CITY OF CRYSTAL LAKE
AGENDA
CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
April 5, 2022
7:00 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Approval of Minutes – March 15, 2022 Regular City Council Meeting**

5. **Accounts Payable**

6. **Public Presentation**
   The public is invited to make an issue oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the City staff, Mayor or City Council will not be allowed at this time, nor will any comment from the Council. Personal invectives against City staff or elected officials are not permitted.

7. **Mayor's Report**

8. **City Council Reports**

9. **Consent Agenda**
   a. **7205 Huntley Road - Annexation Referral**
   b. **City Code Amendment to Ordinance No. 5779 and City Code Chapter 44 - Ethics**
   c. **4717 Valerie Drive – County Zoning Request**
   d. **Proposed Lake Safety Program Budget**

10. **Quarry Cable Park Events and Live Music Consideration**

11. **Special Event Request and Fee Waiver – CASA of McHenry County Road Rally Scavenger Hunt Fundraiser at the Three Oaks Recreation Area – Saturday, April 23, 2022**

12. **125-135 Erick Street – Final Plat of Subdivision for a two-lot subdivision, deferral of the burial of overhead utility lines and Variation from Article 3-300 D to allow the creation of a lot which does not abut a public or private street**

13. **Lakeside Legacy Foundation – Special Use Permit Amendment to allow various community focused annual events for music venues for Dole Porch Music, Farmers Market, Music Under the Trees, and the Listening Room outside music**

14. **City Code Amendment to Class 21 Liquor License requirements to allow retail sale of alcohol for consumption on the premises in an open and unroofed area**

15. **Lakeside Legacy Foundation 2022 Lakeside Fest**

16. **Ordinance to allow permanent outdoor seating at various locations on the public sidewalk**

17. Ordinance to allow outdoor seating in three public parking spaces in front of 19 N. Williams Street

18. Liquor Code Amendments to Class 24 and Class 7 Liquor License requirements for outdoor liquor sales and consumption

19. Bid Award - Communications Intercom and Paging System

20. Revision to Existing Axon Enterprises, Inc. Contract to Upgrade User Licenses

21. Designation and Sale of Surplus Equipment

22. Bid Award – 2022 Street Sweeping, Municipal Partnership Initiative

23. Bid Award – 2022 Sidewalk Cutting Program

24. Bid Award – City Landscaping and Mowing Maintenance

25. Bid Award – Right-of-Way Mowing Program

26. Board and Commission Appointment – Library Board

27. Project Overview of Illinois Department of Transportation (IDOT) Route 14 Improvement – Information Only

28. Project Update of McHenry County Division of Transportation (MCDOT) Northern Section of Randall Road Improvement – Information Only

29. Public Hearing for the Annual Budget for the 2022/23 Fiscal Year; and Adoption of the Annual Budget Ordinance, Salary Ordinance, Ordinance amending Section 515, Water and Sewer, of the City Code, Vehicle Leasing and Replacement Program for the 2022/23 Fiscal Year and amended allocation of the Hotel/Motel Tax Funding for the 2022/23 Fiscal Year

30. Council Inquiries and Requests

31. Adjourn to Executive Session for the purpose of discussing matters of pending and probable litigation, the sale, purchase or lease of real property, collective bargaining and personnel

32. Reconvene to Regular Session

33. Adjourn

If special assistance is needed in order to participate in a City of Crystal Lake public meeting, please contact Melanie Nebel, Executive Assistant, at 815-459-2020, at least 24 hours prior to the meeting, if possible, to make arrangements.

Agenda Item No: 9a

City Council
Agenda Supplement

Meeting Date: April 5, 2022

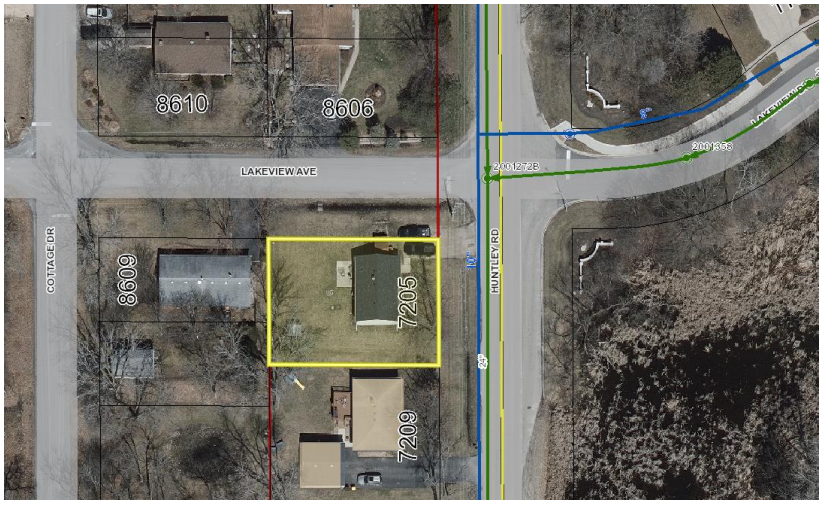
Item: Annexation Referral for 7205 Huntley Road

Recommendation: Motion to refer the petitioner's request to the April 20, 2022 Planning and Zoning Commission meeting for zoning consideration and to the May 3, 2022, City Council meeting for the annexation public hearing for 7205 Huntley Road.

Staff Contact: Kathryn Cowlin, Director of Community Development
Katie Rivard, Assistant City Planner

Background:

The petitioner is requesting annexation of Lot 17 in Block 18 of Crystal Woodlands Subdivision. The lot is 7,500 square feet in area, and it has an existing single-family residence. The petitioner would like to annex in order to connect to water and sewer. Water and sewer currently exist in front of the residence on the west side of Huntley Road.



The petitioner respectfully requests that this matter be referred to the April 20, 2022, Planning and Zoning Commission meeting for zoning consideration and the May 3, 2022, City Council meeting for the annexation public hearing.

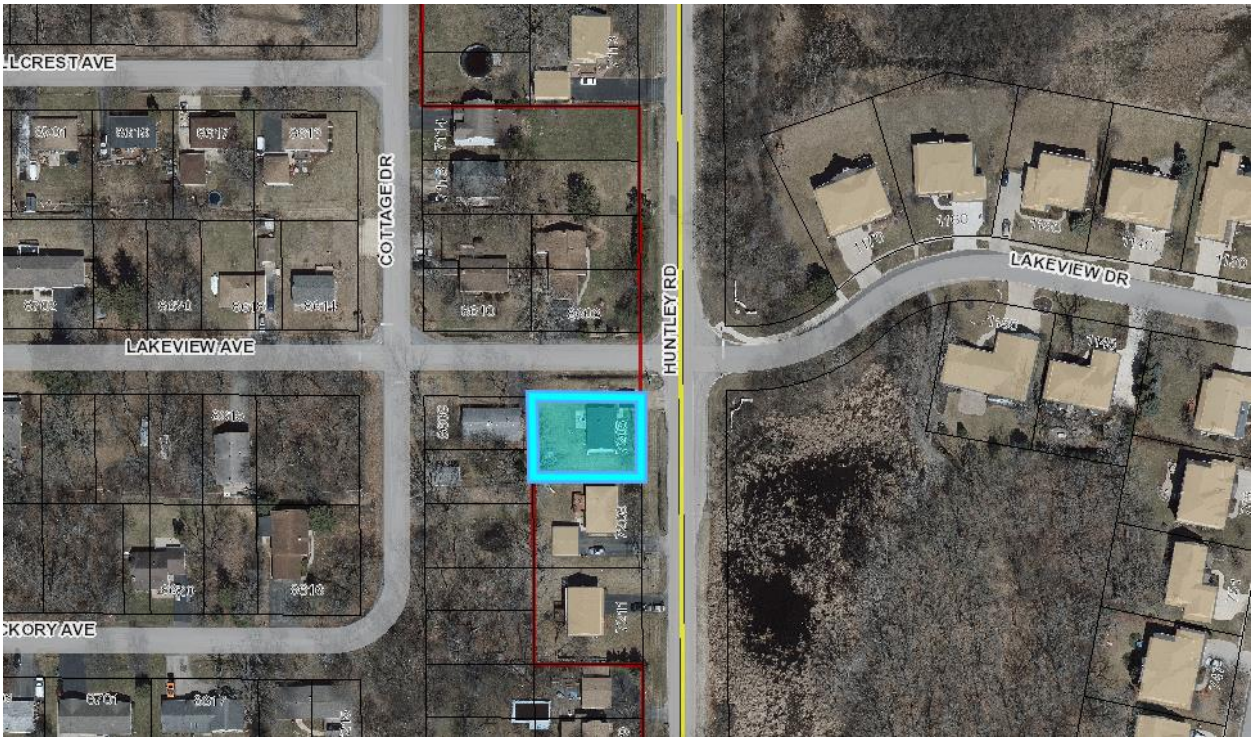
Votes Required to Pass: A simple majority vote.

PIQ Map

7205 Huntley Road

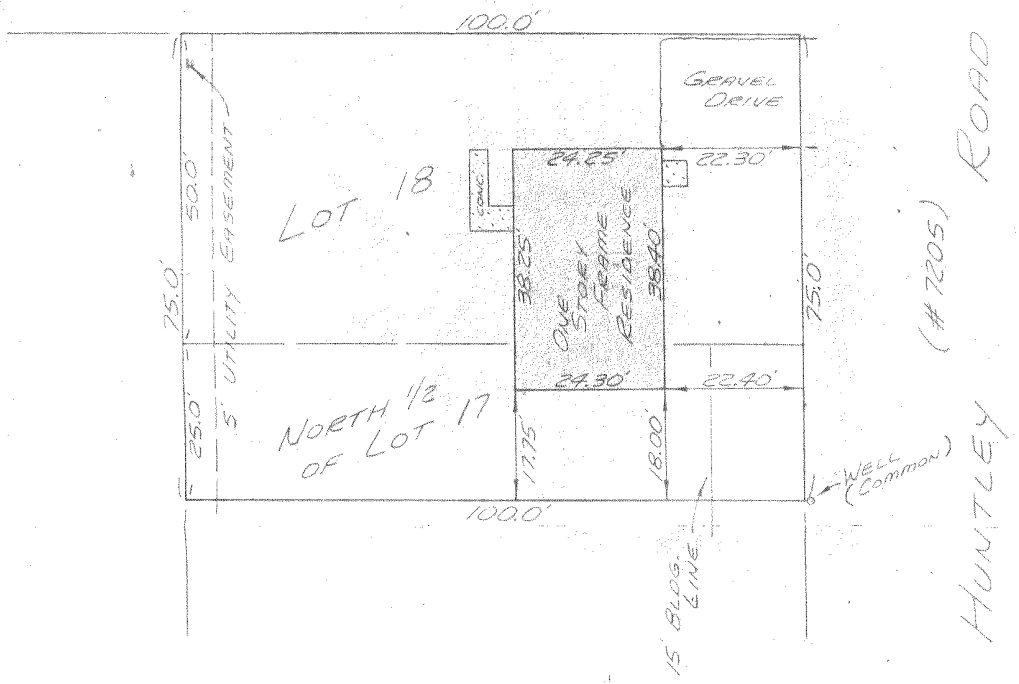
Southwest Corner of Huntley Road and Lakeview Avenue in Grafton Township

Directly Adjacent to City Limits



PLAT OF SURVEY

LAKEVIEW AVENUE



LOT 18 AND THE NORTH HALF OF LOT 17 IN BLOCK 8 IN CRYSTAL WOODLANDS, BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF SECTION 12, TOWNSHIP 43 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED SEPTEMBER 10, 1928, AS DOCUMENT NO. 85076 IN BOOK 6 OF PLATS, PAGE 77, IN MCHENRY COUNTY, ILLINOIS.

SCHAFF ENGINEERING
P. O. Box 7
Algonquin, Illinois 60102
(312) 658-5013

Scale: 1" = 20'

Ordered: Sub. Coastal

Owner: Bacon

Drawn: BDH

Job: 8055947

STATE OF ILLINOIS
COUNTY OF KANE ss 10-21-1980

I hereby certify that the buildings on lot shown are within property lines and that the adjoining improvements do not encroach on said premises.

I hereby certify that I have surveyed the above described premises according to the official record, and that the above plat correctly represents said survey.

ILLINOIS REGISTERED LAND SURVEYOR NO. 35-2304

Compare the description on this plat with deed. Refer to deed for easements and building lines.

N62910

Agenda Item No: 9b

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: City Code Amendment to Ordinance No. 5779 and City Code Chapter 44 - Ethics

Staff Recommendation: Motion to adopt an Ordinance amending Ordinance No. 5779 and City Code Chapter 44 - Ethics

Staff Contact: Gary J. Mayerhofer, City Manager
Eric T. Helm, Deputy City Manager

Background:

In 2003, the Illinois General Assembly passed "The State Officials and Employee Ethics Act" (the "Ethics Act"). The Ethics Act requires that all units of local governments adopt an ordinance or resolution regulating "prohibited political activities" and regulating the soliciting and accepting of gifts in a manner no less restrictive than the Act. In 2004, the City adopted City Code Chapter 44, entitled "Ethics", and passed a resolution establishing the parameters of an ethics commission, including guidelines for dealing with an ethics complaint against a City official or employee. Through this action, the City complied with the requirements of the Ethics Act.

City Staff and City legal counsel regularly review the City Code to identify ways to streamline and update its provisions. Based on a recent review of Chapter 44, it is recommended that the existing Code language be amended in its entirety and replaced. Even though the existing City Code meets the provisions of the Ethics Act, the proposed revisions will assist the City as it administers the requirements of the State law.

Votes Required to Pass:

Simple majority

CITY OF CRYSTAL LAKE

AN ORDINANCE AMENDING ORDINANCE NO. 5779 AND THE CITY'S ETHICS REGULATIONS REGARDING IMPLEMENTATION OF PROVISIONS OF THE STATE OFFICIALS AND EMPLOYEES ETHICS ACT IN THE CITY OF CRYSTAL LAKE

WHEREAS, the City of Crystal Lake is a home rule municipality organized and existing under the laws of the State of Illinois; and

WHEREAS, in order to comply with the requirements of Section 70-5 of the State Officials and Employees Ethics Act ("***Act***"), 5 ILCS 430/70-5, the City previously adopted Ordinance No. 5779 and a Resolution establishing an Ethics Commission on May 4, 2004 (collectively, the "***Ethics Regulations***") regulating the political activities of officers and employees of the City and the solicitation and acceptance of gifts by officers and employees of the City in the same manner as the Act; and

WHEREAS, the Mayor and City Council have determined that it is appropriate and in the best interests of the City to amend the Ethics Regulations as provided in this Ordinance to comprehensively set forth the City's ethics regulations in the Crystal Lake City Code and to amend the powers and duties of the Ethics Commission of the City of Crystal Lake;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE as follows:

SECTION I: The foregoing recitals are incorporated into this Ordinance as if fully set forth in this section.

SECTION II: Chapter 44, entitled "Ethics," of the Crystal Lake City Code is hereby amended in its entirety and shall hereafter be and read as follows:

Draft

CHAPTER 44: ETHICS

§ 44-1 **Definitions.** Whenever the following words or terms are used in this Chapter, they shall have the meanings ascribed to them below:

CAMPAIGN FOR ELECTIVE OFFICE: Any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, state, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action,1 (ii) relating to collective bargaining,2 or (iii) that are otherwise in furtherance of the person's official duties.

CANDIDATE: Any person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at either a general primary election or general election.

COMPENSATED TIME: With respect to an employee, any time worked by or credited to an employee that counts toward any minimum work time requirement imposed as a condition of his or her employment but, for purposes of this Chapter, does not include any designated holidays, vacation periods, personal time, compensatory time off, or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, compensated time includes any period of time when the officer or employee is on the premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

COMPENSATORY TIME OFF: Any authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of her or his employment.

EMPLOYEE: All full-time, part-time, and contractual employees of the City.

GIFT: Any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

INTRA-OFFICE GIFT: Any gift given to an officer or employee of the City from another officer or employee of the City.

---

1 As those terms are defined in Section 2 of the Lobbyist Registration Act, 25 ILCS 170/2.

2 As defined in Section 3 of the Illinois Public Labor Relations Act, 5 ILCS 315/3.

Draft

INTER-OFFICE GIFT: Any gift given to an officer or employee of the City from a member of the Illinois General Assembly; or from the Governor, the Lieutenant Governor, the Attorney General, the Secretary of State, the Controller, the Treasurer or the Auditor General of the State of Illinois; or from a member, officer, appointee, or employee of any State Agency as defined in the State Officials and Employees Ethics Act,3 or of any federal agency, or of any unit of local government or school district.

LEAVE OF ABSENCE: Any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the City.

OFFICER: All appointed and elected officials of the City, regardless of whether the official is compensated.

POLITICAL ACTIVITY: Any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

POLITICAL ORGANIZATION: A party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code,4 but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

PROHIBITED POLITICAL ACTIVITY:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding any thing of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

Draft

3 5 ILCS 430/1-1 *et seq*.
4 10 ILCS 5/9-3.

7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

PROHIBITED SOURCE: Any person or entity who:

1. is seeking official action by the City or by an officer or employee of the City;
2. does business or seeks to do business with the City or with an officer or employee of the City;
3. conducts activities regulated by the City or by an officer or employee of the City;
4. has interests that may be substantially affected by the performance or non-performance of the official duties of the City or an officer or employee of the City;
5. is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act., except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. is an agent of, a spouse of, or an immediate family member who is living with a "prohibited source."

RELATIVE: Those people related to the officer or employee as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the officer's or employee's spouse and the officer's or employee's fiancé or fiancée.

§44-2 **Gifts.**

Draft

1. Gifts Prohibited: Except as otherwise provided in Subsection 44-2(2) below, no officer or employee, spouse of an officer or employee, or immediate family member living with an officer or employee, shall intentionally solicit or accept any gift from any prohibited source or in violation of any federal or state statute, rule, or regulation. No prohibited source shall intentionally offer or make a gift that violates this Subsection.

2. Exceptions: The restrictions set forth in Subsection 44-2(1) above shall not apply to the following:

   A. Opportunities, benefits, and services that are available on the same conditions as for the general public.

   B. Anything for which the officer or employee pays the market value or anything not used and promptly disposed of as provided in Subsection 44-2(3) below.

   C. A contribution, as defined in Article 9 of the Illinois Election Code,5 that is lawfully made under that Code or under the State Officials and Employees Ethics Act, or activities associated with a fundraising event in support of a political organization or candidate.

   D. Educational materials and missions.

   E. Travel expenses for a meeting to discuss City business.

   F. A gift from a relative of an officer or employee.

   G. Anything provided by an individual on the basis of a personal friendship unless the officer or employee has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the officer or employee and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the officer or employee shall consider the circumstances under which the gift was offered, such as:

      (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
      (ii) whether to the actual knowledge of the officer or employee the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
      (iii) whether to the actual knowledge of the officer or employee the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees.

5 10 ILCS 5/9-1 *et seq.*

Draft

H. Food or refreshments not exceeding $75.00 per person in value on a single calendar day; provided that the food or refreshments are:

(i) Consumed on the premises from which they were purchased or prepared; or
(ii) Catered, meaning that they are purchased ready to eat and delivered by any means.

I. Food, refreshments, lodging, transportation, and other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the officer or employee as an office holder or employee) of the officer or employee, or the spouse of the officer or employee, if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee and are customarily provided to others in similar circumstances.

J. Intra-office and inter-governmental gifts.

K. Bequests, inheritances, and other transfers at death.

L. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than $100.00.

3. Disposition of Gifts: An officer or employee that is a recipient of a gift that is given in violation of this Chapter shall promptly return the item to the donor. If circumstances do not reasonably allow the recipient to return the item to the donor, then the officer or employee shall give the item or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)3 of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

§44-3 **Prohibited Political Activities.**

1. No officer or employee shall intentionally perform any prohibited political activity during any compensated time. No officer or employee shall intentionally use any property or resources of the City in connection with any prohibited political activity.

2. At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off.

3. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded any additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise, nor shall any officer or employee be awarded

Draft

additional compensation or any benefit in consideration for the officer's or employee's participation in any prohibited political activity.

4. Nothing in this Section 44-3 prohibits activities that are otherwise permissible an officer or employee to engage in as a part of his or her official or employment duties or activities that are undertaken by an officer or employee on a voluntary basis as permitted by law.

5. No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

§44-4 **Ethics Officer.**

1. The City Manager or her or his designee, shall be designated the Ethics Officer for the City. The Ethics Officer may contract for services that cannot be satisfactorily performed by the City staff. Except as provided in Section 44-4(2), the Ethics Officer's duties and responsibilities shall include:

   a. providing guidance to officers and employees in completing statements of economic interest before they are filed with the appropriate office; and

   b. providing guidance to officers and employees in the interpretation and implementation of this Chapter and the requirements of Section 5-15 and Article 10 of the State Officials and Employees Ethics Act; and

   c. providing guidance to officers and employees in the interpretation and implementation of other applicable statutes, ordinances, rules, or regulations of the City, the State of Illinois, or the federal government dealing with ethics, conflicts of interest, interests in contracts, jobs, work, or materials, or the profits thereof, or services to be performed for or by the City; and

   d. To accept written complaint alleging any violation of this Chapter; and

   e. Except as provided in Subsection 44-6(1)(j), upon receipt of a signed, notarized, written complaint, to investigate, conduct research, conduct closed hearings and deliberations, issue findings, decisions, and recommendations, and impose a fine when warranted in accordance with Section 44-6. As part of an investigation of such a complaint, the Ethics Officer may receive information from the public pertaining to its investigations and to

Draft

require additional information and documents from persons who may have violated this Chapter as the Ethics Officer deems appropriate.

2. Whenever a written complaint of an alleged violation of this Chapter relating to the City Manager or an officer of the City, the Executive Ethics Officer shall perform the duties of the Ethics Officer, except as otherwise provided. The Mayor shall serve as the Executive Ethics Officer; provided, however, that if the Mayor is the subject of such complaint, the most senior Council member (as determined by consecutive years of service) shall serve as Executive Ethics Officer.

   a. In the event that more than one Council member has the most consecutive years of service, then the Council member who received the greater number of votes in the last election shall serve as Executive Ethics Officer.

   b. Except when the City Manager is the subject of a complaint, the City Manager shall assist the Executive Ethics Officer under this Subsection 44-4(2) in performing his or her duties. If the City Manager is the subject of a complaint, the Executive Ethics Officer may designate any employee(s) of the City to assist in performing the Executive Ethics Officer's duties.

§ 44-5 **Ethics Commission.**

1. Establishment. There is hereby established in the City an Ethics Commission, consisting of the City Council. Commission members shall be non-salaried, except that they may be reimbursed for their reasonable expenses incurred in the performance of their duties. The Ethics Commission may contract for services that cannot be satisfactorily performed by the City staff.

2. Powers And Duties. The Ethics Commission shall have the following powers and duties:

   a. To promulgate such procedures and rules governing the performance of its duties and the exercise of its powers as deemed necessary or appropriate.

   b. Pursuant to Section 44-6(1)(j), to investigate, conduct research, conduct closed hearings and deliberations, issue findings, decisions, and recommendations, and impose a fine when warranted with respect to a signed, notarized, written complaint. As part of an investigation of such a complaint, the Ethics Commission may receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated this Chapter as the Ethics Commission deems appropriate.

Draft

c. To consider appeals of a determination of the Ethics Officer in accordance with Subsections 44-6(h, i).

d. When necessary, to subpoena witnesses and compel the production of books and papers pertinent to an investigation authorized by this Chapter.

e. When necessary, to request that the State's Attorney provide legal advice without charge to the Commission.

f. To cause to be prepared and published such manuals and guides as the Commission deems appropriate explaining the duties of individuals covered by this Chapter.

g. To prepare or cause to be prepared such public information materials as the Commission deems appropriate to facilitate compliance, implementation, and enforcement of this Chapter.

h. To periodically prepare or cause to be prepared a statistical report consisting of (i) the number of complaints filed, (ii) the number of complaints deemed to sufficiently allege a violation of this Chapter, (iii) the recommendation, fine, or decision issued for each complaint, (iv) the number of complaints resolved, and (v) the status of pending complaints.

i. The Commission may delegate to a subcommittee of the Commission its authority to conduct investigations pursuant to this Subsection 44-5(2)(b) or appeals pursuant to Subsection 44-5(2)(c), and require a report of the subcommittee's findings to the full Commission for final action.

k. In the event that a member of the Commission is the subject of a claimed violation of this Chapter, such Commissioner shall immediately recuse himself or herself from the investigation of such claimed violation, and shall take no part in the final action of the Commission regarding such claimed violation.

The powers and duties of the Commission are limited to matters clearly within the purview of this Chapter.

§44-6 **Complaints.**

1. Complaint Procedure.

a. Complaints alleging the violation of this Chapter shall be filed as follows: If the complaint alleges a violation by an employee, appointed officer, or elected officer of the City, then the complaint shall be filed with the Ethics Officer. In the event that the subject of the complaint is the City Manager, such complaint shall be filed with the Executive Ethics Officer. Any complaint received by, or

Draft

incident reported to, an employee alleging the violation of this Chapter, shall be forwarded to the Ethics Officer or Executive Ethics Officer as provided above.

b. Upon receipt of any such complaint, the Ethics Officer (or the Executive Ethics Officer, as the case may be) shall immediately determine whether the complaint relates to an employee [in which case the complaint shall then be reviewed as provided in Subsection 44-4(1)(e)] or relates to the City Manager or an officer [in which case the complaint shall then be reviewed as provided in Subsection 44-4(2)]. The person who is the subject of a complaint shall hereinafter be referred to as the "respondent."

c. Within ten (10) business days after the filing of an ethics complaint, the Ethics Officer (or the Executive Ethics Officer, as the case may be) shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Ethics Officer (or the Executive Ethics Officer, as the case may be) shall send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant within ten (10) business days after the submittal to the City. The notices to the respondent and the complainant shall also advise them of the date, time, and place of a meeting, which shall be held within twenty-five (25) business days after receiving the complaint, for determining the sufficiency of the complaint and probable cause to proceed.

d. Prior to such meeting, the Ethics Officer (or the Executive Ethics Officer, as the case may be) shall review the sufficiency of the complaint and, if the complaint is deemed to sufficiently allege a violation of this Chapter, to determine if there is probable cause, based on evidence presented by the complainant, to proceed. At the meeting, the Ethics Officer (or the Executive Ethics Officer, as the case may be) shall issue a "notice of sufficiency ruling" to the complainant and the respondent of his or her ruling on the sufficiency of the complaint, and, if necessary, on probable cause. If the complaint is deemed to sufficiently allege a violation of this Chapter and there is a determination of probable cause, then the notice of sufficiency ruling shall include a hearing date scheduled within four (4) weeks after the issuance of the notice of sufficiency ruling. If the complaint is deemed not to sufficiently allege a violation or if there is no determination of probable cause, then the notice of sufficiency ruling shall be accompanied by a notice to the parties of the decision to dismiss the complaint, which shall be sent by certified mail, return receipt requested.

e. On the scheduled date, the Ethics Officer (or the Executive Ethics Officer, as the case may be) shall conduct a closed meeting on the

Draft

complaint and allow both parties the opportunity to present testimony and evidence.

f. Within two (2) weeks after the conclusion of the hearing on the complaint, the Ethics Officer (or the Executive Ethics Officer, as the case may be) shall (i) dismiss the complaint or (ii) issue a preliminary recommendation to the respondent and to the complainant, which preliminary recommendation may include the proposed imposition of a fine.

g. Within seven (7) business days after the issuance of the preliminary recommendation, the respondent may file a written request to appeal the preliminary recommendation with the Ethics Officer (or the Executive Ethics Officer, as the case may be). If no request for an appeal is so filed, the preliminary recommendation shall become a final ruling and recommendation, which final ruling may include the imposition of a fine in accordance with Subsection 44-6(3). The Ethics Officer (or the Executive Ethics Officer, as the case may be) shall provide a copy of any final ruling and recommendation to the respondent's ultimate jurisdictional authority. Any final ruling and recommendation (including particular findings and any recommended fine) shall be a public record.

h. If the respondent files a timely written request for appeal, the Ethics Officer (or the Executive Ethics Officer, as the case may be) shall refer the appeal to the Ethics Commission, along with the entire record (including evidentiary materials) relating to the complaint. The filing of the appeal shall stay the enforcement of the preliminary recommendation or fine so recommended.

i. Within two (2) weeks after the filing of an appeal, the Ethics Commission shall conduct a public hearing on the complaint after at least 48 hours' public notice of the hearing. At the hearing, the Ethics Commission shall and allow both parties the opportunity to present testimony and evidence. Within five (5) business days after such public hearing, the Ethics Commission shall publicly issue a final ruling on appeal, which may dismiss the complaint, set forth a final recommendation regarding the respondent, impose a fine, or some combination of the foregoing. The Ethics Commission shall also deliver the final ruling on appeal to the complainant, respondent, and to the respondent's ultimate jurisdictional authority.

j. If a complaint is filed during the 60 days preceding the date of any election at which the respondent is a candidate, the Ethics Commission shall undertake the responsibilities of Subsections 44-6(1)(c-f). The Ethics Commission shall render its decision as required under subsection (f) within seven (7) days after the complaint is filed, and during the seven (7) days preceding that

Draft

election, the Commission shall tender such decision before the date of that election, if possible. In such circumstances, Subsections 44-6(1)(g-i) shall not apply.

k. The Ethics Officer (or the Executive Ethics Officer, as the case may be) or Ethics Commission may levy a fine of up to $750.00 against any person who knowingly files a frivolous complaint alleging a violation of this Chapter.

l. A complaint alleging the violation of this Chapter must be filed within one year after the alleged violation.

2. Enforcement.

a. Any final ruling and recommendation or final ruling on appeal may recommend to a respondent's ultimate jurisdictional authority disciplinary action against the respondent relating to any determination of violation of this Chapter. The recommendation may prescribe the following courses of action:

(1) A reprimand or censure.

(2) An order to cease and desist the offensive action.

(3) An return or refund of money or other items, or an amount of restitution for services received in violation of this Chapter.

(4) Dismissal, removal from office, or expulsion.

(5) Donation to a charity of an amount equal to the gift.

b. Any final ruling and recommendation or final ruling on appeal may impose a fine of up to $750.00 per violation to be deposited into the general fund of the City.

c. The City, through the ultimate jurisdictional authority of an officer or employee, may take disciplinary action against any such officer or employee (i) who has been found is in violation of this Chapter, (ii) who is the subject of a final ruling and recommendation or final ruling on appeal, or (iii) described by both items (i) and (ii). Such disciplinary action may be as recommended in a final ruling and recommendation or final ruling on appeal, or as it deems appropriate, to the extent it has constitutional and statutory authority to take that action. The City shall make its action, or determination to take no action, available to the public.

3. Penalty. An individual who knowingly violates this Chapter is guilty of a business offense and subject to a fine of up to $750.00.

Draft

6. Review. The Ethics Commission's final ruling on appeal is not a final administrative decision, but any imposition of a fine as part of a final ruling on appeal is a final administrative decision subject to judicial review under the Administrative Review Law of the Code of Civil Procedure.

7. Exemption. The proceedings conducted and documents generated under this Chapter are exempt from the provisions of the Open Meetings Act and the Freedom of Information Act, except as expressly provided.

§44-7 **Interpretation.** It is the intent of the City that the provisions of this Chapter shall be substantially in accordance with the requirements of Section 5-15 and Article 10 of the State Officials and Employees Ethics Act. To the extent that Section 5-15 or Article 10 of the State Officials and Employees Ethics Act may be more restrictive than the requirements of this Chapter, the provisions of Section 5-15 and Article 10 of the State Officials and Employees Ethics Act shall apply and control. Except as expressly provided in this Chapter, this Chapter does not repeal other relevant personnel rules or regulations adopted by the City ("***Existing Regulations***"). To the extent that the Existing Regulations are less restrictive than Section 5-15 or Article 10 of the State Officials and Employees Ethics Act and this Chapter, the provisions of Section 5-15 and Article 10 of the State Officials and Employees Ethics Act and this Chapter shall apply and control.

SECTION III: The City of Crystal Lake Resolution adopted on May 4, 2004 establishing an Ethics Commission is hereby repealed.

SECTION IV: This Ordinance shall be in full force and effect from and after its adoption.
PASSED and APPROVED this 5th day of April, 2022.

AYES:

NAYS:

ABSENT:

City of Crystal Lake, an
Illinois municipal corporation

_____

Haig Haleblian, MAYOR

SEAL

ATTEST

_____

Nick Kachiroubas, CITY CLERK

PASSED: April 5, 2022
APPROVED: April 5, 2022

Draft

Agenda Item No: 9c

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: COUNTY ZONING REQUEST
Keith J. Cordell and Barbara J. Cordell, owners
4717 Valerie Drive, Crystal Lake, IL

Recommendation: City Council's discretion.

a) Motion to object to the proposed Variation for a zero-foot street setback from the west property line instead of the minimum 33.3 feet for an accessory structure and a height of 21 feet instead of the maximum 18 feet allowed, directing staff to proceed with an objection to the County Hearing Officer.
b) No action.

Staff Contact: Kathryn Cowlin, Director of Community Development
Katie Rivard, Assistant City Planner

Background:

- As is customary with County Zoning requests within the City's mile and a half planning jurisdiction, the City received notice of this request.
- The property in question consists of approximately 0.56 acres and is zoned "R-1" Single-Family Residential District. Currently, the subject property contains a single-family residence.
- Staff has no concerns with this request.

Request:

- The petitioners are requesting a Variation to allow for a zero-foot street setback from the west property line instead of the minimum 33.3 feet for an accessory structure and a height of 21 feet instead of the maximum allowed height of 18 feet.
- The petitioners would like to construct a new detached garage for vehicles and storage. The petitioners indicated that due to the location of their septic field, trees and grading of the property, and placement of a future pool, this is the most logical location. Additionally, this would allow them to extend their existing driveway instead of adding a new curb cut on Richard Drive.
- The subject property is located at the southeast corner of Valerie Drive and Richard Drive in Algonquin Township. The properties to the south are located within the City Limits and are zoned

R-1 PUD Single-Family Residential. The properties to the north, east and west are within the County and zoned R-1 Single-Family Residential.

- The property is not within the Crystal Lake Watershed, and staff does not have any concerns with this request.

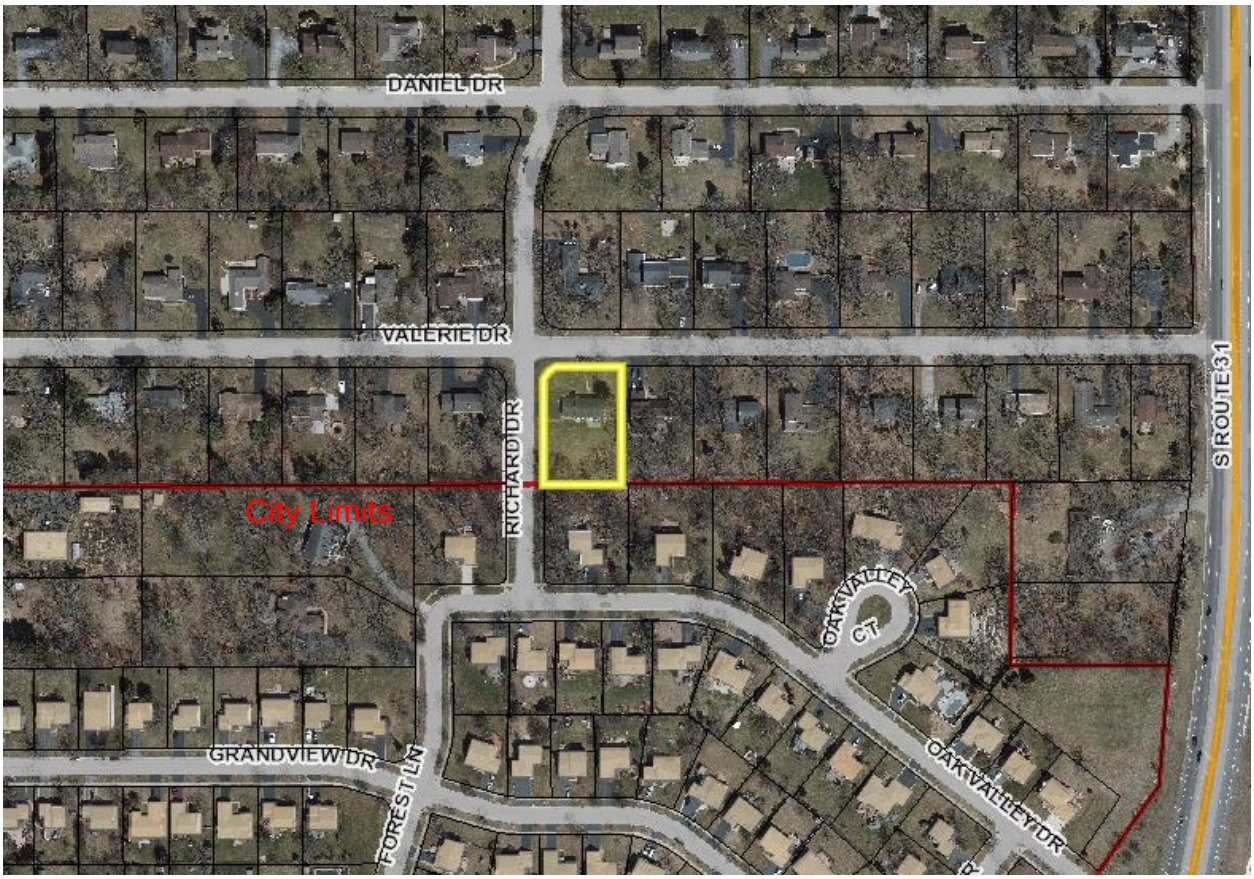
Votes Required to Pass: A simple majority.

PIQ Map

4717 Valerie Drive

Southeast Corner of Valerie Drive and Richard Drive in Algonquin Township

Directly Adjacent to City Limits



A G E N D A I T E M

#2022-015 - CORDELL - ALGONQUIN TWP - R1-R1V

The Petitioners are requesting a VARIATION of the subject property to allow for a zero (0) foot street setback from the West property line instead of the minimum thirty three and one third (33.3) feet for an accessory structure and a height of twenty-one (21) feet instead of the maximum eighteen (18) feet allowed.

ATTACHMENTS:

- Cordell App (PDF)
- Cordell Site Plan_Survey (PDF)

MCHENRY COUNTY PLANNING AND DEVELOPMENT
2200 N. SEMINARY AVENUE, WOODSTOCK, IL 60098
815-334-4560

Office Use Only

Petition #/Permit # 2022-015

APPLICATION FOR ZONING PETITION, ADMINISTRATIVE VARIATION OR SITE PLAN REVIEW

OWNER INFORMATION:	ATTORNEY or AGENT CONTACT INFORMATION (If Applicable):
Name Keith Cordell BARBARA CORDELL	Name
Address 4717 Valerie Dr	Address
City, St, Zip Crystal Lake, IL, 60015	City, St, Zip
Daytime Phone [redacted]	Phone
Email [redacted]	Email

PETITIONER (If other than owner):	TRUSTEE/BENEFICIARY/OFFICERS/DIRECTORS/CONTRACT PURCHASER (please use separate page for additional information):
Name	Name
Address	Address
City, St, Zip	City, St, Zip
Daytime Phone	Phone
Email	Email

PARCEL INFORMATION:

Address 4717 Valerie Drive

City Crystal Lake Zip 60015

Parcel/Tax Number 1903176001

Number of Acres 0.516

Applying For: (Check all that apply)	☐ Reclassification	Current Zoning: R1 Requested Zoning: R1 variation
	☐ Conditional Use & Site Plan Review	CUP Request:
	☐ Variation, Administrative ☒ Variation, Zoning	Variation Request: 21' Height variation, 0 setback variation
	☐ Site Plan Review	Type:
	☐ Text Amendment	UDO Section(s):
	☐ Appeal	Type:

Please provide additional information on the back of this page.

Attachment: Cordell App (9840 : #2022-015 - Cordell - Algonquin TWP - R1-R1V)

NARRATIVE: Please use this space to explain your request in detail.

We are requesting a variance on our property to be able to build a detached garage for vehicles and storage to eliminate clutter on exterior and interior of our property. We also plan on adding an in-ground pool. Due to the placement of our septic field, trees and grading of our property, the placement of the pool will be in the Southwest quadrant, which leaves us with our proposed placement of the detached garage, the most logical. By placing the garage where we proposed, we would be able to extend our current driveway to the detached garage versus needing to add an entirely new driveway off of Richard Drive. We are requesting a zero-setback variance on the Southwest side of our property, off of Richard Drive, a 21' height variation in order to do so. We appreciate your time and consideration.

CONSENT

I/We hereby authorize that the aforementioned petitioner, attorney, and agent may act and testify on my behalf as my agent in the matter of this zoning application regarding the property listed above that is the subject of this application.

VERIFICATION

I/We hereby verify and attest to the truth and correctness of all facts, statements and information presented herein.

Keith Cordell
Owner's Signature

Keith Cordell
Print Name

Signature

Print Name

SUBSCRIBED and SWORN to before me this 21 day of March, 2022.

NOTARY PUBLIC

OFFICIAL SEAL
MATHEW BARNES
Notary Public, State of Illinois
My Commission Expires 09-09-2025

Attachment: Cordell App (9840 : #2022-015 - Cordell - Algonquin TWP - R1-R1V)

CONSENT TO ON-SITE INSPECTION
I/We are the owners of record of the real estate which is the subject of this petition. Petitioners of the described real estate do hereby freely and voluntarily consent to inspection of the site of the parcel in question for purposes of determining the appropriateness of the pending proposed zoning petition by the Zoning Enforcement Officer and/or designated representative, McHenry County Zoning Board of Appeals or where applicable, the McHenry County Hearing Officer, and hereby release such persons from any liability based in whole or in part on the inspection of the parcel in question. That in exchange for the above actions by the Petitioner(s), McHenry County agrees that the Zoning Enforcement Officer and/or designated representative, member of the Zoning Board of Appeals or, if applicable, the McHenry County Hearing Officer, will inspect the parcel in question prior to considering the evidence presented upon the above petition. In the case of Conditional Use applications, if approved by the McHenry County Board, the Zoning Enforcement Officer and/or designated representative many inspect the property periodically to ensure compliance with the adopting ordinance and any conditions therein.

ACCEPTANCE OF FEES FOR COURT REPORTING SERVICES
I/We, the petitioner(s), verify that I/we are aware of the contractual relationship between the County of McHenry and Court Reporting Service. Petitioner(s) agree to utilize the Court Reporting Services as contracted for by McHenry County and agree to directly reimburse said reporting service for all incurred transcript fees and associated costs for hearings before the McHenry County Zoning Board of Appeals or where applicable, the McHenry County Hearing Officer unless determined otherwise by McHenry County. The petitioner(s) further recognizes failure to fully reimburse said Court Reporting Service prior to the scheduled County Board Date will grant McHenry County the unconditional right to withhold the petition from McHenry County Board action. Petitioner(s) further understands that transcripts shall be retained by McHenry County as part of the permanent zoning application file.

ZONING APPLICATION INTERPRETATION
I/We understand that the McHenry County Department of Planning and Development Staff will review and evaluate this application per the text of the McHenry County Unified Development Ordinance, the Official Zoning Maps, and any relevant documentation provided by the applicant and otherwise available to the Department, and consult with other staff to create a summary petition and staff report.

ACCEPTANCE OF FEES FOR NOTIFICATION
I/We, the petitioner(s), authorize the McHenry County Department of Planning and Development Staff to produce the Legal Notice of Public Hearing to be published and mailed per the requirements of Chapter 16.16 (Zoning Application Process) of the McHenry County Code of Ordinances. I/We agree to reimburse the County for the cost of certified mailing and publication to the newspaper, prior to a vote by the McHenry County Board, in order to meet the notification requirements for a public hearing by Illinois State Statute.

Keith Cordell
Owner's Signature

Keith Cordell
Print Name

Signature

Print Name

SUBSCRIBED and SWORN to before me
this 21 day of March, 20 22.

NOTARY PUBLIC

OFFICIAL SEAL
MATHEW BARNES
Notary Public, State of Illinois
My Commission Expires 09-09-2025

Attachment: Cordell App (9840 : #2022-015 - Cordell - Algonquin TWP - R1-R1V)

NARRATIVE: Please use this space to explain your request in detail.

We are requesting a variance on our property to be able to build a detached garage for vehicles and storage to eliminate clutter on exterior and interior of our property. We also plan on adding an in-ground pool. Due to the placement of our septic field, trees and grading of our property, the placement of the pool will be in the Southwest quadrant, which leaves us with our proposed placement of the detached garage, the most logical. By placing the garage where we proposed, we would be able to extend our current driveway to the detached garage versus needing to add an entirely new driveway off of Richard Drive. We are requesting a zero-setback variance on the Southwest side of our property, off of Richard Drive, a 21' height variation in order to do so. We appreciate your time and consideration.

CONSENT

I/We hereby authorize that the aforementioned petitioner, attorney, and agent may act and testify on my beha as my agent in the matter of this zoning application regarding the property listed above that is the subject of th application.

VERIFICATION

I/We hereby verify and attest to the truth and correctness of all facts, statements and information pre-sented herein.

Barbara Cordell
Owner's Signature

Barbara J. Cordell
Print Name

Signature

Print Name

SUBSCRIBED and SWORN to before me
this 22 day of March, 20 22.

NOTARY PUBLIC

"OFFICIAL SEAL"
Bryan Frederick
Notary Public, State of Illinois
My Commission Expires 02/11/2024

Attachment: Cordell App (9840 : #2022-015 - Cordell - Algonquin TWP - R1-R1V)

CONSENT TO ON-SITE INSPECTION

I/We are the owners of record of the real estate which is the subject of this petition. Petitioners of the described real estate do hereby freely and voluntarily consent to inspection of the site of the parcel in question for purposes of determining the appropriateness of the pending proposed zoning petition by the Zoning Enforcement Officer and/or designated representative, McHenry County Zoning Board of Appeals or where applicable, the McHenry County Hearing Officer, and hereby release such persons from any liability based in whole or in part on the inspection of the parcel in question. That in exchange for the above actions by the Petitioner(s), McHenry County agrees that the Zoning Enforcement Officer and/or designated representative, member of the Zoning Board of Appeals or, if applicable, the McHenry County Hearing Officer, will inspect the parcel in question prior to considering the evidence presented upon the above petition. In the case of Conditional Use applications, if approved by the McHenry County Board, the Zoning Enforcement Officer and/or designated representative many inspect the property periodically to ensure compliance with the adopting ordinance and any conditions therein.

ACCEPTANCE OF FEES FOR COURT REPORTING SERVICES

I/We, the petitioner(s), verify that I/we are aware of the contractual relationship between the County of McHenry and Court Reporting Service. Petitioner(s) agree to utilize the Court Reporting Services as contracted for by McHenry County and agree to directly reimburse said reporting service for all incurred transcript fees and associated costs for hearings before the McHenry County Zoning Board of Appeals or where applicable, the McHenry County Hearing Officer unless determined otherwise by McHenry County. The petitioner(s) further recognizes failure to fully reimburse said Court Reporting Service prior to the scheduled County Board Date will grant McHenry County the unconditional right to withhold the petition from McHenry County Board action. Petitioner(s) further understands that transcripts shall be retained by McHenry County as part of the permanent zoning application file.

ZONING APPLICATION INTERPRETATION

I/We understand that the McHenry County Department of Planning and Development Staff will review and evaluate this application per the text of the McHenry County Unified Development Ordinance, the Official Zoning Maps, and any relevant documentation provided by the applicant and otherwise available to the Department, and consult with other staff to create a summary petition and staff report.

ACCEPTANCE OF FEES FOR NOTIFICATION

I/We, the petitioner(s), authorize the McHenry County Department of Planning and Development Staff to produce the Legal Notice of Public Hearing to be published and mailed per the requirements of Chapter 16.16 (Zoning Application Process) of the McHenry County Code of Ordinances. I/We agree to reimburse the County for the cost of certified mailing and publication to the newspaper, prior to a vote by the McHenry County Board, in order to meet the notification requirements for a public hearing by Illinois State Statute.

Barbara J Cordell
Owner's Signature

Barbara J. Cordell
Print Name

Signature

Print Name

SUBSCRIBED and SWORN to before me
this 22 day of March, 2022.

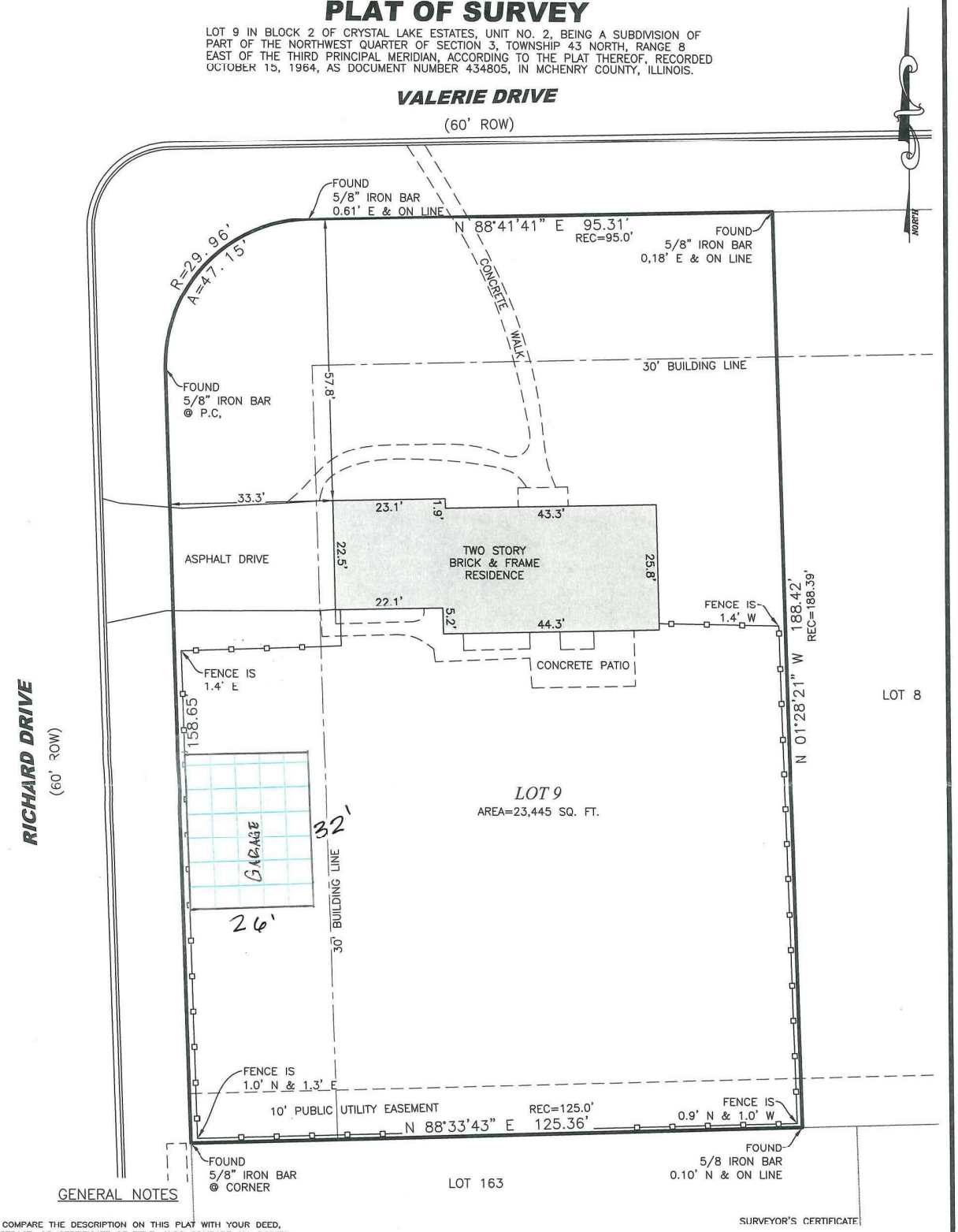
NOTARY PUBLIC

"OFFICIAL SEAL"
Bryan Frederick
Notary Public, State of Illinois
My Commission Expires 02/11/2024

Attachment: Cordell App (9840 : #2022-015 - Cordell - Algonquin TWP - R1-R1V)

PLAT OF SURVEY

LOT 9 IN BLOCK 2 OF CRYSTAL LAKE ESTATES, UNIT NO. 2, BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF SECTION 3, TOWNSHIP 43 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF, RECORDED OCTOBER 15, 1964, AS DOCUMENT NUMBER 434805, IN MCHENRY COUNTY, ILLINOIS.



GENERAL NOTES

1. COMPARE THE DESCRIPTION ON THIS PLAT WITH YOUR DEED, ABSTRACT, OR CERTIFICATE OF TITLE; ALSO COMPARE ALL POINTS BEFORE BUILDING BY SAME, AND REPORT ANY DIFFERENCE IMMEDIATELY.
2. THIS SURVEY IS NOT VALID WITHOUT THE SURVEYOR'S ORIGINAL SIGNATURE.
3. BEARINGS SHOWN HEREON ARE ASSUMED.
4. ALL DISTANCES SHOWN HEREON ARE MEASURED UNLESS OTHERWISE NOTED.
5. FIELD WORK COMPLETED 09/14/2021.
6. PREPARED FOR PETER F. CARROLL.

CHAD D HOWARD
3552
PROFESSIONAL LAND SURVEYOR
STATE OF ILLINOIS
WOODSTOCK, ILLINOIS

SURVEYOR'S CERTIFICATE

STATE OF ILLINOIS)
)SS
COUNTY OF McHENRY)

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

GIVEN UNDER MY HAND AND SEAL AT WOODSTOCK, ILLINOIS, THIS 14TH DAY OF SEPTEMBER, A.D., 2021.

BY: _____

ILLINOIS PROFESSIONAL LAND SURVEYOR NUMBER 3552
LICENSES EXPIRE NOVEMBER 30, 2022.
PROFESSIONAL DESIGN FIRM 184.006160

MERIDIAN
Land Surveying Co.
2547 APPLEWOOD LANE
WOODSTOCK, IL
(815)861-3135

4717 VALERIE DRIVE

CRYSTAL LAKE, IL

PROJECT NO. 21-392
DATE 09/14/21
SCALE 1"=20'
DRAWN BY : CDH
CHECKED BY : CDH

PAGE 1 OF 1

HT 2021
Packet Pg. 23
3.2.b
Attachment: Cordell Site Plan_Survey (9840 : #2022-015 - Cordell - Algonquin TWP - R1-R1V)

IN THE MATTER OF THE APPLICATION OF
Keith J. Cordell and Barbara J. Cordell, owners of record,
FOR AN AMENDMENT OF THE UNIFIED DEVELOPMENT
ORDINANCE OF McHENRY COUNTY, ILLINOIS FOR A
VARIATION

) LEGAL NOTICE OF PUBLIC HEARING
2022-015

Notice is hereby given in compliance with the McHenry County Unified Development Ordinance, that a public hearing will be held before the **McHenry County Hearing Officer,** in connection with this Ordinance, which would result in a ***VARIATION*** for the following described real estate:

LOT 9 IN BLOCK 2 OF CRYSTAL LAKE ESTATES, UNIT NO.2, BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF SECTION 3, TOWNSHIP 43 NORTH, RANGE 8 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF, RECORDED OCTOBER 15, 1964, AS DOCUMENT NUMBER 434805, IN MCHENRY COUNTY, ILLINOIS.

PIN # 19-03-176-001

The subject property is located on the Southeast corner of the intersection of Valerie Drive and Richard Drive, ***with a common address of 4717 Valerie Drive, Crystal Lake, Illinois, in Algonquin Township.***

The subject property is presently zoned ***"R1" Single-Family Residential District*** and consists of approximately **one-half acre** with ***"R1" Single-Family Residential zoning to the North, East and West*** and the **City of Crystal Lake to the South.**

The Petitioners are requesting **a VARIATION** ***of the subject property to allow for a zero (0) foot street setback from the West property line instead of the minimum thirty three and one third (33.3) feet for an accessory structure and a height of twenty-one (21) feet instead of the maximum eighteen (18) feet allowed.***

The Petitioners presently reside at ***4717 Valerie Drive, Crystal Lake, IL.***

A hearing on this Petition will be held on the **12th day of April, 2022 at 11:00 A.M. in room # C** at the McHenry County Government Center/Ware Rd. Administration Building, 2200 N. Seminary Avenue, Woodstock, Illinois at which time and place any person desiring to be heard may be present.

DATED THIS 22nd DAY OF March 2022.

By: Michael McNerney, MCHO
McHenry County Hearing Officer
2200 N. Seminary Avenue
Woodstock, IL 60098



Figure 1: View from Valerie Drive



Figure 2: View from Intersection



Figure 3: View from Richard Drive



Figure 4: View from Crystal Lake boundaries

Agenda Item: 9d

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: Proposed Lake Safety Program Budget

Staff Recommendation: Motion to adopt a Resolution approving the proposed Lake Safety Program Budget for Fiscal Year 2022/2023.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

Per the terms of the Intergovernmental Agreement for Enforcement and Safety Patrol upon Crystal Lake, attached is the 2022/2023 Lake Patrol Budget proposal from the Village of Lakewood. This budget was recently approved at the Tuesday, March 22, 2022 Lakewood Village Board meeting.

There are no proposed increases for the boat sticker. The sticker costs for human powered boats remains $20, and the sticker cost for non-human powered boats remains $30. The Village is requesting the purchase of ten more buoys and chains, which will be accommodated in the proposed budget.

There are no recommended changes to the Boating and Safety regulations. Also enclosed is a copy of the 2021 Lake Patrol Activity Report, the Intergovernmental Agreement for Enforcement and Safety Patrol, and the Lake Safety Ordinance.

The Village of Lakewood Chief of Police Roth will be in attendance at the April 5, 2022 City Council meeting to address any Council questions.

Votes Required to Pass:

Simple majority vote of the City Council.

The City of Crystal Lake

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the annual Lake Safety Program Budget for the fiscal year May 1, 2022 through April 30, 2023 is hereby approved and adopted.

DATED at Crystal Lake, Illinois, this 5th day of April 2022.

APPROVED:

_____

Haig Haleblian, Mayor

ATTEST:

_____

Nick Kachiroubas, City Clerk

PASSED: April 5, 2022

APPROVED: April 5, 2022

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

Draft

VILLAGE OF LAKEWOOD

Agenda Item

To: Honorable President and Board of Trustees

Cc: Village Manager Jean Heckman, Village Clerk Jeanette LoBosco, Attorney Scott Puma

From: Chief of Police Mike Roth

Date: 03/21/2022

Subject: Consideration of 2022/2023 Lake Patrol Budget

Attached is the proposed 2022/2023 Lake Patrol budget for your approval. After you have approved this proposed budget, it will go before the City Of Crystal Lake's Council for approval at April 5, 2022 meeting.

Village of Lakewood
Draft 2022/2023 Budget

Lake Patrol	Department 92								
Revenue		2020/2021	2020/2021		Through February 1st 2022	Current Yr % of Current Budget	Draft 2022/2023		Difference to FY Budget 2021/2022
Acct#	Title	PY Budget	PY Actual	Current Budget	Current Actual		Budget	Notes	
92003325000	Boat Decals	35,000.00	37,232.00	44,000.00	39,225.00	0.89	38,000.00		-6,000.00
92003702000	Interest Income	18.00	10.16	20.00	3.18	0.16	3.00		-17.00
Revenue	**Total**	**35,018.00**	**37,242.16**	**44,020.00**	**39,228.18**	**0.89**	**38,003.00**		**-6,017.00**
Expense									
92008101000	Salaries - Regular	5,000.00	5,000.00	5,000.00	5,000.00	100%	5,000.00		0.00
92008103000	Hourly Wages - Full Time						500.00	Records clerk maintains boat decal records	500.00
92008104000	Hourly Wages - Part Time	13,500.00	16,443.00	16,632.00	11,754.75	71%	15,000.00		-1,632.00
92008161000	Employers' Share - FICA	1,415.00	929.97	1,655.00	600.72	36%	1,600.00		-55.00
92008162000	Employers' Share - IMRF	573.00	253.24	600.00	247.02	41%	400.00		-200.00
92008163000	Medical/Dental/Life Insurance						850.00		850.00
92008170000	Physicals/Drug Testing	165.00	285.00	285.00	420.00	147%	285.00		0.00
92008180000	Workers' Compensations Ins.						400.00		400.00
92008181000	Unemployment Insurance	572.00	558.88	891.00	408.24	46%	1,100.00		209.00
92008201000	Printing/Printed Materials	100.00	0.00	100.00	48.00	48%	100.00		0.00
92008205000	Decal Printing	500.00	448.00	750.00	513.00	68%	750.00		0.00
92008225000	Gas, Oil & Antifreeze	600.00	403.79	600.00	434.18	72%	600.00		0.00
92008251000	Wearing Apparel	300.00	0.00	300.00	16.00	5%	300.00		0.00
92008289000	Misc. Equipment	200.00	0.00	200.00	140.52	70%	200.00		0.00
92008416000	Equipment O/M/R	2,000.00	431.50	2,000.00	2,831.42	142%	3,900.00		1,900.00
	10 Buoys							2,300.00	
	Chain for Buoys							600	
	Pier seasonal install and removal							1,000.00	
92008441000	Dispatch Services	1,200.00	0	1,200.00	0	0%	1,200.00		0.00
92008450000	Legal Services	50.00	218.75	200.00	698.75	349%	200.00		0.00
92008471000	General Liability Insurance	100.00	0.00	2,002.00	0.00	0%	70.00		-1,932.00
92008496000	Prof. Dev. & Training	0.00	0.00	0.00	154.81		0		0.00
92008620000	Equipment	8,300.00	8,130.24	8,300.00	5,420.16	65%	8,131.00	Boat will be paid off 04/29/2023	-169.00
Expense	**Total**	**34,575.00**	**33,102.37**	**40,715.00**	**28,687.57**		**40,586.00**		**-129.00**
	Revenue - Expense	**443.00**	**4,139.79**	**3,305.00**	**10,540.61**		**-2,583.00**	*Diffrence comes from carry over*	

	FUND SUMMARY		2020/2021		2021/2022 Estimate		2022/2023 Draft Budget
	CARRY OVER PRIOR YEAR				20,470		24,998
	TOTAL FUND REVENUE				39,228		38,003
	TOTAL FUND EXPENSES				34,700		40,586
	FUND CARRY OVER		**20,470**		**24,998**		**22,415**

CRYSTAL LAKE

Boating & Safety Regulations
2022 Edition

The City of Crystal Lake and the Village of Lakewood welcome you to the 2022 boating season on Crystal Lake. We hope you have a safe and enjoyable summer!

The City of Crystal Lake and the Village of Lakewood have jointly approved an ordinance governing the use of watercraft on the lake. The following is an overview of this ordinance.

1. Decals

All watercraft operated on Crystal Lake must display a "Lake Usage Decal." Decals are available for purchase at Crystal Lake Village Hall. The **non-refundable** fees for decals are as follows:

TYPE OF WATERCRAFT	COST
Human-Powered * (e.g., canoes, kayaks, rowboats)	**$20**
Non-human powered (e.g., motorboats, sailboats, sailboards, jet skis)	**$30**
Replaced watercraft (with old decal)	**$1**

If a motor is added to a human-powered watercraft, the higher fee applies.

Decals must be placed on the **right side**, near the back, of the watercraft and be clearly visible. Sailboards should display the decal on the back right top of the board. Decals must be purchased and displayed for the entire season, and are only available to residents of Crystal Lake, Village of Lakewood, or the Crystal Lake Park District.

2. Wake Zones

Portions of the lake are designated as a wake area. The wake area is that portion of the lake which lies within the confines of the buoys. Wake speed motor boating activities must take place within the wake zone.

3. Wake Times

The following are designated as Wake Times and shall be in effect from the Memorial Day weekend through the Labor Day weekend:

Sundays & Holidays*:	8 AM - 2 PM
Monday, Wednesday, Friday:	8 AM - 8 PM
Tuesday, Thursday, Saturday:	8 AM - 5 PM

***Holidays are Memorial Day, Independence Day, and Labor Day.**

Additionally, wake hours are subject to change if there is to be a fireworks display or special event.

Wake hours shall automatically be suspended when the water level of Crystal Lake is more than 9" higher than the level of the spillway.

Notice shall be posted at all private beaches and public entrances to the lake notifying users of the suspension of wake hours. Users will also be informed through the media and/or written notice.

4. Counterclockwise Travel

All motor driven watercraft operating above no wake speed shall travel in a general counterclockwise direction around the lake.

5. Speed Limit

No boat shall operate on Crystal Lake at speeds in excess of 40 MPH at any time.

6. Jet Skis

JET SKIS ARE SUBJECT TO THE SAME REGULATIONS AS ANY OTHER ENGINE-POWERED WATERCRAFT.

7. Swimming and Flotation Devices

It shall be unlawful to swim or use recreational flotation devices (such as air mattresses) within the designated wake zones unless accompanied by a manned boat or a boat at anchor.

8. Penalties

Any person, firm, or corporation violating any provision of these rules and regulations can be fined up to $500 for each offense.

ALL State and local regulations are applicable and enforced year-round, except for Wake/No Wake times listed in Section 3.

USERS OF THE LAKE ARE REMINDED TO RESPECT ALL SHORELINE PROPERTY, INCLUDING PRIVATE BEACHES, PIERS, AND BOATS.

In addition to the ordinance adopted by the City of Crystal Lake and the Village of Lakewood, boating on Crystal Lake is also regulated by the Illinois Boat Registration and Safety Act. *You are responsible for reading the copy of the State boating laws that were given to you at the time you purchased your Crystal Lake Usage Decal. Boaters must comply with all state laws as well.*

NEW ILLINOIS LAW STATES; ALL BOATERS BORN AFTER JANUARY 1, 1998, OPERATING A BOAT WITH A 10-HP ENGINE OR GREATER, MUST OBTAIN A BOATING SAFTEY CERTIFICATE APPROVED BY THE DEPARTMENT OF NATURAL RESOURCES.

EMERGENCY INFORMATION

In case of **EMERGENCY** call: **911**

For **NON-EMERGENCY** assistance, call:

Lakewood Police Department	(815) 338-2141
Crystal Lake Police Department	(815) 356-3620
Crystal Lake Park District	(815) 459-0680

INTERGOVERNMENTAL AGREEMENT FOR ENFORCEMENT

AND SAFETY PATROL UPON CRYSTAL LAKE

WHEREAS, the CITY OF CRYSTAL LAKE ("City") and the VILLAGE OF LAKEWOOD ("Village") desire to enforce lake safety upon Crystal Lake ("Lake"); and

WHEREAS, the City and the Village have each adopted identical ordinances attached as Exhibits "A" and "B", respectively ("Ordinance" or "Ordinances"), and

WHEREAS, certain Illinois State statutes exist that regulate boating activities on the Lake; and

WHEREAS, the policing bodies of the City and the Village, or their designated agents, both individually and in cooperation, all have the authority to enforce said State statutes and municipal ordinances; and

WHEREAS, the Lake constitutes a "Police District" under the law of the State of Illinois entitling either municipality or their agents to enter upon the entire Lake to protect the health, safety and welfare of their respective citizenries; and

WHEREAS, the City and the Village are authorized to enter into this Agreement pursuant to the Illinois Compiled Statutes and by Article VII, Section 10 of the 1970 Constitution of the State of Illinois.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

A. Definitions:

1. "Municipalities" shall mean the City of Crystal Lake and the Village of Lakewood.

2. "Staff" shall mean the City of Crystal Lake and Village of Lakewood staffs.

B. Ordinances. Each party agrees to keep the ordinances, identified as Exhibits A and B, in effect for the term of this Agreement and not amend same without the agreement of the other party.

C. Lake Staff.

1. The staff shall be as established by the Village Administrator and the City Manager in accordance with the terms of this Agreement in order to carry out the purposes of this Agreement and, where applicable, the provisions of the Ordinances attached as Exhibit "A" and "B".

2. Staff shall:

(a) The City shall be responsible for the sale of lake usage decals and all monies received from sales of stickers shall be deposited by the City into a joint account with the Village of Lakewood with an accounting of all revenue received every two weeks between March 1 and October 1.

(b) The Village shall proposed an operating budget by March 1 of each year which shall be subject to the approval of the Village Board and the City Council no later than April 1 of each year.

(c) The Village shall be responsible for establishing a lake use and decal program to provide funding for the entire annual budgeted amount. The lake use and decal budget shall be submitted to the municipalities prior to February 1 of each year.

(d) The Village shall establish an on-water lake safety and enforcement patrol including, but not limited to, procurement of the patrol boat and other necessary equipment, providing for a boat docking facility or facilities, location and maintenance of buoys/markers, the depths

and locations pursuant to the requirements as outlined in Exhibits A and B, and the purchase or rental of equipment necessary for the proper operation of the on-water lake safety program including the establishment of a program for normal equipment maintenance.

(e) By December 31 each year the Village shall furnish to the City an annual report of acts and doings which shall include, but not be limited to, an accurate accounting of the total itemized expenses, total patrol hours and number and type of tickets issued with their disposition.

(f) The City Manager and the Village Administrator shall review the reports of the monthly receipts and expenditures prepared by the City and Village during April through September and shall consolidate all months into an annual report to be submitted to the Village Board and City Council prior to February 1 of each year.

(g) Purchase or rent equipment as approved by the municipalities and establish a program for normal maintenance of equipment.

(h) Locate and maintain buoys/markers at depths and locations pursuant to the requirements, as outlined in Exhibits A and B.

(i) Furnish to the municipalities by February 28th of each year an annual report of acts and doings which shall include, but not be limited to, an accurate accounting of:

(1) Total revenues by source;

(2) Total itemized expenses;

(3) Total patrol hours; and

(4) Tickets issued.

D. Lake Patrol Officers.

1. Shall be sworn police officers of the Village or other qualified persons provided that the hiring of any police officers pursuant to this Agreement shall be subject to the rules and regulations of the Village.

2. Contract costs for services of lake patrol officers shall be paid directly from Lake Safety funds.

3. Lake patrol officers shall conduct and document patrol activities as directed by the Lakewood Staff within the limits of approved budgeted funding.

4. Scheduled boat patrolling activities shall begin Memorial Day and extend through Labor Day.

5. A "24 hour" on-call service shall be coordinated with both municipal police departments.

6. Prosecution of violations shall be through the municipality issuing the citation. The resulting revenue, less prosecution expenses, is to be directed to the Staff as income.

7. Lake patrol officers participating in scheduled patrol activities and regular municipal police officers have the authority to enforce the ordinances enacted by the municipalities pursuant to this Agreement, as well as the State boating laws regarding safe boating practices throughout the waters of the Lake, regardless of which municipality they represent and regardless of which municipal jurisdiction violations occur.

D. Lakewood Staff shall develop and implement guidelines for lake patrol officers and scheduling lake patrol officers.

E. Funding.

1. The Lake Safety Patrol will be self-supporting.

2. Emergency loans for equipment acquisition, etc. may only be undertaken upon the joint approval of the City and Village. This provision does not preclude the Staff, with the approval of the municipalities, from arranging for private funding.

F. Ownership and Disposition of Assets.

1. Upon termination of this Agreement, unless some other provision is made, the property and facilities established, operated and maintained under this Agreement shall be owned legally by the City and Village equally as tenants in common.

2. Upon termination of this Agreement, all property shall be sold and the proceeds of such sales shall be distributed to the City and the Village on a percentage basis based upon the number of stickers sold to Lakewood and Crystal Lake residents. In addition, the percentage applicable to Park District residents situated outside of the corporate limits of the Village and City would be shared by the City and Village equally.

G. Event Scheduling. Any group or organization planning an event to take place on the Lake is required to schedule the event with the Staff in advance to avoid conflicts and to comply with any requirements established by the Village Board and the City Council regarding control, safety and cleanup. Nothing contained in this paragraph shall supersede the provisions of statutory authority or any ordinance of the municipalities.

H. The City agrees to save and hold harmless the Village and the Village agrees to save and hold harmless the City from any and all claims, demands, causes of action, litigation or liability related to damages to each other or any third parties or property of third parties by reason of the exercise of their individual duties and responsibilities set forth in this Agreement.

I. Terms.

1. This Agreement shall remain in effect for a term beginning February 1, 1996, and ending December 31, 1996. If neither of the parties give notice by November 1 of each year of its intent to terminate this Agreement, then this Agreement shall be automatically renewed for the following year.

2. This Agreement may be amended, except as otherwise stated herein, at any time upon the mutual written agreement of the City and Village.

J. Severability. The Agreement must be approved in total, and, if any provision herein is not approved, then the entire Agreement shall be null and void.

K. Effective Date. This Agreement shall be effective and program established when executed by the City and Village.

K. Governing Law. This Agreement shall be construed in accordance with the laws and Constitution of the State of Illinois.

CITY OF CRYSTAL LAKE, an Illinois municipal,

By: _____
MAYOR

ATTEST:

_____
CITY CLERK

VILLAGE OF LAKEWOOD, an Illinois municipal corporation,

By: _____
PRESIDENT

ATTEST:

_____
VILLAGE CLERK

ORD. #3886
FILE #244

EXHIBIT A

AN ORDINANCE AMENDING SECTION I 1. DECALS OF THE CRYSTAL LAKE ORDINANCE

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS, as follows:

SECTION I: Section I 1. Decals, of the Crystal Lake Ordinance shall be amended to read as follows:

1. Decals. All designated watercraft which are operated on Crystal Lake shall display a current "Lake Usage Decal." Initial decal fees shall be $19.00 for watercraft under 15 feet and $32.00 for watercraft 15 feet and over. The future cost of said decal shall be determined annually as part of the budget process.

SECTION II: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION III: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION IV: That this Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

DATED at Crystal Lake, Illinois, this 5th day of March, 1996.

AYES: 3

NAYES: 2

ABSENT: 0

PASSED this 5th day of March, 1996.

APPROVED by me this 5th day of March, 1996.

MAYOR

ATTEST:

CITY CLERK

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

VILLAGE OF LAKEWOOD

May 24, 1996

Mr. Gregory Fettes
Assistant City Manager
City of Crystal Lake
100 West Municipal Complex
Crystal Lake, Il 60014

Dear Greg:

I am writing this letter to inform you that the Lakewood Village Board voted to reduce the boat decals at their meeting on May 14, 1996. The Board agreed to reduce fees to their original price of $15.00 for "A" decals and $25.00 for "B" decals. Their vote was contingent on the agreement that the City would handle the refunds for decals already purchased at the higher rates. Per our telephone conversation earlier today, the City does intend to issue the refunds. Also, per our conversation, the Village will transfer funds sufficient to cover the amount of refunds upon your request.

The Village Attorney is preparing an ordinance for approval by the Lakewood Village Board at their regularly scheduled meeting on Tuesday, May 28, 1996.

As such, the Village agrees that decal fees should be reduced at this time. I will forward a copy of the ordinance to you upon its passage on Tuesday.

If you have any further questions, please contact me at 459-3025.

Sincerely,

Wendy Gregoria

Wendy Gregoria
Finance Director

NOTE -- This letter reflects the fees charged by the City of Crystal Lake for 1996 decals.

cc: Bryan Shaw, Village Administrator

EXHIBIT B

ORDINANCE NO. 1995-96-24

An Ordinance Amending the Lakewood Municipal Code to Add Chapter 12, Crystal Lake Regulations

WHEREAS, the Village of Lakewood has entered into a Intergovernmental Agreement with the City of Crystal Lake to enforce the provisions of the Boat Registration and Safety Act, 625 ILCS 45/1-1, et. seq.; and

WHEREAS, the provisions of the Boat Registration and Safety Act allow political subdivisions of the State of Illinois to impose additional regulations upon water areas within the jurisdiction of the political subdivisions not inconsistent with state law; and

WHEREAS, representatives of the Village of Lakewood and City of Crystal Lake have recommended to the Mayor and City Council of the City of Crystal Lake and the President and Board of Trustees of the Village of Lakewood that the following regulations be imposed upon the waters of Crystal Lake; and

WHEREAS, it is the desire of the President and Board of Trustees of the Village of Lakewood to incorporate said regulations into the Lakewood Municipal Code.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Lakewood, McHenry County, Illinois, as follows:

SECTION 1: That the Lakewood Municipal Code shall be amended to add Chapter 12, Crystal Lake Regulations, which shall read as follows:

Chapter 12
Crystal Lake Regulations

12.01	Decals
12.02	Wake Zones
12.03	Wake/No Wake Times
12.04	Counterclockwise Travel
12.05	Speed Limit
12.06	Jet Skis/Personal Watercraft

12.07 Watercraft Operation
12.08 Swimming and Floatation Devices
12.09 Special Use Permits
12.10 Penalties

12.01 DECALS

All designated watercraft which are operated on Crystal Lake shall display a current "Lake Usage Decal." Initial decal fees shall be $15.00 for watercraft 14 feet and under and $25.00 for watercraft 15 feet and over. The future cost of said decal shall be determined annually as part of the budget process.

12.02 WAKE ZONES

Portions of Crystal Lake shall be designated as wake areas, and shall be defined as the portion of the lake lying within the confines of buoys. Buoys shall be placed at a depth of approximately eight feet of water, provided that the Patrol Coordinator or Patrol Agency may approve exceptions to the eight foot depth to accommodate a smooth alignment of the buoys; but in no case shall buoys be located in less than five feet of water.

12.03 WAKE/NO WAKE TIMES

A. Wake hours shall be as follows:

1. Sundays and Holidays, 8 a.m. to 2 p.m.
2. Mondays, 8 a.m. to 8 p.m.
3. Tuesdays, 8 a.m. to 5 p.m.
4. Wednesdays, 8 a.m. to 8 p.m.
5. Thursdays, 8 a.m. to 5 p.m.
6. Fridays, 8 a.m. to 8 p.m.
7. Saturdays, 8 a.m. to 5 p.m.

B. "Holidays" shall mean Memorial Day, Monday; Independence Day and Labor Day.

C. Wake/no wake hours set forth herein shall be in effect only during the period of Memorial Day weekend through Labor Day weekend, inclusive.

12.04 - COUNTERCLOCKWISE TRAVEL

All motor driven watercraft operating above no wake speed shall travel in a general counterclockwise direction around the lake.

12.05 - SPEED LIMIT

No boat shall be operated on Crystal Lake at speeds in excess of 40 miles per hour at any time.

12.06 JET SKIS/PERSONAL WATERCRAFT

Jet skis and personal watercraft shall be subject to the same regulations as any other engine-powered watercraft, including requirements concerning the age of the operator, direction of travel, no wake times and appropriate safety practices.

12.07 WATERCRAFT OPERATION

All boats shall operate in conformance with the Boating and Registration and Safety Act of the State of Illinois, 625 ILCS 45/1-1, et. seq., which shall be and is hereby adopted by reference as the rules and regulations for the use of watercraft on Crystal Lake in all respects not inconsistent with the provisions of this chapter.

12.08 SWIMMING AND FLOATATION DEVICES

It shall be unlawful to swim or use recreational floatation devices (such as air mattresses) within the designated wake zones unless accompanied by a manned watercraft or a watercraft at anchor.

12.09 SPECIAL USE PERMITS

Parties interested in special shows, regattas, races or special lake activities shall first obtain a special use permit from the Patrol Coordinator or Patrol Agency which shall not be unreasonably withheld. Patrol must be arranged for weekend special uses.

12.10 PENALTIES

Any person, firm or corporation violating any provision of this chapter shall be, upon conviction, fined a sum not to exceed $500.00 for each separate offense.

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 3: All ordinances or parts of ordinances in conflict herewith, specifically those ordinances establishing and/or amending regulations on Crystal Lake, are hereby repealed.

SECTION 4: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Ayes: Trustees C. Carl Davis, William J. Montgomery, John Ross and Richard P. Vogelman and President William J. Young

Nayes: Trustees Thomas V. Henricks and Blair Picard

Absent: None

Abstain: None

APPROVED:

/s/ William J. Young
Village President William J. Young

(SEAL)
ATTEST: /s/ Meg Myers
Village Clerk Meg Myers

Passed: January 8, 1996
Approved: _____
Published: _____

Ord. No. 5903
File No. 244

AN ORDINANCE AMENDING SECTION I 1. DECALS
OF THE CRYSTAL LAKE ORDINANCE

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS, as follows:

SECTION I: Section I 1. Decals, of the Crystal Lake Ordinance shall be amended to read as follows:

1. Decals. All designated watercraft which are operated on Crystal Lake shall display a current "Lake Usage Decal." Initial decal fees shall be $15.00 for paddleboats or similar watercraft that are powered by human power. All other watercraft shall be $25.00. The cost of replacement decals shall be $1.00. Replacement decals may be issued for boats purchased to replace a boat for which a decal has been issued. The future cost of said decal shall be determined annually as part of the budget process.

SECTION II: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION III: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION IV: That this Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Ord. No. 5903
File No. 244

DATED at Crystal Lake, Illinois, this 15th day of February, 2005.

MAYOR

ATTEST:

CITY CLERK

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

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

Agenda Item No: 10

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: Quarry Cable Park Events and Live Music Consideration

Staff Recommendation: 1. Motion to approve live outdoor music on all Friday and Saturday nights from April 29 through October 1 in 2022, pursuant to the conditions recommended in this agenda supplement, and;

2. Motion to approve the Special Event application from the Quarry Cable Park for use of the Three Oaks Recreation Area for the Mother's Day Market on April 29 and 30; a Cinco de Mayo Event on Thursday, May 5 from 5:00 p.m. to 8:00 p.m.; the Oktoberfest event on Friday and Saturday, September 16 and 17; a Halloween event on Saturday, October 29; and the Merry Market event on Friday and Saturday, November 4 and 5.

Staff Contact: Nick Hammonds, Assistant to the City Manager

Background:

The Quarry Cable Park has requested a Special Event permit to host events at their location at the Three Oaks Recreation Area. Pursuant to section 5.08 (l) of the Concessionaire and Property Use Agreement, the Quarry Cable Park shall receive Special Event approval for all events involving "tournaments, special advertising displays, live bands, special promotions, outside vendors, night use, and/or large groups of people that could exceed the available parking space. The review of these events will be reviewed on a case-by-case basis." The following special events are proposed in 2022.

Event	Date	New / Recurring
Mother's Day Market	Friday and Saturday, April 29 and 30	Recurring
Cinco de Mayo Event	Thursday, May 5	New
Oktoberfest	Friday and Saturday, Sept. 16 and 17	Recurring
Halloween Event	Saturday, October 29	New
Merry Market	Friday and Saturday, Dec. 5 and 6	Recurring

All events and all related activities will be contained in the designated premises outlined in the Property Use Agreement. The Police Department, Fire Rescue Department, Public Works Department, and Three Oaks Recreation Area staff have reviewed and approved the following events proposed by the Quarry Cable Park.

Friday, April 29 and Saturday, April 30, 2022: Mother's Day Market

This event is proposed for Friday, April 29, and Saturday, April 30, 2022. This event will be similar to the events held in 2018, 2019 and 2021, featuring artists with hand-crafted holiday gifts and accessories.

Thursday, May 5, 2022: Cinco de Mayo Event

This proposed event is to be held on Thursday, May 5, in celebration of Cinco de Mayo. Outdoor music may be a feature of the event, weather dependent. Staff does not anticipate parking to be an issue because the beach will not be open at the time of the event.

Friday, September 16 and Saturday, September 17, 2022: Oktoberfest

This event is proposed for Friday, September 16 from 6:00 p.m. to 9:00 p.m. and on Saturday, September 17 from 12:00 p.m. to 3:00 p.m. This event will include Oktoberfest themed food and drinks, as well as live music. Previous event attendance in 2021 was 300 to 400 people. The Quarry Cable Park will coordinate with the Fire Rescue Department to establish occupancy load for the event.

Saturday, October 29, 2022: Halloween Event

This proposed event is to be held on Saturday, October 29 in celebration of Halloween. Outdoor music may be a feature of the event, weather dependent. Staff does not anticipate parking to be an issue because the beach will not be open at the time of the event.

Friday, November 4, and Saturday, November 5, 2022: Merry Market

This event is proposed for Friday, November 4, and Saturday, November 5, 2022. Previous event attendance was 130 people. This event will be similar to the events held in December 2018, 2019 and 2021, featuring artists with hand-crafted holiday gifts and accessories.

Live Music

Live music has been conducted in the past with no issues. A current schedule of live music events is attached; however, this is not an exhaustive list. The petitioner is requesting approval for live music events throughout the year on Friday and Saturday nights, April 29 through October 1, 2022.

Staff Conditions for All Events

City staff from the Fire Rescue and Police Departments have reviewed the request and do not have any concerns regarding the events, provided that the following conditions are met:

1. The Quarry Cable Park & Grille shall coordinate with the Crystal Lake Fire Rescue and Police Departments, and Three Oaks Recreation Area staff regarding assistance during each event, including coordinating with the Fire Rescue Department regarding occupancy limits.
2. Provide a layout for each event showing the locations of the various event activities.
3. Provide and maintain emergency access (boat launch) to the North Lake for rescue purposes during the entire event.
4. Provide 20-foot access lane(s) for emergency vehicles to gain access to the building, Fire Department Connection, and the event site.
5. Fire hydrants located on or near the property must remain unobstructed and “No Parking” signs posted.

6. Provide a site plan at least 30 days prior to the event for any tents/canopies, if used, to ensure compliance.
7. Any barricades used to restrict traffic or pedestrians must be easily moveable or manned by event staff should an emergency occur during the event hours.
8. Provide adequate lighting for participants during night hours.
9. If a standby ambulance is being requested, contact the Fire Department at least 30 days prior to the event to discuss scheduling and associated fees.
10. All debris created by the event shall be cleaned up during and after the event.
11. Petitioner must adhere to the required City insurance provisions.
12. In the case of inclement weather, alternate dates can be approved by the City Manager.

The applicants have been made aware of these recommended conditions. The application materials and current band schedule have been attached for reference.

Votes Required to Pass:

Simple majority vote of the City Council.



Band Schedule - 2022 Tentative Band Line-up

Friday, April 29: Mother's Day Market and Live Music (5-8pm)
Saturday, April 29: Mother's Day Market and Live Music
Friday, May 6: TBD, Live Music (7-10pm)
Saturday, May 7: Derby Day Event and Live Music (1-4pm)
Friday, May 13: DJ Grad Party (7-10pm)
Saturday, May 14: TBD (7-10pm)
Friday, May 20: Joshua Patterson (7-10pm)
Saturday, May 21: TBD (7-10pm)
Friday, May 27: Mark Domanico (7-10pm)
Saturday, May 28: Recycled (7-10pm)
Sunday, May 29: Blue Shield Band (7-10pm)
Friday, June 3: Mackenzie O'Brien (7-10pm)
Saturday, June 4: Gener8r (7-10pm)
Friday, June 10: Jimmy Nick (7-10pm)
Saturday, June 11: TBD (7-10pm)
Friday, June 17: Jimmy Marquis (7-10pm)
Saturday, June 18: TBD (7-10pm)
Sunday, June 19: Irish Goodbye (1-4pm), TBD (5-8pm)
Friday, June 24: Pino Farina Band (7-10pm)
Saturday, June 25: Kraig Kenning (7-10pm)
Friday, July 1: Gina Gonzalez and Brian Samson (7-10pm)
Saturday, July 2: TBD (7-10pm)
Friday, July 8: Blue Shield Band (7-10pm)
Saturday, July 9: TBD (7-10pm)
Friday, July 15: Gener8r (7-10pm)
Saturday, July 16: TBD (7-10pm)
Friday, July 22: Mark Domanico (7-10pm)
Saturday, July 23: Recycled (7-10pm)
Friday, July 29: Mackenzie O'Brien, In the Styx (7-10pm)
Saturday, July 30: Jimmy Marquis (7-10pm)
Friday, August 5: Irish Goodbye (7-10pm)
Saturday, August 6: Jimmy Nick (7-10pm)
Friday, August 12: Semple (7-10pm)
Saturday, August 13: TBD (7-10pm)
Friday, August 19: Mackenzie O'Brien (7-10pm)
Saturday, August 20: TBD (7-10pm)
Friday, August 26: Gina Gonzalez and Brian Samson (7-10pm)
Saturday, August 27: Pino Farina Band (7-10pm)
Friday, September 2: Recycled (7-10pm)
Saturday, September 3: Blue Shield Band (7-10pm)
Sunday, September 4: Irish Goodbye (7-10pm)
Friday, September 9: Jimmy Marquis (7-10pm)
Saturday, September 10: Gener8r (7-10pm)
Friday, Friday, September 16: Die Musikmeister Band (Oktoberfest 6-9 pm)
Saturday, September 17: Die Musikmeister Band (Oktoberfest 12-3 pm)
Friday, September 23: TBD (7-10pm)
Saturday, September 24: TBD (7-10pm)
Friday, September 30: Wait, What? (7-10pm)
Saturday, October 1: TBD

Agenda Item No: 11

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: Special Event Request and Fee Waiver - CASA of McHenry County Road Rally Scavenger Hunt Fundraiser at the Three Oaks Recreation Area

Staff Recommendation: Council Discretion:
1. Motion to approve a waiver of parking fees for scavenger hunt attendees and volunteers for the April 23, 2022 CASA of McHenry County Road Rally Scavenger Hunt event at the Three Oaks Recreation Area and The Quarry Cable Park.

2. Motion to approve a waiver of the Pavilion A Rental fee for April 23, 2022.

Staff Contact: Nick Hammonds, Assistant to the City Manager

Background:

Court Appointed Special Advocates for Children (CASA) of McHenry County is a 501(c)3 nonprofit organization that services foster children in the community. CASA of McHenry County is requesting approval to host a Road Rally Scavenger Hunt Fundraiser on Saturday, April 23, 2022 from 8:00 a.m. to 5:00 p.m., utilizing Pavilion A at Three Oaks Recreation Area and The Quarry Cable Park. The Three Oaks Recreation Area has been requested for use as one of the many stops in the County as part of the fundraiser event.

Event attendees plan to visit the park for a short period of time and then move on to a different location in McHenry County as part of the Road Rally event. The event will include up to 200 cars total throughout the day, with no more than 15 cars at each site for 15 minutes at a time. Due to the short time each vehicle will enter and then exit the park, CASA of McHenry County is requesting a waiver of the parking fees for event guests. While many of the event attendees will be Crystal Lake residents, there will be numerous event attendees who are non-residents.

The organization will staff a minimum of two adults and four teens to volunteer as event support. Three Oaks Recreation Area staff has no issues with the request, and no additional Police or Fire Rescue staffing is necessary for the event. CASA of McHenry County has requested that participants' parking fees and volunteer parking fees for this event be waived. In addition, as a 501(c)3 organization, they are requesting a waiver of the Pavilion A rental fee.

The City has waived parking fees and pavilion rental fees for events for nonprofit groups in the past, including overnight camps held by the Chippewa Girl Scout Service Unit, the Marine Corps Service League fishing events, and the Immanuel Lutheran morning service. A waiver of parking fees and the pavilion rental fee for the Road Rally would be consistent with previous fee waivers approved by the Council for nonprofit groups.

The following is a breakdown of estimated fees for the event.

Costs Requested to be Waived:

Fee Type	*Amount*
Resident Pavilion Rental Fee (Picnic Grove Pavilion) April 23, 2022	$180
Parking Fee (200 cars)	$1,000
Total Non-Refundable Fees	**$1,180**

Refundable Costs to be Paid by Petitioner:

Fee Type	*Amount*
Refundable Pavilion Deposit – Picnic Grove Pavilion April 23, 2022	$150
Refundable Damage Deposit (under 200 people)	$500
Total Refundable Fees	**$650**

Recommended Conditions:

City staff has reviewed the petitioner's request and offers the following conditions:

- Comply with all City Code regulations, Pavilion rental requirements, and Special Event requirements.
- Provide a plan for all on-site signage prior to the event, which shall be reviewed by the City and approved prior to placement.
- All traffic control activities shall be performed by City staff.
- All debris created by the event shall be cleaned up during and after the event.
- All temporary electrical items shall comply with the 2005 Electric Code and shall be subject to City inspection. Petitioner shall be responsible for contacting the City for an inspection.
- Petitioner must adhere to the required City insurance provisions for the use of City-owned property by providing a certificate of insurance naming the City as additional insured, and sign the required Indemnity/Hold Harmless agreement.
- If costs are not waived for the event, the petitioner is responsible for the Three Oaks Recreation Area costs.

Votes Required to Pass:

Simple majority vote of the City Council

Agenda Item No: 12

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Requests: Final Plat of Subdivision for a two-lot subdivision, deferral of the burial of overhead utility lines and Variation from Article 3-300 D to allow the creation of a lot which does not abut a public or private street.

PZC Recommendation: Motion to approve the Planning and Zoning Commission (PZC) recommendation and adopt an Ordinance granting a Final Plat of Subdivision, deferral of the burial of overhead utility lines and Variation at 125-135 Erick Street.

Staff Contact: Kathryn Cowlin, Director of Community Development
Elizabeth Maxwell, City Planner

Background

- The property is currently one zoning lot and was planned to contain two separate light manufacturing buildings. The first building was constructed. There are approved plans for the second building.
- The first building is a condominium and the second building would also be in a condominium ownership. Due to the age of the existing building, the condominium ownership will most likely need to spend funds on maintenance. The new building owner would prefer not to be in the same condominium ownership and pay costs for the existing building to be maintained. To resolve this, they are proposing to create their own lot and own condominium ownership for this new building.

Request

- Final Plat of Subdivision for a two lot subdivision. The final plat of subdivision would create two lots, one for the existing building and one for the future building.
- Variation. The subdivision is creating a lot behind the existing building and the new lot will not have frontage along a public or private street. This requires a variation. The subdivision has been planned with a full access easement around both buildings.

- Deferral from the burial of the overhead utility lines. The existing transmission lines along Erick Street would remain overhead. To burial this small segment would be cost prohibitive and not generate any real benefit as overhead utility lines run the length of Erick Street.

PZC Highlights

- The PZC was supportive of the request. They were glad to see someone was willing to purchase and construct a building on this lot. This will be a good addition for the City.
- The Commission noted that the request met the Findings of Fact.

The Planning and Zoning Commission recommended **approval (6-0)** of the petitioner's requests with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Sherman, received 03/09/22)
   B. Plat of Survey (Vanderstappen, dated 02/04/22, received 03/09/22)

2. All conditions of approval from the Final PUD Ordinance Number 6221 are still valid.

3. A Plat of Subdivision which meets all the requirements of Article 5-2003.b. shall be submitted to the City for review and signatures.

4. After recordation a copy of the recorded plat shall be provided to the City for our records.

5. The petitioner shall address all of the review comments and requirements of Community Development Department.

Votes Required to Pass: A simple majority vote

Acknowledgement Form

Regarding the Final Plat with Variation at 125 Erick Street. Please check one of the choices and sign below.

√ I hereby acknowledge that I have read, understand, and agree to the staff review comments and recommended conditions contained in the staff report, city staff reviews, and consultant reviews (if applicable).

I hereby acknowledge that I have read, understand, and agree to most of the staff review comments and recommended conditions contained in the staff report, city staff reviews, and consultant reviews (if applicable) but have concerns with the following items:

_____

_____

Petitioner's Name: _____ Date: 3/28/22
Signature

Recommended Conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Sherman, received 03/09/22)
   B. Plat of Survey (Vanderstappen, dated 02/04/22, received 03/09/22)
2. All conditions of approval from the Final PUD Ordinance Number 6221 are still valid.
3. A Plat of Subdivision which meets all the requirements of Article 5-2003.b. shall be submitted to the City for review and signatures.
4. After recordation a copy of the recorded plat shall be provided to the City for our records.
5. The petitioner shall address all of the review comments and requirements of Community Development Department.

PIQ MAP
125 and 135 Erick Street



Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A FINAL PLAT OF SUBDIVISION, VARIATION, AND DEFERRAL OF THE OVERHEAD UTILITY LINES AT 125-135 ERICK STREET

WHEREAS, pursuant to the terms of a Petition (File #PLN-2022-30) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Final Plat of Subdivision for a two-lot subdivision, deferral of the burial of overhead utility lines and Variation from Article 3-300 D to allow the creation of a lot which does not abut a public or private street at 125-135 Erick Street; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on February 24, 2022 in the Northwest Herald, held a public hearing at 7:00 p.m., on March 16, 2022 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Final Plat of Subdivision, deferral of the burial of overhead utility lines and Variation, and

WHEREAS, on March 16, 2022, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Final Plat of Subdivision, deferral of the burial of overhead utility lines and Variation, all as more specifically set forth in the minutes from the Planning and Zoning Commission; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Final Plat of Subdivision, deferral of the burial of overhead utility lines and Variation for 125-135 Erick Street be issued as requested in said Petition.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS, as follows:

Section I: Final Plat of Subdivision for a two-lot subdivision, deferral of the burial of overhead utility lines and Variation from Article 3-300 D to allow the creation of a lot which does not abut a public or private street at 125-135 Erick Street (14-33-402-801, -001, 002, -003, -004, -005, -006, -007, -008, -009), Crystal Lake, Illinois is hereby approved.

Draft

Section II: Said Final Plat of Subdivision, deferral of the burial of overhead utility lines and Variation is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Sherman, received 03/09/22)
   B. Plat of Survey (Vanderstappen, dated 02/04/22, received 03/09/22)

2. All conditions of approval from the Final PUD Ordinance Number 6221 are still valid.

3. A Plat of Subdivision which meets all the requirements of Article 5-2003.b. shall be submitted to the City for review and signatures.

4. After recordation a copy of the recorded plat shall be provided to the City for our records.

5. The petitioner shall address all of the review comments and requirements of Community Development Department.

Section III: That the City Clerk be and is hereby directed that all pertinent records of the City of Crystal Lake to show the issuance of a Final Plat of Subdivision, deferral of the burial of overhead utility lines and Variation in accordance with the provisions of this Ordinance, as provided by law.

Draft

Ord. No.
File No.

Section IV: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provide by law.

DATED at Crystal Lake, Illinois, this 5th day of April, 2022.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
Nick Kachiroubas, CITY CLERK

Passed: April 5, 2022
Approved: April 5, 2022

Draft

#2022-30
125 - 135 Erick Street – Final Plat of Subdivision and Variation
Project Review for Planning and Zoning Commission

Meeting Date: March 16, 2022

Requests:
1. Final Plat of Subdivision for a two-lot subdivision.
2. Variation from Article 3-300 D to allow the creation of a lot and construction of a building on a zoning lot, which does not abut a public or private street.
3. Deferral from the burial of the overhead utility lines.

Location: 125 – 135 Erick Street

Acreage: Approximately 5 acres (total lot)
Parcel 1: 2.038 acres
Parcel 2: 2.967 acres

Existing Zoning: M-L PUD Manufacturing Limited

Surrounding Properties:
North: M Manufacturing
South: M-L Manufacturing Limited
East: R-1 Single Family Residential
West: M Manufacturing

Staff Contact: Elizabeth Maxwell (815.356.3615)

Background:

- The property is one zoning lot and was planned to contain two separate light manufacturing buildings. The first building was constructed. There are approved plans for the second building.
- The first building is a condominium and the second building would also be in a condominium ownership. Due to the age of the existing building the condominium ownership will most likely need to spend funds on maintenance. The new building owner would prefer not to be in the same condominium ownership and pay costs for the existing building to be maintained. To resolve this, they will create their own lot and own condominium ownership for this new building.
- Since the subdivision is creating a lot behind the existing building, the new lot will not have frontage along a public or private street. This requires a variation. The subdivision has been planned with a full access easement around both buildings.

Development Analysis:

General

- Zoning: The site is zoned M-L PUD Manufacturing Limited Planned Unit Development. The zoning is appropriate for the existing and proposed development.
- Land Use: The land use map shows the area as Industry. This land use designation is appropriate for the existing and proposed development.

Subdivision

- The proposed subdivision will create two lots. The lots will be the following acreage:
  - Parcel 1: 2.038 acres
  - Parcel 2: 2.967 acres
- The plat of subdivision, declarations of reciprocal easements and declaration of removal will be recorded with the McHenry County Recorder's Office, if approved by the City.

Findings of Fact:

ZONING ORDINANCE VARIATION

The petitioner is requesting a variation from Article 3 Density and Dimensional Standards to create a lot without frontage along a public or private street. There is a proposed ingress/egress easement around both buildings and lots.

The Unified Development Ordinance lists specific standards for the review and approval of a variation. The granting of a variation rests upon the applicant proving practical difficulty or hardship caused by the Ordinance requirements as they relate to the property. To be considered a zoning hardship, the specific zoning requirements; setbacks, lot width and lot area must create a unique situation on this property. It is the responsibility of the petitioner to prove hardship at the Planning and Zoning Commission public hearing.

Standards

When evidence in a specific case shows conclusively that literal enforcement of any provision of this Ordinance would result in a practical difficulty or particular hardship because:

a. The plight of the property owner is due to unique circumstances, such as, unusual surroundings or conditions of the property involved, or by reason of exceptional narrowness, shallowness or shape of a zoning lot, or because of unique topography, or underground conditions.

☒ *Meets* ☐ *Does not meet*

b. Also, that the variation, if granted, will not alter the essential character of the locality.

☒ *Meets* ☐ *Does not meet*

For the purposes of supplementing the above standards, the Commission may take into consideration the extent to which the following facts favorable to the application have been established by the evidence presented at the public hearing:

a. That the conditions upon which the application for variation is based would not be applicable generally to other property within the same zoning classification;

☒ *Meets* ☐ *Does not meet*

b. That the alleged difficulty or hardship has not been created by any person presently having interest in the property;

☒ *Meets* ☐ *Does not meet*

c. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located; or

☒ *Meets* ☐ *Does not meet*

d. That the proposed variation will not impair an adequate supply of light or air to adjacent property, will not unreasonably diminish or impair the property values of adjacent property, will not unreasonably increase congestion in the public streets, substantially increase the danger of fire or otherwise endanger public safety.

☒ *Meets* ☐ *Does not meet*

Where the evidence is not found to justify such conditions, that fact shall be reported to the City Council with a recommendation that the variation be denied.

FINAL PLAT OF RESUBDIVISION

The petitioner is requesting Final Plat of Subdivision approval for a minor subdivision to create a two lot subdivision. Final Plats are required to meet the following requirements:

a) Promote the health, safety, morals, convenience, order, prosperity and welfare of the present and future inhabitants of the City by providing for the orderly growth and development of the City;

☒ *Meets* ☐ *Does not meet*

b) Coordinating streets and roads within proposed subdivisions with the City's planned street system, and with other public facilities;

☒ *Meets* ☐ *Does not meet*

c) Providing right-of-way easements for streets and utilities;

☒ *Meets* ☐ *Does not meet*

d) Avoiding congestion and overcrowding, and encouraging the proper arrangement of streets in relation to existing or planned streets;

☒ *Meets* ☐ *Does not meet*

e) Ensuring there is adequate open space and recreation facilities to serve development;

☒ *Meets* ☐ *Does not meet*

f) Ensuring there is proper recordation of landownership records;

☒ *Meets* ☐ *Does not meet*

g) Installation of any public improvements including water, sewer, storm sewer or detention, parkway trees, and sidewalks;
☒ *Meets* ☐ *Does not meet*

h) Burial of overhead utility lines and all new lines and services in appropriate easements; and
☒ *Meets* ☐ *Does not meet*
The petitioner is requesting a deferral of the burial of the overhead utility lines.

i) Ensuring the provision of such other matters as the City Council may deem necessary in order to protect the general health, safety, and welfare of the City
☒ *Meets* ☐ *Does not meet*

Comprehensive Land Use Plan 2030 Vision Summary Review:
The Comprehensive Plan designates the subject property as Industry, which allows for existing and future manufacturing, light manufacturing, and office uses. The following goal is applicable to this request:

Land Use - Industry

Goal: Support manufacturing uses within the community which contribute to the regional and local economy and Crystal Lake's live, work, play philosophy.

Supporting Action: Expand and attract manufacturing users which provide jobs, services, and products strengthening the City's economy.

Success Indicators: The number of properties zoned manufacturing as reviewed annually.

Supporting Actions: Encourage the redevelopment of "brownfield" sites, underused or abandoned manufacturing properties in the city, and reuse already existing structures or draw upon existing infrastructure.

Recommended Conditions:
If a motion to recommend approval of the petitioner's request is made, it should be with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Sherman, received 03/09/22)
   B. Plat of Survey (Vanderstappen, dated 02/04/22, received 03/09/22)

2. All conditions of approval from the Final PUD Ordinance Number 6221 are still valid.

3. A Plat of Subdivision which meets all the requirements of Article 5-2003.b. shall be submitted to the City for review and signatures.

4. After recordation a copy of the recorded plat shall be provided to the City for our records.

5. The petitioner shall address all of the review comments and requirements of Community Development Department.

CITY OF CRYSTAL LAKE
DEVELOPMENT APPLICATION

Please type or print legibly

OFFICE USE ONLY
CASE #

PROJECT TITLE: 125 Erick Corporate Center, LLC

ACTION REQUESTED:

_____Annexation	_____Preliminary PUD
_____Comprehensive Plan Amendment	_____Preliminary Plat of Subdivision
_____Conceptual PUD Review	_____Rezoning
_____Final PUD	_____Special Use Permit
_____Final PUD Amendment	_X_Variation
_X_Final Plat of Subdivision	_____Other

Petitioner Information:

NAME: 125 Erick Corporate Center LLC
c/o Cary Sherman
ADDRESS: Po Box 16

Crystal lake Il 60039-16

PHONE: 815 482 8198

FAX:

E-MAIL: sgibuilders@gmail.com

Owner Information:(if different)

NAME: See attached list

ADDRESS:

PHONE:

FAX:

E-MAIL:

Property Information:

Project Description: Allow the subdivision of the second building as a separate parcel from the first building. The subdivision will include a variation to allow the creation of a lot without its own road frontage. The new parcel contains a foundation but has not been completed for several years.

Project Address/Location: 125Erick Street, Crystal lake Il

PIN Number(s): 14-33-402-005

Development Team:

Developer: Cary Sherman owner of SGI Custom home Builders

Architect: _____

Attorney: Joseph Gottemoller of McHenry County law LLC, (815)459-5152, (FAX 815-459-0290)

Engineer: _____

Landscape Architect: _____

Planner: _____

Surveyor: _____

Signatures:

X X125 Erick Corporate Center LLC

PETITIONER: Print and Sign Name (if different from owner) Date

As owner of the property in question, I hereby authorize the seeking of the above requested actions.

_____

OWNER: Print and Sign Name Horizons for the Blind Date

_____

OWNER: Print and Sign Name MJ Erick LLC Date

_____

OWNER: Print and Sign Name Gary Littrell Date

_____

OWNER: Print and Sign Name Fae Littrell Date

_____

OWNER: Print and Sign Name Date

NOTE: If the subject property is held in trust, the trust officer must sign this petition as owner. In addition, the trust officer must provide a letter which names all beneficiaries of the trust. Page 2

OWNERS :

PIN 14-33-402-001
Horizons for the Blind
Unit A 103
125 Erick
Crystal Lake Il 60014

14-33-402-002 & 003
Future lot 14-33-402-009
125 Erick Corporate Center LLC
Units A109 and A110 and
the Vacant parcel 1
125 Erick
Crystal Lake Il 60014

14-33-402-005
MJ Erick LLC
Unit A112
125 Erick
Crystal Lake Il 60014

A111 14-33-402-004
A115 14-33-402-006
A118 14-33-402-007
A120 14-33-402-008
Gary Littrell
Fae Littrell

CRYSTAL LAKE PLANNING AND ZONING COMMISSION
WEDNESDAY, MARCH 16, 2022
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS

The meeting was called to order by Mr. Greenman at 7:00 p.m.

CALL TO ORDER

Mr. Greenman called the meeting to order. On roll call, members Atkinson, Greenman, Jouron, Repholz, Skluzacek and Teetsov were present. Member Gronow was absent.

Kathryn Cowlin, Director of Community Development and Elizabeth Maxwell, City Planner were present from Staff.

Mr. Greenman said this meeting is being recorded for broadcast and future playback on the City's cable channel. He led the group in the Pledge of Allegiance.

2022-30 – 125-135 ERICK STREET – FINAL PLAT OF SUBDIVISION AND VARIATION

Final Plat of Subdivision for a two-lot subdivision, deferral of the burial of overhead utility lines and Variation from Article 3-300 D to allow the creation of a lot which does not abut a public or private street.

Joe Gottemoller, attorney and Cary Sherman, owner were present to represent the petition. Mr. Gottemoller provided a summary of the request. The original approval was for two manufacturing buildings. It has been 16 years while the owner has been waiting for the second building to be finished. The buildings are to be condominiums. The future owner of the second building lot does not want to be part of the original condominium ownership due to concerns over high costs for maintenance of the original building. In order to create a second condominium approval they need a second lot, which requires the final plat of subdivision. The variation is to allow the second lot without frontage along a street. Mr. Gottemoller stated that they meet the Findings of Fact.

Mr. Greenman opened the public hearing. There being no one to speak, he closed the public hearing.

Mr. Skluzacek asked for clarification that the service lines for the electrical connection to the future building. Mr. Gottemoller confirmed electrical lines will be buried, but the existing overhead lines along Erick Street will remain.

Ms. Teetsov asked about the existing users in the current building. Mr. Sherman reviewed the main tenants of the building.

Mr. Atkinson was in favor of the request.

Ms. Repholz was pleased to see a new building being constructed post COVID.

Mr. Jouron was in support of the application.

Mr. Greenman stated he supports the request and noted that the applicant meets the Findings of Fact. He noted that the Planning and Zoning Commission typically does not defer the utility line burial.

Mr. Skluzacek made a motion to approve the Final Plat of Subdivision and Variation with the following recommended conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (Sherman, received 03/09/22)
   B. Plat of Survey (Vanderstappen, dated 02/04/22, received 03/09/22)

2. All conditions of approval from the Final PUD Ordinance Number 6221 are still valid.

3. A Plat of Subdivision which meets all the requirements of Article 5-2003.b. shall be submitted to the City for review and signatures.

4. After recordation a copy of the recorded plat shall be provided to the City for our records.

5. The petitioner shall address all of the review comments and requirements of Community Development Department.

Mr. Atkinson seconded the motion. On roll call Members Atkinson, Jouron, Repholz, Skluzacek, Teetsov, and Greenman voted aye. Motion passed 6-0.

ADJOURNMENT

Mr. Skluzacek made a motion to adjourn the meeting. Ms. Teetsov seconded the motion. On voice vote, all members voted aye. The meeting was adjourned at 8:53 p.m.

Vanderstappen
Land Surveying, Inc.
www.vandersurv.com
1326 N. Madison St.
Woodstock, Illinois 60098
ph. 815-337-4310 fax 815-337-4314
"Always faithful to the property line"

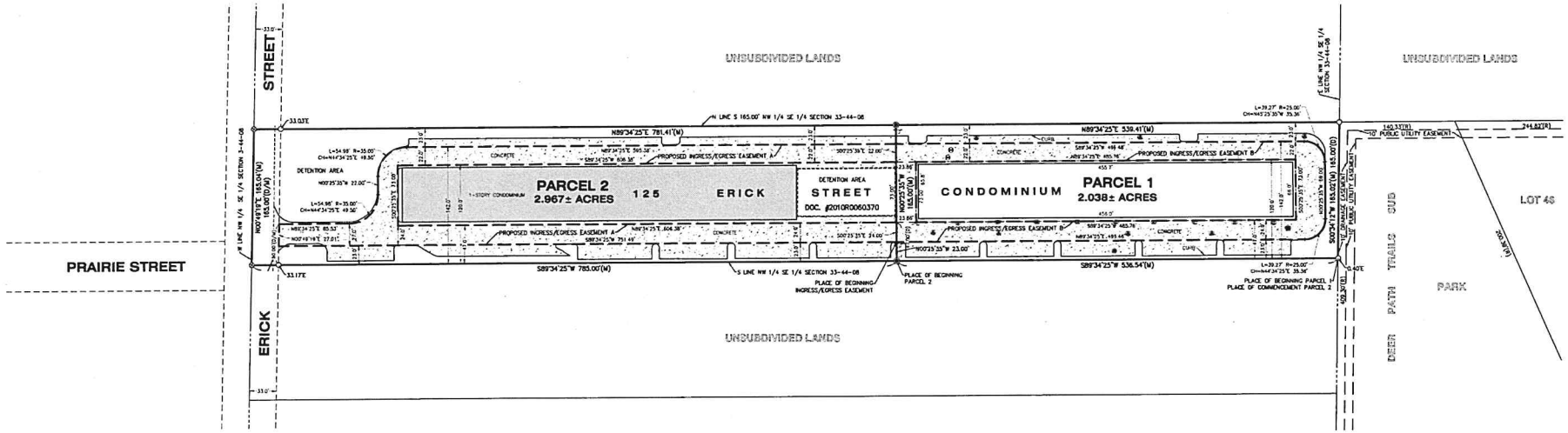
PLAT OF SURVEY

Parcel 1:
Part of the South 165.00 feet of the Northwest Quarter of the Southeast Quarter of Section 33, Township 44 North, Range 8, East of the Third Principal Meridian, being described as follows: Beginning at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence South 89 degrees 34 minutes 25 seconds West along the South line thereof, 536.54 feet; thence North 00 degrees 25 minutes 35 seconds West, 165.00 feet; thence North 89 degrees 34 minutes 25 seconds East parallel with the said South line, 539.41 feet to the East line of said Northwest Quarter of the Southeast Quarter; thence South 00 degrees 34 minutes 12 seconds West along said East line, 165.02 feet to the Place of Beginning in McHenry County Illinois.

