

2013-2014

City of Crystal Lake Adopted Annual Budget

WILLIAMS STREET, N. CRYSTAL LAKE, ILL.



The City of Crystal Lake will be celebrating its Centennial anniversary of incorporation in 2014 (September 23, 1914 to September 23, 2014).

City of Crystal Lake, Illinois
For the Fiscal Year beginning May 1, 2013
www.crystallake.org



CITY OF CRYSTAL LAKE, ILLINOIS

2013/2014 BUDGET

CITY OFFICIALS

MAYOR

Aaron T. Shepley

COUNCILMEMBERS

Ellen Brady Mueller
Ralph M. Dawson
Cameron Hubbard

Brett Hopkins
Cathy A. Ferguson
Jeffrey T. Thorsen

CITY CLERK

Nick Kachiroubas

ADMINISTRATION

Gary J. Mayerhofer	City Manager
George J. Koczwar	Deputy City Manager
Eric T. Helm	Deputy City Manager
Ann L. Everhart	Director of Human Resources
Gregory A. Fettes	Director of Information Technology
Victor C. Ramirez	Director of Public Works
James Black	Chief of Police
James P. Moore	Chief of Fire Rescue
Mark F. Nannini	Director of Finance/City Treasurer
Erik D. Morimoto	Director of Engineering/Building
Michelle V. Rentzsch	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 2013-2014

Table of Contents

Transmittal Letter	6
Performance Measurement	24
Summary of All Funds	33
General Fund	
Summary of Revenues	50
Summary of Expenditures	52
Summary of Expenditures – Major Object	54
Executive Department	55
Legal and Judiciary Department	59
Administration Department	61
Administrative Adjudication Division	70
Police Department	73
Fire and Police Commission	86
Engineering & Building Department	89
Streets Division	102
Planning and Economic Development Department	109
Health Department	116
Storm Sewer Maintenance Division	119
Fleet & Facility Services Division	125
Information Technology Department	131
Shared Services Division	136
Special Projects Division	138
Police Pension and Firefighters' Pension Obligation	141
Debt Service	143

Home Rule Sales Tax Fund	145
Water and Sewer Fund	
Fund Summary	149
Summary of Expenditures – Major Object	151
Public Works Administration Division	152
Water Operations Division	159
Wastewater Treatment Division	168
Sewers and Lifts Division	175
Water and Sewer Capital Improvement Fund	182
Water and Sewer Debt Service Fund	186
Fire Rescue Fund	188
Library Funds	198
Other Funds	
Motor Fuel Tax Fund	216
Road/Vehicle License Fund	222
Three Oaks Recreation Fund	227
Three Oaks Capital Fund	233
IMRF Pension Fund	236
Police Pension Fund	238
Firefighters’ Pension Fund	240
Crossing Guard Fund	242
Foreign Fire Insurance Fund	244
Insurance Fund	246
Capital Replacement Fund	249
Debt Service Funds	252
Capital Construction Funds	260
Budget Approval	265
Glossary of Terms	267
Account Descriptions	275
Appendices	
Financial Policies	283
Significant Non-Recurring Projects	290
History of Crystal Lake	291
Community Profile	292
Miscellaneous Statistics	297
The Budget Process	298
FY2013/2014 Budget Calendar	300



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Crystal Lake
Illinois**

For the Fiscal Year Beginning

May 1, 2012

Christopher P. Morill

President

Jeffrey R. Egan

Executive Director



March 12, 2013

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

During the past few years, we reported many challenges due to the state of the economy. Though we have weathered the storm better than most communities, Crystal Lake has not been immune to these problems and we continue to face the challenge of maintaining high service levels in an uncertain revenue environment. For the fiscal year 2013/2014, 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) 2013/2014. The budget is balanced, meets the needs and demands of our community's long-term strategic commitments, and is within the parameters of the financial limitations discussed below.

The economic crisis in the country today is, in many ways, unprecedented and has resulted in fundamental structural changes to the way the economy operates. Because of the leadership of the City Council, residents can be proud in knowing that the City has planned for the future and is in a position to continue to weather the difficult days ahead. Past decisions have given the City the flexibility to maintain excellent services today and into the future.

The following sections of this letter will outline:

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

SPENDING CONTROL

Fiscal year 2013/2014 revenue projections are slightly ahead of last year's budget. Limited economic recovery has translated to minimal gains in income and sales tax receipts in the General and Home Rule Sales Tax Funds. New home construction activities, however, remain sluggish. To balance the fiscal year 2013/2014 budget, the City of Crystal Lake will continue to follow spending control measures that include taking advantage of electrical aggregation and other bulk purchasing opportunities through cooperative purchasing agreements, to seek competitive bids and to avoid filling vacated positions unless they are critical to City operations. Whenever possible, grant funding shall be sought to offset program and project costs.

Personnel

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

During the upcoming budget year, two part-time positions (a three-quarter position in the Public Works Administration Division and a three-quarter position in the Streets Division) will become full-time. Two part-time positions, each considered to be equal to a three-quarter position in the Police Department will be reduced to the equivalent of half positions. A part-time Public Education Coordinator position has been added to the Fire Rescue Department.

Insurance

Through concerted efforts and enhancements in the City's risk management program, the City is able to take advantage of very favorable insurance costs. Increases in the City's liability insurance overall, are budgeted at 4.336%.

In an effort to better control health care costs, the City joined the Intergovernmental Personnel Benefit Cooperative (IPBC). The IPBC is an entity created under Illinois State laws, which allows municipal groups to band together for the purposes of health insurance. The IPBC was established in 1979 and includes 66 municipalities or municipal entities as members.

The purpose of the IPBC is to provide economies of scale and risk pooling that will allow members more financial stability than offered by the commercial insurance market. The proposed fiscal year 2013/2014 budget reflects a 5% increase (before plan changes) in group insurance in order to continue to fund a reserve within the IPBC pool as required. Funding a reserve was contemplated at the time of membership and will continue until reserve targets, as determined by the IPBC, are met.

Projects Deferred

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

Capital Expenditures

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

CHALLENGES

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

State Budget Crisis

The State of Illinois is in the midst of a budget crisis. A number of scenarios have been discussed, some of which could reduce revenue to local government. Even without these scenarios, the national economy continues to recover at a very slow pace, impacting municipal revenue streams for at least the coming year.

Increased Pension Costs

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

Service Requirements of the Community

The economic downturn does not have a corresponding reduction in demand for City services. If we have a cool, wet summer, we sell less water. If we have a harsh winter, our cost for providing snow and ice control rises. Freeze-thaw cycles tend to produce water main breaks. The need for Police services and property maintenance complaints tend to increase as citizens grapple with increasingly difficult circumstances. The need for maintenance of our municipal infrastructure, including streets and water and sewer systems, remains constant to avoid costly failures in the future.

Economic Forecast

According to Moody's Analytics, in 2013 the U.S. economy will feel contrasting drafts of a retrenching federal government and a reviving private sector. Stiff fiscal headwinds will prevail during the first half of the year and growth will be weak, but by the second half, business investment will be rising, as will bank lending and household spending on cars and homes. Real GDP will grow around 2%, roughly the pace since the recovery began. The level of fiscal draft will also be roughly unchanged from 2012, a year in which federal, state and local government cut spending. Moody's anticipates that there should be little drag from state and local government in 2013.

OPPORTUNITIES

Despite the challenges there is room for optimism.

Attractive Place to Live and Work

Crystal Lake, as indicated in recent citizen survey responses, continues to be an attractive place to live and conduct business. In 2011 through early 2013, new businesses that have either occupied or leased space, are under construction, or have relocated to larger buildings include: HH Gregg, Five Below, Ross Dress for Less, Superior Health Club, Exclusively Napa, The Fresh Market, Jersey Mikes, Courtesy Motors, Five Guys Burgers, O'Reilly Auto Parts, Harbor Freight Tools, Alternative Garden Supply, Savers, Weight Watchers, Mattress Bargains, Meineke Car Care Center, Randall Road Animal Hospital, Exemplar Financial, Olive Tap, KK Buffet, Gumpas Psychiatry, Advance Auto Parts, Kyoto Restaurant, Electron Marketing, Scali & Assoc Accounting, The Movement, Suran Built Inc., Action Kung Fu, Supreme Shine Detailing, Comnet Group Staffing, Samsone & Associates, Mr. Cakes, Subway at Healthbridge, Mobil Oil at Routes 31 and 176, The Fit Stop, Sandra's Hair Salon, Taqueria La Fogota, Colonial Ice Cream & Café, Vanity Cosmetics, The Perfect Pear, Route 14 Dentistry, Crystal Lake Bank & Trust, Chene Chiropractic, Sunshine Travel, Freshly Baked Communication, Mattress Clinic, Straight Shooters Gallery, Panaderia El Molino Azul, N' Focus Photography, Elite Kids, S&M Thurow Salon, Salon 134, Providence Packaging, AL-RO Injection Molding, Phoenix Electronics, RW Technologies, Aptar Group, Phoenix Custom Woodworks, and Five Star Pallet.

Low Property Tax

The fiscal year 2013/2014 budget continues the funding of General Fund services without the use of a corporate property tax. General Fund services include police, engineering, planning, economic development, streets, and administration services. The primary funding of these services are sales tax and other alternate revenue sources.



The City is committed to maintaining a low property tax rate. On December 18, 2012, the Crystal Lake City Council adopted a property tax levy ordinance that maintained a zero General Fund levy which has been in place since 1997. The General Fund, which is the largest fund of the City's Budget, provides for general City services, such as police, public works, planning, building, vehicle and equipment maintenance, City administration and legal. The General Fund continues to be supported primarily through sales and income tax revenues.

The amount of money estimated to be raised by the 2012 tax levy is \$14,783,056, an increase of 2.61% over the aggregate extension for 2011. The percent change in the tax levy is below the percent change in the 2011 levy of 2.83% and is below the percent change in the consumer price index of 3%. The State of Illinois uses the change in the consumer price index in its calculation of "tax caps" for non-home rule communities. Additional dollars raised from the 2012 property tax levy will be used to offset increases related to the firefighters' collective bargaining agreement and as required in the funding of police and firefighters' pension funds

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

Assuming a home valued at \$250,000 has experienced the same decline in EAV since 2008 as the City overall, then the impact of the City's 2012 property tax levy is estimated to add \$15.75 to the annual tax bill or \$1.31 per month.

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 2012/2013 fiscal year. This award is the highest form of recognition in governmental budgeting. Also this year, the City again received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. This is the twenty-second year in a row the City has received this award and it is expected that this year the City will again receive this award. Finally, in 2009, Moody's Investor Services upgraded the City's bond rating from an Aa3 to an Aa2. In 2009, Standard and Poor's rated the City for the first time with an AA+ rating. The AA+ rating was affirmed by Standard and Poor's again in 2012. These enhanced ratings are a direct reflection of the financial strength and management of the City of Crystal Lake.

SERVICE DELIVERY

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

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

FUND SUMMARY

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

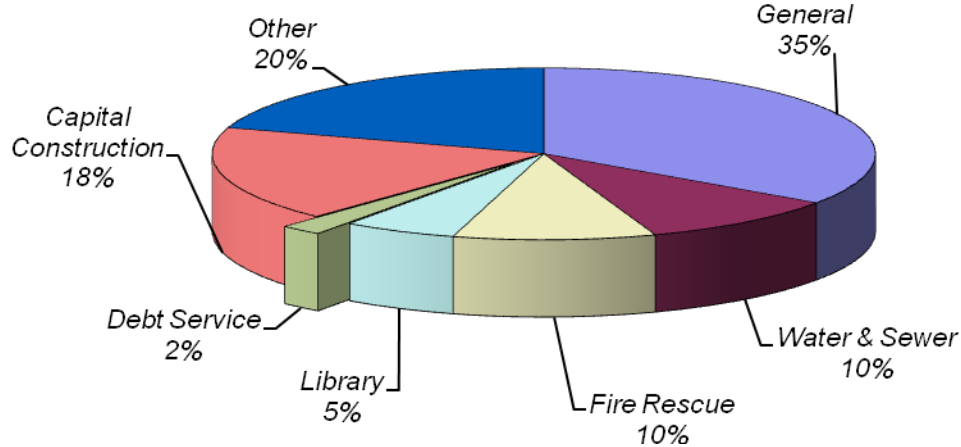
- General Fund
- Home Rule Sales Tax Fund
- Water and Sewer Fund, including Water and Sewer Capital Improvement Fund and the Water and Sewer Debt Service Fund
- Fire Rescue Fund
- Library Funds
- Other Funds (Motor Fuel Tax, Road/Vehicle License, Crossing Guard, IMRF, Insurance Fund, Police Pension, Firefighters' Pension, Foreign Fire Insurance, Three Oaks Recreation Area Fund, Three Oaks Capital Fund, and Capital Replacement Fund)
- Debt Service Funds
- Capital Construction Funds (Main Street TIF and Virginia Street Corridor TIF)

The presentations of the major funds are divided by departments. Each departmental presentation contains a statement of activities, an organizational chart, a personnel summary, fiscal year 2012/2013 accomplishments, fiscal year 2013/2014 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 2013/2014 to reduce expenditures as well as capture available revenues.

BUDGET OVERVIEW – ALL FUNDS

Expenditures and Other Uses by Fund



Budgeted expenditures and other uses for all funds in fiscal year 2013/2014 total approximately \$90.02 million (including the Library). Fiscal year 2013/2014 expenditures and other uses are as follows:

- Operating expenditures \$55,083,859
- Debt service \$4,695,546
- Capital expenditures \$19,011,950
- Revenue sharing \$500,000
- Transfers between City funds \$10,726,676

The differences between expenditures, other uses, revenues and other sources 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.

Revenues and other amounts available to support the fiscal year 2013/2014 budget are \$80.08 million:

- Revenues \$62,535,252
- Bond proceeds \$6,815,519 (net of issuance costs)
- Transfers between City funds \$10,726,676

It is anticipated, with the change in the economy, that several revenues will show signs of growth in amounts anticipated to be collected in 2013/2014 as compared to the prior year.

These include:

- Sales Tax by 4.96% or \$488,755
- Income Tax by 14.29% or \$466,606
- Home Rule Sales Tax by 1.96% or \$90,820
- Building Permits by 18.32% or \$54,200

Revenues projected for fiscal year 2013/2014 reflect a conservative view and can be positively impacted by reductions in unemployment or increases in consumer spending and construction activities.

Other financing sources or interfund transfers proposed for fiscal year 2013/2014 include:

- Transfer of Home Rule Sales Tax to fund Target Response Unit operations (TRU Team), economic development initiatives, flooding mitigation, GIS, document management and imaging and core services in the General Fund;
- Transfer of Home Rule Sales Tax to fund Three Oaks Recreation Area operations;
- Transfer of Home Rule Sales Tax for the payment of debt issued to construct the Three Oaks Recreation Area;
- Transfer of Home Rule Sales Tax to the Road/Vehicle License Fund for road resurfacing projects;
- Transfer of Home Rule Sales Tax to fund Route 14 Gateway Enhancements (Sands Rd to Virginia St);
- Transfer from the General Fund to the Capital Replacement Fund for capital acquisition;
- Transfers from the General Fund and the Water and Sewer Fund to the Insurance Fund to meet the annual reserve target established by the IPBC (approximately 110% of the prior year's claim experience);
- Transfer of the Vulcan Materials performance escrow from the Three Oaks Recreation Area Fund to the Three Oaks Capital Fund.
- Transfer from the Water and Sewer Fund to the Water and Sewer Debt Service Fund to pay debt obligations.

Streets

The fiscal year 2013/2014 budget reflects \$2,000,000 for the City's annual street resurfacing program. The annual street resurfacing program, combined with other resurfacing and improvement projects budgeted in the MFT and the Road/Vehicle License Funds, total over \$5.6 million. Street improvement costs budgeted in fiscal year 2013/2014 includes:

- East Crystal Lake Avenue (Main Street to Erick Street)
- Pingree Road (Crystal Lake Avenue to Rakow Road)
- IL Route 176 and Briarwood intersection improvements
- IL Route 176 and Walkup intersection improvements
- IL Route 176 and Main Street intersection improvements
- Crystal Lake Avenue and Main Street intersection improvements
- South Main Street widening
- McHenry Avenue improvements (U.S. Route 14 to Randall Road)

Streets programmed for resurfacing in fiscal year 2013/2014 are:

Street	Limits	
Alexandra Boulevard	Shelton	Golf Course Rd
Barlina Road	Golf Course Rd	McHenry Ave
Cambridge Lane/Wellington	Suffolk	Nottingham
Candlewood Drive - S	Alexandra	Shelton

Street	Limits	
Canterbury Drive	Berkshire	Surrey
Crystal Lake Avenue	Dole	Walkup
Ash Street	Dole	McHenry
Eugene Street	Keith	Union
Evergreen Parkway	IL Route 176	Woodstock
Georgian Court	Marion	End
Greenmeadow Court	Hollytree	Southeast End
Hollytree Lane	Alexandra	Candlewood
Kingston Lane	Cambridge	Lancaster
Laguna Road	Candlewood	Hollytree
Lancaster Drive	Nottingham	Coventry
Main Street - N176	McCollum	IL Route 176
Marian Parkway	IL Route 176	Woodstock
Mary Lane	Jackman	Harold
McCullom Street	Main St	Illinois
Miller Road	Golf Course	Frank Road
Oak Street - N	Oakwood	N of Country Ln
Paddock Street	McHenry	Walkup
Peterson Parkway	IL Route 176	Woodstock
Pomeroy Street	US Route 14	Ash St
Tek Drive	IL Route 31	Pingree
Walkup Avenue	RR Tracks	Franklin
Westport Ridge	Fernleaf	Crimson
Williams Street - S	Esther	Crystal Lake Ave

Capital Expenditures

The fiscal year 2013/2014 City budget reflects capital expenditures of \$19.01 million as compared to fiscal year 2012/2013 capital expenditures of \$16.59 million. Funds budgeted last year provided for the purchase of fourteen pieces of rolling stock, water and sewer system improvements, and road resurfacing and reconstruction projects.

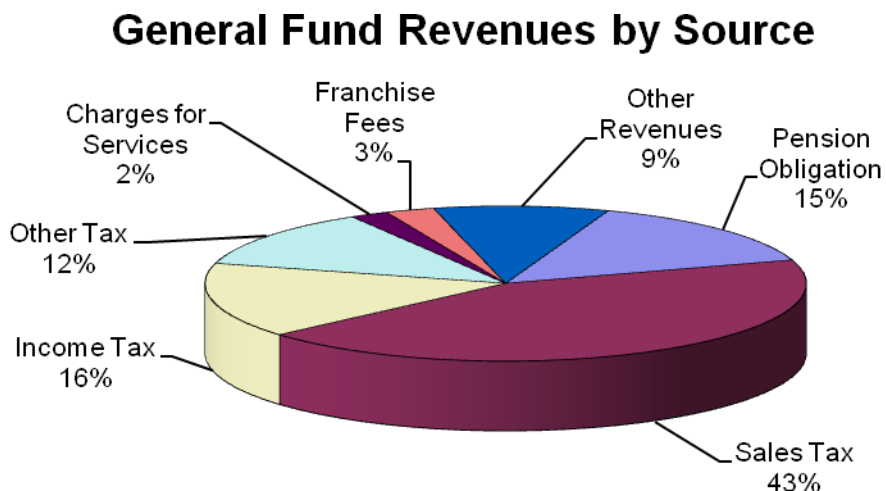
Funds have been re-budgeted in fiscal year 2013/2014 for the replacement of the Municipal Building generator and Water Treatment Plant #5 generator. Also re-budgeted are funds to replace a grapple truck and to conduct a Water facilities study, to complete improvements to Lift Station #1, to upgrade the City's asset management program (CFA), to purchase a new server and to purchase a document imaging and management system. Funds for the IL Route 176/IL Route 31 main relocation project have been re-budgeted in addition to the Crystal Lake Avenue main replacement (East to Erick Street) and the Water Treatment Plant #4 main extension to the vicinity of Mathews Company. Funds to provide for intersection improvements at IL Route 176/Briarwood Road and IL Route 176/Walkup Avenue have been re-budgeted, as well as those for Pingree Road improvements. These

projects are complete; however, the City has not received final construction invoices from the State of Illinois.

Other major capital purchases reflected in this budget are:

- Automotive equipment
- Roadway improvements
- Water and sewer main replacement
- Generator replacement (Water Treatment Plant #3)
- Driveway and parking lot replacement (Water Treatment Plant #3)
- Well replacement (new Well #18)
- Bard Road Water Tower recoat
- Clarifier rehabilitation (Wastewater Treatment Plant #2)
- Bio-solids building roof replacement (Wastewater Treatment Plant #2)
- Engineering services – additional digester (Wastewater Treatment Plant #2)
- SCADA implementation (Lift stations)
- Generator implementation (Lift stations)
- Flooding mitigation
- HVAC improvements - Municipal Complex computer and telephone rooms
- Railroad Street commuter parking lot expansion
- U.S. Route 14 gateway enhancements (Sands Road to Virginia Street)
- Office area reconfiguration (Fire Station #1)
- Computer and server replacements
- Public Works garage concrete floor restoration
- Column lift system replacement

General Fund Revenues



With the continuation of no corporate property tax, the General Fund's single largest revenue source is Retail Sales Tax, both the 1% Municipal Tax and the Home Rule Tax. While Home Rule Sales Tax is not presented as revenue in the General Fund, rather,

segregated for accounting purposes, transfers from Home Rule Sales Tax to the General Fund are identified as Other Financing Sources in the Fund Summary.

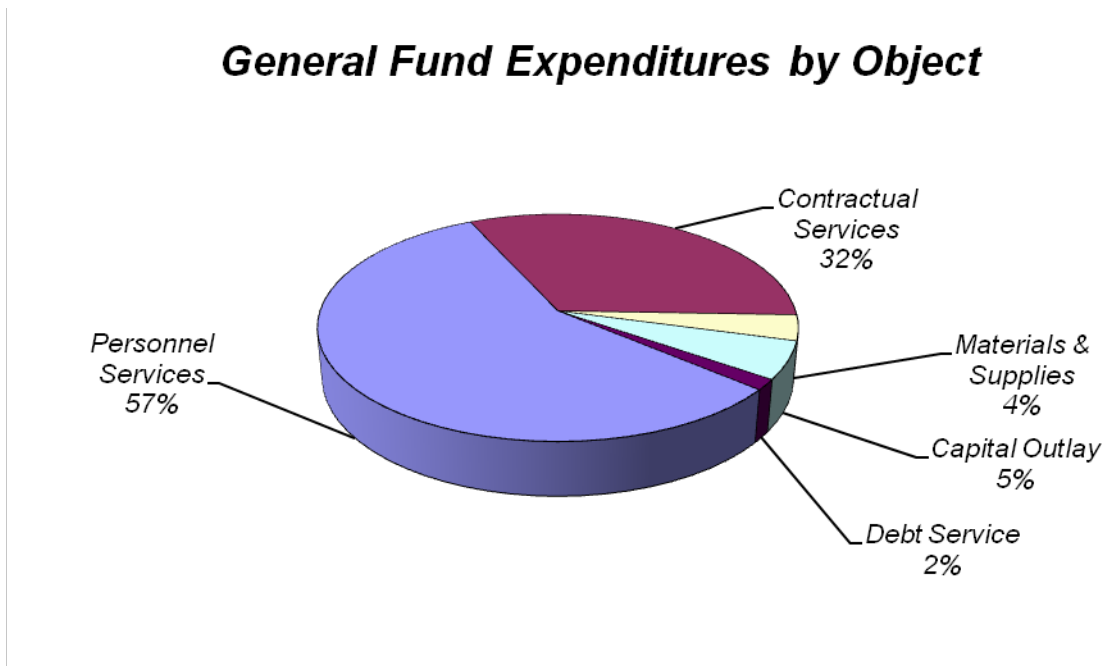
Home Rule Sales Tax serves to provide funding for the Target Response Unit in the Police Department, enhanced economic development initiatives, flooding mitigation, document management and imaging, and to support existing City services. Remaining Home Rule Sales Tax funds are dedicated to the repayment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

Retail sales tax (\$10.34 million), income tax (\$3.73 million) and telecommunication tax (\$1.86 million) comprise the majority of the revenue sources for the General Fund or 66.85% of the total revenues. Retail sales tax and income tax, unlike property tax, are volatile and greatly influenced by the economy.

An economic recession that began in 2008, coupled with retail growth in surrounding communities remains a concern. While a robust economic recovery is not anticipated, the City of Crystal Lake continues to expand its sales generating tax base by attracting retail development and shoppers alike. Income tax receipts are expected to grow in fiscal 2013/2014 as unemployment falls and people return to work. Telecommunication tax revenues are also expected to rise as telecommunication providers pass along price increases to consumers.

Fiscal year 2013/2014 General Fund revenues, as compared to those of the prior year, are up 5.55% or \$1,254,169. Diversifying revenues allows for the General Fund to remain strong even in tough economic times.

General Fund Expenditures



Fiscal year 2013/2014 General Fund expenditures, as compared to those of the prior year, are up 4.52%. The fiscal year 2013/2014 budget reflects repainting of the Union Pacific railway overpass, maintenance of the Prairie Trail underpass at U.S. Route 14, expansion of the Railroad Street parking lot and increases in personnel-related expenses. Funds

have also been budgeted that will allow the City to disseminate information about its Centennial events through a monthly newsletter. Costs associated with SEECOM dispatch services have been reallocated to the General Fund from the Fire Rescue Fund. The reallocation of costs best matches expenses with funding sources.

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

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

- Document imaging and management system
- GIS
- Flooding mitigation (engineering and construction)
- U.S. Route 14 gateway enhancements

Capital Replacement Fund

Major capital expenditures proposed in this budget include:

- Police vehicle replacements (3)
- CSO vehicle replacements (2)
- Building Inspector vehicle replacements (4)
- Wheel Loader replacement
- Dump truck replacements (2)
- Backhoe replacement
- Pickup truck replacements (3)
- Grapple truck
- Column lift system replacement (PW garage)
- Stump grinder
- Changeable Message Board
- HVAC improvements (computer and telephone rooms)
- Concrete restoration (PW garage)
- Portable light tower
- Heater unit replacement (PW garage)
- Computer and server replacements

Water and Sewer Funds

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

The Water and Sewer Fund has been a self-supporting utility. In the late 1990's, water and sewer connection fee receipts were pledged for the payment of a low interest loan from the Illinois EPA. As the economy slowed, so too did new construction and the receipt of

connection fees to repay the City's debt. As connection fees from new construction fall short of the annual 200 new connections per year required to repay the debt, Water and Sewer Fund reserves will have to be used to pay amounts due in fiscal year 2013/2014. If the connection fee revenue stream is not restored with development throughout the City and no new funding source can be identified, the Water and Sewer Fund will require financial assistance in the future to meet this loan obligation. As of April 30, 2013, the outstanding loan balance is \$8,676,955. Annual debt service payments are \$1,033,504 through June 18, 2022.

As recommended by an independent study completed in February 2009, this year's budget request includes a blended rate increase of 5.53% for water and sewer services. This increase provides a funding mechanism for water and sewer infrastructure improvements. This is the fifth year of five consecutive years of rate increases recommended by the Ruekert Mielke Study. With the fifth year of the rate increase plan approaching, an update to the Water and Sewer Fund long-term revenue and expenditure plan is warranted.

The 5.53% water and sewer rate increase makes available an additional \$414,356 for infrastructure repairs. In order to meet the infrastructure requirements of the Water and Sewer Fund for this year, the proposed budget anticipates the issuance of nearly \$6.9 million in bonds. The additional revenue as result of the water and sewer rate increase would go toward re-paying the principal and interest on the bond issue.

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

Capital expenditures proposed in this budget include:

- Main replacement
- Sanitary sewer rehabilitation
- Replacement generator (Water Treatment Plant #3)
- New generator (Water Treatment Plant #5)
- Softener valve replacement (Water Treatment Plant #3)
- Driveway and parking lot replacement (Water Treatment Plant #3)
- New Well #18 (engineering)
- Bard Road tower recoat
- Additional digester design
- Bio-solids building roof replacement
- Lift Station #1 improvements
- SCADA implementation (Lift stations)
- Generator implementation (Lift stations)
- Secondary clarifier rehabilitation
- Water facilities study

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 2013/2014 budget request reflects the following capital purchases:

- Replace ambulance #354
- Reconfigure office area (Station #1)
- Extrication equipment replacement

Other Funds

The remainder of the expenditures for the City is comprised of 27 funds that account for 30.01% 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 Funds
- Debt Service Funds
- Capital Construction Funds

Home Rule Sales Tax Fund

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

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

Motor Fuel Tax Fund

The Motor Fuel Tax Fund is used to account for the maintenance and improvement of various streets in the City. Financing is provided by the City's share of Motor Fuel Tax allotments. State Statutes require those allotments to be used to maintain streets. Salt and other de-icing materials for the City's snowplowing operations, as well as traffic signal maintenance costs, are budgeted in the Motor Fuel Tax Fund. Capital expenditures in the fiscal year 2013/2014 budget are:

- Crystal Lake Avenue/Main Street intersection improvement
- East Crystal Lake Avenue (Main Street to Erick Street) widening
- Pingree Road improvements
- IL Route 176/Briarwood intersection improvements
- IL Route 176/Walkup Avenue intersection improvements
- IL Route 176/Main Street intersection improvements

- South Main Street widening
- McHenry Avenue improvements (Rakow Road to U.S. Route 14)
- Preemption system upgrades to traffic signals along Rakow Road, IL Route 176 and U.S. Route 14
- Illuminated street signs along U.S. Route 14

Road/Vehicle License Fund

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

Three Oaks Recreation Area Fund

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

The City opened the Three Oaks Recreation Area to the public on October 1, 2010. The area provides an unparalleled recreational experience. The pristine waters are a prime venue for swimming, boating, hiking and fishing. Fiscal year 2011/2012 was the first full year of operations. Included in this third-year budget (fiscal year 2013/2014) are funds to provide for the operations of the recreation area, including Site Supervisors, attendants and lifeguards, as well as maintenance of equipment.

Debt Service Funds

Debt service funds are used to account for the payment of principal and interest funded mostly by alternative revenue sources. These include the Crystal Heights water and sewer project (funded by participation agreements), Tracy Trail road improvement project (also funded by participation agreements), Bryn Mawr water and sewer project (funded by additional property taxes on benefiting properties), Ryland Homes infrastructure improvements (also funded by additional property taxes on benefiting properties), the Southeast Emergency Communications (SEECOM) project (funded by the SEECOM participants), and the Three Oaks Recreation Area development project (funded from Home Rule Sales Tax receipts).

FINANCIAL POLICIES

The City of Crystal Lake's Financial Policies, listed in the Appendices of this document, provide the basic framework for the fiscal management of the City. These policies provide guidelines for evaluating both current activities and proposals for future programs. Most of the policies represent longstanding principles, traditions and practices that have guided the City in the past and have helped maintain the City's financial stability. (The City's financial strength is exemplified by the fact that Moody's Investor Services upgraded the City's bond rating from an Aa3 to an Aa2 (2009). Standard and Poor's rated the City for the first time

with an AA+ rating (2009) and affirmed the AA+ rating again in 2012. These enhanced ratings are a direct reflection of the financial strength and management of the City of Crystal Lake.)

The following financial policies are detailed in the Appendices:

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

Debt Administration

As of April 30, 2013, the City will have a number of debt issues outstanding. These include \$8,341,000 in special service area bonds and \$27,755,000 in general obligation bonds paid from alternative revenue sources. In addition, in the Water and Sewer Funds there is an \$8,676,955 low interest (2.535%) note payable to the Illinois EPA, which is funded through a combination of water and sewer connection fees and the Water and Sewer Fund. If the connection fee revenue stream is not restored with development throughout the City and no new funding source can be identified, the Water and Sewer Fund will require financial assistance to meet this loan obligation.

Proposed for fiscal year 2013/2014 is the issuance of \$6,885,519 in general obligation bonds. Bond proceeds will be used towards infrastructure improvements in the Water and Sewer Fund.

Budgetary Control Basis

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

PERFORMANCE MEASUREMENTS

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

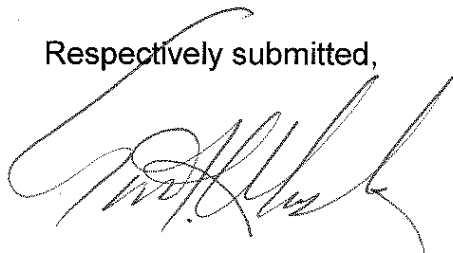
This budget continues the "Crystal Lake Vital Signs" performance reporting. The measures found in the Vital Signs were selected by a collaboration of Department Directors, budget staff, the City Manager, and others in City government. When looked at together, these 18 measures were intended to provide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

ACKNOWLEDGEMENTS

Our organizational culture is one in which each of the strategic commitments is not categorized by department, but rather requires contributions from all levels of the organization, departments, and elected and volunteer commissions. The City of 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 2013/2014 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 document. On behalf of the Management Team, we are pleased to present the Fiscal Year 2013/2014 City Budget for your consideration.

Respectively submitted,

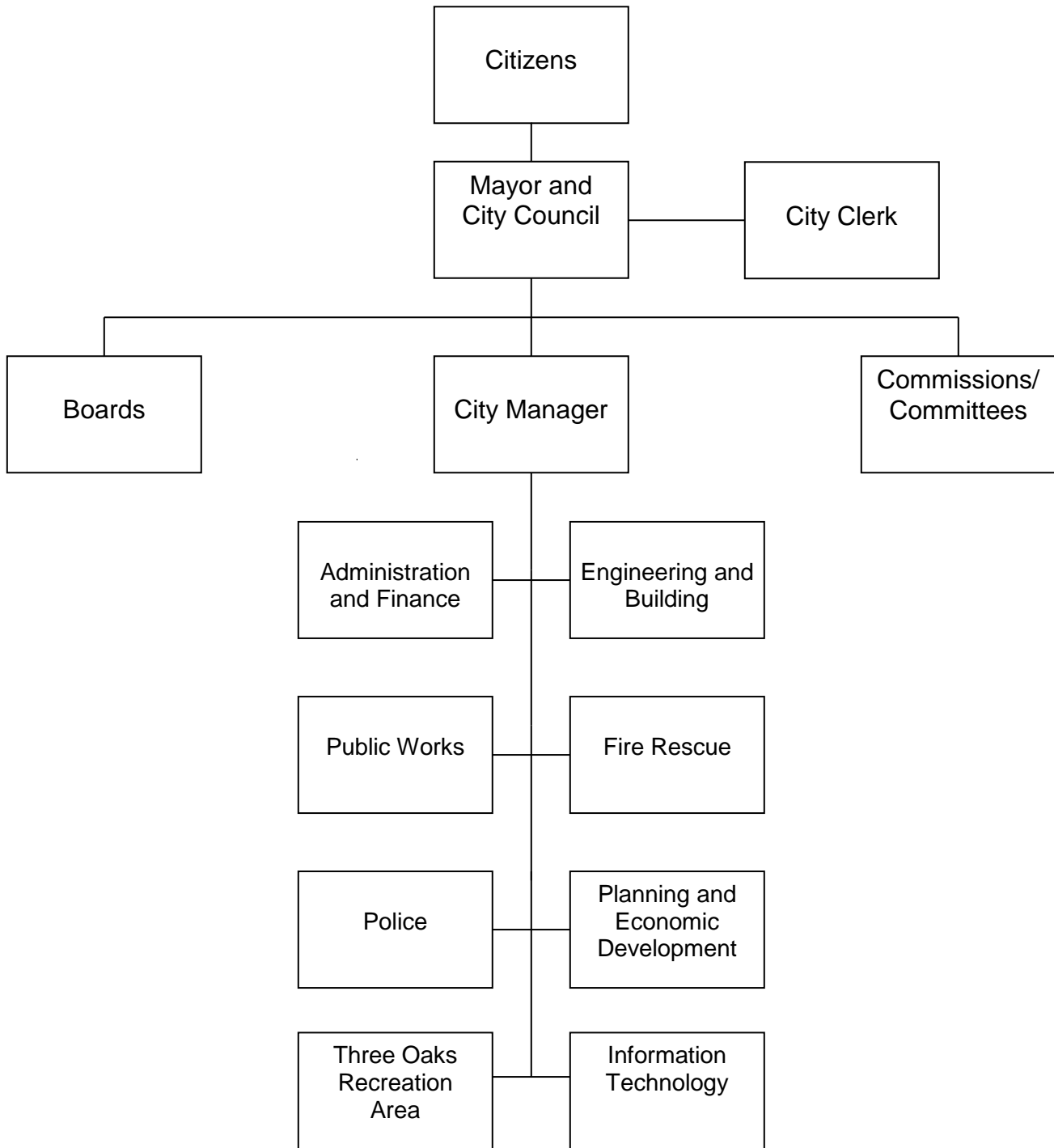


Gary J. Mayerhofer
City Manager



Mark F. Nannini
Director of Finance/Treasurer

CITY OF CRYSTAL LAKE ORGANIZATIONAL STRUCTURE



City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



Performance Measurement

Performance Measurement

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

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

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

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

Building and Maintaining Community Trust

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

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

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

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

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

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

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

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

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

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

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

Citizen Engagement

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

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

City of Crystal Lake Vital Signs						
		2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Target
Public Safety						
1	Part I Crimes per 100,000 population	2506	2590	2263	2143	2200
2	Part II Crimes per 100,000 population	8123	6463	6995	8478	6400
3	Percent of fires confined to room of origin	50%	57%	46%	59%	50%
4	Cardiac arrest survival rate (annual %)	33%	25%	26%	26%	25%

Quality of Life						
5	Residents' rating of overall quality of life as excellent or good	89%	Survey conducted periodically	Survey conducted periodically	Survey conducted periodically	89%
6	Residents reporting they plan on staying in the City of Crystal Lake for the next five years	88%	Survey conducted periodically	Survey conducted periodically	Survey conducted periodically	88%
7	Violations of state and federal drinking water	0	0	0	0	0
8	Water service interruptions per 1,000 service connections	16.05	21.94	21.5	22.5	20.0
Neighborhood Vitality						
9	Residents rating their neighborhood as a good to excellent place to live	84%	Survey conducted periodically	Survey conducted periodically	Survey conducted periodically	85%
10	Residents satisfied with snow removal	79%	Survey conducted periodically	Survey conducted periodically	Survey conducted periodically	80%
11	Resident rating of safety in their neighborhood after dark as excellent or good	86%	Survey conducted periodically	Survey conducted periodically	Survey conducted periodically	87%
12	Residents rating of overall cleanliness of Crystal Lake as excellent or good	85%	Survey conducted periodically	Survey conducted periodically	Survey conducted periodically	86%
Financial Excellence & Planning						
13	Residents' rating of overall image or reputation as excellent or good	89%	Survey conducted periodically	Survey conducted periodically	Survey conducted periodically	89%
14	Residents' rating of services provided by the City of Crystal Lake as excellent or good	86%	Survey conducted periodically	Survey conducted periodically	Survey conducted periodically	86%
15	Standard & Poor's Bond rating	AA+	AA+	AA+	AA+	AA+
16	Rating of those residents who had interacted with an employee of the City of Crystal Lake in the previous 12 months as excellent or good	87%	Survey conducted periodically	Survey conducted periodically	Survey conducted periodically	87%
Sustainability						
17	Residents rating of overall natural environment in Crystal Lake as excellent or good	81%	Survey conducted periodically	Survey conducted periodically	Survey conducted periodically	82%
18	Residents rating air quality in Crystal Lake as excellent or good	83%	Survey conducted periodically	Survey conducted periodically	Survey conducted periodically	

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 2012, 873 or 2143 per 100,000 population Part I crimes occurred. This is lower than that reported during 2011, which was 922 or 2263 per 100,000 population Part I crimes having had occurred.

2. Number of violent & property crimes committed per 100,000 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 2012, 3,454 or 8478 per 100,000 population Part II crimes 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.

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. 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 plays 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 2012, 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 2012 of 22.5 per 1,000 connections was slightly higher than the 21.5 per 1,000 interruptions reported in 2011 due to the required shutdowns for installation of new water mains and the aging infrastructure. 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.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014

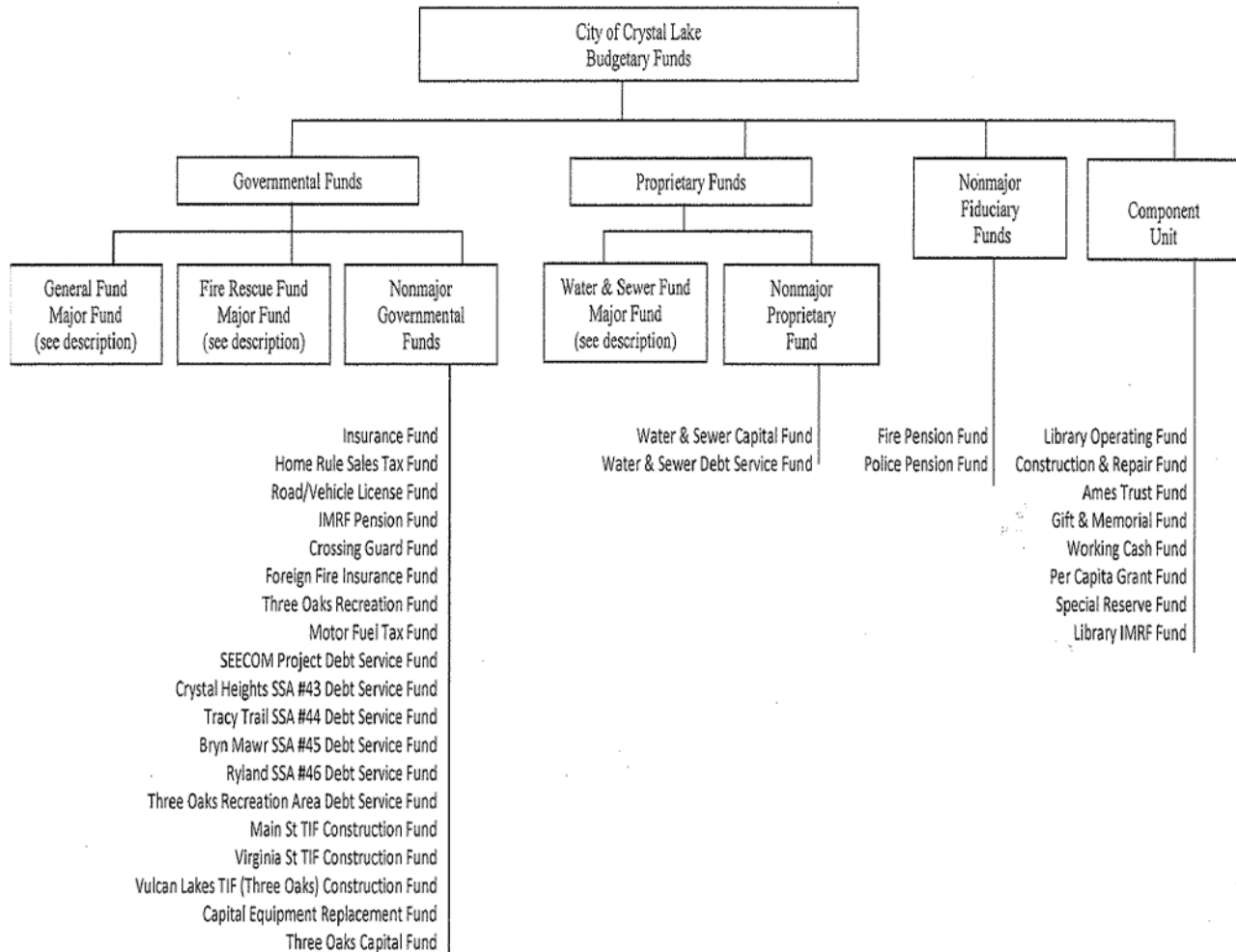


Summary of All Funds

FY2013/2014 SUMMARY OF FUNDS CITY OF CRYSTAL LAKE

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

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



Major Fund Descriptions

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

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

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

Organizational Relationships

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

DEPARTMENT DIVISION	FUND													
	G	FR	WS	INS	HMR	RVL	IMRF	CG	FF	TO	MFT	DS	TIF	CR
Executive Department	X													X
Legal & Judiciary Department	X													X
City Administration Department														
City Manager/Human Resources/Finance	X			X	X		X			X		X		X
Administrative Adjudication	X													X
Shared Services	X													X
Special Projects	X													X
Police/Firefighter Pension	X													
Police Department	X							X						X
Fire Rescue Department		X							X					
Engineering & Building Department	X					X					X			X

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

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

FY2013/2014
REVENUES & OTHER SOURCES SUMMARY – ALL FUNDS
CITY OF CRYSTAL LAKE

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
Revenues & Other Sources					
General Fund	22,670,664	24,751,679	26,856,003	26,452,657	27,733,970
Insurance Fund	1,657,644	1,736,449	695,247	695,247	981,081
Water & Sewer Fund	7,612,790	7,836,799	8,111,236	8,523,963	8,593,565
Fire Rescue Fund	8,273,167	9,289,813	8,202,805	8,299,616	8,394,257
Library Funds	4,472,781	5,099,126	4,907,562	4,921,567	4,453,104
Road/Vehicle Fund	1,028,739	1,236,126	1,543,204	1,552,104	2,287,600
IMRF Pension Fund	2,038,222	1,054,043	1,412,975	1,412,975	1,402,764
Police Pension Fund	4,182,838	2,242,022	3,462,508	3,462,508	3,473,971
Firefighters Pension Fund	3,053,491	3,115,026	2,965,438	2,672,399	2,749,940
Crossing Guard Fund	71,266	53,679	53,858	55,003	43,860
Foreign Fire Insurance Fund	62,683	61,618	61,238	61,634	60,150
Three Oaks Recreation Fund	207,874	682,813	587,891	566,346	549,839
Subtotal - Operating Funds	<u>55,332,159</u>	<u>57,159,193</u>	<u>58,859,965</u>	<u>58,676,019</u>	<u>60,724,100</u>
Home Rule Sales Tax Fund	4,580,321	4,714,279	4,574,996	4,574,996	4,685,420
Motor Fuel Tax Fund	1,423,175	1,437,047	2,371,500	2,371,500	1,440,458
Debt Service Funds	2,098,725	2,267,513	2,136,311	1,833,396	1,851,065
Water & Sewer Debt Fund	2,648,623	1,966,704	999,394	2,985,280	1,647,857
Construction Funds	2,275,795	4,133,115	277,000	103,823	83,000
Capital Replacement Fund	-	3,000,000	1,972,166	1,290,166	2,526,205
Water & Sewer Cap Imprvmnt	6,845	765,557	3,906,408	5,675,497	6,975,519
Three Oaks Capital Fund	-	-	-	178,996	143,822
Total - All Funds	<u>68,365,643</u>	<u>75,443,408</u>	<u>75,097,740</u>	<u>77,689,673</u>	<u>80,077,447</u>

