



CITY OF CRYSTAL LAKE
AGENDA

CITY COUNCIL
REGULAR MEETING

City of Crystal Lake
100 West Woodstock Street, Crystal Lake, IL
City Council Chambers
April 16, 2013
7:30 p.m.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Minutes – April 2, 2013 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. **Council Reports**
9. **Consent Agenda**
 - a. **Downtown Crystal Lake/Main Street Temporary Use Permit request to allow the Farmers' Market to be held in Downtown Crystal Lake every Saturday morning from June 1, 2013 through October 12, 2013 and waiver of the Temporary Use Permit application fee.**
 - b. **Downtown Crystal Lake/Main Street Temporary Use Permit request to allow Lunch-Dinner in the Park events to be held in the Gazebo and Depot Park on June 28, 2013, July 26, 2013 and August 30, 2013 and waiver of the Temporary Use Permit application fee.**
10. **Crystal Lake Water Ski Association request for waiver of no-wake restrictions for the Slalom Tournaments on June 23, 2013 and August 4, 2013.**
11. **Lakeside Legacy Foundation Festival License, Class 19 Temporary Liquor License, and Crystal Lake Women of Today Children's Decorated Bike Parade requests.**
12. **Douglas Automotive, 123 W. Virginia Road – Variation from Section 515-7 of the City Code that requires extension of the City utilities to the farthest property line.**
13. **YMCA of Metropolitan Chicago, 701 Manor Road – Final Planned Unit Development Amendment for expansion and renovation of the existing facility and off-premise signage at various locations.**
14. **Canterbury Elementary School Area-wide Parking Restrictions – Discussion Only.**
15. **2013 Bikeway Corridor Improvement Pre-Final Design Presentation – Discussion Only.**
16. **Walkup Road Concrete Wall – Discussion Only**
17. **Contract award and resolution authorizing execution of an agreement for the purchase of Fleet and Facility Services Asset Management Software with a 10% contingency for unforeseen expenses.**
18. **Bid award and resolution authorizing execution of a purchase agreement for the provision of Cation Exchange Resin for water softening.**

19. **Bid award and resolution authorizing execution of a service agreement for brush pick-up services.**
20. **Ordinance amending Chapter 383 of the City Code, which establishes the general rules for the Three Oaks Recreation Area.**
21. **Resolution authorizing expenditure of funds for the US Route 14 Traffic Signal Emergency Repairs and allowing for a 10 percent contingency.**
22. **Resolution authorizing execution of an extension to the City's current agreement for stormwater management consulting services.**
23. **Resolution authorizing execution of a contract extension for the currently approved list of Traffic Engineering Consultants.**
24. **Resolution voiding the COG Circle Pavement Repair Contract.**
25. **Resolution approving the proposed Lake Safety Program Budget FY 2013/2014.**
26. **Ordinance amending Section 515-15 of the City Code to increase the monthly water service fee, monthly sewer service fee, water volumetric rate and sewer volumetric rate.**
27. **Public Hearing/Annual Budget Resolution and Salary Ordinance for 2013/2014 Fiscal Year.**
28. **Council Inquiries and Requests.**
29. **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.**
30. **Reconvene to Regular Session.**
31. **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: 9a

**City Council
Agenda Supplement**

Meeting Date: April 16, 2013

Item: Downtown Crystal Lake/Main Street Temporary Use Permit request for a Special Promotion (Farmers' Market)

Recommendation: Motion to approve the Temporary Use Permit for Downtown Crystal Lake/Main Street for a Special Promotion (Farmers' Market), pursuant to the recommendations listed below and a waiver of the Temporary Use Permit application fee.

Staff Contact: Michelle Rentzsch, Director of Planning and Economic Development

Background: The applicant has applied for a Temporary Use Permit to allow the Farmers' Market to be held in Downtown Crystal Lake. The event would be held every Saturday morning from June 1, 2013 through October 12, 2013.

Downtown Crystal Lake/Main Street is requesting to again this year use the space on both the east and west sides of the drive, as well as the drive itself, near the Veterans' Memorial (see attached map) due to an increased demand for vendors and the recent improvements to the park. They have received a verbal approval from the Union Pacific Railroad, owner of the depot property, for the use of the lot for the Farmers' Market on Saturdays. The official letter is forthcoming.

The applicant is also requesting a waiver of the \$40.00 Temporary Use Permit application fee.

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

1. The Temporary Use Permit is valid on Saturday mornings from June 1, 2013 through October 12, 2013.
2. Purveyors shall be responsible for site clean-up, with all garbage removed at the end of each market day.
3. Adequate trash receptacles shall be supplied.
4. Signs shall not obstruct the view of traffic or be attached to utility poles.
5. Pedestrian ways or fire lanes shall not be obstructed.
6. A certificate of insurance shall be obtained from every vendor or organization participating in the Farmers' Market.

7. Any other permits or requests for signs should be made through the Building Division.
8. Vendors shall be responsible to obtain all necessary permits from the McHenry County Health Department.
9. Access
 - a) During the Farmers' Market events, the closure of the depot driveway is approved.
 - b) Barricades can be borrowed from Public Works to block the drive aisle during the Farmers' Market. Emergency vehicle access shall be maintained on the drive aisle.
 - c) A restriction should be placed which allows only handicap vehicles and buses to enter the drive aisle from Grant Street. Pedestrian drop-off and taxicab standing shall be located in the "horseshoe" area just south of the one-way drive aisle (see attached aerial photo).
 - d) Signs shall be placed along Grant Street and Woodstock Street, which direct vehicles to the temporary drop-off area. Placement of signage and content of signs must be approved by the City.
 - e) Barricades shall be placed as shown in aerial photo to ensure adequate turning space for a bus if all handicap spaces are in use.
 - f) Access both in and out of all handicap spaces must be maintained at all times.
 - g) Structures shall not be located in the sight-line triangles where the driveway intersects with Woodstock Street. The sight-line triangle is determined by the two intersecting street center lines and a third line connecting a point located on each of the street center lines at points one hundred feet from the junction of the street center lines.
10. Tents/Canopies
 - a) No smoking is permitted in or under any tents or canopies.
 - b) Tents shall be of a flame-resistant material, or treated as such.
 - c) Tents shall be 20 feet from all buildings and other tents/canopies unless open on all sides. Then they are required to be 12 feet away from any structure.
 - d) The tents shall be properly anchored.
 - e) No open flame, fire or heat, or any flammable or combustible liquids, gas, charcoal, or other cooking devices are permitted inside of or within 20 feet of any tent or canopy.
 - f) A portable fire extinguisher shall be present.
11. A minimum of two (2) inspections shall be completed during the use period by the Fire Prevention Bureau.
12. The approval letter from the Union Pacific Railroad shall be provided.

The applicant has been made aware of these recommended conditions and advised to attend the April 16, 2013 City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 9b

**City Council
Agenda Supplement**

Meeting Date: April 16, 2013

Item: Downtown Crystal Lake/Main Street Temporary Use Permit request for a Special Promotion (Lunch-Dinner in the Park)

Recommendation: Motion to approve the Temporary Use Permit for Downtown Crystal Lake/Main Street for a Special Promotion (Lunch-Dinner in the Park), pursuant to the recommendations listed below and a waiver of the Temporary Use Permit application fee.

Staff Contact: Michelle Rentzsch, Director of Planning and Economic Development

Background: The applicant has applied for a Temporary Use Permit for a Special Promotion to allow Lunch-Dinner in the Park events to be held in the Gazebo and Depot Park. This is the third year for this event and it was very well received by the community. The lunch and dinner events would be held on Friday, June 28, 2013, Friday, July 26, 2013 and Friday, August 30, 2013 from 11:00 a.m. to 2:00 p.m. and from 5:00 p.m. to 8:00 p.m.

The Downtown Crystal Lake/Main Street organization is requesting to use the gazebo for live entertainment while the public is invited to bring their meal or purchase a meal from one of the downtown restaurants and enjoy the park.

The applicant is also requesting a waiver of the \$40.00 Temporary Use Permit application fee.

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

1. The Temporary Use Permit is valid on Friday, June 28, 2013, Friday, July 26, 2013 and Friday, August 30, 2013 from 11:00 a.m. to 2:00 p.m. and from 5:00 p.m. to 8:00 p.m.
2. Purveyors shall be responsible for site clean-up, with all garbage removed at the end of each event.
3. Adequate trash receptacles shall be supplied.
4. Signs shall be outside of the roadway right-of-way, and shall not obstruct the view of traffic or be attached to utility poles.
5. Pedestrian ways or fire lanes shall not be obstructed.
6. A certificate of insurance shall be obtained from every vendor or organization participating in the Lunch-Dinner in the Park events.

7. Any other permits or requests for signs should be made through the Building Division.
8. Vendors shall be responsible to obtain all necessary permits from the McHenry County Health Department.
9. Tents/Canopies
 - A. No smoking is permitted in or under any tents or canopies.
 - B. Tents shall be of a flame-resistant material, or treated as such.
 - C. A 12-foot separation from other tents, canopies, and parked cars is required.
 - D. The tents shall be properly anchored.
 - E. No open flame, fire or heat, or any flammable or combustible liquids, gas, charcoal, or other cooking devices are permitted inside of or within 20 feet of any tent or canopy.
 - F. A portable fire extinguisher shall be present.
10. The vendors' tents will be subject to inspection by the Fire Rescue Department and Building Division.
11. Electrical connections and equipment shall comply with the requirements of the 2005 National Electrical Code.
12. Provide 20-foot access for emergency vehicles to gain access to the building, Fire Rescue Department connection, and the event site.
13. The event organizer shall schedule a meeting with the Fire Prevention Bureau at least one week prior to the event.

The applicant has been made aware of these recommended conditions and advised to attend the April 16, 2013, City Council meeting to answer any questions.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 10

City Council Agenda Supplement

<u>Meeting Date:</u>	April 16, 2013
<u>Item:</u>	Slalom Tournaments – Waiver of No-Wake Restrictions
<u>Staff Recommendation:</u>	Motion to waive no-wake restrictions for the Slalom Tournaments to be held on Sunday, June 23, 2013 from 1:30 p.m. to 6:30 p.m. and Sunday, August 4, 2013 from 1:30 p.m. to 6:30 p.m.
<u>Staff Contact:</u>	Brad Mitchell, Assistant to the City Manager

Background:

The City received a letter from the Crystal Lake Water Ski Association (CLWSA) requesting permission to hold the following events on Crystal Lake:

1. Slalom Tournaments – Sunday, June 23, 2013 from 1:30 p.m. to 6:30 p.m.
2. Slalom Tournaments – Sunday, August 4, 2013 from 1:30 p.m. to 6:30 p.m.

As the events would occur during no-wake hours, the CLWSA is requesting a waiver from 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 provided to ensure a safe event. Assistance is not being requested of the City.

The Police and Fire Rescue Departments have reviewed the request and do not have concerns with the events. The CLWSA is also coordinating approval for “no-wake” restrictions with the Crystal Lake Park District and Village of Lakewood.

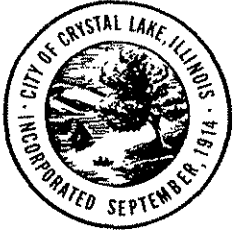
City staff does not have any concerns with the petitioner’s request to waive the no-wake restrictions, providing the following conditions are met:

- 1) The Crystal Lake Water Ski Club shall provide the City with a letter from the Crystal Lake Park District and 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 Engineering and Building Department.
- 5) In the case of inclement weather, an alternate date can be approved by the City Manager.

The applicant has been advised to attend the April 16, 2013 City Council meeting. 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**

Meeting Date:

April 16, 2013

Item:

Lakeside Legacy Foundation Festival License, Class 19 Temporary Liquor License, and Crystal Lake Women of Today Children's Decorated Bike Parade

Staff Recommendation:

Motion to approve issuance of the Lakeside Legacy Foundation Festival License, Class "19" Temporary Liquor License, and Crystal Lake Women of Today Children's Decorated Bike Parade with the conditions contained in this agenda supplement.

Staff Contact:

Brad Mitchell, Assistant to the City Manager

Background:

The Lakeside Legacy Foundation has applied for a Festival License to conduct the Lakeside Legacy Foundation Festival on the grounds of the Dole Mansion/Lakeside Legacy. The Lakeside Legacy Festival is scheduled for Wednesday, July 3, 2013 from 4:00 p.m. to 11:00 p.m.; Thursday, July 4, 2013 from Noon to 11:00 p.m.; Friday, July 5, 2013 from 4:00 p.m. to 11:00 p.m.; Saturday, July 6, 2013 from Noon to 11:00 p.m.; and Sunday, July 7, 2013 from Noon to 10:00 p.m. The Lakeside Legacy Foundation has also submitted applications for a Carnival License and Class 19 Temporary Liquor License as part of the Festival License Application. The festival will be operated much as it has been in the past.

