

AGENDA
PUBLIC WORKS & UTILITIES COMMITTEE
Village of Hoffman Estates
October 27, 2014

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 22, 2014

NEW BUSINESS

1. Discussion regarding 2014-2015 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.

**PUBLIC WORKS & UTILITIES
COMMITTEE MEETING MINUTES**

September 22, 2014

I. Voice

Members in Attendance:

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

**Management Team Members
in Attendance:**

**James H. Norris, Village Manager
Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Mark Koplin, Asst. Vlg. Mgr., Dev. Services
Mike Hankey, Director of Transportation
Gary Salavitch, Director of Engineering
Ted Bos, Acting Police Chief
Jeff Jorian, Fire Chief
Monica Saavedra, Asst. Director of H&HS
Joe Nebel, Director of Public Works
Rachel Musiala, Finance Director
Patricia Cross, Asst. Corporation Counsel
Fred Besenhoffer, Acting Director of IS
Bruce Anderson, Cable TV Coordinator
Ashley Monroe, Asst. to Village Manager
Bev Romanoff, Village Clerk
Ben Gibbs, GM of the Sears Centre Arena**

The Public Works and Utilities Committee meeting was called to order at 7:14 p.m.

II. Approval of Minutes

Motion by Trustee Pilafas, seconded by Trustee Gaeta, to approve the Public Works & Utilities Committee meeting minutes of August 18, 2014. Voice vote taken. All ayes. Motion carried.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to approve the Special Public Works & Utilities Committee meeting minutes of September 8, 2014. Voice vote taken. All ayes. Motion carried.

NEW BUSINESS

- 1. Request authorization to award contract for 2014 Creek Cleaning Project to Davey Tree Expert Company, Kent, OH (low bid) in an amount not to exceed \$55,000.**

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

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to award contract for 2014 Creek Cleaning Project to Davey Tree Expert Company, Kent, OH (low bid) in an amount not to exceed \$55,000. Voice vote taken. All ayes. Motion carried.

- 2. Request authorization to waive formal bidding and purchase training room tables, office chairs and wait area seating for Public Works Center through the Cooperative Purchasing Network (TCPN) consortium from Midwest Office Interiors, Woodridge, IL in an amount not to exceed \$41,413.34.**

An item summary sheet from Joe Nebel and Paul Petrenko was presented to Committee.

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to waive formal bidding and purchase training room tables, office chairs and wait area seating for Public Works Center through the Cooperative Purchasing Network (TCPN) consortium from Midwest Office Interiors, Woodridge, IL in an amount not to exceed \$41,413.34. Voice vote taken. All ayes. Motion carried.

- 3. Request acceptance of the Department of Public Works Monthly Report.**

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

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

- 4. 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 Pilafas, to accept the Department of Development Services Monthly Report for the Transportation and Engineering Division. Voice vote taken. All ayes. Motion carried.

- III. President's Report**
- IV. Other**
- V. Items in Review**
- VI. Adjournment**

Motion by Trustee Gaeta, seconded by Trustee Pilafas, to adjourn the meeting at 7:18 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Debbie Schoop, Executive Asst.

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Discussion regarding 2014-2015 Snow/Ice Control Policy and Procedure Manual.

MEETING DATE: October 27, 2014

COMMITTEE: Public Works & Utilities

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

PURPOSE: Discussion regarding 2014-2015 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 stand-by staffing of sixteen (16) salt spreading trucks, one (1) salt pile/yard tractor operator, one (1) sidewalk patrol unit, and two (2) supervisors, all via two twelve (12) hour shift teams. The roster assists drivers in knowing whether they will be contacted first at the onset of threatening weather outside of normal working hours.
- A contracted weather advisory warning service will continue to be utilized to assist us to prepare for weather related events and notify off-duty supervisory personnel of weather conditions and pending weather events.
- Auxiliary drivers shall again be recruited and hired to augment Public Works staff during heavy or long duration snow storms. While primarily used for cul-de-sac and parking lot snow plowing, a number of hires are capable of operating the larger Class “B” CDL trucks. Last season, (7) external and (11) internal auxiliary drivers were positioned.
- Current locations for snow fencing are again being evaluated with the goal of reducing the amount of fence erected if possible.

NOTE: Personnel training and review of the 2014-2015 Snow/Ice Control Policy and Procedure Manual is scheduled for Wednesday, November 5, 2014 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**

2014-2015 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 2013-2014 ARE ILLUSTRATED BY USE OF STRIKEOUTS AND USE OF BOLD TYPE SET FOR “NEW”, OR, “CHANGED” ITEMS
 - 2) ALL CHANGES MUST BE BROUGHT TO THE VILLAGE BOARD FOR APPROVAL

ADVANCE PREPARATION AND PLANNING

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

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

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

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

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

ADVANCE PREPARATION SNOW FENCE

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

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

I. SALT/SNOW WEATHER ALERT SERVICE

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

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

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

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

II. EMERGENCY PROCEDURES

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

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

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

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

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

III. CONTROL OF OPERATIONS

Under the Direction and General Supervision of the Department Director;

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

Normal Operations

Ken Gomoll
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 1st each year. Any new trial modifications are subject to termination at any time at the discretion of the Department Director.

