

**AGENDA**  
**PUBLIC WORKS & UTILITIES COMMITTEE**  
**Village of Hoffman Estates**  
**October 28, 2013**

**Immediately following Public Health & Safety**

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

**I. Roll Call**

**II. Approval of Minutes – September 16, 2013  
September 23, 2013**

**NEW BUSINESS**

1. Discussion regarding 2013-2014 Snow/Ice Control Policy and Procedure Manual.
2. Request acceptance of the Department of Public Works Monthly Report.
3. 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.*

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

September 16, 2013

**I. Roll Call**

**Members in Attendance:**

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

**Members not in Attendance:**

**Trustee Gary Pilafas**

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Dan O'Malley, Deputy Village Manager  
Art Janura, Corporation Counsel  
Patricia Cross, Asst. Corporation Counsel  
Doug Schultz, Community Relations Coord.  
Mark Koplin, Asst. Vlg. Mgr, Dev. Services  
Bruce Anderson, Cable TV Coordinator  
Patrick Seger, Director of Human Resources  
Algean Garner, Director of H&HS  
Joe Nebel, Director of Public Works  
Michael Hish, Police Chief  
Jeffrey Jorian, Fire Chief  
Rachel Musiala, Finance Director  
Bev Romanoff, Village Clerk**

The Special Public Works and Utilities Committee meeting was called to order at 7:00 p.m.

**NEW BUSINESS**

- 1. Request authorization to:
  - 1.) Approve an inter-governmental agreement between Village of Hoffman Estates (VOHE) and Village of Streamwood (VOS) for the joint Route 59 Sanitary Sewer Rehabilitation construction project; and**
  - 2.) Award construction contract to Insituform Technologies, Lemont, IL, in an amount not to exceed \$281,876. (VOHE Share \$124,976 / VOS Share \$156,900)****

An item summary sheet from Joe Nebel and Haileng Xiao was presented to the Committee.

Motion by Trustee Gaeta, seconded by Mayor McLeod, to 1.) Approve an inter-governmental agreement between Village of Hoffman Estates (VOHE) and Village of Streamwood (VOS) for the joint Route 59 Sanitary Sewer Rehabilitation construction project; and 2.) Award construction contract to Insituform Technologies, Lemont, IL, in an amount not to exceed \$281,876. (VOHE Share \$124,976 / VOS Share \$156,900). Voice vote taken. All ayes. Motion carried.

**II. Adjournment**

Motion by Trustee Mills, seconded by Trustee Gaeta, to adjourn the meeting at 7:01 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Emily Kerous, Dir. of Ops/Outreach  
Office of the Mayor & Board

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Date

**PUBLIC WORKS & UTILITIES  
COMMITTEE MEETING MINUTES**

September 23, 2013

**I. Roll Call**

**Members in Attendance:**

**Anna Newell, Chairperson  
Michael Gaeta, Vice Chairperson  
Trustee Gary Pilafas (via telephonic attendance)  
Trustee Karen Mills  
Trustee Gary Stanton  
Trustee Gayle Vandenberg  
Village President William McLeod**

**Management Team Members  
in Attendance:**

**Jim Norris, Village Manager  
Art Janura, Corporation Counsel  
Dan O'Malley, Deputy Village Manager  
Mark Koplin, Asst. Vlg. Mgr, Dev. Services  
Gary Salavitch, Director of Engineering  
Jeff Jorian, Fire Chief  
Michael Hish, Police Chief  
Monica Saavedra, Assistant Director of H&HS  
Joe Nebel, Director of Public Works  
Rachel Musiala, Finance Director  
Bruce Anderson, Cable TV Coordinator  
Gordon Eaken, Director of IS  
Ben Gibbs, GM of Sears Centre Arena  
Nichole Collins, Emergency Mgmt Coord.  
Patricia Cross, Asst. Corp. Counsel**

**Others in Attendance:**

**Reporter from the *Daily Herald***

The Public Works and Utilities Committee meeting was called to order at 7:28 p.m.

**II. Approval of Minutes**

Motion by Trustee Gaeta, seconded by Trustee Vandenberg, to approve the Public Works & Utilities Committee meeting minutes of August 26, 2013. Roll call vote taken. All ayes. Motion carried.

**NEW BUSINESS**

- 1. Request authorization to utilize funding from the General Fund fund balance for additional Contractual Ash Tree Removals, Replacements and temporary staff assistance, in an amount not to exceed \$1,500,000.**

An item summary sheet from Joe Nebel and Kelley Kerr was presented to the Committee.

Mr. Nebel shared a presentation of the Emerald Ash Borer tree removal and replacement program. Mayor McLeod expressed support for the plan.

Trustee Vandenberg, Mr. Norris and Mr. Nebel discussed that the funding would allow the Village to catch up on the number of trees needing to be removed and replaced. Mr. Norris explained that there were 6,000 ash trees needing to be replaced in total at an approximate cost of \$500 per tree.

Trustee Gaeta and Mr. Nebel discussed that with all of the trees being replaced throughout the area there may be a rush on replacement trees and that the Village dealt proactively with the ash trees in the western areas.

Trustee Stanton, Mr. Norris and Mr. Nebel discussed that there are over 100 species of potential replacement trees to choose from. Mr. Norris explained the improved process for selecting and placing the replacement trees.

Trustee Vandenberg and Mr. Nebel discussed that both residential and commercial parkway trees were included in the removal and replacement program.

Trustee Newell and Mr. Nebel discussed that volunteers would not be needed to assist with the increased volume of calls. Trustee Newell and Mr. Norris discussed that many of the grants from the state were being given to communities who hadn't asked for money for Emerald Ash Borer yet.

Trustee Mills and Mr. Norris discussed that CDBG funds would not be used for this program as they were being used towards infrastructure and single family home improvements.

Motion by Trustee Gaeta, seconded by Trustee Mills, to authorize the use of funding from the General Fund fund balance for additional Contractual Ash Tree Removals, Replacements and temporary staff assistance, in an amount not to exceed \$1,500,000. Roll call vote taken. All ayes. Motion carried.

- 2. Request authorization to award contract for State of Illinois joint purchase of 2013-2014 winter road salt to Morton Salt Inc., Chicago, IL, at a unit price of \$52.31 per ton, in an amount not to exceed \$364,078.**

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

Trustee Mills and Mr. Nebel discussed that the amount of salt ordered increased versus the prior year due to differences in snowfall.

Motion by Trustee Gaeta, seconded by Trustee Mills, to award contract for State of Illinois joint purchase of 2013-2014 winter road salt to Morton Salt Inc., Chicago, IL, at a unit price of \$52.31 per ton, in an amount not to exceed \$364,078. Roll call vote taken. All ayes. Motion carried..

**3. Request authorization to award contract for the 2013 Drainage Improvements Project to Prime Construction, Inc. of Hampshire, IL (qualified low bidder) in the amount of \$24,460.**

An item summary sheet from Gary Salavitch and Michael Hankey was presented to the Committee.

