Laboratory Supervisor	1.00	1.00	1.00
Laboratory Technician	0.00	0.00	0.00
Pretreatment Coordinator	1.00	1.00	1.00
WW Facility Operator	3.00	2.00	2.00
Maintenance Workers	3.00	2.50	2.50
Total Staff	9.00	8.50	8.50

FY2011/2012
ACCOMPLISHMENTS
WASTEWATER TREATMENT DIVISION

Goal: Complete the WWTP #3 phase of the Local limit testing. This is a requirement of our pretreatment and NPDES permits.

Status: Task is complete

Goal: Replace the sand filter media at Wastewater Treatment Plant #3 to increase the efficiency of this process.

Status: Task is Complete

Goal: Install a new air compressor(s) on the Grit system to reduce the run time on the larger centrifugal blowers which will reduce energy cost.

Status: This was awarded utilizing grant funding and installed by staff.

Goal: Meet and/or exceed the level of treatment provided and assure that all effluent standards to adhere to the City's NPDES permit requirements for both facilities.

Status: To date we have had one NPDES permit violation.

Goal: Have at least one (1) staff member obtain their Class 1 Wastewater Certification.

Status: The division hired a supervisor who holds a Class 1 certification.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
WASTEWATER TREATMENT DIVISION

Goal: Work with the Sewer and Lifts Division to assist with the reduction of inflow and infiltration (I&I).

Status: We have documented some improvements in both the Lift 15 and the Lift 9 areas.

Goal: Continue to increase monitoring, inspections, and enforcement activities as required by the City's approved Pretreatment Program.

Status: We issued two fines this year for reporting violations.

FY2012/2013
OBJECTIVES
WASTEWATER TREATMENT DIVISION

- Complete the next phase of the Local Limits Report and submit to the IEPA by July 1, 2012. This is a requirement of our Pretreatment and NPDES permits.
- Conduct digester pre-engineering Study to determine the best course of action to take with regard to bio-solids handling.
- Evaluate the options regarding bio-solids building structure, including all alternative sludge drying methods, to determine the best course of action to take with regard to a possible re-construction of the building.
- Rebuild Primary Clarifier #1 and #3. This includes refurbishing all wearable parts and returning them to like-new condition.
- Recoat Secondary Clarifier covers at WWTP #3, to protect the fiberglass from UV rays.
- Rebuild #1 centrifugal blower at WWTP #3. This blower has shown through vibration analysis that a rebuild is required.
- Continue to increase monitoring, inspections, and enforcement activities as required by the City's approved Pretreatment Program.

FY2012/2013
ANNUAL BUDGET
WASTEWATER TREATMENT DIVISION

EXPENDITURES	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Regular Salaries	656,744	498,253	570,170	570,170	584,424
Part-time Salaries	-	31,748	21,032	21,032	21,558
Overtime	44,298	32,052	43,000	43,000	43,000
Group Insurance	124,516	101,274	112,737	112,737	106,286
City Portion FICA / Retirement	41,967	31,071	39,876	39,876	40,237
City Portion IMRF	70,948	57,457	81,681	81,681	84,497
City Portion MEDI	9,815	7,266	9,326	9,326	9,410
Total Personnel Services	948,288	759,121	877,822	877,822	889,413
Professional Services	44,510	32,082	41,175	41,175	46,925
Publishing	794	162	400	400	400
Postage & Freight	802	613	1,850	1,850	1,850
Training	3,666	4,340	3,560	3,560	3,560
Automotive Repair	-	-	-	-	-
Dues & Subscriptions	527	575	684	684	684
Insurance & Bonding	38,920	44,144	43,370	43,370	43,370
Utilities	538,274	452,700	624,206	624,206	624,206
Examinations	687	476	677	742	713
Operating Equipment	14,571	14,348	28,450	28,450	28,450
Radio Equipment	-	-	100	100	100
Plant Maintenance Services	111,015	63,299	127,900	127,900	402,900
State Filing Fees	47,500	47,500	47,500	47,500	47,500
Rental - Buildings & Equipment	514	250	1,295	1,295	1,295
Total Contractual Services	801,780	660,489	921,167	921,232	1,201,953
Office Supplies	863	855	1,000	1,000	1,000
Cleaning Supplies	-	-	-	-	-
Landscape Materials	242	450	500	500	500
Motor Fuel & Lub.	9,284	7,010	7,000	7,000	7,000
Computer Hardware & Software	2,834	5,877	8,045	7,245	7,470
Small Tools & Equipment	37,336	29,816	39,000	39,000	39,000
Automotive Supplies & Materials	3,188	4,015	6,000	6,000	6,000
Public Works Materials	-	-	-	-	-
Clothing	5,060	3,472	7,750	7,750	7,750
Salt	-	-	-	-	-
Chemicals & Sealants	305,322	301,192	280,209	316,077	316,077
Laboratory Supplies	30,213	20,973	28,241	28,241	28,241
Operating Supplies	2,907	-	-	-	-
Plant Maintenance Materials	61,793	83,587	160,268	160,268	120,268
Total Materials & Supplies	459,042	457,247	538,013	573,081	533,306

FY2012/2013
ANNUAL BUDGET
WASTEWATER TREATMENT DIVISION (CONT'D)

EXPENDITURES	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Buildings	-	-	-	-	-
Automotive Equipment	-	-	-	-	-
Operating Equipment	25,523	-	-	-	-
System Improvements	-	-	-	-	-
Total Capital Outlay	25,523	-	-	-	-
Total	2,234,633	1,876,857	2,337,002	2,372,135	2,624,672

FY2012/2013
ACCOUNT INFORMATION
WASTEWATER TREATMENT DIVISION

- A decrease in group insurance is attributable to changes in coverage.
- FY2012/2013 professional services provides funding for weekly cleaning of wastewater treatment plant offices in addition to testing cranes and hoists.
- The FY2012/2013 plant maintenance services budget provides funding for landfill costs to clear accumulated bio-solids from the bio-solids building.
- Increases in mineral costs have caused budget amounts in chemicals and sealants to rise.
- As the replacement of sand and sand filter at sewer treatment plant #3 was completed in the prior year, budgeted expenditures in the Plant Maintenance account for FY2012/2013 was reduced.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



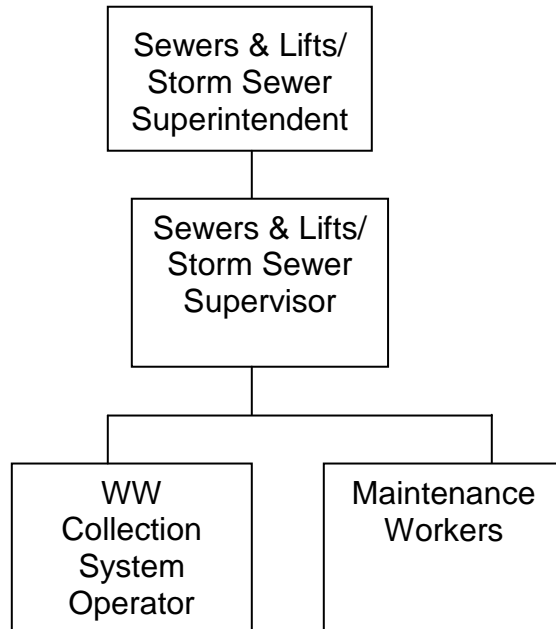
**SEWERS AND LIFTS
DIVISION**

**PUBLIC WORKS
DEPARTMENT**

FY2012/2013
STATEMENT OF ACTIVITIES
SEWERS & LIFTS DIVISION

The Sewers and Lifts Division is responsible for the maintenance, operation and management of the sanitary sewer collection and conveyance system. There are over 126 miles of sanitary sewer in conjunction with 25 sanitary pumping stations that are inspected weekly to verify proper operation. The Sewers and Lifts Division routinely checks the sanitary system, cleans and televises dedicated areas and performs repairs and upgrades to defective areas of the system. The Division has the additional responsibility of locating the City's underground water and sewer systems.

FY2012/2013
ORGANIZATIONAL CHART
SEWERS & LIFTS DIVISION



FY2012/2013
PERSONNEL SUMMARY
SEWERS & LIFTS DIVISION

Position	Actual FY2010-2011	Budget FY2011-2012	Budget FY2012-2013
Superintendent	1.00	1.00	1.00
WW Collection System Operators	1.00	1.00	1.00
Total Staff	2.00	2.00	2.00

FY2011/2012
ACCOMPLISHMENTS
SEWERS AND LIFTS DIVISION

Goal: Customer Service; The Division will continue to maintain its high customer service levels to residents, business owners, visitors, and all other stakeholders in the community.

Status: The Division maintained a high level of customer service by utilizing software programs like GovQA and responding to requests within 24 hours.

Goal: Sanitary System; Inflow and infiltration continues to be a primary focus for the Division. Continued flow monitoring, testing and televising of the sanitary system will aid in identifying issues and the methods available to reduce I&I. The cleaning and televising program will have elevated benchmarks and standards implemented in order to maintain effectiveness and efficiency.

Status: Sewer joint grouting has reduced the hours of operations for lift stations within the tributary area of the projects. With the groundwater infiltration being eliminated, capacity has been increased and treatment costs have been reduced. In addition, the goal of cleaning 10 miles of sanitary sewer has been exceeded by 7+ miles being cleaned to date.

Goal: Lift Stations; Lift stations are a vital component to the City's sanitary sewer infrastructure. The Division's weekly inspection program has helped in developing a five year assessment program for submersible pump systems. The program will provide management the information needed to create a better capital replacement program. A primary goal for management will be to evaluate the communication and control functions along with the integration with the City's current SCADA system.

Status: Three of the six centrifugal lift stations had their pumps inspected for deficiencies and other notable repairs performed. Multiple shafts and impellers were replaced improving efficiency. Year one of the five year submersible pump program was a success in identifying potential issues before they arose during operations.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
SEWERS AND LIFTS DIVISION

Goal: Equipment; Capital system improvements for submersible pump systems and sanitary sewer rehabilitation will be completed.

Status: Programs like the submersible pump and sanitary sewer rehabilitation programs were a success in identifying deficiencies and allowing staff to expedite repairs and/or plan for the future.

Goal: Safety Enhancement; Management will continue promoting a safe work environment by continuing with tailgate talks, stretching programs, policy review, etc. Annual department wide training in areas such as electrical, hazardous communication and confined space will be completed.

Status: The Division maintained a virtually accident free record over the last 12 months. A minor hand injury was all that was recorded.

FY2012/2013
OBJECTIVES
SEWERS AND LIFTS DIVISION

- Continue collaborative efforts with other departments in the organization to enhance the sanitary and storm layers of the GIS system.
- Provide project management assistance with the chlorides residual project at WWTP #3 and WTP #4 and monitor effectiveness.
- Clean no less than 10 miles of sanitary sewer, while utilizing the GIS system to represent and document history of the program.
- Conduct a multi-year SCADA assessment and implementation plan.
- Formalize a lift station master plan for capital planning and emergency preparedness.
- Continue assessing the effects of wet weather events on lift stations and tributary areas for inflow and infiltration reductions needs.
- Update and revise the lift station maintenance/asset inventory file for better record keeping needs.
- Conduct a generator master plan to evaluate lift station needs and identify which lift stations could benefit from backup generator power without being obtrusive to neighbors in the community.

**FY2012/2013
ANNUAL BUDGET
SEWERS & LIFTS DIVISION**

EXPENDITURES	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Regular Salaries	217,230	153,074	162,779	162,779	166,848
Part-time Salaries	-	-	-	-	-
Overtime	10,499	3,546	14,000	14,000	14,000
Group Insurance	47,670	28,500	32,863	32,863	32,863
City Portion FICA / Retirement	16,938	9,420	11,212	11,212	11,212
City Portion IMRF	23,198	17,407	22,966	22,966	23,546
City Portion MEDI	-	2,203	2,622	2,622	2,622
Total Personnel Services	315,535	214,150	246,442	246,442	251,092
Professional Services	-	-	-	-	-
Postage & Freight	989	703	1,400	1,400	1,400
Training	923	1,354	1,065	1,065	1,065
Dues & Subscriptions	2,004	3,316	2,790	2,790	2,855
Insurance & Bonding	26,224	49,242	29,436	29,436	29,436
Utilities	74,984	70,340	61,500	61,500	61,500
Examinations	300	25	230	280	452
Operating Equipment	3,047	2,625	1,150	1,150	1,150
Office Equipment	-	-	250	250	250
Clothing Rental	883	1,002	1,050	1,050	1,050
Radio Equipment	-	24	300	300	300
Plant Maintenance Services	17,590	36,959	108,140	108,140	220,425
Lines & Sewers	5,021	1,607	6,100	4,550	6,100
Total Contractual Services	131,965	167,197	213,411	211,911	325,983
Office Supplies	444	460	600	600	600
Motor Fuel & Lub.	12,097	12,750	13,700	13,700	13,700
Computer Hardware & Software	259	50	695	695	1,695
Small Tools & Equipment	8,329	7,540	13,000	8,500	10,595
Automotive Supplies	9,283	11,176	9,650	9,650	9,600
Materials	4,674	1,743	1,500	2,500	2,500
Clothing	1,649	1,129	950	950	1,045
Chemicals & Sealants	2,302	908	2,500	2,500	2,500
Plant Maintenance Materials	16,081	30,882	19,900	24,900	19,900
Total Materials & Supplies	55,118	66,638	62,495	63,995	62,135

FY2012/2013
ANNUAL BUDGET
SEWERS & LIFTS DIVISION (CONT'D)

EXPENDITURES	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Automotive Equipment	-	-	-	-	-
Operating Equipment	-	-	-	-	-
System Improvement	89,150	-	64,000	64,000	-
Total Capital Outlay	89,150	-	64,000	64,000	-
Total	591,768	447,985	586,348	586,348	639,210

FY2012/2013
ACCOUNT INFORMATION
SEWERS & LIFTS DIVISION

- The FY2012/2013 examinations budget includes the addition of Hepatitis B series.
- The FY2012/2013 plant maintenance services budget provides funding for technical assistance in evaluating submersible pumps. Evaluation results may lead to pump rehabilitation options versus full replacement. Sanitary sewer rehabilitation program funding increased as well. By taking measures to rehabilitate sewer lines through grouting or relining, life expectancy of critical infrastructure can be extended.
- Computer hardware and software reflects annual maintenance and licensing costs associated with equipment used within the department as well as, the replacement of one personal computer.
- As the replacement of two submersible pumps at Lift Station #22 was completed in the prior year, budgeted expenditures in the System Improvements account for FY2012/2013 was reduced.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



**WATER AND SEWER
CAPITAL IMPROVEMENT
FUND**

FY2012/2013
STATEMENT OF ACTIVITIES
WATER & SEWER CAPITAL IMPROVEMENT FUND

The Water and Sewer Capital Improvement Fund 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. The proceeds of water and sewer connection fees are intended to provide for water production, treatment, storage and pumping capacity to the distribution system and wastewater treatment and disposal facilities needed to meet the capacity requirements of new developments. Funds are also used to provide for required treatment upgrades to meet new drinking water standards or wastewater discharge standards to sustain the use of existing capacity, but not for the operation, maintenance or replacement of existing facilities. Additional fund proceeds from the 2004 Water & Sewer general obligation bond sale are also accounted for within the Water & Sewer Bond Construction fund and are used for infrastructure improvement projects intended to improve customer service and replace or repair existing facilities.

FY2012/2013
ANNUAL BUDGET
WATER & SEWER CAPITAL IMPROVEMENT FUND

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Sewer Connection Fees	197,712	209,644	284,280	284,280	100,000
Water Connection Fees	126,615	141,235	133,900	133,900	88,000
Grant Proceeds	-	-	-	100,000	-
Investment Interest	8,263	6,845	26,000	26,000	408
Miscellaneous	-	-	-	100	-
Total Revenues	332,590	357,724	444,180	544,280	188,408
EXPENDITURES					
Professional	-	351,468	-	-	-
Total Contractual Services	-	351,468	-	-	-
System Improvement	205,953	3,236,868	2,595,000	2,595,000	3,906,000
Total Capital Outlay	205,953	3,236,868	2,595,000	2,595,000	3,906,000
Bond Indebtedness - Principal	740,224	867,028	910,278	910,278	1,244,932
Bond Indebtedness - Interest	320,941	346,971	311,764	311,764	290,405
Total Debt Service	1,061,165	1,213,999	1,222,042	1,222,042	1,535,337
Total Expenditures	1,267,118	4,802,335	3,817,042	3,817,042	5,441,337
Revenues in Excess of Expenditures	(934,528)	(4,444,611)	(3,372,862)	(3,272,762)	(5,252,929)
OTHER SOURCES (USES)					
Transfer In	216,895	1,796,835	1,886,155	1,697,616	313,026
Bond Proceeds	-	-	-	-	3,906,000
Total Other Sources (Uses)	216,895	1,796,835	1,886,155	1,697,616	4,219,026
Change in Cash Balance	(717,633)	(2,647,776)	(1,486,707)	(1,575,146)	(1,033,903)
Beginning Cash Balance, May 1	7,168,666	6,451,033	3,803,257	3,803,257	2,228,111
Ending Cash Balance, April 30	6,451,033	3,803,257	2,316,550	2,228,111	1,194,208

FY2012/2013
ACCOUNT INFORMATION
WATER & SEWER CAPITAL IMPROVEMENT FUND

- Capital expenditures budgeted for FY2012/2013 include:
 - Water main replacement (engineering) - Country Club subdivision
 - Water main replacement (engineering) – IL Route 176/IL Route 31
 - Sewer main replacement (engineering) – IL Route 176/IL Route 31
 - Water main replacement (engineering) – Route 14 expansion @ IL Route 176
 - Sewer main replacement (engineering) – Route 14 expansion @ IL Route 176
 - Water main replacement – Rakow Rd expansion
 - Water main replacement – IL Route 176/Walkup Ave
 - Water main replacement – Crystal Lake Ave (East to Erick St
 - Water main replacement – Water Treatment Plant #4 extension to Mathews Co.
 - Well replacement study
 - Well #17 abandonment
 - Water Treatment Plant #1 roof replacement
 - Water Treatment Plant #3 storage tank recoat
 - Water Treatment Plant #3 softener valves replacement
 - Water Treatment Plant #3 arc-flash hazard mitigation
 - Water Treatment Plant #5 generator, breaker and transfer switch
 - SCADA improvements – McCormick Tower
 - Pressure reducing valve installation – Fountains community
 - Bio-solids building restoration preliminary engineering
 - Digester restoration preliminary engineering
 - Excess flow chamber preliminary engineering
 - Primary sewer treatment tank #1 and #3 repairs
 - Blower #1 rehabilitation
 - Wastewater Treatment Plant #3 fiberglass dome recoat
 - Lift Station #1 improvements
 - SCADA evaluation and design for Lift Stations
 - Arc-flash hazard study at Lift Stations

