

AGENDA
PUBLIC WORKS & UTILITIES COMMITTEE
Village of Hoffman Estates
October 26, 2015

Immediately following Finance

Members:	Anna Newell, Chairperson	Gary G. Stanton, Trustee
	Michael Gaeta, Vice Chairperson	Gayle Vandenberg, Trustee
	Gary Pilafas, Trustee	William McLeod, Mayor
	Karen V. Mills, Trustee	

I. Roll Call

II. Approval of Minutes – September 28, 2015

NEW BUSINESS

1. Discussion regarding 2015-2016 Snow/Ice Control Policy and Procedure Manual.
2. Request approval to join a purchasing cooperative with National Cooperative Purchasing Alliance to establish O'Reilly Auto Parts as a primary automotive parts vendor.
3. Request authorization to award the contract for storm sewer inspection and analysis services for the central portion of Hoffman Estates to Burns & McDonnell, of Downers Grove, IL, in the amount of \$219,000.
4. Request acceptance of the Department of Public Works Monthly Report.
5. Request acceptance of the Department of Development Services Monthly Report for the Transportation and Engineering Division.

III. President's Report

IV. Other

V. Items in Review

VI. Adjournment

The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance call the ADA Coordinator at 847/882-9100.

Village of Hoffman Estates

**PUBLIC WORKS & UTILITIES
COMMITTEE MEETING MINUTES
2015**

September 28, 2015

I. Roll Call

Members in Attendance:

**Anna Newell, Chairperson
Michael Gaeta, Vice Chairperson
Trustee Gary Pilafas
Trustee Karen Mills
Trustee Gary Stanton
Trustee Gayle Vandenberg
Mayor William McLeod**

**Management Team Members
in Attendance:**

**Jim Norris, Village Manager
Art Janura, Corporation Counsel
Patrick Seger, Director of HRM
Ted Bos, Police Chief
Michael Hankey, Dir. of Trans and Engineering
Joseph Nebel, Dir. of Public Works
Jeff Jorian, Fire Chief
Rachel Musiala, Director of Finance
Fred Besenhoffer, Director of IS
Bruce Anderson, CATV Coordinator
Bev Romanoff, Village Clerk
Ben Gibbs, GM of Sears Arena
Patti Cross, Asst. Corporation Counsel
Ashley Monroe, Asst. to Village Manager**

The Public Works and Utilities Committee meeting was called to order at 7:21 p.m.

II. Approval of Minutes

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the Public Works & Utilities Committee meeting minutes of August 17, 2015. Roll call vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request authorization to award contract for State of Illinois joint purchase of 2015-2016 winter road salt to Cargill Incorporated Salt Division, North Olmsted, OH at a unit price of \$65.08 per ton, in an amount not to exceed \$273,336.**

An item summary sheet from Joe Nebel and Ken Gomoll was presented to Committee.

Trustee Gaeta inquired how many tons the Village currently has. Mr. Nebel indicated the Village has 5,000 tons.

Trustee Vandenberg and Trustee Stanton inquired about the pricing of the salt and asked if the Village could get better pricing. Mr. Nebel explained the Village participates in a cooperative agreement program through the State which provides far better rates than if the Village went out to bid independently.

Mr. Norris noted in 2014 the communities that didn't go through the State purchase paid more than double what the Village did.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to award contract for State of Illinois joint purchase of 2015-2016 winter road salt to Cargill Incorporated Salt Division, North Olmsted, OH at a unit price of \$65.08 per ton, in an amount not to exceed \$273,336. Roll call vote taken. All ayes. Motion carried.

2. Request acceptance of the Department of Public Works Monthly Report.

The Department of Public Works monthly report was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to accept the Department of Public Works Monthly Report. Roll call vote taken. All ayes. Motion carried.

3. Request acceptance of the Department of Development Services Monthly Report for the Transportation and Engineering Division.

The Department of Development Services monthly report for the Transportation and Engineering Division was presented to Committee.

Trustee Vandenberg inquired if the name of Ala Carte's newest restaurant is confirmed as Sweet Caroline's Crab and Q. Mr. Hankey indicated it was and mentioned the restaurant was slated to do a soft opening in the near future.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to accept the Department of Development Services Monthly Report for the Transportation and Engineering Division. Roll call vote taken. All ayes. Motion carried.

III. President's Report

The Mayor attended Wine Wednesday on 9/23, he participated in the Transportation Committee meeting of the Northwest Municipal Conference on 9/24, and attended the Technology Manufacturing Association Ribbon Cutting and the ALS fundraiser at Conant High School. On 9/25 he attended the Glo Massage Ribbon Cutting and on Saturday 9/25 the Shootz and Ladderz softball fundraiser. On Sunday 9/26 Trustees Newell and Gaeta participated in the Run to Read event with the Mayor at Dirkson School followed by Steve Camiliere's Eagle Court of Honor and Loretta Johnson's 100th Birthday Party at Alden Poplar Creek.

IV. Other

The Trustees presented Mayor McLeod with a proclamation to honor his 35 years of service.

V. Items in Review

VI. Adjournment

Motion by Trustee Gaeta, seconded by Trustee Vandenberg, to adjourn the meeting at 7:36 p.m.
Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

Jennifer Djordjevic, Director of Operations and
Outreach / Office of the Mayor and Board

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Discussion regarding 2015-2016 Snow/Ice Control Policy and Procedure Manual.

MEETING DATE: October 26, 2015

COMMITTEE: Public Works & Utilities

FROM: Joseph Nebel, Director of Public Works
Ken Gomoll, Assistant Director of Public Works



PURPOSE: Discussion regarding 2015-2016 Snow/Ice Control Policy and Procedure Manual.

BACKGROUND: Each year, the Public Works Management Team meets with a group of employee representatives to review, modify and update the Snow/Ice Control Policy and Procedure Manual. Questions and improvements are discussed and addressed and a final plan is recommended to the Public Works Committee. The plan provides for the best range of services to residents and businesses within the scope of the annual budget.

DISCUSSION: This year's review of the manual has been completed. Modifications focus on implementation of 3 new replacement trucks, call-out procedures and associated personnel related items. There are no major procedural changes from last year's program. The following are highlights of this year's program:

- Three (3) new replacement large snow plow trucks will be placed in service this season offering larger payloads for both salt and anti-icing liquids.
- GIS maps of each cul-de-sac will be utilized identifying areas where snow is not to be piled, for more consistency in the snow plowing cul-de-sacs throughout the season.
- All snow control vehicles are equipped with GPS tracking devices which shall provide various efficiencies and tracking of each truck throughout an event.

DISCUSSION, continued

- **The “salting only” employee duty roster posting will again be utilized this season. This roster provides for the twenty-four hour stand-by staffing of sixteen (16) salt spreading trucks, one (1) salt pile/yard tractor operator, one (1) sidewalk patrol unit, and two (2) supervisors, all via two twelve (12) hour shift teams. The roster assists drivers in knowing whether they will be contacted first at the onset of threatening weather outside of normal working hours.**
- **A contracted weather advisory warning service will continue to be utilized to assist us to prepare for weather related events and notify off-duty supervisory personnel of weather conditions and pending weather events.**
- **Auxiliary drivers shall again be recruited and hired to augment Public Works staff during heavy or long duration snow storms. While primarily used for cul-de-sac and parking lot snow plowing, a number of hires are capable of operating the larger Class “B” CDL trucks. Last season, (8) external and (11) internal auxiliary drivers were positioned.**

NOTE: Personnel training and review of the 2015-2016 Snow/Ice Control Policy and Procedure Manual is scheduled for Wednesday, November 10, 2015 from 7:00 a.m. to 2:30 p.m. This training includes the beginning of driver route inspections.

FINANCIAL IMPACT:

None

RECOMMENDATION:

For discussion purposes and acceptance.

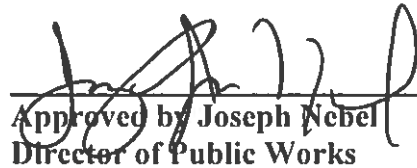
**VILLAGE OF HOFFMAN ESTATES
DEPARTMENT OF PUBLIC WORKS**

**SNOW AND ICE CONTROL
POLICY AND PROCEDURE MANUAL**

2015-2016 SEASON



Recommended by Ken Gomoll
Assistant Director of Public Works



Approved by Joseph Nebel
Director of Public Works

Date Approved by Village Board

- NOTES:
- 1) CHANGES FROM 2014-2015 ARE ILLUSTRATED BY USE OF STRIKEOUTS AND USE OF BOLD TYPE SET FOR “NEW”, OR, “CHANGED” ITEMS
 - 2) ALL CHANGES MUST BE BROUGHT TO THE VILLAGE BOARD FOR APPROVAL

ADVANCE PREPARATION AND PLANNING

All personnel who perform snow removal will attend an intensive training session on the basic mission and operating procedures to be used.

Training is to cover, but not be limited to, the following:

1. Route assignments (drive through)
2. Equipment checks
3. Specific operating needs of equipment assigned
4. Call in and response procedures
5. Shift assignments
6. Driving and operating safety and tips

Each truck is to be examined thoroughly by Fleet Services mechanics. Wiring and hydraulic hoses that are even remotely suspected of being deficient are to be replaced. All plow frames and plow components will be examined and those parts appearing weak or damaged will be reinforced or replaced. These inspections and repairs will begin in September and be completed by the end of October.

Area route assignments and associated route maps are updated every October to insure new subdivisions and other recent additional responsibilities are incorporated into the Village's plan.

ADVANCE PREPARATION SNOW FENCE

The last week of November, snow fence will be erected in the following locations where drifting typically occurs. Whenever possible all snow fence will be kept at least 60 feet from the curb line.

SOUTH	NORTH
Atlantic & Pacific	Whispering Trails (Lincoln Park)
Gannon (Chestnut Park)	Whispering Trails (Meadow Park)
Kingsdale (Victoria Park)	Winding Trail (Lincoln Park)
N. Dovington (Victoria Park)	Freeman Road (South Ridge Park)
N. Dexter (Victoria Park)	Huntington & Charlemagne
Randi Lane (north of 630 Randi Lane)	Beverly (south of Higgins)
Evanston & Illinois (Chino Park)	

I. SALT/SNOW WEATHER ALERT SERVICE

A weather alert service is in effect on a year round basis to give advance warnings of threatening weather conditions.

- A. A service alert is to be received by one of the following individuals in the following order:
 1. First call Supervisor
 2. Second call Supervisor
 3. Assistant Director
 4. Director of Public Works

- B. The Supervisor receiving an alert that requires any salt/plowing operations will notify both the Police Radio Desk and the Assistant Director as to the time such operations will start. He will again notify both the Police Radio Desk and the Assistant Director when operations are completed.

- C. All snow/ice control related communications with the Weather Service and the Police Department will be conducted by a Supervisor, and not the call duty personnel.