Motion by Trustee Gaeta, seconded by Trustee Stanton, to award contract for the 2013 Drainage Improvements Project to Prime Construction, Inc. of Hampshire, IL (qualified low bidder) in the amount of \$24,460. Roll call vote taken. All ayes. Motion carried.

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

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

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

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

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

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

**III. President's Report**

**IV. Other**

**V. Items in Review**

**VI. Adjournment**

Motion by Trustee Mills, seconded by Trustee Gaeta, to adjourn the meeting at 7:50 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

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Emily Kerous, Dir. of Ops/Outreach  
Office of the Mayor & Board

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Date

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Discussion regarding 2013-2014 Snow/Ice Control Policy and Procedure Manual.

**MEETING DATE:** October 28, 2013

**COMMITTEE:** Public Works & Utilities

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

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**PURPOSE:** Discussion regarding 2013-2014 Snow/Ice Control Policy and Procedure Manual.

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

**DISCUSSION:** This year's review of the manual has been completed. As in the past, 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:

- Snow/Ice routes were slightly revised to provide a more efficient response and balanced operation.
- We continue to utilize Cul-de-sac route sheets 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**

- 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. The roster assists drivers in knowing whether they will be contacted first at the onset of threatening weather outside of normal working hours.
- A contracted weather advisory warning service will continue to be utilized to assist us to prepare for weather related events and notify off-duty supervisory personnel of weather conditions and pending weather events.
- Auxiliary drivers shall again be recruited and hired to augment Public Works staff during heavy or long duration snow storms. While primarily used for cul-de-sac and parking lot snow plowing, a number of hires are capable of operating the larger Class “B” CDL trucks. Last season, (8) external and (13) internal auxiliary drivers were positioned.
- Current locations for snow fencing are being evaluated with the goal of reducing the amount of fence erected if possible.

**NOTE:** Personnel training and review of the 2013-2014 Snow/Ice Control Policy and Procedure Manual is scheduled for Wednesday, November 6, 2013, from 7:00 a.m. to 2:30 p.m. This training includes the beginning of driver route inspections.

**FINANCIAL IMPACT:**

None

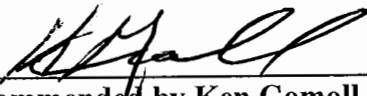
**RECOMMENDATION:**

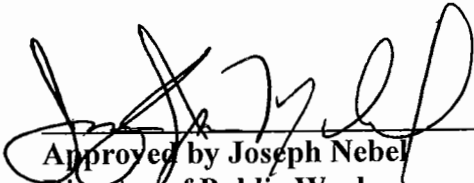
For discussion purposes and acceptance.

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

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

***2013-2014 SEASON***

  
\_\_\_\_\_  
Recommended by Ken Gomoll  
Assistant Director of Public Works

  
\_\_\_\_\_  
Approved by Joseph Nebel  
Director of Public Works

\_\_\_\_\_  
Date Approved by Village Board

- NOTES:
- 1) CHANGES FROM 2012-2013 ARE ILLUSTRATED BY USE OF STRIKEOUTS AND USE OF BOLD TYPE SET FOR "NEW", OR, "CHANGED" ITEMS
  - 2) ALL CHANGES MUST BE BROUGHT TO THE VILLAGE BOARD FOR APPROVAL

## **ADVANCE PREPARATION AND PLANNING**

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

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

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

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

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

**ADVANCE PREPARATION  
SNOW FENCE**

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

SOUTH	NORTH
Atlantic & Pacific	Whispering Trails (Lincoln Park)
Boardwalk @ Pacific	Whispering Trails (Meadow Park)
Gannon (Chestnut Park)	Winding Trail (Lincoln Park)
Kingsdale (Victoria Park)	Cottonwood (Pebble Park)
N. Dovington (Victoria Park)	Haman Drive & Westbury
N. Dexter (Victoria Park)	Haman Drive (east of 4240)
Wilmington & Warington	Winston & Route 62
Wilmington Court & Wilmington Drive	Freeman Road (South Ridge Park)
Spring Mill (Kiwanis Park)	Sturbridge (North Ridge Park)
Randi Lane (north of 630 Randi Lane)	Huntington & Charlemagne
Bode Road (East of Evanston)	5020 Essington (to the north)
Evanston & Illinois (Chino Park)	Sumac & Downing (Arbor Day Park)
Village Hall (1900 Hassell Road)	Beverly (south of Higgins)

## **I. SALT/SNOW WEATHER ALERT SERVICE**

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

- A. A service alert is to be received by one of the following individuals in the following order:
  - 1. First call Supervisor
  - 2. Second call Supervisor
  - 3. Assistant Director
  - 4. Director of Public Works
  
- B. The Supervisor receiving an alert that requires any salt/plowing operations will notify both the Police Radio Desk and the Assistant Director as to the time such operations will start. He will again notify both the Police Radio Desk and the Assistant Director when operations are completed.
  
- C. All snow/ice control related communications with the Weather Service and the Police Department will be conducted by a Supervisor, and not the call duty personnel.

## **II. EMERGENCY PROCEDURES**

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

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

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

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

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

### III. CONTROL OF OPERATIONS

#### *Under the Direction and General Supervision of the Department Director;*

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

Normal Operations

Ken Gomoll  
Craig Griesmaier  
Joe Volpe  
Kelly Kerr  
Jeff Allen

Back-up (as needed)

Tom Burnitz  
Bob Markko  
Joe Nebel

Support help to handle phone and radio traffic control include:

Normal Operations

Rose Dyer  
Pam Meinicke  
Beth Skowronski

Back-up (as needed)

Nicole Mueller  
Barb Victor

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

### III. CONTROL OF OPERATIONS, continued

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

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

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

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

### IV. GENERAL RULES (for drivers/operators)

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

#### IV. GENERAL RULES, continued

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

#### V. PLOWING AND SALTING PROCEDURES (drivers/operators)

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

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



## V. PLOWING AND SALTING PROCEDURES, continued

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

## VI. WORK RULES AND PROCEDURES

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

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

## VI. WORK RULES AND PROCEDURES, continued

During the snow season<sup>1</sup>, all Department personnel, that are not on authorized leave of absence<sup>2</sup>, 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 occurrence<sup>3</sup> subject to the following refusal occurrence disciplinary actions:

- 1<sup>st</sup> refusal occurrence - verbal notification (pending review)<sup>4</sup>
- 2<sup>nd</sup> refusal occurrence - written reprimand (pending review)<sup>5</sup>
- 3<sup>rd</sup> refusal occurrence - three (3) day suspension (pending review)<sup>6</sup>
- 4<sup>th</sup> refusal occurrence - additional disciplinary action as warranted (pending review)

- (1) A snow season is defined as the period ~~November 15<sup>th</sup>~~ **December 1<sup>st</sup>** thru April 1<sup>st</sup>
- (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 1<sup>st</sup> refusal occurrence will remain in the Active Snow/Ice Refusal File for a period of ~~two (2) consecutive years~~ **one (1) year from the date of occurrence, on a trial basis, during the 2012-13 and 2013-14 seasons.**
- (5) A 2<sup>nd</sup> refusal occurrence will remain in the Active Snow/Ice Refusal File for a period of three (3) consecutive snow seasons.
- (6) A 3<sup>rd</sup> 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~~ **telephone** numbers must be provided to the Superintendent before its use by ~~November 15<sup>th</sup>~~ **December 1<sup>st</sup>** of the snow season and must immediately be updated of changes throughout the course of the snow season.