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

VI. WORK RULES AND PROCEDURES, continued

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

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

- (1) A snow season is defined as the period December 1st thru April 1st
- (2) "Leave of absence" refers to all absences as described in Section 4, "Benefits" of the Village's Personnel Policy Manual".
- (3) A refusal occurrence is defined to mean any circumstance in which the action/inaction taken by an employee results in the individual not reporting for duty in the manner prescribed within the Snow and Ice Control Policy and Procedure Manual.
- (4) A 1st refusal occurrence will remain in the Active Snow/Ice Refusal File for a period of one (1) year from the date of occurrence, ~~on a trial basis, during the 2012-13 and 2013-14 seasons.~~
- (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 ~~paggers~~ **cell phones** may be utilized by individuals as a primary phone contact although missed or failed ~~pages~~ **calls** shall not be a pretext for the inability to be contacted. Each individual is responsible to ensure that Village or personal communication equipment is operating properly. It is the responsibility of each individual to call in for instructions whenever there is doubt about whether or not he/she should be in or should have been called. Written notification of telephone numbers must be provided to the Superintendent before its use by December 1st of the snow season and must immediately be updated of changes throughout the course of the snow season.

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

VI. WORK RULES AND PROCEDURES, continued

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

Calls when services are not needed:

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

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

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

VI. WORK RULES AND PROCEDURES, *continued*

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

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

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

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

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

An individual may request to switch with someone else.

VI. WORK RULES AND PROCEDURES, continued

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

VII. OVERTIME/OVERTIME PAY

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

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

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

VIII. FLEET SERVICES SNOW AND ICE CONTROL SHIFT ASSIGNMENTS

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

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

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

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

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

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

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

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

Staff assignments during twelve-hour periods are as follows:

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

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

IX. SHIFT SUPERVISOR RESPONSIBILITIES DURING SNOW AND ICE CONTROL OPERATIONS

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

X. OPERATOR CHECK LIST

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

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

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

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

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

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

INSPECT ALL ITEMS THAT APPLY

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

Service Request: _____

Remarks: _____

DEPARTMENT OF PUBLIC WORKS

Memo

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

Urgent For Review Please Comment Please Reply Enclosure(s)

FROSTBITE

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

B. SIGNS/SYMPTOMS

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

C. AS TIME PASSES

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

D. FIRST AID

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

COLD EXPOSURE

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

B. SIGNS/SYMPTOMS

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

C. FIRST AID

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

D. PREVENTION OF COLD INJURIES

1. Limit exposure time
2. Wear proper, protective clothing
3. Recognize symptoms
4. If your resistance is low, or if 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 2014 - 2015 PERSONNEL CALL-IN ROSTER

SUPERVISORS:	PRIMARY: AM – 4 th – PM –	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	
2ND		5TH	
3RD		6TH	
		7TH	
		8TH	
		9TH	

