



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
January 17, 2012
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Administration of Oath of Office – James P. Gualdoni**
5. **Approval of Minutes – January 3, 2012 Regular City Council Meeting**
6. **Accounts Payable**
7. **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.
8. **Mayor's Report**
9. **Council Reports**
10. **Consent Agenda**
11. **St. Elizabeth Ann Seton Church, 1023 S. McHenry Avenue – Temporary Use Permit request for a Friday night fish fry Special Promotion and waiver of the Temporary Use Permit fee.**
12. **St. Thomas the Apostle School PTO Class 19 Temporary Liquor License request.**
13. **New Retailer Job Creation and Investment Grant application request – The Olive Tap, 68 N. Williams Street.**
14. **Existing Retailer Job Creation and Investment Grant application request – Chen's Chinese Cuisine, 6100 Northwest Highway.**
15. **Manufacturer Job Creation and Investment Grant application request – Phoenix Electronics, 300 Millennium Drive.**
16. **Lakewood Holdings, LLC, 110 West Woodstock Street – Unified Development Ordinance Sign Variation request for wall signage.**
17. **Proposal award and resolution authorizing the City Manager to execute an agreement for the GIS Server Implementation and Website Development consultant.**
18. **Resolution authorizing a sign to be placed along the City rights-of-way recognizing the Crystal Lake Sky High Volleyball team for placing first in the 2011 AAU National Championship and USA Volleyball Beach Championship.**
19. **Ordinance amending the traffic control on Fenimore Road at Grandview Drive.**

- 20. Council Inquiries and Requests**
- 21. 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.**
- 22. Reconvene to Regular Session.**
- 23. Board Appointment and Reappointments.**
- 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: 4

**City Council
Agenda Supplement**

Meeting Date: January 17, 2012

Item: Swearing In Ceremony for New Firefighter Paramedic James Gualdoni

Staff Contact: Ann Everhart, Director of Human Resources
James P. Moore, Chief of Fire Rescue

Background:

Mayor Shepley will be swearing in our newest Firefighter Paramedic James Gualdoni.

The Fire Rescue Department is pleased to welcome Firefighter Paramedic James Gualdoni. FFPM Gualdoni started with the department on December 19, 2011. He comes to the Crystal Lake Fire Rescue Department as a certified Firefighter III, Paramedic and Fire Apparatus Engineer. FFPM Gualdoni is currently involved in his orientation and initial training with our department.

Congratulations to our new firefighter paramedic!



Agenda Item No: 11

**City Council
Agenda Supplement**

Meeting Date:

January 17, 2012

Item:

St. Elizabeth Ann Seton Church Temporary Use Permit request for a Friday night fish fry Special Promotion.

Recommendation:

Motion to approve the Temporary Use Permit, pursuant to the recommendations listed below, and waive the Temporary Use Permit fee.

Staff Contact:

Michelle Rentzsch, Director of Planning and Economic Development

Background: For the past several years, St. Elizabeth Ann Seton Church has hosted a Friday night fish fry during Lent as a fundraiser for their Youth Group. A Temporary Use Permit is required for this event.

The UDO allows Special Promotions for a period of not more than three days in a calendar month. The Ordinance states that only four special promotions by the same business shall be approved by the City Council within a calendar year on the same property. This would be the first request by St. Elizabeth Ann Seton Church for a Special Promotion activity this year.

The UDO allows temporary signs to be displayed for periods not exceeding 39 days four (4) times per calendar year. The applicants have requested that the sign be displayed for 42 days (from February 20, 2012 to April 1, 2012). The UDO also states that a temporary sign is not to exceed 16 sq. ft. The applicants are proposing a sign that is double-sided and approximately 12' wide by 4' tall, or 48 sq. ft. per side. The requested sign is the sign they used in previous years and it will also be placed in the same location.

The applicant is requesting a waiver from the \$40.00 Temporary Use Permit application fee since this is a fundraiser for the Youth Group.

If the request is approved, the following conditions are recommended:

1. The Temporary Use Permit shall be valid per the attached site plan for the Friday evenings between February 24, 2012 and March 30, 2012 from 2:00 p.m. until 9:00 p.m.
2. Any requests for additional signage shall be made to the Building Division.

A. The 4' by 12' double-sided sign shall be allowed per the sketch provided. The sign shall be located at least 50' from the intersection of Dartmoor Drive and McHenry Avenue and at least 10' from the property line.