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

FY2013/2014
EXPENDITURES & OTHER USES SUMMARY – ALL FUNDS
CITY OF CRYSTAL LAKE

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
Expenditures & Other Uses					
General Fund	23,988,633	28,390,316	28,795,037	27,986,651	31,226,175
Insurance Fund	751,717	1,425,722	1,230,983	1,230,983	1,149,693
Water & Sewer Fund	6,802,126	7,101,184	8,121,248	7,571,930	8,883,635
Fire Rescue Fund	9,537,457	9,606,712	9,887,189	9,983,342	8,862,395
Library Funds	3,740,218	4,584,502	5,007,562	5,407,219	4,978,014
Road/Vehicle Fund	1,423,407	2,080,704	2,193,300	2,111,020	2,365,830
IMRF Pension Fund	1,800,812	1,457,390	1,739,020	1,734,421	1,750,951
Police Pension Fund	1,633,196	1,680,899	1,672,000	1,777,100	1,963,100
Firefighters Pension Fund	799,819	852,703	843,000	915,050	1,120,300
Crossing Guard Fund	57,082	62,420	62,705	62,705	62,705
Foreign Fire Insurance Fund	10,777	49,348	61,238	61,238	60,150
Three Oaks Recreation Fund	207,874	531,552	587,891	759,465	549,839
Subtotal - Operating Funds	50,753,118	57,823,452	60,201,173	59,601,124	62,972,787
Home Rule Sales Tax Fund	3,848,472	5,930,988	4,998,394	4,669,186	6,607,540
Motor Fuel Tax Fund	1,260,053	3,174,311	5,975,883	2,407,633	4,463,086
Debt Service Funds	2,150,059	2,148,747	2,136,311	1,855,953	1,851,065
Water & Sewer Debt Fund	1,714,908	1,711,589	2,033,705	3,404,513	2,417,454
Construction Funds	7,882,086	5,160,591	103,296	312,274	50,000
Capital Replacement Fund	-	-	1,972,166	1,290,166	2,526,205
Water & Sewer Cap Imprvmnt	3,588,336	2,893,049	4,083,200	1,933,196	9,086,618
Three Oaks Capital Fund	-	-	-	-	43,276
Total - All Funds	71,197,032	78,842,727	81,504,128	75,474,045	90,018,031

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

FY2013/2014
REVENUES & EXPENDITURES BY TYPE – ALL FUNDS
CITY OF CRYSTAL LAKE

	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
Revenues and Other Sources:					
Charges for services	10,751,413	13,564,393	13,431,819	14,235,156	14,070,076
Licenses and permits	571,338	603,915	681,502	713,702	753,550
Intergovernmental	8,759,104	2,883,743	2,572,170	2,720,160	1,603,502
Fines and forfeits	699,952	756,329	845,340	787,270	919,740
Property taxes	15,672,177	15,074,745	15,822,919	15,382,616	15,759,539
Other taxes	15,408,428	21,180,079	20,477,472	20,770,922	21,633,597
Interest	4,783,312	1,368,236	2,072,036	2,068,898	2,011,963
Miscellaneous	4,671,561	6,911,995	5,703,523	5,577,352	5,783,285
Other sources	7,048,358	13,099,973	13,490,959	15,433,597	17,542,195
Total	\$68,365,643	\$75,443,408	\$75,097,740	\$77,689,673	\$80,077,447

Expenditures and Other Uses:					
General government	8,863,434	9,473,087	10,539,529	10,721,440	10,999,104
Public safety	21,909,771	23,652,454	24,416,093	24,507,084	25,454,150
Highways and streets	6,268,579	5,700,499	5,534,025	7,089,589	7,415,765
Waterworks and sewerage	6,066,763	6,029,752	9,668,173	7,011,812	7,637,478
Culture and recreation	3,660,010	4,401,229	5,088,044	5,480,279	5,527,853
Capital outlay	13,154,011	12,109,931	9,460,255	7,610,628	14,195,734
Debt service	4,242,004	4,237,762	4,727,847	5,641,213	4,695,546
Other uses	7,032,460	13,238,013	12,070,162	7,412,000	14,092,401
Total	\$71,197,032	\$78,842,727	\$81,504,128	\$75,474,045	\$90,018,031

Revenues and Other Sources in Excess of Expenditures and Other Uses	(2,831,389)	(3,399,319)	(6,406,388)	2,215,628	(9,940,584)
--	-------------	-------------	-------------	-----------	-------------

Beginning Balance, May 1	\$95,798,315	\$93,592,805	\$90,059,131	\$90,059,131	\$91,479,769
Changes due to Receivables and Payables	625,879	(134,355)		(794,990)	
Ending Balance, April 30	<u>\$93,592,805</u>	<u>\$90,059,131</u>	<u>\$83,652,743</u>	<u>\$91,479,769</u>	<u>\$81,539,185</u>

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

**FY2013/2014
REVENUES AND EXPENDITURES – BY FUND TYPE
CITY OF CRYSTAL LAKE**

	Governmental Funds			
	General	Fire Rescue	Nonmajor	Total
	Fund	Fund	Governmental Funds	Governmental Funds
<u>FY2013/2014 Revenues and Other Sources (Budget):</u>				
Charges for services	\$488,500	\$2,670,776	\$1,203,477	\$4,362,753
Licenses and permits	508,750	-	244,800	753,550
Intergovernmental	20,000	12,000	1,485,758	1,517,758
Fines and forfeits	845,000	-	-	845,000
Property taxes	3,470,581	5,692,981	2,401,747	11,565,309
Other taxes	17,001,777	-	4,631,820	21,633,597
Interest	183,333	1,500	72,000	256,833
Miscellaneous	1,315,413	17,000	579,279	1,911,692
Other sources	3,900,616	-	5,436,383	9,336,999
Total	\$27,733,970	\$8,394,257	\$16,055,264	\$52,183,491
<u>FY2013/2014 Expenditures and Other Uses (Budget):</u>				
General government	\$8,098,460	\$0	\$2,900,644	\$10,999,104
Public safety	13,922,135	8,325,760	122,855	22,370,750
Highways and streets	5,587,574	-	1,828,191	7,415,765
Waterworks and sewerage	-	-	-	-
Culture and recreation	-	-	549,839	549,839
Capital outlay	-	536,635	4,704,481	5,241,116
Debt service	427,027	-	1,851,065	2,278,092
Other uses	3,190,979	-	9,523,265	12,714,244
Total	\$31,226,175	\$8,862,395	\$21,480,340	\$61,568,910
Revenues and Other Sources in Excess of Expenditures and Other Uses	<u>(\$3,492,205)</u>	<u>(\$468,138)</u>	<u>(\$5,425,076)</u>	<u>(\$9,385,419)</u>
Beginning Balance, May 1	<u>\$12,872,720</u>	<u>\$1,406,537</u>	<u>\$16,994,855</u>	<u>\$31,274,112</u>
Ending Balance, April 30	<u>\$9,380,515</u>	<u>\$938,399</u>	<u>\$11,569,779</u>	<u>\$21,888,693</u>

**FY2013/2014
REVENUES AND EXPENDITURES – BY FUND TYPE
CITY OF CRYSTAL LAKE**

Proprietary Funds

	Water & Sewer Fund	Nonmajor Proprietary Funds	Nonmajor Fiduciary Funds	Component Units	FY2013/2014 Totals
<u>FY2013/2014 Revenues and Other Sources (Budget):</u>					
Charges for services	\$8,223,243	\$418,180	\$1,010,200	\$55,700	\$14,070,076
Licenses and permits	-	-	-	-	753,550
Intergovernmental	-	-	-	85,744	1,603,502
Fines and forfeits	-	-	-	74,740	919,740
Property taxes	-	-	-	4,194,230	15,759,539
Other taxes	-	-	-	-	21,633,597
Interest	10,000	-	1,743,130	2,000	2,011,963
Miscellaneous	360,322	-	3,470,581	40,690	5,783,285
Other sources	-	8,205,196	-	-	17,542,195
Total	\$8,593,565	\$8,623,376	\$6,223,911	\$4,453,104	\$80,077,447
<u>FY2013/2014 Expenditures and Other Uses (Budget):</u>					
General government	\$0	\$0	\$0	\$0	\$10,999,104
Public safety	-	-	3,083,400	-	25,454,150
Highways and streets	-	-	-	-	7,415,765
Waterworks and sewerage	7,505,478	132,000	-	-	7,637,478
Culture and recreation	-	-	-	4,978,014	5,527,853
Capital outlay	-	8,954,618	-	-	14,195,734
Debt service	-	2,417,454	-	-	4,695,546
Other uses	1,378,157	-	-	-	14,092,401
Total	\$8,883,635	\$11,504,072	\$3,083,400	\$4,978,014	\$90,018,031
Revenues and Other Sources in Excess of Expenditures and Other Uses	(\$290,070)	(\$2,880,696)	\$3,140,511	(\$524,910)	(\$9,940,584)
Beginning Balance, May 1	\$3,058,831	\$4,490,892	\$48,602,336	\$4,053,598	\$91,479,769
Ending Balance, April 30	\$2,768,761	\$1,610,196	\$51,742,847	\$3,528,688	\$81,539,185

**FY2013/2014
CHANGES IN FUND BALANCE – ALL FUNDS
CITY OF CRYSTAL LAKE**

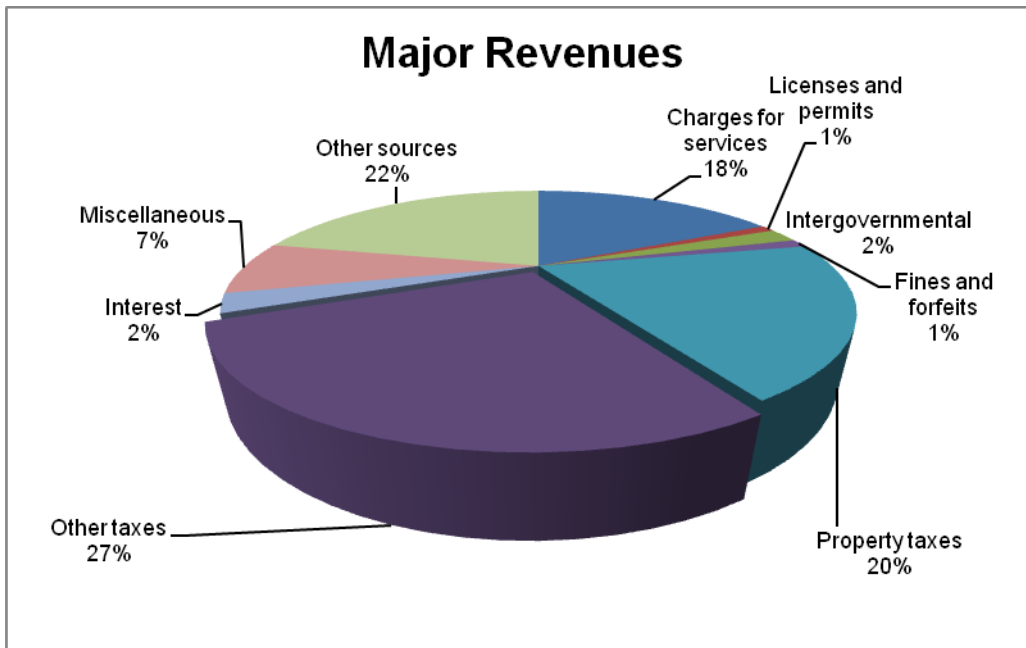
	Estimated Beginning Balance 05/01/13	FY2013/2014 Revenues & Other Sources	FY2013/2014 Expenditures & Other Uses	Projected Ending Balance 04/30/14
General Fund ⁽¹⁾	12,872,720	27,733,970	31,226,175	9,380,515
Home Rule Sales Tax Fund ⁽¹⁾	3,098,131	4,685,420	6,607,540	1,176,011
Water & Sewer Fund	3,058,831	8,593,565	8,883,635	2,768,761
Water & Sewer Capital Fund ⁽¹⁾	3,721,295	6,975,519	9,086,618	1,610,196
Water & Sewer Debt Fund	769,597	1,647,857	2,417,454	-
Fire Rescue Fund ⁽¹⁾	1,406,537	8,394,257	8,862,395	938,399
Library Operations Fund	2,171,648	3,877,770	3,877,770	2,171,648
Library IMRF Fund	255,683	452,900	452,900	255,683
Library Repair Fund	138,426	23,940	23,940	138,426
Library Ames Trust Fund	367,726	-	5,000	362,726
Library Gift & Memorial Fund	22,351	14,750	34,660	2,441
Library Working Cash Fund	50,034	-	-	50,034
Library Per Capita Fund	-	83,744	83,744	-
Library Special Reserve Fund	1,047,730	-	500,000	547,730
Motor Fuel Tax Fund ⁽¹⁾	7,987,200	1,440,458	4,463,086	4,964,572
Road & Vehicle License Fund ⁽¹⁾	185,092	2,287,600	2,365,830	106,862
Three Oaks Recreation Fund	-	549,839	549,839	-
Three Oaks Capital Fund ⁽¹⁾	178,996	143,822	43,276	279,542
IMRF Fund ⁽¹⁾	737,596	1,402,764	1,750,951	389,409
Police Pension Fund ⁽²⁾	27,307,812	3,473,971	1,963,100	28,818,683
Fire Pension Fund ⁽²⁾	21,294,524	2,749,940	1,120,300	22,924,164
Crossing Guard Fund ⁽¹⁾	45,785	43,860	62,705	26,940
Foreign Fire Insurance Fund	151,759	60,150	60,150	151,759
Insurance Fund ⁽¹⁾	1,146,454	981,081	1,149,693	977,842
Capital Replacement Fund	3,000,000	2,526,205	2,526,205	3,000,000
SEECOM Debt Service	-	270,200	270,200	-
SSA 43 Debt Service	35,444	123,433	123,433	35,444
SSA 44 Debt Service	151,453	70,550	70,550	151,453
SSA 45 Debt Service	-	175,000	175,000	-
SSA 46 Debt Service	9,820	162,933	162,933	9,820
Three Oaks Debt Service	-	1,048,949	1,048,949	-
Main Street TIF Construction ⁽³⁾	267,125	33,000	-	300,125
Virginia Street TIF Construction	-	50,000	50,000	-
	<u>91,479,769</u>	<u>\$80,077,447</u>	<u>\$90,018,031</u>	<u>81,539,185</u>

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

⁽²⁾ The tax levies for Fire and Police Pensions have been determined by the State of Illinois actuary. Each pension fund then retains its own third-party actuary to verify amounts and to determine the appropriate level of funding to pay pension benefits as required by State Statutes. Both Fire and Police Pension Boards have recommended that the City Council adopt the levy as determined by the actuary.

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

FY2013/2014 MAJOR REVENUES CITY OF CRYSTAL LAKE

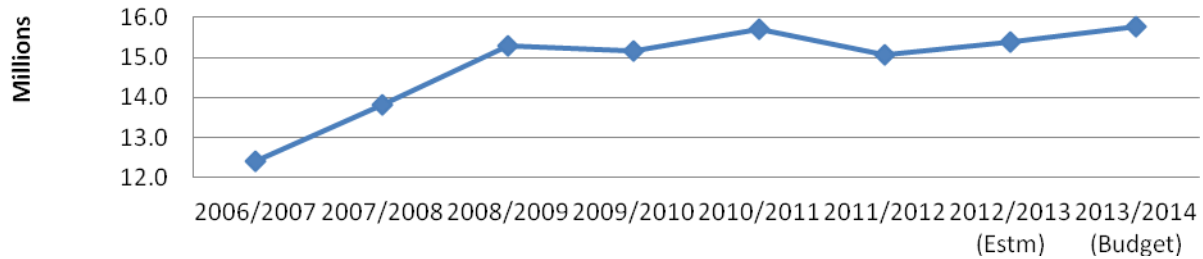


Budget preparation begins with revenue projections. Revenues are projected based on the following:

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

Revenue used to support City programs and projects comes from a variety of sources. The largest sources of revenue for the City come from property taxes (\$15,759,539), sales taxes (\$10,340,055), home rule sales taxes (\$4,631,820), user-fees for water and sewer (\$8,207,242), State income taxes (\$3,731,606), telecommunication taxes (\$1,860,969), and interest income (\$2,011,963). Combined, these sources represent \$46,543,194 or more than 79% of all receipts.

Property Tax Revenue

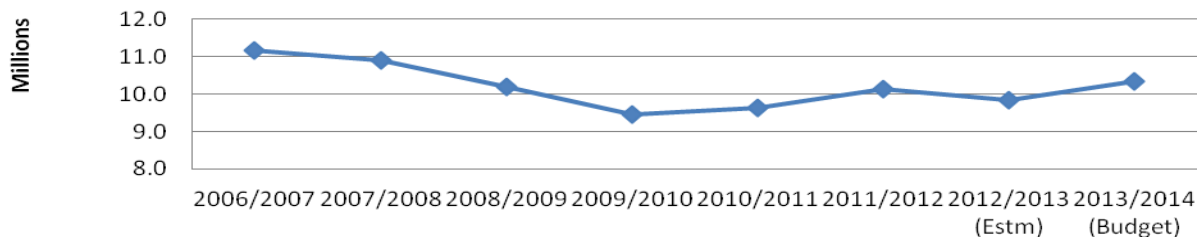


Property taxes include amounts levied against all real estate in the City. Real property taxes collected during 2012/2013 were levied December 6, 2011 on assessed values as of January 1, 2011, the lien date. Assessed values are established by the County Assessor at 33.33% of appraised market value. Real property taxes are payable semi-annually. The first payment is due in June, the remainder is payable in September each year.

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

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

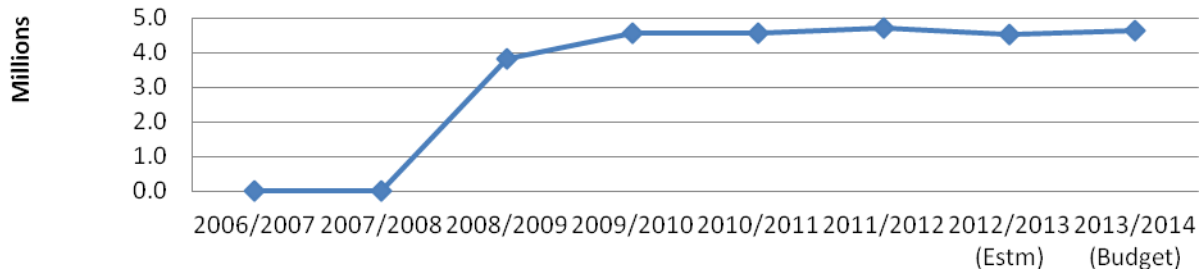
Sales Tax Revenue



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

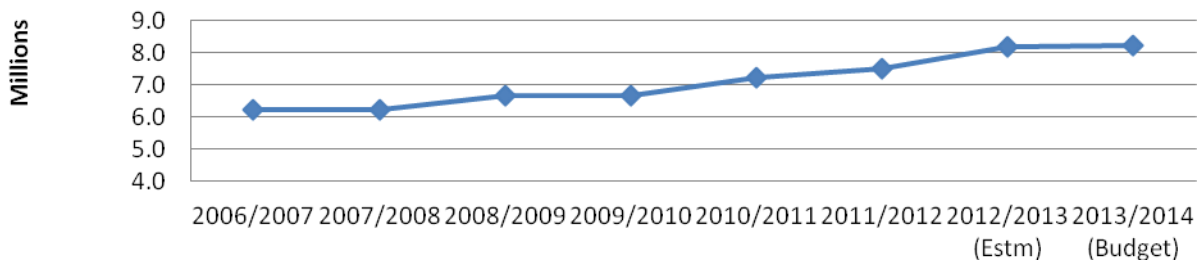
State sales tax revenues are volatile and greatly influenced by the economy. In years past, the City benefited from healthy increases in sales tax revenue but due to the current state of the economy and surrounding area retail growth, it is anticipated that sales tax in 2013/2014 will grow only moderately. Growth in sales tax revenue is due in large part to economic development initiatives that have ignited business expansion in the City of Crystal Lake.

Home Rule Sales Tax Revenue



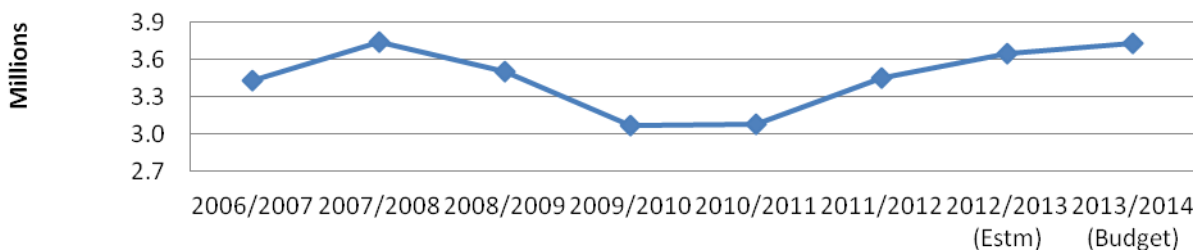
A 0.75% **Home Rule Sales Tax** was implemented under Illinois Home Rule Authority as of July 1, 2008. A Home Rule Sales Tax on general merchandise allows core services of the City to be maintained through fiscal 2013/2014, as well as add programs as outlined in the City's Strategic Plan (traffic services unit in the Police Department, flooding mitigation, document imaging and management, enhanced economic development activities and the operation of the City's Three Oaks Recreation Area).

User Fees



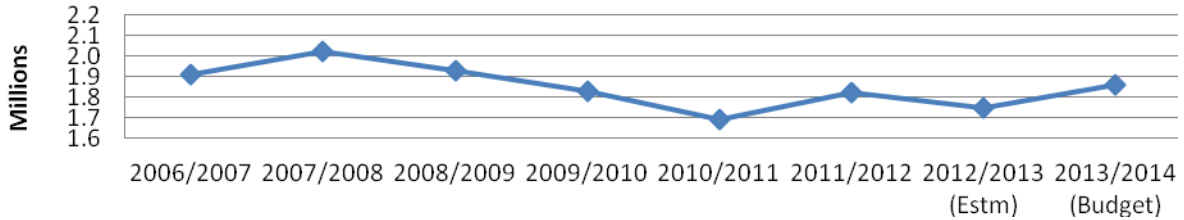
User fees for water and sewer are calculated on the number of gallons of water consumed as determined by a water meter. Meters are read every month. Fees for water and sewer are combined in a monthly bill sent to residents and businesses. Due to the necessity to relocate and replace critical infrastructure, this budget introduces a water and sewer rate increase of 5.53%.

State Income Tax Revenue



State income tax revenues are expected to rise only slightly above 2012/2013 receipts as claims for unemployment compensation begin to decline. Budgeted revenues are based on the Illinois Municipal League’s per capita projections. The Illinois Municipal League is an organization that provides training and other services to local municipalities throughout Illinois.

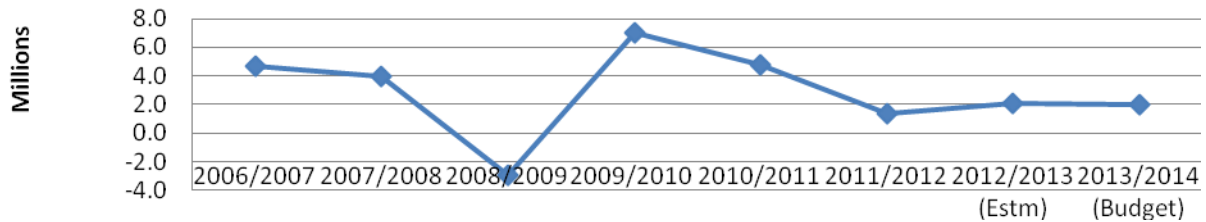
Telecommunication Tax Revenue



Telecommunication tax is administered by the Illinois Department of Revenue. Only those municipalities that have imposed the tax by local ordinance or resolution receive distributions of the telecommunication tax.

Economic indicators suggest that an increase in telecommunications tax receipts is possible as cellular service providers pass along price increases to consumers.

Investment Earnings



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

**FY2013/2014
PERSONNEL SUMMARY – ALL FUNDS
CITY OF CRYSTAL LAKE**

Full Time Equivalents (FTE's)	FY2011/2012 Actual	FY2012/2013 Budget	FY2013/2014 Budget
City Administration	16.50	15.50	15.50
Administrative Adjudication	1.00	1.00	1.00
Police	81.25	80.25	79.75
Engineering & Building	21.00	20.00	20.00
Streets	19.75	19.75	20.00
Planning & Economic Development	5.00	5.00	5.00
Storm Sewer Maintenance	8.00	8.00	8.00
Fleet & Facility Services	6.50	6.50	6.50
Information Technology	2.00	2.00	2.00
TOTAL GENERAL FUND	161.00	158.00	157.75
Public Works Administration	5.00	5.00	5.25
Water Operations	13.00	13.00	13.00
Wastewater Treatment	8.50	8.50	8.50
Sewers & Lifts	2.00	2.00	2.00
TOTAL WATER & SEWER FUND	28.50	28.50	28.75
Fire Rescue Operations	67.50	67.25	67.75
TOTAL FIRE RESCUE FUND	67.50	67.25	67.75
TOTAL ALL FUNDS	257.00	253.75	254.25

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

During the upcoming budget year, two part-time positions (a three-quarter position in the Public Works Administration Division and a three-quarter position in the Streets Division) will become full-time. Two part-time positions, each considered to be equal to a three-quarter position in the Police Department will be reduced to the equivalent of half positions. A part-time Public Education Coordinator position has been added to the Fire Rescue Department.

FY2013/2014
PERSONNEL SUMMARY – ALL FUNDS (Cont'd)
CITY OF CRYSTAL LAKE

The Personnel Summary-All Funds 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 2013/2014



General Fund

**FY2013/2014
REVENUE SUMMARY
GENERAL FUND**

	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
REVENUES					
Property Tax - Police/Fire Pension	2,514,422	3,375,658	3,381,577	3,381,577	3,470,581
Total Property Taxes	2,514,422	3,375,658	3,381,577	3,381,577	3,470,581
Grant Proceeds - State of IL	18,843	16,889	15,000	139,637	15,000
Grant Proceeds - Federal	169,767	10,609	5,000	5,659	5,000
Grant Proceeds - Other	-	26,623	-	3,528	-
Total Intergovernmental	188,610	54,121	20,000	148,824	20,000
Sales Tax	9,627,149	10,137,309	9,851,300	9,852,250	10,340,055
Leased Car Tax	29,429	35,281	30,172	30,172	35,987
State Income Tax	3,079,075	3,451,994	3,265,000	3,650,000	3,731,606
Replacement Tax	154,893	139,013	130,000	110,500	118,161
Use Tax	573,208	599,648	625,000	615,000	625,000
Telecommunications Tax	1,693,257	1,824,479	1,750,000	1,750,000	1,860,969
Hotel Tax	251,417	281,817	285,000	222,000	290,000
Total Other Taxes	15,408,428	16,469,541	15,936,472	16,229,922	17,001,777
Liquor Licenses	107,924	99,744	110,000	110,000	112,750
Building Permits	202,745	232,482	295,800	320,000	350,000
Occupancy Permits	5,280	5,610	5,355	5,355	6,000
Miscellaneous Licenses & Permits	22,822	25,740	38,347	38,347	40,000
Total Licenses & Permits	338,771	363,576	449,502	473,702	508,750
Police Department Fines	449,738	544,358	535,500	505,000	600,000
Police Towing (DUIs, etc.)	119,750	75,005	183,600	155,000	185,000
Adjudication Fines	45,544	62,227	52,530	52,530	60,000
Total Fines & Forfeitures	615,032	681,590	771,630	712,530	845,000
Plan Review Fees	31,300	40,417	115,000	115,000	115,000
Engineering Review Fees	1,200	835	13,770	13,770	10,000
Inspection Services	3,705	33,213	3,570	27,000	7,000
Zoning & Subdivision Fees	16,059	21,624	15,000	15,000	20,000
Annexation Fees			1,224	1,224	1,500
Parking Revenue	234,950	235,637	285,600	152,900	235,000
Special Police Detail	73,468	86,528	91,800	91,800	100,000
Total Charges for Services	360,682	418,254	525,964	416,694	488,500

FY2013/2014
REVENUE SUMMARY (CONT'D)
GENERAL FUND

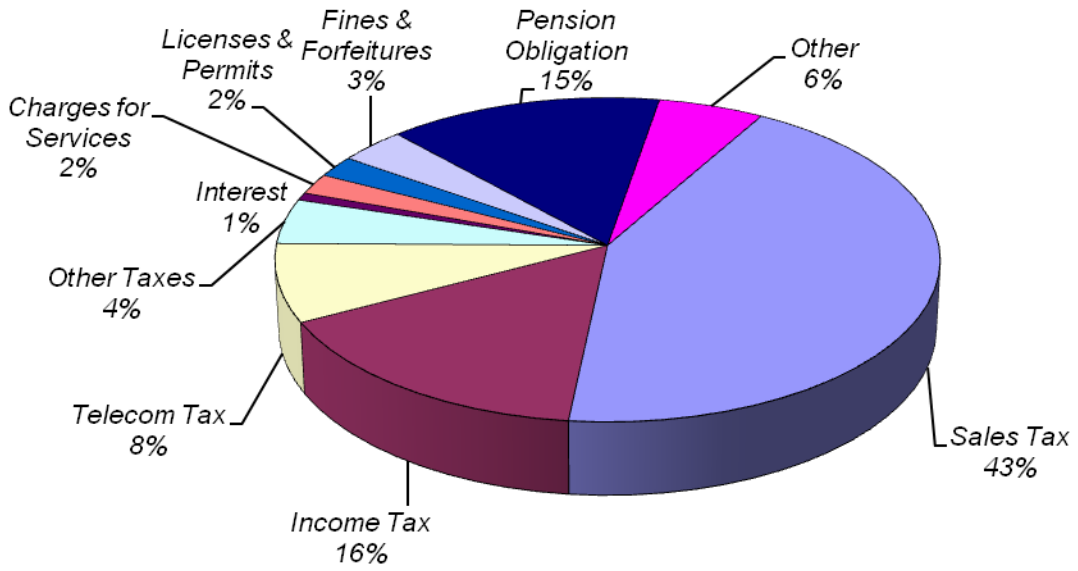
	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
REVENUES (Cont'd)					
Investment Interest	772,626	224,001	275,000	275,000	183,333
Total Interest Earnings	772,626	224,001	275,000	275,000	183,333
Franchise Fees - Cable	566,979	604,233	570,000	600,000	626,000
Rental Income	79,772	82,607	83,900	83,900	89,273
Transfer Station Host Fees	244,145	219,298	250,000	250,000	255,000
Transfer Station C & D Facility		-	-	-	30,000
Capital Facilities Fees	4,684	4,744	7,140	7,140	7,140
Reimbursed Expenses	32,484	22,033	60,000	60,000	60,000
Miscellaneous	125,180	107,441	248,000	248,000	248,000
Total Miscellaneous	1,053,244	1,040,356	1,219,040	1,249,040	1,315,413
Total Revenues	21,251,815	22,627,097	22,579,185	22,887,289	23,833,354

**FY2013/2014
EXPENDITURE SUMMARY
GENERAL FUND**

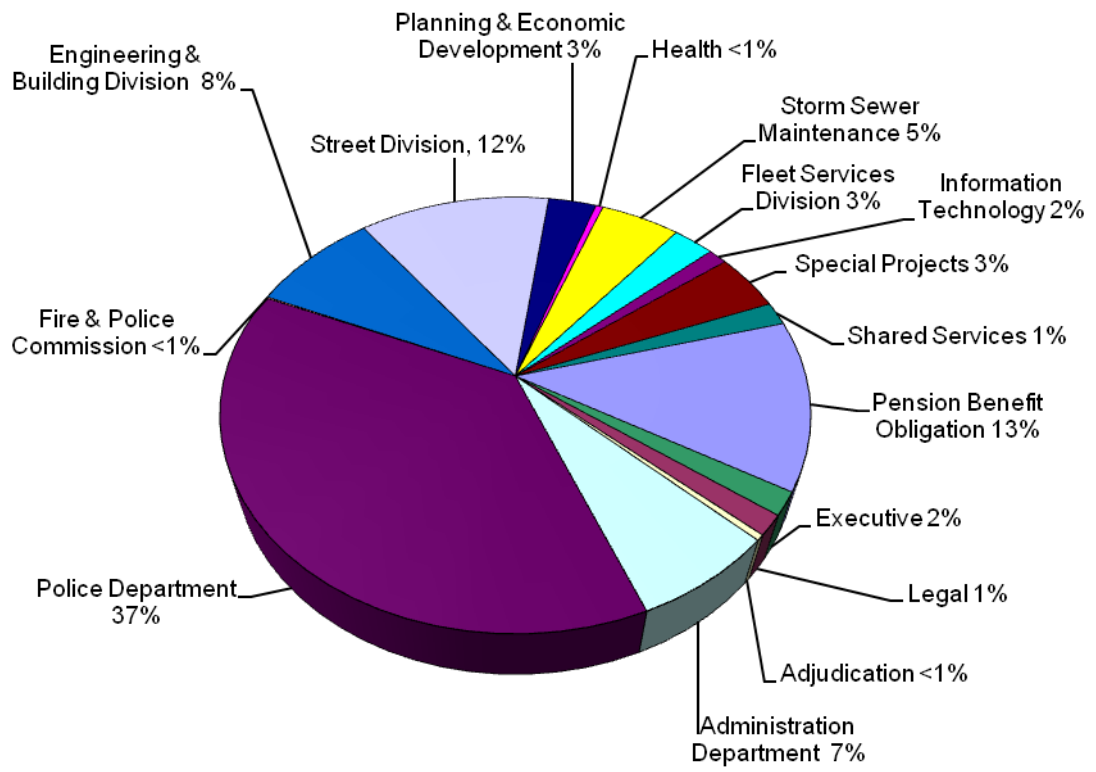
	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
EXPENDITURES					
Executive	463,954	324,528	469,075	471,565	594,298
Legal	296,334	355,301	311,350	601,350	413,350
City Administration	1,813,084	1,773,885	1,866,691	1,867,283	1,917,132
Adjudication	72,004	77,692	110,957	110,482	113,977
Police Department	8,406,814	9,194,098	9,893,074	9,877,129	10,421,531
Fire & Police Commission	16,810	7,052	29,919	29,919	30,023
Engineering & Building	2,078,266	2,005,783	2,404,566	2,395,012	2,281,346
Street Division	3,149,995	2,978,194	3,115,922	3,112,459	3,425,813
Planning & Economic Dvlpmt	630,163	723,952	841,223	841,223	857,447
Health	137,605	116,755	147,000	94,556	130,000
Storm Sewer Maintenance	397,908	724,520	1,657,443	1,283,795	1,427,325
Fleet & Facility Services	697,634	686,956	700,875	700,875	734,436
Information Technology	385,198	432,900	517,727	307,782	539,498
Special Projects	416,207	426,415	449,924	615,770	772,700
Shared Services	354,096	352,764	451,013	451,013	478,713
Pension Benefit Obligation	2,514,422	3,375,658	3,381,577	3,381,577	3,470,581
Debt Service	377,037	377,426	474,535	380,747	427,027
Total Expenditures	22,207,531	23,933,879	26,822,871	26,522,537	28,035,196
Revenues in Excess of Expenditures	(955,716)	(1,306,782)	(4,243,686)	(3,635,248)	(4,201,842)
OTHER SOURCES (USES)					
Transfer In	1,418,849	2,124,582	3,064,518	2,715,368	3,900,616
Bond Proceeds	-	-	1,212,300	850,000	-
Transfer Out	(1,781,102)	(4,456,437)	(1,972,166)	(1,290,166)	(2,690,979)
Revenue Sharing Agreements	-	-	-	(173,948)	(500,000)
Total Other Sources/ (Uses)	(362,253)	(2,331,855)	2,304,652	2,101,254	709,637
Change in Fund Balance	(1,317,969)	(3,638,637)	(1,939,034)	(1,533,994)	(3,492,205)
Change in Payables/Receivables	(87)	33,013	-	-	-
Beginning Balance, May 1	19,330,394	18,012,338	14,406,714	14,406,714	12,872,720
Ending Balance, April 30	18,012,338	14,406,714	12,467,680	12,872,720	9,380,515

The beginning balance has been adjusted for land purchased and professional services paid from General Fund reserves (representing an interfund loan to Vulcan Lakes TIF).

General Fund Revenues by Source



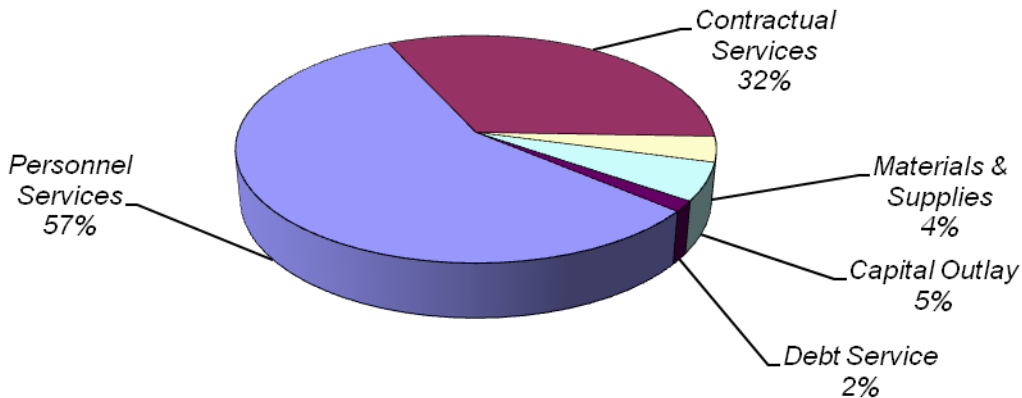
General Fund Expenditures by Function



**FY2013/2014
EXPENDITURE SUMMARY – MAJOR OBJECT
GENERAL FUND**

	Personnel Services	Contractual Services	Materials & Supplies	Capital Outlay	Debt Service	Grand Total
Executive	22,800	571,498	-	-	-	594,298
Legal	-	413,350	-	-	-	413,350
Administration Department	1,667,664	186,353	63,114	-	-	1,917,132
Adjudication	53,082	55,895	5,000	-	-	113,977
Police Department	8,242,380	1,804,536	374,615	-	-	10,421,531
Fire & Police Commission	-	30,023	-	-	-	30,023
Engineering & Building	1,912,447	302,682	66,217	-	-	2,281,346
Street Division	1,975,293	1,095,102	355,418	-	-	3,425,813
Planning & Economic Development	535,799	315,526	6,122	-	-	857,447
Health	-	130,000	-	-	-	130,000
Storm Sewer Maintenance	686,496	60,940	59,889	620,000	-	1,427,325
Fleet & Facility Services Division	655,768	46,271	32,397	-	-	734,436
Information Technology	239,465	22,796	47,237	230,000	-	539,498
Special Projects	-	101,700	8,000	663,000	-	772,700
Shared Services	-	478,713	-	-	-	478,713
Pension Benefit Obligation	-	3,470,581	-	-	-	3,470,581
Debt Service	-	-	-	-	427,027	427,027
Total	15,991,193	9,085,967	1,018,009	1,513,000	427,027	28,035,196
% Percentage	57.04%	32.41%	3.63%	5.40%	1.52%	100.00%

General Fund Expenditures by Object



City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014

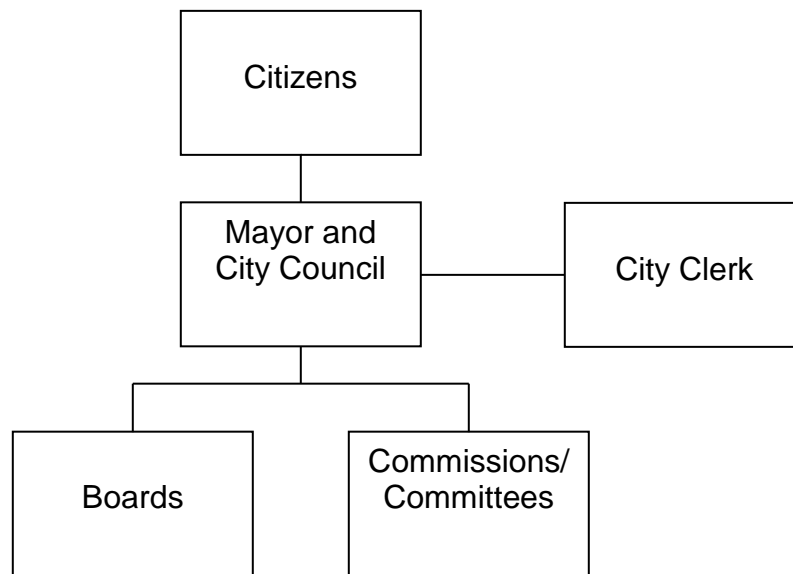


**EXECUTIVE
DEPARTMENT**

FY2013/2014
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.

FY2013/2014
ORGANIZATIONAL CHART
EXECUTIVE DEPARTMENT



FY2013/2014
ANNUAL BUDGET
EXECUTIVE DEPARTMENT

EXPENDITURES	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
Regular Salaries	20,400	20,570	22,800	22,800	22,800
Total Personnel Services	20,400	20,570	22,800	22,800	22,800
Professional Services	5,550	5,550	6,000	8,400	6,000
Training	5,746	6,380	6,680	6,680	6,680
Dues & Subscriptions	36,207	37,052	36,521	36,611	37,216
Insurance & Bonding	11,407	11,407	11,407	11,407	11,902
Community Activities	24,652	36,948	93,500	93,500	217,500
Other / Hotel Tax	359,992	206,621	292,167	292,167	292,200
Total Contractual Services	443,554	303,958	446,275	448,765	571,498
Total	463,954	324,528	469,075	471,565	594,298

FY2013/2014
ACCOUNT INFORMATION
EXECUTIVE DEPARTMENT

- An increase in the Insurance & Bonding account represents increases in the City's cost for liability insurance as determined by the Intergovernmental Risk Management Association (IRMA).
- Included in the Community Activities account are funds which allow the City to publish a monthly newsletter during its Centennial year (slated for 2014). The newsletter will be a primary source for disseminating information about events throughout the year along with historical topics. Community Activities also includes increased costs that are shared with the Crystal Lake Park District for the 4th of July fireworks display.
- Other/Hotel tax expenditures reflect City Council approval of funding requests from not-for-profit organizations that promote tourism to the City of Crystal Lake. Funding levels approved by City Council are as follows:

FY2013/2014
ACCOUNT INFORMATION (Cont'd)
EXECUTIVE DEPARTMENT

Other/Hotel Tax	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
Item Description	Actual	Actual	Budget	Estimate	Budget
Crystal Lake Chamber of Commerce	16,000	4,359	5,000	5,000	5,000
Historic Downtown Assoc	35,000	35,000	35,000	35,000	35,000
Raue Center for the Arts	150,000	96,000	150,000	150,000	150,000
McHenry County Youth Sports Assn	50,000	40,778	52,778	52,778	52,800
Crystal Lake Babe Ruth Baseball	2,000	1,630	2,000	2,000	2,000
Lakeside Legacy Foundation	25,000	20,389	35,389	35,389	35,400
Northwest Area Arts Council	-	-	-	-	-
McHenry County Music Center	3,600	2,936	3,600	3,600	3,600
Crystal Lake Rowing Club	2,498	2,029	2,500	2,500	2,500
Berkshire Ballet Theatre	-	1,000	1,900	1,900	1,900
McHenry County Convention & Visitors Bureau	-	2,500	4,000	4,000	4,000
Total	<u>284,098</u>	<u>206,621</u>	<u>292,167</u>	292,167	<u>292,200</u>

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



LEGAL AND JUDICIARY

FY2013/2014
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.

FY2013/2014
ANNUAL BUDGET
LEGAL AND JUDICIARY

EXPENDITURES	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
Professional	5,045	6,740	7,350	8,350	8,350
Legal	291,289	348,561	304,000	593,000	405,000
Total Contractual Services	296,334	355,301	311,350	601,350	413,350
Total	<u>296,334</u>	<u>355,301</u>	<u>311,350</u>	<u>601,350</u>	<u>413,350</u>

FY2013/2014
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. Increases in legal expenses best reflects costs associated with collective bargaining unit negotiations.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



**ADMINISTRATION
DEPARTMENT**

FY2013/2014

STATEMENT OF ACTIVITIES

ADMINISTRATION DEPARTMENT

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

City Manager's Office

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

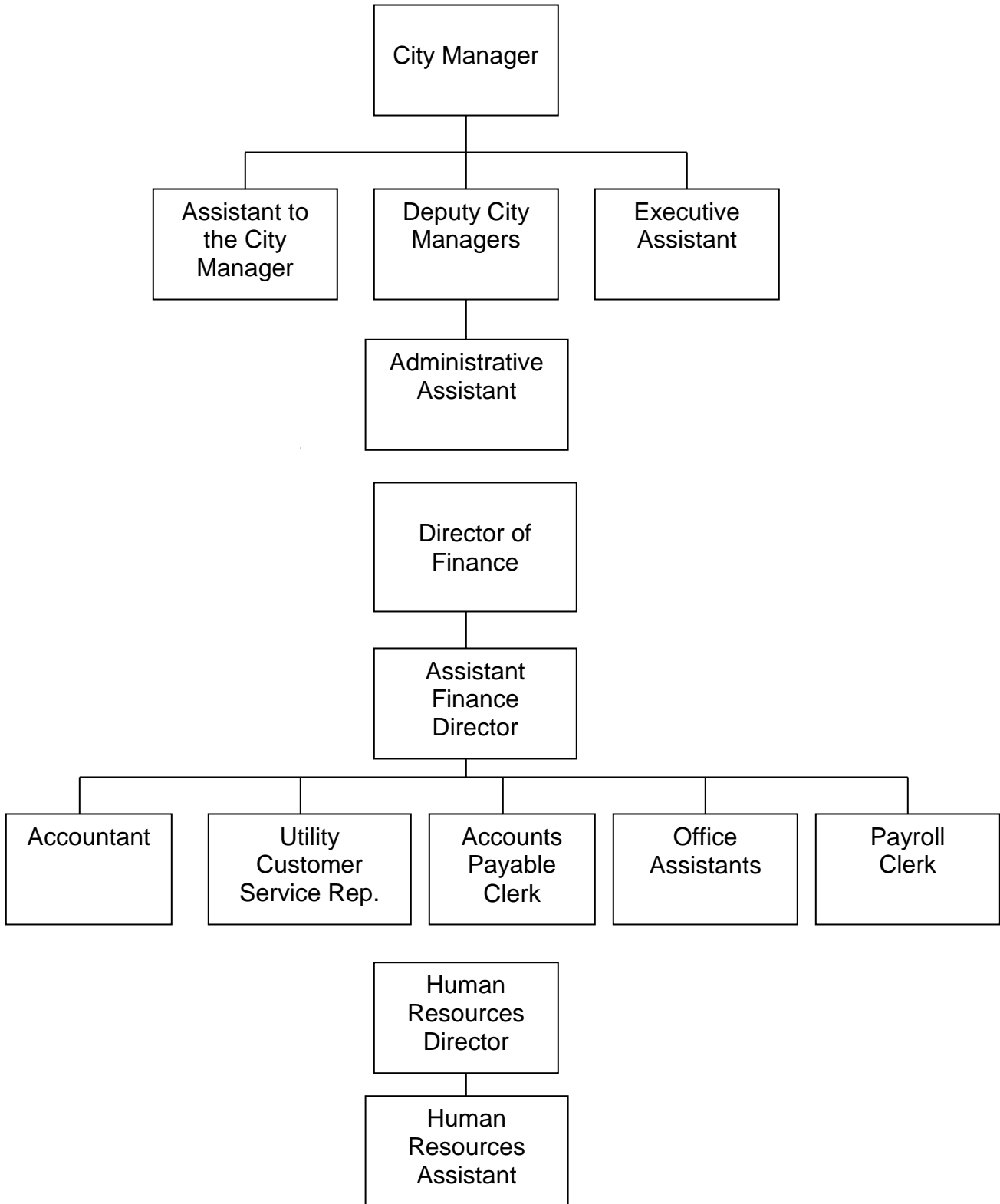
Finance Department

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

Human Resources

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

FY2013/2014
ORGANIZATIONAL CHART
ADMINISTRATION DEPARTMENT



**FY2013/2014
PERSONNEL SUMMARY
ADMINISTRATION DEPARTMENT**

Position	Actual FY2011-2012	Budget FY2012-2013	Budget FY2013-2014
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	0.00	0.00
Executive Assistant	1.00	1.00	1.00
Human Resources Assistant	0.00	1.00	1.00
Administrative Assistant	2.75	1.75	1.75
Accountant	1.00	1.00	1.00
Payroll Clerk	1.00	1.00	1.00
Accounts Payable Clerk	1.00	1.00	1.00
Office Assistant	1.75	1.75	1.75
Total Staff	16.50	15.50	15.50

**FY2012/2013
ACCOMPLISHMENTS
ADMINISTRATION DEPARTMENT**

- The Three Oaks Recreation Area received the Governor’s Hometown Award. The City opened the Three Oaks Recreation Area to the public for fishing and hiking in October, 2010. The beach opened to the public on May 29, 2011. The area provides an unparalleled recreational experience. The pristine waters are a prime venue for swimming, boating, hiking and fishing. In 2012, due to the extremely warm and dry summer, the beach was the focal point of the park. Beach attendance and revenue in 2012 were up 10% from 2011.
- The City completed a number of major capital improvement projects including: Crystal Lake Avenue (East to Erick Street), Pingree Road at Congress Parkway, IL Route 176 and Briarwood Road, North Shore Drive Flooding Improvements, and annual maintenance programs that included resurfacing 8.8 miles of streets, eliminating 160 tripping hazards through the City’s sidewalk and curb repair program, and crack sealing 74,900 linear feet as a pavement preservation technique for the City. In addition, the City assisted McHenry County in completing the Rakow Road project.
- Completed the federal narrowband mandate. The Federal Communication Commission (FCC) had mandated that all public safety radio systems be narrow banded from 25 kHz to 12.5 kHz by January 1, 2013 due to congestion within this spectrum. Therefore, each public entity, including the City of Crystal Lake, which

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
ADMINISTRATION DEPARTMENT

operates a UHF/VHF radio system, was required to meet this federally mandated deadline. The City met the federally mandated deadline.

