



AGENDA
PUBLIC WORKS & UTILITIES COMMITTEE
Village of Hoffman Estates
October 26, 2009

7:30 p.m.

Members: Jacquelyn Green, Chairperson
Roll Call Anna Newell, Vice Chairperson
Cary Collins, Trustee

I. Roll Call

II. Approval of Minutes – September 30, 2009

OLD BUSINESS

1. Request approval for backflow prevention device recertification program for single-family home lawn sprinkler and fire sprinkler systems.

NEW BUSINESS

1. Discussion regarding 2009-2010 Snow/Ice Control Policy and Procedure Manual.
2. Request Approval of Local Agency Agreements with the State of Illinois for the Higgins Road Pedestrian and Bicycle Project.
 - A. Local Agency Agreement for Preliminary Engineering
 - B. Local Agency Agreement for Construction
3. Request acceptance of the Department of Public Works Monthly Report.
4. 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.

**PUBLIC WORKS & UTILITIES
COMMITTEE MEETING MINUTES**

September 30, 2009

I. Roll Call

Members in Attendance:

**Jacquelyn Green, Chairperson
Anna Newell, Vice-Chairperson
Cary Collins, Member**

**Other Corporate Authorities
in Attendance:**

**Trustee Karen Mills
Trustee Ray Kincaid
Trustee Gary Pilafas
Village President William McLeod**

**Management Team Members
in Attendance:**

**James Norris, Village Manager
Dan O'Malley, Deputy Village Manager
Bev Romanoff, Village Clerk
Mark Koplín, Asst. Vlg. Mgr., Dev. Services
Mike DuCharme, Director of Finance
Gary Salavitch, Director of Engineering
Ken Hari, Director of Public Works
Algean Garner, Dir. of Health & Human Svcs.
Mike Hish, Deputy Police Chief
Bob Gorvett, Fire Chief
Dave Christensen, Emergency Svcs. Coord.**

Others in Attendance

**Reporter from the *Daily Herald*
Nancy Harbottle, Arnstein & Lehr**

The Public Works & Utilities Committee meeting was called to order at 7:57 p.m.

II. Approval of Minutes

Motion by Trustee Mills, seconded by Trustee Pilafas to approve the Public Works & Utilities Committee meeting minutes of August 24, 2009. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Mills, seconded by Trustee Pilafas to approve the Public Works & Utilities Committee meeting minutes of September 21, 2009 Special Meeting. Voice vote taken. All ayes. Motion carried.

OLD BUSINESS**1. Request approval for backflow prevention device recertification program for single-family home lawn sprinkler and fire sprinkler systems.**

An item summary sheet was presented to the Committee.

Motion by Mayor McLeod, seconded by Trustee Mills to approve backflow prevention device recertification program for single-family home lawn sprinkler and fire sprinkler systems.

Trustee Collins said that he had a great deal of input about the sprinkler system as he is a west side resident and called the recertification program an unfunded mandate. Trustee Collins suggested that the residents receive the recertification at no charge.

Trustee Green questioned whether or not this was a part of the Illinois Plumbing Code.

Mr. Hari stated that it was the prerogative of the Board whether or not fees would be waived to residents. Trustee Collins suggested that he would move to approve the program without fees to residents and Trustee Green reminded him that there was already a motion on the floor.

Trustee Green asked for confirmation of the \$45 fee. Mr. Norris confirmed that the staff developed the fee and it is 1/3 of what the private sector costs. Trustee Collins asked why the Village won't absorb the fee as the Village exists to serve the residents. Mr. Norris stated that residents elect to install the lawn sprinkler systems and that backflow prevention maintenance is important in keeping pesticides and herbicides out of the water system.

Trustee Collins wanted to understand what kind of charges other municipalities are levying for similar recertification programs. Mr. Norris stated that lack of compliance may result in fines to the Village. Mr. Norris also pointed out that there are over 17,000 residences in the Village and less than 2,000 have fire prevention sprinklers. Mr. Norris added that 15,000 residences would then be subsidizing the costs for the 2,000 homeowners with fire prevention and lawn sprinkler systems.

Trustee Mills stated that Haverford subdivision found a plumber that would perform the inspection for \$38 and she asked if residents would have the option to use a private sector plumber instead of the Village plumbing inspector. Trustee Pilafas asked how Haverford negotiated a better deal. Mr. Mark Koplin explained that the Village could choose to use a private sector plumber and negotiate a better deal.

Trustee Pilafas asked how many homes needed to be inspected. Mr. Hari answered that it would be 2,000 homes. Mr. Hari added that a typical inspection takes about an hour to an hour and a half to test both systems and suggested that the plumber might be offering the \$38 cost if a whole subdivision signed up.

Trustee Collins said that if all the members of the Board installed residential fire prevention sprinklers in their homes and paid the \$45, then he would do the same.

Trustee Pilafas stated that he received an estimate to have fire prevention sprinklers in his home. Trustee Pilafas asked if it would be the same inspection process with a two stage fire prevention

sprinkler system. Mr. Hari answered that there would still need to be a test to confirm that the system would function as designed.

Mr. Norris stated that the Village needs to provide a program that will cause the inspections to be performed so that the Village will be in compliance with the State Law. Mr. Norris said that the packet indicates that the Village is rolling out the inspection program, starting first with the lawn sprinklers and then adding the residential fire sprinkler inspections at a later time. He also mentioned that other states do not require licensed plumbers to do the inspections.

Trustee Collins stated that he received via mail certification that his backflow was already approved and that the inspections were a scam by the plumbers unions. Trustee Collins commended Trustee Pilafas for investigating the sprinkler systems. Trustee Collins expressed concern that other municipalities are not enforcing this.

Trustee Mills said that it doesn't just affect west sides because it also affects lawn sprinklers and not just residential fire sprinklers. She also stated that residential fire sprinklers allow for discounts on homeowners insurance. She asked if residents could choose to use a Village or private inspector.

Trustee Pilafas asked how the Village plans to insure compliance.

Jim Norris stated that right now it's not set up for compliance court, but the Village can shut off water to any resident not appropriately maintaining their water system.

Trustee Pilafas asked if the Village at large could be fined as a result of someone else's non-compliance.

Mr. Hari stated that commercial establishments are in compliance with code and IEPA regulations. He stated that if a water main breaks, there is a risk of back-siphoning water into the system, thereby contaminating the public water supply. He added that instances of back-siphoning are infrequent, but if a resident had a hose in a bucket of chemicals, those chemicals could end up in the supply.

Trustee Newell asked for a timeline for putting the inspections in place. Mr. Norris stated that January 1st was the deadline for implementing the program. Mr. Hari added that the program did not have to be fully implemented, but needed to show due diligence.

Trustee Newell asked to defer approval until the issue of residential compliance was addressed. Mr. Norris stated that compliance will require adjudication and that the Village won't train an inspector until the program is approved.

Trustee Collins restated that the program was not fair as it affected only one side of the Village. Trustee Green responded that the inspection program was a state mandate, not a Village requirement.

Trustee Collins asked when it went into effect. Mr. Hari answered that it went into effect a number of years ago.

Trustee Mills agreed with Trustee Newell and that she would be more comfortable if the full package, including compliance, was available at one time. Trustee Mills also stated that compliance has been a requirement for businesses for a number of years.

Mr. Hari explained that there is a section of the ordinance that pertains to sanitary sewer and water. If a resident or business is jeopardizing the integrity of the water system, then Public Works has the right to disconnect them.

Trustee Pilafas stated that 2004 was when the plumbing code was enacted initially for lawn sprinklers and asked if Bridlewood had residential fire sprinklers. Mr. Norris responded that Bridlewood does not have sprinklers.

Mr. Norris stated that he agreed with Trustee Collins that the program was an unfunded mandate. Trustee Collins stated that he is most concerned that the homeowners have to pick up the cost and that the inspection program could be challenged legally.

McLeod withdrew his earlier motion.

Motion by Trustee Mills, seconded by Trustee Pilafas, to defer for one month the request for approval for the backflow prevention device recertification program for single-family home lawn sprinkler and fire sprinkler systems.

Roll Call:

Ayes: Mills, Collins, Green, Newell, Pilafas

Nay: Kincaid

Mayor McLeod voted aye.

Motion carried.

NEW BUSINESS

1. Request approval of the Village's Drainage Policy.

An item summary sheet was presented to the Committee.

Trustee Green requested additional detail on the driveway replacement in Parcel A. Gary Salavitch explained the types of maintenance and repair required for driveway culverts. Mr. Salavitch explained that currently, the Village provides the replacement culvert pipe and fittings to residents.

Ken Hari commented that the replacement culvert pipe policy was part of the Public Works policy since the 1980s and was implemented to insure that residents used appropriate materials.

Trustee Green asked for clarification on the Parcel A swales and why they needed to be filled in and Mr. Salavitch replied that the swales provided a place to collect water in order to avoid flooding homes.

Trustee Pilafas stated that there was concern from residents regarding the culvert replacement program and questions as to why the Village did not cover the entire cost of replacing both the culvert pipe and driveway apron.

Trustee Kincaid asked about the material used for the culvert pipe. Gary Salavitch responded that it was corrugated plastic that could last for 50 years.

Kim Zajic spoke on behalf of her mother, Kathryn Zajic at 1085 North Bluebonnet in Parcel A. Ms. Zajic asked for clarification as to why the replacement of the driveway apron was the homeowner's responsibility and not the Village's responsibility. Trustee Collins agreed that he believed it should be the Village's responsibility to pay for driveway apron replacement.

Mr. Norris explained the policy is that 100% of driveway apron cost is the homeowner's responsibility, regardless of drainage via curb and gutter or drainage culvert. He explained that infrastructure such as sidewalks and street lights were in the interest of the public and were therefore maintained by the Village.

Trustee Pilafas expressed concern for situations where a damaged pipe may require the Village to tear up the driveway apron in order to replace the culvert pipe, leaving the resident to replace the driveway apron. Mr. Norris confirmed that the resident would be responsible for replacing the driveway apron.

Mr. Blake Mahoney, resident at 1085 North Bluebonnet wanted to know if there would be a tax rebate for everyone in Parcel A who has been paying taxes that have been used to fix public sidewalks, curbs and street lights that are not available in Parcel A. Mr. Norris explained that the homeowners' taxes are based on the infrastructure the homeowner has, so the homeowners in Parcel A have not been paying higher taxes for infrastructure not in place.

Kim Zajic asked why the residents were responsible for drainage ditches that ultimately carried water from Higgins, Golf and Roselle Roads. Mr. Salavitch responded that the drainage ditches did convey both street and private water run-off.

Trustee Collins stated that he believed that the residents had a rightful expectation for the Village to maintain and replace infrastructure.

Motion by Mayor McLeod, seconded by Trustee Mills, to approve the Village's Drainage Policy.

Roll Call:

Aye: Mills, Kincaid, Green, Newell

Nay: Collins, Pilafas

Mayor McLeod voted aye.

Motion carried.

2. Discussion regarding funding request from the Schaumburg Park District for the Jones/Highland intersection flooding.

An item summary sheet was presented to the Committee.

Trustee Green asked if the amount saved by not sending out Public Works is equal to the financial commitment for the project. Mr. Hari confirmed that it was.

Trustee Collins asked if this would resolve the flooding issues entirely. Trustee Pilafas indicated that this would alleviate flooding issues during light to medium rainfall, but would not resolve flooding issues in heavy rain storms.

Trustee Collins asked if there would be a unified effort between the Village of Hoffman Estates and the Village of Schaumburg in fully resolving the \$1.8 million flooding problem. Mr. Salavitch stated that several years ago the Village of Schaumburg turned down funding requests for the same situation and he speculated that the response would likely be similar today. Mr. Norris added that the next phase of the project is contained entirely in the Village of Hoffman Estates.

Trustee Pilafas stated that while this project does not completely resolve the flooding situation in High Point Park, it does help move the Village closer to full resolution on the remaining flooding issues.