In addition, the Crystal Lake Women of Today are requesting to conduct a children's decorated bike parade on Saturday, July 6, 2013 beginning at Noon. The parade will begin on Lake Shore Drive (just east of the Crystal Lake Band Shell at Main Beach) and continue to the Lakeside Festival grounds at the Country Club Road and Broadway entrance. This event was held last year during the Lakeside Festival. The Crystal Lake Women of Today will coordinate with the Police Department to provide two police cars to assist with the parade, as done in the past.

City staff has reviewed the festival applications and would offer the following conditions for approval:

- Compliance with all City Code regulations pertaining to the request.
- Compliance with all of the Carnival License requirements.
- All carnival operators must be in compliance with the Illinois Carnival and Amusement Rides Safety Act, which includes requirements for hiring of carnival workers, criminal background checks, substance abuse policy, operator training standards, and penalties for violations. Prior to the event, the carnival operator must provide the Crystal Lake Police Department with a list of all employees who will work on the premises of the public event, including their legal name, date of birth, home address, and social security number and proof that said employees have undergone the required background checks.
- Wristbands for the Beer Garden will be issued and enforced.
- Proof of Insurance for Liquor sales.
- Trash must be picked up on a daily basis.
- There must be sufficient lighting around the portable toilet area.
- Any lighting should be placed so as not to disturb the neighbors.
- Separate permits will be required from the Building Division for any temporary signage.
- The event sites are subject to a life safety inspection by the Building Division, Fire Rescue Department, and Police Department prior to the start of the festival.
- The petitioner shall work with the City regarding parking for the festival. In addition to on-site parking for the event, the petitioner has requested from the Park District the use of the "Triangle" and the Main Beach lot for parking. Also, the petitioner has requested the use of District 47's South Elementary and Lundahl parking lots for parking.
- Exempt from Noise Ordinance.
- The Police and Fire Rescue Departments must be included in any meetings regarding public safety issues.
- Uniformed City of Crystal Lake Police Officers will be on the grounds during all hours of the festival operation in the following numbers.

Wednesday, July 3rd: 4:00 p.m. to 11:00 p.m. – 8 uniformed City of Crystal Lake Police Officers.

Thursday, July 4th: Noon to 5:00 p.m. – 6 uniformed City of Crystal Lake Police Officers.

5:00 p.m. to 11:00 p.m. – 8 uniformed City of Crystal Lake Police Officers.

Friday, July 5th: 4:00 p.m. to 11:00 p.m. – 8 uniformed City of Crystal Lake Police Officers.

Saturday, July 6th: Noon to 5:00 p.m. – 6 uniformed City of Crystal Lake Police Officers.

5:00 p.m. to 11:00 p.m. – 8 uniformed City of Crystal Lake Police Officers.

Sunday, July 7th: Noon to 5:00 p.m. – 6 uniformed City of Crystal Lake Police Officers.

5:00 p.m. to 10:00 p.m. – 8 uniformed City of Crystal Lake Police Officers.

- Signage shall be provided indicating that alcoholic beverages may not be taken into or out of the festival location.
- The Lakeside Legacy Foundation has requested that the City of Crystal Lake provide police services at no charge for the event. The City Council approved a similar request in 2012.
- The Women of Today will be required to apply for a parade permit through the Police Department.
- In the event of inclement weather during the festival, South Elementary School and Lakeside Legacy Foundation will be used as sheltering sites.

City staff met with representatives from Lakeside Legacy in order to review plans. The City's Police and Fire Rescue Departments have reviewed and approved the request.

Votes Required to Pass:

Simple majority vote of the City Council.



Agenda Item No: 12

**City Council
Agenda Supplement**

Meeting Date: April 16, 2013

Item: Variation from Section 515-7 of the City Code that requires extension of the City utilities to the farthest property line.

Douglas Automotive, petitioner
123 W. Virginia Road

Recommendation: City Council's discretion:
A) Motion to adopt an ordinance approving the variation for Douglas Automotive at 123 Virginia Road, subject to the staff condition.
B) Motion to deny the request.

Staff Contact: Victor Ramirez, Director of Public Works
Michelle Rentzsch, Director of Planning and Economic Development

Background: Douglas Automotive, which is located at 123 Virginia Road, is looking to connect to City sanitary sewer. The existing sanitary sewer is located approximately 200 feet to the east. When extending a municipal sewer line, the City Code requires the extension to the farthest property line. However, a ComEd sub-station is located on the other side of Douglas Automotive and will likely not need City sewer in the foreseeable future.

The Engineering Department has reviewed the petitioner's request for a variation from extending the sanitary sewer across the frontage of the subject property and has no concerns with the request. The standard would require the extension of the sanitary sewer main 250 feet across the frontage; only to have it terminate at a Commonwealth Edison sub-station. If the properties across Virginia Road eventually redevelop, they would have the option of extending the sanitary sewer main far enough along the petitioner's frontage (in an MUE) to be able to cross Virginia Road to serve the properties. There is also the option of extending the sanitary sewer from Main Street depending upon sanitary sewer depth needs.

City Utility Extensions

The City Code stipulates that when the City's public sewer and water main are extended, they need to be brought to the farthest limit of the property line. The intent is to make the City's utilities available to the next property owner.

§ 515-7 *Extension of utility lines.* Hereafter, any person, firm or corporation desiring to make sewer and/or water extensions of existing City of Crystal Lake sewer and/or water lines shall carry said extensions to a point opposite the farthest property line of the person, firm or corporation making said extension.

If approved, the following condition is recommended:

1) The petitioner must dedicate a 20-foot Municipal Utility easement across the frontage of the property to allow for a possible sanitary sewer extension by others at a future date.

Votes Required to Pass: A simple majority vote.



Agenda Item No: 13

**City Council
Agenda Supplement**

Meeting Date: April 16, 2013

Item: 1. Final Planned Unit Development Amendment for expansion and renovation of the existing facility;
2. Off-premise signage at various locations.

YMCA of Metropolitan Chicago
701 Manor Road

Staff Recommendation: Motion to approve the Planning and Zoning Commission recommendation and adopt an ordinance granting a Final PUD Amendment and off-premise signage for the property at 701 Manor Road.

Staff Contact: Michelle Rentzsch, Director of Planning and Economic Development

Background:

- Location: 701 Manor Road, west of IL Route 31
- History:
 - Constructed in the County prior to annexation into the City
 - Final PUD Amendments have been previously approved for the addition of a picnic pavilion and the addition of an electronic message center sign.
 - Facility was recently purchased by the YMCA Metro Chicago
- Zoning: B-2 PUD, General Commercial PUD
- Request: Final PUD Amendment for expansion and renovation of the existing facility

Key Factors:

Overall

- Proposed expansion will add to the existing building primarily on the north and west sides and will include a redesigned parking lot along the south side.
- Site amenities that will be added in phases include sports courts, a pavilion, playground, limestone path, fire pit and patio, and preschool play area.

Access

- A single access drive with one lane in each direction currently provides access to and from the parking lot from Manor Road. This access drive is positioned directly across from Sagers Lane and will remain in place.

- The new parking lot aisles will be parallel to each other and aligned with the main entrance to the facility. A bus drop-off area is also proposed.

Parking

- The existing parking lot has 184 spaces. After completion of the project, there will be 317 parking spaces for this facility.
- For parking lots designed for more than 200 spaces, the following landscaping is required:
 - A continuous landscape strip between every 4 rows of parking, minimum 8 feet in width as measured back of curb to back of curb is required. A variation is required from this provision to allow the strip at a maximum of 6 rows of parking. Shade and ornamental trees are provided in all end islands and it appears that perennials are planted in the wider islands with buffalo grass in the narrower islands.
 - Where parking lots are adjacent to a public street, perimeter landscaping is required to form a continuous visual screen. Perimeter landscaping proposed along Manor Road meets this requirement.
 - Around the perimeter of the parking lot, not abutting public right-of-ways, a minimum 8-foot-wide landscaping strip is required. Additional landscaping is required along the central portion of the southernmost row of parking.

Traffic Study

- The traffic study was to identify the existing and proposed levels of service at intersections in this area, review the existing road network's ability to accommodate the increased traffic that might result from this development, identify any necessary off-site roadway improvements, and review the site layout and parking lot traffic circulation.
- The results of the traffic study concluded that no roadway improvements are required to successfully accommodate the increase in traffic generated by this expansion.

Building Expansion

- The existing building is 31,320 square feet in area.
- The proposed expansion of the facility will add another 34,430 square feet for a total building area of 65,750 square feet.
- The building addition includes a competition pool with mezzanine spectator seating, pool viewing area, pool deck and splash pad, wellness room, children's play area, child care facilities and office/administrative areas.
- The maximum proposed building height is 42 feet for the competition pool roof. The maximum permissible building height in the "B-2" district is 28 feet. Therefore, a variation of 14 feet is required.
- The Commercial Design Guidelines are applicable to this expansion project. The project meets several of the design elements.

Materials

- The proposed addition uses a mix of architectural materials, such as glazed curtain wall system and brick veneer for the wellness room addition; porcelain stone panels for the entrance area; standing seam metal wall panels for some portions of the aquatic center.

Signage

- Per the UDO, the signage allowance for a property is based on the use of the property, Therefore, although the site is zoned B-2, the signage for the YMCA is based on its Civic use as a Membership Club. The following signage is being requested through the PUD Amendment:

Type	Size in SF Proposed (Permitted)	Height in FT Proposed (Permitted)	Variation Required?
Free-standing (Manor Rd)	65.75 (32) (16.25 SF EMC portion)	8.5 (8)	Yes (Area, height and EMC component)
Free-standing (IL 31)	311 175.5 (revised following the PZC)	35 19'-3" (revised following the PZC)	Yes (Second Free-standing sign, area and height)
Wall	Total: 137 (75) South Façade: 62 West Façade: 75		Yes (Area)
Offsite Wayfinding	Total: 13.5 3 x 1.5 SF 3 x 3 SF		Yes (Location, height) Off-premise signs are prohibited by the UDO and have never been allowed within the City.

- A free-standing sign with an EMC component, to be located on Manor Road was previously approved by the City Council for this property, but was not installed. The EMC component of the proposed free-standing sign along Manor Road will be amber display with a static message that is proposed to be changed daily. The sign does not meet the following criteria listed in the UDO:
 - The EMC portion must occupy the bottom half of the sign.
 - All EMCs located on properties adjacent to residential uses must be extinguished from 11:00 p.m. until 7:00 a.m.
- The petitioner is requesting a second monument sign along the east property line along Route 31. This sign will not meet the sign area and height requirements of the Ordinance.
- For the City Council's reference, Twin Ponds Marketplace was approved for pylon signs that are approximately 28-feet tall and 156 square feet in area. The sign allows for multiple tenant sign panels. Holiday Inn previously had a 29'-10 1/2" tall sign, approximately 251.5 square feet in area including an EMC component. This sign was recently replaced with a 13'3" tall sign, 49 square feet in area without an EMC component. More recently, Pauly Toyota, further south on Route 31, was approved for a 19'3" tall sign. This sign is slightly unique where the sign copy is only 46 square feet, but the entire sign is approximately 140 square feet.
- Off-Premise Wayfinding Signage - Additionally, wayfinding signage is proposed along the surrounding rights-of-way. This includes pedestrian and vehicular wayfinding signage as illustrated in the submittal. It should be noted that off-site wayfinding signage has not been previously approved for other facilities and may set a precedent for other similar requests in the future.

Landscaping

- Landscape buffering is required where adjoining properties are located within different zoning districts or from specific uses to soften the visual impact of the development or use. For a new development, a 40-foot buffer would be required along the south property line. Based on the existing plant material along this property line, additional plant material is required along the middle of the lot to meet this requirement.
- Where recreation fields (without lighting) are present along the north property line, a 20-foot buffer would be required. A variation is necessary, as meeting this requirement would be

difficult for an existing facility. Additional plant material installed along the north property line, particularly along the playing field to mitigate any impact to the neighboring properties, will meet the intent of this provision.

- Per the UDO, a minimum 5-foot-wide landscaping area is required around the perimeter of all buildings. Foundation landscaping has been provided with the exception of the east side of the building along the storage area, the rear of the building along the competition pool and portions of the west side of the building along the pool viewing area (where no sidewalks are present along the building). A variation is necessary.

Tree Preservation

- The provisions of Article 4-300 Tree Preservation are applicable to this request. Approximately 106 trees are slated for removal. Several of these trees are Siberian Elms, Box Elders (which are not high-quality trees, classified as Species Group 'D') and Black Cherry trees (classified as Species Group 'C'). Additional information is needed to calculate the replacement ratios.