- The City successfully implemented an electrical aggregation program for its residents, which provides cost savings for the supply of electricity. In 2010, the Illinois State Legislature gave cities a tool to help taxpayers save money giving cities the ability to seek competitive pricing for the provision of electricity to residents and small businesses. Following a successful referendum, the City successfully combined electrical service for all individual customers into a single bid, lowering electrical bills for residents and consumers.
- 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. Over the past 2 years, nearly 1,000,000 square feet of vacant space has been occupied by new businesses and has created over 1,000 new jobs in Crystal Lake.
- 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, the City, in cooperation with McHenry County, and the cities of McHenry and Woodstock created MCRide which is a combined dial-a-ride service. This will make it easier for suburban to suburban commuters and persons with disabilities to schedule and use dial-a-ride services in McHenry County, improve access to jobs and job-related activities, and provide greater mobility to individuals with disabilities.
- The City received the Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award from the Government Finance Officers' Association.

FY2013/2014 OBJECTIVES ADMINISTRATION DEPARTMENT

- Continue to promote the development of strategic areas, including the Three Oaks Recreation Area, the Main Street TIF, the Northwest corridor, the Route 31 corridor, the Virginia Street TIF, and the commercial areas along Route 14.
- Complete a number of major capital improvement projects including: McHenry Avenue from Route 14 to Rakow Road, city-wide Bikeway Corridor Improvement, and annual maintenance programs, including street resurfacing, sidewalk and curb repair programs, and crack sealing as a pavement preservation technique for the City. In addition, the City will assist McHenry County with the IL Route 176 and Walkup Avenue project, and will assist the State of Illinois with the IL Route 176 and IL Route 31 project and with the US Route 14 widening project (Crystal Lake Avenue to Lake Shore Drive in Woodstock).
- Successfully implement the plan to commemorate the City's Centennial, which beginning in September 2013 will include a year-long schedule of events and projects ultimately culminating in a final event in September 2014.
- Implement an enhanced downtown surface-parking plan which will include the expansion of the existing commuter parking lot along Railroad Street, extending it completely between Second Street and Grant Street. Improvements included in this project are: additional commuter parking spaces, additional motorcycle parking spaces, additional bike racks, new roadway lighting along Railroad Street and Grant Street, matching decorative poles throughout the rest of the Downtown District, and conversion of the remaining paid parking spaces in the Depot Parking Lot to free 4-hour parking spaces.
- Enhance the City's Performance Measurement Program by incorporating Lean Six Sigma. The organization has made great strides improving many of the processes in the City organization and enhancing value to City stakeholders. It is recommended that the next step be the implementation of Lean Six Sigma (LSS) into the organization. LSS is the combination of two world-class approaches to organization performance improvement. The idea behind LSS is to blend the two root methodologies of Lean and Six Sigma into one approach that optimizes the quality, speed, and cost of doing business. LSS as a process improvement approach requires each of the following activities: (1) focusing on what is critical to the customer, (2) emphasizing the bottom line, (3) validating any claims of success, and (4) institutionalizing the process through extensive training programs and certification of expertise.
- Continue to work with the Union Pacific Railroad to relocate the Metra train yard, relocate the rail line from Main Street and eliminate the railroad grade crossings on Main Street.
- Continue to strengthen and diversify revenues.
- Continue to explore strategic annexation opportunities.
- Continue to work with community organizations and residents to understand and address community problems.

FY2013/2014
OBJECTIVES (Cont'd)
ADMINISTRATION DEPARTMENT

- Continue to support area 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.
- Coordinate the development of a City-wide GIS system.

FY2013/2014
ANNUAL BUDGET
ADMINISTRATION DEPARTMENT

EXPENDITURES	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
Regular Salaries	1,330,562	1,304,506	1,378,139	1,378,139	1,412,592
Part-time Salaries	50,291	32,670	34,073	34,073	34,925
Overtime	10	12	5,000	5,000	2,500
Group Insurance	211,163	223,277	201,164	201,164	217,647
Total Personnel Services	1,592,026	1,560,465	1,618,376	1,618,376	1,667,664
Professional	28,924	37,700	37,030	37,030	37,030
Annual Audit	24,289	17,352	21,594	21,594	23,503
Publishing	5,394	3,288	6,850	6,850	6,850
Postage & Freight	17,538	21,769	25,638	25,638	25,638
Training	6,025	7,724	9,500	9,500	9,500
Dues & Subscriptions	13,329	4,455	7,300	7,944	8,116
Insurance & Bonding	57,530	63,097	54,503	54,503	56,866
Buildings & Offices Maintenance	87	-	-	-	-
Physical Examinations	567	1,216	2,000	2,000	2,000
Office Equipment	6,460	3,546	5,350	5,350	5,350
Employee Programs	8,467	1,452	15,000	15,000	11,500
Rent - Buildings & Equipment	420	-	-	-	-
Total Contractual Services	169,030	161,599	184,765	185,409	186,353
Office Supplies	10,091	10,213	11,300	11,300	11,300
Motor Fuel & Lub.	1,478	3,999	1,750	1,750	1,750
Comp. Hardware & Software	6,073	9,606	6,100	5,950	5,566
Small Tools & Equipment	5,107	1,515	4,800	4,800	4,800
Automotive Supplies	1,162	1,913	2,000	2,000	2,000
Stationery & Printing	28,117	24,575	37,600	37,698	37,698
Total Materials & Supplies	52,028	51,821	63,550	63,498	63,114
Total	1,813,084	1,773,885	1,866,691	1,867,283	1,917,132

FY2013/2014
ACCOUNT INFORMATION
ADMINISTRATION DEPARTMENT

- An increase in group health insurance is attributable to the need to continue funding a reserve in the Intergovernmental Personnel Benefit Cooperative (IPBC) pool. Funding requirements are determined by the IPBC based on claims experience plus 10%. 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. Also included in group health insurance are funds to provide insurance to personnel working an average of thirty (30) or more hours per week as mandated by the Federal Government (effective January 1, 2014).
- Audit fees reflected in this budget are pursuant to the terms of a contract with an independent audit firm.
- A rise in Dues and Subscriptions costs is associated with rising costs of printed materials.
- An increase in the Insurance & Bonding account represents increases in the City's cost for liability insurance as determined by the Intergovernmental Risk Management Association (IRMA).
- Since joining the IPBC, the City no longer requires the services of a group insurance consultant. As such, group insurance consulting fees have been eliminated from the Employee Programs account.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



**ADMINISTRATIVE
ADJUDICATION**

**FY2013/2014
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.

**FY2013/2014
PERSONNEL SUMMARY
ADMINISTRATIVE ADJUDICATION DIVISION**

Position	Actual FY2011-2012	Budget FY2012-2013	Budget FY2013-2014
Administrative Assistant	1.00	1.00	1.00
Total Staff	1.00	1.00	1.00

**FY2012/2013
ACCOMPLISHMENTS
ADMINISTRATIVE ADJUDICATION DIVISION**

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

**FY2013/2014
OBJECTIVES
ADMINISTRATIVE ADJUDICATION DIVISION**

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

FY2013/2014
ANNUAL BUDGET
ADMINISTRATIVE ADJUDICATION DIVISION

EXPENDITURES	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
Regular Wages	42,418	43,372	44,650	44,175	45,766
Overtime	15	-	-	-	-
Group Health Insurance	6,451	6,967	6,967	6,967	7,315
Total Personnel Services	48,884	50,339	51,617	51,142	53,082
Professional	22,396	25,752	51,840	51,840	53,395
Postage & Freight	536	546	2,500	2,500	2,500
Total Contractual Services	22,932	26,298	54,340	54,340	55,895
Office Supplies	-	76	1,000	1,000	1,000
Comp. Hardware & Software	188	188	2,500	2,500	2,500
Stationery & Printing	-	791	1,500	1,500	1,500
Total Materials & Supplies	188	1,055	5,000	5,000	5,000
Total	72,004	77,692	110,957	110,482	113,977

FY2013/2014
ACCOUNT INFORMATION
ADMINISTRATIVE ADJUDICATION DIVISION

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

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



**POLICE
DEPARTMENT**

FY2013/2014 STATEMENT OF ACTIVITIES POLICE DEPARTMENT

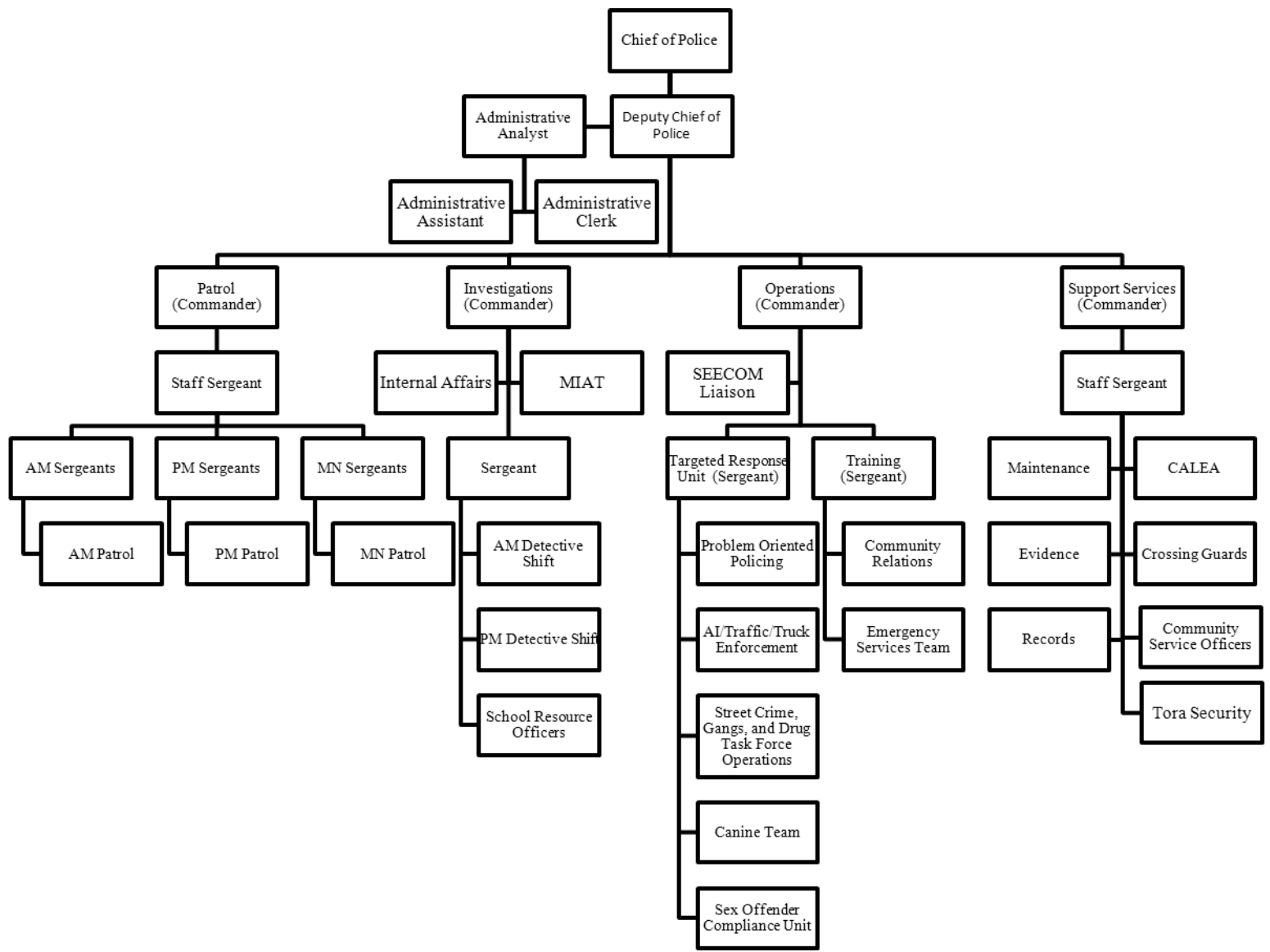
The Crystal Lake Police Department remains committed to providing community service built on a philosophy of customer satisfaction. We have made progress by building partnerships with various community groups. Through program creation, we enhanced our ability to serve various elements of the community which produced specific solutions in a true problem-solving environment. For example, our Community Relations Officers work with the business community to reduce crime. The relationship that the department has built with the security departments of area stores, as well as with the residential community, continuously creates a high level of proactive law enforcement service.

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

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

In addition, the Police Department participates in the Operation Click Seat Belt Program, North Central Narcotics Task Force, Drug Enforcement Agency, McHenry County Major Investigation Assistance Team, McHenry County Chiefs Association, McHenry County Gang Task Force, Police Canine Unit, Bicycle Patrol Officer Program, High School Resource Officer Program, Neighborhood Watch, National Night Out, and Citizen Police Academy. The department also has highly trained personnel on 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 a specialized unit (TRU), responsible for addressing problems at their root cause, with a priority mission of reducing the number of traffic infractions, traffic crashes and intoxicated drivers, through the use of proactive enforcement measures. TRU also develops strategies to handle repetitive community problems and assists with quality of life issues.

FY2013/2014 ORGANIZATIONAL CHART POLICE DEPARTMENT



FY2013/2014
PERSONNEL SUMMARY
POLICE DEPARTMENT

Position	Actual FY2011-2012	Budget FY2012-2013	Budget FY2013-2014
Police Chief	1.00	1.00	1.00
Deputy Police Chief	1.00	1.00	1.00
Commander	3.00	3.00	4.00
Sergeant	11.00	11.00	11.00
Police Officer	50.00	50.00	50.00
Community Service Officer	5.00	4.00	4.00
Office Coordinator	1.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00
Police Records Supervisor	1.00	1.00	1.00
Administrative Analyst	0.00	1.00	1.00
Senior Police Records Assistant	1.00	0.00	0.00
Police Records Assistant	4.50	4.50	4.00
Investigations Clerk	0.75	0.75	0.75
Maintenance Custodian	1.00	1.00	1.00
Total Staff	81.25	80.25	79.75

FY2012/2013
ACCOMPLISHMENTS
POLICE DEPARTMENT

Goal: Decrease reportable workers compensation and non-workers compensation accidents by 10% through continued emphasis on training related to firearms, defensive tactics, defensive driving and blood borne pathogens. Additionally, continue scheduling training through IRMA in specific areas of safety.

Status: This goal was met. There were 16 accidents/incidents reported and reviewed by the Police Department's Safety Committee in 2012. There were 23 accidents/incidents in 2011 and thus far the Department is on track to meet the goal of reducing all accidents by 10%. Of note, there were only two preventable traffic crashes in 2012, compared to 11 in 2011.

Goal: Ensure all OSHA/IDOL regulations are compliant. IRMA visited the Department to review our current practices. The Department did quite well, and will continue to place an emphasis on providing a safe work environment.

Status: This goal is partially met. Of the 17 OSHA/IDOL regulations reviewed, recommendations were made to improve ten areas. Most recommendations involved policy revisions and training. Of the ten areas requiring attention, four have been completed and six are in progress. The remaining six areas include: occupational noise

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
POLICE DEPARTMENT

exposure, respiratory protection, hazard communications, lead exposure, control of traffic through traffic incident management areas, and tuberculosis.

Goal: Complete an Illinois Police Accreditation Coalition (IPAC) Mock Assessment as well as the on-site assessment occurring October of 2012. Also, receive CALEA accreditation at the March 2013 CALEA Conference.

Status: This goal is met. IPAC Mock Assessment was conducted on April 27, 2012. The CALEA Onsite Assessment was held October 1-4, 2012. The Onsite Assessment was a success and, if approved, the agency will receive their first CALEA Accreditation award in March 2013.

Goal: Continue to work with our independent radio system consultant to guide the City through the Federal Communication Commission (FCC) mandated narrow banding requirements prior to the deadline of January 1, 2013. The FCC has required all public safety radio systems be narrow-banded from 25 kHz to 12.5 kHz. This project requires upgrades to our radio communication system, including all necessary system design, equipment/hardware, reprogramming, installation, software installation, management, licensing support, warranty, maintenance, acceptance testing, and training.

Status: This goal is met. Over the past year, the Police Department has worked closely with City Staff, Chicago Communications and Elert Associates to facilitate the public safety radio system narrow banding and upgrade project. This included systems design, equipment/hardware, reprogramming, installation, software installation, management, licensing support, warranty, maintenance, acceptance testing, and training.

Goal: Continue efforts to reduce the sale and use of illegal drugs along with reducing the number of drug related deaths. This will entail working in concert with the North Central Narcotics Task Force and TRU to identify illegal drug suppliers of overdose victims. This approach has led to multiple arrests and case closures.

Status: This goal's status is on-going. During the past year, the Department mandated that all officers be required to complete investigative lead forms on all criminal or suspicious activity. All lead information is then routed to the Investigations Division where it is reviewed and assigned to the appropriate investigative body. In addition, all drug information is then routed to the Targeted Response Unit (TRU) who monitors completion of all drug leads.

The Police Department will also continue to work in concert with the North Central Narcotics Task Force and DEA to ensure job completion of each lead. The continuation of this goal will improve communication between the Divisions and will strive to ensure the best service possible for our residents.

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
POLICE DEPARTMENT

Goal: Establish a campaign addressing the different types of financial crime and distribute to the public. The major components of this campaign will include identification and apprehension of offenders, as well as proactively providing information to the public through the media, access television, and City's website.

Status: The goal is met. During this past year, various measures were used to warn our citizens about financial scams targeting seniors. Using local media, Facebook, Nixle messaging and the City Website, the Investigations Division has strived to educate the public on the common, emerging frauds exposed to the public. Additionally, our Community Relations Officer has communicated with numerous organizations, such as the Senior Center, the Fountains, and the Pointe, regarding such scams.

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

Status: This goal's status is on-going. We are currently using LEA Data Technologies Follow-up Software. This program is capable of tracking cases assigned to all officers. The system provides a quick automated way of determining the status of a case, along with tracking completion dates. The Investigations Division will continue to use this program in 2013.

Goal: To satisfy CALEA requirements, increase the number of in-house training hours by 10%. Also the implementation of a reoccurring training calendar will ensure that annual, bi-annual, and tri-annual training required by CALEA is completed.

Status: This goal is met. The Support Services Division has met the CALEA training requirements according to the recent assessment and is on track to have an increase in the training hours for this fiscal year.

Goal: Continue enhancement of supervisory and management training as well as develop leadership and mentoring opportunities for staff. The Department will send at least one Sergeant or Staff Sergeant to the Northwestern University Center for Public Safety to attend a session of Staff and Command. Also, host either FLETC Leadership Training Courses or the IACP's Leadership Courses.

Status: This goal is met and is on-going. A newly promoted sergeant attended the Northwestern University's Center of Public Safety School of Police Supervision, in addition to completing our in-house training program. The Targeted Response Unit Sergeant attended the Northwestern University's Center of Public Safety School of Police Staff and Command. Also, several members of the Command Staff attended Walking the Narrow

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
POLICE DEPARTMENT

Road to Leadership training. The Training Division will continue to evaluate opportunities to develop our staff.

Goal: Continue to evaluate and improve the Police Officers Training Program. Our program, which is based on the San Jose model, is outdated and needs to become more comprehensive to satisfy the department's needs.

Status: This goal is met. The Police Training Program was implemented with our most recently hired officer and it appears to be a very effective training method. This officer successfully completed the program.

Goal: Recently, the Department implemented an Educational Based Discipline (EBD) system which emphasizes more progressive disciplinary techniques, such as education, rather than traditional techniques, such as reprimands. As a result, training guidelines for more common violations will be developed.

Status: This goal has been altered and has been met. As this program has been implemented, it was discovered that EBD should be very flexible depending on each case. As a result, it would not be practical to have a set of "canned" guidelines, instead, a member of the Command Staff meets with the individual officer and establishes an individualized plan for their assignment.

Goal: Evaluate the role, responsibilities, and training of the Crystal Lake Police Department's Volunteer Program.

Status: This goal is met. The immediate training needs of our current corps of volunteers were completed. The role of the volunteers was examined and the Department will continually evaluate ways to effectively utilize these volunteers.

Goal: In addition to the training completed for the IMPACT program, establish a BASSET/TIPS training program for liquor license holders and their employees. This training will allow license holders the ability to complete their own underage alcohol sale checks to determine if improvements are needed. The Police Department, however, will still continue compliance checks.

Status: This goal is met. The IMPACT Program has been successfully implemented and the Department has hosted its first BASSET training.

Goal: Develop a "Lock It or Lose It" program to address theft prevention in automobiles. This program will involve partnering with an insurance and printing company to create a media campaign educating residents on removing valuables from their cars and locking their doors.

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
POLICE DEPARTMENT

Status: This goal is in progress. This program is still in development but is expected to be completed in 2013.

Goal: Development of a “Residential/Commercial Security Assessment Program” to evaluate security levels at residential and business locations. After the evaluation, recommendations would be provided to ensure their properties are more secure.

Status: This goal is in progress. An assessment form was completed, and the Community Relations Officer will be coordinating with businesses to complete the assessments.

Goal: Continue efforts to support departmental initiatives to reduce serious accidents. Also enhance traffic enforcement efforts, such as truck weight limitation, by increasing staff deployment to ensure greater oversight and enforcement.

Status: This goal is met. The top five crash related intersections within the City were identified through data analysis of traffic crash reports. Departmental staff directed enforcement of contributory causes, which resulted in a crash reduction at four out of five intersections. In addition, truck enforcement officers utilized the truck enforcement vehicle during tours, resulting in an increase of truck over-weight infractions cited.

Goal: Successfully administer the Total Station System and gain a comprehensive understanding of its benefits by tracking usage and performance.

Status: This goal is met. The scheduling of operator training with all accident investigators and two detectives commenced and occurred quarterly throughout the year. The Engineering Department was also training and provided access. A sign-out roster was created and posted for tracking of Total Station use by various divisions.

Goal: Through the use of crime analysis techniques, develop problem-oriented strategies that target repetitive problems or quality of life issues.

Status: This goal is met. Local tracking of repetitive calls for service at various bars and hotels was achieved, resulting in use of the chronic nuisance ordinance on several occasions. While working in coordination with the Building and Zoning Division throughout the year, TRU assisted with several overcrowding and other quality of life issues.

Criminal hotspots were identified through analysis of daily administrative reports, CAD searches, field interviews, debriefing of arrestees and geographic mapping, resulting in the ability to conduct proactive street crime enforcement through the targeting of particular areas identified within the City.

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
POLICE DEPARTMENT

Goal: Support the Traffic Safety Committee's effort to complete a traffic congestion relief plan which will address traffic concerns at Husmann and North Elementary Schools.

Status: This goal is met. The participation in the Traffic Safety Committee occurred throughout the year. The Husmann project is still ongoing and a reduction of parking/traffic complaints at North Elementary School occurred as a result.

Goal: Conduct four City-wide sex offender address verification and compliance checks.

Status: This goal is met. As a result of the compliance checks, one arrest occurred for failing to register all current e-mail sites.

Goal: Continue leading departmental efforts to reduce traffic crashes as well as develop programs managing related issues, such as hit and run incidents. Through enforcement of traffic laws and motorist education, the Department will continue these proven strategies of deterring traffic accidents. Furthermore, the Department will work with other City departments to ensure our roadways optimize safe travel while not compromising the aesthetic appearance of the community.

This goal is on-going. Such programs are under continuous consideration; however, no program has been formally established. The City's traffic crashes are running par with last year's averages. The Department has continued participation in the Traffic Safety Committee.

Goal: Obtain and utilize grants from the Illinois Department of Transportation as well as participate in "Click it or Ticket". Also, host at least three roadside safety checks to deter impaired driving.

Status: This goal was met. In addition, the Department participated in several more highly productive mini-grants targeting impaired motorists and occupant restraint system violations. Our arrests for DUI offenders has risen by 21% thus far, while our level of rescinded summary suspensions remains at zero. Our conviction rate remains very high. The Department has been praised by our IDOT Liaison for our excellent use of grant funds to further enforcement efforts.

Goal: Use crime analysis to enhance deployment and management of patrol shifts. In addition, share such information with the Investigations Division to increase investigative leads and reasoning.

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
POLICE DEPARTMENT

Status: This goal has been partially met and is on-going. Our current records system is not able to perform such activities as desired. By participating in, and reviewing the Monthly Progress Report prepared for the City Council, we are able to monitor fluctuations in the types of crimes reported in comparison to the past years' statistics.

Goal: Collaborate with the Records Division to create a more effective reporting system that electronically documents traffic crashes. Once this occurs, accident analysis will be more efficient and allow the Department to understand possible underlying factors regarding the accident's cause.

Status: This goal's progress is delayed. The State of Illinois halted development of its electronic crash reporting system. Currently, there is only one other certified system and the ETSB has not elected to participate, as funds have only been approved for the State program.

FY2013/2014
OBJECTIVES
POLICE DEPARTMENT

SUPPORT SERVICES

Reduce preventable workers compensation and non-workers compensation accidents as compared to the previous year.

Pending acknowledgement of CALEA accreditation in March 2013, maintain compliance of such accreditation standards throughout the reaccreditation phase.

Research, adopt and implement a Mobile Crash Reporting (MCR) system to electronically document traffic crashes.

Implement "Advanced Authentication" for Criminal Justice Information System (CJIS) compliance mandated by the FBI. The mandate sets forth minimum requirements for securing access to the data included within CJIS.

Bring all OSHA/IDOL regulations into compliance. This includes the following remaining areas: occupational noise exposure, respiratory protection, hazard communications, lead exposure, control of traffic through traffic incident management areas, and tuberculosis.

FY2013/2014
OBJECTIVES (Cont'd)
POLICE DEPARTMENT

OPERATIONS

Continue to use crime analysis techniques and departmental resources, such as the chronic nuisance ordinance, to further develop problem-oriented strategies that target repetitive problems or quality of life issues.

Continue enhancement of supervisory and management training as well as develop leadership and mentoring opportunities for staff. The Department will send at least one Sergeant or Staff Sergeant to the Northwestern University Center for Public Safety Staff and Command training.

Continue to meet CALEA requirements and increase the number of in-house training hours by 5%. Also ensure that annual, bi-annual, and tri-annual training required by CALEA is completed.

Develop an advertising campaign to address distracted driving in the community. Cell phone usage and other distracted driving issues are currently not tracked; however, this will change as of January 1st 2013 (on crash reporting). 2013 can be used as a baseline for the campaign and the advertising will be adjusted to address trending distraction areas.

PATROL

The Patrol Division will participate in the 2013 Illinois Traffic Safety Challenge. This year-long initiative will include aggressive traffic enforcement, comprehensive training for all staff, and public education efforts in the following areas: seat belt/child safety seats, speeding, and impaired driving.

The Division will continue to work closely with IDOT to acquire grant funding for safety related enforcement efforts, at minimum in line with 2012 participation.

The Police Department will participate in the now-forming McHenry County Traffic Safety Committee, where municipal staff from throughout the County will work to compile traffic crash statistics and their respective causes. This combines efforts and resources to reduce occurrences.

INVESTIGATIONS

Develop in-house team building exercises/scenarios that will be used throughout the year. Such training will test the investigators' readiness for a variety of crimes, such as gang violence, homicide, and kidnapping/abduction, as well as reinforce which outside law enforcement resources are available for specific incidents.

Develop our relationship with the Internet Crimes Against Children (ICAC) organization. This organization offers a variety of services that can help our area children with Internet safety. As a member of this organization, staff will be provided training and equipment.

For the Emergency Services Team (EST), explore opportunities for training that will develop members at all levels. Hands-on training, educational seminars, and in-house trainings will be considered to assist with this development. Such areas of development that will be sought include tactical decision making, leadership skills, problem-solving scenarios, and other basic related skills.

FY2013/2014
ANNUAL BUDGET
POLICE DEPARTMENT

EXPENDITURES	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
Regular Salaries	5,933,660	6,145,369	6,293,110	6,293,110	6,486,452
Part-time Salaries	53,845	48,068	89,634	74,699	66,316
Overtime	325,508	365,823	519,251	519,251	519,251
Group Insurance	947,861	1,051,324	1,061,707	1,061,707	1,170,361
Total Personnel Services	7,260,874	7,610,584	7,963,702	7,948,767	8,242,380
Professional	298,482	390,599	1,128,760	1,128,660	1,355,680
Publishing	572	574	100	100	100
Postage & Freight	3,741	3,255	4,000	4,000	4,000
Training	56,307	48,100	59,950	59,950	64,495
Dues & Subscriptions	12,125	15,102	16,405	16,405	17,950
Insurance & Bonding	312,268	333,198	305,097	305,097	318,326
Building & Offices Maintenance	541	889	-	-	-
Physical Examinations	532	60	9,815	9,815	9,815
Operating Equipment	18,443	17,361	21,320	21,320	21,320
Office Equipment	2,600	2,592	4,750	4,750	5,350
Radio Equipment	4,146	1,802	7,500	7,500	7,500
Total Contractual Services	709,757	813,532	1,557,697	1,557,597	1,804,536
Office Supplies	10,402	11,176	11,320	11,320	11,320
Cleaning Supplies	1,340	258	800	800	800
Motor Fuel & Lub.	155,443	156,847	170,000	170,000	170,000
Comp. Hardware & Software	45,126	26,229	33,950	33,950	37,205
Small Tools & Equipment	39,531	39,054	46,729	45,819	46,414
Auto. Supplies & Materials	45,840	36,084	35,150	35,150	35,150
Clothing	48,405	43,763	63,676	63,676	63,676
Stationery & Printing	3,143	4,105	10,050	10,050	10,050
Total Materials & Supplies	349,230	317,516	371,675	370,765	374,615
Automotive Equipment	48,415	160,170	-	-	-
Operating Equipment	38,538	292,296	-	-	-
Total Capital Outlay	86,953	452,466	-	-	-
Total	8,406,814	9,194,098	9,893,074	9,877,129	10,421,531

FY2013/2014
ACCOUNT INFORMATION
POLICE DEPARTMENT

- Part-time salaries reflects a reduction in hours worked.
- An increase in group health insurance is attributable to the need to continue funding a reserve in the Intergovernmental Personnel Benefit Cooperative (IPBC) pool. Funding requirements are determined by the IPBC based on claims experience plus 10%. 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. Also included in group health insurance are funds to provide insurance to personnel working an average of thirty (30) or more hours per week as mandated by the Federal Government (effective January 1, 2014).
- The Professional Services account reflects a reallocation of SEECOM dispatch services from the Fire Rescue Fund. The reallocation of costs best matches expenses to funding sources.
- Additional funds have been requested in the Training account to provide for replacement officers.
- Additional funds have been requested in the Dues & Subscriptions account to provide for Internet Crimes Against Children (ICAC) membership dues.
- An increase in the Insurance & Bonding account represents increases in the City's cost for liability insurance as determined by the Intergovernmental Risk Management Association (IRMA).
- Additional funds have been requested in the Computer Hardware & Software account to provide for the support of the Geographical Information System (GIS) software. The cost of GIS support is shared with other divisions of the City.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



**FIRE AND POLICE
COMMISSION**

FY2013/2014
STATEMENT OF ACTIVITIES
FIRE & POLICE COMMISSION

The Board of Fire and Police Commissioners consists of a Chairperson and two Commissioners. The Director of Human Resources of the City of Crystal Lake serves as the staff liaison to the Board of Fire and Police Commissioners. The Board has the authority to provide for promotion of certain positions in the Fire Rescue and Police Departments. In addition, certain disciplinary actions and/or terminations of sworn personnel are subject to the exclusive jurisdiction of the Board of Fire and Police Commissioners according to applicable State law.

FY2012/2013
ACCOMPLISHMENTS
FIRE & POLICE COMMISSION

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

FY2013/2014
OBJECTIVES
FIRE & POLICE COMMISSION

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

FY2013/2014
ANNUAL BUDGET
FIRE & POLICE COMMISSION

EXPENDITURES	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
Professional Services	-	630	-	-	-
Publishing	-	-	4,120	4,120	3,520
Postage & Freight	44	106	750	750	650
Training	-	90	1,650	1,650	1,650
Dues & Subscriptions	375	375	395	395	395
Insurance & Bonding	2,404	2,404	2,404	2,404	2,508
Examinations	13,987	3,447	20,300	20,300	21,300
Total Contractual Services	16,810	7,052	29,619	29,619	30,023
Office Supplies	-	-	100	100	-
Stationery & Printing	-	-	200	200	-
Total Materials & Supplies	-	-	300	300	-
Total	16,810	7,052	29,919	29,919	30,023

FY2013/2014
ACCOUNT INFORMATION
FIRE & POLICE COMMISSION

- An increase in the Insurance & Bonding account represents increases in the City's cost for liability insurance as determined by the Intergovernmental Risk Management Association (IRMA).
- Examinations reflect rising costs associated with conducting tests and promotional examinations needed for the establishment of eligibility lists for positions of Police Sergeant, Fire Lieutenant or Battalion/Bureau Chief.

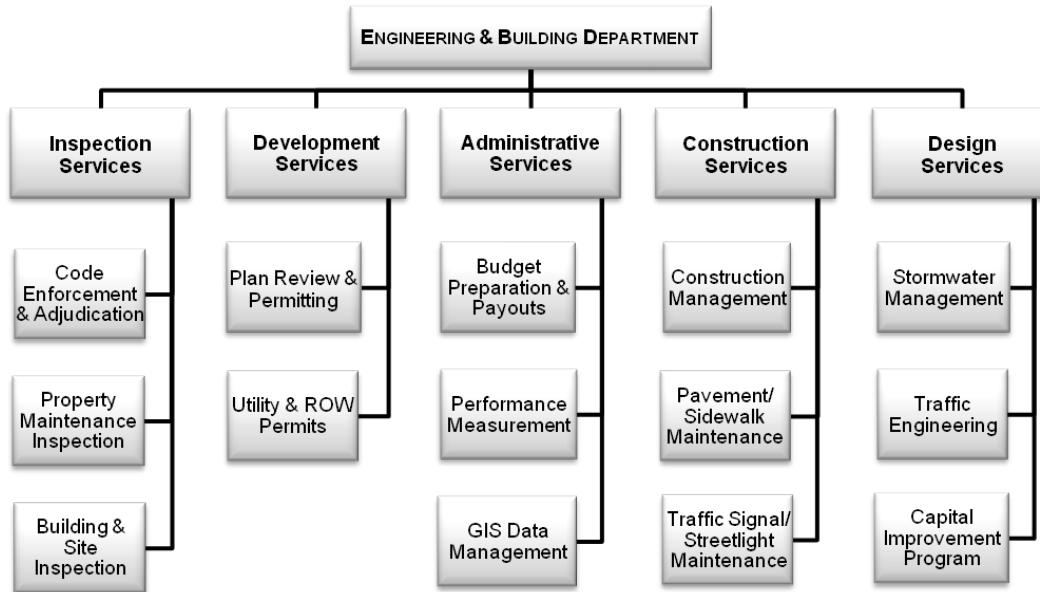
City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



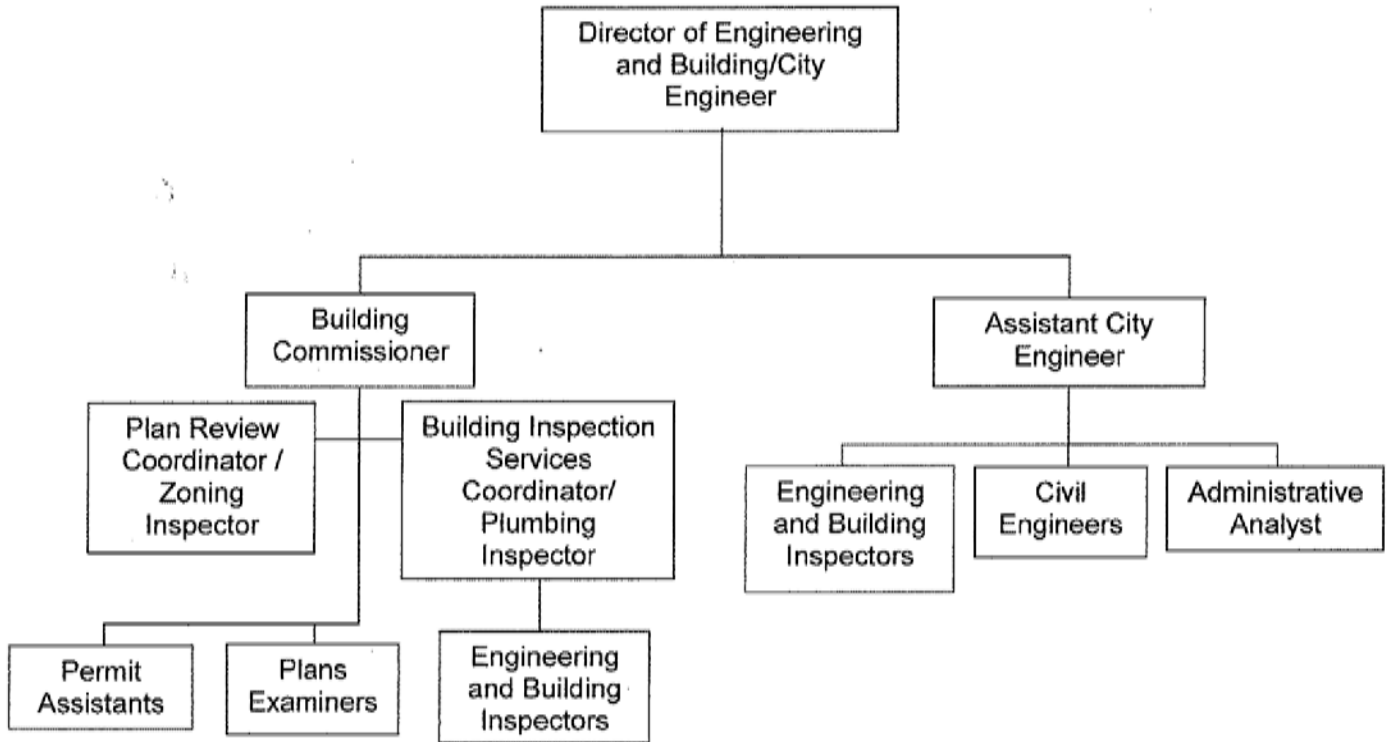
**ENGINEERING AND
BUILDING
DEPARTMENT**

FY2013/2014 STATEMENT OF ACTIVITIES ENGINEERING & BUILDING DEPARTMENT

The Engineering and Building Department is responsible for constructing and maintaining the City's infrastructure; ensuring public safety through permitting, inspection, and enforcement processes; and assisting in the facilitation of economic development. The department's commitment to the City's overall vision and goals are highlighted by the mission statement of "*Working Smarter Together* to provide the community with the highest level of service." The department's core services include:



FY2013/2014
ORGANIZATIONAL CHART
ENGINEERING & BUILDING DEPARTMENT



FY2013/2014 PERSONNEL SUMMARY ENGINEERING & BUILDING DEPARTMENT

Position	Actual FY2011-2012	Budget FY2012-2013	Budget FY2013-2014
Director of Engineering & Building	1.00	1.00	1.00
Building Commissioner	1.00	1.00	1.00
Assistant City Engineer	1.00	1.00	1.00
Inspection Services Coordinator	1.00	1.00	1.00
Civil Engineer/Construction Engineer	3.00	2.00	2.00
Plans Examiner	2.00	2.00	2.00
Plan Review Coordinator/Inspector	1.00	1.00	1.00
Engineering & Building Inspector	6.00	7.00	7.00
Property Maintenance Inspector	1.00	0.00	0.00
Administrative Analyst	1.00	1.00	1.00
Administrative Assistant	1.00	0.00	0.00
Permit Assistants	2.00	3.00	3.00
Total Staff	21.00	20.00	20.00

FY2012/2013 ACCOMPLISHMENTS ENGINEERING & BUILDING DEPARTMENT

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

- **Public Outreach:** The department initiated several new public outreach projects. These projects included:
 - Hosting a meeting with contractors, developers, and other interested parties on accessibility regulations for parking lots.
 - Hosting a public meeting with residents and local businesses to provide early notice of construction projects for the upcoming season.
 - Creating handouts explaining commercial sign regulations, limited duration and grand opening signage, and the regulation of temporary pools.
 - Streamlining the department's webpages making it easier for residents, developers, and contractors to find information.
 - Utilizing social media to communicate with residents about road construction projects. The City posted road construction updates and alerts on the City's general Facebook and Twitter pages, in addition to targeted email blasts.

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
ENGINEERING & BUILDING DEPARTMENT

- Staff also conducted individual face-to-face communication with impacted businesses. The department's first project-specific utilization of Facebook was initiated this past year for the Illinois Route 176 and Briarwood Road improvement.
- Providing additional wayfinding signage during the Walkup Avenue closure and performing traffic observations to identify and address congestion issues.
- Developing and receiving approval of a communication policy and outreach process for infrastructure projects to continue to enhance the exchange of information with the public during the design and construction phases.
- **Sign Ordinance Amendment for New Businesses:** The department developed an amendment to the sign ordinance for Council consideration that allows new businesses, or those within an active road construction zone, additional temporary signage to help publicize their promotions or grand opening event. Many businesses affected by road construction took advantage of this additional temporary signage to promote their business.
- **Pre-Occupancy Analysis Initiative:** In support of the Planning and Economic Development Department's initiatives for filling vacant commercial properties, the department began conducting detailed pre-occupancy reviews and inspections with building owners. Staff worked collaboratively with the Planning and Economic Development Department and Fire Prevention Bureau to complete analyses of available properties, prior to being contacted by prospective tenants, in order to proactively streamline the approval process.

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

- **Integrate Updated Community Development Software:** The department continues to integrate the updated Springbrook software into department operations. The department has combined plan review tracking, property maintenance violation tracking, inspections, and other operational duties into a single database.
- **2012 ICC Code Review:** The department has continued to review the 2012 International Code Council (ICC) series of standard building codes for future consideration for adoption, including the new Green Building Code.

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
ENGINEERING & BUILDING DEPARTMENT

- **Economic Development Support:** Staff provided site layout and drafting support to assist the Planning and Economic Development Department. Conceptual site options and 3-D renderings were created to help demonstrate the viability of various available properties throughout the City. One example led to the eventual construction of an unusual site configuration at the Crystal Court shopping center that maximizes use of available parking while still meeting a specific operator's drive-through needs.

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

- **Sustainable Infrastructure Promotion:** The department included a permeable pavement option as part of the Railroad Street commuter parking lot expansion. In addition, the department continued its support of the ad-hoc Clean Air Counts Committee, serving in a technical advisory capacity and as an environmental advocate at their monthly meetings. The green initiatives webpage was also updated and expanded.
- **Bicycle Friendly Community Status:** The department continues its ongoing preparation for the application to the League of American Bicyclists to be added to the elite list of five current *Bicycle Friendly Communities* in Illinois.
 - The department continued planning for several new bikeways throughout Crystal Lake, holding several public meetings with neighborhood groups and local businesses to gather public feedback before completing engineering design.
 - The department completed the design of 2.2 miles of new bike lanes, 6.0 miles of new bike routes, and 0.3 miles of bike paths that will be constructed in 2013.
- **Crystal Lake Watershed:** The City petitioned the McHenry County Stormwater Commission to incorporate the City's Crystal Lake Watershed Protection ordinance into the county-wide stormwater ordinance. On September 27, 2012, the Commission agreed in concept with the desire to enact regulations for unincorporated areas in the Crystal Lake Watershed similar to the City's own ordinance. Staff continues to work with the County's Planning and Development Department to implement these regulations completely.

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

- **Flooding Mitigation Projects:** The department completed the flooding mitigation project on North Shore Drive on November 30, 2012. This project provides a 100-year level of protection against the flooding of North Shore Drive.

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
ENGINEERING & BUILDING DEPARTMENT

- **Disaster Response Policy:** Staff refined its emergency response checklists for essential traffic signal operations during extended power outages, tornados, or other disasters in preparation for a more formalized procedure in the future.
- **Pedestrian Safety:** The department coordinated several significant pedestrian safety improvements during the past fiscal year.
 - Crosswalk improvement at the Illinois Route 176 and Oak Street intersection;
 - Rectangular Rapid Flashing Beacon (RRFB) installation along McHenry Avenue at Franklin Street, near Husmann Elementary School, the Crystal Lake Public Library, and Central High School; and
 - Several smaller scale pedestrian improvements processed through the Traffic Safety Committee, including the installation of crosswalks at St. Andrews Lane/Barlina Road and Pingree Road/Grandview Drive.