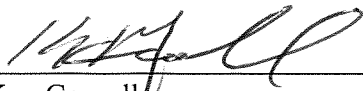
DEPARTMENT OF PUBLIC WORKS

SEPTEMBER MONTHLY REPORT

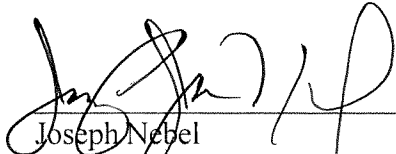
SUBMITTED TO PUBLIC WORKS COMMITTEE

OCTOBER 2014

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

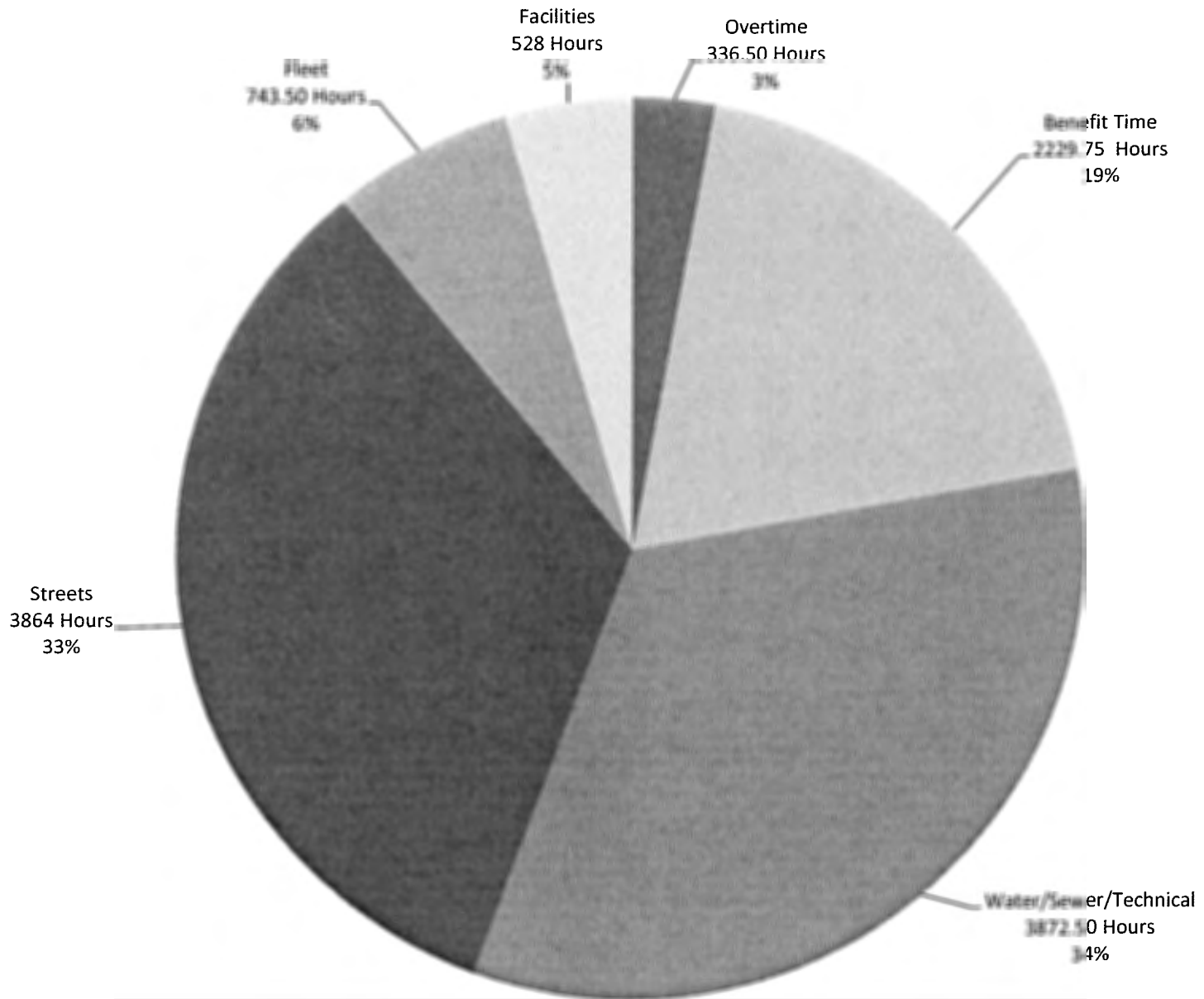


Ken Gomoll
Assistant Director of Public Works

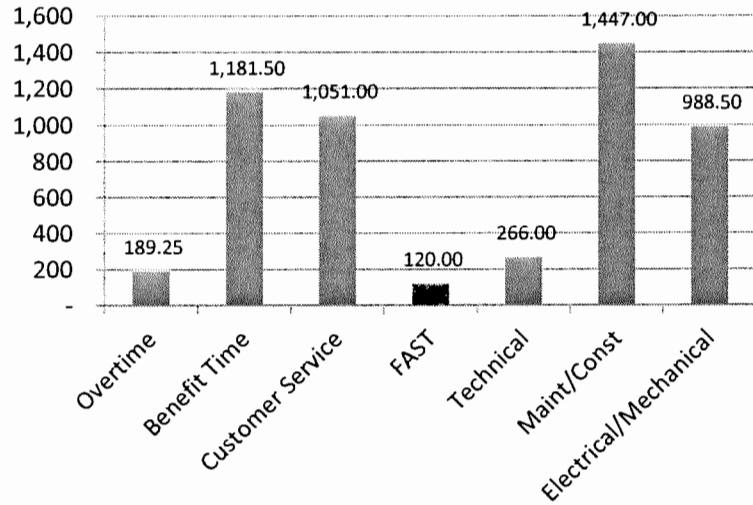


Joseph Nebel
Director of Public Works

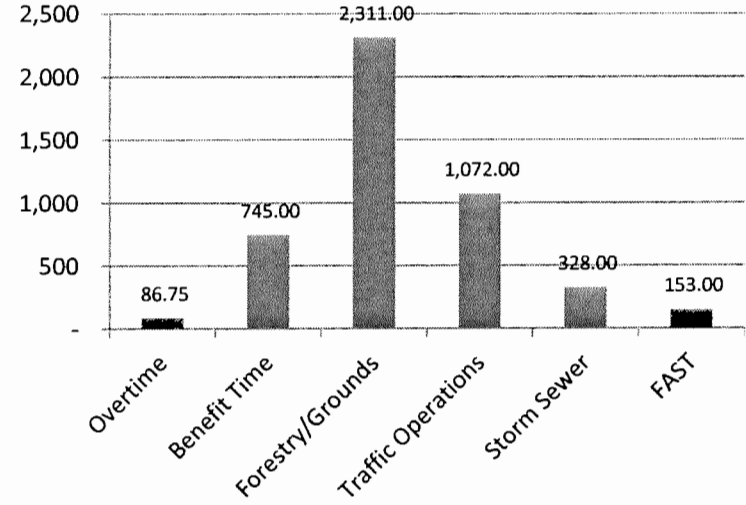
Public Works Department Total Hours September 2014



