



**CITY OF CRYSTAL LAKE**  
**AGENDA**

**CITY COUNCIL**  
**REGULAR MEETING**

City of Crystal Lake  
100 West Woodstock Street, Crystal Lake, IL  
City Council Chambers  
March 15, 2016  
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – March 1, 2016 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**
10. **Crystal Lake Water Ski Association request for waiver of no-wake restrictions for their Slalom Tournaments on July 17, 2016, August 14, 2016, and their Barefoot Tournament on September 4, 2016.**
11. **Resolution authorizing a sign to be placed along the City rights-of-way recognizing high school students for winning State championships.**
12. **Copley McGinnis Group LLC, The Quarry Cable Park and Grille, 5517 Northwest Highway - City Code Amendment to Create a Class "6" Liquor License and increase the number of Class "6" liquor licenses from 0 to 1.**
13. **Copley McGinnis Group LLC, The Quarry Cable Park and Grille, 5517 Northwest Highway- Establishment of Hours.**
14. **Copley McGinnis Group LLC, The Quarry Cable Park and Grille, 5517 Northwest Highway- Naming of the Restaurant to the '43Tap & Grille.**

15. **Copley McGinnis Group LLC, The Quarry Cable Park and Grille, 5517 Northwest Highway – Amendment to the concessionaire and property use agreement with Copley McGinnis Group LLC.**
16. **Copley McGinnis Group LLC, The Quarry Cable Park and Grille, 5517 Northwest Highway- Request for approval to use the Three Oaks Recreation Area for a Liquid Force Free for All event on June 25, 2016 and a Grand Opening Celebration on July 16, 2016.**
17. **Burger King, 885 E. Terra Cotta Ave. – Special Use Permit Amendment to allow changes to the approved elevations and Variation to allow 84.3 square feet of wall signage on a single façade.**
18. **Extension of the Final Plat of Subdivision approval for the Ashwood Estates Subdivision, located on the west side of Huntley Road, south of Oakwood Drive.**
19. **Bid award and resolution authoring the execution of a service agreement with Municipal Well and Pump for the maintenance and repair work on Well #9.**
20. **Proposal award and resolution authorizing the execution of a contract with FutureNet Group, Inc. for Information Technology Managed Services.**
21. **Council Inquiries and Requests.**
22. **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.**
23. **Reconvene to Regular Session.**
24. **Adjourn.**

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



**Agenda Item No: 10**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	March 15, 2016
<b><u>Item:</u></b>	Crystal Lake Water Ski Association Tournaments – Waiver of No-Wake Restrictions
<b><u>Staff Recommendation:</u></b>	Motion to waive no-wake restrictions for the Slalom Tournaments to be held on Sunday, July 17, 2016 from 2:00 PM to 6:00 PM and Sunday, August 14, 2016 from 2:00 PM to 6:00 PM, and for the Barefoot Tournament on Sunday September 4, 2016, from 2:00 PM to 6:00 PM.
<b><u>Staff Contact:</u></b>	Michelle Rentzsch, Director of Community Development

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**Background:**

The City received a request from Crystal Lake Water Ski Association (CLWSA) to waive the no-wake restrictions for the following events on Crystal Lake:

1. Slalom Tournament – Sunday, July 17, 2016 from 2:00 p.m. to 6:00 p.m.
2. Slalom Tournament – Sunday, August 14, 2016 from 2:00 p.m. to 6:00 p.m.
3. Barefoot Tournament – Sunday, September 4, 2016 from 2:00 p.m. to 6:00 p.m.

As the events would occur during no-wake hours, the CLWSA is requesting a waiver from the no-wake restrictions for event participants. No-wake restrictions would be back in effect at the end of the events. The City Council has lifted the no-wake restrictions for these events in the past.

Ski areas will be clearly marked and adequate personnel will be provided to ensure a safe event. The organizers are not requesting any further assistance of the City. The CLWSA is also coordinating approval for “no-wake” restrictions with the Crystal Lake Park District and the Village of Lakewood.

City staff has reviewed the request does not have any concerns in waiving the no-wake restrictions, providing the following conditions are met:

- 1) The Crystal Lake Water Ski Club shall provide the City with a letter from the Crystal Lake Park District and the Village of Lakewood indicating their approval.

- 2) All debris created by the event shall be cleaned up during and after the event.
- 3) 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.
- 4) Any additional permits or requests for signage shall be made through the Community Development Department.
- 5) In the case of inclement weather, alternate dates can be approved by the City Manager.

The CLWSA has been advised of these conditions and concurs with them. The letter requesting approval for the waiver of no-wake restrictions is attached.

**Votes Required to Pass:**

Simple majority vote of the City Council



**Agenda Item No: 11**

**City Council  
Agenda Supplement**

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**Meeting Date:** March 15, 2016

**Item:** Championship Signs

**Staff recommendation:** Motion to adopt a resolution authorizing signs to be placed along the City rights-of-way recognizing:

1. Crystal Lake South High School wrestler, Eric Barone, for winning the 145 pound Class AAA State Wrestling Championship;
2. Prairie Ridge High School swimmer Valerie Tarazi for winning the 100-meter Breaststroke State Championship;
3. Crystal Lake Central High School wrestler Lenny Peterson for winning the 138 pound Class 2A Wrestling Championship; and
4. Prairie Ridge Co-op Gymnastics Team for winning the IHSA Girls Gymnastics State Finals

**Staff Contact:** Victor Ramirez, P.E., Director of Public Works

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**Background:**

On July 1, 2008, the City Council adopted a resolution creating a Championship Signs Program that recognizes individuals or teams from the community who have won State championships. Because IDOT allows no more than two (2) championship signs on IDOT rights-of-way at a time, the Council approved the implementation of a program that places championship signs at the entrances to the City or around the high school(s) or private facility honoring those championship efforts when authorized by the City Council. The championship signs are to be installed for a one-year period, after which the signs will be taken down, with one sign given to the high school or club as a memento honoring the individual or team champions.

During 2015 and 2016, the following high school students and team won State championships:

- Eric Barone, Crystal Lake South High School, for 145 pound Class AAA State Wrestling Championship
- Valerie Tarazi, Prairie Ridge High School, for 100-meter Breaststroke State Championship

- Lenny Peterson, Crystal Lake Central High School for 138 pound Class AA State Wrestling Championship
- Prairie Ridge Co-op Gymnastics Team, comprised of student-athletes from Prairie Ridge High School, Crystal Lake Central High School, Crystal Lake South High School, and Cary-Grove High School for the IHSA Girls Gymnastics State Finals. The team roster includes: Nicole Baars, Kira Karlblom, Alyssa Petko, Kendall Rumford, Madison Solka, Gabrielle Sysol, Rosemary Devine, Madelyn Kim, Rebecca Ruff, Katarina Schaffer, and Elizabeth Sysol.