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013

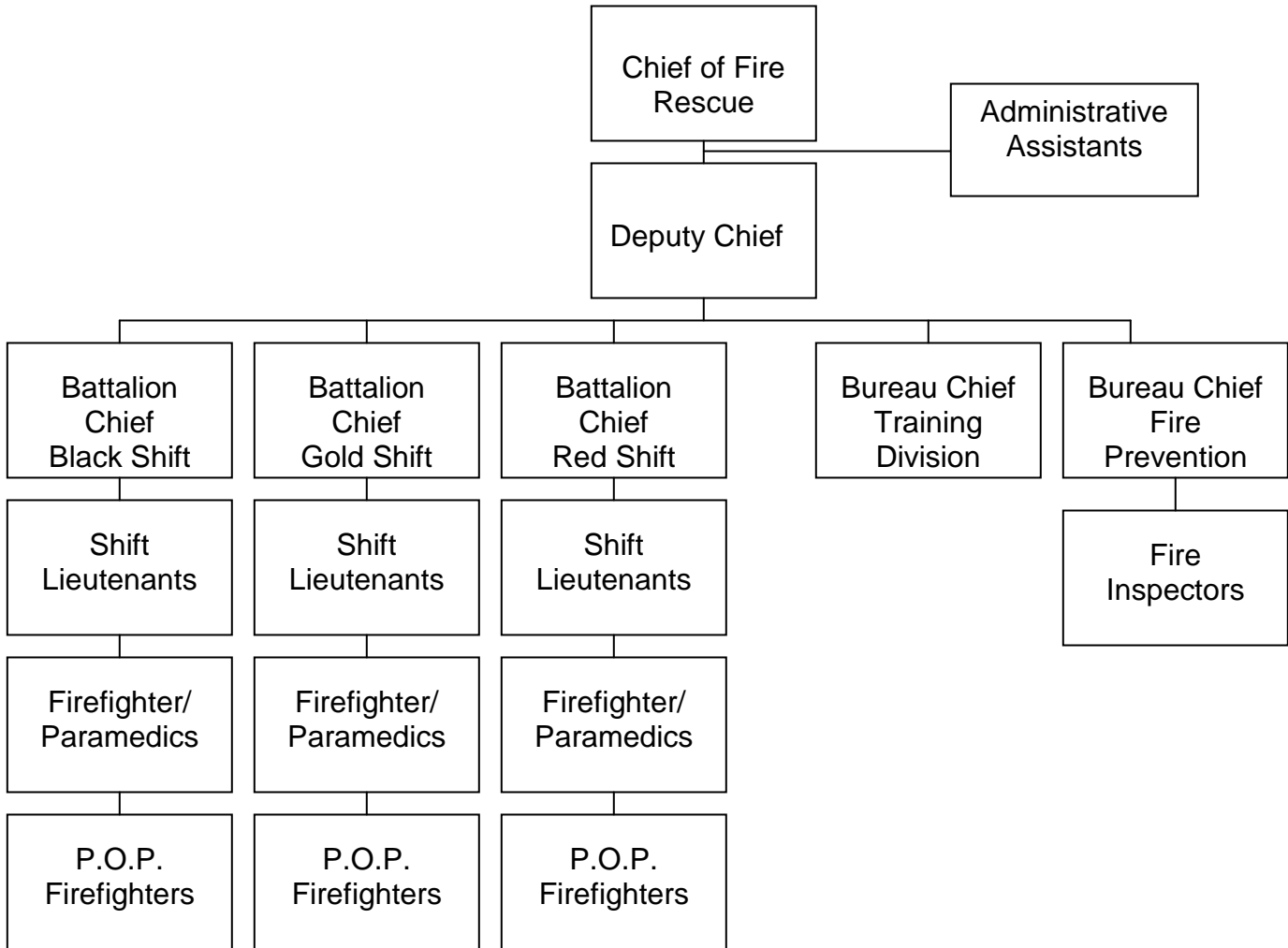


**FIRE RESCUE
FUND**

FY2012/2013
STATEMENT OF ACTIVITIES
FIRE RESCUE DEPARTMENT

The Crystal Lake Fire Rescue Department operates out of three stations covering an area of approximately 46 square miles, and provides emergency services for the City of Crystal Lake and the Crystal Lake Rural Fire Protection District. 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.

FY2012/2013
ORGANIZATIONAL CHART
FIRE RESCUE DEPARTMENT



FY2012/2013 PERSONNEL SUMMARY FIRE RESCUE DEPARTMENT

Position	Actual FY2010-2011	Budget FY2011-2012	Budget FY2012-2013
Chief of Fire Rescue	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00
Battalion Chief/Shift Commander	3.00	3.00	3.00
Bureau Chief of Fire Prevention	1.00	1.00	1.00
Bureau Chief of EMS	1.00	1.00	0.00
Bureau Chief of Training	1.00	1.00	1.00
Fire Lieutenant	9.00	9.00	9.00
Firefighter/Paramedic	47.00	47.00	48.00
Fire Inspector	1.50	1.50	1.50
Office Coordinator	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.75
Total Staff	67.50	67.50	67.25

FY2011/2012 ACCOMPLISHMENTS FIRE RESCUE DEPARTMENT

- Commence the engineering and development to renovate Fire Station 3.

We are working with the Larson and Darby Group to finalize the architectural plans in order to develop the RFP for construction.

- Develop and implement a Wireless Alarm System

The Crystal Lake Wireless Alarm Network (CLWAN) is installed and operational with over 350 subscribers transitioned from our previous hardwire system. This system improved life safety by prompt and effective signal transmission to the dispatch center that dispatches our firefighters.

- Design, construct and implement a dedicated Emergency Operations Center.

A multi-year construction plan has been developed for the establishment of a dedicated Emergency Operations Center (EOC). We are in the space allocation phase of this project.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
FIRE RESCUE DEPARTMENT

- Continue a Department-wide focus on safety to reduce preventable injuries or accidents by 20%.

While we have experienced fewer preventable injuries, we need to reduce the overall injuries. We continue to focus on safety in all aspects of our organization. During the past year, all of our personnel attended the nationally recognized "Courage to Be Safe" program.

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

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

We also continued our compliance efforts as required by the National Incident Management System Compliance Assessment Tool (NIMSCAST).

- Continued focus on organizational and personnel development.

We have completed a 9 month course for our personnel who serve as Acting Company Officers. This development opportunity gave our firefighters who serve as Acting Company Officers the chance to train with the Fire Rescue Chief and other experienced fire officers.

We lead the City-wide emergency management training with four days of intense table top scenarios on large scale incidents.

- Provide for prompt, efficient and dependable emergency response.

The replacement of Ladder Truck 381 is planned for the 4th qtr of FY 11-12. The replacement of Ambulance 350 has been moved to the FY12-13 budget due to a manufacturer chassis redesign.

The replacement of Battalion 330 command vehicle has been completed.

The replacement of Car 303 is waiting for the new model year to be secured through State purchasing.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
FIRE RESCUE DEPARTMENT

- Develop an action plan for fire service accreditation.

With the elimination of the Bureau Chief of EMS, this project has been placed on hold as this is a labor intensive program that needs a dedicated staff assignment to properly accomplish this task.

While accreditation has not been accomplished, we have achieved and improved the ISO rating for the City of a 3. In addition the 2011, ISO re-evaluation of our fire protection in the Crystal Lake Rural Fire Protection District improved to a 5 from our previous rating of 9.

FY2012/2013
OBJECTIVES
FIRE RESCUE DEPARTMENT

- Continued development of a dedicated Emergency Operations Center.

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.

A key component in emergency management is an Emergency Operations Center that is functional and ready the moment disaster strikes. The EOC serves as the nerve center to provide strategic direction for rescue and community recovery efforts. The EOC places all stakeholders in one location to enhance communication and coordination.

- Renovation of Fire Station 4

Fire Station 4 is twenty years old and is showing its years of continuous use. The station is in need of siding, roofing and interior renovation (paint and tile) in order to maintain a presentable City facility.

- Maintain the Crystal Lake Fire Alarm Network (CLWAN)

The City’s commitment to life safety is demonstrated with the purchase and operation of a wireless direct connect alarm monitoring system. The CLWAN is monitored in SEECOM to provide prompt notification of fire alarms in order to reduce delay in notification and response.

FY2012/2013
OBJECTIVES (CONT'D)
FIRE RESCUE DEPARTMENT

- Develop a comprehensive Master Address Repository (MAR)

As the lead agency for addressing in the City, the Fire Rescue Department would like to achieve a comprehensive address list for all City Departments. Presently we have multiple address lists which allows for confusion and conflict of service and revenue collection. A MAR would bring all addresses into one list that can be updated into GIS, CAD, and billing.

- Reduce communication operation costs with the installation of a Point to Point voice, video and data transmission system.

Our present communication configuration for voice, video conferencing and data communication is over T-1 lines to our two satellite stations. The installation of a Point to Point communication system would eliminate our reliance on an outside vendor for communication lines. Based upon present costs, a Point to Point system would pay for itself within three years of installation.

- Provide for prompt, efficient and dependable emergency response.

Ambulance 351 is at the end of its useable service life. A essential component of emergency medical service is a reliable transport vehicle. Our 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 in front line, reserve or call-back is essential to the safety and well-being of our patients.

- Complete the replacement and required narrow banding of the Crystal Lake Fire Rescue public safety radio frequency.

Complete the two-year project to bring our public safety radio system to FCC standards and provide the needed interoperability that is necessary when multiple agencies come together to service the community.

- Institute a plan for the achievement of Fire Service Accreditation through the Center for Public Safety Excellence.

A key component of our organizational vision is to be a benchmark organization in emergency service. Fire service accreditation is a way to assess and guide achievement of organizational and professional benchmarking.

FY2012/2013
OBJECTIVES (CONT'D)
FIRE RESCUE DEPARTMENT

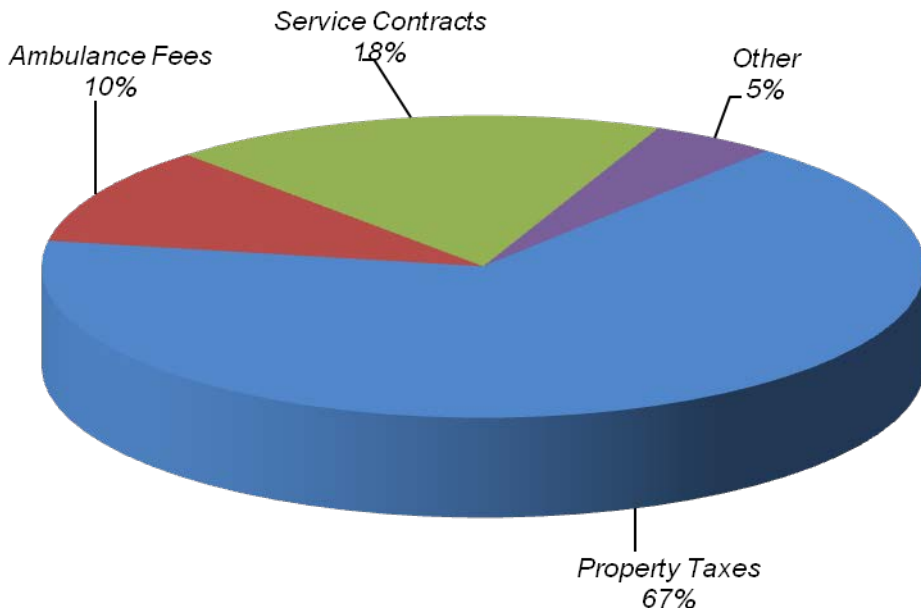
Performance Measurement – FY 2012/2013

1. Provide a turn-out time of 90 seconds or less to 90% of emergency calls.
2. Respond to 80% of all emergency medical service calls within 6 minutes from time of dispatch.
3. Provide a minimum of 15 trained fire rescue personnel on the scene of structure fires within 8 minutes from time of dispatch, 80% of the time.
4. Reduce preventable accidents and injuries to fire rescue personnel by 20%.
 - a. Enhancement of the current Observed Behavior Program –All employees will be involved in producing a safety message to be presented to the other personnel on a weekly basis as opposed to a monthly basis completed by only the officers.
 - b. Practical, multi-company training drills will be assigned a second safety officer who is not involved in the evolution. Prior to these drills, a “walk-through” will be done with all personnel involved and a written risk assessment will be completed for these drills with all hazards removed as may be practical for that evolution.
5. Validate on-going training programs through essential job skills, “run-out” drills and pumping skills assessment with an 80% accuracy rating.
6. Improve community life safety through in-service life safety inspections in over 400 businesses/occupancies in the Fire Rescue Department response area.
7. Obtain voluntary compliance with the correction of 90% of identified life safety violations.

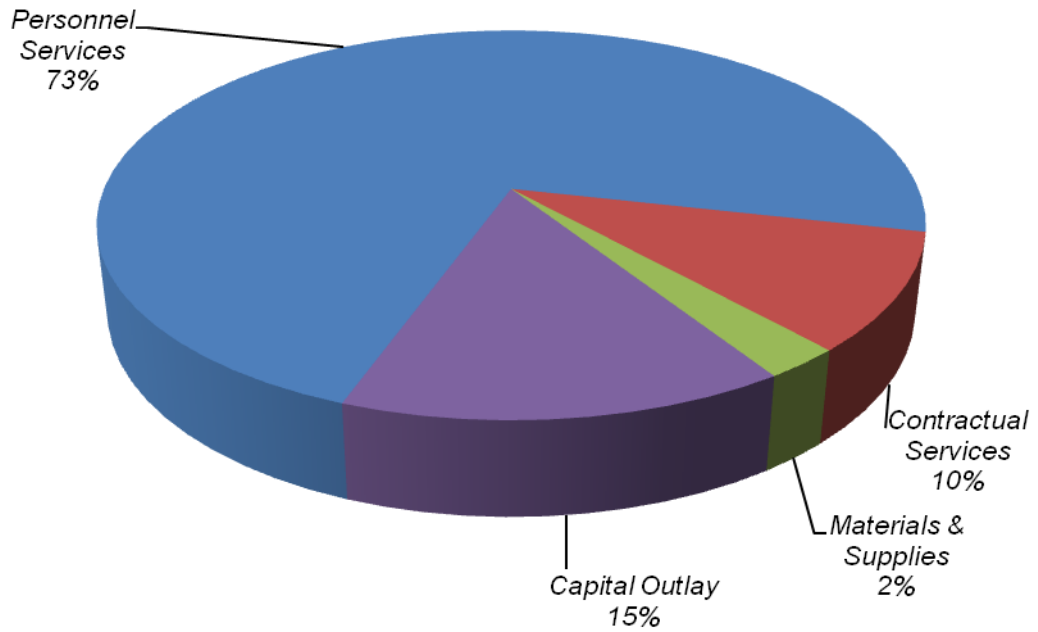
**FY2012/2013
ANNUAL BUDGET
FIRE RESCUE FUND**

	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
REVENUES					
Property Taxes	5,781,992	5,803,435	5,432,500	5,432,500	5,432,500
Alarm Fees	-	38,126	336,000	336,000	340,800
Ambulance Service Fees	790,169	845,065	850,000	850,000	860,000
Service Contracts	1,568,606	1,574,954	1,575,000	1,618,659	1,488,637
Investment Interest	13,326	8,149	20,000	20,000	5,500
Grants	12,478	13,194	12,000	12,000	12,000
Miscellaneous	72,337	(9,756)	17,000	17,000	17,000
Total Revenues	8,238,908	8,273,167	8,242,500	8,286,159	8,156,437
EXPENDITURES					
Personnel Services	6,313,855	6,586,230	7,029,667	7,121,675	7,248,281
Contractual Services	1,083,293	1,724,290	1,581,885	1,618,659	967,384
Materials & Supplies	224,426	247,284	279,770	262,082	256,915
Capital Outlay	13,183	910,557	2,023,445	1,227,609	1,414,609
Debt Service	-	-	-	-	-
Total Expenditures	7,634,757	9,468,361	10,914,767	10,230,025	9,887,189
Revenues in Excess of Expenditures	604,151	(1,195,194)	(2,672,267)	(1,943,865)	(1,730,752)
OTHER SOURCES (USES)					
Transfer In	-	56,960	550,700	550,700	46,368
Bond Proceeds	-	-	-	-	-
Transfer Out	(69,096)	-	(145,130)	-	-
Total Other Sources (Uses)	(69,096)	56,960	405,570	550,700	46,368
Change in Fund Balance	535,055	(1,138,234)	(2,266,697)	(1,393,165)	(1,684,384)
Beginning Balance, May 1	4,010,341	4,545,396	3,407,162	3,407,162	2,013,997
Ending Balance, April 30	4,545,396	3,407,162	1,140,465	2,013,997	329,613

Fire Rescue Revenues by Source



Fire Rescue Fund Expenditures by Type



FY2012/2013
ANNUAL BUDGET
FIRE RESCUE DEPARTMENT

EXPENDITURES	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Regular Salaries	4,992,981	5,230,368	5,502,390	5,571,100	5,763,222
Part-Time Wages	176,732	107,465	231,891	241,077	189,673
Overtime	234,144	309,098	283,066	349,923	283,066
Group Insurance	909,998	939,299	1,012,320	959,575	1,012,320
Total Personnel Services	6,313,855	6,586,230	7,029,667	7,121,675	7,248,281
Professional Services	387,863	1,037,755	835,077	835,077	243,900
Annual Audit	4,175	2,104	5,000	4,000	4,500
Publishing	742	1,167	1,150	1,150	1,150
Postage & Freight	1,356	1,694	3,200	1,800	1,800
Training	48,097	27,119	42,785	42,785	42,780
Dues & Subscriptions	2,507	3,100	3,240	3,243	3,210
Insurance & Bonding	456,081	501,629	488,337	488,337	488,337
Utilities	56,935	44,578	59,173	59,173	59,173
Buildings & Offices	63,022	43,231	45,094	45,275	45,094
Examinations	23,564	23,767	54,979	35,190	35,190
Operating Equipment	24,104	29,012	29,450	29,310	29,200
Office Equipment	1,251	2,682	1,800	1,800	1,800
Radio Equipment	13,573	6,452	11,350	11,350	11,250
Rent - Buildings & Equip	23	-	1,250	-	-
Total Contractual Services	1,083,293	1,724,290	1,581,885	1,558,490	967,384
Office Supplies	9,898	8,876	9,750	9,750	9,750
Cleaning Supplies	5,600	9,468	10,095	10,095	7,595
Motor Fuel & Lubricant	50,579	68,721	84,200	85,982	84,200
Computer Equipment	6,665	6,494	7,800	7,950	7,500
Small Tools & Equip	55,227	44,836	54,950	54,220	52,825
Auto Supplies	44,789	52,297	67,325	54,945	56,075
Clothing	51,668	56,592	45,650	39,140	38,970
Total Materials & Supplies	224,426	247,284	279,770	262,082	256,915

FY2012/2013
ANNUAL BUDGET
FIRE RESCUE DEPARTMENT (CONT'D)

EXPENDITURES	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Buildings	-	69,035	600,000	55,000	1,015,000
Automotive Equipment	-	430,000	1,191,000	895,000	216,000
Operating Equipment	13,183	9,468	72,300	125,100	7,500
Departmental Equipment	-	402,054	160,145	152,509	176,109
Total Capital Outlay	13,183	910,557	2,023,445	1,227,609	1,414,609
Debt Service - Principal	-	-	-	-	-
Debt Services - Interest	-	-	-	-	-
Total Debt Service	-	-	-	-	-
Total	7,634,757	9,468,361	10,914,767	10,169,856	9,887,189

FY2012/2013
ACCOUNT INFORMATION
FIRE RESCUE DEPARTMENT

- The FY2012/2013 budget for paid-on-call personnel in the Part-Time Wages account has been reduced to better reflect the actual number of hours worked.
- Professional services budget reflects a reallocation of SEECOM dispatch services to the Police Department in the General Fund. The reallocation of costs best matches expenses to calls for service.
- Despite an increase in postage rates implemented by the U.S. postal service, a reduction in postage and freight best reflects services needed.
- A reduction in examinations best reflects services needed.
- The Rent-Buildings & Equipment account has been reduced to zero. Historically, expenditures in the Rent-Buildings & Equipment account represented costs “passed-through” to a third-party. The City receives a reimbursement of costs from agencies sharing in the City’s SCBA trailer.
- As the replacement of Pandemic Flu supplies were completed in the prior year, budgeted expenditures in the Cleaning Supplies account for FY2012/2013 was reduced.
- The FY2011/2012 replacement of a ladder truck contributes to the reduction of replacement parts needing to be budgeted in the Auto Supplies account in FY2012/2013.
- A reduction in clothing best reflects services needed.
- Budgeted in the Buildings account are funds for Station #3 maintenance projects, Station #4 maintenance and an oxygen storage room at Station #1.