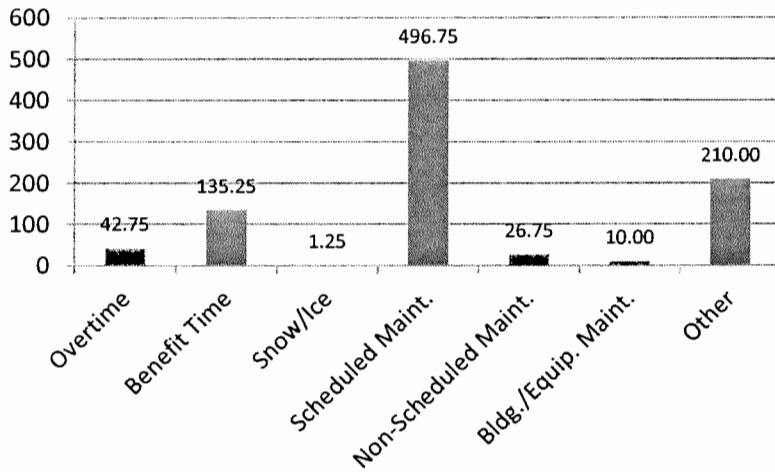
Water Total Hours September 2014



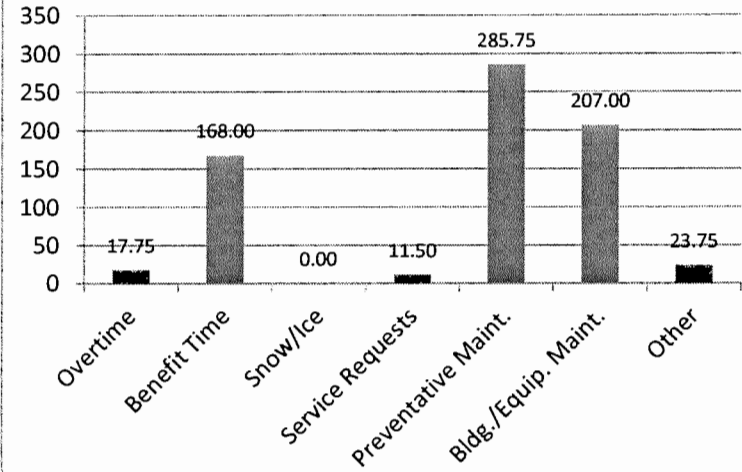
Street Total Hours September 2014



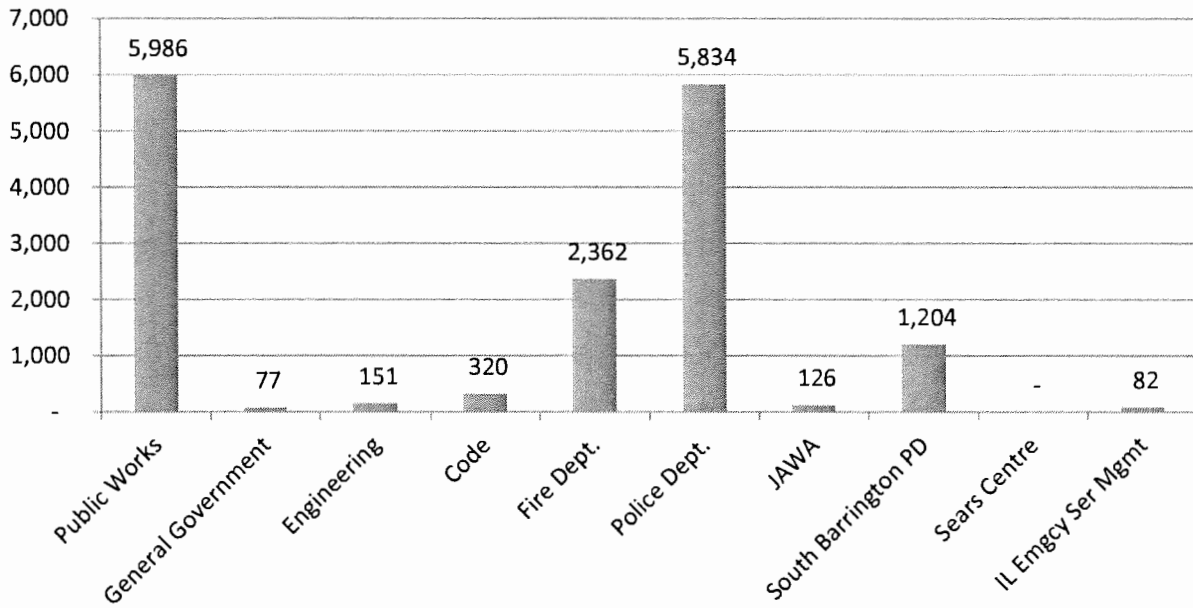
Fleet Total Hours September 2014



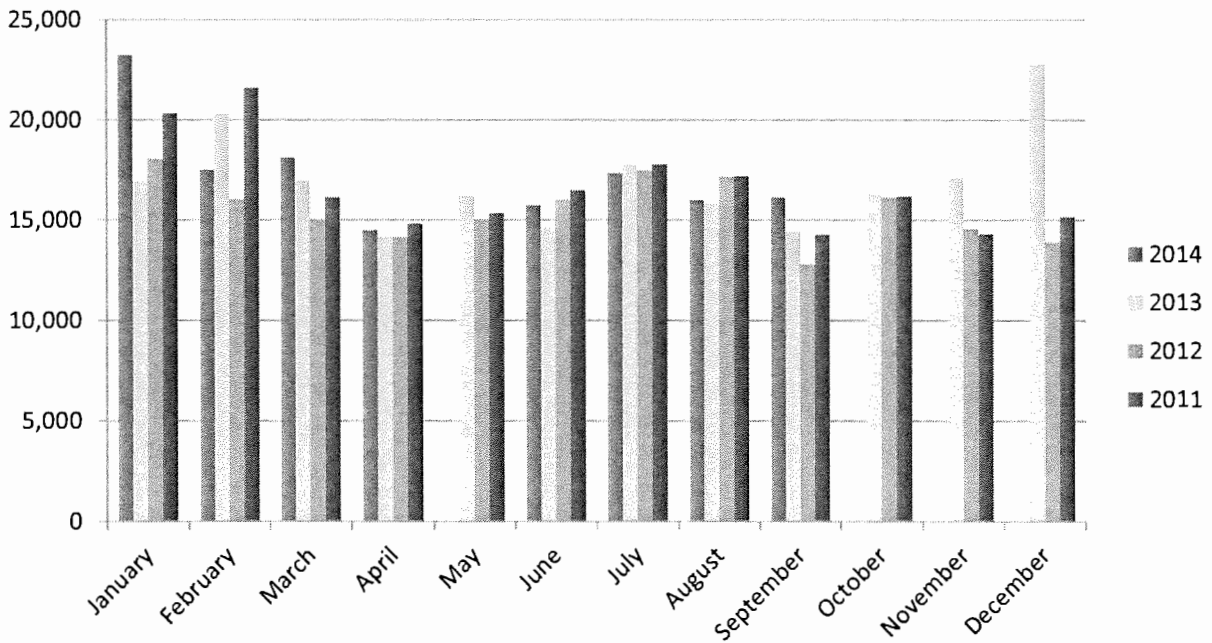
Facilities Total Hours September 2014



September 2014 Usage by Department / Gallons



Total Fuel Used / Gallons



* CIP PROJECT STATUS

Upgrade of SCADA Servers

The new servers have been in full service in the Control Center for a total of 259 days (since January 13, 2014). The system operation is satisfactory. The final list of deficiencies was sent to the contractor on July 15th and 23% of the project payment has been retained. Project close-out is requested by November 1, 2014.

Village-wide Water Distribution System Leak Survey

Notice to proceed was issued to the contractor, Water Services, on February 28, 2014 and the project kick-off meeting was held on March 17, 2014. Work started in April. **Before the end of September, leak survey of the entire Village's water system including 100 of selected service lines has been completed and a total of over 40 leaks were found, including two hidden leaks on private service line. Most leak repairs have been completed.**

Valve Assessment Program

Notice to proceed was issued to M.E. Simpson on June 3, 2014 to assess 700 valves in 2014. Project kick-off was held on June 19, 2014 and work started in August 2014. **Before the end of September 700 valves located in Parcels A, B, NA, Highland, PIE, NB, NC and selected areas in ND have been exercised and assessed with GPS location coordinates determined. Boxes/vaults of the completed valves have been cleaned.**