**Recommendation:**

Staff recommends that signs be placed in relative proximity to each of these high schools to recognize these students and this team for their achievements.

**Votes Required to Pass:**

Simple majority



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to install championship signs, along the City rights-of-way, recognizing Crystal Lake South High School wrestler Eric Barone, for winning the 145 pound Class AAA State Wrestling Championship; Prairie Ridge High School swimmer Valerie Tarazi for winning the 100-meter Breaststroke State Championship; Crystal Lake Central High School wrestler Lenny Peterson for winning the 138 pound Class 2A Wrestling Championship, and the Prairie Ridge Co-op Gymnastics Team for winning the IHSA Girls Gymnastics State Finals, for a one-year period.

DATED this 15th day of March, 2016

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
MAYOR

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED: March 15, 2016

APPROVED: March 15, 2016



**Agenda Item No: 12**

**City Council  
Agenda Supplement**

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**Meeting Date:**

March 15, 2016

**Item:**

City Code Amendments to Create a Class "6" Liquor License Classification and Increase the Number of Class "6" Liquor Licenses – Applicant: Copley McGinnis Group LLC.

**Council Discretion:**

*If petitioner's request for an expanded alcohol service area is approved, motion to:*

- (1) Adopt an ordinance creating a Class "6" Liquor License Classification, and
- (2) Adopt an ordinance increasing the number of Class "6" liquor licenses from 0 to 1.
- (3) Motion to adopt a resolution authorizing the City Manager to execute an amendment to the concessionaire and property use agreement section 5.08 and section 16.19, defining the alcohol consumption area, with Copley McGinnis Group LLC.

*If petitioner's request for expanded alcohol service area is denied, motion to:*

- (1) Adopt an ordinance creating a Class "6" Liquor License Classification, and
- (2) Adopt an ordinance increasing the number of Class "6" liquor licenses from 0 to 1.
- (3) Limit alcohol consumption to the area outlined in the property use agreement dated March 18, 2014.

**Staff Contact:**

Eric T. Helm, Deputy City Manager

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**Background:**

The property use agreement between the City and Copley McGinnis LLC ("concessionaire") states that the concessionaire may apply for a liquor license for the retail sales of alcoholic beverages at the Quarry Cable Wakeboard Park located at the Three Oaks Recreation Area, 5517 Northwest Highway. The concessionaire has submitted a request for the Council to consider the adoption of an ordinance providing for amendments to the liquor license restriction provisions of

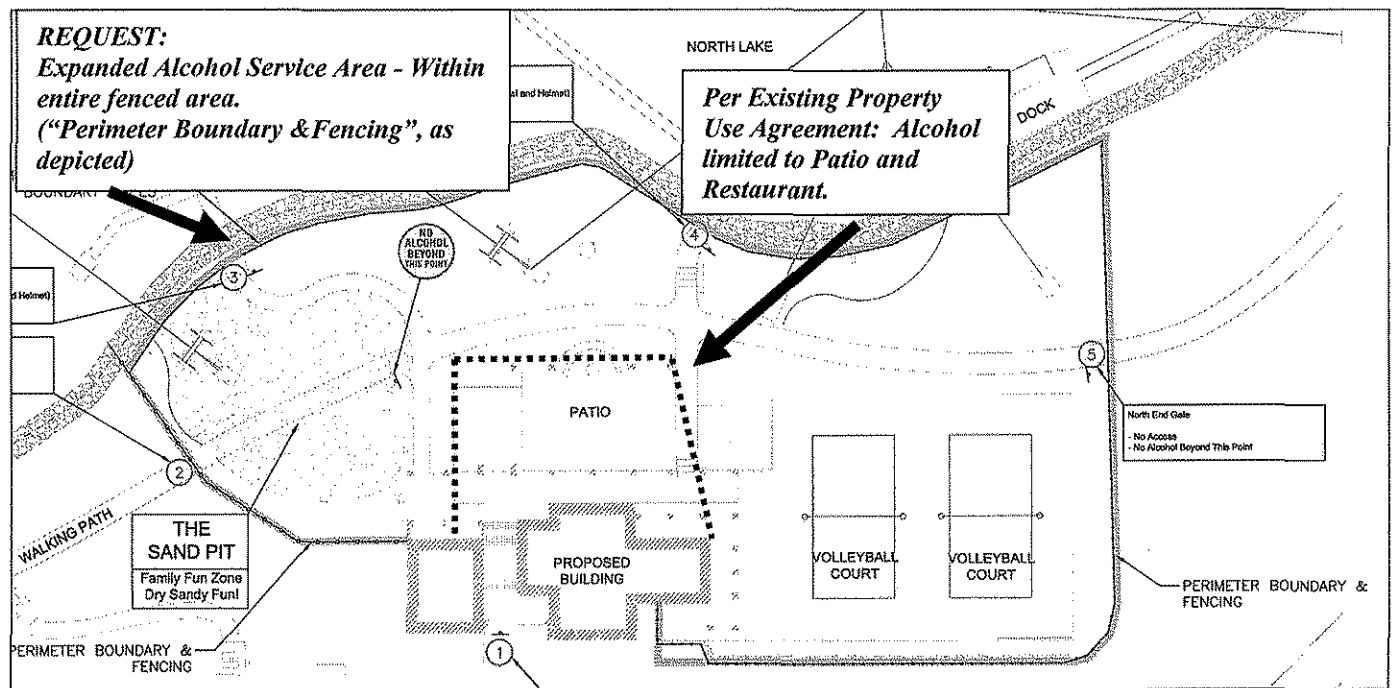


the city Code, creating a new Class “6” liquor license classification and increasing the number of Class “6” liquor licenses from the current 0 licenses to 1 license.

The City does not currently have a liquor license that would allow the sale of alcoholic beverages at an outdoor water sports facility on City property. The new Class “6” liquor license classification would authorize the retail sale of alcoholic liquor for consumption Sunday through Thursday between the hours of 11:00 AM – 10:00 PM, and between the hours of 11:00 AM – 11:00 PM, Friday through Saturday.

Requested Expanded Alcohol Consumption Area

The property use agreement language between the City and concessionaire requires that, if a license is given, alcohol may only be consumed within the restaurant and the related patio. After reviewing its business plan, the concessionaire would like to expand the area allowable for the consumption of alcohol to the entire area between the building and the lake. If approved, this change would require an amendment to the existing property use agreement. The expanded consumption area, requested by the concessionaire, is included in the petitioner’s submittals and attached to this supplement and depicted below:



### License Provisions

Since this is a unique liquor license, on City property, the proposed license requires the following:

1. If approved, alcohol consumption would be limited to an area that is enclosed by fencing, as approved by the Liquor Commissioner. All entrances and exits from this area shall be under direct supervision of the owner's employees.
2. The proposed license also includes specific language regarding the control of alcohol service. Any person served alcohol will receive a waterproof hand stamp and be unable to participate in a watersports activity following the placement of a stamp on the patrons hand. In addition, any person with an intact wrist band, indicating that the patron is riding the cable equipment, will not be served alcoholic beverages.
3. Alcohol can only be ordered from a permanent bar that is placed adjacent to the building.