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

## VI. WORK RULES AND PROCEDURES, continued

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

Calls when services are not needed:

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

Vacation/Floating Holiday - Winter Months (~~November 15<sup>th</sup>~~ *December 1<sup>st</sup> thru April 1<sup>st</sup>*)

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

## VI. WORK RULES AND PROCEDURES, continued

- G. Seventy-two (72) hour notification is necessary to cancel approved use of benefit time.
- H. The use of an emergency vacation day shall be allowed in either 4 or 8 hour increments depending on the normal work day schedule, provided that a valid reason exists and is explained in writing to the satisfaction of the Department Director on the following work day. It is understood that this benefit is permitted only for normal work days.
- 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. ~~For the 2012-2013 season, for a 6-month trial period,~~ Drivers on the salting roster may substitute their roster position with a "Buddy Switch" without limitation on the number of times used. Buddy Switches are for the purpose of covering a Driver's inability to respond to a salting operation as otherwise required by the posted roster. Buddy Switches may be implemented by the following, although no time extensions from the normal 15 minute contact period is permitted.
  - 1.) Messages of a Buddy Switch may be left at (847) 781-2730 by the initial roster listed individual identifying, his buddy and the switch. The buddy also must leave a message at (847) 781-2730 stating he is covering the route of the initial roster listed individual.
  - 2.) A Buddy Switch desired at the time of a salting call out will require the initial roster listed employee to contact his buddy and have him call the supervisor to confirm his responsibility to report.

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

- 1. The Salting Personnel Call-In Roster will be posted each day (Monday-Friday) from ~~November 15~~ **December 1<sup>st</sup>** – April 1.

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

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

An individual may request to switch with someone else.

## **VI. WORK RULES AND PROCEDURES, continued**

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

## **VII. OVERTIME/OVERTIME PAY**

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

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

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

## VIII. FLEET SERVICES SNOW AND ICE CONTROL SHIFT ASSIGNMENTS

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

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

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

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

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

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

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

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

Staff assignments during twelve-hour periods are as follows:

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

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

## **IX. SHIFT SUPERVISOR RESPONSIBILITIES DURING SNOW AND ICE CONTROL OPERATIONS**

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

## **X. OPERATOR CHECK LIST**

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

Pre-Trip Inspected By: \_\_\_\_\_  
 Pre-Trip Inspection Date: \_\_\_\_\_  
 Miles: \_\_\_\_\_

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

Unit #: \_\_\_\_\_ Driver/Operator: \_\_\_\_\_ Date: \_\_\_\_\_

Time Out In Route: \_\_\_\_\_ Miles/Hours Start: \_\_\_\_\_

Time In From Route: \_\_\_\_\_ Miles/Hours Finish: \_\_\_\_\_

**INSPECT ALL ITEMS THAT APPLY**

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

**Service Request:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Remarks:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



# DEPARTMENT OF PUBLIC WORKS

## Memo

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

Urgent     For Review     Please Comment     Please Reply     Enclosure(s)

### FROSTBITE

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

### B. SIGNS/SYMPTOMS

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

### C. AS TIME PASSES

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

### D. FIRST AID

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

## **COLD EXPOSURE**

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

### **B. SIGNS/SYMPTOMS**

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

### **C. FIRST AID**

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

### **D. PREVENTION OF COLD INJURIES**

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

## **HE-11-1305 PARKING LIMITED DURING SNOW REMOVAL**

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

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

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

## **HE-11-1309 SNOW REMOVAL**

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

**SALTING PERSONNEL ROSTER  
CHANGE REQUEST**

**I would like to give/switch my roster position:**

**Employee Requesting:** (Print and Initial) \_\_\_\_\_

**Employee Accepting:** (Print and Initial) \_\_\_\_\_

**Date:** \_\_\_\_\_ Weekday     Switch from AM/PM to AM/PM.     Give AM/PM

**Date:** \_\_\_\_\_ Fri     Switch from AM/PM to AM/PM.     Give AM/PM

**Date:** \_\_\_\_\_ Sat     Switch from AM/PM to AM/PM.     Give AM/PM

**Date:** \_\_\_\_\_ Sun     Switch from AM/PM to AM/PM.     Give AM/PM

**Snow and Ice Supervisor Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_    **Time:** \_\_\_\_\_

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

**SALTING PERSONNEL ROSTER  
CHANGE REQUEST**

**I would like to give/switch my roster position:**

**Employee Requesting:** (Print and Initial) \_\_\_\_\_

**Employee Accepting:** (Print and Initial) \_\_\_\_\_

**Date:** \_\_\_\_\_ Weekday     Switch from AM/PM to AM/PM.     Give AM/PM

**Date:** \_\_\_\_\_ Fri     Switch from AM/PM to AM/PM.     Give AM/PM

**Date:** \_\_\_\_\_ Sat     Switch from AM/PM to AM/PM.     Give AM/PM

**Date:** \_\_\_\_\_ Sun     Switch from AM/PM to AM/PM.     Give AM/PM

**Snow and Ice Supervisor Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_    **Time:** \_\_\_\_\_

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

**SNOW/ICE CONTROL/SALTING 2013 - 2014  
PERSONNEL CALL-IN ROSTER**

<b>SUPERVISORS:</b>	<b>PRIMARY:</b>	<b>DATE POSTED:</b>
	AM – 4 <sup>th</sup> – PM –	<b>TIME POSTED:</b>

AM SHIFT 0630 TO 1830			PM SHIFT 1830 TO 06:30		
DRIVER		AREA	UNIT	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:**

<b>1<sup>ST</sup></b>		<b>4<sup>TH</sup></b>		<b>7<sup>TH</sup></b>	
<b>2<sup>ND</sup></b>		<b>5<sup>TH</sup></b>		<b>8<sup>TH</sup></b>	
<b>3<sup>RD</sup></b>		<b>6<sup>TH</sup></b>		<b>9<sup>TH</sup></b>	


