

2011-2012

City of Crystal Lake Annual Budget



City of Crystal Lake, Illinois

For the Fiscal Year beginning May 1, 2011

www.crystallake.org



CITY OF CRYSTAL LAKE, ILLINOIS

2011/2012 BUDGET

CITY OFFICIALS

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CITY CLERK

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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 2011-2012

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
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PRESENTED TO

City of Crystal Lake

Illinois

For the Fiscal Year Beginning

May 1, 2010

President

Executive Director



March 15, 2011

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 environment of declining revenues. For the fiscal year 2011/2012, 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) 2011/2012. 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 will likely result 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 ahead 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

Revenue projections for the 2011/2012 Budget are slightly ahead of last year's budget. In order to balance the budget, the following spending control measures have been incorporated into the 2011/2012 Budget.

Personnel

During the past few years, ten and one-half positions have become vacant. These positions are not anticipated to be filled. These include three 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.

During the upcoming budget year, positions that become vacant through attrition will be analyzed. If these positions are not critical to core service delivery, they will not be filled.

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 will be pursuing membership in 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 currently includes 59 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 FY2011/2012 budget reflects the need to fund a new reserve at the IPBC pool. Had the City been a member of IPBC in the previous year, and had met its reserve requirement, the City would have seen a significant savings.

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.

Operating Capital

One-time operating capital expenditures will continue to be funded through the City's reserved fund balance, while maintaining a fund balance 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 benefits and employee contributions are dictated by State law and any funding deficiencies become the City's responsibility. Historically, when the State Legislature has increased these benefits, they have exempted the increased benefits from the State Mandates Act. The City is working with our legislators and the Northwest Municipal Conference to help develop meaningful 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.

The New Normal in Consumer Spending

With the continuation of no corporate property tax, the General Fund's single largest revenue source is retail sales tax. Many economists continue to predict that as the current economic crisis wanes, we will likely enter a period of new normality, with lower household debt, higher personal savings, and less consumption. In early 2010, a Gallup poll found that nearly 6 in 10 Americans (57%) said they are spending less money than they used to, and 38% say this reduced spending will be their new, normal spending pattern. Recently, Gallup reconfirmed that as consumers continue to deleverage -- by not only paying down their debts, but also using less new credit -- it may be that the "new normal" spending patterns of 2009-2010 will continue unabated in 2011. Lower- and middle-income consumers, who remain focused on using cash, may spend more on holidays and for special events, but then feel the need to pull back on spending shortly thereafter to compensate. Upper-income consumers, who have more disposable income to spend, might splurge at certain points during the year, but hold back on their spending more generally, as they did in 2009 and 2010.

Further, unemployment remains near double digits, and the broader under-employment figure stretches to include nearly one in five Americans in the workforce. And, although the government's economic data continues to show little inflation, oil prices exceeding \$100 a barrel have pushed gas prices much higher than a year ago. Surging commodity and import prices are doing the same to food prices. A lack of significant job growth combined with higher food and gas prices may convince many Americans -- particularly middle- and lower-income consumers -- to hold back on their spending once again, as they have over the past couple of years. Less consumer spending will continue to impact City sales tax revenue.

OPPORTUNITIES

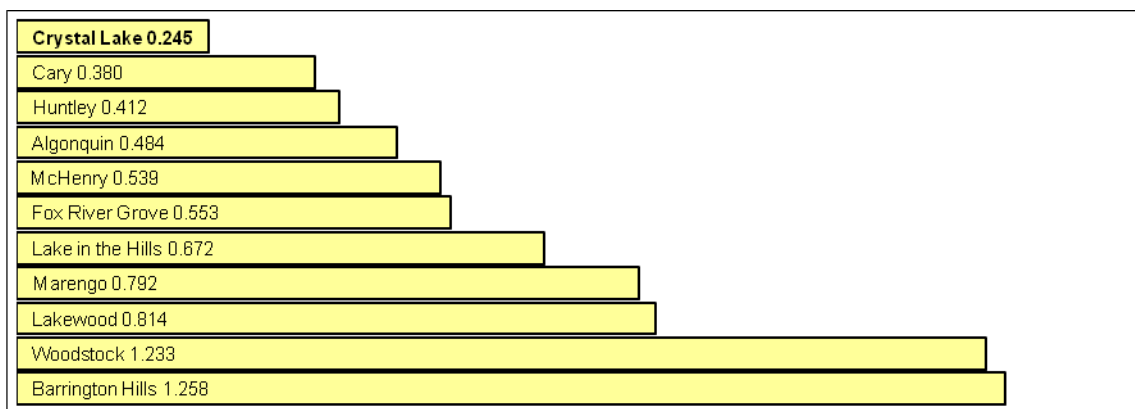
Despite the challenges there is room for optimism.

Attractive Place to Live and Work

Crystal Lake, as indicated in the survey response, continues to be an attractive place to live and conduct business. In 2010 and the first two months of 2011, new businesses have opened or will soon open, including Aaron's Furniture, Achieve Footwear, Accurate Mortgage Closings, Advanced Copier Systems, Aesthetics, Aircraft Sales Corporation, Alternative Garden Supply, Back to Bed, Batteries Plus, Bona Fide Automotive, Bonus Nutrition, Brooks Martial Arts Center, Buy Buy Baby, Buzz Lounge, CIdeas Inc., Carson Automotive, Chains Disc Golf, Charlies Dog House, Chase Bank, Chikita Communications, Christy's Corner Resale, CMR Benefits Group, Creative Construction Group, Cronin Medical Group, Crystal Lake Chevrolet, Crystal Springs Dialysis, Da Baffone Cucina Italiana, Davita Dialysis Center, East and West Healing, Electron Marketing Group, Emma's Boutique, Exclusively Napa, Executive Fitness Club, Expert Roofing, Family Nutrition, Fat Boys Burgers, Five Below, Fox River Glass & Mirror, Great Lakes Refrigeration, Hansen's Service, Hhgregg Appliances & Electronics, Himley Chiropractic, Kal's Cars, Kalor Mini Mart, Klein Renovations, Laura Mac, Littco Industries, Little Demise, Living Room Martini Lounge, Marigold Massage, Maronde Enterprises, Material Girl, Mattress Clearance Center, Mr. Handyman, Ms. Bossy Boots, O'Reilly Auto Parts, Parallel Employment Group, Precise Productions, Raintree Technology Group, Randall Road Animal Hospital, Salon Centric, Sky Design, Sovereign Pediatric Therapy, T Nails, The Cleaning Connection, Today's Uniforms, Tropic Stop Tan, Twisted Stem Floral, Visiting Angels, Walgreens, Wheels and Deals, Yours and Meyn, and Yumz Gourmet Yogurt.

Low Property Tax

The 2011/2012 Budget continues the funding of General Fund services without the use of a corporate property tax. General Fund services include police, engineering, planning, 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 7, 2010, the Crystal Lake City Council adopted a property tax levy ordinance that was less than the previous year's property tax levy. Acknowledging the realities of these difficult economic times, while at the same time ensuring that City services are not negatively impacted, the proposed tax levy resulted in a decrease of 2.35% over the previous year's tax levy. It is estimated that the owner of a home worth \$300,000 in 2011, would pay about \$29.11 less per year to the City than the owner would have paid for the same home in 2010. Between 2009 and 2010, that same owner saw a \$20.54 increase.

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 this past year.

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 2010/2011 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 twentieth 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. Also in 2009, Standard and Poor's rated the City for the first time with a 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, has changed a great deal over the past years.

Having already used the current strategic plan through four budget cycles, an update to the document is warranted to ensure that the City is heading in the right direction in achieving its goals. This strategic plan update would be especially timely considering that the City will be celebrating its centennial anniversary of incorporation in 2014 (September 1914 to September 2014). The strategic plan update would 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:

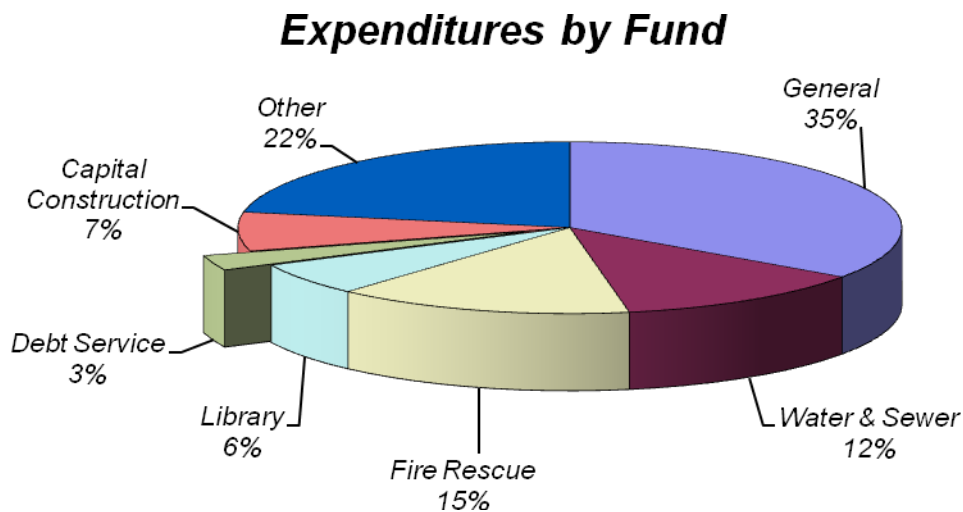
- General Fund
- Home Rule Sales Tax Fund
- Water and Sewer Fund, including Water and Sewer Capital Improvement Fund

- 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, FY 2010/2011 accomplishments, FY 2011/2012 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 2011/2012 to reduce expenditures as well as capture available revenues.

BUDGET OVERVIEW – ALL FUNDS



Budgeted expenditures and other uses for all funds in FY 2011/2012 total approximately \$85.57 million (including the Library) as compared to the prior fiscal year 2010/2011 budget of \$83.02 million.

Revenues and other amounts available to support the FY 2011/2012 budget are \$71.32 million. 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.

It is anticipated, with the change in the economy that several revenues will show signs of growth in amounts anticipated to be collected in 2011/2012 as compared to the prior year. These include:

- Sales Tax by 2.47%
- Home Rule Sales Tax by 8.80%
- State Income Tax by 0.46%

Revenues projected for FY2011/2012 reflect a conservative view and can be positively impacted by reductions in unemployment or increases in consumer spending.

Other sources or interfund transfers proposed for FY 2011/2012 include:

- Transfer of Home Rule Sales Tax to fund Target Response Unit operations (TRU Team), economic development initiatives, flooding mitigation, GIS 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 Virginia Street TIF to provide initial funding for the Virginia Street corridor beautification project;
- Transfer of Home Rule Sales Tax to the Road/Vehicle License Fund for road resurfacing projects;
- Transfer of Home Rule Sales Tax to the Fire Rescue Fund to offset a reduction in the 2010 tax levy.
- Transfer of Home Rule Sales Tax to the Water & Sewer Capital Improvement Fund to finance a portion of the chlorides residual management project.
- Transfer from the General Fund, Water & Sewer Fund and Fire Rescue Fund to the Capital Reserve Fund for capital purchases.
- Transfer of Motor Fuel Tax for the Virginia Street corridor project; and,
- Transfer from the General Fund to the Water and Sewer Capital Fund for debt service.

Automotive Equipment

The City is nearing the end of a four-year test to extend the replacement of police vehicles to a four-year cycle from a two-year cycle. As a result, seven squad cars have been budgeted in FY 2011/2012. In total, fifteen pieces of rolling stock have been budgeted.

They include:

- One pickup truck (Tool Truck), fitted with utility bed, Water Division
- 275Kw Trailer Mounted Generator
- Seven squad cars for the Police Department
- Backhoe for the Streets Division
- Bucket Truck for the Streets Division
- Ladder Truck for the Fire Rescue Department
- Four-Wheel Drive Vehicle 303 for the Fire Rescue Department

- Ambulance for the Fire Rescue Department
- Command vehicle for the Fire Rescue Department

Included in automotive equipment are the last three upgrades of snowplow spreader controls with anti-icing units.

Streets

The FY 2011/2012 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, Road/Vehicle License and Virginia Street TIF Funds, totals over \$12.45 million. Street improvement costs budgeted in FY 2011/2012 include:

- East Crystal Lake Avenue (Main Street to Pingree Road)
- Erick Street Construction
- 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 engineering II
- Final payment towards Route 14 Signal Upgrades (Route 14 and Dole, McHenry and Keith)
- Preemption System Upgrades (Route 176 and Walkup, Rakow Road)
- Virginia Street Corridor

Streets programmed for resurfacing in FY 2011/2012 are:

Street Name	From	To
Bedford Drive	Sutherland	Sutton
College Street	Uteg	Union
Dartmoor Drive	Golf Course	McHenry
Douglas Avenue	McHenry	Dole
Eagle Street	All	
Eastview Avenue	Wallace	College
First Court	Uteg	Union
First Street	Gates	RTE 176
Gail Court	Mary	End

Street Name	From	To
Grant Street	Railroad	Gates
Greenbrier Lane	St. Andrews	End
Tamarisk Lane	St. Andrews	End
Greenbrier Ct.	All	
Harold Street	Keith	End
Kendallwood Dr.	1000'	Sutherland
Kendallwood Ct.	All	
Lake Avenue	All	
Lake Shore Drive	All	
Mary Lane Court	End	Mary Lane
Morgan Street	C.L. Ave	Poplar
Morgan Street	Poplar	N. End
Poplar Street	Erick	East
Saint Andrews Ln.	Nash	Barlina
Second Court	Uteg	Union
Second Court	Union	End
Second Street	Gates	RTE 176
Sutherland Dr.	Dartmoor	Kendallwood
Sutton Drive	Bedford	Dartmoor
Uteg Street	College	Wallace
Wallace Avenue	Uteg	Union
Waterford Cut	Huntley	Bennington
Boneset Drive	All	
E. Palmer Ct.	All	
W. Palmer Ct.	All	
Wedgewood Dr.	Unit 1 & 1a	

Capital Expenditures

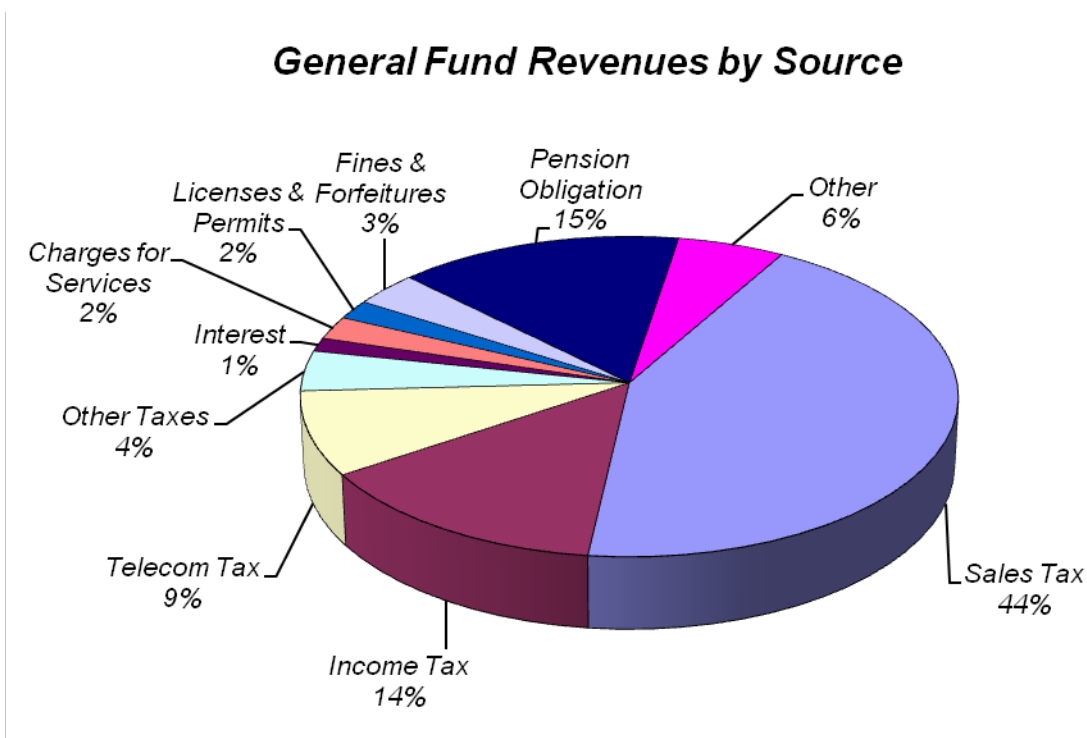
The FY 2011/2012 City budget reflects capital expenditures of \$19.96 million as compared to FY 2010/2011 capital expenditures of \$17.62 million. Funds budgeted last year provided for the purchase of five pieces of rolling stock, water and sewer system improvements, and various road resurfacing projects and construction of the Three Oaks Recreation Area, as well as funds for the Virginia Street corridor beautification project.

Funds have been re-budgeted in FY2011/2012 for the Virginia Street project. Other major capital purchases reflected in this budget are:

- Automotive equipment
- Street projects

- Virginia Street corridor signage and landscaping
- Water main replacement
- Sanitary sewer rehabilitation
- McCormick water tower recoating
- Flooding mitigation
- Radio replacements
- Fire station #3 maintenance
- Dedicated Emergency Operations Center
- VOC removal and chloride residuals management
- GIS 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, Virginia Street corridor improvements and to support existing City services. Remaining Home Rule Sales Tax funds are dedicated to repay debt on major construction projects.

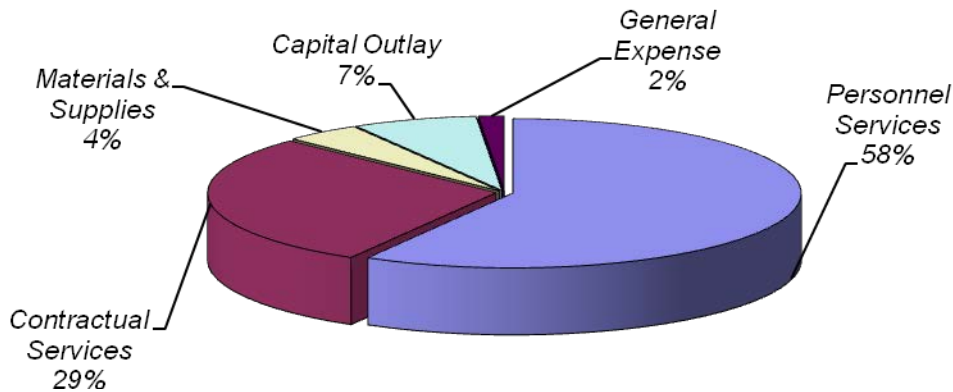
Retail sales tax (\$9.65 million), income tax (\$3.18 million) and telecommunication tax (\$1.88 million) comprise the majority of the revenue sources for the General Fund or 66.37% of the total revenues. Retail sales tax and income tax, unlike property tax, are volatile and greatly influenced by the economy.

Retail growth in surrounding communities, coupled with an economic recession that began in 2008, has caused sales tax receipts to decline in recent years. A full economic recovery is not anticipated during the proposed budget year but the focus is that these revenues will begin to rise. A decrease in income tax receipts is projected for FY 2011/2012 as unemployment levels are expected to remain high. Telecommunications tax revenues are expected to decline as 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.

FY2011/2012 General Fund revenues, as compared to those of the prior year, are up 7.26%. Diversifying revenues allows for the General Fund to remain strong even in tough economic times.

General Fund Expenditures

General Fund Expenditures by Object



FY 2011/2012 General Fund expenditures, as compared to those of the prior year, are up 8.70%. The proposed FY 2011/2012 budget includes dollars to fund a new reserve with the Intergovernmental Personnel Benefit Cooperative (IPBC) as the City pursues membership in the pool. 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 FY2011/2012 budget reflects City contributions to police and firefighters' pension funds and a reallocation of SEECOM dispatch services from the Fire Rescue Fund. The reallocation of costs best matches expenses with funding sources.

Major capital expenditures proposed in this budget include:

- Patrol car replacements (7)
- Communication equipment and narrow-band compliant radios
- Livescan/VisionAIR interface software
- Portable Livescan system
- Total Station Accident/Crime Scene Reconstruction hardware
- Firearms replacement
- Virtual server system backup
- Backhoe replacement
- Bucket truck
- Tool truck
- Spreader controls upgrade (3)
- Flooding mitigation engineering and construction
- HVAC equipment
- Trailer mounted generator
- Downtown sidewalk rehabilitation
- GIS System

Included in the proposed budget are funds for hardware, software and data conversion assistance to move the City's GIS capabilities from our current file-based, independent, non-interoperable system to a robust enterprise GIS model. In our current system, users or projects create and maintain their own data sets on their own desktop computers, which can often lead to a proliferation of redundant data and applications that are frequently not available to all users within the organization. By moving to an enterprise GIS model, City staff can spend more time on the analytical capabilities of the GIS system and less time searching for, compiling and integrating the data required for analysis activities. An enterprise GIS would allow the extension of GIS capabilities to all City departments and City residents through the creation of an Internet Mapping application (which is not possible with our current GIS system), that will provide residents access to GIS information via a web-based environment. Examples of information that could be accessed by residents could include such things as zoning information and locating available properties online. In addition, an enterprise GIS system allows the opportunity for interoperability and data exchange between the City's other software applications and the GIS system, which will allow the integration of data from other City databases into the GIS system.

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 their 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 E.P.A.. 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, this fund now requires financial assistance. The General Fund will be loaning funds to the Water and Sewer Capital Fund to pay the annual debt service. This debt matures in 2023 and will be assisted by the General Fund until the connection fee revenue stream is restored with development throughout the City. Included in this year's budget is a transfer of funds from Home Rule Sales tax receipts to assist with financing the chlorides residual management program.

As recommended by an independent study completed in February 2009, this year's budget request includes a blended rate increase of 6.65% for water and sewer services. This increase provides a funding mechanism for operations and in meeting capital needs, as well as funding a portion of debt service obligations. This is the third year of five consecutive years of rate increases suggested by the Ruckert Mielke Study. Increasing user rates for water and sewer will provide necessary dollars to assist in providing water and sewer service to residents.

Capital expenditures proposed in this budget include:

- Deep well #16 rehabilitation
- Recoat McCormick water tower
- WTP #3 softener rehabilitation
- WTP #2 roof restoration
- Shallow well repairs
- Water main replacement
- Sanitary sewer rehabilitation
- Ion exchange system and system upgrade for WTP #1 and #4
- VOC removal
- Management of chloride residuals

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 2011/2012 budget request reflects the following capital purchases:

- Ladder Truck to replace Truck 381
- Communication equipment and narrow-band compliant radios
- Replace Ambulance 354
- Replace Command Vehicle 330
- Replace Four-Wheel Drive Vehicle 303
- Maintenance for the wireless Fire Alarm Board
- Replace three MDC's
- Maintenance for Station #3
- Emergency Operations Center

Other Funds

The remainder of the expenditures for the City is comprised of 33 funds that account for 39.63% 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
- Capital Reserve 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, 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 2011/2012 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 Pingree), Pingree Road improvements, Route 176/Walkup Avenue intersection, Route 176/Briarwood Road intersection, South Main Street widening and the final payment towards Erick Street improvements. Other projects include preemption system upgrades to Rakow Road, Route 176/Walkup Avenue and the final payment for Route 14 signal upgrades. Also included are funds for Virginia Street corridor improvements.

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 to provide for signage and landscaping in the Virginia Street corridor, the City's annual city-wide road resurfacing program, annual pavement marking program,

sidewalk repairs and curb replacement. Budgeted in FY2011/2012 is the rehabilitation of downtown sidewalks and the reconstruction of Hussman School sidewalks and steps in the Franklin Street right-of-way. These costs will be shared with the Special Projects division in the General Fund and District 47, respectively.

No increases in vehicle stickers are proposed in this budget.

Three Oaks Recreation Area 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 full-year 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 budget area. Capital equipment purchases will be made from the available 2009 bond proceeds.

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).

Capital Replacement Fund

During the FY 2010/2011 budget year, a Capital Replacement Fund was established. Initial funding was provided by General Fund reserves. Additional funding will be from operating surpluses.

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 long-standing 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

- Reserve Policy
- Cash Management Policy
- Capital Improvement Policy
- Debt Management Policy
- Budgeting Policy

Debt Administration

As of April 30, 2011, the City will have a number of debt issues outstanding. These include \$8,643,000 in special service area bonds and \$26,275,000 in general obligation bonds paid from alternative revenue sources. In addition, in the Water and Sewer Funds there is an \$10,253,759 low interest (2.535%) note payable to the Illinois EPA, which is funded through a combination of water and sewer connection fees and a contribution from the General Fund reserves. General Fund reserves will be utilized until the annual connections fees increase to a sufficient level to fund this debt service.

Additional debt for this budget has not been identified but can be revisited at a later date if rates are determined to be favorable to the City.

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 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.

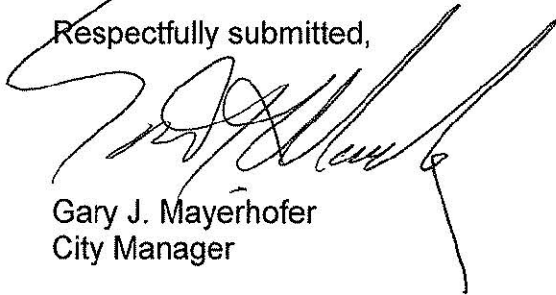
This Budget marks a new chapter in performance reporting for the City of Crystal Lake with the introduction of "Crystal Lake Vital Signs." The measures found in the Vital Signs were selected by a collaboration of department directors, budget staff, the City Manager, and others in city government. When 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.

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 2011/2012 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 Koczwar, Assistant Finance Director Laura Herrig and the Finance and Administrative Staff for their help in preparing and assembling this budget. On behalf of the Management Team, we are pleased to present the FY 2011/2012 City Budget for your consideration.

Respectfully submitted,

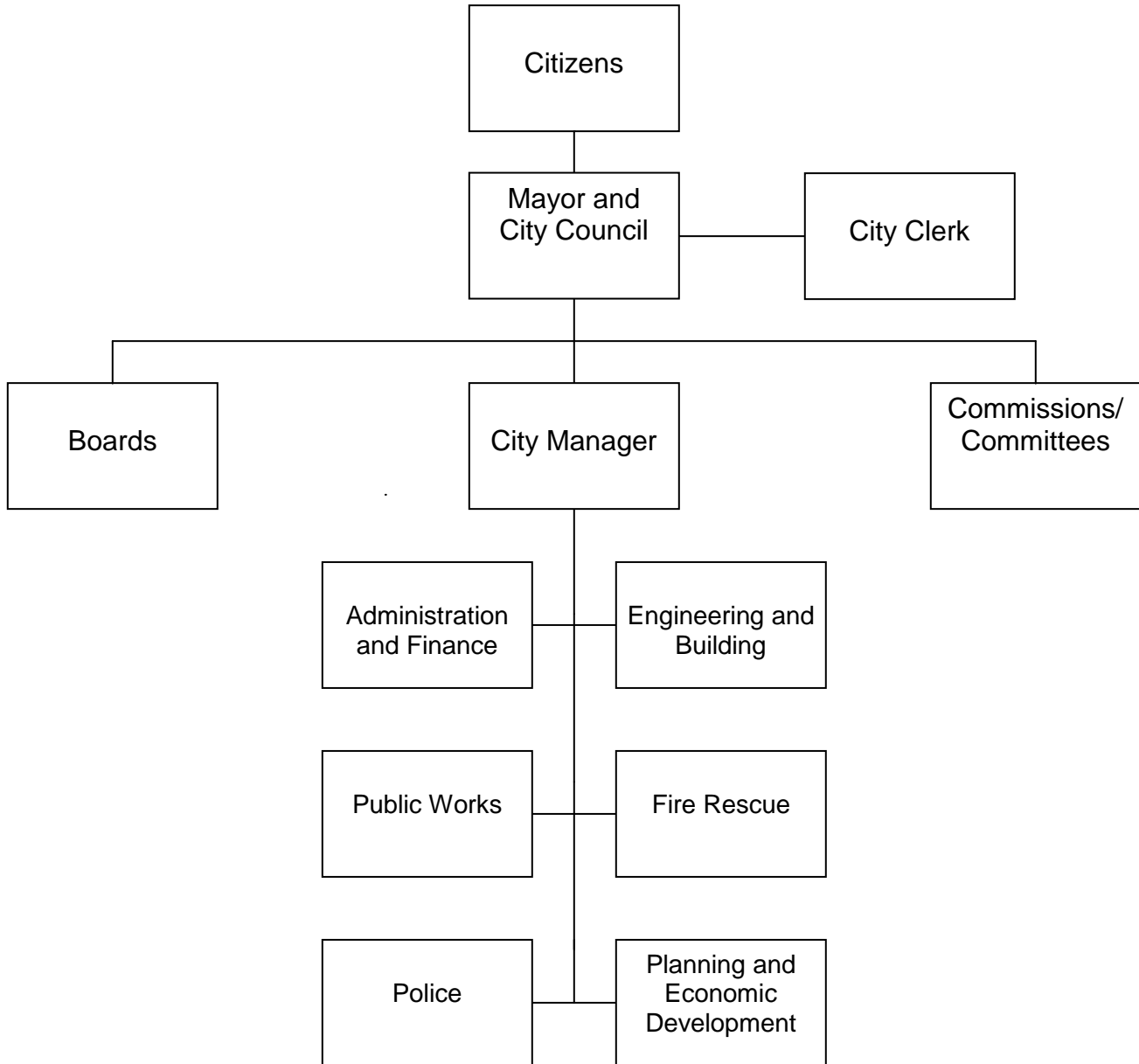


Gary J. Mayerhofer
City Manager



Mark F. Nannini
Director of Finance/Treasurer

ORGANIZATIONAL STRUCTURE



City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



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

This Budget marks 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 Target
Public Safety				
1	Part I Crimes per 1,000 population	31	28	27
2	Part II Crimes per 1,000 population	65	51	50
3	Percent of fires confined to room of origin	50%	57%	60%
4	Cardiac arrest survival rate (annual %)	33%	25%	40%
Quality of Life				
5	Residents' rating of overall quality of life as excellent or good	89%	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	88%
7	Violations of state and federal drinking water	0	0	0
8	Water service interruptions per 1,000 service connections	16.05	21.94	18.5
Neighborhood Vitality				
9	Residents rating their neighborhood as a good to excellent place to live	84%	Survey conducted bi-annually	85%
10	Residents satisfied with snow removal	79%	Survey conducted bi-annually	80%
11	Resident rating of safety in their neighborhood after dark as excellent or good	86%	Survey conducted bi-annually	87%
12	Residents rating of overall cleanliness of Crystal Lake as excellent or good	85%	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	89%
14	Residents' rating of services provided by the City of Crystal Lake as excellent or good	86%	Survey conducted bi-annually	86%
15	Standard & Poor's Bond rating	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	87%
Sustainability				
17	Residents rating of overall natural environment in Crystal Lake as excellent or good	81%	Survey conducted bi-annually	82%
18	Residents rating air quality in Crystal Lake as excellent or good	83%	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.

Management & Planning

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.

Sustainability

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.