Motion by Mayor McLeod, seconded by Trustee Mills to approve the funding request from the Schaumburg Park District for the Jones/Highland intersection not to exceed \$10,000. Voice vote taken. All ayes. Motion carried.

3. **Request contract award for the Glen Lane Reconstruction Project to Schroeder Asphalt Services, Inc. (low bidder) at the revised amount of \$244,947.30.**

An item summary sheet was presented to the Committee.

Trustee Mills asked if the Village worked with Schroeder Asphalt Services, Inc. before. Mr. Salavitch confirmed that the Village is currently working with the company on the Higgins/Moonlake Blvd road work and the Village has also checked all references.

Trustee Mills asked for confirmation that the cost wouldn't change and Mr. Salavitch confirmed.

Trustee Pilafas stated that it was nice to have another road company working in the Village.

Motion by Trustee Collins, seconded by Trustee Pilafas, to award the contract for the Glen Lane Reconstruction Project to Schroeder Asphalt Services, Inc. (low bidder) at the revised amount of \$244,947.30. Voice vote taken. All ayes. Motion carried.

4. **Request approval to reject sole bid for winter season rental of front end loader tractors and seek competitive quotes.**

An item summary sheet was presented to the Committee.

Motion by Trustee Collins, seconded by Trustee Mills, to approve request to reject sole bid for winter season rental of front end loader tractors and seek competitive quotes. Voice vote taken. All ayes. Motion carried.

5. **Request authorization to declare seventeen (17) vehicles and other pieces of Village equipment and parts as surplus and offer for sale on GovDeals.com.**

An item summary sheet was presented to the Committee.

Trustee Mills asked for confirmation that the Ford Explorer only has 8,000 miles on it. Mr. Norris clarified that the vehicle was a part of stolen auto recovery and that the odometer was not accurately reflecting mileage.

Motion by Trustee Mills, seconded by Trustee Kincaid, to approve the request for authorization to declare seventeen (17) vehicles and other pieces of Village equipment and parts as surplus and offer for sale on GovDeals.com. Voice vote taken. All ayes. Motion carried.

6. **Request authorization to waive formal bidding and award contract for 2009 critical sanitary sewer repairs to Baxter & Woodman Consulting Engineers, Crystal Lake, IL, in an amount not to exceed \$320,000.**

Mr. Ken Hari presented the request to the Committee.

Discussion:

Trustee Collins stated that the Village has been working with Baxter & Woodman for years. Mr. Hari added that the company saved the village over \$1.5 million.

Motion by Trustee Mills, seconded by Trustee Collins, to approve the request for authorization to waive formal bidding and award contract for 2009 critical sanitary sewer repairs to Baxter & Woodman Consulting Engineers, Crystal Lake, IL, in an amount not to exceed \$320,000. Voice vote taken. All ayes. Motion carried.

7. **Request acceptance of the Department of Public Works Monthly Report.**

The Department of Public Works Monthly Report was presented to the Committee.

Motion by Trustee Collins, seconded by Trustee Mills, to accept the Department of Public Works Monthly Report. Voice vote taken. All ayes. Motion carried.

8. **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 the Committee.

Motion by Trustee Mills, seconded by Trustee Collins, to accept the Department of Development Services Monthly Report for the Transportation and Engineering Division. All ayes. Motion carried.

III. President's Report

IV. Other

Trustee Pilafas said that at the Platzkonzert, the Mayor and Trustee Pilafas were approached by a resident to take a tour of the frontage road along Interstate 90. Trustee Pilafas and Mr. Gary Salavitch went on a tour with her and noted her concerns, including some potential code violations and retaining wall issues. Trustee Pilafas also asked about snow removal at the Sears Centre Arena. Mr. Hari stated that Public Works has a plan for removing snow at the Sears Centre Arena.

V. Items in Review

VI. Adjournment

Motion by Trustee Collins, seconded by Trustee Pilafas, to adjourn the meeting at 9:15 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Emily Kerous, Director of Operations
Office of the Mayor & Board

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request approval for backflow prevention device recertification program for single-family home lawn sprinkler and fire sprinkler systems

MEETING DATE: October 26, 2009

COMMITTEE: Public Works & Utilities

FROM: Kenneth Hari, Director of Public Works
Mark Koplin, Assistant Village Manager-Development Services

PURPOSE: Request approval for backflow prevention device recertification program for single-family home lawn sprinkler and fire sprinkler systems.

BACKGROUND: At the April 27, 2009 Public Works & Utilities Committee meeting, staff presented a plan for performing backflow prevention inspections for single-family homes, along with funding scenarios. The Committee provided input and requested additional information regarding this topic. With input from the Committee, staff reviewed the issues and presented a plan and proposal to Committee for consideration at the September 30, 2009 meeting.

At this September 30, 2009, Public Works & Utilities Committee meeting, copies of the state regulations related to backflow prevention were discussed. The regulations require “an active cross-connection control program shall be adopted” and shall include a local plumbing code “at least as stringent as the Illinois Plumbing Code”. The Village has adopted the Illinois Plumbing Code (for many years) with some amendments (unrelated to backflow prevention).

It was pointed out that there are two different State of Illinois agencies that require backflow prevention devices be certified at least annually. The first is located in Part 890 Illinois Plumbing Code (specifically section 890.1130 Protection of Potable Water). Section 890.1130, subsection b, states “All reduced pressure principle (RP), reduced pressure detector (RPDA), double check (DCA) and double check detector (DCDA) backflow prevention assemblies shall be tested and approved by a Cross-Connection Control Device Inspector (CCCDI) before initial operation, and at least annually thereafter.”

The other location is found in the Illinois Environmental Protection Agency regulations. Title 35, Subpart H: Cross-Connections, section 653.803, subsection 4e, states “Each device shall be tested at least annually or more frequently if recommended by the manufacturer.”

BACKGROUND: (Continued)

The Village is required to “include a record system which will maintain data on inspections, re-inspections, repairs, alterations and tests.”

The Illinois EPA regulation under Title 35, Subpart H: Cross-Connections Section 653.801 also places the Village as the party responsible for enforcement of the Illinois Plumbing Code (Part 890). It states “An active cross-connection control program shall be adopted and shall include the following:

- b) An ordinance, tariff, or required condition for service whichever is applicable, which includes a plumbing code at least as stringent as the Illinois Plumbing Code, 77 Ill. Adm. Code 890, shall be adopted and enforced.”

Staff presented backflow practices in other communities, both with and without residential fire sprinkler requirements. The recent survey was conducted of 13 other municipalities in the area. The survey concluded that 100% of municipalities require backflow prevention devices on fire sprinkler systems. Seventy percent of municipalities have the requirement of a backflow prevention device on fire sprinkler systems specifically identified in their municipal ordinance. The other municipalities simply refer to the Illinois Plumbing Code which includes the requirement. Fifty-four percent of municipalities stated that they were “actively enforcing” the ordinance for their residential customers. (A summary of the survey was included in the September 30th meeting packet.)

Also discussed at the September 30th Committee meeting are the following items:

- a) Some of the residents have stated that the cost of this annual inspection by a plumbing contractor exceeds the savings on their homeowners insurance resulting from the fire sprinklers (\$100-\$200 or more). Similar to other inspection services, a permit fee is proposed. However, the proposed fee is significantly less than what residents are currently being charged by plumbing contractors. With the downturn in construction, the plumbing inspector has time on a weekly basis to perform these inspections.
- b) For lawn sprinkler backflow prevention inspections, it is estimated there are 500-600 lawn sprinklers installed at single-family residences across the Village, although building permit records show a lesser number. Many lawn sprinklers were installed without permits. With the concurrence of the Committee, the plumbing inspector would be able to perform all of these inspections once he becomes recertified in backflow prevention. (There is a two day course offered by IEPA that provides training and includes the actual test.) A single inspection would require about an hour to cover salary and benefits (at \$45/hour). A \$45 fee could be charged to the homeowner.
- c) For single-family residential fire sprinkler system inspections, it is estimated there are 2,000 homes throughout the Village, mostly in the western area, that would need to be inspected. Although the state requirements are for annual inspections, and since these inspections have not occurred in the past, we would propose to perform inspections over a three year period to gain compliance (approximately 700/year). Once again, the workload should allow for these inspections to be performed by the Village’s plumbing inspector if they are spread out over three years and the inspector’s time of about one hour could be charged to the homeowner with a \$45 fee. If a home has both a lawn

BACKGROUND: (Continued)

sprinkler and fire sprinkler, the inspections could be performed in the same visit with a total of 75-90 minutes, and a charge of \$60 total for both could be assessed.

- d) When a defective device is found, the homeowner will be provided with a list of potential contacts (*Presented as exhibit "A"*) for repairs. In cases when the homeowner has to contact a State of Illinois licensed and IEPA certified plumber for repairs, it is recommended that the Village waive its inspection fee to avoid the homeowner paying twice for inspection services. (*The repair plumber will have to retest the device in order to properly diagnose and correct the problem.*)
- e) It is anticipated that the program could be implemented as soon as approved by the Village Board. The priority will be testing fire sprinkler systems. Lawn sprinkler testing would start the beginning of spring 2010. Information for residents would be conveyed in the newsletter, website, and water bills.

DISCUSSION:

At the September 30, 2009 Public Works & Utilities Committee meeting, as previously presented under the background section of this report, staff preposed an updated plan for performing backflow prevention inspections for single-family homes, along with funding scenarios. The Committee requested additional information regarding enforcement provisions and program provisions that would clearly state that, in addition to the "Village Inspection Option", residents are free to choose any qualified private contractor. Compliance letters will incorporate such language.

Assistant Corporation Counsel reviewed Village ordinances for Cross Connections and Backflow Inspections. The requirement for annual inspections by the homeowner is found at Section 12-3-12 (H), which states:

H. "Every installed backflow prevention device shall be tested annually to ensure proper function. The property owner is responsible for the proper completion of the annual testing. If the Village has not received the report by the anniversary date for such testing, the Village shall send a notice to the current water user and property owner. If the Village does not receive the test report within 30 calendar days of the first notice, the Village shall send the second notice via U.S. certified mail. Failure to respond to second notice with a properly completed test report shall result in such property owner being served with a disconnection notice."

In addition to the ability for the Village to serve a homeowner with a disconnect notice, Section 12-6-1 "Penalty" allows for:

"Any person, firm or corporation violating any of the provisions of this Chapter shall, unless otherwise specifically provided, be subject to a fine of not less than \$10.00 nor more than \$500.00 for each offense."

Accordingly, Assistant Corporation Counsel concluded that the Village does not need to amend its current Administrative Adjudication ordinance to begin writing citations for violating this provision as authority to do so already exist under Section 7-13-3 of our code. Village Code Enforcement Officers can begin writing these citations whenever they are needed.

FINANCIAL IMPACT:

The Village will need to purchase up to \$1,800 on backflow testing equipment. Charging a permit fee for these services, as previously described, will offset staff time to perform the inspections.

RECOMMENDATION:

Request approval for backflow prevention device recertification program for single-family home lawn sprinkler and fire sprinkler systems.

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Discussion regarding 2009-2010 Snow/Ice Control Policy and Procedure Manual.

MEETING DATE: October 26, 2009

COMMITTEE: Public Works & Utilities

FROM: Kenneth Hari, Director of Public Works
Ken Gomoll, Superintendent of Administrative Services

PURPOSE: Discussion regarding 2009-2010 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 Procedural 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 route design, 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 plan:

- Revised plowing and salting driver route sheets/maps will be developed to accommodate any additional lane miles and facilities requiring snow/ice control throughout this season.
- Cul-de-sac route sheets will again provide space for drivers to indicate the actual time of day or night the cul-de-sac was plowed. This has assisted in providing more timely information to residents upon inquiries, and established a more documented time study of cul-de-sac plowing operations. Furthermore, 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.