II. EMERGENCY PROCEDURES

It is the goal to clear all Village streets, cul-de-sacs, and dead-ends within 14 hours after a given snow fall stops. As operations continue and monitoring of progress continues against the 14 hour deadline, outside contractors will be called in to assist when we anticipate that our time goal will not be closely met. Varying conditions such as blowing/drifted snow, excessively heavy snow, etc., may necessitate outside assistance as well.

The agreement with the contractors specifies that they will report within 2 hours of call. After the first storm, they will be encouraged to store their equipment within the Village.

Contractor equipment will be used primarily to clear cul-de-sacs. As the areas are cleared, contractor and available Village equipment will be shifted as needed, and contractors released as quickly as possible.

In the event that outside contractors are needed for emergency assistance, authorization must be obtained from the Director of Public Works, or his designee.

In the event of a forecasted snow fall that will exceed six (6) inches of snow and have a forecasted duration of more than twelve (12) hours time of accumulation, the following measures will take place. Cul-de-sac drivers will be instructed to "open only" all cul-de-sacs/dead-ends/eye brows, designated on their route sheets. "Open only" will involve two or three passes through each cul-de-sac/dead-end/eye brow, but will not include curbing or mop-up of areas until all cul-de-sacs have been opened up to traffic.

III. CONTROL OF OPERATIONS

Under the Direction and General Supervision of the Department Director;

- A. The Assistant Director, or designated Supervisory Staff will be in command of salt/snow operations at all times.
- B. Only the Assistant Director or designated Supervisory Staff will advise the Police Department of the Village two (2) inch snow ordinance being placed into effect.
- C. The Assistant Director or designated Supervisory Staff will keep the Police Department advised of street operations and when such operations will be secured.
- D. When required, two (2) Supervisors will be the staffing level for any given Snow/Ice control operation.
- E. The Assistant Director, or designated Supervisory Staff will assign push back operations, if practical, the same day or next day, time and conditions permitting.
- F. Supervisors will be assigned for each operation. Supervisory personnel to be utilized include the following:

Normal Operations

Ken Gomoll
Joe Volpe
Kelly Kerr
Jeff Allen

Back-up (as needed)

Tom Burnitz
Bob Markko
Joe Nebel

Support help to handle phone and radio traffic control include:

Normal Operations

Rose Dyer
Pam Meinicke
Beth Skowronski

Back-up (as needed)

Nicole Mueller
Barb Victor

- G. When required during plowing operations, a department Administrative staff person may be called in to handle incoming calls and radio traffic from personnel. The Assistant Director or his designee will authorize.

III. CONTROL OF OPERATIONS, continued

- H. Only authorized personnel are to answer the snow phone. All information and/or requests are to be logged and submitted to the shift supervisor on the date received.

All salt/plow complaint calls are to be logged and responded to in a courteous manner. The caller's name, address, time received, and problem encountered are to be logged. The complaints received are to be responded to by the supervisors as soon as possible depending upon weather conditions.

All complaints are to be answered and action taken as necessary (depending upon circumstances) within 24 hours.

- I. Both during and after normal work hours, all snow/ice related concerns or problems shall be forwarded to a program Supervisor. The Police Department has been advised to call a Supervisor (not the call duty person) for all snow/ice related matters. The Supervisor then is responsible for taking the appropriate action.

IV. GENERAL RULES (for drivers/operators)

- A. Carry gloves and jacket in the truck at all times in case of breakdowns.
- B. Stay in assigned area only, unless otherwise instructed by the designated supervisor on duty.
- C. Use radios only in the line of duty. Refer all questions snow and ice related to the base station as "snow control" from "unit number". All other unrelated radio traffic should refer to "PWC" base.
- D. Always use 10-7 location and 10-8 to supervisors.
- E. Obey all traffic rules at all times.
- F. Be courteous to the public; refrain from giving out any information to the public; refer all questions to our Public Works phone at (847) 490-6800.
- G. When coming into the garage for service, while mechanical repairs are being made to your vehicles, check your vehicle completely yourself.
- H. Always keep your vehicle cab compartment clean during and after each use.
- I. Salt/plow drivers are to have their mars and strobe lights on both A.M., and P.M., during salt/plow operations, or, when transporting any large (11 ft. or greater) plow. Exceptions are to be authorized by a supervisor.
- J. When completing associated time sheets, military time is to be used.

IV. GENERAL RULES, continued

- K. All accidents and/or injuries no matter how minor, are to be reported to the on duty supervisor immediately, via two-way radio or any means necessary.
- L. Any vehicle problems requiring service must be reported via vehicle service request form and attached to the driver's/operator's time sheet prior to the shift's end.
- M. After shift supervisor has authorized an employee to leave a completed area, the driver/operator is responsible for the hosing down, re-fueling, and insuring that vehicle used is ready for next shift, unless otherwise required by a Supervisor.
- N. Employees using the wash bay are to keep area clean and free of debris.

V. PLOWING AND SALTING PROCEDURES (drivers/operators)

Each driver/operator is responsible for his/her individual assigned area or route. The area should be free of ice and snow as soon as possible and all roadways are to be in safe condition. The job is not complete until all streets are free of ice and snow and snow is plowed to the curb lines where required. Under no circumstances is a driver/operator to leave an assigned area or route at any time unless a Supervisor has authorized it. Rest breaks must be approved at certain times by a Supervisor. The Supervisor must be notified immediately upon return to service. In the event of any equipment problems, a Supervisor is to be notified for instructions. The driver/operator should always be working on one of the streets in his/her assigned area or route unless authorization to leave is obtained from a Supervisor.

- A. The operation required will depend on the weather conditions. Specific instructions will be given by the shift Supervisor. The Supervisor may provide other specific instructions for you to follow.
- B. The operational procedure and goal for the application of salt on primary, main, and secondary streets shall be bare pavement. Salt should be applied near the center line of the street. Salt bounce when dropped from spinner should never exceed curb lines.
- C. Vehicle speed when salting shall not exceed 20 MPH. Under no circumstances shall plowing be done at speeds in excess of 20 MPH. Lower speeds shall be used in every instance where 20 MPH results in throwing snow onto sidewalks. Cul-de-sacs and courts shall be plowed with assigned vehicles.
- D. Snow is to be plowed to the curb line if curb exists, or, completely off the shoulder. An effort shall be made to plow all snow to the curb on the initial pass.
- E. Breaks and lunch breaks must be scheduled through a Supervisor prior to leaving an assigned area.
- F. It is important that the Supervisor know the driver's/operator's progress and what part of the assigned area or route has been completed. The on duty Supervisor will request the status of an area and the driver/operator is to report his/her location and what has been accomplished thus far.

V. PLOWING AND SALTING PROCEDURES, continued

- G. Cul-de-sac drivers are to check off the cul-de-sacs as they are completed, and indicate the time of day/night completed. The route map is to be signed and turned into the shift supervisor when the shift is over. Unfinished areas are to be brought to the Supervisors attention and passed on to the next shift's personnel.
- H. Upon the completion of an assigned route, the driver/operator is to contact the Supervisor. The driver/operator is not permitted to leave an assigned area or route until obtaining authorization from a Supervisor.
- I. After your assigned area has been completed, and the Supervisor has given authorization to return to the garage, each driver/operator is to refuel, hose off, clean, and ready his/her particular vehicle. Salt route drivers are to check with the Supervisor for possible re-loading directions.
- J. Upon return to the Public Works Center, a time ticket and area route sheets are to be submitted to the office Supervisor. After the Supervisor's inspection of all submitted documents, he will authorize the driver's/operator's shift end. The driver/operator may not go off duty unless authorized by a Supervisor.
- K. The Facilities Division will assume responsibility for salting and/or shoveling Village building sidewalks during their normal work shift hours or in the event that such services are required outside of street plowing/salting operations.
- L. Depending on weather conditions, temperature, and precipitation forecasts, discretion is given to the Department as to whether or not cul-de-sac salting is to be performed on all ~~367~~ 368 cul-de-sacs. (Examples are during accumulation of freezing rain with falling temperatures, and 1" or less of accumulative snow when plowing would be effective, and conditions have rendered the pavement surface unsafe.)

VI. WORK RULES AND PROCEDURES

Note: From time to time requests are initiated by department personnel to review this section of the policy. Modifications that are considered to be housekeeping issues are referred to the Assistant Director for final disposition. All other proposed modifications must be brought to the attention of the SNOW/ICE TASK FORCE, and approved by the Department Director. The deadline for this process is November 1st each year. Any new trial modifications are subject to termination at any time at the discretion of the Department Director.

All department personnel are expected to be available for snow and ice control for overtime call-outs. During threatening weather, all department personnel are required to leave a phone number where they can be reached at all times. If/when the number changes, or the individual is not at the number on file with the department, the individual must call the PWC employee snow phone (847) 781-2730 to speak to a Supervisor or to leave a message.

VI. WORK RULES AND PROCEDURES, continued

During the snow season¹, all Department personnel, that are not on authorized leave of absence², must be available to be contacted by the Supervisor on duty. Personnel that cannot be contacted and/or do not have verbal communications with a Supervisor, and/or do not report for snow and ice control operation, and/or do not report for snow and ice control operations within the prescribed one and one-quarter (1 ¼) hours or 1 ½ hour from 4:00 p.m. to 7:00 p.m., Monday through Friday, and/or are not on an authorized leave of absence may be issued a refusal occurrence³ subject to the following refusal occurrence disciplinary actions:

1st refusal occurrence - verbal notification (pending review)⁴

2nd refusal occurrence - written reprimand (pending review)⁵

3rd refusal occurrence - three (3) day suspension (pending review)⁶

4th refusal occurrence - additional disciplinary action as warranted (pending review)

- (1) A snow season is defined as the period December 1st thru April 1st
- (2) "Leave of absence" refers to all absences as described in Section 4, "Benefits" of the Village's Personnel Policy Manual.
- (3) A refusal occurrence is defined to mean any circumstance in which the action/inaction taken by an employee results in the individual not reporting for duty in the manner prescribed within the Snow and Ice Control Policy and Procedure Manual.
- (4) A 1st refusal occurrence will remain in the Active Snow/Ice Refusal File for a period of one (1) year from the date of occurrence.
- (5) A 2nd refusal occurrence will remain in the Active Snow/Ice Refusal File for a period of three (3) consecutive snow seasons.
- (6) A 3rd refusal occurrence will remain in the Active Snow/Ice Refusal File for a period of four (4) consecutive snow seasons.

**As has always been Village policy, although an expired refusal occurrence, that falls under the Snow and Ice Control Policy and Procedure Manual, may not be referred to in any subsequent Snow and Ice Control refusal matters, it still remains a permanent record in the employee's Personnel File. As such, it may be referred to in conjunction with other disciplinary matters, a progressive disciplinary process and/or an individual's performance review.*

A Supervisor will make up to three (3) attempts to contact an individual (by automated system, ~~pager and/or~~ direct dialing) for salting and/or a plowing operation. In the event that a second or third attempt is required, the Supervisor will make these attempts five (5) minutes apart from each other. If the Supervisor is unable to make communication with the individual after three (3) attempts (15 minutes total) the Supervisor shall call for a replacement and no longer attempt to contact the initial person. Individual cell phones may be utilized by individuals as a primary phone contact although missed or failed calls shall not be a pretext for the inability to be contacted. Each individual is responsible to ensure that Village or personal communication equipment is operating properly. It is the responsibility of each individual to call in for instructions whenever there is doubt about whether or not he/she should be in or should have been called. Written notification of telephone numbers must be provided to the ~~Superintendent~~ Supervisor before its use by December 1st of the snow season and must immediately be updated of changes throughout the course of the snow season.