Annual Budget Fiscal Year 2011/2012



Summary of All Funds

FY2011/2012
 REVENUES & OTHER SOURCES SUMMARY – ALL FUNDS
 CITY OF CRYSTAL LAKE

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
Revenues & Other Sources					
General Fund	22,381,824	23,090,514	23,532,988	23,492,988	25,303,265
Insurance Fund	285,469	631	4,696	436,752	-
Water & Sewer Fund	6,888,744	7,136,715	7,661,173	7,691,707	8,140,356
Fire Rescue Fund	8,066,191	8,238,908	8,369,512	8,348,157	8,793,200
Library Funds	4,090,530	4,363,460	4,546,396	4,477,297	4,378,513
Road/Vehicle Fund	1,181,270	771,670	691,320	982,961	1,231,979
IMRF Pension Fund	1,929,626	1,896,838	2,041,571	2,041,571	1,057,000
Police Pension Fund	(1,306,286)	5,532,828	2,418,111	2,418,111	3,659,924
Firefighters Pension Fund	(75,479)	3,478,256	1,905,876	1,905,876	2,881,303
Crossing Guard Fund	64,936	67,996	64,275	64,265	46,000
Foreign Fire Insurance Fund	49,224	64,945	64,584	64,584	62,526
Three Oaks Recreation Fund	-	-	295,469	295,469	565,162
Subtotal - Operating Funds	43,556,049	54,642,761	51,595,971	52,219,738	56,119,228
Home Rule Sales Tax Fund	3,845,589	4,553,060	4,061,400	4,061,400	4,455,800
Water & Sewer Cap Imprvmnt	702,167	549,485	2,947,170	2,947,170	2,330,335
Motor Fuel Tax Fund	1,359,489	1,358,191	1,070,570	1,098,026	1,033,991
Debt Service Funds	1,114,312	1,082,867	2,096,284	2,084,773	2,134,134
Construction Funds	2,328,096	15,513,806	5,801,861	1,802,781	5,055,624
Capital Reserve Fund	-	-	3,000,000	3,000,000	200,720
Total - All Funds	\$52,905,702	\$77,700,170	\$70,573,256	\$67,213,888	\$71,329,832

FY2011/2012
EXPENDITURES & OTHER USES SUMMARY – ALL FUNDS
CITY OF CRYSTAL LAKE

	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Expenditures & Other Uses					
General Fund	22,928,283	26,643,653	29,130,282	29,281,881	27,418,011
Insurance Fund	-	-	-	-	79,200
Water & Sewer Fund	7,251,472	7,092,260	7,263,443	7,105,642	9,364,984
Fire Rescue Fund	7,636,230	7,634,757	10,171,115	9,907,766	11,059,897
Library Funds	3,650,933	3,970,663	4,820,201	4,461,141	4,621,019
Road/Vehicle Fund	1,217,317	1,182,397	1,518,964	1,490,954	2,328,120
IMRF Pension Fund	1,644,560	1,701,981	2,041,571	2,041,571	1,662,475
Police Pension Fund	1,304,527	1,489,532	1,488,000	1,488,000	1,636,000
Firefighters Pension Fund	517,343	582,334	586,194	586,194	723,000
Crossing Guard Fund	55,120	54,771	58,443	58,443	60,274
Foreign Fire Insurance Fund	59,955	39,823	64,584	64,584	62,526
Three Oaks Recreation Fund	-	-	295,469	295,469	565,162
Subtotal - Operating Funds	46,265,740	50,392,171	57,438,267	56,781,645	59,580,667
Home Rule Sales Tax Fund	2,181,395	2,445,031	4,823,261	5,153,124	7,083,298
Water & Sewer Cap Imprvmt	1,072,324	1,267,118	6,233,412	6,247,854	3,817,042
Motor Fuel Tax Fund	1,478,269	1,412,434	5,983,186	2,751,635	7,476,174
Debt Service Funds	1,235,495	1,034,245	2,137,584	2,137,584	2,134,134
Construction Funds	5,119,281	8,681,425	6,413,611	8,450,781	5,483,595
Capital Reserve Fund	-	-	-	-	-
Total - All Funds	\$57,352,504	\$65,232,424	\$83,029,321	\$81,522,623	\$85,574,910

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

FY2011/2012
REVENUE SUMMARY – ALL FUNDS
CITY OF CRYSTAL LAKE

The summary below reflects only revenues anticipated to be received during the year and does not include bond proceeds or other financing sources such as transfers in:

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
Revenues Only					
General Fund	21,913,347	20,645,483	20,692,828	20,652,828	22,195,683
Insurance Fund	2,488	631	4,696	1,500	-
Water & Sewer Fund	6,888,744	7,136,715	7,661,173	7,691,707	8,140,356
Fire/Rescue Fund	8,066,191	8,238,908	8,312,552	8,291,197	8,242,500
Library Funds	4,063,341	4,186,745	4,446,196	4,189,215	4,378,393
Road/Vehicle Fund	724,801	718,670	691,320	982,961	731,979
IMRF Pension Fund	1,929,626	1,896,838	2,041,571	2,041,571	1,057,000
Police Pension Fund	(1,306,286)	5,532,828	2,418,111	2,418,111	3,659,924
Firefighters Pension Fund	(75,479)	3,478,256	1,905,876	1,905,876	2,881,303
Crossing Guard Fund	64,936	67,996	64,275	64,265	46,000
Foreign Fire Insurance Fund	49,224	64,945	64,584	64,584	62,526
Three Oaks Recreation Fund	-	-	22,710	79,860	256,750
Subtotal - Operating Funds	42,320,933	51,968,015	48,325,892	48,383,675	51,652,414
Home Rule Sales Tax Fund	3,845,589	4,553,060	4,061,400	4,061,400	4,455,800
Water & Sewer Cap Imprvmnt	702,167	332,590	484,335	484,335	444,180
Motor Fuel Tax Fund	1,359,489	1,358,191	1,070,570	1,098,026	1,033,991
Debt Service Funds	1,016,105	1,082,867	1,147,803	1,160,083	1,159,178
Capital Construction Funds	1,071,647	278,806	1,540,000	208,743	2,431,173
Capital Reserve Fund	-	-	-	-	-
Total - All Funds	\$50,315,930	\$59,573,529	\$56,630,000	\$55,396,262	\$61,176,736

FY2011/2012
PERSONNEL SUMMARY – ALL FUNDS
CITY OF CRYSTAL LAKE

	Actual FY2009-2010	Budget FY2010-2011	Budget FY2011-2012
Total Full Time Equivalents	267.50	259.50	257.00

During the past few years, ten and one-half positions have become vacant. These positions are not anticipated to be filled. These include three 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. 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 2011/2012



General Fund

**FY2011/2012
REVENUE SUMMARY
GENERAL FUND**

	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
REVENUES					
Property Tax - Police/Fire Pension	2,093,079	2,236,800	2,518,987	2,518,987	3,381,556
Total Property Taxes	2,093,079	2,236,800	2,518,987	2,518,987	3,381,556
Sales Tax	10,189,284	9,467,834	9,425,000	9,425,000	9,658,137
Leased Car Tax	30,560	28,204	25,000	25,000	29,580
State Income Tax	3,503,952	3,068,722	3,056,000	3,056,000	3,187,520
Replacement Tax	144,517	135,686	118,000	118,000	123,664
Use Tax	558,750	476,568	495,000	495,000	488,089
Telecommunications Tax	1,925,732	1,831,489	1,850,000	1,850,000	1,887,000
Grant Proceeds - State of IL	10,491	38,657	7,500	7,500	7,500
Grant Proceeds - Federal	16,894	13,625	5,000	5,000	5,000
Total Intergovernmental	16,380,180	15,060,785	14,981,500	14,981,500	15,386,490
Hotel Tax	313,289	230,880	270,000	230,000	230,000
Total Other Taxes	313,289	230,880	270,000	230,000	230,000
Liquor Licenses	94,218	103,693	94,000	94,000	94,000
Building Permits	295,604	242,173	290,000	290,000	295,800
Occupancy Permits	4,855	4,925	5,250	5,250	5,355
Miscellaneous Licenses & Permits	43,843	36,335	5,250	5,250	37,230
Total Licenses & Permits	438,520	387,126	394,500	394,500	432,385
Police Department Fines	513,663	445,109	525,000	525,000	535,500
Police Towing (DUIs, etc.)	94,513	148,000	180,000	180,000	183,600
Adjudication Fines	18,036	44,063	50,000	50,000	51,000
Total Fines & Forfeitures	626,212	637,172	755,000	755,000	770,100
Plan Review Fees	54,324	43,989	115,000	115,000	115,000
Engineering Review Fees	35,854	13,308	10,000	10,000	13,770
Inspection Services	1,591	3,241	2,000	2,000	3,570
Zoning & Subdivision Fees	4,403	3,626	8,000	8,000	8,160
Annexation Fees	350	-	1,200	1,200	1,224
Parking Revenue	244,604	245,966	280,000	280,000	285,600
Special Police Detail	53,104	89,492	72,000	72,000	91,800
Total Charges for Services	394,230	399,622	488,200	488,200	519,124

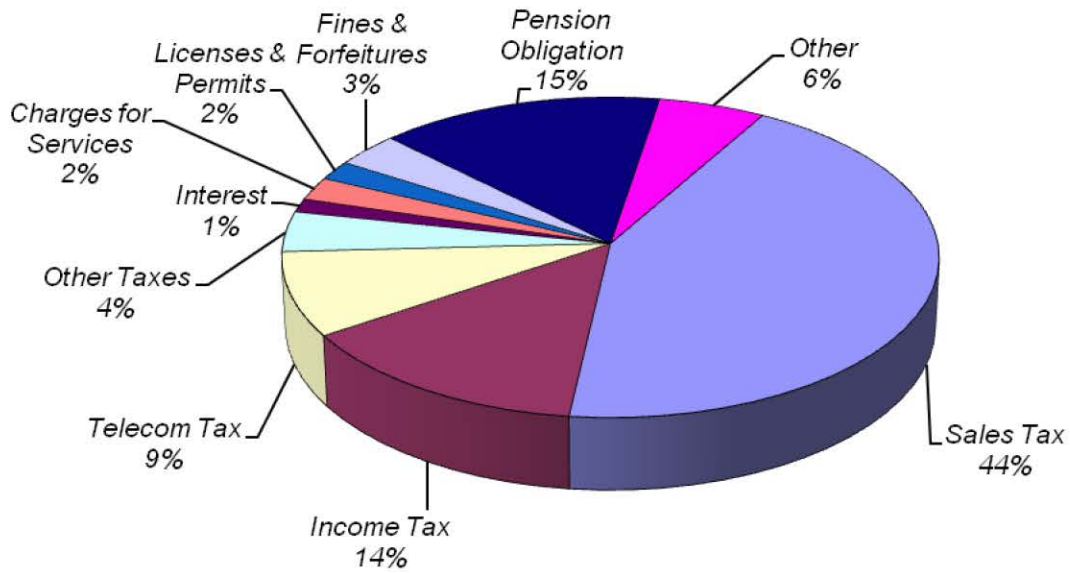
FY2011/2012
REVENUE SUMMARY (CONT'D)
GENERAL FUND

	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Investment Interest	918,940	776,494	308,941	308,941	306,138
Total Interest Earnings	918,940	776,494	308,941	308,941	306,138
Franchise Fees - Cable	474,377	501,544	455,000	455,000	510,000
Rental Income	82,246	84,783	59,500	59,500	114,750
Transfer Station Host Fees	-	12,281	115,200	115,200	230,000
Capital Facilities Fees	2,478	2,460	7,000	7,000	7,140
Reimbursed Expenses	34,272	55,649	91,000	91,000	60,000
Miscellaneous	155,524	259,887	248,000	248,000	248,000
Total Miscellaneous	748,897	916,604	975,700	975,700	1,169,890
Total Revenues	21,913,347	20,645,483	20,692,828	20,652,828	22,195,683

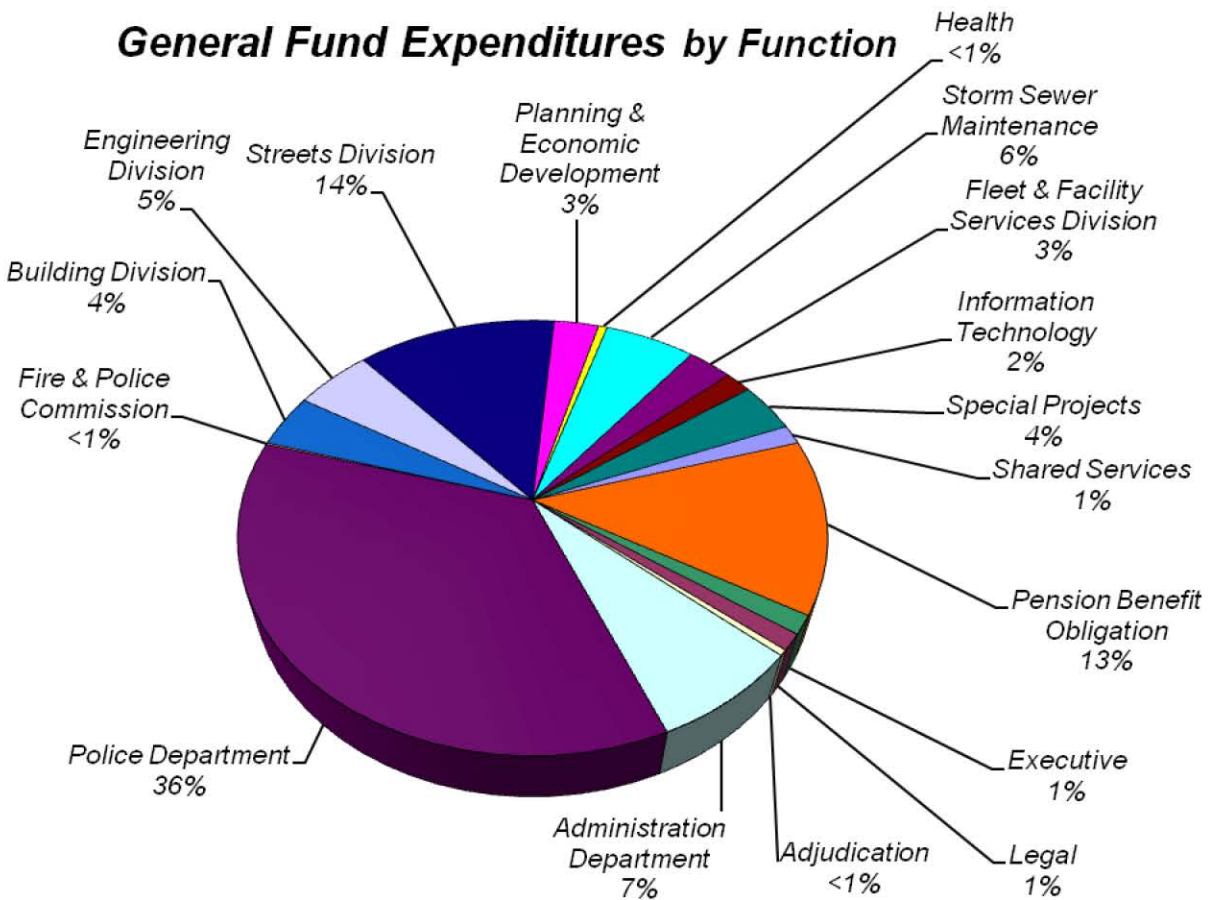
FY2011/2012
EXPENDITURE SUMMARY
GENERAL FUND

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
EXPENDITURES					
Executive	369,372	380,311	478,468	469,098	359,735
Legal	292,402	298,798	311,350	311,350	311,350
City Administration	1,797,258	1,800,666	1,897,704	1,872,443	1,920,201
Adjudication	29,528	65,824	108,290	107,964	109,868
Police Department	8,523,058	8,777,024	8,726,925	8,627,062	9,366,843
Fire & Police Commission	39,161	36,132	37,529	37,041	36,019
Building Division	982,674	928,222	1,025,723	1,011,501	1,049,722
Engineering Division	1,275,116	1,247,061	1,380,111	1,366,117	1,288,378
Street Division	3,258,389	3,155,934	3,291,344	3,211,881	3,367,644
Planning & Economic Dvlpmt	741,194	1,046,354	694,050	682,293	755,640
Health	101,507	107,138	147,452	137,605	147,452
Storm Sewer Maintenance	681,873	941,593	1,076,760	1,067,040	1,521,403
Fleet & Facility Services	634,692	610,518	681,839	670,959	751,605
Information Technology	427,119	411,632	392,801	389,427	439,828
Special Projects	1,021,662	4,292,391	939,259	914,415	980,547
Shared Services	358,776	307,255	364,730	364,730	379,540
Pension Benefit Obligation	2,093,079	2,236,800	2,518,987	2,518,987	3,381,556
Total Expenditures	22,626,860	26,643,653	24,073,322	23,759,913	26,167,330
Revenues in Excess of Expenditures	(713,513)	(5,998,170)	(3,380,494)	(3,107,085)	(3,971,647)
OTHER SOURCES (USES)					
Transfer In	468,477	2,445,031	2,840,160	2,840,160	3,107,582
Bond Proceeds	-	3,001,658	-	-	-
Transfer Out	(301,423)	-	(2,056,960)	(2,521,968)	(1,250,681)
Capital/Technology Equipment Reserve	-	-	(3,000,000)	(3,000,000)	-
Total Other Sources (Uses)	167,054	5,446,689	(2,216,800)	(2,681,808)	1,856,901
Change in Fund Balance	(546,459)	(551,481)	(5,597,294)	(5,788,893)	(2,114,746)
Beginning Balance, May 1	22,242,261	21,695,802	21,144,321	21,144,321	15,355,428
Ending Balance, April 30	21,695,802	21,144,321	15,547,027	15,355,428	13,240,682

General Fund Revenues by Source



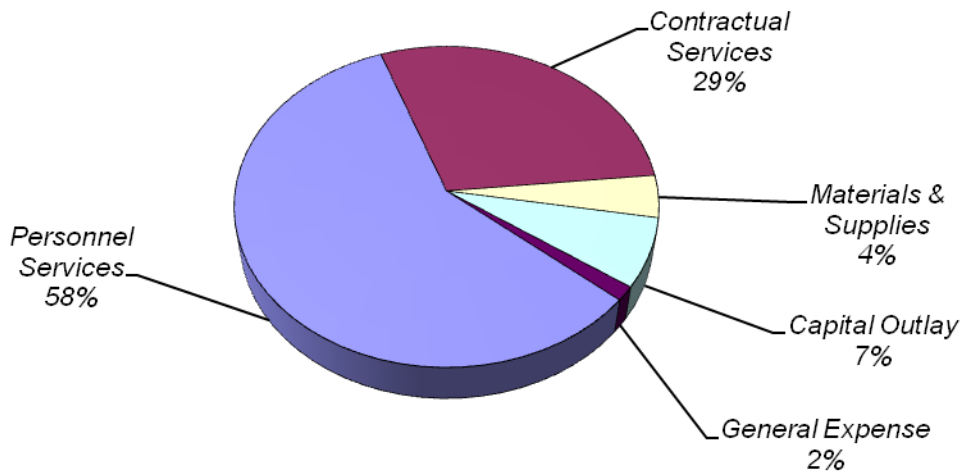
General Fund Expenditures by Function



FY2011/2012 EXPENDITURE SUMMARY – MAJOR OBJECT GENERAL FUND

	Personnel Services	Contractual Services	Materials & Supplies	Capital Outlay	General Expense	Grand Total
Executive	22,800	336,935	-	-	-	359,735
Legal	-	311,350	-	-	-	311,350
Administration Department	1,669,099	185,552	65,550	-	-	1,920,201
Adjudication	50,528	54,340	5,000	-	-	109,868
Police Department	7,713,381	934,410	374,648	344,404	-	9,366,843
Fire & Police Commission	-	35,619	400	-	-	36,019
Building Division	964,544	61,528	23,650	-	-	1,049,722
Engineering Division	1,003,217	247,261	37,900	-	-	1,288,378
Street Division	1,820,223	963,416	343,005	241,000	-	3,367,644
Planning & Economic Development	510,545	239,170	5,925	-	-	755,640
Health	-	147,452	-	-	-	147,452
Storm Sewer Maintenance	663,217	60,961	44,725	752,500	-	1,521,403
Fleet & Facility Services Division	616,305	57,900	34,400	43,000	-	751,605
Information Technology	237,885	22,403	94,540	85,000	-	439,828
Special Projects	-	152,056	83,222	368,000	377,269	980,547
Shared Services	-	379,540	-	-	-	379,540
Pension Benefit Obligation	-	3,381,556	-	-	-	3,381,556
Total	15,271,743	7,571,449	1,112,965	1,833,904	377,269	26,167,330
% Percentage	58.36%	28.93%	4.25%	7.01%	1.44%	100.00%

General Fund Expenditures by Object



Annual Budget
Fiscal Year 2011/2012

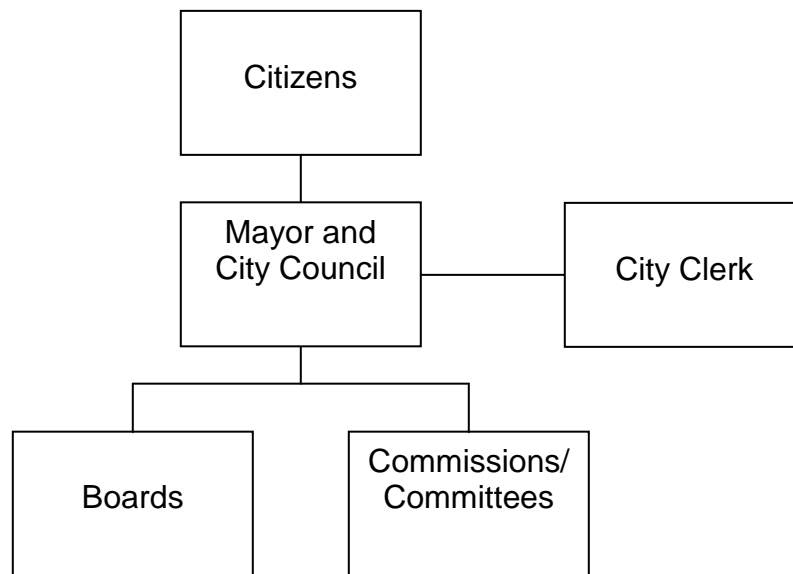


**EXECUTIVE
DEPARTMENT**

FY2011/2012
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.

FY2011/2012
ORGANIZATIONAL CHART
EXECUTIVE DEPARTMENT



**FY2011/2012
ANNUAL BUDGET
EXECUTIVE DEPARTMENT**

EXPENDITURES	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
Regular Salaries	23,010	20,720	22,800	22,800	22,800
Total Personnel Services	23,010	20,720	22,800	22,800	22,800
Professional Services	5,550	9,950	6,000	5,500	6,000
Training	2,563	6,810	6,680	5,669	6,680
Dues & Subscriptions	32,347	34,698	35,998	35,426	35,998
Insurance & Bonding	9,991	10,258	11,407	9,084	11,407
Community Activities	-	-	38,350	33,385	43,350
Other / Hotel Tax	295,911	297,875	357,233	357,233	233,500
Total Contractual Services	346,362	359,591	455,668	446,298	336,935
Total	369,372	380,311	478,468	469,098	359,735

**FY2011/2012
ACCOUNT INFORMATION
EXECUTIVE DEPARTMENT**

- Other/Hotel tax expenditures reflect Council approval of funding requests from not-for-profit organizations that promote tourism in the City of Crystal Lake. Funding levels approved by City Council are as follows:

Other/Hotel Tax	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
Item Description	Actual	Actual	Budget	Estimate	Budget
Crystal Lake Chamber of Commerce	2,500	5,570	6,000	6,000	4,893
Historic Downtown Assoc	35,000	35,000	35,000	35,000	35,000
Raue Center for the Arts	150,000	150,000	150,000	150,000	122,334
GALA Festival	15,000	-	-	-	-
McHenry County Youth Sports Assn	55,000	55,000	50,000	50,000	40,778
Crystal Lake Babe Ruth Baseball	1,000	2,000	2,000	2,000	1,631
Lakeside Legacy Foundation	15,000	-	25,000	25,000	20,389
Northwest Area Arts Council	6,000	10,000	-	-	-
McHenry County Music Center	3,600	3,600	3,600	3,600	2,936
Crystal Lake Rowing Club	1,650	2,500	2,500	2,500	2,039
Berkshire Ballet Theatre	-	-	-	-	1,000
McHenry County Convention & Visitors Bureau	-	-	-	-	2,500
Total	284,750	263,670	274,100	274,100	233,500

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



LEGAL AND JUDICIARY

FY2011/2012
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.

FY2011/2012
ANNUAL BUDGET
LEGAL AND JUDICIARY

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Professional	2,884	7,068	7,350	7,350	7,350
Legal	289,518	291,730	304,000	304,000	304,000
Total Contractual Services	292,402	298,798	311,350	311,350	311,350
Total	292,402	298,798	311,350	311,350	311,350

FY2011/2012
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 2011/2012



**ADMINISTRATION
DEPARTMENT**

FY2011/2012

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.

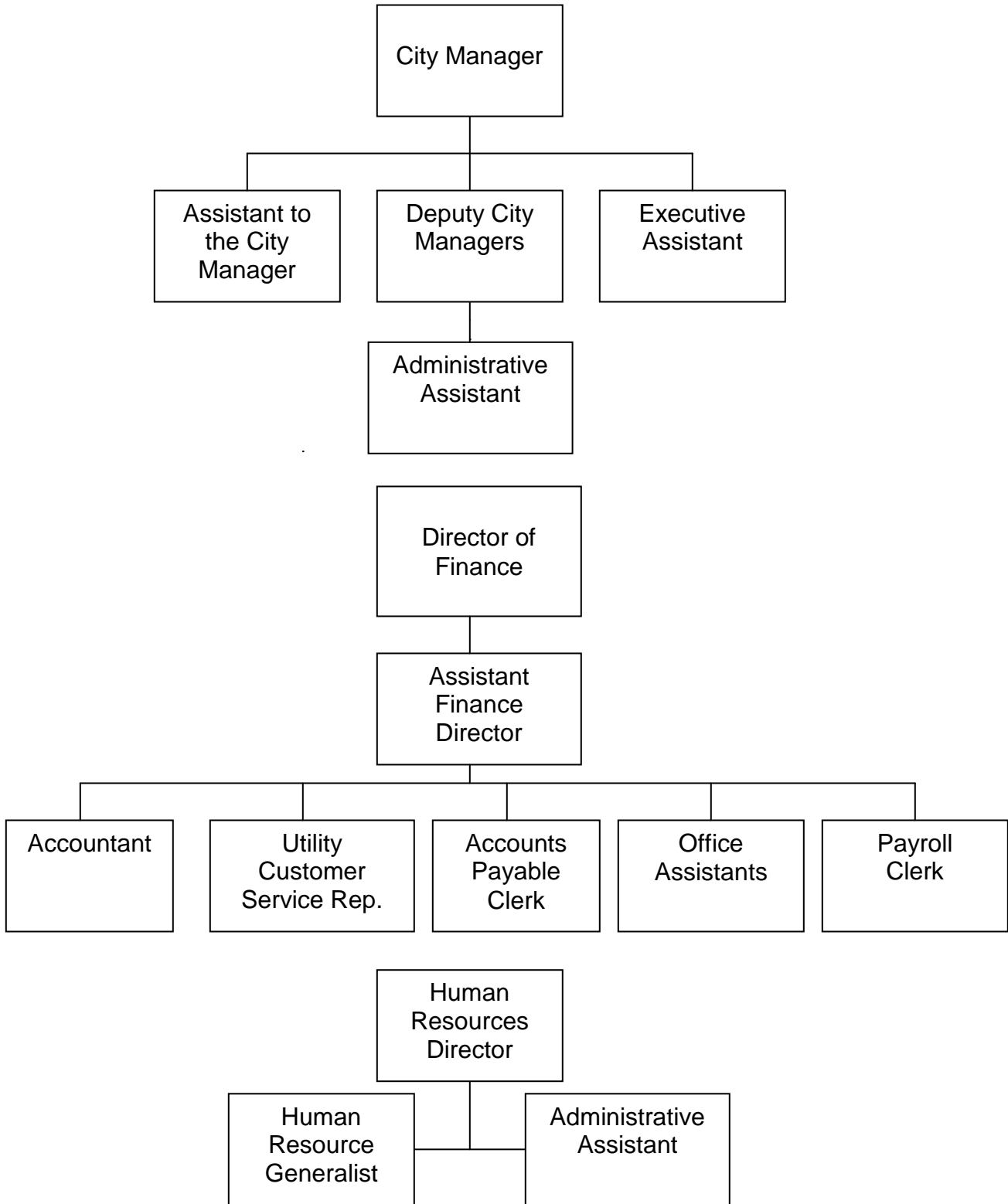
Finance Department

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 and part-time employees of the City of Crystal Lake.

FY2011/2012
ORGANIZATIONAL CHART
ADMINISTRATION DEPARTMENT



**FY2011/2012
PERSONNEL SUMMARY
ADMINISTRATION DEPARTMENT**

Position	Actual FY2009-2010	Budget FY2010-2011	Budget FY2011-2012
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	1.00
Executive Assistant	1.00	1.00	1.00
Administrative Assistant	2.75	2.75	2.75
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	16.50

**FY2010/2011
ACCOMPLISHMENTS
ADMINISTRATION DEPARTMENT**

- 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.
- 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.
- The City continued to work with METRA, the Union Pacific Rail Line, and PACE suburban bus service to maintain commuter friendly transportation. In addition, in cooperation with McHenry County, Dial-A-Ride services were expanded for City residents.
- The City received the Government Finance Officers' Association Distinguished Budget award.

OBJECTIVES

ADMINISTRATION DEPARTMENT

- Continue to promote the development of strategic areas, including the Three Oaks Recreation Area, the Main Street T.I.F., the Northwest corridor, the Route 31 corridor, the Virginia Street T.I.F., and the commercial areas along Route 14.
- Continue to 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.

FY2011/2012
ANNUAL BUDGET
ADMINISTRATION DEPARTMENT

EXPENDITURES	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
Regular Salaries	1,225,529	1,294,359	1,384,901	1,384,901	1,419,524
Part-time Salaries	55,330	55,064	61,231	61,231	33,242
Overtime	8,884	(216)	10,000	10,000	5,000
Group Insurance	217,019	188,156	195,678	185,788	211,332
Total Personnel Services	1,506,762	1,537,363	1,651,810	1,641,920	1,669,099
Professional	28,467	44,405	25,530	25,530	37,030
Annual Audit	14,841	18,549	25,706	25,706	21,594
Publishing	4,498	5,071	6,850	6,850	6,850
Postage & Freight	31,679	23,054	24,425	24,425	24,425
Training	19,019	14,435	9,500	9,500	9,500
Dues & Subscriptions	9,341	7,763	7,430	7,885	7,300
Insurance & Bonding	48,323	50,221	54,503	43,406	54,503
Physical Examinations	8,001	1,388	2,000	2,000	2,000
Operating Equipment	209	24	2,000	2,000	2,000
Office Equipment	8,493	5,581	5,350	5,350	5,350
Employee Programs	16,935	9,681	15,000	15,000	15,000
Rent - Buildings & Equipment	210	420	-	-	-
Total Contractual Services	190,016	180,592	178,294	167,652	185,552
Office Supplies	12,975	10,856	11,300	11,300	11,300
Motor Fuel & Lub.	1,819	1,670	1,750	1,750	1,750
Comp. Hardware & Software	19,448	10,632	7,250	7,250	10,100
Small Tools & Equipment	5,433	2,369	4,800	4,821	4,800
Automotive Supplies	998	1,684	-	-	-
Stationery & Printing	59,807	55,500	42,500	37,750	37,600
Miscellaneous	-	-	-	-	-
Total Materials & Supplies	100,480	82,711	67,600	62,871	65,550
Total	1,797,258	1,800,666	1,897,704	1,872,443	1,920,201

FY2011/2012
ACCOUNT INFORMATION
ADMINISTRATION DEPARTMENT

- An increase in group health insurance is attributable to the need to fund a new reserve in the IPBC pool. 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.
- Professional services reflect rising costs charged by financial institutions for banking services along with credit and debit card processing fees.
- Audit fees reflected in this budget are pursuant to the terms of a contract with an independent auditing firm.
- The FY2011/2012 budget for computer hardware and software contains dollars to replace three department PCs.
- The Stationery and Printing account is reduced based on current year costs associated with the City's quarterly newsletter publication.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



**ADMINISTRATIVE
ADJUDICATION**

**FY2011/2012
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.

**FY2011/2012
PERSONNEL SUMMARY
ADMINISTRATIVE ADJUDICATION DIVISION**

Position	Actual FY2009-2010	Budget FY2010-2011	Budget FY2011-2012
Administrative Assistant	1.00	1.00	1.00
Total Staff	1.00	1.00	1.00

**FY2010/2011
ACCOMPLISHMENTS
ADMINISTRATIVE ADJUDICATION DIVISION**

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

**FY2011/2012
OBJECTIVES
ADMINISTRATIVE ADJUDICATION DIVISION**

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

FY2011/2012
ANNUAL BUDGET
ADMINISTRATIVE ADJUDICATION DIVISION

EXPENDITURES	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
Regular Wages	-	21,463	42,499	42,499	43,561
Part-time Salaries	29,528	15,797	-	-	-
Overtime	-	105	-	-	-
Group Health Insurance	-	1,690	6,451	6,125	6,967
Total Personnel Services	29,528	39,055	48,950	48,624	50,528
Professional	-	24,575	51,840	51,840	51,840
Postage & Freight	-	464	2,500	2,500	2,500
Total Contractual Services	-	25,039	54,340	54,340	54,340
Office Supplies	-	105	1,000	1,000	1,000
Comp. Hardware & Software	-	1,625	2,500	2,500	2,500
Stationery & Printing	-	-	1,500	1,500	1,500
Total Materials & Supplies	-	1,730	5,000	5,000	5,000
Total	29,528	65,824	108,290	107,964	109,868

FY2011/2012
ACCOUNT INFORMATION
ADMINISTRATIVE ADJUDICATION DIVISION

- An increase in group health insurance is attributable to the need to fund a new reserve in the IPBC pool. 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.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



**POLICE
DEPARTMENT**

FY2011/2012 STATEMENT OF ACTIVITIES POLICE DEPARTMENT

The Crystal Lake Police Department remains committed to providing service to the residents of our community built on a philosophy of customer satisfaction as one of our primary goals. We have made strides within this focus by emphasizing the provision of our services through the building of partnerships with various community groups in the community. We have created numerous programs that enhance our ability to serve various elements of the community, in order to produce specific solutions in a true problem-solving environment. Our Targeted Response Unit (TRU) works with the business community to reduce crime. The relationship that we have built with the security departments of area stores and several other endeavors have combined to create the highest level of proactive law enforcement service in the history of the department.

Additionally, the department continues to prioritize the ability to retain the confidence and respect of the public to whom it serves. This is accomplished through a constant and earnest effort on the part of all members and employees of the department 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 of this community.

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 provided 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 has 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.

FY2011/2012
 ORGANIZATIONAL CHART
 POLICE DEPARTMENT



FY2011/2012
PERSONNEL SUMMARY
POLICE DEPARTMENT

Position	Actual FY2009-2010	Budget FY2010-2011	Budget FY2011-2012
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	5.00
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	81.25

FY2010/2011
ACCOMPLISHMENTS
POLICE DEPARTMENT

Goal: Implementation, training and troubleshooting of the new records management software programs, including the Report Beam automated citation program and the VisionAIR records management software being implemented by the ETSB.

Status: Report Beam has been implemented and all staff trained. Training and troubleshooting with VisionAIR has been on-going and Crystal Lake has been selected as a beta site. This program is scheduled to go live on March 1, 2011.

Goal: Focus on Freedom of Information requests ensuring compliance with the new laws relative to these inquiries.

Status: Two staff members have been through training and have been certified as FOIA officers.

GOAL: Continue the self-assessment stage of CALEA accreditation with a goal of being approximately 50% complete by the end of 2010.

Status: We are on schedule with CALEA and will reach the 50% mark relating to the three year process on March 10, 2011. The hope is to complete and adopt our Lexipol policy

manual in January 2011 and then begin compiling required “proofs” for our CALEA files. We are currently on track to complete the CALEA accreditation by November 2012.

Goal: Replace 15 of 29 police portable radios with new radios that are narrow band and P-25 compatible to comply with a 2013 FCC mandate. Currently, the Department maintains 79 portable radios. 29 of these radios are older models that will not be compatible with the narrow band requirement. These 29 radios will have to be replaced by 2013, with the replacement of 15 in the 2010/2011 budget, and 14 in the 2011/2012 budget.

Status: The City and the Police Department are on schedule with meeting this objective.

Goal: Continue to develop shift level instructors in numerous disciplines such as batons, OC spray, EVOC, and Taser. This is helpful with annual or bi-annual reoccurring training in these areas.

Status: We have added one expandable baton instructor, two pepper spray instructors, one radar/lidar instructor, two Manondock defensive tactics instructors and one PPCT defensive tactics instructor. Before the end of the budget cycle we will also be recertifying two Taser instructors.

In the 2009-2010 budget year, our in-house training hours were approximately 1600 hours. To date, in the 2010-2011 budget year, our in-house training hours are at approximately 2000 hours. This is an increase of 20% to date. Including in-house training that is scheduled for the remainder of this budget year, the Department should bring our overall increase over last budget year to approximately 35%.

Goal: Development of a testing process for new policies as they are issued to make sure the line personnel and their supervisors understand the policy.

Status: Implementation will take place upon the issuance of the new Lexipol Policy Manual. The program has been provided by Lexipol as the Daily Roll Call training.

Goal: Develop career path training for command and supervisory staff, to assist them in the management of their career direction.

Status: The career path for our Command Staff has been focusing on leadership development.

Goal: Increase the number of range officers by two. Currently all range officers are at the rank of sergeant. Developing patrol officers as range personnel will ease the scheduling burden.

One range officer has been added. The appointment of the other range officer is anticipated to occur in the next budget cycle.

Goal: Propose to convert existing shotguns into less than lethal options once the rifles are deployed onto the street.

Status: This goal was not addressed due to the excessive cost.

Goal: Developing an “Educational Based Discipline” procedure.