DISCUSSION, continued

- A route has been established to accommodate snow/ice control at public building sidewalks thus insuring that building sidewalks, primarily the Village Hall and Police Headquarters, are salted and/or shoveled simultaneously with street salting/plowing operations. As in the past, Facilities staff will handle building sidewalks, freeing up drivers for Village streets.
- The “salting only” employee duty roster posting will again be utilized this season. This roster provides for the twenty-four hour 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. This greatly assists drivers in knowing whether they will be contacted first at the onset of threatening weather outside of normal working hours.
- A contract weather advisory warning service will again be utilized to assist us to prepare for weather related events and to notify off-duty supervisory personnel of weather conditions and pending weather events.
- A minimum of two (2) supervisors will be the staffing level for any given snow/ice control operation which requires six (6) or more vehicle response units.
- There are no recommended changes to the long standing Village policy that routine salting of cul-de-sacs is not performed . 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 in all cul-de-sacs. Exceptions to the policy have been identified for those cul-de-sacs with steep inclines, exceedingly long depths and those that are adjacent to schools. There are twenty (20) such cul-de-sacs:

- | | |
|----------------------------|--------------------------------------|
| 1) Hillside Court | 11) Hassell Court |
| 2) Lake Edge Court | 12) Fairway Court |
| 3) Fortune Bay Court | 13) Concord Lane (west of Firestone) |
| 4) Ashley Court | 14) Bolleana Court |
| 5) Hartford Court | 15) Lancaster Court (west) |
| 6) John Drive (cul-de-sac) | 16) Lancaster Court (east) |
| 7) Oakdale Road | 17) Cobble Hill Court (east) |
| 8) Eisenhower Circle | 18) Buttercreek Court |
| 9) Hassell Drive | 19) Winston Lane |
| 10) Hassell Circle | 20) Elizabeth Court |

- Personnel training and review of the 2009-2010 Snow/Ice Control Policy and Procedure Manual is scheduled for Wednesday, November 4, 2009, 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.

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 first 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)
Boardwalk @ Pacific	Whispering Trails (Meadow Park)
Moon Lake & Brookside	Whispering Trails (Douglas Park)
Moon Lake & Golf	Winding Trail (Lincoln Park)
Police Station (1200 Gannon)	Cottonwood (Pebble Park)
Gannon (Chestnut Park)	Haman Drive & Westbury
Kingsdale (Victoria Park)	Haman Drive (east of 4240)
N. Dovington (Victoria Park)	Winston & Route 62
N. Dexter (Victoria Park)	Freeman Road (South Ridge Park)
Wilmington & Warington	Sturbridge (North Ridge Park)
Wilmington Court & Wilmington Drive	Huntington & Charlemagne
Spring Mill (Kiwanis Park)	5020 Essington (to the north)
Randi Lane (north of 630 Randi Lane)	Sumac & Downing (Arbor Day Park)
Bode Road (East of Evanston)	
Evanston & Illinois (Chino Park)	
Washington Boulevard & Kingman Lane (Evergreen Park)	WESTERN DEVELOPMENTS
Hillcrest Boulevard @ Ida & Kent	Beverly (south of Higgins)
Village Hall (1900 Hassell Road)	

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. Department Superintendent
 - 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 Superintendent as to the time such operations will start. He will again notify both the Police Radio Desk and the Superintendent 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 Superintendent of Administrative Services, Field, Traffic Control, and Forestry Maintenance Supervisors, or, other designated Supervisory Staff will be in command of salt/snow operations at all times.
- B. Only the Superintendent of Administrative Services, or, Field, Traffic Control and Forestry Maintenance Supervisors will advise the Police Department of the Village two (2) inch snow ordinance being placed into effect.
- C. The Superintendent of Administrative Services or the Field, Traffic Control and Forestry Maintenance Supervisors will keep the Police Department advised of street operations and when such operations will be secured.
- D. A minimum of two (2) Supervisors will be the staffing level for any given Snow/Ice control operation which requires six (6) or more vehicle response units.
- E. The Superintendent of Administrative Services, or the Field, Traffic Control, and Forestry Maintenance Supervisors will assign push back operations, if practicable, 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
Craig Griesmaier
Joe Volpe
Kelly Kerr
Jeff Allen
Carl Lindquist

Back-up (as needed)

Tom Burnitz
Bob Markko
Joe Nebel
Kenneth Hari

Support help to handle phone and radio traffic control include:

Normal Operations

Rose Dyer
Pam Meinicke
Beth Skowronski

Back-up (as needed)

Myrtle Montag

- G. During all plowing operations a department Administrative staff person is to be called in to handle incoming calls and radio traffic from personnel. The Superintendent 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. Village policy stating that routine salting of cul-de-sacs is not performed, remains the same. Exceptions have been identified as those streets with steep inclines or exceedingly long lengths. There are 20* such streets.

- | | |
|---------------------------|--------------------------------------|
| 1. Hillside Court | 11. Hassell Court |
| 2. Lake Edge Court | 12. Fairway Court |
| 3. Fortune Bay Court | 13. Concord Lane (west of Firestone) |
| 4. Ashley Court | 14. Bolleana Court |
| 5. Hartford Court | 15. Lancaster Court, east |
| 6. John Drive, cul-de-sac | 16. Lancaster Court, west |
| 7. Oakdale Road | 17. Cobble Hill Court, east side |
| 8. Eisenhower Circle | 18. Butter Creek Court |
| 9. Hassell Drive | 19. Winston Lane |
| 10. Hassell Circle | 20. Elizabeth Court |

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 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 Superintendent of Administrative Services 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.

VI. WORK RULES AND PROCEDURES, continued

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.

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 November 15 thru April 14
- (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 two (2) consecutive years 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 pagers may be utilized by individuals as a primary phone contact although missed or failed pages 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 pager numbers must be provided to the Superintendent before its use by November 15th 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

VI. WORK RULES AND PROCEDURES, *continued*

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.

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 (*November 15 thru April 14*)

- A. During winter months no more than six (6) combined, but not greater than three (3) in any normal operating unit, street and water/sewer personnel may be authorized to use benefit time (approved leave) and not be required to participate in snow/ice control operations on any given calendar day.
- 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 or ~~ten (10) 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.
- H. The use of an emergency vacation day shall be allowed in either 4 or 8 ~~or 5 or 10~~ 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.
- 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. Three (3) times per season drivers on the salting roster may substitute their roster position with a "Buddy Switch". 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 November 15 – April 15.

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.

VI. WORK RULES AND PROCEDURES, continued

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.

The salting roster is to post no more than six (6) double-up drivers between 11/15/08 thru 12/15/08 and between 3/15/09 thru 4/15/09. From 12/16/08 thru 3/14/09 no more than three (3) double-up drivers will be posted.

An individual may request to switch with someone else but is limited to no more than six (6) occurrences per season, with week-ends counting as only one occurrence. Drivers not on the salting roster can be used to switch with someone on the roster list.

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.

VII. OVERTIME/OVERTIME PAY, continued

- 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. The Street Unit 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.

VIII. FLEET SERVICES SNOW AND ICE CONTROL SHIFT ASSIGNMENTS, continued

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.

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 of 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 2009 - 2010 PERSONNEL CALL-IN ROSTER

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

AM SHIFT 0630 TO 1830		AREA	UNIT	PM SHIFT 1830 TO 06:30	
DRIVER				DRIVER	
		Yard	50		
		I	2		
		II-A	10		
		II-B	16		
		II-C	7		
		III & IV Mains	8		
		III-A	4		
		IV-A	6		
		IV-B	5		
		V-A	11		
		V-B	13		
		V-C	14		
		V-D	12		
		V-E	15		
		VI-A	1		
		VI-B	9		
		VI-EDA	17		
		Side- walks	44		

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:

1ST		4TH		7TH	
2ND		5TH		8TH	
3RD		6TH		9TH	

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request Approval of Local Agency Agreements with the State of Illinois for the Higgins Road Pedestrian and Bicycle Project
A. Local Agency Agreement for Preliminary Engineering
B. Local Agency Agreement for Construction

MEETING DATE: October 26, 2009

COMMITTEE: Public Works and Utilities Committee

FROM: Nathan Roseberry *NR*

PURPOSE: Present two local agency agreements with the State of Illinois for engineering and construction of a sidewalk and bicycle path project on Higgins Road between Golf Road and Plum Grove Road.

BACKGROUND: The Village obtained a Congestion Mitigation Air Quality (CMAQ) grant of \$600,000 for this project. The total cost estimate was \$750,000. CMAQ funds are allocated at an 80/20 split, with the local agency responsible for a 20% local match of \$150,000. This project would fill in missing gaps along Higgins Road to provide a continuous pedestrian / bicycle link between the Poplar Creek and Busse Woods Forest Preserves.

As the Village has been working on Phase II Engineering for the project, IDOT requested additional information be prepared for a pre-fabricated pedestrian bridge. This will be located along the drainage ditch in front of the Hoffman Lanes bowling alley. We have received proposals and contracts to complete the bridge design for a total of \$10,000. The CMAQ project selection committee approved a fund reallocation from construction to engineering for \$8,000, with a \$2,000 local match to cover the bridge design costs. The Village approved a local agency agreement with the Village of Schaumburg to fund the local match for the portion of the construction cost located within the Village of Schaumburg. The plans and agreements are currently under review by IDOT. It should be noted that Village of Hoffman Estates staff has and will complete all other design and project management for the project.

DISCUSSION:

The local agency agreements outline cost participation for the project, consistent with the 80/20 split established with the CMAQ program. The local agency agreements are for engineering and construction. The CMAQ program provides a maximum of \$8,000 in federal funds towards engineering and \$592,000 toward the construction cost, with the Village responsible for the local match. The Village needs IDOT approval of the local agency engineering agreement to finalize the design of the project. The local agency agreement for construction is required prior to the letting date for the project. The letting date for the project should be sometime in spring or summer of next year.

FINANCIAL IMPACT:

The local match for the engineering contract (covered by the Local Agency Agreement for Preliminary Engineering) would \$2,000 and is currently unbudgeted. Funds are available for this contract in the Traffic Improvement Fund. The 2009 budget includes a total of \$150,000 for the construction of the Higgins Road Pedestrian and Bicycle Project. However, construction now will not occur until 2010. The local share of construction costs would be funded through the Roselle Road TIF and Traffic Improvement Fund. The Village of Schaumburg has agreed to fund the local match for construction within their municipality, not to exceed \$25,000. A summary table is provided below for the funding amounts and sources.


Phase of Work	Total	Federal	Local	Source of Local Funds
Preliminary Engineering	\$10,000	\$8,000	\$2,000	Traffic Improvement Funds
Construction	\$740,000	\$592,000	\$148,000	Roselle Road TIF, Traffic Improvement Funds, Village of Schaumburg
Total	\$750,000	\$600,000	\$150,000	

RECOMMENDATION:

Recommend approval of the local agency agreement with the State of Illinois for the Higgins Road Pedestrian and Bicycle Project.

- A. Local Agency Agreement for Preliminary Engineering
- B. Local Agency Agreement for Construction

Attachments

 Illinois Department of Transportation Local Agency Agreement for Federal Participation	Local Agency Village of Hoffman Estates	State Contract X	Day Labor	Local Contract	RR Force Account
	Section 08-00080-00-BT	Fund Type STA	ITEP Number		

Construction		Engineering		Right-of-Way	
Job Number	Project Number	Job Number	Project Number	Job Number	Project Number
		D-91-078-10	CMM-9003(491)		

This Agreement is made and entered into between the above local agency hereinafter referred to as the "LA" and the state of Illinois, acting by and through its Department of Transportation, hereinafter referred to as "STATE". The STATE and LA jointly propose to improve the designated location as described below. The improvement shall be constructed in accordance with plans approved by the STATE and the STATE's policies and procedures approved and/or required by the Federal Highway Administration hereinafter referred to as "FHWA".

Location

Local Name Higgins Road (IL 72) Route FAP 341 Length 0.94 miles
 Termini Golf Road to Plum Grove Road

Current Jurisdiction STATE Existing Structure No N/A

Project Description

The improvements consist of the construction of new concrete sidewalk and asphalt bike path placement on a stone base, curb & gutter removal and replacement, earth excavation, culvert installation, bridge installation, installation of new pedestrian crosswalk with signal heads and push button activators, new landscape plantings and incidental work necessary thereto.