Also, through an amendment to the concessionaire and property use agreement with Copley McGinnis LLC, all alcohol advertising (i.e banners, patio umbrellas, window displays, or wall decorations, etc.) will be expressly prohibited.

The applicant does not currently hold a liquor license with the City of Crystal Lake. The issuance of the license will be contingent on the applicant passing a fingerprint/criminal background search by the Illinois State Police and FBI and submitting all required documentation.

### Agreement Amendment

If the City Council approves the concept of the expanded alcohol consumption area, the property use agreement would need to be amended. This modification would incorporate the exhibit provided by the concessionaire limiting alcohol consumption to the area within the fenced perimeter between the building and the lake.

### **Votes Required to Pass:**

Simple majority



**DRAFT**

**RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute an agreement amendment to the concessionaire and property use agreement section 5.08 and section 16.19 between the City of Crystal Lake and Copley McGinnis LLC.

DATED this 15<sup>th</sup> day of March, 2016.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
MAYOR

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED:  
APPROVED:

ORDINANCE NO. \_\_\_\_  
FILE NO. \_\_\_\_



**DRAFT**

**ORDINANCE AMENDING THE CODE  
OF THE CITY OF CRYSTAL LAKE, ILLINOIS**

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

SECTION I: That CHAPTER 329 LIQUOR LICENSES Section 329-1 Definitions shall be added as follows:

**Water Sports Facility:** A recreation area where patrons participate in an activity directly on a body of water owned by the City of Crystal Lake including swimming, water skiing, wakeboarding, or other similar activity.

SECTION II: That CHAPTER 329 LIQUOR LICENSES Section 329-5 License Classifications shall be added as follows:

329-5. F. Class 6 License shall authorize the retail sale of alcoholic liquor, only on the premises of an outdoor water sports facility on City owned property as specified in the license, and only for consumption on such premises between the hours of 11:00 a.m. and 10:00 p.m., Sunday through Thursday and between the hours of 11:00 a.m. and 11:00 p.m., Friday through Saturday. A Class A or Class B type of restaurant may be located on the premises. Alcoholic liquor may only be served to patrons or guests of the licensed premises from a bar which is permanently constructed. For purposes of this license, premises shall include an open unroofed area which is surrounded by a fence or other barrier approved by the Liquor Commissioner which encloses the premises and which contains the required number of fire exits. Such fences or other barriers shall comply with the ordinances of the City regarding vision, clearance and required distances from corners. All applications for a Class 6 license must be accompanied by a plan which depicts the location of the fence or other barrier as well as the location of any permanently installed bars from which alcoholic liquor will be served. Alcoholic liquor may only be served to patrons or guests at the bars depicted in such plans or by waitstaff employed at the Premises who deliver the alcoholic beverages to such patrons or guests. All exits from the premises shall at all time when patrons or guests are present on the premises be under the direct supervision of employees or agents of the licensee who shall be able to monitor patrons or guests of the outdoor water sports facility to ensure that alcoholic beverages are not removed from the premises. Any person served or consuming alcoholic beverages on the premises

shall have their hand stamped with a waterproof stamp bearing the date on which the alcoholic beverage was served. Any person engaging in any water sport at the premises shall be required to wear a wristband which must be cut in order to be removed. Any person with an intact wrist band shall not be served an alcoholic beverage. Any person served or consuming alcoholic beverages upon the premises shall be prohibited from engaging in any water based activity at the outdoor water sports facility on the date that such person was served or consumed alcoholic beverages upon the premises. In addition to the above requirements, any 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 depicted in plans to be submitted and subject to the review and approval of the Liquor Commission. All such open unroofed area shall further be subject to the licensee having first obtained all permits or approvals required by the Ordinances of the City Code, City or other governmental authority.
- (b) 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.
- (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.
- (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.

The annual fee for such license shall be \$1,250.00.

SECTION III: That this Ordinance shall be in full force and effect from and after its passage and approval according to law.

SECTION IV: That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

DATED at Crystal Lake, Illinois, this 15<sup>th</sup> day of March, 2016.

APPROVED:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

PASSED:

APPROVED:

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



**Agenda Item No: 13**

**City Council  
Agenda Supplement**

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**Meeting Date:** March 15, 2016

**Item:** The Quarry Cable Park and Grille Hours

**Staff Recommendation:** Motion to adopt a resolution establishing the hours for the Quarry Cable Park from 10:00 AM to Dusk, and the Restaurant from 11:00 AM – 10:00 PM, Sunday – Thursday, and 11:00 AM – 11:00 PM, Friday – Saturday.

**Staff Contact:** Eric T. Helm, Deputy City Manager

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**Background:**

City Staff was recently notified that Copley McGinnis LLC (“concessionaire”) would like to establish the facility hours. The facility hours are subject to the City’s approval per the property use agreement. The concessionaire is requesting approval of the hours from the City Council.

The concessionaire is proposing that the restaurant hours extend past the Three Oaks Recreation Area’s closing hours of sunset. The City contemplated this possibility in the property use agreement and City staff intends to close the park at sunset, while ensuring public access to the restaurant. The agreement requires that the concessionaire compensate the City for additional security guard staff to facilitate this plan. These additional staff members will assist in closing the main, existing parking lot adjacent to the lake house, while funneling cable park visitors to the restaurant. The security guard staff will also monitor the existing City facilities following the closing of the park to ensure that patrons are not using the park during off hours. The concessionaire has also agreed to pay for any necessary barricades or other traffic blocking devices that the City may need to prohibit public access to the main park parking lot.

**Votes Required to Pass:**

Simple majority vote of the City Council.



DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the hours of the Quarry Cable Park shall be 10:00 AM to Dusk, and the restaurant hours shall be 11:00 AM – 10:00 PM, from Sunday – Thursday, and 11:00 AM – 11:00 PM, Friday – Saturday.

DATED this 15<sup>th</sup> day of March, 2016.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
MAYOR

SEAL

ATTEST:

\_\_\_\_\_  
CITY CLERK

PASSED:

APPROVED:



**Agenda Item No: 14**

## **City Council Agenda Supplement**

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**Meeting Date:**

March 15, 2016

**Item:**

The Quarry Cable Park and Grille Restaurant Naming

**Staff Recommendation:**

Motion to adopt a resolution authorizing the Quarry Cable Park and Grille owners, Copley McGinnis LLC, to name their restaurant located at the Three Oaks Recreation Area the '*43 Tap & Grille*.