ADMINISTRATIVE AND TECHNICAL SERVICES

1. Participated in weekly site plan review meeting
2. Prepared articles for Citizen
3. Coordinated monthly job code data entry
4. Prepared monthly report charts
5. Coordinated R.O.W. pre-construction meetings
6. Performed sidewalk inspections in various locations in the Village
7. Performed parts purchasing and inventory for Fleet Services
8. Updated monthly performance measures report
9. Attended Wellness Committee meeting
10. Attended Public Works Open House meeting
11. Attended Snow/Ice Management Team meeting
12. Coordinated Creek Maintenance Bid
13. GPS work: Located and edited some valves along Higgins Rd. from Basswood St. to Moon Lake Blvd.; located fiber and water main at Beverly Rd. and at Rt. 59 (via Tollway project)
14. Assisted sanitary crew with flow management database
15. Performed bi-weekly sanitary database back-up and antivirus scan
16. Performed Tollway locating work with Village locators
17. Uploaded all new changes from Ash tree removal to the GIS database and to the intranet maps
18. Provided maps/info for valve exercising contractor
19. Assisted Customer Service with finding water service to Fire Station #22
20. Weekly meeting with IS Department regarding LGIM database conversion process and Arc GIS on-line
21. Continue to update department databases to the Local Government Information Model