B. The sign shall be allowed to be displayed from February 20, 2012 through April 1, 2012.

3. Comply with the requirements of the 2005 National Electrical Code.
4. Comply with all requirements and conditions of the 2006 International Fire Code and Fire Prevention Review as well as the conditions listed in the application.
5. The no parking fire lane restrictions shall be observed along the driveway. The entrance and exit doorways to the building cannot be blocked.
6. Ensure the proposed sign location is not within a Municipal Utility Easement or blocking the line of sight of vehicles entering onto McHenry Avenue from Dartmoor Drive.
7. McHenry County Health Department approval shall be obtained prior to the event.
8. A site inspection by the Fire Prevention Bureau is required prior to the first fish fry, when the temporary structures are erected and equipment is set up.

The applicant has been made aware of these recommended conditions and advised to attend the January 17, 2012 City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 12

City Council Agenda Supplement

Meeting Date: January 17, 2012

Item: Temporary Liquor License – St. Thomas the Apostle School PTO

Staff Recommendation: Motion to approve issuance of a Class “19” Temporary Liquor License to the St. Thomas the Apostle School PTO

Staff Contact: George Koczvara, Deputy City Manager

Background:

The City has received a request from the St. Thomas the Apostle School PTO for the issuance of a Class “19” Temporary Liquor License in order to operate a cash bar during their annual dinner/fundraiser event scheduled for February 4, 2012 from 6:00 p.m. to midnight, at St. Elizabeth Ann Seton Catholic Church, located at 1023 McHenry Avenue.

Section 329-5-S of the City Code permits the issuance of a Class “19” Temporary Liquor License for the retail sale of beer, wine and alcoholic liquor drinks for consumption upon the premises specified in the license where sold. The license shall be issued to not-for-profit corporations qualified to do business in the State of Illinois. The license shall be for a period not to exceed three (3) days, and shall be issued only for special events sponsored by the not-for-profit corporation requesting the license.

Attached for City Council review is a copy of all support documentation regarding this request.

Votes Required to Pass:

Simple majority



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date: January 17, 2012

Item: New Retailer Job Creation and Investment Grant application request #2011-22-05 for The Olive Tap, at 68 N. Williams Street, to request \$10,000 in matching grant funds.

Robert and Lori Sherry, The Olive Tap Crystal Lake

Recommendations: City Council's discretion:

1. Motion to approve the Retailer Job Creation and Investment Grant agreement with Robert and Lori Sherry, and to award \$10,000 in grant funding for new employees and furniture, fixtures and equipment at 68 N. Williams Street;
2. Motion to deny the grant application.

Staff Contact: Michelle Rentzsch, Director of Planning and Economic Development
James Richter II, Assistant Director of Economic Development

Background: On May 4, 2010, the City Council approved the Retailer Façade and Commercial Tenant Improvement Program, which offers matching grant funding to retailers providing eligible building improvements. On November 1, 2011, the City Council approved the **Retailer Job Creation and Investment Program**, which provides grant funding to new and existing retailers who occupy vacant space and hire full-time employees or install eligible furniture, fixtures, and equipment.

The Existing Retailer Job Creation and Investment Program provides existing retailers who expand and enhance their current locations with \$2,500 for every new full-time employee hired, \$1,000 for each part-time employee, and a 50% match for eligible furniture, fixtures, and equipment, not to exceed \$10,000.

OLIVE TAP (68 N. Williams Street)

The Olive Tap is a specialty retailer offering flavored oils, vinegars, dipping sauces, condiments and cooking products. The Olive Tap will be leasing just over 800 square feet where they will be hiring two (2) part-time employees, not including themselves. Mr. and Mrs. Sherry will purchase over \$26,000 in eligible furniture, fixtures, and equipment for the Crystal Lake Olive Tap.

In order to objectively analyze the applications for funding, review criteria have been established in

the Ordinance approving this program. The chart below outlines the evaluation of the applicant's request in relation to our review criteria:

REVIEW CRITERIA	APPLICANT'S ABILITY TO MEET THE REVIEW CRITERIA
Improvement to overall appearance	Minor improvements to the appearance of the subject property would be provided
Aesthetic impact to surrounding areas	Improvements would provide a minor aesthetic impact to the area to repurpose the space
Number of employees and wages	2 part-time and 2 full-time employees will be added as a result of the Olive Tap*
Value of new FFE	Furniture, fixtures, and equipment in excess of \$26,000*
Use of the property as a result of a new business	Promotes the intended use of the building for retail sales*
Contribution to economic vitality	Promotes occupancy of vacant retail space with a viable retailer collecting sales taxes*
Compatibility with nearby uses	Compatible with adjacent uses*

The applicant's request has been evaluated for the value of the improvement, the extent of proposed work, and its potential impact. The current application would fulfill 5 of the 7 review criteria (marked with an asterisk*).

SUMMARY OF CURRENT REQUESTS

The chart below provides a complete summary of the pending grant funding requests. The City has budgeted \$80,000 for reimbursements to awarded recipients. The job creation and investment programs will share the same funding source (\$80,000).