Ingress/Egress Easement A:
An Ingress and Egress Easement over that part of the South 165.00 feet of the Northwest Quarter of the Southeast Quarter of Section 33, Township 44 North, Range 8, East of the Third Principal Meridian, being described as follows: Commencing at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence South 89 degrees 34 minutes 25 seconds West along the South line thereof, 536.54 feet; thence North 00 degrees 25 minutes 35 seconds West, 23.00 feet to the Place of Beginning; thence South 89 degrees 34 minutes 25 seconds West parallel with the said South line of the Northwest Quarter of the Southeast Quarter, 751.49 feet to the East right-of-way line of Erick Street; thence North 00 degrees 49 minutes 19 seconds East along said East right-of-way line, 27.01 feet to a line 50.00 feet North of and parallel with said South line; thence North 89 degrees 34 minutes 25 seconds East along said parallel line, 85.53 feet; thence Northeasterly 54.98 feet along a curve to the left, having a radius of 35.00 feet, the chord of which bears North 44 degrees 34 minutes 25 seconds East, 49.50 feet; thence North 00 degrees 25 minutes 35 seconds West, 22.00 feet; thence Northeasterly 54.98 feet along a curve to the right, having a radius of 35.00 feet, the chord of which bears North 44 degrees 34 minutes 25 seconds East, 49.50 feet to a line 142.00 feet North of and parallel said South line of the Northwest Quarter of the Southeast Quarter; thence North 89 degrees 34 minutes 25 seconds East along said parallel line, 595.38 feet; thence South 00 degrees 25 minutes 35 seconds East, 22.00 feet to a line 120.00 feet North of and parallel with said South line; thence South 89 degrees 34 minutes 25 seconds West along said parallel line, 606.38 feet; thence South 00 degrees 25 minutes 35 seconds East, 73.00 feet to a line 47.00 feet North of and parallel with said South line; thence North 89 degrees 34 minutes 25 seconds East along said parallel line, 606.38 feet; thence South 00 degrees 25 minutes 35 seconds West, 24.00 feet to the Place of Beginning, in McHenry County, Illinois.

Parcel 2:
Part of the South 165.00 feet of the Northwest Quarter of the Southeast Quarter of Section 33, Township 44 North, Range 8, East of the Third Principal Meridian, being described as follows: Commencing at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence South 89 degrees 34 minutes 25 seconds West, 536.54 feet to the Place of Beginning; thence continuing South 89 degrees 34 minutes 25 seconds West along said South line, 785.00 feet to the West line of said Northwest Quarter of the Southeast Quarter; thence North 00 degrees 49 minutes 19 seconds East along said West line, 165.04 feet to the North line of the South 165.00 feet of said Northwest Quarter of the Southeast Quarter; thence North 89 degrees 34 minutes 25 seconds East along said North line, 781.41 feet; thence South 00 degrees 25 minutes 35 seconds East, 165.00 feet to the Place of Beginning in McHenry County Illinois.

Ingress/Egress Easement B:
An Ingress and Egress Easement over that part of the South 165.00 feet of the Northwest Quarter of the Southeast Quarter of Section 33, Township 44 North, Range 8, East of the Third Principal Meridian, being described as follows: Commencing at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence South 89 degrees 34 minutes 25 seconds West along the South line thereof, 536.54 feet; thence North 00 degrees 25 minutes 35 seconds West, 23.00 feet to the Place of Beginning; thence North 89 degrees 34 minutes 25 seconds East parallel with said South line of the Northwest Quarter of the Southeast Quarter, 498.48 feet; thence Northeasterly 39.27 feet along a curve to the left, having a radius of 25.00 feet, the chord of which bears North 44 degrees 34 minutes 25 seconds East, 35.36 feet; thence North 00 degrees 25 minutes 35 seconds West, 69.00 feet; thence Northwesterly 39.27 feet along a curve to the left, having a radius of 25.00 feet, the chord of which bears North 45 degrees 25 minutes 35 seconds West, 35.36 feet to a line 142.00 feet North of and parallel said South line of the Northwest Quarter of the Southeast Quarter; thence South 89 degrees 34 minutes 25 seconds West along said parallel line, 498.48 feet; thence South 00 degrees 25 minutes 35 seconds East, 22.00 feet to a line 120.00 feet North of and parallel with said South line; thence North 89 degrees 34 minutes 25 seconds East along said parallel line, 485.76 feet; thence South 00 degrees 25 minutes 35 seconds East, 73.00 feet to a line 47.00 feet North of and parallel with said South line; thence South 89 degrees 34 minutes 25 seconds West along said parallel line, 485.76 feet; thence South 00 degrees 25 minutes 35 seconds West, 24.00 feet to the Place of Beginning; Also, an Ingress and Egress Easement over that part of the South 165.00 feet of the Northwest Quarter of the Southeast Quarter of Section 33, Township 44 North, Range 8, East of the Third Principal Meridian, being described as follows: Commencing at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence South 89 degrees 34 minutes 25 seconds West along the South line thereof, 536.54 feet; thence North 00 degrees 25 minutes 35 seconds West, 47.00 feet to the Place of Beginning; thence North 89 degrees 34 minutes 25 seconds East parallel with said South line, 23.86 feet; thence North 00 degrees 25 minutes 35 seconds West 73.00 feet; thence South 89 degrees 34 minutes 25 seconds West parallel with said South line, 23.86 feet; thence South 00 degrees 25 minutes 35 seconds East 73.00 feet to the Place of Beginning, in McHenry County, Illinois.



LEGEND
▪ BOLLARD
● CATCH BASIN
● CLEAN OUT
FH FIRE HYDRANT
● FOUND IRON BAR
○ FOUND IRON PIPE
⊗ FOUND MAG NAIL
◉ SANITARY MANHOLE
⊕ SET CROSS
● SET IRON BAR
◉ STORM MANHOLE
⊖ VALVE VAULT
(D) DEED
(R) RECORD
(M) MEASURE

60' 0' 60' 120'
SCALE: 1" = 60'

NOTE: Only those Building Line Restrictions or Easements shown on a Recorded Subdivision Plat are shown hereon unless the description ordered to be surveyed contains a proper description of the required building lines or easements.

* No distance should be assumed by scaling.
* No underground improvements have been located unless shown and noted.
* No representation as to ownership, use, or possession should be hereon implied.
* This Survey and Plat of Survey are void without original embossed or colored seal and signature affixed.

Compare your description and site markings with this plat and AT ONCE report any discrepancies which you may find.

CLIENT: ERICK STREET LLC
DRAWN BY: CKV CHECKED BY: APG
SCALE: 1"=60' SEC. 33 T. 44 R. 08 E.
BASIS OF BEARING: ASSUMED
P.I.N.: 14-33-402-00X
JOB NO.: 211136 I.D. MBS
FIELDWORK COMP.: 10/01/21 BK. PG.
ALL DISTANCES SHOWN IN FEET AND DECIMAL PARTS THEREOF CONNECTED TO 64th F.

ARTHUR P. GRITMACHER
035-003857
PROFESSIONAL LAND SURVEYOR
STATE OF ILLINOIS
EXP. 11/30/2022
WOODSTOCK, ILLINOIS

02/04/2022 – ADDED PARCEL 2 AND EASEMENT B – CKV

STATE OF ILLINOIS)
) S.S.
COUNTY OF McHENRY)

In my professional opinion, and based on my observations, I hereby certify that we have surveyed the premises above described, and that the plat hereon is a true representation of the said survey. This professional service conforms to the current Illinois minimum standards for a boundary survey.

Dated at Woodstock, McHenry County, Illinois 10/08 A.D., 20 21.

Vanderstappen Land Surveying Inc.
Design Firm No. 184-002792

By: _____
Illinois Professional Land Surveyor No. 3857

Agenda Item No: 13

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: REPORT OF THE PLANNING & ZONING COMMISSION

Lakeside Legacy Foundation

Request: Special Use Permit Amendment to allow various community focused annual events for music venues for Dole Porch Music, Farmers Market, Music Under the Trees, and the Listening Room outside music

Petitioner: Jay LeCoque, petitioner
401 Country Club Road

PZC Recommendation: To approve the Planning and Zoning Commission (PZC) recommendations and adopt an Ordinance granting the Special Use Permit to allow the additional community events at 401 Country Club Road

Staff Contact: Kathryn Cowlin, Community Development Director
Elizabeth Maxwell, City Planner

Background:

- In January of 2005, the City Council granted to Lakeside Legacy Foundation ("Lakeside") a Special Use Permit for an Institutional Use for an art center at 401 Country Club Road.
- The current Special Use Permit allows art focused uses and certain fundraising events.
- In accordance with Special Event Permits issued by the City, Lakeside has hosted several new events including Music under the Trees and the Farmer's Market. The requested amendment would allow these events to take place annually on a permanent basis.
- The requested amendment to the Special Use Permit would allow for additional community focused events such as the Service League's fundraiser and The Dole's centennial celebration to occur outdoors within the three proposed designated outdoor areas. A proposed condition of approval requires Lakeside to provide the City with a schedule of events every year.

PZC Highlights:

- Several members of the public attended the public hearing to speak in favor of the request. Staff also noted that 24 emails were submitted which supported the request.
- The applicant provided a site plan illustrating the proposed location of the three event spaces on the grounds and identifying fenced areas in which outdoor liquor sales would take place.
- The PZC was supportive of the expansion of the community events and were happy to see so many people from the neighborhood who enjoyed the events.
- The PZC found that this request meets the Findings of Fact.

The PZC recommended **approval (6-0)** of the petitioner's request with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (LeCoque, received 02/20/22)
   B. Outdoor Event Map (Lakeside Legacy Foundation, undated, received 02/22/22)

2. The Special Use is granted for the uses listed in the Ordinance No. 5888 and as approved by this requested amendment.

3. Music under the Trees, Farmers Market, Dole Porch and Listening Room designated outdoor event areas are hereby approved.

4. Amplified music cannot occur after 10:00 p.m. for the events due to the adjacent residential neighborhood.

5. Due to the neighborhood nature of the location, events within the three outdoor areas must end by 11:00 p.m.

6. Provide annual notification to the City of scheduled community events to be held in the outdoor areas by January 1st of each year but, in any event, not less than sixty days prior to the event and include a site plan for staff to review the barrier, entrance and exiting setup.

7. Parking shall not overflow onto neighboring streets for these proposed community events.

8. The petitioner shall address all of the review comments and requirements of Community Development Department.

Votes Required to Pass: A simple majority.

Acknowledgement Form

Regarding the Special Use Permit Amendment at 401 Country Club Road for Lakeside Legacy Foundation. Please check one of the choices and sign below.

I hereby acknowledge that I have read, understand, and agree to the staff review comments and recommended conditions contained in the staff report, city staff reviews, and consultant reviews (if applicable).

I hereby acknowledge that I have read, understand, and agree to most of the staff review comments and recommended conditions contained in the staff report, city staff reviews, and consultant reviews (if applicable) but have concerns with the following items:

_____

_____

Petitioner's Name: _____ Date: 3/28/22
Signature

Recommended Conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (LeCoque, received 02/20/22)
   B. Outdoor Event Map (Lakeside Legacy Foundation, undated, received 02/22/22)

2. The Special Use is granted for the uses listed in the Ordinance No. 5888 and through this amended request.

3. Music under the Trees, Farmers Market, Dole Porch and Listening Room designated outdoor event areas are hereby approved.

4. Amplified music cannot occur after 10:00 p.m. for the events due to the adjacent residential neighborhood.

5. Due to the neighborhood nature of the location, events within the three outdoor areas must end by 11:00 p.m.

6. Provide annual notification to the City of scheduled community events to be held in the outdoor areas by January 1st of each year, but in any event not less than sixty days prior to the

event and include a site plan for staff to review the barrier, entrance and exiting setup.

7. Parking shall not overflow onto neighboring streets for these proposed community events.

8. The petitioner shall address all of the review comments and requirements of Community Development Department.

PIQ MAP
401 Country Club Road



Ord. No.
File No.

The City of Crystal Lake Illinois

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AMENDMENT FOR LAKESIDE LEGACY FOUNDATION (DOLE MANSION) AT 401 COUNTRY CLUB ROAD

WHEREAS, pursuant to the terms of a Petition (File #PLN-2022-36) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested a Special Use Permit Amendment to allow various community focused annual events for music venues for Dole Porch Music, Farmers Market, Music under the Trees, and the Listening Room outside music at 401 Country Club Road; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on February 28, 2022 in the Northwest Herald, held a public hearing at 7:00 p.m., on March 16, 2022 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit Amendment; and

WHEREAS, on March 16, 2022, the Planning and Zoning Commission, having fully heard and considered the testimony of all those present at the public hearing who wished to testify, made findings of fact as required by law and recommended to the Mayor and City Council of the City of Crystal Lake that the proposed Special Use Permit Amendment be approved, as documented in the minutes, and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit Amendment be issued as requested in said Petition.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS, as follows:

Section I: That a Special Use Permit Amendment to allow various community focused annual events for music venues for Dole Porch Music, Farmers Market, Music under the Trees, and the Listening Room outside music for the property commonly known as 401 Country Club Road (19-06-451-004), Crystal Lake, Illinois is hereby approved.

Section II: Said Special Use Permit Amendment is issued with the following conditions:

Draft

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (LeCoque, received 02/20/22)
   B. Outdoor Event Map (Lakeside Legacy Foundation, undated, received 02/22/22)

2. The Special Use is granted for the uses listed in the Ordinance No. 5888 and through this amended request.

3. Music under the Trees, Farmers Market, Dole Porch and Listening Room designated outdoor event areas are hereby approved.

4. Amplified music cannot occur after 10:00 p.m. for the events due to the adjacent residential neighborhood.

5. Due to the neighborhood nature of the location, events within the three outdoor areas must end by 11:00 p.m.

6. Provide annual notification to the City of scheduled community events to be held in the outdoor areas by January 1st of each year, but in any event not less than sixty days prior to the event and include a site plan for staff to review the barrier, entrance and exiting setup.

7. Parking shall not overflow onto neighboring streets for these proposed community events.

8. The petitioner shall address all of the review comments and requirements of Community Development Department.

Section III: That the City Clerk be and is hereby directed to amend all pertinent records of the City of Crystal Lake to show the issuance of a Special Use Permit Amendment in accordance with the provisions of this Ordinance, as provided by law.

Draft

Ord. No.
File No.

Section IV: That this Ordinance shall be in full force and effect from and after its passage, approval and publication as provide by law.

DATED at Crystal Lake, Illinois, this 5th day of April, 2022.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST:

_____
Nick Kachiroubas, CITY CLERK

Passed: April 5, 2022
Approved: April 5, 2022

Draft

#2022-36
401 Country Club Road – SUP Amendment
Project Review for Planning and Zoning Commission

Meeting Date: March 16, 2022

Request: Special Use Permit Amendment to allow community focused annual events for music venues for Dole Porch Music, Farmers Market, Music under the Trees, and the Listening Room outside music.

Location: 401 Country Club Road

Acreage: Approximately 10 acres

Existing Zoning: R-1 Single Family Residential

Surrounding Properties:
North: R-1 Single Family Residential
South: R-1 Single Family Residential
East: R-1 Single Family Residential
West: R-1 Single Family Residential

Staff Contact: Elizabeth Maxwell (815.356.3615)

Background:

- In January of 2005, the City Council granted to Lakeside Legacy Foundation ("Lakeside") a Special Use Permit for an Institutional Use for an art center at 401 Country Club Road.
- The Special Use Permit restricts uses on the property to those uses which are art focused including:
  - Visual Arts (painting, sculpting, print making, photography, graphic arts, ceramics)
  - Performing Arts (dance training, vocal, orchestra, instrument lessons, acting)
  - Horticulture Arts (gardening, classroom training, greenhouse, water features)
  - Culinary Arts (cooking instruction)
- The Special Use Permit also allows four annual fundraising events
  - March/April: Invitational Dinner at the Dole
  - June/July: Lakeside Festival and Gala Festival
  - September: Oktoberfest
  - December: Christmas at the Dole

- During the COVID-19 Pandemic, Lakeside held two new fundraisers, The Farmers Market and Music under the Trees. These events received Temporary Use Permits, per the requirements outlined in the current Special Use Permit. In an effort to allow these fundraisers to become annual community events, Lakeside is requesting an amendment to the Special Use Permit.
- The proposed amendment will allow Lakeside to conduct the following four additional fundraising events: Dole Porch Music, Farmers Market, Music under the Trees, and the Listening Room.
    - These events would feature music and would allow for the sale and consumption of alcohol by patrons. Lakeside is currently creating schedules for these events. Tentatively the schedules created so far are:
        - Music under the Trees every other Wednesday from 6:00 p.m. to 9:00 p.m.
        - Farmers Market every Sunday from Memorial Day until October 31st (except during Lakeside Fest) from 10:00 a.m. to 2:00 p.m.
    - Additional community events could also be hosted to benefit other non-profit organizations in the proposed designated outdoor areas. Examples of such events include:
        - Service League Ravinia style event June 4, 2022 (the first Saturday in June)
        - Dole Centennial event likely a Friday or Saturday in May
- The proposed end time for any event within these outdoor areas is 11:00 p.m.
- The additional proposed community events are fundraisers for Lakeside or other local not-for-profits. The petitioner has stated that they are not looking for approval to be a private banquet facility.

Development Analysis:

General

- Request: The petitioner is requesting an Amendment to the Special Use Permit for these new events.
- Zoning: The site is zoned R-1 Single Family. When this use was proposed Institutional Uses were allowed in the R-1 zoning district with a Special Use.
- Land Use: The land use map shows the area as Public/Semi-Public Urban Residential. This land use designation is appropriate for this use.

Comprehensive Land Use Plan 2030 Vision Summary Review:

The Comprehensive Plan designates the subject property as Public/Semi Public, which allows for existing and future public and private service providers. The following goals are applicable to this request:

Land Use – Public/Semi-Public

Goal: Provide area for high quality public and semi-public facilities, such as schools, libraries, municipal facilities and private service providers, throughout the city to support the diverse and evolving needs of people in the city.

This can be accomplished with the following supporting action:

Supporting Action: The City shall support the school districts, library, park district, neighboring municipalities, private service providers and other public and semi-public agencies.

Success Indicators: The number of zoning approvals for public/semi-public public projects.

Findings of Fact:

SPECIAL USE PERMIT

The petitioner has requested a Special Use Permit Amendment to allow a modification to the allowable uses and events held at the Lakeside Legacy Foundation. Special Uses require a separate review because of their potential to impact surrounding properties and the orderly development of the City. Section 2-400 B of the Unified Development Ordinance establishes standard for all Special Uses in Crystal Lake. The criteria are as follows:

1. The use is necessary or desirable, at the proposed location, to provide a service or facility which will further the public convenience and general welfare.

   ☒ *Meets* ☐ *Does not meet*

2. The use will not be detrimental to area property values.

   ☒ *Meets* ☐ *Does not meet*

3. The use will comply with the zoning districts regulations.

   ☒ *Meets* ☐ *Does not meet*

4. The use will not negatively impact traffic circulation.

   ☒ *Meets* ☐ *Does not meet*

5. The use will not negatively impact public utilities or municipal service delivery systems. If required, the use will contribute financially to the upgrading of public utilities and municipal service delivery systems.

   ☒ *Meets* ☐ *Does not meet*

6. The use will not negatively impact the environment or be unsightly.

   ☒ *Meets* ☐ *Does not meet*

7. The use, where possible will preserve existing mature vegetation, and provide landscaping

and architecture, which is aesthetically pleasing, compatible or complementary to surrounding properties and acceptable by community standards.

☒ *Meets* ☐ *Does not meet*

8. The use will meet requirements of all regulating governmental agencies.

   ☒ *Meets* ☐ *Does not meet*

9. The use will conform to any conditions approved as part of the issued Special Use Permit.

   ☒ *Meets* ☐ *Does not meet*

10. The use will conform to the regulations established for specific special uses, where applicable.

    ☒ *Meets* ☐ *Does not meet*

Recommended Conditions:

If a motion to recommend approval of the petitioner's request is made, it should be with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (LeCoque, received 02/20/22)
   B. Outdoor Event Map (Lakeside Legacy Foundation, undated, received 02/22/22)

2. The Special Use is granted for the uses listed in the Ordinance No. 5888 and through this amended request.

3. Music under the Trees, Farmers Market, Dole Porch and Listening Room designated outdoor event areas are hereby approved.

4. Amplified music cannot occur after 10:00 p.m. for the events due to the adjacent residential neighborhood.

5. Due to the neighborhood nature of the location, events within the three outdoor areas must end by 11:00 p.m.

6. Provide annual notification to the City of scheduled community events to be held in the outdoor areas by January 1st of each year, but in any event not less than sixty days prior to the event and include a site plan for staff to review the barrier, entrance and exiting setup.

7. Parking shall not overflow onto neighboring streets for these proposed community events.

8. The petitioner shall address all of the review comments and requirements of Community Development Department.

City of Crystal Lake
Development Application

Office Use Only
File # _____

Project Title: _____

Action Requested

__ **Annexation**
__ **Comprehensive Plan Amendment**
__ **Conceptual PUD Review**
__ **Final PUD**
__ **Final PUD Amendment**
__ **Final Plat of Subdivision**
__ **Preliminary PUD**
__ **Preliminary Plat of Subdivision**
__ **Rezoning**
__ **Special Use Permit**
__ **Variation**
X **Other**

Petitioner Information

Name: Jay LeCoque
Address: 800 Country Club Road
Crystal Lake, IL 60014
Phone: [redacted]
Fax: _____
E-mail: [redacted]

Owner Information (if different)

Name: _____
Address: _____
Phone: _____
Fax: _____
E-mail: _____

Property Information

Project Description: We are requesting to amend the original Lakeside approvals for new community focused annual events

Project Address/Location: The Dole, 401 Country Club Road, Crystal Lake, IL 60014 aka Lakeside Legacy Foundation

PIN Number(s): _____

Development Team

Please include address, phone, fax and e-mail

Developer: _____

Architect: _____

Attorney: _____

Engineer: _____

Landscape Architect: _____

Planner: _____

Surveyor: _____

Other: _____

Signatures

_____

PETITIONER: Print and Sign name (*if different from owner*) **Date**

As owner of the property in question, I hereby authorize the seeking of the above requested action.

Jay LeCoque 2/20/2022

OWNER: Print and Sign name **Date**

NOTE: If the property is held in trust, the trust officer must sign this petition as owner. In addition, the trust officer must provide a letter that names all beneficiaries of the trust.

CRYSTAL LAKE PLANNING AND ZONING COMMISSION
WEDNESDAY, MARCH 16, 2022
HELD AT THE CRYSTAL LAKE CITY COUNCIL CHAMBERS

The meeting was called to order by Mr. Greenman at 7:00 p.m.

CALL TO ORDER

Mr. Greenman called the meeting to order. On roll call, members Atkinson, Greenman, Jouron, Repholz, Skluzacek and Teetsov were present. Member Gronow was absent.

Kathryn Cowlin, Director of Community Development and Elizabeth Maxwell, City Planner were present from Staff.

Mr. Greenman said this meeting is being recorded for broadcast and future playback on the City's cable channel. He led the group in the Pledge of Allegiance.

2022-36 – 401 COUNTRY CLUB ROAD – SPECIAL USE PERMIT AMENDMENT

Special Use Permit Amendment to allow community focused annual events for music venues for Dole Porch Music, Farmers Market, Music under the Trees, and the Listening Room outside music, as well as community events for the Service League Ravinia and Dole Centennial.

Jay LeCoque was present to represent the petition. He provided a summary of the history of the property and current uses of the building and events. He referenced the site plan which illustrated the location of the events and the semi circles indicated the fencing locations that would be installed for liquor control. He noted that they meet all the Findings of Fact and agree with all conditions of approval. They have a large 12-acre property and noise will not leave the property.

Mr. Greenman opened the public hearing.

Robert Frerichs at 415 Highland Avenue asked for clarification of the dates of some of the events. Mr. LeCoque said there were no dates yet for Music on the Porch and after this approval they can start scheduling performers. Mr. Frerichs stated that these events, the Farmers Market and music events are currently taking place inside. Mr. LeCoque confirmed that they can use the building for events. Mr. Frerichs said there is a parking problem in the neighborhood. Also the Farmers Market vendors park on the old basketball court and cut across the lawn to do that, which tracks mud onto the roadway. Mr. LeCoque states that staff does clean up the property after the farmer's market. Mr. Frerichs was not in support of the request.

Rod Russell at 820 Country Club Road purchased a house across the street and has worked to fix it up. He likes that they have so many events to do at the Dole. The music is very soft and floats over the area very nicely. He grew up in the area and has family here and the events at the Dole have transformed the area. He fully supports the request.

Thomas Friel of 465 Riverside Drive fixed up an older home to be in this area. He likes the way they have maintained the Dole Mansion. They are creating a legacy and he supports their request.

Jared Tryon of 208 Lake Court is very happy with what they have been doing. His wife was just appointed to the Historic Preservation Commission. They love all the activities at the Dole.

Bill Dobbeck at 9935 Carlisle Lane echoes the support of the Lakeside events.

Staff summarized the request and noted that they also received an additional 20+ emails supporting the request.

Mr. Atkinson supports the request and said the Dole has grown into something that has united the neighborhood.

Ms. Teetsov likes everything that is being done.

Mr. Skluzacek has always enjoyed himself when attending events at the Dole.

Ms. Repholz is in support.

Mr. Jouron is happy with the request.

Mr. Greenman noted that the team over at Lakeside is outstanding. He is glad that this has become something that Crystal Lake can be proud of. He likes that people from Chicago are impressed and wish that they would have something like this in their neighborhood.

Mr. Skluzacek made a motion to approve the Special Use Permit Amendment with the following recommended conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
   A. Application (LeCoque, received 02/20/22)
   B. Outdoor Event Map (Lakeside Legacy Foundation, undated, received 02/22/22)

2. The Special Use is granted for the uses listed in the Ordinance No. 5888 and through this amended request.

3. Music under the Trees, Farmers Market, Dole Porch and Listening Room designated outdoor event areas are hereby approved.

4. Amplified music cannot occur after 10:00 p.m. for the events due to the adjacent residential neighborhood.

5. Due to the neighborhood nature of the location, events within the three outdoor areas must end by 11:00 p.m.

6. Provide annual notification to the City of scheduled community events to be held in the outdoor areas by January 1st of each year, but in any event not less than sixty days prior to the event and include a site plan for staff to review the barrier, entrance and exiting setup.

7. Parking shall not overflow onto neighboring streets for these proposed community events.

8. The petitioner shall address all of the review comments and requirements of Community Development Department.

Ms. Teetsov seconded the motion. On roll call Members Atkinson, Jouron, Repholz, Skluzacek, Teetsov, and Greenman voted aye. Motion passed 6-0.

ADJOURNMENT

Mr. Skluzacek made a motion to adjourn the meeting. Ms. Teetsov seconded the motion. On voice vote, all members voted aye. The meeting was adjourned at 8:53 p.m.

Highland Ave
Highland Ave
Creative Arts, Inc
Ringling Rd
Dole Porch Music
Listening Room
Farmer Market+
At The Dole
Farmers' market
Farmers Market and Music Under the Trees
Country Club Rd
Country Club Rd
Google
Imagery ©2022 Maxar Technologies, U.S. Geological Survey, USDA Farm Service Age

Ord. No. 3858
File No. 440

AN ORDINANCE GRANTING A SPECIAL USE PERMIT
AT 401 COUNTRY CLUB ROAD
Dole Mansion and Lakeside Center

WHEREAS, pursuant to the terms of a Petition (File #2004-89) before the Crystal Lake Zoning Board of Appeals, the Petitioner has requested the issuance of a Special Use Permit for an Institutional Use for an art center for Lakeside Legacy located at 401 Country Club Road; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit be issued as requested in said Petition.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS, as follows:

Section I: That a Special Use Permit be issued to Lakeside Legacy to allow an Institutional Use for an art center for the property legally described as follows:

> Part of the South Half of Section 6, Township 43 North, Range 8 East of the Third Principal Meridian, described as follows: beginning at the Northeast corner of Lot 11 in Block 6 in Country Club additions, a Subdivision of part of the South Half of Section 6, Township 43 North, Range 8 East of the Third Principal Meridian, according to the Plat thereof recorded November 8, 1923 as Document No. 61104 in Book 4 of Plats, page 109; thence South 2 degree 16 minutes West, 826 feet; thence North 76 degrees 23 minutes East, 44.58 feet; thence South 85 degrees 52 minutes 12 seconds East, 557.90 feet; thence North 0 degrees 51 minutes West, 923.20 feet; thence North 79 degrees 09 minutes West, 451.60 feet; thence South 35 degrees 41 minutes West, 188.40 feet, more or less, to the place of beginning (excepting roadways as shown on Plat of Subdivision described above), also know as Block "A" in said Country Club Additions, in McHenry County, Illinois.

commonly known as 401 Country Club Road, Crystal Lake, Illinois.

SECTION II: Said Special Use is issued with the following conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:

A. Description of Proposed Use (received 12/13/04).

2. All paved parking stalls shall be striped for more efficient use of the parking areas.

3. Traffic circulation on the site shall be clearly indicated.

4. Landscape screening shall be provided for the parking areas within 5 years.

5. A Temporary Use Permit shall be requested when required.

6. The petitioner shall address all comments of the Building, Engineering and Utilities Departments.

7. This Special Use Permit is limited to the current ownership.

Section III: That the City Clerk be and is hereby directed to amend the official zoning map of the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the issuance of a Special Use Permit in accordance with the provisions of this Ordinance, as provided by law.

Section IV: That this Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED this 18th day of January, 2005.

MAYOR

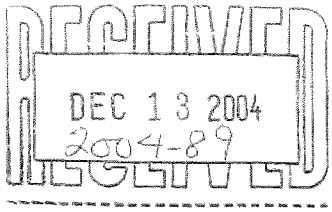
ATTEST:

CITY CLERK

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

The Lakeside Legacy Foundation is planning on attracting high-caliber arts education organizations into the complex. The complex includes both the Dole Mansion (circa 1865) and adjoining Lakeside Center (circa 1920's), breathing new life to the historic structure.

Activities may include the following classes and studio space activities:



Visual Arts:
- Painting
- Sculpture
- Ceramics
- Fiber Arts (weaving, etc.)
- Printmaking
- Photography
- Film making
- Computer graphic arts and animation

Performing Arts Training:
- Dance training (various forms)
- Voice & Chorus
- Orchestra
- Individual and group lessons in piano, woodwinds, brass, strings, etc.
- Acting – individual and group instruction
- Digital sound studio

Horticultural Arts:
- Gardening / outdoors
- Water fountains and water gardens
- Classroom training & workshops
- Greenhouse for growing plants

Culinary Arts:
- Cooking for individual and group instruction

The Lakeside Legacy Foundation plans to convert the first floor of the Dole Mansion (north side of the structure) into an arts gallery. The upstairs of the Dole will be office, classroom and studio space for administration, artists and art instruction.

Hours of operation for the complex will be weekdays from 6.30 a.m. – 9.30 pm. Classes for our various arts tenants will begin as early as 7:30 a.m., and end at 9:30 p.m. However this will vary from tenant to tenant. For instance, one prospective tenant, the McHenry County Music Center, will utilize the building on weekdays 3-9 pm for instruction, Saturdays 8-3, and occasional Sundays from 10 – 5pm for recitals for both private and ensemble usage.

Depending on tenant schedules, staff will vary between 5 – 25 staff (office personnel, teachers/instructors, janitorial, volunteer, administrative personnel)
Students and attendees will very between 25 – 125 people for musical, visual arts, gardening, and culinary instruction

The gallery hours will be:
Weedays: 10:00 am – 8:00 pm
Weekends: 10:00 am – 5:00 pm

Annually, the Lakeside Legacy Foundation will also be hosting four annual fundraising events on the property:

- March/April: Invitational Dinner at the Dole, approximately 125 guests enjoy dinner at the Dole Mansion. This is a new planned fundraising event.

- June/July: Lakeside Festival and Gala Festival (outdoor mainly), an Independence Day celebration with music, local food vendors, carnival, games, and the Dole's arts gallery. This event attracts approximately 30,000 people annually, which runs over the last week of June and the first weekend of July.

- September: OktoberFest, a German festival welcoming approximately 10,000 people over one weekend in late September. German food, music, carnival rides, and the Northwest Area Arts Council's McHenry County Artists Showcase in the Dole Gallery.

- December: Christmas at the Dole, a Victorian-style Christmas event, attracting approximately 2,500 people over the weekend, with tree lighting by the Mayor, horse and carriage rides, visits with Santa and Mrs. Claus, musical entertainment, and an arts show in the Dole Gallery.

Elizabeth Maxwell AICP

From: Linda Wozniak <[redacted]
Sent: Wednesday, March 16, 2022 10:39 AM
To: Kathryn Cowlin AICP; Elizabeth Maxwell AICP
Subject: SUP Amendment for The Dole

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning!

I am writing to express my support of the SUP amendment for The Dole. I live in the Gates and love seeing the property being used! I think it would be great for The Dole!

Linda Wozniak

Elizabeth Maxwell AICP

From: Caitlin Jane Russell <[redacted]>
Sent: Wednesday, March 16, 2022 10:27 AM
To: Kathryn Cowlin AICP; Elizabeth Maxwell AICP
Subject: SUP Amendment - The Dole

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Katie & Liz,

I am emailing to support the amendment for the Dole. Our family lives just down the street and we have so enjoyed being part of the revitalization of the Dole and its events each season. We have especially enjoyed the Farmer's Market and being able to meet up with friends and other family members as well as support local vendors and the community at large.

We hope this amendment is passed and appreciate the opportunity to share our support.

Thank you,
Caitlin Russell

Elizabeth Maxwell AICP

From: Brian Augustine [redacted]
Sent: Wednesday, March 16, 2022 10:46 AM
To: Kathryn Cowlin AICP; Elizabeth Maxwell AICP
Subject: SUP Amendment, DOLE

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

We 100% support the DOLE amendment....was there this weekend, shopped locally with neighbors buying things from vendors like Cheese, cutting boards, coffee and tiny donuts, listening to music and enjoying our neighborhood. We do this throughout the summer as well when the veggies are fresh farm grown, honey, art and again, with our neighbors.

The Augustine Family - Brian and Jill

Elizabeth Maxwell AICP

From: Paul Craigen [redacted]
Sent: Wednesday, March 16, 2022 10:46 AM
To: Kathryn Cowlin AICP; Elizabeth Maxwell AICP
Cc: Emily Craigen
Subject: SUP Amendment - The Dole

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

March 16, 2022

To: City of Crystal Lake/ Board Members/ Parties of Concern:

As long time residents, 17+ years, and supporters of The Dole, we support the latest amendment being proposed by The Dole and its Board. We are regular attendees of a lot of The Dole events, including Farmers Market+ and Music Under the Trees. The events at The Dole are very important to us, the local Crystal Lake residents and other surrounding communities.

Thank you for your consideration. Please let us know if you have any questions.

Regards.,

Paul & Emily Craigen
597 Iris Ct., Crystal Lake IL 60014
[redacted]

Elizabeth Maxwell AICP

From: Jenny Aleshire [redacted]
Sent: Wednesday, March 16, 2022 10:50 AM
To: Kathryn Cowlin AICP; Elizabeth Maxwell AICP
Cc: Bill Dobbeck
Subject: SUP Amendment-The Dole

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Katie and Liz,

Hope you both are having a great week! My name is Jenny Dobbeck and my husband Bill and I live in the Crystal Lake area. We moved to the area last May and have greatly enjoyed all that the community has to offer. In particular, attending the Farmer's Market at The Dole. This event offers awesome amenities and activities for both kids and adults. As such, we would like to send a note to offer our support of the proposed amendment that would allow The Dole to only have to apply for a "special use" permit once per season to allow them to serve alcohol.

Again, we have really enjoyed getting immersed in the community and have loved attending the events at Dole! We think this measure will help to streamline the process & ensure The Dole can continue to provide an awesome experience for all ages/groups this summer as well.

Thank you for your consideration!

Best,

Jenny & Bill Dobbeck

Elizabeth Maxwell AICP

From: amygallove [redacted]
Sent: Wednesday, March 16, 2022 10:52 AM
To: Kathryn Cowlin AICP; Elizabeth Maxwell AICP
Subject: SUP Amendment. The Dole

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,
My name is Amy Baldwin. I live in Crystal lake along with my husband Jeff and my four spunky kiddos. I wanted to take a couple minutes and share why we love The Dole mansion. In times like this where there is a lot of uncertainty, it is crucial to have a place where people can go feel safe and have community. Having a space where people can hear music, buy unique pieces from vendors, and enjoying a glass of wine & food. All while supporting small business owners and this great city we live in. That is what this life is all about. Family, friends, music and lots of food. Thank you in advance for reading my email. I look forward to celebrating with friends and family this summer at The Dole.
Best regards,
Amy Baldwin.

Sent from my iPhone

Elizabeth Maxwell AICP

From: Kathryn Cowlin AICP
Sent: Wednesday, March 16, 2022 11:22 AM
To: Elizabeth Maxwell AICP
Subject: FW: SUP Amendment - The Dole

Kathryn Cowlin AICP | Director | Community Development
City Of Crystal Lake | 100 W. Woodstock St. | Crystal Lake, IL 60014
Website: www.crystallake.org | Phone: 815-356-3798

From: rod russell [redacted]
Sent: Wednesday, March 16, 2022 10:24 AM
To: Kathryn Cowlin AICP <kcowlin@crystallake.org>; emaxwell@crytallake.org
Subject: SUP Amendment - The Dole

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Katie & Liz,

I am emailing to support the amendment for the Dole. Having grown up in Crystal Lake and now raising my children here, it has been incredible to see the transformation at the Dole and its ability to bring people near and far together at every event held. My family has greatly enjoyed attending each event from meeting friends and other family members at the Farmer's Market to supporting local vendors and engaging in this special community.

We hope this amendment is passed and appreciate the opportunity to share our support.

Thank you,
Rod Russell

Elizabeth Maxwell AICP

From: Jennifer Sankot <jsankot@starckre.com>
Sent: Wednesday, March 16, 2022 11:25 AM
To: Kathryn Cowlin AICP; Elizabeth Maxwell AICP
Subject: SUP Amendment - The Dole

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

I am contacting you in support of the Dole's request for an amendment to their outdoor use permit to allow them to serve liquor at their events such as Farmers Market and Music Under the Stars.

I am a neighbor, living at Gate 2, and have never had an issue with guests from the Dole. No problems at all. The events at the Dole enhance our enjoyment of the neighborhood and are a great benefit to our community.

The Dole has my total support in their request for an amendment to their outdoor use permit.

Best,

Jennifer Sankot
480 Riverside Dr, Crystal Lake, IL 60014



Jennifer Sankot, Broker
Berkshire Hathaway HomeServices Starck Real Estate

[redacted]
jsankot@starckre.com
jsankot.starckrealtors.com

Elizabeth Maxwell AICP

From: Sharon LeCoque [redacted]
Sent: Wednesday, March 16, 2022 10:01 AM
To: Kathryn Cowlin AICP; Elizabeth Maxwell AICP
Subject: SUP Amendment- The Dole

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello!!

I'm a huge supporter of The Dole and what it's doing for the neighborhood, for Crystal Lake & McHenry County!
I also live in the Gates and find the outdoor events, Farmers Market, Music Under The Trees a very welcome use of this historic property!

Thank you for all you do!

With Warmest Regards,

Sharon LeCoque
800 Country Club Road
60014
[redacted]

Elizabeth Maxwell AICP

From: Amy Farrell [redacted]
Sent: Wednesday, March 16, 2022 2:08 PM
To: Kathryn Cowlin AICP; Elizabeth Maxwell AICP
Subject: SUP Amendment - The Dole

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To Whom this May Concern,
I am writing to state that I support the Amendment. I love the events at the Dole.
I am so happy that we have this wonderful place to attend fun events close to home.
Thanks,
Amy Farrell

Elizabeth Maxwell AICP

From: Cheryl Lenhard [redacted]
Sent: Wednesday, March 16, 2022 12:39 PM
To: Elizabeth Maxwell AICP
Subject: SUP Amendment-The Dole

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I support the SUP amendment for the Dole. I have lived in Crystal Lake since 1989 and have enjoyed the many and various activities at The Dole Mansion. The farmers market and music under the trees are wonderful attractions that have made a positive impact to the city of Crystal Lake.

Fondly,
Cheryl Lenhard

Sent from my iPhone

Elizabeth Maxwell AICP

From: Nancy Merkling <nancy@nancymerkling.com>
Sent: Wednesday, March 16, 2022 12:36 PM
To: Kathryn Cowlin AICP; Elizabeth Maxwell AICP
Subject: SUP Amendment - The Dole

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey Katie and Liz,

My name is Nancy Merkling, owner of Nancy Merkling Photography Productions [circa 2001] here in Crystal Lake. I was also a Co-Executive Director at The Dole for 18 months before we restructured our staff during Covid. I share this with you so you understand my intrinsic commitment to this organization from the inside and outside as I now rent a beautiful studio for my company, NMP.

Sharon LeCoque shared The Dole's request for an amendment to our 'outdoor use permit' so we can avoid filing for a special use permit every 5 weeks. Being on the inside when I was leading our staff, this makes perfect sense from an efficiency standpoint. The Dole provides beautiful community events that bring our neighborhood and beyond together. Although community events have always been important for many reasons, personally I feel the rebuilding of our community post Covid has the opportunity to freshen why we gather as human beings as well as provide opportunities for participation, skills development, volunteering and social, cultural economic and environmental developments.

Please hear my support of this amendment for many reasons, inside and out.

Thank you for your consideration. Together is better.

If you have any questions, please feel free to reach out.
Nancy Merkling, Owner, Photographer, Instructor & Event Producer



Nancy Merkling
NMP | Nancy Merkling Productions
www.NancyMerkling.com 815.347.8535
Studio 104 | The Dole Mansion
401 Country Club Rd.
Crystal Lake, IL 60014

Elizabeth Maxwell AICP

From: Paul Hespen <phespen@starckre.com>
Sent: Wednesday, March 16, 2022 12:23 PM
To: Kathryn Cowlin AICP; Elizabeth Maxwell AICP
Subject: The Dole Outdoor Use Permit

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Katie and Liz,

I am contacting you in support of The Dole's request for an amendment to their outdoor use permit to allow them to serve liquor at their events such as Farmers Market and Music Under the Stars.

We have loved The Dole as a center of our community for the 35 years we have had the pleasure of living in Crystal Lake. We regularly attend outdoor events at The Dole & Lakefront Park. The events at The Dole help to complete the feeling of community we love and promote.

The Dole has my total support in their request for an amendment to their outdoor use permit.

Respectfully,

--



Paul Hespen, Broker
Berkshire Hathaway HomeServices Starck Real Estate

[redacted]
phespen@starckre.com
PHespen.starckrealtors.com
videos.starckre.com/phespen

Elizabeth Maxwell AICP

From: Erin Bjornson <ebjornson@starckre.com>
Sent: Wednesday, March 16, 2022 12:01 PM
To: Elizabeth Maxwell AICP; Kathryn Cowlin AICP
Subject: SUP Amendment - The Dole

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon-

I am sending this email to express my support of The Dole's request for an amendment to their outdoor use permit to allow them to serve liquor at their events such as Farmers Market and Music Under the Stars.

I am a neighbor, living on Gate 6, and enjoy seeing increased activity that comes with Dole's outdoor events. They add to our family's enjoyment of the neighborhood and are a great benefit to our community.

I wholeheartedly support the Dole in their request for an amendment to their outdoor use permit.

Best,



Erin Bjornson, Broker
Berkshire Hathaway HomeServices Starck Real Estate

[redacted]
ebjornson@starckre.com
EBjornson.starckrealtors.com
videos.starckre.com/ebjornson



--
Erin Bjornson, Broker
Berkshire Hathaway HomeServices Starck Real Estate
[redacted]
ebjornson@starckre.com

Elizabeth Maxwell AICP

From: [redacted]
Sent: Wednesday, March 16, 2022 12:00 PM
To: Kathryn Cowlin AICP
Cc: Elizabeth Maxwell AICP
Subject: SUP Amendment - The Dole

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please consider this my support for the Dole Amendment.

My husband, myself and family have lived in the neighborhood (right on Broadway) since 1999.

We absolutely love going to The Dole for events. We have made it a tradition with our family. We especially love the new Open Air Farmers market, it's such a great addition to the Dole and our community.

Julia and Chad Geske

Elizabeth Maxwell AICP

From: Pam Newman <pnewman@starckre.com>
Sent: Wednesday, March 16, 2022 11:55 AM
To: Kathryn Cowlin AICP; Elizabeth Maxwell AICP
Subject: SUP Amendment - The Dole

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

I am contacting you in support of The Dole's request for an amendment to their outdoor use permit to allow them to serve liquor at their events such as Farmers Market and Music Under the Stars.

I am a neighbor, living on Gate 2, and have never had an issue with guests from The Dole. The events at The Dole enhance our enjoyment of the neighborhood and are a great benefit to our community.

The Dole has my total support in their request for an amendment to their outdoor use permit.

Best,
Pam



Pamela Newman, Broker
Berkshire Hathaway HomeServices Starck Real Estate

[redacted]
pmnewman@starckre.com
pnewman.starckrealtors.com
videos.starckre.com/pnewman

Elizabeth Maxwell AICP

From: Jack Green <jack@greencurtainevents.com>
Sent: Wednesday, March 16, 2022 11:47 AM
To: Kathryn Cowlin AICP; Elizabeth Maxwell AICP
Subject: SUP Amendment - The Dole

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Kate and Liz,

I am a neighbor of The Dole and frequent the events, market and other happenings hosted there. I wanted to express our support for the amendment to the special use permit needed to serve alcohol at these events. We hope all of these great community events are able to continue in the same fashion that we have grown to love.

Thank You,

Green Curtain Events | Facebook

Elizabeth Maxwell AICP

From: Karen Kline [redacted]
Sent: Wednesday, March 16, 2022 11:42 AM
To: Elizabeth Maxwell AICP
Subject: Dole Amendment

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

I am contacting you in support of The Dole's request for an amendment to their outdoor use permit to allow them to serve liquor at their events such as Farmers Market and Music Under the Stars.

I am a neighbor, living in Wedgewood, and have never had an issue with guests from The Dole. The events at The Dole enhance our enjoyment of the neighborhood and are a great benefit to our community.

The Dole has my total support in their request for an amendment to their outdoor use permit.

Best,

Karen R. Kline

Elizabeth Maxwell AICP

From: Shelby Kovack [redacted]
Sent: Wednesday, March 16, 2022 2:24 PM
To: Elizabeth Maxwell AICP; Kathryn Cowlin AICP
Subject: SUP amendment -The Dole

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,
I support the amendment. I so have enjoyed spending time at the Dole. The Farmers Market has been a lot of fun.

Thank you,
Shelby

Elizabeth Maxwell AICP

From: Jackie Baumann [redacted]
Sent: Wednesday, March 16, 2022 2:27 PM
To: Kathryn Cowlin AICP; Elizabeth Maxwell AICP
Subject: SUP Amendment The Dole

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Katie / Liz:

I'm sending this email along to offer my support for the amendment for the Dole to have an outdoor special use permit allowing them to continue their great work hosting outdoor events such as the Farmers Market. The community has a longing to be outside celebrating that we are finally able to come together and have some fun. Please allow them to obtain this special permit for the sake of their time and energy so they can continue to focus on bringing our city great outdoor events throughout the year.

Thank you for your consideration.

Regards,

Jackie Baumann
CL Resident and Friend of the Dole

Kathryn Cowlin AICP

From: Barbara McNally [redacted]
Sent: Wednesday, March 16, 2022 4:24 PM
To: Kathryn Cowlin AICP; Elizabeth Maxwell AICP
Subject: SUP Amendment- The Dole

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Katie and Liz,

I support the Amendment to the Dole's "Outdoor Use Permit".
These events attract and welcome many people from our neighboring communities.

Sincerely,
Barbara McNally

Elizabeth Maxwell AICP

From: Brian Coli <bcoli@georgiospizza.com>
Sent: Wednesday, March 16, 2022 5:51 PM
To: Kathryn Cowlin AICP; Elizabeth Maxwell AICP
Subject: SUP Amendment- The Dole

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Katie & Liz,

I understand there is an item on tonight's city council agenda which would allow The Dole to apply once per season, instead of every 5 weeks, for a special use permit for their Farmers Market, Music Under The Trees, and other various events. I'm fully supportive of this amendment to allow the Dole to apply once per season for their events. Applying for permits every 5 weeks can be very time consuming and burdensome on a small organization. The Dole is doing an amazing job with these events! They are very well run and bring people from Crystal Lake and the surrounding areas together for family friendly fun! Let's do everything we can to help The Dole continue to host these great events, and thrive as an organization in our community!

Thank you for your concideration.

Brian Coli

Georgio's Chicago Pizzeria & Pub
75 E Woodstock St, Crystal Lake, IL 60014
bcoli@georgiospizza.com | www.georgiospizza.com
M: 815-575-4025

Elizabeth Maxwell AICP

From: Gisela Mclean [redacted]
Sent: Wednesday, March 16, 2022 5:35 PM
To: Kathryn Cowlin AICP; Elizabeth Maxwell AICP
Subject: SUP Amendment- The Dole

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I absolutely support the amendment. The Farmer's market at The Dole has been the best I have ever attended. Well organized, great vendors and fantastic music! The Dole has been a great support for the community. I love going to their events! I always have the time!

Best Regards,
Gisela

Sent from my iPhone

Elizabeth Maxwell AICP

From: Dawn Johnson <dawnjohnson@starckre.com>
Sent: Thursday, March 17, 2022 10:24 AM
To: Elizabeth Maxwell AICP
Subject: The Dole Mansion

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Liz,

I just want to say that we support the Amendment to their Outdoor Use Permit. We love things that go on at the Dole!

Sincerely,

Ken & Dawn Johnson
1772 Nashville Ln, Crystal Lake, IL 60014

--



Dawn Johnson, GRI, SFR, SRES

[redacted]

Bus 815.459.5900 x218
Email DawnJohnson@starckre.com

BERKSHIRE HATHAWAY HomeServices Starck Real Estate

Click here to download my mobile app

Agenda Item No: 14

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: City Code Amendment to Class 21 Liquor License requirements to allow retail sale of alcohol for consumption in an open and unroofed area

Staff Recommendation: Motion to adopt an Ordinance amending City Code section 329-5(U) (Class 21) to allow the retail sale of alcoholic liquor for consumption on the premises in an open and unroofed area of the property.

Staff Contact: Eric T. Helm, Deputy City Manager
Melanie Nebel, Executive Assistant

Background:

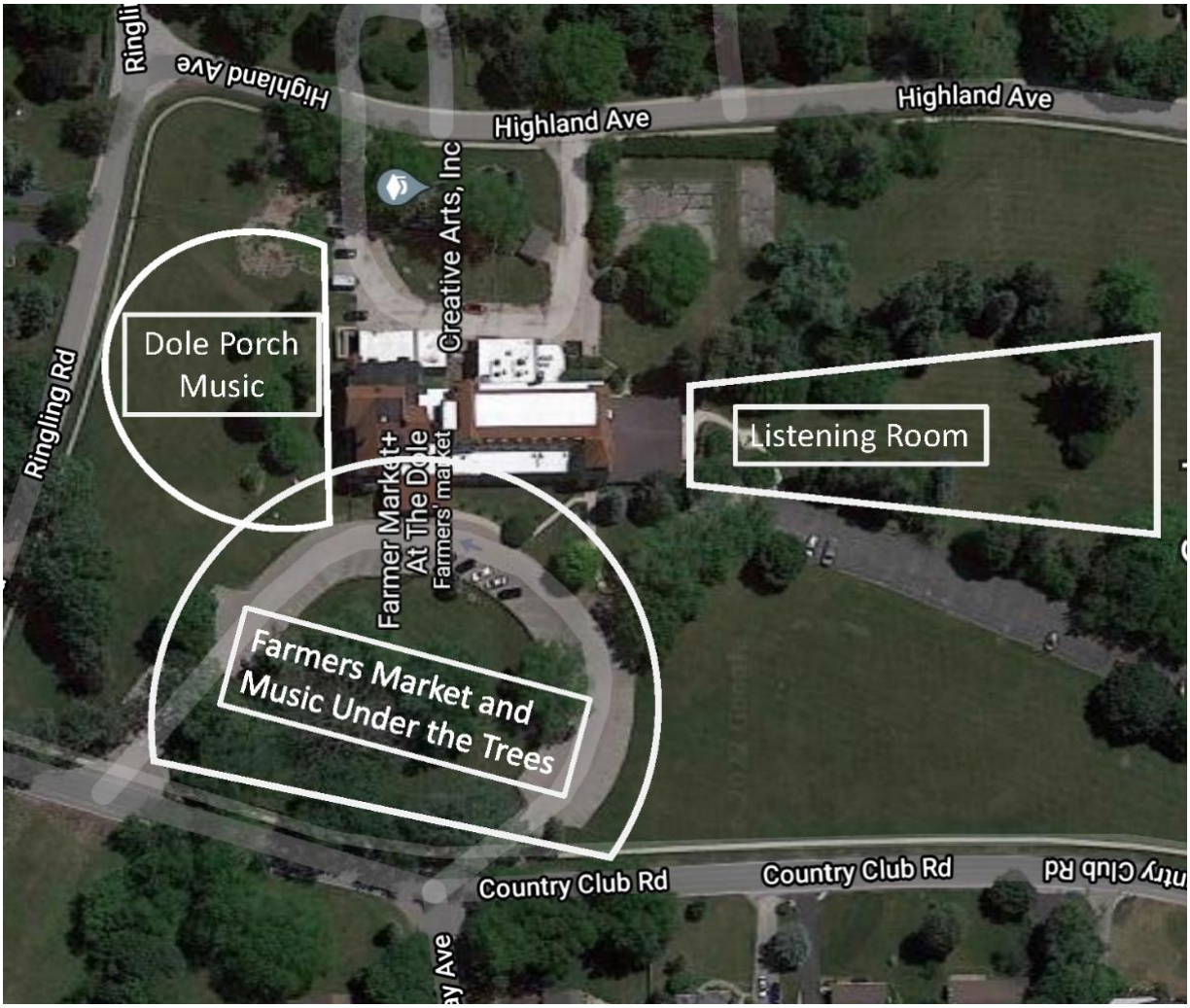
The City's Class 21 liquor license allows cultural/performing arts facilities to sell alcoholic liquor for consumption on the indoor premises during a regularly scheduled art show, exhibit, theatrical, musical or live performance. Currently the Raue Center for the Arts and the Lakeside Legacy Foundation are the only two facilities with this license.

The current Class 21 liquor license classification does not allow the service or consumption of alcoholic beverages in an open unroofed area. Recently, the Lakeside Legacy Foundation requested a change to their license classification in order to allow outdoor consumption of liquor at its outdoor events. In the past, Lakeside received temporary liquor licenses from the City and State for each of their outdoor events. The number of these outdoor events was further limited by the State imposed limitation of three temporary liquor licenses. In order to address these limitations, the petitioner is now requesting that the Class 21 liquor license classification be modified to specifically provide for the outdoor sale and consumption of liquor without the necessity of a temporary liquor license.

City staff proposes changes to the City Code which would allow holders of the Class 21 liquor license, including the Lakeside Legacy Foundation, to engage in the outdoor sale of alcoholic beverages for consumption at exterior locations on their property during regularly scheduled art shows, exhibits, theatrical, musical or live performances or during events which are permitted pursuant to a Special Use Permit or a Special Event Permit. If the change to the class 21 liquor license is approved, Lakeside would not need to receive additional liquor license approval for any of their events outlined in their Special Use Permit, or granted as a Special Event per the City Code.

This includes outdoor liquor consumption for the following events in the areas marked on the below map:

Event	Approval Received
The Farmers Market At The Dole (Sundays, May – October)	SUP
Music Under the Trees (Every second Wednesday, June through September)	SUP
Listening Room Outdoor (Friday and Saturday nights, June through September)	SUP
Dole Porch Music (Service League Events and the Centennial Soiree event)	SUP
Approved Special Events (For example, Lakeside 4th of July Festival)	Special Event Permit



The proposed amended Class 21 liquor license classification would allow the holder of the license to engage in sales and consumption of liquor in an open unroofed area of the property on which the license is located, subject to the following conditions:

(a) The open unroofed areas shall be particularly described by the license holder and approved by the Liquor Commissioner and shall have obtained all permits or approvals required by the ordinances of the City Code, City or other governmental authority.

(b) Any part of the open unroofed areas not blocked by a building shall be surrounded by a fence or other barrier approved by the Liquor Commissioner which shall contain the required number of fire exits. All fences or other barriers shall comply with the ordinances of the City regarding vision, clearance and required distances from corners.

(c) All electrical wiring shall comply with the codes of the City.

(d) All combustible rubbish shall be stored in a noncombustible container, and the license holder shall be responsible for keeping the area in a clean and sightly condition.

(e) The noise emanating from any open unroofed area where alcoholic beverages are served pursuant to this license shall not violate any of the provisions of the City Code of Ordinances pertaining to noise.

(f) The license holder shall be responsible for preventing violations of this chapter.

Votes Required to Pass:

Simple majority

Ord. No. _____
File No. _____

The City of Crystal Lake, Illinois

AN ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE

WHEREAS, Chapter 329 of the City Code sets forth classifications for the licensing of establishments for the sale of alcoholic liquor; and

WHEREAS, certain license classifications which allow for on premises consumption of alcoholic liquor provide that the premises upon which such alcoholic liquor may be sold and consumed may include outdoor seating within "open unroofed areas", subject to certain conditions set forth within each license classification, and

WHEREAS, the Class 21 liquor license classification allows for the sale and on premises consumption of alcohol where the major and primary business is that of a cultural/performing arts facility; and

WHEREAS, Class the Class 21 liquor license classification currently does not provide for the sale and consumption of liquor in open, unroofed areas of the property upon which the licensed premises is located; and

WHEREAS, the Mayor and City Council have found and determined that it would be in the best interest of the City and its residents to amend the language of the Class 21 liquor license classification to allow for the sale and consumption of liquor in open and unroofed areas of property on which the licensed premises is located.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE

Draft

CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS, as follows:

SECTION ONE: Amendment to Section 329-5(U) (Class 21 Licenses)

Section 329-5-U of the City Code is hereby amended and shall hereinafter read as follows:

[Deletions are shown as strikethroughs, additions are underlined and in bold font]

U. Class 21 license which shall authorize the retail sale of alcohol for consumption on the licensed premises where the major and primary business is that of a cultural/performing arts facility as defined herein, subject to the following conditions:

(1) Sale of alcohol shall be limited to regularly scheduled art shows, exhibits, theatrical, musical or live performances ~~or during~~**,** contracted rentals that are not open to the general public and ~~at~~ **during** such other ~~times as~~ **events which may be authorized to take place pursuant to a Special Use Permit granted by** the Mayor and City Council ~~shall approve~~ **or Special Event Permit issued in accordance with Chapter 453 of the City Code**.

2) The facility may not be promoted as a drinking establishment. Sale of alcohol shall not be allowed ~~at any time a regularly scheduled performance or activity is not in actual operation.~~ **except as permitted pursuant to the terms of this classification**.

3) To the extent that events or activities at which the sale and consumption of alcohol are authorized pursuant to this classification are to take place upon any open and unroofed areas of the property on which the licensed premises are located, the licensed premises shall include not only the interior or any building but also such open and unroofed areas upon which alcoholic beverages are sold or consumed, provided that such open and unroofed areas conform to the following:

(a) The open unroofed areas shall be particularly described by the license holder and approved by the Liquor Commissioner and shall have obtained all permits or approvals required by the ordinances of the City Code, City or other governmental authority.

(b) Any part of the open unroofed areas not blocked by a building shall be surrounded by a fence or other barrier approved by the Liquor Commissioner which shall contain the required number of fire exits. All fences or other barriers shall comply with the ordinances of the City regarding vision, clearance and required distances from corners.

(c) All electrical wiring shall comply with the codes of the City.

(d) All combustible rubbish shall be stored in a noncombustible container, and the license holder shall be responsible for keeping the area in a clean and sightly condition.

(e) The noise emanating from any open unroofed area where alcoholic beverages are served pursuant to this license shall not violate any of the provisions of the City Code of Ordinances pertaining to noise.

(f) The license holder shall be responsible for preventing violations of this chapter.

4) The fee for such license shall be the sum of $500 effective January 1, 2009.

Draft

SECTION TWO: Effective Date.

This Ordinance shall be in full force and effect from and after is passage, approval and publication in pamphlet form in the manner provided by law.

DATED at Crystal Lake, Illinois, this 5th day of April, 2022.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: April 5, 2022
APPROVED: April 5, 2022

Draft

Agenda Item No: 15

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: Lakeside Legacy Foundation 2022 Lakeside Fest

Staff Recommendation: Motion to approve the following requests for the 2022 Lakeside Festival to be held June 30 through July 3, 2022:

a. The application for a special event pursuant to staff recommended conditions.
b. A waiver of the Police chargeback fees ($18,905.72) for the Police Officers assigned to the festival.

Staff Contact: Kathryn Cowlin, Director of Community Development

---

Background:

The Lakeside Legacy Foundation is currently planning the 2022 Lakeside Festival on June 30 through July 3, 2022. The Lakeside Festival is one of McHenry County's largest festivals, and attracts around 50,000 people every year. The festival will be operated as it has been in the past, with two stages for live entertainment, a carnival featuring rides and midway games, food vendors from the area, and other fun events. The daily schedule of the event is:

- Thursday, June 30: 3:00 PM to 11:00 PM
- Friday, July 1: Noon to 11:00 PM
- Saturday, July 2: Noon to 11:00 PM
- Sunday, July 3: Noon to 10:00 PM

Similar to previous years, the fireworks will take place on the last day of the Festival on Sunday, July 3rd.

The application has been reviewed and the following conditions are recommended:

1. Per the State of Illinois, this event must comply with the Governor's Restore Illinois Plan. Submit to the City the plan for compliance before the event date.
2. Comply with all City Code regulations pertaining to the request.

3. Comply with all of the Carnival License requirements.
4. Comply with Class 21 Liquor License requirements.
5. All carnival operators must be in compliance with the Illinois Carnival and Amusement Rides Safety Act, which includes requirements for hiring of carnival workers, criminal background checks, substance abuse policy, operator training standards, and penalties for violations. Prior to the event, the carnival operator must provide the Crystal Lake Police Department with a list of all employees who will work on the premises of the public event, including their legal name, date of birth, home address, and social security number and proof that said employees have undergone the required background checks.
6. All patrons are required to wear a nontransferable, one use only, disposable wristband identifying them as patrons of the beer garden.
7. Provide a list of members of the organization who will be selling beer and alcohol at the location pursuant to the license.
8. The area where alcohol is sold must be in a contained location.
9. Signage shall be provided indicating that alcoholic beverages may not be taken into or out of the beer garden location.
10. The applicant will provide a Proof of Insurance for Liquor sales.
11. Trash must be picked up on a daily basis.
12. There must be sufficient lighting around the portable toilet area.
13. Any lighting should be placed so as not to disturb the neighbors.
14. The event sites are subject to a life safety inspection by the Community Development, Fire Rescue, and Police Departments prior to the start of the festival.
15. The petitioner shall work with the City regarding parking for the festival. In addition to on-site parking for the event, the petitioner has requested from the Park District the use of the "triangle" and the Main Beach lot for parking. Also, the petitioner has requested the use of District 47's South Elementary and Lundahl parking lots for parking.
16. The Lakeside Festival is exempt from the City's Noise Ordinance (City Code Chapter 358).
17. A meeting with the Police, Fire Rescue, and Public Works Departments of the City, the Crystal Lake Park District Police, Lakewood Police, and event organizers to discuss the Incident Action Plan shall be scheduled one month before the event and held at the Municipal Complex. Contact Lucas Behning of the Police Department at 815-356-3700 ext. 3764 to schedule this meeting.
18. Uniformed City of Crystal Lake Police Officers will be on the grounds during all hours of the festival operation in the following numbers:
19. Provide Police assistance, as required in the pre-planning meeting with City Departments.
20. The Women of Today will be required to apply for a parade permit for the children's bike decorating parade on Lake Shore Drive and Country Club Road and coordinate the logistics of the parade through the Crystal Lake Police Department. The Police Department will use two squad cars to assist with the parade.
21. In the event of inclement weather during the festival, South Elementary School and Lakeside Legacy Foundation will be used as sheltering sites.
22. Additional emergency exits are required due to the potentially high occupant loads. Provide an emergency exit near the main stage area which shall exit to Ringling Rd. Provide an emergency exit in the vender area exiting to Country Club Rd. Post signs

identifying the emergency exits and they shall be maintained free of obstructions at all times.

23. Tents and canopies used for this event must comply with the Tent Guidelines (enclosed).
24. The drive around the building shall be maintained and remain fully accessible for emergency responding vehicles.
25. An approved means of fire apparatus access shall be provided. Barricades shall be placed so that firefighter/paramedics are able to easily move them if emergency vehicles need access. 25. Generators, if used, shall be a minimum of 20 feet from any tents/canopies and protected from the public by fencing, enclosure, or other approved means. Each generator shall be provided with an approved portable fire extinguisher.
26. Electrical equipment and wiring shall be listed and labeled for outdoor use.
27. LP-gas such as containers, tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved and in accordance with Chapter 61 and the International Fuel Gas Code. LP-gas containers and tanks shall be located outside. Pressure relief devices shall be pointed away from the tent or membrane structure. Portable LP-gas containers, tanks, piping, valves and fittings shall be adequately protected and secured to prevent unauthorized movement.
28. All food trucks are required to be inspected and obtain a certificate of inspection from the City of Crystal Lake prior to the event for that calendar year. A list of inspected and approved food trucks may be obtained from The City of Crystal Lake.
29. The stages shall have the manufacturer's specifications on site for wind speed restrictions and design criteria.
30. A weather monitoring person is required during the event and an emergency plan shall be in place in the event of severe weather. 31. Please contact the Fire Prevention Bureau at (815) 356-3640 a minimum of 3 days prior to the event to arrange for the required inspections. The inspection of the entire venue, including the carnival, is required on the day of the event prior to opening to the public.
31. Provide male and female accessible restroom facilities.
32. Obtain any necessary approvals from the McHenry County Department of Health.
33. Promotional and informational banners and signage may need a limited duration sign permit issued from the Building Division. Please contact the Building Division regarding signage to be used in conjunction with the event.
34. To be consistent with prior years' approval and other similar events, this event on Sunday, July 3, 2022 must end by 10pm.
35. Alcohol sales must stop ½ hour before closing time each night; 10:30pm on Thursday, Friday and Saturday and 9:30pm on Sunday.

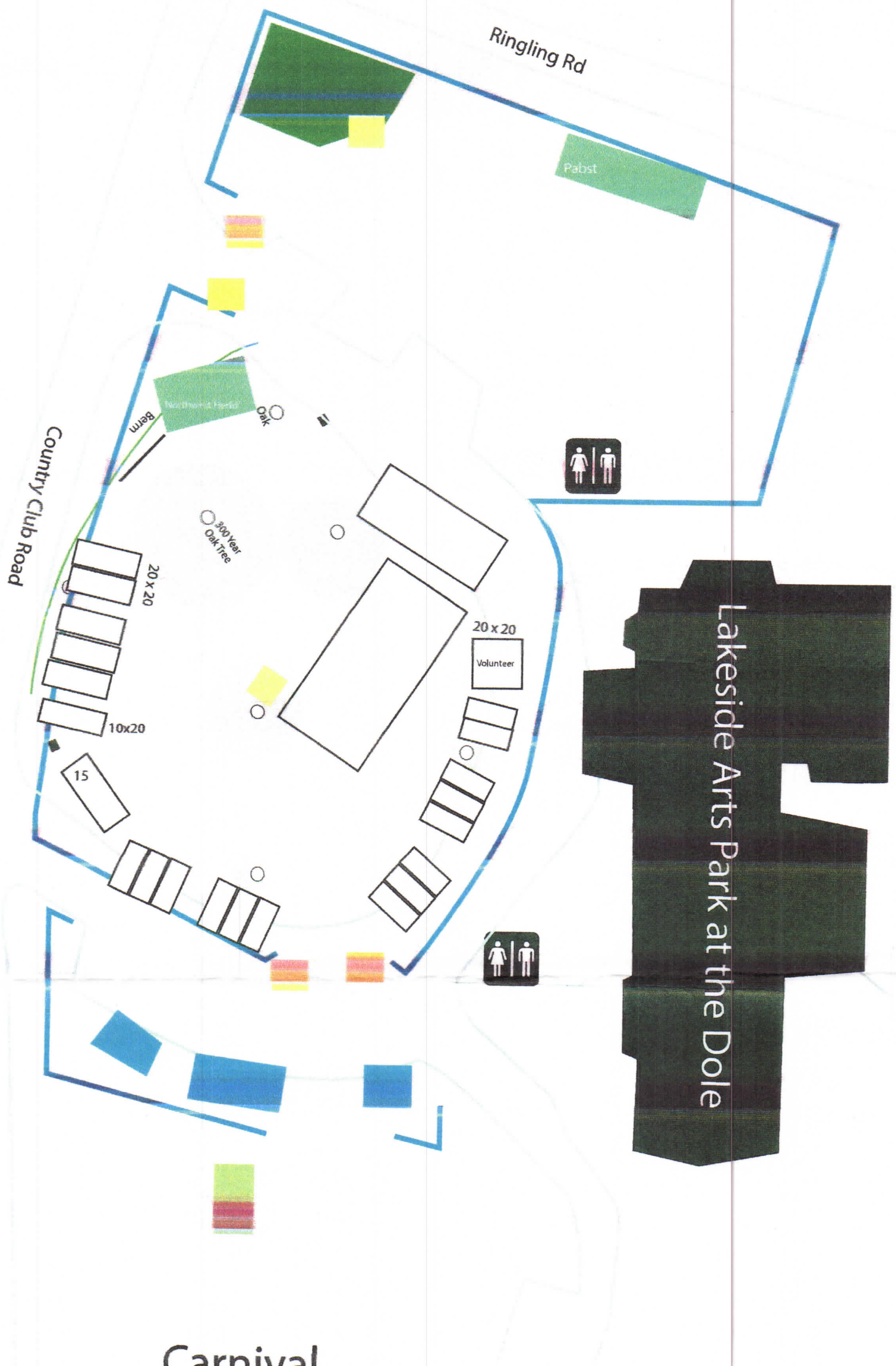
Police Department Chargeback Waiver

The Lakeside Festival will require staffing officers and supervisors as the City has provided in the past. The estimated cost of Police assistance for the Lakeside Festival is approximately $18,905.72. As stated above, the applicant has requested to waive these fees, and the City Council has granted this request in the past.

Votes Required to Pass:

Simple majority vote

Carnival


Ringling Rd
Pabst
Country Club Road
Berm
Oak
300 Year Oak Tree
20 x 20
10x20
15
20 x 20
Volunteer
Lakeside Arts Park at the Dole
Stages
Baggo Area
Carnival Ticket Sales
Family Program Area
LLF Tents
Taste by the Lake Enterances
Drink Tickets
Tent for Baggo
Fencing

Agenda Item No: 16

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: Ordinance to allow permanent outdoor seating at various locations on the public sidewalk

Recommendation: Motion to adopt an Ordinance to allow for outdoor seating on the public sidewalk for various locations within the City.

Staff Contact: Kathryn Cowlin, Director of Community Development
Elizabeth Maxwell, City Planner
Heather Maieritsch, Economic Development Manager

Background:

In response to the COVID-19 pandemic, dining options for the City's restaurants have continued to evolve. Many of our restauranteurs adapted by providing outdoor seating, curbside pick-up, online ordering, and convenient to-go options. As the world moves out of the pandemic, the City is looking to allow for outdoor seating on a permanent approval basis.

During 2020, 30 businesses received approval for temporary outdoor dining. In 2021, 11 businesses received approval for temporary outdoor dining. The temporary outdoor dining areas were allowed to have items such as tents or to utilize parking spaces due to the Governor's Restore Illinois restrictions that limited capacity of restaurants.

Permanent outdoor seating on private and public property is permitted with a Limited Use Permit per the Unified Development Ordinance. Staff has the authority to approve outdoor seating on private property but only the City Council may approve outdoor seating on public property.

Analysis:

City staff surveyed Chicago-area communities to determine if temporary outdoor seating approvals should be converted to permanent approvals. It has been determined that a majority of communities are not offering temporary approvals this year. Huntley, Cary, Algonquin, McHenry, Schaumburg and Palatine are offering outdoor seating approvals similar to pre-pandemic times.

Some communities have elected to allow alfresco dining as a seasonal amenity. Arlington Heights, which closed two streets to vehicular traffic in their downtown will continue to do so, but they are implementing an added sales tax to the district to help cover the costs of the amenity. The Village of Cary is commissioning a study for public gathering spaces in their downtown and will continue to close Spring Street to vehicular traffic for alfresco dining. The City of Woodstock started closing a portion of Benton Street for outdoor seating in 2018. Woodstock has made the closure of Benton Street to vehicular traffic permanent, on an annual basis, from May 1st to November 1st. While City staff is not recommending the closure of City streets for restaurant dining, it would be beneficial to allow restaurants to utilize public sidewalks.

Staff recommends making temporary outdoor seating on public sidewalks a permanent approval. To do so, the businesses that received temporary outdoor dining approvals were contacted and asked to submit a Limited Use Permit application and site plan. Businesses that have a liquor license that did not allow for outdoor dining were advised which class they could be moved to so they can continue to serve outdoors.

Below is a list of businesses that require City Council approval for outdoor seating on public property:

Business	**Location**	**Use of Public or Private Property**	**Number of Tables/Chairs**	**Liquor License Holder**
Requires City Council Approval				
Grounds Coffee Bar	89 N. Williams St	Public	6 tables / 12 seats	No
Carlos Pancake House	83 N. Williams St	Public	4 tables / 16 seats	No
Café Olympic	90 N. Williams St	Public	10 tables / 36 chairs	Yes
Aroma Café	77 E. Woodstock St	Public	3 tables / 6 chairs	Yes
Jude's	19 N. Williams St	Public[1]	12 tables/ 30 seats	Yes
Cantina 52	52 Brink St	Public	6 tables	Yes
Vine & Plate	414 W. Virginia St	Public	5 tables / 14 chairs	Yes

[1] Jude's has requested to the continued use of three public parking spaces for outdoor dining. The approval recommended in this agenda supplement would only allow the usage of the public sidewalk outside the Jude's restaurant.

Staff Recommendation:

For permanent approval, City staff recommends that the City Council take action and approve an ordinance to allow outdoor seating on the public sidewalk for the following establishments, pursuant to the recommended conditions of approval:

Business	Location
Grounds Coffee Bar	89 N. Williams St
Carlos Pancake House	83 N. Williams St
Café Olympic	90 N. Williams St
Aroma Café	77 E. Woodstock St
Jude's	19 N. Williams St
Cantina 52	52 Brink St
Vine & Plate	414 W. Virginia St

Recommended Conditions of Approval:

1. Approved plans, reflecting staff recommendations, as approved by the City Council:
    a. Application for each location
    b. Site Plan for each location

2. The food service use owner/operator is responsible for maintaining the sidewalk seating in a clean, neat, orderly, and safe condition. All debris and litter must be removed daily. Private trash containers in the sidewalk seating area are prohibited. Public sidewalk trash containers cannot be used by restaurant staff as a means of disposing of table waste generated by restaurant patrons.

3. The applicant must provide the City with a certificate of insurance, naming the City as an additional insured annually.

4. A clear pathway of 36" must be maintained to allow use of the public sidewalk between the sidewalk seating area and the edge of curb.

5. The noise emanating from any open unroofed area shall not violate any of the provisions of the City Code of Ordinances pertaining to noise.

6. The City reserves the right to withdraw the authority to utilize the public sidewalk at any time, with or without cause, upon a motion having been made, seconded and approved by the City Council.

7. The applicant must execute an agreement to indemnify and defend the City of Crystal Lake, and its elected and appointed officials and employees from and against any claims for personal injury or property damage, arising out of or in any manner connected with the use of the public sidewalk authorized by this Ordinance, in such form as may be approved by the City Attorney.

Votes Required to Pass: Simple majority vote.

Ordinance #:
File #:

ORDINANCE AUTHORIZING THE USE OF PUBLIC SIDEWALK AT VARIOUS LOCATIONS FOR OUTDOOR DINING USE

WHEREAS, pursuant to Executive Order 20-03, Illinois Governor JB Pritzker issued an Executive Order declaring all counties within the State of Illinois a disaster area in order to address the spread of COVID-19; and

WHEREAS, subsequent Executive Orders of the Governor placed restrictions upon businesses that offer on-premises consumption of food or beverages; and

WHEREAS, in response to these restrictions, the City established a policy which allowed outdoor dining upon public sidewalks adjacent to their places of business; and

WHEREAS, with the reopening of restaurants and other public spaces, the City Staff approached those businesses which had obtained temporary outdoor dining approvals in 2021 to assess whether interest continued to exist for the use of public sidewalks for outdoor dining purposes; and

WHEREAS, the owner certain restaurants have requested the authority to continue to utilize public sidewalks adjacent to their places of business for the purpose of providing temporary outdoor seating for their patrons; and

WHEREAS, the Mayor and City Council have found that in order to continue to promote a vibrant restaurant environment in Crystal Lake's downtown, it would be in the best interest of the City and its residents to allow the ongoing use of public sidewalks for temporary seating to allow outdoor dining for patrons of local restaurants;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE THAT:

SECTION ONE. Recitals. The foregoing recitals are incorporated as though fully set forth herein.

SECTION TWO. Authorization to Utilize Public Sidewalks. The following restaurants are authorized to utilize the public sidewalk space for temporary outside seating to accommodate their patrons subject to the limitations set forth in the chart below and the further limitations and conditions identified below:

Draft

Business	Location	Table and Chairs Allowed
Grounds Coffee Bar	89 N. Williams St	Not more than 6 tables/12 seats
Carlos Pancake House	83 N. Williams St	Not more than 4 tables /15 seats
Café Olympic	90 N. Williams St	Not more than 10 tables/36 seats
Aroma Café	77 E. Woodstock St	Not more than 3 tables /6 seats
Jude's	19 N. Williams St	Not more than 5 tables/10 seats
Cantina 52	52 Brink St	Not more than 6 tables
Vine & Plate	414 W. Virginia St	Not more than 5 tables/14 seats

1. Approved plans, reflecting staff recommendations, as approved by the City Council:
    a. Application for each location
    b. Site Plan for each location

2. The food service use owner/operator is responsible for maintaining the sidewalk seating in a clean, neat, orderly, and safe condition. All debris and litter must be removed daily. Private trash containers in the sidewalk seating area are prohibited. Public sidewalk trash containers cannot be used by restaurant staff as a means of disposing of table waste generated by restaurant patrons.

3. The applicant must provide the City with a certificate of insurance, naming the City as an additional insured annually.

4. A clear pathway of 36" must be maintained to allow use of the public sidewalk between the sidewalk seating area and the edge of curb.

5. The noise emanating from any open unroofed area shall not violate any of the provisions of the City Code of Ordinances pertaining to noise.

6. The City reserves the right to withdraw the authority to utilize the public sidewalk at any time, with or without cause, upon a motion having been made, seconded and approved by the City Council.

7. The applicant must execute an agreement to indemnify and defend the City of Crystal Lake, and its elected and appointed officials and employees from and against any claims for personal injury or property damage, arising out of or in any manner connected with the use of the public sidewalk authorized by this Ordinance, in such form as may be approved by the City Attorney.

SECTION THREE. Effective Date. This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form in the manner provided by law.

Draft

DATED this 5th day of April, 2022

APPROVED:

_____
Haig Haleblian, MAYOR

ATTEST:

_____
Nick Kachiroubas, CITY CLERK

PASSED: April 5, 2022
APPROVED: April 5, 2022

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

Draft

City of Crystal Lake
Community Development Department

100 W. Woodstock Street
Crystal Lake, IL 60014

Phone#: (815) 356-3605
Fax #: (815) 479-1647
www.crystallake.org

LIMITED USE PERMIT

Business/Owner Name: AROMA Coffee & Wine House, Inc. / Dawn Kincaid
Phone Number: [redacted]
Business/Property Address: 77 E. Woodstock St.
Limited Use requested for: Outdoor seating
Describe the project, including the general purpose of the proposed uses(s) and/or structures:
Outdoor dining
3 tables on front sidewalk.

Is this an expansion of an existing operation? Yes
If *Yes*, please indicate if any prior Limited or Special Use Permits were granted by the City.
Outdoor seating during Covid, on sidewalk and 4 parking spaces fenced in.

What are the proposed hours of operation? M-W 8:00am 5:00 pm
Thurs. - Sat. 8:00am - 10:00 pm
Provide your best estimate on the average number of daily customers: (if applicable) 110
Please refer to the limited use criteria for your proposed use in Article 2, Land Uses of the Unified Development Ordinance (Ask staff for a copy of the criteria or check the City's code at https://ecode360.com/29066033).
Does your project meet all the review criteria for the specific use?

If not, please list and describe the variations that are being sought for this project. Please note that a Special Use Permit and/or variations may be necessary prior to approval of this project.

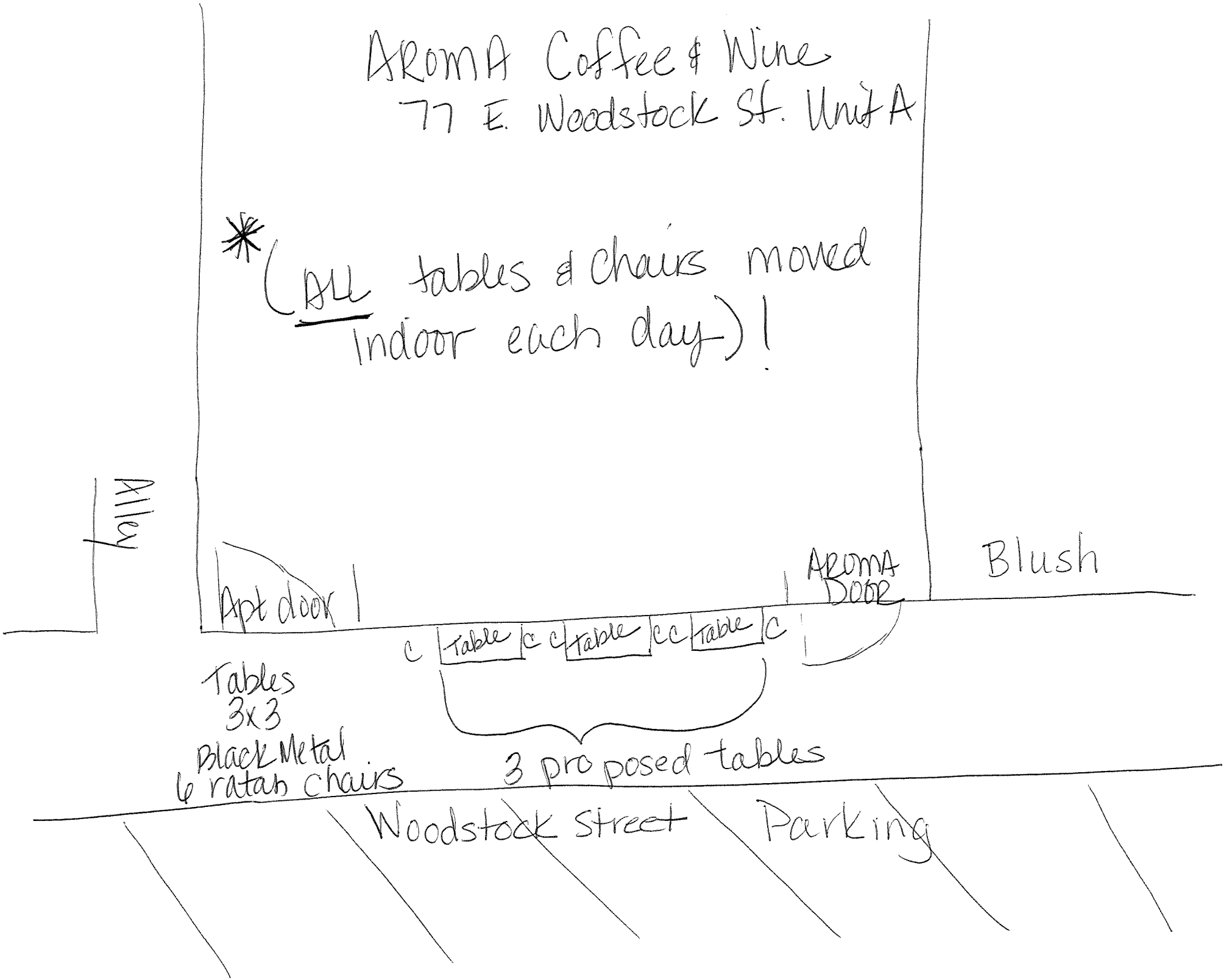
Dawn Kincaid — Signature-Business/Property owner or agent
Dawn Kincaid — Printed Name – Business/Property owner or agent
3/21/22 — Date

person responsible for the above requirements.

Email – Business owner or agent: dawn@aromacoffeeandwine.com

OFFICE USE ONLY:
Approved: X Denied: Permit #:
Comments:

Plan Reviewer: Elizabeth Maxwell Date: 3-21-22


AROMA Coffee & Wine
77 E. Woodstock St. Unit A
*(ALL tables & chairs moved indoor each day)!
Alley
Apt door
AROMA Door
Blush
C Table C C Table C C Table C
Tables
3x3
Black Metal
6 ratan chairs
3 proposed tables
Woodstock street
Parking

City of Crystal Lake
Community Development Department

100 W. Woodstock Street
Crystal Lake, IL 60014

Phone#: (815) 356-3605
Fax #: (815) 479-1647
www.crystallake.org

LIMITED USE PERMIT

Business/Owner Name: Cafe Olympic
Phone Number: [redacted]
Business/Property Address: 90 N Williams St, Crystal Lake, IL 60014
Limited Use requested for: Outdoor Dining Patio
Describe the project, including the general purpose of the proposed uses(s) and/or structures: Tables, chairs, and umbrellas for outdoor dining

Is this an expansion of an existing operation? Yes
If *Yes*, please indicate if any prior Limited or Special Use Permits were granted by the City.
Patio was approved during COVID restrictions for 2020 and 2021

What are the proposed hours of operation? 8am - 8pm

Provide your best estimate on the average number of daily customers: (if applicable) 100
Please refer to the limited use criteria for your proposed use in Article 2, Land Uses of the Unified Development Ordinance (Ask staff for a copy of the criteria or check the City's code at https://ecode360.com/29066033).
Does your project meet all the review criteria for the specific use?
Yes
If not, please list and describe the variations that are being sought for this project. Please note that a Special Use Permit and/or variations may be necessary prior to approval of this project.

Signature-Business/Property owner or agent | Anthony Kern (Printed Name – Business/Property owner or agent) | 11 March 2022 (Date)

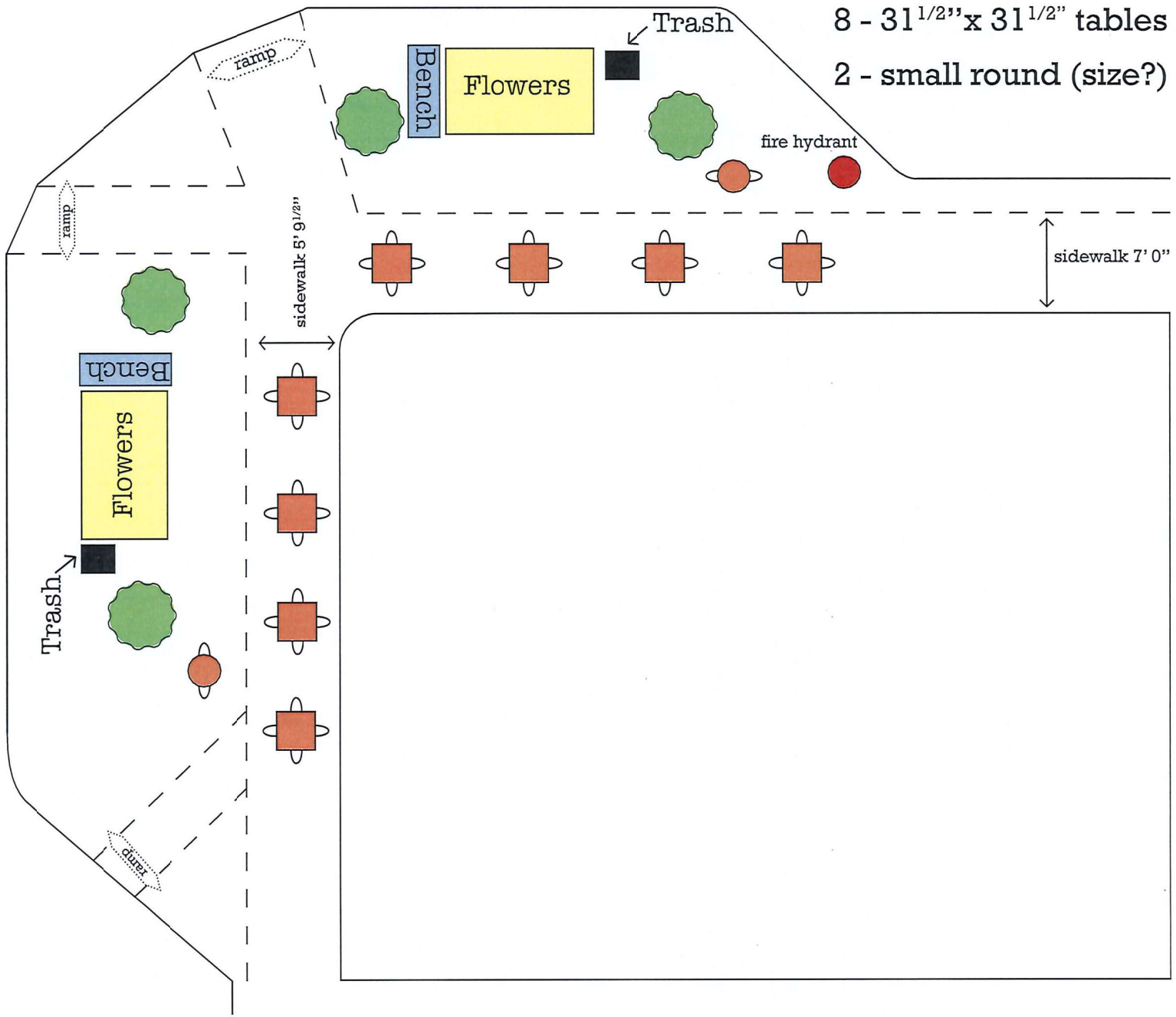
person responsible for the above requirements.

Email -- Business owner or agent: hello@cafeolympiccrystallake.com

---

OFFICE USE ONLY:
Approved: X Denied: Permit #:
Comments:

Plan Reviewer: Elyabeth Maxwell Date: 3-17-22


8 - 31 1/2" x 31 1/2" tables
2 - small round (size?)
Trash
ramp
Bench
Flowers
fire hydrant
ramp
sidewalk 5' 9 1/2"
sidewalk 7' 0"
Bench
Flowers
Trash
ramp

City of Crystal Lake
Community Development Department

100 W. Woodstock Street
Crystal Lake, IL 60014

Phone#: (815) 356-3605
Fax #: (815) 479-1647
www.crystallake.org

LIMITED USE PERMIT

Business/Owner Name: Cantina52
Phone Number: [redacted]
Business/Property Address: 52 Brink St
Limited Use requested for: Outdoor Dining
Describe the project, including the general purpose of the proposed uses(s) and/or structures: Cantina52 proposes to use the sidew sidewalk to provide outdoor dining for 5 tables with 2 seats each open to close 7 days a week.

Is this an expansion of an existing operation? Yes
If *Yes*, please indicate if any prior Limited or Special Use Permits were granted by the City.
The City of Crystal Lake granted Cantina52 permission to operate our outdoor dining in 2021 as requested above.

What are the proposed hours of operation? 11am - 11pm 7days a week

Provide your best estimate on the average number of daily customers: (if applicable) 150
Please refer to the limited use criteria for your proposed use in Article 2, Land Uses of the Unified Development Ordinance (Ask staff for a copy of the criteria or check the City's code at https://ecode360.com/29066033).
Does your project meet all the review criteria for the specific use?
Yes
If not, please list and describe the variations that are being sought for this project. Please note that a Special Use Permit and/or variations may be necessary prior to approval of this project.

J Tomasek — Jim Tomasek — 03/09/2022
Signature-Business/Property owner or agent person responsible for the above requirements. | Printed Name – Business/Property owner or agent | Date

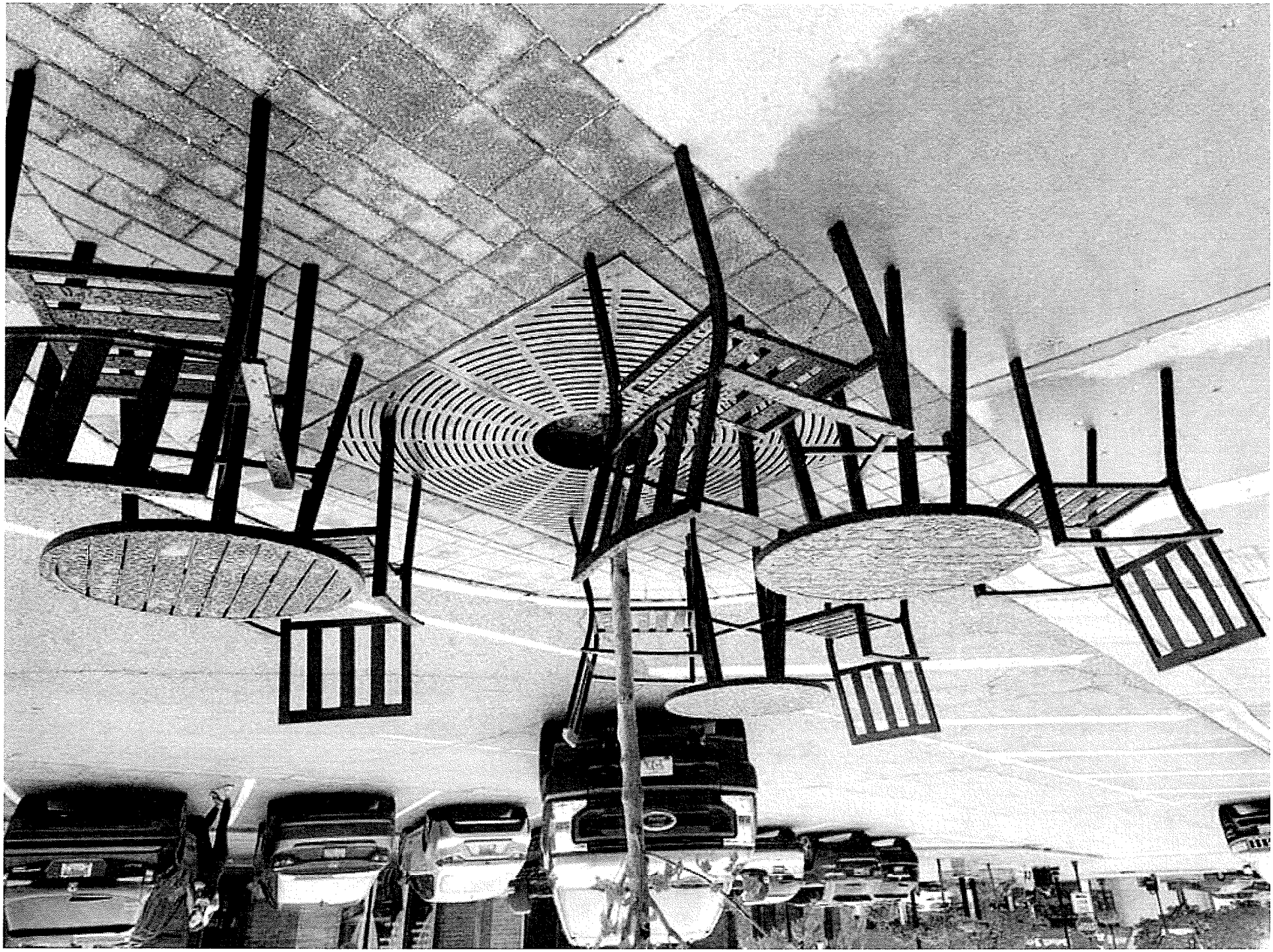
Email – Business owner or agent: crystallakecantina@gmail.com

---

OFFICE USE ONLY:
Approved: X Denied: Permit #:
Comments:

Plan Reviewer: Elyabeth Maxwell Date: 3-14-22


OPEN







Roll over image to zoom in



Without service Include professional installation +$79.00

See more

- HIGH QUALITY: Economic and stylish design, the item including 2 pieces of chair and 1 tea table. Sturdy steel frame structure with E-coating & powder coating, rust-resistant and durable, that can be used all season weather. The cushions are on the chair, which can offer you more comfortable space.
- MULTI-USE: According to your need, you can set put the sets in many different place. This furniture sets is perfect for outdoor patio, indoor, porch, backyard, balcony, poolside, garden and other leisure space.
- EASY TO ASSEMBLE: Need to be self-assemble, all necessary hardware, instructions had been included. Normally 30 minutes estimated assembly time. Able to fit a variety of living space styles and settings, padded cushion adds comfortable when sitting.
- FEATURES: The cushions are easy to be disassemble and cleaned with water. Strong steel frame; Rust-resistant, which can be used in all season weather. Maintenance free, simply clean with wet cloth. Heavy-duty construction yet lightweight chairs can save space, easy to carry and storage.
- DIMENSION : (A)- Table: 35"H x 22.4"W x 24"L; Seat Height: 16.5"H; (B)–Table: 28.7"H x 28.7" W.

Compare with similar items

New (2) from $119.88 + $19.99 shipping

Report incorrect product information.

$6 off coupon



YAHEETECH 3-Piece Outdoor Bistro Set w/Leaf Design, Rust-Resistant Cast Aluminum Table and Chairs for Balcony Backyard Garden

Return policy: Eligible for Return, Refund or Replacement within 30 days of receipt

Add a Protection Plan:

- ☐ 5-Year Outdoor Furniture Accident Protection Plan for $21.99
- ☐ 3-Year Outdoor Furniture Accident Protection Plan for $15.39

1-Click ordering is not available for this item.

Add to List

New (2) from
$119.88 + $19.99 shipping ›

Share

Other Sellers on Amazon

$128.88 Add to Cart
+ $39.99 shipping
Sold by: eclife

Have one to sell?

City of Crystal Lake
Community Development Department

100 W. Woodstock Street
Crystal Lake, IL 60014

Phone#: (815) 356-3605
Fax #: (815) 479-1647
www.crystallake.org

LIMITED USE PERMIT

Business/Owner Name: CARLOS PANCAKE HOUSE
Phone Number: [redacted]
Business/Property Address: 83 N WILLIAMS ST Crystal Lake IL
Limited Use requested for: outside sitting
Describe the project, including the general purpose of the proposed uses(s) and/or structures: to sit customers outside during nice weather for there own comfort and liking.

Is this an expansion of an existing operation? NO
If *Yes*, please indicate if any prior Limited or Special Use Permits were granted by the City.

What are the proposed hours of operation? 7 A.M TO 2 PM

Provide your best estimate on the average number of daily customers: (if applicable)

Please refer to the limited use criteria for your proposed use in Article 2, Land Uses of the Unified Development Ordinance (Ask staff for a copy of the criteria or check the City's code at https://ecode360.com/29066033).

Does your project meet all the review criteria for the specific use?
Yes

If not, please list and describe the variations that are being sought for this project. Please note that a Special Use Permit and/or variations may be necessary prior to approval of this project.

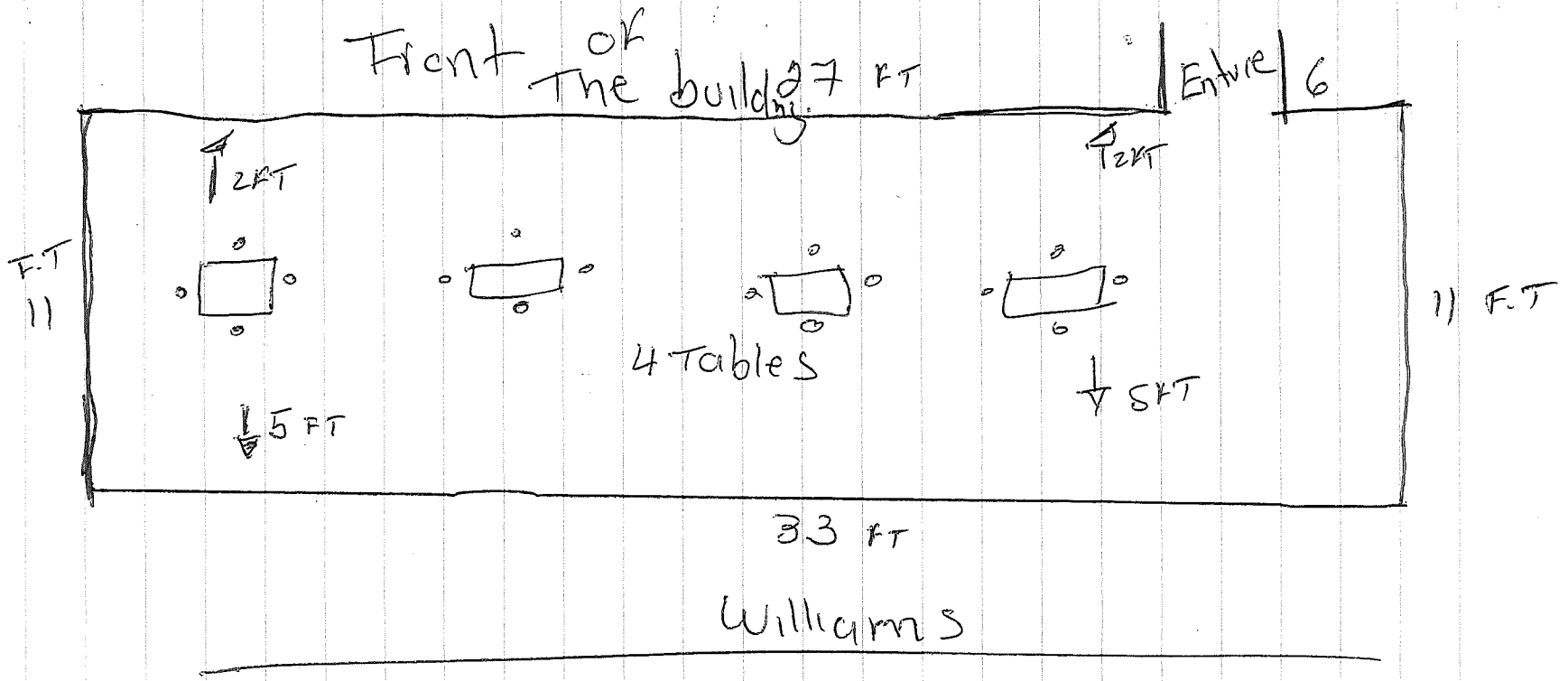
Amaclo Pulido — Signature-Business/Property owner or agent
Amaclo Pulido — Printed Name – Business/Property owner or agent
3.17-22 — Date

person responsible for the above requirements.

Email – Business owner or agent: [redacted]

OFFICE USE ONLY:
Approved: X Denied: Permit #:
Comments:

Plan Reviewer: Elyabeth Maxwell Date: 3-18-22


Front of The building
27 FT
Entrie
6
2FT
2FT
F.T
11
11 F.T
4 Tables
5 FT
5FT
33 FT
Williams

City of Crystal Lake
Community Development Department

RECEIVED
MAR 0 8 2022
BY

100 W. Woodstock Street
Crystal Lake, IL 60014

Phone#: (815) 356-3605
Fax #: (815) 479-1647
www.crystallake.org

LIMITED USE PERMIT

Business/Owner Name: Grounds Coffee Bar / Brent Hollenberg
Phone Number: [redacted]
Business/Property Address: 89 N Williams Street
Limited Use requested for: outdoor Seating
Describe the project, including the general purpose of the proposed uses(s) and/or structures: outdoor Seating,

Is this an expansion of an existing operation? [redacted]
If *Yes*, please indicate if any prior Limited or Special Use Permits were granted by the City.

What are the proposed hours of operation? Daily 6-6pm

Provide your best estimate on the average number of daily customers: (if applicable) 150
Please refer to the limited use criteria for your proposed use in Article 2, Land Uses of the Unified Development Ordinance (Ask staff for a copy of the criteria or check the City's code at https://ecode360.com/29066033).
Does your project meet all the review criteria for the specific use?

If not, please list and describe the variations that are being sought for this project. Please note that a Special Use Permit and/or variations may be necessary prior to approval of this project.

Signature-Business/Property owner or agent person responsible for the above requirements.

Brent Hollenberg
Printed Name – Business/Property owner or agent

3-8-22
Date

Email – Business owner or agent: brent@reclaimedcl.com

OFFICE USE ONLY:

Approved: _____ Denied: _____ Permit #: _____
Comments: _____

Plan Reviewer: _____ Date: _____

MS ST
10ft
1691
1689
87

City of Crystal Lake
Community Development Department

100 W. Woodstock Street
Crystal Lake, IL 60014

Phone#: (815) 356-3605
Fax #: (815) 479-1647
www.crystallake.org

LIMITED USE PERMIT

Business/Owner Name: Cardinal Hospitality Group/DBA Vine & Plate Winebar / Elizabeth Bednarczyk
Phone Number: [redacted]
Business/Property Address: 414 W. Virginia Street Crystal Lake IL 60014
Limited Use requested for: Patio / outdoor Seating
Describe the project, including the general purpose of the proposed uses(s) and/or structures: outdoor Seating Tables / Chairs

Is this an expansion of an existing operation? NO
If *Yes*, please indicate if any prior Limited or Special Use Permits were granted by the City.

What are the proposed hours of operation? Monday, Tuesday, Wednesday 4pm-10pm Thursday, Friday, Saturday 12pm-11pm
Provide your best estimate on the average number of daily customers: (if applicable)
Please refer to the limited use criteria for your proposed use in Article 2, Land Uses of the Unified Development Ordinance (Ask staff for a copy of the criteria or check the City's code at [redacted]).
Does your project meet all the review criteria for the specific use?

If not, please list and describe the variations that are being sought for this project. Please note that a Special Use Permit and/or variations may be necessary prior to approval of this project.

Elizabeth Bednarczyk — Signature-Business/Property owner or agent
Elizabeth Bednarczyk — Printed Name – Business/Property owner or agent
3/15/22 — Date

person responsible for the above requirements.

Email – Business owner or agent: Cardinalhospitalitygroup@gmail.com

---

OFFICE USE ONLY:

Approved: X Denied: Permit #:
Comments:

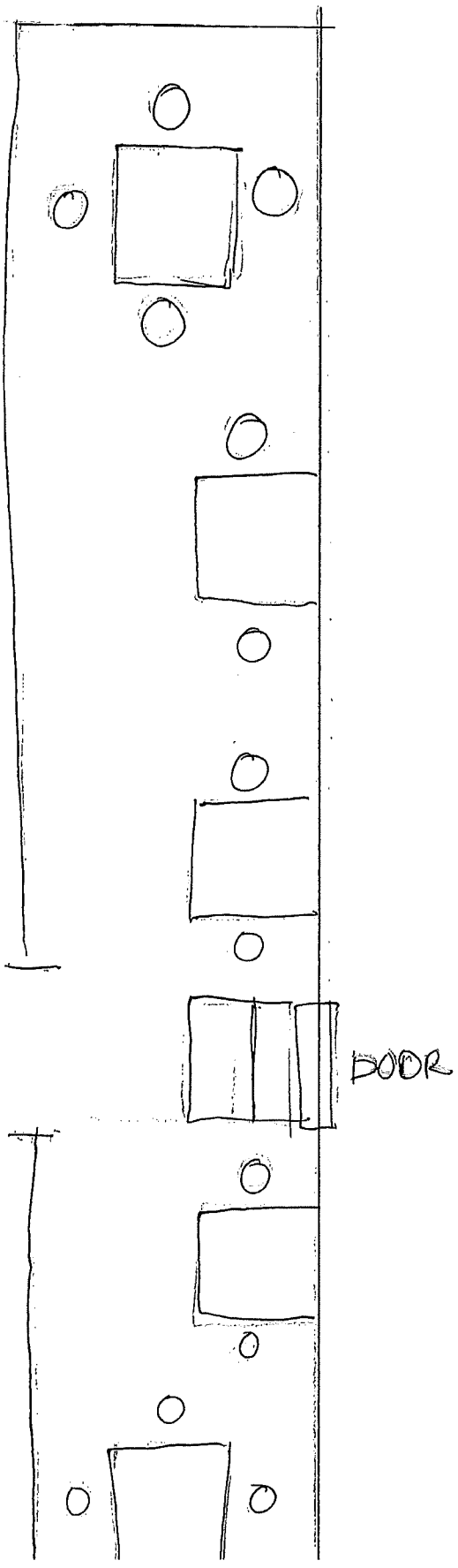
Plan Reviewer: Elyabeth Maxwell Date: 3-17-22

VINE & PLATE 414 W. VIRGINIA ST

90" FROM EDGE OF BUILDING TO EDGE OF SIDEWALK

(2) 4TOP TABLES
(3) 2TOP TABLES

1' PAVERS TO EXTEND SIDEWALK WIDTH TO 4-FEET FROM EDGE OF "FENCE"



(NOT TO SCALE)

City of Crystal Lake
Community Development Department

100 W. Woodstock Street
Crystal Lake, IL 60014

Phone#: (815) 356-3605
Fax #: (815) 479-1647
www.crystallake.org

LIMITED USE PERMIT

Business/Owner Name: Jude's Cocktails & Nosh

Phone Number: [redacted]

Business/Property Address: 19 N Williams St

Limited Use requested for: Outdoor Dining

Describe the project, including the general purpose of the proposed uses(s) and/or structures: Jude's proposes to use the sidewalk to provide outdoor dining for 5 tables with 2 seats each open to close 7 days a week. Jude's also proposes to the the 2.5 parking spaces directly infront of it's addes from 5pm to 11pm Monday thru Sat and 9am to 1pm on Sundays Jude's is asking for the parking to be allowed until 4:30pm to allow staff to set up.

Is this an expansion of an existing operation? Yes

If *Yes*, please indicate if any prior Limited or Special Use Permits were granted by the City.
The City of Crystal Lake granted Jude's permission to operate our outdoor dining in 2021 as requested above.

What are the proposed hours of operation? Sidewalk 11am -11pm Monday - Sat and Sunday 9am to 10pm Parking area dining 5pm to 11pm Monday thru Sat and 9am to 10pm on Sundays

Provide your best estimate on the average number of daily customers: (if applicable) 150

Please refer to the limited use criteria for your proposed use in Article 2, Land Uses of the Unified Development Ordinance (Ask staff for a copy of the criteria or check the City's code at https://ecode360.com/29066033).