Subdivision

- A Final PUD Amendment is considered as a Subdivision and the provisions of Article 5, Subdivision, of the UDO are applicable. These include, Burial of Aerial Utilities, Sidewalk Installation, Street Trees and Street Lighting.
- There are no aerial lines along Manor Road.
- A sidewalk is being proposed along the length of the property along Manor Road. Because of the limited space in the right-of-way, the sidewalk is proposed to be installed on private property. A public sidewalk easement will be required.
- There are existing street trees along Manor Road along the length of this property. The existing trees are mature and are located in a more natural way and therefore are not at the required 35-50 foot spacing. A few additional trees on the west side of the sidewalk will meet the intent of the Ordinance.
- A variation will be necessary as no street lighting is proposed as presented.

PZC Highlights

- At the PZC meeting on April 3rd, the Commission had a generally positive feedback for the proposed expansion.
- The Commission's discussion mainly focused on traffic, parking, landscaping and signage. There was one neighbor present who indicated that instead of the turnaround for buses, she would prefer to see an entrance only that lined up with Drive-In Lane and the exit that lined up with Saggars Lane. Several of the Commission members felt that this would be a good solution. The Commission discussed the impact of the proposed expansion on the streets surrounding the YMCA and some members felt that the YMCA should contribute to any intersection improvements that may be needed in the future.
- There was also discussion regarding the proposed signs. Most of the Commission felt that the proposed free-standing sign on Route 31 was too large. The consensus was to limit the height of the sign to the same height as that of the recently installed Pauly Toyota sign. There was also discussion regarding the proposed off-site wayfinding signage and some Commission members raised concerns regarding setting a precedent.
- There was also discussion regarding the proposed landscaping and screening requirements. The Commission recommended that the petitioner work with staff to mitigate the impact to the surrounding property owners.

- The Commission felt that the request met the Findings of Fact and **recommended approval of the request (8-0)**.

Recommended Conditions:

1. Approved plans, reflecting staff and advisory board recommendations, as approved by the City Council:
 - A. Application (received 3-14-13).
 - B. Plat of Survey (Teng, dated 10-31-11, received 3-14-13)
 - C. Plat of Survey, Lot 1 (Intech, dated 12-21-12, received 3-14-13)
 - D. Preliminary Engineering Drawing (Intech, dated 3-12-13, received 3-14-13)
 - E. Preliminary Stormwater Report (Intech, received 3-14-13)
 - F. Site Photometric Plan (Cooper, dated 3-12-12, received 3-14-13)
 - G. Site Plan, Floor Plan, Exterior Elevations, Pavillion Plans (CVGA, dated 3-13-13, received 3-14-13)
 - H. Landscape and Tree Removal Plan (CVGA/Design Perspectives, dated 3-13-13, received 3-14-13)
 - I. Monument Sign and Wayfinding sign package (CVGA, received 3-14-13)
 - J. Pylon Sign (Kieffer, revised 3-12-13, received 3-26-13)
 - K. Traffic Impact Study (TranSystems, received 2-25-13)
2. Site Plan/Engineering Plan
 - A. The proposed sidewalk along the Manor Road frontage must either be in the Manor Road right-of way or within a public sidewalk easement.
 - B. The sidewalk along Manor Road must cross the entrance driveway within the right-of-way to improve sightlines and must be extended through the driveway.
 - C. The parking lot is required to be curbed.
 - D. A fire hydrant will need to be located within 100 feet, and not closer than 1 ½ times the height of the building, of the Fire Rescue Department connection.
 - E. The fire lane on the east side must be widened to 26 feet wide.
 - F. All exterior lighting (including any lighting mounted on the building) must be full-cutoff fixtures. Submit manufacturer's specifications for all exterior lighting fixtures (including selected luminaries), light pole, and light pole foundation specifications.
 - G. The illumination along the south (adjacent to residential) property line exceeds the maximum allowable 0.1-footcandles. Revise plans to meet this requirement.
 - H. If a chain link fence is proposed to be used for the Sports Court, ~~green~~ **black** vinyl coated fence shall be used. **(Amended by PZC)**
3. Landscaping
 - A. Work with staff to augment the landscaping as follows:
 - a. Additional landscaping is required along the central portion of the southernmost row of parking and along the southern property line.
 - b. Additional plant material is required along the north property line, particularly along the playing field to mitigate any impact to the neighboring properties.
 - c. To mitigate the impact of vehicles lights shining into adjacent residences, additional evergreen shrubs must be installed across from the bus drop off, drop-off lane, and the south side across from the west-most drive aisle.

- d. Work with staff to add landscaping along the west side of the sidewalk to meet the street tree requirement.
 - e. **The circle drive as well as the north and south property lines shall have mature-size landscaping to block the vehicle headlights. (Added by PZC)**
- B. Additional details are required to determine the replacement ratios for the trees to be removed from the site.
4. Architecture/Building Materials
- A. Provide material and color samples of all exterior building materials to be used on the buildings for review and approval by the Planning and Zoning Commission and the City Council.
 - B. All rooftop appurtenances, such as mechanical equipment, vents, intakes or stacks or other rooftop structures, must be screened per the UDO requirements. All screening shall be architecturally compatible with the project.
5. Signage:
- A. Free-standing Sign along Manor Road
 - a. ~~The floodlight used for lighting of a free-standing sign cannot exceed 1100 lumens and be angled at a maximum of 45 degrees.~~ **The sign shall be internally illuminated. (Amended by PZC)**
 - b. The EMC portion of the sign is permitted to be illuminated between the hours of 5:00 a.m. and ~~11:00~~ **10:00** p.m. (Amended by PZC)
 - c. ~~The message area of an EMC shall can be illuminated by white or amber LED only., not full color LED as illustrated on the submittal.~~ (Amended by PZC)
 - d. The EMC portion of the sign is required to meet the criteria listed in Section 2-400 C 61 (except as specifically permitted through this approval).
 - e. The petitioner shall submit a landscape plan that illustrates ground cover, low growing shrubs, and flowers around the base of the sign.
 - B. Free-standing Sign along IL-31
 - a. An additional free-standing sign along Route 31 is subject to Planning and Zoning Commission review and City Council approval.
 - b. Given the proposed location of the sign on a major arterial, if an additional sign is approved, ~~staff recommends that the area and height of the sign must be as close to compliance with the UDO allowances for a commercial sign in Location A (80 square foot area, 9 foot height).~~ **the sign shall not be larger in height than the 19' 3" tall Pauly Toyota sign (Amended by PZC)**
 - C. Private Wayfinding signage "K" and "L" as illustrated is not permitted in the public right-of-way. A multi-use path version of MUTCD signage D1-2 is permitted for providing users of the multi-use path along Pingree Road to locate the YMCA. This signage is subject to City review and City Council approval.
 - D. The proposed wayfinding signage at US Rte 14/Manor Rd and IL Rte 31/Three Oaks Rd requires IDOT approval.
6. A deferral until an area-wide program is hereby granted for the Subdivision related requirement to install street lighting.

7. The petitioner shall address all of the review comments and requirements of the Engineering & Building, Fire Rescue, Police, Public Works, and Planning & Economic Development Departments.

Votes Required to Pass: A simple majority vote.

DRAFT

ORDINANCE NO. _____
FILE NO. _____

AN ORDINANCE GRANTING AN AMENDMENT
TO THE FINAL PUD FOR SAGE YMCA

WHEREAS, pursuant to the terms of the Petition (File #2013-11) before the Crystal Lake Planning and Zoning Commission, the Petitioner has requested an Amendment to the Final Planned Unit Development for the Sage YMCA to allow for the expansion and renovation of the existing facility; and

WHEREAS, the required hearings were held on the petition of the property owners in the manner and the form required by the Unified Development Ordinance of the City of Crystal Lake and the statutes of the State of Illinois; and

WHEREAS, it is in the best interests of the City of Crystal Lake that the Amendment to the Final Planned Unit Development be granted 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 Final PUD Amendment be granted to permit the expansion and renovation of the existing facility for Sage YMCA located at 701 Manor Road, Crystal Lake, Illinois.

SECTION II: That the Final PUD Amendment be granted with the following conditions:

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

- A. Application (received 3-14-13).
- B. Plat of Survey (Teng, dated 10-31-11, received 3-14-13)
- C. Plat of Survey, Lot 1 (Intech, dated 12-21-12, received 3-14-13)
- D. Preliminary Engineering Drawing (Intech, dated 3-12-13, received 3-14-13)
- E. Preliminary Stormwater Report (Intech, received 3-14-13)
- F. Site Photometric Plan (Cooper, dated 3-12-12, received 3-14-13)
- G. Site Plan, Floor Plan, Exterior Elevations, Pavillion Plans (CVGA, dated 3-13-13, received 3-14-13)
- H. Landscape and Tree Removal Plan (CVGA/Design Perspectives, dated 3-13-13, received 3-14-13)
- I. Monument Sign and Wayfinding sign package (CVGA, received 3-14-13)
- J. Pylon Sign (Kieffer, revised 3-12-13, received 3-26-13)
- K. Traffic Impact Study (TranSystems, received 2-25-13)

2. Site Plan/Engineering Plan

- A. The proposed sidewalk along the Manor Road frontage must either be in the Manor Road right-of way or within a public sidewalk easement.
- B. The sidewalk along Manor Road must cross the entrance driveway within the right-of-way to improve sightlines and must be extended through the driveway.
- C. The parking lot is required to be curbed.
- D. A fire hydrant will need to be located within 100 feet, and not closer than 1 ½ times the height of the building, of the fire department connection.
- E. The fire lane on the east side must be widened to 26 feet wide.
- F. All exterior lighting (including any lighting mounted on the building) must be full-cutoff fixtures. Submit manufacturer's specifications for all exterior lighting fixtures (including selected luminaries), light pole, and light pole foundation specifications.
- G. The illumination along the south (adjacent to residential) property line exceeds the maximum allowable 0.1 foot-candles. Revise plans to meet this requirement.
- H. If a chain link fence is proposed to be used for the Sports Court, black vinyl coated fence shall be used.

3. Landscaping

- A. Work with staff to augment the landscaping as follows:
 - a. Additional landscaping is required along the central portion of the southernmost row of parking and along the southern property line.
 - b. Additional plant material is required along the north property line, particularly along the playing field to mitigate any impact to the neighboring properties.
 - c. To mitigate the impact of vehicles lights shining into adjacent residences, additional evergreen shrubs must be installed across from the bus drop off, drop off lane, and the south side across from the west most drive aisle.
 - d. Work with staff to add landscaping along the west side of the sidewalk to meet the street tree requirement.
 - e. The circle drive as well as the north and south property lines shall have mature-size landscaping to block the vehicle headlights.
- B. Additional details are required to determine the replacement ratios for the trees to be removed from the site.

4. Architecture/Building Materials

- A. Provide material and color samples of all exterior building materials to be used on the buildings for review and approval by the Planning and Zoning Commission and the City Council.
- B. All roof top appurtenances such as mechanical equipment, vents, intakes or stacks or other rooftop structures must be screened per the UDO requirements. All screening shall be architecturally compatible with the project.

5. Signage:

- A. Free Standing Sign along Manor Road
 - a. The sign shall be internally illuminated.

- b. The EMC portion of the sign is permitted to be illuminated between the hours of 5:00 a.m. and 10:00 p.m.
 - c. The message area of an EMC shall be illuminated by amber LED only.
 - d. The EMC portion of the sign is required to meet the criteria listed in Section 2-400 C 61 (except as specifically permitted through this approval).
 - e. The petitioner shall submit a landscape plan that illustrates ground cover, low growing shrubs, and flowers around the base of the sign.
- B. Free Standing Sign along IL-31
- a. An additional free standing sign along Route 31 is subject to Planning and Zoning Commission review and City Council approval.
 - b. Given the proposed location of the sign on a major arterial, if an additional sign is approved, the sign shall not be larger in height than the 19' 3" tall Pauly Toyota sign.
- C. Private Way-Finding signage "K" and "L" as illustrated are not permitted in the public right-of-way. A multi-use path version of MUTCD signage D1-2 is permitted for providing users of the multi-use path along Pingree Road to locate the YMCA.
- D. The proposed Way-Finding signage at US Rte 14/Manor Rd and IL Rte 31/Three Oaks Rd requires IDOT approval.

6. A deferral until an area wide program is hereby granted for the Subdivision related requirement to install street lighting.

7. The petitioner shall address all of the review comments and requirements of the Engineering & Building, Fire Rescue, Police, Public Works, and Planning & Economic Development Departments.

SECTION III: That the City Clerk be and is hereby directed to amend the official zoning map of the City of Crystal Lake and all pertinent records of the City of Crystal Lake to show the granting of Variations in accordance with the provisions of this Ordinance, as provided by law.