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

- **2012 Active Infrastructure Construction Projects:** The department oversaw the construction of the following major roadway projects:
 - The signalization and geometric improvements of the Illinois Route 176 and Briarwood Road intersection. This project improves the safety at this high-accident intersection and was completed September 21, 2012.
 - The improvement of the Pingree Road and Congress Parkway intersection. This project was completed October 5, 2012 ahead of schedule despite unforeseen utility conflicts and other technical complications.
 - The construction of Dearborn Court, which was completed November 30, 2012. This project was designed and constructed using an extremely accelerated timeline to help facilitate the re-development of the northeast quadrant of the U.S. Route 14 and Illinois Route 176 intersection.
 - The widening of East Crystal Lake Avenue between East Street and Erick Street, which was substantially completed on November 30, 2012.
 - Monitoring of the County's Rakow Road widening improvement, which was completed November 30, 2012.

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
ENGINEERING & BUILDING DEPARTMENT

- Monitoring of the County's Illinois Route 176 and Walkup Avenue improvement. This project is on schedule to be completed in the early summer of 2013. The department, independent of the County's improvement, installed dedicated left turn lanes, as well as an eastbound right turn lane, on Crystal Lake Avenue at Main Street.
- The department designed and oversaw construction of miscellaneous improvements at the Three Oaks Recreation Area. Improvements included the addition of a switchback trail, a new drop off area from the Main Street entrance, and paving of an existing path to minimize erosion.
- **Future Infrastructure Construction Projects:** The Department continued the planning of future improvements:
 - Completion of the design engineering of the McHenry Avenue Improvements.
 - Completion of the design engineering of the Bikeway Corridor Improvements.
 - Continued coordination of the design engineering and right-of-way acquisition for the widening of South Main Street between Route 14 and Rakow Road, in participation with McHenry County.
 - Initiation of the preliminary and design engineering of the Crystal Lake Avenue and Main Street Improvement.
- **Complete Unfinished Subdivision Public Improvements:** The department facilitated the completion of several unfinished subdivision public improvements:
 - Negotiation of an agreement with the new developer of the Ashton Pointe Subdivision, Ryland Homes, to complete the final roadway surface, complete punch list items, and make repairs to the public sidewalks.
 - Completion of the missing sidewalks associated with the Congress Station development using funds drawn from the developer's surety.
 - Planting of missing street trees in front of the industrial building at 135 Erick Street using funds drawn from the developer's surety.
 - Pavement patching in the Walnut Glen Subdivision using funds drawn from the developer's surety.
- **Pavement Preservation Initiatives:** The department continued to implement the pavement preservation program to extend the life of the existing roadways with the utilization of crack sealing and pavement patching techniques. The department also considered a trial application of a pavement rejuvenator product.

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
ENGINEERING & BUILDING DEPARTMENT

- **Illuminated Street Signs:** The department installed the first series of illuminated street signs at the following intersections, as part of the multi-year program to enhance safety and visibility of street name signs in the commercial corridors.
 - Pingree Road at Congress Parkway/Rickert Road
 - Northwest Highway at Main Street
 - Main Street at Congress Parkway
- **Seek Grant Funding for Public Improvements:** The department successfully obtained \$1.5 million in Federal Surface Transportation Program funding for the improvements of the Illinois Route 176 and Main Street intersection. In addition, the City secured \$54,740 in additional Congestion Mitigation and Air Quality (CMAQ) funds for the Bikeway Corridor project to expand the scope of the project.

FY2013/2014
OBJECTIVES
ENGINEERING & BUILDING DEPARTMENT

BUSINESS ADVOCACY, CUSTOMER SERVICE, AND DEVELOPMENT: Support the City's economic development by fostering a culture that values business advocacy and the highest levels of customer service; and continue to achieve high levels of customer satisfaction and quality construction through streamlined processes, performance measurement, and development oversight.

- ***Pre-Occupancy Analysis Initiative*** – Continue to support the Planning and Economic Development Department's initiatives for filling vacant commercial properties. Conduct detailed pre-occupancy reviews and inspections with building owners, prior to being contacted by prospective tenants, in order to proactively streamline the approval process.
- ***Department Website and GIS Upgrades*** – Continue to enhance the department web pages, online documents, forms, and applications. The department will focus on the expansion of the road construction, green initiatives, and highway safety pages. Expand the use of the web-based GIS for resident and developer education and access to certain data.
- ***2012 ICC Code Review*** – Continue to review the 2012 International Code Council (ICC) series of standard building codes with consideration for adoption in a future fiscal year.

FY2013/2014
OBJECTIVES (Cont'd)
ENGINEERING & BUILDING DEPARTMENT

ENVIRONMENTAL PROTECTION AND SUSTAINABILITY: Continue to promote environmental stewardship and sustainability in City projects, policies, and codes.

- ***Promote Sustainable Infrastructure and Development*** – Continue researching and developing projects that would incorporate sustainable and environmentally friendly practices, and review the 2012 ICC Green Building Code to help facilitate optional sustainable building practices in the next code adoption update.
- ***Achieve Bicycle Friendly Community Status*** – Continue the progress of achieving Bicycle Friendly Community status through implementation of additional bikeway corridor projects, educational and promotional programs, and the adoption of a Bicycle Facility Master Plan.
- ***Protect the Crystal Lake Watershed*** – Continue to coordinate with McHenry County to implement ordinance changes for unincorporated areas that would provide consistent protection of the lake.

PUBLIC SAFETY: Minimize exposure to property damage and safety risks.

- ***Zero Fatalities Initiative*** – Support the State-wide initiative to reduce serious and fatal crashes through increased public awareness, implementation of roadway safety assessments for the programming of engineered safety improvements, and participation in the McHenry County Safety Committee to share ideas and strengthen inter-agency coordination on safety issues.
- ***Disaster Response Policy*** – Refine emergency response procedures and mitigation checklists into a policy for maintaining essential traffic signal operations during extended power outages, tornados, or other disasters.
- ***Public Right-of-Way Accessibility Transition Plan*** – Develop a plan for federally mandated accessibility improvements to existing sidewalk and curb ramps to meet slope and width requirements. Implement a phased city-wide program in conjunction with other ongoing roadway projects, such as the annual street resurfacing program.

TRANSPORTATION AND INFRASTRUCTURE: Continue to improve mobility and infrastructure, while maintaining the system already in place.

- ***2013 Active Infrastructure Construction Projects*** – Continue to oversee the construction of the following improvements:
 - Coordinate with IDOT on the U.S. Route 14 Improvement from Lake Shore Drive (City of Woodstock) to Crystal Lake Avenue.
 - Monitoring the second season of the County's Illinois Route 176 and Walkup Avenue improvement.

FY2013/2014
OBJECTIVES (Cont'd)
ENGINEERING & BUILDING DEPARTMENT

- Monitoring of the State's Illinois Route 31 at Illinois Route 176 intersection improvement.
- Complete the construction of the McHenry Avenue resurfacing, drainage, and shared-use path improvements.

- Complete the construction of the Bikeway Corridor improvements.
- Assist the Public Works Department with the County Club Area water main improvement project.

- ***Future Infrastructure Construction Projects*** – Continue the planning and design of future improvements:
 - Continue the design engineering and right-of-way acquisition for the widening of South Main Street between Route 14 and Rakow Road.
 - Continue the preliminary and design engineering of the Crystal Lake Avenue and Main Street Improvement.
 - Initiate the preliminary engineering of the Main Street and Illinois Route 176 intersection Improvement.
 - Continue the preliminary and design engineering of the Country Club Road Bicycle Path Improvement.
 - Continue the design engineering of the Area 2 Flooding Mitigation Improvement.

- ***Pavement Preservation Initiatives*** – Continue investigating and implementing various methods of pavement preservation, which will extend the usable life of City streets in a cost effective manner.

FY2013/2014
ANNUAL BUDGET
ENGINEERING & BUILDING DEPARTMENT

EXPENDITURES	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
Regular Salaries	1,577,839	1,432,975	1,546,709	1,537,155	1,582,073
Part-time Salaries	-	-	-	-	19,200
Overtime	7,552	28,146	16,000	16,000	16,000
Group Insurance	274,111	279,983	281,118	281,118	295,174
Total Personnel Services	1,859,502	1,741,104	1,843,827	1,834,273	1,912,447
Professional	21,575	125,907	400,500	400,500	202,050
Publishing	3,351	2,808	2,000	2,000	2,000
Postage & Freight	2,052	2,385	5,700	5,700	4,000
Training	11,139	8,234	14,700	14,700	14,700
Dues & Subscriptions	1,175	2,055	1,945	1,945	2,130
Insurance & Bonding	70,544	75,261	70,544	70,544	73,602
Operating Equipment	356	210	4,000	4,000	4,000
Radio Equipment	-	-	200	200	200
Total Contractual Services	110,192	216,860	499,589	499,589	302,682
Office Supplies	7,454	6,739	8,950	8,950	8,950
Motor Fuel & Lub.	12,959	13,401	17,400	17,400	17,400
Comp. Hardware & Software	25,402	12,880	19,600	19,600	21,867
Small Tools & Equipment	1,729	1,720	3,000	3,000	3,000
Auto. Supplies & Materials	7,365	8,272	5,200	5,200	8,000
Clothing	2,575	2,877	3,300	3,300	3,300
Stationery & Printing	3,102	1,930	3,700	3,700	3,700
Total Materials & Supplies	60,586	47,819	61,150	61,150	66,217
Automotive Equipment	47,986	-	-	-	-
Total Capital Outlay	47,986	-	-	-	-
Total	2,078,266	2,005,783	2,404,566	2,395,012	2,281,346

FY2013/2014
ACCOUNT INFORMATION
ENGINEERING & BUILDING DEPARTMENT

- The Part-time Salaries account reflects costs associated with hiring seasonal staff to assist with engineering projects.
- An increase in group health insurance is attributable to the need to continue funding a reserve in the Intergovernmental Personnel Benefit Cooperative (IPBC) pool. Funding requirements are determined by the IPBC based on claims experience plus 10%. 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 decrease in professional services reflects the completion of the first flooding mitigation project along North Shore Drive.
- A reduction in Postage & Freight best reflects services needed.
- The rise in Dues & Subscriptions is attributable to increased costs in the Illinois Professional Engineering license renewals for department personnel.
- An increase in the Insurance & Bonding account represents increases in the City's cost for liability insurance as determined by the Intergovernmental Risk Management Association (IRMA).
- Increased Computer Hardware & Software costs reflects the continued use of an online utility permitting software.
- An increase in Automotive Supplies & Materials best reflects services needed.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



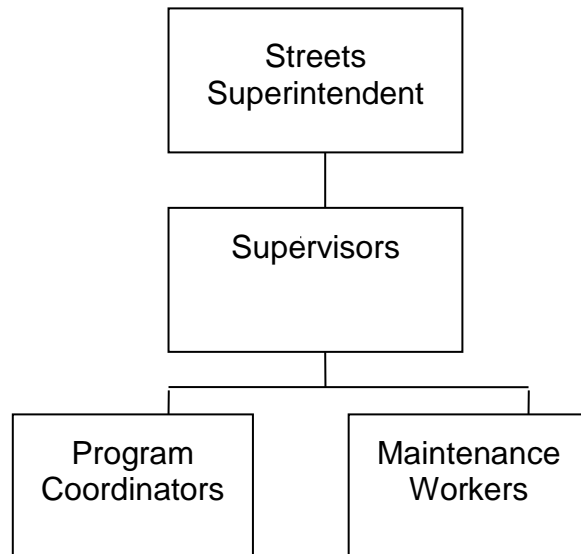
STREETS DIVISION-

PUBLIC WORKS DEPARTMENT

FY2013/2014
STATEMENT OF ACTIVITIES
STREETS DIVISION

The Streets Division is responsible to manage, repair, and improve the public streets, traffic control signs, parkways, parkway trees, public grounds, and all municipal buildings in a manner consistent with City policy and regulatory agency requirements. The Division is responsible for the maintenance, repair, and snowplowing operations of over 175 centerline miles of public streets, 23 commuter and public parking lots containing over 1,400 parking spaces, and thousands of traffic control signs throughout the City. In addition, the Streets Division is responsible for maintaining pavement markings, curb and gutter maintenance, crack filling, bituminous patching of existing streets, and parkway maintenance. The Streets Division is also responsible for the annual Spring and Fall tree planting programs, Spring brush pickup, the brush drop off site (April – November), tree trimming, tree removals, including storm damage and those with Dutch Elm disease or EAB, and the maintenance of City owned properties and rights-of-way. Additionally, the Streets Division maintains Gypsy Moth mapping and inventory, and the Emerald Ash Borer inventory and awareness campaign. The Division is also called upon for special projects throughout the year, as well as assistance with the opening and closing and general maintenance at the Three Oaks Recreation Area.

FY2013/2014
ORGANIZATIONAL CHART
STREETS DIVISION



FY2013/2014 PERSONNEL SUMMARY STREETS DIVISION

Position	Actual FY2011-2012	Budget FY2012-2013	Budget FY2013-2014
Superintendent	1.00	1.00	1.00
Supervisor	1.00	1.00	1.00
Program Coordinator	2.00	2.00	2.00
Maintenance Worker	15.00	15.00	15.00
Administrative Assistant	0.75	0.75	1.00
Total Staff	19.75	19.75	20.00

FY2012/2013 ACCOMPLISHMENTS STREETS DIVISION

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

Status: With the implementation of 25 GPS units, the Division has been able to track, analyze, and increase the efficiency of its snow removal fleet. When switched from winter to summer operations, the units have also afforded the ability to track sweeper and tree-trimming operations and efficiency.

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

Status: The Streets Division is currently researching vendors to provide a cost-effective method for the inventory and data collection of a Sign Management System to stay compliant with the current MUTCD requirements. An asset management program will be purchased in the current fiscal year to assist with tracking the condition of the signs and review/replacement schedules.

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

Status: The Division's productivity and responsiveness have been monitored through the ICMA and Web QA programs. All service requests are administered daily through Gov QA software and reviewed by the management team. This has been a useful mechanism to track jobs and plan advanced projects. The Streets Division also utilizes monthly reporting practices to trend data and track regular or seasonal programs.

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
STREETS DIVISION

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

Status: The implementation of the forestry truck into the Streets Division fleet has been a tremendous benefit to the advancement of the City's forestry operations. Streets Division crews are able to safely remove or trim larger trees and operate at a quicker pace than they previously were able to, without the forestry truck. This addition to the fleet has improved customer service by decreasing response times to resident requests for tree removals or trimming that would otherwise have to be contracted. This piece of equipment will be a great benefit to the City as it progresses its Emerald Ash Borer response.

FY2013/2014
OBJECTIVES
STREETS DIVISION

1. Utilize the new sign assessment and inventory system and adhere to the reflectivity requirements of the MUTCD.
2. Continue with the City's Stop and Yield sign replacement program becoming fully compliant with MUTCD requirements.
3. Continue to increase the use of liquid technology during winter operations and reduce road salt usage to minimize any chloride impacts on the environment.
4. Advance the City's forestry program by pruning 20% of the City's parkway trees.
5. In accordance with the EAB Response Plan, survey all City owned Ash trees and remove trees showing 50% decline. Update the EAB Response Plan to reflect any new BMPs identified throughout the year.
6. Provide timely response for pavement maintenance issues in areas that are not scheduled for near-term resurfacing projects.
7. Conduct scheduled maintenance and beautification programs to the Downtown Business District to enhance responsiveness.
8. Achieve and maintain Tree City designation through the American Arbor Day Foundation.

**FY2013/2014
ANNUAL BUDGET
STREETS DIVISION**

EXPENDITURES	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
Regular Salaries	1,391,560	1,285,528	1,360,859	1,358,336	1,406,365
Part-time Salaries	21,997	33,775	40,443	40,443	50,773
Overtime	207,604	115,121	176,000	176,000	200,960
Group Insurance	292,452	283,733	283,733	283,733	317,195
Total Personnel Services	1,913,613	1,718,157	1,861,035	1,858,512	1,975,293
Professional	108,426	45,197	100,240	99,300	102,130
Publishing	444	384	650	650	650
Postage & Freight	218	58	698	698	698
Training	5,679	3,813	4,320	4,320	3,600
Dues & Subscriptions	1,220	1,719	990	990	1,985
Insurance & Bonding	152,104	154,886	149,110	149,110	155,575
Animal Control	-	-	500	500	500
Building & Offices Maintenance	54	-	-	-	-
Physical Examinations	430	2,705	3,514	3,514	3,514
Operating Equipment	5,450	5,570	8,700	8,700	8,700
Office Equipment	209	-	250	250	250
Radio Equipment	1,009	155	500	500	500
Street Lights	507,515	451,765	630,000	630,000	630,000
Tree Removal	16,419	106,877	15,000	15,000	165,000
Rental - Buildings & Equip.	18,857	368	13,000	13,000	22,000
Total Contractual Services	818,034	773,497	927,472	926,532	1,095,102
Office Supplies	1,720	908	1,960	1,960	1,960
Cleaning Supplies	3,233	1,172	1,460	1,460	2,360
Landscape Materials	13,085	18,357	27,500	27,500	61,800
Motor Fuel & Lub.	109,142	93,688	108,500	108,500	108,500
Comp. Hardware & Software	792	897	10,935	10,935	12,188
Small Tools & Equipment	8,411	5,326	8,000	8,000	11,300
Automotive Supplies	117,989	99,140	97,500	97,500	85,000
Materials	62,769	20,661	28,460	28,460	28,460
Clothing	13,800	14,404	12,600	12,600	13,350
Street Signs	44,070	41,631	30,000	30,000	30,000
Stationery & Printing	188	165	500	500	500
Total Materials & Supplies	375,199	296,349	327,415	327,415	355,418

FY2013/2014
ANNUAL BUDGET
STREETS DIVISION (CONT'D)

EXPENDITURES	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
Buildings	-	17,989	-	-	-
Automotive Equipment	43,075	172,202	-	-	-
Operating Equipment	74	-	-	-	-
Total Capital Outlay	43,149	190,191	-	-	-
Total	3,149,995	2,978,194	3,115,922	3,112,459	3,425,813

FY2013/2014
ACCOUNT INFORMATION
STREETS DIVISION

- Included in Regular Salaries are incremental costs to upgrade the Administrative Assistant position to full-time (40 hours per week versus 30).
- An increase in part-time wages is attributable to the addition of two seasonal staff to assist with painting and seasonal operations throughout the City.
- An increase in Overtime best reflects costs associated with weekend call-backs.
- An increase in group health insurance is attributable to the need to continue funding a reserve in the Intergovernmental Personnel Benefit Cooperative (IPBC) pool. Funding requirements are determined by the IPBC based on claims experience plus 10%. 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. Also included in group health insurance are funds to provide insurance to personnel working an average of thirty (30) or more hours per week as mandated by the Federal Government (effective January 1, 2014).
- An increase in Dues & Subscription expenses is attributable to an additional membership in the ISA and the reclassification of license renewals from the Training account.
- An increase in the Insurance & Bonding account represents increases in the City's cost for liability insurance as determined by the Intergovernmental Risk Management Association (IRMA).
- Increases in the Tree Removal, Equipment Rental and Landscape Materials accounts are attributable to enhancing programs aimed at removing and replacing trees throughout the City that become infected by the Emerald Ash Borer (EAB).

FY2013/2014
ACCOUNT INFORMATION (Cont'd)
STREETS DIVISION

- Additional funds have been requested in the Cleaning Supplies account for pressure washing soap.
- Additional funds have been budgeted in the Computer Hardware & Software account to provide support for the City's Global Positioning System (GPS) units.
- Included in the Small Tools & Equipment account are funds to replace a pressure washer. The cost of the pressure washer is shared with the Water and Sewer Divisions.
- Funds to provide for vehicle 404 and 410 repairs have not been re-budgeted in the Automotive Supplies account again in Fiscal Year 2013/2014, as repairs were completed in Fiscal Year 2012/2013.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



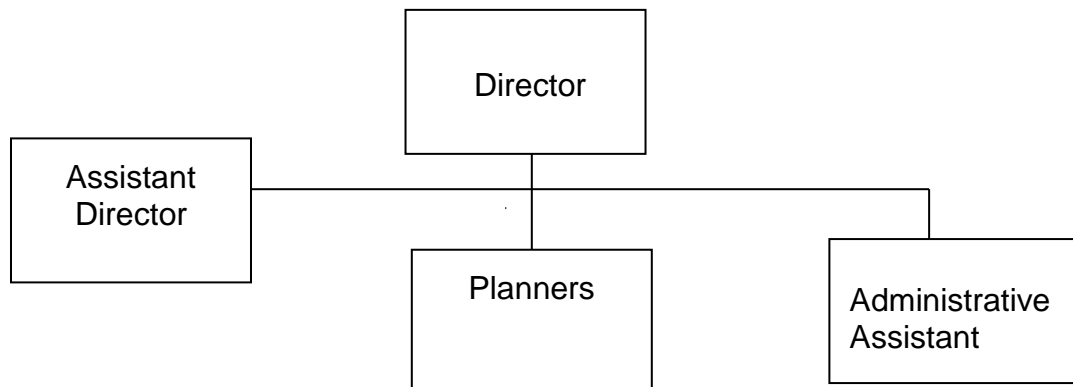
**PLANNING &
ECONOMIC DEVELOPMENT
DEPARTMENT**

FY2013/2014
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
STATEMENT OF ACTIVITIES

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

- Advancement of the City's economic development through business recruitment and retention initiatives;
- Coordination of development proposals through the city review process;
- Building permit plan review;
- Research and response to external and internal customer inquiries;
- Coordination of the City's Geographic Information Services (GIS) efforts;
- Implementation of the Comprehensive Land Use Plan and Map;
- Administration of Unified Development Ordinance and the Historic Preservation Ordinance;
- Outreach, participation and support of various community organizations, i.e., Chamber of Commerce, Downtown Main Street organization, McHenry County Economic Development Corporation (McEDC), and the McHenry County Convention and Visitors Bureau (McCVB).
- 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.

FY2013/2014
PLANNING & ECONOMIC DEVELOPMENT
ORGANIZATIONAL CHART



**FY2013/2014
PERSONNEL SUMMARY
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

Position	Actual FY2011-2012	Budget FY2012-2013	Budget FY2013-2014
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

**FY2012/2013
ACCOMPLISHMENTS
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

- Promote development of strategic areas as part of an overall economic development program to market Crystal Lake, attract upscale retailers/restaurateurs and companies, and retain/expand existing Crystal Lake businesses.
 - ✓ Active marketing of available sites through email blasts, website, tenant rep solicitations, commercial broker solicitations, ICSC events and incoming inquiries.
 - ✓ Business retention visits.
 - ✓ Alteration of the City's incentives to assist/reward job creation.
 - ✓ Better coordination with McEDC, now represented on the Board of Directors
 - ✓ Adopted Business Retention Policy – a framework to respond to the possibility of a company leaving Crystal Lake.
- Implement GIS projects for the City's departments to provide further expansion of a city-wide 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.
 - ✓ City-wide enterprise GIS implemented in early 2013.
- 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.

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

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

FY2013/2014
OBJECTIVES
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

The Planning and Economic Development Department plans to achieve the following main goals during 2013/14:

- 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.
 - Working with McEDC and their manufacturing outreach/education efforts
 - Timely response to McEDC and State manufacturer site inquiries
 - Continue with manufacturer site visits
 - Business anniversary awards at City Council meetings
- Enhance public communication including proactive positive news and 2 town meetings a year. Develop overall Crystal Lake marketing plan, promoting development, recreation and tourism opportunities throughout the City and in and around the Three Oaks Recreation Area.
 - Press outreach packet template
 - Developer or other special interest group forums
 - Overall City marketing plan
 - Work with McCVB on marketing Crystal Lake's tourism opportunities, particularly our historic downtown, Three Oaks Recreation Area, Raue Center, etc.

FY2013/2014
OBJECTIVES (Cont'd)
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

- Promote commercial redevelopment along Route 14.
 - 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 development plans for the TIF Districts.
 - Promote commercial and residential development in the Main Street TIF with (former Oak building and former Hines site).
 - Promote redevelopment of Crystal Court property (attract development teams, finalize financial term sheet, shopper amenities plan).

- Complete a comprehensive annexation policy
 - Commercial pocketed areas
 - Residential pocketed areas
 - Peripheral, strategic areas

- Work with Departments to expand the city-wide GIS enterprise system to include training, expansion of available info, and end-user experience.

- Streamline the Development Review system and work with other departments to improve processes, efficiency, and customer service of the Community Development departments.

- Continue with training programs: internal, PZC, EDC and HPC.

- Development plan for the Northwest Corridor
 - Utility infrastructure, layout and financial
 - General land uses
 - Conservation design amenities pattern book

- Annual analysis and updates to ensure that the UDO is current, legally sound and encouraging the most innovative development of property.

- Matching entryway sign program / gateway enhancements.

**FY2013/2014
ANNUAL BUDGET
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

EXPENDITURES	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
Regular Salaries	415,966	426,346	438,016	438,016	448,966
Part-time Salaries	6,750	7,400	10,800	10,800	10,800
Overtime	699	572	-	-	-
Group Insurance	67,048	72,412	72,412	72,412	76,033
Total Personnel Services	490,463	506,730	521,228	521,228	535,799
Professional	98,800	175,611	277,000	277,000	277,000
Publishing	730	893	500	500	500
Postage & Freight	3,007	686	700	700	700
Training	1,397	1,624	3,600	3,600	3,600
Dues & Subscriptions	2,078	2,578	2,500	2,500	2,500
Insurance & Bonding	28,970	28,970	28,970	28,970	30,226
Operating Equipment	29	580	500	500	500
Office Equipment	281	-	500	500	500
Total Contractual Services	135,292	210,942	314,270	314,270	315,526
Office Supplies	1,071	869	800	800	800
Comp. Hardware & Software	2,670	4,137	4,025	4,025	4,422
Small Tools & Equipment	5	-	200	200	200
Stationery & Printing	662	1,274	700	700	700
Total Materials & Supplies	4,408	6,280	5,725	5,725	6,122
Total Budget	630,163	723,952	841,223	841,223	857,447

**FY2013/2014
ACCOUNT INFORMATION
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**

- An increase in group health insurance is attributable to the need to continue funding a reserve in the Intergovernmental Personnel Benefit Cooperative (IPBC) pool. Funding requirements are determined by the IPBC based on claims experience plus 10%. 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 Insurance & Bonding account represents increases in the City's cost for liability insurance as determined by the Intergovernmental Risk Management Association (IRMA).

FY2013/2014
ACCOUNT INFORMATION (Cont'd)
PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

- Additional funds have been requested in the Computer Hardware & Software account to provide for the support of the Geographical Information System (GIS) software. The cost of GIS support is shared with other divisions of the City.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



HEALTH DEPARTMENT

FY2013/2014
STATEMENT OF ACTIVITIES
HEALTH DEPARTMENT

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

FY2012/2013
ACCOMPLISHMENTS
HEALTH DEPARTMENT

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

FY2013/2014
OBJECTIVES
HEALTH DEPARTMENT

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

FY2013/2014
ANNUAL BUDGET
HEALTH DEPARTMENT

EXPENDITURES	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
Pest Control	137,605	116,755	147,000	94,556	130,000
Total Contractual Services	137,605	116,755	147,000	94,556	130,000
Total	137,605	116,755	147,000	94,556	130,000

FY2013/2014
ACCOUNT INFORMATION
HEALTH DEPARTMENT

- A reduction in the Pest Control account best reflects services needed.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



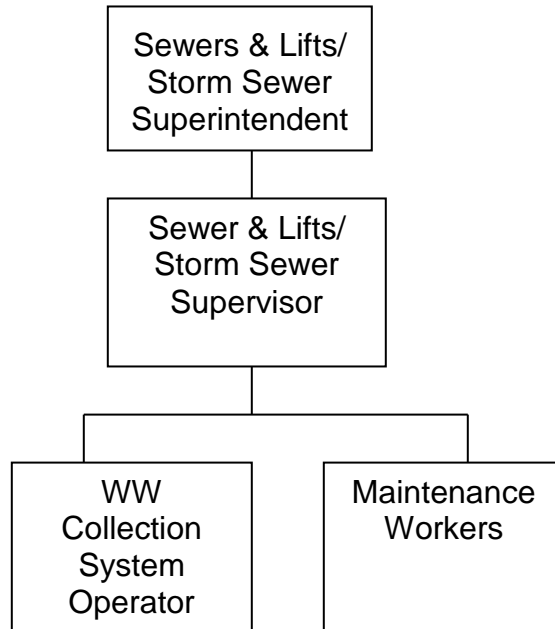
**STORM SEWER
MAINTENANCE DIVISION-**

**PUBLIC WORKS
DEPARTMENT**

FY2013/2014
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.

FY2013/2014
ORGANIZATIONAL CHART
STORM SEWER MAINTENANCE DIVISION



FY2013/2014
PERSONNEL SUMMARY
STORM SEWER MAINTENANCE DIVISION

Position	Actual FY2011-2012	Budget FY2012-2013	Budget FY2013-2014
Supervisor	1.00	1.00	1.00
WW Collection Systems Operator	4.00	4.00	4.00
Maintenance Worker	3.00	3.00	3.00
Total Staff	8.00	8.00	8.00

FY2012/2013
ACCOMPLISHMENTS
STORM SEWER MAINTENANCE DIVISION

Objective: Continue collaborative efforts with other divisions in the organization to enhance the sanitary and storm layers of the GIS system.

Status: The sanitary layer is updated periodically throughout the year to provide more accurate information. Coordination meetings have been conducted for the storm layer. However, consultant funding and software upgrades have postponed the advancement of this map to date.

Objective: Continue assessing the effects of wet weather events on lift stations and tributary areas for inflow and infiltration reductions needs.

Status: This objective is on-going. The Division is continually flow monitoring. With the recent drought reducing the groundwater table, the Division has been gathering dry weather data, which is valuable information that will be used in the future.

FY2013/2014
OBJECTIVES
STORM SEWER MAINTENANCE DIVISION

1. Utilize the dry weather data collected during the 2012 drought and compare with existing wet weather data to identify key areas of inflow and infiltration concerns.
2. Utilize the new web-based GIS system to the extent practical for asset management.

FY2013/2014
ANNUAL BUDGET
STORM SEWER MAINTENANCE DIVISION

EXPENDITURES	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
Regular Salaries	406,496	470,010	505,441	505,441	529,887
Overtime	17,555	19,558	40,000	40,000	20,000
Group Insurance	90,731	130,104	130,104	130,104	136,609
Total Personnel Services	514,782	619,672	675,545	675,545	686,496
Professional Services	-	-	25,000	13,652	-
Publishing	-	236	100	100	100
Training	1,690	1,886	2,415	2,415	2,415
Dues & Subscriptions	3,664	2,426	3,080	3,080	2,730
Insurance & Bonding	26,617	26,617	26,617	26,617	27,771
Utilities	2,038	1,641	5,000	5,000	5,000
Physical Examinations	290	876	1,172	1,172	960
Operating Equipment	380	259	1,150	1,150	1,150
Office Equipment	-	-	200	200	200
Rent - Clothing	1,252	1,165	1,050	1,050	1,050
Radio Equipment	-	85	200	200	200
Storm Sewers	650	9,860	13,350	13,350	13,350
Plant Maintenance Services	2,378	4,691	5,014	5,014	5,014
State Filing Fees	1,000	1,000	1,000	1,000	1,000
Total Contractual Services	39,959	50,742	85,348	74,000	60,940
Office Supplies	333	351	260	260	260
Landscape Materials	180	104	250	250	250
Motor Fuel & Lub.	12,626	15,118	13,700	13,700	13,700
Comp. Hardware & Software	31	28	695	695	609
Small Tools & Equipment	3,837	3,134	3,780	3,780	3,430
Automotive Supplies	12,268	7,119	7,300	7,300	16,900
Materials	10,748	18,645	11,500	11,500	16,700
Clothing	4,721	4,741	5,965	5,965	5,840
Operating Supplies	942	607	1,600	1,600	1,700
Plant Maintenance Materials	-	4,259	500	500	500
Total Materials & Supplies	45,686	54,106	45,550	45,550	59,889

FY2013/2014
ANNUAL BUDGET
STORM SEWER MAINTENANCE DIVISION (CONT'D)

EXPENDITURES	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
Automotive Equipment	-	-	-	-	-
Operating Equipment	-	-	-	-	-
System Improvements	(202,519)	-	851,000	488,700	620,000
Total Capital Outlay	(202,519)	-	851,000	488,700	620,000
 Total	 397,908	 724,520	 1,657,443	 1,283,795	 1,427,325

FY2013/2014
ACCOUNT INFORMATION
STORM SEWER MAINTENANCE DIVISION

- A reduction in Overtime costs best reflects services needed.
- An increase in group health insurance is attributable to the need to continue funding a reserve in the Intergovernmental Personnel Benefit Cooperative (IPBC) pool. Funding requirements are determined by the IPBC based on claims experience plus 10%. 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.
- Funds to provide technical assistance in creating a master plan to supply power to the City's lift stations during times of power outages have not been re-budgeted in the Professional Services account again in Fiscal Year 2013/2014, as the project was completed in Fiscal Year 2012/2013.
- Funds to provide for a Storm Water Permit Manual have not been re-budgeted in the Dues & Subscriptions account again in Fiscal Year 2013/2014, as the manual was purchased in Fiscal Year 2012/2013.
- An increase in the Insurance & Bonding account represents increases in the City's cost for liability insurance as determined by the Intergovernmental Risk Management Association (IRMA).
- Funds to provide for Hepatitis B inoculations have not been re-budgeted in the Physical Examinations account again in Fiscal Year 2013/2014, as the Hepatitis B inoculations were received in Fiscal Year 2012/2013.
- Funds to provide for the replacement of a chain saw have not been re-budgeted in the Small Tools & Equipment account again in Fiscal Year 2013/2014, as the chain saw was purchased in Fiscal Year 2012/2013.

FY2013/2014
ACCOUNT INFORMATION (Cont'd)
STORM SEWER MAINTENANCE DIVISION

- Additional funds have been requested in the Automotive Supplies account to purchase two (2) additional Global Positioning System (GPS) units.
- Additional funds have been requested in the Materials account to purchase additional patching materials.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



**FLEET & FACILITY
SERVICES
DIVISION**

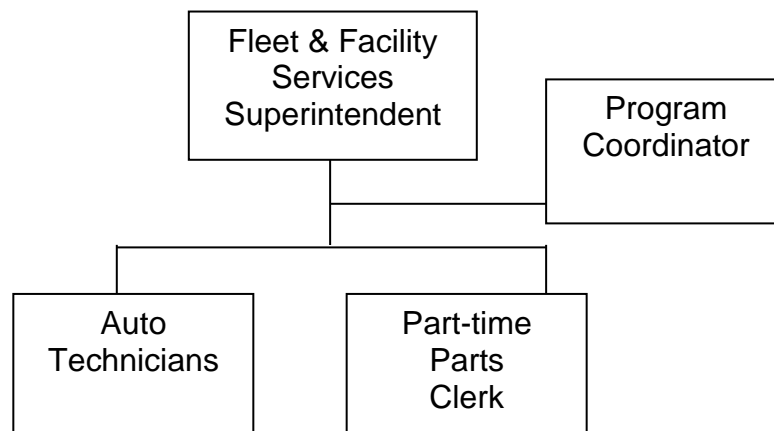
FY2013/2014
STATEMENT OF ACTIVITIES
FLEET & FACILITY SERVICES DIVISION

The Fleet and Facility Services Division is responsible for an extensive variety of services within the City of Crystal Lake. These services include the maintenance, service, and repair of approximately 330 vehicles and pieces of equipment, with the Division averaging 300 repairs monthly. Additionally, we coordinate outsourced repairs, new vehicle preparation, technical training, accident repairs, equipment replacement, and equipment disposal. We work with other departments to write specifications for vehicles and equipment necessary to perform the varied requirements of their specific department. We secure titles and licensing of vehicles, monitor and maintain an inventory of fuel, lubricants, and commonly used repair parts, and maintain the fuel dispensing system. We coordinate the annual testing of fire pumps, aerial ladders, and ground ladders for the Fire Rescue Department. We also recommend items for surplus and market those items at public auction.

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

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

FY2013/2014
ORGANIZATIONAL CHART
FLEET & FACILITY SERVICES DIVISION



**FY2013/2014
PERSONNEL SUMMARY
FLEET & FACILITY SERVICES DIVISION**

Position	Actual FY2011-2012	Budget FY2012-2013	Budget FY2013-2014
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

**FY2012/2013
ACCOMPLISHMENTS
FLEET & FACILITY SERVICES DIVISION**

Objective: Streamline the repair process by identifying redundant steps, eliminating unnecessary steps, and improving the complete repair process.

Status: A shop floor analysis was conducted to identify weaknesses in processes, workflow, and technician efficiencies. A number of measures were implemented following this analysis including adding barcodes to applicable parts to gain process efficiency & accuracy.

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

Status: Auto Technicians have been provided a very robust training program that will enable the Division to work more efficiently. Divisional personnel have added to their EVT certifications, and there are now three (3) EVT Master Ambulance Technicians. Three (3) fleet technicians and the Superintendent hold ASE Master Automotive Technician certificates, and all fleet technicians and the Superintendent have attained the ASE Master Heavy/Medium Duty Truck certificate. For the third straight year, the Division has met the criteria for the National Institute for Automotive Service Excellence, Blue Seal of Excellence. The Fleet & Facility Services Division is 1 of approximately 154 municipal fleet garages nationwide to fulfill the criteria to achieve this status.

Objective: Create a special project completion timeline for all upcoming special projects, such as expanded capital request projects.

Status: As of March 2013, 6 of 8 capital purchases/projects are completed or purchased for the Division. All capital items will be complete by April 30, 2013.

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
FLEET & FACILITY SERVICES DIVISION

Objective: Import Three Oaks Recreation Area assets into the Division's tracking software to better manage the maintenance, repair, and replacement schedules of those assets.

Status: Three Oaks Recreation Area assets (HVAC system, boats, golf cart, trailer, tractor, etc) have been added to CFA, the Division's asset management tracking system.

Objective: Re-evaluate the vehicle and equipment replacement policy.

Status: A draft policy has been created and is under review. The goal is to verify that the replacement schedule is fiscally responsible and allows operating departments to maintain safe and dependable equipment and vehicles.

FY 2013/2014
OBJECTIVES
FLEET & FACILITY SERVICES DIVISION

1. Utilize the new asset management software to its fullest capability. Train all fleet and facility personnel on the program.
2. Continue to grow and maintain fleet technician training and certifications in the areas of Emergency Vehicle Technician (EVT), Automotive Service Excellence (ASE) and maintain the Blue Seal of Excellence certification

FY2013/2014
ANNUAL BUDGET
FLEET & FACILITIES SERVICES DIVISION

EXPENDITURES	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
Regular Salaries	439,755	445,769	501,444	501,444	513,980
Part-time Salaries	21,492	21,435	23,957	23,957	33,633
Overtime	3,977	12,990	7,500	7,500	15,000
Group Insurance	73,730	88,719	88,719	88,719	93,155
Total Personnel Services	538,954	568,913	621,620	621,620	655,768
Professional Services	12,419	1,154	3,675	3,375	-
Publishing	161	146	290	290	290
Postage & Freight	316	372	325	325	325
Training	8,719	7,194	5,460	5,760	6,410
Dues & Subscriptions	506	1,840	470	220	235
Insurance & Bonding	31,938	36,741	29,620	29,620	29,721
Buildings & Offices	165	-	-	-	-
Physical Examinations	570	1,104	790	790	640
Operating Equipment	5,750	4,283	3,800	3,800	4,300
Clothing Rental	2,416	2,624	4,000	4,000	4,250
Radio Equipment	39	55	100	100	100
Total Contractual Services	62,999	55,513	48,530	48,280	46,271
Office Supplies	745	806	900	900	900
Cleaning Supplies	1,150	556	1,100	1,100	1,100
Motor Fuel & Lub.	2,980	3,490	4,150	4,150	4,000
Comp. Hardware & Software	4,089	4,118	6,000	6,000	6,897
Small Tools & Equipment	9,018	9,872	7,300	7,550	11,500
Automotive Supplies	20,580	(4,282)	3,800	3,800	1,900
Clothing	2,411	3,391	4,025	4,025	4,000
Operating Supplies	4,832	2,515	3,400	3,400	2,000
Stationery & Printing	-	-	50	50	100
Total Materials & Supplies	45,805	20,466	30,725	30,975	32,397
Automotive Equipment	49,876	42,064	-	-	-
Total Capital Outlay	49,876	42,064	-	-	-
Total	697,634	686,956	700,875	700,875	734,436

FY2013/2014
ACCOUNT INFORMATION
FLEET & FACILITY SERVICES DIVISION

- An increase in Part-time Salaries is attributable to the addition of two seasonal staff to assist with seasonal operations throughout the City.
- An increase in the Overtime account best reflects services needed to maintain City facilities.
- An increase in group health insurance is attributable to the need to continue funding a reserve in the Intergovernmental Personnel Benefit Cooperative (IPBC) pool. Funding requirements are determined by the IPBC based on claims experience plus 10%. 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.
- Funds to provide for hoist repairs have not been re-budgeted in the Professional Services account again in Fiscal Year 2013/2014, as repairs were completed in Fiscal Year 2012/2013.
- Additional funds have been requested in the Training account to allow for two technicians to attend the Illinois Fire Apparatus Mechanics Association (IFAMA) training and to allow the Superintendent to attend an advanced training course offered by the Illinois Public Service Institute (IPSI).
- Funds to provide for training materials have not been re-budgeted in the Dues & Subscriptions account again in Fiscal Year 2013/2014, as training materials were purchased in Fiscal Year 2012/2013.
- Hepatitis B testing was completed in FY2012/2013. As a result the Physical Examination account expenditures are reduced for FY2013/2014.
- Additional funds have been requested in the Operating Equipment account for Boom Lift and Fork Lift inspections.
- Additional funds have been requested in the Computer Hardware & Software account that will provide for Ford Diagnostic software and International diagnostic software.
- A one-time increase in the Small Tools & Equipment account will allow for the replacement of various hand tools in an effort to bring technician toolboxes up to "standard issue". Automotive Technicians shall inventory tools on a regular basis and then report their findings to the Superintendent.
- Funds to provide for the replacement of vehicle 11 light bar were not re-budgeted in the Automotive Supplies account again in Fiscal Year 2013/2014, as the light bar was replaced in Fiscal Year 2012/2013.
- A reduction in Operating Supplies best reflects services needed.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



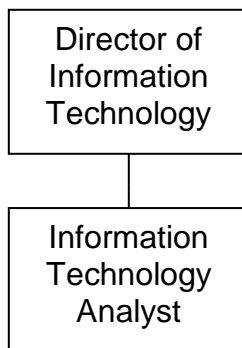
**INFORMATION
TECHNOLOGY
DEPARTMENT**

FY2013/2014
STATEMENT OF ACTIVITIES
INFORMATION TECHNOLOGY DEPARTMENT

Enclosed please find the proposed budget for the Information Technology Division for the City of Crystal Lake. The Information Technology Division is responsible for the operation and maintenance of the City's Local and Wide Area Networks and the equipment essential for their operations. This includes over 180 desktop computers, over forty (40) laptops, seventeen (17) servers, a multitude of both desktop and networked printers, various switches and routers to provide service throughout the building and to Fire Stations #3 & #4, Wastewater Treatment Plant #2, and Three Oaks Recreation Area, and other miscellaneous network equipment.

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

FY2013/2014
ORGANIZATIONAL CHART
INFORMATION TECHNOLOGY DEPARTMENT



FY2013/2014
PERSONNEL SUMMARY
INFORMATION TECHNOLOGY DEPARTMENT

Position	Actual FY2011-2012	Budget FY2012-2013	Budget FY2013-2014
Information Technology Director	1.00	1.00	1.00
Information Technology Analyst	1.00	1.00	1.00
Total Staff	2.00	2.00	2.00

FY2012/2013
ACCOMPLISHMENTS
INFORMATION TECHNOLOGY DEPARTMENT

- Continue to assist in the completion of the major upgrade to the City-wide GIS application. **Ongoing – nearing completion.**
- Implement Point-to-Point Networking to outlying City facilities. **Ongoing – working with ICN fiber plan.**
- Acquire and implement a City-wide document management system. **Out to bid.**
- Acquire, develop and implement a Master Address Database. **Out to bid.**
- Work with Departments to fully implement the upgraded Springbrook Software and to identify additional work process automation through the software. **Ongoing – final implementation of on-line HR modules to occur soon.**
- Acquire and install replacement network servers. **In Process**
- Acquire and install replacement networking switches throughout the City's buildings. **In Process**
- Acquire and install network and workstation management software throughout the network. **On Hold.**
- Continue to assist departments in the refresh of their website content. **Ongoing.**
- Continue to assist departments in the development and implementation of social networking applications. **Ongoing with final approval of policy.**
- Acquire and install various new pieces of equipment throughout the City's Wide Area Network (WAN). **In Process**
- Maintain the City's network infrastructure with little or no downtime during regular City Hall operating hours. **In Process and successful.**
- Continue PC and printer preventative maintenance program. **In Process.**

FY2013/2014
OBJECTIVES
INFORMATION TECHNOLOGY DEPARTMENT

- Continue and complete implementation of City-wide document management system.
- Complete and implement Master Address Repository with the addition of revised address layer to the City's GIS system.
- Continue to assist Departments in their data and layer implementations within the City's upgraded GIS system.
- Acquire and implement a Terminal Server to allow remote network connections to employees in the field.
- Acquire and implement a replacement to the City's main file server, which houses all active City documents for all departments.
- Continue the implementation of a robust backup system with virtual server capability.
- Acquire and implement a more robust email spam filtering service for the City's email server.
- Continue to work in concert with other City Departments to implement alternative methods of network connections to remote City sites and facilities.
- Continue to assist Department with additional Springbrook implementation.
- Continue to assist department with website and social networking content and initiatives.
- Acquire and install various new and replacement pieces of equipment throughout the Wide Area Network (WAN)
- Continue to maintain the City's network infrastructure with little or no downtime during normal City Hall operating hours.
- Continue PC and printer preventative maintenance program.

FY2013/2014
ANNUAL BUDGET
INFORMATION TECHNOLOGY DEPARTMENT

EXPENDITURES	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
Regular Salaries	196,800	198,131	210,307	210,307	215,565
Group Insurance	30,284	32,707	32,707	22,762	23,900
Total Personnel Services	227,084	230,838	243,014	233,069	239,465
Professional Services	9,081	2,513	10,000	10,000	10,000
Training	1,157	-	3,000	3,000	3,000
Dues & Subscriptions	250	325	350	350	350
Insurance & Bonding	9,053	9,053	9,053	9,053	9,446
Total Contractual Services	19,541	11,891	22,403	22,403	22,796
Office Supplies	1,170	808	1,590	1,590	1,590
Comp. Hardware & Software	81,953	90,516	30,270	30,270	45,197
Small Tools & Equipment	450	-	450	450	450
Total Materials & Supplies	83,573	91,324	32,310	32,310	47,237
Operating Equipment	55,000	98,847	220,000	20,000	230,000
Total Capital Outlay	55,000	98,847	220,000	20,000	230,000
Total	385,198	432,900	517,727	307,782	539,498

FY2013/2014
ACCOUNT INFORMATION
INFORMATION TECHNOLOGY DEPARTMENT

- A reduction in Group Health Insurance is attributable to a change in coverage (from family coverage to single coverage). Despite a reduction in this Group Health Insurance account, an overall increase in group health insurance is attributable to the need to continue funding a reserve in the Intergovernmental Personnel Benefit Cooperative (IPBC) pool. Funding requirements are determined by the IPBC based on claims experience plus 10%. 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 Insurance & Bonding account represents increases in the City's cost for liability insurance as determined by the Intergovernmental Risk Management Association (IRMA).
- Additional funds have been requested in the Computer Hardware & Software account that will provide electronic junk mail (spam) filtering services to the City and website hosting on a third-party server.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



**SHARED SERVICES
DIVISION**

FY2013/2014
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.