Does your project meet all the review criteria for the specific use?

Yes

If not, please list and describe the variations that are being sought for this project. Please note that a Special Use Permit and/or variations may be necessary prior to approval of this project.

Signature-Business/Property owner or agent person responsible for the above requirements.

Jim Tomasek
Printed Name – Business/Property owner or agent

03/09/2022
Date

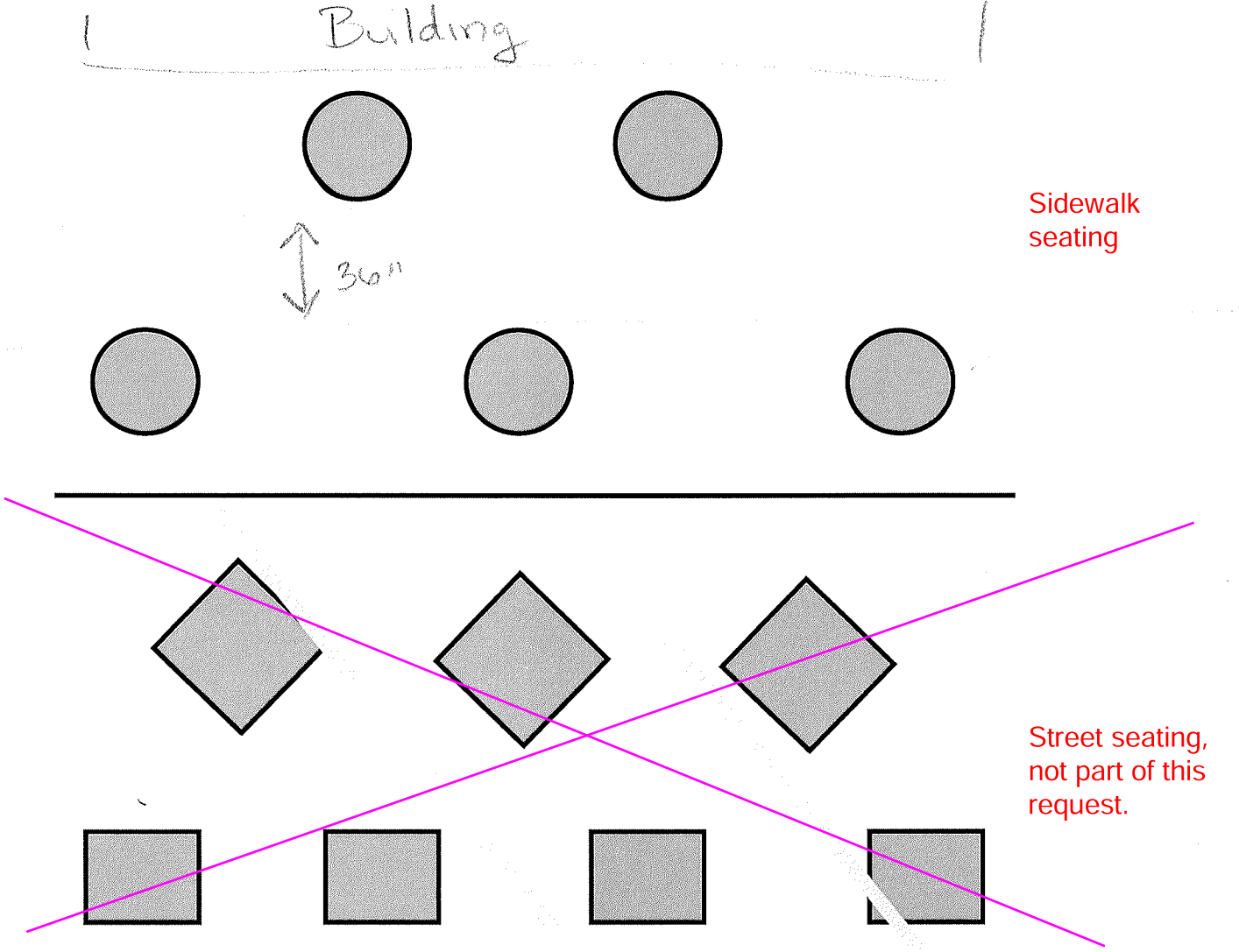
Email – Business owner or agent: judescljim@gmail.com

OFFICE USE ONLY:

Approved: _____ Denied: _____ Permit #: _____

Comments: _____

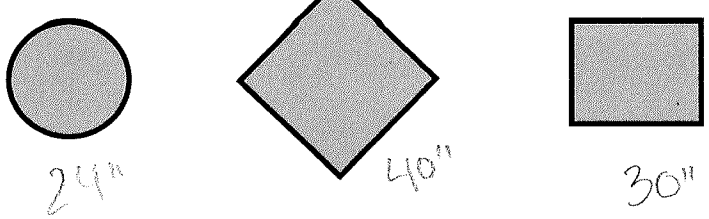
Plan Reviewer: _____ Date: _____





Key

2 Seats 4 Seats 2 Seats



Agenda Item No: 17

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: Ordinance to allow outdoor seating in three public parking spaces in front of 19 N. Williams Street

City Council Discretion:
1. No action; or
2. Motion to adopt an Ordinance to allow for outdoor seating in three public parking spaces in front of 19 N. Williams Street subject to the recommended conditions of approval.

Staff Contact: Kathryn Cowlin, Director of Community Development
Elizabeth Maxwell, City Planner
Heather Maieritsch, Economic Development Manager

Background:

Permanent outdoor seating on private and public property is permitted with a Limited Use Permit per the Unified Development Ordinance. Staff has the authority to approve outdoor seating on private property, however, only the City Council may approve outdoor seating on public property. Staff approached each restaurant that had temporary outdoor dining approvals in 2021. One of the restaurants contacted, Jude's, requested to utilize the three public parking spaces in front of the establishment. No other restaurants to date have requested the use of parking spaces for dining.

Analysis:

City staff has surveyed Chicago-area communities to determine if communities allowed the closure of parking spaces to allow for permanent restaurant seating.

City staff found that some communities have chosen to close streets to allow dining, but none surveyed allowed the closure of parking stalls adjacent to active roadways for restaurants. Some communities have elected to allow alfresco dining as a seasonal amenity. Arlington Heights, which closed two streets to vehicular traffic in their downtown will continue to do so, but they are implementing an added sales tax to the district to help cover the costs of the amenity. The Village of Cary is commissioning a study for public gathering spaces in their downtown and will continue to close Spring Street to vehicular traffic for alfresco dining. The City of Woodstock started closing a portion of Benton Street for outdoor seating in 2018. Woodstock has made the

closure of Benton Street to vehicular traffic permanent annually from May 1st to November 1st. In all of these examples, the complete street is closed to vehicular traffic.

Utilization of Public Parking Spaces for Dining

The concept of closing public parking spaces for outdoor dining evolved over the pandemic. In 2020, since indoor dining was prohibited by the Governor's Executive Orders and Restore Illinois Plan, the City allowed restaurants to utilize public parking spaces on a permanent basis (the business could leave the furniture and barrier in the street overnight or when closed). Three restaurants took advantage of this opportunity.

In 2021, the City established a policy that outdoor dining in public parking spaces would be allowed if the restaurant moved the furniture and barrier out of the street when the restaurant was closed. This change was due to a number of factors including complaints from merchants about lack of customer parking and the Restore Illinois Plan allowing for indoor dining. One restaurant elected to utilize the public parking spaces in 2021.

Staff Recommendation:

City staff does not recommend the closure of parking stalls adjacent to active roadways for restaurant seating for the following reasons:

- The Governor's Restore Illinois Plan has no restrictions on any industry for occupancy.
- Analysis of Neighboring Communities. Neighboring communities are not extending temporary approvals for outdoor dining unless entire streets are being closed to traffic (Arlington Heights, Cary and Woodstock).
- Business complaints. Complaints about the use of public parking spaces for outdoor dining purposes were received by phone throughout 2021. Complaints pertained to the general use of the parking for outdoor dining and the set-up of outdoor dining prior to the allowable time. City staff conducted site visits or called the restaurant to follow-up on the complaint if an action item was required. In addition, three businesses (Ms. Bossy Boots, Material Girl, International Hairways) attended the July 6, 2021 City Council meeting and voiced concerns about the continued use of the public parking spaces for outdoor dining. Due to these complaints the Downtown Parking Committee was established. The committee found that the public parking spaces were in high demand during mid-day weekdays and weekends.
- Safety. During the temporary outdoor dining approvals, it was communicated that the approvals were temporary during the COVID-19 pandemic. To continue to have outdoor seating on the same plane as vehicles without sturdy barriers such as a curb, bollard or concrete planter increases the risk for accidents. There is a long-term concern about customer safety since the outdoor area is not elevated off the street and is not the same level as the sidewalk (ADA accessible).
- Precedent. If the City Council were to allow a business to utilize public parking for a private business use, it would open the door for other businesses to request the same approval. Not only could other restaurants seek this approval, but merchants may request to have outdoor sales within the parking spaces.

City Council Discretion:

A. No action.

B. Motion to approve the use of three public parking spaces in front of 19 N. Williams Street with the following conditions of approval:

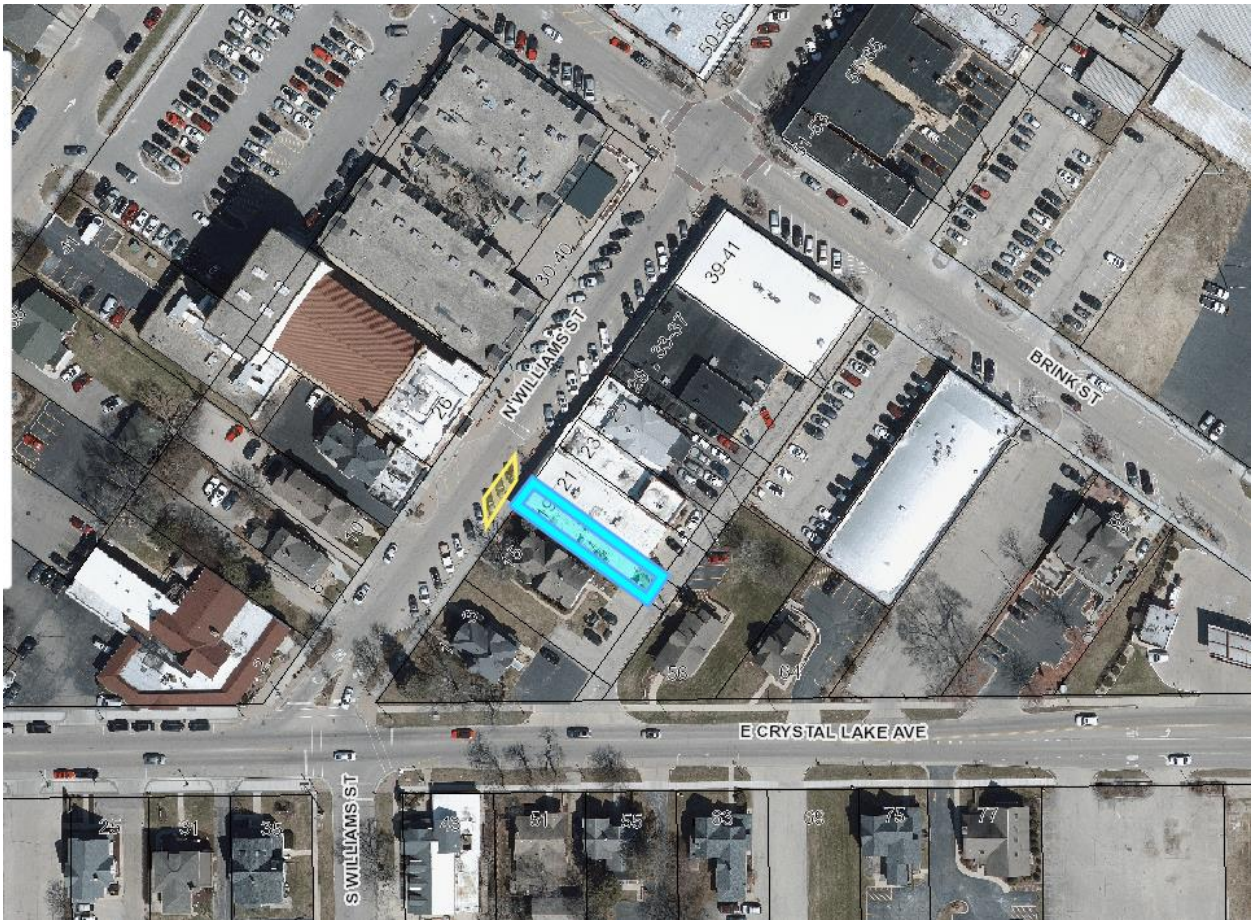
1. Approved plans, reflecting staff recommendations, as approved by the City Council:
    a. Application
    b. Site Plan illustrating the use of three parking spaces, attached hereto as Exhibit A.
2. The parking stall seating and barrier must be removed from the public parking spaces and brought inside following the close of business each day.
3. Due to the current daytime parking demand in this area, the temporary outdoor seating and barrier can only be located in the public parking spaces Monday-Saturday from 6pm to close and on Sunday during Jude's hours of operation.
4. In light of the narrow configuration of Williams Street, there must be a 5-foot setback from the driving lane.
5. Chairs must be located away from drainage grates in order to ensure that chair legs do not fall into the grate.
6. A clear pathway of 36" must be maintained to allow use of the public sidewalk between the sidewalk seating area and the edge of curb.
7. A barrier must be provided to block or deter vehicles from traveling into the seating area. The barrier along the drive aisle cannot be snow fencing and must be of a sturdy material approved by the Director of Community Development to offer some protection of patrons from passing vehicles.
8. Lighting. Adequate lighting shall be provided for night hours.
9. Debris. All combustible rubbish shall be stored in a non-combustible container and the business is responsible for keeping the area in a clean and sightly condition. This temporary outdoor seating area approval may be rescinded at any time, if the area is not kept in an orderly manner. All refuse, litter and debris must be removed and disposed of in private refuse containers.
10. The noise emanating from any open unroofed area shall not violate any of the provisions of the City Code of Ordinances pertaining to noise.
11. The approval of the use of public parking spaces is subject to the approval by the City Council on an annual basis. This approval is valid through December 31, 2022.
12. The City reserves the right to withdraw the authority to utilize the public parking spaces at any time, with or without cause, upon a motion having been made, seconded and approved by the City Council.
13. The owner of Jude's must execute an agreement to indemnify and defend the City of Crystal Lake, and its elected and appointed officials and employees from and against any claims for personal injury or property damage, arising out of or in any manner

connected with the use of the public parking spaces authorized by this Ordinance, in such form as may be approved by the City Attorney.

Votes Required to Pass:

Simple majority vote.

PIQ Map
19 N. Williams Street
Jude's



Ordinance #:
File #:

ORDINANCE AUTHORIZING THE USE OF PUBLIC PARKNG SPACES ADJACENT TO 19 N. WILLIAMS STREET FOR OUTDOOR DINING USE

WHEREAS, pursuant to Executive Order 20-03, Illinois Governor JB Pritzker issued an Executive Order declaring all counties within the State of Illinois a disaster area in order to address the spread of COVID-19; and

WHEREAS, subsequent Executive Orders of the Governor placed restrictions upon businesses that offer on-premises consumption of food or beverages; and

WHEREAS, in response to these restrictions, the City established a policy which allowed outdoor dining in public parking places, provided that any restaurant availing itself of this opportunity removed all furniture and any barriers from the public parking spaces when the restaurants were closed; and

WHEREAS, with the reopening of restaurants and other public spaces, the City Staff approached those businesses which had obtained temporary outdoor dining approvals in 2021 to assess whether interest continued to exist for the use of public parking spaces for outdoor dining purposes; and

WHEREAS, the owner of the Jude's Cocktails located at 19 N. Williams Street has requested to again utilize three (3) parking spaces which are adjacent to the restaurant; and

WHEREAS, the Mayor and City Council have found that in order to continue to promote a vibrant restaurant environment in Crystal Lake's downtown, it would be in the best interest of the City and its residents to allow the ongoing use of designated parking spaces for outdoor dining purposes.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE THAT:

SECTION ONE. Recitals. The foregoing recitals are incorporated as though fully set forth herein.

Draft

SECTION TWO. Authorization to Utilize Parking Spaces. The three public parking spaces located in front of and adjacent to the building located at 19 N. Williams Street may be utilized for temporary outside seating to accommodate patrons of Jude's subject to the following restrictions and conditions:

1. Approved plans, reflecting staff recommendations, as approved by the City Council:
    a. Application
    b. Site Plan illustrating the use of three parking spaces, attached hereto as Exhibit A.

2. The parking stall seating and barrier must be removed from the public parking spaces and brought inside following the close of business each day.

3. Due to the current daytime parking demand in this area, the temporary outdoor seating and barrier can only be located in the public parking spaces Monday- Saturday from 6pm to close and on Sunday during Jude's hours of operation.

4. In light of the narrow configuration of Williams Street, there must be a 5-foot setback from the driving lane.

5. Chairs must be located away from drainage grates in order to ensure that chair legs do not fall into the grate.

6. A clear pathway of 36" must be maintained to allow use of the public sidewalk between the sidewalk seating area and the edge of curb.

7. A barrier must be provided to block or deter vehicles from traveling into the seating area. The barrier along the drive aisle cannot be snow fencing and must be of a sturdy material approved by the Director of Community Development to offer some protection of patrons from passing vehicles.

8. Lighting. Adequate lighting shall be provided for night hours.

9. Debris. All combustible rubbish shall be stored in a non-combustible container and the business is responsible for keeping the area in a clean and sightly condition. This temporary outdoor seating area approval may be rescinded at any time, if the area is not kept in an orderly manner. All refuse, litter and debris must be removed and disposed of in private refuse containers.

10. The noise emanating from any open unroofed area shall not violate any of the provisions of the City Code of Ordinances pertaining to noise.

11. The approval of the use of public parking spaces is subject to the approval by the City Council on an annual basis. This approval is valid through December 31, 2022.

Draft

12. The City reserves the right to withdraw the authority to utilize the public parking spaces at any time, with or without cause, upon a motion having been made, seconded and approved by the City Council.

13. The owner of Jude's must execute an agreement to indemnify and defend the City of Crystal Lake, and its elected and appointed officials and employees from and against any claims for personal injury or property damage, arising out of or in any manner connected with the use of the public parking spaces authorized by this Ordinance, in such form as may be approved by the City Attorney.

SECTION THREE. Effective Date. This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form in the manner provided by law.

DATED this 5th day of April, 2022

APPROVED:

_____
Haig Haleblian, MAYOR

ATTEST:

_____
Nick Kachiroubas, CITY CLERK

PASSED: April 5, 2022
APPROVED: April 5, 2022

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

Draft

City of Crystal Lake
Community Development Department

100 W. Woodstock Street
Crystal Lake, IL 60014

Phone#: (815) 356-3605
Fax #: (815) 479-1647
www.crystallake.org

LIMITED USE PERMIT

Business/Owner Name: Jude's Cocktails & Nosh

Phone Number: [redacted]

Business/Property Address: 19 N Williams St

Limited Use requested for: Outdoor Dining

Describe the project, including the general purpose of the proposed uses(s) and/or structures: Jude's proposes to use the sidewalk to provide outdoor dining for 5 tables with 2 seats each open to close 7 days a week. Jude's also proposes to the the 2.5 parking spaces directly infront of it's addes from 5pm to 11pm Monday thru Sat and 9am to 1pm on Sundays Jude's is asking for the parking to be allowed until 4:30pm to allow staff to set up.

Is this an expansion of an existing operation? Yes

If *Yes*, please indicate if any prior Limited or Special Use Permits were granted by the City.
The City of Crystal Lake granted Jude's permission to operate our outdoor dining in 2021 as requested above.

What are the proposed hours of operation? Sidewalk 11am -11pm Monday - Sat and Sunday 9am to 10pm Parking area dining 5pm to 11pm Monday thru Sat and 9am to 10pm on Sundays

Provide your best estimate on the average number of daily customers: (if applicable) 150

Please refer to the limited use criteria for your proposed use in Article 2, Land Uses of the Unified Development Ordinance (Ask staff for a copy of the criteria or check the City's code at https://ecode360.com/29066033).

Does your project meet all the review criteria for the specific use?

Yes

If not, please list and describe the variations that are being sought for this project. Please note that a Special Use Permit and/or variations may be necessary prior to approval of this project.

Signature-Business/Property owner or agent person responsible for the above requirements.

Jim Tomasek
Printed Name – Business/Property owner or agent

03/09/2022
Date

Email – Business owner or agent: judescljim@gmail.com

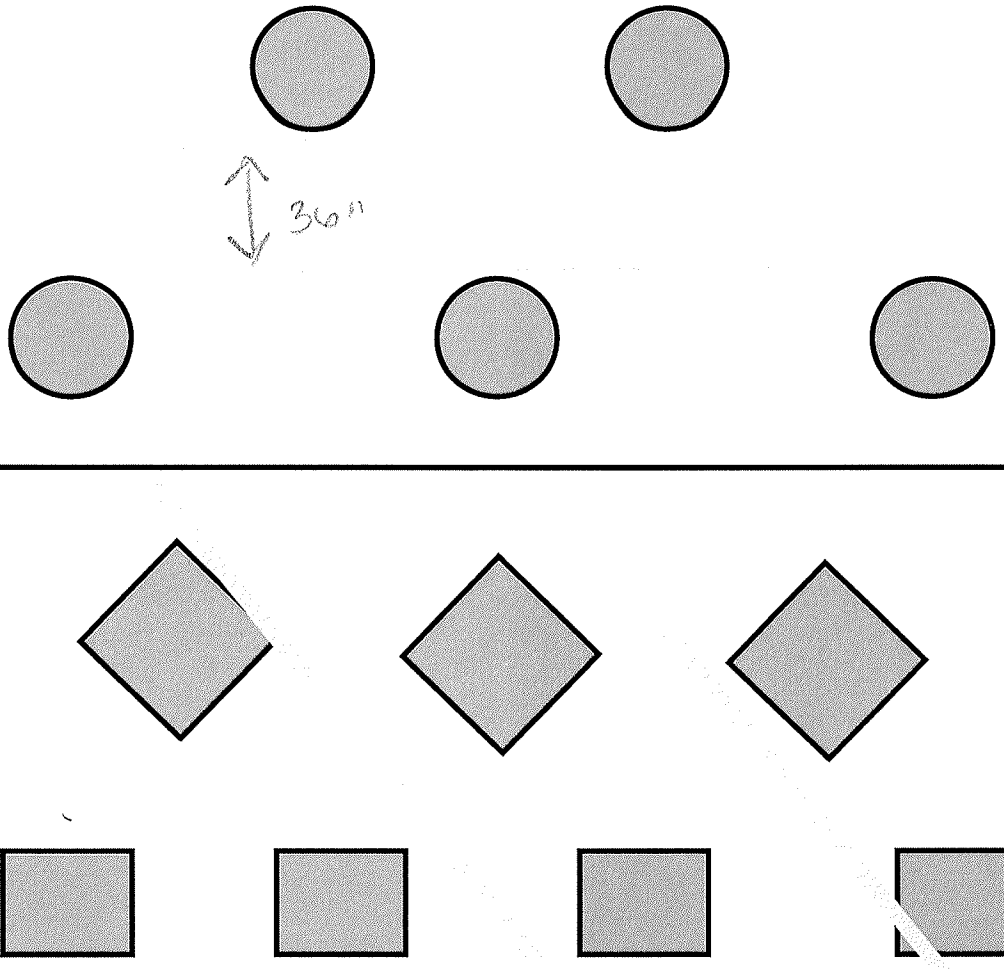
OFFICE USE ONLY:

Approved: _____ Denied: _____ Permit #: _____

Comments: _____

Plan Reviewer: _____ Date: _____

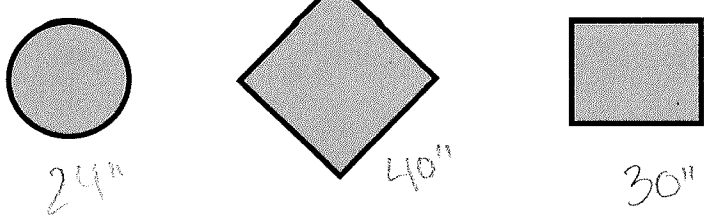
Building





Key

2 Seats 4 Seats 2 Seats



March 23, 2022

NORTHWEST HERALD

Local News

Alfresco Alley set to return in downtown Cary

Village board of trustees voted Tuesday night to bring back the alley this spring

By Aaron Dorman

March 03, 2022 at 2:30 pm CST

Expand



A village photo shows outdoor dining as part of Alfresco Alley on Cary's Spring Street over summer 2020. (Provided by village of Cary)

For a third straight year, a small section of downtown Cary will be closed off in the spring for “Alfresco Alley,” a space for outdoor dining.

The village Board of Trustees voted to approve the road closure during its meeting on Tuesday.

“Residents really seem to enjoy the alley,” said Courtney Sage, assistant to the village administrator. “We’ve received lots of positive feedback.”

ADVERTISING



The past setups have included picnic tables, string lights and planters in the street, accommodating dining and live music events.

The strip, which occupies roughly 200 feet along Spring Street between West Main and Cary streets, would go up from April to October this year, seven days a week. The city also applied for a grant to add additional amenities to the alley for this year.

Sage said the impact on traffic in the past was negligible. However, a streetscape project scheduled for the fall might cause the alley to be closed a little earlier, according to the agenda packet.

The streetscape work, including repaving the sidewalk and replacing the existing lighting with something like hanging lights over Main Street, is designed to bolster

the downtown area's role as a community gathering space.

The village also approved the creation of a downtown social district last November, where residents can drink publicly outdoors. The alley is one of four streets outlined in that measure.

The alley originally was created in 2020 after the state restricted indoor dining during the start of the COVID-19 pandemic. It allowed some of the village's popular restaurants to stay open during that time.

Cary



Aaron Dorman

Medill graduate and upstate-NY native now covering Crystal Lake and surrounding towns and cities.

Copyright © 2021 Shaw Local News Network

SHAW LOCAL News Network

TAXES

Arlington Heights 'alfresco tax' to appear on some bar, restaurant diners' bills next month

By Evelyn Holmes

Wednesday, January 19, 2022

SHARE TWEET EMAIL

EMBED <> MORE VIDEOS

Starting February 1, patrons of about a dozen downtown Arlington Heights restaurants and bars will begin to see the extra charge on their bills year-round.

ARLINGTON HEIGHTS, Ill. (WLS) -- When outdoor dining returns to some restaurants in downtown Arlington Heights, diners there will be paying extra for it.

The village's new "alfresco" food and beverage tax is an idea that's been simmering for a while with the success of Arlington Alfresco. It began as a way to showcase the village's restaurants and bars, but quickly became a way help businesses get through the pandemic.

"If the village needs to tax the communities to keep it going, we're all for it," said Peter Favia at Arman's Restaurant.

The tax was unanimously approved by the village board Tuesday night and adds an extra 0.75% tax onto bills, on top of the current 1.25% village food and beverage tax.

"And we felt that was a fair way to do it," Arlington Heights village manager Randy Recklaus said. "Many of the patrons don't live in town and we think they should pay their fair share of this event as well."

SEE ALSO | Chicago Bears confirm deal to buy Arlington Park

Starting February 1, patrons of the roughly dozen restaurants and bars near Vail and Campbell will begin to see the extra charge on their bills year-round. That's about an extra $0.75 on a $100 meal or about $0.08 more on a $10 drink.

"The restaurant businesses have suffered a lot through COVID, so I would be okay with it," diner Brenda Morales said.

"I think it's really going to help to keep restaurants going," diner Joe Colangelo said. "Pay a little bit extra, I think will be well worth it."

Village officials say the tax will generate over $100,000 a year. Revenue from the new tax will help cover the cost of closing off the streets, providing entertainment, and the cost of security and cleanup for Arlington Alfresco.

"There's always going to be some people who don't want to pay that extra, so maybe they don't come out," Arlington Heights resident Michael Hemphill said. "Then there's another table for us."

Arlington Alfresco is scheduled to run from April 29 to September 25.

Report a correction or typo

RELATED TOPICS:

food & drink | arlington heights | bar | taxes | restaurant

SHARE | TWEET | EMAIL

Copyright © 2022 WLS-TV. All Rights Reserved.

FROM THE WEB Promoted Links by Taboola

Which Travel Card Has The Most Valuable Miles?
NerdWallet
Learn More

Why American Dog Owners Are Ditching Kibble For This
The Farmer's Dog

Unique And Magical Metal Windmill - Free Shipping Worldwide!
hokrlobe
Shop Now

Iowa teens used baseball bat to kill high school Spanish teacher, police say

Saint Anthony Hospital employee charged with sexually abusing 2 patients, more victims possible

Agenda Item No: 18

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: Liquor Code Amendments to Class 24 and Class 7 Liquor License requirements for outdoor liquor sales and consumption

Recommendation:

1) Motion to amend City Code Section 329-3, Section 329-5 (G) and Section 329-5 (X)

2) Motion to decrease the number of Class 25 licenses from 9 to 6, and increase the number of Class 24 licenses from 1 to 4, to allow for outdoor service of alcohol for the following locations: Sustainable Hospitality LLC d/b/a Café Olympic, located at 90 N. Williams Street, 52 Brink Street LLC d/b/a Cantina 52, located at 52 N. Brink Street, and Leech Bezik-LCC d/b/a/ Jude's, located at 19 N. Williams Street.

3) Motion to decrease the number of Class 4 licenses from 4 to 3, and increase the number of Class 10 licenses from 1 to 2, to allow for outdoor service of alcohol for the following locations: Antigua Mexican Grill, located at 1500 Carlemont Drive, Unit J.

4) Motion to decrease the number of Class 3 licenses from 7 to 6, and decrease the number of Class 1 licenses from 7 to 6, and increase the number of Class 7 licenses from 4 to 6, to allow for outdoor service of alcohol for the following locations: Aroma Coffee & Wine House Inc., located at 77 E. Woodstock Street, and Cardinal Hospitality Group LLC d/b/a Vine and Plate Wine Bar & Provisions, located at 414 W. Virginia Street.

Staff Contact: Eric Helm, Deputy City Manager
Melanie Nebel, Executive Assistant

Background:

During the COVID 19 pandemic, some Crystal Lake restaurants offered, for the first time, outdoor seating, including the service of alcoholic liquor in an open, unroofed area. Many of these restaurants did not have a permanent liquor license allowing for the sale and consumption of alcoholic liquor outdoors, but were allowed to engage in outdoor sales pursuant to the temporary measures established by the State of Illinois and the Illinois Liquor Control Commission. Since the State's temporary authorizations have expired, several Crystal Lake restaurants are now requesting permanent liquor licenses which would allow them to sell and serve alcoholic liquor for consumption in an open, unroofed area adjacent to their indoor restaurant. In order to allow this, it is necessary to change the liquor license classifications of these restaurants as noted in *Table 1*.

Table 1

Business	**Location**	**Outdoor Location**	**Current Liquor Class–** ***Indoor only***	**New Liquor Class–** ***Outdoor and Indoor***	**Cost Difference**
Café Olympic	90 N. Williams St.	Public Sidewalk*	25	24	+$600/year
Jude's	19 N. Williams St.	Public Sidewalk*	25	24	+$600/year
Cantina 52	52 Brink St.	Public Sidewalk*	25	24	+$600/year
Aroma Café	77 E. Woodstock St.	Public Sidewalk*	3	7	+$225/year
Vine & Plate	414 W. Virginia St.	Public Sidewalk*	1	7	+$350/year
Antigua Mexican Grill	1500 Carlemont Dr., Unit J	Private Property	4	10	-$125/year

*These establishments would like to serve alcoholic liquor on the public sidewalk adjacent to their business. License holders may utilize public sidewalks upon receiving a Limited Use Permit (LUP) and City Council approval.

Class 24 Liquor Classification Amendment

As noted in *Table 1*, above, three downtown restaurants, Café Olympic, Jude's and Cantina 52, would like to sell and serve alcoholic liquor in an open unroofed area, but currently hold a class 25 license which does not allow for this type of sale and consumption. In order to accommodate their request, City staff recommends changing the liquor license classifications for these restaurants from Class 25 to Class 24. Classifications that allow for the outdoor sale of alcoholic liquor typically have a larger annual fee; therefore, the annual liquor license fee for these three restaurants will increase by $600.

Additionally, in order to accommodate the hours of operation and layout of the outdoor service area for Café Olympic, Jude's and Cantina 52, City staff recommends that the description of the Class 24 license be amended. The proposed changes to the class 24 liquor license are summarized in *Table 2.*

Table 2: Comparison of Existing Class 24 Liquor License to Proposed Changes.

Current Class 24 License	Proposed Class 24 License Changes	Reason for Change
Hours of Consumption: 7:00 AM – Midnight, Sunday - Saturday	Hours of Consumption: 7:00 AM – 1:00 AM, Monday, Tuesday, Wednesday, Thursday and Sunday 7:00 AM – 2:00 AM, Friday and Saturday	The proposed hours match those currently offered to Café Olympic, Jude's and Cantina 52.
Open unroofed area shall be no greater than ½ of the interior floor space.	Open unroofed area shall be no greater than 100% of the interior floor space.	Smaller restaurants in downtown Crystal Lake may have outdoor areas that exceed what is allowable under the current restrictions.
Fence and barrier required for all open unroofed seating areas.	Only outdoor areas on private property are required to have a fence and barrier. Open, unroofed seating areas located on City sidewalk or public property will not require a fence or barrier.	Downtown sidewalks are too narrow to accommodate a fence or barrier. Restaurants using sidewalks will be required to submit a site plan ensuring they meet the requirements of the LUP.
No open unroofed area where alcoholic beverages are served pursuant to this license shall be permitted within 100 feet of land zoned for residential purposes	No open unroofed area where alcoholic beverages are served pursuant to this license shall be permitted within 100 feet of land zoned for residential purposes, unless approved by Liquor Commissioner.	Allows flexibility for the Liquor Commissioner to grant the license in mixed use areas.

The only existing holder of the Class 24 liquor license is Benedicts la Strata (40 N. Williams Street).

Class 7 Liquor Classification Amendment

Two restaurants, Vine and Plate and the Aroma Café, are also requesting authorization to serve alcoholic liquor in an open unroofed area, but currently hold a Class 1 and Class 3 license, respectively, both of which do not allow for the outdoor sale and consumption of alcohol. In order to accommodate their requests, City staff recommends the liquor license classifications for these be changed to a Class 7 liquor license, which allows for service of alcoholic liquor in an open, unroofed area. Classifications that allow for the outdoor sale of alcoholic liquor typically have a larger annual fee; therefore, the annual liquor license fee for these three restaurants will increase by $350 for Vine and Plate and $225 or Aroma Café.

In order to accommodate the outdoor service area for the Aroma Café and Vine and Plate, it is recommended that the existing class 7 license be modified. The change proposed to the class 7 liquor license, compared to the existing requirements, are summarized in *Table 3*.

Table 3: Comparison of Existing Class 7 Liquor License to Proposed Changes.

Current Class 7 License	Proposed Class 7 License Changes	Reason for Change
Fence and barrier required for all open unroofed seating areas.	Only outdoor areas on private property are required to have a fence and barrier. Open, unroofed seating areas located on City sidewalk or public property will not require a fence or barrier.	Downtown sidewalks are too narrow to accommodate a fence or barrier. Restaurants using sidewalks will be required to submit a site plan ensuring they meet the requirements of the LUP.

1776 (397 Virginia Street), Duke's Alehouse and Kitchen (110 N. Main Street), Kyoto Japanese Restaurant (5690 Northwest Highway) and Tasty Bistro (394 W. Virginia Street) currently have a Class 7 liquor license.

Antigua Mexican Grill (1500 Carlemont Dr., Unit J) currently holds a Class 4 liquor license, which does not permit the outdoor sale and consumption of alcohol. They are similarly requesting a change in liquor license classification in order to allow the sale and consumption of alcoholic liquor in an open unroofed area. In order to accommodate their request, City staff recommends that Antiqua's license be changed from their existing license (Class 4) to a Class 10 license. No changes are required to the text of the existing Class 10 license to accommodate their existing hours and operations.

Staff Recommendation:

City Staff proposes the following changes to the liquor classifications depicted in Table 4. The liquor license holders noted in this agenda supplement will surrender their existing liquor license to receive a license that allows for the sale and consumption of alcoholic liquor in an open, unroofed area adjacent to their restaurant.

Table 4: Classification Number Changes

Liquor Class	Current Number of Licenses	New Number of Licenses
25	9	6
24	1	4
1	7	6
3	7	6
4	4	3
7	4	6
10	1	2

City special legal counsel has reviewed and approved the changes to the City Code.

Votes Required to Pass:

Simple majority vote.

Ord. No. _____
File No. _____

The City of Crystal Lake, Illinois

AN ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE

WHEREAS, Chapter 329 of the City Code sets forth classifications for the licensing of establishments for the sale of alcoholic liquor; and

WHEREAS, the Mayor and City Council have found and determined that it is in the best interests of the City and its residents to modify certain provisions of Chapter 329 with respect to certain license classification which allow for the sale and consumption of alcoholic liquor in open and unroofed areas.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS, as follows:

SECTION ONE: Amendment to Section 329-5(X) (Class 24 Licenses)

Section 329-5(X) of the City Code is hereby amended and shall hereinafter read as follows:

[Deletions are shown as strikethroughs, additions are underlined and in bold font]

X. Class 24 license which shall authorize the retail sale, on the premises specified, of alcoholic liquor, for consumption, on the premises, **as well as the retail sale of alcoholic liquors in the original retail package,** between the hours of 7:00 a.m. and ~~12:00 midnight~~ **1:00 a.m.** ~~Sunday,~~ Monday, Tuesday, Wednesday, Thursday~~, Friday and Saturday~~**; 7:00 a.m. and 2:00 a.m. Friday and Saturday; and 7:00 a.m. on Sunday and 1:00 a.m. on Monday**. A Class A type restaurant may be located on the premises. For the purposes of this license, premises shall include not only the interior of any building or structure but also an open unroofed area immediately contiguous to the building or structure where alcoholic beverages are served or consumed. **[Added 6-19-2007 by Ord. No. 6222; amended 8-21-**

Draft

2007 by Ord. No. 6242]

(1) Any open unroofed area in which alcoholic beverages are served or consumed pursuant to this license shall conform to the following:

(a) The open unroofed area shall be particularly described and adjacent to and operated as a part of the premises licensed to sell alcoholic liquor on the premises and shall have obtained all permits or approvals required by the ordinances of the City Code, City or other governmental authority.

(b) The open unroofed area shall be no greater than ~~1/2~~ **100% of** the other floor space of the licensed premises.

(c) The open unroofed area shall have a maximum capacity as defined by the Liquor Commissioner, which shall be separately posted at the entrance to the open unroofed area.

(d) **When the open unroofed area is located on private property,** ~~A~~**a**ny part of the open unroofed area not blocked by a building shall be surrounded by a fence or other barrier approved by the Liquor Commissioner, which shall contain the required number of fire exits. All fences or other barriers shall comply with the ordinances of the City regarding vision, clearance and required distances from corners.

(e) All electrical wiring shall comply with the codes of the City.

(f) All combustible rubbish shall be stored in a noncombustible container, and the license holder shall be responsible for keeping the area in a clean and sightly condition.

(g) The noise emanating from any open unroofed area where alcoholic beverages are served pursuant to this license shall not violate any of the provisions of the City Code of Ordinances pertaining to noise.

(h) The license holder shall be responsible for preventing violations of this chapter.

(i) No open unroofed area where alcoholic beverages are served pursuant to this license shall be permitted within 100 feet of land zoned for residential purposes**, except as may be approved by the Liquor Commissioner, subject to such conditions as the Liquor Commissioner may deem necessary to ensure that sales and consumption can be conducted in a safe manner and to minimize any impact upon such residentially zoned properties.**

(2) The annual fee for such license shall be the sum of $1,950.

SECTION TWO: Amendment to Section 329-5 (G.) (Class 7 License)

Draft

Section 329-5(G)(1)(d) of the City Code is hereby amended and shall hereinafter read as follows:

(d) **When the open unroofed area is located on private property,** ~~A~~**a**ny part of the open unroofed area not blocked by a building shall be surrounded by a fence or other barrier approved by the Liquor Commissioner, which shall contain the required number of fire exits. All fences or other barriers shall comply with the ordinances of the City regarding vision, clearance and required distances from corners.

SECTION THREE: Amendment to Section 329-3(A) (Applications)

Section 329-3(A) of the City Code is hereby amended by the addition of a new subsection (12), which shall hereinafter read as follows:

(12) When any application submitted is seeking a license in a classification which allows for the sale and consumption of alcoholic liquor in an open unroofed area and the applicant requests that a portion of the open unroofed area include public property, the applicant shall submit a site plan, subject to the approval of the Liquor Commissioner, which accurately depicts the portion of the proposed area to be located upon such public property, including the location of the alcoholic service and consumption area as well as the location of all table and chairs.

SECTION FOUR: Effective Date.

This Ordinance shall be in full force and effect from and after is passage, approval and publication in pamphlet form in the manner provided by law.

DATED at Crystal Lake, Illinois, this 5th day of April, 2022.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: April 5, 2022
APPROVED: April 5, 2022

Draft

Ord. No.
File No. 255 L

The City of Crystal Lake, Illinois

AN ORDINANCE AMENDING THE CODE OF THE CITY OF CRYSTAL LAKE

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, McHENRY COUNTY, ILLINOIS, as follows:

SECTION I: That CHAPTER 329 LIQUOR LICENSES Section 329-6 Limitations on licenses shall be as follows:

The number of Class 25 Liquor Licenses shall be decreased from 9 to 6.
The number of Class 1 Liquor Licenses shall be decreased from 7 to 6.
The number of Class 3 Liquor Licenses shall be decreased from 7 to 6.
The number of Class 4 Liquor Licenses shall be decreased from 4 to 3.

The number of Class 24 Liquor Licenses shall be increased from 1 to 4.
The number of Class 7 Liquor Licenses shall be increased from 4 to 6.
The number of Class 10 Liquor Licenses shall be increased from 1 to 2.

SECTION II: That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

SECTION III: That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

DATED at Crystal Lake, Illinois, this 5th day of April, 2022.

City of Crystal Lake, an
Illinois municipal corporation

_____
Haig Haleblian, MAYOR

SEAL

Draft

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: April 5, 2022
APPROVED: April 5, 2022

Draft

Agenda Item No: 19

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: Bid Award - Communications Intercom and Paging System Bids

Staff Recommendation: Motion to award the Communications Intercom and Paging System bid to the lowest responsive and responsible bidder, Renaissance Communication Systems in the bid amount of $134,300.00 and adopt a Resolution authorizing the City Manager to execute a contract with Renaissance Communication Systems, allowing for a 10 percent contingency.

Staff Contact: Greg Fettes, Director of Information Technology

---

Background:

When the major expansion for the Municipal Complex was designed and initiated, an overhead intercom and paging system was installed in the Fire Rescue department to better facilitate communication with fire crews in the building. Over the years, various departmental safety committees have noted the difficulty in effectively communicating events to all employees and visitors in the building, such as severe weather and potentially other events that may require the taking of shelter or the evacuation of the building. Several technologies were evaluated, including the use of the speakers on the phone system or messages appearing on computer screens to provide effective notice to users. All systems utilizing the phone systems were determined to have significant limitations in that phone systems generally operate in zones and are not capable of activating all the phones at the same time. In addition, if a user were on the phone, the external speaker would not activate and would leave important notification gaps. Similarly, not all users are near computers or looking at their monitors constantly throughout the day, so a notification through the computer would also leave significant notification gaps in the building, particularly in the garage areas of the building, conference rooms and hallways/open areas. It was determined that an overhead intercom and paging system, with pre-recorded notifications, would be the best solution to the identified need.

An overhead intercom and paging system will allow not only pre-recorded notifications to be broadcast to the building (or portions of the building) by authorized users, but can also be

utilized, if desired, for announcements to particular zones of the building by authorized users. City staff contracted with Mechanical Services Associates, a local design-engineering firm to assist with evaluating needs and preparing drawings to bid this system. The bids were publicly opened on March 26, 2020.

The summary of the bids is as follows:

Bidder	Bid Amount
Renaissance Communications Systems[1]	$134,300.00
Tech Electronics	$237,350.00
Peak Electric	$237,683.00

[1] Indicates Recommended Lowest Responsive and Responsible Bidder

Recommendation:

Information Technology staff and Mechanical Services Associates evaluated the bids for completeness and accuracy and all three (3) were compliant. The low bid from Renaissance Communications Systems is consistent with the Engineer's original estimate of the project cost. At the time these bids were opened and evaluated, the COVID-19 pandemic was just beginning and the resulting shut downs were commencing. Because of these issues, it was determined to defer this project to a future date.

Funding for this project is included in the FY 2022–2023 budget. Staff contacted the low bidder and they indicated that they would honor the bid submitted in 2020. The City's Special Legal Counsel reviewed the age of the bids and indicated that the City can complete the bidding process and award the bids as received in 2020.

It is the recommendation of Information Technology to award the bid to Renaissance Communications Systems in the amount of $134,300.00.

Votes Required to Pass:

Simple Majority

RESOLUTION

WHEREAS, the CITY OF CRYSTAL LAKE has identified the need to have an Communications Intercom and Paging system to provide for enhanced communication within the Municipal Complex; and

WHEREAS, the CITY received and publicly opened bids for the Communications Intercom and Paging System on March 26, 2020; and

WHEREAS, the lowest responsive and responsible bidder for the Communications Intercom and Paging System was Renaissance Communications Systems of Franklin Park, Illinois;

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Renaissance Communications Systems for the Communications Intercom and Paging System in the amount not to exceed $134,300.00 with a ten percent contingency.

DATED this 5th day of April, 2022.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Haig Haleblian, Mayor

Draft

SEAL

ATTEST:

_____

Nick Kachiroubas, City Clerk

PASSED: April 5, 2022
APPROVED: April 5, 2022

Draft

Agenda Item No: 20

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: Revision to Existing Axon Enterprises, Inc. Contract to Upgrade User Licenses

Staff Recommendation: Motion to adopt a Resolution approving and authorizing the City Manager to execute an amended agreement with Axon Enterprises, Inc. for the purchase of seventy (70) "Pro" user licenses, which will replace the "Basic" user licenses previously purchased.

Staff Contact: James Black, Police Chief

Background:

The Police Department is seeking approval to enter into an amended agreement with Axon Enterprises, Inc. to improve the user licenses for staff. In 2021, the Police Department entered into an agreement with Axon Enterprises, Inc. to purchase body-worn cameras, Fleet 2 squad cameras, and associated hardware and software. The Department purchased "Basic" licenses for employees, which would allow the employees to review evidence collected from body-worn cameras and in-squad cameras. The purchased "Basic" licenses were sufficient upon the implementation of the body-worn camera portion of this project.

Upon successfully outfitting two squad cars with the Fleet 2 system in January 2022, an issue not addressed during original negotiations was detected while attempting to review captured evidence. The issue involves the ability for the body-worn camera and in-squad camera to interface while reviewing data. The Fleet 2 system includes front and rear facing cameras, which both have an attached microphones to capture audio from inside the squad cabin. The body-worn camera acts as the external microphone to be used to collect audio and video while outside the squad car. The issue is the "Basic" license only allows employees to review one camera at a time. This is problematic and can lead to delays and errors in reporting, especially for more involved incidents, such as a Driving Under the Influence investigations where the officer needs to review his/her body worn camera and needs to review the in-squad camera in review of administering field sobriety tests to motorists.

A solution to correct this issue is for the Department to upgrade the licenses to "Pro" licenses. By purchasing "Pro" licenses for employees, they will be able to review video evidence more efficiently. With "Pro" licenses, employees reviewing collected camera footage from investigations conducted with both body worn cameras and in-squad cameras will be able to watch multiple videos at once while only listening to the audio from the body-worn cameras.

This will reduce the likelihood of evidence being missed or misinterpreted during review. Additionally, supervisors conducting administrative reviews of incidents, such as response to resistance (use of force incidents), will be able to watch multiple cameras at once, reducing the time for completion. This will also allow supervisors more time to focus on other essential functions and ensure the administrative reviews are completed in a timely manner.

New Contract:

The amended contract will coincide with the previously established timeline. This is documented under the "Program Length" section and lists 52 months, which is the time remaining from the original 60 month agreement. The total cost for this upgrade is $80,080.00 over the life of the original 5 year contract. This expenditure will be paid in five equal installments of $16,016.00 annually. The payments will be made in April of the following years: 2022, 2023, 2024, 2025, and 2026. If approved, the Department is anticipating covering the cost of these licenses through the use of revenue received under state statute from the DUI Fines in the Restricted Funds account.

City legal staff has reviewed and approved the amended Axon Enterprises, Inc. purchasing contract.

Votes Required to Pass:

Simple majority.

Res. 22R -

RESOLUTION

BE IT RESOLVED BY THE ACTING MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and is hereby authorized to execute an amended fifty two (52) month agreement with Axon Enterprises, Inc. for the purchase of seventy (70) "Pro" user licenses, which will replace the "Basic" user licenses previously purchased.

DATED this 5th day of April, 2022.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: April 5, 2022
APPROVED: April 5, 2022

Draft

Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-371439-44636.605JS

Issued: 03/16/2022

Quote Expiration:

Estimated Contract Start Date: 05/01/2022

Account Number: 188451
Payment Terms: N30
Delivery Method: Fedex - Ground

SHIP TO	BILL TO
Business;Delivery;Invoice-100 W Woodstock St 100 W Woodstock St Crystal Lake, IL 60014-4262 USA	Crystal Lake Police Dept. - IL 100 W Woodstock St Crystal Lake, IL 60014-4262 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Jake Sheedy Phone: Email: jsheedy@axon.com Fax:	Rick Neumann Phone: 815-356-3620 Email: rneumann@crystallake.org Fax:

Quote Summary

Program Length	52 Months
TOTAL COST	$80,080.00
ESTIMATED TOTAL W/ TAX	$80,080.00

Discount Summary

Average Savings Per Year	$128,579.46
TOTAL SAVINGS	$557,177.64

Payment Summary

Date	Subtotal	Tax	Total
Apr 2022	$16,016.00	$0.00	$16,016.00
Apr 2023	$16,016.00	$0.00	$16,016.00
Apr 2024	$16,016.00	$0.00	$16,016.00
Apr 2025	$16,016.00	$0.00	$16,016.00
Apr 2026	$16,016.00	$0.00	$16,016.00
Total	**$80,080.00**	**$0.00**	**$80,080.00**

Quote Unbundled Price:	**$637,260.20**
Quote List Price:	**$562,812.84**
Quote Subtotal:	**$80,080.00**

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	8	52	$84.36	$29.50	$0.00	$0.00	$0.00	$0.00
BWCamTAP	Body Worn Camera TAP Bundle	68	52	$42.60	$28.00	$0.00	$0.00	$0.00	$0.00
A la Carte Hardware									
70116	SPPM, SIGNAL CONNECTED BATTERY PACK, X2/X26P	57			$121.76	$0.00	$0.00	$0.00	$0.00
70117	AXON SIGNAL UNIT, CABLE ASSEMBLY	67			$25.00	$0.00	$0.00	$0.00	$0.00
A la Carte Software									
73682	AUTO TAGGING LICENSE	67	52		$9.00	$0.00	$0.00	$0.00	$0.00
73680	RESPOND DEVICE PLUS LICENSE-	67	52		$19.00	$0.00	$0.00	$0.00	$0.00
73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	67	52		$24.00	$0.00	$0.00	$0.00	$0.00
87050	FLEET VIEW XL LICENSE	24	52		$29.00	$0.00	$0.00	$0.00	$0.00
80214	FLEET EVIDENCE.COM UNLIMITED STORAGE	24	52		$34.00	$0.00	$0.00	$0.00	$0.00
ProLicense	Pro License Bundle	70	52		$39.00	$22.00	$80,080.00	$0.00	$80,080.00
ProLicense	Pro License Bundle	5	52		$39.00	$0.00	$0.00	$0.00	$0.00
A la Carte Services									
85144	AXON STARTER	1			$2,750.00	$0.00	$0.00	$0.00	$0.00
A la Carte Warranties									
80379	EXT WARRANTY, FLEET 2 SIGNAL UNIT	67	41		$1.16	$0.00	$0.00	$0.00	$0.00
80397	EXT WARRANTY, FLEET 2 KIT	24	41		$6.50	$0.00	$0.00	$0.00	$0.00
73390	TRANSFERRED WARRANTY, CRADLEPOINT ROUTER	24	52		$0.00	$0.00	$0.00	$0.00	$0.00
Total							**$80,080.00**	**$0.00**	**$80,080.00**

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
A la Carte	70116	SPPM, SIGNAL CONNECTED BATTERY PACK, X2/X26P	57	04/01/2022
A la Carte	70117	AXON SIGNAL UNIT, CABLE ASSEMBLY	67	04/01/2022
Body Worn Camera Multi-Bay Dock TAP Bundle	73689	MULTI-BAY BWC DOCK 1ST REFRESH	8	10/01/2024
Body Worn Camera TAP Bundle	73309	AXON CAMERA REFRESH ONE	70	10/01/2024
Body Worn Camera Multi-Bay Dock TAP Bundle	73688	MULTI-BAY BWC DOCK 2ND REFRESH	8	04/01/2027
Body Worn Camera TAP Bundle	73310	AXON CAMERA REFRESH TWO	70	04/01/2027

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Pro License Bundle	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	210	05/01/2022	08/31/2026
Pro License Bundle	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE-	15	05/01/2022	08/31/2026
Pro License Bundle	73746	PROFESSIONAL EVIDENCE.COM LICENSE	70	05/01/2022	08/31/2026
Pro License Bundle	73746	PROFESSIONAL EVIDENCE.COM LICENSE	5	05/01/2022	08/31/2026
A la Carte	73680	RESPOND DEVICE PLUS LICENSE-	67	05/01/2022	08/31/2026
A la Carte	73682	AUTO TAGGING LICENSE	67	05/01/2022	08/31/2026
A la Carte	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	67	05/01/2022	08/31/2026
A la Carte	80214	FLEET EVIDENCE.COM UNLIMITED STORAGE	24	05/01/2022	08/31/2026
A la Carte	87050	FLEET VIEW XL LICENSE	24	05/01/2022	08/31/2026

Services

Bundle	Item	Description	QTY
A la Carte	85144	AXON STARTER	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Body Worn Camera Multi-Bay Dock TAP Bundle	80465	EXT WARRANTY, MULTI-BAY DOCK (TAP)	8	05/01/2022	08/31/2026
Body Worn Camera TAP Bundle	80464	EXT WARRANTY, CAMERA (TAP)	68	05/01/2022	08/31/2026
Body Worn Camera TAP Bundle	80464	EXT WARRANTY, CAMERA (TAP)	2	05/01/2022	08/31/2026
A la Carte	73390	TRANSFERRED WARRANTY, CRADLEPOINT ROUTER	24	05/01/2022	08/31/2026
A la Carte	80379	EXT WARRANTY, FLEET 2 SIGNAL UNIT	67	04/01/2023	08/31/2026
A la Carte	80397	EXT WARRANTY, FLEET 2 KIT	24	04/01/2023	08/31/2026

Payment Details

Apr 2022

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	70112	AXON SIGNAL UNIT	67	$0.00	$0.00	$0.00
Year 1	70116	SPPM, SIGNAL CONNECTED BATTERY PACK, X2/X26P	57	$0.00	$0.00	$0.00
Year 1	70117	AXON SIGNAL UNIT, CABLE ASSEMBLY	67	$0.00	$0.00	$0.00
Year 1	73390	TRANSFERRED WARRANTY, CRADLEPOINT ROUTER	24	$0.00	$0.00	$0.00
Year 1	73680	RESPOND DEVICE PLUS LICENSE-	67	$0.00	$0.00	$0.00
Year 1	73682	AUTO TAGGING LICENSE	67	$0.00	$0.00	$0.00
Year 1	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	67	$0.00	$0.00	$0.00
Year 1	80214	FLEET EVIDENCE.COM UNLIMITED STORAGE	24	$0.00	$0.00	$0.00
Year 1	80379	EXT WARRANTY, FLEET 2 SIGNAL UNIT	67	$0.00	$0.00	$0.00
Year 1	80397	EXT WARRANTY, FLEET 2 KIT	24	$0.00	$0.00	$0.00
Year 1	85144	AXON STARTER	1	$0.00	$0.00	$0.00
Year 1	87050	FLEET VIEW XL LICENSE	24	$0.00	$0.00	$0.00
Year 1	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	8	$0.00	$0.00	$0.00
Year 1	BWCamTAP	Body Worn Camera TAP Bundle	68	$0.00	$0.00	$0.00
Year 1	ProLicense	Pro License Bundle	70	$16,016.00	$0.00	$16,016.00
Year 1	ProLicense	Pro License Bundle	5	$0.00	$0.00	$0.00
Total				**$16,016.00**	**$0.00**	**$16,016.00**

Apr 2023

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	70112	AXON SIGNAL UNIT	67	$0.00	$0.00	$0.00
Year 2	70116	SPPM, SIGNAL CONNECTED BATTERY PACK, X2/X26P	57	$0.00	$0.00	$0.00
Year 2	70117	AXON SIGNAL UNIT, CABLE ASSEMBLY	67	$0.00	$0.00	$0.00
Year 2	73390	TRANSFERRED WARRANTY, CRADLEPOINT ROUTER	24	$0.00	$0.00	$0.00
Year 2	73680	RESPOND DEVICE PLUS LICENSE-	67	$0.00	$0.00	$0.00
Year 2	73682	AUTO TAGGING LICENSE	67	$0.00	$0.00	$0.00
Year 2	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	67	$0.00	$0.00	$0.00
Year 2	80214	FLEET EVIDENCE.COM UNLIMITED STORAGE	24	$0.00	$0.00	$0.00
Year 2	80379	EXT WARRANTY, FLEET 2 SIGNAL UNIT	67	$0.00	$0.00	$0.00
Year 2	80397	EXT WARRANTY, FLEET 2 KIT	24	$0.00	$0.00	$0.00
Year 2	85144	AXON STARTER	1	$0.00	$0.00	$0.00
Year 2	87050	FLEET VIEW XL LICENSE	24	$0.00	$0.00	$0.00
Year 2	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	8	$0.00	$0.00	$0.00
Year 2	BWCamTAP	Body Worn Camera TAP Bundle	68	$0.00	$0.00	$0.00
Year 2	ProLicense	Pro License Bundle	70	$16,016.00	$0.00	$16,016.00
Year 2	ProLicense	Pro License Bundle	5	$0.00	$0.00	$0.00
Total				**$16,016.00**	**$0.00**	**$16,016.00**

Apr 2024

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	70112	AXON SIGNAL UNIT	67	$0.00	$0.00	$0.00
Year 3	70116	SPPM, SIGNAL CONNECTED BATTERY PACK, X2/X26P	57	$0.00	$0.00	$0.00

Apr 2024

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	70117	AXON SIGNAL UNIT, CABLE ASSEMBLY	67	$0.00	$0.00	$0.00
Year 3	73390	TRANSFERRED WARRANTY, CRADLEPOINT ROUTER	24	$0.00	$0.00	$0.00
Year 3	73680	RESPOND DEVICE PLUS LICENSE-	67	$0.00	$0.00	$0.00
Year 3	73682	AUTO TAGGING LICENSE	67	$0.00	$0.00	$0.00
Year 3	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	67	$0.00	$0.00	$0.00
Year 3	80214	FLEET EVIDENCE.COM UNLIMITED STORAGE	24	$0.00	$0.00	$0.00
Year 3	80379	EXT WARRANTY, FLEET 2 SIGNAL UNIT	67	$0.00	$0.00	$0.00
Year 3	80397	EXT WARRANTY, FLEET 2 KIT	24	$0.00	$0.00	$0.00
Year 3	85144	AXON STARTER	1	$0.00	$0.00	$0.00
Year 3	87050	FLEET VIEW XL LICENSE	24	$0.00	$0.00	$0.00
Year 3	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	8	$0.00	$0.00	$0.00
Year 3	BWCamTAP	Body Worn Camera TAP Bundle	68	$0.00	$0.00	$0.00
Year 3	ProLicense	Pro License Bundle	70	$16,016.00	$0.00	$16,016.00
Year 3	ProLicense	Pro License Bundle	5	$0.00	$0.00	$0.00
Total				**$16,016.00**	**$0.00**	**$16,016.00**

Apr 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	70112	AXON SIGNAL UNIT	67	$0.00	$0.00	$0.00
Year 4	70116	SPPM, SIGNAL CONNECTED BATTERY PACK, X2/X26P	57	$0.00	$0.00	$0.00
Year 4	70117	AXON SIGNAL UNIT, CABLE ASSEMBLY	67	$0.00	$0.00	$0.00
Year 4	73390	TRANSFERRED WARRANTY, CRADLEPOINT ROUTER	24	$0.00	$0.00	$0.00
Year 4	73680	RESPOND DEVICE PLUS LICENSE-	67	$0.00	$0.00	$0.00
Year 4	73682	AUTO TAGGING LICENSE	67	$0.00	$0.00	$0.00
Year 4	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	67	$0.00	$0.00	$0.00
Year 4	80214	FLEET EVIDENCE.COM UNLIMITED STORAGE	24	$0.00	$0.00	$0.00
Year 4	80379	EXT WARRANTY, FLEET 2 SIGNAL UNIT	67	$0.00	$0.00	$0.00
Year 4	80397	EXT WARRANTY, FLEET 2 KIT	24	$0.00	$0.00	$0.00
Year 4	85144	AXON STARTER	1	$0.00	$0.00	$0.00
Year 4	87050	FLEET VIEW XL LICENSE	24	$0.00	$0.00	$0.00
Year 4	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	8	$0.00	$0.00	$0.00
Year 4	BWCamTAP	Body Worn Camera TAP Bundle	68	$0.00	$0.00	$0.00
Year 4	ProLicense	Pro License Bundle	70	$16,016.00	$0.00	$16,016.00
Year 4	ProLicense	Pro License Bundle	5	$0.00	$0.00	$0.00
Total				**$16,016.00**	**$0.00**	**$16,016.00**

Apr 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	70112	AXON SIGNAL UNIT	67	$0.00	$0.00	$0.00
Year 5	70116	SPPM, SIGNAL CONNECTED BATTERY PACK, X2/X26P	57	$0.00	$0.00	$0.00
Year 5	70117	AXON SIGNAL UNIT, CABLE ASSEMBLY	67	$0.00	$0.00	$0.00
Year 5	73390	TRANSFERRED WARRANTY, CRADLEPOINT ROUTER	24	$0.00	$0.00	$0.00
Year 5	73680	RESPOND DEVICE PLUS LICENSE-	67	$0.00	$0.00	$0.00
Year 5	73682	AUTO TAGGING LICENSE	67	$0.00	$0.00	$0.00
Year 5	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	67	$0.00	$0.00	$0.00

Apr 2026						
Invoice Plan	**Item**	**Description**	**Qty**	**Subtotal**	**Tax**	**Total**
Year 5	80214	FLEET EVIDENCE.COM UNLIMITED STORAGE	24	$0.00	$0.00	$0.00
Year 5	80379	EXT WARRANTY, FLEET 2 SIGNAL UNIT	67	$0.00	$0.00	$0.00
Year 5	80397	EXT WARRANTY, FLEET 2 KIT	24	$0.00	$0.00	$0.00
Year 5	85144	AXON STARTER	1	$0.00	$0.00	$0.00
Year 5	87050	FLEET VIEW XL LICENSE	24	$0.00	$0.00	$0.00
Year 5	BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	8	$0.00	$0.00	$0.00
Year 5	BWCamTAP	Body Worn Camera TAP Bundle	68	$0.00	$0.00	$0.00
Year 5	ProLicense	Pro License Bundle	70	$16,016.00	$0.00	$16,016.00
Year 5	ProLicense	Pro License Bundle	5	$0.00	$0.00	$0.00
Total				**$16,016.00**	**$0.00**	**$16,016.00**

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. Modifications made to the Master Services and Purchasing Agreement between Axon and the Agency, executed by the City of Crystal Lake on August 4, 2021 (the "Original Agreement") , shall be adopted and incorporated herein, except that the modifications made to definitions of "Quote" in the Original Agreement, shall not apply otto the this Quote. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Exceptions to Standard Terms and Conditions

Agency has existing contract #65527 (originated via Q-33819) and is terminating that contract upon the new license start date (5/1/2022) of this quote.

The parties agree that Axon is granting a refund of $455,577.10 to refund paid, but undelivered services. This refund will be applied to the new quote. This discount is based on a ship date range of 4/1/2022-4/15/2022, resulting in a 5/1/2022 license date. Any change in this date and resulting license start date will result in modification of this discount value which may result in additional fees due to or from Axon.

Signature

Date Signed

3/16/2022



Agenda Item No: 21

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: Designation and Sale of Surplus Equipment

Staff Recommendation: Motion to Adopt a Resolution:
1. Designating the items identified in Exhibit "A" as surplus equipment, and
2. Authorizing the City Manager to execute an agreement with Second Amendment Sports for the sale of City surplus items

Staff Contact: James Black, Chief of Police

Background:
The Crystal Lake Police Department has previously obtained various weapon systems over the course of several years to help equip officers to better accomplish the mission of the department. Over time, those needs have changed and as a result the Department is now looking to designate these weapon systems no longer considered necessary to maintain as surplus equipment. Once the items are designated as surplus, it is the intent of the Police Department to sell these items to an approved federally licensed firearms dealer.

The Police Department is requesting approval to sell 17 Mossberg shotguns, 2 Remington 700 rifles, and 2 Beretta 12S SMG pistols (non-transferable NFA regulated items) currently being held in the Crystal Lake Police Department storage facility (exhibit A). The firearms are no longer of serviceable value.

The Mossberg shotguns have been replaced through the use of patrol rifles. The shotguns are approximately twenty six years old and in need of repair due to age. The cost to repair, compared to the current trade in value, make repairing and retaining the weapon system untenable.

The Remington 700 .308 rifles (approximately 26 years old) and Beretta 12S SMG 9mm pistols (approximately 24 years old) were purchased and used as a part of the Police Department's Emergency Services Team. That team was retired in 2013, with the Department's transition to participation with the Northern Illinois Police Alarm Service (NIPAS). Therefore, these weapons are unused and unneeded within the agency.

The designation of equipment as surplus and subsequent sale of equipment provides the following benefits to the City:

1) Designating equipment as surplus allows the City the ability to make space available currently occupied by the non-utilized, non-serviceable equipment.
2) Participation in the sale provides an additional avenue for the sale of the surplus equipment to increase the likelihood that the City will maximize its return on the sale of the items.

The Police Department has received 2 quotes to purchase the items listed on Exhibit A, with Second Amendment Sports providing the highest quote to purchase the weapons from the City. Second Amendment Sports is a Class III licensed dealer, thus allowing the lawful transfer of two of the surplus items (Beretta 12S SMG) which are not eligible for resale to any entity without a Class III license, and can only be utilized as a demonstration product by a Class III license recipient.

It should be noted that the purchase date entered into our inventory system (Exhibit A) for these firearms is actually the date that the electronic inventory system was implemented, not the actual purchase date for the firearms.

Recommendation:

It is the recommendation of staff to designate the items in Exhibit "A" as surplus and authorize the City Manager to execute an agreement with Second Amendment Sports for the sale of the surplus items.

Votes Required to Pass:

Simple majority

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE THAT

1. The items identified on Exhibit "A" are hereby designated as surplus; and
2. The City Manager is hereby authorized and directed to execute an agreement with Second Amendment Sports for sales services pertaining to items listed on "Exhibit A".

DATED this 5th day of April, 2022.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: April 05, 2022
APPROVED: April 05, 2022

Draft

March 4, 2022

Sergeant Ryan Coutre,

Thank you for the opportunity to work with you on purchasing the Department's surplus firearms. We did some leg work on all of the firearms in question, and are happy to say that we are in position to purchase all 21 firearms. We did discover that the 2 Beretta 12S NFA firearms are post-1986 production (shipped from Beretta in 1989), therefore they cannot be transferred to an end user. They are not eligible for resale at any time, but can be owned by a Class III dealer as a demo product. This limits their value, but will still serve our purpose of demos and events. We would need a letter from the department for both guns to accompany them on the sale.

Total bid for all items listed below: $11,470.00

15 – Mossberg 500 12ga shotguns
2 – Mossberg 590 12ga shotguns
2 – Remington 700 rifles
2 – Beretta Model 12S SMG pistols (non-transferable NFA regulated items)

We will provide the department with all appropriate licensing, transfer paperwork, and serial number detail, prior to picking up the items from the department.

Please let me know if you have any questions or concerns.

Kind Regards,

Bert Irslinger
Second Amendment Sports
3705 W Elm St
McHenry, IL 60050
815-385-5522 phone
815-385-5533 fax

Report Criteria Include: Type Of Firearm: Shotgun

Firearms Inventory Report #1

Firearms By Type

Type Of Firearm

Shotgun

Location Assigned	Division	Brand	Model	Caliber	Owned By	Serial No.	Dept. No.	Accessories	Sights	Date Purchased	Status	Trk No.	Cost
Equipment Room	Patrol	Mossberg	590	12 ga.	Crystal Lake	T039910				11/10/2011	Inactive 12/5/2017	108	$0.00
Patrol	Patrol	Mossberg	500	12 ga.	Crystal Lake	L982581				11/10/2011	Active 11/10/2011	117	$0.00
Patrol	Patrol	Mossberg	590A	12 ga.	Crystal Lake	T482511				11/10/2011	Active 11/10/2011	109	$0.00
Patrol	Patrol	Mossberg	500	12 ga.	Crystal Lake	L950742				11/10/2011	Active 11/10/2011	110	$0.00
Patrol	Patrol	Mossberg	500	12 ga.	Crystal Lake	L993453				11/10/2011	Active 11/10/2011	111	$0.00
Patrol	Patrol	Mossberg	500	12 ga.	Crystal Lake	L982576				11/10/2011	Active 11/10/2011	112	$0.00
Patrol	Patrol	Mossberg	500	12 ga.	Crystal Lake	P00512				11/10/2011	Active 11/10/2011	113	$0.00
Patrol	Patrol	Mossberg	500	12 ga.	Crystal Lake	L993470				11/10/2011	Active 11/10/2011	114	$0.00
Patrol	Patrol	Mossberg	500	12 ga.	Crystal Lake	L993466				11/10/2011	Active 11/10/2011	116	$0.00
Patrol	Patrol	Mossberg	500	12 ga.	Crystal Lake	L982450				11/10/2011	Active 11/10/2011	124	$0.00
Patrol	Patrol	Mossberg	500	12 ga.	Crystal Lake	L993454				11/10/2011	Active 11/10/2011	118	$0.00
Patrol	Patrol	Mossberg	500	12 ga.	Crystal Lake	L952602				11/10/2011	Active 11/10/2011	119	$0.00
Patrol	Patrol	Mossberg	500	12 ga.	Crystal Lake	L952852				11/10/2011	Active 11/10/2011	120	$0.00
Patrol	Patrol	Mossberg	500	12 ga.	Crystal Lake	L982585				11/10/2011	Active 11/10/2011	121	$0.00
Patrol	Patrol	Mossberg	500	12 ga.	Crystal Lake	L982459				11/10/2011	Active 11/10/2011	122	$0.00
Patrol	Patrol	Mossberg	500	12 ga.	Crystal Lake	L952855				11/10/2011	Active 11/10/2011	123	$0.00
Patrol	Patrol	Mossberg	500	12 ga.	Crystal Lake	L993461				11/10/2011	Active 11/10/2011	115	$0.00

17 Total Shotgun(s)

Total Value of Shotgun'(s): $0.00

Firearms By Type

17 Total Firearms	1 Different Types	1 Different Brands	3 Different Models	1 Different Calibers

2 Different Locations Assigned	Total Value $0.00

Report Criteria Include: Type Of Firearm: Rifle / Caliber: .308

Firearms Inventory Report #1

Firearms By Type

Type Of Firearm

Rifle

Location Assigned	Division	Brand	Model	Caliber	Owned By	Serial No.	Dept. No.	Accessories	Sights	Date Purchased	Status	Trk No.	Cost
Equipment Room	Patrol	Remmington	M700	.308	Not Entered	D6246472				11/10/2011	Inactive 11/13/2017	83	$0.00
Equipment Room	Patrol	Remmington	M700	.308	Not Entered	C6891948				11/10/2011	Inactive 11/13/2017	82	$0.00

2 Total Rifle(s) Total Value of Rifle'(s): $0.00

2 Total Firearms	1 Different Types	1 Different Brands	1 Different Models	1 Different Calibers

1 Different Locations Assigned	Total Value $0.00

Report Criteria Include: Type Of Firearm: Sub Gun

Firearms Inventory Report #1

Firearms By Type

Type Of Firearm

Sub Gun

Location Assigned	Division	Brand	Model	Caliber	Owned By	Serial No.	Dept. No.	Accessories	Sights	Date Purchased	Status	Trk No.	Cost
Equipment Room	Patrol	Beretta	12S	9mm	Not Entered	F39671					Inactive 12/5/2017	87	$0.00
Equipment Room	Patrol	Beretta	12S	9mm	Not Entered	F39666				11/10/2011	Inactive 12/5/2017	86	$0.00

2 Total Sub Gun(s) Total Value of Sub Gun'(s): $0.00

2 Total Firearms	1 Different Types	1 Different Brands	1 Different Models	1 Different Calibers

1 Different Locations Assigned	Total Value $0.00

Agenda Item No: 22

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: Bid Award - 2022 Street Sweeping, Municipal Partnership Initiative

Staff Recommendation: Motion to award the bid for street sweeping to the lowest responsive and responsible bidder, Lakeshore Recycling Systems and adopt a Resolution authorizing the City Manager to execute a one-year contract with the option for two (2) additional one-year extensions with Lakeshore Recycling Systems for street sweeping services in the amounts bid.

Staff Contact: Michael P. Magnuson, P.E., Director of Public Works and Engineering

---

Background:
In 2018, the City of Crystal Lake contracted street sweeping for the first time and the program has been successful. Contracting of street sweeping is more economical and provides an increase in level of service compared to performing the work in house.

The City of Crystal Lake participates in the McHenry County Municipal Partnership Initiative (McMPI) where regional communities collaborate by preparing and soliciting bids for various projects. McMPI allows members to combine purchasing power to leverage cost savings. The City of Crystal Lake partnered with the Village of Cary and the McHenry County Division of Transportation to solicit bids for street sweeping services. On March 15, 2022, the bids were publically opened. The results for Crystal Lake are as follows:

Company	Street Sweeping City Streets 8 Cycles per Year	Additional Services	Total Bid
✔Lakeshore Recycling Systems	$195,600	$6,000	$201,600

✔Indicates lowest responsive and responsible bidder

While only one bidder submitted a price, the current one-year contract price for this work is $200,700. Staff is comfortable with awarding the contract since the bid three year cost is only $900.00 more per year.

The Street Sweeping Program with Lakeshore Recycling Systems consists of all City maintained streets and provides the option for sweeping portions of State and County routes and responding to emergencies if needed. The contract requires Lakeshore Recycling Systems to properly dispose of all swept material. The Fiscal Year 2022/2023 budget for sweeping is $215,000.

Recommendation

This contract is being presented pursuant to a competitive bidding process. Under such process, the contract is to be awarded to the "lowest responsive and responsible bidder." The lowest responsive and responsible bidder is the contractor: (i) whose bid substantially conforms to the material provisions of the bid specifications, (ii) who demonstrates the financial capacity and ability to undertake and complete the project in question in accordance with bid specifications, and (iii) whose bid price is lowest among the responsive and responsible bidders. Selecting a contractor on bases not set forth in the bid specifications can lead to challenges to the City's award.

The recommendation of City staff is to award the contract to the lowest responsive and responsible bidder, Lakeshore Recycling Systems, for street sweeping services for a one-year contract with the option for two (2) one-year extensions. Lakeshore Recycling Systems is the City's current contractor.

Votes Required to Pass:

Simple majority

RESOLUTION

WHEREAS, the CITY OF CRYSTAL LAKE has identified the desire to contract for street sweeping operations to reduce dirt and debris and protect the environment; and

WHEREAS, the CITY participates in the McHenry County Municipal Purchasing Initiative (McMPI) with other public agencies to leverage purchasing power; and

WHEREAS, the McMPI conducted a joint public bid for street sweeping services and opened bids publically on March 15, 2022 at the Village of Cary; and

WHEREAS, the lowest responsible and responsive bidder is Lakeshore Recycling Systems, LLC.

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Lakeshore Recycling Systems for street sweeping services in the amount of $201,600; and

BE IT FURTHER RESOLVED that the City Manager is authorized to approve two (2) optional one-year contract extensions and execute warranted change orders for up to 10 percent of the contract amount

Draft

DATED this 5th day of April, 2022.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: April 5, 2022
APPROVED: April 5, 2022

Draft

Agenda Item No: 23

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: Bid Award - 2022 Sidewalk Cutting Program

Staff Recommendation: Motion to award the 2022 Sidewalk Cutting Program Bid to the lowest responsive and responsible bidder, Hard Rock Concrete Cutters, and adopt a Resolution authorizing the City Manager to execute a contract with Hard Rock Concrete Cutters for a not-to-exceed amount of $50,000 and to authorize the City Manager to review and approve necessary completion date change orders relating to the contract.

Staff Contact: Michael Magnuson, P.E., Director of Public Works and Engineering

---

Background:
The City uses sidewalk saw cutting as a means of eliminating sidewalk trip hazards that are created by minor displacement of sidewalks over time (heaving or settling). The saw cutting process horizontally saws off trip hazards by creating a tapered edge and thereby brings the location in compliance with American Disabilities Act (ADA) standards. During the previous five years, staff has been satisfied with the process and final outcome and has incorporated this program into the City's annual maintenance efforts. The cost of cutting the sidewalk is less than the cost to replace the sidewalk. Sidewalk cutting is accomplished relatively quickly after which the sidewalk is open to pedestrian traffic. Full replacement requires closing of the sidewalk while the concrete cures and also requires some type of landscape restoration. Large displacements are addressed in the City's annual concrete program with replacement of the entire section(s) sidewalk.

The City of Crystal Lake participates in the McHenry County Municipal Partnership Initiative (McMPI) where regional communities collaborate by preparing and soliciting bids for various projects. McMPI allows members to combine purchasing power to leverage cost savings. The City of Crystal Lake partnered with the Village of Cary to solicit bids for sidewalk cutting services. On March 11, 2022, the bids were publically opened at the City of Crystal Lake. There were two bidders and the results are:

Bidder	*Price Per SF*
[1]Hard Rock Concrete Cutters	$39.85
ASTI	$42.42

[1] Indicates Recommended Lowest Responsive and Responsible Bidder

In 2021, the bid price per square feet was $43.75. This year's bid price is a reduction from the 2021 unit price. 2021 was a slight reduction from 2020's prices.

Recommendation:

This contract is being presented pursuant to a competitive bidding process. Under such process, the contract is to be awarded to the "lowest responsive and responsible bidder." The lowest responsive and responsible bidder is the contractor: (i) whose bid substantially conforms to the material provisions of the bid specifications, (ii) who demonstrates the financial capacity and ability to undertake and complete the project in question in accordance with bid specifications, and (iii) whose bid price is lowest among the responsive and responsible bidders. Selecting a contractor on bases not set forth in the bid specifications can lead to challenges to the City's award.

Hard Rock Concrete Cutters meets all of the City's requirements and has previously performed this work for the City with satisfactory results. Therefore, staff recommends Hard Rock Concrete Cutters for the 2022 Sidewalk Cutting Program. The proposed FY2022/2023 Budget for this work is $50,000. Staff recommends a not-to-exceed amount of $50,000.

Votes Required to Pass:

Simple majority vote

RESOLUTION

WHEREAS the CITY OF CRYSTAL LAKE has identified the need to eliminate sidewalk trip hazards that are created by displacement of sidewalks over time; and

WHEREAS the CITY received and publicly opened one bid for the Sidewalk Cutting Program on March 11, 2022; and

WHEREAS the lowest responsive and responsible bidder is Hard Rock Concrete Cutters, Wheeling, IL.

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT FURTHER RESOLVED that he City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Hard Rock Concrete Cutters for the 2022 Sidewalk Cutting Program in the bid amount $39.85 per square foot, for a total not-to-exceed amount of $50,000; and

BE IT FURTHER RESOLVED that the City Manager is authorized to approve warranted completion date change orders relating to the contract.

DATED this 5th day of April, 2022.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

Draft

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: April 5, 2022
APPROVED: April 5, 2022

Draft

Agenda Item No: 24

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: Bid Award - City Landscape and Mowing Maintenance

Staff Recommendation: Motion to award the bid for the City's Landscape, Mowing, and Maintenance Program to the lowest responsive and responsible bidder, Mark 1 Landscape, Inc. and to adopt a Resolution authorizing the City Manager to execute a one-year contract with four (4) optional one-year extensions.

Staff Contact: Michael Magnuson, P.E., Director of Public Works and Engineering

---

Background:
The City utilizes private landscaping contractors to maintain and mow various City-owned properties. These areas include City Hall, Three Oaks Recreation Area, McCormick Park, downtown veteran's memorial, wastewater and water plants, sanitary pumping stations, etc. This scope of the work includes mowing and maintenance of landscaped beds, flower planter maintenance, etc. The requested contract will be a one-year base contract, with four optional one-year extensions. The Public Works Department and Three Oaks staff will coordinate activities with the selected vendor.

The City advertised for bids in accordance with the City's procurement policies and held a bid opening on March, 24, 2022. The following is a summary of the bids:

Bidder	Year 1	Year 2	Year 3	Year 4	Year 5
✔Mark 1 Landscape Bartlett, IL	$208,730.00	$211,370.00	$214,230.00	$217,845.00	$217,845.00
Acres Enterprises Wauconda, IL	$326,362.00	$338,534.00	$350,525.00	$353,795.00	$353,795.00
Langton Group Woodstock, IL	$550,209.60	$566,716.30	$583,717.76	$601,229.57	$619,266.14

✔*Indicates lowest responsive and responsible bidder*

Recommendation:

This contract is being presented pursuant to a competitive bidding process. Under such process, the contract is to be awarded to the "lowest responsive and responsible bidder." The lowest responsive and responsible bidder is the contractor: (i) whose bid substantially conforms to the material provisions of the bid specifications, (ii) who demonstrates the financial capacity and ability to undertake and complete the project in question in accordance with bid specifications, and (iii) whose bid price is lowest among the responsive and responsible bidders. Selecting a contractor on bases not set forth in the bid specifications can lead to challenges to the City's award.

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid package. City staff contacted Mark 1 Landscape's references and received favorable results. It is the recommendation of staff to award the contract for the City's Landscape, Mowing, and Maintenance Program to the lowest responsive and responsible bidder, Mark 1 Landscape, in the submitted bid amounts for a one year contract with four optional one-year extensions. Funds have been budgeted in the proposed Fiscal Year 2022/2023 budget for these services.

Votes Required to Pass:

Simple Majority

RESOLUTION

WHEREAS, the CITY OF CRYSTAL LAKE has identified the need to maintain the lawns and landscaping on City owned properties in a neat and aesthetically pleasing condition; and

WHEREAS, the CITY publically advertised for bids and opened bids publically on March 24, 2022; and

WHEREAS, the lowest responsible and responsive bidder is Mark 1 Landscape, Bartlett, Illinois.

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Mark 1 Landscape for mowing and landscaping services in the amounts bid; and

BE IT FURTHER RESOLVED that the City Manager is authorized to approve a one-year contract with four (4) optional one-year contract extensions and execute warranted change orders for up to 10 percent of the contract amount.

DATED this 5th day of April, 2022.

Draft

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: April 5, 2022
APPROVED: April 5, 2022

Draft

Agenda Item No: 25

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: Bid Award – Right-of-Way Mowing Program

Staff Recommendation: Motion to award the bid for the City's right-of-way mowing program to the lowest responsive & responsible bidder, Mark 1 Landscape, Inc. and to adopt a Resolution authorizing the City Manager to execute a one-year contract with four (4) optional one-year extensions.

Staff Contact: Michael Magnuson, P.E., Director of Public Works and Engineering

---

Background:
The City utilizes private landscaping contractors to mow those sections of City right-of-way that are not adjacent to developed property (rural type roads). An example is the section of Briarwood Road or Lucas Road that is in the City limits, but next to undeveloped land. These areas are mowed somewhat infrequently (6 times per year) depending on grass growth.

The City advertised for bids in accordance with the City's procurement policies and held a bid opening on March, 29, 2022. The following is a summary of the bids:

Bidder	Year 1 (per mow)	Year 2 (per mow)	Year 3 (per mow)	Year 4 (per mow)	Year 5 (per mow)
✔Mark 1 Landscape Bartlett, IL	$3,980.00	$4,060.00	$4,140.00	$4,265.00	$4,265.00
Langton Group Woodstock, IL	$6,001.00	$6,181.00	$6,366.46	$6,557.45	$6,754.18

✔*Indicates lowest responsive and responsible bidder*

Each bid also includes a cost per square foot of additional mowing should other properties be added. The Mark 1 Landscape unit cost is $.0025 per square foot for all five years. The Langton Group cost is $0.03 per square foot for years 1 and 2 and $0.04 per square foot for years 3 through 5.

Recommendation:

This contract is being presented pursuant to a competitive bidding process. Under such process, the contract is to be awarded to the "lowest responsive and responsible bidder." The lowest responsive and responsible bidder is the contractor: (i) whose bid substantially conforms to the material provisions of the bid specifications, (ii) who demonstrates the financial capacity and ability to undertake and complete the project in question in accordance with bid specifications, and (iii) whose bid price is lowest among the responsive and responsible bidders. Selecting a contractor on bases not set forth in the bid specifications can lead to challenges to the City's award.

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid package. City staff contacted Mark 1 Landscape's references and received favorable results. It is the recommendation of staff to award the contract for the City's Right-of-Way Mowing Program to the lowest responsive and responsible bidder, Mark 1 Landscape, in the submitted bid amounts for a one-year contract with four optional one-year extensions. Funds have been budgeted in the proposed Fiscal Year 2022/2023 budget for these services.

Votes Required to Pass:

Simple Majority

RESOLUTION

WHEREAS, the CITY OF CRYSTAL LAKE has identified the need to maintain the City's rural right-of-ways to maintain sight lines and keep grass manageable; and

WHEREAS, the CITY publically advertised for bids and opened bids publically on March 29, 2022; and

WHEREAS, the lowest responsible and responsive bidder is Mark 1 Landscape, Bartlett, Illinois.

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the foregoing recitals are repeated and incorporated as though fully set forth herein; and

BE IT FURTHER RESOLVED that the City Manager is authorized to execute a contract between the CITY OF CRYSTAL LAKE and Mark 1 Landscape for right-of-way mowing and landscaping services in the amounts bid; and

BE IT FURTHER RESOLVED that the City Manager is authorized to approve a one-year contract with (4) optional one-year contract extensions and execute warranted change orders for up to 10 percent of the contract amount.

DATED this 5th day of April, 2022.

Draft

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, MAYOR

SEAL

ATTEST

_____
Nick Kachiroubas, CITY CLERK

PASSED: April 5, 2022
APPROVED: April 5, 2022

Draft

Agenda Item No: 26

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: Board and Commission Appointment – Library Board

Mayor's Recommendation: Motion to appoint Mary Fisher to the Library Board

Contact: Haig Haleblian, Mayor

Background:

There is currently one vacancy on the Library Board as result of the retirement of a long-standing member earlier this year. The term of the retired member was scheduled to expire on June 30, 2022.

Library Board appointments/reappointments are nominated by the Mayor and confirmed the City Council.

Mayor Haleblian has nominated Mary Fisher to fill the vacancy. If appointed, Ms. Fisher's term will expire on June 30, 2022.

Should the Council have any questions, please contact Mayor Haleblian.

Votes Required to Pass:

Simple majority

Agenda Item No: 27

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: Project Overview - Illinois Department of Transportation (IDOT) Route 14 Improvement

Staff Recommendation: Information Only

Staff Contact: Michael P Magnuson, Director of Public Works and Engineering

---

Background:
The Illinois Department of Transportation (IDOT) will be completing a construction project this spring/summer along Route 14 from Crystal Lake Avenue to east of Pingree Road (near the Village Squire Restaurant). The work includes upgrading the existing intersection curb ramps to bring them into current compliance with the American with Disabilities Act (ADA) as well as removing and replacing 1 ¾ inches of pavement. Curran Contracting was awarded the construction contract in the amount of $3,474,966.92. There is no cost to the City for this project.

City staff has been in contact with IDOT and Curran Contracting to obtain a project schedule. The ADA ramp work at the intersections will occur first and is anticipated to start in middle to late April. This work will be limited to intersections with sidewalk closures and minor daily lane closures at the specific intersection being worked on. Upon completion of the ADA ramp work, the contractor will begin the pavement milling and resurfacing process. It is anticipated that the project limits will be broken into sections with pavement removal being first followed up by placing the pavement. It is our understanding that the entire project limits will not be milled at once.

City staff understands the importance of communication with the local businesses and has expressed this importance to IDOT and Curran Contracting. A postcard will be delivered to all affected parties within the project limits the first week of April. A page on the City's website has been created and as the project moves forward and set dates established, social media will be utilized. The City has also notified IDOT, the Contractor of the Lakeside Festival, and Independence Day parade that the section of Route 14 near Dole Avenue either needs to be completed ahead of the parade or delayed until after the parade.

City staff will communicate regularly with IDOT's construction management staff and the contractor to keep businesses up to date. The City will also post updates on its website.

Votes Required to Pass:
Information Only

Agenda Item No: 28

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: Project Update - McHenry County Division of Transportation (MCDOT) Northern Section of Randall Road Improvement

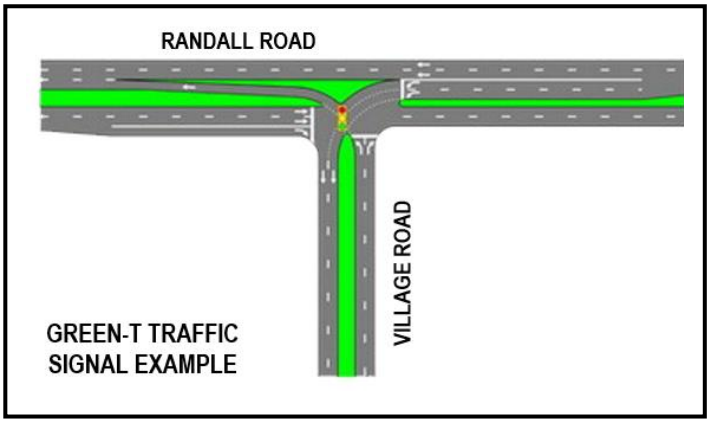
Staff Recommendation: Information Only

Staff Contact: Michael P Magnuson, Director of Public Works and Engineering
Abigail Wilgreen, City Engineer

Background:

In the spring of 2007, the McHenry County Division of Transportation (MCDOT) initiated preliminary engineering for the Randall Road corridor extending from Rakow Road in Crystal Lake to Harnish Drive in Algonquin. A Community Advisory Committee was established for stakeholder input which City staff participated. Throughout the preliminary engineering phase, alternatives were discussed and public meetings were held along with presentations to City Council. On February 2, 2010 the final preferred alternative was presented by MCDOT to City Council which included a new continuous green-T traffic signal at Randall Road/Village Road and right-in/right-out access at Randall Road/Angela Lane and Randall Road/Alexandra Boulevard. The preliminary engineering was completed in 2013. Due to its size, the project was broken into two sections with the southern section (Acorn Lane/Polaris Drive to Harnish Drive) finishing construction in 2021.

Now that construction is complete in the southern section, MCDOT has initiated design engineering for the northern section (Rakow Road to Acorn Lane/Polaris Drive). City staff discussed the northern section with MCDOT staff in January of 2022. The following was discussed:



- The green-T traffic signal at Village Road is still a part of the project.
- A bike path will be placed on the east side of Randall Road up to Ackman Road and a sidewalk along the west side. City staff asked that a 6 foot wide sidewalk be installed on the west side of the roadway.
- Lighting will be added along the entire corridor.
- A new bridge will be installed on Miller Road just west of Randall Road to convey storm water that is currently flowing through a dual-chamber angled box culvert under the intersection. After construction, the bridge will be the maintenance responsibility of the City since it is on a City street. Staff does not object to this. The Miller Road intersection needs to be raised 3 feet to be above the floodplain. This will necessitate a road closure for several months. City staff suggested reviewing the installation of a temporary traffic signal at the Golf Course Road/Miller Road intersection or at the Randall Road/Village Road intersection during the closure. City also asked the County to review traffic calming measures along Golf Course Road.
- City staff requested more information be provided for County's proposed right-of-way acquisition from the existing vacant property at the northwest corner of Randall Road/Miller Road. The City wants to make sure that the proposed detention/compensatory storage still makes the property viable for redevelopment. The MCDOT consultant is completing a peer review of the storm water analysis and the report will be forwarded to the City for review.
- City staff requested that the lack of a new traffic signal being installed at Randall Road/Alexandra Boulevard be reviewed again especially since new traffic signals were installed very close together during the southern section project. This is a key intersection along the corridor. City staff noted that the installation of a barrier median on Ackman Road has converted what was full access to right-in/right-only resulting in additional travel in the neighborhood. This should also support installation of a green-T intersection at Alexandra Boulevard.
- The pedestrian crossings along Randall Road should be explored in greater detail. The City's preference is a crossing at McHenry Avenue or Ackman Road. A pedestrian bridge is being explored south of Miller Road in Lake in the Hills.
- Existing water main along the west side of Randall Road between Village Road and Alexandra Boulevard may need to be relocated by the City. The existing sanitary sewer along the west side of Randall Road, north of Miller Road is operated by the Lake in the Hills Sanitary District (not a City responsibility).

Assuming all the right-of-way is secure, the project is anticipated to be bid out for construction the end of 2023. City staff will continue to work cooperatively with MCDOT as the design moves forward.

Votes Required to Pass:

Information Only

Agenda Item No: 29

City Council
Agenda Supplement

Meeting Date: April 5, 2022

Item: Public Hearing for the Annual Budget for the 2022/23 Fiscal Year; and Adoption of the Annual Budget Ordinance, Salary Ordinance, Ordinance amending Section 515, Water and Sewer, of the City Code, Vehicle Leasing and Replacement Program for the 2022/23 Fiscal Year and amended allocation of the Hotel/Motel Tax Funding for the 2022/23 Fiscal Year

Staff Recommendation: 1. Public Hearing for the Annual Budget for the 2022/23 Fiscal Year

2. Motion to Adopt:
   a. An Ordinance approving and adopting the Annual Budget for the 2022/23 Fiscal Year,
   b. The Salary Ordinance for the 2022/23 Fiscal Year,
   c. An Ordinance amending Section 515, Water and Sewer, of the City Code, and
   d. A Resolution authorizing the Vehicle Leasing and Replacement Program for the 2022/23 Fiscal Year; and
   e. A Resolution amending the Allocation of Hotel/Motel Tax Funding for the 2022/23 Fiscal Year

Staff Contact: Gary J. Mayerhofer, City Manager
Jodie Hartman, Director of Finance/Treasurer

Budget

Attached, please find the proposed Annual Budget for Fiscal Year 2022/23 for City Council consideration. State Statute requires the City to adopt the budget prior to the beginning of each fiscal year. The City's fiscal year 2022/23 begins on May 1, 2022.

The City has worked diligently to present a proposed annual budget that is:

- ✓ Balanced
- ✓ **Includes no new revenue sources**
- ✓ Continues the City's commitment to public safety
- ✓ Continues the City's investment in infrastructure
- ✓ Within the parameters of the City's financial policies

On March 17, 2022, the proposed balanced budget for fiscal year 2022/23 was placed on public display. The proposed budget maintains high quality City services while allowing for capital investment in facilities and improvements. The proposed budget also continues the funding of General Fund services without the use of a General Fund property tax. After all adjustments, the General Fund is anticipated to end the 2022/23 fiscal year with available fund balance equal to approximately 46% of its operating expenses.

The City has been granted an allocation of American Rescue Plan Act (ARPA) funds totaling $5,420,116. The proposed budget for fiscal year 2022/23 designates the use of the City's ARPA distribution to offset costs for the new deep well (#19) at Water Treatment Plant #2. Water and sewer infrastructure projects such as this are identified as allowable uses for the ARPA funds according to the United States Treasury.

Salary Ordinance

Included as part of the adoption of the proposed Annual Budget for Fiscal Year 2022/23 is the salary ordinance. Non-union employees' ability to receive a salary increase is based upon their individual performance, or merit, not based on cost of living adjustments. Collective bargaining agreements outline amounts of compensation to be paid to union employees.

Water & Sewer Rate

The Water and Sewer Fund is a self-supporting utility. The Fiscal Year 2022/23 budget incorporates a water and sewer user fee increase of 3%, effective September 1, 2022. The impact to an average household consuming 6,000 gallons of water would be $2.43 per month. Even with the increase, the City's water and sewer rates continue to fall within a mid-point when compared to neighboring communities.

Fleet Leasing Program

The City participates in a fleet leasing program with Enterprise Fleet Management, Inc. for the City's fleet, excluding some unique vehicles such as ambulances and fire apparatus. This allows the City to take advantage of financial and practical benefits of a leasing program versus a traditional method of replacement. The attached Resolution approves additions to the Vehicle Leasing and Replacement (VLR) program for the 2022/23 Fiscal Year and authorizes the City Manager to take any actions necessary to facilitate the VLR.

Hotel Tax Funding Program

Each year, the City returns the Hotel Tax proceeds to the community through distributions to various local organizations. In February 2021, City Council approved distributions for fiscal years 2021/22 and 2022/23. Hotel Tax receipts have surpassed expectations for the year, generating sufficient funds to restore funding levels for participating organizations to 2020 levels for fiscal year 2022/23. The program will be offered in December 2022 to consider applications for funding distributions in fiscal years 2023/24 and 2024/25.

Votes Required to Pass:

Simple majority

CITY OF CRYSTAL LAKE

PROPOSED ANNUAL BUDGET

FISCAL YEAR 2022/23



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

For the fiscal year beginning May 1, 2022

www.crystallake.org

CONTENTS

INTRODUCTION

CITY OFFICIALS 6
MISSION STATEMENT 7
GFOA BUDGET AWARD 2021 8
TRANSMITTAL LETTER 10
CITY OF CRYSTAL LAKE ORGANIZATIONAL STRUCTURE 38
GUIDING PRINCIPLES 39
PERFORMANCE METRICS 40

SUMMARY OF ALL FUNDS 44

MAJOR FUNDS AND ORGANIZATIONAL RELATIONSHIPS 45
OPERATING AND CAPITAL BUDGETS 48
REVENUE SUMMARY – ALL FUNDS 49
EXPENDITURE SUMMARY – ALL FUNDS 50
INTERFUND TRANSFERS – ALL FUNDS 51
REVENUES & OTHER FINANCING SOURCES – ALL FUNDS 52
EXPENDITURES & OTHER FINANCING USES SUMMARY – ALL FUNDS 52
REVENUES & EXPENDITURES BY TYPE – ALL FUNDS 53
CHANGES IN FUND BALANCE – ALL FUNDS 54
MAJOR REVENUES 55
PERSONNEL SUMMARY - ALL FUNDS 61
CAPITAL EXPENDITURES 62

GENERAL FUND 76

BUDGET SUMMARY 77
EXECUTIVE DEPARTMENT 81
LEGAL AND JUDICIARY 83
CITY ADMINISTRATION DEPARTMENT 84
ADMINISTRATIVE ADJUDICATION 94
POLICE DEPARTMENT 96
FIRE AND POLICE COMMISSION 104
COMMUNITY DEVELOPMENT DEPARTMENT 106
ENGINEERING DIVISION/PUBLIC WORKS DEPARTMENT 119
STREETS DIVISION/PUBLIC WORKS DEPARTMENT 126
FLEET & FACILITY SERVICES DIVISION/ PUBLIC WORKS DEPARTMENT 131
INFORMATION TECHNOLOGY DEPARTMENT 137
SHARED SERVICES DIVISION 142
SPECIAL PROJECTS DIVISION 143
THREE OAKS RECREATION AREA 144
POLICE & FIREFIGHTERS' PENSION OBLIGATION 149
DEBT SERVICE 150

WATER & SEWER FUNDS 152

OVERVIEW 153
OPERATING FUND BUDGET SUMMARY 154
PUBLIC WORKS ADMINISTRATION DIVISION/ PUBLIC WORKS DEPARTMENT 156
WATER & SEWER DIVISION/PUBLIC WORKS DEPARTMENT 161
WASTEWATER TREATMENT DIVISION/ PUBLIC WORKS DEPARTMENT 168

WATER & SEWER DEBT SERVICE FUND 175

FIRE RESCUE FUND 178

BUDGET SUMMARY 179

FIRE RESCUE DEPARTMENT 180

OTHER FUNDS 186

MOTOR FUEL TAX FUND 187

ROAD/VEHICLE LICENSE FUND 190

SCHOOL CROSSING GUARD FUND 192

IMRF/FICA FUND 194

GROUP INSURANCE FUND 196

RESTRICTED POLICE FUND 198

FOREIGN FIRE INSURANCE FUND 200

POLICE PENSION FUND 202

FIREFIGHTERS' PENSION FUND 203

COMMUTER PARKING FUND 204

THREE OAKS RECREATION AREA DEVELOPMENT FUND 206

DEBT SERVICE FUNDS 208

THREE OAKS DEBT SERVICE FUND 209

TIF FUNDS 212

MAIN STREET TIF FUND 213

VIRGINIA STREET TIF FUND 215

VULCAN LAKES TIF FUND 217

CAPITAL AND EQUIPMENT REPLACEMENT FUNDS 220

CAPITAL AND EQUIPMENT REPLACEMENT FUND 221

WATER AND SEWER CAPITAL AND EQUIPMENT REPLACEMENT FUND 238

WATER AND SEWER 2015 G.O. PROJECT FUND 246

WATER AND SEWER 2019 G.O. PROJECT FUND 247

LIBRARY FUNDS 248

SUPPLEMENTAL INFORMATION 264

BUDGET APPROVAL ORDINANCE 265

ACCOUNT DESCRIPTIONS 267

GLOSSARY OF TERMS 274

APPENDICES 286

APPENDIX A – THE BUDGET PROCESS 287

APPENDIX B - FISCAL YEAR 2022/23 BUDGET CYCLE 290

APPENDIX C - STRATEGIC PLAN 292

APPENDIX D - FINANCIAL POLICIES 296

APPENDIX E - HISTORY OF CRYSTAL LAKE 313

APPENDIX F - COMMUNITY PROFILE 315

APPENDIX G - PRINCIPAL EMPLOYERS 318

APPENDIX H - DEMOGRAPHIC STATISTICS 319

APPENDIX I - MISCELLANEOUS STATISTICS 320

CITY OF CRYSTAL LAKE, ILLINOIS
2022/23

CITY OFFICIALS

MAYOR
Haig Haleblian

COUNCILMEMBERS

Ellen Brady	Cathy A. Ferguson
Brett Hopkins	Cameron Hubbard
Mandy Montford	Ian Philpot

CITY CLERK
Nick Kachiroubas

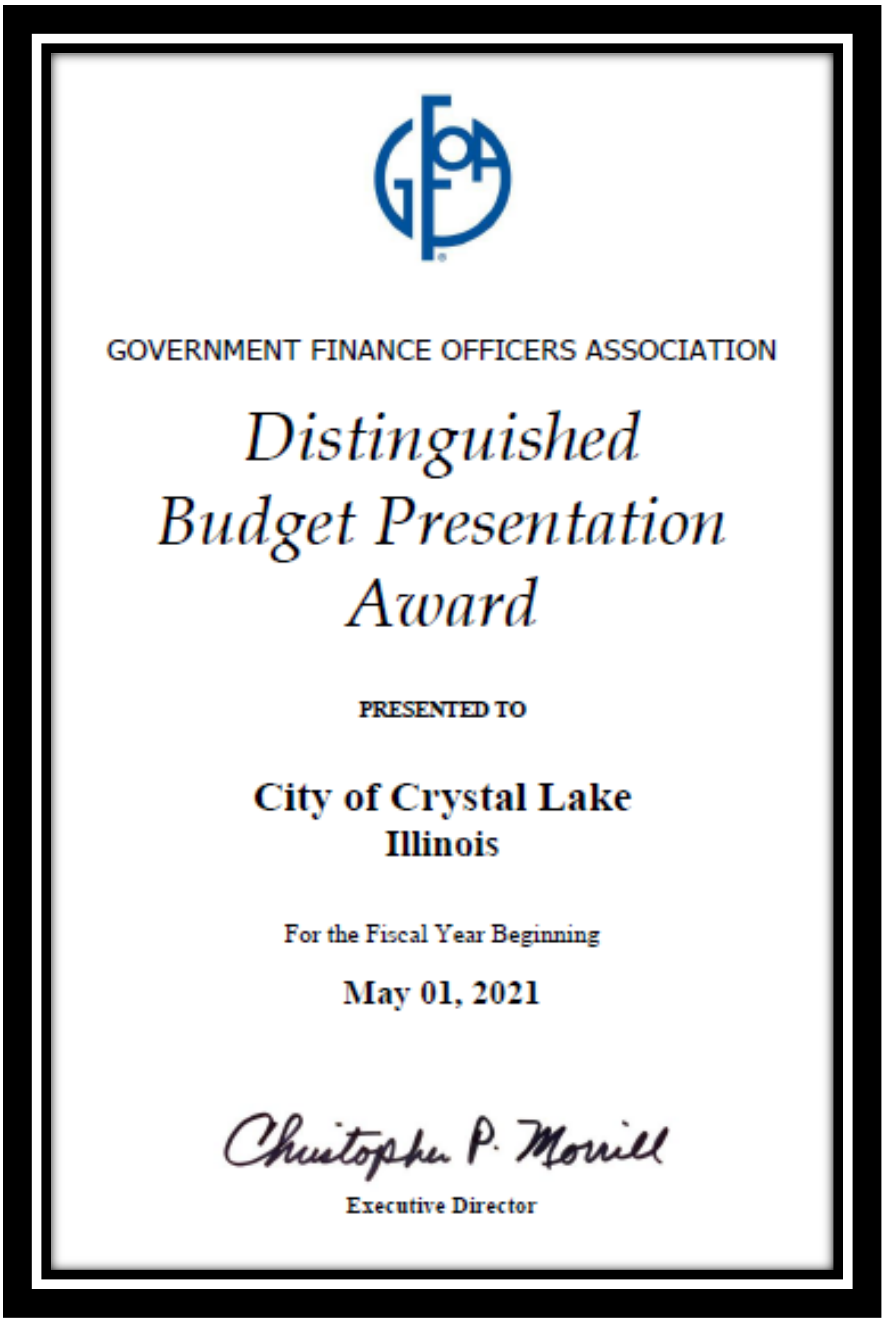
ADMINISTRATION

Gary J. Mayerhofer	City Manager
Eric T. Helm	Deputy City Manager
Kathryn Cowlin	Director of Community Development
Jodie Hartman	Director of Finance/Treasurer
Julie Meyer	Director of Human Resources
Gregory A. Fettes	Director of Information Technology
Michael P. Magnuson	Director of Public Works
Paul DeRaedt	Chief of Fire Rescue
James Black	Chief of Police

CITY OF CRYSTAL LAKE

MISSION STATEMENT

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



The Government Finance Officers' Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Crystal Lake, Illinois for the Annual Budget beginning May 1, 2021. In order to receive this award, a governmental unit must publish a document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communications device. The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements. We will submit it to the GFOA for consideration of another award.

This page has intentionally been left blank.

CITY OF CRYSTAL LAKE

ANNUAL BUDGET

FISCAL YEAR 2022/23

TRANSMITTAL LETTER

March 10, 2022

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

We are pleased to present the City of Crystal Lake's Annual Budget for Fiscal Year (FY) 2022/23. The budget is balanced. It meets the needs and demands of our community's long-term strategic commitments and it is within the parameters of the financial limitations discussed below.

Because of the competent leadership of the City Council, residents can be proud in knowing that the City has planned ahead for the future. Past decisions have given the City the flexibility to maintain first-rate services today and ensure those quality services continue into the future. The attached Annual Budget for FY 2022/23 has been formulated to ensure that residents continue to enjoy the benefit of high quality government services at one of the lowest municipal tax rates in the region.

For the past several years the World has suffered the effects of a global pandemic. While the full financial effect of the pandemic is yet to be determined, the country is moving forward through recovery. The economy has rebounded in many ways stronger than pre-pandemic. City finances have fared better than expected due to proper planning, conservative estimates and spending, healthy core revenue sources, and several large grants for capital projects. Even though economic uncertainties remain, indicators are pointing to a better and quicker than expected recovery. We are confident the City's solid financial policies, strong leadership and extensive long-term planning will continue to carry the City through the upcoming financial periods.

OVERVIEW OF CITY FINANCIALS

When viewed from a high level, City finances can be broken out into four main categories: Governmental, Business-Type, Pension Funds and Library Funds. Each category has a distinct purpose. Governmental activities cover the majority of financial activity within the City, including the General Fund, special revenue funds, debt service funds and capital improvement funds. The Business-Type activities represent the Water and Sewer Enterprise Funds and the internal service fund, Group Insurance. Police and Firefighters' Pension Funds are provided as fiduciary funds. The Library is a component unit of the City with their own governing board and Code of Ordinances, however their finances are reported under the City umbrella of funds. Below is a summary of the City financial budget as a whole for fiscal year 2022/23.

Operating Budget				Capital Budget			
Inflows	Outflows	Net Income	Net Operating Activities	Inflows	Outflows	Planned Use of Fund Balance	Net Capital Activities
$75,085,004	$68,433,936	$6,651,068	$0	$24,740,601	$42,039,171	$17,298,570	$0

Transfer to Capital Funds

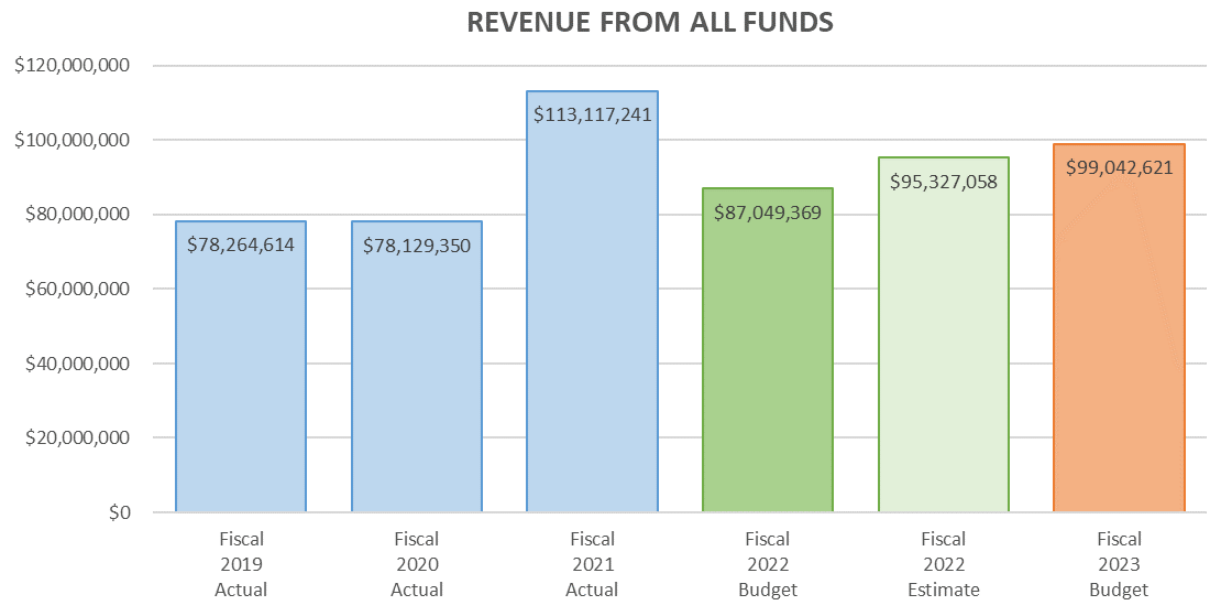
As depicted in the schedule above, fiscal year 2022/23 expenses of City funds (excluding pension and library) will be funded using a combination of operating revenue, capital revenue and accumulated assets (planned use of fund balance). The operating activities of the budget are balanced; the budget includes $6.65 million from operations to be transferred to the capital funds for funding necessary capital projects. Additional details of the numbers above are available below. Governmental activities of the City include general government, public safety, highway and streets, culture and recreation, and interest on long-term debt. Business-type activities represent the City's water and sewer functions, as well as group health insurance. Business-type activities are self-supporting through user charges.