UTILITY LOCATES TEAM

1. Performed 1,211 regular priority J.U.L.I.E. utility locates for the month; 7,426 year-to-date
2. Performed 69 emergency priority J.U.L.I.E. utility locates for the month; 303 year-to-date
3. Participated in 6 Utility Joint Meets; 92 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 68 requests for the month, 503 year-to-date
2. Assisted meter shop with shut-offs of delinquents meter accounts
3. Performed water bill drop box pick ups
4. Performed mail run duties
5. Performed building maintenance at Fleet Services
6. Performed street light inspections
7. Received deliveries at Susan Kenley-Rupnow Public Works Center
8. Performed floor grate inspections at Susan Kenley-Rupnow Public Works Center garage
9. Performed tower light inspections
10. Performed monthly maintenance on 5 message boards
11. Assisted with meter appointments
12. Assisted with meter route reading
13. Assisted with routine locates
14. Performed set up and take down for Platzkonzert
15. Assisted with Public Works recycling and battery recycling
16. Performed cleaning of wash bay at Fleet Services
17. Performed site lock ups at Susan Kenley-Rupnow Public Works Center and Fleet Services
18. Performed lamp inspections at Susan Kenley-Rupnow Public Works Center
19. Performed barricade checks and pick ups
20. Performed R.O.W. clean-up
21. Performed set up and take down of Village Green signs
22. Assisted with Electronic Recycling at Village Hall
23. Performed dead end clean up throughout the Village
24. Assisted with storm damage clean-up
25. Mounted port-o-let onto trailer
26. Received 12 loads of salt at west site
27. Transported vehicles for Safety Lane testing

6	B-box repairs	1	Black dirt & seed repair
1	Possible sewer back-up inspection	3	Meter change-out
16	Branch pick-ups	1	Street sign
2	Misc. requests	3	Miscellaneous pick-ups and deliveries
11	Wood chip deliveries	1	Illegal dump
3	Sidewalk deviations	1	Curb repair
18	Road kill pick-ups		

- 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 purchasing and budget work for pavement team
9. Assisted Traffic Operations sign team
10. Assisted Traffic Operations light team
11. Performed safety coordination of Department Tailgate training
12. Performed storm sewer inlet maintenance, saw cut, dug, hot patch
13. Performed preventative cleaning of storm sewer inlets
14. Performed 1 delineator replacement along Old Sutton Rd.
15. Performed street edge line patching at various locations Village-wide
16. Performed pavement repairs Fleet Services parking lot
17. Assisted with sweeping program
18. Assisted with storm damage clean-up
19. Assisted with Brush/Branch Pick-up
20. Performed driveway repairs per 2014 Street Revitalization program
21. Performed asphalt repairs for sanitary sewer work
22. Performed in-house pavement marking at various locations Village-wide
23. Performed street pavement repairs at various locations Village-wide
24. Performed asphalt repairs for water street crossing excavations at various locations Village-wide
25. Transported vehicles for Safety Lane testing
26. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- SIGNS

1. Assisted with street light repairs
2. Performed sign straightening at various locations Village-wide
3. Performed traffic barricade maintenance
4. Replaced or repaired 10 signs due to wind, vehicle damage or vandalism
5. Assisted with pothole repairs and patching at various locations Village-wide
6. Performed purchasing/pricing of sign maintenance and repair supplies
7. Performed ongoing street sign maintenance log
8. Fabricated, assembled and installed signs at various locations Village-wide
9. Assisted with hot asphalt patching at various locations Village-wide
10. Assisted with storm damage clean-up
11. Performed Type I reposting on Basswood St., Aspen St., Lancaster Ct. , Maple Ln., Woodlawn St.
12. Installed grommets on hand painted Platzkonzert banner
13. Fabricated, assembled and installed 8 double-sided Platzkonzert signs throughout Village
14. Fabricated, assembled and installed 8 children's flu shots and 8 adult flu shot signs
15. Performed ESDA trailer and room inventory of barricades and cones
16. Performed preventative flood clearing of storm sewer inlets
17. Performed sign clearing at various locations Village-wide
18. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center
19. Transported vehicles for Safety Lane testing

- **STREET LIGHTS**

1. Responded to 8 resident requests for service repairs; 52 year-to-date
2. Repaired 14 street lights this month in various locations; 272 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. Cleared tree branches obstructing street light poles and fixtures in various locations Village-wide
7. Installed new street light fixture at Fairway Ct. cul-de-sac
8. Performed seasonal banner change out program throughout the Village
9. Repaired hand hole covers in various locations Village-wide
10. Performed pricing/purchasing of street light repair supplies and tools
11. Performed clean up and secured site of 3 street light knock downs
12. Participated in Fall Brush Branch Pick up
13. Assisted with storm damage clean-up
14. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