Division of Cost

Type of Work	FHWA	%	STATE	%	LA	%	Total
Participating Construction		()		()		()	
Non-Participating Construction		()		()		()	
Preliminary Engineering	8,000	(**)		()	2,000	(BAL)	10,000
Construction Engineering		()		()		()	
Right of Way		()		()		()	
Railroads		()		()		()	
Utilities		()		()		()	
Materials							
TOTAL	\$ 8,000		\$		\$ 2,000		\$ 10,000

**Maximum FHWA (STA) participation 80% not to exceed \$8,000.

NOTE: The costs shown in the Division of Cost table are approximate and subject to change. The final LA share is dependent on the final Federal and State participation. The actual costs will be used in the final division of cost for billing and reimbursement.

If funding is not a percentage of the total, place an asterisk in the space provided for the percentage and explain above.

The Federal share of construction engineering may not exceed 15% of the Federal share of the final construction cost.

Local Agency Appropriation

By execution of this Agreement, the LA is indicating sufficient funds have been set aside to cover the local share of the project cost and additional funds will be appropriated, if required, to cover the LA's total cost.

Method of Financing (State Contract Work)

METHOD A---Lump Sum (80% of LA Obligation) _____
 METHOD B--- _____ Monthly Payments of _____
 METHOD C---LA's Share BALANCE divided by estimated total cost multiplied by actual progress payment.

(See page two for details of the above methods and the financing of Day Labor and Local Contracts)

Agreement Provisions

THE LA AGREES:

- (1) To acquire in its name, or in the name of the state if on the state highway system, all right-of-way necessary for this project in accordance with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and established state policies and procedures. Prior to advertising for bids, the LA shall certify to the STATE that all requirements of Titles II and III of said Uniform Act have been satisfied. The disposition of encroachments, if any, will be cooperatively determined by representatives of the LA, and STATE and the FHWA, if required.
- (2) To provide for all utility adjustments, and to regulate the use of the right-of-way of this improvement by utilities, public and private, in accordance with the current Utility Accommodation Policy for Local Agency Highway and Street Systems.
- (3) To provide for surveys and the preparation of plans for the proposed improvement and engineering supervision during construction of the proposed improvement.
- (4) To retain jurisdiction of the completed improvement unless specified otherwise by addendum (addendum should be accompanied by a location map). If the improvement location is currently under road district jurisdiction, an addendum is required.
- (5) To maintain or cause to be maintained, in a manner satisfactory to the STATE and FHWA, the completed improvement, or that portion of the completed improvement within its jurisdiction as established by addendum referred to in item 4 above.
- (6) To comply with all applicable Executive Orders and Federal Highway Acts pursuant to the Equal Employment Opportunity and Nondiscrimination Regulations required by the U.S. Department of Transportation.
- (7) To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General and the department; and the LA agrees to cooperate fully with any audit conducted by the Auditor General and the department; and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the STATE for the recovery of any funds paid by the STATE under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
- (8) To provide if required, for the improvement of any railroad-highway grade crossing and rail crossing protection within the limits of the proposed improvement.
- (9) To comply with Federal requirements or possibly lose (partial or total) Federal participation as determined by the FHWA.
- (10) (State Contracts Only) That the method of payment designated on page one will be as follows:
 - Method A - Lump Sum Payment. Upon award of the contract for this improvement, the LA will pay to the STATE, in lump sum, an amount equal to 80% of the LA's estimated obligation incurred under this Agreement, and will pay to the STATE the remainder of the LA's obligation (including any nonparticipating costs) in a lump sum, upon completion of the project based upon final costs.
 - Method B - Monthly Payments. Upon award of the contract for this improvement, the LA will pay to the STATE, a specified amount each month for an estimated period of months, or until 80% of the LA's estimated obligation under the provisions of the Agreement has been paid, and will pay to the STATE the remainder of the LA's obligation (including any nonparticipating costs) in a lump sum, upon completion of the project based upon final costs.
 - Method C - Progress Payments. Upon receipt of the contractor's first and subsequent progressive bills for this improvement, the LA will pay to the STATE, an amount equal to the LA's share of the construction cost divided by the estimated total cost, multiplied by the actual payment (appropriately adjusted for nonparticipating costs) made to the contractor until the entire obligation incurred under this Agreement has been paid.
- (11) (Day Labor or Local Contracts) To provide or cause to be provided all of the initial funding, equipment, labor, material and services necessary to construct the complete project.
- (12) (Preliminary Engineering) In the event that right-of-way acquisition for, or actual construction of the project for which this preliminary engineering is undertaken with Federal participation is not started by the close of the tenth fiscal year following the fiscal year in which this agreement is executed, the LA will repay the STATE any Federal funds received under the terms of this Agreement.
- (13) (Right-of-Way Acquisition) In the event that the actual construction of the project on this right-of-way is not undertaken by the close of the twentieth fiscal year following the fiscal year in which this Agreement is executed, the LA will repay the STATE any Federal Funds received under the terms of this Agreement.
- (14) (Railroad Related Work Only) The estimates and general layout plans for at-grade crossing improvements should be forwarded to the Rail Safety and Project Engineer, Room 204, Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois, 62764. Approval of the estimates and general layout plans should be obtained prior to the commencement of railroad related work. All railroad related work is also subject to approval by the Illinois Commerce Commission (ICC). Final inspection for railroad related work should be coordinated through appropriate IDOT District Bureau of Local Roads and Streets office.

Plans and preemption times for signal related work that will be interconnected with traffic signals shall be submitted to the ICC for review and approval prior to the commencement of work. Signal related work involving interconnects with state maintained traffic signals should also be coordinated with the IDOT's District Bureau of Operations.

The LA is responsible for the payment of the railroad related expenses in accordance with the LA/railroad agreement prior to requesting reimbursement from IDOT. Requests for reimbursement should be sent to the appropriate IDOT District Bureau of Local Roads and Streets office.

Engineer's Payment Estimates in accordance with the Division of Cost on page one.

- (15) And certifies to the best of its knowledge and belief its officials:
- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, local) with commission of any of the offenses enumerated in item (b) of this certification; and
 - (d) have not within a three-year period preceding the Agreement had one or more public transactions (Federal, State, local) terminated for cause or default.
- (16) To include the certifications, listed in item 15 above and all other certifications required by State statutes, in every contract, including procurement of materials and leases of equipment.
- (17) (State Contracts) That execution of this agreement constitutes the LA's concurrence in the award of the construction contract to the responsible low bidder as determined by the STATE.
- (18) That for agreements exceeding \$100,000 in federal funds, execution of this Agreement constitutes the LA's certification that:
- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement;
 - (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress, in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions;
 - (c) The LA shall require that the language of this certification be included in the award documents for all subawards at all ties (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- (19) To regulate parking and traffic in accordance with the approved project report.
- (20) To regulate encroachments on public right-of-way in accordance with current Illinois Compiled Statutes.
- (21) To regulate the discharge of sanitary sewage into any storm water drainage system constructed with this improvement in accordance with current Illinois Compiled Statutes.
- (22) That the LA may invoice the STATE monthly for the FHWA and/or STATE share of the costs incurred for this phase of the improvement. The LA will submit supporting documentation with each request for reimbursement from the STATE. Supporting documentation is defined as verification of payment, certified time sheets, vendor invoices, vendor receipts, and other documentation supporting the requested reimbursement amount.
- (23) To complete this phase of the project within three years from the date this agreement is approved by the STATE if this portion of the project described in the Project Description does not exceed \$1,000,000 (five years if the project costs exceed \$1,000,000).
- (24) Upon completion of this phase of the improvement, the LA will submit to the STATE a complete and detailed final invoice with all applicable supporting supporting documentation of all incurred costs, less previous payments, no later than one year from the date of completion of this phase of the improvement. If a final invoice is not received within one year of completion of this phase of the improvement, the most recent invoice may be considered the final invoice and the obligation of the funds closed.
- (25) (Single Audit Requirements) That if the LA receives \$500,000 or more a year in federal financial assistance they shall have an audit made in accordance with the Office of Management and Budget (OMB) Circular No. A-133. LA's that receive less than \$500,000 a year shall be exempt from compliance. A copy of the audit report must be submitted to the STATE with 30 days after the completion of the audit, but no later than one year after the end of the LA's fiscal year. The CFDA number for all highway planning and construction activities is 20.205.

THE STATE AGREES:

- (1) To provide such guidance, assistance and supervision and to monitor and perform audits to the extent necessary to assure validity of the LA's certification of compliance with Titles II and III requirements.
- (2) (State Contracts) To receive bids for the construction of the proposed improvement when the plans have been approved by the STATE (and FHWA, if required) and to award a contract for construction of the proposed improvement, after receipt of a satisfactory bid.
- (3) (Day Labor) To authorize the LA to proceed with the construction of the improvement when Agreed Unit Prices are approved and to reimburse the LA for that portion of the cost payable from Federal and/or State funds based on the Agreed Unit Prices and Engineer's Payment Estimates in accordance with the Division of Cost on page one.
- (4) (Local Contracts) That for agreements with Federal and/or State funds in engineering, right-of-way, utility work and/or construction work:

- (a) To reimburse the LA for the Federal and/or State share on the basis of periodic billings, provided said billings contain sufficient cost information and show evidence of payment by the LA;
- (b) To provide independent assurance sampling, to furnish off-site material inspection and testing at sources normally visited by STATE inspectors of steel, cement, aggregate, structural steel and other materials customarily tested by the STATE.

IT IS MUTUALLY AGREED:

- (1) That this Agreement and the covenants contained herein shall become null and void in the event that the FHWA does not approve the proposed improvement for Federal-aid participation or the contract covering the construction work contemplated herein is not awarded within three years of the date of execution of this Agreement.
- (2) This Agreement shall be binding upon the parties, their successors and assigns.
- (3) For contracts awarded by the LA, the LA shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any USDOT – assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The LA shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of USDOT – assisted contracts. The LA's DBE program, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this Agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31U.S.C. 3801 et seq.). In the absence of a USDOT – approved LA DBE Program or on State awarded contracts, this Agreement shall be administered under the provisions of the STATE's USDOT approved Disadvantaged Business Enterprise Program.
- (4) In cases where the STATE is reimbursing the LA, obligations of the STATE shall cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or applicable Federal Funding source fails to appropriate or otherwise make available funds for the work contemplated herein.
- (5) All projects for the construction of fixed works which are financed in whole or in part with funds provided by this Agreement and/or amendment shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.) unless the provisions of that Act exempt its application.

ADDENDA

Additional information and/or stipulations are hereby attached and identified below as being a part of this Agreement.

Number 1 Location Map

(Insert addendum numbers and titles as applicable)

The LA further agrees, as a condition of payment, that it accepts and will comply with the applicable provisions set forth in this Agreement and all addenda indicated above.

APPROVED

Name William McLeod

Title Village President
County Board Chairperson/Mayor/Village President/etc.

Signature _____

Date _____

TIN Number 36-2434131

APPROVED

State of Illinois
Department of Transportation

Gary Hannig, Secretary of Transportation Date

By: _____
(Delegate's Signature)


(Delegate's Name – Printed)

Christine M. Reed, Director of Highways/Chief Engineer Date

Ellen J. Schanzle-Haskins, Chief Counsel Date

Ann L. Schneider, Director of Finance and Administration Date

NOTE: If signature is by an APPOINTED official, a resolution authorizing said appointed official to execute this agreement is required.

 Illinois Department of Transportation Local Agency Agreement for Federal Participation	Local Agency Village of Hoffman Estates	State Contract X	Day Labor	Local Contract	RR Force Account
	Section 08-00080-00-BT	Fund Type STA	ITEP Number		

Construction		Engineering		Right-of-Way	
Job Number	Project Number	Job Number	Project Number	Job Number	Project Number
C-91-330-09	CMM-9003(243)	D-91-078-10	CMM-9003(491)		

This Agreement is made and entered into between the above local agency hereinafter referred to as the "LA" and the state of Illinois, acting by and through its Department of Transportation, hereinafter referred to as "STATE". The STATE and LA jointly propose to improve the designated location as described below. The improvement shall be constructed in accordance with plans approved by the STATE and the STATE's policies and procedures approved and/or required by the Federal Highway Administration hereinafter referred to as "FHWA".