FY2013/2014
ANNUAL BUDGET
SHARED SERVICES DIVISION

EXPENDITURES	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
Utilities	165,324	147,992	218,798	218,798	218,798
Buildings & Offices	188,772	204,772	232,215	232,215	259,915
Total Contractual Services	354,096	352,764	451,013	451,013	478,713
Total Budget	354,096	352,764	451,013	451,013	478,713

FY2013/2014
ACCOUNT INFORMATION
SHARED SERVICES DIVISION

- Additional funds have been requested in the Building & Offices account to complete painting of public areas within the Municipal Complex.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



**SPECIAL PROJECTS
DIVISION**

FY2013/2014
STATEMENT OF ACTIVITIES
SPECIAL PROJECTS DIVISION

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

FY2012/2013
ACCOMPLISHMENTS
SPECIAL PROJECTS DIVISION

- Successfully completed the 26th 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.

FY2013/2014
OBJECTIVES
SPECIAL PROJECTS DIVISION

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

FY2013/2014
ANNUAL BUDGET
SPECIAL PROJECTS DIVISION

EXPENDITURES	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
Professional Services	10,298	2,734	7,500	7,500	7,500
Reimbursed Expenses	7,992	-	4,200	4,200	4,200
Buildings & Offices	31,929	4,065	-	-	-
Radio Equipment	968	58	-	-	-
Para Transit Services	126,879	93,298	140,356	90,000	90,000
Total Contractual Services	178,066	100,155	152,056	101,700	101,700
Office Supplies	5,121	1,536	8,000	8,000	8,000
Motor Fuel & Lub.	-	10,850	-	-	-
Total Materials & Supplies	5,121	12,386	8,000	8,000	8,000
Buildings	233,020	313,874	289,868	387,880	663,000
Land	-	-	-	118,190	-
Total Capital Outlay	233,020	313,874	289,868	506,070	663,000
Total	416,207	426,415	449,924	615,770	772,700

FY2013/2014
ACCOUNT INFORMATION
SPECIAL PROJECTS DIVISION

- A reduction in Para Transit Services best reflects costs through the new County MCRide Program.
- Budgeted in Buildings account are funds to complete an expansion of the Railroad Street commuter lot, painting of the Union Pacific overpass (IL Route 176), painting and repairs to the Prairie Trail underpass (U.S. Route 14), and U.S. Route 14 Gateway enhancements (Sands Road to Virginia Street).

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



POLICE & FIREFIGHTERS' PENSION OBLIGATION

FY2013/2014
 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.

FY2013/2014
 ANNUAL BUDGET
 POLICE & FIREFIGHTERS' PENSION OBLIGATION

EXPENDITURES	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
Pension Obligation	2,514,422	3,375,658	3,381,577	3,381,577	3,470,581
Total Contractual Services	2,514,422	3,375,658	3,381,577	3,381,577	3,470,581
Total	2,514,422	3,375,658	3,381,577	3,381,577	3,470,581

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



DEBT SERVICE

FY2013/2014
STATEMENT OF ACTIVITIES
DEBT SERVICE

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

FY2013/2014
ANNUAL BUDGET
DEBT SERVICE

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
Debt Service Principal	282,995	308,150	411,592	314,439	352,020
Debt Service Interest	94,042	69,276	62,943	66,308	75,007
Total Debt Service	377,037	377,426	474,535	380,747	427,027
Total	<u>377,037</u>	<u>377,426</u>	<u>474,535</u>	<u>380,747</u>	<u>427,027</u>

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



HOME RULE SALES TAX
FUND

FY2013/2014
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.

FY2013/2014
ANNUAL BUDGET
HOME RULE SALES TAX FUND

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Home Rule Sales Tax	4,574,657	4,710,538	4,541,000	4,541,000	4,631,820
Investment Interest	5,664	3,741	5,700	5,700	3,600
Total Revenues	4,580,321	4,714,279	4,546,700	4,546,700	4,635,420
Revenues in Excess of Expenditures	4,580,321	4,714,279	4,546,700	4,546,700	4,635,420

FY2013/2014
ANNUAL BUDGET
HOME RULE SALES TAX FUND (CONT'D)

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
OTHER SOURCES (USES)					
Transfer In					
Virginia Street Corridor	-	-	28,296	28,296	50,000
Transfer Out					
Target Response Unit	(344,509)	(388,187)	(424,772)	(424,772)	(419,354)
Economic Development	(74,235)	(155,000)	(230,800)	(230,800)	(312,000)
Flooding Control	(7,332)	-	-	-	(715,000)
Flooding Mitigation Debt Svc	-	-	(97,153)	(52,790)	(52,790)
Document Imaging	-	-	(200,000)	-	(220,000)
GIS	-	(25,000)	(20,000)	(80,000)	(35,000)
Route 14 Gateway Enhancements (Sands to Virginia)				(100,000)	(100,000)
"Core" Services	(992,773)	(1,556,395)	(2,036,793)	(1,827,006)	(2,106,472)
Fire Rescue	-	(550,000)	(46,368)	(46,368)	-
Road Resurfacing	-	(500,000)	(785,904)	(785,904)	(1,500,000)
Vulcan Lakes Engineering	(606,477)	-	-	-	-
Bryn Mawr Debt Svc	-	(156,809)	-	-	-
Three Oaks Area Debt Svc	(948,481)	(957,249)	(1,031,213)	(996,155)	(1,036,449)
Three Oaks Area Operations	(112,804)	-	(125,391)	(125,391)	(110,475)
Virginia Street Corridor	(761,861)	(978,235)	-	-	-
Residual Chlorides Mgmt	-	(664,113)	-	-	-
Total Other Sources (Uses)	(3,848,472)	(5,930,988)	(4,970,098)	(4,640,890)	(6,557,540)
Change in Fund Balance	731,849	(1,216,709)	(423,398)	(94,190)	(1,922,120)
Beginning Balance, May 1	3,719,222	4,451,071	3,234,362	3,234,362	3,098,131
Prior Period Adjustment (transfer to 3Oaks Recreation Area)				(42,041)	
Ending Balance, April 30	4,451,071	3,234,362	2,810,964	3,098,131	1,176,011

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014

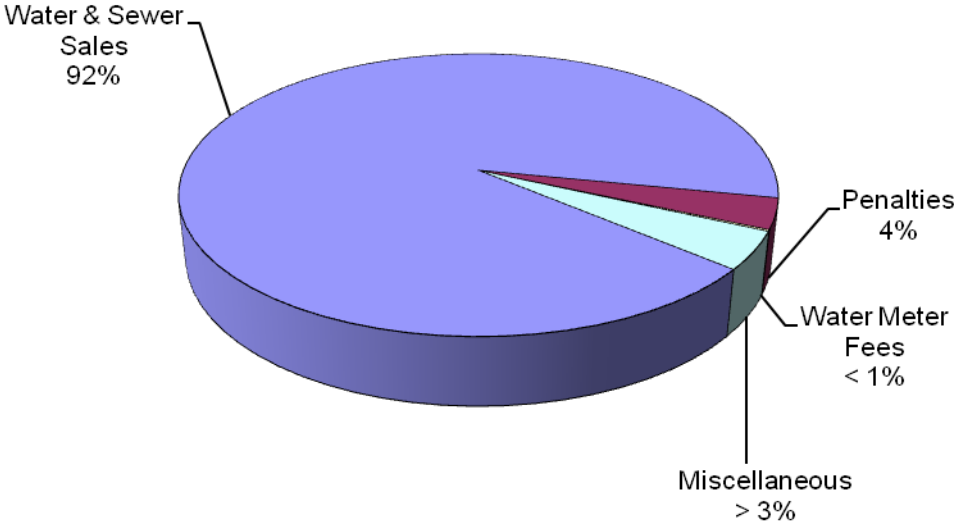


**WATER AND SEWER
FUND**

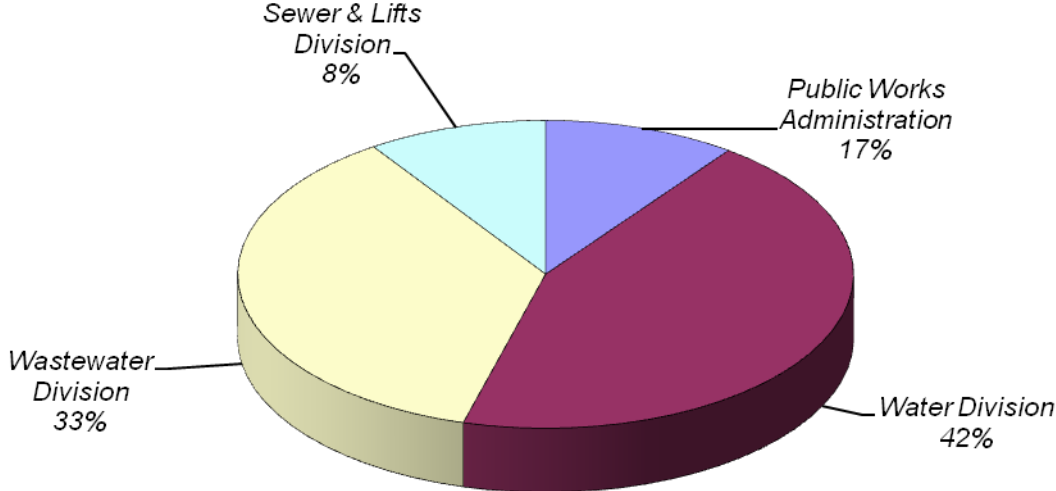
FY2013/2014
ANNUAL BUDGET
WATER AND SEWER FUND SUMMARY

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Water Sales	3,387,882	3,551,784	3,710,080	3,925,000	3,915,247
Sewer Sales	3,504,825	3,618,651	3,782,806	3,947,000	3,991,995
Penalties	322,999	334,146	300,000	300,000	300,000
Water Meter Fees	17,013	15,137	10,000	10,540	15,000
Tap On Fees	-	-	1,000	11,323	1,000
Investment Income	38,250	13,441	5,000	1,200	10,000
Reimbursed Expenses	-	30,621	350	-	350
Rental Income	316,673	267,563	277,000	277,000	308,972
Miscellaneous	9,465	4,145	25,000	51,900	51,000
Grants	15,683	1,311	-	-	-
Total Revenues	7,612,790	7,836,799	8,111,236	8,523,963	8,593,565
EXPENDITURES					
Public Works Administration	666,808	630,888	693,153	693,153	759,625
Water Department	2,764,768	3,267,174	3,352,821	3,251,416	3,315,888
Wastewater Department	1,876,857	2,161,584	2,624,671	2,485,613	2,720,169
Sewer & Lifts Department	447,985	551,991	639,209	581,628	709,797
Total Expenditures	5,756,418	6,611,637	7,309,854	7,011,810	7,505,478
Revenues in Excess of Expenditures	1,856,372	1,225,162	801,380	1,512,151	1,088,087
OTHER SOURCES (USES)					
Transfer In	-	-	-	-	-
Bond Proceeds	-	-	-	-	-
Transfer Out	(1,045,708)	(489,547)	(811,394)	(560,120)	(1,378,157)
Reserved for debt service	-	-	-	-	-
Total Other Sources (Uses)	(1,045,708)	(489,547)	(811,394)	(560,120)	(1,378,157)
Change in Cash Balance	810,664	735,615	(10,014)	952,031	(290,070)
Change in Payables/Receivables	(351,768)	229,330	-	(428,447)	-
Beginning Cash Balance, May 1	1,111,406	1,570,302	2,535,247	2,535,247	3,058,831
Ending Cash Balance, April 30	1,570,302	2,535,247	2,525,233	3,058,831	2,768,761

Water & Sewer Fund Revenues by Source



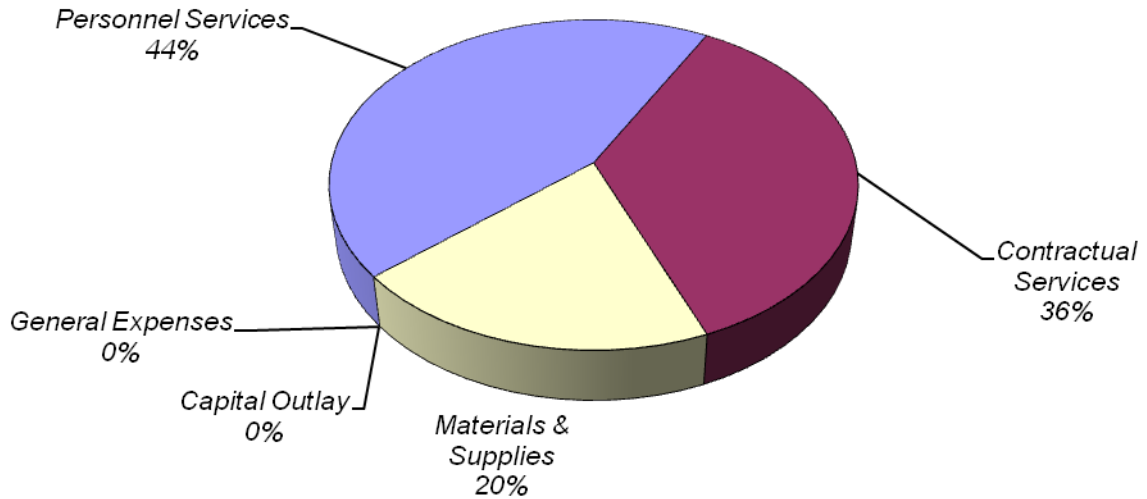
Water & Sewer Expenditures by Function



**FY2013/2014
SUMMARY OF EXPENDITURES – MAJOR OBJECT
WATER & SEWER FUND**

	Personnel Services	Contractual Services	Materials & Supplies	Capital Outlay	Debt Service	Grand Total
Public Works Administration	597,987	116,175	45,463	0	0	759,625
Water Department	1,505,013	1,053,914	756,961	0	0	3,315,888
Wastewater Department	950,891	1,133,319	635,959	0	0	2,720,169
Sewer & Lifts Department	255,916	385,307	68,574	0	0	709,797
	3,309,806	2,688,715	1,506,957	0	0	7,505,478
% Percentage	44.10%	35.82%	20.08%	0.00%	0.00%	100.00%

Water & Sewer Expenditures by Type



City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



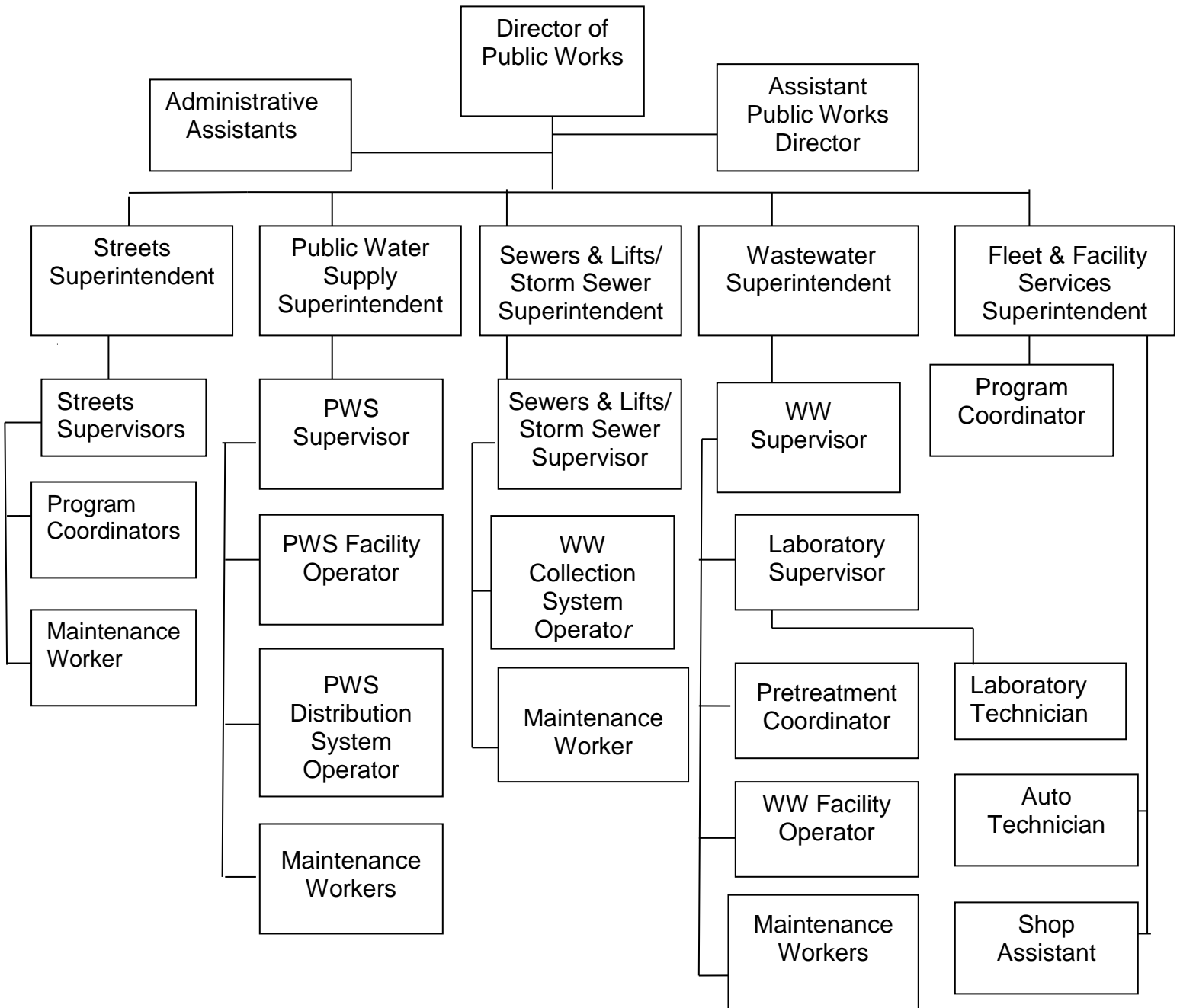
**PUBLIC WORKS
ADMINISTRATION
DIVISION –**

**PUBLIC WORKS
DEPARTMENT**

FY2013/2014
STATEMENT OF ACTIVITIES
PUBLIC WORKS ADMINISTRATION DIVISION

Public Works Administration provides supervision and planning to the Water, Wastewater, Sewer & Lift and Storm Sewer Maintenance, and Street 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 the City's internal customers.

FY2013/2014
ORGANIZATIONAL CHART
PUBLIC WORKS DEPARTMENT



**FY2013/2014
PERSONNEL SUMMARY
PUBLIC WORKS ADMINISTRATION DIVISION**

Position	Actual FY2011-2012	Budget FY2012-2013	Budget FY2013-2014
Director of Public Works	1.00	1.00	1.00
Assistant Public Works Director	0.00	0.00	1.00
Assistant to the Public Works Director	1.00	1.00	0.00
Administrative Assistant	1.75	1.75	2.00
Utility Customer Service Representative	1.00	1.00	1.00
Office Assistant	0.25	0.25	0.25
Total Staff	5.00	5.00	5.25

**FY2012/2013
ACCOMPLISHMENTS
PUBLIC WORKS ADMINISTRATION DIVISION**

Objective: Review snow plan/snow operations with the new Streets and Administration leadership to optimize efficiencies and opportunities for improvement.

Status: The implementation of the GPS into the snow-fighting fleet has made the management and oversight of snow removal operations more efficient.

Objective: Enhance the Department Hearing Conservation Policy to document and establish a noise database for prescribing proper PPE for a given job.

Status: The hearing policy has been reviewed and most elements are being applied. Superintendents have conducted internal staff training.

Objective: Continue to work with the Village of Lakewood to reach a new agreement for wastewater services.

Status: This goal is ongoing. Staff from the Public Works and Engineering and Building Departments have worked with the City Manager's Office and created a proposal which was submitted to the Village of Lakewood. Additional information requested by Lakewood has been provided.

Objective: Progress efforts to recoup costs associated with TCE remediation at WTP#4.

Status: Staff continues to work with the State of Illinois representatives to establish a concerted effort from the USEPA in this matter.

Objective: Work with the Planning Department to determine the extension or expansion of sanitary sewer to facilitate new development.

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
PUBLIC WORKS ADMINISTRATION DIVISION

Status: Evaluations have included McHenry County College expansion plans and other areas of interest in the northwest corridor. Future development in the whole City was reviewed and considered as part of the Wastewater Master Planning process.

Objective: Utilize monthly reports and performance measures to set ambitious, achievable goals for each division and the Department's leadership staff.

Status: Divisions and superintendents have been assigned timely, achievable goals to advance the department.

FY2013/2014
OBJECTIVES
PUBLIC WORKS ADMINISTRATION DIVISION

1. Review the departmental structure to identify areas to maximize efficiencies as well as equipment and personnel resources, and evaluate internal processes to determine any potential benefits of outsourced labor.
2. Explore water conservation Best Management Practices and implement where practical. In addition, participate actively in the Northwest Water Planning Alliance as well as the McHenry County Groundwater Taskforce.
3. Guide the process of achieving/implementing a long-term Water Master Plan.
4. Pursue any grant opportunities and Illinois State Revolving Loan funding for capital projects.
5. Utilize the new CIP module effectively and ensure that all current bond-funded projects are completed in a timely manner.
6. Complete the Self-assessment portion of APWA accreditation.

**FY2013/2014
ANNUAL BUDGET
PUBLIC WORKS ADMINISTRATION DIVISION**

EXPENDITURES	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
Regular Salaries	343,317	322,208	365,996	365,996	393,318
Part-time Salaries	33,523	26,665	33,935	33,935	34,726
Overtime	-	50	-	-	-
Group Insurance	50,313	46,856	48,469	48,469	80,610
City Portion FICA / Retirement	19,740	19,177	24,796	24,796	26,539
City Portion IMRF	42,654	41,574	52,071	52,071	56,587
City Portion MEDI	4,616	4,486	5,799	5,799	6,207
Total Personnel Services	494,163	461,016	531,066	531,066	597,987
Professional Services	19,782	12,180	9,600	9,600	9,600
Legal Services	5,013	-	-	-	-
Annual Audit	2,363	4,964	5,545	5,545	5,545
Publishing	-	384	200	200	200
Postage & Freight	58,362	59,755	68,010	68,010	61,200
Training	1,448	3,462	3,445	3,445	3,445
Dues & Subscriptions	326	492	753	753	753
Insurance & Bonding	37,185	41,743	18,831	18,831	19,648
Utilities	6,159	6,159	6,159	6,159	6,159
Buildings & Offices	9,525	9,525	9,525	9,525	9,525
Examinations	-	441	424	424	-
Office Equipment	-	-	100	100	100
Total Contractual Services	140,163	139,105	122,592	122,592	116,175
Office Supplies	1,332	1,325	1,300	1,300	1,300
Motor Fuel & Lub.	153	306	250	250	-
Computer Hardware & Software	8,839	7,046	15,285	15,285	21,503
Small Tools and Equipment	103	550	350	350	350
Automotive Supplies	645	53	-	-	-
Printing & Stationery	21,410	21,487	22,310	22,310	22,310
Total Materials & Supplies	32,482	30,767	39,495	39,495	45,463
Total	666,808	630,888	693,153	693,153	759,625

FY2013/2014
ACCOUNT INFORMATION
PUBLIC WORKS ADMINISTRATION DIVISION

- Included in Regular Salaries are incremental costs to upgrade the Administrative Assistant position to full-time (40 hours per week versus 30).
- An increase in group health insurance is attributable to the need to continue funding a reserve in the Intergovernmental Personnel Benefit Cooperative (IPBC) pool. Funding requirements are determined by the IPBC based on claims experience plus 10%. 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. Also included in group health insurance are funds to provide insurance to personnel working an average of thirty (30) or more hours per week as mandated by the Federal Government (effective January 1, 2014).
- Courier services are no longer needed to transport utility bill payments from the Crystal Lake post office box to a third-party bank outside of the City. The City has contracted with a new Lockbox payment processor. As such, courier services have not been re-budgeted in the Postage & Freight account in Fiscal Year 2013/2014.
- An increase in the Insurance & Bonding account represents increases in the City's cost for liability insurance as determined by the Intergovernmental Risk Management Association (IRMA).
- Funds to provide for Hepatitis B inoculations have not been re-budgeted in the Physical Examinations account again in Fiscal Year 2013/2014, as the Hepatitis B inoculations were received in Fiscal Year 2012/2013.
- A reduction in Motor Fuel & Lubricants best reflects services needed.
- Additional funds have been requested in the Computer Hardware & Software account to provide for the replacement of three (3) computers, the purchase of one (1) new mapping workstation and for the support of the Geographical Information System (GIS) software. The cost of GIS support is shared with other divisions of the City.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



**WATER OPERATIONS
DIVISION –**

**PUBLIC WORKS
DEPARTMENT**

FY2013/2014 STATEMENT OF OPERATIONS WATER OPERATIONS DIVISION

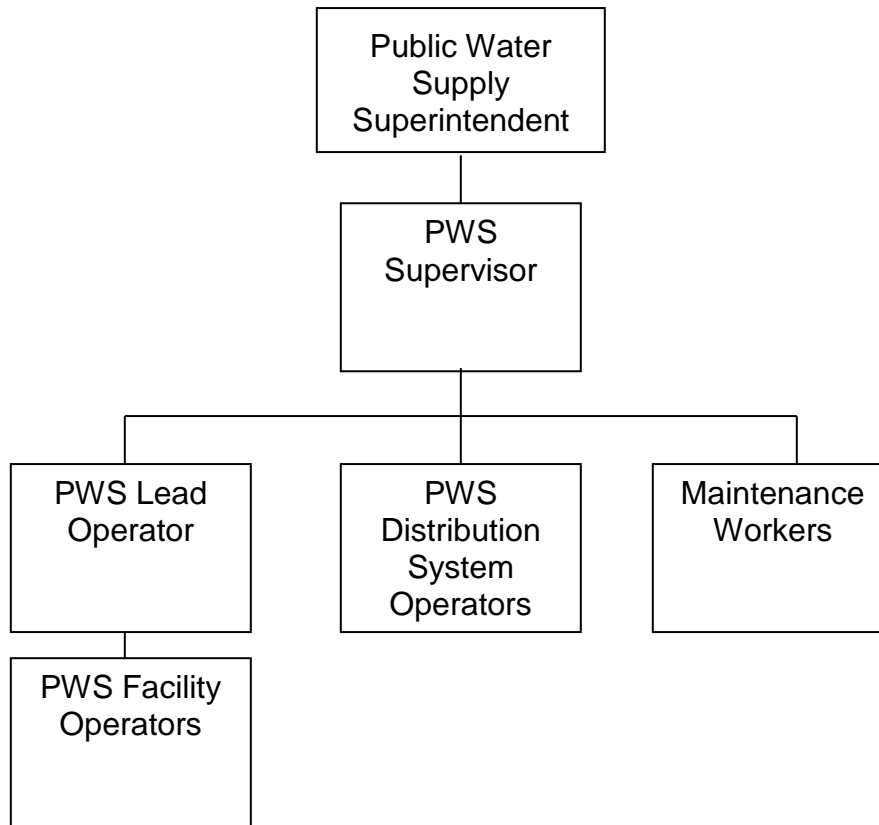
The Water Division and its staff of 13 full-time employees provide an adequate supply of quality potable water to the residents and businesses of Crystal Lake. This is accomplished by producing, treating, and distributing an average of 4.5 million gallons of water per day. Peak water demands can increase to over 9 million gallons per day in the summer months.

The Water Division is responsible for the operation and maintenance of five water treatment facilities, eleven wells, four elevated and four ground water storage reservoirs, and the distribution system which consists of 229 miles of water mains, 2,850 system valves, and 3,111 fire hydrants.

Regular activities include:

- Monthly reading of 13,673 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.
- Responds to residents and businesses with water quality and water pressure concerns.
- Assures 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 walkthroughs on every new addition to the water system to assure proper installation and operation of valves, curb stops, and fire hydrants.
- JULIE locates – Responsible to field locate all City water and sewer utilities.
- 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 Division works with the Streets Division to remove snow on main routes, cul-de-sac's, and public sidewalks.

FY2013/2014
ORGANIZATIONAL CHART
WATER OPERATIONS DIVISION



FY2013/2014
PERSONNEL SUMMARY
WATER OPERATIONS DIVISION

Position	Actual FY2011-2012	Budget FY2012-2013	Budget FY2013-2014
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	2.00	2.00	2.00
Maintenance Workers	4.00	4.00	4.00
Total Staff	13.00	13.00	13.00

FY2012/2013 ACCOMPLISHMENTS WATER OPERATIONS DIVISION

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

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

Objective: Receive the Fluoridation Award for the eighteenth consecutive year.

Status: The Water Division received this award for the eighteenth year in a row.

Objective: Perform maintenance and rehabilitation work on two wells to provide continued reliable water production from the City's water supply.

Status: Well #6 rehabilitation work was approved by City Council and work began in early December. This work is required by contract to be completed prior to April 15th. Work on the second well rehabilitation project will be completed in March of 2013.

Objective: Explore options to replace Well #9 with a new Well #18. Perform test for potential Well #18 locations.

Status: We have been working with a contracted engineering firm to determine the best potential location for a well that can produce a minimum of 500 gallons per minute. The consulting engineer is currently analyzing field exploration work to determine the best location for the new well.

Objective: Improve SCADA communications to Public Works by upgrading the radio system.

Status: The physical equipment and radios have been installed by the Water Division Staff and an antenna installation company. Programming was completed and this system became operational in December.

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

Status: Walkup Road, Crystal Lake Ave, and North Shore watermain projects were completed in 2012.

Objective: Have one water tower or storage reservoir recoated.

Status: Ground storage reservoir at WTP#3 (Virginia Rd.) was completed. Additionally, the paint and steel condition of one ground reservoir at WTP#4 (Knaack Blvd) was analyzed.

Objective: Install a new pressure reducing system for the Fountains.

Status: The existing 2" pressure reducing valve was replaced and a spare 2" valve is on hand.

Objective: Purchase and install updated PLC controls and valves for the second half of water treatment equipment at Water Treatment Plant #3 (Virginia Rd).

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
WATER OPERATIONS DIVISION

Status: New PLC controls were installed by Water Division staff and are in operation. The valves replacement is part of a two-year program, and valves will be purchased and installed as funding allows. Remaining valves that need replacement will be budgeted for next year.

Objective: Abandon Well #17 to comply with EPA requirements.

Status: This work was bid out and will be completed in conjunction with the shallow well rehabilitation work in April, 2013.

Objective: Upgrade WTP #3 MCC electrical panel to comply with arc flash study.

Status: This work was bid out and will be completed with the generator installation work at WTP#5 (Bard Rd).

FY2013/2014
OBJECTIVES
WATER OPERATIONS DIVISION

1. Meet all EPA water standards and receive zero EPA violations.
2. Receive the Fluoridation Award for the nineteenth consecutive year.
3. Perform maintenance and rehabilitation work on two wells to provide continued reliable water production from the City's water supply.
4. Drill the new well #18, and have plans and specifications created by an engineering firm for the installation of required equipment to put the well into service in 2014.
5. Replace existing water mains as required by upcoming State and County road projects, and begin our planned water main replacement program in the Country Club area and View Street.
6. Recoat the Bard Road water tower located at WTP#5.
7. Replace existing chemical systems at WTP#2 (Highland Ave) and WTP#5 (Bard Rd) to comply with containment regulations and add monitoring through the SCADA system.
8. Purchase and install new control valves for the water treatment equipment at Water Treatment Plant #3 (Virginia Rd).
9. Add remote monitoring and alarms at the Fountains pressure reducing valve to improve security and repair response time for the single feed water main supplying the retirement community.

FY2013/2014
OBJECTIVES (Cont'd)
WATER OPERATIONS DIVISION

10. Replace the failing parking lot and service drive located at WTP#3 (Virginia Rd).
11. Have a long-term water master plan created.

FY2013/2014
ANNUAL BUDGET
WATER OPERATIONS DIVISION

EXPENDITURES	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
Regular Salaries	920,443	904,603	928,779	928,779	962,911
Part-time Wages	-	-	6,800	6,800	7,920
Overtime	61,112	82,997	91,500	91,500	91,500
Group Insurance	194,223	203,031	211,448	211,448	222,020
City Portion FICA / Retirement	58,577	58,579	63,679	63,679	65,865
City Portion IMRF	108,237	117,809	132,840	132,840	139,393
City Portion MEDI	13,699	13,700	14,893	14,893	15,404
Total Personnel Services	1,356,291	1,380,719	1,449,939	1,449,939	1,505,013
Professional Services	41,321	47,274	129,700	129,700	174,700
Publishing	893	1,091	250	250	250
Postage & Freight	4,298	5,514	5,600	5,600	5,600
Training	4,284	3,988	7,000	7,000	7,000
Dues & Subscriptions	3,867	2,780	3,075	3,075	3,075
Insurance & Bonding	58,699	58,624	57,131	57,131	58,565
Utilities	622,858	694,424	645,232	543,827	548,500
Examinations	600	1,018	1,724	1,724	1,724
Operating Equipment	488	267	300	300	300
Radio Equipment	490	-	500	500	3,000
Sidewalks	2,225	-	6,000	6,000	6,000
Plant Maintenance Services	41,926	23,199	356,200	356,200	226,200
Lines & Sewers	7,257	4,793	8,000	8,000	18,000
Rental - Buildings & Equipment	166	474	1,000	1,000	1,000
Total Contractual Services	789,372	843,446	1,221,712	1,120,307	1,053,914

**FY2013/2014
ANNUAL BUDGET
WATER OPERATIONS DIVISION (CONT'D)**

EXPENDITURES	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
Office Supplies	1,039	974	1,950	1,950	1,950
Landscape Materials	688	855	950	950	950
Motor Fuel & Lub.	29,094	28,000	31,000	31,000	32,500
Computer Hardware & Software	1,580	904	5,125	5,125	7,741
Small Tools & Equipment	8,277	6,175	8,000	8,000	11,300
Automotive Supplies	12,303	16,829	13,500	23,500	18,500
Materials	21,338	26,601	22,000	22,000	22,000
Clothing	8,277	7,871	9,525	9,525	9,400
Water Meters and Parts	3,098	4,520	30,000	30,000	62,000
Fire Hydrants and Parts	7,838	11,419	10,000	15,000	35,000
Salt	352,002	324,673	375,000	360,000	390,000
Chemicals & Sealants	67,955	69,665	98,000	88,000	88,000
Laboratory Supplies	4,595	5,158	5,750	5,750	5,750
Water Tap Materials	13,235	12,244	12,000	12,000	13,500
Operating Supplies	3,227	6,396	7,000	7,000	7,000
Plant Maintenance Materials	43,056	45,149	50,600	60,600	50,600
Stationery & Printing	380	703	770	770	770
Total Materials & Supplies	577,982	568,136	681,170	681,170	756,961
System Improvement	41,123	474,873	-	-	-
Total Capital Outlay	41,123	474,873	-	-	-
Total	2,764,768	3,267,174	3,352,821	3,251,416	3,315,888

**FY2013/2014
ACCOUNT INFORMATION
WATER OPERATIONS DIVISION**

- An increase in part-time wages is attributable to the addition of hours available for seasonal staff to assist with painting of water treatment plants and fire hydrants in the City.
- An increase in group health insurance is attributable to the need to continue funding a reserve in the Intergovernmental Personnel Benefit Cooperative (IPBC) pool. Funding requirements are determined by the IPBC based on claims experience plus 10%. 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.

FY2013/2014
ACCOUNT INFORMATION (Cont'd)
WATER OPERATIONS DIVISION

- Additional funds have been requested in the Professional Services account for assistance in locating, mapping and exercising approximately fifty percent (50%) of all water distribution valves in the City. Exercising valves at a minimum of every other year is mandated by the Environmental Protection Agency. The second half of the distribution valves shall be addressed in Fiscal Year 2014/2015.
- An increase in the Insurance & Bonding account represents increases in the City's cost for liability insurance as determined by the Intergovernmental Risk Management Association (IRMA).
- A reduction in Utilities best reflects the effects of electrical aggregation on City resources.
- Additional funds have been requested in the Radio Equipment account due to an expansion of the radio system used for water plant operations.
- Funds to provide for painting of Water Treatment Plant #3 and Water Treatment Plant #4 have not been re-budgeted in the Plant Maintenance Services account again in Fiscal Year 2013/2014, as painting of Water Treatment Plant #3 and Water Treatment Plant #4 was completed in Fiscal Year 2012/2013.
- Additional funds have been requested in the Lines & Sewers account for the hauling of spoils from water main breaks.
- Additional funds have been requested in the Computer Hardware & Software account for the replacement of one (1) computer, the purchase of two (2) additional tablets and the support of Supervisory Control and Data Acquisition (SCADA) software.
- Included in the Small Tools & Equipment account are funds to replace a pressure washer. The cost of the pressure washer is shared with the Streets and Sewer Divisions.
- An increase in Automotive Supplies is attributable to costs associated with generator maintenance and replacement parts.
- Additional funds have been requested in the Water Meter and Parts account for the purchase of an additional water meter reading device and water meter data transmitters. Sensus transmitters currently in use are failing and will be replaced by those that have been manufactured by Itron.
- Additional funds have been requested in the Fire Hydrants and Parts account for the purchase of six (6) replacement fire hydrants and one (1) flushing hydrant. Replacements are necessary for those that are inoperable and beyond repair as a result of being hit by motor vehicles.
- An increase in Salt reflects the rising cost of solar salt used in water treatment operations. Conversely, Chlorine, Polyphosphate and Fluoride prices have declined slightly, resulting in a decrease in amounts requested for Chemicals & Sealants as compared to Fiscal Year 2012/2013.
- Due to rising metal prices, additional funds have been requested in the Water Tap Materials account to provide for the purchase of valves, clamps and copper service lines.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



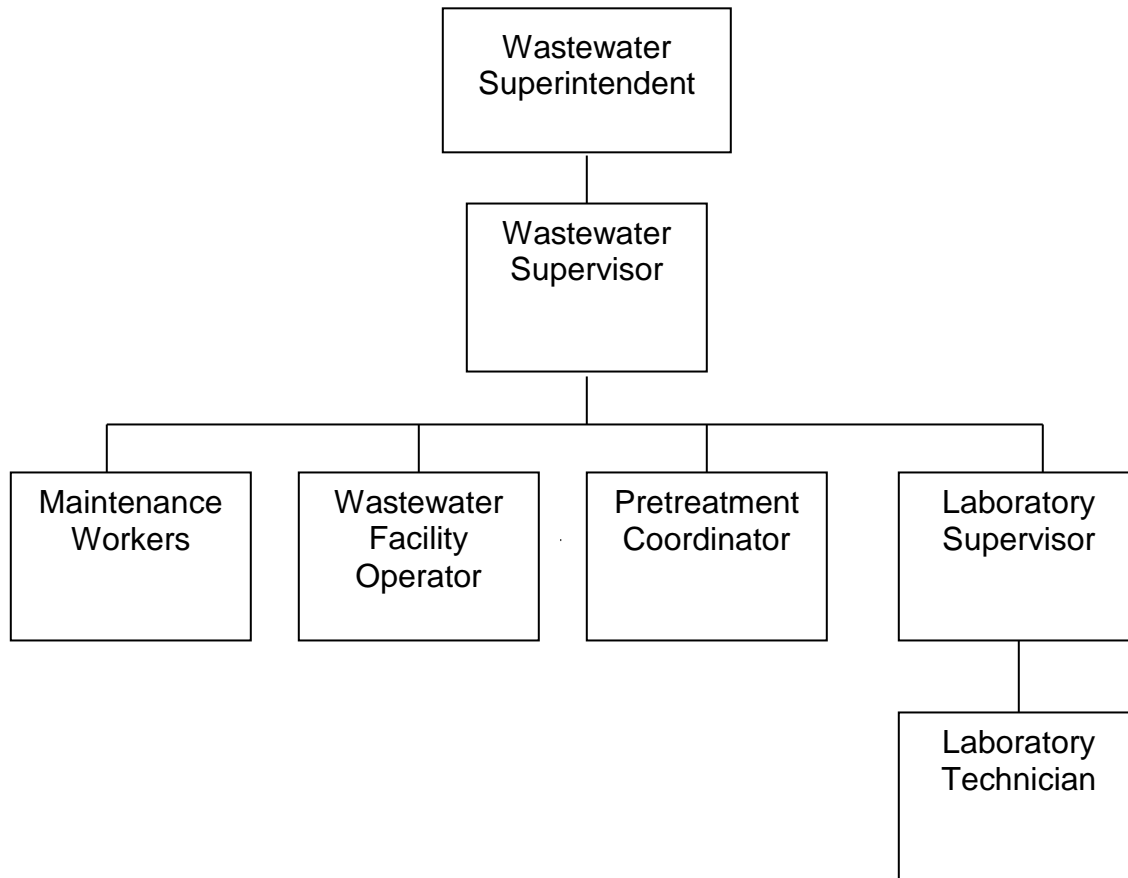
**WASTEWATER
TREATMENT DIVISION –**

**PUBLIC WORKS
DEPARTMENT**

FY2013/2014
STATEMENT OF ACTIVITIES
WASTEWATER TREATMENT DIVISION

The Wastewater Treatment Division is responsible for the operation and maintenance of two wastewater treatment facilities. During the fiscal year 2012/13, the facilities processed an average of 4.8 Million Gallons per Day (MGD) or 1.8 billion gallons throughout the year, 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.

FY2013/2014
ORGANIZATIONAL CHART
WASTEWATER TREATMENT DIVISION



FY2013/2014
PERSONNEL SUMMARY
WASTEWATER TREATMENT DIVISION

Position	Actual FY2011-2012	Budget FY2012-2013	Budget FY2013-2014
Superintendent	1.00	1.00	1.00
Supervisor	1.00	1.00	1.00
Laboratory Supervisor	1.00	1.00	1.00
Pretreatment Coordinator	1.00	1.00	1.00
WW Facility Operator	2.00	1.00	1.00
Maintenance Workers	2.50	3.50	3.50
Total Staff	8.50	8.50	8.50

FY2012/2013
ACCOMPLISHMENTS
WASTEWATER TREATMENT DIVISION

Objective: Complete the next phase of the Local Limits Report and submit to the IEPA by July 1, 2012. This is a requirement of our Pretreatment and NPDES permits.

Status: This project was completed.

Objective: Conduct Master Plan/ Facilities Study to determine the best course of action to take with regard to future direction of the facilities.

Status: This project is underway and shall be completed in March, 2013.

Objective: Rebuild Primary Clarifier #1 and #3 to include refurbishing all wearable parts and returning them to like-new condition.

Status: This goal was completed on-time and under budget.

Objective: Recoat Secondary Clarifier covers at WWTP #3, to protect the fiberglass from UV rays.

Status: This project has been completed.

Objective: Rebuild #1 Centrifugal Blower at WWTP #3. This blower has shown through vibration analysis that a rebuild is required. We rebuilt a blower from Plant 2 that had a critical failure.

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
WASTEWATER TREATMENT DIVISION

Status: There was a change in equipment for this budget item. Blower #4 at WWTP #2 failed and required emergency repair. While the blower at Plant #3 still requires repair, Blower #4 is critical to plant operations. This equipment is installed and was placed in service on November 27, 2012.

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

Status: This is an on-going task. The Division has inspection requirements and sampling requirement throughout the year.

FY2013/2014
OBJECTIVES
WASTEWATER TREATMENT DIVISION

1. Initiate the plant upgrades and advanced maintenance prescribed in the recently completed WWTP Master Plan.
2. Advance the knowledge of the two new staff members to get them fully acquainted and comfortable with the facilities, and integrate them into the on-call rotation as soon as practical.
3. Develop a staffing plan to address all advanced maintenance required at the two wastewater treatment facilities, as well as adequate supervision of the operations, pre-treatment program, and the laboratory.
4. Continue to monitor, inspect, and enforce activities as required by the City's approved Pretreatment Program.

**FY2013/2014
ANNUAL BUDGET
WASTEWATER TREATMENT DIVISION**

EXPENDITURES	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
Regular Salaries	498,253	546,180	584,424	584,424	599,035
Part-time Salaries	31,748	25,043	21,558	21,558	31,800
Overtime	32,052	35,942	43,000	43,000	43,000
Group Insurance	101,274	112,737	106,286	106,286	136,427
City Portion FICA / Retirement	31,071	35,608	40,237	40,237	41,778
City Portion IMRF	57,457	71,633	84,497	84,497	89,081
City Portion MEDI	7,266	8,328	9,410	9,410	9,771
Total Personnel Services	759,121	835,471	889,412	889,412	950,891
Professional Services	32,082	40,674	46,925	60,000	94,785
Publishing	162	301	400	400	400
Postage & Freight	613	359	1,850	1,850	1,850
Training	4,340	3,094	3,560	3,560	8,850
Dues & Subscriptions	575	190	684	684	3,465
Insurance & Bonding	44,144	43,998	43,370	43,370	45,507
Utilities	452,700	452,710	624,206	624,206	479,100
Examinations	476	1,579	713	713	812
Radio Equipment	-	-	100	100	100
Plant Maintenance Services	77,647	172,996	425,850	275,001	448,450
State Filing Fees	47,500	47,500	47,500	47,500	47,500
Rental - Buildings & Equipment	250	143	1,295	1,295	2,500
Total Contractual Services	660,489	763,544	1,196,453	1,058,679	1,133,319
Office Supplies	855	1,378	1,000	1,000	1,500
Landscape Materials	450	-	500	500	750
Motor Fuel & Lub.	7,010	7,910	7,000	7,000	7,000
Computer Hardware & Software	5,877	4,186	7,470	6,186	12,965
Small Tools & Equipment	29,816	36,197	39,000	39,000	47,500
Automotive Supplies & Materials	4,015	5,057	11,500	11,500	11,500
Public Works Materials	-	215	-	-	-
Clothing	3,472	5,505	7,750	7,750	7,750
Salt	-	160	-	-	-
Chemicals & Sealants	301,192	344,318	316,077	316,077	379,027
Laboratory Supplies	20,973	23,352	28,241	28,241	33,467
Operating Supplies	-	1,203	-	-	-
Plant Maintenance Materials	83,587	133,088	120,268	120,268	134,500
Total Materials & Supplies	457,247	562,569	538,806	537,522	635,959
Total	1,876,857	2,161,584	2,624,671	2,485,613	2,720,169

FY2013/2014
ACCOUNT INFORMATION
WASTEWATER TREATMENT DIVISION

- An increase in part-time wages is attributable to the addition of two seasonal staff to assist with painting and seasonal operations throughout the City.
- An increase in group health insurance is attributable to the need to continue funding a reserve in the Intergovernmental Personnel Benefit Cooperative (IPBC) pool. Funding requirements are determined by the IPBC based on claims experience plus 10%. 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. Also included in group health insurance are funds to provide insurance to personnel working an average of thirty (30) or more hours per week as mandated by the Federal Government (effective January 1, 2014).
- Additional funds have been requested in the Professional Services account to provide for assistance in sampling industrial discharge, measuring the effects of residual chlorides and removing snow at Wastewater Treatment Plant facilities.
- Additional funds have been requested in the Training account to allow the Superintendent to attend training offered by the Central States Water Environment Association (CSWEA), allow the Wastewater Treatment Plant Supervisor to attend training offered by the Illinois Public Service Institute (IPSI) and to provide additional technical training to Division employees.
- Additional funds have been requested in the Dues & Subscriptions account for membership dues to the Illinois Association of Wastewater Agencies (IAWA). The IAWA is “the voice of wastewater agencies in Illinois” who works with the legislature and enforcement agencies on wastewater issues of mutual interest.
- An increase in the Insurance & Bonding account represents increases in the City’s cost for liability insurance as determined by the Intergovernmental Risk Management Association (IRMA).
- A reduction in Utilities best reflects the effects of electrical aggregation on City resources.
- Additional funds have been requested in the Plant Maintenance account to provide for rebuilding of several pieces of equipment, including a pump used to lift the influent wastewater to the treatment facility (raw pump #7), the influent grinder (also known as a Channel Monster), Return Activated Sludge (RAS) pumps #4 and #6 and an update to the ultraviolet computer system, a critical piece of equipment used for disinfection of the effluent. Also included is the replacement of Programmable Logic Controllers (PLCs) and tuck pointing at Wastewater Treatment Plant #2 and Lift Station #12.
- An increase in Equipment Rental best reflects lab cylinder services needed.
- Additional funds have been requested in the Computer Hardware & Software account to provide for the replacement of four (4) computers, one (1) new workstation, two (2) tablets and a projector to be used for in-house training events.
- An increase in Small Tools & Equipment reflects the purchase of a replacement ladder for the anaerobic digester and a rebuild kit for a primary sludge pump.