FORESTRY TEAM

1. Responded to requests for service; 106 for the month; 2,004 year-to-date
2. Emerald Ash Borer (EAB) Ash tree removals: Confirmed EAB infestation removals (in-house) 0 for the month, 542 year-to-date, Contractor Ash tree removals 346 for the month, 1,922 year-to-date
3. Performed tree equipment maintenance
4. Performed measurement and logging of daily precipitation
5. Performed contract tree trimming and removal preparations
6. Performed duties related to stump grinding
7. Assisted Fleet Services with vehicle maintenance
8. Supervised parkway restoration contractor
9. Performed routine tree maintenance: brush pick up, tree removals, storm damage, corrective treatment, inspections, and tree trimming
10. Supervised Ash tree removal contractor
11. Performed follow up with turf mowing contractor
12. Performed routine planting bed maintenance
13. Prepared for fall tree planting program
14. Performed installation of new plant material at Children's memorial site
15. Supervised contract tree trimming contractor
16. Participated in Fall Brush Branch Pick up
17. Transported vehicles to safety lane for testing
18. 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 inlet repairs at 1460 Pheasant Trail, across from 1490 Pheasant Trail, 1700 and 1760 Queensbury, 5951 Chatham Dr., 410 Morton St.
7. Assisted with storm damage clean-up
8. 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 (0) resident water quality tests, collected sanitary sample at Sears Centre Arena
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 as well as Homeland Security generators
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. Cleaned Casey Farms lift station wet well to the bottom
12. Cleaned Moon Lake lift station wet well down to grate
13. Completed annual elevator inspections in 5 lift stations
14. Installed 2 sanitary pipe flow meters for Engineering Department by Sears Centre Arena
15. Continued upgrade project of new SCADA server
16. Monitored all tower antenna maintenance and projects

- 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 storm sewer maintenance at 2020 Carling Rd., 935 and 965 Rosedale Ln.
7. Performed valve repairs at Whispering Trails South area, c/o Cove Ln. and Harbor Cir., c/o Ash Rd. and Hawthorn Ln.
8. Performed leak investigation at various locations Village-wide
9. Cleaned debris from storm inlets in various locations Village-wide
10. Performed water main repairs at 3520 Hillside Ct., 35 Payson St., 1549 Brookside Ln., Partridge Hill Dr.
11. Performed fire hydrant repairs at c/o Ela Rd. and Rt. 62
12. Replaced fire hydrants at Well #21, 1165 Apple St.
13. Installed new valves at 305 Hawthorne Ln., 285 Washington Blvd.
14. Assisted with storm damage clean-up
15. Participated in Fall Brush Branch Pick up
16. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- SANITARY SEWER FLOW MANAGEMENT TEAM

1. Flushed 30,119 feet of main sewer lines for the month, 122,063 feet year-to-date
2. TV inspected 4 feet sanitary sewer for the month, 38,792 feet year-to-date
3. Applied liquid and dry microbe formula for enhancement of wastewater treatment systems
4. Performed equipment maintenance on Units #40 and #67
5. Performed maintenance on safety equipment
6. Participated in Fall Brush Branch Pick up
7. Assisted with wet well maintenance at Casey Farm
8. Assisted with lift station checks
9. Identified 2 sanitary pipe failures on Fredrick Ln.
10. Assisted with sampling of wells
11. Assisted GIS Technician with database corrections
12. Transported vehicles to safety lane for testing
13. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

- STORM SEWER CLEANING/UTILITY LOCATE TEAMS

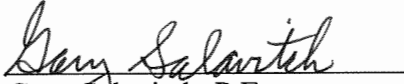
1. Vacuumed and flushed 2,709 feet of storm sewer for the month; 12,628 feet year-to-date
2. Water usage by Unit #66 9,000 gallons for the month; 138,400 gallons year-to-date
3. Performed routine vehicle and equipment maintenance
4. Performed barricade checks at various sites Village-wide
5. Performed leak investigations at 3969 Whispering Trails, 1070 Mayfield Ln., London Sq. to Partridge Hill Dr., Roselle Rd. and Higgins Rd., Huttner Ct.
6. Performed water main repairs at Partridge Hill Dr., 35 Payson St.
7. Repaired b-box at 4170 Victoria Dr.
8. Repaired fire hydrant at various locations Village-wide
9. Consulted with contractor regarding valve exercising program
10. Evaluated water leak restoration sites
11. Performed weekly flushing of Highpoint pond
12. Performed black dirt and seed restoration at sites throughout the Village
13. Repaired valve boxes at 700 Ash Rd., Hassell Rd. and Carling Rd., Kingman Ln. and Mohave St., 1069 and 1070 Roselle Rd.
14. Repaired leaking water main valves at 345 Castlewood Ct., 95 Aster Ln., Cove Ln. and Harbor Ln.
15. Performed mock water main shut-down on Mumford Dr. by the Montessori School
16. Cleared storm sewer inlets though out Village
17. Performed set up for Platzkonzert
18. Participated in Fall Brush Branch Pick up
19. Replaced water main valve at Ela Rd. and Rt. 62
20. Monitored contractor excavation at Montessori School

- CUSTOMER SERVICE/METER TEAM/PLUMBERS

1. Performed 50 Water Billing customer service appointments at various locations Village-wide
2. Performed 244 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 19 service requests
6. Performed delinquent water account duties at 93 locations throughout the Village
7. Performed 6 minor b-boxes repairs
8. Performed 34 residential cross connection inspections (plumbers)
9. Performed 8 backflow inspections at Village-owned buildings (plumbers)
10. Installed 2 meters at Berkshire apartments for upgrade program assisted by plumbers
11. Performed 62% of monthly route reads (plumbers)
12. Performed 14 re-reads (plumbers)
13. Performed garage maintenance at Susan Kenley-Rupnow Public Works Center

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

Attached is the second installment of the Department of Development Services Monthly Report for Transportation and Engineering for the period ending October 24, 2014.