BUDGET SUMMARY	Governmental Activities	Business-Type Activities	Total City Funds	Pension Funds	Library Funds
OPERATING ACTIVITIES					
Operating Revenues	$ 53,709,292	$ 21,375,712	$ 75,085,004	$ 9,360,731	$ 5,017,248
Operating Expenditures	(46,635,303)	(16,540,239)	(63,175,542)	(6,351,930)	(5,139,483)
Debt Service Payments	(1,105,397)	(4,152,997)	(5,258,394)	-	-
Planned Use of Fund Balance	-	-	-	-	252,235
Transfer to Capital Activities	(5,968,592)	(682,476)	(6,651,068)	-	(130,925)
Net Operating Activities	$ -	$ -	$ -	$ 3,008,801	$ (925)
CAPITAL ACTIVITIES					
Transfer from Operating Activities	$ 5,968,592	$ 682,476	$ 6,651,068	$ -	$ 130,925
Capital Revenues	1,746,008	1,000,000	2,746,008	-	138,790
Capital Grants/Reimbursements	3,485,905	3,208,935	6,694,840	-	-
Capital Transfer	(2,625,000)	2,625,000	-	-	-
New Bond/Loan Proceeds	-	6,605,274	6,605,274	-	-
Capital Lease Financing (Initial Lease Year)	1,805,872	237,539	2,043,411	-	-
Capitalized Lease Cost (Initial Lease Year)	(1,805,872)	(237,539)	(2,043,411)	-	-
Vehicle Lease Payments	(1,038,722)	(149,720)	(1,188,442)	-	-
Capital & Equipment Replacement	(16,975,296)	(21,832,022)	(38,807,318)	-	(268,790)
Use of Unspent Bond Proceeds	-	2,246,316	2,246,316	-	-
Planned Use of Fund Balance	9,438,513	5,613,741	15,052,254	-	-
Net Capital Activities	$ -	$ -	$ -	$ -	$ 925

BUDGET SUMMARY (CONTINUED)	Governmental Activities	Business-Type Activities	Total City Funds	Pension Funds	Library Funds
Estimated Beginning Balance	$ 49,328,269	$ 14,986,348	$ 64,314,617	$ 105,408,131	$ 3,468,546
Change in Fund Balance	$ (9,438,513)	$ (7,860,057)	$ (17,298,570)	$ 3,008,801	$ (252,235)
Ending Balance	$ 39,889,756	$ 7,126,291	$ 47,016,047	$ 108,416,932	$ 3,216,311
Ending Balance	$ 39,889,756	$ 7,126,291	$ 47,016,047	$ 108,416,932	$ 3,216,311
Nonspendable, Restricted or Assigned	$ (9,093,339)	$ (402,000)	$ (9,495,339)	$ (108,416,932)	$ (574,934)
Available Balance	$ 30,796,417	$ 6,724,291	$ 37,520,708	$ -	$ 2,641,377

Balances that are nonspendable, restricted or assigned represent funds already expended, are reserved for future debt repayment, held in reserve by the City's insurance carriers, or are restricted from general use. Operating results and capital activities by fund are available in the Summary of All Funds section of this document.

REVENUES - CITY WIDE



As the chart above shows, overall revenues have faired the pandemic better than originally expected. Fiscal year 2020/21 realized a large spike in revenues, of which over $23 million can be attributable to the investment performance of the public safety pension funds. Analyses of major revenues in more detail are available in the Summary of All Funds section of this document.

Fund	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
Revenues*								
General Fund	$32,941,828	$32,972,825	$36,090,306	32,192,294	$37,331,546	38,325,141	6,132,847	19.05%
Insurance Reserves Fund	129,843	723,046	0	0	0	0	0	0.00%
Restricted Police Funds	127,185	79,605	$113,863	75,500	$93,876	86,000	10,500	13.91%
Fire Rescue Fund	10,860,057	11,030,742	$12,271,511	11,200,464	11,952,145	11,463,062	262,598	2.34%
Road/Vehicle License Fund	614,557	631,808	609,236	615,250	608,105	610,000	(5,250)	-0.85%
School Crossing Guard Fund	107,026	111,433	85,859	110,000	109,158	110,110	110	0.10%
IMRF/FICA Fund	1,619,763	1,590,794	1,574,218	1,206,173	1,192,621	1,098,418	(107,755)	-8.93%
Motor Fuel Tax Fund	790,766	2,133,589	2,950,569	2,589,780	2,576,163	2,719,462	129,682	5.01%
Foreign Fire Insurance Fund	58,481	2,421	255	175	73	100	(75)	-42.86%
Commuter Parking Fund	263,530	303,998	31,704	70,040	78,788	78,040	8,000	11.42%
Three Oaks Development Fund	112	410,527	554,257	250	175,856	500	250	100.00%
Debt Service Funds	345,686	298,025	73,632	0	233	0	0	0.00%
TIF Funds	87,559	163,791	216,150	165,000	223,288	215,000	50,000	30.30%
Capital Replacement Fund	1,079,986	1,258,335	1,779,229	2,914,846	2,052,846	4,235,372	1,320,526	45.30%
Water & Sewer Funds	14,387,896	16,185,351	17,185,934	16,234,168	19,291,224	19,274,316	3,040,148	18.73%
Group Insurance Fund	0	0	5,942,959	5,944,729	5,984,233	6,310,331	365,602	6.15%
Police Pension Fund	4,844,163	1,808,419	14,733,005	4,717,456	4,785,621	5,294,650	577,194	12.24%
Fire Pension Fund	5,010,229	3,319,020	13,867,897	3,796,917	3,735,051	4,066,081	269,164	7.09%
Library Funds	4,995,947	5,105,621	5,036,659	5,216,327	5,136,231	5,156,038	(60,289)	-1.16%
Total - All Funds	**$78,264,614**	**$78,129,350**	**$113,117,241**	**$87,049,369**	**$95,327,058**	**$99,042,621**	$11,993,252	13.78%
Total - All Funds	78,264,614	78,129,350	113,117,241	87,049,369	95,327,058	99,042,621	11,993,252	13.78%
Less Internal Service Charges	0	0	(4,869,580)	(5,008,760)	(4,974,234)	(5,293,716)	(284,956)	5.69%
All Other Revenues	$78,264,614	$78,129,350	$108,247,661	$82,040,609	$90,352,824	$93,748,905	11,708,296	14.27%

*Excludes transfers between funds, capital lease financing, loan or bond proceeds

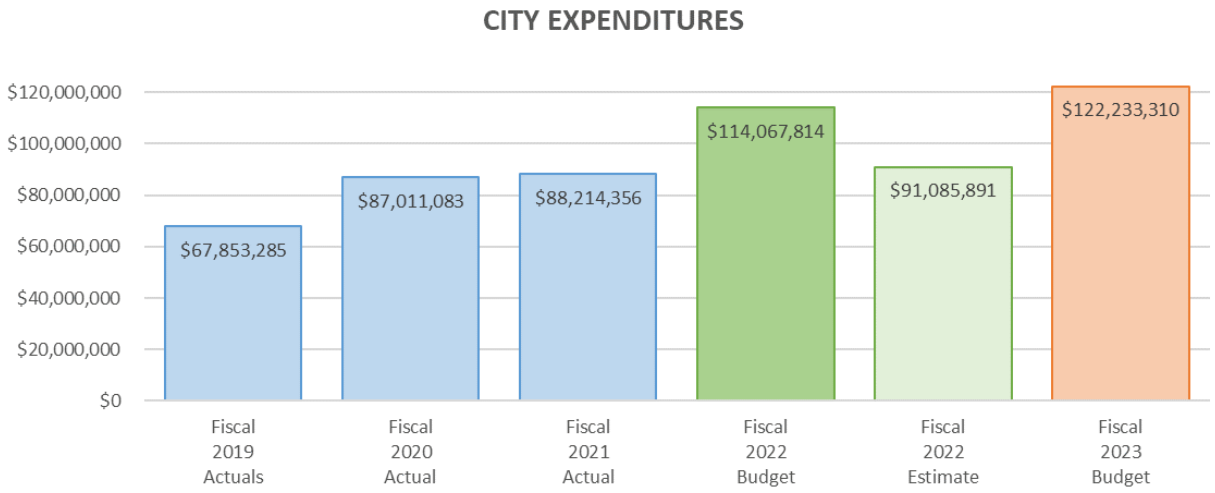
The FY 2022/23 budget does not contain any new revenue sources. Changes to major items for FY 2022/23 revenues are as follows, with comparisons from the prior year budget:

- City Revenues $93,886,583 (FY2021/22 $81,833,042)
- Library Revenues $5,156,038 (FY2021/22 $5,216,327)

Revenues available to support the FY 2022/23 budget are $99,042,621, an increase of $11,993,252 or 13.78% from the FY 2021/22 budget. Major changes among revenues and other amounts available are described below.

- Increase in revenues of $11,993,252: Several revenues, such as retail sales tax, home rule sales tax, use tax, income tax and motor fuel tax were expected to be significantly negatively impacted by the COVID-19 pandemic. Most major revenues were affected less than expected and are recovering towards pre-pandemic levels, if not exceeding prepandemic levels.
- Internal Service Charge revenue increase of $284,956: Employer contributions toward group insurance are recognized as Internal Service Charge revenue. Actual payments of employer contributions to the IPBC will be recognized as expenses in the Group Insurance Fund. FY 2022/23 group health care costs are expected to rise in aggregate 6.03% over amounts budgeted in the previous year.

EXPENDITURES – CITY WIDE



Expenditures of the City are spread over several different funds, as is proper for reporting the spending of a governmental entity. The General Fund is the main operational fund of the City. General Fund services include Police, Community Development, Engineering, Streets, Fleet and Facility Maintenance, as well as Legal, City Administration and the Three Oaks Recreation Area. The Water and Sewer Fund is responsible for services to provide clean, potable drinking water and to collect, convey and treat wastewater. Capital needs to maintain, repair and replace infrastructure are the biggest demands on this fund.

Fund	Fiscal 2019 Actuals	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
Expenditures*								
General Fund	$28,084,129	$27,719,703	$27,664,287	$29,976,546	$29,072,318	$31,907,725	$1,931,179	6.44%
Insurance Reserves Fund	(295,609)	(127,421)	0	0	0	0	0	0.00%
Restricted Police Funds	24,352	16,209	650	24,200	10,222	66,400	42,200	174.38%
Fire Rescue Fund	10,077,369	10,481,560	10,724,295	11,255,418	11,174,610	11,692,687	437,269	3.88%
Road/Vehicle License Fund	65,887	59,304	52,671	58,730	43,469	58,780	50	0.09%
School Crossing Guard Fund	101,233	90,341	61,641	110,000	107,811	110,000	0	0.00%
IMRF/FICA Fund	1,458,033	1,431,963	1,506,482	1,716,736	1,553,511	1,628,051	(88,685)	-5.17%
Motor Fuel Tax Fund	626,021	656,045	702,175	918,600	918,600	918,600	0	0.00%
Foreign Fire Insurance Fund	518	473	604	66,000	540	31,950	(34,050)	-51.59%
Commuter Parking Fund	227,153	283,929	184,894	280,366	224,382	270,629	(9,737)	-3.47%
Three Oaks Development Fund	8,754	0	0	0	0	0	0	0.00%
Debt Service Funds	1,486,134	10,163,363	1,046,562	932,439	1,021,347	1,053,490	121,051	12.98%
TIF Funds	1,800	1,950	2,250	2,319	2,319	2,388	69	2.98%
Capital Replacement Fund	3,482,602	6,599,379	10,289,022	13,231,701	7,545,171	19,819,890	6,588,189	49.79%
Water & Sewer Funds	12,996,302	19,795,014	18,151,402	36,268,836	21,631,152	36,611,964	343,128	0.95%
Group Insurance Fund	0	0	5,535,906	5,944,609	5,688,641	6,300,553	355,944	5.99%
Police Pension Fund	3,343,205	3,451,734	3,443,003	3,773,200	3,897,022	4,028,930	255,730	6.78%
Fire Pension Fund	1,645,607	1,709,288	1,786,664	2,163,000	2,203,562	2,323,000	160,000	7.40%
Library Funds	4,519,795	4,678,249	7,061,847	7,345,114	5,991,214	5,408,273	(1,936,841)	-26.37%
Total - All Funds	**$67,853,285**	**$87,011,083**	**$88,214,356**	**$114,067,814**	**$91,085,891**	**$122,233,310**	$8,165,496	7.16%
Total - All Funds	67,853,285	87,011,083	88,214,356	114,067,814	91,085,891	122,233,310		
Less Internal Service Charges	0	0	(4,869,580)	(5,008,760)	(4,974,234)	(5,293,716)		
Less Capitalized Lease Costs	(122,701)	(898,682)	(2,894,699)	(1,117,250)	(280,871)	(2,043,411)		
All Other Expenditures	$67,730,584	$86,112,401	$80,450,077	$107,941,804	$85,830,786	$114,896,183	$6,954,379	6.44%

* (Excludes transfers between funds)

Changes to major items for FY2022/23 expenditures and other uses are as follows, with comparisons from the prior year budget:

- Operating expenditures $69,527,472 (FY2021/22 $65,757,440)
- Debt service $5,258,394 (FY2021/22 $5,201,300)
- Capitalized vehicle lease costs $2,043,411 (FY2021/22 $1,117,250)
  (offset by an equal amount in lease financing revenue)
- Vehicle lease payments $1,188,442 (FY2021/22 $1,039,507)
- Capital and equipment replacement $38,807,318 (FY2021/22 $33,607,203)
- Library Activities $5,408,273 (FY2021/22 $7,345,114)

Budgeted expenditures for all funds in FY 2022/23 total $122,233,310, an increase of $8,165,496 or 7.2% from the FY 2021/22 budget. Major changes among expenditures and other uses are described below.

- Increase in operating expenditures of $3,770,032.
  - Sworn police and fire personnel are covered by the Police Pension Plan and Firefighters' Pension Plan respectively. Both plans are defined benefit, single-employer, pension plans. The defined benefits and employee and employer contribution levels are governed by Article 3 and Article 4, respectively, of the Illinois Pension Code. Each year an independent actuary calculates employer contributions as described in the Illinois Pension Code. The City's contribution for fiscal year 2022/23 is $5,767,047, an increase of $812,174 or 16% from the prior year. Pension payments from the Police Pension Fund are budgeted to increase by $245,730, and pension payments from the Fire Pension Fund are budgeted to increase by $150,000.
  - The Group Insurance Fund is used to account for the accumulation of assets that are reserved for purposes of meeting funding requirements set by the Intergovernmental Personnel Benefits Cooperative (IPBC) for group health insurance. FY 2022/23 expenses of the Group Insurance Fund will include employee (active and retired) contributions toward group insurance that will be paid to the IPBC. Prior to FY 2020/21, employee contributions were netted against costs for purposes of budgeting group insurance. The City's contribution has increased $284,956 over the prior year.
  - Increase in wages of $895,197 reflects projected merit and contractually obligated increases as well as the addition of two full-time positions. Non-union employees' ability to receive a raise (from 0% to 3.0%) is based upon their individual performance.
  - The Illinois Municipal Retirement Fund (IMRF) is a defined benefit retirement plan that provides retirement, survivor, disability and death benefits to municipal government employees in Illinois. It is governed by Article 7 of the Illinois Pension Code. Employer contributions to the pension plan are calculated by the IMRF and fluctuate based on

demographic changes and investment rate of return. The City's contribution rate for calendar year 2021 was 13.77% of covered payroll. With a contribution rate for 2022 of 11.93%, the City's budgeted contribution amount decreased by $136,685.

  - Increase of $1,124,461 for Contractual Services across all operating funds. This increase includes $250,000 for façade improvement grants to local businesses, $95,611 for mosquito abatement, $75,000 for contracted social services, $50,000 for tree trimming services and $50,000 for a police staffing study.
  - Increase of $262,981 in Materials & Supplies across all operating funds. Increased costs are anticipated for salt, chemicals and sealants, and motor fuel and lubricant.
  - Increase of $104,755 in Hotel-Motel tax distributions to local non-profit organizations.
  - Other minor operating expenses increased by a net total of $26,463.
- Increase of $57,094 in debt service payments: Debt service payments reflected in this budget are for the repayment of series 2012, 2013, 2014, 2019A and 2019B series general obligation bonds in addition to the 2015 general obligation note, as well as a low-interest loan from the IEPA. It is anticipated that during FY 2022/23, the City will enter into a second low-interest loan agreement with the IEPA for the purpose of reconstructing Water Treatment Plant #2, adding $496,874 to existing debt payments beginning FY 2022/23. This new loan payment shall offset savings from the expiration of series 2012 refunding bond payments. Additionally, the City plans on issuing new general obligation bonds in order to fund various water, sewer and wastewater projects. These new bonds are expected to add $576,479 to the annual debt service payments.
- Increase of $148,935 in vehicle lease payments: Annual vehicle lease payments are budgeted as debt service, lease payments, in the Capital and Equipment Replacement Fund and as debt service, lease payments in the Water & Sewer Capital and Equipment Replacement Fund. Amounts budgeted are dependent upon numbers and types of vehicles leased.
- Increase of $926,161 in capitalized vehicle lease costs: Amounts budgeted are dependent upon numbers and types of vehicles anticipated to be leased during the fiscal year. Due to market conditions and supply chair shortages, it is anticipated that only four of the vehicles budgeted in FY 2021/22 will be delivered within the fiscal year. The remaining vehicles have been re-budgeted in FY 2022/23. Amounts are recognized as both a revenue (vehicle lease financing revenue) and as an expense (capitalized vehicle lease costs) in the first year of the lease term.
- Increase of $5,200,115 in capital and equipment replacement: The capital schedule depicted later in this document reflects capital and equipment replacement of $38,807,318, not including vehicle lease payments and capitalized leased vehicle costs.

- Internal Service Charge increase of $284,956: Employer contributions toward group insurance is recognized as Internal Service Charge revenue. Actual payments of employer contributions to the IPBC will be recognized as expenses in the Group Insurance Fund.
- The decrease in funds budgeted in Library funds are the result of capital projects that were completed in FY2021/22.

Capital Expenditures

The FY 2022/23 City budget reflects total capital expenditures of $42,039,171 which includes capital and equipment replacement of $38,807,318, vehicle lease payments of $1,188,442, and capitalized leased vehicle costs of $2,043,411. Improving and maintaining the infrastructure of the City is a critical component to providing core City services.

One major area of capital focus is the roadways. The FY 2022/23 budget reflects $2,635,000 for the City's annual street resurfacing program. Of the total, $1,608,780 will be funded from the General Fund, using a combination of Home Rule Sales Tax and unassigned Fund Balance, and $475,000 will come from the Motor Fuel Tax Fund. The remaining balance will come from proceeds from the Township Road and Bridge tax and vehicle sticker proceeds. The annual street resurfacing program, combined with other roadway-related improvements total $5,737,139. Many of the projects will span multiple budget years as the work is designed, constructed and completed.

Streets programmed for resurfacing in fiscal 2022/23 include:

Street	Limits	
	From	To
Smitana Road	Sands Road	City Limits
Sands Road	Rt 14 Approach	Railroad
Sands Road	Railroad	City Limits
Congress Pkwy	Federal Drive	Exchange Drive
Congress Pkwy	Exchange Drive	Pingree Approach
Federal Drive	Congress Pkwy	Truck Entrance South
Plum Tree Drive	Huntley Road	Shadowood Lane
Shadowood Lane	Ridgewood Lane	Boxwood Drive
Sandalwood Lane	Waterford Cut	Ridgewood Lane
Sandalwood Lane	Waterford Cut	Dovercliff Way
Stonehedge Ct	Plum Tree Drive	Cul De Sac
Hawthorne Drive	Sandalwood Lane	Barlina Road
Windridge Drive	Hawthorne Drive	Hawthorne Drive
Colony Drive	Hawthorne Drive	Sarasota Lane
Abbey Drive	Colony Drive	Sarasota Lane
Ridgewood Lane	Plum Tree Drive	Colony Lane
Pleasant Hill Road	Wisteria Drive	City Limits
Shipland Drive	Oak Street	Cul De Sac
Ryan Way	Midlane Drive	Shipland
Cascade Drive	257 Cascade	Larium Ln
Larium Ln	Midlane Drive	Talismon Drive
Lockwood Drive	589 Lochwood	Ryan Way
Pheasant Lane	Shipland	City Limits
W Upland	Shipland	City Limits

Other roadway improvements budgeted in FY 2022/23 include:

- North Main Street Improvements
- Dole Avenue Reconstruction – Design Engineering and Construction
- Cog Circle Reconstruction – Engineering and Construction
- Three Oaks Lutter and Sand traffic signal and pedestrian accommodations
- Traffic Calming Solution - Congress/Exchange Dr/Federal
- Pedestrian Connections at Main Street
- Pedestrian Improvement at Oak Street

In addition to roadway improvements, other major capital expenditures in this budget include:

- Automotive Equipment
- Computer Hardware and Software
- Three Oaks Storage/Maintenance Building
- Finance Enterprise Software
- Parking Lot Installation (Virginia Street)
- Pingree Train Station Improvements
- Downtown Metra Station Purchase
- Metasys Building Automation Replacement
- Asset Management Software
- Edgewater Storage (Regrade Kamijima Park) – Engineering
- Rain Garden Installation (Clover/Edgewater & Fair Oaks/Corrine)
- Re-establish Crystal Creek - Design and Permitting
- Storm Water Solutions
    - Water Level Adjustment (Three Oaks Recreation Area)
    - Union/College Storm Sewer – Construction
- Collection System Analysis/Sanitary Sewer Model
- Dole Ave Sewer Lining
- Lead Service Line Replacement Program
- North Main Street Water Main
- Northwest Area Sanitary Sewer Design
- Sanitary Sewer Lining and Grouting Program
- Water Tower Painting Multi Year Program
- Main Replacement
    - Dole Avenue
    - McHenry, Highland, Spruce, Ringling-Engineering
- WTP #2 New Deep Well #19 and Raw Water Piping – Engineering & Construction
- WTP #2 Reconstruction – Engineering & Construction
- WTP #4 New Deep Well #20 and Other Improvements
- Roof Repairs/Replacements (WWTP Facilities)
- Generator Installation & UST Removal (LS #12) - Engineering & Construction
- Generator Replacement (Lift Stations #19 & #20)
- Lift Station CISCO Radio Replacement Project
- MCC Replacement (WWTP #3 PEPs)
- Lift Station Rehabilitation (#14 & #16)
- UV Disinfection System Replacement (WWTP #2)

As part of the American Resuce Plan Act (ARPA), the City received $2,710,058 in FY 2021/22 and is anticipating receiving another $2,710,058 in FY 2022/23 for a total of $5,420,116. These funds are scheduled to be used for the construction of the new deep well #19 at Water Treatment Plant #2.

OTHER SOURCES AND USES - CITY WIDE

Other sources and uses represent all others funds utilized outside of revenues and expenditures. These include transfers between funds, capital lease financing and bond and loan proceeds. Changes to major items for FY 2022/23 other sources and uses are as follows, with comparisons from the prior year budget:

- Loan proceeds $6,605,274 (FY2021/22 $12,311,000)
- Lease financing $2,043,411 (FY2021/22 $1,117,250)
- Transfers between City funds $22,480,084 (FY2021/22 $23,618,272)

Total other sources and uses in the FY 2022/23 budget are $31,128,769, a decrease of $5,917,753 or 16% from the FY 2021/22 budget. Major changes among other sources and uses are described below.

- Decrease of $5,705,726 in bond and loan proceeds revenue: The City anticipates issuing new debt during FY 2022/23 to fund designated water, sewer, and wastewater improvements, including the portion of Well #19 not funded by the American Rescue Plan Act (ARPA). While the FY 21/22 budget included plans for new financing in excess of $12.3 million, the City did not issue new bonds as planned during the year due to timing of projects and applicability of grant funds to offset project costs.
- Increase of $926,161 in vehicle lease financing revenue: Amounts budgeted are dependent upon number and types of vehicles anticipated to be leased during the fiscal year. Amounts are recognized as both a revenue (vehicle lease financing revenue) and as an expense (capitalized vehicle lease costs) in the first year of the lease term.
- Decrease of $1,138,188 in transfers between funds: Transfers are made between funds for debt service, rolling stock, technology and infrastructure. Amounts fluctuate each year based on needs.

The difference between revenues and other sources and expenditures and other uses is the planned use of fund balance to provide for improvements to roads and maintenance of water and sewer infrastructure, as well as fund capital and equipment purchases. Of the $17,298,570 for City funds, $2,246,316 represents unspent bond proceeds relating to water and sewer infrastructure projects, leaving $15,052,254 to draw from existing fund balance as intended.

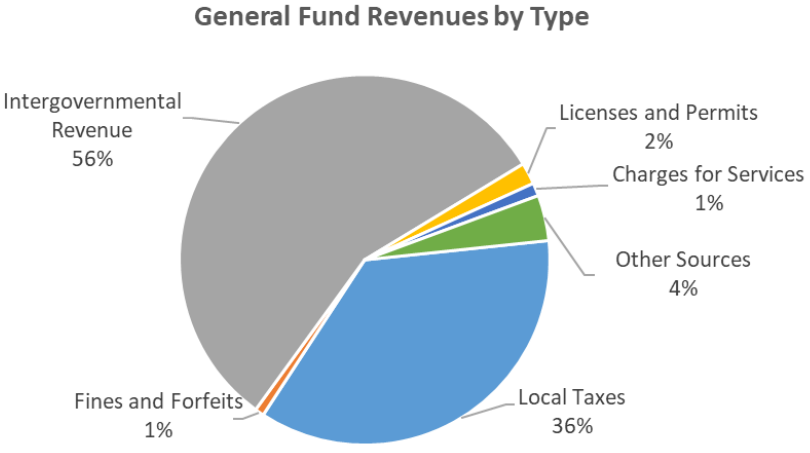
Fund	Revenues and Other Sources	Expenditures and Other Uses	Net Activity - Planned Use of Fund Balance
City Funds	115,523,696	132,822,266	(17,298,570)
Pension Funds	9,360,731	6,351,930	3,008,801
Library Funds	5,286,963	5,539,198	(252,235)
Total	130,171,390	144,713,394	(14,542,004)

GENERAL FUND SUMMARY

The General Fund is the main operational fund of the City. Major service areas include activities of the Police Department, Community Development, Public Works Streets, Facilities and Fleet, as well as Administration. Administration encompasses not only the activities of the City Council, but also the City Manager's Office, Human Resources, Finance and Information Technology. The primary funding of these services are Retail Sales Tax, Home Rule Sales Tax and other alternate revenue sources. Accounting for the Three Oaks Recreation Area is also included in the General Fund.

General Fund Revenues

With the continuation of no corporate property tax, the General Fund's single largest revenue source is Retail Sales Tax, a combination of the 1% Municipal Tax and the Home Rule Sales Tax. Retail Sales Tax ($13,902,808), Home Rule Sales Tax ($6,498,994), Income Tax ($5,919,992), Use Tax ($1,414,936) and Telecommunication Tax ($495,182) comprise the majority of the revenue sources for the General Fund or nearly 74% of the total revenues. These revenue sources, unlike Property Tax, are unpredictable and greatly influenced by the economy.



Intergovernmental revenues make-up the largest share of General Fund revenues. This category not only includes Sales and Income Taxes, but also grant proceeds. The next largest

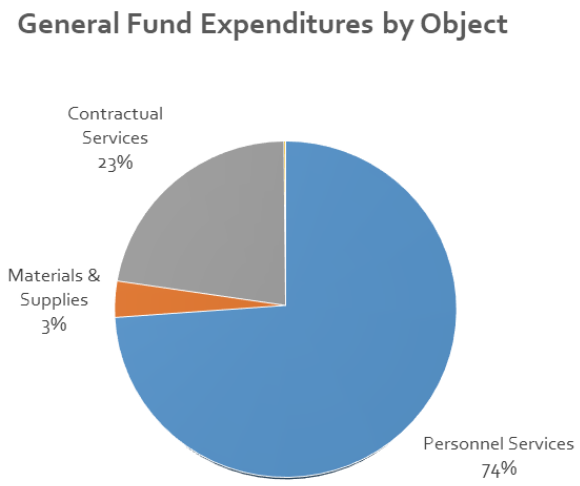
category is local taxes, which includes the Telecommunications Tax and Home Rule Sales Tax, as well as Cable Franchise Fees. It also includes an annual levy for the Police and Firefighters' Pension Funds as a pass-through from the General Fund; the City does not retain these funds.

Excluding this pass-through levy, FY 2022/23 General Fund revenues are up 20% or $5,320,673, as compared to those of the prior year budget. The increase is largely due to the better than expected performance of the Sales and Income taxes during the pandemic. The FY 2021/22 budget also included a reduction to Income Tax based on the Governor's proposed budget cuts, but the reduction was not enacted by the State of Illinois, resulting in higher than budgeted revenues for Income Tax.

Receipts of Telecommunications Taxes and more recently, receipts of Cable Franchise Fees, continue to decline as consumers opt for new technologies. Other revenue sources were negatively impacted by the pandemic, such as police fines and liquor licenses; conservative estimates have been budgeted into the FY 2022/23 as the negative economic effects of the pandemic continue to recede.

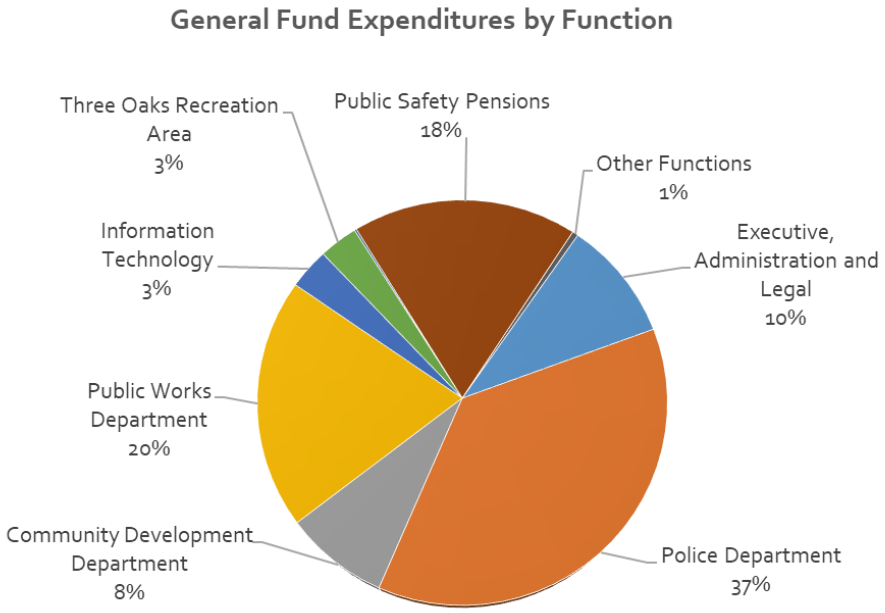
General Fund Expenditures

One way to evaluate expenditures of the General Fund is to review spending by "object", or type of spending. Being a service-oriented organization, the majority of spending in the General Fund is personnel services. The City continually explores the balance between providing services with in-house staff and through contracted services. The General Fund also procures supplies for performing services and has a small component of debt service obligations.



Another way to view expenditures is by "function", also referred to as by department or areas. For the General Fund, the largest component of expenditures is the Police Department. Certain

areas of the Public Works Department, such as Streets, Facilities and Fleets, and the pass-through of public safety pensions (Police and Firefighters' Pension Funds) make up the next largest portions of General Fund expenditures. Community Development manages permitting, planning, economic development and other functions. Administration encompasses areas such as legal, City Manager's Office, Finance and Human Resources.



Fiscal year 2022/23 General Fund expenditures, as compared to those of the prior year budget are up 6.4%. The majority of the General Fund increase can be attributed to modest growth in personnel-related expenditures.

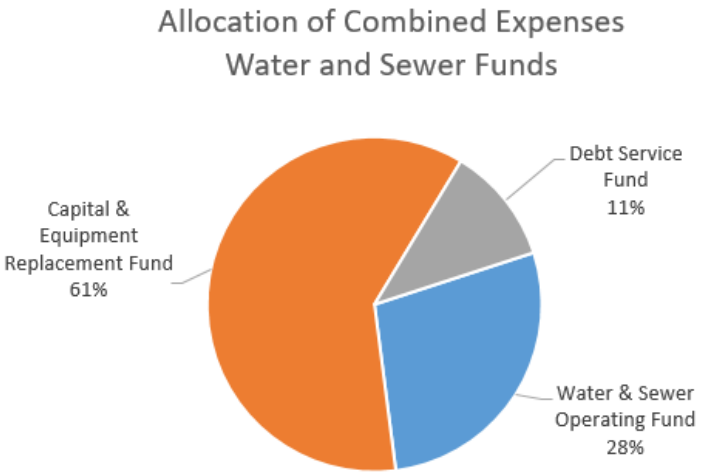
General Fund Other Financing Sources & Uses

Certain items that flow either in to or out from the General Fund are not classified as revenues or expenditures, respectively. Transfers between funds of the City are recorded as an other financing source for the fund on the receiving side of the transfer, and as an other financing use for the fund sending the transfer. Several other financing uses, transfers out, are expected. The largest anticipated transfer is to the Capital and Equipment Replacement Fund, which is used to account for acquisition and replacement of capital for multiple City funds, such as the General Fund, the Road/Vehicle License Fund and the Motor Fuel Tax Fund. A schedule of interfund transfers is available in the Summary of All Funds section of this document.

WATER AND SEWER SUMMARY

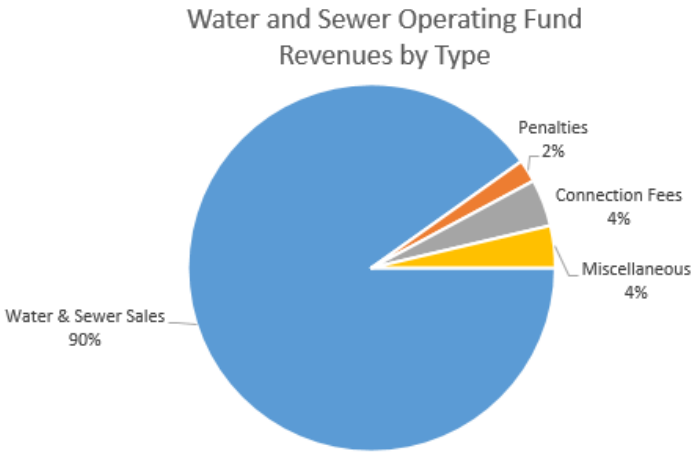
The Water and Sewer Fund is a self-supporting utility. The City is charged with the responsibility of collecting, treating, pumping and distributing potable water and providing related water service to residents of Crystal Lake. The City is also responsible for the network of sewers conveying sanitary sewage to the treatment facility for treatment and disposal.

Activities of this function are tracked in three primary funds specific to water and sewer service: Operating, Debt Service and Capital & Equipment replacement. The combined budget for fiscal year 2022/23 is $36,611,964 in expenses, with $22,219,281 (61%) of the total allocated to infrastructure and other necessary capital items. Debt service expenses are budgeted at $4,154,997 for 2022/23.



The City is continually monitoring the state of the water and sewer system to ensure continuity of high quality water and sewer services to the community. The current FY 2022/23 budget does include a modest increase of 3% to be implemented starting with September 2022 consumption. Annual increases provide a funding mechanism that allows the Water and Sewer fund to continue to be financially independent and allows for capital investment to maintain water and sewer infrastructure systems.

The majority of revenue is derived from the delivery of water and acceptance of sewage, with other sources supplementing the fund such as system connection fees and penalties.



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

Operating expenses in the Water & Sewer Fund for FY 2022/23 have increased $725,726 or 7.6%. The balance of increases in Water and Sewer Fund expenses are attributable to growth in existing personnel-related expenses coupled with an increase in funding for commodities necessary to maintain the system.

Expenses budgeted in the Water and Sewer Capital & Equipment Replacement Fund are down $312,978 from the prior year budget. Several large projects are slated for the upcoming year, as well as the next several years. Notable projects include a new deep well (#19) at Water Treatment Plant #2, Water Treatment Plant #2 reconstruction, and rehabilitation of lift stations #14 and #16. The lease program for vehicles continues to grow as vehicles come due for replacement. There were four vehicles budgeted to be leased in FY 2021/22. However, due to significant delays in ordering, those four have been re-budgeted in FY 2022/23 along with an additional replacement vehicle.

FIRE RESCUE FUND SUMMARY

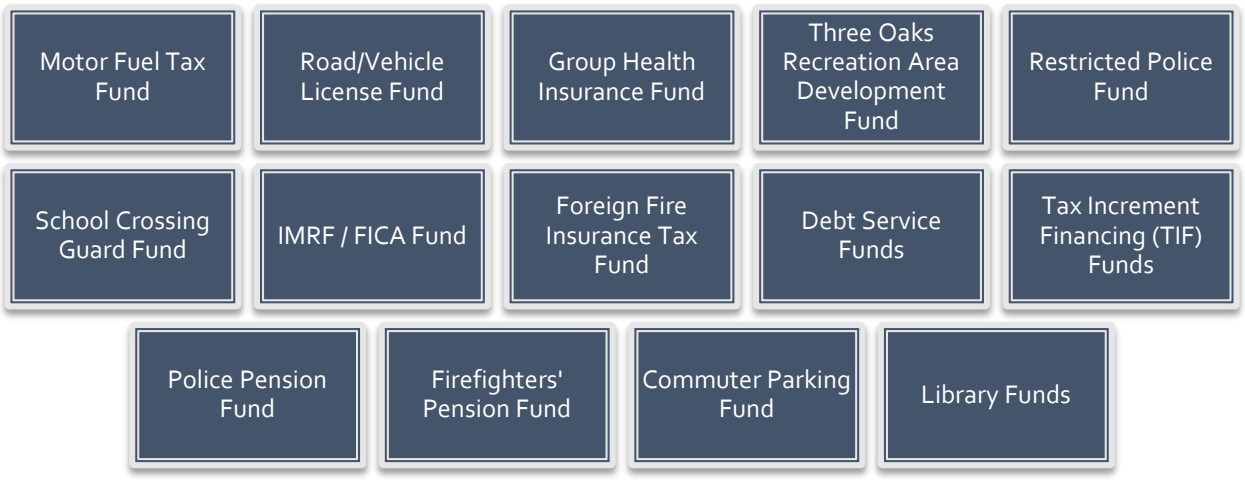
The Fire Rescue Department operates out of three stations and is charged with providing services not only to the City, but to the Crystal Lake Rural Fire Protection District and the Village of Lakewood through negotiated contracts. City Property Tax ($6,913,157), service fees from the Crystal Lake Rural Fire Protection District and the Village of Lakewood ($2,523,313) and ambulance fees ($1,404,592) comprise the majority of the revenue sources for the Fire Rescue Fund or 95% of the total revenues.

Fiscal year 2022/23 revenues, as compared to those of the prior year budget, are up 2.34% or $262,598. Ambulance fee revenue is expected to remain relatively stable. The average amount collected per ambulance transport is decreasing as a result of several factors. First, more patients in the service area have become eligible for Medicare, which has a fixed rate for ambulance transportation services. Second, marketplace insurance plans often pay customary charges equal to Medicare and/or Medicaid. "Richer" plans may follow suit by opting to reduce their fee schedules in the future, redefining what is ordinary and customary.

Operating expenses for fiscal year 2022/23 are up 3.88%, or $437,269, as compared to those of the prior year budget. This increase is largely attributable to changes in wages. Changes in wages reflect contractually obligated increases along with merit increases non-represented employees.

OTHER FUNDS SUMMARY

The remainder of expenditures and other uses for the City is comprised of 24 funds that account for 19% of total expenditures and other uses. These funds include:



Motor Fuel Tax Fund

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

Fiscal year transfers of $3,877,139 to the Capital Equipment & Replacement Fund (Other Financing Uses) will provide for several capital projects such as improvements to North Main Street, Dole Avenue Reconstruction, a salt storage dome, roadway resurfacing, and signal installations.

Road/Vehicle License Fund

The Road/Vehicle License Fund is used to account for revenues received from County road and bridge taxes and to account for revenue from vehicle license fees. Fiscal year transfers to the Capital Equipment & Replacement Fund (Other Financing Uses) will provide for the City's annual City-wide road resurfacing program, annual pavement marking program, sidewalk repairs and curb replacement, and traffic safety improvements.

Debt Service Funds

Debt service funds are used to account for the payment of principal and interest of bonds issued to finance the construction of the Three Oaks Recreation Area. Repayment of the bonds is being funded from available property tax increment in the Vulcan Lakes TIF Fund and from Home Rule Sales Tax.

TIF Funds

In order to provide proper accounting procedures, and also to comply with State Statute, various Tax Increment Financing (TIF) District funds were established. Included in TIF funds are the Main Street TIF, Virginia Street TIF and the Vulcan Lakes TIF. Initial funding for the Virginia Street project was provided using Home Rule Sales Tax. In accordance with City Resolution 2008R-88, tax increment will be used to reimburse the General Fund for the Home Rule Sales Tax used for the Virginia Street project. Tax increment generated by the Vulcan Lakes TIF will be used to retire bonds issued for constructing the Three Oaks Recreation Area.

Restricted Police Fund

The Restricted Police Fund consists of revenues collected by the Police Department for specific infractions such as DUI, drug forfeitures and vehicle impoundments. The restricted accounts are governed by State or Federal statutes. These funds are limited in their potential uses and must be used for purposes directly related to DUI and drug related enforcement and prevention.

Three Oaks Recreation Area Development Fund

The Three Oaks Recreation Area Development Fund was funded initially from developer donations in lieu of land for park and recreational purposes. Donations are restricted to the acquisition and development of park and recreation land that serve the needs of residents of the development for which donations were made.

Commuter Parking Fund

The Commuter Parking Fund is used to account for revenues and expenditures associated with the operation and maintenance of the City's commuter parking areas.

FUND RESERVES

A fund reserve is an unrestricted fund balance set aside to stabilize a municipality's finances to mitigate risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures that may result from emergency situations, provide cash flow liquidity for general operations, and maintain investment grade bond ratings and good credit standing.

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

Since 2011, the City has used fund balance to mitigate tax increases. At April 30, 2011, the City had an unassigned fund balance of 82% of General Fund operating expenses.

History of General Fund Unassigned Fund Balance Reserves

4/30/11 Actual	4/30/12 Actual	4/30/13 Actual	4/30/14 Actual	4/30/15 Actual	4/30/16 Actual	4/30/17 Actual	4/30/18 Actual	4/30/19 Actual	4/30/20 Actual	4/30/21 Actual	4/30/22 Estimate	4/30/23 Estimate
82%	75%	64%	55%	48%	44%	42%	45%	49%	40%	48%	48%	46%

It is anticipated that at fiscal year ended (FYE) April 30, 2022, the unassigned fund balance will be about 48% after accounting for funds that will be used in the subsequent year. Based on the proposed Annual Budget for fiscal year end April 30, 2023, the unassigned fund balance is projected to be about 46%, solidly within the policy requirement of between 25% and 50%.

Funds that have been restricted or assigned include amounts that are held in reserve by the City's liability insurance carrier (IRMA). The fiscal year 2022/23 budget continues the use of fund reserves to pay for capital related items.

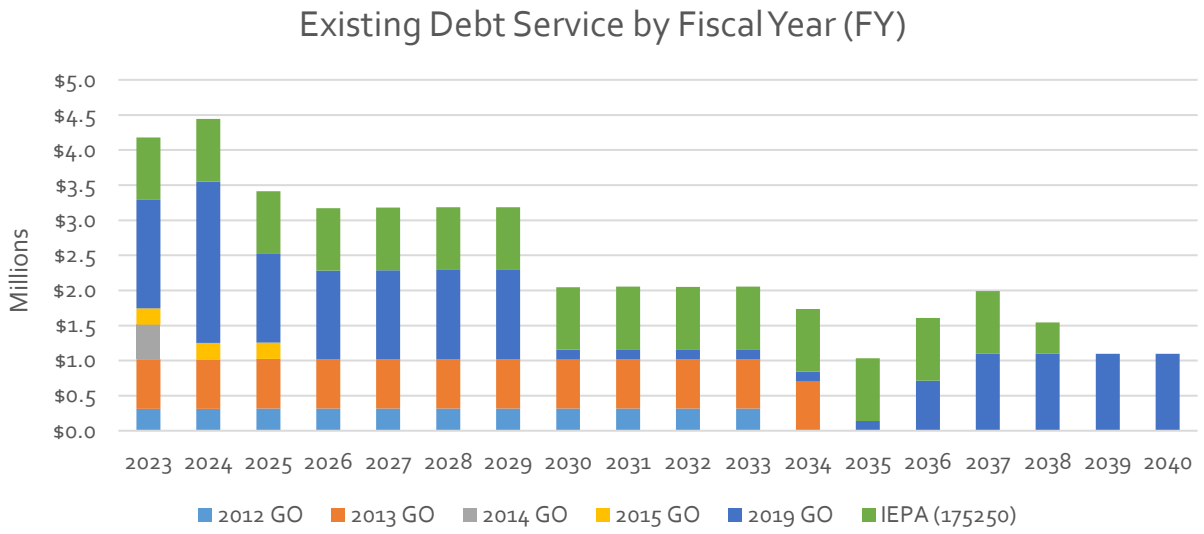
FINANCIAL POLICIES

Financial policies are the primary element to sound money management. They are a strongly recommended part of local government financial management. Financial policies are guiding principles for operational and strategic decision making related to financial management. Financial policies codify the methods of selection for improving the financial health of the City.

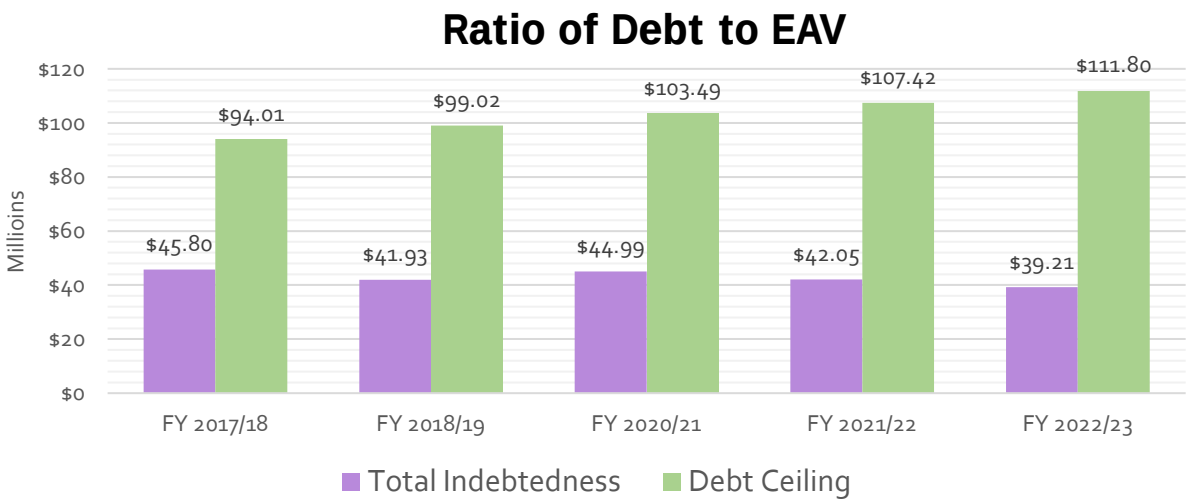
Debt Administration

At April 30, 2022, the City will have a number of debt issues outstanding. These include $22,680,000 in general obligation bonds and $675,000 in general obligation notes. General obligation bonds and notes shall be repaid using alternative revenue sources, not ad valorem property taxes. The City also has a low-interest loan agreement with the Illinois Environmental Protection Agency (IEPA) for wastewater infrastructure improvements. At April 30, 2022, the remaining balance will be $11,790,046. It is anticipated that during fiscal year 2022/23, the City will enter into a new low-interest financing for water and sewer related capital projects. The City has been approved for a new loan agreement with the IEPA which will be used to finance the new deep well #20 at Water Treatment Plant #4. Additionally, the City will issue bonds for several other water, sewer, and wastewater projects, including the portion of the new deep well #19 at Waste Treatment Plant #2 above the $5,420,116 anticipated to be received through the American Rescue Plan Act (ARPA). Additional revenue resulting from planned water and sewer rate increases will go towards paying principal and interest over the loan's twenty-year term.

Looking at existing debt payments (exclusive of vehicle lease payments), the following chart illustrates remaining scheduled payments through retirement.



Under Illinois Compiled Statutes, indebtedness is limited to 8.625% on the value of taxable property in non-home rule communities. While the City is not subject to these limitations, the City has imposed the non-home rule limit upon itself through approval by the City Council. The City's ratio of general obligation debt, loans and capital leases to the value of taxable property in the City, as determined using the City's 2021 estimated equalized assessed valuation is estimated at 3.02%.



Budgetary Control Basis

The annual City Budget is prepared on the current financial resources measurement focus for all funds, using the modified accrual basis of accounting, whereas the City's basis for accounting for the Annual Comprehensive 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.

SPENDING CONTROL MEASURES

Spending control measures that the City has incorporated into this budget in order to maintain current service levels include:

- Taking advantage of cooperative purchasing
- Seeking competitive bids
- Avoid filling vacated positions unless they are critical to City operations
- Seeking grant funding to offset program and project costs.

Intergovernmental Cooperation

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

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

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

Southeast Emergency Communications (SEECOM): The City was a founding member of SEECOM which is a regional public safety dispatch center that currently serves 16 municipal agencies.

Liability Insurance Pool: The City is a participant in the Intergovernmental Risk Management Agency (IRMA), which allows municipal groups to band together for the purposes of reducing liability insurance costs. Seventy-one (71) municipalities or municipal entities are members of IRMA.

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

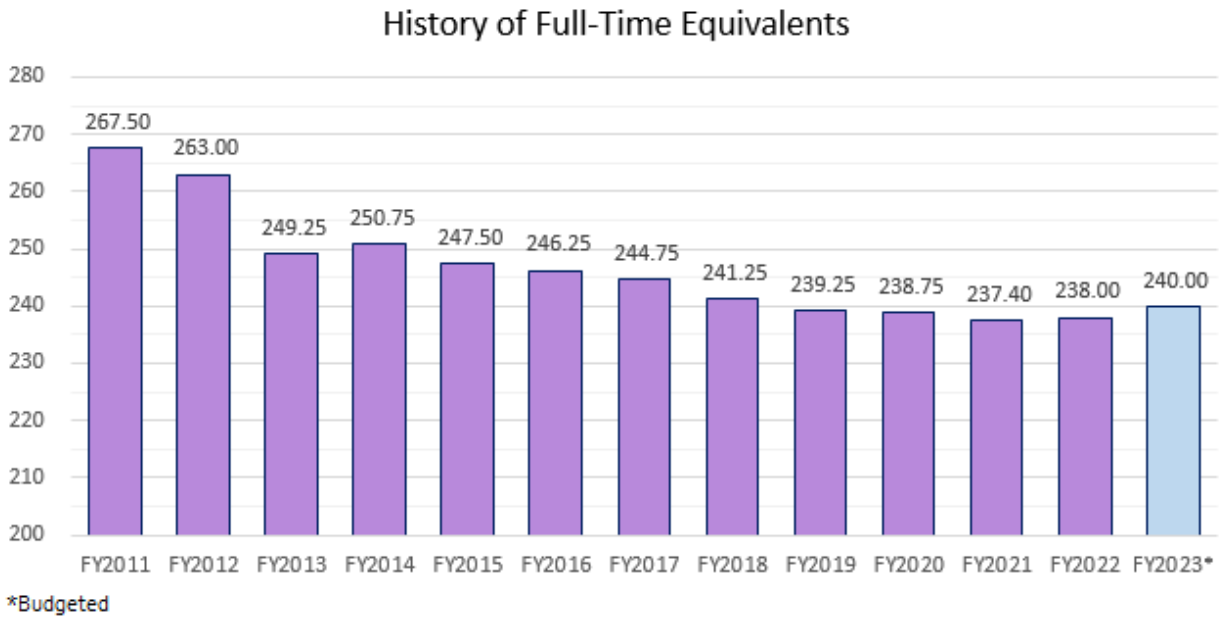
Insurance

Through concerted efforts and enhancements in the City's risk management program, the City is able to take advantage of very favorable insurance costs. As a result of the City's claims history, the City's liability insurance budget did not need to be increased in FY 2022/23 from the previous year.

In an effort to better control health care costs, the City joined the Intergovernmental Personnel Benefit Cooperative (IPBC). 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. FY 2022/23 group health care costs are expected to rise in aggregate 6.08% over amounts budgeted in the previous year.

Personnel

Two full-time positions have been added in the 2022/23 budget. Since 2011, the net number of full-time equivalent positions eliminated is twenty-seven and one-half positions or 11%. Over the past twelve years, the City has eliminated a noteworthy number of positions through attrition. None of the eliminated positions were sworn police or firefighter positions.



CHALLENGES

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

Global Pandemic Crisis

Over the past year, the country has made significant progress in combating the currnet pandemic and has weathered several new waves of COVID-19 variants. The availability of vaccines and booster shots has allowed for pandemic mitigations, such as mask mandates, to be reduced or even eliminated. While the economy continues to recover more quickly than expected, uncertainties still exist. Inflation, employment, and supply chain issues continue to pose financial and operational challenges. Revenues from Sales Tax receipts as well as other major revenues such as Income Tax and Home Rule Sales Tax continue to exceed growth expectations. While optimistic that the pandemic's negative impact on the economy continues to wane, the City has taken a measured approach in regards to FY 2022/23 expenditures. The City will monitor all revenues, expenditures, and cash flow requirements closely.

State Budget Crisis

The State of Illinois continues to have budgetary struggles. For the past few years, several proposals and pieces of legislation had been introduced and approved that relied upon diverting the local government share of state collected revenues instead of addressing other factors.

The structural financial imbalances that existed prior to the approval of the most recent State Budget have not been addressed. Since the pressures of these imbalances will continue into the next budget, it is likely that additional local government diversions may be proposed in future years. Currently, no reductions have been put forth by the state, and the 2022/23 City Budget does not include any proposed reduction to income tax.

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. Pension contributions from the City to both the Police Pension Fund and the Firefighters' Pension Fund have escalated due to changes in actuarial assumptions; they are a significant portion of the annual operating budget. The City will continue to work with our legislators to help develop sustainable pension reform.

Service Requirements of the Community

Many of the major revenue sources of the City, such as Income Tax and Sales Tax, depend on a healthy economy. As economic downturns do not have a corresponding reduction in demand

for City services, it is the fiduciary duty of the City to ensure the needs of the community are met regardless of the economy.

Weather can also play a large role in spending levels. Cool, wet summers typically see less water consumption, decreasing expenses necessary to maintain the system. A harsh, cold winter increases costs for providing snow and ice control. Freeze-thaw cycles tend to produce water main breaks. Water lines freeze during the winter months and must be de-thawed. Despite these factors, the need for maintenance of our municipal infrastructure, including streets and water and sewer systems, remains constant to avoid costly failures in the future.

Costs of Unfunded State and Federal Mandates

In addition to decreases in revenue and increases in service demands, local governments must adhere to numerous State and federal requirements that are not necessarily accompanied by funds from the State or the federal government. Examples include mandates by Illinois Environmental Protection Agency and the U.S. Environmental Protection Agency related to water and sewage issues, provisions in the Prevailing Wage Act, and other state mandates. One mandate of particular interest for the coming years will the replacement of lead service lines throughout the community.

OPPORTUNITIES

Despite the challenges there is room for optimism.

Attractive Place to Live and Work

Crystal Lake continues to be an attractive place to live and conduct business. Crystal Lake is comprised of 3,734 local businesses, providing a workforce of 26,418 employees. In 2021 the City filled 346,010 square feet of commercial space with new businesses. Notable commercial development in FY 2021/22 included Raising Cane's, Freddy's Frozen Custard and Steakburgers, Jalsa Bar and Restaurant, Sushi U, McAlister's Deli, Cheshire Cakes, Cantina52, Moontime Smokin'Que, Chingon BBQ and the Neighborhood Butcher Shop.

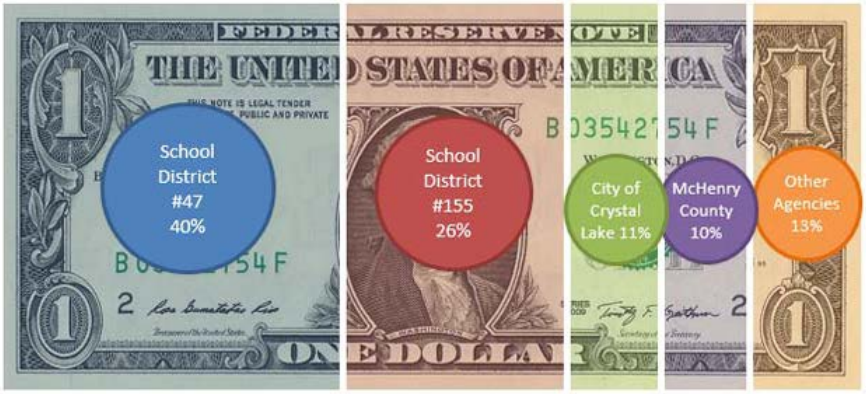
In addition to commercial development, the City also experienced significant housing growth. New home construction at Woodlore Estates Subdivision continues and over 290 permits have been issued for this 500+ unit single family, townhome and senior residential project that will be built over the next several years. Additionally, the Springs at Three Oaks, is a new 280 unit apartment complex that is almost completed and offers a townhome-like feel with high-end amenities. Additionally, 95 E. Crystal Lake Avenue received approvals for a new 99-unit luxury rental housing development which will begin construction in 2022.

As for manufacturing, Crystal Lake welcomed three new major manufactures to the community this fiscal year. CPSI Medical Supplies, a wholesale distributor and light manufacturer of glass. Dreisilker Electric Motors, a leader in electric motor, generator and wind turbine repair and G & W Technical Corporation, a precision CNC machine shop. Overall, in 2021 the City of Crystal Lake welcomed 68 new small businesses and 2 large employers of over 25 employees, creating a total of 526 new jobs within the community.

Low Property Tax

The FY 2022/23 budget continues the funding of General Fund services without the use of a General Fund Property Tax. The City property tax levy increased by $877,621. However, with estimated growth to the tax base within the City, the resulting tax rate for the City is expected to increase by less than 1%, minimizing the impact to property owners. The levy is designated for funding pension obligations, fire rescue operations, and supporting the Library's operations. The City has successfully mitigated tax levy increases over the past several years through spending controls and by utilizing reserves.

Because of a culture of spending control throughout the organization, when comparing surrounding communities that provide like services, Crystal Lake's portion of a property owner's tax bill is among the lowest. Since 1997, the City has not levied a property tax for the General Fund. As a result, only approximately 11% of the property tax bill is attributable to municipal services provided by the City of Crystal Lake.



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 FY 2021/22 Budget. This award is the highest form of recognition in governmental budgeting. Also this year, the City received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers

Association. This is the thirty-second year in a row the City has received this award. It is expected that the City will be recognized for its accomplishments in budgeting and financial reporting again next year. Standard and Poor's has affirmed the City's AA+ rating through multiple bond issuances since 2009.

ACKNOWLEDGEMENTS

Our organizational culture is one in which each of the strategic commitments is not categorized by department, but rather requires contributions from all levels of the organization, departments, and elected and volunteer commissions. The City of Crystal Lake team, working as one, collectively impacts each strategic commitment. The City of Crystal Lake is in sound financial condition for FY 2022/23 as evidenced by our continued strong general purpose bond rating, as well as our adherence to external and internal financial policies. We believe the 2022/23 Annual Budget balances the needs of the City in a fiscally responsible manner.

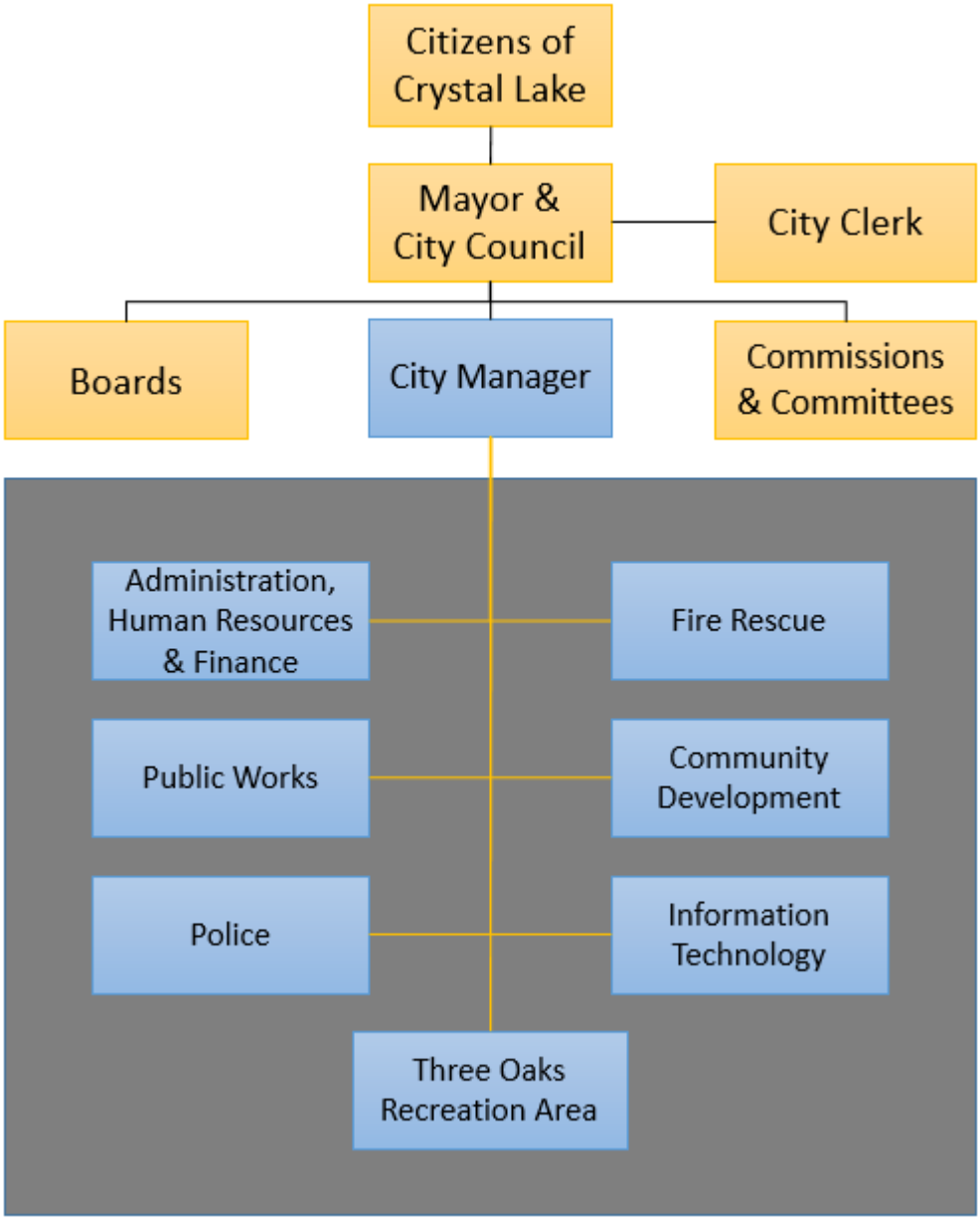
This budget is the culmination of a major effort by numerous members of the City Staff whose input has been gathered to develop policy and spending priorities. We would like to especially thank the Department Directors, Assistant Finance Director Adam Orton, Deputy City Manager Eric Helm, and Assistant to the City Manager Nicholas Hammonds for their help in preparing this document. On behalf of the Management Team, we are pleased to present the Fiscal Year 2022/23 City Budget.

Respectively submitted,

Gary J. Mayerhofer
City Manager

Jodie Hartman
Director of Finance/Treasurer

CITY OF CRYSTAL LAKE ORGANIZATIONAL STRUCTURE



GUIDING PRINCIPLES

The Fiscal Year 2022/23 budget was prepared based upon five primary guiding principles that over the years have made the City of Crystal Lake financially strong and capable of addressing multiple needs of its citizens. The principles are, for the most part, timeless, and will be part of the City's direction for the coming years, if not forever. However, the means in which we meet or work towards these principles may change from year to year. These guiding principles used in the development and analysis of this budget include:

Customer Service - Enhance customer service and citizen satisfaction.

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

Economic Development – Continue to promote and foster economic development.

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

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

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

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

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

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

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

PERFORMANCE METRICS

The City of Crystal Lake's Strategic Plan lays out the vision for the community. It consists of three Strategic Commitments that guide the City as it develops plans for the future:

1. Development - Reinvestment in the Community
2. Enhancing Community Life Through Service Maintenance and Development
3. Managing Infrastructure/Finances

For more information on the Strategic Plan, please see Appendix C.

Within the framework established by the Strategic Plan, each department develops goals and objectives for the upcoming fiscal year. In order to monitor their progress towards these goals and objectives throughout the year, the departments utilize performance metrics to track their progress. These performance metrics are measureable outcomes of a department's activity and can be either quantitative or qualitative in nature.

Strategic Commitment #1: Development - Reinvestment in the Community

ECONOMIC DEVELOPMENT:	Continue to promote and foster economic development							
Objective	Department	Goals	Metric	2019/20 Actual	2020/21 Actual	2021/22 Goal	2021/22 Estimate	2022/23 Goal
Participate in community revitalization through business retention, attraction and diversification. Allocate necessary resources to continue development of the City's economy.	Community Development	Distribute regular real estate opportunity email blasts and targeted recruitment efforts	Number of outreach pieces	180	180	180 or more	180	180 or more
	Community Development	Maintain positive relationships with qualified developers to construct high quality development in the City.	Customer satisfaction survey results	100%	100%	90% or more	100%	90% or more
	Community Development	Proactively grant business awards as possible.	Number of grants awarded	2	87	2 or more	2	2 or more
	Community Development	Conduct business retention visits each year to engage current business owners and solicit feedback on community concerns.	Number of visits	90	313	90 or more	130	90 or more
	Community Development	Participate in economic development outreach meetings and events.	Number of meetings or events	160	153	160 or more	160	160 or more

Strategic Commitment #2: Enhancing Community Life through Service Maintenance and Development

CUSTOMER SERVICE:	Enhance customer service and citizen satisfaction							
Objective	Department	Goals	Metric	2019/20 Actual	2020/21 Actual	2021/22 Goal	2021/22 Estimate	2022/23 Goal
Provide efficient and effective service to residents by continuing to evaluate operations	Community Development	Provide excellent customer service, evidenced by maintaining at least a 90% satisfactory rating on customer satisfaction	Rating on Survey	100%	100%	90% or higher	100%	90% or more
	Three Oaks Recreation Area	Provide excellent customer service at Three Oaks Recreation Area, evaluating satisfaction through the customer survey.	Rating on Survey	94%	94%	90% or higher	94%	90% or higher
	Community Development	Complete initial investigation of property maintenance violations within 48 hours of receipt.	% Complete within 48 Hours	100%	100%	90% or higher	100%	90% or more
	Finance	Perform timely service to all customer service requests assigned to Finance staff, responding within one business day when possible.	% Complete within 24 Hours	100%	95%	100%	95%	100%
Implement mechanisms to promote effective internal and external communication	City Manager's Office	Respond to all FOIA requests within the minimum required 5 days, if not sooner.	Average Days	4.2	3.7	< 5.0	3.8	< 5.0
	Information Technology	Close internal service request tickets within 24 business hours of receipt.	% Complete within 24 Hours	85%	85%	85% or higher	86%	85% or higher
	Information Technology	Provide cyber security training to 100% of network users at least quarterly.	% Complete	100%	100%	100%	100%	100%
	Information Technology	Maintain network uptime to 100% during normal City Hall operating hours.	% Uptime	100%	100%	100%	100%	100%

Strategic Commitment #2: Enhancing Community Life through Service Maintenance and Development (continued)

PUBLIC SAFETY:	Continue to allocate necessary resources for the maintenance of the public's health, safety and welfare							
Objective	Department	Goals	Metric	2019/20 Actual	2020/21 Actual	2021/22 Goal	2021/22 Estimate	2022/23 Goal
Provide prompt, efficient and dependable emergency response	Fire Rescue	Provide a prepared response from time of 911 dispatch to arrival on scene.	Minutes	5.96	5.48	6 or less	5.36	6 or less
	Fire Rescue	Provide a turn-out time of 60 seconds or less to emergency medical calls.	Seconds	70.0	71.0	60 or less	70.0	60 or less
Emphasize public safety, emergency planning and homeland security	Fire Rescue	Complete initial fire plan reviews within 10 business days and resubmittals within 5 business days, 98% of the time.	Days	96%	96%	98% or more	96%	98% or more
	Police	Maintain incident commant qualifications to continue effective responses during planned or unplanned major events.	Number of Training Events	6	3	2 or more	3	2
	Police	Complete 4-6 short public safety announcement video presentation to post on social media on varying topical issues.	Number of Unique Video Posts	N/A	9	4 or more	5	4
	Police	Enhance community policing efforts through monthly foot patrols for each officer to actively engage residential and business communities.	Average Foot Patrol Min/Month	42	N/A (Covid)	30 or more	N/A (Covid)	30
	Three Oaks Recreation Area	Encourage CPR certification of all Three Oaks attendants.	Percent of Employees	65%	65%	50% or more	60%	90%

Strategic Commitment #3: Managing Infrastructure & Finances

INFRASTRUCTURE:	Evaluate, plan and implement capital projects aimed at maintaining the City's infrastructure and upholding a high quality of life for residents							
Objective	Department	Goals	Metric	2019/20 Actual	2020/21 Actual	2021/22 Goal	2021/22 Estimate	2022/23 Goal
Provide adequate infrastructure throughout the City in order to ensure safe roadways, reliable water and sewer systems and a healthy urban forest canopy.	Public Works	Ensure drinking water production and distribution meets current regulations with no permit violations from the IL EPA.	Number of Violations	0	0	0	0	0
	Public Works	Maintain City's pavement conidtion rating as good ro better through proactive maintenance and resurfacing programs.	Average Condition Rating Score	-	-	7.25	7.25	7.25
	Public Works	Ensure the City is treating wastewater in an environmentally responsible manner, complying will regulatory discharge requirements.	Compliance Percentage	99.9%	99.0%	98% or higher	99.0%	98.0%
	Public Works	Proactively maintain the City's sanitary sewer system to minimize the potential for backups.	Feet of Sewer Cleaned	51,403	50,374	46,200 Ft or more	67,300	46,200
	Public Works	Maintain the City's urban forest canopy through a proactive and preventative forestry program, trimming and planting trees annually.	Number of trees planted or trimmed	3,039	2,099	2,000 trees or more	2,100	2,000

FISCAL MANAGEMENT:	Responsibly manage public funds and develop financial plans to balance resources with the community's priorities and vision.							
Objective	Department	Goals	Metric	2019/20 Actual	2020/21 Actual	2021/22 Goal	2021/22 Estimate	2022/23 Goal
Ensure public funds are properly managed, accounted for, and invested to maximize availability of funds.	Finance	Uphold tight internal controls relating to all activities involving accounting procedures to obtain a positive, unmodified audit opinion.	Audit Opinion Unmodified	Yes	Yes	Yes	Yes	Yes
	Finance	Prepare the Annual Comprehensive Financial Report in conformity with all required standrds, receiving the GFOA's annual ACFR award.	Award Receipt	Yes	Yes	Yes	Yes	Yes
	Finance	Actively mange investment portfolio to maximize returns while minimizing risk and conforming to legal requirements for government investments.	Return above 3 Year Treasury Rate	-0.30%	1.17%	+0.50%	-0.10%	+0.50%
Engage in financial planning to ensure financial stability and available resources.	Finance	Update and enhance the City's long-term capital plan and financial forecasts.	Updates Complete	Yes	Yes	Yes	Yes	Yes
	Finance	Prepare a quality budget document that receives the GFOA's annual budget award.	Award Receipt	Yes	Yes	Yes	Yes	Yes

CITY OF CRYSTAL LAKE

ANNUAL BUDGET

FISCAL YEAR 2022/23

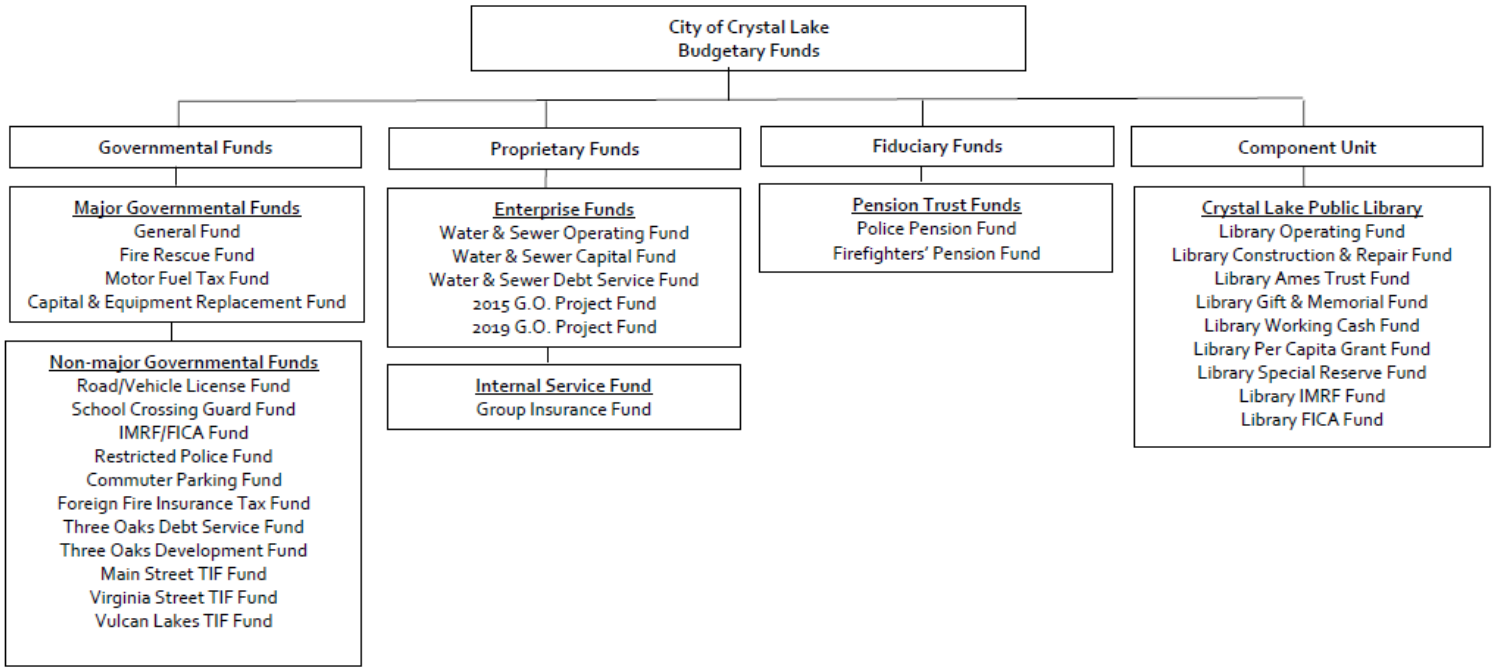
SUMMARY OF ALL FUNDS

MAJOR FUNDS AND ORGANIZATIONAL RELATIONSHIPS

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

FUNDS

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



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 2021/22 accomplishments, Fiscal Year 2022/23 objectives, a budget by account, and a brief summary of account information.

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 revenues. Staff will continue to undertake cost-saving measures in FY 2022/23 to reduce expenditures, seek funding opportunities to offset program and project costs and to explore alternate revenue sources to diversify sources and reduce the reliance upon the State of Illinois.

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, fleets, streets, engineering, community development and the Three Oaks Recreation Area as well as general government support services, such as the City Manager's Office, Finance and Information Technology are accounted for in the General Fund.

The **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, Fire Rescue services charges, wireless alarm monitoring fees and grant proceeds make up the remainder.

The **Motor Fuel Tax Fund** is used to account for the maintenance and improvement of various streets in the City. Financing is provided from the City's share of Motor Fuel Tax allotments. State Statute requires these allotments to be used to maintain City streets.

The **Capital and Equipment Replacement Fund** provides a budgetary set of accounts to track revenues and expenditures related to the replacement of computers, equipment, vehicle lease payments and for major infrastructure projects.

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

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

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.

	FUNDS													
DEPARTMENT / DIVISION	General	Fire Rescue	Water & Sewer	Capital Replacement	Road & Vehicle	IMRF & FICA	Crossing Guard	Restricted Police	Commuter Parking	Foreign Fire	Motor Fuel Tax	Debt Service	TIF	Insurance
Executive	✓													
Legal & Judiciary	✓													
Fire & Police Commission	✓													
City Administration														
City Manager / Finance / HR	✓			✓		✓						✓		✓
Administrative Adjudication	✓													
Police & Firefighter Pensions	✓													
Information Technology	✓			✓										
Police	✓			✓			✓	✓						
Fire Rescue		✓		✓						✓				
Community Development	✓			✓									✓	
Public Works														
Administration			✓											
Engineering	✓			✓	✓						✓			
Streets	✓			✓					✓					
Fleet & Facilities	✓			✓										
Water & Sewer			✓											
Wastewater Treatment			✓											
Three Oaks Recreation Area	✓			✓										

BUDGET OVERVIEW:
OPERATING & CAPITAL FY 2022/23 BUDGETS

One way to view the City finances is to breakout activities between operating and capital. The City takes great pride in balancing the operational budget each year, with any residual operating income transferred to the capital funds. Looking at all City funds except for the Public Safety Pension Funds, the chart below provides a snapshot of the operational and capital budget for coming year. Note this chart does not include the Library funds.

Operating Budget				Capital Budget			
Inflows	Outflows	Net Income	Net Operating Activities	Inflows	Outflows	Planned Use of Fund Balance	Net Capital Activities
$75,085,004	$68,433,936	$6,651,068	$0	$24,740,601	$42,039,171	$17,298,570	$0

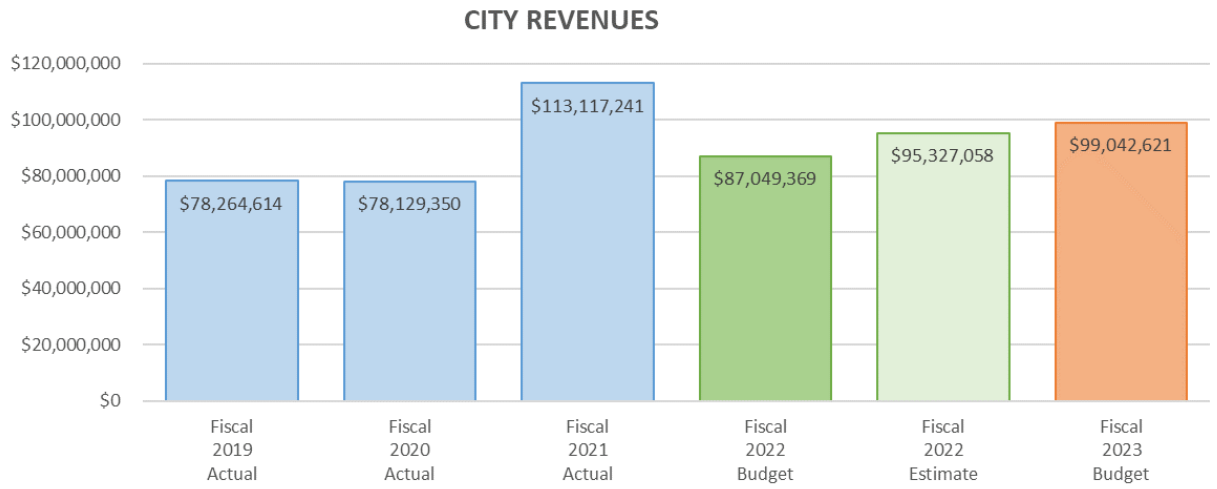


For the operational budget, inflows include items such as intergovernmental revenues, charges for services, fines and forfeits, and investment income. Outflows represent operational expenditures and debt service payments. For the capital budget, inflows consist of the transfer from operating activities, capital revenues, capital grants, the use of unspent bond proceeds, and potential new debt for capital projects. Capital outflows include capital expenditures and initial leasing costs related to fleet replacements.

Operating activities are budgeted to generate $6.65 million, which will be transferred to the capital funds. Governmental activities are expected to generate $5.97 million and business-type activities (Water & Sewer) are projecting $682 thousand. This transfer allows for the capital funds to rely less on financing to complete the necessary capital projects included in the budget.

The proposed fiscal year 2022/23 operational budget is a **BALANCED BUDGET**.

REVENUE SUMMARY – ALL FUNDS

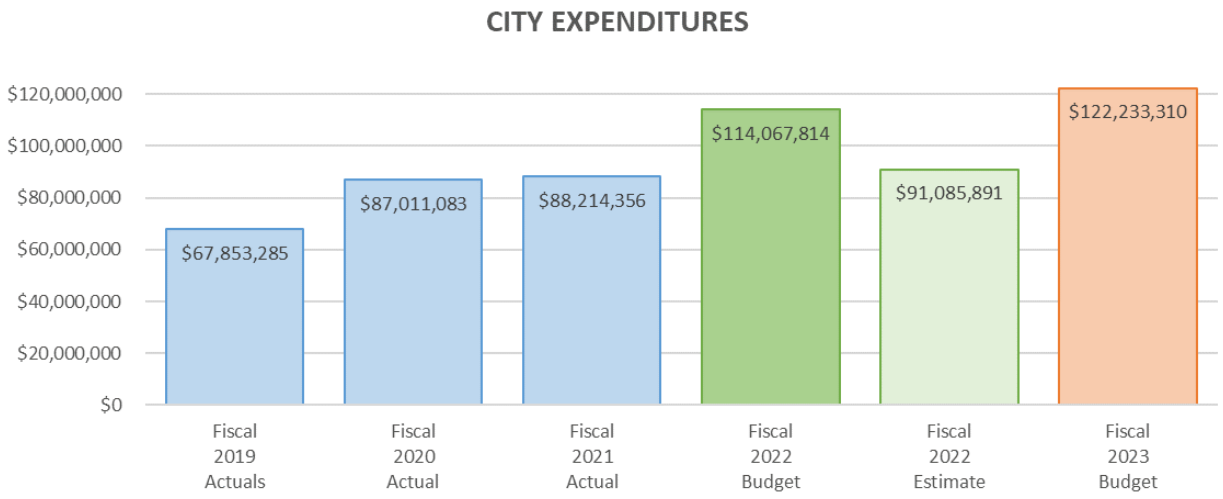


As can be seen by both graphics, city wide revenues have experienced some unusual shifts in the past two years. These totals include ongoing operating and one-time revenues, such as grants and connection fees. The budget for Fiscal 2022 was conservative, as the COVID-19 pandemic continued to have unpredictable effects on the global economy. The estimates for Fiscal 2022 are favorable due to grant receipts and better than expected revenues for the year. Fiscal Year 2022 includes conservative estimates based on the most current information available.

Fund	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
Revenues*								
General Fund	$32,941,828	$32,972,825	$36,090,306	32,192,294	$37,331,546	38,325,141	6,132,847	19.05%
Insurance Reserves Fund	129,843	723,046	0	0	0	0	0	0.00%
Restricted Police Funds	127,185	79,605	$113,863	75,500	$93,876	86,000	10,500	13.91%
Fire Rescue Fund	10,860,057	11,030,742	$12,271,511	11,200,464	11,952,145	11,463,062	262,598	2.34%
Road/Vehicle License Fund	614,557	631,808	609,236	615,250	608,105	610,000	(5,250)	-0.85%
School Crossing Guard Fund	107,026	111,433	85,859	110,000	109,158	110,110	110	0.10%
IMRF/FICA Fund	1,619,763	1,590,794	1,574,218	1,206,173	1,192,621	1,098,418	(107,755)	-8.93%
Motor Fuel Tax Fund	790,766	2,133,589	2,950,569	2,589,780	2,576,163	2,719,462	129,682	5.01%
Foreign Fire Insurance Fund	58,481	2,421	255	175	73	100	(75)	-42.86%
Commuter Parking Fund	263,530	303,998	31,704	70,040	78,788	78,040	8,000	11.42%
Three Oaks Development Fund	112	410,527	554,257	250	175,856	500	250	100.00%
Debt Service Funds	345,686	298,025	73,632	0	233	0	0	0.00%
TIF Funds	87,559	163,791	216,150	165,000	223,288	215,000	50,000	30.30%
Capital Replacement Fund	1,079,986	1,258,335	1,779,229	2,914,846	2,052,846	4,235,372	1,320,526	45.30%
Water & Sewer Funds	14,387,896	16,185,351	17,185,934	16,234,168	19,291,224	19,274,316	3,040,148	18.73%
Group Insurance Fund	0	0	5,942,959	5,944,729	5,984,233	6,310,331	365,602	6.15%
Police Pension Fund	4,844,163	1,808,419	14,733,005	4,717,456	4,785,621	5,294,650	577,194	12.24%
Fire Pension Fund	5,010,229	3,319,020	13,867,897	3,796,917	3,735,051	4,066,081	269,164	7.09%
Library Funds	4,995,947	5,105,621	5,036,659	5,216,327	5,136,231	5,156,038	(60,289)	-1.16%
Total - All Funds	**$78,264,614**	**$78,129,350**	**$113,117,241**	**$87,049,369**	**$95,327,058**	**$99,042,621**	$11,993,252	13.78%
Total - All Funds	78,264,614	78,129,350	113,117,241	87,049,369	95,327,058	99,042,621	11,993,252	13.78%
Less Internal Service Charges	0	0	(4,869,580)	(5,008,760)	(4,974,234)	(5,293,716)	(284,956)	5.69%
All Other Revenues	$78,264,614	$78,129,350	$108,247,661	$82,040,609	$90,352,824	$93,748,905	11,708,296	14.27%

*Excludes transfers between funds, capital lease financing, loan or bond proceeds

EXPENDITURE SUMMARY – ALL FUNDS



As shown in the graph above and the chart below, total budgeted expenditures are expected to increase by 7.2%. When non-cash transactions of internal service charges and capitalized lease costs are excluded, the change is lower at 6.4%. The increase is primarily due to upcoming capital expenses. Most funds are budgeting minor increases.

Fund	Fiscal 2019 Actuals	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
Expenditures*								
General Fund	$28,084,129	$27,719,703	$27,664,287	$29,976,546	$29,072,318	$31,907,725	$1,931,179	6.44%
Insurance Reserves Fund	(295,609)	(127,421)	0	0	0	0	0	0.00%
Restricted Police Funds	24,352	16,209	650	24,200	10,222	66,400	42,200	174.38%
Fire Rescue Fund	10,077,369	10,481,560	10,724,295	11,255,418	11,174,610	11,692,687	437,269	3.88%
Road/Vehicle License Fund	65,887	59,304	52,671	58,730	43,469	58,780	50	0.09%
School Crossing Guard Fund	101,233	90,341	61,641	110,000	107,811	110,000	0	0.00%
IMRF/FICA Fund	1,458,033	1,431,963	1,506,482	1,716,736	1,553,511	1,628,051	(88,685)	-5.17%
Motor Fuel Tax Fund	626,021	656,045	702,175	918,600	918,600	918,600	0	0.00%
Foreign Fire Insurance Fund	518	473	604	66,000	540	31,950	(34,050)	-51.59%
Commuter Parking Fund	227,153	283,929	184,894	280,366	224,382	270,629	(9,737)	-3.47%
Three Oaks Development Fund	8,754	0	0	0	0	0	0	0.00%
Debt Service Funds	1,486,134	10,163,363	1,046,562	932,439	1,021,347	1,053,490	121,051	12.98%
TIF Funds	1,800	1,950	2,250	2,319	2,319	2,388	69	2.98%
Capital Replacement Fund	3,482,602	6,599,379	10,289,022	13,231,701	7,545,171	19,819,890	6,588,189	49.79%
Water & Sewer Funds	12,996,302	19,795,014	18,151,402	36,268,836	21,631,152	36,611,964	343,128	0.95%
Group Insurance Fund	0	0	5,535,906	5,944,609	5,688,641	6,300,553	355,944	5.99%
Police Pension Fund	3,343,205	3,451,734	3,443,003	3,773,200	3,897,022	4,028,930	255,730	6.78%
Fire Pension Fund	1,645,607	1,709,288	1,786,664	2,163,000	2,203,562	2,323,000	160,000	7.40%
Library Funds	4,519,795	4,678,249	7,061,847	7,345,114	5,991,214	5,408,273	(1,936,841)	-26.37%
Total - All Funds	**$67,853,285**	**$87,011,083**	**$88,214,356**	**$114,067,814**	**$91,085,891**	**$122,233,310**	$8,165,496	7.16%
Total - All Funds	67,853,285	87,011,083	88,214,356	114,067,814	91,085,891	122,233,310		
Less Internal Service Charges	0	0	(4,869,580)	(5,008,760)	(4,974,234)	(5,293,716)		
Less Capitalized Lease Costs	(122,701)	(898,682)	(2,894,699)	(1,117,250)	(280,871)	(2,043,411)		
All Other Expenditures	$67,730,584	$86,112,401	$80,450,077	$107,941,804	$85,830,786	$114,896,183	$6,954,379	6.44%

* (Excludes transfers between funds)

INTERFUND TRANSFERS – ALL FUNDS

From:	To:	Purpose:	FY 2022/23 Budget
General Fund	Three Oaks Debt Service Fund	Debt Service	$ 989,286
General Fund	Capital Replacement Fund	Rolling stock, Equipment	3,000,000
General Fund	Commuter Parking Fund	Equipment	192,589
General Fund	Water & Sewer Capital Fund	Infrastructure	1,485,000
Road/Vehicle License Fund	Capital Replacement Fund	Road Resurfacing	551,220
Motor Fuel Tax Fund	Capital Replacement Fund	Road Reconstruction	3,877,139
Main Street TIF Fund	Capital Replacement Fund	Road Reconstruction	29,204
Vulcan Lakes TIF Fund	Three Oaks Debt Service Fund	Debt Service	64,204
Virginia Street TIF Fund	General Fund	Virginia Street Corridor	119,204
Water & Sewer Fund	Water & Sewer Debt Service Fund	Debt Service	4,154,997
Water & Sewer Fund	Water & Sewer Capital Fund	Infrastructure	4,500,000
Three Oaks Development Fund	Water & Sewer Capital Fund	Infrastructure	1,140,000
2019 G.O. Bond Fund	Water & Sewer Capital Fund	Infrastructure	2,246,316
Library Operating Fund	Library Special Reserve Fund	Infrastructure	130,925
			$ 22,480,084

REVENUES & OTHER FINANCING SOURCES – ALL FUNDS

Fund	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
Revenues & Other Sources								
General Fund	$32,996,058	$33,053,087	$41,093,432	$32,291,521	$37,461,782	$38,444,345	$6,152,824	19.05%
Insurance Reserves Fund	129,843	723,046	0	0	0	0	0	N/A
Restricted Police Funds	127,185	79,605	113,863	75,500	93,876	86,000	10,500	13.91%
Fire Rescue Fund	10,860,057	11,030,742	12,271,511	11,200,464	11,952,145	11,463,062	262,598	2.34%
Road/Vehicle License Fund	614,557	631,808	609,236	615,250	608,105	610,000	(5,250)	-0.85%
School Crossing Guard Fund	107,026	111,433	85,859	110,000	109,158	110,110	110	0.10%
IMRF/FICA Fund	1,619,763	1,590,794	1,574,218	1,206,173	1,192,621	1,098,418	(107,755)	-8.93%
Motor Fuel Tax Fund	790,766	2,133,589	2,950,569	2,589,780	2,576,163	2,719,462	129,682	5.01%
Foreign Fire Insurance Fund	58,481	2,421	255	175	73	100	(75)	-42.86%
Commuter Parking Fund	263,530	306,018	31,704	280,366	233,899	270,629	(9,737)	-3.47%
Three Oaks Development Fund	112	410,527	554,257	250	175,856	500	250	100.00%
Debt Service Funds	1,395,898	10,066,938	1,111,860	932,439	1,021,580	1,053,490	121,051	12.98%
TIF Funds	87,559	163,791	216,150	165,000	223,288	215,000	50,000	30.30%
Capital Replacement Fund	3,104,638	7,913,234	13,075,539	12,840,106	16,144,105	13,498,807	658,701	5.13%
Water & Sewer Funds	15,366,162	34,742,068	24,915,825	41,227,480	31,454,356	39,643,442	(1,584,038)	-3.84%
Group Insurance Fund	0	0	6,199,264	5,944,729	5,984,233	6,310,331	365,602	6.15%
Police Pension Fund	4,844,163	1,808,419	14,733,005	4,717,456	4,785,621	5,294,650	577,194	12.24%
Fire Pension Fund	5,010,229	3,319,020	13,867,897	3,796,917	3,735,051	4,066,081	269,164	7.09%
Library Funds	5,276,711	5,450,557	5,395,276	6,102,285	6,176,142	5,286,963	(815,322)	-13.36%
Total - All Funds	$82,652,738	$113,537,098	$138,799,717	$124,095,891	$123,928,054	$130,171,390	$6,075,499	4.90%

EXPENDITURES & OTHER FINANCING USES – ALL FUNDS

Fund	Fiscal 2019 Actual	Fiscal 2020 Actuals	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
Expenditures & Other Uses								
General Fund	$29,918,684	$31,099,636	$36,423,074	$36,827,624	$40,961,920	$37,574,600	$746,976	2.03%
Insurance Reserves Fund	(295,609)	(127,421)	4,884,514	0	0	0	$0	N/A
Restricted Police Funds	24,352	358,209	650	24,200	10,222	66,400	$42,200	174.38%
Fire Rescue Fund	10,423,683	11,175,019	11,242,892	12,855,958	11,174,610	11,692,687	($1,163,271)	-9.05%
Road/Vehicle License Fund	722,324	604,779	586,201	615,250	658,168	610,000	($5,250)	-0.85%
School Crossing Guard Fund	101,233	90,341	61,641	110,000	107,811	110,000	$0	0.00%
IMRF/FICA Fund	1,458,033	1,431,964	1,506,482	1,716,736	1,553,511	1,628,051	($88,685)	-5.17%
Motor Fuel Tax Fund	778,656	2,408,265	1,038,730	2,322,600	2,904,038	4,795,739	$2,473,139	106.48%
Foreign Fire Insurance Fund	518	473	604	66,000	241,295	31,950	($34,050)	-51.59%
Commuter Parking Fund	227,153	283,929	184,894	280,366	224,382	270,629	($9,737)	-3.47%
Three Oaks Development Fund	8,754	0	0	0	0	1,140,000	$1,140,000	N/A
Debt Service Funds	1,486,134	10,163,363	1,046,562	932,439	1,021,347	1,053,490	$121,051	12.98%
TIF Funds	81,687	240,238	237,240	165,773	544,102	215,000	$49,227	29.70%
Capital Replacement Fund	3,482,602	6,599,379	10,289,022	13,231,701	7,545,171	19,819,890	$6,588,189	49.79%
Water & Sewer Funds	13,969,416	31,253,878	25,467,108	48,425,558	30,662,948	47,513,277	($912,281)	-1.88%
Group Insurance Fund	0	0	5,535,906	5,944,609	5,688,641	6,300,553	$355,944	5.99%
Police Pension Fund	3,343,205	3,451,734	3,443,003	3,773,200	3,897,022	4,028,930	$255,730	6.78%
Fire Pension Fund	1,645,607	1,709,288	1,786,664	2,163,000	2,203,562	2,323,000	$160,000	7.40%
Library Funds	4,800,559	5,020,924	7,420,464	8,231,072	7,031,125	5,539,198	($2,691,874)	-32.70%
Total - All Funds	$72,176,991	$105,763,998	$111,155,651	$137,686,086	$116,429,875	$144,713,394	$7,027,308	5.10%

REVENUES & EXPENDITURES BY TYPE – ALL FUNDS

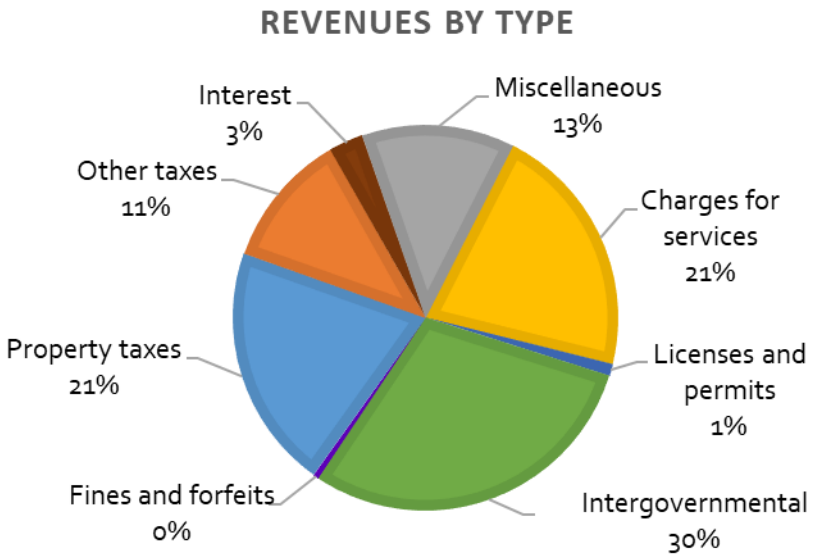
Type	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
Revenues and Other Sources:								
Charges for services	$17,840,720	$17,958,191	$18,919,336	$19,207,150	$20,381,480	$20,042,359	$835,209	4.35%
Licenses and permits	894,618	899,643	1,158,614	946,002	1,038,945	939,502	(6,500)	-0.69%
Intergovernmental	19,353,585	19,271,635	24,218,556	21,184,680	27,150,251	27,689,845	6,505,165	30.71%
Fines and forfeits	619,547	576,298	453,357	427,500	434,337	438,200	10,700	2.50%
Property taxes	17,569,065	17,625,070	18,373,424	18,320,075	18,378,076	19,227,753	907,678	4.95%
Other taxes	7,500,765	9,335,349	9,866,953	9,635,705	10,761,157	10,683,109	1,047,404	10.87%
Interest	5,744,002	1,638,814	23,152,937	2,808,288	2,691,719	2,692,360	(115,928)	-4.13%
Miscellaneous	8,742,312	10,824,348	12,104,486	9,511,209	9,516,860	12,035,777	2,524,568	26.54%
Internal service charges	0	0	4,869,580	5,008,760	4,974,234	5,293,716	284,956	5.69%
Internal transfers	4,323,705	18,755,176	22,787,778	23,618,272	25,343,984	22,480,084	(1,138,188)	-4.82%
Other sources	123,912	16,652,570	2,894,699	13,428,250	3,257,012	8,648,685	(4,779,565)	-35.59%
Total	$82,712,231	$113,537,094	$138,799,717	$124,095,891	$123,928,054	$130,171,390	$6,075,499	4.90%
Expenditures and Other Uses:								
General government	$8,025,212	$9,330,531	$8,700,349	$8,232,207	$7,662,723	$8,483,192	$250,985	3.05%
Public safety	30,220,212	30,227,006	30,900,701	33,747,560	33,615,065	35,887,169	2,139,609	6.34%
Highways and streets	5,988,258	5,708,259	5,994,763	7,292,234	7,098,106	7,620,247	328,013	4.50%
Waterworks and sewerage	7,601,410	8,146,704	8,623,890	9,511,721	9,445,356	10,237,686	725,965	7.63%
Culture and recreation	5,185,826	5,282,865	5,294,384	6,855,755	5,736,056	6,138,108	(717,647)	-10.47%
Capital outlay	5,210,876	13,741,514	17,928,378	36,242,921	16,369,786	41,119,519	4,876,598	13.46%
Debt service	5,610,580	14,446,124	4,717,192	5,201,300	4,704,421	5,258,394	57,094	1.10%
Lease payments	10,913	128,080	518,794	1,039,507	765,737	1,188,442	148,935	14.33%
Internal service charges	0	0	5,535,906	5,944,609	5,688,641	6,300,553	355,944	5.99%
Internal transfers	4,323,705	18,755,175	22,941,295	23,618,272	25,343,985	22,480,084	(1,138,188)	-4.82%
Total	$72,176,991	$105,766,258	$111,155,651	$137,686,086	$116,429,875	$144,713,394	$7,027,308	5.10%
Revenues & Other Sources in Excess of Expenditures & Other Uses	$10,535,240	$7,770,836	$27,644,067	($13,590,195)	$7,498,179	($14,542,004)		
Beginning Balance, May 1	$120,060,174	$131,733,912	$140,718,554	$165,693,114	$165,693,114	$173,191,293		
Change in Receiv/Pay	1,138,498	1,133,806	(2,258,733)	0	0	0		
Prior Period Adjustment	0	80,000	(410,773)	0	0	0		
Ending Balance, April 30	$131,733,912	$140,718,554	$165,693,114	$152,102,919	$173,191,293	$158,649,290		

BUDGETARY CHANGES IN FUND BALANCE – ALL FUNDS

Fund	Estimate Beginning Balance FY23	Revenues & Other Sources	Expenditures & Other Uses	Estimate Ending Balance FY23	$ Change	% Change
General Fund	$18,257,234	38,444,345	37,574,600	$19,126,979	$869,745	4.8%
Capital Replacement Fund	13,418,459	13,498,807	19,819,890	7,097,376	(6,321,083)	-47.1%
Restricted Police Funds	478,450	86,000	66,400	498,050	19,600	4.1%
Fire Rescue Fund	6,289,369	11,463,062	11,692,687	6,059,744	(229,625)	-3.7%
Road/Vehicle License Fund	0	610,000	610,000	0	0	0.0%
School Crossing Guard Fund	128,427	110,110	110,000	128,537	110	0.1%
IMRF/FICA Fund	1,459,430	1,098,418	1,628,051	929,797	(529,633)	-36.3%
Motor Fuel Tax Fund	7,835,904	2,719,462	4,795,739	5,759,627	(2,076,277)	-26.5%
Foreign Fire Insurance Fund	35,101	100	31,950	3,251	(31,850)	-90.7%
Commuter Parking Fund	0	270,629	270,629	0	0	N/A
Three Oaks Development Fund	1,140,668	500	1,140,000	1,168	(1,139,500)	-99.9%
Debt Service Funds	285,227	1,053,490	1,053,490	285,227	0	0.0%
TIF Funds	0	215,000	215,000	0	0	N/A
Water & Sewer Funds	14,027,398	39,643,442	47,513,277	6,157,563	(7,869,835)	-56.1%
Group Insurance Fund	958,950	6,310,331	6,300,553	968,728	9,778	1.0%
Police Pension Fund	51,634,576	5,294,650	4,028,930	52,900,296	1,265,720	2.5%
Fire Pension Fund	53,773,555	4,066,081	2,323,000	55,516,636	1,743,081	3.2%
Library Funds	3,468,546	5,286,963	5,539,198	3,216,311	(252,235)	-7.3%
Total - All Funds	$173,191,294	130,171,390	$144,713,394	$158,649,290	($14,542,004)	-8.4%

Expenditures and Other Uses in excess of Revenues and Other Sources represent planned use of available balances to pay for capital equipment and replacement. Of the $14,542,004 decrease, $2,246,316 is unspent bond proceeds currently held by the City for water and sewer projects. Due to the variable amounts of capital projects planned each fiscal year, the City intentionally plans for drawdowns of fund balance when necessary to smooth the effects on the overall financial health of the City. All funds are projected to remain within their target fund balance ranges.

MAJOR REVENUES



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

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

Revenue used to support City programs and projects comes from a variety of sources. The largest sources of revenue for the City come from property taxes, sales taxes, home rule sales taxes, State income taxes, user-fees for water and sewer, and fire rescue services. Combined, these sources represent over $61 million or 65% of all receipts.

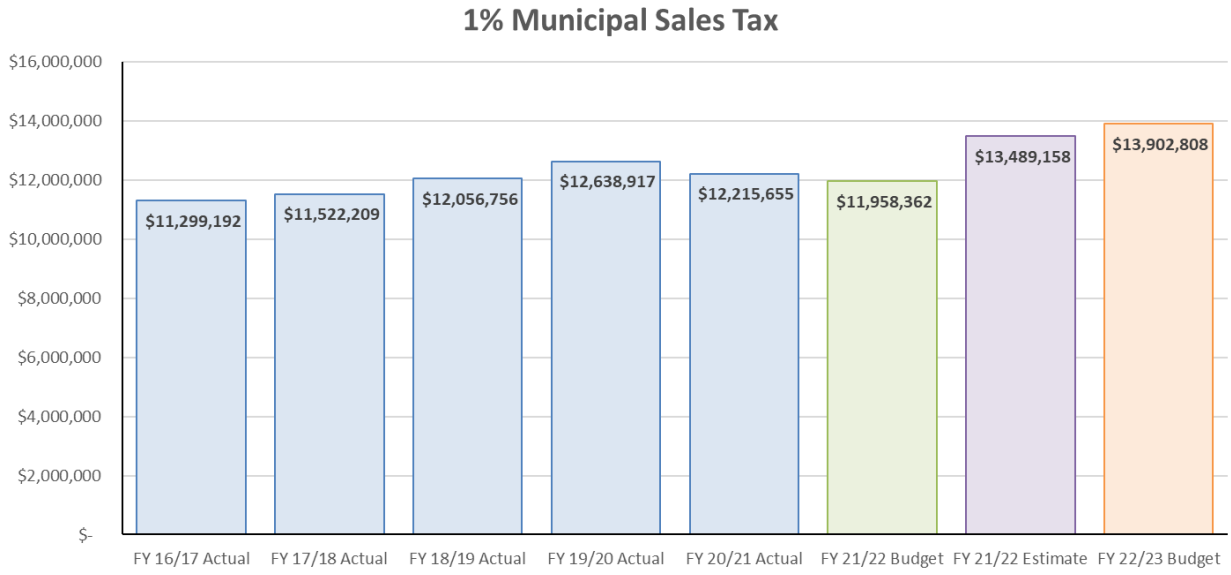
The world continues to adapt to the extremes of the current changing economic climate due to the continuing pandemic and other global events. Economists have a wide range of opinions on the total effect of the pandemic and the national economy. The City's local economy has certainly felt a negative impact in the short term and will likely for the next few years.

Property Taxes

Property taxes include amounts levied against all real estate in the City. Real property taxes that will be collected during 2022/23 were levied December 2021. Assessed values are established by the County Assessor at approximately 33.33% of appraised market value. The County Treasurer collects property taxes on behalf of all taxing districts in the County. 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, library and recreation, and debt service. The City currently has no General Fund Property tax.

Municipal Sales Tax



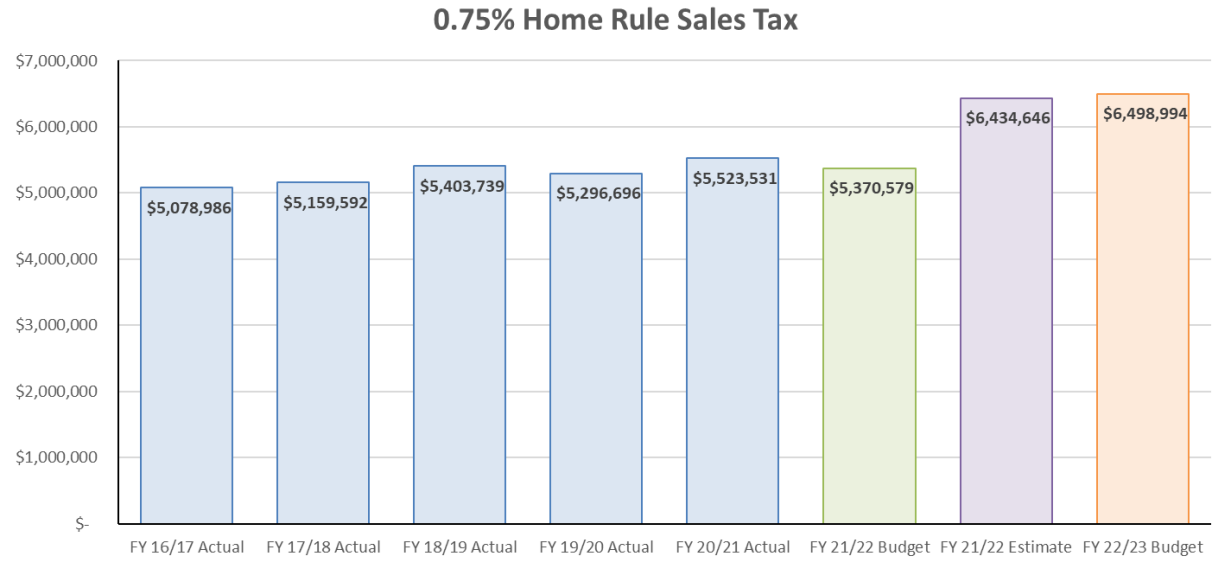
Receipts of Sales Tax are anticipated to end the year at $13.49 million or 13% above the fiscal year budget of $11.96 million. The budget for FY 2021/22 included conservative reductions to Sales Tax, and other major revenues, anticipating the decline of revenues due to the pandemic and forecasted recession. Sales tax receipts have outperformed previous year levels as inflation continues to rise.

The most prevalent estimates for forecasting recommend continuing a conservative approach to any revenue subject to the volatility of the economy. The FY 22/23 budget reflects a 3%

increase in receipts of sales tax compared to current FY 21/22 receipts.

Home Rule Sales Tax

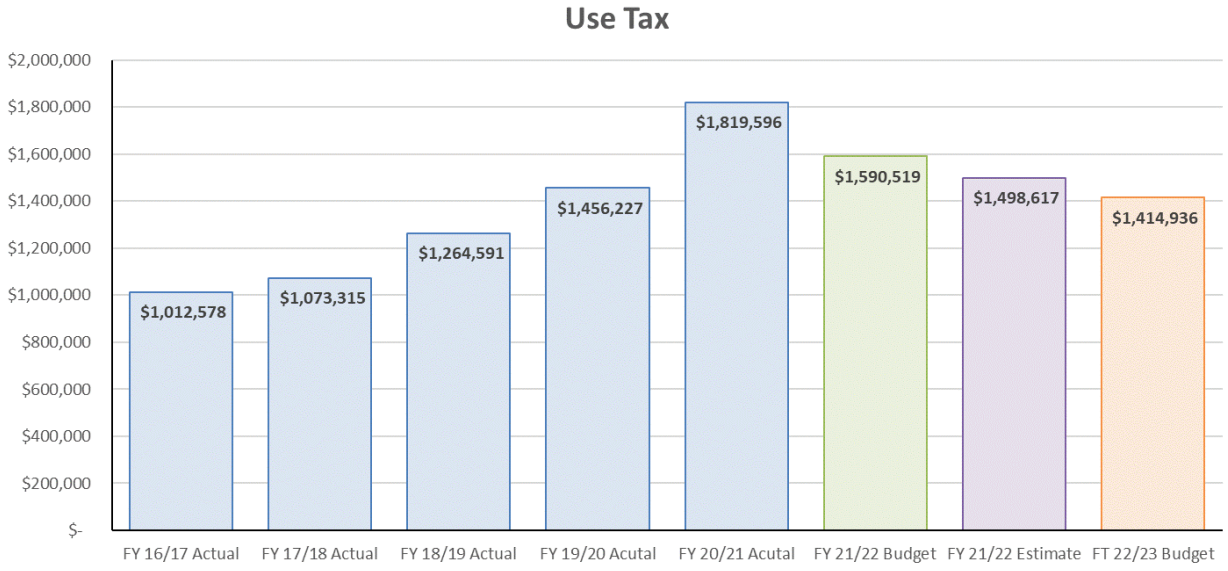
A 0.75% Home Rule Sales Tax allows operational services of the City to be maintained, as well as to provide for Three Oaks Recreation Area debt service. This tax is only imposed on general merchandise purchases. The Home Rule Sales Tax is not applied to titled or registered personal property such as vehicles, watercraft or trailers. It is also not applied to qualifying food, drugs and medical appliances.