Status: This goal is still developing. A computer-based program designed to provide for this kind of system has been purchased and we are in the process of populating the program with the necessary information. This project was funded in part by a community grant provided by the Dawn Breakers Rotary Club, allowing for the addition of this program with minimal impact on our budget.

Goal: The Police Department, through the Investigations Division, will begin a program aimed at promoting a liaison with property managers within the City, specifically those that are associated with the U.S. Dept. of Housing and Urban Development. This program will promote a reduction in criminal activity that commonly occurs on and around such properties via a collective partnership.

Status: Members of the Investigations Division have been in recent telephone contact with property management. Members of property management associations have agreed to meet with police to discuss the possibility of implementing a comprehensive lease agreement, trespass agreement, nuisance abatement ordinance and a discussion of Section 8 or HUD guidelines.

Goal: To meet the challenges of increased incidents of children victimized as a result of inappropriate material and conduct through the World Wide Web, e-mail, and chat rooms, the Department proposes an aggressive response. Chat rooms can pose a particularly serious threat amongst our youths. In an effort to increase our abilities to respond to computer and internet facilitated crimes, such as sexual exploitation of children, the Department will apply for membership with a State-supported Child Exploitation Task Force program, better known as I.C.A.C. or Internet Crimes Against Children. Officers assigned to investigations will receive free training and equipment through this program.

Status: Application was made with the ICAC and we are still awaiting review and acceptance. We are additionally assessing equipment needs based on this program.

Goal: Investigators will seek membership with a Federal Task Force headed by U.S. Customs. This Federal Task Force is known as Cyber Crimes Investigation Group. As a member of the task force, the Police Department will be given a free computer and air-card capable of allowing the investigator to surf the internet chat rooms. Once members of the Cyber Crimes Unit, the Crystal Lake Police Department can utilize the assistance of the U.S. Customs Task Force for any type of major crime and be supported by experts in the field of computer forensics and fugitive tracking.

Status: A memorandum of understanding was approved by the City Council.

Goal: Due to a recognized influx of heroin use in and around our community, officers will take a proactive approach to increasing heroin and other drug arrests

by 10%. Crystal Lake Investigators will work in concert with the North Central Narcotics Task Force and utilize a proactive approach aimed at this specific task.

Status: The police department has been successful in meeting this goal. There was a 17% increase in overall drug arrests this year. Working in concert with NCNTF and the TRU unit, Crystal Lake Investigations has been able to increase the number of drug-related arrests by the use of technology (vehicle tracker) and higher accountability. Currently, all investigative leads concerning drug investigations are now tracked to ensure completion.

Goal: Continue our efforts to reduce traffic crashes within the City by an additional 10%. This would be accomplished by directed and specifically targeted activity encompassing education and engineering, in collaboration with the City's Engineering Division, in order to optimize safe movement of vehicular traffic. We would assist in careful analysis of roadway design so as to not upset the aesthetic appearance of the community. Additionally, continue the systematic enforcement of traffic laws, targeting those violations most likely to cause, or historically identified as contributing to, injuries due to traffic crashes.

Status: There has been a downward trend with regard to traffic crashes. From available crash data in CRIMES, the time period from 11/05/09 to 11/05/10 indicated an overall reduction in reported vehicular collisions by 13.3% from the same period one year prior. Significantly, the percentage of injury crashes also fell 11.5 %. In the 2009-2010 period however, there were two fatal crashes, where the previous year there were none. In these two fatalities, one involved operator error in crossing a busy intersection, while the other was a result of careless, reckless driving.

Additionally, the TRU unit has worked with the Traffic Safety Committee, the Engineering and Building Department and other City Departments in order to provide for a reduction in a number of traffic issues thought to potentially contribute to traffic crashes. This collaborative effort has resulted in the redesigning of several schools to accommodate the additional traffic associated with commuter schools. This effort has been lauded by both the School District as well as the parents for creating a safer environment.

Goal: Maintain and attempt to reduce the already low overall crime rate within the City through cooperative efforts of the Police Department, neighborhood watch groups, and businesses.

Status: As a result of presentations made to the parents of grade school District #47, several neighborhoods around schools have either enlarged or have created neighborhood watch programs. Security assessments for local business have been offered through advertising with the assistance of the Chamber of Commerce; and several businesses have taken advantage of this service.

A monthly meeting with retail establishments, store security is occurring and has proved to be vital to information sharing between the Police Department and local retailers. The

Police Department brought in the United States Secret Services to educate local merchants, City employees, banks employees, and others on fraud and counterfeiting.

A growing nationwide trend involving a rise in crimes against the elderly was recognized by our police department as a priority, especially in light of demographics that indicate that the number of seniors is expected to continue to increase. The Police Department has teamed with Senior Services to present to our elderly population a program designed to reduce the incidents of crimes committed against our senior citizens. This program provides specially-trained Senior Service Officers, who educate seniors on how to not be victimized. Additionally, these officers provide information regarding what to look for from service workers that come to their doors, such as emergency services, utility companies, delivery companies, etc. We have also continued our involvement with Senior Services by attending the McHenry County Triad meetings.

Goal: Begin to utilize all attainable data and information to analyze crime trends in order to better schedule and staff patrol shifts and area beats and to determine the appropriate allocation of personnel. This would be accomplished with the intent of impacting offenses such as criminal damage to property and vehicle burglary with a 10% reduction.

While crime analysis data has yet to be developed and implemented (awaiting VisionAIR), the Patrol Division has continued to deploy additional resources in areas affected by spikes in criminal activity. Bicycle patrols and additional staff from the TRU have been assigned to many surveillance and enforcement details throughout the year. With more up-to-date and easily attainable data projected to be available with the implementation of the VisionAIR report management system in the early spring, this type of allocation will be utilized more often than in past periods.

FY2011/2012 OBJECTIVES POLICE DEPARTMENT

Patrol/Targeted Response Unit: Continue our efforts to reduce traffic crashes within the City by an additional 10%, by directed and specifically targeted activity encompassing education (of the motoring public), engineering (of our local roadways to optimize safe movement of vehicular traffic while careful to not upset the esthetic appearance of our community), and enforcement of traffic laws (targeting those violations most likely to cause, or historically identified to cause the most harm). We would also continue enhancement of the level of training received by the crash investigators, by allowing them to continue attending accident reconstruction schools.

Continue enhancement of supervisory and management training by sending at least one Sergeant or Staff Sergeant to the Northwestern University Center for Public Safety to attend a session of Staff and Command.

Continue to obtain and utilize grants from the Illinois Department of Transportation to further traffic safety efforts, participating in campaigns such as Click it or Ticket, and host at least three roadside safety checks to deter impaired driving. Participate successfully in the Illinois Chiefs of Police Association Traffic Safety Challenge.

Maintain and attempt to reduce the already low overall crime rate within the City through cooperative efforts of the Police Department, neighborhood watch groups, and businesses. Begin to utilize all attainable data and information performing crime analysis to better schedule and staff the patrol shifts and beats to combat residual offenses such as criminal damage to property, and vehicle burglary.

Records Division: The Crystal Lake Police Department has been selected as a beta site for the VisionAIR system designed to coordinate the records (RMS) and reporting capabilities throughout the County. This will be a completely new system for our Records Division that includes both patrol and a case management module for Investigations. Records will oversee the installation and training for the entire Department. This will not only radically change and improve the way that we report incidents, but how we store and retrieve information relative to those reports. This will enhance our ability to monitor and report crime and trend analysis.

For many years, crime reports were categorized by a system identified as Unified Crime Reporting (UCR). This information was then utilized as the basis for our current crime statistics that are provided each year. In response to law enforcement's need for more flexible, in-depth data, the UCR Program formulated the National Incident-Based Reporting System (NIBRS). NIBRS presents comprehensive, detailed information about crime incidents to law enforcement, researchers, governmental planners, students of crime, and the general public. This change in reporting will require additional training and set-up by the records staff.

Investigations: The Investigations Division will utilize the enhancement of our records and case management system to provide statistical analysis relative to a comprehensive review of our case assignments to ensure that cases are followed-up on, completed and maintained in a manner consistent with best practices.

Members of the Investigations Division will continue to work with property management associations and responsible parties for Section 8 or HUD Housing projects within the City. The goal will be to have in place an agreed upon and implemented comprehensive lease agreement and trespass agreement that follows the current nuisance abatement ordinance and Section 8 or HUD guidelines.

Training: Achieve a 15% increase in the number of in-house training hours over the previous year. The objective of the additional training is to meet the standards and required training modules that have been determined by CALEA and Implementation of the Roll Call Policy Training provided by LEXIPOL, pending distribution of a new policy manual expected this year.

Maintain career development for command and supervisory staff by continuing to locate appropriate leadership and management training opportunities and assign as considered necessary. We will also increase the number of range officers by one. Currently, all range officers, with the exception of one, are at the rank of sergeant. Developing patrol officers as range personnel will help to ease the scheduling burden.

Research and development of a new field training officer program. This Police Officers Training program will be a change from the current model and is more comprehensive. Our goal will be to implement this change in this budget cycle, depending on the length of time required to complete the updated program.

Implementation of an "Educational Based Discipline" (E.B.D.) system to complement our current system. This is a voluntary program designed to give an officer the opportunity to opt for mandatory retraining in any area where minor infractions may have occurred as an alternative to the traditional approach of suspension.

Support Services and Safety: Decrease reportable workers compensation and non-workers compensation accidents by 10%. This would be accomplished by continuing our emphasis on training related to firearms, defensive tactics, defensive driving and blood borne pathogens. Additionally, we will continue to schedule ongoing available employee training through IRMA in specific areas of safety.

CALEA: This budget cycle finds us on track to finish the CALEA process on schedule. The finalization, adoption and release of a complete remodeling of our policies in the form of a Lexipol-supported policy manual will be provided to Department personnel in January 2011. This release will include training for each of our personnel in order to ensure compliance with the new policies.

The additional proofs for our CALEA process will continue until March of 2012, when we are scheduled to complete all CALEA accreditation files and will prepare for and complete an Illinois Police Accreditation Coalition (IPAC) Mock Assessment. The on-site assessment will occur in July of 2012 and we expect to receive CALEA Accreditation at the November 2012 CALEA Conference.

Community Service: The Police Department is, in conjunction with several local retail liquor establishments, in the process of implementing the Voluntary Intervention Partnership (VIP) Program. This innovative program is designed to establish the means by which these businesses can work with the Crystal Lake Police Department in the establishment of the additional internal compliance checks, conducted through the business owner. This program is designed to encourage a reduction in the incidents of underage drinking by means of a voluntary partnership between the Police Department and local business owners who sell alcoholic beverages.

The intent of the VIP program is not to eliminate current compliance stings conducted by law enforcement, but to augment them with the inclusion of internal liquor stings that promote compliance with current State and local liquor laws.

Additionally, the Crystal Lake Police Department has developed a new program intended to increase the level of safety for our children. The incidents of children being injured while involved in a vehicle crash has led to the creation of guidelines for the installation of car seats in autos. While the Police Department currently provides specially-trained and certified staff to install car seats for anyone requesting it, this has become such a popular program that additional time and staff is necessary. In order to provide a broader range of opportunity for people to receive this service, we have started a program, which will start this year, whereby businesses that have some relationship with the installation or sales of

car seats will be offered the opportunity to have their staff trained as certified car seat installers by our staff of instructor trainers. The first businesses contacted will be area car dealers, where customers who purchase vehicles will be able to have staff from the dealership properly install their seats. Then we will contact the infant specific and big box stores, offering the same service. We have recently sent staff through the certified instructor trainer course and will begin to offer this service during the early part of 2012. This will allow us to reach a much larger portion of our community and offer this important service through partnerships with our businesses.

FY2011/2012
ANNUAL BUDGET
POLICE DEPARTMENT

EXPENDITURES	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
Regular Salaries	5,223,114	5,783,097	5,888,290	5,888,290	6,055,359
Part-time Salaries	50,705	51,798	85,314	85,314	87,447
Overtime	422,937	328,968	519,251	519,251	519,251
Group Insurance	878,394	853,852	947,861	899,954	1,051,324
Total Personnel Services	6,575,150	7,017,715	7,440,716	7,392,809	7,713,381
Professional	899,582	928,323	370,686	370,686	483,988
Publishing	124	49	100	572	100
Postage & Freight	3,493	2,792	4,600	4,600	4,600
Training	66,116	40,465	65,895	65,895	64,550
Dues & Subscriptions	3,578	4,458	8,370	8,370	8,800
Insurance & Bonding	282,311	291,952	311,712	249,599	317,187
Physical Examinations	4,515	5,245	9,815	9,815	9,815
Operating Equipment	7,322	16,069	21,300	21,915	24,720
Office Equipment	3,387	2,952	5,950	5,950	5,950
Radio Equipment	8,407	4,540	7,500	7,500	7,500
Rental - Buildings & Equip.	7,668	7,739	9,700	9,700	7,200
Total Contractual Services	1,286,503	1,304,584	815,628	754,602	934,410
Office Supplies	12,064	10,887	11,320	11,320	11,320
Cleaning Supplies	1,368	67	2,000	2,000	800
Motor Fuel & Lub.	135,804	128,695	170,000	170,000	170,000
Comp. Hardware & Software	62,381	36,051	45,250	45,250	37,885
Small Tools & Equipment	62,317	50,032	46,816	52,586	46,729
Auto. Supplies & Materials	22,457	38,497	35,150	35,150	35,150
Clothing	68,135	51,086	60,640	62,740	62,700
Stationery & Printing	5,331	8,436	10,064	10,064	10,064
Total Materials & Supplies	369,857	323,751	381,240	389,110	374,648
Automotive Equipment	237,287	28,268	44,000	45,200	188,781
Operating Equipment	54,261	102,706	45,341	45,341	155,623
Total Capital Outlay	291,548	130,974	89,341	90,541	344,404
Total	8,523,058	8,777,024	8,726,925	8,627,062	9,366,843

FY2011/2012
ACCOUNT INFORMATION
POLICE DEPARTMENT

- An increase in group health insurance is attributable to the need to fund a new reserve in the IPBC pool. 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.
- Professional services budget reflects a reallocation of SEECOM dispatch services from the Fire Rescue Fund. The reallocation of costs best matches expenses with funding sources.
- An increase in the Insurance and Bonding account is attributable to costs associated with CALEA accreditation. IRMA, the City's risk pool, will reimburse a portion of the costs once the City receives accreditation.
- A replacement CPU board for the electronic filing system used in the Records Division has been budgeted in the Operating Equipment account.
- Advances in communications technology have reduced the reliance on pagers. As such, pagers have been removed from the Rental – Buildings and Equipment budget.
- The FY2011/2012 budget for computer hardware and software does not contain dollars to replace mobile data computers, as many were replaced in prior years.
- Automotive equipment budgeted for FY2011/2012 includes seven (7) replacement patrol cars and in-squad computers.
- Capital expenditures budgeted in the operating equipment account for FY2011/2012 are communications equipment and narrow-band compliant radios, a portable Livescan system, Livescan/VisionAIR interface software, replacement firearms, tactical body armor, Kevlar helmets and Total Station Accident/Crime Scene Reconstruction hardware.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



**FIRE AND POLICE
COMMISSION**

FY2011/2012
STATEMENT OF ACTIVITIES
FIRE & POLICE COMMISSION

The Board of Fire and Police Commissioners consists of a Chairperson and two Commissioners. The Human Resources Director 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.

FY2010/2011
ACCOMPLISHMENTS
FIRE & POLICE COMMISSION

- The Board conducted the promotional examination and process for the establishment of an eligibility list for the position of Fire Battalion/Bureau Chief. That list is in effect until exhausted or until November 20, 2013.
- The Board has fulfilled the duties as outlined in their Rules and Regulations and they have heard a Police disciplinary case this past year and the case was settled. The Board will also hear a Police Officer's appeal of discipline after the first of the year.

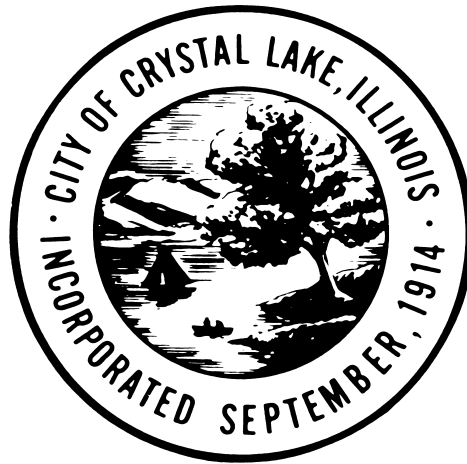
FY2011/2012
OBJECTIVES
FIRE & POLICE COMMISSION

- 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 expires in June of 2011, the testing process will actually begin in early 2011, and Fire Lieutenant expires November 14, 2011). Testing must be conducted and new lists must be established prior to the 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.

FY2011/2012
ANNUAL BUDGET
FIRE & POLICE COMMISSION

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Professional Services	-	13,857	-	-	-
Publishing	384	49	4,620	4,620	4,620
Postage & Freight	200	39	750	750	750
Training	-	80	1,500	1,500	1,650
Dues & Subscriptions	375	375	395	395	395
Insurance & Bonding	2,106	2,163	2,404	1,916	2,404
Examinations	36,096	19,569	27,400	27,400	25,800
Total Contractual Services	39,161	36,132	37,069	36,581	35,619
Office Supplies	-	-	100	100	100
Stationery & Printing	-	-	360	360	300
Total Materials & Supplies	-	-	460	460	400
Total	39,161	36,132	37,529	37,041	36,019

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012

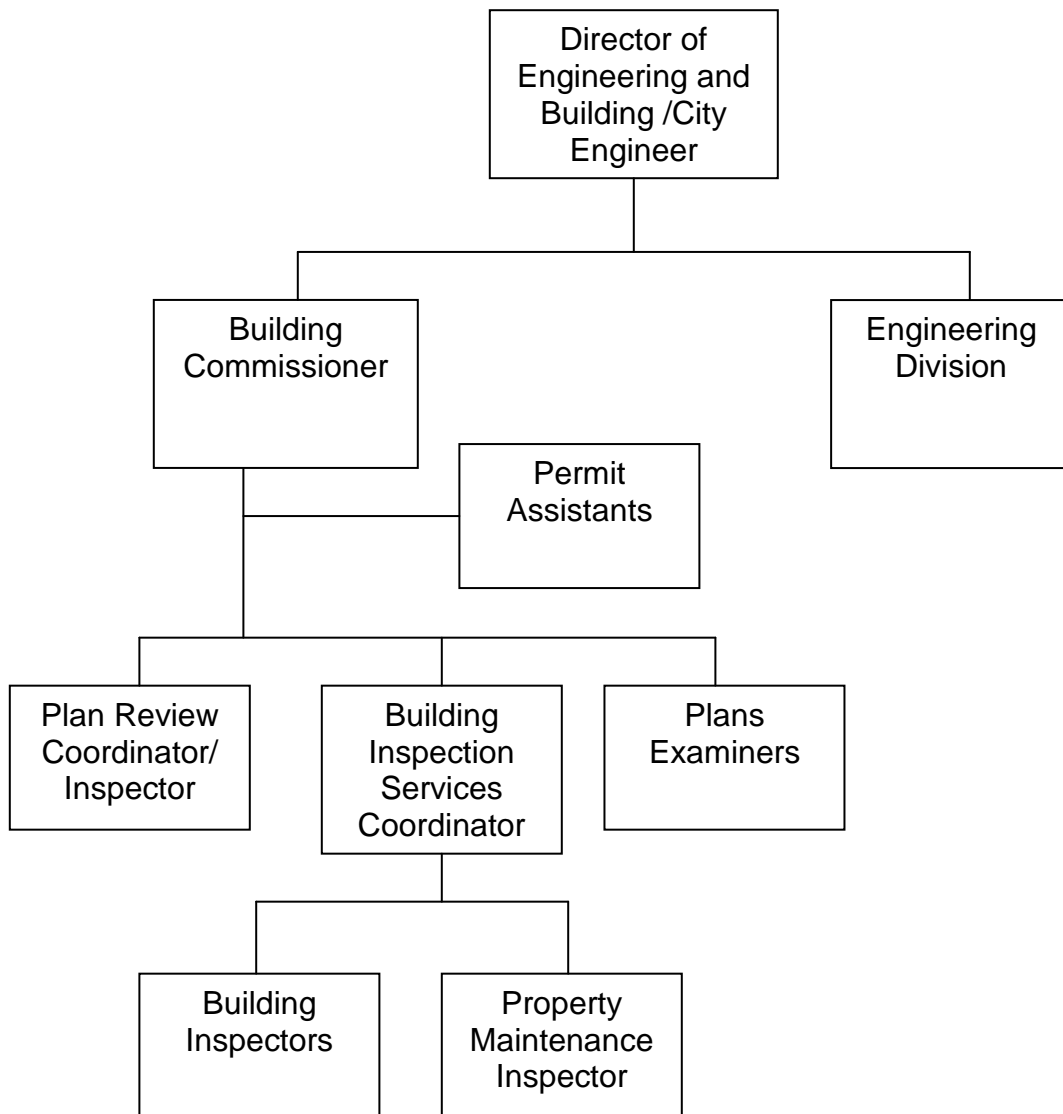


**BUILDING DIVISION-
ENGINEERING AND
BUILDING
DEPARTMENT**

FY2011/2012
STATEMENT OF ACTIVITIES
BUILDING DIVISION

The Building Division works with residents, business owners, and developers to build safe, high-quality improvements to their property. The Division works closely with the property owner throughout the design, permitting, and construction phases to assure that the project meets community standards and City Code requirements, 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.

FY2011/2012
ORGANIZATIONAL CHART
BUILDING DIVISION



FY2011/2012
PERSONNEL SUMMARY
BUILDING DIVISION

Position	Actual FY2009-2010	Budget FY2010-2011	Budget FY2011-2012
Building Commissioner	1.00	1.00	1.00
Inspector Services Coordinator	1.00	1.00	1.00
Building Inspector	3.00	3.00	3.00
Plans Examiner	2.00	2.00	2.00
Permit Coordinator/Zoning Inspector	1.00	1.00	1.00
Property Maintenance Inspector	2.00	1.00	1.00
Permit Assistants	2.00	2.00	2.00
Total Staff	12.00	11.00	11.00

FY2011/2012
ACCOMPLISHMENTS
BUILDING DIVISION

Goal: Continue to reinforce the culture of customer service with staff.

Status: The Building Division continues to foster open communication between the division staff and private development teams. The Division has met with development teams during pre-submittal meetings and pre-construction meetings. In addition, plan reviewers are involved with field inspections to eliminate problems and answer technical questions during the construction process. The Division has fully implemented the instant permitting process.

The Building Division continues to distribute customer service surveys with every final inspection. The plan review process has received good or excellent ratings in over 85 percent of all surveys in areas of timeliness, professionalism, and communication. The inspection process has received good or excellent ratings in over 94 percent of surveys in the same areas.

Goal: Develop process for helping business owners understand City Codes and requirements. Work with the Planning and Economic Development Department to educate business owners on the value of following the City's codes. The Building Division has done this on a limited basis with special use permits and limited use issues, and will expand this model to other areas.

Status: The process of working with business owners is on-going. The Building Division meets with them during pre-submittal meetings to ensure that codes are understood. Building plan reviewers accompany building inspectors on inspections to ensure codes are properly interpreted. The Building Commissioner has accompanied staff from Planning and Economic Development on business recruitment visits.

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

Status: The Building Division has conducted workshops on limited duration signs for business owners and sign contractors. The Division has also held an educational session for mechanical contractors on the energy code.

Goal: Develop a system of collecting code enforcement data for the annual ICMA performance measurement.

Status: The Division adjusted the property maintenance and building inspections schedules along with reports from the adjudication and Springbrook software to obtain the information required for the performance measurements survey. The Division successfully gathered performance measurement data for Fiscal Year 2009-2010. In addition, the Division is now reporting on certain performance measures to the City Council as part of the monthly report.

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 Division continues to promote training and education. John Fitch was recently appointed as an Energy Ambassador for the International Code Council for his knowledge of the energy code. Todd Bowers attended a nine-week program on the ICC Mechanical Code at McHenry County College. Brett Howard attended a nine-week course on the Electrical Code at the IBEW Union Hall in Downers Grove. The entire staff continues to attend the SBOC and NWBOCA training institutes every fall and spring. Rick Paulson completed the third year of the Illinois Public Service Institute. Finally, all non-Building Division front-end staff have been cross-trained in areas such as issuing permits.

Goal: Expand the instant permit process to include some types of commercial permits and commercial signs. The Division has had success in implementing a system where residents have received permits over the counter, and the program should benefit businesses as well.

Status: The Building Division expanded the instant permitting process to cover commercial permits such as parking lot seal coating, limited duration signs, and parking lot striping. The instant permit process allows several permit types to be issued over the counter, or within 24 hours, without an extensive plan review. Currently, 51 percent of all permits are issued through the instant permit process.

Goal: Conduct a feasibility and impact study on obtaining and implementing a comprehensive community development software package. The software package would ideally track development applications, permits, and reviews. The software would also have an online component where customers can access the information about their permit or development from their own computers. In addition, the software would have benefits for other departments in the City to track information.

Status: The Division studied several community development software packages throughout the year. Staff attended several demonstrations for different products, which generated a solid understanding of what the software could provide. The Division compared these products to an upgrade to the City's existing Springbrook software. The Division determined the updated version of Springbrook should meet the needs of all community development departments.

Additional Accomplishments

Expedited Review Process: The Division worked with the Planning and Economic Development Department to formalize an expedited review process. The process can move a high-profile project through the plan review process in five working days. The process significantly reduces routing time. The Plan Review Coordinator and Building Commissioner carefully monitor the review to ensure that the five-day review deadline is met. This process was utilized successfully on a permit for the expansion and remodeling of an existing car dealership.

Citywide Deck Inspection: The Building Division initiated a citywide deck inspection program. The Division found numerous exterior deck maintenance violations in townhomes, condominium buildings, and apartment complexes. The Division inspected Wedgewood Townhomes, Country Meadows Townhomes, Crystal Chateau Condos, Skyridge Apartments, and Country Meadows Apartments. The Division worked with all of these multi-family complexes to make these decks safe for their occupants.

Raue Center Masonry Restoration Project: The Building Division assisted in writing the specifications and managed the restoration project. There were several technical aspects to this project, such as an analysis of the historic mortar in order to preserve the terra cotta façade. The Division regularly met with the contractor to ensure the specifications were being met and the project was being completed on time.

Revised and Additional Handouts: The Building Division completed a comprehensive review of all building permit informational handouts to ensure they were consistent with all updated codes. In addition, the Division produced new handouts on hot tubs, water heaters, rooftop HVAC units, and fireplaces.

FY2011/2012 OBJECTIVES BUILDING DIVISION

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

Annual Building Community Meetings: 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.

Personnel Training: 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.

Modify Updated Community Develop Software: 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.

Rental Property Ordinance: 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.

Review of 2012 ICC Codes: 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.

FY2011/2012
ANNUAL BUDGET
BUILDING DIVISION

EXPENDITURES	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimated	Budget
Regular Salaries	723,095	735,296	802,271	802,271	822,328
Part-time Salaries	4,100	-	-	-	-
Overtime	16,309	4,291	14,000	14,000	8,000
Group Insurance	144,448	125,342	124,274	117,993	134,216
Total Personnel Services	887,952	864,929	940,545	934,264	964,544
Professional	20,515	452	4,500	4,500	4,500
Publishing	45	-	200	200	200
Postage & Freight	3,184	1,788	3,500	3,500	3,500
Training	11,558	6,364	10,900	10,900	9,700
Dues & Subscriptions	1,000	994	1,020	1,020	1,020
Insurance & Bonding	34,196	35,080	39,008	31,067	39,008
Operating Equipment	-	-	3,500	3,500	3,500
Office Equipment	333	510	-	-	-
Radio Equipment	-	-	100	100	100
Total Contractual Services	70,831	45,188	62,728	54,787	61,528
Office Supplies	3,818	3,584	4,300	4,300	5,500
Motor Fuel & Lube	6,561	5,203	7,000	7,000	7,000
Comp. Hardware & Software	5,938	2,619	2,550	2,550	2,550
Small Tools & Equipment	1,282	1,126	1,200	1,200	1,200
Auto. Supplies & Materials	1,422	1,664	2,300	2,300	2,300
Clothing	1,865	1,761	1,800	1,800	1,800
Stationery & Printing	3,005	2,148	3,300	3,300	3,300
Total Materials & Supplies	23,891	18,105	22,450	22,450	23,650
Total	982,674	928,222	1,025,723	1,011,501	1,049,722

FY2011/2012
ACCOUNT INFORMATION
BUILDING DIVISION

- An increase in group health insurance is attributable to the need to fund a new reserve in the IPBC pool. 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.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



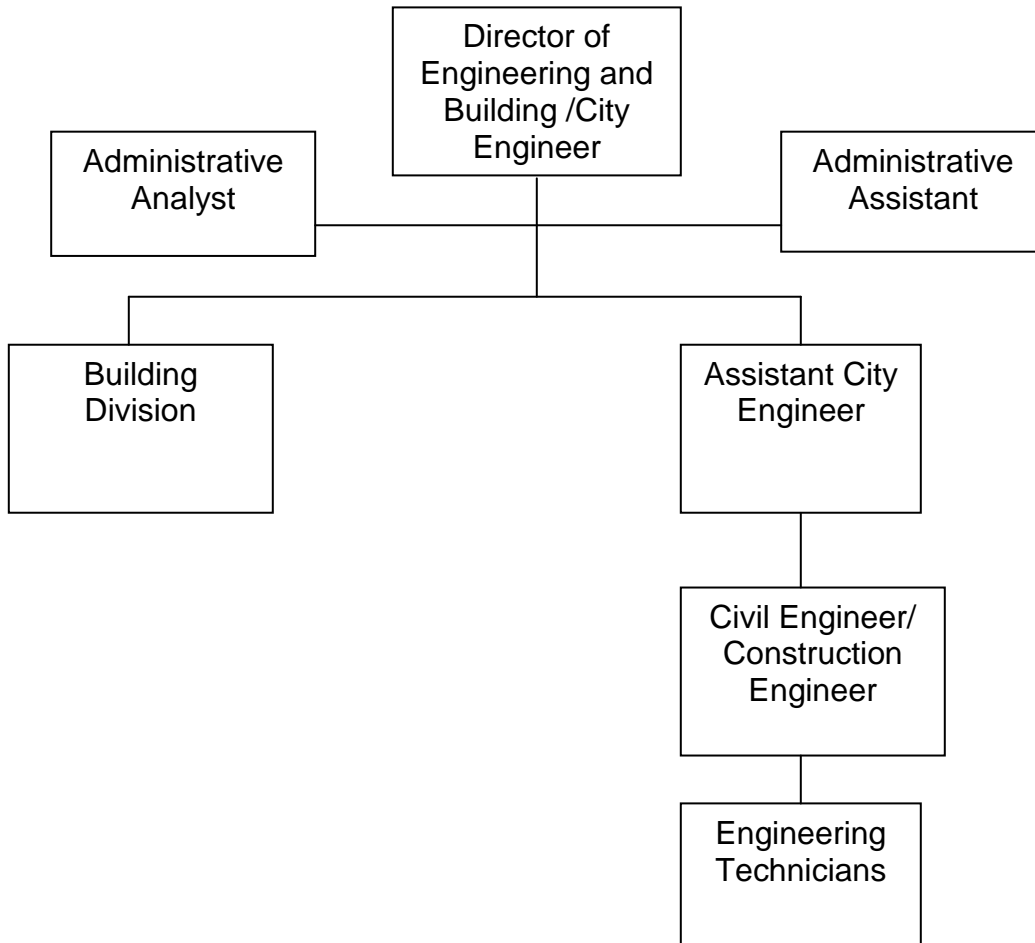
ENGINEERING DIVISION-

**ENGINEERING
AND
BUILDING
DEPARTMENT**

FY2011/2012
STATEMENT OF ACTIVITIES
ENGINEERING DIVISION

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.

FY2011/2012
ORGANIZATIONAL CHART
ENGINEERING DIVISION



FY2011/2012 PERSONNEL SUMMARY ENGINEERING DIVISION

Position	Actual FY2009-2010	Budget FY2010-2011	Budget FY2011-2012
Director of Engineering and Building	1.00	1.00	1.00
Assistant City Engineer	1.00	1.00	1.00
Civil Engineer/Construction Engineer	3.00	3.00	3.00
Administrative Analyst	1.00	1.00	1.00
Engineering Technician	3.00	3.00	3.00
Inspection Services Coordinator	1.00	1.00	0.00
Drafter	1.00	0.00	0.00
Administrative Assistant	1.00	1.00	1.00
Total Staff	12.00	11.00	10.00

FY2010/2011 ACCOMPLISHMENTS ENGINEERING DIVISION

Goal: Continue to reinforce the culture of customer service with staff. Help developers resubmit their projects by contacting them for status updates and offer to answer questions.

Status: The Engineering Division participates in the pre-application and pre-submittal meetings coordinated with the Building Division. The Division establishes a working relationship with both the project owner and their designer to ensure that submittal requirements and plan review comments are understood and resolved as efficiently as possible.

Goal: Continue to research and propose refinements to the City's traffic study process for proposed developments.

Status: The City engaged the six traffic engineering consultants from the approved list by executing contracts with them. Four of the six consultants are new firms to the City's traffic engineering process. They will provide a fresh outlook on traffic issues caused by development.

Goal: Implement the improvements to Area 2 of the flooding analysis. This may include the following:

- **Replace the existing drainage network along Greenfield Avenue and East End Avenue.**
- **Build a new field tile across the south property line of Lippold Park.**
- **Divert the discharge from the Crystal Lake Park District detention facility to the west into the Lippold Park wetland restoration.**
- **Design a replacement field tile system adjacent to Sycamore Lane and Green Oaks Drive.**

Status: The Engineering Division completed a preliminary design for Area 2 and conducted a public meeting to gather feedback on the proposal. Based on the public input, a revised design is underway that requires additional monitoring well installation and data collection by the City and Park District. Additionally, the Division investigated the existing tile lines to evaluate their condition.

Goal: Work with developers to complete all outstanding public improvements located in subdivisions and developments. Once the work is completed, the City will close out all outstanding performance sureties.

Status: The Engineering Division contracted and oversaw the grading and restoration on the Congress Station subdivision. The Division continued to complete improvements to the Walnut Glen subdivision, including installation of a sidewalk along Bard Road and finishing punch list items. The Division used letter of credit funds to complete both of these projects. The Division will continue to monitor other partially completed developments, such as Ashton Pointe, Bryn Mawr, and Preston Pines. The Division initiated coordination with those developers to determine how to move forward with the completion of remaining improvements.