When contacting, or when being contacted by a Supervisor, a determination of the individual's duty requirements will be made. When the Supervisor requires the individual to report to work, he/she will be given one (1) hour from the time of the initial contact to report for duty, and "punch in with a time stamp". Individuals reporting within this one (1) hour show up time will be paid for one hour prior to punch in time stamped, on the time card. Employees not reporting within the one (1) hour show up time will not be paid for show up time, and then will have one and one-quarter (1 ¼) hours or 1 ½ hours from 4:00 p.m. to 7:00 p.m., Monday through Friday from the time of the initial contact to report for duty, or be subject to the refusal occurrence disciplinary action process described under this section.

VI. WORK RULES AND PROCEDURES, continued

Personnel not reporting for call out due to illness inside or outside of their normal work shift will be subject to review and may be issued a refusal occurrence pending the outcome of the review process.

Calls when services are not needed:

If an individual is called, or if an individual calls in during snow and ice control for assignment, and his/her services are not or appear not to be needed, the individual shall be given at least 4 hours (or whatever period of time in excess of the minimum 4 hours is given at the time of the initial call by the supervisor) before an additional call will be placed to the individual. If the Supervisor is not certain that services are needed due to an individual's unavailability, the Supervisor will make every effort to respond back to the individual within 10-15 minutes with an answer. Only in extreme emergency should this procedure be suspended. If the individual, for example, is not available after the 4 hour period (or whatever period of time in excess of the minimum 4 hours is given at the time of the initial call by the Supervisor), then a refusal occurrence may be issued.

Vacation/Floating Holiday - Winter Months (*December 1st thru April 1st*)

- A. During winter months no more than six (6) personnel, (3 Street and 3 Water) allowed off free and clear each day. If the 48 hour deadline passes and either Street or Water side doesn't have 3 a fourth from the opposite side will be allowed to be free and clear. All divisions MUST also maintain the minimum staffing level of 60% in each division.
- B. Depending on work schedules, additional approved leave may be scheduled but must be approved subject to being available for call-in if snow removal, salting, or related work as necessary on that day. In those cases, vacation, floating holidays, compensation time, call duty, or time due, will be re-scheduled at a later date.
- C. Personnel on scheduled leave may be contacted if their services are needed. Those individuals who were 4th or more to request leave within their division shall report to work and their leave is to be re-scheduled. Personnel who were 1st, 2nd, or 3rd to request leave for that day may be contacted, but have the option of reporting to work. If a choice to report to work is made, the leave for that day is to be re-scheduled.
- D. All benefit time (vacation, floating holiday, call duty day, and compensation time) is treated equally with regards to scheduled approved leave.
- E. Requested benefit time use for Fridays and Mondays must be used in eight (8) hour increments to be approved for weekend absence from snow/ice control.
- F. All benefit time use must be requested within forty-eight (48) hours prior to actual use.

VI. WORK RULES AND PROCEDURES, continued

- G. Seventy-two (72) hour notification is necessary to cancel approved use of benefit time, unless authorized by the Department Director.
- H. The use of an emergency vacation day shall be allowed in either 4 or 8 hour increments depending on the normal work day schedule, provided that a valid reason exists and is explained in writing to the satisfaction of the Department Director on the following work day. It is understood that this benefit is permitted only for normal work days, and normal work shift hours.
- I. Authorized use of benefit time for "approved leave" will begin at the end of a normal shift stop time and end on the next scheduled normal shift start time.
- J. Drivers on the salting roster may substitute their roster position with a "Buddy Switch" without limitation on the number of times used. Buddy Switches are for the purpose of covering a Driver's inability to respond to a salting operation as otherwise required by the posted roster. Buddy Switches may be implemented by the following, although no time extensions from the normal 15 minute contact period is permitted.
 - 1.) Messages of a Buddy Switch may be left at (847) 781-2730 by the initial roster listed individual identifying, his buddy and the switch. The buddy also must leave a message at (847) 781-2730 stating he is covering the route of the initial roster listed individual.
 - 2.) A Buddy Switch desired at the time of a salting call out will require the initial roster listed employee to contact his buddy and have him call the supervisor to confirm his responsibility to report.

Personnel who work from midnight to their regular starting time during snow removal operations may request to leave work prior to the end of their regular work shift when work schedules allow by discretion of the supervisor.

- 1. The Salting Personnel Call-In Roster will be posted each day (Monday-Friday) from December 1st – April 1st.

Two (2), twelve 12-hour Salting Rosters (A.M. and P.M.), filled on a seniority basis, are maintained throughout the season. For each hour, outside an individual's regularly scheduled workday, on either A.M. or P.M. Salting Roster, that individual will receive a stipend, as outlined, within the CBA.

Snow and Ice route assignments will be made based on department seniority for the initial call-out of employees on a Salting Roster. An inverse order of qualified senior personnel will be used to fill any empty slots on the Rosters. It is understood that during continuing snow and ice operations, originally selected route assignments will not be in effect.

An individual may request to switch with someone else.

VI. WORK RULES AND PROCEDURES, continued

2. With regards to the restrictions outlined within the Drug & Alcohol Policy for Commercial Driver's License holders, the following shall hold true during snow/ice call-outs:
 - a) Personnel listed on the salting call-in roster are responsible to respond to a salting call-out or be subject to provisions as outlined within Article VI Work Rules and Procedures.
 - b) During snow plowing call-outs, an individual will be provided up to two (2) occasions per season to extend their show-up time provided he/she states that alcohol was consumed during the preceding four (4) hours from the time called out. The amount of extended time granted will be determined between the individual and the supervisor during initial contact.
 - c) There is no show-up time for any delayed or extended start.

VII. OVERTIME/OVERTIME PAY

This section is in accordance with Article XVII of the current CBA.

To ensure a uniform policy for overtime, the following procedures will be enacted for all Public Works personnel during plowing operations.

- A. All paid time will start when an individual punches in and stops when that person punches out. A maximum of one hour show up time will be paid upon call-in and punch in confirmation as identified in Section VI.
- B. The normal workweek shall consist of forty (40) hours per departmental calendar week. Individuals who work the hours between 4:30 p.m., and the normal starting time shall be compensated at one and one-half (1 ½) times their regular straight time hourly rate of pay. On any day this occurs, the individual will not be guaranteed eight hours of straight time pay, or permitted to extend any portion of the day with other benefit compensation. Furthermore, it is understood that after an employee has worked a combination of forty (40) hours of straight time and/or over-time in a single work week, there will be no guarantee of additional working hours in that same work week.
- C. Inclusive of holiday pay at the individual's regular hourly rate of pay, shall be two and one-half (2.5) times the regular straight time hourly rate for all hours worked on any of the seven (7) designated holidays.
- D. Any call duty person will receive a minimum of two (2) hours pay on call-outs unless the time extends into his regular work shift or unless he is called back to correct his own error.

VIII. FLEET SERVICES SNOW AND ICE CONTROL SHIFT ASSIGNMENTS

A. Regular Division Snow and Ice Control Equipment Maintenance/Repair Manpower Levels.

Two Fleet Services staff members shall be contacted each time that a complete municipal vehicle operator work shift is called out for any weather related emergency situation.

The first Fleet Services staff member to be notified shall be the regularly assigned weekly call duty person. Subsequent to the notification of this individual, a second mechanical/technical maintenance person shall be notified.

The second staff member to be contacted will have pre-knowledge of his being next scheduled for this assignment via seniority. The inverse process will start with the least senior mechanic to be the next in line to be called in, if all senior mechanics have declined.

This primary plan will be in effect for weather emergency situations of up to and including twelve hours duration.

B. Maximum Effort Snow and Ice Control Equipment Maintenance/Repair Manpower Levels.

During periods of continuous storm fighting activity which last in excess of twelve hours duration, two (2) twelve hour work shifts shall be implemented. These shifts shall be rotated for each new storm to ensure the fair treatment of all staff members.

Variable start of shift times will be encountered by the two shift members who are notified as a result of the initial call out procedures. As a result, there will be occasions when these individuals may be required to work a shift in excess, or, possibly less than the standard twelve hour period.

Staff assignments during twelve-hour periods are as follows:

First Shift
(7:00 a.m. - 7:00 p.m.)
Bob Markko
Howard DeLord
Pat Chlopek

Second Shift
(7:00 p.m. - 7:00 a.m.)
Scott Lasken
Mike Backstrom

IX. SHIFT SUPERVISOR RESPONSIBILITIES DURING SNOW AND ICE CONTROL OPERATIONS

- A. It shall be the primary responsibility of the Shift Supervisor to oversee that all Village owned streets and properties be clean of all snow and ice, in accordance with prescribed policies.
- B. It shall be the responsibility of the Shift Supervisor to ensure that all personnel under his direction are properly trained in the use of Village equipment, plowing and salting techniques, and be knowledgeable of snow removal policies of the Village.
- C. It shall be the responsibility of the Shift Supervisor to check all time sheets, equipment mileage, hours, and amount of salt used by each driver/operator under his direction at the end of each operation.

X. OPERATOR CHECK LIST

Prior to using any snow removal vehicle, an inspection is to be completed by the assigned operator. The operator is responsible for completing a "Vehicle Inspection Sheet" on the unit assigned and is to submit this sheet to the on-duty supervisor after his shift. Any needed repairs or replacements shall be brought to the immediate attention of the Fleet Services Supervisor. Often, said vehicle inspections are completed in advance of a snow/ice control operation to expedite response time.