File #	Applicant/Business name	Address	New Retailer Programs	Existing Retailer Programs	Manufacturer Programs	Total Requested	Amount Approved	Status
2011-22-01	The Fresh Market	6000 Nw Hwy	\$10,000.00			\$0.00	\$0.00	Withdrawn
2011-22-02	Kyoto Restaurant	5690 Nw Hwy		\$2,500.00		\$2,500.00	\$2,500.00	Approved
2011-22-03	Aptar / Cobalt Prop	450 Congress			\$10,000.00	\$10,000.00	\$10,000.00	Approved
2011-22-04	RW Technologies	387 Congress			\$10,000.00	\$10,000.00	\$10,000.00	Approved
2011-22-05	The Olive Tap	68 N. Williams	\$10,000.00			\$10,000.00		Proposed
2011-22-06	Phoenix Electronics	300 Millennium			\$10,000.00	\$10,000.00		Proposed
2011-22-07	Chen's Chinese Cuisine	6100 Nw Hwy		\$5,000.00		\$5,000.00		Proposed

TOTALS

\$20,000.00	\$7,500.00	\$30,000.00	\$47,500.00	\$22,500.00
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Votes Required to Pass: A simple majority vote.



Agenda Item No: 14

**City Council
Agenda Supplement**

Meeting Date: January 17, 2012

Item: Existing Retailer Job Creation and Investment Grant application request #2011-22-07 for Chen's Chinese Cuisine, at 6100 Northwest Highway, to request \$5,000 in matching grant funds.

Ming Chen, Chen's Chinese Cuisine

Recommendations: City Council's discretion:

1. Motion to approve the Retailer Job Creation and Investment Grant agreement with Ming Chen, and to award \$5,000 in grant funding for eligible furniture, fixtures and equipment at 6100 Northwest Highway;
2. Motion to deny the grant application.

Staff Contact: Michelle Rentzsch, Director of Planning and Economic Development
James Richter II, Assistant Director of Economic Development

Background: On May 4, 2010, the City Council approved the Retailer Façade and Commercial Tenant Improvement Program, which offers matching grant funding to retailers providing eligible building improvements. On November 1, 2011, the City Council approved the **Retailer Job Creation and Investment Program**, which provides grant funding to new and existing retailers who occupy vacant space and hire full-time employees or install eligible furniture, fixtures, and equipment.

The Retailer Job Creation and Investment Program provides existing retailers with \$1,000 for every new full-time employee hired, and a 50% match for eligible furniture, fixtures, and equipment, not to exceed \$5,000.

CHEN'S CHINESE CUISINE (6100 Northwest Highway)
Chen's Chinese Cuisine offers customers with Szechuan, Hunan, and Cantonese food. Owner Ming Chen has commenced an expansive renovation project that is estimated to top \$300,000. The project will include a major renovation of the dining areas and will add more cold storage, interior dining and an outside dining area. Ming Chen will purchase over \$33,000 in eligible furniture, fixtures, and equipment for his renovated restaurant.

Mr. Chen's first grant funding application was filed on September 12, 2011, prior to commencing his improvement project. Due to the prevailing wage requirements that were handed down to the City from the Department of Labor, Mr. Chen would have been required to pay contractors

prevailing wage rates for the renovation project. In light of this information, Mr. Chen was forced to put his application on hold. However, staff and the EDC's research for the new (current) grant programs were underway at the time.

Mr. Chen has since re-applied for the Retailer Job Creation and Investment Program and is requesting flexibility from the City Council regarding the timing provisions of the program that require applications for grant funding to be submitted prior to commencing the improvements.

In order to objectively analyze the applications for funding, review criteria have been established in the Ordinance approving this program. The chart below outlines the evaluation of the applicant's request in relation to our review criteria:

REVIEW CRITERIA	APPLICANT'S ABILITY TO MEET THE REVIEW CRITERIA
Improvement to overall appearance	Major improvements to the appearance of the subject property would be provided*
Aesthetic impact to surrounding areas	Improvements would provide a significant aesthetic impact to the area*
Number of employees and wages	No new employees would be hired as a function of this project
Value of new FFE	Furniture, fixtures, and equipment in excess of \$33,000, complete improvement >\$300K*
Use of the property as a result of a new business	Promotes a long-term extension of the restaurant use of the building (taxable sales)*
Contribution to economic vitality	Promotes investment on Route 14 by a viable retailer collecting >\$1M in sales taxes*
Compatibility with nearby uses	Compatible with adjacent uses*

The applicant's request has been evaluated for the value of the improvement, the extent of proposed work, and its potential impact. The current application would fulfill 6 of the 7 review criteria (marked with an asterisk*).