Goal: Research, develop, and propose a sustainable infrastructure pilot program. The program may include the construction of a community rain garden.

Status: The Engineering Division will construct a community rain garden in the spring of 2011 in front of the Municipal Complex. This rain garden has many features, like native plantings, that demonstrate the benefits of sustainable infrastructure. In addition, the Division recommended natural lawn care provisions for the maintenance contract for Three Oaks Recreation Area.

Goal: Propose the adoption of the Bicycle and Pedestrian Facility Master Plan. Work with Public Works and the City Manager's Office to pursue funding options, prioritize projects, and implement some of the recommended improvements from the master plan.

Status: The Engineering Division hosted an open house on the draft Bicycle Facility Master Plan on October 14, 2010. The Division collected comments during the open house, and revised the plan accordingly. The Division will present the final draft of the plan to the City Council for input prior to formal adoption in the summer of 2011. One element of the Bicycle Facility Master Plan, a bike lane on Dole Avenue, was constructed. The Division continued to research grant opportunities for funding bike facility improvements.

Goal: Work with School District 47, Crystal Lake Police, and other key stakeholders to complete a City-wide School Travel Plan. This plan will be used to identify barriers students encounter when walking and biking to school. This plan will also be used to help secure Safe Routes to School federal funding.

Status: IDOT approved the City's first School Travel Plan on November 1, 2010. The Engineering Division worked with District 47 and other key stakeholders to identify barriers to walking and biking to school. The Division worked with the School District to survey the parents about attitudes towards walking and biking to school, and to collect data about how students travel to and from school. The Division submitted an application for the proposed Country Club Road shared-use path for Safe Routes to School funding on December 15, 2010. The Division expects to find out the results of this application in mid-2011.

Goal: Continue to inspect the improvements to the Three Oaks Recreation Area. Continue to work with the consultant and contractor to provide value engineering input, while still maintaining the targeted opening schedule and quality of construction.

Status: The Engineering Division helped the Three Oaks Recreation Area be completed in time for the grand opening on October 1, 2010. The Division worked with the contractors to close out remaining punch-list items, including the north slope, volleyball courts, overlook, and sled hill. Additionally, the Division conducted a feasibility analysis for a bike path that could go around the south lake.

The Engineering Division nominated the project for the 2011 American Council of Engineering Companies of Illinois Excellence in Engineering Award. The project received the highest level award from ACEC, the Honor Award, on February 4, 2011. The Division also nominated the project for the 2011 American Public Works Association Project of the Year Award. The project was selected as the winner by the Fox Valley Branch and Chicago Metro Chapter.

Goal: The Division will aggressively pursue grants and other funding assistance opportunities from outside agencies to help fund infrastructure improvements and other City programs.

Status: This past year, an engineering consulting firm met with the Engineering Division to discuss the possibility of applying to FEMA for flooding mitigation grants for projects related to the Crystal Lake Flooding Study. In addition, the City submitted the Country Club Road shared-use path for Safe Routes to School Funding.

Capital Improvement Projects

Goal: Complete the final design for Stage 1 of the UPRR Yard Relocation project. Finalize the ICC petition for the UPRR yard relocation. Acquire the property needed for the project.

Status: The Engineering Division continues to coordinate the property acquisition and ICC petition on Stage 2 of the project. The project has been delayed due to unforeseen circumstances relating to the property acquisition.

Goal: Coordinate with McHenry County Division of Transportation (MCDOT) and their consultant to finalize the Route 176 and Walkup Avenue Phase II design, acquire right-of-way, and set a letting schedule. Member initiative funds and Motor Fuel Tax funds will fund the City's share of the project.

Status: The Engineering Division has been coordinating with MCDOT on the right-of-way acquisition needed for the project. In addition, the Division has been overseeing the design of the water main capital improvement project. The construction is expected to begin in late 2011 or early 2012.

Goal: Complete the construction of the traffic signals upgrades for three intersections on Route 14. The upgrades include replacing old equipment, converting the signal heads to LED, and adding uninterrupted power supply (UPS) battery backups. The three intersections that will be upgraded are Route 14 and Dole Avenue, Route 14 and McHenry Avenue, and Route 14 and Keith Avenue/Devonshire Lane.

Status: The traffic signal upgrade was completed and maintenance returned to the City on November 15, 2010. The City received American Recovery and Reinvestment Act (ARRA) funding for this project.

Goal: Complete Phase II Engineering for East Crystal Lake Avenue Segment 1. Acquire needed right-of-way and easements for the project and set a letting schedule.

Status: The Phase II Engineering was completed. Right-of-way and easement acquisition is underway. The Phase III consultant was selected on March 1, 2011. The Engineering Division set a letting for the summer of 2011.

Goal: Retain a consultant to design the improvements to Crystal Lake Avenue and Main Street once the Stage 1 UPRR Railroad Improvement is complete.

Status: This project is on hold pending the completion of the Stage 1 UPRR Railroad Improvement.

Goal: Complete Phase II Engineering of the widening of South Main Street. Acquire the needed right-of-way for the project, and set a letting schedule.

Status: The Phase I Engineering was completed and approved by IDOT. The Engineering Division is evaluating funding options and McHenry County's participation. The Phase II Engineering will begin once those issues have been resolved.

Goal: Continue Phase II Engineering. Work with IDOT on right-of-way acquisition for Briarwood Road and Route 176. Set a letting schedule.

Status: The Phase II Engineering was completed. The Division coordinated with IDOT on right-of-way acquisition, for which IDOT is the lead agency. The Division set a tentative letting for the fall of 2011.

Goal: Complete Phase II Engineering and receive approval from IDOT for the Pingree Road Segment 2 improvement. Complete right-of-way acquisition. Select a consultant for Phase III Engineering and set a letting schedule.

Status: The Phase II Engineering was completed and approved by IDOT. The Engineering Division initiated an agreement for the right-of-way acquisition services. The Division has scheduled a fall of 2011 letting.

Goal: Complete Phase II Engineering and receive approval from IDOT for the Pingree Road Segment 3 improvement. Set a letting schedule.

Status: The Phase II Engineering was completed and approved by IDOT. On November 18, 2010, the Engineering Division successfully petitioned the McHenry County Council of Mayors for an additional \$500,000 in Surface Transportation Program funds for this project. This project now has \$1.5 million in STP funds available to it. The Phase III consultant was selected on February 15, 2011 and the project was let in spring of 2011.

Goal: Work with the County on the Rakow Road improvement to ensure quality construction and minimize disruption to the residents. The County is planning to improve Rakow Road starting the summer of 2010.

Status: The Engineering Division continued to work with the County on the Rakow Road improvement. The Division reviewed the plans for utility conflicts. The City entered into an intergovernmental agreement with the County that defines the scope of the City utility relocation. The project was let on November 5, 2010. The Division issued the storm water permit for the project in December of 2010.

Goal: Continue participating in the Randall Road Community Advisory Committee by representing the City's positions and suggesting design alternatives to protect the interests of the City and its residents. The County is planning to receive approval for the Phase I Engineering Design approval in late 2010.

Status: The City monitored the progress of the location drainage study the County is working on for the project.

Goal: Construct the roadway and streetscape improvement components of the Virginia Street Improvement. Coordinate the relocation of overhead utilities. Put out

bid for service line reconnections and manage the construction of the improvements.

Status: The Engineering Division continued work with the Planning and Economic Development Department on the Virginia Street Corridor Improvement. The Engineering Division oversaw the relocation of the overhead utilities, which was completed in January of 2011. The Division also designed and contracted the service line reconnections. The construction of the entire project was bid in the spring of 2011.

Other Accomplishments:

Thornwood Floodplain Boundary Study: The Engineering Division resolved a discrepancy in the floodplain boundary near Thornwood Drive. The Division provided FEMA with more accurate elevation data to show several lots were actually located outside of the floodplain. FEMA issued a Letter of Map Revision, which officially removed the affected lots from the floodplain.

City Traffic Signal LED Upgrade Program: In addition to the three ARRA-funded signal upgrades, the Engineering Division upgraded 24 other traffic signals to LED with battery backups. The State paid their proportionate share for traffic signal upgrades on State routes. This leaves four signals under City maintenance that have not been upgraded, and they will be upgraded as part of future planned improvements.

2004 Motor Fuel Tax Audit: The Engineering Division worked with the Finance Department and the Illinois Department of Transportation to provide them with necessary documentation on past MFT funded projects. The IDOT auditors requested documentation from projects dating back to 1988.

North Avenue Drainage Improvement: The Engineering Division completed a drainage improvement on North Avenue near the General Store.

Community Rating System: The Engineering Division enrolled the City in the FEMA Community Rating System program. This program allows residents to become eligible for discounts on flood insurance.

Hazardous Water Discharge Ordinance: The Engineering Division, the Building Division, and the Public Works Department worked together to draft and recommend a hazardous water discharge ordinance. This ordinance allows the City to seek remedies for overactive sump pumps that tend to create icy streets and sidewalks in winter. This helps minimize the City's liability and improves public safety. The ordinance was approved November 2, 2010.

Street Condition Survey: The Engineering Division completed a pavement condition survey for streets under City jurisdiction. This survey will help the Division plan for future resurfacing programs.

FY2011/2012
OBJECTIVES
ENGINEERING DIVISION

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

Complete Unfinished Subdivision Public Improvements: Continue to work with developers to construct unfinished public improvements for partially completed developments and residential subdivisions and close out outstanding performance sureties.

Sustainable Infrastructure Program: 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.

Crystal Lake Watershed Maintenance and Monitoring: 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.

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

Flooding Mitigation Projects: Implement the flooding mitigation improvements in Area 1b of the 2007 Crystal Lake Flooding Study. Continue the design for the flooding mitigation improvements in Area 2.

Capital Improvement Program: 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.

Improved Geographic Information System Data: Locate and map City maintained traffic signal and street light infrastructure to include in the City's GIS.

Capital Improvement Projects

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

Walkup Avenue and Route 176: 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.

East Crystal Lake Avenue Segment 1: Complete the right-of-way and easement acquisition. Bid and oversee the construction of the project.

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

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

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

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

Rakow Road: Work with the County to monitor the progress of construction and minimize disruption to the residents. The County is planning to improve Rakow Road starting the spring of 2011. Enforce the stormwater ordinance.

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

Randall Road: Continue participating in the Randall Road Community Advisory Committee by representing the City's positions and suggesting design alternatives to protect the interests of the City and its residents. The County is planning to receive approval for the Phase I Engineering Design in late 2010.

FY2011/2012
ANNUAL BUDGET
ENGINEERING DIVISION

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Regular Salaries	892,083	922,617	955,413	955,413	849,450
Part-time Salaries	6,688	-	-	-	-
Overtime	9,770	4,440	8,000	8,000	8,000
Group Insurance	171,839	148,370	149,837	142,264	145,767
Total Personnel Services	1,080,380	1,075,427	1,113,250	1,105,677	1,003,217
Professional	116,444	111,056	130,900	130,900	205,200
Publishing	2,026	2,389	1,800	1,800	1,800
Postage & Freight	1,685	773	2,200	2,200	2,200
Training	5,354	3,490	5,000	5,000	5,000
Dues & Subscriptions	723	1,087	925	925	925
Insurance & Bonding	27,622	28,360	31,536	25,115	31,536
Operating Equipment	274	211	500	500	500
Office Equipment	333	650	-	-	-
Radio Equipment	-	-	100	100	100
Total Contractual Services	154,461	148,016	172,961	166,540	247,261
Office Supplies	3,700	3,146	3,450	3,450	3,450
Motor Fuel & Lub.	8,069	5,838	10,400	10,400	10,400
Comp. Hardware & Software	21,913	9,817	26,450	26,450	17,450
Small Tools & Equipment	1,577	633	1,800	1,800	1,800
Auto. Supplies & Materials	3,670	2,612	2,900	2,900	2,900
Clothing	1,082	1,252	1,500	1,500	1,500
Stationery & Printing	264	320	400	400	400
Total Materials & Supplies	40,275	23,618	46,900	46,900	37,900
Automotive Equipment	-	-	47,000	47,000	-
Total Capital Outlay	-	-	47,000	47,000	-
Total	1,275,116	1,247,061	1,380,111	1,366,117	1,288,378

FY2011/2012
ACCOUNT INFORMATION
ENGINEERING DIVISION

- A reduction in salaries and group insurance reflects a vacancy in an Inspection Services Coordinator position. This position will not be filled in FY2011/2012.
- Budget dollars have been reduced in the computer hardware and software and automotive equipment accounts for purchases of a mobile GIS data collector and two vehicles that were completed in the prior year.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



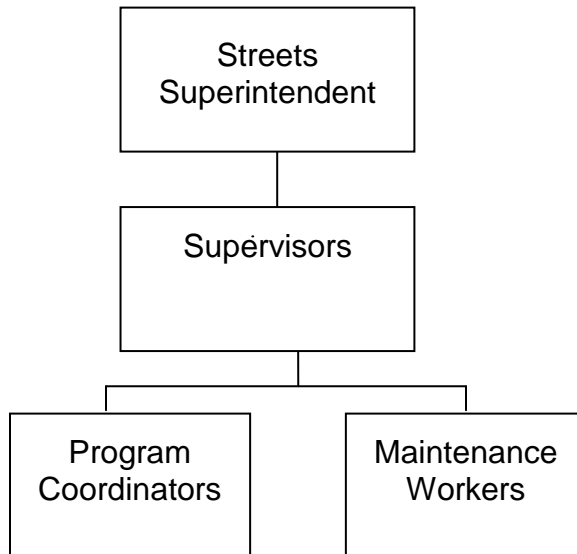
STREETS DIVISION-

PUBLIC WORKS DEPARTMENT

FY2011/2012
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.

FY2011/2012
ORGANIZATIONAL CHART
STREETS DIVISION



FY2011/2012 PERSONNEL SUMMARY STREETS DIVISION

Position	Actual FY2009-2010	Budget FY2010-2011	Budget FY2011-2012
Superintendent	1.00	1.00	1.00
Supervisor	2.00	2.00	1.00
Program Coordinator	2.00	2.00	2.00
Maintenance Worker	18.00	16.00	15.00
Administrative Assistant	0.50	0.50	0.75
Total Staff	23.50	21.50	19.75

FY2010/2011 ACCOMPLISHMENTS STREETS DIVISION

Goal: Implement phase three of the five-year sign replacement program to comply with MUTCD manual.

Status: The implementation has been successful and the Division is on schedule to be fully compliant with all MUTCD directives within the timeframe specified.

Goal: Utilize GIS to capture all phases of snow and ice removal operations in order to better track and analyze operations.

Status: Public Works has reviewed several systems and is moving forward with a vendor. System will be operational in the 2010/2011 snow season.

Goal: Continue to benchmark all aspects of the Division's operations and analyze the results to assure efficiency of all operations. Emphasis will be put on street sweeping, leaf collection, asphalt repair, and tree trimming.

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

Goal: Work with the other Divisions in Public Works to obtain asset management software to enable our Division to capture all of our assets in GIS.

Status: Due to the manpower constraints and a reprioritization of budget funding, this goal could not be accomplished.

Goal: Continue to utilize liquid technology to reduce road salt use during winter operations.

Status: Road Salt use has been significantly reduced due to utilization of liquid technology, driver education, and implementation of computerized spreader controls.

FY2011/2012
OBJECTIVES
STREETS DIVISION

- Use data captured on GPS software to increase operational efficiencies.
- Progress through year four of the Street Name Sign Replacement Program on schedule. Research tools available to ensure street sign program will be fully compliant with MUTCD in 2018
- Continue to benchmark all Services through ICMA and Web QA in addition to the City's internal monthly performance monitoring program.
- Utilize bucket truck to decrease tree removal budget, increase customer service and productivity.

FY2011/2012
ANNUAL BUDGET
STREETS DIVISION

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Regular Salaries	1,381,044	1,404,493	1,464,747	1,442,327	1,327,667
Part-time Salaries	30,802	20,744	21,359	21,359	32,823
Overtime	300,334	156,421	176,000	176,000	176,000
Group Insurance	315,874	290,233	292,452	277,671	283,733
Total Personnel Services	2,028,054	1,871,891	1,954,558	1,917,357	1,820,223
Professional	70,261	64,792	75,950	75,950	138,240
Publishing	464	650	1,000	500	1,000
Postage & Freight	177	107	1,001	500	1,001
Training	11,642	4,826	3,220	3,220	3,220
Dues & Subscriptions	760	932	865	865	865
Insurance & Bonding	132,075	137,347	149,110	118,754	149,110
Animal Control	-	-	500	500	500
Physical Examinations	1,000	671	1,730	1,730	2,030
Operating Equipment	8,857	9,526	9,700	9,700	8,700
Office Equipment	-	-	250	350	250
Radio Equipment	-	-	500	500	500
Street Lights	575,521	564,386	630,000	630,000	630,000
Tree Removal	54,189	44,866	42,545	40,000	15,000
Rental - Buildings & Equip.	18,472	11,450	28,500	18,000	13,000
Total Contractual Services	873,418	839,553	944,871	900,569	963,416
Office Supplies	2,684	1,044	1,960	1,960	1,960
Cleaning Supplies	1,152	3,255	1,460	1,460	1,460
Landscape Materials	18,078	13,859	27,500	20,000	27,500
Motor Fuel & Lub.	96,521	84,359	108,500	108,500	108,500
Comp. Hardware & Software	1,348	355	1,025	1,025	8,775
Small Tools & Equipment	8,371	9,516	8,000	8,000	8,000
Automotive Supplies	82,627	118,708	85,000	85,000	85,000
Materials	18,315	43,425	28,460	38,000	28,460
Clothing	15,551	10,848	14,300	14,300	17,850
Street Signs	59,259	67,812	55,000	55,000	55,000
Stationery & Printing	197	-	500	500	500
Total Materials & Supplies	304,103	353,181	331,705	333,745	343,005

FY2011/2012
ANNUAL BUDGET
STREETS DIVISION (CONT'D)

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Buildings	-	-	-	-	18,000
Automotive Equipment	52,814	27,096	60,210	60,210	223,000
Operating Equipment	-	64,213	-	-	-
Total Capital Outlay	52,814	91,309	60,210	60,210	241,000
Total	3,258,389	3,155,934	3,291,344	3,211,881	3,367,644

FY2011/2012
ACCOUNT INFORMATION
STREETS DIVISION

- A decrease in salaries and group insurance reflects a reduction of two positions in the Streets Division.
- An increase in the hours assigned to the part-time Administrative Assistant is reflected in the part-time salaries account.
- Budgeted in the professional services account are funds to outsource leaf pickup.
- The addition of a bucket truck (budgeted in the automotive equipment account) will reduce the City's reliance on outside contractors to perform tree removal services and rental costs associated with a bucket truck for use by City personnel.
- Costs for vehicle tracking services have been added to the computer hardware and software account.
- Clothing allowances, as agreed upon in the bargaining unit's contract, have been incorporated in the FY2011/2012 budget.
- Capital purchases include replacing gravel with a concrete floor in the cold storage building, upgrading spreader controls, a bucket truck and a replacement backhoe.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



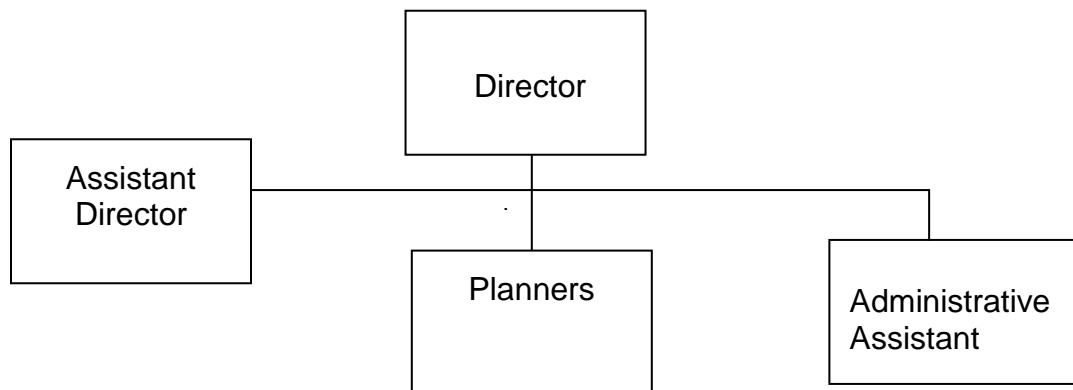
**PLANNING &
ECONOMIC DEVELOPMENT
DEPARTMENT**

PLANNING AND 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.

PLANNING AND ECONOMIC DEVELOPMENT ORGANIZATIONAL CHART



**FY2011/2012
PERSONNEL SUMMARY
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

Position	Actual FY2009-2010	Budget FY2010-2011	Budget FY2011-2012
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

**FY2010/2011
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.
- 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.
 - ✓ Additional projects completed for various City departments this year.
 - ✓ Training sessions conducted to learn advanced editing techniques.
- 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 engineering plans.

- 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.
- Conduct an 8-year update of the City' Comprehensive Land Use Plan.
 - ✓ Initial survey is available for public input.
 - ✓ PZC consideration is underway and should be finalized mid-year 2011.
- 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.

FY2011/2012 OBJECTIVES

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

- 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 McHenry County and continue to complete 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.
- 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.

**FY2011/2012
ANNUAL BUDGET
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Regular Salaries	380,831	398,560	416,910	416,910	427,333
Part-time Salaries	8,960	6,740	10,800	10,800	10,800
Overtime	2,753	1,201	-	1,000	-
Group Insurance	57,133	52,816	67,048	64,048	72,412
Total Personnel Services	449,677	459,317	494,758	492,758	510,545
Professional	241,035	544,884	151,200	151,200	201,200
Publishing	686	637	450	600	600
Postage & Freight	3,156	5,202	3,200	1,000	1,000
Training	3,820	2,658	3,600	3,300	3,600
Dues & Subscriptions	4,749	1,682	2,667	2,667	2,600
Insurance & Bonding	25,374	26,053	28,970	23,073	28,970
Operating Equipment	-	-	500	500	500
Office Equipment	333	511	920	920	700
Total Contractual Services	279,153	581,627	191,507	183,260	239,170
Office Supplies	2,569	1,640	1,560	1,000	1,000
Comp. Hardware & Software	6,135	3,050	4,025	4,025	4,025
Small Tools & Equipment	184	238	200	200	200
Stationery & Printing	3,476	482	2,000	1,050	700
Total Materials & Supplies	12,364	5,410	7,785	6,275	5,925
Total Budget	741,194	1,046,354	694,050	682,293	755,640

**FY2011/2012
ACCOUNT INFORMATION
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

- An increase in group health insurance is attributable to the need to fund a new reserve in the IPBC pool. 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 professional services budget has been expanded in FY2011/2012 to provide additional assistance with attracting and retaining businesses in Crystal Lake.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



HEALTH DEPARTMENT

FY2011/2012
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.

FY2010/2011
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 and McHenry County to continue to control gypsy moth infested areas.

FY2011/2012
OBJECTIVES
HEALTH DEPARTMENT

- Continue to follow the recommendations of the Ad Hoc Mosquito Abatement Review Committee while at the same time keeping costs associated with the program consistent with those in FY 2008/2009.
- Work with the Illinois Department of Agriculture and McHenry County to continue to control gypsy moth infested areas.

FY2011/2012
ANNUAL BUDGET
HEALTH DEPARTMENT

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Pest Control	101,507	107,138	147,452	137,605	147,452
Total Contractual Services	101,507	107,138	147,452	137,605	147,452
Total	101,507	107,138	147,452	137,605	147,452

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



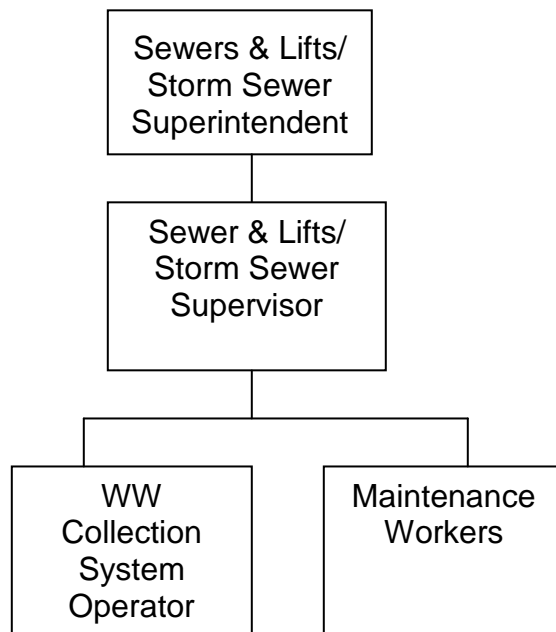
**STORM SEWER
MAINTENANCE DIVISION-**

**PUBLIC WORKS
DEPARTMENT**

FY2011/2012
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.

FY2011/2012
ORGANIZATIONAL CHART
STORM SEWER MAINTENANCE DIVISION



FY2011/2012
PERSONNEL SUMMARY
STORM SEWER MAINTENANCE DIVISION

Position	Actual FY2009-2010	Budget FY2010-2011	Budget FY2011-2012
Supervisor	1.00	1.00	1.00
WW Collection Systems Operator	4.00	4.00	4.00
Maintenance Worker	2.00	1.00	3.00
Total Staff	7.00	6.00	8.00

FY2010/2011
ACCOMPLISHMENTS
STORM SEWER MAINTENANCE DIVISION

Customer Service: The Storm Sewer Maintenance Division has taken great pride in providing the community with a high level of customer service. With the aid of the GovQA program, staff has been able to respond to and document service requests more effectively.

Storm System: The enhancement of the City's MS4 program over the past year has been a success due to the collaborative efforts of the organization. The recent groundbreaking ceremony for the City's community rain garden is an example of months of design and review which will prove to be a valuable educational piece for the community. The cleaning and inspection processes of the storm conveyance system allowed staff to be more proactive in identifying repairs before they posed an impact to the community.

Equipment: The Division acquired no new equipment during the 2010/11 budget year. In an effort to preserve the working condition of existing vehicles and equipment, staff routinely performed inspections and maintenance over and above the scheduled services carried out by the Fleet Services Division.

Safety Enhancement: Safety continues to be a priority during daily activities. Daily tailgate talks and stretching sessions are just some of the ways the Division looks to preserve the wellbeing of the employees and reduce accidents. Over the last year the Division experienced minimal accidents or injuries. This is a testament to the proactive approach the organization has for the safety of its employees and residents.

FY2011/2012
OBJECTIVES
STORM SEWER MAINTENANCE DIVISION

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.

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 revised as necessary.

Equipment: Staff has requested the replacement of unit 618, a one ton dump, for the 2011/12 budget year; however, this vehicle will be put on hold and evaluated at a later date. Capital system improvements for submersible pump systems and sanitary sewer rehabilitation will be completed.

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.

FY2011/2012
ANNUAL BUDGET
STORM SEWER MAINTENANCE DIVISION

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Regular Salaries	378,494	391,771	399,363	399,363	493,113
Overtime	47,104	12,724	40,000	40,000	40,000
Group Insurance	105,242	95,126	90,731	86,145	130,104
Total Personnel Services	530,840	499,621	530,094	525,508	663,217
Publishing	-	46	100	100	100
Training	2,972	1,394	2,100	2,100	1,865
Dues & Subscriptions	2,356	2,271	2,990	2,990	3,145
Insurance & Bonding	23,314	23,937	26,617	21,198	26,617
Utilities	2,563	2,484	5,000	5,000	5,000
Physical Examinations	170	155	630	630	920
Operating Equipment	1,844	2,086	850	850	850
Office Equipment	-	-	200	200	200
Rent - Clothing	860	852	705	990	1,050
Radio Equipment	-	-	200	200	200
Storm Sewers	6,489	13,026	22,150	22,150	15,000
Plant Maintenance Services	915	2,155	3,514	3,514	5,014
State Filing Fees	1,000	1,000	1,000	1,000	1,000
Total Contractual Services	42,483	49,406	66,056	60,922	60,961
Office Supplies	215	260	260	260	260
Landscape Materials	1,651	259	250	250	250
Motor Fuel & Lub.	12,786	10,785	13,700	13,700	13,700
Comp. Hardware & Software	1,691	-	695	695	695
Small Tools & Equipment	7,497	3,964	3,830	3,830	3,830
Automotive Supplies	8,826	8,368	14,800	14,800	7,150
Materials	13,318	19,236	11,500	11,500	11,500
Clothing	4,250	3,782	4,075	4,075	5,840
Operating Supplies	4,500	480	1,000	1,000	1,000
Plant Maintenance Materials	5	1,010	500	500	500
Total Materials & Supplies	54,739	48,144	50,610	50,610	44,725

FY2011/2012
ANNUAL BUDGET
STORM SEWER MAINTENANCE DIVISION (CONT'D)

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Automotive Equipment	-	112,500	-	-	-
Operating Equipment	53,811	7,500	-	-	-
System Improvements	-	224,422	430,000	430,000	752,500
Total Capital Outlay	53,811	344,422	430,000	430,000	752,500
Total	681,873	941,593	1,076,760	1,067,040	1,521,403

FY2011/2012
ACCOUNT INFORMATION
STORM SEWER MAINTENANCE DIVISION

- An increase in the salaries and group insurance reflects the transfer of two maintenance worker positions from the Streets Division.
- An increase in group health insurance is attributable to the need to fund a new reserve in the IPBC pool. 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.
- Budget dollars have been reduced in the storm sewer and automotive supplies accounts for repairs completed in the prior year.
- Dollars budgeted in the system improvements account are for flooding mitigation.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



**FLEET & FACILITY
SERVICES
DIVISION**

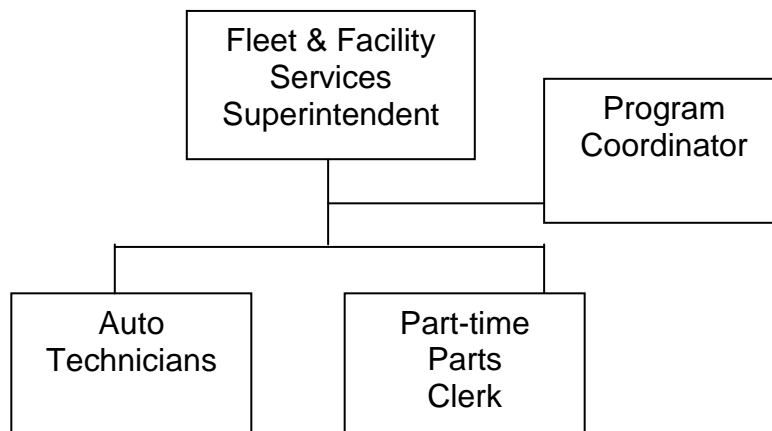
FY2011/2012
STATEMENT OF ACTIVITIES
FLEET & FACILITY SERVICES DIVISION

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.

FY2011/2012
ORGANIZATIONAL CHART
FLEET & FACILITY SERVICES DIVISION



FY2011/2012
PERSONNEL SUMMARY
FLEET & FACILITY SERVICES DIVISION

Position	Actual FY2009-2010	Budget FY2010-2011	Budget FY2011-2012
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

FY2010/2011
ACCOMPLISHMENTS
FLEET & FACILITY SERVICES DIVISION

Goal: Perform an arc-flash hazard analysis on all electrical services within the Municipal Complex. This will include, but not be limited to identifying shock protection boundaries, personal protective equipment (PPE) requirements and the installation of code compliant warning labels.

Status: The Division is finalizing the bid specifications. This will be placed out to bid by the 3rd quarter and completed as much as the budget allows by the 4th quarter.

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: The final two technicians have attended a five-day training seminar through the Illinois Fire Mechanics Association in October 2010. Divisional personnel have obtained EVT certifications in the following categories: Ambulance Electrical Systems, Design & Performance Standards of Ambulances, Management Level 1 Supervisor and Law Enforcement Vehicle Installation. Technicians and the Superintendent have gained 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: Identify HVAC equipment that is very inefficient or is near the end of its expected service life and incorporate the necessary assets into the 5-year capital plan.

Status: Heating and air conditioner units within the Public Works garage have been identified and incorporated into the 5-year capital plan, along with additional items that include building humidification systems and steam boiler source water purification systems.

Goal: Tracking all building repairs and maintenance schedules through the Computerized Fleet Analysis (CFA) asset management software.

Status: The facility services side has continued to build the database within CFA. More building costs will be tracked by this software as the database increases. This information will be vital to performance measurements through ICMA.

**FY 2011/2012
OBJECTIVES
FLEET & FACILITY SERVICES DIVISION**

Make all necessary upgrades, as the budget allows, to the building's electrical systems as reported in the Arc Flash Hazard Study.

Continue to grow & maintain fleet technician training and certifications in the areas of Emergency Vehicle Technician (EVT) and Automotive Service Excellence (ASE), and maintain the Blue Seal of Excellence certification.

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

Improve customer service in the Facility Services 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 Services side of the Division.

FY2011/2012
ANNUAL BUDGET
FLEET & FACILITIES SERVICES DIVISION

EXPENDITURES	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
Regular Salaries	395,225	425,335	477,281	477,281	489,213
Part-time Salaries	22,184	21,196	22,803	22,803	23,373
Overtime	9,717	4,586	15,000	15,000	15,000
Group Insurance	72,180	66,418	73,730	70,004	88,719
Total Personnel Services	499,306	517,535	588,814	585,088	616,305
Professional Services	2,185	955	12,500	12,500	8,675
Publishing	159	646	175	175	215
Postage & Freight	215	423	175	300	265
Training	7,990	5,376	10,500	10,500	7,145
Dues & Subscriptions	40	269	395	395	445
Insurance & Bonding	25,702	26,388	29,617	24,198	29,620
Physical Examinations	490	580	675	675	1,345
Operating Equipment	9,270	6,125	5,320	5,285	6,290
Clothing Rental	4,444	3,283	3,800	3,675	3,800
Radio Equipment	-	-	100	100	100
Total Contractual Services	50,495	44,045	63,257	57,803	57,900
Office Supplies	1,064	629	800	800	900
Cleaning Supplies	1,394	1,525	1,150	1,150	1,100
Motor Fuel & Lub.	2,499	2,293	3,450	3,450	3,200
Comp. Hardware & Software	5,168	4,086	5,925	4,925	5,800
Small Tools & Equipment	12,533	12,945	9,193	9,193	13,450
Automotive Supplies	56,880	22,379	1,200	1,200	1,700
Clothing	2,308	3,145	3,050	3,050	3,950
Operating Supplies	3,021	1,906	4,950	4,250	4,250
Stationery & Printing	24	30	50	50	50
Total Materials & Supplies	84,891	48,938	29,768	28,068	34,400
Automotive Equipment	-	-	-	-	43,000
Total Capital Outlay	-	-	-	-	43,000
Total	634,692	610,518	681,839	670,959	751,605

FY2011/2012
ACCOUNT INFORMATION
FLEET & FACILITY SERVICES DIVISION

- An increase in group health insurance is attributable to a change in coverage (single to family) coupled with the need to fund a new reserve in the IPBC pool. 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.
- Budget dollars have been reduced in the professional services account for an arc flash study that was completed in the prior year. The arc-flash hazard analysis will be conducted on all electrical services within the Municipal Complex. This will include, but not be limited to identifying shock protection boundaries, personal protective equipment (PPE) requirements and the installation of code compliant warning labels.
- The replacement of exhaust vent nozzles in the municipal garage has been budgeted in the small tools and equipment account.
- Automotive equipment capital reflects the replacement of a utility truck.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



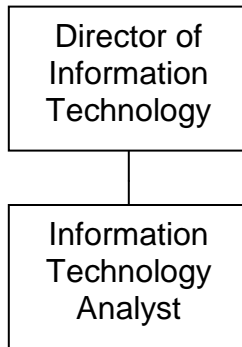
**INFORMATION
TECHNOLOGY
DEPARTMENT**

FY2011/2012
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



FY2011/2012
PERSONNEL SUMMARY
INFORMATION TECHNOLOGY DEPARTMENT

Position	Actual FY2009-2010	Budget FY2010-2011	Budget FY2011-2012
Information Technology Director	1.00	1.00	1.00
Network Administrator	1.00	0.00	0.00
Information Technology Analyst	1.00	1.00	1.00
Total Staff	3.00	2.00	2.00

FY2010/2011
ACCOMPLISHMENTS
INFORMATION TECHNOLOGY DEPARTMENT

Assisted in the completion of the Three Oaks Recreation Area through development of Wide Area Network access to the facility and implementation of various software packages, in addition to assistance provided to various contractors installing systems that may run over the City's network infrastructure.