# DEPARTMENT OF PUBLIC WORKS

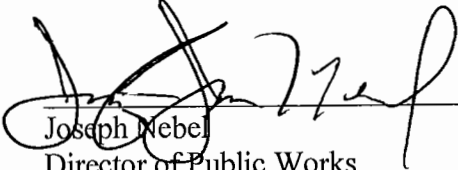
## SEPTEMBER MONTHLY REPORT

### SUBMITTED TO PUBLIC WORKS COMMITTEE

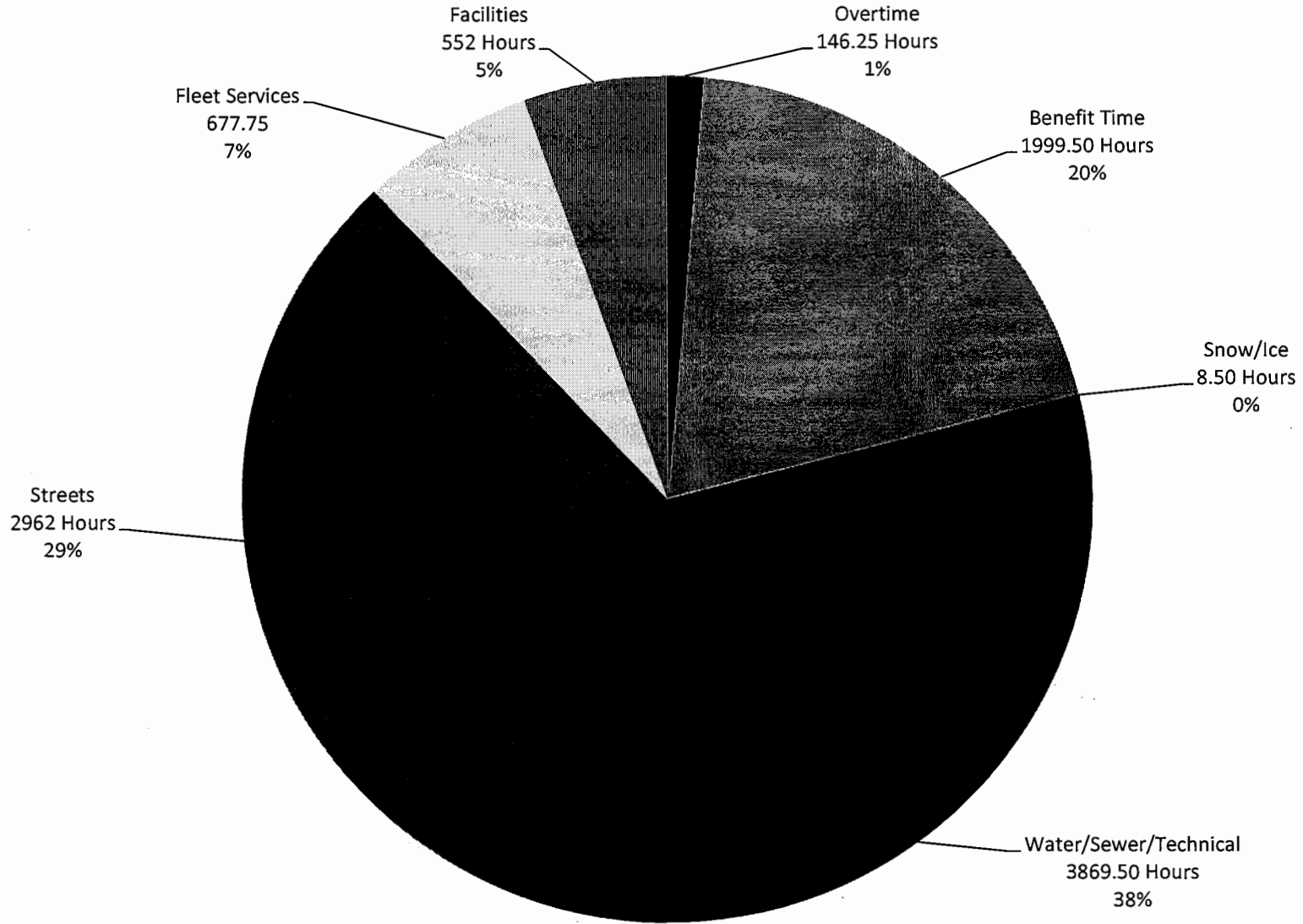
OCTOBER 2013

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

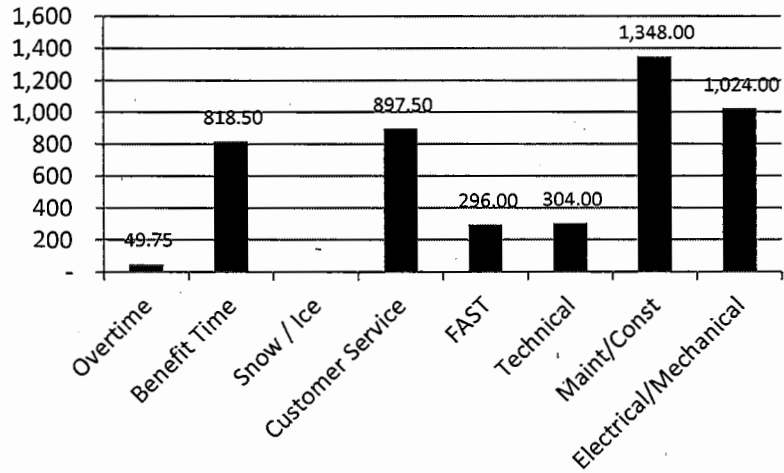
  
\_\_\_\_\_  
Ken Gomoll  
Assistant Director of Public Works

  
\_\_\_\_\_  
Joseph Nebel  
Director of Public Works

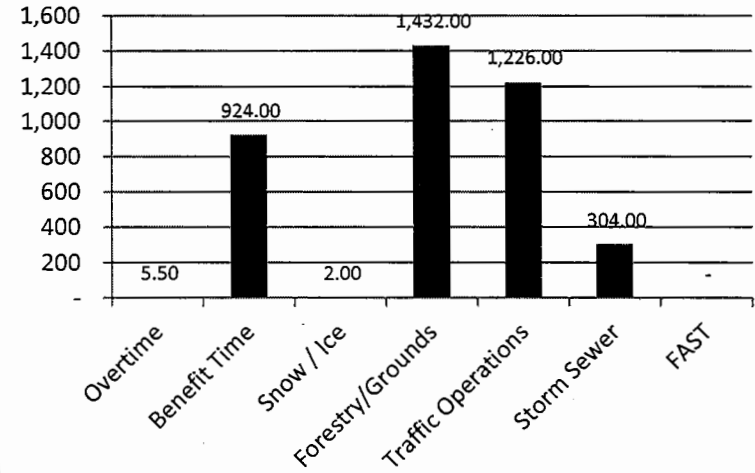
# Public Works Department Total Hours September 2013