Pre-Trip Inspected By: _____
 Pre-Trip Inspection Date: _____
 Miles: _____

VILLAGE OF HOFFMAN ESTATES
Vehicle and Equipment
Pre-Trip Inspection & Condition Report

Unit #: _____ Driver/Operator: _____ Date: _____

Time Out In Route: _____ Miles/Hours Start: _____

Time In From Route: _____ Miles/Hours Finish: _____

INSPECT ALL ITEMS THAT APPLY

ITEM	OK	REPAIR	ITEM	OK	REPAIR
Headlights			Brakes		
Marker Lights			Wipers/Washers		
Tail Lights			Heater/Defrost		
Brake Lights			Seat Belts		
Emergency Warning Light			Back Up Alarm		
Reflectors			Radios		
Mirrors			Air Leaks		
Tires			Horn		
Cab/Body Dents			Fire Extinguisher		
Exhaust System			First Aid Kit		
Mars Light			Two-Way Radios		
Strobe Lights			Gauges/Instruments		
Oil Fluid Leaks			Mud Flaps		
Springs & Suspension			Triangle Kit		
Cab Clean					
FLUIDS	OK	ADDED	WINTER	OK	REPAIR
Trans Fluid			Plow Blade/Curb Guard		
Hydraulic Fluid			Plow Wands		
Coolant			Spreader/Spinner		
P/S Fluid			Hydraulic Hoses		
Washer Fluid			Spreader Light		
Engine Oil			Plow Light		
Fuel			Plow Frame		
			Tow Chain		
			Flashlight		
			Plow Chain		
			CACL Tank Fill/Flush		
			Shovel		

Service Request: _____

Remarks: _____

DEPARTMENT OF PUBLIC WORKS

Memo

TO: All Public Works Employees
FROM: Department of Health & Human Services
RE: FROSTBITE
DATE: October 12, 2001

Urgent For Review Please Comment Please Reply Enclosure(s)

FROSTBITE

A. Occurs when crystals form on the surface and deep within the soft tissue of the skin. Most common areas affected are the nose, cheeks, ears, fingers, and toes. The effect is more severe when the injured area is thawed and refrozen.

B. SIGNS/SYMPTOMS

1. Skin color change to white or gray
2. Slight pain
3. Possible blistering
4. Feeling of intense cold and numbness

C. AS TIME PASSES

1. Mental confusion
2. Victim staggers
3. Eyesight becomes blurry
4. Shock may occur
5. Breathing may cease
6. Death could result from heart arrest

D. FIRST AID

1. Cover the frozen areas
2. Use extra covering for the entire body
3. Transport indoors ASAP
4. Provide victim with warm drink
5. Re-warm the frozen area by quickly immersing in warm water only
6. DO NOT RUB affected area or break blisters
7. Once the affected area is re-warmed, have victim exercise area
8. Elevate frostbitten parts and transport to emergency if necessary
9. Give fluids

COLD EXPOSURE

A. Injury occurs when a victim is exposed to abnormally low temperatures aided by wind velocity, type of winds, and duration of exposure.

B. SIGNS/SYMPTOMS

1. Shivering
2. Numbness
3. Low body temperature
4. Drowsiness
5. Muscular weakness

C. FIRST AID

1. Give artificial respiration if needed (1 breath, count 5 seconds, repeat)
2. Transfer to a warm environment ASAP
3. Remove wet or frozen clothing
4. Re-warm the victim by wrapping in warm blanketing or place in warm water
5. Give hot liquids by mouth

D. PREVENTION OF COLD INJURIES

1. Limit exposure time
2. Wear proper, protective clothing
3. Recognize symptoms
4. If your resistance is low, or if you are excessively tired, danger is increased
5. Refrain from drinking alcohol
6. Keep clothing loose and always wear dry clothing

HE-11-1305 PARKING LIMITED DURING SNOW REMOVAL

It shall be unlawful for any person, firm, or corporation to park or cause to be parked any vehicle on any public street within the corporate limits of the Village at any time within eight (8) hours after a snow fall or two (2) inches or more has occurred, unless within said time said public street has been cleared of snow, provided that said eight hour parking restriction shall continue during snow removal operations until completed.

The Police Department and all members thereof are hereby authorized to remove and tow away or have removed and towed away by commercial towing service or by Village operated vehicles any car or other vehicle illegally parked which prevents and obstructs snow removal from public streets.

Cars or vehicles so towed away illegal parking shall be stored in a safe place and shall be restored to the owner or operator of such vehicle upon the payment of the towing and storage fees.

HE-11-1309 SNOW REMOVAL

- A. It shall be unlawful to deposit on public sidewalks or public streets any snow which accumulated upon and is removed from an adjacent private property or from the area between adjacent road line and curb line of the street.
- B. It shall be unlawful to deposit on or against any fire hydrant which accumulated upon and was removed from a property.

**SALTING PERSONNEL ROSTER
CHANGE REQUEST**

I would like to give/switch my roster position:

Employee Requesting: (Print and Initial) _____

Employee Accepting: (Print and Initial) _____

Date: _____ Weekday Switch from AM/PM to AM/PM. Give AM/PM

Date: _____ Fri Switch from AM/PM to AM/PM. Give AM/PM

Date: _____ Sat Switch from AM/PM to AM/PM. Give AM/PM

Date: _____ Sun Switch from AM/PM to AM/PM. Give AM/PM

Snow and Ice Supervisor Approved: _____

Date: _____ **Time:** _____

Note: Gives for weekend must **not** be turned in before the Thursday of the requested weekend.
All transactions must be completed and handed to the Primary or AM On-Call Snow & Ice Supervisor by Noon

**SALTING PERSONNEL ROSTER
CHANGE REQUEST**

I would like to give/switch my roster position:

Employee Requesting: (Print and Initial) _____

Employee Accepting: (Print and Initial) _____

Date: _____ Weekday Switch from AM/PM to AM/PM. Give AM/PM

Date: _____ Fri Switch from AM/PM to AM/PM. Give AM/PM

Date: _____ Sat Switch from AM/PM to AM/PM. Give AM/PM

Date: _____ Sun Switch from AM/PM to AM/PM. Give AM/PM

Snow and Ice Supervisor Approved: _____

Date: _____ **Time:** _____

Note: Gives for weekend must **not** be turned in before the Thursday of the requested weekend.
All transactions must be completed and handed to the Primary or AM On-Call Snow & Ice Supervisor by Noon

**SNOW/ICE CONTROL/SALTING 2015 - 2016
PERSONNEL CALL-IN ROSTER**

MASTER LIST as of 10/12/15

SUPERVISORS:	PRIMARY:		DATE POSTED:
	AM -	PM -	TIME POSTED:
	4 th -		

AM SHIFT 0630 TO 1830			PM SHIFT 1830 TO 06:30		
DRIVER		AREA	UNIT	DRIVER	
ZYBURT	562	Yard	50	HAWKINSON	564
JAHNKE	524	I	9	LAWRECKI	556
WAYTON	579	II-A	14	BORJON	553
SCHROEDER	549	II-B	16	SCANNELL	561
LACKOWSKI	537	II-C	7	RACE	559
WHITTLE	548	III & IV Mains	3	J. PETERSON	557
FINN	555	III-A	4	CZOPEK	547
EVANS	552	IV-A	6	HINDENBURG	527
BIRDSELL	546	IV-B	5	P. KASPER	539
S. PEDERSEN	558	V-A	11	ARVIDSON	535
M. KASPER	525	V-B	13	PLOCINSKI	531
MCGRAW	554	V-C	8	GAWERECKI	523
R. PETERSON	543	V-D	12	PHILIPP	536
MC KITTRICK	567	V-E	15	BURISCH	521
WHELAN	563	VI-A	1	LOPEZ	534
FRANKLIN	584	VI-B	10	STELL	544
SCHWICHTENBERG	526	VI-EDA	17	DALY	541
GOLBACH	581	Side- walks	44	DEGIORGIO	582

NOTES: FLEET ON CALL -

ALL ROSTER CHANGES MUST BE SIGNED BY BOTH PARTIES AND SUBMITTED PRIOR TO CALL OUT

• Denotes double up / Next Double Up / Next Water Rotation

NEXT UP:

1 ST	GATTS - 569	5 TH	OATES - 533	9 TH	KOVAKA - 568	13 TH	
2 ND	MELHUIH - 583	6 TH	WINTZ - 545	10 TH	BACHELOR - 528		
3 RD	CAPIGA - 532	7 TH	O'SHANNA - 576	11 TH	HENNESSY - 522		
4 TH	KASSAL - 538	8 TH	CARLSON - 574	12 TH	WEBER - 566		

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request approval to join a purchasing cooperative with National Cooperative Purchasing Alliance to establish O'Reilly Auto Parts as a primary automotive parts vendor.

MEETING DATE: October 26, 2015

COMMITTEE: Public Works & Utilities

FROM: Joseph Nebel, Director of Public Works

PURPOSE: To recommend the Village of Hoffman Estates join the National Cooperative Purchasing Alliance.

BACKGROUND: The Village of Hoffman Estates has previously become a participant of Public Sourcing Solutions to purchase through their competitively solicited contract with O'Reilly Auto Parts. That contract will expire at years end. A new contract from O'Reilly's is now offered through the National Cooperative Purchasing Alliance. This contract is through May, 31 2018 with two, additional one-year renewals.

DISCUSSION: O'Reilly Auto Parts is a current vendor used by Fleet Services and at times has the lowest price and quality service on certain parts. By enjoining is this purchasing cooperative the village will continue to see discounted pricing on parts and supplies. While not all parts will be purchases from O'Reilly Auto Parts, staff time researching prices can be lessened knowing certain parts are at the lowest price from O'Reilly Auto Parts. The contract does not obligate the village to make any purchases from O'Reilly Auto Parts.

FINANCIAL IMPACT: Over \$25,000 in purchases are made annually by Fleet Services to through local auto parts stores to acquire parts and supplies.

RECOMMENDATION: Request approval to join a purchasing cooperative with National Cooperative Purchasing Alliance to establish O'Reilly Auto Parts as a primary automotive parts vendor.



P.O. Box 1156 • 233 S. Patterson
Springfield, MO 65801
Phone (417) 862-3333
www.oreillyauto.com

August 24, 2015

Subject: Cooperative Purchasing

To Whom It May Concern,

O'Reilly Auto Parts would like to make you aware of some changes within our cooperative purchasing groups. You are currently registered with Public Sourcing Solutions (PSS), a non-profit cooperative purchasing organization. The contract expires on December 31, 2015 and PSS has elected to discontinue this segment of their business. We have an alternate solution available to avoid any interruption in service.

We have partnered with the National Cooperative Purchasing Alliance (NCPA). NCPA is a national purchasing cooperative that offers access to competitively procured purchasing contracts for all its members. State agencies, universities, K-12 school districts, city/county/municipalities, and non-profit organizations are welcome to join in any of the 50 states. The NCPA contract term is through May, 31 2018 with two, additional, one-year renewals.

In order to make the transition as easy as possible, we are requesting that you complete the NCPA registration form on their website. This will allow the NCPA and O'Reilly teams to effectively track the conversion process. Your current discount structure **will not change**. To facilitate this transition, please follow the sign up instructions on the next page. This will ensure that there will be zero service interruptions.

If you have any questions, comments, concerns, or would like information on other cooperative purchasing groups; please contact your local field representative or myself at:

Tim Herbel
Integrated Parts Operations Manager
O'Reilly Auto Parts
417-873-2051
therbel@oreillyauto.com

HOW TO ACCESS THE CONTRACT

Accessing the NCPA | O'Reilly contract is easy. Just complete the following steps:

1. Visit www.ncpa.us
2. Select "Find a Vendor" from the header ribbon
3. Scroll down to the "Transportation" header and select the "O'Reilly Auto Parts" logo



Transportation



4. Click on "Registration" on the right hand side of the gray ribbon and select one of the two applicable options:
 - a) Select "Setup a New O'Reilly Account" for new O'Reilly customers
 - b) Select "Apply NCPA Pricing to your Existing O'Reilly Account"
5. Complete the form that follows your selection from "Step 4"

It normally takes 24 to 48 hours to complete the registration. An email communication will be sent to the customer as well as the store where the account is assigned.