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

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: 14

**City Council
Agenda Supplement**

Meeting Date: April 16, 2013

Item: Canterbury Elementary School Area-Wide Parking Restriction Discussion

Staff Recommendation: Discussion Only

Staff Contact: Erik Morimoto, Director of Engineering and Building
James Black, Chief of Police

Background:

Last fall, the City of Crystal Lake Traffic Safety Committee, including representatives from the Police Department and Engineering and Building Department, reviewed traffic concerns related to parking on Canterbury Drive in front of Canterbury Elementary School and the baseball fields. This matter was discussed at the August 7, 2012 City Council meeting where the matter was tabled until such time that the residents could complete their ongoing discussions with the Park District and Crystal Lake Baseball League.

The previous agenda supplement outlining the background for this issue is attached for reference.

Summary of Public Feedback:

In March 2013, updated letters were sent to all residents in the effected portion of Canterbury Drive and the surrounding streets south of the school requesting feedback on the proposed parking restriction amendment, in addition to School District 47, the Park District, and Crystal Lake Baseball League. A summary of the previous 2012 responses combined with the updated outreach is below.

STAKEHOLDER	STAKEHOLDER PREFERENCE			
	OPTION 1 (NO CHANGE)	OPTION 2 (NO PARKING ON WEST SIDE)	OPTION 3 (ADJUST PARKING RESTRICTION TIME)	NO RESPONSE
Canterbury Elementary		✓		
C.L. Baseball League		✓		
C.L. Park District		✓		
Neighborhood Residents	2	4	1	72

The Park District hosted their meeting with the residents and Crystal Lake Baseball League on September 5, 2012, and issues surrounding the park use such as baseball lighting, trespassing, the public address system, and garbage were discussed. On the issue of parking, the Park District reported that the discussion with the four residents in attendance indicated that they were personally in favor of keeping the parking situation as it is currently posted. This is in contrast to the response from some of other residents along Canterbury Drive, when presented with the Traffic Safety Committee's recommendation to standardize the parking restrictions to one side of the street.

Request:

The on-street parking for Canterbury Drive currently is restricted for a different side of the street depending upon the time of day. A request has been made to consider options that would not result in the need for cars parked on-street to move their cars in the middle of a school or little league activity. In addition, a resident along Cardiff Drive asked that consideration for parking restriction modifications be brought forward for the streets south of the school, and not only for Canterbury Drive due to similar issues with traffic that results from the Crystal Lake Baseball League.

Options:

The following options were reviewed as part of the updated investigation of the on-street parking near Canterbury Elementary School:

1. No Change: This option would keep Canterbury Drive clear for emergency vehicles, but only if vehicles are adhering to the posted restrictions and move their cars at 4:00 pm. This option would also not address the concern raised by the resident along Cardiff Drive regarding similar issues south of the school during the Crystal Lake Baseball League season.
2. Allow Parking on Only One Side of the Street: This would eliminate the unusual change between sides of the street for on-street parking, and provide a configuration consistent with other schools in the area. This option allows the most number of spaces per block and limits the need for pedestrians to cross the street between parked cars. This option restricts on-street parking to only one side of the street for the following roads west and south of the school:
 - a. Canterbury Drive (Berkshire Drive to Surrey Lane); and
 - b. Aberdeen Drive (Teverton Lane to Cardiff Drive); and
 - c. Denton Court (Aberdeen Drive to Surrey Lane); and
 - d. Cardiff Drive (Aberdeen Drive to Surrey Lane).
3. Adjust Parking Restriction Times: One option would be to adjust the time in the afternoon that the parking restriction switches sides to later in the evening (such as 9:00 pm) to avoid conflict with both baseball and after-school activities. This would be a less significant change from the existing conditions, but still creates potential for confusion by evening visitors of the local residents with the change in sides. It is also not consistent

with the manner in which parking restrictions for narrow roads near schools are treated elsewhere in the City.

Recommendation:

As this area has maintained the current parking restriction configuration for quite some time, any of the options are feasible for consideration by the City Council. Staff would recommend Option 2, as it eliminates potential confusion with a single side of the street to allow parking, is consistent with the treatment applied to roads around other schools in the City, and enables emergency vehicles to maneuver through the area during school and Little League activities.

Recommended Parking Restrictions:

1. Canterbury Drive:
 - a. No stopping, standing, or parking on the west side of Canterbury Drive between Berkshire Drive and Surrey Lane; and
 - b. No stopping, standing, or parking on school days between 3:00 pm and 4:00 pm on the east side of Canterbury Drive, between the southern school entrance and 475 feet south of Faringdon Drive; and
 - c. No parking on school days between 3:00 pm and 4:00 pm on the east side of Canterbury Drive, between Surrey Lane and the southern school entrance.
2. Aberdeen Drive:
 - a. No stopping, standing, or parking on the north side of Aberdeen Drive between Canterbury Drive and Teverton Lane; and
 - b. No parking on school days between 3:00 pm and 4:00 pm on the south side of Aberdeen Drive between Canterbury Drive and Teverton Lane; and
 - c. No stopping, standing, or parking on the south side of Aberdeen Drive between Canterbury Drive and Cardiff Drive; and
 - d. No parking on school days between 3:00 pm and 4:00 pm on the north side of Aberdeen Drive between Canterbury Drive and Cardiff Drive.
3. Denton Court: No stopping, standing, or parking on the east side of Denton Court between Aberdeen Drive and Surrey Lane.
4. Cardiff Drive: No stopping, standing, or parking on the east side of Cardiff Drive between the school entrance and Surrey Lane.
5. Repeal all other existing or conflicting parking restrictions on the roadway segments listed above.

Votes Required to Pass:

Discussion Only



Agenda Item No: 15

**City Council
Agenda Supplement**

<u>Meeting Date:</u>	April 16, 2013
<u>Item:</u>	2013 Bikeway Corridor Improvement Pre-Final Design Presentation.
<u>Staff Recommendation:</u>	Discussion Only
<u>Staff Contact:</u>	Erik D. Morimoto, Director of Engineering and Building

Background:

On March 18, 2011, the Engineering and Building Department applied for a federal Congestion Mitigation and Air Quality (CMAQ) grant to designate bikeway corridors on various streets within the City. These bikeway corridors will connect our local recreational, cultural, economic, and educational destinations. These corridors would be retrofitted with a combination of signed bike routes, striped bike lanes, and other on-street bike facility options. The grant was awarded to the City on September 30, 2011 in the amount of \$60,468.00.

On December 6, 2012 staff secured \$52,740 in additional funding, for a total of \$113,208 federal CMAQ dollars to incorporate additional bikeways into the project, including the segment between Barlina Road and Main Beach.

Public Outreach

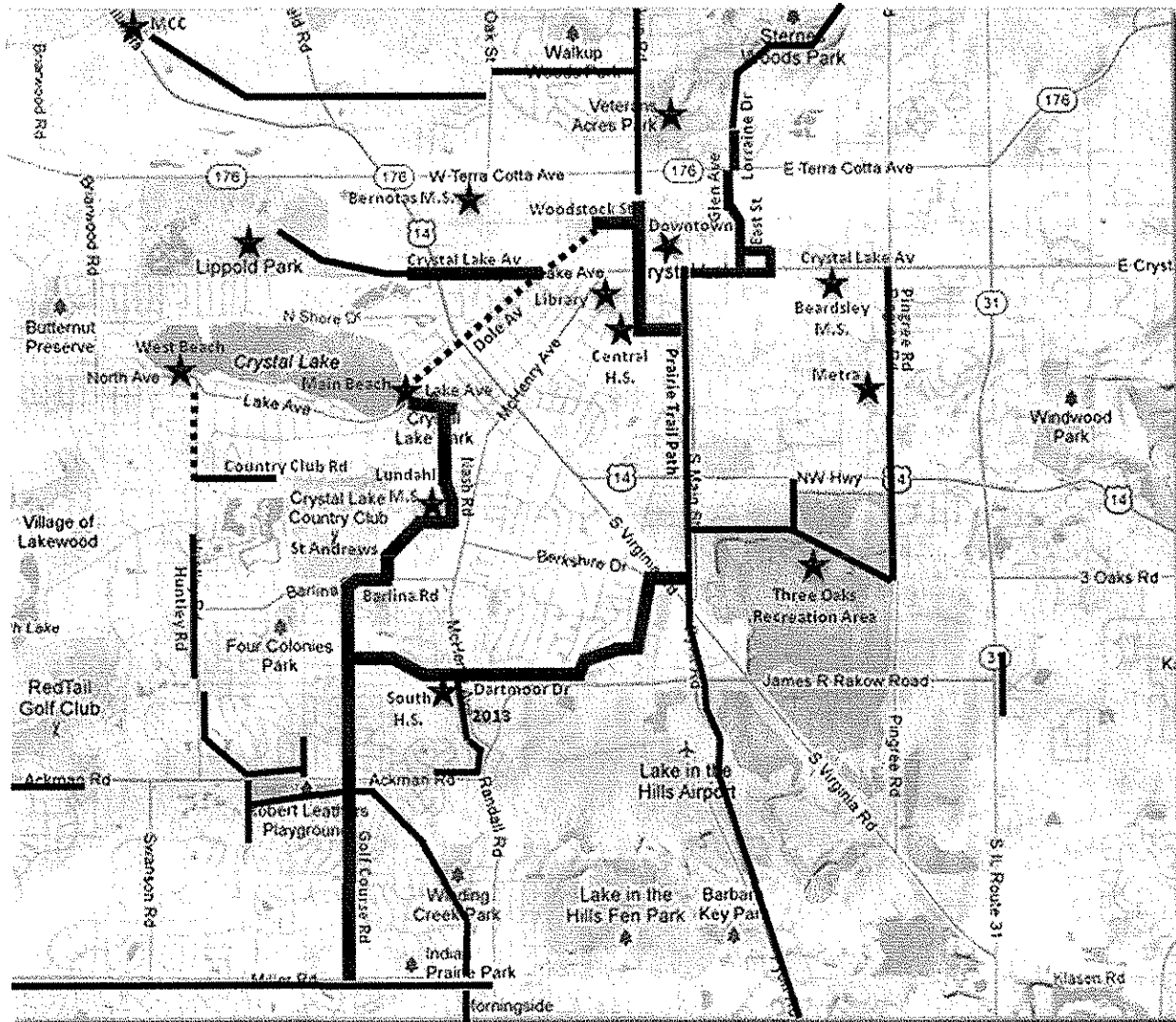
Prior to developing the recommended bikeway corridor routes and bike facility configurations, several options were considered with public feedback requested from:

- Local Residents - two public meetings (February 16, 2012 and May 24, 2012) with mailed invitations to property owners along the affected routes
- Downtown Business Owners (June 19, 2012)
- Downtown Crystal Lake / Main Street Board of Directors (July 3, 2012)
- McHenry County Bicycle Advocacy group (July 12, 2012)
- Clean Air Counts Committee (August 6, 2012)
- City Council Presentation (August 21, 2012)
- Pre-final Plan Submittal to the Illinois Department of Transportation (January 25, 2013)
- IDOT Review and Pre-final Plan Comments Received (February 1, 2013)

- Local Residents – open house meeting (April 10, 2013) and direct mailings (April 10, 2013)
- City Council Presentation (April 16, 2013)

City Council Update

This past winter, pre-final plans were submitted to the Illinois Department of Transportation (IDOT) for review as part of the federal requirements for the CMAQ funding. Comments from IDOT led to the modifications to the bikeway corridor routing and configuration shown below and attached.



The main change includes IDOT’s direction to eliminate the “shared parking lane” configuration in favor of standard “shared traffic lane” bike routes to stay consistent with their standard typical sections. Based on this comment, and the lack of delineated parking lanes, staff adjusted the routes slightly to keep bike traffic off the wider roadways such as Berkshire Drive and Dartmoor Drive as much as possible. The St. Andrews route was also converted from a “shared parking lane” to a standard bike lane.

Staff is presenting the pre-final design as an update to the City Council, and is requesting any feedback on the proposed project before submitting the final engineering design to IDOT for an August 2013 letting and fall construction.

Next Steps:

- ✓ Finalize preliminary design (Fall 2012)
- ✓ Prepare construction plans (Winter 2012-2013)
- ✓ Submit pre-final construction plans to IDOT for review & approval (January 2013)
- Submit final construction plans to IDOT (May 13, 2013)
- Bid project through IDOT and select contractor (August 2, 2013)
- Begin Construction (Late September 2013)

Votes Required to Pass:

Discussion Only



Agenda Item No: 16

City Council Agenda Supplement

Meeting Date:	April 16, 2013
Item:	Walkup Road Concrete Wall Discussion
Staff Recommendation:	Discussion Only
Staff Contact:	Erik D. Morimoto, Director of Engineering and Building

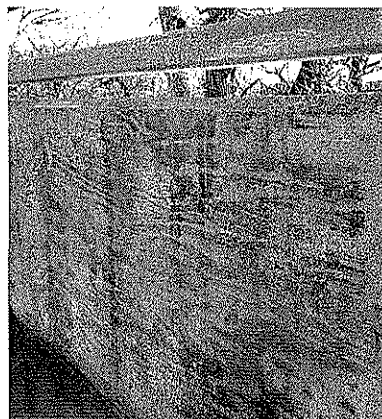
Background:

Staff was directed to investigate potential options that could address concerns raised by the City Council with the aesthetics of the concrete wall that is along the new Walkup Road bike path adjacent to Veteran Acres Park, north of Route 176. These options, following endorsement by the City Council, will be forwarded to the County for consideration.