FY2012/2013
ACCOUNT INFORMATION (CONT'D)
FIRE RESCUE DEPARTMENT

- Other expenditures budgeted for FY2012/2013 include annual maintenance of the City's wireless alarm network, the replacement of an ambulance, the replacement of an administrative vehicle and the replacement of bunker gear.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



LIBRARY FUNDS

FY2012/2013
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.

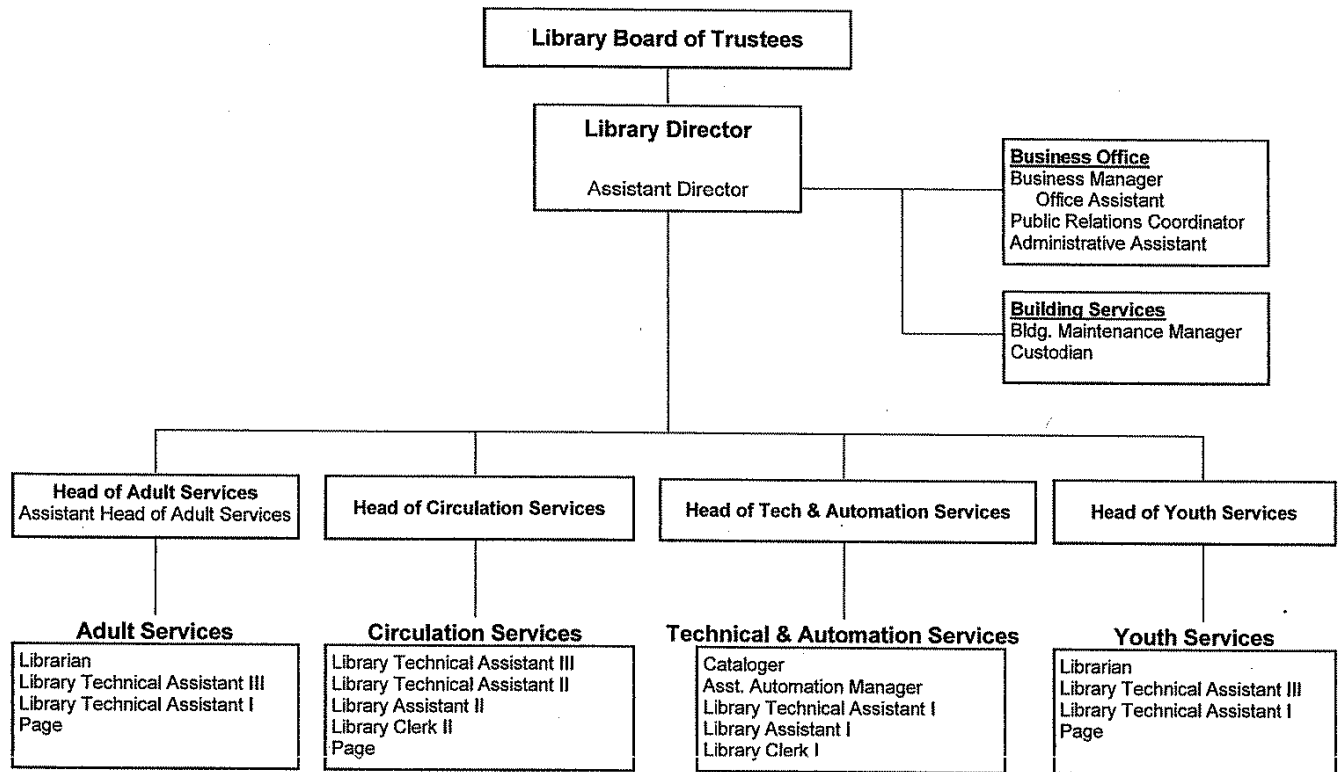
Satisfy Curiosity – Lifelong Learning: Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

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.

FY2012/2013
ORGANIZATIONAL CHART
CRYSTAL LAKE PUBLIC LIBRARY



FY2011/2012
ACCOMPLISHMENTS
CRYSTAL LAKE PUBLIC LIBRARY

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. As our operating budget dipped to 2007 levels, we engaged in an exercise of identifying all services being provided, evaluating each service relative to the six Strategic Directions, and agreeing on 31 CORE Services upon which we would focus our energies. The Board and Staff are focused on maintaining quality CORE services and allowing non-CORE services to be static or sunset.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
CRYSTAL LAKE PUBLIC LIBRARY

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: Each of the last two years, CLPL has circulated over 1 million items. This is a challenging area because the Crystal Lake Public Library does not have a facility that can adequately house a collection large enough to meet the service demands of its community. The Library joined the Cooperative Computer Services (CCS) consortium in 2002 and immediately became one of the leading net borrowers. Each year our borrowing from others increased, reaching 92,030 just before the instability of state funding caused the collapse of the North Suburban Library System and changes to its inter-library delivery system. This resulted in changes in the cooperative borrowing agreements within CCS that have limited our ability to borrow from others. The result of this is that our patrons have to wait longer to get materials and have fewer options from which to choose. Due to space limitations, the Library is very close to withdrawing one item for each one added to the collection, further restricting the breadth and depth of our collection.

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 continues to provide a wide variety of programs for all ages: computer classes, Storytimes, Job Club, educational programs, book discussions, and films. The Library has a small amount of display space and we often cooperate with other local groups to accomplish the goal stated above. Logically, the public library is also a wonderful place to provide information to the public on government information, such as proposed City or County Transportation plans, and we cooperate as much as we can with the limited available space for this purpose.

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 do a commendable job 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.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
CRYSTAL LAKE PUBLIC LIBRARY

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. As with many, decreased funding has resulted in hiring and pay freezes. In the last year, a new Employee Performance Appraisal system was designed and implemented that ties performance goals to the Strategic Plan and CORE services. Staff training remains a high priority; during this last year, a variety of e-readers were purchased and a staff hands-on training program implemented so that all Library Staff would be comfortable working with the public in this area of growing interest. Staff then developed classes for the public to learn about their “gadget” and how to download e-audio or e-books from the Library’s website.

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.

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 updated its Communications Plan and brand. It actively communicates with its public via a newsletter mailed to all households six times per year and via electronic newsletters during alternate months. 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 to encourage classes to visit the Library for a field trip.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
CRYSTAL LAKE PUBLIC LIBRARY

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.

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 took on a big project – the Needs Assessment – in order to again hear from the people we serve about their expectations for Public Library services now and into the future. The Library Board adopted a new Strategic Plan in December 2011.

FY2012/2013
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 in-person services, and 24/7 web services.
- Provide access to a wide variety of materials through the Library's physical and virtual collections.
- Determine suitable size of inventory of computers for public use to meet long-term demands of users.
- Improve electrical & data infrastructure to meet user and staff demands.
- Develop Staff/Board Intranet
- Plan & implement a 100-year anniversary celebration for 2013.
- Use every appropriate opportunity to communicate the enduring value of the Library to the Crystal Lake community.
- Investigate options to address and resolve library facility inadequacies.

FY2012/2013
SUMMARY STATEMENT
LIBRARY FUNDS

	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Revenues & Other Sources					
Library Operations Fund	4,094,106	4,097,357	3,833,370	3,831,639	3,819,187
Library Construction & Repair Fund	16,721	18,636	21,440	21,440	21,440
Ames Trust Fund	13,419	1,315	0	0	0
Gift & Memorial Fund	12,428	24,246	55,750	60,475	16,750
Working Cash Fund	102	90	120	0	0
Special Reserve Fund	178,548	290,509	501,132	501,132	100,000
Per Capita Fund	48,136	40,628	40,627	81,254	81,432
IMRF Fund	0	0	640,809	640,809	461,344
Total Revenues & Other Sources	4,363,460	4,472,781	5,093,248	5,136,749	4,500,153
Expenditures & Other Uses					
Library Operations Fund	3,549,280	3,658,862	4,790,611	4,546,374	3,819,187
Library Construction & Repair Fund	13,679	11,974	21,440	21,440	21,440
Ames Trust Fund	8,900	4,000	0	0	0
Gift & Memorial Fund	9,815	24,653	55,750	60,475	16,750
Working Cash Fund	773	101	120	0	0
Special Reserve Fund	0	0	0	0	100,000
Per Capita Fund	48,136	40,628	40,627	81,254	81,432
IMRF Fund	0	0	427,206	427,206	461,344
Total Expenditures & Other Uses	3,630,583	3,740,218	5,335,754	5,136,749	4,500,153

FY2012/2013
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY OPERATING FUND

	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
REVENUES					
Property Tax	3,938,010	3,921,844	3,686,750	3,686,750	3,686,752
Grants	0	2,000	2,000	2,000	2,000
Library Fees	50,647	48,901	48,000	47,500	43,225
Copy Fees	10,858	10,350	11,000	8,300	7,500
Meeting Room Fees	420	660	0	0	0
Library Fines	80,934	84,920	81,000	81,000	73,710
Investment Income	9,707	12,384	3,000	3,000	3,000
Used Book Sale	1,678	1,762	0	0	0
Miscellaneous	1,079	14,435	1,500	3,000	3,000
Total Revenues	4,093,333	4,097,256	3,833,250	3,831,550	3,819,187
EXPENDITURES					
Regular Salaries	2,049,269	2,050,430	2,141,671	2,141,671	2,184,200
Group Insurance	293,458	285,813	436,002	350,000	350,000
FICA & IMRF	0	0	0	0	0
Total Personnel Services	2,342,727	2,336,243	2,577,673	2,491,671	2,534,200
Legal/Professional Services	8,897	29,797	42,168	43,816	37,302
Community Relations	2,250	3,875	4,475	4,475	4,475
Publishing	3,628	2,652	4,190	4,190	5,990
Postage & Freight	30,872	29,658	36,350	32,000	32,000
Continuing Education	10,445	9,884	20,600	20,600	20,600
Dues & Subscriptions	5,325	5,397	5,700	5,700	5,700
Insurance & Bonding	27,159	28,970	30,566	29,536	29,536
Utilities	50,279	51,038	53,492	53,492	56,300
Buildings & Offices Maintenance	90,966	95,950	128,562	163,467	154,446
Operating Equipment Maintenance	112,863	115,453	91,465	91,308	95,227
Rental - Buildings & Equipment	29,351	14,223	17,700	14,700	16,500
Stationary & Printing	23,645	26,132	30,000	30,000	30,000
Contingency	0	0	329,336	138,326	110,503
Total Contractual Services	395,680	413,029	794,604	631,610	598,579

FY2012/2013
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY OPERATING FUND (CONT'D)

	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
Office & Library Supplies	36,408	37,261	38,000	38,000	38,000
Cleaning & Building Supplies	7,022	7,604	7,000	8,000	8,500
Landscape Materials	572	289	500	500	500
Small Tools & Equipment	3,528	6,104	1,300	31,240	16,090
Library Materials					
Books	206,261	204,912	231,455	220,000	219,000
AV Materials	109,316	111,148	130,994	120,000	119,000
Electronic Resources	101,997	108,464	138,600	125,000	127,000
Periodicals	16,143	18,010	17,100	18,700	18,700
Standing Orders	48,203	34,163	55,650	52,450	52,450
Programs	18,017	16,029	30,700	24,468	24,468
Total Materials & Supplies	547,467	543,984	651,299	638,358	623,708
Buildings					
Operating Equipment	42,792	77,625	52,300	1,000	62,700
Departmental Equipment	0	0	0	69,000	0
Total Capital Outlay	42,792	77,625	52,300	70,000	62,700
Debt Service - Principal	37,500	0	0	0	0
Debt Service - Interest	7,172	0	0	0	0
Total Debt Service	44,672	0	0	0	0
Total Expenditures	3,373,338	3,370,881	4,075,876	3,831,639	3,819,187
Revenues in Excess of Expenditures	719,995	726,375	(242,626)	(89)	0
OTHER SOURCES (USES)					
Transfer In	773	101	120	89	0
Loan Proceeds	0	0	0	0	0
Transfer Out	(175,942)	(287,981)	(714,735)	(714,735)	0
Total Other Sources (Uses)	(175,169)	(287,880)	(714,615)	(714,646)	0
Change in Fund Balance	544,826	438,495	(957,241)	(714,735)	0
Beginning Balance, May 1	1,915,510	2,460,336	2,898,832	2,898,832	2,184,097
Ending Balance, April 30	2,460,336	2,898,832	1,941,591	2,184,097	2,184,097

FY2012/2013
 ANNUAL BUDGET
 CRYSTAL LAKE PUBLIC LIBRARY CONSTRUCTION & REPAIR
 FUND

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Rental Income	14,256	15,450	17,940	17,940	17,940
Investment Income	205	319	0	0	0
Capital Facility Fees	2,260	2,867	3,500	3,500	3,500
Total Revenues	16,721	18,636	21,440	21,440	21,440
EXPENDITURES					
Property Taxes	6,208	6,348	6,500	7,222	7,500
Buildings & Offices Maintenance	7,471	5,626	5,000	10,718	10,440
Contingency	0	0	9,940	3,500	3,500
Total Contractual Services	13,679	11,974	21,440	21,440	21,440
Total Expenditures	13,679	11,974	21,440	21,440	21,440
Revenues in Excess of Expenditures	3,042	6,662	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	3,042	6,662	0	0	0
Beginning Balance, May 1	117,224	120,266	126,928	126,928	126,928
Ending Balance, April 30	120,266	126,928	126,928	126,928	126,928

FY2012/2013
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY AMES TRUST FUND

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Investment Income	13,419	1,315	0	0	0
Total Revenues	13,419	1,315	0	0	0
EXPENDITURES					
Library Materials					
AV Materials	2,000	2,000	0	0	0
Electronic Resources	6,900	2,000	0	0	0
Total Materials & Supplies	8,900	4,000	0	0	0
Total Expenditures	8,900	4,000	0	0	0
Revenues in Excess of Expenditures	4,519	(2,685)	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	4,519	(2,685)	0	0	0
Beginning Balance, May 1	364,873	369,392	366,706	366,706	366,706
Ending Balance, April 30	369,392	366,706	366,706	366,706	366,706

**FY2012/2013
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY GIFT & MEMORIAL FUND**

	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
REVENUES					
Donations	12,380	24,214	55,750	52,850	16,750
Investment Income	48	32	0	0	0
Total Revenues	12,428	24,246	55,750	52,850	16,750
EXPENDITURES					
Legal/Professional Services	0	9,472	7,000	4,100	0
Community Relations	2,580	485	0	510	0
Postage & Freight	29	77	0	50	50
Publishing	1,500	1,700	0	0	0
Buildings & Offices Maint	0	160	38,000	32,000	0
Contingency	0	0	0	9,143	5,900
Total Contractual Services	1,529	11,894	45,000	45,803	5,950
Landscape Materials	0		0	0	0
Small Tools & Equipment	115	2,220	0	0	0
Library Materials					
Books	250	589	1,975	3,310	4,000
AV Materials	173	1,368	1,975	1,975	0
Programming	4,250	4,550	5,000	7,196	5,000
Crystal Lake Foundation Events	1,334	1,230	1,750	1,750	1,750
Assisted Family Card	244	534	0	391	0
Stationery & Printing	0	12	50	50	50
Total Materials & Supplies	6,366	10,503	10,750	14,672	10,800
Operating Equipment	1,920	2,256	0	0	0
Total Capital Outlay	1,920	2,256	0	0	0
Total Expenditures	9,815	24,653	55,750	60,475	16,750
Revenues in Excess of Expenditures	2,613	(407)	0	(7,625)	0
OTHER SOURCES (USES)					
Transfer In	0	0	0	7,625	0
Loan Proceeds	0	0	0	0	0
Transfer Out	0	0	0	0	0
Total Other Sources (Uses)	0	0	0	7,625	0
Change in Fund Balance	2,613	(407)	0	0	0
Beginning Balance, May 1	5,886	8,499	8,093	8,093	8,093
Ending Balance, April 30	8,499	8,093	8,093	8,093	8,093

FY2012/2013
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY WORKING CASH FUND

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Investment Income	102	90	120	0	0
Miscellaneous Income	0	0	0	0	0
Total Revenues	102	90	120	0	0
Revenues in Excess of Expenditures	102	90	120	0	0
OTHER SOURCES (USES)					
Transfer In	0	0	0	0	0
Loan Proceeds	0	0	0	0	0
Transfer Out	(773)	(101)	(120)	0	0
Total Other Sources (Uses)	(773)	(101)	(120)	0	0
Change in Fund Balance	(671)	(11)	0	0	0
Beginning Balance, May 1	50,772	50,101	50,090	50,090	50,090
Ending Balance, April 30	50,101	50,090	50,090	50,090	50,090

FY2012/2013
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY PER CAPITA FUND

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Grants	48,136	40,628	40,627	81,254	81,432
Total Revenues	48,136	40,628	40,627	81,254	81,432
EXPENDITURES					
Legal/Professional Services	14,964	6,010	7,262	14,524	0
Postage & Freight	0	0	0	0	0
Continuing Education	6,784	7,309	7,700	15,400	15,400
Total Contractual Services	21,748	13,319	14,962	29,924	15,400
Stationery & Printing	2,417	3,144	1,500	3,000	3,000
Total Materials & Supplies	2,417	3,144	1,500	3,000	3,000
Operating Equipment	23,971	24,165	24,165	48,330	63,032
Total Capital Outlay	23,971	24,165	24,165	48,330	63,032
Total Expenditures	48,136	40,628	40,627	81,254	81,432
Revenues in Excess of Expenditures	0	0	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	0	0	0	0
Beginning Balance, May 1	0	0	0	0	0
Ending Balance, April 30	0	0	0	0	0

FY2012/2013
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY SPECIAL RESERVE FUND

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Investment Income	2,606	2,528	0	0	0
Total Revenues	2,606	2,528	0	0	0
EXPENDITURES					
Contingency	0	0	0	0	100,000
Total Contractual Services	0	0	0	0	100,000
Total Expenditures	0	0	0	0	100,000
Revenues in Excess of Expenditures	2,606	2,528	0	0	(100,000)
OTHER SOURCES (USES)					
Transfer In	175,942	287,981	501,132	501,132	100,000
Loan Proceeds	0	0	0		0
Transfer Out	0	0	0		0
Total Other Sources (Uses)	175,942	287,981	501,132	501,132	100,000
Change in Fund Balance	178,548	290,509	501,132	501,132	0
Beginning Balance, May 1	104,921	283,469	573,979	573,979	1,075,111
Ending Balance, April 30	283,469	573,979	1,075,111	1,075,111	1,075,111

FY2012/2013
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY IMRF FUND

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Tax	-	-	427,206	427,206	461,344
Investment Interest	-	-	-	-	-
Total Revenues	-	-	427,206	427,206	461,344
EXPENDITURES					
Library Portion IMRF/FICA	-	-	427,206	427,206	461,344
Library Personnel Services	-	-	427,206	427,206	461,344
Total Expenditures	-	-	427,206	427,206	461,344
Revenues in Excess of Expenditures	-	-	-	-	-
Other Sources/Uses					
Transfer In	-	-	213,603	213,603	-
Loan Proceeds	-	-	-	-	-
Transfer Out	-	-	-	-	-
Total Other Sources & Uses	-	-	213,603	213,603	-
Change in Fund Balance	-	-	213,603	213,603	-
Beginning Balance, May 1	-	-	-	-	213,603
Ending Balance, April 30	-	-	213,603	213,603	213,603

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



**MOTOR FUEL TAX
FUND**

FY2012/2013
STATEMENT OF ACTIVITIES
MFT 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.