Any questions may be directed to publicsector@oreillyauto.com or contact the Professional Sales Department at 866-5578-5997, ext. 10804.

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization for award of contract for the storm sewer inspection and analysis project to Burns & McDonnell, of Downers Grove, IL, in the amount of \$219,000.

MEETING DATE: October 26, 2015

COMMITTEE: Public Works and Utilities Committee

FROM: Gary Salavitch / Joe Nebel

PURPOSE: Request authorization to award the contract with Burns & McDonnell for storm sewer inspection and analysis services for the central portion of Hoffman Estates in the amount of \$219,000.

BACKGROUND: In June 2015, a Request for Proposals (RFP) was released by the Village for the inspection and analysis of larger diameter storm sewers located in the central portion of Hoffman Estates. The Village has many large, older storm sewers in unknown condition. It has been found that some storm sewers are lacking capacity and are in poor condition requiring an inordinate amount of time to maintain and service. The Village is looking to prioritize yearly storm sewer replacement needs to be funded by the Stormwater Utility Fund.

Due to the limited capacity of the Stormwater Utility Fund, the 2015 budget allocated \$200,000 from the Bond Fund for this project.

The Village sought proposals from qualified consulting engineering firms to perform the tasks of light cleaning, televised inspection and condition analysis on all storm sewers thirty inches in diameter and larger located in the central portion of Hoffman Estates. This central area is bounded by the Northwest Tollway to the north, Schaumburg Road to the south, Barrington Road to the west, and Plum Grove Road to the east. Concept cost estimates and concept plans for the ten storm sewer segments with the most immediate needs are expected as part of the proposal.

The proposal included a map and list of 58 pipe runs and manhole structures to be lightly cleaned, inspected and analyzed for a total pipe length of 47,538 feet.

BACKGROUND: (Continued)

The proposal evaluation and selection process followed the Village's practice where federal funds are not used for engineering. This is a modified version of the Quality Based Selection (QBS) procedures. Under this method, firms submit a statement of interest along with their qualifications and proposed approach to meeting the requirements contained in the RFP. A separate sealed proposal with their proposed staff hours by task and associated fees are included with the proposals. The submitted proposals are evaluated initially based on the responsiveness to the request and its requirements, the experience of the team, the experience of key individuals by specific areas of expertise, work completed by the firm on similar projects, and other related factors. The highest quality proposals are identified for further consideration. The sealed estimates of hours and fees are then reviewed to determine which firm to recommend for the award of contract.

DISCUSSION:

In response to the RFP, sixteen proposals were received from consultants. The proposals were evaluated based on their project approach and understanding of the work items, personnel assigned to the required tasks, similar experience on other projects, project schedule, and work load of the firms. Three firms with the highest ranked proposals were identified for further review and consideration by evaluating their scope of services, proposed hours, and fees. These were Burns & McDonnell, Hancock Engineering, and HLR, Inc. All were judged to have presented proposals of similar quality and responsiveness. The hours and proposed fees were then reviewed with additional information requested from Burns & McDonnell to undergo further review.

It was determined that all three of the highly ranked firms were using the same subconsultant to perform the cleaning and televising of the storm sewers, thus the fee for the subconsultant's services were essentially the same for all three proposals. This allowed us to evaluate the cost estimates based upon the engineering services and the likelihood of additional costs with heavy cleaning. Burns & McDonnell proposed the lowest cost of the top rated proposals and is recommended for award of the contract to provide storm sewer inspection and analysis services for storm sewers 30 inch and more in diameter located in the central portion of Hoffman Estates. Public Works has worked with Burns & McDonnell, as well as other Village staff, and they are also the engineers for JAWA. References from storm sewer projects checked out as well. Any heavy cleaning will be minimized but will be brought back as a change order to this contract.

FINANCIAL IMPACT:

The estimated cost of \$200,000 for this work is included in the 2015 budget and funded through bonds. Bond funds are available for the \$20,000 over budget and any other costs to the contract due to additional heavy cleaning.

RECOMMENDATION:

Request authorization to award the contract for storm sewer inspection and analysis services for the central portion of Hoffman Estates to Burns & McDonnell, of Downers Grove, IL, in the amount of \$219,000.