The wall and bike path were constructed last fall as part of the overall Walkup Road at Route 176 intersection improvement that is in the final stages of construction this spring. While this improvement is a joint effort between the County, City, and State, the wall lies along the portion of Walkup Road that is under the jurisdiction of the McHenry County Division of Transportation. The concrete wall was poured last year in several sections and serves not only as the retaining wall between the path and the drop-off to the park below, but also as the structural crash barrier for vehicular traffic. The aesthetic treatment of the side of the wall facing Veteran Acres was selected in coordination with the Park District during the original preliminary design stage several years ago, and differs from the plain concrete finish of the wall facing the road.

Both City staff and County staff have reviewed the situation and consulted a few concrete experts for their opinions on available options. The uneven appearance of the concrete is likely due to the form oils from the plywood forms used to pour each wall segment, which transferred the wood grain pattern to the concrete. The County has indicated that the contractor used a water-based form oil on the park-side of the wall, but switched to a standard form oil on the road-side.

The concrete experts that were consulted felt that some of this uneven appearance would likely dissipate over time as the wall is



exposed to more sunlight. The opposite side of the wall has already exhibited signs of this pattern bleaching out from the early spring sunlight that is prevalent on the east side.

Staff will confirm with the County, but it appears that the methods and materials utilized for the wall construction likely meet the contract specifications from the approved plans. However, the contractor is willing to pressure wash the concrete wall to remove some of the excess form oil at no cost, due to the uneven appearance that has resulted.

Investigation of Options:

Several options have been investigated by staff and are summarized below for consideration by the City Council before being forwarded to the County. Some options only attempt to mitigate the uneven appearance of the concrete, while others provide an architectural appearance to mask the concrete completely.

1) NATURAL DISSIPATION OPTION:

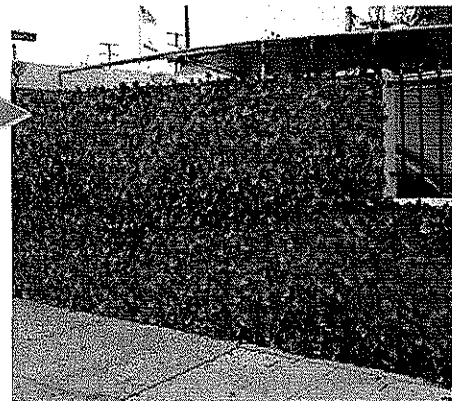
- One option would be to allow sunlight to naturally bleach out the form oils from the plywood that appear to have caused most of the aesthetic issues; however it may take longer than acceptable to achieve the desired look.

2) CONCRETE FINISH TREATMENT OPTIONS:

- Concrete Stain
- Epoxy Coating
- Paint
- Pressure Washing
- Sand Blasting & Seal
- Solvent Wash

3) DECORATIVE OVERLAY OPTIONS:

- Stamped Decorative Concrete Overlay
- Decorative Composite Panels (*Anchored to Wall*)
- Synthetic Stucco (*EIFS*)
- Stone or Masonry Veneer (*Mortar Application*)
- "Ivy-It" Anti-Graffiti Wall Treatment
(*Engineered material made from recycled polyethylene that includes a locking system that cannot be pulled off*)



Request:

Staff seeks the City Council's feedback on the various options identified so far prior to forwarding the City's recommendation to the County. Costs for each option are currently being researched and should be available by the April 16, 2013 Council meeting.

Votes Required to Pass:

Discussion Only



Agenda Item No: 17

**City Council
Agenda Supplement**

Meeting Date:

April 16, 2013

Item:

Fleet and Facility Services Asset Management Software Purchase

Staff Recommendation:

Motion to award the contract for the Fleet and Facility Services Asset Management Software to the lowest responsive and responsible proposer, CFA Software Inc., and adopt a resolution authorizing the City Manager to execute an agreement with CFA Software, Inc. in the amount of \$33,138.08 with a 10% contingency for unforeseen expenses.

Staff Contact:

Victor Ramirez, P.E., Director of Public Works

Background:

Currently, the Fleet & Facility Services Division uses CFA Win7 as its fleet and facility asset management system under two separate user profiles, one profile for fleet assets and the other for facility assets. The fleet profile is used to track the purchase, maintenance, repair, and replacement costs of approximately 350 vehicles, ranging from small equipment, such as lawn mowers, to large construction equipment. Similarly, the facility profile is used to track the purchase, maintenance, repair, and replacement costs of approximately 350 building assets, ranging from small equipment to air handlers and air conditioning equipment. Combined, over 1,500 work orders are produced annually.

CFA Win7 is currently in "maintenance" mode and no further enhancements to the system are being made. In the last several years, the Fleet & Facility Services Division has made great strides to increase the accountability and productivity of its technicians. While CFA Win7 has been a tremendous resource during the initial phases of this transition, the tools and features available through new software systems will further enhance these efforts.

On Friday, March 29, 2013, the City of Crystal Lake publicly opened and read aloud proposals received for the purchase and installation of Fleet and Facility Services Asset Management Software. The following is a breakdown of proposals received based on a locally hosted system:

	√ CFA, Inc. Addison, IL	Collective Data, Inc. Cedar Rapids, IA	AssetWorks, Inc. Wayne, PA
Total Bid	\$ 33,138.08	\$ 76,965.00	\$ 159,529.54

√ Indicates recommended lowest responsive and responsible bidder

Discussion:

CFA's proposal accounted for significantly more user profiles than the City intends to use. As such, the price was able to be reduced to reflect the actual need. In addition, since the Fleet & Facility Services Division has utilized CFA for over 13 years, costs were able to be reduced for training and extensive technical support purposes. This familiarity will allow for a speedy transition into the new operations.

The upgrade to CFAWin8 will afford the Division more robust electronic service request functionality, the ability to better track technician efficiency and repair costs, and allow for a "paperless" repair order system. It will essentially allow for greater reporting capabilities, and provide for a more efficient administration.

Recommendation:

The Public Works Department has reviewed all proposals in their entirety, and recommends that the contract for the Fleet and Facility Services Asset Management Software be awarded to CFA, Inc., and that the City Manager be authorized to execute a contract with CFA, Inc. for the contract value of \$33,138.08 with a 10% contingency for unforeseen expenses. There are sufficient funds in the FY12/13 budget for this purchase.

Votes Required to Pass:

Simple Majority

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute an agreement between the CITY OF CRYSTAL LAKE and CFA Software Inc. for the Fleet & Facility Services Asset Management Software in the amount of \$33,138.08 with a 10% contingency for unforeseen expenses.

DATED this 16th day of April, 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 18

**City Council
Agenda Supplement**

Meeting Date: April 16, 2013

Item: Water Softening Resin

Staff Recommendation: Motion to award the bid for the provision of Cation Exchange Resin for water softening to the lowest responsive, responsible proposer, ProSep, Ltd, and adopt a resolution authorizing the City Manager to execute a purchase agreement with ProSep, Ltd. in the amount of \$36,000.00.

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

Background:

On Wednesday, April 10, 2013, the City of Crystal Lake publicly opened and read aloud the bids received for water softening resin. The water softening resin is used for removal of barium and hardness from drinking water. The resins in the vessels at Water Treatment Plant #1 need to be replaced in order to make this plant operational before the high water demand season this summer. The treatment system in this plant utilizes 750 cubic feet of resin to treat the water.

The following is a breakdown of the bids received:

Bidder	Price Submitted		Total
	Resin	Delivery	
√ ProSep, Ltd. Roscoe, IL	\$34,500.00	\$1,500.00	\$36,000.00
All Service Contracting Corp. Decatur, IL	\$46,890.00	\$1,792.50	\$48,682.50

√ Indicates recommended lowest responsive and responsible bidder

While bids were solicited from a number of suppliers, many of the companies elected not to submit a bid because they were not able to compete with past bids submitted to Crystal Lake by ProSep, Ltd.

Recommendation:

The Public Works Department has reviewed the bids received for completeness and accuracy in accordance with the invitation to bid document. The Public Works Department staff has purchased water softening resin from ProSep, Ltd. in the past and they have been a responsive supplier. It is staff's recommendation to award the bid for water softening resin to ProSep, Ltd. in accordance with the terms and conditions of the bid document.

Votes Required to Pass:

Simple Majority

RESOLUTION

DRAFT

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE that the City Manager is authorized to execute a Purchase Agreement between the CITY OF CRYSTAL LAKE and ProSep Ltd. for the provision of water softening resin.

DATED this _____ day of _____, 2013

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: April 16, 2013

Item: Brush Pick-Up Bid

Staff recommendation: Motion to award the bid for brush pick-up services to the lowest responsive and responsible bidder, John's Tree Service, and adopt a resolution authorizing the City Manager to execute a one-year service agreement with John's Tree Service in the submitted bid amount.

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

Background:

On March 22, 2013, the City of Crystal Lake opened and publicly read aloud the bids received for brush pick-up services. Contractors were asked to bid an hourly rate for use of their crews and equipment. Based on previous experience, the City expects the contractor to be utilized for approximately 120 hours throughout the program. The table below indicates the hourly breakdown of the four vendors who submitted bids for the City's Brush Pick-Up Program, as well as the total contract value based on the use in the previous contract year.

Bidder	√ John's Tree Service	Winkler's Tree	Trees 'R' Us	^x Davey Tree Expert Co.
	McHenry, IL	La Grange Park, IL	Wauconda, IL	Dundee, IL
Price/Hour	\$200.00	\$219.00	\$315.00	\$165.00
Price Based on 120 hours Use	\$24,000.00	\$26,280.00	\$37,800.00	\$19,800.00

√ Indicates recommended lowest responsive and responsible bidder

^x Indicates deviations from bid specifications

Davey Tree Expert Co. submitted an alternate bid that involves a chipping operation rather than simply picking up the brush and transporting it to the City's compost site. Chipping can be significantly more time consuming than the program identified in the bid document, and it is highly unlikely that all brush can be removed in a timely manner. Further, by using a grapple truck to load the brush and branches whole, the contractor can move the debris to the City's compost site where it can be ground in a tub grinder.

Recommendation:

It is the recommendation of staff that the contract for brush pick-up services be awarded to the lowest responsive and responsible bidder, John's Tree Service, at a rate of \$200.00 per hour. John's Tree Service has been the City's brush removal contractor for the last several years.

Votes Required to Pass:

Simple majority

RESOLUTION

DRAFT

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 Agreement between the CITY OF CRYSTAL LAKE and John's Tree Service for the 2013 Brush Pickup Program in the submitted bid amount.

DATED this _____ day of _____, 2013.

CITY OF CRYSTAL LAKE, an
Illinois municipal corporation,

By: _____
MAYOR

SEAL

ATTEST

CITY CLERK

PASSED: _____

APPROVED: _____



Agenda Item No: 20

**City Council
Agenda Supplement**

Meeting Date: April 16, 2013

Item: Three Oaks Recreation Area City Code Amendment

Staff Recommendation: Motion to adopt an ordinance amending Chapter 383 of the City Code, which establishes the general rules for the Three Oaks Recreation Area.