SUMMARY OF CURRENT REQUESTS

The chart below provides a complete summary of the pending grant funding requests. The City has budgeted \$80,000 for reimbursements to awarded recipients. The job creation and investment programs will share the same funding source (\$80,000).

File #	Applicant/Business name	Address	New Retailer Programs	Existing Retailer Programs	Manufacturer Programs	Total Requested	Amount Approved	Status
2011-22-01	The Fresh Market	6000 Nw Hwy	\$10,000.00			\$0.00	\$0.00	Withdrawn
2011-22-02	Kyoto Restaurant	5690 Nw Hwy		\$2,500.00		\$2,500.00	\$2,500.00	Approved
2011-22-03	Aptar / Cobalt Prop	450 Congress			\$10,000.00	\$10,000.00	\$10,000.00	Approved
2011-22-04	RW Technologies	387 Congress			\$10,000.00	\$10,000.00	\$10,000.00	Approved
2011-22-05	The Olive Tap	68 N. Williams	\$10,000.00			\$10,000.00		Proposed
2011-22-06	Phoenix Electronics	300 Millennium			\$10,000.00	\$10,000.00		Proposed
2011-22-07	Chen's Chinese Cuisine	6100 Nw Hwy		\$5,000.00		\$5,000.00		Proposed

TOTALS	\$20,000.00	\$7,500.00	\$30,000.00	\$47,500.00	\$22,500.00
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Votes Required to Pass: A simple majority vote.



Agenda Item No: 15

**City Council
Agenda Supplement**

Meeting Date: January 17, 2012

Item: Manufacturer Job Creation and Investment Grant application request #2011-22-06 for Phoenix Electronics, at 300 Millennium Drive, to request \$10,000 in matching grant funds.

Duane and Rhonda Benn, Phoenix Electronics

Recommendations: City Council's discretion:

1. Motion to approve the Manufacturer Job Creation and Investment Grant agreement with Duane and Rhonda Benn, and to award \$10,000 in grant funding for new employees and furniture, fixtures and equipment at 300 Millennium Drive, and to approve the Targeted Development Zone 50% fee reduction for a business located on the periphery of Route 176;
2. Motion to deny the grant application.

Staff Contact: Michelle Rentzsch, Director of Planning and Economic Development
James Richter II, Assistant Director of Economic Development

Background: On May 4, 2010, the City Council approved the Manufacturer Building Improvement and Equipment Program. This program offers matching grant funding to manufacturers providing building and equipment improvements and new full-time jobs in Crystal Lake. On November 1, 2011, the City Council approved the **Manufacturer Job Creation and Investment Program**, which provides grant funding to new manufacturers who occupy vacant space and who hire full-time employees or install eligible furniture, fixtures, and equipment.

The Manufacturer Job Creation and Investment Program provides manufacturers with \$1,000 for every new full-time employee hired as well as a 50% match for eligible furniture, fixtures, and equipment, not to exceed \$10,000.

PHOENIX ELECTRONICS (300 Millennium Drive)

Phoenix Electronics is a new company from which the principals were formerly employed by Millennium Electronics. Phoenix Electronics is a manufacturer of circuit board assemblies that produces circuit boards for the military, aerospace, telecommunications, gaming and medical industries. Phoenix produces both labor-only and turn-key assemblies for customers. Phoenix Electronics owns the building at 300 Millennium Drive, where they will be hiring six (6) full-time

employees, and one (1) part-time employee. Phoenix is purchasing over \$438,000 in eligible manufacturing equipment used in everyday operation of circuit board manufacturing and assembly, as well as the furniture and fixtures from the Millennium facility.

In order to objectively analyze the applications for funding, review criteria have been established in the Ordinance approving this program. The chart below outlines the evaluation of the applicant's request in relation to our review criteria:

REVIEW CRITERIA	APPLICANT'S ABILITY TO MEET THE REVIEW CRITERIA
Improvement to overall appearance	Minor improvements to the appearance of the subject property would be provided
Aesthetic impact to surrounding areas	Improvements would provide a minor aesthetic impact to the area to repurpose the space
Number of employees and wages	1 part-time and 6 full-time employees will be added to Phoenix Electronics*
Value of new FFE	Circuit Board manufacturing and assembly equipment, FFE, in excess of \$438,000*
Use of the property as a result of a new business	Promotes the intended use of the building for manufacturing and warehouse space*
Contribution to economic vitality	Assists the occupancy of vacant manufacturing space with a viable business creating jobs*
Compatibility with nearby uses	Compatible with adjacent uses*

The applicant's request has been evaluated for the value of the improvement, the extent of proposed work, and its potential impact. The current application would fulfill 5 of the 7 review criteria (marked with an asterisk*).