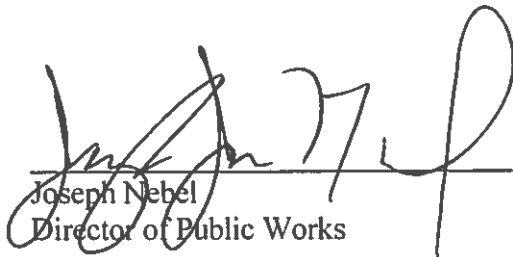
DEPARTMENT OF PUBLIC WORKS

SEPTEMBER 2015 MONTHLY REPORT

SUBMITTED TO PUBLIC WORKS COMMITTEE

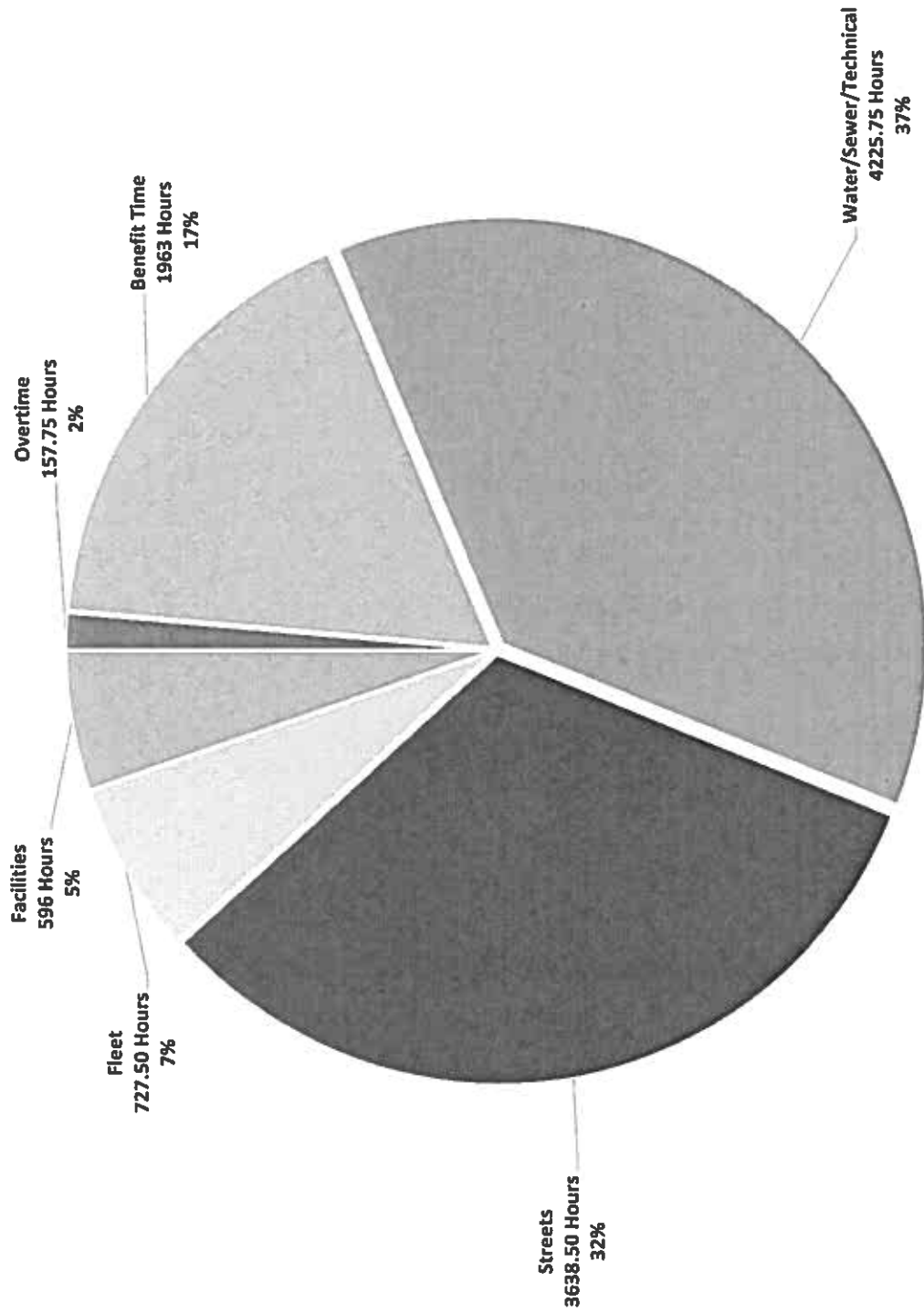
OCTOBER 2015

- ADMINISTRATIVE AND TECHNICAL SERVICES
- FACILITIES
- FLEET SERVICES
- STREETS
- WATER AND SEWER

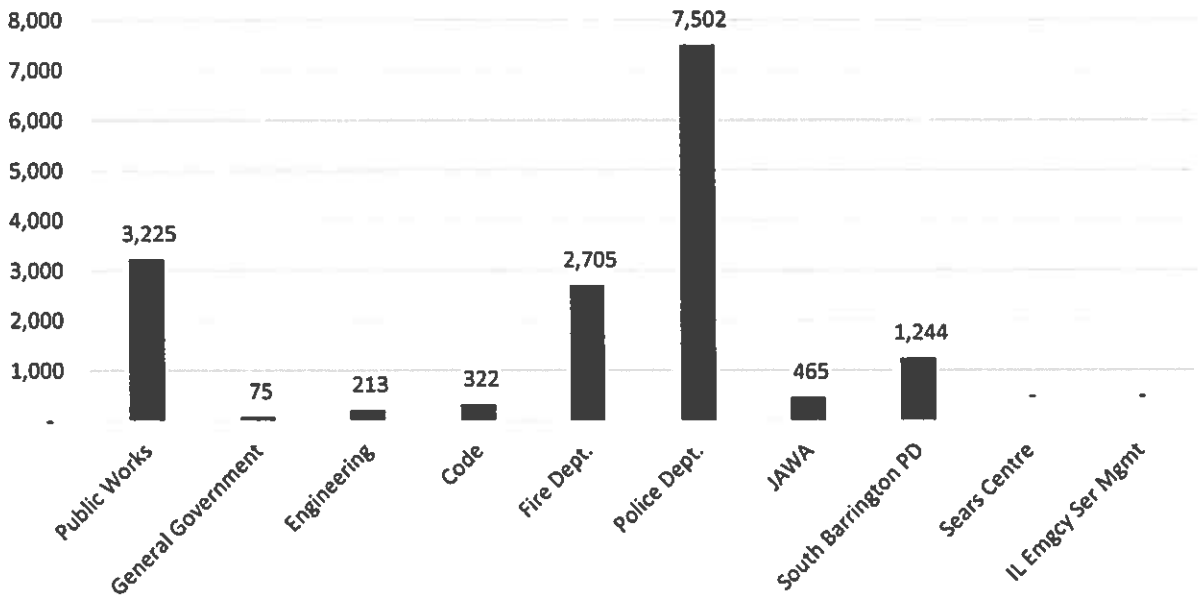


Joseph Nebel
Director of Public Works

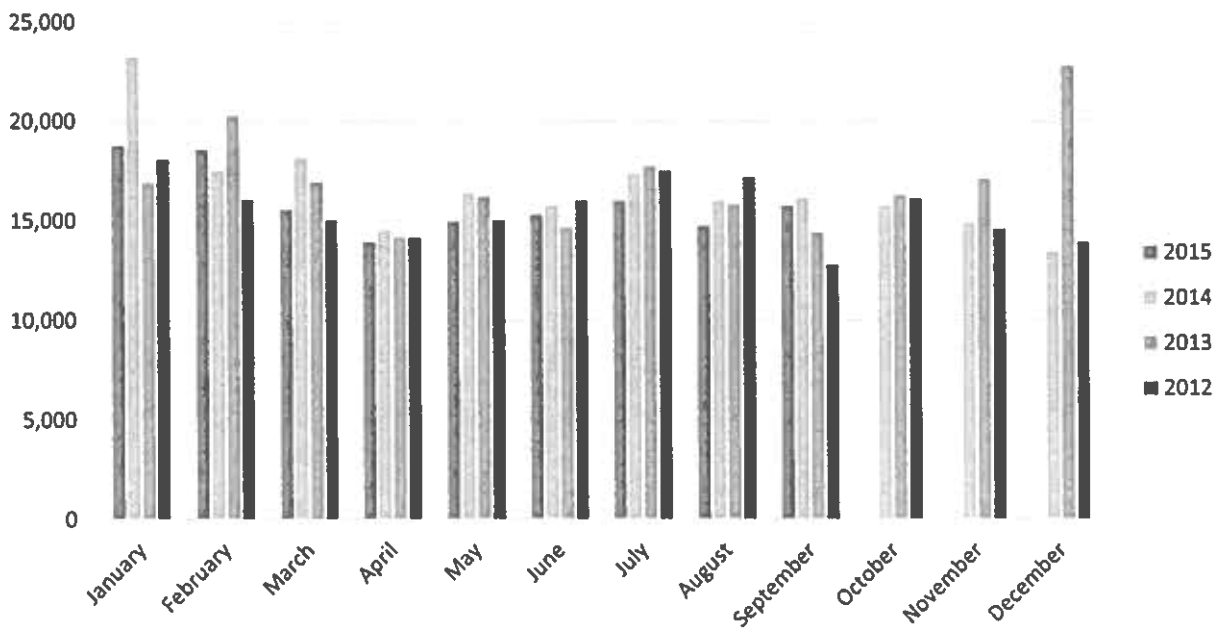
Public Works Department Total Hours September 2015



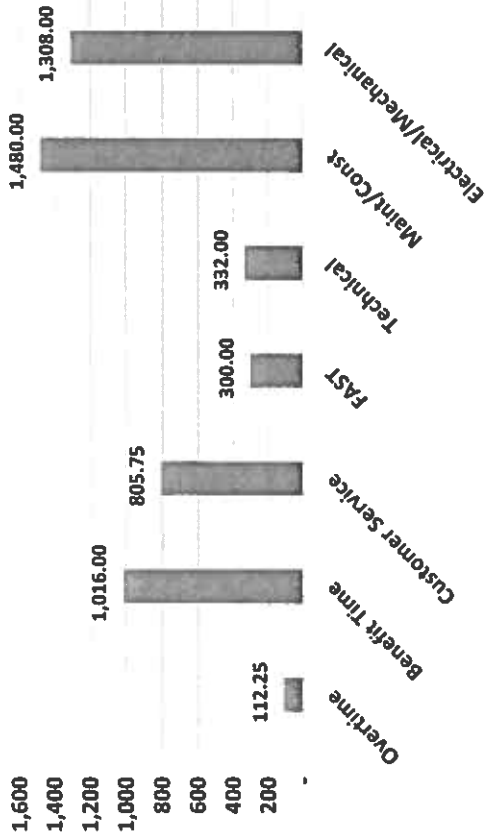
September 2015 Fuel Used by Department



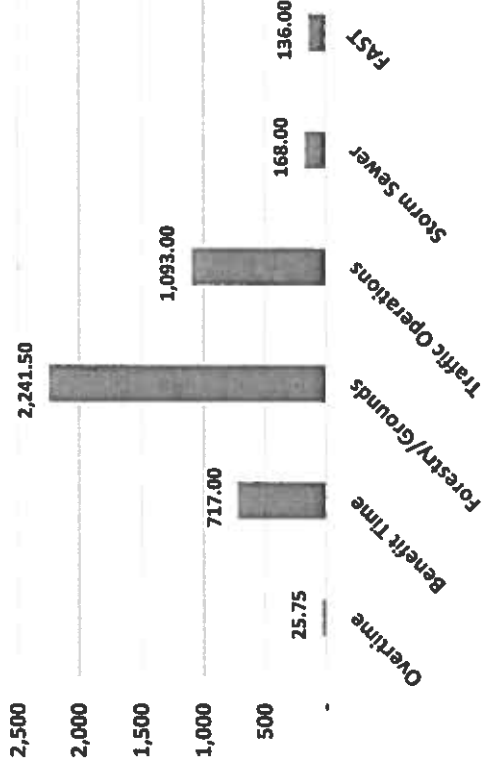
Total Fuel Used / Gallons



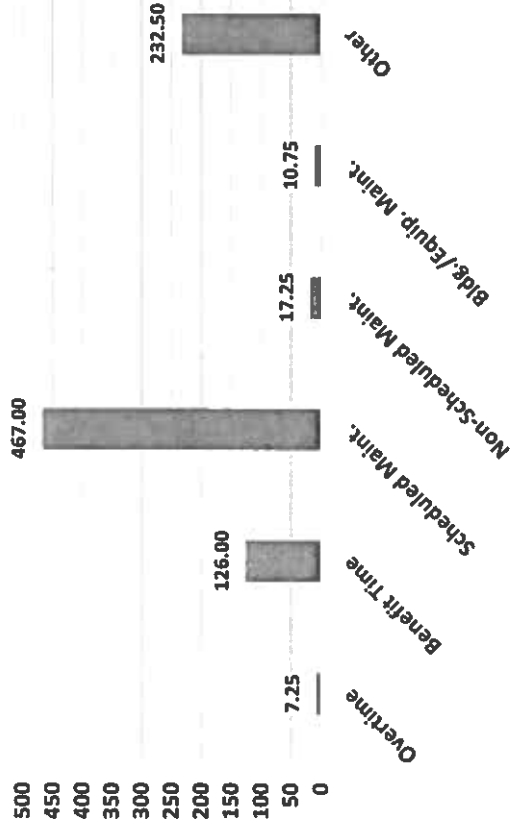
Water Total Hours September 2015



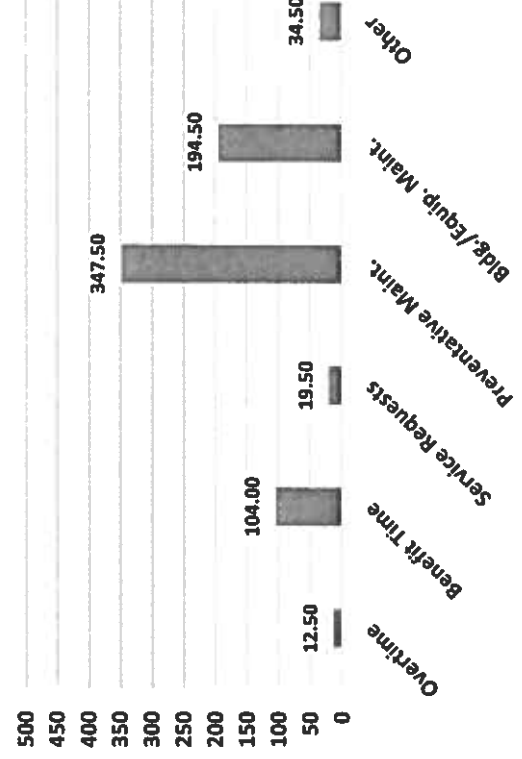
Street Total Hours September 2015



Fleet Total Hours September 2015



Facilities Total Hours September 2015



MAJOR PROJECT STATUS**Emerald Ash Borer Project**

Total Ash Trees Remaining – 169
 Total Ash Trees Removed – 5,867
 Total Ash Trees Replaced – 2,398

Number of Stumps Awaiting Grinding (In House) – 38
 Number of Sites Awaiting Black Dirt and Seed – 378

Total Number of Trees Planted in 2014 – 1,581
 Total Number of Trees Planted Spring 2015 – 1,008

Valve Assessment Program

Notice of project approval was issued to M.E. Simpson on March 31, 2015 for the assessment of 700 valves and concurrent leak survey. Project kick-off meeting was held on May 26, 2015 and work started in July 2015. **The project is over 98% complete with 770 valves in Parcels C, D and ND exercised and/or mapped with GPS coordinates. Boxes/vaults of the completed valves have been cleaned. The total number of valves completed exceeded the expectation. The leak survey covered 50 miles of water mains in the same area as valve assessment. A total of 9 hidden leaks were reported and 7 of them were repaired. The remaining two leaks are to be further investigated. Project is to be closed pending a final report.**

Tollway Widening Project

The Illinois State Highway Toll Authority's (Tollway) "Move Illinois" project involving bridge work, sound walls, retaining walls and utility relocations for mainline widening is affecting a total of 14 water, sewer and fiber optical lines that cross the I-90 Tollway to provide services to the Village. Some sections are in direct conflict with proposed Tollway work. In order to avoid/eliminate conflicting situations sections of water & sewer mains and fiber optic cables must be relocated and casing pipes for water & sewer mains must be extended. One new crossing of 16" water main is needed in the future. The following is a brief update of what is being done to avoid construction conflicts to the 14 utility lines:

1. 4" fiber optic cable located immediately west of Beverly Road bridge in conflict with new storm sewer both north and south of the Tollway. Public Works is assisting IS in seeking a solution to relocate the cable. RFP is being sent out. Conflict was resolved by splicing the conduit and pulling a few more feet of fiber optical cable to clear off the new storm sewer.
2. 16" water main crossing both Beverly Road and I-90 Tollway in conflict with the bridge and new storm sewer. Design for relocation is complete. IEPA permit has been received. Work is to be included in Tollway construction planned for September 2015. Additional potholes were done and the existing water mains under NICOR gas mains and Beverly Road Bridge were located. The scope of work to resolve conflicts was reduced. The construction of the new 30" storm sewer safely passed the Village's 16" water main with sufficient clearance. **42" casing pipes were extended for the 16" water main crossing at both north and south of the Tollway.**
3. JAWA 16" water main crossing I-90 Tollway near Hoffman Blvd (ComEd substation) in conflict with west bound lane. Casing pipe extension in the South is complete. Casing pipe extension to the North may be needed.
4. JAWA 12" water main crossing I-90 Tollway under Canadian National Tracks' bridge in conflict with the bridge abutment. The section of the water main is to be relocated. 3 months shut down is planned between June and August. The 12" water main was shut down on May 29 to let the bridge demolition work start. **Installation of new replacement 12" water mains was completed and ready to be placed in service pending JAWA 12" valve replacement.**