Staff Contact: Eric T. Helm, Deputy City Manager

Background:

City Staff recommends that the existing language of City Code Chapter 383 regarding the rules and regulations at the Three Oaks Recreation Area be amended. The two recommendations are listed below:

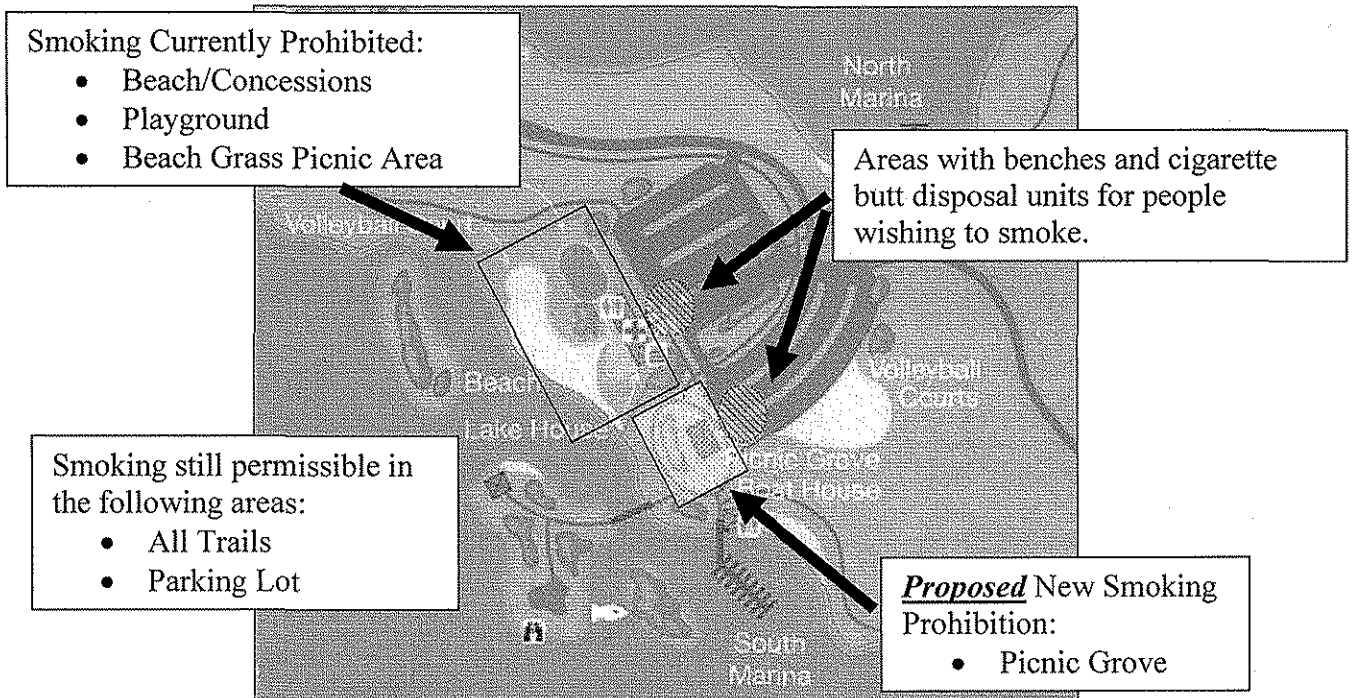
Revise Section 383-2 (I)

City staff recommends adding the following highlighted language to this section:

- I. The use of tobacco products is prohibited at all times within the **picnic grove**, beach areas, sand areas, spray park area, playground areas, and concession patios.

The City's picnic grove and pavilion are often crowded and picnickers are within close proximity to each other. This makes smoking in the picnic grove particularly troublesome for non-smokers. In addition, staff time is utilized to pick up cigarette butts and wrappers, which are often in the grass or pavilion areas. From an aesthetics standpoint, it is beneficial to prohibit smoking in this area of the park, since this area is a focal point for the entire park.

The vast majority of the park will still be accessible and open to people wishing to smoke. The use of tobacco products would still be allowed outside the picnic grove, including the parking lot, and on all the trails. In addition, the City has placed benches and cigarette butt disposal units just outside the non-smoking areas to assist people wishing to smoke. The below map shows the areas that are currently smoke free and the proposed additional smoke free area.



Revise Section 383-2 (J)

City staff recommends adding the following highlighted language to this section:

- J. **Absent a license issued by the City**, no person may engage in peddling, soliciting, street vending, or panhandling as defined in Chapter 385 of the Code of Ordinances of the City of Crystal Lake.

Section 385-1 of the City Code defines a peddler as “any person, firm or corporation selling or offering for sale, barter or exchange at retail any goods, wares, merchandise or services of any kind....from a street or other public location.” This section could be interpreted as prohibiting the Culver’s operation at the Three Oaks Recreation Area. It also limits what could be offered in the future by a private vendor.

Adding this language would allow the City the discretion and latitude to work with private vendors to offer services to the public at the Three Oaks Recreation Area. The ultimate decision to allow such uses would still be within the discretion of the City Council. This new language provides the City the ability to engage in agreements with private vendors for the benefit of the general public.

Votes Required to Pass:

Simple majority vote of the City Council.



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 383 Parks and Recreation, Article I Three Oaks Recreation Area 383-2 General rules; use of property and facilities shall be amended as follows:

§ 383-2. General rules; use of property and facilities.

- I. The use of tobacco products is prohibited at all times within the picnic grove, beach areas, sand areas, spray park area, playground areas, and concession patios.
- K. Absent a license issued by the City, no person may engage in peddling, soliciting, street vending, or panhandling as defined in Chapter 385 of the Code of Ordinances of the City of Crystal Lake.

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

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

DATED at Crystal Lake, Illinois, this 16th day of April, 2013.

APPROVED:

MAYOR

ATTEST:

CITY CLERK

PASSED: April 16, 2013

APPROVED: April 16, 2013

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



Agenda Item No: 21

City Council Agenda Supplement

Meeting Date:

April 16, 2013

Item:

US Route 14 Traffic Signal Emergency Repairs

Staff Recommendation:

Motion to adopt a resolution authorizing the expenditure of \$57,973.00 for the US Route 14 Traffic Signal Emergency Repairs to be performed by the City's traffic signal maintenance contractor, Meade Electric Company, Inc., allowing for a 10 percent contingency.

Staff Contact:

Erik D. Morimoto, Director of Engineering and Building

Background:

Under the master agreement with the State of Illinois, the City is responsible for maintaining and repairing (as needed) certain traffic signals along US Route 14 in our corporate limits. The City maintains and repairs these traffic signals using an IDOT qualified contractor, and under the traffic signal maintenance contract that was approved by the City Council on April 3, 2012. The City's current traffic signal maintenance contractor is Meade Electric Company.

During the summer of 2012, a Commonwealth Edison electric line fell onto the traffic signal interconnect handhole in the pavement along US Route 14 between Crystal Lake Avenue and Dole Avenue.

This resulted in a high voltage surge that rendered the traffic signal equipment at both the US Route 14/Dole Avenue intersection and the US Route 14/Crystal Lake Avenue intersection inoperable. The damaged equipment included traffic signal controller units, battery backup equipment, pedestrian signal push button units, and emergency



vehicle pre-emption equipment. Had the power line not made physical contact with the handhole structure, and only the pavement, the signal equipment would not have been affected in this manner. The State's recent replacement of the interconnect lines east of Dole Avenue from copper to fiber optic prevented this surge from damaging the other signal equipment in the system along Route 14.

Temporary emergency repairs were made last June by Meade Electric to immediately restore the traffic signals at these two intersections to operating condition. However, these temporary repairs were made using parts and equipment owned by Meade Electric from their inventory. This proposal would replace the temporary equipment with new parts owned by the City.

While pursuing the insurance claim from Commonwealth Edison, the City's risk pool (Illinois Risk Management Association – IRMA) recently provided the City with the money to proceed with the permanent repairs. The permanent repairs are a pass-through with zero net cost to the City.

Attached is the proposal from Meade Electric, who must conduct these repairs under the City's master agreement with the State of Illinois and according to the terms of the City's current traffic signal maintenance contract.

Votes Required to Pass:

Simple majority by City Council



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 be authorized to spend \$57,973.00 for US Route 14 Emergency Traffic Signal Repairs to be performed by the City's traffic signal maintenance contractor, Meade Electric Company, Inc. The City Manager is additionally authorized to approve up to 10 percent in justifiable amendments from a contingency allowance.

DATED this sixteenth day of April, 2013.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: April 16, 2013

APPROVED: April 16, 2013



Agenda Item No: 22

**City Council
Agenda Supplement**

Meeting Date:

April 16, 2013

Item:

Stormwater Consultant Agreement Extension

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute an extension of the City's current agreement with Christopher B. Burke Engineering, Ltd. for stormwater management consulting services through April 30, 2015 using Christopher B. Burke Engineering, Ltd.'s 2007 hourly rates.

Staff Contact:

Erik D. Morimoto, Director of Engineering and Building

Background:

On September 16, 2008, the City Council approved the use of a new City Stormwater Management Consultant, Christopher B. Burke Engineering, Ltd. (CBBEL). The City Council approved a two-year extension to CBBEL's current agreement on March 1, 2011. City staff continues to be very satisfied with the performance of CBBEL and their ability to provide timely review comments and assist staff on various technical stormwater and watershed related matters.

City staff recommends a second extension to their agreement for an additional two-year term, which would expire April 30, 2015. At that time, staff will review their performance and make a recommendation to select a new firm or extend CBBEL's agreement for an additional two years with revised hourly rates. CBBEL has agreed to maintain their current 2007 rates.

Votes Required to Pass:

Simple majority of City Council present.



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 two-year extension to the agreement with Christopher B. Burke Engineering Ltd. (CBBEL) for stormwater management consultation services using the 2007 Rate Schedule provided by CBBEL.

DATED this sixteenth day of April, 2013.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: April 16, 2013

APPROVED: April 16, 2013



Agenda Item No: 23

**City Council
Agenda Supplement**

Meeting Date:

April 16, 2013

Item:

Contract Extension for the Currently Approved List of Traffic Engineering Consultants

Staff Recommendation:

Motion to adopt a resolution authorizing the City Manager to execute a contract extension with Alfred Benesch & Company, CivilTech Engineering, Patrick Engineering, Regina Webster & Associates, TADI, and TranSystems Corporation, as designated on the active list of approved traffic engineering consultants per Section 575 of the City Code.

Staff Contact:

Erik D. Morimoto, Director of Engineering and Building

Background:

On April 6, 2010, the City Council approved the updating of the existing City traffic consultant list to include the following consultants:

- Alfred Benesch & Company
- CivilTech Engineering
- Patrick Engineering
- Regina Webster & Associates
- TADI
- TranSystems Corporation

City staff has been satisfied with the performance of each of these firms and would like to extend their existing agreements with the City for an additional two years.

All six firms have agreed to maintain their hourly rates at the original 2010 levels and remain an approved traffic consultant for the City. These six firms would remain the City's approved traffic consultants until April 30, 2015. At that time, staff will review all six consultants' performance and make a recommendation to select new firms or extend the existing agreements for an additional two years with revised hourly rates.

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 updated list of six City-approved traffic consultants consists of:

- Alfred Benesch & Company
- Civiltech Engineering, Inc.
- Patrick Engineering, Inc.
- Regina Webster & Associates, Inc.
- TADI, Inc.
- TranSystems Corporation

DATED this sixteenth day of April, 2013.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: April 16, 2013

APPROVED: April 16, 2013



Agenda Item No: 24

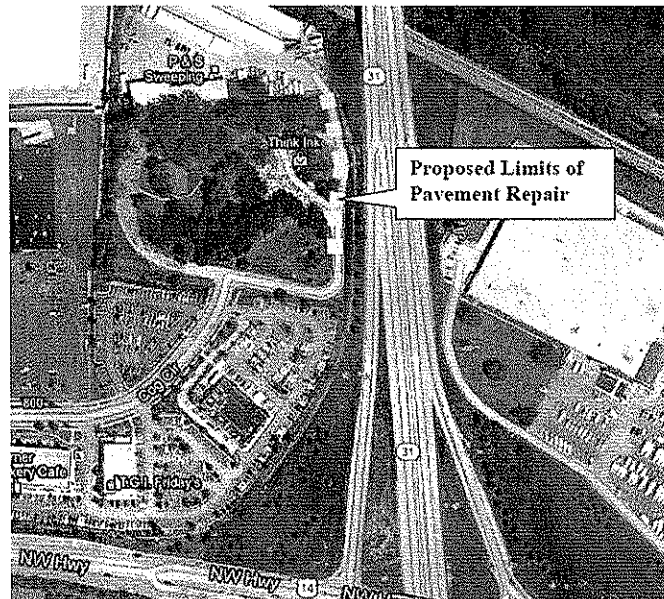
City Council Agenda Supplement

Meeting Date:	April 16, 2013
Item:	Cancellation of the COG Circle Pavement Repair Contract with Curran Contracting Company
Staff Recommendation:	Motion to adopt a resolution to void the COG Circle Pavement Repair contract with Curran Contracting Company.
Staff Contact:	Erik D. Morimoto, Director of Engineering and Building

Background:

On February 21, 2012, the City Council awarded a contract to Curran Contracting Company for the pavement patching and repair of a segment COG Circle north of the Portillo's restaurant. The award was for \$20,795.00. After the award, the contract with Curran Contracting was executed, but the City did not issue a notice to proceed for the work due to active development interest in the property that could result in this road being realigned and replaced.

Since the contract execution, the Streets Division has conducted in-house patching repairs that will keep the road in usable condition for the near future. These repairs make the contract with Curran contracting no longer necessary. Staff has been in contact with Curran Contracting informing them of this change. Should the development interest in this property dissipate, the repair of this roadway will be revisited with an updated bid.