Gary Salavitch, P.E.
Director of Engineering

MISCELLANEOUS

Drainage investigations were completed at 9 locations over the last month. Many permit inspections are ongoing such as parking lot improvements, drainage, garages, and room additions. These could number 40 to 50 inspections per month for some idea of the work load from permits. One resident inquired about the flood plain.

PROJECT STATUS

VILLAGE PROJECTS	
PROJECT NAME	DESCRIPTION
2014 Drainage Improvement Project	Project nearing completion at the three locations. Sod installation is underway. Village Project Manager – Terry White
2014 Street Revitalization Project	Project ongoing at several locations. Please consider receiving email updates for more specific information. Survey work by a consultant is underway to assist staff with the field work for next year's project. Village Project Manager – Marty Salerno
Barrington Interchange Project	Bridge work is ongoing with many facets of the project underway. Phase Two design for the interchange is 98% complete. Many utility conflicts with the Tollway project are being resolved but are increasing costs to the Village. Village Project Manager – Gary Salavitch
Bode Road Reconstruction	Design work is complete by the consultant and this project is still winding its way through the IDOT system. An engineer was approved for the Phase Three construction inspection. Construction scheduled in 2015. Village Project Manager – Gary Salavitch
Hassell Road Reconstruction and Culvert Replacement	Project is complete and all necessary landscaping has been replaced. Further staff time reimbursements from IDOT are approved. Village Project Manager – Gary Salavitch
Jones / Highland Drainage Project	Project funding approved by Springfield and MWRD to include 72.5% funding from MWRD for this \$1.2 M forty year old drainage problem. IGA for this project to be presented at a later date. Staff submitted 100% plans, specs and estimate to MWRD. This is in anticipation of a 2015 project. Village Project Manager – Gary Salavitch
Prairie Stone Sanitary Sewer Capacity	The west side of the Prairie Stone Development, including the Beverly gravel pit parcel, is being evaluated for sanitary sewer capacities. This is to assist in the need for the western Tollway crossing of the sanitary for future development. Public Works is assisting by obtaining sanitary sewer flow rates. Village Project Manager – Gary Salavitch

VILLAGE PROJECTS	
PROJECT NAME	DESCRIPTION
Stormwater Utility Fee	Projects for this year will include the Kingsdale storm sewer, annual drainage improvements, and the local share for the Jones / Highland drainage solution. A future CIP request will provide further information. Village Project Manager – Gary Salavitch
Village Green Improvements	Project complete and waiting for a stand of grass. Punch list inspection is forthcoming. Village Project Manager – Terry White

COMMERCIAL PROJECTS	
PROJECT NAME	DESCRIPTION
Burger King Restaurant	Plans are under review for the proposed Burger King at Higgins and Barrington Roads. Village Project Manager – Gary Salavitch
McDonalds Restaurant	Barrington Square McDonalds is relocating just to the west and plans are under review. Village Project Manager – Gary Salavitch
Montessori School	Project not complete because of the water service disconnect. A Temporary C.O. has been issued. The water disconnect is being coordinated with PW. Village Project Manager – Terry White
Moretti's and Whiskey River Restaurants	Remodeling and sight work are underway for two new restaurants at Barrington and Higgins Roads. Patio details were resolved in the field. Village Project Manager – Terry White
Saddle Room Restaurant	Project is now complete while waiting for a custom park bench to be installed. Village Project Manager – Gary Salavitch
Shree Jalaram Mandir Church	A building addition is underway for the church at 425 Illinois Blvd. A permit was issued by MWRD. Village Project Manager – Gary Salavitch

RESIDENTIAL PROJECTS	
PROJECT NAME	DESCRIPTION
585 Kingman Single Family Home	ROW restoration to occur soon. Sidewalk installed. School District 211 house project that will take two years to complete. The house is enclosed and work is ongoing. Village Project Manager – Terry White
Bergman Subdivision	The farm at Ela and Algonquin Roads is under preliminary engineering review for an 82-home single family subdivision. Village Project Manager – Gary Salavitch

RESIDENTIAL PROJECTS	
PROJECT NAME	DESCRIPTION
Bradwell Subdivision (Bradwell Road)	Earthwork is complete. All utilities are underway with testing to follow. Road construction to start soon. Working with the neighbors as this project progresses. Drainage problem to the north has been resolved. Village Project Manager – Gary Salavitch