**Staff Contact:**

Eric T. Helm, Deputy City Manager

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**Background:**

City Staff was recently notified by the owners of the Quarry Cable Park, Copley McGinnis LLC ("concessionaire"), that it would like to name its restaurant and bar operation at the Three Oaks Recreation Area. The concessionaire proposes that the name be the '*43 Tap & Grille*'. The attached letter outlines the rationale for the name.

As part of the previously approved Concessionaire and Property Use Agreement, the naming of any of the facilities shall be subject to the City's approval. The concessionaire is requesting approval of the name from the City Council.

**Votes Required to Pass:**

Simple majority vote of the City Council.





DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City authorizes the Quarry Cable Park and Grille owners, Copley McGinnis LLC, to name their restaurant located at the Three Oaks Recreation Area the *'43 Tap & Grille*.

DATED this 15<sup>th</sup> day of March, 2016.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
MAYOR

SEAL

ATTEST:

\_\_\_\_\_  
CITY CLERK

PASSED:

APPROVED:



**Agenda Item No: 15**

**City Council  
Agenda Supplement**

**Meeting Date:** March 15, 2016

**Item:** Amendment to the concessionaire and property use agreement with Copley McGinnis Group LLC

**Staff Recommendation:** Motion to adopt a resolution authorizing the City Manager to execute an amendment to the concessionaire and property use agreement with Copley McGinnis Group LLC.

**Staff Contact:** Eric T. Helm, Deputy City Manager

**Background:**

As the City Council may recall, on March 18, 2014 the City entered into a property use agreement with Copley McGinnis LLC (“concessionaire”) for the development of a cable wakeboard park at the Three Oaks Recreation Area. Since the execution of the property use agreement, various refinements to the agreement are recommended. These refinements are in response to the further development of the concessionaire’s business plan. A summary of the proposed modifications and impact are outlined below:

Article I – Definitions – “Gross Revenue”

This proposed modification expressly includes alcoholic and non-alcoholic beverages in the definition of the concessionaire’s gross revenues.

<i>Proposed Change</i>	<i>Impact</i>
Addition of the highlighted wording: “Gross revenues means all money received by the Concessionaire...from advertising, food, and <b><u>alcoholic and non-alcoholic</u></b> beverages...”	The intent of this change is clarification. It is important to ensure that alcohol sales are included in the gross revenue figures, since the rent due to the City is based on the facility’s gross revenues.

Section 3.01: Rent (Proposed Change A)

The proposed modification simplifies the agreement wording related to rent payments made to the City. The existing agreement has base rent and adjusted rent provisions. Since the concessionaire must pay the City 5% of gross revenues at the end of the year, the adjusted rent language is redundant and can be deleted.

<i>Proposed Change</i>	<i>Impact</i>
Modification of section 3.01 (a) (1) and delete Section 3.01 (a) (2) Adjusted Rent.	The proposed change eliminates redundant language and simplifies the wording of the rent provisions.

Section 3.01: Rent (Proposed Change B) – Concessionaire Request (March 9, 2016 Letter, Attached)

As the Council may recall, during the agreement negotiation process, the concessionaire expressed a concern that the \$5 non-resident parking fee would deter non-resident customers from using the cable park. In order to alleviate this concern, and still keep the \$5 non-resident parking fee intact, the concessionaire decided to discount cable park admission by \$5 for all non-residents paying the parking fee (with proof of a valid receipt). In return, the City would allow the concessionaire to offset its rent payment to the City with parking fee receipts used to discount admission fees, season passes, rental or equipment (with proof of the receipts from the concessionaire). This allowance was justified for two reasons. First, if an increased number of non-residents were encouraged to visit Three Oaks, via attendance at the cable park, the City would benefit from new, increased non-resident parking fee revenue. Second, the concessionaire was concerned about its business viability if non-resident customers had to pay the \$5 parking fee without receiving reimbursement for the fee.

The following table depicts this agreement:

<p><u>Rent Calculation -</u>  <u>City Receives 5% of Concessionaire Gross Revenues as Rent,</u>  <u>per the Below Formula:</u></p>
<p>(1% of gross revenues)            +            (Non-Resident Parking fee receipts applied toward park admission and rentals)            =            Rent Payment**</p>
<p>**At the end of the year, if the rent payment did not equal 5% of gross revenues, the concessionaire would need to compensate the City to ensure that the rent payment equaled 5% of gross revenues. The concessionaire will also need to provide proof of the parking fee receipts in order to receive a credit toward the rent payment.</p>

Per the initial agreement with the City, the concessionaire could only use parking fee receipts applied to admissions and rental fees as a credit toward rent payment. While the concessionaire is free to discount food and beverage purchases, under the existing terms, the concessionaire cannot offset its rent with parking receipts applied to food purchases.

Per the concessionaire's attached letter, it is now requesting that parking receipts used to discount food purchases be allowed to offset rent payments to the City.

<i>Proposed Change</i>	<i>Impact</i>
<p>Modification to paragraph 3.01 (a)(1):</p> <p>“rent shall be calculated by adding together: (1) 1% of Gross Revenues received by the Concessionaire during an agreement year and, (2) the Parking Fee Receipts of customers purchasing admission fees, seasons passes, rental or equipment and <b><u>food and beverage purchases (excluding alcohol and gift cards)</u></b> related to the Permitted Use during an Agreement Year, as evidenced by Parking Fee Receipts tendered to the Concessionaire by its customers”</p>	<p>The impact of adding food purchases to the rental formula is difficult to predict, since the facility has not been opened. Several potential scenarios are possible.</p> <p><u>Potential Positive Impact</u>            There is a potential positive impact if more new, non-resident customers are attracted to the park, thus increasing the City's parking fee receipts. In addition, this modification may drive more restaurant customer traffic. This would increase the concessionaire's gross revenues, resulting in higher rent payments to the City.</p> <p><u>Potential Drawbacks</u>            Since the concessionaire is allowed to offset its rent with parking fee receipts, the addition of food purchases would increase the amount of the offset. This could lower the rent payment. However, depending on the success of the restaurant, the lower rental payment could be made up for by increased gross revenues from customer food purchases. Based on the success of the restaurant, the increased gross revenues would result in increased rent payments to the City.</p> <p>Finally, there is nothing in the property use agreement prohibiting the concessionaire from discounting food purchases by the \$5 non-resident parking fee even if the City does not approve this requested change. The concessionaire is making this new request in order to provide itself with an economically viable way to provide the \$5 discount.</p>

Section: 5.11: Park Fees / Cost of Security

This proposed modification clarifies existing wording regarding site security and park closing. The original property use agreement requires that the concessionaire compensate the City for the expenses related to ½ of the costs of a City hired security assistant. Additional park security staff will assist in closing the main park at dusk, while ensuring customers can still access the cable park restaurant. In addition, the concessionaire has agreed to compensate the City for the purchase of barricades or temporary gates to close the main parking lot and still allow public access to the concessionaire’s facility.