Assisted in the identification of need and development of a City-wide GIS system.

Reconditioned various computers throughout the City's inventory.

Continued the implementation and provide additional training for GovQA Customer Relationship Management Software.

Continued to provide support for Springbrook Software and its users.

Reviewed and consolidated equipment utilized to provide service for the City's Local and Wide Area Networks.

Developed and implemented an ability for laptop users within the City's buildings to utilize dynamic ip addressing so that wireless connections could be established in all City facilities.

Acquired and installed various computers throughout the City.

Maintained the City's network infrastructure with little or no downtime during regular City Hall operating hours.

Continued PC and printer preventative maintenance programs.

FY2011/2012
OBJECTIVES
INFORMATION TECHNOLOGY DEPARTMENT

- Work with the departments for the completion of the major upgrade to the City's Springbrook Software package.
- Complete the development of the City's Intranet and train departments in its use and maintenance.
- Assist departments in the development and proper implementation of social networking accounts such as Facebook and Twitter.
- Continue to work with the staff of Three Oaks Recreation Area in the development and implementation of information technology equipment at the facility.
- Assist departments in the refresh of their content on the website.
- Assist in the development and implementation of City-wide GIS applications.
- Continue to recondition computers throughout the City's inventory, as needed.
- 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.

FY2011/2012
ANNUAL BUDGET
INFORMATION TECHNOLOGY DEPARTMENT

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Regular Salaries	253,476	255,999	200,174	200,174	205,178
Group Insurance	35,973	40,674	30,284	28,753	32,707
Total Personnel Services	289,449	296,673	230,458	228,927	237,885
Professional Services	1,480	8,236	10,000	10,000	10,000
Postage & Freight	-	336	-	-	-
Training	1,414	178	3,000	3,000	3,000
Dues & Subscriptions	250	325	350	350	350
Insurance & Bonding	7,929	8,142	9,053	7,210	9,053
Total Contractual Services	11,073	17,217	22,403	20,560	22,403
Office Supplies	1,779	1,797	1,590	1,590	1,590
Comp. Hardware & Software	124,322	95,945	82,900	82,900	92,500
Small Tools & Equipment	496	-	450	450	450
Total Materials & Supplies	126,597	97,742	84,940	84,940	94,540
Operating Equipment	-	-	55,000	55,000	85,000
Total Capital Outlay	-	-	55,000	55,000	85,000
Total	427,119	411,632	392,801	389,427	439,828

FY2011/2012
ACCOUNT INFORMATION
INFORMATION TECHNOLOGY DEPARTMENT

- An increase in group health insurance is attributable to the need to fund a new reserve in the IPBC pool. 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.
- A virtual server-backup system has been budgeted in the computer hardware and software account. The virtual system will require ongoing annual service payments.
- Included in the operating equipment capital account are funds for hardware, software and data conversion assistance to move the City's GIS capabilities to a robust enterprise system that will allow the extension of GIS capabilities to all City departments and residents.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



**SHARED SERVICES
DIVISION**

FY2011/2012
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.

FY2011/2012
ANNUAL BUDGET
SHARED SERVICES DIVISION

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Utilities	149,149	135,371	205,025	205,025	205,025
Buildings & Offices	209,627	171,884	159,705	159,705	174,515
Total Contractual Services	358,776	307,255	364,730	364,730	379,540
Total Budget	<u>358,776</u>	<u>307,255</u>	<u>364,730</u>	364,730	<u>379,540</u>

FY2011/2012
ACCOUNT INFORMATION
SHARED SERVICES DIVISION

- Budgeted in the buildings and offices account is the replacement of the City's postage machine and one copier.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



**SPECIAL PROJECTS
DIVISION**

FY2011/2012
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.

FY2010/2011
ACCOMPLISHMENTS
SPECIAL PROJECTS DIVISION

- Successfully completed the 24th 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.

FY2011/2012
OBJECTIVES
SPECIAL PROJECTS DIVISION

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

FY2011/2012
ANNUAL BUDGET
SPECIAL PROJECTS DIVISION

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Professional Services	4,946	2,634	7,800	9,262	7,500
Reimbursed Expenses	-	-	4,200	4,200	4,200
Buildings & Offices	9,682	28,766	-	2,694	-
Radio Equipment	55,564	662	-	-	-
Para Transit Services	217,694	133,797	141,156	141,156	140,356
Total Contractual Services	287,886	165,859	153,156	157,312	152,056
Office Supplies	4,574	2,211	8,000	8,000	8,000
Motor Fuel & Lube	-	-	75,222	75,222	75,222
Total Materials & Supplies	4,574	2,211	83,222	83,222	83,222
Buildings	310,576	407,785	326,000	297,000	368,000
Land	-	319,306	-	-	-
Total Capital Outlay	310,576	727,091	326,000	297,000	368,000
Debt Service Principal	265,000	3,250,000	283,005	283,005	308,161
Debt Service Interest	153,626	147,230	93,876	93,876	69,108
Total General Expenses	418,626	3,397,230	376,881	376,881	377,269
Total	1,021,662	4,292,391	939,259	914,415	980,547

FY2011/2012
ACCOUNT INFORMATION
SPECIAL PROJECTS DEPARTMENT

- Capital purchases include a humidifier for the administrative offices of the municipal complex, a dehumidifier for the City Council Chambers, a water purification system for the complex's steam boiler, a trailer mounted generator and tuck pointing services. Costs for the bi-annual national citizen survey and downtown sidewalk rehabilitation (shared with the Road/Vehicle License Fund) have been budgeted also.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



POLICE & FIREFIGHTERS PENSION OBLIGATION

FY2011/2012
 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.

FY2011/2012
 ANNUAL BUDGET
 POLICE & FIREFIGHTERS' PENSION OBLIGATION

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Pension Obligation	2,093,079	2,236,800	2,518,987	2,518,987	3,381,556
Total Contractual Services	2,093,079	2,236,800	2,518,987	2,518,987	3,381,556
Total	2,093,079	2,236,800	2,518,987	2,518,987	3,381,556

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



HOME RULE SALES TAX FUND

FY2011/2012
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.

FY2011/2012
ANNUAL BUDGET
HOME RULE SALES TAX FUND

	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
REVENUES					
Home Rule Sales Tax	3,833,890	4,546,821	4,058,400	4,058,400	4,450,000
Investment Interest	11,699	6,239	3,000	3,000	5,800
Total Revenues	3,845,589	4,553,060	4,061,400	4,061,400	4,455,800
 Revenues in Excess of Expenditures	 3,845,589	 4,553,060	 4,061,400	 4,061,400	 4,455,800

FY2011/2012
ANNUAL BUDGET
HOME RULE SALES TAX FUND (CONT'D)

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
OTHER SOURCES (USES)					
Transfer In	-	-	-	-	-
Transfer Out					
Target Response Unit	(173,397)	(323,153)	(344,509)	(344,509)	(388,187)
Economic Development	(200,000)	(475,000)	(100,000)	(100,000)	(155,000)
Flooding Control	(95,080)	(352,120)	(513,500)	(260,677)	(923,000)
GIS	-	-	-	-	(85,000)
"Core" Services		(1,294,758)	(1,882,151)	(1,882,151)	(1,556,395)
Fire Rescue Services	-	-	-	-	(550,000)
Road Resurfacing	(456,469)	-	-	-	(500,000)
Railroad Relocation	-	-	-	-	-
Vulcan Lakes Engineering	(1,256,449)	-	-	(606,477)	-
Three Oaks Area Debt Svc	-	-	(948,481)	(924,690)	(974,956)
Three Oaks Area Operations	-	-	(272,759)	(272,759)	(308,412)
Virginia Street Corridor	-	-	(761,861)	(761,861)	(978,235)
Residual Chlorides Mgmt	-	-	-	-	(664,113)
Total Other Sources (Uses)	(2,181,395)	(2,445,031)	(4,823,261)	(5,153,124)	(7,083,298)
Change in Fund Balance	1,664,194	2,108,029	(761,861)	(1,091,724)	(2,627,498)
Beginning Balance, May 1	-	1,664,194	3,719,222	3,719,222	2,627,498
Ending Balance, April 30	1,664,194	3,719,222	2,957,361	2,627,498	-

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012

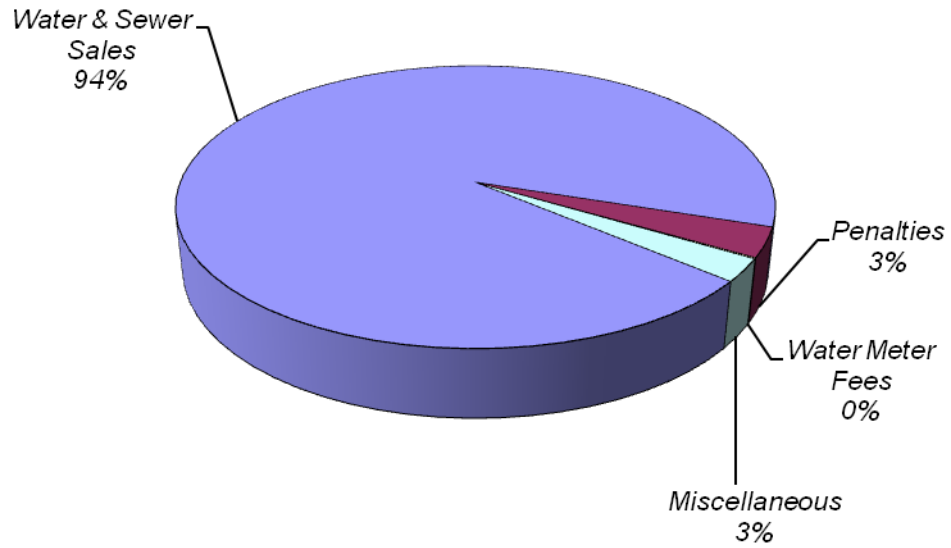


**WATER AND SEWER
FUND**

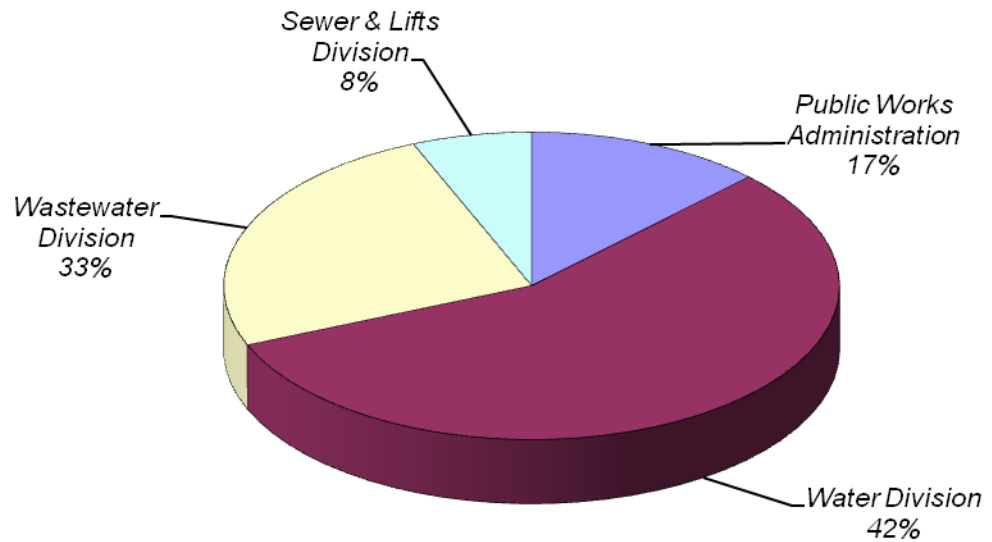
FY2011/2012
ANNUAL BUDGET
WATER AND SEWER FUND SUMMARY

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Water Sales	3,151,310	3,105,271	3,561,846	3,561,846	3,837,533
Sewer Sales	3,211,550	3,232,435	3,601,705	3,601,705	3,805,201
Penalties	298,861	328,712	275,000	275,000	275,000
Water Meter Fees	24,544	12,867	10,000	10,542	10,000
Tap On Fees	2,250	21,450	1,000	9,180	1,000
Investment Income	18,921	30,986	5,000	16,414	5,000
Reimbursed Expenses	368		350	350	350
Rental Income	172,621	181,272	181,272	181,272	181,272
Miscellaneous	8,319	40,222	25,000	35,398	25,000
Grants	-	183,500	-	-	-
Total Revenues	6,888,744	7,136,715	7,661,173	7,691,707	8,140,356
EXPENDITURES					
Public Works Administration	1,073,209	998,803	1,185,595	1,164,174	1,164,448
Water Department	3,397,076	3,050,161	2,899,340	2,868,010	5,250,234
Wastewater Department	2,179,021	2,234,633	2,261,047	2,133,649	2,337,002
Sewer & Lifts Department	567,339	591,768	454,626	447,705	586,348
Total Expenditures	7,216,645	6,875,365	6,800,608	6,613,538	9,338,033
Revenues in Excess of Expenditures	(327,901)	261,350	860,563	1,078,167	(1,197,676)
OTHER SOURCES (USES)					
Transfer In	-	-	-	-	-
Bond Proceeds	-	-	-	-	-
Transfer Out	(34,827)	(216,895)	(462,835)	(492,104)	(26,951)
Total Other Sources (Uses)	(34,827)	(216,895)	(462,835)	(492,104)	(26,951)
Change in Cash Balance	(362,728)	44,455	397,728	586,063	(1,224,627)
Beginning Cash Balance, May 1	1,429,678	1,066,950	1,111,405	1,111,405	1,697,468
Ending Cash Balance, April 30	1,066,950	1,111,405	1,509,133	1,697,468	472,840

Water & Sewer Fund Revenues by Source



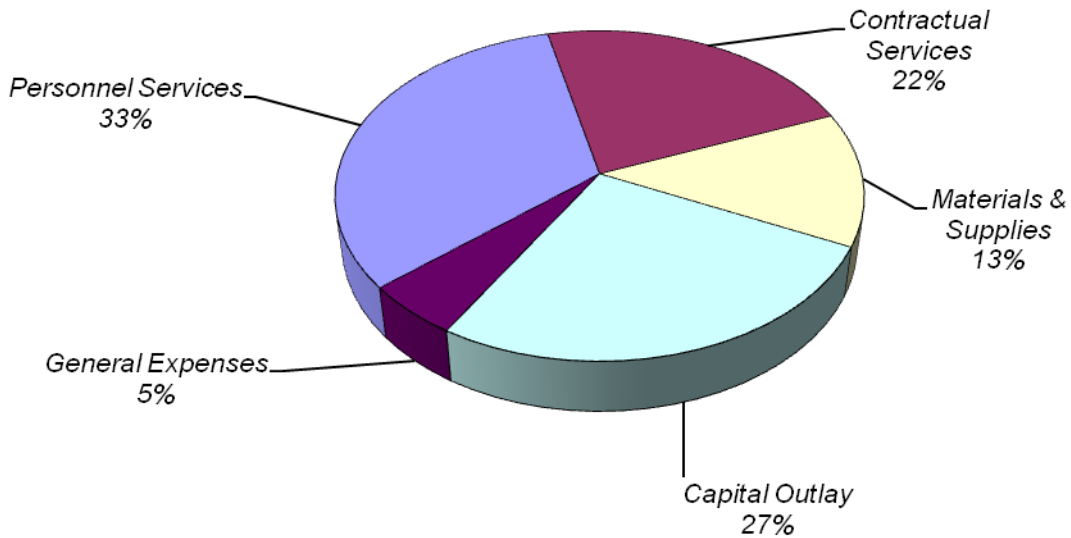
Water & Sewer Expenditures by Function



**FY2011/2012
SUMMARY OF EXPENDITURES – MAJOR OBJECT
WATER & SEWER FUND**

	Personnel Services	Contractual Services	Materials & Supplies	Capital Outlay	General Expenses	Grand Total
Public Works Administration	516,435	121,493	37,195	0	489,325	1,164,448
Water Department	1,395,476	924,788	587,570	2,342,400	0	5,250,234
Wastewater Department	877,822	921,167	538,013	0	0	2,337,002
Sewer & Lifts Department	246,442	133,411	62,495	144,000	0	586,348
	3,036,176	2,100,859	1,225,273	2,486,400	489,325	9,338,033
% Percentage	32.51%	22.50%	13.12%	26.63%	5.24%	100.00%

Water & Sewer Expenditures by Type



City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



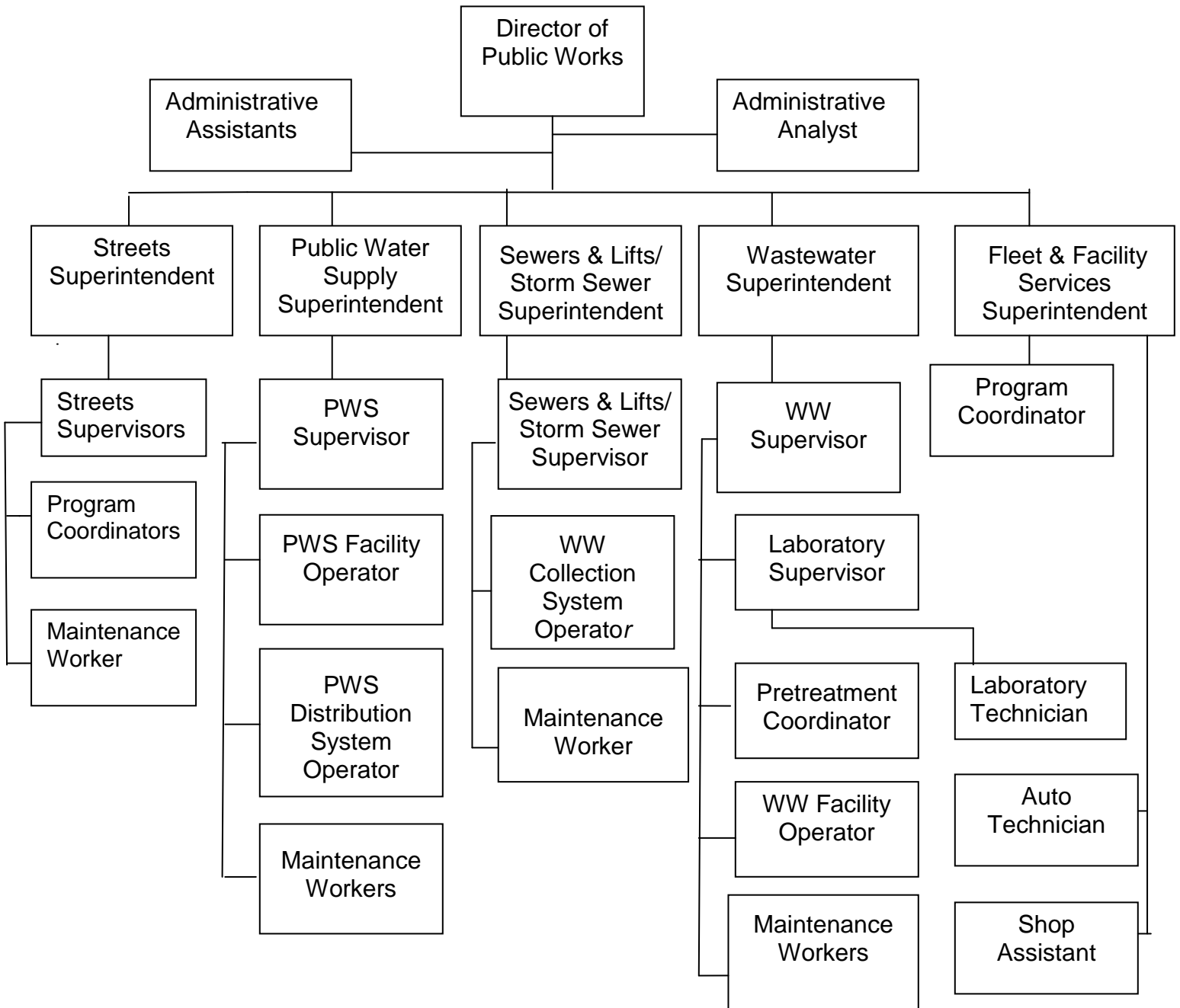
**PUBLIC WORKS
ADMINISTRATION
DIVISION –**

**PUBLIC WORKS
DEPARTMENT**

FY2011/2012
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.

FY2011/2012
ORGANIZATIONAL CHART
PUBLIC WORKS DEPARTMENT



FY2011/2012
PERSONNEL SUMMARY
PUBLIC WORKS ADMINISTRATION DIVISION

Position	Actual FY2009-2010	Budget FY2010-2011	Budget FY2011-2012
Director of Public Works	1.00	1.00	1.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.50	1.50	1.75
Utility Customer Service Representative	1.00	1.00	1.00
Office Assistant	0.75	0.75	0.25
Total Staff	5.25	5.25	5.00

FY2010/2011
ACCOMPLISHMENTS
PUBLIC WORKS ADMINISTRATION DIVISION

Goal: Work with the State of Illinois and McHenry County to further develop a long-term buried infrastructure program that addresses critical sections of pipe in Crystal Lake, but is also sensitive to the State's and County's policies to remove municipal pipes from under roadways prior to reconstruction projects. The goal of this objective is to limit the need to relocate relatively new infrastructure and allow for the replacement of aged and failing infrastructure.

Status: While this process is ongoing, some success has been achieved with a reduction in the amount of water main requiring relocation at Walkup and Route 176 as well as in the Rakow Road project. While the McHenry County DOT continues to require the encasement of existing water main crossings for the Rakow Road project, we were able to limit our cost exposure through a not-to-exceed cost agreement with the County.

Goal: Develop and integrate an alternative method of maintaining the downtown hanging flower baskets to maximize personnel resources for core services and minimize expenditures.

Status: After reviewing a number of alternatives, including purchasing artificial flowers and foliage to place in the baskets, it was ultimately determined that the watering and maintenance of the hanging baskets should be included in the City's landscape maintenance contract. This year was the first year that the baskets were maintained by the City's contractor, who was able to water the plants in the mornings prior to businesses opening to avoid traffic. The results were successful, and the tactic will be carried over into the watering and maintenance of the Three Oaks Recreation Area's hanging baskets next year.

Goal: Integrate performance measures into routine task tracking practices, and utilize the results of the ICMA Center for Performance Measurement to make educated decisions and improve the performance of the workforce.

Status: This process is ongoing.

Goal: Work with other City Departments and outside community groups and local governments to manage and track the success of the newly implemented MS4 Program.

Status: The Public Works Department has been working with the Building and Engineering Department, McHenry County Division of Water Resources and the State of Illinois to fulfill its MS4 obligations and to identify ways and means to further advance the quality of the City's storm water and storm sewer system.

Goal: Successfully meet chlorides discharge standards at WWTP #3 by integrating modifications at WTP #1 and WTP #4 on-time and on-budget.

Status: Projects have been awarded and work has begun at Water Treatment Plant #1 and #4.

Goal: Continue to promote communication and teamwork among the leadership staff of all the divisions in the Public Works Department.

Status: Open communication and teamwork have been particularly important to the Department in the last year as staff reductions and limited funding have required the leadership staff to, at times, be creative and pool resources to produce a desired outcome. This has been a tremendous success in the last year and will continue to be a priority for the Department in the foreseeable future.

Goal: Promote safety through education and incentive programs to foster safe working practices and camaraderie throughout the Public Works workforce.

Status: The Department implemented a Safety Bingo program, modeled after a similar program that Nicor uses with its employees. This has been widely successful within the Department. Accidents are down City-wide, and without exception in the Public Works Department.

Goal: Through effective planning and advanced development of programs, implement strategies and best management practices to meet and exceed expectations of the City in the daily duties of the Department, while fostering a cost-saving approach and embracing the limited resources available.

Status: This has been a busy year for the Public Works Department (assisting with the opening of the Three Oaks Recreation Area, planning and bidding work at Water Treatment Plants #1 and 4, installing and implementing energy-efficient upgrades through a DOE grant at the water and wastewater treatment plants, and continuing to maintain all the programs and services that have historically been performed by the Department). This work has been done with a reduced workforce. Through inter-divisional resource sharing and open communication, the Public Works Department has been able to maintain service levels while increasing its workload.

Goal: Enter into a new agreement with the Village of Lakewood for wastewater services.

Status: The City will be working with the Village of Lakewood to finalize an agreement.

Goal: Complete the planned Water and Sewer improvements for the first year of the five year plan and undertake and complete the second-year projects.

Status: Large segments of the sanitary sewer MCC line were grouted to prevent Inflow and Infiltration. Due to funding restrictions, badly-needed water main replacement projects in the Golf Course Road area (including Essex Lane, Oxford Lane, Cumberland Lane, Melrose Lane, Broadway and Riverside cannot be undertaken. This has further delayed the repaving of these streets. Water main will be relocated in conjunction with a road-widening project on Rakow Road at several intersections during the next fiscal period. It is also anticipated that water main relocation work at Route 176 and Walkup Avenue will be undertaken during the next fiscal period.

Additional Accomplishments

Advanced chlorides reduction efforts at Wastewater Treatment Plant #3 through modifications to Water Treatment Plants #1 and 4. Designs were completed and the projects were bid and awarded in this fiscal year. The programs will be completed in FY11/12.

Engaged in remediation efforts for Trichloroethylene (TCE) in conjunction with chlorides reductions projects. A temporary carbon filter system was leased and placed into operation while designs were completed for a permanent packed tower system at Water Treatment Plant #4. When complete, the packed tower will remove 99.99% of TCE, effectively eliminating this contaminant from the finished water in order to meet our voluntary compliance agreement with IEPA. This project has been bid and awarded, and will be complete early in the next fiscal year.

Continued to facilitate inter-divisional operations by encouraging coordination and shared resources among the Public Works leadership team. This includes revising the personnel plan and department operations to accommodate two new employees designated as "floaters" to work with all divisions.

FY2011/2012 OBJECTIVES PUBLIC WORKS ADMINISTRATION DIVISION

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.

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

Work with the City Manager's Office and other City Staff to ensure the success of the first full year of operation for the Three Oaks Recreation Area.

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.

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

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.

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

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

FY2011/2012
ANNUAL BUDGET
PUBLIC WORKS ADMINISTRATION DIVISION

EXPENDITURES	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
Regular Salaries	250,762	292,027	348,361	348,361	357,070
Part-time Salaries	47,027	70,331	48,087	36,017	33,108
Overtime	17	17	-	-	-
Group Insurance	32,870	36,642	51,802	49,184	46,856
City Portion FICA / Retirement	16,368	19,670	24,319	24,319	24,191
City Portion IMRF	27,649	35,944	43,814	43,814	49,553
City Portion MEDI	3,828	4,600	5,688	5,688	5,658
Total Personnel Services	378,521	459,231	522,071	507,383	516,435
Professional Services	36,516	24,882	8,000	8,000	9,000
Annual Audit	4,197	5,200	2,999	2,999	5,545
Publishing	-	99	200	200	200
Postage & Freight	56,363	57,225	70,910	68,010	68,010
Training	943	3,883	1,675	1,675	3,370
Dues & Subscriptions	502	637	635	635	753
Insurance & Bonding	34,364	29,957	18,831	14,998	18,831
Utilities	7,525	9,746	6,159	6,159	6,159
Buildings & Offices	11,894	12,495	9,525	9,525	9,525
Examinations	-	424	-	-	-
Office Equipment	-	-	100	100	100
Total Contractual Services	152,304	144,548	119,034	112,301	121,493
Office Supplies	1,542	1,850	1,300	1,300	1,300
Motor Fuel & Lube	266	205	250	250	250
Computer Hardware & Software	2,204	20,738	14,985	14,985	12,985
Small Tools and Equipment	82	226	350	350	350
Automotive Supplies	4	-	-	-	-
Printing & Stationery	18,494	29,069	22,310	22,310	22,310
Total Materials & Supplies	22,592	52,088	39,195	39,195	37,195
Debt Service Principal	335,000	190,000	366,995	366,995	376,839
Debt Service Interest	184,792	152,936	138,300	138,300	112,486
Total General Expenses	519,792	342,936	505,295	505,295	489,325
Total Budget	1,073,209	998,803	1,185,595	1,164,174	1,164,448

FY2011/2012
ACCOUNT INFORMATION
PUBLIC WORKS ADMINISTRATION DIVISION

- A reduction in part-time salaries reflects the vacancy of a part-time office assistant.
- A reduction in group insurance is attributable to a change in coverage from family to single.
- An increase in the employer's IMRF contribution is attributable to an increase in required contributions as actuarially determined.
- Professional services reflect rising costs charged by financial institutions for banking services along with credit and debit card processing fees.
- Audit fees reflected in this budget are pursuant to the terms of a contract with an independent audit firm. Audit fees are allocated based on the prior year's budget appropriation.
- The FY2011/2012 training budget includes attendance at the APWA national conference.
- Budget dollars have been reduced in the computer hardware and software account for a server that was purchased in the prior year.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



**WATER OPERATIONS
DIVISION –**

**PUBLIC WORKS
DEPARTMENT**

FY2011/2012

STATEMENT OF OPERATIONS

WATER OPERATIONS DIVISION

The Water Operations Division and its staff of 14 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 4.9 million gallons of water per day, with peak water demands increasing to over 9 million gallons per day in the summer months.

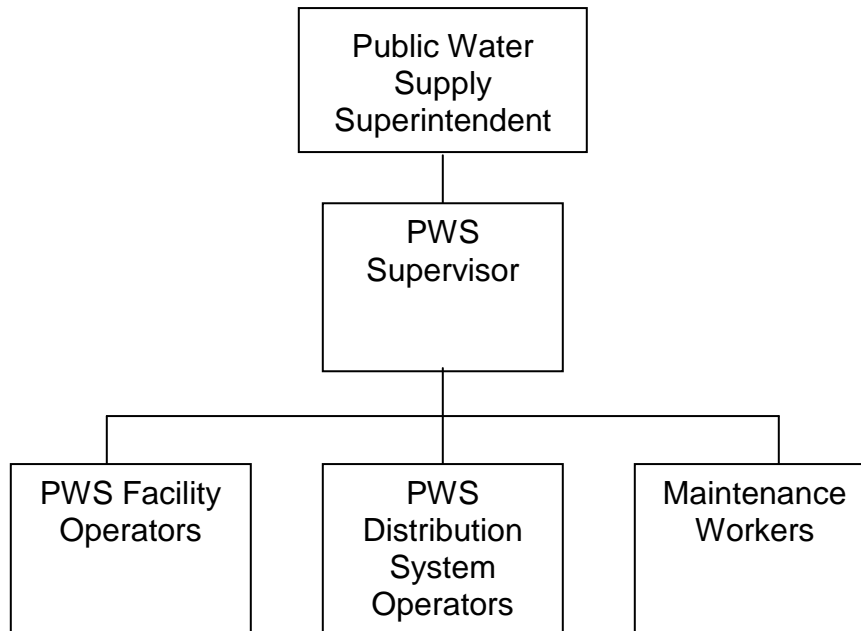
The Water Operations Division is responsible for the operation and maintenance of 5 water treatment facilities, four elevated and four ground water storage reservoirs, and the distribution system which consists of 175 miles of water mains, 2,700 system valves, and 3,029 fire hydrants.

Daily activities include:

- Monthly reading of 14,900 water meters via drive-by readers, connect and seal of every new meter, performing final meter reads for every property closing, hand delivery of late payment red tags, and shut off of water for non-payment.
- Responding to residents and businesses with water quality and water pressure concerns.
- Assuring EPA compliance by performing all bacteriological, fluoride, chlorine, phosphate, and other water samples required by the EPA. Compiles information and creates a monthly report which is a compliance requirement by the EPA.
- Reviews plans for water system additions and improvements, performs walk-throughs on every new addition to the water system to assure proper installation and operation of valves, curb stops, and fire hydrants.
- Assists with fire flow testing for contractors, and chlorination and pressure testing of water mains.
- Completes regular maintenance and repair work at the water treatment facilities and to the water distribution system.
- Winter months: The Water Operations Division works with the Streets Division to remove snow on main routes, cul-de-sacs, and public sidewalks.

In 2009, the Water Operations Division excavated and repaired 16 broken curb stops, 25 water main breaks, and 8 service leaks.

FY2011/2012
ORGANIZATIONAL CHART
WATER OPERATIONS DIVISION



FY2011/2012
PERSONNEL SUMMARY
WATER OPERATIONS DIVISION

Position	Actual FY2009-2010	Budget FY2010-2011	Budget FY2011-2012
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	3.00	2.00
Maintenance Workers	4.00	4.00	4.00
Total Staff	14.00	14.00	13.00

FY2010/2011
ACCOMPLISHMENTS
WATER OPERATIONS DIVISION

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

Status: As of this time, the Water Operations Division has met all EPA standards and has received no EPA violations. While asserting that no enforceable standard has ever been violated, the City entered into a voluntary Compliance Commitment Agreement with the IEPA for the removal of TCE.

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

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

Goal: Have one water tower and one ground storage tank recoated.

Status: Ambutal tower was recoated in 2010.

Goal: Perform maintenance and rehabilitation work on one deep well and one shallow well.