RECOMMENDED CONDITIONS:

If approved, staff recommends the following conditions be added to the grant funding request:

1. Reimbursement will not be made until the applicant provides proof of employment information for each of the six (6) full-time Phoenix Electronics employees through State of Illinois Employers Contribution and Wage Reports.

SUMMARY OF CURRENT REQUESTS

The chart below provides a complete summary of the pending grant funding requests. The City has budgeted \$80,000 for reimbursements to awarded recipients. The job creation and investment programs will share the same funding source (\$80,000).

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2011-22-04	RW Technologies	387 Congress			\$10,000.00	\$10,000.00	\$10,000.00	Approved
2011-22-05	The Olive Tap	68 N. Williams	\$10,000.00			\$10,000.00		Proposed
2011-22-06	Phoenix Electronics	300 Millennium			\$10,000.00	\$10,000.00		Proposed
2011-22-07	Chen's Chinese Cuisine	6100 Nw Hwy		\$5,000.00		\$5,000.00		Proposed

TOTALS

\$20,000.00	\$7,500.00	\$30,000.00	\$47,500.00	\$22,500.00
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Votes Required to Pass: A simple majority vote.



Agenda Item No: 16

**City Council
Agenda Supplement**

Meeting Date:

January 17, 2012

Item:

Unified Development Ordinance Sign Variation Request for wall signage at 110 West Woodstock Street (Lakewood Holdings LLC)

Staff Recommendation:

City Council Discretion:

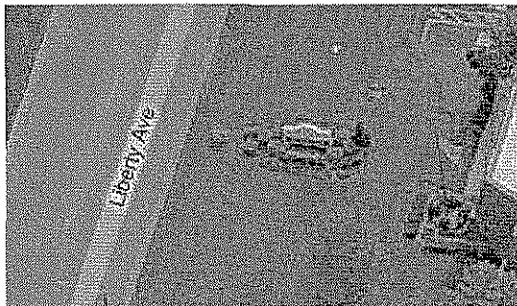
- A. Motion to approve the variation as requested.
- B. Motion to approve the request with any conditions.
- C. Motion to deny the variation request.

Staff Contact:

Erik D. Morimoto, Director of Engineering and Building
Rick Paulson, Building Commissioner

Background:

Lakewood Holdings LLC, a multiple tenant building at 110 West Woodstock Street, is requesting to replace the existing freestanding sign with the existing Team Curran freestanding sign that is currently located at 221 Liberty Drive.



Current Location



Proposed Location

The existing Team Curran sign is 6 feet, 8 inches tall and 47 square feet in area. The sign would be placed in the same location as the existing Lakewood Holdings sign at 110 West Woodstock Street. The existing sign at 110 West Woodstock Street is 46 square feet.



Existing Lakewood Holdings Sign



Existing Team Curran Sign

The Unified Development Ordinance allows one 32 square foot sign. The maximum height permitted is 6 feet.

The owner has requested a variation from requirements located in UDO Table 4-1000 E: Office Signs. The variations are detailed in the following table.

Item	UDO Requirement	Proposed Sign	Sign Meets Ordinance Requirement?
Number of signs	1	1	Yes
Size	32 square feet	47 square feet	No
Height	6 feet	6 feet 8 inches	No

Attached is a sign variation application from Lakewood Holdings LLC, and a sign plan.

The Unified Development Ordinance provides that a variation may be granted by the City Council where the literal application of the Code would create a particular hardship for the sign user and the following criteria are met:

- A. A literal application of the Code would not allow the most appropriate type of sign for the property.
- B. The granting of the requested variation would not be materially detrimental to the property owners in the vicinity.
- C. Hardship caused the sign user under a literal interpretation of the Code is due to conditions unique to that property and does not apply generally to the City.
- D. Granting of the variation would not be contrary to the general objectives of this Section.

It should be noted that the Ordinance requirement restricting signs on respective tenant spaces is to prevent the proliferation of wall signs on a single façade for multi-tenant buildings or allow wall signs for tenants that have no exterior frontage.

Penny Hughes from Hughes and Son Signs has made this request on behalf of Lakewood Holdings LLC and will be in attendance at the meeting to discuss this request with the City Council.

Votes Required to Pass:

Simple majority of City Council present.



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date:

January 17, 2012

Item:

Consultant Selection Approval for GIS Server Implementation and Website Development

Staff Recommendation:

Motion to award the proposal for the GIS Server Implementation and Website Development consultant to the most qualified responsible, responsive proposer, Swova; and adopt a resolution authorizing the City Manager to execute an agreement with Swova in the amount of \$67,300 and approve changes in scope by 10 percent of the original price.