<i>Proposed Change</i>	<i>Impact</i>
<p>Modification to paragraph 5.11:</p> <p><u>“The Concessionaire shall reimburse the City for ½ of its total annual (January 1 – December 31) costs and expenses related to the employment/retention of one security guards providing after hours security (“security costs”). The annual cost shall be calculated using the highest hourly rate paid an existing security guard.</u></p> <p><u>The Concessionaire shall compensate the City for the purchase of barricades and removable gates or other traffic blocking devices necessary to ensure the park’s main parking lot is closed to the public at dusk.”</u></p>	<p>The proposed change clarifies the existing agreement language that requires the concessionaire to compensate the City for potential costs associated with closing the main park, while keeping the cable park restaurant open after sunset.</p>

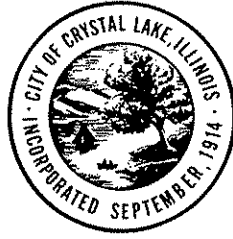
Section 16.23: Signs

The existing provisions of the property use agreement requires that the concessionaire receive prior written approval for any signage for the facilities. The revised language expressly prohibits all advertising related to alcoholic liquors.

<i>Proposed Change</i>	<i>Impact</i>
<p>Modification to paragraph 16.23:</p> <p><u>It is further understood and agreed that no signs shall be placed, located or displayed upon the Designated Premises advertising alcoholic liquors of any kinds. For purposes of this Agreement, signs shall include but not be limited to banners, umbrellas and table or wall decorations.</u></p>	<p>The signage allowed at the facility is restricted.</p>

**Votes Required to Pass:**

A simple majority of the City Council is required for approval.



DRAFT

**RESOLUTION**

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager be and he is hereby authorized and directed to execute an agreement amendment to the concessionaire and property use agreement between the City of Crystal Lake and Copley McGinnis LLC.

DATED this 15<sup>th</sup> day of March, 2016.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
MAYOR

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED:  
APPROVED:



**Agenda Item No: 16**

**City Council  
Agenda Supplement**

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**Meeting Date:** March 15, 2016

**Item:** The Quarry Cable Park & Grille Events

**Council Discretion:** City Council Discretion

1. Motion to approve the Quarry Cable Park & Grille's request for use of the Three Oaks Recreation Area for the 2016 Liquid Force Free for All event on Saturday, June 25, 2016 from 10:00 a.m. to 5:00 p.m. on the North Lake.
2. Motion to approve the Quarry Cable Park & Grille's request for use of the Three Oaks Recreation Area for their Grand Opening Celebration on Saturday, July 16, 2016 from 10:00 a.m. to dusk on the North Lake.

**Staff Contact:** Brad Mitchell, Assistant to the City Manager

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**Background:**

Copley McGinnis Group, LLC (The Quarry Cable Park & Grille) has submitted requests to host two separate events at their location at the Three Oaks Recreation Area. Per the City's Property Use Agreement with Copley McGinnis Group, LLC any special events that take place at the Quarry Cable Park & Grille shall be submitted for approval by the Mayor and City Council.

Both events and all related activities will be contained in the designated premises outlined in the property use agreement. In order to minimize overflow parking into the existing lots, the petitioner shall secure off-site parking and instruct attendees to use the off-site parking shuttle service.

**Request #1: Liquid Force Free for All – Saturday, June 25, 2016**

The first event request is the 2016 Liquid Force Free for All event on Saturday, June 25, 2016 from 10:00 a.m. to 5:00 p.m. Liquid Force is one of the premiere wakeboard manufacturers and one of the Quarry's sponsors. Liquid Force has included the Quarry Cable Park & Grille as one of their stops on their nation-wide tour this summer of the best cable parks in the U.S. This will be a

great opportunity to promote this new attraction at the Three Oaks Recreation Area. The event will feature free wakeboard rides, free demonstrations, free instruction, and the Liquid Force wakeboard movie premiere. The Liquid Force Pro Team will be in attendance offering tips on riding, signing autographs, etc. It is anticipated that there will be approximately 300 riders and 200 spectators. The Quarry Cable Park & Grille will secure overflow off-site parking with shuttle service for this event.

Due to the anticipated high attendance for this event, the Crystal Lake Police Department recommends that two detail Police officers be assigned for crowd control purposes. The anticipated cost for two detail Police officers to assist with the event is \$644.00. This cost would be covered by the Quarry Cable Park & Grille.

**\$46.00 per hour x 2 officers x 7 hours = \$644.00**

### **Request #2: Grand Opening Celebration – Saturday, July 16, 2016**

The second event request is the Grand Opening Celebration event on Saturday, July 16, 2016 from 10:00 a.m. to dusk. The purpose of this event is to celebrate the opening of The Quarry Cable Park & Grille. This event will feature reduced rates, demos, vendors and live music. The Quarry Cable Park & Grille will secure overflow off-site parking with shuttle service for this event.

### **Layouts for Both Events**

The Quarry Cable Park & Grille are working with Liquid Force on the layout for the various event activities. It is expected that vendor stations will be located on the property where guests will be converging, which is at the lower level near the patio, volleyball courts, cables, tap & grille. As far as live music, this will be contained to the patio/stage area. For the Liquid Force wakeboard movie premiere a large inflatable movie screen will be set-up for the screening. The actual location for this movie screen has yet to be determined, but a possible location is on the sand by the volleyball courts or near the fixed dock with the water as a backdrop. This would depend on lighting, safety and feasibility.

As for the Grand Opening Celebration event, the layout of activities will be similar to the Liquid Force event. As part of the conditions for approval, the Quarry Cable Park & Grill will be required to provide City staff with site layouts for each event.

### **Staff Conditions for Both Events**

City staff from the Community Development, Fire Rescue, Police and Public Works Departments have reviewed the request and do not have any concerns regarding the event providing the following conditions are met:

- 1) Secure off-site parking and necessary shuttle service. Once the Quarry Cable Park & Grille's parking lot is full, all attendees shall be instructed to use the off-site parking shuttle service.
- 2) 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 the event.
- 3) Provide a layout for each event showing the locations of the various event activities.



- 4) Provide and maintain emergency access (boat launch) to the North Lake for rescue purposes during the entire event.
- 5) Provide 20-foot access lane(s) for emergency vehicles to gain access to the building, Fire Department Connection, and the event site.
- 6) Fire hydrants located on or near property must remain unobstructed and "No Parking" signs posted.
- 7) Provide a site plan at least 30 days prior to the event for any tents/canopies used for this event to ensure compliance.
- 8) 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.
- 9) 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.
- 10) Provide adequate lighting for participants during night hours.
- 11) 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.
- 12) All debris created by the event shall be cleaned up during and after the event.
- 13) Petitioner must adhere to the required City insurance provisions.
- 14) Participants are required to sign an Indemnity/Hold Harmless agreement to include the City.
- 15) Any additional permits or requests for signage shall be made through the Community Development Department.
- 16) In the case of inclement weather, an alternate date can be approved by the City Manager.