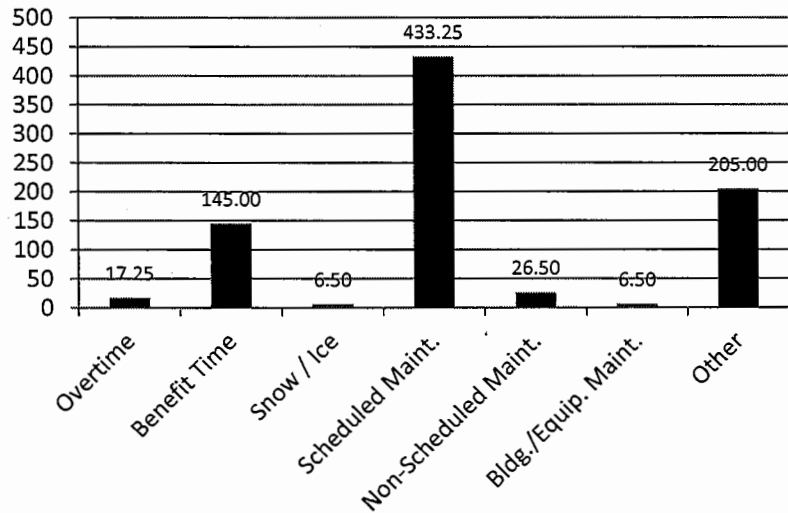
**Water Total Hours September 2013**



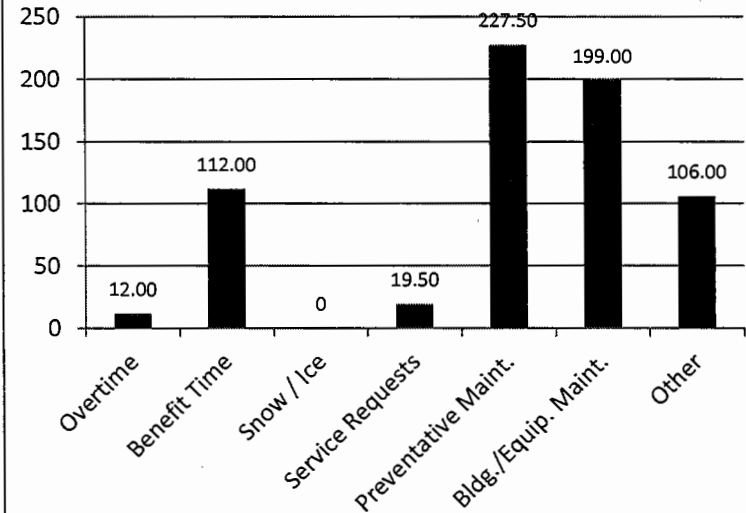
**Street Total Hours September 2013**



**Fleet Total Hours September 2013**

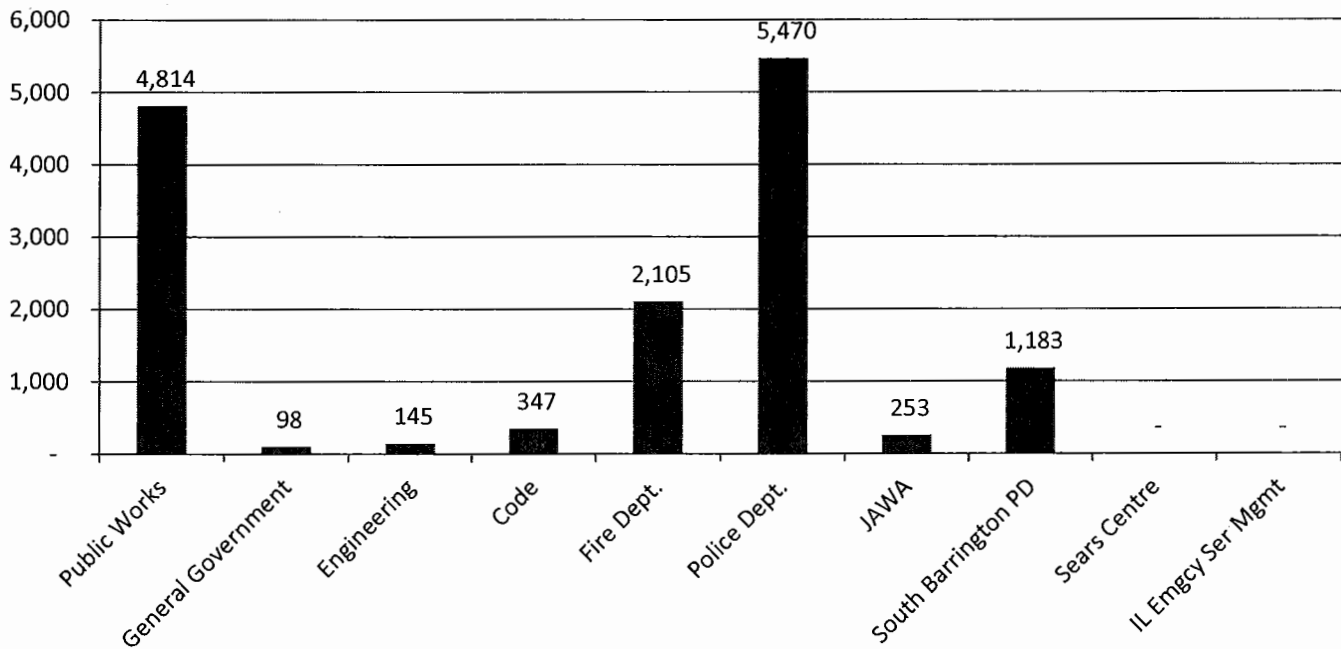


**Facilities Total Hours September 2013**

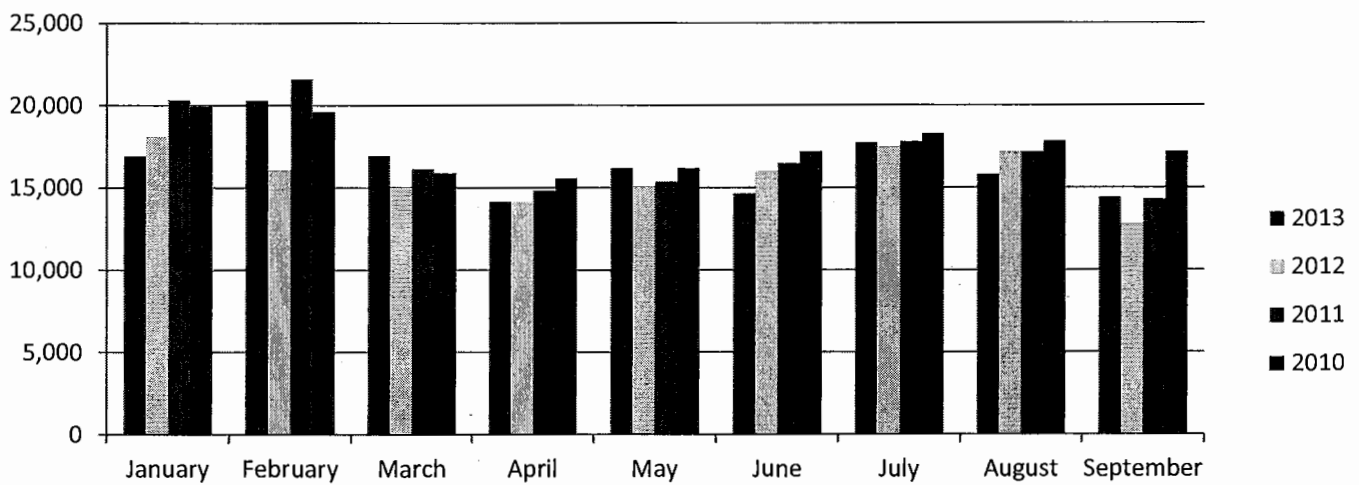




### September 2013 Fuel Usage by Department / Gallons



### Total Fuel Used / Gallons



## \* CIP PROJECT STATUS

### Sanitary Sewer Rehabilitation

The construction defined in the scope for 2011 Critical Sanitary Sewer Repair was completed in 2012 after contract award in December 2011. The construction for 2012 Critical Sanitary Sewer Repair was also completed after revising the original scope of construction. The completed work included three new manholes installed to replace lamp holes and a back pitched manhole, 210 feet of pipe installed to correct the back pitched sewer in Mayfield Lane, 6 spot repairs by excavation with a total of 75 feet sewer replacement and 12 full sections of manhole CIPP lining of 3,358 feet.