FY2011/2012
ACCOMPLISHMENTS
MFT FUND

Goal: Construct the roadway improvement component of the Virginia Street Corridor Improvements.

Status: The construction for the Virginia Street improvement was completed on November 4, 2011. The Engineering Division worked closely with the contractor and the construction engineering consultant to complete the project. There were several complications that the Engineering Division and its construction engineering consultant had to work through, including weather delays and subcontractor quality control. However, the final product is a high quality, aesthetically pleasing improvement.

Goal: Continue to coordinate with McHenry County Division of Transportation and their consultant to finalize the Route 176 and Walkup Avenue Phase II design, acquire right-of-way, and help oversee construction. Member initiative funds and Motor Fuel Tax funds will fund the City's share of the project.

Status: The Phase II Engineering and right-of-way acquisition was completed. The City and McHenry County entered into an agreement that defines each agency's responsibilities for the construction of the project. IDOT opened bids for the construction on August 5, 2011, and Curran Contracting was the successful bidder. The County selected Baxter and Woodman as the Phase III Engineering consultant.

Goal: Select a Phase III Engineering Consultant for the Briarwood Road and Route 176 improvement. Continue to monitor the progress of IDOT's right-of-way acquisition. Bid and oversee the construction of the improvement.

Status: The City approved TranSystems Corporation as the Phase III Engineering consultant. IDOT completed the right-of-way acquisition. IDOT opened bids for the construction on September 23, 2011, and the lowest bidder was Berger Excavating. Construction began in the spring of 2012.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
MFT FUND

Goal: Select a Phase III Engineering Consultant. Complete the right-of-way and easement acquisition for East Crystal Lake Avenue Segment 1. Bid and oversee the construction of the project.

Status: The City selected Hampton, Lenzini and Renwick as the Phase III Engineering consultant. IDOT opened bids for construction on April 29, 2011, and the lowest bidder was Berger Excavating. However, construction was delayed until the spring of 2012 due to a conflict between AT&T's existing infrastructure and the proposed storm sewer. The Engineering Division coordinated with AT&T to resolve the utility conflict.

Goal: Continue to pursue County participation and funding for the South Main Street Improvement.

Status: The City and County have entered into an agreement that defines funding responsibilities for each party. Specifically, McHenry County is responsible for improvements along Virginia Road and Pyott Road. This agreement was approved December 6, 2011 by the City. The City selected TranSystems Corporation as the Phase II Engineering Consultant.

Goal: Complete the Phase I Engineering for Stage 2 of the Union Pacific Railroad Yard Relocation. Continue to process the ICC petition for the Union Pacific Railroad Yard Relocation. Continue to pursue acquiring property for the project.

Status: The City completed an endangered species study on the project site as required per Federal guidelines. The Phase I engineering is pending approval of this study.

Goal: Complete right-of-way acquisition for the Pingree Road Segment 2 improvement. Select a consultant for Phase III Engineering. Bid and oversee the construction and completion of the improvements.

Status: The Engineering Division completed the right-of-way acquisition. The City selected Christopher B. Burke Engineering as the Phase III Engineering consultant. IDOT opened bids for the construction on November 18, 2011, and Curran Contracting was the lowest bidder. Construction began in the spring of 2012.

Goal: Oversee the construction and completion of the improvements of Pingree Road Segment 3.

Status: The construction was completed on November 22, 2011. The improvement replaced the deteriorated pavement, added a center bi-directional turn lane, and added an off-street bike path.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
MFT FUND

McHenry Avenue Improvements: A consultant was selected to design the improvements to McHenry Avenue from Rakow Road to US Route 14. These improvements include resurfacing, storm sewer improvements, the addition of a right turn lane for southbound traffic on McHenry Avenue and a new bike path in front of Crystal Lake South High School.

2010 Motor Fuel Tax Audit: The Engineering Division worked with the Finance Department and the Illinois Department of Transportation to provide them necessary documentation on past MFT funded projects. The IDOT auditors requested documentation from projects between 2000 and 2009. In addition, the City's MFT documentation procedures were adjusted to ensure future audits are less cumbersome.

FY2012/2013
OBJECTIVES
MFT FUND

Transportation and Infrastructure: Continue to improve mobility and infrastructure, while maintaining the system already in place.

- **2012 Active Infrastructure Construction Projects:** Continue to oversee the construction of the following improvements:
 - Widening of East Crystal Lake Avenue between East Street and Erick Street.
 - Improving Pingree Road at Congress Parkway
 - Signalization and geometric improvements of the intersection of Illinois Route 176 and Briarwood Road.
 - Monitoring of the County's Illinois Route 176 and Walkup Avenue improvement.
- **Future Infrastructure Construction Projects:** Continue the planning of future improvements:
 - Continue the design engineering and right-of-way acquisition for the widening of South Main Street between Route 14 and Rakow Road.
 - Continue the preliminary and design engineering of the Crystal Lake Avenue and Main Street Improvement.
 - Complete the design engineering of the McHenry Avenue Improvements.
 - Complete the design engineering of the Bikeway Corridor Improvements.
- **Illuminated Street Name Signs:** Begin a multi-year program to install illuminated street name signs along major roadways in Crystal Lake, which will improve visibility, safety, and way finding within the City's commercial corridors.

FY2012/2013
ANNUAL BUDGET
MOTOR FUEL TAX FUND

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimated	Budget
REVENUES					
Allotments	1,040,902	1,216,104	1,023,991	1,023,991	982,000
Grants	149,839	89,037	-	-	1,353,500
Interest	169,025	106,322	10,000	10,000	16,000
Miscellaneous	(1,575)	11,712	-	-	20,000
Total Revenues	1,358,191	1,423,175	1,033,991	1,033,991	2,371,500
EXPENDITURES					
Professional	454,192	486,364	1,456,533	205,200	1,687,033
Traffic Signals	76,598	321,401	142,000	100,000	178,000
Total Contractual Services	530,790	807,765	1,598,533	305,200	1,865,033
Salt	314,164	313,713	328,000	328,000	328,000
Total Materials & Supplies	314,164	313,713	328,000	328,000	328,000
Land	-	43,330	721,500	250,000	931,600
Streets	567,480	95,245	3,181,925	496,955	2,849,200
Total Capital Outlay	567,480	138,575	3,903,425	746,955	3,780,800
Total Expenditures	1,412,434	1,260,053	5,829,958	1,380,155	5,973,833
Revenues in Excess of Expenditures	(54,243)	163,122	(4,795,967)	(346,164)	(3,602,333)
OTHER SOURCES (USES)					
Transfer In	-	-	-	-	-
Transfer Out	-	-	(1,646,216)	(1,646,216)	-
Total Other Sources (Uses)	-	-	(1,646,216)	(1,646,216)	-
Change in Fund Balance	(54,243)	163,122	(6,442,183)	(1,992,380)	(3,602,333)
Beginning Balance, May 1	9,651,718	9,597,475	9,760,597	9,760,597	7,768,217
Ending Balance, April 30	9,597,475	9,760,597	3,318,414	7,768,217	4,165,884

FY2012/2013
ACCOUNT INFORMATION
MFT FUND

- The FY2012/2013 budget provides funding for the engineering and construction of several major roads. Many of these are ongoing from the prior year: Crystal Lake Avenue/Main Street intersection, East Crystal Lake Avenue widening (Main to Pingree), Pingree Road improvements, Route 176/Walkup Avenue intersection, Route 176/Briarwood intersection and South Main Street widening. The FY2012/2013 budget also includes McHenry Avenue improvements, North Shore Drive re-route and a new roadway at the former site of Viking Dodge.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



**ROAD/VEHICLE LICENSE
FUND**

FY2012/2013
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.

FY2011/2012
ACCOMPLISHMENTS
ROAD/VEHICLE LICENSE FUND

Goal: Conduct the annual street resurfacing program.

Status: The resurfacing program was successfully completed on time and under budget on August 31, 2011. The City resurfaced 32 streets in this program.

Goal: Conduct the annual thermoplastic pavement marking program.

Status: The thermoplastic program was successfully completed on June 13, 2011. The City completed 134 locations in this program.

Goal: Continue the Citywide sidewalk inspection and repair program. The City will look at expanding the program beyond potential tripping hazards to address sections that hold water and do not drain, severely spalled sections, and missing sections.

Status: The sidewalk repair program was successfully completed on August 9, 2011 at 183 locations. The City also completed the installation of decorative sidewalks on June 20, 2011 at:

- Williams Street (west side): Woodstock Street to Brink Street
- Woodstock Street (south side): Williams Street to Grant Street

The Fall Downtown Sidewalk Rehabilitation Program, completed on November 18, 2011, installed decorative sidewalks at:

- Northeast corner of Woodstock Street and Grant Street
- Brink Street (south side): Parking lot to Grant Street

New bicycle racks were also installed on Brink Street near the parking lot entrance.

Goal: Continue to allocate funds to replace damaged curbs and gutters.

Status: The sidewalk repair program also included items for repairing 17 damaged curb locations.

FY2011/2012
ACCOMPLISHMENTS (CONT'D)
ROAD/VEHICLE LICENSE FUND

Goal: The City will repair the sidewalk and the Hussman School steps along Franklin Street. School District 47 has agreed to participate in this project. This project will address safety and liability concerns in this section where school buses load and unload.

Status: School District 47 took the lead on repairing the sidewalk, as well as conducting some other improvements around Hussman School.

FY2012/2013
OBJECTIVES
ROAD/VEHICLE LICENSE FUND

Infrastructure Maintenance: Continue to maintain the existing City infrastructure through the following annual programs.

- Street Resurfacing Program: Maintain a Condition Rating Survey average score for the entire roadway network of at least 6.0 (Fair).
- Sidewalk and Curb Program: Minimize insurance claims related to tripping hazards caused by uneven sidewalks.
- Pavement Marking Program: Enhance safety for motorists on City streets by refreshing pavement markings for improved visibility.
- Downtown Sidewalk Rehabilitation Program: Support the economic development of the historic Downtown by enhancing sidewalk aesthetics that are consistent with the recently completed TIF improvements.
- Pavement Preservation Program: Research and implement a new pavement preservation program to extend the usable life of the City's streets in a cost effective manner.

**FY2012/2013
ANNUAL BUDGET
ROAD/VEHICLE LICENSE FUND**

	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimated	2012/2013 Budget
REVENUES					
Property Tax	436,381	444,035	420,000	459,600	450,000
Motor Vehicle License	236,273	232,567	230,000	231,200	232,000
Interest	46,016	45,126	22,129	36,000	15,000
Reimbursed Expenses	-	307,011	60,300	60,300	60,300
Total Revenues	718,670	1,028,739	732,429	787,100	757,300
EXPENDITURES					
Professional	46,389	28,955	62,320	42,320	62,820
Postage & Freight	8,704	9,658	17,550	17,550	17,550
Sidewalks	128,349	132,837	235,600	235,600	140,000
Total Contractual Services	183,442	171,450	315,470	295,470	220,370
Stationery & Printing	2,280	2,511	2,650	2,400	2,650
Total Materials & Supplies	2,280	2,511	2,650	2,400	2,650
Public Works Improvements	969,116	1,249,446	2,010,000	1,927,720	1,970,280
Land	-	-	-	-	-
Streets	27,559	-	-	-	-
Total Capital Outlay	996,675	1,249,446	2,010,000	1,927,720	1,970,280
Total Expenditures	1,182,397	1,423,407	2,328,120	2,225,590	2,193,300
Revenues in Excess of Expenditures	(463,727)	(394,668)	(1,595,691)	(1,438,490)	(1,436,000)
OTHER SOURCES (USES)					
Transfer In	53,000	-	500,000	500,000	785,904
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	53,000	-	500,000	500,000	785,904
Change in Fund Balance	(410,727)	(394,668)	(1,095,691)	(938,490)	(650,096)
Beginning Balance, May 1	2,393,981	1,983,254	1,588,586	1,588,586	650,096
Ending Balance, April 30	1,983,254	1,588,586	492,895	650,096	-

FY2012/2013
ACCOUNT INFORMATION
ROAD/VEHICLE LICENSE FUND

- The reconstruction of the Hussman School steps and sidewalk was completed in FY2011/2012 therefore costs to reconstruct the steps and sidewalk again in FY2012/2013 were not budgeted in the Sidewalks account.
- Public Works improvements reflect costs for the annual resurfacing program (\$1,800,000), pavement preservation program, the pavement marking program as well as, pedestrian safety improvements and improvements to the Route 14 gateway.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



THREE OAKS RECREATION AREA
OPERATING FUND

**FY2012/2013
STATEMENT OF ACTIVITIES
THREE OAKS RECREATION AREA OPERATING FUND**

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

Included in this budget are all operational costs, as well as costs for storage and winterizing of all equipment. The concessions stand is operated by Culver's and projected revenues and rent are included in this area. Capital equipment purchases will be made from 2009 bond proceeds.

**FY2011/2012
ACCOMPLISHMENTS
THREE OAKS RECREATION AREA**

<u>Goal</u>	<u>Status</u>
Maximize facility revenues, including marina rental fees, pavilion rental fees, and entry fees, to fund facility expenses.	100% of part-time salaries offset by revenues (85% of total expenditures offset by revenues) <ul style="list-style-type: none"> • \$238,003 Marina Sales • \$142,903 Beach Sales • \$10,089 merchandise sales (included in marina sales)
Continue emphasizing the importance of customer service by providing initial and ongoing staff customer service training.	Performed employee orientation and weekly training module. Additional "refresher" training occurred throughout the summer.
Provide a facility where patrons can safely enjoy the various park amenities.	129,543 people visited the park (70% residents / 30% non-residents 90 Pavilion Reservations

FY2012/2013
OBJECTIVES
THREE OAKS RECREATION AREA

<u>2012 / 2013 Goal</u>	<u>Action Plan</u>
Continuous Improvement – Marina	<p>Continue to ensure adequate supply of rental watercraft during peak demand</p> <ol style="list-style-type: none"> 1. Improve equipment (trolling motor guard / AGM battery) 2. Streamline in-house repair of marina equipment <p>Improve Customer Fishing Experience</p> <ol style="list-style-type: none"> 1. Ensure rental boat passenger comfort: replace life vests and seat cushions as needed. 2. Where possible, improve shoreline fishing access 3. For the customer's convenience sell fishing merchandise <p>Use Zoomerang Survey tool to measure customer satisfaction.</p>
Continuous Improvement – Beach	<p>Improve General Beach Experience</p> <ol style="list-style-type: none"> 1. Add shade and more picnic benches 2. Utilize finer beach sand to replace sand that naturally washes into the lake 3. Improve entrance and exiting flow of customers at current entrance location 4. Speed customer transaction at beach gate <p>Use Zoomerang Survey tool to measure customer satisfaction.</p>
Enhance Revenues	<ol style="list-style-type: none"> 1. Sell more fishing merchandise 2. Explore opportunities for revenue enhancements
Control Costs	<ol style="list-style-type: none"> 1. Work with Fleet Services to improve in-house staff repair of motors, boats and equipment. 2. Improve scheduling to ensure zero overtime
Train staff to provide patrons with exceptional customer service.	<p>Implement improved customer service training module.</p> <p>Implement monthly all employee meetings and regular employee newsletter communication.</p>

FY2012/2013
ANNUAL BUDGET
THREE OAKS RECREATION AREA FUND

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Parking Fees	-	27,917	20,000	95,000	85,000
Admission Fees - Beach	-	-	75,000	144,500	145,000
Interest Income	-	-	250	100	-
Rental Income	-	63,204	159,000	235,000	230,000
Miscellaneous Income	-	3,949	2,500	10,000	2,500
Total Revenues	-	95,070	256,750	484,600	462,500
EXPENDITURES					
Part-time Salaries	-	88,394	413,599	396,945	418,303
Overtime	-	789	-	2,555	-
Total Personnel Services	-	89,183	413,599	399,500	418,303
Professional Services	-	3,253	12,650	11,800	12,200
Publishing	-	3,837	5,750	4,328	3,660
Postage & Freight	-	46	200	250	250
Training	-	1,181	2,874	2,604	3,650
Insurance & Bonding	-	6,242	3,318	3,318	3,318
Utilities	-	16,547	30,770	25,000	32,460
Physicals	-	8,438	9,500	9,000	5,915
Plant Maintenance Services	-	47,646	55,715	57,500	59,260
Rent - Buildings & Equipment	-	-	-	101	-
Total Contractual Services	-	87,190	120,777	113,901	120,713
Office Supplies	-	1,499	800	1,250	800
Cleaning Supplies	-	4,159	3,800	5,500	5,000
Motor Fuel & Lubricants	-	9	2,565	6,000	4,800
Comp. Hardware & Software	-	-	775	775	775
Small Tools & Equipment	-	5,131	500	3,475	2,500
Automotive Supplies	-	346	1,000	1,500	1,000
Clothing	-	11,793	13,496	12,000	10,000
Operating Supplies	-	8,564	7,850	20,000	24,000
Total Materials & Supplies	-	31,501	30,786	50,500	48,875
Total Expenditures	-	207,874	565,162	563,901	587,891
Revenues in Excess of Expenditures	-	(112,804)	(308,412)	(79,301)	(125,391)

FY2012/2013
 ANNUAL BUDGET
 THREE OAKS RECREATION AREA FUND (CONT'D)

	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
OTHER SOURCES (USES)					
Transfer In	-	112,804	308,412	79,301	125,391
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	112,804	308,412	79,301	125,391
Change in Fund Balance	-	-	-	-	-
Beginning Balance, May 1	-	-	-	-	-
Ending Balance, April 30	-	-	-	-	-

FY2012/2013
 ACCOUNT INFORMATION
 THREE OAKS RECREATION AREA FUND

- The operations of this area as a recreational destination began in early fall of 2010 with its first full operational year following in FY2011/2012. The FY2012/2013 budget best reflects goods and services needed to continue to provide visitors with an unparalleled recreational experience.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



IMRF FUND

FY2012/2013
STATEMENT OF ACTIVITIES
IMRF FUND

Employee Social Security pension requirements are accommodated through the Illinois Municipal Retirement Fund (IMRF). The IMRF is regulated by the Illinois Municipal Retirement Fund Agency established under State law.

FY2012/2013
ANNUAL BUDGET
IMRF FUND

	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
REVENUES					
Property Tax	1,894,648	2,035,302	1,055,000	1,055,008	1,410,475
Investment Interest	2,190	2,920	2,000	2,500	2,500
Total Revenues	1,896,838	2,038,222	1,057,000	1,057,508	1,412,975
EXPENDITURES					
City Portion Social Security	654,385	660,277	454,933	454,933	466,306
City Portion IMRF	894,554	986,115	927,611	927,611	985,785
City Portion Medicare	153,042	154,420	279,931	279,931	286,929
Total Personnel Services	1,701,981	1,800,812	1,662,475	1,662,475	1,739,021
Total Expenditures	1,701,981	1,800,812	1,662,475	1,662,475	1,739,021
Revenues in Excess of Expenditures	194,857	237,410	(605,475)	(604,967)	(326,046)
Change in Fund Balance	194,857	237,410	(605,475)	(604,967)	(326,046)
Beginning Balance, May 1	1,030,121	1,224,978	1,462,388	1,462,388	857,421
Ending Balance, April 30	1,224,978	1,462,388	856,913	857,421	531,375

2011/2012 Budget amounts exclude contributions for Library personnel.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



**POLICE PENSION
FUND**

FY2012/2013
STATEMENT OF ACTIVITIES
POLICE PENSION FUND

The Police Pension Fund was created, as required by State Statute, to provide retirement and disability benefits for sworn City of Crystal Lake police officers and their dependents. The tax levy passed in December 2011 and is intended to fund the 2012/2013 budget.