5. 24" sanitary sewer main crossing I-90 Tollway under Canadian National Tracks' bridge is in conflict with the bridge abutment. CCTV inspection of the sewer main both prior to and after the construction is included in the Tollway contract to protect the pipe and all related cost is to be covered by the Tollway. The camera inspection of the sewer prior to the construction indicates the pipe is in good condition. The camera inspection of the sewer after the construction of the bridge abutment found no damage to the pipe.
6. 16" water main crossing both I-90 Tollway and Route 59 exit ramp in conflict with both east and west bound lanes and the exit ramp. Casing pipe extension and bend relocation is necessary. Engineering for corrective work is complete and included in Tollway construction. IEPA permit was issued. Re-grading near the water main at the exit ramp has started. New potholes provided more precise location of the existing water mains and the scope of work for casing pipe extension is changed.
7. 12" water main crossing I-90 Tollway east of Barrington Road. Tollway engineer revised construction plan and avoided conflict in the north side of the Tollway. South side still need potholes to positively locate the water main. Conflict is unknown.
8. 4" fiber optic cable located north of the intersection of Stonington and Pembroke Ave. Pothole to locate the cable was not successful. Public Works continues to assist IS to locate the cable. The cable is in potential conflict with new storm sewer. Corrective work is scheduled in coordination with Tollway storm sewer installation.
9. 12" sanitary sewer force main for Pfizer lift station near AT&T site. No conflicts have been detected through potholes that requires major work **as of September 30, 2015.**
10. 12" water main crossing I-90 Tollway north of the Village Hall. No conflicts have been detected through potholes that requires major work **as of September 30, 2015.**
11. 16" transmission water main crossing I-90 Tollway north of the Village Hall in conflict with retaining wall. Design work is complete for temporary solution with interconnect to the 12" water main. Application was submitted for IEPA permit. Work is to bid out in November 2015. A future permanent solution is a new crossing under I-90 Tollway.
12. 16" transmission water main crossing I-90 Tollway north of the Eisenhower School for Ela Road water mains. No conflicts have been detected through potholes that requires major work **as of September 30, 2015.**
13. 8" water main crossing I-90 Tollway south of Thomas Engineering site in conflict with retaining wall and proposed JAWA relocation. 8" water main crossing was disconnected, extended and reduced to 4" with a cap to be used as future sewer main at north of the Tollway and casing extension at south of the Tollway is **pending approval of IGA with Tollway.**
14. 4" sanitary sewer force main for Thomas Lift station south of the Thomas Engineering site in conflict with retaining wall and proposed JAWA relocation. The casing pipe will be extended both north and south of the Tollway as part of the Tollway construction. 30" casing pipe was extended north of the Tollway for protection. Casing extension south of the Tollway is **pending approval of IGA with Tollway.**

ADMINISTRATIVE AND TECHNICAL SERVICES

1. Participated in weekly site plan review meeting
2. Prepared articles for Citizen
3. Coordinated monthly job code data entry
4. Prepared monthly report charts
5. Coordinated R.O.W. pre-construction meetings
6. Performed parts purchasing for Fleet Services
7. Updated monthly performance measures report
8. Prepared web site updates
9. Attended 4th of July Committee meeting
10. Performed sidewalk inspections
11. GPS work: At Bergman Point using GPS to locate water main re-route and connection to Ela Rd.
12. Working with GIS consultant on Intranet maps and other issues pertaining to the Village
13. Assisted sanitary crew with flow management database
14. Performed bi-weekly sanitary database back-up and antivirus scan
15. Working on publishing "focused" maps within Intranet environment using ArcGIS online
16. Updated all bike path, lane data and zoning layers for GIS online map creation
17. Worked drawing parcels to Bergman Pointe subdivision

UTILITY LOCATES TEAM

1. Performed 1,016 regular priority J.U.L.I.E. utility locates for the month; 8,691 year-to-date
2. Performed 30 emergency priority J.U.L.I.E. utility locates for the month; 358 year-to-date
3. Participated in 11 Utility Joint Meets; 55 year-to-date
4. Performed R.O.W. inspections
5. Performed sanitary sewer inspections

STREETS

- **F.A.S.T. (Fast Action Service Team)**

1. Responded to 33 requests for the month, 417 year-to-date
2. Assisted meter shop with shut-offs of delinquents meter accounts
3. Performed water bill drop box pick ups
4. Performed mail run duties
5. Performed building maintenance at Fleet Services
6. Performed street light inspections
7. Received deliveries at Susan Kenley-Rupnow Public Works Center
8. Performed floor grate inspections at Susan Kenley-Rupnow Public Works Center garage
9. Performed tower light inspections
10. Performed monthly maintenance on 5 message boards
11. Assisted with meter appointments
12. Assisted with meter route reading
13. Assisted with routine locates
14. Performed cleaning of Public Works Center floor
15. Assisted with Public Works recycling and battery recycling
16. Performed cleaning of wash bay at Fleet Services
17. Performed site lock ups at Susan Kenley-Rupnow Public Works Center and Fleet Services
18. Performed lamp inspections at Susan Kenley-Rupnow Public Works Center
19. Performed barricade checks and pick ups
20. Performed garage floor project
21. Set-up/take-down Platzkonzert
22. Performed debris pick-up along Higgins Rd
23. Assisted meter division with blowing out b-boxes
24. Assisted with Branch/Brush Pick-up Program
25. Performed set-up/take-down for Village Recycling Event
26. Assisted with testing water meters
27. Transported scissor lift to other Village buildings as needed
28. Transported vehicles for Safety Lane testing

14	Dead animals	5	Wood chip deliveries
1	Possible sewer back-up inspections	1	Water turn off
1	Debris in street	1	Sidewalk deviations
3	Misc. request	2	Branch pick ups
1	Graffiti removal	4	B-box repairs

- PAVEMENT MAINTENANCE TEAM

1. Repaired potholes at various locations Village-wide
2. Performed scheduled equipment maintenance on Unit #50 and pavement equipment
3. Performed street inspections and inventory for pavement repairs
4. Performed yard maintenance at Fleet Services facility
5. Performed raised pavement marking and delineator repairs at various locations Village-wide
6. Performed pavement equipment maintenance
7. Performed purchasing and budget work for pavement team
8. Assisted Traffic Operations sign team and light team
9. Performed safety coordination of Department Tailgate training and Trench Shoring/Confined Space/Emergency Response training/Lockout Tag out training
10. Performed driveway repairs for 2015 street rehab project
11. Performed pavement marking inventory Village-wide
12. Performed storm sewer pavement patching at various locations Village-wide
13. Performed curb line asphalt pavement repairs at various locations Village-wide
14. Performed asphalt repairs for water excavations
15. Performed preventative cleaning of inlets
16. Performed maintenance at Village Platzkonzert event
17. Performed storm sewer saw cutting
18. Performed storm damage clean up Village-wide
19. Performed street grinding and hot asphalt patching
20. Performed PWC garage concrete saw cutting for new drain installation
21. Assisted with Branch/Brush Pick-up Program
22. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- SIGNS

1. Assisted with street light repairs
2. Performed sign straightening at various locations Village-wide
3. Performed traffic barricade maintenance
4. Replaced or repaired 8 signs due to wind, vehicle damage or vandalism
5. Assisted with pothole repairs and patching at various locations Village-wide
6. Performed purchasing/pricing of sign maintenance and repair supplies
7. Performed ongoing street sign maintenance log
8. Fabricate, cut, assemble and install 8 double sided National French Week signs
9. Remove and Relocate several signs on Gannon Dr. at Golf Rd. for Acura new construction
10. Performed Type I & II Sign Reposting on Moulin Ln., Alder Dr. and Maureen Dr.
11. Performed sign straightening at various locations Village-wide
12. Assisted with new garage floor drain installation and pouring of concrete
13. Performed signage and barricade set-up and take-down for traffic control for Platzkonzert event
14. Assisted with hot asphalt patching at various locations Village-wide
15. Assisted Light Team with seasonal banner change-out program Village-wide
16. Performed preventative storm sewer inlet cleaning
17. Performed storm debris pick-up at various locations Village-wide
18. Performed sign clearing at various locations Village-wide
19. Assisted with Branch/Brush Pick-up Program
20. Made 6 Road Closed signs for ESDA room and 2 Entertainment Parking ONLY signs for Platzkonzert
21. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- **STREET LIGHTS**

1. Responded to 7 resident requests for service repairs; 79 year-to-date
2. Repaired 5 street lights this month in various locations; 232 year-to-date
3. Performed equipment maintenance on Village vehicles
4. Assisted with sign installations at various locations Village-wide
5. Located street light cables for sign installations, storm sewer and water excavations
6. Repaired numerous hand hole covers throughout the Village
7. Assisted IS Specialist with wireless system at Police Department
8. Assisted with pouring and finishing concrete floor in Public Works garage
9. Performed seasonal banner change-out program Village-wide
10. Performed storm sewer preventative maintenance cleaning
11. Repaired street light cable hit
12. Assisted with Branch/Brush Pick-up Program
13. Cleared tree branches obstructing street light poles and fixtures Village-wide
14. Oversight of street sweeping contractor
15. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

FORESTRY TEAM

1. Responded to requests for service; 56 for the month; 825 year-to-date
2. Emerald Ash Borer (EAB) Ash tree removals: Confirmed EAB infestation removals (in-house) 0 for the month, 283 year-to-date, Contractor Ash tree removals 9 for the month, 991 year-to-date, Combined total of 1274 Ash trees have been removed for 2015
3. Performed routine tree maintenance: brush pick up, tree removals, corrective treatment, inspections, and routine tree trimming
4. Performed tree equipment maintenance
5. Performed measurement and logging of daily precipitation
6. Performed contract tree trimming and removal preparations
7. Supervised ash tree removal contractor
8. Performed follow-up with restoration contractor
9. Performed watering of newly planted trees
10. Performed follow up with weed control contractor
11. Performed bush and shrub maintenance at various Village sites
12. Made preparations for fall tree planting program
13. Performed inspections on new tree plantings in conjunction with nursery warranty
14. Performed replanting preparations in conjunction with tree removals
15. Addressed punch list for corrective treatment on newly planted trees
16. Distributed advisory letters to residents in the PIE section in preparation for contractor tree trimming
17. Assisted with Branch/Brush Pick-up Program
18. Performed maintenance at the children's memorial site at Village Hall
19. Participated in preparation for Platzkonzert at Village Green
20. Transported vehicles to Safety Lane for testing
21. Performed garage floor maintenance at Susan Kenley-Rupnow Public Works Center