FY2013/2014
ACCOUNT INFORMATION (Cont'd)
WASTEWATER TREATMENT DIVISION

- Increases in the Chemicals & Sealants account best reflects rises in Polymer and Liquid Alum costs.
- An increase in Laboratory Supplies and Plant Maintenance Materials best reflects services needed.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



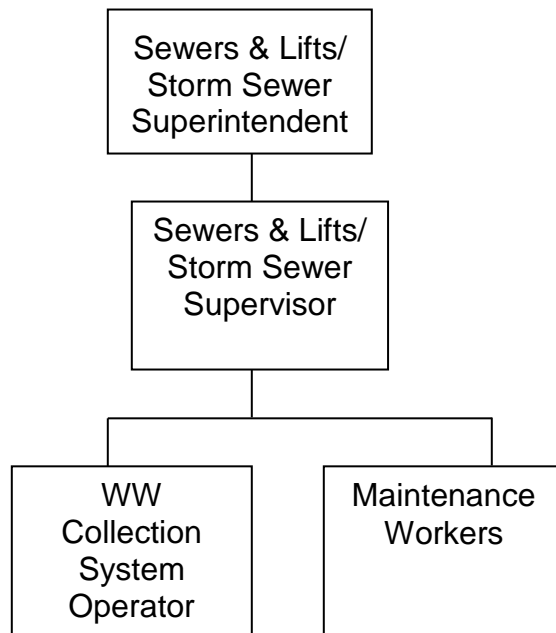
**SEWERS AND LIFTS
DIVISION**

**PUBLIC WORKS
DEPARTMENT**

FY2013/2014
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 166 miles of sanitary sewer in conjunction with 26 sanitary pumping stations.

FY2013/2014
ORGANIZATIONAL CHART
SEWERS & LIFTS DIVISION



FY2013/2014 PERSONNEL SUMMARY SEWERS & LIFTS DIVISION

Position	Actual FY2011-2012	Budget FY2012-2013	Budget FY2013-2014
Superintendent	1.00	1.00	1.00
WW Collection System Operators	1.00	1.00	1.00
Total Staff	2.00	2.00	2.00

FY2012/2013 ACCOMPLISHMENTS SEWERS AND LIFTS DIVISION

Objective: Continue collaborative efforts with other divisions in the organization to enhance the sanitary and storm layers of the GIS system.

Status: The sanitary layer is updated periodically throughout the year to provide more accurate information. Coordination meetings have been conducted for the storm layer. However, consultant funding and software upgrades have postponed the advancement of this map to date.

Objective: Provide project management assistance with the chlorides residual project at WWTP #3 and WTP #4.

Status: Staff successfully assisted in the design and construction of this project in order to meet its aggressive completion date. The force main and lift station are currently operational and the project is closed out.

Objective: Clean no less than 10 miles of sanitary sewer, while utilizing the GIS system to represent and document the history of the program.

Status: The Division has once again exceeded its goal of 10 miles during 2012/13 with hopes of doubling that number. As of November 1, twelve miles of sewer have been cleaned. The GIS documentation has not occurred due to the web-based transition.

Objective: Conduct a multi-year SCADA assessment and implementation plan.

Status: A master plan for the implementation of a fully functional SCADA system into the lift stations has been completed.

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
SEWERS AND LIFTS DIVISION

Objective: Formalize a lift station master plan for capital planning and emergency preparedness.

Status: This is an on-going, multi-year process. The generator study and arc flash study are currently underway. These programs, combined with the SCADA assessment will advance this objective.

Objective: Update and revise the lift station maintenance/asset inventory file for better record-keeping needs.

Status: This spreadsheet is consistently updated as information is made available, making it a centralized point of reference.

FY2013/2014
OBJECTIVES
SEWERS AND LIFTS DIVISION

1. Review the "Lift Station SCADA Master Plan", evaluate the options presented, prioritize accordingly, and provide a recommended implementation plan based on approved funding.
2. Evaluate the rehabilitation needs (lining, pipe bursting, etc.) for sanitary sewer segments found with poor flow characteristics due to age and deterioration.
3. Review the root foaming and grease treatment programs for effectiveness and modify if necessary. (This will be a multi-year analysis to determine the effectiveness of the different products available.)
4. Should funding allow, provide an implementation plan for lift station backup generators based on the feasibility study completed in 2012/13.
5. Revisit the poor flow characteristics of the "bottleneck" located at Virginia Street and Lakeshore Drive.
6. Develop specifications and oversee the replacement of the undersized force main for Lift Station 8 (237 Lake Shore Dr).
7. Utilize the new web-based GIS system to the extent practical for asset management.

**FY2013/2014
ANNUAL BUDGET
SEWERS & LIFTS DIVISION**

EXPENDITURES	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
Regular Salaries	153,074	154,386	166,848	166,848	171,019
Part-time Salaries	-	-	-	-	8,040
Overtime	3,546	4,313	14,000	14,000	5,000
Group Insurance	28,500	32,863	32,863	32,863	34,506
City Portion FICA / Retirement	9,420	9,532	11,212	11,212	11,412
City Portion IMRF	17,407	19,193	23,546	23,546	23,270
City Portion MEDI	2,203	2,229	2,622	2,622	2,669
Total Personnel Services	214,150	222,516	251,091	251,091	255,916
Postage & Freight	703	183	1,400	1,400	600
Training	1,354	811	1,065	1,065	1,150
Dues & Subscriptions	3,316	2,398	2,855	2,855	2,590
Insurance & Bonding	49,242	31,321	29,436	29,436	29,532
Utilities	70,340	70,453	61,500	61,500	61,500
Examinations	25	280	452	452	240
Operating Equipment	2,625	40	1,150	1,150	1,150
Office Equipment	-	-	250	-	-
Clothing Rental	1,002	1,106	1,050	1,050	1,050
Radio Equipment	24	-	300	300	300
Plant Maintenance Services	36,959	20,238	60,425	60,425	63,395
Lines & Sewers	2,515	8,044	168,600	111,269	223,800
Total Contractual Services	168,105	134,874	328,483	270,902	385,307
Office Supplies	460	471	600	600	600
Motor Fuel & Lub.	12,750	14,909	13,700	13,700	13,700
Computer Hardware & Software	50	-	1,695	1,695	1,909
Small Tools & Equipment	7,540	3,938	10,595	10,595	12,245
Automotive Supplies	11,176	6,412	9,600	9,600	16,600
Materials	1,743	1,716	2,500	2,500	2,500
Clothing	1,129	1,059	1,045	1,045	1,120
Plant Maintenance Materials	30,882	24,561	19,900	19,900	19,900
Total Materials & Supplies	65,730	53,066	59,635	59,635	68,574

FY2013/2014
ANNUAL BUDGET
SEWERS & LIFTS DIVISION (CONT'D)

EXPENDITURES	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
System Improvement	-	141,535	-	-	-
Total Capital Outlay	-	141,535	-	-	-
Total	447,985	551,991	639,209	581,628	709,797

FY2013/2014
ACCOUNT INFORMATION
SEWERS & LIFTS DIVISION

- An increase in part-time wages is attributable to the addition of two seasonal staff to assist with painting and seasonal operations throughout the City.
- A reduction in Overtime best reflects services needed.
- An increase in group health insurance is attributable to the need to continue funding a reserve in the Intergovernmental Personnel Benefit Cooperative (IPBC) pool. Funding requirements are determined by the IPBC based on claims experience plus 10%. 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 reduction in Postage & Freight best reflects services needed.
- Additional funds have been requested in the Training account to allow the Superintendent to attend training offered by the American Water Works Association (AWWA).
- Funds to provide for training materials have not been re-budgeted in the Dues & Subscriptions account again in Fiscal Year 2013/2014, as training materials were purchased in Fiscal Year 2012/2013.
- Funds to provide for Hepatitis B inoculations have not been re-budgeted in the Physical Examinations account again in Fiscal Year 2013/2014, as the Hepatitis B inoculations were received in Fiscal Year 2012/2013.
- A reduction in Office Equipment best reflects services needed.
- Additional funds have been requested in the Plant Maintenance Services account to provide for the rehabilitation of submersible pumps.
- Additional funds have been requested in the Lines & Sewers account to provide for a grease control program and a root foaming program.

FY2013/2014
ACCOUNT INFORMATION (Cont'd)
SEWERS & LIFTS DIVISION

- Included in the Small Tools & Equipment account are funds to replace a pressure washer. The cost of the pressure washer is shared with the Streets and Water Divisions.
- Additional funds have been requested in the Automotive Supplies account to provide for repairs to the City's Vac-All (unit 611).

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



**WATER AND SEWER
CAPITAL IMPROVEMENT
FUND**

FY2013/2014
STATEMENT OF ACTIVITIES
WATER & SEWER CAPITAL IMPROVEMENT FUND

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

FY2013/2014
ANNUAL BUDGET
WATER & SEWER CAPITAL IMPROVEMENT FUND

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Grant Proceeds	-	100,000	-	-	-
Investment Interest	6,845	1,344	408	408	-
Miscellaneous	-	100	-	25	-
Total Revenues	6,845	101,444	408	433	-
EXPENDITURES					
Professional	351,468	34,523	-	-	100,000
Total Contractual Services	351,468	34,523	-	-	100,000
Small Tools & Equipment	-	-	-	-	32,000
Total Materials & Supplies	-	-	-	-	32,000
System Improvement	3,236,868	2,858,526	4,083,200	1,933,196	8,954,618
Total Capital Outlay	3,236,868	2,858,526	4,083,200	1,933,196	8,954,618
Total Expenditures	3,588,336	2,893,049	4,083,200	1,933,196	9,086,618
Revenues in Excess of Expenditures	(3,581,491)	(2,791,605)	(4,082,792)	(1,932,763)	(9,086,618)

FY2013/2014
ANNUAL BUDGET (Cont'd)
WATER & SEWER CAPITAL IMPROVEMENT FUND

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
OTHER SOURCES (USES)					
Transfer In	-	664,113	-	1,500,000	160,000
Bond Proceeds	-	-	3,906,000	4,175,064	6,815,519
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	664,113	3,906,000	5,675,064	6,975,519
Change in Cash Balance	(3,581,491)	(2,127,492)	(176,792)	3,742,301	(2,111,099)
Change in Payables/Receivables	977,733	(396,515)	-	(366,541)	
Beginning Cash Balance, May 1	5,473,300	2,869,542	345,535	345,535	3,721,295
Ending Cash Balance, April 30	2,869,542	345,535	168,743	3,721,295	1,610,196

FY2012/2013 transfer of \$1,500,000 represents Participation Fees paid by Special Service Area beneficiaries through 12/31/2007 plus interest earned on idle funds.

FY2013/2014
ACCOUNT INFORMATION
WATER & SEWER CAPITAL IMPROVEMENT FUND

- Capital expenditures budgeted for FY2013/2014 include:
 - Main Replacement - Country Club Subdivision
 - Main Replacement - IL Route 176/IL Route 31
 - Main Replacement - Route 14 expansion @ IL Route 176
 - Main Replacement – Crystal Lake Avenue (Main St to Erick St)
 - Main Replacement - Water Treatment Plant #4 extension to Mathews Co.
 - Main Replacement – View Street (Industrial Dr to Lorraine Dr)
 - Main Replacement (Engineering)
 - Generator Replacement – Water Treatment Plant #3
 - Valves Replacement – Water Treatment Plant #3
 - Chemical Treatment Systems Replacement – Water Treatment Plant #3
 - Driveway and Parking Lot Replacement – Water Treatment Plant #3
 - New Generator – Water Treatment Plant #5
 - Water Facilities Study
 - Replacement Well #18
 - Water Tower Recoat – Bard Road
 - Clarifier Rehabilitation – Wastewater Treatment Plant #2
 - Bio-solids Building Roof Replacement – Wastewater Treatment Plant #2
 - Digester Addition (Engineering) – Wastewater Treatment Plant #2
 - Lift Station #1 Improvements
 - SCADA Installation – Lift Stations (Year 1 of 3)

FY2013/2014
ACCOUNT INFORMATION (Cont'd)
WATER & SEWER CAPITAL IMPROVEMENT FUND

- Generator Installation – Lift Stations (Year 1 of 4)
- Force Main Replacement – Lift Station #8
- Adjusted Standards Filing to the Illinois Pollution Control Board Services
(Chlorides Residuals)

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



**WATER & SEWER
DEBT SERVICE FUND**

FY2013/2014
STATEMENT OF ACTIVITIES
WATER & SEWER DEBT SERVICE FUND

The Water and Sewer Debt Service Fund provides a budgetary set of account categories for the expenditure of funds to pay obligations when they come due. The Fund further provides for the expenditure of water and sewer connection fees accumulated from properties that are newly developed and connected to City water and sewer facilities. The proceeds of water and sewer connection fees are intended to provide for the retirement of debt issued to upgrade and expand Wastewater Treatment Plant #2.

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Water Connection Fees	141,235	174,391	88,000	395,000	133,900
Sewer Connection Fees	209,644	269,263	100,000	355,800	284,280
Investment Income	-	-	-	-	-
Total Revenues	350,879	443,654	188,000	750,800	418,180
EXPENDITURES					
Debt Service Principal	1,234,033	1,287,127	1,640,493	2,972,468	1,533,639
Debt Service Interest	480,875	424,462	393,212	432,045	883,815
Total Debt Service	1,714,908	1,711,589	2,033,705	3,404,513	2,417,454
Total Expenditures	1,714,908	1,711,589	2,033,705	3,404,513	2,417,454
Revenues in Excess of					
Expenditures	(1,364,029)	(1,267,935)	(1,845,705)	(2,653,713)	(1,999,274)
OTHER SOURCES (USES)					
Transfer In	2,297,744	1,523,050	811,394	560,120	1,229,677
Bond Proceeds	-	-	-	1,674,360	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	2,297,744	1,523,050	811,394	2,234,480	1,229,677
Change in Cash Balance	933,715	255,115	(1,034,311)	(419,233)	(769,597)
Change in Payables/Receivables	-	-	-	-	-
Beginning Cash Balance, May 1	-	933,715	1,188,830	1,188,830	769,597
Ending Cash Balance, April 30	933,715	1,188,830	154,519	769,597	-

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014

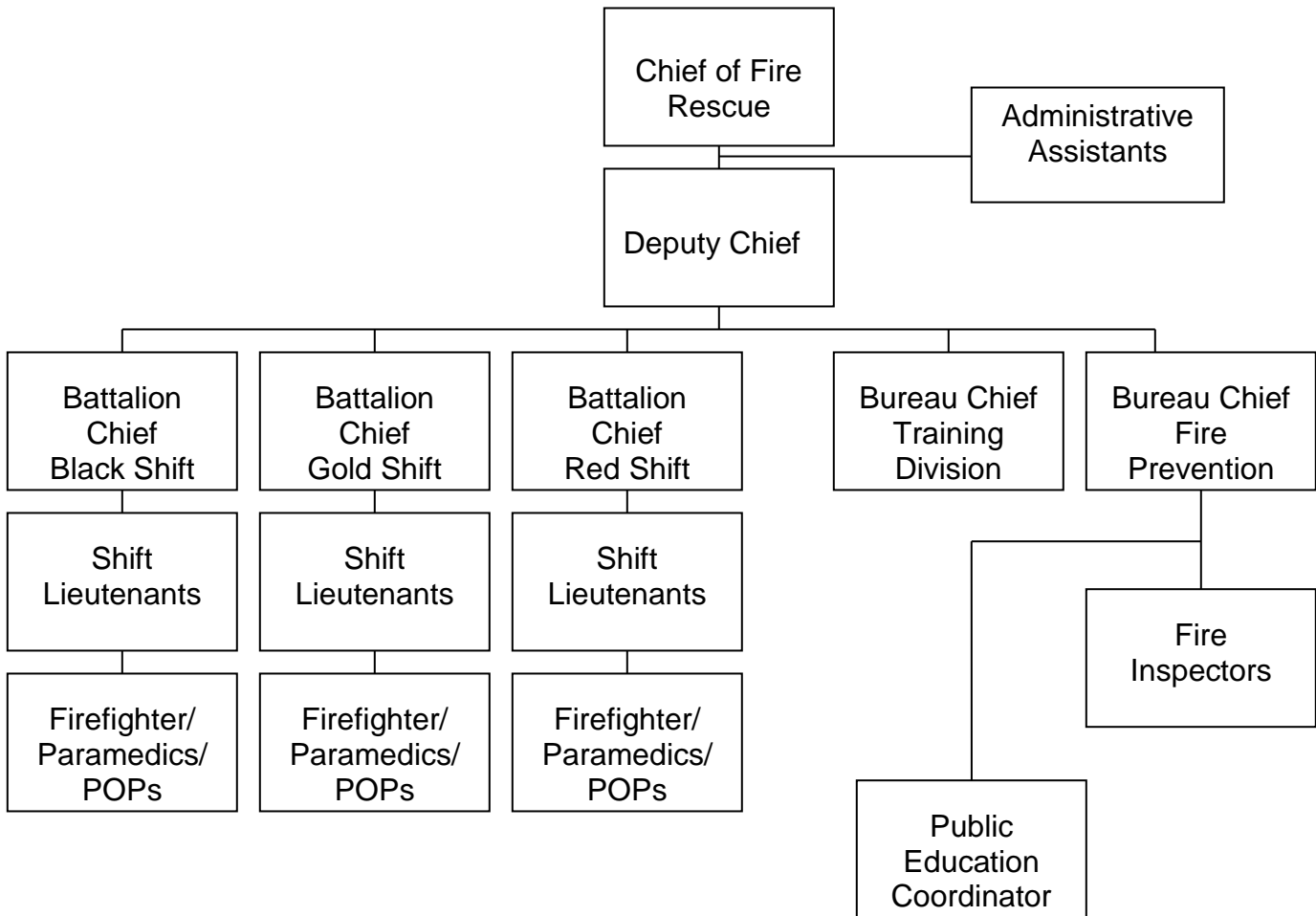


**FIRE RESCUE
FUND**

FY2013/2014
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.

FY2013/2014
ORGANIZATIONAL CHART
FIRE RESCUE DEPARTMENT



FY2013/2014 PERSONNEL SUMMARY FIRE RESCUE DEPARTMENT

Position	Actual FY2011-2012	Budget FY2012-2013	Budget FY2013-2014
Chief of Fire Rescue	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00
Bureau Chief	2.00	2.00	2.00
Battalion Chief	3.00	3.00	3.00
Fire Lieutenant	9.00	9.00	9.00
Firefighter/Paramedic	48.00	48.00	48.00
Fire Inspector	1.50	1.50	1.50
Office Coordinator	1.00	0.00	0.00
Administrative Assistant	1.00	1.75	1.75
Public Education Coordinator	0.00	0.00	0.50
Total Staff	67.50	67.25	67.75

FY2012/2013 ACCOMPLISHMENTS FIRE RESCUE DEPARTMENT

- Continued development of a dedicated Emergency Operations Center.

Construction of the Emergency Operations Center (EOC) commenced in February of 2013. Completion of the project is expected in the 1st qtr of FY 13/14.

- Renovation of Fire Station 4

Renovation is moving along on siding, fire alarm, kitchen cabinets, flooring, painting and lighting.

- Maintain the Crystal Lake Wireless Alarm Network (CLWAN)

The City's commitment to life safety is demonstrated with the purchase and operation of a wireless direct connect alarm monitoring system. The CLWAN system currently has 375 fire alarms that are monitored in SEECOM to provide prompt notification of fire alarms in order to reduce delay in notification and response.

- Develop a comprehensive Master Address Repository (MAR)

Formal bids have been received to create a definitive addressing data base for all areas served by the City of Crystal Lake and Crystal Lake Fire Rescue Department. The proposals are being reviewed to determine final recommendation and project timeline.

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
FIRE RESCUE DEPARTMENT

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

This is on hold as other options are being evaluated.

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

Ambulance 351 is due for replacement. A new ambulance specification was created due to our previous ambulance manufacturer ceasing operations. In December of 2012, City Council approved a vendor to construct a replacement ambulance.

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

New radios along with radio infrastructure have been installed and placed in-service. Final system adjustments are being made to the radio system.

FY2013/2014
OBJECTIVES
FIRE RESCUE DEPARTMENT

- Commence the Fire Service Accreditation Process

An aggressive action plan to seek fire service accreditation through the Center for Public Safety Excellence has been established. The Fire Rescue Department will become a registered agency and commence the process of self assessment, benchmarking and establishing a guide for future organizational achievement.

- Revise and achieve certification of a City-wide Emergency Operations Plan.

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

The State of Illinois requires that EOP's are updated and re-certified every two years. Our current plan was certified in 2011.

FY2013/2014
OBJECTIVES (Cont'd)
FIRE RESCUE DEPARTMENT

- Establish regular City-wide Emergency Management Training.

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

- Provide for prompt, efficient and dependable emergency response.

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 four years in front line response and two years in reserve and call-back response. Vehicle dependability, whether front line, reserve or call-back status, is essential to the safety and well-being of our patients.

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

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

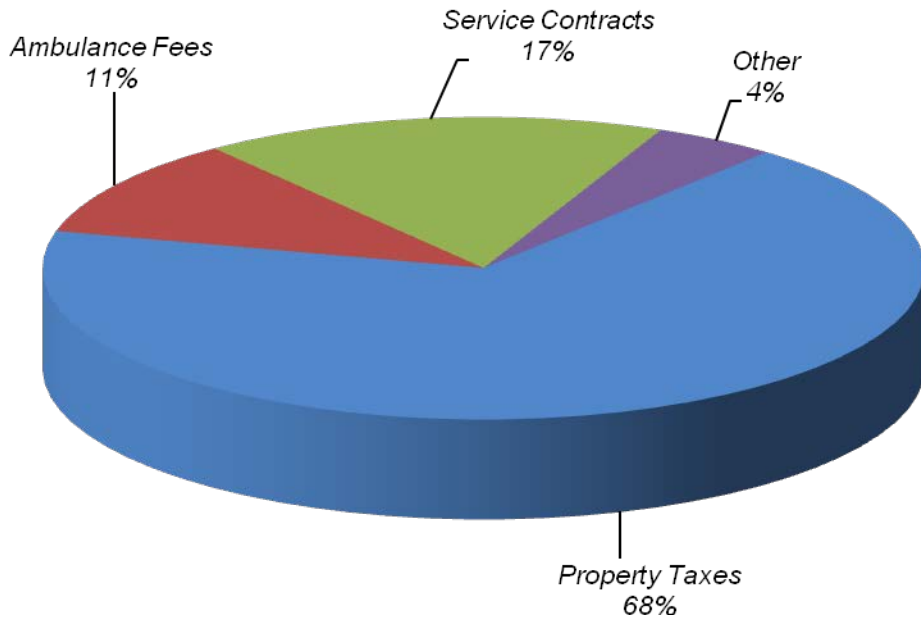
Provide federally required NIMS training to our elected officials.

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

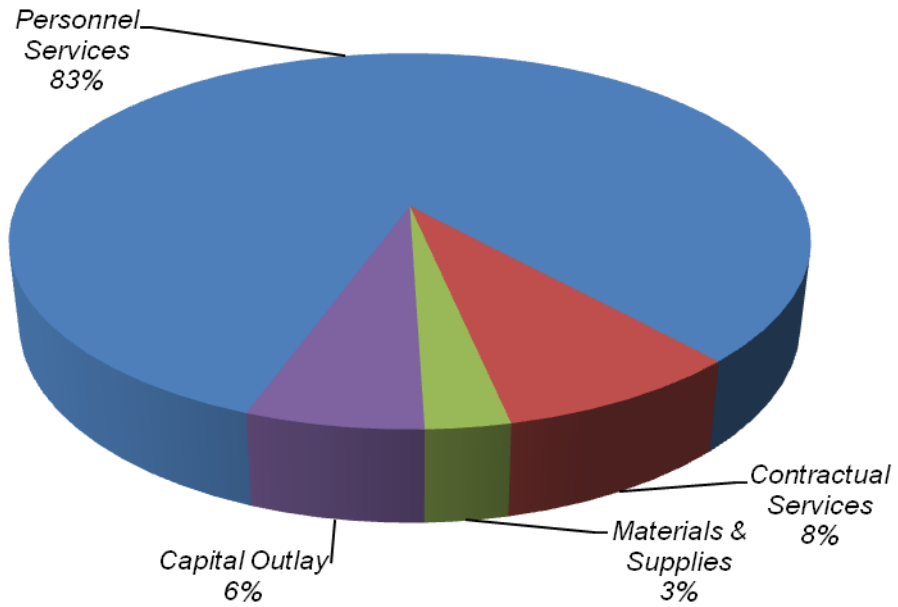
FY2013/2014
ANNUAL BUDGET
FIRE RESCUE FUND

	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
REVENUES					
Property Taxes	5,803,435	5,423,158	5,432,500	5,432,500	5,692,981
Alarm Fees	38,126	345,310	340,800	340,800	348,000
Ambulance Service Fees	845,065	876,768	860,000	860,000	890,000
Service Contracts	1,574,954	1,618,659	1,488,637	1,477,090	1,432,776
Investment Interest	8,149	2,842	5,500	5,500	1,500
Grants	13,194	-	12,000	33,658	12,000
Miscellaneous	(9,756)	473,076	17,000	103,700	17,000
Total Revenues	8,273,167	8,739,813	8,156,437	8,253,248	8,394,257
EXPENDITURES					
Personnel Services	6,586,230	6,801,303	7,248,281	7,193,928	7,321,626
Contractual Services	1,724,290	1,374,339	967,384	953,668	748,149
Materials & Supplies	247,284	254,634	256,915	254,770	255,985
Capital Outlay	910,557	1,176,436	1,414,609	1,580,976	536,635
Total Expenditures	9,468,361	9,606,712	9,887,189	9,983,342	8,862,395
Revenues in Excess of Expenditures	(1,195,194)	(866,899)	(1,730,752)	(1,730,094)	(468,138)
OTHER SOURCES (USES)					
Transfer In	-	550,000	46,368	46,368	-
Bond Proceeds	-	-	-	-	-
Transfer Out	(69,096)	-	-	-	-
Total Other Sources (Uses)	(69,096)	550,000	46,368	46,368	-
Change in Fund Balance	(1,264,290)	(316,899)	(1,684,384)	(1,683,726)	(468,138)
Beginning Balance, May 1	4,671,452	3,407,162	3,090,263	3,090,263	1,406,537
Ending Balance, April 30	3,407,162	3,090,263	1,405,879	1,406,537	938,399

Fire Rescue Revenues by Source



Fire Rescue Fund Expenditures by Type



**FY2013/2014
ANNUAL BUDGET
FIRE RESCUE DEPARTMENT**

EXPENDITURES	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
Regular Salaries	5,230,368	5,378,008	5,763,222	5,763,222	5,871,819
Part-Time Wages	107,465	118,113	189,673	128,820	102,883
Overtime	309,098	292,862	283,066	289,566	283,066
Group Insurance	939,299	1,012,320	1,012,320	1,012,320	1,063,858
Total Personnel Services	6,586,230	6,801,303	7,248,281	7,193,928	7,321,626
Professional Services	1,037,755	664,271	243,900	243,900	10,300
Annual Audit	2,104	3,516	4,500	4,500	4,500
Publishing	1,167	1,210	1,150	1,039	2,250
Postage & Freight	1,694	1,327	1,800	1,765	1,800
Training	27,119	53,445	42,780	43,580	49,530
Dues & Subscriptions	3,100	2,990	3,210	3,175	3,210
Insurance & Bonding	501,629	499,222	488,337	488,337	509,512
Utilities	44,578	44,192	59,173	59,173	59,173
Buildings & Offices	43,231	48,365	45,094	44,779	44,994
Examinations	23,767	16,536	35,190	22,080	22,080
Operating Equipment	29,012	25,846	29,200	29,690	29,200
Office Equipment	2,682	2,331	1,800	1,800	2,500
Radio Equipment	6,452	11,088	11,250	9,850	8,850
Rent - Buildings & Equip	-	-	-	-	250
Total Contractual Services	1,724,290	1,374,339	967,384	953,668	748,149
Office Supplies	8,876	8,464	9,750	9,125	9,400
Cleaning Supplies	9,468	6,220	7,595	7,160	7,385
Motor Fuel & Lubricant	68,721	70,605	84,200	83,500	84,200
Computer Equipment	6,494	4,838	7,500	7,500	10,730
Small Tools & Equip	44,836	59,273	52,825	52,765	49,225
Auto Supplies	52,297	64,019	56,075	56,250	56,075
Clothing	56,592	41,215	38,970	38,470	38,970
Total Materials & Supplies	247,284	254,634	256,915	254,770	255,985

FY2013/2014
ANNUAL BUDGET
FIRE RESCUE DEPARTMENT (CONT'D)

EXPENDITURES	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
Buildings	69,035	62,523	1,271,236	1,190,367	121,500
Automotive Equipment	430,000	868,238	216,000	214,500	181,280
Operating Equipment	9,468	78,127	7,500	-	-
Departmental Equipment	402,054	167,548	176,109	176,109	233,855
Total Capital Outlay	910,557	1,176,436	1,670,845	1,580,976	536,635
Total	9,468,361	9,606,712	10,143,425	9,983,342	8,862,395

FY2013/2014
ACCOUNT INFORMATION
FIRE RESCUE DEPARTMENT

- The FY2013/2014 budget for paid-on-call personnel in the Part-Time Wages account has been reduced to better reflect the actual number of hours worked.
- An increase in group health insurance is attributable to the need to continue funding a reserve in the Intergovernmental Personnel Benefit Cooperative (IPBC) pool. Funding requirements are determined by the IPBC based on claims experience plus 10%. 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. Also included in group health insurance are funds to provide insurance to personnel working an average of thirty (30) or more hours per week as mandated by the Federal Government (effective January 1, 2014).
- Professional services budget reflects a reallocation of SEECOM dispatch services to the Police Department in the General Fund. The reallocation of costs best matches expenses to funding sources.
- An increase in Publishing best reflects costs of services needed.
- Training is increased to allow for site visits by an Accreditation Team.
- An increase in the Insurance & Bonding account represents increases in the City's cost for liability insurance as determined by the Intergovernmental Risk Management Association (IRMA).
- A decrease in Examinations best reflects costs of services needed.
- An increase in the Office Equipment account is attributable to increased copier maintenance costs.
- Advances in communications technology have reduced the reliance on pagers. As such, pager rental fees in the Radio Equipment account have also been reduced.

FY2013/2014
ACCOUNT INFORMATION (CONT'D)
FIRE RESCUE DEPARTMENT

- Additional funds have been requested in the Computer Hardware & Software account for the acquisition of Microsoft Office Suite software (to be installed on laptop computers in the City's Emergency Operation Center).
- Small Tools & Equipment purchases vary from budget year to budget year. Dollars expended in Fiscal Year 2012/2013 to replace Fire Prevention Bureau equipment have not been re-budgeted in Fiscal Year 2013/2014.
- Funds requested in Fiscal Year 2013/2014 for capital purchases shall provide for the replacement of ambulance #354, the replacement of extrication equipment, the replacement of three (3) personal computers and four (4) mobile data computers, as well as the reconfiguration of Fire Station #1 office area and the application of epoxy to Fire Station #1 apparatus floor.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



LIBRARY FUNDS

FY2013/2014
STATEMENT OF ACTIVITIES
CRYSTAL LAKE PUBLIC LIBRARY

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

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

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

Connect to the Online World – Public Internet Access

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

Create Young Readers – Early Literacy

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

Satisfy Curiosity – Lifelong Learning

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

Stimulate Imagination – Reading, Viewing, and Listening for Pleasure

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

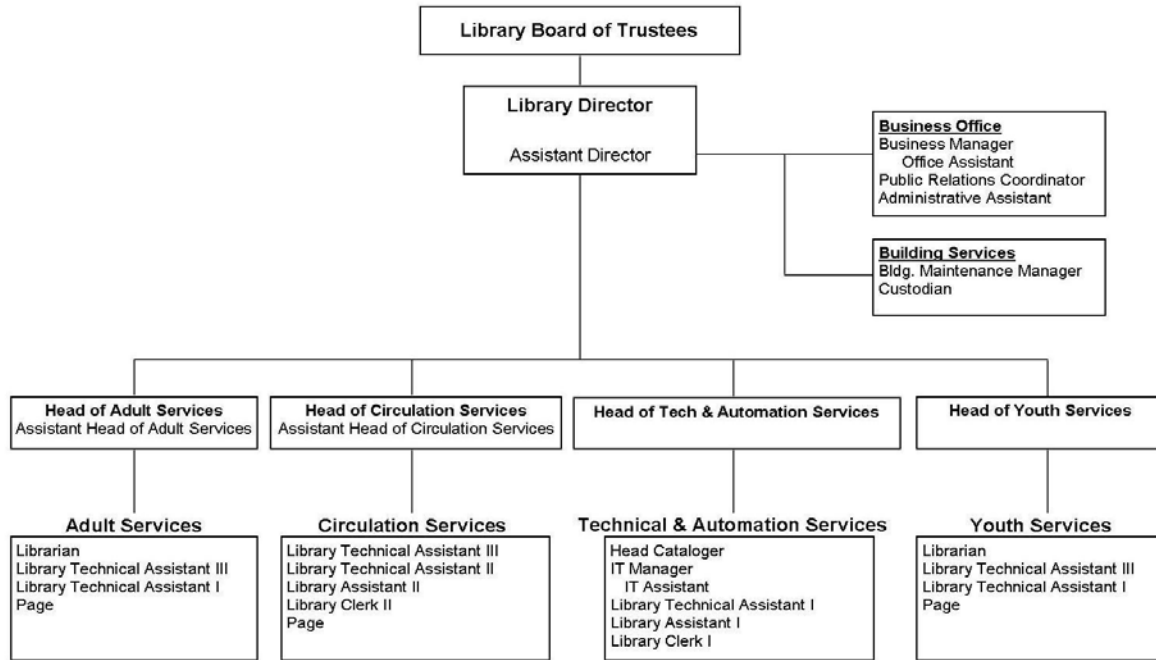
Understand How to Find, Evaluate and Use Information – Information Fluency

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

Visit a Comfortable Place – Physical and Virtual Spaces

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

FY2013/2014 ORGANIZATIONAL CHART CRYSTAL LAKE PUBLIC LIBRARY



FY2012/2013 ACCOMPLISHMENTS CRYSTAL LAKE PUBLIC LIBRARY

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

Status: The Crystal Lake Public Library has a reputation for consistently giving outstanding customer service and this continues to be our top priority. In FY 11/12, when our operating budget was reduced to 2007 levels, we engaged in an exercise of identifying all services being provided, evaluating each service relative to the six Strategic Directions, and agreeing on 31 CORE Services upon which we would focus our energies. The operating budget has remained stagnant for several years, so this focus has continued.

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
CRYSTAL LAKE PUBLIC LIBRARY

The CORE services and their relationship to the Strategic Directions are articulated in the following chart.

C L P L	Strategic Directions:	#1	#2	#3	#4	#5	#6
	CORE SERVICES	Connect to the Online World	Create Young Readers	Lifelong Learning: Satisfy Curiosity	Reading, Viewing, & Listening for Pleasure: Stimulate Imagination	Understand How to Find, Evaluate, & Use Information	Visit a Comfortable Place
1	Provide, develop, & maintain a collection for check out & in-house use		X	X	X	X	X
2	Participate in CCS membership to extend scope of local collection		X	X	X	X	
3	Provide access to information	X	X	X	X	X	X
4	Databases - in house & remote	X	X	X	X	X	X
5	Open to the public Monday-Sunday, 68 hours/week	X	X	X	X	X	X
6	Provide & maintain website; 24/7 access	X	X	X	X	X	X
7	Renewals in-person, on-line, by phone		X	X	X	X	X
8	Holds on items		X	X	X	X	X
9	Pay with credit cards; in-house & on-line		X	X	X	X	X
10	Answer phones		X	X	X	X	X
11	Notices: Overdue, Hold		X	X	X	X	X
12	Bookdrops 365 days/yr		X	X	X	X	X
13	Check materials out: Circ Desk & Self-checks		X	X	X	X	X
14	Answer Reference questions in person, by phone, by email & by IM		X	X	X	X	X
15	Reader's advisory services		X	X	X	X	X
16	Computers & printers for public use	X	X	X	X	X	X
17	Assist patrons with computer use	X	X	X	X	X	X
18	Reservation system for public computer use	X	X	X	X	X	X
19	Copy machine for public use		X	X	X	X	X
20	Create pathfinders		X	X	X	X	
21	Provide WiFi service	X	X	X	X	X	X
22	Conduct school visits & other tours		X	X	X	X	X
23	Summer & Winter reading programs		X	X	X		X
24	Assist patrons in use of the Library & its resources	X	X	X	X	X	X
25	Class tours with storytime or catalog instruction		X	X	X	X	X
26	Maintain an Early Literacy learning area (lower level Beacon)		X	X	X		X
27	High-speed Internet Access	X	X	X	X	X	X
28	Information/educational programs supporting Strategic Directions	X	X	X	X	X	X
29	Story & outreach programs promoting early literacy		X	X	X		X
30	Literacy theme packets		X	X	X		
31	Display new materials in a prominent location (cases/endcaps/shelves)		X	X	X		X

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
CRYSTAL LAKE PUBLIC LIBRARY

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

Status: Each of the last four years, CLPL has circulated over 1 million items. Meeting, much less exceeding, the demand from our citizens for materials to check out from their Public Library is a challenging area because the Crystal Lake Public Library does not have a facility that can adequately house a collection large enough to satisfy the service demands of its community. In an effort to expand the breadth of access to materials, in 2002, CLPL joined the Cooperative Computer Services (CCS), a consortium of 24 public libraries, and immediately became one of the leading net borrowers. Each year our borrowing from others increased, reaching 92,030 just before the instability of state funding caused the collapse of the North Suburban Library System and changes to its inter-library delivery system. This resulted in changes in the cooperative borrowing agreements within CCS that have limited our ability to borrow from others. The result of this is that our patrons have to wait longer to get materials and have fewer options from which to choose. Due to space limitations, the Library is very close to withdrawing one item for each one added to the collection, further restricting the breadth and depth of our collection, which negatively impacts the Library's ability to provide the level of customer service that is the Crystal Lake standard.

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

Status: The Library is in the lifelong learning business and continues to provide a wide variety of programs for all ages: computer classes, Storytimes, Job Club, educational programs, book discussions, and films. During Project Shoehorn in 2007, the Library created a 12 seat computer lab with a moveable partition that can be closed to create our computer classroom. The demand for computer instruction is great and classes exceed capacity, resulting in waiting lists that often cannot be satisfied. Additionally, when the computer lab is being used for a computer class, the number of public access computers is cut in half, compromising that aspect of Library services as well.

The Library is one place in our community that many citizens visit on a regular basis, so it is often used as a means of educating our residents and communicating current, local information. The Library has a small amount of display space and we often cooperate with other local groups to accomplish the goal stated above. Logically, the public library is also a wonderful place to provide information to the public on government information, such as proposed City or County Transportation plans, and we cooperate as much as we can with the limited available space for this purpose.

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
CRYSTAL LAKE PUBLIC LIBRARY

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

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

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

Status: The Library Staff is our primary resource for providing on-going, excellent customer service. Meeting the "fair wage" goal is an area of challenge, as recent comparative studies have shown CLPL to be below the trend in some areas of our pay structure; limits on income have hampered our ability to correct this. As a key part of the educational fabric of our Community, it is critical that the Library Staff is up-to-date on current thinking and technological trends; training remains a high priority.

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

Status: The Crystal Lake Public Library has many cooperative arrangements. We continue to visit preschools and daycare centers in order to reach children from birth to age five with programs and services designed to ensure that they will enter school ready to learn to read, write, and listen. The Library provides Homebound Delivery service through our Volunteer Program. Another growing outreach service is our visits to nursing homes and elder care facilities: Bickford, Autumn Leaves, the Fountains, the Springs, Fair Oaks, Sunrise Assisted Living, and Crystal Pines. At the recent annual meeting of the Crystal Lake Downtown Association, the Crystal Lake Public Library was awarded the GEM Award for Outstanding Community Partner.

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
CRYSTAL LAKE PUBLIC LIBRARY

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

Status: The Library actively communicates with its public via a newsletter mailed to all households six times per year and via electronic newsletters during alternate months. During this last year, two more electronic newsletters were added: Coming Soon for the Adults and Kids Beacon.net for parents, grandparents, and caregivers. Library services are marketed at community events such as EXPO, July 4th parade, and the Johnny Appleseed Festival. Information packets are developed for targeted groups such as the annual presentation to all D47 Principals to encourage classes to visit the Library for a field trip.

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

Status: Funding is very tight. By identifying CORE services, the Library Board and Staff have chosen to focus available funds on the most important areas. Staff works diligently to find the least expensive way to obtain the optimum quality products and services.

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

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

FY2013/2014
OBJECTIVES
CRYSTAL LAKE PUBLIC LIBRARY

- Continue to focus on our six Strategic Directions, provide CORE public library services through excellent customer service, 68-hour, 7-day, in-person services, and 24/7 web services.
- Provide access to a wide variety of materials through the Library's physical and virtual collections.
- Implement a 100-year anniversary celebration during 2013.
- Use every appropriate opportunity to communicate the enduring value of the Library to the Crystal Lake community.
- Investigate options to address and resolve library facility inadequacies.