Location

Local Name Higgins Road (IL 72) Route FAP 341 Length 0.94 miles
 Termini Golf Road to Plum Grove Road

Current Jurisdiction STATE Existing Structure No N/A

Project Description

The improvements consist of the construction of new concrete sidewalk and asphalt bike path placement on a stone base, curb & gutter removal and replacement, earth excavation, culvert installation, bridge installation, installation of new pedestrian crosswalk with signal heads and push button activators, new landscape plantings and incidental work necessary thereto.

Division of Cost

Type of Work	FHWA	%	STATE	%	LA	%	Total
Participating Construction	592,000	(*)		()	148,000	(BAL)	740,000
Non-Participating Construction		()		()		()	
Preliminary Engineering		()		()		()	
Construction Engineering		()		()		()	
Right of Way		()		()		()	
Railroads		()		()		()	
Utilities		()		()		()	
Materials							
TOTAL	\$ 592,000		\$		\$ 148,000		\$ 740,000

* Maximum FHWA (STA) participation 80% not to exceed \$592,000.

NOTE: The costs shown in the Division of Cost table are approximate and subject to change. The final LA share is dependent on the final Federal and State participation. The actual costs will be used in the final division of cost for billing and reimbursement.

If funding is not a percentage of the total, place an asterisk in the space provided for the percentage and explain above.

The Federal share of construction engineering may not exceed 15% of the Federal share of the final construction cost.

Local Agency Appropriation

By execution of this Agreement, the LA is indicating sufficient funds have been set aside to cover the local share of the project cost and additional funds will be appropriated, if required, to cover the LA's total cost.

Method of Financing (State Contract Work)

METHOD A---Lump Sum (80% of LA Obligation) _____
 METHOD B--- _____ Monthly Payments of _____
 METHOD C---LA's Share BALANCE divided by estimated total cost multiplied by actual progress payment.

(See page two for details of the above methods and the financing of Day Labor and Local Contracts)

Agreement Provisions

THE LA AGREES:

- (1) To acquire in its name, or in the name of the state if on the state highway system, all right-of-way necessary for this project in accordance with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and established state policies and procedures. Prior to advertising for bids, the LA shall certify to the STATE that all requirements of Titles II and III of said Uniform Act have been satisfied. The disposition of encroachments, if any, will be cooperatively determined by representatives of the LA, and STATE and the FHWA, if required.
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- (4) To retain jurisdiction of the completed improvement unless specified otherwise by addendum (addendum should be accompanied by a location map). If the improvement location is currently under road district jurisdiction, an addendum is required.
- (5) To maintain or cause to be maintained, in a manner satisfactory to the STATE and FHWA, the completed improvement, or that portion of the completed improvement within its jurisdiction as established by addendum referred to in item 4 above.
- (6) To comply with all applicable Executive Orders and Federal Highway Acts pursuant to the Equal Employment Opportunity and Nondiscrimination Regulations required by the U.S. Department of Transportation.
- (7) To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General and the department; and the LA agrees to cooperate fully with any audit conducted by the Auditor General and the department; and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the STATE for the recovery of any funds paid by the STATE under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
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- (10) (State Contracts Only) That the method of payment designated on page one will be as follows:
 - Method A - Lump Sum Payment. Upon award of the contract for this improvement, the LA will pay to the STATE, in lump sum, an amount equal to 80% of the LA's estimated obligation incurred under this Agreement, and will pay to the STATE the remainder of the LA's obligation (including any nonparticipating costs) in a lump sum, upon completion of the project based upon final costs.
 - Method B - Monthly Payments. Upon award of the contract for this improvement, the LA will pay to the STATE, a specified amount each month for an estimated period of months, or until 80% of the LA's estimated obligation under the provisions of the Agreement has been paid, and will pay to the STATE the remainder of the LA's obligation (including any nonparticipating costs) in a lump sum, upon completion of the project based upon final costs.
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- (12) (Preliminary Engineering) In the event that right-of-way acquisition for, or actual construction of the project for which this preliminary engineering is undertaken with Federal participation is not started by the close of the tenth fiscal year following the fiscal year in which this agreement is executed, the LA will repay the STATE any Federal funds received under the terms of this Agreement.
- (13) (Right-of-Way Acquisition) In the event that the actual construction of the project on this right-of-way is not undertaken by the close of the twentieth fiscal year following the fiscal year in which this Agreement is executed, the LA will repay the STATE any Federal Funds received under the terms of this Agreement.
- (14) (Railroad Related Work Only) The estimates and general layout plans for at-grade crossing improvements should be forwarded to the Rail Safety and Project Engineer, Room 204, Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois, 62764. Approval of the estimates and general layout plans should be obtained prior to the commencement of railroad related work. All railroad related work is also subject to approval by the Illinois Commerce Commission (ICC). Final inspection for railroad related work should be coordinated through appropriate IDOT District Bureau of Local Roads and Streets office.

Plans and preemption times for signal related work that will be interconnected with traffic signals shall be submitted to the ICC for review and approval prior to the commencement of work. Signal related work involving interconnects with state maintained traffic signals should also be coordinated with the IDOT's District Bureau of Operations.

The LA is responsible for the payment of the railroad related expenses in accordance with the LA/railroad agreement prior to requesting reimbursement from IDOT. Requests for reimbursement should be sent to the appropriate IDOT District Bureau of Local Roads and Streets office.

Engineer's Payment Estimates in accordance with the Division of Cost on page one.

- (15) And certifies to the best of its knowledge and belief its officials:
- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, local) with commission of any of the offenses enumerated in item (b) of this certification; and
 - (d) have not within a three-year period preceding the Agreement had one or more public transactions (Federal, State, local) terminated for cause or default.
- (16) To include the certifications, listed in item 15 above and all other certifications required by State statutes, in every contract, including procurement of materials and leases of equipment.
- (17) (State Contracts) That execution of this agreement constitutes the LA's concurrence in the award of the construction contract to the responsible low bidder as determined by the STATE.
- (18) That for agreements exceeding \$100,000 in federal funds, execution of this Agreement constitutes the LA's certification that:
- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement;
 - (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress, in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions;
 - (c) The LA shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- (19) To regulate parking and traffic in accordance with the approved project report.
- (20) To regulate encroachments on public right-of-way in accordance with current Illinois Compiled Statutes.
- (21) To regulate the discharge of sanitary sewage into any storm water drainage system constructed with this improvement in accordance with current Illinois Compiled Statutes.
- (22) That the LA may invoice the STATE monthly for the FHWA and/or STATE share of the costs incurred for this phase of the improvement. The LA will submit supporting documentation with each request for reimbursement from the STATE. Supporting documentation is defined as verification of payment, certified time sheets, vendor invoices, vendor receipts, and other documentation supporting the requested reimbursement amount.
- (23) To complete this phase of the project within three years from the date this agreement is approved by the STATE if this portion of the project described in the Project Description does not exceed \$1,000,000 (five years if the project costs exceed \$1,000,000).
- (24) Upon completion of this phase of the improvement, the LA will submit to the STATE a complete and detailed final invoice with all applicable supporting supporting documentation of all incurred costs, less previous payments, no later than one year from the date of completion of this phase of the improvement. If a final invoice is not received within one year of completion of this phase of the improvement, the most recent invoice may be considered the final invoice and the obligation of the funds closed.
- (25) (Single Audit Requirements) That if the LA receives \$500,000 or more a year in federal financial assistance they shall have an audit made in accordance with the Office of Management and Budget (OMB) Circular No. A-133. LA's that receive less than \$500,000 a year shall be exempt from compliance. A copy of the audit report must be submitted to the STATE with 30 days after the completion of the audit, but no later than one year after the end of the LA's fiscal year. The CFDA number for all highway planning and construction activities is 20.205.

THE STATE AGREES:

- (1) To provide such guidance, assistance and supervision and to monitor and perform audits to the extent necessary to assure validity of the LA's certification of compliance with Titles II and III requirements.
- (2) (State Contracts) To receive bids for the construction of the proposed improvement when the plans have been approved by the STATE (and FHWA, if required) and to award a contract for construction of the proposed improvement, after receipt of a satisfactory bid.
- (3) (Day Labor) To authorize the LA to proceed with the construction of the improvement when Agreed Unit Prices are approved and to reimburse the LA for that portion of the cost payable from Federal and/or State funds based on the Agreed Unit Prices and Engineer's Payment Estimates in accordance with the Division of Cost on page one.
- (4) (Local Contracts) That for agreements with Federal and/or State funds in engineering, right-of-way, utility work and/or construction work:

- (a) To reimburse the LA for the Federal and/or State share on the basis of periodic billings, provided said billings contain sufficient cost information and show evidence of payment by the LA;
- (b) To provide independent assurance sampling, to furnish off-site material inspection and testing at sources normally visited by STATE inspectors of steel, cement, aggregate, structural steel and other materials customarily tested by the STATE.

IT IS MUTUALLY AGREED:

- (1) That this Agreement and the covenants contained herein shall become null and void in the event that the FHWA does not approve the proposed improvement for Federal-aid participation or the contract covering the construction work contemplated herein is not awarded within three years of the date of execution of this Agreement.
- (2) This Agreement shall be binding upon the parties, their successors and assigns.
- (3) For contracts awarded by the LA, the LA shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any USDOT – assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The LA shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of USDOT – assisted contracts. The LA's DBE program, as required by 49 CFR part 26 and as approved by USDOT, is incorporated by reference in this Agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31U.S.C. 3801 et seq.). In the absence of a USDOT – approved LA DBE Program or on State awarded contracts, this Agreement shall be administered under the provisions of the STATE's USDOT approved Disadvantaged Business Enterprise Program.
- (4) In cases where the STATE is reimbursing the LA, obligations of the STATE shall cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or applicable Federal Funding source fails to appropriate or otherwise make available funds for the work contemplated herein.
- (5) All projects for the construction of fixed works which are financed in whole or in part with funds provided by this Agreement and/or amendment shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.) unless the provisions of that Act exempt its application.

ADDENDA

Additional information and/or stipulations are hereby attached and identified below as being a part of this Agreement.

Number 1 Location Map

(Insert addendum numbers and titles as applicable)

The LA further agrees, as a condition of payment, that it accepts and will comply with the applicable provisions set forth in this Agreement and all addenda indicated above.

APPROVED

Name William McLeod

Title Village President
County Board Chairperson/Mayor/Village President/etc.

Signature _____

Date _____

TIN Number 36-2434131

APPROVED

State of Illinois
Department of Transportation

Gary Hannig, Secretary of Transportation Date

By: _____
(Delegate's Signature)

(Delegate's Name – Printed)

Christine M. Reed, Director of Highways/Chief Engineer Date

Ellen J. Schanzle-Haskins, Chief Counsel Date

Ann L. Schneider, Director of Finance and Administration Date

NOTE: If signature is by an APPOINTED official, a resolution authorizing said appointed official to execute this agreement is required.