Receipts for FY 21/22 have outperformed all expectations. Fiscal year 21/22 revenue is expected to end the year at $6.43 million or 20% above the fiscal year budget of $5.37 million. Estimates for FY 22/23 reflect a 1% increase in Home Rule Sales Tax receipts when compared to the current FY 21/22 estimates.

State Use Tax

State Use Tax is imposed on the privilege of using in Illinois any item of tangible property that is purchased outside Illinois at retail. The use tax rate is 6.25% on purchases of general merchandise including automobiles and other items that must be titled or registered. Use Tax is 1% on qualifying food, drugs and medical appliances. 20% of collections from sales of general merchandise and 100% of collections from qualifying food, drugs and medical appliances is returned to local governments.

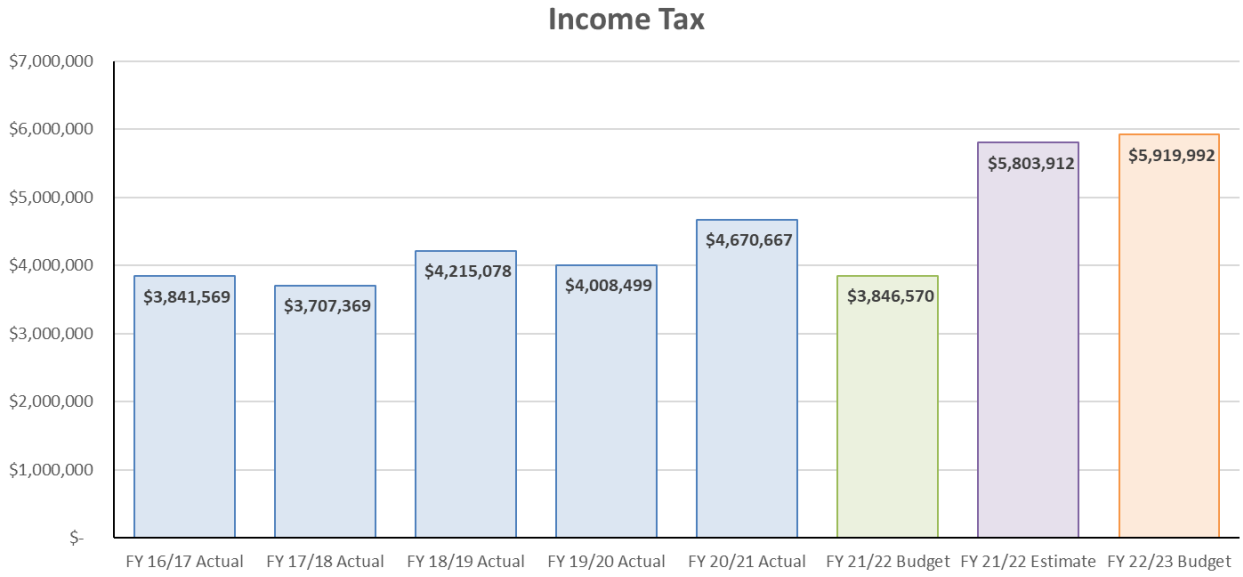


Beginning January 1, 2020, marketplace facilitators such as Amazon were required to collect a 6.25% Use Tax on marketplace sales from certain retailers. Effective January 1, 2021, marketplace facilitators and eligible remote retailers are required to collect state and locally-imposed sales taxes, instead of the Use Tax, on online purchases from sellers based on where the product is delivered. This has shifted revenues out of the Use Tax classification and into the Sales Tax classification. The remaining Use Tax still collected is distributed on a per capita basis.

Current FY 21/22 receipts are anticipated to end the year just shy of $1.5 million or 6% below the FY 21/22 budget of $1.59 million. Since the effective date for collecting state and local sales taxes was January 1, 2021, Use Tax receipts for FY 22/23 are projected to decrease an additional 5% from the actual receipts in the current fiscal year.

State Income Tax.

Distributions of State income tax to cities and counties are based on their population in proportion to the total State population.



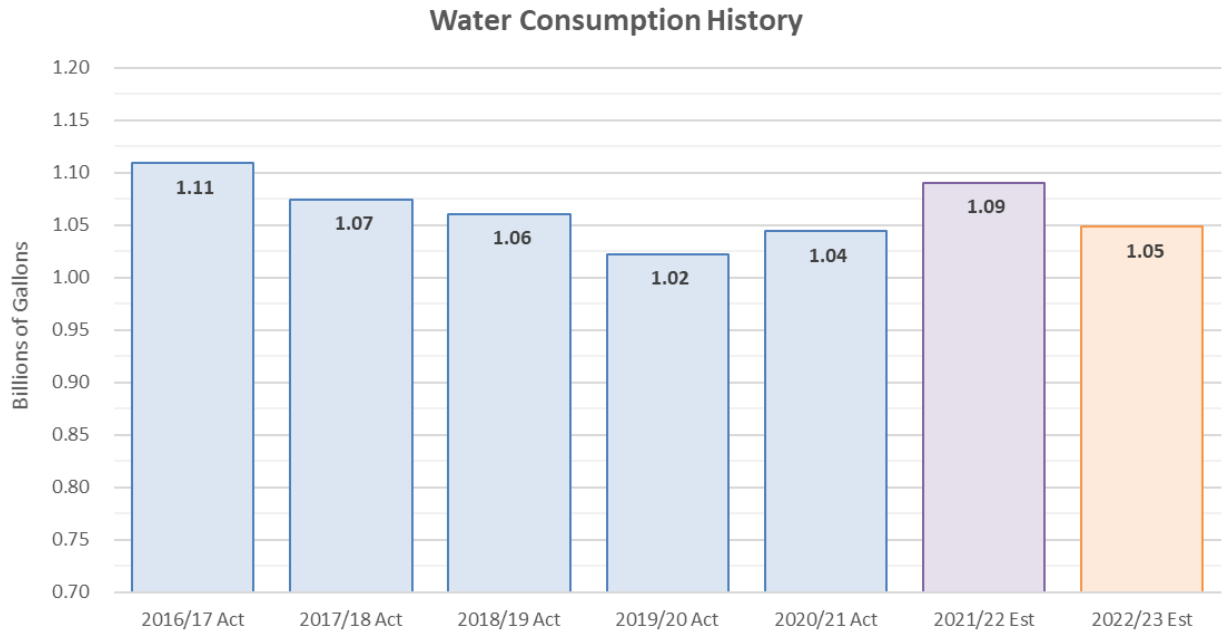
Receipts of State income tax are anticipated to end the year at $5.80 million or 51% above the FY 21/22 budget of $3.85 million. The FY 21/22 budget included a 10% reduction from the State of Illinois, as the Governor had announced he planned to withhold a portion of the municipal allocations until after the referendum vote relating to Income Tax. The reduction did not get approved in the State budget, resulting in higher than expected receipts. The FY 21/22 budget also anticipated a drop in overall average income levels due to the pandemic, based on a recommendation from the Illinois Municipal League. We are fortunate this prediction did not materialize as well as the State has seen an increase in income levels instead of a decrease.

Of continual concern is the future impact of the State of Illinois on City finances. Local Government Distributive Fund (LGDF) continues to be at risk of reduction as the State of Illinois reviews their own dire budget situation. While the proposed State FY 22/23 budget does not include any reductions to the LGDF at this time, this revenue source remains vulnerable to future reductions as shown by history. The FY 22/23 budget includes an increase of 2% from FY 21/22 receipts.

Water & Sewer User Fees

User fees for water and sewer are calculated on the number of gallons of water consumed as determined by a water meter. Meters are read every month. Fees for water and sewer are combined in a monthly bill sent to residents and businesses.

Residential customers account for approximately 75% of monthly consumption. Consumption for 2020 was atypical as more residents were home for shelter in place orders, some businesses were forced to close to the public and many commuters began working exclusively or primarily from home. Some of this trend is still evident in 2021 consumption. Summer weather was also hot and dry, which tends to encourage water consumption. Consumption is predicted to end the year around 1.09 billion gallons, compared to 1.04 billion gallons during 2020/21.



This fiscal year 22/23 budget incorporates a 3% water and sewer rate increase beginning with September consumption that will be billed in November, 2022. For an average family of four with 10,000 gallons of consumption per month, this would equate to an additional $3.71 per month. The FY 21/22 budget included an increase of 3% that was implemented in September 2021, the first increase since May 2019. The increase provides a funding mechanism that allows the Water and Sewer Fund to continue to be financially independent and allows for some capital investment in order to maintain water and sewer infrastructure systems.

Fire Rescue Services

Through intergovernmental agreements, the City of Crystal Lake's Fire Rescue Department provides fire rescue and emergency lifesaving services to the citizens of the Crystal Lake Fire Protection District and to the citizens of the Village of Lakewood. In exchange, the Crystal Lake Rural Fire Protection District is charged an annual fee equal to 90.50% of the District's property tax receipts. The Village of Lakewood is assessed a fee based on the Equalized Assessed Value (EAV) of property within the Village's boundaries. The Crystal Lake Rural Fire Protection District and the Village of Lakewood are non-home rule communities. Both are subject to limitations of the Property Tax Extension Limitation Law.

For fiscal year 2021/22, the City invoiced $2,473,051 for these services. A slight increase is expected for fiscal year 2022/23 at $2,523,313. This is projected with the assumption that both agencies will experience small growth in their EAV for the 2021 levy.

PERSONNEL SUMMARY – ALL FUNDS

Position	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
City Administration	12.50	12.50	12.55	13.05	13.05	13.05
Administrative Adjudication	1.00	1.00	1.00	1.00	1.00	1.00
Special Projects	0.50	0.00	0.00	0.00	0.00	0.00
Information Technology	1.00	1.00	1.00	1.00	1.00	1.00
Police	77.75	77.75	77.70	77.70	77.70	78.70
Community Development	22.75	22.75	15.40	15.40	15.00	15.00
Public Works Administration	4.25	4.25	3.25	4.75	4.75	5.75
Engineering	0.00	0.00	7.00	7.00	7.00	7.00
Streets	17.00	17.00	15.00	15.00	15.00	15.00
Storm Sewer	4.00	3.00	0.00	0.00	0.00	0.00
Fleet & Facility Services	7.00	7.00	7.00	7.00	7.00	7.00
Water Operations	15.00	16.00	17.00	16.00	16.00	16.00
Wastewater Treatment	9.00	9.00	13.00	13.00	13.00	13.00
Fire Rescue	67.50	67.50	67.50	67.50	67.50	67.50
Total FTE	239.25	238.75	237.40	238.40	238.00	240.00
Change from PY	(2.00)	(0.50)	(1.35)	(0.35)	(0.40)	1.60
Cumulative Change	(28.25)	(28.75)	(30.10)	(29.10)	(29.50)	(27.50)
% Change	10.56%	10.75%	11.25%	10.88%	11.03%	10.28%

Over the past ten years, the equivalent of over 27, or 10.28%, of total full-time equivalent positions have become vacant. These positions have been eliminated. These include three full-time positions in the City Administration Department, one full-time position in the Police

Department, eight full-time positions in the Community Development Department, twelve and one-half full-time positions in the Public Works Department, and two full-time positions in the Information Technology Department. Two full-time positions have been added in the fiscal year 2022/23 budget: an Assistant Public Works Director in Public Works Administration and a Management Analyst in Police.

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

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

CAPITAL EXPENDITURES

The City of Crystal Lake's Capital Improvement Plan (CIP) is a long-range planning document designed to review the City's anticipated capital needs. Ultimately, the CIP's goal is to ensure that the City's infrastructure (including its street system, water conveyance system, fleet, etc.) can meet both the service demands of the public and operational needs of the organization. A capital asset is a tangible or intangible asset having significant value that is used in operations and has an initial useful life that benefits more than a single fiscal year period. Capital assets include land, land improvements, buildings, infrastructure, equipment, software and construction in progress. Capital assets are defined as assets with an initial, individual cost of more than $25,000, or vehicles, trailers and boats regardless of cost.

Capital expenditures of the City are budgeted in one of two capital replacement funds: Capital Equipment and Replacement Fund or Water & Sewer Capital Equipment and Replacement Fund. Projects are split based on the nature and funding source of the projects. Any project of governmental nature as to nature and funding source (General Fund, Fire Rescue Fund, Motor Fuel Tax Fund, et.al.) are budgeted in the Capital Equipment and Replacement Fund. Any project related to water and sewer functions are budgeted in the Water & Sewer Capital and Equipment Replacement Fund.

Individual project sheets for significant, non-recurring projects follow this summary.

CAPITAL EQUIPMENT & REPLACEMENT FUND PROJECT LISTING

PROJECT	LEAD DEPARTMENT	AMOUNT
Building Improvements		
Access Control System Refurbishment	Information Technology	$225,000
Air Cooled Condensing Unit Replacement (1,2,3 w/ chiller)	Public Works - Fleet & Facilities	23,000
Air Cooled Condensing Unit Replacement (4,5,6 w/ chiller)	Public Works - Fleet & Facilities	450,000
Air Duct Cleaning (City Hall)	Public Works - Fleet & Facilities	100,000
Architect/Engineering for Misc. Projects	Public Works - Fleet & Facilities	50,000
Boiler Replacement (City Hall)	Public Works - Fleet & Facilities	15,000
Carpet Replacement and Slab Repairs (City Hall Admin. & Fire Dept Are	Public Works - Fleet & Facilities	116,750
Concrete Stair Repair/Replacement (City Hall)	Public Works - Fleet & Facilities	50,000
Downtown Metra Station Purchase	Public Works - Fleet & Facilities	1,215,500
Exterior Door Replacement	Public Works - Fleet & Facilities	20,000
Generator Base Tank Repair/Replacement (City Hall)	Public Works - Fleet & Facilities	25,000
Lighting Controller Replacement (City Hall)	Public Works - Fleet & Facilities	20,000
Metasys Building Automation Replacement	Public Works - Fleet & Facilities	400,000
Painting and Repairs (City Hall)	Public Works - Fleet & Facilities	12,000
PB Admin Air Handling Unit and Steam Humidification Project	Public Works - Fleet & Facilities	15,000
PD Hot Water Equipment Replacement	Public Works - Fleet & Facilities	81,000
Phone Room Liebert Repairs	Public Works - Fleet & Facilities	45,000
Sidewalk Replacement, Front Portico	Public Works - Fleet & Facilities	30,000
Sign Brickwork (City Hall)	Public Works - Fleet & Facilities	8,000
Storage/Maintenance Building	Park Administration	415,000
Surveillance Cameras Software Maint	Information Technology	10,000
Whole Building Intercom System	Information Technology	150,000
		$3,476,250
Equipment		
Audio Equipment Replacement (Council Chambers)	Information Technology	$65,000
Cellular Service (BWC & Fleet)	Police	13,000
CLWAN Equipment	Fire Rescue	122,000
Copier Replacement (Records)	Police	12,000
Dive Rescue IBC&T	Fire Rescue	27,000
Downtown Train Parking Terminal Replacement	City Administration	106,000
Electric Vehicle Charging Stations	City Administration	20,000
Fiber Optic Network	Information Technology	60,500
Filing System Replacement	Police	20,000
Internet Services	Information Technology	9,888
Ipad Replacement Program	Information Technology	5,700
IT Strategic Plan/Needs Assessment	Information Technology	40,000
Jet Ski	Park Administration	15,000
Laptop Replacement Program	Information Technology	8,000
MDC Replacements	Fire Rescue	9,000
MDT Squad Computers	Police	18,600
PC Replacement Program	Information Technology	42,000
Power Load Cot System - 6th Ambulance	Fire Rescue	25,830
Pressure Washer Replacement	Streets	12,000

CAPITAL EQUIPMENT & REPLACEMENT FUND PROJECT LISTING

PROJECT	LEAD DEPARTMENT	AMOUNT
Equipment (continued)		
Snow Route Optimization Software	Streets	$70,000
Stair Chair Replacements	Fire Rescue	7,000
Station Alerting Head End Equip Replacement	Fire Rescue	34,500
Tasers Replacement	Police	32,500
Umbrellas for Beach and Scuba Areas	Park Administration	24,000
Unit Heater Replacements, Lakehouse and Marina	Park Administration	19,000
Video Equipment Replacement (Council Chambers)	Information Technology	100,000
Water Fountain	Park Administration	55,000
Whole Room Uninterruptable Power Supply	Information Technology	6,500
Zebra Printers (in-squad)	Police	12,000
		$992,018
Infrastructure		
Annual Program - Resurfacing	Public Works - Engineering	$475,000
Annual Programs (Concrete)	Public Works - Engineering	350,000
Blue Star Monument and Wayfinding Signs	Public Works - Streets	20,000
Brink St. Retaining Wall Replace	Public Works - Streets	20,000
Cog Circle Reconstruction	Public Works - Engineering	250,000
Dole Avenue Reconstruction Construction	Public Works - Engineering	476,798
Dole Avenue Reconstruction Engineering	Public Works - Engineering	52,500
Dowtown Light Ceilings	Public Works - Streets	50,000
Dowtown Paver/Sidewalk Repair - SAME AS IN MFT?	Public Works - Streets	20,000
North Main Improvement - Construction (See Fund 630 for more)	Public Works - Engineering	1,174,335
North Main Improvement - Construction Engineering	Public Works - Engineering	253,951
Oak Street Pedestrian Improvement	Public Works - Engineering	25,000
Parking Enhancements - Grant Street	Public Works - Engineering	55,000
Parking Enhancements - Williams Street	Public Works - Engineering	75,000
Parking Lot Installation - Virginia Street	Public Works - Engineering	300,000
Pavement Marking Program	Public Works - Engineering	200,000
Pavement Preservation Program	Public Works - Engineering	200,000
Pedestrian & Traffic Safety Improvements	Public Works - Engineering	50,000
Pedestrian Connection - Main Street	Public Works - Engineering	74,000
Pingree Train Station Improvements	Public Works - Streets	916,033
Route 14 Beautification	Public Works - Engineering	142,663
Route 14 Beautification	Public Works - Engineering	70,555
Salt Storage Dome	Public Works - Engineering	300,000
Signal Installation - Central Park / Lutter	Public Works - Engineering	350,000
Signal Installation - Main St / Liberty (& Bike Path)	Public Works - Engineering	75,000
Signal Replacement - IL 176/Oak	Public Works - Engineering	50,000
Street Resurfacing Program (includes manhole lids)	Public Works - Engineering	1,360,000
Three Oaks/Lutter/Sand	Public Works - Engineering	450,000
Traffic Calming Solution - Congress/Exchange Dr/Federal	Public Works - Engineering	610,000
Traffic Calming Solution - Congress/Federal Dr	Public Works - Engineering	405,000
Traffic Signals LED Replacement	Public Works - Engineering	150,000
Trail Repairs and Landscaping	Park Administration	35,000
		$9,035,835

CAPITAL EQUIPMENT & REPLACEMENT FUND PROJECT LISTING

PROJECT	LEAD DEPARTMENT	AMOUNT
Technology		
Document Imaging (Backscanning)	Information Technology	$150,000
Document Imaging (Licensing, Training)	Information Technology	30,000
Electronic Plan Review Table	Information Technology	$14,000
Extended Warranties - Servers	Information Technology	10,000
Finance Enterprise Software (Implement and Subscript)	Information Technology	190,000
Licensing Software (Annual Subscription)	Information Technology	12,000
Permit/Inspections Software (Annual Subscription)	Information Technology	65,000
Permit/Inspections Software Enhancement	Information Technology	25,000
SQL Upgrade - all relevant installtions	Information Technology	10,000
Two-Factor Authentication - Domain Admins	Information Technology	15,000
		$521,000
Vehicle Replacement		
Ambulance #7541 Replacement	Fire Rescue	$193,149
Ambulance #7733 Replacement	Fire Rescue	202,036
Battalion Chief #1404 Replacement	Fire Rescue	55,840
Commander #1007 Replacement	Police	48,691
Deputy Chief #1005 Replacement	Police	52,078
Deputy Chief #7061 Replacement	Fire Rescue	41,500
Dive #2216 Replacement	Fire Rescue	350,000
Engine #5575 Replacement	Fire Rescue	548,911
Engine #6228 Replacement	Fire Rescue	548,911
Engine #7272 Replacement	Fire Rescue	554,411
Engineer Vehicle CD #41 Replacement	Public Works - Engineering	31,512
Hot Patching Trailer #442 Replacement	Public Works - Streets	35,487
Inspector Vehicle CD#42 Replacement	Public Works - Engineering	33,795
Inspector Vehicle CD#45 Replacement	Public Works - Engineering	25,270
Investigations #1010 Replacement	Police	27,684
Investigations #1011 Replacement	Police	28,954
Investigations #1013 Replacement	Police	28,293
K-9 #1029 Replacement	Police	62,078
Mini Dump #413 Replacement	Public Works - Streets	73,844
Patrol #1022 Replacement	Police	43,655
Patrol #1025 Replacement	Police	43,655
Patrol #1026 Replacement	Police	43,655
Patrol #1027 Replacement	Police	52,078
Patrol #1030 Replacement	Police	52,078
Patrol #1032 Replacement	Police	52,078
Patrol #1034 Replacement	Police	52,078
Patrol #1035 Replacement	Police	53,746
Patrol #1036 Replacement	Police	53,746
Patrol #1037 Replacement	Police	52,078
Pickup #418 Replacement	Public Works - Streets	56,395
Pickup #436 Replacement	Public Works - Streets	56,395

CAPITAL EQUIPMENT & REPLACEMENT FUND PROJECT LISTING

PROJECT	LEAD DEPARTMENT	AMOUNT
Vehicle Replacement (continued)		
Pool Truck PW #12 Replacement	Public Works - Fleet & Facilities	$26,950
S/A Dump #428 Replacement	Public Works - Streets	236,821
Sidewalk Tractor PW #475 Replacement	Public Works - Streets	38,000
Snow Removal Truck with Plows	Public Works - Streets	254,003
Special Assignment #1044 Replacement	Police	27,192
Superintendent Vehicle PW #15 Replacement	Public Works - Fleet & Facilities	49,068
Supervisor #1020 Replacement	Police	52,078
Supervisor #1021 Replacement	Police	43,082
Sweeper #424 Replacement	Public Works - Streets	209,565
Wheeled Loader #427 Replacement	Public Works - Streets	265,225
		$4,756,065
Lease Payments		
Vehicle #20	City Administration	$6,400
Vehicle #302	Fire Rescue	5,527
Vehicle #303	Fire Rescue	5,858
Vehicle #330	Fire Rescue	7,807
Vehicle #332	Fire Rescue	4,241
Vehicle #333	Fire Rescue	6,147
Vehicle #334	Fire Rescue	7,334
Vehicle #336	Fire Rescue	7,882
Vehicle #1001	Police	12,478
Vehicle #1002	Police	3,181
Vehicle #1003	Police	3,200
Vehicle #1005	Police	14,248
Vehicle #1006	Police	11,178
Vehicle #1007	Police	12,931
Vehicle #1010	Police	7,574
Vehicle #1011	Police	7,921
Vehicle #1012	Police	3,935
Vehicle #1013	Police	9,431
Vehicle #1018	Police	10,412
Vehicle #1020	Police	14,554
Vehicle #1021	Police	14,414
Vehicle #1022	Police	14,120
Vehicle #1023	Police	14,066
Vehicle #1024	Police	13,238
Vehicle #1025	Police	14,171
Vehicle #1026	Police	14,187
Vehicle #1027	Police	14,086
Vehicle #1028	Police	13,959
Vehicle #1029	Police	20,693
Vehicle #1030	Police	13,789
Vehicle #1031	Police	13,581
Vehicle #1032	Police	13,546

CAPITAL EQUIPMENT & REPLACEMENT FUND PROJECT LISTING

PROJECT	LEAD DEPARTMENT	AMOUNT
Lease Payments (continued)		
Vehicle #1034	Police	$14,086
Vehicle #1035	Police	14,705
Vehicle #1036	Police	14,705
Vehicle #1037	Police	14,154
Vehicle #1038	Police	13,959
Vehicle #1040	Police	13,335
Vehicle #1041	Police	13,330
Vehicle #1042	Police	13,305
Vehicle #1044	Police	7,439
Vehicle #41	Public Works - Engineering	6,303
Vehicle #42	Public Works - Engineering	5,718
Vehicle #45	Public Works - Engineering	4,276
Vehicle #49	Public Works - Engineering	4,924
Vehicle #401	Public Works - Streets	5,394
Vehicle #402	Public Works - Streets	4,583
Vehicle #403	Public Works - Streets	22,298
Vehicle #405	Public Works - Streets	18,975
Vehicle #406	Public Works - Streets	20,157
Vehicle #407	Public Works - Streets	20,157
Vehicle #408	Public Works - Streets	25,025
Vehicle #409	Public Works - Streets	7,931
Vehicle #411	Public Works - Streets	20,187
Vehicle #412	Public Works - Streets	6,101
Vehicle #413	Public Works - Streets	10,771
Vehicle #414	Public Works - Streets	20,157
Vehicle #415	Public Works - Streets	20,157
Vehicle #416	Public Works - Streets	20,328
Vehicle #417	Public Works - Streets	20,157
Vehicle #418	Public Works - Streets	7,960
Vehicle #424	Public Works - Streets	52,000
Vehicle #428	Public Works - Streets	23,334
Vehicle #429	Public Works - Streets	6,560
Vehicle #431	Public Works - Streets	25,025
Vehicle #433	Public Works - Streets	20,157
Vehicle #434	Public Works - Streets	24,092
Vehicle #436	Public Works - Streets	7,960
Snow Removal Truck with Plows	Public Works - Streets	25,232
Vehicle #12	Public Works - Fleet & Facilities	3,728
Vehicle #15	Public Works - Fleet & Facilities	6,926
Lease Administration Costs	Multiple	39,715
Lease Interest Payments	Multiple	77,327
		$1,038,722
Total Projects: Capital Equipment & Replacement Fund		**$19,819,890**

WATER & SEWER CAPITAL EQUIPMENT & REPLACEMENT FUND PROJECT LISTING

PROJECT	LEAD DEPARTMENT	AMOUNT
Building Improvements		
Office/Storage Garage Master Plan	Wastewater & Lift Stations	$50,000
Roof Repairs/Replacements (WWTP Facilities)	Wastewater & Lift Stations	150,000
		$200,000
Equipment		
Generator Installation & UST Removal (LS #12) - Construction	Wastewater & Lift Stations	$270,000
Generator Installation & UST Removal (LS #12) - Engineering	Wastewater & Lift Stations	30,000
Generator Replacement (LS #19)	Wastewater & Lift Stations	165,000
Generator Replacement (LS #20)	Wastewater & Lift Stations	30,000
Lift Station CISCO Radio Replacement Project	Wastewater & Lift Stations	130,000
MCC Replacement (WWTP #3 PEPs)	Wastewater & Lift Stations	264,000
Turbo Blower Replacement	Wastewater & Lift Stations	75,000
		$964,000
Infrastructure		
Crystal Lake Water Level Study (USGS Study)	PW Administration	$14,575
Edgewater Storage (Regrade Kamijima Park) - Engineering	PW Administration	100,000
Rain Garden Installation (Clover/Edgewater & Fair Oaks/Corrine)	PW Administration	46,000
Re-establish Crystal Creek - Design and Permitting	PW Administration	100,000
Three Oaks Water Level Adjustment	PW Administration	2,625,000
Union/College Storm Sewer - Construction	PW Administration	389,266
Collection System Analysis/Sanitary Sewer Model	Water & Sewer	$50,000
Dole Ave Sewer Lining	Water & Sewer	144,000
Lead Service Line Replacement Program	Water & Sewer	100,000
N. Main Street Water Main	Water & Sewer	2,317,537
Northwest Area Sanitary Sewer Design	Water & Sewer	450,000
Risk & Resiliency Projects	Water & Sewer	50,000
Sanitary Sewer Lining and Grouting Program	Water & Sewer	484,100
Water Delivery Study	Water & Sewer	100,000
Water Tower Painting Multi Year Program	Water & Sewer	450,000
WM Replacement - Remove Backard Watermain North of Golf/Main	Water & Sewer	150,000
WM Replacement - Dole Avenue	Water & Sewer	201,640
WM Replacement - McHenry, Highland, Spruce, Ringling-Engineerin	Water & Sewer	150,000
WTP #2 New Deep Well #19 and Raw Water Piping - Construction	Water & Sewer	3,456,730
WTP #2 New Deep Well #19 and Raw Water Piping - Engineering	Water & Sewer	83,000
WTP #2 Reconstruction - Construction	Water & Sewer	5,026,634
WTP #2 Reconstruction - Engineering	Water & Sewer	75,000
WTP #4 New Deep Well #20 and Other Improvements	Water & Sewer	800,000
Headworks Feasibility Study (WWTP #2)	Wastewater & Lift Stations	25,000
LS #06 (Keith Ave) Rehabilitation - Design Engineering	Wastewater & Lift Stations	65,000
LS #06 (Keith Ave) Rehabilitation - Land Acquisition	Wastewater & Lift Stations	25,000

WATER & SEWER CAPITAL EQUIPMENT & REPLACEMENT FUND PROJECT LISTING

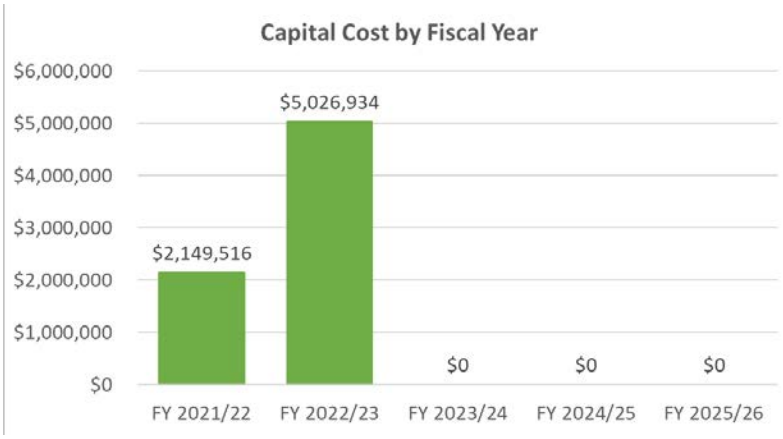
PROJECT	LEAD DEPARTMENT	AMOUNT
Infrastructure (continued)		
LS #14 Rehabilitation	Wastewater & Lift Stations	1,050,000
LS #16 Rehabilitation	Wastewater & Lift Stations	728,000
UV Disinfection System Replacement (WWTP #2)	Wastewater & Lift Stations	1,200,000
		$20,456,482
Land Improvements		
Pine/Oriole Depression - Maintenance / Monitoring/Landscaping	PW Administration	$29,200
		$29,200
Technology		
Asset Management Software	PW Administration	$142,350
		$142,350
Vehicle Replacement		
Mini (1 ton) Dump #543 Replacement	Water & Sewer	$73,844
Pickup #548 Replacement	Water & Sewer	42,501
Pickup #616 Replacement	Water & Sewer	43,786
Mini (1 ton) Dump #618 Replacement	Water & Sewer	74,897
Pickup #702 Replacement	Wastewater & Lift Stations	42,501
		$277,529
Lease Payments		
Vehicle #501	Water & Sewer	3,655
Vehicle #503 (2018 F150 4x4 SuperCab)	Water & Sewer	4,944
Vehicle #539 (2020 Ford Transit-350 Cargo)	Water & Sewer	5,986
Vehicle #540 (2019 Ford F550)	Water & Sewer	10,520
Vehicle #541 (2020 Ford Transit-250 Cargo)	Water & Sewer	5,198
Vehicle #542 (2020 Ford F350)	Water & Sewer	6,795
Vehicle #543 (2010 F350)	Water & Sewer	10,771
Vehicle #548 (2011 F250)	Water & Sewer	6,139
Vehicle #600 (2018 Ford F150)	Water & Sewer	4,544
Vehicle #611 (2020 Kenworth T440)	Water & Sewer	35,090
Vehicle #616 (2009 F350)	Water & Sewer	6,324
Vehicle #618 (2012 F550)	Water & Sewer	7,670
Vehicle #701 (2018 Escape)	Wastewater & Lift Stations	3,720
Vehicle #702 (2011 F350)	Wastewater & Lift Stations	6,128
Vehicle #709 (2020 Ford F350)	Wastewater & Lift Stations	8,105
Lease Administration Costs	Multiple	$8,662
Lease Interest Payments	Multiple	15,469
		$149,720
Total Projects: Water & Sewer Capital Replacement Fund		**$22,219,281**

WS - Water Treatment Plant #2 Reconstruction

This project is under construction with an IEPA loan. The project includes all engineering and construction to build a new WTP#2 and have the treatment capacity to accommodate new deep well 19. This project is identified in the Water System Master Plan. Construction should be substantially completed by fall 2022. Project close out and IEPA loan paperwork will extend into early 2023.

Est. Start Date	09/02/2019
Est. Completion Da...	04/30/2023

Address: 603 Golf Road



Request Details

Primary Expense Acc...	630-25-4310-57100	Department	PUBLIC WORKS - WATER & SEWER
Priority Ranking	ESSENTIAL	Type of Request	NEW PROJECT
Original Planned Year	PRIOR to 2022	Estimate Useful Life	BEYOND 20 YEARS
Reoccurrence	PROJECT IS A SINGLE OCCURRENCE		





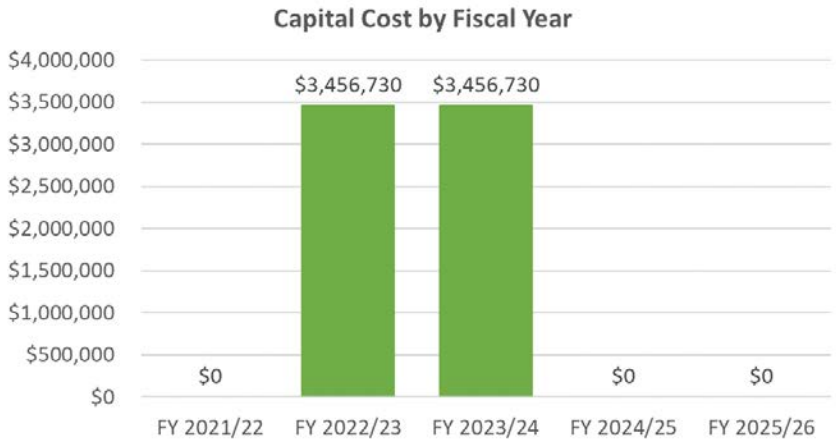
The existing Water Treatment Plant #2 facility was originally constructed in 1963 (54 years old). This facility requires significant upgrades and equipment replacement, including electrical, mechanical, water treatment equipment, as well as structural repairs. The well head is also located inside of the water plant adjacent to the 2,400 volt electrical panel. This is a significant hazard that needs to be addressed.

WS - New Deep Well #19 and Raw Water Piping to WTP#2

Engineering and construction of a new deep well (#19) and raw water piping to Water Treatment Plant #2 to improve the City's water system capacity and reliability.

Est. Start Date	05/01/2020
Est. Completion Da...	04/30/2024

Address: 603 Golf Road



Request Details

Primary Expense Acc...	630-25-4310-57100	Department	PUBLIC WORKS - WATER & SEWER
Priority Ranking	ESSENTIAL	Type of Request	NEW PROJECT
Estimate Useful Life	BEYOND 20 YEARS	Original Planned Year	PRIOR TO 2022
Reoccurrence	PROJECT IS A SINGLE OCCURRENCE		

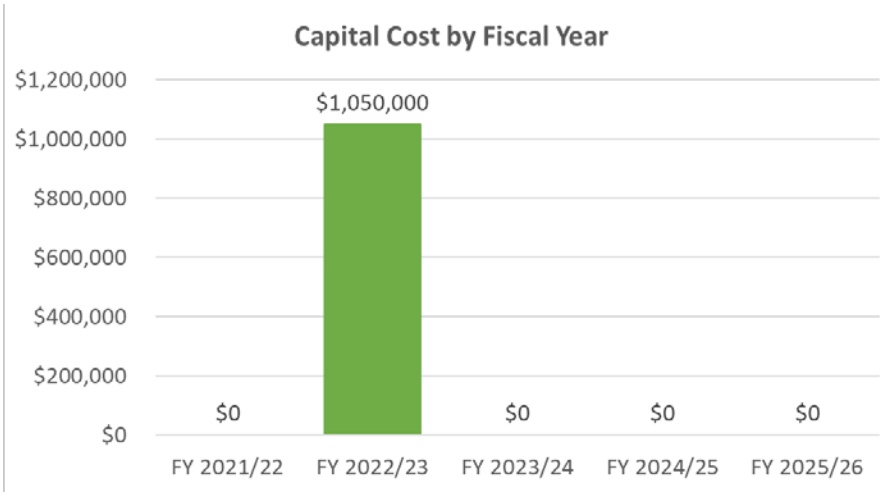


Due to new developments, an increase of the City's water production capacity is required. This new deep well will supply Water Treatment Plant #2 the ability to supply approximately 800 gpm to the community. FY23 and FY24 project costs have been updated to reflect the City's consultant's (Fehr Graham) estimation and current status in the IEPA review

WW - Lift Station #14 Rehab (North Shore Drive)

Engineering and construction funding to rehabilitate Lift Station #14 (North Shore Drive)

Est. Start Date	05/02/2022
Est. Completion Da...	04/28/2023



Request Details

Primary Expense Acc...	630-25-7010-57100	Department	PUBLIC WORKS - WASTEWATER
Priority Ranking	ESSENTIAL	Type of Request	MAJOR MAINTENANCE
Estimate Useful Life	BEYOND 20 YEARS	Original Planned Year	2023
Reoccurrence	PROJECT IS A SINGLE OCCURRENCE		

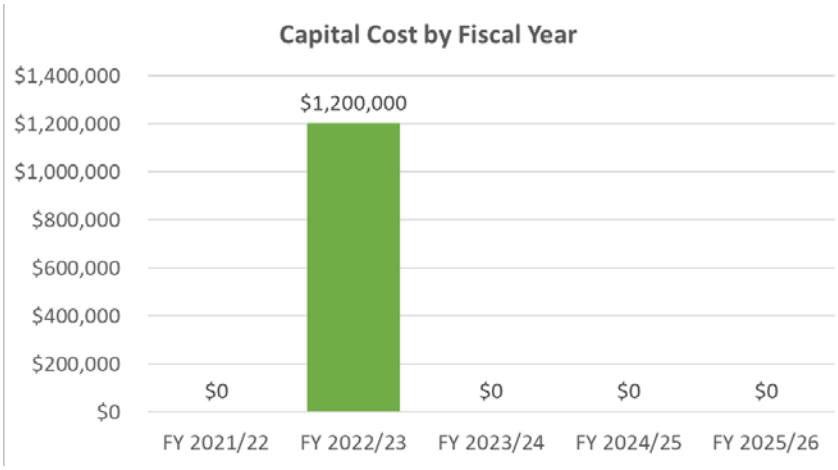


Lift Station 14 was last rehabilitated in 1974. Lift 14 is on the Public Works Department list of 'Critical Lift Stations'. The pumps are obsolete (no long manufactured) and replacement parts have to be fabricated. Improvements will ensure the facility is safer for staff as fall protection and confined space risks will be reduced. There is no backup generator at this station.

WW - WWTP#2 UV Disinfection System Replacement

WWTP#2 UV system replacement contract.

Est. Start Date	05/02/2022
Est. Completion Da...	04/28/2023



Request Details

Primary Expense Acc...	630-25-7010-57100	Department	PUBLIC WORKS - WASTEWATER
Priority Ranking	ESSENTIAL	Type of Request	REPLACEMENT
Estimate Useful Life	BEYOND 20 YEARS	Original Planned Year	2025
Reoccurrence	PROJECT IS A SINGLE OCCURRENCE		



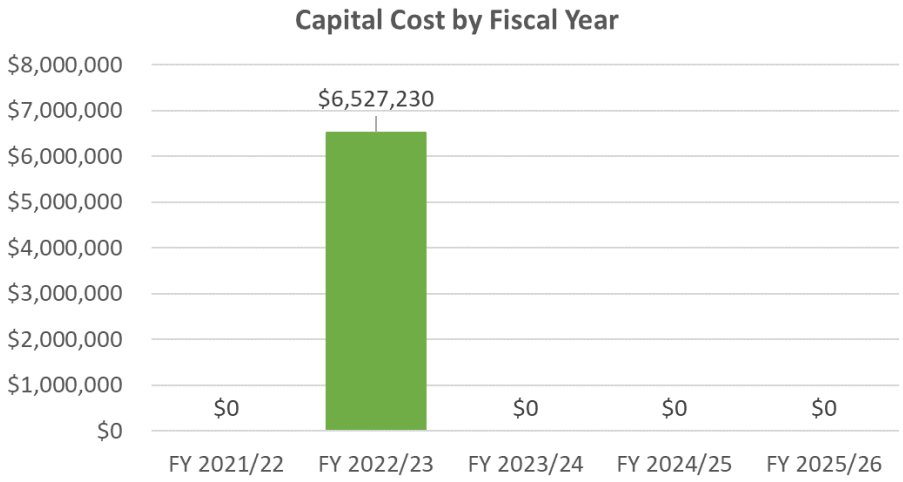
The new UV unit will replace the existing UV Unit which was installed in 2001. The existing unit is reaching the end of its useful life and parts will no longer be available when the unit is replaced (2024). If it fails there is no backup to treat fecal coliform in the plants effluent water. Fecal coliform is an indicating bacteria that shows signs of pathogenic bacteria. Not treating for fecal coliform would result in an IEPA NPDES Permit Violation. The expected energy savings is due to newer, more energy efficient bulbs and ballasts.

Eng - North Main Street Improvements

Intersection improvement at Route 176 and N. Main Street to add a new traffic signal, eastbound left turn lane and northbound left turn lane to improve safety and operations. Project includes resurfacing along N. Main Street from south of Woodstock Street to Route 176. The existing water main will be upgraded along N. Main Street from Prairie Street to Route 176 and along Route 176 from N. Main Street to Park Blvd. The sanitary sewer along N. Main Street will also be lined.

Est. Start Date	05/01/2018
Est. Completion Da...	04/28/2023

Replace approximately 1,100 ft. of 4 inch watermain along Main St. (Rt. 176 to Prairie)
Line 1,100 feet of 8 inch sanitary sewer along Main St. (Rt. 176 to Prairie)
Replace/upgrade approximately 1,600 ft. of 4 inch watermain with 12 inch watermain along Rt. 176 (Park Ave. to Main St.)
Extend watermain under IL 176 near Park



Request Details

Primary Expense Acc...	237-20-8237-55330 & 630-25-4310-57100	Department	PUBLIC WORKS - ENGINEERING
		Priority Ranking	ESSENTIAL
Type of Request	NEW PROJECT	Estimate Useful Life	BEYOND 20 YEARS
Original Planned Year	2023	Reoccurrence	PROJECT IS A SINGLE OCCURRENCE

Improve traffic flow and enhance safety in the downtown area and repair the deteriorating pavement along North Main Street. Water main capacity improvements along Route 176 are identified in the City's Water System Master Plan. The primary benefits to the water system are decreasing the frequency of watermain breaks, increasing fire flows, and water system interconnection with Water Treatment Plant 4, the Ambutal Water Tower and water mains west of the railroad tracks.

This page has intentionally been left blank.

CITY OF CRYSTAL LAKE

ANNUAL BUDGET

FISCAL YEAR 2022/23

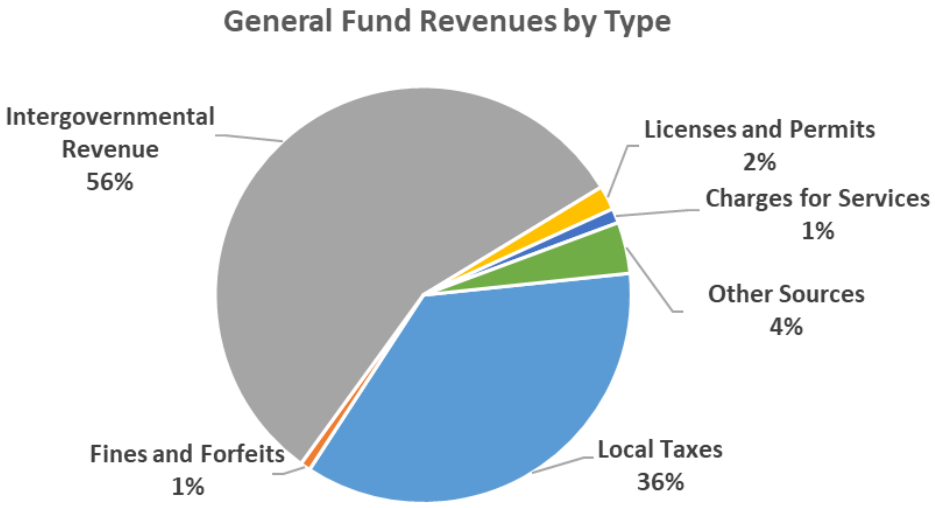
GENERAL FUND

ANNUAL BUDGET SUMMARY

	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
40030. Property Tax - Police Pension	$2,415,872	$2,386,597	2,685,775.00	$2,930,906	$2,930,906	3,481,415	$550,509	18.78%
40035. Property Tax - Fire Pension	1,882,241	1,843,356	1,878,976.00	2,023,967	2,023,967	2,285,632	261,665	12.93%
Total Property Taxes	4,298,113	4,229,953	4,564,751.00	4,954,873	4,954,873	5,767,047	812,174	16.39%
40200. Hotel Tax	271,167	278,558	286,197.93	203,475	342,000	342,000	138,525	68.08%
40300. Telecommunications Tax	988,663	829,847	664,079.74	574,112	582,568	495,182	(78,930)	-13.75%
41032. Home Rule Sales Tax	5,403,739	5,296,696	5,523,531.38	5,370,579	6,434,646	6,498,994	1,128,415	21.01%
41035. Auto Rental Tax - II	43,839	42,370	39,075.84	36,826	52,318	48,223	11,397	30.95%
48500. Franchise Fees - Cable	670,865	700,274	620,139.00	584,900	629,367	599,702	14,802	2.53%
Total Other Taxes	7,378,273	7,147,745	7,133,023.89	6,769,892	8,040,899	7,984,101	1,214,209	17.94%
41020. Personal Property Replacement	140,488	153,893	166,446.00	136,294	271,625	280,020	143,726	105.45%
41030. Sales Tax - II	12,056,756	11,859,373	12,215,655.00	11,958,362	13,489,158	13,902,808	1,944,446	16.26%
41040. Income Tax - II	4,215,078	4,008,499	4,670,667.00	3,846,570	5,803,912	5,919,992	2,073,422	53.90%
41045. Use Tax - II	1,264,591	1,456,227	1,819,596.00	1,590,519	1,498,617	1,414,936	(175,583)	-11.04%
41700. Grant Proceeds - State of IL	94,928	27,090	22,322.00	2,000	8,491	2,000	0	0.00%
41800. Grant Proceeds - Federal	29,121	10,742	1,508,711.00	25,000	0	25,000	0	0.00%
41900. Grant Proceeds - Other	3,764	45,455	46,489.00	0	10,000	44,000	44,000	N/A
Total Intergovernmental Revenue	17,804,726	17,561,279	20,449,886.00	17,558,745	21,081,803	21,588,756	4,030,011	22.95%
42050. Liquor Licenses	129,599	121,215	73,573.00	107,502	107,502	107,502	0	0.00%
42090. Miscellaneous Licenses	21,612	24,364	14,965.00	15,000	15,000	15,000	0	0.00%
42210. Building Permits	484,096	517,968	845,902.00	590,000	702,154	600,000	10,000	1.69%
42295. Miscellaneous Permits (SUP/TUP)	515	1,330	0.00	0	0	0	0	N/A
Total Licenses and Permits	635,822	664,877	934,440.00	712,502	824,656	722,502	10,000	1.40%
44300. Police Fines	288,296	255,865	172,744.00	175,000	170,000	170,000	(5,000)	-2.86%
44310. Police Towing Fines	62,000	57,675	56,500.00	58,000	65,000	65,000	7,000	12.07%
44510. Adjudication Fines	115,483	78,952	66,689.00	80,000	48,000	48,000	(32,000)	-40.00%
45450. False Alarm - Police	900	12,075	34,200.00	12,000	22,000	22,000	10,000	83.33%
Total Fines and Forfeits	466,679	404,567	330,133.00	325,000	305,000	305,000	(20,000)	-6.15%
45020. Review Fees	292,043	97,588	121,296.00	85,000	140,678	90,000	5,000	5.88%
45070. Inspection Fees	12,690	15,152	12,469.00	5,000	7,277	5,000	0	0.00%
45400. Special Police Detail	163,300	121,431	47,896.00	75,000	72,000	75,000	0	0.00%
42700. Parking - Three Oaks Recreation Area	140,652	120,168	1,880.00	100,000	111,994	100,000	0	0.00%
42750. Admission - Three Oaks Beach	247,388	180,621	65,551.00	150,000	163,881	150,000	0	0.00%
48750. Annual Pass - Three Oaks Facility	5,453	5,079	3,464.00	4,500	4,376	4,500	0	0.00%
45260. Paddleboard/Scuba Fees	10,320	10,740	7,945.00	8,000	12,544	10,000	2,000	25.00%
Total Charges for Services	871,846	550,779	260,501.00	427,500	512,750	434,500	7,000	1.64%
47010. Interest Income	304,522	432,333	380,925.00	333,405	300,000	300,000	(33,405)	-10.02%
47990. Unrealized Gain/Loss on Invest	252,327	580,417	-35,464.00	0	0	0	0	N/A
Total Interest Income	556,849	1,012,750	345,461.00	333,405	300,000	300,000	(33,405)	-10.02%

ANNUAL BUDGET SUMMARY (CONTINUED)

	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
48700. Rental Income - City Facilities	106,242	147,963	154,296.00	154,900	158,157	158,157	3,257	2.10%
48705. Rental Income - Three Oaks Concessio	58,838	47,914	73,495.00	50,000	65,980	60,000	10,000	20.00%
48707. Rental Income - Three Oaks Pavillions	14,825	9,710	5,445.00	7,000	15,433	10,000	3,000	42.86%
48710. Rental Income - Three Oaks Watercraft	155,758	144,254	122,133.00	120,000	148,900	143,000	23,000	19.17%
48755. Rental Income - Beach Chairs	2,035	1,565	0.00	1,565	1,585	1,565	0	0.00%
48650. Historical Preservation Services	0	0	10,067.00	7,000	7,000	7,000	0	0.00%
46525. Connection Fees - Storm Sewer	600	1,500	0.00	0	0	0	0	N/A
Total User Fees	338,298	352,906	365,436.00	340,465	397,055	379,722	39,257	11.53%
48110. Capital Facility Fees	33,815	85,001	216,138.00	50,000	62,539	50,000	0	0.00%
48800. Transfer Station Host Fees	331,123	385,984	424,410.00	350,000	436,000	400,000	50,000	14.29%
48810. Three Oaks Merchandise	4,013	3,170	85.00	1,000	2,184	2,000	1,000	100.00%
48950. Reimbursements	59,372	117,603	22,080.00	49,000	125,000	50,000	1,000	2.04%
4th of July Fireworks	10,000	25,000	0.00	0	30,000	0	0	N/A
IRMA Flooding at Three Oaks	0	0	0.00	196,912	0	218,513	21,601	10.97%
48990. Miscellaneous Income	112,009	378,404	799,240.00	25,000	59,650	25,000	0	0.00%
48xxx. Electrical Civic Contribution	0	0	49,002.00	98,000	98,000	98,000	0	0.00%
48995. Sale of Fixed Assets	40,890	52,807	195,719.00	0	101,137	0	0	N/A
Total Miscellaneous	591,222	1,047,969	1,706,674.00	769,912	914,510	843,513	73,601	9.56%
Total Revenues	$32,941,828	$32,972,825	36,090,305.89	$32,192,294	$37,331,546	38,325,141	$6,132,847	19.05%

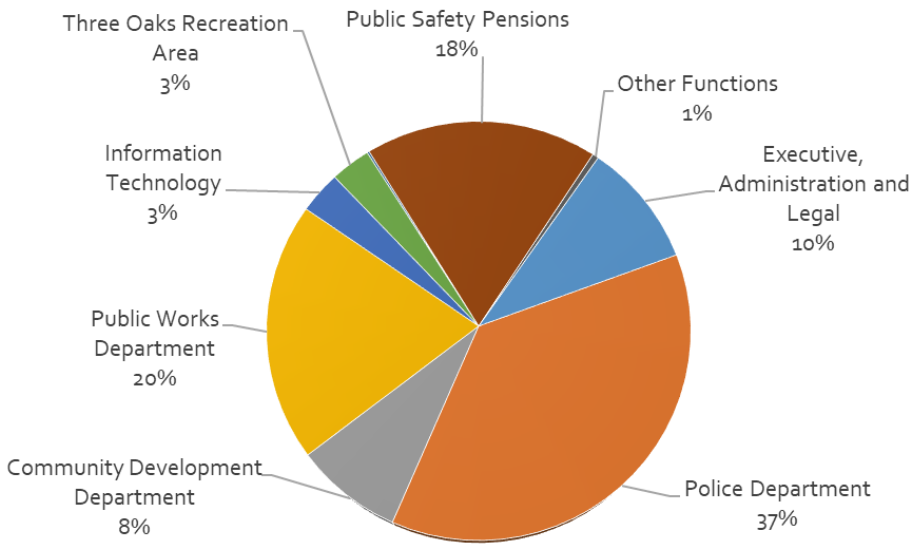


ANNUAL BUDGET SUMMARY (CONTINUED)

	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
EXPENDITURES								
Executive Department	$449,588	$453,456	191,555	$359,254	$357,503	436,250	$76,996	21.43%
Legal Department	538,842	771,553	798,804	516,295	576,266	531,445	$15,150	2.93%
City Administration Department								
City Manager/Human Resources/Finance	1,725,362	1,786,250	1,782,674	2,059,245	1,886,897	2,130,446	$71,201	3.46%
Administrative Adjudication	103,679	104,230	98,156	115,346	99,767	115,476	$130	0.11%
Special Projects	296,589	229,582	371,667	0	0	0	$0	N/A
Shared Services	775,085	756,667	648,826	0	0	0	$0	N/A
Information Technology	452,397	464,351	508,325	1,027,199	960,605	1,050,583	$23,384	2.28%
Police Department	10,376,842	10,223,630	10,295,586	11,373,728	11,229,781	11,832,514	$458,786	4.03%
Community Development Department	2,999,467	3,171,609	2,776,518	2,426,087	2,220,190	2,585,553	$159,466	6.57%
Public Works Department								
Engineering	0	0	866,448	960,452	1,043,538	1,111,070	$150,618	15.68%
Streets	3,348,588	3,504,144	3,278,513	3,651,889	3,514,897	3,763,396	$111,507	3.05%
Storm Sewer Lift Stations	288,778	301,026	0	0	0	0	$0	N/A
Fleet & Facility Services	852,045	903,812	910,061	1,422,197	1,353,220	1,497,772	$75,575	5.31%
Health	131,726	94,493	0	0	0	0	$0	N/A
Fire & Police Commission	16,797	23,818	23,507	27,141	36,644	34,641	$7,500	27.63%
Three Oaks Recreation Area	743,393	647,276	495,401	1,029,109	784,408	998,625	($30,484)	-2.96%
Debt Service	429,620	53,445	53,495	53,731	53,729	52,907	($824)	-1.53%
Pension Obligation	4,298,114	4,229,953	4,564,751	4,954,873	4,954,873	5,767,047	$812,174	16.39%
Total Expenditures	$28,084,129	$27,719,294	27,664,287	$29,976,546	$29,072,318	31,907,725	$1,931,179	6.44%
Revenues Over (Under) Expenditures before	$4,857,699	$5,253,532	8,426,019	$2,215,748	$8,259,228	6,417,416		
OTHER FINANCING SOURCES (USES)								
Transfer In								
Insurance Reserves Fund	$0	$0	4,884,514	$0	$0	0		
Virginia Street TIF Fund	54,230	80,262	118,612	99,227	130,236	119,204		
Transfer Out								
Three Oaks Debt Service	(1,024,555)	(982,004)	(972,051)	(868,212)	(964,502)	(989,286)		
Capital Replacement Fund	(810,000)	(2,395,909)	(2,123,621)	(5,469,989)	(5,469,989)	(3,000,000)		
Capital Replacement Fund - Advance	0	0	(5,250,000)	0	(5,300,000)	0		
Health Insurance Fund	0	0	(256,305)	0	0	0		
Commuter Parking Fund	0	(2,020)	0	(210,326)	(155,111)	(192,589)		
Water & Sewer Capital Fund	0	0		(302,551)	0	(1,485,000)		
SSA #45 (Bryn Mawr)	0	0	(156,810)	0	0	0		
Total Other Financing Sources (Uses)	($1,780,325)	($3,299,671)	(3,755,661)	($6,751,851)	($11,759,366)	(5,547,671)		
Net Change in Fund Balance	$3,077,374	$1,953,861	4,670,358	($4,536,103)	($3,500,138)	869,745		
Beginning Fund Balance	$12,232,507	$15,543,926	17,497,787	$22,226,997	$21,757,372	18,257,234		
Prior Period Adjustment	0	0	(410,773)	0	0	0		
Ending Fund Balance	15,309,881	17,497,787	21,757,372	$17,690,894	$18,257,234	19,126,979		
Restricted or Assigned Fund Balance	(2,867,927)	(6,902,401)	(7,700,391)	(3,054,826)	(3,536,288)	(3,569,588)		
Available Fund Balance	$12,441,954	$10,595,386	14,056,981	$14,636,067	$14,720,946	$15,557,391		

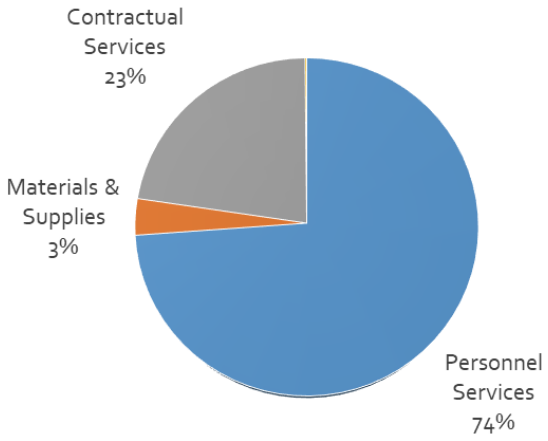
As a service organization, one important way to analyze spending is to look at the expenditures by function, otherwise known as purpose. As the graphic below shows, the majority of General Fund expenditures are related to the Police Department operations. Public Works expenditures for the General Fund, the second largest function, includes divisions of Engineering, Streets, Fleet and Facilities. Public Safety Pension obligations for Police and Fire make up the third largest percentage.

General Fund Expenditures by Function



Another important way to review spending in the General Fund is to look at expenditures by object, or type of good or service. As is typical in a service organization, 74% of the expenditures in the General Fund relate to personnel services. The second largest is contractual services at 23%. Supplies and debt services, as well as other smaller categories make up the remaining 3%.

General Fund Expenditures by Object

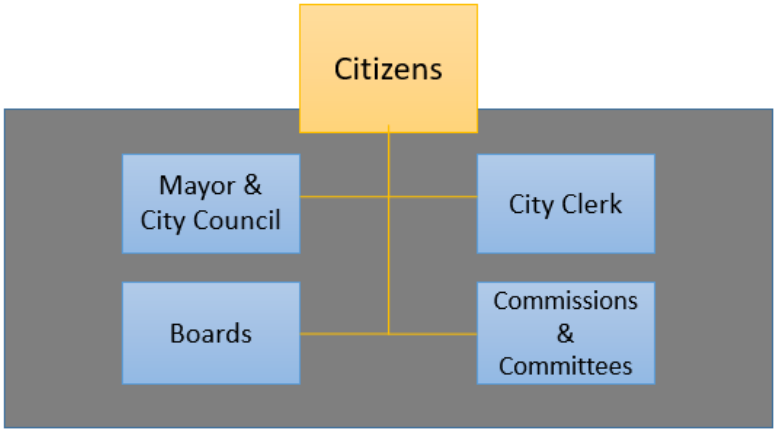


EXECUTIVE DEPARTMENT

STATEMENT OF ACTIVITIES

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

ORGANIZATIONAL CHART



ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
54110. Wages-Full Time	$22,800	$22,200	$22,700	$22,800	$22,800	$22,800	$0	0.00%
Personnel Services	22,800	22,200	22,700	22,800	22,800	22,800	$0	0.00%
							0	
55200. Training	3,344	7,790	450	9,031	3,685	9,031	$0	0.00%
55220. Dues and Subscriptions	39,644	18,815	18,421	19,576	19,182	19,717	$141	0.72%
55240. Insurance Services	11,113	9,590	9,053	13,255	11,070	13,255	$0	0.00%
55760. Community Events	70,587	79,981	2,459	90,647	96,849	62,747	($27,900)	-30.78%
58900. Miscellaneous	302,100	315,081	138,472	203,945	203,917	308,700	$104,755	51.36%
Contractual Services	426,788	431,256	168,855	336,454	334,703	413,450	$76,996	22.88%
							0	
Total - Executive	$449,588	$453,456	$191,555	$359,254	$357,503	$436,250	$76,996	21.43%

ACCOUNT INFORMATION

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

- Funds budgeted in the Miscellaneous account represent distributions of hotel/motel tax to non-profit agencies that sponsor programs aimed at attracting tourism to the City of Crystal Lake. A decline in hotel/motel tax revenue equals a decline in amounts available for distribution. Anticipated distributions are reflected in the following chart.

Anticipated Hotel Tax Distribution	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Berkshire Ballet Theatre	$1,900	$2,000	$0	$0	$0	$0
Crystal Lake Chamber of Commerce	5,000	5,000	3,230	3,300	3,300	5,000
Crystal Lake Rowing Club	0	4,381	0	0	0	0
Crystal Lake Soccer Federation	5,000	5,000	0	3,300	3,300	5,000
Historic Downtown Association	35,000	35,000	16,958	23,125	23,125	35,000
McHenry County Santa Run	2,000	2,000	0	1,320	1,292	2,000
Lakeside Legacy Foundation	45,400	45,400	7,332	30,000	30,000	45,400
Encore Music Academy	0	2,500	0	1,650	1,650	2,500
McHenry Convention & Visitors Bureau	4,000	10,000	6,460	6,600	6,600	10,000
McHenry County Youth Sports Assoc.	52,800	52,800	0	34,880	34,880	52,800
Raue Center for the Arts	150,000	150,000	96,902	99,110	99,110	150,000
Williams Street Repertory Theatre Co	1,000	1,000	646	660	660	1,000
Total	$302,100	$315,081	$131,528	$203,945	$203,917	$308,700

LEGAL AND JUDICIARY

STATEMENT OF ACTIVITIES

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

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
55010. Professional Services	$12,961	$9,814	$19,687	$11,295	$9,031	$11,295	0	0.00%
55030. Legal Services	525,881	761,738	779,117	505,000	567,235	520,150	15,150	3.00%
Contractual Services	538,842	771,553	798,804	516,295	576,266	531,445	15,150	2.93%
Total - Legal	$538,842	$771,553	$798,804	$516,295	$576,266	$531,445	15,150	2.93%

CITY ADMINISTRATION DEPARTMENT

STATEMENT OF ACTIVITIES

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

City Manager's Office

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

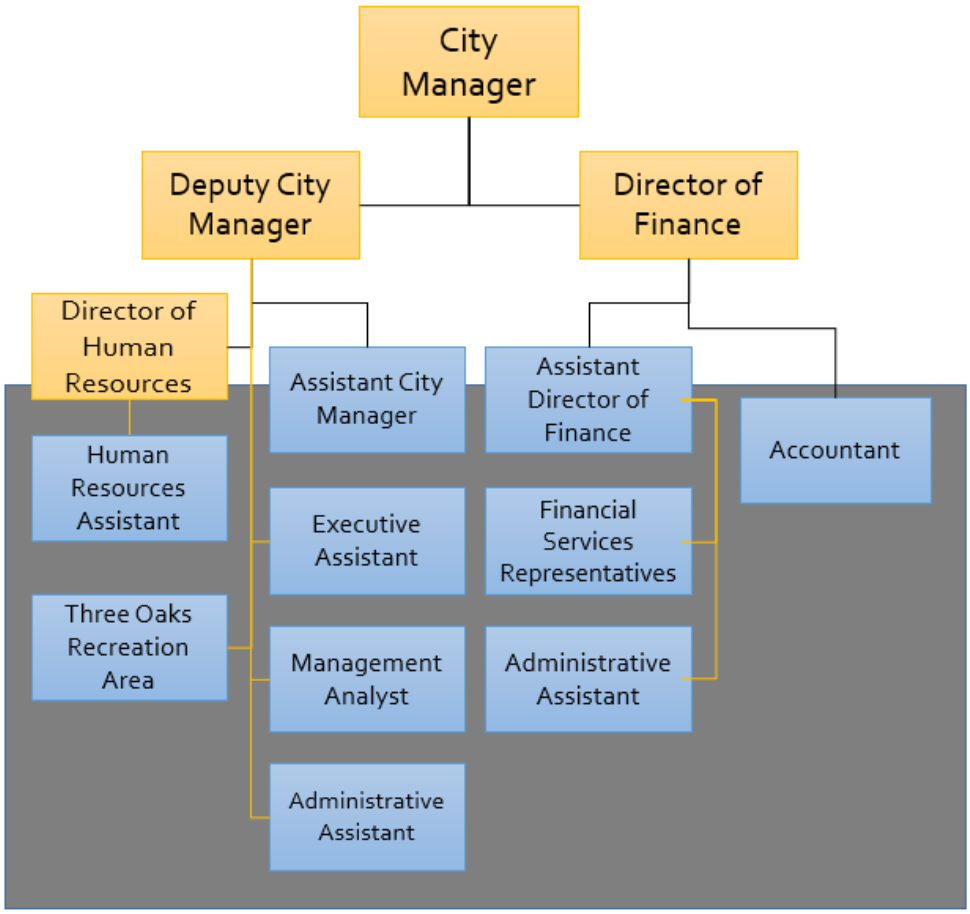
Finance Department

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

Human Resources

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

ORGANIZATIONAL CHART



PERSONNEL SUMMARY

Position	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	0.00	0.00	0.00	0.00	0.00	1.00
Assistant to the City Manager	0.00	0.00	1.00	1.00	1.00	0.00
Management Analyst	2.00	2.00	0.00	1.00	1.00	1.00
Director of Human Resources	1.00	1.00	1.00	1.00	1.00	1.00
Director of Finance	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	0.75	0.75	0.80	1.30	1.30	1.30
Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Financial Services Rep	1.75	1.75	1.75	1.75	1.75	1.75
Total FTE	12.50	12.50	12.55	13.05	13.05	13.05

ACCOMPLISHMENTS

- Expand use of Optiview for City property files. Research the backscanning needs of the CMO and identify a plan to backscan CMO documents into the City's document management system.

  Completed. Staff has implemented the document scanning service to backscan CMO documents. The use of Optiview continues to expand and will seamlessly connect City properties with corresponding property files.

- Create a plan for future implementation of the Three Oaks Recreation Area Master Plan based on the priorities identified by the City Council and available funding sources.

  In progress. The Master Plan has been incorporated into the CIP and projects will be pursued in future years based upon priority ranking from the Council.

- Expanded use of GIS to assist the City Manager's Office.

  In progress. Staff continues to utilize GIS to assist with property file management and to create bid specifications.

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

In progress.

- Develop greater use of video in promotion of the City and City services.

  In progress.

- Coordinate the City's overall public communication efforts, including enhancing the functionality of the City website.

  In progress. Staff continues to utilize the City website and social media to enhance public communication.

- Implement a proactive economic development program that encourages business retention and recruitment.

  Ongoing.

- Strengthen and diversify revenues.

  Ongoing. Researched and adopted the Video Game Push Tax, to be implemented at a later date.

- Explore strategic annexation opportunities.

  Ongoing. The City coordinated the annexation and development approval for the new Amazon Warehouse.

- Work with community organizations and residents to understand and address community problems.

  In progress.

  - *Supported the restaurant and bar community by expanding outdoor liquor uses and takeout/delivery options.*
  - *The Designated Outdoor Refreshment Areas (DORA) were established downtown to support restaurants and bars with additional seating.*
  - *Supported the Blue Star Banner program to honor those actively serving in the military.*
  - *The Sustainability Committee assisted in the pursuit of action items for the Mayors' Monarch Pledge program and conducting environmental outreach at community events.*
  - *Accepted a grant and coordinated the installation of the electric vehicle charging station near the Downtown Gazebo.*

- Support community events that create opportunities for community and neighborhood gatherings.

Completed. The City supported numerous events in 2021 to foster community gathering. The Memorial Day Parade, Independence Day Parade and fireworks show, a tribute to the 9/11 20th anniversary, and the Festival of Lights Parade were all held without disruption.

- Promote effective communication through the enhanced use of the City governmental access channel and the development of a City marketing plan.

  In progress.

- Evaluate and improve customer service delivery needs and actions.

  In progress.

- Increase utilization of technology.

  Ongoing. Staff continues to promote and develop the online licensing service, Citizenserve. In 2021, over 90% of liquor licensees utilized the online portal for license renewals.

- Foster intergovernmental collaboration.

  In progress. The City continually looks for opportunities to improve intergovernmental cooperation when it benefits the City of Crystal Lake. The City actively participated as a member of IRMA, an intergovernmental risk pool that provides general liability and workers' compensation insurance for the City. The City received a -7.12% experience modifier credit for 2022 due to low accident and employee injury claim experience. This resulted in lower insurance costs. The City also entered into an IGA with Metra for the purchase of the Downtown Train Station. In addition, the City joined the National Opioid Settlement.

- Promote a workplace that encourages excellence.

  Ongoing.

- Ensure fiscal responsibility.

  Ongoing.

- Maintain a prioritized capital improvement plan.

  Ongoing.

- Train and equip supervisors through a comprehensive training program.

  In progress.

The City's Human Resources Department had the following objectives:

- Implement a new performance evaluation system and conduct performance evaluation training for supervisors.

In progress. Some City staff began to test and utilize the performance evaluation tool in an electronic format to create efficiencies for supervisory staff.

- Recruit seasonal employees, in addition to other vacancies within the City.

  Completed.

- Enhance supervisor training through quarterly supervisor roundtables.

  Not completed. In-person training was limited due to COVID-19.

- Develop leadership talent for succession planning purposes.

  Partial completion. Continued to provide appropriate leadership training for various staff members.

- Improve employee engagement through various programs initiated by the City's wellness committee.

  Ongoing. The City is surveying these practices and will make this a focus in 2022/2023.

- Continue to leverage and improve the content of the City's employee intranet. Increase employee usage and knowledge through training of this valuable tool.

  Ongoing. Staff continues to update as needed.

- Update and finalize Operations Procedure Directives.

  In progress.

The City's Finance Department had the following objectives:

- Develop the City's first Popular Annual Financial Report (PAFR). This report will be focused on breaking down the City's annual audit report into a short report more easily understandable by the general public.

  Completed. The City's first Popular Annual Financial Report (PAFR) was completed in October 2021. The report is available to public on the City's website. It has also been submitted to GFOA for review as part of the Excellence in Popular Financial Reporting award program.

- Redesign the Finance Department's Monthly Report to focus on current financial priorities and present financial information in a more concise and relevant manner.

  Completed. The redesigned monthly report presents an overview of the City's major financial talking points, providing readers with a succinct and user-friendly format.

- Begin process to implement a new core financial software to track general ledger transactions, accounts payable, accounts receivable, payroll, utility billing, various human resources elements and other financial transactions.

  Ongoing. The Finance Department solicited proposals for new financial software and anticipates selecting a final vendor in fiscal year 2021/22. Implementation of the new software is expected to be completed in fiscal year 2022/23.

- Expand use of Optiview electronic document management system.

  Ongoing. The Finance Department is reviewing its various types of documents and how to best transition them into Optiview.

- Evaluate vehicle sticker program administration for streamlining opportunities.

  Ongoing. The Finance Department will be issuing an RFP in fiscal year 2021/22 for vendors to assist in the administration of the City's vehicle sticker program. The selected vendor will be in place prior to the summer 2022 vehicle sticker program launch.

- Review electronic payment options for City customers.

  Ongoing. The Finance Department implemented the Illinois E-Pay system which replaced the Finance Office's previous credit card system. The Finance Department will look at additional electronic payments options offered as part of the new financial software.

The Finance Department achieved the following additional accomplishments during fiscal year 2021/22:

- Received the Distinguished Budget Presentation Award from the GFOA for the FY2021/22 budget document and received the Certificate of Achievement for the City's FY2020/21 Comprehensive AFR. This is the thirteenth year the City has received the budget award and the thirty-second year that the City has received the award for the Comprehensive AFR.

OBJECTIVES

- Evaluate the refuse, recycling and yard waste contract to determine contract extension terms. Facilitate negotiations with the contractor to determine if extending the contract is in the best interest of the City or if bidding for a new contract is necessary.
- Facilitate the transfer of ownership of the Downtown Metra Station and Gazebo Park from Union Pacific to the City.
- Complete Metra funded repairs to the Pingree Metra Train Station property.

- Continue to search for a vendor to operate the concessions at the Downtown Metra Station.
- Pursue the action items selected for the Mayors' Monarch Pledge program and continue to promote the environment through the Sustainability Committee.
- Expand the use of Optiview document management system to improve office efficiency. Continue to backscan CMO documents into the City's document management system.
- Implementation of the Three Oaks Recreation Area Master Plan based on the priorities identified by the City Council and available funding sources, with the priority of high water level control.
- Expanded use of GIS to assist the City Manager's Office.
- Promote the development of strategic areas, including the Three Oaks Recreation Area, the Main Street T.I.F., the northwest corridor, the Route 31 corridor, the Virginia Street T.I.F., and the commercial areas along Route 14.
- Develop greater use of video in promotion of the City and City services.
- Coordinate the City's overall public communication efforts, including enhancing the functionality of the City website.
- Implement a proactive economic development program that encourages business retention and recruitment.
- Strengthen and diversify revenues.
- Explore strategic annexation opportunities.
- Work with community organizations and residents to understand and address community problems.
- Support community events that create opportunities for community and neighborhood gatherings.
- Promote effective communication through the enhanced use of the City governmental access channel and the development of a City marketing plan.
- Evaluate and improve customer service delivery needs and actions.
- Increase utilization of technology.
- Foster intergovernmental collaboration.
- Promote a workplace that encourages excellence.
- Ensure fiscal responsibility.

- Maintain a prioritized capital improvement plan.

The City's Human Resources Department has the following objectives:

- Begin negotiations with Metropolitan Alliance of Police Chapter 177 for a successor collective bargaining agreement.
- Begin negotiations with Crystal Lake Professional Firefighters Association Local 3926 for a successor collective bargaining agreement.
- Train and equip supervisors through a comprehensive training program.
- Recruit Police Officers, Firefighter/Paramedics and seasonal employees, in addition to other vacancies within the City.
- Control health care insurance costs through continued membership in the Intergovernmental Personnel Benefit Cooperative (IPBC) for employee health insurance.
- Continue to remain vigilant in response to COVID-19 safety protocols, creating policies as needed as required by federal and state guidelines.
- Improve employee engagement through various programs initiated by the City's wellness committee.

The City's Finance Department has the following objectives for the coming year:

- Implement a new core financial software to better manage general ledger transactions, accounts payable, accounts receivable, payroll, utility billing, various human resources elements and other financial transactions.
- Update financial policies to reflect changes relating to new financial software and incorporate efficiencies and best practices in the industry.
- Develop a grant management system, compiling information and key documentation of all City grants from applicable, through award, expenditure and receipt.
- Implement electronic mailing of accounts receivable invoices, providing a convenience for customers while streamlining operations and reducing expenses of mailing paper statements.
- Coordinate the removal and replacement of the Downtown parking pay terminals and select a contractor for the new service and maintenance term.

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
54110. Wages-Full Time Employees	$1,250,726	$1,331,293	$1,336,887	$1,442,648	$1,354,907	$1,506,247	$63,599	4.41%
54115. Wages-Part Time Employees	5,140	30,273	41,719	55,341	45,723	48,232	($7,109)	-12.85%
54150. Wages-Overtime	549	1,120	444	5,000	3,000	5,000	$0	0.00%
54200. Group Insurance	205,668	178,371	181,418	187,633	187,633	177,336	($10,297)	-5.49%
Personnel Services	1,462,083	1,541,057	1,560,468	1,690,622	1,591,263	1,736,815	$46,193	2.73%
55010. Professional Services	48,833	60,263	58,459	68,450	55,458	67,310	($1,140)	-1.67%
55040. Annual Audit Services	20,948	18,750	23,793	24,530	23,862	27,246	$2,716	11.07%
55140. Publishing Services	4,305	4,365	4,578	5,550	4,918	5,650	$100	1.80%
55160. Postage & Freight	34,112	22,771	24,059	39,161	27,698	39,161	$0	0.00%
55200. Training	10,592	9,450	4,477	9,750	2,349	10,050	$300	3.08%
55220. Dues and Subscriptions	8,549	9,816	8,107	11,178	12,220	12,058	$880	7.87%
55240. Insurance and Bonding Services	44,976	33,760	34,340	52,475	37,624	52,475	$0	0.00%
55310. Examinations	3,992	4,884	2,975	5,100	5,100	5,100	$0	0.00%
55340. Maintenance Services-Office Equip.	2,683	6,802	5,124	7,620	6,812	8,420	$800	10.50%
55550. Employee Programs Services	6,274	9,740	5,850	63,805	62,005	87,005	$23,200	36.36%
Contractual Services	185,264	180,601	171,762	287,619	238,046	314,475	$26,856	9.34%
56000. Office Supplies	6,215	5,826	5,253	8,000	6,692	8,000	$0	0.00%
56040. Motor Fuel & Lubricants	1,047	1,103	691	1,900	1,032	1,900	$0	0.00%
56050. Computer Hardware & Software	13,274	12,237	10,974	11,248	10,080	9,350	($1,898)	-16.87%
56060. Small Tools and Equipment	3,342	1,897	0	2,600	2,600	2,600	$0	0.00%
56070. Automotive Supplies	1,194	1,969	741	2,000	1,340	2,000	$0	0.00%
56950. Stationery and Printing	52,943	41,560	32,785	55,256	35,844	55,306	$50	0.09%
Materials & Supplies	78,015	64,592	50,444	81,004	57,588	79,156	($1,848)	-2.28%
Total - City Administration	$1,725,362	$1,786,250	$1,782,674	$2,059,245	$1,886,897	$2,130,446	$71,201	3.46%

ACCOUNT INFORMATION

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

- Group health care costs are expected to rise in aggregate, 6.03% over amounts budgeted in the previous year. Increases beyond 6.03% in any one department or division are offset by decreases in another department or division.
- An increase in Employee Program Services has been budgeted. This increase best reflects the anticipated cost of the program for fiscal year 2022/23.

ADMINISTRATIVE ADJUDICATION DIVISION

STATEMENT OF ACTIVITIES

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

PERSONNEL SUMMARY

Position	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Financial Services Rep	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE	1.00	1.00	1.00	1.00	1.00	1.00

ACCOMPLISHMENTS

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

OBJECTIVES

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

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
54110. Wages-Full Time Employees	$51,299	$51,788	$52,355	$57,311	$56,318	$59,203	1,892	3.30%
54150. Overtime	18	0	0	0	0	0	0	N/A
54200. Group Insurance	22,982	22,982	22,593	23,935	23,935	24,573	638	2.67%
Personnel Services	74,299	74,770	74,948	81,246	80,253	83,776	2,530	3.11%
55010. Professional Services	28,803	27,597	22,851	32,000	17,500	29,600	(2,400)	-7.50%
55030. Legal Services	0	1,275	0	0	0	0	0	N/A
55160. Postage & Freight	577	396	324	400	314	400	0	0.00%
Contractual Services	29,380	29,268	23,175	32,400	17,814	30,000	(2,400)	-7.41%
56000. Office Supplies	0	0	33	100	100	100	0	0.00%
56050. Computer Hardware & Software	0	192	0	0	0	0	0	N/A
56950. Stationery and Printing	0	0	0	1,600	1,600	1,600	0	0.00%
Materials & Supplies	0	192	33	1,700	1,700	1,700	0	0.00%
Total - Administrative Adjudication	$103,679	$104,230	$98,156	$115,346	$99,767	$115,476	130	0.11%

ACCOUNT INFORMATION

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

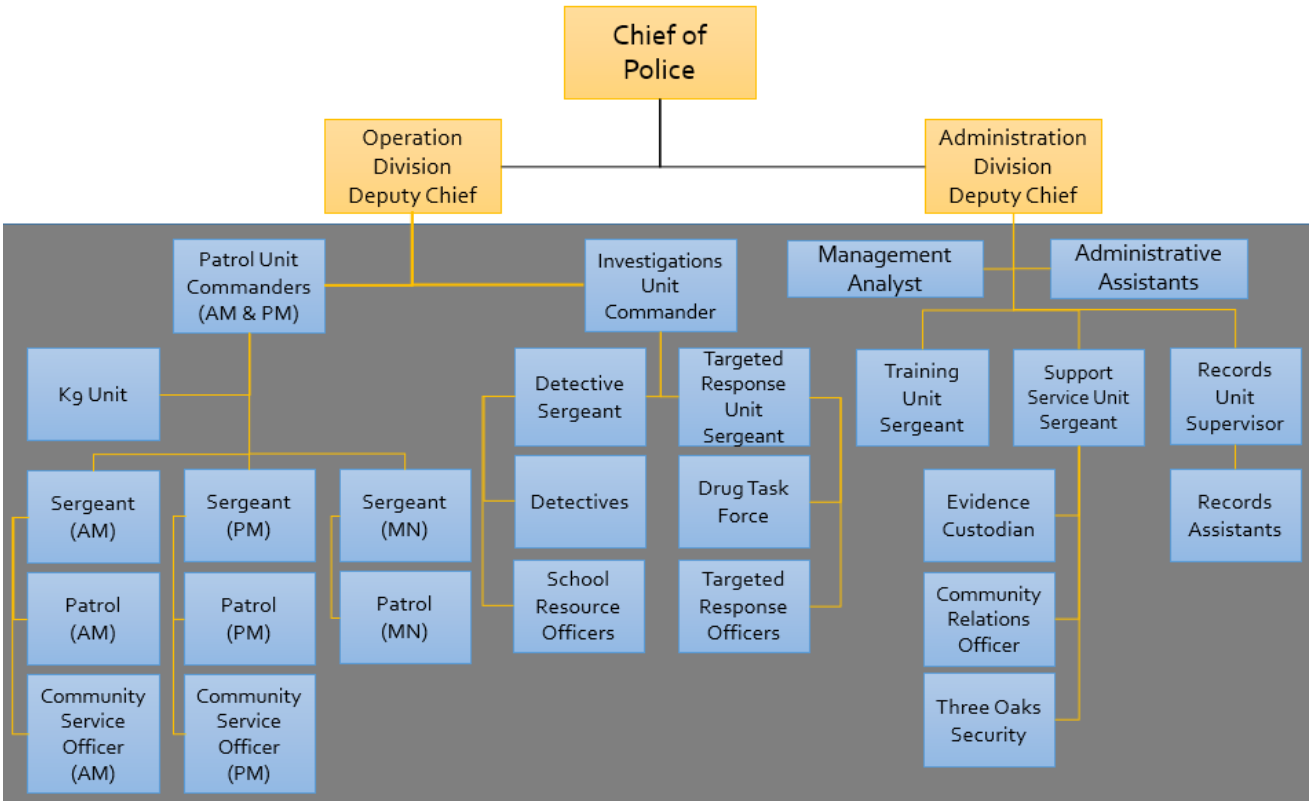
- Group health care costs are expected to rise in aggregate, 6.03% over amounts budgeted in the previous year. Increases beyond 6.03% in any one department or division are offset by decreases in another department or division.

POLICE DEPARTMENT

STATEMENT OF ACTIVITIES

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

ORGANIZATIONAL CHART



PERSONNEL SUMMARY

Position	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Police Chief	2.00	2.00	2.00	2.00	2.00	2.00
Commander	3.00	3.00	3.00	3.00	3.00	3.00
Sergeant	11.00	11.00	11.00	11.00	11.00	11.00
Police Officer	50.00	50.00	50.00	50.00	50.00	50.00
Property Control Officer	0.00	0.00	0.00	0.00	0.00	1.00
Community Service Officer	4.00	4.00	4.00	4.00	4.00	3.00
Management Analyst	0.00	0.00	0.00	0.00	0.00	1.00
Administrative Assistant	1.75	1.75	1.70	1.70	1.70	1.70
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Police Records Assistant	4.00	4.00	4.00	4.00	4.00	4.00
Total FTE	77.75	77.75	77.70	77.70	77.70	78.70

ACCOMPLISHMENTS

- The Department will continue to participate in the Illinois Traffic Safety Challenge, demonstrating our commitment to traffic safety with the goal of reducing traffic crashes and, most importantly, reduce the occurrences of crash-related injuries.

  On track. We continue to participate in the Traffic Safety Challenge. We placed 2nd in the Championship Bracket for our efforts in 2020. We witnessed a significant decline in traffic crashes during the early months of the COVID panic in 2020, due to the demonstrable fact there was a considerable reduction of commuters on the roadway. Traffic volumes increased in 2021 as did the number of traffic crashes that occurred in Crystal Lake. The percentage of injury-related crashes, 2020 versus 2021, remained at approximately 14%.

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

  On track. A newly promoted sergeant is scheduled to attend ICS training before the end of this fiscal year. One tenured sergeant attended a week-long class that involved scenario-based training. Additional training for other supervisory staff is being planned.

- Enhance community policing efforts.

- The Department will facilitate at least three (3) community presentations during the fiscal year covering topics of current crime trends affecting our residents and/or business owners.
- In addition to their current tasks and assignments, all patrol officers, on average, will conduct a minimum of 30 minutes of foot patrols a day in order to actively engage the residential and business community by means of consensual and non-enforcement related contacts.
- Police Department staff will complete 4-6 short Public Safety Announcement video presentations to post on social media. Topics can vary regarding issues concerning our residents.
- Conduct a survey of our citizens in order to have a clear understanding of what our community expects of us and how they believe we are currently serving their needs.

On track. COVID protocols have somewhat limited our ability to facilitate community presentations, yet we are still on track to present at least five within the budget year; also due to COVID protocols, we have suspended the foot patrol requirement; we have completed three PSA video presentations thus far, with at least two more in the planning stages prior to April 30, 2022; the citizen survey was completed in May of 2021, with the vast majority of residents overall expressing a favorable view of the Police Department and believing the City offered a safe place to live and work.

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

On track. We conducted offender checks in May and July of 2021. We conducted another around Halloween of 2021, and will complete a fourth round prior to the end of the current fiscal year.

- Continue supervisory and management training, as well as develop leadership and mentoring opportunities.
  - Send at least one Sergeant to the Northwestern University Center for Public Safety to attend a session of Staff and Command.
  - Send command staff to advanced leadership and management training.

Completed. A sergeant graduated Staff and Command in January 2022 and a Commander graduated from the FBI National Academy in December 2021.

- Maintain CALEA accreditation compliance.
    - The Department will be required to submit evidence of compliance to CALEA on an annual basis.

  On track. This re-occurring annual goal will be met.

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

  On track. We continue to participate in IDOT's program and have completed the necessary paperwork to continue participation in the upcoming State fiscal year.

- The Department will ensure all requirements are met for records related items due to recent law changes.
    - This will include Juvenile Expungements for years 2019 -2020.
    - Successfully transition to NIBRS, which needs to be submitted without error to the State in 2021.

  Completed. We continue to expunge juvenile records as mandated by State law. The NIBRS transition has concluded.

- Implementation of body worn camera program after review and approval by City Council.
- *Completed. We successfully implemented the body worn camera program in October of 2021.*

OBJECTIVES

- The Department will continue to participate in the Illinois Traffic Safety Challenge, demonstrating our commitment to traffic safety with the goal of reducing traffic crashes and, most importantly, reduce the occurrences of crash-related injuries.
- Maintain qualifications under the Incident Command System in order to continue our effective responses during any planned or unplanned major event, including: Providing introductory training for any newly appointed supervisors and providing two scenario-based training opportunities for police supervisors to practice their skills in a simulated environment.
- Enhance community policing efforts, specifically: The Department will facilitate at least three (3) community presentations during the fiscal year covering topics of current crime trends affecting our residents and/or business owners; in addition to their current tasks and assignments, all patrol officers, on average, will conduct a minimum of 30 minutes of foot patrols a day in order to actively engage the residential and business community by means of consensual and non-enforcement related contacts; and staff will complete 4-6 short Public Safety Announcement video presentations to post on social media. Topics can vary regarding issues concerning our residents.
- The Investigations Unit will continue to conduct at least three sex offender compliance checks to ensure those sex offenders registered within the City are accurately reporting the information required under State law. One compliance check will be conducted within two weeks prior to Halloween.
- Continue supervisory and management training, as well as develop leadership and mentoring opportunities. We will send at least one Sergeant to the Northwestern University Center for Public Safety to attend a session of Staff and Command and continue to send command staff to advanced leadership and management training.
- Maintain CALEA accreditation compliance, continuing to submit evidence of said compliance on an annual basis.
- Successfully implement the IDOT Traffic Safety Enforcement Grant Program. We will focus on impaired driving, distracted driving, and speeding violations; staff each campaign fully with officers to ensure grant funds are spent as outlined in the grant; ensure minimum production standards for enforcement efforts are adhered to as specified in the grant; and complete data reports and grant reimbursement paperwork on time and with a high degree of accuracy, with the necessary paperwork forwarded to IDOT and the City's Finance Department.

- The Department will ensure all State requirements are met for records-related items due to recent law changes, including: Juvenile Expungements for years 2022-2023; the successful transition to NIBRS; and to fulfill our obligation in the new mandates that require monthly reporting to the State on our calls for service relating to Mental Health events and Response to Resistance (Use of Force) events.
- Research the effectiveness of joining a multi-agency Mental Health Social Services program in order to better serve those in our community who may suffer from mental, emotional, and/or substance abuse issues. The essence of the program involves a means of partnering with licensed social workers available to respond with police to calls relating to mental health crises.

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
54110. Wages-Full Time Employees	$6,755,995	$6,771,972	$7,034,317	$7,473,127	$7,394,577	$7,697,381	$224,254	3.00%
54115. Wages-Part Time Employees	61,914	49,171	51,442	81,351	84,587	85,170	$3,819	4.69%
54150. Wages-Overtime	466,932	464,719	265,200	577,277	577,277	577,277	$0	0.00%
54200. Group Insurance	1,298,765	1,298,765	1,357,148	1,417,203	1,417,203	1,512,303	$95,100	6.71%
Personnel Services	8,583,606	8,584,627	8,708,107	9,548,958	9,473,644	9,872,131	$323,173	3.38%
55010. Professional Services	1,112,816	1,016,398	1,065,370	1,038,829	1,038,829	1,156,994	$118,165	11.37%
55140. Publishing Services	64	64	137	100	100	100	$0	0.00%
55160. Postage & Freight	2,518	2,420	3,010	3,000	3,000	3,000	$0	0.00%
55200. Training	59,600	45,431	35,125	66,887	66,887	72,525	$5,638	8.43%
55220. Dues and Subscriptions	12,698	15,172	13,948	39,845	39,975	55,875	$16,030	40.23%
55240. Insurance and Bonding Services	266,866	215,884	177,850	293,745	205,890	293,745	$0	0.00%
55310. Examinations	2,314	1,450	1,969	5,550	5,550	5,550	$0	0.00%
55320. Maintenance Services-Oper. Equip.	11,100	8,898	12,008	39,400	39,400	39,400	$0	0.00%
55340. Maintenance Services-Office Equip.	3,033	2,119	2,663	4,150	4,150	3,550	($600)	-14.46%
55360. Radio Equipment Services	5,058	2,409	2,795	2,000	2,000	3,000	$1,000	50.00%
55680. Rental - Buildings & Equipment	218	0	0	0	0	0	$0	N/A
Contractual Services	1,476,496	1,310,245	1,314,875	1,493,506	1,405,781	1,633,739	$140,233	9.39%
56000. Office Supplies	11,018	10,648	8,307	11,320	11,320	11,320	$0	0.00%
56020. Cleaning Supplies	350	771	0	800	800	800	$0	0.00%
56040. Motor Fuel & Lubricants	75,921	80,252	66,976	87,400	108,000	114,100	$26,700	30.55%
56050. Computer Hardware & Software	65,855	53,426	41,207	54,269	54,269	37,699	($16,570)	-30.53%
56060. Small Tools and Equipment	33,405	35,219	46,093	41,570	41,570	42,475	$905	2.18%
56070. Automotive Supplies	59,447	49,755	48,125	45,000	40,000	30,000	($15,000)	-33.33%
56120. Clothing	65,623	56,377	46,300	77,605	77,605	76,950	($655)	-0.84%
56950. Stationery and Printing	5,121	7,130	5,865	13,300	13,300	13,300	$0	0.00%
Materials & Supplies	316,740	293,577	262,873	331,264	346,864	326,644	($4,620)	-1.39%
58900. Miscellaneous	0	27,075	9,731	0	3,492	0	$0	N/A
80115. Coronavirus	0	8,107	0	0	0	0	$0	N/A
Other Expenses	0	35,182	9,731	0	3,492	0	$0	N/A
Total - Police	$10,376,842	$10,223,630	$10,295,586	$11,373,728	$11,229,781	$11,832,514	$458,786	4.03%

ACCOUNT INFORMATION

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

- Group health care costs are expected to rise in aggregate, 6.03% over amounts budgeted in the previous year. Increases beyond 6.03% in any one department or division are offset by decreases in another department or division.
- An increase in training has been budgeted due to the uncertainty relating to unfunded mandates.
- The increase in Dues and Subscriptions reflects anticipated costs associated with a full year of STARCOM airtime, previously free through November of 2021.
- The increase in the Motor Fuel & Lube account best reflects rising fuel costs.
- The Professional Services account has a budgeted increase due to Police Social Worker and Staff Study costs.
- An increase has been budgeted in the Small Tools account for ammunition costs due to inflation and additional ammunition needed for NIPAS EST.
- The Auto Supplies account has decreased due to lower costs associated with a newer, leased fleet still under warranty.
- The decrease in the Computer Hardware/Software account is due to the replacement of the current squad video systems with a new system under warranty, resulting in the lack of the need to budget for needed repairs.
- An increase has been budgeted in Radio Equipment Account due to the need to buy replacement batteries for our police radios.

FIRE AND POLICE COMMISSION

STATEMENT OF ACTIVITIES

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

ACCOMPLISHMENTS

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

OBJECTIVES

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

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
55010. Professional Services	$0	$0	$293	$0	$0	$0	$0	N/A
55140. Publishing Services	742	1,242	993	1,000	1,000	1,000	0	0.00%
55160. Postage & Freight	375	360	124	200	300	300	$100	50.00%
55200. Training	0	0	0	0	0	3,372	$3,372	N/A
55220. Dues and Subscriptions	0	0	0	0	0	0	$0	N/A
55240. Insurance and Bonding Services	1,771	1,470	1,444	2,314	2,314	2,314	$0	0.00%
55310. Examinations	13,909	20,745	20,653	23,627	33,030	27,655	$4,028	17.05%
Contractual Services	16,797	23,818	23,507	27,141	36,644	34,641	$7,500	27.63%
Total - Fire & Police Commission	$16,797	$23,818	$23,507	$27,141	$36,644	$34,641	$7,500	27.63%

ACCOUNT INFORMATION

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

- Funds budgeted in the Examinations account have increased. The increase best reflects that the Police Sergeant promotion is expected to be completed in 2022/23, as well as an increased cost for Fire employment physicals.
- With the anticipated appointment of two commissioners, funds have been budgeted for training opportunities for the new commissioners.

COMMUNITY DEVELOPMENT DEPARTMENT

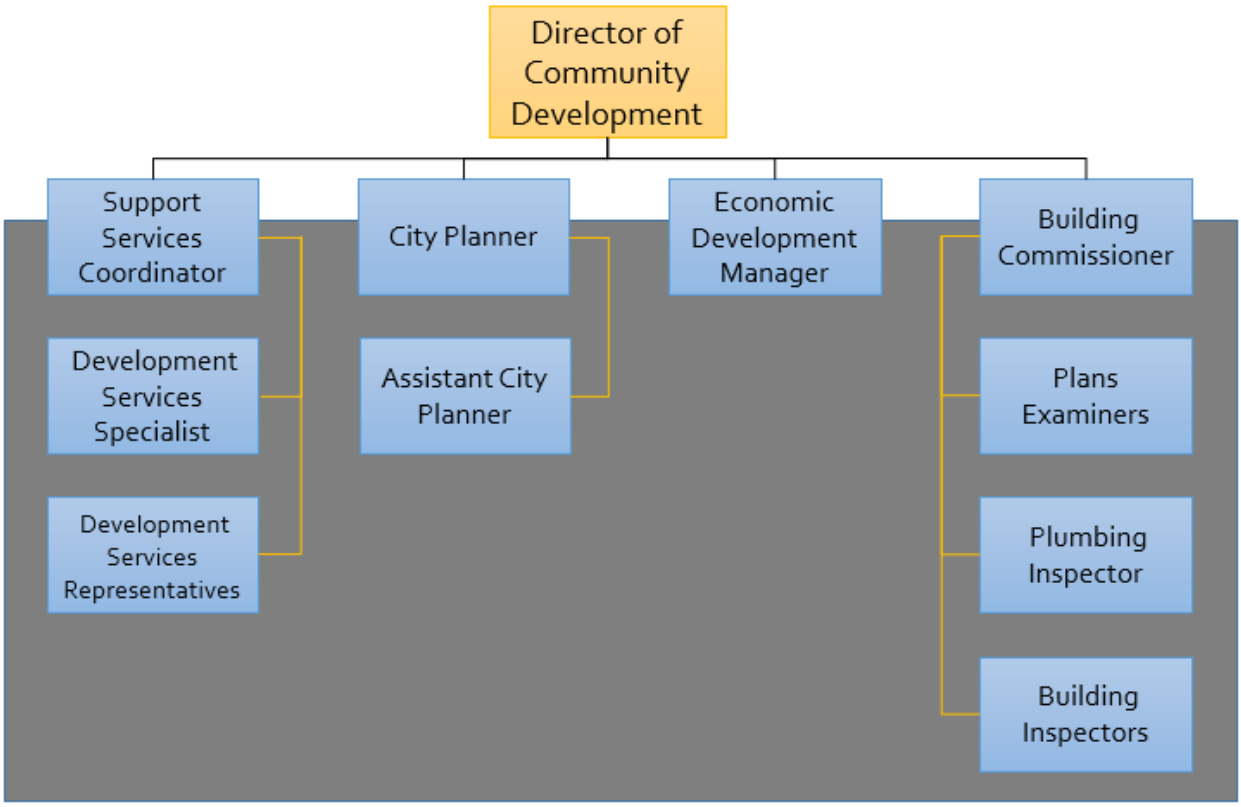
STATEMENT OF ACTIVITIES

The Community Development Department helps the City maintain and improve a vibrant business community while ensuring the safety and well-being of our citizens. The Department accomplishes this through two distinct yet cooperative disciplines: (1) Building and (2) Planning and Economic Development.

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

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

ORGANIZATION CHART



PERSONNEL SUMMARY

Position	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Community Development Director	1.00	1.00	1.00	1.00	1.00	1.00
Building Commissioner	1.00	1.00	1.00	1.00	1.00	1.00
City Engineer	1.00	1.00	0.00	0.00	0.00	0.00
Economic Development Manager	1.00	1.00	1.00	1.00	1.00	1.00
City Planner	1.00	1.00	1.00	1.00	1.00	1.00
Assistant City Planner	1.00	1.00	1.00	1.00	1.00	1.00
Senior Planner	0.00	0.00	0.00	0.00	0.00	0.00
Planner	0.00	0.00	0.00	0.00	0.00	0.00
Civil Engineer	2.00	2.00	0.00	0.00	0.00	0.00
Plans Examiner	2.00	2.00	2.00	2.00	2.00	2.00
Support Service Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Plumbing Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Building Inspector	0.00	0.00	3.00	3.00	3.00	3.00
Development Services Specialist	0.00	0.00	1.00	1.00	1.00	1.00
Development Services Representative	0.00	0.00	2.40	2.40	2.00	2.00
Engineering & Building Inspector	6.00	6.00	0.00	0.00	0.00	0.00
Administrative Analyst	1.00	1.00	0.00	0.00	0.00	0.00
Administrative Assistant	1.00	1.00	0.00	0.00	0.00	0.00
Permit Assistant	2.00	2.00	0.00	0.00	0.00	0.00
Office Assistant	0.75	0.75	0.00	0.00	0.00	0.00
Total FTE	22.75	22.75	15.40	15.40	15.00	15.00

In fiscal year 2020/21, the Engineering Division was moved from the Community Development Department to the Public Works Department, reducing Community Development's FTE count by seven (7) positions.

ACCOMPLISHMENTS

Department Wide:

- Continue to expand the Department's capabilities with the Accela Land Management software.
    - Implement and integrate Electronic Document Review software to streamline the plan review process.

      On track. It is anticipated that the software will be integrated with the new I-Plan table as well as on desktops with assistance from a consultant.
    - I-Plan table (shared with Public Works and Fire Rescue) – to review full-size electronic plan sets.

      On track. Quotes were obtained and an I-Plan table will be ordered in the beginning of 2022.

- Implement Accela Mobile app to increase field staff productivity.

  On track. A consultant was hired to help implement the new mobile app.

- Link Accela with other data sources to improve the quality of project reviews.

  On going since the city is moving to an ESRI product for interactive maps.

- Secure technical assistance for enhancements and reporting functions so that field operations are optimized and special reports can be obtained.

  On track. A consultant has been hired to optimize the city's use of Accela.

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

  On track. The development approval process and the permitting process are continuously being examined to find ways to improve efficiencies. At the direction of the City Council, staff has brought forward proposed text amendments to the UDO that would improve efficiencies for development requests. Staff has also started to review how more development applications could be added to Accela for online submittals.

- Continue to expand the public's access to code and ordinance requirements and information about developments and events in town by implementing interactive website pages for building codes and zoning information and utilizing ESRI StoryMaps and other tools.

  Complete. Staff utilized interns to help create new maps. The Projects in Progress Map is a story map that highlights the most recent zoning and occupancy approvals so residents can easily see the new restaurants and retail coming soon.

  The interns also created a story map highlighting all the restaurants, retail and entertainment/parks throughout the City. The categories allow people to quickly search under the tabs for restaurants or to find fun things to do downtown.

  Both of these maps will be added to the new map landing page.

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

  On track. Staff has been attending training as well as cross training new employees. Front end staff will shadow a building inspector in the winter in order to gain more knowledge on building terminology and how inspections are conducted.

- Continue to implement the document-scanning program as part of a Citywide initiative by expanding document digitizing efforts. The scanning efforts improve the efficiency of document retrieval.

  On track. Twenty boxes of files are sent to the scanning company every month.

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

  Staff continues to send out the survey link after City Council approval for development applications, with inspection reports and a QR code is available at the front counter.

- Continue to pursue grant funding from outside agencies.

  On going. Staff continues to pursue grant funding for various projects. The Planning and Economic Development Division has submitted a proposal to UIC for a capstone project that would create a manual for Downtown Design Standards, similar to the Virginia Street Corridor manual.

- Continue to maintain good relationships with other governmental agencies.

  Complete. Department staff continue to serve as liaisons on various boards for outside agencies and maintain positive communication with other governmental agencies.

Building Division:

- Continue to improve public awareness of the importance of building code benefits by promoting International Code Council Building Safety Month and creating timely, informational articles for the City newsletter.

  Due to the pandemic the International Code Council's Building Safety Month was cancelled. Staff continues to educate customers on ez APP, our online permit submittal portal. Staff walks customers through the set-up process as well as troubleshooting and providing instructions.

- Continue to complete at least 95 percent of all residential plan reviews in 10 days or less.

  The Department continued to work to reach this benchmark and met customer expectations for review times.

- Continue to complete at least 95 percent of all commercial plan reviews in 15 days or less.

  The Department continued to work to reach this benchmark and met customer expectations for review times.

- Complete initial investigation of property maintenance issues within two business days of receiving the complaint information.

  The Department continues to meet the goal of investigating all property maintenance issues within two business days of receipt.

- Promote awareness of the City's standards for property maintenance by implementing additional public outreach with newsletter articles, the City website and social media, and informational handouts.

  To meet this objective, the Division continues to create content for the newsletter regarding frequently asked questions on permits, code requirements and snow removal in the Downtown District.

Planning and Economic Development Division:

- Continue to promote development, redevelopment, and business occupancies in primary retail-commercial corridors and industrial parks.

  On track.

  - Actively market available properties through email marketing, retailer and developer contacts, and industry trade organizations.

    Email blasts were sent featuring available properties, along with mail and email targeted marketing packages to brokers, retailers, and manufacturers that may be interested in the Crystal Lake market. Crystal Lake is marketed through Crain's, ILRe Journal, Bisnow, Hartland, LinkedIn and Nation's Restaurant News. Staff was unable to attend ICSC or Chicagoland Restaurant Brokers events this past year due to the pandemic. Division staff continued to reach out and build connections through contacts with brokers, potential retailers, and manufacturers.

  - Promote and coordinate development for the City's TIF districts.

    Marketing of vacant sites located within the TIF districts to help attract development through targeted marketing packages continues. The Division has conducted tours of Crystal Lake with prospective developers highlighting the TIF areas and has sent direct marketing pieces to potential restaurant and entertainment users.

  - Facilitate redevelopment of the Crystal Court shopping center.

    Assistance and coordination efforts among the redevelopment team of this center has been ongoing. Staff continues to help the development team refine the Preliminary Planned Unit Development plans and development proposal. Staff has also partnered to help market this site to potential restaurant and retailers.

  - Promote occupancies in vacant retail buildings and shopping centers.

    Email blasts were sent featuring available properties, along with mail and email targeted marketing packages to brokers, retailers, and manufacturers that may be interested in the Crystal Lake market. Staff also remains in constant correspondence

with property owners of the vacant sites to ensure leads are pursued. The City promoted its vacant sites at International Council of Shopping Centers and Chicagoland Restaurant Brokers Association events.

- Plan for development in the northwest corridor and promote citywide strategic parcels.

  Staff has continued to work with prospective residential developers in the northwest corridor. The City has focused its marketing efforts on strategic parcels with conceptual site planning, targeting marking packets, and email blasts.

- Work with strategic partners, such as the McHenry County Economic Development Corporation, McHenry County College, Visit McHenry County, Downtown Crystal Lake, McHenry County Workforce Resource Team, and the Chamber of Commerce to develop strategies to attract manufacturing businesses.

  Completed. The Division continued to collaborate with the MCEDC, McHenry County College, and the Chamber on business retention and attraction.

  - *Ongoing efforts with McHenry County Economic Development Corporation to find new ways to market the county and attract manufacturers to Crystal Lake.*
  - *Staff serves on the MCEDC, Visit McHenry County, and Downtown Crystal Lake Boards of Director.*
  - *Working with the Illinois Department of Labor to help connect businesses with the services and tools they need to find and hire a skilled workforce.*

- Continue manufacturer site visits (as feasible), tours, and business anniversaries.

  Completed. Due to the ongoing pandemic, manufacturer site visits have been suspended. A few visits have occurred as a one-on-one rather than a large group. A few business anniversaries have been held at the businesses to celebrate their accomplishment with a smaller group. Community investment awards have also been presented to companies and development projects such as the Church Street Apartments (adaptive reuse of the former Immanuel Lutheran School to apartments).

- Continue to promote the City's positive attributes and business development successes through press outreach, on-going interaction with media outlets, social media sites, and expanded marketing initiatives.

  On track. The City is continually promoted through a variety of methods.

  - *I Shop Crystal Lake continues to highlight existing and upcoming businesses and community events through three social media platforms.*
  - *Press releases.*

- *Facebook posts about new and expanding businesses in the community.*
- *A professional marketing campaign through a5 Marketing was initiated to help us define a branding message, identifying the best media outlets, and assist the City in navigating those media advertisements.*

- Foster a support system for small businesses and encourage entrepreneurship in the City.

  On track. Throughout the pandemic, staff has supported small businesses by sharing grant opportunities, reaching out to help market the businesses through I Shop Crystal Lake and celebrated business anniversary and other achievements with the businesses.

- Create viable development scenarios with concise design guidelines through the Comprehensive Land Use Plan.

  On going. The draft plan amendment has been outlined and staff has created an outline on various scenarios for buildable solutions / development scenarios. Staff continues to work on this project.

- Support infill development to meet the City's need for growth by supporting these smaller developments through preliminary zoning reviews, customer research and support, walk-throughs, conceptual reviews, and other customer service activities.

  On track. Staff is working with several development groups on infill properties around the Downtown area. These infill projects will bring much needed housing to the Downtown area. The TOD plan also created buildable scenarios for several infill properties Downtown. Staff is also working with development groups for the Congress Parkway area (Crystal Lake Business Park). Vacant lots in the Crystal Lake Business Park have drawn development interest from industrial users as well as senior housing developers.

- Use technology to improve customer service by enabling better access to data using GIS maps, public outreach, and procedure enhancements.

  On track. A new platform for an interactive map will be implemented using ESRI maps to simplify customer's experience while improving access to data. Story maps are being utilized to help provide access to more information about development projects as well as fun things to do in town.

- Incorporate place-making opportunities along primary commercial corridors utilizing a phased approach through ongoing development approvals and assisting with capital improvements.

  On going. Staff has worked with various shopping center owners to reimagine their centers to incorporate place making. In addition, in coordination with the Public Works and Engineering Department, the Northwest Highway Beautification Project will be

implemented. Enhanced landscaping and raised medians will create an identity for Crystal Lake's major commercial corridor.

- Finalize and present the Transit Oriented Development (TOD) Plan before the Planning and Zoning Commission and City Council for review and adoption. Use the TOD plan to encourage appropriate development near the Downtown and Pingree Road Metra stations.

  Complete. The TOD Plan was finalized and adopted by the City Council in September of 2021. This plan illustrates best practices for transit development including improving the pedestrian and bicycling network. In addition, the plan identified several scenarios for infill development near the Metra Stations.

- Finalize the Crystal Creek Watershed Plan and present the plan before the Planning and Zoning Commission and City Council for review and adoption. Use the watershed plan to apply for IEPA 319 grant funds.

  Ongoing. The City staff and the City's consultant, AES, finalized the watershed plan in January of 2021. The report was submitted to the ILEPA for review. AES has made several follow up calls to ILEPA on the status, most recently in the middle of November, and the State staff has yet to review the plan. Once reviewed by the State, AES will make any final changes and staff can bring it forward for adoption by the Planning and Zoning Commission and City Council.

OBJECTIVES

Department Wide:

- Continue to expand the Department's capabilities with the Accela Land Management software.
  - Implement and integrate Electronic Document Review software to streamline the plan review process.
  - Implement Accela Mobile app to increase field staff productivity.
  - Link Accela with other data sources to improve the quality of project reviews.
  - Secure technical assistance for continued enhancements and reporting functions to improve the use of the program and have expanded reports.
- Continue to review the development process and seek opportunities to improve efficiency.

- Continue to expand the public's access to code and ordinance requirements and information about developments and events in town by implementing interactive website pages for building codes and zoning information and utilizing ESRI StoryMaps and other tools.
- Continue to improve service to customers by investing in staff training. Cross-train employees to ensure continuous operations of essential functions.
- Continue to implement the document-scanning program as part of a Citywide initiative by expanding document digitizing efforts. The scanning efforts improve the efficiency of document retrieval.
- Continue to survey customers and gather feedback on the Department's performance. Report on survey results regularly.
- Continue to pursue grant funding from outside agencies.
- Continue to maintain good relationships with other governmental agencies.