Status: Deep Well #7 is scheduled for rehabilitation work in January, and Deep Well #8 had repair work completed in June 2010. The shallow well rehabilitation work was postponed due to the work completed on the two deep wells.

Goal: Install SCADA controls at Public Works facility to monitor and control water system remotely.

Status: SCADA programming is in progress and is scheduled to be completed by April.

Goal: Replace up to one mile of existing water mains to improve flows, water quality, and reliability.

Status: Project was postponed due to upcoming 2011 roadwork, which will require the City to relocate existing water mains under State and County roads.

Goal: Purchase leak-detection equipment and begin an ongoing leak-detection program throughout our water distribution system.

Status: Project is anticipated to be completed prior to the end of the fiscal year.

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

Status: Project was postponed due to reduced W&S revenues.

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

Status: Project was postponed due to reduced W&S revenues.

Goal: Rehabilitate one water softener at Water Treatment Plant #5 to replace the corroding materials and improve the efficiency.

Status: Project was postponed due to reduced W&S revenues.

Goal: Rehabilitate one of the two existing wells at Water Treatment Plant #2 to improve production from the shallow wells.

Status: Project was postponed due to reduced W&S revenues.

FY2011/2012 OBJECTIVES WATER OPERATIONS DIVISION

Meet all EPA water standards and receive zero EPA violations.

Receive the Fluoridation Award for the seventeenth consecutive year.

Start-up of Water Treatment Plant #1 new ion exchange treatment equipment before June 2011.

Start-up of Water Treatment Plant #4 new air-stripping packed tower by July 2011.

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

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.

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

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

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

Have one water tower recoated.

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

FY2011/2012
ANNUAL BUDGET
WATER OPERATIONS DIVISION

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Regular Salaries	866,331	920,234	948,495	948,495	896,957
Overtime	75,891	52,019	91,500	91,500	91,500
Group Insurance	197,996	212,342	202,860	192,607	203,031
City Portion FICA / Retirement	56,391	57,845	64,480	64,480	62,149
City Portion IMRF	89,839	97,665	116,167	116,167	127,304
City Portion MEDI	13,188	13,528	15,080	15,080	14,535
Total Personnel Services	1,299,636	1,353,633	1,438,582	1,428,329	1,395,476
Professional Services	20,552	60,171	30,700	33,700	139,200
Publishing	391	657	250	250	250
Postage & Freight	5,528	5,624	5,600	5,600	5,600
Training	9,782	3,804	7,000	7,000	7,000
Dues & Subscriptions	2,528	2,429	3,075	3,075	3,075
Insurance & Bonding	55,342	56,567	57,131	45,704	57,131
Utilities	660,592	619,417	645,232	645,232	645,232
Examinations	575	620	1,300	1,300	1,300
Operating Equipment	301	303	300	300	300
Radio Equipment	2,174	-	500	500	500
Sidewalks	3,820	5,165	7,000	4,000	5,000
Plant Maintenance Services	45,787	79,798	55,700	51,000	51,200
Lines & Sewers	4,725	5,808	8,000	8,000	8,000
Rental - Buildings & Equipment	966	726	1,000	1,000	1,000
Total Contractual Services	813,063	841,089	822,788	806,661	924,788

FY2011/2012
ANNUAL BUDGET
WATER OPERATIONS DIVISION (CONT'D)

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Office Supplies	856	1,392	1,950	1,950	1,950
Cleaning Supplies	29	-	-	-	-
Landscape Materials	446	224	550	600	550
Motor Fuel & Lub.	24,829	24,034	29,450	29,450	25,450
Computer Hardware & Software	16,812	15,101	2,125	2,125	2,125
Small Tools & Equipment	7,348	6,710	8,000	8,000	8,000
Automotive Supplies	10,874	15,705	11,500	11,500	11,500
Materials	14,359	20,335	15,000	18,000	15,000
Clothing	854	7,566	8,875	8,875	9,525
Water Meters and Parts	2,236	4,250	5,000	5,000	4,350
Fire Hydrants and Parts	5,328	5,537	10,000	10,000	10,000
Salt	304,895	360,187	325,000	325,000	325,000
Chemicals & Sealants	83,334	88,111	98,000	93,000	98,000
Laboratory Supplies	4,719	3,909	5,750	5,750	5,750
Water Tap Materials	9,048	6,959	12,000	11,000	12,000
Operating Supplies	13,498	2,985	8,400	6,400	7,000
Plant Maintenance Materials	34,025	43,634	50,600	50,600	50,600
Stationery & Printing	271	307	770	770	770
Total Materials & Supplies	533,761	606,946	592,970	588,020	587,570
System Improvement	750,616	248,493	45,000	45,000	2,342,400
Total Capital Outlay	750,616	248,493	45,000	45,000	2,342,400
Total	3,397,076	3,050,161	2,899,340	2,868,010	5,250,234

FY2011/2012
ACCOUNT INFORMATION
WATER OPERATIONS DIVISION

- A reduction in salaries reflects a vacancy in a PWS Distribution System Operator position. This position will not be filled in FY2011/2012.
- An increase in the employer's IMRF contribution is attributable to an increase in required contributions as actuarially determined.
- Budgeted in the professional services account is additional testing for VOC and barium in addition to costs to outsource J.U.L.I.E. locates. Also included is a one-time fee for services to measure system capacity.
- Budget dollars have been reduced in the sidewalks and plant maintenance services accounts for repairs completed in the prior year.
- System improvements budgeted for FY2011/2012 include maintenance and rehabilitation of Deep Well #16, recoat McCormick tower, WTP #3 softener

rehabilitation, WTP #2 roof restoration, a starter for Well #7, shallow well repair and water main replacement along Rakow Road (Ackman to Route 31), Crystal Lake Avenue (east to Erick Street), Route 176/Walkup intersection and WTP #4 extension to Mathews Co.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



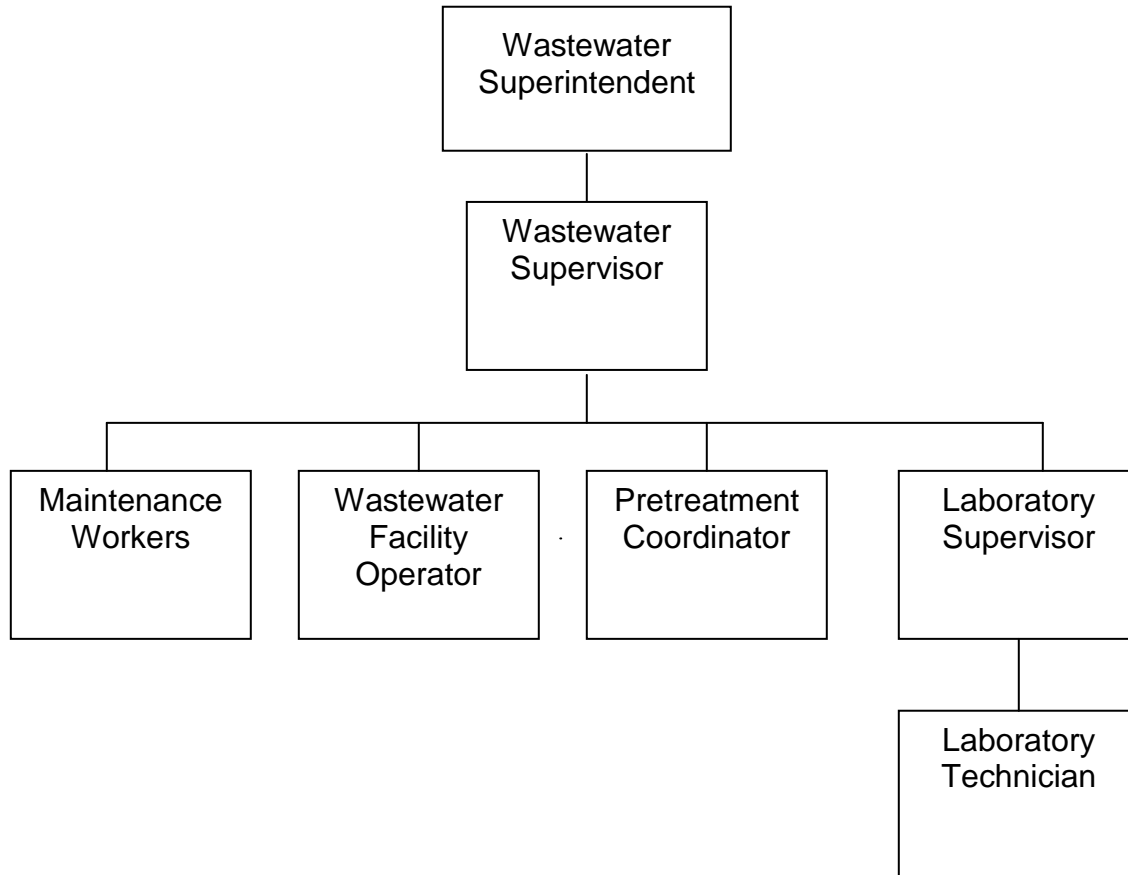
**WASTEWATER
TREATMENT DIVISION –**

**PUBLIC WORKS
DEPARTMENT**

FY2011/2012
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.

FY2011/2012
ORGANIZATIONAL CHART
WASTEWATER TREATMENT DIVISION



FY2011/2012
PERSONNEL SUMMARY
WASTEWATER TREATMENT DIVISION

Position	Actual FY2009-2010	Budget FY2010-2011	Budget FY2011-2012
Superintendent	1.00	1.00	1.00
Supervisor	1.00	0.00	1.00
Laboratory Supervisor	1.00	1.00	1.00
Laboratory Technician	1.00	0.00	0.00
Pretreatment Coordinator	1.00	1.00	1.00
WW Facility Operator	3.00	3.00	2.00
Maintenance Workers	2.00	3.00	2.50
Total Staff	10.00	9.00	8.50

WASTEWATER TREATMENT DIVISION
2010/2011 ACCOMPLISHMENTS

Goal: Complete the WWTP #2 phase of the Local limit testing. This is a requirement of our Pretreatment and NPDES permits.

Status: This project is under way and will be completed prior to the end of the budget year.

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

Status: This project was not budgeted this fiscal year. Funds will be requested for fiscal year 2011/12.

Goal: Install a new server at Wastewater Treatment Plant #2 for the SCADA system.

Status: The current server is working and will be replaced if and when it fails.

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

Status: Due to the Energy-saving potential of this project, staff is working with the Department of Energy to add the compressor to an existing Energy Efficiency grant. It is expected that this project will be complete in FY2011/12.

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

Status: A recent internal audit shows that we are on track with this goal. A few minor corrections will be made to assure compliance for our next audit which could occur during 2011.

FY2011/2012
OBJECTIVES
WASTEWATER TREATMENT DIVISION

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

Replace the Sandfilter media at Wastewater Treatment Plant #3 to increase the efficiency of this process.

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.

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.

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

Work with the Sewers and Lifts Division to assist in the reduction of Inflow and Infiltration (I&I).

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

FY2011/2012
ANNUAL BUDGET
WASTEWATER TREATMENT DIVISION

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Regular Salaries	614,132	656,744	584,932	523,574	570,170
Part-time Salaries	7,016	-	41,750	20,875	21,032
Overtime	48,491	44,298	43,000	43,000	43,000
Group Insurance	126,376	124,516	106,352	100,977	112,737
City Portion FICA / Retirement	39,773	41,967	41,520	41,520	39,876
City Portion IMRF	62,717	70,948	74,803	74,803	81,681
City Portion MEDI	9,302	9,815	9,710	9,710	9,326
Total Personnel Services	907,807	948,288	902,067	814,459	877,822
Professional Services	20,530	44,510	41,175	41,175	41,175
Publishing	706	794	400	400	400
Postage & Freight	1,404	802	1,850	1,850	1,850
Training	6,708	3,666	3,560	3,560	3,560
Automotive Repair	200	-	-	-	-
Dues & Subscriptions	1,880	527	684	684	684
Insurance & Bonding	37,859	38,920	43,370	34,744	43,370
Utilities	588,153	538,274	624,206	588,153	624,206
Examinations	889	687	677	677	677
Operating Equipment	26,539	14,571	28,450	28,450	28,450
Radio Equipment	-	-	100	100	100
Plant Maintenance Services	86,915	111,015	79,400	79,400	127,900
State Filing Fees	47,500	47,500	47,500	47,500	47,500
Rental - Buildings & Equipment	4,120	514	1,295	1,295	1,295
Total Contractual Services	823,403	801,780	872,667	827,988	921,167
Office Supplies	1,123	863	1,000	1,000	1,000
Cleaning Supplies	-	-	-	-	-
Landscape Materials	-	242	500	500	500
Motor Fuel & Lub.	9,074	9,284	8,500	8,500	7,000
Computer Hardware & Software	7,285	2,834	8,345	8,345	8,045
Small Tools & Equipment	34,327	37,336	39,000	39,000	39,000
Automotive Supplies & Materials	4,034	3,188	6,000	6,000	6,000
Clothing	7,586	5,060	7,750	7,750	7,750
Chemicals & Sealants	232,237	305,322	278,709	283,598	280,209
Laboratory Supplies	32,738	30,213	28,241	28,241	28,241
Operating Supplies	347	2,907	-	-	-
Plant Maintenance Materials	87,869	61,793	108,268	108,268	160,268
Total Materials & Supplies	416,620	459,042	486,313	491,202	538,013

FY2011/2012
ANNUAL BUDGET
WASTEWATER TREATMENT DIVISION (CONT'D)

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Automotive Equipment	7,686	-	-	-	-
Operating Equipment	23,505	25,523	-	-	-
Total Capital Outlay	31,191	25,523	-	-	-
Total	2,179,021	2,234,633	2,261,047	2,133,649	2,337,002

FY2011/2012
ACCOUNT INFORMATION
WASTEWATER TREATMENT DIVISION

- A reduction in salaries reflects the net effect of replacing a senior maintenance worker with a maintenance worker who converted from part-time to full-time.
- An increase in group health insurance is attributable to the need to fund a new reserve in the IPBC pool. The purpose of the IPBC is to provide economies of scale and risk pooling that will allow members more financial stability that offered by the commercial insurance market.
- An increase in the employer's IMRF contribution is attributable to an increase in required contributions as actuarially determined.
- Budgeted in plant maintenance services is the re-piping of heated sludge and overflow line of the anaerobic digester.
- The replacement of sand and sand filter at STP #3 and re-building of pumps is budgeted in the plant maintenance materials account.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



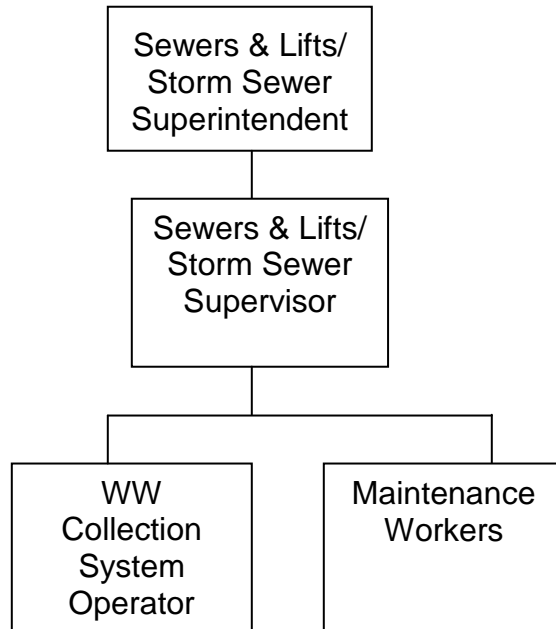
**SEWERS AND LIFTS
DIVISION**

**PUBLIC WORKS
DEPARTMENT**

FY2011/2012
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.

FY2011/2012
ORGANIZATIONAL CHART
SEWERS & LIFTS DIVISION



FY2011/2012 PERSONNEL SUMMARY SEWERS & LIFTS DIVISION

Position	Actual FY2009-2010	Budget FY2010-2011	Budget FY2011-2012
Superintendent	1.00	1.00	1.00
WW Collection System Operators	2.00	1.00	1.00
Total Staff	3.00	2.00	2.00

FY2010/2011 ACCOMPLISHMENTS SEWERS AND LIFTS DIVISION

Customer Service: The Sewer and Lifts Division has taken great pride in providing the community with a high level of customer service. With the aid of the GovQA program, staff has been able to respond to and document service requests more effectively.

Sanitary System: One of the goals for 2010/11 was to review the sewer-cleaning process and identify ways to improve upon it while maintaining effectiveness. The review process allowed staff to improve specific procedures and obtain more advanced tools that ultimately proved to be a success on reducing the impact of sewer cleaning to the community. The focus on inflow and infiltration proved to be a success when pipe line grouting was completed on the McHenry County College sanitary extension north of Route 176. This grouting process eliminated a high volume of groundwater infiltration and reduced the pumping operations at Lift Station 15.

Lift Stations: Inspections, maintenance, repairs, and improvements for lift stations remain a key focus for the Division. The replacement of roofs and pedestrian doors at three lift stations will preserve the integrity of the buildings and provide residents with quality facilities within their communities. The reliability of four generators was tested by performing load-bank testing. Inspection and maintenance of the automatic transfer switches confirmed proper operation during emergencies.

Equipment: The Division acquired no new equipment during the 2010/11 budget year. In an effort to preserve the working condition of existing vehicles and equipment, staff routinely performed inspections and maintenance over and above the scheduled services carried out by the Fleet Services Division.

Safety Enhancement: Safety continues to be a priority during daily activities. Daily tailgate talks and stretching sessions are just some of the ways the Division strives to preserve the well-being of the employees and reduce accidents. Over the last year the Division experienced minimal accidents or injuries. This is a testament to the proactive approach the organization has taken to ensure the safety of its employees and residents.

FY2011/2012
OBJECTIVES
SEWERS AND LIFTS DIVISION

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.

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 inflow and infiltration. The cleaning and televising program will have elevated benchmarks and standards implemented in order to maintain effectiveness and efficiency.

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 with 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.

Equipment: Staff has requested the replacement of unit 618, a one-ton dump truck, for the 2011/12 budget year; however, this vehicle will be put on hold and evaluated at a later date. Capital system improvements for submersible pump systems and sanitary sewer rehabilitation will be completed.

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

FY2011/2012
ANNUAL BUDGET
SEWERS & LIFTS DIVISION

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Regular Salaries	196,820	217,230	158,809	158,809	162,779
Part-time Salaries	12,515	-	-	-	-
Overtime	(3,993)	10,499	14,000	14,000	14,000
Group Insurance	36,051	47,670	30,429	28,891	32,863
City Portion FICA / Retirement	12,296	16,938	10,714	10,714	11,212
City Portion IMRF	18,305	23,198	19,303	19,303	22,966
City Portion MEDI	2,876	-	2,506	2,506	2,622
Total Personnel Services	274,870	315,535	235,761	234,223	246,442
Postage & Freight	757	989	1,400	1,400	1,400
Training	3,034	923	1,760	1,760	1,065
Dues & Subscriptions	1,837	2,004	2,549	2,549	2,790
Insurance & Bonding	25,398	26,224	29,436	24,053	29,436
Utilities	62,660	74,984	61,500	61,500	61,500
Examinations	140	300	315	315	230
Operating Equipment	702	3,047	1,150	1,150	1,150
Office Equipment	25	-	250	250	250
Clothing Rental	806	883	630	990	1,050
Radio Equipment	-	-	300	300	300
Plant Maintenance Services	27,512	17,590	40,280	37,420	28,140
Lines & Sewers	4,601	5,021	6,400	6,400	6,100
Total Contractual Services	127,472	131,965	145,970	138,087	133,411
Office Supplies	1,105	444	600	600	600
Motor Fuel & Lub.	12,725	12,097	13,700	13,700	13,700
Computer Hardware & Software	1,562	259	695	695	695
Small Tools & Equipment	15,087	8,329	13,100	10,600	13,000
Automotive Supplies	6,262	9,283	17,300	17,300	9,650
Materials	3,421	4,674	1,000	1,750	1,500
Clothing	2,813	1,649	1,550	1,550	950
Chemicals & Sealants	2,716	2,302	2,500	2,500	2,500
Plant Maintenance Materials	36,601	16,081	22,450	26,700	19,900
Total Materials & Supplies	82,292	55,118	72,895	75,395	62,495

FY2011/2012
ANNUAL BUDGET
SEWERS & LIFTS DIVISION (CONT'D)

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Operating Equipment	35,159	-	-	-	-
System Improvement	47,546	89,150	-	-	144,000
Total Capital Outlay	82,705	89,150	-	-	144,000
 Total	 567,339	 591,768	 454,626	 447,705	 586,348

FY2011/2012
ACCOUNT INFORMATION
SEWERS & LIFTS DIVISION

- An increase in group health insurance is attributable to the need to fund a new reserve in the IPBC pool. 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.
- An increase in the employer's IMRF contribution is attributable to an increase in required contributions as actuarially determined.
- Budget dollars have been reduced in the plant maintenance services and automotive supplies accounts for repairs that were completed in the prior year.
- Safety hatch grates were purchased in the prior year. As such, dollars were not budgeted in the plant maintenance materials account again this year.
- System improvements budgeted in FY2011/2012 includes two submersible pumps and sanitary sewer rehabilitation. Sanitary sewer rehabilitation was previously budgeted in the Water and Sewer Capital Fund.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



**WATER AND SEWER
CAPITAL IMPROVEMENT
FUND**

FY2011/2012
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.

FY2011/2012
ANNUAL BUDGET
WATER & SEWER CAPITAL IMPROVEMENT FUND

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Sewer Connection Fees	410,337	197,712	276,000	276,000	284,280
Water Connection Fees	257,510	126,615	130,000	130,000	133,900
Investment Interest	34,320	8,263	78,335	78,335	26,000
Total Revenues	702,167	332,590	484,335	484,335	444,180
EXPENDITURES					
Professional	28,376	-	200,000	239,442	-
Total Contractual Services	28,376	-	200,000	239,442	-
System Improvement	10,445	205,953	4,819,500	4,794,500	2,595,000
Total Capital Outlay	10,445	205,953	4,819,500	4,794,500	2,595,000
Bond Indebtedness - Principal	721,810	740,224	848,146	848,146	910,278
Bond Indebtedness - Interest	311,693	320,941	365,766	365,766	311,764
Total General Expenses	1,033,503	1,061,165	1,213,912	1,213,912	1,222,042
Total Expenditures	1,072,324	1,267,118	6,233,412	6,247,854	3,817,042
Revenues in Excess of Expenditures	(370,157)	(934,528)	(5,749,077)	(5,763,519)	(3,372,862)
OTHER SOURCES (USES)					
Transfer In	-	216,895	2,462,835	2,462,835	1,886,155
Bond Proceeds	-	-	-	-	-
Total Other Sources (Uses)	-	216,895	2,462,835	2,462,835	1,886,155
Change in Cash Balance	(370,157)	(717,633)	(3,286,242)	(3,300,684)	(1,486,707)
Beginning Cash Balance, May 1	6,561,090	6,190,933	5,473,300	5,473,300	2,172,616
Ending Cash Balance, April 30	6,190,933	5,473,300	2,187,058	2,172,616	685,909

FY2011/2012
ACCOUNT INFORMATION
WATER & SEWER CAPITAL IMPROVEMENT FUND

- Capital expenditures include an ion exchange system and system upgrade for WTP #1 and WTP #4, respectively. Also budgeted is VOC removal and management of chloride residuals.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012

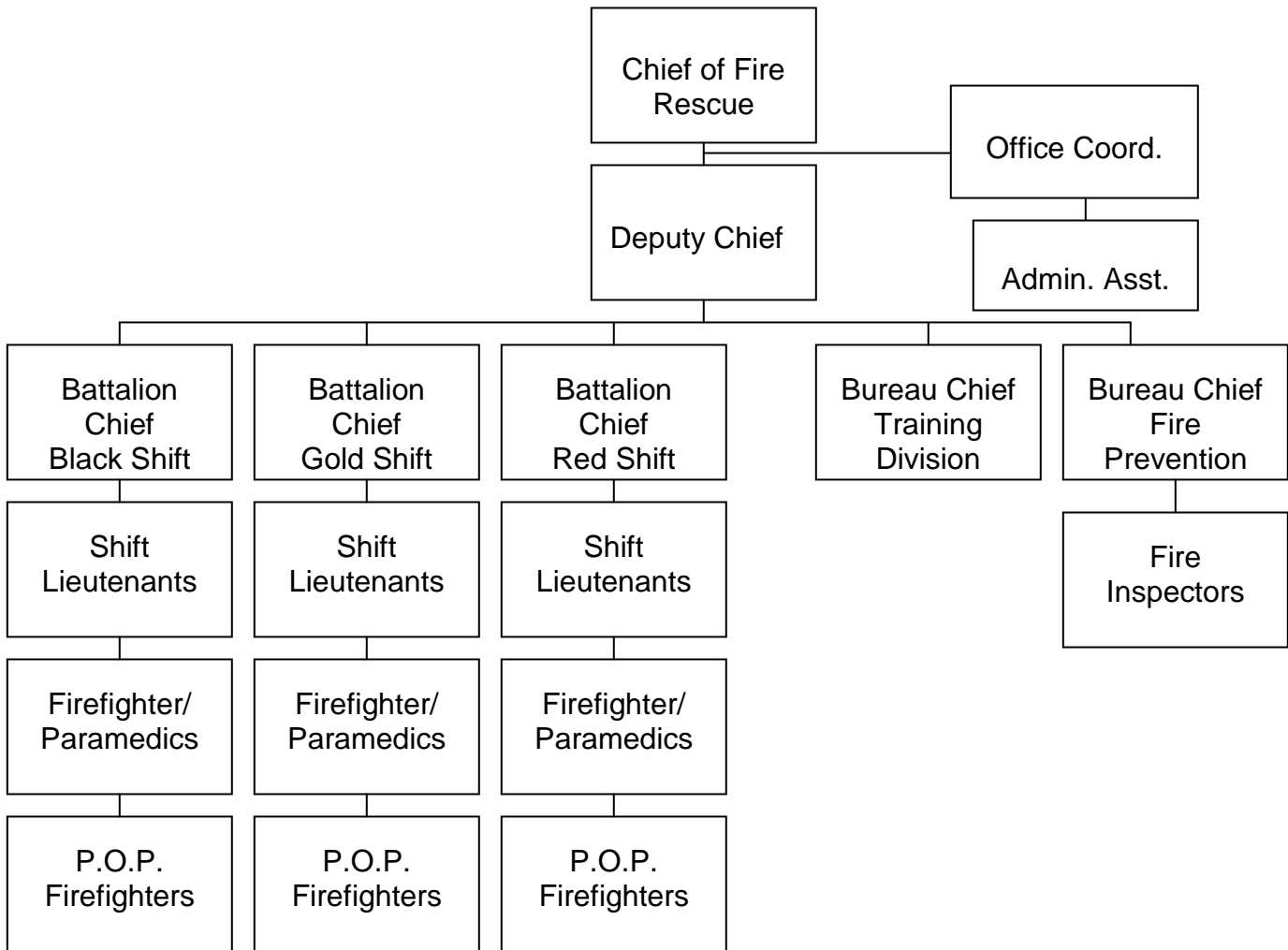


**FIRE RESCUE
FUND**

FY2011/2012
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.

FY2011/2012
ORGANIZATIONAL CHART
FIRE RESCUE DEPARTMENT



FY2011/2012
PERSONNEL SUMMARY
FIRE RESCUE DEPARTMENT

Position	Actual FY2009-2010	Budget FY2010-2011	Budget FY2011-2012
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	1.00
Administrative Assistant	1.00	1.00	1.00
Total Staff	67.50	67.50	67.50

FY2010/2011
ACCOMPLISHMENTS
FIRE RESCUE DEPARTMENT

Goal: Design, construct and implement a dedicated Emergency Operations Center.

Status: This project has not become a reality as we have not received either of the two emergency management grants we applied for.

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

Status: Our companies continue to focus on safety. This increased focus has lead to a reduction of preventable accidents and injuries.

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

Status: We have continued to make NIMS compliance a city-wide focus. Department Directors and mid-level managers have completed the NIMS 300 & 400 courses. All Departments are working on the FY11 compliance standards. We have completed the National Incident Management System Compliance Assessment Tool (NIMSCAST) for 2010.

Goal: Continued focus on organizational and personnel development.

Status: We have developed and are in the midst of conducting an Acting Officer Development Program. This program is intended to provide direction and training to firefighters who fill in for company officers when vacancies exist.

City-wide Tactical Interoperability Communications were trained on and evaluated by County and State Emergency Management officials.

Goal: Provide for prompt, efficient and dependable emergency response.

Status: We have specified our apparatus requirements for a replacement Fire Engine, which is needed to ensure our ability to respond in a prompt and efficient manner. This Fire Engine is in production and due to be delivered in June of 2011.

Goal: Develop an action plan for fire service accreditation.

Status: This project is forthcoming.

FY2011/2012
OBJECTIVES
FIRE RESCUE DEPARTMENT

Fire Station 3: Complete maintenance to Fire Station 3.

Wireless Alarm System: Continue the development and implementation of a Wireless Alarm System.

Emergency Operations Center: Design, construct and implement a dedicated Emergency Operations Center. 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. This project would be dependent on grant funding with a local match.

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

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

NIMSCAST: Continue compliance efforts as required by the National Incident Management System Compliance Assessment Tool (NIMSCAST).

Personnel Development: Continue focus on organizational and personnel development. Fire Rescue personnel face new challenges every day as the world around us develops new construction materials, automobiles, chemicals, etc. In order to provide the

benchmark in emergency services, our focus must be on continuous development of personnel and practices.

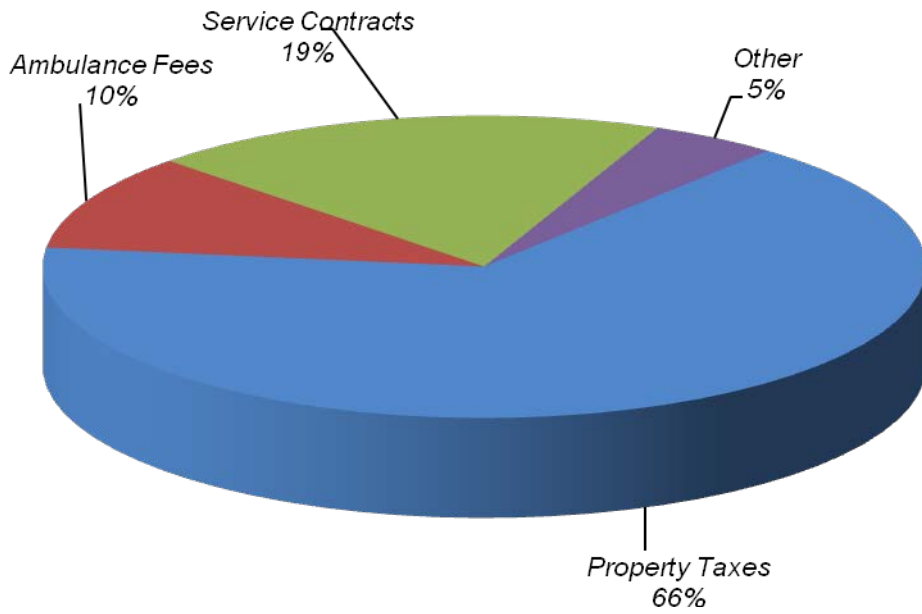
Apparatus: Provide for prompt, efficient and dependable emergency response. Ladder Truck 381 is at the end of its useable service life with 23 years of emergency service. Along with the age and hours of service, Ladder Truck 381 has seen a marked decrease in dependability. Last year, Ladder Truck 381 was out of service for 3 months while parts had to be made, as parts availability for a 23-year-old ladder truck are difficult to find. Ambulance 350 is at the end of its useable service life. An 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 in front line response for four years and in reserve and call back response for two years. Vehicle dependability, whether in front line, reserve or call-back, is essential to the safety and well-being of our patients. Battalion 330 and Car 303 are command vehicles that are at the end of their emergency service useable life span. A component of the National Incident Management Systems (NIMS) is a dedicated Incident Commander with the resources to communicate with emergency responders while tracking their assignments and locations.

Accreditation: Develop an action plan for fire service accreditation. 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. The lead for this project will be determined at a future date.