DEPARTMENT OF PUBLIC WORKS

SEPTEMBER MONTHLY REPORT

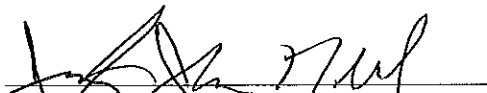
SUBMITTED TO PUBLIC WORKS COMMITTEE

OCTOBER 2009

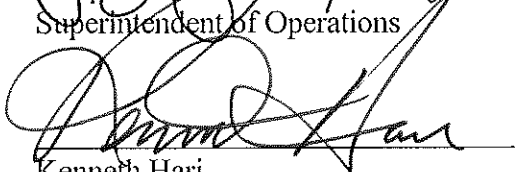
- ADMINISTRATIVE AND TECHNICAL SERVICES
- FACILITIES
- FLEET SERVICES
- STREETS
- WATER AND SEWER



Ken Gomboli
Superintendent of Administrative Services

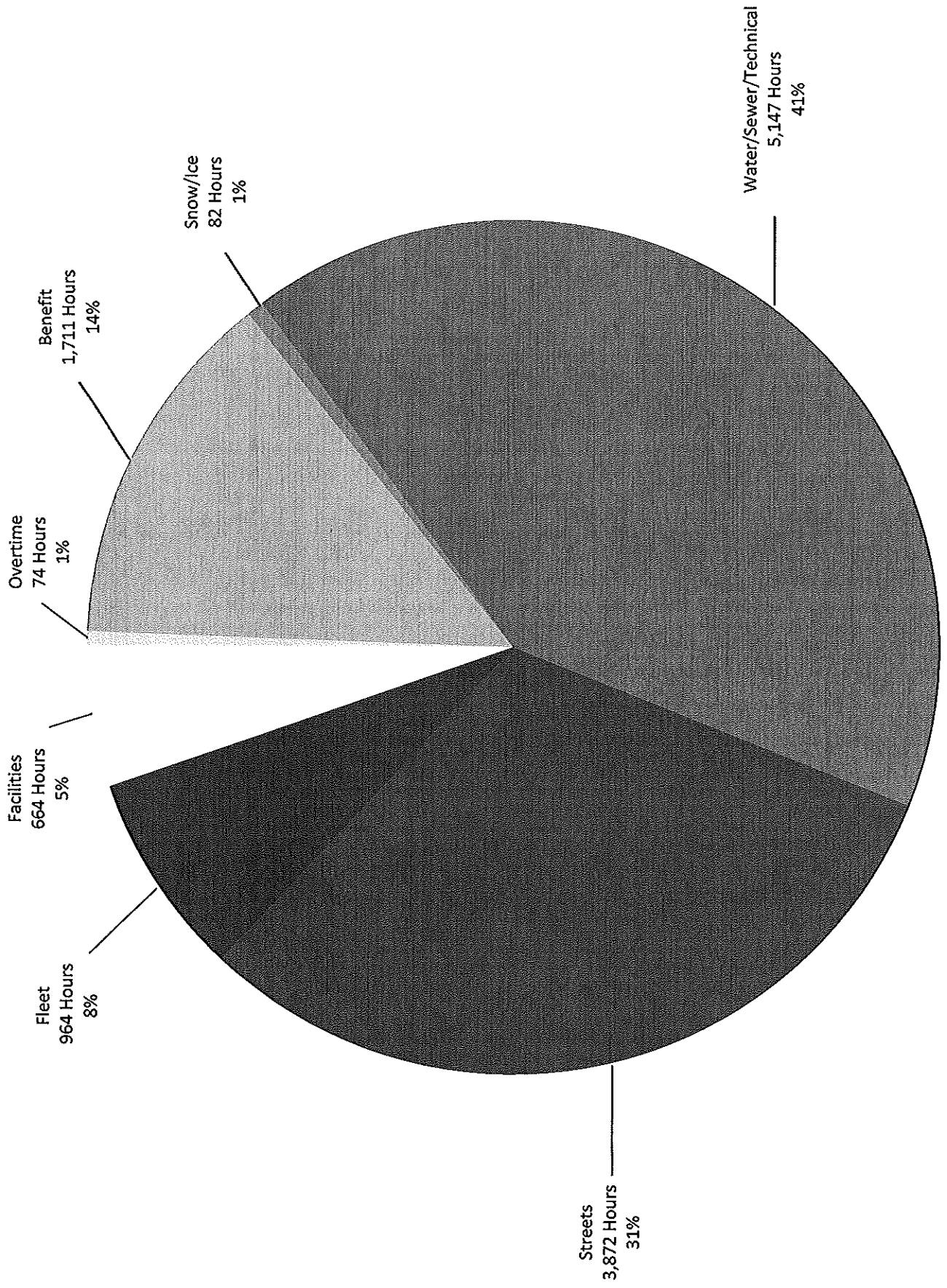


Joseph Nebel
Superintendent of Operations

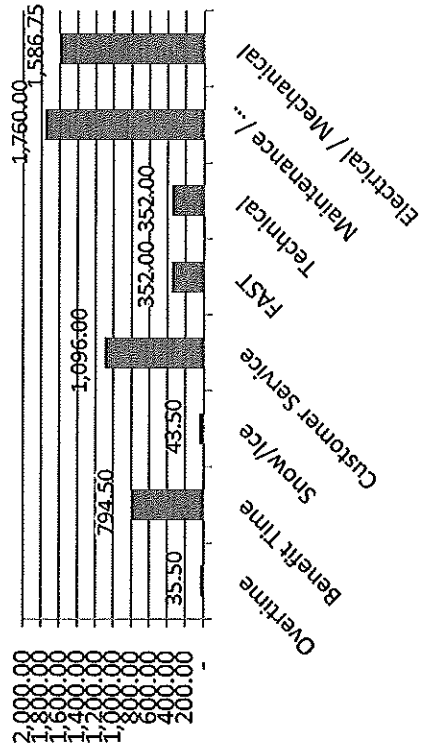


Kenneth Hari
Director of Public Works

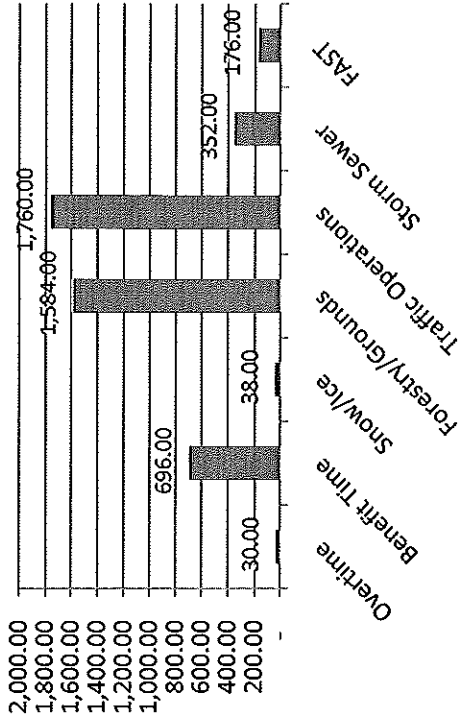
Public Works Department Total Hours September 2009



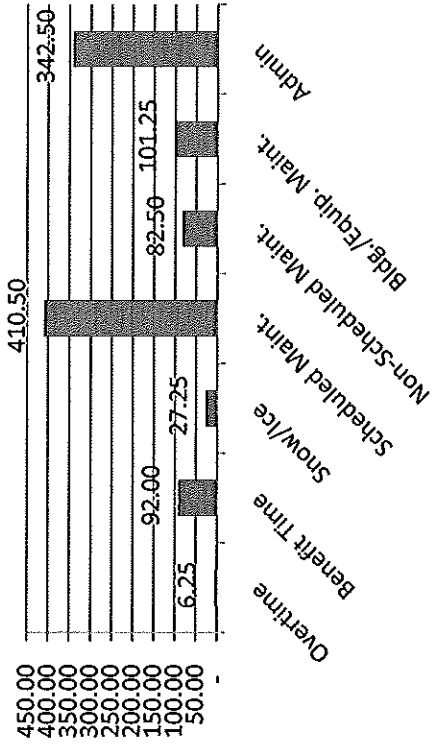
Water /Sewer Total Hours September 2009



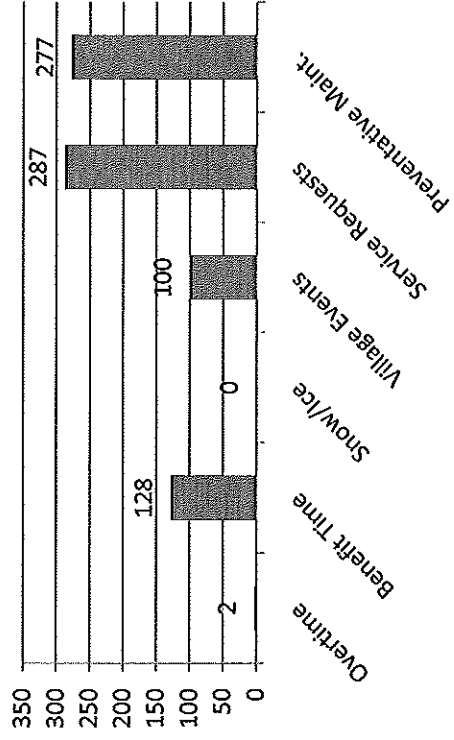
Streets Total Hours September 2009



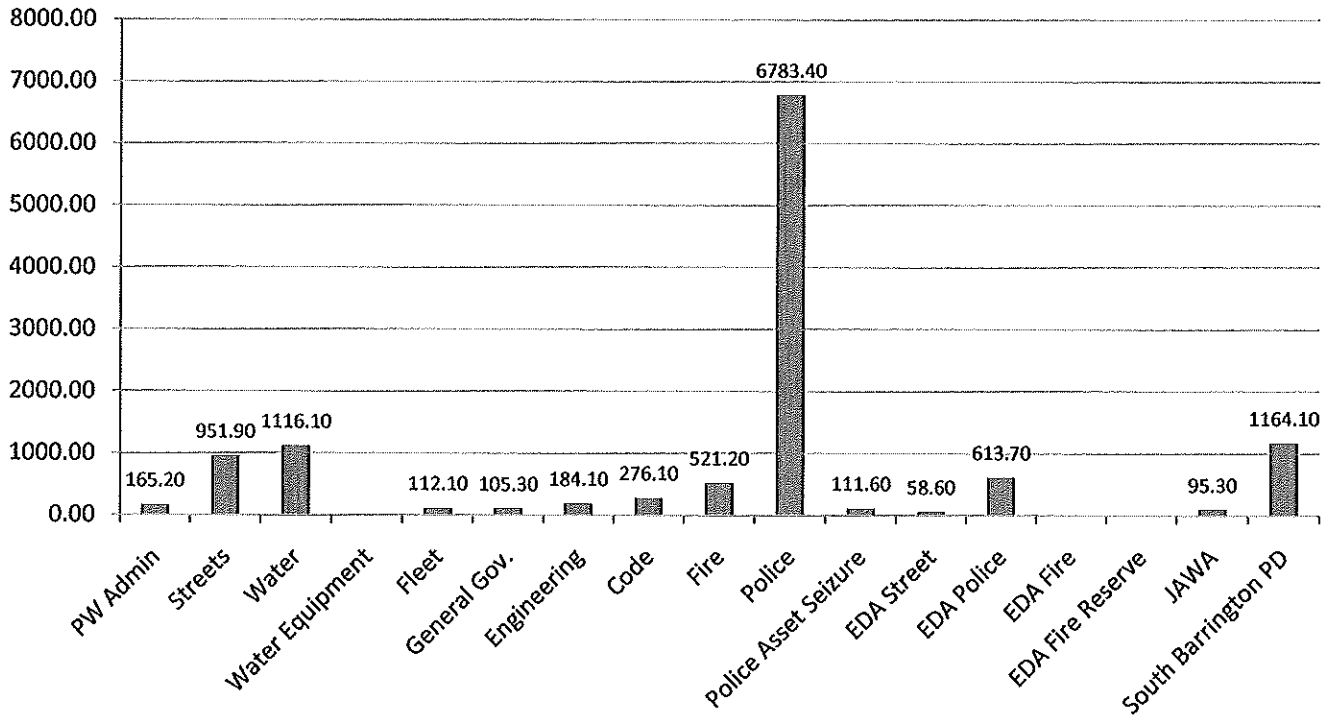
Fleet Services Total Hours September 2009