Additional camera inspections of the sanitary sewer mains along Route 59 indicate that approximately 700 feet of 18" pipe needs CIPP (Cured-in-Place pipe) lining and 3 manholes with approximately 61 vertical feet need rehabilitation. Due to the same issues existing on the downstream sanitary sewer in the Village of Streamwood (VOS) and rehabilitation project will be affected by the downstream sewer. A meeting was held with VOS staff to determine the possibility of a joint construction project. Village consultant engineer completed engineering work and prepared bid documents for review. The engineer completed revision of bid documents. VOHE and VOS staffs have completed the review of the draft agreement for the joint construction and will recommend approval by Village Boards of both communities. Project bidding closed on September 9, 2013. **On September 16, 2013, Village Board approved the intergovernmental agreement with the Village of Streamwood (VOS) for the joint construction project and authorized the award of construction contract to Insituform Technologies (sole qualified bidder). Permit application to IDOT is being prepared. Pre-construction meeting is scheduled for early October.**

### Upgrade of SCADA Servers

On July 1<sup>st</sup>, Village Board approved the award of contract for the hardware and software upgrade of the water & sewer control center. The existing system is composed of two computers installed in 2004 as the primary and backup system for the monitoring and control of the Village's entire water and sewer system. The scope of services under contract covers a thorough review of the existing hardware and software and search for the best applicable and cost-effective upgrade including replacement, configuration and programming of SCADA servers. It also includes a three year service contract covering the Cisco ASA5500 firewall and related services to improve security control for the system. On July 26<sup>th</sup>, a project kick-off meeting was held. The project is expected to be complete before Dec 15, 2013. Staff's focus is on the smooth transition from the old system to the new system to prevent any control conflicts. Evaluation of the existing hardware and software is complete. A Change Order was issued for locating one of the two servers at an offsite location for increased system reliability instead of locating both servers in the Control Center. Two new servers were ordered and received with all associated software. **On-going data and new software have been loaded into the new servers. The configuration and programming of the new servers was partially completed. The system is in test operation mode in the shop. It is expected that installation of the new system will begin in late October.**

**\*Added information**

**ADMINISTRATIVE AND TECHNICAL SERVICES**

During the last month the following was completed:

1. Participated in weekly site plan review meeting
2. Performed download of M-Cal gas calibration readings per OSHA/IDOL requirements
3. Prepared articles for Citizen and Village Voice
4. Coordinated monthly job code data entry
5. Prepared monthly report charts
6. Coordinated R.O.W. pre-construction meetings
7. Performed sidewalk inspections in various locations in the Village
8. Performed parts purchasing and inventory for Fleet Services
9. Updated monthly performance measures report
10. Assisted sanitary crew with flow management database
11. Performed bi-weekly sanitary database back-up and antivirus scan
12. Placed new aerial photos on all lap tops
13. Configured new laptops with mapping
14. Performed staff training on meter database
15. Created a lift station/well house map for scanning
16. Set up ArcGIS online subscription and installed ArcGIS 10.2 on desktop
17. Met with Customer Service staff finalizing all meter data for inventory
18. GPS work: located buried sanitary manhole on Palatine Rd. R.O.W.
19. Researching a new way to collect sanitary maintenance data
20. Created an Ash tree map that shows all Ash tree locations
21. Created a meter database for history and maintenance record keeping

**UTILITY LOCATES TEAM**

1. Performed 520 regular priority J.U.L.I.E. utility locates for the month; 4,310 year-to-date
2. Performed 17 emergency priority J.U.L.I.E. utility locates for the month; 174 year-to-date
3. Participated in 8 Utility Joint Meets; 132 year-to-date
4. Performed R.O.W. inspections
5. Performed sanitary sewer inspections

**STREETS**

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

1. Responded to 95 requests for the month, 637 year-to-date
2. Assisted meter shop with shut-offs of delinquents meter accounts
3. Performed water bill drop box pick ups
4. Performed R.O.W. clean-up in various locations throughout the Village
5. Performed mail run duties
6. Performed building maintenance at Fleet Services
7. Performed street light inspections
8. Received deliveries at Susan Kenley-Rupnow Public Works Center
9. Performed floor grate inspections at Susan Kenley-Rupnow Public Works Center garage
10. Performed tower light inspections
11. Performed monthly maintenance on 5 message boards
12. Assisted with meter appointments
13. Assisted with meter route reading
14. Transported scissor lift to Fire #21 and #22
15. Picked up loads of black dirt
16. Continued pit meter change-out program in Parcel B
17. Assisted with Public Works recycling and battery recycling
18. Performed cleaning of wash bay at Fleet Services
19. Performed site lock ups at Susan Kenley-Rupnow Public Works Center and Fleet Services
20. Performed lamp inspections at Susan Kenley-Rupnow Public Works Center
21. Exercised conveyor belt system at West site
22. Performed set up/take down of Platzkonzert at Village Green
23. Performed marking of sidewalks for replacement program
24. Prepared punch list for sidewalk cutting program
25. Performed sewer inspections
26. Performed barricade checks and pick ups
27. Assisted with Electronic Recycling set up and take down
28. Transported vehicles for Safety Lane testing

3	Illegal dump	2	Sidewalk deviations cold patches
12	Possible sewer back-ups	4	Black dirt and seed
35	Branch pick-ups	13	Dead animal pick-ups
8	Misc. Requests	11	Woodchip Deliveries
3	B-box repair	4	Opened gates / towers for contractors

- PAVEMENT MAINTENANCE TEAM

1. Repaired potholes at various locations Village-wide
2. Performed scheduled equipment maintenance on Unit #50 and pavement equipment
3. Performed street inspections and inventory for pavement repairs
4. Performed yard maintenance at Fleet Services facility
5. Performed guard rail inspection and repair along Bode Rd.
6. Performed raised pavement marking and delineator repairs at various locations Village-wide
7. Performed pavement equipment maintenance
8. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center
9. Performed purchasing and budget work for pavement team
10. Assisted Traffic Operations sign team
11. Assisted Traffic Operations light team
12. Performed safety coordination of Department Tailgate, Lockout/Tagout and NIPSTA training
13. Performed debris pick-up at various locations throughout the Village
14. Performed pavement Thermoplastic marking at various locations Village-wide
15. Performed preventative cleaning of storm sewer street inlets
16. Performed hot asphalt curb line repairs along various locations Village-wide
17. Performed pavement marking per Engineering
18. Performed maintenance for Platzkonzert
19. Performed thermoplastic sewer ring installation at various locations Village-wide
20. Participated in annual branch chipping program
21. Performed storm sewer inlet hot patch repairs at various locations Village-wide
22. Performed sanitary street excavation asphalt repairs at various locations Village-wide
23. Performed asphalt grind and hot patch at various locations Village-wide