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 contract between the City of Crystal Lake and Curran Contracting Company for the COG Circle Street Paving is void.

DATED this sixteenth day of April, 2013.

CITY OF CRYSTAL LAKE, an Illinois
Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED: April 16, 2013

APPROVED: April 16, 2013



Agenda Item No: 25

**City Council
Agenda Supplement**

Meeting Date: April 16, 2013

Item: Proposed Lake Safety Program Budget

Staff Recommendation: Motion to adopt a resolution approving the proposed Lake Safety Program Budget FY 2013/2014

Staff Contact: George Koczwar, Deputy City Manager

Background:

Per the terms of the Intergovernmental Agreement for Enforcement and Safety Patrol upon Crystal Lake, attached is a 2013/2014 Budget proposal from the Village of Lakewood. There is an increase in the overall budget from last year due to increases in personal services.

There are no changes to the decal fees from those of last year. Also enclosed is a copy of the 2012 Lake Patrol Activity Report, the Intergovernmental Agreement for Enforcement and Safety Patrol, and the Lake Safety Ordinance.

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 annual Lake Safety Program budget for the fiscal year May 1, 2013 through April 30, 2014 is hereby approved and adopted.

Dated this 16th day of April, 2013.

CITY OF CRYSTAL LAKE, an
Illinois Municipal Corporation

By: _____
Mayor

SEAL

ATTEST:

City Clerk

PASSED: April 16, 2013
APPROVED: April 16, 2013



Agenda Item No: 26

**City Council
Agenda Supplement**

Meeting Date:

April 16, 2013

Item:

Water and Sewer Rate Adjustment

Staff Recommendation:

Motion to adopt an ordinance amending Section 515-15 of the City Code to increase the monthly water service fee to \$4.25 per month and monthly sewer service fee to \$5.07 per month, and increase the water volumetric rate to \$2.89 per 1,000 gallons and the sewer volumetric rate to \$2.90 per 1,000 gallons, as proposed in the Reukert-Mielke Study.

Staff Contact:

Victor Ramirez, Director of Public Works
Mark F. Nannini, Director of Finance

Background:

At the direction of the City Council, a comprehensive water and sewer rate study was completed in 2009, with the assistance of the City's consultant, Ruekert-Mielke, to ensure that the City continues to provide modern, efficient, and reliable water and sewer utility service. The results of that study were initially presented at the City's Budget Workshop in March 2009 and, subsequently, the first-year rate increase was adopted. An outcome of the study was to separate the water and sewer accounts into two stand-alone rates in order to analyze each on their own merits. The study provided for a multi-year sewer and water rate increase to continue the activities of the Public Works Department's Water, Sewer and Lifts, and Wastewater Treatment Divisions, while incorporating escalating costs of energy and commodities needed for the pumping and treatment of water and wastewater. Funds from the proposed increase will also provide for the ability to replace aged water/sewer infrastructure in order to maintain the current service levels our residents receive.

Residents count on the City to deliver safe drinking water to protect public health, fight fires, and supply the water needs of business and industry. Investments in the utility system ensure that residents of Crystal Lake have adequate supplies of high-quality water 365 days a year. The City's water and sewer infrastructure is also an important asset that supports economic growth. Sustainable water and sewer utility services encourage the location of new companies and the development of business growth that benefits both taxpayers and consumers.

Water and Sewer as an Enterprise Fund

Under governmental Generally Accepted Accounting Principles (GAAP), there are three

categories of fund types: governmental, proprietary (i.e. enterprise funds), and fiduciary. The City's Water and Sewer Fund operates as a proprietary or enterprise fund. GAAP requires state and local governments to use the enterprise fund type to account for "business-type activities" – activities similar to those found in the private sector. Business-type activities include services primarily funded through user charges.

The National Council on Governmental Accounting Statement No. 1 defines the purpose of enterprise funds as:

"...to account for operations (a) that are financed and operated in a manner similar to private business enterprises —where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through users charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes."

Local governments use an enterprise fund to account for their activities when the criteria of either (a) or (b) above are met.

Additionally, Illinois Compiled Statutes mirror these "business-type activity" requirements in two respects. First, under 65 ILCS 5/11-117-12, the charges fixed by a municipal utility "for the product supplied or the service rendered by any municipality shall be sufficient at least to bear all cost of maintenance and operation, to meet interest charges on the bonds and certificates issued on accounts thereof, and to permit the accumulation of a surplus or sinking fund to meet all unpaid bonds or certificates at maturity."

Further, 65 ILCS 5/11-117-13 requires that "any municipality, owning a public utility, shall keep the accounts for each public utility distinct from other municipal accounts and in such a manner as to show the true and complete financial results of municipal ownership or ownership and operation."

The proposed rate increase ensures that the Water and Sewer Fund moves toward a self-sustained operation able to meet all of its short and long-term obligations in compliance with GAAP and Illinois State Statute.

2013/2014 Proposed Increase

The proposed ordinance provides for an increase in rates for water and sewer utility services. This also impacts the water and sewer rate for bulk water sales not covered by contractual agreements. The following table compares current rates and monthly service fees with the proposed fees:

	Monthly Service Fee	Rate/1,000 gallons	Total Cost for 6,000 gal/mo
Water Current	\$4.03	\$2.72	\$20.35
Water Proposed	\$4.25	\$2.89	\$21.59
Sewer Current	\$4.78	\$2.77	\$21.40
Sewer Proposed	\$5.07	\$2.90	\$22.47
Current Monthly W&S Combined	\$8.81	\$5.49	\$41.75
Proposed Monthly W&S Combined	\$9.32	\$5.79	\$44.06

As part of the study completed by Ruckert-Mielke, the following comparison of surrounding communities' water and sewer rates was compiled based on the usage of 6,000 gallons. The monthly table was updated in April 2013 to reflect rate adjustments as follows:

Municipality	Monthly Bill @ 6,000 Gals/Month
Sleepy Hollow	\$119.66
Lakewood	\$ 97.45
Round Lake Beach	\$ 65.94
FRG	\$ 61.97
Carpentersville	\$ 59.06
LITH*	\$ 54.79
Harvard*	\$ 52.47
Huntley	\$ 52.06
Johnsburg	\$ 49.57
Algonquin	\$ 46.86
Woodstock*	\$ 45.47
Crystal Lake - <i>Proposed</i>	\$ 44.06
McHenry	\$ 42.12
Crystal Lake - <i>Current</i>	\$ 41.75

* Municipalities that sell water per 100 cubic feet rather than per 1,000 gallons

This table does not reflect whether the communities listed are considering rate adjustments in the near future.

The Water and Sewer Rates in Crystal Lake are discounted for qualified senior citizens, wherein residents over the age of 65 who register for the discount will continue to receive a 15% discount for the first four thousand gallons used each month. This is not reflected in the chart above.

The Water/Sewer rate increases are critical to the continued operation of the City's water and sewer utility services. As the revenue policy in the budget states, the City must "charge fees that reflect the full cost of providing services for general operations and Enterprise Funds (Water, Sewer, & Wastewater)". This is further identified to mean the following:

- Utility fees for water, sewer, and wastewater are matched to the cost of providing these services.
- Water and Sewer rates approximately equal operating expenses.

- Water and Sewer revenues are first used to defray the cost of effective and efficient operation of the utility systems; monies accumulated in excess of operations costs are to be used for replacement and repair of those systems as needed.

For some time now, the Water & Sewer Enterprise fund has not been following this policy which impacted reserves utilized for capital projects. The Public Works Department has reduced its staffing levels through attrition to the minimum level to maintain core services to save on the operations budget. Any further cuts would reduce the level of service that the department is able to provide to residents.

In addition, rate increases are needed to complete capital projects; otherwise, they must be further deferred. The City's infrastructure is aging, and equipment and infrastructure must be replaced or rehabilitated to continue to function at a level necessary to sustain operations.

Perhaps the most pressing issue surrounding the financial state of the water and sewer operations is the ability to pay debt obligations and leverage future funds for capital projects as needed. Wastewater Treatment Plant #2 was expanded in 2003 with funds obtained through an IEPA revolving loan. At the time, it was reasonably believed that connection fees from 200 new homes per year would pay the annual principal and interest payment of \$1,033,503/year for the life of the loan. In FY 2012-13, there were 14 connection fees collected by the City. This shortfall has to be made up through operating funds and reserves. Without these actions, the City runs the risk of defaulting on the loan and losing its strong bond rating, which would impact the entire City.

In order to eliminate spikes in the annual water and sewer rate adjustments provided for in the five-year plan, bonds are proposed to be sold to generate revenues for several critical infrastructure projects totaling \$6,885,519. These bond revenues are dedicated for the purpose of funding specific capital projects, and cannot be redirected to cover operational costs.

Critical capital projects funded by water and sewer rates that would need to be deferred should a rate increase not be provided include the following:

Water Main Replacement: Country Club Area	\$1,509,750
Water Main Replacement: Rt. 14 at Rt. 176	\$926,769
Water Main Replacement: Crystal Lake Ave	\$250,000
Water Main Replacement: View St	\$300,000
WTP #3 Generator	\$600,000
WTP #3 Softener Valve Replacement	\$70,000
WTP #3 Driveway/Lot Replacement	\$90,000
SCADA Radio for Fountains Pressure Reducing Valve	\$28,000
Bard Road Water Tower Maintenance & Painting	\$435,000
Well Replacement – Well 18	\$372,000
Chemical Treatment System Replacement	\$32,000
Water/Sewer Rate Study	\$25,000
WWTP #2 Clarifier Rehabilitation	\$200,000
WWTP #2 Digester Engineering & Initial Construction	\$800,000
WWTP #2 Bio-solids Building Repair/Construction	\$575,000
Wastewater Adjusted Standard for Chlorides	\$200,000
Lift Station SCADA Implementation	\$207,000
Lift Station Generator Implementation	\$150,000

Lift Station #8 Force Main Replacement	\$45,000
Issuance Cost	\$70,000

Total.....\$6,885,519

The deferral of these projects would significantly increase the potential of system failures that would impact our ability to ensure the delivery of safe drinking water and proper wastewater treatment operation, and may result in costly violations of our National Pollution Discharge Elimination System (NPDES) permits and drinking water standards.

While the City is not profit driven, water and sewer operations must be run like a business. Without revenues sufficient enough to cover expenses, any business will fail.

Recommendation:

The Public Works Department has conducted an analysis of operations, and made adjustments where practical to cut costs. It is the recommendation of the Public Works Department and Finance Department to follow the Reukert-Mielke plan and adopt an ordinance to amend Section 515-15 of the City Code by increasing the water and sewer rates by a blended rate of 5.53%, and adjust the water rate to \$2.89 per 1,000 gallons and the sewer rate to \$2.90 per 1,000 gallons, and the fixed monthly service fee for these services to \$4.25 for water and \$5.07 for sewer.

The City Attorney has reviewed the proposed ordinances.

Votes Required to Pass:

Simple Majority

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 ARTICLE III COMMUNITY DEVELOPMENT, CHAPTER III
PUBLIC UTILITIES Section B. Water and Sewer Rates Section 515-15 shall be amended as
follows:

515-15 Rates.

That the consumer or user on all property or premises upon which any building or structure has
been or may hereafter be erected having connection with any mains or pipes which exist or may
hereafter be constructed and used in connection with the water and sewage or water or sewage
systems of the City of Crystal Lake shall pay the following rates according to the following
schedule:

A. Water Rate: Beginning July 1, 2013 the following rates shall apply:

- | | | |
|-----|------------------------|--------------------------|
| (1) | Monthly service charge | \$4.25 |
| (2) | Each 1,000 gallons | \$2.89 per 1,000 gallons |

B. Sewer Rate: Beginning July 1, 2013 the following rates shall apply:

- | | | |
|-----|------------------------|--------------------------|
| (1) | Monthly service charge | \$5.07 |
| (2) | Each 1,000 gallons | \$2.90 per 1,000 gallons |

C. The rates and charges herein established shall be collected from owners, occupants,
consumers and users of the premises for all such use from and after each scheduled rate
adjustment. The minimum rate for water and sewer monthly billing shall be equal to the
combined water and sewer monthly service charge for the rate period covered. The fee
paid for sewer use shall be determined by the water meter reading. No discounts shall be
allowed for any difference between the water meter reading and actual sewer use.

D. Senior citizens may qualify for a water and sewer rate discount of 15% for the first 4,000
gallons billed each month by requesting the discount and registering with the Finance
Department. To receive the discount, a senior citizen must be 65 years of age, and must

reside at the address and the account must be in his/her name.

E. Water users outside the corporate limits of the City of Crystal Lake shall pay 1-1/3 times the fee charged for the same services within the City (except those users covered by contractual agreements).