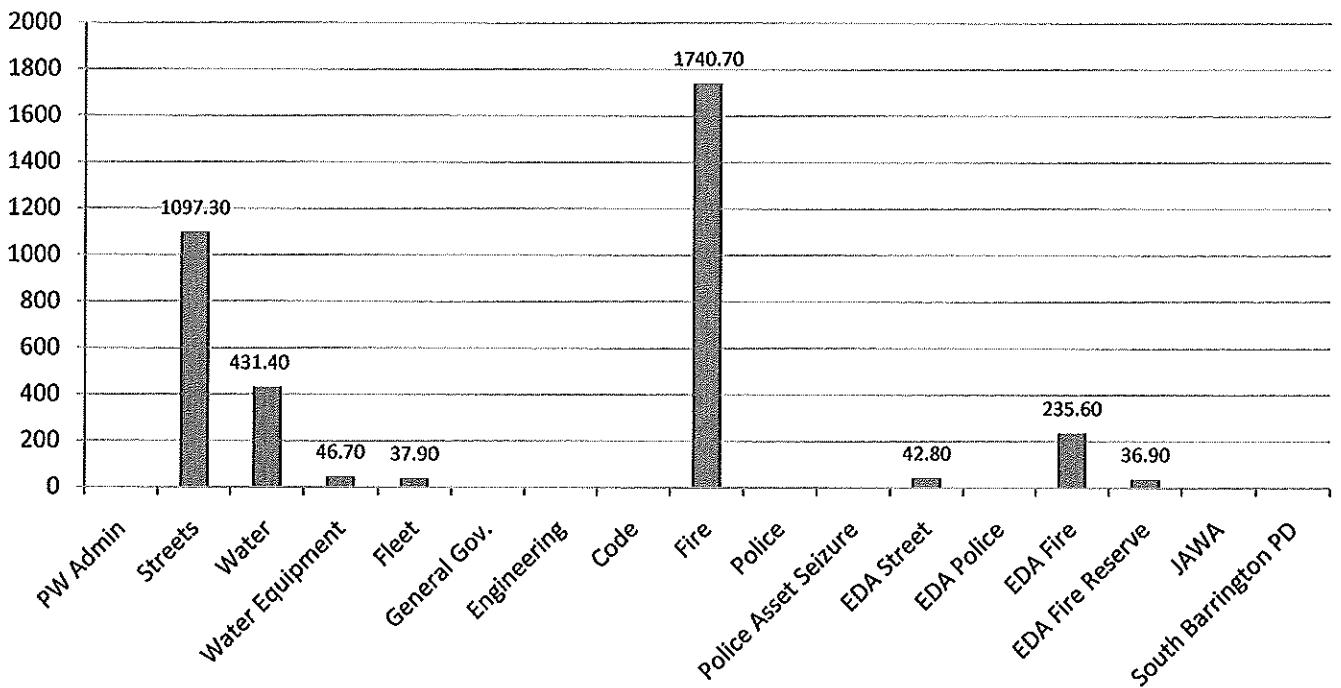
Facilities Total Hours September 2009



September 2009 Fuel Usage Gallons / Unleaded Fuel



September 2009 Fuel Usage Gallons / Diesel Fuel



ADMINISTRATIVE AND TECHNICAL SERVICES

During the last month the following was completed:

1. Participated in weekly site plan review meeting
2. Participated in IS User Group Committee
3. Performed download of M-Cal gas calibration readings per OSHA/IDOL requirements
4. Coordinated GIS utility map book updates
5. Attended Microsoft One Note Training
6. Prepared Public Works articles for Citizen Newsletter
7. Performed project tracking for Water/Sewer Superintendent
8. Coordinated Public Works Monthly Reports
9. Performed daily time entry for Public Works Department
10. Reviewed Nicor Gas main installation for Big Kaiser
11. Coordinated 2009 Concrete Maintenance Sidewalk Replacement Program
12. Prepared monthly report charts
13. Performed utility field inspections to GPS missing infrastructure on atlas maps
14. Assisted with utility locates for J.U.L.I.E. tickets
15. Performed sidewalk inspections
16. Coordinated R.O.W. pre-construction meetings
17. Researched asset management database for integration of GIS with the maintenance of Village utilities
18. Performed monthly utility updates on locator laptops
19. R.O.W Permits Issued (7) total; (6) Comcast – replaced existing damaged cable at 1077 Atlantic Ave., 1145 Mayfield Ln., 1325 Jones Rd., 3845 Charlemagne Dr., 1195 Hassell Rd., and 4891 Thornbark Dr. (1) ComEd – replaced existing damaged underground cable at 405 E. Golf Rd.

LOCATE TEAM

1. Performed 351 regular priority J.U.L.I.E. utility locates for the month; 2,886 year-to-date
2. Performed (39) emergency priority J.U.L.I.E. utility locates for the month; 264 year-to-date
3. Participated in (9) Utility Joint Meets; 79 year-to-date
4. Performed R.O.W. inspections
5. Performed sanitary sewer inspections

FACILITIES

1. 252 service tasks were completed for all facilities
2. Performed routine preventative maintenance, HVAC maintenance, routine and emergency repairs at all public buildings
3. Provided support services for shipping, receiving and distribution of packages at Village Hall
4. Provided support services and setup for various Village departments and events, including pick-up and delivery of equipment and supplies
5. Provided ongoing management and maintenance of the Village's security access control and camera system
6. Replaced stock rolled steel for exhaust fan on roof at Public Works Center

FLEET SERVICES

1. 125 repair orders were completed
2. Preventative maintenance was completed on 89 fleet vehicles/equipment

PERFORMANCE RELATED STATISTICS

1. 6.25 hours of overtime were required for the Fire Department
2. 89.81% of all labor was for scheduled activities, 6.75% for non-scheduled activities, and 3.62% for emergency activities
3. 15,760.30 gallons of fuel, including diesel and E85, were consumed by fleet vehicles
4. 96.08% of all maintenance was performed in-house, 3.92% contracted
5. 1,233.90 gallons of fuel were billed; 67.70 to JAWA and 1,166.20 to South Barrington Police Dept.

STREETS

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

1. Responded to 46 requests for the month; 659 year-to-date
2. Loaded salt into salt dome
3. Emptied recycling bins weekly at Public Works Center
4. Hauled out wood chips from West Site
5. Continued sidewalk grinding North of Tollway
6. Received deliveries at the Public Works Center
7. Assisted with set up and take down of Platzkonzert
8. Performed litter patrol checks
9. Assisted with utility locates
10. Assisted with water turn-offs and water turn-ons
11. Performed light bulb inspections at Public Works Center
12. Performed floor grate inspections at Public Works Center
13. Transported 19 benches from Village Hall to Marriott Hotel
14. Transported scissor lift from Fire Station # 22 to Public Works Center
15. Assisted with water meter change out appointments
16. Supervised SWAP program operations
17. Transported vehicles for Safety Lane testing
18. Attended wood chipper and wheel loader training

11	Dead Animal Pick-ups	5	Misc. Service Requests
2	Possible Sewer Back-ups	5	Branch Pick-ups
1	Debris in Roadway	4	Black Dirt & Seed
2	Storm Sewers	12	Wood Chip Deliveries
1	Sidewalk Deviation	3	Office Phones

- PAVEMENT TEAM

1. Performed sewer dig up inspections and maintenance checks
2. Repaired potholes at various locations throughout the Village
3. Performed Bode Road "S" curve guard rail maintenance and repaired (1) panel
4. Performed scheduled equipment maintenance on Unit #50
5. Assisted with sign fabrication
6. Performed raised pavement marker maintenance
7. Performed street inspections and inventory for pavement repairs
8. Performed safety coordination for monthly tailgate training and yard man training on Unit #50
9. Performed maintenance for 2009 Pavement Marking Program
10. Performed water street crossing pavement maintenance saw cutting
11. Performed inlet pavement maintenance saw cutting, excavation and asphalt patching at (4) locations throughout the Village
12. Performed thermoplastic pavement markings at (6) locations throughout the Village
13. Performed storm inlet preventative cleaning for flood control
14. Assisted with street light repairs
15. Performed garage maintenance at Public Works Center
16. Performed maintenance for 2009 contractor Crack Sealing Program
17. Installed delineator and pavement markings along Old Sutton Rd.
18. Performed yard maintenance at Fleet Services, clean up, haul out and restock cold patch bin
19. Attended Public Works Safety Committee, Union Management Meetings, Snow/Ice Meetings
20. Performed street repairs, asphalt grinding and hot patch asphalt overlay, 1902 Brookside Dr., Ludington Ct., c/o Mumford Dr. and Monarch Ln.
21. Performed curb line edge patching and A.D.A. concrete sidewalk repairs at 16 locations along Prairie Stone Pkwy.
22. Performed curb line edge patching along Evergreen Ln., 1275 Newcastle Ln., and Mayfield Ln.
23. Attended wood chipper and wheel loader training
24. Participated in 2009 branch/brush pick-up program

TRAFFIC OPERATIONS TEAM

- SIGNS

1. Replaced (4) signs as part of annual replacement program
2. Replaced (3) signs due to vandalism/vehicle damage
3. Performed maintenance on vehicles, tools and snow removal equipment
4. Repaired barricades
5. Assisted with asphalt repairs
6. Performed garage maintenance at Public Works Center
7. Assisted with street light repairs
8. Performed sign straightening, replacing, clearing sight obstacles in Parcels A and B
9. Performed sign inspections of Hoffman Estates Welcome Signs throughout the Village and repaired sign on Shoe Factory Rd.
10. Updated and installed "Flu Shot" signs at various locations throughout the Village
11. Updated and installed "Platzkonzert" signs at various locations throughout the Village
12. Fabricated signs for "Document Destruction" event held September 19
13. Fabricated sign and banner for "Scarecrow Festival" and food drive held September 26
14. Participated in 2009 branch/brush pick-up program

- **STREET LIGHTS**

1. Responded to resident requests for service 17 for the month; 138 year-to-date (street lights not working, street lights cycling on/off)
2. Repaired 33 street lights; 396 year-to-date (using 44 lamps, 10 ballasts, 5 photocell and 6-10amp fuses, 2 sets of fuse holders, and 1 socket), at the following locations from work requests: 5010 Somerton Dr., 4900 Thornback Dr., N of 4870 Thornbark Dr., (3) Trillium Blvd. R.O.W., Beverly Rd. R.O.W., SW c/o Rochester & Cameron Ct., 631 Wainsford Dr., (5) Greenspoint Pkwy. R.O.W., across from 4050 Chesapeake Ct., 5860 Leeds Rd., 680 Downey St., (2) Moon Lake Blvd. R.O.W., 1958 Fairway Ct., 1092 Gannon Ct., 900 Atlantic Ave., 1486 Cameron Ct., 3585 Londonderry Ct., 3510 Regent Dr., 4370, 4390 Huntington Blvd., 400 Wilshire Dr. W., Bode Rd. Curve R.O.W., 1760 Burr Ridge Dr., 6080 Florence Dr., 1522 Brookside Dr., 1420 Sturbridge Dr. W., 1705 Nicholson Dr., 4070 New Britton Dr., (3) McDonough Rd. R.O.W., (4) Prairie Stone Pkwy. R.O.W., and (2) Hoffman Blvd. R.O.W.
3. Repaired (2) street light cable ground fault at the following locations: NE c/o Gannon Dr. and Warwick Cir., and across from 4420 Thornbark Dr.
4. Installed (6) new street light controller boxes on Trillium Blvd. R.O.W.
5. Notified ComEd of (5) street light outages under their jurisdiction at the following locations: 340 Payson St., SW c/o Bode and Roselle Rds., NW c/o Schaumburg Rd. and Illinois Blvd., SW c/o Bode Rd. and Salem Dr., and 1433 Oakmont Rd.
6. Attended Public Works in house training on Tractor Unit #50
7. Participated in Public Works Snow/Ice Committee
8. Cleared numerous tree branches obstructing street light poles at various locations throughout the Village
9. Repaired (5) street light hand hole covers on Greenspoint Pkwy. R.O.W.
10. Performed Village street light inventory
11. Performed Village wide street light outage inspections
12. Assisted sign team with sign installations
13. Located street light cables for sign installations, storm sewer and water excavations
14. Performed garage maintenance at the Public Works Center
15. Assisted with asphalt repairs