**Votes Required to Pass:**

Simple majority vote of the City Council



**Agenda Item No: 17**

**City Council  
Agenda Supplement**

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<b><u>Meeting Date:</u></b>	March 15, 2016
<b><u>Item:</u></b>	Burger King
<b><u>Request:</u></b>	<ol style="list-style-type: none"><li>1. Special Use Permit Amendment to allow changes to the approved elevations, and</li><li>2. Variation from Article 4-1000(F) to allow 84.3 square feet of wall signage on a single façade, which is greater than the permitted 75 square feet.</li></ol>
<b><u>Petitioner:</u></b>	Jonathan Nuscher, Interplan, LLC, petitioner
<b><u>PZC Recommendation:</u></b>	To approve the PZC recommendations and adopt an ordinance granting the Special Use Permit Amendment and variation for the Burger King at 855 E. Terra Cotta Avenue.
<b><u>Staff Contact:</u></b>	Michelle Rentzsch, Community Development Director

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**Background:**

- Existing Use: The subject property is an existing Burger King.
- Background:
  - A special use permit was approved in 1996 to allow a drive-through facility and a fast food restaurant. The special use permit included approved elevations.
  - In 2001, an amendment to the special use permit was approved to allow changes to the freestanding sign.
- Existing Wall Signage of Comparable Fast Food Restaurants:
  - Burger King, 250 Virginia St- Total of 171.43 sf (including a light band)
  - McDonalds, 230 Route 31 – Total of 114.5 sf
  - Wendy's, 290 Route 31- Total of 64.4 sf

**Key Factors:**

- Request: The petitioner is requesting a Special Use Permit Amendment to allow changes to the approved elevations and a variation to allow greater than 75 square feet of wall signage on a single façade. The total square footage of the proposed wall signage is 132.96 sf, which meets the UDO standards.

- UDO Standard:
  - The Unified Development Ordinance (UDO) sets design standards for renovated properties. Commercial properties have to meet 6 out of the 10 design criteria. The proposed changes meet 7 of the 10 design criteria.
  - The UDO sets standards for commercial wall signage. A freestanding building is permitted to have 150 square feet of wall signage with no greater than 75 square feet of wall signage on a single façade.
  - The special use permit was approved in 1996 with elevations. Since the proposed façade changes alter the approved elevations, a special use permit amendment is required.

**PZC Highlights:**

- At the February 17<sup>th</sup> Planning and Zoning Commission meeting, the PZC felt the light band should be removed to eliminate the original variation request of 373.26 sf of total wall signage.
- The petitioner asked to be continued to the next meeting in order to talk with his client.
- At the March 2<sup>nd</sup> Planning and Zoning Commission meeting, the PZC thanked the petitioner for going back to the owner and getting approval to remove the light band. The total square footage of the proposed wall signage is 132.96 sf, which meets the UDO standards.
- The PZC felt that the Findings of Fact had been met.

The PZC recommended **approval (7-0)** of the petitioner's request with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
  - A. Application (Massey, dated 01/04/16, received 01/07/16)
  - B. Elevations (Interplan LLC, dated 12/23/15, received 01/07/16)
  - C. Plan Set (Interplan LLC, dated 12/23/15, received 01/07/16)
  - D. Sign Package (Interplan LLC, dated 12/26/15, received 01/28/16)
  - E. Email regarding Light Band (Interplan LLC, received 2/25/16)
2. Any cosmetic change to the freestanding sign should be complementary to the principal structure.
3. The light band will be disabled; the red metal band will be allowed to remain non-illuminated.
4. The conditions of approval from previous ordinances for the subject property are still valid.
5. Any future changes to the façade may be approved administratively if the design standards in Article 4-900 are met.
6. The petitioner shall comply with all of the requirements of the Community Development, Public Works, Police and Fire Rescue Departments.

**Votes Required to Pass:**

A simple majority vote.

DRAFT

ORDINANCE NO. \_\_\_\_\_  
FILE NO. \_\_\_\_\_

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AMENDMENT AND VARIATION  
AT 855 E. TERRA COTTA AVENUE

WHEREAS, pursuant to the terms of a Petition (File #2016-02) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested the issuance of a Special Use Permit Amendment to allow changes to the approved elevations, and a variation from Article 4-1000(F) to allow 84.3 square feet of wall signage on a single façade which is greater than the permitted 75 square feet for the property located at 855 E. Terra Cotta Avenue; and

WHEREAS, the Planning and Zoning Commission of the City of Crystal Lake, pursuant to notice duly published on January 30, 2016 in the Northwest Herald, held a public hearing at 7:30 p.m., on February 17, 2016 at City Hall at 100 W. Woodstock Street, Crystal Lake, Illinois to consider the proposed Special Use Permit Amendment and Variation and made a motion to continue the petition to their next meeting; and

WHEREAS, on March 2, 2016, 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 and revised Special Use Permit Amendment and Variation be approved, all as more specifically set forth in that certain Report of the Planning and Zoning Commission in Case #2016-02, dated as of March 2, 2016; and

WHEREAS, it is in the best interests of the CITY OF CRYSTAL LAKE that the Special Use Permit Amendment and Variation 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 Amendment to allow changes to the approved elevations, and a variation from Article 4-1000(F) to allow 84.3 square feet of wall signage on a single façade which is greater than the permitted 75 square feet for the property commonly known as 855 E. Terra Cotta Avenue (14-34-326-061), Crystal Lake, Illinois.

Section II: Said Special Use Amendment and Variation are issued with the following conditions:

1. Approved plans, to reflect staff and advisory board comments, as approved by the City Council:
  - A. Application (Massey, dated 01/04/16, received 01/07/16)
  - B. Elevations (Interplan LLC, dated 12/23/15, received 01/07/16)

- C. Plan Set (Interplan LLC, dated 12/23/15, received 01/07/16)
- D. Sign Package (Interplan LLC, dated 12/26/15, received 01/28/16)
- E. Email regarding Light Band (Interplan LLC, received 2/25/16)

- 2. Any cosmetic change to the freestanding sign should be complementary to the principal structure.
- 3. The light band will be disabled; the red metal band will be allowed to remain non-illuminated.
- 4. The conditions of approval from previous ordinances for the subject property are still valid.
- 5. Any future changes to the façade may be approved administratively if the design standards in Article 4-900 are met.
- 6. The petitioner shall comply with all of the requirements of the Community Development, Public Works, Police, and Fire Rescue Departments.

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 and Variation 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, approval and publication as provide by law.

DATED at Crystal Lake, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

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



**Agenda Item No: 18**

**City Council  
Agenda Supplement**

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**Meeting Date:** March 15, 2016

**Item:** Ashwood Estates Final Plat of Subdivision Extension

**Recommendation:** Motion to grant a two-year extension to the Final Plat of Subdivision approval for Ashwood Estates at Huntley Road, south of Oakwood Drive.