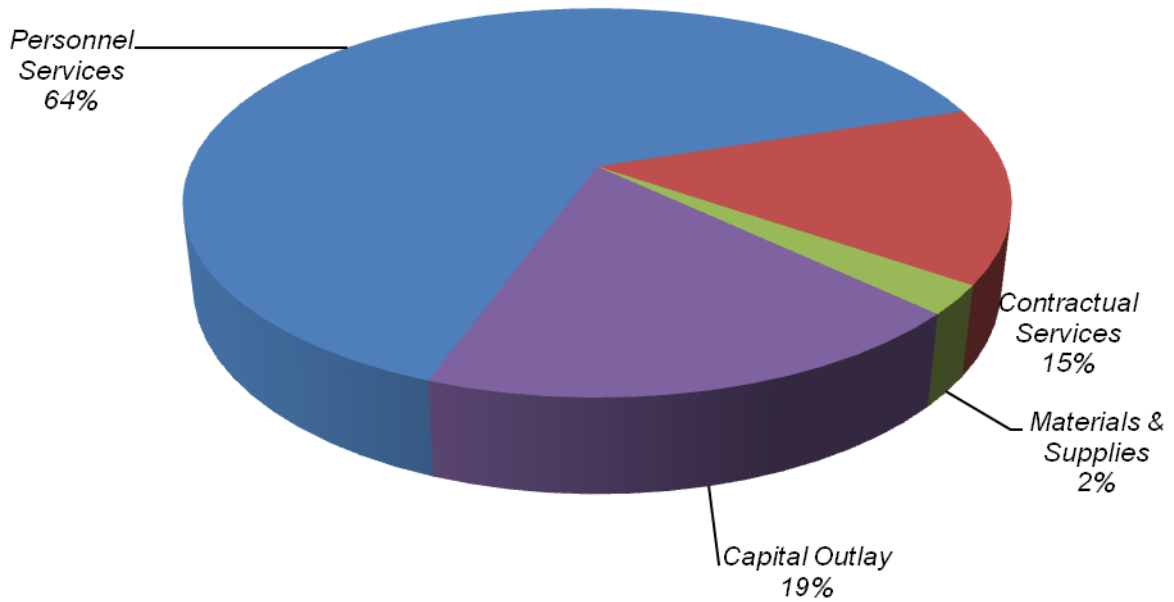
FY2011/2012
ANNUAL BUDGET
FIRE RESCUE FUND

	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
REVENUES					
Property Taxes	5,568,512	5,781,992	5,813,874	5,813,874	5,432,500
Alarm Fees	-	-	-	-	336,000
Ambulance Service Fees	942,142	790,169	715,645	715,645	850,000
Service Contracts	1,495,619	1,568,606	1,596,309	1,574,954	1,575,000
Investment Interest	25,575	13,326	64,724	64,724	20,000
Grants	17,631	12,478	105,000	105,000	12,000
Miscellaneous	16,712	72,337	17,000	17,000	17,000
Total Revenues	8,066,191	8,238,908	8,312,552	8,291,197	8,242,500
EXPENDITURES					
Personnel Services	5,895,154	6,313,855	6,893,309	6,733,226	7,029,667
Contractual Services	1,048,339	1,083,293	1,762,132	1,660,849	1,595,385
Materials & Supplies	290,777	224,426	275,794	274,394	266,270
Capital Outlay	332,864	13,183	1,239,880	1,139,880	2,023,445
Total Expenditures	7,567,134	7,634,757	10,171,115	9,808,349	10,914,767
Revenues in Excess of Expenditures	499,057	604,151	(1,858,563)	(1,517,152)	(2,672,267)
OTHER SOURCES (USES)					
Transfer In	-	-	56,960	56,960	550,700
Bond Proceeds	-	-	-	-	-
Transfer Out	(69,096)	-	-	(99,417)	(145,130)
Total Other Sources (Uses)	(69,096)	-	56,960	(42,457)	405,570
Change in Fund Balance	429,961	604,151	(1,801,603)	(1,559,609)	(2,266,697)
Beginning Balance, May 1	3,789,697	4,219,658	4,823,809	4,823,809	3,264,200
Ending Balance, April 30	4,219,658	4,823,809	3,022,206	3,264,200	997,503

Fire Rescue Revenues by Source



Fire Rescue Fund Expenditures by Type



FY2011/2012
ANNUAL BUDGET
FIRE RESCUE DEPARTMENT

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Regular Salaries	4,575,387	4,992,981	5,362,926	5,256,768	5,496,999
Part-Time Wages	165,799	176,732	308,014	308,014	237,282
Overtime	264,397	234,144	283,070	283,070	283,066
Group Insurance	889,571	909,998	939,299	885,374	1,012,320
Total Personnel Services	5,895,154	6,313,855	6,893,309	6,733,226	7,029,667
Professional Services	350,726	387,863	995,164	995,164	835,077
Annual Audit	3,189	4,175	5,000	5,000	5,000
Publishing	1,301	742	1,150	1,135	1,150
Postage & Freight	3,200	1,356	3,200	3,150	3,200
Training	51,836	48,097	42,785	42,535	42,785
Dues & Subscriptions	4,176	2,507	3,300	3,225	3,240
Insurance & Bonding	444,821	456,081	488,337	388,920	488,337
Utilities	70,831	56,935	59,173	59,173	59,173
Buildings & Offices	51,129	63,022	45,094	45,079	45,094
Examinations	28,133	23,564	54,979	54,979	54,979
Operating Equipment	29,299	24,104	49,550	48,189	42,950
Office Equipment	677	1,251	1,800	1,800	1,800
Radio Equipment	9,021	13,573	11,350	11,250	11,350
Rent - Buildings & Equip	-	23	1,250	1,250	1,250
Total Contractual Services	1,048,339	1,083,293	1,762,132	1,660,849	1,595,385
Office Supplies	6,587	9,898	10,250	9,915	9,750
Cleaning Supplies	9,572	5,600	10,595	10,215	10,095
Motor Fuel & Lubricant	63,985	50,579	84,200	84,200	84,200
Computer Equipment	13,014	6,665	7,800	7,600	7,800
Small Tools & Equip	65,500	55,227	55,025	54,590	54,950
Auto Supplies	40,460	44,789	47,931	47,931	53,825
Clothing	91,659	51,668	59,993	59,943	45,650
Total Materials & Supplies	290,777	224,426	275,794	274,394	266,270

FY2011/2012
ANNUAL BUDGET
FIRE RESCUE DEPARTMENT (CONT'D)

EXPENDITURES	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Buildings	-	-	156,960	56,960	600,000
Automotive Equipment	21,650	-	430,000	430,000	1,191,000
Operating Equipment	-	13,183	35,000	35,000	72,300
Departmental Equipment	311,214	-	617,920	617,920	160,145
Total Capital Outlay	332,864	13,183	1,239,880	1,139,880	2,023,445
Total	7,567,134	7,634,757	10,171,115	9,808,349	10,914,767

FY2011/2012
ACCOUNT INFORMATION
FIRE RESCUE DEPARTMENT

- A reduction in part-time salaries reflects a reduction in paid-on-call hours.
- An increase in group health insurance is attributable to the need to fund a new reserve in the IPBC pool. 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.
- 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 with funding sources.
- A reduction in operating equipment maintenance is attributable to automotive services performed in-house. A reduction in operating equipment maintenance is offset against an increase in auto supplies.
- The bunker gear replacement program has been moved from the clothing account to the departmental equipment account. Also included in departmental equipment are costs for the City's wireless alarm network and replacement mobile data computers.
- Budgeted in the buildings account are funds for a dedicated Emergency Operations Center and Fire Station #3 maintenance.
- Other capital purchases budgeted for FY2011/2012 are the replacement of a ladder truck, ambulance, command vehicle, four-wheel drive vehicle 303, communication equipment and radios.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012

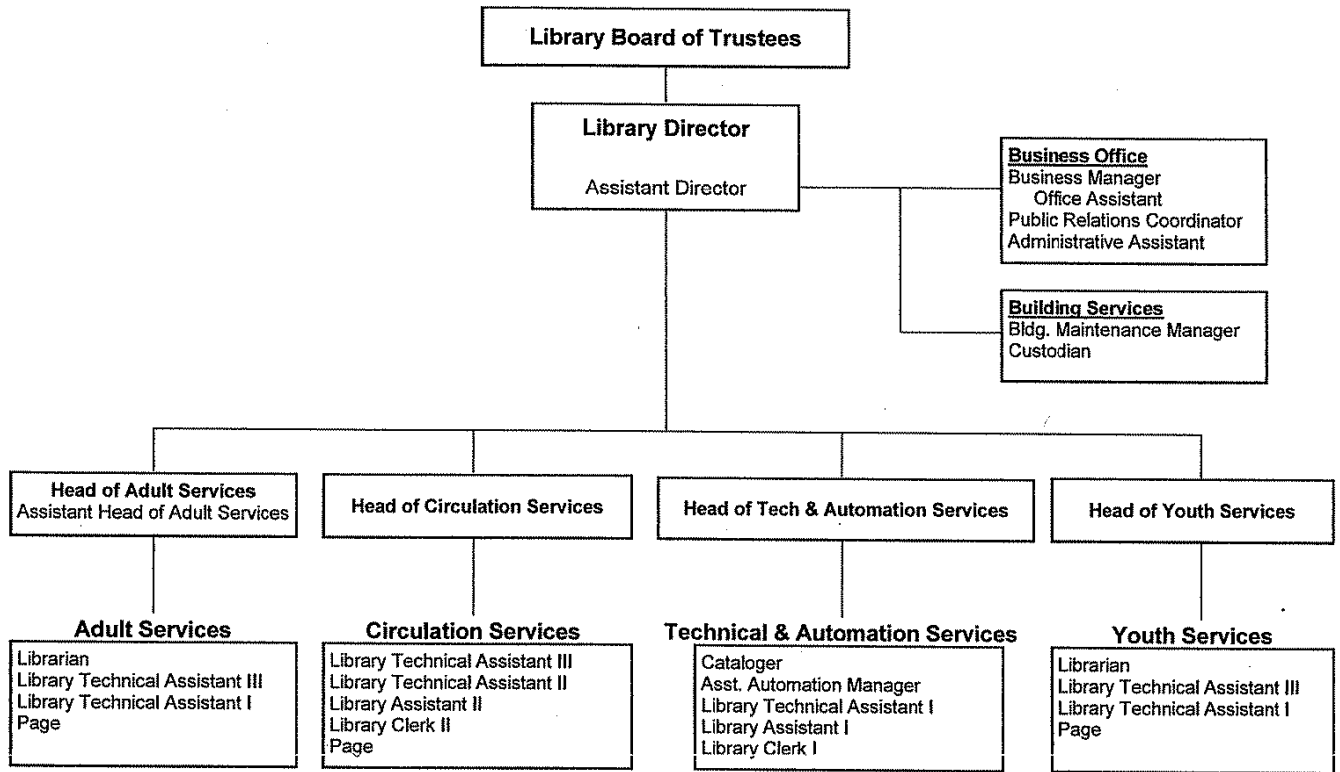


LIBRARY FUNDS

FY2011/2012
STATEMENT OF ACTIVITIES
CRYSTAL LAKE PUBLIC LIBRARY

The annual operating budget for the Library is provided through the Library Fund and is provided for informational purposes only.

FY2011/2012
ORGANIZATIONAL CHART
CRYSTAL LAKE PUBLIC LIBRARY



FY2011/2012
SUMMARY STATEMENT
LIBRARY FUNDS

	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
Revenues & Other Sources					
Library Operations Fund	4,030,123	4,094,106	4,303,656	4,076,857	4,260,576
Library Construction & Repair Fund	18,395	16,721	24,540	15,455	21,440
Ames Trust Fund	9,388	13,419	0	0	0
Gift & Memorial Fund	6,626	12,428	32,000	15,750	55,750
Working Cash Fund	773	102	200	0	120
General Reserve Fund	0	0	0	0	0
Special Reserve Fund	25,225	178,548	100,000	287,981	0
Per Capita Fund	0	48,136	86,000	81,254	40,627
Total Revenues & Other Sources	4,065,305	4,363,460	4,546,396	4,477,297	4,378,513
Expenditures & Other Uses					
Library Operations Fund	3,563,955	3,886,780	4,546,162	4,377,082	4,503,082
Library Construction & Repair Fund	11,662	13,679	39,540	15,455	21,440
Ames Trust Fund	15,887	8,900	8,000	4,000	0
Gift & Memorial Fund	9,069	12,395	40,499	24,249	55,750
Working Cash Fund	2,189	773	0	101	120
General Reserve Fund	0	0	0	0	0
Special Reserve Fund	0	0	100,000	0	0
Per Capita Fund	48,171	48,136	86,000	40,254	40,627
Total Expenditures & Other Uses	3,602,762	3,970,663	4,820,201	4,461,141	4,621,019

FY2011/2012
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY OPERATING FUND

	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
REVENUES					
Property Tax	3,795,242	3,938,010	4,113,956	3,929,256	4,113,956
Grants	34,978	0	28,000	2,000	2,000
Library Fees	56,663	50,647	55,000	48,000	48,000
Copy Fees	10,811	10,858	15,000	11,000	11,000
Meeting Room Fees	469	420	0	0	0
Library Fines	83,725	80,934	85,000	81,000	81,000
Investment Income	43,188	9,707	5,000	3,000	3,000
Used Book Sale	1,368	1,678	0	0	0
Miscellaneous	1,491	1,079	1,500	2,500	1,500
Total Revenues	4,027,934	4,093,333	4,303,456	4,076,756	4,260,456
EXPENDITURES					
Regular Salaries	1,963,639	2,049,269	2,195,000	2,195,000	2,141,671
Group Insurance	235,806	293,458	436,002	403,706	436,002
FICA & IMRF	0	0	427,206	0	427,206
Total Personnel Services	2,199,445	2,342,727	3,058,208	2,598,706	3,004,879
Legal/Professional Services	37,532	8,897	43,000	42,168	42,168
Community Relations	2,551	2,250	4,600	4,475	4,475
Publishing	2,867	3,628	7,500	6,965	4,190
Postage & Freight	35,157	30,872	38,000	37,200	36,350
Continuing Education	15,123	10,445	22,000	20,600	20,600
Dues & Subscriptions	5,656	5,325	6,200	6,000	5,700
Insurance & Bonding	28,128	27,159	32,000	30,470	30,566
Utilities	60,428	50,279	58,000	57,292	53,492
Buildings & Offices Maintenance	110,836	90,966	154,500	150,373	128,562
Operating Equipment Maintenance	117,573	112,863	93,000	91,600	91,465
Rental - Buildings & Equipment	29,968	29,351	32,000	31,860	17,700
Stationary & Printing	26,246	23,645	32,000	30,000	30,000
Contingency	0	0	137,304	160,600	329,336
Total Contractual Services	472,064	395,680	660,104	669,603	794,604

FY2011/2012
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY OPERATING FUND (CONT'D)

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
Office & Library Supplies	39,597	36,408	41,000	40,000	38,000
Cleaning & Building Supplies	6,196	7,022	8,500	8,000	7,000
Landscape Materials	733	572	600	500	500
Small Tools & Equipment	5,318	3,528	10,750	10,260	1,300
Library Materials					
Books	193,728	206,261	260,000	259,455	231,455
AV Materials	119,376	109,316	146,000	145,705	130,994
Electronic Resources	97,217	101,997	136,000	135,335	138,600
Periodicals	18,397	16,143	19,000	18,600	17,100
Standing Orders	52,763	48,203	58,000	57,800	55,650
Programs	25,664	18,017	35,000	33,400	30,700
Total Materials & Supplies	558,990	547,467	714,850	709,055	651,299
Buildings	0	0	0	0	0
Operating Equipment	33,785	42,792	113,000	111,737	52,300
Departmental Equipment	0	0	0	0	0
Total Capital Outlay	33,785	42,792	113,000	111,737	52,300
Debt Service - Principal	250,000	375,000	0	0	0
Debt Service - Interest	24,672	7,172	0	0	0
Total Debt Service	274,672	382,172	0	0	0
Total Expenditures	3,538,955	3,710,838	4,546,162	4,089,101	4,503,082
Revenues in Excess of Expenditures	488,979	382,495	(242,706)	(12,345)	(242,626)
OTHER SOURCES (USES)					
Transfer In	2,189	773	200	101	120
Loan Proceeds	0	0	0	0	0
Transfer Out	(25,000)	(175,942)	0	(287,981)	0
Total Other Sources (Uses)	(22,811)	(175,169)	200	(287,880)	120
Change in Fund Balance	466,168	207,326	(242,506)	(300,225)	(242,506)
Beginning Balance, May 1	1,786,842	2,253,010	2,460,336	2,460,336	2,160,111
Ending Balance, April 30	2,253,010	2,460,336	2,217,830	2,160,111	1,917,605

FY2011/2012
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY CONSTRUCTION & REPAIR
FUND

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Rental Income	14,880	14,256	17,940	13,455	17,940
Investment Income	1,586	205	0	0	0
Capital Facility Fees	1,929	2,260	6,600	2,000	3,500
Total Revenues	18,395	16,721	24,540	15,455	21,440
EXPENDITURES					
Property Taxes	5,968	6,208	7,000	6,349	6,500
Buildings & Offices Maintenance	5,693	7,471	4,000	3,500	5,000
Contingency	0	0	28,540	5,606	9,940
Total Contractual Services	11,662	13,679	39,540	15,455	21,440
Total Expenditures	11,662	13,679	39,540	15,455	21,440
Revenues in Excess of Expenditures	6,733	3,042	(15,000)	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	6,733	3,042	(15,000)	0	0
Beginning Balance, May 1	110,491	117,224	120,266	120,266	120,266
Ending Balance, April 30	117,224	120,266	105,266	120,266	120,266

FY2011/2012
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY AMES TRUST FUND

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Investment Income	9,388	13,419	0	0	0
Total Revenues	9,388	13,419	0	0	0
EXPENDITURES					
Library Materials					
AV Materials	15,887	2,000	4,000	2,000	0
Electronic Resources	0	6,900	4,000	2,000	0
Total Materials & Supplies	15,887	8,900	8,000	4,000	0
Total Expenditures	15,887	8,900	8,000	4,000	0
Revenues in Excess of Expenditures	(6,499)	4,519	(8,000)	(4,000)	0
OTHER SOURCES (USES)					
Transfer In	0	0	0	0	0
Loan Proceeds	0	0	0	0	0
Transfer Out	0	0	0	0	0
Total Other Sources (Uses)	0	0	0	0	0
Change in Fund Balance	(6,499)	4,519	(8,000)	(4,000)	0
Beginning Balance, May 1	371,372	364,873	369,392	369,392	365,392
Ending Balance, April 30	364,873	369,392	361,392	365,392	365,392

FY2011/2012
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY GIFT & MEMORIAL FUND

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Donations	6,392	12,380	32,000	15,750	55,750
Investment Income	234	48	0	0	0
Total Revenues	6,626	12,428	32,000	15,750	55,750
EXPENDITURES					
Legal/Professional Services	0	0	5,000	5,000	7,000
Community Relations	49,938	2,580	0	0	0
Postage & Freight	32	29	100	100	0
Publishing	0	1,500	1,500	1,700	0
Buildings & Offices Maint	0	0	10,000	0	38,000
Contingency	0	0	5,699	394	0
Total Contractual Services	32	4,109	22,299	7,194	45,000
Landscape Materials	184	0	0	0	0
Small Tools & Equipment	0	115	0	0	0
Library Materials					
Books	1,314	250	2,500	2,325	1,975
AV Materials	1,686	173	2,500	2,325	1,975
Programming	753	4,250	6,000	5,680	5,000
Crystal Lake Foundation Events	1,606	1,334	2,000	1,750	1,750
Assisted Family Card	283	244	1,100	925	0
Stationery & Printing	11	0	100	50	50
Total Materials & Supplies	5,837	6,366	14,200	13,055	10,750
Operating Equipment	3,200	1,920	4,000	4,000	0
Total Capital Outlay	3,200	1,920	4,000	4,000	0
Total Expenditures	9,069	12,395	40,499	24,249	55,750
Revenues in Excess of Expenditures	(2,443)	33	(8,499)	(8,499)	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	(2,443)	33	(8,499)	(8,499)	0
Beginning Balance, May 1	10,909	8,466	8,499	8,499	0
Ending Balance, April 30	8,466	8,499	0	0	0

FY2011/2012
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY WORKING CASH FUND

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Investment Income	773	102	200	0	120
Miscellaneous Income	0	0	0	0	0
Total Revenues	773	102	200	0	120
Revenues in Excess of Expenditures	773	102	200	0	120
OTHER SOURCES (USES)					
Transfer In	0		0	0	0
Loan Proceeds	0		0	0	0
Transfer Out	(2,189)	(773)	0	(101)	(120)
Total Other Sources (Uses)	(2,189)	(773)	0	(101)	(120)
Change in Fund Balance	(1,416)	(671)	200	(101)	0
Beginning Balance, May 1	52,189	50,773	50,102	50,102	50,001
Ending Balance, April 30	50,773	50,102	50,302	50,001	50,001

FY2011/2012
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY PER CAPITA FUND

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Grants	0	48,136	86,000	81,254	40,627
Total Revenues	0	48,136	86,000	81,254	40,627
EXPENDITURES					
Legal/Professional Services	14,906	14,964	15,000	7,262	7,262
Postage & Freight	1,907	0	0	0	0
Continuing Education	6,200	6,784	16,000	7,700	7,700
Total Contractual Services	23,013	21,748	31,000	14,962	14,962
Stationery & Printing	4,790	2,417	4,000	1,500	1,500
Total Materials & Supplies	4,790	2,417	4,000	1,500	1,500
Operating Equipment	20,368	23,971	51,000	23,792	24,165
Total Capital Outlay	20,368	23,971	51,000	23,792	24,165
Total Expenditures	48,171	48,136	86,000	40,254	40,627
Revenues in Excess of Expenditures	(48,171)	0	0	41,000	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	(48,171)	0	0	41,000	0
Beginning Balance, May 1	48,171	0	0	0	41,000
Ending Balance, April 30	0	0	0	41,000	41,000

FY2011/2012
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY SPECIAL RESERVE FUND

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Investment Income	225	2,606	0	0	0
Total Revenues	225	2,606	0	0	0
EXPENDITURES					
Contingency	0		100,000	0	0
Total Contractual Services	0	0	100,000	0	0
Total Expenditures	0	0	100,000	0	0
Revenues in Excess of Expenditures	225	2,606	(100,000)	0	0
OTHER SOURCES (USES)					
Transfer In	25,000	175,942	100,000	287,981	0
Loan Proceeds	0		0	0	0
Transfer Out	0		0	0	0
Total Other Sources (Uses)	25,000	175,942	100,000	287,981	0
Change in Fund Balance	25,225	178,548	0	287,981	0
Beginning Balance, May 1	79,696	104,921	283,469	283,469	571,450
Ending Balance, April 30	104,921	283,469	283,469	571,450	571,450

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



**MOTOR FUEL TAX
FUND**

FY2011/2012
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 roadway improvement construction was delayed while the City finalized the design and completed the overhead utility relocation. The project is scheduled for construction in 2011.

Goal: 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 set a letting schedule. Member initiative funds and Motor Fuel Tax funds will fund the City's share of the project.

Status: The City has been coordinating with MCDOT on the right-of-way acquisition needed for the project. The construction is expected to begin in late 2011 or early 2012.

Goal: Complete Phase II Engineering for East Crystal Lake Avenue Segment 1. Acquire needed right-of-way and easements for the project and set a letting schedule.

Status: The Phase II Engineering was completed. Right-of-way and easement acquisition is under way. The Phase III engineering consultant was selected on March 1, 2011. A letting has been set for the summer of 2011.

Goal: Retain a consultant to design the improvement to Crystal Lake Avenue and Main Street once the Stage 1 UPRR yard relocation improvement is complete.

Status: This project is on hold pending the completion of the Stage 1 UPRR yard relocation improvement.

Goal: Complete Phase II Engineering of the widening of South Main Street. Acquire the needed right-of-way for the project, and set a letting schedule.

Status: The Phase I Engineering was completed and approved by IDOT. The City is evaluating funding options and participation by McHenry County. The Phase II Engineering will begin once those issues have been resolved.

Goal: Continue Phase II Engineering on the Briarwood Road and Route 176 improvement. Work with IDOT on right-of-way acquisition. Set a letting schedule.

Status: The Phase II Engineering was completed. The Division coordinated with IDOT on right-of-way acquisition, for which IDOT is the lead agency. The Division set a tentative letting for the summer of 2011.

Goal: Complete Phase II Engineering and receive approval from IDOT for the Pingree Road Segment 2 improvement. Complete right-of-way acquisition. Select a consultant for Phase III Engineering and set a letting schedule.

Status: The Phase II Engineering was completed with approval by IDOT. The Engineering Division initiated the right-of-way acquisition on September 7, 2010. A letting has been scheduled for the summer of 2011.

Goal: Complete Phase II Engineering and receive approval from IDOT for the Pingree Road Segment 3 improvement. Set a letting schedule.

Status: The Phase II Engineering was completed with approval by IDOT. On November 18, 2010, the City successfully petitioned the McHenry County Council of Mayors for an additional \$500,000 in Surface Transportation Program funds for this project. The Phase III engineering consultant was selected on February 15, 2011 and the project was let in spring of 2011.

Complete the construction of the traffic signals upgrades for three intersections on Route 14. The upgrades include replacing old equipment, converting the signal heads to LED, and adding uninterrupted power supply (UPS) battery backups. The three intersections that will be upgraded are Route 14 and Dole Avenue, Route 14 and McHenry Avenue, and Route 14 and Keith Avenue/Devonshire Lane.

Status: The traffic signal upgrade was completed and maintenance returned to the City on November 15, 2010. The City received American Recovery and Reinvestment Act (ARRA) funding for this project.

Additional Accomplishments

City Traffic Signal LED Upgrade Program: In addition to the three ARRA funded signal upgrades, the City upgraded 24 other traffic signals to LED with battery backups. The State paid their proportionate share for traffic signal upgrades on State routes. This leaves four signals under City maintenance that have not been upgraded, and they will be upgraded as part of future planned improvements.

Union Pacific Railroad Yard Relocation: The Phase I Engineering for Stage 2 of the UPRR Yard Relocation was initiated.

2004 Motor Fuel Tax Audit: The comments from the 2004 MFT Audit were addressed. The City was required to provide IDOT with necessary documentation on open MFT

funded projects. The IDOT auditors requested documentation from projects as far back as 1988.

FY2011/2012 OBJECTIVES MFT FUND

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

Walkup Avenue and Route 176: 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.

East Crystal Lake Avenue Segment 1: Complete the right-of-way and easement acquisition. Bid and oversee the construction of the project.

Crystal Lake Avenue and Main Street: Evaluate the scheduling of this improvement in relation to the Stage 1 of the Union Pacific Railroad yard relocation improvement. Consider the potential for beginning the improvement ahead of the rail yard relocation.

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

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

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

Pingree Road Segment 3: Oversee the construction of the improvements.

Union Pacific Yard Relocation Improvement: Complete the Phase I Engineering for Stage 2 Union Pacific Railroad yard relocation improvement.

FY2011/2012
ANNUAL BUDGET
MOTOR FUEL TAX FUND

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimated	Budget
REVENUES					
Allotments	1,077,203	1,040,902	1,020,570	1,020,570	1,023,991
Grants	45	149,839	-	2,687	-
Interest	268,347	169,025	50,000	63,436	10,000
Miscellaneous	13,894	(1,575)	-	11,333	-
Total Revenues	1,359,489	1,358,191	1,070,570	1,098,026	1,033,991
EXPENDITURES					
Professional	527,374	454,192	1,477,526	728,659	1,456,533
Traffic Signals	92,060	76,598	360,000	360,506	142,000
Total Contractual Services	619,434	530,790	1,837,526	1,089,165	1,598,533
Salt	734,666	314,164	430,500	430,500	328,000
Total Materials & Supplies	734,666	314,164	430,500	430,500	328,000
Land	72,190	-	1,176,200	250,000	721,500
Streets	51,979	567,480	1,038,960	981,970	3,181,925
Total Capital Outlay	124,169	567,480	2,215,160	1,231,970	3,903,425
Total Expenditures	1,478,269	1,412,434	4,483,186	2,751,635	5,829,958
Revenues in Excess of Expenditures	(118,780)	(54,243)	(3,412,616)	(1,653,609)	(4,795,967)
OTHER SOURCES (USES)					
Transfer In	-	-	-	-	-
Transfer Out	-	-	(1,500,000)	-	(1,646,216)
Total Other Sources (Uses)	-	-	(1,500,000)	-	(1,646,216)
Change in Fund Balance	(118,780)	(54,243)	(4,912,616)	(1,653,609)	(6,442,183)
Beginning Balance, May 1	9,770,497	9,651,717	9,597,474	9,597,474	7,943,865
Ending Balance, April 30	9,651,717	9,597,474	4,684,858	7,943,865	1,501,682

FY2011/2012
ACCOUNT INFORMATION
MFT FUND

- In the FY2011/2012 budget are funds 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 Road intersection, South Main Street widening and the final payment towards Erick Street. Other projects include preemption system upgrades to Rakow Road, Route 176/Walkup Avenue and the final payment for Route 14 signal upgrades. Also included is a transfer of funds to the Virginia Street TIF for Virginia Street corridor improvements.
- The City has been successful in its efforts to control the amount of road salt it uses by continuing to upgrade vehicles with computerized spreader controls and by seeking super-mix like alternatives. As such, the FY2011/2012 budget for road salt has been reduced.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



**ROAD/VEHICLE LICENSE
FUND**

FY2011/2012
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 completed on August 16, 2010. In addition to the regular resurfacing program, the City also completed an emergency repair program on streets in downtown Crystal Lake. The program was completed on September 23, 2010. The City received \$306,926 from the State for the emergency repair program. The completion of both projects was delayed due to a labor strike during the summer of 2010.

Goal: Conduct the annual thermoplastic pavement marking program.

Status: The program was completed on June 16, 2010.

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 completed on August 23, 2010. In addition, the City completed installation of decorative sidewalks on the east side of Williams Street between Woodstock Street and Brink Street on September 23, 2010.

Goal: The City will allocate funds previously used for sidewalk repair and replacement to replace damaged curbs and gutters.

Status: The City bid this work with the sidewalk repair program. The curb and gutter repair program was completed on August 23, 2010.

Goal: Install an on-street bike lane on Dole Avenue between Lake Shore Drive near Main Beach and Woodstock Street near the Historic Downtown. This project will not require geometric changes, and can be completed by changing the striping pattern on the street and adding signage.

Status: The on-street bike lane was completed in spring of 2011.

FY2011/2012 OBJECTIVES ROAD/VEHICLE LICENSE FUND

Annual Resurfacing Program: Conduct the annual street resurfacing program.

Annual Pavement Marking Program: Conduct the annual thermoplastic restriping program.

Annual Sidewalk Repair Program: 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.

Curb and Gutter Replacement Program: The City will continue to allocate funds to replace damaged curbs and gutters.

Hussman School Steps and Sidewalk Repair: 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.

**FY2011/2012
ANNUAL BUDGET
ROAD/VEHICLE LICENSE FUND**

	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimated	2011/2012 Budget
REVENUES					
Property Tax	414,836	436,381	420,000	444,035	420,000
Motor Vehicle License	248,958	236,273	230,000	230,000	230,000
Interest	61,915	46,016	28,820	2,000	22,129
Reimbursed Expenses	(908)	-	12,500	306,926	60,300
Total Revenues	724,801	718,670	691,320	982,961	732,429
EXPENDITURES					
Professional	42,348	46,389	107,345	42,320	162,320
Postage & Freight	8,538	8,704	17,550	17,550	17,550
Sidewalks	119,115	128,349	137,000	120,850	235,600
Total Contractual Services	170,001	183,442	261,895	180,720	415,470
Stationery & Printing	3,422	2,280	2,650	2,650	2,650
Total Materials & Supplies	3,422	2,280	2,650	2,650	2,650
Public Works Improvements	1,043,894	969,116	1,254,419	1,307,584	1,910,000
Land	-	-	-	-	-
Streets	-	27,559	-	-	-
Total Capital Outlay	1,043,894	996,675	1,254,419	1,307,584	1,910,000
Total Expenditures	1,217,317	1,182,397	1,518,964	1,490,954	2,328,120
Revenues in Excess of Expenditures	(492,516)	(463,727)	(827,644)	(507,993)	(1,595,691)
OTHER SOURCES (USES)					
Transfer In	456,469	53,000	-	-	500,000
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	456,469	53,000	-	-	500,000
Change in Fund Balance	(36,047)	(410,727)	(827,644)	(507,993)	(1,095,691)
Beginning Balance, May 1	2,429,909	2,393,862	1,983,254	1,983,254	1,475,261
Ending Balance, April 30	2,393,862	1,983,254	1,155,610	1,475,261	379,570

FY2011/2012
ACCOUNT INFORMATION
ROAD/VEHICLE LICENSE FUND

- An increase in the professional services account is attributable to Virginia Street Gateway improvements that consist of new monument and way-finding signs, illuminated street signs and landscaping.
- Budgeted in FY2011/2012 is the rehabilitation of downtown sidewalks and the reconstruction of Hussman School sidewalk and steps. These costs are shared with the Special Projects Division in the General Fund and District 47, respectively.
- Public Works improvements reflect costs for the annual road resurfacing program (\$1,243,000), thermoplastic program, manhole lid replacement and the City's participation toward resurfacing State Street and Colonial Avenue (Algonquin Township) and Hillside Road (Nunda Township).

City of Crystal Lake
Annual Budget
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THREE OAKS RECREATION AREA
OPERATING FUND

**FY2011/2012
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.

**FY2010/2011
ACCOMPLISHMENTS
THREE OAKS RECREATION AREA**

<u>2010 / 2011 Goal</u>	<u>Status</u>
Provide the community with a first-class recreational amenity for swimming, fishing, hiking and picnicking.	While there are areas to improve, the City received positive comments from a majority of the patrons.
Train new staff to provide patrons with exceptional customer service.	City staff focused on the development of customer service skills during staff training. In addition, customer service was continually emphasized by the management staff during the operation of the facility.
Train new staff to provide patrons with a safe and enjoyable recreation environment.	While there are areas to improve, the City received positive comments from a majority of the patrons.

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

- Maximize facility revenues, including marina rental fees, pavilion rental fees, and entry fees, to fund facility expenses.
- Continue emphasizing the importance of customer service by providing initial and ongoing staff customer service training.
- Provide a facility where patrons can safely enjoy the various park amenities.

FY2011/2012
ANNUAL BUDGET
THREE OAKS RECREATION AREA FUND

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Parking Fees	-	-	10,000	22,687	20,000
Admission Fees	-	-	2,360	-	75,000
Interest Income	-	-	250	3	250
Rental Income	-	-	10,000	54,670	159,000
Miscellaneous Income	-	-	100	2,500	2,500
Total Revenues	-	-	22,710	79,860	256,750
EXPENDITURES					
Part-time Salaries	-	-	157,761	157,761	413,599
Overtime	-	-	-	-	-
Total Personnel Services	-	-	157,761	157,761	413,599
Professional Services	-	-	3,460	3,460	12,650
Publishing	-	-	7,000	7,000	5,750
Postage & Freight	-	-	200	200	200
Training	-	-	4,000	4,000	2,874
Insurance & Bonding	-	-	3,318	3,318	3,318
Utilities	-	-	21,820	21,820	30,770
Physicals	-	-	5,780	5,780	9,500
Plant Maintenance Services	-	-	60,355	60,355	55,715
Total Contractual Services	-	-	105,933	105,933	120,777
Office Supplies	-	-	600	600	800
Cleaning Supplies	-	-	2,500	2,500	3,800
Motor Fuel & Lubricants	-	-	-	-	2,565
Comp. Hardware & Software	-	-	775	775	775
Small Tools & Equipment	-	-	500	500	500
Automotive Supplies	-	-	-	-	1,000
Clothing	-	-	18,900	18,900	13,496
Operating Supplies	-	-	8,500	8,500	7,850
Total Materials & Supplies	-	-	31,775	31,775	30,786
Total Expenditures	-	-	295,469	295,469	565,162
Revenues in Excess of Expenditures	-	-	(272,759)	(215,609)	(308,412)

FY2011/2012
 ANNUAL BUDGET
 THREE OAKS RECREATION AREA FUND (CONT'D)

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
OTHER SOURCES (USES)					
Transfer In	-	-	272,759	215,609	308,412
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	-	272,759	215,609	308,412
Change in Fund Balance	-	-	-	-	-
Beginning Balance, May 1	-	-	-	-	-
Ending Balance, April 30	-	-	-	-	-

FY2011/2012
 ACCOUNT INFORMATION
 THREE OAKS RECREATION AREA FUND

- The operations of this area as a recreational destination began in early fall of 2010. Included in this budget are funds to provide for a full year of operations, including training to life guards, attendants and the site supervisor. This budget includes all operational costs as well as costs for storage and winterizing of equipment.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



IMRF FUND

FY2011/2012
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.