- SIGNS

1. Assisted with street light repairs
2. Performed sign straightening at various locations Village-wide
3. Performed traffic barricade maintenance
4. Replaced or repaired 3 signs due to wind, vehicle damage or vandalism
5. Assisted with pothole repairs and patching at various locations Village-wide
6. Performed purchasing/pricing of sign maintenance and repair supplies
7. Performed tree trimming for sign clearance at various locations Village-wide
8. Performed ongoing street sign maintenance log
9. Fabricated, assembled and installed signs at various locations Village-wide
10. Performed Type I reposting on Linden Cir., Spring Mill Dr., Bison Ln., Caribou Ln. and Angouleme Ln.
11. Assisted with seasonal banner change outs
12. Fabricated, assembled and/or installed Flu shot, and Historic street name signs
13. Assisted with hot asphalt patching at various locations Village-wide
14. Participated in annual branch chipping program
15. Transported vehicles for Safety Lane testing
16. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- **STREET LIGHTS**

1. Responded to 7 resident requests for service repairs; 63 year-to-date
2. Repaired 67 street lights this month in various locations; 287 year-to-date
3. Performed equipment maintenance on Village vehicles
4. Assisted with sign installations at various locations Village-wide
5. Located street light cables for sign installations, storm sewer and water excavations
6. Performed pricing/purchasing of street light repair supplies and tools
7. Performed cleanup and secured site of a street light knock down at Lakewood Blvd. R.O.W.
8. Performed seasonal banner change outs throughout the Village
9. Installed 5 new street light controller boxes
10. Participated in annual branch chipping program
11. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

**FORESTRY TEAM**

1. Responded to requests for service; 211 for the month; 1393 year-to-date
2. Emerald Ash Borer (EAB) Ash tree removals; 38 for the month, 231 year-to-date; Contractor Ash tree removals 70 for the month, 300 year-to-date
3. Performed routine tree maintenance, branch pick-ups, tree removals, storm damage, corrective treatments, inspections and tree trimming Village-wide
4. Performed tree equipment maintenance
5. Performed measurement and logging of daily precipitation
6. Performed tree inspections related to Emerald Ash Borer
7. Performed contract tree trimming and removal preparations
8. Purchased equipment and supplies related to tree work
9. Performed duties related to stump grinding
10. Performed tree watering
11. Performed follow up duties related to turf mowing
12. Performed site bush trimming maintenance at various mowing sites Village-wide
13. Supervised ash tree removal contractor and contract tree trimming contractors
14. Performed preparations for fall tree planting program
15. Participated in annual branch chipping program
16. Transported vehicles to Safety Lane for testing
17. Performed garage floor maintenance at Susan Kenley-Rupnow Public Works Center

**WATER & SEWER**

## • STORM SEWER TEAM

1. Performed monthly lake/creek checks and maintenance
2. Performed vehicle equipment maintenance
3. Performed yard clean-up and maintenance at Fleet Services facility
4. Continued beaver dam checks east and west of Harmon Blvd.
5. Completed weekly barricade checks
6. Completed 6" valve replacement at NE c/o Illinois Blvd. and Kingman Ln.
7. Assisted with chipping branch drop area at West site
8. Completed inlet repairs at 905 Olive St., 405 W. Berkley Ln., Abbey Wood Ln., 2030 Parkview Cir. E. and 540 Kingman Ln.
9. Participated in annual branch chipping program
10. Performed garage floor maintenance at Susan Kenley-Rupnow Public Works Center

## • OPERATIONS TEAM

1. Collected (60) monthly water samples for bacteriological testing and (7) raw well water samples (5) resident water quality tests
2. Performed weekly well and lift station checks
3. Exercised wells, discharged to waste
4. Collected JAWA and Interzone pump readings
5. Performed monthly sump pump maintenance at all wells, lift stations, towers and JAWA pits
6. Assembled monthly water usage and IEPA water report
7. Performed electrical work and trouble inspections at Village-owned buildings
8. Performed back-up generator maintenance at lift stations, pumping stations, radio system locations and Village buildings
9. Monitored water construction and water operating permits, including water pressure tests and bacteriological testing
10. Performed maintenance on Western Development Area lift station up-blast fan
11. Download 5 sanitary flow monitors in the Highlands area
12. Monitored Liberator Bacterial treatments for grease control and Hydrogen Sulfide control in 16 different manholes before the WDA lift station
13. Installed new airline to Well #7 pump
14. Participated in Station #22 fire station electrical remodeling project
15. Monitored all tower antenna projects
16. Participated in annual branch chipping program

- CONSTRUCTION / MAINTENANCE TEAM

1. Performed water and sewer excavation barricade checks at various locations Village-wide
2. Performed clean-up of spoil bins at Fleet Services facility
3. Performed clean-up of spoils at dead end of Pembroke Ave.
4. Performed water/sewer restoration site inspections at various locations Village-wide
5. Performed storm sewer, cleaning and lake / creek checks
6. Performed valve replacement at 740 Mohave St. and 395 Kingman Ln.
7. Completed reorganization of 95 Aster Ln. storage building
8. Performed fire hydrant repairs at 4689 Turnberry Dr.
9. Performed b-box repairs at 620 Mohave St., 175 Kingman Ln., 310 Payson St., 1585 Dennison Rd., 3865 Lexington Dr., 1151 Tamarack Dr. and 3221 Regent Dr.
10. Cleaned debris from storm inlets in various locations Village-wide
11. Assisted with concrete restoration at 29 sites
12. Performed leak investigation behind 1110 and 1120 Shagbark Ct. on Palatine Rd.
13. Performed sewer inspection at 4320 Oak Knoll Ln. and 3715 Lexington Dr.
14. Performed black dirt and seed sidewalk restorations at various locations Village-wide
15. Performed water main repairs at 395 Kingman Ln. and Mohave St.
16. Performed valve repairs at 615 Hill Dr. and 1085 Valley Ln.
17. Participated in annual branch chipping program
18. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- SANITARY SEWER FLOW MANAGEMENT TEAM

1. Flushed 27,445 feet of main sewer lines for the month, 124,193 feet year-to-date
2. TV inspected 137 feet sanitary sewer for the month, 6,341 feet year-to-date
3. Applied liquid and dry microbe formula for enhancement of wastewater treatment systems
4. Performed equipment maintenance on Units #40 and #67
5. Performed plant watering
6. Performed maintenance on safety equipment
7. Assisted with pump failure at Westbury Lift
8. Performed water samples
9. Assisted GIS Technician with database corrections
10. Identified buried manhole on Palatine Rd.
11. Completed 6-month trouble list
12. Assisted Code Enforcement regarding illegal dumping
13. Performed GIS manhole locate
14. Participated in annual branch chipping program
15. Transported vehicle to Safety Lane for testing
16. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center