FORESTRY TEAM

1. Responded to requests for service; 79 for the month; 542 year-to-date
2. Performed routine tree maintenance, branch pick-ups, tree removals, corrective treatments, pesticide applications, fertilization, black dirt & seed, inspections, and tree trimming
3. Applied mulch around handicap ramp at Village Hall
4. Performed tree and turf equipment maintenance
5. Performed routine watering, weeding and fertilizing of village maintained annuals and perennials
6. Performed mowing of Village sites and followed up with contractors
7. Performed duties associated with stump grinding
8. Prepared Unit #37 for Schaumburg's Labor Day Parade
9. Picked up Environmental Commission T-shirt order
10. Performed duties associated with the preparation of the fall tree planting program
11. Attended symposium on the economic, social and environmental impacts of invasive insects in our communities.
12. Performed storm sewer inlet cleaning
13. Performed garage maintenance at Public Works Center
14. Transported vehicles for Safety Lane testing
15. Attended wood chipper and wheel loader training
16. Participated in 2009 branch/brush pick-up program

WATER & SEWER

• STORM SEWER TEAM

1. Storm sewers footage flushed: 2,022 feet year-to-date
2. Inlet inspections; 11 for the month; 417 year-to-date
3. Performed monthly lake/creek checks and maintenance
4. Performed routine garage maintenance at the Public Works Center
5. Performed vehicle equipment maintenance
6. Performed yard clean-up and maintenance at Fleet Services facility
7. Continued beaver dam checks West of Harmon Blvd.
8. Inlet repairs completed on Eagle Way, NE c/o Mumford Dr. and Goldenrod Ln., and vault at Finch Park, NW c/o Ash Rd., Arizona Blvd., Chandler Ln., NW c/o Chandler Ln. and Cochise St., SE c/o Hancock Dr. and Abbey Wood Ln., across from 856 Atlantic Ave., 1800 Brookside Dr., 1220 Dexter Ln., c/o Bayside Dr. and Bayside Ct.
9. Attended wood chipper and wheel loader training

• OPERATIONS TEAM

1. Collected monthly: (60) water samples for bacteriological testing and (7) raw water well samples
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 shooting at Fire Stations, Police Department, Village Hall, Fleet Services and Public Works Center
8. Performed back-up generator maintenance at lift stations, pumping stations, radio system locations and Village buildings
9. Entered computer data for flow monitoring program and installed 6 flow monitors in WDA
10. Monitored water construction and water operating permits including water pressure tests and bacteriological testing
11. Performed maintenance on WDA lift station up-blast fan
12. Installed new motor and rebuilt pump at Carling lift station
13. Performed clean up of debris from Pump #1 Hampton lift
14. Performed routine vehicle equipment and garage maintenance

- CONSTRUCTION / MAINTENANCE TEAM

1. Performed water and sewer excavation barricade checks at various locations throughout the Village
2. Performed clean-up of spoil bins at Fleet Services yard
3. Performed water main repair at Cipri Park replacing 30' of 15" pipe
4. Performed water main maintenance at 5847 Leeds Rd., 660, 665 Orange Ln., and 565 Norridge Ln.
5. Performed valve maintenance just north of Acura dealer, c/o Fairmont Rd. and Rt 72, c/o of Illinois Blvd. and Norridge Ln., c/o Higgins Quarters and Heritage Dr.
6. Performed hydrant maintenance at 707 Golf Rd., 1890 Shorewood Dr., 960 Apple St., and 2 hydrants on the North side of Public Works Center
7. Assisted with exercising 14 valves along Rt. 72 for installation of new 16" butterfly valve
8. Performed maintenance on exposed 12" storm sewer c/o Partridge Hill Dr. and London Square after finding that ComEd had bored through storm sewer
9. Assisted Storm Sewer Crew with storm sewer repair and debris cleaning
10. Performed B-box relocating at 4100 Chesapeake Dr.
11. Attended wood chipper and wheel loader training

- SANITARY SEWER FLOW MANAGEMENT TEAM

1. Flushed 16,438 feet of sanitary sewer: 183,273 feet year-to-date
2. Updated maps of trouble lists, lamp hole locations, televising, flushing and root cutting
3. Performed manhole wash-downs on trouble spots
4. Performed maintenance on Unit #40, easement machine and Unit #67 flusher
5. Applied liquid and dry microbe formula for enhancement of wastewater treatment systems
6. Performed garage and equipment maintenance
7. Performed TV inspections on Morton St., Alcoa Ln., and Western St. and various locations throughout the Village
8. Performed comprehensive investigation of St. Alexius Hospital waste discharge to verify illegal dumping of materials into sanitary sewers
9. Assisted GIS technician with sanitary relining mapping
10. Performed Root-X application on Morton St., Alcoa Ln., Western St., Lakeview Ln. and Edgefield Ln.
11. Performed TV inspection for investigation of homeowner's connection to main at 4601 Mumford Dr.
12. Performed maintenance and repair on camera equipment
13. Reviewed critical repair locations
14. Cleared blockage at Thornbark and Downing Drs., for backup at 4881 Boulder Ln.
15. Attended wood chipper and wheel loader training
16. Participated in 2009 branch/brush pick-up program

- STORM SEWER CLEANING/UTILITY LOCATE TEAMS

1. Vacuumed and flushed 602 feet of storm sewer for the month; 4,712 feet year-to-date
2. Performed weekly barricade checks at various locations throughout the Village
3. Provided maps and field direction to GIS technician for updating of water main maps for Higgins Rd. west of Roselle Rd.
4. Assisted GIS technician with utility map corrections
5. Updated fire hydrant database
6. Inspected contractor restoration sites throughout the Village
7. Performed routine vehicle, equipment and garage maintenance
8. Painted fire hydrants in Parcel C area
9. Performed leak investigations in the Highlands area
10. Performed preventative storm inlet cleaning at various locations throughout the Village
11. Performed sewer service repair inspections at: 1921 Brookside Dr., 1645 Ashley Rd., 1721 Chippendale Rd., and 1645 Edgefield Ln.
12. Televised sanitary sewer in front of 65 Chandler Ln.
13. Investigated sinkhole at Partridge Hill Dr. and London Square
14. Monitored contractor valve installation and hydrant relocation behind 625 Golf Rd.
15. Inspected water service upgrade at 1919 Alder Dr.
16. Assisted with B-box repair at 565 Norridge Ln.
17. Performed water main repair at 660 Orange Ln.
18. Monitored contractor excavation and tapping sleeve installation at Barrington Square Shopping Center
19. Located and exercised water main valves along Higgins Rd.
20. Assisted with valve repairs at 1399 Fairmont Rd., and 1099 Higgins Rd.
21. Cleared weeds for contractor water main survey on Huntington Blvd.
22. Installed fire hydrant at 625 Golf Rd.
23. Attended wood chipper and wheel loader training

- CUSTOMER SERVICE/METER TEAM

1. Performed 28 Water Billing customer service appointments at various locations throughout the Village
2. Performed 246 water meter readings related to actual/finals/investigatory concerns generated through the Finance Department
3. Performed 2 commercial compound meter replacements
4. Performed inter-office mail delivery
5. Performed water meter reading for 15,643 billing accounts
6. Performed 114 water turn-off and turn-ons for delinquent service billing accounts
7. Upgraded 5 commercial account Version 1 meter interface units to Version III type
8. Performed 24 commercial B-box locates
9. Repaired 5 vault water meters in Parcels A and B
10. Performed corrective water meter repairs for 21 service requests
11. Assisted with J.U.L.I.E. locates
12. Performed garage maintenance at Public Works Center

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

Attached is the Department of Development Services Monthly Report for Transportation and Engineering for the period ending October 23, 2009.



Gary Salavitch, P.E.
Director of Engineering

MISCELLANEOUS

- Due to the annual newsletter article detailing the floodplain services the Village provides, staff has still received 2 requests for the floodplain status of properties located in Hoffman Estates. Staff is continuing to work with Stonegate and FEMA on resolving the Restaurant Mall floodplain issue.
- Staff conducted 4 drainage investigations in the last month.
- Staff continues to review the 2005 edition of the Development and Requirements Manual with changes proposed for December.

PROJECT STATUS

2009 Street Project – Project is nearing completion. Punch list inspection is ongoing. Village Project Manager – Marty Salerno.

Alexian Brothers Behavioral Health Hospital Addition – As-builts to be incorporated into total comprehensive plan for the entire St. Alexius site. Review and coordination of the as-builts is ongoing. Village Project Manager – Terry White.

Airdrie Estates – No change in the last month. No site work and there are no building permits for this 21 lot subdivision. All storm, water main and sanitary are complete along with the road to the binder asphalt. Village Project Manager – Terry White.

Autumn Woods – No change in the last month. Mass grading is on hold. Soil erosion control is ongoing. House construction has not started. Minor storm sewer completed. Village Project Manager – Terry White.

Beacon Pointe – No change in the last period. Beacon Road extension and all interior roads are complete to the binder level. House construction is ongoing for a few lots. All utilities are complete. All signs installed. Working with Code Enforcement to make sure grass is mowed by Terrestriis. Village Project Manager – Terry White.

Big Kaiser – An office/warehouse project just north of Mori Seiki has all utilities installed and approved. Building construction nearing completion. Utility Punch List compiled. Village Project Manager – Terry White.

Canterbury Fields – This subdivision is in the maintenance period until October 20, 2009. There are no concerns or problems at this time. Village Project Manager – Gary Salavitch.

Devonshire Woods Estates – No change in the last month. Street lighting is complete. House construction has stopped. Road construction is complete to the binder level for the north half and all utility installations are complete for the site. There is a concern about foreclosure on this project. Village Project Manager – Terry White.

Fire Station – Project complete. Reviewed and approved as-built plans. Village Project Manager – Terry White.

Glen Lane Reconstruction – Project to start possibly the week of 10-26. Village Project Manager – Marty Salerno.

Haverford Place – This subdivision is in the maintenance period until February 2, 2010. The outstanding issue that still must be resolved is the buried utility boxes. Work was supposed to start last week. Village Project Manager – Gary Salavitch.

JCL Bioassay – Half of parking lot is at binder level, and utilities are complete. The bio swales are complete. Street light and fire hydrant have been relocated out of new driveway. Building work is ongoing. Village Project Manager – Terry White.

Menards Demolition – Demo complete, water main re-routing to start the week of 10-26. Village Project Manager – Terry White.

Police Station – Site and building work ongoing. All utilities are complete and tested. South parking areas are paved. Grading parking area near Higgins. A large seam of topsoil was encountered and removed. Village Project Manager – Terry White.

Poplar Creek Crossing – New traffic signals are completed. Additional storm sewer work near Detention Basin “B” has yet to be done; MWRD has approved work to be done along with final as-builts of those changes. Village Project Manager – Terry White.

Prairie Pointe, Phase I and Ring Road – No change in the last period. Both projects are on hold and near completion. Two left turn lanes to Prairie Pointe completed. Need as-builts for Prairie Pointe II. Ring Road work (Phase II) needs punch list walk. Village Project Manager – Terry White.

Prairie Stone Parcel 16 – No change in the last period. Clean up and regrading complete, sidewalk replaced. Erosion control in place, mass grading is complete. Twin storm lines completed and no other site utilities. Village Project Manager – Terry White.

White Oak Unit 4 – This subdivision is beyond the maintenance period and Kimball Hill still has a guarantee in place and is committed to doing the work. The outstanding issues are drainage problems and settled driveways. Village Project Manager – Gary Salavitch.

White Oak Unit 5 – This subdivision is in the maintenance period until January 5, 2010. Outstanding issues are a drainage problem, driveway settlement and restoration. The White Oak 4 & 5 outstanding issues should be done at the same time. Village Project Manager – Gary Salavitch.

Yorkshire Woods One – No change in the last period and no new house construction with four remaining lots. Utilities are complete and streets to the binder level. The project is nearing completion. Upon Village initiation, Dartmoor wants to delay acceptance until next year at which point the Village will require acceptance. Village Project Manager – Terry White.