F. Bulk water sales made by metered connections to secondary community water supplies or via metered hydrant for onsite use or via metered hydrant to a tanker for transport to an end user (except those users covered by contractual agreements) shall be billed monthly and pay the following rates according to the following schedule:

(1) Bulk Water Rate: (Except those users covered by contractual agreements) Beginning July 1, 2013 and continuing until further adjusted by the Mayor and City Council of the City of Crystal Lake:

- (a) Monthly service charge \$23.72
- (b) Each 1,000 gallons \$8.85 per 1,000 gallons

G. Water Used During Construction of New Buildings: Beginning July 1, 2013 and continuing until further adjusted by the Mayor and City Council of the City of Crystal Lake:

- (1) One and Two Family Residences: \$55.21
- (2) Multi-family, Commercial, Industrial
 - (a) Under 2,000 square feet minimum fee: \$55.21
 - (b) Each additional square foot over 2,000 to 10,000: \$0.032
 - (c) Each additional square foot over 10,000 to 50,000: \$0.011
 - (d) Each additional square foot over 50,000: \$0.006

H. Surcharge for Industrial Users: When the average concentrations of B.O.D. and/or suspended solids exceeds 300 mg/l or 350 mg/l respectively, a surcharge shall be \$0.38 per pound of B.O.D., and \$0.19 per pound of S.S. All measurements, tests, and analysis of the characteristics of water and wastes to determine the industrial user surcharge factors shall be conducted in conformance of Section 435 of the City Code. All Commercial and Institutional users shall be reclassified Industrial as per the Office Management and Budgets Standard Industrial Classification Manual, 1972 edition under the category Division D Manufacturing when any of their wastes exceed the concentration of Section 435-8 of the Ordinance Regulating the Use of Public and Private Sewers.

SECTION II: That any person, firm or corporation that draws water from the public water supply through an unauthorized connection shall be fined not less than \$100.00 and not more than \$500.00 per offense.

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

DRAFT

hereby repealed.

DATED at Crystal Lake, Illinois, this 16th day of April 2013.

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: 27

**City Council
Agenda Supplement**

Meeting Date: April 16, 2013

Item: Public Hearing/Annual Budget Resolution and Salary Ordinance for 2013/2014 Fiscal Year

Staff Recommendation: Motion to adopt a resolution approving and adopting the Annual Budget for the 2013/2014 Fiscal Year and a motion to adopt the Salary Ordinance for the 2013/2014 Fiscal Year.

Staff Contact: Gary J. Mayerhofer, City Manager
Mark F. Nannini, Director of Finance

Background:

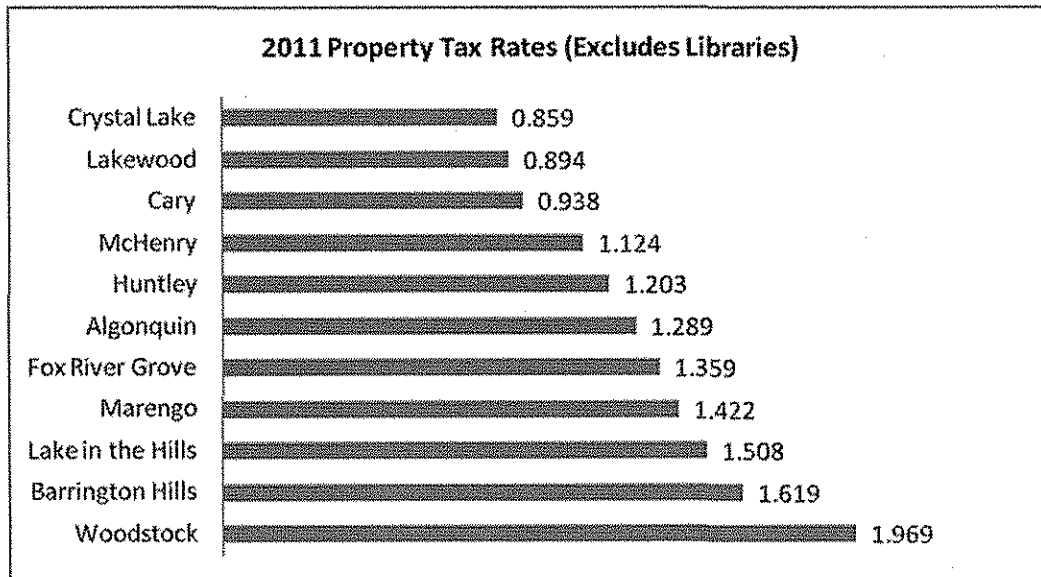
The Council is requested to adopt the budget in accordance with State Statutes, which requires the budget to be adopted prior to the beginning of the Fiscal Year, which begins on May 1, 2013.

On April 2, 2013, the City Council placed on public display, the proposed balanced fiscal year 2013/2014 Budget that maintains the high quality City services offered to residents while allowing for capital investment in facilities and improvements, as well as the development of other initiatives to help establish a solid foundation for the community for years to come.

Despite the unparalleled economic challenges, the City has worked diligently to present a proposed annual budget that is:

- ✓ Balanced
- ✓ Meets the needs and demands of our community
- ✓ Incorporates the City's long-term strategic commitments
- ✓ Incorporates capital projects
- ✓ Within the parameters of the City's financial policies

The 2013/2014 Budget continues the funding of General Fund services without the use of a corporate property tax. City residents enjoy one of the lowest municipal tax rates in the area. The chart below illustrates a comparison of municipal tax rates (excluding libraries).



Budgeted expenditures and other uses for all funds in fiscal year 2013/2014 total approximately \$90.02 million (including the Library). Revenues and other amounts available to support the fiscal year 2013/2014 budget are \$80.08 million. The differences between available revenues and budgeted expenditures are the planned use of reserves which have been intentionally accumulated over the years to pay for improvements to roads and the maintenance of water and sewer infrastructure, as well as to fund capital equipment purchases.

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

These include:

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

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

The fiscal year 2013/2014 City budget reflects capital expenditures of \$19.01 million as compared to fiscal year 2012/2013 capital expenditures of \$16.59 million. These capital expenditures include:

- Road resurfacing and reconstruction projects
- Water main replacements
- Well replacement
- Lift Station #1 improvements
- Wastewater Treatment Plant #2 improvements
- Bard Road water tower recoat

- Flooding mitigation
- Generator installation (Water Treatment Plant #3, Water Treatment Plant #5, lift stations and the Municipal Complex)
- Vehicle replacements

With the challenges posed by a slow economic recovery, a number of adjustments were made to balance the budget. These adjustments include:

Personnel

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

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

Insurance

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

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

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

Projects Deferred

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

Capital Expenditures

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

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

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

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

Street	Limits	
Alexandra Boulevard	Shelton	Golf Course Rd
Barlina Road	Golf Course Rd	McHenry Ave
Cambridge Lane/Wellington	Suffolk	Nottingham
Candlewood Drive - S	Alexandra	Shelton
Canterbury Drive	Berkshire	Surrey
Crystal Lake Avenue	Dole	Walkup
Ash Street	Dole	McHenry
Eugene Street	Keith	Union
Evergreen Parkway	IL Route 176	Woodstock
Georgian Court	Marion	End
Greenmeadow Court	Hollytree	Southeast End
Hollytree Lane	Alexandra	Candlewood
Kingston Lane	Cambridge	Lancaster

Street	Limits	
Laguna Road	Candlewood	Hollytree
Lancaster Drive	Nottingham	Coventry
Main Street - N176	McCollum	IL Route 176
Marian Parkway	IL Route 176	Woodstock
Mary Lane	Jackman	Harold
McCullom Street	Main St	Illinois
Miller Road	Golf Course	Frank Road
Oak Street - N	Oakwood	N of Country Ln
Paddock Street	McHenry	Walkup
Peterson Parkway	IL Route 176	Woodstock
Pomeroy Street	US Route 14	Ash St
Tek Drive	IL Route 31	Pingree
Walkup Avenue	RR Tracks	Franklin
Westport Ridge	Fernleaf	Crimson
Williams Street - S	Esther	Crystal Lake Ave

Ruekert/Mielke Water and Sewer Rate Study

Last year, the City Council approved the fourth year of the Ruekert/Mielke five-year water and sewer rate schedule. As recommended by the 2009 independent study, this year's budget request reflects a blended rate increase of 5.53% for water and sewer services. The 5.53% water and sewer rate increase makes available an additional \$414,356 for water and sewer infrastructure.

In order to meet the infrastructure requirements of the Water and Sewer Fund, the proposed budget anticipates the issuance of nearly \$6.9 million in bonds. The additional revenue as a result of the water and sewer rate increase would go toward re-paying the principal and interest on the bond issue.

Comprehensive sewer and water studies are currently being undertaken. Results of the studies will provide recommendations for the long-term funding of Water and Sewer Fund operations and infrastructure.

Financial Stewardship

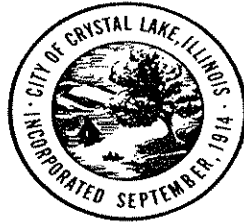
The Budget reflects the emphasis the City places on its role as financial steward. The Government Finance Officers Association (GFOA) voted to award the City of Crystal Lake's budget document the Distinguished Budget Presentation Award for the 2011/2012 fiscal year, for the fourth consecutive year. This award is the highest form of recognition in governmental budgeting. The City again received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. This is the twenty-first year in a row the City has received this award. Finally, Moody's Investor Services established the City's bond rating as an Aa2. Standard and Poor's rated the City as having an AA+ rating. These enhanced ratings are a direct reflection of the financial strength and management of the City of Crystal Lake.

Included as part of the adoption of the proposed Annual Budget for Fiscal Year 2013/2014 is the salary ordinance. Non-union employees do not receive an automatic adjustment to their pay, rather the ordinance provides for an annual review of the pay plan and an adjustment to the pay ranges if deemed necessary. Employees' ability to receive increases to their pay is based on the availability of budgeted funds and their individual performance as documented in performance evaluations.

Votes Required to Pass:

Simple majority

DRAFT



The City of Crystal Lake

RESOLUTION

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

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

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

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

DATED this 16th day of April, 2013.

CITY OF CRYSTAL LAKE, an Illinois Municipal Corporation

BY: _____
Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

DRAFT

AN ORDINANCE ESTABLISHING CERTAIN ANNUAL, DAILY OR HOURLY PAY RATES AND PAY RANGES AND THE SALARY ADMINISTRATION SCHEDULE FOR THE CITY OF CRYSTAL LAKE EMPLOYEES

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF CRYSTAL LAKE, ILLINOIS;

SECTION I: ANNUAL, DAILY OR HOURLY RATES

That the ranges of annual, daily or hourly rates for the employees of the City are hereby to read as follows on attached chart:

SECTION II: SALARY ADMINISTRATION PROCEDURES

- A. The City Manager shall develop procedures and direct the administration of those procedures to ensure that individual employee's wages are determined and allocated in an equitable manner in keeping with the goals and requirements of this policy.
- B. New employees and newly promoted employees shall be paid a salary within their new salary range that is not less than the minimum of the range and does not exceed the maximum of their new pay range. Salary increases for individual employees will be timed and salary increase amounts will be determined following the specific criteria below:
 - 1. Quality of performance since the employee's last salary adjustment.
 - 2. Comparison of current salary to pay of other employees of like duties, responsibilities and performance.
 - 3. Position of an employee's current salary within the pay range in terms of overall ability and overall performance since the employee first entered the range.
- C. The City Manager shall annually direct the review and survey of certain positions and their salary ranges in comparison with other communities in proximity to the City of Crystal Lake or of like size and comparable composition.
- D. The City Manager shall annually approve salary rates and their effective dates for all employees.
- E. The City Manager may initiate exceptions to this policy when, in his judgment, such action is for the good of the organization.

DRAFT

SECTION III: JOB CLASSIFICATION:

That all positions of the City shall be separated into classifications and each classification shall have a pay range and the designation of an annual, daily, or hourly rate of pay. The classifications of positions may be modified as deemed appropriate by the City Manager.

All employees, including department directors, part-time and seasonal employees, shall receive such compensation as shall be determined from time to time by the City Manager provided, however, no expenditure shall be made on account of or pursuant to appointment or employment by the City Manager unless sufficient funds have been appropriated in the annual budget.

SECTION IV: REPEALER

That all ordinances or parts of ordinances, rules and regulations in conflict with this ordinance shall be and are hereby repealed.

SECTION V: EFFECTIVE DATE

That this Ordinance shall be in full force and effect from and after the first day of May 2013.

APPROVED:

Aaron T. Shepley, Mayor

ATTEST:

Nick Kachiroubas, City Clerk

PASSED:

APPROVED:

PUBLISHED: In pamphlet form by the authority of the Mayor and City Council.

(SEAL)