Staff Contact:

Greg Fettes, Director of Information Technology
Michelle V. Rentzsch, Director of Planning & Economic Development
Latika V. Bhide, Planner

Background:

A Geographic Information System (GIS) integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of geographically referenced information. Starting in the mid 1990's, the City had developed a very basic GIS system. However, due to inaccuracies in the data available at the time, the system was spatially inaccurate and incomplete. Beginning in the mid 2000's, the City, through an intergovernmental agreement, started receiving updated, accurate base data (parcels, street centerlines, orthophotography) from McHenry County. Since that time, the City has built its GIS dataset to include utility, zoning, comprehensive plan, and other relevant data. The City currently uses ESRI ArcView software, which is essentially a single-user standalone environment and does not allow efficient sharing of data among departments or with the public.

One of the goals of the Planning and Economic Development Department is the implementation of a comprehensive city-wide GIS and a GIS website to allow citizens 24/7 access to information via the web. In order to realize the goals of developing a comprehensive GIS system and website, it is necessary to upgrade the current standalone GIS system to a fully functional server-based enterprise GIS system. The implementation of an organization-wide geographic information system will provide the City with a powerful set of tools that will allow for the development, maintenance and sharing of consistent and accurate data among the various departments. It will also provide the ability to integrate multiple data sources for analysis and provide the City with a powerful management tool.

The implementation of a city-wide GIS typically offers several benefits including:

- Better informed citizens and employees
- Improved level of public service
- Rapid access to up-to-date accurate digital data
- Reduction or elimination of data redundancy
- Improved accuracy of information
- Increased data query, reporting and map production capabilities
- Increased decision supporting capabilities

Discussion:

City staff began to research and develop the specifications for the Request for Proposal (RFP) for consultant selection to assist in the upgrade of the current standalone GIS system to an enterprise GIS system and the development of a GIS website. Once the draft was completed in mid-August, it was reviewed by the selection team consisting of staff from the Information Technology, Planning and Economic Development and Engineering and Building Departments. The formal RFP document was then reviewed by the City Manager's office for completeness.

The significant highlights of this RFP include:

- Setup, installation and configuration of the ArcGIS server software.
- Design and implementation of the data system (i.e. geodatabase) and devising protocols and procedures that will permit data to stream in and out in the most efficient and prudent way possible.
- Set up database security for both the internal and external user.
- Define the editing procedures and integrity rules and design editing workflows that help to meet these integrity rules for the data.
- GIS Website Development
 - Design the website to allow data to be editable in the web interface by authorized users
 - Provide integration with Bing Maps/Google Maps
 - Map navigation tools and Layer Display controls
 - Map Tools including identify, measure, search/select, markup
 - Printing
 - Reporting

The RFPs were distributed to ten (10) GIS consulting firms and was also posted on DemandStar, which provides for electronic RFP and bid distribution to interested vendors nationwide. The RFP responses were opened at 1:00 pm on Friday, October 28, 2011. The City received eight (8) responses from vendors across the United States.

The following responses were received:

<u>Vendor</u>	<u>Amount</u>
Swova <i>Fort Mitchell, KY</i>	\$67,300 ✓
Great Arc-Scarfe <i>Chicago, IL</i>	\$93,355 + \$5,000/year + additional amount for mobile application
Bruce Harris <i>Batavia, IL</i>	\$97,875 (in-house solution) OR \$95,875 (hosted solution) + \$5,400/year hosting fee
Rolta <i>Alpharetta, GA</i>	\$140,300
NIIT <i>Atlanta, GA</i>	\$149,708
Timmons <i>Richmond, VA</i>	\$162,214 (\$59,350 + \$6,500/year for out- of-the-box solution)
Baxter & Woodman-Latitude Geographics Group <i>Crystal Lake, IL</i>	\$170,443
Patrick Engineering	Per hour rates listed only. ✗

✓ Recommended vendor

✗ Does not meet specifications

Each of the proposals was reviewed and ranked based on the criteria listed below:

1. Compliance with the requirements of the proposal
2. General information and general background
3. Firm Experience
4. Organizational chart
5. Resumes (Qualifications of assigned personnel)
6. Work Plan
7. Rates and Fees
8. Quality and Responsiveness of the proposal

After the selection team rated the relative merits and capabilities of the firms, the three most qualified firms identified were NIIT Technologies of Atlanta, GA, Swova of Fort Mitchell, KY, and Timmons Group of Richmond, VA. Staff conducted phone interviews with all three firms. Based on the interviews, staff conducted a second round of telephone interviews with Swova and Timmons Group. The second round of interviews was focused on the robustness of the website design, its ease of use for outside customers, and the data editing functions in the web interface. Staff also spoke with references provided by both firms.