FY2013/2014
SUMMARY STATEMENT
LIBRARY FUNDS

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
Revenues & Other Sources					
Library Operations Fund	4,097,357	3,839,684	3,819,187	3,823,192	3,877,770
Library Construction & Repair Fund	18,636	22,392	21,440	21,440	23,940
Ames Trust Fund	1,315	1,020	0	0	0
Gift & Memorial Fund	24,246	52,425	16,750	26,750	14,750
Working Cash Fund	90	34	0	0	0
Special Reserve Fund	290,509	502,558	507,409	507,409	0
Per Capita Fund	40,628	40,716	81,432	81,432	83,744
IMRF Fund	0	640,296	461,344	461,344	452,900
Total Revenues & Other Sources	4,472,781	5,099,126	4,907,562	4,921,567	4,453,104
Expenditures & Other Uses					
Library Operations Fund	3,658,862	4,059,458	4,326,596	4,330,601	3,877,770
Library Construction & Repair Fund	11,974	10,895	21,440	21,440	23,940
Ames Trust Fund	4,000	0	0	0	5,000
Gift & Memorial Fund	24,653	52,514	16,750	12,402	34,660
Working Cash Fund	101	89	0	0	0
Special Reserve Fund	0	36,216	100,000	500,000	500,000
Per Capita Fund	40,628	40,716	81,432	81,432	83,744
IMRF Fund	0	384,613	461,344	461,344	452,900
Total Expenditures & Other Uses	3,740,218	4,584,502	5,007,562	5,407,219	4,978,014

FY2013/2014
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY OPERATING FUND

	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
REVENUES					
Property Tax	3,921,844	3,680,466	3,686,752	3,686,752	3,741,330
Grants	2,000	3,597	2,000	0	2,000
Library Fees	48,901	45,698	43,225	45,700	45,700
Copy Fees	10,350	9,245	7,500	10,000	10,000
Meeting Room Fees	660	305	0	0	0
Library Fines	84,920	74,739	73,710	74,740	74,740
Investment Income	12,384	3,617	3,000	3,000	2,000
Used Book Sale	1,762	1,539	0	0	0
Miscellaneous	14,435	20,389	3,000	3,000	2,000
Total Revenues	4,097,256	3,839,595	3,819,187	3,823,192	3,877,770
EXPENDITURES					
Regular Salaries	2,050,430	2,033,680	2,184,200	2,184,200	2,240,375
Group Insurance	285,813	283,819	350,000	350,353	431,260
Total Personnel Services	2,336,243	2,317,499	2,534,200	2,534,553	2,671,635
Legal/Professional Services	29,797	46,571	37,302	37,302	37,302
Community Relations	3,875	3,569	4,475	4,642	4,642
Publishing	2,652	1,035	5,990	5,990	5,990
Postage & Freight	29,658	29,875	32,000	31,000	31,000
Continuing Education	9,884	17,074	20,600	20,600	20,600
Dues & Subscriptions	5,397	5,937	5,700	6,400	6,400
Insurance & Bonding	28,970	27,558	29,536	32,211	32,292
Utilities	51,038	43,370	56,300	54,647	54,680
Buildings & Offices Maintenance	95,950	93,067	154,446	143,623	146,807
Operating Equipment Maintenance	115,453	120,111	95,227	96,727	96,570
Rental - Buildings & Equipment	14,223	16,396	16,500	18,300	22,500
Stationary & Printing	26,132	26,768	30,000	30,000	31,000
Contingency	0	0	110,503	84,994	12,102
Total Contractual Services	413,029	431,330	598,579	566,436	501,885

FY2013/2014
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY OPERATING FUND (CONT'D)

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
EXPENDITURES (Cont'd)					
Office & Library Supplies	37,261	31,073	38,000	35,000	35,000
Cleaning & Building Supplies	7,604	9,079	8,500	8,500	9,000
Landscape Materials	289	0	500	300	500
Small Tools & Equipment	6,104	25,489	16,090	5,393	2,400
Library Materials					
Books	204,912	221,391	219,000	231,000	231,000
AV Materials	111,148	114,322	119,000	123,400	123,400
Electronic Resources	108,464	121,746	127,000	138,500	139,150
Periodicals	18,010	15,857	18,700	18,650	18,500
Standing Orders	34,163	19,542	52,450	24,600	24,600
Programs	16,029	23,676	24,468	24,950	26,800
Total Materials & Supplies	543,984	582,174	623,708	610,293	610,350
Buildings					
Operating Equipment	77,625	13,720	62,700	111,910	93,900
Departmental Equipment	0	0	0	0	0
Total Capital Outlay	77,625	13,720	62,700	111,910	93,900
Total Expenditures	3,370,881	3,344,724	3,819,187	3,823,192	3,877,770
Revenues in Excess of Expenditures	726,375	494,871	0	0	0
OTHER SOURCES (USES)					
Transfer In	101	89	0	0	0
Loan Proceeds	0	0	0	0	0
Transfer Out	(287,981)	(714,734)	(507,409)	(507,409)	0
Total Other Sources (Uses)	(287,880)	(714,645)	(507,409)	(507,409)	0
Change in Fund Balance	438,495	(219,775)	(507,409)	(507,409)	0
Beginning Balance, May 1	2,460,337	2,898,832	2,679,057	2,679,057	2,171,648
Ending Balance, April 30	2,898,832	2,679,057	2,171,648	2,171,648	2,171,648

FY2013/2014
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY CONSTRUCTION & REPAIR
FUND

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Rental Income	15,450	17,940	17,940	17,940	17,940
Investment Income	319	965	0	0	0
Capital Facility Fees	2,867	3,487	3,500	3,500	6,000
Total Revenues	18,636	22,392	21,440	21,440	23,940
EXPENDITURES					
Property Taxes	6,348	7,222	7,500	7,500	7,500
Buildings & Offices Maintenance	5,626	3,673	10,440	10,440	10,440
Contingency	0	0	3,500	3,500	6,000
Total Contractual Services	11,974	10,895	21,440	21,440	23,940
Total Expenditures	11,974	10,895	21,440	21,440	23,940
Revenues in Excess of Expenditures	6,662	11,498	0	0	0
OTHER SOURCES (USES)					
Transfer In	0	0	0	0	0
Loan Proceeds	0	0	0	0	0
Transfer Out	0	0	0	0	0
Total Other Sources (Uses)	0	0	0	0	0
Change in Fund Balance	6,662	11,498	0	0	0
Beginning Balance, May 1	120,266	126,928	138,426	138,426	138,426
Ending Balance, April 30	126,928	138,426	138,426	138,426	138,426

FY2013/2014
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY AMES TRUST FUND

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Investment Income	1,315	1,020	0	0	0
Total Revenues	1,315	1,020	0	0	0
EXPENDITURES					
Library Materials					
AV Materials	2,000	0	0	0	0
Electronic Resources	2,000	0	0	0	5,000
Total Materials & Supplies	4,000	0	0	0	5,000
Total Expenditures	4,000	0	0	0	5,000
Revenues in Excess of Expenditures	(2,685)	1,020	0	0	(5,000)
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	(2,685)	1,020	0	0	(5,000)
Beginning Balance, May 1	369,391	366,706	367,726	367,726	367,726
Ending Balance, April 30	366,706	367,726	367,726	367,726	362,726

FY2013/2014
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY GIFT & MEMORIAL FUND

	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
REVENUES					
Donations	24,214	52,425	16,750	26,750	14,750
Investment Income	32	0	0	0	0
Total Revenues	24,246	52,425	16,750	26,750	14,750
EXPENDITURES					
Legal/Professional Services	9,472	4,048	0	0	0
Community Relations	485	466	0	0	300
Postage & Freight	77	44	50	50	50
Publishing	1,700	0	0	0	0
Buildings & Offices Maint	160	31,940	0	0	200
Contingency	0	0	5,900	0	0
Total Contractual Services	11,894	36,498	5,950	50	550
Landscape Materials	0	24	0	500	200
Small Tools & Equipment	2,220	1,692	0	0	0
Library Materials					
Books	589	5,208	4,000	4,043	4,200
AV Materials	1,368	671	0	0	0
Programming	4,550	6,419	5,000	5,942	27,910
Crystal Lake Foundation Events	1,230	1,557	1,750	1,750	1,750
Assisted Family Card	534	325	0	67	0
Stationery & Printing	12	20	50	50	50
Total Materials & Supplies	10,503	15,916	10,800	12,352	34,110
Operating Equipment	2,256	100	0	0	0
Total Capital Outlay	2,256	100	0	0	0
Total Expenditures	24,653	52,514	16,750	12,402	34,660
Revenues in Excess of Expenditures	(407)	(89)	0	14,348	(19,910)
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	(407)	(89)	0	14,348	(19,910)
Beginning Balance, May 1	8,499	8,092	8,003	8,003	22,351
Ending Balance, April 30	8,092	8,003	8,003	22,351	2,441

FY2013/2014
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY WORKING CASH FUND

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Investment Income	90	34	0	0	0
Miscellaneous Income	0	0	0	0	0
Total Revenues	90	34	0	0	0
EXPENDITURES					
Legal/Professional Services	0	0	0	0	0
Total Contractual Services	0	0	0	0	0
Total Expenditures	0	0	0	0	0
Revenues in Excess of Expenditures	90	34	0	0	0
OTHER SOURCES (USES)					
Transfer In	0	0	0	0	0
Loan Proceeds	0	0	0	0	0
Transfer Out	(101)	(89)	0	0	0
Total Other Sources (Uses)	(101)	(89)	0	0	0
Change in Fund Balance	(11)	(55)	0	0	0
Beginning Balance, May 1	50,100	50,089	50,034	50,034	50,034
Ending Balance, April 30	50,089	50,034	50,034	50,034	50,034

FY2013/2014
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY PER CAPITA FUND

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Grants	40,628	40,716	81,432	81,432	83,744
Total Revenues	40,628	40,716	81,432	81,432	83,744
EXPENDITURES					
Legal/Professional Services	6,010	7,262	0	0	0
Postage & Freight	0	0	0	0	0
Continuing Education	7,309	7,789	15,400	15,400	15,400
Total Contractual Services	13,319	15,051	15,400	15,400	15,400
Stationery & Printing	3,144	1,500	3,000	3,000	3,000
Total Materials & Supplies	3,144	1,500	3,000	3,000	3,000
Operating Equipment	24,165	24,165	63,032	63,032	65,344
Total Capital Outlay	24,165	24,165	63,032	63,032	65,344
Total Expenditures	40,628	40,716	81,432	81,432	83,744
Revenues in Excess of Expenditures	0	0	0	0	0
OTHER SOURCES (USES)					
Transfer In	0	0	0	0	0
Loan Proceeds	0	0	0	0	0
Transfer Out	0	0	0	0	0
Total Other Sources (Uses)	0	0	0	0	0
Change in Fund Balance	0	0	0	0	0
Beginning Balance, May 1	0	0	0	0	0
Ending Balance, April 30	0	0	0	0	0

FY2013/2014
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY SPECIAL RESERVE FUND

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Investment Income	2,528	1,426	0	0	0
Total Revenues	2,528	1,426	0	0	0
EXPENDITURES					
Contingency	0	0	100,000	78,400	500,000
Operating Equipment	0	0	0	25,000	0
Legal/Professional Services	0	36,216	0	396,600	0
Total Contractual Services	0	36,216	100,000	500,000	500,000
Total Expenditures	0	36,216	100,000	500,000	500,000
Revenues in Excess of Expenditures	2,528	(34,791)	(100,000)	(500,000)	(500,000)
OTHER SOURCES (USES)					
Transfer In	287,981	501,132	507,409	507,409	0
Loan Proceeds	0	0	0	0	0
Transfer Out	0	0	0	0	0
Total Other Sources (Uses)	287,981	501,132	507,409	507,409	0
Change in Fund Balance	290,509	466,342	407,409	7,409	(500,000)
Beginning Balance, May 1	283,470	573,979	1,040,321	1,040,321	1,047,730
Ending Balance, April 30	573,979	1,040,321	1,447,730	1,047,730	547,730

FY2013/2014
ANNUAL BUDGET
CRYSTAL LAKE PUBLIC LIBRARY IMRF FUND

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Tax	-	426,486	461,344	461,344	452,900
Investment Interest	-	207	-	-	-
Total Revenues	-	426,693	461,344	461,344	452,900
EXPENDITURES					
Contingency		-		22,439	
Library Portion IMRF/FICA	-	384,613	461,344	438,905	452,900
Library Personnel Services	-	384,613	461,344	461,344	452,900
Total Expenditures	-	384,613	461,344	461,344	452,900
Revenues in Excess of Expenditures	-	42,080	-	-	-
Other Sources/Uses					
Transfer In	-	213,603	-	-	-
Loan Proceeds	-	-	-	-	-
Transfer Out	-	-	-	-	-
Total Other Sources & Uses	-	213,603	-	-	-
Change in Fund Balance	-	255,683	-	-	-
Beginning Balance, May 1	-	-	255,683	255,683	255,683
Ending Balance, April 30	-	255,683	255,683	255,683	255,683

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



**MOTOR FUEL TAX
FUND**

FY2013/2014
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.

FY2012/2013
ACCOMPLISHMENTS
MFT FUND

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

- **2012 Active Infrastructure Construction Projects:** Continue to oversee the construction of the following improvements:
 - The signalization and geometric improvements of the Illinois Route 176 and Briarwood Road intersection. This project improves the safety at this high-accident intersection and was completed in September 2012.
 - The improvement of the Pingree Road and Congress Parkway intersection. This project was completed on October 5, 2012 ahead of schedule despite unforeseen utility conflicts and other technical complications.
 - The construction of Dearborn Court, which was completed on November 30, 2012. This project was designed and constructed using an extremely accelerated timeline to help facilitate the redevelopment of the northeast quadrant of the U.S. Route 14 and Illinois Route 176 intersection.
 - The widening of East Crystal Lake Avenue between East Street and Erick Street, which was substantially completed on November 30, 2012.
 - Monitoring of the County's Illinois Route 176 and Walkup Avenue improvement. This project is on schedule to be completed in the early summer of 2013.

- **Future Infrastructure Construction Projects:** Continue the planning of future improvements:
 - Completion of the design engineering of the McHenry Avenue Improvements.
 - Completion of the design engineering of the Bikeway Corridor Improvements.

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
MFT FUND

- Continued coordination of the design engineering and right-of-way acquisition for the widening of South Main Street between Route 14 and Rakow Road, in participation with McHenry County.
- Initiation of the preliminary and design engineering of the Crystal Lake Avenue and Main Street Improvement.
- **Illuminated Street Name Signs:** The department installed the first series of illuminated street signs at the following intersections, as part of the multi-year program to enhance safety and visibility of street name signs in the commercial corridors.
 - Pingree Road at Congress Parkway/Rickert Road
 - Northwest Highway at Main Street
 - Main Street at Congress Parkway

FY2013/2014
OBJECTIVES
MFT FUND

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

- **2013 Active Infrastructure Construction Projects:** Continue to oversee the construction of the following improvements:
 - Coordinate with IDOT on the U.S. Route 14 Improvement from Lake Shore Drive (City of Woodstock) to Crystal Lake Avenue.
 - Monitoring the second season of the County's Illinois Route 176 and Walkup Avenue improvement.
 - Monitoring of IDOT's Illinois Route 31 at Illinois Route 176 intersection improvement.
 - Complete the construction of the McHenry Avenue resurfacing, drainage, and shared-use path Improvements.
 - Complete the construction of the Bikeway Corridor Improvements.

FY2013/2014
OBJECTIVES (Cont'd)
MFT FUND

- **Future Infrastructure Construction Projects:** Continue the planning of future improvements:
 - Continue the design engineering and right-of-way acquisition for the widening of South Main Street between Route 14 and Rakow Road.
 - Continue the preliminary and design engineering of the Crystal Lake Avenue and Main Street Improvement.
 - Continue the preliminary engineering of the Main Street and Illinois Route 176 intersection Improvement.
- **Illuminated Street Name Signs:** Continue the multi-year program to install illuminated street name signs along major commercial corridors in Crystal Lake, which will improve visibility, safety, and wayfinding within the City.

FY2013/2014
ANNUAL BUDGET
MOTOR FUEL TAX FUND

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimated	Budget
REVENUES					
Allotments	1,216,104	1,198,386	982,000	982,000	981,641
Grants	89,037	144,674	1,353,500	1,353,500	383,817
Interest	106,322	111,654	16,000	16,000	55,000
Miscellaneous	11,712	(17,667)	20,000	20,000	20,000
Total Revenues	1,423,175	1,437,047	2,371,500	2,371,500	1,440,458
EXPENDITURES					
Professional	486,364	480,029	1,687,033	1,234,633	1,062,548
Traffic Signals	321,401	100,295	180,050	164,000	301,813
Total Contractual Services	807,765	580,324	1,867,083	1,398,633	1,364,361
Salt	313,713	200,141	328,000	328,000	233,000
Total Materials & Supplies	313,713	200,141	328,000	328,000	233,000
Land	43,330	145,967	931,600	-	931,564
Streets	95,245	601,663	2,849,200	681,000	1,934,161
Total Capital Outlay	138,575	747,630	3,780,800	681,000	2,865,725
Total Expenditures	1,260,053	1,528,095	5,975,883	2,407,633	4,463,086
Revenues in Excess of Expenditures	163,122	(91,048)	(3,604,383)	(36,133)	(3,022,628)
OTHER SOURCES (USES)					
Transfer In	-	-	-	-	-
Transfer Out	-	(1,646,216)	-	-	-
Total Other Sources (Uses)	-	(1,646,216)	-	-	-
Change in Fund Balance	163,122	(1,737,264)	(3,604,383)	(36,133)	(3,022,628)
Beginning Balance, May 1	9,597,475	9,760,597	8,023,333	8,023,333	7,987,200
Ending Balance, April 30	9,760,597	8,023,333	4,418,950	7,987,200	4,964,572

FY2013/2014
ACCOUNT INFORMATION
MFT FUND

- The FY2013/2014 budget provides funding for the engineering and construction of several major road improvement projects. Many of these are ongoing from the prior year: Crystal Lake Avenue/Main Street intersection, IL Route 176/Briarwood intersection, IL Route 176/Walkup Avenue intersection, IL Route 176/Main Street intersection, East Crystal Lake Avenue widening (Main Street to Pingree Road), Pingree Road improvements, McHenry Avenue improvements, and South Main Street widening.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



**ROAD/VEHICLE LICENSE
FUND**

FY2013/2014
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.

FY2012/2013
ACCOMPLISHMENTS
ROAD/VEHICLE LICENSE FUND

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

- ***Street Resurfacing Program:*** The resurfacing program was completed on September 27, 2012 and included approximately 8.8 miles of streets.
- ***Sidewalk and Curb Program:*** The Sidewalk and Curb Program was completed on August 17, 2012 and eliminated tripping hazards at 160 locations throughout the City.
- ***Pavement Marking Program:*** The Pavement Marking program was completed on May 14, 2012 and refreshed approximately 9,500 linear feet of striping.
- ***Downtown Sidewalk Rehabilitation Program:*** This year's phase of the Downtown Sidewalk Rehabilitation Program was completed on October 12, 2012 and updated the north side of Railroad Street, the west side of Main Street, and the north side of Brink Street to match the other recent improvements in the Downtown area.
- ***Pavement Preservation Program:*** The department continued to implement the pavement preservation program to extend the life of the existing roadways with the utilization of crack sealing and pavement patching techniques. The department also considered a trial application of a pavement rejuvenator product.

FY2013/2014
OBJECTIVES
ROAD/VEHICLE LICENSE FUND

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

- **Street Resurfacing Program:** Maintain a Condition Rating Survey average score for the entire roadway network of at least 6.0, which is considered “fair” condition.
- **Sidewalk and Curb Program:** Minimize insurance claims related to tripping hazards caused by uneven sidewalks. Consider the use of newer concrete grinding techniques for certain locations, in addition to the standard approach of full replacement, as an additional tool to complete the greatest number of repairs in the most cost effective manner.
- **Pavement Marking Program:** Enhance safety for motorists on City streets by refreshing pavement markings for improved visibility. Consider the use of wet-reflective inlaid pavement markings to extend the usable life of the pavement markings and enhance visibility at night in wet conditions. This alternative striping method may also be considered for areas requiring replacement at higher frequencies, such as school zone crosswalks.
- **Downtown Sidewalk Rehabilitation Program:** Support the economic development of the historic Downtown by enhancing sidewalk aesthetics that are consistent with other recently completed improvements.
- **Pavement Preservation Program:** Continue to research and implement new pavement preservation techniques to extend the usable life of the City’s streets in a cost effective manner.

FY2013/2014
ANNUAL BUDGET
ROAD/VEHICLE LICENSE FUND

	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimated	2013/2014 Budget
REVENUES					
Property Tax	444,035	459,621	450,000	450,900	472,500
Motor Vehicle License	232,567	240,339	232,000	240,000	244,800
Interest	45,126	36,141	15,000	15,000	10,000
Reimbursed Expenses/Grants	307,011	25	60,300	60,300	60,300
Total Revenues	1,028,739	736,126	757,300	766,200	787,600
EXPENDITURES					
Professional	28,955	20,060	62,820	62,820	50,630
Postage & Freight	9,658	9,093	17,550	17,550	17,550
Sidewalks	132,837	196,746	140,000	140,000	160,000
Total Contractual Services	171,450	225,899	220,370	220,370	228,180
Stationery & Printing	2,511	-	2,650	2,650	2,650
Total Materials & Supplies	2,511	-	2,650	2,650	2,650
Public Works Improvements	1,249,446	1,854,805	1,970,280	1,888,000	2,135,000
Land	-	-	-	-	-
Streets	-	-	-	-	-
Total Capital Outlay	1,249,446	1,854,805	1,970,280	1,888,000	2,135,000
Total Expenditures	1,423,407	2,080,704	2,193,300	2,111,020	2,365,830
Revenues in Excess of Expenditures	(394,668)	(1,344,578)	(1,436,000)	(1,344,820)	(1,578,230)
OTHER SOURCES (USES)					
Transfer In	-	500,000	785,904	785,904	1,500,000
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	500,000	785,904	785,904	1,500,000
Change in Fund Balance	(394,668)	(844,578)	(650,096)	(558,916)	(78,230)
Beginning Balance, May 1	1,983,254	1,588,586	744,008	744,008	185,092
Ending Balance, April 30	1,588,586	744,008	93,912	185,092	106,862

FY2013/2014
ACCOUNT INFORMATION
ROAD/VEHICLE LICENSE FUND

- Funds for storm water engineering and design have been reclassified from the Professional Services account to the Engineering and Building Division in the General Fund.
- Additional funds have been requested in the Sidewalks account to complete repairs throughout the City.
- Public Works improvements reflect costs for the annual resurfacing program (\$2,000,000), the pavement preservation program, the pavement marking program and the pedestrian safety improvement program.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



THREE OAKS RECREATION AREA
OPERATING FUND

FY2013/2014
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.

FY2012/2013
ACCOMPLISHMENTS
THREE OAKS RECREATION AREA

<u>Goal</u>	<u>Results</u>
Continuous Improvement – Marina	<p>Implemented in-house repair of all trolling motors. This lessened the “downtime” of trolling motors.</p> <p>Purchased Absorbent Glass Mat (AGM) batteries for better durability. 100% of all batteries will be AGM in 2013.</p> <p>Purchased new seat cushions and life vests.</p> <p><u>Customer Survey Results</u> <i>Quality of Boat and Equipment:</i> 88.8% of customers were very satisfied, somewhat satisfied, or had no opinion. <i>Marina Customer Service:</i> 91.1% of customers were very satisfied, somewhat satisfied, or had no opinion. <i>Overall Fishing Experience:</i> 93.2 % of customers were very satisfied, somewhat satisfied, or had no opinion.</p>
Continuous Improvement – Beach	<p>Added shade and more picnic benches.</p> <p>Utilized replacement beach sand.</p> <p>Improved entrance and exiting flow of customers with new gate configuration and computer tablet.</p> <p><u>Customer Survey Results</u> <i>Cleanliness of water, sand, restrooms:</i> 89% of customers were very satisfied, somewhat satisfied, or had no opinion. <i>Beach Customer Service:</i> 89.5% of customers were very satisfied, somewhat satisfied, or had no opinion.</p>

FY2012/2013
ACCOMPLISHMENTS (Cont'd)
THREE OAKS RECREATION AREA

Enhance Revenues	<p>Enhanced revenues by the following, which did not exist in 2011:</p> <ul style="list-style-type: none"> • Season Pass (\$6,070) • Scuba (\$4,449) • Paddle boarding Rentals (\$1,355) • Beach Chairs / Towels (\$1,197)
Control Costs	<p>Decreased Overtime Costs by 95% (2011/2012: \$2,555 / 2012/2013: \$114).</p> <p>Performed the following activities, which were performed by Public Works: trolling motor repair, battery repair, tree watering, and equipment oil changes.</p> <p>Reacted to sales conditions and adjusted staff hours accordingly.</p>
Customer Service	<p>A major factor in determining whether staff is appropriately trained is how the customer feels about the facility and whether they will return.</p> <p><u>Customer Survey Results</u> 88.1% of all patrons were either very or somewhat likely to return following their visit to the park. Customers responded to the following question: "How likely are you to return following your visit?"</p> <ul style="list-style-type: none"> 76.3% - Very Likely (58 respondents) 11.8% - Somewhat Likely (9 respondents) 3.9% - Neutral (3 respondents) 1.3% - Somewhat Unlikely (1 respondent) / 6.6%-Very Unlikely (5 respondents) <p>Reason for the five (5) "Very Unlikely" to return responses:</p> <ul style="list-style-type: none"> • Visiting from out of town / price and cost of entry • Marina closed due to wind/weather too often • Poor shoreline fishing and won't allow private boat <p><u>Customer Survey Results</u> <i>Marina Customer Service:</i> 91.1% of customers were very satisfied, somewhat satisfied, or had no opinion. <i>Beach Customer Service:</i> 89.5% of customers were very satisfied, somewhat satisfied, or had no opinion.</p>

FY2013/2014
OBJECTIVES
THREE OAKS RECREATION AREA

<u>Area</u>	<u>Goal</u>
Continuous Improvement – Marina	<p>Increase sales and customer traffic by adding new watercraft elements.</p> <p>Move paddle boarding to south lake to encourage marina traffic.</p> <p>Improve customer service survey results.</p>
Continuous Improvement – Beach	Improve customer service survey results.
Enhance Revenues	<p>Successfully implement public scuba diving.</p> <p>Seek to diversify revenue and expand park use during “non-peak” hours.</p> <p>Create mobile merchandise stands.</p>
Control Costs	Create volunteer network to assist with landscaping and other duties. The City has been approached by and will continue to reach out to local groups (boy scouts, churches, garden clubs, MCC).
Guest Service	<p>Improve guest communication – notifications of marina operations and hours of operation. Create publically distributed rationale for why the park/marina closes, so that guests can know the conditions for park/marina closure. Provide guests with accurate weather reports at the beginning of the day and throughout the day to communicate staff actions.</p> <p>Improve customer service survey results.</p>
Marketing	<p>Set up greater on-line and social media presence:</p> <ul style="list-style-type: none"> • Face book Page / Constant Contact / Twitter <p>Advertise in publications (on-line Northwest Herald and Oaklee)</p> <p>Partner with local community organizations to serve their interests (i.e. YMCA and Scout Groups).</p> <p>Work with area hotels for packages that include Three Oaks rentals/admission.</p>
Team Member Training	<p>Improve employee training program. Set up “Three Oaks Leadership Academy Curriculum” for team leaders and team members.</p> <p>Revamp employee handbook so that it is easily relatable by employees.</p> <p>Create weekly “tailgate” talks for team groups.</p> <p>Organize and facilitate lifeguard training class to recruit future guards.</p>
Safety	<p>Implement Three Oaks Lake Patrol by Three Oaks employees to ensure safe use of the lake by the public.</p> <p>Create team member post-incident/accident review team to evaluate incidents and identify areas of improvement.</p> <p>Create facility safety inspection group that inspects the facility for potentially hazardous conditions.</p>

FY2013/2014
ANNUAL BUDGET
THREE OAKS RECREATION AREA FUND

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Parking Fees	27,917	94,260	85,000	85,500	85,000
Admission Fees - Beach	-	143,003	145,000	152,684	152,684
Annual Facility Pass	-	2,140	-	6,220	6,070
Rental Income - Boats	-	220,833	210,000	165,394	170,536
Rental Income - Pavilion	-	8,469	10,000	3,953	3,000
Rental Income - Beach Chair	-	-	-	963	-
Interest Income	-	71	-	148	250
Rental Income	63,204	11,027	10,000	10,557	10,000
Miscellaneous Income	3,949	203,010	2,500	15,536	11,824
Total Revenues	95,070	682,813	462,500	440,955	439,364
EXPENDITURES					
Part-time Salaries	88,394	374,808	418,303	356,796	372,719
Overtime	789	2,555	-	114	-
Group Insurance	-	-	-	-	-
Total Personnel Services	89,183	377,363	418,303	356,910	372,719
Professional Services	3,253	10,068	12,200	9,667	10,475
Publishing	3,837	2,028	3,660	2,073	3,200
Postage & Freight	46	215	250	90	150
Training	1,181	3,182	3,650	2,462	3,300
Insurance & Bonding	6,242	3,691	3,318	3,318	3,462
Utilities	16,547	12,482	32,460	15,656	30,004
Physicals	8,438	8,914	5,915	3,920	4,300
Plant Maintenance Services	47,646	64,877	59,260	58,802	66,510
Rent - Buildings & Equipment	-	101	-	-	-
Total Contractual Services	87,190	105,558	120,713	95,988	121,401
Office Supplies	1,499	1,351	800	1,200	1,000
Cleaning Supplies	4,159	5,587	5,000	6,800	6,000
Motor Fuel & Lubricants	9	88	4,800	299	5,100
Comp. Hardware & Software	-	35	775	1,590	712
Small Tools & Equipment	5,131	4,127	2,500	2,628	2,000
Automotive Supplies	346	2,674	1,000	3,225	4,107
Clothing	11,793	14,725	10,000	10,000	9,600
Operating Supplies	8,564	20,044	24,000	101,829	27,200
Total Materials & Supplies	31,501	48,631	48,875	127,571	55,719
Total Expenditures	207,874	531,552	587,891	580,469	549,839
Revenues in Excess of Expenditures	(112,804)	151,261	(125,391)	(139,514)	(110,475)

FY2013/2014
ANNUAL BUDGET
THREE OAKS RECREATION AREA FUND (CONT'D)

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
OTHER SOURCES (USES)					
Transfer In	112,804	-	125,391	125,391	110,475
Transfer Out	-	-	-	(178,996)	-
Total Other Sources (Uses)	112,804	-	125,391	(53,605)	110,475
Change in Fund Balance	-	151,261	-	(193,119)	-
Change in IRMA Member Reserve	-	(183)	-	-	-
Beginning Balance, May 1	-	-	151,078	151,078	-
Prior Period Adjustment (transfer from Home Rule Tax)				42,041	
Ending Balance, April 30	-	151,078	151,078	-	-

FY2013/2014
ACCOUNT INFORMATION
THREE OAKS RECREATION AREA FUND

- The operations of this area as a recreational destination began in early fall of 2010 with its first full operational year following in FY2011/2012. The FY2013/2014 budget best reflects goods and services needed to continue to provide visitors with an unparalleled recreational experience.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



THREE OAKS CAPITAL FUND

FY2013/2014
STATEMENT OF ACTIVITIES
THREE OAKS CAPITAL FUND

The Three Oaks Capital Fund will provide for future development of the Three Oaks Recreation Area and for the replacement of capital equipment.

FY2013/2014
ANNUAL BUDGET
THREE OAKS CAPITAL FUND

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Impact Fees	-	-	-	-	143,822
Total Revenues	-	-	-	-	143,822
EXPENDITURES					
Buildings & Facilities	-	-	-	-	-
Operating Equipment	-	-	-	-	43,276
Total Capital Outlay	-	-	-	-	43,276
Total Expenditures	-	-	-	-	43,276
Revenues in Excess of Expenditures	-	-	-	-	100,546
OTHER SOURCES (USES)					
Transfer In	-	-	-	178,996	-
Bond Proceeds	-	-	-	-	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	-	-	178,996	-
Change in Fund Balance	-	-	-	178,996	100,546
Beginning Balance, May 1	-	-	-	-	178,996
Ending Balance, April 30	-	-	-	178,996	279,542

The Three Oaks Capital Replacement Fund was established in fiscal year 2012/2013. Initial funding was provided by the proceeds from forfeited performance bonds.

FY2013/2014
ACCOUNT INFORMATION
THREE OAKS CAPITAL FUND

- Capital expenditures budgeted for FY2013/2014 includes the installation of fitness equipment along the walking trail.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



IMRF FUND

FY2013/2014
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.

FY2013/2014
ANNUAL BUDGET
IMRF FUND

	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
REVENUES					
Property Tax - IMRF	2,035,302	1,053,121	1,410,475	1,410,475	642,218
Property Tax - FICA	-	-	-	-	758,046
Investment Interest	2,920	922	2,500	2,500	2,500
Total Revenues	2,038,222	1,054,043	1,412,975	1,412,975	1,402,764
EXPENDITURES					
City Portion - IMRF	986,115	808,050	985,785	985,785	992,905
City Portion - FICA	814,697	649,340	753,235	748,636	758,046
Total Personnel Services	1,800,812	1,457,390	1,739,020	1,734,421	1,750,951
Total Expenditures	1,800,812	1,457,390	1,739,020	1,734,421	1,750,951
Revenues in Excess of Expenditures	237,410	(403,347)	(326,045)	(321,446)	(348,187)
Change in Fund Balance	237,410	(403,347)	(326,045)	(321,446)	(348,187)
Beginning Balance, May 1	1,224,979	1,462,389	1,059,042	1,059,042	737,596
Ending Balance, April 30	1,462,389	1,059,042	732,997	737,596	389,409

2011/2012 Actual amounts exclude contributions for Library personnel.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



**POLICE PENSION
FUND**

FY2013/2014
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 2012 and is intended to fund the 2013/2014 budget.

FY2013/2014
ANNUAL BUDGET
POLICE PENSION FUND

	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
REVENUES					
Employee Contributions	504,647	528,711	525,200	525,200	525,200
Employer Contributions	1,385,548	1,834,018	1,837,308	1,837,308	1,848,771
Investment Income	2,285,844	(120,707)	1,100,000	1,100,000	1,100,000
Miscellaneous	6,799		-	-	
Total Revenues	4,182,838	2,242,022	3,462,508	3,462,508	3,473,971
EXPENDITURES					
Pension Payments	1,527,619	1,566,766	1,560,000	1,620,000	1,800,000
Total Personnel Services	1,527,619	1,566,766	1,560,000	1,620,000	1,800,000
Professional	96,090	102,153	95,000	135,000	141,000
Legal	4,868	6,703	10,000	15,000	15,000
Training	-	-	1,000	1,000	1,000
Dues & Subscriptions	925	775	1,000	1,000	1,000
State Filing Fees	3,694	4,502	5,000	5,100	5,100
Total Contractual Services	105,577	114,133	112,000	157,100	163,100
Total Expenditures	1,633,196	1,680,899	1,672,000	1,777,100	1,963,100
Revenues in Excess of Expenditures	2,549,642	561,123	1,790,508	1,685,408	1,510,871
Change in Fund Balance	2,549,642	561,123	1,790,508	1,685,408	1,510,871
Beginning Balance, May 1	22,511,639	25,061,281	25,622,404	25,622,404	27,307,812
Ending Balance, April 30	25,061,281	25,622,404	27,412,912	27,307,812	28,818,683

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



FIREFIGHTERS' PENSION FUND

FY2013/2014
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 2012 and is intended to fund the 2013/2014 budget.

FY2013/2014
ANNUAL BUDGET
FIREFIGHTERS' PENSION FUND

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Employee Contributions	468,909	490,262	485,000	485,000	485,000
Employer Contributions	1,128,846	1,541,610	1,837,308	1,544,269	1,621,810
Investment Income	1,462,535	1,083,134	643,130	643,130	643,130
Miscellaneous	(6,799)	20	-	-	-
Total Revenues	3,053,491	3,115,026	2,965,438	2,672,399	2,749,940
EXPENDITURES					
Pension Payments	716,455	780,377	780,000	805,000	1,008,000
Total Personnel Services	716,455	780,377	780,000	805,000	1,008,000
Professional	64,779	57,944	48,000	84,350	86,800
Legal	16,160	11,278	10,000	20,200	20,000
Training	-	100	2,000	2,000	2,000
State Filing Fees	2,425	3,004	3,000	3,500	3,500
Total Contractual Services	83,364	72,326	63,000	110,050	112,300
Total Expenditures	799,819	852,703	843,000	915,050	1,120,300
Revenues in Excess of Expenditures	2,253,672	2,262,323	2,122,438	1,757,349	1,629,640
Change in Fund Balance	2,253,672	2,262,323	2,122,438	1,757,349	1,629,640
Beginning Balance, May 1	15,021,180	17,274,852	19,537,175	19,537,175	21,294,524
Ending Balance, April 30	17,274,852	19,537,175	21,659,613	21,294,524	22,924,164

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



**CROSSING GUARD
FUND**

FY2013/2014
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.

FY2013/2014
ANNUAL BUDGET
CROSSING GUARD FUND

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Tax	47,598	27,962	35,000	34,910	25,000
Investment Interest	108	48	498	45	500
Reimbursed Expenses	23,560	25,669	18,360	20,048	18,360
Total Revenues	71,266	53,679	53,858	55,003	43,860
EXPENDITURES					
Part-time Salaries	57,021	62,405	62,605	62,605	62,605
Total Personnel Services	57,021	62,405	62,605	62,605	62,605
Small Tools & Equipment	23	15	100	100	100
Clothing	38	-	-	-	-
Total Materials & Supplies	61	15	100	100	100
Total Expenditures	57,082	62,420	62,705	62,705	62,705
Revenues in Excess of Expenditures	14,184	(8,741)	(8,847)	(7,702)	(18,845)
Change in Fund Balance	14,184	(8,741)	(8,847)	(7,702)	(18,845)
Beginning Balance, May 1	48,044	62,228	53,487	53,487	45,785
Ending Balance, April 30	62,228	53,487	44,640	45,785	26,940

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



FOREIGN FIRE INSURANCE FUND

FY2013/2014
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.

FY2013/2014
ANNUAL BUDGET
FOREIGN FIRE INSURANCE FUND

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Foreign Fire Insurance Tax	62,226	60,938	60,938	60,446	60,000
Interest Earnings	457	666	300	1,188	150
Miscellaneous	-	14	-	-	-
Total Revenues	62,683	61,618	61,238	61,634	60,150
EXPENDITURES					
Stipends	675	450	1,500	1,500	1,500
Total Personnel Services	675	450	1,500	1,500	1,500
Legal	-	-	500	500	500
Training	-	-	1,200	1,200	1,200
Insurance & Bonding	-	100	100	100	100
Radio Equipment Services	-	1,532	5,000	5,000	5,000
Total Contractual Services	-	1,632	6,800	6,800	6,800
Computer Hardware & Software	-	-	100	100	100
Small Tools & Equipment	10,102	47,266	51,338	51,338	50,250
Operating Supplies	-	-	1,500	1,500	1,500
Total Materials & Supplies	10,102	47,266	52,938	52,938	51,850
Total Expenditures	10,777	49,348	61,238	61,238	60,150
Revenues in Excess of Expenditures	51,906	12,270	-	396	-
Change in Fund Balance	51,906	12,270	-	396	-
Beginning Balance, May 1	87,187	139,093	151,363	151,363	151,759
Ending Balance, April 30	139,093	151,363	151,363	151,759	151,759

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



INSURANCE FUND

FY2013/2014
STATEMENT OF ACTIVITIES
INSURANCE FUND

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

FY2013/2014
ANNUAL BUDGET
INSURANCE FUND

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Investment Interest	1,993	831	-	-	-
Group Health Insurance					
Employee Contributions	491,884	491,482	415,247	415,247	464,040
Library Contributions	285,473	281,953	280,000	280,000	303,787
Reimbursements	264,234	667,480	-	-	-
Miscellaneous	-	294,703	-	-	-
Total Revenues	1,043,584	1,736,449	695,247	695,247	767,827
EXPENDITURES					
Group Health Insurance	751,717	1,425,722	1,230,983	1,230,983	1,099,693
Total Personnel Services	751,717	1,425,722	1,230,983	1,230,983	1,099,693
Insurance & Bonding	-	-	-	-	50,000
Total Contractual Services	-	-	-	-	50,000
Total Expenditures	751,717	1,425,722	1,230,983	1,230,983	1,149,693
Revenues in Excess of Expenditures	291,867	310,727	(535,736)	(535,736)	(381,866)
OTHER SOURCES (USES)					
Transfer In	614,060	-	-	-	213,254
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	614,060	-	-	-	213,254
Change in Fund Balance	905,927	310,727	(535,736)	(535,736)	(168,612)
Beginning Balance, May 1	465,536	1,371,463	1,682,190	1,682,190	1,146,454
Ending Balance, April 30	1,371,463	1,682,190	1,146,454	1,146,454	977,842

FY2013/2014
ACCOUNT INFORMATION
INSURANCE FUND

- Budgeted in FY2013/2014 are funds to continue the City's efforts in meeting funding requirements set by the Intergovernmental Risk Management Agency (IRMA) for liability insurance and that of the Intergovernmental Personnel Benefits Cooperative (IPBC) for group health insurance. Group health insurance costs are shared with other operating departments of the City.

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



CAPITAL REPLACEMENT FUND

FY2013/2014
STATEMENT OF ACTIVITIES
CAPITAL REPLACEMENT FUND

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

FY2013/2014
ANNUAL BUDGET
CAPITAL REPLACEMENT FUND

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Investment Income	-	-	-	-	-
Total Revenues	-	-	-	-	-
EXPENDITURES					
Professional Services	-	-	81,000	6,000	70,000
Sidewalks	-	-	-	-	-
Total Contractual Services	-	-	81,000	6,000	70,000
Comp. Hardware & Software	-	-	91,145	91,145	173,870
Small Tools & Equipment	-	-	54,800	54,800	100,550
Automotive Supplies	-	-	9,000	9,000	-
Street Signs	-	-	25,000	25,000	-
Total Materials & Supplies	-	-	179,945	179,945	274,420
Buildings & Facilities	-	-	737,000	252,000	905,865
Automotive Equipment	-	-	733,721	683,721	1,073,920
Operating Equipment	-	-	240,500	168,500	202,000
Total Capital Outlay	-	-	1,711,221	1,104,221	2,181,785
Total Expenditures	-	-	1,972,166	1,290,166	2,526,205
Revenues in Excess of Expenditures	-	-	(1,972,166)	(1,290,166)	(2,526,205)

FY2013/2014
ANNUAL BUDGET
CAPITAL REPLACEMENT FUND (CONT'D)

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
OTHER SOURCES (USES)					
Transfer In	-	3,000,000	1,972,166	1,290,166	2,526,205
Bond Proceeds	-	-	-	-	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	3,000,000	1,972,166	1,290,166	2,526,205
Change in Fund Balance	-	3,000,000	-	-	-
Beginning Balance, May 1	-	-	3,000,000	3,000,000	3,000,000
Ending Balance, April 30	-	3,000,000	3,000,000	3,000,000	3,000,000

FY2013/2014
ACCOUNT INFORMATION
CAPITAL REPLACEMENT FUND

- Capital and technological equipment funds requested for Fiscal Year 2013/2014 include:
 - CSO vehicle replacement (2)
 - Police Supervisor vehicle replacement
 - Police Chief vehicle replacement
 - Squad replacement (1)
 - Building Inspector vehicle replacement (4)
 - Wheel Loader replacement
 - Backhoe replacement
 - Dump truck replacement (2)
 - Mini-dump truck replacement
 - Pick-up truck replacement
 - Ford pick-up truck with snow plow attachment (Three Oaks Recreation Area)
 - HVAC replacement (Municipal Complex computer and telephone rooms)
 - Public Works garage concrete floor restoration
 - Portable light tower
 - Flow monitors
 - Personal computer replacements (37)
 - Laptop computer replacements, mobile data computers, tablets and docking stations
 - Computer server replacements (2)
 - Parts washer
 - Copier replacement

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



DEBT SERVICE FUNDS

FY2013/2014
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:

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
Revenues & Other Sources					
SEECOM	287,758	286,403	284,893	284,893	270,200
Crystal Heights SSA 43	127,509	140,750	131,934	131,934	123,433
Tracy Trail SSA 44	65,067	191,615	72,675	72,675	70,550
Bryn Mawr SSA 45	456,152	453,943	455,628	175,215	175,000
Ryland SSA 46	160,446	163,806	159,968	159,968	162,933
Three Oaks/Vulcan Lakes TIF	1,001,793	1,030,996	1,031,213	1,008,711	1,048,949
Total Revenues & Other Sources	2,098,725	2,267,513	2,136,311	1,833,396	1,851,065
Expenditures & Other Uses					
SEECOM	287,758	286,403	284,893	284,893	270,200
Crystal Heights SSA 43	138,268	135,337	131,934	131,934	123,433
Tracy Trail SSA 44	76,925	74,800	72,675	72,675	70,550
Bryn Mawr SSA 45	458,648	461,448	455,628	175,270	175,000
Ryland SSA 46	156,348	159,773	159,968	159,968	162,933
Three Oaks/Vulcan Lakes TIF	1,032,112	1,030,986	1,031,213	1,031,213	1,048,949
Total Expenditures & Other Uses	2,150,059	2,148,747	2,136,311	1,855,953	1,851,065

FY2013/2014
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 15, 2019. The principal amount of bonds outstanding on April 30, 2013 is \$1,724,993.

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Reimbursements	287,758	286,403	284,893	284,893	270,200
Total Revenues	287,758	286,403	284,893	284,893	270,200
EXPENDITURES					
Bond Indebtedness - Principal	205,000	210,000	215,000	215,000	235,700
Bond Indebtedness - Interest	82,758	76,403	69,893	69,893	34,500
Total General Expenses	287,758	286,403	284,893	284,893	270,200
Total Expenditures	287,758	286,403	284,893	284,893	270,200
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	-	-	-	-	-

FY2013/2014
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 15, 2019. The principal amount of bonds outstanding on April 30, 2013 is \$788,011.

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Investment Income	59	7	-	-	
Reimbursements	127,450	140,743	131,934	131,934	123,433
Total Revenues	127,509	140,750	131,934	131,934	123,433
EXPENDITURES					
Bond Indebtedness - Principal	95,000	95,000	100,000	100,000	107,673
Bond Indebtedness - Interest	43,268	40,337	31,934	31,934	15,760
Total General Expenses	138,268	135,337	131,934	131,934	123,433
Total Expenditures	138,268	135,337	131,934	131,934	123,433
Revenues in Excess of Expenditures	(10,759)	5,413	-	-	-
OTHER SOURCES (USES)					
Transfer In	-	-	-	-	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	-	-	-	-
Change in Fund Balance	(10,759)	5,413	-	-	-
Beginning Balance, May 1	40,790	30,031	35,444	35,444	35,444
Ending Balance, April 30	30,031	35,444	35,444	35,444	35,444

FY2013/2014
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, 2013 is \$450,000.

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Taxes	32,876	32,168	72,675	72,675	70,550
Investment Income	44	111	-	-	-
Miscellaneous	32,147	38,968	-	-	-
Total Revenues	65,067	71,247	72,675	72,675	70,550
EXPENDITURES					
Bond Indebtedness - Principal	50,000	50,000	50,000	50,000	50,000
Bond Indebtedness - Interest	26,925	24,800	22,675	22,675	20,550
Total General Expenses	76,925	74,800	72,675	72,675	70,550
Total Expenditures	76,925	74,800	72,675	72,675	70,550
Excess Revenues over Expenditures	(11,858)	(3,553)	-	-	-
OTHER SOURCES (USES)					
Transfer In	-	120,368	-	-	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	120,368	-	-	-
Change in Fund Balance	(11,858)	116,815	-	-	-
Beginning Balance, May 1	46,496	34,638	151,453	151,453	151,453
Ending Balance, April 30	34,638	151,453	151,453	151,453	151,453

FY2013/2014
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 on April 30, 2013 is \$5,440,000.

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Taxes	455,648	132,608	455,628	175,215	175,000
Investment Income	504		-	-	-
Miscellaneous	-		-	-	-
Total Revenues	456,152	132,608	455,628	175,215	175,000
EXPENDITURES					
Bond Indebtedness - Principal	160,000	170,000	175,000	-	-
Bond Indebtedness - Interest	298,648	291,448	280,628	175,270	175,000
Total General Expenses	458,648	461,448	455,628	175,270	175,000
Total Expenditures	458,648	461,448	455,628	175,270	175,000
Excess Revenues over Expenditures	(2,496)	(328,840)	-	(55)	-
OTHER SOURCES (USES)					
Transfer In	-	321,335	-	-	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	321,335	-	-	-
Change in Fund Balance	(2,496)	(7,505)	-	(55)	-
Beginning Balance, May 1	10,056	7,560	55	55	-
Ending Balance, April 30	7,560	55	55	-	-

FY2013/2014
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 on April 30, 2013 is \$2,451,000.

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Taxes	160,348	163,773	159,968	159,968	162,933
Investment Income	98	33	-	-	-
Total Revenues	160,446	163,806	159,968	159,968	162,933
EXPENDITURES					
Bond Indebtedness - Principal	10,000	14,000	18,000	18,000	22,000
Bond Indebtedness - Interest	146,348	145,773	141,968	141,968	140,933
Total General Expenses	156,348	159,773	159,968	159,968	162,933
Total Expenditures	156,348	159,773	159,968	159,968	162,933
Excess Revenues over Expenditures	4,098	4,033	-	-	-
Change in Fund Balance	4,098	4,033	-	-	-
Beginning Balance, May 1	1,689	5,787	9,820	9,820	9,820
Ending Balance, April 30	5,787	9,820	9,820	9,820	9,820

FY2013/2014
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 on April 30, 2013 is \$13,498,301.

	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
REVENUES					
Incremental Property Tax	53,580	73,742	-	12,556	12,500
Investment Income	(268)	5	-	-	-
Reimbursements	-	-	-	-	-
Total Revenues	53,312	73,747	-	12,556	12,500
EXPENDITURES					
Bond Indebtedness - Principal	502,079	613,195	621,426	621,426	629,656
Bond Indebtedness - Interest	530,033	417,791	409,787	409,787	419,293
Total General Expenses	1,032,112	1,030,986	1,031,213	1,031,213	1,048,949
Total Expenditures	1,032,112	1,030,986	1,031,213	1,031,213	1,048,949
Revenues in Excess of Expenditures	(978,800)	(957,239)	(1,031,213)	(1,018,657)	(1,036,449)
OTHER SOURCES (USES)					
Transfer In	948,481	957,249	1,031,213	996,155	1,036,449
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	948,481	957,249	1,031,213	996,155	1,036,449
Change in Fund Balance	(30,319)	10	-	(22,502)	-
Beginning Balance, May 1	52,811	22,492	22,502	22,502	-
Ending Balance, April 30	22,492	22,502	22,502	-	-

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



CAPITAL CONSTRUCTION FUNDS

FY2013/2014
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.