FY2011/2012
ANNUAL BUDGET
IMRF FUND

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Tax	1,911,877	1,894,648	2,039,071	2,039,071	1,055,000
Investment Interest	17,749	2,190	2,500	2,500	2,000
Total Revenues	1,929,626	1,896,838	2,041,571	2,041,571	1,057,000
EXPENDITURES					
City Portion Social Security	648,060	654,385	697,170	697,170	454,933
City Portion IMRF	844,937	894,554	1,039,011	1,039,011	927,611
City Portion Medicare	151,563	153,042	305,390	305,390	279,931
Total Personnel Services	1,644,560	1,701,981	2,041,571	2,041,571	1,662,475
Total Expenditures	1,644,560	1,701,981	2,041,571	2,041,571	1,662,475
Revenues in Excess of Expenditures	285,066	194,857	-	-	(605,475)
Change in Fund Balance	285,066	194,857	-	-	(605,475)
Beginning Balance, May 1	745,055	1,030,121	1,224,978	1,224,978	1,224,978
Ending Balance, April 30	1,030,121	1,224,978	1,224,978	1,224,978	619,503

FY2011/2012
ACCOUNT INFORMATION
IMRF FUND

- The FY2011/2012 budget excludes contributions for Library personnel. The Library's contribution is budgeted in the Library's Operating Fund.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



**POLICE PENSION
FUND**

FY2011/2012
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 2010 and is intended to fund the 2011/2012 budget.

FY2011/2012
ANNUAL BUDGET
POLICE PENSION FUND

	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
REVENUES					
Employee Contributions	454,450	488,183	430,000	430,000	520,000
Employer Contributions	1,187,907	1,240,961	1,388,111	1,388,111	1,837,296
Investment Income	(2,948,643)	3,803,684	600,000	600,000	1,302,628
Total Revenues	(1,306,286)	5,532,828	2,418,111	2,418,111	3,659,924
EXPENDITURES					
Pension Payments	1,221,753	1,386,667	1,380,000	1,380,000	1,524,000
Total Personnel Services	1,221,753	1,386,667	1,380,000	1,380,000	1,524,000
Professional	75,761	87,321	95,000	95,000	95,000
Legal	2,020	9,833	5,000	5,000	10,000
Training	-	745	1,000	1,000	1,000
Dues & Subscriptions	750	750	2,000	2,000	1,000
State Filing Fees	4,074	4,216	5,000	5,000	5,000
Miscellaneous	169	-	-	-	-
Total Contractual Services	82,774	102,865	108,000	108,000	112,000
Total Expenditures	1,304,527	1,489,532	1,488,000	1,488,000	1,636,000
Revenues in Excess of Expenditures	(2,610,813)	4,043,296	930,111	930,111	2,023,924
Change in Fund Balance	(2,610,813)	4,043,296	930,111	930,111	2,023,924
Beginning Balance, May 1	23,689,969	21,079,156	25,122,452	25,122,452	26,052,563
Ending Balance, April 30	21,079,156	25,122,452	26,052,563	26,052,563	28,076,487

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



FIREFIGHTERS PENSION FUND

FY2011/2012
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 2010 and is intended to fund the 2011/2012 budget.

FY2011/2012
ANNUAL BUDGET
FIREFIGHTERS' PENSION FUND

	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
REVENUES					
Employee Contributions	407,744	449,221	375,000	375,000	520,000
Employer Contributions	904,951	995,800	1,130,876	1,130,876	1,544,260
Investment Income	(1,388,174)	2,033,235	400,000	400,000	817,043
Total Revenues	(75,479)	3,478,256	1,905,876	1,905,876	2,881,303
EXPENDITURES					
Pension Payments	476,986	523,339	528,000	528,000	660,000
Total Personnel Services	476,986	523,339	528,000	528,000	660,000
Professional	35,195	48,440	48,194	48,194	48,000
Legal	2,275	7,266	5,000	5,000	10,000
Training	650	745	2,000	2,000	2,000
State Filing Fees	2,237	2,544	3,000	3,000	3,000
Total Contractual Services	40,357	58,995	58,194	58,194	63,000
Total Expenditures	517,343	582,334	586,194	586,194	723,000
Revenues in Excess of Expenditures	(592,822)	2,895,922	1,319,682	1,319,682	2,158,303
Change in Fund Balance	(592,822)	2,895,922	1,319,682	1,319,682	2,158,303
Beginning Balance, May 1	12,718,081	12,125,259	15,021,181	15,021,181	16,340,863
Ending Balance, April 30	12,125,259	15,021,181	16,340,863	16,340,863	18,499,166

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



**CROSSING GUARD
FUND**

FY2011/2012
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.

FY2011/2012
ANNUAL BUDGET
CROSSING GUARD FUND

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Tax	46,531	47,224	47,675	47,665	28,000
Investment Interest	321	154	100	100	
Reimbursed Expenses	18,084	20,618	16,500	16,500	18,000
Total Revenues	64,936	67,996	64,275	64,265	46,000
EXPENDITURES					
Part-time Salaries	54,744	54,655	56,769	56,769	60,174
Total Personnel Services	54,744	54,655	56,769	56,769	60,174
Small Tools & Equipment	-	116	694	694	100
Clothing	376	-	980	980	-
Total Materials & Supplies	376	116	1,674	1,674	100
Total Expenditures	55,120	54,771	58,443	58,443	60,274
Revenues in Excess of Expenditures	9,816	13,225	5,832	5,822	(14,274)
Change in Fund Balance	9,816	13,225	5,832	5,822	(14,274)
Beginning Balance, May 1	25,003	34,819	48,044	48,044	53,866
Ending Balance, April 30	34,819	48,044	53,876	53,866	39,592

FY2011/2012
ACCOUNT INFORMATION
CROSSING GUARD FUND

- Budgeted funds include one new crossing guard at Crystal Lake Avenue and Oak Hollow Road.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



FOREIGN FIRE INSURANCE FUND

FY2011/2012
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.

FY2011/2012
ANNUAL BUDGET
FOREIGN FIRE INSURANCE FUND

	2008/2009 Actual	2009/2010 Actual	2010/2011 Budget	2010/2011 Estimate	2011/2012 Budget
REVENUES					
Foreign Fire Insurance Tax	48,755	64,284	64,284	64,284	62,226
Interest Earnings	469	361	300	300	300
Miscellaneous	-	300	-	-	-
Total Revenues	49,224	64,945	64,584	64,584	62,526
EXPENDITURES					
Stipends	1,075	850	1,500	1,500	1,500
Total Personnel Services	1,075	850	1,500	1,500	1,500
Legal	99	29	500	500	500
Training	775	-	1,200	1,200	1,200
Insurance & Bonding	-	-	100	100	100
Radio Equipment Services	9,000	4,248	5,000	5,000	5,000
Total Contractual Services	9,874	4,277	6,800	6,800	6,800
Computer Hardware & Software	301	-	100	100	100
Small Tools & Equipment	48,705	34,696	54,684	54,684	52,626
Operating Supplies	-	-	1,500	1,500	1,500
Total Materials & Supplies	49,006	34,696	56,284	56,284	54,226
Total Expenditures	59,955	39,823	64,584	64,584	62,526
Revenues in Excess of Expenditures	(10,731)	25,122	-	-	-
Change in Fund Balance	(10,731)	25,122	-	-	-
Beginning Balance, May 1	72,796	36,943	87,187	87,187	87,187
Ending Balance, April 30	62,065	87,187	87,187	87,187	87,187

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



INSURANCE FUND

FY2011/2012
STATEMENT OF ACTIVITIES
INSURANCE FUND

The Insurance Fund is used to account for resources that are restricted for purposes of Other Post-Employment Benefits (OPEB). This Insurance Fund was created in response to the Government Accounting Standards Board (GASB), Statement No. 45, Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions. GASB is an independent organization that establishes and improves standards of accounting and financial reporting for State and local governments.

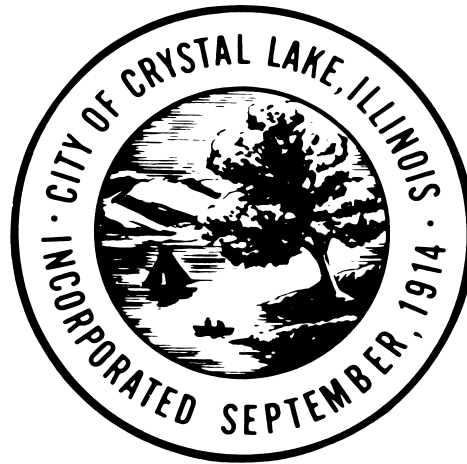
FY2011/2012
ANNUAL BUDGET
INSURANCE FUND

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Investment Interest	2,488	631	4,696	1,500	-
Total Revenues	2,488	631	4,696	1,500	-
EXPENDITURES					
Group Health Insurance	-	-	-	-	79,200
Total Personnel Services	-	-	-	-	79,200
Total Expenditures	-	-	-	-	79,200
Revenues in Excess of Expenditures	2,488	631	4,696	1,500	(79,200)
OTHER SOURCES (USES)					
Transfer In	282,981	-	-	435,252	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	282,981	-	-	435,252	-
Change in Fund Balance	285,469	631	4,696	436,752	(79,200)
Beginning Balance, May 1	179,436	464,905	465,536	465,536	902,288
Ending Balance, April 30	464,905	465,536	470,232	902,288	823,088

FY2011/2012
ACCOUNT INFORMATION
INSURANCE FUND

- Budgeted funds reflect the cost of health insurance pursuant to the Public Safety Employees Benefit Act.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



CAPITAL RESERVE FUND

FY2011/2012
STATEMENT OF ACTIVITIES
CAPITAL RESERVE FUND

The Capital Reserve Fund was established during fiscal year 2010/201 and was funded initially from General Fund reserves. The Capital Reserve 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.

FY2011/2012
ANNUAL BUDGET
CAPITAL RESERVE FUND

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Investment Income	-	-	-	-	-
Total Revenues	-	-	-	-	-
EXPENDITURES					
Public Works Improvements	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Revenues in Excess of Expenditures	-	-	-	-	-
OTHER SOURCES (USES)					
Transfer In	-	-	3,000,000	3,000,000	200,720
Bond Proceeds	-	-	-	-	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	-	3,000,000	3,000,000	200,720
Change in Fund Balance	-	-	3,000,000	3,000,000	200,720
Beginning Balance, May 1	-	-	-	-	3,000,000
Ending Balance, April 30	-	-	3,000,000	3,000,000	3,200,720

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



DEBT SERVICE FUNDS

FY2011/2012
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:

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
Revenues & Other Sources					
North Shore SA 149	98,207	-	-	-	-
SEECOM	289,458	283,608	287,758	287,758	286,403
Crystal Heights SSA 43	121,143	118,195	132,824	132,824	129,879
Tracy Trail SSA 44	219,329	85,839	76,925	76,925	72,675
Bryn Mawr SSA 45	384,664	384,582	455,648	455,648	458,448
Ryland SSA 46	1,511	157,832	153,348	153,348	156,773
Three Oaks/Vulcan Lakes TIF	0	52,811	989,781	978,270	1,029,956
Total Revenues & Other Sources	1,114,312	1,082,867	2,096,284	2,084,773	2,134,134
Expenditures & Other Uses					
North Shore SA 149	196,688	-	-	-	-
SEECOM	289,458	283,608	287,758	287,758	286,403
Crystal Heights SSA 43	138,666	130,524	132,824	132,824	129,879
Tracy Trail SSA 44	81,025	78,975	76,925	76,925	72,675
Bryn Mawr SSA 45	385,908	387,388	455,648	455,648	458,448
Ryland SSA 46	143,750	153,750	153,348	153,348	156,773
Three Oaks/Vulcan Lakes TIF	0	0	1,031,081	1,031,081	1,029,956
Total Expenditures & Other Uses	1,235,495	1,034,245	2,137,584	2,137,584	2,134,134

FY2011/2012
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, 2011 is \$2,180,000.

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Reimbursements	289,458	283,608	287,758	287,758	286,403
Total Revenues	289,458	283,608	287,758	287,758	286,403
EXPENDITURES					
Bond Indebtedness - Principal	195,000	195,000	205,000	205,000	210,000
Bond Indebtedness - Interest	94,458	88,608	82,758	82,758	76,403
Total General Expenses	289,458	283,608	287,758	287,758	286,403
Total Expenditures	289,458	283,608	287,758	287,758	286,403
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	-	-	-	-	-

FY2011/2012
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, 2011 is \$995,000.

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Investment Income	6,867	(52)	-	-	-
Reimbursements	114,276	118,247	132,824	132,824	129,879
Total Revenues	121,143	118,195	132,824	132,824	129,879
EXPENDITURES					
Bond Indebtedness - Principal	90,000	90,000	95,000	95,000	95,000
Bond Indebtedness - Interest	48,666	40,524	37,824	37,824	34,879
Total General Expenses	138,666	130,524	132,824	132,824	129,879
Total Expenditures	138,666	130,524	132,824	132,824	129,879
Revenues in Excess of Expenditures	(17,523)	(12,329)	-	-	-
OTHER SOURCES (USES)					
Transfer In	-	-	-	-	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	-	-	-	-
Change in Fund Balance	(17,523)	(12,329)	-	-	-
Beginning Balance, May 1	70,642	53,119	40,790	40,790	40,790
Ending Balance, April 30	53,119	40,790	40,790	40,790	40,790

FY2011/2012
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, 2011 is \$550,000.

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Taxes	24,545	33,604	76,925	76,925	72,675
Investment Income	(1,093)	2	-	-	-
Miscellaneous	195,877	52,233	-	-	-
Total Revenues	219,329	85,839	76,925	76,925	72,675
EXPENDITURES					
Bond Indebtedness - Principal	50,000	50,000	50,000	50,000	50,000
Bond Indebtedness - Interest	31,025	28,975	26,925	26,925	22,675
Total General Expenses	81,025	78,975	76,925	76,925	72,675
Total Expenditures	81,025	78,975	76,925	76,925	72,675
Excess Revenues over Expenditures	138,304	6,864	-	-	-
Change in Fund Balance	138,304	6,864	-	-	-
Beginning Balance, May 1	(98,672)	39,632	46,496	46,496	46,496
Ending Balance, April 30	39,632	46,496	46,496	46,496	46,496

FY2011/2012
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, 2011 is \$5,610,000.

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Taxes	382,908	384,388	455,648	455,648	458,448
Investment Income	1,756	194	-	-	-
Total Revenues	384,664	384,582	455,648	455,648	458,448
EXPENDITURES					
Bond Indebtedness - Principal	80,000	85,000	160,000	160,000	170,000
Bond Indebtedness - Interest	305,908	302,388	295,648	295,648	288,448
Total General Expenses	385,908	387,388	455,648	455,648	458,448
Total Expenditures	385,908	387,388	455,648	455,648	458,448
Excess Revenues over Expenditures	(1,244)	(2,806)	-	-	-
Change in Fund Balance	(1,244)	(2,806)	-	-	-
Beginning Balance, May 1	14,108	12,864	10,058	10,058	10,058
Ending Balance, April 30	12,864	10,058	10,058	10,058	10,058

FY2011/2012
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, 2011 is \$2,483,000.

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Taxes	-	157,750	153,348	153,348	156,773
Investment Income	1,511	82	-	-	-
Total Revenues	1,511	157,832	153,348	153,348	156,773
EXPENDITURES					
Bond Indebtedness - Principal	-	7,000	10,000	10,000	14,000
Bond Indebtedness - Interest	143,750	146,750	143,348	143,348	142,773
Total General Expenses	143,750	153,750	153,348	153,348	156,773
Total Expenditures	143,750	153,750	153,348	153,348	156,773
Excess Revenues over Expenditures	(142,239)	4,082	-	-	-
Change in Fund Balance	(142,239)	4,082	-	-	-
Beginning Balance, May 1	139,846	(2,393)	1,689	1,689	1,689
Ending Balance, April 30	(2,393)	1,689	1,689	1,689	1,689

FY2011/2012
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, 2011 is \$14,733,000.

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Incremental Property Tax	-	52,769	41,300	53,580	55,000
Investment Income	-	42	-	-	-
Reimbursements	-	-	-	-	-
Total Revenues	-	52,811	41,300	53,580	55,000
EXPENDITURES					
Bond Indebtedness - Principal	-	-	502,079	502,079	613,195
Bond Indebtedness - Interest	-	-	529,002	529,002	416,761
Total General Expenses	-	-	1,031,081	1,031,081	1,029,956
Total Expenditures	-	-	1,031,081	1,031,081	1,029,956
Revenues in Excess of Expenditures	-	52,811	(989,781)	(977,501)	(974,956)
OTHER SOURCES (USES)					
Transfer In	-	-	948,481	924,690	974,956
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	-	948,481	924,690	974,956
Change in Fund Balance	-	-	948,481	924,690	974,956
Beginning Balance, May 1	-	-	52,811	52,811	-
Ending Balance, April 30	-	52,811	11,511	-	-

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



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.

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
Revenues & Other Sources					
Downtown Redevelopment TIF	847,502	-	-	-	-
Crystal Heights SSA 43	-	939	-	-	-
Tracy Trail SSA 44	1,922	156	-	-	-
Bryn Mawr SSA 45	4,309	248	-	-	-
Ryland SSA 46	-	-	-	-	-
Main Street TIF	45,008	56,746	15,000	52,115	52,000
Virginia Street TIF	132,043	155,415	5,786,861	907,311	5,003,624
Vulcan Lakes TIF	1,297,312	15,300,302	-	843,355	-
Total Revenues & Other Sources	2,328,096	15,513,806	5,801,861	1,802,781	5,055,624
Expenditures & Other Uses					
Downtown Redevelopment TIF	3,595,750	-	-	-	-
Crystal Heights SSA 43	-	-	-	-	-
Tracy Trail SSA 44	-	-	-	-	-
Bryn Mawr SSA 45	300,000	6,090	-	-	-
Ryland SSA 46	4	-	-	-	-
Main Street TIF	17,040	11,378	-	-	181,500
Virginia Street TIF	58,281	1,843	5,995,281	820,132	5,302,095
Vulcan Lakes TIF	1,148,206	8,662,114	418,330	7,630,649	-
Total Expenditures & Other Uses	5,119,281	8,681,425	6,413,611	8,450,781	5,483,595

FY2011/2012
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.

FY2011/2012
ANNUAL BUDGET
MAIN STREET TIF FUND

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Taxes (Incremental)	44,276	56,631	15,000	52,000	52,000
Investment Income	732	115	-	115	-
Total Revenues	45,008	56,746	15,000	52,115	52,000
EXPENDITURES					
Professional	14,750	11,378	-	-	-
Total Contractual Services	14,750	11,378	-	-	-
Public Works Improvements	2,290	-	-	-	181,500
Total Capital Outlay	2,290	-	-	-	181,500
Total Expenditures	17,040	11,378	-	-	181,500
Revenues in Excess of Expenditures	27,968	45,368	15,000	52,115	(129,500)
OTHER SOURCES (USES)					
Transfer In	-	-	-	-	-
Bond Proceeds	-	-	-	-	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	-	-	-	-
Change in Fund Balance	27,968	45,368	15,000	52,115	(129,500)
Beginning Balance, May 1	37,422	65,390	110,758	110,758	162,873
Ending Balance, April 30	65,390	110,758	125,758	162,873	33,373

FY2011/2012
ACCOUNT INFORMATION
MAIN STREET TIF FUND

- Funds budgeted in FY2011/2012 are for stage 1 final design – Y track.

FY2011/2012
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.

FY2011/2012
ANNUAL BUDGET
VIRGINIA STREET TIF FUND

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Taxes (Incremental)	131,460	155,232	150,000	145,300	125,000
Grants	-		1,375,000	-	2,254,173
Investment Income	583	183	-	150	-
Total Revenues	132,043	155,415	1,525,000	145,450	2,379,173
EXPENDITURES					
Professional	58,281	1,843	-	22,258	-
Total Contractual Services	58,281	1,843	-	22,258	-
Public Works Improvements	-	-	5,995,281	797,874	5,302,095
Total Capital Outlay	-	-	5,995,281	797,874	5,302,095
Total Expenditures	58,281	1,843	5,995,281	820,132	5,302,095
Revenues in Excess of Expenditures	73,762	153,572	(4,470,281)	(674,682)	(2,922,922)
OTHER SOURCES (USES)					
Transfer In	-	-	2,261,861	761,861	2,624,451
Bond Proceeds	-	-	2,000,000	-	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	-	4,261,861	761,861	2,624,451
Change in Fund Balance	73,762	153,572	(208,420)	87,179	(298,471)
Beginning Balance, May 1	(16,042)	57,720	211,292	211,292	298,471
Ending Balance, April 30	57,720	211,292	2,872	298,471	(0)

FY2011/2012
ACCOUNT INFORMATION
VIRGINIA STREET TIF FUND

- Budgeted in FY2011/2012 are streetscape improvements, road resurfacing and utility burial/reconnection. Funding of these projects will be provided by Motor Fuel tax, Home Rule Sales tax and contributions from the Illinois Department of Transportation.

FY2011/2012
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.

FY2011/2012
ANNUAL BUDGET
VULCAN LAKES TIF/THREE OAKS RECREATION AREA FUND

	2008/2009	2009/2010	2010/2011	2010/2011	2011/2012
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Taxes (Incremental)	41,058	-	-	-	-
Investment Income	(195)	65,302	-	11,178	-
Total Revenues	40,863	65,302	-	11,178	-
EXPENDITURES					
Professional	1,148,193	-	-	-	-
Total Contractual Services	1,148,193	-	-	-	-
Public Works Improvements	13	8,662,114	-	7,309,695	-
Operating Equipment	-	-	418,330	320,954	-
Total Capital Outlay	13	8,662,114	418,330	7,630,649	-
Total Expenditures	1,148,206	8,662,114	418,330	7,630,649	-
Revenues in Excess of Expenditures	(1,107,343)	(8,596,812)	(418,330)	(7,619,471)	-
OTHER SOURCES (USES)					
Transfer In	1,256,449	-	-	832,177	-
Bond Proceeds	-	15,235,000	-	-	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	1,256,449	15,235,000	-	832,177	-
Change in Fund Balance	149,106	6,638,188	(418,330)	(6,787,294)	-
Beginning Balance, May 1	-	149,106	6,787,294	6,787,294	-
Ending Balance, April 30	149,106	6,787,294	6,368,964	-	-

FY2011/2012

ACCOUNT INFORMATION
VULCAN LAKES TIF /THREE OAKS RECREATION AREA FUND

- Proceeds from series 2009 bonds shall be committed by April 30, 2011.

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



BUDGET APPROVAL



The City of Crvstal 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, 2011 through April 30, 2012 is hereby approved and adopted.

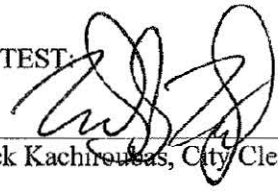
SECTION 3: That the City Clerk is directed to file a copy of the annual budget with the McHenry County Clerk.

DATED this 19th day of April, 2011.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: 
Aaron T. Shepley, Mayor

ATTEST:



Nick Kachroubas, City Clerk

City of Crystal Lake
Annual Budget
Fiscal Year 2011/2012



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.

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.

AVL: Automatic Vehicle Locater

BALANCED BUDGET: A plan (Budget) setting forth the current proposed expenditures for a given period and the proposed revenues being equal.

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).

CFA: Computerized Fleet Analysis

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.

CMAQ: Congestion Mitigation and Air Quality

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.

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.

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.

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

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

City of Crystal Lake
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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.

City of Crystal Lake
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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.

Reserve Policies impact 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 undesignated balances in future years.

- The initial Five-Year Financial Plan was presented to the City Council in November 2007.
- Each fiscal year a revised plan has been presented to the City Council during the budget process.
- Modification of the plan presented during the March 2010 Budget Workshop.

Operating Reserves

- A. The City will maintain a General Fund operating reserve. The balance of the reserve shall be at least 50% of the regular annual operating expenditures of the General Fund. The General Fund operating reserve shall be created and maintained to provide the capacity to:
 - 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.
- B. The City will maintain a separate Water and Sewer Fund operating reserve. The Water and Sewer Fund operating reserve shall be created and maintained to provide for day-to-day operations of the Water and Sewer Fund. The City will strive to maintain a Water and Sewer operating reserve that will be equal to 25% of the regular annual operating expenditures of the Water and Sewer Fund.
- C. The City will maintain a separate Fire Rescue Fund operating reserve. The Fire Rescue Fund operating reserve shall be created and maintained to provide for day-to-day operations of the Fire Rescue Fund. The City will strive to maintain a Fire Rescue Fund operating reserve that will be equal to 50% of the regular annual operating expenditures of the Fire Rescue Fund.
- D. City staff shall seek Council approval before utilizing operating reserves for one-time capital purchases or for purposes other than regular operating expenditures.

Capital Reserves

A Capital Replacement Fund has been created in order to meet general capital needs of the City. Capital purchases will be made from Capital Replacement Fund resources. Funding for the Capital Replacement Fund will be provided from operating reserves in excess of 50% of the regular annual operating expenditures in the General Fund.

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.

Debt Management policies indicate when it is appropriate or desirable to issue debt.

- 1) The City will not issue notes or bonds to finance operating deficits.
- 2) The City will levy as tax sufficient to retire general obligation debt. Taxes will be abated for general obligation debt where an alternate revenue source is pledged and realized.
- 3) The City will maintain a General Fund Balance, which approximates to six months of operating expenditures.
- 4) The City will limit General Obligation Debt supported by property taxes to 3% of the City's E.A.V. per capita. The 2010 E.A.V. is \$1,329,516,396. The City population is 40,743, per the most recent Census. Therefore, the maximum limit is \$32,631.77 per capita.
- 5) The City will limit the amount of self-supporting debt to 2% of the City's E.A.V.

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.

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 18 ³/₄ square miles and serves a certified population of 40,743 with a median household income of \$90,464.

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.

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 Cucina Bella Due. Downtown Crystal Lake is also home to Finn McCool's restaurant. 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.

Porter's Oyster Bar has reopened under new management and expanded with the addition of the Yellowtails Sports Bar & Grill. In addition, Fox River Grove caterer Three Chefs Catering has recently expanded to a new catering facility on Route 14.

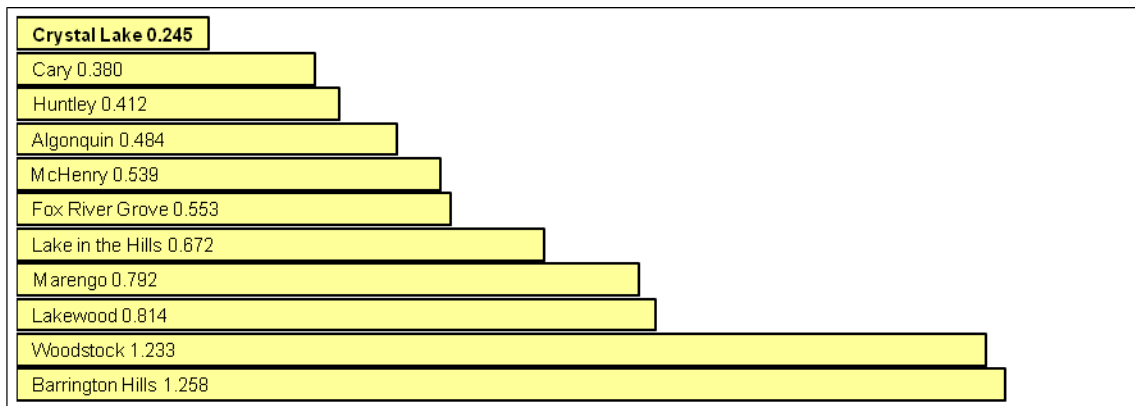
Anderson Motors, a major auto retailer of BMW, Volkswagen, and Mazda vehicles, located on North Route 31, has expanded their service facilities and indoor display areas. In addition, Pauly Toyota has relocated their auto dealership to the Lutter Center at the intersection of Route 31 and Rakow Road, near Super Wal-Mart. Crystal Lake is also home to Brilliance Honda, Reichart Chevrolet and Crystal Lake GMC/Buick.

In 2010 and the first two months of 2011, new businesses have opened or will soon open, including Aaron's Furniture, Achieve Footwear, Accurate Mortgage Closings, Advanced Copier Systems, Aesthetics, Aircraft Sales Corporation, Alternative Garden Supply, Back to Bed, Batteries Plus, Bona Fide Automotive, Bonus Nutrition, Brooks Martial Arts Center, Buy Buy Baby, Buzz Lounge, CIdeas Inc., Carson Automotive, Chains Disc Golf, Charlies Dog House, Chase Bank, Chikita Communications, Christy's Corner Resale, CMR Benefits Group, Creative Construction Group, Cronin Medical Group, Crystal Lake Chevrolet, Crystal Springs Dialysis, Da Baffone Cucina Italiana, Davita Dialysis Center, East and West Healing, Electron Marketing Group, Emma's Boutique, Exclusively Napa, Executive Fitness Club, Expert Roofing, Family Nutrition, Fat Boys Burgers, Five Below, Fox River Glass & Mirror, Great Lakes Refrigeration, Hansen's Service, Hhgregg Appliances & Electronics, Himley Chiropractic, Kal's Cars, Kalor Mini Mart, Klein Renovations, Laura Mac, Littco Industries, Little Demise, Living Room Martini Lounge, Marigold Massage, Maronde Enterprises, Material Girl,

Mattress Clearance Center, Mr. Handyman, Ms. Bossy Boots, O'Reilly Auto Parts, Parallel Employment Group, Precise Productions, Raintree Technology Group, Randall Road Animal Hospital, Salon Centric, Sky Design, Sovereign Pediatric Therapy, T Nails, The Cleaning Connectin, Today's Uniforms, Tropic Stop Tan, Twisted Stem Floral, Visiting Angels, Walgreens, Wheels and Deals, Yours and Meyn, and Yumz Gourmet Yogurt.

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 graph below depicts the 2009 tax rates 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.

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. This authorizes the budget officer to obtain additional information from boards of the municipality as the officer determines may be useful for purposes of compiling a municipal budget. The budget shall contain actual and estimated revenues and expenditures for the fiscal year for which the budget is prepared. It is itemized in a manner which is in conformity with a chart of accounts and shows specific funds from which each anticipated expenditure shall be made.

The corporate authorities make the tentative annual budget conveniently available to public inspection at least ten days prior to the passage of the annual budget. 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.

The budget is approved by a vote of two-thirds of the members of the corporate authorities holding office.

The annual budget for the municipality may be revised as long as funds are available to effectuate the purpose of the revision.

FY2011/2012 BUDGET CALENDAR

Monday, August 23, 2010	Distribution of FY2011/2012 budget instructions and worksheets to departments
Tuesday, September 6, 2010	FY2011/2012 – FY2015/2016 Capital requests due to Finance
Friday, September 24, 2010	Fire Rescue department's FY2011/2012 budget request due to Finance
Thursday, September 30, 2010	Distribute mid-year financial reports to departments
Monday, October 18, 2010	FY2010/2011 year-end projections due to Finance
Week of October 25, 2010	Review of mid-year financials and year-end projections with departments
Monday, November 1, 2010	Distribute Hotel/Motel Tax application instructions
Tuesday, November 16, 2010	City Council review of mid-year financials, approval of tax levy determination per Truth in Taxation requirements
Saturday, November 27, 2010	Publish Notice of Proposed 2010 Tax Levy
Tuesday, December 7, 2010	Public Hearing and Adopt 2010 Tax Levy

Monday, December 13, 2010	Hotel/Motel Tax Applications Due
Monday, December 13, 2010	2010 Tax Levy filed with McHenry County Clerk
Monday, December 20, 2010	Departmental FY2011/2012 budget requests due to Finance
Monday, January 10, 2011 – Wednesday, January 13, 2011	Finance review of FY2011/2012 budget requests with departments
Tuesday, January 11, 2011	Hotel/Motel Tax Application Workshop
Monday, January 31, 2011 - Tuesday, February 15, 2011	City Manager review of FY2011/2012 budget requests
Wednesday, February 16, 2011 – Wednesday, March 9, 2011	FY2011/2012 Proposed budget document compilation
Tuesday, March 15, 2011	Distribute proposed FY2011/2012 budget to City Council
Thursday, March 17, 2011	Publish notice of budget workshop
Tuesday, March 22, 2011	Conduct budget workshop
Tuesday, April 5, 2011	City Council approval of resolution to display publicly, the tentative budget and set the public hearing date
Saturday, April 9, 2011	Publish notice of the public hearing on the budget
Tuesday, April 19, 2011	Public Hearing on the proposed FY2011/2012 city budget, City Council approval of FY2011/2012 budget resolution and salary ordinance
Wednesday, May 4, 2011	File FY2011/2012 budget with McHenry County Clerk

REVENUE DESCRIPTIONS

REVENUES - BY TYPE

Property Tax – The City levies a property tax, without referendum approval. The City currently has no Corporate Property tax. Property taxes are levied as permissible under McHenry County in the respective areas.

Ad valorem (based on value) taxes are a mainstay of financing for local governments. Ad valorem taxes may be levied against real property. Other kinds of taxes are interest and penalties on delinquent taxes.

Sales Tax – A 1.0% tax on merchandise purchased. This tax is collected by the State of Illinois and remitted to the City of Crystal Lake on a monthly basis. An additional Home Rule Sales Tax of 0.75% was implemented under Illinois Home Rule Authority as of July 1, 2008.

State Income Tax – A tax on wages by the State of Illinois. This tax is collected by the State of Illinois and remitted to the City of Crystal Lake on a monthly basis.

Cable Franchise Fees - Businesses operating cable services within the City must pay a franchise fee in return for the right to do business within the City.

Telecommunication Tax – The City, by ordinance, imposes a tax on telecommunication services within the City of Crystal Lake. The State of Illinois collects this tax and remits it monthly.

Building Permits – The City Code is based on various activities which generate revenues based on the issuance of permits. Current activity is largely comprised of new construction, home remodeling and expansions. Local indicators, such as new construction, are an important factor that relates directly to the budgeted estimated revenues for building permit fees and recording and conveyance fees (primarily property transfer documents).

Zoning Fees - Based on the City Code of Ordinances and requests for changes to the ordinance classifications.

Miscellaneous Grants - These grants mostly pertain to public safety issues. Funds are derived from Federal, State and County Programs.

User Charges - Charges made for such services as extra police protection for a special event and fire inspection fees, to name a few.

Fines – Fine revenue resulting from library late fees and citations issued by law enforcement and code enforcement officers.

Miscellaneous – This classification comprises income from sources that are not otherwise classified, and includes such items as the sale of surplus equipment.

Sewer Fees – City charges for these services for the collection of all sewer use charges used to defray the operating expenditures.

Undesignated Fund Balance - The Undesignated Balance of the General Fund represents net liquid assets available for appropriation. In laymen’s terms, Undesignated Fund Balance represents available surplus cash.