Building Division:

- Improve public awareness of the importance of building code benefits by promoting International Code Council Building Safety Month and creating timely, informational articles for the City newsletter.
- Continue to complete at least 95 percent of all residential plan reviews in 10 days or less.
- Continue to complete at least 95 percent of all commercial plan reviews in 15 days or less.
- Complete initial investigation of property maintenance issues within two business days of receiving the complaint information.
- Promote awareness of the City's standards for property maintenance by implementing additional public outreach with newsletter articles, the City website and social media, and informational handouts.

Planning and Economic Development Division:

- Continue to promote development, redevelopment, and business occupancies in primary retail-commercial corridors and industrial parks.
    - Actively market available properties through email marketing, retailer and developer contacts, and industry trade organizations.
    - Promote and coordinate development for the City's TIF districts.
    - Facilitate redevelopment of the Crystal Court shopping center.
    - Promote occupancies in vacant retail buildings and shopping centers.
    - Plan for development in the northwest corridor and promote city-wide strategic parcels.
- Work with strategic partners, such as the McHenry County Economic Development Corporation, McHenry County College, Visit McHenry County, Downtown Crystal Lake, McHenry County Workforce Resource Team, and the Chamber of Commerce to develop strategies to attract manufacturing businesses.
- Foster a support system for small businesses and encourage entrepreneurship in the City.
- Create viable development scenarios with concise design guidelines through the Comprehensive Land Use Plan.
- Support infill development to meet the City's need for growth by supporting these smaller developments through preliminary zoning reviews, customer research and support, walk-throughs, conceptual reviews, and other customer service activities.
- Use technology to improve customer service by enabling better access to data using GIS maps, public outreach, and procedure enhancements.
- Incorporate place-making opportunities along primary commercial corridors utilizing a phased approach through ongoing development approvals and assisting with capital improvements.
- Study and provide place-making opportunities for Downtown Crystal Lake to further activate the Downtown District.

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
54110. Wages-Full Time Employees	$1,950,950	$1,988,481	$1,299,471	$1,367,283	$1,379,039	$1,439,521	$72,238	5.28%
54115. Wages-Part Time Employees	57,020	47,293	14,477	95,365	65,203	38,480	($56,885)	-59.65%
54150. Wages-Overtime	120	3,064	2,651	500	1,026	5,000	$4,500	900.00%
54200. Group Insurance	346,905	346,905	232,931	184,411	184,411	222,573	$38,162	20.69%
Personnel Services	2,354,995	2,385,743	1,549,530	1,647,559	1,629,679	1,705,574	$58,015	3.52%
55010. Professional Services	217,124	185,476	842,663	385,464	364,180	678,435	$292,971	76.00%
55140. Publishing Services	1,432	2,190	527	1,000	1,000	1,000	$0	0.00%
55160. Postage & Freight	1,900	2,593	1,331	2,000	2,000	2,000	$0	0.00%
55200. Training	10,146	6,345	3,368	9,500	4,750	12,100	$2,600	27.37%
55220. Dues and Subscriptions	4,687	5,541	3,616	5,713	4,368	5,873	$160	2.80%
55240. Insurance and Bonding Services	82,741	64,826	59,806	95,811	60,161	95,811	$0	0.00%
55320. Maintenance Services-Operating Eq	29	0	0	0	0	0	$0	N/A
55360. Radio Equipment Services	0	0	0	100	0	100	$0	0.00%
Contractual Services	318,059	266,971	911,311	499,588	436,459	795,319	$295,731	59.19%
56000. Office Supplies	6,471	6,550	2,393	4,540	4,540	4,540	$0	0.00%
56040. Motor Fuel & Lubricants	5,504	6,226	2,731	3,500	4,700	4,700	$1,200	34.29%
56050. Computer Hardware & Software	10,909	8,732	4,324	0	4,950	3,000	$3,000	N/A
56060. Small Tools and Equipment	1,887	2,516	175	1,500	4,535	1,500	$0	0.00%
56070. Automotive Supplies	4,310	6,397	976	1,700	3,434	3,220	$1,520	89.41%
56120. Clothing	2,219	1,867	976	1,700	618	1,700	$0	0.00%
56950. Stationery and Printing	161	100	568	1,000	192	1,000	$0	0.00%
Materials & Supplies	31,461	32,389	12,143	13,940	22,969	19,660	$5,720	41.03%
Other Expenses								
58910. Enhanced Sales Tax Incentive	294,952	486,506	302,484	260,000	129,883	60,000	($200,000)	-76.92%
58650. Historic Preservation Services	0	0	1,050	5,000	1,200	5,000	$0	0.00%
Total Other Expenses	294,952	486,506	303,534	265,000	131,083	65,000	($200,000)	-75.47%
Total - Community Development	$2,999,467	$3,171,609	$2,776,518	$2,426,087	$2,220,190	$2,585,553	$159,466	6.57%

ACCOUNT INFORMATION

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

- Group health care costs are expected to rise in aggregate, 6.03% over amounts budgeted in the previous year. Increases beyond 6.03% in any one department or division are offset by decreases in another department or division.
- The Enhanced Sales Tax Incentive account has been reduced due to two of the City's incentive agreements will be completed in FY2021/22.
- In fiscal year 2020/21, the Engineering Division was moved from Community Development to Public Works.
- Professional service costs have increased for the fiscal year 2022/23. There is a proposed $250,000 grant program for business assistance/façade improvements in order to help spur redevelopment and reinvestment in local business properties.

PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION

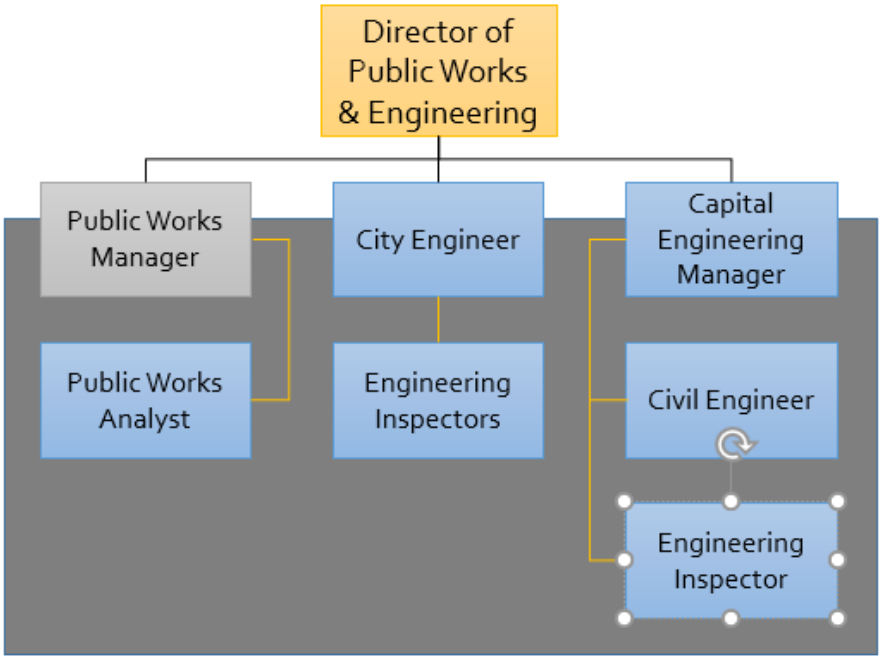
STATEMENT OF ACTIVITIES

The Engineering Division oversees public infrastructure projects from concept planning through design and construction to ensure safe, high-quality improvements in the City. This work ranges from annual street resurfacing and sidewalk programs to large scale roadway and public works infrastructure improvements. Projects are developed with a focus on the quality of life for our citizens and protecting our natural resources. The Division strives for robust public participation and communication with residents on major projects while being fiscally responsible through value engineering and researching and obtaining alternative funding sources.

The Engineering Division is responsible for the review and inspection of private development work involving grading, drainage, and installation of public utilities. The Division works with residents, business owners, and developers throughout the review and construction phases to provide a high level of customer service as an advocate for development within the City. This work ranges from driveways and home additions to large scale commercial and residential developments. The Division is responsible for the review, issuance, and inspection of all franchise utility permits in the City (ComEd, Nicor, Comcast, AT&T, etc.).

Citizen complaints regarding traffic, private drainage, sidewalk, curb, and flooding are all handled by the Engineering Division. Engineering staff investigates and responds to drainage complaints ranging from nuisance sump pumps to area flooding. The Division provides an annual assessment of the City's infrastructure including pavement condition, sidewalk tripping hazards or repair, and pavement markings while continually reviewing a means to preserve existing infrastructure. The Division coordinates the Traffic Safety Committee to ensure citizen complaints are investigated and where warranted, improvements made.

ORGANIZATIONAL CHART



PERSONNEL SUMMARY

Position	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
City Engineer	0.00	0.00	1.00	1.00	1.00	1.00
Capital Engineering Manager	0.00	0.00	1.00	1.00	1.00	1.00
Civil Engineer	0.00	0.00	1.00	1.00	1.00	1.00
Engineering Inspector	0.00	0.00	3.00	3.00	3.00	3.00
Public Works Analyst	0.00	0.00	1.00	1.00	1.00	1.00
Total FTE	0.00	0.00	7.00	7.00	7.00	7.00

In FY 2020/21, the Engineering Division was transferred from the Community Development Department to the Public Works Department, resulting in a transfer of seven (7) positions from one department to the other..

ACCOMPLISHMENTS

- Conduct the annual maintenance programs consisting of street resurfacing, sidewalk, pavement markings, and pavement preservation.

  Completed.

- Continue the improvements in the Stormwater Solutions initiatives.
  - Complete the demolition of the four homes in the Crystal Lake Avenue/Pine Street/Oriole Trail area.
  - Continue the "Assessment of Groundwater and Surface Water Interaction and Lake Management Resiliency" study with the United States Geological Survey.
  - Construct the Union and College Storm Sewer Improvement.
  - Engage local community organizations to construct two rain gardens on the west end of the lake.

  On track. These projects are all on track.

- Initiate design engineering to determine costs to extend sanitary sewer to service future development in the northwest area.

  On track. This project is ongoing.

- Design and implement transportation and pedestrian projects to increase safety and decrease congestion, including:
  - Oversee the public utility relocation work for the North Main Street improvement. Start construction in the winter/spring of 2022.

    Completed. The project was awarded on December 3, 2021. Construction is on schedule to commence in winter of 2022.
  - Continue design engineering (consultant) of the Dole Avenue reconstruction.

    On track. Design is underway.
  - Construct the new roundabouts along Congress Parkway at Exchange Drive and Federal Drive.

    On track. Construction of the new roundabouts are scheduled for 2022.
  - Reconstruct a portion of Cog Circle in coordination with the Fairfield Inn Developer should the hotel move forward.

    Held. Construction of this improvement is on hold awaiting the new hotel moving forward.

- Complete design engineering for the traffic signal on Main Street at the Three Oaks entrance.

  Scope change. Due to area developments, this project was shifted to the installation of a new traffic signal at the intersection of Central Park Boulevard and Lutter.

- Initiate design engineering for the Various Pedestrian Connections to the Prairie Trail project.

  On track. Design is underway.

- Design and complete land acquisition for a public parking area in the Virginia Street Corridor.

  Held. Contact with the property owner was initiated.

- Initiate design engineering for the Route 14 Beautification project from Main Street to Sands Road.

  On track. Design is underway.

- Initiate design engineering for an upgraded traffic signal at Route 176 and Oak Street and evaluate the addition of pedestrian accommodations along Oak Street, north of Route 176.

  On track. Design is underway.

OBJECTIVES

- Initiate engineering and design for the following projects:
  - Central Park at Lutter Drive new traffic signal
  - Dole Avenue Reconstruction
  - Edgewater Storage at North Avenue
  - Complete Lake Analysis
  - Northwest Area Sanitary Sewer
  - Oak Street Pedestrian Improvements
  - Re-Establish Crystal Creek
  - Route 14 Beautification
  - Route 176 and Oak Street
  - Three Oaks Road at Lutter Drive/Sands Road Intersection Improvement
  - Various Pedestrian Connections to Prairie Trail
  - Virginia Street Corridor Parking Lot

- Initiate construction and management for the following projects:
  - Annual Programs
  - Cog Circle Reconstruction
  - Congress Parkway Roundabouts
  - Dole Avenue Reconstruction
  - Grant Street Parking Enhancement
  - North Main St. Improvements
  - Pine/Oriole/Crystal Lake Avenue Landscapting Restoration
  - Rain Garden Installations
  - Route 14 Beautification
  - Traffic Signal LED Signal Replacement
  - Union/College Storm Sewer
  - Virginia Street Corridor Parking Lot
  - Williams Street Parking Enhancement
- Provide training opportunities for all staff utilizing experienced employees and outside resources.
- Continue to utilize available technology to assist with inspections and project planning.

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
54110. Wages-Full Time Employees	$0	$0	$690,196	$725,060	$712,240	$755,110	$30,050	4.14%
54115. Wages-Part Time Employees	0	0	0	22,313	22,313	30,720	$8,407	37.68%
54150. Wages-Overtime	0	0	4,839	6,000	6,000	6,180	$180	3.00%
54200. Group Insurance	0	0	114,286	111,291	111,291	128,266	$16,975	15.25%
Personnel Services	0	0	809,321	864,664	851,844	920,276	$55,612	6.43%
55010. Professional Services	0	0	24,979	69,000	68,500	68,500	($500)	-0.72%
55080. Pest Control Services	0	0	0	0	95,611	95,611	$95,611	N/A
55140. Publishing Services	0	0	259	500	500	500	$0	0.00%
55160. Postage & Freight	0	0	0	500	400	500	$0	0.00%
55200. Training	0	0	945	2,200	2,000	2,900	$700	31.82%
55220. Dues and Subscriptions	0	0	341	1,215	1,215	580	($635)	-52.26%
55240. Insurance and Bonding Services	0	0	0	0	0	0	$0	N/A
55320. Maintenance Services-Operating Eq	0	0	0	60	0	0	($60)	-100.00%
55340. Maintenance Services-Office Equipn	0	0	0	60	60	60	$0	0.00%
55360. Radio Equipment Services	0	0	0	100	0	0	($100)	-100.00%
Contractual Services	0	0	26,524	73,635	168,286	168,651	$95,016	129.04%
56000. Office Supplies	0	0		700	700	700	$0	0.00%
56040. Motor Fuel & Lubricants	0	0	2,439	4,053	4,053	4,053	$0	0.00%
56050. Computer Hardware & Software	0	0	7,539	8,300	10,605	8,290	($10)	-0.12%
56060. Small Tools and Equipment	0	0	15,629	4,800	3,800	4,800	$0	0.00%
56070. Automotive Supplies	0	0	3,588	2,600	2,600	2,600	$0	0.00%
56120. Clothing	0	0	1,218	1,500	1,500	1,500	$0	0.00%
56950. Stationery and Printing	0	0	190	200	150	200	$0	0.00%
Materials & Supplies	0	0	30,603	22,153	23,408	22,143	($10)	-0.05%
Total - Engineering Division	$0	$0	$866,448	$960,452	$1,043,538	$1,111,070	$150,618	15.68%

ACCOUNT INFORMATION

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

- The Part Time Employees Account increased $8,407 due to hourly rate increases for three interns which will more accurately reflect fair market value.
- Group health care costs are expected to rise in aggregate, 6.03% over amounts budgeted in the previous year. Increases beyond 6.03% in any one department or division are offset by decreases in another department or division.
- The Training Account increased $700 to include Drone Training and Certification for staff.

PUBLIC WORKS DEPARTMENT
STREETS DIVISION

STATEMENT OF ACTIVITIES

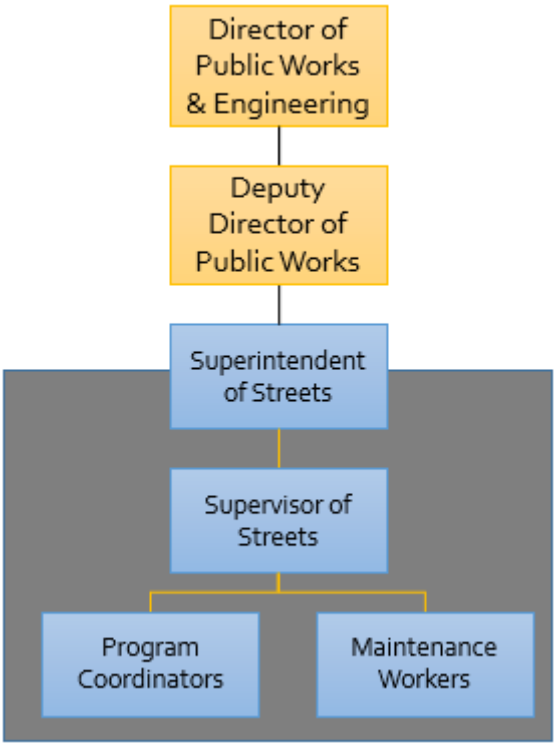
It is the responsibility of the Streets Division to manage and repair public streets, traffic control signs, parkways, parkway trees, public and municipal grounds in a manner consistent with City policy and regulatory agency requirements.

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

The Streets Division is also responsible for the Spring and Fall tree planting programs, Spring brush pickup, the brush drop off site (April – November), tree trimming and trimming programs, tree removals, including storm damage and those deteriorating due to disease, and the maintenance of City owned properties and rights-of-way.

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

ORGANIZATIONAL CHART



PERSONNEL SUMMARY

Position	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Program Coordinator	2.00	2.00	3.00	3.00	3.00	3.00
Maintenance Worker	11.00	11.00	8.00	8.00	8.00	8.00
Administrative Assistant	2.00	2.00	2.00	2.00	2.00	2.00
Total FTE	17.00	17.00	15.00	15.00	15.00	15.00

ACCOMPLISHMENTS

- Full implementation and construction of the division's new salt storage facility.

  On track. This is an ongoing project.

- Initiate the purchase and training of a new regenerative air street sweeper.
- *On track. The sweeper has been purchased and the City is awaiting its arrival in 2022.*
- Coordinate brickwork and landscape planter improvements in the downtown and depot areas.

  Completed.

- Implement software that optimizes the performance and efficiency of snow operations.

  On track. This is an ongoing project.

- Continue to provide the management of the Downtown decorative light pole and furniture painting projects.

  On track. This is an ongoing project.

- Monitor remaining ash trees for signs of emerald ash borer (EAB) infestation.

  On track. This is an ongoing project.

- Review divisional programs and evaluate the possibility of contracting services when appropriate.

  On track. This is an ongoing project.

- Fully implement asset management software, including training staff on iPad functions related to asset management.

  On track. This is an ongoing project.

OBJECTIVES

- Implement asset management software to enhance internal customer service and measure true costs of service.
- Initiate construction and management for the following projects: Brink St. Parking Lot Retaining Wall Replacement; Downtown Paver/Sidewalk Repair Program; and Salt Storage Building.
- Provide training opportunities for all staff utilizing experienced employees and outside resources.

- Continue to utilize available technology to track and document division activities (i.e. tree trimming, planting, and removal, snow and ice control, patching, etc.)

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
54110. Wages-Full Time Employees	$1,371,952	$1,379,665	$1,259,126	$1,326,997	$1,241,347	$1,340,344	$13,347	1.01%
54115. Wages-Part Time Employees	53,375	48,902	12,585	58,035	55,128	84,096	26,061	44.91%
54150. Wages-Overtime	265,142	191,876	234,032	176,000	176,000	176,000	0	0.00%
54200. Group Insurance	345,053	322,467	274,955	305,383	305,383	295,512	(9,871)	-3.23%
Personnel Services	2,035,522	1,942,911	1,780,698	1,866,415	1,777,858	1,895,952	29,537	1.58%
55010. Professional Services	345,579	559,517	559,316	626,698	626,698	712,023	85,325	13.62%
55140. Publishing Services	305	133	327	300	250	300	0	0.00%
55160. Postage & Freight	87	44	26	100	80	100	0	0.00%
55200. Training	4,489	4,717	3,297	4,800	4,800	4,800	0	0.00%
55220. Dues and Subscriptions	1,282	1,160	1,245	1,960	1,960	1,960	0	0.00%
55240. Insurance and Bonding Services	121,291	91,299	114,614	143,562	92,229	143,562	0	0.00%
55270. Animal Control Services	0	0	0	250	200	250	0	0.00%
55300. Maintenance Services-Buildings & O	0	0	0	195,950	195,950	200,475	4,525	2.31%
55310. Examinations	1,727	1,464	2,041	1,855	1,855	1,855	0	0.00%
55320. Maintenance Services-Operating Eq	3,518	2,079	1,385	3,520	3,520	3,520	0	0.00%
55340. Maintenance Services-Office Equipn	0	0	59	250	200	250	0	0.00%
55360. Radio Equipment Services	0	0	0	500	500	500	0	0.00%
55410. Street Lights Services	472,790	619,872	556,208	465,800	465,800	465,800	0	0.00%
55640. Tree Removal Services	1,715	15,000	11,890	15,000	15,000	15,000	0	0.00%
55680. Rent - Buildings and Equipment	17,393	12,497	8,346	10,000	15,618	8,000	(2,000)	-20.00%
Contractual Services	970,176	1,307,782	1,258,754	1,470,545	1,424,660	1,558,395	87,850	5.97%
56000. Office Supplies	2,382	423	802	1,960	1,960	1,960	0	0.00%
56020. Cleaning Supplies	3,908	4,303	3,107	4,260	4,260	4,260	0	0.00%
56030. Landscape Materials	3,269	675	3,285	4,820	4,820	4,820	0	0.00%
56040. Motor Fuel & Lubricants	85,398	67,243	63,713	71,909	71,909	71,909	0	0.00%
56050. Computer Hardware & Software	2,584	8,183	8,465	21,030	22,480	22,650	1,620	7.70%
56060. Small Tools and Equipment	10,675	9,010	5,693	35,200	35,200	37,700	2,500	7.10%
56070. Automotive Supplies	187,976	105,758	104,495	90,180	86,180	80,180	(10,000)	-11.09%
56080. Public Works Materials	25,181	22,004	25,746	48,460	48,460	48,460	0	0.00%
56120. Clothing	14,636	13,793	10,111	14,610	14,610	14,610	0	0.00%
56230. Street Signs	6,881	21,854	13,644	22,000	22,000	22,000	0	0.00%
56950. Stationery and Printing	0	0	0	500	500	500	0	0.00%
Materials & Supplies	342,890	253,246	239,061	314,929	312,379	309,049	(5,880)	-1.87%
80115. Coronavirus	0	205	0	0	0	0	0	N/A
Other Expenses	0	205	0	0	0	0	0	N/A
Total - Streets	$3,348,588	$3,504,144	$3,278,513	$3,651,889	$3,514,897	$3,763,396	$111,507	3.05%

ACCOUNT INFORMATION

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

- Part Time Employees Account was increased due to additional winter seasonal request and hourly rate increase for summer seasonals which will more accurately reflect fair market value.
- Group health care costs are expected to rise in aggregate, 6.03% over amounts budgeted in the previous year. Increases beyond 6.03% in any one department or division are offset by decreases in another department or division.
- Professional Services Account was increased due to projected street sweeping contract increase, tree planting and trimming services contract increases, landscaping contract increase, and reallocation of tub grinding services to this account from the Rental Account.
- Building and Office Maintenance Account was increased due to projected landscaping contract increase.
- Computer Hardware and Software Account was increased due to annual safety training software and software for the Rolland printer (sign shop).
- Small Tools and Equipment Account was increased due to seasonal décor for the downtown shopping district.

PUBLIC WORKS DEPARTMENT
FLEET AND FACILITIES DIVISION

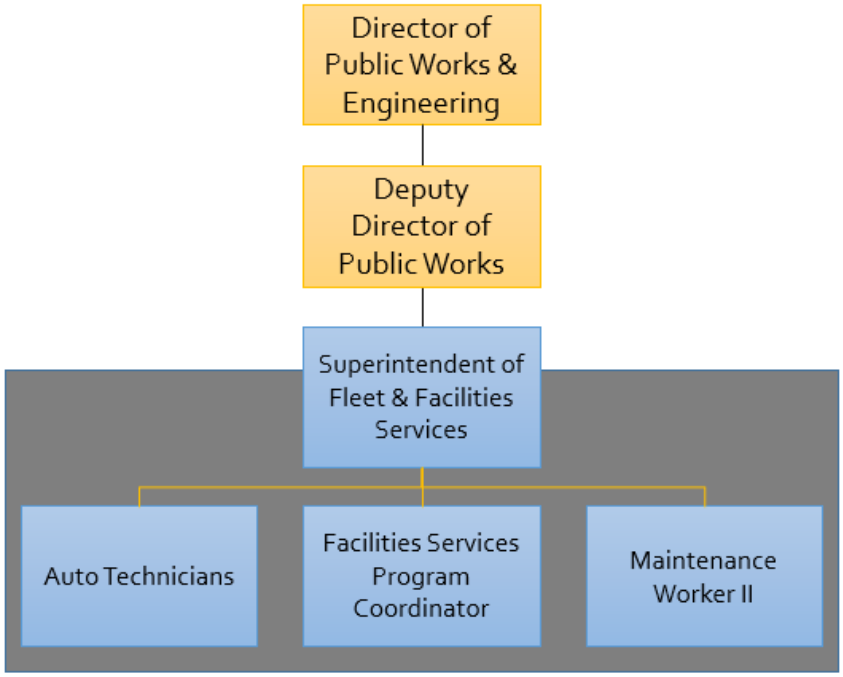
STATEMENT OF ACTIVITIES

The Fleet and Facilities Services Division is responsible for an extensive variety of services within the City of Crystal Lake. These services include, but are not limited to the maintenance, service, and repair of approximately 326 vehicles and pieces of equipment, with the Division averaging 300 repairs monthly. Additionally, we coordinate outsourced repairs, new vehicle preparation, technical training, accident repairs, equipment replacement, crane & sling inspections, and equipment disposal. We work with other departments to write specifications for vehicles and equipment necessary to perform the varied requirements of their specific department. We coordinate all vehicle orders with Enterprise Fleet Lease as well as coordination of parts, materials, PPE and fluids purchasing through Napa IBS. The division also maintains the fuel dispensing system and coordinates all required inspections. We coordinate the annual testing of fire pumps, aerial ladders, and ground ladders for the Fire Department. We also recommend items for surplus and market those items at public auction.

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

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

ORGANIZATIONAL CHART



PERSONNEL SUMMARY

Position	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Automotive Technician	4.00	4.00	4.00	4.00	4.00	4.00
Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE	7.00	7.00	7.00	7.00	7.00	7.00

ACCOMPLISHMENTS

- Continue providing cross-training to the Facilities Services Maintenance Worker II position to gain more building mechanical, maintenance, and repair knowledge. This will offer the department a backup to the previous single employee side of Facilities Services.

  On track. Divisional staff continues to cross-train which ensures adequate coverage of internal services.

- Implement asset management software for the facility side of the division.

  On track. The City received proposals in fall of 2021 and will select a vendor during FY22.

- Represent the City on the Water Management Plan Committee.

  On track. Staff continues to implement the plan and will make adjustments as needed with our consultant.

- Work with the Finance Department and City Manager's Office to evaluate the progress of the Enterprise vehicle rental contract and determine upcoming needs/replacement.

  On track. Staff works with the Finance Department and City Manager's Office annually to determine which vehicles should be replaced during the upcoming budget year.

- Coordinate and oversee the following capital projects:
  - Air Cooled Condensing Unit Replacement

    On track. Staff is currently working on project.
  - City Hall Carpet Replacement

    On track. Staff is currently working on project.
  - PB Boiler and Air Handler Unit Improvements

    On track. Staff is currently working on project.
  - Continue to manage additional responsibilities for fleet and facilities related projects.

    On track. This division continues to work with all City Departments and SEECOM to address any internal needs or concerns.

OBJECTIVES

- Initiate and complete engineering and design for the following projects:
  - Building Automation System Replacement
  - City Hall Air Handling Unit/Humidification Unit Replacement
  - Police Department Hot Water System Replacement
  - Replacement of Air Cooled Condensing Units 1, 2, and 3
- Initiate and complete construction for the following projects
  - Building Automation System Replacement
  - City Hall Boiler Replacement
  - City Hall Generator Fuel Tank Repair/Replacement
  - Police Department Hot Water System Replacement
  - Replacement of Air Cooled Condensing Units 1, 2, and 3.
- Provide training opportunities for all staff utilizing experienced employees and outside resources.
- Implement facility asset management software to enhance internal customer service and measure true costs of maintenance and facility repair.

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
54110. Wages-Full Time Employees	$584,957	$599,892	$613,944	$695,007	$638,345	$719,049	$24,042	3.46%
54115. Wages-Part Time Employees	3,693	7,648	0	5,907	0	7,875	$1,968	N/A
54150. Wages-Overtime	20,453	8,073	11,789	12,270	12,270	12,270	$0	0.00%
54200. Group Insurance	129,382	137,954	139,867	144,508	144,508	141,030	($3,478)	-2.41%
Personnel Services	738,485	753,567	765,600	857,692	795,123	880,224	$22,532	2.63%
55010. Professional Services	41,144	75,275	79,386	65,100	65,100	67,769	$2,669	4.10%
55140. Publishing Services	254	477	602	500	500	500	$0	0.00%
55160. Postage & Freight	285	224	252	280	280	280	$0	0.00%
55200. Training	2,848	4,372	2,565	5,124	5,124	7,500	$2,376	46.37%
55220. Dues and Subscriptions	500	370	424	705	705	705	$0	0.00%
55240. Insurance and Bonding Services	24,883	29,016	28,696	28,508	22,100	28,508	$0	0.00%
55260. Utilities	0	0	0	50,000	50,000	50,000	$0	N/A
55300. Maintenance Services-Buildings & O	0	0	200	377,457	377,457	425,657	$48,200	N/A
55310. Examinations	789	699	853	879	879	879	$0	0.00%
55320. Maintenance Services-Operating Eq	6,152	7,366	5,327	4,355	4,355	5,075	$720	16.53%
55350. Rent - Clothing	2,848	2,730	2,878	3,680	3,680	3,750	$70	1.90%
55360. Radio Equipment Services	0	0	0	100	100	100	$0	0.00%
Contractual Services	79,703	120,530	121,183	536,688	530,280	590,723	$54,035	10.07%
56000. Office Supplies	409	111	486	850	850	850	$0	0.00%
56020. Cleaning Supplies	663	373	259	850	850	850	$0	0.00%
56040. Motor Fuel & Lubricants	2,162	2,342	1,616	2,825	2,825	3,000	$175	6.19%
56050. Computer Hardware & Software	15,948	10,129	7,508	10,902	10,902	12,065	$1,163	10.67%
56060. Small Tools and Equipment	7,060	9,578	5,378	4,570	4,570	3,500	($1,070)	-23.41%
56070. Automotive Supplies	4,153	1,901	3,774	2,500	2,500	1,000	($1,500)	-60.00%
56120. Clothing	2,767	3,398	3,517	4,570	4,570	4,770	$200	4.38%
56320. Operating Supplies	695	1,679	740	750	750	750	$0	0.00%
56950. Stationery and Printing	0	0	0	0	0	40	$40	N/A
Materials & Supplies	33,857	29,510	23,278	27,817	27,817	26,825	($992)	-3.57%
80115. Coronavirus	0	205	0	0	0	0	$0	N/A
Other Expenses	64,480	205	0	0	0	0	$0	N/A
Total - Fleet & Facility Services	$852,045	$903,812	$910,061	$1,422,197	$1,353,220	$1,497,772	$75,575	5.31%

ACCOUNT INFORMATION

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

- Funds budgeted for Wages-Part Time Employees have been increased to more accurately reflect fair market value.
- Group health care costs are expected to rise in aggregate, 6.03% over amounts budgeted in the previous year. Increases beyond 6.03% in any one department or division are offset by decreases in another department or division.
- The Professional Services account increased due to an anticipated increase in the NAPA Services contract.
- The amount budgeted for Training was increased to accommodate IPSI (leadership) training for one employee.
- The Computer Hardware and Software account was increased for annual safety training software.

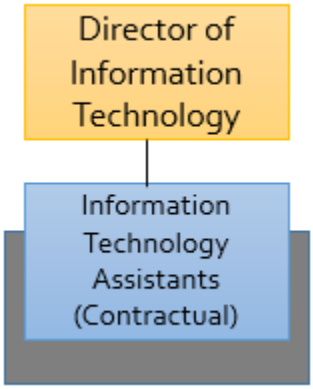
INFORMATION TECHNOLOGY DEPARTMENT

STATEMENT OF ACTIVITIES

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

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

ORGANIZATIONAL CHART



PERSONNEL SUMMARY

Position	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Information Technology Director	1.00	1.00	1.00	1.00	1.00	1.00
Total FTE	1.00	1.00	1.00	1.00	1.00	1.00

ACCOMPLISHMENTS

- Design and implement replacement for Building Access Control System.

  On Track. Nearing point to bring before City Council.

- Design replacement for City Council Chambers Video/Audio System.

  On Track. Working toward completion of design phase.

- Continue to expand the City's capabilities with the Geographic Information Systems (GIS) mapping software using the most cost effective solution through a contract with a consultant and off-site hosting services reducing the need for in-house staff.

  On Track. Significant progress is being made with mobile applications, crime mapping and the complete move to the ERSI platform from GeoCortex.

- Continue to encourage staff to create projects and add data into the GIS system creating a robust source for all departments to use. Continue to develop the internal and public viewer portals of the GIS system with layers to improve transparency with the public and collaboration among the departments.

  On Track. Work has been ongoing throughout the year and will continue adding layers to the GIS and creating specialized maps for departmental use in their operations.

- Coordinate and implement electronic plan review process in Accela.

  On Track. We have brought a new integrator on-board and will be acquiring the electronic plan review table shortly.

- Revise plans and implement whole building Intercom system.

  On Track. Bid will be released in early 2022.

- Continue to assist in the implementation and expansion of electronic licensing/permitting and forms processing software.

  On Track. Currently working with Fire Department.

- Continue to assist departments in their implementation and effective use of document imaging.

  Completed. All departments are using this software.

- Begin a phased iPad replacement program to ensure iPads are replaced on a minimum 5-year replacement cycle.

- *On Track.* Phase Year 1 is nearly completed.
- Acquire and install various new equipment throughout the City's Wide Area Network.

  On Track. This is an ongoing goal.
- Continue to maintain the City's network infrastructure with little or no downtime during normal City Hall operating hours.

  On Track. Goal attained.

OBJECTIVES

- Bid and install new City Council Chambers Audio System prior to April 30, 2023.
- Continue to expand the use and capabilities of the City's GIS system to assist Departments in providing excellent service to our customers.
- Complete new Information Technology Strategic Plan and Staffing Study prior to April 30, 2023.
- Assist with the implementation of new Enterprise Resource Planning (ERP) software.
- Continue the phased iPad and Laptop Replacement Program - Year 2 completed prior to April 30, 2023.
- Acquire and implement budgeted equipment throughout the City's Wide Area Network (WAN) prior to April 30, 2023.
- Continue to maintain the City's network infrastructure with little or no downtime during normal City Hall operating hours.

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
54110. Wages-Full Time Employees	$157,286	$162,399	$166,394	$183,846	$168,147	$190,058	$6,212	3.38%
54200. Group Insurance	22,982	22,982	22,733	17,778	17,778	17,900	$122	0.69%
Personnel Services	180,268	185,381	189,127	201,624	185,925	207,958	$6,334	3.14%
55010. Professional Services	214,729	251,667	267,206	370,518	370,518	384,774	$14,256	3.85%
55160. Postage & Freight	21	0	19	0	0	0	$0	N/A
55200. Training	3,874	0	311	13,500	10,500	13,500	$0	0.00%
55220. Dues and Subscriptions	300	300	600	450	450	450	$0	0.00%
55240. Insurance and Bonding Services	6,789	5,537	5,441	8,717	5,473	8,717	$0	0.00%
55260. Utilities	0	0	0	183,020	167,120	182,520	($500)	-0.27%
55300. Building & Office Maintenance	0	0	0	24,500	19,000	23,500	($1,000)	-4.08%
Contractual Services	225,713	257,504	273,577	600,705	573,061	613,461	$12,756	2.12%
56000. Office Supplies	1,032	206	809	7,590	6,290	7,490	($100)	-1.32%
56050. Computer Hardware & Software	45,384	20,277	44,812	216,780	194,829	221,174	$4,394	2.03%
56060. Small Tools and Equipment	0	35	0	500	500	500	$0	0.00%
Materials & Supplies	46,416	20,517	45,621	224,870	201,619	229,164	$4,294	1.91%
880115. Coronavirus		949	0	0	0	0	$0	N/A
Other Expenses	0	949	0	0	0	0	$0	N/A
Total - Information Technology	$452,397	$464,351	$508,325	$1,027,199	$960,605	$1,050,583	$23,384	2.28%

ACCOUNT INFORMATION

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

- Group health care costs are expected to rise in aggregate, 6.03% over amounts budgeted in the previous year. Increases beyond 6.03% in any one department or division are offset by decreases in another department or division.
- Professional Services provides funding for the services of Managed IT Services. Funding for network security were removed from this line item, reduced and placed under Computer Hardware & Software.
- The Training account provides funds for training department employees in new technology and software. Funds are also requested for the annual GMIS national and state conferences, if they are held.
- Budgeted in Dues and Subscriptions are the department's membership in both the Illinois and national chapters of GMIS (Government Management Information Sciences).

- The Office Supplies account provides the funding for paper, recordable CDs, and various other supplies necessary to operate the department, as well as supplies for the main copiers at City Hall.
- Funds are budgeted in Small Supplies & Equipment for the continued acquisition of specialized tools and equipment. No increase in funding is proposed.

ADMINISTRATION DEPARTMENT
SHARED SERVICES DIVISION

STATEMENT OF ACTIVITIES

In fiscal year 2021/22, all costs previously budgeted for within the Shared Services Division were re-allocated to other City Departments. In previous fiscal years, the Shared Services Division accounted for expenses such as the maintenance of the mechanical systems, utility expenses and various software costs. The information provided below is presented for historical purposes only.

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
55010. Professional Services	$79,389	$60,900	$45,993	$0	$0	$0	$0	N/A
55220. Dues & Subscriptions	0	0	1,299	$0	0	$0	$0	N/A
55260. Utilities	253,313	225,373	174,144	$0	0	$0	$0	N/A
55300. Maintenance Services-Bldgs/Offices	319,422	332,342	270,009	$0	0	$0	$0	N/A
Contractual Services	652,124	618,616	491,445	0	0	0	$0	N/A
56050. Computer Hardware & Software	122,961	137,184	157,381	$0	0	$0	$0	N/A
Materials & Supplies	122,961	137,184	157,381	0	0	0	$0	N/A
80115. Coronavirus		867	0	$0	0	$0	$0	N/A
Other Expense	0	867	0	0	0	0	$0	N/A
Total - Shared Services	$775,085	$756,667	$648,826	$0	$0	$0	$0	N/A

ACCOUNT INFORMATION

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

- All costs previously budgeted for within the Shared Services Division have been re-allocated to other City Departments.

ADMINISTRATION DEPARTMENT
SPECIAL PROJECTS DIVISION

STATEMENT OF ACTIVITIES

In fiscal year 2021/22, all costs previously budgeted for within the Special Projects Division were re-allocated to other City Departments. In previous fiscal years, the Special Projects Division provided 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. The information is provided below for historical purposes only.

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
54115. Wages-Part Time Employees	$8,377	$0	$0	$0	$0	$0	$0	N/A
Personnel Services	8,377	0	0	0	0	0	$0	0
55010. Professional Services	500	350	0	0	0	0	$0	N/A
55080. Pest Control Services	0	0	93,193	0	0	0	$0	N/A
55300. Maintenance Services-Bldgs/Offices	225,783	160,150	108,175	0	0	0	$0	N/A
55750. Para Transit Services	57,719	54,154	44,308	0	0	0	$0	N/A
Contractual Services	284,002	214,653	245,676	0	0	0	$0	N/A
56000. Office Supplies	408	0	0	0	0	0	$0	N/A
56060. Small Tools and Equipment	3,802	14,929	8,126	0	0	0	$0	N/A
Materials & Supplies	4,210	14,929	8,126	0	0	0	$0	N/A
880115. Coronavirus		0	117,865	0	0	0	$0	N/A
Other Expenses	0	0	117,865	0	0	0	$0	N/A
Total - Special Projects	$296,589	$229,582	$371,667	$0	$0	$0	$0	N/A

ACCOUNT INFORMATION

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

- All costs previously budgeted for within the Special Projects Division have been re-allocated to other City Departments.

ADMINISTRATION DEPARTMENT
THREE OAKS RECREATION AREA

STATEMENT OF ACTIVITIES

The construction of the Three Oaks Recreation Area 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 season of operations for this recreation area, including training to lifeguards, attendants and the site supervisor. Included in this budget are all operational costs, as well as costs for storage and winterizing of all equipment.

Beginning in fiscal year 2017/2018, operating activities of the Three Oaks Recreation Area began being reported as a separate department in the City's General Fund. In years prior to fiscal 2017/2018, the Three Oaks Recreation Area was presented in the Other Funds section of the budget document.

ACCOMPLISHMENTS

- Enhance Training
    - Continue the curriculum based manager training to assist employees in making the transition from co-worker to leader.

      On track. Staff continued the curriculum based training for new supervisory staff in 2021.
    - Train four (4) new Lifeguard Instructors.

      Completed. Four (4) new Lifeguard Instructors were certified to train lifeguard staff.
    - Train employees to utilize Covid cleaning and social distancing protocol.

      Completed. Staff were trained and complied with Covid cleaning and social distancing requirements.
- Customer Service
    - Continue high customer satisfaction scores. In 2021, 99% of guests reported they are likely to return to the park, and 98% reported satisfaction with beach and marina customer service.

      Completed. The park continued to receive high customer satisfaction scores on the annual guest survey. 99% of guests reported they are likely to return.

- Ensure customers feel safe when visiting by following Covid cleaning protocols.

  Completed. Staff were trained and complied with Covid cleaning and social distancing requirements.

- Implementation of the following Capital items:
  - Construction of a water level control outlet pipe in 2021.

    On track. Discussions continue with the downstream property owner.

  - Engineering and architectural planning for construction of a storage facility.

    Completed. Preliminary engineering and specifications have been prepared for final construction in FY 2022/2023.

  - Replace the Kubota utility vehicle. Maintenance costs have exceeded replacement costs.

    Completed. The previous Kubota vehicle was replaced in May 2021.

  - Replace the existing pavilion side curtains with light weight curtains.

    Completed.

  - Install dampener devices on the upper lot light poles to reduce repair and maintenance costs.

    On track. Staff has obtained pricing and is coordinating installation of the upper lot light poles with LED fixtures. Investigating ComEd rebates for the project.

  - Reinstall the irrigation pump to return the irrigation system back into service.

    Completed. The irrigation pump was returned to service and the irrigation system has resumed full functionality.

  - Install a new swim raft in shallow water and repair the existing swim raft to return to service.

    Completed. The swim raft was repaired and re-connected to the anchor. The new swim raft has been withdrawn.

  - Resurface the east and west trails that were inaccessible due to high water.

    In progress. Specifications have been prepared and the project will be completed after the installation of water level control.

  - Replace the unit heaters in the Lake House and Marina buildings.

    In progress. This is a multi-year project that will be completed in FY 2022/2023.

  - Implement the proposed sculpture walk program.

    Held for future evaluation.

- Reshape and level the pedestrian bridge.

  On track. Staff has prepared a bid to go public in January 2022 to complete the repairs.

- Restore the following items damaged by the high water:
  - Restore the trails and landscaping after water level control measures are in place.

    Held. This project is on hold until water level control is installed.

  - Repair damaged railings and decking at the marina, pedestrian bridge, and fishing outposts.

    On track. This project will be bid out in January 2022 to coincide with bridge leveling.

  - Repair damaged electrical connections at submerged amenities.

    Completed. All electric connections have been repaired at amenities.

- Revenues shall pay for all part-time salaries
  - Continue to structure staffing levels based on guest attendance needs. Reducing staff levels during poor weather events to reduce staff costs.

    Completed. As in previous years, park revenues will cover the full amount of staff expenses.

OBJECTIVES

- Enhance Training
  - Hire, onboard, and train three new assistant operations managers.
  - Continue the curriculum based manager training to assist employees in transitioning from co-worker to leader.
  - Certify all employees for CPR and AED training.
- Customer Service
  - Continue high customer satisfaction scores.
- Implementation of the following Capital items:
  - Construction of a water level control outlet pipe.
  - Construction of a storage facility.

- Install a water fountain feature near the pedestrian bridge to enhance the visual aesthetics of the picnic grove and beach.
- Install an umbrella and complete concrete paving at the scuba area.
- Complete the replacement of the unit heaters in the Lake House and Marina buildings.
- Purchase a jet ski to enhance safety for swimming events.

- Restore trails and natural vegetation after water level control is installed.
- Revenues shall pay for all part-time salaries.

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
54115. Wages-Part Time Employees	$380,949	$316,394	$189,221	$418,748	$374,893	$429,875	$11,127	2.66%
54301. Employer's Social Security	29,169	24,419	14,003	32,035	32,035	32,886	$851	2.66%
54302. Employer's IMRF	13,401	7,309	8,058	12,441	12,441	10,223	($2,218)	-17.83%
Personnel Services	423,519	348,123	211,282	463,224	419,369	472,984	$9,760	2.11%
55010. Professional Services	56,284	69,864	80,720	86,535	82,232	87,400	$865	1.00%
55140. Publishing Services	2,174	1,082	695	2,050	1,634	1,550	($500)	-24.39%
55160. Postage & Freight	0	0	84	100	0	100	$0	0.00%
55200. Training	4,583	4,344	1,952	6,540	2,330	6,350	($190)	-2.91%
55240. Insurance and Bonding Services	15,409	4,310	13,826	6,785	6,105	6,785	$0	0.00%
55260. Utilities	35,162	32,015	26,080	32,580	28,777	33,580	$1,000	3.07%
55310. Examinations	13,616	14,326	10,818	15,500	12,502	15,500	$0	0.00%
55420. Plant Maintenance Services	117,328	99,722	106,222	94,335	104,471	121,270	$26,935	28.55%
Contractual Services	244,556	225,661	240,397	244,425	238,051	272,535	$28,110	11.50%
56000. Office Supplies	390	767	318	1,000	956	1,000	$0	0.00%
56020. Cleaning Supplies	4,100	3,333	1,748	4,000	4,600	4,500	$500	12.50%
56040. Motor Fuel & Lubricant	2,918	3,102	1,387	3,000	1,848	3,000	$0	0.00%
56050. Computer Hardware & Software	16,675	8,253	11,488	13,880	16,777	14,625	$745	5.37%
56060. Small Tools and Equipment	34,468	31,885	12,929	46,793	26,780	49,315	$2,522	5.39%
56070. Automotive Supplies	6,627	4,204	3,246	4,500	2,500	3,000	($1,500)	-33.33%
56120. Clothing	4,210	8,324	2,160	7,500	3,348	7,000	($500)	-6.67%
56320. Operating Supplies	5,930	8,926	5,241	4,600	3,803	3,600	($1,000)	-21.74%
56420. Plant Maintenance Supplies	0	4,698	5,205	14,275	5,179	9,750	($4,525)	-31.70%
Materials & Supplies	75,318	73,492	43,722	99,548	65,791	95,790	($3,758)	-3.78%
80105. Flooding Event	0	0	0	221,912	61,197	157,316	($64,596)	-29.11%
Other Expenses	0	0	0	221,912	61,197	157,316	($64,596)	-29.11%
Total - Three Oaks Recreation Area	$743,393	$647,276	$495,401	$1,029,109	$784,408	$998,625	($30,484)	-2.96%

ACCOUNT INFORMATION

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

- Funds budgeted for Personnel Services have been increased. The increase best reflects costs due to the state minimum wage increase.
- Funds budgeted in the Plant Maintenance Services account have increased. This increase best reflects anticipated costs for HVAC maintenance and landscape services.
- Funds budgeted for Small Tools and Equipment have been increased. The increase best reflects amounts that are anticipated to be expended in fiscal year 2022/23 for the replacement of all patio umbrellas.
- Funds budgeted for Plant Maintenance Supplies have decreased. The decrease best reflects that the two-way radio relocation project was completed in FY 2021/22.

POLICE AND FIREFIGHTERS' PENSION OBLIGATION

STATEMENT OF ACTIVITIES

Sworn personnel from the Police and Fire Departments are covered by the Police Pension Plan and the Firefighters' Pension Plan, respectively, which are defined benefit pension plans set by Illinois Statute. Covered employees contribute a state mandated amount from their base salaries; the City is required to contribute the remaining amounts necessary to finance the costs of benefits earned by the sworn personnel as actuarially determined. For this contribution, the City levies an annual tax and transfers the required funding to both pension funds.

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
54305. ER Contribution Police Pension	$2,415,873	$2,386,597	$2,685,775	$2,930,906	$2,930,906	$3,481,415	$550,509	18.78%
54306. ER Contribution Fire Pension	1,882,241	1,843,356	1,878,976	2,023,967	2,023,967	2,285,632	$261,665	12.93%
Personnel Services	4,298,114	4,229,953	4,564,751	4,954,873	4,954,873	5,767,047	$812,174	16.39%
Total - Pension Obligation	$4,298,114	$4,229,953	$4,564,751	$4,954,873	$4,954,873	$5,767,047	$812,174	16.39%

DEBT SERVICE OBLIGATIONS

STATEMENT OF ACTIVITIES

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 the City's flooding mitigation program (General Obligation Bonds, Series 2012). The flooding mitigation program is funded using Home Rule Sales Tax.

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
55015. Paying Agent Fees	$95	$0	$0	$200	$200	$200	$0	0.00%
Contractual Services	95	0	0	200	200	200	$0	0.00%
58100. Debt Service - Principal	403,385	39,476	40,316	41,157	41,156	41,157	$0	0.00%
58110. Debt Service - Interest	26,140	13,969	13,179	12,374	12,373	11,550	($824)	-6.66%
Debt Service	429,525	53,445	53,495	53,531	53,529	52,707	($824)	-1.54%
Total - Debt Service	$429,620	$53,445	$53,495	$53,731	$53,729	$52,907	($824)	-1.53%

This page has intentionally been left blank.

CITY OF CRYSTAL LAKE

ANNUAL BUDGET

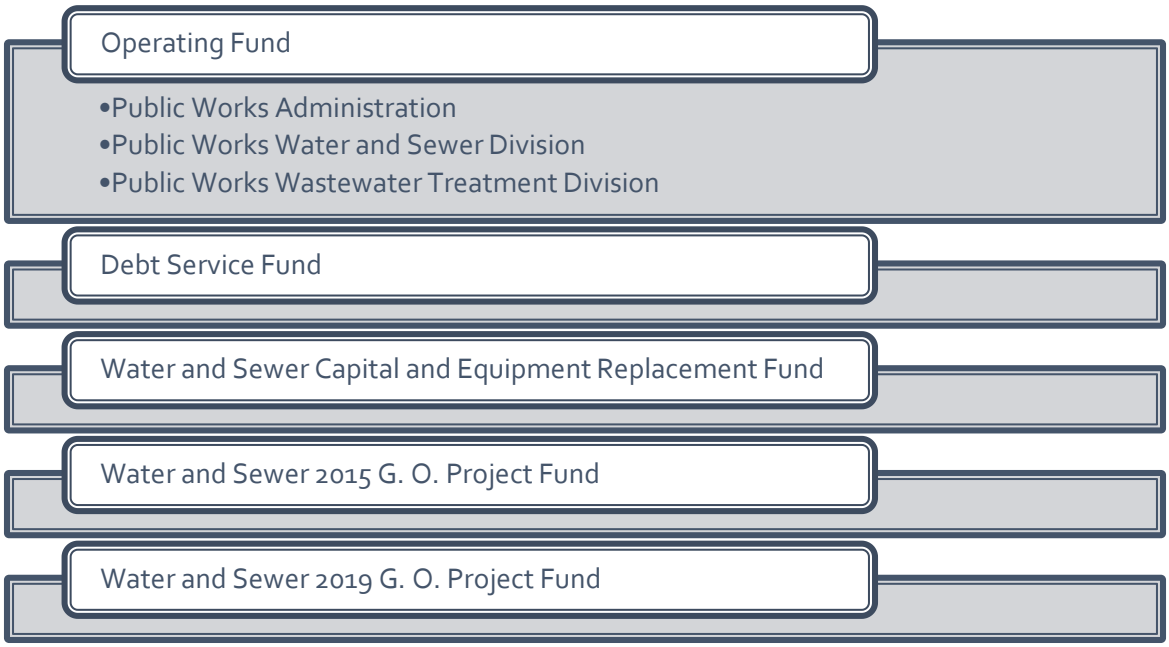
FISCAL YEAR 2022/23

WATER & SEWER FUNDS

WATER AND SEWER FUNDS

OVERVIEW

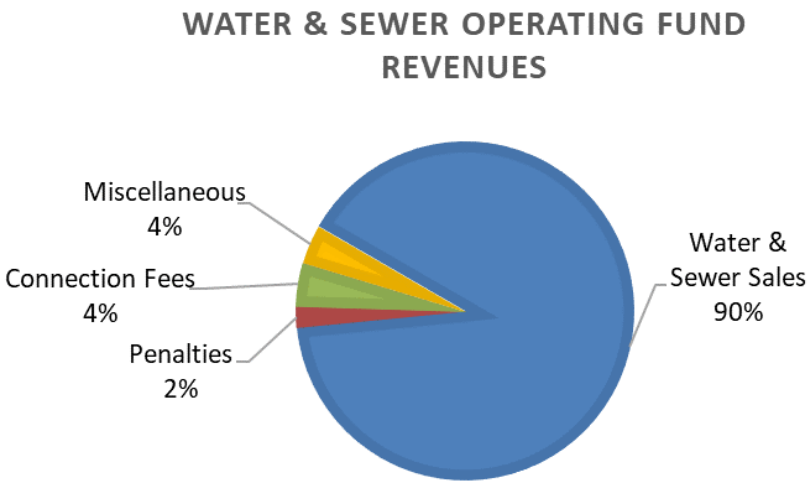
Water and sewer activities are accounted for in proprietary funds of the City. In order to best track these activities, the City maintains five (5) separate funds relating to water and sewer. Budget information is provided separately for each of the funds in the pages that follow and in the Capital and Equipment Replacement (Water and Sewer Capital and Equipment Replacement Fund, Water and Sewer 2015 G.O. Project Fund and Water and Sewer 2019 G.O. Project Fund) section of this document. Water and sewer funds are as follows:



WATER AND SEWER OPERATING FUND

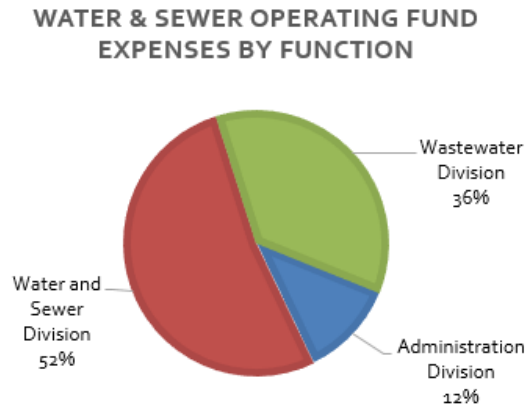
ANNUAL BUDGET SUMMARY

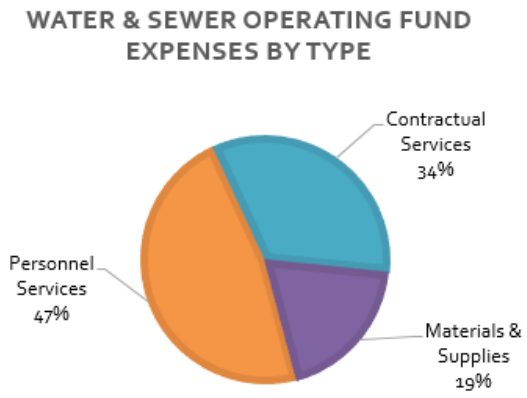
Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
41700. Grant Proceeds - State of IL	$0	$25,000	$0	$0	$0	$0	$0	N/A
41800. Grant Proceeds - Federal	0	0	0	0	0	0	$0	N/A
41900. Grant Proceeds - Other	0	3,500	0	0	0	0	$0	N/A
Total Intergovernmental Revenue	0	28,500	0	0	0	0	$0	0.00%
45750. Meter Rental Fees	11,867	1,969	8,300	6,500	6,656	6,500	$0	0.00%
46010. Water Sales	6,302,945	6,492,352	6,646,251	6,731,830	6,943,031	6,856,693	$124,863	1.85%
46015. Water Penalties	339,631	281,027	229,490	297,175	298,022	300,000	$2,825	0.95%
46020. Sewer Sales	6,028,597	6,222,662	6,325,299	6,338,034	6,582,921	6,727,461	$389,427	6.14%
46300. Water Meter Sales	40,571	51,932	78,499	50,000	50,000	50,000	$0	0.00%
46400. Water Tap-on Fees	0	0	0	0	0	0	$0	N/A
46480. Water Turn On Fee	13,389	10,500	10,800	10,700	9,000	10,000	($700)	-6.54%
46485. Red Tag Fees	18,957	15,976	12,828	15,000	30,000	20,000	$5,000	33.33%
46510. Connection Fees - Water	940,963	365,486	659,325	212,500	375,000	250,000	$37,500	17.65%
46520. Connection Fees - Sewer	0	509,418	909,364	325,000	475,000	375,000	$50,000	15.38%
46525. Connection Fees - Storm	0	0	-	0	600	0	$0	N/A
48700. Rental Income-City Property	275,238	288,999	303,449	318,626	318,626	304,727	($13,899)	-4.36%
Total User Fees	13,972,158	14,240,321	15,183,605	14,305,365	15,088,856	14,900,381	$595,016	4.16%
47010. Interest Income	133,795	219,534	233,745	125,000	120,000	125,000	$0	0.00%
47990. Unrealized Gain/Loss Invest	95,283	240,940	(83,310)	0	0	0	$0	N/A
Total Interest Income	229,078	460,474	150,436	125,000	120,000	125,000	$0	0.00%
48110. Capital Facility Fees	10,992	39,249	101,509	20,000	24,727	20,000	$0	0.00%
48950. Reimbursements	20,488	145,683	(18,239)	5,000	13,946	5,000	$0	0.00%
48990. Miscellaneous Income	24,434	140,651	24,988	15,000	19,659	15,000	$0	0.00%
48995. Gain on Sale of Assets	3,400	12,910	20,825	0	41,430	0	$0	N/A
Total Miscellaneous	59,314	338,493	129,082	40,000	99,762	40,000	$0	0.00%
Total Revenues	$14,260,550	$15,067,788	15,463,123	$14,470,365	15,308,618	$15,065,381	$595,016	4.11%



ANNUAL BUDGET SUMMARY (CONTINUED)

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
EXPENSES								
Public Works Administration	$813,751	$805,178	752,749	$962,018	908,662	$1,204,673	$242,655	25.22%
Water & Sewer Operations	4,017,675	4,443,199	4,464,052	4,944,353	5,032,179	5,346,511	$402,158	8.13%
Wastewater Treatment	2,769,984	2,898,327	3,407,089	3,605,350	3,504,515	3,686,502	$81,152	2.25%
Total Expenditures	$7,601,410	$8,146,704	8,623,890	$9,511,721	9,445,356	$10,237,686	$725,965	7.63%
Revenues Over (Under) Expenses before	$6,659,140	$6,921,084	6,839,233	$4,958,644	5,863,262	$4,827,695		
OTHER FINANCING SOURCES (USES)								
Transfer In								
Water & Sewer 2015 GO Project Fund	$0	$0	259,551	$0	$0	$0		
Transfer Out								
Water & Sewer Debt Service Fund	(637,505)	(3,539,988)	(3,623,975)	(4,224,856)	(3,509,107)	(4,154,997)		
Water & Sewer Capital Replace. Fund	(85,486)	(6,165,763)	(2,532,019)	(3,544,417)	(4,000,000)	(4,500,000)		
Total Other Financing Sources (Uses)	($722,991)	($9,705,751)	(5,896,443)	($7,769,273)	(7,509,107)	($8,654,997)		
Change in Payables/Receivables	($272,596)	($409,222)	(631,170)	$0	$0	$0		
Net Change in Cash	$5,663,553	($3,193,889)	311,619	($2,810,629)	(1,645,845)	($3,827,302)		
Beginning Cash Balance	$4,958,257	$10,621,810	7,427,921	$5,570,627	7,739,541	6,093,696		
Ending Cash Balance	$10,621,810	$7,427,921	7,739,541	$2,759,998	6,093,696	$2,266,394		





	Personnel Services	Contractual Services	Materials & Supplies	Grand Total
Administration Division	$866,342	$313,066	$25,265	$1,204,673
Water and Sewer Division	2,203,777	1,914,583	1,228,151	5,346,511
Wastewater Division	1,771,145	1,201,690	713,667	3,686,502
	$4,841,264	$3,429,339	$1,967,083	$10,237,686

PUBLIC WORKS ADMINISTRATION DIVISION

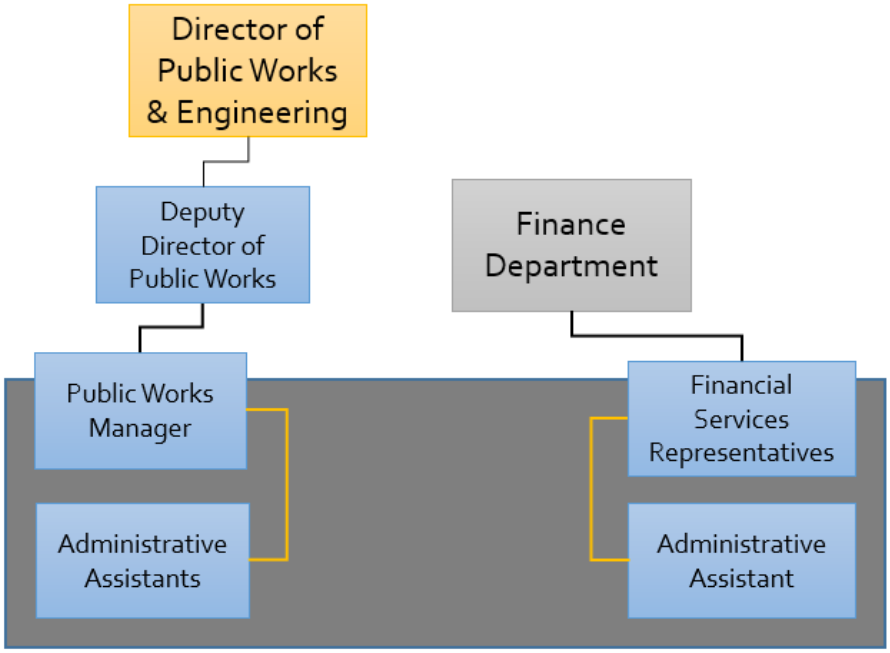
STATEMENT OF ACTIVITIES

The Public Works Administration Division provides overall management of public works including providing clean, potable drinking water, treating wastewater, implementing storm water improvement projects and oversight over maintaining the street system. These are all critical service of the City.

Water and sewer specific related activitie are a collaboration of two departments: Public Works and Finance. Public Works staff bear the brunt of responsibility and oversight for maintaining and improving the infrastructure and managing daily tasks. Finance administers billing for services and debt management.

ORGANIZATIONAL CHART

While a collaboration of two departments, staffing assignments to the division include members of both the Public Works Department and the Finance Department.



PERSONNEL SUMMARY

Position	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Director of Public Works	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Director of Public Works	0.00	0.00	0.00	0.00	0.00	1.00
Public Works Manager	0.00	0.00	0.00	0.00	1.00	1.00
Assistant to the Public Works Director	1.00	1.00	1.00	1.00	0.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.50	1.50	1.50
Financial Services Rep	1.25	1.25	0.25	1.25	1.25	1.25
Total FTE	4.25	4.25	3.25	4.75	4.75	5.75

In FY2022/23, the position of Deputy Director of Public Works has been added to the Public Works Administration budget.

ACCOMPLISHMENTS

- Implement an asset management program.

  On track. The City received proposals in fall of 2021 and will select a vendor during FY22.

- Implement revised snow routes based on optimization efforts.

  On track. The Department will bid for this software during this current budget year.

- Continue to identify cross-division (within PW) and cross city-wide resource sharing opportunities to improve efficiency.

  On track. Division managers have coordinated cross-division efforts to complete projects and tasks.

- Identify and research outsourcing opportunities to improve efficiencies.

  On track. Management continuously considers ways to efficiently complete public works activities through outsourcing.

- Continue reviewing and updating departmental safety policies and Job Safety Analyses (JSAs).

  On track. Staff continue to review and update policies and JSAs.

- Complete documentation and preparation for APWA re-accreditation.

  Completed. The Department received notice from APWA in November that the re-accreditation would be received.

- Complete study to determine costs and requirements to extend sanitary sewer to the Northwest area.

On track. The study was completed during the spring of 2021.

- Work with the Water Division to further understand new and developing EPA requirements on PFAS removal and lead service line replacements.

  On track. Staff continues to work with outside agencies to understand requirements for these developing external mandates.

- Work with the Wastewater Division on phosphorus and nitrogen removal from wastewater.

  On track. Staff continues to work with outside agencies to understand requirements for these developing external mandates.

- Continue providing oversight and recommendations for other City Departmental projects and purchases when requested.

  On track. Staff continues to work with divisions to review and approve projects and purchases.

OBJECTIVES

- Oversight and management of engineering and design projects for Wastewater, Engineering, Water and Sewer, Fleet and Facilities, and Streets Divisions.
- Oversight and management of construction projects for Wastewater, Engineering, Water and Sewer, Fleet and Facilities, and Streets Divisions.
- Oversee implementation of lead service line replacement program.
- Fully implement asset management software for all divisions.
- Update safety polices and Job Safety Analyses.

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
54110. Wages-Full Time Employees	$381,144	$399,475	$355,161	$462,911	$434,279	$638,629	$175,718	37.96%
54115. Wages-Part Time Employees	11,174	0	0	0	195	0	0	N/A
54150. Wages-Overtime	9	5	194	200	100	200	0	0.00%
54200. Group Insurance	70,239	70,239	63,263	69,090	69,090	102,429	33,339	48.25%
54301. Employer's FICA	21,731	27,198	23,464	35,428	33,245	48,871	13,443	37.94%
54302. Employer's IMRF	45,340	45,945	46,688	63,771	59,841	76,213	12,442	19.51%
54303. Employer's Medicare	5,083	0	0	0	0	0	0	0.00%
Personnel Services	534,720	542,861	488,770	631,400	596,750	866,342	234,942	37.21%
55010. Professional Services	131,100	130,221	111,670	179,100	171,875	186,100	7,000	3.91%
55040. Annual Audit Services	6,000	6,300	11,321	11,681	11,681	12,030	349	2.99%
55140. Publishing Services	0	0	464	200	400	200	0	0.00%
55160. Postage & Freight	63,549	63,043	63,547	68,000	68,000	68,000	0	0.00%
55200. Training	3,355	2,599	643	3,195	1,770	3,195	0	0.00%
55220. Dues and Subscriptions	969	1,187	600	1,000	962	900	(100)	-10.00%
55240. Insurance and Bonding Services	39,532	21,906	37,202	42,541	32,223	42,541	0	0.00%
55260. Utilities	6,159	6,159	6,159	0	0	0	0	0.00%
55300. Maintenance Services-Buildings	9,525	12,000	12,000	0	0	0	0	0.00%
55310. Examinations	0	0	195	0	0	0	0	0.00%
55340. Maintenance Services-Office Equip.	0	0	0	100	100	100	0	0.00%
Contractual Services	260,189	243,414	243,802	305,817	287,011	313,066	7,249	2.37%
56000. Office Supplies	798	799	1,038	900	900	900	0	0.00%
56050. Computer Hardware & Software	452	433	337	1,176	1,176	1,640	464	39.46%
56060. Small Tools and Equipment	262	402	637	350	350	350	0	0.00%
56950. Stationery and Printing	17,255	17,268	15,477	22,375	22,375	22,375	0	0.00%
58900. Miscellaneous	75	0	2,263	0	100	0	0	0.00%
Materials & Supplies	18,842	18,902	19,753	24,801	24,901	25,265	464	1.87%
80115. Corona Virus Pandemic	0	0	424	0	0	0	0	0.00%
Total - Public Works Administration	$813,751	$805,178	$752,749	$962,018	$908,662	$1,204,673	242,655	25.22%

ACCOUNT INFORMATION

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

- Group health care costs are expected to rise in aggregate, 6.03% over amounts budgeted in the previous year. Increases beyond 6.03% in any one department or division are offset by decreases in another department or division.
- The Illinois Municipal Retirement Fund (IMRF), is a defined benefit retirement plan that provides retirement, survivor, disability and death benefits to municipal government employees in Illinois. It is governed by Article 7 of the Illinois Pension Code. Employer contributions to the pension plan are calculated by the IMRF and fluctuate based on

demographic changes and investment rate of return. The City's contribution rate for 2022 is 11.93% of covered payroll.

- The Professional Services Account has increased due to a silica risk assesstment recommended by IRMA.
- The amount budgeted for Computer Hardware & Software has been increased due to the annual cost for a safety training database.

WATER AND SEWER DIVISION

STATEMENT OF ACTIVITIES

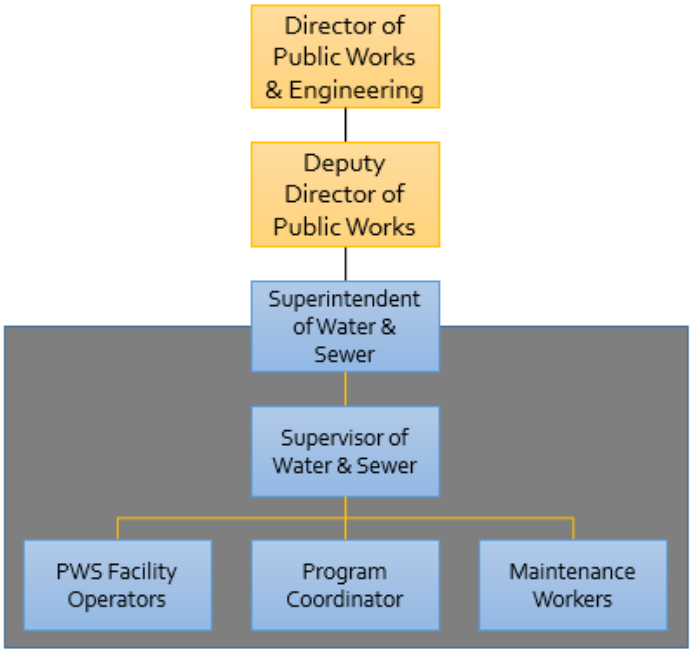
The Water and Sewer Division performs five primary functions:

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

Daily activities include:

- Operation of the water plants and water system utilizing and maintaining our SCADA system to optimize operations and provide for rapid response.
- Monthly reading of 13,792 water meters via drive by reading system, connect and seal of every new meter, complete final meter reads for every property closing, repair and maintenance of meters as needed, and shut off of water for non-payment.
- Responding to residents and businesses with sewer, water quality & water pressure concerns.
- Assuring EPA compliance by performing all bacteriological, fluoride, chlorine, phosphate, and other water samples required by the EPA as well as compiling, creating and submitting required EPA reports.
- Review of plans for sewer and water system additions and improvements, walkthroughs on every new addition to the sewer and water system to assure proper installation and operation of new facilities.
- JULIE locates – responsible to field locate all City water and sewer utilities.
- Assist with fire flow testing for contractors, and chlorination and pressure testing of water mains.
- Complete regular maintenance and repair work at the water treatment facilities, and to all of the City's sewer collection systems and water distribution systems.
- During winter months Water and Sewer Division works with the Street Division to remove snow on main routes, cul-de-sac's, and public sidewalks.

ORGANIZATIONAL CHART



PERSONNEL SUMMARY

Position	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
PWS Facility Operator	5.00	5.00	5.00	5.00	5.00	5.00
PWS Distribution Operator	1.00	1.00	1.00	1.00	1.00	1.00
WW Collection Operator	0.00	0.00	0.00	0.00	0.00	0.00
Maintenance Worker	5.00	6.00	7.00	7.00	7.00	7.00
Financial Services Rep	1.00	1.00	1.00	0.00	0.00	0.00
Utility Customer Service Representative	0.00	0.00	0.00	0.00	0.00	0.00
Total FTE - Water & Sewer Fund	15.00	16.00	17.00	16.00	16.00	16.00

The following position was funded through the General Fund before being re-allocated to Water & Sewer Fund in fiscal year 2019/20.

Maintenance Worker	1.00	0	0	0	0	0
Total FTE - General Fund	1.00	0	0	0	0	0
Total Division FTE	16.00	16.00	17.00	16.00	16.00	16.00

The above chart shows staff assigned to the Water & Sewer Division in FY2022/23. No new positions are anticipated for the division.

ACCOMPLISHMENTS

- Meet all EPA water standards and receive zero EPA violations. This includes a required increase flushing of the distribution system to meet the minimum chlorine (CL2) residual.

  On track. The City is on target to meet this goal. We have not received any EPA violations this year to date.

- Comply with all new IEPA regulations and recommendations related to Per- and Polyfluoroalkyl Substances (PFAS).

  On track. Illinois PFAS regulations have not been established as of this date. The City is being pro-active dealing with this contaminate by initiating quarterly water sampling to monitor contaminate levels and exploring new water source locations.

- Continue to review and prioritize our Water Treatment Plant, water distribution, and collection system capital improvement plans to provide a cost-effective strategy providing reliable potable water and collection systems to our existing water customers and potential future growth.

  On track. Ongoing evaluation and prioritization of capital improvement plans based on additional EPA regulations, condition of infrastructure, and potential City growth.

- Manage the following scheduled capital improvement projects while keeping the water system operational:

  - Water Treatment Plant #2 – Construction of a new facility to replace the existing failing plant.

    On track. Construction commenced in fall of 2021 with completion anticipated for fall of 2022.

  - New Deep Well #19 – Complete final engineering and initiate construction of a new deep well, building, and raw water main transmission line to WTP#2.

    On track. Engineering is complete. Construction is anticipated for 2022.

  - McCormick Water Tower area water main improvements – Includes new larger sized (12-inch) water main for improved fire flows and reliability, and replacement of affected lead water service lines.

    Completed. The improvement was completed in the summer of 2021.

- Power-wash a City water storage tank to remove mildew growth and promote a clean appearance of our water storage tanks.

  Completed. Completed in the spring of 2021.

- Continue to utilize available technology to track and document division activities such as sewer assessment, sewer cleaning and televising, and fire hydrant painting, flushing, and repairs.

  On track. Valve turning and repairs have been added to the collector app. Staff continues to utilize all technology available.

- Continue to work with the Wastewater Division to determine which sanitary sewer tributary areas have high levels of inflow and infiltration concerns. Evaluate the most critical areas identified, and rehabilitate sanitary sewer mains and manholes with processes such as lining and grouting.

  On track. Ongoing evaluation and prioritization of capital improvement plans based on additional EPA regulations, condition of infrastructure, and potential City growth.

- Continue to work with the City's GIS consultant to improve the accuracy of the water, sanitary, and storm layers in our GIS system.

  On track. Improvements are continually made.

- Continue to comply with the City's Capacity, Management, Operations, and Maintenance Program. This will include reviewing our sewer use ordinance, review of safety procedures, cleaning and televising more than five percent of our sanitary system, and controlling the sources of blockages such as roots and grease.

  On track. On schedule to meet and exceed the requirements of this program.

- Continue to improve public education about the potential of lead in drinking water, including how lead gets into the drinking water, how to reduce exposure of lead in drinking water at home, and homes that potentially have lead water service lines.

  On track. Information has been posted on the City website and continues to be updated as new information becomes available.

- Implement lead service line replacement policy and program.

  On track. Regulatory requirements, City Council input and available funding will determine the City's policy and program.

OBJECTIVES

- Initiate engineering and design for the following projects: Lead Service Line Replacement Program; New Deep Well #19 and Raw Water Piping to WTP#2; New Deep Well #20 and Other Improvements at WTP#4. These projects are all dependent on IEPA Loan Approval.
- Initiate construction and management for the following projects: New Deep Well #19 and Raw Water Piping to WTP#2 (dependent on IEPA Loan Approval); N. Main St. Water Main Replacement Project; Sanitary Sewer Lining and Grouting Program; Water Storage Painting Program; and WTP#2 Reconstruction.
- Provide training opportunities for all staff utilizing experienced employees and outside resources.
- Continue to utilize available technology to track and document division activities (i.e. sewer assessment, valve turning, sewer cleaning and televising, fire hydrant painting and flushing, etc.).

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
54110. Wages-Full Time Employees	$1,250,820	$1,308,388	$1,359,534	$1,419,056	$1,419,791	$1,432,990	$13,934	0.98%
54115. Wages-Part Time Employees	21,951	$17,254	$5,450	18,126	$18,126	21,840	3,714	20.49%
54150. Wages-Overtime	102,302	$101,472	$81,986	117,000	$117,000	117,000	0	0.00%
54200. Group Insurance	318,827	$345,014	$335,178	341,350	$341,350	324,182	(17,168)	-5.03%
54301. Employer's Social Security	81,440	$104,136	$105,147	118,895	$118,895	120,245	1,350	1.14%
54302. Employer's IMRF	159,789	$160,441	$187,734	214,011	$214,011	187,520	(26,491)	-12.38%
54303. Employer's Medicare	19,046	$0	$0	0	$0	0	0	0.00%
Personnel Services	1,954,175	2,036,705	2,075,028	2,228,438	2,229,173	2,203,777	(24,661)	-1.11%
55010. Professional Services	166,768	$168,333	$244,579	352,309	$352,309	352,309	0	0.00%
55140. Publishing Services	389	$596	$890	600	$600	600	0	0.00%
55160. Postage & Freight	6,253	$5,213	$5,773	5,500	$5,500	5,500	0	0.00%
55200. Training	5,767	$4,377	$6,624	11,210	$11,210	11,210	0	0.00%
55220. Dues and Subscriptions	6,664	$4,526	$10,342	11,591	$11,591	11,591	0	0.00%
55240. Insurance and Bonding Services	61,298	$68,640	$63,169	92,308	$57,961	92,308	0	0.00%
55260. Utilities	545,908	$565,661	$488,141	630,000	$630,000	630,000	0	0.00%
55310. Examinations	2,075	$1,824	$2,007	2,390	$2,390	2,390	0	0.00%
55320. Maintenance Services-Operating	7,139	$10,705	$8,635	12,785	$12,785	12,785	0	0.00%
55350. Rent - Clothing	649	$1,191	$1,365	1,400	$1,400	1,400	0	0.00%
55360. Radio Equipment Services	1,474	$0	$161	3,250	$3,250	3,250	0	0.00%
55390. Sidewalk Maintenance and Repair	7,585	$16,165	$6,750	9,000	$9,000	9,000	0	0.00%
55420. Plant Maintenance Services	153,867	$190,631	$326,477	442,262	$457,700	559,700	117,438	26.55%
55400. Storm Sewer Services	0	$70,482	$47,982	65,000	$65,000	65,000	0	0.00%
55440. Lines and Systems Maintenance	373,724	$469,596	$355,073	105,500	$105,500	155,540	50,040	47.43%
55630. State Filing Fee	0	$0	$0	1,000	$1,000	1,000	0	0.00%
55680. Rent - Buildings and Equipment	1,789	$1,785	$204	1,000	$1,000	1,000	0	0.00%
Contractual Services	1,341,349	1,579,725	1,568,171	1,747,105	1,728,196	1,914,583	167,478	9.59%
56000. Office Supplies	1,675	$319	$616	2,380	$2,380	2,380	0	0.00%
56030. Landscape Materials	767	$1,551	$359	1,200	$1,200	1,200	0	0.00%
56040. Motor Fuel & Lubricants	22,274	$32,443	$24,183	31,226	$31,226	44,600	13,374	42.83%
56050. Computer Hardware & Software	14,188	$11,941	$23,984	48,429	$48,429	63,656	15,227	31.44%
56060. Small Tools and Equipment	24,222	$16,347	$22,316	25,640	$25,640	47,640	22,000	85.80%
56070. Automotive Supplies	28,323	$57,022	$30,198	65,760	$65,760	67,900	2,140	3.25%
56080. Public Works Materials	29,788	$41,841	$34,539	44,200	$44,200	44,200	0	0.00%
56120. Clothing	9,925	$10,543	$11,073	14,160	$14,160	14,160	0	0.00%
56140. Water Meter Parts	44,644	$55,730	$80,128	105,625	$105,625	105,625	0	0.00%
56150. Fire Hydrants	29,472	$19,752	$27,198	35,000	$35,000	35,000	0	0.00%
56160. Salt	344,120	$393,517	$408,273	400,000	$506,000	524,000	124,000	31.00%
56170. Chemicals And Sealants	45,495	$50,162	$47,334	53,920	$53,920	136,520	82,600	153.19%
56180. Laboratory Supplies	8,214	$7,989	$7,960	8,000	$8,000	8,000	0	0.00%
56220. Water Tap Materials	21,181	$20,635	$15,949	23,500	$23,500	23,500	0	0.00%
56320. Operating Supplies	2,247	$4,946	$3,518	7,700	$7,700	7,700	0	0.00%
56420. Plant Maintenance Supplies	94,109	$96,355	$81,933	100,600	$100,600	100,600	0	0.00%
56950. Stationery and Printing	1,507	$2,324	$9	1,470	$1,470	1,470	0	0.00%
Materials & Supplies	722,151	823,417	819,570	968,810	1,074,810	1,228,151	259,341	26.77%
80115. Corona Virus Pandemic	0	1,352	1,283	0	0	0	0	0.00%
Total - Water & Sewer Operations	$4,017,675	$4,443,199	$4,464,052	$4,944,353	$5,032,179	$5,346,511	402,158	8.13%

ACCOUNT INFORMATION

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

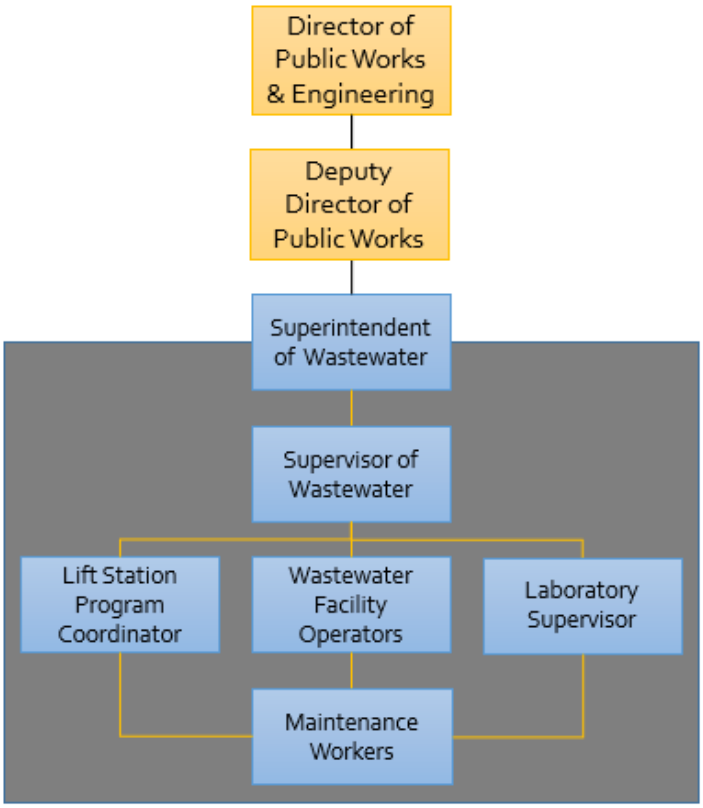
- Funds budgeted for Wages-Part Time Employees have been increased due to hourly rate increase for summer seasonals which will more accurately reflect fair market value.
- Group health care costs are expected to rise in aggregate, 6.03% over amounts budgeted in the previous year. Increases beyond 6.03% in any one department or division are offset by decreases in another department or division.
- The Illinois Municipal Retirement Fund (IMRF), is a defined benefit retirement plan that provides retirement, survivor, disability and death benefits to municipal government employees in Illinois. It is governed by Article 7 of the Illinois Pension Code. Employer contributions to the pension plan are calculated by the IMRF and fluctuate based on demographic changes and investment rate of return. The City's contribution rate for 2022 is 11.93% of covered payroll.
- Funds budgeted for Plant Maintenance Services have been increased due to projected cost for well rehab and repairs.
- Funds budgeted for Lines and Systems Maintenance have increased. The increase best reflects amounts for emergency lead service line replacements.
- Motor Fuel & Lubricant was increased due to the projected cost of gasoline and diesel.
- Additional funds have been budgeted in the Computer Hardware & Software account. The increase will also allow the purchase of software interface between sewer lining equipment and GIS mapping.
- Small Tools and Equipment was increased due to replacement of a water leak coorelator.
- In response recent bid results, additional funds have been budgeted in the Salt account.
- Chemicals and Sealants was increased due to recent bid results for water treatment chemicals.

WASTEWATER TREATMENT DIVISION

STATEMENT OF ACTIVITIES

The Wastewater Treatment Division is responsible for the operation and maintenance of two wastewater treatment facilities, twenty eight sanitary lift stations and three storm water stations. During the fiscal year 2018/2019, the facilities processed an average of 4.871 million gallons per day (MGD) or 1760.139 billion gallons throughout the year, producing an effluent that met 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 Sewer Use Ordinance and the United States Environmental Protection Agency approved Pretreatment Program. This includes monitoring industrial facilities, inspecting restaurant grease traps and investigation of illicit discharge reports.

ORGANIZATIONAL CHART



PERSONNEL SUMMARY

Position	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Laboratory Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Pretreatment Coordinator	1.00	0.00	0.00	0.00	0.00	0.00
Program Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
WW Facility Operator	2.00	2.00	2.00	2.00	2.00	2.00
Maintenance Worker	2.00	3.00	7.00	7.00	7.00	7.00
Total FTE - Water & Sewer Fund	9.00	9.00	13.00	13.00	13.00	13.00
The following position was funded through the General Fund before being re-allocated to Water & Sewer Fund in fiscal year 2020/21						
Maintenance Worker	3.00	3.00	0.00	0.00	0.00	0.00
Total FTE - General Fund	3.00	3.00	0.00	0.00	0.00	0.00
Total Division FTE	12.00	12.00	13.00	13.00	13.00	13.00

The above chart shows staff assigned to the Water & Sewer Division in FY2022/23. No new positions are anticipated for the division.

ACCOMPLISHMENTS

Wastewater Administration

- Continue to provide direction and oversight to assist Wastewater staff to obtain higher levels of wastewater and Public Works certifications. The Wastewater Division has six new employees in the past year due to retirements or transfers within the Department.
- Continue to prevent NPDES permit violations, sanitary sewer overflows, and basement back-ups.
- Complete an asset management inventory and prioritization tool transfer to the new full-scale PW asset management software.
- Oversee the pretreatment program. Ensure the Division is meeting all USEPA requirements and utilizing best practices.

On Track. These goals are ongoing and reviewed on a continual basis.

Wastewater Treatment

- Comply at all times with the requirements of the NPDES permits.
- Exceed the water quality requirements in the discharge permit for all parameters.

On Track. These goals are ongoing and reviewed on a continual basis.

Wastewater Lift Stations

- Continue to work on eliminating all sanitary sewer overflows and basement back-ups from a direct result of lift station operations. Improve the effectiveness and efficiency of lift station inspections and equipment.

On Track. These goals are ongoing and reviewed on a continual basis.

Wastewater Pretreatment

- Conduct an annual industrial pretreatment survey, review documentation, and adjust permitting requirements as needed.
- Begin integrating pretreatment data into the City's GIS system. This will allow for better retention of institutional knowledge and store the pretreatment information in one area for anyone to access.
- Maintaining legal authority and an enforcement response plan and annually review local limits.
- Update and recommit to the Fats, Oils & Grease (FOG) program as the Covid-19 pandemic allows for staff to get back out into the field for inspections.
- Complete the USEPA required Annual Pretreatment report.

On Track. These goals are ongoing and reviewed on a continual basis.

Laboratory

- Reduce outside contract laboratory analyses spending by running a large portion of the required analysis in-house including metal analyses for sludge and industrial discharges.
- Write the method and easily-understood procedure for metal analyses with the newly purchased ICP-OES unit.
- Pass all the analyses run in-house, including any metals run with the ICP-OES unit which is required bypassing the Environmental Protection Agency's annual DMR-QA Studies.

- Develop, write, and abide by the effective schedule to achieve the proposed laboratory budget goals for FY 2021-2022.

  On Track. These goals are ongoing and reviewed on a continual basis.

- Oversee and complete the MCC and PEP pump replacement projects at WWTP #3 scheduled for FY 2021-2022. Oversight will include eliminating incidents of inferior operations or the need for change orders as part of the project.

  On track. This project will be completed in FY23.

- Complete the large-scale upgrade construction project at Lift Station #16. This upgrade are needed to reduce incidents of inferior operations and sanitary sewer overflows.

  On track. This project was bid during winter of 2021 and anticipated to be complete in FY23.

- Complete and oversee the Lift Station #19 emergency generator replacement project scheduled for FY 2021-2022. These upgrades are needed to reduce incidents of inferior operations and sanitary sewer overflows.

  On track. This project was bid during winter of 2021 and anticipated to be complete in FY23.

- Oversee and complete the motor control center and headwork's pump replacement project at Lift Station #12 scheduled for FY 2021-2022. Oversight will include eliminating incidents of inferior operations or the need for change orders as part of the project.

  On track. This project will be completed in FY22.

OBJECTIVES

- Initiate and complete engineering and design for the following projects:
  - Lift Station #12 Generator Replacement and UST Removal Project
  - Lift Station #14 Rehab Project
  - Lift Station #20 Generator and Lift Station Control Panel Replacement Project
  - Lift Station #6 Reconstruction Project
  - WWTP#2 Headworks Feasibility Study
  - WWTP#2 UV Disinfection System Replacement Project

- Initiate construction and management for the following projects:
    - Lift Station #12 Generator Replacement and UST Removal Project
    - Lift Station #14 Rehab Project
    - Lift Station #16 Rehab Project
    - Lift Station CISCO Radio Replacement Project
    - Lift Station Roof Replacements (FY24 too)
    - WWTP#2 UV Disinfection System Replacement Project
- Provide training opportunities for all staff utilizing experienced employees and outside resources.
- Continual review and assessment of maintenance acitivities to minimize sanitary sewer overflows and basement backups.

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change
54110. Wages-Full Time Employees	$737,476	$789,541	$1,015,614	$1,068,185	$992,482	$1,093,887	$25,702
54115. Wages-Part Time Employees	10,980	10,541	0	0	0	0	0
54150. Wages-Overtime	47,856	41,021	54,552	86,240	68,240	131,240	45,000
54200. Group Insurance	193,275	196,125	287,863	260,961	260,961	306,138	45,177
54301. Employer's Social Security	46,894	61,094	78,515	88,314	88,314	93,722	5,408
54302. Employer's IMRF	92,158	94,670	141,089	158,964	158,964	146,158	(12,806)
54303. Employer's Medicare	10,967	0	0	0	0	0	0
Personnel Services	1,139,606	1,192,992	1,577,633	1,662,664	1,568,961	1,771,145	108,481
55010. Professional Services	82,873	133,980	70,366	102,650	102,650	134,650	32,000
55080. Pest Control Services	2,520	2,769	2,212	2,600	2,600	2,600	0
55140. Publishing Services	567	973	598	450	450	450	0
55160. Postage & Freight	1,014	458	863	1,000	1,000	1,000	0
55200. Training	10,269	9,479	10,408	14,115	15,375	15,325	1,210
55220. Dues and Subscriptions	8,516	6,770	14,163	13,629	13,629	16,629	3,000
55240. Insurance and Bonding Services	32,180	26,623	32,129	55,511	35,228	55,511	0
55260. Utilities	371,405	396,728	384,085	388,900	388,900	390,300	1,400
55310. Examinations	1,182	1,167	2,755	1,812	1,812	1,812	0
55360. Radio Equipment Services	0	0	0	700	600	700	0
55420. Plant Maintenance Services	465,202	464,174	560,242	600,427	600,427	523,213	(77,214)
55630. State Filing Fee	47,500	47,500	51,000	48,500	48,500	48,500	0
55680. Rent - Buildings and Equipment	1,777	910	404	11,000	11,000	11,000	0
Contractual Services	1,025,005	1,091,529	1,129,224	1,241,294	1,222,171	1,201,690	(39,604)
56000. Office Supplies	5,444	5,249	4,258	5,630	5,630	5,630	0
56030. Landscape Materials	4,009	2,945	5,777	2,500	2,991	2,500	0
56040. Motor Fuel & Lubricant	17,150	16,704	17,360	16,540	31,040	21,615	5,075
56050. Computer Hardware & Software	7,046	21,710	10,228	16,920	16,920	16,595	(325)
56060. Small Tools and Equipment	34,759	36,313	36,529	42,640	39,640	32,140	(10,500)
56070. Automotive Supplies	7,346	11,663	7,373	24,675	24,675	20,175	(4,500)
56120. Clothing	10,365	9,498	13,697	13,575	13,575	13,575	0
56170. Chemicals And Sealants	264,120	227,322	295,332	273,000	273,000	293,000	20,000
56180. Laboratory Supplies	23,136	32,550	26,462	26,467	26,467	26,467	0
56420. Plant Maintenance Supplies	231,998	249,702	276,825	279,445	279,445	281,970	2,525
Materials & Supplies	605,373	613,657	693,841	701,392	713,383	713,667	12,275
80115. Corona Virus Pandemic	0	149	6,390	0	0	0	0
Total - Wastewater Treatment	$2,769,984	$2,898,327	$3,407,089	$3,605,350	$3,504,515	$3,686,502	81,152

ACCOUNT INFORMATION

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

- The Overtime budget increased due to LS#16 by-pass pumping operations by staff during construction.
- Group health care costs are expected to rise in aggregate, 6.03% over amounts budgeted in the previous year. Increases beyond 6.03% in any one department or division are offset by decreases in another department or division.
- The Illinois Municipal Retirement Fund (IMRF), is a defined benefit retirement plan that provides retirement, survivor, disability and death benefits to municipal government employees in Illinois. It is governed by Article 7 of the Illinois Pension Code. Employer contributions to the pension plan are calculated by the IMRF and fluctuate based on demographic changes and investment rate of return. The City's contribution rate for 2022 is 11.93% of covered payroll.
- The budgeted amount in the Professional Services account increased due to roof replacement consultant services, lift station assessment study, and a storage garage feasibility study at Plant #2.
- The Training Account increased due to managerial training for the supervisor.
- Additional funds have been budgeted in the Dues and Subscriptions account account. This is due to lift station senital back up dialer annual subscription.
- Additional funds have been budgeted in the Small Tools and Equipment account. The increase is to accommodate the purchase of a new primary drive unit replacement at Wastewater Treatment Plant #2.
- Utilities increased due to Verizon service for SCADA communications.
- The budgeted amount for Motor Fuel and Lubricant increased due to projected gasoline and diesel costs.
- Chemicals and Sealants increased due to projected costs for deodorized solutions for both plants and liquid alum.
- Funds budgeted for Plant Maintenance Supplies have increased. The increase best reflects amounts anticipated to be expended on replacement equipments at Wastewater Treatment Plants #2 and #3

WATER AND SEWER DEBT SERVICE FUND

STATEMENT OF ACTIVITIES

The Water & Sewer Debt Service Fund provides a budgetary set of account categories for the expenditure of funds to pay obligations when they come due.

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
46510. Connection Fees	$0	$0	$0	$0	$0	$0	$0	0.00%
Total User Fees	0	0	0	0	0	0	0	0.00%
47010. Interest Income	26,837	490	0	0	0	0	0	0.00%
Total Interest Income	26,837	490	0	0	0	0	0	0.00%
Total Revenues	$26,837	$490	$0	$0	$0	$0	$0	0.00%
EXPENDITURES								
City Administration	$1,558	$8,077	$1,737	$8,726	$1,748	$2,000	($6,726)	-77.08%
Debt Service								
2009A GO Bonds	190,818	981,206	0	0	0	0	$0	#DIV/0!
2009C GO Bonds	221,977	0	0	0	0	0	$0	#DIV/0!
2012 GO Bonds (Refunding)	252,468	243,695	0	0	0	0	$0	#DIV/0!
2012 GO Bonds (New)	264,379	264,711	264,961	265,129	265,129	265,128	(1)	0.00%
2013 GO Bonds	702,975	700,463	702,625	703,275	703,275	703,400	125	0.02%
2014 GO Bonds	1,008,913	1,012,213	1,009,613	1,008,350	1,008,350	494,400	(513,950)	-50.97%
2015 GO Note	237,803	238,392	238,875	239,252	239,252	234,520	(4,732)	-1.98%
2019A GO Bonds	0	0	193,958	153,278	139,650	139,650	(13,628)	-8.89%
2019B GO Bonds	0	0	323,465	457,486	381,706	350,060	(107,426)	-23.48%
2022 GO Bonds	0	0	0	0	0	576,479	576,479	100.00%
IEPA Wastewater Loan (WWTP #2 & #3)	860,930	892,485	892,485	892,486	892,486	892,486	0	0.00%
IEPA Water Loan A (WTP #2)	0	0	0	496,874	0	496,874	0	0.00%
Total Expenditures	$3,741,821	$4,341,241	$3,627,719	$4,224,856	$3,631,596	$4,154,997	($69,859)	-1.65%
Revenues Over (Under) Expenses before Other Financing Sources (Uses)	($3,714,984)	($4,340,751)	($3,627,719)	($4,224,856)	($3,631,596)	($4,154,997)		

ANNUAL BUDGET (CONTINUED)

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
OTHER FINANCING SOURCES (USES)								
Bond Proceeds	$0	$715,400	$0	$0	$0	$0		
Bond Premium (Discount)	0	85,362	0	0	0	0		
Transfer In								
Water & Sewer Fund	637,505	3,539,988	3,627,269	4,224,856	3,509,107	4,154,997		
Transfer Out								
Water & Sewer Fund	0	0	0	0	0	0		
Total Other Financing Sources (Uses)	$637,505	$4,340,751	$3,627,269	$4,224,856	$3,509,107	$4,154,997		
Change in Payables/Receivables	$0	40,268	$0	$0	$0	$0		
Net Change in Cash	($3,077,479)	$40,267	(450)	$0	(122,489)	$0		
Beginning Cash Balance	$3,160,152	$82,672	$122,939	122,489	$122,489	$0		
Ending Cash Balance	$82,673	$122,939	122,489	$122,489	$0	$0		

This page has intentionally been left blank.

CITY OF CRYSTAL LAKE

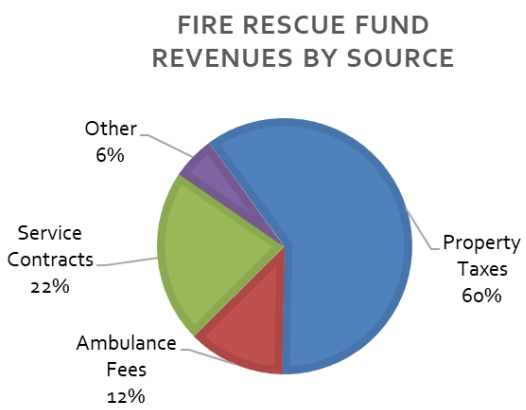
ANNUAL BUDGET

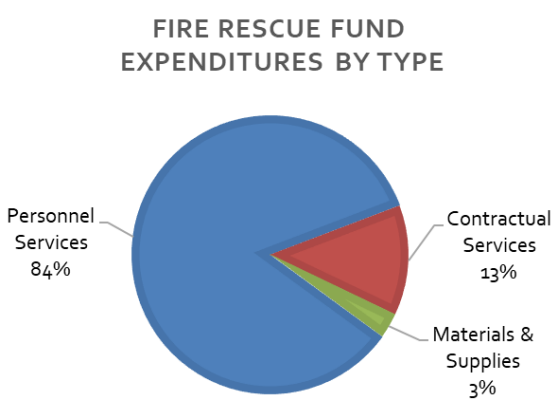
FISCAL YEAR 2022/23

FIRE RESCUE FUND

ANNUAL BUDGET SUMMARY

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
40050. Property Tax - Fire/Rescue	$6,522,369	$6,599,958	$6,838,859	6,850,922	$6,837,798	6,913,157	$62,235	0.91%
41700. Grant Proceeds - State of IL	8,378	2,732	0	2,000	0	0	(2,000)	-100.00%
41900. Grant Proceeds - Other	4,638	0	0	0	3,570	0	0	N/A
45050. Alarm System Monitoring Fees	401,289	404,512	410,745	408,238	423,215	410,000	1,762	0.43%
45205. CPR Instruction	0	0	0	0	0	0	0	N/A
45500. Ambulance Services	1,422,973	1,302,538	1,454,089	1,350,000	1,483,152	1,404,592	54,592	4.04%
45505. Supplemental Transport Fees	0	0	0	0	400,000	100,000	100,000	N/A
45510. Fire Recovery Fees	30,150	20,963	16,771	10,000	9,064	10,000	0	0.00%
45550. Intergovernmental Services	2,275,291	2,408,402	2,438,422	2,467,304	2,473,051	2,523,313	56,009	2.27%
47010. Interest Income	104,541	63,081	3,583	47,000	34,000	40,000	(7,000)	-14.89%
48110. Capital Facility Fees	51,625	78,343	210,415	50,000	53,813	50,000	0	0.00%
48125. Impact Fees	0	0	0	0	1,571	0	0	N/A
48950. Reimbursements	28,328	94,496	21,375	10,000	12,129	10,000	0	0.00%
48990. Miscellaneous Income	0	6,796	2,143	5,000	1,270	2,000	(3,000)	-60.00%
48995. Gain on Sale of Assets	10,475	38,425	10,636	0	8,200	0	0	N/A
80115. Corona Virus Pandemic	0	10,496	786,486	0	197,429	0	0	N/A
80780. IRMA Safe Work Practices	0	0	1,500	0	1,500	0	0	N/A
81000. State Fire Marshall Training	0	0	916	0	916	0	0	N/A
82510. Starcom 21 (McHenry ETSB)	0	0	75,571	0	11,467	0	0	N/A
Total Revenues	$10,860,057	$11,030,742	$12,271,511	11,200,464	$11,952,145	11,463,062	$262,598	2.34%
EXPENDITURES								
Fire Rescue	$10,077,369	$10,481,559	$10,724,295	11,255,418	$11,174,610	11,692,687	437,269	3.88%
Total Expenditures	$10,077,369	$10,481,559	$10,724,295	11,255,418	$11,174,610	11,692,687	437,269	3.88%
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	$782,688	$549,182	$1,547,216	(54,954)	$777,535	(229,625)		
OTHER FINANCING SOURCES (USES)								
Transfer Out								
Capital Replacement Fund	(346,314)	(693,459)	(518,597)	(1,600,540)	0	0		
Change in IRMA Reserve	0	0	0	0	0	0		
Total Other Financing Sources (Uses)	($346,314)	($693,459)	($518,597)	(1,600,540)	$0	$0		
Net Change in Fund Balance	$436,374	($144,277)	$1,028,619	(1,655,494)	$777,535	(229,625)		
Beginning Fund Balance	$4,111,119	$4,547,493	$4,483,216	5,098,468	$5,511,834	6,289,369		
Prior Period Adjustment	0	80,000	0	0	0	0		
Ending Balance	$4,547,493	$4,483,216	$5,511,834	3,442,974	$6,289,369	6,059,744		
Restricted or Assigned Fund Balance	(399,181)	(1,936,820)	(2,204,444)	(655,553)	(882,388)	(1,211,453)		
Available Fund Balance	$4,148,312	$2,546,396	$3,307,390	2,787,421	$5,406,981	4,848,291		

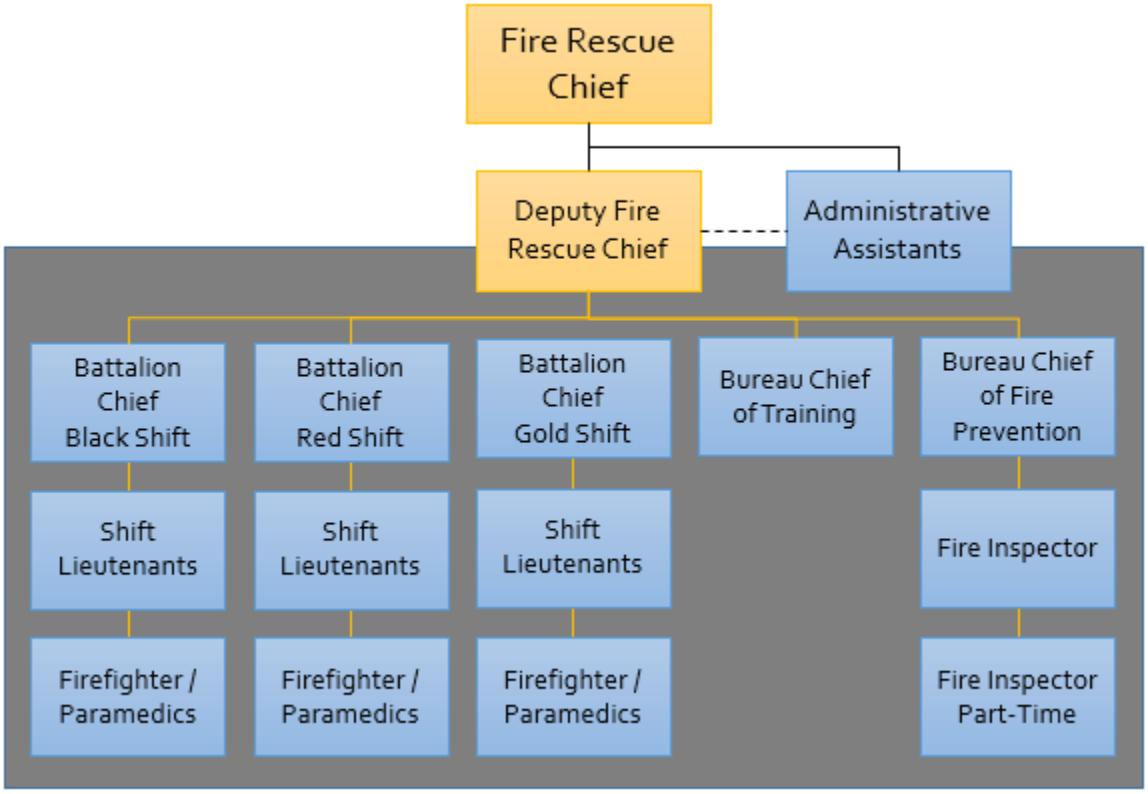




STATEMENT OF ACTIVITIES

The Crystal Lake Fire Rescue Department operates out of three stations covering an area of approximately 51 square miles, and provides emergency services for the City of Crystal Lake, the Crystal Lake Rural Fire Protection District and the Village of Lakewood. These services include, but are not limited to fire suppression, emergency medical care, airport firefighting operations, hazardous material incidents, confined space rescue, trench rescue, high/low angle rescue, water rescue, dive rescue, fire investigations, juvenile fire-setter evaluations and education, CPR training, and other public education activities. The Department also reviews plans and conducts fire inspections for occupancies within its service areas. Capital acquisition and replacement associated with Fire Rescue activities are accounted for in the Capital & Equipment Replacement Fund of the City.

ORGANIZATIONAL CHART



PERSONNEL SUMMARY

Position	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Chief of Fire Rescue	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00	1.00	1.00
Bureau Chief	2.00	2.00	2.00	2.00	2.00	2.00
Battalion Chief	3.00	3.00	3.00	3.00	3.00	3.00
Fire Lieutenant	9.00	9.00	9.00	9.00	9.00	9.00
Firefighter/Paramedic	48.00	48.00	48.00	48.00	48.00	48.00
Fire Inspector	1.50	1.50	1.50	1.50	1.50	1.50
Administrative Assistant	2.00	2.00	2.00	2.00	2.00	2.00
Total FTE	67.50	67.50	67.50	67.50	67.50	67.50

ACCOMPLISHMENTS

- Continue regular City-wide Emergency Management Training.
    - As described in the "Enhancing Community Life through Service Maintenance and Development" section of the City of Crystal Lake Strategic Plan, emergency management is a priority in the protection of our community.
    - The interaction and coordination of all City departments during large-scale events is essential to public safety. The regular training along with the use of Command Center and Emergency Operations Center concepts is necessary to build a cohesive approach to emergency management.

  Completed. Conducted call taker training for various City departments to exercise the new EOC Call Log system.

- Provide for prompt, efficient, and dependable emergency response.
    - A reliable fleet of apparatus designed to fulfill the mission of the Fire Rescue Department is key to providing consistent service delivery at an affordable cost.
    - Continuing with current practice of utilizing various methods of funding apparatus purchases along with evaluation of vehicle utilization to deliver service will be a focus in this fiscal year. Fire suppression and EMS are the backbone of our mission.
    - Conduct a fire operations and utilization study that will aid the City in future planning for the Fire Rescue Department.

  Behind/On Track. Three pumpers and one ambulance were ordered to replace existing vehicles. Delays for delivery due to supply chain issues pushed project completion into FY 22/23. Operations and Utilization Study initiated in January 2022.

- Provide for enhanced customer service in the areas of fire prevention.
    - Continued support of the Crystal Lake Wireless Alarm Network (CLWAN) and re-establishment of the Life Safety Inspection program.

  Behind. The re-establishment of the Life Safety Program is delayed due to the surge associated with COVID-19.

- Continue to work at maintaining 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.

  On track. Certification opportunities for new hires and those City employees that received promotions were distributed to Department Heads.

OBJECTIVES

- Seek approval from City Council to implement recommendations from the Operations and Utilization study beginning in FY 23/24.
- Ensure National Incident Management System (NIMS) compliance of City employees based upon their current job requirements.
- Replace apparatus under the schedule of the capital improvement plan.
- Replace CLWAN head end equipment.
- Replace fire station alerting system head end equipment.
- Obtain ambulance cot power load system for sixth ambulance in coordination with ambulance purchase and seek grant support for purchase through IRMA.
- Purchase updated dive rescue buoancy compensators to complete equipment upgrades for team members.

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
54110. Wages-Full Time Employees	$6,808,312	$7,085,725	$7,355,376	$7,631,501	$7,455,606	$7,727,690	$96,189	1.26%
54115. Wages-Part Time Employees	27,015	25,791	22,514	29,758	32,828	31,339	1,581	5.31%
54150. Wages-Overtime	367,963	409,050	440,303	450,776	701,688	555,400	104,624	23.21%
54200. Group Insurance	1,369,747	1,369,748	1,389,995	1,455,422	1,455,422	1,533,297	77,875	5.35%
Personnel Services	8,573,037	8,890,314	9,208,188	9,567,457	9,645,544	9,847,726	280,269	2.93%
55010. Professional Services	483,055	559,564	461,773	468,100	488,100	534,114	66,014	14.10%
55040. Annual Audit Services	3,500	3,500	4,486	4,543	4,543	4,679	136	2.99%
55140. Publishing Services	897	65	800	1,000	950	1,000	0	0.00%
55160. Postage & Freight	1,168	1,371	1,213	1,500	1,500	1,500	0	0.00%
55200. Training	61,372	33,053	22,696	60,900	58,630	67,770	6,870	11.28%
55220. Dues and Subscriptions	15,667	13,595	17,475	23,407	26,028	53,675	30,268	129.31%
55240. Insurance and Bonding Services	400,307	335,296	335,934	470,188	299,678	470,188	0	0.00%
55260. Utilities	45,543	44,237	43,186	23,185	23,185	23,185	0	0.00%
55300. Maintenance Services-Buildings & Offices	42,666	73,612	75,184	58,638	57,645	57,800	(838)	-1.43%
55310. Examinations	4,130	6,915	26,180	25,420	23,000	25,420	0	0.00%
55320. Maintenance Services-Operating Equip.	43,518	46,389	47,809	45,250	45,890	55,150	9,900	21.88%
55340. Maintenance Services-Office Equipment	515	394	530	800	800	800	0	0.00%
55360. Radio Equipment Services	142,220	139,009	148,874	160,830	160,830	207,485	46,655	29.01%
Contractual Services	1,244,558	1,257,000	1,186,140	1,343,761	1,190,779	1,502,766	159,005	11.83%
56000. Office Supplies	6,734	10,255	6,982	7,550	7,250	7,250	(300)	-3.97%
56020. Cleaning Supplies	2,991	4,251	2,941	7,100	7,050	7,000	(100)	-1.41%
56040. Motor Fuel & Lubricants	55,451	53,592	41,120	55,275	55,275	55,275	0	0.00%
56050. Computer Hardware & Software	22,985	27,611	19,124	16,740	16,285	13,840	(2,900)	-17.32%
56060. Small Tools and Equipment	69,588	94,266	33,130	73,385	37,775	77,175	3,790	5.16%
56070. Automotive Supplies	69,872	100,056	81,551	98,705	98,180	98,280	(425)	-0.43%
56120. Clothing	32,153	32,219	61,425	85,445	85,465	83,375	(2,070)	-2.42%
58900. Miscellaneous	0	11,996	83,695	0	31,007	0	0	N/A
Materials & Supplies	259,774	334,246	329,968	344,200	338,287	342,195	(2,005)	-0.58%
Total - Fire Rescue	**$10,077,369**	**$10,481,559**	**$10,724,295**	**$11,255,418**	**11,174,610**	**11,692,687**	**$437,269**	**3.88%**

ACCOUNT INFORMATION

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

- The increase in Overtime reflects anticipated increases per the collective bargaining agreement, SRT training, and minimum staffing.
- Group health care costs are expected to rise in aggregate, 6.03% over amounts budgeted in the previous year. Increases beyond 6.03% in any one department or division are offset by decreases in another department or division.
- Funds budgeted for Professional Services have been increased. This increase accounts for increased costs for GIS update and mapping services.
- Funds budgeted for Training have increased. The increase best reflects anticipated costs of advanced officer training courses and specialized rescue classes.
- Funds budgeted for Dues and Subscriptions have increased over last year with anticipated increases in subscription fees for fire station alerting system and first full year of STARCOM 21 airtime costs.
- An increase has been budgeted in the Operating Equipment Maintenance to account for the first year of heart monitor preventative maintenance.
- Funds for radio equipment services have been increased from the previous year due to costs associated with CLWAN annual transceiver inspections.
- Funds budgeted for Small Tools and Equipment have increased due to the necessity to replace a fire hose.