WATER & SEWER

• STORM SEWER TEAM

1. Performed monthly lake/creek checks and maintenance
2. Performed vehicle equipment maintenance
3. Performed yard clean-up and maintenance at Fleet Services facility
4. Continued beaver dam checks east and west of Harmon Blvd.
5. Completed weekly barricade checks
6. Assisted with water leak at 3965 Whispering Trails
7. Completed pipe repair at the SE c/o Rt. 72 and Moon Lake Blvd.
8. Tapped in drain tile at 4065 Whispering Trails
9. Completed b-box repairs at 505 Aberdeen St., 3700 Winding Trails, 5010 Thornbark Dr.
10. Assisted with Branch/Brush Pick-up Program
11. Completed inlet repairs at SW c/o Lincoln St. and W. Thacker St.; SE c/o Orange Ln. and Princeton St.; NW c/o Perry Ln. and Princeton St.; 622 Wainsford Dr.; SE c/o Bode Rd. and Partridge Hill Dr.
12. Performed garage floor maintenance at Susan Kenley-Rupnow Public Works Center

• OPERATIONS TEAM

1. Collected (60) monthly water samples for bacteriological testing and (7) raw well water samples (2) resident water quality test
2. Performed weekly well and lift station checks
3. Exercised wells, discharged to waste
4. Collected JAWA and Interzone pump readings
5. Performed monthly sump pump maintenance at all wells, lift stations, towers and JAWA pits
6. Assembled monthly water usage and IEPA water report
7. Performed electrical work and trouble inspections at Village-owned buildings
8. Performed back-up generator maintenance at lift stations, pumping stations, radio system locations and Village-owned buildings
9. Monitored water construction and water operating permits, including water pressure tests and bacteriological testing
10. Installed rebuilt pump #1 at Chippendale Lift Station
11. Completed monthly check and report on Homeland generators
12. Performed maintenance on Western Development Area lift station up-blast fan
13. Monitored water storage during JAWA construction and upgrades
14. Monitored all tower antenna maintenance and projects
15. Collected Sears Centre Arena annual sanitary water sample
16. Participated in Platzkonzert set-up and take-down
17. Installed back-up SCADA communication radios at Abbeywood pump station and Tower #2 on Stonington Ave.

- CONSTRUCTION / MAINTENANCE TEAM

1. Performed water and sewer excavation barricade checks at various locations Village-wide
2. Performed clean-up of spoil bins at Fleet Services facility
3. Performed clean-up of spoils at dead end of Pembroke Ave.
4. Performed water/sewer restoration site inspections at various locations Village-wide
5. Performed leak investigation and water main repairs at 1115 Englewood Rd., 3965 Whispering Trails
6. Performed valve repairs at 13 locations throughout the Village
7. Performed concrete removal at PWC garage for floor drain replacements
8. Performed maintenance of hydrants
9. Monitored concrete contractor pouring sidewalk and apron repairs Village-wide
10. Performed storm sewer preventative cleaning
11. Transported vehicles to safety lane for testing
12. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- SANITARY SEWER FLOW MANAGEMENT TEAM

1. Flushed 16,447 feet of main sewer lines for the month, 136,579 feet year-to-date
2. TV inspected 3,944 feet sanitary sewer for the month, 14,428 feet year-to-date
3. Applied liquid and dry microbe formula for enhancement of wastewater treatment systems
4. Performed equipment maintenance on Units #40 and #67
5. Performed maintenance on safety equipment
6. Performed facility maintenance at Village Green
7. Assisted with Branch/Brush Pick-up Program
8. Assisted Operations with wet well maintenance at lift stations
9. Completed 6 month trouble spot list
10. Performed required weekly water samples
11. Monitored contractor regarding sanitary main line
12. Performed sanitary main line TV inspections associated with 2016 Road Reconstruction Project
13. Assisted GIS Technician with database corrections
14. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- STORM SEWER CLEANING/UTILITY LOCATE TEAMS


1. Water usage by Unit #66 18,000 gallons for the month; 146,000 gallons year-to-date
2. Performed routine vehicle and equipment maintenance
3. Performed barricade checks at various sites Village-wide
4. Repaired b-boxes at 4148 Portage Ln., 755 Milton Ln., 315 W. Newport Rd., 275 Washington Blvd., 730 Almond Ln., 1500 to 1585 Regan Ct.
5. Evaluated water leak restoration sites
6. Vactored around water main valve boxes at 1015 Englewood Rd., 1175 Meadow Ln.
7. Performed water main valve repairs at 4140 Portage Ln.
8. Performed storm damage branch pick up in Parcel B
9. Vactored water main at 2170 Hassell Rd. and tightened leaking repair sleeve; 115 Englewood Rd. and replaced leaking saddle
10. Vactored around fire hydrant at 2475 Golf Rd., Olmstead Dr. and Palatine Rd.
11. Vactored and flushed storm sewer at Princeton St. and Orange Ln., Partridge Hill and Bode Rd., 622 Wainsford Dr.
12. Saw cut curbs for storm inlet repairs in Parcel "C"
13. Performed lake checks
14. Assisted with Branch/Brush Pick-up Program
15. Black dirt and seeded water restoration sites at various locations
16. Cleared storm sewer inlets in various areas
17. Shutdown water main for contractor at 1149 Golf Rd.
18. Performed water main repair at 3969 Whispering Trails

- CUSTOMER SERVICE/METER TEAM/PLUMBERS

1. Performed 50 Water Billing customer service appointments at various locations Village-wide
2. Performed 340 water meter readings related to actual/finals/investigatory concerns generated through the Finance Department
3. Performed inter-office mail delivery services
4. Performed water meter readings for 15,678 billing accounts
5. Performed corrective water meter repairs for 37 service requests
6. Performed delinquent water account duties at 109 locations throughout the Village
7. Performed 10 minor b-box repair
8. Performed 3 final new construction inspection
9. Performed 57 residential cross connection inspections (plumbers)
10. Responded to 7 work requests in July
11. Delivered 13 Backflow shut off red tags/ shut off 2
12. Completed 58 meter change-outs as part of meter change-out program
13. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

**TRANSPORTATION AND ENGINEERING DIVISION
DEPARTMENT OF DEVELOPMENT SERVICES
OCTOBER MONTHLY REPORT**

Attached is the second installment of the Department of Development Services Monthly Report for Transportation and Engineering for the period ending October 23, 2015.


Gary Salavitch, P.E.
Director of Engineering

MISCELLANEOUS

Quite a dry spell has resulted in only three drainage investigations over the last month. Engineering permit inspections continue with several permits required to improve drainage for garages, room additions or extended driveways. There was one inquiry regarding the flood plain.

PROJECT STATUS

VILLAGE PROJECTS	
PROJECT NAME	DESCRIPTION
2015 Crack Sealing Project	Project complete with most streets being crack sealed; not all streets were completed due to the budget amount being reached. Village Project Manager – Shelley Walenga
2015 Drainage Improvement Project	Project design will continue on two locations as part of the annual fall project. Other locations will be delayed until 2016. Village Project Manager – Gary Salavitch
2015 Street Revitalization Project	Project underway on several streets with significant activity ongoing on the north side. Field work and inspection are ongoing. For more information please visit the department's website. Village Project Manager – Marty Salerno
Barrington Interchange Project	No change in the last month. All northbound traffic has been shifted to the new bridge. Phase Two interchange work and overall Tollway work is underway. Water main conflicts with the overall Tollway project are being resolved but are increasing costs to the Village. Village Project Manager – Gary Salavitch
Bode Road Reconstruction	All pavement work is now complete including striping. Lighting remains and restoration work is complete. Village Project Manager – Gary Salavitch
Grand Canyon Storm Sewer	New project for a rapidly aging storm sewer with RFP's to go out next week. Village Project Manager – Gary Salavitch
Jones / Highland Drainage Project	Storm sewer work is complete. Pavement restoration completed last week. Project funding includes \$824,000 from MWRD for this \$1.14M, forty-year-old drainage problem. Village Project Manager – Gary Salavitch
Stormwater Utility Fee	See agenda item. Projects for this year will include the Storm Sewer Analysis for the central area of the Village; local share for the Jones / Highland drainage solution; Tollway storm sewer upgrade and annual creek cleaning. Village Project Manager – Gary Salavitch

VILLAGE PROJECTS	
PROJECT NAME	DESCRIPTION
Village Green Improvements	Project complete and working with the contractor for a stand of grass. Poor performance may require using the contract retainage for completing this work. Village Project Manager – Terry White

COMMERCIAL PROJECTS	
PROJECT NAME	DESCRIPTION
Acura Dealership	Acura continues site work for a new car dealership at the old Dover Straits location. Working with the downstream neighbors on drainage improvements. Most of the storm, water and sanitary are completed. Village Project Manager – Terry White
Adesa Auto Auction	MWRD required changes which halted construction for a few days. Earthwork ongoing throughout the site. There are a lot of changes around the project site. Trillium improvement to start soon with water main work. Village Project Manager – Terry White
Burger King Restaurant	Construction continues slowly on this new restaurant. Sanitary and storm sewer work complete. The new water main was reinstalled. Village Project Manager – Terry White
Duluth Trading Prairie Stone	Construction to start soon for a new store in Prairie Stone. Village Project Manager – Terry White
Main Event Prairie Stone	Site construction started but poor soils are delaying the project. Revisions are planned to accommodate the poor soils. Village Project Manager – Terry White
McDonalds Restaurant Myoda Building	A proposed McDonalds at the old Myoda building in the Golf Center Shopping Center is under review. Comments have been submitted. Village Project Manager – Gary Salavitch
Poplar Creek Crossing Lot 4	Most utilities are installed and building work is ongoing for a new 3-tenant commercial building at this shopping center. Curb work is not meeting Village requirements. Village Project Manager – Terry White
Shree Jalaram Mandir Church	A building addition is slowly underway for the church at 425 Illinois Blvd. A permit was issued by MWRD. Village Project Manager – Terry White
Sweet Caroline’s Crab-n-Que (formerly known as Whiskey River Restaurant)	Remodeling and site work are underway for Sweet Caroline’s at the restaurant mall at Barrington and Higgins Roads. Village Project Manager – Terry White
Wendy’s Golf Center	Plan review is complete for the replacement project. Sounds like a 2016 project. Village Project Manager – Gary Salavitch

RESIDENTIAL PROJECTS	
PROJECT NAME	DESCRIPTION
Bergman Pointe Subdivision	Earthwork is complete and utilities are underway in a couple locations on this site. Model homes are under construction and private utility companies are onsite. Village Project Manager – Terry White
Bradwell Subdivision (Bradwell Road)	Perimeter restoration is complete as part of the conditions of approval. All utilities are complete along with testing. Road construction complete to binder level. It seems that all the houses in this small subdivision are being constructed at the same time. Village Project Manager – Terry White