FY2012/2013
ANNUAL BUDGET
POLICE PENSION FUND

	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
REVENUES					
Employee Contributions	488,183	504,647	520,000	520,000	525,200
Employer Contributions	1,240,961	1,385,548	1,837,296	1,837,296	1,837,308
Investment Income	3,803,684	2,285,844	1,302,628	1,025,987	1,100,000
Miscellaneous	-	6,799	-	-	
Total Revenues	5,532,828	4,182,838	3,659,924	3,383,283	3,462,508
EXPENDITURES					
Pension Payments	1,386,667	1,527,619	1,524,000	1,524,000	1,560,000
Total Personnel Services	1,386,667	1,527,619	1,524,000	1,524,000	1,560,000
Professional	87,321	96,090	95,000	95,000	95,000
Legal	9,833	4,868	10,000	10,000	10,000
Training	745	-	1,000	1,000	1,000
Dues & Subscriptions	750	925	1,000	1,000	1,000
State Filing Fees	4,216	3,694	5,000	5,000	5,000
Total Contractual Services	102,865	105,577	112,000	112,000	112,000
Total Expenditures	1,489,532	1,633,196	1,636,000	1,636,000	1,672,000
Revenues in Excess of Expenditures	4,043,296	2,549,642	2,023,924	1,747,283	1,790,508
Change in Fund Balance	4,043,296	2,549,642	2,023,924	1,747,283	1,790,508
Beginning Balance, May 1	18,468,343	22,511,639	25,061,281	25,061,281	26,808,564
Ending Balance, April 30	22,511,639	25,061,281	27,085,205	26,808,564	28,599,072

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



FIREFIGHTERS PENSION FUND

FY2012/2013
STATEMENT OF ACTIVITIES
FIREFIGHTERS PENSION FUND

The Firefighters Pension Fund was created, as required by State Statute, to provide retirement and disability benefits for City of Crystal Lake firefighters/paramedics and their dependents. The tax levy passed in December 2011 and is intended to fund the 2012/2013 budget.

FY2012/2013
ANNUAL BUDGET
FIREFIGHTERS' PENSION FUND

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Employee Contributions	449,221	468,909	520,000	485,000	485,000
Employer Contributions	995,800	1,128,846	1,544,260	1,544,260	1,837,308
Investment Income	2,033,235	1,462,535	817,043	643,130	643,130
Miscellaneous	-	(6,799)	-	60,000	-
Total Revenues	3,478,256	3,053,491	2,881,303	2,732,390	2,965,438
EXPENDITURES					
Pension Payments	523,339	716,455	660,000	803,000	780,000
Total Personnel Services	523,339	716,455	660,000	803,000	780,000
Professional	48,440	64,779	48,000	48,000	48,000
Legal	7,266	16,160	10,000	10,000	10,000
Training	745	-	2,000	2,000	2,000
State Filing Fees	2,544	2,425	3,000	3,000	3,000
Total Contractual Services	58,995	83,364	63,000	63,000	63,000
Total Expenditures	582,334	799,819	723,000	866,000	843,000
Revenues in Excess of Expenditures	2,895,922	2,253,672	2,158,303	1,866,390	2,122,438
Change in Fund Balance	2,895,922	2,253,672	2,158,303	1,866,390	2,122,438
Beginning Balance, May 1	12,125,258	15,021,180	17,274,852	17,274,852	19,141,242
Ending Balance, April 30	15,021,180	17,274,852	19,433,155	19,141,242	21,263,680

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



**CROSSING GUARD
FUND**

FY2012/2013
STATEMENT OF ACTIVITIES
CROSSING GUARD FUND

The Crossing Guard Fund provides the budgetary accounts necessary for the operation of the Crossing Guard Program. This program is administered by the Police Department for certain high-priority locations where crossing guards are warranted.

FY2012/2013
ANNUAL BUDGET
CROSSING GUARD FUND

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Tax	47,224	47,598	28,000	28,000	35,000
Investment Interest	154	108	-	-	498
Reimbursed Expenses	20,618	23,560	18,000	18,000	18,360
Total Revenues	67,996	71,266	46,000	46,000	53,858
EXPENDITURES					
Part-time Salaries	54,655	57,021	60,174	60,174	62,605
Total Personnel Services	54,655	57,021	60,174	60,174	62,605
Small Tools & Equipment	116	23	100	100	100
Clothing	-	38	-	-	-
Total Materials & Supplies	116	61	100	100	100
Total Expenditures	54,771	57,082	60,274	60,274	62,705
Revenues in Excess of Expenditures	13,225	14,184	(14,274)	(14,274)	(8,847)
Change in Fund Balance	13,225	14,184	(14,274)	(14,274)	(8,847)
Beginning Balance, May 1	34,819	48,044	62,228	62,228	47,954
Ending Balance, April 30	48,044	62,228	47,954	47,954	39,107

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



FOREIGN FIRE INSURANCE FUND

FY2012/2013
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.

FY2012/2013
ANNUAL BUDGET
FOREIGN FIRE INSURANCE FUND

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Foreign Fire Insurance Tax	64,284	62,226	62,226	60,938	60,938
Interest Earnings	361	457	300	300	300
Miscellaneous	300	-	-	-	-
Total Revenues	64,945	62,683	62,526	61,238	61,238
EXPENDITURES					
Stipends	850	675	1,500	1,500	1,500
Total Personnel Services	850	675	1,500	1,500	1,500
Legal	29	-	500	500	500
Training	-	-	1,200	1,200	1,200
Insurance & Bonding	-	-	100	100	100
Radio Equipment Services	4,248	-	5,000	5,000	5,000
Total Contractual Services	4,277	-	6,800	6,800	6,800
Computer Hardware & Software	-	-	100	100	100
Small Tools & Equipment	34,696	10,102	52,626	51,338	51,338
Operating Supplies	-	-	1,500	1,500	1,500
Total Materials & Supplies	34,696	10,102	54,226	52,938	52,938
Total Expenditures	39,823	10,777	62,526	61,238	61,238
Revenues in Excess of Expenditures	25,122	51,906	-	-	-
Change in Fund Balance	25,122	51,906	-	-	-
Beginning Balance, May 1	62,065	87,187	139,093	139,093	139,093
Ending Balance, April 30	87,187	139,093	139,093	139,093	139,093

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



INSURANCE FUND

FY2012/2013
STATEMENT OF ACTIVITIES
INSURANCE FUND

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

FY2012/2013
ANNUAL BUDGET
INSURANCE FUND

	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
REVENUES					
Investment Interest	631	1,993	-	380	-
Group Health Insurance					
Employee Contributions	-	491,884	-	488,000	415,247
Library Contributions	-	285,473	-	280,000	280,000
General Fund Contributions	-	-	-	-	-
Fire Rescue Contributions	-	-	-	-	-
Water & Sewer Contributions	-	-	-	-	-
Reimbursements	-	264,234	-	236,000	-
Liability Insurance					
General Fund Contributions		-	-	-	-
Fire Rescue Contributions		-	-	-	-
Water & Sewer Contributions		-	-	-	-
TORA Contributions		-	-	-	-
Total Revenues	631	1,043,584	-	1,004,380	695,247
EXPENDITURES					
Group Health Insurance	-	751,717	79,200	1,426,354	1,230,983
Total Personnel Services	-	751,717	79,200	1,426,354	1,230,983
Insurance & Bonding	-	-	-	-	-
Total Contractual Services	-	-	-	-	-
Total Expenditures	-	751,717	79,200	1,426,354	1,230,983
Revenues in Excess of Expenditures	631	291,867	(79,200)	(421,974)	(535,736)

FY2012/2013
ANNUAL BUDGET
INSURANCE FUND (CONT'D)

	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
OTHER SOURCES (USES)					
Transfer In	-	614,060	-	280,887	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	614,060	-	280,887	-
Change in Fund Balance	631	905,927	(79,200)	(141,087)	(535,736)
Beginning Balance, May 1	464,905	465,536	1,371,463	1,371,463	1,230,376
Ending Balance, April 30	465,536	1,371,463	1,292,263	1,230,376	694,640

FY2012/2013
ACCOUNT INFORMATION
INSURANCE FUND

- Budgeted in FY2012/2013 are funds to continue the City's efforts in 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.

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



CAPITAL REPLACEMENT FUND

FY2012/2013
STATEMENT OF ACTIVITIES
CAPITAL REPLACEMENT FUND

The Capital Replacement Fund was established during fiscal year 2010/2011 and was funded initially from General Fund reserves. The Capital 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.

FY2012/2013
ANNUAL BUDGET
CAPITAL REPLACEMENT FUND

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Investment Income	-	-	-	-	-
Total Revenues	-	-	-	-	-
EXPENDITURES					
Professional Services	-	-	-	-	81,000
Sidewalks	-	-	-	-	-
Total Contractual Services	-	-	-	-	81,000
Comp. Hardware & Software	-	-	29,900	29,900	91,145
Small Tools & Equipment	-	-	32,923	32,923	54,800
Automotive Supplies	-	-	-	-	9,000
Street Signs	-	-	25,000	25,000	25,000
Total Materials & Supplies	-	-	87,823	87,823	179,945
Buildings & Facilities	-	-	184,000	134,000	737,000
Automotive Equipment	-	-	436,081	343,081	733,721
Operating Equipment	-	-	139,900	139,900	240,500
Total Capital Outlay	-	-	759,981	616,981	1,711,221
Debt Service - Principal	-	-	-	-	-
Debt Service - Interest	-	-	-	-	-
Total Debt Service	-	-	-	-	-
Total Expenditures	-	-	847,804	704,804	1,972,166
Revenues in Excess of Expenditures	-	-	(847,804)	(704,804)	(1,972,166)

FY2012/2013
ANNUAL BUDGET
CAPITAL REPLACEMENT FUND (CONT'D)

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
OTHER SOURCES (USES)					
Transfer In	-	-	1,048,524	3,704,804	1,972,166
Bond Proceeds	-	-	-	-	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	-	1,048,524	3,704,804	1,972,166
Change in Fund Balance	-	-	200,720	3,000,000	-
Beginning Balance, May 1	-	-	-	-	3,000,000
Ending Balance, April 30	-	-	200,720	3,000,000	3,000,000

FY2012/2013
ACCOUNT INFORMATION
CAPITAL REPLACEMENT FUND

- Capital and technological equipment expenditures budgeted for FY2012/2013 include:
 - Patrol car replacements (5)
 - Detective vehicle replacement
 - Four-wheel drive vehicle (2)
 - Administrative vehicle replacement
 - Hot Patcher replacement
 - Front-end wheel loader replacement
 - Forestry truck
 - One-ton dump truck replacements (2)
 - Boom lift (used)
 - Sewer televising camera unit
 - Garbage truck conversion to Grapple truck
 - Parts washer
 - Additional GPS units (5)
 - Wiring harnesses for salt spreader controls
 - Emergency backup generator
 - Municipal building 2nd floor expansion (engineering)
 - Dedicated Emergency Operations Center build-out
 - Public Works garage condensing unit replacement
 - Public Works garage air handler replacement
 - Public Works Garage concrete floor restoration

FY2012/2013
ACCOUNT INFORMATION (CONT'D)
CAPITAL REPLACEMENT FUND

- Point-to-Point server connection
- Master address repository software
- Server replacements
- Replacement switches
- Personal computer replacements
- Mobile workstation tablets (6)
- Mobile printers (2)
- In-squad computers (7)
- Docking stations (5)
- Scanners (2)
- Conference room video/display presentation system
- Asset management software upgrade
- Financial software upgrade (training)
- HVAC Pro software
- PC/Server remote management software
- Traffic sign inventory and management system software
- Copier replacements (2)
- Street and traffic signs replacement
- Firearms replacement
- Kevlar helmets
- Night vision goggles (2)

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



DEBT SERVICE FUNDS

FY2012/2013
SUMMARY STATEMENT
DEBT SERVICE FUNDS

Debt Service Funds consists of separate programs to fund the bond and interest obligations for various capital projects. During the fiscal year, payment of principal and interest amounts is due and payable on outstanding bond issues that provided funds for the construction of the various capital improvement projects. The budgetary accounts do not represent a general obligation for funding by the City as a whole. Rather, these projects represent certain specific improvements financed through, and with, payment obligations deriving from the parties that benefit from the improvements. These budgetary accounts include projects as follows:

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
Revenues & Other Sources					
SEECOM	283,608	287,758	286,403	286,403	284,893
Crystal Heights SSA 43	118,195	127,509	129,879	129,879	131,934
Tracy Trail SSA 44	85,839	65,067	72,675	72,675	72,675
Bryn Mawr SSA 45	384,582	620,573	458,448	286,465	455,628
Ryland SSA 46	157,832	160,446	156,773	156,773	159,968
Three Oaks/Vulcan Lakes TIF	52,811	1,001,793	1,029,956	1,007,464	1,031,213
Total Revenues & Other Sources	1,082,867	2,263,146	2,134,134	1,939,659	2,136,311
Expenditures & Other Uses					
SEECOM	283,608	287,758	286,403	286,403	284,893
Crystal Heights SSA 43	130,524	138,268	129,879	129,879	131,934
Tracy Trail SSA 44	78,975	76,925	72,675	72,675	72,675
Bryn Mawr SSA 45	387,388	458,648	458,448	458,448	455,628
Ryland SSA 46	153,750	156,348	156,773	156,773	159,968
Three Oaks/Vulcan Lakes TIF	0	1,032,112	1,029,956	1,029,956	1,031,213
Total Expenditures & Other Uses	1,034,245	2,150,059	2,134,134	2,134,134	2,136,311

FY2012/2013
STATEMENT OF ACTIVITIES
SEECOM PROJECT DEBT SERVICE BUDGET

This project provided for the establishment of the Southeast Emergency Communications Center, which serves the Crystal Lake, Algonquin, and Cary areas. The member communities will share the related debt service proportionally. This bond is amortized over a 15-year period. The final debt service payment is due on or before December 19, 2019. The principal amount of bonds outstanding at April 30, 2012 is \$1,970,000.

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Reimbursements	283,608	287,758	286,403	286,403	284,893
Total Revenues	283,608	287,758	286,403	286,403	284,893
EXPENDITURES					
Bond Indebtedness - Principal	195,000	205,000	210,000	210,000	215,000
Bond Indebtedness - Interest	88,608	82,758	76,403	76,403	69,893
Total General Expenses	283,608	287,758	286,403	286,403	284,893
Total Expenditures	283,608	287,758	286,403	286,403	284,893
Revenues in Excess of Expenditures	-	-	-	-	-
OTHER SOURCES (USES)					
Transfer In	-	-	-	-	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	-	-	-	-
Change in Fund Balance	-	-	-	-	-
Beginning Balance, May 1	-	-	-	-	-
Ending Balance, April 30	-	-	-	-	-

FY2012/2013
STATEMENT OF ACTIVITIES
CRYSTAL HEIGHTS WATER & SEWER PROJECT DEBT
SERVICE BUDGET

The Crystal Heights Water and Sewer Project will provide the installation of water main and sanitary sewer lines for approximately 40 Crystal Heights residents. This project was constructed during the 2005 construction season and the related debt service is supported by payments required under the participation agreements and backed by a special service area. This bond is amortized over a 15-year period. The final debt service payment is due on or before December 19, 2019. The principal amount of bonds outstanding at April 30, 2012 is \$900,000.

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Investment Income	(52)	59	-	-	-
Reimbursements	118,247	127,450	129,879	129,879	131,934
Total Revenues	118,195	127,509	129,879	129,879	131,934
EXPENDITURES					
Bond Indebtedness - Principal	90,000	95,000	95,000	95,000	100,000
Bond Indebtedness - Interest	40,524	43,268	34,879	34,879	31,934
Total General Expenses	130,524	138,268	129,879	129,879	131,934
Total Expenditures	130,524	138,268	129,879	129,879	131,934
Revenues in Excess of Expenditures	(12,329)	(10,759)	-	-	-
OTHER SOURCES (USES)					
Transfer In	-	-	-	-	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	-	-	-	-
Change in Fund Balance	(12,329)	(10,759)	-	-	-
Beginning Balance, May 1	53,119	40,790	30,031	30,031	30,031
Ending Balance, April 30	40,790	30,031	30,031	30,031	30,031

FY2012/2013
STATEMENT OF ACTIVITIES
TRACY TRAIL PROJECT DEBT SERVICE BUDGET

This project provided for roadway improvements along Tracy Trail and is being paid for by Special Service Area #44. This bond is amortized over a 15-year period. The final debt service payment is due on or before December 1, 2021. The principal amount of bonds outstanding at April 30, 2012 is \$500,000.

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Taxes	33,604	76,925	72,675	72,675	72,675
Investment Income	2	44	-	-	-
Miscellaneous	52,233	(11,902)	-	-	-
Total Revenues	85,839	65,067	72,675	72,675	72,675
EXPENDITURES					
Bond Indebtedness - Principal	50,000	50,000	50,000	50,000	50,000
Bond Indebtedness - Interest	28,975	26,925	22,675	22,675	22,675
Total General Expenses	78,975	76,925	72,675	72,675	72,675
Total Expenditures	78,975	76,925	72,675	72,675	72,675
Excess Revenues over Expenditures	6,864	(11,858)	-	-	-
Change in Fund Balance	6,864	(11,858)	-	-	-
Beginning Balance, May 1	39,632	46,496	34,638	34,638	34,638
Ending Balance, April 30	46,496	34,638	34,638	34,638	34,638

FY2012/2013
STATEMENT OF ACTIVITIES
BRYN MAWR WATER & SEWER PROJECT DEBT SERVICE
BUDGET

This project provided for the installation of water main and sanitary sewer lines near Route 14 and Route 176, and is being paid for by Special Service Area #45. This bond is amortized over a 25-year period. The final debt service payment is due on or before February 1, 2031. The principal amount of bonds outstanding at April 30, 2012 is \$5,440,000.

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Taxes	384,388	455,648	458,448	129,562	455,628
Investment Income	194	504	-	-	-
Miscellaneous	-	-	-	-	-
Total Revenues	384,582	456,152	458,448	129,562	455,628
EXPENDITURES					
Bond Indebtedness - Principal	85,000	160,000	170,000	170,000	175,000
Bond Indebtedness - Interest	302,388	298,648	288,448	288,448	280,628
Total General Expenses	387,388	458,648	458,448	458,448	455,628
Total Expenditures	387,388	458,648	458,448	458,448	455,628
Excess Revenues over Expenditures	(2,806)	(2,496)	-	(328,886)	-
OTHER SOURCES (USES)					
Transfer In	-	164,421	-	156,903	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	164,421	-	156,903	-
Change in Fund Balance	(2,806)	161,925	-	(171,983)	-
Beginning Balance, May 1	12,864	10,058	171,983	171,983	-
Ending Balance, April 30	10,058	171,983	171,983	-	-

FY2012/2013
STATEMENT OF ACTIVITIES
RYLAND WATER & SEWER PROJECT DEBT SERVICE BUDGET

This project provided for the installation of water main and sanitary sewer lines within the Ryland Subdivision near Route 14 and Route 176, and is being paid for by Special Service Area #46. This bond is amortized over a 30-year period. The final debt service payment is due on or before March 1, 2036. The principal amount of bonds outstanding at April 30, 2012 is \$2,469,000.