- STORM SEWER CLEANING/UTILITY LOCATE TEAMS


1. Vacuumed and flushed 0 feet of storm sewer for the month due to equipment being out of service; 23,400 feet year-to-date
2. Water usage by Unit #66 21,000 gallons for the month; 209,500 gallons year-to-date
3. Performed routine vehicle and equipment maintenance
4. Performed barricade checks at various sites Village-wide
5. Performed leak investigation on Palatine Rd.
6. Repaired water main valves at 615 Hill Dr.
7. Performed water main repairs at 775 Abbey Wood Ln., 1675 Monticello Rd.
8. Vacuumed debris asphalt grindings Shorewood Dr. to Westbury Dr.; Washington Blvd. and Milton Ln.
9. Cleaned debris from storm sewer inlets throughout the Village
10. Performed water main valve exercising in the Mumford Rd./Freeman Rd. and Hassell Rd. construction site areas
11. Monitored sewer service repair at 780 Grand Canyon St.
12. Inspected sewer service repairs at 1486 Diamond Dr., 3585 Hillside Ct. and 1549 Brookside Dr.
13. Performed b-box repairs at 286 Bode Rd., 4828 and 4839 Turnberry Dr.
14. Vactored around storm sewer pipes at 405 Berkley Ln. and Abbey Wood Ln.
15. Replaced water main valve at 740 Mohave St.
16. Performed black dirt and seed parkway restoration at various locations Village-wide

- CUSTOMER SERVICE/METER TEAM

1. Performed 28 Water Billing customer service appointments at various locations Village-wide
2. Performed 299 water meter readings related to actual/finals/investigatory concerns generated through the Finance Department
3. Performed inter-office mail delivery services
4. Performed water meter readings for 15,678 billing accounts
5. Performed corrective water meter repairs for 17 service requests
6. Performed delinquent water account duties at 74 locations throughout the Village
7. Performed siding permit repairs/inspections at 28 locations Village-wide
8. Performed 19 pit meter installations in Parcel B
9. Performed 4 minor b-box repairs
10. Participated in annual branch chipping program
11. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

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

Attached is the second installment of the Department of Development Services Monthly Report for Transportation and Engineering for the period ending October 25, 2013.

  
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Gary Salavitch, P.E.  
Director of Engineering

MISCELLANEOUS

Staff conducted seven drainage investigations of various types. Numerous inspections occur daily from smaller projects permitted through Code Enforcement, such as parking lot maintenance, drainage improvements, backyard garages and others. Staff is assisting two business owners with a shared drainage solution by providing project management.

PROJECT STATUS

<b>VILLAGE PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>2013 Annual Drainage Improvement Project</b>	Project to start Oct 24. Four locations are proposed for this year's drainage project. Village Project Manager – Terry White
<b>Barrington Interchange Project</b>	Preliminary engineering is nearing completion after the Single Point Urban Interchange (SPUI) was chosen and a Public Hearing date is set for November 21. Phase Two design is underway with the bridge design as the main focus. Please visit barringtonroadinterchange.com for the latest information. More information forthcoming on bridge aesthetics. Village Project Manager – Gary Salavitch
<b>Beacon Pointe Drive Detention Basin</b>	No change in the last month. Rehabilitation plans are complete for a fall project. Costs are being received. The Park District agreed to accept this basin after the remaining outstanding issues are completed. The Village received letter of credit funds to complete this project. Village Project Manager – Gary Salavitch
<b>Bode Road Reconstruction</b>	No change in the last month. Staff completed Phase One Preliminary Engineering jointly with the Village of Schaumburg. The Project Development Report has recently received Design Approval from IDOT. Design work is 75% complete. Hoffman Estates did the Phase Two design in house while Schaumburg hired an engineer for \$100,000. Village Project Manager – Gary Salavitch
<b>Hassell Road Reconstruction and Culvert Replacement</b>	Stage Four is nearing completion with the three culvert replacements basically complete. Traffic staging and road construction is progressing along the entire route. Restoration has started with topsoil and sod to follow. Email updates are available for more timely information. Village Project Manager – Gary Salavitch
<b>Higgins Road Bike Path</b>	The project is complete including landscaping. Punch list items scheduled for Wed, Oct 23. Project closeout with IDOT may take a few months. Village Project Manager – Gary Salavitch

<b>VILLAGE PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>Hoffman Bridge</b>	An evaluation of the north parapet concrete wall is under review by staff. This will result in a project request on this wall in the future. Village Project Manager – Gary Salavitch
<b>Palatine Road Widening Project</b>	Project complete with signal turn on set for Oct 23. Restoration and punch list work is ongoing. Village Project Manager – Gary Salavitch

<b>COMMERCIAL PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>Audi Car Dealership</b>	Project complete. Village Project Manager – Terry White
<b>Heidner Commercial (Barrington and Hassell)</b>	Site work and building work are ongoing but slow. Work continues on this site with most underground components complete including grease trap and water service to the second building. MWRD requirements have not been completed. Village Project Manager – Terry White
<b>Hoffman Plaza</b>	No change in the last month. The replatting of the onsite utility easements is still in process with the new owners. Water service disconnection for the Shell site is complete with asphalt restoration. Village Project Manager – Gary Salavitch
<b>Montessori School</b>	Site improvements to the parking lot are ongoing and a new water service is complete for the school on Freeman Road. Building renovations are ongoing. Village Project Manager – Terry White
<b>Saddle Room Restaurant</b>	Project almost complete; landscaping and restoration continues along with punch list items. Village Project Manager – Terry White
<b>Savers (Thrift Store)</b>	Construction for the loading dock and drop-off area is nearing completion on the back side of this building located at the south end of the Golf Center Shopping Center. Village Project Manager – Terry White
<b>Shell Gas Station (Barrington and Higgins)</b>	No change in the last month. Demolition and service disconnection are proposed for the existing gas station at Barrington and Higgins. Village Project Manager – Gary Salavitch
<b>Valli Produce</b>	No change in the last period. Building remodeling and site work are complete. The remaining outstanding issue is resolution of the sanitary sewer repair within the State ROW. Village Project Manager – Terry White

<b>RESIDENTIAL PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>930 Freeman House Construction</b>	The single family residence is complete and will be removed from this report in December. Village Project Manager – Terry White
<b>Bradwell Subdivision (Bradwell Road)</b>	New site layout and final engineering plans are under review for a proposed subdivision off Bradwell Road. Village Project Manager – Gary Salavitch

<b>MISCELLANEOUS PROJECTS</b>	
<b>PROJECT NAME</b>	<b>DESCRIPTION</b>
<b>EJ&amp;E / CN Acquisition Project</b>	The noise mitigation project is underway. Residents are submitting applications for sound mitigation work on their houses. Staff is working to make this process as easy as possible for Village residents and Cook County / Bridlewood also. Village Project Manager – Joe Weesner
<b>Keller School</b>	Project complete. Village Project Manager – Terry White
<b>Willow Creek Building Expansion</b>	No change in the last month. Water main relocation complete with easements and as-builts remaining. Village Project Manager – Terry White