Items which stood out in the Swova proposal:

- Well-developed project plan, including information capture session, system documentation and knowledge transfer.
- Graphically pleasing, intuitive websites, easy for a non-GIS user to navigate.
 - o Several staff members reviewed the websites designed by Swova and were very comfortable with the ease of use of the websites.
- The ability to customize the look of the website to the City's preferences, as the Swova solution includes custom development.
- Worked on several similar municipal projects.
- Familiarity with this geographic area and base data for Crystal Lake as Swova developed McHenry County's public GIS website '*Athena*' and is currently working with the County on various projects.
- Any additional technical or administrative support after deployment of the enterprise GIS and website will be available on a per hour basis, as required by the City.
- Reference checks conducted with provided references extremely positive with respect to the quality of work, service provided, time commitment met and overall happiness with Swova.

The review of the Timmons proposal indicated:

- Well-developed project plan.
- The websites were graphically pleasing, but not as intuitive for non-GIS users to navigate.
- The custom solution offered by Timmons is at a considerably higher cost than the out-of-the-box solution offered.
- The out-of-the-box solution will limit the ability of the City to customize the look of the website. Any customization will involve significant additional expense.
- The COTS solution will require annual maintenance fees for the life of the website.

Implementation of the GIS Server and Website Development will necessitate the purchase of additional software and hardware by the City, regardless of the vendor chosen and has been budgeted for.

After reviewing the costs and the qualifications, the review team recommends Swova as the most qualified and responsible proposer. Swova provides the best approach and depth of knowledge for the successful completion of this project.

Recommendation:

Based on the proposals received and the experience and qualifications noted, staff recommends the award of the proposal to Swova in the amount of \$67,300.00 and approval of a resolution authorizing the City Manager to execute an agreement with Swova for the provision of GIS Server Implementation and Website Development services and approve changes in scope by 10 percent of the original price.

Votes Required to Pass:

Simple majority



DRAFT

The City of Crystal Lake Illinois

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 contract with Swova for the GIS server implementation and website design in an amount not to exceed \$67,300.00. The City Manager is additionally authorized to approve up to 10 percent in justifiable contract amendments from a contingency allowance.

DATED this seventeenth day of January, 2012

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: January 17, 2012

APPROVED: January 17, 2012



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date: January 17, 2012

Item: Championship Signs

Staff recommendation: Motion to adopt a resolution authorizing a sign to be placed along the City rights-of-way recognizing the Crystal Lake Sky High Volleyball team for placing first in the 2011 AAU National Championship and USA Volleyball Beach Championship.

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

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.

In 2011, the Sky High Volleyball 17 Black team of Crystal Lake won the Amateur Athletic Union national title. In addition, this local club won the USA Volleyball 16 Beach and 12 Beach national championships.

Sky High Volleyball has been based in Crystal Lake since 1989, and is one of the largest premier volleyball club programs in the country, with over 64 teams. Over 95% of the club's senior athletes receive scholarships to collegiate institutions.

Recommendation:

Staff recommends that a sign be placed in relative proximity to the Sky High Volleyball Complex to recognize the AAU Championship 17 Black team and the USA Volleyball Championship 16 Beach and 12 Beach teams 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, on Congress Parkway, in the vicinity of their facility , recognizing the Crystal Lake Sky High Volleyball team for placing first in the 2011 AAU National Championship and USA Volleyball Beach Championship, for a one-year period.

DATED this 17th day of January, 2012.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 19

**City Council
Agenda Supplement**

Meeting Date:

January 17, 2012

Item:

Ordinance Amending the Traffic Control on Fenimore Road at Grandview Drive

Staff Recommendation:

Motion to approve an ordinance for stop control on Fenimore Road at Grandview Drive.

Staff Contact:

Erik D. Morimoto, Director of Engineering and Building

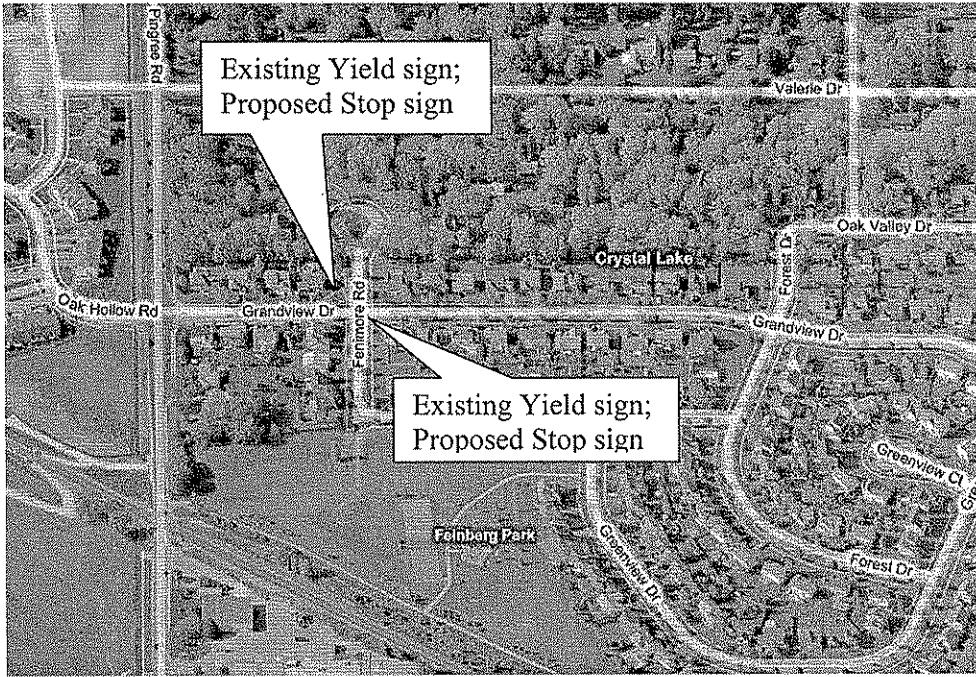
Background:

Recently, a resident contacted the City regarding the traffic control at the intersection of Fenimore Road and Grandview Drive in the Greenbrier Park Subdivision. The intersection is controlled by yield signs on the northbound and southbound Fenimore Road approaches. There is no traffic control on the Grandview Drive approaches. Fenimore Road is a local street, while Grandview Drive is a residential collector street for this subdivision that serves as a cross connection between Pingree Road and Illinois Route 31, which are arterial streets. The resident was concerned that motorists routinely ignore the yield signs, and reports that there have been many near collisions at this intersection and requested that an all-way stop be implemented.

This request was referred to the City's Traffic Safety Committee for investigation. The committee found that all-way stop control is not warranted according to the federal standards for traffic control due to the lower traffic volumes on Fenimore Road. However, the committee recommends changing the yield signs to stop signs on the Fenimore Road approaches to reinforce the rules of the road for driver right-of-way at this intersection given:

- Higher traffic volumes on Grandview Drive (residential collector classification) versus Fenimore Road (local street classification); and
- Stop control for the minor approach is more consistent with driver expectations in urban areas and current traffic control practices.

The attached ordinance would change the yield signs to stop signs.



Votes Required to Pass:

Simple Majority of City Council Present

DRAFT



The City of Crystal Lake Illinois

ORDINANCE

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

SECTION I: All traffic proceeding in a southerly direction on Fenimore Road shall stop at the intersection of Fenimore Road and Grandview Drive before continuing.

SECTION II: All traffic proceeding in a northerly direction on Fenimore Road shall stop at the intersection of Fenimore Road and Grandview Drive before continuing.

SECTION III: That suitable signs and markers shall be erected.

SECTION IV: That any person, firm, or corporation violating any provision of this Ordinance shall be fined in accordance with Chapter 1, Article II providing for General Penalty Provision in the Code of Ordinances of the City of Crystal Lake, Illinois.

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

SECTION VI: All ordinances and parts of ordinances in conflict herewith are hereby repealed.

DRAFT

DATED at Crystal Lake, Illinois, this seventeenth day of January, 2012.

CITY OF CRYSTAL LAKE, an Illinois Municipal
Corporation

BY: _____
Aaron T. Shepley, Mayor

SEAL

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: January 17, 2012

APPROVED: January 17, 2012

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



Agenda Item No: 23

**City Council
Agenda Supplement**

Meeting Date: January 17, 2012

Item: Confirmation of an appointment to the Library Board and reappointments to the Planning and Zoning Commission.

Mayor's Recommendation: Motion to confirm an appointment to the Library Board and reappointment of members to the Planning and Zoning Commission as indicated below.

Contact: Aaron T. Shepley, Mayor

Background:

Mayor Shepley will present a nomination for appointment to the Library Board. Currently, there is a vacancy on the Library Board created by the resignation of Board member Brian Pappalardo. In addition, the terms of Planning and Zoning Commission members Tom Hayden, James Batastini and Darrel Gavle will expire on January 31, 2012. Mr. Hayden, Mr. Batastini and Mr. Gavle have all expressed an interest in reappointment to a 4-year term on the Planning and Zoning Commission. Library Board and Planning and Zoning Commission appointments and reappointments are made by the Mayor with City Council confirmation.

Should the Council have any questions, please contact Mayor Shepley.

Votes Required to Pass: Simple majority