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
Revenues & Other Sources					
Main Street TIF	58,017	72,265	72,000	32,932	33,000
Virginia Street TIF	1,582,405	4,059,212	150,000	70,891	50,000
Vulcan Lakes TIF	635,373	1,638	55,000	-	-
Total Revenues & Other Sources	2,275,795	4,133,115	277,000	103,823	83,000
Expenditures & Other Uses					
Main Street TIF	4,481	2,113	-	253	-
Virginia Street TIF	950,030	4,678,702	48,296	295,067	50,000
Vulcan Lakes TIF	6,927,575	479,776	55,000	16,954	-
Total Expenditures & Other Uses	7,882,086	5,160,591	103,296	312,274	50,000

FY2013/2014
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.

FY2013/2014
ANNUAL BUDGET
MAIN STREET TIF FUND

	2010/2011	2011/2012	2012/2013	2012/2013	2013/2014
	Actual	Actual	Budget	Estimate	Budget
REVENUES					
Property Taxes (Incremental)	57,793	72,120	72,000	32,853	33,000
Grants	-	-	-	-	-
Investment Income	224	145	-	79	-
Total Revenues	58,017	72,265	72,000	32,932	33,000
EXPENDITURES					
Professional	4,481	2,113	-	253	-
Total Contractual Services	4,481	2,113	-	253	-
Public Works Improvements	-	-	-	-	-
Total Capital Outlay	-	-	-	-	-
Total Expenditures	4,481	2,113	-	253	-
Revenues in Excess of Expenditures	53,536	70,152	72,000	32,679	33,000
OTHER SOURCES (USES)					
Transfer In	-	-	-	-	-
Bond Proceeds	-	-	-	-	-
Transfer Out	-	-	-	-	-
Total Other Sources (Uses)	-	-	-	-	-
Change in Fund Balance	53,536	70,152	72,000	32,679	33,000
Beginning Balance, May 1	110,758	164,294	234,446	234,446	267,125
Ending Balance, April 30	164,294	234,446	306,446	267,125	300,125

FY2013/2014
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.

FY2013/2014
ANNUAL BUDGET
VIRGINIA STREET TIF FUND

	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
REVENUES					
Property Taxes (Incremental)	145,296	153,862	150,000	70,891	50,000
Grants	675,000	1,280,000	-	-	-
Investment Income	248	899	-	-	-
Total Revenues	820,544	1,434,761	150,000	70,891	50,000
EXPENDITURES					
Professional	63,331	302,352	-	42,554	-
Total Contractual Services	63,331	302,352	-	42,554	-
Public Works Improvements	886,699	4,376,350	20,000	224,217	-
Total Capital Outlay	886,699	4,376,350	20,000	224,217	-
Total Expenditures	950,030	4,678,702	20,000	266,771	-
Revenues in Excess of Expenditures	(129,486)	(3,243,941)	130,000	(195,880)	50,000
OTHER SOURCES (USES)					
Transfer In	761,861	2,624,451	-	-	-
Bond Proceeds	-	-	-	-	-
Transfer Out	-	-	(28,296)	(28,296)	(50,000)
Total Other Sources (Uses)	761,861	2,624,451	(28,296)	(28,296)	(50,000)
Change in Fund Balance	632,375	(619,490)	101,704	(224,176)	-
Beginning Balance, May 1	211,291	843,666	224,176	224,176	-
Ending Balance, April 30	843,666	224,176	325,880	-	-

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

FY2013/2014
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.

FY2013/2014
ANNUAL BUDGET
VULCAN LAKES TIF/THREE OAKS RECREATION AREA FUND

	2010/2011 Actual	2011/2012 Actual	2012/2013 Budget	2012/2013 Estimate	2013/2014 Budget
REVENUES					
Property Taxes (Incremental)	-	-	55,000	-	-
Investment Income	28,896	1,638	-	-	-
Total Revenues	28,896	1,638	55,000	-	0
EXPENDITURES					
Professional	550,297	-	-	-	-
Total Contractual Services	550,297	-	-	-	-
Public Works Improvements	6,001,419	-	-	13,073	-
Operating Equipment	375,859	479,776	-	-	-
Total Capital Outlay	6,377,278	479,776	-	13,073	-
Total Expenditures	6,927,575	479,776	-	13,073	0
Revenues in Excess of Expenditures	(6,898,679)	(478,138)	55,000	(13,073)	-
OTHER SOURCES (USES)					
Transfer In	606,477	-	-	-	-
Bond Proceeds	-	-	-	-	-
Transfer Out	-	-	(55,000)	(3,881)	-
Total Other Sources (Uses)	606,477	-	(55,000)	(3,881)	0
Change in Fund Balance	(6,292,202)	(478,138)	-	(16,954)	0
Beginning Balance, May 1	6,787,294	495,092	16,954	16,954	0
Ending Balance, April 30	495,092	16,954	16,954	0	0

Beginning balance has been adjusted for land purchase and professional services paid from General Fund reserves (representing an interfund loan).

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



BUDGET APPROVAL



The City of Crystal Lake

RESOLUTION

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

SECTION 1: WHEREAS, the City of Crystal Lake has adopted the statutory procedure of utilizing a budget officer, which procedure requires that an annual budget be adopted by the corporate authorities before the beginning of the fiscal year to which it pertains, and further authorizes the budget officer to obtain such additional information from boards of the municipality as the officer determines may be useful for purposes of compiling a municipal budget, and which further provides that the budget shall contain actual or estimated revenues and expenditures for the fiscal year for which the budget is prepared, all to be itemized in a manner which is in conformity with a chart of accounts, and further, which budget shall show specific funds from which each anticipated expenditure shall be made; and

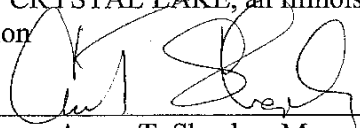
SECTION 2: WHEREAS, that the annual budget for the City of Crystal Lake for the fiscal year May 1, 2013 through April 30, 2014 is hereby approved and adopted.

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

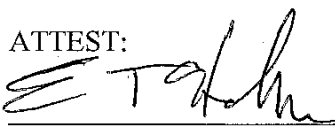
DATED this 16th day of April, 2013.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____


Aaron T. Shepley, Mayor

ATTEST:



Nick Kachirobas, City Clerk
Deputy City Clerk, Eric T. Helm

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



GLOSSARY OF TERMS

GLOSSARY OF TERMS

ACCOUNTING SYSTEM: The total set of records and procedures that are used to record, classify, and report information on the financial status and operations of an entity.

ACCRUAL BASIS OF ACCOUNTING: The method of accounting under which transactions and events are recognized when they occur, regardless of when cash is received or paid.

ACTIVITY: A cost center for recording charges for services delivered or functions performed. Each activity has an assigned manager who is responsible for planning and conducting the various approved objectives or workload.

ADJUDICATION: Administrative Court conducted by the City for compliance issues and no criminal violation of local ordinance violations.

AD VALOREM PROPERTY TAXES: In proportion to value. A basis for levy of taxes on property.

AMORTIZATION: (1) The portion of the cost of a limited-life or tangible asset charged as an expense during a particular period. (2) The reduction of a debt by regular payments of principal and interest sufficient to retire the debt by maturity.

APPROPRIATION: An authorization made by the legislative body of a government, which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

APS: Automated Citation Program

ARRA: American Recovery and Reinvestment Act of 2009

ASE: Automotive Service Excellence

ASSESSED VALUATION: A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSESSMENT: (1) The process of making the official valuation of property for taxation. 2) The valuation placed upon property as a result of this process.

ASSETS: Property owned by a government, which has a monetary value.

ASSIGNED FUND BALANCE: The portion of a Governmental Fund's net assets to denote an intended use of resources.

AVL: Automatic Vehicle Locater

BALANCED BUDGET: A plan (Budget) setting forth expenditures and other uses for a given period being equal to or less than proposed revenues and other sources available.

BOND: A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date(s)) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt.

BUDGET: A plan setting forth the financial operations, embodying an estimate of proposed expenditures for a given period and the proposed means of financing them with available resources.

BUDGET DOCUMENT: The official written statement prepared by the Finance Department staff, which presents the proposed budget to the legislative body.

BUDGET MESSAGE: A general discussion of the proposed budget presented in writing as part of or supplement to the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the chief executive and designated budget officer.

CAD: Computer Aided Dispatch

CALEA: The Commission on Accreditation for Law Enforcement Agencies

CAPITAL ASSETS: Assets of significant value and having a useful life of several years.

CAPITAL EXPENDITURES: A capital expenditure is a purchase of any item over a specified amount depending on the type of asset (i.e., small tools, vehicles and infrastructure) with a useful life of 3 years or more. Items purchased meeting the criteria are tracked in the asset management system.

CAPITAL IMPROVEMENTS BUDGET: A plan of proposed capital expenditures and the means of financing them. The capital budget is usually enacted as part of the complete annual budget, which includes capital outlays. The capital budget normally is based on a capital improvement plan (CIP).

CASH BASIS: The basis of accounting under which revenues are recorded when received in cash and expenditures (or expenses) are recorded when cash is disbursed.

CFA: Computerized Fleet Analysis

CMAQ: Congestion Mitigation and Air Quality

COMMITTED FUND BALANCE: The portion of a Governmental Fund's net assets with self-imposed constraints or limitations that have been placed by formal action at the highest level of decision making.

CRYSTAL LAKE FIRE PROTECTION DISTRICT: The City of Crystal Lake Fire Rescue Department services the unincorporated area of Crystal Lake with EMS and Fire Protection Services.

CSO: Community Service Officer

CVERT: Citizen Volunteers Employing Radar Team

DELINQUENT TAXES: Taxes, which remain unpaid on and after the date on which a penalty for non-payment is attached.

DIVISION: An organizational unit within a department for purposes of administration and cost accounting.

EAV: Equalized Assessed Valuation

EMS: Emergency Medical Services

ENTERPRISE FUND: A fund established to account for operations financed and operated in a manner similar to private business enterprises. In this case, the governing body intends that costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

EPA: Environmental Protection Agency

ERP: Emergency Repair Program

ETSB: Emergency Telephone System Board

EVOC: Emergency Vehicle Operators Course

EVT: Emergency Vehicle Technician

EXPENDITURES: The payment of cash or the transfer of property or services for the purpose of acquiring an asset, service or settling a loss. Expenditures include current operating expenses requiring the present or future use of net current assets, debt service and capital outlays, intergovernmental grants, entitlement and shared revenues.

FCC: Federal Communications Commission

FINES & FORFEITS: A sum of money imposed or surrendered as a penalty.

FISCAL YEAR: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

FRA: Federal Rail Administration

FULL FAITH AND CREDIT: A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

FUND: An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

FUND BALANCE: The excess of a fund's assets over its liabilities, generally called a reserve. A negative fund balance is sometimes called a deficit.

GENERAL FUND: The fund used to account for all financial resources, except those required to be accounted for in another fund.

GENERAL OBLIGATION BONDS: When a government pledges its full faith and credit for the repayment of the bonds it issues, then those bonds are general obligation (GO) bonds. Sometimes the term is also used to refer to bonds, which are to be repaid from taxes and other general revenues.

GENERAL OBLIGATION REVENUE BONDS: Intended to be paid first from the revenues of the enterprise fund. They are backed by the full faith, credit and taxing power of the City.

GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP): Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompasses the conventions, rules and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general

application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to State and local governments is the GASB.

GIS: Geographic Information System

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB): The authoritative accounting and financial reporting standard-setting body for government entities.

GOVERNMENTAL FUNDS: Funds used to account for the acquisition, use and balance of expendable financial resources and the related current liabilities-(except those accounted for in proprietary funds and fiduciary funds). Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

GRANT: A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the State and federal governments. Grants are usually made for a specified purpose.

HPC: Historical Preservation Commission

HVAC: Heating, Ventilating and Air Conditioning

ICAC: Internet Crimes Against Children

ICMA: International City/Council Management Association.

ICSC: International Council of Shopping Centers

IDOT: Illinois Department of Transportation

IMRF: Illinois Municipal Retirement Fund

INFRASTRUCTURE: The basic facilities, equipment, services and installations needed for the growth and functioning of a community. Includes roads, bridges, curbs and gutters, streets, sidewalks, drainage systems and lighting systems.

INTERGOVERNMENTAL REVENUES: Revenues from other governments in the form of grants, entities, shared revenues or payments in lieu of taxes.

INTERNAL SERVICE FUND: A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, or to other governments, on a cost reimbursement basis.

IPBC: Intergovernmental Personnel Benefit Cooperative. The IPBC is an entity created under Illinois State laws which allows municipal groups to band together for the purposes of health insurance. The IPBC was created in 1979 and currently includes 59 municipalities or municipal entities as members.

JSA: Job Safety Analysis

LEGAL DEBT LIMIT: The maximum amount of outstanding gross or net debt legally permitted.

LEGAL DEBT MARGIN: The legal debt limit less outstanding debt subject to limitation.

LEGISLATIVE: Having the power to create laws.

LEVY: (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

LEXIPOOL: A system of risk management tools consisting of web based public safety policy manuals and training bulletins.

MARKET VALUE: An assessor's estimate of what property would be worth on the open market if sold. The market value is set each year before taxes are payable.

MCDOT: McHenry County Department of Transportation

MCR: Mobile Capture Accident Reporting

METRA: Northeast Illinois commuter rail system serving Chicago and area suburbs.

MODIFIED ACCRUAL BASIS: The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues are recorded when received in cash except for material and/or available revenues which should be accrued to reflect properly the taxes levied and revenue earned.

MOTOR FUEL TAX: Intergovernmental revenue from the State to be used for maintenance and construction of the municipal street system. The money comes from the State gasoline tax and fees from motor vehicle registration.

MATURITIES: The dates on which the principal or stated value of investments or debt obligations mature and may be reclaimed.

NONSPENDABLE FUND BALANCE: The portion of a Governmental Fund's net assets that are not available to be spent, either short-term or long-term, in either form or through legal restrictions.

NCS: National Citizen Survey

NPDES: National Pollutant Elimination System

OBJECTIVE: Serving as a goal; being the object of a course of action.

OC SPRAY: Oleoresin Capsicum or "pepper" spray

OPEB: Other Post Employment Benefits

OPERATING BUDGET: A plan of financial operation embodying an estimate of proposed expenditures for the calendar year and the proposed means of financing them (revenue estimates).

OPERATING EXPENSES: Proprietary fund expenses related directly to the fund's primary activities.

OPERATING TRANSFER: Routine and/or recurring transfers of assets between funds.

ORDINANCE: A formal legislative enactment by the government body of a municipality. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the municipality to which it applies.

OTHER CHARGES: A level of budgetary appropriations which includes expenses for outside professional services, advertising, insurance, utility costs, repairs maintenance and miscellaneous costs.

PACE: Suburban bus service of the regional transportation authority.

PERFORMANCE INDICATORS: A quantitative or qualitative measurement of activity.

PERSONNEL SERVICES: A level of budgetary appropriations, which include expenses for salaries, wages, and related employee benefits such as the City's share of retirement and insurance.

POLICY: A set of guidelines used for making decisions.

PLC: Programmable logic controller

PROGRAM: Group activities, operations or organizational units directed to attaining specific purposes or objectives.

PROPRIETARY FUNDS: Account for government's ongoing organizations and activities that are similar to those often found in the private sector. All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business and quasi-business activities are accounted for through proprietary funds. The GAAP used are generally those applicable to similar businesses in the private sector and the measurement focus is on determination of income, financial position and changes in financial position. Includes enterprise and internal service funds.

PZC: Planning and Zoning Commission

REGIONAL TRANSPORTATION AUTHORITY: Lead public transportation agency for Chicago area suburbs.

RESERVES: Assets kept back or saved for future use or special purpose.

RESIDUAL EQUITY TRANSFER: Non-recurring or non-routine transfers of assets between funds.

RESTRICTED FUND BALANCE: The portion of a Governmental Fund's net assets that are subject to external enforceable legal restrictions.

RETAINED EARNINGS: An equity account reflecting the accumulated earnings of the government's proprietary funds (those funds where service charges will recover costs of providing those services).

REVENUE: The term designates an increase to a fund's assets which:

- does not increase a liability (e.g., proceeds from a loan)
- does not represent a repayment of an expenditure already made
- does not represent a cancellation of certain liabilities; and
- does not represent an increase in contributed capital.

REVENUE ESTIMATE: A formal estimate of how much revenue will be earned from a specific revenue source for some future period, typically a future fiscal year.

SCADA: Supervisory Control and Data Acquisition

SPECIAL ASSESSMENT: A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

SPECIAL REVENUE FUND: A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditure for specified purposes.

STP: Surface Transportation Program

SUPPLIES: A level of budgetary appropriations, which include expenses for commodities that are used, such as office supplies, operating supplies, and repair and maintenance supplies.

TAX CAPACITY: A valuation set upon real estate and certain personal property by the County Assessor as a basis for levying property taxes. The assessor determines the estimated market (resale) value of the property. This value is converted by a formula per the County Assessor.

TAX RATE: The property tax rate that is based on the taxes levied as a proportion of the property value.

TAX LEVY: The total amount to be raised by general property taxes for the purposes stated in a resolution certified to the County Assessor.

TAXES: Compulsory charges levied by a government to finance services performed for the common benefit.

TIF: Tax Increment Financing District.

TRU: Targeted Response Unit.

TRUTH IN TAXATION: The “taxation and notification law” requires local governments to set estimated levies, inform taxpayers about the impacts, and hold a separate hearing to take taxpayer input.

UDO: Unified Development Ordinance

UNASSIGNED FUND BALANCE: Available expendable financial resources in a Governmental Fund that are not the object of a tentative management plan, i.e. designations (Only in the General Fund, unless negative).

UPRR: Union Pacific Railroad

VARIANCE: A relaxation of the terms of the zoning ordinance where such variance will not be contrary to the public interest and where, owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of the ordinance would result in unnecessary and undue hardship.

WAS: Waste Activated Sludge

WORKLOADS: A measure of the services provided

WTP: Water Treatment Plant

WWTP: Wastewater Treatment Plant

City of Crystal Lake
Annual Budget
Fiscal Year 2013/2014



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
Annual Budget
Fiscal Year 2013/2014



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 sections explain 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 the City Council for support of activities that draw visitors to the City of Crystal Lake.

Expenditure policies define how expenditures are budgeted:

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

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

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

Reserves

- A. The City shall strive to maintain an unassigned fund balance in the General Fund of at least 50% of the estimated annual operating expenditures of the fund. The unassigned fund balance shall be created and maintained for the following purposes:
 - 1) Offset unanticipated downturns or changes to General Fund revenues;

- 2) Provide a sufficient cash flow for day-to-day operations;
- 3) Offset unexpected increases in General Fund operating expenditures; and
- 4) Provide an ability to make emergency purchases or repairs.

Whenever the unassigned fund balance in the General Fund exceeds 50% of the estimated annual operating expenditures in the fund, the excess shall be transferred to the Capital Replacement Fund.

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

Cash Management determines the budgeted revenue stream and investment earnings by defining the parameters within which the City will invest cash. The City's Investment Policy Resolution, # 07-R-32 and #2012R-135, 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, Councilmembers, and the City Manager discuss the City infrastructure and developmental needs. As part of 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 that provides for future replacements of capital and technological equipment. Initial funding will be provided by restricting a portion of Unreserved General Fund Balance. Additional reservations of fund balance may be made from time-to-time as operating surpluses become available or as deemed appropriate as a result of changes to the capital improvement policy. Fund balance restrictions, aimed at providing for future replacements of capital and technological equipment, shall not exceed \$3,000,000.

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

- 1) The City will not issue notes or bonds to finance operating deficits.
- 2) The City will maintain a General Fund Balance, which approximates to six months of operating expenditures.
- 3) Pursuant to the provisions of Section 6 of Article VII of the Constitution of the State of Illinois, the City of Crystal Lake is a home rule unit and may exercise any power or perform any function pertaining to its government and affairs including, but not limited to, the power to tax and to incur debt. Pursuant to the provisions of said Section 6, the City has the power to incur debt payable from ad valorem property tax receipts or from any other lawful source and maturing within 40 years from the time it was incurred without referendum approval. As such, the City will levy a tax sufficient to retire general obligation debt. Taxes will be abated for general obligation debt where an alternate revenue source is pledged and realized.
- 4) The General Assembly of the State of Illinois has not limited by law the amount of debt, payable from ad valorem property tax receipts, a home rule municipality may incur.

Issue	Beginning Balance @ 05/01/12	Issuances	Retirements	Ending Balance @ 04/30/13
2004 General Obligation Bonds, original principal \$7,825,000 (partial Waterworks and part SEECOM joint venture), due in annual installments of \$500,000 to \$650,000 through December 15, 2019; interest at 3.10% to 3.90% payable semi-annually on June 15 and December 15.	\$4,725,000	\$0	\$4,725,000	\$0
2009 General Obligation Bonds, original principal \$22,110,000 (partial Waterworks and TIF alternate revenue source), due in annual installments of \$900,000 to \$1,450,000 through January 1, 2029; interest at 1.40% to 5.75% payable semi-annually on January 1 and July 1.	\$19,815,000	\$0	\$1,255,000	\$18,560,000
2012 General Obligation Bonds, original principal \$9,235,000 (partial Waterworks and part refunding Series 2004 GOB), due in annual installments of \$40,000 to \$845,000 through December 15, 2032; interest at 2.0% to 2.625% payable semi-annually on June 15 and December 15.	\$0	\$9,235,000	\$40,000	\$9,195,000
General Obligation Bonds	\$24,540,000	\$9,235,000	\$6,020,000	\$27,755,000
Reported in:				
General Fund	\$2,348,942	\$850,000	\$314,450	\$2,884,492
SEECOM Debt Service Fund	\$1,970,000	\$1,741,680	\$1,986,687	\$1,724,993
SSA 43/Crystal Heights Debt Service Fund	\$900,000	\$795,634	\$907,623	\$788,011
Vulcan Lakes TIF/Three Oaks Recreation Area Debt Svc Fund	\$14,119,726	\$0	\$621,425	\$13,498,301
Water & Sewer Debt Service Fund	\$5,201,332	\$5,847,686	\$2,189,815	\$8,859,203
	\$24,540,000	\$9,235,000	\$6,020,000	\$27,755,000

- 5) The General Assembly of the State of Illinois has not limited by law the amount of debt, other than debt payable from ad valorem property tax receipts, a home rule municipality may incur.

Issue	Beginning Balance @ 05/01/12	Issuances	Retirements	Ending Balance @ 04/30/13
Special Service Area No. 45 Bonds, Series 2006 - original principal \$5,945,000, due in annual installments of \$160,000 to \$435,000, commencing February 2009 through February 2031; interest at 4.50% to 5.50% payable semi-annually on August 1 and February 1.	\$5,440,000	\$0	\$0	\$5,440,000
Special Service Area No. 46 Bonds, Series 2007 - original principal \$2,500,000, due in annual installments of \$10,000 to \$240,000, commencing March 2010 through March 2036; interest at 5.75% payable semi-annually on September 1 and March 1.	\$2,469,000	\$0	\$18,000	\$2,451,000
Special Service Area No. 44 Bonds, Series 2007 - original principal \$750,000, due in annual installments of \$50,000 through March 2022; interest at 4.25% to 4.85% payable annually on December 1.	\$500,000	\$0	\$50,000	\$450,000
Special Service Area Bonds	<u>\$8,409,000</u>	<u>\$0</u>	<u>\$68,000</u>	<u>\$8,341,000</u>

Issue	Beginning Balance @ 05/01/12	Issuances	Retirements	Ending Balance @ 04/30/13
Reported in:				
SSA #45/Bryn Mawr Debt Service Fund	\$5,440,000	\$0	\$0	\$5,440,000
SSA #46/Ryland Debt Service Fund	\$2,469,000	\$0	\$18,000	\$2,451,000
SSA #44/Tracy Trail Debt Service Fund	\$500,000	\$0	\$50,000	\$450,000
	<u>\$8,409,000</u>	<u>\$0</u>	<u>\$68,000</u>	<u>\$8,341,000</u>

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

The annual requirements to retire all debt outstanding of the City as of April 30, 2013 are as follows:

Fiscal Year Ended	General Obligation Bonds		SSA Bonds		Notes Payable	
	Principal	Interest	Principal	Interest	Principal	Interest
2014	\$2,040,000	\$1,021,331	\$432,000	\$596,200	\$818,698	\$214,805
2015	2,060,000	972,383	272,000	448,541	839,583	193,919
2016	2,130,000	916,934	286,000	439,233	861,002	172,501
2017	2,195,000	855,084	302,000	431,001	882,966	150,536
2018	2,225,000	787,896	317,000	420,741	905,491	128,011
2019-2023	7,645,000	2,969,111	1,812,000	1,936,755	4,369,215	281,548
2024-2028	6,785,000	1,533,754	2,208,000	1,624,479		
2029-2033	2,675,000	182,287	2,047,000	1,265,682		
2033-2037			665,000	743,488		
	\$27,755,000	\$9,238,780	\$8,341,000	\$7,906,120	\$8,676,955	\$1,141,320

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

- 1) An open, well-communicated budget process is the objective for the City of Crystal Lake and:
 - 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.
 - Since fiscal year 2008-2009, the City’s budgets have met the GFOA’s standards for publishing a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

- 3) The budget shall set forth expenditures and other uses for the period to be equal to or less than proposed revenues and other sources available (Balance Budget).

SIGNIFICANT NON-RECURRING PROJECTS

South Main Street (South of Virginia Road to Liberty Avenue) – The South Main Street improvement will widen the roadway to two lanes in each direction, which will improve capacity and reduce congestion. The project eliminates a bottleneck between the four-lane sections of Main Street at U.S. Route 14 and at Pyott Road, which was widened with McHenry County’s Rakow Road project. The City received \$1.5 million in federal STP funding for construction. McHenry County has also agreed to contribute their proportionate share to the project for work on the intersection approaches under their jurisdiction, which is estimated to be \$2,000,000. Fiscal Year 2013-2014 budget: \$1,063,564. Total project budget: \$6,910,775.

IL Route 176 at Main Street – The IL Route 176 at Main Street project will consist of reconstructing/resurfacing North Main Street, improve the traffic channelization at the IL Route 176 and North Main Street intersection, improve water main and storm sewer and provide a safer crossing for the existing bike route. The City has received \$1.5 million in federal STP funding for construction. Fiscal Year 2013-2014 budget: \$173,500. Total project budget: \$1,730,700.

Country Club Area – The Country Club area project will consist of replacing water mains and resurfacing roads. The Country Club area has a high prevalence of water main breaks as well as undersized 4-inch water mains. The Country Club area improvement is needed to reduce the likelihood of breaks and service interruptions, and improve water quality in the area. Roads in the Country Club area are also in need of resurfacing. Fiscal Year 2013-2014 budget: \$1,509,750. Total project budget: \$4,438,194.

U.S. Route 14 (Crystal Lake Avenue to Northwest Boundary of Crystal Lake City Limits) – The U.S. Route 14 project will consist of relocating City water and sanitary sewers along U.S. Route 14 in addition to the upgrade of five (5) traffic signals and the installation of illuminated street signs. The Illinois Department of Transportation is in their final design stages for the widening of U.S. Route 14 between Crystal Lake Avenue in Crystal Lake and Lake Shore Drive in Woodstock. Fiscal Year 2013-2014 budget: \$1,080,519. Total project budget: \$1,130,519.

Replacement Well #18 – The Replacement Well #18 project will consist of identifying a location for Replacement Well #18, drilling the new well and the construction of a new well house and transmission lines. The new well will increase the City’s capacity to accommodate high-flow demands and meet EPA recommendations. Fiscal Year 2013-2014 budget: \$372,000. Total project budget: \$3,062,000.

Digester (Wastewater Treatment Plant #2) – The Digester project will consist of the design and construction of one (1) additional Digester at Wastewater Treatment Plant #2 in order to improve bio-solids operations through increasing plant capacity while reducing risk of EPA violations due to foam overflow. Fiscal Year 2013-2014 budget: \$800,000. Total project budget: \$2,100,000.

HISTORY OF CRYSTAL LAKE

The Crystal Lake area's first European settlers, Beman and Polly Tuttle Crandall arrived in February 1836 with their six children, and discovered a sparkling clear lake, tall timber, and vast prairies. By August, 1836, the U.S. government granted homestead rights to the Crandalls. An old trail, forged by the Sac and Fox tribes, extended from Fort Dearborn in Chicago to northwest Wisconsin, with the portion through Crystal Lake known as Route 14. A log cabin inn, the Lyman-King House, stood on Virginia Street near Pomeroy Avenue and served as a stage coach stop and trading post.

The Village of Crystal Lake was platted in 1840 by Beman Crandall, Christopher Walkup, and Abner Beardsley. At the time, the surveyors determined the boundaries to be Virginia Street to the north, Lake Avenue to the south, McHenry Avenue to the east, and Dole Avenue to the west.

The Village of Nunda was established in 1855, with the Chicago, St. Paul and Fond du Lac railroad (the track is now owned by the Union Pacific), the first direct rail connection from Chicago. The train stop in the Village of Nunda established the town as the commercial hub of McHenry County. The street configuration of Crystal Lake's present downtown reflects the railroad's early influence. In 1856, a rail spur line (now Dole Avenue) was built from the Village of Nunda to Crystal Lake to transport ice cut from the lake to Chicago and to bring visitors from Chicago to the area.

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

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

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

COMMUNITY PROFILE



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

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

The City of Crystal Lake has operated under the Council-Manager form of government since 1957. Policy-making and legislative authority are vested in a governing council consisting of the Mayor and six other members. The City Council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring of the City Manager. The City Manager is responsible for carrying out the policies and ordinances of the City Council, for overseeing the day-to-day operations of the government, and for appointing the heads of the various departments, including the City Attorney. The City Council is elected at-large on a non-partisan basis. Council members serve four-year staggered terms.

The City of Crystal Lake provides a full range of services, including police and fire protection; construction and maintenance of highways, streets, and infrastructure; maintenance of the public storm drainage system; water, sanitary sewer service and wastewater treatment; and growth management, planning and development control through the activities of the Engineering and Building Department, and the Planning and Economic Development Department. In addition to these general governmental activities, the City has certain information relative to the public library (a discretely presented component unit) and police and fire pension systems (blended component units).

Therefore, these activities have been included in the City of Crystal Lake's financial reporting entity. However, as separate governmental entities, the Crystal Lake Elementary and High School Districts, the Crystal Lake Park District, and the Crystal Lake Civic Center Authority have not met the established criteria for inclusion in the reporting entity and, accordingly, are excluded from this report.

Development management represents a significant challenge and priority for the City. Utilization of impact fees and sophisticated policies requiring development to fund its own infrastructure cost illustrates the fact that the City has maintained growth management initiatives. The City's impact fees and growth-funded infrastructure requirements have ensured that the City's taxpayers are not burdened by development.

The non-residential sector of economic activity has continued to be built out, but not at the same pace as prior years. The City's property valuation growth has remained constant over the past year through the addition of new non-residential development and the continued increase in the value of existing non-residential properties in the City. This is evidence of the City's continued strong economic activity level and further underscores the City's strong non-residential tax base.

Despite substantial competition that has occurred from commercial growth in many of the areas surrounding Crystal Lake, the difficult retail environment for certain players in the very competitive Chicago arena, and State retail sales showing a decline from prior years, the City's retail sector has remained stable over the past year. The City has continued to maintain strength as a retail base for serving the regular commercial needs for the immediate City population, and has continued as a regional point for commercial activities. In 2011, over 571,000 square feet of vacant space was leased by new business, of which 39% was along Route 14. In 2012, over 336,000 square feet of vacant space was leased by new businesses in our main commercial corridors.

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, a new Texas Roadhouse restaurant, Corner Bakery, Sports Authority, Mario Triccoci, Menards and three additional small independent retailers. Chipotle Mexican Grill, Noodles & Company, Culver's, Jameson's Charhouse, Fast Eddie's Car Wash, the Village Squire Restaurant, and the Showplace Theaters are all located near this center.

The downtown sector of the City, which has continued to show substantial strength, exhibits a very low vacancy rate and continues to be a viable commercial destination. A Starbuck's and an independent ice cream shop are located in the Downtown area, as well as a number of unique fine dining establishments including Benedict's La Strata, Williams Street Public House, and Da Baffone Cucina Italiana. Downtown Crystal Lake is also home to Finn McCool's restaurant and bar. The downtown district is home to the Raue Center for the Arts, which is an 800-seat theatre that is one of the finest examples of restored art and decor in the nation. The Raue Center provides a unique draw for the downtown area as the largest performing arts theater in McHenry County.

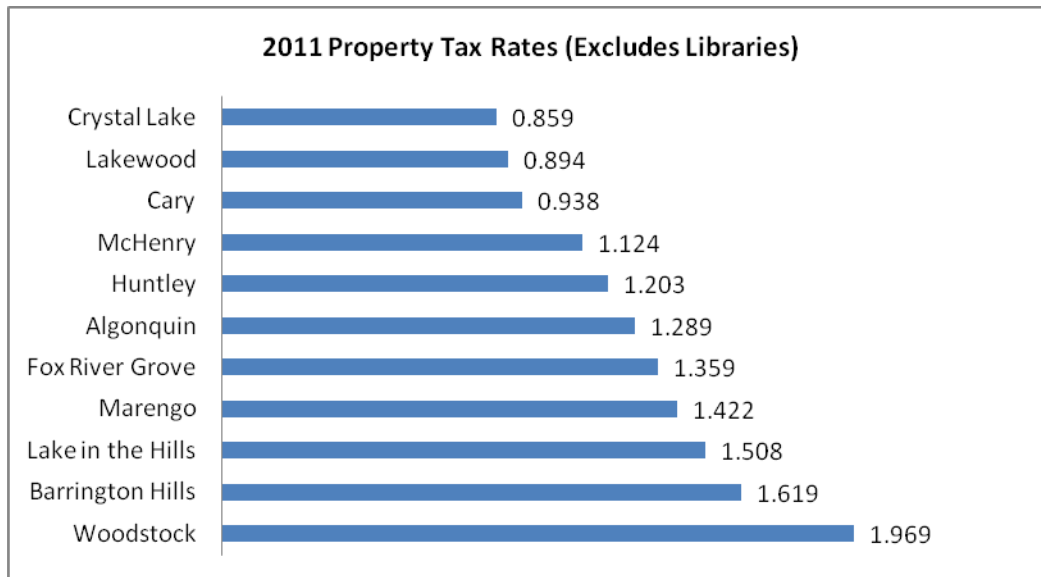
Along Route 14, streetscape improvements have fostered private redevelopment interest and the London Pub and Grill has opened in space formerly occupied by John Evans and Rocks Bar and Grill.

Anderson Motors, a major auto retailer of BMW, Volkswagen, and Mazda vehicles, located on North Route 31, has expanded their service facilities and indoor display areas. As part of a major expansion for this dealership, they will be relocating and building a new Volkswagen dealership in the Route 14 corridor and maintaining the remaining two flags at the Route 31 facility. In addition, Pauly Toyota has relocated their auto dealership to the Lutter Center at the intersection of Route 31 and Rakow Road, near a Super Wal-Mart. Brilliance Honda is completing a major expansion and relocation also within Crystal Lake. Brilliance Honda will consolidate their car inventory locations and rebuild an automobile dealership located at the northeast corner of Routes 176 and 14.

Crystal Lake continues to be an attractive place to live and conduct business. In 2011 through early 2013, new businesses who have either occupied space or leased space and are under construction, or relocated to larger buildings include: HH Gregg, Five Below, Ross Dress for Less, Superior Health Club, Exclusively Napa, The Fresh Market, Jersey Mikes, Courtesy Motors, Five Guys Burgers, O'Reilly Auto Parts, Harbor Freight Tools, Alternative Garden Supply, Savers, Weight Watchers, Mattress Bargains, Meineke Car Care Center, Randall Road Animal Hospital, Exemplar Financial, Olive Tap, KK Buffet, Gumpas Psychiatry, Advance Auto Parts, Kyoto Restaurant, Electron Marketing, Scali & Assoc. Accounting, The Movement, Suran Built Inc., Action Kung Fu, Supreme Shine Detailing, Comnet Group Staffing, Samsone & Associates, Mr. Cakes, Subway at Healthbridge, Mobil Oil at Routes 31 and 176, The Fit Stop, Sandra's Hair Salon, Taqueria La Fogota, Colonial Ice Cream & Café, Vanity Cosmetics, The Perfect Pear, Route 14 Dentistry, Crystal Lake Bank & Trust, Chene Chiropractic, Sunshine Travel, Freshly Baked Communication, Mattress Clinic, Straight Shooters Gallery, Panaderia El Molino Azul, N' Focus Photography, Elite Kids, S&M Thurow Salon, Salon 134, Providence Packaging, AL-RO Injection Molding, Phoenix Electronics, RW Technologies, Aptar Group, Phoenix Custom Woodworks, and Five Star Pallet.

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

Once again, the City has continued to have a very low property tax rate for municipal services compared to other municipalities in southeastern McHenry County. The following graph depicts the 2011 tax rates (excluding Library operations) for surrounding communities.



The continued development of the City's non-residential tax base and the stable retail sector of the community have facilitated this position. The City's retail base helps defray the cost of most General Fund supported services, such as police protection, street maintenance, brush and leaf pickup, and other services.

Principal Employers (February 1, 2012)

Employer	Product or service	Employees
Crystal Lake School District 47	Elementary/middle school education	1100
McHenry County College	Higher education	856
Walmart	Department store	350
Crystal Lake Park District	Parks and recreation	480
Crystal Lake School District 155	High school education	798
Knaack Manufacturing	Jobsite storage	381
Covidien	Healthcare products	342
City of Crystal Lake	Municipal government	285
Jewel Foodstores	Grocer	220
Northwest Herald	Newspaper	217
Curran Contracting	Paving, excavating	210
Health Bridge Fitness Center	Health club	204
Home State Bank	Financial institution	156
Centegra Health System	Health care	148
The Fountains of Crystal Lake	Independent living, memory care	145
General Kinematics Corp	Vibratory and rotary equipment	135
Home Depot	Home improvement supply	110
Althoff Industries	Mechanical/electrical controls	110

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

Demographic Statistics

Fiscal Year Ended April 30,	Population	Median Age	Total Housing Units	School Enrollment	Unemployment Rate
1990	21,823	-	-	-	-
2000	38,000	-	-	-	-
2001	38,050 (estimate)	-	-	12,706	3.60
2002	38,100 (estimate)	-	-	12,853	5.10
2003	38,150 (estimate)	-	-	13,471	6.50
2004	38,161 (estimate)	-	-	13,053	4.60
2005	39,788	-	-	15,458	5.30
2006	39,900 (estimate)	-	-	16,175	4.60
2007	40,050 (estimate)	-	-	16,011	4.10
2008	40,250 (estimate)	-	-	16,215	4.90
2009	40,500 (estimate)	-	-	16,008	9.60
2010	40,743	34.1	15,176	15,471	9.50
2011	40,743	35.1	15,176	15,829	8.30
2012	42,349 (estimate)	36.1	15,176	15,800	7.50

Miscellaneous Statistics

Date of Incorporation	September 23, 1914	Culture and Recreation	
Form of Government	Mayor - Council	Parks acreage	1,393
Area (square miles)	22.9	Parks	45
Number of Employees	257	Tennis courts	30
		Community centers	8
Facilities and Services:			
Miles of Streets	160	Number of Libraries	1
Number of Street Lights	1,996		
Number of Traffic Signals	31	Water System:	
Police Services		Water mains (miles)	226
Number of Stations	1	Fire hydrants	3,110
Number of Police Personnel	79.75	Maximum daily capacity (millions of gallons)	8.37
Number of Patrol Units	23	Average daily consumption (millions of gallons)	4.65
Law Violations		Sewer System:	
Physical arrests	979	Sanitary sewers (miles)	166
Traffic violations	10,193	Storm sewers (miles)	60
Parking violations	5,018	Maximum daily treatment (millions of gallons)	16.5
Fire/Emergency Medical Services		Average daily sewage treatment (millions of gallons)	5
Number of Stations	3		
Number of Fire Personnel	67.75		
Number of Calls Answered	5,475		
Number of Fire Inspections	1,077		
Number of Life Safety Inspections	701		

THE BUDGET PROCESS

The City of Crystal Lake has adopted the statutory procedure of utilizing a budget officer which procedure requires that an annual budget be adopted by the corporate authorities before the beginning of the fiscal year to which it pertains.

Strategic Action Plan

Recognizing the many challenges facing the community, City Council members and Department Heads actively engage in strategic planning processes. A Strategic Plan is developed for a five-year period and identifies the most important commitments that will achieve the community's vision where all share in the responsibility of participating in civic life and advance the City's mission to enhance and preserve the history, natural resources and unique cultural traditions of the community as well as provide fiscally sound and responsive services, programs and facilities with the highest degree of professionalism, integrity and efficiency. Key elements of the City's planning framework include:

- Establishing a process for review of an improvement in services managed by the City of Crystal Lake.
- Establishing the foundation for budgeting appropriate resources for specific outcomes.

Revenue Projections

Revenue projections for the new fiscal year begin early in the current fiscal year. Projections are made by the departments responsible for the revenues with help from the Finance staff. Projections are based upon consultations with state and local agencies, trend analysis, anticipated changes in the local and regional economy, and discussions with directly associated staff members. Although revenue projections are prepared early in the budget process, the budget revenue analysis continues with departmental budget development and extends until the budget is adopted based upon any new information.

Expenditures

The City of Crystal Lake uses a program-oriented budgeting process. Each budgeting unit is given a target or "baseline" funding level based upon the previous year's funding level. With a few exceptions, no fixed assets or wages and benefits are included in baseline funding. Any funding request that represents new expenditures and programs, or that is in excess of baseline funding, must be submitted as a separate request. Requests for capital purchases (fixed assets) must also be submitted separately.

Proposed Budget Analysis/Compilation

The Finance Department reviews and compiles a preliminary draft of departmental budgets to present to the Budget Team, which is comprised of the Budget Officer (City Manager), Department Heads and Assistant Finance Director. During Budget Team meetings, each Department Head answers questions concerning their budget.

Given revenue projections and baseline funding requirements, budget changes in funding are made according to necessity and priority. A total recommended funding level is determined and is weighed against available resources.

Proposed Budget Development

The Budget Officer prepares and submits to the Crystal Lake City Council, the Proposed Annual Budget covering the next fiscal year. The Proposed Budget assumes for each fund that operating revenues and resources are equal to, or exceed expenditures. The Budget Officer's message summarizes funding requirements, major changes in programs and

alternatives for funding.

City Council Budget Workshop

A budget workshop is held with the City Council to review and discuss the proposed budget. The workshop is open to the public. Discussions and budget revisions may occur up until the budget is adopted. The corporate authorities make the tentative annual budget conveniently available for public inspection at least ten days prior to the passage of the annual budget.

Public Hearing/Budget Adoption

Not less than one week after publication of the tentative annual budget, and prior to final action on the budget, the corporate authorities hold a public hearing on the tentative annual budget, after which hearing the tentative budget may be further revised and passed without any further inspection, notice, or hearing. At the public hearing, citizens may make formal comments concerning the proposed budget. The budget is approved by a vote of two-thirds of the members of the corporate authorities holding office.

Budget Amendments

The City Council may delegate authority to delete, add to or change the adopted budget, subject to such limitation or requirement for prior approval by the Budget Officer or City Manager as the Council, upon two-thirds vote of the members then holding office, may establish. No revision of the budget shall be made increasing the budget in the event funds are not available to effectuate the purpose of the revision.

The City Manager may transfer funds between units in the same fund. With the prior approval of the City Manager, Heads of Departments may transfer funds between line items within the same budgeting unit. Changes at the fund level require the approval of two-thirds of the City Council.

Basis of Budgeting

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

The annual budget for all funds of the City of Crystal Lake shall be balanced. Expenditures and other uses of funds shall not exceed revenues and other sources available.

FY2013/2014 BUDGET CALENDAR

Thursday, May 31, 2012	FY2013-2014 through FY2017-2018 Project Data (Plan-It! software) due from Departments
Wednesday, July 18, 2012 - Friday, July 20, 2012	Departments to review FY2013-2014 through FY2017 2018 Project Data with the City Manager and Director of Finance
Wednesday, August 15, 2012	Distribute FY2013-2014 Budget instructions to Departments
Wednesday, September 19, 2012	Distribute FY2012-2013 year-end estimate (Mid-Year) review instructions to Departments
Friday, September 28, 2012	Fire Rescue FY2013-2014 Budget request due to Director of Finance
Wednesday, October 3, 2012	Fire Rescue to review FY2013-2014 Budget request with the Director of Finance
Tuesday, October 9, 2012	Fire Rescue to review FY2013-2014 Budget request with the City Manager and Director of Finance
Tuesday, October 16, 2012	FY2012-2013 year-end estimates and mid-year departmental report due to the Director of Finance
Monday, November 5, 2012	Distribute Hotel/Motel Tax program instructions to applicants
Thursday, November 8, 2012	Distribute Mid-Year Review and 2012 Tax Levy Proposal to City Council
Tuesday, November 20, 2012	City Council approval of 2012 tax levy determination (required to be approved 20 days prior to adopting tax levy ordinance)
Saturday, December 8, 2012	Publish Truth in Taxation notice (notice to be published 7-14 days prior to public hearing)
Monday, December 10, 2012	Hotel/Motel Tax Applications Due
Friday, December 14, 2012	FY2013-2014 Budget Submittals due to the Director of Finance
Tuesday, December 18, 2012	Public Hearing and adoption of the 2012 Tax Levy
Wednesday, December 19, 2012	File 2012 Tax Levy with McHenry County Clerk

FY2013/2014 BUDGET CALENDAR (Cont'd)

Monday, January 7, 2013- Friday, January 11, 2013	Departments to review FY2013-2014 Budget requests with the Director of Finance
Tuesday, January 8, 2013	Hotel/Motel Tax Application Workshop
Monday, January 21, 2013- Tuesday, February 5, 2013	Departments to review FY2013-2014 Budget requests with the City Manager and Director of Finance
Tuesday, February 19, 2013	City Council to discuss hotel/motel funding award amounts
Wednesday, March 13, 2013	Distribute Proposed FY2013-2014 Budget to City Council
Week of March 18, 2013	Finalize presentations for Budget Workshop
Wednesday, March 20, 2013	Publish Notice of Budget Workshop
Saturday, March 23, 2013	Conduct Budget Workshop
Tuesday, April 2, 2013	Council approval of a Resolution to display publicly, the Proposed FY2013-2014 Budget and to set the Public Hearing date for the Proposed FY2013-2014 Budget
Saturday, April 6, 2013	Publish Notice of Public Hearing for the FY2013-2014 Budget
Tuesday, April 16, 2013	Public Hearing and adoption of FY2013-2014 City Budget and salary ordinance
Friday, April 26, 2013	File Adopted FY2013-2014 Budget with the McHenry County Clerk