**Contact:** Michelle Rentzsch, Community Development Director

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**Background:**

- History: The City's Unified Development Ordinance sets expiration time periods for certain approvals. A final plat of subdivision is required to be recorded with the McHenry County Recorder's Office within twelve months following City Council approval. If not recorded within this time, the approval shall be null and void and the final plat would have to be resubmitted for approval, unless the approval is extended by the City Council.
- History: Ashwood Estates was approved in March 2007 for a 28 single-family lot subdivision located on the west side of Huntley Road, south of Oakwood Drive.
- Previous Approvals: The City has approved a final plat of subdivision extension request each year following the approval. In 2012, the City Council granted a 3-year extension.

**Key Factors:**

- Request: To request a two-year extension of the Ashwood Estates Final Plat of Subdivision approval to March 20, 2018.
- UDO Standard: There is no limit to how many extensions the City Council can grant for a final plat of subdivision.

**Votes Required to Pass:** A simple majority vote.



**Agenda Item No: 19**

**City Council  
Agenda Supplement**

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**Meeting Date:** March 15, 2016

**Item:** Well #9 Maintenance & Repair

**Staff Recommendation:** Motion to award the bid for maintenance and repair work on Well #9 to the lowest responsive, responsible bidder, Municipal Well and Pump, and adopt a resolution authorizing the City Manager to execute a service agreement with Municipal Well and Pump in the submitted bid amounts with a 10% contingency for unforeseen expenses.

**Staff Contact:** Victor C. Ramirez, P.E., Director of Public Works

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**Background:**

On February 23, 2016, the City of Crystal Lake publicly opened and read aloud the bids received to perform maintenance and repair work to the City's Well #9. Well #9 is located at Water Treatment Plant #2 (530 Highland Ave.), and was last serviced in 2012. This well's pumping capacity has been declining over the past several months which is an indication that the components are in need of routine maintenance and repair work.

The following table includes bid pricing for the Well #9 project:

<b>Bidder</b>	<b>Total Bid</b>
√ Municipal Well & Pump Waupun, WI	\$39,299.00
Great Lakes Water Resources Joliet, IL	\$44,467.83
Water Well Solutions Oconomowoc, WI	\$50,227.65

√ Indicates the lowest responsive and responsible bidder

The bid price includes maintenance and repair work as well as inspection of all equipment, replacement of pumping equipment, anticipated repairs that may be necessary, and chemical treatment work.

When performing repairs and maintenance on a submersible well pump, predicting the required repair and rehabilitation cost is impossible to calculate until all pumping equipment has been removed, disassembled, and inspected. To provide the City with a competitive cost, vendors were requested to submit bid pricing that includes hourly labor rates, material pricing, and equipment cost for possible repairs and services that may be needed.

In addition, well chemical treatment work was specified in the bid to improve water production and remove nuisance bacteria.

**Recommendation:**

The Public Works Department has reviewed all bids received for completeness and accuracy in accordance with the invitation to bid document. Municipal Well and Pump has submitted the lowest responsive and responsible bid per the specifications stated in the bid document and based on a typical scenario and anticipated repairs needed. The Public Works Department staff has used Municipal Well and Pump for other projects and they have been a very responsive contractor. It is the recommendation of staff to award the bid to the lowest responsive, responsible bidder, Municipal Well and Pump to perform the work on Well #9, in accordance with the terms and conditions of the bid document.

There are sufficient funds in the FY 2015/16 Budget for this expense.

**Votes Required to Pass:**

Simple Majority





DRAFT

RESOLUTION

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a service contract between the CITY OF CRYSTAL LAKE and Municipal Well and Pump for Well #9 maintenance and repair in the amount bid, with a 10% contingency.

DATED this 15<sup>th</sup> day of March, 2016

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
MAYOR

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED: March 15, 2016

APPROVED: March 15, 2016



**Agenda Item No: 20**

**City Council  
Agenda Supplement**

**Meeting Date:** March 15, 2016

**Item:** Information Technology Managed Services

**Staff Recommendation:** Motion to award the Information Technology Managed Services Request for Proposal to the lowest responsive and responsible bidder, FutureNet Group, Inc., in the amount of \$237,494.40 annually, and to adopt a resolution authorizing the City Manager to execute the contract with FutureNet Group, Inc., allowing for a ten percent annual contingency.

**Staff Contact:** Gregory A. Fettes, Director of Information Technology

**Background:**

On January 29, 2016, Proposals received for Information Technology Managed Services were opened and publicly read. The City received four (4) responses and the results are tabulated below:

Bidder	Annual Amount
FutureNet Group, Inc. <i>Detroit, MI</i>	\$237,494.40 <sup>1</sup>
Prescient Solutions <i>Schaumburg, IL</i>	\$345,000.00
Great Computer Solutions <i>Skokie, IL</i>	\$349,440.00
InterDev <i>Alpharetta, GA</i>	\$465,492.00

<sup>1</sup> Denotes Recommended Lowest Responsive and Responsible Bidder

The Request for Proposal for Information Technology Managed Services was a request to provide quotations for the provision of contracted managed services to the City to protect and enhance the City's Information Technology functions and is a fulfillment of the recommendation of the City's consultant through the recently completed Information Technology Assessment and Strategic Planning process.

### **The Assessment and Strategic Planning Process:**

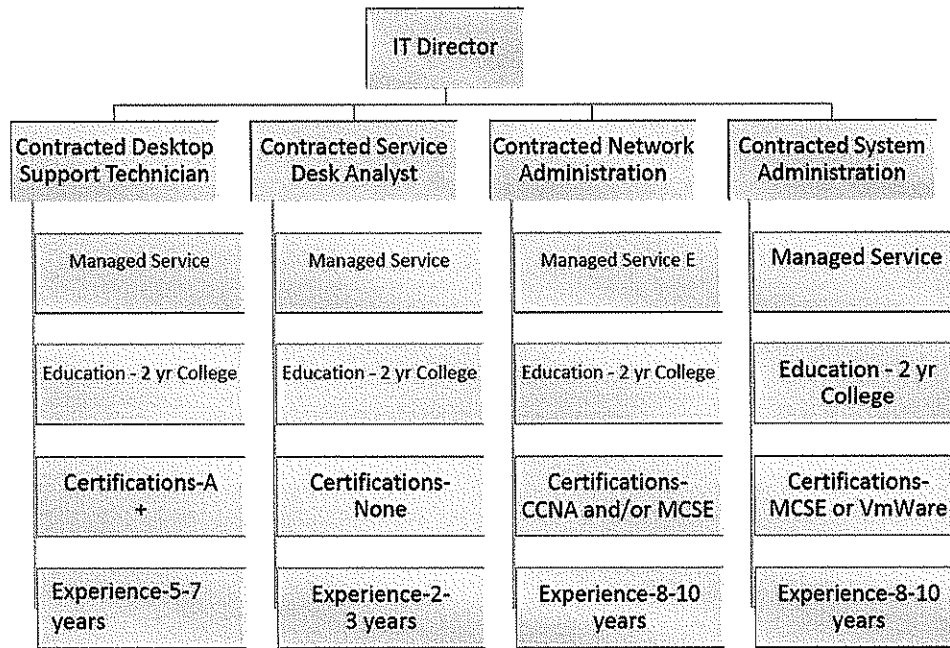
A Request for Proposal (RFP) was awarded on May 19, 2015 to Martin Yarborough and Associates for the completion of an Information Technology Assessment and Strategic Plan. The Assessment and Strategic Planning process had the following components:

- **Information Technology Assessment** – This step assessed our current Information Technology structure and equipment.
- **Information Technology Strategic Plan** – This step next phase involved the consultant interfacing with the various Departments of the City and their employees and, in conjunction with the IT Assessment, determining their future technology needs, keeping in mind the City's core missions.
- **Development of Staffing & Capital Plans** – Both the staffing and capital plans use the City's Strategic Plan and develop a plan for implementation.
- **Budget and Policy Development Assistance** – The final phase of the project includes the development of budget information to implement the recommendations of the Strategic Plan and assistance in the development of improved Information Technology policies.

One of the primary recommendations of the Assessment and Strategic Plan was the enhancement of the City's Information Technology functions through the implementation of the recommended staffing plan. This staffing plan was developed by Martin Yarborough and Associates taking into account the size of the City's Information Technology functions, the type of equipment the City utilizes, the desired service levels to provide excellent customer service, the projects that will be undertaken, and benchmarks for similarly sized organizations. The implementation of the recommended staffing plan will allow Information Technology to better address the technology needs of the organization and citizens in implementing technology to further the City's core functions and goals. The implementation of the recommended staffing plan will also provide the City with the resources to adopt new technologies that will allow the City to serve its constituents in the technology driven world that most people have come to expect.

Based upon this information, Martin Yarborough and Associates recommended the following staffing for Crystal Lake:

## *Suggested Technology Reorganization-Contractor Based*



This structure consists of the following:

**Service Desk Analyst** – this position will be the first point of contact for internal customers seeking service from Information Technology. They will be able to begin assisting customers almost immediately through phone and remote connection support. This position will also work on special projects as assigned.

**Desktop Support Technician** – this position would be considered a Level II support technician and will be responsible for assisting customers who cannot be assisted immediately by the Service Desk Analyst and that require a physical visit to resolve their help desk request. In addition, this position will participate in preparing and installing new equipment and special projects as assigned.

**Network and System Administration** – these positions (each equivalent to half-time) are responsible for maintaining the network and systems equipment (such as servers, routers, switches, cabling, and other network infrastructure). In addition, these positions are responsible for implementing new networking equipment and for completing special projects as assigned.

Based upon this contracted staffing model, the City’s consultant developed a specification for a three year contracted staffing contract that was posted on the City’s BidSync on-line bidding platform. This platform allows the Request for Proposal to be quickly routed to potential responders.

The adoption of the new staffing model will provide the following benefits to the organization:

- With the provision of the additional staffing envisioned by the Assessment and Strategic Plan, the City will realize the addition of three (3) staff members to Information Technology adding a total of 6,240 hours to support the City's technology functions.
- The new staffing model will allow the City to provide enhanced services in the following areas:
  - Greatly increase the ability of help desk support to be able to quickly and efficiently address issues in hardware and software that customers experience. This will be accomplished through the addition of the Service Desk Analyst and Desktop Support Technician positions (a total of 4,160 hours). Internal customers will be able to call or email the help desk and get almost immediate response to their concerns through a remote session with the Service Desk Analyst. When a help desk request cannot be effectively handled through a remote connection, the Desktop Support Technician will be assigned to address the issue directly with the customer. The City currently experiences approximately 2,000 help desk requests annually.
  - Both the Service Desk Analyst and Desktop Support Technician will also be tasked with preparing and installing new hardware and software throughout the City's Wide Area Network (WAN), and assisting with the completion of various projects that are being implemented by Information Technology.
  - The Network and System Administration function (a total of 2,080 hours) will be heavily involved in the administration, maintenance and upgrade of all network equipment in the City on a daily basis. In addition, Network and System Administration would be heavily involved in implementing projects that have been requested by Departments and the projects identified in the Strategic Plan. A sample of the project they would be working on includes:
    - Network Security Managed Services
    - Standardization and Implementation of Software Integration
    - Develop and Implement a Cloud Computing Plan
    - Further develop Intranet capabilities
    - Develop and implement mobility plan for field workers
    - Develop and implement remote network access for select employees
    - Website Improvements
    - Replacement and network integration of the City's phone system (Unified Communications)
    - Virtualization of the City's server farm
    - Development of a formalized Disaster Recovery plan
    - Implementation of automated software update services for all City assets
    - Installation of server room uninterruptible power supply and transfer switching
    - Interfacing and working with the GIS Consortium to enable data exchange between the City's data systems and GIS

### **The RFP Evaluation Process:**

Once the RFP responses were received, staff from Information Technology and the City Manager's Office, in addition to the City's strategic planning consultant, reviewed them to determine their compliance with the requirements contained in the RFP Documents. As a result of this review, all four (4) responders were determined to be compliant.

Representatives of FutureNet Group, Inc., as the lowest qualified responder, were interviewed extensively for the background and capabilities of their company and were found to have sufficient depth to be able to provide not only the services requested through the RFP, but also other services that may arise from time to time. As part of their RFP response, FutureNet Group has committed to hourly rates for what are considered out of scope services for the term of the contract which are below market rates in the area.

In addition, City staff interviewed the proposed staff from FutureNet Group, Inc. and found them to be in compliance with the requested specifications and that they will meet our high customer service expectations for our customers.

### **Recommendation:**

It is the recommendation of City staff to award the contract for Information Technology Managed Services to the lowest responsive and responsible bidder, FutureNet Group, Inc., in the amount of \$237,494.40 annually for three (3) years, with a contingency of up to 10% of the contract value annually for any unforeseen work required beyond the scope of services.

Sufficient funding is available for this project.

### **Votes Required to Pass:**

Simple Majority



**DRAFT**

**RESOLUTION**

**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE** that the City Manager be authorized to execute the contract with FutureNet Group, Inc., for Information Technology Managed Services in the amount of \$237,494.40 annually for three (3) years. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance, annually.

**DATED** this 15<sup>th</sup> day of March, 2016.

CITY OF CRYSTAL LAKE, an  
Illinois municipal corporation,

By: \_\_\_\_\_  
MAYOR

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

PASSED: March 15, 2016  
APPROVED: March 15, 2016