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Taxes	157,750	160,348	156,773	156,773	159,968
Investment Income	82	98	-	-	
Total Revenues	157,832	160,446	156,773	156,773	159,968
EXPENDITURES					
Bond Indebtedness - Principal	7,000	10,000	14,000	14,000	18,000
Bond Indebtedness - Interest	146,750	146,348	142,773	142,773	141,968
Total General Expenses	153,750	156,348	156,773	156,773	159,968
Total Expenditures	153,750	156,348	156,773	156,773	159,968
Excess Revenues over Expenditures	4,082	4,098	-	-	-
Change in Fund Balance	4,082	4,098	-	-	-
Beginning Balance, May 1	(2,393)	1,689	5,787	5,787	5,787
Ending Balance, April 30	1,689	5,787	5,787	5,787	5,787

FY2012/2013
STATEMENT OF ACTIVITIES
THREE OAKS RECREATION AREA DEBT SERVICE FUND

This project provided for the construction of the Three Oaks Recreation area and is being funded by Vulcan Lakes Tax Increment Financing and 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, 2012 is \$14,119,726.

	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
REVENUES					
Incremental Property Tax	52,769	53,580	55,000	73,742	-
Investment Income	42	(268)	-	-	-
Reimbursements	-	-	-	-	-
Total Revenues	52,811	53,312	55,000	73,742	-
EXPENDITURES					
Bond Indebtedness - Principal	-	502,079	613,195	613,195	621,426
Bond Indebtedness - Interest	-	530,033	416,761	416,761	409,787
Total General Expenses	-	1,032,112	1,029,956	1,029,956	1,031,213
Total Expenditures	-	1,032,112	1,029,956	1,029,956	1,031,213
Revenues in Excess of Expenditures	52,811	(978,800)	(974,956)	(956,214)	(1,031,213)
OTHER SOURCES (USES)					
Transfer In	-	948,481	974,956	933,722	1,031,213
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	948,481	974,956	933,722	1,031,213
Change in Fund Balance	52,811	(30,319)	-	(22,492)	-
Beginning Balance, May 1	-	52,811	22,492	22,492	-
Ending Balance, April 30	52,811	22,492	22,492	-	-

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



CAPITAL CONSTRUCTION FUNDS

FY2011/2012
SUMMARY STATEMENT
CAPITAL CONSTRUCTION FUNDS

In order to provide the proper accounting procedures, and also to comply with State Statutes, various Capital Construction Funds were established. Budgetary and accounting mechanisms are provided for the Capital Construction Funds in order to account for revenues primarily available from bond sales that provide funding for respective projects. The debt retirement of the bond issues is provided from separate revenue sources, which may include special assessments, special service areas, or participation agreements. Only those areas benefiting from the improvement projects provide the special additional property taxes within a special service area and, thus, these arrangements do not represent a cost to the City residents in general.

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
Revenues & Other Sources					
Main Street TIF	56,746	58,017	52,000	72,235	72,000
Virginia Street TIF	155,415	1,582,405	5,003,624	4,375,928	150,000
Vulcan Lakes TIF	15,300,302	635,373	-	-	55,000
Total Revenues & Other Sources	15,512,463	2,275,795	5,055,624	4,448,163	277,000
Expenditures & Other Uses					
Main Street TIF	11,378	4,481	181,500	181,500	-
Virginia Street TIF	1,843	950,030	5,302,095	5,321,299	48,296
Vulcan Lakes TIF	8,662,114	6,927,575	-	720,792	55,000
Total Expenditures & Other Uses	8,675,335	7,882,086	5,483,595	6,223,591	103,296

FY2012/2013
STATEMENT OF ACTIVITIES
MAIN STREET TIF FUND

Funds are budgeted for the initial planning and engineering design services for the Main Street TIF. The TIF program includes improvements to Main Street and Crystal Lake Avenue and the relocation of the railroad.

FY2012/2013
ANNUAL BUDGET
MAIN STREET TIF FUND

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Taxes (Incremental)	56,631	57,793	52,000	72,120	72,000
Grants	-	-	-	-	-
Investment Income	115	224	-	115	-
Total Revenues	56,746	58,017	52,000	72,235	72,000
EXPENDITURES					
Professional	11,378	4,481	-	-	-
Total Contractual Services	11,378	4,481	-	-	-
Public Works Improvements	-	-	181,500	181,500	-
Total Capital Outlay	-	-	181,500	181,500	-
Total Expenditures	11,378	4,481	181,500	181,500	-
Revenues in Excess of Expenditures	45,368	53,536	(129,500)	(109,265)	72,000
OTHER SOURCES (USES)					
Transfer In	-	-	-	-	-
Bond Proceeds	-	-	-	-	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	-	-	-	-
Change in Fund Balance	45,368	53,536	(129,500)	(109,265)	72,000
Beginning Balance, May 1	65,390	110,758	164,294	164,294	55,029
Ending Balance, April 30	110,758	164,294	34,794	55,029	127,029

FY2012/2013
STATEMENT OF ACTIVITIES
VIRGINIA STREET TIF FUND

Funds are budgeted for the initial planning and engineering design services. The Virginia Street Corridor TIF program is intended to spur a comprehensive revitalization of this area and will include streetscape improvements/beautification and redevelopment of key identified sites within the corridor.

FY2012/2013
ANNUAL BUDGET
VIRGINIA STREET TIF FUND

	2009/2010 Actual	2010/2011 Actual	2011/2012 Budget	2011/2012 Estimate	2012/2013 Budget
REVENUES					
Property Taxes (Incremental)	155,232	145,296	125,000	150,992	150,000
Grants	-	675,000	2,254,173	1,600,000	-
Investment Income	183	248	-	485	-
Total Revenues	155,415	820,544	2,379,173	1,751,477	150,000
EXPENDITURES					
Professional	1,843	63,331	-	-	-
Total Contractual Services	1,843	63,331	-	-	-
Public Works Improvements	-	886,699	5,302,095	5,321,299	20,000
Total Capital Outlay	-	886,699	5,302,095	5,321,299	20,000
Total Expenditures	1,843	950,030	5,302,095	5,321,299	20,000
Revenues in Excess of Expenditures	153,572	(129,486)	(2,922,922)	(3,569,822)	130,000
OTHER SOURCES (USES)					
Transfer In	-	761,861	2,624,451	2,624,451	-
Bond Proceeds	-	-	-	-	-
Transfer Out	-	-	-	-	(28,296)
Total Other Sources (Uses)	-	761,861	2,624,451	2,624,451	(28,296)
Change in Fund Balance	153,572	632,375	(298,471)	(945,371)	101,704
Beginning Balance, May 1	57,720	211,292	843,667	843,667	(101,704)
Ending Balance, April 30	211,292	843,667	545,196	(101,704)	-

Note: Virginia Street TIF received funding from Home Rule Sales Tax in the amount of \$1,740,096.
Future tax increment will be used to reimburse the Home Rule Sales Tax Fund

FY2012/2013
ACCOUNT INFORMATION
VIRGINIA STREET TIF FUND

- Funds budgeted in FY2012/2013 are for the relining of manholes along the Virginia Street corridor.

FY2012/2013
STATEMENT OF ACTIVITIES
VULCAN LAKES TIF/THREE OAKS RECREATION AREA FUND

Funds are budgeted for the initial planning and engineering design services. The Three Oaks Recreation Area is intended to spur a comprehensive development of this area and will include residential, retail, and recreational facilities.

FY2012/2013
ANNUAL BUDGET
VULCAN LAKES TIF/THREE OAKS RECREATION AREA FUND

	2009/2010	2010/2011	2011/2012	2011/2012	2012/2013
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Taxes (Incremental)	-		-	-	55,000
Investment Income	65,302	28,896	-	-	-
Total Revenues	65,302	28,896	-	-	55,000
EXPENDITURES					
Professional	-	550,297	-	-	-
Total Contractual Services	-	550,297	-	-	-
Public Works Improvements	8,662,114	6,001,419	-	-	-
Operating Equipment	-	375,859	-	720,792	-
Total Capital Outlay	8,662,114	6,377,278	-	720,792	-
Total Expenditures	8,662,114	6,927,575	-	720,792	-
Revenues in Excess of Expenditures	(8,596,812)	(6,898,679)	-	(720,792)	55,000
OTHER SOURCES (USES)					
Transfer In	-	606,477	-	-	-
Bond Proceeds	15,235,000	-	-	-	-
Transfer Out	-	-	-	-	(55,000)
Total Other Sources (Uses)	15,235,000	606,477	-	-	(55,000)
Change in Fund Balance	6,638,188	(6,292,202)	-	(720,792)	-
Beginning Balance, May 1	374,806	7,012,994	720,792	720,792	-
Ending Balance, April 30	7,012,994	720,792	720,792	-	-

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



BUDGET APPROVAL



The City of Crystal Lake

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE as follows:

SECTION 1: WHEREAS, 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, and further authorizes the budget officer to obtain such additional information from boards of the municipality as the officer determines may be useful for purposes of compiling a municipal budget, and which further provides that the budget shall contain actual or estimated revenues and expenditures for the fiscal year for which the budget is prepared, all to be itemized in a manner which is in conformity with a chart of accounts, and further, which budget shall show specific funds from which each anticipated expenditure shall be made; and

SECTION 2: WHEREAS, that the annual budget for the City of Crystal Lake for the fiscal year May 1, 2012 through April 30, 2013 is hereby approved and adopted.

SECTION 3: That the City Clerk is directed to file a copy of the annual budget with the McHenry County Clerk.

DATED this 17th day of April, 2012.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____

Mayor

ATTEST:

Nick Kachiroubas, City Clerk

City of Crystal Lake
Annual Budget
Fiscal Year 2012/2013



SALARY ORDINANCE



AN ORDINANCE ESTABLISHING CERTAIN ANNUAL, DAILY OR HOURLY PAY RATES AND PAY RANGES AND THE SALARY ADMINISTRATION SCHEDULE FOR THE CITY OF CRYSTAL LAKE EMPLOYEES

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, ILLINOIS;

SECTION I: ANNUAL, DAILY OR HOURLY RATES

That the ranges of annual, daily or hourly rates for the employees of the City are hereby to read as follows on attached chart:

SECTION II: SALARY ADMINISTRATION PROCEDURES

- A. The City Manager shall develop procedures and direct the administration of those procedures to ensure that individual employee's wages are determined and allocated in an equitable manner in keeping with the goals and requirements of this policy.
- B. New employees and newly promoted employees shall be paid a salary within their new salary range that is not less than the minimum of the range and does not exceed the maximum of their new pay range. Salary increases for individual employees will be timed and salary increase amounts will be determined following the specific criteria below:
 - 1. Quality of performance since the employee's last salary adjustment.
 - 2. Comparison of current salary to pay of other employees of like duties, responsibilities and performance.
 - 3. Position of an employee's current salary within the pay range in terms of overall ability and overall performance since the employee first entered the range.
- C. The City Manager shall annually direct the review and survey of certain positions and their salary ranges in comparison with other communities in proximity to the City of Crystal Lake or of like size and comparable composition.
- D. The City Manager shall annually approve salary rates and their effective dates for all employees.
- E. The City Manager may initiate exceptions to this policy when, in his judgment, such action is for the good of the organization.

SECTION III: JOB CLASSIFICATION:

That all positions of the City shall be separated into classifications and each classification shall have a pay range and the designation of an annual or hourly rate of pay. The classifications of positions may be modified as deemed appropriate by the City Manager.

All employees, including department directors, part-time and seasonal employees, shall receive such compensation as shall be determined from time to time by the City Manager provided, however, no expenditure shall be made on account of or pursuant to appointment or employment by the City Manager unless sufficient funds have been appropriated in the annual budget.

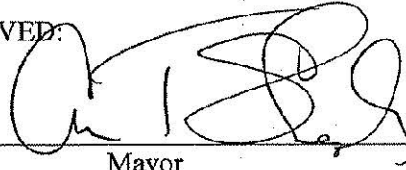
SECTION IV: REPEALER

That all ordinances or parts of ordinances, rules and regulations in conflict with this ordinance shall be and are hereby repealed.

SECTION V: EFFECTIVE DATE

That this Ordinance shall be in full force and effect from and after the first day of May 2012.

APPROVED:



Mayor

(SEAL)

ATTEST:



Nick Kachiroubas, City Clerk

PASSED: April 17, 2012

APPROVED: April 17, 2012

PUBLISHED: In pamphlet form by the authority of the Mayor and City Council.

CLERICAL AND LABOR TRADES

- 1 Office Assistant
Investigations Clerk
- 2 Maintenance Custodian
Police Records Assistant
- 3 Accounts Payable Clerk
- 4 Utility Customer Service Representative
Permit Assistant
Community Service Officer
Administrative Assistant
Payroll Clerk
- 5 Office Coordinator
- 6 Plan Review Coordinator/Inspector
Human Resources Assistant

PROFESSIONAL/TECHNICAL/SUPERVISORY

- 7 Executive Assistant
- 8 Accountant
Administrative Analyst
Engineering & Building Inspector
Fire Inspector
Information Technology Analyst
- 9 Plans Examiner
Planner
Lab Supervisor

MANAGEMENT/PROFESSIONAL

- 10 Public Works Supervisor
Police Records Supervisor
- 11 Assistant to the City Manager
Assistant to the Director of Public Works
Inspection Services Coordinator
- 12 Civil Engineer
- 13 Assistant Director of Economic Development
- 14 Superintendent
Assistant Finance Director
- 15 Assistant City Engineer
Battalion/Bureau Fire Chief
Building Commissioner
Police Commander
- 16 Not Assigned
- 17 Deputy Fire Chief
Deputy Police Chief

EXECUTIVE MANAGEMENT

- 18 Director of Information Technology
Director of Human Resources
- 19 Director of Finance
Director of Engineering & Building/City Engineer
Deputy City Manager
Director of Planning & Economic Development
- 20 Director of Public Works
Fire Rescue Chief
Police Chief

FY 2012-2013 Pay Plan

CLERICAL AND LABOR TRADES

Grades 1 - 6

	12-13 MIN	12-13 MAX
Grade		
1	\$35,422.40	\$50,315.20
2	\$37,211.20	\$52,832.00
3	\$39,062.40	\$55,473.60
4	\$41,787.20	\$59,342.40
5	\$44,720.00	\$63,502.40
6	\$47,860.80	\$67,953.60

PROFESSIONAL/SUPERVISORY/TECHNICAL

Grades 7 - 9

Grade		
7	\$51,688.00	\$73,382.40
8	\$54,787.20	\$77,771.20
9	\$59,716.80	\$84,780.80

MANAGEMENT/PROFESSIONAL

Grades 10 - 17

Grade		
10	\$69,284.80	\$91,457.60
11	\$72,051.20	\$95,118.40
12	\$74,942.40	\$98,904.00
13	\$77,916.80	\$102,856.00
14	\$81,057.60	\$106,974.40
15	\$84,281.60	\$110,780.80
16	\$87,630.40	\$115,211.20
17	\$91,145.60	\$123,281.60

EXECUTIVE MANAGEMENT

Grades 18 - 20

Open Range Merit Plan

Grade		
18	\$94,806.40	\$129,438.40
19	\$98,592.00	\$139,796.80
20	\$102,544.00	\$145,392.00

Paid on Premise Firefighter/Paramedics

Hourly Rate	
Trainee Rate:	\$8.00
Base Pay (Firefighter II and EMT-B):	\$15.50
Additional Certifications: Paramedic, FAE, Firefighter III	Additional \$0.50/hour for each certification on top of base pay
10 Year Plus CLFRD premium:	Additional \$0.50/hour

Crossing Guards (School Year)

Daily Rate	
Dependent Upon Crossing Assignment:	\$14.94
	\$19.57
	\$31.93

Three Oaks Recreation Area Seasonal Positions

Hourly Rate	
Attendants	\$8.25 to \$8.75
Lifeguards	\$9.00 to \$10.00
Seasonal Security	\$9.50 to \$10.50
Assistant Site Supervisor	\$10.50 to \$12.50
Beach Supervisor	\$15.00 to \$19.00
Marine Monitor	\$11.50-\$12.50
Returning Seasonal Employees	Additional \$.25-\$.50/hour

Police Sergeants

May 1 to December 31, 2012

Step 1	\$88,400.00
Step 2	\$90,168.00
Step 3	\$92,872.00
Step 4	\$96,595.20

January 1 to April 30, 2013

Step 1	\$89,294.40
Step 2	\$91,062.40
Step 3	\$93,808.00
Step 4	\$97,562.00

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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, ie. 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 the services provided

WTP: Water Treatment Plant

WWTP: Wastewater Treatment Plant

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ACCOUNT DESCRIPTIONS

ACCOUNT DESCRIPTIONS

Personal Services

54110 – Regular Salary

Includes salaries, wages or fees (including over time) of all full-time employees, officials and officers of the City of Crystal Lake

54115 – Part-time Wages

Includes salaries, wages or fees (including over time) of all part-time employees of the City of Crystal Lake

54150 – Overtime

Wages paid above regular salary for hours worked beyond standard required work schedule.

54195 – Pension Payments

Includes monthly payments to retired or disabled police officers and firefighters or their survivors eligible to receive payments from their retirement funds

54200 – Group Insurance

Includes City's share of employee and dependent group term coverage

54301 – City Portion FICA Payments / Retirement Contribution

Includes City's share of FICA (Social Security) expense

54302 – City Portion IMRF Payments

Includes City's share of Intergovernmental Municipal Retirement Fund expense

54303 – City Portion Medicare Payments

Includes City's share of Medicare expense

Contractual Services

55010 – Professional

Includes payment to outside technical or professional advisors or consultants

55020 - Reimbursed Expenses

Includes all amounts that are paid by the City of Crystal Lake and reimbursed by an outside agency. Excludes Grants and insurance reimbursements.

55030 – Legal

All costs related to legal services provided to the City

55040 – 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

55080 – Pest Control

Includes all payments to outside consultants, vendors or other governmental agencies for control or abatement of vermin, mosquitoes, moths etc.

55140 – Publishing

Includes all legal advertising, statutory publication expenses and cost of miscellaneous publications

55160 – 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.

55200 – 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

55210 – Automotive Repair

Includes costs of miscellaneous parts to maintain City automobiles

55220 – 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

55240 – Insurance and Bonding

Includes cost of all types of insurance, insurance riders and fidelity bonds except employee group life and health insurance

55260 – Utilities

Includes costs of telephones, cellular phones, pagers, electricity, gas, heat fuel oil or propane for City buildings or installations

55270 – Animal Control

Includes cost of outside vendors or other governmental units for housing, feeding or humanely disposing of animals

55300 – Buildings and Offices

Includes costs of services, including labor and materials, performed by outside vendors for maintenance and repair of buildings, offices, garages and installations

55310 – Examinations

Includes all professional, laboratory or diagnostic fees paid to outside vendors for required examinations

55320 – Operating Equipment

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

55340 – Office Equipment

Includes costs of maintaining, including labor and materials, performed by outside vendors for maintenance and repair of office equipment; computers, office machines and furniture. Also includes service contracts

55350 – Clothing Rental

Includes expense of rental clothing

55360 – 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

55390 – Sidewalks

Includes costs of services, including labor and materials, performed by outside vendors for maintenance and repair of sidewalks. New or major replacement should be charged to account 57080.

55400 – Storm Sewers

Includes costs of services, including labor and materials performed by outside vendors for maintenance and repair of storm sewers

55410 – Street Lights

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

55420 – Plant Maintenance

Includes costs of services, including labor and materials, performed by outside vendors for maintenance and repair of utility plants and equipment

55440 – Lines and Systems

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

55460 – Fire Hydrants

Includes costs of services, including labor and materials, performed by outside vendors for maintenance and repair of fire hydrants

55550 – Employee Programs

Includes costs of employee recognition supplies and activities

55630 – State Filing Fees

Includes annual compliance fees for police and fire pension funds

55640 - Tree Removal

Includes costs of services, including labor and materials, performed by outside vendors for tree and stump removal. Does not include costs included in Account 57080.