This page has intentionally been left blank.

CITY OF CRYSTAL LAKE

ANNUAL BUDGET

FISCAL YEAR 2022/23

OTHER FUNDS

MOTOR FUEL TAX FUND

STATEMENT OF ACTIVITIES

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.

Capital acquisition and replacement projects are accounted for in the Capital & Equipment Replacement Fund of the City. Capital acquisition and replacement includes road improvement project funded through the Motor Fuel Tax receipts.

ANNUAL BUDGET SUMMARY

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
41210. Motor Fuel Tax - IL	$1,065,889	$1,511,370	$1,535,415	$1,508,239	$1,659,112	$1,702,921	$194,682	12.91%
41700. Grant Proceeds - State of IL								
IDOT (IL 176/Oak Traffic Signal)	0	0	0	15,000	0	15,000	$0	0.00%
IDOT LED Traffic Signal Upgrade	0	0	0	49,500	0	49,500	$0	0.00%
Rebuild Illinois Funds	0	0	1,342,562	895,041	895,041	895,041	$0	0.00%
47010. Interest Income	123,942	525,725	47,995	85,000	20,000	20,000	($65,000)	-76.47%
47990. Unrealized Gain/Loss on Invest	17,119	(368,445)	(24,598)	0	0	0	$0	N/A
48950. Reimbursements	21,530	332,445	51,550	0	2,010	0	$0	N/A
Willow Creek (Main/CL Ave)	0	(8,845)	0	0	0	0	$0	N/A
Metra (Congress Parkway)	(590,650)	0	0	0	0	0	$0	N/A
CL Park District (Salt)	5,355	0	0	0	0	0	$0	N/A
Dorr Township (Briarwood/IL 176)	87,880	0	0	0	0	0	$0	N/A
McHenry County (Prairie Trail)	0	0	0	37,000	0	37,000	$0	0.00%
McHenry County (South Main Street)	23,972	0	0	0	0	0	$0	N/A
McHenry County (US 14/Virginia)	35,729	141,340	0	0	0	0	$0	N/A
McHenry County (Huntley Crossing)	0	0	(2,355)	0	0	0	$0	N/A
Total Revenues	$790,766	$2,133,589	$2,950,569	$2,589,780	$2,576,163	$2,719,462	$129,682	5.01%
EXPENDITURES								
Public Works	$626,021	$656,045	$702,175	$918,600	$918,600	$918,600	$0	0.00%
Total Expenditures	$626,021	$656,045	$702,175	$918,600	$918,600	$918,600	$0	0.00%
Revenues Over (Under) Expenditures	$164,745	$1,477,544	$2,248,393	$1,671,180	$1,657,563	$1,800,862		

ANNUAL BUDGET SUMMARY (CONTINUED)

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
OTHER FINANCING SOURCES (USES)								
Transfer Out								
Capital Replacement Fund	(152,635)	(1,752,219)	(336,554)	(1,404,000)	(1,985,438)	(3,877,139)		
Total Other Financing Sources (Uses)	($152,635)	($1,752,219)	($336,554)	($1,404,000)	($1,985,438)	($3,877,139)		
Net Change in Fund Balance	$12,110	($274,675)	$1,911,839	$267,180	($327,875)	($2,076,277)		
Beginning Fund Balance	$6,514,505	$6,526,615	$6,251,940	$5,240,309	$8,163,779	$7,835,904		
Ending Fund Balance	$6,526,615	$6,251,940	$8,163,779	$5,507,489	$7,835,904	$5,759,627		
Restricted or Assigned Fund Balance	(6,526,615)	(6,251,940)	(8,163,779)	(5,507,489)	(7,835,904)	(5,759,627)		
Available Fund Balance	$0	($0)	$0	$0	$0	$0		

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
55010. Professional Services	$5,281	$5,898	$6,101	$55,600	$45,600	$55,600	$0	0.00%
55330. Traffic Signal Maintenance Serv.	75,990	69,593	59,353	90,000	90,000	90,000	$0	0.00%
55410. Street Lights Services	30,186	26,060	42,045	40,000	50,000	40,000	$0	0.00%
Contractual Services	111,457	101,551	107,499	185,600	185,600	185,600	$0	0.00%
56160. Salt	514,564	554,494	594,676	733,000	733,000	733,000	$0	0.00%
Materials & Supplies	514,564	554,494	594,676	733,000	733,000	733,000	$0	0.00%
57080. Capital - Streets	0	0	0	0	0	0	$0	0.00%
57120. Capital - Land	0	0	0	0	0	0	$0	0.00%
Capital Outlay	0	0	0	0	0	0	$0	0.00%
Total Engineering MFT	$626,021	$656,045	$702,175	$918,600	$918,600	$918,600	$0	0.00%

ACCOUNT INFORMATION

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

- The fiscal year 2022/23 transfer to the Capital and Equipment Replacement Fund provides funding for the following:
    - North Main Street improvements
    - Dole Avenue reconstruction
    - Cog Circle reconstruction
    - Intersection improvements at Three Oaks, Lutter and Sands roads
    - Traffic signal replacements
    - Oak Street pedestrian improvements
    - Annual resurfacing program

ROAD/VEHICLE LICENSE FUND

STATEMENT OF ACTIVITIES

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 vehicle sticker sales. Road tax levy funds rebated to the City by each of the four townships within the City's corporate limits are also included in the Road/Vehicle License Fund.

Capital acquisition and replacement are accounted for in the Capital & Equipment Replacement Fund. Capital acquisition and replacement includes road resurfacing and improvement projects.

ANNUAL BUDGET SUMMARY

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
40060. Property Tax - Streets	$399,709	$432,397	$430,259	$425,250	$440,828	$440,000	$14,750	3.47%
42010. Vehicle Licenses	214,903	190,666	178,874	190,000	166,664	170,000	(20,000)	-10.53%
47010. Interest Income	(471)	920	103	0	100	0	0	0.00%
48950. Reimbursements	416	510	0	0	513	0	0	0.00%
48990. Miscellaneous Income	0	7,315	0	0	0	0	0	0.00%
Total Revenues	$614,557	$631,808	$609,236	$615,250	$608,105	$610,000	($5,250)	-0.85%
EXPENDITURES								
Administration	$65,887	$59,304	$52,671	$58,730	$43,469	$58,780	$50	0.09%
Total Expenditures	$65,887	$59,304	$52,671	$58,730	$43,469	$58,780	$50	0.09%
Revenues Over (Under) Expenditures before	$548,670	$572,504	$556,564	$556,520	$564,636	$551,220		
OTHER FINANCING SOURCES (USES)								
Transfer Out								
Capital Replacement Fund	(656,437)	(545,475)	(533,530)	(556,520)	($614,699)	(551,220)		
Total Other Financing Sources (Uses)	($656,437)	($545,475)	($533,530)	($556,520)	($614,699)	($551,220)		
Net Change in Fund Balance	($107,767)	$27,029	$23,034	$0	($50,063)	$0		
Beginning Fund Balance	$107,767	$0	$27,029	$47,210	$50,063	$0		
Ending Fund Balance	$0	$27,029	$50,063	$47,210	$0	$0		
Restricted or Assigned Fund Balance	0	(27,029)	(50,063)	(47,210)	($0)	(0)		
Available Fund Balance	$0	$0	$0	$0	$0	$0		

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
55010. Professional Services	$49,333	$43,961	$35,444	$38,030	$28,669	$38,080	$50	0.13%
55160. Postage & Freight	12,008	10,802	13,009	15,500	10,000	15,500	0	0.00%
Contractual Services	61,341	54,763	48,452	53,530	38,669	53,580	50	0.09%
56950. Stationery and Printing	4,546	4,541	4,219	5,200	4,800	5,200	0	0.00%
Materials & Supplies	4,546	4,541	4,219	5,200	4,800	5,200	0	0.00%
Total - Administration	$65,887	$59,304	$52,671	$58,730	$43,469	$58,780	$50	0.09%

ACCOUNT INFORMATION

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

- The fiscal year 2022/23 transfer to the Capital and Equipment Replacement Fund provides funding for the City's annual street resurfacing program, sidewalk, pavement markings, and pedestrian and traffic safety enhancement.

SCHOOL CROSSING GUARD FUND

STATEMENT OF ACTIVITIES

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

ANNUAL BUDGET SUMMARY

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
40070. Property Tax - Crossing Guards	54,936	54,889	54,907	55,000	54,904	55,010	$10	0.02%
47010. Interest Income	1,473	985	131	0	88	100	$100	N/A
48950. Reimbursements	50,617	55,559	30,821	55,000	54,166	55,000	$0	0.00%
Total Revenues	$107,026	$111,433	$85,859	$110,000	$109,158	$110,110	$110	0.10%
EXPENDITURES								
Police Department	$101,233	$90,341	$61,641	$110,000	$107,811	$110,000	$0	0.00%
Total Expenditures	$101,233	$90,341	$61,641	$110,000	$107,811	$110,000	$0	0.00%
Net Change in Fund Balance	$5,793	$21,092	$24,218	$0	$1,347	$110		
Beginning Fund Balance	$75,977	$81,770	$102,862	$123,428	$127,080	$128,427		
Ending Fund Balance	$81,770	$102,862	$127,080	$123,428	$128,427	$128,537		
Restricted or Assigned Fund Balance	(81,770)	(102,862)	(127,080)	(123,428)	(128,427)	(128,537)		
Available Fund Balance	$0	$0	$0	$0	$0	$0		

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
55010. Professional Services	101,233	90,341	61,641	110,000	107,811	110,000	$0	0.00%
Contractual Services	101,233	90,341	61,641	110,000	107,811	110,000	$0	0.00%
Total - Police Department	$101,233	$90,341	$61,641	$110,000	$107,811	$110,000	$0	0.00%

IMRF /FICA FUND

STATEMENT OF ACTIVITIES

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

ANNUAL BUDGET SUMMARY

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
40080. Property Tax- IMRF	$864,267	$848,226	$848,502	$750,000	$748,561	$750,003	$3	0.00%
40090. Property Tax - FICA	726,291	723,495	723,730	442,875	442,030	345,915	($96,960)	-21.89%
47010. Interest Income	29,205	19,072	1,986	13,298	2,030	2,500	($10,798)	-81.20%
Total Revenues	$1,619,763	$1,590,794	$1,574,218	$1,206,173	$1,192,621	$1,098,418	($107,755)	-8.93%
EXPENDITURES								
City Administration	$1,458,033	$1,431,964	$1,506,482	$1,716,736	$1,553,511	$1,628,051	($88,685)	-5.17%
Total Expenditures	$1,458,033	$1,431,964	$1,506,482	$1,716,736	$1,553,511	$1,628,051	($88,685)	-5.17%
Net Change in Fund Balance	$161,730	$158,830	$67,736	($510,563)	($360,890)	($529,633)		
Beginning Fund Balance	$1,432,023	$1,593,753	$1,752,584	$1,794,200	$1,820,320	$1,459,430		
Ending Fund Balance	$1,593,753	$1,752,584	$1,820,320	$1,283,637	$1,459,430	$929,797		
Restricted or Assigned Fund Balance	(1,593,753)	(1,752,584)	(1,820,320)	(1,283,637)	(1,459,430)	(929,797)		
Available Fund Balance	$0	($0)	$0	$0	$0	$0		

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
54301. Employer's FICA	$676,184	$674,983	$659,386	$765,410	$690,637	$786,555	$21,145	2.76%
54302. Employer's IMRF	781,849	756,980	847,096	951,326	862,874	841,496	($109,830)	-11.54%
Personnel Services	1,458,033	1,431,964	1,506,482	1,716,736	1,553,511	1,628,051	($88,685)	-5.17%
Total - City Administration	$1,458,033	$1,431,964	$1,506,482	$1,716,736	$1,553,511	$1,628,051	($88,685)	-5.17%

ACCOUNT INFORMATION

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

- The Illinois Municipal Retirement Fund (IMRF), is a defined benefit retirement plan that provides retirement, survivor, disability and death benefits to municipal government employees in Illinois. It is governed by Article 7 of the Illinois Pension Code. Employer contributions to the pension plan are calculated by the IMRF and fluctuate based on demographic changes and investment rate of return. The City's contribution rate for 2022 is 11.93%.

GROUP INSURANCE FUND

STATEMENT OF ACTIVITIES

The Group Insurance Fund is used to account for the accumulation of assets reserved for meeting funding requirements set by the Intergovernmental Personnel Benefits Cooperative (IPBC) for group health insurance. Sources of revenue include employee contributions, internal charges to operating departments, and rebates for prescriptions and wellness programs.

Expenditures provide for the payment of premiums, administration of the City's flexible health spending and dependent care program, employee assistance program and for the City's annual wellness program that provides employees with influenza vaccinations. Restricted fund balance represents amounts in the Terminal Reserve at IPBC.

ANNUAL BUDGET SUMMARY

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
4XXXX. Employee Contributions	$0	$0	$659,864	$681,574	$680,648	$723,987	42,413	6.22%
4XXXX. Cobra, Retiree Contributions	0	0	$236,860	230,475	297,150	267,608	37,133	16.11%
47010. Interest Earnings	0	0	164	120	326	120	0	0.00%
48950. Reimbursements								
Wellness Program	0	0	32,390	23,800	23,355	24,900	1,100	4.62%
48990. Miscellaneous Income	0	0	144,101	0	8,520	0	0	N/A
4XXXX. Internal Service Charges								
General Fund	0	0	2,363,342	2,416,755	2,392,142	2,534,113	117,358	4.86%
Wellness / Admin Fees				10,971	0	10,322	(649)	-5.92%
Fire Rescue Fund	0	0	1,389,995	1,455,422	1,455,422	1,528,136	72,714	5.00%
Wellness / Admin Fees				5,405	0	5,161	(244)	-4.51%
Water & Sewer Fund	0	0	686,304	671,401	671,401	730,132	58,731	8.75%
Wellness / Admin Fees				2,824	0	2,617	(207)	-7.33%
Library	0	0	429,939	445,982	455,269	483,235	37,253	8.35%
Total Revenues	$0	$0	$5,942,959	$5,944,729	$5,984,233	$6,310,331	365,602	6.15%
EXPENDITURES								
City Administration	0	0	5,535,906	5,944,609	5,688,641	6,300,553	355,944	5.99%
Total Expenditures	$0	$0	$5,535,906	$5,944,609	$5,688,641	$6,300,553	355,944	5.99%
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	$0	$0	$407,053	$120	$295,592	$9,778		

ANNUAL BUDGET SUMMARY (CONTINUED)

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
OTHER FINANCING SOURCES (USES)								
Transfer In								
General Fund	0	0	256,305	0	0	0		
Total Other Financing Sources (Uses)	$0	$0	$256,305	$0	$0	$0		
Net Change in Fund Balance	$0	$0	$663,358	$120	$295,592	$9,778		
Beginning Fund Balance	0	0	0	472,100	663,358	958,950		
Ending Fund Balance	0	0	663,358	472,220	958,950	968,728		
Restricted or Assigned Fund Balance	0	0	(394,977)	(394,977)	(402,000)	(402,000)		
Available Fund Balance	$0	$0	$268,381	77,243	$556,950	566,728		

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
54200. Group Insurance	$0	$0	$5,507,971	$5,901,609	$5,664,466	$6,257,553	$355,944	6.03%
Personnel Services	0	0	5,507,971	5,901,609	5,664,466	6,257,553	$355,944	6.03%
55010. Professional Services	0	0	11,265	13,000	8,390	13,000	$0	0.00%
55310. Examinations	0	0	16,670	30,000	15,785	30,000	$0	0.00%
Contractual Services	0	0	27,935	43,000	24,175	43,000	$0	0.00%
Total - City Administration	$0	$0	$5,535,906	$5,944,609	$5,688,641	$6,300,553	$355,944	5.99%

ACCOUNT INFORMATION

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

- The budget for group insurance has increased for fiscal year 2022/23. This net overall increase reflects premium increases for the PPO and HMO health plans a and a premium decrease for the dental plan.
- The percentage contributions per employee remained the same.
- Prior to fiscal 2020/21, expenses net of employee, retiree and Library contributions were allocated between operating departments of the City and the Insurance Reserves Fund.

RESTRICTED POLICE FUND

STATEMENT OF ACTIVITIES

The Restricted Police Fund provides a set of budgetary accounts necessary to account for funds collected by the Police Department for specific infractions such as DUI, drug forfeitures and vehicle impoundments. Restricted accounts are governed by State or Federal Statutes. Funds are limited in their potential uses. Funds expended must be used by the Police Department for DUI and drug enforcement activities.

ANNUAL BUDGET SUMMARY

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
83810. DUI Fines	$20,955	$24,248	$26,746	$24,000	$30,500	$24,000	$0	0%
83820. Vehicle Fines	15,237	3,940	575	2,000	200	2,000	0	0%
83830. Electronic Citations	2,226	4,004	2,370	2,500	2,500	2,500	0	0%
83840. Donations-Police Activities	0	1,075	500	0	0	500	500	N/A
83845. DEA (Federal Sharing)	59,537	22,060	30,639	10,000	121	10,000	0	0%
83850. Drug Fines	2,605	6,041	3,389	3,000	2,055	3,000	0	0%
83860. Forfeited Funds	26,625	6,175	6,877	4,000	1,000	4,000	0	0%
83870. State Sharing Cannabis Tax	0	12,063	42,767	30,000	57,500	40,000	10,000	33%
Total Revenues	$127,185	$79,605	$113,863	75,500	$93,876	$86,000	$10,500	14%
EXPENDITURES								
83800. Donations-K9 Unit	$13,048	$0	$0	$0	$0	$0	$0	N/A
83810. DUI Fines	0	0	0	0	0	18,000	18,000	N/A
83850. Drug Fines	0	0	0	3,600	3,600	3,600	0	0%
85725. Forfeited Funds	2,713	0	0	9,800	846	9,800	0	0%
85730. Electronic Citations	870	0	0	1,000	1,000	1,000	0	0%
85775. Donations-Police Activities	0	1,075	0	2,800	946	2,800	0	0%
85785. DEA (Federal Sharing)	7,721	15,134	650	7,000	3,830	31,200	24,200	346%
Total Expenditures	$24,352	$16,209	$650	24,200	$10,222	$66,400	$42,200	174%
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	$102,833	$63,396	$113,213	51,300	$83,654	$19,600		

ANNUAL BUDGET SUMMARY (CONTINUED)

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
OTHER FINANCING SOURCES (USES)								
Transfer Out								
Capital Replacement Fund								
From DUI Fines	$0	($75,000)	$0	$0	$0	$0		
From Vehicle Fines	0	(117,000)	0	0	0	0		
From Forfeited Funds	0	(150,000)	0	0	0	0		
Total Other Financing Sources (Uses)	$0	($342,000)	$0	$0	$0	$0		
Net Change in Fund Balance	$102,833	($278,604)	$113,213	51,300	$83,654	$19,600		
Beginning Fund Balance	$457,354	$560,187	$281,583	346,706	$394,796	$478,450		
Restricted Fund Balance								
K9 Unit	0	0	0	0	0	0		
DUI Fines	(91,026)	(40,274)	(67,021)	(85,274)	(97,521)	(103,521)		
Drug Fines	(15,998)	(22,039)	(25,427)	(23,639)	(23,882)	(22,282)		
Vehicle Fines	(142,513)	(29,453)	(30,027)	(32,603)	(30,227)	(32,727)		
Forfeited Funds	(195,753)	(51,928)	(58,804)	(46,128)	(58,958)	(49,658)		
Electronic Citations	(19,083)	(23,087)	(25,456)	(33,387)	(26,956)	(35,956)		
Police Activities	(7,894)	(7,894)	(8,394)	(8,594)	(7,448)	(7,648)		
DEA (Federal Sharing)	(87,920)	(94,846)	(124,838)	(98,319)	(121,129)	(93,929)		
State Cannabis Tax	0	(12,063)	(54,829)	(70,062)	(112,329)	(152,329)		
Total Restricted Fund Balance	(560,187)	(281,583)	(394,796)	(398,006)	(478,450)	(498,050)		
Available Fund Balance	$0	$0	$0	$0	$0	$0		

ACCOUNT INFORMATION

Budgeted in the Restricted Police Fund for fiscal year 2022/23 are funds to provide for body worn camera license upgrades, canine expenses, National Night Out supplies, alcohol and tobacco enforcement program supplies, and police training programs.

FOREIGN FIRE INSURANCE FUND

STATEMENT OF ACTIVITIES

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. The funds are spent at the direction of the Foreign Fire Insurance Board per State Statute.

ANNUAL BUDGET SUMMARY

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
41600. Foreign Fire Insurance Tax	$54,819	$0	$0	$0	$0	$0	$0	0%
47010. Interest Income	3,662	2,421	255	175	73	100	($75)	-43%
Total Revenues	$58,481	$2,421	$255	$175	$73	$100	($75)	-43%
EXPENDITURES								
Foreign Fire Insurance Board	$518	$473	$604	$66,000	$540	$31,950	($34,050)	-52%
Total Expenditures	$518	$473	$604	$66,000	$540	$31,950	($34,050)	-52%
Revenues Over (Under) Expenditures	$57,963	$1,947	($349)	($65,825)	($467)	($31,850)		
OTHER FINANCING SOURCES (USES)								
Transfer to Capital Reserve Fund	$0	$0	$0	$0	($240,755)	$0		
Total Other Financing Sources (Uses)	$0	$0	$0	$0	($240,755)	$0		
Net Change in Fund Balance	$57,963	$1,947	($349)	($65,825)	($241,222)	($31,850)		
Beginning Fund Balance	$216,762	$274,725	$276,672	$276,323	$276,323	$35,101		
Ending Fund Balance	$274,725	$276,672	$276,323	$210,498	$35,101	$3,251		
Restricted or Assigned Fund Balance	(274,725)	(276,672)	(276,323)	(210,498)	(35,101)	(3,251)		
Available Fund Balance	$0	$0	$0	$0	$0	$0		

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
55030. Legal Services	0	0	0	60,000	0	30,000	(30,000)	-50.00%
55240. Insurance and Bonding Services	100	0	100	150	0	350	200	133.33%
55260. Utilities	0	0	425	750	540	1,000	250	33.33%
Contractual Services	100	0	525	60,900	540	31,350	(29,550)	-48.52%
56050. Computer Hardware & Softwar	0	0	0	100	0	100	0	0.00%
56060. Small Tools and Equipment	418	473	79	5,000	0	0	(5,000)	-100.00%
56060. Operating Supplies	0	0	0	0	0	500	500	0.00%
Materials & Supplies	418	473	79	5,100	0	600	(4,500)	-88.24%
Total - Foreign Fire Insurance Board	$518	$473	$604	$66,000	$540	$31,950	($34,050)	-51.59%

ACCOUNT INFORMATION

At the August 1, 2017 City Council meeting, the City Council adopted an ordinance reducing the Foreign Fire Insurance Tax rate to 0%. This reduction was prospective only meaning the City would not collect any additional taxes. The balance in this fund represents assets that had accumulated prior to the reduction of the Foreign Fire Insurance Tax rate.

POLICE PENSION FUND

STATEMENT OF ACTIVITIES

The Police Pension Fund was created, as required by State Statute, to provide retirement and disability benefits for sworn City of Crystal Lake police officers and their dependents. At April 30, 2021, the plan fiduciary net position as a percentage of the total pension liability, was 58.55%. The tax levy passed in December 2021 is intended to fund the 2022/23 budget.

ANNUAL BUDGET SUMMARY

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
40030. Employer Contribution	$2,415,148	$2,386,343	$2,685,733	$2,930,906	$2,930,906	$3,481,415	$550,509	18.78%
47010. Interest Income	1,795,901	(1,186,866)	11,248,739	1,100,000	1,100,000	1,100,000	0	0.00%
48790. Employee Contribution	633,079	608,715	798,533	686,550	754,665	713,235	26,685	3.89%
48990. Miscellaneous	35	226	0	0	50	0	0	0.00%
Total Revenues	$4,844,163	$1,808,418	$14,733,005	$4,717,456	$4,785,621	$5,294,650	$577,194	12.24%
EXPENDITURES								
Police Pension Board	3,343,205	3,451,734	3,443,003	3,773,200	3,897,022	4,028,930	255,730	6.78%
Total Expenditures	$3,343,205	$3,451,734	$3,443,003	$3,773,200	$3,897,022	$4,028,930	$255,730	6.78%
Net Change in Fund Balance	$1,500,958	($1,643,316)	$11,290,002	$944,256	$888,599	$1,265,720		
Beginning Fund Balance	$39,598,333	$41,099,291	$39,455,975	$40,353,632	$50,745,977	$51,634,576		
Ending Fund Balance	$41,099,291	$39,455,975	$50,745,977	$41,297,888	$51,634,576	$52,900,296		
Restricted or Assigned Fund Balance	(41,099,291)	(39,455,975)	(50,745,977)	(41,297,888)	(51,634,576)	(52,900,296)		
Available Fund Balance	$0	$0	$0	$0	$0	$0		

ANNUAL BUDGET

Account	Fiscal 2019 Actuals	Fiscal 2020 Actuals	Fiscal 2021 Actuals	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
54195. Pension Payments	$3,154,254	$3,254,765	$3,228,925	$3,545,000	$3,652,047	$3,790,730	$245,730	6.93%
Personnel Services	3,154,254	3,254,765	3,228,925	3,545,000	3,652,047	3,790,730	245,730	6.93%
55010. Professional Services	172,779	176,835	192,709	200,000	224,520	210,000	10,000	5.00%
55030. Legal Services	3,090	4,866	5,167	10,000	4,099	10,000	0	0.00%
55200. Training	0	0	800	1,000	1,000	1,000	0	0.00%
55220. Dues and Subscriptions	795	795	795	1,000	795	1,000	0	0.00%
55240. Insurance and Bonding Services	4,909	6,553	6,607	7,200	6,669	7,200	0	0.00%
55630. State Filing Fee	7,378	7,920	8,000	9,000	7,892	9,000	0	0.00%
Contractual Services	188,951	196,969	214,078	228,200	244,975	238,200	10,000	4.38%
Total - Police Pension Board	$3,343,205	$3,451,734	$3,443,003	$3,773,200	$3,897,022	$4,028,930	$255,730	6.78%

FIREFIGHTERS' PENSION FUND

STATEMENT OF ACTIVITIES

The Firefighters' Pension Fund was created, as required by State Statute, to provide retirement and disability benefits for City of Crystal Lake firefighters/paramedics and their dependents. At April 30, 2021, the plan fiduciary net position as a percentage of the total pension liability, was 77.26%. The tax levy passed in December 2021 is intended to fund the 2022/23 budget.

ANNUAL BUDGET SUMMARY

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
40030. Employer Contribution	$1,881,728	$1,843,179	$1,878,976	$2,023,967	$2,023,967	$2,285,632	$261,665	12.93%
47010. Interest Income	2,524,724	815,414	11,322,547	1,100,000	1,100,000	1,100,000	$0	0.00%
48970. Employee Contribution	603,777	660,175	666,374	672,950	611,084	680,449	$7,499	1.11%
48990. Miscellaneous	0	252	0	0	0	0	$0	0.00%
Total Revenues	$5,010,229	$3,319,020	$13,867,897	$3,796,917	$3,735,051	$4,066,081	$269,164	7.09%
EXPENDITURES								
Firefighters' Pension Board	$1,645,607	$1,709,288	$1,786,664	$2,163,000	$2,203,562	$2,323,000	$160,000	7.40%
Total Expenditures	$1,645,607	$1,709,288	$1,786,664	$2,163,000	$2,203,562	$2,323,000	$160,000	7.40%
Net Change in Fund Balance	$3,364,622	$1,609,731	$12,081,233	$1,633,917	$1,531,489	$1,743,081		
Beginning Fund Balance	$35,186,480	$38,551,102	$40,160,833	$42,041,963	$52,242,066	$53,773,555		
Ending Fund Balance	$38,551,102	$40,160,833	$52,242,066	$43,675,880	$53,773,555	$55,516,636		
Restricted or Assigned Fund Balance	(38,551,102)	(40,160,833)	(52,242,066)	(43,675,880)	(53,773,555)	(55,516,636)		
Available Fund Balance	$0	$0	$0	$0	$0	$0		

ANNUAL BUDGET

Account	Fiscal 2019 Actuals	Fiscal 2020 Actuals	Fiscal 2021 Actuals	Fiscal 2022 Budget	Fiscal 2021 Estimate	Fiscal 2023 Budget	$ Change	% Change
54195. Pension Payments	$1,482,619	$1,537,360	$1,575,630	$1,935,000	$1,970,261	$2,085,000	$150,000	7.75%
Personnel Services	1,482,619	1,537,360	1,575,630	1,935,000	1,970,261	2,085,000	150,000	7.75%
55010. Professional Services	140,456	153,480	193,203	200,000	207,261	210,000	10,000	5.00%
55030. Legal Services	7,820	4,180	3,140	10,000	10,115	10,000	0	0.00%
55200. Training	1,135	862	1,100	2,000	1,420	2,000	0	0.00%
55220. Dues and Subscriptions	1,590	795	265	1,000	795	1,000	0	0.00%
55240. Insurance and Bonding Services	5,497	5,574	5,615	7,000	5,710	7,000	0	0.00%
55630. State Filing Fee	6,490	7,038	7,711	8,000	8,000	8,000	0	0.00%
Contractual Services	162,988	171,929	211,034	228,000	233,301	238,000	10,000	4.39%
Total - Firefighters Pension Board	$1,645,607	$1,709,288	$1,786,664	$2,163,000	$2,203,562	$2,323,000	$160,000	7.40%

COMMUTER PARKING LOT FUND

STATEMENT OF ACTIVITIES

The Commuter Parking Fund is a Special Revenue fund designated to maintain and operate the City's commuter parking areas.

ANNUAL BUDGET SUMMARY

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
44300. Police Fines	$0	$69,801	$5,429	$17,000	$25,461	$25,000	$8,000	47.06%
45300. Parking Fees	261,861	233,611	26,251	$53,000	53,317	53,000	0	0.00%
47010. Interest Income	1,670	586	24	$40	10	40	0	0.00%
Total Revenues	$263,531	$303,998	$31,704	$70,040	$78,788	$78,040	$8,000	11.42%
EXPENDITURES								
Streets	$227,153	$283,929	$184,894	$280,366	$224,382	$270,629	($9,737)	-3.47%
Total Expenditures	$227,153	$283,929	$184,894	$280,366	$224,382	$270,629	($9,737)	-3.47%
Revenues Over (Under) Expenditures	$36,378	$20,069	($153,190)	($210,326)	($145,594)	($192,589)		
OTHER FINANCING SOURCES (USES)								
Transfer In								
General Fund	$0	$2,020	$0	$210,326	$155,111	$192,589		
Total Other Financing Sources (Uses)	$0	$2,020	$0	$210,326	$155,111	$192,589		
Net Change in Fund Balance	$36,378	$22,089	($153,190)	$0	$9,517	$0		
Beginning Fund Balance	$85,206	$121,584	$143,673	($0)	($9,517)	$0		
Ending Fund Balance	$121,584	$143,673	($9,517)	($0)	$0	$0		
Restricted or Assigned Fund Balance	(121,584)	(143,673)	9,517	0	0	0		
Available Fund Balance	$0	$0	$0	$0	$0	$0		

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
54110. Wages - Full Time Employees	$60,664	$100,350	$60,686	$58,697	$58,697	$59,730	$1,033	1.76%
54150. Overtime	24,960	25,710	24,960	24,960	24,960	24,960	0	0.00%
54200. Group Health Insurance	14,916	35,097	17,411	24,613	24,613	24,943	330	1.34%
54301. Employer's Social Security	5,312	9,644	6,552	6,399	6,399	6,478	79	1.23%
54302. Employer's IMRF	11,273	13,955	11,262	11,520	11,520	11,661	141	1.22%
54303. Employer's Medicare	1,242	0	0	0	0	0	0	0.00%
Personnel Services	118,367	184,755	120,871	126,189	126,189	127,772	1,583	1.25%
55010. Professional Services	39,986	40,490	29,565	68,585	53,805	73,585	5,000	7.29%
55160. Postage & Freight	4,367	4,511	1,709	3,248	250	3,248	0	0.00%
55260. Utilities	13,806	4,971	9,435	19,200	10,000	19,200	0	0.00%
55320. Operating Equipment Maint.	34,017	34,017	19,843	43,525	24,097	27,205	(16,320)	-37.50%
55680. Rent - Buildings & Equipment	14,960	13,450	2,951	15,000	8,176	15,000	0	0.00%
Contractual Services	107,136	97,439	63,503	149,558	96,328	138,238	(11,320)	-7.57%
56000. Office Supplies	1,650	1,735	520	2,792	1,865	2,792	0	0.00%
56040. Motor Fuel & Lubricants	0	0	0	1,827	0	1,827	0	0.00%
Material & Supplies	1,650	1,735	520	4,619	1,865	4,619	0	0.00%
Total - Streets	$227,153	$283,929	$184,894	$280,366	$224,382	$270,629	($9,737)	-3.47%

ACCOUNT INFORMATION

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

Budgeted in the Commuter Parking Fund for fiscal year 2022/23 are funds to provide for parking enforcement activities, lighting, snow and ice control, lawn care and general maintenance. Also reflected in the fiscal year 2022/23 budget are costs for prepaid parking passes and software support for Passport, a pay-by-phone mobile application.

THREE OAKS RECREATION AREA DEVELOPMENT FUND

STATEMENT OF ACTIVITIES

The Three Oaks Development Fund was established during Fiscal Year 2013/14 and was funded initially from developer donations in lieu of dedications of land for park and recreational purposes. Donations are restricted to the acquisition and development of park and recreation land that serve the needs of the residents of the development for which donations were made.

ANNUAL BUDGET SUMMARY

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
47010. Interest Income	$112	$0	$379	$250	$856	$500	$250	100.00%
48100. Capital Facility Fees	0	410,527	553,878	0	175,000	0	0	N/A
Total Revenues	112	410,527	554,257	$250	$175,856	$500	250	100.00%
EXPENDITURES								
Three Oaks Recreation Area	8,754	0	0	0	0	0	0	N/A
Total Expenditures	8,754	0	0	$0	$0	$0	$0	N/A
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	(8,642)	410,527	554,257	$250	$175,856	$500		
OTHER FINANCING SOURCES (USES)								
Transfer Out								
Water & Sewer Capital Fund	0	0	0	$0	$0	($1,140,000)		
Total Other Financing Sources (Uses)	0	0	0	$0	$0	($1,140,000)		
Net Change in Fund Balance	(8,642)	410,527	554,257	$250	$175,856	($1,139,500)		
Beginning Fund Balance	8,670	28	410,555	$410,805	$964,812	$1,140,668		
Ending Fund Balance	28	410,555	964,812	$411,055	$1,140,668	$1,168		
Restricted or Assigned Fund Balance	(28)	(410,555)	(964,812)	(411,055)	(1,140,668)	(1,168)		
Available Fund Balance	$0	$0	$0	$0	$0	$0		

ACCOUNT INFORMATION

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

- Budgeted in the Three Oaks Recreation Area Development Fund is a transfer of $1,140,000. The purpose of this transfer to the Water & Sewer Capital Fund is to assist in the funding of the Three Oaks Water Level Project.

CITY OF CRYSTAL LAKE

ANNUAL BUDGET

FISCAL YEAR 2022/23

GOVERNMENTAL DEBT SERVICE FUND

THREE OAKS RECREATION AREA

DEBT SERVICE FUND

STATEMENT OF ACTIVITIES

In 2009, the City issued a combination of Build-America and Recovery Zone bonds to finance the construction of the Three Oaks Recreation Area. In 2019, the City refunded portions of outstanding Build-America and Recovery Zone bonds through the issuance of General Obligation Bonds Series 2019A and General Obligation Bonds Series 2019B. Repayment of the portion of bonds attributable to the refunding is being funded from available property tax increment in the Vulcan Lakes Tax Increment Financing Fund and from Home Rule Sales Tax. The 2019A Bonds are amortized over a 20-year period and 2019B Bonds are amortized over 5 years. The final debt service payment is due on or before January 1, 2040.

ANNUAL BUDGET SUMMARY

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
EXPENDITURES								
City Administration	$1,050,212	$9,768,911	$1,038,228	$932,439	$1,021,347	$1,053,490	$121,051	12.98%
Total Expenditures	$1,050,212	$9,768,911	$1,038,228	$932,439	$1,021,347	$1,053,490	$121,051	12.98%
Revenues Over (Under) Expenditures	($1,050,212)	($9,768,911)	($1,038,228)	($932,439)	($1,021,347)	($1,053,490)		
OTHER FINANCING SOURCES (USES)								
2019A Bond Proceeds	$0	$4,625,807	$0	$0	$0	$0		
2019A Bond Premium	0	$390,197	$0	0	0	0		
2019B Bond Proceeds	0	$3,328,246	$0	0	0	0		
2019B Bond Premium	0	$397,131	$0	0	0	0		
Transfer In								
General Fund	1,024,555	$982,004	$972,051	868,212	964,502	989,286		
Home Rule Sales Tax Fund	0	$0	$0	0	0	0		
Vulcan Lakes TIF Fund	25,657	$45,526	$66,177	64,227	56,845	64,204		
Total Other Financing Sources (Uses)	$1,050,212	$9,768,911	$1,038,228	$932,439	$1,021,347	$1,053,490		
Net Change in Fund Balance	$0	$0	$0	$0	$0	$0		
Beginning Fund Balance	$0	$0	$0	$0	$0	$0		
Ending Fund Balance	$0	$0	$0	$0	$0	$0		
Restricted or Assigned Fund Balance	0	0	0	0	0	0		
Available Fund Balance	$0	$0	$0	$0	$0	$0		

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
55010. Professional Services	$1,647	$103,848	$513	$1,000	$503	$1,000	$0	0.00%
Contractual Services	1,647	103,848	513	1,000	503	1,000	0	0.00%
58100. Debt Service - Principal	716,080	9,477,553	563,755	627,379	707,780	774,815	147,436	23.50%
58110. Debt Service - Interest	332,485	187,510	473,960	304,060	313,064	277,675	(26,385)	-8.68%
Debt Service	1,048,565	9,665,063	1,037,715	931,439	1,020,844	1,052,490	121,051	13.00%
Total - City Administration	$1,050,212	$9,768,911	$1,038,228	$932,439	$1,021,347	$1,053,490	$121,051	12.98%

This page has intentionally been left blank.

CITY OF CRYSTAL LAKE

ANNUAL BUDGET

FISCAL YEAR 2022/23

TIF FUNDS

MAIN STREET TIF FUND

STATEMENT OF ACTIVITIES

The Main Street Tax Increment Financing (TIF) District was created to spur development in the area that includes the intersection of Main Street and Crystal Lake Avenue.

ANNUAL BUDGET SUMMARY

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
40175. Property Taxes - TIF	$322	$97	$29,556	$0	$34,327	$30,000	$30,000	0.00%
47010. Interest Income	6,150	3,205	304	0	334	0	0	0.00%
48950. Reimbursements								
Willow Creek (CL Ave/Main Easements)	0	33,400	0	0	0	0	0	0.00%
Total Revenues	$6,472	$36,702	$29,860	$0	$34,661	$30,000	$30,000	0.00%
EXPENDITURES								
Community Development	$600	$650	$750	$773	$773	$796	$23	2.98%
Total Expenditures	$600	$650	$750	$773	$773	$796	$23	2.98%
OTHER FINANCING SOURCES (USES)								
Transer Out								
Capital Replacement Fund	$0	($112,500)	($50,200)	$0	($354,702)	($29,204)		
Total Other Financing Sources (Uses)	$0	($112,500)	($50,200)	$0	($354,702)	($29,204)		
Net Change in Fund Balance	$5,872	($76,448)	($21,090)	($773)	($320,814)	$0		
Beginning Fund Balance	$412,480	$418,352	$341,904	$129,362	$320,814	($0)		
Ending Fund Balance	$418,352	$341,904	$320,814	$128,589	($0)	($0)		
Restricted or Assigned Fund Balance	(418,351)	(341,904)	(320,814)	(128,589)	0	0		
Available Fund Balance	$1	$0	($0)	$0	$0	$0		

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
55010. Professional Services	$600	$650	$750	$773	$773	$796	$23	2.98%
Contractual Services	600	650	750	773	773	796	$23	2.98%
Total - Community Development	$600	$650	$750	$773	$773	$796	$23	2.98%

ACCOUNT INFORMATION

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

- Funds budgeted for professional services in fiscal year 2022/23 are for audit services.

VIRGINIA STREET TIF FUND

STATEMENT OF ACTIVITIES

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

ANNUAL BUDGET SUMMARY

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
40175. Property Taxes - TIF	$54,786	$80,899	$119,360	$100,000	$131,001	$120,000	$20,000	20.00%
47010. Interest Income	43	13	2	0	8	0	$0	0.00%
Total Revenues	$54,829	$80,912	$119,362	$100,000	$131,009	$120,000	$20,000	20.00%
EXPENDITURES								
Community Development	$600	$650	$750	$773	$773	$796	$23	2.98%
Total Expenditures	$600	$650	$750	$773	$773	$796	$23	2.98%
Revenues Over (Under) Expenditures	$54,229	$80,262	$118,612	$99,227	$130,236	$119,204		
OTHER FINANCING SOURCES (USES)								
Transfer Out								
General Fund	($54,229)	($80,262)	($118,612)	($99,227)	($130,236)	($119,204)		
Home Rule Sales Tax Fund	0	0	0	0	0	0		
Total Other Financing Sources (Uses)	($54,229)	($80,262)	($118,612)	($99,227)	($130,236)	($119,204)		
Net Change in Fund Balance	$0	$0	$0	$0	$0	$0		
Beginning Fund Balance	$0	$0	$0	$0	$0	$0		
Restricted or Assigned Fund Balance	0	0	0	0	0	0		
Available Fund Balance	$0	$0	$0	$0	$0	$0		

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
55010. Professional Services	$600	$650	$750	$773	$773	$796	$23	2.98%
Contractual Services	600	650	750	773	773	796	$23	2.98%
Total - Community Development	$600	$650	$750	$773	$773	$796	$23	2.98%

ACCOUNT INFORMATION

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

- Funds budgeted for professional services in fiscal year 2022/23 are for audit services.

VULCAN LAKES TIF FUND

STATEMENT OF ACTIVITIES

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

ANNUAL BUDGET SUMMARY

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2021 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
40175. Property Taxes - TIF	$26,200	$46,154	$66,919	$65,000	$57,598	$65,000	$0	0.00%
47010. Interest Income	58	22	9	0	20	0	$0	0
Total Revenues	$26,258	$46,176	$66,927	$65,000	$57,618	$65,000	$0	0.00%
EXPENDITURES								
Community Development	$600	$650	$750	$773	$773	$796	$23	2.98%
Total Expenditures	$600	$650	$750	$773	$773	$796	$23	2.98%
Revenues Over (Under) Expenditures	$25,658	$45,526	$66,177	$64,227	$56,845	$64,204		
OTHER FINANCING SOURCES (USES)								
Transfer In								
General Fund	$0	$0	$0	$0	$0	$0		
Transfer Out								
Three Oaks Debt Service Fund	(25,658)	(45,526)	(66,177)	(64,227)	(56,845)	(64,204)		
Total Other Financing Sources (Uses)	($25,658)	($45,526)	($66,177)	($64,227)	($56,845)	($64,204)		
Net Change in Fund Balance	$0	$0	$0	$0	$0	$0		
Beginning Fund Balance	$0	$0	$0	$0	$0	$0		
Restricted or Assigned Fund Balance	0	0	0	0	0	0		
Available Fund Balance	$0	$0	$0	$0	$0	$0		

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
55010. Professional Services	$600	$650	$750	$773	$773	$796	$23	2.98%
Contractual Services	600	650	750	773	773	796	$23	2.98%
Total - Community Development	$600	$650	$750	$773	$773	$796	$23	2.98%

ACCOUNT INFORMATION

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

- Funds budgeted for professional services in fiscal year 2022/23 are for audit services.

This page has intentionally been left blank.

CITY OF CRYSTAL LAKE

ANNUAL BUDGET

FISCAL YEAR 2022/23

CAPITAL AND EQUIPMENT REPLACEMENT FUNDS

CAPITAL & EQUIPMENT REPLACEMENT FUND

STATEMENT OF ACTIVITIES

The Capital & Equipment Replacement Fund was established during Fiscal Year 2010/11 and was funded initially from General Fund reserves. The Capital & Equipment Replacement Fund will provide for future replacements of capital and technological equipment. Additional reservations of fund balance may be made from time-to-time as operating surpluses become available or as deemed appropriate as a result of changes to the capital improvement policy.

ANNUAL BUDGET SUMMARY

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
REVENUES						
41060. Video Gaming Tax	$122,492	$116,270	$91,802	$115,371	$165,908	$141,351
42060. Video Gaming License	43,893	44,100	45,300	43,500	47,625	47,000
41700. Grant Proceeds - State of IL						
IDOT Traffic Signal LED Replacement	0	0	0	49,500	0	49,500
IDOT Traffic Signal/Ped 176/Oak	0	0	0	15,000	0	15,000
41800. Grant Proceeds - Federal						
Cures Funding (Lobby & HVAC)	0	0	0	0	274,408	0
40402. Utility Tax - Electricity	0	456,251	848,503	973,681	872,846	876,146
40407. Utility Tax - Natural Gas	0	615,083	793,624	776,761	681,504	681,511
47010. Interest Income	0	0	0	0	0	0
48950. Reimbursements						
Developer Contributions (Congress/Exchange	0	26,631	0	0	0	245,494
Developer Contributions (Central Park/Lutte	0	0	0	0	4,305	125,650
Developer Contributions (Three Oaks/Sands,	0	0	0	0	6,250	9,350
Mercy (Three Oaks/Sands/Lutter)	0	0	0	0	0	0
Mercy (Central Park/Lutter)	0	0	0	0	0	0
Metra (Congress Parkway Improvements)	590,650	0	0	0	0	590,650
Metra (Pingree Grove Stn Improvements)	0	0	0	941,033	0	916,033
41990. Miscellaneous Income						
Capital Contribution (Fire Protection District)	0	0	0	0	0	537,687
Total Revenues	$1,079,986	$1,258,335	$1,779,229	$2,914,846	$2,052,846	$4,235,372
EXPENDITURES						
City Administration	$0	$4,812	$2,288	$45,900	$33,615	$132,400
Community Development	140,000	210,045	35,650	0	0	0
Engineering	0	0	45,710	1,633,777	280,492	2,050,583
Fire Rescue	366,400	700,152	518,597	2,411,936	545,153	2,774,826
Fleet & Facility Services	64,278	26,243	923,599	1,164,722	338,519	2,765,324
Information Technology	243,833	212,768	220,101	1,019,000	500,681	1,243,588
Police	10,557	798,110	1,251,296	1,540,097	1,173,129	1,410,516
Roadway (MFT)	466,224	1,752,219	2,897,759	1,404,000	1,985,438	3,877,139
Roadway (Non-MFT)	1,815,253	2,029,772	2,083,167	2,025,000	2,160,000	2,160,000
Streets	296,370	748,720	2,265,224	1,815,319	472,281	2,842,514
Three Oaks Recreation Area	79,687	116,536	45,631	171,950	55,863	563,000
Total Expenditures	$3,482,602	$6,599,379	10,289,022	13,231,701	7,545,171	19,819,890

ANNUAL BUDGET SUMMARY (CONTINUED)

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
REVENUES						
Total Revenues	$1,079,986	$1,258,335	$1,779,229	$2,914,846	$2,052,846	$4,235,372
EXPENDITURES						
Total Expenditures	$3,482,602	$6,599,379	10,289,022	13,231,701	7,545,171	19,819,890
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	($2,402,616)	($5,341,044)	-8,509,793	(10,316,855)	(5,492,325)	(15,584,518)
OTHER SOURCES (USES)						
Lease Financing	$59,266	$813,338	2,483,808	894,211	125,676	1,805,872
Transfer In						
General Fund	810,000	2,395,909	2,123,621	5,469,989	5,469,989	3,000,000
General Fund Residual	0	0	5,250,000	0	5,300,000	0
Restricted Police Fund	0	342,000	0	0	0	0
Fire Rescue Fund	346,314	693,459	518,597	1,600,540	0	0
Road/Vehicle License Fund	656,437	545,475	533,530	556,520	614,699	551,220
Motor Fuel Tax Fund	152,635	1,752,219	336,554	1,404,000	1,985,438	3,877,139
Motor Fuel Tax Fund - Rebuild IL Funds	0	0	0	0	0	0
Foreign Fire Insurance Fund	0	0	0	0	240,755	0
Main Street TIF Fund	0	112,500	50,200	0	354,702	29,204
Total Other Financing Sources (Uses)	$2,024,652	$6,654,901	11,296,310	9,925,260	14,091,259	9,263,435
Net Change in Fund Balance	($377,964)	$1,313,856	2,786,517	(391,595)	8,598,934	(6,321,083)
Beginning Fund Balance	$1,097,116	$719,152	2,033,008	4,126,661	4,819,525	13,418,459
Ending Fund Balance	$719,152	$2,033,008	4,819,525	3,735,066	13,418,459	7,097,376
Restricted or Assigned Fund Balance	(657,995)	(737,739)	-829,209	(888,014)	(1,252,535)	(7,059)
Available Fund Balance	**$61,157**	**$1,295,269**	**$3,990,316**	**$2,847,052**	**$12,165,924**	**$7,090,317**

ANNUAL BUDGET: CITY ADMINISTRATION

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
CMO #20 (2013 Ford Taurus) Replacement	0	0	0	32,000	24,853	0
57030. Capital - Automotive Equipment	0	0	0	32,000	24,853	0
Starcom21 Dual Band Radio	0	4,812	2,288	0	0	0
Electric Vehicle Charging Stations	0	0	0	7,500	7,695	20,000
Downtown Train Parking Terminal Replacement	0	0	0	0	0	106,000
57040. Capital - Operating Equipment	0	4,812	2,288	7,500	7,695	126,000
57100. Capital - Systems Improvements	0	0	0	0	0	0
LEASE PAYMENTS						
CMO #20	0	0	0	6,400	1,067	6,400
58100. Debt Service - Lease Payments	0	0	0	6,400	1,067	6,400
Total - City Administration	$0	$4,812	$2,288	$45,900	33,615	$132,400

ANNUAL BUDGET: INFORMATION TECHNOLOGY

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Estimate	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Automated Update Software - City Network	0	6,000	0	0	0	0
Document Imaging (Backscanning)	0	21,792	10,000	45,000	45,000	150,000
Document Imaging (Licensing, Training)	$35,309	$14,000	$14,000	$30,000	$30,000	$30,000
Electronic Plan Review Table	0	0	0	14,000	14,000	14,000
Extended Warranties - Servers	0	0	0	10,000	10,000	10,000
Finance Enterprise Software (Implement and Subscript)	0	0	0	275,000	150,000	190,000
Licensing Software (Annual Subscription)	0	3,600	10,800	19,800	10,800	12,000
Microsoft Exchange Server Upgrade	0	1,075	4,253	0	0	0
Permit/Inspections Software (Annual Subscription)	58,760	60,599	60,008	63,000	61,293	65,000
Permit/Inspections Software Electronic Plan Review	0	0	0	10,000	10,000	0
Permit/Inspections Software Enhancement	0	0	0	10,000	10,000	25,000
Two-Factor Authentication - Domain Admins	0	0	0	0	0	15,000
SQL Upgrade - all relevant installtions	0	0	0	0	0	10,000
56050. Computer Hardware & Software	94,069	107,066	99,061	476,800	341,093	521,000
Access Control System Refurbishment	0	0	0	225,000	0	225,000
Surveillance Cameras Software Maint	0	0	0	10,000	10,000	10,000
Whole Building Intercom System	0	0	0	150,000	0	150,000
57000. Capital - Buildings	0	0	0	385,000	10,000	385,000
Audio Equipment Replacement (Council Chambers)	0	0	0	0	0	65,000
Fiber Optic Network	49,041	38,612	63,484	60,500	57,000	60,500
Internet Services	0	0	9,888	9,500	9,888	9,888
Ipad Replacement Program	0	0	0	5,700	5,700	5,700
IT Strategic Plan/Needs Assessment	0	0	0	0	0	40,000
Kace Automated Update	0	15,079	8,274	0	0	0
Laptop Replacement Program	0	0	0	8,000	8,000	8,000
PC Replacement Program	43,236	39,631	39,394	42,000	42,500	42,000
Remote Data Center (Fire Station #3) Installation	57,487	0	0	0	0	0
Video Equipment Replacement (Council Chambers)	0	0	0	25,000	20,000	100,000
Whole Room Uninterruptable Power Supply	0	12,380	0	6,500	6,500	6,500
57040. Capital - Operating Equipment	149,764	105,702	121,040	157,200	149,588	337,588
Total - Information Technology	$243,833	$212,768	$220,101	$1,019,000	$500,681	$1,243,588

ANNUAL BUDGET: POLICE DEPARTMENT

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
In-Squad Computer & Docking Station Replacement	$10,557	$0	$19,735	$0	$0	$0
Livescan (Portable) Replacement	0	2,580	0	0	0	0
Copier for Admin	0	6,472	0	0	0	0
Mobile Data Computers	0	16,500	0	0	0	0
56050. Computer Hardware & Software	10,557	25,552	19,735	0	0	0
Leasing Admin Fees	0	3,261	11,529	0	10,981	10,885
56070. Automotive Supplies	0	3,261	11,529	0	10,981	10,885
Chief #1001 (2017 Taurus) Replacement	0	0	0	32,000	42,041	0
Training #1002 (2019 Nissan Altima)	0	20,647	0	0	0	0
Investigations #1003 (2019 Chevrolet Malibu)	0	20,817	0	0	0	0
Deputy Chief #1005 (2015 Taurus) Replacement	0	0	0	0	0	52,078
Investigations #1006 (2020 Ford PIU)	0	0	39,350	0	0	0
Commander #1007 (2020 Ford PIU)	0	44,560	0	0	0	48,691
Investigations #1010 (2017 Fusion) Replacement	0	0	0	0	0	27,684
Investigations #1011 (2017 Escape) Replacement	0	0	0	0	0	28,954
Investigations #1012 (2019 Ford Fusion Hybrid)	0	25,605	0	0	0	0
Investigations #1013 (2019 GMC Sierra 1500 Limited)	0	27,467	0	28,293	0	28,293
Test Vehicle #1018 (2020 Ford PIU)	0	39,031	0	0	0	0
Supervisor #1020 (2020 Ford PIU)	0	0	49,986	0	0	52,078
Supervisor #1021 (2020 Ford PIU)	0	0	49,986	50,562	0	43,082
Patrol #1022 (2020 Ford PIU)	0	0	48,729	50,562	0	43,655
Patrol #1023 (2020 Ford PIU)	0	0	49,029	0	0	0
Patrol #1024 (2017 Ford Sedan) Replacement	0	0	46,858	0	0	0
Patrol #1025 (2020 Ford PIU)	0	0	48,903	50,562	0	43,655
Patrol #1026 (2020 Ford PIU)	0	48,903	0	50,562	0	43,655
Patrol #1027 (2020 Ford PIU)	0	0	49,283	0	0	52,078
Patrol #1028 (2020 Ford PIU)	0	0	49,408	0	0	0
K-9 #1029 (2017 Police Utility) Replacement	0	0	0	0	0	62,078
Patrol #1030 (2020 Ford PIU)	0	0	47,821	0	0	52,078
Commander #1031 (2020 Ford PIU)	0	0	47,725	0	0	0
Patrol #1032 (2020 Ford PIU)	0	0	47,521	0	0	52,078
Patrol #1034 (2020 Ford PIU)	0	0	49,283	0	0	52,078
Patrol #1035 (2017 Police Utility) Replacement	0	0	0	50,562	0	53,746
Patrol #1036 (2016 Taurus) Replacement	0	0	0	50,562	0	53,746
Patrol #1037 (2020 Ford PIU)	0	0	49,283	0	0	52,078
Patrol #1038 (2020 Ford PIU)	0	0	49,408	0	0	0
CSO #1040 (2020 Ford PIU)	0	0	46,862	0	0	0
CSO #1041 (2020 Ford PIU)	0	0	46,842	0	0	0
CSO #1042 (2020 Ford PIU)	0	0	46,842	0	0	0
Special Assignment #1044 (2019 GMC Sierra 1500 Limite	0	26,183	0	26,400	26,400	27,192
Lightbar Equipment	0	0	0	0	12,587	0
57030. Capital - Automotive Equipment	0	253,212	863,119	390,065	81,028	868,977
BA Starcom21 Radios	0	160,645	0	0	0	0
Body Worn Cameras	0	0	0	468,800	468,800	0
Cellular Service (BWC & Fleet)	0	0	0	0	0	13,000
Copier Replacement (Records)	0	0	0	0	0	12,000
Filing System Replacement	0	0	0	0	0	20,000

ANNUAL BUDGET: POLICE DEPARTMENT (CONTINUED)

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
In-car Squad Video Cameras	0	0	0	231,200	231,200	0
MDT Squad Computers	0	0	0	18,600	18,600	18,600
Starcom21 Single Band Portable (89) and Mobile (24) Radi	0	330,971	4,722	0	0	0
Tasers Replacement	0	0	29,494	31,500	31,500	32,500
Tornado Siren Replacement	0	0	111,651	0	0	0
Zebra Printers (in-squad)	0	0	0	12,000	8,970	12,000
57040. Capital - Departmental Equipment	0	491,616	145,867	762,100	759,070	108,100
LEASE PAYMENTS:						
Chief #1001	0	0	0	6,400	4,200	12,478
Training #1002 (2019 Nissan Altima)	0	0	2,723	3,969	3,064	3,181
Investigations #1003 (2019 Chevrolet Malibu)	0	0	2,785	4,018	3,078	3,200
Deputy Chief #1005	0	0	0	0		14,248
Investigations #1006 (2020 Ford PIU)	0	0	4,425	12,004	10,933	11,178
Commander #1007 (2020 Ford PIU)	0	0	12,218	13,700	12,569	12,931
Investigations #1010	0	0	0	0	0	7,574
Investigations #1011	0	0	0	0	0	7,921
Investigations #1012 (2019 Ford Fusion Hybrid)	0	0	3,467	4,910	3,786	3,935
Investigations #1013 (2019 GMC Sierra 1500 Limited)	0	0	3,629	9,431	4,075	9,431
Test Vehicle #1018 (2020 Ford PIU)	0	0	10,767	12,001	11,066	10,412
Supervisor #1020 (2020 Ford PIU)	0	0	10,130	15,341	14,288	14,554
Supervisor #1021 (2020 Ford PIU)	0	0	11,190	16,854	13,987	14,414
Patrol #1022 (2020 Ford PIU)	0	0	11,990	16,854	13,661	14,120
Patrol #1023 (2020 Ford PIU)	0	0	10,009	14,999	13,703	14,066
Patrol #1024	0	0	1,522	0	12,921	13,238
Patrol #1025 (2020 Ford PIU)	0	0	11,340	16,854	13,710	14,171
Patrol #1026 (2020 Ford PIU)	0	0	13,763	16,854	13,787	14,187
Patrol #1027 (2020 Ford PIU)	0	0	10,317	15,195	13,668	14,086
Patrol #1028 (2020 Ford PIU)	0	0	1,903	16,422	13,626	13,959
K-9 #1029	0	0	0	0	0	20,693
Patrol #1030 (2020 Ford PIU)	0	0	10,562	14,744	13,381	13,789
Commander #1031 (2020 Ford PIU)	0	0	6,121	14,484	13,284	13,581
Patrol #1032 (2020 Ford PIU)	0	0	6,882	14,414	13,254	13,546
Patrol #1033 (2020 Ford PIU)	0	0	0	16,422		0
Patrol #1034 (2020 Ford PIU)	0	0	10,575	15,195	13,693	14,086
Patrol #1035	0	0	0	16,854	0	14,705
Patrol #1036	0	0	0	16,854	0	14,705
Patrol #1037 (2020 Ford PIU)	0	0	11,549	15,283	13,693	14,154
Patrol #1038 (2020 Ford PIU)	0	0	2,164	16,422	13,626	13,959
CSO #1040 (2020 Ford PIU)	0	0	5,644	14,222	13,044	13,335
CSO #1041 (2020 Ford PIU)	0	0	6,002	14,216	13,039	13,330
CSO #1042 (2020 Ford PIU)	0	0	5,303	14,216	13,015	13,305
Special Assignment #1044 (2019 GMC Sierra 1500 Ltd)	0	0	4,521	8,800	4,623	7,439
58100. Debt Service - Lease Payments	0	24,469	191,501	387,932	300,774	403,911
58110. Debt Service - Lease Interest Payments	0	0	19,545	0	21,276	18,643
Total - Police	$10,557	$798,110	$1,251,296	$1,540,097	$1,173,129	$1,410,516

ANNUAL BUDGET: COMMUNITY DEVELOPMENT

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Area 1 Preliminary Flood Mitigation Engineering	$0	$0	$0	$0	$0	$0
55010. Professional Services	0	0	0	0	0	0
55380. Street Maintenance & Repair	0	95	0	0	0	0
56050. Computer Hardware & Software	0	0	0	0	0	0
Leasing Admin Costs & Service	0	0	446	0	0	0
56070. Automotive Supplies	0	0	446	0	0	0
Engineer Vehicle CD #49 (2002 Chevrolet 2500) Replacer	0	0	29,064	0	0	0
57030. Capital - Automotive Equipment	0	0	29,064	0	0	0
LED Lighting Retrofit	0	18,216	0	0	0	0
Parking Lot Repair/Resurface - Beardsley	140,000	0	0	0	0	0
Traffic Calming Solution - Congress/Exchange Dr	0	24,900	3,699	0	0	0
57100. Capital - Systems Improvements	140,000	43,116	3,699	0	0	0
Main/Crystal Lake Ave	0	166,834	0	0	0	0
57120. Land Acquisition	0	166,834	0	0	0	0
LEASE PAYMENTS						
Engineer Vehicle CD #49	0	0	1,802	0	0	0
58100. Debt Service - Lease Payments	0	0	1,802	0	0	0
58110. Debt Service - Interest Lease Payments	0	0	639	0	0	0
Total - Community Development	$140,000	$210,045	$35,650	$0	$0	$0

ANNUAL BUDGET: PUBLIC WORKS ENGINEERING DIVISION

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Leasing Admin Costs & Service	0	0	446	0	361	1,122
56070. Automotive Supplies	0	0	446	0	361	1,122
Engineer Vehicle CD #41 (2006 F150) Replacement	0	0	0	31,512	0	31,512
Inspector Vehicle CD#42 (2014 F150) Replacement	0	0	0	0	0	33,795
Inspector Vehicle CD#45 (2014 Escape) Replacement	0	0	0	0	0	25,270
57030. Capital - Automotive Equipment	0	0	0	31,512	0	90,577
Parking Enhancements - Grant Street	0	0	0	0	0	55,000
Parking Enhancements - Williams Street	0	0	0	0	0	75,000
Parking Lot Installation - Virginia Street	0	0	0	300,000	0	300,000
Parking Lot Repair/Resurface - City Hall	0	0	0	200,000	208,152	0
Route 14 Beautification	0	0	0	150,000	50,000	142,663
Signal Installation - Central Park / Lutter	0	0	0	0	17,055	350,000
Three Oaks Entrance at Main Street	0	0	0	30,677	0	0
Traffic Calming Solution - Congress/Exchange Dr/Federal	0	0	0	910,000	0	610,000
Traffic Calming Solution - Congress/Federal Dr	0	0	0	0	0	405,000
Light Curtain Poles for Downtown	0	0	8,400	0	0	0
North Main Land Titles	0	0	494	0	0	0
Sidewalk Restoration (Downtown)	0	0	35,495	0	0	0
57100. Capital - Systems Improvements	0	0	44,389	1,590,677	275,207	1,937,663
LEASE PAYMENTS						
Engineer Vehicle CD #41 (2006 F150)	0	0	0	6,303	0	6,303
Inspector Vehicle CD#42 (2014 F150)	0	0	0	0	0	5,718
Inspector Vehicle CD#45 (2014 Escape)	0	0	0	0	0	4,276
Engineer Vehicle CD #49 (2020 GMC Sierra 1500)	0	0	1,321	5,285	4,924	4,924
58100. Debt Service - Lease Payments	0	0	1,321	11,588	4,924	21,221
Total - Engineering	**$0**	**$0**	**$45,710**	**$1,633,777**	**$280,492**	**$2,050,583**

ANNUAL BUDGET: PUBLIC WORKS STREET DIVISION

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Tree Removal & Replacement (EAB Erradication)	229,132	25,000	0	0	0	0
55010. Professional Services	229,132	25,000	0	0	0	0
Snow Route Optimization Software	0	0	0	60,000	0	70,000
56050. Computer Hardware & Software	0	0	0	60,000	0	70,000
Enterprise Lease Costs			18,233	0	20,470	23,420
56070. Automotive Supplies	264	7,458	18,233	0	20,470	23,420
NEW Snow Removal Truck with Plows	0	0	0	0	0	182,360
NEW Snow Removal Truck with Plows AME	0	0	0	0	0	71,643
Sidewalk Tractor PW #475 Replacement	0	0	0	0	0	38,000
Superintendent #401 (2013 Explorer) Replacement	0	0	0	50,762	32,382	0
Supervisor #402 (2018 F150)	21,750	0	0	0	0	0
S/A Dump #403 (2020 Kenworth T370)	0	0	150,028	0	0	0
S/A Dump #403 (2020 Kenworth T370) AME	0	0	60,505	0	0	0
Grapple #405 (2020 Kenworth T470)	0	99,495	0	0	0	0
Grapple #405 (2020 Kenworth T470) AME	0	23,624	0	0	0	0
S/A Dump #406 (2020 Kenworth T370)	0	0	135,626	0	0	0
S/A Dump #406 (2020 Kenworth T370) AME	0	0	48,775	0	0	0
S/A Dump #407 (2020 Kenworth T370)	0	0	135,626	0	0	0
S/A Dump #407 (2020 Kenworth T370) AME	0	0	48,775	0	0	0
T/A Dump #408 (2020 Kenworth T440)	0	156,873	0	0	0	0
T/A Dump #408 (2020 Kenworth T440) AME	0	51,237	0	0	0	0
32' Aerial Boom #409 (2020 F550)	0	53,367	53,368	0	0	0
32' Aerial Boom #409 (2020 F550) AME	0	2,628	2,628	0	0	0
S/A Dump #411 (2020 Kenworth T370)	0	0	135,826	0	0	0
S/A Dump #411 (2020 Kenworth T370) AME	0	0	48,975	0	0	0
Mini (1 ton) Dump #412 (2019 F350)	0	39,483	0	0	0	0
Mini (1 ton) Dump #413 (2012 F550) Replacement	0	0	0	53,854	0	53,854
Mini (1 ton) Dump #413 (2012 F550) AME (not includ	0	0	0	19,990	0	19,990
S/A Dump #414 (2020 Kenworth T370)	0	0	135,626	0	0	0
S/A Dump #414 (2020 Kenworth T370) AME	0	0	48,775	0	0	0
S/A Dump #415 (2020 Kenworth T370)	0	0	135,626	0	0	0
S/A Dump #415 (2020 Kenworth T370) AME	0	0	48,775	0	0	0
S/A Dump #416 (2020 Kenworth T370)	0	0	136,776	0	0	0
S/A Dump #416 (2020 Kenworth T370) AME	0	0	49,925	0	0	0
S/A Dump #417 (2020 Kenworth T370)	0	0	135,626	0	0	0
S/A Dump #417 (2020 Kenworth T370) AME	0	0	48,775	0	0	0
Pickup #418 (2015 F350) Replacement	0	0	0	0	0	56,395
Sweeper #424 (2006 Freightliner) Replacement	0	0	0	260,000	0	155,195
Sweeper #424 (2006 Freightliner) AME	0	0	0	0	0	54,370
#427 Wheeled Loader (2012 Case 621F)	0	0	0	0	0	265,225
S/A Dump #428 (2014 International) Replacement	0	0	0	0	0	168,761
S/A Dump #428 (2014 International) AME	0	0	0	0	0	68,060
Chipper #429 (2019 F350)	0	42,454	0	0	0	0

ANNUAL BUDGET: PUBLIC WORKS STREETS DIVISION (CONTINUED)

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
T/A Dump #431 (2020 Kenworth T440)	0	156,873	0	0	0	0
T/A Dump #431 (2020 Kenworth T440) AME	0	51,237	0	0	0	0
S/A Dump #433 (2020 Kenworth T370)	0	0	135,626	0	0	0
S/A Dump #433 (2020 Kenworth T370) AME	0	0	48,775	0	0	0
T/A Dump #434 (2020 Kenworth T370)	0	0	162,118	0	0	0
T/A Dump #434 (2020 Kenworth T370) AME	0	0	63,690	0	0	0
Pickup #436 (2002 Chevrolet 2500) Replacement	0	0	0	0	0	56,395
Pickup #437 (2019 F350) Replacement	43,105	0	0	0	0	0
#442 Hot Patching Trailer (2013 Stepp SPHD2.0)	0	0	0	0	0	35,487
57030. Capital - Automotive Equipment	64,855	677,271	1,970,245	384,606	32,382	1,225,735
Pressure Washer Replacement	0	0	0	0	0	12,000
Starcom21 Dual Band Portable Radio	0	0	7,100	0	0	0
57040. Capital - Operating Equipment	0	0	7,100	0	0	12,000
Pingree Train Station Improvements	0	0	0	941,033	25,000	916,033
Blue Star Monument and Wayfinding Signs	0	0	0	0	0	20,000
Brink St. Retaining Wall Replace	0	0	0	0	0	20,000
DORA Area	0	0	0	0	4,090	0
Dowtown Light Ceilings	0	0	0	0	0	50,000
Dowtown Paver/Sidewalk Repair - SAME AS IN MFT	0	0	0	0	0	20,000
57100. Capital - Systems Improvements	0	0	0	941,033	29,090	1,026,033
LEASE PAYMENTS						
NEW Snow Removal Truck with Plows	0	0	0	10,153	0	25,232
Superintendent #401 (2013 Explorer)	0	0	0	10,153	2,000	5,394
Supervisor #402 (2018 F150)	2,119	5,794	4,196	5,794	4,385	4,583
S/A Dump #403 (2020 Kenworth T370)	0	0	15,682	26,237	21,730	22,298
Grapple #405 (2020 Kenworth T470)	0	7,179	17,912	21,537	18,436	18,975
S/A Dump #406 (2020 Kenworth T370)	0	0	14,240	23,720	19,644	20,157
S/A Dump #407 (2020 Kenworth T370)	0	0	14,231	23,720	19,644	20,157
T/A Dump #408 (2020 Kenworth T440)	0	26,097	23,359	30,173	24,188	25,025
32' Aerial Boom #409 (2020 F550)	0	3,558	4,604	9,187	7,761	7,931
S/A Dump #411 (2020 Kenworth T370)	0	0	14,306	23,755	19,673	20,187
Mini (1 ton) Dump #412 (2019 F350)	0	7,233	5,704	7,632	5,899	6,101
Mini (1 ton) Dump #413 (2012 F550)	0	0	0	10,771	0	10,771
S/A Dump #414 (2020 Kenworth T370)	0	0	14,285	23,720	19,644	20,157
S/A Dump #415 (2020 Kenworth T370)	0	0	14,285	23,720	19,644	20,157
S/A Dump #416 (2020 Kenworth T370)	0	0	14,406	23,921	19,810	20,328
S/A Dump #417 (2020 Kenworth T370)	0	0	14,231	23,720	19,644	20,157

ANNUAL BUDGET: PUBLIC WORKS STREETS DIVISION (CONTINUED)

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Pickup #418 (2015 F350)	0	0	0	0	0	7,960
Sweeper #424 (2006 Freightliner) Replacement	0	0	0	52,000	52,000	52,000
S/A Dump #428 (2014 International)	0	0	0	0	0	23,334
Chipper #429 (2019 F350)	0	8,225	6,134	8,138	6,343	6,560
T/A Dump #431 (2020 Kenworth T440)	0	26,137	23,380	30,173	24,188	25,025
S/A Dump #433 (2020 Kenworth T370)	0	9,042	14,231	23,720	19,644	20,157
T/A Dump #434 (2020 Kenworth T370)	0	0	14,545	27,889	23,583	24,092
Pickup #436 (2002 Chevrolet 2500)	0	0	0	0	0	7,960
58100. Debt Service - Lease Payments	2,119	73,483	229,731	429,680	347,860	434,698
58110. Debt Service - Interest Payments	0	0	39,915	0	42,479	50,628
Total - Streets	$296,370	$783,212	$2,265,224	$1,815,319	472,281	$2,842,514

ANNUAL BUDGET: PUBLIC WORKS FLEET AND FACILITIES DIVISION

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Asset Management Software (formerly split with PW Admin)	$0	$9,950	$0	$0	$0	$0
56050. Computer Hardware & Software	0	9,950	0	0	0	0
56070. Automotive Supplies	411	551	571	0	551	551
Air Cooled Condensing Unit Replacement (1,2,3 w/ chiller)	0	0	0	0	0	23,000
Air Cooled Condensing Unit Replacement (4,5,6 w/ chiller)	0	0	0	500,000	26,552	450,000
Air Duct Cleaning (City Hall)	0	0	0	95,000	95,000	100,000
Architect/Engineering for Misc. Projects	0	0	0	50,000	0	50,000
Boiler Replacement (City Hall)	0	0	0	0	0	15,000
Boiler Water Pretreatment Tank System (City Hall)	0	1,541	57,445	0	0	0
Carpet Replacement and Slab Repairs (City Hall Admin. & Fire Dept A	0	0	0	175,000	7,050	116,750
Cat Walk & Railing (City Hall 2nd Floor)	10,222	0	0	0	0	0
Concrete Stair Repair/Replacement (City Hall)	0	0	0	0	0	50,000
Downtown Metra Station Purchase	0	0	0	0	0	1,215,500
Exterior Door Replacement	0	0	0	16,500	14,935	20,000
Fire Alarm Panel (Downtown Train Station)	0	7,452	0	0	0	0
Fire Station 1 Apparatus Bay Makeup Air System Needs Assessment	0	0	0	10,000	0	0
Fuel Island Replacement (City Hall)	0	0	422,876	0	36,734	0
Gas Monitoring System Sensor Replacement	0	2,550	0	0	0	0
Generator Base Tank Repair/Replacement (City Hall)	0	0	0	0	0	25,000
Lighting Controller Replacement (City Hall)	0	0	0	100,000	80,000	20,000
Metasys Building Automation Replacement	0	0	0	0	0	400,000
Miscellaneous (Bollard, Concrete, Fiber, Gravel, Monument Sign)	0	0	3,058	0	350	0
Office Modifications (NAPA Parts Room)	21,926	0	0	0	0	0
Painting and Repairs (City Hall)	0	0	108	0	0	12,000
Parking Structure for Police Fleet	0	0	0	50,000	5,022	0
PB Admin Air Handling Unit and Steam Humidification Project	0	0	0	20,000	0	15,000
PD Hot Water Equipment Replacement	0	0	0	0	0	81,000
Phone Room Liebert Repairs	0	0	0	0	0	45,000
Roof Fall Protection Systems Installation (City Hall)	0	0	114,934	0	0	0
Salt Storage Building Roof Repair	0	0	0	10,000	25,000	0
Security Enhancements (City Hall Council Chambers, Administrative	0	0	3,609	0	0	0
Sidewalk Replacement, Front Portico	0	0	0	0	0	30,000
Sign Brickwork (City Hall)	0	0	0	0	0	8,000
Variable Frequency Drive Replacement (HVAC system and supply far	11,850	0	0	0	0	0
Vehicle Lift Replacement	0	0	0	47,000	43,125	0
Waste Oil Tank	0	0	5,401	0	0	0
Water Management Plan (City Hall, Fire Stations, WW)	0	0	10,000	0	0	0
57000. Capital - Buildings	43,998	11,543	617,433	1,073,500	333,768	2,676,250
Vehicle (Forklift)	0	0	27,008	0		0
Pool Truck PW #12 (2018 F150) Replacement	17,533	0	0	26,950	0	26,950
Superintendent Vehicle PW #15 (2017 Escape) Replacement	0	0		49,068	0	49,068
57030. Capital - Automotive Equipment	17,533	0	27,008	76,018	0	76,018
LEASE PAYMENTS						
Pool Truck PW #12 (2018 F150)	2,336	4,200	3,370	5,390	3,555	3,728
Superintendent Vehicle PW #15 (2017 Escape)	0	0	0	9,814	0	6,926
58100. Debt Service - Lease Payments	2,336	4,200	3,370	15,204	3,555	10,654
58110. Debt Service - Lease Interest	0	0	810	0	645	1,851
80115. Coronavirus Pandemic	0	0	274,408	0	0	0
Total - Fleet & Facility Services	**$64,278**	**$26,243**	**$923,599**	**$1,164,722**	**$338,519**	**$2,765,324**

ANNUAL BUDGET: FIRE RESCUE

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Enterprise Lease Costs	$0	$0	$3,003	$0	2,942	3,737
Commander Van Chairs	0	0	1,244	0	0	0
Misc. Supplies	103	1,845	0	0	0	0
56070. Automotive Supplies	103	1,845	4,247	0	2,942	3,737
Server Room Repair of Water Leaks (Station #3)	0	13,959	0	0	35,000	0
Station and Staffing Study	0	0	0	75,000	49,495	0
Roof Replacement (Station #4)	0	0	0	0	0	0
57000. Capital - Buildings	0	13,959	0	75,000	84,495	0
Ambulance #4421 (2013 Ford F450) Replacement	173,427	7,000	0	0	0	0
Ambulance #4421 Power Load System/Power Cot	0	35,314	0	0	0	0
Ambulance #4478 (2017 Ford F450) Replacement	0	0	0	182,062	181,852	0
Ambulance #7541/#352 Replacement	0	0	0	0	0	193,149
Ambulance #7733 (2015 Ford F450) Replacement	0	0	0	187,524	0	202,036
Ambulance #7733 Power Load System	0	0	0	37,464	22,755	0
Ambulance #8037 (2016 Ford E450) Replacement	0	0	0	182,062	178,852	0
Ambulance #8151 Power Load System/Power Cot	0	35,314	0	0	0	0
Ambulance #8151 (2014 Ford F450) Replacement	170,962	7,000	0	0	0	0
Battalion Chief #1404 (2017 Ford Expedition) Replacement	0	0	0	0	0	55,840
Battalion Chief #3255/#330 (2020 Ford Transit-250 Cargo)	0	0	52,634	0	0	0
Chief #3789/#302 (2020 Ford PIU)	0	0	37,407	0	0	0
Deputy Chief #7061/#303 (2017 Ford Explorer) Replacement	0	0	0	0	0	41,500
Dive #2216 (2003 Ford E450) Replacement	0	0	0	0	0	350,000
Engine #5575 (2002 E-One Pumper) Replacement	0	0	0	400,000	0	548,911
Engine #6228 (2006 Pierce Engine) Replacement	0	0	0	400,000	0	548,911
Engine #7272 (2007 Pierce Engine) Replacement	0	0	0	400,000	0	554,411
Inspector #1077/#332 (2018 Ford Escape)	20,189	0	0	0	0	0
IRMA Ambualnce Cot Program Eligible	0	15,000	0	0	0	0
Support #334 (2020 Ford F350)	0	0	49,714	0	0	0
Support/Towing #9255#/333 (2019 Ford F350)	0	39,675	0	0	0	0
Misc. Automotive Equipment	93	0	7,130	0	0	0
57030. Capital - Automotive Equipment	364,671	129,717	146,885	1,789,112	383,459	2,494,758
CAD and Station Alerting Interface	0	0	17,240	0	0	0
Bunker Gear Dryers	0	0	0	11,200	11,200	0
CLWAN Equipment	0	0	0	0	0	122,000
Copier - Station 1	0	0	0	6,500	6,500	0
Dive Rescue IBC&T	0	0	0	0	0	27,000
Heart Monitors Replacement (9)	0	0	239,008	0	0	0
MDC Replacements	0	0	0	12,000	12,000	9,000
Power Load Cot System - 6th Ambulance	0	0	47,361	0	0	25,830
SCBA Bottles Replacement	0	0	0	0	0	0
SCBA Fit Testing Equipment Replacement	0	`	0	0	0	0
Stair Chair Replacements	0	0	0	11,000	10,032	7,000
Starcom21 Dual Band Portable (73) and Mobile (6) Radios	0	543,051	41,761	0	0	0
Station Alerting Head End Equip Replacement	0	0	0	0	0	34,500
Thermal Imaging Camera Replacement	0	0	0	0	0	0
57160. Capital - Departmental Equipment	0	543,051	345,370	40,700	39,732	225,330
57890. Capital - Contingency	0	0	0	469,682	0	0

ANNUAL BUDGET: FIRE RESCUE (CONTINUED)

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
LEASE PAYMENTS						
Chief #3789 (2020 Ford PIU) 302	0	0	2,093	6,451	5,406	5,527
Deputy Chief #7061 (2017 Ford Explorer) 303	0	0	0	0	0	5,858
Battalion Chief #3255 (2020 Ford Transit-250 Cargo) 330	0	0	4,291	9,205	7,640	7,807
Inspector #1077 (2018 Ford Escape) 332	1,627	5,327	3,900	5,328	4,066	4,241
Support/Towing #9255 (2019 Ford F350) 333	0	7,761	5,652	7,615	5,945	6,147
Battalion Chief #1404 (2017 Ford Expedition) 336	0	0	0	0	0	7,882
Support #334 (2020 Ford F350)	0	0	2,848	8,843	7,159	7,334
58100. Debt Service - Lease Payments	1,627	11,579	18,784	37,442	30,216	44,796
58110. Debt Service - Lease Interest Payments	0	0	3,311	0	4,309	6,205
Total - Fire Rescue	$366,400	$700,151	$518,597	$2,411,936	$545,153	$2,774,826

ANNUAL BUDGET: ROAD RESURFACING

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Pavement Marking Program	$76,423	$63,914	$74,853	$75,000	$0	$200,000
Pavement Preservation Program	48,624	50,000	24,996	0	0	200,000
Pedestrian & Traffic Safety Improvements	38,893	50,000	11,583	50,000	5,000	50,000
Street Resurfacing Program (includes manhole lids	1,556,056	2,050,000	1,693,991	1,750,000	1,086,890	1,360,000
55380. Street Maintenance & Repair	1,719,996	1,940,302	1,805,423	1,875,000	1,091,890	1,810,000
Annual Programs (Concrete)	95,257	89,470	277,744	150,000	478,676	350,000
Pavement Analysis (every 4 years)	0	0	0	0	0	0
55390. Sidewalk Maint & Repair	95,257	89,470	277,744	150,000	478,676	350,000
Total - Roadways (Non-MFT)	$1,815,253	$2,029,772	$2,083,167	$2,025,000	$1,570,566	$2,160,000

ANNUAL BUDGET: ROAD RECONSTRUCTION

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Roadways						
Main/Crystal Lake Ave Improvement	$134,438	$150,383	$2,675,288	$0	1,710,438	$0
North Main Improvement - Design	48,844	17,429	134,646	30,000	30,000	0
North Main Improvement - Construction (See Fund 6301	0	0	0	0	0	1,174,335
North Main Improvement - Construction Engineering	0	0	0	0	70,000	253,951
Dole Avenue Reconstruction						
Engineering	0	0	0	300,000	75,000	52,500
Construction	0	0	0	0	0	476,798
Cog Circle Reconstruction	0	0	0	250,000	0	250,000
Three Oaks/Lutter/Sand	0	0	0	0	50,000	450,000
Route 14 Beautification	0	0	0	0	0	70,555
Traffic Signals	0	5,301	0	0	0	0
LED Replacement	0	0	0	150,000	0	150,000
Signal Replacement - IL 176/Oak	0	0	0	50,000	0	50,000
Signal Installation - Main St / Liberty (& Bike Path)	0	0	0	0	0	75,000
Oak Street Pedestrian Improvement	0	0	0	0	0	25,000
Pedestrian Connection - Main Street	0	0	0	74,000	0	74,000
Annual Program - Resurfacing	0	0	0	200,000	0	475,000
Roadways						
IL 176/Briarwood	$175,760	$0	$0	$0	0	$0
IL 176/Walkup	11,333	0	0	0	0	0
South Main Widening	0	795,785	0	0	0	0
US 14/Virginia	79,886	166,824	21,944	0	0	0
Refund CMAQ Grant	0	34,088	0	0	0	0
McHenry Ave Erosion Control - Design	0	21,900	0	0	0	0
McHenry Ave Erosion Control - Construction	0	89,270	7,983	0	0	0
Signal Installation - IL 176/Mt Thabor-Haligus	0	12,290	13,010	0	0	0
Multi-Use Paths						
Country Club Multi-Use Path	0	61,704	0	0	0	0
Ackman @ Amberwood Rd Crossing	0	0	0	0	0	0
Huntley Rd Crossing	0	339,607	(3,723)	0	0	0
57080. Capital - Streets	450,261	1,694,582	2,849,148	1,054,000	1,935,438	3,577,139
Salt Storage Dome	0	0	0	350,000	50,000	300,000
57100. Capital - Buildings	0	0	0	350,000	50,000	300,000
Main/Crystal Lake Ave	15,963	0	0	0	0	0
North Main Street	0	57,638	48,611	0	0	0
57120. Capital - Land	15,963	57,638	48,611	0	0	0
Total - Roadway Improvements (MFT)	$466,224	$1,752,219	$2,897,759	$1,404,000	1,985,438	$3,877,139

ANNUAL BUDGET: THREE OAKS RECREATION AREA

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Storage/Maintenance Building	$0	$0	$0	$45,600	$5,000	$415,000
57000. Capital - Buildings	0	0	0	45,600	5,000	415,000
Beach/Marina Cameras plus Server	0	15,424	0	0	0	0
Golf Cart Replacement	0	8,820	0	0	0	0
Kubota Replacement	0	0	0	22,000	19,619	0
Jet Ski	0	0	0	0	0	15,000
Unit Heater Replacements, Lakehouse and Marina	0	0	0	2,900	2,900	19,000
Lighting, Signage, Landscaping (New Parking Lots)	0	525	0	0	0	0
Outboard Motor Replacement	0	0	6,165	0	0	0
Paddleboat Replacement	0	6,639	0	0	0	0
Swim Raft Repairs	0	0	0	16,650	545	0
Three Oaks Master Plan Update	13,558	0	0	0	0	0
Umbrellas for Beach and Scuba Areas	0	0	0	0	0	24,000
Water Bottle Filling Station (Beach & Marina)	0	4,680	513	0	0	0
Water Fountain	0	0	0	0	0	55,000
57040. Capital - Operating Equipment	13,558	36,088	6,678	41,550	23,064	113,000
Beach Area Expansion and Umbrella (Grassy Area)	0	0	2,660	0	0	0
Canoe/Kayak (SHOULD BE 57040)	0	0	1,118	0	0	0
East Trail - Switchback Paving	0	0	28,970	0	0	0
Erosion Control	0	23,125	0	0	0	0
Fencing	0	8,865	0	0	0	0
Flood Remediation (landscape, electrical, building rep	0	0	3,705	0	0	0
Irrigation Pump Relocation	44,880	0	0	20,000	4,299	0
Parking Lot Seal Coat and Crack Filling	21,249	0	0	0	0	0
Pedestrian Bridge Repairs	0	0	0	16,500	16,500	0
Pipe Outlet Feasibility Study	0	660	0	0	0	0
Playground Soft Surface Replacement	0	0	2,500	0	0	0
Test Well Installation and Testing	0	22,871	0	0	0	0
Trail Repairs and Landscaping	0	2,615	0	35,000	0	35,000
Upper Parking Lot Light Pole Enhancement	0	0	0	13,300	7,000	0
Water Level Design Adjustment	0	22,312	0	0	0	0
57100. Capital - Systems Improvements	66,129	80,448	38,953	84,800	27,799	35,000
Total - Three Oaks Recreation Area	$79,687	$116,536	$45,631	$171,950	$55,863	$563,000

WATER AND SEWER CAPITAL AND EQUIPMENT REPLACEMENT FUND

STATEMENT OF ACTIVITIES

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

ANNUAL BUDGET SUMMARY

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
REVENUES						
41700. Grant Proceeds - State of IL	$0	$0	$0	$0	$0	$0
41800. Grant Proceeds - Federal						
ARPA Funds	0	0	0	0	2,710,058	2,710,058
CDBG - Lift Station #9 Rehabilitation	0	0	87,315	0	0	0
CDBG - Pine/Oriole Land Acqusition	0	0	609,019	661,803	262,907	396,877
CDBG - College/Union Storm Sewer	0	0	0	75,000	0	75,000
CDBG - Rain Garden	0	0	0	27,000	0	17,000
CDBG - Edgewater Drainage Improvement	0	0	0	0	0	0
41900. Grant Proceeds - Other						
ComEd - Rain Garden	0	0	0	0	0	10,000
40402. Utility Tax - Electricity	0	646,301	646,301	646,301	646,301	646,301
40407. Utility Tax - Natural Gas	0	353,699	353,699	353,699	353,699	353,699
Total Intergovernmental Revenue	0	1,000,000	1,696,334	1,763,803	3,972,965	4,208,935
47010. Interest Income	24,438	8,209	0	0	0	0
Total Interest Income	24,438	8,209	0	0	0	0
48950. Reimbursements	53,177	0	22,431	0	0	0
Fountains (LS #22 Pump)	26,589	0	0	0	0	0
Springs (LS #22 Pump)	26,588	0	0	0	0	0
Crystal Creek Culvert Project	0	0	22,431	0	0	0
48990. Miscellaneous Income	19,810	0	0	0	0	0
Total Miscellaneous	72,987	0	22,431	0	0	0
Total Revenues	$97,425	$1,008,209	$1,718,765	$1,763,803	$3,972,965	$4,208,935

ANNUAL BUDGET SUMMARY (CONTINUED)

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
EXPENDITURES						
PW Admin	$464,918	4,167,400	$760,261	$4,017,903	$1,036,811	$3,446,391
Water & Sewer Operations	330,628	2,229,313	$3,229,288	15,803,530	6,113,622	14,451,864
Wastewater Treatment	602,548	830,842	$1,905,737	2,710,826	1,400,353	4,321,026
Total Expenditures	$1,398,094	$7,227,555	$5,895,286	$22,532,259	$8,550,786	22,219,281
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	($1,300,669)	($6,219,346)	($4,176,521)	($20,768,456)	(4,577,821)	($18,010,346)
OTHER FINANCING SOURCES (USES)						
Transfer In						
Water & Sewer Fund	$25,993	$6,165,763	$2,532,019	$3,544,417	$4,000,000	$4,500,000
General Fund						
Three Oaks Water Level Adjustment	0	0	0	302,551	0	1,485,000
Three Oaks Development Fund	0	0	0	0	0	1,140,000
Water & Sewer 2015 GO Project Fund						
WM Relocation - Route 14 (IL 176 to CL A	0	208,632	0	0	0	0
Water & Sewer 2019 GO Project Fund			900,161	0	0	0
NCLPBIA City Storm Sewer	0	1,544,481	0	0	0	0
Three Oaks Water Level Adjustment	0	0	0	2,197,449	0	0
McCormick Tower Area WM	0	0	0	2,190,000	1,522,689	0
UV Disinfect Syst Replace (WWTP #2)	0	0	0	0	0	1,200,000
LS #14 Rehabilitation	0	0	0	0	0	1,046,316
Water & Sewer SSA Participation Fees Fu	250,122	0	0	0		
Lease Financing	63,435	114,958	410,891	223,039	0	237,539
Loan Proceeds						
WWTP #2 & WWTP #3 Improvements	1,211	0	0	0		
WTP #2 Reconstruction	0	0	0	6,150,000	2,268,516	5,101,634
WTP #4 New Deep Well #20	0	0	0	0	200,000	800,000
Bond Proceeds						
Dole Avenue WM	0	0	0	0	0	345,640
Edgewater Storage	0	0	0	0	0	100,000
LS #16 Rehabilitation	0	0	0	0	0	728,000
Reestablish Crystal Creek	0	0	0	0	92,820	100,000
WTP #2 New Deep Well #19 and Piping	0	0	0	5,001,000	570,000	3,539,730
Less: ARPA Funds	0	0	0	0	0	(4,109,730)
Total Other Financing Sources (Uses)	340,761	8,033,834	3,843,071	20,768,456	8,654,025	16,214,129
Change in Payables/Receivables	1,009,738	1,565,533	(1,627,629)	0	0	0
Net Change in Cash	49,830	3,380,021	(1,961,079)	0	4,076,204	(1,796,217)
Beginning Cash Balance	142,410	192,240	3,572,261	3,572,261	1,611,182	5,687,386
Ending Cash Balance	$192,240	$3,572,261	$1,611,182	$3,572,261	$5,687,386	$3,891,169

ANNUAL BUDGET: PUBLIC WORKS ADMINISTRATION

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Asset Management Software (Split with PW Fleets)	$0	$0	$0	$79,300	$0	$142,350
56050. Computer Hardware & Software	0	0	0	79,300	0	142,350
Starcom 21 Duel Band Radio	0	0	7,100	0	0	0
57040. Capital - Operating Equipment	0	0	7,100	0	0	0
Crystal Lake Water Level Study (USGS Study)	0	7,971	60,615	71,800	71,800	14,575
Edgewater Storage (Regrade Kamijima Park) - Engineering	0	0	21,500	0	0	100,000
Rain Garden Installation (Clover/Edgewater & Fair Oaks/Corrine)	0	0	0	60,000	0	46,000
Re-establish Crystal Creek - Design and Permitting	0	0	0	150,000	92,820	100,000
Storm Sewer Improvements						
Three Oaks Water Level Adjustment	0	0	0	2,500,000	0	2,625,000
Union/College - Design and Permitting	16,632	0	0	0	0	0
Union/College Storm Sewer - Construction	0	0	0	450,000	250,000	389,266
Union/College Storm Sewer - Construction Oversight	0	0	0	45,000	0	0
Cove Pond and Woodland Wetlands Enhancement - Construction	0	136,075	0	0	0	0
Cove Pond and Woodland Wetlands Enhancement - Engineering	21,910	0	0	0	0	0
Cove Pond Survey (HR Green)	0	1,500	0	0	0	0
Gardina Vista Depression Outlet	7,085	174,934	0	0	0	0
Green Oaks Dr Swale Installation	2,903	0	0	0	0	0
Green Oaks Drain Tile - Mauro and Clark Dietx	0	296,517	0	0	0	0
Green Oaks Storm Sewer - Wetland Delineation	3,152	0	0	0	0	0
Honeysuckle Storm Sewer Upsizing - Construction	76,430	0	0	0	0	0
NCLPBIA City Storm Sewer - Construction	0	1,738,088	11,115	0	0	0
NCLPBIA City Storm Sewer - Design and Easement Acquisition	130,210	0	0	0	0	0
Thornwood Drainage Improvements - Construction	0	51,971	0	0	0	0
Thornwood Drainage Improvements - Engineering	15,124	0	0	0	0	0
Unallocated - Mauro Sewer	0	12,133	0	0	0	0
Union/Mary Lane Storm Sewer - Construction	150,751	0	0	0	0	0
Union/Mary Lane Storm Sewer - Land Acquisition	8,131	0	0	0	0	0
Crystal Lake Watershed-Based Plan (Applied Ecological)	0	26,834	38,110	0	0	0
Culvert Removal and Replacement (Burke and Copenhaver)	0	1,661,374	(3,099)	0	0	0
Barlina Culvert Replacement - Construction Oversight	3,538	0	0	0	0	0
Broadway Culvert Replacement - Permitting	7,450	0	0	0	0	0
Broadway Culvert Replacement - Construction Oversight	3,538	0	0	0	0	0
Country Club Culvert Replacement - Permitting	7,450	0	0	0	0	0
Country Club Culvert Replacement - Construction Oversight	3,538	0	0	0	0	0
Dartmoor Culvert Replacement - Construction Oversight	3,538	0	0	0	0	0
McHenry Ave Culvert Replacement - Construction Oversight	3,538	0	0	0	0	0
Land Acquisition CL Park Beach (Greenfield Road)	0	36,424	0	0	0	0
Land Acquisition CL Park Beach (East End Ave)	0	15,991	0	0	0	0
Land Acquisition CL Beach Ave	0	1,050	0	0	0	0
Consulting Services CL Park Beach Ave (Keller Williams)	0	5,400	0	0	0	0
Miscellaneous	0	1,138	12,943	0	0	0
North-South Drain Tile Replacement - Construction	0	0	2,958	0	0	0
57100. Capital - Systems Improvements	464,918	4,167,400	144,142	3,276,800	414,620	3,274,841

ANNUAL BUDGET: PUBLIC WORKS ADMINISTRATION (CONTINUED)

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Pine/Oriole Depression - Design						
Pine/Oriole Depression - Land Acqusition	0	0	609,019	260,000	472,641	0
Pine/Oriole Depression - Demolition/Environmental/Grading	0	0	0	401,803	149,550	0
Pine/Oriole Depression - Maintenance / Monitoring/Landscaping	0	0	0	0	0	29,200
88240. Pin& Oriole Project	0	0	609,019	661,803	622,191	29,200
Total - PW Administration	$464,918	$4,167,400	$760,261	$4,017,903	$1,036,811	$3,446,391

ANNUAL BUDGET: PUBLIC WORKS WATER AND SEWER DIVISION

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
56070. Automotive Supplies	$461	$2,050	$5,693	$0	$6,001	7,301
57000. Capital Buildings	0	0	0	0	0	0
Superintendent #501 (2020 Nissan Rogue)	0	24,281	0	0	0	0
Pickup #503 (2018 F150 4x4 SuperCab)	24,160	0	0	0	0	0
Service Van #539 (2020 Ford Transit-350 Cargo)	0	0	40,354	0	0	0
Service Truck w/Crane #540 (2019 Ford F550)	0	70,022	0	0	0	0
Service Truck w/Crane #540 (2019 Ford F550) AME	0	32,788	0	0	0	0
Service Van #541 (2020 Ford Transit-250 Cargo)	0	0	34,979	0	0	0
Service Truck #542 (2020 Ford F350)	0	0	45,990	0	0	0
Service Truck #542 (2020 Ford F350) AME	0	0	11,275	0	0	0
Mini (1 ton) Dump #543 (2010 F350) Replacement	0	0	0	53,854	0	53,854
Mini (1 ton) Dump #543 (2010 F350) AME (not included in le	0	0	0	19,990	0	19,990
Pickup #548 (2011 F250) Replacement	0	0	0	56,395	0	42,501
Supervisor #600 (2018 Ford F150)	21,825	0	0	0	0	0
Pickup #616 (2009 F350) Replacement	0	0	0	56,395	0	43,786
Mini (1 ton) Dump #618 (2012 F550) Replacement	0	0	0	0	0	54,897
Mini (1 ton) Dump #618 (2012 F550) Replacement AME	0	0	0	0	0	20,000
Vactor-Sewer Jet #611 (2020 Kenworth T440)	0	0	234,815	0	0	0
Vactor-Sewer Jet #611 (2020 Kenworth T440) AME	0	0	153,490	0	0	0
57030. Capital - Automotive Equipment	45,985	147,746	520,903	186,634	0	235,028
SCADA Communication System (WTP) Upgrade	8,000	148,112	64,623	0	0	0
Sewer Televising Unit	0	0	100,000	0	0	0
57040. Capital - Operating Equipment	8,000	148,112	164,623	0	0	0
Collection System Analysis/Sanitary Sewer Model	0	0	0	0	0	50,000
Dole Ave Reconstruct IEPA Project Plan	0	0	0	25,000	0	0
Dole Ave Sewer Lining	0	0	0	0	0	144,000
Lead Service Line Replacement Program (20 Yrs beginning	0	0	0	0	0	100,000
N. Main Street Water Main	0	0	0	120,000	120,000	2,317,537
Northwest Area Sanitary Sewer Design	0	0	0	120,000	120,000	450,000
Risk & Resiliency Projects	0	0	0	50,000	0	50,000
Sanitary Sewer Lining and Grouting Program	0	0	0	470,000	470,000	484,100
Water Delivery Study	0	0	0	100,000	0	100,000
Water Tower Painting Multi Year Program	0	0	0	0	0	450,000
WM Replacement - Remove Backard Watermain North of (	0	0	0	0	0	150,000
WM Replacement - Dole Avenue	0	0	0	30,000	30,000	201,640
WM Replacement - McCormick Tower Area	0	7,301	766,993	2,190,000	1,913,271	0
WM Replacement - McHenry, Highland, Spruce, Ringling-E	0	0	0	0	0	150,000
WTP #2 New Deep Well #19 and Raw Water Piping - Const	0	0	0	4,500,000	0	3,456,730
WTP #2 New Deep Well #19 and Raw Water Piping - Engin	0	118,801	0	501,000	570,000	83,000
WTP #2 Reconstruction - Construction	0	28,401	0	5,975,000	2,149,516	5,026,634
WTP #2 Reconstruction - Engineering	3,173	573	0	175,000	119,000	75,000
WTP #3 Softener Rehabilitation - Engineering	0	0	0	25,000	0	0
WTP #4 New Deep Well #20 and Other Improvements	0	0	0	1,160,000	200,000	800,000
WTP #5 Rehabilitation (iron filter, roof, ground storage tan	0	723,339	1,689,373	50,000	258,000	0
WTP #5 Rehabilitation (iron filter, roof, ground storage tan	47,400	0	5,903	0	70,600	0
57100. Capital - Systems Improvements	272,418	1,918,124	2,462,269	15,491,000	6,020,387	14,088,641

ANNUAL BUDGET: PUBLIC WORKS WATER AND SEWER DIVISION (CONTINUED)

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
LEASE PAYMENTS						
Superintendent #501 (2020 Nissan Rogue)	0	0	3,479	4,554	3,566	3,655
Pickup #503 (2018 F150 4x4 SuperCab)	2,098	0	4,546	6,513	4,740	4,944
Service Van #539 (2020 Ford Transit-350 Cargo)	0	0	3,091	7,087	5,857	5,986
Service Truck w/Crane #540 (2019 Ford F550)	0	0	9,940	12,363	10,226	10,520
Service Van #541 (2020 Ford Transit-250 Cargo)	0	0	3,034	6,300	5,086	5,198
Service Truck #542 (2020 Ford F350)	0	0	2,370	7,930	6,647	6,795
Mini (1 ton) Dump #543 (2010 F350)	0	0	0	10,771	0	10,771
Pickup #548 (2011 F250)	0	0	0	11,279	0	6,139
Supervisor #600 (2018 Ford F150)	1,666	0	4,190	5,720	4,363	4,544
Vactor-Sewer Jet #611 (2020 Kenworth T440)	0	0	32,494	42,100	33,967	35,090
Pickup #616 (2009 F350)	0	0	0	11,279	0	6,324
Mini (1 ton) Dump #618 (2012 F550)	0	0	0	0	0	7,670
58100. Debt Service - Lease Payments	3,764	13,282	63,144	125,896	74,452	107,636
58110. Debt Service - Lease Interest Payments	0	0	12,656	0	12,782	13,258
Total - Water & Sewer	$330,628	$2,229,314	$3,229,288	$15,803,530	$6,113,622	$14,451,864

ANNUAL BUDGET: PUBLIC WORKS WASTEWATER TREATMENT DIVISION

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
56070. Automotive Supplies	$140	$543	$1,015	$0	$778	$1,361
Office/Storage Garage Master Plan	0	0	0	0	0	50,000
Roof Repairs/Replacements (WWTP Facilities)	0	148,335	0	0	0	150,000
Security Fence/Gate Repairs (WWTP #2)	0	13,149	0	0	0	0
ArcFlash Study	7,859	0	0	0	0	0
Brush Removal (WWTP #2)	0	6,700	0	0	0	0
Concrete Slab Repair (WWTP #2)	1,925	0	0	0	0	0
MCC Replacement (LS #12 at WWTP #3) - MOVE TO 57040	0	19,073	0	0	0	0
MCC Replacement (WWTP #3 Control Building) - MOVE TO 57	0	19,073	0	0	0	0
MCC Replacement (WWTP #3 PEPs) - MOVE TO 57040	0	0	24,830	0	0	0
Parking Lot/Driveway Reconstruction (WWTP #2)	143,747	0	0	0	0	0
Parking Lot/Driveway Reconstruction (WWTP #3)	35,774	0	0	0	0	0
Raw Building Concrete Ceiling Repair (WWTP #2)	10,981	0	0	0	0	0
Topographic Survey (LS #16)	0	4,500	0	0	0	0
57000. Capital - Buildings	200,286	210,830	24,830	0	0	200,000
Superintendent #701 (2018 Escape)	17,851	0	0	0	0	0
Pickup #702 (2011 F350) Replacement	0	0	0	56,395	0	42,501
Service Truck w/Crane #709 (2020 Ford F350)	0	0	54,754	0	0	0
Service Truck w/Crane #709 (2020 Ford F350) AME	0	0	20,037	0	0	0
All-Terrain Vehicle (PW #707) Replacement	0	12,665	0	0	0	0
All-Terrain Vehicle (PW #723) Replacement	12,233	0	0	0	0	0
Bypass Pumping Trailer	0	8,393	0	0	0	0
Wheeled Loader #704 (2003 Komatsu WA180PT-3) Replaceme	0	0	0	0	0	0
57030. Capital - Automotive Equipment	30,084	21,058	74,791	56,395	0	42,501
Generator Installation & UST Removal (LS #12) - Construction	0	0	0	0	0	270,000
Generator Installation & UST Removal (LS #12) - Engineering	0	0	0	0	0	30,000
Generator Replacement (LS #19)	0	0	0	165,000	0	165,000
Generator Replacement (LS #20)	0	0	0	0	0	30,000
Generator Replacement (LS #22)	0	0	127,060	350,000	350,000	0
Grit Washer Unit Replacement (WWTP #2)	0	0	0	46,067	46,067	0
Headworks Pump Replacement LS#12 (WWTP #3)	0	19,073	0	215,000	215,000	0
Lift Station CISCO Radio Replacement Project	0	0	0	0	0	130,000
MCC Replacement (LS #12 at WWTP #3)	0	0	333,450	239,982	239,982	0
MCC Replacement (WWTP #3 Control Building)	0	0	0	239,982	239,982	0
MCC Replacement (WWTP #3 PEPs)	0	0	0	225,000	0	264,000
PEP Pump Replacement WWTP #3	0	0	0	160,000	160,000	0
Submersible Pump Replacement (LS #23)	0	0	0	85,000	85,000	0
Submersible Pump Replacement (LS #24)	0	0	0	50,000	50,000	0

ANNUAL BUDGET: PUBLIC WORKS WASTEWATER TREATMENT DIVISION (CONTINUED)

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget
Turbo Blower Replacement	0	0	0	75,000	0	75,000
Alum Tank Replacement (WWTP #2)	0	21,700	212,790	0	0	0
Generator Installation (LS #08)	49,569	0	0	0	0	0
Generator Installation (LS #13)	62,036	0	0	0	0	0
Generator Installation (LS #17)	49,569	0	0	0	0	0
Generator Installation (LS #28)	49,569	0	0	0	0	0
ICP OES Analyzer (WWTP #3 Lab)	0	74,149	0	0	0	0
PLC Installation (LS #19)	16,875	0	0	0	0	0
PLC Installation (LS #20)	16,875	0	0	0	0	0
PLC Installation (LS #28)	16,875	0	0	0	0	0
Portable Pump Trailer & Charger	0	8,265	0	0	0	0
Sand Replacement (WWTP #2 Sand Filter)	0	6,930	0	0	0	0
Spruce Tree Replacement (LS #28)	1,641	0	0	0	0	0
Submersible Pump Replacement (LS #22)	89,005	0	0	0	0	0
Trash Pump (PW #709) Replacement	0	104,699	0	0	0	0
57040. Capital - Operating Equipment	352,014	234,816	673,300	1,851,031	1,386,031	964,000
Headworks Feasibility Study (WWTP #2)	0	0	0	0	0	25,000
LS #06 (Keith Ave) Rehabilitation - Design Engineering	0	0	0	0	0	65,000
LS #06 (Keith Ave) Rehabilitation - Land Acquisition	0	0		25,000	0	25,000
LS #14 Rehabilitation	8,963	81,782	4,395	25,000	0	1,050,000
LS #16 Rehabilitation	0	68,500	0	728,000	0	728,000
Primary Effluent Pump Station Rehabilitation (WWTP #3)	0	19,073	0	SEE 57040	0	0
UV Disinfection System Replacement (WWTP #2)	0	33,265	0	0	0	1,200,000
LS #09 Rehabilitation	8,782	0	1,118,845	0	0	0
SCADA Improvements (WWTP #2)	0	156,836	0	0	0	0
WWTP #2 & WWTP #3 Improvements - Construction	1,211	0	0	0	0	0
57100. Capital - Systems Improvements	18,956	359,456	1,123,240	778,000	0	3,093,000
LEASE PAYMENTS						
Superintendent #701 (2018 Escape)	1,068	4,139	3,443	4,682	3,579	3,720
Pickup #702 (2011 F350)	0	0	0	11,279	0	6,128
Service Truck w/Crane #709 (2020 Ford F350)	0	0	3,848	9,439	7,929	8,105
58100. Debt Service - Lease Payments	1,068	4,139	7,291	25,400	11,508	17,953
58110. Debt Service - Lease Interest Payments	0	0	1,270	0	2,036	2,211
Total - Wastewater Treatment	$602,548	$830,842	$1,905,737	$2,710,826	$1,400,353	$4,321,026

WATER AND SEWER
2015 GO PROJECT FUND

STATEMENT OF ACTIVITIES

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

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
47010. Interest Income	$1,260	$1,260	$0	$0	$0	$0	$0	N/A
47990. Unrealized Gain/Loss on Invest	1,823	2,342	0	0	0	0	$0	N/A
Total Interest Income	3,083	3,602	0	0	0	0	$0	N/A
Total Revenues	3,083	3,602	0	0	0	0	$0	N/A
EXPENDITURES								
Water & Sewer Operations	254,977	0	0	0	0	0	$0	N/A
Total Expenditures	254,977	0	0	0	0	0	$0	N/A
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	(251,894)	3,602	0	0	0	0		
OTHER FINANCING SOURCES (USES)								
Bond Proceeds	0	0	0	0	0	0		
Transfer Out								
Water & Sewer Fund	0	0	(259,551)	0	0	0		
Water & Sewer Capital Fund	0	(208,632)	0	0	0	0		
Total Other Financing Sources (Uses)	0	(208,632)	(259,551)	0	0	0		
Change in Payables/Receivables	47,491	(53,264)	67	0	0	0		
Net Change in Cash	($204,403)	($258,294)	($259,484)	$0	$0	$0		
Beginning Cash Balance	$722,181	$517,778	$259,484	$0	$0	$0		
Ending Cash Balance	$517,778	$259,484	$0	$0	$0	$0		

WATER AND SEWER
2019 GO PROJECT FUND

STATEMENT OF ACTIVITIES

The Water & Sewer 2019 GO Project Fund provides a budgetary set of account categories for the expenditure of funds to pay for the replacement of water and sewer infrastructure (mains, lift stations, treatment plants, etc.). Revenues are primarily available from the issuance of general obligation bonds.