55660 – Tree Planting

Includes costs of services, including labor and materials, performed by outside vendors for tree planting, watering and fertilizing. Does not include costs in 56030 or 57080.

55680 – Rental Building or Equipment

Includes all rental costs of buildings and equipment. Does not include costs in Accounts 55240, 55260 and 55300 unless it is a part of the rental

55690 – Land Rental

Includes all rental costs of vacant land, parking lots, driveways, streets, roadways and easements

55750 – Para Transit Services

Includes the City's portion of costs for the Dial-A-Ride program through the Regional Transportation Agency.

55890 – Contingent

Provides for unforeseen emergencies

55980 – Debt Collection

Includes costs of services, including labor and materials, performed by outside vendors in collecting debts due.

Supplies and Materials**56000 – 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.

56020 – Cleaning Supplies

Includes all cleaning supplies such as brooms, mops, brushes, solvents, soap, disinfectants, deodorizers, etc.

56030 – Landscape Materials

Includes materials such as grass seed, sod and plant materials, including trees.

56040 – Motor Fuel and Lubricants

Includes gasoline, motor oil, diesel fuel and other fuels and lubricants for cars, trucks, heavy equipment, etc.

56050 – Computer Hardware & Software

Includes all costs of computer hardware and software, including printers, yearly maintenance and software updates/upgrades.

56060 – Small Supplies and 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.

56070 – Automotive Supplies and Materials

Includes cost of materials and supplies used for maintenance and repair of automobiles, trucks and other heavy equipment.

56080 – Public Works Materials

Includes all bituminous patching material, cement, sand, gravel, street paint, etc.

56120 – Clothing

Includes clothing allowance for City personnel

56140 – Water Meters and Parts

Includes costs of water meters and parts for maintenance and repair of water meters

56150 – Fire Hydrants and Parts

Includes costs of all parts for maintenance and repair of fire hydrants

56160 – Salt

Includes cost of water softener and ice control salt

56170 – Chemicals and Sealants

Includes all chemicals for treatment of water and sewer lines, and system and installation maintenance

56180 – Laboratory Supplies

Includes all laboratory supplies below the capitalization threshold of \$5,000 (per item), such as petrie dishes, flasks, slides, automatic sampling parts, analytical reagents, etc. Excludes Account 57160

56220 – Water Tap Materials

Includes costs of materials such as copper tubing, corporation codes, buffalo boxes and pressure fittings, etc., used in water taps

56230 – Street Signs

Includes costs to purchase new and replacement street signs.

56320 – Operating Supplies

Includes cost of materials and supplies used for in-house maintenance and repair of operating equipment.

56420 – Plant Maintenance

Includes cost of materials and supplies, performed in-house, for maintenance and repair of utility plants and equipment.

56950 – 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 one year;

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.

57000 – Buildings

Includes the construction or acquisition of permanent structures

57020 – Office Equipment

Includes computers and or/machines and furniture

57030 – Automotive Equipment

Includes automobiles and trucks and necessary equipment/alterations if purchased with a new vehicle.

57040 – Operating Equipment

Includes all machinery and equipment not included in Accounts 57020, 57030 and 57160.

57050 – Public Works Improvement

Includes costs for the extension of utilities to approved sites

57080 – 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.

57100 – System Improvement

Includes construction and acquisition costs of water, sewer and storm sewer lines, manholes, lift stations, valve vaults, etc.

57120 – Land

Includes the cost of land, construction easements, permanent easements, legal and survey fees

57160 – Departmental Equipment

Includes only those items, which are unique to a particular department such as automotive testing equipment, microscopes, automatic sampling devices, etc.

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APPENDICES

FINANCIAL POLICIES

The Mayor and City Council have established policies to give overall direction to the staff in managing the City's finances. The following lists and explains both the City's long-term policies and recent resolutions governing revenues, expenditures, fund balances investments, capital improvements, debt management and budgeting. An item listed under a long-term policy identifies an action, which shows further progress toward meeting the long-term policy objective.

Revenue policies define which revenues are to be used and on what basis they should be recognized in the Budget:

- 1) The City will attempt to maintain a diversified and stable revenue system.
 - Utilize to the greatest extent possible revenues that are stable or grow in tandem with costs of operations.
 - The City will establish user charges and fees directly related to the cost of providing the service.
 - The City will review fees and charges annually.
- 2) Charge fees that reflect the full cost of providing services for general operations and Enterprise Funds (Water, Sewer, & Wastewater).
 - Utility fees for water, sewer, and wastewater are matched to the cost of providing these services.
 - Water and Sewer rates approximately equal operating expenses.
 - Water and Sewer revenues are first used to defray effective and efficient operation of the utility systems; monies accumulated in excess of operations costs are to be used for replacement and repair of those systems as needed.
- 3) Use cash basis of accounting for budgetary purposes.
- 4) Use trend analysis to support projected revenue increases or decreases.

The City used the following trend analyses in projecting revenues:

- State of Illinois employment rates
- City Hotel Tax receipts
- City Real Estate development patterns
- Sales Tax collections
- Investment rate of return performance
- Consumer Price Index

- Hotel Operators Tax - All hotels/motels pay a 5.0% tax on their gross rental receipts. There are seven payers of this tax in the City. The City collects this tax as a home rule authority. Revenues from this tax are allocated by City Council for support of activities that draw visitors to the City of Crystal Lake.

Expenditure policies define how expenditures are budgeted:

- 1) Expenditures are generally equal to revenues unless specific Council action is being taken to increase or reduce cash balances (i.e. planned capital purchases or projects benefiting the City over several years).
- 2) Review staff levels throughout the year and submit formal requests for changes in staffing levels during the budget process.
- 3) Fulfill Goals as outlined in the annual budget documents.
 - To provide high quality services at a reasonable cost by comparing the City with similar communities throughout the budget process. The City regularly compares its expenditures with those of other communities by responding to and distributing specific issue surveys. The information collected is used in preparing the Budget Plan and establishing department goals.
- 4) Competitively compensate employees, recognizing that a well-trained and experienced work force is a vital component of providing high quality services at a reasonable cost.
- 5) Utilize the City Manager's recommendations regarding appropriate staffing for the City departments in the budget process. The City Manager will establish an understanding of departmental needs, quality of service and the financial implications of staffing options.
 - Departments discuss staffing needs and recommendations with the City Manager, Director of Human Resources and the Director of Finance throughout the developmental stage of the budget process, September through March each year.
- 6) Apply cost accounting practices to provide better accountability of City expenditures and their association with funding sources.

The Fund Balance and Reserve Policy impacts budgeted expenditures by defining targeted fund balances for the end of the Fiscal Year.

- 1) Target and maintain an appropriate balance for each fund.
 - The Fiscal Year Projected Changes in Fund Balance in the presented Operating Budget indicates that City funds are in a targeted range.
- 2) Annually prepare a budget forecast in an attempt to identify strengths and weaknesses in the use of fund balances in future years.

Reserves

- A. The City shall strive to maintain an unassigned fund balance in the General Fund of at least 50% of the estimated annual operating expenditures of the fund. The unassigned fund balance shall be created and maintained for the following purposes:
- 1) Offset unanticipated downturns or changes to General Fund revenues;
 - 2) Provide a sufficient cash flow for day-to-day operations;
 - 3) Offset unexpected increases in General Fund operating expenditures; and
 - 4) Provide an ability to make emergency purchases or repairs.
- Whenever the unassigned fund balance in the General Fund exceeds 50% of the estimated annual operating expenditures in the fund, the excess shall be transferred to the Capital Replacement Fund.
- B. A Capital Replacement Fund has been created in order to meet general capital needs of the City. Capital purchases shall be made from available resources in the Capital Replacement Fund. Funding for the Capital Replacement Fund shall be provided from unassigned fund balance in excess of 50% of the estimated annual operating expenditures of the General Fund, up to a maximum of \$3,000,000.
- C. To provide for day-to-day operations of the Water and Sewer Fund, the City shall strive to maintain a cash and investment balance equal to at least, 25% of the estimated operating expenditures of the fund.
- D. The City shall strive to maintain an assigned fund balance in the Fire Rescue Fund of at least 50% of the estimated annual operating expenses of the fund. This assigned fund balance shall be created and maintained to provide for day-to-day operations of the Fire Rescue Fund.
- E. The City shall spend the most restricted dollars before the least restricted, in the following order:
- a. Nonspendable (if funds become available)
 - b. Restricted
 - c. Committed
 - d. Assigned
 - e. Unassigned
- F. The City Manager and Director of Finance shall determine the portion of fund balance to be assigned during the annual budget process.
- G. City staff shall seek Council approval before utilizing fund balances for one-time capital purchases or for purposes other than regular operating expenditures.

Cash Management determines the budgeted revenue stream and investment earnings by defining the parameters within which the City will invest cash. The City's Investment Policy Resolution, # 07-R-32 and #2010R-158, is the authoritative guide for City investment activities, (excluding the Fire Pension Funds, Library Funds and Police Pension Funds, whose investments are governed by the Board of Trustees of each respective fund).

- 1) The City will assess its fund balance in all the funds on an annual basis based on current and anticipated needs.
- 2) The primary objective is to preserve safety of the investment principal.
- 3) Diversification of investments is foremost in guaranteeing asset safety.
- 4) The City investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements, which may be reasonably anticipated in any City fund.
- 5) Return on Investments is of secondary importance to safety and liquidity of assets.
- 6) Limit risk

Capital Improvements Policies explain how capital requests are made and incorporated into the Budget.

- 1) Annually update budget for Capital items.
 - The annual budget process will include the discussion and review of proposed capital acquisitions at several levels. The Mayor, Councilmember's, and the City Manager discuss the City infrastructure and developmental needs. During the formal budget process, the Department Directors submit request forms to the Finance Department. The City Manager and Director of Finance review these forms with department heads. The entire Capital Plan is reviewed in the context of the budget to ensure that adequate funding will be available before presenting it to the Council for consideration.
- 2) Revenue streams are matched to Capital outlays.
- 3) Incorporate planned capital improvement projects for the current year into the Budget.
 - Those capital improvements that met the Council's direction are included in the Fiscal Year Budget.
- 4) Establish a Capital Replacement Fund during Fiscal Year 2010/2011 that provides for future replacements of capital and technological equipment. Initial funding will be provided by restricting a portion of Unreserved General Fund Balance. 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. Fund balance restrictions, aimed at providing for future replacements of capital and technological equipment, shall not exceed \$3,000,000.

Debt Management policies indicate when it is appropriate or desirable to issue debt. \$5,118,300 of new debt has been included in this budget submittal.

- 1) The City will not issue notes or bonds to finance operating deficits.
- 2) The City will maintain a General Fund Balance, which approximates to six months of operating expenditures.
- 3) Pursuant to the provisions of Section 6 of Article VII of the Constitution of the State of Illinois, the City of Crystal Lake is a home rule unit and may exercise any power or perform any function pertaining to its government and affairs including, but not limited to, the power to tax and to incur debt. Pursuant to the provisions of said Section 6, the City has the power to incur debt payable from ad valorem property tax receipts or from any other lawful source and maturing within 40 years from the time it was incurred without referendum approval. As such, the City will levy a tax sufficient to retire general obligation debt. Taxes will be abated for general obligation debt where an alternate revenue source is pledged and realized.
- 4) The General Assembly of the State of Illinois has not limited by law the amount of debt, payable from ad valorem property tax receipts, a home rule municipality may incur. The City of Crystal Lake however, has elected to limit the amount of General Obligation Debt that will be supported by ad valorem property taxes to 3% of the City's Equalized Assessed Value (E.A.V.). The City's 2010 E.A.V. is \$1,311,416,994 and its population according to the most recent census is 40,743. Therefore, the amount of General Obligation Bonds outstanding cannot exceed \$39,342,510 or \$965.63 per capita.

Issue	Beginning Balance @ 05/01/12	Issuances	Retirements	Ending Balance @ 04/30/13
2004 General Obligation Bonds, original principal \$7,825,000 (partial Waterworks and TIF alternate revenue source), due in annual installments of \$500,000 to \$650,000 through December 15, 2019; interest at 3.10% to 3.90% payable semi-annually on June 15 and December 15.	\$4,725,000	\$0	\$525,000	\$4,200,000
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.	19,815,000	-	1,255,000	18,560,000
2012 General Obligation Bonds	-	5,118,300	-	5,118,300
General Obligation Bonds	\$24,540,000	\$5,118,300	\$1,780,000	\$27,878,300
Reported in:				
General Fund	\$2,348,942	\$1,212,300	\$314,439	\$3,246,803
SEECOM Debt Service Fund	1,970,000	-	215,000	1,755,000
SSA 43/Crystal Heights Debt Service Fund	900,000	-	100,000	800,000
Vulcan Lakes TIF/Three Oaks Recreation Area Debt Service Fund	14,119,726	-	621,426	13,498,300
Water & Sewer Fund	3,241,058	-	395,561	2,845,497
Water & Sewer Capital Improvement Fund	1,960,274	3,906,000	133,574	5,732,700
	\$24,540,000	\$5,118,300	\$1,780,000	\$27,878,300

- 5) The General Assembly of the State of Illinois has not limited by law the amount of debt, other than debt payable from ad valorem property tax receipts, a home rule municipality may incur. The City of Crystal Lake however, has elected to limit the amount of self-supporting debt the City will issue, to be no more than 2% of the City's Equalized Assessed Value (E.A.V.). The City's 2010 E.A.V. is \$1,311,416,994 and its population according to the most recent census is 40,743. Therefore, the amount of outstanding self-supporting debt cannot exceed \$26,228,340 or \$643.75 per capita.

Issue	Beginning Balance @ 05/01/12	Issuances	Retirements	Ending Balance @ 04/30/13
Special Service Area No. 45 Bonds, Series 2006 - original principal \$5,945,000, due in annual installments of \$160,000 to \$435,000, commencing February 2009 through February 2031; interest at 4.50% to 5.50% payable semi-annually on August 1 and February 1.	\$5,440,000	\$0	\$175,000	\$5,265,000
Special Service Area No. 46 Bonds, Series 2007 - original principal \$2,500,000, due in annual installments of \$10,000 to \$240,000, commencing March 2010 through March 2036; interest at 5.75% payable semi-annually on September 1 and March 1.	2,469,000	-	18,000	2,451,000
Special Service Area No. 44 Bonds, Series 2007 - original principal \$750,000, due in annual installments of \$50,000 through March 2022; interest at 4.25% to 4.85% payable annually on December 1.	500,000	-	50,000	450,000
Special Service Area Bonds	<u>\$8,409,000</u>	<u>\$0</u>	<u>\$243,000</u>	<u>\$8,166,000</u>

Reported in:

SSA #45/Bryn Mawr Debt Service Fund	\$5,440,000	\$0	\$175,000	\$5,265,000
SSA #46/Ryland Debt Service Fund	2,469,000	0	18,000	2,451,000
SSA #44/Tracy Trail Debt Service Fund	500,000	0	50,000	450,000
	<u>\$8,409,000</u>	<u>\$0</u>	<u>\$243,000</u>	<u>\$8,166,000</u>

Issue	Beginning Balance @ 05/01/12	Issuances	Retirements	Ending Balance @ 04/30/13
Notes payable, original principal \$15,820,000 (to provide funding for water and sewer infrastructure improvements) due in annual installments beginning February 1, 2003; interest at 2.535%	<u>\$9,475,287</u>	<u>\$0</u>	<u>\$798,332</u>	<u>\$8,676,955</u>

Reported in:

Water & Sewer Capital Fund	<u>\$9,475,287</u>	<u>\$0</u>	<u>\$798,332</u>	<u>\$8,676,955</u>
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The annual requirements to retire all debt outstanding of the City as of April 30, 2012 are as follows:

Fiscal Year Ended	General Obligation Bonds		SSA Bonds		Notes Payable	
	Principal	Interest	Principal	Interest	Principal	Interest
2013	1,780,000	732,596	243,000	445,271	798,332	235,172
2014	1,820,000	694,052	257,000	433,886	818,698	214,806
2015	1,840,000	651,219	272,000	421,541	839,583	193,921
2016	1,915,000	602,161	286,000	408,233	861,002	172,502
2017	1,980,000	547,481	302,000	394,001	882,966	150,537
2018-2022	7,545,000	1,839,280	1,763,000	1,721,605	4,764,422	403,094
2023-2027	5,290,000	876,916	2,075,000	1,220,879	510,284	6,468
2028-2032	2,370,000	112,419	2,356,000	587,002		
2033-2037			855,000	127,651		
	\$ 24,540,000	\$ 6,056,124	\$ 8,409,000	\$ 5,760,069	\$9,475,287	\$1,376,500

Budgeting policies explain the framework from which the Budget is prepared and communicated.

- 1) An open, well communicated budget process.
 - The budget process and documents are available for public use and all meeting/workshops are open to the public.
 - A Public Hearing is scheduled for April, specifically to review the proposed Budget.
 - A Truth in Taxation Hearing is scheduled for December each year.
 - Public notice is given in the newspapers, as required by State Statute.

- 2) Use prevailing governmental accounting standards.
 - An outside accounting firm audits the City's financial statements annually. Also, other outside agencies audit the City's record keeping of grants and Motor Fuel Tax Allotments.
 - Since 1989, the City's audits have met the GFOA's standards for excellence in financial reporting, which evaluates acceptable accounting practices.

SIGNIFICANT NON-RECURRING PROJECTS

East Crystal Lake Avenue – The widening of East Crystal Lake Avenue, between East Street and Erick Street, will add a center bi-directional turn lane, sidewalk along both sides of the road, and resolve some existing drainage issues. The improvements will enhance safety with the addition of a median at the railroad crossing to prevent left turns onto East Street. The current configuration leads to cars sitting on the tracks while waiting for turning traffic to clear the intersection. The City received \$641,565 in federal STP funding for construction and Phase III engineering. Fiscal Year 2012-2013 budget: \$260,800. Total project budget: \$1,274,711. The impact to future budgets will be minimal as the City currently maintains this roadway.

Crystal Lake Avenue and Main Street Intersection Improvement – The improvement will complete modifications to the intersection of Crystal Lake Avenue and Main Street; the north leg of the intersection was improved in 2008. The Crystal Lake Avenue and Main Street Intersection improvement will provide dedicated turn lanes in all directions, and additional streetscaping elements consistent with the recently completed Downtown TIF improvements. The project will improve traffic flow while enhancing vehicular and pedestrian safety at the intersection, which lies at the end of the McHenry County Conservation District's Prairie Trail along Main Street. This request is for the design of the other three legs of the intersection. The City received \$1.5 million in federal STP funds for construction. Fiscal Year 2012-2013 budget: \$200,000. Total project budget: \$2,246,900. The impact to future budgets will be nominal with additional decorative street lighting and streetscape elements. The City currently maintains sidewalk, traffic signals, and street lighting at this intersection.

Briarwood Road and Illinois Route 176 Intersection Improvement – The improvement to Briarwood Road and Route 176 will install a new traffic signal and street lighting at the intersection as well as dedicated turn lanes. Currently the intersection has no dedicated turn lanes and is controlled by a two way stop sign. The intersection improvement will reduce the number of crashes and improve traffic flow. The City received \$1.4 million in federal STP funds for construction. The Illinois Department of Transportation and Dorr Township are also contributing to the improvement. Fiscal Year 2012-2013 budget: \$408,000. Total project budget: \$2,145,915. The impact to future budgets includes maintenance of the new traffic signals and street lighting, as well as general maintenance activities that must be performed.