ANNUAL BUDGET

Account	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Budget	Fiscal 2022 Estimate	Fiscal 2023 Budget	$ Change	% Change
REVENUES								
47010. Interest Income	$0	$59,657	$37,602	$0	$9,641	$0	$0	0.00%
47990. Unrealized Gain/Loss on Invest	0	45,606	(33,555)	0	0	0	$0	0.00%
Total Interest Income	0	105,263	4,046	0	9,641	0	$0	0.00%
Total Revenues	$0	$105,263	$4,046	$0	$9,641	$0	$0	0.00%
EXPENDITURES								
City Administration	0	79,514	4,508	0	3,414	0	$0	0.00%
Total Expenditures	$0	$79,514	$4,508	$0	$3,414	$0	$0	0.00%
Revenues Over (Under) Expenditures before Other Financing Sources (Uses)	$0	$25,749	($462)	$0	$6,227	$0		
OTHER FINANCING SOURCES (USES)								
2019A Bond Proceeds	$0	$4,399,191	$0	$0	$0	$0		
2019A Bond Premium	0	371,081	0	0	0	0		
2019B Bond Proceeds	0	1,261,354	0	0	0	0		
2019B Bond Premium	0	150,506	0	0	0	0		
Transfer Out								
Water & Sewer Capital Fund	0	(1,544,481)	(900,161)	(3,762,778)	(1,522,689)	(2,246,316)		
Total Other Financing Sources (Uses)	$0	$4,637,651	($900,161)	($3,762,778)	($1,522,689)	($2,246,316)		
Change in Payables/Receivables	$0	$0	$0	$0	$0	$0		
Net Change in Cash	$0	$4,663,400	($900,622)	($3,762,778)	($1,516,462)	($2,246,316)		
Beginning Cash Balance	$0	$0	$4,663,400	$3,762,778	$3,762,778	$2,246,316		
Ending Cash Balance	$0	$4,663,400	$3,762,778	$0	$2,246,316	$0		

CITY OF CRYSTAL LAKE

ANNUAL BUDGET

FISCAL YEAR 2022/23

LIBRARY FUNDS

STATEMENT OF ACTIVITIES

The Mission Statement for the Crystal Lake Public Library is "helping people, of all ages and backgrounds, learn, enjoy and better their lives." The Library has selected six strategic service directions to meet this mission. They are as follows:

- Connect to the Online World – Public Internet Access

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

- Create Young Readers – Early Literacy

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

- Satisfy Curiosity – Lifelong Learning

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

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

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

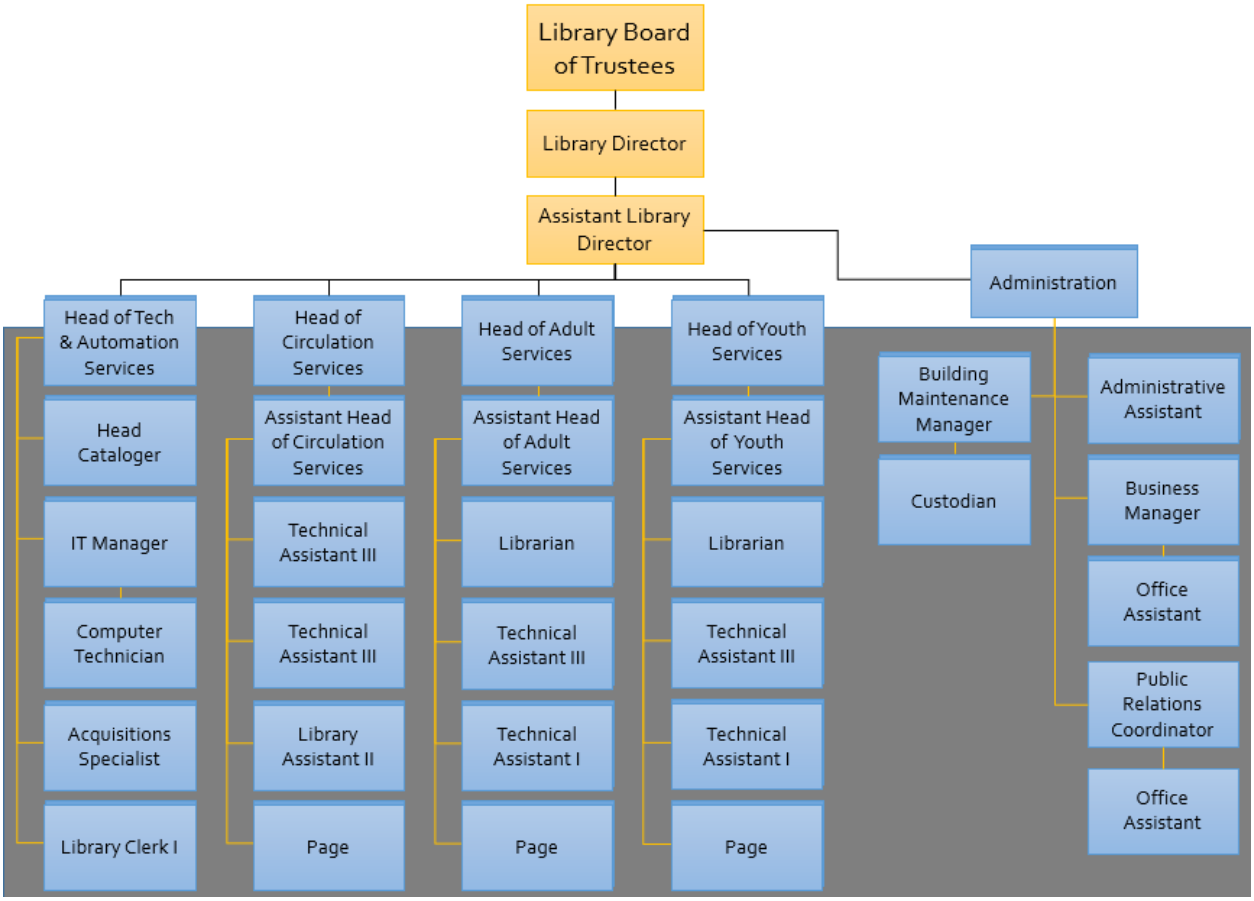
- Understand How to Find, Evaluate and Use Information – Information Fluency

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

- Visit a Comfortable Place – Physical and Virtual Spaces

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

ORGANIZATIONAL CHART



ACCOMPLISHMENTS

2021 Strategic Initiatives:

- Serve the Crystal Lake community through Virtual CLPL during construction
    - The Library building was closed January 1 – June 20, 2021 due to the Repairs Project.
    - Library services to the public continued:
        - Call Center, ihaveaquestion@clpl.org, and online chat staffed, 10 am – 6 pm seven days a week to handle reference questions, readers advisory, library card renewals, and general questions related to services
        - Staff recorded, edited, and posted programs for CLPL's You Tube channel

  - Programs held via zoom platform
  - Starting in spring 2021, programs resumed outside: visits to Adult Living communities and storytimes in the parks (collaboration with Crystal Lake Park District)

- Complete all aspects of the Repairs Project
  - Repairs Project was declared substantially complete in mid-June and punch list work continued for several months
  - Repairs Project was completed in late October 2021
  - In November 2021, an unexpected water main break closed the Library from November 22-December 3 for repairs. Approximately 15' of pipe, from building to an "L", was replaced near the Paddock St entrance. Based on the condition of that pipe, significant concern remains related to the long run of water pipe from the "L" to McHenry Ave.
- Move back into the library building and set-up new workflows
  - Moved existing furniture & equipment back into the building in April,
  - Delivery and installation of new equipment and furniture was substantially completed in June 2021 and punch list work continued for several months
  - Reopened to the public June 21, 2021 and transitioned from remote to in-person services in reconfigured spaces
- Establish COVID compliant services and continue to pivot as conditions change
  - Masks required to be worn by staff and the public
  - Patrons who cannot, or chose not to, wear a mask are served through the drive-up service window
  - Continuously monitored CDC and IDPH guidelines and adapted handling of COVID exposure protocols within workforce
- Keep the community informed through the Beacon newsletter, eNews, social media, presentations, collaborations, and the website
  - CLPL's website updated weekly.
  - Beacon newsletter was produced and mailed out monthly as our best means of communicating with the whole Crystal Lake community
  - eNews sent monthly to all subscribers

- Social media (Facebook, Twitter, Instagram) posted to multiple times each week
- Collaborated with businesses, Crystal Lake Park District, and program partners

OBJECTIVES

2022 Strategic Goals:

- Keep the community informed through the Beacon newsletter, eNews, social media, presentations, collaborations, and the website about Library services, drive-up service window, outdoor programming
- Address on-going issues with aging building
  - Complete 2022 update to the Capital Repairs Assessment so that funds can be earmarked for capital repair needs in Special Reserve Fund and Library Board can develop long-term strategy to address
  - Replace failed condenser serving 1995 addition
- Update Strategic Plan
- Continue to pivot as COVID conditions and protocols change with health and safety of staff and community as key goal

LIBRARY OPERATING FUND BUDGET

	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Working Budget	Fiscal 2022 Estimate	Fiscal 2023 Working Budget	$ Change	% Change
REVENUES								
Property Tax	$4,071,877	$4,100,314	$4,188,374	$4,195,698	$4,195,698	$4,256,833	$61,135	1.46%
Grants	0	0	19,364	0	0	0	0	0.00%
Library Fees	70,426	69,624	16,294	43,760	43,760	54,400	10,640	24.31%
Copy Fees	11,777	9,631	355	4,600	4,600	4,765	165	3.59%
Meeting Room Fees	1,011	1,115	0	0	0	0	0	0.00%
Library Fines	25,683	22,325	3,932	10,000	10,000	22,200	12,200	122.00%
Investment Income	58,253	78,721	24,070	4,000	4,000	4,000	0	0.00%
Used Book Sale	2,242	1,490	8	0	0	0	0	0.00%
Miscellaneous	1,205	13,578	16,991	15,150	15,150	15,070	(80)	-0.53%
Total Revenues	$4,242,474	$4,296,798	$4,269,388	$4,273,208	$4,273,208	$4,357,268	84,060	1.97%
EXPENDITURES								
Wages	$2,425,678	$2,530,807	$2,397,271	$2,694,831	$2,694,831	$2,775,676	80,845	3.00%
Group Insurance	447,174	439,182	431,608	497,059	497,059	520,000	22,941	4.62%
Total Personnel Services	2,872,852	2,969,989	2,828,879	3,191,890	3,191,890	3,295,676	103,786	3.25%
Legal/Professional Services	30,593	21,740	17,278	13,055	12,500	13,055	0	0.00%
Community Relations	6,907	5,522	1,195	5,720	5,720	5,720	0	0.00%
Publishing	5,337	2,355	1,399	5,270	5,270	5,270	0	0.00%
Postage & Freight	24,683	22,474	21,411	25,000	23,000	25,000	0	0.00%
Continuing Education	20,064	19,591	1,136	15,000	9,500	15,000	0	0.00%
Dues & Subscriptions	5,694	5,888	4,048	6,200	6,200	6,200	0	0.00%
Insurance & Bonding	31,224	26,634	33,453	37,524	37,524	37,841	317	0.84%
Utilities	46,274	43,588	53,464	48,187	48,187	46,500	(1,687)	-3.50%
Buildings & Offices Maintenance	149,728	166,335	125,417	167,554	167,554	179,585	12,031	7.18%
Operating Equipment Maintenance	95,215	99,303	70,561	98,959	98,959	112,625	13,666	13.81%
Rental - Buildings & Equipment	18,904	14,919	8,375	15,780	15,780	15,200	(580)	-3.68%
Stationary & Printing	37,743	30,238	24,750	34,345	34,345	34,345	0	0.00%
Contingency	0	0	0	504,817	0	0	(504,817)	-100.00%
Total Contractual Services	472,366	458,587	362,487	977,411	464,539	496,341	(481,070)	-49.22%
Office & Library Supplies	29,848	26,319	19,242	30,680	28,000	30,680	0	0.00%
Cleaning & Building Supplies	8,884	9,027	11,401	11,500	11,500	11,500	0	0.00%
Landscape Materials	127	589	0	0	0	100	100	0.00%
Small Tools & Equipment	2,405	3,254	2,935	3,500	3,500	3,500	0	0.00%
Library Materials							0	
Books	194,970	188,070	58,112	190,000	110,000	190,000	0	0.00%
AV Materials	78,634	59,725	16,818	66,425	33,000	66,425	0	0.00%
Electronic Resources	148,888	178,584	206,325	222,609	222,609	222,609	0	0.00%
Periodicals	16,019	16,119	13,817	16,500	16,500	16,500	0	0.00%
Standing Orders	11,070	10,748	7,337	11,275	11,275	11,275	0	0.00%
Programs	20,405	29,665	10,437	12,948	11,000	14,448	1,500	11.58%
Total Materials & Supplies	511,250	522,100	346,424	565,437	447,384	567,037	1,600	0.28%
Buildings	0	0	418	0	0	0	0	0.00%
Operating Equipment	9,800	10,974	31,229	38,470	38,470	38,470	0	0.00%
Total Capital Outlay	9,800	10,974	31,647	38,470	38,470	38,470	0	0.00%
Debt Service - Principal	0	0	0	0	0	0	$0	0.00%
Debt Service - Interest	0	0	0	0	0	0	$0	0.00%
Total Debt Service	0	0	0	0	0	0	$0	0.00%
Total Expenditures	$3,866,268	$3,961,650	$3,569,437	$4,773,208	$4,142,283	$4,397,524	($375,684)	-7.87%

LIBRARY OPERATING FUND BUDGET (CONTINUED)

	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Working Budget	Fiscal 2022 Estimate	Fiscal 2023 Working Budget	$ Change	% Change
REVENUES								
Total Revenues	$4,242,474	$4,296,798	$4,269,388	$4,273,208	$4,273,208	$4,357,268	84,060	1.97%
EXPENDITURES								
Total Expenditures	$3,866,268	$3,961,650	$3,569,437	$4,773,208	$4,142,283	$4,397,524	($375,684)	-7.87%
Revenues in Excess of Expenditures	$376,206	$335,148	$699,951	($500,000)	$130,925	($40,256)		
OTHER SOURCES (USES)								
Transfer In	$0	$2,262	$0	$0	$1,293	$0		
Loan Proceeds	0	0	0	0	0	0		
Transfer Out								
Library Special Reserve Fund	(280,764)	(342,675)	(358,617)	(885,958)	(885,958)	(130,925)		
Total Other Sources (Uses)	($280,764)	($340,413)	($358,617)	($885,958)	($884,665)	($130,925)		
Change in Fund Balance	$95,442	($5,265)	$341,334	($1,385,958)	($753,740)	($171,181)		
Beginning Fund Balance	2,595,089	2,718,943	2,713,678	3,055,012	3,055,012	2,301,272		
Nonspendable Fund Balance	(65,052)	(80,570)	(88,134)	0	0	0		
Available Fund Balance	$2,625,479	$2,633,108	$2,966,878	$1,669,054	$2,301,272	$2,130,091		

LIBRARY CONSTRUCTION AND REPAIR FUND BUDGET

	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Working Budget	Fiscal 2022 Estimate	Fiscal 2023 Working Budget	$ Change	% Change
REVENUES								
Rental Income	$135,995	$114,208	$113,968	$134,460	$134,460	$138,540	$4,080	3.03%
Investment Income	7,131	3,881	5,154	0	0	0	$0	0.00%
Capital Facility Fees		63,998	93,245	152,660	152,660	0	($152,660)	-100.00%
Miscellaneous	240	154	172	350	350	250	($100)	-28.57%
Total Revenues	$143,366	$182,241	$212,539	$287,470	$287,470	$138,790	($148,680)	-51.72%
EXPENDITURES								
Property Taxes	$42,774	$45,895	$37,158	$40,996	$40,996	$43,327	$2,331	5.69%
Professional Services	273	3,208	417	1,000	1,000	1,000	$0	0.00%
Buildings & Offices Maintenance	36,661	61,749	42,472	47,500	47,500	47,500	$0	0.00%
Contingency	0	0	0	46,314	32,500	46,963	$649	1.40%
Total Contractual Services	79,708	110,852	80,047	135,810	121,996	138,790	$2,980	2.19%
Buildings	0	0	4,963	339,401	250,000	0	($339,401)	-100.00%
Operating Equipment	0	0	0	0	0	0	$0	0.00%
Total Capital Outlay	0	0	4,963	339,401	250,000	0	($339,401)	-100.00%
Total Expenditures	$79,708	$110,852	$85,010	$475,211	$371,996	$138,790	($336,421)	-70.79%
Revenues in Excess of Expenditures	$63,658	$71,389	$127,529	($187,741)	($84,526)	$0		
OTHER SOURCES (USES)								
Transfer In	$0	$0	$0	$0	$0	$0		
Loan Proceeds	0	0	0	0	0	0		
Transfer Out to Special Reserve	0	0	0	0	(152,660)	0		
Total Other Sources (Uses)	$0	$0	$0	$0	($152,660)	$0		
Change in Fund Balance	$63,658	$71,389	$127,529	($187,741)	($237,186)	$0		
Beginning Balance, May 1	249,503	313,161	384,550	512,079	512,079	274,893		
Ending Balance, April 30	$313,161	$384,550	$512,079	$324,338	$274,893	$274,893		

LIBRARY AMES TRUST FUND BUDGET

	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Working Budget	Fiscal 2022 Estimate	Fiscal 2023 Working Budget	$ Change	% Change
REVENUES								
Donations	$0	$0	$0	$0	$0	$0	$0	0.00%
Investment Income	4,182	11,218	4,874	0	0	0	0	0.00%
Miscellaneous	0	0	0	0	0	0	0	0.00%
Total Revenues	$4,182	$11,218	$4,874	$0	$0	$0	0	0.00%
EXPENDITURES								
Postage & Freight	0	0	0	0	0	0	0	0.00%
Contingency	0	0	0	0	0	0	0	0.00%
Total Contractual Services	0	0	0	0	0	0	0	0.00%
Office & Library Supplies	0	0	0	0	0	0	0	0.00%
Cleaning Supplies	0	0	0	0	0	0	0	0.00%
Landscape Materials	0	0	0	0	0	0	0	0.00%
Small Tools & Equipment	0	0	0	0	0	0	0	0.00%
Library Materials							0	
Books	4,951	0	0	0	0	0	0	0.00%
AV Materials	0	0	0	0	0	0	0	0.00%
Electronic Resources	3,907	0	0	0	0	0	0	0.00%
Total Materials & Supplies	8,858	0	0	0	0	0	0	0.00%
Total Expenditures	$8,858	$0	$0	$0	$0	$0	$0	0.00%
Revenues in Excess of Expenditures	($4,676)	$11,218	$4,874	$0	$0	$0		
OTHER SOURCES (USES)								
Transfer In	$0	$0	$0	$0	$0	$0		
Loan Proceeds	0	0	0	0	0	0		
Transfer Out	0	0	0	0	0	0		
Total Other Sources (Uses)	$0	$0	$0	$0	$0	$0		
Change in Fund Balance	($4,676)	$11,218	$4,874	$0	$0	$0		
Beginning Balance, May 1	377,597	372,921	384,139	389,013	389,013	389,013		
Ending Balance, April 30	$372,921	$384,139	$389,013	$389,013	$389,013	$389,013		

LIBRARY GIFT & MEMORIAL FUND BUDGET

	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Working Budget	Fiscal 2022 Estimate	Fiscal 2023 Working Budget	$ Change	% Change
REVENUES								
Donations	$8,775	$25,334	$2,276	$55,000	$35,000	$55,000	$0	0.00%
Total Revenues	$8,775	$25,334	$2,276	$55,000	$35,000	$55,000	$0	0.00%
EXPENDITURES								
Legal/Professional Services	$0	$0	$0	$0	$0	$0	$0	0.00%
Community Relations	86	0	0	0	0	300	$300	0.00%
Postage & Freight	1,424	55	0	300	300	0	($300)	-100.00%
Publishing	0	0	0	2,324	1,824	3,824	$1,500	64.54%
Buildings & Offices Maint	0	0	0	0	0	7,487	$7,487	0.00%
Contingency	0	0	0	10,475	0	0	($10,475)	-100.00%
Total Contractual Services	1,510	55	0	13,099	2,124	11,611	($1,488)	-11.36%
Office & Library Supplies	106	0	0	0	0	0	$0	0.00%
Landscape Materials	0	0	0	3,907	0	0	($3,907)	-100.00%
Small Tools & Equipment	0	1,020	0	700	700	2,253	$1,553	221.86%
Library Materials							$0	0.00%
Books	266	223	0	2,274	2,274	3,250	$976	42.92%
AV Materials	0	0	0	0	0	0	$0	0.00%
Electronic Resources	0	0	0	0	0	0	$0	0.00%
Periodicals	0	0	0	0	0	0	$0	0.00%
Standing Orders	0	0	0	0	0	0	$0	0.00%
Electronic Resources	0	0	0	0	0	0	$0	0.00%
Programming	4,439	8,885	2,900	10,264	2,000	13,640	$3,376	32.89%
Crystal Lake Foundation Events	0	0	237	0	0	0	$0	0.00%
Assisted Family Card	0	313	0	2,983	1,500	2,744	($239)	-8.01%
Stationery & Printing	0	0	0	0	0	5,000	$5,000	0.00%
Total Materials & Supplies	4,811	10,441	3,137	20,128	6,474	26,887	$6,759	43.83%
Buildings	0	0	59,656	140,459	60,000	40,000	($100,459)	-71.52%
Operating Equipment	0	0	0	6,000	0	5,836	($164)	-2.73%
Total Capital Outlay	0	0	59,656	146,459	60,000	45,836	($100,623)	-68.70%
Total Expenditures	$6,321	$10,496	$62,793	$179,686	$68,598	$84,334	($95,352)	-53.07%
Revenues in Excess of Expenditures	$2,454	$14,838	($60,517)	($124,686)	($33,598)	($29,334)		
OTHER SOURCES (USES)								
Transfer In	$0	$0	$0	$0	$0	$0		
Loan Proceeds	0	0	0	0	0	0		
Transfer Out	0	0	0	0	0	0		
Total Other Sources (Uses)	$0	$0	$0	$0	$0	$0		
Change in Fund Balance	$2,454	$14,838	($60,517)	($124,686)	($33,598)	($29,334)		
Beginning Balance, May 1	108,786	111,240	126,078	65,561	65,561	31,963		
Ending Balance, April 30	$111,240	$126,078	$65,561	($59,125)	$31,963	$2,629		

LIBRARY WORKING CASH FUND BUDGET

	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Working Budget	Fiscal 2022 Estimate	Fiscal 2023 Working Budget	$ Change	% Change
REVENUES								
Investment Income	$517	$2,076	$167	$0	$0	$0	$0	0.00%
Miscellaneous Income	0	0	0	0	0	0	$0	0.00%
Total Revenues	$517	$2,076	$167	$0	$0	$0	$0	0.00%
EXPENDITURES								
Legal/Professional Services	$0	$0	$0	$0	$0	$0	$0	0.00%
Total Contractual Services	0	0	0	0	0	0	$0	0.00%
Total Expenditures	$0	$0	$0	$0	$0	$0	$0	0.00%
Revenues in Excess of Expenditures	$517	$2,076	$167	$0	$0	$0		
OTHER SOURCES (USES)								
Transfer In	$0	$0	$0	$0	$0	$0		
Loan Proceeds	0	0	0	0	0	0		
Transfer Out								
Library Operations Fund	0	(2,262)	0		(1,293)	0		
Total Other Sources (Uses)	$0	($2,262)	$0	$0	($1,293)	$0		
Change in Fund Balance	$517	($186)	$167	$0	($1,293)	$0		
Beginning Balance, May 1	50,795	51,312	51,126	51,293	51,293	50,000		
Ending Balance, April 30	$51,312	$51,126	$51,293	$51,293	$50,000	$50,000		

LIBRARY PER CAPITA FUND BUDGET

	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Working Budget	Fiscal 2022 Estimate	Fiscal 2023 Working Budget	$ Change	% Change
REVENUES								
Grants	$50,929	$50,929	$50,929	$120,192	$60,096	$120,192	$0	0.00%
Total Revenues	$50,929	$50,929	$50,929	$120,192	$60,096	$120,192	$0	0.00%
EXPENDITURES								
Legal/Professional Services	$0			$0	$0	$40,000	$40,000	0.00%
Continuing Education	$16,953	$7,700	$150	$20,000	$10,000	$20,000	$0	0.00%
Total Contractual Services	16,953	7,700	150	20,000	10,000	60,000	$40,000	200.00%
Stationery & Printing	6,240	11,543	9,650	18,000	9,000	18,000	$0	0.00%
Total Materials & Supplies	6,240	11,543	9,650	18,000	9,000	18,000	$0	0.00%
57040. Operating Equipment	27,736	31,686	41,129	82,192	41,096	42,192	($40,000)	-48.67%
Total Capital Outlay	27,736	31,686	41,129	82,192	41,096	42,192	($40,000)	-48.67%
Total Expenditures	$50,929	$50,929	$50,929	$120,192	$60,096	$120,192	$0	0.00%
Revenues in Excess of Expenditures	$0	$0	$0	$0	$0	$0		
OTHER SOURCES (USES)								
Transfer In	$0	$0	$0	$0	$0	$0		
Loan Proceeds	0	0	0	0	0	0		
Transfer Out	0	0	0	0	0	0		
Total Other Sources (Uses)	$0	$0	$0	$0	$0	$0		
Change in Fund Balance	$0	$0	$0	$0	$0	$0		
Beginning Balance, May 1	0	0	0	0	0	0		
Ending Balance, April 30	$0	$0	$0	$0	$0	$0		

LIBRARY SPECIAL RESERVE FUND BUDGET

	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Working Budget	Fiscal 2022 Estimate	Fiscal 2023 Working Budget	$ Change	% Change
REVENUES								
Investment Income	$28,946	$48,258	$14,373	$0	$0	$0	$0	0.00%
Total Revenues	$28,946	$48,258	$14,373	$0	$0	$0	$0	0.00%
EXPENDITURES								
Building & Offices Maintenance	$0	$0	$0	$0	$0	$0	$0	0.00%
Postage & Freight	0	0	0	0	0	0	$0	0.00%
Legal/Professional Services	48,580	67,698	673,969	168,315	150,000	10,000	($158,315)	-94.06%
Contingency				168,315	0		($168,315)	-100.00%
Total Contractual Services	48,580	67,698	673,969	336,630	150,000	10,000	($326,630)	-97.03%
Library Materials								
Electronic Resources	0	0	0	0	0	0	$0	0.00%
Total Materials & Supplies	0	0	0	0	0	0	$0	0.00%
Buildings	0	0	2,125,469	911,946	650,000	120,000	($791,946)	-86.84%
Operating Equipment	0	0	0	0	0	0	$0	0.00%
Land	0	0	0	0	0	0	$0	0.00%
Total Capital Outlay	0	0	2,125,469	911,946	650,000	120,000	($791,946)	-86.84%
Total Expenditures	$48,580	$67,698	$2,799,438	$1,248,576	$800,000	$130,000	($1,118,576)	-89.59%
Revenues in Excess of Expenditures	($19,634)	($19,440)	($2,785,065)	($1,248,576)	($800,000)	($130,000)		
OTHER SOURCES (USES)								
Transfer In								
Library Operating Fund	$280,764	$342,675	$358,617	$885,958	$885,958	$130,925		
Library Construction & Repair Fund	$0	$0	$0	$0	$152,660	$0		
Library IMRF Fund	0	0	0	0	0	0		
Library FICA Fund	0	0	0	0	0	0		
Loan Proceeds	0	0	0	0	0	0		
Transfer Out	0	0	0	0	0	0		
Total Other Sources (Uses)	$280,764	$342,675	$358,617	$885,958	$1,038,618	$130,925		
Change in Fund Balance	$261,130	$323,235	($2,426,448)	($362,618)	$238,618	$925		
Beginning Balance, May 1	1,764,598	2,050,063	2,373,298	(53,150)	(53,150)	185,468		
Ending Balance, April 30	$2,025,728	$2,373,298	($53,150)	($415,768)	$185,468	$186,393		

LIBRARY IMRF PENSION FUND BUDGET

	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Working Budget	Fiscal 2022 Estimate	Fiscal 2023 Working Budget	$ Change	% Change
REVENUES								
Property Tax	$315,203	$279,642	$279,710	$280,206	$280,206	$322,311	$42,105	15.03%
Investment Interest	2,922	5,395	1,617	0	0	0	$0	0.00%
Total Revenues	$318,125	$285,037	$281,327	$280,206	$280,206	$322,311	$42,105	15.03%
EXPENDITURES								
Contingency	0	0	0	0	0	0	$0	0.00%
Library Portion IMRF	$280,768	$289,127	$317,231	$343,120	$343,120	$323,923	($19,197)	-5.59%
Library Personnel Services	280,768	289,127	317,231	343,120	343,120	323,923	($19,197)	-5.59%
Total Expenditures	$280,768	$289,127	$317,231	$343,120	$343,120	$323,923	($19,197)	-5.59%
Revenues in Excess of Expenditures	$37,357	($4,090)	($35,904)	($62,914)	($62,914)	($1,612)		
OTHER SOURCES (USES)								
Transfer In	$0	$0	$0	$0	$0	$0		
Loan Proceeds	0	0	0	0	0	0		
Transfer Out								
Library Special Reserve Fund	0	0	0	0	0	0		
Total Other Sources (Uses)	$0	$0	$0	$0	$0	$0		
Change in Fund Balance	$37,357	($4,090)	($35,904)	($62,914)	($62,914)	($1,612)		
Beginning Balance, May 1	147,578	184,935	180,845	144,941	144,941	82,027		
Ending Balance, April 30	$184,935	$180,845	$144,941	$82,027	$82,027	$80,415		

LIBRARY FICA FUND

	Fiscal 2019 Actual	Fiscal 2020 Actual	Fiscal 2021 Actual	Fiscal 2022 Working Budget	Fiscal 2022 Estimate	Fiscal 2023 Working Budget	$ Change	% Change
REVENUES								
Property Tax	$196,694	$199,839	$199,889	$200,251	$200,251	$162,477	($37,774)	-18.86%
Investment Interest	1,939	3,890	897	0	0	0	$0	0.00%
Total Revenues	$198,633	$203,729	$200,786	$200,251	$200,251	$162,477	($37,774)	-18.86%
EXPENDITURES								
Library Portion FICA	$178,363	$187,497	$177,009	$205,121	$205,121	$213,510	$8,389	4.09%
Library Personnel Services	178,363	187,497	177,009	205,121	205,121	213,510	$8,389	4.09%
Total Expenditures	$178,363	$187,497	$177,009	$205,121	$205,121	$213,510	$8,389	4.09%
Revenues in Excess of Expenditures	$20,270	$16,232	$23,777	($4,870)	($4,870)	($51,033)		
OTHER SOURCES (USES)								
Transfer In	$0	$0	$0	$0	$0	$0		
Loan Proceeds	0	0	0	0	0	0		
Transfer Out								
Library Special Reserve Fund	0	0	0	0	0	0		
Total Other Sources (Uses)	$0	$0	$0	$0	$0	$0		
Change in Fund Balance	$20,270	$16,232	$23,777	($4,870)	($4,870)	($51,033)		
Beginning Balance, May 1	98,501	118,771	135,003	158,780	158,780	153,910		
Ending Balance, April 30	$118,771	$135,003	$158,780	$153,910	$153,910	$102,877		

This page has intentionally been left blank.

CITY OF CRYSTAL LAKE

ANNUAL BUDGET

FISCAL YEAR 2022/23

SUPPLEMENTAL INFORMATION

Ord. No.
File No.

AN ORDINANCE APPROVING THE ANNUAL BUDGET OF THE CITY OF CRYSTAL LAKE, ILLINOIS, FOR THE FISCAL YEAR BEGINNING MAY 1, 2022 AND ENDING APRIL 30, 2023

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

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

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

WHEREAS, the tentative annual budget has been available for public inspection in the Office of the City Manager from March 17, 2022; and

WHEREAS, after proper notice being given, a public hearing was conducted on March 25, 2022, to obtain public comment on the tentative annual budget for the City of Crystal Lake for the fiscal year beginning May 1, 2022 and ending April 30, 2023.

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

Section 1: The fiscal year budget of the City of Crystal Lake, McHenry County, Illinois, for the fiscal year beginning May 1, 2022 and ending April 30, 2023, in the form attached hereto is hereby approved and adopted.

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

DATED at Crystal Lake, Illinois, this 5th day of April 2022.

APPROVED:

_____
Haig Haleblian, Mayor

ATTEST:

_____
Nick Kachiroubas, City Clerk

PASSED: April 5, 2022
APPROVED: April 5, 2022

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

ACCOUNT DESCRIPTIONS

Personnel Services

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

Part-Time/Seasonal Wages
Includes wages of all part-time or seasonal employees of the City of Crystal Lake.

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

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

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

City Portion Social Security
Includes City's share of Social Security expense.

City Portion IMRF
Includes City's share of Illinois Municipal Retirement Fund expense.

City Portion Medicare
Includes City's share of Medicare expense.

Contractual Services

Professional Services
Includes payment to outside technical or professional advisors or consultants.

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

Legal
All costs related to legal services provided to the City.

Annual Audit
Includes payment to outside Certified Public Accountants for annual or special audit of City funds as required by law or direction of the City Council.

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

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

Postage and Freight
Includes mailing machine postage, out-going shipment charges, stamps, postcards, insurance and registration fees, pre-printed envelopes and postage dues. Incoming transportation charges are to be charged to the same classification as the cost of the materials or supplies received.

Training
Includes transportation, mileage expense, meals, lodging and all necessary expenses incurred in performance of official duties. Also includes fees and expenses incurred for training courses, seminars, conferences, etc., relating to official duties.

Automotive Repair
Includes costs of miscellaneous parts to maintain City automobiles.

Dues and Subscriptions
Includes membership in technical and professional organizations and cost of subscribing to technical or professional publications, periodicals, bulletins or services from which the City will derive direct benefit.

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

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

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

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

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

Operating Equipment Maintenance Services
Includes costs of services, including labor and materials, performed by outside vendors for maintenance and repair of all operating equipment: tractors, mowers, sweepers, automobiles, trucks, shop and plant equipment, traffic signals, instruments of all types, air conditioning equipment and minor apparatus and tools.

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

Clothing Rental
Includes expense of rental clothing.

Radio Equipment
Includes costs of services, including labor and materials, performed by outside vendors for maintenance and repair of car radio receivers, paging equipment, control consoles and antenna tower, portable radios either by call or service contract.

Sidewalk Maintenance Services
Includes costs of services, including labor and materials, performed by outside vendors for maintenance and repair of sidewalks.

Storm Sewer Maintenance Services
Includes costs of services, including labor and materials performed by outside vendors for maintenance and repair of storm sewers.

Street Light Maintenance Services
Includes costs of services, including labor and materials, performed by outside vendors for maintenance and repair of streetlights. Also includes monthly service charge fee paid to outside vendors for street lights.

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

Lines and Systems Maintenance Services
Includes costs of services, including labor and materials, performed by outside vendors for maintenance and repair of water and sewer lines, interceptors, force mains, valves and valve vaults and lift stations.

Fire Hydrants Maintenance Services
Includes costs of services, including labor and materials, performed by outside vendors for maintenance and repair of fire hydrants.

Employee Programs
Includes costs of employee recognition supplies and activities.

State Filing Fees
Includes annual compliance fees for police and fire pension funds.

Tree Removal Services
Includes costs of services, including labor and materials, performed by outside vendors for tree and stump removal.

Tree Planting Services
Includes costs of services, including labor and materials, performed by outside vendors for tree planting, watering and fertilizing.

Rent - Building or Equipment
Includes all rental costs of buildings and equipment.

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

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

Contingency
Provides for unforeseen emergencies.

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

Supplies and Materials

Office Supplies
Includes all supplies necessary for the operation of an office: copy paper, writing utensils, staples, etc. Does not include postage or pre-stamped envelopes, charges for stationery, printing and miscellaneous items.

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

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

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

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

Small Tools & Equipment
Includes all supplies and equipment of small unit value below the capitalization threshold of $5,000 (per item) and subject to either loss or rapid deterioration. Includes all hand tools, supplies and equipment used by mechanics, laborers, maintenance men, etc.

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

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

Clothing
Includes clothing allowance for City personnel.

Water Meters and Parts
Includes costs of water meters and parts for maintenance and repair of water meters.

Fire Hydrants and Parts
Includes costs of all parts for maintenance and repair of fire hydrants.

Salt
Includes cost of water softener and ice control salt.

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

Laboratory Supplies
Includes all laboratory supplies below the capitalization threshold of $5,000 (per item), such as Petri dishes, flasks, slides, automatic sampling parts, analytical reagents, etc.

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

Street Signs
Includes costs to purchase new and replacement street signs.

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

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

Stationery and Printing
Includes all costs for printing, binding, photography, blueprinting and microfilming services by outside vendors, including City letterhead and return-address labels and envelopes.

Capital Outlay, account series 57000:
Capital Outlay includes the purchase of all real property such as land, buildings, machinery and equipment which benefit the current and future fiscal periods. Capital Outlay would include the purchase of all items which meet the following criteria:
- Must have an estimated useful life of more than three years;
- Must be capable of being permanently identified as an individual unit of property;

- Must belong to one of the general classes of property, which are considered as fixed assets in accordance with generally accepted accounting practices. Fixed assets are defined as items of more or less permanent property necessary to the operation of an enterprise. As a general rule, an item, which meets the first two requirements and has a unit cost of $10,000 (per item) or more, should be classified as Capital Outlay.

Buildings
Includes the construction or acquisition of permanent structures.

Office Equipment
Includes computers and or/machines and furniture.

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

Operating Equipment
Includes all machinery and equipment not included in Office Equipment, Automotive Equipment or Departmental Equipment.

Public Works Improvement
Includes costs for the extension of utilities to approved sites.

Streets
Includes construction costs of streets, parking lots, sidewalks, bridges, curbs, gutters, culverts, storm sanitary sewers, dry wells, airport runways and aprons, water lines, lighting systems, permanent signs, etc.

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

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

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

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.

AME: After-market equipment

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.

AUDIT: The examination of documents, records, reports, systems of internal control, accounting and financial procedures, and other evidence to determine whether the financial statements or other financial reports and related items are fairly presented in accordance with generally accepted accounting principles or other established or stated criteria.

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.

BOND DISCOUNT: The excess of the face value of a bond over the price for which it is acquired or sold.

BOND PREMIUM: The excess of the price at which a bond is acquired or sold over its face value.

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 Design

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.

CD: Community Development Department

CFA: Computerized Fleet Analysis

CIP: Capital Improvement Plan

CMAQ: Congestion Mitigation and Air Quality

CMO: City Manager's Office

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.

COMPONENT UNIT: Separate governments, agencies or not-for-profit corporations that, pursuant to the criteria in the GASB Codification are combined with other component units to constitute the reporting entity.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): A government's annual report that contains three sections-introductory, financial and statistical. A CAFR provides financial information beyond the general purpose external financial statements and conforms to guidance in the GASB Codification.

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: Enterprise Resource Planning software

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

FD: Fire Rescue Department

FIDUCIARY FUND: Any fund held by a government in a fiduciary capacity for an external party, ordinarily as agent or trustee. Also called trust and agency funds.

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).

FULL TIME EQUIVALENT (FTE): A unit of measurement that indicates the workload of an employee in a way that makes workloads comparable across various contexts. An FTE of 1.0 is equivalent to a full-time worker. An FTE of 0.5 is equivalent to a part-time employee.

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

GOVERNMENT FINANCE OFFICERS' ASSOCIATION (GFOA): A professional association of state, provincial and local government finance officers in the United States and Canada.

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.

IT: Information Technology Department

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.

MAJOR FUND: Funds are classified as major if they are significantly large with respect to the whold government. A fund is "major" if total assets, liabilities, revenues or expenditures/expenses of the individual governmental or enterprise fund are at least 10 percent of the corresponding total of assets, liabilities, revenue or expenditures/expenses for all funds of that category or type (total governmental or total enterprise funds) and total assets, liabilities revenues or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

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 (MFT): 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.
PC: Personal computer

PD: Police Department

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.

PW: Public Works Department

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.

S/A: Single Axle

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.

T/A: Tandum Axle

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.

TRANSPORTATION RENEWAL FUND (TRF): 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.

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

USGS: United States Geological Survey

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

WAS: Waste Activated Sludge

WORKLOADS: A measure of services provided.

WTP: Water Treatment Plant

WWTP: Wastewater

This page left blank intentionally.

CITY OF CRYSTAL LAKE

ANNUAL BUDGET

FISCAL YEAR 2022/23

APPENDICES

APPENDIX A – 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 identifies the most important commitments that will achieve the community's vision and advance the City's mission. Key elements of the City's planning framework include:

- Establishing a process for review of an improvement in services managed by the City of Crystal Lake.
- Establishing the foundation for budgeting appropriate resources for specific outcomes.

See Appendix C for more information on the City of Crystal Lake's Strategic Plan.

REVENUE PROJECTIONS

Revenue projections for the new fiscal year begin early in the current fiscal year. Projections are made by the departments responsible for the revenues with help from the Finance staff. Projections are based upon consultations with state and local agencies, trend analysis, anticipated changes in the local and regional economy, and discussions with directly associated staff members. Although revenue projections are prepared early in the budget process, the budget revenue analysis continues with departmental budget development and extends until the budget is adopted based upon any new information.

EXPENDITURES

The City of Crystal Lake uses a program-oriented budgeting process. Each budgeting unit is given a target or "baseline" funding level based upon the previous year's funding level. With a few exceptions, no fixed assets or wages and benefits are included in baseline funding. Any funding request that represents new expenditures and programs, or that is in excess of baseline funding, must be submitted as a separate request. Requests for capital purchases (fixed assets) must also be submitted separately.

PROPOSED BUDGET ANALYSIS/COMPILATION

The Finance Department reviews and compiles a preliminary draft of departmental budgets to present to the Budget Team, which is comprised of the Budget Officer (City Manager), Department Heads and Assistant Finance Director. During Budget Team meetings, each Department Head answers questions concerning their budget.

Given revenue projections and baseline funding requirements, budget changes in funding are made according to necessity and priority. A total recommended funding level is determined and is weighed against available resources.

PROPOSED BUDGET DEVELOPMENT

The Budget Officer prepares and submits to the Crystal Lake City Council, the Proposed Annual Budget covering the next fiscal year. The Proposed Budget assumes for each fund that operating revenues and resources are equal to, or exceed expenditures. The Budget Officer's message summarizes funding requirements, major changes in programs and alternatives for funding.

CITY COUNCIL BUDGET WORKSHOP

A budget workshop is held with the City Council to review and discuss the proposed budget. The workshop is open to the public. Discussions and budget revisions may occur up until the budget is adopted. The City Council make the tentative annual budget conveniently available for public inspection at least ten days prior to the passage of the annual budget.

PUBLIC HEARING/BUDGET ADOPTION

Not less than one week after publication of the tentative annual budget, and prior to final action on the budget, the City Council hold a public hearing on the tentative annual budget, after which hearing the tentative budget may be further revised and passed without any further inspection, notice, or hearing. At the public hearing, citizens may make formal comments concerning the proposed budget. The budget is approved by a vote of two-thirds of the members of the corporate authorities holding office.

BUDGET AMENDMENTS

The City Council may delegate authority to delete, add to or change the adopted budget, subject to such limitation or requirement for prior approval by the Budget Officer or City Manager as the Council, upon a majority vote of the members then holding office, may establish. No revision of the budget shall be made increasing the budget in the event funds are not available to effectuate the purpose of the revision.

The City Manager may transfer funds between units in the same fund. With the prior approval of the City Manager, Heads of Departments may transfer funds between line items within the same budgeting unit. Changes at the fund level require the approval of two-thirds of the City Council.

BASIS OF BUDGETING

The City's annual budget for all funds is prepared using the inflows and outflows of current financial resources (modified basis of accounting). Current financial resources are cash or items such as receivables that will be converted into cash during the current fiscal period or that will be available soon enough after the end of the period to pay current-period liabilities.

Because the budget is prepared on a modified accrual basis for all funds but financial statements are prepared on a modified accrual (governmental funds) and accrual (enterprise and pension trust funds) basis, certain differences between the two methods need to be accounted for. Two most significant differences are 1) depreciation expense – the modified accrual basis does not recognize depreciation expense and will therefore result in higher fund balance/retained earnings than the accrual basis when adjusting for depreciation expense; and 2) purchase of capital items – the modified accrual basis recognizes the full cost of a capital asset when it is purchased rather than depreciating it over time and will therefore result in a lower fund balance/retained earnings than the accrual basis when adjusting for the purchase of capital items.

The City's Comprehensive Annual Financial Report contains two categories of basic financial statements, government-wide and fund financial statements. Government-wide financial statements are intended to provide an aggregated overview of the City's net assets and changes in net assets. The government-wide financial statements report on the City as a whole and assist in assessing operational accountability, whether the City has used its resources efficiently and effectively in meeting operating objectives. Operational accountability is best achieved by using essentially the same basis of accounting and measurement focus used by business organizations, the accrual basis and flow of economic resources measurement focus.

Fund financial statements, the other category of basic financial statements, assist in assessing whether the City has raised and spent financial resources in accordance with budget plans and compliance with pertinent laws and regulations. Fund financial statements focus on the short-term flow of current financial resources or fiscal accountability, rather than on the flow of economic resources.

APPENDIX B - FISCAL YEAR 2022-23 BUDGET CYCLE

Wednesday, August 25, 2021	Distribute FY2022-2023 capital planning instructions.
Wednesday, September 22, 2011	FY2022-FY2027 Capital Plan project worksheets due from departments
Monday, October 11, 2021	Distribute FY2022-2023 mid-year review instructions. Distribute FY2022-2023 budget instructions.
Thursday, November 11, 2021	Distribute 2021 Tax Levy Discussion Memorandum to City Council
Tuesday, November 16, 2021	City Council consideration of a resolution determining the 2021 Tax Levy (the tax levy determination shall not be made less than 20 days prior to the adoption of the tax levy)
Wednesday, November 24, 2021	Publish Notice of Truth in Taxation (notice to be published 7-14 days prior to public hearing)
Tuesday, December 7, 2021	Public hearing and adoption of the 2021 Tax Levy
Friday, December 17, 2021	File 2021 Tax Levy with McHenry County Clerk FY2022-2023 accomplishments and objectives due from departments FY2022-2023 organization charts and performance metrics due from departments
Monday, December 6, 2021	FY2022-2023 budget request information due from departments FY2022-2023 position requisition forms due from departments
Tuesday, January 4, 2022 – Monday, January 24, 2022	Departments meet with City Manager and Finance to review requests, accomplishments, objectives and metrics.
Monday, February 7, 2022 – Friday, February 25, 2022	Prepare budget document
Wednesday, March 9, 2022	Distribute proposed FY2022-2023 Budget to City Council

Thursday, March 17, 2022	Make budget available to public (10+ days prior to adoption) Post agenda for workshop
Saturday, March 19, 2022	Conduct budget workshop
Friday, March 25, 2022	Publish notice of public hearing for the FY2022-2023 Budget (notice to be published 7 to 14 days prior to the time of hearing)
Tuesday, April 5, 2022	Public hearing and adoption of the FY2022-2023 City Budget and Salary Ordinance
Friday, April 22, 2022	File adopted FY2022-2023 Budget with the McHenry County Clerk

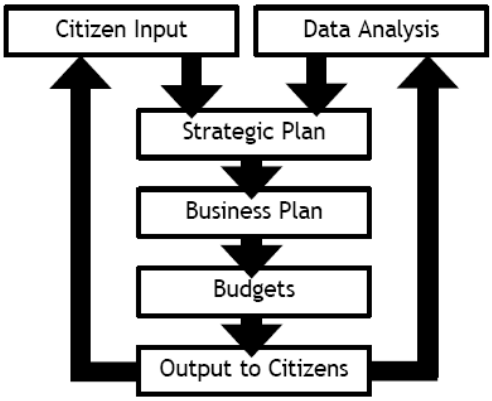
APPENDIX C - STRATEGIC PLAN

The Strategic Plan identifies the most important commitments that will help achieve the community vision. The strategic commitments that form the Strategic Plan are:

1. Development – Reinvestment in the Community
2. Enhancing Community Life through Service Maintenance and Development
3. Managing Infrastructure/Finances

THE STRATEGIC PLANNING PROCESS

The Strategic Plan is not a static document or process. It must change to reflect the changing community. As a dynamic document, the City will continuously revisit the Strategic Plan to ensure we are headed on the right path.



CITIZEN SURVEY

An effective way of gathering citizen input is through a citizen survey. A citizen survey is a uniform survey tool to assess resident satisfaction with community amenities and government service provision. The Strategic Plan documents incorporates the results of the citizen survey.

ENVIRONMENTAL SCAN

The purpose of the Environmental Scan was to help identify the important issues the City needs to address in order to realize its vision for the future. The Environmental Scan identified demographic, economic, social, technological and environmental changes. The Environmental Scan focused on changes in both the external environment (community, regional, national and international) as well as internal changes to the City organization and services provided by the City.

S.W.O.T. ANALYSIS

Utilizing information gathered from the citizen survey, a S.W.O.T analysis was developed. A S.W.O.T. analysis is an assessment of present strengths and weaknesses, and future opportunities and threats.

CITY COUNCIL WORKSHOP

Utilizing the Environmental Scan and S.W.O.T. analysis, the City Council held a workshop session. The purpose of the workshop was to re-confirm the City's Vision Statement, Mission Statement, and Core Values, review and confirm the City's strengths, weaknesses, opportunities, and threats, and identify future opportunities. The Strategic Plan documents incorporates the results of the workshop.

EVALUATION

Once the final document is approved, evaluation of the Strategic Plan at regular intervals is critical to understanding how the organization is performing relative to the expectations articulated in the plan so that progress toward the achievement of community-wide goals can be assessed.

STRATEGIC COMMITMENT #1: DEVELOPMENT – REINVESTMENT IN THE COMMUNITY

EXPLORE ANNEXATION OPPORTUNITIES

- Pursue annexations of strategic properties in order to provide better realignment of corporate boundaries (ongoing).
- Explore governmental consolidation (ongoing).

PROMOTE THE DEVELOPMENT/REDEVELOPMENT OF STRATEGIC AREAS.

- Promote the development of the Northwest Corridor (ongoing).
- Promote commercial redevelopment along Route 14 (ongoing).
- Promote commercial and residential development in the Main Street TIF District with emphasis on the former Oak Manufacturing Building and the former Hines Lumber site (ongoing).
- Promote the redevelopment of the Crystal Court property (ongoing).

COMPLETE A COMPREHENSIVE ANNEXATION POLICY.

- Proactively pursue annexation of developed and undeveloped properties that are in the best interests of the City (ongoing).

COMPLETE THE NEXT PHASE OF DEVELOPMENT OF THE THREE OAKS RECREATION AREA.

- Build upon the success of the Three Oaks Recreation Area to further enhance recreational opportunities for the entire community (ongoing).

COMPLETE A COMPREHENSIVE ANALYSIS OF THE CITY'S ZONING POLICY.

PROMOTE REVITALIZATION AND REDEVELOPMENT.

- Assist businesses and developers to effectively work with environmental and brownfield regulatory and incentive programs (ongoing).
- Develop land-use plans and implement regulations (e.g. zoning, transportation management, storm water management, etc.) that make more efficient use of land and transportation systems (ongoing).
- Work in partnership with other local and State organizations to aid local economic development, including business retention and attraction efforts (ongoing).

PROMOTE NEIGHBORHOOD REVITALIZATION/PRESERVATION.

- Develop infrastructure and make other investments to address neighborhood development needs (green spaces, median islands, streets, sidewalks, drainage structures, signage, curbs and gutters, parking) (ongoing).
- Encourage more quality neighborhood associations (ongoing).
- Encourage programs that assist neighborhoods struggling under the effects of the foreclosure crisis (ongoing).

STRATEGIC COMMITMENT #2: ENHANCING COMMUNITY LIFE THROUGH SERVICE MAINTENANCE AND DEVELOPMENT

PROMOTE EFFECTIVE COMMUNICATION.

- Enhance the use of the City's newsletter, website, and government access channel (ongoing).
- Continued E-government implementation (Virtual City Hall) (ongoing).
- Schedule two general town meetings per year (ongoing).

STRENGTHEN PARTNERSHIPS TO ENCOURAGE ENHANCED RECREATION AND CULTURAL OPPORTUNITIES IN THE COMMUNITY.

- Encourage the development of a community center/senior center/pool (ongoing).
- Encourage the development of cultural opportunities (ongoing).

ENHANCE PUBLIC TRANSPORTATION OPPORTUNITIES.

- Continue to work with partners such as Metra, Pace, and McHenry County to development public transportation opportunities (ongoing).

STRATEGIC COMMITMENT #3: MANAGING INFRASTRUCTURE/FINANCES

ENSURE FISCAL RESPONSIBILITY.

- Communicate to the community how the City utilizes public funds and the challenges it faces to provide services (ongoing).
- Develop a five-year financial forecast that includes operating costs, capital costs and a plan to finance both (completed).

MAINTAIN A PRIORITIZED CAPITAL IMPROVEMENT PLAN.

- Develop a five-year capital improvement plan and update annually thereafter (completed).
- Develop ongoing funding sources to address capital improvement projects (ongoing).
- Develop innovative ways to increase funding for local and regional transportation infrastructure (ongoing).

MAINTAIN CITY STREETS IN GOOD CONDITION.

- Maintain a pavement replacement program (completed)

STRENGTHEN REGIONAL PARTNERSHIPS TO HELP SOLVE LOCAL AND REGIONAL TRANSPORTATION PROBLEMS (ONGOING).

ENHANCE THE QUALITY OF DRINKING WATER IN THE CITY.

APPENDIX D - FINANCIAL POLICIES

Financial policies are the primary element to sound money management. They are a strongly recommended part of local government financial management. The National Advisory Council on State and Local Budgeting (NACSLB) recommends establishing budget practices through policy formation. The Government Finance Officer Association (GFOA) recommends establishment of a set of financial policies as part of the budgeting process. Financial policies are guiding principles for operational and strategic decision making related to financial management. Financial policies codify the methods of selection for improving the financial health of the City.

The City's maintains Policies and Procedures Manual. These policies are reviewed whenever necessary to update for changes in law or generally accepted accounting principles. These policies may also be updated to enhance our understanding and implementation of sound financial practices, in response to changes and events that may affect our financial well-being.

The overall goal of this Comprehensive Financial Policy Document is to outline the best procedures and practices in governmental financial management. Adhering to these policies will help to ensure that the City maximizes its expenditures/expenses, preserves the safety of is public funds, and maintains a strong position in the financial community. The following briefly outlines the focus of each policy found in the Manual.

AUDIT

EXTERNAL AUDIT

State law requires that all general-purpose local governments publish within six months of the close of each fiscal year a complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

The Comprehensive Annual Financial Report (CAFR) is management's annual financial report to the taxpayers, governing council, oversight bodies, investors and creditors of the City. This report provides a historical picture of the City's financial status as of April 30 and activities for the year (May 1 to April 30). The City's external auditor provides an opinion of the City's financial statements as to whether they present fairly, in all material respects, the financial position of the City for the fiscal year ended April 30.

INTERNAL CONTROLS

Internal controls, which are an integral part of any organization, are put into place largely to allow management to monitor operations, identify business risks and generate pertinent information, both financial and nonfinancial, to drive needed action.

SPECIAL AUDITS

Periodically, the City shall conduct special audits to ensure accuracy in reporting requirements. These special audits may include utility cost audits, municipal franchise and tax audits, sales tax audits, hotel/motel tax audits, and waste transfer station fee audits.

GENERAL ACCOUNTING

ACCOUNTING INTRODUCTION

The Financial Statements of the City of Crystal Lake are prepared in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board ("GASB"). The City applies all applicable GASB pronouncements.

GENERAL LEDGER AND CHART OF ACCOUNTS

The general ledger is defined as a group of accounts that supports the information shown in the major financial statements. The general ledger is used to accumulate all financial transactions of the City of Crystal Lake, and is supported by subsidiary ledgers that provide details for certain accounts in the general ledger. The general ledger is the foundation for the accumulation of data and reports.

JOURNAL ENTRIES

It is the City's policy to accurately prepare journal entries (inclusive of adequate supporting documentation) that comply with the City's adopted budget and City Council policies.

EXPENDITURES AND DISBURSEMENTS

ACCOUNTS PAYABLE MANAGEMENT

The City strives to maintain efficient business practices and good cost control. A well-managed accounts payable function can assist in accomplishing this goal from the purchasing decision through payment and check reconciliation. It is the policy of the City that the recording of assets or expenses and the related liability is performed by an employee independent of ordering and receiving. The amounts recorded are based on the vendor invoice for the related goods or

services. The Accounts Payable Division of the Finance Department of the City supports all City department needs by providing a timely and efficient manner to process payments in compliance with policies and procedures.

ACCOUNTS PAYABLE PAYMENTS VIA ELECTRONIC FUNDS TRANSFERS (EFT)

In Fiscal Year 2018-19, the City began a new program to allow accounts payable payments to be made via Electronic Funds Transfers (EFTs). The use of electronic payments via electronic Automated Clearing House (ACH) provide both the sender and receiver with the advantages of improved controls, reduced chances for check fraud, better cash management and greatly reduced bank charges.

CASH DISBURSEMENT (CHECK-WRITING) POLICIES

The City is dedicated to ensuring the proper handling of cash and checks it receives as part of its business activities, accurate financial reporting, and promotion of appropriate security and stewardship of funds. This policy establishes the minimum requirements for proper cash and check handling by departments.

CONTRACT ADMINISTRATION MANUAL

This manual is intended as internal guidance to City contract administrators and Departments. After issuance of a contract award document, the Department is responsible for contract administration to assure that the services or goods are provided in accordance with the terms of the contract. Planning and proactive management of a contract are crucial to effective contract administration.

UTILIZING BIDSYNC FOR CONTRACT ADMINISTRATION

BidSync is a comprehensive system that the City uses to organize, automate and manage its entire procurement processes. A component of BidSync is its ability to manage contracts. Departments are encouraged to utilize BidSync for their contract administration processes.

ELECTRONIC FUNDS TRANSFER (EFT) POLICY AND PROCEDURES

The primary goal of this policy is to ensure Electronic Funds Transfers (EFTs) are initiated, executed, and approved in a secure manner. This policy establishes requirements with respect to payments via EFT for payments of City obligations to vendors.

FUEL CARD PROCEDURES

The Fuel Program is intended to be utilized for emergency operations and travel purposes. The Fuel Cards allow staff an opportunity to make practical decisions in obtaining fuel while traveling on City business or in cases of emergency. Management information reports are available, enabling the Department Head to improve management control and decision making.

PURCHASING POLICY

Purchasing is a support function that directly affects all City departments and division operating budgets, equipment inventories, and overhead costs. Purchasing is an important component in accomplishing various City goals and objectives in a cost-effective manner. This policy defines a scope of purchasing, the purpose, and goals of purchasing.

PREVAILING WAGE

The Illinois Prevailing Wage Act, 820 ILCS 130/1 et. seq., requires that for certain public works projects, prevailing wage be paid. It also contains some administrative and record keeping requirements that the City and its contractors are mandated to strictly follow.

SALES TAX EXEMPTION NUMBER

City purchases are not subject to sales tax, therefore, employees shall make efforts to inform vendors of the City's tax exempt status and to ensure that sales tax is not paid for purchases made with petty cash or credit cards.

TRAVEL, TRAINING AND CERTIFICATION POLICY

The City promotes the training, development, and education of its employees to improve the efficiency and effectiveness of City services. Travel, training and certification can play an important role in accomplishing the City's mission to provide superior and responsive governmental services to the people of Crystal Lake. Control of travel, training and certification authorization is the responsibility of each Department Director. All City personnel traveling or incurring business expenses on behalf of the City, and those responsible for the approval of these expenses, are expected to use these measures to assist in maintaining control over travel expenditures. The policies detailed here apply to all funds under City control and are superseded only in those instances where funding agencies apply specific and more restrictive rules and rates.

VENDOR/MANUFACTURER REBATES

For the purpose of this policy, rebates associated with City purchases in the form of money or property are considered items of value that individuals may not personally acquire as a result of

their position. If a purchase qualifies for a rebate, the policy incorporates a process that must be followed.

PAYROLL AND RETIREMENT

PAYROLL AND RELATED POLICIES

The Finance Department maintains a payroll system which allows for the accumulation and maintenance of data necessary for accurate payroll disbursement records for all employees who work for the City of Crystal Lake (including the Crystal Lake Library). The following are procedures for the City's payroll function.

PENSION FUNDING POLICY

This policy applies to the calculation of the City of Crystal Lake's "actuarially determined contribution" (ADC) to the Crystal Lake Police and Firefighters' Pension Funds, police and firefighter pension trust funds organized under Articles III and IV of the Illinois Pension Code.

PRE-RETIREMENT CHECKLIST FOR THOSE APPLYING FOR SERVICE RETIREMENT

State law establishes retirement plans for all public employees in Illinois, including those employed by the City. Eligible employees of the City of Crystal Lake participate in one of three pension funds: 1. Illinois Municipal Retirement Fund (IMRF), 2. Crystal Lake Police Pension Fund (CLPPF), 3. Crystal Lake Firefighters' Pension Fund (CLFPF). The following provides guidance for those applying for service retirement.

REVENUE AND CASH MANAGEMENT

BANKING

The City pursues a banking management structure that achieves the most productive use of cash, minimizes operating costs, safeguards assets, and provides maximum flexibility in the management of cash.

CASH AND REVENUE MANAGEMENT POLICY

The Cash and Revenue Management Policy applies to all revenue collected, except where state or federal laws supersede. Major revenue sources for the City of Crystal Lake include real estate taxes, franchise revenues, state shared revenues, utility usage, licenses and permits, fines, and charges for services. Proper controls over revenue are essential to maintaining strong financial management practices.

CASH MANAGEMENT AND REVENUE PROCEDURES AND INTERNAL CONTROL MANUAL

The Revenue and Cash Management Procedures and Internal Control Manual provides an outline for revenue transactions. The responsibility for the administration of the revenue management procedures has been delegated to the Finance Director and the Finance Department, who shall implement the following revenue procedures and internal controls, as prescribed by the Revenue and Cash Management Policy.

GENERAL ACCOUNTS RECEIVABLE

It is the purpose of this policy to ensure sound financial management practices, the proper controls over revenues, and general oversight over the various revenues collected. To ensure revenues are collected fairly, equitably and timely. To provide best practices in developing efficient revenue management programs.

DEBT COLLECTION PROCEDURES MANUAL

This manual discloses how delinquent obligations will be collected by the City. It specifically addresses utility billing, parking tickets, ambulance fees, fire recovery fees, administrative adjudication fines, weed mowing, and other miscellaneous fees. It describes the accounts receivable write-off policy. Lastly, it discloses how eligible indebtedness to the City will be attached to property as part of the collection process.

CITY WRITE-OFF POLICY

This policy establishes departmental requirements for the periodic review and identification of accounts receivable deemed to be uncollectible and the methodology in handling these accounts. This activity will also assist in accurately reflecting financial balances.

INVESTMENT POLICY

The Investment Policy applies to the investment of all funds of the City both short-term operating funds and long-term funds including investments of proceeds from certain bond issues. This policy outlines investment objectives; Establishes standards of care; Describes investment parameters for the City; Defines permissible investments; Establishes guidelines for managing repurchase agreements; Explains how investments will be collateralized; How to deal with derivative products; Sets down rules for pooling of investments; Outlines safekeeping and custody guidelines, and; Provides the investment reporting requirements. It suggests eligible institutions and dealers to assist with investment management. Lastly, it delineates internal controls necessary to properly manage an investment portfolio.

INVESTMENT PROCEDURES AND INTERNAL CONTROLS MANUAL

The Procedures and Internal Control Manual provides an outline for cash and investment transactions. This manual shall be reviewed on a yearly basis for possible revisions by the Finance Director to ensure that the manual is current with investment industry standards and practices.

PETTY CASH

This policy sets forth procedures for the handling of petty cash monies at the City Hall, Police, and Fire/Rescue Departments. It further establishes the procedures for reporting petty cash disbursements by department to the Department of Finance as well as reimbursements to each petty cash box.

ASSETS AND LIABILITIES

ASSET CONTROL

The purpose of this policy is to: 1. Define the accounting practices and procedures that will ensure effective and accurate control of the capital assets of the City, 2. Assure that the City complies with the requirements of the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP) and OMB Circular A-133 as they relate to capital assets, 3. Communicate to City Elected Officials, Department Heads, Employees, and the Public the formal Capital Asset policy of the City, and 4. Assure that an accurate record keeping system is in place to protect and properly insure assets in the event of loss.

ACCRUED LIABILITIES

The policy provides guidance for the accounting of accrued liabilities. The Finance Department maintains a list of commonly incurred expenses that may have to be accrued at the end of an accounting period. Some of the expenses that shall be accrued by the City of Crystal Lake at the end of an accounting period are: salaries and wages, payroll taxes, vacation pay, sick pay, interest, and payables.

ACQUISITION OF REAL PROPERTY

The purpose of this policy is to establish procedures for the coordination of the acquisition of any real property.

CAPITAL ASSET POLICY AND PROCEDURES

The capital asset policy discloses the purpose, goals, reporting thresholds, reporting policy, and definitions. The policy defines capital asset classifications. The policy delineates capital asset valuations including acquisition costs, additions, and modifications to existing assets, assets purchases under a capital lease, costs subsequent to acquisition and composite grouping for asset valuation. The policy defines how to transfer capital assets between departments and funds of the City. It outlines how to dispose of the capital assets, how to track construction-in-progress, how to record depreciation, how to determine salvage value, how to tag a capital asset, and when physical inventory of assets should be verified.

DEBT MANAGEMENT POLICY

The purpose of this policy is to guide City officials as they consider the proper use of debt to fund capital projects. The primary objective is to establish conditions for the use of debt and to create policies that minimize the City's debt service and issuance costs, retain the highest credit rating, and maintain full and complete financial disclosure and reporting. This policy encompasses legal and regulatory requirements, planning for debt, prioritizing capital projects, and identifying the useful life of a project. The policy states guidelines on issuing debt, financing alternatives, describes how to select service providers, discloses how to choose a method of sale, outlines communications and applications with the rating agencies. The policy establishes a procedure to select the type of bond , what documents to disclose to issue debt, how to manage and invest debt proceeds, discusses how to manage debt limitations and compliance with those limits, arbitrage compliance, investor relations, and it explains refunding options.

DISPOSAL OF CITY PROPERTY

This policy provides guidance on the disposal of City property. City property of value may not be sold or traded without prior approval of the City Council. If the item has value and is a fixed asset or if the item has value and is not a fixed asset, departments shall include information identifying the equipment to be disposed, the name of the manufacturer, model number, serial number, and an estimate of salvage value if applicable whenever these items will be disposed of.

DONATION POLICY

The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City. This policy provides guidance when individuals, community groups, and businesses wish to make donations to the City. The City Manager shall have the authority

to promulgate rules, regulations and guidelines regarding donations in accordance with this Policy.

FORFEITED FUNDS POLICY

The City receives property and money through law enforcement seizures under Federal Law and Illinois Statutes. This policy outlines procedures for the use of the proceeds in accordance with applicable federal or State law.

PREPAID EXPENSES AND INVENTORIES

The following procedures are incorporated to ensure that prepaid expense amounts are properly identified and recorded in the general ledger. Prepaid expenses represent amounts that have been paid but the related service or benefit due has not yet been received. Types of these expenses can include Deposits, Insurance Premiums or Lease Payments. The portion of any amount paid that relates to a service or good to be received in a future period shall be recorded as prepaid. Year-end procedures will be performed to ensure prepaid expenses and inventories are properly valued.

UNCLAIMED PROPERTY POLICY

The aim of the Unclaimed Property Policy is to guide the City in the required annual review of its records and reporting of all tangible and intangible property presumed abandoned that is held or is owed in the ordinary course of the City's business and remained unclaimed by the owner for more than a specified period of time after it became payable or distributable.

WATER AND SEWER FUND POLICIES

UTILITY BILLING POLICY AND PROCEDURES

The purpose of the following is to ensure that billing for utility service is done accurately and promptly, and to take timely and reasonable actions to collect past due amounts. All utility customers are billed by the City of Crystal Lake. A utility is defined as water service and/or sewer service.

SPECIAL SERVICE AREA BENEFICIARIES

The City has enacted an ordinance to ensure that property owners located outside a special service area pay their fair share for public improvements. This policy outlines the City practice of collecting participation fees from owners of property who benefit from public improvements, (i.e. extensions of water and sewer mains and other incidental improvements), paid in part by SSA participants.

FINANCIAL AND TAX REPORTING

FINANCIAL STATEMENTS

Preparing financial statements and communicating key financial information is a necessary and critical accounting function. Financial statements are management tools used in making decisions, in monitoring the achievement of financial objectives, and as a standard method for providing information to interested parties external to the City of Crystal Lake.

GOVERNMENT RETURNS

To legitimately conduct business, the City must be aware of its tax and information return filing obligations and comply with all such requirements of federal state and local jurisdictions. Filing requirements of the City include, sales tax returns, information returns for retirement plans, annual reporting of compensation paid, and payroll tax withholding tax returns.

TAX LOCATION VERIFICATION – ILLINOIS DEPARTMENT OF REVENUE

Each month the Illinois Department of Revenue (IDOR) sends to the City Clerk an IDOR-50-L-1M, Taxpayer Notification - Tax Location Verification, listing each new or reinstated business that registered with the IDOR and any business that discontinued a location in the prior month. The City must verify the correct taxing jurisdiction for the business location through IDOR's online Taxpayer Location Verification system.

BUDGET

BUDGET POLICY

The preparation and adoption of the annual budget is one of the most important duties of the City. The policy delineates the process; provides the legal compliance as outlined in Illinois State Statues; Defines the legal level of control; Describes budget amendments and supplements; Provides guidelines to balance the budget; Explains the budget format and structure; provides statements of budget policies, and; lastly, it states how compliance and monitoring will occur to promote adherence to the policy.

The City shall adopt a balanced budget each year. A balanced budget is defined as a budget where projected expenditures and other uses for the operating period are equal to or less than projected revenues and other sources available (including fund balance to mitigate capital and equipment purchases).

BUDGETING MANUAL

The Budget Manual is a general guide to budget development in the City of Crystal Lake. This Budget Manual is written for City of Crystal Lake staff involved in budget development: both the managers who have financial and budgetary oversight responsibilities, and the department staff responsible for the technical preparation and development of budget documents.

FUND BALANCE

Fund Balance is defined as the excess of assets over liabilities. This Fund Balance Policy establishes a minimum level (target range) at which the projected end-of-year fund balance should be maintained to provide financial stability, cash flow for operations, and the assurance that the City will be able to respond to emergencies with fiscal strength. The purpose of this policy is to establish fund balance classifications that establish a hierarchy based on the extent to which the City must observe constraints imposed upon use of the resources that are reported by the governmental funds. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

LONG-TERM FINANCIAL PLANNING

Long-term financial planning uses trends such as population, labor markets, and general financial conditions to forecast future revenues and expenditures over a three-to-five year period. Accurate assessment of future finances will allow the City to adjust resource allocation as necessary.

CAPITAL IMPROVEMENT POLICY

In order to promote consistency and continuity in decision making related to capital improvement planning and to set the general parameters within which capital spending decisions are made, the following policy is established for the City's Capital Improvement Program.

PROPERTY TAX PROCESS

The following provides an outline of the steps involved for the City to collect property tax. In order to collect a property tax, government agencies in the State of Illinois are required to establish a "tax levy". The tax levy is a projection of the monies the government agency obtains through the annual property tax. The City Council adopts a property tax levy by ordinance, and files the ordinance with the McHenry County Clerk by the last Tuesday in December.

GENERAL POLICIES

ADMINISTRATIVE ADJUDICATION

The City of Crystal Lake's Administration Adjudication Division hears a wide range of cases involving violations of municipal ordinances that were once heard in the McHenry County Circuit Court. Hearings at City Hall expedite resolutions, reduce litigation expenses and are more convenient for residents and visitors who wish to contest a ticket or other citation. The following provides policies and procedures involved in the City's Administrative Adjudication process.

CITY-OWNED PROPERTIES - ADMINISTRATION OF PROPERTY TAX DOCUMENTS, PAYMENTS AND EXEMPTIONS

This procedure describes the handling procedures and associated responsibilities to ensure the timely and accurate filing of property tax documentation, tax exemptions, tax payments and invoicing lessees of City-owned properties.

CUSTOMER SERVICE POLICY AND GUIDELINES

The purpose of this policy is to establish guidelines and expectations for City employees when providing customer service to City residents, the business community and co-workers. This policy discusses communication techniques to use when interacting with customers. It also sets forth standards for the time it should take an employee to respond to a customer's request for information or service. Use of the telephone and email are important means with which to provide customer service. As such, this policy also includes a discussion regarding proper etiquette for these types of communication.

DOWNTOWN COMMUTER PARKING

The City of Crystal Lake has two Metra commuter train stations within its corporate limits: the Downtown Crystal Lake station and the Pingree Road station. However, the City is only responsible for the enforcement and maintenance of the Downtown Crystal Lake station. This procedure describes the procedures and associated responsibilities for daily cash collection and enforcement, pre-paid parking pass sales, and contractually required revenue sharing with the Union Pacific Railroad.

FRAUD POLICY

The City of Crystal Lake is committed to protecting its revenue, property, information and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries or its own employees, to gain by deceit, financial or other benefits. This policy prohibits fraud or misuse of City of Crystal Lake assets and sets forth specific guidelines and

responsibilities regarding appropriate actions that must be followed for the investigation of fraud and other similar irregularities. This policy applies to any fraud or suspected fraud involving City employees, volunteers, directors, council, boards and commission members as well as vendors, consultants, contractors, and/or any other parties with a business relationship with the City of Crystal Lake. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship with the City of Crystal Lake.

GRANTS ADMINISTRATION MANUAL

The purpose of this manual is to describe the policies and procedures of the City of Crystal Lake associated with: 1. The development of grant proposals to external public and private funding sources, 2. Receipt and management of externally funded grant awards, and 3. To define the roles and responsibilities of City employees pertaining to the management of external funding and compliance with prescribed grant and City requirements. This manual is designed to assist City personnel in order to avoid duplication of effort, maximize human resources on projects that potentially interface across departmental lines, eliminate "process" questions relating to proposal development and award management, and to maintain accurate grant records for the City.

LAKE USAGE DECALS

The City of Crystal Lake and the Village of Lakewood have jointly approved an ordinance governing the use of watercraft on Crystal Lake. In addition to the rules and regulations of the State of Illinois, all watercraft on Crystal Lake must display a current "Lake Usage Decal" and be registered to a resident of the Crystal Lake Park District. The following provides information regarding the sale of Lake Usage Decals.

MEETINGS – REGULARLY OCCURRING

The following provides a listing of regularly occurring meetings that involve Finance staff.

NOTARY POLICY

Periodically, City staff is asked to notarize documents from the general public. In an effort to minimize exposure, and in accordance recommendations of the National Notary Association, a log will be maintained of notarized documents for documents notarized for the general public. Logging transactions for internal staff is not required.

PERFORMANCE AND MAINTENANCE GUARANTEES – INFRASTRUCTURE

The developer of a project in the City often includes construction of infrastructure improvements that services the development and then turns the public infrastructure improvements over to the City. Before construction begins, the City Code requires the developer submit to the City a performance surety that helps guarantee that the infrastructure improvements will be completed. If something happens, such as the developer goes out of business, and the infrastructure improvements cannot be completed by the developer, the City can use the performance surety to complete these public infrastructure improvements without additional burdens on the taxpayer. The following provides information regarding the tracking of performance and maintenance guarantees.

PERSONAL INFORMATION PROTECTION POLICY & RED FLAG POLICY

In order to comply with the Federal Trade Commission's – Fair and Accurate Credit Transaction Act requirement to provide for a procedure if any confidential information is compromised (2005) or credit is extended (2008), the following procedures will be followed to alleviate any compromise of confidential information.

RECORDS RETENTION POLICY AND SCHEDULE

One of the purposes for records management is to ensure that information is available when it is needed. To do this efficiently and thoroughly, records must be identified, organized, maintained for the requisite number of years, and then documented when destroyed. Records management encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations, seeking to control and manage records through the entirety of their life cycle, from creation to final disposition. The following provides guidance on effective records management.

ELECTRONIC COMMUNICATIONS RETENTION POLICY

The intent of this policy is establish guidelines that will promote the effective capture, management, and retention of emails and electronic communications. This policy applies to all city provided electronic communications equipment for city business use.

REPORTING POLICY

The reporting policy is intended to establish uniform requirements for the City of Crystal Lake with regard to financial accounting and reporting, so that the financial position and results of operations of each fund can be publicly available to citizens, elected officials, financial institutions, and others interested in such information. This policy is a composite of several

shorter policies on revenue, expenditures/expense, operating position, reserves and accounting, auditing and financial reporting.

SIGNATURE AUTHORITY POLICY

This policy sets forth authorized employees and authority levels of those employees to act on behalf of the City of Crystal Lake in the execution of certain documents.

VEHICLE STICKER POLICIES AND PROCEDURES

Residents of Crystal Lake are required to display a current City sticker within 30 days after moving into the City or within 15 days after purchasing a motor vehicle. Vehicle stickers expire annually on June 30th. New stickers can be purchased each year beginning on June 1st. Funds from the sale of vehicle stickers are used to pay for the City's annual Street Resurfacing and Construction Program. The following are procedures for the sale of City vehicle stickers.

VOTER REGISTRATION

In addition to registering to vote at the McHenry County Government Center and other locations throughout McHenry County, U.S. Citizens may register to vote at City Hall.

WORKSPACE AND EMAIL ORGANIZATION

Research shows there is a direct correlation between productivity and clutter. Productivity and performance decline when clutter and chaos rise. According to the National Association of Professional Organizations, paper clutter is the No. 1 problem for most businesses. Responses gathered from nearly 800 U.S. employees as part of a Brothers International survey found that search for lost and misplaced materials accounts for nearly 38 hours, or approximately one work week annually, per employee. The following provides guidance for workspace and email organization based on the Lean Office principle of 5S.

PERFORMANCE MANAGEMENT MANUAL

The Performance Management Manual is a supplement to the Budget Manual. Department staff involved with the development, tracking, and reporting of performance measures can utilize the manual for guidelines for in developing Key Performance Measures.

EMERGENCY/DISASTER/INCLEMENT WEATHER AND INFLUENZA PREPAREDNESS

CALL TAKER MANUAL

In emergency events, the Emergency Operations Center (EOC) may initiate a call logging process to track calls that are being received during the event. When initiated, the Finance

Department will be responsible for answering calls being received through the City's main line number. The following are instructions for utilizing the EOC Call Log System.

CITYWIDE EMERGENCY OPERATIONS PLAN (EOP)

The purpose of an Emergency Operations Plan (EOP) is to establish a strategic, all hazards 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 necessary assistance, and to establish a recovery system in order to return the community to its normal state of affairs. The citywide EOP defines, in a straightforward manner, who does what, when, where and how in order to prepare for and respond to the effects of any natural disaster, technological or other incident. The plan emphasizes that coordination must exist within, between and among services, levels of government and, private and volunteer agencies, and many other individuals with emergency management experience. The EOP is coordinated by the Fire Rescue Chief in his capacity as the Emergency Management Agency (EMA) manager.

CITY HALL EMERGENCY ACTION PLAN

The purpose of the Crystal Lake City Hall Emergency Action Plan is to enable City of Crystal Lake employees, and visitors to City Hall, to cope with sudden emergencies potentially affecting their life and health. It shall be the responsibility of employees to familiarize themselves with these procedures and to follow them in the event of an emergency.

FINANCE DEPARTMENT SAFETY PLAN

When providing customer service to our community, the finance department on occasion encounters difficult people. In order to be prepared when dealing with difficult or potentially dangerous people, the following guidelines should be followed.

FINANCE DISASTER RECOVERY MANUAL

This manual serves to provide guidance for City representatives to review applicable policies, procedures, templates and tools for managing when disasters strike. Additionally, it will provide guidance on the disaster recovery process with an emphasis on funding and reimbursement from key external sources. Each year, the City conducts various disaster trainings for citywide representatives in preparation of hurricane season.

INFLUENZA PREPAREDNESS

It is the policy of the City of Crystal Lake to promote a safe and healthy work environment for its employees. To this end, procedures are created in an effort to minimize exposure and

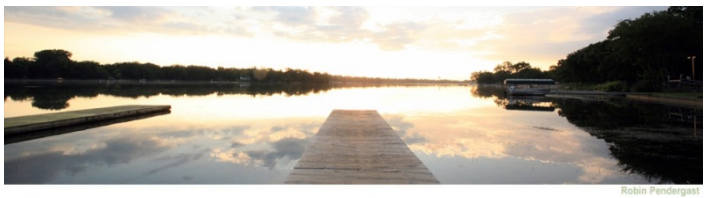
absenteeism in the event that an influenza outbreak is a threat to our employees, their families and the City.

APPENDIX - SUPPORTING DOCUMENTS

The Appendix includes supporting documents for the Comprehensive Financial Policies and Procedures Manual. Included in the Appendix is a Master Calendar of important reoccurring dates, a listing unique reoccurring Accounts Payable and Accounts Receivables, a listing of Finance Department related contracts and their expirations, Finance Department related Contacts, a Glossary of Account, Budget and Finance Terms, and a writing Style Guide.

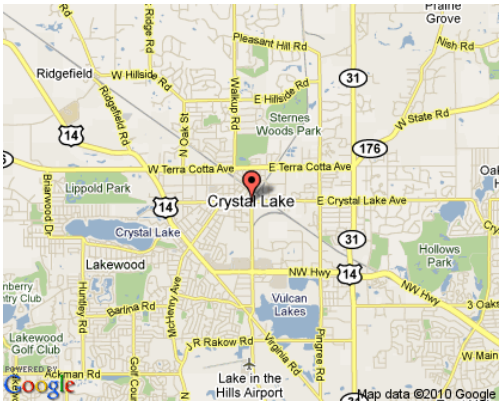
APPENDIX E - HISTORY OF CRYSTAL LAKE

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



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

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



Many public infrastructure improvements took place in the early years of the two villages. The Chicago Telephone Company received a right-of-way in 1883. In 1884, wooden sidewalks were constructed. The water system was built in the Village of Nunda in 1899 and in the Village of Crystal Lake in 1912. The Nunda Electric Company built a plant on Walkup Avenue, south of the Union Pacific track, in 1902. Western United Gas and 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.

APPENDIX F - COMMUNITY PROFILE



The City of Crystal Lake, located 50 miles northwest of Chicago, currently occupies a land area of 18.96 square miles and serves a certified population of 40,269 with a median family income $87,578.

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

The City of Crystal Lake provides a full range of services, including police and fire protection; construction and maintenance of highways, streets, and infrastructure; maintenance of the public storm drainage system; water, sanitary sewer service and wastewater treatment; and growth management, planning and development control through the activities of the Community Development Department. In addition to these general governmental activities, the City has certain information relative to the public library (a discretely presented component unit) and police and fire pension systems (blended component units). As such, the activities of the Library and police and fire pension systems have been included in the City of Crystal Lake's financial reporting entity. However, as separate governmental entities, the Crystal

Lake Elementary and High School Districts, the Crystal Lake Park District, and the Crystal Lake Civic Center Authority have not met the established criteria for inclusion in the reporting entity and, accordingly, are excluded from this report.

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

The region has a varied manufacturing and industrial base that adds to a relatively stable unemployment rate. Major employers in the community are: AptarGroup, Knaack Manufacturing, Cardinal Health, Walmart, Jewel Foodstores, Crystal Lake School District 47, McHenry County College, Crystal Lake School District 155, Crystal Lake Park District and the City of Crystal Lake.

The non-residential sector of economic activity has continued to be built out, but not at the same pace as prior years, with almost two million square feet of commercial occupancies over the last four years. The City's property valuation growth has remained constant over the past year through the addition of new non-residential development. This is evidence of the City's continued strong economic activity level and further underscores the City's strong non-residential tax base.

Despite substantial competition that has occurred from commercial growth in many of the areas surrounding Crystal Lake and the difficult retail environment for certain players in the very competitive Chicago arena, the retail sector has remained stable over the past year. The City has continued to maintain strength as a retail base for serving regular commercial needs for the immediate City population, and has continued as a regional point for commercial activities. In 2012, over 328,000 square feet of vacant space was leased by new businesses throughout the City. Over 3,700 businesses currently support a workforce of 27,105 employees. Route 14 serves as a retail corridor for the City of Crystal Lake, highlighted by Crystal Point Shopping Center, County Corners Shopping Center, Crystal Lake Plaza, the Commons Shopping Center and the Bohl Farm Marketplace.



The downtown sector of the City, which has continued to show substantial strength, exhibits a very low vacancy rate and continues to be a vibrant commercial destination. 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.

The City of Crystal Lake is fortunate to have two Metra train stations within our corporate limits. The second station, a 2,000-square-foot Pingree Road Metra Station, was completed in the winter of 2005 at a cost of $2.1 million. Metra funded the construction of the Pingree Road Station as well as renovations to the Downtown Train Station, which were completed the summer of 2006. The Northwest Line, which serves Crystal Lake, is the second heaviest traveled line in Metra's system, carrying over 40,000 passengers per weekday.

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



The City of Crystal Lake reclaimed the long-abandoned Vulcan Lakes quarry and has turned it into the Three Oaks Recreation Area. The family-friendly facility offers a swim beach, hiking trails, picnic shelters, boat and paddleboard rentals, and scuba facilities. Work started on the project in 2009, and the Three Oaks Recreation Area officially opened to the public in October 2010 . The City of Crystal Lake celebrated the Three Oaks Recreation Area's 10th full year of operations in 2021.

APPENDIX G - PRINCIPAL EMPLOYERS

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

Employer	Product or service	Employees
Crystal Lake School District 47	Elementary/middle school education	1528
Crystal Lake School District 155	High school education	725
Snap-On Tools Co.		590
McHenry County College	Higher education	500
Knaack Manufacturing	Jobsite storage	500
Crystal Lake Park District	Parks and recreation	480
AptarGroup	Product dispensing systems	475
Cardinal Health	Medical products	350
Walmart	Department store	350
City of Crystal Lake	Municipal government	241
Jewel Foodstores	Grocer	220
Technipaq	Medical supply store	100
General Kinematics Corp	Material handling equipment supplier	100



APPENDIX H - DEMOGRAPHIC STATISTICS

Fiscal Year Ended April 30	Population [1]	Median Age [1]	Total Housing Units [1]	School Enrollment [2]	Unemployment Rate [3]
1990	21,823	-	-	-	-
2000	38,000	-	-	-	-
2001	38,050	-	-	12,706	3.6
2002	38,100	-	-	12,853	5.1
2003	38,150	-	-	13,471	6.5
2004	38,161	-	-	13,053	4.6
2005	39,788	-	-	15,458	5.3
2006	39,900	-	-	16,175	4.6
2007	40,050	-	-	16,011	4.1
2008	40,250	-	-	16,215	4.9
2009	40,500	-	-	16,008	9.6
2010	40,743	34.1	15,176	15,471	9.5
2011	40,743	35.1	15,176	15,829	8.3
2012	42,349	36.1	15,176	15,800	7.5
2013	40,766	36.1	15,209	14,576	7.1
2014	40,857	35.2	15,351	14,622	5.0
2015	40,598	37.6	15,408	14,351	5.4
2016	40,635	37.8	15,345	14,093	4.6
2017	40,743	38.9	15,428	13,666	2.5
2018	40,743	39.0	15,428	13,473	4.0
2019	40,743	39.6	15,414	13,357	2.8
2020	40,743	39.6	15,414	13,138	16.1
2021	40,269	39.6	15,371	12,639	5.0

[1] Census.gov

[2] Combines total enrollment for Districts 155 and 47

[3] Illinois Department of Employment Security



Dole Mansion

APPENDIX I - MISCELLANEOUS STATISTICS

Date of Incorporation	September 23, 1914
Form of Government	Council – Manager
Area (square miles)	19.24
Number of City Employees (Full Time Equivalents)	240.00
Facilities and Services:	
Miles of Streets	176
Number of Street Lights	2,417
Number of Traffic Signals	33
Police Services	
Number of Stations	1
Number of Police Personnel	77.70
Number of Calls For Service	18,070
Number of Patrol Units	22
Law Violations	
Physical arrests	611
Traffic violations	3,697
Parking violations	2,019
Fire/Emergency Medical Services	
Number of Stations	3
Number of Fire Personnel	67.50
Number of Calls Answered	6,283
Number of Fire Inspections	588
Number of Life Safety Inspections	0

Culture and Recreation	
Parks acreage	450
Number of Libraries	1
Water System:	
Water mains (miles)	267
Fire hydrants	3,181
Maximum daily capacity (millions of gallons)	8.54
Average daily consumption (millions of gallons)	3.87
Sewer System:	
Sanitary sewers (miles)	185
Storm sewers (miles)	187
Maximum daily treatment (millions of gallons)	20.20
Average daily sewage (millions of gallons)	4.77

Ord. No.
File No.

AN ORDINANCE APPROVING THE ANNUAL BUDGET OF THE CITY OF CRYSTAL LAKE, ILLINOIS, FOR THE FISCAL YEAR BEGINNING MAY 1, 2022 AND ENDING APRIL 30, 2023

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

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

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

WHEREAS, the tentative annual budget has been available for public inspection in the Office of the City Manager and online on the City's website from March 16, 2022; and

WHEREAS, after proper notice being given, a public hearing was conducted on April 5, 2022, to obtain public comment on the tentative annual budget for the City of Crystal Lake for the fiscal year beginning May 1, 2022 and ending April 30, 2023.

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

Section 1: The fiscal year budget of the City of Crystal Lake, McHenry County, Illinois, for the fiscal year beginning May 1, 2022 and ending April 30, 2023, in the form attached hereto is hereby approved and adopted.

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

Draft

DATED at Crystal Lake, Illinois, this 5th day of April 2022.

APPROVED:

_____
Haig Haleblian, Mayor

ATTEST:

_____
Nick Kachiroubas, City Clerk

PASSED: April 5, 2022
APPROVED: April 5, 2022

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

Draft

Ord. No.
File No.

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

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

SECTION I: ANNUAL, DAILY OR HOURLY RATES

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

SECTION II: SALARY ADMINISTRATION PROCEDURES

A. The City Manager shall develop procedures and direct the administration of those procedures to ensure that individual employee's wages are determined and allocated in an equitable manner in keeping with the goals and requirements of this policy.

B. New employees and newly promoted employees shall be paid a salary within their new salary range that is not less than the minimum of the range and does not exceed the maximum of their new pay range. Salary increases for individual employees will be timed and salary increase amounts will be determined following the specific criteria below:
   1. Quality of performance since the employee's last salary adjustment.
   2. Comparison of current salary to pay of other employees of like duties, responsibilities and performance.
   3. Position of an employee's current salary within the pay range in terms of overall ability and overall performance since the employee first entered the range.

C. The City Manager shall annually direct the review and survey of certain positions and their salary ranges in comparison with other communities in proximity to the City of Crystal Lake or of like size and comparable composition.

D. The City Manager shall annually approve salary rates and their effective dates for all employees.

E. The City Manager may initiate exceptions to this policy when, in his judgment, such action is for the good of the organization.

Draft

SECTION III: JOB CLASSIFICATION:

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

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

SECTION IV: REPEALER

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

SECTION V: EFFECTIVE DATE

That this Ordinance shall be in full force and effect from and after the first day of May 2022.

DATED at Crystal Lake, Illinois, this 5th day of April 2022.

APPROVED:

_____

Haig Haleblian, Mayor

ATTEST:

_____

Nick Kachiroubas, City Clerk

PASSED: April 5, 2022
APPROVED: April 5, 2022

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

Draft

Compensation Plan - Full-Time Non-Represented Employees
Effective 05.01.2022 to 04.30.2023

		Annual		Hourly	
	Grade	Minimum	Maximum	Minimum	Maximum
Office Assistant	1	42,118	65,982	20.25	31.72
Police Records Assistant	3	46,437	72,760	22.33	34.98
Administrative Assistant	4	49,669	77,823	23.88	37.41
Community Service Officer	4	49,669	77,823	23.88	37.41
Development Services Representative	4	49,669	77,823	23.88	37.41
Financial Services Representative	4	49,669	77,823	23.88	37.41
Management Assistant	4	49,669	77,823	23.88	37.41
Development Services Specialist	5	53,167	83,275	25.56	40.04
Property Control Officer	5	53,167	83,275	25.56	40.04
Human Resources Assistant	6	56,906	89,145	27.36	42.86
Executive Assistant	7	61,441	96,234	29.54	46.27
Accountant	8	65,132	101,998	31.31	49.04
Building Inspector	8	65,132	101,998	31.31	49.04
Engineering Inspector	8	65,132	101,998	31.31	49.04
Fire Inspector	8	65,132	101,998	31.31	49.04
Management Analyst	8	65,132	101,998	31.31	49.04
Public Works Analyst	8	65,132	101,998	31.31	49.04
Support Services Coordinator	8	65,132	101,998	31.31	49.04
Lab Supervisor	9	70,994	111,191	34.13	53.46
Plans Examiner	9	70,994	111,191	34.13	53.46
Plumbing Inspector	9	70,994	111,191	34.13	53.46
Engineering Supervisor	10	81,548	119,967	39.21	57.68
Police Records Supervisor	10	81,548	119,967	39.21	57.68
Public Works Supervisor	10	81,548	119,967	39.21	57.68
Assistant City Planner	11	84,820	124,745	40.78	59.97
Assistant to the City Manager	11	84,820	124,745	40.78	59.97
Public Works Manager	11	84,820	124,745	40.78	59.97
Police Sergeant		114,338	124,946	54.97	60.07
Civil Engineer	12	88,212	129,731	42.41	62.37
Assistant Finance Director	14	95,402	140,325	45.87	67.46
Public Works Superintendant	14	95,402	140,325	45.87	67.46
Assistant City Manager	15	99,200	145,285	47.69	69.85
Building Commissioner	15	99,200	145,285	47.69	69.85
Capital Engineering Manager	15	99,200	145,285	47.69	69.85
City Engineer	15	99,200	145,285	47.69	69.85
City Planner	15	99,200	145,285	47.69	69.85
Economic Development Manager	15	99,200	145,285	47.69	69.85
Fire Battalion Chief	15	99,200	145,285	47.69	69.85
Fire Bureau Chief	15	99,200	145,285	47.69	69.85
Police Commander	15	99,200	145,285	47.69	69.85
Deputy Fire Chief	17	108,360	165,747	52.10	79.69
Deputy Police Chief	17	108,360	165,747	52.10	79.69
Deputy Director of Public Works & Engineering	17	108,360	165,747	52.10	79.69
Director of Human Resources	18	112,702	171,420	54.18	82.41
Director of Information Technology	18	112,702	171,420	54.18	82.41
Deputy City Manager	19	117,213	185,133	56.35	89.01
Director of Community Development	19	117,213	185,133	56.35	89.01
Director of Finance	19	117,213	185,133	56.35	89.01
Director of Public Works & Engineering	20	121,893	192,553	58.60	92.57
Fire Rescue Chief	20	121,893	192,553	58.60	92.57
Police Chief	20	121,893	192,553	58.60	92.57

Draft

Compensation Plan - Regular & Temporary Part-Time Non-Represented Employees
Effective 05.01.2022 to 04.30.2023

	Grade	Hourly Minimum	Hourly Maximum
Temporary/Seasonal Positions			
Seasonal Laborer			
Public Works Fleet		12.00	15.00
Public Works Streets Summer		12.00	15.00
Public Works Water		12.00	15.00
Public Works Wastewater		12.00	15.00
Three Oaks Attendant		12.00	15.00
Three Oaks Lifeguard		12.00	16.00
Three Oaks Assistant Marina Manager		14.50	18.00
Three Oaks Assistant Lifeguard Manager		14.50	18.00
Public Works Streets Winter		22.50	26.50
Interns			
Administrative Intern		15.00	22.00
Engineering Intern		15.00	20.00
GIS Intern		15.00	20.00
Plannig Intern		15.00	20.00
Finance Intern		15.00	20.00
Regular Part-Time Positions			
Police Records Assistant	3	22.33	34.98
Firefighter II/EMT-B Trainee		12.00	12.00
Firefighter II/EMT-B [1]		15.50	19.00
Three Oaks Assistant Operations Manager		16.50	25.00
Three Oaks Maintenance Manager		16.50	27.00
Three Oaks Operations Manager		16.50	31.00

(1) Fire Rescue Part Time Staff: Additional $0.50/hour for each certification on top of base for for additional Certifications of Paramedic, FAE, or Firefighter III; Additional $0.50/hour for 10 years or more service to CLFRD

Draft

ORDINANCE AMENDING THE CRYSTAL LAKE CITY CODE

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

Section 1: Amendment of City Code § 515-15, Rates and Charges, of Chapter 515, Water and Sewer, of the City Code is hereby repealed and replaced in its entirety with the following:

§ 515-15. Rates and Charges.

The consumer or user on all property or premises upon which any building or structure has been or may hereafter be erected having connection with any mains or pipes which exist or may hereafter be constructed and used in connection with the water and sewage or water or sewage systems of the City of Crystal Lake shall pay the following rates according to the following schedule:

A. Water rate. Beginning September 1, 2022, the following rates shall apply:
(1) Monthly service charge: $8.03.
(2) Each 1,000 gallons: $5.47.

B. Sewer rate. Beginning September 1, 2022, the following rates shall apply:
(1) Monthly service charge: $9.58.
(2) Each 1,000 gallons: $5.48.

C. The rates and charges herein established shall be collected from owners, occupants, consumers and users of the premises for all such use from and after each scheduled rate adjustment. The minimum rate for water and sewer monthly billing shall be equal to the combined water and sewer monthly service charge for the rate period covered. The fee paid for sewer use shall be determined by the water meter reading. No discounts shall be allowed for any difference between the water meter reading and actual sewer use.

D. Senior citizens may qualify for a water and sewer rate discount of 20% for the first 5,000 gallons billed each month by requesting the discount and registering with the Finance Department. To receive the discount, a senior citizen must be 65 years of age, and must reside at the address and the account must be in his/her name.

Draft

E. Water users outside corporate limits of the City of Crystal Lake shall pay 1 1/3 times the fee charged for the same services within the City (except those users covered by contractual agreements whose fees should be determined in accordance with such contracts).

F. Bulk water sales made by metered connections to secondary community water supplies or via metered hydrant for on-site use or via metered hydrant to a tanker for transport to an end user (except those users covered by contractual agreements) shall be billed monthly and pay the following rates according to the following schedule:

(1) Bulk water rate (except those users covered by contractual agreements). Beginning September 1, 2022, and continuing until further adjusted by the Mayor and City Council of the City of Crystal Lake:

(a) Monthly service charge: $42.91.
(b) Each 1,000 gallons: $16.70.

G. Water used during construction of new buildings. Beginning September 1, 2022, and continuing until further adjusted by the Mayor and City Council of the City of Crystal Lake:

(1) One- and two-family residences: $104.28.
(2) Multifamily, commercial, industrial:
(a) Under 2,000 square feet, minimum fee: $104.28.
(b) Each additional square foot over 2,000 to 10,000: $0.062.
(c) Each additional square foot over 10,000 to 50,000: $0.021.
(d) Each additional square foot over 50,000: $0.011.

H. Temporary hydrant connection. In those instances in which temporary hydrant connections are intended, the following regulations shall apply:

(1) User Fees

(a) The user shall pay to the City:

[1] A monthly service charge of $42.91 regardless of the length of rental during the course of a month.

[2] $16.70 per 1,000 gallons of water used. The fee is charged in 1,000 gallon increments and shall be billed at the time the meter is returned.

[3] A daily hydrant meter/RPZ unit rental fee of 8.50.

(b) Upon the return of the meter, a meter reading shall be taken and the user shall be billed these fees. The minimum billing shall be for 1,000 gallons with a minimum rental fee of one (1) week in addition to the service fee of $42.91.

(2) Deposit. As a condition precedent to the issuance of the hydrant meter/RPZ unit for such temporary connection, the applicant shall deposit with the City the sum of one thousand five hundred dollars ($1,500.00) for a ¾ inch hydrant meter/RPZ unit rental or three thousand five hundred dollars ($3,500.00) for a 2" inch hydrant meter/RPZ unit rental to secure the payment of fees related to such connection. This deposit will be used

Draft

to offset the hydrant meter rental charges as outlined in Section H (1) and any damage. Deposits shall be refunded upon return and inspection of all equipment in good operating condition, which shall include the successful testing of the RPZ.

(3) Hydrant meter/RPZ unit rentals may be rented throughout the year dependent on availability, and all units shall be returned by December 31st of each year, unless alternate arrangements have been made with the Public Works Department. Units not returned by December 31st shall result in the forfeiture of the deposit. Customers who have forfeited their deposits shall be prohibited from using the hydrant meter/RPZ unit and to draw any water from the City's fire hydrants until such time as the account has been paid in full for the water used and a new meter/RPZ unit deposit has been paid. A re-certified unit will then be provided to the customer.

(4) The user of any temporary hydrant meter/RPZ unit is responsible for the replacement cost in the event the unit is lost, stolen, or damaged in any way.

I. Surcharge for industrial users. When the average concentrations of BOD and/or suspended solids exceeds 300 mg/l or 350 mg/l, respectively, a surcharge shall be $0.71 per pound of BOD, and $0.35 per pound of suspended solids. All measurements, tests, and analysis of the characteristics of water and wastes to determine the industrial user surcharge factors shall be conducted in conformance with § 515-13. All commercial and institutional users shall be reclassified "industrial" as per the Office of Management and Budget's "Standard Industrial Classification Manual," 1972 Edition, under the category "Division D Manufacturing," when any of their wastes exceed the concentration of § 515-13 of this article.

J. New Account Deposit.

(1) All new water/sewer accounts shall be required to make a utility deposit with the City to their utility account prior to receiving any water/sewer service. Upon application for service, all new customers must indicate whether the service is being requested for property that is owned or rented.
(2) The new customer deposit shall be fifty dollars ($50.00) for water/sewer service.
(3) Utility deposits shall be credited to utility customers in "good standing" having had twenty-four (24) consecutive months with a minimum of twenty-two (22) timely payments and no payments or drafts having been returned for insufficient funds. Utility deposits credited shall be applied to the customer's next bill following the 24th consecutive month of timely payments. No deposits to current accounts shall be refunded directly to the customer until account closure.
(4) The deposit requirement shall be waived in the event the applicant applies for participation in the City's "Direct Debit Program" and remains in good standing. A customer in good standing is one that has not had direct payments returned to the City on two consecutive billing periods. The Finance Director is authorized to process a refund of deposits held by the City on behalf of water and sewer customers who participate in the Direct Debit Program. Refunds shall be processed in the form of an account billing credit.

Draft

K. Terms of Payment

(1) Liability For Payment Of Fees For Water/Sewer Service: The user of the City's water/sewer service and the occupant and owner of the property, or the owner's agent, if different from the user, shall be jointly and severally liable for the payment of any user fees, penalties, or special assessments billed for water/sewer service.

(2) Owner Notified If Tenant Delinquent: After the account has been delinquent for sixty (60) days, if the owner has provided the City with the owner's name and address, the City shall deliver notice of the tenant's or occupant's delinquency to the owner. Depositing the required notice in the mail, addressed to the owner at the address listed in the City's records, postage prepaid, shall constitute delivery.

(3) Manner Of Correcting Inaccurate Bills: In any instance where a customer's bill has been incorrectly calculated or stated for any reason except unlawful use of utility services, the City shall correct the billing for any period of time not exceeding twelve (12) months during which incorrect bills were rendered for under-billed accounts and twelve (12) months for credits due to an error which caused the account to be overbilled.

(4) Deferred Payment Plan: Where a customer has been under-billed, the City may enter into a written deferred payment agreement with the customer, whereby the amount due to the billing error may be paid in equal installments over a period not to exceed twelve (12) months from the date on which the agreement is signed.

(5) Termination Of Service: The City shall have and hereby reserves the right, power and authority to suspend or terminate water/sewer service as provided for in § 515-16 to any customer at any time without incurring any liability or cause of action for damages of any kind.

(6) Resumption Of Service: If service is discontinued because the customer's bills for service are in arrears, or for violation of any provisions of this Article after notice, such service shall not be restored until all charges, costs and damages, if any, shall have been paid to the Finance Department; or the violation has been corrected; and any charges for reinstatement of service pursuant to this Chapter have been paid to the Finance Department.

(7) Voluntary Water Shutoff: The City provides a water shutoff service to residents who are on vacation or away for an extended period. The fee for voluntary water shutoff shall be $100. The fee shall cover the cost of water shut-off at the valve box in the City's right-of-way (the valve the City has installed to access water service) and then turned back on upon request. The fee shall not be applicable to any school districts or any unit of local government.

(8) Responsibility for Meter with Customer: If water service is terminated pursuant to this Section, the customer shall remain liable for protecting the water meter from damage from freezing or other causes. If the meter is damaged, the customer shall be required to return the damaged meter to the City, purchase a new meter, and have the new meter installed in accordance with City Code requirements, all at his/her own expense.

(9) Collection: The City may take all legal action necessary to collect fees from delinquent accounts including, without limitation, termination of service, recording a lien against

Draft

the property, foreclosing on such lien, hiring a collection agency, refusing to grant any other utility service, or to issue any City permit or license to the delinquent customer until the delinquent account has been paid in full, including any penalties, costs incurred to record liens or releases of lien, or costs of collection.

(10) Blanket Policy: The City shall also have the right to disconnect or refuse service to any customer with one or more installations if the bills are not paid at any one installation.

(11) Charges And Discounts Prorated: The charges and discounts established in this Article shall be prorated by the Finance Department for customers receiving service for less than a full billing period.

L. Periodic review of charges. The adequacy of the water and sewer charge shall be reviewed by the City Manager at least annually as part of the annual budget process. The water and sewer service charge shall be revised periodically to reflect change in local operation, maintenance and repair costs, including capital replacement costs.

M. Disposition of revenues. All revenues and moneys derived from the operation of the water and sewer system shall be deposited in the Water and Sewer Fund. The Director of Finance shall receive all such revenues from the water and sewer system and all other funds and moneys incidental to the operation of such system as the same may be delivered to him/her and deposit the same in the account of the fund designated as the Water and Sewer Fund of the City of Crystal Lake.

N. Accounts. The Director of Finance shall establish a proper system of accounts and shall keep proper books, records and accounts in which complete and correct entries shall be made of all transactions relative to the water and sewer system, and at regular annual intervals he/she shall cause to be made an audit by an independent auditing concern of the books to show the receipts and disbursements of the sewerage system.

Section 3: Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval according to law.

DATED at Crystal Lake, Illinois, this 5th day of April 2022.

APPROVED:

_____

Haig Haleblian, Mayor

ATTEST:

_____

Nick Kachiroubas, City Clerk

Draft

PASSED: April 5, 2022

APPROVED: April 5, 2022

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

Draft

RESOLUTION NO. 21R-

APPROVAL OF THE VEHICLE LEASING AND REPLACEMENT PROGRAM FOR THE 2022/23 FISCAL YEAR.

WHEREAS, at the May 1, 2018 City Council Meeting, the City Council approved a Vehicle Leasing and Replacement Program (the "VLR Program") with Enterprise Fleet Management, Inc. for City vehicles through The Interlocal Purchasing System (TIPS) for a term of five years, with an option to renew for an additional five years; and

WHEREAS, the City Council authorized the City Manager to execute on behalf of the City a Master Equity Lease Agreement, Full Maintenance Agreement, and Maintenance Management and Fleet Rental Agreement with Enterprise Fleet Management, Inc.; and

WHEREAS, the City Council declared City vehicles to be surplus when the City Manager determined that various City-owned vehicles were no longer necessary to the City or otherwise need to be replaced for use by the City within parameters outlined in the May 1, 2018 Resolution; and

WHEREAS, the present value of lease payments are recognized as capital outlay (expense) offset by an equal amount in lease financing (revenue). Annual lease payments are budgeted as debt service – lease payments in the Capital and Equipment Replacement Fund and in the Water & Sewer Capital and Equipment Replacement Fund.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CRYSTAL LAKE hereby approves the VLR Program for the 2022/23 Fiscal Year which has been budgeted and authorizes the City Manager to take any actions as necessary to facilitate the 2022/23 VLR Program in 2022/23. The budgeted amount includes vehicles scheduled for the VLR Program in 2022/23 as well as previously approved lease vehicles.

BE IT FURTHER RESOLVED that the listing of additional vehicles to be leased as part of the 2022/23 VLR are as follows:

Police

Deputy Chief #1005
Commander #1007
Investigations #1010
Investigations #1011
Supervisor #1020
Patrol #1027

Draft

K-9 #1029
Patrol #1030
Patrol #1032
Patrol #1034
Patrol #1037
Special Assignment #1044

Engineering
Engineer Vehicle CD #42
Engineer Vehicle CD #45

Streets
New Snow Removal Truck with Plows
Pickup #418
S/A Dump #428
Pickup #436

Fire Rescue
Battalion Chief #1404
Deputy Chief #7061/#303

Water & Sewer
Mini (1 ton) Dump #618

DATED at Crystal Lake, Illinois, this 5th day of April, 2022.

APPROVED:

_____
Haig Haleblian, Mayor

ATTEST:

_____
Nick Kachiroubas, City Clerk

PASSED: April 5, 2022
APPROVED: April 5, 2022

Draft

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE to amend the allocation of Hotel/Motel Tax funding for fiscal year 2022/23 as follows:

ORGANIZATION	ORIGINAL ALLOCATION FISCAL YEAR 2022/23	AMENDED ALLOCATION FISCAL YEAR 2022/23
Crystal Lake Chamber of Commerce	$3,300	$5,000
Crystal Lake Soccer Federation	$3,300	$5,000
Encore Music Academy	$1,650	$2,500
Historic Downtown District of Crystal Lake, Inc.	$23,125	$35,000
Lakeside Legacy Foundation	$30,000	$45,400
McHenry County Convention & Visitors Bureau	$6,600	$10,000
McHenry County Santa Run for Kids	$1,320	$2,000
McHenry County Youth Sports Association	$34,880	$52,800
Raue Center for the Arts	$99,110	$150,000
William Street Repertory Theatre Company	$660	$1,000
Total	**$203,945**	**$308,700**

Such allocations are subject to the City having sufficient moneys in its Hotel/Motel Tax Fund to pay fully the amounts hereby allocated and may otherwise be conditioned by the Council. In the event that the City's Hotel/Motel Tax Fund lacks sufficient moneys to pay fully the amounts hereby allocated, the City has the right to reduce each allocation *pro rata* based on moneys actually received in the Hotel/Motel Tax Fund.

In order to qualify for a distribution of Hotel/Motel Tax Funding allocations, the requesting organization must submit documentation showing the qualifying event or activity has occurred as indicated within the program application and a listing of the corresponding expenses incurred to

Draft

hold the event or activity. Distributions will be limited to first, the approved allocation amount and second, to the amount actually incurred relating to the event or activity.

Dated this 5th day of April, 2022.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By:_____
Haig Haleblian, Mayor

ATTEST

_____
Nick Kachiroubas, City Clerk

PASSED: April 5, 2022
APPROVED: April 5, 2022

Draft