South Main Street Improvement (from south of Virginia Road to Liberty Avenue) – The South Main Street improvement will widen the roadway to two lanes in each direction, which will improve capacity and reduce congestion. The project eliminates a bottleneck between the four-lane sections of Main Street at U.S. Route 14 and at Pyott Road, which was widened with McHenry County's Rakow Road project. The City received \$1.5 million in federal STP funding for construction. McHenry County has also agreed to contribute their proportionate share to the project for work on the intersection approaches under their jurisdiction, which is estimated to be \$1,998,800. Fiscal Year 2012-2013 budget: \$1,494,900. Total project budget: \$6,910,775. The impact to future budgets will be minimal as the City currently maintains South Main Street north of Virginia Road.

Pingree Road Segment 2 (intersection of Pingree Road and Congress Parkway, north to the railroad tracks) – The Pingree Road Segment 2 improvement will add

permanent traffic signal equipment, northbound dual left-turn lanes, and additional through lanes to Pingree Road at Congress Parkway, south of the intersection. The project ties into the segment of Pingree Road to the south that was completed at the U.S. Route 14 intersection. The City will be reimbursed by Metra and the Crystal Point Annex letter of credit for the intersection construction. The City received \$1,349,678 in federal STP funding for construction and Phase III Engineering. Fiscal Year 2012-2013 budget: \$590,000. Total project budget: \$2,282,240. The impact to future budgets is minimal, as the City currently maintains traffic signals and this intersection.

Pingree Road Segment 3 (Rakow Road to Route 14) - This segment of Pingree Road will be the third segment of Pingree Road between Crystal Lake Avenue and Rakow Road to be widened to a three lane section. As the Metra Station expands, the City anticipates more traffic coming from the south, using Pingree Road as a primary route between Rakow Road and the Metra Station. Construction was completed in November of 2011. The City received \$1,056,967 in federal STP funds for construction and Phase III Engineering. Fiscal Year 2012-2013 budget: \$170,000. Total project budget: \$1,538,978. The City should anticipate a nominal increase in costs to maintain this roadway under heavy traffic conditions should the Metra Station parking lots expand significantly.

IL Route 176 and Walkup Avenue – The improvement of Illinois Route 176 at Walkup Avenue is a McHenry County project that the City is participating through cost-sharing as defined in several intergovernmental agreements. The City has committed to pay its share of construction and Phase III engineering. This intersection improvement is to provide for two through lanes in every direction, dedicated turn lanes, an updated traffic signal and drainage improvements. The City and McHenry County have been successful in obtaining federal funding and member initiative funds for this project. Fiscal Year 2012-2013 budget: \$805,133. The impact to future budgets is minimal as the City currently maintains traffic signals at this location. In addition, general maintenance activities must be performed.

McHenry Avenue Improvements – The McHenry Avenue improvement project will resurface McHenry Avenue between Rakow Road and US 14. The project will also improve some storm sewer to address drainage issues, add a separate right turn lane for southbound traffic at Barlina Road, and install a new multiuse path along the frontage of Crystal Lake South High School. The City received \$864,000 in federal STP funds for construction and Phase III Engineering. Fiscal Year 2012-2013 budget: \$75,000 (design engineering). Total project budget: \$1,155,000. The impact to future budgets is minimal for the new multiuse path and the City currently provides maintenance activities for this street.

Flooding Mitigation – The City is in the process of completing a multi-year plan to implement improvements recommended in the Crystal Lake Flooding Study completed in 2009. These improvements will mitigate the impact of future flooding events. The study designated several different geographical areas that share common flooding issues, and recommended strategies to address flooding issues in those areas. Total project budget for improvements in all areas is \$4,720,430. Fiscal Year 2012-2013 budget: \$1,212,300. The impact to future budgets will be the maintenance of new infrastructure that will be built to mitigate flooding and continued monitoring of flooding issues.

Water main replacement (Rakow Rd) – The City was required to install new water mains and remove good existing water main that was located under the new construction limits. Fiscal Year 2012-2013 budget: \$260,000. Total project budget: \$446,400. The impact to future budgets is: Reduced maintenance concerns as the water main is relocated outside of the new

pavement or cased under the pavement.

Water main replacement (IL Route 176 and Walkup Avenue) - In conjunction with the roadway improvement of Illinois Route 176 at Walkup Avenue, the City is installing new water mains to replace old undersized water mains. Fiscal Year 2012-2013 budget: \$625,000. Total project budget: \$655,000. The impact to future budgets is: Reduced maintenance costs by replacing aged water mains subject to breaks with new ones.

Water main replacement (Crystal Lake Avenue) - In conjunction with the roadway improvement to East Crystal Lake Avenue, the City is installing new water mains to replace old undersized water mains. Fiscal Year 2012-2013 budget: \$308,000. Total project budget: \$308,000. The impact to future budgets is: Reduced maintenance costs by replacing aged water mains subject to breaks with new ones.

Water main replacement (WTP #4 extension) - The City is planning to install a new water main that will connect Mathews Co. and improve the water flow from WTP#4 to the east side of the rail road tracks. Fiscal Year 2012-2013 budget: \$263,000. Total project budget: \$293,000. The impact to future budgets is improved circulation in the distribution system.

Water main replacement (IL Route 176/IL Route 31) - Fiscal Year 2012-2013 budget: \$613,000 (\$50,000 for engineering, \$563,000 for construction). Total project budget: \$613,000. The impact to future budgets is: reduced maintenance concerns as the water main is being relocated outside the roadway or cased under pavement.

Sanitary Sewer main replacement (IL Route 176/IL Route 31) – Fiscal Year 2012-2013 budget: \$80,000 (for engineering only, no construction). Total project budget: \$230,000. The impact to future budgets is: Reduced maintenance concerns by reinforcing older infrastructure potentially impacted by the IDOT improvement and \$150,000 for construction in 2013-2014.

Water main replacement (U.S. Route 14) - Fiscal Year 2012-2013 budget: \$50,000 (for engineering only, no construction). Total project budget: \$545,000. The impact to future budgets is: Reduced maintenance costs by relocated older water mains outside the roadway with new ones and \$495,000 for construction in 2013-2014.

Sanitary sewer main relocation (U.S. Route 14) – As the State of Illinois moves forward with plans to improve U.S. Route 14 (between Lucas Road and Crystal Lake Avenue), the City of Crystal Lake will be required to relocate portions of sanitary sewer where sanitary sewer conflicts with the roadway improvement. Fiscal Year 2012-2013 budget: \$270,000 (\$20,000 for engineering, \$250,000 for construction). Total project budget: \$270,000. The impact to future budgets is reduced maintenance cost by replacing older infrastructure.

Water Treatment Plant #5 Generator – The backup power supply for Water Treatment Plant #5 is a portable generator that can power only one shallow well and a high service pump. A permanent generator would provide more reliable power and pump more water in an emergency situation. Funds will be used to install a permanent generator, automatic transfer switch, breaker and provide for the necessary engineering services associated with this generator project. Fiscal Year 2012-2013 budget: \$600,000. Total project budget: \$600,000. The impact to future budgets is that reliable backup power will be available and help ensure continued water production for Crystal Lake customers.

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), the first direct rail connection from Chicago. The train stop in the Village of Nunda established the town as the commercial hub of McHenry County. The street configuration of Crystal Lake's present downtown reflects the railroad's early influence. In 1856, a rail spur line (now Dole Avenue) was built from the Village of Nunda to Crystal Lake to transport ice cut from the lake to Chicago and to bring visitors from Chicago to the area.

Many public infrastructure improvements took place in the early years of the two villages. The Chicago Telephone Company received a right-of-way in 1883. In 1884, wooden sidewalks were constructed. The water system was built in the Village of Nunda in 1899 and in the Village of Crystal Lake in 1912. The Nunda Electric Company built a plant on Walkup Avenue, south of the Union Pacific track, in 1902. Western United Gas and Electric Company began operations in 1909. The city built the wastewater treatment system on McHenry Avenue, south of Barlina Road, in 1919. Road paving became a predominate fixture in the community in 1924 and 1929 with increasing use of the personal automobile.

The Village of Nunda became North Crystal Lake in 1908. Consolidation of Crystal Lake and North Crystal Lake occurred on April 28, 1914. The City of Crystal Lake Charter was adopted on September 23, 1914.

Since World War II, the population and boundaries of the City of Crystal Lake have changed dramatically. Throughout the Chicago area, people have relocated farther from Chicago to places like Crystal Lake in search of more open space, less traffic, cheaper land and safer neighborhoods.

COMMUNITY PROFILE



The City of Crystal Lake, located 50 miles northwest of Chicago, currently occupies a land area of 20.234 square miles and serves a certified population of 40,743 with a median family income \$85,310.

The region has a varied manufacturing and industrial base that adds to a relatively stable unemployment rate. Major employers in the community are: Curran Group (paving, industrial supply, welding), Crystal Lake School District 47, Crystal Lake Park District, Crystal Lake School District 155, Covidien (healthcare products), Jewel Foodstores, McHenry County College, the Northwest Herald (newspaper), Knaack Manufacturing (jobsite storage), 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 Engineering and Building Department, and the Planning and Economic 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).

Therefore, these activities 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. The City's property valuation growth has remained constant over the past year through the addition of new non-residential development and the continued increase in the value of existing non-residential properties in the City. 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, the difficult retail environment for certain players in the very competitive Chicago arena, and state retail sales showing a decline from prior years, the City's 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 571,000 square feet of vacant space was leased by new business, of which 39% was along Route 14.

Route 14 serves as a retail corridor for the City of Crystal Lake, highlighted by Crystal Point Shopping Center, Crystal Court Shopping Center 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, and a Dominick's Fresh Foods store, including other national tenants such as Barnes and Noble and Chili's restaurant.

The Archway East Center development includes a Portillo's restaurant, TGI Friday's restaurant, Corner Bakery, Sports Authority, Mario Tricoci, 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 Showplace 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 and continues to be a viable commercial destination. A Starbuck's and an independent ice cream shop are located in the Downtown area, as well as a number of unique fine dining establishments including Benedict's La Strata, Williams Street Public House, and da Baffone Cucina Italiana. Downtown Crystal Lake is also home to Finn McCool's restaurant and bar. 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.

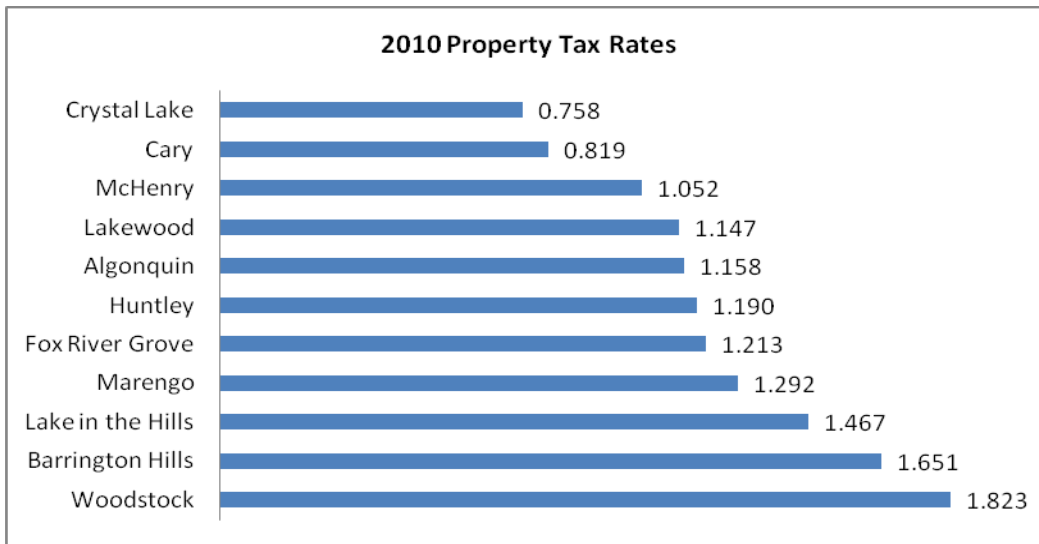
Along Route 14, the Living Room has opened in space formerly occupied by Porter's Oyster Bar and the London Club has opened in space formerly occupied by John Evans and Rocks Bar and Grill.

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. In addition, Pauly Toyota has relocated their auto dealership to the Lutter Center at the intersection of Route 31 and Rakow Road, near Super Wal-Mart. Crystal Lake is also home to Brilliance Honda, Reichart Chevrolet and Courtesy Motors Buick/GMC.

Crystal Lake continues to be an attractive place to live and conduct business. In 2011 and early 2012, new businesses who have either occupied space or leased space and are under construction, or relocated to larger buildings include: HH Gregg, Five Below, Ross Dress for Less, Superior Health Club, Exclusively Napa, The Fresh Market, Jersey Mikes, Courtesy Motors, Five Guys Burgers, O'Reilly Auto Parts, Alternative Garden Supply, Savers, Weight Watchers, Mattress Bargains, Meineke Car Care Center, Randall Road Animal Hospital, Exemplar Financial, Olive Tap, Living Room, KK Buffet, Gumpas Psychiatry, Advance Auto Parts, Kyoto, 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, Taqueria La Fogota, Colonial Ice Cream & Café, Vanity Cosmetics, The Perfect Pear, Route 14 Dentistry, Crystal Lake Bank & Trust, Chene Chiropractic, Sunshine Travel, Freshly Baked Communication, Mattress Clinic, Straight Shooters Gallery, Panaderia El Molino Azul, N' Focus Photography, Elite Kids, S&M Thurow Salon, Salon 134, Providence Packaging, AL-RO Injection Molding, Phoenix Electronics, RW Technologies, Aptar Group, Phoenix Custom Woodworks, and Five Star Pallet.

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

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 2010 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 (February 1, 2012)

Employer	Product or service	Employees
Crystal Lake School District 47	Elementary/middle school education	1100
McHenry County College	Higher education	856
Walmart	Department store	350
Crystal Lake Park District	Parks and recreation	480
Crystal Lake School District 155	High school education	798
Knaack Manufacturing	Jobsite storage	381
Covidien	Healthcare products	342
City of Crystal Lake	Municipal government	285
Jewel Foodstores	Grocer	220
Northwest Herald	Newspaper	217
Curran Contracting	Paving, excavating	210
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
Home Depot	Home improvement supply	110
Althoff Industries	Mechanical/electrical controls	110

The above private and public employers have the largest work forces within the City.

Demographic Statistics

Fiscal Year Ended April 30,	Population	Median Age	Total Housing Units	School Enrollment	Unemployment Rate
1990	21,823	-	-	-	-
2000	38,000	-	-	-	-
2001	38,050 (estimate)	-	-	12,706	3.60
2002	38,100 (estimate)	-	-	12,853	5.10
2003	38,150 (estimate)	-	-	13,471	6.50
2004	38,161 (estimate)	-	-	13,053	4.60
2005	39,788	-	-	15,458	5.30
2006	39,900 (estimate)	-	-	16,175	4.60
2007	40,050 (estimate)	-	-	16,011	4.10
2008	40,250 (estimate)	-	-	16,215	4.90
2009	40,500 (estimate)	-	-	16,008	9.60
2010	40,743	34.1	15,176	15,471	9.50
2011	40,743	35.1	15,176	15,829	8.30

Miscellaneous Statistics

Date of Incorporation	September 23, 1914	Culture and Recreation	
Form of Government	Mayor - Council	Parks acreage	1,393
Area (square miles)	22.9	Parks	45
Number of Employees	257	Tennis courts	30
		Community centers	8
Facilities and Services:		Number of Libraries	1
Miles of Streets	160	Water System:	
Number of Street Lights	1,996	Water mains (miles)	226
Number of Traffic Signals	31	Fire hydrants	3,110
Police Services		Maximum daily capacity (millions of gallons)	8.37
Number of Stations	1	Average daily consumption (millions of gallons)	4.65
Number of Police Personnel	80.25	Sewer System:	
Number of Patrol Units	23	Sanitary sewers (miles)	166
Law Violations		Storm sewers (miles)	60
Physical arrests	1,089	Maximum daily treatment (millions of gallons)	16.5
Traffic violations	6,613	Average daily sewage treatment (millions of gallons)	5
Parking violations	7,171		
Fire/Emergency Medical Services			
Number of Stations	3		
Number of Fire Personnel	67.5		
Number of Calls Answered	5,357		
Number of Fire Inspections	976		
Number of Life Safety Inspections	964		

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 where all share in the responsibility of participating in civic life and advance the City's mission 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. 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, 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 follow up until the budget is adopted. The corporate authorities 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 corporate authorities 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 two-thirds 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

As opposed to basis on which the City's Comprehensive Annual Financial Report is prepared, the annual budget for all funds of the City of Crystal Lake, shall be prepared using a cash basis of accounting, recognizing revenues when they are received in cash and recording expenditures (or expenses) when cash is disbursed. A budget prepared using cash basis focuses on the short-term flow of current financial resources (fiscal accountability) rather than on the flow of economic resources and the accrual basis of accounting where revenues are recorded when earned and expenses are recorded at the time they are incurred, regardless of when the related cash flow takes place.

The annual budget for all funds of the City of Crystal Lake shall be balanced. Expenditures and other uses of funds shall not exceed revenues and other sources available.

FY2012/2013 BUDGET CALENDAR

Friday, August 16, 2011	Distribute FY2012-2013 Budget instructions to Departments
Wednesday, September 28, 2011	Distribute FY2011-2012 year-end estimate (Mid-Year) review instructions to Departments
Friday, September 23, 2011	Fire Rescue FY2012-2013 Budget request due to Director of Finance
Wednesday, October 5, 2011	Fire Rescue to review FY2012-2013 Budget request with the Director of Finance
Tuesday, October 11, 2011	Fire Rescue to review FY2012-2013 Budget request with the City Manager and Director of Finance
Tuesday, October 18, 2011	FY2011-2012 year-end estimates due to the Director of Finance
Friday, November 4, 2011	Distribute Mid-Year Review and 2011 Tax Levy Proposal to City Council
Monday, November 7, 2011	Distribute Hotel/Motel Tax program instructions to applicants
Tuesday, November 15, 2011	City Council approval of 2011 tax levy determination (required to be approved 20 days prior to adopting tax levy ordinance)
Saturday, November 26, 2011	Publish Truth in Taxation notice (notice to be published 7-14 days prior to public hearing)
Tuesday, December 6, 2011	Public Hearing and adoption of the 2011 Tax Levy
Monday, December 12, 2011	Hotel/Motel Tax Applications Due
Tuesday, December 13, 2011	File 2011 Tax Levy with McHenry County Clerk
Friday, December 16, 2011	FY2012-2013 Budget Submittals due to the Director of Finance
Tuesday, January 10, 2012	Hotel/Motel Tax Application Workshop

FY2012/2013 BUDGET CALENDAR (CONT'D)

Friday, January 13, 2012- Wednesday, January 25, 2012	Department to review FY2012-2013 Budget requests with the City Manager and Director of Finance
Saturday, January 14, 2012	Strategic Planning Workshop
Tuesday, February 21, 2012	City Council to discuss hotel/motel funding award amounts
Monday, March 12, 2012	Distribute Proposed FY2012-2013 Budget to City Council
Friday, March 16, 2012	Publish Notice of Budget Workshop
Tuesday, March 20, 2012	Conduct Budget Workshop
Friday, March 30, 2012	Publish Notice of Budget Workshop
Tuesday, April 3, 2012	Conduct Budget Workshop
Tuesday, April 3, 2012	Council approval of a Resolution to display publicly, the Proposed FY2012-2013 Budget and to set the Public Hearing date for the Proposed FY2012-2013 Budget
Saturday, April 7, 2012	Publish Notice of Public Hearing for the FY2012-2013 Budget
Tuesday, April 17, 2012	Public Hearing and adoption of FY2012-2013 City Budget and salary ordinance
Friday, May 4, 2012	File Adopted FY2012-2013 Budget with the McHenry County Clerk